

ALCOA | MA'ADEN

OTM Supplier User Manual



1

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1 Compatibility Setting-To Access OTM in IE9

To access OTM in the IE9 browser, please follow the below settings to avoid

compatibility issue.

Open the Browser and Navigate to Tools > click on F12 Developer Tools

http://www.google.	com.sa/	ク - Ċ × 🦯 Oracle Ap	opli <i>i</i> Oracle Appli
File Edit View Favorites To	ols Help		1
👍 🧉 OTM-TEST 🏾 😢 Charlot	Delete browsing history	Ctrl+Shift+Del	EST 🔟 Search Singapo
Search Images Maps PI	InPrivate Browsing	Ctrl+Shift+P	
	Tracking Protection		
	ActiveX Filtering		
	Diagnose connection problem	ns	
	Reopen last browsing session	1	
	Add site to start menu		
	View downloads	Ctrl+J	
	Pop-up Blocker	•	
	SmartScreen Filter	•	
	Manage add-ons		
	Compatibility View		
	Compatibility View settings		
	Subscribe to this feed		
	Feed discovery	►	
	Windows Update		
	F12 developer tools		Google Search
	Edit with Altova XMLSpy		
	Internet options		Google.con

- Below screen can be viewable
- Then Click on Browser Mode: IE9 Compat View
- And Select Internet

File Edit View Favorites Tools Help Search Images Maps Play YouTube Gmail Drive Calendar More - Search Images Maps Play YouTube Gmail Drive Calendar More - File Find Disable View Images Cache Tools Validate Browser Mode: ID Compatibility File Find Disable View Images Cache Tools Validate Internet Explorer 7 Internet Explorer 8 Internet Explorer 9 Internet Explorer 9 Internet Explorer 9 Internet Explorer 9		
File Edit View Favorites Tools Help Charlotte, North Carolina Microsoft Exchange - Outl EBS-TEST Search Images Maps Play YouTube Google Search	- http://www.google.com.sa/	・ C × 🏼 🥭 Oracle Appli 🥭 Oracle Appli 🧕
Images OTM-TEST Charlotte, North Carolina Microsoft Exchange - Outl EBS-TEST Search Singapore Jo Search Images Maps Play YouTube Gmail Drive Calendar More - Google Search Google Search File Find Disable View Images Cache Tools Validate Browser Mode: IE9 Compat View Document Mode: IE9 star Internet Explorer 8 Internet Explorer 9 Compatibility View	File Edit View Favorites Tools Help	
Search Images Maps Play YouTube Gmail Drive Calendar More - Google Search File Find Disable View Images Cache Tools Validate Browser Mode: IE9 Compat View Document Mode: IE9 Star Internet Explorer 7 Internet Explorer 9 Internet Explorer 9 Internet Explorer 9 Internet Explorer 9 Compatibility View	🚕 🕘 OTM-TEST 🔵 Charlotte, North Carolina 🧧 Micro	osoft Exchange - Outl 🧧 EBS-TEST <u>III</u> Search Singapore Jo
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Image: Second	HTML CSS Console Script Profiler Network	Internet Explorer 7
Imerical State Internet Explorer 9 Imerical State Internet Explorer 9 Imerical State Internet Explorer 9		Internet Explorer 8
H- <html 9="" compatibility="" explorer="" internet="" ite="" itemtype="http://schema.org/WebPage" td="" view<="" ✓=""><td><pre>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>></pre></td><td>Internet Explorer 9</td></html>	<pre>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>></pre>	Internet Explorer 9
	ide <html it<="" itemtype="http://schema.org/WebPage" td=""><td>e 🗸 Internet Explorer 9 Compatibility View</td></html>	e 🗸 Internet Explorer 9 Compatibility View
	Hereiter itemtype="http://schema.org/webPage" it	



2 Supplier – Order Acknowledgement

Whenever a new PO is created, an e-mail notification is triggered to the supplier (first time login) with login credentials to access OTM (See Fig OTM 2.1) (eg: User Name: MAC.SUPPLIER_5 PASSWORD: CHANGEME).

 Click here From: To: Cc: Subject: 	to download picture Maaden Aluminum Log Nehru Seegalahalli Ne New OTM login crea	s. To help protect your privacy, Outlook prevented automatic download of some pictu gistics <logistics.adviser@kimail.maaden.com.sa> tthaj ated. User Id - MAC.SUPPLIER_7 and Password - CHANGEME</logistics.adviser@kimail.maaden.com.sa>	ures in this message. Sent:	Sun 1/6/2013 12:11 AM
			Right-click here to download pictures. To helip protect/your ornex. Outbod mere	- 昭
Instruct	ion	You have received this notification to access Maaden - Oracle Transportation Management. This new tool was implemented by Maaden as part of the Logistics Process to increase efficiency. Questions should be directed to xxxx and Please reference your ID		
Login Ci	redentials	User Id - MAC.SUPPLIER_7 and Password - CHANGEME		
Messag	e Severity	Informational	-	
Location	n Information			
ID		MAC.SUP-14569-42581		
URL				
OTM Lo	<u>gin Link</u>			

Fig OTM 2.1 Email Notification with Login Details

One more e-mail notification (See Fig OTM 2.2) is triggered to the supplier for acknowledgement of the PO details. By clicking on the link (See Fig OTM 2.3) which is available with the PO details, supplier will be redirected OTM login Page.

