



ADVENTURE BY DESIGN  
CRÉATEURS D'AVENTURES

## Module 4 - Freight Execution



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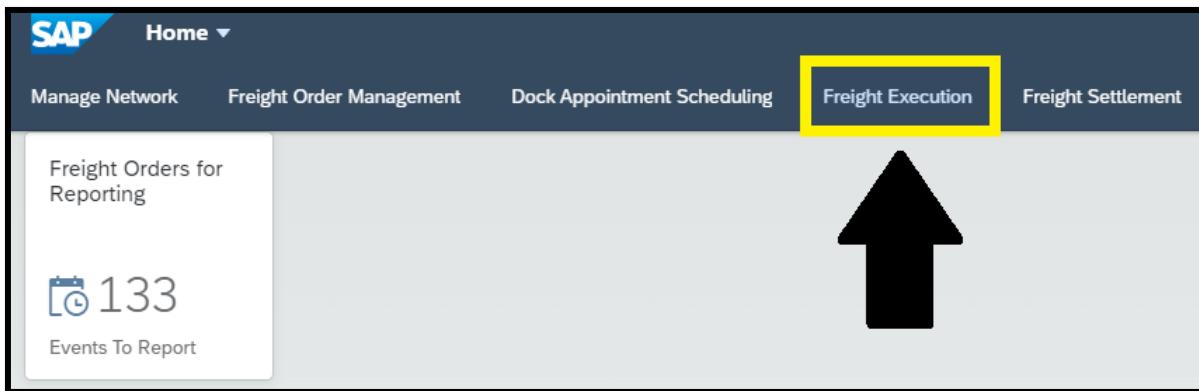


**Use this procedure to report events in LBN**

**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/modifies 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.



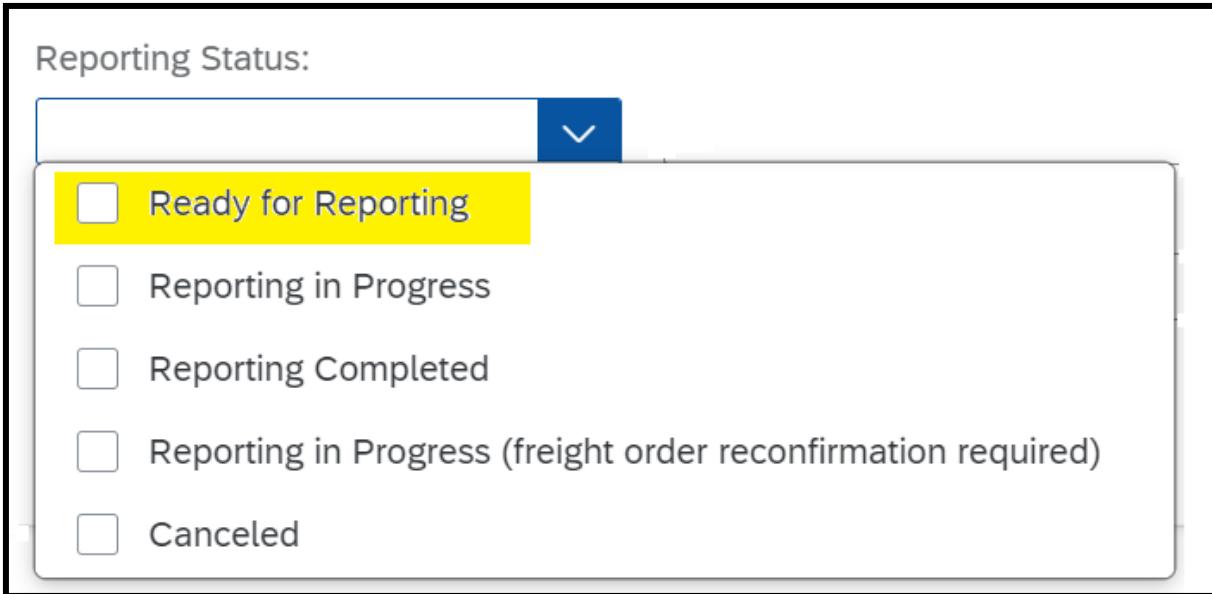
### Different types of filters

Name of the Filter	Screen
a) Freight Order number	Freight Order: <input type="text"/>
b) Reporting Status	<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
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"/>

