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!
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

- **TMC Land**
  - Road freight

- **TMC Sea & Air**
  - Sea freight
  - Air freight
  - Planned Air freight
  - Unplanned Air freight
DEFINITION OF TERMS & IMPLEMENTATION STEPS
Supplier training document

Load and Transport order (TO) / FCL & LCL

**Transport order: TO**

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

- **LCL**
  - Consol
  - Load Pre-Carriage
  - Load Main-Carriage
  - Load On-Carriage

- **1 TO = 1 container = 1 document set**

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Routing Instruction

Supplier training document

- Service level, Go-live date, Incoterm, Frequency, transport time
- Consignor address and contact person
- Pick-up address and contact person
- Recipient address and contact person
- Delivery address and contact person
- Hub information
- Carrier information
- Agreed pick-up days and time windows
- Process instructions – further important information for operation of this route
- Known Consignor details
- Comments
- Customs responsible
- Export customs office
- Transport order process
- TMC operational contact – for exception management & operational questions
Supplier training document
Implementation steps

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for master data</td>
<td>Initial contact &amp; request for master data</td>
</tr>
<tr>
<td>~ 4 weeks prior</td>
<td></td>
</tr>
</tbody>
</table>
  - Information email by plant |
| Route alignment |  
  - Gathering of master data from supplier (Contact person, Pick-up address, Possible pick-up days, part & packaging information, Incoterm) |
| ~ 2 weeks prior |  
  - Agreement of relevant Route details (Pick-up and delivery days → transit time, Transportation mode, Carrier, Equipment, Effective date) |
| Supplier Training |  
  - Supplier training |
| ~ 1 week prior |  
  - Routing Instruction sheet |
| Routing Instruction sheet |  
  - Official confirmation of agreed route details send by TMC |
| Go-Live |  
  - Go-Live |
| week prior Go-live |  
  - Based on agreed route details |
| Hypercare |  
  - 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!)

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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

Log in to all your inet modules

RBEU_AnS_supplier

***************

Log in

Reset password
# Supplier training material
## Sea and Air TO types

<table>
<thead>
<tr>
<th>Conditions</th>
<th>TO type</th>
<th>Description</th>
</tr>
</thead>
</table>
| Standard process    | Standard TO | - TO automatically created according to the defined pick-up days (same pick-up days as call-off)  
                         |          | - Prefilled with consignor & recipient information → “empty TO”              
                         |          | - Packaging & article information need to be filled (available as master data) |
| Exceptional process | Manual TO  | - Exceptional process: Late delivery, Unplanned airfreight, Short-term order of BOSCH  
                         |          | - Consignor & Recipient as well as packaging & article information need to be filled (available as master data) |
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New transport ordering process - BCO

- 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

**MRN = ABD**
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

▶ 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“
Supplier training material

Main menu

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!

If the transport is required, the transport order has to be released (saved) by the shipper.
Supplier training material
Step 2: Select relevant TO

Select transport order with status “open” for the relevant pick-up day and check the destination you 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

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.
Step 3: Check TO data

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

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

<table>
<thead>
<tr>
<th>All fields are mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handling Units</strong></td>
</tr>
<tr>
<td>Pos</td>
</tr>
<tr>
<td>Handling Unit ID*</td>
</tr>
<tr>
<td>Description*</td>
</tr>
<tr>
<td>Qty*</td>
</tr>
<tr>
<td>Type*</td>
</tr>
<tr>
<td>Gross*</td>
</tr>
<tr>
<td>Tare [kg]</td>
</tr>
<tr>
<td>Vol. [m³]</td>
</tr>
<tr>
<td>L [mm]</td>
</tr>
<tr>
<td>W [mm]</td>
</tr>
<tr>
<td>H [mm]</td>
</tr>
<tr>
<td>Stack*</td>
</tr>
<tr>
<td>Remark</td>
</tr>
</tbody>
</table>

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** 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

- Stackability: 1 (not stackable)
- Stackability: 2
- Stackability: 3
- Stackability: 999 (unlimited)
Supplier training material

