

Ax4

User Guide Shipper



Index of Contents

Login.....	2
GENERAL	3
Main Screen	3
Administration	3
Personal data.....	3
User properties.....	5
Creation of new Users.....	6
Customizing Screens	7
Saving or restoring the customization.....	8
Download in Excel.....	9
Explanation Icons and Status'	10
Icons.....	10
Status.....	10
DISPATCH	11
Truck Overview	11
Manifest.....	13
Manual Truck Creation	20
Shipment / ASN Overview	21
Manual Shipment /ASN Creation	25
Transport Planner	29
Transport Forecast.....	29
Route Cockpit.....	30

Login

<https://ax4.cloud/ax4/?ID=3793351>



TEN User: TEN User ID

External: Email address



[Forgotten your password?](#)

[Want to use AX4?](#)

Received via Email

GENERAL

Main Screen

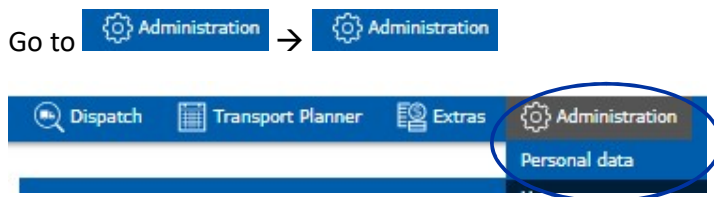
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).



Administration

In the administration view, you will be able to update / change your personal data and change your log in screen. As a key user you will be as well able to create new users.

Personal data



In this overview you will see your account details, like name and E-mail address. You will be able to change your E-mail address and password and edit the security questions and answers if you forget your password.

Your Account

First Name:
Last Name*:
Phone No.:
Fax No.:

Save

Change E-mail

Password*:
E-mail*:

Save

Change Password

Password must be 6 characters long and contain at least 2 from the list: lower and upper case letters, digits or special characters. It will expire in 360 days.

Old Password:
New Password:
Confirm New Password:

Save

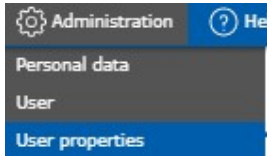
Edit question and answer

Password:
Question:
Answer:
confirm answer:

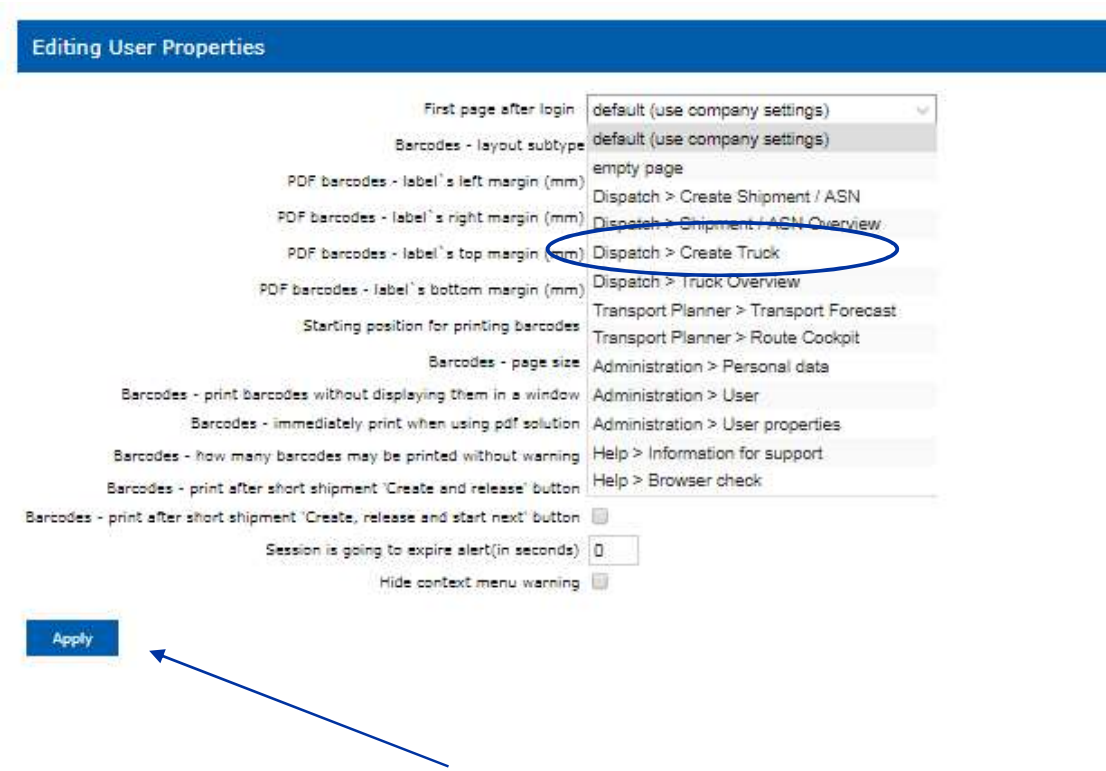
Save

User properties

Go to Administration →



Within the user properties, you are able to change your first page after login.

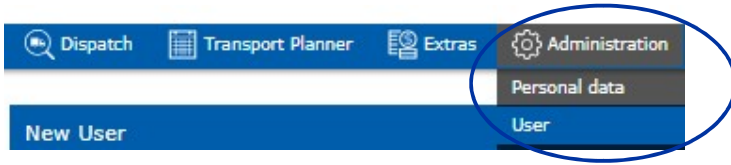


When there is a change, please push to save the settings.

Creation of new Users

As your plants key user you will be able to create new users.

