Module 4 - Freight Execution

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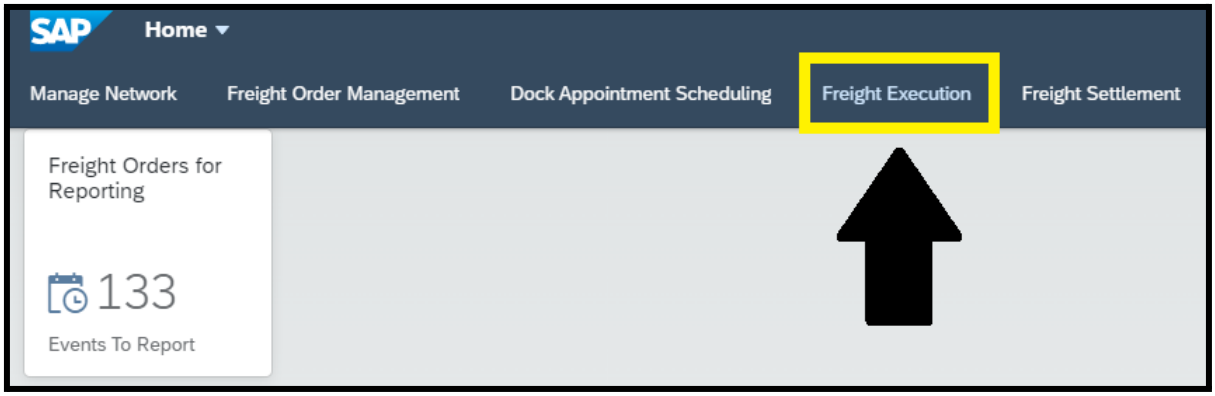
Use this procedure to report events in LBN

Freight Execution Module

1) Once the Freight Order has been confirmed, the appointment taken and the freight is moving, you need to **report the events in LBN**.

From the LBN Home page, select the **Freight Execution** Module.

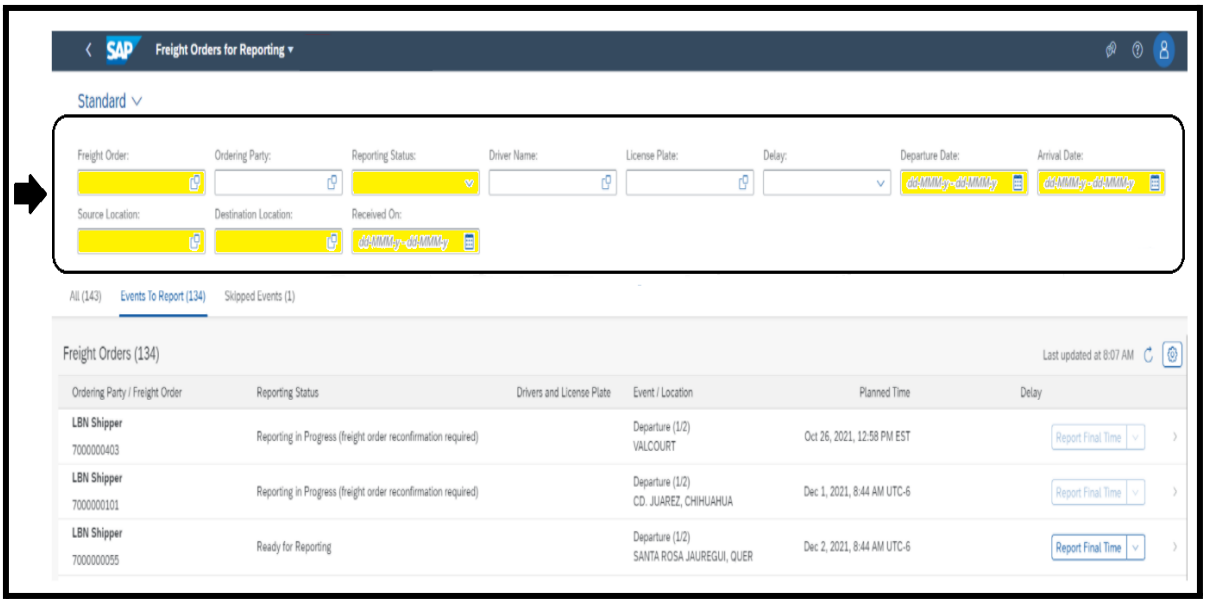


2) Then click on the **Freight Orders for Reporting** Tile to report events.

How to filter your search to report a Freight Order's event

3) After clicking on the **Freight Orders for Confirmation** Tile, you can target your results by using the **search tool** as shown below. There are **7 filters that you may use:** Freight Order number, Reporting Status, Departure Date, Arrival Date, Source Location, Destination location, Received On.

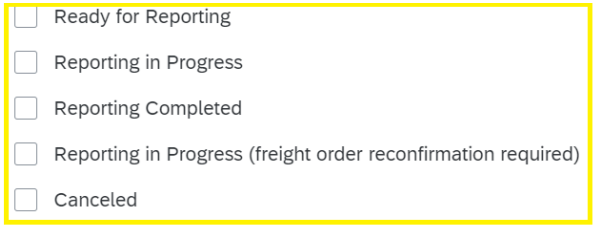
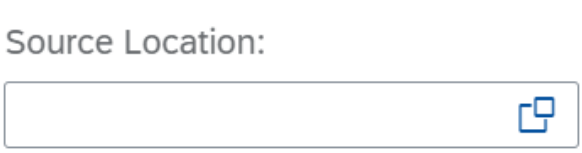
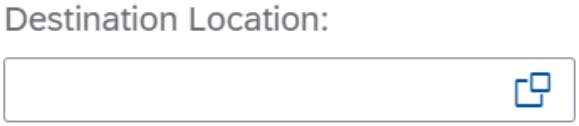
Once you have entered one of these references press **enter** on your keyboard.



