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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)

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<tr>
<td>TS.02</td>
<td>TM Manage Freight Order</td>
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Procedure

**LOCATION UPDATE ON FREIGHT UNIT**

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

![Image of 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.
5. Click on cancel on the upper left.
6. Confirm the warning message with ok.

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

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

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

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”.

12. The results show all available TM locations. Click the correct one
7. Then confirm with “ok”.

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”.

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

2. Click on the stages tab in the FU and then click “edit”:
3. Mark the stage row where the “any_port” Handover location is the destination location then press the “Change Incoterm Location”.

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.

5. Press “Save” to change the Handover location.
6. The updated Handover location can also be seen on the “General Data” tab.

**Exceptions**

A. In case of a Freight Order with status “in execution” no location can be updated anymore.

B. 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”.

C. In cases of STO FCA, the ports from Handover location to Final destination cannot be updated on FU.
## Revision History (Soft Copy only)

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<th>Date</th>
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<td>July 2020</td>
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<td>TM Project Team</td>
<td>Version 1</td>
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