

# RB LOGISTICS: AIR AND SEA

## SUPPLIER TRAINING (AIR FREIGHT SUPPLIER)

# Agenda

- 1. TMC and TMS**
2. Definition of Terms & Implementation steps
3. How to announce your transport order demand?
4. Communication with TMC

# TMC & TMS

Transport Management  
Center

Transport Management  
System

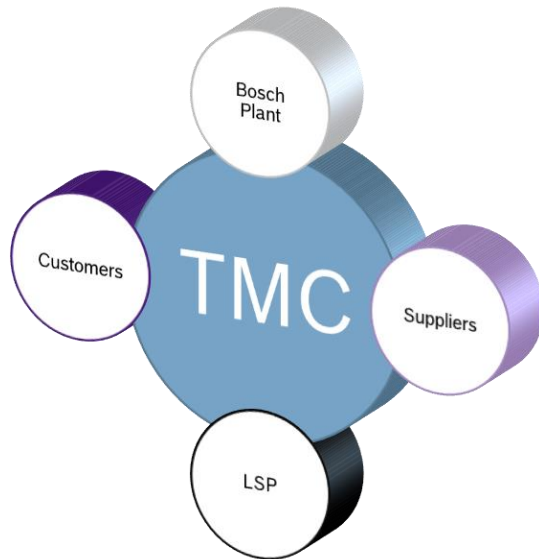
# Supplier training document

## What is Bosch TMC and TMS?

### „BOSCH TMC”

#### = Transport Management Center

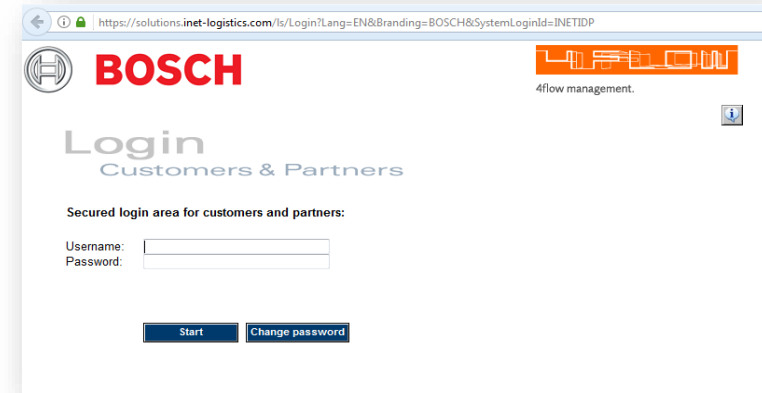
- TMC is a cross-divisional unit that is pre-planning, optimizing and coordinating transports as well as handling transport exceptions.



### „TMS”

#### = Transport Management System

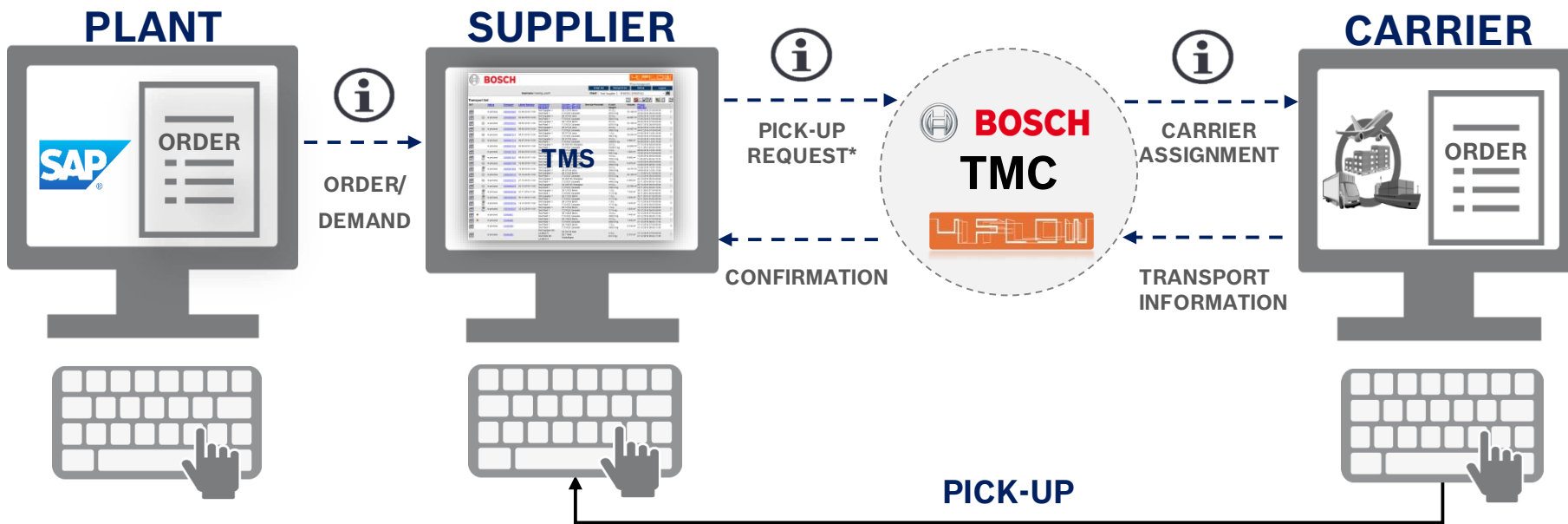
- TMS is an IT system with a web-based user interface
- Transports are ordered and managed in the TMS
- BOSCH plants, suppliers, carriers work with the TMS



All TMC pick-ups to be ordered via the TMS system!

# Supplier training document

## Overview of future setup



**New process for transport operations only**

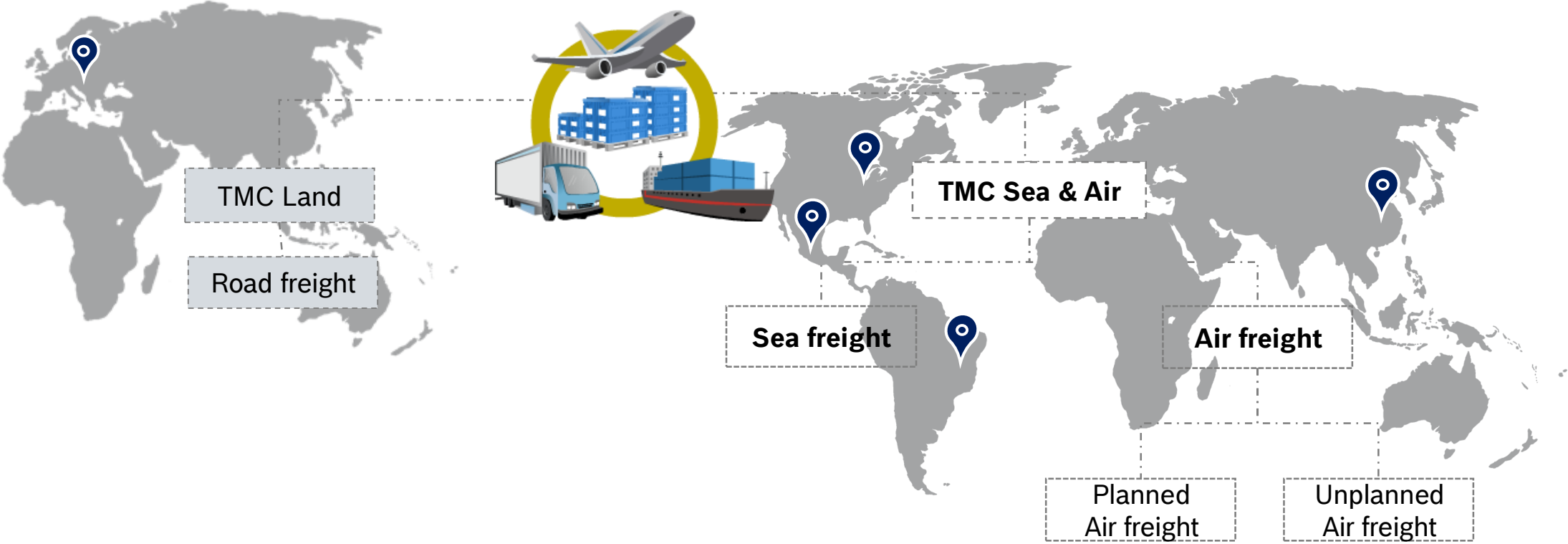
- No change in:
- ordering process
  - alignment of delivery quantity
  - alignment of part numbers
  - required income date at Bosch plants