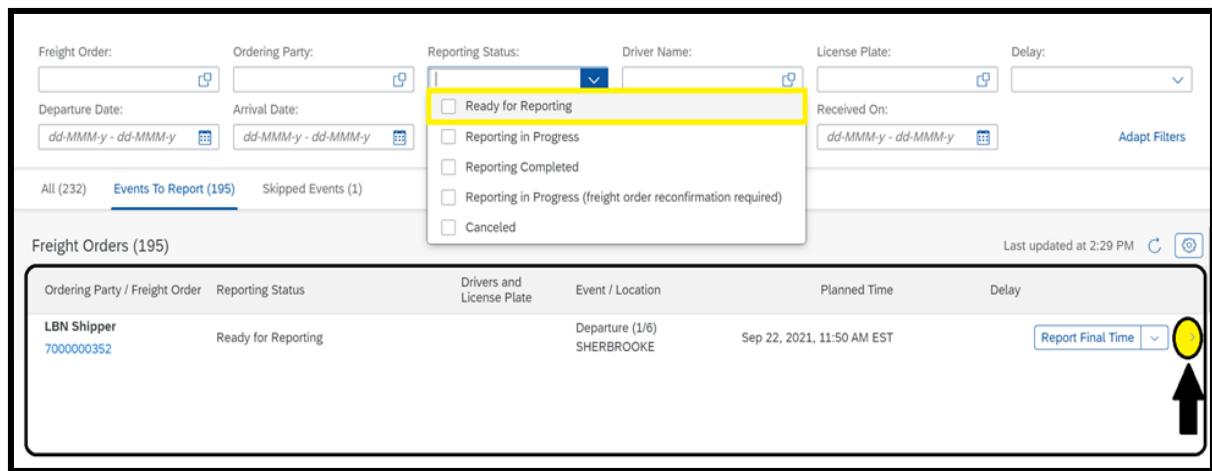


## How to report an event

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



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.

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				<a href="#">Report Final Time</a>
Stop 2 - BRP - SHERBROOKE, BOUL. DE PORTLAND 4146, J1L 2E2 SHERBROOKE, Canada					
Event	Planned Time	Final Time	Delay	Proof of Delivery/Pickup	Action
Arrival (2/2)	Mar 9, 2022, 12:00 AM EST				<a href="#">Report Final Time</a>

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.

LBN Shipper  
CLINT to SHERBROOKE

Freight Order: 7000000055 Reporting Status: Ready for Reporting

Information Reporting Contacts Notes Driv

Events (2)

Stop 1 - CLINT FG DC, 13010 A GATEWAY

Event	Planned Time
Departure (1/2)	Mar 7, 2022, 2:36 AM CST

Stop 2 - BRP - SHERBROOKE, BOUL. DE

Event	Planned Time
Arrival (2/2)	Mar 9, 2022, 12:00 AM EST

Report Final Time **b**

LBN Shipper (7000000055) - Arrival (2/2)

Final Time: \*

Time Zone:

Reason for Delay:

Additional Details:

70 characters remaining

**c**   **a**



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

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

The screenshot shows the SAP Fiori Launchpad. The top navigation bar includes the SAP logo, Home, Manage Network, Freight Order Management, Dock Appointment Scheduling, Freight Execution (which is highlighted with a yellow box), Freight Settlement, Business Operations, Settings, and Retention Management. Below the navigation bar, a card titled 'Freight Execution' displays the sub-card 'Freight Orders for Reporting' with a count of 188 events to report. The 'Events To Report' section shows a blue icon of a calendar with a clock and the number 188.

