

VOLVO

# ShipIT Platform

CREATE TRANSPORT REQUEST – MANUAL INPUT

**VOLVO**  
VOLVO GROUP

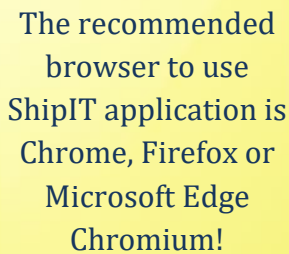
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# 1 ShipIT application description

This manual describes the functionality of creating manual Transport Requests and viewing Confirmed Transports in the ShipIT application.

## 1.1 Create Transport Request – Manual Input



The recommended browser to use ShipIT application is Chrome, Firefox or Microsoft Edge Chromium!


‘Create Transport Request – Manual Input’ application allows you to create Transport Requests for Volvo locations. It is based on the old Atlas system solution, where the supplier is obligated to fill in several mandatory fields in order to schedule a transport. All supplier’s requests are transferred and maintained in Atlas and automatically displayed in the ‘View Confirmed Transports’ application.

The THUs’ (Transport Handling Units), weight and volume are calculated automatically for each delivery line based on the packaging instructions.

## 1.2 View Confirmed Transports

When a Transport Request is confirmed, all the details of the confirmed booking are displayed in the ‘View Confirmed Transports’ application. Using this application, the user will be able to print the Proof of Collection document and upload all files related to the transport booking as well.

## 2 How to log in



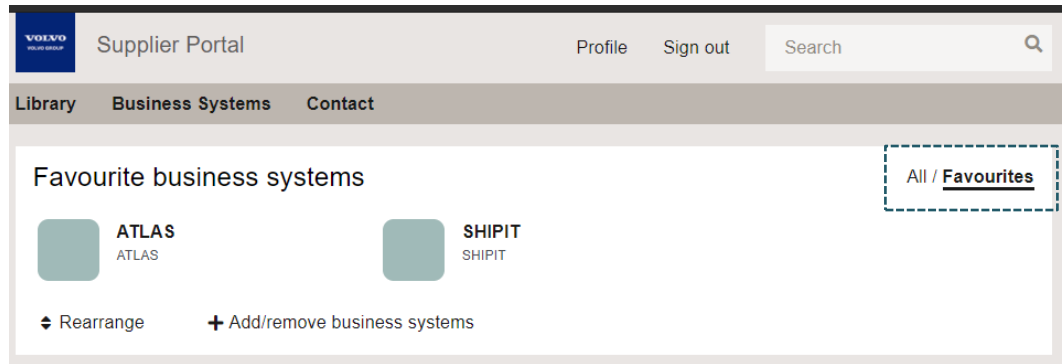
You can use the same username and password as for Atlas app!

To access ShipIT application, please go to VOLVO Supplier Portal <https://supplier-portal.volvo.com/login/> and provide your username and password.

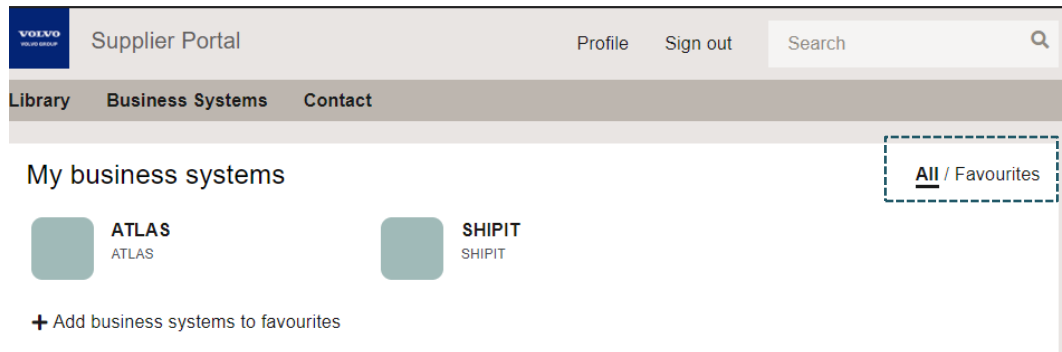
1. Click on the ShipIT application button to access its home page.
2. If you are not able to see ShipIT application on the Portal page, click on ‘Show All’ button.

