

# RB LOGISTICS: AIR AND SEA

## SUPPLIER TRAINING (SEA FREIGHT SUPPLIER)

# Agenda

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

# TMC & TMS

Transport Management  
Center

Transport Management  
System

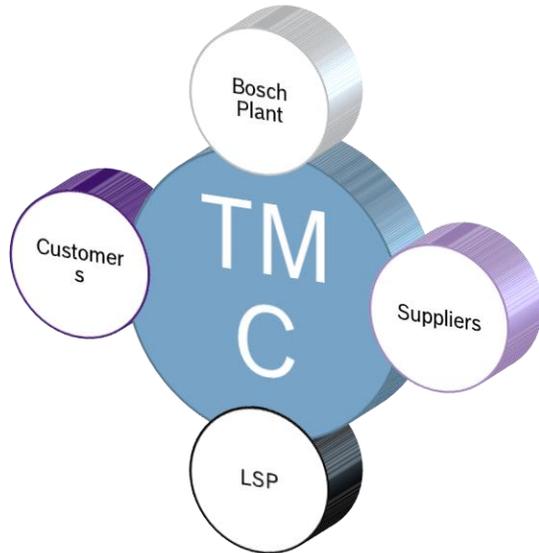
# Supplier training document

## What is Bosch TMC and TMS?

### „BOSCH TMC”

#### = Transport Management Center

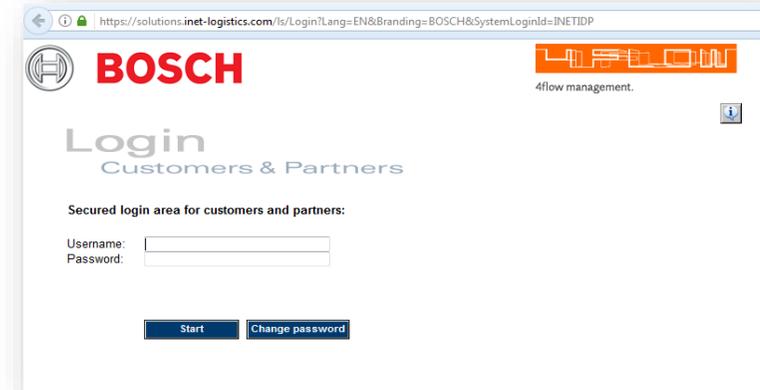
- TMC is a cross-divisional unit that is pre-planning, optimizing and coordinating transports as well as handling transport exceptions.



### „TMS”

#### = Transport Management System

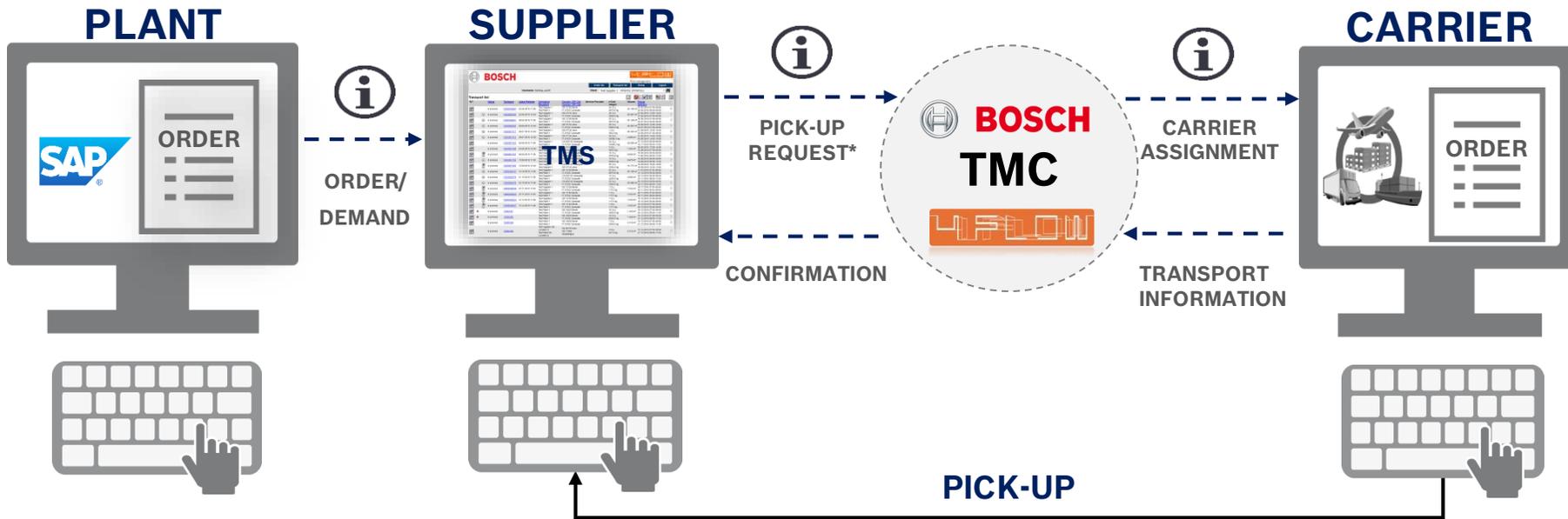
- TMS is an IT system with a web-based user interface
- Transports are ordered and managed in the TMS
- BOSCH plants, suppliers, carriers work with the TMS



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

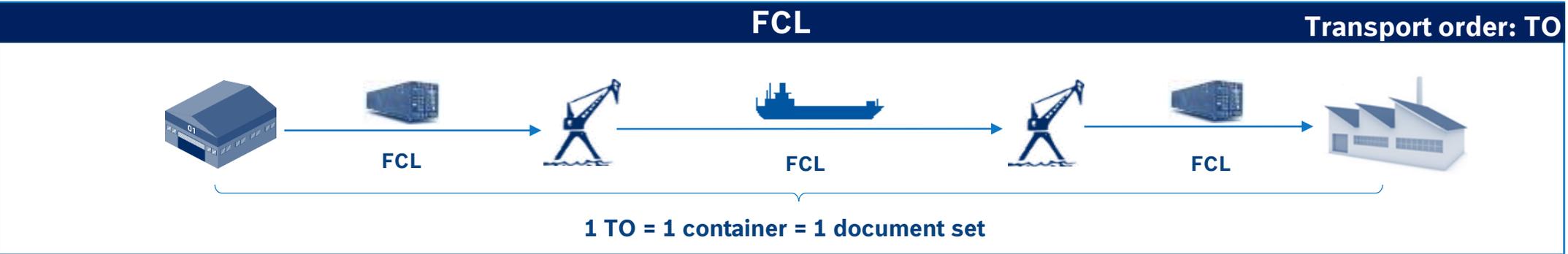
### Different transport modes in TMC Scope