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



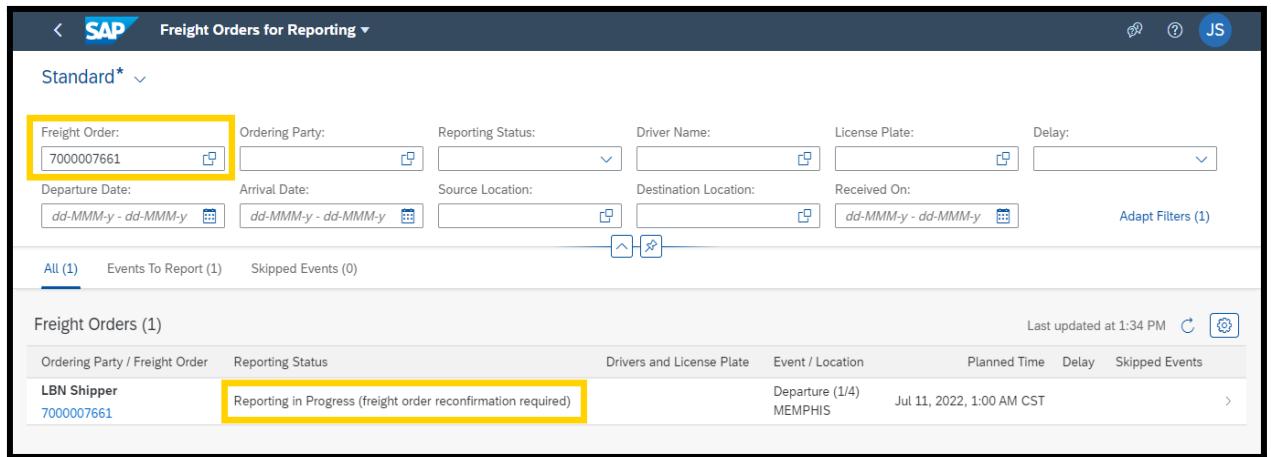
The following page will then display the Freight Orders for which an event has to be reported.

The screenshot shows the 'Freight Orders for Reporting' list page. The top navigation bar includes the SAP logo, back arrow, and the page title 'Freight Orders for Reporting'. Below the navigation bar, there are search and filter fields for 'Freight Order', 'Ordering Party', 'Reporting Status', 'Driver Name', 'License Plate', 'Delay', 'Departure Date', 'Arrival Date', 'Source Location', 'Destination Location', and 'Received On'. There are also buttons for 'Adapt Filters' and 'Last updated at 10:31 AM'. The main content area shows a table titled 'Freight Orders (188)' with columns: Ordering Party / Freight Order, Reporting Status, Drivers and License Plate, Event / Location, Planned Time, Delay, and Report. The table lists several freight orders with their details. For each order, there is a 'Report Final Time' button and a 'More' button.



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

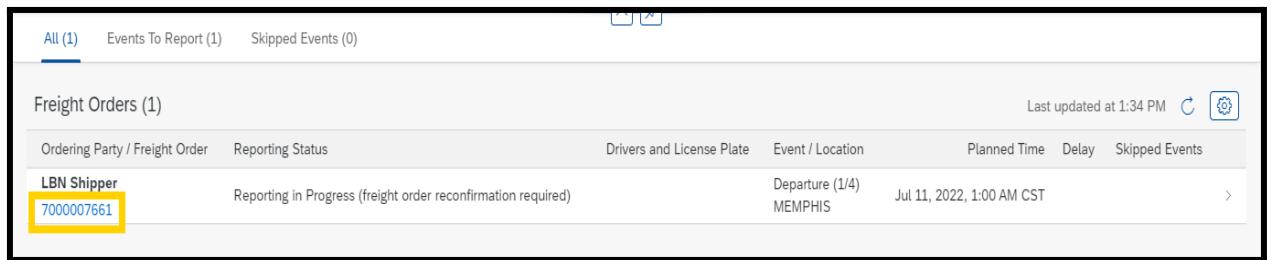
3) Let's use FO 7000007661 as an example. We can see that the Freight Order's Reporting Status is : **Reporting in Progress (freight order reconfirmation required)**.



