

The logo for Ax4, featuring the letters 'Ax4' in a bold, blue, sans-serif font. The 'x' is stylized with a diagonal slash through it.

**User Guide  
Shipper**

The background features several faint, light blue icons: two location pins (one large, one small) and a stylized path or route line.

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## Login

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

TEN User: TEN User ID

External: Email address



The login form features the TENNECO logo at the top. Below it are two input fields: 'Username' and 'Password'. A link for 'Forgotten your password?' is positioned below the password field. A green 'Login' button is centered below the fields. At the bottom of the form, there is a link that says 'Want to use AX4?'.

Received via Email

## GENERAL

### Main Screen

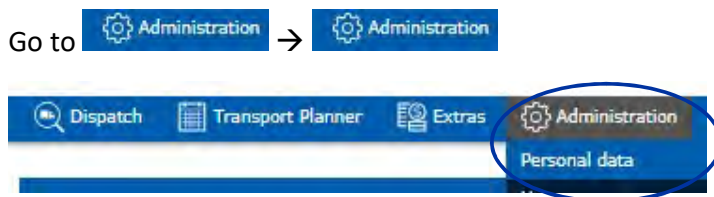
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).



### 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

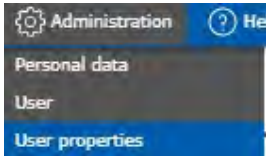
## Edit question and answer

Password:   
Question:   
Answer:   
confirm answer:

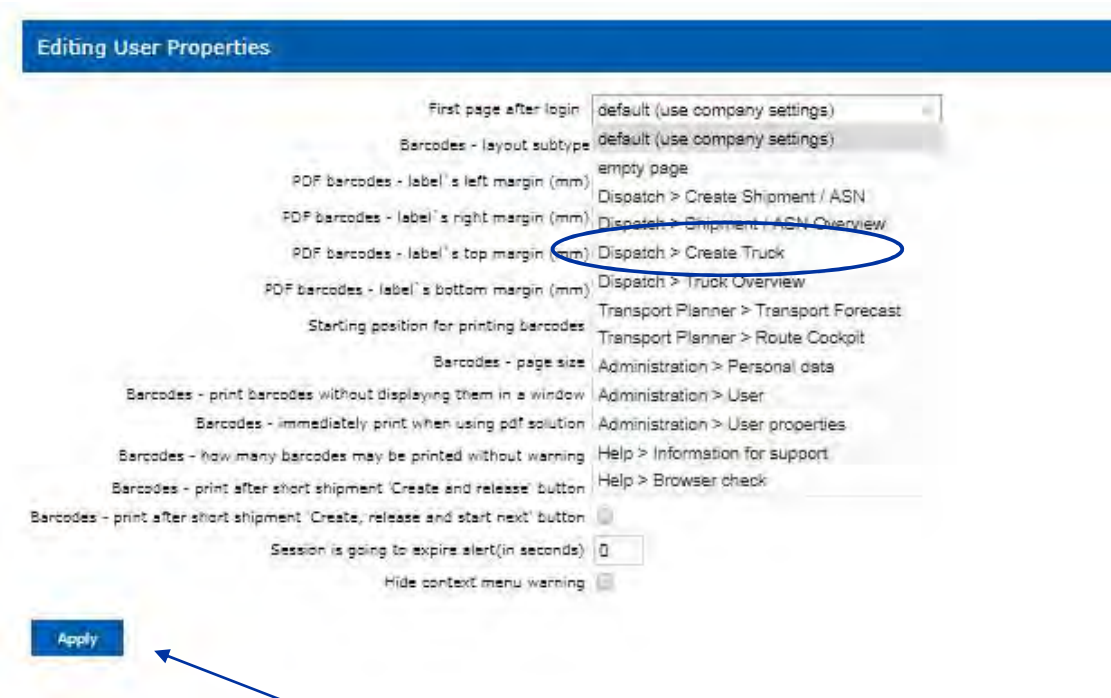
Save

## User properties

Go to Administration → User properties



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



When there is a change, please push Apply 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 \*

A screenshot of the 'New User' registration form. The form has a blue header 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\*', 'First Name:', and 'E-mail\*' fields are circled in blue. Below these fields are two dropdown menus for 'Language I:' (set to 'English') and 'Language II:' (set to 'German'), and a checkbox for 'Use browser language settings'. At the bottom of the form is a green 'Save' button.

