User guide transfer TRANSPORT

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1 Manage transport requirement

1.1 Transport requirement creation

A transport requirement can be created from a sales order, a purchase order or a transfer order.

- Purchase order

- Sales order

- Transfer order

Generating the transport requirement will prompt following screen:

Create transport requirements

Transfer number: BBE-TRO-00056, 12/10/2021

Mode of delivery

Truck

Generate picking list

Yes

Notes for transport

MMITEST

OK   Cancel

Define the mode of delivery, set generate picking list to YES and if required, enter text in the notes for transport field. These notes will be displayed on the transport requirement (grid and form) as well as on the Transport order lines.

Then click OK. This will create a transport requirement for the order lines.

Navigate to Transport Planning > Transport > Common > Transport requirement to get an overview of all transport requirements.

Note that once the requirement (or transport order) is created it is possible to navigate from each of these orders to the transport requirement (or transport order).

- Purchase order

- Sales order

- Transfer order

1.2 Transport requirement split

Open the transport requirement by clicking on the transport requirement number in the transport requirements grid.

Navigate to the transport requirement details and click on split:

Select the desired values for each dropdown field and click on simulate, this will trigger a calculation based on the transport requirement splitting rules. If the number or pallets or weight is higher than the max truck container load, it will split the line into multiple transport requirement lines. In this example a refrigerated 20 ft container is limited to 9 standard pallets per container. Therefore, two transport requirement lines are created. Click OK to confirm and split the transport requirement.

Splitting requirement options

Split per	Refrigerated transport	Pallet type unit	
Container 20 ft	Yes	PAL	Simulate

Transport requirement details
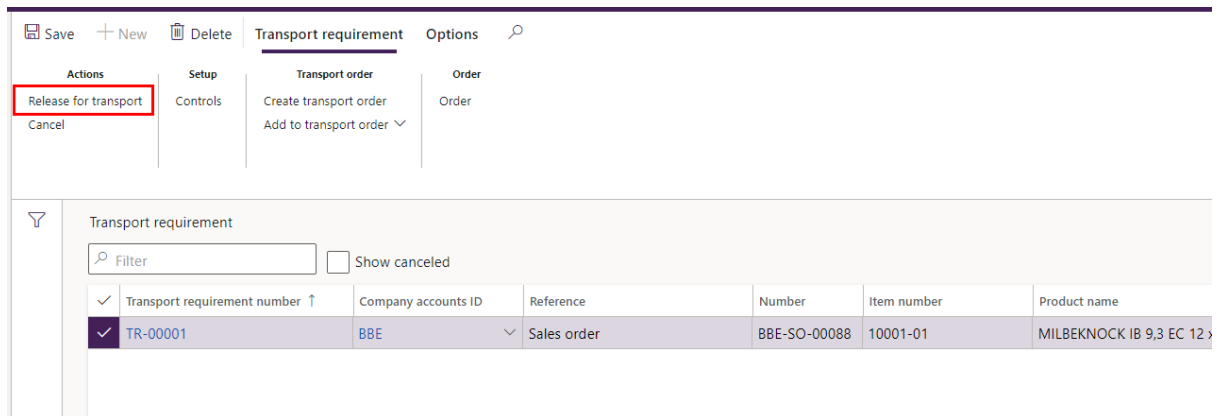
✓	Pallets	Pallet type unit	Boxes	Box type unit	Total	Inventory unit	Gross weight
	9	PAL	60	BOX	6480	LT	6.305,76
	6	PAL	60	BOX	4320	LT	4.203,84

OK   Cancel

Note that a refresh is necessary to see the new transport requirements in the grid.

1.3 Release transport requirement

To create a transport order the transport requirement has to be released first, this can be done by clicking on the "release for transport" button in the transport requirements form:
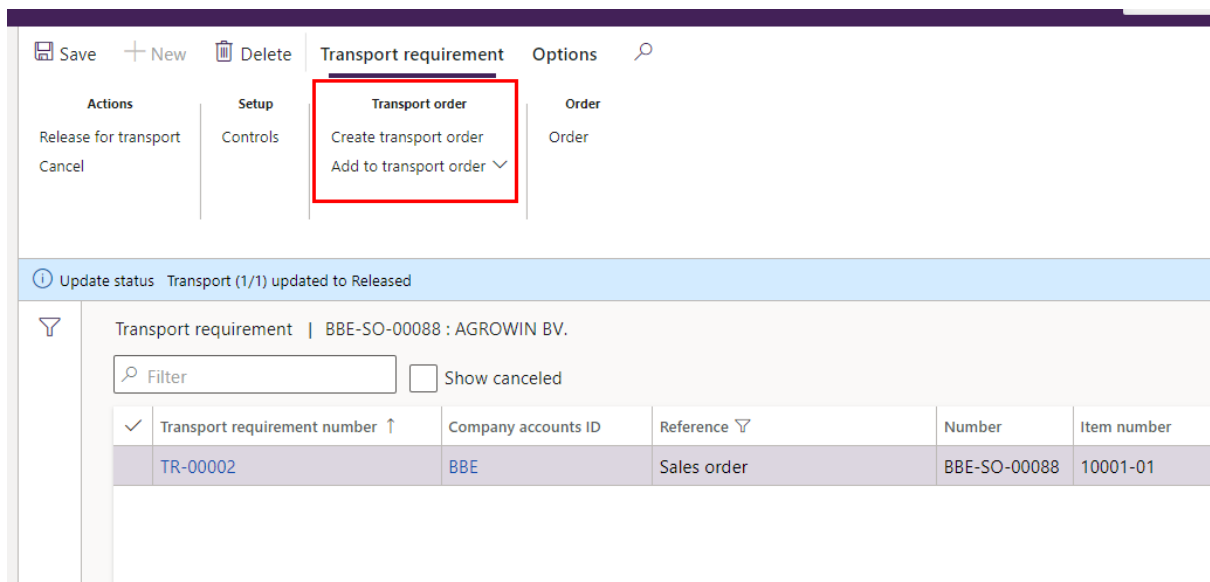