Go to Administration →



Mandatory fields are marked with a *

The screenshot shows the 'New User' registration form. The form has a blue header bar with the text 'New User'. Below the header, there are several input fields: 'Login*', 'First Name:', 'Last name*', 'Phone No.:', 'Fax No.:', and 'E-mail*'. The 'Login*' field is circled in blue, and an arrow points from it to the text 'TEN User: TEN User ID'. The 'E-mail*' field is also circled in blue, and an arrow points from it to the text 'External: Email address'. Below the input fields, there are two dropdown menus for 'Language I:' (set to 'English') and 'Language II:' (set to 'German'). There is also a checkbox labeled 'Use browser language settings' which is unchecked. At the bottom of the form, there is a green 'Save' button.

As soon you the user, an automated E-mail will be sent to the new user. The Email only contains a temporary password. The user needs to be informed separately by the key user about his login name.

NOTE: The temporary password will only be valid for 24 hrs!

Customizing Screens

There are different options how to customize the **Transport Forecast**, **Truck Overview** and **Shipment / ASN Overview** to only get the data which is relevant for you:

Select all → selection of all positions (**not applicable in Transport Forecast**)

	AX4 Id	Delayed	Shipment ID	Master Route	Status	Next Step	Milestone Plan	Creation Date	Shipping date
<input checked="" type="checkbox"/>	16124830			EDE_TRE	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124835			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124839			HOD_Aper	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124840			RYB_HOD	New	🕒	🚩	18.06.2019	24.06.2019
<input checked="" type="checkbox"/>	16124842			EDE_HOD	Submitted to Carrier	🕒	🚩	18.06.2019	24.06.2019

Sort by: Shipping date → sort (ascending or descending) by any field (**only applicable in Truck Overview**)

Edit group → group by any field

Select the fields you would like to group and click **Apply grouping**

Group results [X]

filter [] Hide empty titles [X] Unselect all

Group by: **Shipping date X**

<input type="checkbox"/> AX4 Id	<input type="checkbox"/> Delayed	<input type="checkbox"/> Shipment ID
<input type="checkbox"/> Master Route	<input type="checkbox"/> Status	<input type="checkbox"/> Next Step
<input type="checkbox"/> Milestone Plan	<input type="checkbox"/> Creation Date	<input checked="" type="checkbox"/> Shipping date
<input type="checkbox"/> Time	<input type="checkbox"/> Shipping location	<input type="checkbox"/> ETA to Shipper
<input type="checkbox"/> Carrier	<input type="checkbox"/> Delivery location	<input type="checkbox"/> Delivery date
<input type="checkbox"/> Time	<input type="checkbox"/> ETA to Receiver	<input type="checkbox"/> License Plate / Trailer No.
<input type="checkbox"/> Utilization	<input type="checkbox"/> In-transit request pending	<input type="checkbox"/> Request update
<input type="checkbox"/> Cancel	<input type="checkbox"/> Edit	<input type="checkbox"/> Clone
<input type="checkbox"/> ASN No.	<input type="checkbox"/> Transport Document	<input type="checkbox"/> Attachments

Apply grouping [Cancel]

Hide fields → hide the fields which are **not** relevant for you

Select the fields you would like to hide and click **Apply grouping**

Show sublevels → collapsing detailed information of the shipment (**not** applicable in **Transport Forecast**)

Saving or restoring the customization

Download in Excel

All result screens can be downloaded in Excel








The screenshot shows an Excel spreadsheet with the following data:

AX4 Id	Truck No.	Creation Type	Shipment ID	Master Route	Lag reference	Status	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	Trailer no.	Utilization	In-transit request pending	Attachments
16258323	3333	added		STA300		Submitted to Carrier	2019-06-28	2019-06-28	10:00	TEN Stanowice		K-Box PL	K-Box PL	2019-06-28	10:00			less than 70 0%		16258323
16258244		added	tz_111	STA300		Submitted to Carrier	2019-06-28	2019-06-29	01:00	TEN Stanowice		K-Box PL	K-Box PL	2019-06-29	01:00			less than 70 0%		16258244
16256859		added		STA300		Submitted to Carrier	2019-06-28	2019-06-28	01:00	TEN Stanowice		K-Box PL	K-Box PL	2019-06-28	01:00			less than 70 0%		16256859
16249096		added		STA300		Submitted to Carrier	2019-06-27	2019-06-27	13:00	TEN Stanowice		K-Box PL	K-Box PL	2019-06-28	13:00			less than 70 2%		16249096

Explanation Icons and Status´

Icons

-  Delay = later arrival than original delivery date and time
-  Truck utilization \geq 90%
-  Truck utilization between 70% - 89%
-  Truck utilization $<$ 70%
-  Special instructions, shown in the Manifest