**PLACE YOUR TRANSPORT ORDER DIRECTLY IN TMS ( NOT TO THE CARRIER ! )**

# Supplier training document

## TMC Sea and Air Project - Introduction

### Different transport modes in TMC Scope



# DEFINITION OF TERMS & IMPLEMENTATION STEPS

# Supplier training document

## Load and Transport order (TO) /D2D

### From door-to-door to optimized network



**Transport:** is defined between pick-up and delivery (e.g. Supplier → Airport, operated with a truck)

**Route:** contains all transports between supplier and destination.  
It defines the conditions for the delivery to the plant (e.g. lead time, costs, etc.)



# Supplier training document

## Routing Instruction

**BOSCH** Routing instruction (SEA/AIR)

By not refusing below route setup within three working days after receipt the concerned parties agree to the indicated routing details. Non permanent deviations due to seasonality, production fluctuations etc. need to be reflected in TMS prior to the transportation taking place.

Transport details		Version	Route description	Mode	SEA pre carriage	Incoterm	FCA	Transportation time [working days]
Effective date	17.11.2016	1	1111_Destination Bosch/H01 (Full)	No empties	1		SOR	Secure transport according to international regulations (e.g. VO (EU) 2015/1998) mandatory

Shipper / Consignee	
<b>Shipper</b> 1111   Test shipper Test street 1 DE 11111 Test city  Test supplier +49 1111 1111 test@supplier.com	<b>Delivery address</b> Destination Bosch 222 Bosch Street US 22222 Test city  Test Bosch +1 859-111-2222 test.bosch@bosch.com

Transport destination	
<b>Consol Center / Port / Airport Europe</b> HUB   Bosch Air & Sea Bosch street 1 11111 Bosch  Test Hub + 49 (0) 171 1111111 Text@boschhub.com	<b>Carrier</b> Carrier#1 Carrier   Bosch Air & Sea Boschstreet 1 11111 Bosch  Test Carrier + 49 (0) 171 2222222 Text@boschcarrier.de

Transport plan							
Tour ID	Equipment	Carrier	Stops	Day	Time window 1	Day	Time window 2
1111_HUB-H01	Standard truck	Carrier   Bosch Air & Sea	1111   Test shipper HUB   Bosch Air & Sea	Thursday Friday	8 a.m. - 3 p.m.		8 a.m. - 3 p.m.

MO=Monday; HUB=Hub; WEC=Wednesday; TH=Thursday; FR=Friday; SA=Saturday; SU=Sunday; \*1 means after collection; \*2 means after collection

Process instructions	Comments / special instructions	Customs clearance office
- Supplier needs to confirm the TO until 4 p.m. CET two days before pick-up. - All documents that are mandatory for the customs process have to be uploaded in TMS and attached to the shipment (e.g. - not complete: delivery note, commercial invoice, export declaration EX1/ABD, etc.) - If supplier does not issue the export customs documents, it is obligatory to highlight in the comment field of the TO. - Transports are assigned to the carrier by 4 p.m. CET one day before pickup in the TMS. - Pickup and delivery time windows reflect local time - The carrier and supplier are responsible to immediately report any exceptions before and during the transportation to the TMC. - Any change in transportation volume or weight after the TO has been confirmed, has to be reported to the TMC immediately. - Please note that without a valid load assignment, no transport will take place.		<b>Customs clearance office</b> Ausfuhrzollamt Test Zollamt Test Test street 1 33333 Test

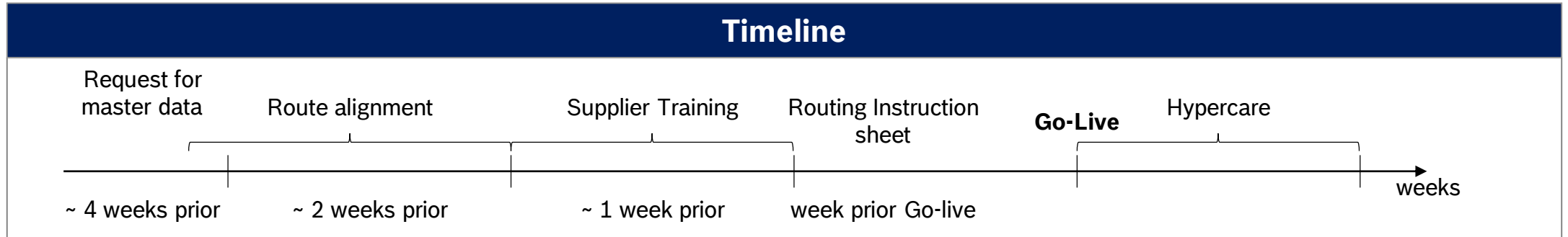
Transport order generation	
release	signature
release date	signature date
	X

TMC operational contact
+49 (711) 81117831 TMC_EU_SEA@BOSCH.COM

- 1 General information – Go-live date, Incoterm, Frequency, etc.
- 2 Consignor information – address and contact person
- 3 Recipient information
- 4 Hub information
- 5 Carrier information
- 6 Agreed pick-up days and time windows
- 7 Process instructions – further important information for operation of this route
- 8 Comments
- 9 Export customs office
- 10 TMC operational contact – for exception management & operational questions