Click here From: To: Cc: Subject:	to download picture: Maaden Aluminum Log Nehru Seegalahali Ne Please arknowledge	s. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. jstkis <logisticsadviser@khmail.maaden.com.sa> thaj .the PO from Maaden.</logisticsadviser@khmail.maaden.com.sa>	Sent:	Sun 1/6/2013 12:11 AM
		Image: Second		
Instruct	tion	Maaden requires you to update the PO information with Earliest Pickup Date and shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page		
Event		PO created. Requires your additional input and acknowledgement		
Messag	e Severity	Informational		
Order B	ase ID and Refe	rence Number		
ID		MAC.PO-188638		
PO		6141201185		
Order B	lase Line Detail			
ID		LINE-450292-SCHED-446393		
Referen	nce Number	ORDER_TYPE/PURCHASE_ORDER		v

Fig OTM 2.2 Email Notification with PO Details

WPRO Applying Thought		
Order Base Line Detail		
ID	LINE-450292-SCHED-446393	
Reference Number	ORDER_TYPE/PURCHASE_ORDER	
Origin Name	DAMMAM	
Origin Location	DAMMAM, EASTERN 31411 SAU	
Dest Name	ALKHOBAR	
Dest Location	KBR, ALKHOBAR & DAMMAM HIGHWAY, AL KHOBAR 31952 SAU	
Weight And Volume	Weight Volume	
URI OTM Order Base Manag	<u>ger</u>	



To acknowledge the order

- Click on the link available in Order details
- Enter User Name & Password
- Click Login

	معادن للألمنيوم MA'ADEN ALUMINIUM			
	🔁 ALCOA MA'ADEN 🕊 معادن			
Use	r Name			
Pa	ssword			
	Login			

• Click on Edit

Order Base - Windows Internet Explorer					
🔾 🕞 🗢 🙋 http://macoracle03.maad	en.com:6005/GC3/glog	webserver.orderbase.OrderBaseManagementSe	ervlet?pk=MAC.PO-167862	👻 🔂 😽 🗙 🚰 Goog	gle 🔎
Eavorites	ortal O Oracle OTM -	GTM - FTL 🔎 myWipro Portal 🧑 . IMG	Self Service Portal 🖉 SOL Access 🌶	Data Dictionary Oracle Logistics Suggested Sit	es 👻 🔎 Web Slice Gallery 👻
Corder Base		-			The safety of tools of o
Order Base		1 of 1 Edit R lated Or	der Releases		
Order Base ID	Domain	Order Type	INCO Terms	Payment Method ID	Status
PO-167862	MAC	PURCHASE ORDER	FCA	COL	otatas
Number Of Lines	Priority				
1	1				
+ More					
± Scheduling					
Reference Numbers					
Reference Number Qualifier ID			Reference Numbe	r	
ILL TO			AL KHOBAR SMELTER	R	
LOG			MAC.PO-167862		
			6141200589		
			MAC- SMELTER OPER	RATING UNIT	
SUPPLIER SITE			SUP235		
- Involved Parties					
Involved Party Contact		Communicat	ion Method	Involved Party Qualifier	
RACLE DUMMY@MAADEN.COM.SA		EMAIL		BILL-TO	
DRACLE DUMMY@MAADEN.COM.SA		EMAIL		SELL TO	
BODDUB@MAC.MAADEN.COM.SA		EMAIL		SUPPLIER	
- Involved Parties					
Involved Party Location		Communication Method		Involved Party Qualifier	
Contacts					
- · · · · ·	· ·		C1 1 1	10.51	
Top Refresh					
				Internet Protected Mode:	On 🖓 👻 🍕 100%
5 Inbox - Microsoft	🌍 Order Base - Win	PO_FLOW - Micro	Link - Paint		▲ 😼 🔐 and ⊕) 2:00 PM 10/10/201



معادن للألمنيوه MA'ADEN ALUMINIUM

Directly Login to OTM application using the below link

https://logistics.maaden.com.sa

- Enter User ID and PW. •
- Click Track Order and then Enter PO Number to Search. •

Track Order		Order Bas	e					
Track Release		PO Numbe	r					
Change Password				Begii	ns With	•		
		Order Base	e ID					
				Begi	ns With	•		
							4	
Track Order	Track Orde	Total Found: 1		View Edit	Actions	A	lways Open in I	New Window 🔻
Track Release	Pages 1	Selected Page: 1 Total	l: 1 🕑 🛛 🛃		•			
Change Password	V +	Order Base ID	Indicator	PO Number	Supplier Ack	Image Desc		Transported By
	V +	PO-254640	0	6141201250	Δ	Supplier Pendi	ing Ack	1

- Click on Edit
- Supplier has to fill INCO Term Location (if applicable) (See Fig OTM 2.5) under below conditions.
 - If supplier is shipping the material other than the source location mentioned in OTM.
 - If incoterm other than FCA, Incoterm location has to be filled by clicking 0 "new" button with all mandatory fields.
- Fill the Latitude and Longitude details •