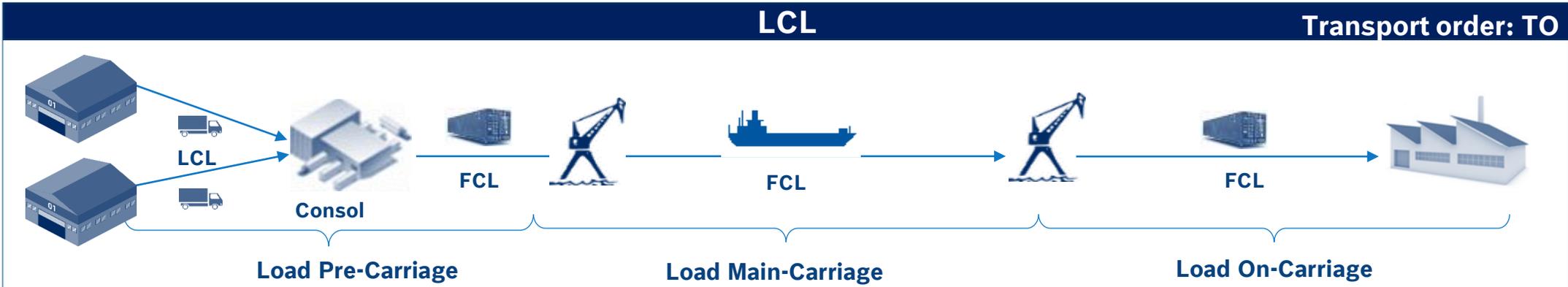
# DEFINITION OF TERMS & IMPLEMENTATION STEPS

# Supplier training document

## Load and Transport order (TO) / FCL & LCL



**Transport:** defined between pick-up and delivery (e.g. Supplier → Port, operated with a truck)  
**Route:** contains all transports between supplier and destination



# Supplier training document

## Routing Instruction

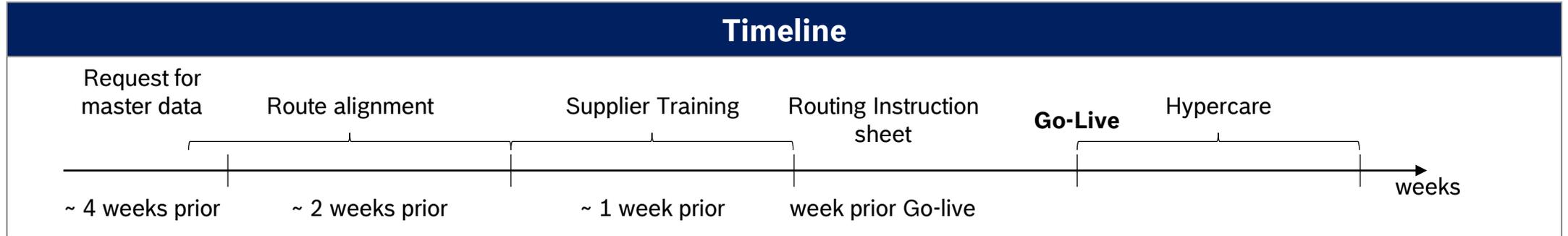
- 1 Service level, Go-live date, Incoterm, Frequency, transport time
- 2 Consignor address and contact person  
Pick-up address and contact person
- 3 Recipient address and contact person  
Delivery address and contact person
- 4 Hub information
- 5 Carrier information
- 6 Agreed pick-up days and time 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