The screenshot shows the SAP Freight Orders for Reporting interface. At the top, there are search and filter fields for Freight Order, Ordering Party, Reporting Status, Driver Name, License Plate, and Delay. Below these are fields for Departure Date, Arrival Date, Source Location, Destination Location, and Received On, each with a date picker icon. A 'Standard\*' dropdown is also present. At the bottom, there are tabs for 'All (1)', 'Events To Report (1)', and 'Skipped Events (0)'. The main table displays 'Freight Orders (1)' with columns for Ordering Party / Freight Order, Reporting Status, Drivers and License Plate, Event / Location, Planned Time, Delay, and Skipped Events. The first row shows 'LBN Shipper' with '7000007661' in the Freight Order column and 'Reporting in Progress (freight order reconfirmation required)' in the Reporting Status column. The table is last updated at 1:34 PM.

→ **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.



The screenshot shows the same SAP Freight Orders for Reporting interface as the previous one. The 'All (1)' tab is selected. The main table displays 'Freight Orders (1)' with the same columns and data as before. The first row shows 'LBN Shipper' with '7000007661' in the Freight Order column, which is now highlighted with a blue box. The table is last updated at 1:34 PM.



## 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)

LBN Shipper  
MEMPHIS to MEMPHIS

General Details

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

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

General

Freight Order: 7000007661

Total Distance: 580.53 KMT

Total Duration: 10 hours 32 minutes

Response Due Date and Time: –

Number of Loading Stops:

Departure Location

Date and Time: Jul 11, 2022, 1:00 AM CST

Address: MEMPHIS FG DC, 3731 DISTRIPLEX DRIVE, MEMPHIS TN 38118-7298, United States

Arrival Location

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)

LBN Shipper  
VALCOURT to SMOCK

General Details

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

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

General

Freight Order: 7000006046

Total Distance: 1,207.33 KMT

Total Duration: 15 hours 47 minutes

Response Due Date and Time: –

Number of Loading Stops:

Departure Location

Date and Time: Jun 17, 2022, 12:00 AM EST

Address: VALCOURT SHIPYARD, RUE DE LA MONTAGNE 565, JOE 210 VALCOURT, Canada

Arrival Location

Date and Time: Jun 17, 2022, 3:47 PM EST

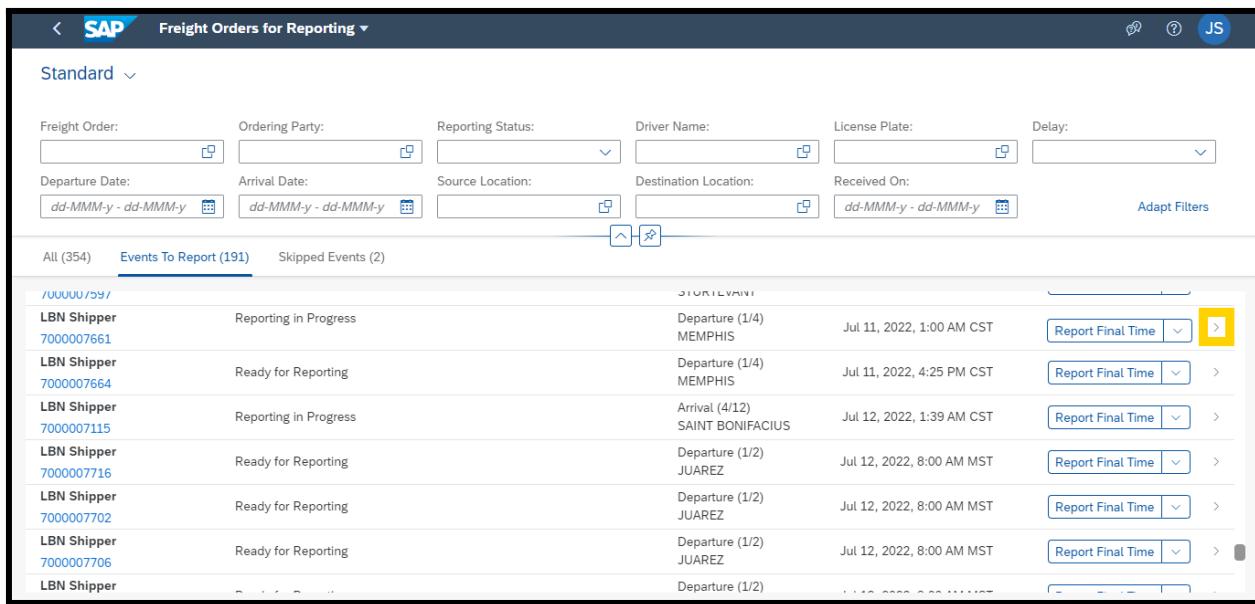
Address: UNIONTOWN KAWASAKI CAN-AM, 519 LAUREL HILL ROAD, SMOCK PA 15480-1225, United States

