

# RB LOGISTICS: AIR AND SEA

## SUPPLIER TRAINING

# 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

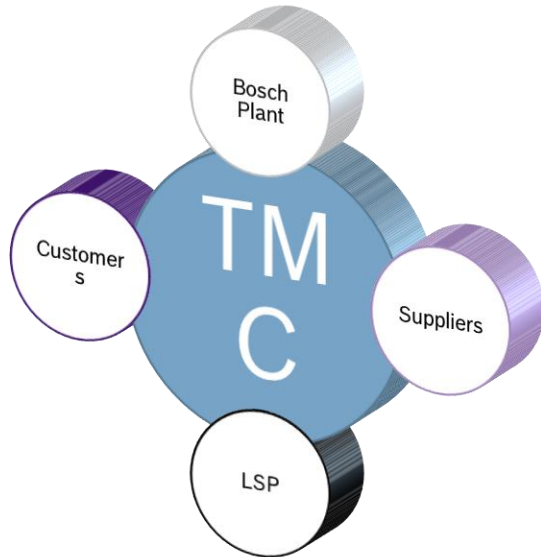
# Supplier training document

## What is Bosch TMC and TMS?

### „BOSCH TMC”

#### = Transport Management Center

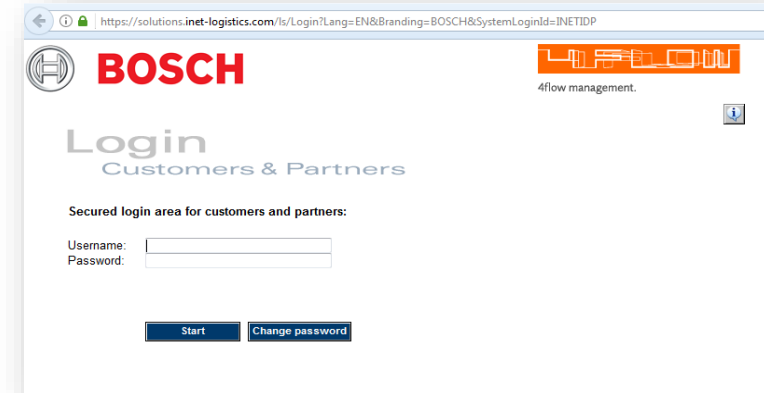
- TMC is a cross-divisional unit that is pre-planning, optimizing and coordinating transports as well as handling transport exceptions.



### „TMS”

#### = Transport Management System

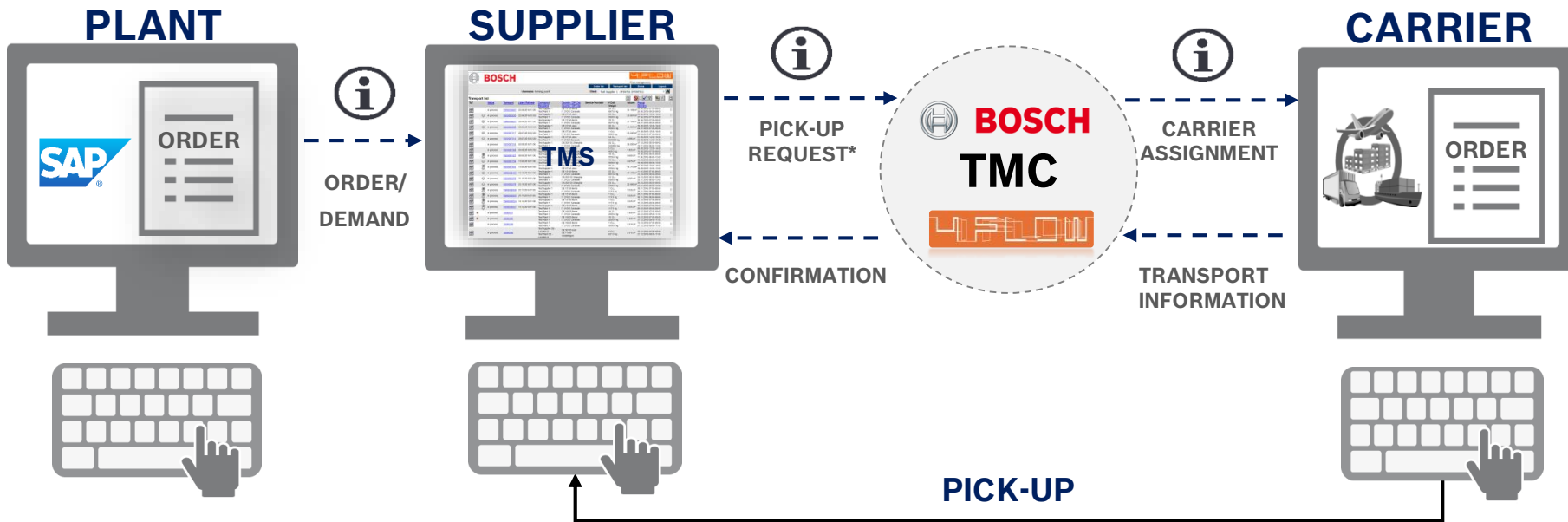
- TMS is an IT system with a web-based user interface
- Transports are ordered and managed in the TMS
- BOSCH plants, suppliers, carriers work with the TMS



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:

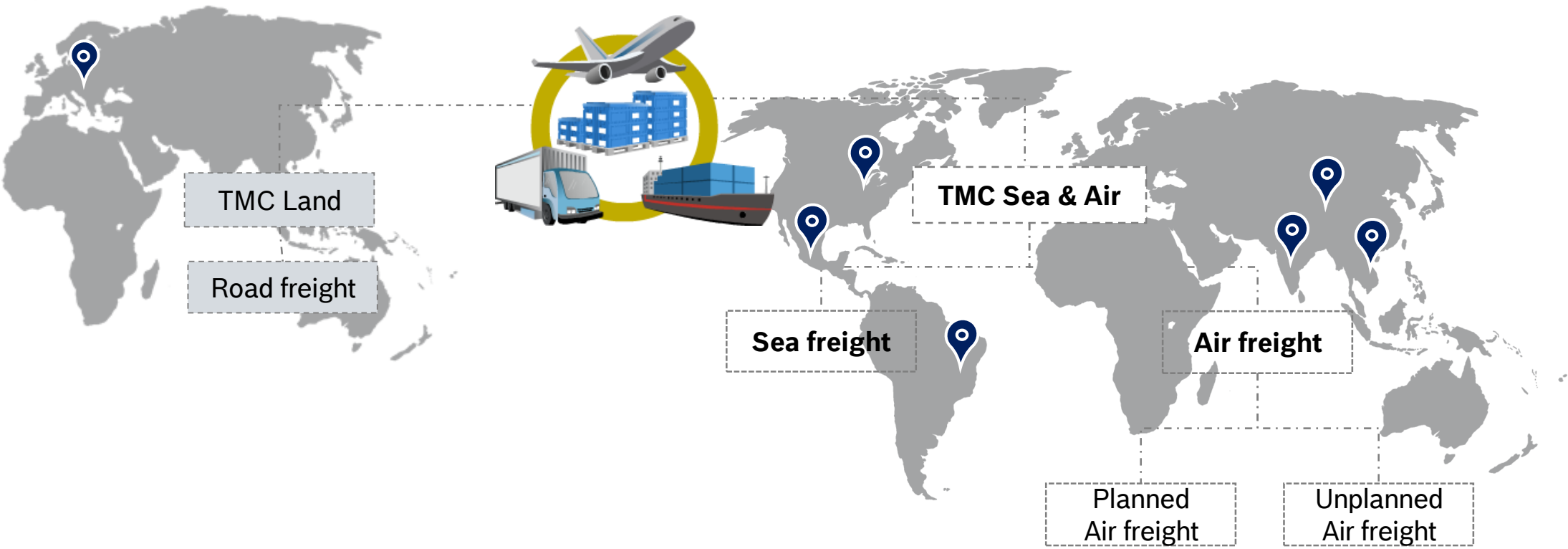
- ordering process
- alignment of delivery quantity
- alignment of part numbers
- required income date at Bosch plants