Status

New: Transport Order is created and saved but not yet sent to the carrier

Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection

Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up

Rejected by Carrier: Transport Order rejected by the carrier

Loading: Carrier arrived at the shipper and is currently loading the goods

In Transit: Shipment is on the way to the receiver

Unloading: Carrier arrived at the receiver and is currently unloading the goods

Completed: Truck is unloaded and carrier left the receiver facility

Cancel: Shipment was cancelled

Declined by Carrier: Carrier declined the shipment

DISPATCH

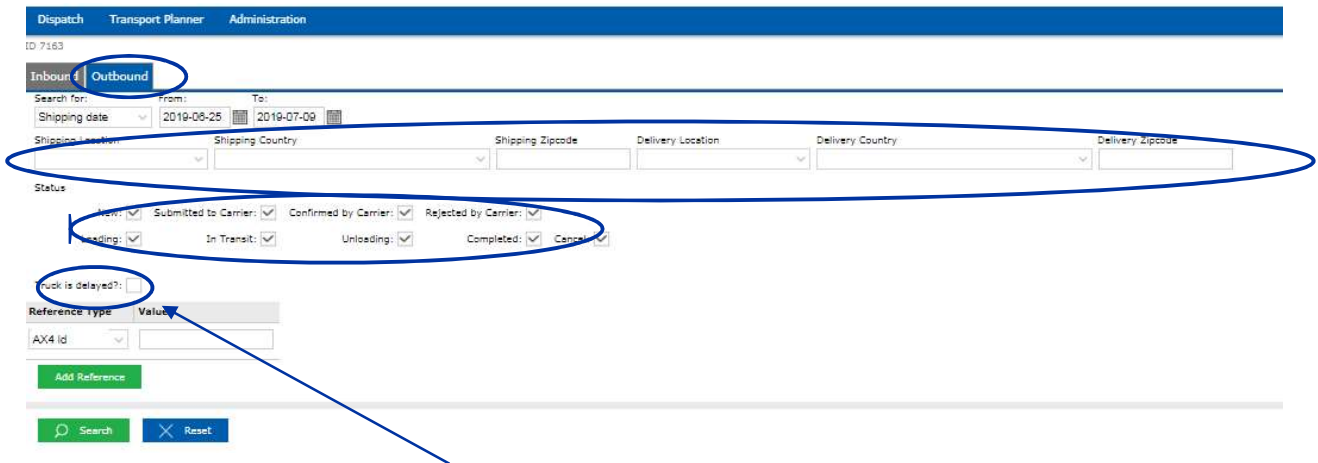
Truck Overview

Detailed overview (i.e. truck utilization, shipping & delivery details, shipment status) of all shipments at their different process steps.

Go to Dispatch → Truck Overview

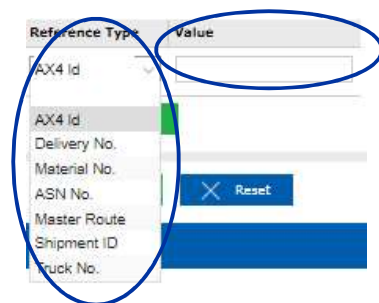


Choose Outbound, make necessary selections and click Search



View only
delayed trucks

There is as well the possibility to search for specific shipments if you know any of the following reference types:



On the Results screen, you find all detailed information of the shipments:

Cancel Trucks → Cancel one or more trucks with one click while selecting one or multiple lines.

Submit Transport Order → Submit one or more Transport Order to the carrier while selecting trucks in Status **New**

NOTE: Trucks in Status **New are only drafts. They have not been submitted to the carrier yet. Needs to be done manually!**

In transit request required

Status of the shipment (explanation side 10)

Milestone Overview - if icon is yellow, Status is missing

AX4 Id	Delayed	In-transit request pending	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestoneplan	Special Instruction
21364349		Yes	added		EDE RYB		In Transit				

Click to see the manifest (explanation side 13)

Visible icon = truck later than confirmed ETA / revised ETA

Visible icon = special instructions for the carrier shown on the

Manifest

Detailed overview of the shipment and its content including special instructions for the carrier.

Manifest

Pickup address
 Tenneco GmbH
 Luitpoldstrasse 83
 67480 Edenkoben Germany

Deliver to address
 Tenneco Automotive Polska Sp. z o.o.
 ul. Przemysłowa 2 c 2
 44-203 Rybnik Poland

AX4 Id: **21364349**

Carrier
 Test Carrier
 ul. Daleka 19
 25-319 Kielce Poland

Route:	Edenkoben - Rybnik	Service Level:	single
Service:	Full Truck Load	Container Type:	Mega Trailer
Pickup Date:	28.05.2020 15:00		
Departure Date:	28.05.2020 16:00		
Delivery Date:	30.05.2020 16:00		

Special instruction: Please ring front door before delivery

List of shipments

AX4 Id		Delivery No.		ASN No.		
45280458				28052020		
Pickup			Delivery			
Date	28.05.2020 15:00		Date	30.05.2020 16:00		
Address	TEN Edenkoben Luitpoldstrasse 83 67480 Edenkoben Germany		Address	TEN Rybnik ul. Przemysłowa 2 c 2 44-203 Rybnik Poland		
Volume [m3]		Total number of packages		Total weight [kg]		
91.869		90.0		24000.000		
No.	Quantity	Packaging	Gross Weight [kg]	Volume [m3]	Material No.	Material quantity
1.	50	Gitterbox - Standard	15000.000	51.038		
2.	40	Gitterbox - Standard	9000.000	40.831		

Milestone Overview

Detailed overview of all steps within the shipment. Within this view you will be as well able to add the next process step and to create a non conformity report.

The screenshot shows the 'Milestone overview' interface. At the top, a progress bar indicates the current step: 'Arrived at pickup...'. Below this, there are buttons for 'Add Next Milestone' and 'Add NCR (TEST)'. A table lists various milestones with their status, dates, and partners. Annotations with arrows point to the 'Add Next Milestone' and 'Add NCR (TEST)' buttons, with text explaining their functions.

Milestone	Status	Actual date	Planned date	System Date	Partner	Comment
Truck planned	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Aperam CZ Ústí nad Labem	
Submitted to carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Aperam CZ Ústí nad Labem	
Confirmed by carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:18	14.06.2019 11:11	18.06.2019 08:18	Pamtrans PL Rybnik	1111
Arrived at pickup location	Pending <input type="checkbox"/>		14.06.2019 11:11	18.06.2019 08:18	Pamtrans PL Rybnik	
Departed from pickup location	Open <input type="checkbox"/>		15.06.2019 11:11	18.06.2019 08:18	Pamtrans PL Rybnik	
Arrived at destination	Open <input type="checkbox"/>		16.06.2019 11:11	18.06.2019 08:18	Pamtrans PL Rybnik	
Left destination location (shipment completed)	Open <input type="checkbox"/>		17.06.2019 11:11	18.06.2019 08:18	Pamtrans PL Rybnik	

Click → in the pop up field you will be able to select the non conformities, add comments and upload attachments.

