



## Module 2 - Freight Order Management



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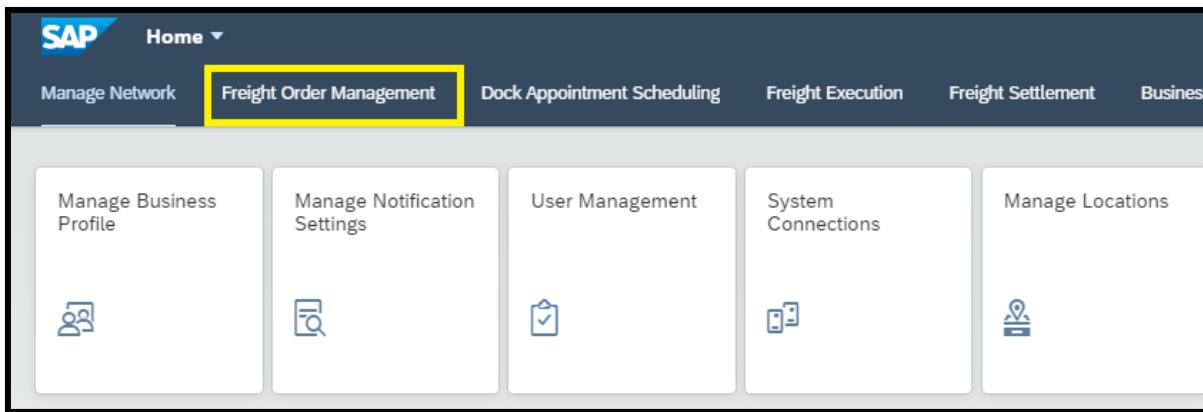


**Use this procedure in order to see the Freight Order details for a specific load**

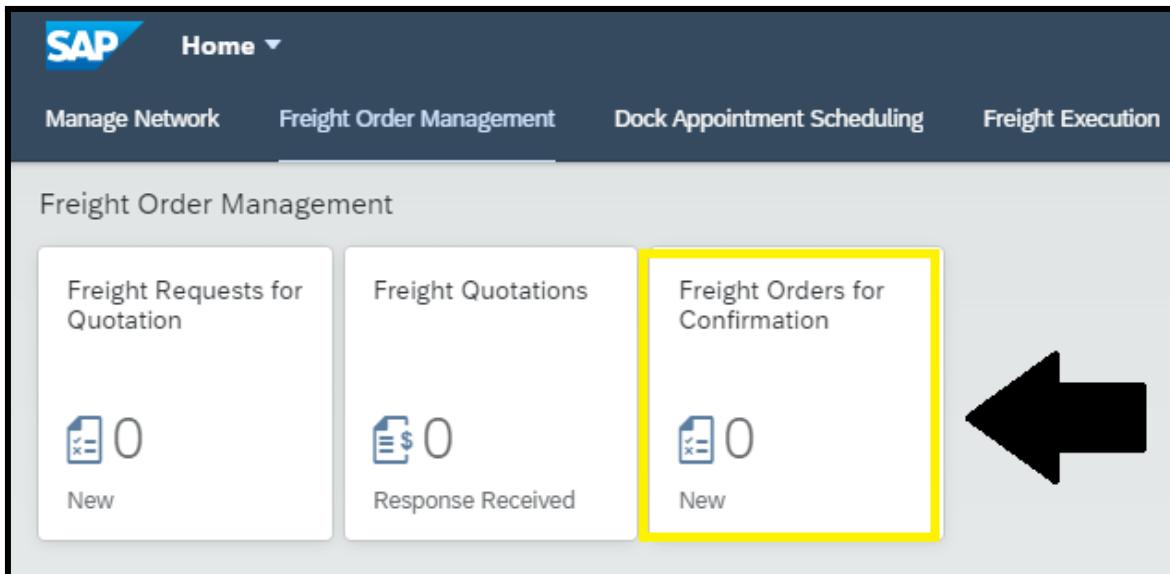
This procedure includes 4 main sections : **Information, Cargo, Charges and Contacts & Notes**

**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**.

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**.

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

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).

