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Objective

This Job Aid explains how to change the Handover location (HOL) for FCA “any_port” shipments and “in between” (except source and final destination) locations for all shipment types on the Freight Unit (FU). The change of locations on the FU should be only used if the location change on the Freight Order (FO) would lead to a planning removal.

* * * * *

Overview

The Transportation Planning in TM is done at a time before the exact route is known. Hence, after the solicitation process has ended, it might be required that one or more locations of the shipment route in TM need to be updated.

The standard process is to update the locations on the main carriage of the FOs. In rare cases this FO update can lead to a planning removal, in such a case the User should leave the FO without saving and use the below described process.

Furthermore, FCA shipments with “any_port” location, need to be updated after the solicitation process has ended.

These updates are usually done by PD or other colleagues responsible and should be done at the same time when the carrier and SRM freight PO are updated. The timely update is important as after the carrier has been assigned the FOs get send to the CCP and are visible to the Freight Forwarders for further action.

Two processes are described in this document:

1. Change a location (except source and final destination) on FU if planning would be removed during FO change
2. Change “any_port” Handover Location for FCA shipments

Notes:

- Locations on FO or FU cannot be updated anymore if status of FO is “in execution”.
- FO with dummy carrier (unassigned) or with *any_port* as source or destination location cannot be sent through EDI.
- SAP standard does not allow location changes on shipments with >1 AIR or SEA leg. In such cases if the (air)ports need to be changed, the existing FOs and FU need to be deleted and planning need to be executed with the correct (air)ports route.
- In cases of STO FCA, the ports from Handover location to Final destination cannot be updated on FU.

Enterprise Role(s)

Role ID	Role Name
TS.02	TM Manage Freight Order

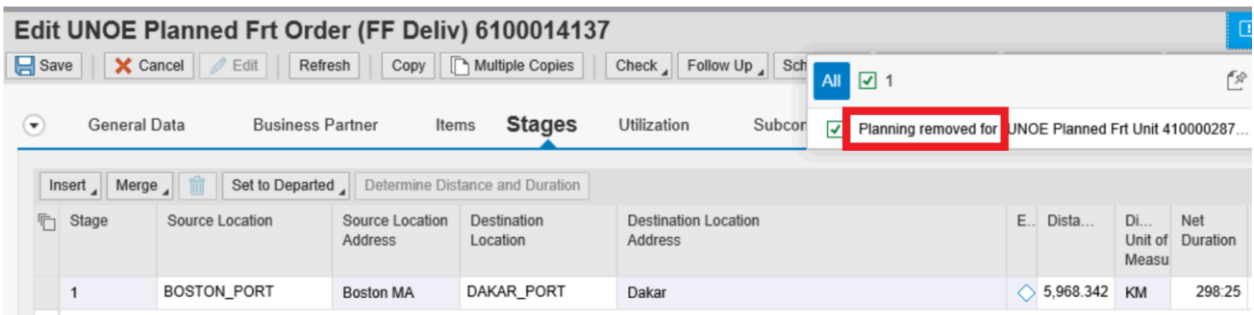
Procedure

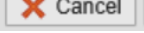
LOCATION UPDATE ON FREIGHT UNIT

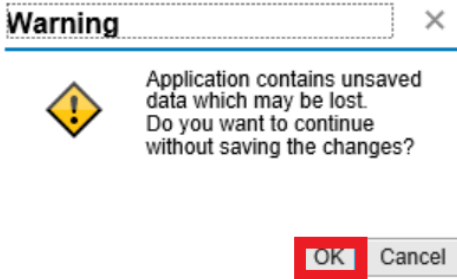
1. Connect to TM
2. Click on Freight Order Management tab:



3. Search for Freight Orders you want to work on by typing the Freight Order number and clicking on “apply”.
4. As mentioned above, first try to update the location on the main order Freight Orders. If the below message “Planning removed” appears, please do not continue with the change.



- Click on cancel  on the upper left.
- Confirm the warning message with ok.



- Click on document flow and then on the Freight Unit number starting with “41...”.