TEN User: TEN User ID

External: Email address

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**)

<input checked="" type="checkbox"/>	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**

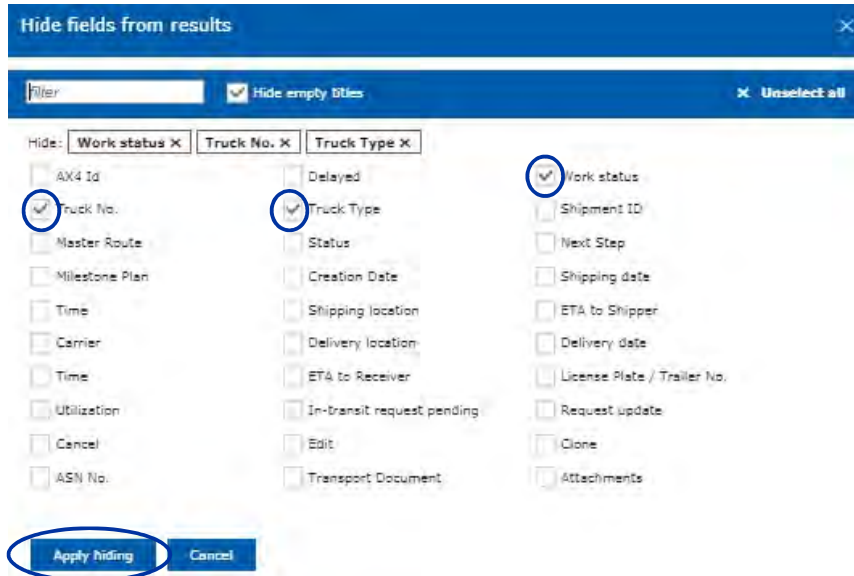
filter:   Hide empty titles  Unselect all

Group by: **Shipping date X**

- AX4 Id
- Master Route
- Milestone Plan
- Time
- Carrier
- Time
- Utilization
- Cancel
- ASN No.
- Delayed
- Status
- Creation Date
- Shipping location
- Delivery location
- ET4 to Receiver
- In-transit request pending
- Edit
- Transport Document
- Shipment ID
- Next Step
- Shipping date
- ETA to Shipper
- Delivery date
- License Plate / Trailer No.
- Request update
- Clone
- Attachments



**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	Leg 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	Attachment
16258323	3331	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 %		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 %		16258244
16258659		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 %		16258659
16249596		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 %		16249596