PO-254640

Click Line Item. •

1 of 1 Finishe	ad Actions	
Order Type	Transportation Arranged By	Payment Method Code
PURCHASE ORDER	BUYER	COL
INCO Term Location	Domain	
<u></u>	MAC	
* Origin Latitude	* Origin Longitude	
	1 of 1 Finishe	1 of 1 Finished Actions Order Type Transportation Arranged By PURCHASE ORDER BUYER INCO Term Location Domain MAC * Origin Latitude







Click Pencil Icon

Order Base		1 of 2	Next Finished Ac	tions				
Order Base	Line Item							
Packaged Item ID	Source Location ID	Destination Location ID	Early Pickup Date	Total Weight	Total Volume	Total Package Count	Released Count	
SILICON-KG	<u>SUP-73264-</u> 82757	ORG-1830-658	2012/11/20 15:34 America/Denver	KG	CUFT	10000	1000) 🥒
Тор								



• Specify the Early Pickup Date (Early Pickup Date <= Promised Date) (See Fig OTM 2.7) which is the mandatory information in the Line Item tab and save button has to be clicked.

Source Location ID	Destination Location ID	
SUP-121358-122956	ORG-1830-658	
UOM	Splittable	
FACH	<i>∆</i> ∕	
* Early Pickup Date		
Quantity Remaining	Released Weight	Released Volume
	Source Location ID <u>SUP-121358-122956</u> UOM FACH * Early Pickup Date Quantity Remaining	Source Location ID Destination Location ID SUP-121358-122956 ORG-1830-658 UOM Splittable FACH X * Early Pickup Date X Quantity Remaining Released Weight

Order Base 1 of 1 Finished Actions Order Base Line Item								
Packaged Item ID	Source Location ID	Destination Location ID	Early Pickup Date	Total Weight	Total Volume	Total Package Count	Released Count	
COPPER-KG	SUP-71265- 80758	ORG-1830-658	2012/11/20 15:51	KG	CUFT	100		1
Тор								

• Click Finished when done.

2.1 Mass Update of Pick-up Date

If Multiple Lines are available in PO and need to enter the same Pickup date for all lines then use Mass update option

- Select the Order
- Click the actions button



• Add Order Base Event.

Results	,
Success	Actions ? 🗵
You successfully modified the following reco MAC.PO-240638 View Edit Modify Another Actions	Add Order Base Event View Order Base Events Release Lines Related Order Releases

- Fig OTM 2.9 Logging Event
- While adding the Order Base Event; Select the Responsible Party, Status & Order base Line ID
- Specify the Responsible Party by selecting from the drop down list
- Select the status from the drop down list Supplier Ack Status
- Select Supplier Acknowledged
- Enter the Event Date/Time
- Click Save

Add New Event						
Event Type and Reason	Event Type and Reason					
Quick Code	* Responsible Party MAC SUP					
MASS UPDATE PICKUP DATE						
MASS_UPDATE_PICKUP_DATE						
* Event Date/Time 2013/01/24 12:43:00						
Contact Name	A					
Order Base Line ID						
LINE-502292-SCHED-498393						
E Remarks						
* Remark Text	×					
Save						

2.2 Acknowledgement Of Purchase Order

• While adding the Order Base Event; Select the Responsible Party, Status & Order base Line ID (See Fig OTM 2.10)





- Specify the Responsible Party by selecting from the drop down list
- Select the status from the drop down list Supplier Ack Status
- Select Supplier Acknowledged
- Enter the Event Date/Time
- Click Save

Add New Event	
Event Type and Reason	
Quick Code	* Responsible Party MAC SUP 🔻
* Status SUPPLIER ACK STATUS	Reason
SUPPLIER ACKNOWLEDGED	
* Event Date/Time 2013/01/23 12:39:00	
Contact Name	
	4
Order Base Line ID	_
LINE-502292-SCHED-498393	
Remarks	
* Remark Text	
	4 1
Save	

Fig OTM 2.10 Event Entry

• The Event is logged after Save button is clicked and the below details are available in Event History

Order Ba	Order Base Events - History									
Order Base ID	Responsible Party	Status	Reason	Event Date/Time	Reporting User	Event Group	View Comments	View Remarks	View Lines	
PO- 225862	SUPPLIER	SUPPLIER ACKNOWLEDGED		2012/11/20 13:21:40	SUP	1	1	1	Û	

Fig OTM 2.11 Event History

• The Status of PO changed to Supplier Acknowledged.





3 PO Acknowledgement Remainders:

If supplier not acknowledging the PO a remainders will be sent.

- Every 24 Hrs. continuously for 3 days a Remainder mail will be triggered to supplier.
- If Supplier not acknowledging within 3 days, 3rd day escalation mail will be sent to Buyer.

