

Supply Chain Optimization (SCO) Ocean Training

URL Link to SCO Systems

<https://otmgtm-a589385.otm.us2.oraclecloud.com>

Supply Chain Optimization (SCO)

Mission Statement

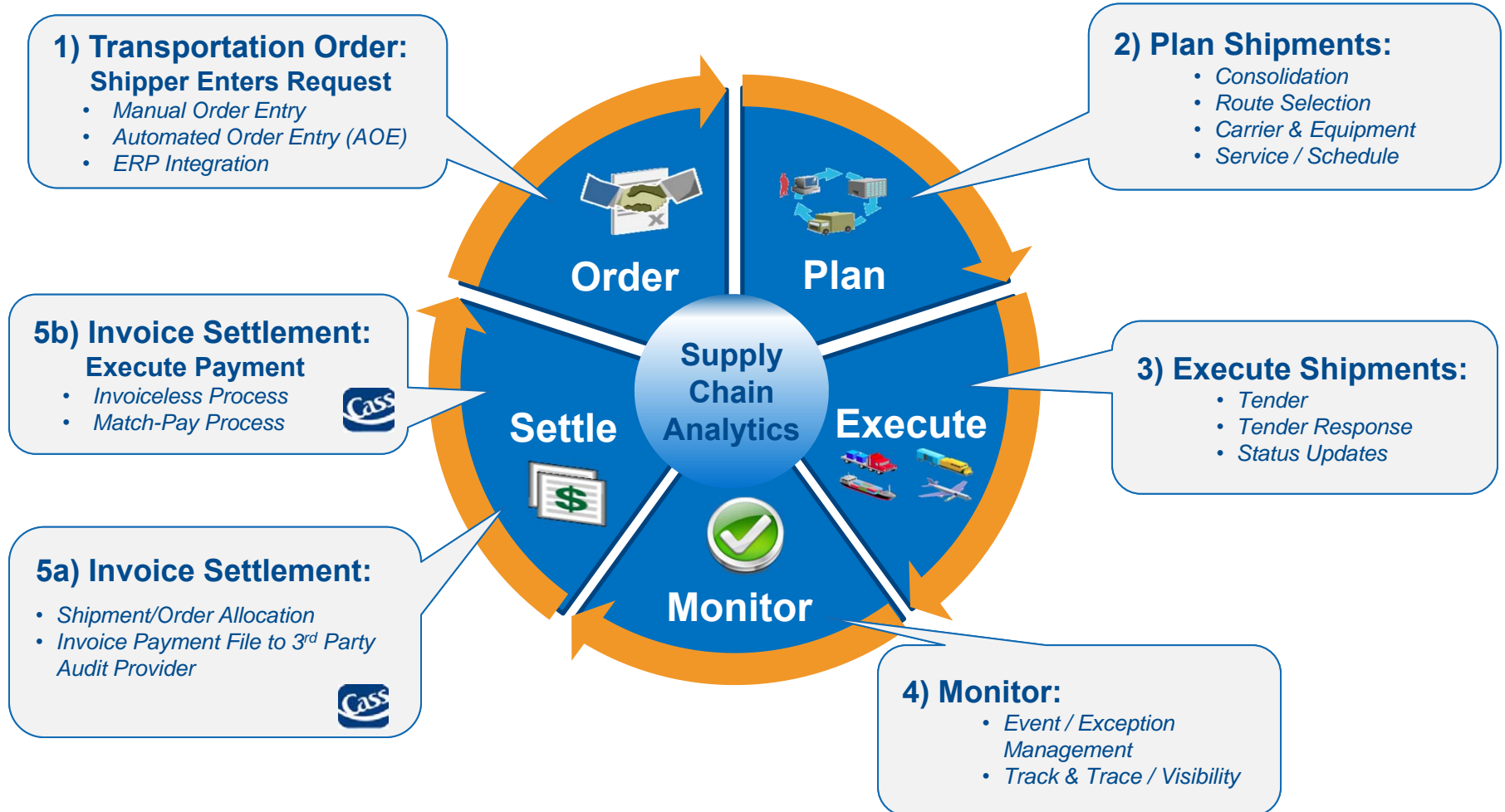
Implement a sustainable supply chain process to support operational management of physical and information flow across Supply Chain through the use of **Best in Class** Logistics systems and resources to improve Speed, Reliability, and Cost

Program Objectives

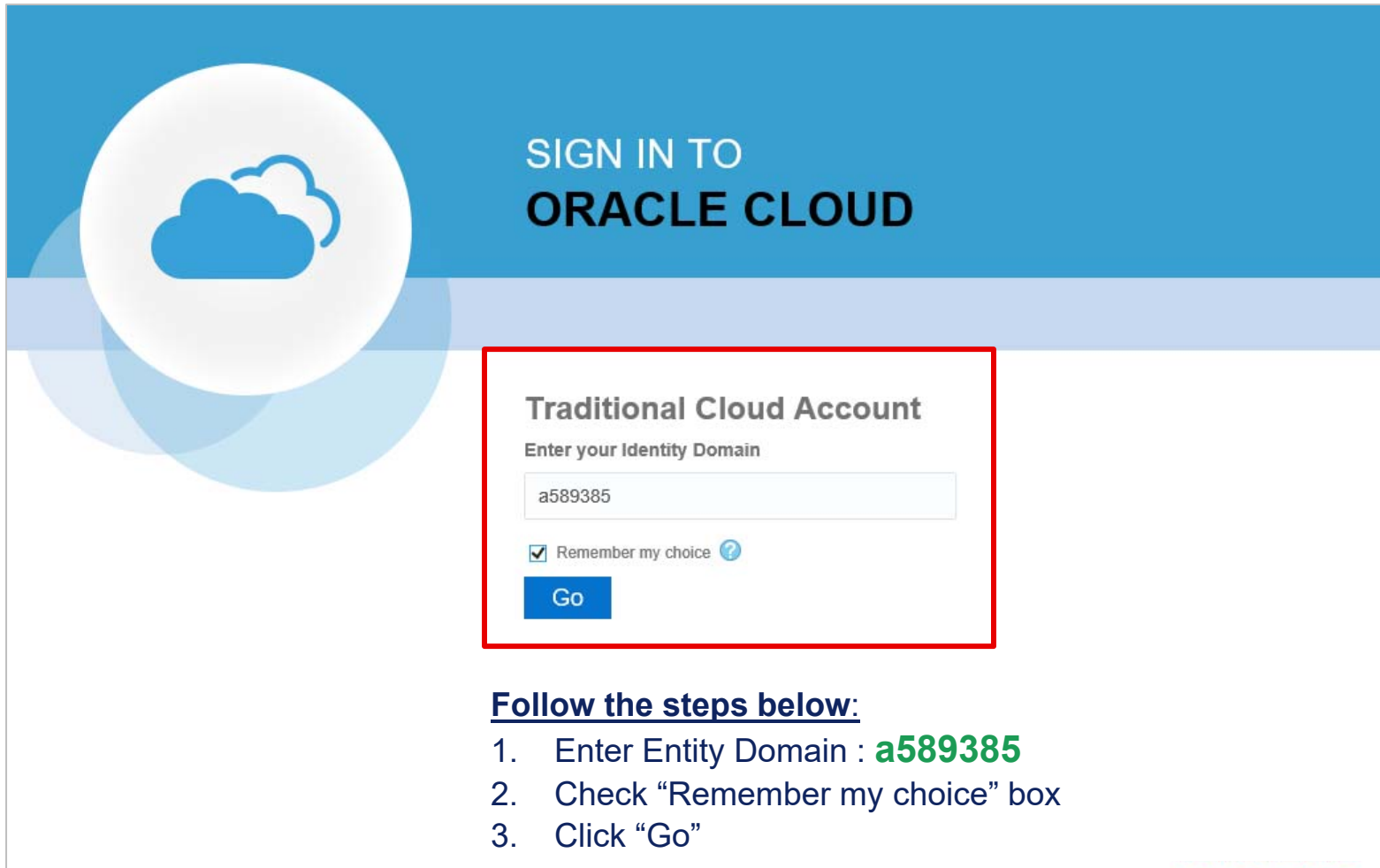
- Select the **Best Mode, Service Level** and **Provider** to meet each shipment's **Required Date**
- Implement bid award through **system-driven** routing
- Provide carrier performance data "**One Source of Truth**" and metrics are used to handicap carriers in **Transformational** Bids
- Single Track and Trace system for ALL modes
- Provide business units visibility to shipping practices at site level to drive continuous process improvement
- Improve carrier billing by providing standardized shipping documents and confirmation of shipment delivery

Supply Chain Optimization

Ensuring On-Time Delivery to Need by Date



Steps for First Time login



**SIGN IN TO
ORACLE CLOUD**

Traditional Cloud Account
Enter your Identity Domain

a589385

Remember my choice [?](#)

Go

Follow the steps below:

1. Enter Entity Domain : **a589385**
2. Check “Remember my choice” box
3. Click “Go”

As long as you check “Remember my choice” box the first time you login into the system, this step will not be required for future logins

Single Sign-On Login

The screenshot shows the Oracle Cloud sign-in interface. At the top, it says "SIGN IN TO ORACLE CLOUD" next to a cloud icon. Below this, there are two main sections. The left section, titled "Traditional Cloud Account", is crossed out with a red 'X' and a red octagonal stop sign with a hand icon. It contains a welcome message, a username field (scosupport@), a password field, a "Sign In" button, and a "Can't access your account?" link. A blue arrow points from a text box to this section. The right section, titled "Want to use your company account?", is highlighted with a purple border. It contains a "Company Sign In" button and a "Remember my choice" checkbox. An orange arrow points from a text box to this checkbox.

SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Welcome a589385 change domain ?

scosupport@

.....

Can't access your account?

Sign In

Want to use your company account?

Use to be redirected to the company single sign-on.

OR

Company Sign In


Remember my choice ?

This section is for Non-Emerson users (i.e. suppliers, carriers, etc)


Click here and check "Remember my choice" box to be immediately directed to SCO home screen for future logins

Emerson users will be signed in using credentials from Emerson Network

Company Sign In



EMERSON



Sign In

Email Address

Password

Sign In

Need help signing in?



Enter your Emerson network credential here

Additional login will be prompted if you are not on Emerson Network

Login Credential Email



Email contains account information needed for first time login



oraclecloudadmin_ww@oracle.com | SCO Support

[EXTERNAL] New Account Information

Retention Policy 76 Days Delete - Inbox (76 days) Expires 1/6/2020

ORACLE Cloud

Hello SCO Support,
An Oracle Cloud account has been created for you.

As you sign in for the first time, you should change your password and enter responses to security questions. To access your account, you need the following information:

Account Details	
User Name:	scosupport@emerson.com
Temporary Password:	DOoPD*7G!6n
Identity Domain:	a589385
Data Center/Region:	us2

Common Tasks

- Change passwords [oracle.com]
- Learn about predefined roles and accounts [oracle.com]

Click here [myservices.us2.oraclecloud.com] to access account. Enter your User Name and Password. Click **Sign In**.

Users with non-Emerson email address will receive an email with login credential details from Oracle

Single Sign-On Login

Enter login credential provided in the email from Oracle

SIGN IN TO ORACLE CLOUD

Traditional Cloud Account

Welcome a589385 [change domain](#)

scosupport@emerson.com

.....

[Can't access your account?](#)

Sign In

Want to use your company account?

Use to be redirected [here](#) for any single sign-on.

Company Sign In

Remember my choice [?](#)

Do **NOT** login from here if your email address does not end with "emerson.com"

User's individual Email Address is the new login credential

Changing Password First Time Login

The screenshot shows two panels. The left panel, titled 'Account Details', contains the following information: User Name: scosupport@emerson.com; Temporary Password: DOoPD*7G!6n (circled in green); Identity Domain: a589385. An orange arrow points from the temporary password to the 'Old Password' field in the right panel. The right panel, titled 'Password Management', contains the following fields: * Old Password (masked with dots); * New Password (masked with dots, with an information icon); * Re-Type New Password (masked with dots). Below these are three challenge questions: * Question1: What is the city of your birth? (dropdown menu); * Answer1: xxxx; * Question2: What is your favorite color? (dropdown menu); * Answer2: xxxx; * Question3: What is the name of your pet? (dropdown menu); * Answer3: xxxx.

Steps to complete:

1. Copy the temporary password provided in the email
2. Paste it in the “old password” field
3. Enter new password
4. Re-enter new password
5. Answer all the security questions
6. Click Submit











Password Policy

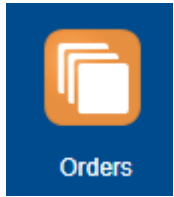
- Password must be at least 8 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character (s).
- Password must contain at least 1 uppercase letter(s).

Completing security questions in the initial login is needed to support self-service password reset

Home Screen Icons Glossary

Icon	Description	Remarks
 Orders	Create new orders, search existing orders and create new template	Available for user roles who creates transportation orders
 Shipments	View shipments details and check on shipment status/track and trace	Not available for Supplier role
 Reports	Download/view shipping documents, status exception report, inbound shipment report	Not available for Supplier role
 Spread Sheet Upload	Automated order entry by uploading csv file	Only available for certain roles
 Transportation Intelligence	Run dashboard and adhoc reports which includes Cass financial data and SCO metrics	Only available for certain roles
 Invoices	View invoice details processed by freight payment company	Only available for certain roles
 Location	View SCO location information	Only available for certain roles
 Rate Inquiry	Run rate inquiry for all Emerson contracted rates (all modes)	Only available for certain roles

Orders Menu



Inter-Continental
Order - Ocean

Click on this icon to create an international [Ocean](#) order or template for shipments between continents, cross custom border(s)



Inter-Continental
Order - Air

Click on this icon to create an international [Air Cargo](#) order or template for shipments between continents, cross custom border(s)



Regional Order

Click on this icon to create regional order or template for [Ground](#) shipments (i.e. TL, LTL, ground expedite) that are Intra-Europe, Intra US, Canada or Mexico, or between US, Canada, and Mexico. Domestic air shipments between North America countries (US, Canada, Mexico) are to be created from Regional Order icon.



