



## Module 4 - Freight Execution



# Table of Contents

<b>Freight Execution Module</b>	<b>3</b>
<b>How to filter your search to report a Freight Order's event</b>	<b>4</b>
<b>Different types of filters</b>	<b>5</b>
<b>How to report an event</b>	<b>6</b>
<b>Reporting Events when the Freight Order's status is Reporting in Progress (freight order reconfirmation required)</b>	<b>8</b>
<b>How to report an unexpected event</b>	<b>12</b>
<b>Appendix</b>	<b>14</b>

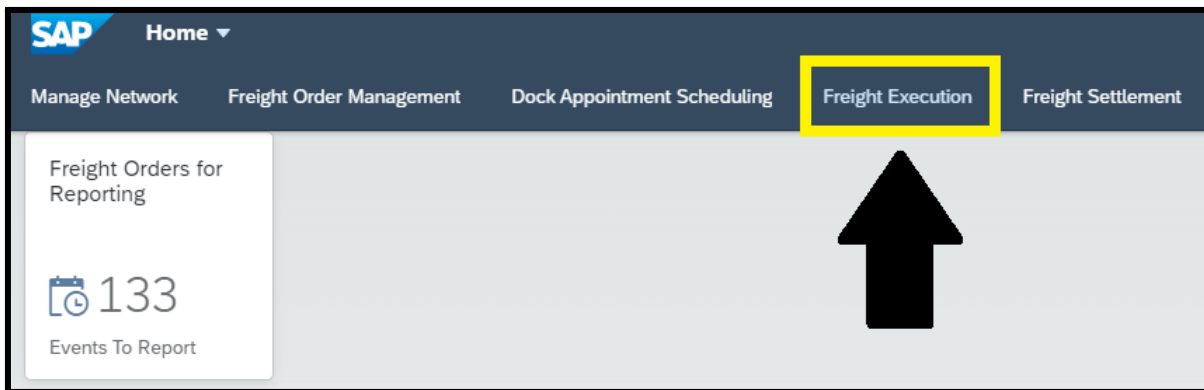


**Use this procedure to report events in LBN**

**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.







The screenshot shows the SAP 'Freight Orders for Reporting' search tool. It includes a search bar with filters for Freight Order, Ordering Party, Reporting Status, Driver Name, License Plate, Delay, Departure Date, and Arrival Date. Below the search bar, there are tabs for 'All (143)', 'Events To Report (134)', and 'Skipped Events (1)'. The 'Events To Report (134)' tab is selected, showing a table of freight orders with columns for Ordering Party / Freight Order, Reporting Status, Drivers and License Plate, Event / Location, Planned Time, and Delay. The table lists three freight orders: LBN Shipper 7000000403, LBN Shipper 7000000101, and LBN Shipper 7000000095. Each row has a 'Report Final Time' button.

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	Freight Order: <input type="text"/> 
b) Reporting Status	<div><input type="checkbox"/> Ready for Reporting <input type="checkbox"/> Reporting in Progress <input type="checkbox"/> Reporting Completed <input type="checkbox"/> Reporting in Progress (freight order reconfirmation required) <input type="checkbox"/> Canceled</div>
c) Departure Date	Departure Date: <input type="text" value="dd-MMM-y - dd-MMM-y"/> 
d) Arrival Date	Arrival Date: <input type="text" value="dd-MMM-y - dd-MMM-y"/> 
e) Source Location	Source Location: <input type="text"/> 
f) Destination Location	Destination Location: <input type="text"/> 
g) Received On	Received On: <input type="text" value="dd-MMM-y - dd-MMM-y"/> 




## 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**.

The screenshot shows a dropdown menu for the 'Reporting Status' filter. The menu is open, displaying five options with checkboxes: 'Ready for Reporting' (highlighted in yellow), 'Reporting in Progress', 'Reporting Completed', 'Reporting in Progress (freight order reconfirmation required)', and 'Canceled'.

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:

The screenshot shows the 'Freight Orders' table with the 'Reporting Status' filter set to 'Ready for Reporting'. The table has columns: 'Ordering Party / Freight Order', 'Reporting Status', 'Drivers and License Plate', 'Event / Location', 'Planned Time', and 'Delay'. The first row shows 'LBN Shipper' with '7000000352' as the Freight Order, 'Ready for Reporting' as the status, 'Departure (1/6) SHERBROOKE' as the event, and 'Sep 22, 2021, 11:50 AM EST' as the planned time. A 'Report Final Time' button is visible in the 'Delay' column, with a small yellow circle and an arrow pointing to it.