General (a):

- Freight Order: 7000005715
- Total Distance: 916.21 KMT
- Total Duration: 12 hours 7 minutes
- Response Due Date and Time:
- Number of Loading Stops: 1
- Number of Unloading Stops: 1
- Total Gross Weight: 598.23 KG/M
- Total Gross Volume: 5.93 MTQ
- Total Quantity: 1.00 PCE

Transport Requirements (d):

- Dangerous Goods: No
- Temperature Requirements: No

Departure Location (b):

Date and Time: Jun 8, 2022, 1:53 PM UTC-5

Address: QUERETARO SHIPYARD AV. DE LA LIBERTAD 202 76220 SANTA ROSA JAUREGUI Mexico

Here you will find the date and time of departure

Arrival Location (c):

Date and Time: Jun 9, 2022, 3:00 AM CST

Address: LAREDO FG DC 2000 LAREDO ROAD SUITE #1 LAREDO TX 78045-9557 United States

Active Vehicle Resource (e):

- Means of Transport:
- Vehicle Code: e
- Vehicle Type Code:
- Vehicle Resource ID: ZU\_DB\_REG

Administrative Data (f):

- Received On: Jun 3, 2022, 2:13 PM EST
- Last Responded By: -
- Last Responded On:



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

### 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)

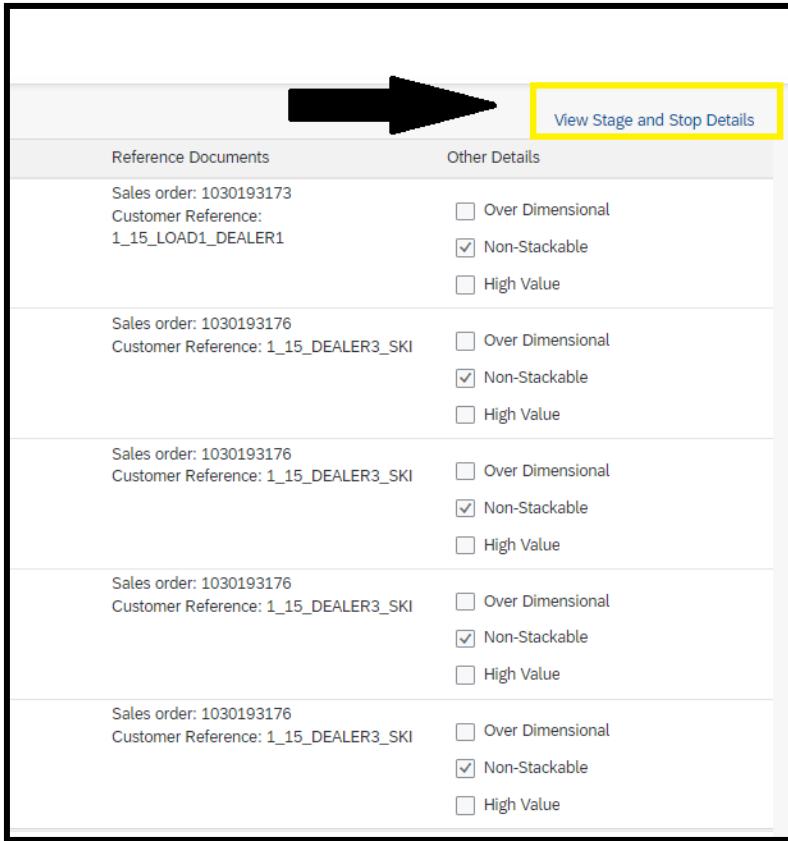
**Column g:** Other Details (Over Dimensional, Non-Stackable, High Value)

The screenshot shows the SAP Freight Order Details interface. At the top, there is a header with the SAP logo and the title 'Freight Order Details'. Below the header, there is a breadcrumb trail: 'LBN Shipper' and 'VALCOURT to BENNINGTON'. The main content area is divided into seven columns, each representing a different type of cargo detail:

- Column a:** Shows the item name (e.g., RD RYKER SPORT 900 22, SM SUM EXP 165 850 ETEC-5 3.0 G/R, etc.) and the type (e.g., Product).
- Column b:** Shows the cargo type (e.g., Product).
- Column c:** Shows Logistical Details (e.g., Quantity: 2.00 PCE, Gross Weight: 765.85 KGM, Gross Volume: Length x Width x Height).
- Column d:** Shows Equipment Details (e.g., Equipment Type: Equipment Group).
- Column e:** Shows Special Requirements (e.g., Dangerous Goods: No, Temperature Requirements:).
- Column f:** Shows Reference Documents (e.g., Sales order: 1030193173, Customer Reference: 1\_15\_LOAD1 DEALER1).
- Column g:** Shows Other Details (e.g., Over Dimensional, Non-Stackable, High Value checkboxes).



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)**.



The screenshot shows a table with two columns: 'Reference Documents' and 'Other Details'. The 'Other Details' column contains checkboxes for 'Over Dimensional', 'Non-Stackable', and 'High Value'. The 'Non-Stackable' checkbox is checked for all rows. The rows list five sales orders with their respective customer references. The 'Customer Reference' column is bolded.

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.



The screenshot shows a list of stops with an 'Expand All' and 'Collapse All' button at the top right. The 'Collapse All' button is highlighted with a yellow box and a black arrow. The 'Stops (3)' section is also highlighted with a yellow box.

Stops (3)

- > Stop 1 - VALCOURT SHIPYARD, RUE DE LA MONTAGNE 565, JOE 2L0 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

Expand All Collapse All



## 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)

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"/>		
RD RYKER SPORT 900 22	20	765.85 KGM	2.00 PCE			<input type="checkbox"/>	<input checked="" type="checkbox"/>		
RD RYKER SPORT 900 22	30	765.85 KGM	2.00 PCE			<input type="checkbox"/>	<input checked="" 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"/>		
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"/>		
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"/>		
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"/>		
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"/>		
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"/>		
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"/>		
CRATE ASSEMBLY	370	600.44 KGM	4.58 MTQ	1.00 PCE	2.52 x 1.42 x 1.28 MTR	<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-5 3.0 Q/R 21	100	302.10 KGM	1.00 PCE			<input type="checkbox"/>	<input checked="" 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"/>		
SM FREERIDE 165 850TURBO-S 3.0 G 21	120	310.71 KGM	1.00 PCE			<input type="checkbox"/>	<input checked="" 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"/>		
SM SUM EXP 165 850TURBO-S 3.0 SB 21	140	308.90 KGM	1.00 PCE			<input type="checkbox"/>	<input checked="" 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"/>		
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									

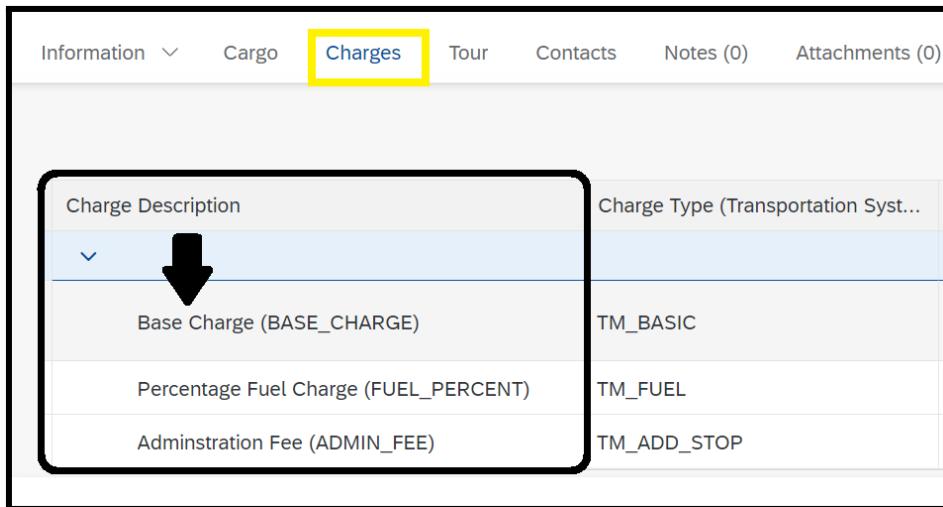


### Charges Tab - Rate's Details

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	Charges	Tour	Contacts	Notes (0)	Attachments (0)

Charge Description

Base Charge (BASE\_CHARGE)

Percentage Fuel Charge (FUEL\_PERCENT)

Administration Fee (ADMIN\_FEE)

Charge Type (Transportation Syst...)