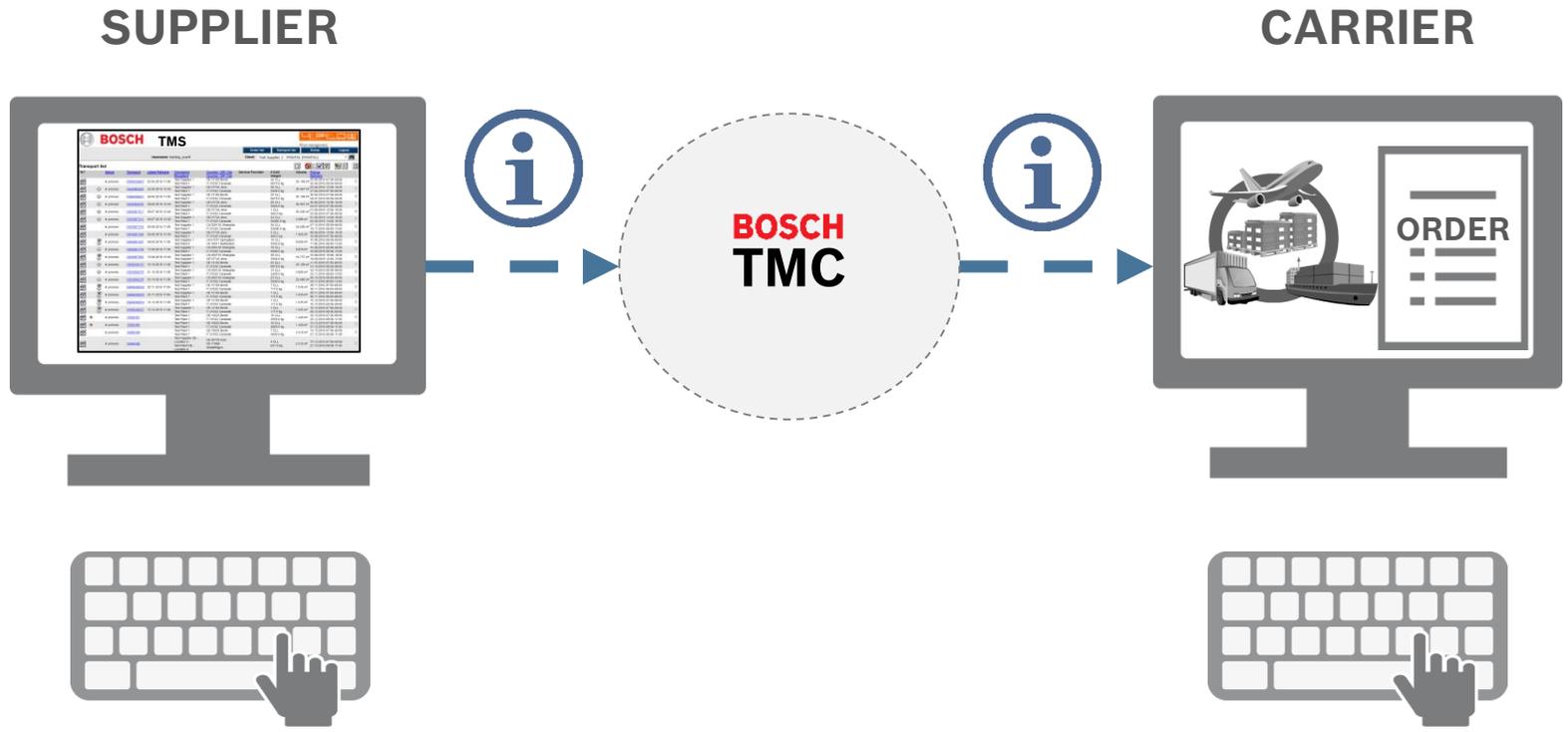


**Description**

<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



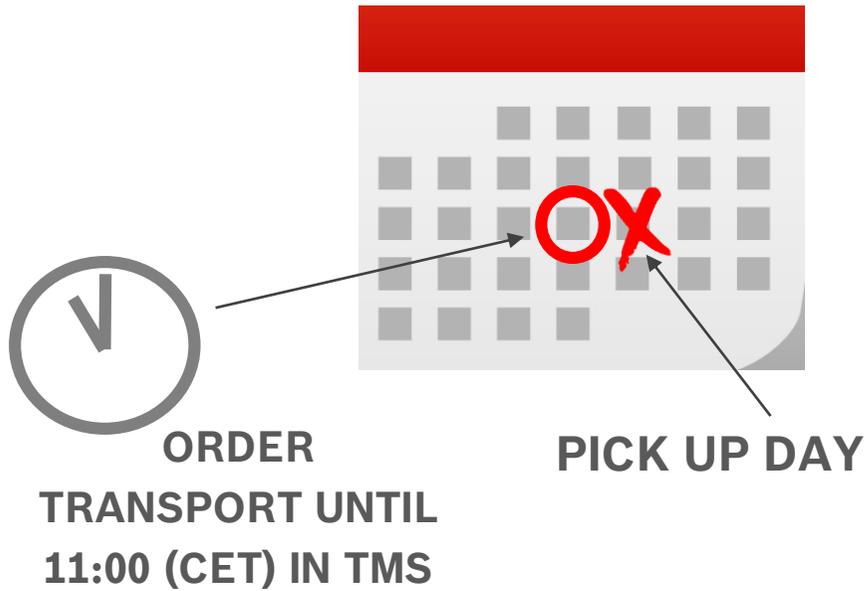
**PLACE YOUR TRANSPORT ORDER (TO) DIRECTLY IN TMS  
( NOT TO THE CARRIER ! )**

# Supplier training material

## Release your TO before the cut-off

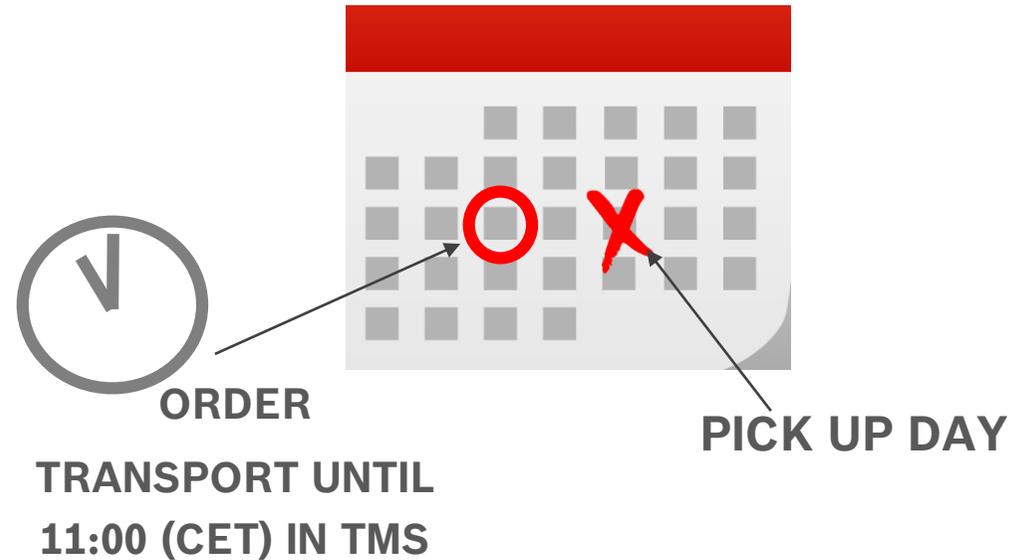
### ▶ IF YOU HAVE A BCO SHIPMENT

- ▶ Release 1 day before pick-up