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

# Supplier training document

## TMC Sea and Air Project - Introduction

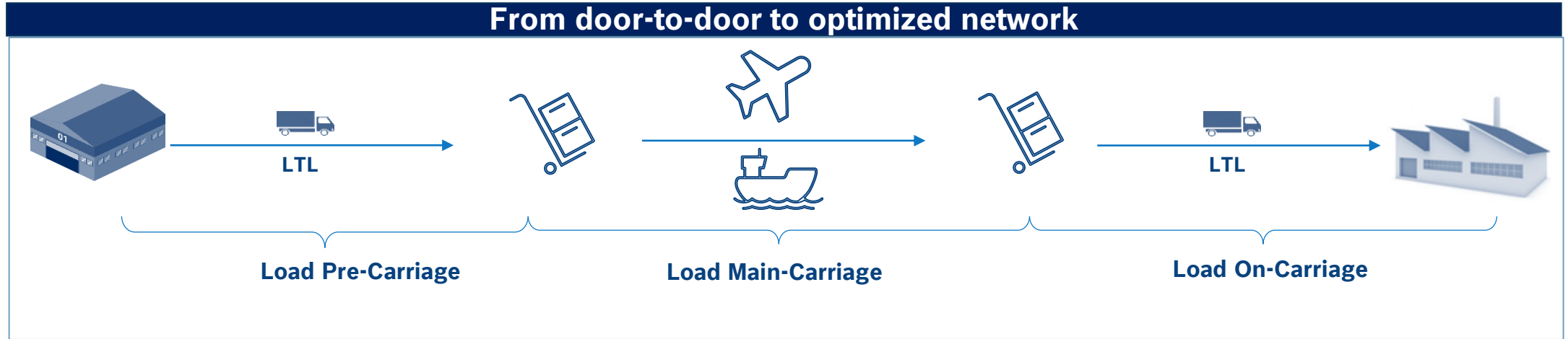
### Different transport modes in TMC Scope



# DEFINITION OF TERMS & IMPLEMENTATION STEPS

# Supplier training document

## Load and Transport order (TO) /D2D



**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.)

**Scope: only consignments over 15 kgs are in TMC scope!**

Below 15 kg use the parcel account of your customer<sup>1</sup>

[s\\_ranjith.kumar@dhl.com](mailto:s_ranjith.kumar@dhl.com) [ajeesh.Manoharan@dhl.com](mailto:ajeesh.Manoharan@dhl.com)



# Supplier training document

## Routing Instruction

- 1 Service level, Go-live date, Incoterm, Frequency, transport time
- 2 Consignor address and contact person  
Pick-up address and contact person
- 3 Recipient address and contact person  
Delivery address and contact person
- 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 Known Consignor details
- 9 Comments
- 10 Customs responsible
- 11 Export customs office
- 12 Transport order process
- 13 TMC operational contact – for exception management & operational questions

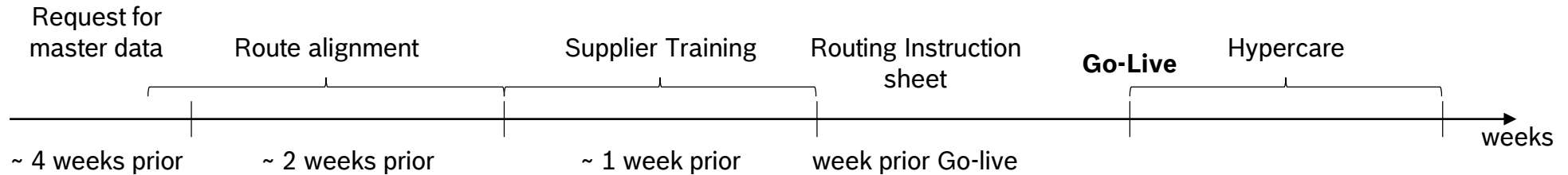
**1** BOSCH Routing instruction (SEA/AIR)

Transport details		Route description	Supplier ID_Bosch	Receiving code/service	Mode	SEA	Incoterm	FCA	Transportation time [h]	TT	
Service level	BCO	related empties / fulls route		Fulls	Frequency per week	1	Route type	SOR	Version	2020.05.19	
Effective date	2020.05.25										
Shipper / Consignee		Pickup address			Recipient address			Delivery address			
11111   TEST SHIPPER CONSIGNOR		11111   TEST SHIPPER PICK-UP ADDRESS			DESTINATION BOSCH RECIPIENT			DESTINATION BOSCH DELIVERY ADDRESS			
TEST CITY		TEST CITY			TEST CITY			TEST CITY			
TEST STREET 1.		TEST STREET 1.			TEST STREET 1.			TEST STREET 1.			
XY TEST ZIP		XY TEST ZIP			XY TEST ZIP			XY TEST ZIP			
TEST Supplier		TEST Supplier			TEST RECIPIENT			TEST DELIVERY			
TEST Supplier mail		TEST Supplier mail			TEST RECIPIENT Mail			TEST DELIVERY MAIL			
TEST Supplier phone		TEST Supplier phone			TEST RECIPIENT Phone			TEST DELIVERY PHONE			
Transport destination		Carrier			Carrier#1						
Consol Center / Port / Airport Europe		AIR AND SEA CARRIER			AIR AND SEA CARRIER						
TEST_AnS   Consolidation Center		TEST CITY			TEST CITY						
TEST CITY		TEST STREET			TEST STREET						
TEST STREET 1.		XY TEST ZIP			XY TEST ZIP						
XY TEST ZIP		AIR AND SEA CARRIER CONTACT NAME			AIR AND SEA CARRIER MAIL						
TEST Contact name		AIR AND SEA CARRIER MAIL			AIR AND SEA CARRIER PHONE						
TEST Contact phone											
Transport plan		Carrier			Stops			Day			Time window
Tour ID											
test_TOUR		AIR AND SEA CARRIER		11111   TEST SHIPPER PICK-UP ADDRESS		Monday				08:00-15:00	
				TEST_AnS   Consolidation Center		Monday-Friday				06:00-21:00	
Standard Process Instruction - RI		Known consignor			Customs responsibilities			Export customs documents created by			
<ul style="list-style-type: none"> <li>Suppliers need to confirm until 11:00 CET two working days prior to the pick-up</li> <li>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/EAD, etc.) latest by 13:00 CET on the day of the pick-up</li> <li>All handling units must to be labelled with TO-label / TO-number</li> <li>If supplier does not issue the export customs documents, it is obligatory to highlight in the comment field of the TO.</li> <li>Transports are assigned to the carrier by 16:00 CET one day before pickup in the TMS.</li> <li>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.</li> <li>Any change in transportation (e.g. volume, weight, articles) after the TO has been confirmed has to be reported to the TMC immediately.</li> <li>Please note that without a valid load assignment, no transport will take place.</li> </ul>		Known consignor RAK ID:			Carrier / Shipper						
		Comments / special instructions			Export customs office						
		Shipping dangerous goods Class type UN number			Test Customs office						
					Transport order generation process						
					TO generation process						
					TMC operational contact						
					TMC operational contact						
					TMC operational contact phone						

