Infor System21 Transport Planning

Product Guide

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Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Transport Planning Module.

Intended audience

The guide is intended for any users of the TP Transport Planning business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

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Chapter 1 Module Overview

1

Introduction

For many companies, transport-related costs form a significant portion of the total distribution budget. Increases in efficiency and reductions in costs due to effective planning and management of the transport department can have a real effect on a company's profits.

To optimise the utilisation of transport resources and load fill, accurate information should be made available to the transport department as early as possible in the delivery cycle. This enables efficient scheduling of deliveries in the short term as well as assisting strategic transport planning in the longer term.

The Transport Planning application provides a wide spectrum of facilities for the planning and day-to-day management of transportation.

Together with the appropriate Distribution applications, it provides the comprehensive solution for companies managing their own fleet, those using third party carriers and those using a combination of the two.

General Concepts

There are four basic methods of delivery:

- Own transport facility
- Third party transport
- Parcel service
- Collection by customer

Whichever method or combination of methods is utilised, the following operational steps may be taken to plan the necessary transport.

- Build loads
- Assign transport resource
- Manage movements
- Consign loads

Weight and Volume Calculations

Weights, volumes and containers are used extensively in Transport Planning to assist users in estimating what will go on a load. The notes below show how weights, volumes and the number of containers are calculated.

Note: *The weights, volumes and numbers of containers for returned goods to be picked up en-route are not included in these calculations.*

Detailed Container Summary Off

If the Detailed Container Summary field is **unchecked** for a transport centre, the weight and volume calculation is a simple accumulation of all entered values.

The number of containers is the number of issue units required divided by the number of containers.

An example is given below:

Sample Calculation

If you set up the following details for an item:

Net weight per issue unit	= 5.00
Net volume per issue unit	= 3.00
Item tare weight per issue unit	= 0.25
Quantity per container	= 10.00
Container tare weight	= 2.00
Container volume	= 3.00

For an order line quantity of 10 issue units, the transport requirements calculated are:

Net weight	= 50 (10 @ 5.00)
Net volume	= 30 (10 @ 3.00)
Item tare weight	= 2.5 (10 @ 0.25)
Number of containers	= 1 (10 units with 10 per container)
Container tare weight	= 2.00
Container volume	= 3.00

Total Volume

Net volume + container volume	= 33.00

Gross Weight

Total tare weight	= Item tare weight + container tare weight	= 4.50
Gross weight	= Net weight + total tare weight	= 54.50

Volume calculations

The example above is typical where both the items and the containers have volumes, e.g. bricks on a pallet. Both items and pallets have volumes which are included in the total.

If the item is contained in a container, for example margarine tubs in a carton, the net volume of the item is irrelevant and should be 0 and only the container volume should be entered.

If the container is not significant, for example 6 bottles of mineral water wrapped in cling film, the container weight and volume may be left as 0.

Containers

No of containers	= No of issue units / quantity per container	= 1.0

Detailed Container Summary On

If the Detailed Container Summary field is **checked** for a transport centre, the Item Transport Detail maintenance task will allow items with container profiles to have a default outer defined. This will be used in volume and number of container calculations for these items.

An example is given below:

Weight, Volume and Number of Container Calculations

All containers must have Transport Planning item details set up. For each requirement (picked quantity on an order or outstanding quantity on a return line), the calculations are:

Weight = net weight per issue unit * number of issue units + sum of Container tare weight of all containers

Volume = number of standard outers * container volume defined on that container's transport item details.

Number of containers = number of standard outers only.

Sample Calculation

Item	Net wt per iss un	Volume per iss un	Container tare wt	Container volume	Standard outer
GIN	0.8	0	0	0	CASE
BOTTLE	0.0	0	0.6	0.75	
BOX	0.0	0	0.1	9.00	
CASE	0.0	0	0.2	108.00	
PALLET	0.0	0	1.0	0.9	

Container profile for GIN with number off

BOTTLE	1
BOX	12

CASE	240
PALLET	960

Order 100 boxes of GIN = 1200 BOTTLES

Weight

Goods	960 (1200 * 0.8)
BOTTLE	720 (1200 * 0.6)
BOX	10 (100 * 0.1)
CASE	5 (5 * 0.2)
PALLET	2 (1 * 2, 1 PALLET not full)

Total 1697

Volume

CASE	540 (5 * 108.0)

No other volumes will be included.

Number of Containers

CASE	5

No other container will be included.

Note: *Should any containers be sold as normal items on sales orders, or returned empty, their weight and volume will be calculated as for any other item. Therefore, container items may have all normal entries on their item transport profiles.*

Build Loads

When loads are being planned, be it for own transport or third party carrier, decisions regarding giving extra discount or promising a delivery date and time, may depend upon access to the current situation of the loads to the customer's area.

When items are planned on a load, a number of factors will contribute to the decision-making. These factors fall into three categories: customer, product and vehicle.

Customer Factors

- Geographical position

- Limits on vehicles accepted
- Limits on container types accepted
- Carriers accepted
- Days of the week
- Times of the day
- Authorisation required for delivery
- Exclusive deliveries

Product Factors

- Temperature control
- Security

Vehicle Factors

- Maximum capacity (weight, volume, number of containers)
- Driver restrictions (HGV required etc.)
- Availability of vehicle and driver

There is a requirement for a continuous view of the forward delivery load. The forward view should present the requirements in the appropriate units (weight, volume, number of containers) by transport centre/date/time/route/vehicle type restriction.

Typically, the day before despatch (or on the same day) the load is finalised, with the vehicle and carrier assigned. The picking and preparation documents can then be issued.

Assign Transport Resource

The procedure is obviously different for companies using their own transport and those using a third party. If you are using a third party, it is a matter of notifying the carrier of:

- Vehicle requirements
- Loading date, time and place
- Drops
- Required delivery dates and times
- Weights/volume/number of containers per load
- Product details

The rates may then be agreed as part of the confirmation. Typically, this is a specific confirmation of a long-standing agreement based on rate tables supplied by the carrier, allowing transport costs to be accurately calculated, accrued and matched to carrier invoices.

If you are using your own transport facilities it is necessary, having determined the requirements, to assign a vehicle and driver. There is a continuous review of the despatch requirements to maximise utilisation and minimise the number of part loads sent out.

It is often necessary to assign more than one carrier by the creation of a master load. This covers the trunking of a complete load to a destination, where it is split into sub-loads which are typically delivered by local carriers on smaller vehicles.

Manage Movements

This includes all of the tasks necessary to get the goods on the right vehicle at the right time and in the most efficient manner. This includes the production of any necessary paperwork:

- Picking notes
- Despatch notes
- Load sheets
- Bills of lading (consignment notes)
- Invoices

The important fact here is that the load is picked as a consignment. This might be order picked OR consolidated by carrier or route or individual load and then marshalled.

There can be different requirements for confirmation of the different movements, but normally document confirmation with exception is used. In the case of despatch notes, a clean document may be printed before the load is consigned to the carrier (particularly when third party carriers are used).

Consign Loads

Once loaded, the final transport details are confirmed prior to despatch. These include:

- Carrier used
- Weight/volume/number of containers
- Date and time of despatch
- Vehicle and driver details
- Driver instructions
- Security details
- Thermostat settings (for chilled and frozen compartments)

The latter three are particularly relevant for internal transport. Vehicle details normally include registrations, whilst drivers may be identified by a short name or employee number.

Security details may include a tag number, type and colour assigned to the vehicle at despatch.

The driver will normally sign a copy of the bill of lading to confirm acceptance of the load, i.e. that the load has been consigned to the carrier.

Relationship to Other Applications

The Transport Planning application is a fully standardised application, and as such operates under the control of System Manager.

Transport Planning is one of the group of advanced application modules which extend the functionality of base application modules.

The applications which are prerequisite for the operation of Transport Planning are:

- Inventory Management
- Sales Order Processing

The application, however, is designed to be used in conjunction with, and enhance, the following applications:

- Advanced Order Entry
- Customer Returns
- Distribution Requirements Planning (DRP)
- EDI Application Interface
- Telesales
- Warehouse Management
- Accounts Payable
- Advanced Financial Integrator (AFI)

The Customer Returns interface allows this application to plan transport for the collection of goods from customers.

The DRP interface allows this application to plan transport for depot replenishment as well as for retail deliveries.

The EDI interface allows incoming sales orders received electronically to be made available for transport planning.

The ability to produce a consolidated pick per load (or route or carrier) is provided within Warehouse Management or using the bulk pick capability within Transport Planning for inventory stockrooms.

Once authorised, carrier invoices can be automatically transferred to the Accounts Payable invoice log.

The Advanced Financial Integrator application has the capability to post carrier charges and payment variances into the General Ledger based on user-defined rules.

Application Configuration

As with all applications, Transport Planning can be operated for a number of companies.

Within each transport company, transport centres may be set up. These are defined by assigning a number of Inventory stockrooms to the transport centre. This allows the transport planner to manage transport on behalf of a number of physical depots.

The transport planner has a view of the transport requirements for each defined stockroom, but has the option to build loads on behalf of each or to amalgamate them onto combined loads. The former is for shipping direct from the depots and the latter for transhipping prior to despatching from a single delivery depot.

The transport centre may also be associated with multiple sales companies, allowing the planner to manage transport across commercial companies or divisions within an organisation.

The AFI interface allows the calculated carrier freight charges and actual payment variances to be posted to multiple General Ledger companies.

Maintenance of Set Up Data

As this is an advanced application module, much of the primary data has already been set up as part of the base modules. There is, however, additional information which must be entered in order to obtain the maximum benefit from the applications.

The common ways in which this data is maintained are as follows:

- The application makes the maximum use of codes and where they are employed.
- A prompt is always available to assist in selecting the correct one.
- Selection is normally from a displayed list.

Information for the following may be maintained:

- Transport centres
- Transport planners
- Vehicle types
- Routes
- Route nodes
- Carriers
- Carrier rates
- Areas (zones)
- Item transport details
- Delivery profiles

Additional defaults are also maintained per transport company. The most important of these being the point at which the transport requirements are first created within this application from Sales Order Processing at one of the following times:

- Immediately after taking orders
- On allocating stock

- On creating a picking note
- On confirmation of despatch

Transport Centres

A transport centre represents a delivery depot, where transport loads are planned, picked and despatched.

This is defined by associating one or more stockrooms with the transport centre in the Transport Planning application.

These stockrooms may span more than one sales company, allowing multi-company planning of transport for despatches.

A number of control flags are maintained per transport centre, which condition the processing of loads:

Add Orders Immediately to Load

If this is set to **Orders** or **Orders/Returns** and a suitable load is found, i.e. same route, date, transport centre, vehicle type and sufficient capacity is available, the application will automatically add the order/return to this load when the transport requirements are created.

In effect, the application builds the loads, provided that the load headers are set up in advance by the planner, by-passing the Build Loads window.

If this is set to **No** and a suitable load is found, this load number is suggested to the planner on the Build Loads window.

In either case, if no suitable load is found, the suggested load is blank and the planner must create a suitable load and then add the order/return to this load by using the Build Loads window.

Allow Load to be Released before Goods Ready for Loading

The application maintains a running total of orders per load and also the number of orders confirmed as despatched (assembled) within Sales Order Processing.

If this is **unchecked**, the application will not allow loads to be released for printing of documentation unless these totals tally.

Print BoL/Loadsheets Immediately after Load Released

If this is **checked**, the load sheet and bill of lading, if required, are printed immediately after the release of a load to be processed.

If this is **unchecked**, the load will be printed in the next batch print run invoked by the user.

Bypass Confirm Load Despatch

If this is **unchecked**, each load must be confirmed as despatched.

This places a date and time stamp on the load as it leaves the depot.

Load Numbers

A sequential range of load numbers may be maintained per transport centre with a user-defined prefix. Alternatively, a single range may be maintained per transport company. When you are creating new loads, the automatically-assigned load number can be overridden.

Transport Planners

For security reasons, each user of the Transport Planning application must be defined as a transport planner.

This allows authorisation to one or more transport centres. You are allocated a default centre in to which you are automatically logged by the application. The centre description is shown at the top of all windows.

A planner may change to any other transport centre by using the appropriate task. A list of centres to which the planner is authorised is displayed for selection.

The following control flags are maintained per planner:

Release Load

If this is **unchecked**, the planner is not allowed to release loads for printing of documentation and processing.

Override Capacity Errors

If this is **unchecked**, the planner is not allowed to build loads over the capacities defined to the vehicle type.

Authorise Payments

If this is **unchecked**, the planner is not allowed to transfer carrier invoices to Accounts Payable via the Authorise Payments task.

Authorise Adjustments

If this is **unchecked**, the planner is not allowed to transfer carrier invoices to Accounts Payable if there is a difference between the calculated charge and the payment amount.

Routes and Nodes

Routes must be maintained representing a journey between two geographical locations which can be undertaken by at least one carrier (internal or external).

The route is defined by a code, description and optionally an origin and destination.

If specified, the origin and destination must be defined to the application as nodes, i.e. geographical start and end points for the route. The origin and destination will be the same if the journey starts and ends at the same location.

A default carrier and/or ship time and/or vehicle type may be maintained for the route. On creating a load for this route, these defaults will be added to the load.

Bills of lading will normally be required for routes covered by external carriers (for internal fleet a load sheet is normally sufficient). The requirement for a BoL, its format and the number of copies are maintained per route.

Note: *The default route and drop sequence are then associated with delivery points via the Delivery Profile maintenance task in this application.*

Vehicle Types

These may optionally be maintained if capacity checking is required or if analysis by vehicle type is considered important.

A vehicle type code and description is held together with a maximum weight and/or maximum volume load capacity assigned to it.

If a vehicle type is assigned to a load, the application will output an error if any specified capacity is exceeded.

Carriers

Carriers must be maintained, whether internal or external, by associating a code and name, as well as an address, with each carrier.

The following details may also be maintained for each carrier:

Carrier Type

This is defined by the user in a Descriptions table.

Contact Name

This is for information only.

Phone and Fax Number

This is for information only.

Rating Required Rate Method Rate Code

This is for external carriers in particular. The parameters to rate the load, i.e. calculate transport charges, are specified here.

These may be overridden once a load has been created.

Payables Account

If Accounts Payable is installed, a valid supplier account is specified to allow a matched carrier invoice to be transferred from this application onto the Accounts Payable invoice log.

Carrier Routes

If validation of carrier/route combinations is required, the routes each carrier covers are defined here, together with any route-specific rating parameters.

Text

Any carrier-specific details may be maintained for the transport planner's information.

Carrier Rates

If rating of loads, i.e. calculation of carrier freight charges, is to be performed by this application, sets of rates must be maintained (and associated with carriers).

Each set of rates is associated with a code and also an expiry date. Future rates may be set up to be used automatically when current rates expire.

Four methods of rating are available:

- A charge based on the load gross weight, maintained in a table
- A surcharge value or percentage may be specified on top of this table value to accommodate unforeseen charges (e.g. government fuel tax increase).
- A fixed rate per drop is also applied, with a minimum/maximum drop charge for the whole load.
- A minimum load charge is used if the final value is less.
- The same as for **1**, except that the charge is based on the gross weight of each drop
- A charge based on the gross weight dropped into each area contained in the load
- For each area the following are maintained:
    - Fixed charge per unit of weight
    - Surcharge value or percentage
    - Drop minimum charge
    - Drop maximum charge
    - Area minimum charge
- As for **3**, except that the charge per area is not fixed but maintained in a table based on gross weight

Note: *Each of the rating methods may be based on load volume or total number of containers rather than load gross weight.*

Areas

Areas can be defined by a code and description to allow the application to group load drops into areas (or zones).

The area code is then assigned to the appropriate delivery points, allowing load documentation and rating to be split by area.

Item Transport Details

Additional item details must be maintained to allow this application to calculate the capacity requirements of each item.

The following details are maintained per item:

Net Weight per Issue Unit

Weight of the goods, expressed in a standard unit of weight, per selling unit

Volume per Issue Unit

Volume of the goods per selling unit

Item Tare Weight per Issue Unit/Percentage of Net Weight

Used to calculate the tare weight of any inner pack or shrink wrapping, expressed as a weight or a percentage of the goods net weight

Quantity per Container

The number of issue units which will fill a default container (pallet, case, drum, keg etc.) for the item

Container Tare Weight

The tare weight of the default container

Container Volume

The volume of the default container

At least one of the capacities must be specified.

Delivery Profiles

Delivery Profiles

Delivery profiles can be set up for each customer delivery point.

Default delivery profiles can also be set up for each stockroom from which goods are sourced, to enable transport to be planned for all orders placed against that stockroom, irrespective of whether a specific customer delivery point has an associated delivery profile.

The following details are maintained:

Default Route Default Drop Default Carrier

These details are defaulted and recorded against each order for this delivery point.

Area

This is the area or zone used for splitting the drops for documentation and rating purposes.

Customer Exclusive Loads

If this is **checked**, the application will ensure that any load built for this customer will not contain orders for other customers (based on the eight-character customer account and three-character delivery sequence).

Confirm Delivery Time Slot

If this is **checked**, the planner will be informed that this delivery point requires confirmation of a delivery slot at the customer's depot before the load can be released.

Note: *Delivery time slots cannot be maintained against a stockroom delivery profile.*

Deliveries Allowed

These are the days of the week and the times within each day when the customer accepts deliveries. (They are used for memo purposes only).

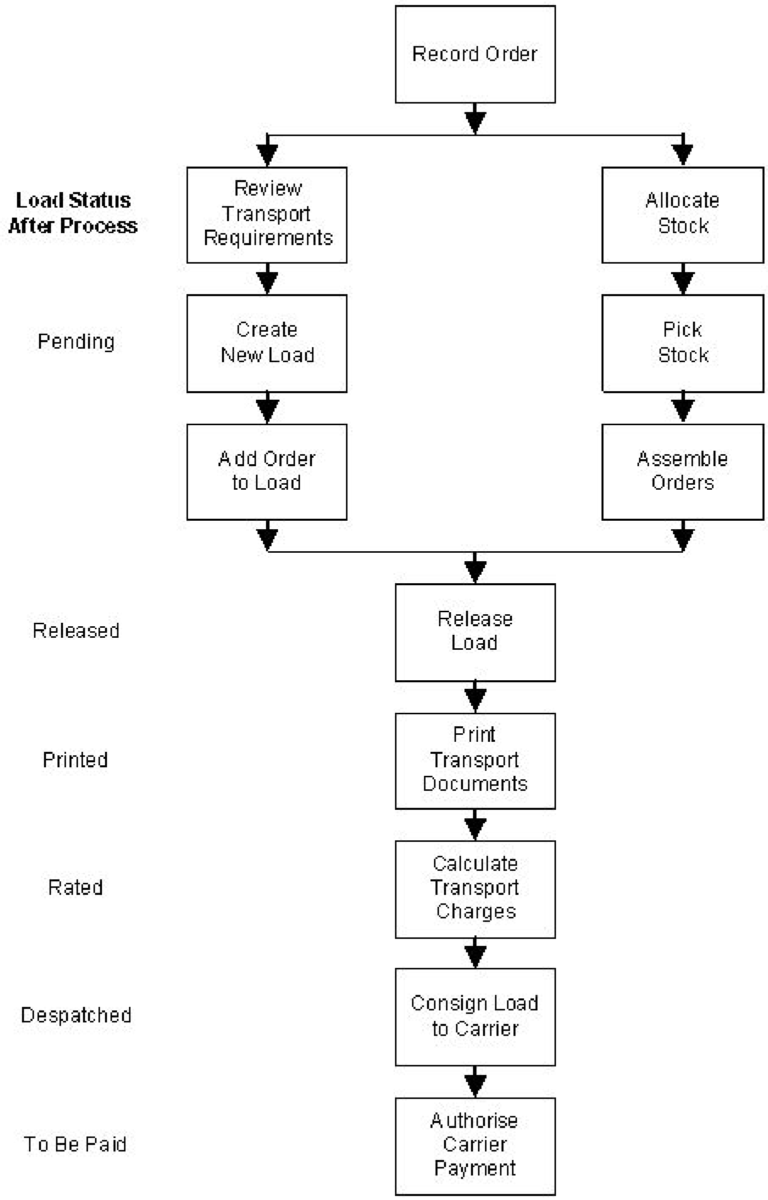
Text

Any text relevant to the transport planner can be maintained against the delivery point (for internal purposes only).

Note: *Text cannot be maintained against a stockroom delivery profile.*

Processing

The business processes are best represented by the following flow diagram:



However, the full flexibility of the Transport Planning application requires further explanation.

The transport requirements of orders may be transferred from Sales Order Processing immediately after taking the order, on allocation of stock, creation of pick notes or on confirmation of despatch. Any under/over pick or despatch confirmation will be automatically reflected in the Transport Planning application.

The building of loads may be automated, if required, for specific transport centres. The transport planner need only to create the pending load headers in advance and the application will then add the appropriate orders (up to any specified maximum capacities defined for the vehicle type.)

The consignment of loads to the carrier may be done manually, via the Confirm Despatch of Load window, or automatically via the application after printing (and rating where appropriate) the load.

The matching and authorisation of carrier invoices is only required where the load has been previously rated.

At the appropriate point, the load is closed and copied to history for future analysis.

Review Transport Requirements

In Transport Planning, the Build Loads window presents the planner with all of the information necessary to assemble orders onto loads in the best possible way.

Once an order has been recorded, the following details are made available via the Build Loads window:

- Gross weight
- Volume
- Number of containers
- Sourcing stockroom
- Default route and drop sequence
- Default carrier
- Default vehicle type
- Ship date and time
- Customers name and account
- Suggested load number (if any)

Easy access is also provided via the following functions to provide more detail for the load planner:

- Pending loads (i.e. loads not yet released)
- Load details enquiry
- Order enquiry
- Delivery profile enquiry

The planner's attention is brought to orders having fixed or special instructions by a flashing asterisk against an order which has external text recorded against it.

In addition, an asterisk is displayed against the customer if there are any delivery restrictions.

The order may then be selected to display either the Order Enquiry or Delivery Profile Enquiry respectively.

Create New Load

New load headers may be created individually on line or en masse via a batch function.

The application can automatically generate load numbers or they can be manually controlled.

The minimum amount of information required is a valid route code and ship date.

Skeleton load headers may be set up to represent a standard journey and the relevant one copied each time a load is created.

A load header may be created in flight during load building if it has not been set up in advance.

Add Orders to Load

On the Build Loads window, the planner can select a number of orders to be added to a new or existing load.

If a vehicle type has been specified, the application will check that its capacity has not been exceeded.

Facilities are provided to move the order to alternative routes and/or to re-sequence the drops.

Once orders are added to loads, they are automatically removed as a requirement from the Build Loads window.

Release Load

Prior to releasing a load, any final amendments are made to drops via the Maintain Load window. In addition, any driver, vehicle registration or security seal details may be assigned to the load.

On releasing a load, the necessary transport documentation can be printed immediately or the next time a print run is selected.

Once released, a load is no longer available for planning. Its status must be returned to Pending by the planner for any details to be amended prior to the load being consigned to the carrier.

Print Transport Documents

Load sheets, and optionally bills of lading, are printed for each released load. These are described in detail in the Reports section of this product guide.

Details of the route, drop and load are printed on each pick/despatch note in Sales Order Processing and the notes can be generated for a specific carrier, route or load.

If Warehouse Management is installed, facilities are provided to produce consolidated pick lists for the warehouse personnel to pick efficiently for loading of vehicles.

Calculate Transport Charges

Function is provided within Transport Planning to calculate the expected carrier charge for selected loads.

The calculations are based on the following parameters:

- Charge per capacity unit (gross weight, volume, containers)
- Penalty charge (if below specified minimum)
- Charge per drop
- Minimum drop charge
- Maximum drop charge
- Surcharge value/percentage
- Minimum charge per area
- Maximum charge per area
- Minimum charge per load

The charge rates (per unit or per drop) may be maintained as a fixed amount or in a table based on weight, volume or number of containers.

Four methods of automatic calculation are available (which can each be based on volume or number of containers rather than gross weight):

- A charge based on the load gross weight, maintained in a table
- A load charge based on the sum of drop charges which in turn are based on drop gross weight, maintained in a table
- A charge based on a fixed unit rate multiplied by the gross weight dropped into each area (zone) contained in the load
- As above except that the charge per area is based on a table of gross weight ranges, rather than a fixed rate

If Advanced Financial Integrator is installed, the ability to post the calculated charges (prior to payment) into the General Ledger is provided, allowing selected P & L and accrual accounts to be debited and credited respectively.

Note: *The General Ledger journals may be posted based on user-defined attributes of the load, customer, product and carrier. The value may be apportioned over the products contained in a load, based on gross weight, volume or number of containers (pallets, cases, kegs, drums etc.)*

Consign Load to Carrier

An option is provided for each load to be confirmed as despatched to ensure that it is date and time stamped on leaving the depot.

This stage may be bypassed, allowing the load to be consigned automatically once the load sheet has been printed.

Authorise Carrier Payment

A carrier invoice can be matched on receipt against the calculated charge for one or more loads.

If there is a discrepancy, only authorised users can authorise the payment. Once authorised, the invoice and load details are automatically transferred to the invoice log in Accounts Payable (if installed).

If Advanced Financial Integrator is installed, the General Ledger can be updated with any variances between the rated and paid values.

Confirm Collection of Returned Goods

If you are using the Customer Returns interface to Transport Planning, an option is provided to acknowledge the pick-up or otherwise of goods on a return note.

This stage is bypassed if there are no planned pick-ups on a load.

Enquiries

Enquiries can be grouped into one of three categories:

- Planning
- Static information
- Status

More simply, these can be regarded as:

- What is to be done?
- What are the parameters?
- Where are things?

Planning Enquiries

The Outstanding Loads Enquiry displays all orders yet to be included on loads which satisfy the selection criteria.

This can also provide visibility of the future outstanding requirements for planning of transport, as a range of dates may be selected.

Static Information

Enquiry windows are available for the following:

- Carrier details

- Carrier/route restrictions
- Delivery profile details
- Delivery time slots

Status Enquiries

Load enquiry windows are provided as follows:

- Pending loads (i.e. list of loads not yet released)
- Load details (load header information)
- Load drops (all drop details for selected load)
- Load orders (all orders for selected load)
- Load consignee (consignee details for selected load)
- Load totals (quantity/value totals for selected load)

The Loads by Order enquiry allows the current status of an order to be viewed i.e. the load(s), if any, to which it is assigned. Direct access to the load enquiries is provided by selecting one of these loads.

Reports

As part of the general policy of the applications before a report is run, selection and sequencing parameters are available.

In general, standard reports are printed on standard listing with 132 print positions and 6 lines to the inch and within this application all reports and documents are defined to Report Generator for ease of amendment.

All reports are printed with the procedure or program number in the top left-hand corner and the page number and date of run in the top right-hand corner of the report.

Planning/Status Reports

The Load Status report provides a summary per date/route of the total capacity requirements of outstanding orders together with a view of any current loads. From this report, the planner can quickly establish which routes are under/over committed prior to building loads on the window.

The Outstanding Orders report provides details of all orders yet to be included on loads, sequenced by route/drop within date. This provides the planner with detailed capacity requirements, which are of particular use where an over commitment has been identified on the Load Status report.

The Load Details report details all the drops and orders for selected loads.

Documents

Print and re-print facilities are available for two documents:

Load Sheets

These are printed for all released loads (including master loads). The load sheet provides a list of all drops to be undertaken for each load selected (in ascending or descending drop sequence). It serves three major purposes:

1 A marshalling document for all despatch notes included on the load sheet, particularly if the notes are from more than one stockroom

2 An aid to loading the vehicle in the best sequence for dropping

3 An action and confirmation list for the driver

Bills of Lading (BoL)

This is a more formal document than the load sheet and is normally produced only for selected external carriers.

The BoL is printed in any one of four formats:

1	One BoL is printed per load	One totals line	List of despatch note numbers
2	One BoL per drop/delivery point	One totals line	List of despatch note numbers
3	One BoL per load	One totals line per drop	List of despatch note numbers per drop
4	One BoL per load	One totals line per area	List of all despatch note numbers on the load

Financial Integrator Interfaces

The following functions relate to the areas of data extraction via the AFI:

1 Rating

Manual/automatic rating will create charge details for loads that are then available for AFI extraction for accrual accounting of transport costs.

2 2Payment

Payment authorisation (manual or with Accounts Payable attached) updates charge details with payment information and transfers the invoice details to Accounts Payable. Any variances between rating and payment values can be posted to GL via AFI.

3 3Load Cancellation

Load cancellation where loads have been rated but not extracted by the AFI will create a rating posting and a subsequent rating cancellation posting when being extracted by AFI. Where the rating posting has been extracted by AFI, only a rating cancellation posting is created. For loads where rating has not taken place, no AFI extraction will take place.

Prerequisites

Applications

For the basic operation of the Transport Planning module, the following applications must be installed:

- System Manager
- Inventory Management
- Sales Order Processing

The following additional applications make up the full complement of order capture modules which provide an interface into Transport Planning:

- Advanced Order Entry
- Distribution Requirements Planning (DRP) - for distribution orders
- Customer Returns
- EDI Application Interface
- Telesales
- Warehouse Management

The following financial modules provide for a full level of financial integration:

- Accounts Payable
- General Ledger
- Advanced Financial Integrator

Data

Items

All items to be processed by Transport Planning must be defined to an associated sales/inventory stock holding company.