The screenshot shows the 'Non conformities' form. It features a list of checkboxes for selecting non-conformities: 'Wrong truck / trailer type', 'Health & safety equipment missing', 'Incident report', 'Truck / trailer w/ technical problems', and 'Plant accident report'. Below the list is a 'Comments' text area and an 'Upload attachment' button. A 'Save' button is located at the bottom of the form.

AX4 User Guide



NOTE: Non conformities will be the basis for the carrier rating.

AX4 Id	Delayed	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	Request update	Cancel	Edit	Clone	Create ASN	ASN No.	Transport Document	Attachments
1824815		888012	adad	888012	574301		On Track			2019-07-02	2019-07-02	12:00	K-Box PL	2019-07-02 12:00	K-Box PL	TEN Stanowice	2019-07-02	12:00		888012	2%									

Expected arrival date / time to shipper

Expected arrival date / time to receiver

Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization
2019-07-02	2019-07-02	12:00	K-Box PL	2019-07-02 12:00	K-Box PL	TEN Stanowice	2019-07-02	12:00		888012	2%

Truck utilization

AX4 ID	Delayed	Truck No.	Truck Type	Equipment ID	Master Route	Key reference	Status	Next Stop	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	Request update	Cancel	Edit	Clone	Create ASN	ASN No.	Transport Document	Attachments
16354825		888012	ad04	888012	ST4321		Threat			2019-07-02	2019-07-02	12:00	K-Box PL	2019-07-02 12:00	K-Box PL	TEN Starosice	2019-07-02	12:00		888012	2%									

Truck Edit → possibility to change the truck

Truck details

Shipment Id

Master Route **Edenkoben - Rybnik**

Carrier **Test Carrier, ul. Daleka 19, 25-319 Kielce, PL** single

Shipping location: **TEN Edenkoben, Luitpoldstrasse 83 , 67480 Edenkoben, DE**

Delivery location: **TEN Rybnik, ul. Przemyslowa 2 c 2, 44-203 Rybnik, PL**

Shipping date Europe/Berlin

Departure Date Europe/Berlin

Delivery Date Europe/Berlin

Completion Date Europe/Berlin

Truck No.

Trailer No.

Trailer Type

Special Instruction

Request in-transit update frequency hours

Enter special instructions for the carrier

Set the time, how often the carrier has to provide an in-transit update

Clone truck → duplicate a truck (easy way to add an additional truck with prefilled fields)

Red fields are mandatory fields which have to be filled. All other fields, besides the shipping and receiving location, can be changed.

Truck details

Shipment Id

Master Route

Carrier **Test Carrier, ul. Daleka 19, 25-319 Kielce, PL**

Shipping location: **TEN Edenkoben, Luitpoldstrasse 83 , 674 Edenkoben, DE**

Delivery location: **TEN Rybnik, ul. Przemyslowa 2 c 2, 44-203 Rybnik, PL**

Shipping Date	<input type="text" value="28 05 2020"/> <input type="text" value="HH:mm"/>	Europe/Berlin
Departure Date	<input type="text" value="28 05 2020"/> <input type="text" value="HH:mm"/>	Europe/Berlin
Delivery Date	<input type="text" value="30 05 2020"/> <input type="text" value="HH:mm"/>	Europe/Berlin
Completion Date	<input type="text" value="30 05 2020"/> <input type="text" value="HH:mm"/>	Europe/Berlin

Truck No.

Trailer no.

Trailer Type

Special Instruction

Request in-transit update frequency hours

Attachments Collection

Submit to carrier?

- Truck won't be submitted automatically to the carrier → status: New
- Truck submitted automatically to the carrier → status: Submitted to carrier

Add ASN no. → attach an ASN number / delivery note number to an existing truck. Enter the number

ASN No.: and click . Don't forget to !

As soon the ASN is send via EDI, the truck will be automatically updated with the detailed information of the shipment (part numbers, quantity, packaging)

NOTE: Numbers, as well as the shipping and receiving location need to match!

The screenshot shows a dialog box titled "Add ASN No." with a close button (X) in the top right corner. It displays "AX4 Id: 16052965", "Master Route: Edenkoben-Rybnik round", and "Current Master Route: Edenkoben-Rybnik round". There is an input field for "ASN No." and an "Add new" button with a plus icon. At the bottom, there are "Save" and "Cancel" buttons.

Manual creation of a Shipment / ASN → possibility to fill a truck manually (explanation see side 24).

Generation of a CMR → you will be able to do adaptations to the CMR on packaging level (Pack Code, Quantity, Gross Weight). Additionally you can remove a line item or

The screenshot shows a "General Information" section with "Ship From: TEST - Edenkoben Supplier, 67480, Edenkoben, Germany" and "Ship To: TEN Hodkovice, 463420, Hodkovice nad Mohelkou, Czech Republic". It also shows "Pickup date: 20.06.2019 01:00" and "Delivery date: 23.06.2019 01:00". Below is a "List of Packagins" table with columns for Pack Code, Quantity, Gross Weight, Units, and Volume. The table contains three rows: "5000403 Gitterbox - Standard" (10 units, 850.00 kg, 10.20 cu_m), "5000380 L4-Pallet" (10 units, 800.00 kg, 9.54 cu_m), and "5000380 L4-Pallet" (10 units, 800.00 kg, 9.54 cu_m). There are "Add New Item" and "Add New Item" buttons. A "Summary" section shows "Gross Weight: 2450.00 kg", "Volume: 29.27 cu_m", and "Utilization: 29 %". At the bottom, there are "Save" and "Cancel" buttons.