# Supplier training document

## Implementation steps

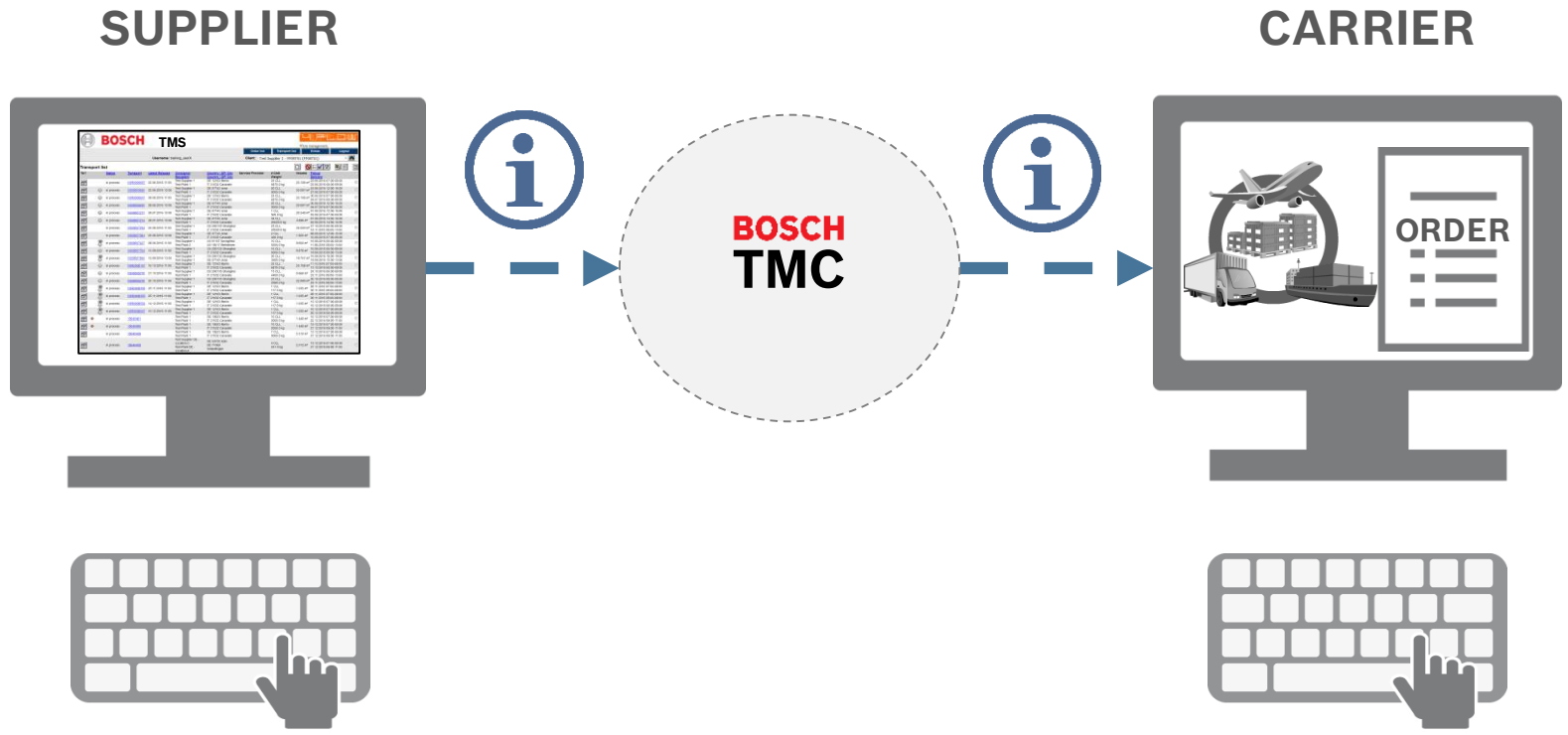


**Description**

<ul style="list-style-type: none"><li>▪ Initial contact &amp; request for master data<ul style="list-style-type: none"><li>▪ Information email by plant</li><li>▪ Gathering of master data from supplier (Contact person, Pick-up address, Possible pick-up days, part &amp; packaging information, Incoterm)</li></ul></li><li>▪ Route alignment<ul style="list-style-type: none"><li>▪ Agreement of relevant Route details (Pick-up and delivery days → transit time, Transportation mode, Carrier, Equipment, Effective date)</li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ Supplier training</li><li>▪ Routing Instruction sheet<ul style="list-style-type: none"><li>▪ Official confirmation of agreed route details send by TMC</li></ul></li><li>▪ Go-Live<ul style="list-style-type: none"><li>▪ Based on agreed route details</li></ul></li><li>▪ Hypercare<ul style="list-style-type: none"><li>▪ Availability of special staff for assistance during first transport</li></ul></li></ul>
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# Supplier training material

