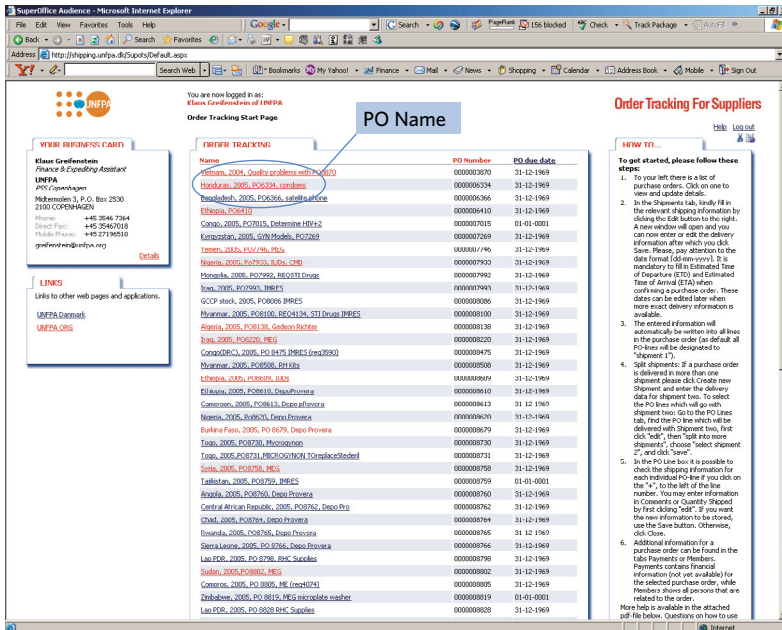# UNFPA's Order Tracking System Manual for suppliers

This manual explains how suppliers enter and update shipping information in UNFPA's online Order Tracking System (OTS). Please keep the brochure and use it when updating the orders.

Step 1 – Choose Purchase Order

Go to the login page. Enter your username and password. You will see a list of your own Purchase Orders (POs). Click on the name of the PO you would like to update. It is possible to sort them according to Name, Number or Due Date by clicking on the respective header.

Login page: http://shipping.unfpa.dk/supots
You are encouraged to change your password when logging in the first time. If you have not got a username or forgotten your password please contact: greifenstein@unfpa.org
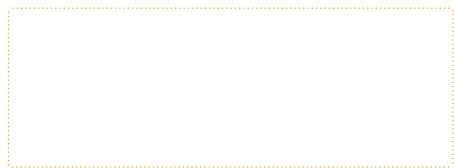
Step 2 – Go to Edit Mode

On the shipment page on the right hand side click "Edit" to update shipment information.

Step 3 – Enter Shipping Information

When clicking "Edit" the shipments box will open (figure 2). Kindly fill in the delivery information for the shipment. It is mandatory to fill in Estimated Time of Departure (ETD) and Estimated Time of Arrival (ETA) when confirming receipt of a PO. The dates can be changed later if the delivery schedule changes but it is important that you notify PSS if there are substantial changes. The date format is: dd-mm-yyyy (e.g. 26-03-2006)

Step 4 – Select items to be included in the shipment

Select which items will be shipped with the shipment by clicking the box "included in shipment". It should be done line by line.

   Auto-fill: If *all* lines in the PO will be sent in one shipment it can be advantageous to use the auto-fill function: Click on the header: "Included in shipment" (see figure 2)

Step 5 – Specify the quantity that will be shipped

For each line, specify the quantity that will be shipped by typing the number in the field "Quantity in the Shipment".

Auto-fill quantity per line:

If 100% of all the ordered quantity on a PO-Line will be included in the shipment (i.e. there are no items pending on the PO-Line) it is easier to tick the "Complete Shipment" box on the right hand side of the line instead of typing the actual number (see figure 2). The system will automatically specify that the shipped quantity will be the same as the ordered quantity and you will not have to type anything.

Auto-fill quantity on all lines:

If *all* the lines in a PO will be completely shipped in one shipment an auto-fill function can be used to type the full quantity into all lines: Click on the header "Complete Shipment" (see figure 2). This will automatically mark that 100% of the ordered quantity on all lines will be shipped in shipment 1.

