aptean

Aptean

Maintenance Training

Calidus TMS - 12.45

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Reference: CTMS-BASIC

Contents

1 Maintenance

1.1 Customers/Cost Centres

1.1.1 Customers:

- The 'Customer' tab is used to create, maintain or delete a customer. To create a customer, simply place the cursor on the 'Customer ID' column and press the 'New' button.
- Enter the Customer Name and the Contact Name in the appropriate. The Customer Type must be 'Customer'.
- The Customer Group should be populated if the customer is to be grouped by a customer group name.
- The 'Unison Interface Value' must be entered only if the Order details related to the customer will be interfaced from Unison into MTS.
- The 'POD document available' flag should be checked only if the POD documents are to be stored in TOKAIRO for this customer.
- The 'Consolidate Order' flag should be checked when the customer orders needs to be consolidated for charge benefits.
- Enter the Country Code and click on the Save button. Once the customer is saved, then click on the Location associated with this customer. The address details will be populated based on the location address details and then press the 'Save' button.
- The 'Allocation Method' can be setup as RPE or Weight.

1.1.2 Customer Group:

- Customer Group is used within MTS to group a number of Customer ID into a single group. This will allow access control of the locations/sites to view and manipulate orders.
- To create a 'Customer Group' place the cursor on the Customer Group column and click on the 'New' button. Input details and Invoice Format

1.1.3 Cost Centre:

- A 'Cost Centre' is associated to an Order based on the set up done in this form.
- A new functionality has been introduced where the 'Internal Revenue' flag is flagged, and when a 'Trip Status' is changed from 'Planned' to 'Accepted' then the system would validate to check if an contract exists between the two 'Cost Centres' that are involved in the trip.

1.2 Resources

1.2.1 Carriers:

- "Carriers" tab and this allows you to set up either own fleet or hauliers.
- Note that the "Display Type" can be set to either "Poplist" or "Freetext", the latter will allow free text entry of data into the trips allocated to this carrier (driver, vehicle etc) and the former will force you to select data from predetermined lists which we will see later in this section.
- "Fleet" resources should be set up with a "Hub Location" and the "Enforce Start at Hub" and "Enforce End at Hub" boxes ticked to enable them to operate correctly. This will ensure that all trips allocated to these carriers will start and end at this location as opposed to hauliers who will generally be utilised from location to location rather than round trips.

1.2.2 Carrier Groups:

- The "Carrier Groups" are used to define reporting priorities
- Generally two "Carrier Groups" require mandatory set up: a "Fleet" and "Haulier".

1.2.3 Carrier Types:

- The carrier type is linked to the carrier and also the various costing methods associated with freight payment.
- There are four types of cost method that can be applied to the carrier, these are "MANUAL" whereby the cost can be allocated to the trip manually, "EXTERNAL" whereby the trip cost will be allocated from an external source like MTM, "CONTRACT" whereby the trip cost will be calculated within MTS via contracts and tariffs and "EXT_CONTRACT" which looks for an external value and if one is not found it uses the "CONTRACT" method.

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1.2.4 Trailer Types:

- The "Drive Time Modifier" defaults to a value of "1.00" this can be used to factor speeds for vehicles such as vans and make them faster than articulated lorries
- The trailer also has to have the compartments defined. This is shown on the right hand section of the screen, which enables you to allocate temperature compatibilities to the trailer types dependent on the site configuration and utilization
- This section must be completed in order for trailers to be allocated to trips
- When setting up a new trailer type you have to specify the length, volume and maximum RPE capabilities for that trailer which will be used when allocating the trailer to trips
- In most cases it will be the RPE value that governs the capacity of the trailer and once this has been set a trailer will not automatically allocate to a trip if it's RPE capacity has been exceeded

1.2.5 Trailers:

- Enter a Trailer, but needs to be allocated to a trailer group
- Allocate a carrier group to the trailer. This will normally be "Fleet" for own fleet or "Hauliers" for 3rd party carriers
- The trailer is now allocated to a carrier group. The trailer will now be available to assign to a trip
- If a trailer id is no longer required you are able to make it inactive

1.2.6 Drivers:

- In much the same way as the "Trailers" tab enables specific trailer resources to be set up the "Drivers" tab enables the actual drivers to be set up so that they can be allocated to trips with vehicles
- Enter the "Id" this is a free text field and would normally be the drivers payrole number, "Job Title" which is a system value and will generally be "DRIVER", "Forname" and "Surname" are both free text fields
- Needs to be linked to a carrier. Allocate a carrier id to the driver. This will be the carrier id of the depot where the driver is based.
- The driver will now be available to assign to trips using the chosen carrier.
- If the driver id is no longer required you are able to make it inactive