# Supplier training document

## Implementation steps

### Timeline

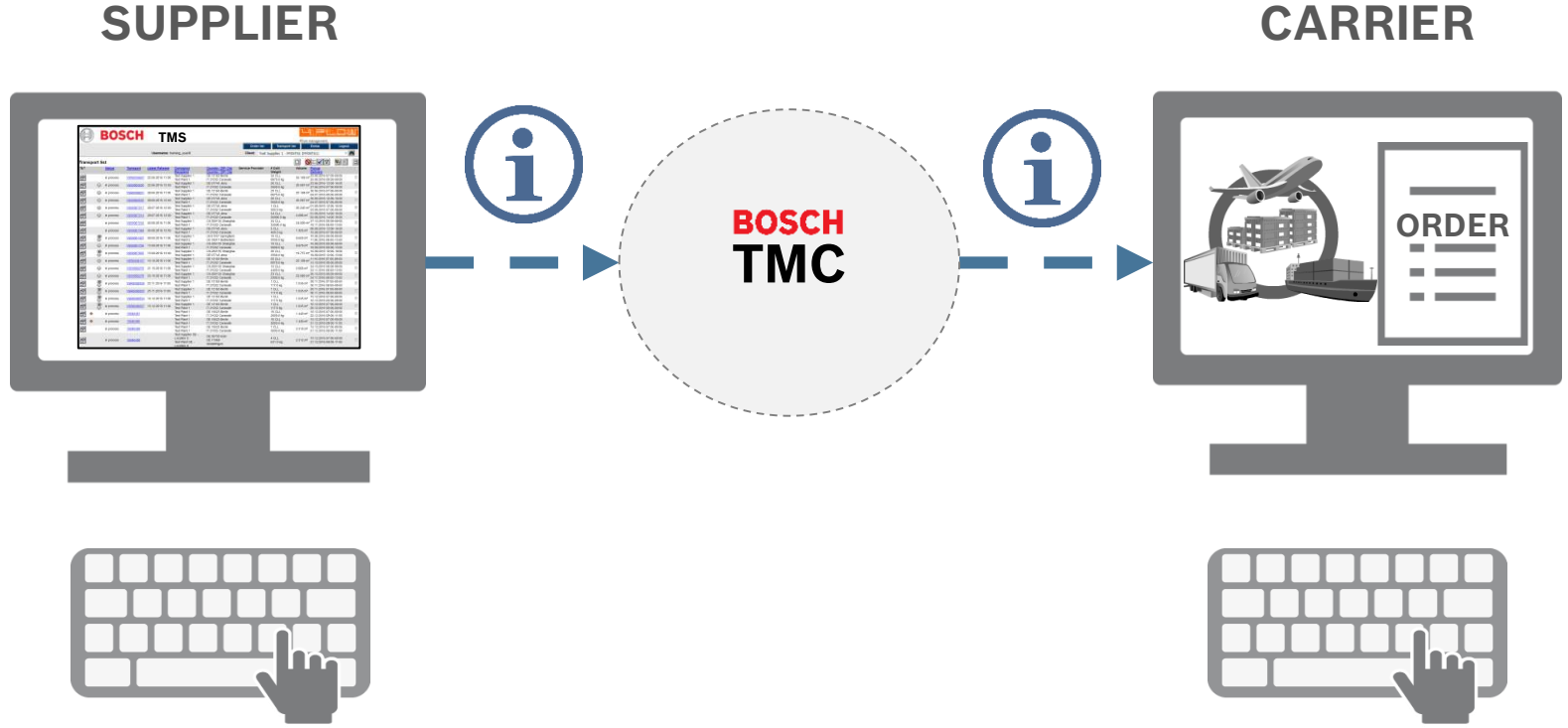


### Description

- Initial contact & request for master data
  - Information email by plant
  - Gathering of master data from supplier (Contact person, Pick-up address, Possible pick-up days, part & packaging information, Incoterm)
- Route alignment
  - Agreement of relevant Route details (Pick-up and delivery days → transit time, Transportation mode, Carrier, Equipment, Effective date)
- Supplier training
- Routing Instruction sheet
  - Official confirmation of agreed route details send by TMC
- Go-Live
  - Based on agreed route details
- Hypercare
  - Availability of special staff for assistance during first transport