Print screen log in steps

ShipIT application visible on the homepage



Step 2  
Press 'Show all' button if the application is not visible and add to your favourites



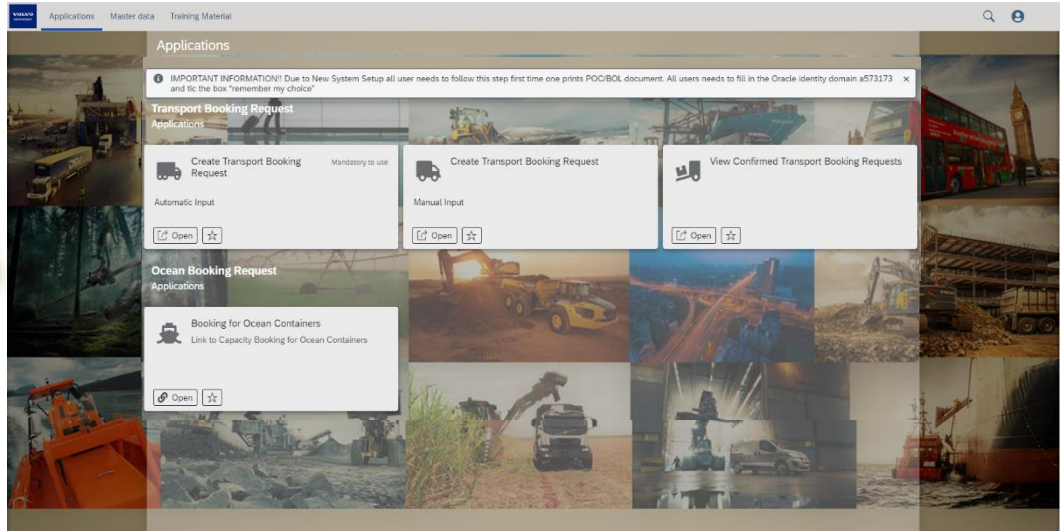
### 3 ShipIT Application homepage

After logging in, you will see the ShipIT homepage where different applications are represented by titles:

1. **Create Transport Request – Manual Input:** this application allows you to create the manual Transport Request (TBR)
2. **Create Transport Request – Automatic Input:** this application allows you to create automated Transport Requests from draft delivery schedules (EDI)
3. **View Confirmed Transports:** this application contains Transport Requests (TBs) that have been confirmed by carriers / service providers.

**Confirm Transport Request** application is related to automated TBRs and is not available for all users yet!

### ShipIT application Homepage view



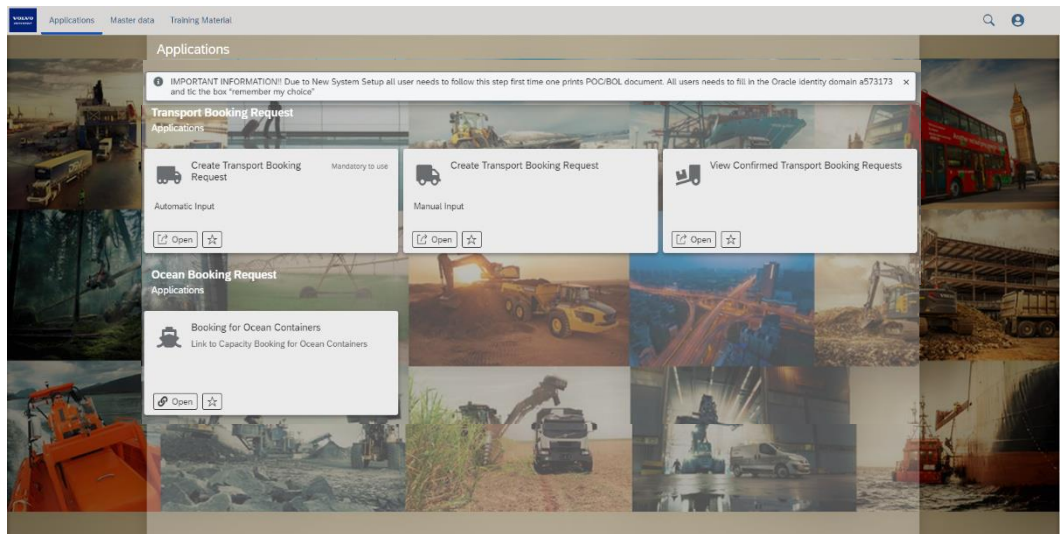
This section shows how to enter the manual Transport Request. For more information, please refer to the ShipIT application description in [Chapter 1](#).