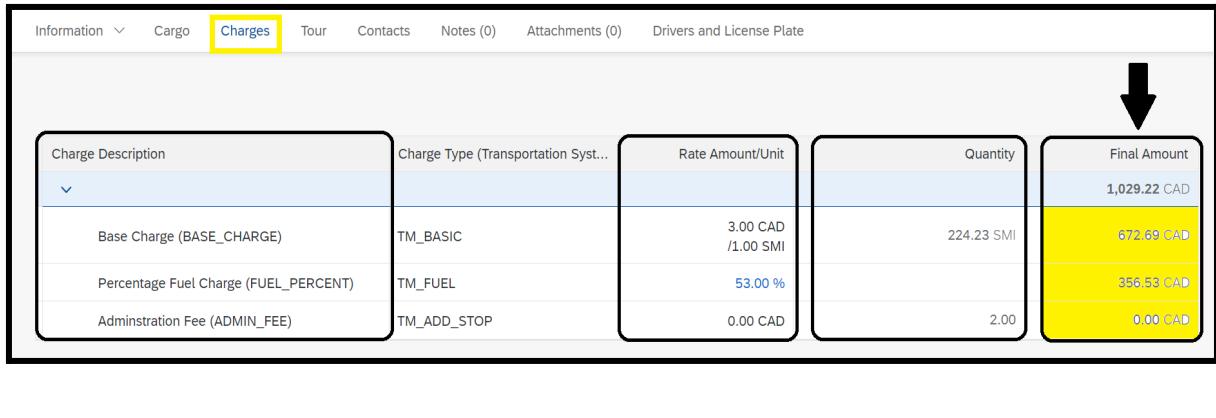
TM\_BASIC

TM\_FUEL

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

Charge Description

Base Charge (BASE\_CHARGE)

Percentage Fuel Charge (FUEL\_PERCENT)

Administration Fee (ADMIN\_FEE)

Charge Type (Transportation Syst...)

TM\_BASIC

TM\_FUEL

TM\_ADD\_STOP

Rate Amount/Unit

3.00 CAD /1.00 SMI

53.00 %

0.00 CAD

Quantity

224.23 SMI

2.00

Final Amount

1,029.22 CAD

672.69 CAD

356.53 CAD

0.00 CAD



### 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

Ordering Party	Stop 1 - VALCOURT	Stop 2 - ESSEX JUNCTION	Stop 3 - BENNINGTON
LBN Shipper	VALCOURT SHIPYARD	LAND AIR	RONNIE'S CYCLE SALES OF BENNINGTON
Phone Number:	Phone Number:	Phone Number:	Phone Number:
Email:	Email:	Email:	Email:
Address: LBN Shipper Valcourt Canada	Address: VALCOURT SHIPYARD RUE DE LA MONTAGNE 565 J0E 2L0 VALCOURT Canada	Address: LAND AIR 7 KELLOGG ROAD ESSEX JUNCTION VT 05452-2801 United States	Address: RONNIE'S CYCLE SALES OF BENNINGTON 2601 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.

Ordering Party: RUSH ORDER TO BE DELIVERED BY SATURDAY AT THE LATEST

Mar 22, 2022, 10:10 AM EST



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)

The screenshot shows the SAP Freight Order Details interface. At the top, it displays 'LBN Shipper' and 'VALCOURT to CHANDLER'. Below this, there are tabs for 'General Details', 'Price', 'Submitted Price', 'Remaining Time', 'Freight Order Status', and 'My Latest Response'. The 'Freight Order Status' is listed as 'Confirmed' and 'My Latest Response' is also 'Confirmed'. The 'Notes' tab is highlighted with a yellow box and has a black arrow pointing to it from below. Below the tabs, there is a text input field with the placeholder 'Enter additional information about the freight order here. It will be sent when you confirm, update, or reject the freight order.' The entire screenshot is enclosed in a black border.

b)

The screenshot shows a dialog box with two buttons: 'Send Update' (highlighted with a yellow box) and 'Reject'. A large black arrow points upwards from the bottom of the dialog box towards the 'Send Update' button. The entire dialog box is enclosed in a black border.