### ▶ IF YOU HAVE A SHIPMENT TO FLORENCE

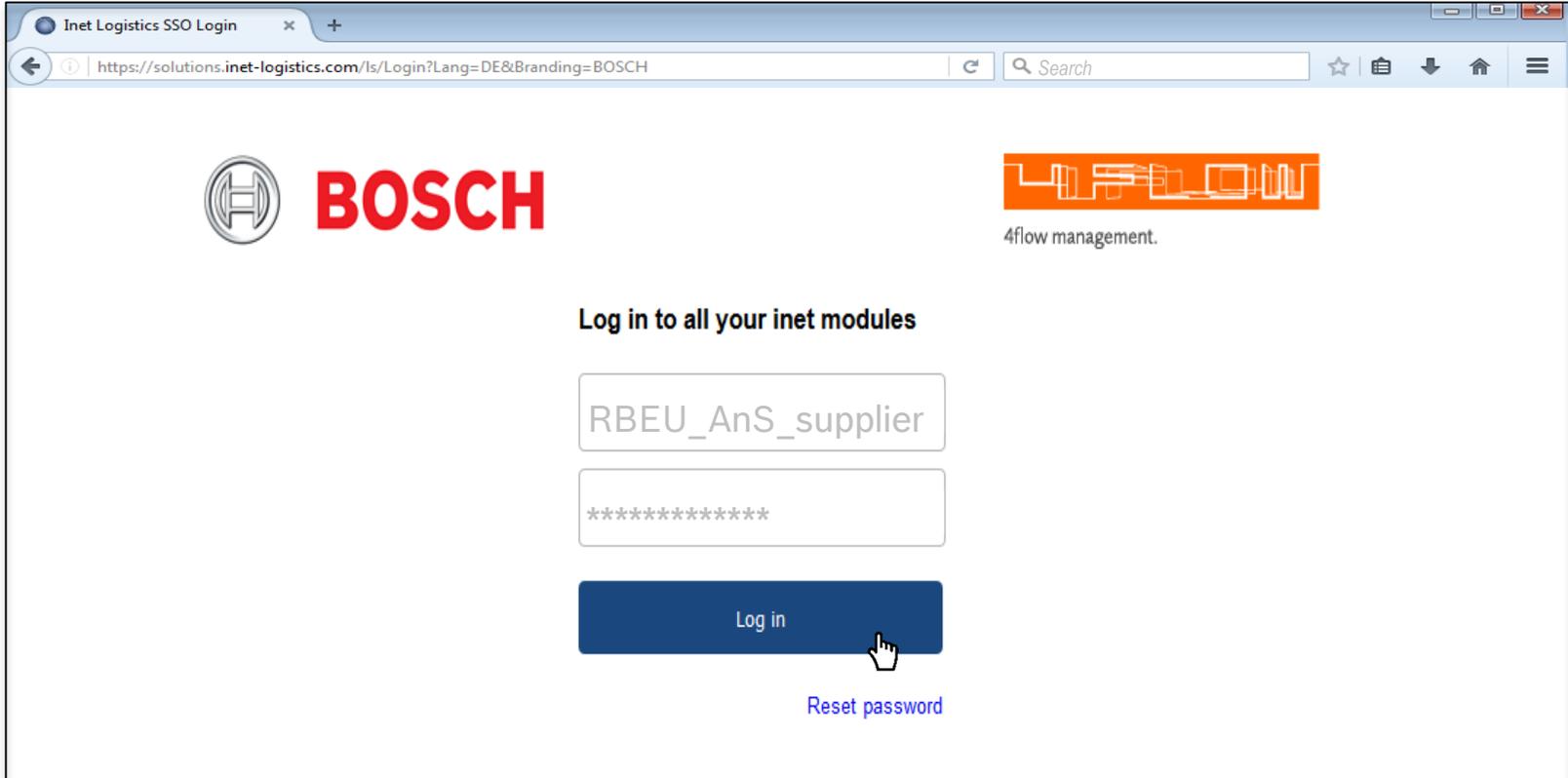
- ▶ Release 2 day before pick-up



**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

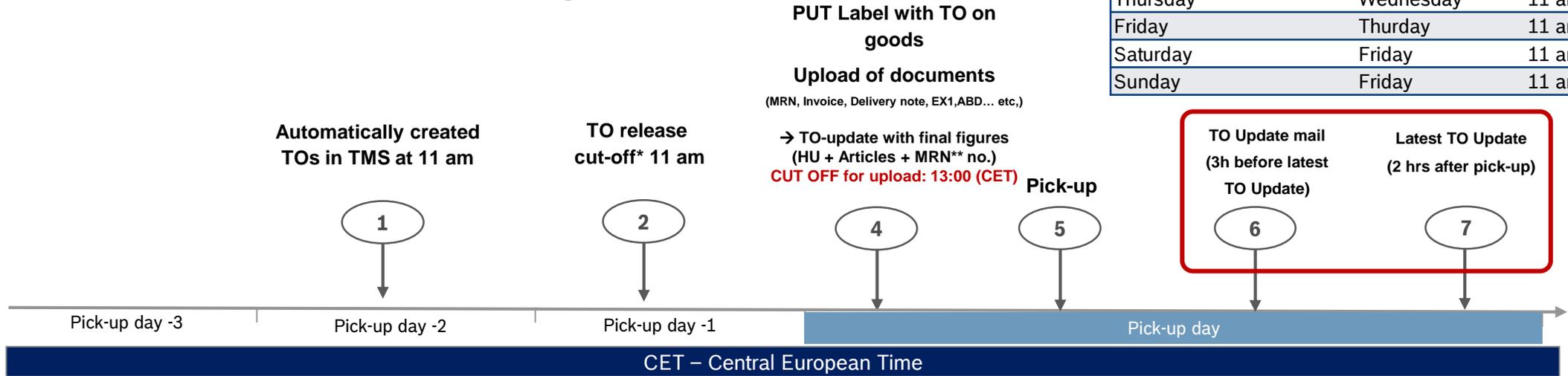
## Sea and Air TO types

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 - BCO

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 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.
- In order to ensure that adjustments are performed, a reminder e-mail will be sent.