## 3.1 Creating a new Transport Request

Click on the 'open' button on the 'Create Transport Request – Manual Input' title. When you do this, you will see a new screen to create a new request:

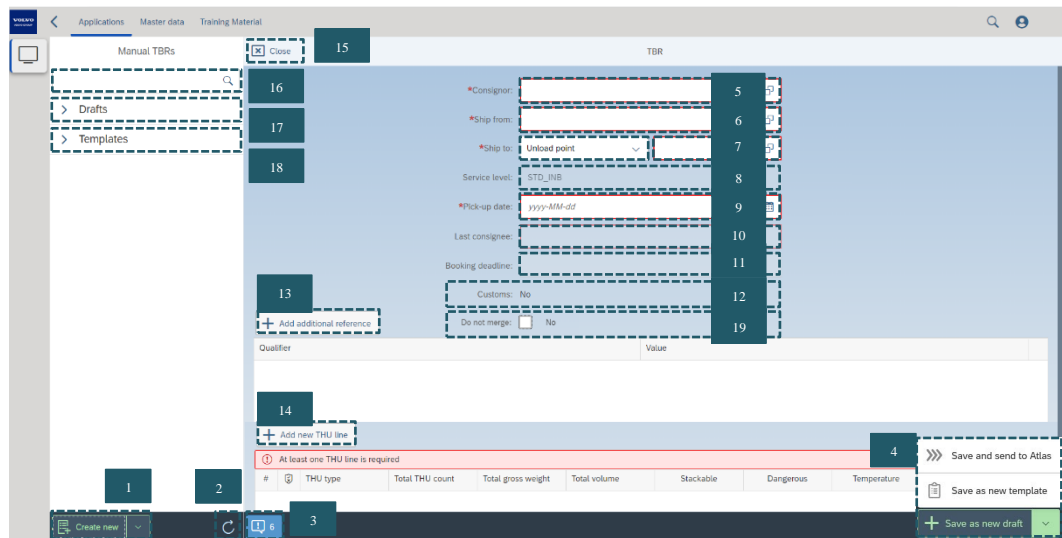
### ShipIT application Homepage view

Press 'Applications' and then 'Create Transport Request – Manual Input'



**Training Material:**  
You can find here all helpful user manuals and training videos!

### 'Create new' screen



## 3.2 Create Transport Request - screen explanation

This chapter describes the info/data available in the screen that has opened after you click on 'Create new' (screenshot above from 1 to 18):

1. **Create new** – create new Transport Request
2. **Refresh** button
3. **Error message** – notification about type of errors
4. **Save as new draft / Save as new template / Save and send to Atlas** – create new Transport Request and save it as a draft / template or complete the order and send it to Atlas system (= release booking)
5. **Consignor (Original consignor)** represents the trading party (Material Supplier) that Volvo has a contract with
6. **Ship from (First consignor)** – Parma and name of the Ship from location
7. **Ship to** – select **Unload point** for a Volvo Group facility or **Street address** for other locations (such as a supplier – typically used for return of empty packaging material)
8. **Service level** – for suppliers with the return empty packaging material
9. **Pick up date** – the exact date of collection
10. **Last Consignee (Customer Unit)** – name of the Volvo material user to which parts will be delivered
11. **Booking deadline** for supplier to place Transport Request in the system
12. **Customs** remark
13. **Add additional reference** – Dispatch advice number, Order number, etc.
14. **Add new THU line** – add new Transport Handling Units
15. **Close** the page
16. **Search** field to navigate through created drafts and templates
17. **Drafts** – the list of Transport Request's drafts entered by supplier
18. **Templates** – the list of Transport Request's templates created by supplier
19. **Do Not Merge** – Flag that can be selected when TBR is too large in weight and volume to be consolidated with other orders. Only available for Volvo agreed relations.

### 3.3 Basic information

After clicking 'Create new':

- Step 1  
Enter Consignor  
(Original)
- Step 2  
Select Ship from  
(1<sup>st</sup> Consignor)
- Step 3  
Select Ship to  
(Unload point / or street  
address)
- Step 4  
Select Service level  
(available only for returning  
empty racks. Set as default  
for standard flows)
- Step 5  
Select pick-up date

The screenshot shows a 'TBR' form with the following fields:

- \*Consignor: [input field]
- \*Ship from: [input field]
- \*Ship to: Unload point [dropdown] [input field]
- Service level: STD\_INB [dropdown]
- \*Pick-up date: yyyy-MM-dd [calendar icon]
- Last consignee: [input field]
- Booking deadline: [input field]
- Customs: No

- Last Consignee  
- Booking deadline  
- Customs

Will be updated automatically!