Order Search

Click on this icon to search existing orders for all order types (Air or regional)

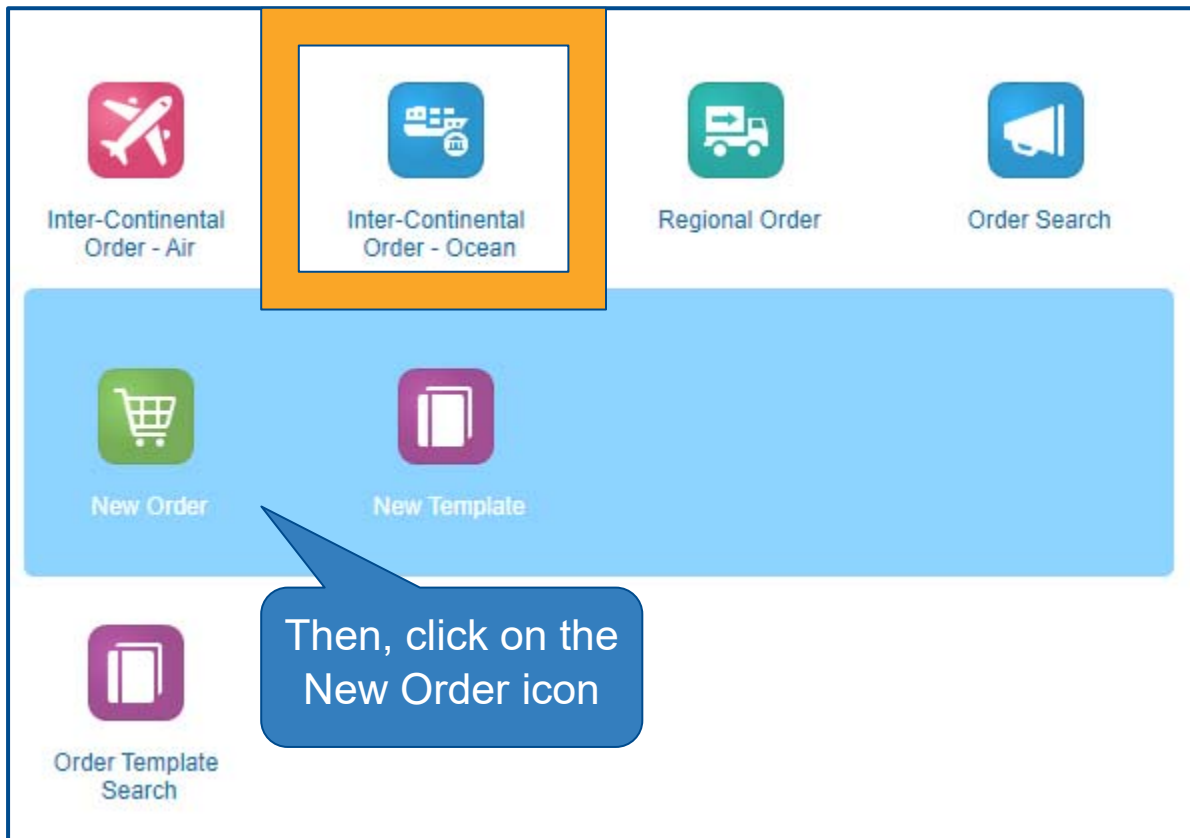


Order Template
Search

Click on this icon to search existing templates all order types (Air or Regional)

Ocean Order Creation

To create an Ocean order, click on the icon to expand the menu



The screenshot shows a grid of menu items. The 'Inter-Continental Order - Ocean' icon is highlighted with an orange border. A callout bubble points to the 'New Order' icon with the text: "Then, click on the New Order icon".

- Inter-Continental Order - Air
- Inter-Continental Order - Ocean**
- Regional Order
- Order Search
- New Order
- New Template
- Order Template Search

Intercontinental Ocean Order Entry

▲ Select a Template (Optional)

ID 🔍 🏠

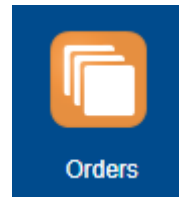
Top Submit

Click Submit

Click here to view How to create/use template

Data Entry

Shipper Reference Numbers



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference
#3102, #3104

Consignee Reference
[Empty field]

* Source Location
300100000000165
300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location
300100000000573
300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

* Early Pickup Date
2020-11-09 13:00:00

Late Pickup Date

Early Delivery Date

* Late Delivery Date
2021-01-08 17:00:00

* Payment Method
Collect

* Hazmat
No

Origin Port

Destination Port

AES Filing by Forwarder Required (North America Only)
No

* Service Type
DTD

* Incoterms
EMR2006

* Named Place
Shipper's Dock

Other Location

*In-Bond Cargo
No

Remarks

* Remark Qualifier ID
ADDITIONAL_REFERENCE_NUMBERS

* Remark Text
PO#3108, 3109, 3121

Save

Enter the reference numbers in the Remark Text field (free text format).

Click here to save all the remarks

For multiple/additional reference numbers, select **Additional_Reference_Numbers** from the drop down list.

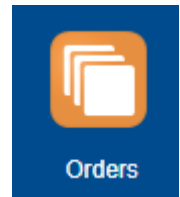


1. Shipper and Consignee Reference numbers are searchable fields
2. Remarks entered is for informational purposes only. It is not being considered when creating a shipment

* denotes mandatory field

Data Entry

Source and Destination Location



Pickup (Source) and Delivery (Destination) locations. Use the icons next to it to search, view, or create new location

Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference

Consignee Reference

* Source Location

300100000000165 🔍 🗄️ +

300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location

300100000000573 🔍 🗄️ +

300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

2020-11-09 13:00:00 🗄️

Early Delivery Date

* Payment Method

Collect ▾

* Hazmat

No ▾

Origin Port 🔍 🗄️ +

Destination Port 🔍 🗄️ +

AES Filing by Forwarder Required (North America Only)

No ▾

* Service Type

DTD ▾

* Incoterms

EMR2006 🔍 🗄️ +

* Named Place

Shipper's Dock ▾

Late Pickup Date

* Late Delivery Date

2021-01-08 17:00:00 🗄️

Other Location

*In-Bond Cargo

No ▾



Display a search page for finding an existing record to populate in the current field



Display additional information for a record that you have already entered into the field



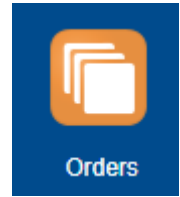
Create a new location not readily available. Locations will be validated prior to tendering shipment to Carrier/Forwarder



* denotes mandatory field

Data Entry

Create New (Adhoc) Location

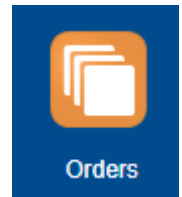


1. To save time, it is best to search for the location first before creating a new location. More than likely the location already exists in the system
2. If the new location created will be used again, make sure to uncheck the Temporary box. By doing so, the newly created location will be available for future uses
3. Please refrain from using special characters (i.e. %,!,~,|,{,}, etc) in the location name and address line

7 Steps to create a brand new adhoc location:

The image shows two screenshots of a web application interface. The left screenshot, labeled '1', is the 'Intercontinental Ocean Order Entry' page. It features a 'Rapid Order Release' section and an 'Order Entry Detail' section. In the 'Order Entry Detail', the 'Source Location' field is highlighted with a yellow box and a magnifying glass icon. A blue callout bubble points to this field with the text 'Click here to create a new location'. The right screenshot, labeled '2', is the 'Location' creation page. It has tabs for 'Identification', 'Roles', and 'Contact Information'. The 'Identification' tab is active, showing fields for 'Location Name' (NGL INC), 'Temporary' (checked), 'Address Lines' (1000 MAIN STREET), 'City' (ST. LOUIS), 'Country Code' (USA), 'Province Code' (MO), and 'Postal Code' (63132). A blue callout bubble points to the 'Address Lines' field with the text 'Populate complete address information'. Another blue callout bubble points to the 'Roles' tab with the text 'Click here once address information is populated'. An orange arrow points from the 'Source Location' field in the first screenshot to the 'Location' page in the second.

Create New (Adhoc) Location Cont'd



Location 1 of 1

Identification Roles Communication and Remarks

Location ID Corporation ID

Location Profiles

Location Role
SHIPFROM/SHIPTO

New Location Role Profile

Top Communication and Remarks

3

Click here

Location Role Profile

Location Role SHIPFROM/SHIPTO Calendar ID INACTIVE

Location Activity Time Definitions

Activity Time Definition ID	Special Service ID	Flex Commodity Profile ID	Transport Handling Unit Pr
-----------------------------	--------------------	---------------------------	----------------------------

Location Transport Handling Unit Capacity

Transport Handling Unit	Max Width	Max Length	Max Height	Max Weight
-------------------------	-----------	------------	------------	------------

Location Role Profile Calendar

Flex Commodity Profile ID	Mode Profile ID	Inbound Location Profile ID	Outbound Location Profile ID	Calendar
---------------------------	-----------------	-----------------------------	------------------------------	----------

New

Top Save Cancel

4

When this window appears, just click on Save. **NO** other action required

Location 1 of 1 New Finished

Identification Roles Communication and Remarks

Location ID Corporation ID

Location Profiles

Location Role	Calendar ID
SHIPFROM/SHIPTO	INACTIVE

New Location Role Profile

Top Communication and Remarks

5

When this window appears, Click on Contact Information

6 Location 1 of 1 New Finished

Identification Roles Communication and Remarks

Location ID Corporation ID

Primary Contact & Preferences

Email Address

First Name

Phone 1

Last Name

Top

6

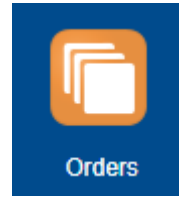
Click Finished

7

Populate the contact information. This information is needed for the service provider to arrange pickup/delivery

Data Entry

Pick Up and Delivery Dates



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference
#3102, #3104

* Source Location
300100000000165
300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101

Select Date and Time

November 2019

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

09 : 00

* Early Pickup Date
2020-11-09 13:00:00

Late Pickup Date

Early Delivery Date

* Late Delivery Date
2021-01-08 17:00:00

* Payment Method
Collect

* Hazmat
No

Origin Port

Destination Port

AES Filing by Forwarder Required (North America Only)
No

* Service Type
DTD

* Incoterms
EMR2006

* Named Place
Shipper's Dock

Other Location

*In-Bond Cargo
No

Click on calendar icon to display the calendar

Must select time before selecting the date. Otherwise, the time will be default to entry time

Date Type	Definition	Remarks
Early Pickup Date	Earliest date and time freight available for pickup	Mandatory
Late Pickup Date	Latest date and time freight must be picked up	Optional
Early Delivery Date	Earliest date and time freight can arrive	Optional
Late Delivery Date	Need by date and time when freight must arrive	Mandatory

Order Entry Lead Time Guidelines and Best Practice

Air Cargo

- Same day pickup, booking should be entered prior to noon
- Non-same day pickup, booking can be entered anytime throughout the day

Ocean

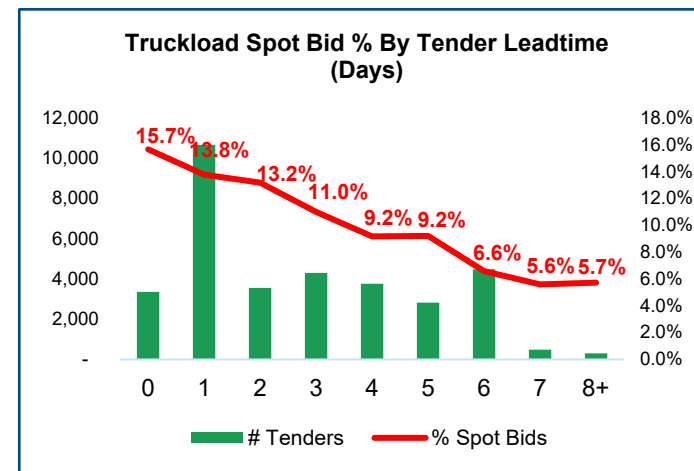
- Booking should be entered with 14-day minimum lead time from sail date
- Cargo ready date must be at minimum 7-day prior to sail date

Less than Truckload

- Same day pickup, booking should be entered prior to noon
- Non-same day pickup, booking can be entered anytime throughout the day

Truckload

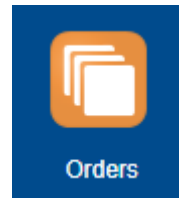
- Booking should be entered with 3-day minimum lead time from pickup date
- Allowing enough notification to the carrier will reduce premium cost



System will not accept booking with past pickup date and time

Data Entry

Service Type and Incoterms



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference: #3102, #3104

Consignee Reference:

* Source Location: 300100000000165
300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location: 300100000000573
300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

* Early Pickup Date: 2020-11-09 13:00:00

Late Pickup Date:

Early Delivery Date:

* Payment Method: Collect

* Hazmat: No

Origin Port: Destination Port: AES Filing by Forwarder Required (America Only)

* Service Type: DTD

* Incoterms: EMR2006

* Named Place: Shipper's Dock

Other Location: *In-Box: No

Cargo

Defines Seller and Buyer Risk and Cost

Incoterm's Named place of delivery

Service Type	Definition
DTP	Door to Port
DTD	Door to Door
PTP	Port to Port
PTD	Port to Door

Determines where the cargo will be made available to the forwarder and where cargo will be handed over to consignee

- Shipper's Dock
- Origin Forwarder Station
- Destination Forwarder Station
- Consignee's Dock
- Other Location

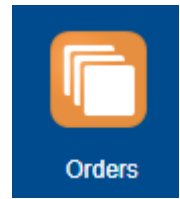
If "Other Location" is selected in the Named Place field, enter the location name here



Program does not validate the correlation between service type and Incoterm

Data Entry

Origin and Destination Ports (*Intercontinental only*)



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference: #3102, #3104

Consignee Reference: [Empty]

* Source Location: 300100000000165
 300100000000165
 EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD
 1ST ROAD, 68 BAO'AN DIST
 BAO HENG INDUSTRY PAR
 SHENZHEN, 44, 518101
 CN

* Destination Location: 300100000000573
 300100000000573
 FISHER CONTROLS INTL
 1311 E OLIVE
 MARSHALLTOWN, IA, 50158
 US

* Early Pickup Date: 2020-11-09 13:00:00

Late Pickup Date: [Empty]

Early Delivery Date: [Empty]

* Late Delivery Date: 2021-01-08 17:00:00

* Payment Method: [Empty]

* In-Bond Cargo: [No]

Origin Port [Empty] **Destination Port** [Empty]

AES Filing by Forwarder Required (North America Only): No

* Named Place: Shipper's Dock

Other Location: [Empty]

DTD | EMR2006

If freight must be originated or terminated at certain ocean port, populate the origin or destination port field with the port code

Service Type	Definition
DTP	Door to Port
DTD	Door to Door
PTP	Port to Port
PTD	Port to Door

Add the Special Instructions with Remarks on customer or custom clearance requirements

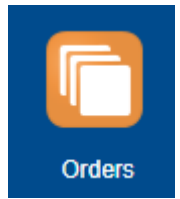
Remarks

* Remark Qualifier ID	* Remark Text	
SPECIAL_INSTRUCTIONS	custom clearance at SVK airport	Save

Populating the Origin/Destination port is to ensure that freight is routed to the expected port to meet certain requirements. If these fields are left blank, freight will be routed from/to Emerson's preferred port

Data Entry

Payment Method



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference
#3102, #3104

Consignee Reference

* Source Location
300100000000165
300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location
300100000000573
300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