## 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

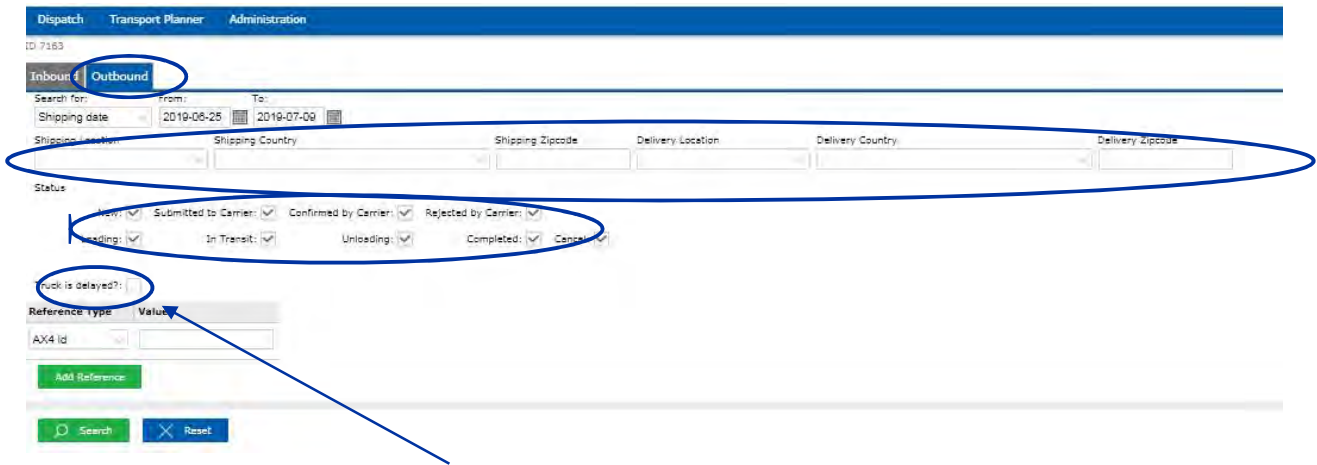
### Truck Overview

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

Go to Dispatch → Truck Overview

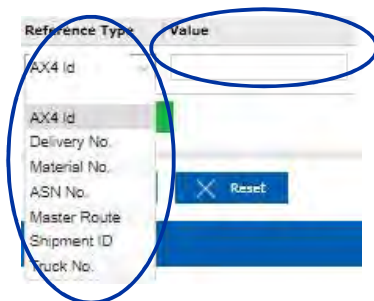


Choose Outbound, make necessary selections and click Search



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
<input type="checkbox"/> 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				
<b>Date</b>	28.05.2020 15:00	<b>Date</b>	30.05.2020 16:00			
<b>Address</b>	TEN Edenkoben Luitpoldstrasse 83 67480 Edenkoben Germany	<b>Address</b>	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, there is a progress bar with steps: 'Arrived at pickup...', 'Departed from pl...', 'Arrived at destina...', and 'Left destination lo...'. Below this, there are fields for 'AX4 ID: 16121516', 'Shipment ID', and 'License Plate / Trailer Number: 1111'. There are two green buttons: 'Add Next Milestone' and 'Add NCR (TEST)'. Below these is a table of milestones.

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 Usr/ ned Labem	
Submitted to carrier	Done <input checked="" type="checkbox"/>	18.06.2019 08:08		18.06.2019 08:08	Aperam CZ Usr/ ned 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	

Possibility to add next milestone

Add Non Conformity Report (NCR)

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' pop-up form. It has a list of checkboxes for different types of 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. At the bottom, there is a 'Save' button.

# AX4 User Guide



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

The screenshot displays a shipment record in the AX4 system. A blue box highlights the header information, which is detailed in the table below. Blue arrows point from text labels to specific columns in the table: 'Expected arrival date / time to shipper' points to the 'ETA to Shipper' column, 'Expected arrival date / time to receiver' points to the 'ETA to Receiver' column, and 'Truck utilization' points to the 'Utilization' column.

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 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 28.05.2020 15:00

Europe/Berlin

Departure Date 28.05.2020 16:00

Europe/Berlin

Delivery Date 30.05.2020 16:00

Europe/Berlin

Completion Date 30.05.2020 17:00

Europe/Berlin

Truck No.

Trailer No.

Trailer Type Mega Trailer

Special Instruction Please ring front door before delivery

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

Save Truck

Cancel

**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.

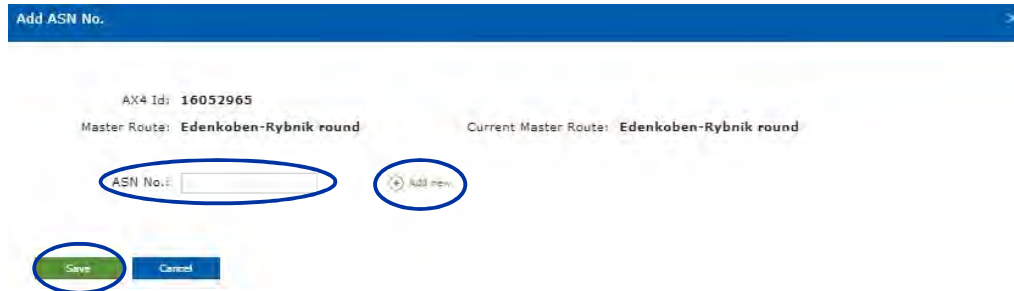
- Truck won't be submitted automatically to the carrier → status: New
- Truck submitted automatically to the carrier → status: Submitted to carrier