There are **5 Reporting Status** that allow you to filter your search.

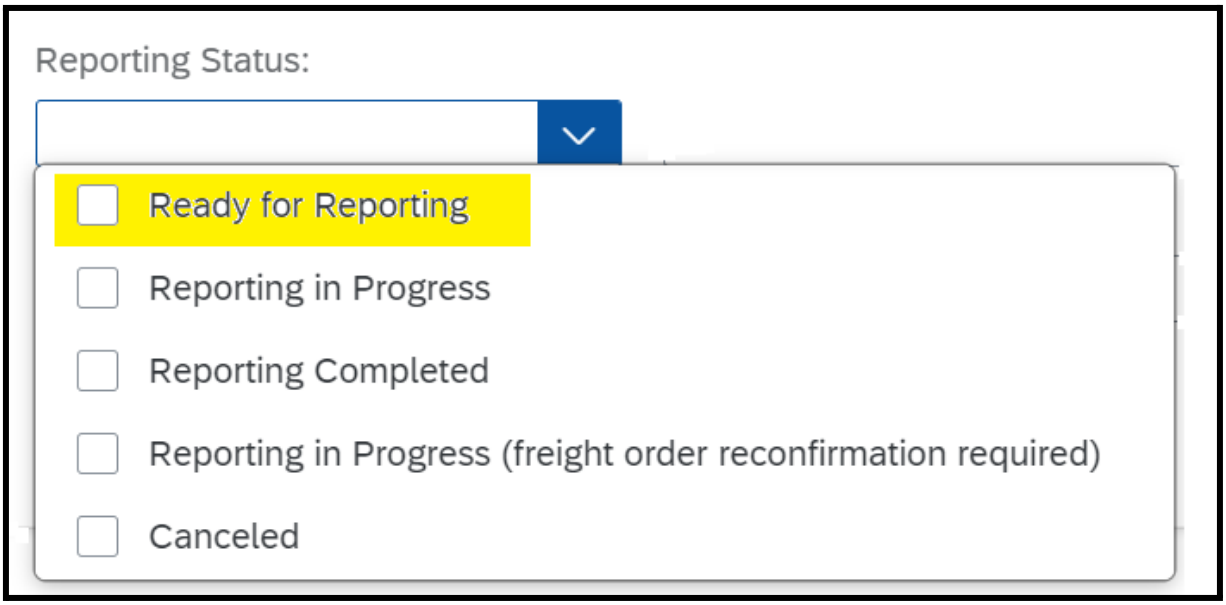
- **Ready for Reporting:** refers to Freight Orders that left the Source Destination and for which no event was reported.
- **Reporting in Progress**: refers to Freight Orders for which one event has been reported.
- **Reporting Completed**: refers to Freight Orders for which ALL events have been updated.
- **Reporting in Progress (freight order reconfirmation required)**: refers to Freight Orders for which the details have been changed/modified by the ordering party. Once the ordering party has re-tendered it, you will be able to see the Updated Freight Order in the ***Freight Orders for confirmation*** tile. You will be able to report an event afterwards. See page 8 for more information.
- **Canceled**: refers to Freight Orders that have been cancelled.

Different types of filters

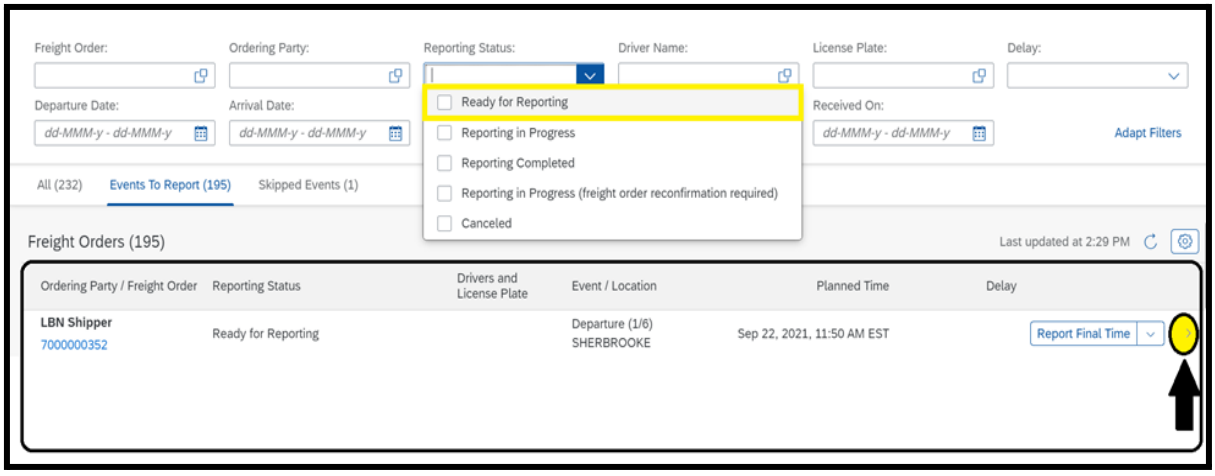
Name of the Filter	Screen
a) Freight Order number	
b) Reporting Status	
c) Departure Date	
d) Arrival Date	
e) Source Location	
f) Destination Location	
g) Received On	

How to report an event

4) When you are ready to report an event, narrow your search using the **Reporting Status filter** and select **Ready for Reporting**.