1.2.7 Despatch Unit Types:

- Are the physical resources on which goods are despatched and delivered; e.g. pallets or roll cages
- When setting up the "DU Type" the volume and maximum weight capacities need to be known and entered. The RPE value will be used when orders are being generated and if using Pallets rather than Roll Pallets (Cages) this value should be set to one so as to enable a direct conversion. If both Roll Pallets and Pallets are being used then this value should be the correct conversion factor applicable to the "DU Types" being used.

1.2.8 Load Rates:

- "Load Rates" can be configured to fix time at locations where product is either loaded or unloaded, a fixed value can also be applied to the start up and close down of a trip
- Enter the name for the "Loading Rate", any time to be applied at start up or close down: "SU/CL Mins", select whether or not this time should be applied and then define any fixed time to be applied at stops which can then be added to a value per despatch unit: "Dflt Mins per Du"
- You can also assign different DU types to a load rate with varying default mins for loading/unloading.

1.2.9 Tractors:

- In a similar way to "Drivers", "Tractors" can be allocated to trips to enable more accurate control of resources. Any tractors set up in this form will be available to select from a list displayed from the "Trip Manipulation" form if the carrier applied to the trip is set to "Poplist".
- Tractors set to "Inactive will not be selectable
- The "tractor" needs to be linked to a carrier. The tractor will now be available to assign to trips when using the carrier the tractor has been allocated to

1.3 Locations

- Locations are used to maintain the details related to a specific location such as their Address information, Contacts and Constraints
- Query existing locations by clicking '?' or enter the ID of the location with a '%' as shown and click on the query button

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- You can traverse through the Address, Constraints, Trailer Types and Contacts tabs to get relevant details of them.
- The Location ID should identify the location uniquely. The Location Type can hold one of the 3 types - BRANCH, RDC or SUPPLIER
- In the address tab the most important fields are the Postal Code and Country. The 'Postal Reg' and the 'Planning Reg' will be populated by the system based on the postal code.
- The Lat and Long fields will be populated by the system referring to Map point once the location is used in an Order.
- The Constrain Type specifies the constrain in a specific location such as only a 11 ft truck is allowed on Mondays between 10:00 to 17:00 hours
- Trailer Types tab specifies the trailers that are compatible with the location
- The details of the Contacts for the location can be maintained in the Contacts tab
- When the 'Include' option is selected then only those trailers mentioned in the list are compatible with the location.
- When the 'Exclude' option is selected then, excluding those trailer all other trailers are compatible with the location

1.4 Network

- Network Table are used to maintain the Distance and Time between two locations in MTS
- The Network Table can be queried based on the Source Location or the Destination Location. To query on the Source Location, just select the 'Source Location' from the search criteria drop down box and enter the source location in the 'From Loc' and click on the query button
- To Create a New Point to Point network table, click on the 'New' button and enter the details. Once you have entered the details, click 'OK' to save the new point to point details of distance and time

1.5 Countries

Enables Country information to be maintained as for those clients who trade with other countries, VAT may need to be calculated at a different rate.

1.6 Contracts

- Used to store a set of rates agreed between DHL and a customer, or between DHL and a "Carrier"
- There are 2 types of contract
    - Contract between a Cost Centre and a Customer or a Carrier
    - Contract between one Cost Centre with and another Cost Centre
- In any contract, two parties are involved. For trip rates, the agreement is between a DHL Cost Centre and a Carrier, whereas for Order rates the agreement is between a DHL Cost Centre and a Customer
- Read Contracts User Guide for full set of rules determining how Contracts are maintained (Projects/DHL-Transport/Product Management/Training/Guides/Consumer Networks)

1.7 Products

Assists in the creation, maintenance and retrieval of MTS Host Products data. Product data configures the way the MTS Host functions and is used by many of the key functions including Trip Manipulation, Generating TI's and Bookings

1.8 Business Data

1.8.1 Group Names

Displays valid Order Groups that exist in MTS Host. Order groups are used to group orders together, for example all orders from a location could be grouped together.