Customers

All delivery points to be processed by Transport Planning must be defined to an associated sales company.

Stockrooms

If you want to ensure that all goods shipped from a particular stockroom are processed by Transport Planning irrespective of whether a delivery point exists for a customer delivery point, set up a default delivery profile for the stockroom.

Transport Planning Configuration

Data Considerations

Consider the following data entities during data set up:

- Transport descriptions in Inventory
- Company profile
- Transport centres
- Planners
- Areas
- Routes and nodes
- Vehicle types
- Carriers
- Items
- Delivery profiles

Transport Descriptions File Entries

To enable the normal processing of the application, there are some entries which need to be defined to the Inventory Descriptions file.

Note: *The Inventory Descriptions file entries are maintained in Inventory Management under the default sales company defined to the Transport company profile. This enables the definition of a Transport company that need not be an existing Sales company.*

The following codes must be present:

CODE	DESCRIPTION
TPAR	Adjustment reason
TPBL	Bill of lading format

TPCC	Commodity code
TPCT	Carrier type
TPCY	County
TPDC	Capacity
TPIC	Creation of transport req.
TPLS	Load status
TPPM	Freight payment method
TPRM	Rating method
TPSE	Serious errors
RSNC	Reason code
TTYP	Text type
USGC	Text usage code
WAIT	Record lock wait

Low Level Codes

With the description identity codes, various low level codes must be defined:

TPBL

Bill of lading format (code length=2)

01	One document per load
02	Document per drop/delivery point
03	One document with drop details
04	One document details by area

TPDC

Capacity (code length=1)

1	Weight
2	Volume
3	Containers

TPIC

Creation of transport req. (code length=1)

1	Order/Return creation
2	Order Allocation/Return authorisation
3	Pick/Return print
4	Commit (not used)
5	Confirm pick (not used)
6	Confirm despatch/Return print

TPLS

Load status (code length=2)

10	Pending (on hold, being planned)
20	Aprinting (awaiting printing)
30	Allocated (not used)
40	On pick (not used)
50	Picked (not used)
60	Arating (awaiting rating)
70	ACOD (awaiting confirmation of load despatch)
75	ACOR (awaiting confirmation of returns)
80	Aauth.pay (awaiting payment authorisation)
90	Aledg.post (awaiting posting of payment to the General Ledger)
95	Ahist (awaiting drop to history)

99 Cancelled

TPRM

Rating method (code length=2)

01 Load and rate table

02 Drop and rate table

03 Area

04 Area and rate table

TPSE

Serious errors (code length=2)

01 Sales order not found

02 Pick note header not found

03 Item record not found

04 Stockroom balance not found

05 Route specified not found

06 Time out for requirements update

07 Details changed after AFI posting

08 Details changed after override

09 Global route change warning

10 Possible capacity problems

11 Item transport profile not found

TTYP

Text type (code length=1)

K Carrier

C Customer

O Order

T Transport load

USGC

Text usage (code length=1)

I Internal

P Planner

E External

Text Type/Usage Combinations

KI Internal carrier text

CP Planner customer text

OE External order text

TE External transport load text

WAIT

This is the wait type for temporary record locking (code length=6)

BATCH Batch lock request

BATCH entry should be defined with a limit of 5 for the record lock attempts and a rate of 20 for the wait seconds.

INTER Interactive lock request

INTER entry should be defined with a limit of 5 for the record lock attempts and a rate of 2 for the wait seconds.

Note: *The WAIT Description Identity is used to control how long a job should wait for a temporary record lock to be released and how many retries should be effected to achieve a lock for updates.*

Company Profile

The Transport Planning company profile defines a number of primary defaults. The following issues should be considered:

- When should transport requirements initially be received from Sales Order Processing?
- Should transport load references be created at company or transport centre level?

- What are the significant decimal places for each of the capacity types i.e. weight, volume and number of containers?
- Order planning level, i.e. header or line detail. This determines if the stockroom code at header or line level is used to determine the transport centre into which the order line requirements are to be placed.

Transport Centres

Transport centres define a delivery depot that will process order requirements and loads. The following issues should be considered:

- How many transport centres should be defined for the company?
- How many inventory stockrooms should be associated with each centre?
- Should these stockrooms span sales companies i.e. should multiple company planning by a single centre be allowed?
- What is the default capacity type for the centre (weight, volume or number of containers) to be shown on windows when first displayed?
- Should requirements be assigned to loads on initial creation i.e. bypassing manual load build and allowing the system to automatically add them to suitable loads?
- Should loads be available for release prior to all the orders assigned to the load being confirmed as despatched?
- Should transport documentation be printed online on releasing the load?
- Is confirm of load despatch required?

Planners

All users of the application must have a planner profile defined. The following issues should be considered:

- Should planners be authorised to plan loads across a number of transport centres?
- What level of authorisation should be assigned i.e. release loads, capacity overrides, payment/adjustment authorisation?

Areas

Areas or zones need to be defined for the purpose of rating and documentation. Consideration should be given as to how these areas are to relate to a transport centre, i.e. geographical location or a radial pattern.

Routes and Nodes

All routes must be defined to the application together with optional start and end points. The following issues should be considered:

- Are internal or external carriers associated with routes?
- Are vehicle types a factor, i.e. do certain vehicle types run on particular routes?
- Are origins and destinations applicable, i.e. movement between two locations rather than a circular trip back to the transport centre?
- Is formal documentation required for each route, i.e. a bill of lading, or is a load sheet sufficient?

Vehicle Types

Vehicle types need only be defined if analysis of transport requirements against vehicle capacities is required. The following issues should be considered:

- Internal and/or external types (as defined by carriers).
- Are discrete weight and volume capacities important (these may be set as infinite requiring manual review/control of load capacities)?

Carrier Types

All carriers must be defined to the application. The following issues should be considered:

- Internal transport or external carrier services.
- Is rating applicable?
- Are there any carrier route and/or rating restrictions?

Carrier Rates

Carrier rates need only be defined if calculation of transport charges is applicable for the business. This is generally only a feature of external transport of goods and rates will generally be communicated on a contract basis via the carrier. The following issues should be considered:

- Which of the four methods are appropriate?
- How many rate codes/effectivity dates are to be defined?

Note: *Potentially a large amount of data may be required.*

Items

Item details should be reviewed in order to assess capacity requirements for their transportation. The following issues should be considered:

- Net weight and volumes associated per item issue unit
- Tare weights (per issue unit or percentage of net weight) for any item wrappings
- Quantity per default container
- Container tare weight and volume

Delivery Profiles

All customer and distribution centre delivery points must be defined to the application. The following issues should be considered:

- Route and drop sequence
- Default carrier
- Exclusivity of loads to the customer
- Delivery confirmation and time slots requirements

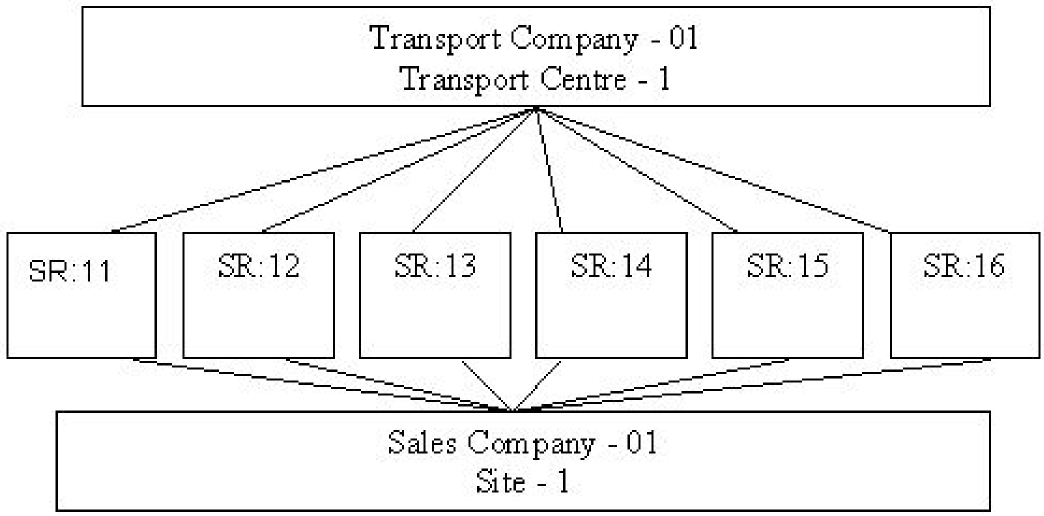
Note: *If you want to ensure that all goods sourced from a stockroom are transport planned, establish a default delivery profile for the stockroom. This default delivery profile will be used for all requirements placed against the stockroom for which a customer or distribution centre delivery profile cannot be found.*

Delivery Documentation

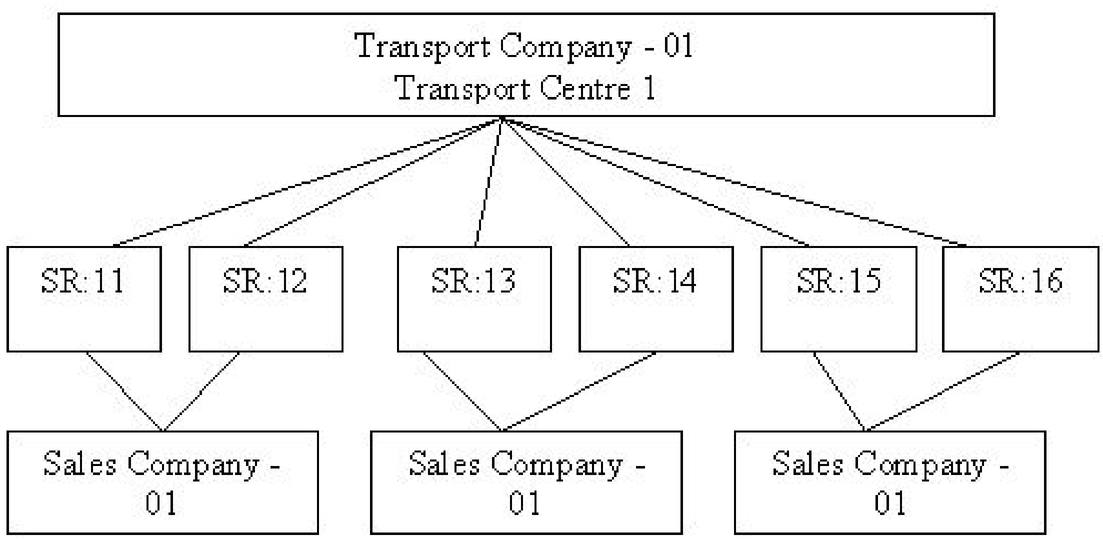
Transport Planning interfaces with the Document Processing application to produce despatch notes (consolidated and unconsolidated), or combined despatch notes and invoices, or both.

Note: *Delivery documentation can only be produced for despatched documents.*

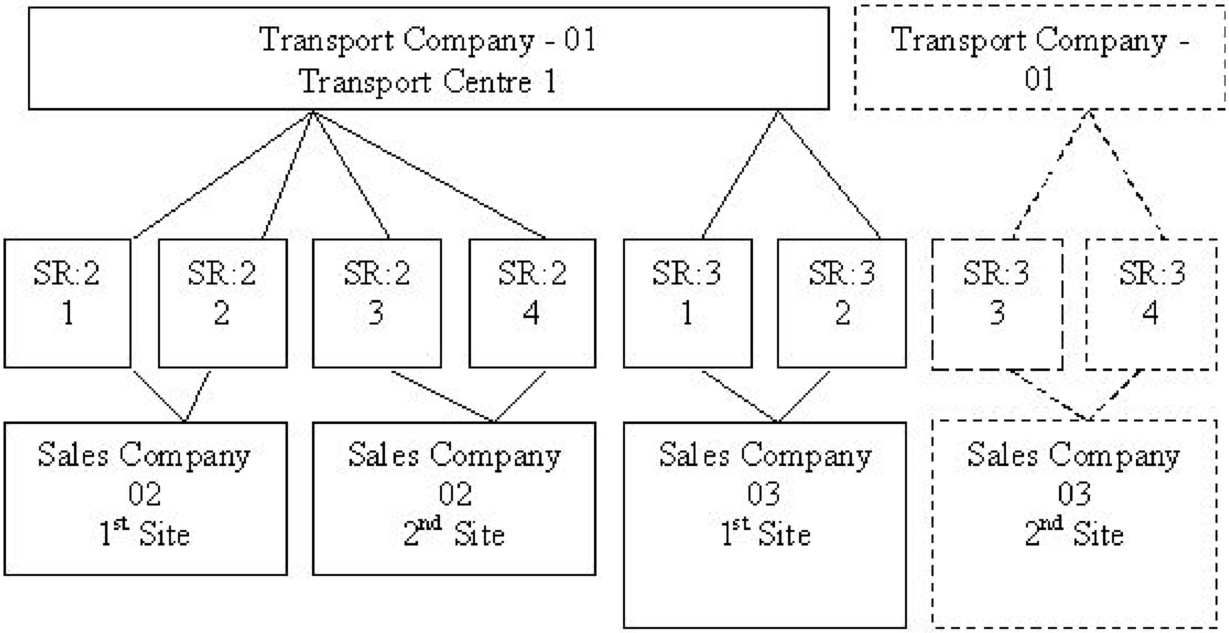
The interface allows for the various setup possibilities that exist for the configuration of transport centres and stockroom sites as shown below:



TC linked to single site



TC linked to multiple sites in the same sales company



TC linked to multiple sites in different sales companies

In addition to the selection criteria available within Document Processing, Transport Planning permits document selection by:

- Transport carrier
- Route
- Load

The user must be signed in to a transport centre before requesting the printing of delivery documentation. The list of stockrooms attached to the transport centre constrains the stockroom sites for which documentation is printed. For example, in Figure 3 above, a request to print delivery documentation by a user signed in to Transport Centre 1 will ignore any despatches made from stockrooms 33 & 34, as these stockrooms are attached to a different transport centre.

A transport centre has a list of stockrooms attached to it.

The list of stockrooms attached to a transport centre may contain stockrooms from more than one stockroom site, and these stockroom sites can be in different sales companies.

Upon initiation of the delivery documentation tasks, a list of those stockroom sites that pertain to the current transport centre is ascertained, by nature of their association with the stockrooms attached to the transport centre.

If only a single stockroom site is found, that is, all stockrooms attached to the selected transport centre are attached to the same stockroom site in a single sales company, delivery documentation is produced for that single stockroom site only.

If multiple stockroom sites are found attached to a transport centre, and these all reside in the same sales company, by default delivery documentation is produced for all stockroom sites attached to the current transport centre in that sales company.

If multiple stockroom sites are found attached to a transport centre and these reside in the multiple sales companies, by default delivery documentation is produced for all the stockroom sites attached to the current transport centre in all sales companies.

***Note:** Use of the delivery documentation tasks from the Transport Planning Processing menu does not preclude the use of the corresponding tasks on the Document Processing menus.*

***Note:** However, the corresponding Document Processing tasks do not exclude documents that are planned onto transport loads and do not support the ability to control the printing of delivery documents by route, load or transport carrier.*

Chapter 2 Maintenance

2

Introduction to Transport Planning

Relationship to Other Modules

To use Transport Planning you must have:

- Inventory Management
- Sales Order Processing

You can use Transport Planning with:

- Advanced Order Entry
- Distribution Requirements Planning (DRP) - You use the DRP interface to plan transport for depot replenishment as well as for retail deliveries.
- EDI Application Interface - You use the EDI interface to electronically receive sales orders and make them available for Transport Planning.
- Telesales
- Warehouse Management - You can produce a consolidated pick per load, route or carrier.
- Customer Returns – You use the Customer Returns interface to plan transport for the pick-up of returned goods.
- Accounts Payable - Once authorised, you can automatically transfer carrier invoices to the accounts payable invoice log.
- Advanced Financial Integrator (AFI) - Advanced Financial Integrator can post carrier charges and payment variances into the General Ledger, based on user defined rules.

Application Configuration

You can operate Transport Planning for a number of companies.

Within each transport company, you set up transport requirements for each defined stockroom. You can then manage transport on behalf of a number of physical depots.

The transport planner has a view of the transport requirements for each defined stockroom, and can build loads on behalf of each or amalgamate them onto combined loads.

You can associate the transport centre with multiple sales companies, so the planner can manage transport across commercial companies or divisions within an organisation.

The AFI interface can post the calculated carrier freight charges and actual payment variances to multiple General Ledger companies.

Application Set-up Data

You need to plan and set up the following data before you can use Transport Planning:

- Transport centres
- Transport planners
- Vehicle types
- Routes and nodes
- Carriers
- Carrier rates
- Areas
- Item transport details
- Delivery profiles

When you have set up the data, Transport Planning is ready to use. You start by creating loads, so you can build them with sales orders that are ready for delivery and request pick-up of returned goods en-route.

Transport Centre [1/TPM]

A transport centre is a delivery depot, where you plan, pick and despatch transport loads. You can maintain a number of control flags per transport centre. These flags condition the processing of transport requirements and loads.

Within the Transport Planning Build Loads process, the container summary for each transport requirement and a specified load number can be based upon container type.

The Container Summary Presentation Details define the presentation requirements for the container summary within a specific transport centre.

The headings to appear for each column within the Build Loads task can also be defined.

Use this task to set up new transport centres and maintain existing centres.

Maintain Transport Centre Selection Window

To display this window, select the Transport Centre task.

Use this window to select the transport centre you want to maintain.#

Fields

Transport Centre

Enter a four-character code to add a new transport centre.

Enter an existing code to maintain an existing transport centre.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Planners normally operate within a default transport centre, but they can change to any authorised centre.

Press Enter to display the Maintain Transport Centre Detail window.

Maintain Transport Centre Detail Window

To display this window, enter or select a code and then press Enter on the Maintain Transport Centre Selection window.

Use this window to enter the basic details for the transport centre.

Fields

Centre Name

Enter a transport centre name.

Load Number Prefix

Enter a character to be the load number prefix. The load reference prefix precedes all automatically-generated load references.

Load Number Range

Enter the range of numbers to use when automatically generating load numbers. The load numbers increment by 1, starting at the lower limit, up to and including the upper limit. If you reach the upper limit, Transport Planning re-assigns transport load references from the lower limit.

Manual Order Prefix

Enter a character to be the prefix for all manual orders. This precedes all automatically-generated order numbers. You add manual orders using Manual Requirement Creation.

Manual Order Range

Enter the number range used to generate manual order numbers.

Default Freight Payment Method

Enter the freight payment method to use as a default for the transport centre.

Alternatively, use the prompt facility to select from the TPPM Freight Payment Method pop-up.

The payment methods print on the bill of lading.

Bill Print Conversion Factor

Enter the conversion factor for the weight capacities. Before printing the gross weight of the load on the bill of lading, Transport Planning divides it by this factor.

Default Rating Conversion Factor

Enter the conversion factor for the rating of loads. Transport Planning divides the load weight, volume or number of containers by this factor before accessing a rate for a given quantity.

Default Capacity on Screens

Enter one of the following to specify how you define the capacity for orders, drops and loads:

1 - Weight

2 - Volume

3 - Containers

Alternatively, use the prompt facility to select from the TPDC Capacity pop-up.

Add Order/Returns Immediately to Load

Select one of the following:

No (0) - To make Transport Planning suggest a suitable load number, but not automatically add the order to the load

Ords (1) - To add an order to a load with sufficient capacity, matching route, ship date, carrier and vehicle type

If Transport Planning cannot find a load with the right carrier, it adds the order to a load with a different carrier. Returns have to be manually added with this setting.

Ords&Rts (2) - To add orders and returns to a load with sufficient capacity (orders only), and a matching route, ship date, carrier and vehicle type

If Transport Planning cannot find a load with the right carrier, it adds the order or return to a load with a different carrier.

Note: *If Transport Planning does not find a suitable load, you must create a suitable load and add the order or return to this load, using the Build Loads task.*

Allow Load to be Released before Goods Ready for Loading

Use this checkbox as follows:

Unchecked - If early release is not allowed

Checked - To allow you to release a load before confirming all of the despatch notes

Print BoL/Loadsheets Immediately after Load Released

Use this checkbox as follows:

Unchecked - To print the documentation in batch via the print loads task

Checked - To print load sheets and bill of lading documentation when you release loads

Bypass Confirm Load Despatch

Use this checkbox as follows:

Unchecked - You have to confirm each load as despatched

Checked - To be able to bypass confirm load despatch and automatically flag loads as waiting to be dropped to history, when you print or after you post transport charge payments or after you confirm the collection of any returns planned for the load

The Confirm Despatch of Load task date and time stamps the load so that you can check whether the load has left the premises.

Functions

Stockroom (F13)

Use this to allocate and de-allocate stockrooms to the transport centre.

Press Enter to display the Maintain Transport Centre Temperature window.

Alternatively, if you are maintaining a transport centre, you can select to save your changes and return to the Maintain Transport Centre Selection window. **Update (F8)**

Maintain Transport Centre Stockrooms Window

To display this window, select **Stockroom (F13)** on the Maintain Transport Centre Detail window.

Transport centres can plan the transport on behalf of multiple sales companies, multiple stockrooms, or both. Use this window to allocate and de-allocate stockrooms to the transport centre and to assign a default delivery profile to a stockroom.

Note: *You can only use a specific sales company and stockroom combination for one transport centre. This relationship determines where to add the requirements.*

Fields

Select (Sel)

Select one of the following:

Delivery Profile (2) - To display the Transport Centre Stockroom Delivery Profile window, within which a default delivery profile may be maintained for the sales company and stockroom combination

Note: *An * is shown against an existing sales company and stockroom combination for which a default delivery profile has already been defined.*

Delete (4) - To delete the sales company and stockroom combination

Note: *Deletion of a sales company and stockroom combination from a transport centre also removes the default delivery profile for that sales company and stockroom combination.*

Functions

Add (F9)

Use this to add a sales company and stockroom combination.

All Stockrooms (F15)

Use this to assign all Inventory stockrooms within all sales companies to this transport centre.

Select **Previous (F12)** to return to the Maintain Transport Centre Detail window.

Transport Centre Stockroom Addition Pop-up

To display this pop-up, select **Add (F9)** on the Maintain Transport Centre Stockrooms window.

Use this pop-up to allocate a stockroom to a transport centre.

Fields

Sales Company

Enter the sales company code.

Stockroom

Enter the sales company stockroom to add to the transport centre.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Add Delivery Profile

A default delivery profile can be maintained for the stockroom.

Use this checkbox as follows:

Unchecked - If no default delivery profile is to be maintained

Checked - If a default delivery profile is to be maintained

Select **Update (F8)** to confirm your addition and display the Transport Centre Stockroom Delivery Profile window, if a delivery profile is to be added.

Alternatively, select **Previous (F12)** to return to the Maintain Transport Centre Detail window.

Transport Centre Stockroom Delivery Profile Window

To display this window, select Delivery Profile against a sales company and stockroom combination on the Transport Centre Stockrooms window or check the Add Delivery Profile field and then select **Update (F8)** on the Transport Centre Stockroom Addition pop-up.

Use this window to enter details of the delivery profile for the selected sales company and stockroom combination.

A stockroom delivery profile, if it exists, will be used by the transport planning processes to decide whether to create transport requirements for orders placed against the stockroom if no specific customer delivery profile exists.

Fields

Route

Enter a route for this delivery profile. This will be the default route for orders placed against this stockroom but maybe overridden when loads are built.

You can use the prompt facility on this field to select from the Select Route pop-up.

Drop

Enter the number of the drop. This is used to work out the drop sequence for a particular route.

Carrier

Enter a carrier.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Area

Enter the area code to be used when calculating rating information.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Customer Exclusive Loads

Use this checkbox as follows:

Unchecked - If loads picked from this stockroom are not exclusive by customer but can be made up of orders for many customers

Checked - If loads picked from this stockroom must contain orders for one customer only

Note: *If you check this field, when you build loads a flashing * indicates that the customer requires confirmation of delivery.*

Collect Returns

Use this checkbox as follows:

Unchecked - To indicate that returns placed against this stockroom should not generate transport requirements

Checked - To indicate that returns placed against this stockroom should generate transport requirement enabling collection of goods to be planned

Note: *This is field displayed if the Customer Returns application is installed and the Transport Planning Attached field in the Customer Returns company profile is checked.*

Deliveries Allowed

Use the checkbox for each day of the week as follows:

Unchecked - If deliveries are not allowed from this stockroom on this day of the week

Checked - If deliveries are allowed from this stockroom on this day of the week

Note: *The days are highlighted if delivery time slots have been set.*

Functions

Delete (F11)

Use this to delete the delivery profile for the sales company and stockroom combination.

Note: *You can only delete the profile if there are no outstanding orders or load drops recorded against it.*

Select **Update (F8)** to save your changes and return to the Transport Centre Stockrooms window.

Maintain Transport Centre Temperature Window

To display this window, press Enter on the Maintain Transport Centre Detail window.

Use this window to enter more advanced transport centre details.

Fields

Default Commodity Code

Enter the commodity code to use as a default when creating pending loads.

Alternatively, use the prompt facility to select from the TPCC Commodity Code pop-up.

This is printed on the bills of lading.

Default Tax Code

Enter the tax code

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

Note: *If you have defined a General Ledger company to the transport company, you must define the tax codes to the General Ledger.*

Temperatures

Enter the temperature range for the shipment of temperature dependent goods. This is the default for created loads.

If you enter one temperature, the fixed temperature message is printed on the bill of lading documentation.

If you enter two temperatures, the temperature range message is printed on the bill of lading documentation.

Fixed Temperature Message

Enter the fixed temperature message. This is printed on the bill of lading documentation if you only enter one temperature against a load header.

Temperature Range Message

Enter the temperature range message. This is printed on the bill of lading documentation, along with both temperatures, if you enter two temperatures against a load header.

Detailed Container Summary

Use this checkbox as follows:

Unchecked - To calculate container values for each transport requirement for the transport centre based upon the container number, weight and tare weight specified for the shipped product on the Item Transport Details.

Note: *Container summary presentation details need only be established at transport centre level if the container summary for a specific transport centre is different from that defined at transport company level*.

Checked - To calculate container numbers and volumes for each requirement for the transport centre based upon the standard outer container specified for the shipped product on the Item Transport Details.

Note: *The container summary presentation details for a transport centre can only be overridden where a detailed container summary is requested at transport company level.*

Select **Update (F8)** to save the information and to return to the Maintain Transport Centre Selection window.

Container Summary Presentation Details Pop-up

To display this pop-up, **check** the Detailed Container Summary field on the Maintain Transport Centre Temperature window

A list of container types (as defined in the Inventory Descriptions file under major type CTTP) is displayed.

For each container type, you identify the column into which the number of containers of that type required for shipment is accumulated when constructing the detailed container summary information during the Build Loads process.

Fields

Column

Enter any numeric vale in the range 1 to 7.

Functions

Column Heading (F14)

Use this to define the appropriate headings to appear in the Build Loads task for each column of the container summary. The Container Summary Column Headings pop-up is displayed.

Select **Update (F8)** to save the information and to return to the Maintain Transport Centre Temperature window.

Container Summary Column Headings Pop-Up

To display this pop-up, select **Column Heading (F14**) on the Container Summary Presentation Details pop-up.

Use this pop-up to define the column headings to appear within the Build Loads task for the extended container summary.

Enter an appropriate description and heading for each of the seven available columns in the container summary.

Fields

Description

Enter a description, using up to thirty characters, for each column.

Heading

Enter a heading, using up to five characters, for each column.

Select **Update (F8)** to accept the entered values and return to the Container Summary Presentation Details pop-up.

Transport Node [2/TPM]

A node is a geographical location where one or more routes start or end. This is typically a company distribution centre (DC), but can be a location used by the carrier as a depot, or a location to break down bulk loads.

Use this task to define nodes for the transport centre currently in use.

Maintain Transport Nodes Selection Window

To display this window, select the Transport Node task.

Use this window to select the transport node you want to maintain, or enter the code for a new transport node.

Fields

Transport Node

Enter a new or existing transport node or geographical location.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Press Enter to display the Maintain Transport Nodes Detail window.

Maintain Transport Nodes Detail Window

To display this window, enter or select a transport node and then press Enter on the Transport Nodes Selection window.

Use this window to enter the details for the transport node.

Fields

Name

Enter the name of the transport node.

County

Enter the county or state for the transport node.

Alternatively, use the prompt facility to select from the TPCY County pop-up.

Select **Update (F8)** to add or change the transport node and to return to the previous window.

Vehicle Type [3/TPM]

Use this task to define vehicle types and their associated capacities (gross weight and volume).

When you assign a vehicle type to a load, Transport Planning keeps a check on its current load size and makes sure that it does not exceed the maximum values assigned here.

Note: *If you do not set up a vehicle type, Transport Planning cannot check the capacity when assigning loads automatically.*

Maintain Vehicle Types Selection Window

To display this window, select the Vehicle Type task.

Use this window to enter the code of the vehicle type that you wish to maintain or create.

Fields

Vehicle Type

Enter a code for a new or existing type of vehicle.

Alternatively, use the prompt facility to select from the Select Vehicle Type pop-up.

Press Enter to display the Vehicle Type Detail window.

Maintain Vehicle Types Detail Window

To display this window, enter or select a code and then press Enter on the Maintain Vehicle Type Selection window.

Use this window to enter or amend the details for the selected vehicle type.

Fields

Description

Enter a description for the vehicle type.