5) Once the results are displayed, click on the **Freight Order** for which you want to report an event by clicking on the **small arrow** located on the far right **next to Report Final Time** as shown below:



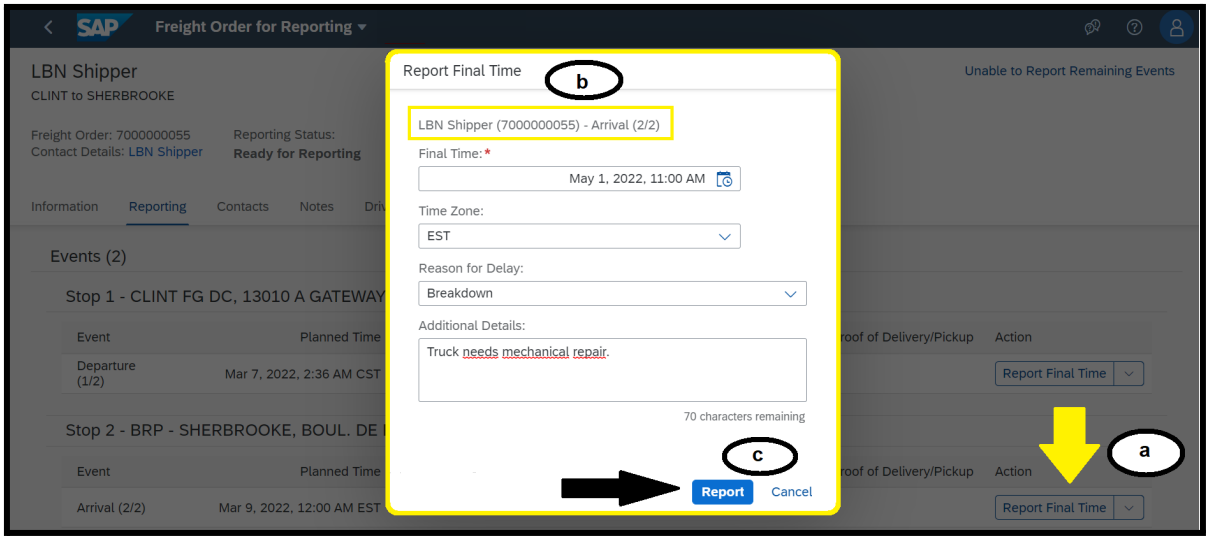
Then **all** of the **Stops** for this specific Freight Order will be displayed. This display allows you to report all events on the same screen. In this example below, there are **2 events** (2 stops) to report.

6) To report the **Final Time** of the event, select (a) **Report Final Time** under the **Action** column. Then (b) a **pop-up window** will appear. You need to enter the Final Time (Date & Time) and select the proper Time Zone. BRP requests that **all events** are to be **reported** including the pick up. This will then allow you to create an invoice through the **Freight Settlement** Module.

If the event is reported on Time, there is no need to fill out the **Reason for delay** field.

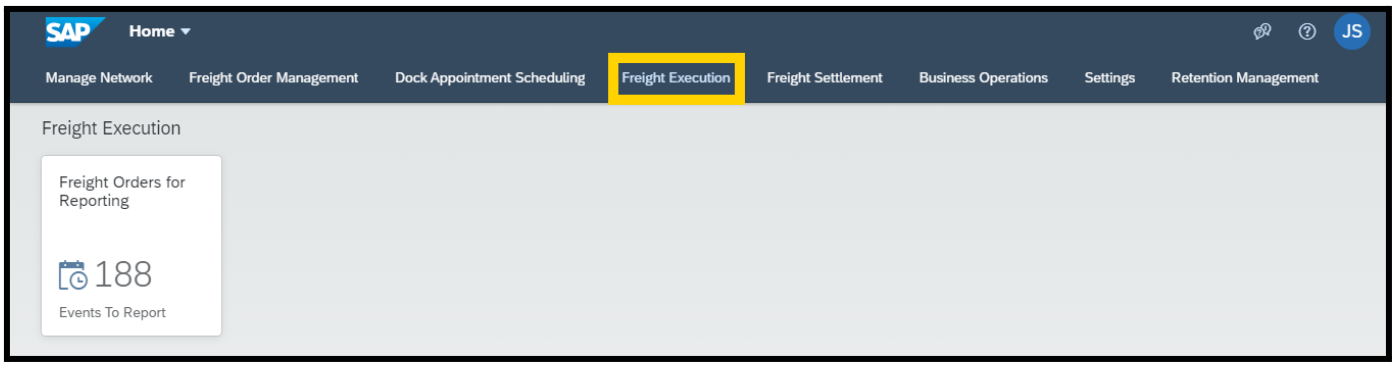
While reporting the Final Time you can also report a **Delay** by entering a **Reason for Delay** from the drop down menu. You can also enter **Additional Details**. In the example below, we chose to add **Breakdown** as the **Reason for Delay**. And added Additional Details such as : **Truck needs mechanical repair**.

Once you are done click on (c) **report** or click on **cancel** if you don't want to save your recent changes and wish to go back to the previous menu.



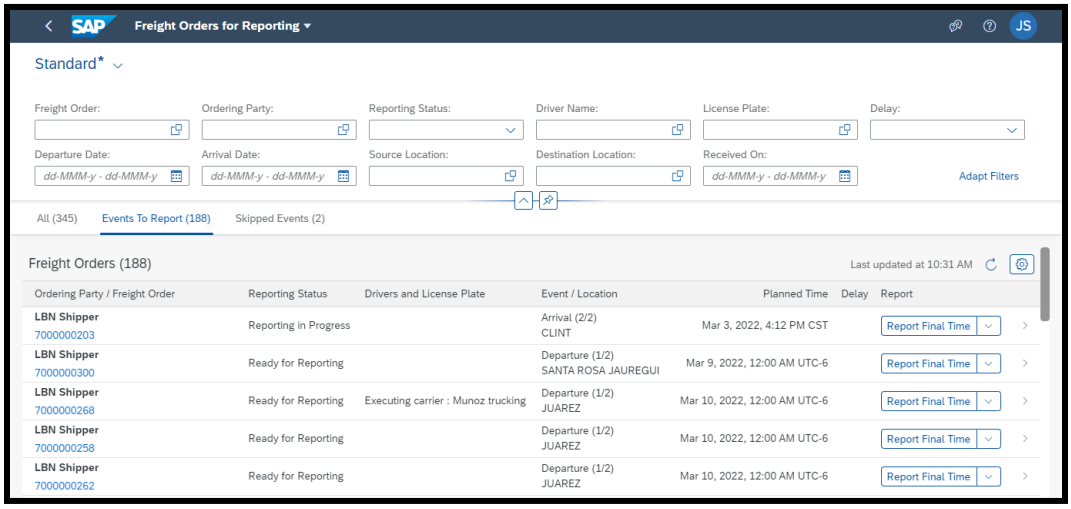
Reporting Events when the Freight Order's status is Reporting in Progress (freight order reconfirmation required)

1) Click on the **Freight Execution** module.