<u>Remainder Mail Sample:</u>

O Click here	to download picture	. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	<i>c</i>	C
To:	Nehru Seegalahalli Ne	istics thay thay thay the set of the set	Sent:	Sun 3/10/2013 5:24 PM
Cc	-			
Subject:	Remainder Notificat	lon 2 - PO (6141300439) not Acknowledged		-
		Right-click here to download pictures. To help protect your ontwork		
Instructi	ion	Maaden requires you to update the PO information with Earliest Pickup Date and shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page		=
Event		PO requires your additional input and acknowledgement		
Message	e Severity	Reminder		
<u>Order B</u>	ase ID and Refe	rence Number MAC.PO-219482		
PO Num	nber	6141300439		
Order Ba	ase Line Detail			
ID		LINE-503148-SCHED-494032		
Escal	ation N	<u>Iail:</u>		

Olick here	to download pictures	. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.		
From:	Maaden Aluminum Log	istics <preprodlogisticsadviser@riymail.maaden.com></preprodlogisticsadviser@riymail.maaden.com>	Sent:	Mon 3/11/2013 2:59 PM
Fo:	Nehru Seegalahalli Ne	thaji		
Cc: Subject:	Remainder Notificati	on Final - PO (6141300441) not Acknowledged		
		Right-click here to downlaad pictures. To help protect your enview. Outdood eree.		
Instructi	ion	Maaden requires you to update the PO information with Earliest Pickup Date and shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page		=
Event		PO requires your additional input and acknowledgement		
Message	e Severity	Reminder		
Order B	ase ID and Refer	rence Number		
ID		MAC.PO-221479		
PO Num	nber	6141300441		



4 Supplier - Release Acknowledgement

After acknowledgement of PO the OTM Order Release gets created with the status of "Supplier pending" release confirmation.

The release screen will be used to enter the cargo details like (weight, volume, flags etc)

- Click Track Release
- Enter PO Number or Order Base ID
- Click Search

Frack Order		Order Release	
Frack Release		PO Number	
Change Password		PO-229862	Same As 🔻
		Order Base ID	
			🖌 Begins With 👻
		Order Release ID	
			Begins With 🔻
		Insert Time	
			Same As 👻
	I		
		Search Sort Order	Actions Export Saved Query:
L			

- Select the Release
- Click Edit

Order	Rele	ase Total Found: 1			View Edit Re	lated Order Bases				
Page	Pages 1 Selected Page 1 Tetal 1 🖻 🚑									
ruge		Selected Page' Lotal	• 1 - 127 - 199							
	51	Selected Page: 1 Total	:1 07 30	Orden Brees TD	Constitution And	Dara Off shakes	Fach - Dialous Data			
	+	Order Release ID	: 1 🖅 🗃 <u>Indicator</u>	Order Base ID	Supplier Ack	Drop Off status	Early Pickup Date			
	+++	Order Release ID PO-229862-001	Indicator	Order Base ID PO-229862	Supplier Ack	Drop Off status	Early Pickup Date 2012/11/20 22:36			
2	++	Order Release ID PO-229862-001	Indicator	Order Base ID PO-229862	Supplier Ack	Drop Off status	Early Pickup Date 2012/11/20 22:36			

• If the supplier wants to drop off the material with agreed cost at an intermediate location or the final destination, he checks the new drop off location (See Fig OTM 2.12).

Order Release	1 of 1 Finishe	ed Related Order Bases	
Order Release Ship U	nit		
Order Release ID	Order Type	Source Location ID	Destination Location ID
PO-171859-001	PURCHASE ORDER	SUP-69267-78759	ORG-1830-658
New Drop Off Location			

Fig OTM 2.12 Check Drop off Location

• When Supplier selects new drop off location, Drop off location ID and Drop off Cost are enabled. Supplier has to select a location that is already available by clicking on L.

Order Release	1 of 1 Finished	Related Order Bases	
Order Release Ship Unit			
Order Release ID PO-171859-001 New Drop Off Location	Order Type PURCHASE ORDER * Drop Off Location Id USHOU	Source Location ID SUP-69267-78759 * Drop Off Cost (in USL) 15	Destination Location ID <u>ORG-1830-658</u>
PickUp Location Contact Name Ship Unit	* PickUp Location	i Contact Email	* PickUp Location Contact Phone

Fig OTM 2.13 Drop off Location & Cost

• If the specified drop-off location approved by control tower after the release confirmation than the plan from location will be the drop-off location, else or rejected by the control tower then actual location mentioned in the order release will be considered as ship from location.

Both the case mail will be triggered to supplier, find below is sample mail.

Rejected Mail:

From:	Maaden Alum	ninum Logistics <logist< th=""><th>csAdviser@macmail.maaden.com.sa></th><th></th><th>Sent: Mon 3/11/2013 5:11 PM</th></logist<>	csAdviser@macmail.maaden.com.sa>		Sent: Mon 3/11/2013 5:11 PM
10: CC	vignaesh Sou	Indararajan			
Subjec	ct: Order Relea:	se PO-277647-001 - D	rop Off rejected by MAC Control Tower		
In	struction	معادن للألم EN ALUMINIUM معاده	You are registered to receive information. This email contai status update.	notifications regarding order status ins order information and the current	
EV	/ent		Order Release PO-277647-00	1 - Drop Off rejected by MAC Control Tower	
M	essage Severity		Informational		_
<u>O</u> 1	rder ID and Refe	erence Number			
ID)	MAC.PO	-277647-001		
		Referen	ce Number Qualifier	Reference Number Value	
		MAC.PI	CKUP_LOC_CONTACT_EMAIL	SIS	
		MAC.PI	CKUP_LOC_CONTACT_PHONE	9898797	
		MAC.PI	CKUP_LOC_CONTACT_NAME	SIS	
		PO		6141201362	
		SELL_T	D	MAC- SMELTER OPERATING	
Re	eference Number	r SUPPLI	ER	OXBOW CALCINING INTERNATIONAL	