## Use TMS to request transport



**PLACE YOUR TRANSPORT ORDER (TO) DIRECTLY IN TMS  
( NOT TO THE CARRIER ! )**

# Supplier training material

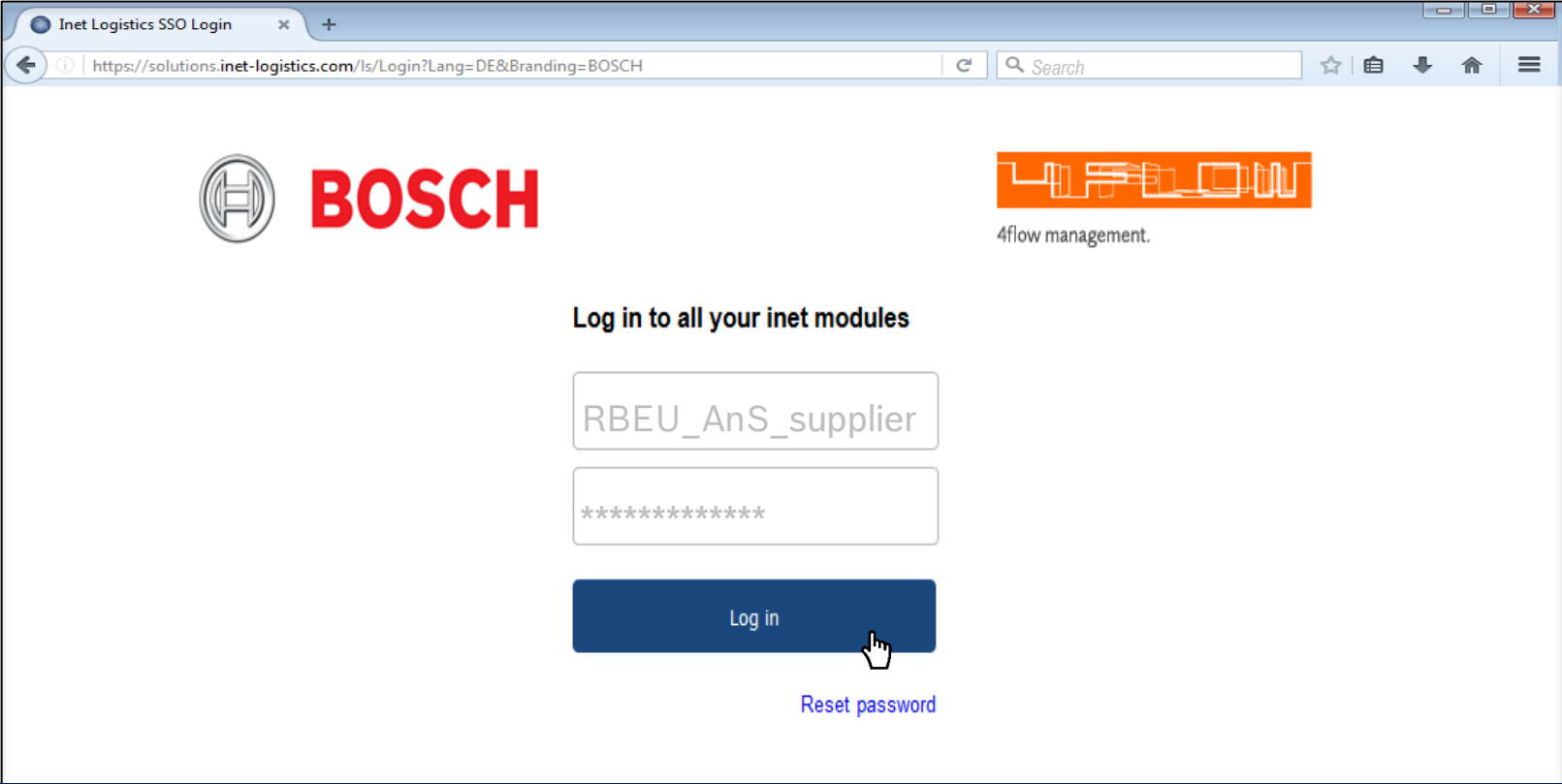
## Release your TO before the cut-off



**IF NO ORDER IS RELEASED UNTIL THE CUT OFF TIME IN TMS  
- NO TRANSPORT CAN BE ORGANIZED!**

# Supplier training material

## Use your AnS (Air and Sea) account



**MANUAL TO IS NOT ALLOWED TO BE CREATED  
FOR SEA & AIR SHIPMENTS**

# Supplier training material

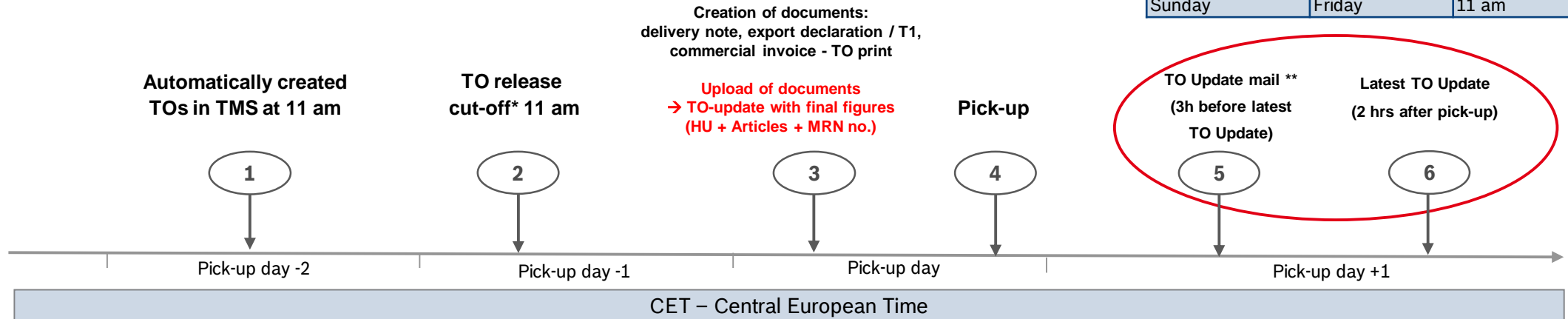
## Sea and Air TO types

Conditions	TO type	Description
Standard process	<b>Standard TO</b>	<ul style="list-style-type: none"> <li>▪ TO automatically created according to the defined pick-up days (same pick-up days as call-off)</li> <li>▪ Prefilled with consignor &amp; recipient information → “empty TO”</li> <li>▪ Packaging &amp; article information need to be filled (available as master data)</li> </ul>
Exceptional process	<b>Manual TO</b>	<ul style="list-style-type: none"> <li>▪ Exceptional process: Late delivery, Unplanned airfreight, Short-term order of BOSCH</li> <li>▪ Consignor &amp; Recipient as well as packaging &amp; article information need to be filled (available as master data)</li> </ul>

# Supplier training material

## New transport ordering process

Transport pick-up date	TO must be released (saved) until	
Monday	Friday	11 am
Tuesday	Monday	11 am
Wednesday	Tuesday	11 am
Thursday	Wednesday	11 am
Friday	Thursday	11 am
Saturday	Friday	11 am
Sunday	Friday	11 am



- All TOs have to be released (saved) by 11 am one day before pick-up.
- After releasing (saving) the TO it can be edited one more time only.
- TOs that are not released until a certain time will be deleted in the system and have to be re-entered manually!\*\*
- No transports will be ordered without a released TO.
- The TO can be updated until two hours after the end of the pickup window.
- In order to ensure that adjustments are performed, a reminder email will be sent.

\*cut-off = latest possible confirmation of the TO → after this point of time TO will be deleted and exception processes need to take place → increased effort

# Supplier training material

## Extended TO update reminder

- ▶ With TMS release 17.4 the TO update reminder email has been enhanced
- ▶ The check for the availability of attributes has been enhanced and now includes:

- article IDs
- delivery note no.
- commercial invoice no.
- export declaration no.
- purchase order no.
- TO documents

**TO Update Reminder**

Dear Shipper,

Be advised that the attached TOs are missing important data.  
Please update the fields for the TOs from the list before the latest TO update time is reached.

Transport Order ID	Pickup [Date]	Article ID	Availability of Documents	Commercial Invoice Number	Delivery note number	Export Declaration Number	LatestTOUpdateDateTime
123456789	15.12.2017	OK	OK	Please Update	Please Update	123456	2017-12-05 15:00:00.0
456789123	15.12.2017	OK	OK	Please Update	Please Update	123456	2017-12-05 15:00:00.0
789456123	15.12.2017	OK	OK	Please Update	Please Update	123456	2017-12-05 15:00:00.0

- ▶ With the reminder email, Suppliers will receive an overview of missing fields to be updated on the TO
- ▶ Reminder e-mails will be sent separately for AIR and SEA shipments