Weight Capacity

Enter the maximum gross weight capacity for the vehicle type.

Volume Capacity

Enter the maximum volume capacity for the vehicle type.

Note: *Transport Planning uses the capacities when you build a load. If you exceed the capacities you receive a warning message, which can be overridden*.

Functions

Delete (F11)

Use this to delete the vehicle type. You must select **Delete (F11)** again to confirm deletion.

Select **Update (F8)** to save the information and to return to the Maintain Vehicle Types Selection window.

Carrier Rate [4/TPM]

Use this task to maintain the tables used to rate loads automatically and calculate carrier freight charges.

You should set up a rate code and expiry date for each set of charges applied to a group of carriers, an individual carrier, or an individual route covered by the carrier. You assign the rates to the carrier using the Carrier maintenance task. The rate code and description should clearly describe when to apply these charges.

There are four rating methods you can use. They are:

- A table of charges based on the loads gross capacity, with a fixed rate per drop and a maximum and/or minimum drop charge

  You can enter a surcharge value or percentage to accommodate the unforeseen.

- A table of charges based on the gross capacity per load drop

  You can enter a surcharge value or percentage to accommodate the unforeseen.

- A charge based on the gross capacity dropped into each area

For each area you enter the fixed charge per unit of capacity, the surcharge value or percentage, the drop minimum and maximum charge and the area minimum charge.

- A table of charges based on the gross capacity dropped into each area

The capacity you use can be gross weight, load volume or number of containers.

Once you have rated a load, you can transfer the charge to the General Ledger (via AFI) as an accrued cost (for more information, see the Advanced Financial Integrator product guide). Also, you use the calculated load charge as the basis when you match the carrier's invoice. (See the Authorise Payments section in the Processing chapter of this product guide for details on authorising carrier payments.)

Maintain Carrier Rate Selection Window

To display this window, select the Carrier Rate task.

Use this window to select the carrier rate.

Fields

Rate Method

Enter one of the following:

01 - To calculate charges based on the load's gross weight, volume or number of containers, using a rating table

02 - To calculate charges for each drop, based on the gross weight, volume or number of containers, using a rating table

03 - To calculate charges using a fixed rate, based on the gross weight, volume or number of containers dropped into each area

04 - To calculate charges based on the gross weight, volume or number of containers for each area, using a rating table

Alternatively, use the prompt facility to select from the TPRM Rating Method pop-up.

Rate Code

Enter a code to identify this rate. This can be an existing or a new rate code.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Note: *You must enter a rate method before using the prompt facility on this field.*

Effective Date

Enter or select the date from which the rating information is effective. You can set up multiple dates, so you can add new rates before they come into effect.

Press Enter to display the Maintain Carrier Rates Detail window, if Rate Method is 01 or 02.

Maintain Carrier Rates Detail Window

To display this window, enter a Rate Method of 01 or 02 and then press Enter on the Maintain Carrier Rate Selection window.

Use this window to enter the information required to rate loads by:

- Total gross capacity - if rate method is 01
- Drop capacity - if rate method is 02

Fields

Description

Enter the description for the rating information. For example, you could enter the carrier and route to which this applies.

Capacity Type

If you are defining a new rate table, enter the default capacity. To set it to volume, select **Volume (F14)**, to set it to containers, select **Containers (F15)**, or to set it to weight, select **Weight (F16)**.

If you are maintaining a rate table, this field is for information only.

Tax Code

Enter the tax code to use to calculate the tax on load charges. The software applies the tax when you transfer the invoice to Accounts Payable.

You can use the prompt facility to select from the Tax Code Selection pop-up.

Drop Charge Rate

Enter the fixed charge for each drop on a load.

Minimum Drop Charge

Enter the minimum charge for each drop on a load. You do not need this for Rate Method 01.

Maximum Drop Charge

Enter the maximum charge for each drop on a load. You do not need this for Rate Method 01.

Surcharge %

Enter a percentage to apply to load or area charges to accommodate unforeseen extras, for example government fuel tax charges.

Surcharge Value

Enter a value to apply to load or area charges to accommodate unforeseen extras, for example government fuel tax charges.

***Note:** You can enter either a surcharge percentage or value, but not both.*

Minimum Load Charge

Enter the minimum charge for a load.

Number of Free Drops

Enter the number of free drops when calculating load charges.

Functions

Charge Structure (F13)

Use this to set up the charge structure.

Volume (F14)

Use this to set the capacity type to volume.

Containers (F15)

Use this to set the capacity type to number of containers.

Weight (F16)

Use this to set the capacity type to weight.

Note: *You can only set the capacity type when you are defining a new rate method, code and effectivity date combination.*

Select **Update (F8)** to save the information and to return to the Maintain Carrier Rate Selection window.

Maintain Carrier Rates Charge Structures Pop-up

To display this pop-up, select **Charge Structure (F13)** on the Maintain Carrier Rates Detail window.

Alternatively, select Charges against an area on the Maintain Carrier Rates Area Detail window.

Use this pop-up to set up and amend charge structures for the rate code.

Fields

Conversion Factor

Enter the conversion factor to use when rating loads. Transport Planning divides the capacity of a load by this conversion factor before accessing a rate for a given quantity.

Options

Select

Use this to select the break for amendment.

Delete

Use this to delete the break details.

Functions

Add (F9)

Use this to add new charge structure details.

Select **Update (F8)** to return to the Maintain Carrier Rates Detail window.

Maintain Carrier Rates Level Break Details Pop-up

To display this pop-up, select **Add (F9)** on the Carrier Rate Charge Structures pop-up.

Use this pop-up to add a level break to the charge structure.

Fields

Gross Capacity

Enter the gross capacity (in weight, volume or number of containers).

Rate

Enter the charge rate for the capacity.

Flat Rate

Use this checkbox as follows:

Unchecked - If the rate is per unit of weight, volume or number of containers

Checked - If the rate is an absolute value for this range

Note: *If you define a flat rate, it must be between the minimum and maximum drop charges.*

Press Enter to save the details and to return to the Maintain Carrier Rates Charge Structures pop-up.

Maintain Carrier Rates Area Details Window

To display this window, enter a Rate Method of 03 or 04 and press Enter on the Maintain Carrier Rates Selection window.

Use this window to maintain area rating details for a carrier. Transport Planning calculates charges based on the gross weight, volume or number of containers dropped into each area using a fixed rate (03) or a capacity table (04).

Fields

Tax Code

Enter the tax code to use to calculate tax on load charges. Transport Planning applies this when you transfer the invoice to Accounts Payable.

You can use the prompt facility to select from the Tax Code Selection pop-up.

Conversion Factor

Enter the conversion factor. Transport Planning divides the capacity by this factor before accessing a rate for a given quantity.

Description

Enter a description for the rating information. For example, you could enter the carrier and route to which this applies.

Options

Select

Use this to select the area for amendment.

Delete

Use this to delete the area details.

Charges

Use this to enter charge structures.

Note: *Charges is only available if the rate method is 04 (Area and Rate Table).*

Functions

Add (F9)

Use this to add area rate details.

Volumes (F14)

Use this to set the capacity type to volume.

Containers (F15)

Use this to set the capacity type to number of containers.

Weights (F16)

Use this to set the capacity type to weight.

Note: *You can only set the capacity type when you are defining a new rate method, code and effectivity date combination.*

Select **Update (F8)** to save the information and to return to the Maintain Carrier Rates Selection window.

Maintain Area Rate Pop-up

To display this pop-up, select **Add (F9)** on the Maintain Carrier Rate Area Details window.

Use this pop-up to maintain area rate details.

Fields

Area

Enter an area.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Note: *You cannot change the Area field once the details have been set up.*

Weight/Volume/Container Rate

This is only displayed if you are maintaining rating method 03.

Enter the rate for the given capacity unit, for example weight, volume or number of containers.

Area Minimum

Enter the minimum charge for the area.

Drop Minimum

Enter the minimum charge for each drop on a load.

Drop Maximum

Enter the maximum charge for each drop on a load.

Surcharge Value

Enter a value to apply to load or area charges, to accommodate unforeseen extras, for example government fuel tax charges.

Surcharge Percentage

Enter a percentage to apply to load or area charges, to accommodate unforeseen extras, for example government fuel tax charges.

Note: *You can enter either a surcharge percentage or value, but not both.*

Select **Update (F8)** to add the details and to return to the Maintain Carrier Rates Area Details window.

Carrier [5/TPM]

Use this task to enter details for all the carriers used to transport the goods.

You must define all carriers, whether they are internal or external.

Maintain Carriers Selection Window

To display this window, select the Carrier task.

Use this window to enter the code for the carrier you want to maintain or create.

Fields

Carrier

Enter a reference code for the carrier.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Note: *You must define the carrier to each transport centre it uses.*

Press Enter to display the Maintain Carriers Detail window.

Maintain Carriers Detail Window

To display this window, enter or select a carrier and then press Enter on the Maintain Carriers Selection window.

Use this window to add or maintain the carrier details including contact information.

Fields

Name

Enter the name of the carrier. This is printed on the bill of lading.

Address

Enter the carrier address. This is printed on the bill of lading.

Carrier Type

Enter a carrier type

Alternatively, use the prompt facility to select from the TPCT Carrier Type pop-up.

If the carrier type has a Parameter Limit of 1, this determines that the carrier is an Own carrier, i.e. a carrier belonging to the company that is selling and despatching the goods. (This is in contrast with a Third Party carrier, i.e. an external one hired to deliver the goods.)

Contact Name

Enter the name of the contact for the carrier.

Phone Number

Enter the telephone number for the contact.

Fax Number

Enter the fax number for the contact.

Rating Required

Use this checkbox as follows:

Unchecked - Not to calculate the transport charges

Checked - To calculate transport charges automatically for the carrier

Rate Method

Enter one of the following to indicate the method of automatic rating to use:

Enter one of the following:

01 - To calculate charges based on the load's gross weight, volume or number of containers, using a rating table

02 - To calculate charges for each drop, based on the gross weight, volume or number of containers, using a rating table

03 - To calculate charges using a fixed rate, based on the gross weight, volume or number of containers dropped into each area

04 - To calculate charges based on the gross weight, volume or number of containers for each area, using a rating table

Alternatively, use the prompt facility to select from the TPRM Rating Method pop-up.

Rate Code

Enter the rate code for this carrier.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

This is the default, but you can override it at carrier route level.

Payables Account

This is used to define a supplier code, which must be a valid account number in Accounts Payable.

There is no 'sense check' on the Carrier Type and Payables Account, although it would be unusual to have an own carrier and a payables account.

You can use the prompt facility to select from the Supplier Codes pop-up.

Note: *You must have defined the supplier to Accounts Payable.*

Functions

Routes (F13)

Use this to define the routes for which you can use this carrier.

Text (F21)

Use this to enter internal text for the carriers.

Language Descriptions (F23)

Use this to enter and maintain the descriptions for different languages. The Multi-Lingual Descriptions Maintenance pop-up is displayed.

Select **Update (F8)** to save the details and to return to the Maintain Carriers Selection window.

Restrict Carriers to Routes Pop-up

To display this pop-up, select **Routes (F13)** on the Maintain Carriers Detail window.

Use this pop-up to restrict the carrier to certain routes. If you do not select any routes, you can use the carrier on any route that is defined to the transport centre.

Options

Select

Use this to select the route for amendment.

Delete

Use this to delete the carrier route details.

Functions

Add (F9)

Use this to display the Restrict Routes Addition pop-up.

Select **Update (F8)** to save the information and to return to the Maintain Carrier Details window.

Restrict Routes Addition Pop-up

To display this pop-up, select **Add (F9)** on the Restrict Carriers to Routes pop-up.

Alternatively, select a route for amendment on the Restrict Carriers to Routes pop-up.

Use this pop-up to add and maintain routes for a carrier.

Fields

Route

Enter the route the carrier can use.

Alternatively, use the prompt facility to select from the Select Route pop-up.

If you are maintaining routes, this field is for information only.

Rate Method

Enter one of the following:

01 - Load and rate table

02 - Drop and rate table

03 - Fixed rate per area

04 - Area and rate table

Alternatively, use the prompt facility to select from the TPRM Rating Method pop-up.

Rate Code

Enter the rate code.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Select **Update (F8)** to save the details and to return to the Restrict Carriers to Routes pop-up.

Route [6/TPM]

Use this task to define the journeys undertaken by the internal and external carriers between two geographical locations. You define the route by a code and description, and you can assign an origin and destination, which can be the same for circular routes.

Before you define routes, you must define the nodes representing the origins and destinations. See the Transport Node section for further details.

Note: *When you create a load; the default settings are taken from the route entered, for example the carrier, vehicle type and ship time.*

Maintain Routes Selection Window

To display this window, select the Route task.

Use this window to enter the route that you want to maintain or create.

Fields

Route

Enter the route.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Note: *For a master load, define the route codes for the sub-loads to the transport centre where you ship the master load.*

Press Enter to display the Maintain Route Detail window.

Maintain Route Detail Window

To display this window, enter or select a route and then press Enter on the Maintain Routes Selection window.

Use this window to enter the details for the selected route.

Fields

Description

Enter a description for the route.

Default Carrier

Enter the carrier to use as the default for this route.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Default Vehicle Type

Enter the default type of vehicle for this route.

Alternatively, use the prompt facility to select from the Select Vehicle Type pop-up.

Transport Planning uses vehicle types to check that you do not exceed the defined gross weight and volume when building loads.

Origin

Enter the origin or start point for the route.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

You must define the origins as transport nodes. The origins are printed on the bill of lading.

Destination

Enter the destination or end point for the route.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

You must define the destinations as transport nodes. The destinations are printed on the bill of lading.

Bill of Lading Required

Use this checkbox as follows:

Unchecked - If you do not require a bill of lading, just a load sheet

Checked - If you require a bill of lading and a load sheet

Bill of Lading Format

Enter one of the following:

01 - One document per load

The capacity totals are from the load header and the despatch notes are associated with each the load.

02 - One document per drop/delivery point on route

The capacity totals are per drop/delivery point and the despatch notes are associated with drop/delivery point.

03 - One document per load

The capacity totals are from the load header with one line total per drop. The despatch notes are for each drop/delivery point.

04 - One document per load

The capacity totals are per area and for the load. The despatch notes are associated with the load.

Alternatively, use the prompt facility to select from the TPBL Bill of Lading Format pop-up.

You use the Inventory Descriptions file, major type TPBL, to support and maintain these formats.

Number of Copies

Enter the number of copies of the bill of lading documentation you require.

Note: *You set up the defaults for the bill of lading formats here, but you can change them at load level.*

Default Ship Time

Enter the default ship time assigned to the route. This field is for information only.

Functions

Language Descriptions (F23)

Use this to enter and maintain the descriptions for different languages. The Multi-Lingual Descriptions Maintenance pop-up is displayed.

Select **Update (F8)** to save the details and return to the Maintain Routes Selection window.

Area [7/TPM]

Use this task to define the areas or zones which are used to group load drops. You can then rate loads and split load documentation by area (Rating Methods 03 and 04). You can assign a rating area to a customer on the customer delivery profile.

Maintain Areas Selection Window

To display this window, select the Area task.

Use this window to define an area.

Fields

Area

Enter an area.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Press Enter to display the Maintain Areas Detail window.

Maintain Areas Detail Window

To display this window, enter or select an area code and then press Enter on the Maintain Areas Selection window.

Use this window to define an area.

Fields

Name

Enter a description for the area.

Functions

Delete (F11)

Use this to delete the area.

Note: *You cannot delete the area if it is defined to a delivery profile.*

Language Descriptions (F23)

Use this to enter and maintain the descriptions for different languages. The Multi-Lingual Descriptions Maintenance pop-up is displayed.

Select **Update (F8)** to complete the routine.

Delivery Profile [8/TPM]

Use this task to define profile details for each delivery point and to define a default delivery profile for a stockroom.

You set up a delivery profile for each customer delivery point or distribution centre that you want to consider whilst planning transport from this transport centre.

You set up a delivery profile for a stockroom if you want to consider shipments to/from that stockroom whilst planning transport for this transport centre to customer delivery points and distribution centres that do not have their own delivery profile established.

Maintain Delivery Profiles Selection Window

To display this window, select the Delivery Profile task.

Use this window to select the sales company and customer or stockroom combination for the delivery profile.

Fields

Sales Company

Enter a company.

Alternatively, use the prompt facility to select from the Select Sales Company pop-up.

Customer

Enter a customer and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *If you want to use the prompt facility on the Customer field you must have entered a sales company.*

Stockroom

Enter a stockroom

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Enter or select a sales company, customer and delivery sequence and then press Enter to display the Maintain Customer Delivery Profile Detail window.

Alternatively, enter or select a sales company and stockroom and then press Enter to display the Maintain Stockroom Delivery Profile Detail window.

Maintain Customer Delivery Profile Details Window

To display this window, enter or select a sales company, customer and delivery sequence and then press Enter on the Maintain Delivery Profiles Selection window.

Use this window to enter the details of the delivery profile for the selected sales company and customer combination.

Fields

Route

Enter a route for this delivery profile.

Alternatively, use the prompt facility to select from the Select Route pop-up.

This is the default, but you can override it when you build loads.

Drop

Enter the number of the drop. This is used to work out the drop sequence for a particular route.

Note: *If you define drops with gaps in the sequence numbers, you can easily insert new drops later.*

Carrier

Enter a carrier.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Area

Enter the area code to use when calculating rating information.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Customer Exclusive Loads

Use this checkbox as follows:

Unchecked - If loads are not exclusive to this customer and can be made up of mixed customer orders

Checked - If loads must only contain orders for this customer

Confirm Delivery Time Slot

Use this checkbox as follows:

Unchecked - If you do not need to confirm a delivery time with the customer

Checked - If you need to confirm a delivery time with the customer

Note: *If you check this field, when you build loads, a flashing asterisk indicates that the customer requires confirmation of delivery.*

Collect Returns

This is displayed if Customer Returns is installed and the Transport Planning Attached field in the Customer Returns company profile is **checked**.

Note: *This field is not displayed if Customer Returns is not installed or if the Transport Planning Attached field is left unchecked.*

Use this checkbox as follows:

Unchecked - To indicate that returns recorded for this customer should not be passed to Transport Planning for collection

Checked - To indicate that returns recorded for this customer should be passed to Transport Planning for collection

Deliveries Allowed

Use this checkbox as follows for each day of the week:

Unchecked - If deliveries are not allowed

Checked - If deliveries are allowed

Note: *The days are highlighted if delivery time slots are set up.*

Functions

Delete (F11)

Use this to delete the delivery profile. You can only delete the profile if there are no outstanding orders or load drops for it.

Delivery Time Slots (F13)

Use this to display the Delivery Time Slots pop-up.

Text (F21)

Use this to attach text to the delivery profile.

Select **Update (F8)** to save the information and to return to the Maintain Delivery Profiles Selection window

Maintain Stockroom Delivery Profile Details Window

To display this window, enter or select a sales company and stockroom and then press Enter on the Maintain Delivery Profiles Selection window.

Use this window to enter the details of the delivery profile for the selected sales company and stockroom combination.

Fields

Route

Enter a route for this delivery profile. This will be the default route for orders placed against this stockroom but maybe overridden when loads are built.

You can use the prompt facility on this field to select from the Select Route pop-up.

Drop

Enter the number of the drop. This is used to work out the drop sequence for a particular route.

Carrier

Enter a carrier.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Area

Enter the area code to be used when calculating rating information.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Customer Exclusive Loads

Use this checkbox as follows:

Unchecked - If loads picked from this stockroom are not exclusive by customer but can be made up of orders for many customers

Checked - If loads picked from this stockroom must contain orders for one customer only

Note: *If you check this field, when you build loads, a flashing * indicates that the customer requires confirmation of delivery.*

Collect Returns

Use this checkbox as follows:

Unchecked - To indicate that returns placed against this stockroom should not generate transport requirements

Checked - To indicate that returns placed against this stockroom should generate transport requirement enabling collection of goods to be planned

Note: *This field is displayed if the Customer Returns application is installed and the Transport Planning Attached field in the Customer Returns company profile is checked.*

Deliveries Allowed

Use the checkbox for each day of the week as follows:

Unchecked - If deliveries are not allowed from this stockroom on this day of the week

Checked - If deliveries are allowed from this stockroom on this day of the week

Note: *The days are highlighted if delivery time slots have been set.*

Functions

Delete (F11)

Use this to delete the delivery profile for the sales company and stockroom combination.

Note: *You can only delete the profile if there are no outstanding orders or load drops recorded against it.*

Select **Update (F8)** to save your changes and return to the Maintain Delivery Profiles Selection window.

Delivery Time Slots Pop-up

To display this pop-up, place the cursor over a day which allows deliveries, and select **Delivery Time Slots (F13)** on the Maintain Delivery Profiles Details window.

Use this pop-up to enter the delivery times allowed for the selected day.

Fields

Time Slot 1-4

Enter the time slots during which customers will accept deliveries.

Select **Update (F8)** to save the information and to return to the Maintain Delivery Profiles Details window.

Item Transport Detail [9/TPM]

Use this task to add item transport details to the Inventory item definition. These are used to calculate the capacity requirements. You must define all items to the application in order to assess the capacities. Otherwise the item is ignored when an order is passed into Transport Planning and is recorded on the Serious Error report.

If the Detailed Container Summary field is **checked** for a transport centre, items with container profiles can have a default outer defined. This will be the container used in volume and number of container calculations for these items.

Maintain Item Transport Details Selection Window

To display this window, select the Item Transport Detail task.

Use this window to select the item.

Fields

Sales Company

Enter the Sales Order Processing/Inventory Management company associated with the processing of orders and stocking of the item.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Item Code

Enter an item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

***Note:** You must have defined the item to the selected Sales Order Processing and Inventory Management company.*

Customer

You can optionally enter a customer code and delivery sequence for customers with non-standard containers.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

If there is no customer-specific container profile for that item, an error message is displayed.

Functions

Customer Containers (F16)

Use this to display a list of customers for the entered item that have a non-standard container profile defined.

Press Enter to display the Maintain Item Transport Details window.

Select Customers with Non-standard Containers Pop-up

To display this pop-up, select **Customer Containers (F16)** on the Maintain Item Transport Details Selection pop-up.

Use this pop-up to select a customer with a non-standard container.

Fields

Outer Defined

YES in this field indicates that a standard outer has already been defined for this customer and item.

NO is displayed in this field if the standard outer has yet to be defined for this customer and item.

Caution: If the standard outer for the customer has not been defined, the volume and container type will be calculated based on whatever is defined on the default transport item profile.

Options

Select

Use this to select a customer.

Press Enter to display the Maintain Item Transport Details window.

Maintain Item Transport Details Window

To display this window, press Enter on the Maintain Item Transport Details Selection window.

Use this window to enter the capacity details for the item.

Note: *If an item has a customer-specific container profile, it should also have customer-specific item transport details for correct calculation of weights, volumes and containers.*

Note: *Items with a container profile which is not customer-specific should have item transport details which are not customer-specific. In both these cases, a standard outer should be defined.*

Note: *If a customer-specific container profile is deleted, the customer-specific item transport details are also deleted.*

Note: *If, when a customer-specific transport profile is deleted, a container profile exists for the item only and an item-only item transport profile has not been set up, the item has no transport profile and so a warning message is issued: "Warning. No item transport details."*

Fields

Sales Company

These fields display the selected company and its description.

Item

These fields display the selected Item and its description.

Customer

If a customer has been selected, these fields display the customer code, delivery sequence and name.

Net Weight per Iss. Unit

Enter the net weight for an issue unit of the item. This is the weight of the item per selling unit and is used to calculate the weight capacities associated with transport requirements for this item. You set up the default in the item/stockroom profile.

Volume per Issue Unit

Enter the volume for an issue unit of the item. This is used to calculate the volume capacities associated with transport requirements for this item.

Item Tare Weight

Per Issue Unit

Enter the item tare weight per issue unit. This is used to calculate the weight of any inner pack or shrink-wrapping associated with the item.

Net Weight Percentage

Enter the net weight percentage. This is the tare weight expressed as a percentage of the net weight and is used to calculate the weight of any inner pack or shrink-wrapping associated with the item.

Note: *You can enter either the tare weight per issue unit or the tare weight percentage, but not both.*

Quantity per Container

Enter the quantity of the item per default container (pallet, case or box). This is used to calculate the number of containers required.

Container Tare Weight

Enter the tare weight of the empty container. This is used to calculate the weight of empty containers.

Container Volume

Enter the volume of an empty container.

Note: *The volume and weight are assumed to be cumulative for the issue unit and the container. If the container is a box, and therefore the item does not take up any extra space, set the issue volume to zero and the container volume to the volume of the box.*

Standard Outer

You can optionally enter a container item that will be used as the standard outer in volume and container type summary calculations.

If a standard outer is entered, Volume per Issue Unit, Item Tare Weight, Quantity per Container, Container Tare Weight and Container Volume entered against a goods item are ignored in the calculation of tare weights and containers. The container tare weight will be defined on the container item's transport profile. The only relevant volume will be the container volume of the standard outer.

You can use the prompt facility to select from the Standard Outer Selection pop-up.

Caution: If a standard outer is not entered, the weight, volumes and containers will be calculated as if the Detailed Container Summary flag were unchecked; that is, they will be based on the goods only. The weights and volumes of container items will be ignored.

Select **Update (F8)** to save the information, and to return to the Maintain Item Details Selection window.

Standard Outer Selection Pop-up

To display this pop-up, use the prompt facility on the Standard Outer field on the Maintain Item Transport Details window.

Use this pop-up to select a container.

Options

Select

Use this to select a container to be used as the standard outer.

Select the required container to return the selected item to the Maintain Item Details Selection window.

Carrier Enquiry [25/TPM]

Use this enquiry to select and enquire on carrier codes and associated information. You must have defined all carriers, whether internal or external:

Carrier Enquiry Selection Window

To display this window, select the Carrier Enquiry task.

Use this window to select a carrier.

Fields

Carrier

Enter the internal or external carrier on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Press Enter to display the Carrier Enquiry Detail window.

Carrier Enquiry Detail Window

To display this window, enter or select a carrier and then press Enter on the Carrier Enquiry Selection window.

This window displays the contact and rating details for the selected carrier.

Functions

Routes (F13)

Use this to display the carrier routes.

Text (F21)

Use this to display internal text attached to the carrier.

Select **Exit (F3)** to leave the enquiry.

Carrier Enquiry Route Restriction Pop-up

To display this pop-up, select **Routes (F13)** on the Carrier Enquiry Detail window.

This pop-up displays the routes that the carrier can use. If no routes are displayed, you can use the carrier for all routes for the transport company. The default rate method and code apply to all routes for this carrier.

Select **Previous (F12)** to return to the Carrier Enquiry Detail window.

Delivery Profile Enquiry [28/TPM]

Use this enquiry to display the delivery profiles. You must have defined all customer delivery points, including those which represent distribution centres.

Delivery Profile Enquiry Selection Window

To display this window, select the Delivery Profile Enquiry task.

Use this window to select the sales company and customer.

Fields

Sales Company

Enter a sales company.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Customer

Enter a customer and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Enter or select a sales company, customer and delivery sequence and then press Enter to display the Customer Delivery Profile Enquiry Detail window.

Alternatively, enter or select a sales company and stockroom and then press Enter to display the Stockroom Delivery Profile Enquiry Detail window.

Customer Delivery Profile Enquiry Detail Window

To display this window, enter or select a sales company and customer and then press Enter on the Delivery Profile Enquiry Selection window.

Use this window to display the details of the delivery profile for the selected sales company and customer combination.

Functions

Delivery Time Slots (F13)

Use this to display the delivery times for the customer.

Text (F21)

Use this to display any internal text attached to the customer.

Select **Exit (F3)** to leave the enquiry.

Stockroom Delivery Profile Enquiry Detail Window

To display this window, enter or select a sales company and stockroom and then press Enter on the Delivery Profile Enquiry Selection window.

Use this window to display the details of the delivery profile for the selected sales company and stockroom combination.

Select **Exit (F3)** to leave the task.

Enquire On Delivery Time Slots Pop-up

To display this pop-up, select **Delivery Time Slots (F13)** on the Delivery Profile Enquiry Detail window.

This pop-up displays the time slots during which the customer will accept deliveries.

