

Ax4

User Guide Dispatch



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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

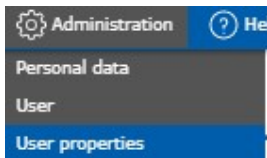
GENERAL

Administration

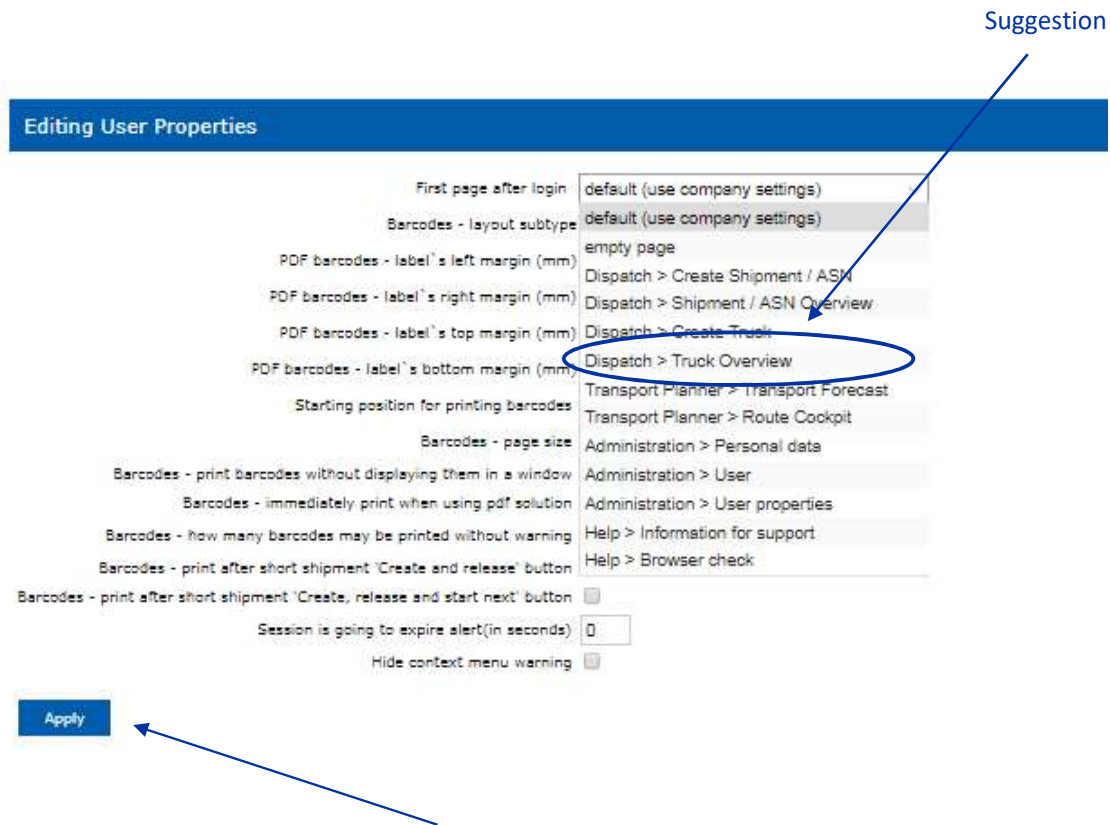
In the administration view, you are able to change your first page after login.

User properties

Go to Administration → User properties



Suggestion to use [Dispatch > Truck Overview](#)



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

Customizing Screens

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

→ group by any field

Select the fields you would like to group and click

Group results [X]

filter [] Hide empty titles

Group by:

<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

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

Hide fields from results [X]

filter [] Hide empty titles

Hide:

<input type="checkbox"/> AX4 Id	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Work status
<input checked="" type="checkbox"/> Truck No.	<input checked="" type="checkbox"/> Truck Type	<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 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

Select the fields you would like to hide and click

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

Saving or restoring the customization



Explanation Icons and Status´

Icons

- Delay = later arrival than original delivery date and time
- Truck utilization ≥ 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