# HOW TO ANNOUNCE YOUR TRANSPORT ORDER DEMAND?

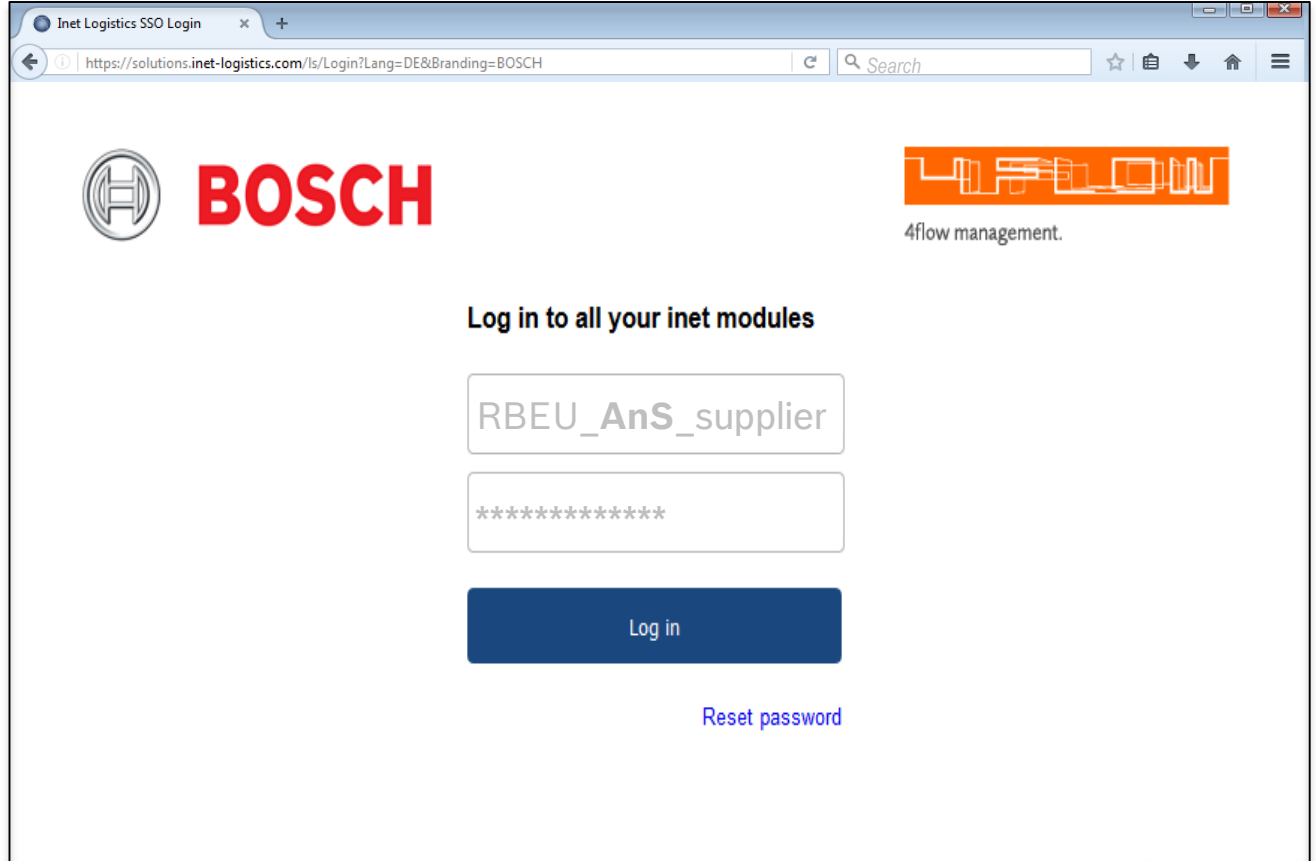
# Supplier training material

## TMS Login

- 1 Open your internet browser and go to:  
<https://solutions.inet-logistics.com/ls/Login?Lang=EN&Branding=BOSCH&LoginSystemId=INETIDP>
- 2 Type in your username and password
- 3 Press “Start” to log into the TMS.

You have to change your password the first time you log in!

**USE YOUR ANS ACCOUNT YOU RECEIVED FROM OUR TEAM:  
„BOS.support”**



Inet Logistics SSO Login

<https://solutions.inet-logistics.com/ls/Login?Lang=DE&Branding=BOSCH>

**BOSCH**

4flow management.

Log in to all your inet modules

RBEU\_AnS\_supplier

\*\*\*\*\*

Log in

[Reset password](#)

# Supplier training material

## Main menu

**BOSCH**

Username: RBEU\_AnS\_TestSupplier Client: 00001 - Test Supplier 1 (FF1S000001)

1 Order list 2 Transport list 3 Extras 4 Logout

**Transport list**

T&T	Status	Transport HAWB / H B/L	Latest Release	Consignor Recipient	Country / ZIP/ City Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery
	U open	<a href="#">VEL13974410</a>	08.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson		0 CLL 0.00 kg	0.000 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	U open	<a href="#">VEL13816658</a>	08.05.2018 11:00	9820   Robert Bosch LLC (AdP-GS)	DE 92676 Eschenbach US 29621 Anderson		0 CLL 0.00 kg	0.000 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	B U in process	<a href="#">VEL13958851</a>	08.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson		3 CLL 1282.00 kg	3.168 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	B U assigned	<a href="#">VEL13948711</a>	07.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson	UPS SCS GmbH - Air Pre-carriage (FF4C005529)	3 CLL 1122.00 kg	3.168 m³	08.05.2018 07:00-15:30 14.05.2018 00:00-23:59
	B U collected	<a href="#">VEL13816656</a>	04.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson	UPS SCS GmbH - Air Pre-carriage (FF4C005529)	2 CLL 761.00 kg	2.112 m³	07.05.2018 07:00-15:30 10.05.2018 00:00-23:59

In TMS the following masks are available

### 1 Order List

Shows overview of all released transport orders in which shipper takes part as consignor or recipient

### 2 Transport List

Shows overview of all released transport orders that can be released by the shipper

### 3 Extras

Configuration of default values

### 4 Logout

# Supplier training material

## Step 1: Go to transport list

### 1 Go to Transport List:

In the transport list, the transport orders with status „open” and the closest pick-up day will be listed first

**If the transport is required, the transport order has to be released (saved) by the shipper.**

T&T	Status	Transport HAWB / H B/L	Latest Release	Consignor Recipient	Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery	
	open	<a href="#">VEL12790136</a>	12.01.2018 11:00	00001   TEST SUPPLIER 376W   RBCD OE Wuxi2 (WxiP2-DS)	DE 95448 Bayreuth CN 214028 Wuxi		0 CLL 0.00 kg	0.000 m³	15.01.2018 13:00-16:00 21.01.2018 09:00-11:00	<input type="checkbox"/>
	open	<a href="#">VEL12784884</a>	12.01.2018 11:00	00001   TEST SUPPLIER 927G   Robert Bosch LLC (ChP-GS)	DE 95448 Bayreuth US 29418 Charleston		0 CLL 0.00 kg	0.000 m³	15.01.2018 13:00-15:00 22.01.2018 00:00-23:59	<input type="checkbox"/>
	open	<a href="#">VEL12788060</a>	12.01.2018 11:00	00001   TEST SUPPLIER 9820   Robert Bosch LLC (AdP-GS)	DE 95448 Bayreuth US 29621 Anderson		0 CLL 0.00 kg	0.000 m³	15.01.2018 13:00-15:30 16.01.2018 07:15-08:15	<input type="checkbox"/>
	open	<a href="#">VEL12788059</a>	12.01.2018 11:00	00001   TEST SUPPLIER 369W   RBAC Suzhou (ShZ-AE)	DE 95448 Bayreuth CN 215021 Suzhou		0 CLL 0.00 kg	0.000 m³	15.01.2018 13:00-16:00 17.01.2018 03:00-04:00	<input type="checkbox"/>
	open	<a href="#">VEL12825578</a>	18.01.2018 11:00	00001   TEST SUPPLIER E710   Robert Bosch LLC C/O Kenco	DE 95448 Bayreuth US 29483 Summerville		0 CLL 0.00 kg	0.000 m³	19.01.2018 09:30-10:30 24.01.2018 06:00-19:00	<input type="checkbox"/>
	in process	<a href="#">VEL12825581</a>	18.01.2018 11:00	00001   TEST SUPPLIER E710   Robert Bosch LLC C/O Kenco	DE 95448 Bayreuth US 29483 Summerville		15 CLL 1805.00 kg	12.214 m³	19.01.2018 09:30-10:30 26.01.2018 06:00-19:00	<input type="checkbox"/>
	assigned	<a href="#">VEL12784925</a> FRA801902	12.01.2018 11:00	00001   TEST SUPPLIER E710   Robert Bosch LLC C/O Kenco	DE 95448 Bayreuth US 29483 Summerville	UPS DE-KSF - Air (FF4C001115)	11 CLL 973.80 kg	7.836 m³	15.01.2018 09:30-10:30 19.01.2018 00:00-23:59	<input type="checkbox"/>

# Supplier training material

## Step 2: Select relevant TO

4flow management.

Order list Transport list Extras Logout

Username: RBEU\_AnS\_TestSupplier Client: 00001 - Test Supplier 1 (FF1S000001)

**Transport list**

T&T	Status	Transport HAWB / H B/L	Latest Release	Consignor Recipient	Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery
	open	<b>2</b> VE13974410	08.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson		0 CLL 0.00 kg	0.000 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	open	831852	08.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach		0 CLL 0.00 kg	0.000 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	in process	8351	08.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach		3 CLL 1282.00 kg	3.168 m³	09.05.2018 07:00-15:30 16.05.2018 00:00-23:59
	assigned	948711	07.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach	UPS SCS GmbH - Air Pre-carriage (FF4C005529)	1122.00 kg	3.168 m³	08.05.2018 07:00-15:30 14.05.2018 00:00-23:59
	collected	118656	04.05.2018 11:00	00001   TEST SUPPLIER	DE 92676 Eschenbach US 29621 Anderson	UPS SCS GmbH - Air Pre-carriage	2 CLL 761.00 kg	2.112 m³	07.05.2018 07:00-15:30 10.05.2018 00:00-23:59

**BOSCH TMC**

**11:00 CET**

**2** Select transport order with status “open” for the relevant pick-up day and check the destination your are shipping to!

