

Create your Transport Operation.

The creation of you transport operations can be done in the Transport screen. How you can create these transport operations and consignment notes are explained in this document.

Transports

Create new transport

In this screen you will find an overview of all the transports. Ordered by transport ID number, the overview shows the consignor and consignee and status. Click on 'Create new transport' to start.

Pick up info: Select the consignor from the partner library or fill in the information manually and select the location of pick up, the date and time window.

Delivery info: Select the consignee from the partner library or fill in the information manually and select the location of delivery, the date and time window.

Carrier, Successive Carriers & Vehicle: Fill in the information on the carrier (and successive carrier), if the vehicle needs controlled temperature and indicate the seal numbers. Next, you can fill in the information on the container(s) with the information including Container number, container type and verified gross mass (kg). You can add another one by clicking on 'add another container'. If this information is not known at this moment in time, you indicate this information later using the 'Planning Tool'.

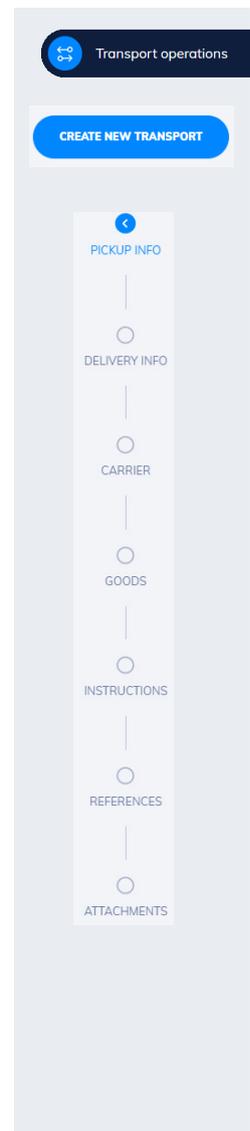
Cash on Delivery: Indicate the amount of the cash of delivery in EUR and indicate the date, place and country of establishment.

References: At the top you already indicated the transport name, ordernumber and client, but in this segment you can also indicate other references such as reference name, reference value and you can add other references. Click on the checkbox if you allow the carrier to edit the references.

Documents: Click on the upload button to upload any document like certificate of origin or packing list.

Manage Transport

If you click on 'Manage', you see the overview of all the mission of the transport, the settings, the given permissions and the attachments. Click on manage for more information.



CREATE TRANSPORT | ITRANSFOLLOW PORTAL, V1.21

Transport : 682392	Order No:	Client: Partner 1	Carrier: Carrier	Status: Completed	MANAGE
LOADING	PG	rue des Caroubiers 8, 1227 Geneva, CHE	JCD-123	Completed	
UNLOADING	Iteo	Mikolowska 51, 40-065 Katowice, POL		Completed	

Access Code: The Access Code is a unique code your driver or your subcontractor can use to access transport information through TransFollow Drive mobile application without the need of having a TransFollow Account. Communicate the code to the driver once the driver is being assigned to the transport in the Planning Tool.

Transport Order: Enter a possible transport order.

TF Drive Setting: The TF Drive settings configures the screen sequence drivers will go through before applying a signature on a consignment note.

Shared permissions to partners: Share transport access and permissions with external partners. You can only give the roles you own on this transport.

Attachments: The attached documents are presented. These can be added to when creating a transport. Click on 'edit' to add, this can be done before issuing.

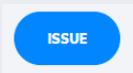
Events: The events registered during the lifecycle of of the transport document.

Collection, Delivery & Distance Driven: Registered arrival and departure times and the distance driven registered in the TransFollow Drive.

Issue the Transport

Issuing a transport means that the transport information is completed and ready to be shared with all involved transport parties. When the transport is issued all stakeholders will be notified of their involvement and the information on the transport and the transport document cannot be edited anymore.

Drivers or vehicle assigned in the transport, and equipped with TransFollow mobile application, will receive a notification and will be able to manage their assignments. After transport issuance, the transport status will switch to "To Start" and will then be available in the "Planning Tool".



