



## Module 2 - Freight Order Management



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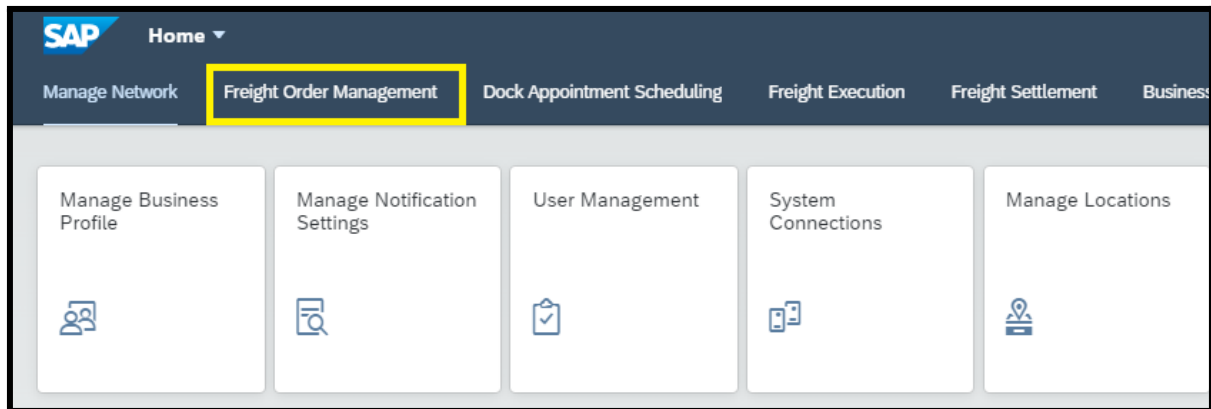


**Use this procedure in order to see the Freight Order details for a specific load**

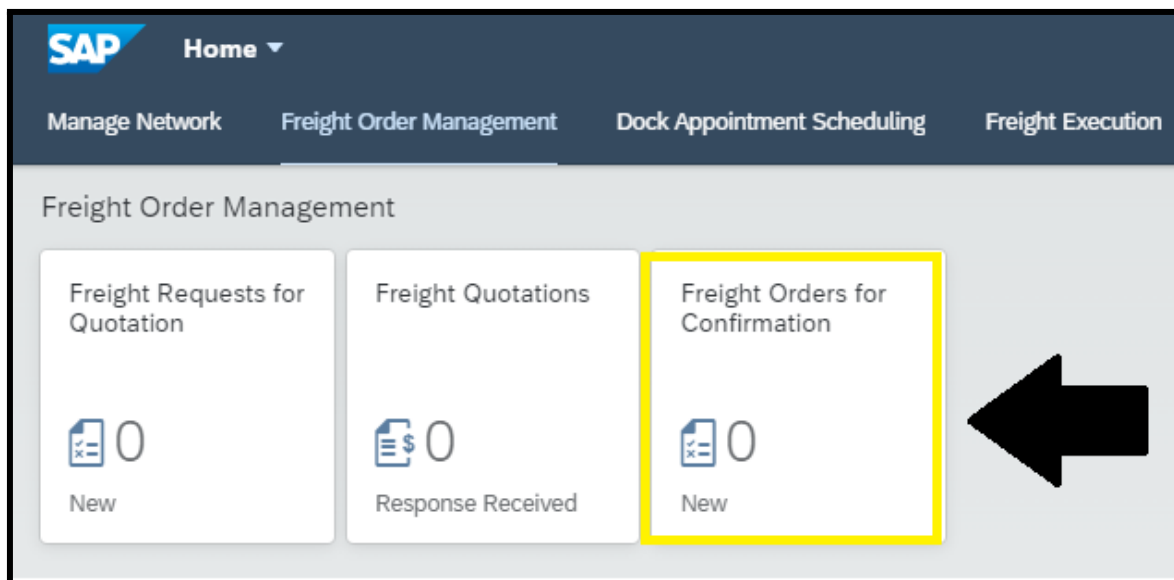
This procedure includes 4 main sections : **Information, Cargo, Charges** and **Contacts & Notes**

## 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 (Open)** 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**.