معادن للألمنيوم، MA'ADEN ALUMINIUM *

ALCOA | MA'ADEN

Approved Mail:

From: To:	Maaden Aluminum Logistics «LogisticsAdviser@macmail.maaden.com.sa> Vignaesh Soundararajan							
Cc: Subiect:	Order Release PO-27	7646-001 - D	rop Off approved by MAC Control Tower					
Instructio	on الثلمتيوم. MA'ADEN ALUI CALCOA (STREET		You are registered to receive information. This email conta update.	notifications regarding order status ins order information and the current status	59 •			
Event			Order Release PO-277646-00	1 - Drop Off approved by MAC Control Tower				
Message	Severity		Informational		=			
Order ID and Reference Number ID MAC.PO-277646-001								
		Referen	ce Number Qualifier	Reference Number Value				
MAC.PICKUP_LOC_CONTACT_EMAIL MAC.PICKUP_LOC_CONTACT_PHONE		CKUP_LOC_CONTACT_EMAIL CKUP_LOC_CONTACT_PHONE	<u>SIS@GMAIL.COM</u> 45445646					
		MAC.PI	CKUP_LOC_CONTACT_NAME	SIS				
		GLOG		MAC.PO-277646- 001				
Referenc	ce Number	SELL_T	D	MAC- SMELTER OPERATING UNIT				
		РО		6141201361				
		SUPPLI	ER	OXBOW CALCINING				

If drop-off option is not applicable than leave the check box blank and follow the below the steps.

- Supplier also has to specify the Pickup location Contact Name, Pick up location Contact E-mail, Pick up Location Contact Phone& Equipment GroupID (See Fig OTM 2.14)
- If equipment group id field is left blank then the order will be considered as LCL(Less than container load)
- Click on ship unit

Order Release	1 of 1 Finished A	ctions						
Order Release Ship Unit								
Order Release ID	Order Type	PO Number						
PO-240638-001	PURCHASE ORDER	6141201234						
Source Location ID	Source Location Name	Early Pickup Date						
SUP-121358-122956	002 2013/01/20 12:38 America/Chicago							
Destination Location ID	Destination Location Name							
ORG-1830-658	AL KHOBAR SMELTER							
Drop Off Location								
INCO Terms	INCO Term Location							
FCA								
* PickUp Location Contact Name	* PickUp Location Contact Ema I	* PickUp Location Contact Phone	Equipment Group ID					
Total Weight	Total Volume							
0.00 KG	0.00 CUMTR							
ship Unit								

Fig OTM 2.14 Pickup Location Contact details

Click on Pencil Icon

Order Re	rder Release 1 of 1 Finished Actions											
Order I	Release	Ship Unit										
ID	Package Type	Package Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length per Ship Unit	Width per Ship Unit	Height per Ship Unit	
PO- 240638- 001-001		1	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	0.00 KG	0.00 CUMTR	KG	CUMTR	KG	1
Тор												





- Supplier has to specify
 - Package Type
 - Length Per Ship Unit
 - Width Per Ship Unit
 - Height Per Ship Unit
- Click Pencil Icon

Ship Unit										
Ship Unit ID PO-240638-001-001		Package Type		1	Package Count 1					
Length per Ship Unit	Width per Ship Unit			Height per Ship Unit						
Lines										
ID	Packaged Item ID	Gross	Weight	Gross Volume	Total Order Line Quantity					
PO-240638-001-001	21000006-EA		0.00 KG	0.00 CUMT	rr.	20 🥖				
Top Save Cancel										

Supplier has to specify

- Total Order Line Quantity
- Gross Weight
- Gross Volume
- Hazardous (Y/N)
- Hazardous Classification Code
- UN Page Number
- Marine Pollutant
- Stackable
- Temperature Control
- Temperature Range

Click Save

Ship Unit Line		
Order Base Line ID LINE-502292-SCHED-498393 Gross Weight 0.00 KG	Packaged Item ID 21000006-EA * Gross Volume 0.00 V CU M	* Total Order Line Quantity UOM 20 EACH
Details Hazardous Marine Pollu No	ous Class fication Code (Mandatory if Haza able	rdous) UN Page Number (Mar
* Temperatur Controled Tempera	ature Range in Celsius (Mandatory if Temp •	perature Controlled
Top Save Cancel	m	•