* Early Pickup Date
2020-11-09 13:00:00

Late Pickup Date

Early Delivery Date

* Late Delivery Date
2021-01-08 17:00:00

* Payment Method
Prepaid
Collect
ThirdParty

* Hazmat
No

Destination Port

AES Filing by Forwarder Required (North America Only)
No

* Incoterms
EMR2006

* Named Place
Shipper's Dock

Other Location

*In-Bond Cargo
No

Determine the responsible party of the freight charges

When ThirdParty payment method is selected, scroll down to Involved parties section

* Involved Party Location	Communication Method	* Involved Party Qualifier ID	Save
300100000000003	BY CONTACT	RESPONSIBLE PARTY	

Select location ID other than origin/destination that is responsible for the freight

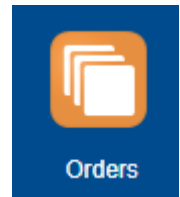
Select by contact

Select Responsible Party from the list

System will validate payment method selection. Order will not be created if the selected responsible party is not setup with billing information

Data Entry

Hazardous Materials



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference: #3102, #3104

Consignee Reference: [Empty]

* Source Location: 300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location: 300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

* Early Pickup Date: 2020-11-09 13:00:00

Late Pickup Date: [Empty]

Early Delivery Date: [Empty]

* Late Delivery Date: 2021-01-08 17:00:00

* Payment Method: Collect

* Hazmat: No

Origin Port: [Empty]

Destination Port: [Empty]

AES Filing by Forwarder Required (North America Only): No

* Service Type: DTD

* Named Place: [Empty]

Other Location: [Empty]

*In-Bond Cargo: No



Hazmat indicator allows the system to properly tender freight to carrier that can move hazmat freight and the electronic tender will reflect the hazmat requirement. Shippers are responsible to provide necessary supporting documents to carrier

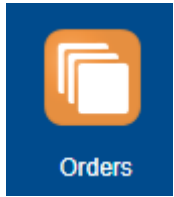
Select whether freight contains Hazardous materials



Default value is set to "NO"

Data Entry

In-Bond Cargo



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

Order Entry Detail

Shipper Reference: #3102, #3104

Consignee Reference: [Empty]

* Source Location: 300100000000165
EMERSON MACHINERY EQUIPMENT (SHENZHEN) CO. LTD.
1ST ROAD, 68 BAO'AN DISTRICT
BAO HENG INDUSTRY PARK PHASE 2, LIU XIAN
SHENZHEN, 44, 518101
CN

* Destination Location: 300100000000573
FISHER CONTROLS INTL
1311 E OLIVE
MARSHALLTOWN, IA, 50158
US

* Early Pickup Date: 2020-11-09 13:00:00

Late Pickup Date: [Empty]

Early Delivery Date: [Empty]

* Late Delivery Date: 2021-01-08 17:00:00

* Payment Method: Collect

* Hazmat: No

Origin Port: [Empty]

Destination Port: [Empty]

AES Filing by Forwarder Required (North America Only): No

* Service Type: DTD

* Incoterms: EMR2006

* Named Place: Shipper's Dock

Other Location: [Empty]

*In-Bond Cargo: No



In-bond cargo indicator allows the system to properly tender freight only to carrier(s) that has POA signed with Emerson legal entity. Shippers are responsible to provide necessary supporting documents to carrier

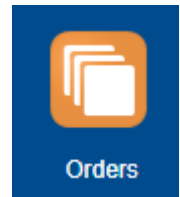
Select whether freight is Bonded



Default value is set to "NO"

Data Entry

Ship Unit information



Packaging type

Weight of each packaging unit

Dimensions of each packaging unit

* Enter Units to be Shipped

* Ship Unit Count	* Transport Handling Unit	* Item Description	* Gross Weight per Ship Unit	* Length Per Ship Unit	* Width Per Ship Unit	* Height Per Ship Unit	NMFC Class (US Only)	Commodity Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> KG	<input type="text"/> IN	<input type="text"/> IN	<input type="text"/> IN	<input type="text"/>	<input type="text"/>	<input type="text"/> Save
10	PALLET_STACKABLE	FILTERS	480 KG	48 IN	40 IN	48 IN	NMFC_CLASS	50.0	<input type="text"/>
5	PALLET_STACKABLE	FILTERS BOX	120 KG	48 IN	40 IN	48 IN	NMFC_CLASS	70.0	<input type="text"/>

of handling units being shipped

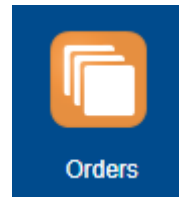
Product description

Freight Class/Commodity Code is only required for shipments coming from or going to US. Must select NMFC_Class from the drop down list before searching for Commodity Code values

i Accurate shipping characteristics is important to determine the right mode, equipment and freight cost

Data Entry

Remarks



Remarks

* Remark Qualifier ID	* Remark Text	Save
<input type="text"/>	<input type="text"/>	

ADDITIONAL_REFERENCE_NUMBERS
DESTINATION_INSTRUCTIONS
ORIGIN_INSTRUCTIONS
SPECIAL_INSTRUCTIONS

Free form text field

Click here to Save

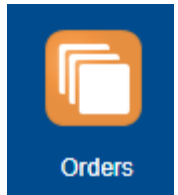
Select additional instructions to be included in the tender or shipping documents



1. Use the “Remarks” field to include additional information that you’d like to pass on to the service providers. For instance, appointment required, phone number to schedule appointment, special delivery/pickup schedules, etc.
2. Remarks entered is for informational purposes only. It is not being considered when creating a shipment
3. Please refrain from using special characters (i.e. %, !, ~, |, {, }, etc) in the location name and address line

Data Entry

Custom Broker Info



1 Click here to search for Custom Broker List

2 Type "Broker" in the Contact ID field and select "Contains" from the list

3 Click Search

4 Select the Custom Broker Name from the list

5 Click Finish

6 Select "By Contact" from the list

7 Select "Broker" from the list

8 Click Save

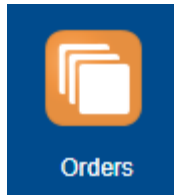
ID	Contact ID
EMR.BEIJING JING XIN DA BROKERAGE COMPA...	BEIJING JING XIN DA ...
EMR.BEIJING JING XIN DA BROKERAGE COMPA...	BEIJING JING XIN DA ...
EMR.NAN JIN SHI JIN BROKERAGE COMPANY LTD	NAN JIN SHI JIN BRO...
EMR.UPS EMERSON BROKERAGE TEAM	UPS_EMERSON_BRO...
EMR.UPS-SCS BROKERAGE CANADA	UPS-SCS UK CUSTO...
EMR.UPS EMERSON BROKERAGE TEAM	UPS EMERSON BROK...
EMR.UPS-SCS BROKERAGE CANADA	UPS-SCS BROKERAG...
EMR.UPS-SCS BROKERAGE TEAM	UPS-SCS BROKERAG...



If requested Custom Broker is not on the list, sent email to scosupport@emerson.com to have the custom broker setup in the system

Data Entry

Finishing Data Entry



Intercontinental Ocean Order Entry 1 of 1

Rapid Order Release

* Payment Method: Collect
* Hazmat: No
Origin Port: [] Destination Port: [] AES Filing by Forwarder Required (No): No
* Service Type: DTD
* Incoterms: EMR2006
* Named Place: Shipper's Dock

Enter Units to be Shipped

* Ship Unit Count	* Transport Handling Unit	* Item Description	* Gross
15	CRATE_NONSTACKABLE	VALVES	285 KG

Involved Parties

* Involved Party Contact	Communication Method	* Involved Party- Broker Only
[]	[]	[]

Top Submit

Results

Success

You successfully created the following records:

EMR.20201006-0015 ☆ View Edit View Log

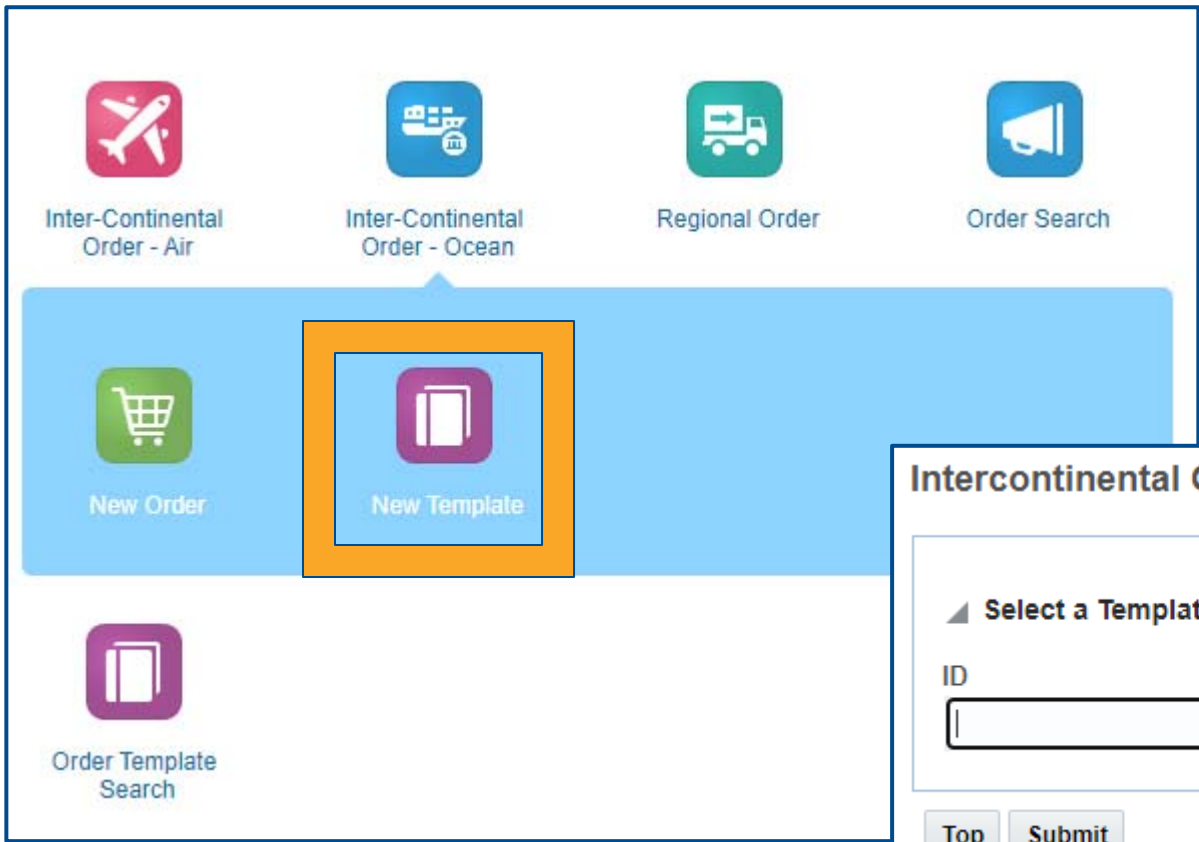
Modify Another Actions

A system generated order release # will be assigned to your booking

Click here to Submit the booking

Order release # start with the year, month, date of when the order is created in the system

Creating a Template



Inter-Continental Order - Air Inter-Continental Order - Ocean Regional Order Order Search

New Order **New Template**

Order Template Search

Select the Order Type for the new template (i.e. Air, Regional, Ocean)

Intercontinental Ocean Order Entry

▲ Select a Template (Optional)

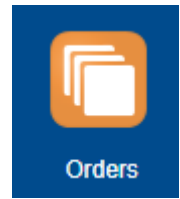
ID

Top Submit

Click here to create the new template



To create a new template, simply leave the ID field blank
To copy an existing template, populate the ID field with the existing template ID



Creating a Template

Rapid Order Release

* Template ID Template

Source Location Destination Location

The following fields must be populated when creating a new template:

1. Template ID
2. Source Location
3. Destination Location
4. Select "Standard" from Template Type
5. At minimum 1 ship unit line

Shipper Reference Consignee Reference

Early Pickup Date Late Pickup Date

Early Delivery Date Late Delivery Date

Payment Method Hazmat

Equipment Group Trailer Number Ship With Group

Expedite Authorization Code Expedite Reason Code In-Bond Cargo

* Enter Units to be Shipped

Ship Unit Count	Transport Handling Unit	Item Description	Gross Weight per Ship Unit	Length Per Ship Unit	Width Per Ship Unit	Height Per Ship Unit	NMFC Class (US Only)	Commodity Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> KG	<input type="text"/> M	<input type="text"/> M	<input type="text"/> M	<input type="text"/>	<input type="text"/>	<input type="text"/> Save

Once you click on Submit button, you'll receive a confirmation that a new template has been created successfully

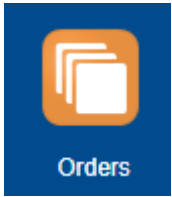
Results

Success

You successfully created the following records:

EMR.NG-XDOCK-INDY-TEMPLATE ☆

💡 Template ID must be unique and no special characters (i.e. %, \$, &, etc) as it will corrupt the template and make it un-editable



Using Existing Template

Inter-Continental Order - Air Inter-Continental Order - Ocean Regional Order Order Search

1 New Order New Template

Intercontinental Ocean Order Entry

2

▲ Select a Template (Optional)

ID

Click here to search for the template

Top Submit

Order Releases Finder

Order Release ID: SHANGHAI_EUROPE_TEN Begins With **3**

Quote ID Begins With

Domain Name Begins With

Indicator

Order Release Attribute: CUSTOMER_ORDER, DISTRIBUTION_ORDER, INTERCONTINENTAL_AIR

Priority

Early Pickup Date

Late Pickup Date

Click Search

Search Sort Order Actions Export Saved Query:

Order Releases

Total Found: 1 Finish Replace Current Window

Records 1 of 1

ID	Order Ba
EMR.SHANGHAI_EUROPE_TEMPLATE	SHANGHAI_EUROPE_...

New Query Refine Query Export Saved Query: Execute Query

Select the Template ID then click Finish

Intercontinental Ocean Order Entry

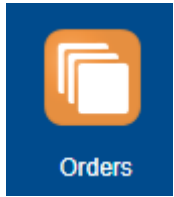
▲ Select a Template (Optional)

ID: SHANGHAI_EUROPE_T **6**

Selected template ID will be populated. Click Submit

Top Submit

Search Existing Orders



Navigation menu with icons for Orders, Shipments, and Reports. Below are search options: Inter-Continental Order - Air, Inter-Continental Order - Ocean, Regional Order, and Order Search (highlighted with an orange border). Order Template Search is also visible.