# Supplier training material

## Use TMS to request transport



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

# Supplier training material

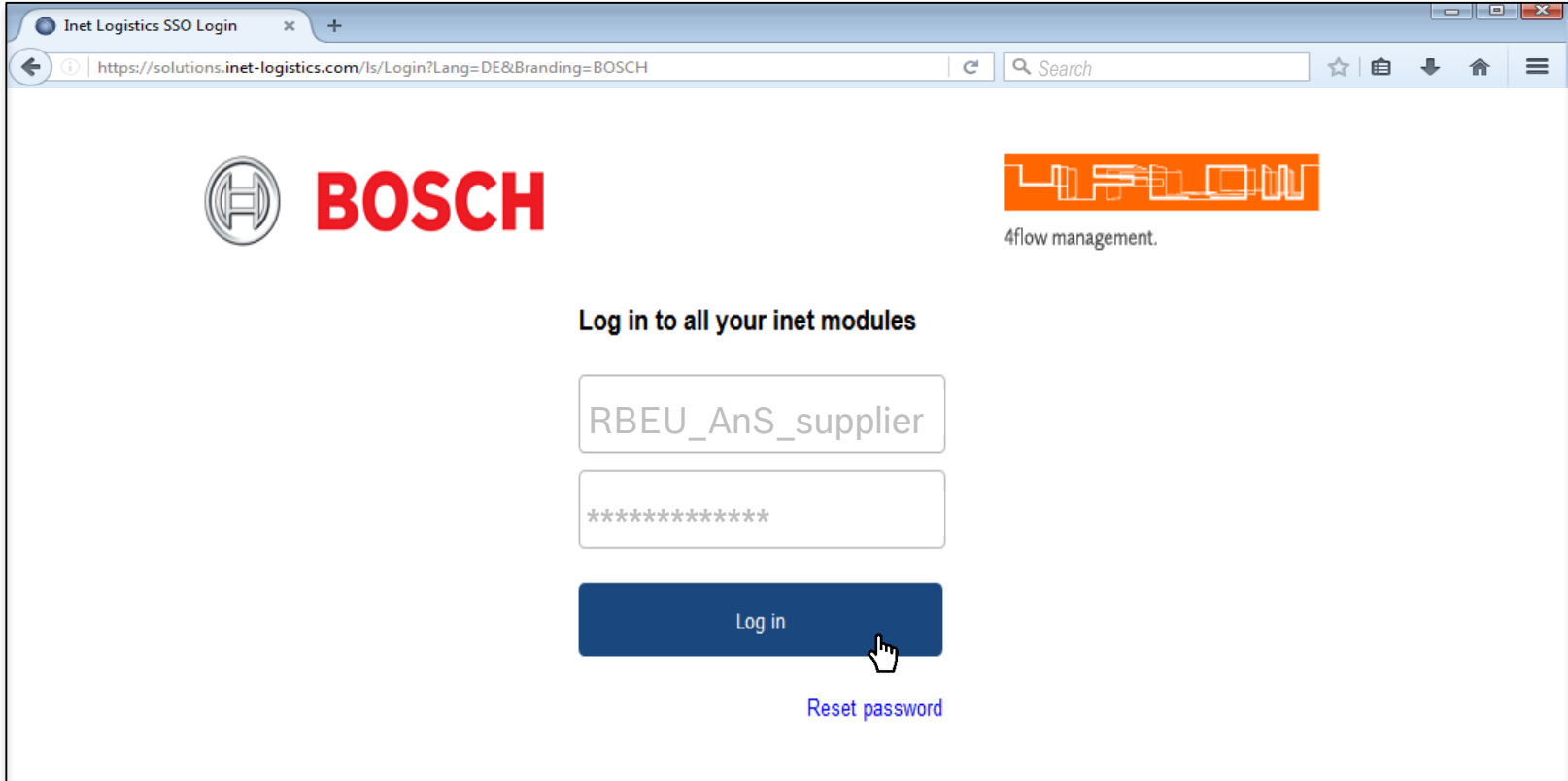
## Release your TO before the cut-off



**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

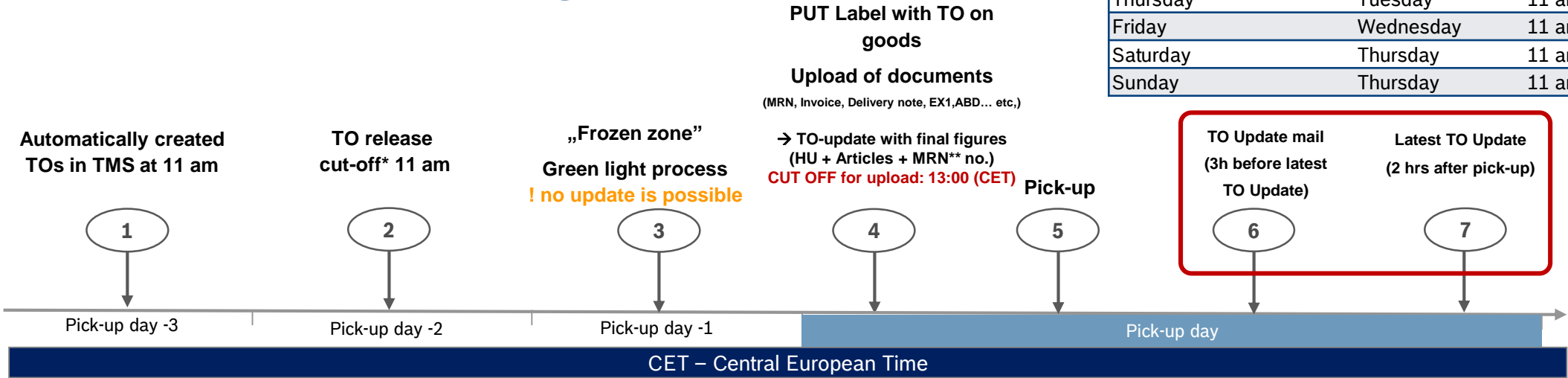
## Sea and Air TO types

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</li> <li>▪ Pre-filled with consignor &amp; recipient information</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 by TMC</li> </ul>

# Supplier training material

## New transport ordering process IN

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



- All TOs have to be released (saved) by 11 am two days 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 pick-up window.
- In order to ensure that adjustments are performed, a reminder e-mail will be sent.