**CUT OFFS: supplier TO release - 11:00 am 1 day 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?

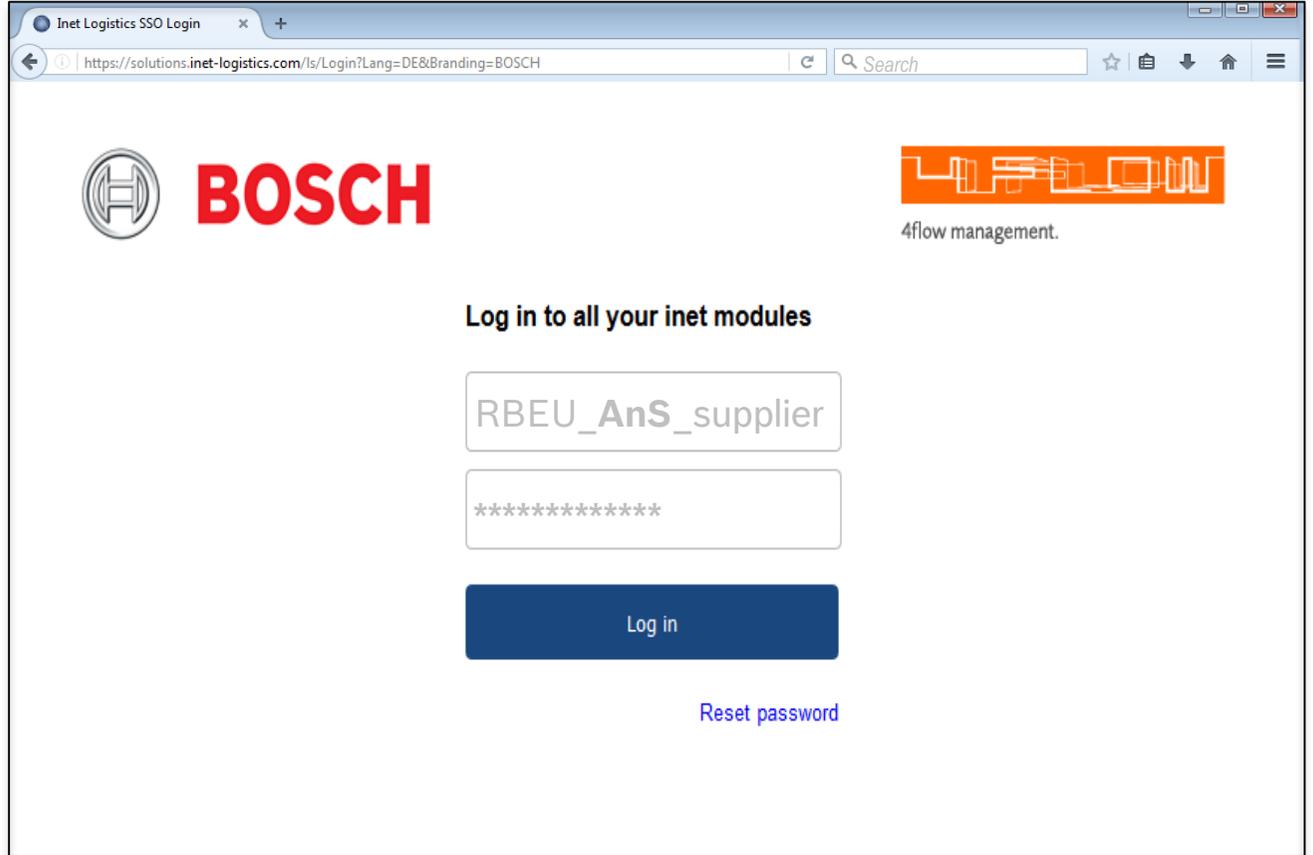
# Supplier training material

## TMS Login

- 1 Open your internet browser and go to:  
<https://solutions.inet-logistics.com/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:  
„SHS-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



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	<input type="checkbox"/>
	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 released transport orders that can be released by the shipper

### **3** Menu

Configuration of default values  
logout

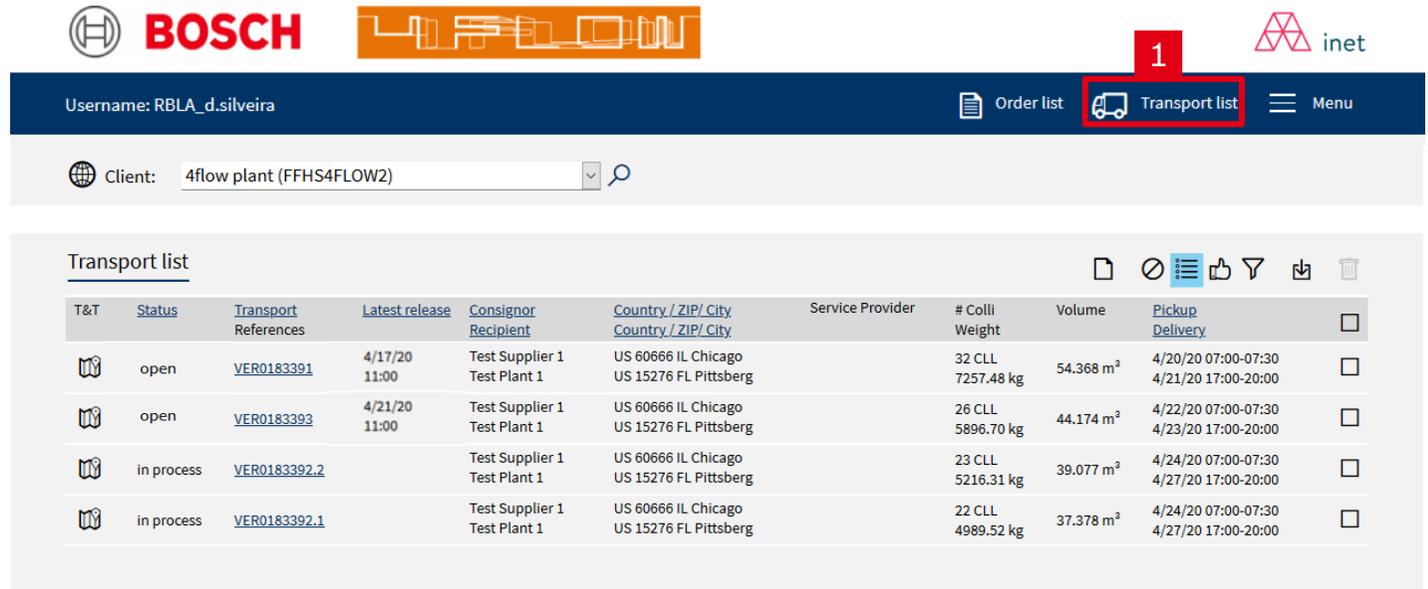
# Supplier training material

## 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!



Client: 4flow plant (FFHS4FLOW2)

T&T	Status	Transport References	Latest release	Consignor Recipient	Country / ZIP/ City 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 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 information:** This section contains fields for Loading reference, Incoterms (FCA), Destination, Pickup date, and Delivery date.
- 4 Package information and quantity (Step 2c):** This section displays a table of Handling Units with columns for Pkts, Handling Unit ID, Description, Qty, Type, Gross, Tare, Vol, L, W, H, Pk, Stack, and Remark.
- 5 Article information and quantity (Step 2d):** This section contains a field for Article data.