Step 5: Complete / check article information + document references

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

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**
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 and have to be uploaded in the TMS per TO according to the following standards (opportunity A (every document in its own file) or B (all documents compiled in one file):

<table>
<thead>
<tr>
<th>Document name</th>
<th>Document type (EN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>„TO-number_CI“</td>
<td>Commercial Invoice</td>
</tr>
<tr>
<td>„TO-number_DN“</td>
<td>Delivery note</td>
</tr>
<tr>
<td>„TO-number_EX“</td>
<td>Export declaration</td>
</tr>
</tbody>
</table>

**A**

<table>
<thead>
<tr>
<th>Document name</th>
<th>Document type (EN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>„TO-number_documents“</td>
<td>Various</td>
</tr>
</tbody>
</table>

**B**

<table>
<thead>
<tr>
<th>Document name</th>
<th>Document type</th>
<th>Date / time</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>VE07414184_Clip.pdf</td>
<td>Commercial invoice</td>
<td>17.04.2020 14:31</td>
<td>RBLA_m.ferreira</td>
</tr>
<tr>
<td>VE07414184_DN.pdf</td>
<td>Delivery note</td>
<td>17.04.2020 14:31</td>
<td>RBLA_m.ferreira</td>
</tr>
<tr>
<td>VE07414184_EX.pdf</td>
<td>Export declaration</td>
<td>17.04.2020 14:31</td>
<td>RBLA_m.ferreira</td>
</tr>
</tbody>
</table>

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**Step 7: Release the TO**

**A transport will be ordered for all released TO’s**

1. **Confirmation of a TO**
   - 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.
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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)

2. 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.

Did you know? We have a TMS Label

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

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:

<table>
<thead>
<tr>
<th>Pallet type</th>
<th>Not stackable</th>
<th>Stackable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200 x 800 mm</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>1200 x 1000 mm</td>
<td>21</td>
<td>42</td>
</tr>
<tr>
<td>Container pallet 1140 x 790 mm</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Others</td>
<td>To be calculated by supplier</td>
<td></td>
</tr>
</tbody>
</table>

### 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:

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

- 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
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.
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.**
Supplier training material
Contact us!

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>ROAD</th>
<th>AIR</th>
<th>SEA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EU TMC ROAD</strong></td>
<td>EU TMC ROAD</td>
<td>TMC <a href="mailto:EU@bosch.com">EU@bosch.com</a></td>
<td>+36(1)879-8500</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>US:</td>
<td>CN:</td>
<td>BR:</td>
</tr>
<tr>
<td>TO release</td>
<td>TMC <a href="mailto:NA@bosch.com">NA@bosch.com</a></td>
<td>TMC CN <a href="mailto:AIR@bosch.com">AIR@bosch.com</a></td>
<td>BOSCH TMC Sea <a href="mailto:LA@4flow.com">LA@4flow.com</a></td>
</tr>
<tr>
<td>Client info</td>
<td>+49 (711) 81117832</td>
<td>+49 (711) 81117758</td>
<td>+55 19 2514 4208</td>
</tr>
<tr>
<td>Manual Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road freight account to be used</td>
<td>SEA &amp; AIR freight account to be used</td>
<td>SEA &amp; AIR freight account to be used</td>
<td></td>
</tr>
<tr>
<td>1 working day prior pick-up</td>
<td>2 working days prior pick-up</td>
<td>LCL: 1 working day prior pick-up 11:00 CET</td>
<td></td>
</tr>
<tr>
<td>11:00 CET</td>
<td>11:00 CET for India</td>
<td>FCL: 2 working days prior pick-up 11:00 CET</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 working day prior pick-up</td>
<td>FLORENCE: 2 working days prior pick-up 16:00 CET</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:00 CET for US, CN and BR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed</td>
<td>Not Allowed</td>
<td>Not Allowed</td>
<td></td>
</tr>
<tr>
<td>TO released based on routing instruction</td>
<td>Only provided TO to be filled out</td>
<td>Only provided TO to be filled out</td>
<td></td>
</tr>
</tbody>
</table>

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