2 Manage transport order

2.1 Transport order creation

Once the transport requirement is released, it can be added to an existing transport order, or, a new order can be created for the requirement.

After creating the transport order, update following fields on the header:

- Invoice to company
- Transport

From here two scenarios are possible.

A Scenario 1: Price request is required

In the action pane, click on request price, this will generate a new request for quotation

On the RFQ header, navigate to the vendor fasttab and add the transporters for which you want to request a price:

In the action pane, click send:

Click OK in the screen that pops up.

This will download an Outlook file, click to open.

Once the quotes are received prices can be updated by clicking on manage replies

Select the RFQ record for the relevant vendor and click on Edit rfq reply.

Update the unit price and click submit. If applicable, do the same for remaining rfq's for other vendors.

Once all RFQ are submitted with the relevant prices, click on compare replies:

To accept, select the desired line and click accept:

This action will:

- Trigger the remaining RFQ lines to be rejected
- Confirm the Transport order. Transporter and transport cost fields on the Transport order header will be filled in based on the accepted RFQ record.
- Generate a PO for the accepted vendor and amount

B   Scenario 2: Price request isn't required

On the transport order header, fill in the correct transporter and the correct transport cost. Afterwards, click confirm. This will generate the purchase order creation:

2.2 Transport order confirmation

To confirm the Transport order (and the linked purchase order) click generate transport order confirmation:

Click OK:

This will print the transport order confirmation document to your screen. Alternatively you can navigate to transport order confirmations:

Click on Original preview to generate the document:

2.3 Transport order ready for transport

Once the transport order is ready for transport, update the status by clicking on ready for transport:

2.4 Execute transport order

To execute a transport order click go to Transport planning > transport > periodic tasks > posting product receipt. This will post the product receipt of the linked purchase orders if the transport order has status ready for transport and if the linked purchase/sales/Transfer order lines have status Received/Delivered/shipped respectively.

If desired, this process can run in batch.

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3 Dangerous Goods Declaration

Note that when dealing with a sea freight, the sea freight specific fields have to be filled in on the Transport order header:

To generate the DGD document for a transport order, click on generate > DGD document:

IMO DANGEROUS GOODS DECLARATION

1 Shipper	2 Transport Document Number
BELCHIM CROP PROTECTION NV Technologielaan 7 BE-1840 Londerzeel	TO-00006

3 Page 1 of 1	4 Shipper's Reference

6 Consignee	5 Freight Forwarder's Reference
Via Vittorio Veneto 26867 Salerano Sul Lambro ITA	
	7 Carrier (to be declared by carrier)

8 Shipper's Declaration

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

10 Vessel / Flight Date	11 Port/Place Of Lading	9 Additional Handling Information
		Emergency contact person: B.I.G.
12 Port / Place of Discharge	13 Destination	Telephone: 0032 (0)14 54 45 45 E-mail: info@big.be

14 Shipping marks	Number and kind of packages, Description of goods	GW (kg)	Net Mass (kg)	Cube (m³)
MILBEKNOCK 10001-01	60 boxes of 12 x 1 LT on 1 pallets UN 1993 Flammable liquids, n.o.s. 3 III	701 0	667 0	0 0

15 CTU ID No	16 Seal Numbers	17 CTU Size and Type	18 Tare mass (kg)	19 Total Gross mass (kg)
			0	0

CONTAINER / VEHICLE PACKING CERTIFICATE	21 Receiving Organization Receipt
I hereby declare that all goods have been packed / loaded into the container / vehicle identified above in accordance with the IMDG Code part 5.4.2. **MUST BE COMPLETED AND SIGNED FOR ALL CONTAINER /VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING**	Received the above number of packages/Containers/Trailers in apparent good condition unless stated hereon; **RECEIVING ORGANIZATION REMARKS:**

20 Name Of Company	Hauler's Name	22 Name Of Company Preparing Note BELCHIM CROP PROTECTION NV
Name/Status Of Declarant	Vehicle Registration No	Name/Status Of Declarant Mattijs Minnebo
Place and Date	Driver Name and Date	Place and Date LONDERZEEL 14/10/2021
Signature of Declarant	Driver's Signature	Signature of Declarant

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