SAP Freight Orders for Confirmation

Standard

Freight Order: Ordering Party: Departure Date:

All (165) **New (2)** Responded To (Open) (5)

Freight Orders for Confirmation (2)

<input type="checkbox"/>	Ordering Party / Freight Order	Freight Order Status	Remaining Time / Freight Quotation
<input checked="" type="checkbox"/>	LBN Shipper 7000000292	New	1 hour 58 minutes
<input type="checkbox"/>	LBN Shipper 7000000291	New	1 hour 47 minutes



## 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**.

The screenshot shows the SAP Freight Order Details page. At the top, there's a header with the SAP logo and 'Freight Order Details'. Below this, a yellow box highlights 'LBN Shipper' and 'CLINT to WINGHAM'. A summary table follows:

General Details	Price	Submitted Price	Remaining Time	Freight Order Status	My Latest Response
Freight Order: 7000005715 Document Category : Freight Order Contact Details: LBN Shipper	1,273.72 USD Non-Negotiable			Confirmed	Confirmed

Below the table are tabs: Information (selected), Cargo, Tour, Contacts, Notes (4), Attachments (0), and Drivers and License Plate.

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**).

This screenshot shows the same SAP Freight Order Details page with callouts for different information groups:

- a** General: Freight Order: 7000005695, Total Distance: 910.21 KM, Total Duration: 12 hours 7 minutes, Response Due Date and Time: , Number of Loading Stops: 1, Number of Unloading Stops: 1, Total Gross Weight: 599.23 KGM, Total Gross Volume: 5.50 MTQ, Total Quantity: 1.00 PCE.
- b** Departure Location: Date and Time: Jun 8, 2022, 1:53 PM UTC-6, Address: QUENETARO SHIPYARD AVENIDA FERROCARRIL 202 76220 SANTA ROSA JAUREGUI Mexico. An arrow points to the date and time with the text 'Here you will find the date and time of departure'.
- c** Arrival Location: Date and Time: Jun 9, 2022, 3:00 AM CST, Address: LAREDO KG DC 20951 MINES ROAD SUITE #1 LAREDO TX 78049-9957 United States.
- d** Transport Requirements: Dangerous Goods: No, Temperature Requirements: No.
- e** Active Vehicle Resource: Means of Transport: , Vehicle Code: , Vehicle Type Code: , Vehicle Resource ID: ZU\_DB\_REG.
- f** Administrative Data: Received On: Jun 8, 2022, 2:13 PM EST, Last Responded By: , Last Responded On: .



## Cargo Tab - Load's details

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)

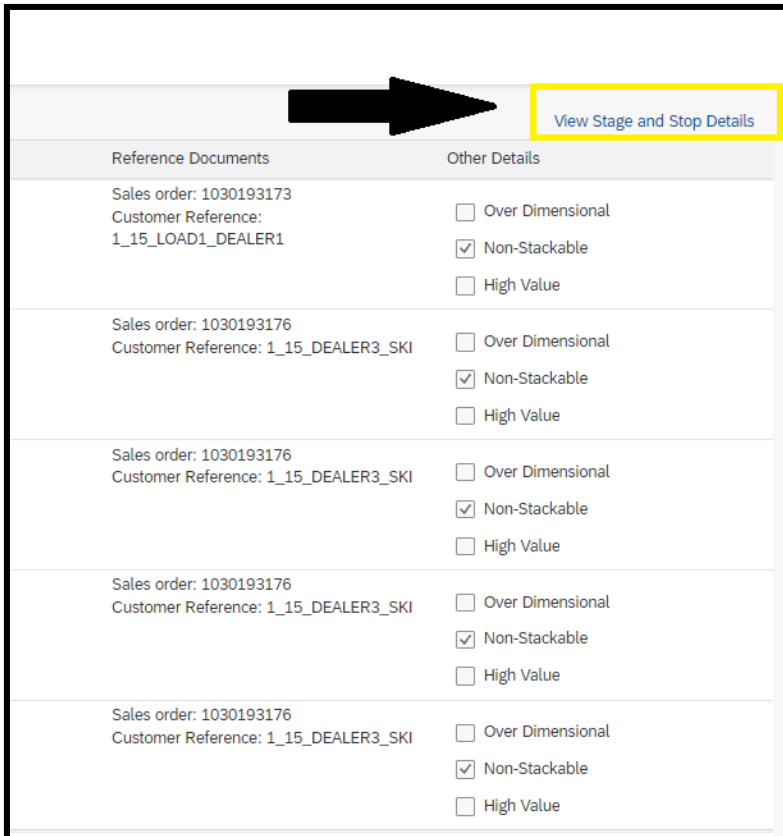
**Column f:** Reference Documents (Sales order, Customer Reference)

