Module 2 - Freight Order Management
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Use this procedure in order to see the Freight Order details for a specific load

This procedure includes 4 main sections: Information, Cargo, Charges and Contacts & Notes

Freight Management Module

1) Click on the Freight Order Management Module.

2) After click on the Freight Orders for Confirmation Tile.
Search for a Freight Order

3) Look/Search for a **Freight Order** by searching from one of the 3 tabs as shown below [All, New and Responded To (Open)].

- **All** is a combination of both New and Responded To Freight Orders.
- **New** Tab includes the Freight Orders that have not been confirmed/responded to.
- **Responded To** Tab includes the Freight Orders that have already been confirmed (confirm or reject).

In order to visualize new **Freight Orders**, search via the **New tab** as shown in this example below. Once the results are displayed, click on the check box to the left of the selected Freight Order number and then click again **but** outside the box. You will see that the selected Freight Order will be **highlighted in light blue**.
Information Tab - Freight Order’s details

4) Once you have selected a Freight Order, the next screen you will see will be Freight Order details. The first tab that will appear is the Information tab. Under this tab, you will see a summary of all the information related to the Freight Order.

As per the example below, at the top of the screen you can see the: departure and arrival locations, Freight Order number, Price, Submitted Price, Remaining Time (if applicable), Freight Order Status and My Latest Response.

Then, in the middle of the screen you can see more detailed information for a larger overview such as: Departure Location, Arrival Location, Total Distance, Response Due Date and Time, Number of Loading & Unloading Stops, Total Gross Weight, Total Gross Volume, Total Quantity, Transport Requirements, Equipment Type and Administrative Data.

The information is displayed through different groups.

There are 5 groups:

General (a), Departure Location (b), Arrival Location (c), Transport Requirements (d), Active Vehicle Resources (e) and Administrative Data (f).
5) The next tab will allow you to see the cargo’s details. Once you have selected the Cargo tab you will see all of the information related to Cargo. The information is displayed into 7 different columns.

★ Currently, it is not possible to view the trip geographically including all stops via a map or via a link to Google Maps. We will inform you as soon as this feature is available.

Column a: Cargo item (name of the item)
Column b: Cargo type (Product & Package)
Column c: Logistical Details (Quantity, Gross Weight, Gross Volume)
Column d: Equipment Details (Equipment Type & Group)
Column e: Special Requirements (Dangerous Goods, Temperature Requirements)
Column f: Reference Documents (Sales order, Customer Reference)
Column g: Other Details (Over Dimensional, Non-Stackable, High Value)
6) Under the **Cargo tab** you can also see the **Stop Details** by clicking on **View Stage and Stop Details** located on the top right corner of the screen just above **Column g** (Other Details).

On the first screen displayed when clicking on the **Collapse All** button, you will see a list of all the **stops** including the complete address. In the example below, there are **3 Stops** total.
When clicking on the Expand All button you can see each stop in detail. Note that for each stop there is an Unload and Load section.

In the example below, we can see that there are no cargo items to unload for stop 1. Meaning that the first stop is the Source Location, where there are only cargo items to be loaded.

1st stop
Then we can see the second and third stop.

Notice that the other stops are **Destination locations**, because there are no items to load. The **cargo** items have to be **unloaded**.

### 2nd stop

![Image of the 2nd stop](image)

### 3rd stop

![Image of the 3rd stop](image)
Charges Tab - Rate’s Details

7) Under the Charges tab, you can see the details of the freight rate including the cost distribution.

In this example below we see 3 different charges. The first two types of charges (Base Charge & Percentage Fuel Charge) are standard to any Freight Order. They will always appear under the Charges Tab. The third one (Administration Fee) falls into the category of accessorial fees and is not standard to each Freight Order.

- Base Charge (Line Haul)
- Percentage Fuel Charge
- Administration Fee

If we look more into details, there are four main columns on this screen.

➔ Charge type description
➔ Rate per standard mile or percentage
➔ Total Standard Mile for that Freight Order
➔ Total amount for each charge type
Contacts and Notes Tab - Contact information and view & creation of a Note

8) In order to see the contact information for each stop, click on the Contacts tab as shown below. We can see contact information for the:

- Ordering Party
- Stop 1 - Valcourt
- Stop 2 - Essex Junction
- Stop 3 - Bennington

9) In order to view specific instructions and/or notes related to a Freight order click on the Notes tab as shown below. The notes posted here are sent by the Carrier Management team. It is important that you always check if there are any notes in the Freight Order.
10) It is also possible to **add and create a note** in LBN for the Carrier Management team to see by clicking again on the (a) **Notes tab** as shown below. The additional information will be sent when **confirming, updating** or **rejecting** the freight order. In this example, since this Freight Order status is set to **Confirmed**, we need to click on (b) **Send Update** after entering a note for it to be published.

![Notes Tab](image1)

**The notes section in LBN will not be editable or available if:**

i. Freight Order has the Cancelled or Cancellation Confirmed status.

ii. The arrival date time is in the past.
Refer to this procedure for the confirmation or rejection of a Freight Order

Freight Management Module - Freight Order Confirmation or Rejection

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Click on the Freight Order Management Module and after click on the Freight Orders for Confirmation Tile.</td>
<td>![SAP Home Screen with Freight Order Management Module Highlighted]</td>
</tr>
</tbody>
</table>

Steps

2) Once you have clicked Freight Orders for Confirmation, you will see a display of ALL of your Freight Orders. You may search for a specific Freight Order by entering a value/data in one of the boxes as shown below. Note that you may filter and search by Freight Order Status by selecting a Status from the drop down list that is provided.

Screens

![Freight Order Management Module Screen with Freight Order Details]
Steps

As mentioned previously, you can see ALL of your active Freight Orders on this screen.

As shown below, you may also search or view a Freight Order by clicking on one of the Tabs below.

There are 3 Tabs: All, New, Responded To.

- All is a combination of both New and Responded To Freight Orders.
- New Tab includes the Freight Orders that have not been confirmed/responded to.
- Responded To Tab includes the Freight Orders that have already been confirmed (confirm or reject).

Screens

<table>
<thead>
<tr>
<th>All (130)</th>
<th>New (1)</th>
<th>Responded To (Open) (4)</th>
</tr>
</thead>
</table>

### Freight Orders for Confirmation (130)

<table>
<thead>
<tr>
<th>Ordering Party / Freight Order Status</th>
<th>Remaining Time / Freight Quotation</th>
<th>Departure Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBN Shipper</td>
<td>Cancelled</td>
<td>Mar 1, 2022, 4:26 PM CST</td>
</tr>
<tr>
<td>7000000004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3) In order to either confirm or reject a new Freight Order you need to select the New Tab. Then you must select the Freight Order by clicking on the check box on the left as shown below and again click anywhere on the blue rectangle.

Then either click on confirm or reject.

You can confirm a freight order that fulfills the following criteria:

- The Freight Order Status is New, New (Updated), Confirmed, Confirmed with Change, and Confirmed Automatically even if the arrival date is in the past.

- The Freight Order Status is Rejected, Cancelled or Cancellation Confirmed along with a future arrival date.

★★ You can confirm a freight order that you previously rejected or confirmed with a change, as long as the freight order has not been closed by the ordering party.

Screens

![Freight Orders for Confirmation](image)

![Confirmation Options](image)