Click Save

Ship Unit ID Package Type Package Count Po-240633-001-001 Package Count Image Ship Unit M Po-240633-001-001 M Package Item ID Pross Weight or Sos Wolume Total Order Line Quantity Po-240633-001-001 Packaged Item ID Gross Weight or Sos Volume Total Order Line Quantity O Po-240633-001-001 2000006-EA 0.00 KG 0.00 CUMTR Total Order Line Quantity O Po-240633-001-001 2000006-EA 0.00 KG O.00 CUMTR Total Order Line Quantity O Total Order Cancel Order Release Ship Unit Total Gross Srip Ship Unit Net Yolume per Ship Unit Midth per Ship Unit Order Release Ship Unit Order Srip Ship Unit Net Yolume per Ship Unit Midth per Ship Unit Midth per Ship Unit Not Keight per Ship Unit	Applying Thou	ght												MA'ADEN	
Package Type Package Count Po-240638-001-001 Package Type Package Count Image Type Package Count M <	Ship Unit														
Length per Ship Unit Height per Ship Unit M	Ship Unit PO-240638	ID 3-001-001			Packag	е Туре				Package 1	e Coun	ıt			
Inertic Section 100 -	Length pe	er Ship Unit	M T		Width p	er Ship Unit	M 🔻			Height p	er Shi	ip Unit M	-		
Interaction of the second sec	Lines														
PO-240638-001-001 2100006-EA 0.00 KG 0.00 CUMTR 20 20 Top Save Cancel Click Finished Actions Concel Save	ID			Packaged Item	ID	Gross Weigh	nt	Gross	Volume	Tota	l Orde	r Line Qua	ntity		
Top Save Cancel Top Save Cancel • Click Finished I of 1 Finished Actions Order Release Ship Unit Dorder Release Ship Unit Darkage Count Gross Weight per Ship Unit Ship Unit Net Volume Per Ship Unit Net Volume Per Ship Unit Weight per Ship Unit Height per Ship Unit Unit Width per Ship Unit Height per Ship Unit Volume Net Volume Ship Unit Net Volume Volume Volume Net Volume Volume Volume Net Volume Net Volume Volume Net V	PO-240638	8-001-001		21000006-EA		-	0.00 KG		0.00 CU	MTR		-		20	1
Actions Actions Order Release Shipunit Actions Order Release Shipunit Date are space with the space	Top Sa	ve _{Cance} Click	Fini	ished											
Order Release Ship Unit DD Package Type Package Count Total Gross Weight Weight Weight 0.00 KG Total Gross Weight Duit Gross Weight Duit Gross Volume Per Ship Unit Net Weight Per Ship Unit Net Volume Per Ship Unit Length per Ship Unit Width Per Ship Unit Height Per Ship Unit PO- 240638- 101-001 1 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR M	rder Rele	ase			1 of 1	inished Ac	tions								
DD Package Type Package Count Total Gross Volume Gross Volume Gross Volume Net Weight per Ship Unit Net Volume Length per Ship Unit Width per Ship Unit VO- 440638- 001-001 1 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR M	Order Re	lease Shi	p Unit												
20- 1 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR 0.00 KG 0.00 CUMTR M M M	ID	Package Type	Packag Count	ge Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Vo per Ship	olume Unit	Net Weight per Ship Unit	Net Volu per Ship	me Unit	Length per Ship Unit	Width per Ship Unit	Height per Ship Unit	
	PO- 240638- 001-001		1	0.00 KG	0.00 CUMTR	0.00 KG	0.00 (CUMTR	0.00 KG	0.00 C	UMTR	1	1 N	1	м 🥜

If supplier is not entering the line level details like Weight,volume, hazardous Flag,temperature etc. OTM will not allow to do release confirm and an error will be pop-up saying "Mandatory Line details missing. Please update all mandatory data and Confirm Release again".

• On the Supplier Release Screen the Status of the Order is updated to Acknowledged and Drop off Status is displayed (if drop off information provided in the order release).

Order	Rele	ase Total Found: 5			View Edit Rel	ated Order Base	5				
Page	Pages 1 Selected Page: 0 Total: 0 💱 🅞										
V	+	Order Release ID	Indicator	Order Base ID	Supplier Ack	Drop Off status	Early Pickup Dat				
	+	PO-220862-001	0	PO-220862	Δ						
	+	PO-221862-002	0	PO-221862	Δ		2012/11/18 11:15				
	+	PO-222862-001	0	PO-222862			2012/11/20 17:24				
		PO-222962-001	\bigcirc	PO-222862	<u> </u>		2012/11/21 18:25				
	+	PO-229862-001	Ŏ	PO-229862			2012/11/20 22:36				
		•									



5 Material Readiness Confirmation

After the Release Confirmation by supplier, 3 mails will be triggered with below intervals.

1st e-mail will be sent to supplier - 30% of Pickup Date- Release Confirmed Date

2nd e-mail will be sent to supplier - 60% of Pickup Date- Release Confirmed Date
3rd e-mail will be sent to supplier - 90% of Pickup Date- Release Confirmed Date
Whenever supplier receives a mail, supplier can login in to OTM applications and provide the readiness details for the PO.

Below Mail will be received by supplier.

