

Description: This document provides Carriers with the required information to be setup in SLB's Oracle Transportation Management (OTM) system, contact information for support, and links to training documents on how to use OTM.

Note: Before you can use OTM, the Carrier and their employees, must be setup in the Covisint security system which is used by 3rd parties to access a SLB system.

Carrier Supporting Information

Carrier Setup

In order to be setup as a Carrier to transport goods for Schlumberger, you will need access to SLB's Oracle Transportation Management (OTM) system and the Covisint security system which allows 3rd parties to access SLB applications

To be setup as a Carrier you will need to provide the following information:

- A Distribution/Generic email address (Mandatory). It will be used by OTM to send:
 - Tender Notifications
 - Freight Order Notifications
- Personal email address of each employee working for the Carrier that will use OTM. Personal email addresses are used to:
 - Start the registration in Covisint as every user will need their own login credentials
 - Upon initial setup in Covisint, each employee will receive an email inviting them to set up their User ID and Password
 - Once registration is complete in Covisint, SLB will activate their access in OTM
- In case of International shipment, a Freight Form will be send to the PO email address set up by the Supplier manager in ASL→MSD. If after handling an international shipment you don't received a Freight Form, please contact your supplier Manager.

List of Contacts – Please contact the required person based on the support required

- Login issues or Covisint Support - Andrew Herendeen AHerendeen@slb.com or Keith Owen KOwen3@slb.com
- Gating Events - Andrew Herendeen AHerendeen@slb.com or Keith Owen KOwen3@slb.com
- Invoicing Issues – Lora Sfeir LSfeir@slb.com or SSO-NAM-FreightPay@slb.com
- Logistics Sourcing (Carrier Management) – Rafael Velasquez RVelasquez19@slb.com, Tatonya Henderson THenderson5@slb.com

List of Available OTM Training

The following training is available to you to help with instructions on how to use the OTM system

- Covisint User registration
- Web Based Training Course for Carriers
- OTM Process Flow for Domestic Shipment
- OTM Process Flow for International Shipment
- Carrier Demonstration (Domestic Shipment) – Video
- Carrier Demonstration (International Shipment) – Video
- Here is a list of available Business Process Procedure (BPP) to assist you with OTM transactions:
 - OTM Receive Tender Notification Email BPP
 - OTM Accept Shipment Tender BPP
 - OTM Decline Shipment Tender BPP
 - OTM Respond to Spot Bid Tender BPP
 - OTM Modify Existing Spot Bid Tender BPP
 - OTM Receive Freight Order Notification BPP
 - OTM Enter Gating Events BPP
 - OTM Add Gating Events for Multi-Stop Shipment BPP
 - OTM Review and Update Invoice BPP
 - OTM Upload Carrier Invoice BPP
 - OTM Submit Invoice BPP
 - OTM Review, Update, Upload and Submit Invoice BPP
 - OTM Create, Update, Upload and Submit Balance Due Invoice BPP
 - OTM Create, Update, Upload and Submit Credit Note Invoice BPP
 - OTM Display Invoice Status BPP
 - OTM Display Invoice Tools BPP
- Here is a list of available Quick Reference Guide (QRG) to assist you with OTM transactions:
 - OTM Heath Indicator QRG