1.8.2 CrossDock Paths

Crossdocks are used within MTS Host to configure deliveries from A to B via C. This approach is commonly used for long distance deliveries and helps provide a better utilisation of resources. A Crossdock is created for a To Location, From Location, Product Type and Via Location, for example Non Perishable deliveries from Rugby to Crosby should be delivered via Haydock.

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1.8.3 Adjustment Reason Codes

Provides a list of valid adjustment reason codes, an adjustment reason code can be selected when performing a Manual Advance.

1.8.4 Reason Codes

Displays a list of valid Reason Codes and their usage. These codes can be used to record why a user has opted to perform a certain action, an example of this is when a user Reverses TI's they can enter the reason for the reversal. This table is now used to maintain non conformance codes for collections and deliveries.

1.8.5 Min Ti RPE Quantity

Defines the minimum number of RPE's that should be placed on an order during Create TI's processing.

1.8.6 Trip Statuses

Displays a read only list of Trip status that are used within MTS, it also shows which options are set against a particular status, for example whether a carrier is required to set a Trip to a particular status.

1.8.7 Order Statuses

Displays a read only list of Order status that are used within MTS, it also shows which options are set against a particular status, for example Orders in that status can be Re-booked.

1.9 Message Maintenance

- When a trip is planned carriers and locations can receive automatic e-mail/fax tenders. This document is for guidance in how to set up recipients in message maintenance
- To enable Locations to receive messages, the recipient needs to be set up in the system by selecting the Locations radio button. Enter the email address in the 'Address Value' field. If you want to add more recipients follow the same instruction
- Click on the Message Requests' and select the message type as 'General Location information message' and the medium as EMAIL
- In order to send message to Locations, select a trip that is in 'Accepted' status from the Trip Planning or Trip Manipulation screen and click on the 'Messages' button
- Messages for Carrier are also set up in the same way as has been done for Locations, but with the following exceptions. On the 'Message Requests' tab, you will need to select 'Trip Invitation' or 'Trip Invitation - Amendment' for the Message Type
- Once the setup is done, message will be sent to Carriers automatically whenever a Trip that is assigned that particular carrier, to a status of 'Tendered'
- all the time windows on the Trip should be in a future date

1.10 Accounts

- Accounts Maintenance function is used to maintain the account type of a particular entity such as Customer, Carrier or a Cost Centre
- If you are setting up a Customer Account, then select the Customer option from the drop down box. The Owner would be the Customer ID and the Account ID field will be populated from the Customer ID field. Populate the VAT Country code accordingly
- 'Invoice Requirements' tab allows the set up of the Account that needs to be Debited and the Account that needs to be created for a given transaction
- In case of Customer receivables, the Debit Account must be the Customer Account and the Credit Account must the 'Exel' Account
- In case of Vendor/Carrier payment, the Debit Account must be the 'Exel Account' and the Credit Account must be that of the Vendor/Carrier
- The other mandatory fields in this form are the VAT Country Code and the 'Action' field must be set to 'Manual'

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1.11 Task Lists

Provides functionality to execute a sequence of MTS Tasks without having to manually run each Task on completion of the preceding Task. Examples of Tasks are Bookings Auto Summary and Create TI's function

1.12 Fixed Routes

- "Fixed Routes" are used to automatically allocate orders onto predetermined trips
- The route code will govern the order in which the routes are displayed in the main screen. The "Name" should concisely describe the route detail. The "Depot" is the one with which the route is associated and the "Priority" will control which route takes an order if there are two possibilities
- The "Max Trips" number defines the number of each particular route that can be generated
- Routes can be allocated to individual days or all through the week.
- The "Carrier ID" field determines the carrier that will be associated when the route is generated, likewise "Trailer Type" field will determine the trailer associated with the trip and the "Cost" populates the MTM cost field on the trip detail tab, note this is for reference and not applied to the trip in the fixed route process. Each route can be made inactive if no longer required.
- When setting up a new route only the origin and destination locations need to be entered, a close down location for own fleet is not required. Stops can be made mandatory and it must be stated whether they are pick ups "PK" or deliveries "DL". The "Offset" determines the target time for each stop and the "Early" and "Late" times signify the permitted window. N.B. the times are calculated in total minutes i.e. twelve hours is represented by 720 minutes.
- Stops can be added, deleted or inserted and also moved up and down within the route if desired using the available U (up) D (down) buttons.

1.13 Imports

Allows for data to be loaded into the system without the need for a formal electronic interface. The import mechanism allows a file from a users PC to be uploaded to the server and from there it can be loaded into the database

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