Order Release Finder

Order Release | Additional Details | Release Lines

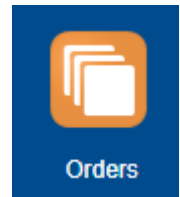
Enter your order search parameters

Order Release ID 20180401-0002 Begins With	Domain Name
Shipper Reference Begins With	Consignee Reference Begins With
Source Location ID Begins With	Destination Location ID Begins With
Source City Begins With	Destination City Begins With
Source Province Code Begins With	Destination Province Code Begins With
Source Country Code Begins With	Destination Country Code Begins With
Source Postal Code Begins With	Destination Postal Code Begins With
Early Pickup Date Same As	Early Delivery Date Same As
Late Pickup Date Same As	Late Delivery Date Same As
Expedite Authorization Code Begins With	Expedite Reason Code Begins With
Status ID - #1	AES Filing by Forwarder Required (North America Only)

Search | Sort Order | Actions | Export | Saved Query: | Execute Query | Actions | Edit | Save

Click Search

Order Search Results Screen

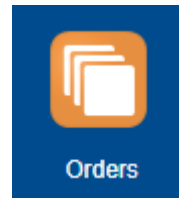


Order Release Total Found: 1000

Actions Record

<input type="checkbox"/>	+	☆	ID	Order Release ID	Order Type	Shipper Reference	Consignee Reference	Indicator	Cancelled	Early Pickup Date
<input type="checkbox"/>	+	☆	EMR_20191001-0008	20191001-0008	INTERCONTINENTAL AIR	BOOK NO.54;3		✓	CANCELLED_NOT CA...	2019-10-01 11:20 Asia/Bangkok
<input type="checkbox"/>	+	☆	EMR_20191001-0009	20191001-0009	INTERCONTINENTAL AIR	D009402-19, D009437-19-D009...	240289005156,240289005220	✓	CANCELLED_NOT CA...	2019-10-01 16:00 Asia/Kuala_Lu...
<input type="checkbox"/>	+	☆	EMR_20191001-0303	20191001-0303	REGIONAL ORDER			✓	CANCELLED_NOT CA...	2019-10-01 13:00 America/New_...
<input type="checkbox"/>	+	☆	EMR_20191001-0010	20191001-0010	INTERCONTINENTAL AIR	SO1865988	PO1900565	✓	CANCELLED_NOT CA...	2019-10-01 12:11 America/Chicago
<input type="checkbox"/>	+	☆	EMR_20191001-0012	20191001-0012	INTERCONTINENTAL AIR	BOOK NO.54112	PO REF.	✓	CANCELLED_NOT CA...	2019-10-01 11:30 Asia/Bangkok
<input type="checkbox"/>	+	☆	EMR_20191001-0011	20191001-0011	INTERCONTINENTAL AIR	BOOK NO.54;5		✓	CANCELLED_NOT CA...	2019-10-01 11:20 Asia/Bangkok
<input type="checkbox"/>	+	☆	EMR_20191001-0015	20191001-0015	INTERCONTINENTAL AIR	E01400/19-20	PO # 4780204678	✓		2019-10-01 10:20 Asia/Calcutta
<input type="checkbox"/>	+	☆	EMR_20191001-0016	20191001-0016	INTERCONTINENTAL AIR	E01399/19-20	PO # 4780185940	✓		2019-10-01 10:20 Asia/Calcutta
<input type="checkbox"/>	+	☆	EMR_20191001-0017	20191001-0017	REGIONAL ORDER			✓	CANCELLED_NOT CA...	2019-10-02 14:00 Europe/Prague
<input type="checkbox"/>	+	☆	EMR_20191001-0019	20191001-0019	INTERCONTINENTAL AIR	4768037		○	CANCELLED_CANCE...	2019-10-01 13:57 Asia/Manila
<input type="checkbox"/>	+	☆	EMR_20191001-0020	20191001-0020	INTERCONTINENTAL AIR			✓	CANCELLED_NOT CA...	2019-10-01 11:30 Asia/Dubai
<input type="checkbox"/>	+	☆	EMR_20191001-0021	20191001-0021	REGIONAL ORDER	229281	REF.:0919	✓	CANCELLED_NOT CA...	2019-10-01 15:00 Europe/Stockh...
<input type="checkbox"/>	+	☆	EMR_20191001-0062	20191001-0062	REGIONAL ORDER	BOL44;329		✓	CANCELLED_NOT CA...	2019-10-01 15:00 Europe/Prague
<input type="checkbox"/>	+	☆	EMR_20191001-0024	20191001-0024	REGIONAL ORDER			○	CANCELLED_CANCE...	2019-10-01 12:00 Europe/Rome
<input type="checkbox"/>	+	☆	EMR_20191001-0025	20191001-0025	REGIONAL ORDER			✓	CANCELLED_NOT CA...	2019-10-01 12:00 Europe/Rome
<input type="checkbox"/>	+	☆	EMR_20191001-0026	20191001-0026	INTERCONTINENTAL AIR	3055-2		✓	CANCELLED_NOT CA...	2019-10-04 10:00 Asia/Tokyo
<input type="checkbox"/>	+	☆	EMR_20191001-0027	20191001-0027	INTERCONTINENTAL AIR			✓	CANCELLED_NOT CA...	2019-10-02 09:08 Asia/Dubai
<input type="checkbox"/>	+	☆	EMR_20191001-0037	20191001-0037	REGIONAL ORDER	BOL44;261		✓	CANCELLED_NOT CA...	2019-10-01 15:00 Europe/Prague
<input type="checkbox"/>	+	☆	EMR_20191001-0049	20191001-0049	REGIONAL ORDER			✓	CANCELLED_NOT CA...	2019-10-01 11:00 Europe/Bucha...
<input type="checkbox"/>	+	☆	EMR_20191001-0059	20191001-0059	REGIONAL ORDER			✓	CANCELLED_NOT CA...	2019-10-03 08:00 Europe/Amste...
<input type="checkbox"/>	+	☆	EMR_20191001-0028	20191001-0028	REGIONAL ORDER	222861	REF:190045	✓	CANCELLED_NOT CA...	2019-10-01 15:00 Europe/Stockh...

Order type in the search result screen displays which data entry screen used to create the order release



Edit an Existing Order Release

2 Click on the pencil icon after selecting the order

3 Once edits are made to the order, click on Finished button

1 Check on the radio button next to the order ID

The screenshot displays the 'Order Release' interface. At the top left, a table lists order releases. The first row is selected, and a callout points to the pencil icon in the 'Actions' column. A second callout points to the 'Finished' button in the top right of the form. A third callout points to the radio button next to the selected order ID. The main form contains various fields for order information, regional information, and specific equipment to be ordered.

Order Release ID	Order Type
<input checked="" type="checkbox"/> + ☆ ID	
<input type="checkbox"/> + ☆ EMR.20191002-0001	

Order Release ☆

Order Release ID 20180201-0002 Indicator Source Location ID 300100000025882 Destination Location ID 3001000000022678

Order Information

Shipper Reference

Consignee Reference

Order Type REGIONAL_ORDER

* Source Location ALCO CONTROLS:

* Early Pickup Date 2018-02-01 15:00:00

Late Pickup Date 2018-02-01 16:00:00

* Destination Location VIESSMANN TECHN:

Early Delivery Date

* Late Delivery Date 2018-02-07 12:00:00

* Payment Method ThirdParty

* Hazmat No

Regional Order Information

Intercontinental Order Information

Intercontinental Air Information

Intercontinental Ocean Information

Specific Equipment to be Ordered

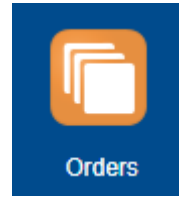
Sequence	Equipment Group ID	Equipment Initial/Number	Seal Numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Services

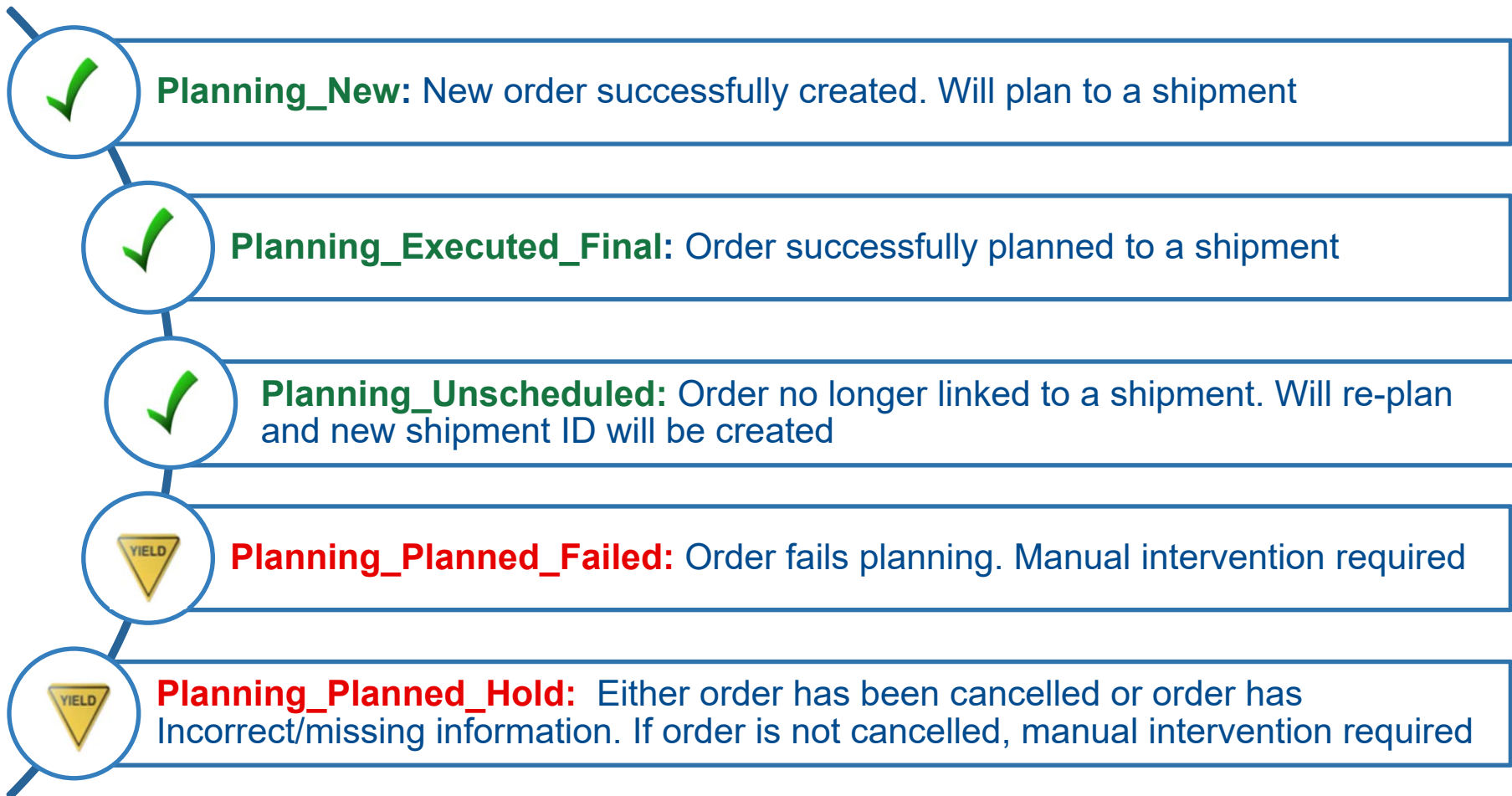
Special Service

Save

Order Release Planning Status Definitions



 = No intervention  = Manual Intervention by SCO Team



Order Entry Fields

Order Header vs. Ship Unit

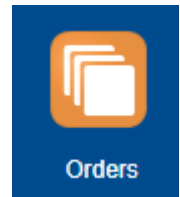
Order Header Level

Order Type	Field Name
Intercontinental and Regional	Shipper and Consignee Reference number
Intercontinental and Regional	Source and Destination Location
Intercontinental and Regional	Pickup and Delivery Dates
Intercontinental and Regional	Payment Method
Intercontinental and Regional	Hazmat
Intercontinental and Regional	In-Bond Cargo
Regional	Equipment Group
Regional	Trailer Number
Regional	Expedite Authorization Code
Regional	Expedite Reason Code
Regional	Ship with Group
Intercontinental	Incoterms
Intercontinental	Named Place and Other Location
Intercontinental	Service Type
Intercontinental	Origin and Destination Ports
Intercontinental	AES Filing by Forwarder Required

Order Ship Unit Level

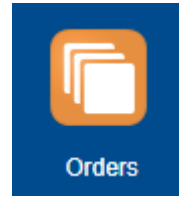
Order Type	Field Name
Intercontinental and Regional	Transport Handling Unit Count
Intercontinental and Regional	Transport Handling Unit
Intercontinental and Regional	Item Description
Intercontinental and Regional	Gross weight per ship unit
Intercontinental and Regional	Length per ship unit
Intercontinental and Regional	Width per ship unit
Intercontinental and Regional	Height per ship unit
Intercontinental and Regional	NMFC Class (US only)
Intercontinental and Regional	Commodity Code (US only)

Edit Order Release General Guidelines



Order Release Planning Status	Order Release Indicator	Is Order Editable?	Changes Needed	Shipment ID
Planning New			Order Header and Ship Unit	New
Planning Planned Final			Order Header and Ship Unit	New
Planning Planned Failed			Order Header and Ship Unit	New
Planning Planned Hold			Order Header and Ship Unit	New
Planning Hold Order Cancelled			Changes not saved	No shipment ID
Planning Executed Final			Order Header	New
Planning Executed Final			Ship Unit	Remain the same
Planning Executed Final			Changes not allowed	Remain the same
Planning Executed Final			Changes not allowed	Remain the same
Planning Executed Final			Changes not allowed	Remain the same

Cancel an Existing Order Release



2 Click on the Actions

Order Release Total Found: 1

1 Check the radio button next to the order ID

ID	Order Release ID	Order Type
<input type="radio"/> EMR.20191001-0024	20191001-0024	REGIONAL ORDER

4 Confirmation message that order cancellation request has been initiated

Order cannot be cancelled once it is in-transit

Process Z_CANCEL_ORDER_RELEASE initiated

Information No results were returned from this action.