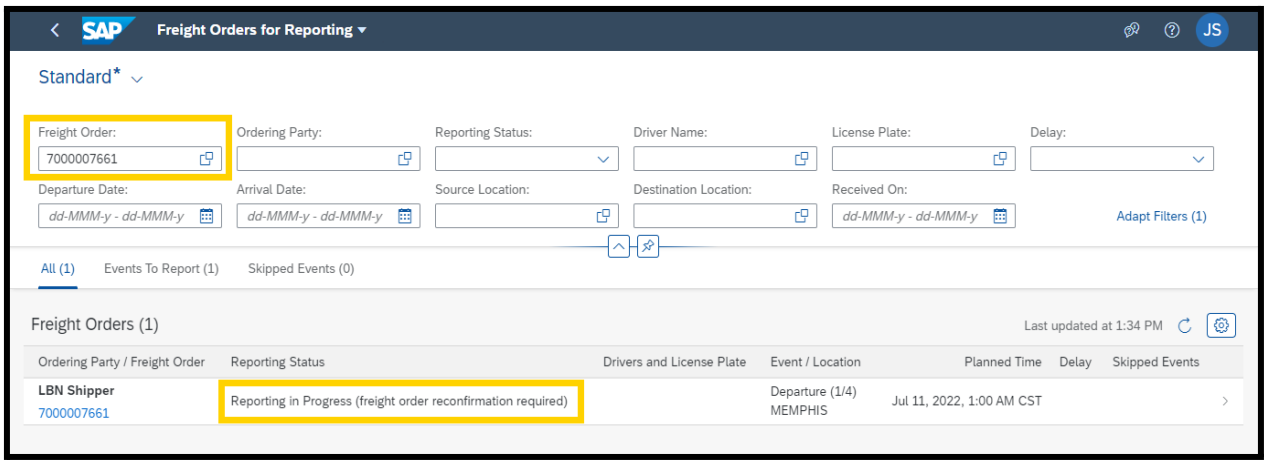


2) Next, click on the **Freight Orders for Reporting** tile.

The following page will then display the Freight Orders for which an event has to be reported.

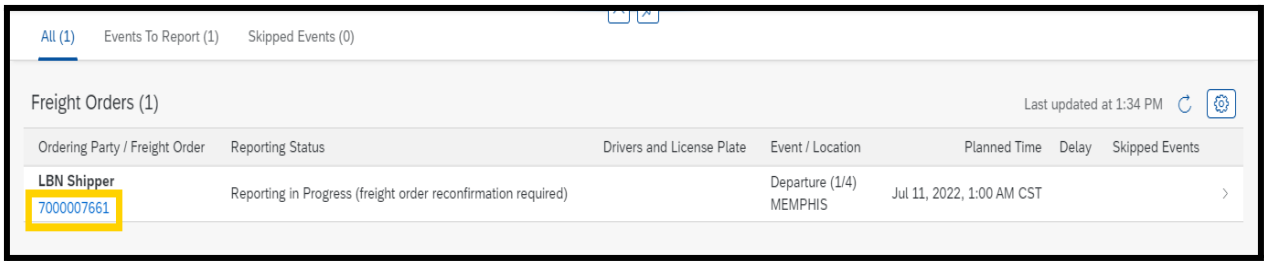


3) Let's use FO 7000007661 as an example. We can see that the Freight Order's Reporting Status is : **Reporting in Progress (freight order reconfirmation required)**.



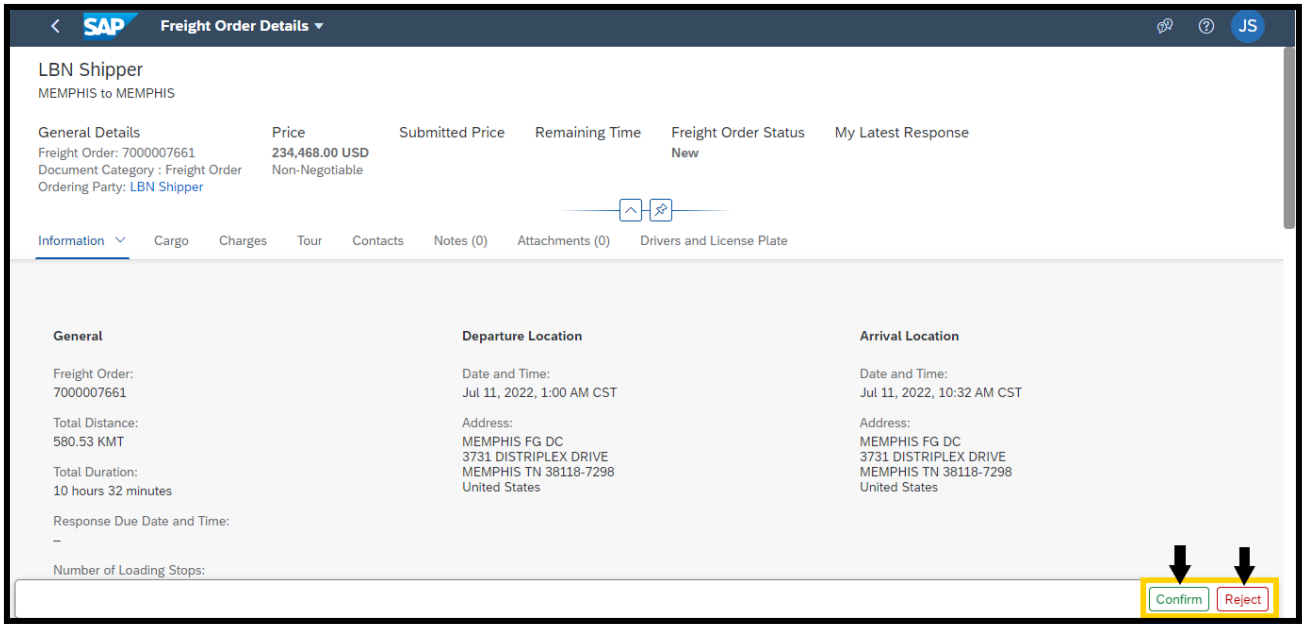
➔ ***When the Freight Order shows this status the system is preventing you from reporting the event (Report field is greyed out).***