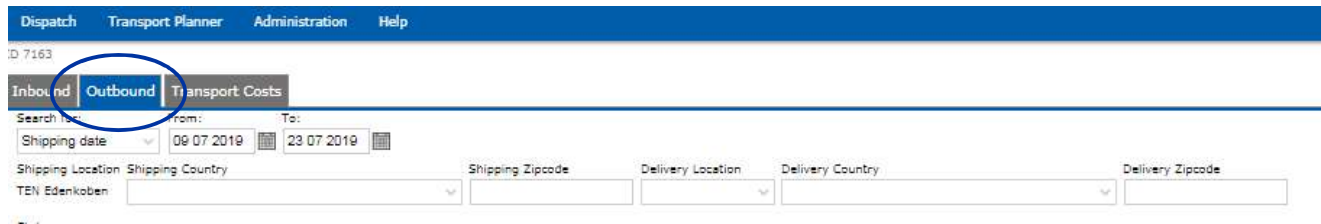
Declined by Carrier: Carrier declined the shipment

Add a Delivery Note

Go to Dispatch → Truck Overview



Choose Outbound



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

AX4 ID	Delivered	Truck No.	Truck Type	Shipment ID	Header Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Center	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	
16324756				added	974301		New			2019-07-04	2019-07-04	13:00	K-Bau PL		K-Bau PL	TEN Sternsee	2019-07-04	18:00			0%										
16305666		1	added		974301		Completed			2019-07-03	2019-07-03	06:00	K-Bau PL	2019-07-03 06:30		K-Bau PL	TEN Sternsee	2019-07-03	10:00	2019-07-04 20:00	hwst	91%									License UPLOADED
16305625			added	886012	974301		In Transit			2019-07-02	2019-07-02	12:00	K-Bau PL	2019-07-02 12:00		K-Bau PL	TEN Sternsee	2019-07-02	12:00		886012	1%									

License Plate Number

NOTE: You only need to add missing delivery notes to a shipment and only delete delivery notes that have been completely taken off the truck. If there are just adaptations on a delivery note, there is nothing to do for you!

Choose the truck you would like to add a delivery note number and click

AX4 Id	Delayed	Truck Type	Shipment ID	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	Request update	Cancel	Edit	Clone	Create ASN	ASN No.
16381076		ax02c	777886	new			09 07 2019	10 07 2019	12:00	TBv Edenkoben		Carrier	TBv Rybnik	11 07 2019	13:00		777886	88 2%	pending						

Enter the number **ASN No.:** and click **Add new** . Don't forget to **Save** !

Add ASN No. ×

AX4 Id: **16052965**
Master Route: **Edenkoben-Rybnik round** Current Master Route: **Edenkoben-Rybnik round**

ASN No.: **Add new**

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

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

Delete Delivery Note from a Truck

Choose the truck you would like to add a delivery note number and click

AX4 Id	Delayed	Truck Type	Shipment ID	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.
16381076		asobd	777889	New			09 07 2019	10 07 2019	12:00	TEN Edenkoben		Carrier	TEN Rybnik	11 07 2019	13:00		777889								

Click of the delivery note you would like to remove from the truck

Add ASN No. ✕

AX4 Id: 54355778

Master Route: **Edenkoben - Stanowice - Rybnik** Current Master Route: **Edenkoben - Stanowice - Rybnik**

ASN No.:

ASN No.	Type	Shipping Location	Delivery Location	
50833294	EDI ASN	TEN Edenkoben	TEN Rybnik	
50833295	EDI ASN	TEN Edenkoben	TEN Rybnik	
50833296	EDI ASN	TEN Edenkoben	TEN Rybnik	
50834784	EDI ASN	TEN Edenkoben	TEN Rybnik	
50834795	EDI ASN	TEN Edenkoben	TEN Rybnik	
50834796	EDI ASN	TEN Edenkoben	TEN Rybnik	
50833271	EDI ASN	TEN Edenkoben	TEN Stanowice	

Confirm the detachment while clicking

demo.ax4.cloud says

Are you sure you want to detached ASN from truck?

and your changes.