**CUT OFFs: supplier TO release - 11:00 am 2 days before pick up | all document upload on pick up day until 13:00**

# 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?

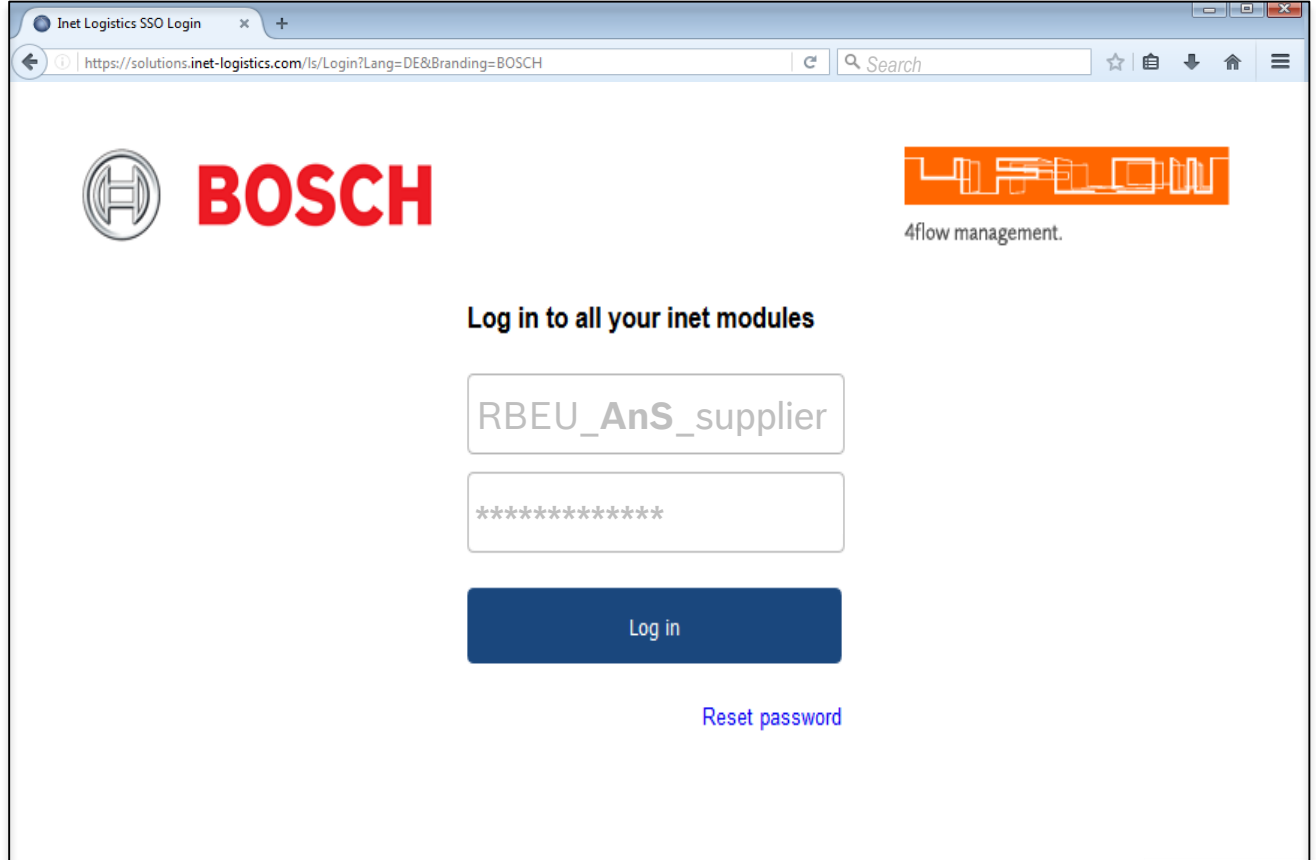
# Supplier training material

## TMS Login

- 1 Open your internet browser and go to:  
<https://solutions.inet-logistics.com/Is/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”  
(BOS.Support@hu.bosch.com)**



Inet Logistics SSO Login

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

 **BOSCH**

  
4flow management.

Log in to all your inet modules

RBEU\_AnS\_supplier

\*\*\*\*\*

Log in

[Reset password](#)

# Supplier training material

## Main menu



Username: RBLA\_d.silveira

**1** Order list **2** Transport list **3** Menu

Client: 4flow plant (FFHS4FLOW2)

### Transport list

T&T	Status	Transport References	Latest release	Consignor Recipient	Country / ZIP/ City Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery	
	in process	<a href="#">VER0183391</a>	4/17/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		32 CLL 7257.48 kg	54.368 m <sup>3</sup>	4/20/20 07:00-07:30 4/21/20 17:00-20:00	<input type="checkbox"/>
	in process	<a href="#">VER0183393</a>	4/21/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		26 CLL 5896.70 kg	44.174 m <sup>3</sup>	4/22/20 07:00-07:30 4/23/20 17:00-20:00	<input type="checkbox"/>
	in process	<a href="#">VER0183392.2</a>		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		23 CLL 5216.31 kg	39.077 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>
	in process	<a href="#">VER0183392.1</a>		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		22 CLL 4989.52 kg	37.378 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>

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 transport orders that can be released by the shipper

### **3** Extras

Configuration of default values and logout

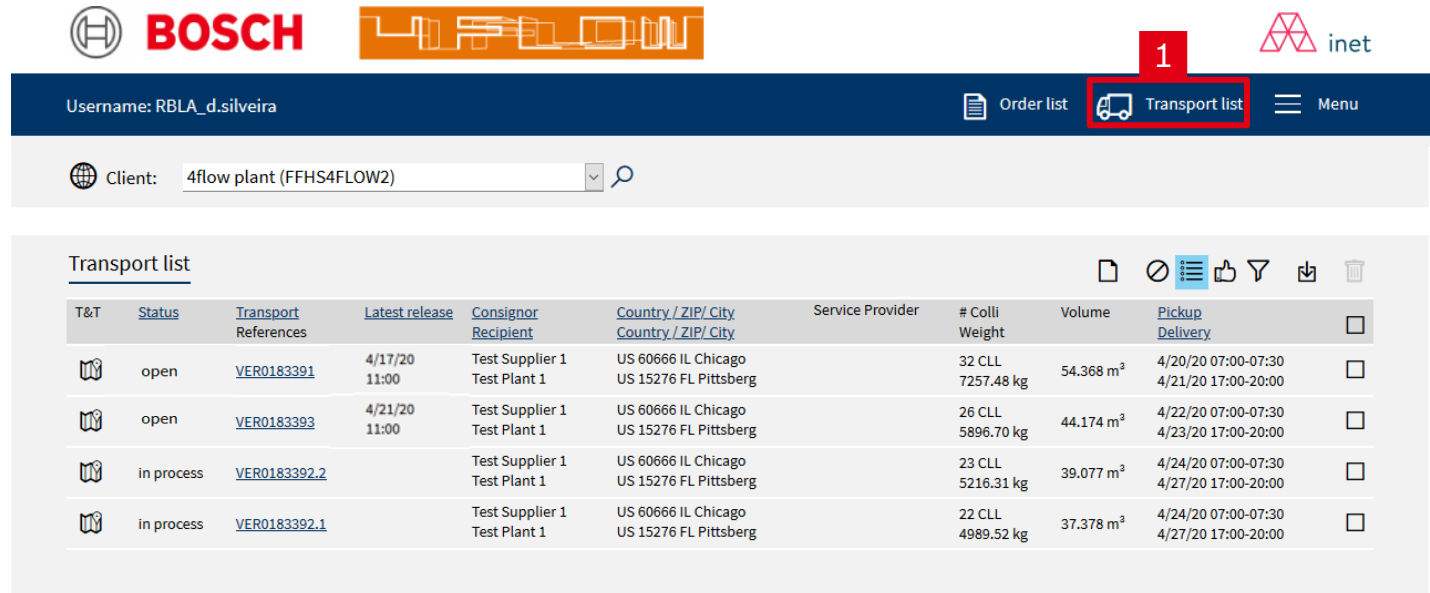
# Supplier training material

## 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.

In case of any holiday at your pick-up place, please inform TMC and request a Transport order to be created!



Username: RBLA\_d.silveira

Client: 4flow plant (FFHS4FLOW2)

#### Transport list

T&T	Status	Transport References	Latest release	Consignor Recipient	Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery	
	open	<a href="#">VER0183391</a>	4/17/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		32 CLL 7257.48 kg	54.368 m <sup>3</sup>	4/20/20 07:00-07:30 4/21/20 17:00-20:00	<input type="checkbox"/>
	open	<a href="#">VER0183393</a>	4/21/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		26 CLL 5896.70 kg	44.174 m <sup>3</sup>	4/22/20 07:00-07:30 4/23/20 17:00-20:00	<input type="checkbox"/>
	in process	<a href="#">VER0183392.2</a>		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		23 CLL 5216.31 kg	39.077 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>
	in process	<a href="#">VER0183392.1</a>		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsberg		22 CLL 4989.52 kg	37.378 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>

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

# Supplier training material

## Step 2: Select relevant TO



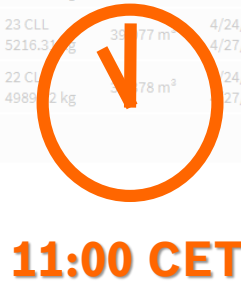
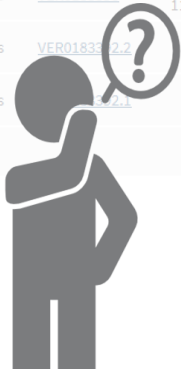
Username: RBLA\_d.silveira