4) You must then click on the FO number highlighted in blue as shown below.

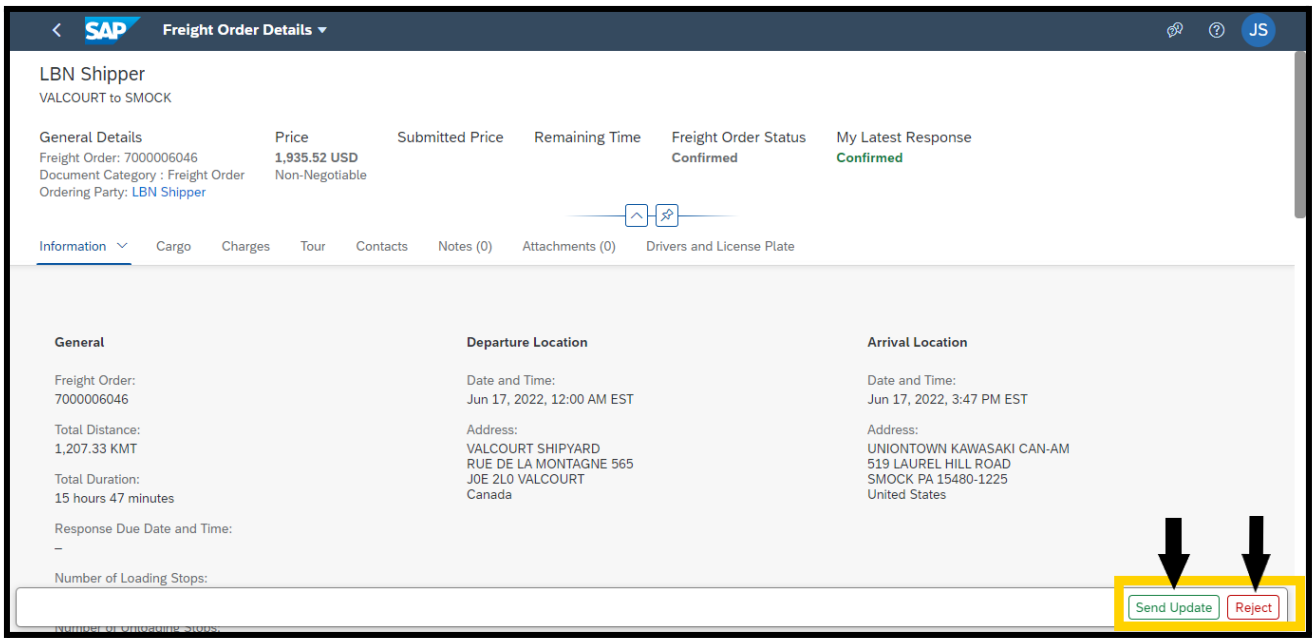


5) This will open a new window. From this new window, you can either (a) **Confirm** or **Reject** or (b) **Send Update** or **Reject** the Freight Order.

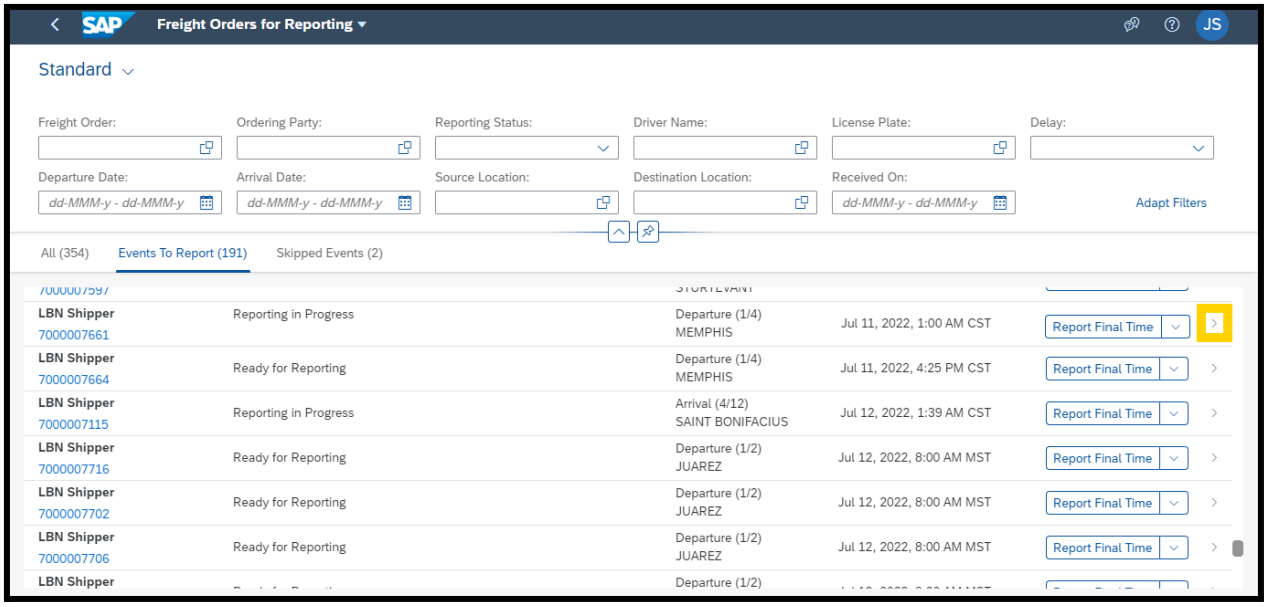
a)



b)