**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 !

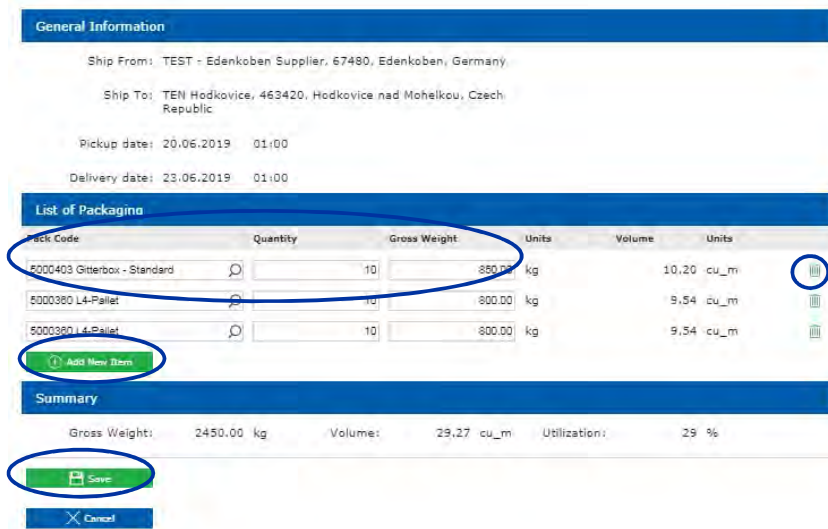
As soon the ASN is send via EDI, the truck will be automatically updated with the detailed information of the shipment (part numbers, quantity, packaging)

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



**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 .



Don't forget to your input.

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

**Tenneco** **CMR**

INTERNATIONAL CONSIGNMENT NOTE  
This carriage is subject neither to the Convention on the liability for the loss of or damage to goods carried by road (CMR) nor to the Convention on the Contract for the International Carriage of Goods by Road (CMR)

1 Sender (name, address, country) <b>Tenneco GmbH</b> Luitpoldstrasse 83 67480 Edenkoben Germany		3 Carrier (name, address, country) <b>Mores Cranes Ltd</b> Lake Road NP19 4WN Newport Gwent UK (United Kingdom)	
2 Consignee (name, address, country) <b>Tenneco Walker UK Ltd</b> Telfermaubach Ind. Estate NP2 5AA Tredgar 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: <b>50</b>	11 Method of packing: <b>E4-Pallet</b>	12 Nature of the goods:
13 Gross weight in kg: <b>6000.00</b>	14 Volume in m3: <b>93.48</b>		
UN Number:	Name size 13:	Label Number:	Packing Group:
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\*:  No file chosen

\*Mandatory entry

Save

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 details

Shipment Id

Master Route Please choose

Carrier single Please choose single team

Shipping location:

Delivery location:

Shipping Date dd MM yyyy HH:mm

Departure Date

Delivery Date

Completion Date

Truck No.

Trailer No.

Trailer Type Please choose

Special Instruction

Request in-transit update frequency four times

Attachments

Upload Attachment

Submit to carrier?

Save Cancel

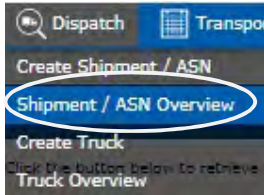
- Truck won't be submitted automatically to the carrier → status: New
- Truck submitted automatically to the carrier → status: Submitted to carrier

Don't forget to 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**

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	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	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	