Planning Tool

The Planning Tool lists all the upcoming and issued transports. In the Planning Tool, you can assign the driver and the vehicles to the created transports. Assigning the drivers and vehicles to the transport operations is often the last step in the process of creating the transport operation and corresponding document.

The drivers and vehicles can be assigned once the transport is ready to start. The drivers and vehicles can still be modified after issuing the transport(s).



Documents

The transport documents shows an overview of all the eCMR's for your transports. You can click on the eCMR to open and view the details you entered during the creation of the transport, instructions & special agreements and established place and cash on delivery. Or download the PDF of the eCMR in the eCMR preview screen.

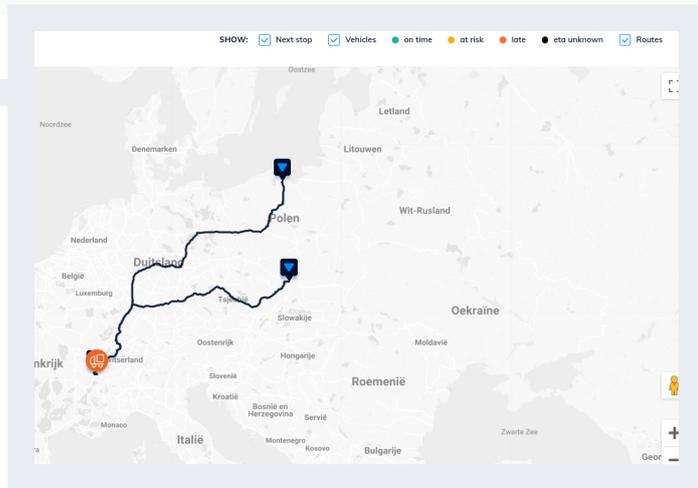


Dashboard

The Dashboard of the TransFollow Portal enables you to have one single overview of the active and upcoming transports and all related information, visualisation on a map and the indication of the status of the estimated time of arrival.

ACTIVE TRANSPORTS		UPCOMING TRANSPORTS		Show missions: ● on time ● at risk ● late ● eta unknown				OPEN ON MAP	
TYPE	FOR / FROM	LOCATION	STA	ETA	DRIVER	VEHICLE	DOCUMENT	LOCALIZE	REMARKS
▲ LOADING	Iteo	Mikołowska 51, 40-065 Katowice, POL	06:30, 23.03.2021	06:37, 23.04.2021	b a	as134df	PL000000340820TFL		
▼ UNLOADING	Leszek Prabucki	Królewskie Wzgórze 21/9, 80-283 Gdańsk, POL	18:00, 24.03.2021	09:23, 23.04.2021	b a	as134df	PL000000340820TFL		
▲ LOADING	PG	rue des Caroubiers 8, 1227 Geneva, CHE			b a		CH000000342113TFL		
▼ UNLOADING	Iteo	Mikołowska 51, 40-065 Katowice, POL							

The route, the events and the place pick up and delivery are presented on the map. The color of the symbol of the truck indicates the status of the transport: on time, at risk or late.



Did you already know?

Creating the transport and consignment note can be optimised if you import or enter your partners, locations and assets to your TransFollow library. You can easily indicate this information during the creation from this library.

Partners

In this section 'Partners' such as Consignors, Consignees, Clients and Carriers you can add all your partners to the TransFollow Portal. The needed information consists of name, address, city, country, number of orders, email for your different consignors, consignees, carriers and clients.

Locations

In the 'Location' section you can add all the locations of Places of Picking-up and Place of Deliver. You can indicate the names, addresses, postal code, city, country and email.

Assets

In the Assets screen you can manage your Drivers and Vehicles.

Other Downloads

TransFollow Portal:

- Getting Started
- Roles, (sub)accounts and permissions

TransFollow Drive:

- Getting Started
- Sign the eCMR