View Log Legend: Meets Service Time Will not meet Service Time

3 Click here to Cancel order

Actions

- Order Management
 - Utilities
 - Cancel Order Release
 - Copy Order Release
 - Hold for
 - Set Ready to Man

Order Release Total Found: 2

ID	Order Release ID	Order Type	Shipper Reference	Consignee Reference	Indicator
<input type="checkbox"/> EMR.20191107-20006	20191107-20006	REGIONAL ORDER	63595778	4507580275	

Indicator will turn to blue when order is successfully cancelled

End to End Process

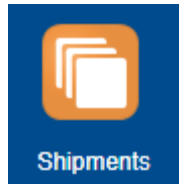
Order Creation to Shipment Execution



Shipper	Enter booking request	User will be notified when order fail planning or capacity not secured for further action	Receive email with shipping document link upon tender acceptance	Provide shipping document to carrier	Monitor In-transit and Delivery status of shipment		
System	Confirm order created successfully	Assign cost, carrier, service level, and select route	Tender shipment to assigned carrier	Update shipment status with tender response from carrier	Update tender response from carrier	Update shipment with pickup, in-transit and delivery events	Dashboard reports
Carrier				Response to tender (accept or decline)	Arrange for pickup (schedule appointment if necessary)	Provide shipment status updates (i.e. pickup, in-transit, and delivery)	Monitor and review performance metrics
Operation Support Team	Monitor order planning, tender acceptance, request missing rate, running spot bids, response to SCO program related inquiries, provide help desk/system support						

Shipment Planning

Requested Dates Scenarios



Scenario 1

* Early Pickup Date 2018-04-02 11:00:00	Late Pickup Date []
Early Delivery Date []	* Late Delivery Date 2018-04-06 17:00:00



Expected Planning Results

Shipment will show delivery date as requested on the order (Late delivery date), but pickup time will be adjusted to reflect the transit time required to meet the delivery date

Scenario 2

* Early Pickup Date 2018-04-02 11:00:00	Late Pickup Date 2018-04-02 17:00:00
Early Delivery Date []	* Late Delivery Date 2018-04-06 17:00:00



Shipment will show pickup time as the late pickup date/time entered on the order, and the delivery date will be adjusted according to the transit time for the origin/destination pairs. Delivery date could be earlier than requested or on the same day but not later

Scenario 3

* Early Pickup Date 2018-04-02 11:00:00	Late Pickup Date []
Early Delivery Date 2018-04-06 12:00:00	* Late Delivery Date 2018-04-06 17:00:00



Shipment will show delivery date as requested on the order (late delivery date), but pickup time will be adjusted to reflect the transit time requested to meet the delivery dates window

Scenario 4

* Early Pickup Date 2018-04-02 11:00:00	Late Pickup Date 2018-04-02 17:00:00
Early Delivery Date 2018-04-06 12:00:00	* Late Delivery Date 2018-04-06 17:00:00



All dates will be considered. Shipment will show pickup and delivery date within the requested window for pickup and delivery dates



Constraining all dates in the order will most likely to cause the order to fail planning (i.e Scenario 4) - **NOT** recommended

Order will fail planning if the transit time requested is shorter than contracted transit time as set up in the system for each origin/destination lane

Shipment Planning Scenario 1 – LCL (Less Container Load)

Order Release ☆ 1 of 1 Finished Actions

Order Release Ship Unit Line Item Involved Parties

Order Release ID 20201013-0014 Indicator ○ Source Location ID 300100000003033 Destination Location ID 300100000001669

ID	Transport Handling Unit	Flexible Commodity Qualifier	Commodity Code	Item Description	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Length Per Ship Unit	Width Per Ship Unit	Height Per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit
20201013-0014-001	PALLET_STACKABLE	NMFC_CLASS	60.0	ACTUATORS	9	3265.87 KG	13.59 CUMTR	362.87 KG	1.51 CUMTR	1.22 M	1.02 M	1.22 M	362.87 KG	1.51 CUMTR
Packaged Item ID		Item Name derived from Packaged Item			Total Package Count		Total Weight		Total Volume					
DEFAULT					1		3265.87 KG		13.59 CUMTR					

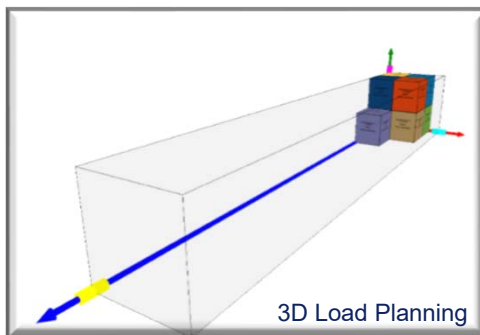
Order ID	Shipment ID
20201013-0014	1032277630

1 order → 1 shipment

Buy Shipments Total Found: 1 Replace Current Window

Actions + + ✗ ↺ 🖨 📄 Records 1 of 1 Selected: 0

<input checked="" type="checkbox"/>	+	★	ID	Service Provider ID	Shipment T...	Mode	Status	Total Gross Weight	Total Gross Volume	Total Ship Unit Count
<input type="checkbox"/>	+	☆	EMR.1033277630	1 (AIC)	TRANSPORT	LCL	SECURE RESOURCES_BOOKED	F 7 3,265.87 KG	13.59 CUMTR	9



- Mode Selection (FCL vs. LCL) is determined based on shipment characteristics, cost and transit time requested in the order.
- Max volume for LCL shipment is **15 cbm**. Freight with total volume greater than 15 cbm will be considered as Full Container Load (FCL)

Shipment Planning

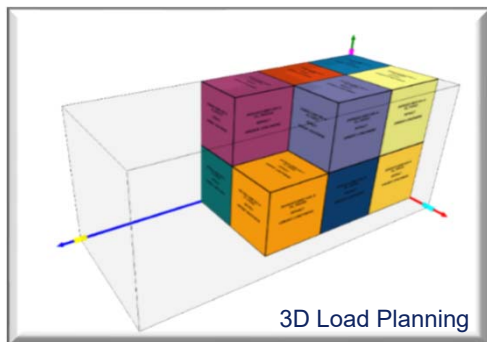
Scenario 2 – FCL (Full Container Load)

Order Release Total Found: 2														
Actions Replace Current Window														
<input checked="" type="checkbox"/>	+	★	ID	Source Location Name	Source City ▲	S..	Sou...	So...	Destination Location Name	Destination City	Dest...	Pieces	Total Gross Wei...	
<input type="checkbox"/>	+	☆	EMR.20201013-0007	EMERSON CLIMATE TECHNOL...	SUZHOU	32	215021	CN	3	EMERSON CLIMATE TECHNO...	WELKENRAEDT	4 BE	10	14,500.00 KG
<input type="checkbox"/>	+	☆	EMR.20201013-0006	EMERSON CLIMATE TECHNOL...	SUZHOU	32	215021	CN	3	EMERSON CLIMATE TECHNO...	WELKENRAEDT	4 BE	1	2,850.00 KG

Buy Shipments Total Found: 1													
Actions Records 1 of 1													
<input checked="" type="checkbox"/>	+	★	ID	Shipment ID	Service Provider...	Shipment T...	Mode	Total Gross Weight	Total Gross Volume	Total Ship Unit Count	Start Time	End Time	First Equipment Gro.
<input type="checkbox"/>	+	☆	EMR.1033277556	1033277556	AIIIC	TRANSPORT	FCL	17,350.00 KG	16.61 CUMTR	11	2020-11-03 09:00 Asia/Shanghai	2020-12-14 09:00 Europe/Brussels	D20

Order ID	Shipment ID
20201013-0006	1032277630
20201013-0007	

2 orders → 1 shipment



System could potentially consolidate multiple orders into 1 shipment if all requirements are met

- Freight with total volume greater than **15 cbm** is considered Full Container Load (FCL)
- System to select container size based on freight characteristics of the shipment that offers the most optimal utilization rate at the most economical value

Shipment Planning Scenario 3 – Multiple Full Container Loads

Order Release Total Found: 2

Actions 🔍 ✎ 🔄 🖨 ☰

<input checked="" type="checkbox"/>	+	★	ID	Source Location Name	Source City	S	So...	So...	Destination Location Name	Destination City	Des...	D..	Pieces	Total Gross Wei...
<input type="checkbox"/>	+	☆	EMR.20201013-0009	EMERSON CLIMATE TECHNOL...	SUZHOU	32	215...	CN	EMERSON CLIMATE TECHNOL...	WELKENRAEDT	4840	BE	10	14,500.00 KG
<input type="checkbox"/>	+	☆	EMR.20201013-0008	EMERSON CLIMATE TECHNOL...	SUZHOU	32	215...	CN	EMERSON CLIMATE TECHNOL...	WELKENRAEDT	4840	BE	10	14,500.00 KG

Buy Shipments Total Found: 1

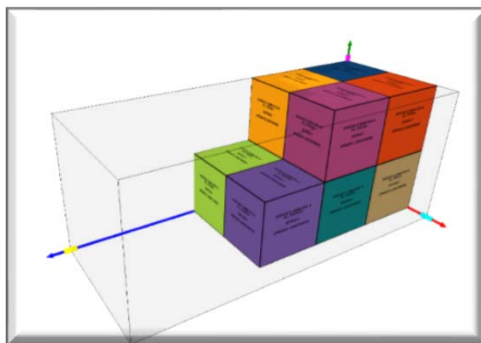
Actions + 🔍 ✎ ✕ 🔄 🖨 ☰

<input checked="" type="checkbox"/>	+	★	ID	Service Provider ID	Mode	Total Gross Weight	Total Gross Volume	Total Ship Unit Count	Start Time	End Time	Freight Terms	First Equipment Gro...
<input type="checkbox"/>	+	☆	EMR.1033277560	AIC	FCL	29,000.00 KG	30.20 CUMTR	20	020-10-28 13:30 Asia/Shanghai	2020-12-07 09:00 Europe/Bruss...		020

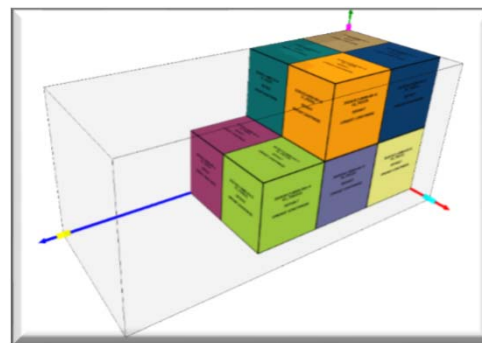
Order ID	Shipment ID
20201013-0008	1033277560
20201013-0009	

2 orders → 1 shipment

Container # 1 – 20'



Container # 2 – 20'



- System could potentially consolidate multiple orders into 1 shipment if all requirements are met
- Freight with total volume greater than **15 cbm** is considered Full Container Load (FCL)
- System to select container size based on freight characteristics of the shipment that offers the most optimal utilization rate at the most economical value

Ocean Planning & Tendering Schedules

- Ocean planning to take place 2x Daily per Region

- Asia 12 pm and 5 pm Shanghai Time
- Europe 12 pm and 5 pm Frankfurt Time
- North America 12 pm and 5 pm Central Time

Note: For multiple containers request, shippers must enter one order per container. Orders need to be entered in the morning by 12 pm or in the afternoon by 5 pm for the system to consolidate into 1 shipment/ 1 tender to NVO forwarder.

- Tenders are sent to forwarders once shipment is created
- Users will receive email with SLI link as soon as forwarders accept tenders

Documentation & Other Important Requirements

Documentation Requirements

- **Switch BL arrangements** are not allowed on Emerson paid shipments.
- **ISF / 10+2 information** to be submitted to service provider/NVOCC 3 days before ETD or as before the cut-off time provided by the service provider/NVOCC. **Failure to comply may result to cargo rollover or payment of penalties imposed by US CBP.**
- **VGM / Solas** to be submitted to service provider/NVOCC if applicable **(FCL only)***.
- **Commercial Invoice** – mandatory requirement
- **Packing list** – mandatory requirement
- **Fumigation certificate** if wooden packaging material is used (for EU bound shipments only, if applicable).

Document submission time:

Shipper: submission of **complete** and **accurate** document packet **no later than 2 days prior to sail date.**

****Note: Late Document Fee**

A late documentation Fee may be imposed if documents are not submitted within the timeframe/do not follow up the instruction.**

Documentation & Other Important Requirements

- Palletization: Vendors **MUST** palletize all cargo using the correct pallets (see below)



- **Nestable** pallet is **NOT** allowed.



- **Pyramid pallet** is **NOT** encouraged
- Recommended standard Pallet Size: **120cm x 100cm**
- Internal height dimension for standard Ocean container is **2.35 m**

Documentation & Other Important Requirements

Label Guidelines – All shipments

- **ANY Missing or Improper labels will be escalated to Emerson.**
- **The issue may result in DELAY shipment and/or labelling COST.**
- All exterior shipping packages **MUST** include at least **2** pallet labels, attached on opposite/adjacent sides
- Label size:
 - Minimum label size:
15 cm x 15 cm (6 x 6 inches)
 - Recommended label size: **A4 paper**
- Including **ALL** following information:
 - Shipper Name/Address
 - Consignee Name/Address
 - Ship To Name/Address
 - SCO Order ID Number
 - Handling Unit Sequence
 - Stackability (Stackable/Non-Stackable)
 - PO Number(s)
 - Carton Qty
 - Country of Origin
 - Inbond/Consumption (for US cargo)



SHIPPER NAME:
EMERSON ABC Co., Ltd.

CONSIGNEE:
ASCO VALVE MANUFACTURING INC.

Delivery/ship to address:
50 HANDOVER ROAD, FLORHAM PARK,
NJ 07932, USA

SCO ORDER ID:
20170726-001

Handling Unit Sequence: 1/3

Stack ability:
Non-Stackable

P/O NO.:
P17008888

CARTON COUNT ON PALLET:
8 CTN ON 1 PLT

COUNTRY OF ORIGIN:
CHINA

Documentation & Other Important Requirements

Labelling and Requirement for In-Bond Cargo (US inbound)

- *Note: If your customer confirmed your cargo is in-bond,**
- please attached 2 more in-bond cargo label as below
 - The manifest quantities will be verified, please make sure your doc, SCO order match with the physical cargo
- ***If any discrepancy, cargo will be ON HOLD*****

INBOND CARGO,
NOT FOR
US CONSUMPTION

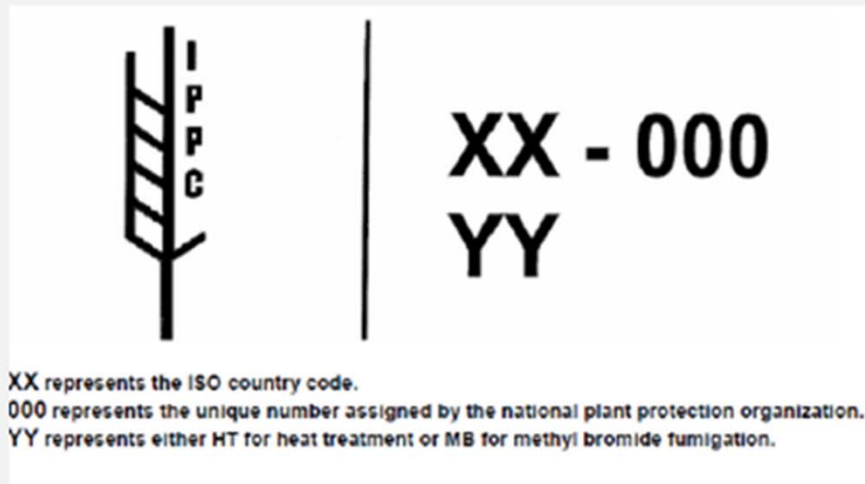
Documentation & Other Important Requirements

Fumigation / ISPM-15

Wood Packaging Materials (WPM)

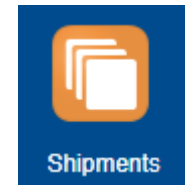
When regulated wood packaging materials (WPM) are utilized, all WPM are required to be heat treated or fumigated and marked with an approved international mark (the ISPM-15 treatment markings) certifying treatment. This rule applies for all customers that use WPM in their cargo that is destined for US and Europe.