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> Sea 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 & check of Incoterm

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

Transport information 

<b>1</b>	Loading reference	<input type="text"/>	Pickup date*	<input type="text"/>	from	<input type="text"/>	to	<input type="text"/>		
<b>2</b>	Incoterm*	FCA <input type="text"/>	Destination	<input type="text"/>	Delivery date*	<input type="text"/>	from	<input type="text"/>	to	<input type="text"/>
	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.

# Supplier training material

## Step 4: Complete / check handling unit information

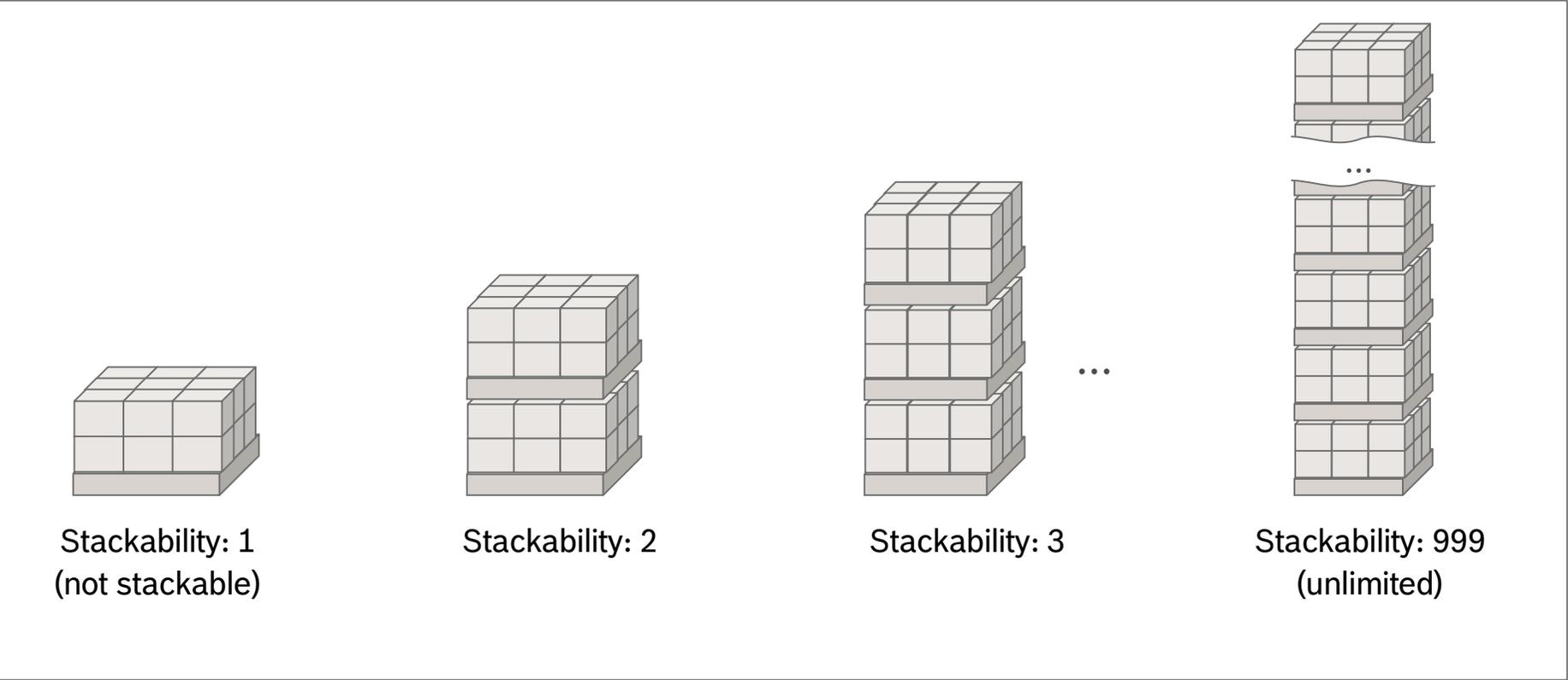
### All fields are mandatory

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 = 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. 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						
	9		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 HS code on article level\***
- 9 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!**

**\*Important: HS code per article is mandatory for all SEA freight TOs! Supplier is accountable for any delay or additional cost caused by missing or incorrect HS codes.**

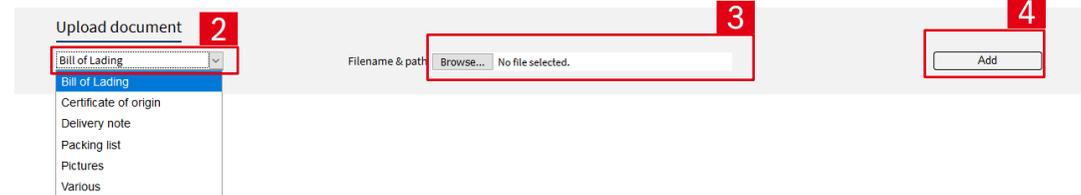
# Supplier training material

## 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 (until: 13:00 on the pick up day) in TMS and ATTACHED to the shipment



# 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

## 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):

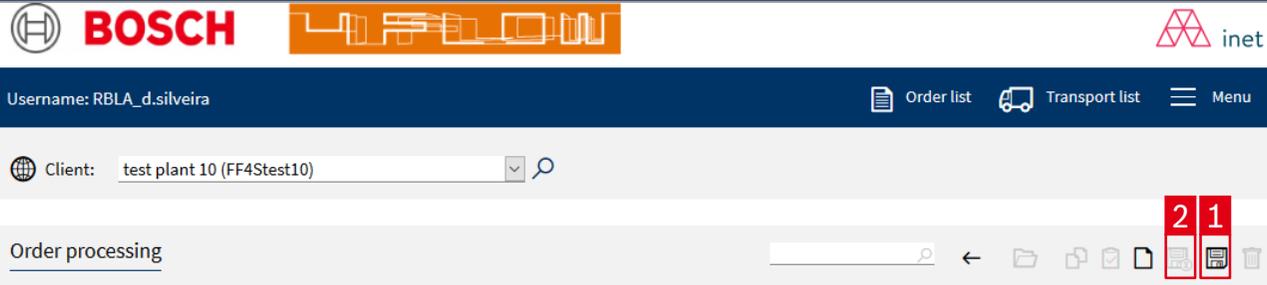
	Document name	Document type (EN)
A	<b>1</b> „TO-number_CI“	Commercial Invoice
	<b>2</b> „TO-number_DN“	Delivery note
	<b>3</b> „TO-number_EX“	Export declaration
B	„TO-number_documents“	Various