Ordering Party / Freight Order	Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay
LBN Shipper 7000000352	Ready for Reporting		Departure (1/6) SHERBROOKE	Sep 22, 2021, 11:50 AM EST	Report Final Time 



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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.

The screenshot shows a web interface with a yellow box highlighting the 'Events (2)' header. Below it, two stop cards are visible. Each card has a table with columns: Event, Planned Time, Final Time, Delay, Proof of Delivery/Pickup, and Action. The first stop is 'Stop 1 - CLINT FG DC, 13010 A GATEWAY EAST, CLINT TX 79836, United States' with a 'Departure (1/2)' event on 'Mar 7, 2022, 2:36 AM CST'. The second stop is 'Stop 2 - BRP - SHERBROOKE, BOUL. DE PORTLAND 4146, J1L 2E2 SHERBROOKE, Canada' with an 'Arrival (2/2)' event on 'Mar 9, 2022, 12:00 AM EST'. Both cards have a 'Report Final Time' button in the Action column.

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.

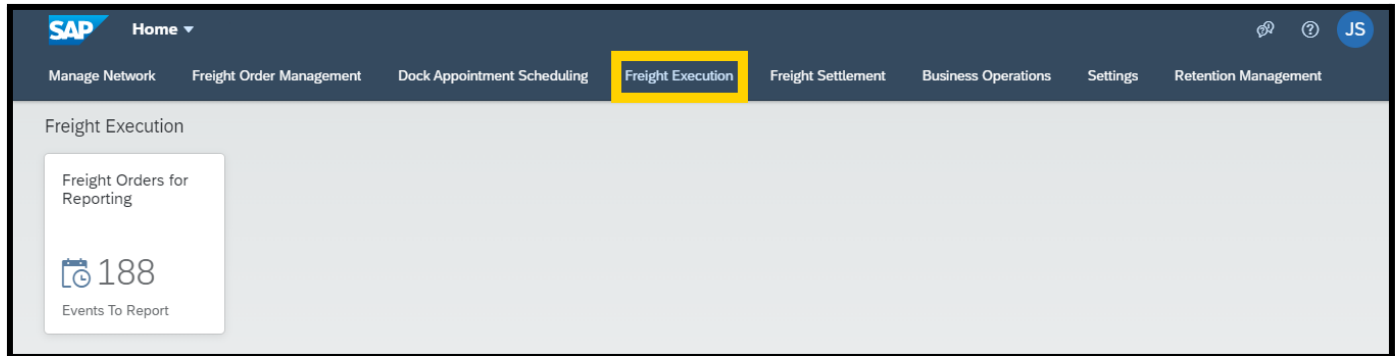
The screenshot shows the 'Report Final Time' pop-up window. A yellow box highlights the window title 'Report Final Time' (labeled 'b') and the event details 'LBN Shipper (7000000055) - Arrival (2/2)'. The 'Final Time' field is set to 'May 1, 2022, 11:00 AM'. The 'Time Zone' is set to 'EST'. The 'Reason for Delay' dropdown is set to 'Breakdown'. The 'Additional Details' field contains the text 'Truck needs mechanical repair.' with a character count of '70 characters remaining'. At the bottom of the pop-up, there are 'Report' (labeled 'c') and 'Cancel' buttons. A yellow arrow points from the 'Report' button to the 'Report Final Time' button on the main screen (labeled 'a').



## Reference Guide – TM Units Logistics Business Network – Freight Execution

### 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.

Ordering Party / Freight Order	Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay	Report
LBN Shipper 7000000203	Reporting in Progress		Arrival (2/2) CLINT	Mar 3, 2022, 4:12 PM CST		<a href="#">Report Final Time</a>
LBN Shipper 7000000300	Ready for Reporting		Departure (1/2) SANTA ROSA JAUREGUI	Mar 9, 2022, 12:00 AM UTC-6		<a href="#">Report Final Time</a>
LBN Shipper 7000000268	Ready for Reporting	Executing carrier : Munoz trucking	Departure (1/2) JUAREZ	Mar 10, 2022, 12:00 AM UTC-6		<a href="#">Report Final Time</a>
LBN Shipper 7000000258	Ready for Reporting		Departure (1/2) JUAREZ	Mar 10, 2022, 12:00 AM UTC-6		<a href="#">Report Final Time</a>
LBN Shipper 7000000262	Ready for Reporting		Departure (1/2) JUAREZ	Mar 10, 2022, 12:00 AM UTC-6		<a href="#">Report Final Time</a>





## Reference Guide – TM Units Logistics Business Network – Freight Execution

- 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)**.