**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.



Event Type	Shipper	Location	Time	Action
Departure (1/4)	LBN Shipper 7000007661	MEMPHIS	Jul 11, 2022, 1:00 AM CST	Report Final Time
Departure (1/4)	LBN Shipper 7000007664	MEMPHIS	Jul 11, 2022, 4:25 PM CST	Report Final Time
Arrival (4/12)	LBN Shipper 7000007115	SAINT BONIFACIUS	Jul 12, 2022, 1:39 AM CST	Report Final Time
Departure (1/2)	LBN Shipper 7000007716	JUAREZ	Jul 12, 2022, 8:00 AM MST	Report Final Time
Departure (1/2)	LBN Shipper 7000007702	JUAREZ	Jul 12, 2022, 8:00 AM MST	Report Final Time
Departure (1/2)	LBN Shipper 7000007706	JUAREZ	Jul 12, 2022, 8:00 AM MST	Report Final Time
Departure (1/2)	LBN Shipper			



## 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.

The screenshot shows the 'Freight Order' search interface. The 'Reporting Status' dropdown is set to 'Reporting in Progress' and has two additional options selected: 'Ready for Reporting' and 'Reporting in Progress', both of which are highlighted with a yellow box. Below the dropdown, there are other filter options: 'Reporting Completed', 'Reporting in Progress (freight order reconfirmation required)', and 'Canceled'. The 'Events To Report' tab is selected, showing 112 entries. A specific freight order is highlighted with a yellow box: 'LBN Shipper' with 'Ready for Reporting' status, 'Departure (1/2)' at 'SANTA ROSA JAUREGUI, QUER' on 'Dec 2, 2021, 8:44 AM UTC-6'. A 'Report Final Time' button is also highlighted with a yellow box.

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.

The screenshot shows the 'Events (2)' interface. It lists two stops: 'Stop 1 - CLINT FG DC, 13010 A GATEWAY EAST, CLINT TX 79836, United States' and 'Stop 2 - BRP - SHERBROOKE, BOUL. DE PORTLAND 4146, J1L 2E2 SHERBROOKE, Canada'. For Stop 1, the 'Event' is 'Departure (1/2)' at 'Mar 7, 2022, 2:36 AM CST'. The 'Action' column for this event has a dropdown menu open, with 'Report Delay' highlighted with a yellow box. Other options in the menu include 'Report Final Time', 'Report Proof of Pickup', and 'Report Exception'. For Stop 2, the 'Event' is 'Arrival (2/2)' at 'Mar 9, 2022, 12:00 AM EST'. The 'Action' column for this event has a dropdown menu open with options: 'Unable to Report', 'Report Proof of Pickup', and 'Report Exception'.