**Column g:** Other Details (Over Dimensional, Non-Stackable, High Value)

a	b	c	d	e	f	g
Item	Type	Logistical Details	Equipment Details	Special Requirements	Reference Documents	Other Details
RD RYKER SPORT 900 22	Product	Quantity:2.00 PCE Gross Weight:765.85 KGM Gross Volume: Length x Width x Height	Equipment Type: Equipment Group:	Dangerous Goods: Temperature Requirements:	Sales order: 1030193373 Customer Reference: 1_15_LOAD1_DEALER1	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
SM SUM EXP 165 850 ETEC-S 3.0 G	Product	Quantity:1.00 PCE Gross Weight:302.10 KGM Gross Volume: Length x Width x Height	Equipment Type: Equipment Group:	Dangerous Goods: Temperature Requirements:	Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
SM FREERIDE 165 850TURBO-S 3.0 G	Product	Quantity:1.00 PCE Gross Weight:310.71 KGM Gross Volume: Length x Width x Height	Equipment Type: Equipment Group:	Dangerous Goods: Temperature Requirements:	Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
SM FREERIDE 165 850TURBO-S 3.0 G	Product	Quantity:1.00 PCE Gross Weight:310.71 KGM Gross Volume: Length x Width x Height	Equipment Type: Equipment Group:	Dangerous Goods: Temperature Requirements:	Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
SM FREERIDE 165 850TURBO-S 3.0 G	Product	Quantity:1.00 PCE Gross Weight:310.71 KGM Gross Volume: Length x Width x Height	Equipment Type: Equipment Group:	Dangerous Goods: Temperature Requirements:	Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value



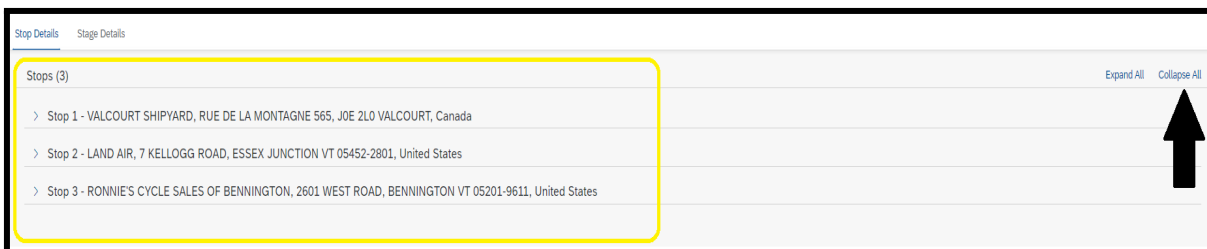
6) Under the **Cargo** tab you can also see the **Stop Details** by clicking on **View Stage and Stop Details** located on the top right corner of the screen just above **Column g** (Other Details).