From: Maa	aden Aluminum Logistics <logis< th=""><th>ticsAdviser@macmail.maaden.com.sa></th><th></th><th>Sent: Sun 3/10/2013 4:14 PM</th></logis<>	ticsAdviser@macmail.maaden.com.sa>		Sent: Sun 3/10/2013 4:14 PM
To: Vign	naesh Soundararajan			
Cc: Subject: Ord	der PO-275648-007 - Status 1	: Pls update Status of PO Release () in OI	TM by adding Event with Completed%	
Instruction	معادن للألمنيوم MA'ADEN ALUMINIUM CALCOA (MINING States	You are registered to recein order information and the order of the or	ve notifications regarding order status information. This email contains current status update.	· 종미
Event		Order PO-275648-007 - Sta Completed%	tus 1 : Pls update Status of PO Release () in OTM by adding Event with	=
Message Se	everity	Informational		
Order ID an	nd Reference Number			
ID	MAC.PC	D-275648-007		
	Referen	nce Number Qualifier	Reference Number Value	
	PO		6141201344	
	SELL_TO		MAC-SMELTER OPERATING UNIT	
Reference 1	SUPPL Number	IER	OXBOW CALCINING INTERNATIONAL LLC.	
	SUPPL	IER_SITE	TEXAS	
	BILL_T	0	AL KHOBAR	_

- Login to OTM
- Select Track Order Release
- Enter PO Number to Search

PO Number 6141201361 Same As ▼ Order Base ID Order Release ID Begins With ▼ Packaged Item ID Begins With ▼	
sword 6141201361 Same As Order Base ID Order Release ID Begins With Packaged Item ID Begins With	
Order Rase ID Order Release ID Begins With • Packaged Item ID Begins With •	
Order Release ID Begins With • Packaged Item ID Begins With •	
Order Release ID Begins With ▼ Packaged Item ID Begins With ▼	
Begins With ▼ Packaged Item ID Begins With ▼	
Packaged Item ID Begins With	
Begins With 👻	
Early Pickup Date	
Same As	-
Insert Time	
Same As	•





Order Release Result Screen appears

- Select Order
- Click Action and Select
- Add Order Release Events

Track Order Track Release	Track Releas	se Total Found: 1 Selected Page: 1 Tota	ıl: 1 🗊 🛃)	View Edit Action	าร		Always Open in	New Window	
Change Password		Order Release ID PO-277646-001 (PO Number 6141201361 III	Actions Add Order Release Events Venr Order Avenage Events Related Order Bases Upload Document View Documents	2 🗙	Image Desc Supplier Release Confirmed	Drop Off status	Image Desc	d

Event Logging window will appears

- Select Responsible Party as MAC Supplier
- Status-Select Goods Readiness Status
- Select appropriate value form the list(depends on the material readiness select this option)
- Save

معادن للألمتيوم. Ma'ADEN ALUMINUM			- Contention			
Add New Event						
Event Type and Reason						
Quick Code	* Responsible Party MAC SUPPLIER					
* Status	Reason					
GOODS READINESS STATUS						
20 PERCENT READY 30 PERCENT READY						
Event Date/Time			Event Comments			
					÷	
Contact Name			Contact Function Code			
	÷			÷		
Order Release Line ID						
PO-277646-001-001						
Remarks						
* Remark Text						Save
	A					
Save						
Save						

Likewise provide the material Readiness status whenever receive a mail against the PO.



6 Pick-Up Date Greater than the Promise Date:

If PO Pick-Up date is greater than the Promise date then a mail notification will be triggered to Buyer to approve the Pick-up date.

• Upon Buyer Approves/Rejects the Pickup date a Mail notification will be triggered to Supplier.

Click here From: To: Cc:	Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. GLog Advisor <otmadvisor@klmmai.maaden.com.sa> GLog Advisor <otmadvisor@klmmai.maaden.com.sa> Vgnaesh Soundararajan t FO Pickup date is approved by Procurement Department. Please update PO Release with shipment details</otmadvisor@klmmai.maaden.com.sa></otmadvisor@klmmai.maaden.com.sa>						
Subject:	PO Pickup date is ap	oproved by Procurement Department. Please update PO Release with shipment details					
		Right-click here to download pictures. To help protect your ornice South creve					
Instruct	ion	Maaden requires you to update the PO information with shipment information. Fields marked with RED asterisk are mandatory. Link to access Oracle Transport Management is at the bottom of the page					
Event		PO Pickup date is approved by Procurement Department. Please update PO Release with shipment details					
Message	e Severity	Informational		=			
<u>Order B</u>	ase ID and Refe	rence Number					
ID		MAC.PO-TEST_001					
PO		6141200770					
Order B	<u>ase Line Detail</u>						
ID		PO-TEST_001_LINE1					
Referen	ice Number	ORDER_TYPE/PURCHASE_ORDER					
Origin N	lame	SMELTER 001					

- Approved- If it's approved then supplier will enters the Release details and confirm the release.
- Rejected- If it's rejected the supplier changes pick-up date as per agreed terms and acknowledge PO.



7 Partial Release Acknowledgement:

Use this option if required and advised by buyer.

To perform partial release follow the below steps.