SAP Freight Orders for Reporting

Standard\* ▾

Freight Order: 7000007661

Ordering Party: Reporting Status: Driver Name: License Plate: Delay:

Departure Date: Arrival Date: Source Location: Destination Location: Received On: dd-MMM-y - dd-MMM-y

Adapt Filters (1)

All (1) Events To Report (1) Skipped Events (0)

Freight Orders (1) Last updated at 1:34 PM

Ordering Party / Freight Order	Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay	Skipped Events
LBN Shipper 7000007661	Reporting in Progress (freight order reconfirmation required)		Departure (1/4) MEMPHIS	Jul 11, 2022, 1:00 AM CST		>

→ **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.

All (1) Events To Report (1) Skipped Events (0)

Freight Orders (1) Last updated at 1:34 PM

Ordering Party / Freight Order	Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay	Skipped Events
LBN Shipper 7000007661	Reporting in Progress (freight order reconfirmation required)		Departure (1/4) MEMPHIS	Jul 11, 2022, 1:00 AM CST		>



## Reference Guide – TM Units Logistics Business Network – Freight Execution

- 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)

**SAP Freight Order Details**

LBN Shipper  
MEMPHIS to MEMPHIS

General Details	Price	Submitted Price	Remaining Time	Freight Order Status	My Latest Response
Freight Order: 7000007661 Document Category: Freight Order Ordering Party: LBN Shipper	234,468.00 USD Non-Negotiable			New	

Information | Cargo | Charges | Tour | Contacts | Notes (0) | Attachments (0) | Drivers and License Plate

General	Departure Location	Arrival Location
Freight Order: 7000007661 Total Distance: 580.53 KMT Total Duration: 10 hours 32 minutes Response Due Date and Time: - Number of Loading Stops:	Date and Time: Jul 11, 2022, 1:00 AM CST Address: MEMPHIS FG DC 3731 DISTRIplex DRIVE MEMPHIS TN 38118-7298 United States	Date and Time: Jul 11, 2022, 10:32 AM CST Address: MEMPHIS FG DC 3731 DISTRIplex DRIVE MEMPHIS TN 38118-7298 United States

**Confirm** **Reject**

b)

**SAP Freight Order Details**

LBN Shipper  
VALCOURT to SMOCK

General Details	Price	Submitted Price	Remaining Time	Freight Order Status	My Latest Response
Freight Order: 7000006046 Document Category: Freight Order Ordering Party: LBN Shipper	1,935.52 USD Non-Negotiable			Confirmed	Confirmed

Information | Cargo | Charges | Tour | Contacts | Notes (0) | Attachments (0) | Drivers and License Plate

General	Departure Location	Arrival Location
Freight Order: 7000006046 Total Distance: 1,207.33 KMT Total Duration: 15 hours 47 minutes Response Due Date and Time: - Number of Loading Stops:	Date and Time: Jun 17, 2022, 12:00 AM EST Address: VALCOURT SHIPYARD RUE DE LA MONTAGNE 565 JOE 2LO VALCOURT Canada	Date and Time: Jun 17, 2022, 3:47 PM EST Address: UNIONTOWN KAWASAKI CAN-AM 519 LAUREL HILL ROAD SMOCK PA 15480-1225 United States

**Send Update** **Reject**



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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

**SAP** Freight Orders for Reporting

Standard

Freight Order:  Ordering Party:  Reporting Status:  Driver Name:  License Plate:  Delay:

Departure Date:  Arrival Date:  Source Location:  Destination Location:  Received On:  [Adapt Filters](#)

All (354) **Events To Report (191)** Skipped Events (2)

/UUUUU/29/		JULY 2022		
LBN Shipper 7000007661	Reporting in Progress	Departure (1/4) MEMPHIS	Jul 11, 2022, 1:00 AM CST	<a href="#">Report Final Time</a> >
LBN Shipper 7000007664	Ready for Reporting	Departure (1/4) MEMPHIS	Jul 11, 2022, 4:25 PM CST	<a href="#">Report Final Time</a> >
LBN Shipper 7000007115	Reporting in Progress	Arrival (4/12) SAINT BONIFACIUS	Jul 12, 2022, 1:39 AM CST	<a href="#">Report Final Time</a> >
LBN Shipper 7000007716	Ready for Reporting	Departure (1/2) JUAREZ	Jul 12, 2022, 8:00 AM MST	<a href="#">Report Final Time</a> >
LBN Shipper 7000007702	Ready for Reporting	Departure (1/2) JUAREZ	Jul 12, 2022, 8:00 AM MST	<a href="#">Report Final Time</a> >
LBN Shipper 7000007706	Ready for Reporting	Departure (1/2) JUAREZ	Jul 12, 2022, 8:00 AM MST	<a href="#">Report Final Time</a> >
LBN Shipper		Departure (1/2)		