Reference Documents	Other Details
Sales order: 1030193173 Customer Reference: 1_15_LOAD1_DEALER1	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value
Sales order: 1030193176 Customer Reference: 1_15_DEALER3_SKI	<input type="checkbox"/> Over Dimensional <input checked="" type="checkbox"/> Non-Stackable <input type="checkbox"/> High Value

[Collapse All](#)

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.



Stop Details	Stage Details
Stops (3)	
Expand All Collapse All	
> Stop 1 - VALCOURT SHIPYARD, RUE DE LA MONTAGNE 565, JOE 2LO VALCOURT, Canada	
> Stop 2 - LAND AIR, 7 KELLOGG ROAD, ESSEX JUNCTION VT 05452-2801, United States	
> Stop 3 - RONNIE'S CYCLE SALES OF BENNINGTON, 2601 WEST ROAD, BENNINGTON VT 05201-9611, United States	



## Reference Guide – TM Units Logistics Business Network – Freight Order Management

[Expand All](#)

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

Stops (3) 

Expand All Collapse All

Stop 1 - VALCOURT SHIPYARD, RUE DE LA MONTAGNE 565, JOE 2LO VALCOURT, Canada

Unload

Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value
No cargo items to unload for stop 1									

Load

Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value
RD RYKER SPORT 900 22	10	765.85 KGM		2.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM SUM EXP 165 850 ETEC-S 3.0 G/R 21	100	302.10 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM FREERIDE 165 850TURBO-S 3.0 G 21	110	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM FREERIDE 165 850TURBO-S 3.0 G 21	120	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM FREERIDE 165 850TURBO-S 3.0 G 21	130	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM SUM EXP 165 850TURBO-S 3.0 SB 21	140	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM SUM EXP 165 850TURBO-S 3.0 SB 21	150	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM REN XRS 850 ETEC-E IRS ADJ VIP SY 21	160	327.95 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM SUM EXP 165 850TURBO-S 3.0 G/R 21	170	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
SM SUM EXP 165 850TURBO-S 3.0 G/R 21	180	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>



## Reference Guide – TM Units Logistics Business Network – Freight Order Management

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

Stop 2 - LAND AIR, 7 KELLOGG ROAD, ESSEX JUNCTION VT 05452-2801, United States										
Unload										
Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value	
RD RYKER SPORT 900 22	10	765.85 KGM		2.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
RD RYKER SPORT 900 22	20	765.85 KGM		2.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
RD RYKER SPORT 900 22	30	765.85 KGM		2.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	300	914.74 KGM	4.94 MTQ	1.00 PK	2.49 x 2.28 x 0.87 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	310	914.74 KGM	4.94 MTQ	1.00 PK	2.49 x 2.28 x 0.87 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	320	914.74 KGM	4.94 MTQ	1.00 PK	2.49 x 2.28 x 0.87 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	330	607.89 KGM	4.58 MTQ	1.00 PCE	2.52 x 1.42 x 1.28 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	340	607.89 KGM	4.58 MTQ	1.00 PCE	2.52 x 1.42 x 1.28 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	350	599.44 KGM	4.22 MTQ	1.00 PCE	2.32 x 1.42 x 1.28 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	360	599.44 KGM	4.22 MTQ	1.00 PCE	2.32 x 1.42 x 1.28 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
CRATE ASSEMBLY	370	599.44 KGM	4.22 MTQ	1.00 PCE	2.32 x 1.42 x 1.28 MTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Load										
Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value	
No cargo items to load for stop 2										

### 3rd stop

Stop 3 - RONNIE'S CYCLE SALES OF BENNINGTON, 2601 WEST ROAD, BENNINGTON VT 05201-9611, United States										
Unload										
Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value	
SM SUM EXP 165 850 ETEC-S 3.0 G/R 21	100	302.10 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SM FREERIDE 165 850TURBO-S 3.0 G 21	110	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SM FREERIDE 165 850TURBO-S 3.0 G 21	120	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SM FREERIDE 165 850TURBO-S 3.0 G 21	130	310.71 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SM SUM EXP 165 850TURBO-S 3.0 SB 21	140	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SM SUM EXP 165 850TURBO-S 3.0 SB 21	150	308.90 KGM		1.00 PCE		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Load										
Cargo Item	Item ID	Gross Weight	Gross Volume	Quantity	Length x Width x Height	Overdimensional	Non-Stackable	Temperature Requirements	High Value	
No cargo items to load for stop 3										