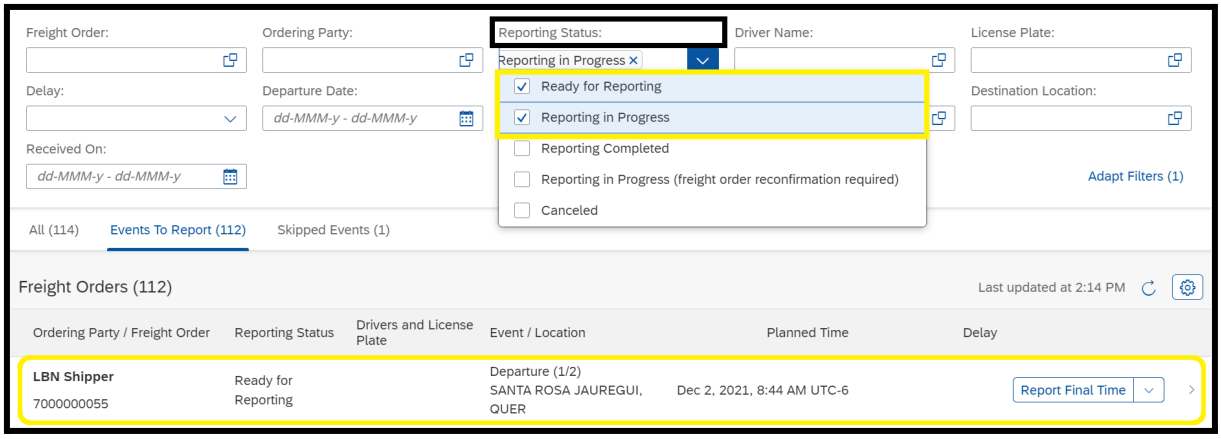


6) Once the steps above have been completed you will be able to report the event via the **Freight Orders for Reporting** tile.



How to report an unexpected event

1) If you wish to report an **unexpected event,** you must look for the **Freight Order** by using one of the filters illustrated previously. We suggest that you filter by **Reporting Status** and select both **Ready for Reporting** and **Reporting in Progress** to ensure more results. You can also enter the Freight Order number in the selected field as shown previously (step 2, page 4 & 5). Then click on the selected Freight Order.

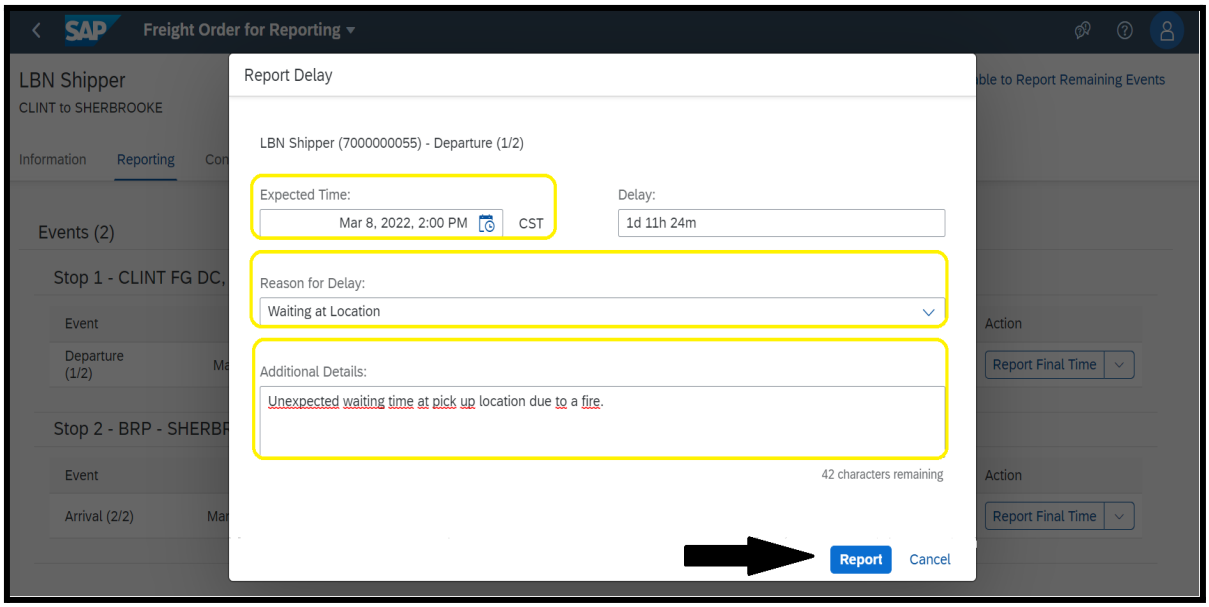


2) To report an unexpected event for the **1st Stop** as shown in the example below, you must click on the arrow located under the **Action** column and then choose **Report Delay** from the Drop down menu.

3) Then a pop-up window will appear. Choose from the drop down predetermined list the **Reason of the delay** and enter the **Expected Time**.

You will then notice that the delay in days, hours and minutes will be calculated automatically and added to the **Delay box** located to the right of the expected date/time.