## 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.

Freight Order: Ordering Party: Reporting Status: Driver Name: License Plate: Delay: Departure Date: Received On: Destination Location: Adapt Filters (1)

All (114) Events To Report (112) Skipped Events (1)

Freight Orders (112) Last updated at 2:14 PM

Ordering Party / Freight Order	Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay
LBN Shipper 7000000055	Ready for Reporting		Departure (1/2) SANTA ROSA JAUREGUI, QUER	Dec 2, 2021, 8:44 AM UTC-6	Report Final Time

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.

Events (2)

Stop 1 - CLINT FG DC, 13010 A GATEWAY EAST, CLINT TX 79836, United States

Event	Planned Time	Final Time	Delay	Proof of Delivery/Pickup	Action
Departure (1/2)	Mar 7, 2022, 2:36 AM CST				Report Final Time Report Delay Unable to Report Report Proof of Pickup Report Exception

Stop 2 - BRP - SHERBROOKE, BOUL. DE PORTLAND 4146, J1L 2E2 SHERBROOKE, Canada

Event	Planned Time	Final Time	Delay	Proof of Delivery/Pickup
Arrival (2/2)	Mar 9, 2022, 12:00 AM EST			



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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**.

The screenshot displays the SAP 'Freight Order for Reporting' interface. A 'Report Delay' pop-up window is centered over the main screen. The pop-up window contains the following fields:

- Expected Time:** A date and time picker showing 'Mar 8, 2022, 2:00 PM' and 'CST'.
- Delay:** A text field showing '1d 11h 24m'.
- Reason for Delay:** A dropdown menu with 'Waiting at Location' selected.
- Additional Details:** A text area containing the text 'Unexpected waiting time at pick up location due to a fire.' Below this text, it says '42 characters remaining'.

At the bottom right of the pop-up window, there are two buttons: 'Report' (highlighted with a large black arrow) and 'Cancel'.

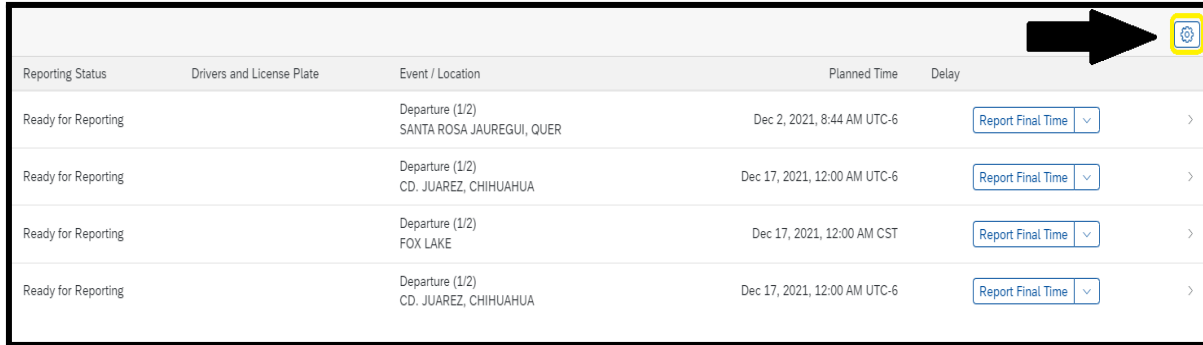
The background interface shows the 'LBN Shipper' section with 'CLINT to SHERBROOKE' and a list of events. The 'Reporting' tab is active.



## 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**.

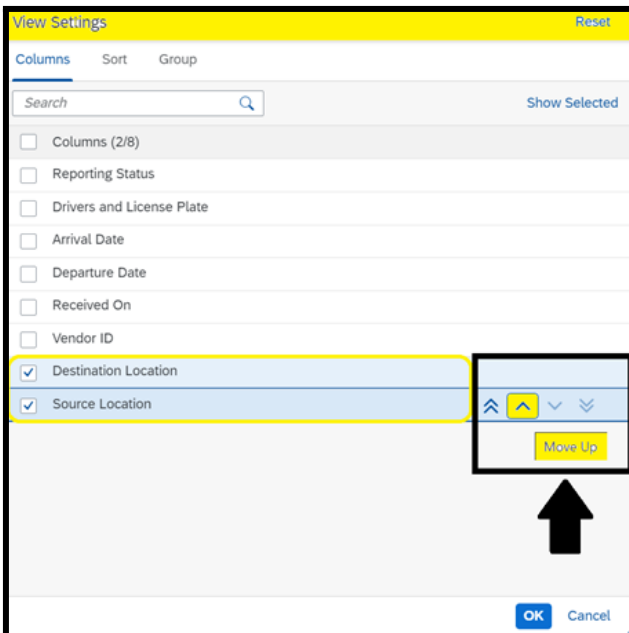
Once results are displayed, click on the **Settings Icon**  located to the far right as shown below.