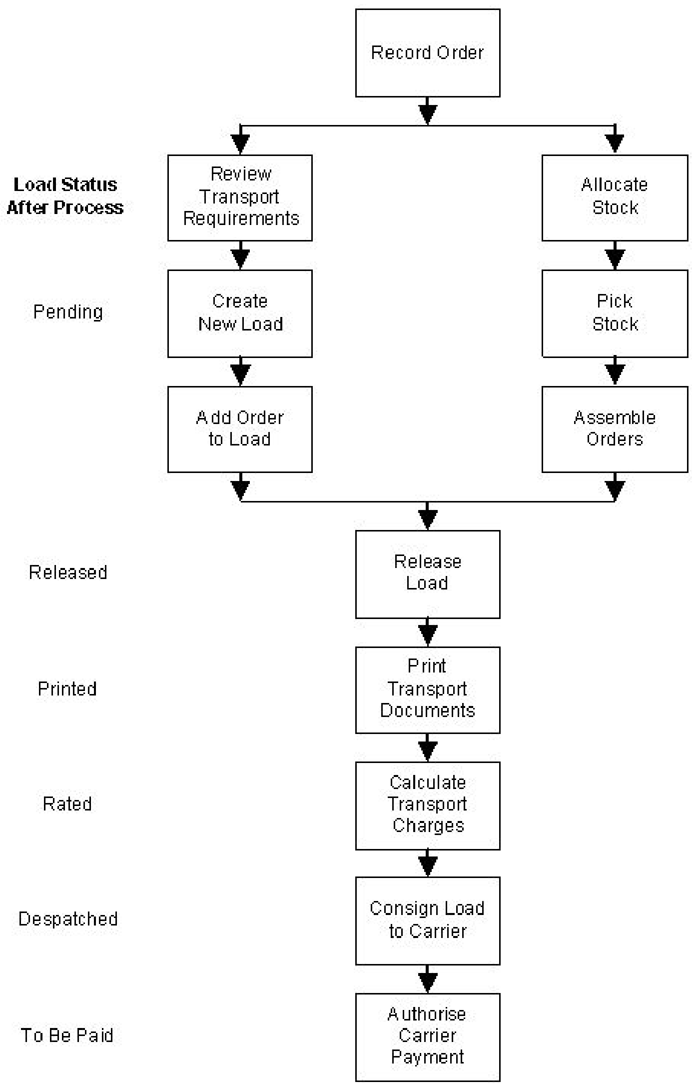
Select **Previous (F12)** to return to the Delivery Profile Enquiry Detail window.

Chapter 3 Processing

3

Processing Introduction

The following diagram represents the business processes:



You can transfer the transport requirements of orders from Sales Order Processing to Transport Planning at any of the following points:

- Immediately after taking the order
- On allocation of stock
- On creation of pick notes
- On confirmation of despatch

If you are using the Customer Returns interface, you can also transfer the transport requirements of returns from Customer Returns to Transport Planning at any of the following points:

- Immediately after taking the return request
- On authorisation of the return request
- On printing the return request

Any under or over pick or despatch confirmation is automatically reflected in transport planning.

Transport requirements are not generated for the container lines on an order i.e. the process bypasses any order line with an order type that identifies it as an associated container.

Note: *Load planning is based on the quantity of finished product being shipped.*

Note: *Container lines are used to generate a detailed container summary for each transport requirement within the Build Load task if the Detailed Container Summary in Build Loads field has been checked for the transport centre.*

Transport planning then suggests loads onto which to build the orders, if you have automated the building of loads for specific transport centres, or you can build the orders manually onto the most suitable loads. Note that there will be certain restrictions when carrying out this routine, for example vehicle capacity.

You can assign loads to a carrier manually, via the Confirm Load Despatch window, or automatically, after printing and rating the load (if required).

You only need to match and authorise carrier invoices for rated loads.

Finally, when the load has been despatched, you drop the load record to history, which you can use for future analysis.

Return Numbering

Customer returns do not have the equivalent of the sales order despatch note number. However, a collection may be split over more than one load and the part of the return on each load must be uniquely identified.

Returns are therefore processed using a suffix which appears similar to a despatch note number. The following system has been adopted throughout collection processing and is not mentioned explicitly in each section:

1. When a return is created, it will be given a suffix of -1 in Transport Planning. This shows up as blank in enquiries, etc.
2. Each time a return is confirmed as collected, the suffix is incremented by 1. This means that when the load with the first confirmed receipt on it is viewed, in an enquiry for example, the return will have suffix 00. If another receipt for that return is confirmed on another load, this will have suffix 01 etc.
3. The part of a return not yet received will keep the -1 suffix.

Caution: The maximum number of receipts for a given return is 100. If users attempt to receive a return more than 100 times, an error message will be issued. In this case, the quantities outstanding must be reduced to those already received and a new return created for the remainder.

Create Load Schedule [1/TPP]

Use this task to create new loads based on up to 12 skeleton loads at one time. The load header information, with any associated text, is copied from the skeleton load onto the new load. The new loads are automatically given the next unused load number.

Create Load Schedule Date Window

To display this window, select the Create Load Schedule task.

Use this window to enter the ship date for the load you are creating.

Fields

Ship Date

Enter or select the planned ship date for the given load. This defaults to the current date plus the planner's time fence days.

Press Enter to display the Create Load Schedule Details window.

Create Load Schedule Details Window

To display this window, enter or select a date and then press Enter on the Create Load Schedule Date window.

Use this window to create a load schedule for the ship date, based on a specified skeleton load.

Fields

Based on Load

Enter the skeleton load number to use to create the new load.

If the based on load is a master load, the sub-loads are created as well.

You can use the prompt facility to select from the Select Route and Select Load pop-ups.

Note: *You must select a route before you can select a skeleton load. If there is only one skeleton load for the route, the software bypasses the load selection and displays the load reference.*

Select **Submit (F8)** to build the load.

Create Load [2/TPP]

Use this task to create a load. When you create a load you are developing a framework for a delivery. Transport Planning can then fill the load with the orders that match the framework.

When you have a created a load, it is at Pending status until it has orders built on to it.

You can create two types of pending loads: a one-off load and a skeleton load.

A one-off load, once created, is ready to have orders built on it.

A skeleton load is only used as a basis for creating new loads, which saves time when you are creating similar loads because you do not have to re-enter the same information. To create a skeleton load, add a normal load header and then define it as a skeleton via Maintain Loads, at which point any additional details and instructions are added to it. You cannot process skeleton loads further; that is, they cannot be released via Maintain Loads.

Create Pending Load Pop-up

To display this pop-up, select the Create Load task.

Alternatively, select Create **Pending Load (F13)** on the Build Loads Order Detail window.

Fields

Load Number

Enter the load reference. This must be unique to a transport centre or transport company (depending on the company profile setting).

When you create pending loads via the Build Loads task or the Create Load Schedule task, Transport Planning assigns load numbers automatically, but you can override them.

Note: *If you have set the code to begin with a letter prefix in the company profile and you override an automatically generated number, you must enter the code with same format.*

Based on Load

Enter the load number of a skeleton load to use as a base for creating a new load number. This copies any load header information and associated text.

Note: *Only use this field if you are creating a load based on a skeleton load.*

Ship Date

Enter or select the planned ship date. The ship date defaults to the current date plus the planner's time fence days.

Route

Enter the route for the load.

Alternatively, use the prompt facility to select from the Select Route pop-up.

You assign each customer or delivery point a particular drop sequence along a route.

Carrier

Enter the internal or external carrier that is to handle the transport requirements.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

If you leave this field blank, the default for the route is used.

Vehicle Type

Enter the type of vehicle for the load.

Alternatively, use the prompt facility to select from the Select Vehicle Type pop-up.

You can define weight and volume capacities to vehicle types.

If you leave this field blank, the default for the route is used.

Ship Time

Enter the ship time for a load.

If you leave this field blank, the default for the route is used.

Note: *This field does not act as a restriction when building loads.*

Select **Update (F8)** to save the load and to leave the task.

Build Loads [3/TPP]

Use this task to review a list of all requirements, including collection requirements, which have yet to be planned, onto a specific load, (even though they may have a suggested load number).

You can amend collection, despatch note or drop requirements. These include accumulated collection or order requirements for a given customer, so you can assign requirements to specific loads.

Consider the following when building loads:

- Geographical location
- Limits on carriers and container types
- Delivery time slots
- Exclusive customer deliveries
- Temperature requirements
- Availability of vehicle and driver

If you have specified a vehicle, Transport Planning checks that its capacity is not exceeded.

You can toggle between the review of all orders associated with a delivery point drop and the summarised drop requirement for the delivery point.

You can control the display of requirements via a range of ship dates together with one of the following criteria:

- Route or drop range
- Carrier
- Origin

Build Loads Detail

Orders with special instructions display an asterisk. These orders normally have external text recorded against them.

If a customer requires delivery confirmation, an asterisk is displayed against the customer delivery point code and customer name. If there are fixed delivery requirements, the delivery time slots and planner text assigned to the delivery point are highlighted.

Build Loads Selection Window

To display this window, select the Build Loads task.

Use this window to select the load requirements.

Fields

Ship Date/To

Enter or select the range of ship dates for which you want to review orders. These fields default to the current date plus the planner's time fence days for planning.

Route From/Route To

Enter the range of routes for which you want to review orders.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Drop

You can enter a drop within the specified route From and To routes, in order to limit the orders displayed.

Carrier

Enter the carrier for which you want to review orders.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the origin or start point for which you want to review orders. You must have defined the origin as a transport node.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for which you want to review orders. You must have defined the destination as a transport node.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Note: *You only need to enter either a route and drop range, or a carrier, or an origin and destination.*

View

Use this to indicate the transport requirements that you wish to view.

Select one of the following:

Drops (1) - To view drops

Orders (2) - To view orders

Returns (3) - To view returns

Note: *If the Detailed Container Summary in Build Loads field in the Transport Planning company profile is checked, only options 2 and 3 are valid in the View field.*

Preselect Drops

Select one of the following:

No (0) - To have no drops pre-selected for building

Yes (1) - To pre-select all drops for building on a suggested load

All drops on the Build Loads Detail window are pre-selected with **Select**.

Amend (2) - To pre-select all drops for amendment

All drops on the Build Loads Detail window are pre-selected with **Amend**.

Note: *If the Detailed Container Summary in Build Loads field in the appropriate transport centre is checked, Amend is not available.*

Press Enter to display either the Build Loads Detail or the Build Loads Detail (Detailed Container Summary) window.

Build Loads Detail Window

To display this window, press Enter on the Build Loads Selection window with the Detailed Container Summary in Build Loads field in the appropriate transport centre definition unchecked.

Use this window to select or amend the load details. You can toggle the display between orders, drops and returns and the different capacities.

Note: *The display varies depending on the selection criteria you entered on the selection window.*

Note: *If the Override Capacity Errors field in the Planner profile is left unchecked, you cannot plan a return on to a load with a different date from the return date.*

Note: *Warning: Collection requirements show associated weight, volume or container numbers for information only. These values are excluded from any capacity calculations for a load. You must check manually that the load has the capacity required for planned collections.*

Fields

Select

Select one of the following:

Select (1) - To add the order, return or drop to the suggested load

Amend (2) - To amend suggested load details

You can transfer the order, return or drop to another load, or split it across multiple loads.

Load Details (3) - To display the Load Details Enquiry for the suggested load

Delivery Profile (4) - To display the Delivery Profile Enquiry for the customer delivery point

Order Enquiry (5) - To display the Sales Order Details Enquiry

For more information, see the Order Entry product guide.

Note: *Order Enquiry is only available if you are displaying the selection criteria by order.*

Return Enquiry (5) – To display the Return Summary Enquiry

For more information, see the Customer Returns product guide.

Note: *Return Enquiry is only available if you are displaying the selection criteria by return.*

Functions

Create Load (F13)

Use this to create new loads. For more information, see the Create Loads section.

Drops/Orders/Returns (F14)

Use this to toggle between drops, orders and returns information for customers.

Volume/Weight (F15)

Use this to toggle between volume and weight capacities for the transport requirements.

Pending Loads (F16)

Use this to display the pending loads headers that conform to the entered selection criteria, for example, ship date, route, carrier or origin and destination.

Select **Update (F8)** to add the selected orders, returns or drops to the load and then select **Exit (F3)** to leave the task.

Build Loads Detail (Detailed Container Summary) Window

To display this window, press Enter on the Build Loads Selection window with the Detailed Container Summary in Build Loads field in the appropriate transport centre definition checked.

Use this window to select the appropriate load for each transport requirement that matches the selection criteria entered on the Build Loads Selection window. You can toggle the display between orders and returns.

In some industry sectors, load planners are aware of the capacity of a load in terms of the number of different container items that can be planned onto it, i.e. the maximum number of kegs and pallets that can safely be shipped on a single load.

Initial load planning is performed based on these criteria rather than total weight or volume.

This Detailed Container Summary view is only shown when the Detailed Container Summary in Build Loads field is **checked** on the appropriate transport centre and replaces the Build Loads Detail window.

The container summary is split into a maximum of seven columns.

Which container quantities are accumulated into each column for each transport requirement is determined as follows:

- The set-up of the presentation details on the appropriate transport centre. This defines which container types are to be shown and in which columns.
- The container types assigned to each container when the container is defined during item maintenance.

Note: *The display varies depending on the selection criteria you entered on the selection window.*

Note: If the Override Capacity Errors field in the Planner profile is left unchecked, you cannot plan a return on to a load with a different date from the return date.

Caution: Collection requirements show associated weight, volume or container numbers for information only. These values are excluded from any capacity calculations for a load. You must check manually that the load has the capacity required for planned collections.

Fields

Route

Enter a route.

Alternatively, use the prompt facility to select from the Select Route pop-up. If more than one load has been created for your selected route, the Select Load window will be displayed.

Load

Enter a load.

Alternatively, use the prompt facility to select from the Select Load window.

Once selected, the date, drops, container type summary and weight and volume of orders already assigned to this load will be displayed.

Select

Select one of the following:

Select (1) - To add the order, return or drop to the suggested load

Load Details (2) - To display the Load Details Enquiry for the suggested load

Delivery Profile (3) - To display the Delivery Profile Enquiry for the customer delivery point

Order Enquiry (4) - To display the Sales Order Details Enquiry

For more information, see the Order Entry product guide.

***Note:** Order Enquiry is only available if you are displaying the selection criteria by order.*

Return Enquiry (4) - To display the Return Summary Enquiry

For more information, see the Customer Returns product guide.

***Note:** Return Enquiry is only available if you are displaying the selection criteria by return.*

Ship Date

This field displays the order ship date.

Ship Time

This field displays the ship time of the suggested load.

Route

This field displays the current route for each shipment.

Enter a different route code to move the shipment to a different route.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Load

This field is blank if there is no load associated with the order.

It will display the current suggested load number for an order if one is found that matches the ship date and route.

You can change the load here if other suitable loads are available.

You can use the prompt facility to select from the Select Load pop-up.

Order

This field displays the order number for this line.

Container Types

These fields display the total containers of each type for the order.

Weight

This field displays the total weight of the goods on the order, as defined on the item transport details.

Volume

This field displays the volume of the current order.

Customer

This field displays the customer's name for the delivery address.

Order Text

This field displays the first line of any text entered against the order.

Text

This field displays the first line of any text entered against the delivery profile.

Functions

Create Load (F13)

Use this to create new loads. For more information, see the Create Loads section.

Orders/Returns (F14)

Use this to toggle between orders and returns information for customers.

Pending Loads (F16)

Use this to display the pending loads headers that conform to the entered selection criteria, for example, ship date, route, carrier or origin and destination.

Select **Update (F8)** to add the selected orders or drops to the load and then select **Exit (F3)** to leave the task.

Amend Drop Requirement Pop-up

To display this pop-up, select Amend next to a drop on the Build Loads Detail window with the display set to drops.

Use this pop-up to amend drop information, such as route, drop sequence or load number. Any amendments made affect all order and return note requirements associated with the selected drop.

Note: *This pop-up is only available if the Detailed Container Summary in Build Loads field in the appropriate transport centre is left unchecked.*

Fields

Route To

Enter the route to which to move the drop.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Drop To

Enter the drop sequence assigned to the customer delivery point for the entered route.

Load To

Enter the load number to which to assign to the drop details. If you leave this field blank, Transport Planning checks all pending loads for this route, on this date. If Transport Planning only finds one load, it displays the number. If it finds many loads, you can select a load from the displayed pop-up.

Note: *If the drop is no longer outstanding, you cannot make any more amendments.*

Functions

Pending Loads (F16)

Use this to display the loads that conform to selection criteria such as ship dates, route entered (all routes if blank), and all carriers.

Select **Update (F8)** to save the entered information and return to the Build Loads Detail window.

Amend Transport Requirements Window

To display this pop-up, select Amend next to an order on the Build Loads Detail window (with the display set to Orders).

Alternatively, select **Amend** next to a return on the Build Loads Detail window (with the display set to Returns).

Use this pop-up to amend order or return information such as route, drop sequence or load.

Note: *If the Override Capacity Errors field on the planner profile is left unchecked, you may not plan a return onto a load with a different date from the return date.*

Transport requirements are not generated for the container lines on an order i.e. the process bypasses any order line with an order type that identifies it as an associated container.

Note: *This also amends the drop record, detailing total requirements at a delivery point. You cannot amend the weight, volume and container details until you have created the picking note.*

Fields

Route

Enter the route for the order.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Drop

Enter the drop sequence assigned to the customer delivery point.

Load Number

Enter the load number for the order requirements.

Gross Weight

Enter the gross weight for the order requirement.

Net Weight

Enter the total weight of the actual goods for the order.

Tare Weight

Enter the total weight of the containers.

Note: *Gross weight must always equal the sum of net and tare weight.*

Volume

Enter the total volume for the order requirement.

Containers

Enter the total number of containers for the order requirement.

Functions

Lines (F14)

Use this to display the order or return lines on the Display Order Lines pop-up.

Pending Loads (F16)

Use this to display the pending loads headers that conform to the selection criteria, for example, ship dates, route entered (all routes if blank), and all carriers. If a route is entered, only the loads for that route are displayed.

Note: *Transport Planning refreshes order requirements to the latest detail. If the order is no longer outstanding you cannot make any more amendments.*

Select **Update (F8)** to save the details and to return to the Build Loads Detail window.

Display Order Lines Window

To display this window, select **Lines (F14)** on the Amend Transport Requirements window.

Use this window to view the lines for an order.

Note: *The display varies depending on the selection criteria you entered on the selection window.*

Options

Order Line Enquiry

Use this to display the Order Line Enquiry window.

Note: *This function is only available if you are displaying the selection criteria by order.*

Return Line Enquiry

Use this to display the Return Line Enquiry window.

Note: *This function is only available if you are displaying the selection criteria by return.*

Select an order line with Order Line Enquiry to display the Order Line Enquiry window.

Alternatively, select a return line with Return Line Enquiry to display the Return Line Enquiry window.

Maintain Load [4/TPP]

Use this task to maintain loads once they have been processed either automatically by the software or manually using the Build Loads task.

You can:

- Review load header, drop, order/return note information
- Move drop, order and order line details, return and return line details onto new loads or new routes or both
- Amend order capacities (weights, volumes and number of containers)
- Record consignee name and address details and external text
- Release the load and print the documentation

You can select the loads displayed by ship date and one of the following criteria:

- Route
- Particular carrier
- Origin or destination
- Particular load

You can only maintain a load if its status is Pending. If you select a load at a more advanced state, you cannot amend its details until you have returned the load to the Pending status.

Note: *If Confirm Collection has been processed for a load with returns on it, the status cannot be returned to Pending (i.e. it cannot be held).*

Maintain Load Selection Window

To display this window, select the Maintain Load task.

Use this window to select the load you want to maintain.

Fields

Note: *Only enter one of the following criteria.*

Route

Enter the route for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the carrier for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the origin or start point for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter the number of the load you want to maintain.

Note: *Press Enter to display the loads that match the selection criteria. If only one load matches the selection criteria, that reference is displayed on the selection window.*

Press Enter to display the Maintain Load Detail window.

Maintain Load Detail Window

To display this window, enter a load number and then press Enter on the Maintain Load Selection window.

Use this window below to maintain details for the selected load. The window is shown for a load with a status of Pending. There is a similar window for loads with other statuses.

Note: *You cannot change any details on this window if you have released the load using **Release (F13).***

Fields

Master Load

If this load is a sub-load, enter the load number of the master load.

The software accumulates the capacity requirements of the master load by summing those of its sub-loads and bases the master load rate on accumulated capacity, plus any drops defined directly to the master load. The master load normally has no drops associated with it.

The master load must be at a status of Pending to assign the current load as a sub-load. When you are maintaining a master load, "Master Load" is displayed at the top of the window. When you release a master load, it automatically releases the sub-loads. When you print the transport documentation for the master load, it automatically prints those for the sub-loads. Each sub-load is printed on the master load documentation. You should only release a master load when you have built all the sub-loads and you have confirmed as despatched all the associated orders.

You can enter up to ten levels of master load. A sub-load can be a master load in its own right. You should release master loads from the lowest level upward.

If this load is a skeleton load, the master load must also be a skeleton.

Note: *You cannot link a load to both a master load and a consolidation load. A master load cannot be a consolidation load.*

Note: *If you rate the master load and return the current load to a status of Pending, you should re-print and re-rate the master load (when applicable) to reflect any amendments made to this sub-load.*

Consolidation Load

Enter an existing load number. The current load automatically becomes a secondary load to the specified consolidation load. All consolidated loads must have the same carrier, rating method and rate code. The consolidation (primary) load must be at a status of Pending for you to assign the current load as a secondary load and you cannot link a consolidation load to another consolidation load.

Transport Planning uses this to calculate a consolidated rate based on the total weight, volume or number of containers. It then automatically apportions the calculated rate value over the primary and all secondary loads, based on their relative weight, volume or number of containers.

When you maintain the primary load, "Consolidated Load" is displayed at the top of the window. The consolidation load can be any of the loads grouped together for rating. It has no significance other than as a common reference for the group. Consolidation normally applies where you carry a number of loads together on a single vehicle, possibly in separate compartments, with the carrier charging for a single load.

Note: *You cannot link a load to both a master load and a consolidation load.*

Note: *If you have rated the consolidated loads and return any to a status of Pending, Transport Planning suggests that they should be re-rated.*

Master Drop

Enter a drop number for the sub-load. You have to complete this field if you have entered a master load. It sequences the sub-loads when you display or print the master load and groups sub-loads when you rate the master load.

Master Area

Enter the area to drop the sub-load. You must enter a value if you want to rate a master load by area.

Ship Date

Enter or select the required ship or despatch date for the load.

Ship Time

Enter the ship time for the load.

Route

Enter the route assigned to the load.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the internal or external carrier assigned to the load.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Vehicle Type

Enter the type of vehicle to use for the load.

Alternatively, use the prompt facility to select from the Select Vehicle Type pop-up.

Origin

Enter the start point for the load. You must have defined the origin as a transport node or geographical location.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the end point for the load. You must have defined the destination as a transport node or geographical location.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Vehicle

Enter the vehicle for the load.

Seal Number

Enter the seal number for the load. Use this for security tagging. It is printed on the bill of lading documentation.

Driver

Enter the driver for the load.

Crew

Enter the second driver or driver's mate for the load.

Temperatures

Enter the temperatures required for the load.

If you enter a single temperature, the fixed temperature message defined to the transport centre is printed on the bill of lading.

If you enter two temperatures, the temperature range message defined to the transport centre is printed on the bill of lading.

Agent Contact

Enter the name of the contact at the carrier.

Exclusive Load

Enter one of the following:

0 - If the load is not exclusive to one customer and contains requirements for more than one customer

1 - If the load consists of requirements for a single customer delivery point (based on its eight-character account code and three-character delivery sequence)

Skeleton Load

Enter one of the following:

0 - If this is not a skeleton load

1 - If this is a skeleton load

Skeleton loads contain the base load information you use to create pending loads or load schedules.

Bulk Pick Load

Enter one of the following:

0 - If the load is not eligible for bulk pick

1 - If the load is eligible for bulk pick

Payment Method

Enter the payment method for this load.

Alternatively, use the prompt facility to select from the TPPM Freight Payment Method pop-up.

Confirmation

Enter one of the following:

0 - If you do not need to confirm the delivery time

1 - If you need to confirm the delivery time with the customer

2 - If you have confirmed the delivery time with the customer

P & L Override

Enter the Profit and Loss Account Number for this load. You use this, in conjunction with the Advanced Financial Integrator, to post transport costs to the General Ledger.

You can use the prompt facility to select from the Select Account pop-up.

Rating Status

Enter one of the following:

0 - If load rating is not required

1 - If you automatically rate the load

2 - If you manually rate the load

3 - If you have rated the load

Rate Method

Enter one of the following:

01 - To calculate charges based on the load's gross weight, volume or number of containers, using a rating table

02 - To calculate charges for each drop, based on the gross weight, volume or number of containers, using a rating table

03 - To calculate charges using a fixed rate, based on the gross weight, volume or number of containers dropped into each area

04 - To calculate charges based on the gross weight, volume or number of containers dropped into each area, using a rating table

Alternatively, use the prompt facility to select from the TPRM Rating Method pop-up.

Rate Code

Enter the rate code for the selected rating method and carrier. This defines the rating criteria that are effective on a given date.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Bill Required

Enter one of the following:

0 - If you do not require a bill of lading, just a load sheet

1 - If you require a bill of lading and a load sheet

Bill Format

Enter one of the following:

01 - One document per load

The capacity totals are from the load header and the despatch notes are per load.

02 - One document per drop or delivery point on route

The capacity totals and the despatch notes are per drop or delivery point.

03 - One document per load

The capacity totals are from the load header with one totals line per drop. The despatch notes are for each drop or delivery point.

04 - One document per load

The capacity totals are per area and for the load. The despatch notes are for the load.

Use the Inventory Descriptions file, major type TPBL to support and maintain these formats.

You can use the prompt facility to select from the TPBL Bill of Lading Format pop-up.

Copies

Enter the number of copies of the bill of lading documentation you require.

Functions

Release (F13)

Use this to change the load status to Released. You can then print the required transport documentation for the load. (This will be done immediately if you have **checked** the Print BOL/Load Sheets Immediately after Load Release field in the Transport Centre maintenance task.)

Note: *If necessary, you can limit the ability to release loads to specific planners.*

When a load is released, a check is performed to ensure that all requirements planned onto that load are ready for loading. Collection requirements are bypassed during this procedure.

Transport Planning updates the status of a load as follows when it is released:

- If a load requires automatic or manual rating, Transport Planning updates the status to Awaiting Rating.
- If a load does not require rating but requires confirmation of despatch, Transport Planning updates the status to Awaiting Confirmation of Despatch.
- If a load does not require rating or confirmation of despatch but contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not require rating or confirmation of despatch and does not contain any collection requests, Transport Planning updates the status to Awaiting Drop to History. This means that the production of the bill completes the processing of a load.

Hold (F13)

This is displayed when a released load has been selected. Use this to hold the released load and set its status back to Pending. You can then amend the load details again.

You can re-set a load's status to Pending at any stage prior to posting payments for that load to General Ledger. If you have posted the rating details for the load to the General Ledger, via AFI, you need to enter a manual General Ledger journal to balance the postings.

Drops (F14)

Use this to display the drops for the load. You can then select drops to move them to another load, or remove drops and re-instate them as outstanding.

Orders (F15)

Use this to display the orders for a load. You can amend the orders, move them to another load or remove them from this load.

Totals (F16)

Use this to display various totals for a load.

Note: *If the load is a master load, the totals displayed do not include the capacities for the sub-loads.*

Sub-Loads/Consolidation Loads (F17)

If the current load is a master load, use this to display the details of the master load and the sub-loads associated with it.

If the current load is a sub-load, use this to display the sub-load's details.

If the current load is a primary consolidation load, use this to display the details of the consolidation load and the secondary loads associated with it.

If the current load is a secondary load, use this to display details of it.

Returns (F18)

Use this to display details of returns that are currently planned for this load on the Enquire on Returns for a Load window.

Consignee (F20)

Use this to enter the name and address details that you want to print on the bill of lading.

Text (F21)

Use this to enter load text. This is printed on all bill of lading documentation.

Select **Update (F8)** to save the details and to return to the Maintain Load Selection window.

Select Drops for a Load Window

To display this window, select **Drops (F14)** on the Maintain Load Detail window.

Use this window to select a drop.

Options

Select

Use this to select a drop for amendment.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry.

Select **Previous (F12)** to save any changes and to return to the Maintain Load Detail window.

Move Drop Details Pop-up

To display this pop-up, select a drop on the Select Drops for a Load window.

Use this pop-up to remove drop details or move drops onto a new load.

***Note:** This also moves all order details associated with the drop.*

Fields

Route

Enter the route onto which to move the drop.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Drop

Enter the drop sequence assigned to the customer delivery point for this route.

Load

Enter the new load number for the drop.

Note: *If you enter a route or drop but leave the load blank, Transport Planning displays all loads associated with the route on the required date, so you can select the required load.*

Functions

Remove Drop (F11)

Use this to remove the drop from the load. This sets the drop status to Outstanding, and the drop is then visible within the Build Loads task. Transport Planning refreshes drop requirements to the latest details. If the drop is no longer on the load you cannot amend it.

Orders (F14)

Use this to display all the orders associated with the drops so you can move or amend them.

Pending Loads (F16)

Use this to display pending load headers that conform to the selection criteria such as ship dates, route entered (all routes if blank), and all carriers.

Press Enter to save the details and return to the Select Drops for a Load window.

Enquire on Orders for a Load Window

To display this window, select **Orders (F15)** on the Maintain Load Detail window.

Use this window to select the orders you want to move from the load.

Options

Select

Use this to select the load for amendment.

Amend

Use this to amend the order details.

Order Enquiry

Use this to view the order details.

Delivery Profile Enquiry

Use this to view the delivery profile for the customer.

Select an order to display the Move Order Details pop-up.

Load Totals Enquiry Pop-up

To display this pop-up, select **Totals (F16)** on the Maintain Load Detail window.

Use this pop-up to view various totals for a load. The number of pick ups is displayed.

Functions

Availability/Totals (F15)

Use this to toggle between showing the totals and the availability.

Select **Previous (F12)** to return to the Maintain Load Detail window.

Move Order Details Pop-up

To display this pop-up, select an order on the Select Orders for a Load window.

Use this pop-up to remove orders from a load or move orders onto a new load.

Note: *This updates all drop details associated with the order.*

Fields

Route

Enter the route onto which to move the order.

