

Workinstruction : consulting status of transport requirement:

Important fields to be checked in the initial order (Transfer/sales/purchase order) before generating a transport requirement:

- correct items
- correct quantities
- loading address (address/warehouse)
- delivery address (address/warehouse)
- Requested ship/delivery date
- if specific batches needs to be shipped, please mention in 'notes for transport'

Transport requirement

To consult the status of a transport requirement that was generated from a transfer order, (IC) sales order or a (IC) purchase order:

- Go to transfer/sales/order
- Click on View > Transport requirement

The screenshot shows the SAP Sales Order interface. The top menu bar includes 'Edit', 'New', 'Delete', 'Sales order', 'Sell', 'Manage', 'Pick and pack', 'Invoice', 'Retail', 'General', 'Warehouse', 'Transportation', 'Credit management', and 'Options'. The 'View' menu is open, showing options like 'Transport order', 'Transport requirement', 'Order credit', 'Sales order recap', 'Order holds', 'Notes', 'Document notes', 'Email notification log', and 'Clean up sales update history'. The 'Transport requirement' option is highlighted in yellow.

Below the menu, the 'Sales order details' section shows 'BBE-SO-04506 : CERTIS BELCHIM BV Succursale France'. The 'Lines' tab is selected, showing a table with columns: 'D', 'Dm', 'Item number', 'Product number', 'Product name', 'Quantity', 'Unit', and 'Unit price'. The table contains one line with item number '10335-02' and product number '10335:VOYAGER:FR:4 x 5 LT'.

As long as a transport requirement is not converted to a transport order, the transport planner did not manage the transport requirement.
In this case, the field 'Transport order' is empty.

The screenshot shows the SAP Transport Requirement interface. The top bar displays 'Transport requirement | BBE-SO-04014 : AGRIF'. Below this, the user 'Jolien *' is selected. A search bar with a magnifying glass icon and the text 'Filter' is visible. To the right of the search bar is a checkbox labeled 'Show'. Below the search bar, there is a radio button next to the text 'Transport ...'. To the right of this radio button is a yellow button labeled 'Transport order'. Below this, there is a radio button next to the text 'TR-03242'.

If the transport order does not exist yet, the transport requester (S&OP team) can change anything on the initial transfer order/sales order/purchase order (change quantities, change load and delivery address, requested ship and delivery date).

Important note: by adding items to the initial order, the added items are not added automatically to the transport requirement. You can generate an additional transport requirement for the added items.

Transport order

Different statuses of the transport orders have a different meaning.

Please find below overview:

Transport requirement status	Transport order status	Load/delivery date: meaning	Transport status
Created	-	Requested dates by requester	S&OP team created a transport requirement. No action done by transport planners yet. Transport requirement can be deleted and changed if necessary.
Release for transport	-	Requested dates by requester	Transport planner checked if all necessary fields are completed and converted the transport requirement to a transport order.
Release for transport	Released	Requested dates by requester	Transport planner is ready to manage transport order: - add fixed transport prices if known - Request for price for transport
Release for transport	Quoted	Requested dates by transport planners	Transport planner requested a price to transport company/ies. Transport companies will confirm prices.
Release for transport	Ready for transport	Confirmed dates	Transport is confirmed. Transport company has confirmed appointment with load and delivery addresses.
Release for transport	Executed	Confirmed dates	Transport is executed and if initial order is: - Transfer order: is received - Sales order: is delivered - Purchase order: is received