Order list Transport list Menu

Client: 4flow plant (FFHS4FLOW2)

### Transport list

T&T	Status	Transport References	Latest release	Consignor Recipient	Country / ZIP/ City	Service Provider	# Colli Weight	Volume	Pickup Delivery	
	in process	<b>VER0183391</b>	4/17/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago <b>US 15276 FL Pittsburg</b>		32 CLL 7257.48 kg	54.368 m <sup>3</sup>	4/20/20 07:00-07:30 4/21/20 17:00-20:00	<input type="checkbox"/>
	in process	VER0183393	4/21/20 11:00	Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsburg		26 CLL 5896.70 kg	44.174 m <sup>3</sup>	4/22/20 07:00-07:30 4/23/20 17:00-20:00	<input type="checkbox"/>
	in process	VER0183392		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsburg		23 CLL 5216.31 kg	35.77 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>
	in process	VER0183394		Test Supplier 1 Test Plant 1	US 60666 IL Chicago US 15276 FL Pittsburg		22 CLL 4989.12 kg	27.78 m <sup>3</sup>	4/24/20 07:00-07:30 4/27/20 17:00-20:00	<input type="checkbox"/>



**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 Bosch transport order details interface. It is divided into five main sections, each highlighted with a red box and a number:

- 1 Order header with main transport order details (Step 2a):** This section contains fields for Service (Road Freight), Order no., Purchase order no., Invoice no., Business case, BSA no., Service Level, Special cargo no., Export declaration no., and Update required. It also includes contact information for TMC Support.
- 2 Address information:** This section is divided into tabs for Consignor, Pickup, Recipient, Delivery, TO Owner, and Principal. It contains fields for Customer ID, External ID, Company, Loading/unloading place, Street, Country/ZIP/City, Contact person, Phone, Fax, and eMail.
- 3 Transport details and times (Step 2b):** This section is titled "Transport information" and includes fields for Loading reference, Incoterms (FCA), Destination, Pickup date, and Delivery date.
- 4 Package information and quantity (Step 2c):** This section is titled "Handling Units" and displays a table with columns for Pkts, Handling Unit ID, Description, Qty, Type, Gross [kg], Tare [kg], Vol\* [m³], L\* [mm], W\* [mm], H\* [mm], Pkt. Stack, and Remark. A single row is visible with a quantity of 1.
- 5 Article information and quantity (Step 2d):** This section is titled "Article data" and contains a single field for the article.

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

Status: **open**

Fields marked with \* are obligatory


Service:	<b>1</b> Air Freight	Contact:	TMC AIR, +4971181117832;+862180215685;+842862857474
Order no.*	[generated number] from 17.04.2020	Reference no.	+
Purchase order no.	+	Delivery note no.	+
Invoice no.	+	Shipment no.	+
Business case*		Freight mode	
RMA no.	+	Client	
Service-Level*	Standard	Latest release	
Special cargo no.	+	Latest TO update	
Export declaration no.	+	Export decl. required by carrier	<input checked="" type="checkbox"/> <b>2</b>
Update required	<input type="checkbox"/>		

- 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

**2** Incoterm\*  Destination

Secured TO  Known consignor

**3** Comment

Pickup date\*  from  to

Delivery date\*  from  to

RAKC ID

- 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

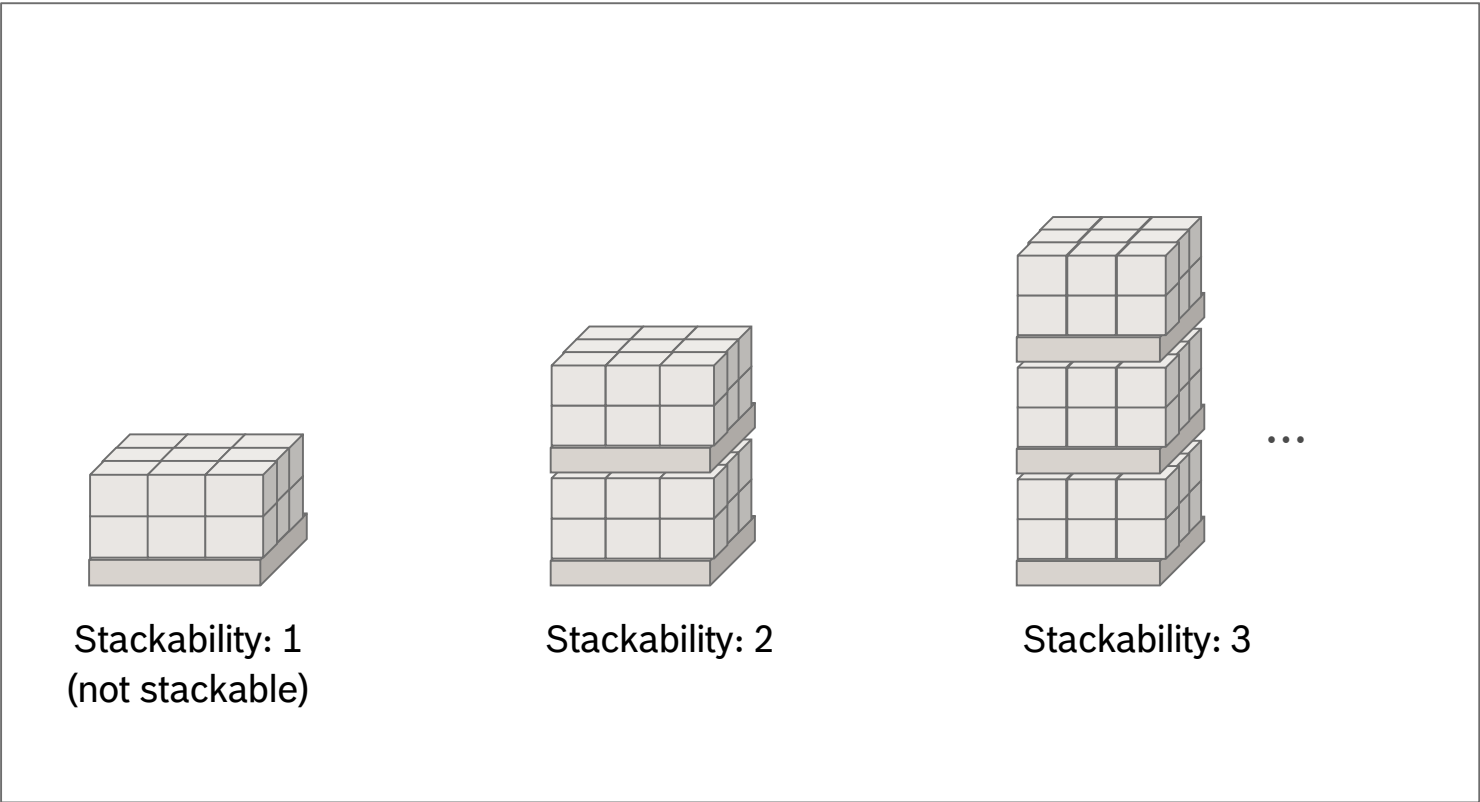
### All fields are mandatory

Pos	Handling Unit ID*	Description*	Qty*	Type*	Gross* [kg]	Tare [kg]	Vol.* [m³]	L* [mm]	W* [mm]	H* [mm]	Pld. Stack*	Remark
1	2		3	4	5			6			7	