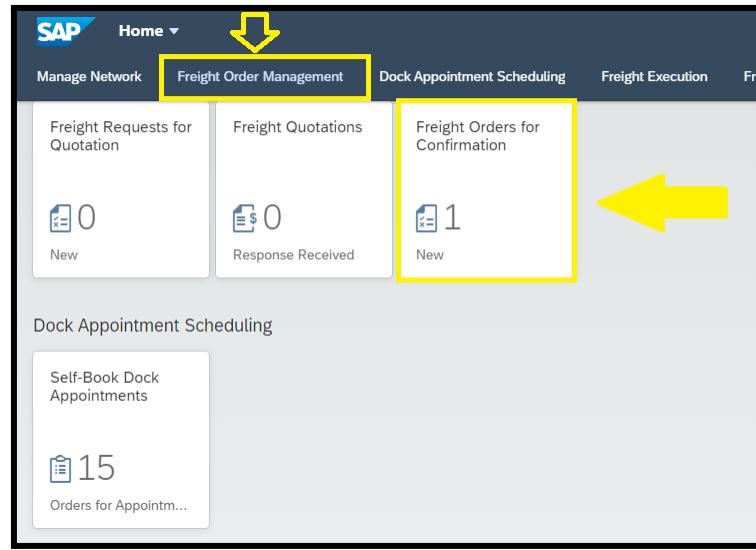
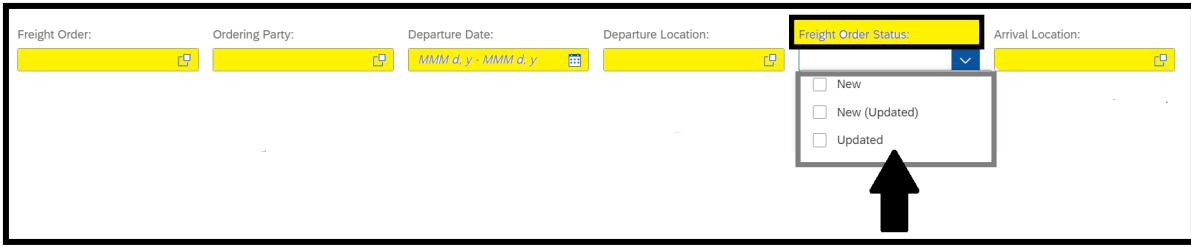
***The notes section in LBN will not be editable or available if:***

- 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.	 A screenshot of the SAP Home screen. At the top, there is a navigation bar with 'SAP' and 'Home' dropdowns, and several menu items: 'Manage Network', 'Freight Order Management' (which is highlighted with a yellow box and a downward arrow), 'Dock Appointment Scheduling', 'Freight Execution', and 'Freight Requests for Quotation', 'Freight Quotations', 'Freight Orders for Confirmation', and 'New Response Received'. Below the navigation bar, there is a section for 'Dock Appointment Scheduling' with a 'Self-Book Dock Appointments' button and a box showing '15 Orders for Appointm...'. A yellow box highlights the 'Freight Orders for Confirmation' tile, and a yellow arrow points to it from the left.
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	
	 A screenshot of the Freight Order Management screen. It shows several input fields: 'Freight Order', 'Ordering Party', 'Departure Date' (set to 'MMM d, y - MMM d, y'), 'Departure Location', 'Arrival Location', and a 'Freight Order Status' dropdown. A yellow box highlights the 'Freight Order Status' dropdown, and a black arrow points to it from below, indicating where to click to open the status filter menu. The menu is open and shows three options: 'New', 'New (Updated)', and 'Updated'.



## 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)
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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>	Cancelled		Mar 1, 2022, 4:26 PM CST
	7000000004		



## 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

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