Pack Code	Quantity	Gross Weight	Units	Volume	Units
5000403 Gitterbox - Standard	10	850.00	kg	10.20	cu_m
5000380 L4-Pallet	10	800.00	kg	9.54	cu_m
5000380 L4-Pallet	10	800.00	kg	9.54	cu_m

Don't forget to your input.

Download / view CMR → CMR with all details of the shipment can be viewed, printed and downloaded

Tenneco INTERNATIONAL CONSIGNMENT NOTE
This carriage is subject notwithstanding any clause to the contrary, to the Convention on the Contract for the International Carriage of goods by road (CMR)

1 Sender (name, address, country) Tenneco GmbH Luitpoldstrasse 83 67450 Edenkoben Germany			5 Carrier (name, address, country) Mowee Cranes Ltd Lake Road NP19 4WN Newport Gwent UK (United Kingdom)		
2 Consignee (name, address, country) Tenneco Walker UK Ltd Telfermaubach Ind. Estate NP2 5AA Tredegar UK (United Kingdom)			6 Successive carriers Name Address Country Receipt and Acceptance Date Signature		
3 Delivery of goods: Place Country Warehouse opening hours			8 Carrier's reservations and observations on taking over the goods		
4 Sender's instructions:			9 Documents handed to the carrier by the sender		
9 Marks and Nos	10 Number of packages	11 Method of packing	12 Nature of the goods	13 Gross weight in kg	14 Volume in m3
	50	E4-Pallet		6000.00	93.48
UN Number	Name see 13	Label Number	Packing Group	6000.00	93.48
15 Special agreements between the sender and the carrier			16 To be paid by:		
			Sender		
			Consignee		
			Carriage charges		
			Supplementary charges		
			Customs duties		
			Other charges		
17 Other useful particulars:			18 Cash on delivery		
19 Established in on 20.			23 Goods received		
21 Signature or stamp of the sender		22 Signature or stamp of the carrier			
Non-contractual part reserved for the carrier					

Attach file → any file (i.e. jpg, docx, xlsx) can be attached to a truck while entering a **Title** and uploading the **File**.

Don't forget to your input.

Attachment header

Title*: Lieferpapiere

Attachment details

File*: Choose File No file chosen

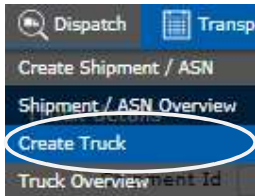
*Mandatory entry

[Back to Open Overview](#)

Manual Truck Creation

If there are no predefined trucks, you need to create a truck manually.

Go to Dispatch → Create Truck



Red fields are mandatory fields which have to be filled

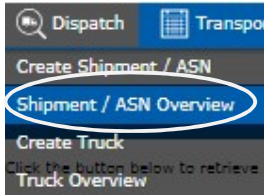
- Truck won't be submitted automatically to the carrier → status: New
- Truck submitted automatically to the carrier → status: Submitted to carrier

Don't forget to Save your input.

Shipment / ASN Overview

Overview of all Shipments / ASNs no matter if they have been created manually or via EDI.

Go to Dispatch → Shipment / ASN Overview



Via the different selection fields you will be able to specify your search:

Search for: From To Shipping location Delivery location Material No. ASN No. / Delivery No.

All Shipments / ASNs weather if they are connected to a truck or not

Overview of only **not** connected Shipments / ASNs

Gross weight of the shipment

Shipment/ASN Overview | SN Not Connected

Search for: Shipping location Delivery location Material No. ASN No. / Delivery No.

Search [X] Reset

Number of results: 3 (1 - 3) Results per page: 100

AX4 Id	Delivery No.	SN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Transport document	Type
35654928	7770015	16304830	16304830	2019-07-03	14:00	TEN Stanowice	K-Box PL	2019-07-03	14:00	1.0	80.0	sent	2019-07-03 00:03	2019-07-03 00:04		Manual ASN
35654943	777012	1630482	1630482	2019-07-02	12:00	K-Box PL	TEN Stanowice	2019-07-02	12:00	1.0	80.0	sent	2019-07-03 00:07	2019-07-03 00:08		Manual ASN
35658270	test03072019			2019-07-03	06:00	K-Box PL	TEN Stanowice	2019-07-03	10:00	110.2	9,180.0	sent	2019-07-03 07:45	2019-07-03 07:46		Manual ASN

TEN internal Delivery Note number

ASN / Delivery Note number of external suppliers

ASN / Delivery Note already attached to a truck

Create a CMR → can be viewed in the Truck Overview

View details of the ASN / Delivery Note → click either or if you want to see the details of all results click

Show sublevels

AX4 Id	Delivery No.	ASN No.	Truck Id	Shipping date	Time	Shipping location	Delivery location	Delivery date	Time	Volume	Weight	Status	Creation date	Modification date	Transport document
35283833	tz_2	16126830		19.06.2019	22:00	TEN Edenkoben	TEN Stanowice	25.06.2019	22:00	1.9	120.0	sent	18.06.2019 12:38	18.06.2019 12:38	

Item ref	Material No.	Mat quantity	Unit weight	Net weight	Gross weight	Volume	Pack quantity	Pack code	Pack volume	Pack weight	Invalid Packaging Quantity	Pack unit quantity
		pcs		0.00	120.00 kg	1.889 cu_m	1	F4-Pallet	1.889 cu_m	120.000 kg		pcs