Generate a CMR

Click

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
3	scheduled		EDL_R1S1		Submitted to Carrier			11.07.2019	15.07.2019	21:00	TEN Edenkoben		Fam/R119 PL	TEN Sybnk	16.07.2019	21:00			23%								

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

General Information

Ship From: TEST - Edenkoben Supplier, 67480, Edenkoben, Germany

Ship To: TEN Hodkovice, 463420, Hodkovice nad Mohelkou, Czech Republic

Pickup date: 20.06.2019 01:00

Delivery date: 23.06.2019 01:00

List of Packaging

Pack Code	Quantity	Gross Weight	Units	Volume	Units
5000403 Gitterbox - Standard	<input type="text" value="10"/>	<input type="text" value="850.00"/>	kg	10.20	cu_m
5000360 L4-Pallet	<input type="text" value="10"/>	<input type="text" value="800.00"/>	kg	9.54	cu_m
5000360 L4-Pallet	<input type="text" value="10"/>	<input type="text" value="800.00"/>	kg	9.54	cu_m

Summary

Gross Weight: 2450.00 kg Volume: 29.27 cu_m Utilization: 29 %

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 67480 Edenkoben Germany		5 Carrier (name, address, country) Momez Cranes Ltd Lake Road NP19 4WN Newport Gwent UK (United Kingdom)	
2 Consignee (name, address, country) Tenneco Walker UK Ltd Tafarnaubach Ind. Estate NP2 3AA 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 50	11 Method of packing E4-Pallet	12 Nature of the goods
UN Number	Name see 13	Label Number	Packing Group
		13 Gross weight in kg 6000.00	14 Volume in m3 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			

Generate a NCR (Non Conformity Report)

Go to **Dispatch** → **Truck Overview**



Choose **Outbound**

Dispatch Transport Planner Administration Help

ID 7163

Inbound **Outbound** Transport Costs

Search from: To:

Shipping date 09 07 2019 23 07 2019

Shipping Location Shipping Country Shipping Zipcode Delivery Location Delivery Country Delivery Zipcode

TEN Edenkoben

Click of the truck you would like to add a report

Results

Number of results: 3 (1 - 3) Results per page: 10

AX4 ID	Delayed	Truck No.	Truck Type	Shipment ID	Header 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
14024756			mixed		ST4301		New			2019-07-04	2019-07-04	13:00	K-Sou Pl.		K-Sou Pl.	TEH Starnice	2019-07-04	18:00			95%									
14050468		1	mixed		ST4301		Completed			2019-07-03	2019-07-03	06:00	K-Sou Pl.	2019-07-03 06:30	K-Sou Pl.	TEH Starnice	2019-07-03	10:00	2019-07-04 20:00	Wax1	91%									Link/prepare UPLOADS
14050485		888012	mixed	888012	ST4301		In Transit			2019-07-02	2019-07-02	12:00	K-Sou Pl.	2019-07-02 12:00	K-Sou Pl.	TEH Starnice	2019-07-02	12:00		888012	97%									

Submit Transport Order Cancel Trucks

Click

Milestone overview

Arrived at pickup
 Departed from pl...
 Arrived at destina...
 Left destination lo...

AX4 ID: 14024756 Shipment ID: License Plate / Trailer Number: 1111

 Shipping location: Aparam

 Delivery location: TEN Rybnik

Milestone	Status	Actual date	Planned date	System Date	Partner	Comment
Truck planned	Done	18.06.2019 09:08	18.06.2019 09:08	18.06.2019 09:08	Aparam CZ Ltd ned Labem	
Submitted to carrier	Done	18.06.2019 09:08	18.06.2019 09:08	18.06.2019 09:08	Aparam CZ Ltd ned Labem	
Confirmed by carrier	Done	18.06.2019 09:19	14.06.2019 11:11	18.06.2019 09:18	Pambrans PL Rybnik	1111
Arrived at pickup location	Pending	14.06.2019 11:11	18.06.2019 09:18	18.06.2019 09:18	Pambrans PL Rybnik	
Departed from pickup location	Open	18.06.2019 11:11	18.06.2019 09:18	18.06.2019 09:18	Pambrans PL Rybnik	
Arrived at destination	Open	14.06.2019 11:11	18.06.2019 09:18	18.06.2019 09:18	Pambrans PL Rybnik	
Left destination location (shipment completed)	Open	17.06.2019 11:11	18.06.2019 09:18	18.06.2019 09:18	Pambrans PL Rybnik	

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

Non conformities

- Wrong truck / trailer type
- Health & safety equipment missing
- Incident report
- Truck / trailer w/ technical problems
- Plant accident report

Comment*

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