***Note: Failure to follow above rule might result in the delay and extra charges at destination. The ISPM-15 treatment marking is not applicable for packing containing all non-regulated materials such as plywood, plastic, metal, etc.)**



Shipment Execution

Tender to Assigned Carrier



EMERSON

Instruction Please reply online by 2020-10-15 02:28:54 Asia/Shanghai using the link provided. Failure to respond within above time will result in this tender being cancelled. [Respond Via The Web \[otmgtm-test-a589385.otm.us2.oraclecloud.com\]](#)

Shipment Information

Shipment ID	1033277604	Service Type	PTD	Temp Control	N
Mode	LCL	Freight Terms	COL	Hazardous	N
Equipment	OC	Local Freight Terms	COL	INCO Terms	FCA
Rate Service		Pro Number		Trailer Number	

BILL TO **TENDERING PARTY** **Named Place** SHIPPERDOCK

CASS
EMERSON SUPPLY CHAIN OPTIMIZATION C/O CASS INFORMATION SYSTEMS
PO BOX 17626
SAINT LOUIS, MO 63178

NOVITA GAN
NOVITA.GAN@EMERSON.COM

Shipment Stop Information

Stop	Location ID	Location	Distance From Previous Stop	Earliest Arrival	Latest Departure
1	30010000003033	UPECA ENGINEERING (TIANJIN)CO.,LTD NO.12 QUAN HE ROAD DEVELOPMENT AREA WU QING DISTRICT TIANJIN, 12 301700 CN	0.0MI	2020-10-27 13:00:00 Asia/Shanghai	2020-11-26 18:00:00 Asia/Shanghai

Shipment tenders to carrier electronically (via EDI or email)



Online Booking/Tendering ☆

Identification | Shipment | Equipment | Stops | Financials | Involved Parties | Mode | Remarks | Order Information | Advanced | Shipment Status | Booking | Tracking

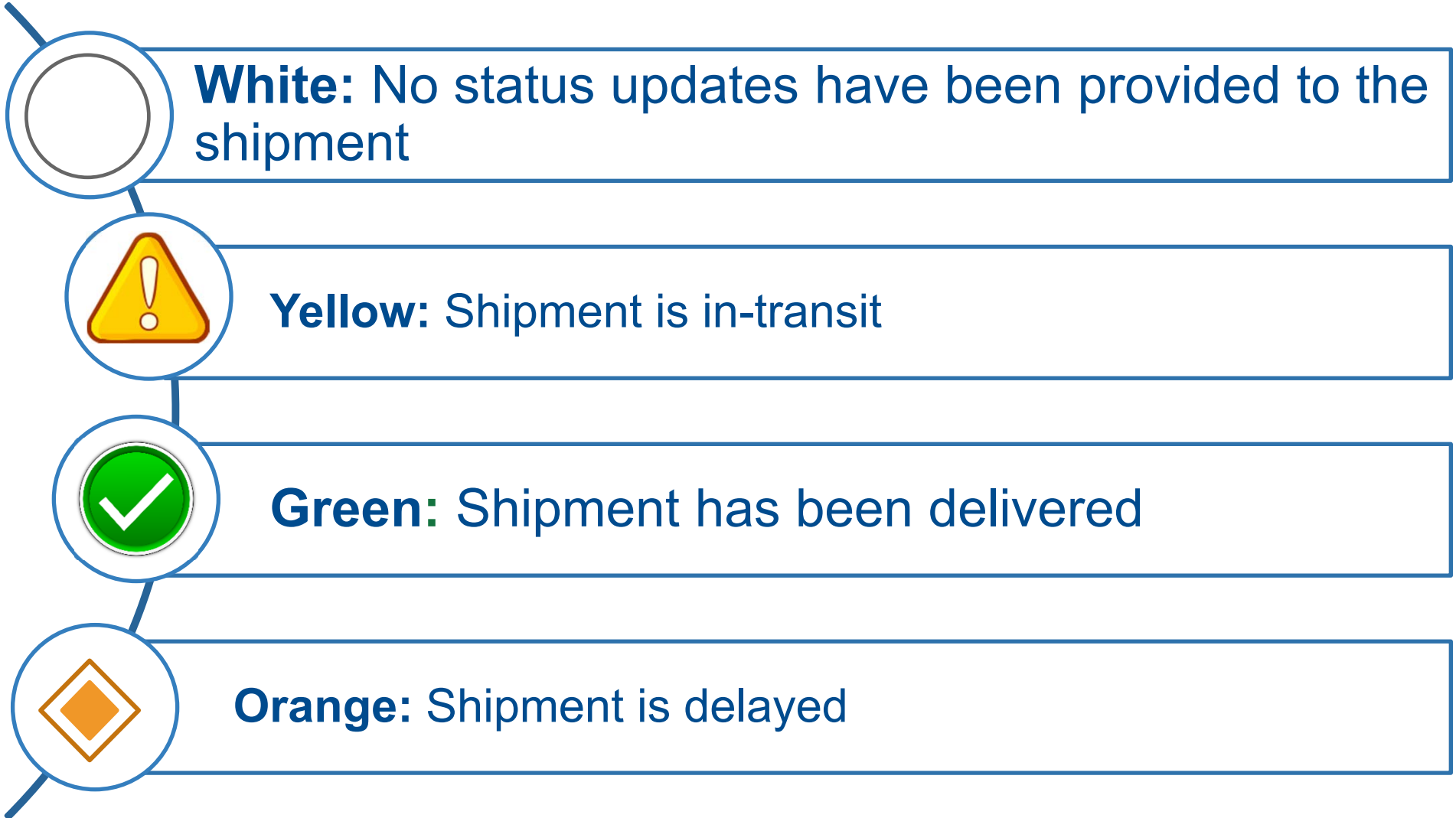
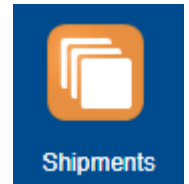
Tender ID 156021958 **Tender Offer Status** OUTSTANDING

Tender Offer Status OUTSTANDING	Respond By 2020-10-14 13:28 America/Chicago	Service Provider ID EMR.AIIC
Tender Acceptance Status NO RESPONSE	Responding User	Service Provider Name AGILITY LOGISTICS
Origin Location UPECA ENGINEERING (TIANJIN)CO.,LTD NO.12 QUAN HE ROAD DEVELOPMENT AREA WU QING DISTRICT TIANJIN, 12 301700, CN	Pickup Date 2020-11-26 18:00 Asia/Shanghai	Tender Response Time
Destination Location FISHER CONTROLS INTL 4725 HIGHWAY 75 SOUTH SHERMAN, TX 75090, US	Delivery Date 2020-12-31 07:00 America/Chicago	Shipment Cost 336.38 USD
Total Weight 725.75 KG	Total Volume 3.02 CUMTR	Hazardous Materials N
Temperature Controlled △	Total Number of Stops 4	Total Net Volume 3.02 CUMTR
Tender Type Ordinary	Total Net Weight 725.75 KG	
Tender ID 156021958		
Driver ID		

Accept | Decline | Analyze Tender

Carrier to respond to a tender electronically (via EDI or they can manually respond by login into SCO)

Shipment Status Indicators



White: No status updates have been provided to the shipment



Yellow: Shipment is in-transit

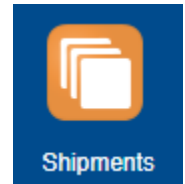












Green: Shipment has been delivered



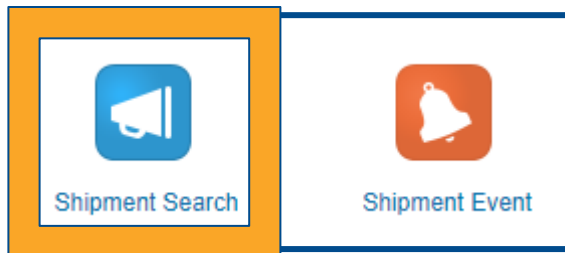
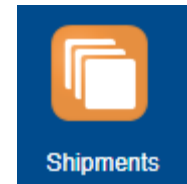
Orange: Shipment is delayed

Shipment Secure Resources Status Definition



Secure Resource Status	Shipment Indicator	Definition
Secure Resources Not Started		Shipment has not been tendered to assigned carrier yet
Secure Resources Tendered or Secure Resources Booked (LCL/FCL)		Shipment has been tendered to assigned carrier
Secure Resources Accepted/ Pickup Notification		Tender has been accepted by carrier
Secure Resources Accepted/ Pickup Notification		Tender has been accepted by carrier but shipment is delayed
Secure Resources Accepted/ Pickup Notification		Tender has been accepted by carrier and shipment is in-transit
Secure Resources Accepted/ Pickup Notification		Tender has been accepted by carrier and shipment has been delivered
Secure Resources Declined		Tender has been declined by assigned carrier
Secure Resources Withdrawn		Tender is withdrawn from assigned carrier. Either order has been cancelled or a new shipment ID is created
Secure Resources Tender Response Open		Shipment is out to spot bid
Secure Resources No Resources		Shipment has not been accepted by any carriers

Search Existing Shipment(s) In-Transit Status



Buy Shipment Finder

Shipment | Stop Details | Advanced

Enter your search parameters in any of the available fields

Shipment ID 102 Begins With	Order Release ID Begins With
Program Begins With	RSCO Region Begins With
Source Location ID Begins With	Destination Location ID Begins With
Source City Begins With	Destination City Begins With
Source Province Code Begins With	Destination Province Code Begins With
Source Postal Code Begins With	Destination Postal Code Begins With
Source Country Code ID Begins With	Destination Country Code ID Begins With
Start Time	End Time Same As
Status ID - #1 ENROUTE ENROUTE_ENROUTE Same As	Payment Method Code ID Begins With
Status ID - #2 Same As	Incoterm ID Begins With
Status ID - #3 Same As	IO Description Begins With
Mode Begins With	Service Provider ID Begins With
Service Level Begins With	Pro Number Begins With
Service Type Begins With	Oversized Begins With

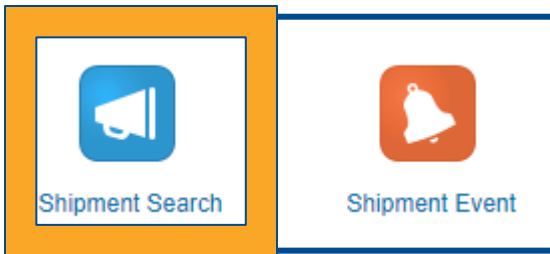
Search | New | Sort Order | Actions | Export | Saved Query: | Execute Query | Actions | Edit | Save

Click Search



Users are now able to search for shipments by service level, service type, pro number, etc.

Search Existing Shipment(s) Delivered



Enter your search parameters in any of the available fields

Buy Shipment Finder

Shipment | Stop Details | Advanced

Shipment ID 102	Begins With	Order Release ID	Begins With
Program	Begins With	RSCO Region	Begins With
Source Location ID	Begins With	Destination Location ID	Begins With
Source City	Begins With	Destination City	Begins With
Source Province Code	Begins With	Destination Province Code	Begins With
Source Postal Code	Begins With	Destination Postal Code	Begins With
Source Country Code ID	Begins With	Destination Country Code ID	Begins With
Start Time		End Time	Same As
Status ID - #1 ENROUTE	ENROUTE_COMPLETED	Payment Method Code ID	Begins With
Status ID - #2	Same As	Incoterm ID	Begins With
Status ID - #3	Same As	IO Description	Begins With
Mode	Begins With	Service Provider ID	Begins With
Service Level	Begins With	Pro Number	Begins With
Service Type	Begins With	Oversized	Begins With

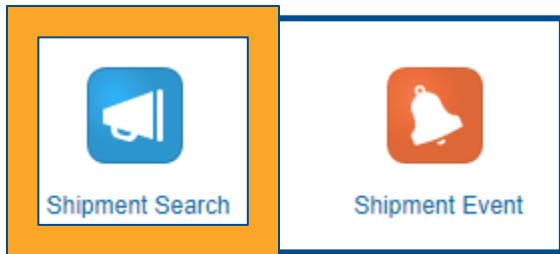
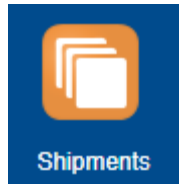
Search | New | Sort Order | Actions | Export | Saved Query: | Execute Query | Actions | Edit | Save

Click Search



Users are now able to search for shipments by service level, service type, pro number, etc.