To assign an ASN / Delivery Number go to **ASN Not Connected**

If you already know that there is no truck created that will match this ASN / Delivery Number, click

Create new truck (explanation see side 19)

To attach the ASN / Delivery Number to an existing truck, select the ASN / Delivery number and click

Assign to truck

AX4 Id	Delivery No.	ASN No.	Shipping date	Shipping location	Delivery location	Delivery date	Volume	Weight	Status	Creation date	Modification date	Transport document	Type
35659270		test03072019	2019-07-03	K-Box PL	TEN Stanowice	2019-07-03	110.2	9,180.0	sent	2019-07-03 07:45	2019-07-03 07:46		Manual ASN

→ To see which route is behind

If following criteria's match, AX4 will give you an overview of all matching trucks:

- Same shipping location
- Delivery location set up on the master route
- Delivery date +/- 3 days

Delivery No.	ASN No.	Shipping Date	Shipping Location	Delivery Location	Delivery Date
	asnMB33	25.06.2019	TEST - Edenkoben Supplier	TEN Stanowice	26.06.2019

AX4 No.	Shipment ID	Status	Shipping date	Shipping location	Carrier	Delivery location	Delivery date	Utilization
<input type="checkbox"/>	16105045	Confirmed by Carrier	19.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	22.06.2019	0.0%
<input type="checkbox"/>	16107903	Loading	20.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	23.06.2019	0.0%
<input type="checkbox"/>	16121121	Submitted to Carrier	20.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	22.06.2019	50.0%

Select the correct truck and click **Attach to truck**

Shipments					
Delivery No.	ASN No.	Shipping Date	Shipping Location	Delivery Location	Delivery Date
	asnMB33	25.06.2019	TEST - Edenkoben Supplier	TEN Stanowice	26.06.2019

Trucks								
AX4 No.	Shipment ID	Status	Shipping date	Shipping location	Carrier	Delivery location	Delivery date	Utilization
<input type="checkbox"/>	16105045	Confirmed by Carrier	19.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	22.06.2019	0.0%
<input checked="" type="checkbox"/>	16107903	Loading	20.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	23.06.2019	0.0%
<input type="checkbox"/>	16121121	Submitted to Carrier	20.06.2019	TEST - Edenkoben Supplier	Pamtrans PL	TEN Rybnik	22.06.2019	50.0%

If there is not truck that matches there will be nothing to select. The only possibility here is to create a truck manually (explanation see side 19)

Shipments						
Delivery No.	ASN No.	Shipping Date	Shipping Location	Delivery Location	Delivery Date	
	Iz_14	20.06.2019	TEN Edenkoben	TEN Rybnik	29.06.2019	

Wrongly attached Shipment / ASN

Shipments / ASNs that have been wrongly attached to a truck can be detached again.

Go to **Truck Overview** and click **ASN no.** on the truck you would like to change.

AX4 Id	Delayed	Truck No.	Creation Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	Trailer no. (Optional)	Utilization	In-transit request	Attachments	Cancel	ASN	Close	Transport document		
16286690			edit		ST4301		In Transit			2019-07-02	2019-07-01	03:00	K-Box PL	2019-07-01 01:00	K-Box PL	TEN Stanowice	2019-07-01	05:00		16286690_3	100%	97%							

In the pop up screen you will know be able to remove a position while clicking

Add ASN No.

AX4 Id: **16121121**
 Master Route: **TEST Ede - Sta - Ryb - Hod** Current Master Route: **TEST Ede - Sta - Ryb - Hod**

ASN No.:

ASN No.	Type	Shipping Location	Delivery Location	
asnMB30	Manual ASN	TEST - Edenkoben Supplier	TEN Stanowice	
asnMB40	Blank ASN	TEST - Edenkoben Supplier	TEN Hodkovice	
asnMB43	Blank ASN	TEST - Edenkoben Supplier	TEN Stanowice	
JK777895	Manual ASN	Edenkoben Supplier	TEN Stanowice	

Confirm the detachment while clicking



demo.ax4.cloud says

Are you sure you want to detached ASN from truck?



and **Save** your changes.

Add ASN No.

AX4 Id: **16121121**
Master Route: **TEST Ede - Sta - Ryb - Hod** Current Master Route: **TEST Edenkobben-Stanowice-Rybnik**

ASN No.: [Add new](#)

ASN No.	Type	Shipping Location	Delivery Location	
asnMB30	Manual ASN	TEST - Edenkobben Supplier	TEN Stanowice	
asnMB43	Blank ASN	TEST - Edenkobben Supplier	TEN Stanowice	
JK777895	Manual ASN	Edenkobben Supplier	TEN Stanowice	

Save **Cancel**

To update the CMR click **Generate document**

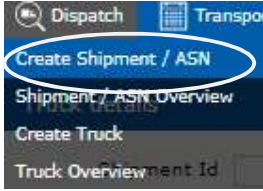


AX4 Id	Delayed	Work status	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-transit request pending	Request update	Cancel	Edit	Clone	Create ASN	ASN No.	Transport Document
16121121		sent		added		EDSTR/81		Submitted to carrier			18.06.2019	20.06.2019	01:00	TEST - Edenkobben Supplier		FamTrans	TEN Stanowice	22.06.2019	01:00			25%								

Manual Shipment /ASN Creation

Possibility to fill a truck / create an ASN manually.

Go to Dispatch → Create Shipment / ASN



Red fields are mandatory fields which have to be filled

ASN No.*: if your number (as well as the shipping and receiving location) match your future ASN / Delivery Note, your input will automatically be overwritten while importing the EDI file

When you start to type in either the packaging number or name you will get a drop down list where you can choose the right packaging.