Drop

Enter the drop sequence to assign to the customer delivery point.

Load

Enter the load number onto which to move the order.

If you enter a route or a drop, and leave the load blank, Transport Planning displays all the loads associated with the route on the required date.

Functions

Remove Order (F11)

Use this to remove the order from the load and re-instate it as outstanding.

Lines (F14)

Use this to select specific order lines to move to a different load.

Pending Loads (F16)

Use this to display the pending loads that meet the selection criteria such as ship dates, route entered (all routes if blank), and all carriers.

Press Enter to save the details and return to the Select Orders for a Load window.

Maintain Load Select Order Lines Window

To display this window, select **Lines (F14)** on the Move Order Details pop-up.

Use this window to select order lines to move from this load.

Options

Select

Use this to select the order line to move to a different load.

Order Line Enquiry

Use this to view the order line details.

Select an order line to display the Move Order Line Details pop-up.

Move Order Line Details Pop-up

To display this pop-up, select an order line on the Maintain Load Select Order Lines window.

Use this pop-up to move order or despatch note line details onto a new load on a different route.

Fields

Route

Enter the route to which to move the order line.

Drop

Enter the drop sequence assigned to the customer delivery point.

Load

Enter the load number to which to move the order line.

If you enter a route or drop but leave the load blank, Transport Planning displays all loads associated with the route on the required date.

Functions

Remove Line (F11)

Use this to remove the order line from the load and re-instate its requirements as outstanding.

Pending Loads (F16)

Use this to display the pending load headers that meet the selection criteria, such as ship dates, route entered (all routes if blank), and all carriers.

Select **Update (F8)** to save the details and to return to the Maintain Load Select Order Lines window.

Amend Order Details Pop-up

To display this pop-up, select Amend against an order on the Select Orders for a Load window.

Use this pop-up to maintain the capacity details for the order or despatch note requirements. You can also confirm the details as ready for loading. (Transport Planning automatically does this when you confirm the order as despatched in Sales Order Processing or Warehousing).

Fields

Gross Weight

Enter the gross weight.

Net Weight

Enter the total weight of the actual goods.

Tare Weight

Enter the total weight of the containers for the order.

Note: *The gross weight must always equal the sum of the net and tare weights.*

Volume

Enter the total volume for the order.

Containers

Enter the total number of containers for the order requirement.

Ready for Loading

Goods are considered ready for despatch when you have completed the Confirmation of Despatch routine.

Use this checkbox as follows:

Unchecked - If the goods are not ready to load

Checked - If the goods are ready to load

Functions

Lines (F14)

Use this to display the order lines for the load, so you can move them to another load.

Select **Update (F8)** to save the details and to return to the Select Orders for a Load window.

Sub Loads Pop-up

To display this pop-up, select **Sub Loads (F17)** for a master load on the Maintain Load Detail window.

Use this pop-up to view the details of the master load plus the sub-loads associated with it.

The first line displays the capacity requirements for any drops directly associated with the master load.

Functions

Volume (F14)

Use this to view the volume requirements of the load.

Weight (F15)

Use this to view the weight requirements of the load.

Containers (F16)

Use this to view the container requirements of the load.

Select **Previous (F12)** to return to the Maintain Load Detail window.

Consolidation Details Pop-up

To display this pop-up, select **Consolidation Load (F17)** for a consolidation load on the Maintain Load Detail window.

Use this pop-up to view the details of the consolidation load and the secondary loads associated with it.

Functions

Volume (F14)

Use this to view the volume requirements of the load.

Weight (F15)

Use this to view the weight requirements of the load.

Containers (F16)

Use this to view the container requirements of the load.

Select **Previous (F12)** to return to the Maintain Load Detail window.

Enquire on Returns for a Load Window

To display this window, select **Returns (F18)** on the Maintain Load Detail window.

Use this window to view returns for a load.

Options

Select

Use this to move the return to another route, drop or load.

The Move Return Details pop-up is displayed.

Amend

Use this to maintain the weight, volume or containers for this return on the Amend Return Details pop-up.

Return Enquiry

Use this to display the Return by Return Number enquiry for the selected return.

Delivery Profile Enquiry

Use this to display the delivery profile for the customer returning the goods.

Note: *The Ready field is for information only and cannot be maintained here. It can be maintained in the Confirmation of Collection task.*

Select an option to display the appropriate window or pop-up.

Move Return Details Pop-up

To display this pop-up, select a return on the Enquire on Returns for a Load window.

Use this pop-up to move a return. You may remove it from this load or move it to another pending load.

Fields

Route

Enter the new route for this return.

Drop

Enter the new drop for this return.

Load

Enter the new load number for the return.

Functions

Remove Return (F11)

Use this to remove the return. The return will no longer be planned on to any load.

Lines (F14)

Use this to display the Select Return Lines window.

Pending (F16)

Use this to display all pending loads for that route.

Note: *Returns can only be moved on to a load which is at a status of Pending. If an attempt is made to move a return on to a load of a higher status, an error message is displayed.*

Select **Update (F8)** to update the values on this and return to the Enquire on Returns for a Load window.

Amend Return Details Pop-up

To display this pop-up, select Amend against a return on the Enquire on Returns for a Load window.

Use this window to change return details.

Fields

Gross Weight

Enter the gross weight of the return.

Net Weight

Enter the net weight of the return.

Tare Weight

Enter the tare weight of the return.

Volume

Enter the volume of the return.

Containers

Enter the containers for this return.

Functions

Return Lines (F14)

Use this to display the Select Return Lines window.

Select **Update (F8)** to update the values and return to the Enquire on Returns for a Load window.

Select Return Lines Window

To display this window, select **Return Lines (F14)** on the Move Return Details pop-up or the Amend Return Details pop-up.

Use this window to change return details.

Options

Select

Use this to select return lines that may be moved to another route drop or load using the Move Return Line Details pop-up.

Return Line Enquiry

Use this to display the Return by Return Number enquiry.

Select a return line to display the Move Return Line Details pop-up.

Move Return Line Details Pop-up

To display this pop-up, select a return line on the Select Return Lines window.

Use this pop-up to move a return line. You may remove it from this load or move it to another pending load.

Fields

Route

Enter the new route for this line.

Drop

Enter the new drop for this line.

Load

Enter the new load number for the line.

Functions

Remove Line (F11)

Use this to remove a line. The line will no longer be planned on to any load.

Pending (F16)

Use this to display all pending loads for that route.

Note: *Returns can only be moved on to a load which is at a status of pending. If an attempt is made to move a return on to a load of a higher status, an error message is displayed.*

Select **Update (F8)** to update the values on this and return to the Select Return Lines window.

Consignee Details Pop-up

To display this pop-up, select **Consignee (F20)** Details on the Maintain Load Detail window.

Use this pop-up to enter the name and address details you want to print on the bill of lading.

Note: *These details do not appear on Bill of Lading format 02 (one document per drop or delivery); it uses the delivery names and addresses.*

Fields

Name

Enter the name to appear on the bill of lading.

Address

Enter the address to appear on the bill of lading.

Post Code

Enter the postcode to appear on the bill of lading.

Select **Update (F8)** to save the details and to return to the Maintain Load Detail window.

Release Loads [5/TPP]

The option **Release Loads** gives the facility to list and release multiple loads.

Release Loads Invite Window.

Use this window to enter load selection criteria

Fields

Enter one of the following sets of criteria:

Ship Date

Enter or select the ship date

Route

Enter a route for the ship date.

Alternatively.use the prompt facility to select from the Select Route pop-up

OR

Carrier

Enter a carrier.

Alternatively, use the prompt facility to select from the Select Carrier popup.

OR

Origin

Enter the origin or start point for which you want to review loads. You must have defined the origin as a transport node.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for which you want to review loads. You must have defined the destination as a transport node.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

OR

Load Number

Enter the load number that you wish to release.

Enter the load selection criteria to continue to the Select Loads for Release window.

Select Loads for Release Window.

Enter a valid selection on the Release Load Invite panel. This window shows a list of pending loads that are available for release.

Options

Select (1)

Select the load for review and release. The load detail view is shown and the user can select **F13** to release. Once a load is released it is removed from the Select Loads for Release Window.

Load details (2)

Select to view the load details.

Load totals (3)

Select to view the load totals.

Release any loads as required then **select Previous (F12)** to return to the invite screen, or **select Exit (F3)**.

Re-date Load [6/TPP]

The option allows the composite parts of a load to be re-dated with a later date.

Re-Date Loads Selection Window.

To display this window, select the **Re-date Load** task.

Use this window to select detail to help identify the load.

Fields

Ship Date

Enter the planned ship date for the given load.

Enter one of the following:

Route

Enter the route for the load you wish to re-date.

Alternatively, use the prompt facility to select from the Select Route popup.

Carrier

Enter the carrier for the load you wish to re-date.

Alternatively, use the prompt facility to select from the Select Carrier popup.

Origin

Enter the origin or start point for the load you wish to re-date.

Alternatively, use the prompt facility to select from the Select Transport Note popup.

Destination

Enter the destination or end point for the load you wish to re-date.

Alternatively, use the prompt facility to select from the Select Transport Note popup.

Load Number

Enter the load number for the load you wish to re-date.

Enter the selection criteria and continue to the Select Load for Re-date Window

Select Load for Re-date Window

Use this window to select a load.

Options

Select (1)

The load should be re-dated. Select shows the user the Re-date Loads panel.

Load Details (2)

This shows the Load Details enquiry for the selected load.

Load Totals (3)

This shows the Load Totals enquiry for the selected load.

Select a load to allow the date to be changed.

Re-date Loads Window

Fields

New Shipping Date

Enter a valid date to change the load to.

New Shipping Time

Enter a valid time for re-dating the load.

Reason for Change

Enter the reason for changing the date/time of the load. A prompt is available.

Note: *If the reason code used does not update the order date the result of this may be that the order is removed automatically from the load.*

Function

Process (F8)

This changes the dates on the load, pick notes and sales orders, based on the Reason for change value. The reason codes must be established for the Inventory Description major type TPRD, the limit value identifies the update date action to be taken:

0 – Load files only

1 – Load & Pick Notes

2 – Load, Pick notes and Sales Orders

Select **Process (F8)** to update the load.

Rate Loads Automatically [7/TPP]

Use this task to calculate the expected carrier charge for specified loads via a batch job. Collection requirements planned onto a load are not included in the load rating procedure. You can enter a rate method to select all loads rated by that particular method, for the specified ship date.

You set up the automatic rating calculations with the carrier rates. For more information, see the Carrier Rate section in the Maintenance chapter of this user guide.

The batch run produces an exception report, showing the details of all the loads it could not rate.

You can only include loads on the batch job after you have printed the transport documentation and set the rating status to 1 (Rated Automatically).

For consolidated loads, you can only select the primary load, as Transport Planning automatically rates the associated secondary loads.

For master loads, you rate the sub-loads separately from the master load, since the carriers and rate tables are often different.

To re-rate a load:

1 Use Maintain Loads to set the load back to a pending state, using **Hold (F13)**.

2 Make any required changes, re-set the rated flag, and re-release the load using Maintain Loads **Release (F13)**.

3 Print the bill of lading documentation or load sheets, or both.

4 Re-rate the load using the automatic or manual method.

Note: *If you have posted the load rate value to the GL as an accrual, you must enter a manual journal (or journals) to balance this original value.*

Transport Planning updates the status of a load after completing the rating process as follows:

- If a load requires confirmation of despatch, Transport Planning updates the status to Awaiting Confirmation of Despatch.
- If a load does not require confirmation of despatch but contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not require confirmation of despatch and does not contain any collection requests, Transport Planning updates the status to Awaiting Authorisation of Payment.

Rate Loads Automatically Window

To display this window, select the Rate Loads Automatically task.

Use this window to select the loads you want to rate automatically.

Fields

Ship Date

Enter or select the ship date for the loads. This defaults to the current date plus the planner's time fence days.

Rate Method

Enter one of the following:

01 - Load and rate table

02 - Drop and rate table

03 - Fixed rate per area

04 - Area and rate table

Alternatively, use the prompt facility to select from the TPRM Rating Method pop-up.

Load Number

Enter the load reference that you want to rate. The load must be at status 60 (Awaiting Rating).

Note: *If you do not enter a rate method or load number, the batch job rates all loads requiring rating for the specified ship date.*

Functions

Printed Loads (F16)

Use this to display the loads that are awaiting rating, for the entered ship date.

Select **Submit (F8)** to submit the batch job.

Rate Load Manually [8/TPP]

Use this task to calculate the expected carrier charge manually for a selected load.

Collection requirements planned onto a load are not included in the load rating procedure.

You must have printed the transport documentation and set the rating status to 2 (Rate Manually). If the status is 1, a warning message is displayed to suggest that you should automatically rate this load. You can override this warning.

For consolidated loads, the calculated grand total and drop charges are apportioned automatically across each of the loads based on their relative capacity (weight, volume or number of containers) and the number of drops.

For master loads, the calculated grand total is the total gross capacity (weight, volume, or number of containers) of its sub-loads plus any customer drops directly assigned to the master load itself.

Transport Planning updates the status of a load after completing the rating process as follows:

- If a load requires confirmation of despatch, Transport Planning updates the status to Awaiting Confirmation of Despatch.
- If a load does not require confirmation of despatch but contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not require confirmation of despatch and does not contain any collection requests, Transport Planning updates the status to Awaiting Authorisation of Payment.

Rate Loads Manually Selection Window

To display this window, select the Rate Load Manually task.

Use this window to select the loads you want to rate manually.

Fields

Load Number

Enter the load number. The load must be at status 60 (Awaiting Rating) and it cannot be a consolidated secondary load.

Functions

Printed Loads (F16)

Use this to display a list of all the load headers for the loads awaiting rating.

Press Enter to display the Rate Loads Manually Detail window.

Rate Loads Manually Detail Window

To display this window, enter a load number and press Enter on the Rate Loads Manually Selection window.

Use this window to enter the details for the loads you want to rate manually.

If the load is a master load, the window displays the legend Master Load and the number of sub-loads. You can use **Sub Loads (F18)** to view the sub-loads. The capacity (weight, volume or containers) is the consolidated capacity of all the sub-loads, plus any customer drops assigned to the master load.

If the load is a consolidation (primary) load, the window displays the legend Consolidated Load and the number of secondary loads. You can use **Consolidation (F18)** to view these secondary loads. The capacity (weight, volume or containers) is the consolidated capacity of all these loads.

Fields

Tax Code

Enter the tax code. If you have General Ledger attached, you must define the tax code to the General Ledger. If you do not have General Ledger attached, you must define the tax code in the Inventory Descriptions file under major type VAT.

You can use the prompt facility to select from the Tax Code Selection pop-up.

Note: Transport Planning only applies tax when you transfer the carrier invoice to Accounts Payable.

Rate

Enter the rate for a single unit of capacity: gross weight, volume or number of containers, depending on the capacity type.

Conversion Factor

Enter the conversion factor. Transport Planning divides the load's gross weight, volume or number of containers by this factor, before calculating a rate for a given quantity.

Minimum Weight

Enter the minimum weight. If the load is less than the minimum weight, Transport Planning calculates the penalty to add to the rate.

Percentage/Surcharge Value

Enter a percentage or value to apply to the calculated load charges for unforeseen extras, such as government fuel tax charges.

Note: *You can enter either a surcharge percentage or value, but not both.*

Total Charges

If you have not entered a charge rate, enter the total charge.

If you have entered a charge rate, the total charge is calculated as follows:

(Gross Weight x Rate)/Conversion Factor

Drop Charges

Enter the fixed charge for the drops. For master and consolidated loads, duplicated drop numbers count as a single drop. On master loads, each sub-load counts as a drop.

Penalties

This field displays the calculated penalty charge.

Surcharges

This field displays the calculated or entered surcharge.

Load Grand Total

This field displays the load grand total charge. It is calculated as follows:

Total charge + drop charge + penalty charge + surcharge

Functions

Weight (F15)

Use this to set the capacity to weight.

Volume (F16)

Use this to set the capacity to volume.

Containers (F17)

Use this to set the capacity to containers.

Consolidation Loads/Sub Loads (F18)

For a primary load, use this to display the details of the loads consolidated together for rating.

For a master load, use this to display the details of the sub-loads.

If the load is not a primary or master load, this is not available.

Select **Update (F8)** to save the information and to return to the Rate Loads Manually Selection window.

Request Pick Notes [9/TPP]

Use this task to print pick notes based on a range of attributes. The warehouse personnel use this to optimise picks based on transport requirements or planned loads.

Transport requirements are not generated for the container lines on a pick/despatch note; i.e. the process bypasses any pick/despatch line with an order type that identifies it as an associated container.

The user requesting the generation of pick notes must have access rights to a bonded warehouse to generate any pick notes for that warehouse.

You produce pick notes per order, but you can sequence them by carrier, route or load, with the drop sequence in ascending or descending order.

Note: *If you install Warehouse Management, you can use the equivalent selections within the Request Picking List for Sales task. This produces a single consolidated pick list for the carrier, route or load selected.*

Items can be specified as “bulk pick” items and then, as a by-product of the Transport Planning task to generate picking lists by load, a separate bulk pick list for all of the bulk items on a load is produced. This can then be used to pick and despatch all products or the designated bulk pick products for the load. As with pick note re-sequencing, the designation of what is considered a bulk pick item is optional and can be varied by stockroom.

In conjunction with the picking note re-sequence function (please refer to the OE product guide for further information regarding pick list sequencing), it is possible to specify items as bulk pick items at either company or stockroom level.

It is also possible to specify a break point code (2 characters) against any bulk pick item. When set, this will cause all of the items with the same code to appear on a separate bulk item picking note for a load, i.e. all ‘AA’ Items on the ‘AA’ list and all ‘AB’ items on the ‘AB’ list etc. (The default is **blank**.)

Confirmation of despatch will be performed by picking note, using the bulk picking note confirmation at load level option. However, POD will be performed at the sales order picking note level.

The task applies only to sales picking notes for normal stockroom depots (i.e. not warehouses).

There are two stages to this process, in that the number and contents of the picking notes is governed by whether there are any bulk pick items and/or whether there are any items that have specified break points for bulk lists.

The stages are therefore:

1. Extract all of the details for a load, look up and assign the sequencing criteria.
2. One detail note will be required for all non-bulk pick items.
3. Another will be required for each set of bulk pick items where the break point codes are different.

In the case of a totally bulk picked load (i.e. where the load is flagged as bulk pick), there will be no need for any non-bulk pick notes.

Lot Allocation

For a bonded warehouse, the automatic allocation of batch/lot/serial numbers does not occur for those items for which lot-control is forced i.e. items that are not flagged as batch-controlled, lot-controlled or serial-controlled.

Request Pick Notes Select Window

To display this window, select the Request Pick Notes task.

Use this window to select and sequence the pick notes that you want to create.

Items can be classified as bulk pick items at any level on the pick note sequencing tables.

Item overrides can be used to signify exceptional bulk pick item criteria with the same or different sequence details.

Note: *The bulk picking note function is only valid for the creation of picking notes by load.*

The break point field is the primary sequence field. This is optional and, if specified, will produce a separate bulk pick list per sequence code. Where this field is specified for non-bulk items, it will be used as the primary sort key but will not trigger the production of multiple detailed picking notes. Please refer to the OE product guide for further information regarding pick list sequencing.

Fields

Pick Note Sequence

Select one of the following:

Carrier (1) - To sequence the pick notes by carrier

Route (2) - To sequence the pick notes by route

Load (3) - To sequence the pick notes by load

This field is mandatory; it is completed with the default sequence but you can override it.

Drop Sequence

Select one of the following:

Ascending (1) - To sequence the drops within the pick note sequence in ascending order

Descending (2) - To sequence the drops within the pick note sequence in descending order

This is only relevant if the pick note sequence is by route or load (to print pick notes in route/drop or load/drop sequence).

Selection

These are AND conditions; that is, an order line awaiting pick note request must meet all of the specified selection criteria. If a range is not specified, it is ignored. If a From value is specified without a To value, all lines with a value less than the From value are ignored. Similarly, if a To value is specified without a From value, all lines with a value greater than the To value are ignored.

Note: *User must have access rights to bonded warehouses in the selected range*

Order From/To

Enter a range of sales company/order numbers. The sales company defaults from the company profile in Transport Planning. The order number(s) must be awaiting the request of a pick note; that is, have allocated lines not yet on a pick note.

You can use the prompt facility on the sales company part of these fields to select from the Select Sales Company pop-up.

Customer From/To

Enter a range of sales company/customer account/delivery sequence numbers. The sales company/customer account/delivery sequence combinations entered must be defined in Sales Order Processing.

You can use the prompt facility on the sales company part of these fields to select from the Select Sales Company pop-up.

You can use the prompt facility on the customer code part of these fields to select from the Select Customer pop-up.

Delivery Required Date From/To

Enter or select a valid range of due dates for order lines.

Carrier From/To

Enter a valid range of carrier codes.

You can use the prompt facility on these fields to select from the Select Carrier pop-up.

Route

Enter a valid range of route codes.

You can use the prompt facility on these fields to select from the Select Route pop-up.

Load

Enter a valid range of load numbers.

Providing you have made an entry or selection in one of the Delivery Required Date fields, you can use the prompt facility on these fields to select from the Select Load pop-up.

Bulk Pick Only

Select one of the following:

By Item (0) - To bulk pick by item

Force On (1) - To force bulk pick to be used

Force Off (2) - To force bulk pick not to be used

Obey Load (3) - To bulk pick using the load criteria

Print Labels

Use this checkbox as follows:

Unchecked - Not to print labels

Checked - To print labels

Level of Order Details

This flag is defaulted for all depots in a company to the value obtained from the Inventory Descriptions file under major type DFLT. A search argument, BPOD (Bulk Pick Order Details), will be used to define the default.

The Parameter Limit should be set to 1 or 2.

Select one of the following:

Summary (1) - To produce summary order information on a bulk pick list

Detail (2) - To produce detailed order information on a bulk pick list

The Parameter Limit value from the Inventory Descriptions file entry will be the default (with **Detail** being the setting either if no parameter has been set up or if the value is neither 1 nor 2).

The flag may be changed, but only **1** and **2** are valid values.

Reprint Bulk Pick Note

Enter a pick list to be re-printed.

Select **Submit (F8)** to confirm the selections made and submit the job for processing.

Confirm Bulk Pick [10/TPP]

Use this task to select a bulk pick list for despatch confirmation.

The user requesting the task must have access rights to a bonded warehouse to confirm the despatch of any pick notes for that warehouse.

Confirm Pick Selection Window

To display this window, select the Confirm Bulk Pick task.

Use this window to select the appropriate action to be taken for each OE pick note that makes up the selected bulk pick list. Options available for a pick note are:

1 – Confirm unamended pick

2 – Confirm amended pick

3 – Amend despatch details

9 – Cancel pick

Items can be classified as bulk pick items at any level on the pick note sequencing tables.

Item overrides can be used to signify exceptional bulk pick item criteria with the same or different sequence details.

Note: *The bulk picking note function is only valid for the creation of picking notes by load.*

The break point field is the primary sequence field. This is optional and, if specified, will produce a separate bulk pick list per sequence code. Where this field is specified for non-bulk items, it will be used as the primary sort key but will not trigger the production of multiple detailed picking notes.

Fields

Load Number

Enter the load number.

Sequence Number

Enter the sequence number for the load.

Despatch Method

Enter the despatch method to be used

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

Despatch Date

Enter the date for the despatch. This defaults to the current date.

Press Enter to display the Confirm Pick window.

Confirm Pick Window

To display this window, press Enter on the Confirm Bulk Pick Selection window.

The process of bulk pick note cancellation is still a function that is managed at sales order pick note level.

There is an option on the Confirm Bulk Pick window - **Cancel Pick**. When **Cancel Pick** is selected against a pick note, the existing function, as used to cancel an SOP-only pick note, is used to cancel the note and mop up allocation details etc.

Associated bulk pick details are also tidied up in synchronisation with this action.

It is possible, with care, to cancel some pick note details for some orders on a bulk pick list and confirm despatch of other orders on the bulk pick note.

A description (Cancelled) will appear for a pick note on the Confirm Pick window.

Fields

Select

Select one of the following:

Unamended (1)

Amended (2)

Note: *If the pick note stockroom requires short pick reasons to be entered then a window is displayed which allows the short pick reason code to be entered.*

Additional Details (3)

Cancel Pick (9)

The user must have access rights to a bonded warehouse in order to confirm or cancel the despatch of a pick note form that warehouse.

Select **Update (F8)**.

Enter Short Pick Reason Code Pop-up

To display this pop-up, select the Amend option from the Confirm Pick Window

Use this pop-up to enter a short pick reason code against the amended pick line.

Note: *The pop-up will only appear if the inventory description SPRS does not exclude the stockroom from having a short pick reason code*

Field

Short Pick Reason Code

Select a short pick reason code.

Alternatively, use the prompt facility to select from the inventory description SPRC Short Pick Reason Code.

Note: *The code selected will be used as default in the Interactive Confirm Despatch if the pick line is short picked.*

Select **Update (F8)**.

Confirm Despatch of Load [11/TPP]

Use this task to date stamp a load, to confirm that the load has left the transport centre. This task can be bypassed if you **check** the Bypass Confirm Load Despatch field in the Transport Centre maintenance task.

Transport Planning updates the status of a load after confirming its despatch as follows:

- If a load contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not contain any collection requests but has been rated, Transport Planning updates the status to Awaiting Authorisation of Payment.
- If a load does not contain any collection requests and has not been rated, Transport Planning updates the status to Awaiting Drop to History.

Confirm Despatch of Load Selection Window

To display this window, select the Confirm Despatch of Load task.

Use this window to select the load you want to despatch.

Fields

Note: *You only need to enter one of the following selection criteria.*

Ship Date

Enter or select a ship date for the loads.

Route

Enter the route for the loads.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the carrier for the loads.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the origin or start point for the loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for the loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter a load reference.

Functions

Select Loads (F16)

Use this to display the load headers for printed, and where applicable, rated, loads that conform to the selection criteria.

Press Enter to display the Confirm Despatch of Load Detail window.

Confirm Despatch of Load Detail Window

To display this window, press Enter on the Confirm Despatch of Load Selection window.

This window displays load header information for you to review and confirm.

Functions

Consignee (F20) Details

Use this to display the name and address details that print on the bill of lading.

Text (F21)

Use this to display the text which prints on the transport documentation.

Select **Update (F8)** to confirm the despatch of the load.

Confirm Collection of Returns [12/TPP]

Use this task to confirm the collection of returns planned onto a load or to move uncollected returns onto another load.

Transport Planning updates the status of a load after confirming collection as follows:

- If a load has been rated, Transport Planning updates the status to Awaiting Authorisation of Payment.
- If a load has not been rated, Transport Planning updates the status to Awaiting Drop to History.

All returns lines on a load must be at a status of Ready before return collection can be confirmed. This is normally achieved by running the Returns Receiving task, which automatically updates the status of the return in Transport Planning. There is also a manual override for return lines, so they can be set to a status of Ready before Returns Receiving is complete.

Confirm Collection of Returns Selection Window

To display this window, select the Confirm Collection of Returns task.

Use this window to select the returns that are to have their collection confirmed.

Fields

Return Date

You must enter or select a valid date for the loads.

Note: *You only enter one of the following four selection criteria.*

Route

Enter a route for the loads.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter a carrier for the loads.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter a valid origin or start point for the load.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

You can enter a valid destination or end point for the load.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter a valid load number.

Functions

Select Load (F16)

Use this to select loads with returns which are available for confirmation of returns, i.e. those loads with a status of Awaiting Confirmation of Collection, which also conform to the selection criteria entered.

Make your selections and then press Enter to display the Confirm Collection of Return Details window.

Confirm Collection of Returns Details Window

To display this window, make your selections and then press Enter on the Confirm Collection of Returns Selection window.

Once a load has been selected, the details are displayed for confirmation of collection.

Functions

Note: *An error message will be issued if* ***Confirm (F8)*** *is selected and not all return lines on the load are ready for collection.*

Edit Returns (F14)

Use this to display the Enquire on Returns for a Load window and view the expected returns for the load.

Consignee (F20)

Use this to view the name and address details of the customer returning the goods.

Text (F21)

Use this to display the transport load text. If the load has a status of Pending, the text can be maintained.

Select **Confirm (F8)** all returns on the load. The status of the load will be set to Awaiting Authorisation of Payment or Awaiting Drop to History as described above.

Enquire on Returns for a Load Window

To display this window, select **Edit Returns (F14)** on the Confirm Collection of Return Details window.

Options

Select

Use this to display the Move Return Details pop-up.

The lines can then be selected and moved to a new route, drop or load.

Amend

Use this to display the Amend Return Details pop-up.

This can be used to set the status to Ready.

Return Enquiry

Use this to display the Return Summary window.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Move Return Details Pop-up

To display the Move Return Details pop-up, select a line on the Enquire on Returns for a Load window.

Fields

Route

Enter the new route for this line.

Drop

Enter the new drop for this line.

Load

Enter the new load number for the line.

Functions

Remove Return (F11)

Use this to remove a line or return. The line will no longer be planned on to any load.

Lines (F14)

Use this to display the Select Return Lines window.

Pending (F16)

Use this to display all pending loads for that route.

Select **Confirm (F8)** to confirm the changes made.