Step 6 –Save your data

Remember to save the entered data information by clicking "Save". If you click "close" the window will close without saving the entered information.

http://shipping.unfpa.dk - Edit shipment details - Microsoft Internet Explorer

1. SHIPMENT

Ready for shipment / sampling	Shipping Docs sent	Physical receipt	
01-03-2006	02-03-2006		
ETD	**ETA**	**ATD**	**ATA**
03-03-2006	17-03-2006	04-03-2006	18-03-2006
Mode of Transport	**Vessel name / Flight no**	**Courir waybill number**	**Invoice number**
Air Freight	test123	TEST2	INVTEST
Shipment weight	**Shipment volume**	**Number of Colis**	**Freight cost**
250 kg	5 m3	6	1200
Comments			
This is a test			

Auto fill: Include all lines in the shipment

Auto fill: Quantity on all lines

Save   Close

Auto fill: Quantity on the selected line.

ORDER LINES IN THIS SHIPMENT

PO Line	Item description	Total quantity	Quantity in this shipment	Outstanding quantity	Included in shipment	Complete shipment
1	Marche -Pied Simple	4	4	4	☑	☑
2	Marche -Pied Double	2	2	2	☑	☑
3	Echographe Esaote 100 Falco	1	1	1	☑	☑
4	Lampe d´examen hallogene	2	2	2	☑	☑
5	Negatoscope 1 plage	1	0	1	☐	☐
6	Lit articulé avec sommier	4	0	4	☐	☐
7	Moniteur foetal Antepartum, BT 300D	1	0	1	☐	☐
8	Chariot Brancard Amovible	2	0	2	☐	☐
9	Balance Pese personne, Grand cadran et Plateau	4	0	4	☐	☐

Internet

When should you enter and update the delivery information?

1) When confirming receipt of a PO the supplier is requested to enter Estimated Time of Departure (ETD) and Estimated Time of Arrival (ETA)

2) When you have received the shipping documents you are requested to enter Actual Time of Departure (ATD) and Actual Time of Arrival (ATA) as specified in the shipping documents, as well as all the other shipping information.

3) If you foresee major changes in the delivery schedule (more than 10 days) you are requested to update the delivery information.

Split shipments:

UNFPA discourages split shipments and partial deliveries. However, if it cannot be avoided and has been agreed with the responsible UNFPA buyer, more shipments can be created for one PO by clicking "Create new Shipment" in the shipment box. Then follow step 3 – 6 as explaindet in the previous page.

Useful tips:

- The PO Line tab presents the PO in a different view. It is possible to see the detailed information for each individual PO-line by clicking on the "+". It is however not possible to edit or add information in this view.
- The Payments tab contains financial information (not yet available) for the selected purchase order.
- The Members tab shows all persons that in some way are connected to the order from country office, PSS and supplier.
- On the start page you can see your business card, which contains details such as address, phone and fax. The information can be updated by clicking on Details and then choose Edit. When you update the fields and click Save, the new information will appear on the contact card and will also be updated in UNFPA's central address list.

Glossary

- ATA = Actual Time of Arrival (as per shipping documents)
- ATD = Actual Time of Departure (as per shipping documents)
- ETA = Estimated Time of Arrival
- ETD = Estimated Time of Departure
- Ready for sampling/shipment = The date when the goods have been produced and are ready to be tested, sampled or shipped.
- Courier waybill number = Number from the express courier company (e.g. DHL, FedEx, UPS etc.) to track and trace sending of the shipping documents.
- # of Colis = Number of parcels in the shipment
- OTS = Order Tracking System
- PO Due date = UNFPA's requested ETA Date.

If you have any technical questions regarding the Order Tracking System or wonder how to fill in the data please do not hesitate to contact Mr. Klaus Greifenstein: greifenstein@unfpa.org Tel: +45 3546 7000

If you have any questions regarding shipment or production of the Purchase Order you should contact the responsible buyer. The contact details can be found on the shipment page.