If the transport is not required, the transport order should be left in status “open” and will be automatically deleted by the system.

**If you cannot find any open TO for your shipment, please contact TMC! Please make sure to request the TO before the agreed cut-off!**

# Supplier training material

## Transport order details

The screenshot shows the SAP Transport Order Details interface. It is divided into several sections, with five red boxes highlighting key areas:

- Order processing (Step 2a):** This section contains the main header information, including the Order no. (VS00008299), Purchase order no., Business case, Service-level, Special cargo no., Export declaration no., and Update required checkbox. It also includes fields for Reference no., Delivery note no., Freight mode, Client (Supplier DE (FF0SSDE)), Latest release (18.10.2016 13:00), Latest TO update (19.10.2016 11:00), and Shipment no.
- Address information (Step 2b):** This section contains the address details for the consignor, including Customer ID, Company, Contact person, Phone, Fax, eMail, Loading/unloading place, Street, Country/ZIP/City, and State/Province.
- Legs and scheduling pool (Step 2c):** This section contains the scheduling pool table and transport information. The scheduling pool table has columns for No, Status, Load no., Transport, Dispatch point, via Hub, Service provider, Service, and Service-Level. The transport information section includes fields for Loading reference, Pickup date (06.03.2017), Delivery date (10.03.2017), IncoTerm (FCA), Destination, Secured TO (true), and RAKC ID (BE/RA/00888-01/0310).
- Transport information table (Step 2d):** This table displays the transport information for the order. It has columns for Pos, Handling Unit ID, Description, Qty, Type, Gross [kg], Vol. [m³], L [mm], H [mm], Stack, and Remark. The first row shows a handling unit with ID 1 and description 1.
- Article data (Step 2e):** This section contains the article data table. It has columns for Pos, Part number, Purchase order no., Position, Goods description, HS Code, Quantity, Unit, Price per unit, Net [kg], Origin, UN no., and Dangerous. The first row shows a part with number 1 and description 1.

By clicking on the transport order number in the order list or the transport list, the transport order details will be shown.

The mask for transport order details is divided into five main parts:

- 1 Order header with main transport order details (Step 2a)
- 2 Address information
- 3 Transport details and times (Step 2b)
- 4 Package information and quantity (Step 2c)
- 5 Article information and quantity (Step 2d)

Fields marked with an asterisk (\*) are mandatory.

# Supplier training material

## Step 3: Check TO data

### Order processing

Status: **Shipment open**

Fields marked with \* are obligatory

Label SSCC

Service: **1** Air Freight

Order no.\* 10124540 from 07.02.2017

Purchase order no.

Business case\* Full

Service-level\* Standard

Special cargo no.

Export declaration no.

Export decl. required by carrier  **2**

Update required

Contact: [EU TMC AIR, +49 \(711\) 81117832](#)

Reference no.

Delivery note no.

Freight mode

Client 4flow Supplier - FF4S4FLOW3 (FF4S4FLOW3)

Latest release

Latest TO update

Shipment no.

**1** Check your TO's transport mode, use the correct transport mode and if you cannot find the correct one, please immediately notify TMC.

**2** If you do not prepare the customs documents, this box here will be automatically ticked. If you are responsible for the Export Customs Clearance of your goods, you have to add the MRN / T1 number, if possible already during TO release. If not possible, during the TO update process.

# Supplier training material

## Step 3/2: Loading reference, Incoterm & Known Consignor

### Loading reference (if applicable), Incoterm has to match the aligned Incoterm

Transport information					
1	Loading reference	<input type="text"/>	Pickup date*	06.03.2017	from 11:30 to 12:00
2	Incoterm*	FCA <input type="text"/>	Destination	<input type="text"/>	Delivery date* 10.03.2017 from 00:00 to 23:59
3	Secured TO	true <input type="text"/>	Known consignor <input checked="" type="checkbox"/>	RAKC ID	BE/RA/00888-01/0310
	Comment	<input type="text"/>			

- 1 A special loading reference number (if necessary) can be inputted in the field “Loading reference”
  - 2 It is necessary to check the Incoterm, since it is relevant for the customs declaration. Incoterm information will be requested during the implementation process.
  - 3 “Known Consignor” information will also be asked during the implementation process (including RAKC ID). This master data information is necessary to ensure that no double work occurs.
    - If a change regarding your “known Consignor” status occurs, please contact us. Please inform us about your RAKC ID.
    - A “known Consignor” can change the goods to “unsecured” if necessary, this is not possible the reverse way. → If the TO volumes do not match the volumes in the documents or the TO volumes have been changes the goods will be “unsecured”.
- **A loss of known consignor status has to be communicated immediately!**



# Supplier training material

## Step 4: Complete / check handling unit information

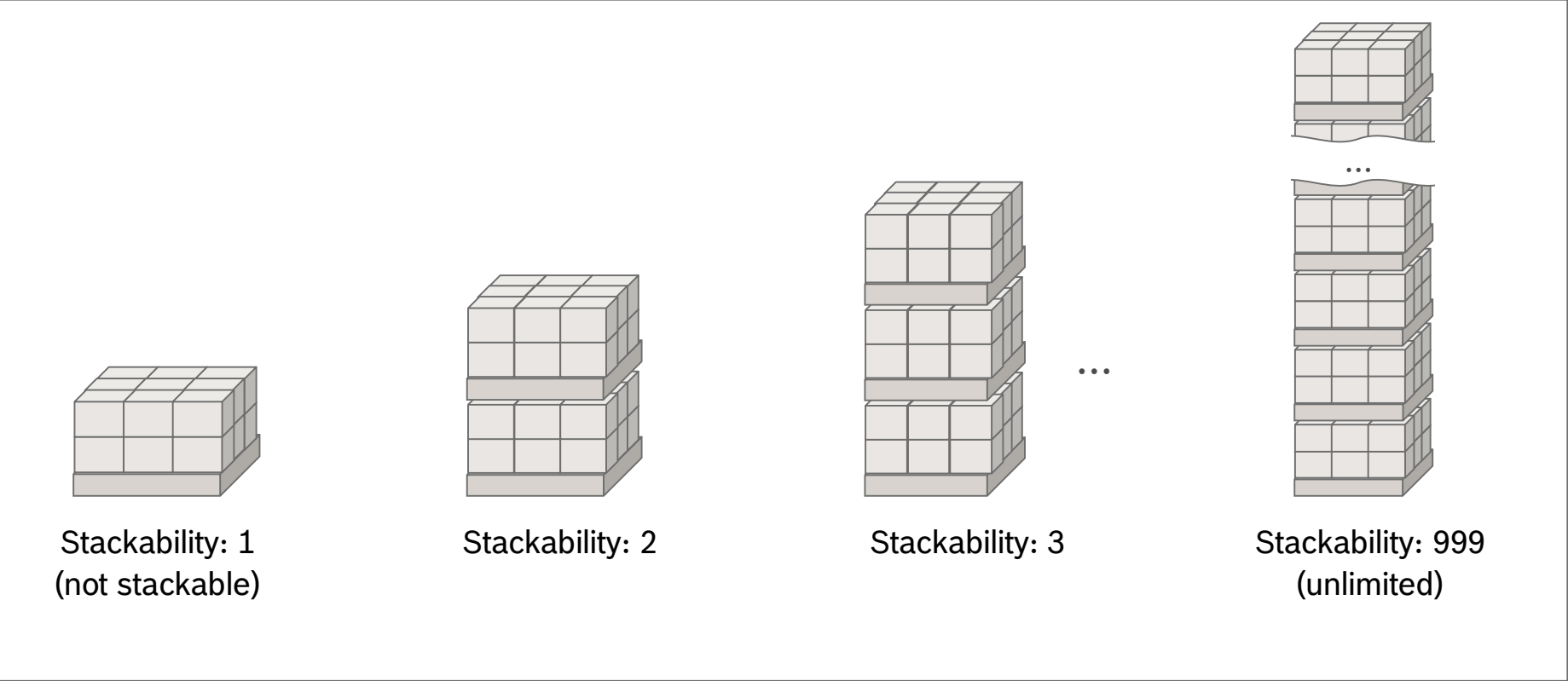
### All fields are mandatory

Handling Units		Total pkgs.	Total gross [kg]		Total volume [m³]			Level			
Pos	Handling Unit ID*	Description*	Qty*	Type*	Gross* [kg]	Vol.* [m³]	L* [mm]	W* [mm]	H* [mm]	Stack.*	Remark
1				CLL							
2				L							