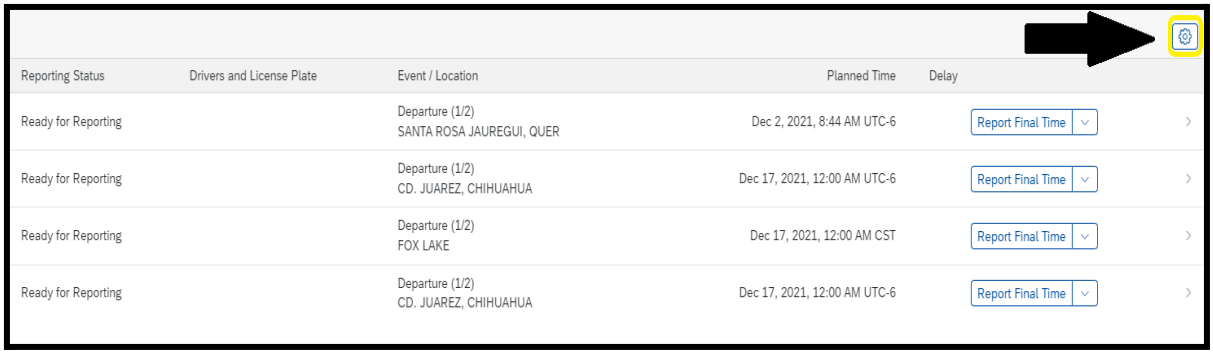
You can enter **Additional Details** as well as show in the example below. Once you are done click on **Report**.



Appendix

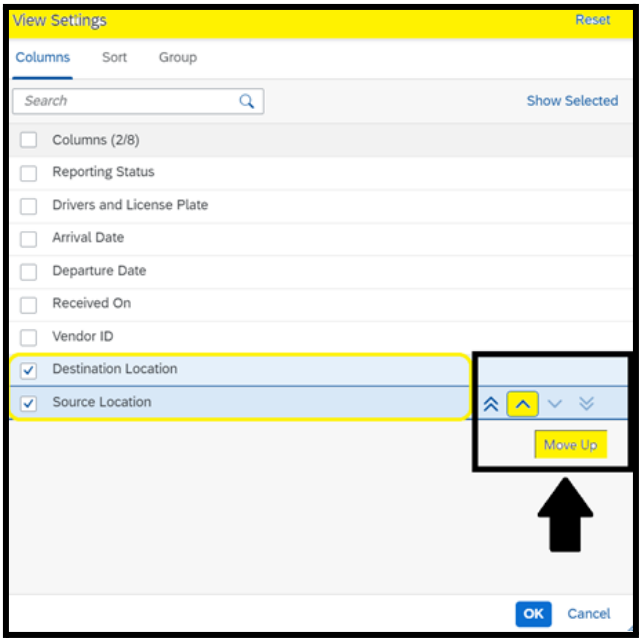
When searching for a Freight Order or any other data in LBN, you can **personalize** your **view** by clicking on the **Settings tool button.**

Once results are displayed, click on the **Settings Icon** located to the far right as shown below.

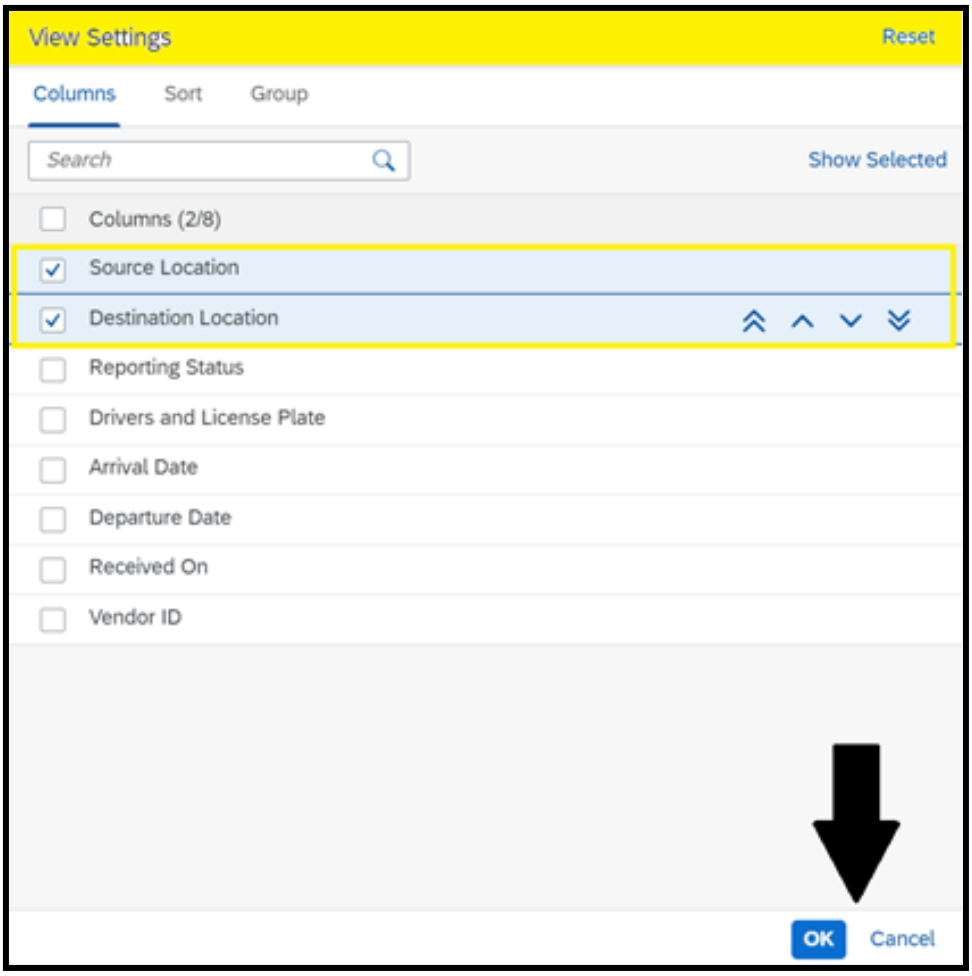


Then a pop-up window will show up. You can see that you can adjust the **columns**, **sort** and **group** your **data** to personalize your view.

