Workinstruction : consulting status of transport requirement:
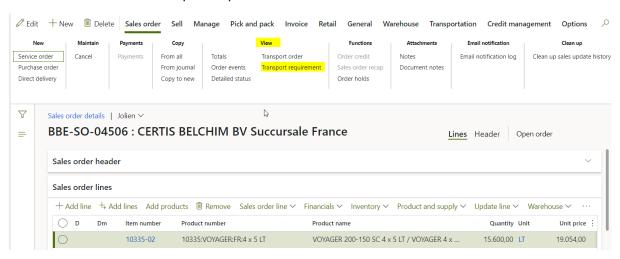
Important fields to be checked in the initial order (Transfer/sales/purchase order) before generating a transport requirement:
- correct items
- correct quantities
- loading address (address/warehouse)
- delivery address (address/warehouse)
- Requested ship/delivery date
- if specific batches needs to be shipped, please mention in 'notes for transport'
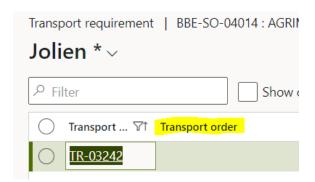
Transport requirement

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

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.

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