- 1 Pos** is the package position as identifier for the package line in the TO (set by the system)
  - 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)
  - 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 = 2 means two layers.
- **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**

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

- 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

Pos	Part no.*	Goods description*	Quantity*	Unit*	Net [kg]	Origin	UN no.	Dangerous goods
								<input type="checkbox"/>

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

# Export customs clearance

## Supplier responsibility: MRN\*\* creation

**Please make sure to provide the proper required documents!**

- **The Export Declaration (MRN\*\*..)** is the responsibility of the supplier (excl. EXW Incoterm)
- **If you cannot create the export declaration on your own,**
  - you have to find a broker or service provider who will create the relevant export declaration for you.
  - If needed, TMC can provide a contact from our LSP we are working with. Nevertheless you need to agree on cost and operational set-up directly with the LSP. TMC / Bosch will not pay for the MRN creation nor are we going to order the service for the supplier.
- **Please make sure** to contact the LSP directly and arrange the Power of Attorney form with them to enable the LSP to do the customs clearance on behalf of you (as supplier).
- **Irrespective who creates the MRN** → Supplier has to ensure that the MRN is uploaded by latest 13:00h CET on day of pick-up!
- **Example timing** (Service provider / Broker Set-Up) :
  - if agreed pick up day on the transport order is Wednesday you need to send all relevant documents for MRN creation to your service provider on Monday (2 days before pick-up)
  - Your service provider creates the MRN in time before the pick-up and send it back to you in time so you can upload it to the iTMS
  - The MRN needs to be uploaded until 13:00h CET on the pick-up day so the LSP can pick-up the goods as agreed
  - Make sure to check all dates and time-lines for the MRN creation, as well as the needed documentation with your broker / service provider upfront. Your broker / service provider might have other timelines!
- **Important!** Agreed Pick-Up Time needs to be kept and can not be shifted because you or your service provider could not finalize the MRN in time!
- **How does the upload to iTMS work?**  
Please refer to the previous page!



**If you cannot create the export document, please make sure to organize MRN with LSP directly.  
Upload MRN into TMS latest 13:00 on pick up day by supplier in all cases**

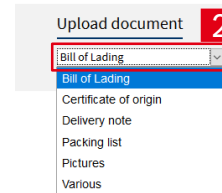
# Supplier training material

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

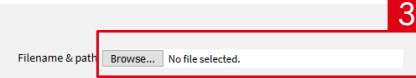
Please make sure to provide the proper required documents!



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 (invoice for goods with commercial value)
- EX1, MRN (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)**

**CUT OFFs: all document upload on pick up day until 13:00**

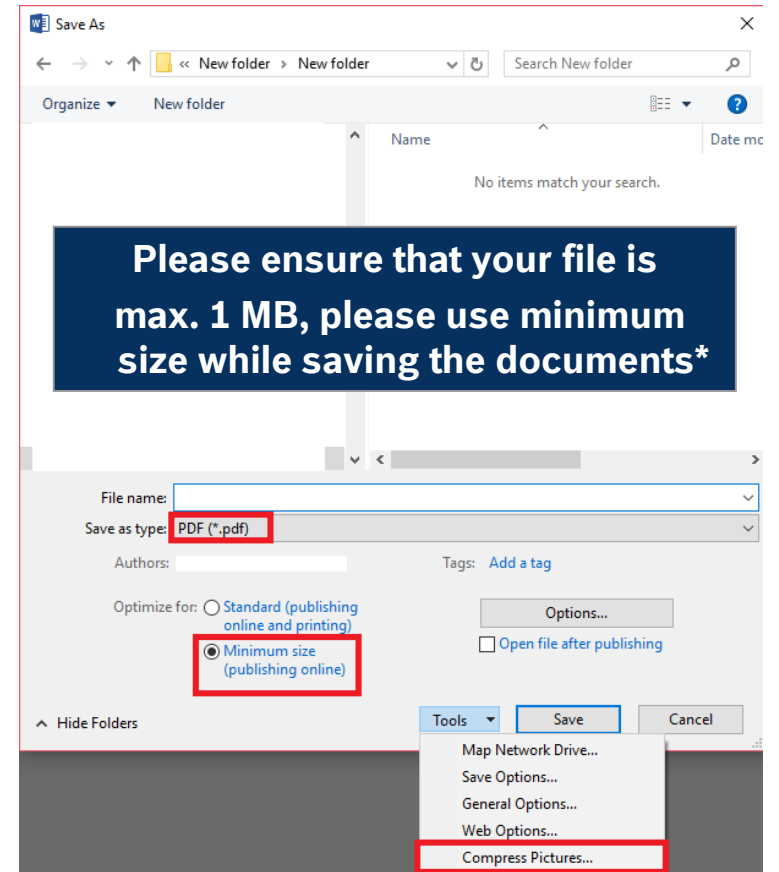
# Supplier training material

## Upload of transport documents - naming

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

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

	Document name	Document type	Date / time	User	
1	VE07414184_CI.pdf	Commercial invoice	17.04.2020 14:39	RBLA_m.ferreira	<input type="checkbox"/>
2	VE07414184_DN.pdf	Delivery note	17.04.2020 14:39	RBLA_m.ferreira	<input type="checkbox"/>
3	VE07414184_EX.pdf	Export declaration	17.04.2020 14:39	RBLA_m.ferreira	<input type="checkbox"/>



**\*In case of more documents scanned in one file, please split documents over 1 MB size!**

**Upload: only PDF | max. 1MB per file | max. 2 files per document type**

# Supplier training material


## Label print

### How to print TMS label

- To ensure smooth identification of the TMC shipments, you need to print the TMS label in addition to your own label and attach them to the shipment.