General Data	Business Partner	Items	Stages	Utilization	Subcontracting	Document Flow
Document Hierarchy		Business Document Type (D...	Business Docum...	Business Document Lif		
UNOE Planned Frt Order (FF Deliv) 6100014137	UNOE Planned Frt Order (FF...	6100014137	In Process			
Predecessor Business Documents						
UNOE Planned Frt Unit 4100002873	UNOE Planned Frt Unit	4100002873	In Process			
DTR for UNOE 1100000521 (Inbound Delivery 180079464)	DTR for UNOE	1100000521	Planned			
Inbound Delivery 180079464	Inbound Delivery	180079464				

- Click on the stages tab in the FU and then click “edit”:

Display UNOE Planned Frt Unit 4100002873

Save Cancel **Edit** Follow Up Check Direct Shipment Split/Merge Unassign Default Route Remove Unplanned Stages

Administrative Data	Execution	Customs	Output Management	Stages
Insert Merge Route Schedule Freight Document Set OI Status Determine Distance and Duration Change Incoterm Location				
Change Destination Location				
Stage Description	Stage Type	Tran... Mode	Source Location	U... I... C... Requested Pick-Up Date R.. R.. D.. D.. D.. Destination Location
Stage 1		01 (Road)	SU1110001370	M. 00:1 C. 1. 2. C. CHARLESTON_PORT
Stage 2		03 (Sea)	CHARLESTON_PORT	C. 22.05.2020 20: E. 2. 2. E. NEW YORK_PORT
Stage 3		03 (Sea)	NEW YORK_PORT	N. 27.05.2020 00:1 E. 2. 0. E. DAKAR_PORT
Stage 4		01 (Road)	DAKAR_PORT	D. 15.06.2020 23: U. 1. 2. U. SPML10

- Mark the stage row for which the destination location should be changed and click “Change Destination Location”. Please note that only the destination location of a stage can be changed:

10.

Stage Description	Stage Type	Tran... Mode	Source Location	U... (St... Co... (Sc...)	I... Co... (Sc...)	C...	Requested Pick-Up Date	R... Pic... Tin	R... Pic... Tin	D... Da... Zo	D... Tin	D... Tin	Destination Location
Stage 1		01 (Road)	SU1110001370			M.		00:00	C..	1..	2..	C..	CHARLESTON_PORT
Stage 2		03 (Sea)	CHARLESTON_PORT			C.	22.05.2020	20:00	E..	2..	2..	E..	NEW YORK_PORT
Stage 3		03 (Sea)	NEW YORK_PORT			N.	27.05.2020	00:00	E..	2..	0..	E..	DAKAR_PORT
Stage 4		01 (Road)	DAKAR_PORT			D.	15.06.2020	23:00	U..	1..	2..	U..	SPML10

the location/(air)port as per solicitation result. If the TM location is known enter it and click ok.

Change Destination Location ✕

Location: 📄

OK Cancel

11. In case the exact TM nomenclature of the location is not known, click on the 2 squares on the right side of "Location". Change in the "Location" row to "contains" and enter parts of the location name in the field on the far right. Then click "search".

Search: Location

Search Criteria Personal Value List Hide Search Criteria

Further Search Helps:

Location	▼	contains	▼	Nouak
Location Description	▼	is	▼	
Location Type	▼	is	▼	📄
GLN	▼	is	▼	

Maximum Number of Results:

Search Clear Entries Reset to Default

12. The results show all available TM locations. Click the correct one

Results List: 2 results found for Location

Location	Location Type	Loc. Description
NOUAKCHOTT_AIRPORT	1110	Nouakchott–Oumtounsy Int'l Airport
NOUAKCHOTT_PORT	1100	Nouakchott-Port

7. Then confirm with “ok”.

Change Destination Location

Location:



8. The location was updated on the marked stage as well as the source location on the following leg. The change of location needs to be confirmed, to do so please press “save”.

Edit UNOE Planned Frt Unit 4100002873

Save Cancel Edit Follow Up Check Direct Shipment Split/Merge Unassign Default Route

Administrative Data Execution Customs Output Management **Stages**

Change Destination Location

Stage Description	Stage Type	Tran... Mode	Source Location	U... (Sc)	I... Co (Sc)	C...	Requested Pick-Up Date	R... Pic Tin	R... Pic Tin	D... Da	D... Tin	D... Zo	Destination Location	U... (Di)	I... Co (Di)	City (Destina)
Stage 1		01 (Road)	SU1110001370			M.		00:1	C.	1..	2..	C.	CHARLESTON_PORT			Charleston
Stage 2		03 (Sea)	CHARLESTON_PORT			C.	22.05.2020	20:	E.	2..	2..	E.	NEW YORK_PORT			New York
Stage 3		03 (Sea)	NEW YORK_PORT			N.	27.05.2020	00:1	E.	2..	0..	E.	NOUAKCHOTT_PORT			Nouakchott
Stage 4		01 (Roa)	NOUAKCHOTT_PORT			N.	15.06.2020	23:1	U.	1..	2..	U.	SPML10			Bamako