Note: *Returns can only be moved onto a load which is at a status of Pending. If an attempt is made to move a return on to a load of a higher status, an error message is displayed.*

Note: *If the load has progressed passed the status of Pending but is not yet complete, it can be put back to a status of Pending by holding the load in Maintain Loads. Collections may then be added to it.*

Amend Return Details Pop-up

To display this pop-up, select Amend against a line on the Enquire on Returns for a Load window.

Fields

Gross Weight

You can amend this value if necessary.

Net Weight

You can amend this value if necessary.

Tare Weight

You can amend this value if necessary.

Volume

You can amend this value if necessary.

Containers

You can amend this value if necessary.

Ready for Loading

Use this checkbox as follows:

Unchecked - If all lines for the return on this load are not ready

Checked - If all lines for the return on this load are ready

When all lines are ready, the load can be confirmed as collected.

Note: This checkbox is normally set by Returns Receiving but can be altered here if you want to process the load through payments before Return Receiving processing.

Caution: If you set a return to a status of Ready manually, and the load is then confirmed as collected, partial receipt will not be allowed in Returns Receiving and the customer must be credited with the full amount.

Functions

Lines (F14)

Use this to display the Select Return Lines window.

Select **Confirm (F8)** to confirm the changes made.

Note: *Returns can only be moved onto a load which is at a status of Pending. If an attempt is made to move a return on to a load of a higher status, an error message is displayed.*

Note: *If the load has progressed passed the status of Pending but is not yet complete, it can be put back to a status of Pending by holding the load in the Maintain Load task. Collections may then be added to it.*

Select Return Lines Window

To display this window, select **Return Lines (F14)** on the Amend Return Details pop-up or the Move Return Details pop-up.

Options

Select

Use this to select return lines that may be moved to another route drop or load using the Move Return Line Details pop-up.

Return Line Enquiry

Use this to select return lines that may be moved to another route drop or load using the Move Return Line Details pop-up.

Select the appropriate option to display the next window...

Return Line Status Window

To display this window, select Return Line Enquiry against a line on the Select Return Lines window.

Functions

Invtry Units/Return Units (F11)

Use this to toggle between displaying inventory units and the return units.

Line Text (F21)

Use this to display the Line Text to Print on Return pop-up.

Select **Previous (F12)** to return to the Select Return Lines window.

Cancel Load [13/TPP]

Use this task to cancel load headers. This puts all associated transport requirements back to an outstanding state. You can review the transport requirements again using the Build Loads task.

You can cancel a load at any time up to the point of despatch. If the load has been printed and rated, a warning message is displayed but you can override it. Once you cancel the load, you can delete it using the Update Load History utility.

You can process cancellation load details via AFI to ensure that you can make balancing GL accrual postings (where the load has been rated and posted).

When you try to cancel a secondary load, if the primary load has been rated, Transport Planning issues a warning message to suggest that the primary load should be re-rated. You cannot cancel a primary load whilst secondary loads are still attached.

The same rules apply for master and sub-loads as for primary and secondary consolidated loads. Also, if you have printed the master load, the warning suggests that you re-print it if you cancel any sub-loads.

Cancel Load Selection Window

To display this window, select the Cancel Load task.

Use this window to select the load you want to cancel.

Fields

Note: *You only have to complete one of the following selection criteria.*

Ship Date

Enter or select the ship date for the load. The default is the current date.

Route

Enter the route for the load.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the carrier for the load.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the origin or start point for the load.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for the load.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter the number of the load you want to cancel.

Functions

Select Loads (F16)

Use this to display loads that conform to the selection criteria irrespective of their status. This does not display loads dropped to history or posted to GL via AFI.

Enter your criteria and then press Enter to display the Cancel Load Detail window.

Cancel Load Detail Window

To display this window, press Enter on the Cancel Load Selection window.

This window displays load header information for you to review and confirm.

Functions

Consignee (F20) Details

Use this to view the name and address printed on the bill of lading.

Text (F21)

Use this to view the text printed on the bill of lading and load sheets.

Select **Update (F8)** to cancel the load and display the Cancellation Reason pop-up.

Cancellation Reason Pop-up

To display this pop-up, select **Update (F8)** on the Cancel Load Detail window.

Use this pop-up to enter a reason for the cancellation.

Fields

Reason Code

Enter the reason for the cancellation

Alternatively, use the prompt facility to select from the RSNC Reason Code pop-up.

Select **Update (F8)** to save the details and to return to the Cancel Load Selection window.

Authorise Payments [14/TPP]

Use this to match and record payments, on receipt of an external carrier's invoice. You match invoice details against the calculated load charges. If there is any discrepancy, authorised users can authorise the payment. Once authorised, Transport Planning automatically transfers the invoice and load details to the invoice log in Accounts Payable (if installed). In addition, you can update accrual accounts within the General Ledger if you have Advanced Financial Integrator installed.

When authorising multiple loads to a single carrier invoice, you can transfer one invoice or one invoice per load to Accounts Payable. This depends on the setting of the appropriate flag on the company profile.

Once authorised, the load status is updated so you can drop it to history.

Note: *For consolidated loads, you cannot authorise the secondary load if you have not rated the primary load.*

The Authorise Manual Payments task (8/TPP) is identical in functionality and displays the same windows, except that that you do not need to match the carrier invoice and the load completes without posting the invoice, since it is settled.

Authorise Payments Carrier Selection Window

To display this window, select the Authorise Payments task.

This window and subsequent windows are also displayed when you select the Authorise Manual Payments task.

Use this window to select the carrier for which to authorise payments.

Fields

Carrier

Enter the external carrier which has sent the invoice.

Press Enter to display the Authorise Payments Invoice Details window.

Authorise Payments Invoice Details Window

To display this window, press Enter on the Authorise Payments Carrier Selection window.

Use this window to enter the payment and invoice details for the selected carrier.

Fields

Carrier Invoice Number

Enter the invoice number.

Carrier Invoice Date

Enter or select the date of the invoice.

Invoiced Freight Amount

Enter the total amount detailed on the invoice. This can be zero for free of charge.

Load Number

If there is only one load on the invoice, enter the load reference. The load must be at status 80 (Awaiting Authorisation of Payments).

Load Number Range

If the invoice has multiple loads, enter the range of load numbers.

***Note:** If you leave both the Load Number and the Load Number Range fields blank, Transport Planning considers all loads awaiting payment.*

Ship Date Range

When you are matching to multiple loads, you can enter or select a range of ship dates. If you leave this field blank, Transport Planning considers all ship dates.

Auto Authorise

Select one of the following:

No (0) - To select the loads manually for authorisation

Yes (1) - To set all selected loads to authorise on the Authorise Payments Load List window

Functions

Unpaid Loads (F16)

Use this to display all the loads that match to the selection criteria.

Press Enter to display the Authorise Payments Details window.

Authorise Payments Details Window

To display this window, enter a single load number and then press Enter on the Authorise Payments Invoice Details window.

Use this window to enter the payment details for an invoice for a single load.

Fields

Payment Amount Excluding Tax

Enter the amount, excluding tax, to authorise for payment. This is normally equal to the calculated amount and the invoiced amount.

Note: *If the payment amount is not the same as the calculated charge amount, Transport Planning displays an additional adjustment window. If there is no adjustment, the payment is transferred to the Accounts Payable invoice log.*

Payment Reference

Enter the payment reference to associate with the payment to the carrier. You can carry this reference forward into the financial systems for reference. This defaults to the load reference.

Select **Update (F8)** to authorise the payment.

Authorise Payments Load List Window

To display this window, press Enter on the Authorise Payments Invoice Details window.

Use this window to select the load or loads for which to authorise payments.

Options

Authorise

Use this to select the load for authorisation when you select **Update (F8)**, confirming the payment value to be made to the carrier.

Enquire

Use this to display the Load Details Enquiry window.

Adjust

Use this to display the Payment Adjustment Details window, so you can change the payment amount.

Deselect

Use this to remove the load from the list of loads to authorise.

Functions

Addition (F14)

Use this to add loads awaiting payment to the list.

Fold (F15)

Use this to display the capacities for the loads.

Select **Update (F8)** to display the Authorise Payments Summary window.

Authorise Payments Summary Window

To display this window, select at least one load and then select **Update (F8)** on the Authorise Payments Load List window.

Use this window to enter the payment reference.

Fields

Payment Reference

Enter a payment reference for this group of loads. Transport Planning passes this reference to the ledgers.

Select **Update (F8)** to update the selected loads and transfer the invoice details to the Accounts Payable invoice log as a matched invoice.

Authorise Payments Add New Loads

To display this window, select **Addition (F14)** on the Authorise Payments Load List window.

Use this window to add loads awaiting payment to the list to authorise.

Fields

Load Number

Enter the load number you want to add to the list of loads to authorise.

Select **Update (F8)** to add the entered loads to the load list and return to the Authorise Payments Load List window.

Authorise Adjustments Pop-up

To display this pop-up, enter different payment and calculated amounts and then select **Update (F8)** on the Authorise Payments Details window.

Use this pop-up to enter the adjustment reason and reference.

Fields

Adjustment Reason

Enter a reason for the adjustment

Alternatively, use the prompt facility to select from the TPAR Adjustment Reasons pop-up.

You set up reasons for adjustment in the Inventory Descriptions file under major type TPAR.

You can use this for analysis purposes or to control the posting of adjustments to the General Ledger via AFI.

Adjustment Reference

Enter a reference for the adjustment.

Authorise Payments Authorisation Warning

If there is a discrepancy between the calculated charges and the entered payment amount and you are not authorised to make payment adjustments, a warning is displayed.

Note: *You can bypass the payment entry by selecting OK. If you enter the payment details, a user authorised to make adjustments must review the details before you can complete the payment transaction (via this Authorise Payments task).*

Select **Update (F8)** to update the payment and adjustment details.

Authorise Manual Payments [15/TPP]

Use this task when you have paid the carrier directly through Accounts Payable for delivery of a load. This task is the same as the Authorise Payments task, where you can authorise single or multiple loads. The only difference is that you do not need to match the carrier invoice and the load completes without posting the invoice, since it is settled. For more information, see the Authorise Payments Carrier Selection Window section.

Create Requirements (TP Centre) [20/TPP]

Use this task to transfer order and return requirements into Transport Planning when the order lines' due date or expected return date falls on or inside the time fence horizon. The time fence is the current date plus the transport requirement lead time defined on the company profile.

You should use the transport requirement lead time to:

- Avoid passing order lines for which you do not yet need to plan the transport requirements
- Avoid processing return lines scheduled for collection in the future that as yet do not require the planning of transport requirements

You only need to select this task when you have set the transport requirement lead time to a value other than the default value of zero.

This task processes requirements for the user's transport centre only and may be run as required.

Transport requirements are not generated for the container lines on an order; i.e. the process bypasses any order line with an order type that identifies it as an associated container.

Note: *Load planning is based on the quantity of finished product being shipped.*

Note:*Container lines are used to generate a detailed container summary for each transport requirement within the Build Loads task if the Detailed Container Summary in Build Loads field is checked for the appropriate transport centre.*

You can schedule the task to run automatically.

This task only considers order requirements within the transport centre currently being used.

Select Confirm **Submit (F8)** to run the batch job.

Manual Requirements [21/TPP]

Use this task to add requirements that are not already included on an order.

Typically this is where you optimise a load by carrying loads for a third party, for example, another company which has insufficient transport capacity. In this case, the order belongs to the third party and is not known to Transport Planning. You add it to Transport Planning via this task, so that you can plan its delivery.

Manual Requirement Creation Window

To display this window, select the Manual Requirements task.

Use this window to enter up to five new requirements for a customer. You can immediately add these requirements to a specified load or leave them as outstanding, so that you can plan them via the Build Loads task.

You have to use the Build Loads task or Maintain Load task to amend these requirements.

Fields

Miscellaneous Order Number

Enter an order number. This is used for reference only.

Sales Company

Enter a sales company.

Alternatively, use the prompt facility to select from the Select Sales Company pop-up.

Customer

Enter a customer account and delivery sequence. It must have a delivery profile defined within Transport Planning.

Alternatively, use the prompt facility to select from the Select Customer pop-up.

Date

Enter or select a ship date for the load. The default is the current date.

Route

Enter the route for the order.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Item/Requirement

Enter or an item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can enter up to five lines of requirement per requirement number.

The title of this field depends upon which version of the window you are displaying (you can select **Requirements/Items (F15)** to change the display). If this field is Item, you must enter a valid inventory item code. If this field is Requirement, you can enter a non-stocked item.

Weight

Enter the gross weight of the item.

Volume

Enter the volume of the item.

Cont.

Enter the number of containers for the item.

Assign to Load

Enter an outstanding load to which to add the requirements.

Alternatively, use the prompt facility to select from the Select Load pop-up.

If you leave this field blank, the requirements are outstanding and therefore available to the Build Loads task.

Note: *If either the route or the ship date for the load does not match the details on the window, Transport Planning issues a warning message.*

Drop Sequence

Enter a drop sequence if you have entered a load.

Functions

Copy Previous Order (F5)

Use this to copy the manual requirement entered previously and use it as the basis for the current requirement. This is only available when you have already entered a requirement and not left the window.

Requirements/Items (F15)

Use this to toggle between entry of requirements as descriptions or as item codes.

Select **Update (F8)** to add the manual requirement.

Change Default Transport Centre [80/TPP]

Use this task to select the transport centre you want to process. This is the centre for which you maintain loads, build loads and authorise payments.

Note: *If you want to make changes to the loads, you must be authorised to the transport centre. Use the Planner Profile utility task to authorise planners to a transport centre.*

Change Default Transport Centre Pop-up

To display this pop-up, select the Change Default Transport Cent. task.

Use this pop-up to select the transport centre for which you want to process loads.

Fields

Position To

Enter the transport centre on which you want to position the cursor.

Options

Select

Use this to select the transport centre you want to set as your default transport centre.

Press Enter to set the default transport centre and leave the task.

Chapter 4 Enquiries

4

Introduction to Transport Planning Enquiries

You can group enquiries into three categories:

- Planning - What is to be done?
- Static Information - What are the parameters?
- Status - How far through the process is the load?

Planning Enquiries

The Outstanding Loads Enquiry displays orders not included on loads.

If you select a range of dates, this enquiry shows the future outstanding requirements requiring planning of transport.

Static Information

You can view details for the following:

- Carriers
- Carrier route restrictions
- Delivery profiles
- Delivery time slots

Status Enquiries

You can view the following load details:

- Pending loads (loads not yet released)
- Load details (load header information)
- Load drops (all drop details for selected load)
- Load orders (all orders for selected load)
- Load consignee (consignee details for selected load)
- Load totals (quantity/value totals for selected load)

You can use the Loads by Order Enquiry to view the current status of an order. This includes any loads to which the order is assigned. Select one of the loads to access the load enquiries directly.

Outstanding Orders and Returns [1/TPE]

Use this task to review outstanding drops, orders and returns, depending on the view selected, that are awaiting assignment to specific loads. Transport Planning presents the details in the same way as it does in the Build Loads task.

Enquire On Outstanding Requirements Selection Window

To display this window, select the Outstanding Orders and Returns task.

Use this window to select the outstanding orders or returns for which you want to display the details.

Fields

Ship Date/To

Enter or select the ship date range for which you want to review orders. These fields default to the current date plus the planner's time fence days for planning.

Note: *You only need to enter one of the three sets of selection criteria.*

Route From/RouteTo

Enter the range of routes for which you want to review order requirements.

You can use the prompt facility on these fields to select from the Select Route pop-up.

Drop (Sequence From)/Drop (Sequence To)

Enter the range of drop sequences for which you want to review order requirements for a particular route.

Carrier

Enter the internal or external carrier for which you want to review orders.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the start point for which you want to review orders.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the end point for which you want to review orders.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

View

Select one of the following:

Drops (1) - To view drops, displaying the Enquire on Outstanding Drops window

Orders (2) - To view orders, displaying the Enquire on Outstanding Orders window

Returns (3) - To view returns, displaying the Enquire on Outstanding Returns window

Enter your criteria, select Drops in the View field and then press Enter to display the Enquire on Outstanding Drops window.

Enter your criteria, select **Orders** in the View field and then press Enter to display the Enquire on Outstanding Orders window.

Enter your criteria, select **Returns** in the View field and then press Enter to display the Enquire on Outstanding Returns window.

Enquire on Outstanding Drops Window

To display this window, enter your criteria, select Drops in the View field and then press Enter on the Enquire on Outstanding Orders and Returns Selection window.

This window displays the customer, route, drop and gross weight of all outstanding drops.

Options

Load Details

Use this to display the Load Details Enquiry window.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Note: *Where the customer has no delivery profile defined, details for the appropriate stockroom delivery profile are displayed.*

Note: *Transport Planning selects the outstanding order requirements according to the original selection criteria you entered.*

Functions

Drops/Orders/Returns (F14)

Use this to toggle between displaying the returns, drops and orders for the range selected on the first window.

Volume/Weight (F16)

Use this to toggle the display between volume and gross weight capacities for transport requirements.

Pending Loads (F16)

Use this to display all loads with a status of Pending.

Select **Exit (F3)** to leave the enquiry.

Enquire on Outstanding Orders Window

To display this window, enter your selection criteria, select Orders in the View field and then press Enter on the Enquire on Outstanding Orders and Returns Selection window.

This window displays the customer, route, drop and gross weight of all outstanding orders.

Options

Load Details

Use this to display the Load Details Enquiry window.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Order Enquiry

Use this to display the Order Enquiry window.

Note: *Transport Planning selects the outstanding order requirements according to the original selection criteria you entered.*

Functions

Drops/Orders/Returns (F14)

Use this to toggle between displaying the returns, drops and orders for the range selected on the first window.

Volume/Weight (F16)

Use this to toggle the display between volume and gross weight capacities for transport requirements.

Pending Loads (F16)

Use this to display all loads with a status of Pending.

Select **Exit (F3)** to leave the enquiry.

Enquire on Outstanding Returns Window

To display this window, enter your selection criteria, select Returns in the View field and then press Enter on the Enquire on Outstanding Orders and Returns Selection window.

This window displays the customer, route, drop and gross weight of all outstanding returns.

Options

Load Details

Use this to display the Load Details Enquiry window.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Return Enquiry

Use this to display the Return Summary window.

Note: *Transport Planning selects the outstanding return requirements according to the original selection criteria you entered.*

Functions

Drops/Orders/Returns (F14)

Use this to toggle between the returns, drops and orders display for the selected range entered on the first panel.

Volume/Weight (F16)

Use this to toggle the display between volume and gross weight capacities for transport requirements.

Pending Loads (F16)

Use this to display all loads with a status of pending.

Select **Exit (F3)** to leave the enquiry.

Load Details [2/TPE]

Use this enquiry to review loads at various stages through their process. You can review load details, drops and order information.

You can access most of the windows in this enquiry from several different tasks and functions and from the Loads by Order Enquiry. The product information only includes one access method for each window.

Load Details Enquiry Selection Window

To display this window, select the Load Details task.

Use this window to enter the selection criteria for the Load Details enquiry.

Fields

Ship Date/To

Enter or select the ship date range for which you want to review orders. These fields default to the current date plus the planner's time fence days for planning.

Load Status/To

Enter a range of transport load statuses on which to enquire.

You can use the prompt facility on these fields to select from the TPLS Load Status pop-up.

Route From/Route To

Enter the route range for which you want to review loads.

You can use the prompt facility on these fields to select from the Select Route pop-up.

Drop/Drop

Enter the drop range, assigned to a delivery point along a particular route, for which you want to review loads.

Carrier

Enter the carrier for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the origin or start point for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

Enter the destination or end point for which you want to review loads.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter the reference of the load you want to review.

Enter your selection criteria and then press Enter to display the Load Details Enquiry Select Load window.

Load Details Enquiry Select Load Window

To display this window, enter your selection criteria and then press Enter on the Load Details Enquiry Selection window.

This window is displayed when more than one load matches the selection criteria. Use it to select the load required.

Options

Select

Use this to display the Load Details Enquiry window for the load.

Load Totals

Use this to display the Load Totals Enquiry pop-up for the load.

Functions

All Statuses (F15)

Use this to display loads with all statuses that match the search criteria.

Select a load to display the Load Details Enquiry window.

Load Details Enquiry Window

To display this window, select a load on the Load Details Enquiry Select Load window.

The information displayed on this window includes the load number, master load and drop, consolidation load, ship date and time, route and rating information.

Functions

Drops (F14)

Use this to display the details of all customer drops for a load.

Orders (F15)

Use this to display the details of all orders on a load.

Totals (F16)

Use this to display the Load Totals Enquiry pop-up.

Sub-Loads/Consolidation Loads (F17)

This is only available if the current load is a master load or primary consolidation load. Use this to display the sub-load or secondary load details.

Returns (F18)

Use this to display a list of returns associated with the selected load. The Enquire on Returns for a Load window is displayed.

Note: *The same enquiry is displayed in the Maintain Load task.*

Consignee (F20)

Use this to display the carrier details.

Text (F21)

Use this to display the text associated with a load.

Press Enter to return to the Load Details Enquiry Select Load window.

Enquire on Drops for a Load Window

To display this window, select **Drops (F14)** on the Load Details Enquiry window.

Use this window to view details of all customer drops on a load.

Options

Delivery Profile Enquiry

Use this to display the Customer Delivery Profile Enquiry Detail window.

Select Delivery Profile Enquiry against a drop to display the Delivery Profile Enquiry window.

Enquire on Orders for a Load Window

To display this window, select **Orders (F15)** on the Load Details Enquiry window.

This window displays details of all orders for a selected load.

Options

Order Enquiry

Use this to display the Whole Order Enquiry window.

Refer to the Order Entry product guide for more information.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Order Lines

Use this to display the Display Order Lines window.

Select **Exit (F3)** to leave the enquiry.

Display Order Lines Window

To display this window, select Order Lines against a load on the Enquire on Orders for a Load window.

This window displays line details for an order.

Options

Order Line Enquiry

Use this to view more details. For more information on the Order Line Enquiry, see the Order Entry product guide.

Select **Previous (F12)** to return to the previous window.

Load Totals Enquiry Pop-up

To display this pop-up, select **Totals (F16)** on the Load Details Enquiry window.

This pop-up displays capacity and charging details for the selected load.

Functions

Availability/Totals (F15)

Use this to toggle the display between available quantities and total load quantities.

Select **Previous (F12)** to return to the Load Details Enquiry window.

Consolidation/Sub-Loads Details Pop-up

To display this pop-up, select **Consolidation Loads/Sub Loads (F17)** on the Load Details Enquiry window.

Note: *This is only available if you are displaying the details for a master, or primary consolidation load.*

This pop-up displays the details of the consolidation, or sub-loads, for the selected load.

Functions

Volume (F14)

Use this to display the volume of each load.

Weight (F15)

Use this to display the weight of each load.

Containers (F16)

Use this to show the number of containers for each load.

Select **Previous (F12)** to return to the Load Details Enquiry window.

Enquire on Returns for a Load Window

To display this window, select **Returns (F18)** on the Load Details Enquiry window.

Use this window to view the returns for the load and to make a selection for more detailed enquiry.

Options

Return Enquiry

Use this to display the Return Summary Enquiry window.

Refer to the Customer Returns product guide for more information.

Delivery Profile Enquiry

Use this to display the Delivery Profile Enquiry window.

Return Lines

Use this to display the Display Return Lines window.

Make a selection to display the appropriate window.

Consignee Details Enquiry Pop-up

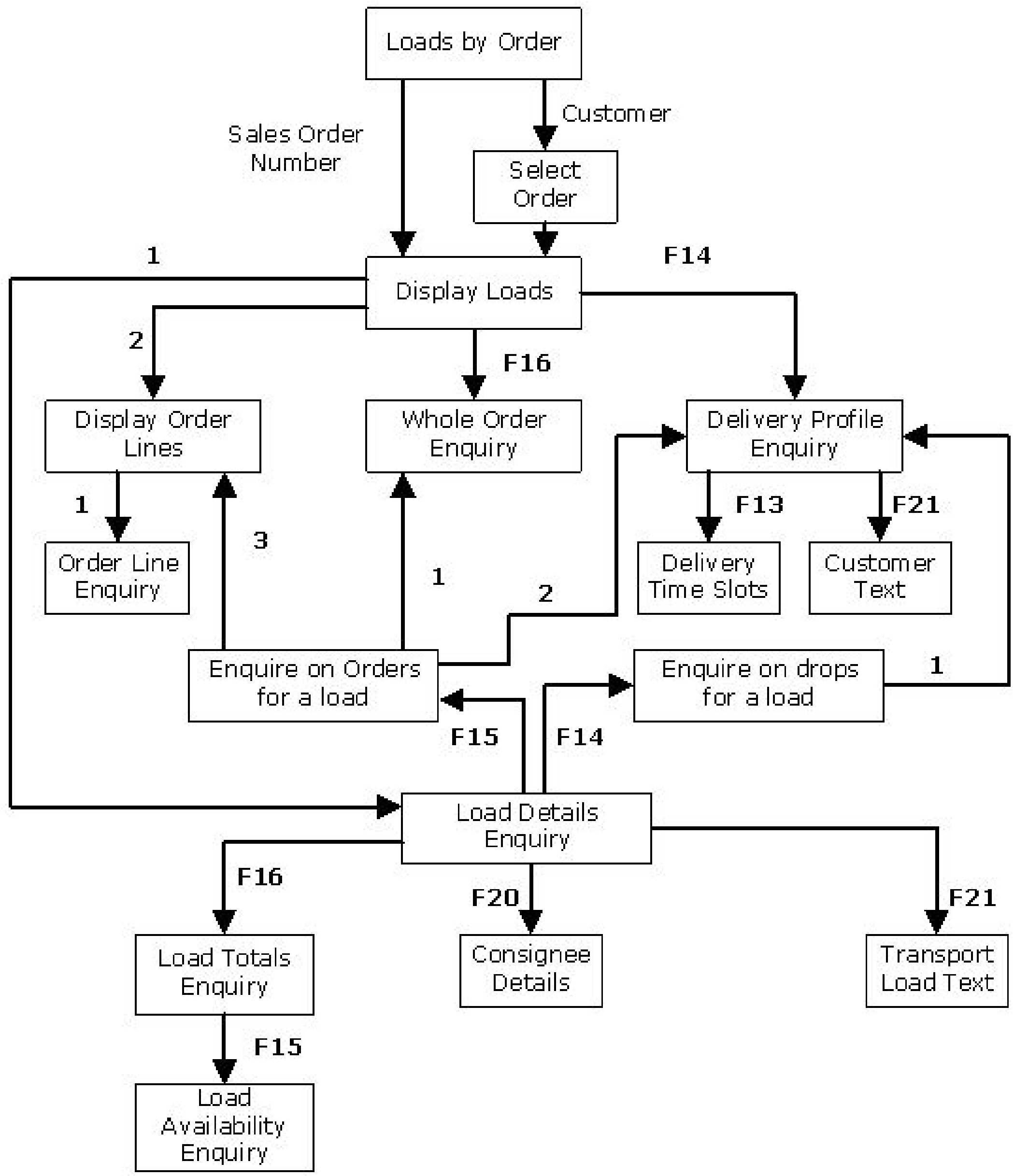
To display this pop-up, select **Consignee (F20)** on the Load Details Enquiry window.

This pop-up shows the address details of the carrier, unless the bill of lading format is 02 (one bill of lading per drop), in which case this window is blank.

Select **Previous (F12)** to return to the Load Details Enquiry window.

Loads by Order [3/TPE]

Use this enquiry to display the current position of the sales order in Transport Planning. You can then easily track the order's progress. The Loads by Order diagram shows the windows accessed from this task.



Transport Loads by Order Number Enquiry Window

To display this window, select the Loads by Order task.

Use this window to select the order on which to enquire or to use a customer and customer order reference to identify the order.

Fields

Sales Company

Enter the sales company. This defaults to the present company.

You can use the prompt facility to select from the Select Sales Company pop-up.

Sales Order Number

Enter a sales order number. You cannot enter a manual requirement order number.

Customer

If you have not entered a sales order number, you can enter a customer code and delivery sequence.

You can use the prompt facility to select from the Select Customer pop-up.

Customer Order Reference

You can optionally enter a customer order reference number.

Enter your selection criteria (not a sales order number) and then press Enter to display the Transport Loads by Order Number Enquiry Select Order window.

If you enter a specific sales order number, the Transport Loads by Order Number Enquiry Display Loads window is displayed.

Transport Loads by Order Number Enquiry Select Order Window

To display this window, enter your selection criteria (not a sales order number) and then press Enter on the Transport Loads by Order Number Enquiry window.

Use this window to select an order for which you want to see the transport load details.

Options

Select

Use this to select the order.

Functions

Change Level of Detail (F13)

Use this to toggle between different levels of detail.

Select an order to display the Transport Loads by Order Number Enquiry Display Loads window.

Transport Loads by Order Number Enquiry Display Loads Window

To display this window, select an order on the Transport Loads by Order Number Enquiry Select Order window.

Alternatively, enter a sales order number and then press Enter on the Transport Loads by Order Number Enquiry window.

Use this window to view the details of loads.

Options

Load Enquiry

Use this to display the Load Details Enquiry window.

Order Lines

Use this to display the Display Order Lines window.

Functions

Delivery Profile Enquiry (F14)

Use this to display the Delivery Profile Enquiry window.

Sales Order Enquiry (F16)

Use this to display the Whole Order Enquiry window. For more details, see the Order Entry product guide.

Select **Exit (F3)** to leave the enquiry.