- 1** **Pos** is the package position as identifier for the package line in the TO (set by the system)
  - 2** To select the handling unit use the search function and search by ID or Description  
→ **ID**, **Description** and **Dimensions 6** & **7** are then (partially) filled by the system automatically
  - 3** **Total Quantity** of handling units in this row
  - 4** **Handling Unit Type** (filled by system)
  - 5** Total **Gross** weight: weight of all packages (including the related articles) in kg
  - 6** **L[mm], W[mm], H[mm]** are the **Dimensions** of the package (Length, Width, Height); for particular handling units the height has to be adjusted → **Enter dimensions always in millimetres [mm]!** The **volume** is calculated automatically based on the quantity and dimensions
  - 7** **Stackability (Piling factor)**: is the number of handling units that may be stacked; if piling factor = 1 the handling unit is not stackable, if piling factor = 999 the stackability is not restricted
- **Please note that due to identification reasons there need to be at least one position per article number (→ e.g. for two article numbers with 4 pallets, you need two lines)**

# Supplier training material

## Explanation of container stackability



# Supplier training material

## Step 5: Complete / check article information+ document references

Fields 1-3 & 5-8 (5 if applicable) are mandatory, 4 is optional

Article data										
Pos	Part no.*	Goods description*			Quantity*	Unit*	Net [kg]	Origin	UN no.	Dangerous goods
Purchase order no.		Position	HS Code	Price per unit	Curr.	ECCN	Valid till	Class		
Sales order no.		Position	Delivery note no.	Position						
1	2			3		4		5	<input type="checkbox"/>	
	6									
	7		8							

- 1 Pos:** article position for the assignment to a package line (→ link to the Handling Unit, input the position of the handling unit in this field)
- 2** To select an article use the search function and search either by Part number or Goods description → **Part number, Goods description** and **Unit** are to be filled
- 3 Quantity** of the article
- 4 Net weight** is the weight of a single article unit
- 5 Dangerous goods** information (including UN no.)
- 6 Purchase order no.** per part
- 7 Invoice no.** per part
- 8 Delivery note no.** per part

**In case of dangerous goods, all relevant details (UN no, classification, net weight, packing group, applicable regulation) must be listed in the Comment field, as well!**

# Supplier training material

## Step 5a: Dangerous goods

**MANDATORY:**

- ① UN number
- ① Material Safety Data Sheet (MSDS)
- ① Shipper's declaration for dangerous goods (DGD)

**TAKE CARE OF**

- ① Packing groups
- ① Correct packaging &
- ① Correct labeling

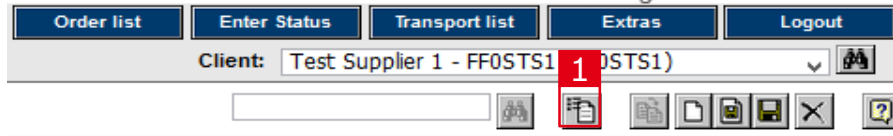
Article data	Goods description*	Quantity*	Unit*	Net [kg]	Country	UN no.	Dangerous goods
Pos Part no.*							

IF YOU SHIP DANGEROUS GOODS, PLEASE ALWAYS CONTACT TMC FIRST !

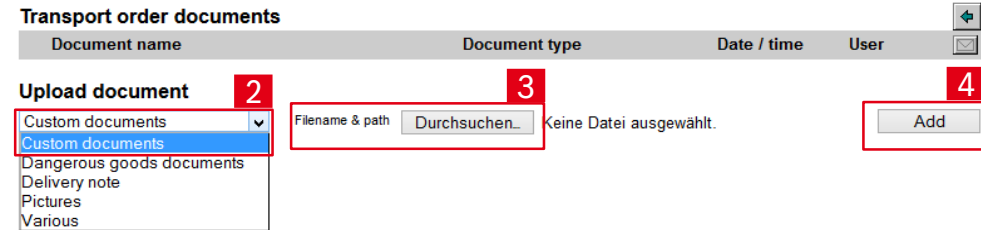
# Supplier training material

## Step 6: Upload transport documents & attach them to the goods

Please make sure to provide the proper required documents!



- 1 Click the “Documents” button in a TO in order to open the dialogue for uploading documents
- 2 Select the type of document you want to upload (naming convention on next slide)
- 3 Search your computer for the file to be uploaded
- 4 Select “Add” in order to upload the document and attach it to the TO



Mandatory documents:

- Delivery note
- Commercial invoice (proforma invoice for goods without commercial value)
- EX1 (ABD, export declaration)
- Additional → all required, no change will take place. Upload all your current documents



- **All documents that are mandatory for the customs process have to be uploaded in TMS AND attached to the shipment (see picture)**






# Supplier training material

## Upload of transport documents - naming

- Following document types are necessary for an international transportation process und have to be uploaded in the TMS per TO according to the following standards (opportunity **A** (every documents in an own file) or **B** (all documents compiled in one file)):

	Document name	Document type (EN)
A	<b>1</b> „TO-number_EX“	Export declaration
	<b>2</b> „TO-number_CI“	Commercial Invoice
	<b>3</b> „TO-number_DN“	Delivery note
B	„TO-number_documents“	Various

**Transport order documents**

	Document name	Document type	Date / time	User	
<b>1</b>	 <a href="#">VE07414184_EX.pdf</a>	Ausfuhrerklärung	28.12.2016 12:02	4flow4_BD	<input type="checkbox"/>
<b>2</b>	 <a href="#">VE07414184_CI.pdf</a>	Commercial invoice	28.12.2016 12:02	4flow4_BD	<input type="checkbox"/>
<b>3</b>	 <a href="#">VE07414184_DN.pdf</a>	Delivery note	28.12.2016 12:02	4flow4_BD	<input type="checkbox"/>

# Supplier training material

## Step 7: Release the TO

### A transport will be ordered for all released TO's



#### Confirmation of a TO

**1** A TO is released by clicking on the 'save' button. 

➤ The status of the TO then changes from 'open' to 'in process'.



➤ After releasing (saving) the TO it can only be updated once.

**2** If you want to save changes and edit the TO again later please use the button ,save with status open. 

➤ **Please note: There are no transports ordered for 'open' TO!** 

# Supplier training material

## Step 8: TO update process

- 1 If you want to update a TO, you have to first open the corresponding TO via the transport list
- 2 You now can see a tick inside the box: „update required“, which means that you can update the TO one single time
- 3 You can now edit the handling unit information analogue to the process explained above, to save the changes, press the save button.