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

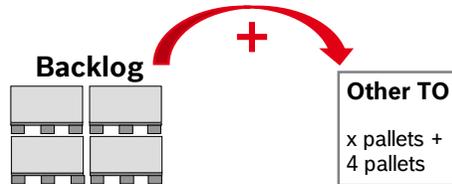
### The TO adjustment allows to ship volume that differs to the delivery schedule

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:

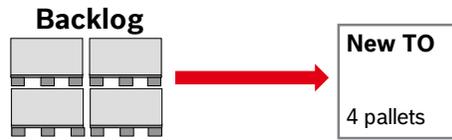
1. If you have a TO that matches the delivery day you can add the volume to this existing TO

(→ 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)



# 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, 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.:	Delivery note no:
10025648	Entered: Delivery note
Service-level:	Delivery:
Standard	16.03.2015
Packages quantity:	Weight:
3 / 40	587.5
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

Status: **Shipment in process**

① Fields marked with \* are obligatory

Label SSCC



All handling units must to labeled | all labels must to includes the TO (transport order) number

# Supplier training material

## Shipments with high volume – split of pallets

### 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!**

# FULL CONTAINER LOAD (FCL) SPECIFICS

# Supplier training material

## Weekly FCL forecast

- In order to secure place on the intended vessels, 4 weeks forecast needs to be sent to TMC until each Wednesday EOB:
  1. Email subject should contain: SEA FCL Forecast + destination country
  2. Forecast for the current week +4 - 2: total number of the necessary containers **on weekly basis**
  3. Forecast for the current week +1: number of required containers **on daily basis**
- Example:

Estimation of containers

Loading Location of Container	Delivery Location of Container	Mode	Equipment Description	Carrier	CWn+1 (Mon)	CWn+1 (Tue)	CWn+1 (Wed)	CWn+1 (Thu)	CWn+1 (Fri)	CW n+2 (Sum)
Supplier 1	Plant 1 (e.g.: Summerville)	FCL	40' High Cube	Agility	2	0	0	0	0	2
Supplier 1	Plant 2 (e.g.: Suzhou)	FCL	40' High Cube	Agility	1	1	1	1	0	3



FCL Forecast template

- TMC provides 4 weeks forecast for LSP, to ensure the container availability, therefore Shipper must **inform TMC, if any fluctuation** is expected in the near future.
- Container number **increase can't be guaranteed** if announced **later than 2 weeks** (by Wednesday EOB) before pick-up.
- **The weekly forecast is not equivalent to the transport ordering!** Each container has to be ordered via TMS portal, based on the agreed TO release process!
- The FCL loading reference can be reported in the TO „Loading reference” field but also requested in the FCL forecast report

**Please send the forecast data to this e-mail address: [BOSCH\\_NA@bosch.com](mailto:BOSCH_NA@bosch.com)**

# Supplier training material

## Seal and container number communication

In case of FCL, the shipper has the responsibility to communicate the seal and container number belonging to each TO to TMC, so that TMC can provide information for proper shipping documentation.

For the above communication, there are 2 possible ways:

1. Document the seal number on the VGM document (containing container number) and upload to the relevant TO
2. Document the seal and container number on any shipping document and upload to the relevant TO\*

Shipper needs to advise via TMC questionnaire, which shipping document is used for seal and container number communication.



Robert Bosch GmbH

4) No. sender at the shipping carrier

**TRANSPORT ORDER**

6) Date 23.04.2019 7) Relations no.

9) shipping carrier 10) Carrier no. 11931  
Geodis FF Germany GmbH & Co. KG  
Hammerbrookstr. 89  
DE 20097 Hamburg

12) Bordereau-Cargo Ref. no.

15) Sender role for the shipping carrier:  
CONTAINER OOLU 933 214-8  
SCHIFF CMA CGM WHITE SHARK  
BTU ANTWERPEN 30.04.2019  
ETA VERACKRUZ 19.05.2019  
16) Arrival date 19.05.2019 17) Arrival time

18) Reference and no. delivery note no.	19) Number	20) Packaging	21) SF	22) Contents	23) Load cont. weight kg	24) Gross weight kg
1192202686	3	cardboard	0	139722071414648	ED	105
BU2429				114/98/100		1326.
1192202690	1	cardboard	0	139722069214648	ED	39
BU2429				114/98/100		443.
1192202695	11	cardboard	0	039024161914648	ED	385
BU2429				114/98/100		4604.
1192211189	5	cardboard	0	039024507314648	ED	175
BU2429				114/98/100		1819.
1192211230	3	cardboard	0	139722069214648	ED	105
BU2429				114/98/100		1337.
25) Sum		26) Volume in cbm		Next Page	Sum	27) 28)

29) hazardous freight classification

30) hazardous freight name

31) Prepayment of charges FCA BOSCH PLANT

32) Worth of goods for insurance

33) Transport insurance to cover by carrier with

34) Sender cash on delivery

35) Enclosures

**SIEGEL A1103360**

VE 18075126

36) Order no. Customer

37) Account assignment

38) Means of transport no

39) Lorry reg

40) Dispatch type sea freight

41) Accounting key

42) Acknowledgment of receipt of goods mentioned transport conditions are in a proper condition received

43) Takeover confirmation from the driver:

**VERIFIED GROSS CONTAINER MASS - FCL SHIPMENT**

Shipper		Consignee	

Freight Forwarder  
Consign Sending Agent

References

Goods Booking N°	Shipment N°
	US2 290319

Container N° (Mandatory)	Container Type (Optional)	Seals (Optional)	Method 1 or 2 (Mandatory)	Verified Gross Mass (Mandatory)	Unit of Measurement (Mandatory)	Verified by Shipper (Mandatory)	Name of Person Authorized by Shipper (Mandatory)
SUDU1680410	20H	BS 376878	Method 2	13912	KGS		