Loads by Return Enquiry [12/TPE]

Use this enquiry to view loads for a selected return.

Transport Loads by Return Number Enquiry Selection Window

To display this window, select the Loads by Return Enquiry task.

Use this window to view information about the loads for a selected return.

Fields

Sales Company

Enter a valid sales company.

Alternatively, use the prompt facility to select from the Select Sales Company pop-up.

Customer Return Number

Enter a valid return number.

Customer

If you have not entered a return number, you can enter a customer code and delivery sequence. All returns for that customer are displayed and you can select the return you require from the list.

Return Reference

You can optionally enter a return reference along with the customer code and delivery sequence to narrow down the search.

Once a specific return has been selected, loads for that return are displayed.

Enter your selection criteria (not a specific customer return number) and then press Enter to display the Transport Loads by Return Number Enquiry - Select Return window.

If you enter a specific customer return number, the Transport Loads by Return Number Enquiry window is displayed.

Transport Loads by Return Number Enquiry - Select Return Window

To display this window, enter your selection criteria (not a specific customer return number) and then press Enter on the Transport Loads by Return Number Enquiry Selection window.

Use this window to view returns and select a return for further enquiry.

ptions

Select

Use this to select a return and view all loads for that return.

Functions

Change Level of Detail (F13)

Use this to toggle the level of detail.

Select a return to display the Transport Loads by Return Number Enquiry window.

Transport Loads by Return Number Enquiry Window

To display this window, select a return on the Transport Loads by Return Number Enquiry - Select Return window.

Alternatively, enter a customer return number and then press Enter on the Transport Loads by Return Number Enquiry Selection window.

Use this window to view loads and select a load for further enquiry.

Options

Load Enquiry

Use this to display the Load Details Enquiry window.

Return Lines

Use this to display the Display Return Lines window.

Functions

Delivery Profile Enquiry (F14)

Use this to display the Delivery Profile Enquiry window for the customer returning the goods.

Return Enquiry (F16)

Use this to display the Return Summary window.

Select Return Lines against a load to display the Display Return Lines window.

Display Return Lines Window

To display this window, select Return Lines against a load on the Transport Loads by Return Number Enquiry window.

Use this window to view return lines and select one for further enquiry.

Note: *The same enquiry is displayed in the Maintain Load task.*

Options

Return Line Enquiry

Use this to display the Return Line Status Enquiry window.

Select Return Line Enquiry against a return to display the Return Line Status Enquiry window.

Return Line Status Enquiry Window

To display this window, select Return Line Enquiry against a return on the Display Return Lines window.

Use this window to view details of the return line.

Functions

Invtry Units/Return Units (F11)

Use this to toggle between displaying inventory units and the return units.

Line Text (F21)

Use this to display the Line Text to Print on Return pop-up.

Select **Previous (F12)** to return to the Display Return Lines window.

Loads by Return Enquiry [28/TPM]

Use this enquiry to display the details of customer and stockroom delivery profiles.

Delivery Profile Enquiry Selection Window

To display this window, select the Delivery Profile Enquiry task.

Use this window to select the sales company and customer or stockroom.

Fields

Sales Company

Enter a company.

Alternatively, use the prompt facility to select from the Select Sales Company pop-up.

Customer

Enter a customer and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Enter or select a sales company, customer and delivery sequence and then press Enter to display the Customer Delivery Profile Enquiry Detail window.

Alternatively, enter or select a sales company and stockroom and then press Enter to display the Stockroom Delivery Profile Enquiry Detail window.

Customer Delivery Profile Enquiry Detail Window

To display this window, enter or select a sales company and customer and then press Enter on the Delivery Profile Enquiry Selection window.

Use this window to display the details of the delivery profile for the selected sales company and customer combination.

Functions

Delivery Time Slots (F13)

Place the cursor over **1** on any day and select this to view the delivery time slots for that day.

Text (F21)

Use this to display the internal customer text.

Select **Exit (F3)** to leave the enquiry.

Enquire On Delivery Time Slots Pop-up

To display this pop-up, select Delivery **Time Slots (F13)** on the Customer Delivery Profile Enquiry Detail window.

This pop-up displays the times at which you can make deliveries for the selected day.

Select **Previous (F12)** to return to the Customer Delivery Profile Enquiry Detail window.

Stockroom Delivery Profile Enquiry Detail Window

To display this window, enter or select a sales company and stockroom and then press Enter on the Delivery Profile Enquiry Selection window.

Use this window to display the details of the delivery profile for the selected sales company and stockroom combination.

Select **Exit (F3)** to leave the enquiry.

Chapter 5 Reports

5

Bills of Lading [1/TPR, 2/TPR]

Bills of lading provide formal documents detailing the load contents in the format specified on the load header. You normally only produce bills of lading for selected external carriers. Collection requirements planned onto a load are shown on a bill of lading.

Note: *Load sheets provide a driver's manifest and list all drops for each load. You can also use load sheets to marshal goods and despatch notes onto their appropriate transport loads prior to despatch.*

When you print the master load documentation, Transport Planning prints sub-load numbers and totals as drops (as well as any customer drops) and automatically prints the documentation for unprinted sub-loads.

Transport Planning updates the status of a load as follows:

- If a load requires automatic or manual rating, Transport Planning updates the load status to Awaiting Rating.
- If a load does not require rating but requires confirmation of despatch, Transport Planning updates the status to Awaiting Confirmation of Despatch.
- If a load does not require rating or confirmation of despatch but contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not require rating or confirmation of despatch and does not contain any collection requests, Transport Planning updates the status to Awaiting Drop to History. This means that the production of the bill completes the processing of a load.

You can either print bills of lading or re-print already printed sheets.

Note: *Weights and volumes of returns are not shown on printed documents. Showing the returns on the bill indicates to the driver that something needs to be collected, but the exact amount may change up to the point of confirmation of collection.*

Note*: The current weights and volumes of returns on a load can be viewed in enquiries.*

Print Bills of Lading Selection Window

To display this window, select either the Print Bills of Lading task or the Reprint Bills of Lading task.

Note: *The window name reflects the task selected.*

Use this window to select the bills of lading you want to print.

Fields

Ship Date

Enter or select the ship date for the loads. This field defaults to the current date plus the planner's time fence days for planning.

Note: *You only have to complete one of the following selection criteria.*

Route

Enter the route for which you want to print bills of lading.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the carrier for which you want to print bills of lading.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the start point for which you want to print bills of lading.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

If you entered the origin, enter the destination or end point for which you want to print bills of lading.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter a particular load reference for which you want to print the bills of lading.

Print/Reprint Load Sheets

Use this checkbox as follows:

Unchecked - Not to print/re-print the load sheets

Checked - To print/re-print the load sheets

Load Sheets Sequence

Select one of the following:

Ascending (1) - To print load sheets in ascending drop sequence within route

Descending (2) - To print load sheets in descending drop sequence within the route

Functions

Released Loads (F16)

Use this to display load headers that conform to the selection criteria, on the Select Load Detail window.

Note: *For the re-print task, this only displays load headers already printed and the document clearly displays Reprint.*

Note: *If you have printed a load, but have then re-set it to Pending for amendment and subsequently released it again, use the print task not the re-print task.*

Select **Submit (F8)** to print or re-print the bills of lading.

Load Sheets [3/TPR, 4/TPR]

Load sheets provide a driver's manifest and list all drops and collection requests planned for each load. You can also use load sheets to marshal goods and despatch notes onto their appropriate transport loads prior to despatch.

Note: *Bills of lading are a more formal document detailing the load contents and are generally produced for selected external carriers only.*

A load sheet serves three major purposes:

- As a marshalling document for all despatch notes included on a load sheet, particularly where goods have been sourced from more than one stockroom
- As an aid to loading a vehicle in the best sequence for dropping
- As an action and confirmation list for the driver

Collection requests planned onto a load are shown on a load sheet immediately after the drop requirements for a particular drop sequence. They are provided as an instruction to the driver that he is also expected to pick up goods for a planned return when making a drop.

Weight, volume or numbers of containers are not shown for collection requests.

You can print drops in descending or ascending sequence for the route.

When you print the master load documentation, Transport Planning prints sub-load numbers and totals as drops (as well as any customer drops) and automatically prints the documentation for unprinted sub-loads.

Where a bill of lading is not required for a load, Transport Planning updates the load status as follows:

- If a load requires automatic or manual rating, Transport Planning updates the status to Awaiting Rating.
- If a load does not require rating but requires confirmation of despatch, Transport Planning updates the status to Awaiting Confirmation of Despatch.

- If a load does not require rating or confirmation of despatch but contains collection requests, Transport Planning updates the status to Awaiting Confirmation of Returns.
- If a load does not require rating or confirmation of despatch and does not contain any collection requests, Transport Planning updates the status to Awaiting Drop to History. This means that the production of the load sheet completes the processing of a load

You can print load sheets or re-print sheets already printed.

Note: *Weights and volumes of returns are not shown on printed documents. Showing the returns on the load sheet indicates to the driver that something needs to be collected, but the exact amount may change up to the point of confirmation of collection.*

Note: *The current weights and volumes of returns on a load may be viewed in enquiries.*

Containers

If extended container summaries are required for a particular transport centre, a container summary is printed on each load sheet showing a summary of the containers used when shipping the products on a load.

The container summary shows the following details for each container item:

- Container item code
- Container item description
- Container item quantity

Note: *Only those containers with the Show in Container Summary flag set on the appropriate item/container profile definition are listed on each load sheet.*

Print Load Sheets Window

To display this window, select either the Print Load Sheets task or the Reprint Load Sheets task.

Note: *The window name reflects the task selected.*

Use this window to select the load sheets you want to print.

Fields

Ship Date

Enter or select the ship date for the loads. This field defaults to the current date plus the planner's time fence days for planning.

Note: *You only need to enter one of the following selection criteria.*

Route

Enter the route for which you want to print load sheets.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Carrier

Enter the carrier for which you want to print load sheets.

Alternatively, use the prompt facility to select from the Select Carrier pop-up.

Origin

Enter the start point for which you want to print load sheets.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Destination

If you entered the origin, enter the destination or end point for which you want to print load sheets.

Alternatively, use the prompt facility to select from the Select Transport Node pop-up.

Load Number

Enter a particular load reference for which you want to print the load sheets.

Load Sheets Sequence

Select one of the following:

Ascending (1) - To print load sheets in ascending drop sequence within the route

Descending (2) - To print load sheets in descending drop sequence within the route

Functions

Released Loads (F16)

Use this to display load headers that conform to the selection criteria, on the Select Load Detail window.

Note: *For the re-print task, this only displays load headers already printed and the document clearly displays Reprint.*

Note: *If you have printed a load, but have then re-set it to Pending for amendment and subsequently released it again, select the print task, not the re-print task.*

Select **Submit (F8)** to print or re-print the load sheets.

Delivery Documentation Print [5/TPR]

Use this task to select the type of documentation you wish to print and specify the selection criteria for printing.

Note: *The Document Processing application must be installed and the stockrooms attached to the transport centre must be associated with a stockroom site to produce any delivery documentation using this task.*

Delivery Documentation Not Available Window

This window will be displayed if you select the Request Delivery Documentation task where the Document Processing application has not been installed or the stockrooms attached to a transport centre are not associated with a stockroom site.

This window signifies that delivery documentation cannot be produced for the current transport centre

Select **Exit (F3)** to leave the task.

Request Delivery Documentation Selection Header Window

To display this window, select the Delivery Documentation Print task.

Use this window to describe the documentation you want to print, and to specify printing criteria by ranges or lists of items.

You can select documentation to be printed by:

- Stockroom site
- Document source - for example, sales despatch
- Document type - despatch documentation only, or combined despatch and invoice documentation, or both.

Note: *The stockrooms attached to a transport centre could be attached to multiple stockroom sites in the same or different sales companies.*

Fields

All Sites/Company & Site

If you leave the All Sites field **unchecked**, you can enter the company and site code for the specific stockroom site for which you want to print the documentation.

Note: *If all of the stockrooms attached to a transport centre are attached to a single stockroom site, the stockroom site is defaulted to the appropriate value and entry is not allowed in any of these fields.*

If you **check** the All Sites field, you can enter a sales company code but leave the site code blank to print documentation for all stockroom sites attached to the current transport centre in the specified sales company.

If you **check** the All Sites field, you can leave both the sales company and site code blank to print documentation for all stockroom sites attached to the current transport centre in all sales companies.

Note: *The sites associated with a transport centre may be in multiple sales companies.*

You can use the prompt facility on the Company section of this field to select from the Company Selection pop-up.

You can use the prompt facility on the Site section of this field to select from the Stockroom Site Selection pop-up.

Despatch Reference

You can optionally allocate a unique reference to the document. If you leave this field blank, the system will allocate the next available reference number.

To enter your own reference number and override automatic allocation, select **Override Despatch Reference (F13)**. This changes Despatch Reference from a display field to an input field, so that you can enter your chosen reference number.

Note: *You can only override the Despatch Reference field on this window if you are printing documentation for one, and only one, stockroom site.*

Document Date

This field defaults to the current system date, but you can amend it.

Print Sequence

Enter the sequence in which you want to print delivery documentation.

Alternatively, use the prompt facility to select from the PRSQ Print Sequence pop-up.

Drop Sequence

Select one of the following:

Ascending (1)

Descending (2)

Document Source

Enter the source of the delivery notes to be printed.

Alternatively, use the prompt facility to select from the DCSC Document Source Type pop-up.

Note: *You must enter 0 or 1 if you also request any of the following transport attributes as selection criteria:*

- Range or list of transport carrier codes
- Range or list of route codes
- Range or list of load numbers

Note: *Transport details are only written to the document details related to sales despatches.*

Note: *Therefore, if you enter any of the above transport attributes as selection criteria, only sales despatch delivery documentation will be extracted and printed by the submitted print job.*

Document Type

Enter the type of document to be printed.

Alternatively, use the prompt facility to select from the DCTY Document Type pop-up.

Note: *Care must be taken to ensure that all pick notes requiring consolidation onto a single delivery note meet the selection criteria entered. This can best be achieved by selecting to print by customer, despatch date or load.*

Print Invoice Summary

Use the checkbox as follows:

Unchecked - Not to print the invoice summary

Checked - To print the invoice summary

Selection Criteria

You must select at least one of the following to specify the documentation you wish to print:

- Document reference
- Customer or supplier
- Despatch date
- Stockroom
- Carrier
- Route
- Load

You make your selection by selecting one of the following:

Range (1) - To specify a range for the selected value

List (2) - To specify a list for the selected value

Functions

Override Despatch Reference (F13)

Use this to override the despatch reference number that is automatically allocated by the program, so that you can enter a specific number in the Despatch Reference field.

Note: *You can only override the Despatch Reference field on this window if you have selected a specific stockroom site for which to produce delivery documentation.*

When you have made your selections, select Continue (F8) to display the Request Delivery Documentation Range Selection Detail window.

Request Delivery Documentation Range Selection Detail Window

To display this window, select Range against any of the selection criteria and then select **Continue (F8)** on the Request Delivery Documentation Selection Header window.

Use this window to enter ranges of values for the delivery documentation you wish to print. The ranges of values that can be entered here are based on the selections you make on the Delivery Note Print Selection Header window.

Fields

Site

These fields display the relevant site code and name.

Site Company

These fields display the company code and name.

Despatch Reference

You can optionally allocate a unique reference to the document. If this field is left blank, the system will allocate the next available reference number.

To enter your own reference number and override automatic allocation, select **Override Despatch Reference (F13)**. This changes Despatch Reference from a display field to an input field, so that you can enter your chosen reference number.

Note: *You can only override the Despatch Reference field on this window if you are printing documentation for multiple stockroom sites.*

Range Selection

From/To

Enter the range of delivery documents that you wish to print.

You can use the prompt facility on these fields to select from the relevant pop-up.

Carry Forward Selections

Use this checkbox as follows:

Unchecked - If selection criteria entered for the current site will not be used for the next site

Checked - If selection criteria entered for the current site will be used as the default selection criteria for the next stockroom site

Note: *This field is only relevant if delivery documentation has been requested for multiple stockroom sites.*

Functions

Copy Selections from Site (F14)

Use this to display the Copy Selection Criteria from Site pop-up and retrieve selection criteria previously entered against another site associated with the current transport centre.

When you have made your selections, select **Submit (F8)** to print the documentation.

Copy Selection Criteria from Site Pop-up

To display this pop-up, select **Copy Selections from Site (F14)** from the Request Delivery Documentation Range Selection Detail window.

Use this pop-up to select a site from which selection criteria previously entered is to be copied to the current site.

Options

Select

Use this to select the stockroom site from which you want to copy previously entered selection criteria to this site.

Select a site to copy the selection criteria entered against the selected site to the current site.

Request Delivery Documentation List Selection Detail Window

To display this window, select List against any of the selection criteria and then select Continue (F8) on the Request Delivery Documentation Selection Header wind.

Use this window to enter lists of values for the delivery documentation you wish to print. The lists of values that can be entered here are based on the selections you make on the Request Delivery Documentation Selection Header window.

Fields

Site

These fields display the relevant site code and name.

Site Company

These fields display the company code and name.

Despatch Reference

You can optionally allocate a unique reference number to the document. If this field is left blank, the system will allocate the next available reference number.

To enter your own reference number and override automatic allocation, select **Override Despatch Reference (F13)**. This changes Despatch Reference from a display field to an input field, so that you can enter your chosen reference number.

Note: *You can only override the Despatch Reference field on this window if you are printing documentation for multiple stockroom sites.*

Use this checkbox as follows:

Unchecked - If selection criteria entered for the current site will not be used for the next site

Checked - If selection criteria entered for the current site will be used as the default selection criteria for the next stockroom site

Note: *This field is only relevant if delivery documentation has been requested for multiple stockroom sites.*

List Selection

Enter lists of delivery documents that you wish to print.

You can use the prompt facility on these fields to select from the relevant pop-up.

Functions

Copy Selections from Site (F14)

Use this to display the Copy Selection Criteria from Site pop-up and retrieve selection criteria previously entered against another site associated with the current transport centre.

When you have made your selections, select **Submit (F8)** to print the documentation.

Delivery Documentation Reprint [6/TPR]

Use this task to re-print delivery documentation that you have already specified and printed using the Delivery Documentation Print task.

The Document Processing application must be installed and the stockrooms attached to the transport centre must be associated with a stockroom site to produce any delivery documentation using this task.

This task is the same as the Reprint Selection task [2/DYP] in Document Processing. See the Processing chapter of the Document Processing product guide for further information.

Delivery Documentation Not Available Window

This window will be displayed if you select the Reprint Delivery Documentation task where the Document Processing application has not been installed or the stockrooms attached to a transport centre are not associated with a stockroom site.

This window signifies that delivery documentation cannot be produced for the current transport centre.

Select **Exit (F3)** to leave the task.

Reprint Delivery Documentation Selection Header Window

To display this window, select the Delivery Documentation Reprint task.

Use this window to specify re-printing criteria for delivery documentation that you have already printed via the Request Delivery Documentation task.

You can select documentation to be re-printed by:

- Stockroom site
- Document source - for example, sales despatch
- Document type - despatch documentation only, or combined despatch and invoice documentation, or both

Note: *The stockrooms attached to a [transport centre] may be attached to multiple stockroom sites in the same or different sales companies.*

Fields

All Sites/Sales Company/Stockroom Site

If you leave the All Sites field **unchecked**, you can specify the company and site code for the specific stockroom site for which you want to re-print the documentation.

Note: *If all of the stockrooms attached to a transport centre are attached to a single stockroom site, the stockroom site is defaulted to the appropriate value and entry is not allowed in any of these fields.*

If you **check** the All Sites field, you can enter a sales company code and leave the site code blank to re-print documentation for all stockroom sites attached to the current transport centre in the specified sales company.

If you **check** the All Sites field, you can leave both the sales company and site code blank to re-print documentation for all stockroom sites attached to the current transport centre in all sales companies.

Note: *The sites associated with a transport centre may be in multiple sales companies.*

You can use the prompt facility on the Company section of this field to select from the Company Selection pop-up.

You can use the prompt facility on the Site section of this field to select from the Stockroom Site Selection pop-up.

Print Sequence

Enter the sequence in which you want to re-print delivery documentation.

Alternatively, use the prompt facility to select from the PRSQ Print Sequence pop-up.

Drop Sequence

Select one of the following:

Ascending (1)

Descending (2)

Document Source

Enter the source of the delivery notes to be re-printed.

Alternatively, use the prompt facility to select from the DCSC Document Source Type pop-up.

Note: *You must enter 0 or 1 if you also request any of the following transport attributes as selection criteria:*

- Range or list of transport carrier codes
- Range or list of route codes
- Range or list of load numbers

Note: *Transport details are only written to the document details related to sales despatches.*

Note: *Therefore, if you enter any of the above transport attributes as selection criteria, only sales despatch delivery documentation will be extracted and re-printed by the submitted print job.*

Document Type

Enter the type of document to be re-printed.

Alternatively, use the prompt facility to select from the DCTY Document Type pop-up.

Note: *Care must be taken to ensure that all pick notes requiring consolidation onto a single delivery note meet the selection criteria entered. This can best be achieved by selecting to re-print by customer, despatch date or load.*

Selection Criteria

You must select at least one of the following to specify the documentation you wish to re-print:

- Document reference
- Customer or supplier
- Despatch date
- Stockroom
- Carrier
- Load
- Route

You make your selection by selecting one of the following:

Range (1) - To specify a range for the selected value

List (2) - To specify a list for the selected value

When you have made your selections, select **Continue (F8)** to display the Reprint Delivery Documentation Range Selection Detail window.

Reprint Delivery Documentation Range Selection Detail Window

To display this window, select Range against any of the selection criteria and then select **Continue (F8)** on the Reprint Delivery Documentation Selection Header window.

Use this window to enter ranges of values for the delivery documentation you wish to re-print. The ranges of values that can be entered here are based on the selections you make on the Reprint Delivery Documentation Selection Header window.

Fields

Site

These fields display the relevant site code and name.

Site Company

These fields display the company code and name.

Range Selection

From/To

Enter the range of delivery documents that you wish to print.

Carry Forward Selections

Use this checkbox as follows:

Unchecked - If selection criteria entered for the current site will not be used for the next site

Checked - If selection criteria entered for the current site will be used as the default selection criteria for the next stockroom site

Note: *This field is only relevant if delivery documentation has been requested for multiple stockroom sites.*

Functions

Copy Selections from Site (F14)

Use this to display the Copy Selection Criteria from Site pop-up and retrieve selection criteria previously entered against another site associated with the current transport centre.

When you have made your selections, select **Submit (F8)** to print the documentation.

Copy Selection Criteria from Site Pop-up

To display this pop-up, select **Copy Selections from Site (F14)** on the Re-print Delivery Documentation Range Selection Detail window.

Use this pop-up to select a site from which selection criteria previously entered is to be copied to the current site.

Options

Select

Use this to select the stockroom site from which you want to copy previously entered selection criteria to this site.

Select a site to copy the selection criteria entered against the selected site to the current site.

Request Delivery Documentation List Selection Detail Window

To display this window, select List against any of the selection criteria and then select **Continue (F8)** on the Reprint Delivery Documentation Selection Header window.

Use this window to enter lists of values for the delivery documentation you wish to re-print. The lists of values that can be entered here are based on the selections you make on the Reprint Delivery Documentation Selection Header window.

Fields

Site

These fields display the relevant site code and name.

Site Company

These fields display the company code and name.

Carry Forward Selections

Use this checkbox as follows:

Unchecked - If selection criteria entered for the current site will not be used for the next site

Checked - If selection criteria entered for the current site will be used as the default selection criteria for the next stockroom site

Note: *This field is only relevant if delivery documentation has been requested for multiple stockroom sites.*

List Selection

Enter lists of delivery documents that you wish to print.

You can use the prompt facility on these fields to select from the relevant pop-up.

Functions

Copy Selections from Site (F14)

Use this to display the Copy Selection Criteria from Site pop-up and retrieve selection criteria previously entered against another site associated with the current transport centre.

When you have made your selections, select **Submit (F8)** to re-print the documentation.

Document Pricing [7/TPR]

You may have originally produced some sales orders with order lines that were unpriced because no prices were available at that time. Use this task to re-price despatch notes and combined despatch notes and invoices, created in Sales Order Processing.

There are no selection criteria for this task. Select Confirm **Submit (F8)** to submit the batch job.

Outstanding Orders/Returns Report [13/TPR]

The Outstanding Orders report provides you with details of all order requirements not yet assigned to loads, with capacity totals per route and date. The report is sequenced by route/drop within the required ship date range and provides details of capacity requirements.

Use this report in conjunction with the Build Loads task.

Outstanding Orders/Returns Report Window

To display this window, select the Outstanding Orders/Returns Report task.

Use this window to enter the range of ship dates and route selections for the Outstanding Orders report.

Fields

Ship Date From/To

Enter or select the range of ship dates for which you want to review orders. The To date defaults to the current date plus the planner's time fence days for planning and is matched against the order line despatch date.

If you do not enter a To date, all outstanding orders on or after the From date are selected.

Route From/To

Enter the route range for which to review orders.

You can use the prompt facility on these fields to select from the Select pop-up.

To select details for all routes, leave both the From and To fields blank.

If you enter a From route and leave the To route blank, all details are selected with route codes matching, or greater than, the From route.

Select **Submit (F8)** to submit the report.

Load Status Report [14/TPR]

The Load Status report provides summary information for the total capacity requirements of outstanding orders, together with a view of current loads. The report is sequenced by route or drop within the required ship date range and provides a direct comparison between outstanding requirements and current loads applicable to the selected requirements.

Use this report, in conjunction with the Outstanding Orders report and the Build Loads task, to assess and action over or under capacity commitments to loads, prior to assigning further requirements.

For example, for all routes where there is enough commitment for a load, and not enough to overload it, the planner can build these loads immediately. Otherwise, the planner uses the Outstanding Orders report for under and over committed routes to determine which orders to re-assign during the Build Loads task.

Load Status Report Window

To display this window, select the Load Status Report task.

Use this window to select the ship date and route for the Load Status report.

Fields

Ship Date From/To

Enter or select the range of ship dates for which you want to review loads.

If you do not enter a To date, all outstanding orders on or after the From date are selected.

The To date defaults to the current date plus the planner's time fence days for planning and is matched against the load ship date.

Route From/To

Enter the route range for which to review orders.

You can use the prompt facility on these fields to select from the Select Route pop-up.

To select details for all routes, leave both the From and To fields blank.

If you enter a From route and leave the To route blank, all details are selected with route codes matching, or greater than, the From route.

Select **Submit (F8)** to submit the report.

Load Details Report [15/TPR]

The Load Details report displays details of all order requirements currently assigned to loads. The report is sequenced by route/drop within a specified ship date range and provides details of capacity requirements.

Use this report in conjunction with the Load Status report and the Maintain Load task to assess and action over and under capacity commitments to loads.

Load Details Report Window

To display this window, select the Load Details Report task.

Use this window to select the ship date and route for the Load Details report.

Fields

Ship Date From/To

Enter or select the range of ship dates for which to display orders.

If you do not enter a To date, all outstanding orders on or after the From date are selected.

The To date defaults to the current date plus the planner's time fence days for planning and is matched against the load ship date.

Route From/To

Enter the route range for which to review orders.

You can use the prompt facility on these fields to select from the Select Route pop-up.

To select details for all routes, leave both the From and To fields blank.

If you enter a From route and leave the To route blank, all details are selected with route codes matching, or greater than, the From route.

Select **Submit (F8)** to submit the report.

POD Audit Report by Load Number [16/TPR]

This report will collect details from various files and present them in such a way that you can view retrospectively what actually happened in the interactive or batch POD confirmation process.

Since this could be is a very large document, this is designed to be an “on request” task.

POD Audit Report Selection Window

To display this window, select the POD Audit Report by Load Number task.

Use this window to select the data for printing.

Fields

Load Number

Enter a valid load number

Alternatively, use the prompt facility to select from the Loads with Orders Despatched using POD pop-up.

Select **Submit (F8)** to submit the report for processing.

Item Transport Exception Report [17/TPR]

This report lists items (for the current transport centre) which do not have an appropriate item transport profile.

The following are exceptions:

Condition	Exception
Items with no container profile	Items with no item transport details defined
Items with a container profile	Items with no item transport details or with item transport details but no standard outer defined
Items with a customer-specific container profile	Items with no customer-specific item transport details or with customer-specific item transport details but no standard outer defined

All items are checked which have an item/stockroom profile for a stockroom defined to the user's transport centre and exceptions are listed by sales company and item.

***Note:** Users wishing to view those items that do have transport profiles should write their own query over the item/pack type file (TPP48).*

Select Confirm **Submit (F8)** to submit the report for processing.

Chapter 6 Utilities

6

Transport Planning Company Profile [1/TPU]

Use this task to enter and maintain the reference data that controls the processing of transport order requirements for a particular company.

When you create a Transport Planning company, you must have already set up the company in Inventory Management.

Maintain Company Profile Selection Window

To display this window, select the Transport Planning Company Profile task.

Use this window to select the Transport Planning company you want to maintain or create.

Fields

Company Code

To create a new company, enter a code using two alphanumeric characters.

Note: *You must have already set up the company in Inventory Management.*

To maintain an existing transport company, enter the required company.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

Press Enter to display the Maintain Company Profile Address window.

Maintain Company Profile Address Window

To display this window, enter or select a company and then press Enter on the Maintain Company Profile Selection window.