You can as well add a position or remove a position

Items

Quantity	Pack Code	Gross weight	UoM Weight	Material	Weight	Mat Quantity	UoM
<input type="text"/>	<input type="text"/>	<input type="text"/> kg		<input type="text"/>	<input type="text"/>	<input type="text"/>	pcs

Save

No truck available → error message will pop up:



There is no truck available for this Shipping and Delivery location.

OK

When you click OK you will be transferred to following page:

Create Shipment

ASN Shipment (35490250) with the following Information has been created

ASN No.: test2606

Shipping Location: TEN Edenkoben

Delivery location: TEN Rybnik

Shipping date: 26.06.2019 Europe/Berlin

Delivery Date: 27.06.2019 Europe/Warsaw

Items

Quantity	Pack Code	Gross weight	UoM Weight	Material	Weight	Mat Quantity	UoM
96	5000403 Gitterbox - Standard	20000.00	kg				pcs

Create new truck

Go to ASN Overview

Within this screen, you have 2 possibilities. Either you Go to ASN Overview, where your shipment will appear as not connected ASN and you can take further steps (see chapter Shipment / ASN Overview, side 20)

Shipment/ASN Overview ASN Not Connected

Search for: From To Shipping location Delivery location Material No. ASN No. / Delivery No.

Delivery Date 23.06.2019 30.06.2019

Search Reset

Number of results: 1 (1 - 1) Results per page: 10 Selected results: 0 on page, 0 in total

Select all Group results Hide fields Hide sublevels

AX4 Id	Delivery No.	ASN No.	Shipping date	Shipping location	Delivery location	Delivery date	Volume	Weight	Status	Creation date	Modification date	Transport document
35490250		test2606	26.06.2019	TEN Edenkoben	TEN Rybnik	27.06.2019	96.0	8.160.0	sent	26.06.2019 14:39	26.06.2019 14:40	

SA	Item ref	Material No.	Mat quantity	Unit weight	Net weight	Gross weight	Volume	Pack quantity	Pack code	Pack volume	Pack weight	Invalid Packaging Quantity	Pack unit quantity
			pcs	0.00	8160.00	kg	97.994	cu_m	96 Gitterbox - Standard	1.021	cu_m	85.000	kg

Assign to truck Search for Route

Create new truck

Or you can immediately [Create new truck](#) (for a detailed description see chapter Manual Truck Creation, side 19), to whom you can attach the ASN.

Truck details

Shipment Id

Master Route **Edenkoben - Stanowice**

Carrier **Test Carrier, ul. Daleka 19, 25-319 Kielce, PL** single

Shipping location: **TEN Edenkoben, Luitpoldstrasse 83 , 67480 Edenkoben, DE**

Delivery location: **TEN Stanowice, ul. Zwycięstwa 12, 44-203 Stanowice, PL**

Selected ASNs should be delivered not later than 23 01 2020

Shipping Date Europe/Berlin

Departure Date Europe/Berlin

Delivery Date Europe/Berlin

Completion Date Europe/Berlin

Truck No.

Trailer No.

Trailer Type Mega Trailer

Special Instruction

Request in-transit update frequency hours

Attachments

[Upload Attachment](#)

Submit to carrier?

[Save](#) [Cancel](#)

Trucks available → Choose either [Create new truck](#), [Go to ASN Overview](#) or [Attach to truck](#)

Items							
Quantity	Pack Code	Gross weight	UoM Weight	Material	Weight	Mat Quantity	UoM
96	5000403 Gitterbox - Standard	18000.00	kg				pcs


Please choose only one truck!

Trucks									
AX4 No.	Shipment ID	Status	Shipping date	Shipping location	Carrier	Delivery location	Delivery date	Utilization	
<input type="checkbox"/>	16258578	New	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%	
<input type="checkbox"/>	16294697	Submitted to Carrier	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%	
<input type="checkbox"/>	16294564	New	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%	
<input type="checkbox"/>	16278198	Submitted to Carrier	2019-07-02	K-Box PL	K-Box PL	TEN Stanowice	2019-07-02	0.0%	
<input type="checkbox"/>	16257206	Submitted to Carrier	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%	
<input type="checkbox"/>	16295067	Submitted to Carrier	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%	
<input type="checkbox"/>	16294045	New	2019-07-02	K-Box PL	K-Box PL	TEN Stanowice	2019-07-02	0.0%	
<input type="checkbox"/>	16296690	In Transit	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	100.0%	
<input type="checkbox"/>	16258555	New	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%	



If no truck match, → create a new one

Switch to the ASN Overview

Attach to a truck → Choose the truck you would like to attach and click 

Items							
Quantity	Pack Code	Gross weight	UoM Weight	Material	Weight	Mat Quantity	UoM
96	5000403 Gitterbox - Standard	18000.00	kg				pcs

Please choose only one truck!

Trucks								
AX4 No.	Shipment ID	Status	Shipping date	Shipping location	Carrier	Delivery location	Delivery date	Utilization
<input type="checkbox"/>	1629578	New	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%
<input checked="" type="checkbox"/>	16294667	Submitted to Carrier	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%
<input type="checkbox"/>	16294564	New	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%
<input type="checkbox"/>	16278198	Submitted to Carrier	2019-07-02	K-Box PL	K-Box PL	TEN Stanowice	2019-07-02	0.0%
<input type="checkbox"/>	16297206	Submitted to Carrier	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%
<input type="checkbox"/>	16295067	Submitted to Carrier	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	0.0%
<input type="checkbox"/>	16294045	New	2019-07-02	K-Box PL	K-Box PL	TEN Stanowice	2019-07-02	0.0%
<input type="checkbox"/>	16296690	In Transit	2019-07-01	K-Box PL	K-Box PL	TEN Stanowice	2019-07-01	100.0%
<input type="checkbox"/>	16298555	New	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%

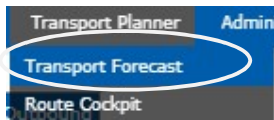
- [Create new truck](#)
- [Go to ASN Overview](#)
- [Attach to truck](#)

Transport Planner

Transport Forecast

Forecast overview of trucks needed per day / week based on SAP releases. It's helpful to see the utilization of the trucks based on the forecast (**Trucks forecasted**) and to compare it to the amount of the **Predefined trucks**. Should help you to plan your trucks in a more optimized way.