- Click Track Order
- Enter PO Number to search

Track Order	Order Base
Track Release Change Password	PO Number Begins With
	Order base 10 Begins With 🔹

- Order Result Screen appears
- Select the PO and click Action Buttons

Track Order	Track Orde	er Total Found: 2				View Edit Actions	Always Open in New Window 👻			
Track Release	Pages 1	Selected Page: 1 T	otal: 1 🕑 🚑	,						~
Change Password	V +	Order Base ID	Indicator	PO Number	Supplier Ack	Image Desc	Transported By	Image Desc	Status	PO St
		PO-257643	0	6141201280	*	Supplier Acknowledged	1	MAC	NORMAL_PO	PO_AC
	+ V	0	6141201281	\triangle	Supplier Pending Ack	1	MAC	URGENT_PO	PO_A	
		•		m						F.

• Select Partial Release Lines from the Action window

Track Order	Track Or	der Total F	ound: 2				View Edit Action	Always Open in New	Always Open in New Window			
Track Release	Pages	1 Selected	Page: 1 Total:	1 🕑 🚄)							
Change Password		+ Order Bas	se ID	Indicator	PO Number	Suppl	Actions	? 🛛	ransported By	Image Desc	Status	PO St
	-	+ PO-257643		0	6141201280		Add Order Base Event		1	MAC	NORMAL_PO	PO_A
	V .	+ PO-257644		0	6141201281		printers Contact Constant		1	MAC	URGENT_PO	PO_A
		< III		Partial Release Lines						Þ.		
							Related Order Releases					

Then Click the New Release Instructions button to provide the partial release details

Applying The	Roought												حادث للألمنيوم MA'ADEN ALUMINIU معاده∳هما معاده	а M	
Order Base	e Line			1 of	1 New Fi	nished A	ctions								
Line Iten	n														
Order Bas	se Line ID		* Parent Ord	er Base ID		Packa	ged Item	ID		Item I	D		Total Package Count		
LINE-5212	99-SCHED-51740	0	PO-257644			21005	<u>564-EA</u>						2		
Packagin	Packaging Unit Packaging Unit Co					Trans									
Shippable	e ht		Net Volume			Total 2000.(Declared V	/alue							
Released Weight Released Volume			ume	2 Released Count Quantity Remaining						ning					
Release Number	Release Instruction	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing			
New Re	elease Instruc	tion													
* Equipm	ent Reference ent Reference	Units Unit ID M		Number	of Referen	ce Units			Total	Number of I	Reference	e Units	Save		

- Enter Partial quantity in the Unit Amount field
- Enter the Early Pick-Up date and Save

Release Instruction			
* Release Number	Release Instruction Unit Amount 👻	Flagged for Delete	Allow Releasing ☑
SUP-9260-31971	Destination Location ORG-1830-658	Release Date	Ship With Group Late Delivery Date Tag4
Remarks			
* Remark Qualifier ID		* Remark Text	Save
Deference Number			
Reference Number Qualifier ID T		* Reference Number	Save

Order Ba	Order Base Line 1 of 1 New Finished Actions														
Line Ite	m														
Order Base Line ID * Parent Order Ba				Base ID	ase ID Packaged Item ID					am ID			Total Package Count		
LINE-5217	299-SCHED-517400	5	PO-257644		<u>21005564-EA</u>								2		
Packagir	ng Unit		Packaging Unit	Count		Transport Har	udling Unit								
Shippabl	le ght		Net Volume			Total Declare	d Value								
Released	Released Weight		Released Volume		Released Count			Qu	iantity Rema	aining					
Release Number	Release Instruction	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing			
1	Unit Amount	1	SUP-9260-31971	ORG-1830-658		2013/02/12 11:51				\triangle	\triangle	X	/ 🗊		
New R	New Kelease Insurucuoin														
🖃 Equip	ment Reference (Jnits								-		-			
* Equipment Reference Unit ID			Number of	Number of Reference Units				tal Number	of Reference	:e Units			Save		
- Refer	ence Numbers														
* Refere	ance Number Qua	lifier ID					* Refe	rence Num	ber				s	ave	

Then Click Finished Button and Order gets acknowledged and release gets created.



8 PO Updating by Buyer

8.1 PO Updating by Buyer after Acknowledgement/Release confirmation:

Buyer updates the approved PO After acknowledgement of supplier then a mail will be triggered to supplier.



If buyer updates the purchase order quantity more than the actual ordered quantity then follow the step number 6 (partial release process) in this manual.

If buyer updates the purchase order quantity less than the actual ordered quantity then contact the support mail id to update the quantity in the release.

8.2 PO updating by Buyer after Shipment Planning:

If buyer updates the purchase order quantity after shipment planning in OTM then this will triggered a mail to both the party (Supplier and control tower team).



9 PO Canceled by Buyer

9.1 PO Canceled by Buyer after Acknowledgement:

If buyer cancels the purchase order after acknowledgement of PO a mail will be triggered to supplier and subsequently Order Release will be deleted, if release is not confirmed by supplier .

9.2 PO Line Canceled by Buyer after Acknowledgement/Release confirmation:

If buyer cancels the purchase order line after acknowledgement of PO, a mail will be triggered to supplier and subsequently a mail will be triggered to control tower to cancel the order release line.

9.3 PO Canceled by Buyer before Acknowledgement:

Status of the Order gets updated to cancelled, will not be available for supplier acknowledgement.

For Any Support Please Contact below mail id. ghamdiwm@ma.maaden.com.sa

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