All 1 1

The Location update successful

You are not authorized to display schedules

9. The Freight Unit as well as affected Freight Orders were updated with the new location.

Edit UNOE Planned Frt Unit 410002873

Save Cancel Edit Follow Up Check Direct Shipment Split/Merge Unassign Default Route

Administrative Data Execution Customs Output Management **Stages**

Insert Merge Route Schedule Freight Document Set OI Status Determine Distance and Duration

Change Destination Location

Stage Description	Stage Type	Tran... Mode	Source Location	U. (Sc)	I. Co (Sc)	C..	Requested Pick-Up Date	R. Pic Tin	R. Pic Tin	D. Da	D. Tin	D. Zo	Destination Location	U. (Dr)	I. Co (Dr)	City (Destinati...)
Stage 1		01 (Road)	SU1110001370			M.		00:1	C..	1..	2..	C..	CHARLESTON_PORT			Charleston
Stage 2		03 (Sea)	CHARLESTON_PORT			C.	22.05.2020	20:	E..	2..	2..	E..	NEW YORK_PORT			New York
Stage 3		03 (Sea)	NEW YORK_PORT			N.	27.05.2020	00:1	E..	2..	0..	E..	NOUAKCHOTT_PORT			Nouakchott
Stage 4		01 (Road)	NOUAKCHOTT_PORT			N.	15.06.2020	23:!	U..	1..	2..	U.	SPML10			Bamako

Data saved successfully
 You are not authorized to display schedules
 Charge calculation completed

Overview Freight Orders

Scheduling Create Load Plan Get Status Load Plan Status Execution Status Get Manual Block

Assign Driver Create Freight Settlement Document Calculate Charges Customs Attach Cancel Document

Refresh

Document	Document...	Source Location Description	Destination Location Descripti
6100014136	ZFO1	Nouakchott-Port	Mali Shipping Point
6100014137	ZFO1	New York-Port	Nouakchott-Port

CHANGE “ANY_PORT” HANDOVER LOCATION

1. Find Freight Unit belonging to Freight Order that needs to be updated as described above under point 2 & 33. Click on document flow in the Freight Order and then on the Freight Unit number starting with “41...”.

Display UNOE Planned Frt Order (FF Deliv) 6100014139

Save Cancel Edit Refresh Copy Multiple Copies Check Follow Up Scheduling Subcontracting Create Se

General Data Business Partner Items Stages Utilization Subcontracting **Document Flow**

Display

Document Hierarchy	Business Document Type (D...	Business Docum...	Business Document
UNOE Planned Frt Order (FF Deliv) 6100014139	UNOE Planned Frt Order (FF...	6100014139	In Process
Predecessor Business Documents			
UNOE Planned Frt Unit 4100002874	UNOE Planned Frt Unit	4100002874	In Process
DTR for UNOE 1100000522 (Inbound Delivery 180079468)	DTR for UNOE	1100000522	In Planning
Inbound Delivery 180079468	Inbound Delivery	180079468	

2. Click on the stages tab in the FU and then click “edit”:

Display UNOE Planned Frt Unit 4100002874

Save Cancel **Edit** Follow Up Check Direct Shipment Split/Merge Unassign Default Route Remove Unplanned Stages

Execution Customs Output Management **Stages**

Insert Merge Route Schedule Freight Document Set OI Status Determine Distance and Duration Change Incoterm Location

Stage Description	Stage Type	Tran... Mode	Source Location	U... (Sc Co (Sc	I... Co (Sc	C... Requested Pick-Up Date	R... Pic Tin	R... Pic Tin	D... Da Tin	D... Tin Zo	D... Location
Stage 1		01 (Road)	SU1110001370			M.	00:00	C.	1.. 2..	C.	CHARLESTON_PORT
Stage 2		03 (Sea)	CHARLESTON_PORT			C. 14.05.2020	04:00	E..	1.. 0..	E..	GENOA_PORT
Stage 3		01 (Road)	GENOA_PORT			G. 15.06.2020	06:00	C.	1.. 0..	C.	ANY_PORT_ITALY
Stage 4		03 (Sea)	ANY_PORT_ITALY			G. 14.06.2020	00:00	C.	1.. 0..	C.	ALGIERS_PORT
Stage 5		01 (Road)	ALGIERS_PORT			A.. 18.06.2020	00:00	W.	1.. 0..	W.	SPML10

3. Mark the stage row where the “any_port” Handover location is the destination location then press the “Change Incoterm Location”.