Go to Transport Planner → Transport Forecast



Choose your and click

Week no	Pick up date	Delivery date	Master Route	Truck demand by weight (%)	Truck demand by volume (%)	Truck demand by stackability (%)	Trucks forecasted	Predefined trucks	Ship from	Ship to	AX4 Id
Week no: 25											
25	19.06.2019	19.06.2019	Rybnik - Poznan	66	82	85	0.85	0	TEN Rybnik	TEN Poznan	34852463
25	21.06.2019	21.06.2019	Rybnik - Poznan	37	41	10	0.41	0	TEN Rybnik	TEN Poznan	34852464
Group totals:				103	103	95	1,26	0			
Week no: 26											
26	24.06.2019	24.06.2019	Rybnik - Poznan	34	39	53	0.53	0	TEN Rybnik	TEN Poznan	34852465
26	25.06.2019	25.06.2019	Rybnik - Poznan	58	67	106	1.06	0	TEN Rybnik	TEN Poznan	34852466
26	26.06.2019	26.06.2019	Rybnik - Poznan	37	33	51	0.51	0	TEN Rybnik	TEN Poznan	34852467
26	27.06.2019	27.06.2019	Rybnik - Poznan	30	32	53	0.53	0	TEN Rybnik	TEN Poznan	34852468
26	28.06.2019	28.06.2019	Rybnik - Poznan	53	56	42	0.56	0	TEN Rybnik	TEN Poznan	34852469
Group totals:				202	226	304	3,19	0			

Demand for every day of the week but in total you would only need 3,19 trucks in week 26 to send the required goods → SUGGESTION: try to advance some parts to week 25 to increase truck utilization and only ship 3 trucks in total in week 26

Route Cockpit

Go to **Transport Planner** → **Route Cockpit**



The Route Cockpit gives a detailed overview of all **active** and **cancelled** trucks per week and Master Route. The focus lays on **Forecasted trucks** (based on the demand in the release), **Active trucks** (trucks that are minimum in status “Submitted to carrier”) and gives a hint of **Optimal trucks per week**. Within the overview you will be able to cancel , edit and clone trucks.

Master Route:

Select the

ROUTE COCKPIT
CURRENT WEEK | [NEXT WEEK](#)

Master Route: Shipping location: TEN Edenkoben 6748D Edenkoben Germany Delivery location: TEN Rybnik 44-203 Rybnik Poland

Week 27: Forecasted trucks 0 Optimal trucks per week 0 Active trucks 3

ACTIVE TRUCKS

DAY 1 - 01.07.2019		Forecasted trucks: 0		Active trucks: 0							
DAY 2 - 02.07.2019		Forecasted trucks: 0		Active trucks: 1							
AX4 Id	Status	Master Route	Shipping Date	Time	Delivery Date	Time	Pecking	Gross Weight	Volume	Utilization	
16304803	In Transit	EDK_RYS	01.07.2019	12:00	03.07.2019	16:00	0	0.0	0.0	0.0% 95%	
AX4 Id	Status	Master Route	Shipping Date	Time	Delivery Date	Time	Pecking	Gross Weight	Volume	Utilization	
16304802	Submitted to Carrier	EDK_RYS	02.07.2019	22:00	03.07.2019	16:00	0	0.0	0.0	0.0% 95%	
16304997	Submitted to Carrier	EDK_RYS	02.07.2019	12:00	03.07.2019	14:00	0	0.0	0.0	0.0% 95%	
DAY 3 - 03.07.2019		Forecasted trucks: 0		Active trucks: 1							
AX4 Id	Status	Master Route	Shipping Date	Time	Delivery Date	Time	Pecking	Gross Weight	Volume	Utilization	
16308258	Confirmed by Carrier	EDK_RYS	03.07.2019	10:00	04.07.2019	08:00	0	0.0	0.0	0.0% 95%	
DAY 4 - 04.07.2019		Forecasted trucks: 0		Active trucks: 1							
AX4 Id	Status	Master Route	Shipping Date	Time	Delivery Date	Time	Pecking	Gross Weight	Volume	Utilization	
16307953	Confirmed by Carrier	EDK_RYS	04.07.2019	10:00	05.07.2019	08:00	0	0.0	0.0	0.0% 95%	
DAY 5 - 05.07.2019		Forecasted trucks: 0		Active trucks: 0							
DAY 6 - 06.07.2019		Forecasted trucks: 0		Active trucks: 0							
DAY 7 - 07.07.2019		Forecasted trucks: 0		Active trucks: 0							
AX4 Id	Status	Master Route	Shipping Date	Time	Delivery Date	Time	Pecking	Gross Weight	Volume	Utilization	
16304870	Cancelled	EDK_RYS	02.07.2019	12:00	03.07.2019	16:00	0	0.0	0.0	0.0% 95%	
16304883	Cancelled	EDK_RYS	02.07.2019	12:00	03.07.2019	10:00	0	0.0	0.0	0.0% 95%	

View Manifest = truck details