Shipment Visibility Track and Trace – Method 1



On the top right corner, select “Always Open in New Window” from the dropdown list



2 Right click on the shipment ID

Actions	ID	Shipment ID	Indicator	Service Provider ID	Service Provider Na...
<input checked="" type="checkbox"/>	EMR.1023286773	1023286773	✓	APXL	APEX LOGISTICS

1 Enter your search parameters

Buy Shipment Finder

Shipment ID: 1023286773

Source Location ID: [Begin With]

Source City: [Begin With]

Source Province Code: [Begin With]

Source Postal Code: [Begin With]

Source Country Code ID: [Begin With]

Start Time: [Same As]

Status ID - #1: [Same As]

Status ID - #2: [Same As]

Status ID - #3: [Same As]

Mode: [Begin With]

Service Level: [Begin With]

RSCO Region: [Begin With]

Destination Location ID: [Begin With]

Destination City: [Begin With]

Destination Province Code: [Begin With]

Destination Postal Code: [Begin With]

Destination Country Code ID: [Begin With]

End Time: [Same As]

Payment Method Code ID: [Begin With]

Incoterm ID: [Begin With]

IO Description: [Begin With]

Service Provider ID: [Begin With]

Pro Number: [Begin With]

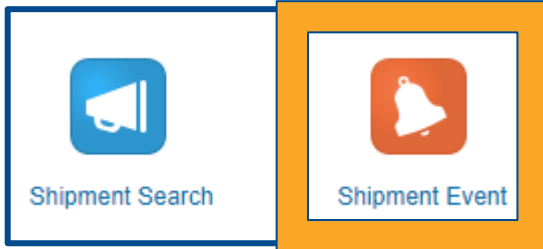
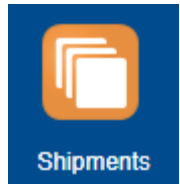
Search Sort Order Actions Export Saved Query: Execute Query Actions Edit Save

SmartLinks

- EMR.1023286773
- Export
- View
- Related Order Releases
- Shipper Letter of Instruction
- Shipping Document - EU Delivery Note
- Shipping Document - NA BOL
- Status
- Track and Trace**

3 Click on Track and Trace menu

Shipment Visibility Track and Trace – Method 2



Click here to perform track and trace on a shipment

Enter your search parameters in any of the available fields

Alternatively, you can search for a specific shipment

Click Search

Buy Shipment Finder

Shipment | Stop Details | Advanced

Shipment ID: 1020134382 | Begins With

Source Location ID: | Begins With

Source City: | Begins With

Source Province Code: | Begins With

Source Postal Code: | Begins With

Source Country Code ID: | Begins With

Start Time: | Same As

Status ID - #1: | Same As

Status ID - #2: | Same As

Status ID - #3: | Same As

Mode: | Begins With

Order Release ID: | Begins With

RSCO Region: | Begins With

Destination Location ID: | Begins With

Destination City: | Begins With

Destination Province Code: | Begins With

Destination Postal Code: | Begins With

Destination Country Code ID: | Begins With

End Time: | Same As

Payment Method Code ID: | Begins With

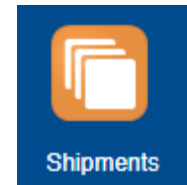
Incoterm ID: | Begins With

IO Description: | Begins With

Service Provider ID: | Begins With

Search | New | Sort Order | Actions | Export | Saved Query: | Execute Query | Actions | Edit | Save

Shipment Visibility Track and Trace Cont'd



[Buy Shipment Result](#) > Track and Trace

Track and Trace

Stop Number	Location	Planned Arrival Time	Arrival	Planned Departure Time	Departure	Distance from Previous Stop
▶ 1	300100000000300 RIDGE TOOL COMPANY CAMBRIDGE OH, 43725	2018-05-07 17:00:00	⚠ 2018-05-04 20:51 America/New_York	2018-05-07 18:00:00	⚠ 2018-05-04 21:22 America/New_York	0.00 MI
▶ 2	300300000042495 WESCO - 7802 DAYTON NJ, 08810	2018-05-09 13:00:00	⚠ 2018-05-09 09:24 America/New_York	2018-05-09 14:00:00	⚠ 2018-05-09 09:33 America/New_York	430.80 MI

Reference Numbers

Reference Number Qualifier	Reference Number Qualifier Description	Reference Number
BM	BILL OF LADING NUMBER	UPGF-137196
GLOG	G-LOG IDENTIFIER	EMR.1020134382
LOADING_METER	LOADING METER	1.22
RELATED_ORDER_MOVEMENTS	RELATED_ORDER_MOVEMENTS	EMR.20180507-20070-001
RERATE	RERATE	N
UNIQUE_NUMBER	UNIQUE_NUMBER	1020134382

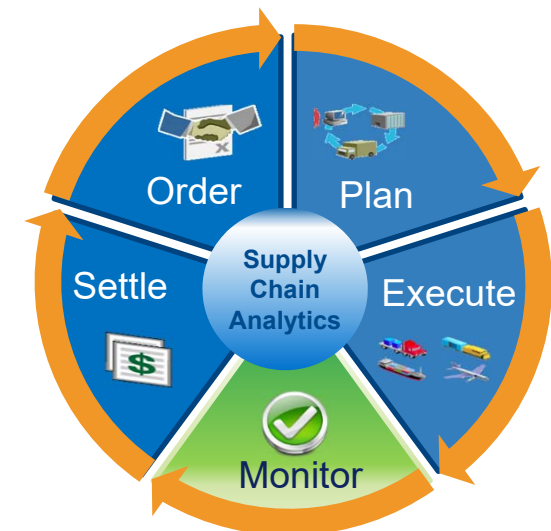
Shipment Event History

Event Group	View Comments	Event Description	Stop Location	Event Date/Time	Reason Description	Reporting User
ⓘ	ⓘ	Estimated Date and/or Time of Arrival at Consignee's Location	WESCO - 7802, DAYTON, NJ, US	2018-05-09 23:59:00 America/New_York	Shipper Related	EMR.E2OPEN_ADMIN
ⓘ	ⓘ	Delivered	WESCO - 7802, DAYTON, NJ, US	2018-05-09 09:33:00 America/New_York	Shipper Related	EMR.E2OPEN_ADMIN
ⓘ	ⓘ	Arrived at Delivery Location	WESCO - 7802, DAYTON, NJ, US	2018-05-09 09:24:00 America/New_York	Shipper Related	EMR.E2OPEN_ADMIN
ⓘ	ⓘ	Actual Pickup	RIDGE TOOL COMPANY, CAMBRIDGE, OH, US	2018-05-04 21:22:00 America/New_York	Shipper Related	EMR.E2OPEN_ADMIN
ⓘ	ⓘ	Arrived at Pick-up Location	RIDGE TOOL COMPANY, CAMBRIDGE, OH, US	2018-05-04 20:51:00 America/New_York	Shipper Related	EMR.E2OPEN_ADMIN

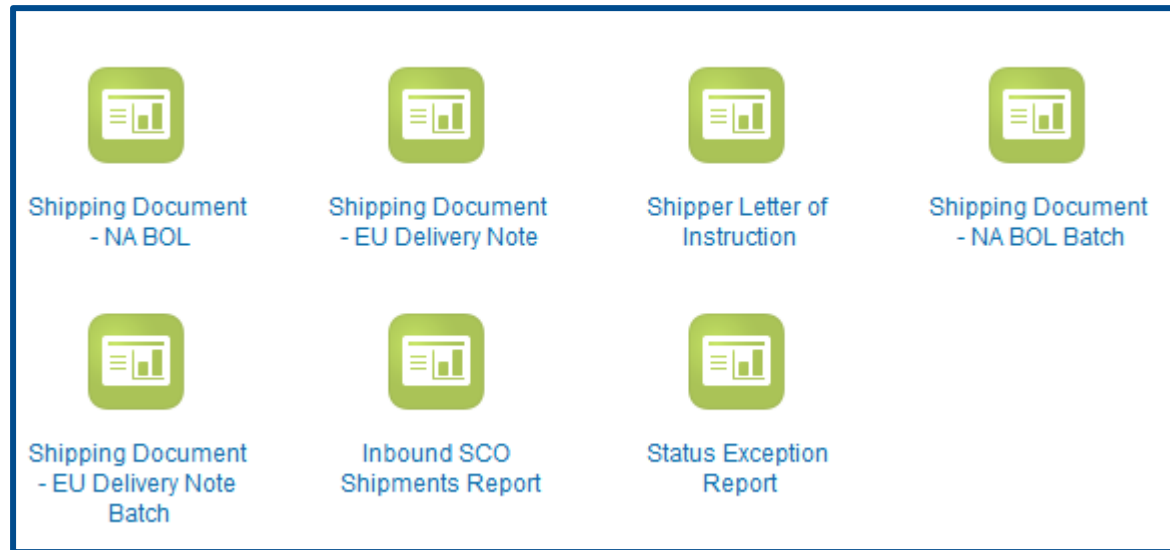
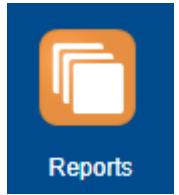
Delayed reason description can be seen here if provided by the carrier



All shipment events transmitted by carrier will be stored in the system regardless whether it is mandatory or optional event

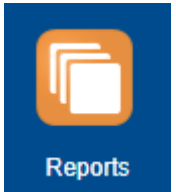


Reports Sub Menu



Users can manually download shipping document for a specific shipment ID or download batches of shipping document based on shipping location and ship date

Manually Download Shipping Document Individual Shipment



Shipper Letter of Instruction

Parameters

* Shipment ID

Delivery/Format

Report Format

Delivery Method

Storage

Content Management System

Enter the shipment ID

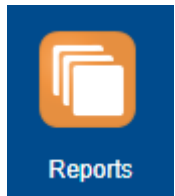
Click Submit

PACKAGE		WEIGHT (LBS)	CUBE (CUFT)	Haz Mat	Commodity Description	LTL ONLY	
Qty	Type				Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 300.	NMFC #	CLASS
1	PALLET_NONSTACKABLE	265	18		TOOLS OR PARTS NAMED 186620-11		60.0
Ship Unit ID: 20186507-20070-001							
1		265	18	GRAND TOTAL			

Carrier's liability is for actual loss pursuant to 49 U.S.C. § 14706 effective October 7, 1997 and may have limits of liability as per mutual contract.

<p>SHIPPER SIGNATURE / DATE</p> <p>This is to certify that the above named materials are properly classified, described, packaged marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. Department of Transportation.</p> <p>Shipper Signature: _____</p> <p>Date: _____</p>	<p>Subject to Section 7 of Conditions; if the shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:</p> <p>The Carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.</p> <p>Shipper Signature: <u>EMERSON ELECTRIC CO</u></p>
<p>CARRIER SIGNATURE / PICKUP DATE</p> <p>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. Department of Transportation emergency response guidebook of equivalent documentation in the vehicle.</p> <p>Accepted in good order and condition, unless otherwise stated herein.</p> <p>Exceptions: _____</p> <p>Carrier Signature: _____</p> <p>Date: _____</p>	<p>CONSIGNEE SIGNATURE / PICKUP DATE</p> <p>This is to certify that the above named property is received in good order, except as noted.</p> <p>Consignee Signature: _____</p> <p>Date: _____</p>

Manually Download Shipping Document Batch of Shipments



Bill of Lading - NA Batch

Parameters

* **Origin Location**
300100000144529

* **Ship Date**
2019-10-02

Enter the origin location ID

Enter the ship date

Service Provider Id

Delivery/Format

Report Format
PDF

Delivery Method
Display on Screen

Storage

Content Management System

Submit Reset

Click Submit



All shipping documents for the selected day can be printed at once

1 of 29

EMERSON SHIPPERS BILL OF LADING - NON NEGOTIABLE

RECEIVED, subject to the "COMMON CARRIER RATE AGREEMENT" or the CONTRACT between the Shipper and Carrier in effect on the date of shipment, the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as shown below. This Bill of Lading is not subject to any tariffs or classifications whether individually determined or filed with any federal or state regulatory agency, except as specifically agreed to in writing by the Shipper and the Carrier.

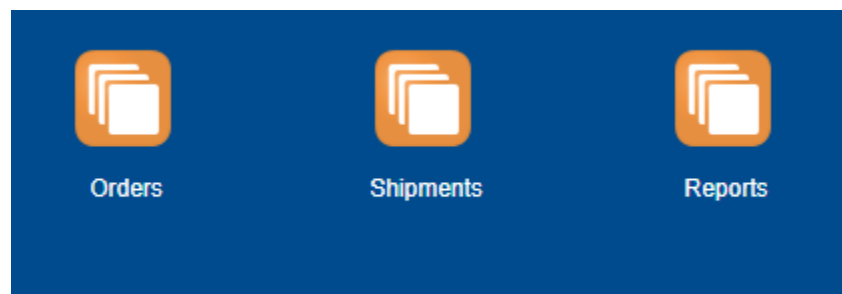
SHIP FROM		Bill of Lading Number: 1027239684
EMERSON C/O FARO LOGISTICS SOLUTIONS 1415 N COCKRELL HILL RD STE 100 DALLAS, TX 75211 UNITED STATES		
Shipper Reference:	CM-YY-2629K, LF-1280K, NA-170K	CARRIER: AAA COOPER
Pickup Date	10-02-2019 16:00 America/Chicago	SCAC: AACT
SHIP TO		Service Level: NA
EMERSON AUTOMATION SOLUTIONS FINAL CONTROL US LP - (PRM) 905 OLD US 70W BLACK MOUNTAIN, NC 28711 UNITED STATES		Pro number: 15388307
Consignee Reference:	4500414317	
Delivery Date	10-04-2019 14:00 America/New_York	Trailer number(s): 480017
BILL TO		Seal Number(s):
EMERSON SUPPLY CHAIN OPTIMIZATION C/O CASS INFORMATION SYSTEMS PO BOX 17626 ST LOUIS, MO 63178 UNITED STATES		Carrier Contact Phone: 334-836-8669
		Equipment Group: DLT
		Freight Terms: Collect
		Payment Contact:
		Name: TEST Email: dan.goodman@emerson.com Phone: 828-669-3752

PACKAGE		CARRIER INFORMATION			LTL ONLY		
Qty	Type	WEIGHT (LBS)	CUBE (FT3)	Haz Mat	Commodity Description	NMFC #	CLASS
1	PALLET_STACKABLE	1,523	28		VALVE PARTS		55.0
Ship Unit ID: 20190828-0109-004							
3	CRATE_STACKABLE	3,770	69		VALVE PARTS		50.0
Ship Unit ID: 20190828-0807-001							
1	PALLET_STACKABLE	844	28		VALVE PARTS		55.0
Ship Unit ID: 20190828-0109-003							
1	PALLET_STACKABLE	1,636	35		VALVE PARTS		55.0
Ship Unit ID: 20190828-0109-002							
1	CARTON_STACKABLE	496	22		VALVE PARTS		85.0