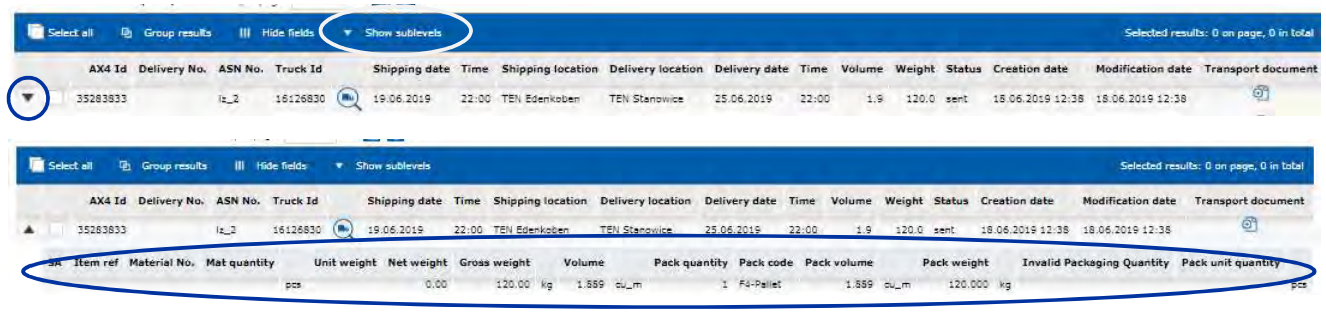
TEN internal Delivery Note number

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

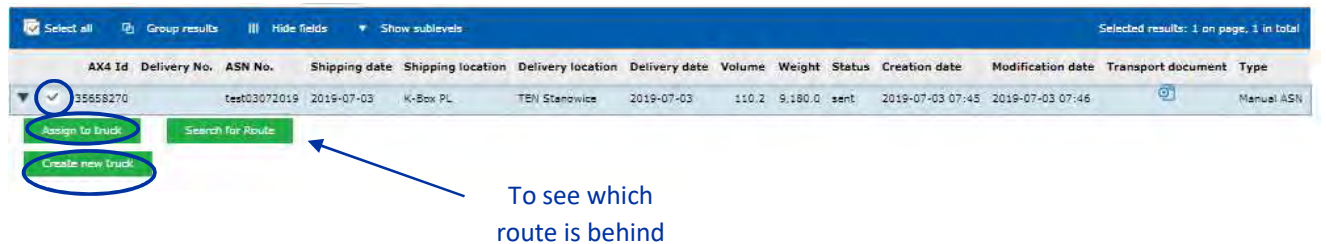


To assign an ASN / Delivery Number go to

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

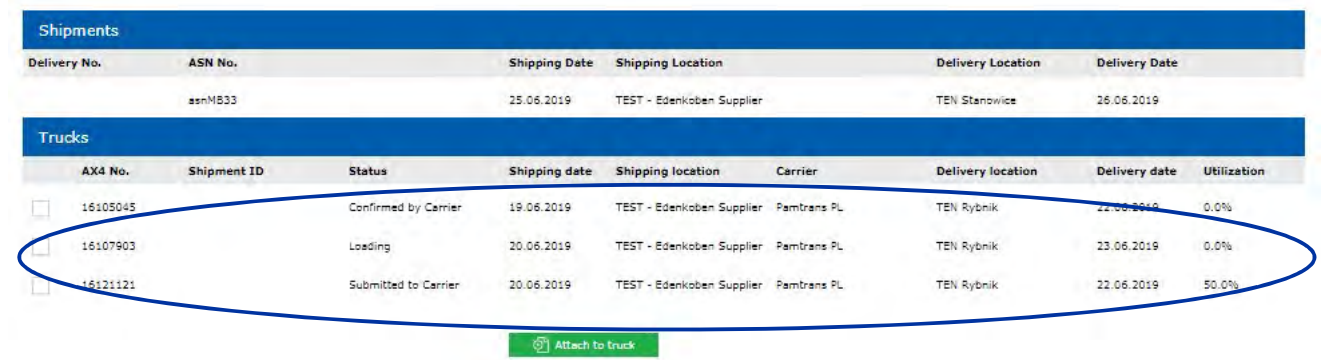
(explanation see side 19)