## 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**

Information	Cargo	<b>Charges</b>	Tour	Contacts	Notes (0)	Attachments (0)
<b>Charge Description</b>						
▼						
Base Charge (BASE_CHARGE)			TM_BASIC			
Percentage Fuel Charge (FUEL_PERCENT)			TM_FUEL			
Administration Fee (ADMIN_FEE)			TM_ADD_STOP			

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**

Information	Cargo	<b>Charges</b>	Tour	Contacts	Notes (0)	Attachments (0)	Drivers and License Plate
<b>Charge Description</b>							
▼							
Base Charge (BASE_CHARGE)		TM_BASIC	3.00 CAD /1.00 SMI	224.23 SMI	1,029.22 CAD		
Percentage Fuel Charge (FUEL_PERCENT)		TM_FUEL	53.00 %		536.53 CAD		
Administration Fee (ADMIN_FEE)		TM_ADD_STOP	0.00 CAD	2.00	0.00 CAD		



## Reference Guide – TM Units Logistics Business Network – Freight Order Management

### 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**

Information	Cargo	Tour	<b>Contacts</b>	Notes	Attachments	Drivers and License Plate								
<table border="1"><thead><tr><th>Ordering Party</th><th>Stop 1 - VALCOURT</th><th>Stop 2 - ESSEX JUNCTION</th><th>Stop 3 - BENNINGTON</th></tr></thead><tbody><tr><td><b>LBN Shipper</b> Phone Number:  Email:  Address: LBN Shipper Valcourt Canada</td><td><b>VALCOURT SHIPYARD</b> Phone Number:  Email:  Address: VALCOURT SHIPYARD RUE DE LA MONTAGNE 565 JOE 2LO VALCOURT Canada</td><td><b>LAND AIR</b> Phone Number: <a href="tel:+18028785052">+1 802-878-5052</a> Email: <a href="mailto:don@landairvt.com">don@landairvt.com</a> Address: LAND AIR 7 KELLOGG ROAD ESSEX JUNCTION VT 05452-2801 United States</td><td><b>RONNIE'S CYCLE SALES OF BENNINGTON</b> Phone Number: <a href="tel:+18024478606">+1 802-447-8606</a> Email: <a href="mailto:sales@ronniesbennington.com">sales@ronniesbennington.com</a> Address: RONNIE'S CYCLE SALES OF BENNINGTON 2801 WEST ROAD BENNINGTON VT 05201-9611 United States</td></tr></tbody></table>							Ordering Party	Stop 1 - VALCOURT	Stop 2 - ESSEX JUNCTION	Stop 3 - BENNINGTON	<b>LBN Shipper</b> Phone Number:  Email:  Address: LBN Shipper Valcourt Canada	<b>VALCOURT SHIPYARD</b> Phone Number:  Email:  Address: VALCOURT SHIPYARD RUE DE LA MONTAGNE 565 JOE 2LO VALCOURT Canada	<b>LAND AIR</b> Phone Number: <a href="tel:+18028785052">+1 802-878-5052</a> Email: <a href="mailto:don@landairvt.com">don@landairvt.com</a> Address: LAND AIR 7 KELLOGG ROAD ESSEX JUNCTION VT 05452-2801 United States	<b>RONNIE'S CYCLE SALES OF BENNINGTON</b> Phone Number: <a href="tel:+18024478606">+1 802-447-8606</a> Email: <a href="mailto:sales@ronniesbennington.com">sales@ronniesbennington.com</a> Address: RONNIE'S CYCLE SALES OF BENNINGTON 2801 WEST ROAD BENNINGTON VT 05201-9611 United States
Ordering Party	Stop 1 - VALCOURT	Stop 2 - ESSEX JUNCTION	Stop 3 - BENNINGTON											
<b>LBN Shipper</b> Phone Number:  Email:  Address: LBN Shipper Valcourt Canada	<b>VALCOURT SHIPYARD</b> Phone Number:  Email:  Address: VALCOURT SHIPYARD RUE DE LA MONTAGNE 565 JOE 2LO VALCOURT Canada	<b>LAND AIR</b> Phone Number: <a href="tel:+18028785052">+1 802-878-5052</a> Email: <a href="mailto:don@landairvt.com">don@landairvt.com</a> Address: LAND AIR 7 KELLOGG ROAD ESSEX JUNCTION VT 05452-2801 United States	<b>RONNIE'S CYCLE SALES OF BENNINGTON</b> Phone Number: <a href="tel:+18024478606">+1 802-447-8606</a> Email: <a href="mailto:sales@ronniesbennington.com">sales@ronniesbennington.com</a> Address: RONNIE'S CYCLE SALES OF BENNINGTON 2801 WEST ROAD BENNINGTON VT 05201-9611 United States											