You can check your valid pick-up dates by clicking on the 'question mark' icon next to the calendar!

\*Pick-up date: yyyy-MM-dd [calendar icon] [question mark icon]

Consignor	Ship from	Unload point	Valid from - to	Weekdays
2379	2560	124	2019-09-20 - Indefinite	Fr.
2379	2560	463	2019-09-20 - Indefinite	Fr.
2379	2560	471E	2019-09-20 - Indefinite	Fr.
2379	2560	673	2019-09-20 - Indefinite	Fr.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31	1	2

Legend: Selected (blue), Working Day (grey), Non-Working Day (light grey), Holidays (orange)

**Street address** = can be used to make a booking to other, than Volvo locations (e.g. between suppliers, or for the returning empty racks)

#### SERVICE LEVEL TYPES:



**Important**

**STANDARD\_INBOUND (STD\_INB)** = transport service going from 'ship from' (Supplier location) to 'ship to' (Unload point). Standard flow, no return back the empty packaging material (racks).

**CLOSED\_LOOP** = transport service going from 'ship from' (Supplier location) to 'ship to' (Unload point) and return back to 'ship from' (Supplier location) with empty packaging material (racks).

### 3.4 Adding additional reference

The reference qualifier field is used to add the additional information to Transport Request. This could be, for example, a purchase order number (as some customers require this), a pick-up reference, a dispatch number or message to carrier:

- Step 1  
Press 'Add additional reference' and continue in this section
- Step 2  
Open the drop-down list in the 'Qualifier' section to see available remarks
- Step 3  
Select remark from the list
- Step 4  
Enter value in Remark Text

Here are the available remarks you can add to TBR number!

You cannot select/type the same order number for the same TBR!

Available TBR Reference Qualifier	Limitations	General Information
<b>Dispatch advice number</b>	Maximum 70 characters No special characters Maximum 1 qualifier	Used to attach a document number to Transport Booking Request (TBR)
<b>Order number</b>	Maximum 70 characters No special characters Maximum 4 qualifiers	Used to attach Order Number to Transport Booking Request (TBR)
<b>Pickup reference</b>	Maximum 70 characters No special characters Maximum 1 qualifier	To be used when the carrier needs to be informed about special reference to used when picking up the goods
<b>Message to carrier</b>	Maximum 70 characters No special characters Maximum 1 qualifier	Used for additional information to Carrier / Service Provider



## 3.5 Adding THU information

A new tab will appear after selecting THU Line:

Press 'Add new THU line'

#	THU type	Total THU count	Total gross we...	Total volume	Stackable	Dangerous	Temperature	Loading meters
---	----------	-----------------	-------------------	--------------	-----------	-----------	-------------	----------------

Total THU count: 0 Total gross weight: 0.00kg / 0.00lb Total volume: 0.00m³ / 0.00ft³

The summary of THU lines will be updated and visible on the bottom bar!

### 3.5.1 Standard Volvo Packaging

Add THU type, selecting packaging material and quantity layers (e.g. pallet K with 4 frames = K4). In case of creating a request for a shipment where the material is packed in different THU types, separate lines must be saved for each THU type:

Step 1  
Press 'THU type'

\*THU type: 1

\*Plant Specific THU type:

Dimensions: \*Length per THU \*Width per THU \*Height per THU

\*THU count: 0

\*Gross weight per THU: 0 kg

Stackable  
When "Stackable" is not selected, then "STACKABILITY REMARKS" is required

Dangerous goods

Temperature controlled

Loading meters

You can press 'Back' in the left corner to return to the previous page!