Use this window to enter the address details for the selected company.

Fields

Company Name

Enter the name for the transport company.

Address

Enter the address for the transport company.

Post Code

Enter the postcode for the transport company.

Transport Container Decimals

Select the number of significant decimal places, (0, 1 or 2) for transport containers. Transport Planning uses this setting to calculate and display container capacities.

Weight Decimals

Select the number of significant decimal places, (0, 1, 2 or 3) for transport weights. Transport Planning uses this setting to calculate and display weight capacities.

Volume Decimals

Select the number of significant decimal places, (0, 1, 2 or 3) for transport volumes. Transport Planning uses this setting to calculate and display volume capacities.

Load Numbers per Centre

Use this checkbox as follows:

Unchecked - To generate load references with a single alphanumeric prefix and incrementing number range that appears throughout the system

Load references are unique within the transport company.

Checked - To generate load references with an alphanumeric prefix and incrementing numeric range for the transport centre

Load references are unique within the transport centre only.

Load Number Prefix

Enter the load reference prefix to precede all automatically generated load references.

Load Number Range

Enter the range for the numeric portion of the transport load number reference.

Transport Planning increments all automatically generated load numbers from the lower value. If the load numbers reach the upper limit, Transport Planning re-assigns transport load references from the lower limit.

Press Enter to display the Maintain Company Profile Details window.

Maintain Company Profile Details Window

To display this window, press Enter on the Maintain Company Profile Address window.

Use this window to enter the default sales and accounting details.

Within the Transport Planning Build Loads task, the container summary for each transport requirement and a specified load can be based on container type. Up to seven columns of container quantities can be displayed, each containing the details for a different container type.

The Container Summary Presentation Details define the default presentation requirements for the container summary within a transport company.

Fields

Order Planning Level

Select one of the following:

Order (1) - To use the stockroom associated with the order header for the retrieval of transport planning information

Lines (2) - To use the stockroom associated with each order line for the retrieval of transport planning information

In line level planning, you can process a particular sales order via a number of different transport centres.

Initial Creation of Transport Requirements

Enter the point at which you initially create transport requirements. You define the point of creation in the Inventory Descriptions file under major type TPIC. The default points are:

1 - Sales order/return creation

2 - Sales order allocation/return authorisation

3 - Pick note creation/return print

6 - Confirm despatch of pick note/return print

You can use the prompt facility to select from the TPIC Creation of Transport Req. pop-up.

Note: *Transport Planning does not currently support options 4 and 5.*

Default Sales Company

Enter the Sales or Inventory company associated with any Inventory Descriptions file entries.

Alternatively, use the prompt facility to select from the Select Company pop-up.

General Ledger Company

Enter the General Ledger company associated with the transport company. If you enter a company code, Transport Planning assumes General Ledger is attached. You must define all tax codes and General Ledger account codes to the ledger.

Default Tax Code

Enter the normal tax rate charged by carriers for transporting goods.

Alternatively, use the prompt facility to select from the Tax Code Selection pop-up.

If General Ledger is attached, you must define this code in the General Ledger. If General Ledger is not attached, you must define the tax code in the Inventory Descriptions file under major type tax.

Transport Requirement Lead Time

Enter the number of days forward from the current date up to which new sales order and return lines are transferred into Transport Planning (based on their due date).

Note: *A change in lead time will not take effect until you stop and re-start the Transport Planning background subsystems.*

Accounts Payable Posting Method

This determines what invoices are transferred to the Accounts Payable invoice log when you authorise a payment for multiple loads on a single carrier invoice.

Select one of the following:

Single (1) - To transfer a single invoice

Multiple (2) - To transfer an invoice for each load on the carrier's invoice

Detailed Container Summary in Build Load

Display of a detailed Container Type Container Summary is optional.

Use this checkbox as follows:

Unchecked - To generate container summaries based on existing item transport details

Checked - To construct a more detailed container-based container summary for each transport requirement

The value here becomes the default value at Transport Centre level.

Select **Update (F8)** to save the data and leave the task.

The Container Summary Presentation Details pop-up is displayed automatically if the Detailed Container Summary in Build Load field is **checked**.

Container Summary Presentation Details Pop-Up

To display this pop-up, check the Detailed Container Summary in Build Load field on the Maintain Company Profile Details window.

A list of container types (as defined in the Inventory Descriptions file under major type CTTP) is displayed.

For each container type, you identify the column into which the number of containers of that type required for shipment is accumulated when constructing the Detailed Container Summary information during the Build Loads task.

The headings to appear for each column within the Build Loads task can also be defined.

Fields

Column

Enter any numeric vale in the range 1 to 7.

Functions

Column Headings (F14)

Use this to define the appropriate headings to appear in the Build Loads task for each column of the container summary. The Container Summary Column Headings pop-up is displayed.

Select **Update (F8)** to save the information and return to the Maintain Company Profile Details window.

Container Summary Column Headings Pop-Up

To display this pop-up, select **Column Headings (F14)** on the Container Summary Presentation Details pop-up.

Use this window to define the column headings to appear within the Build Loads task for the extended container summary.

Enter an appropriate description and heading for each of the seven available columns in the container summary.

Fields

Description

Enter a description, using up to thirty characters, for each column.

Heading

Enter a heading, using up to five characters, for each column.

Select **Update (F8)** to accept the entered values and return to the Container Summary Presentation Details pop-up.

Planner Profile [2/TPU]

Use this task to enter the authorisation level of a specified planner for transport order requirements.

For security reasons, you must set up a profile for every planner who uses Transport Planning. You set up the profile for the planner's user ID.

You can define the planner's default transport centre. Planners normally operate within a default transport centre but they can change to any centre to which they are authorised.

You can authorise each user ID to one or more transport centres.

Maintain Transport Planners Selection Window

To display this window, select the Planner Profile task.

Use this window to select the transport company and user profile you want to maintain.

Fields

Company Code

Enter an existing transport company.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

User Profile

Enter the required user ID.

Alternatively, use the prompt facility to select from the Select User Profile pop-up.

Enter or select a company code and user profile and then press Enter to display the Maintain Transport Planners Detail window.

Maintain Transport Planners Detail Window

To display this window, enter or select a company and user ID and then press Enter on the Maintain Transport Planners Selection window.

Use this window to enter the default transport centre and levels of authority for the selected planner.

Fields

Default Centre

Enter the transport centre to be the default for this planner. This is the transport centre the planner normally uses to plan, marshal and despatch loads.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Note: You can authorise the planner to transport centres by selecting Transport Centres (F13).

Planning Time Fence Days

Enter the number of days to use as the default planning time fence. This determines the planned ship date the planner uses when reviewing order requirements and load details. The planned ship date is the current date plus this figure.

Release Load

Use this checkbox as follows:

Unchecked - If the planner cannot release loads

Checked - If the planner can release loads

Override Capacity Errors

Use this checkbox as follows:

Unchecked - If the planner cannot override capacity errors when assigning transport requirements

Checked - If the planner can override capacity errors

Authorise Payments

Use this checkbox as follows:

Unchecked - If the planner cannot match carrier payments against calculated charges for loads

Checked - If the planner can match carrier payments

Authorise Adjustments

Use this checkbox as follows:

Unchecked - If the planner cannot authorise adjustments to carrier payments

Checked - If the planner can authorise adjustments

Functions

Transport Centres (F13)

Use this to authorise the planner to transport centres.

Select **Update (F8)** to save the information and to return to the Maintain Transport Planners Selection window.

Authorise Planners to Transport Centres Window

To display this window, select **Transport Centres (F13)** on the Maintain Transport Planners Detail window.

Use this window to select the transport centres that the planner can use.

Note: *Select **All Centres (F15)** to authorise the planner to all centres.*

Options

Select

Use this to authorise the planner to the selected transport centre.

Delete

Use this to remove the planner's authorisation from the selected transport centre.

Functions

All Centres (F15)

Use this to authorise the planner to all transport centres defined to the transport company.

Select **Previous (F12)** to return to the Maintain Transport Planners Detail window.

Start/Stop Application Background Jobs [20/L1S]

Transport Planning creates transport requirements via a set of background jobs that run in a Transport Planning subsystem.

After starting the subsystem, request activation of the following tasks:

- Requirements monitor
- Creation of requirements
- Amendment of requirements (including order cancellations)
- Creation of pick requirements from sales order requirements
- Creation of sales order requirements from pick requirements (via short despatch)

Further further information, see the Generic Function product guide.

Select the Start/Stop Application Background Jobs task to start or end the background jobs.

Create Requirements (TP Company) [15/TPU]

Use this batch job to transfer order requirements into Transport Planning when the order line due date falls on or inside the time fence horizon, that is, the current date plus the transport requirement lead time, as defined on the company profile.

In addition to order requirements, this process transfers customer return requirements into Transport Planning when the expected return date falls on or inside the time fence horizon, that is, the current date plus the transport requirement lead time, specified on the company profile.

Use this to avoid passing order and return lines scheduled for delivery or collection in the future, which do not yet require planning of transportation. You only need to select this task when you have set the transport requirement lead time to a value other than the default.

This process considers all order and collection requirements for all transport centres within the transport company being used. This should be scheduled, within Machine Manager, to run automatically, preferably on a daily overnight run

Select Confirm **Submit (F8)** to submit the batch job.

Update Load History [20/TPU]

Use this task to delete cancelled loads and to delete and drop to history completed loads.

***Note:** To run this job you must have exclusive use of the company.*

Depending on how you configured the transport centre, loads may be complete after any of the following process steps.

- Printing documentation - load sheets/bills of lading
- Confirm despatch
- Confirmation of collection of returns
- Authorisation of payment details

This task deletes and creates history details for the following information:

- Load headers
- Load drops
- Drop orders
- Order line details
- Load charge details
- Load text

Route period history details are updated for the carrier/vehicle type combination for both completed and cancelled loads.

This task only processes loads if you have completed all associated AFI postings, that is, you have posted all charge/payment details (if applicable) for completed loads, and cancelled the postings of all charge and/or payment details (if applicable) for cancelled loads.

Update Load History Selection Window

To display this window, select the Update Load History task.

Use this window to select the company and transport centre you want to update.

Fields

Company

Enter the transport company.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

Transport Centre

Enter the transport centre.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Select **Update (F8)** to delete all cancelled loads and to delete and drop to history all completed loads.

Load Purge [21/TPU]

Use this task to remove load history details from the system on a week stamp basis. You can delete payment and route period history details.

The following history details are deleted:

- Load headers
- Load drops
- Drop orders
- Order line details
- Load charge/payment details (optional)
- Route period history details (optional)

Purge Load History Details Window

To display this window, select the Load Purge task.

Use this window to select the details for which you want to purge the historical details.

Fields

Company

Enter the transport company.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

Transport Centre

Enter the transport centre.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Week Number From

Enter the week number from which to remove historical data.

Week Number To

Enter the week number up to which to remove historic data.

Purge Charge History

Use this checkbox as follows:

Unchecked - To retain charge data on the system

Checked - To remove historic charge data from the system

Purge Route/Period Details

Use this checkbox as follows:

Unchecked - To retain the historic route/period data

Checked - To remove the historic route/period data

Select **Update (F8)** to start the batch job to purge the selected data.

Remove Audit Transaction Data [22/TPU]

All master and transaction file data is audited according to standards. Record images are written to separate audit files for all record additions, changes and deletions. These records are:

- After image for additions
- Before and after image for changes
- Before image for deletions

Although all files are audited, those files directly associated with the processing of loads normally increase in size relatively quickly.

Use this task to clear the audit files associated with the following load data:

- Load headers
- Load drops
- Drop orders
- Order line details
- Load charge/payment details

This deletes, by default, all of the audit data except for that created in the last two weeks.

Note: *Before running this task, you must print the report of the required audit information.*

Remove Audit Transaction Data Window

To display this window, select the Remove Audit Transaction Data task.

Use this window to enter the date before which you want to remove audit details.

Fields

Audit Removal Date

Enter or select the audit removal date in DDMMYY format.

Select **Submit (F8)** to submit the batch job to remove all records created before the specified date and re-organise the audit files.

En-masse Route Transfer [23/TPU]

Use this task to change a route globally across multiple loads. You can replace all references of a particular route with a revised route or you can revise a drop on a route to a new drop on the same route or a different route.

You can change load history details as well as the live data.

This task changes the following:

- Delivery profiles
- Carrier routes
- Load headers
- Load drops
- Drop orders
- Load charges
- Route history (optional)
- Load history (optional)

Caution: This task updates all occurrences of the route or drop and can therefore take a long time to run.

Note: *You must stop the Transport Planning background processes while you run this task.*

Global Route Change Window

To display this window, select the En-masse Route Transfer task.

Use this window to select the route or drop you want to change.

Caution: This task updates all occurrences of the route or drop and can therefore take a long time to run.

Fields

Company

Enter the transport company.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

Transport Centre

Enter the transport centre for which the route transfer is to take place.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Original Route

Enter the existing route code, all occurrences of which you want to replace with the revised route.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Original Drop

Enter the existing drop, all occurrences of which you want to replace with the revised drop.

Revised Route

Enter the revised route code. You must have defined this route to Transport Planning.

Alternatively, use the prompt facility to select from the Select Route pop-up.

Revised Drop

If you entered an original drop, enter the revised drop.

Update Load History

Use this checkbox as follows:

Unchecked - If you do not want to change load history details

Checked - If you want to change the load history files

Select **Update (F8)** to transfer the load details.

Copy Item Transport Details [24/TPU]

Use this task to copy item transport profiles across a number of different transport centres.

You can copy the details for a particular sales company processed by the centre, or for all sales companies processed by the centre.

You can restrict the items copied by range and you can copy them into a number of centres by range. All sales companies processed for the copy must already be processed by the targeted transport centres; that is, sales company/stockroom definitions must be pre-defined to the target centres.

Note: *If you target a range of transport centres, only those centres to which you are authorised are copied.*

Copy Item Transport Details Window

To display this window, select the Copy Item Transport Details task.

Use this window to select the transport details you want to copy.

Fields

Company Code

Enter the transport company code from which you want to copy the item details.

Alternatively, use the prompt facility to select from the Transport Company Selection pop-up.

Transport Centre

Enter the transport centre from which you want to copy the item details.

Alternatively, use the prompt facility to select from the Select Transport Centre pop-up.

Sales Company

If you want to copy items for a single sales company, enter a sales company attached to the entered transport centre.

Alternatively, use the prompt facility to select from the Select Sales Company pop-up.

Item (From)

Enter the item from which you want to copy the details. You must have defined the item to Transport Planning within the entered transport centre, and a sales company, if entered.

Item (To)

Enter the item code to which you want to copy details. You must have defined the item to Transport Planning within the entered transport centre, and a sales company, if entered.

Transport Centre (From)

Enter the transport centre from which you want to copy item details. You must have defined the transport centre to the sales company.

Transport Centre (To)

Enter the transport centre to which you want to copy details. You must have defined the transport centre to the sales company.

If you leave this field blank, the Transport Centre (From) is the only transport centre into which data is copied.

Select **Submit (F8)** to start the copy process.

Serious Error Report [30/TPU]

Use this task to report and delete serious errors logged to the error file.

A number of error conditions can occur during the planning processing cycle, and these may require manual intervention to process complete, associated loads.

These error conditions are trapped to ensure that any data problems found by the background transport requirements and amendment processes are noted. The error codes are as follows:

01 - Sales order not found

The sales order can no longer be found in Sales Order Processing when you create or amend the transport requirements.

02 - Pick note header not found

The pick note can no longer be found in Sales Order Processing when you create or amend transport requirements for the pick note.

03 - Item record not found

The inventory item master record cannot be found when you calculate transport requirements for the item, that is, weights (gross, net and tare) and volumes.

04 - Item/stockroom record not found

The inventory item/stockroom profile record cannot be found when you calculate transport requirements for the item, that is, weights (gross, net and tare) and volumes.

05 - Route specified not found

The default route defined to a delivery profile cannot be found when you calculate transport requirements for an order.

06 - Time out for requirements update

This error condition arises if a time out occurs when you are retrieving a locked sales order record. It is important that you finish creating order requirements before processing amendment requests. Under these conditions, a sales order will be locked for the whole of the requirements creation before processing an amendment request. If the amendment request finds the sales order locked, it waits and re-tries the order for five minutes before issuing a serious error and bypassing the order amendment request.

07 - Details changed after AFI posting

If a load is set back to Pending after rating/payment information has already been posted by AFI, a serious error is issued. This could arise if you have released and rated a load and then set it back to Pending state, because of changes in the transport requirements.

08 - Details changed after manual override

Transport Planing automatically maintains planned and actual capacities (weights, volumes and numbers of containers) until a manual override takes place that maintains actual capacities in isolation, (via Build Loads or Maintain Load order amendment). If a manual override has taken place and a request is made to amend associated order transport requirements, only planned capacities are amended and a serious error is issued.

09 - Global route change warning

This is issued as part of a global route change request for each carrier/route combination affected.

10 - Possible capacity problems

During the conversion of sales order transport requirements to pick note transport requirements (and the reverse process, for example, for pick note cancellations), weight and/or volume capacity errors can arise for vehicle types associated with assigned loads. If this occurs, a serious error is issued.

11 - Item transport profile not found

The transport item profile record cannot be found when you calculate the transport requirements for the item, that is, weights (gross, net and tare) and volumes.

Note: *This report details all errors logged for all defined Transport Planning companies.*

Serious Errors Report Submission Window

To display this window, select the Serious Error Report task.

Use this window to enter the selection criteria for the Serious Error report.

Fields

Print Report

Use this checkbox as follows:

Unchecked - Not to print the serious error report

Checked - To print the serious error report

Clear Serious Error File

Use this checkbox as follows:

Unchecked - Not to clear the serious error file of data after printing the serious error report

Checked - To clear the serious error file after printing the serious error report

Note: *This operates across all transport companies. We strongly advise you to print the report before you clear the serious error file.*

Select **Submit (F8)** to start the batch job.

Transport Planning Trial Extract [40/TPU]

Use this task to run test extracts of data from Transport Planning and create a General Ledger journal. Note that no actual updating of data takes place, either within Transport Planning or General Ledger. This is simply a simulation of the effect of creating the specified journals for the nominated company. You can generate three reports:

- General Ledger Postings - a list of the postings generated
- Exceptions Report - a list of any balancing postings automatically created for an unbalanced journal
- Error Report - a list of any error conditions encountered

Transport Planning Trial Extract and Update Window

To display this window, select the Transport Planning Trial Extract task.

- Use this window to select the source company and type of extract you want to process.

Fields

Source Company

Enter the source company whose data you want to use for this trial extraction.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Work With Loads Not Yet Processed

Use this checkbox as follows:

Unchecked - To specify a range of transaction numbers on which you want to base the trial

Checked - To use data that has not been extracted in live operation mode by AFI

Work With Loads From/To

These fields are only relevant if the previous field was left **unchecked**. Use these fields to specify the range of transaction dates in the source application you want to use in this trial. If you want to use only the loads that occurred on a single day, specify the same date in the From and To fields.

Transactions within the source application that can be used for this trial are displayed in a pop up.

Type of Journal Definition to Use

Select one of the following:

Under Test (1) - To use journal definitions that are specified as being under test.

Live (2) - To use journal definitions that are specified as being live

Both (3) - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - For no consolidation of postings to take place

Checked - For postings to be consolidated

Press Enter to validate your entries and then select **Proceed (F8).**

Transport Planning Extract/Update [41/TPU]

This task extracts the Transport Planning transactions you specified within AFI, and AFI processes these to create General Ledger journals

AFI Transport Charges Extract - Live Pop-up

To display this pop-up, select the Transport Planning Extract/Update task.

Use this pop-up to select the source company you want to process.

Fields

Company (Untitled)

Use this to specify the company code of the company for which you want Transport Planning transactions extracted.

You can use the prompt facility to select from the Select Company pop-up.

Transactions are extracted according to the selection criteria set up on your journal condition.

Select **Proceed (F8)** to continue with the extraction.

Install Transport/AFI Link [42/TPU]

Before you can use Transport Planning with the Advanced Financial Integrator to update your General Ledger, you must create the link between AFI and Transport Planning.

Use this task to do this.

Once you have created this link, the Transport Planning module will appear in the AFI module selection pop-up, and you can define how you want AFI to extract information from Transport Planning.

You cannot automatically extract information from Transport Planning and post it to the General Ledger without using the AFI.

Possible uses for AFI in Transport Planning are:

- Manual and automatic rating creates charge details for loads that AFI can then extract for accrual accounting of transport costs.
- Payment authorisation updates charge details with payment information and transfers the invoice details to Accounts Payable. You can post any variances between rating and payment values to the General Ledger via AFI.
- If you cancel a load that was rated but not extracted by the AFI, it creates a rating posting and a subsequent rating cancellation posting when you extract using AFI. Where you have extracted the rating posting by AFI, it only creates a rating cancellation posting. For loads you have not rated, no AFI extraction takes place.

Note: *Before you use AFI, you must set the AFI link status to active using the Maintain Application task in AFI.*

Select Confirm **Submit (F8)** to submit the batch job.

Appendix A Glossary

A

Agent Contact

The person with whom the transport is booked

Area

This is a geographical division of transport planning responsibilities. These normally have very definite boundaries; for example, motorways, rivers, mountains, county/state lines and are normally determined by the carrier.

Area Minimum

The lowest charge, made by the carrier, for delivering any load, or part load, into this area

Assembled Order

An order that has been confirmed as picked and despatched in Sales Order Processing and Invoicing or Warehousing

Authorise Payment

A carrier invoice is matched to the relevant load, with the payment details being transferred to Accounts Payable.

Automatic Rating

The rating of loads, by the application, based on their corresponding rate codes

Bill of Lading (BoL)

A formal document, containing full particulars of goods shipped or for shipment, which forms a contract with the carrier

Bill Format

A system code which defines the layout of the BoL details

Break Bulk

The splitting of a master load into subloads for local delivery

Capacity

The maximum amount a particular vehicle type can contain, in terms of the load gross weight and/or volume

Capacity Type

The unit in which capacity is measured, such as gross weight, volume or a total number of containers

Carrier

This is an organisation employed to transport goods. This may be an internal fleet or an external haulier or parcel carrier.

Carrier Rates

This is a set of charges levied for the transportation of goods. Each set is identified by a rate code, which is assigned to a load for automatic rating purposes and is effectively a contract with the carrier.

Carrier Type

This is a user-defined classification of carriers. It may be used to determine whether it is an internal company fleet or an external organisation.

Charge Structure

This is a table of charges which may be used as part of the definition of a carrier rate. It represents a sliding scale of rates based on gross weight, volume or number of containers.

Commodity Code

A standard code representing the type of product being transported

Completed Load

A load awaiting drop to history; that is, requiring no further action other than to archive

Confirm Delivery Time

This shows that this customer operates a booking in system for transport and that you must confirm a suitable delivery time.

Consignee

The person, agent or carrier to whom the goods to be transported are handed over

Consolidated Rating

The consolidation of loads together such that the rating is based on the total weight (or volume or number of containers) of all loads

Consolidation Load

A load included within a primary load to produce a rate based on the total capacity of all the loads

Container

An object used for holding goods during transportation; for example, carton, box, pallet, barrel, drum

Conversion Factor

A fixed value normally used to convert weight, or volume, between imperial and metric units when rating or printing a load

Cyclic Route

A route where the destination is the same as the origin

Default Centre

This is the transport centre for which the planner has primary responsibility. The planner is automatically assigned into this transport centre.

Delivery Profile

A delivery address, defined to Transport Planning, with additional parameters used as defaults for planning deliveries to this customer

Destination

This is the predetermined end of a route, which is defined to the application as a node. For cyclic routes, the destination is the same as the origin.

Driver Manifest

This is a document that lists all the loads on a vehicle, and is a working document to take on the journey. This is often a copy of the Load Sheet.

Drop

This is a point on the route where part of the load is delivered. A sequence number is normally used to define drop points, to make sure the driver visits them in a cost effective manner. A drop is uniquely identified by a combination of the sequence number and a customer delivery point. There may be multiple customer delivery points associated with each drop.

Drop Charge

A carrier charge rate per drop

Drop Charge (Minimum)

The least amount a carrier will charge for all drops on a load

Drop Charge (Maximum)

The most a carrier will charge for all drops on a load

Exclusive Load

A load containing only orders for one particular customer delivery point

Free Drops

The number of drops for which the drop charge is *not* applied

Goods Value

The total sales value of the goods contained on the load, held for insurance purposes

Gross Weight

Total weight of goods when stored in their containers

Line Haulage

This is the delivery of a consolidated load to a depot where it is split into multiple loads for onward delivery by local carriers. (See also Master Load)

Load

A group of drops to be made on an assigned route, by a nominated carrier, on a particular date

Load Charge (Minimum)

The minimum amount a carrier charges for transporting an individual load

Load Grand Total

The sum of total charges plus drop charges plus penalties plus surcharges for an individual load

Load Sheet

This is a document used for marshalling and loading despatches onto the vehicle. It is often used, particularly for internal fleets, as a driver manifest which provides a working document to take on the journey.

Manual Payment

This is a payment to be made to a carrier having matched his invoice to a load but not posted to Accounts Payable. This is used where the carrier has already been paid manually via Accounts Payable without matching to a load (in exceptional circumstances).

Manual Rating

This is the rating of loads, by the user, based on rates entered specifically for each load. It is normally applied where a carrier is infrequently used.

Manual Requirement

These are sales orders that require delivery, but have not been entered onto the computer system. These are typically where the order is being delivered on behalf of another company.

Master Load

This is a load which represents the movement of goods from a central manufacturing or distribution site to local depots where bulk loads are broken down into sub-loads for local delivery, normally by different local carriers.

Net Weight

The net weight is the actual weight of goods and is equal to the Gross weight less the tare weight.

Node

This is a geographical location where one or more routes start or end. Normally a depot or warehouse used by the carrier, and often a transport centre in its own right from where onward transport is planned.

Order

This may represent a customer order, distribution order (for depot replenishment) or a despatch note. It is assigned to a drop when added to a load.

Origin

This is the predetermined start of a route, which is defined to the application as a node, and is normally where a transport centre is situated. For cyclic routes, the origin is the same as the destination.

Outstanding Load

A load not yet completed, and still awaiting further action within the system

Outstanding Order/Outstanding Requirement

An order not yet added to a load

P and L Override

A specific General Ledger profit and loss account to which the transport costs of the load are to be posted

Payables Account

The account to which details of carrier invoices, and their subsequent payments, are posted

Payment

The amount to be paid to the carrier for transportation of goods, after first matching the carrier's invoice to the relevant load and posting to Accounts Payable

Payment Method

How the carrier is to be paid, e.g. prepaid, cash on delivery paid by the customer

Penalty

An additional charge applied when the gross weight of the load is less than the carrier's specified minimum weight

May also be applied for volume or number of containers, rather than weight

Pending

The status of a load whilst it is still available for the addition of orders, that is, not yet released

Planner

A person who has responsibility for planning transport

Planner Time Fence

This is the number of calendar days ahead that a planner is normally planning transport. Zero represents today, 1 tomorrow and so on.

Primary Load

This is the load to which multiple secondary loads are consolidated to produce a rate based on total capacity of the primary, plus all secondary loads.

Radial Routes

Routes sharing a common origin each with a different destination

Rate

This is a price per unit to be charged by the carrier for transporting goods. It is based on a contract or agreement with the carrier.

Rate Code

See Carrier Rates.

Rating

Calculation of the expected carrier charge for a load, based on the rating method and rate code assigned to it

Rating Method

A system code representing how the carrier rates are used to calculate the charges for a load (in automatic rating)

Ready for Loading

See Assembled Order.

Released Load

A load which is available for shipment, with the next process being the printing of transport documentation

Route

This is a regular journey travelled from the transport centre, represented by a code which is associated with delivery profiles and assigned to loads.

Seal Number

This is used where security tags are physically attached to the load, with each one identified by a reference number and/or colour.

Secondary Load

See Primary Load. Primary and secondary loads are normally delivered on a single vehicle, possibly in separate compartments, and so are rated together (with the rated value apportioned over the loads).

Ship Date

Despatch date for the load from the origin

Ship Time

Despatch time for the load from the origin

Skeleton Load

A standard load which is used regularly as the basis of a new load, by copying across the defaults and instructions added to it

Stop

Alternative term for a drop, often used in the US and Canada

Sub Load

Local delivery loads which are associated with a master load but which are planned independently of the master load

Surcharge

Unforeseen increases to carrier rates; for example, increases in fuel, vehicle insurance, expressed as an additional value or a percentage increase applied to total charge

Tare Weight

The weight of the wrapping or container in which the goods are transported

Time Slot

This is a range of times when the customer accepts deliveries. It is normally used only for customers with restrictions.

Total Charge

This is the charge calculated for a load, based on multiplying the rate by the gross weight (or volume or number of containers).

Transhipment

This is the transfer of goods, via a load, from one stockroom to another within the company.

Transport Centre

This is a stockroom/warehouse/depot/distribution centre from where goods are physically transported. (This may be a group of System21 stockrooms).

Vehicle

A registration number or unique code identifying the vehicle carrying the load

Vehicle Type

Represents a class of vehicle in terms of its key attributes; for example, temperature control, dimensions, loading method

Volume

The cubage occupied by the goods when packed in their respective containers

Waybill

This is an alternative term for bill of lading often used in the US and Canada. (See also Bill of Lading.)