Reporting Status	Drivers and License Plate	Event / Location	Planned Time	Delay
Ready for Reporting		Departure (1/2) SANTA ROSA JAUREGUI, QUER	Dec 2, 2021, 8:44 AM UTC-6	<a href="#">Report Final Time</a> >
Ready for Reporting		Departure (1/2) CD. JUAREZ, CHIHUAHUA	Dec 17, 2021, 12:00 AM UTC-6	<a href="#">Report Final Time</a> >
Ready for Reporting		Departure (1/2) FOX LAKE	Dec 17, 2021, 12:00 AM CST	<a href="#">Report Final Time</a> >
Ready for Reporting		Departure (1/2) CD. JUAREZ, CHIHUAHUA	Dec 17, 2021, 12:00 AM UTC-6	<a href="#">Report Final Time</a> >

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**.



View Settings Reset

Columns Sort Group

Search Show Selected

- ☐ Columns (2/8)
- ☐ Reporting Status
- ☐ Drivers and License Plate
- ☐ Arrival Date
- ☐ Departure Date
- ☐ Received On
- ☐ Vendor ID
- ☒ Destination Location
- ☒ Source Location

Move Up

OK Cancel



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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.

**View Settings** Reset

**Columns** Sort Group

Search Show Selected

☐ Columns (2/8)

☒ Source Location

☒ Destination Location ⬆ ⬆ ⬆ ⬆

☐ Reporting Status

☐ Drivers and License Plate

☐ Arrival Date

☐ Departure Date

☐ Received On

☐ Vendor ID

**OK** Cancel



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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

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

View Settings

Reset

ColumnsSortGroup

Source Location

×

↓

OKCancel





## Reference Guide – TM Units Logistics Business Network – Freight Execution

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
<b>Source Location: CALGARY</b>			
<b>LBN Shipper</b> 7000000573	CALGARY	CALGARY	Departure (1/6) CALGARY
<b>Source Location: CD. JUAREZ, CHIHUAHUA</b>			
<b>LBN Shipper</b> 7000000263	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. JUAREZ, CHIHUAHUA
<b>LBN Shipper</b> 7000000262	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. JUAREZ, CHIHUAHUA
<b>LBN Shipper</b> 7000000504	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CLINT

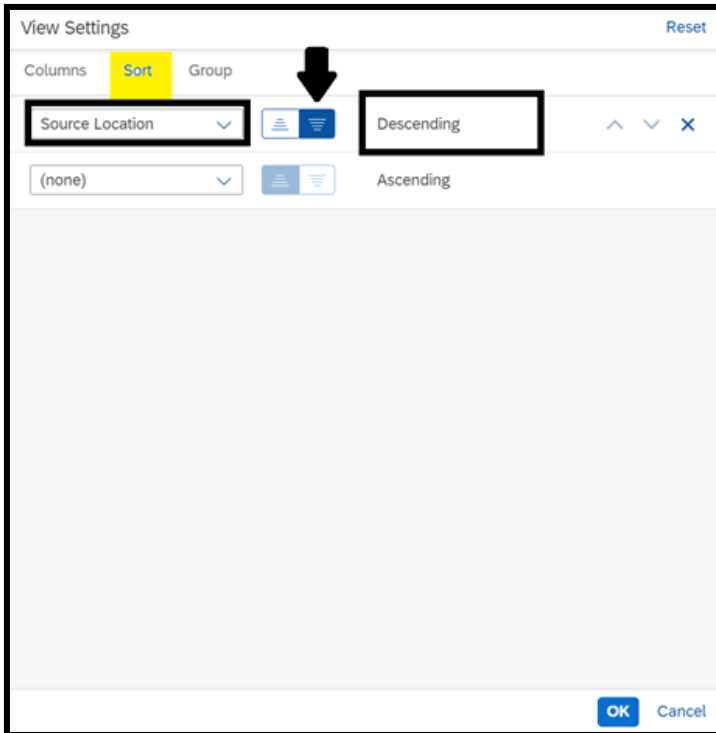


## Reference Guide – TM Units Logistics Business Network – Freight Execution

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**.



## Reference Guide – TM Units Logistics Business Network – Freight Execution

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