# Supplier training material

## VGM Declaration

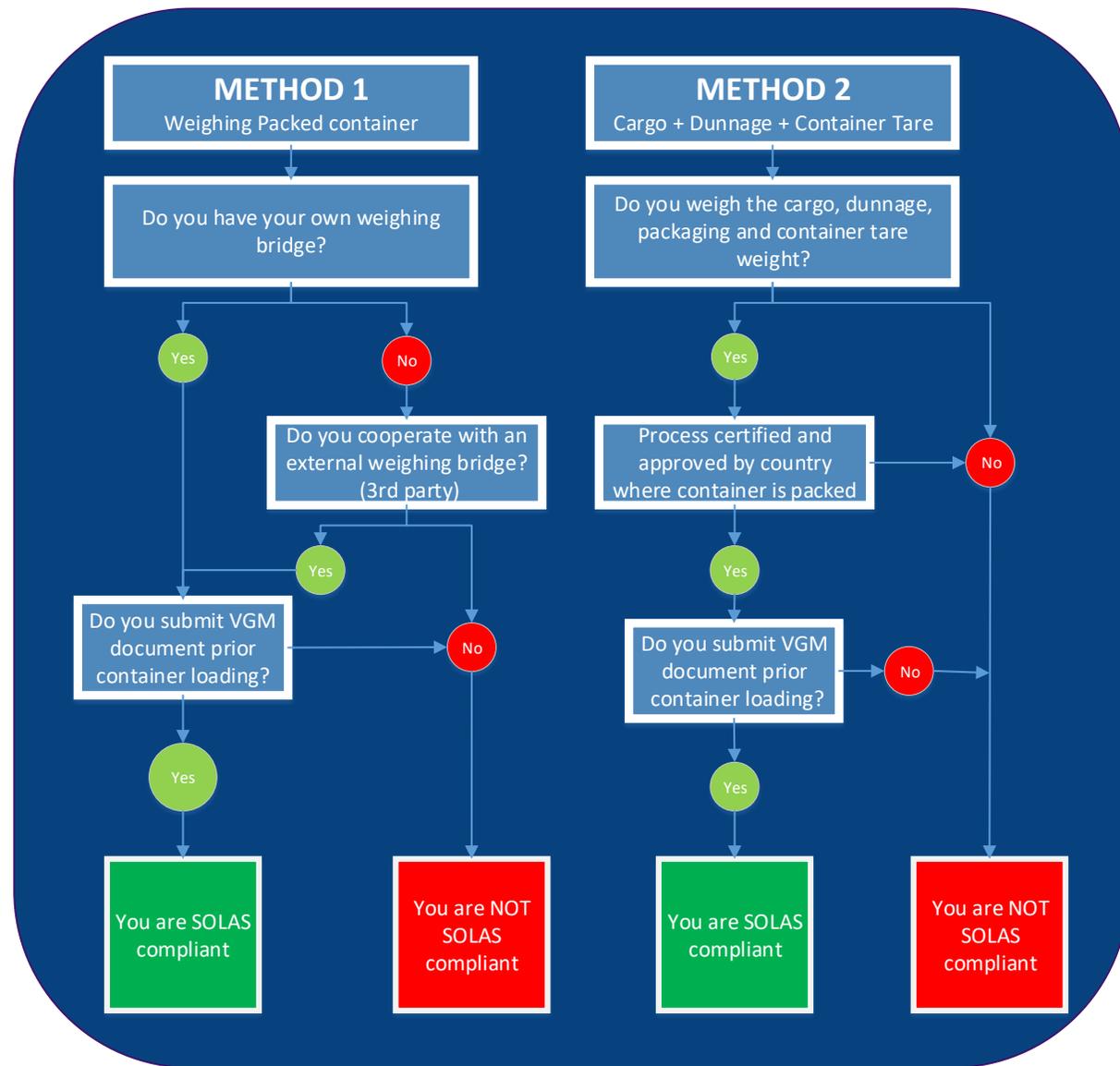
Effective from 1st July 2016, with the SOLAS amendment covering container weighing regulations, a packed container will no longer be allowed to be loaded on board vessels without VGM documentation.

The shipper is obliged to verify the gross mass of the containers carrying their cargo by either of two permissible weighing methods before these containers can be loaded on a vessel.

### VGM documents are:

- responsibility of the Shipper
- required to be uploaded to TMS.

**During the implementation phase, please inform TMC about the Method you are using for VGM.**



# COMMUNICATION WITH TMC

# Supplier training material

## Contact us!



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

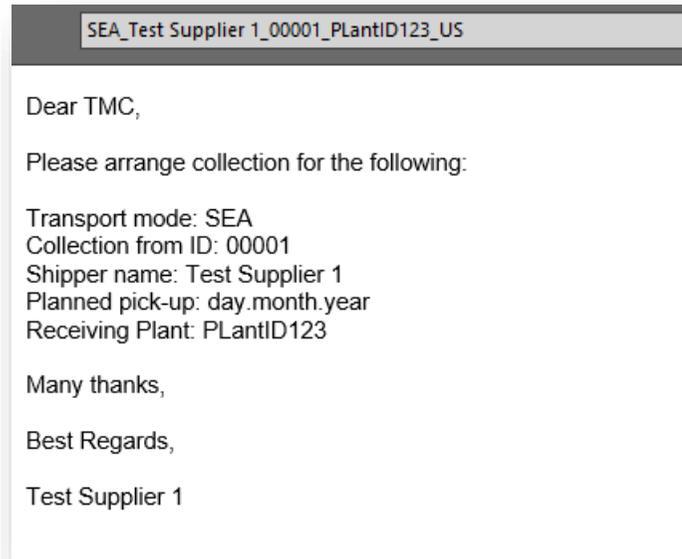


### You should call the TMC when:

- 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

**ROAD**



**AIR**



**SEA**



US: [TMC\\_NA@bosch.com](mailto:TMC_NA@bosch.com)

+49 (711) 81117832

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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!**