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.

<b>Freight Order Details</b> ▾						
<b>LBN Shipper</b> CLINT to WALKER						
<b>General Details</b> Freight Order: 7000000353 Contact Details: <a href="#">LBN Shipper</a>	<b>Price</b> <b>2,772.93 USD</b> Non-Negotiable	<b>Submitted Price</b>	<b>Remaining Time</b>	<b>Freight Order Status</b> <b>Confirmed</b>	<b>My Latest Response</b> <b>Confirmed</b>	
Information	Cargo	Tour	Contacts	<b>Notes</b>	Attachments	Drivers and License Plate
<div><b>Ordering Party:</b> RUSH ORDER TO BE DELIVERED BY SATURDAY AT THE LATEST</div> <div>Mar 22, 2022, 10:10 AM EST</div>						



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.

a)

SAP Freight Order Details

LBN Shipper  
VALCOURT to CHANDLER

General Details	Price	Submitted Price	Remaining Time	Freight Order Status	My Latest Response
Freight Order: 7000000498	3,723.78 CAD			Confirmed	Confirmed
Document Category : Freight Order	Non-Negotiable				
Contact Details: <a href="#">LBN Shipper</a>					

Information Cargo Tour Contacts **Notes** Attachments Drivers and License Plate

Enter additional information about the freight order here. It will be sent when you confirm, update, or reject the freight order.

b)

**Send Update** Reject

**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**

Steps	Screens
1) Click on the <b>Freight Order Management</b> Module and after click on the <b>Freight Orders for Confirmation</b> Tile.	
Steps	
2) Once you have clicked <b>Freight Orders for Confirmation</b> , you will see a display of <b>ALL</b> of your <b>Freight Orders</b> . 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 <b>filter</b> and search by <b>Freight Order Status</b> by selecting a Status from the <b>drop down list</b> that is provided.	
Screens	



### 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

All (130)New (1)Responded To (Open) (4)

Freight Orders for Confirmation (130)

<input type="checkbox"/>	Ordering Party / Freight Order	Freight Order Status	Remaining Time / Freight Quotation	Departure Date and Time
<input type="checkbox"/>	<b>LBN Shipper</b> 7000000004	Cancelled		Mar 1, 2022, 4:26 PM CST



## Steps

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

All (130) **New (1)** Responded To (Open) (4)

Freight Orders for Confirmation (1)

<input checked="" type="checkbox"/>	Ordering Party / Freight Order	Freight Order Status	Remaining Time / Freight Quotation	Departure Date and Time
<input checked="" type="checkbox"/>	LBN Shipper 7000000004 Price:			Mar 1, 2022, 4:26 PM CST

**Confirm** **Reject**