Step 2  
Select new THU Type line  
from the list

Select THU type 2

Valid

Other

General

Pallet 724 with frames and lid B

Length: 2800mm / 110.24in  
Width: 1140mm / 44.89in  
Height: 1800mm / 70.87in with 8 layer(s)  
Volume: 5.76m<sup>3</sup> / 203.42ft<sup>3</sup> with 8 layer(s)  
Stackable: Yes

Pallet 724 and lid B0

Length: 2800mm / 110.24in  
Width: 1140mm / 44.89in  
Height: 200mm / 7.88in with 1 layer(s)  
Volume: 0.64m<sup>3</sup> / 22.61ft<sup>3</sup> with 1 layer(s)  
Stackable: Yes

402 pallet with lid C402

Length: 1225mm / 48.23in  
Width: 865mm / 34.06in

Cancel

Step 3  
Select Packaging material  
and define Quantity Layers

K - Pallet 2 with frames, spacer, lid 3

Packing material	Image	Qty/Layer	Layers
72 LID OF PLYWOOD, TYPE K		1	- 1 +
22 FRAME OF WOOD, TYPE K		1	- 1 +
2 PALLET OF WOOD, TYPE K		1	- 1 +
62 SPACER OF WOOD FIBRE, K INNER		1	- 1 +

4

Cancel Confirm

Step 4  
Confirm (or cancel) to save  
your selection

Step 5  
Select the number of THUs

Step 6  
Enter weight per one THU  
(kg /lb)

Step 7  
Select additional remark  
(if required)

Step 8  
Accept THU line

Back THU line (changed)

\*THU type: K1 Pallet 2 with frames, spacer, lid

\*Plant Specific THU type:

Dimensions: \*Length per THU 820 mm \*Width per THU 615 mm \*Height per THU 339 mm

\*THU count: 1 5

\*Gross weight per THU: 100 kg 6

7

Stackable (forced by THU type)

Dangerous goods

Temperature controlled

Loading meters

8

Accept

After selecting standard Volvo Packaging the dimensions lines are updated automatically!

### 3.5.2 Plant Specific THU type

For some Volvo plants we have a specific packaging type. To add them to your booking you need to choose 'Plant Specific THU type' and select the correct packaging from the list:

Step 1  
Press 'Plant Specific THU'

Step 2  
Select new THU Type line from the list

If Plant Specific THU is selected the THU type field will be cleaned out and vice versa!

Step 3  
Select the number of THUs

Step 4  
Enter weight per one THU (kg /lb)

Step 5  
Select additional remark (if required)

Step 6  
Accept THU line

THU line

\*THU type: [ ] [ ]

\*Plant Specific THU type: [ ] 1

Dimensions: \*Length per THU [ ] \*Width per THU [ ] \*Height per THU [ ]

\*THU count: 0

\*Gross weight per THU: 0 kg

Stackable  
When "Stackable" is not selected, then "STACKABILITY REMARKS" is required

Dangerous goods

Temperature controlled

Loading meters

Select THU type

STEERING WHEEL	MNB1007
Length: 1150mm	
Width: 745mm	
Height: 140mm	
Stackable: No	
BUMPER LOWER	MNB1009
Length: 1170mm	
Width: 770mm	
Height: 100mm	
Stackable: No	
HEADLAMP GRILL	MNB1010
Length: 1170mm	
Width: 770mm	
Height: 100mm	
Stackable: No	
BUMPER TRIM	MNB1011
Length: 770mm	
Width: 570mm	
Height: 800mm	
Stackable: No	

Cancel

THU line (changed)

\*THU type: [ ] [ ]

\*Plant Specific THU type: MNB1007 STEERING WHEEL

Dimensions: \*Length per THU 1150 mm \*Width per THU 745 mm \*Height per THU 140 mm

\*THU count: 1 3

\*Gross weight per THU: 50 kg 4

Stackable (forced by THU type)  
When "Stackable" is not selected, then "STACKABILITY REMARKS" is required

Dangerous goods

Temperature controlled

Loading meters

Accept

If "Stackable" is not selected, then "STACKABILITY" remark is required!

### 3.5.3 Non-Standard Packaging

If non-standard Volvo packaging is used, enter 'OTHER' or 'GENERAL' in the THU type field. Measurement standard reflects the user settings:

Step 1  
Press 'THU type'

Step 2  
Select 'Other' or 'General'

Step 3  
Enter dimensions  
(mm/in)

Step 4  
Select number of THUs

Step 5  
Enter weight per one THU  
(kg/lb)

Step 6  
Select additional remarks  
(if required)

Step 7  
Accept THU line

### 3.5.4. Stackability

For ‘OTHER’ / ‘GENERAL’ nonstandard Volvo packaging, if the THUs entered are not stackable the ‘STACKABILITY\_REMARKS’ and ‘Value’ are required. This remark serves as information for the carrier/LSP route and load planning:

Step 1  
Press ‘Add additional  
qualifier’ to add the remark

Step 2  
Select ‘STACKABILITY  
REMARK’ from the list

Step 3  
Enter the value

### 3.5.5. Dangerous goods

If the order includes hazardous material, the ‘Dangerous goods’ remark must be selected, and the 4 following qualifiers added:

Example:

Step 1  
Select ‘Dangerous goods’

Step 2  
Enter the value

Max 70 characters  
I, II, III or NA  
4 Digits  
Numbers

### 3.5.6. Temperature controlled

If the order includes Temperature Controlled Goods, please indicate this by setting the remark:

Select 'Temperature controlled' remark, if it's required

Remark	Value

### 3.5.7. Loading meters

This information will be automatically filled in based on the master data provided by Volvo. If this option is unlocked, you can select the tick box. If it is blocked as below you need to add the remark:

Step 1  
Press 'Add additional qualifier' to add the remark

Step 2  
Select 'LOADING\_METERS' remark

Step 3  
Enter the value

Remark	Value
LOADING_METERS	

Only users approved for loading meters can create such TBR!

### 3.6 Finalizing Transport Request creation

If there are additional THUs to be entered choose ‘Add new THU Line’ and follow the steps [in section 3.5](#). If not, and you want to complete the order, click on the drop-down list icon, and press ‘Save and send to Atlas’:

- Step 1  
Edit/remove THUs entered  
(if required)
  
- Step 2  
Press ‘Save and send to  
Atlas’ to confirm your  
Transport Request

Close TBR (changed)

\*Consignor: 999900 VOLVO TEST 1  
 \*Ship from: 99993 VOLVO TEST SUPPLIER 2  
 \*Ship to: Unload point 07A  
 Service level: STD\_INB Standard inbound  
 \*Pick-up date: 2020-06-15  
 Last consignee: 4645CAB Volvo Group Belgium NV  
 Booking deadline: 2020-06-12 11:00  
 Customs: No

+ Add additional reference

Qualifier	Value
Dispatch Advice Number	123
Order Number	321
Pickup reference	998877
Message to carrier	Please Pick Up before 09.00

+ Add new THU line

#	THU type	Total THU count	Total gross weight	Total volume	Stackable	Dangerous	Temperature	Loading meters
1	MNB1007	1	8.00kg / 17.64lb	0.12m <sup>3</sup> / 4.24ft <sup>3</sup>	No	No	No	No
2	K4	3	60.00kg / 132.28lb	1.40m <sup>3</sup> / 49.37ft <sup>3</sup>	Yes	No	No	No
3	OTHER	1	10.00kg / 22.05lb	6.00m <sup>3</sup> / 211.89ft <sup>3</sup>	Yes	No	No	No

Total THU count: 5 Total gross weight: 78.00kg / 171.96lb Total volume: 7.52m<sup>3</sup> / 265.49ft<sup>3</sup>

Save and send to Atlas  
 Save as new template  
 Save as new draft

Saved and sent Transport Request will be transferred to the Atlas system and pop up in ‘View Confirmed Transports’ application. The status will be ‘Not Planned,’ till the request is accepted by the carrier / service provider!



**Important**

Manual Transport Request needs to be ‘Saved and sent to Atlas’ before 11 A.M. (local time) the day before the pick up!

The information ‘Saved and sent to Atlas’ in Manual Transport Request needs to contain the correct actual QTY and Packaging info that will be send the day after.

## 3.7 Draft Transport Request

You can create new Transport Request partially and save it as a draft. Your booking will be saved and moved to the ‘Drafts’ list on the left side of menu. You can go back and complete the order anytime before the deadline.

Draft must be ‘Save and send to Atlas’ in order to make it available for planning Transport Booking and, in result, to be sent to the carrier / service provider.

### Create Draft Transport Request:

Step 1  
Press ‘Create new’

Step 2  
Start to fill in the data

Step 3  
Press ‘Save as new draft’

Step 4  
Saved draft will pop up in the ‘Drafts’ drop-down list

Step 5  
You can edit already saved draft and ‘Save changes’ once again /or create a duplicate clicking ‘Save as new draft’

Step 6  
In order to delete draft, click the red icon in the corner



## How to release several Drafts at the same time:

Step 1  
Select your drafts

Step 2  
Press 'Confirm selected drafts' from the list

The screenshot shows the 'Manual TBRs' screen. On the left, a list of drafts is shown with checkboxes. A dashed box labeled '1' highlights the selected drafts. At the bottom left, a button labeled 'Confirm selected drafts (2)' is highlighted with a dashed box labeled '2'. The main area shows details for a selected draft, including consignor, ship from, ship to, service level, pickup date, and booking deadline. Below this, there are fields for 'Add additional reference' and a table for 'Add new THU line'.