Edit UNOE Planned Frt Unit 4100002874

Save Cancel Edit Follow Up Check Direct Shipment Split/Merge Unassign Default Route Remove Unplanned Stages Fixing

Execution Customs Output Management **Stages**

Insert Merge Route Schedule Freight Document Set OI Status Determine Distance and Duration **Change Incoterm Location** Change Destination Location

Stage Description	Stage Type	Tran... Mode	Source Location	U... (Sc Co (Sc	I... Co (Sc	C... Requested Pick-Up Date	R... Pic Tin	R... Pic Tin	D... Da Tin	D... Tin Zo	D... Location	U... (Di Co (Di	City (Destinati... (Di
Stage 1		01 (Road)	SU1110001370			M.	00:00	C.	1.. 2..	C.	CHARLESTON_PORT		Charleston
Stage 2		03 (Sea)	CHARLESTON_PORT			C. 14.05.2020	04:00	E..	1.. 0..	E..	GENOA_PORT		Genoa
Stage 3		01 (Road)	GENOA_PORT			G. 15.06.2020	06:00	C.	1.. 0..	C.	ANY_PORT_ITALY		Genoa
Stage 4		03 (Sea)	ANY_PORT_ITALY			G. 14.06.2020	00:00	C.	1.. 0..	C.	ALGIERS_PORT		Algiers
Stage 5		01 (Road)	ALGIERS_PORT			A.. 18.06.2020	00:00	W.	1.. 0..	W.	SPML10		Bamako

4. Choose the new handover location as per solicitation results and confirm with “ok”. In case the exact TM nomenclature of the location is not known, click on the 2 squares on the right side of “Incoterm Location”. Search function described above under point 11.

Change Incoterm Location [Close] [X]

Incoterm Location: [Copy] [Paste]

OK Cancel

5. Press “Save” to change the Handover location.

Edit UNOE Planned Frt Unit 4100002874

Save Cancel Edit Follow Up Check Direct Shipment Split/Merge Unassign Default Route Remove Unplanned

Execution Customs Output Management **Stages**

Insert Merge Route Schedule Freight Document Set Of Status Determine Distance and Duration Change Income

Stage Description	Stage Type	Tran... Mode	Source Location	U. I. Co (St)	C. (St)	Requested Pick-Up Date	R. Pic Tin	R. Pic Tin	D. Da	D. Tin	Destin... Location	(Di Co (Di	De Da
Stage 1		01 (Road)	SU1110001370			M.		00:00	C.	1.. 2..	C. CHARLESTON_PORT		14.06.2020
Stage 2		03 (Sea)	CHARLESTON_PORT			C.	14.05.2020	04:00	E.	1.. 0..	E. GENOA_PORT		05.06.2020
Stage 3		01 (Road)	GENOA_PORT			G.	15.06.2020	06:00	C.	1.. 0..	C. BRINDISI_PORT		21.06.2020
Stage 4		03 (Sea)	BRINDISI_PORT			B.	14.06.2020	00:00	C.	1.. 0..	C. ALGIERS_PORT		17.06.2020
Stage 5		01 (Road)	ALGIERS_PORT			A.	18.06.2020	00:00	W.	1.. 0..	W. SPML10		21.06.2020

All 1 2
 Data saved successfully
 You are not authorized to display schedules
 Charge calculation completed

6. The updated Handover location can also be seen on the “General Data” tab.

Edit UNOE Planned Frt Unit 4100002874

Save Cancel Edit Follow Up Check Direct Shipment

General Data Business Partner Document Flow

General Information

Description: 180079468

Freight Unit Type: ZFU1 UNOE Planned Frt Unit

Shipping Type:

Movement Type:

Incoterm: FCA Free Carrier

Incoterm Location: **BRINDISI_PORT**

Exceptions

- In case of a Freight Order with status “in execution” no location can be updated anymore.
- In case of shipments with >1 sea and air leg, SAP does not allow the change of locations. For such cases the existing Freight Orders and Freight Unit would need to be deleted and the planning must be executed again. Please note that deletion is only allowed if Freight Orders are not in status “in execution”.
- In cases of STO FCA, the ports from Handover location to Final destination cannot be updated on FU.

Revision History (Soft Copy only)

Date	Version	Prepared by	Description
July 2020	1	TM Project Team	Version 1