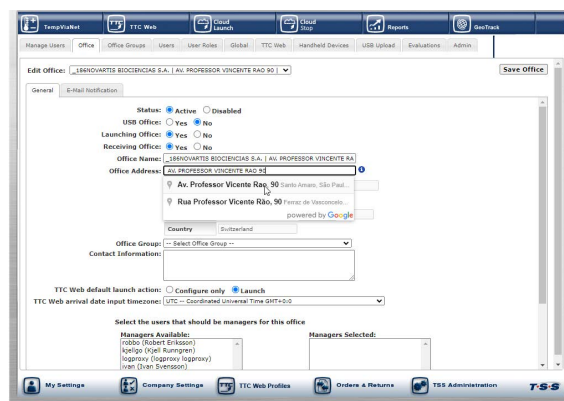


Office Pickup Information

All receiving sites must have the correct office address uploaded in CCIS for the pickup

1

To add the address information to an office, type the address into the Office Address field. This will generate a list of locations from Google Maps to choose from.



2

Click the correctly matching address on the list and it will auto-fill the address field.

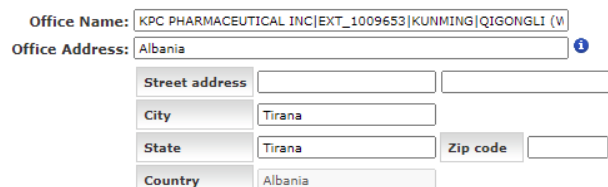
IMPORTANT: Check if all fields contain the correct information. Zip code (post code) must be correct for countries where this is applicable.



3

Alternatively, if the address does not pop up automatically, type in the city and street address manually.

To make the fields editable, type and choose the Country or City in "Office address."



4

The Contact Information field must contain all information listed below. These contact details will be shared with the freight forwarder, and the phone number may be called by the driver for further information regarding the pickup location. See example on the right.

- Line 1 must contain the name of the contact person.
- Line 2 must contain the phone number of the contact person.
- Line 3 must contain the name of the company where the pickup takes place.
- Line 4 must contain the email address of the contact person.
- If there are additional email addresses that should receive the pickup instructions sent from TSS Control Tower, they can be listed below the contact person's email. All listed email addresses will receive the email.
- Add self-managed to the last line; if the site/office prefers the self-managed return option.

Contact Information: Bob Bobson
 +55 555555
 208008 Partner
 bob@pharmapartner.com
 steve@pharmapartner.com
 Self-managed