#	THU type	Total THU count	Total gross weight	Total volume	Stackable	Dangerous	Temperature	Loading meters
1	L4	2	40.00kg / 88.18lb	1.91m³ / 67.54ft³	Yes	No	No	No
2	OTHER	1	10.00kg / 22.05lb	6.00m³ / 211.89ft³	Yes	No	No	No

Step 3  
Press 'Save and send to Atlas'

The screenshot shows the 'Manual TBRs' screen with the draft details expanded. The 'Save and send to Atlas' button is highlighted with a dashed box labeled '3' at the bottom right. The draft details include consignor, ship from, ship to, service level, pickup date, and booking deadline. Below this, there are fields for 'Add additional reference' and a table for 'Add new THU line'.

#	THU type	Total THU count	Total gross weight	Total volume	Stackable	Dangerous	Temperature	Loading meters
1	L4	2	40.00kg / 88.18lb	1.91m³ / 67.54ft³	Yes	No	No	No
2	OTHER	1	10.00kg / 22.05lb	6.00m³ / 211.89ft³	Yes	No	No	No

It is important that all drafts you have created are saved and sent to Atlas at the same time in order for Atlas to consolidate orders and minimizing transport cost!

### 3.8 Template Transport Request

Now with the possibility to name the Templates for quicker access to the correct one.  
To re-name the Template do save a new version.

To make the creation process easier, you can also create Transport Request using a template with pre-populated data. It can be useful if you frequently have the same kind of orders: for example, to the same unloading point, the same THU type, same number of THUs, etc., allowing you to further facilitate the Transport Request creation:

#### Create Transport Request based on template:

Step 1  
Press 'Create new'

Step 2  
Start to fill in the data

Step 3  
Press 'Save as new template'

Step 4  
Saved template will pop up in the 'Templates' drop-down list

Step 5  
You can edit already saved template / or 'Save and send to Atlas' as a new booking

Step 6  
In order to delete template, click the red icon in the corner

To release your template click 'Save and send to Atlas'. Transport Request will pop up in 'View Confirmed Transports'. [Chapter 4.1.](#)

## 4 View Confirmed Transports

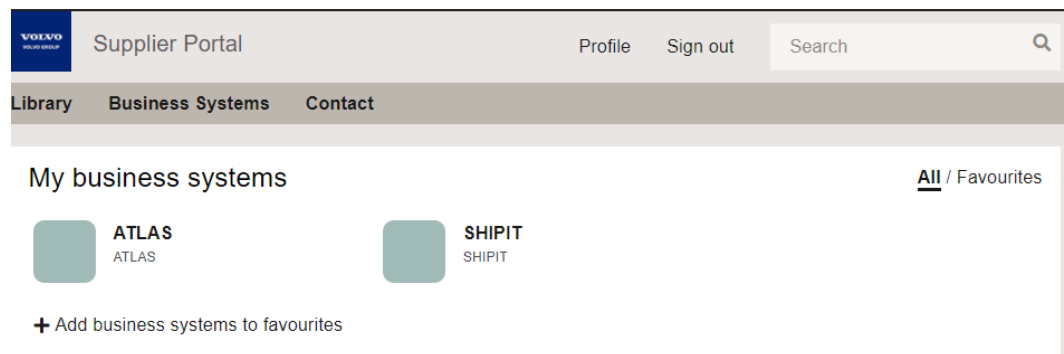
This section shows created Transport Requests, that have been confirmed and which appears in the ‘View Confirmed Transport’ application. In this app, documents can be uploaded and attached to Transport Bookings (TBs). For more information, please refer to [ShipIT Applications Description](#).