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 shows the SAP Freight Order for Reporting interface. On the left, there's a sidebar with 'LBN Shipper' and 'CLINT to SHERBROOKE' information, and tabs for 'Information', 'Reporting' (which is selected), and 'Comments'. The main area is titled 'Report Delay' for 'LBN Shipper (7000000055) - Departure (1/2)'. It contains three main input fields: 'Expected Time' (set to 'Mar 8, 2022, 2:00 PM CST'), 'Delay' (showing '1d 11h 24m'), and 'Reason for Delay' ('Waiting at Location'). Below these is an 'Additional Details' section with the text 'Unexpected waiting time at pick up location due to a fire.' A large black arrow points to the 'Report' button at the bottom right of the dialog box.



## 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**.

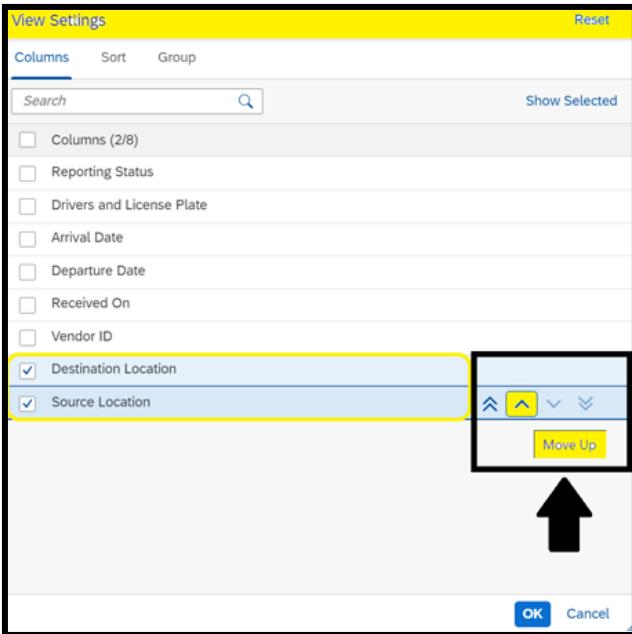
Once results are displayed, click on the **Settings Icon**  located to the far right as shown below.