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



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



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	
	lz_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	Creation No.	Type	Shipment ID	Master Route	Log reference	Multi	Next Stop	Master Plan	Creation Date	Shipping date	Date	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Date	ETA to Receiver	Trailer no.	Container ID	Utilization	In-transit request pending	Attachments	Cancel	ASN	Close	ASN no.	Transport Document
16121121		ASNC	16121121			In Transit					2019-07-01	2019-07-01	09:00	K-Now PL	2019-07-01 01:00	K-Now	TEN Stanowice	2019-07-01	08:00		16121121		50,0%							

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	
asnMB33	Manual ASN	TEST - Edenkoben Supplier	TEN Stanowice	
asnMB40	Blank ASN	TEST - Edenkoben Supplier	TEN Hodkovic	
asnMB43	Blank ASN	TEST - Edenkoben Supplier	TEN Stanowice	
2K777995	Manual ASN	Edenkoben Supplier	TEN Stanowice	

**Save** **Cancel**



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 Edenkoben-Stanowice-Rybnik**

ASN No.:  ADD new

ASN No.	Type	Shipping Location	Delivery Location	
asnMB20	Manual ASN	TEST - Edenkoben Supplier	TEN Stanowice	
asnMB43	Blank ASN	TEST - Edenkoben Supplier	TEN Stanowice	
30777895	Manual ASN	Edenkoben Supplier	TEN Stanowice	

**Save**    Cancel

To update the CMR click **Generate document**

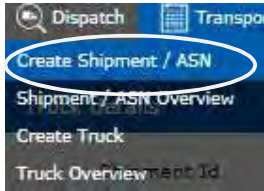


AX4 Id	Delayed	Work status	Truck No.	Truck Type	Shipment ID	Master Route	Leg reference	Status	Next Step	Milestone Plan	Creation Date	Shipping date	Time	Shipping location	ETA to Shipper	Carrier	Delivery location	Delivery date	Time	ETA to Receiver	License Plate / Trailer No.	Utilization	In-Transit request pending	Request update	Cancel	Edit	Clone	Create ASD	ASN No.	Transport Document
16121121		sent		ax4tr	EDT0195			Submitted to carrier			18.04.2018	20.04.2018	01:00	TEST - Edenkoben Supplier		Interim Pa	TEN Stanowice	22.04.2018	01:00			15%								

## Manual Shipment /ASN Creation

Possibility to fill a truck / create an ASN manually.

Go to Dispatch → Create Shipment / ASN



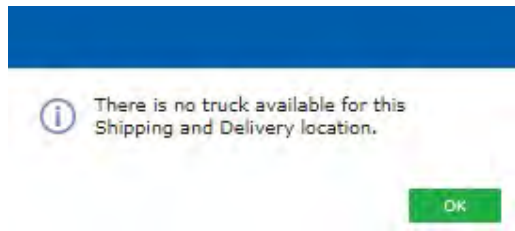
Red fields are mandatory fields which have to be filled

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

No truck available → error message will pop up:



When you click you will be transferred to following page:

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

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/BeIn

Departure Date  Europe/BeIn

Delivery Date  Europe/BeIn

Completion Date  Europe/BeIn

Truck No.

Trailer No.

Trailer Type **Mega Trailer**

Special Instruction

Request in-transit update frequency  hours

**Attachments**

**Submit to carrier?**

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"/>	16294687	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"/>	16296890	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"/>	16238578	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"/>	16257206	Submitted to Carrier	2019-06-28	K-Box PL	K-Box PL	TEN Stanowice	2019-06-28	0.0%
<input type="checkbox"/>	16293067	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%

## 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
<b>Week no: 25</b>											
25	19.06.2019	19.06.2019	Rybnik - Poznan	66	62	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
<b>Group totals:</b>				<b>103</b>	<b>103</b>	<b>95</b>	<b>1.26</b>	<b>0</b>			
<b>Week no: 26</b>											
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
<b>Group totals:</b>				<b>202</b>	<b>226</b>	<b>304</b>	<b>3.19</b>	<b>0</b>			

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

View Manifest =  
truck details