It is not allowed to change the Service

### Transport list

T&T	Status	Transport	Latest Release	Consignor Recipient	Country / ZIP/ City Country / ZIP/ City	Service Provider
	U <b>2</b>	<b>1</b> VS00008259	18.10.2016 13:00	Test Supplier DE - Location B	DE 79807 Lottstetten	
	B in process	VS00008231	21.10.2016 13:00	Test Plant DE - Location A	DE 71069 Sindelfingen	
	in process	10040168		Test Supplier DE - Location B	DE 79807 Lottstetten	
				Test Plant DE - Location A	DE 71069 Sindelfingen	
				Test Supplier 1	CN 200135 Shanghai	Carrier - Test 1
				Test Plant 1	DE 10623 Berlin	(FFOCTC1)

Service:	Road Freight	
Order no.*	VS00008261	from 13.10.2016
Purchase order no.		
Business case*		
Service-level*	Standard	
Special cargo no.		
Export declaration no.		
Update required	<input checked="" type="checkbox"/>	<b>2</b>



# Supplier training material

## TO adjustment / shipping of backlog

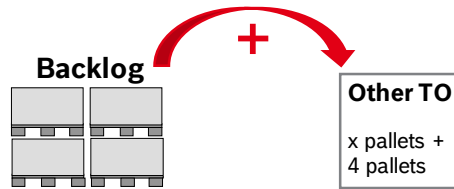
### The TO adjustment allows to ship volume that differs to the delivery schedule

Adjustment means that I have to adjust the TO volume to the delivery volume. Possibly because you shipped only partial orders before or the plant ordered short-term.

There are two options for shipping additional volume:

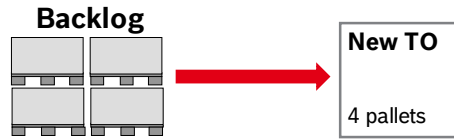
1. If you have a TO that matches the delivery day you can add the volume to this existing TO

(→ fill in additional goods to the existing TO according to the described process)



1. If you do not have a TO that matches the delivery day you have to call the TMC to create a manual TO

(→ fill in additional goods to the new TO according to the described process)



# Communication with TMC

## Help us to identify your goods

### Always mark each Handling Unit with the TO

#### Why is the transport order (TO) number on the pallet so important?

- The TO has to be linked to the physical shipment in order to ensure a clear identification of transport details within the network and for the goods receiving department at BOSCH.
- Please attach the label to the shortened side of the pallet (1200mmX800mm) in order to make it still visible after loading.



Recipient: LOC-TP1-B Testbranch B	
Street 1 DE 34567 Frankfurt	
Consignor: LOC-TS1-A Entered: Loading / Unloading place Street 1321 DE-39483 Lilienthal	
Order no.:	Delivery note no:
10025648	Entered: Delivery note
Service-level:	Delivery:
Standard	16.03.2015
Packages quantity:	Weight:
3 / 40	567.5
Creation Date:	Remark:
11.03.2015	Entered: Remark

(00) 312345671000044758

### Did you know? We have a TMS Label

- Select „Label SSCC“ in the header of the TO
- Press the “Print” button to print label

Order list Enter Status Transport list Extras Logout

Username: Client: [dropdown]

Order processing

Status: **Shipment in process**  
Fields marked with \* are obligatory

Service: [Sea Freight] Contact: [dropdown]

1 Label SSCC 2

EU TMC SEA, +49 (711) 81117831

# Supplier training material

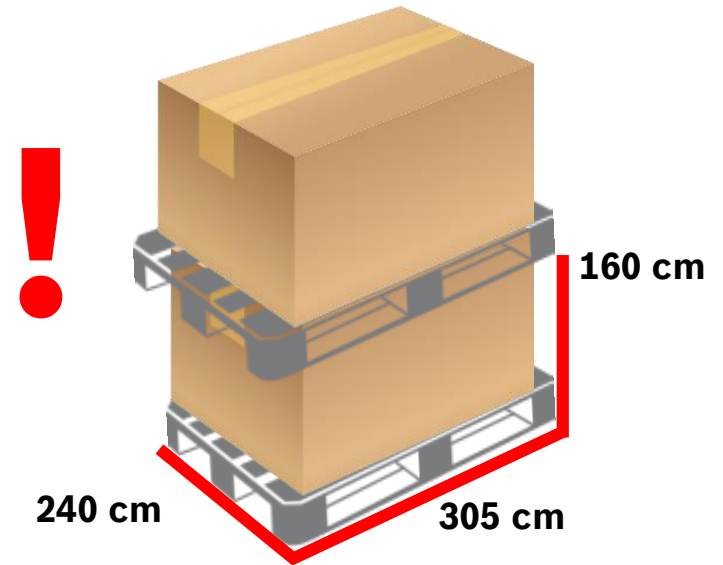
## Weight and height limits

### Oversized pallets can risk „on time” delivery

The maximum weight and volume on one TO should not exceed the following:

- Maximum weight per TO: **2500 kg**
- Maximum volume per TO: **9 cbm**
- Maximum dims per pallet: **305 x 240 x 160 cm**

In case of any oversize shipment = that exceeds the above maximum values, please always pre-alert TMC (to ensure the capacity and avoid any transport delay).



**If the planned shipment exceeds the limit, always request additional TO(s) and inform TMC!**

# COMMUNICATION WITH TMC

# Supplier training material

## Contact us!



In case an exception occurs please always contact the TMC via phone or e-mail!



### You should call the TMC when:

- An exception occurs
- In case of any question/issue
- Pick-up is required

### TMC will:

- Manage exception
- Help you with your question
- Arrange pick-up

```
AIR_Test Supplier 1_00001_PLantID123_US
Dear TMC,

Please arrange collection for the following:

Transport mode: AIR
Collection from ID: 00001
Shipper name: Test Supplier 1
Planned pick-up: day.month.year
Receiving Plant: PLantID123

Many thanks,

Best Regards,

Test Supplier 1
```

### Please include the following data in your mails to TMC

- Subject: Transport mode\_Supplier name\_Supplier ID\_Receiving Plant code\_Receiving Country
- Mail:
  - ✓ Transport mode
  - ✓ Supplier ID
  - ✓ Shipper name
  - ✓ Planned pick-up day
  - ✓ Receiving Plant
  - ✓ TO number (if already available)

# Supplier training material

## TMC Contacts

**ROAD**



**AIR**



**SEA**



US: [TMC\\_NA@bosch.com](mailto:TMC_NA@bosch.com)  
+49 (711) 81117832

US & MX: [TMC\\_NA@bosch.com](mailto:TMC_NA@bosch.com)  
+49 (711) 81117832

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+49 (711) 81117758

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+55 19 2514 4208

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+49 (711) 81117831

IN: [TMC\\_AP@bosch.com](mailto:TMC_AP@bosch.com)  
+49 (711) 81117832

2 working days prior pick-up  
11:00 CET for India  
1 working day prior pick-up  
11:00 CET for US, CN and BR

LCL: 1 working day prior pick-up 11:00 CET  
FCL: 2 working days prior pick-up 11:00 CET  
FLORENCE: 2 working days prior pick-up 16:00 CET

1 working day prior pick-up  
11:00 CET

Road freight account to be used

SEA & AIR freight account to be used

SEA & AIR freight account to be used

Allowed  
TO released based on routing instruction

Not Allowed  
Only provided TO to be filled out

Not Allowed  
Only provided TO to be filled out

**Standard**

**TO release**

**Client info**

**Manual Order**

**THANK YOU VERY MUCH FOR YOUR  
PARTICIPATION, YOUR SUPPORT AND  
COMMITMENT IN THE FUTURE!**