Returning to Home Screen



Simply click on the Home icon to return back to the main menu



Setting Up User Favorites Location

Locations Total Found: 747 Finish

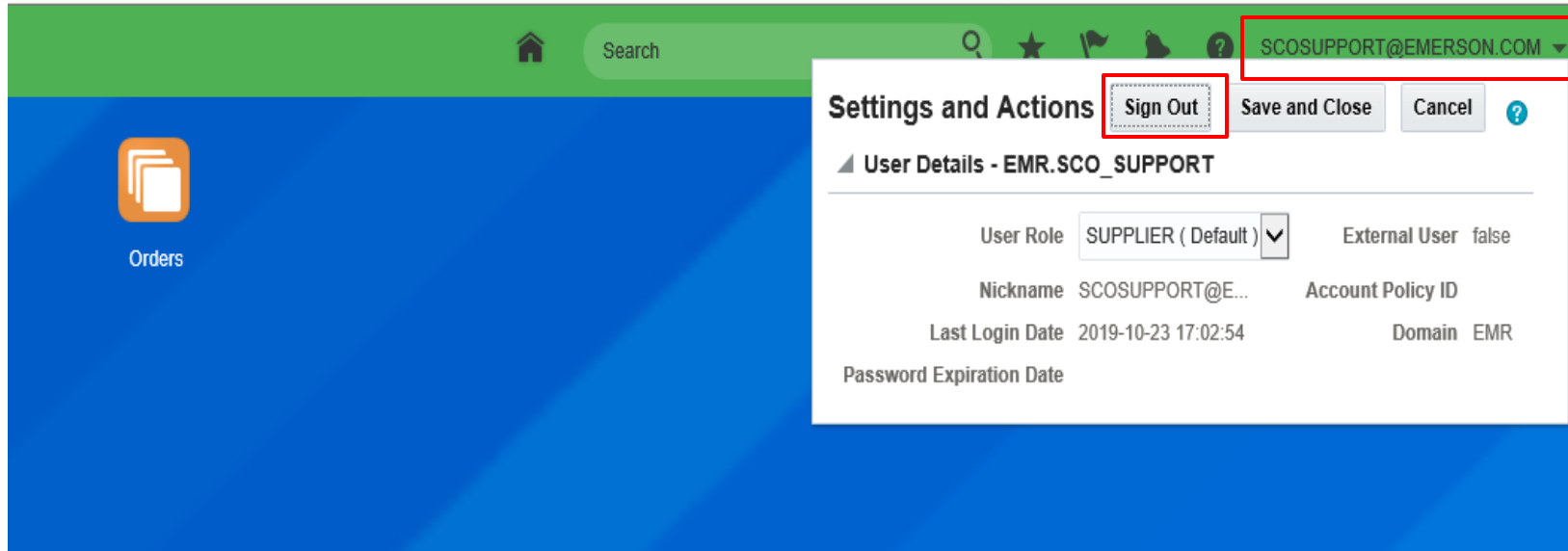
	★ ID	Location ID	Location Name	Location Description	City
<input checked="" type="radio"/>	☆ EMR.300100000000189	300100000000189	EMERSON PROCESS ...	EMERSON PROCESS ...	SINGAPORE
<input type="radio"/>	☆ EMR.300100000000190	300100000000190	POWER & WATER SOL...		SINGAPORE
<input type="radio"/>	☆ EMR.300100000000191	300100000000191	FISHER CONTROLS I...	VALVES (FISHER)	SINGAPORE
<input type="radio"/>	★ EMR.300100000000192	300100000000192	EMERSON PROCESS ...	ROSEMOUNT	SINGAPORE
<input type="radio"/>	☆ EMR.300100000000193	300100000000193	EMERSON PROCESS ...	VALVE AUTOMATION	SINGAPORE
<input type="radio"/>	☆ EMR.300100000002437	300100000002437	BRANSON	BRANSON ULTRASON...	SINGAPORE
<input type="radio"/>	☆ EMR.300100000002493	300100000002493	EMERSON PROCESS ...	POWER AND WATER ...	SINGAPORE
<input type="radio"/>	☆ EMR.300100000002940	300100000002940	EMERSON PROCESS ...	ROSEMOUNT	SINGAPORE
<input type="radio"/>	☆ EMR.300100000002943	300100000002943	EMERSON PROCESS ...	EPM	SINGAPORE
<input type="radio"/>	☆ EMR.300100000002944	300100000002944	EMERSON PROCESS ...	SYSTEMS & SOLUTIONS	SINGAPORE

Simply click on  next to location IDs to set a location as Favorites

Favorite locations will be displayed first the next time you search for a location

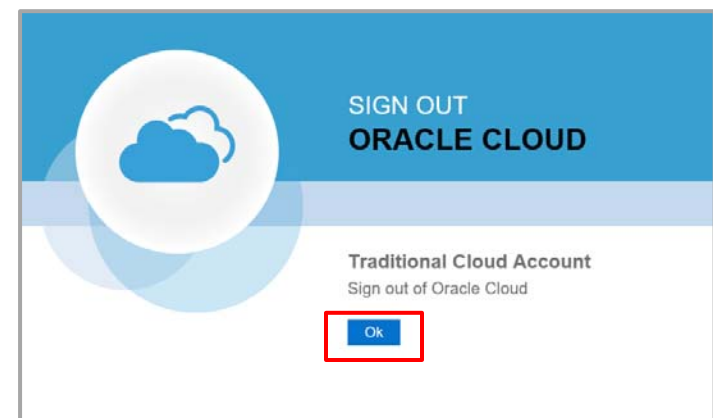
ID	Location ID	Location Name	Location Description	City	Province	Province Code	Postal Code	Country Code
<input type="radio"/> 300100000000003	300100000000003	EMERSON PROCESS MANAGEMENT GMBH (RM)	ROSEMOUNT MEASUREMENT	WESSLING			82234	DEU
<input type="radio"/> 300100000000189	300100000000189	EMERSON PROCESS MANAGEMENT ASIA PACIFIC PTE LTD (FCI)	EMERSON PROCESS MANAGEMENT ASIA PACIFIC PTE LTD (FCI)	SINGAPORE			128461	SGP
<input type="radio"/> 300100000000192	300100000000192	EMERSON PROCESS MANAGEMENT ASIA PACIFIC PTE LTD (RM)	ROSEMOUNT	SINGAPORE			128461	SGP
<input type="radio"/> 300100000047601	300100000047601	EMERSON PROCESS MANAGEMENT ASIA PACIFIC PTE LTD (RM)	EMERSON PROCESS MANAGEMENT ASIA PACIFIC PTE LTD (RM)	SINGAPORE			128461	SGP

Logging Out



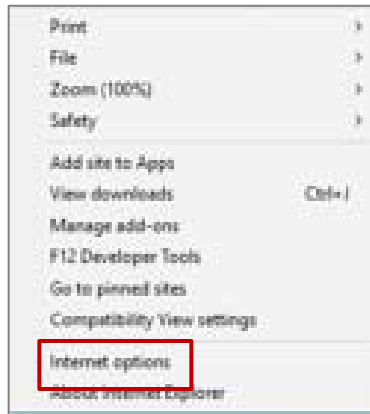
To log out of the system:

1. Click on your name at the top right hand corner
2. Another window will appear
3. Click on the **Sign Out** button
4. To completely sign out, you must click "OK" on the next window

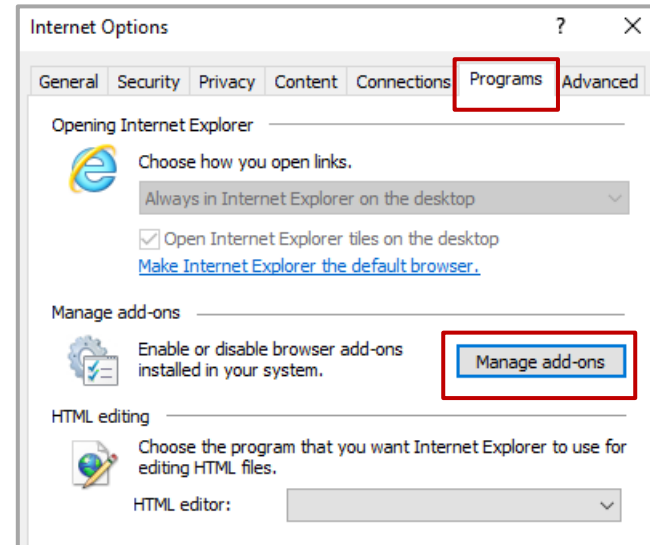


How to update Settings in Internet Explorer

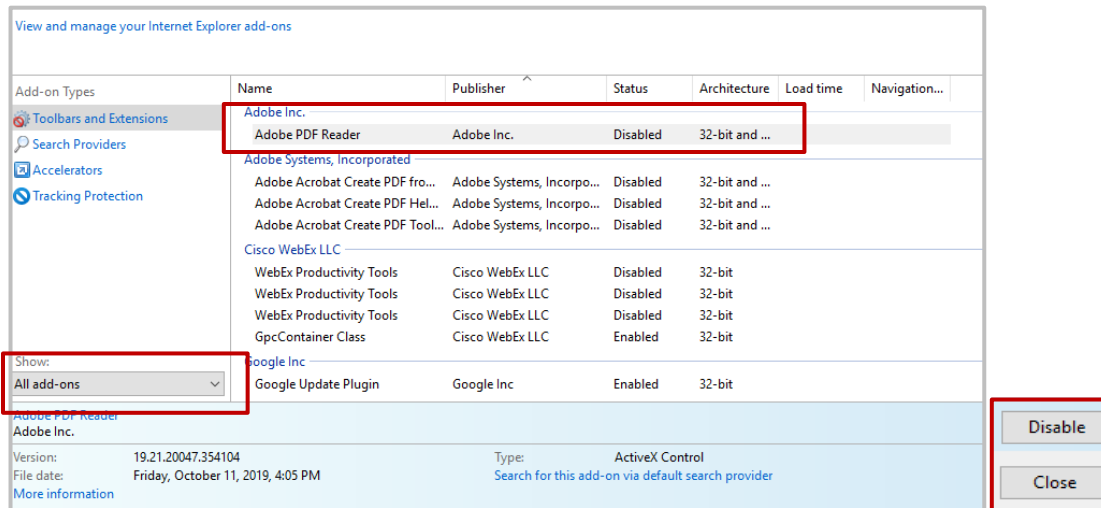
- 1 Go to Settings, then select Internet Options



- 2 Click on Programs tab, then Manage add-ons



- 3 Choose All add-ons from the list, then disabled "Adobe PDF Reader".

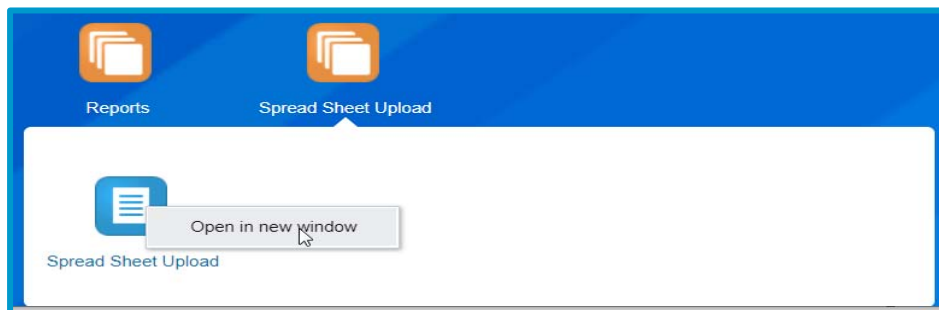


- 4 Click Close

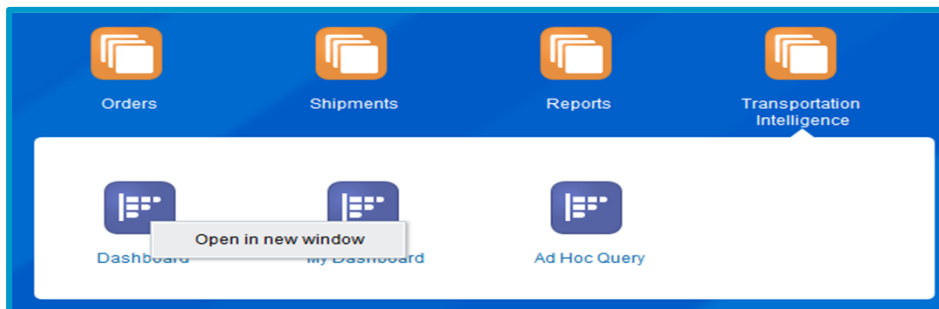
Common Issues



- If you get this 'Forbidden' error message;
 - Remove “/favicon.ico” from the end of the URL and press enter



- The first time you access AOE/GTM Bulk Upload, you must open in a new window (right click on the spreadsheet upload icon)



- Transportation Intelligence must be opened in a new window (right click on the icon)

Frequently Asked Questions

Q: I am very dissatisfied with the service provided by carrier in SCO Program. What should I do?

A: First is to address your concern with the carrier. Pull the SCO program metrics and show carrier factual information how they are not meeting Emerson expectation. Give carrier the opportunity to come back with action plans. If carrier performance did not improve within agreed upon timeline, escalate issue to your business group mode team representative for further resolution. If necessary, the mode team representative will escalate issue to the mode team leader.

Frequently Asked Questions

Q: How is the transit time calculated in SCO?

A: SCO Program selects service level that will meet required delivery date as entered on the order release.

- LTL : Carriers published transit time (North America) and committed transit time (Europe) from the e-sourcing bids
- TL: Distance and Speed formula
- Air : Forwarders committed transit time from the e-sourcing bids
- Ocean: Forwarders committed transit time from the e-sourcing bids
- Request for transit time adjustment must be channeled through your business group mode team representative.

SCO Program is a Tool that Executes Mode Team Directives

Frequently Asked Questions

Q: Why did SCO Program Tender My Shipment to a Carrier that We Never Use?

A: SCO Program Tenders Shipments to Emerson Preferred and Contracted Carriers as Awarded by Mode Team in the E-Sourcing Events

Q: The carrier did not show up to pick up my shipment. Who should I contact?

A: Contact the carrier directly. If this is a repetitive issue, you will want to escalate to the business unit contact / business group mode team representative.

Frequently Asked Questions

Q: Carrier has picked up my freight but there is no status updates yet whether the freight has arrived at the final destination. Who do I contact?

A: It is Emerson expectation for carriers to update shipment status in timely manner. Event update timeliness varies by mode and the type of event (i.e. pickup or delivery). Contact carrier for status update and remind carrier that failing to submit status updates within the timeframe will have a negative impact on their on-time communication %. Mode team uses SCO program metrics data as source to handicap carrier in e-sourcing events (0-10% range)

Frequently Asked Questions

Q: Why did my order get consolidated with other orders?

A: The system is designed to evaluate freight optimization opportunities for all bookings entered into the SCO system. It will systematically consolidate several orders into a multi-stop shipment as long as:

- It meets required delivery dates on all orders
- Total consolidated freight cost is lower than multiple direct costs

Frequently Asked Questions

Q: I need to adjust the operating hours of my facility to reflect special weekend hours or closure for inventory. Who can help me?

A: Email to scosupport@emerson.com with the details:

- Location IDs
- Date and time facility is open/close for loading and unloading

Q: I have a hot shipment and need an expedite service. What is my next step?

A: Enter the order into the system with your need by date. Also enter the expedite approval/authorization code. Once the order is entered, SCO team will initiate “Expedite/Premium Tendering Service” to secure capacity with ground expedite carriers

Frequently Asked Questions

Q: I entered my order into the SCO system this morning. How long do I have to wait to receive the shipping document?

A: It varies by modes and it depends on carrier tender acceptance.

- LTL carriers are set up as auto accept. For North America shipments, if pickup is scheduled within 33-hour from the shipment create date then you should expect to receive a shipping document within 30 minutes. Important note: For order that is entered on Friday with a Monday pickup, you will not get email with the link to shipping document until Sunday morning.
- TL shipment requires carrier tender acceptance (manually or EDI). The wait time for getting email with shipping document link could vary from 30 minutes to 3.5 hours (worst case) depending on carrier capacity
- Air forwarders have set up auto accept on their end. If shipment is created successfully the first time around, you should expect to receive the email with the shipping document link within 1 hour.

Frequently Asked Questions

Q: Who do I contact to request for additional usernames for other personnel within my organization?

A: First, have the personnel attend SCO training. Contact your business group superuser for training.

Once the personnel completes the SCO training, he/she needs to register for a user ID and password on

<https://www.surveymonkey.com/s/VF3RPV7>

Expected turnaround time for receipt of email with user ID and password is 48 business hours or less

Frequently Asked Questions

Q: I need to find out what is the total cost for shipping Air Cargo from US to China

A: If you have GREaTR access, you can run Rate Inquiry to obtain Emerson contracted rates. If not, contact your Global Logistics Business Leader for an approval to obtain Oracle license