

Transportation Management for Forwarders - Standard Operational Training

Overview

- ▶ This course provides a Standard Operational Training on the **Transportation Management for Forwarders (TMFF)** system which will help the participants to understand the various standard operational flows of the application.
- ▶ At the conclusion of the training, participants will an understanding of the standard operations (Sea & Air Export and Import Operations) which would help them to understand the standard operations as a responsible administrator and/or super user.

Objective

- ▶ Topics covered in this training include Sea and Air Export & Import Operations of the system. The participants in this training will follow a thorough walkthrough of the Transport Management for Forwarders application that incorporate a combination of PowerPoint presentations and live system demonstrations of the standard operations.
- ▶ This workshop takes about 5 days and it is intended to expose the participants to the application. Also at the end of the training, users should be able to explore the configured codes on their own and to perform the functions for Sea & Air Export and Import operations.

Suggested Attendees

- ▶ All designated administrative and / or super users who will be responsible to manage and operate the system and users of the application who are the designated system administrator and/or super users for their organization. Implementation project leaders and integration managers may also benefit from this course.

Prerequisites

- ▶ Knowledge of their company's freight business functions.
- ▶ Attended Product Overview Training (TMFF101).
- ▶ Attended Setup and Configuration Training (TMFF102)

Duration

- ▶ The standard agenda for this training is for five (5) days

Disclaimer

This training session will not provide any hands-on practice or talks about customer specific scenarios to the users to become expert on any own specific operational business processes.

Agenda

Day and Hours	Topics Covered
Day 1 9:00 a.m.–5:00 p.m.	Introductions
	Review Objectives & Agenda
	Master Air Waybill Inventory
	Air Consolidation Scheduling
	Air Exports
	AE Quote - Creation & Printing
	AE Customer Bookings (Including eBooking)- Creation
	AE Work Order for Cargo Pickup – Creation
	AE Booking Documents Printing
	AE Consolidation – Creation
	AE Consolidation Documents Printing
	Hands-on Practice – Air Exports Operation
	Day 2 9:00 a.m.–5:00 p.m.
AE Direct Shipment - Creation & Printing	
AE Back-to-Back Shipment - Creation & Printing	
Invoice Pre-Paid Revenues – Sales Invoice Creation	
Record Supplier Invoices – Cost Updates	
Pre-Alert Submission to Destination Office/Agent	
Job Costing (Export)	
Profit Share Settlement (Agent Settlement)	
Collect Billing	
Consolidation Close	
Hands-on Practice –Air Export Operations	
Air Imports	
Confirming Pre-Alert at Destination	
AI Consolidation –Agent Shipments & Assign Houses	
AI Consolidation Documents Printing	

	Invoice Local Revenues – Sales Invoice Creation
	Enter Work Order on HAWB
	Record Supplier Invoices
	Job Costing & Consolidation Close
	Consolidation Close

Day 3 9:00 a.m.–5:00 p.m.	Hands-on Practice – Air Import Operations
	Vessel Voyage Schedule
	Sea Exports
	SE Quote - Creation & Printing
	SE Customer Bookings (Including eBooking) – Creation
	SE Work Order for Cargo Pickup – Creation
	SE Booking Documents Printing
	SE Consolidation – Creation
	SE Consolidation Documents Printing
	Hands-on Practice – Sea Export Operations
Day 4 9:00 a.m.–5:00 p.m.	Sea Exports
	SE Direct Shipment - Creation & Printing
	SE Back-to-Back Shipment - Creation & Printing
	Invoice Pre-Paid Revenues – Sales Invoice Creation
	Record Supplier Invoices – Cost Updates
	Pre-Alert Submission to Destination Office/Agent
	Job Costing (Export)
	Profit Share Settlement (Agent Settlement)
	Collect Billing
	Consolidation Close
	Hands-on Practice – Sea Export Operations
	Sea Imports
	Confirm Pre-Alert from Origin
	Create SI Consolidation & Add HBOL’s
	Print SI Consolidation Documents
	Invoice Pre-Paid Local Revenues
	Create Warehouse Receipt for HBOL’s
	Create Warehouse Cargo Release for HBOL’s
	Enter Work Order on HBOL
	Record Supplier Invoices
Job Costing	
Consolidation Close	

Day 5 9:00 a.m.– 3:00 p.m.	Hands-on Practice - Sea Import Operations
	Global Shipment
	Service Plans, Milestones, & Dashboards
	Other Services Jobs Billing
	Reports
	Job Costing Reports
	Financial Reports
	Operation Reports
	Review
	Follow Up & Action Items