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

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

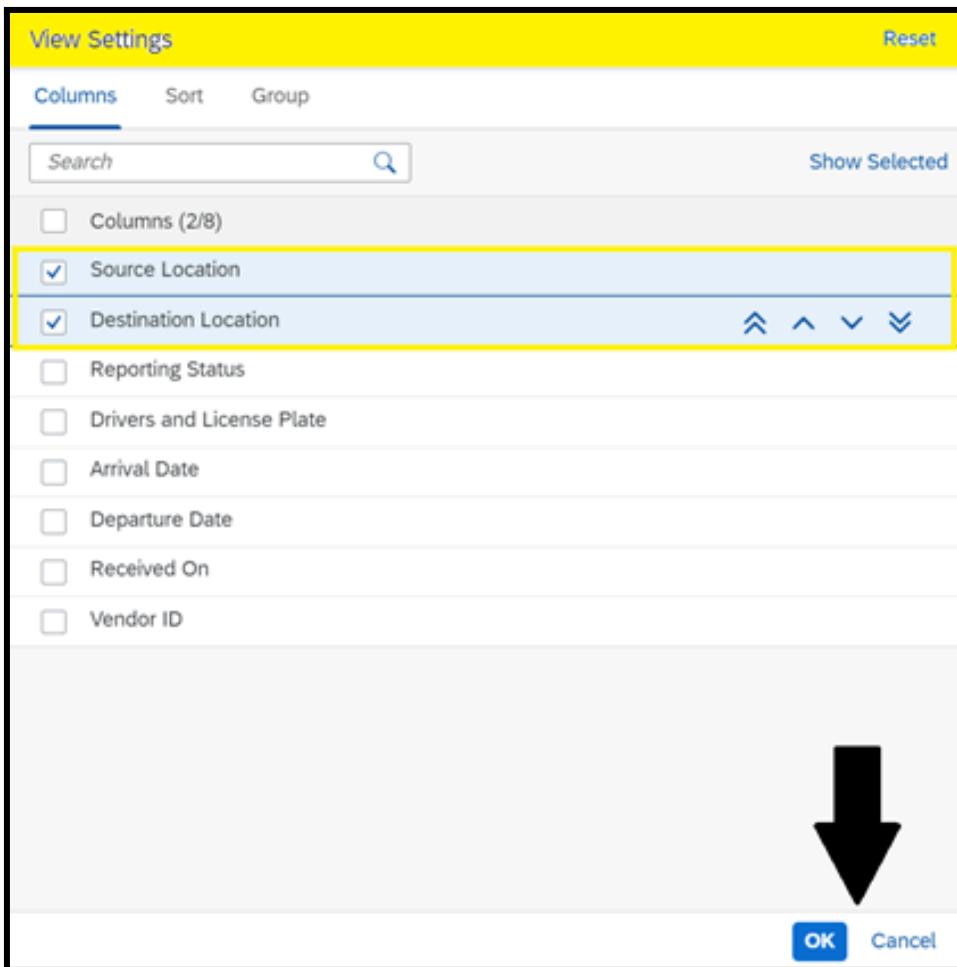
Search  Show Selected

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



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**.

View Settings

Reset

Columns Sort Group

Source Location



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 :

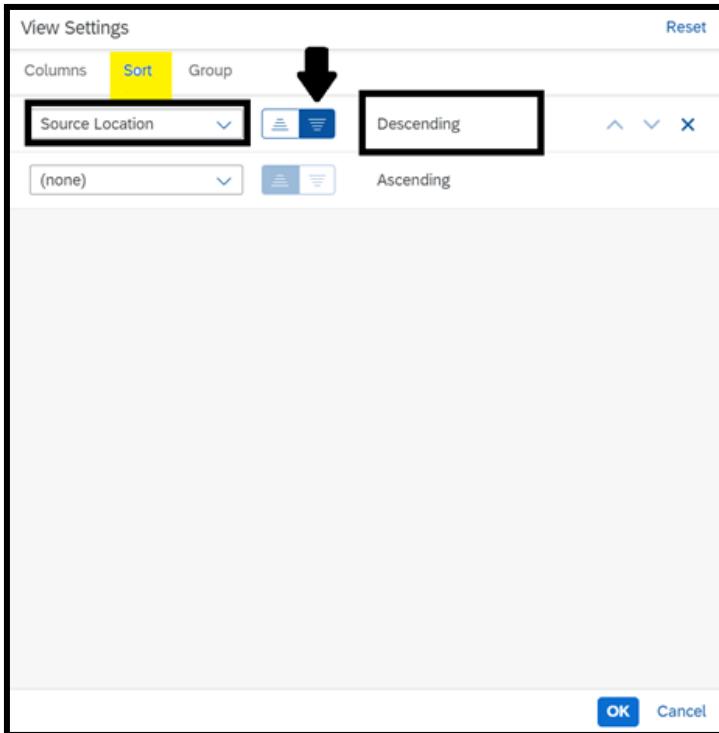
Ordering Party / Freight Order	Source Location	Destination Location	Event / Location
<b>Source Location: CALGARY</b>			
LBN Shipper 7000000573	CALGARY	CALGARY	Departure (1/6) CALGARY
<b>Source Location: CD. JUAREZ, CHIHUAHUA</b>			
LBN Shipper 7000000263	CD. JUAREZ, CHIHUAHUA	CLINT	Departure (1/2) CD. 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	VALCOURT	STE-AG-D-MTS	Departure (1/6) VALCOURT
7000000490			
LBN Shipper	VALCOURT	MOUNT VERNON	Departure (1/2) VALCOURT
7000000603			
Bombardier Recreational Products Inc.	VALCOURT	STURTEVANT	Departure (1/2) VALCOURT
7000000800			
LBN Shipper	VALCOURT	GRAND JUNCTION	Departure (1/2) VALCOURT
7000000050			
Source Location: SANTA ROSA JAUREGUI, QUER			
Bombardier Recreational Products Inc.	SANTA ROSA JAUREGUI, QUER	LAREDO	Departure (1/2) SANTA ROSA JAUREGUI, QUER
7000000411			