You can move the **columns** listed below as you see fit, by selecting one column and after by clicking on the arrows to **move them up** or **move them down**. In the example below, we want the Source Location to be the first column displayed and the Destination Location to be the second. In this case, select them both by clicking on the check box to the left and click on the **arrow - Move up**.



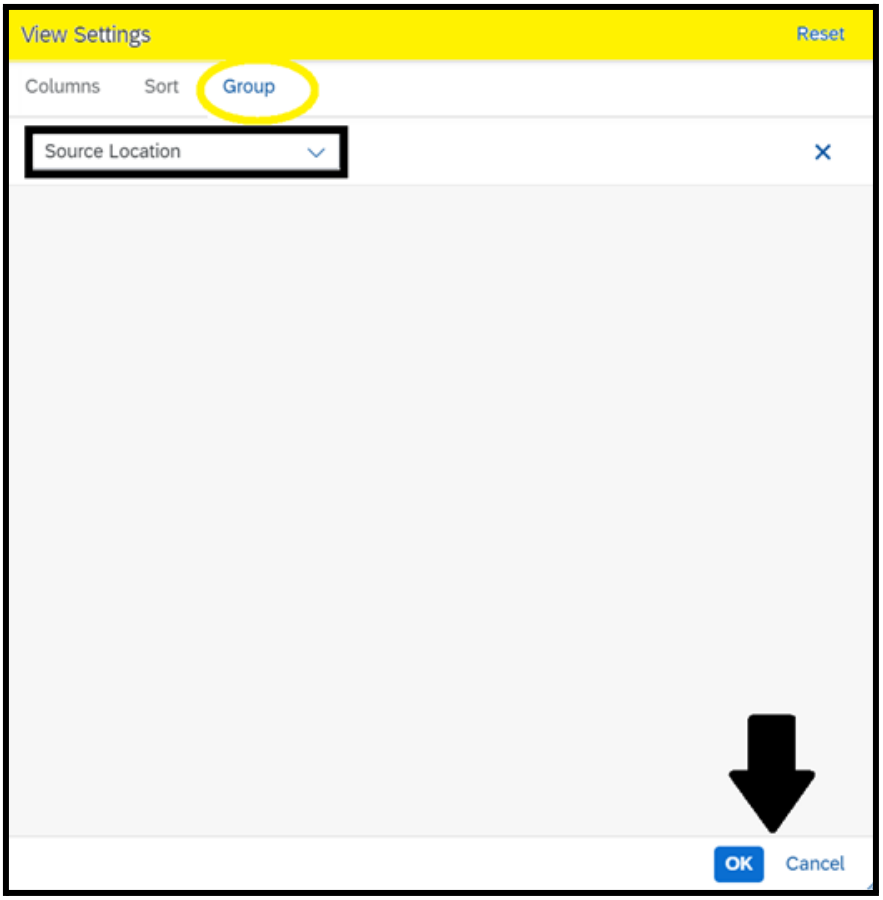
Then make sure by clicking on this arrow to position them all the way up as shown below. When finished, click **OK** to **confirm** and/or click Cancel. You can also click on **Reset** at the top right corner if you want to restore your original display options.



As you can see now **Source** and **Destination Location** are your **first 2 columns**:

Ordering Party / Freight Order	Source Location	Destination Location	Event / Location
LBN Shipper 7000000055	CLINT	SHERBROOKE	Departure (1/2) SANTA ROSA JAUREGUI, QUER
LBN Shipper 7000000201	JUAREZ	CLINT	Arrival (2/2) CLINT
LBN Shipper 7000000263	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. JUAREZ, CHIHUAHUA

You can also **regroup** your **data**, by clicking on the Settings Icon and by clicking on **Group** as shown below. In this example, we will group by **Source Location**. You can choose to group your results by selecting a criteria from the drop down list and by clicking the little arrow next to Source Location. Then enter **OK** to confirm and/or enter **Cancel, Reset**.



Now you can see that the results are **grouped** by **Source Location** and the previous setting is still in place as the first two columns are Source and Destination location :

Ordering Party / Freight Order	Source Location	Destination Location	Event / Location
Source Location: CALGARY			
LBN Shipper 7000000573	CALGARY	CALGARY	Departure (1/6) CALGARY
Source Location: CD. JUAREZ, CHIHUAHUA			
LBN Shipper 7000000263	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. JUAREZ, CHIHUAHUA
LBN Shipper 7000000262	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. JUAREZ, CHIHUAHUA
LBN Shipper 7000000504	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CLINT

You may also **distribute** these results by clicking on the Settings icon and then by clicking on **Sort**.

You can sort by **Ascending** or **Descending** order.

In this example below, we have sorted in descending order by selecting this icon

Then press **OK** to confirm and/or **Cancel**, **Reset**.

As shown below, here are the last displayed results when **sorting** the **Source Location sites** in **descending order**:

Source Location: VALCOURT			
LBN Shipper 7000000490	VALCOURT	STE-AG-D-MTS	Departure (1/6) VALCOURT
LBN Shipper 7000000603	VALCOURT	MOUNT VERNON	Departure (1/2) VALCOURT
Bombardier Recreational Products Inc. 7000000800	VALCOURT	STURTEVANT	Departure (1/2) VALCOURT
LBN Shipper 7000000050	VALCOURT	GRAND JUNCTION	Departure (1/2) VALCOURT
Source Location: SANTA ROSA JAUREGUI, QUER			
Bombardier Recreational Products Inc. 7000000411	SANTA ROSA JAUREGUI, QUER	LAREDO	Departure (1/2) SANTA ROSA JAUREGUI, QUER