Status: **Shipment in process**

① Fields marked with \* are obligatory

1 Label SSCC  2

- 1 Select „Label SSCC“ in the header of the TO
- 2 Press the “Print” button to print label
  - Label should be directly printed on self-adhesive paper (4 labels per DIN-A4) and attached to the goods acc. to physical instructions of the BOSCH supplier manual

Recipient: 4flow Plant	
Hallerstr. 1 DE 10587 Berlin	
Consignor: 4flow Supplier	
Leopoldstraße 252 a DE-80807 München	
Order no.:	Delivery note no.:
ivE09637441	
Service-level: Standard	Delivery: 27.12.2016
Packages quantity: 2 / 2	Weight: 260.0
Creation Date: 18.05.2017	Remark:



(00) 361807861026559340

**All handling units must be labeled | all labels must include the TO (transport order) number**



# Supplier training material

## 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, 1140x790 mm) in order to make it still visible after loading.
- **Any delay related to pallets not marked with TO reference, will remain the Shipper's responsibility.**

Please use the TMC label as an additional label to your Bosch Standard Label (i.e. VDA, ...) The TO label indicates the TO Number which will support the identification of the goods in the warehouse



Recipient: LOC-TP 1-B Testbranch B	
Street 1 DE 34567 Frankfurt	
Consignor: LOC-TS1-A Entered: Loading / Unloading place Street 1321 DE-39483 Lilienthal	
Order no.: 10025648	Delivery note no: Entered: Delivery note
Service-level: Standard	Delivery: 16.03.2015
Packages quantity: 3 / 40	Weight: 587.5
Creation Date: 11.03.2015	Remark: 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

Status: **Shipment in process**

ⓘ Fields marked with \* are obligatory

Label SSCC



**All handling units must be labeled | all labels must include the TO (transport order) number**


# 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				
Status	Info	Transport References	Consignor Recipient	Country / ZIP/ City
Prev. load				Country / ZIP/ City
in process	2 ⓘ	11058431	Valbormida Brasil Me 1326   Bosch Sorocab	BR-13175-095 SU BR-18103-905 SO
in process	👤	11058422	ALCAR ABRASIVOS LTDA W275   Bosch Campina	BR-13284-082 VIN BR-83430-000 CA

Status: **Shipment in process**

ⓘ Fields marked with \* are obligatory

Service: Road Freight ⓘ

Order no.: 11058431 from 17.04.2020

Purchase order no. +

Invoice no. +

Business case\* Full

RMA no. +

Service-Level\* Standard

Special cargo no. + >

Export declarati. +

Update required

# Supplier training material

## TO adjustment / shipping of backlog

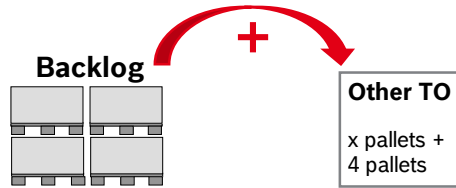
### The TO adjustment allows to ship volume that differs to the delivery schedule

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:

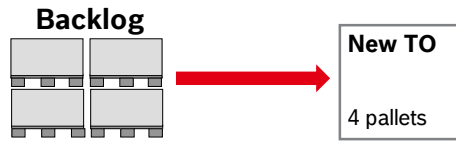
1. If you have a TO that matches the delivery day you can add the volume to this existing TO

(→ 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)



# Supplier training material

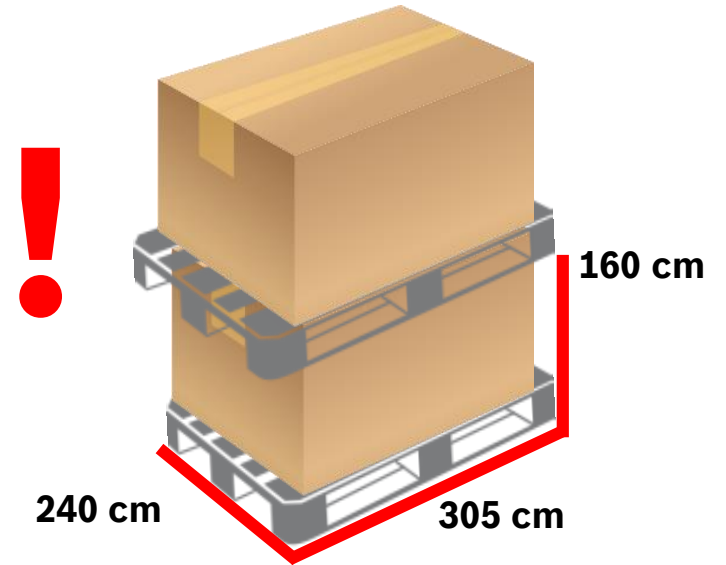
## Weight and height limits AIR shipments

### 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!**

# Supplier training material

## Shipments with high volume – split of pallets SEA shipments

### Split of pallets

- The number of pallets on one TO should not exceed the capacity of a 40' container (Weight & pallet space)
  - Max. weight: 20 000 kg
  - Max. number of pallets:

Pallet type	Not stackable	Stackable
1200 x 800 mm	24	48
1200 x 1000 mm	21	42
Container pallet 1140 x 790 mm	30	60
Others	To be calculated by supplier	

### Creation of transport documents

- Every TO must have separate shipping documents, therefore in case of huge volumes, all shipping documents need to be issued as per the separate TOs:
  - Delivery note
  - Commercial invoice (proforma invoice for goods without commercial value)
  - EX1 / MRN (ABD, export declaration)
  - Any other relevant document

**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!

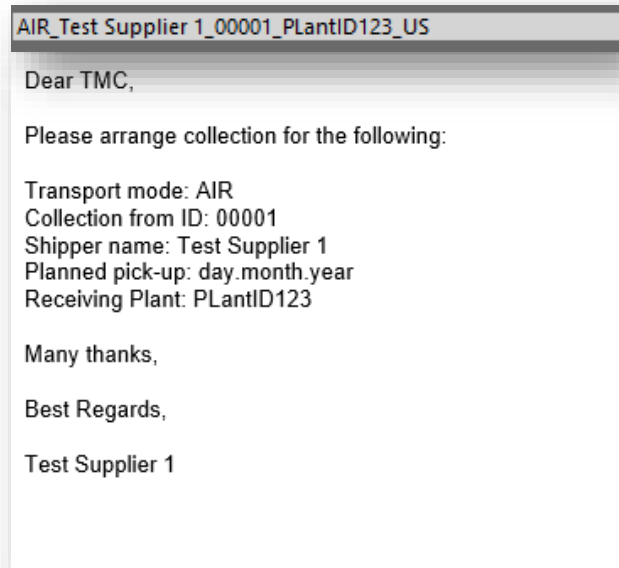


### You should call the TMC when:

- 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



### 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

TMC ASIA PACIFIC  
E-mail address

ROAD



AIR



SEA



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

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

Standard

EU TMC ROAD  
[TMC\\_EU@bosch.com](mailto:TMC_EU@bosch.com)  
+36(1)879-8500

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

CN: [TMC\\_CN\\_AIR@bosch.com](mailto:TMC_CN_AIR@bosch.com)  
+49 (711) 81117758

CN: [BOSCH\\_TMC\\_SEA@4flow.com](mailto:BOSCH_TMC_SEA@4flow.com)  
+49 (711) 81117831

BR: [BOSCH\\_TMC\\_Sea\\_LA@4flow.com](mailto:BOSCH_TMC_Sea_LA@4flow.com)  
+55 19 2514 4208

BR: [BOSCH\\_TMC\\_SEA@4flow.com](mailto:BOSCH_TMC_SEA@4flow.com)  
+49 (711) 81117831

TO release

1 working day prior pick-up  
11:00 CET

**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

**2 working days prior pick-up  
11:00 CET for India**  
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

Client info

Road freight account to be used

SEA & AIR freight account to be used

SEA & AIR freight account to be used

Manual Order

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

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