### 4.1 View Confirmed Transports details

Right after creating and confirming the manual Transport Request, in ‘**Create Transport Request – Manual Input**’ app, the Transport Booking become visible in another application ‘**View Confirmed Transports**’:

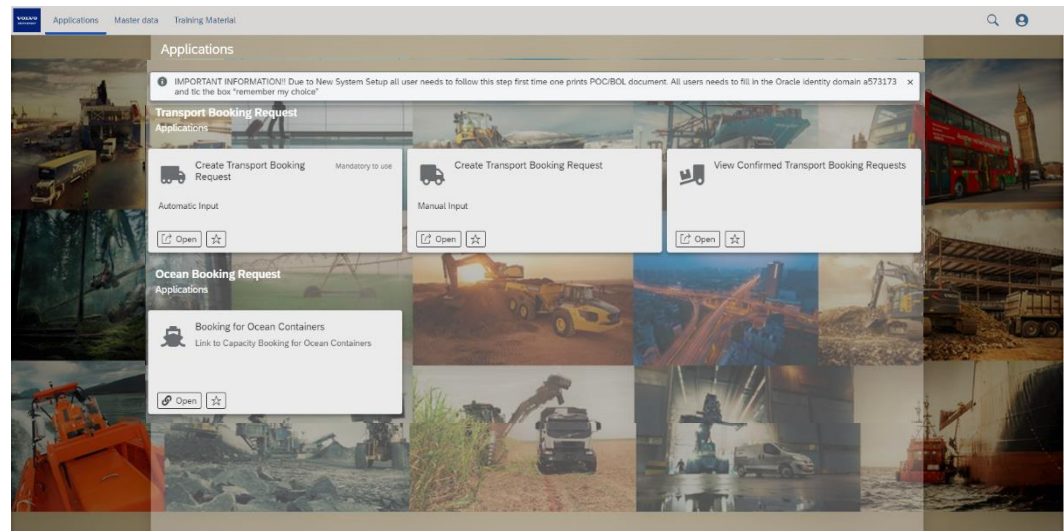
*Supplier portal Homepage view*

Step 1  
Press ShipIT application  
visible from the homepage



*ShipIT application Homepage view*

Step 2  
Press ‘View Confirmed  
Transports’



### 'View Confirmed Transports' screen

The screenshot displays the 'View Confirmed Transports' screen. On the left, a sidebar shows a list of transport requests. The first request is 'Not planned' (TBR ID B19085758455) and the second is 'Planned with the Transport Booking number' (TBR ID B19085758691). The right side shows details for the selected transport (B19085758455), including ship from, carrier, pickup date, and a table of transport details. A table at the bottom right shows transport details for a manual request.

Type	TBR ID	Weight (kg)	Volume (m³)	#THU	Consignor	Consignee	Unload Point	#Files
Manual	S000023819082601	33.00	0.56	10	238	4645	07G	0

The left side of the screen shows the manual Transport Requests sent to the Atlas system and visible as Transport Bookings (TBs). They have two statuses:

- 1. Not planned** – Transport Request ID (TBR ID) is populated when the Transport Request has been processed in Atlas (this may take a few minutes). Once VOLVO has arranged the transport the status is updated to 'Planned' and you will see TB.
- 2. Planned with the Transport Booking number** – Transport Booking (TB) number and the carrier's name is shown. Note that the Transport Booking number (TB) is visible only when the carrier confirms it.
- 3. Transport Request details** – pickup date, carrier's name, dimensions, TBR number, planning type, number of the attached files, etc.



The transport booking should show the Transport Request ID (TBR ID). In case the TBR ID is not shown after one hour it could indicate a technical issue. Please contact your local Atlas Helpdesk in this case!

## 4.2 Uploading Document

You can upload documents latest 24 hours after collection date!

When you have created the Transport Request and received your booking reference (TBR/OBR/CBR), you can upload the documents connected to the shipment. This could be for example material invoices, loading, packing list, etc.

You can upload the documents from the moment you have your booking reference until latest 24 hours after collection date of the goods. To protect your security only non-amendable document formats are possible to upload.

Documents can be attached to the transport in both, a booking level (OBR, CBR) or TBR level.

### How to upload documents:

1. Click on the Transport Booking line. Documents such as export documentation for the carriers / service providers can be uploaded to each transport bookings.
2. Click on the 'Upload document' button select correct "Document Type" and add document to finalize the action. You can also check again the uploaded documents by clicking on the 'Display documents' button.

Step 1  
Select TBR line

Step 2  
Press 'Upload' or 'Display documents'

You can print TBR Label from the transport booking line (TBR details)!

The screenshot shows the Volvo Transport Management System interface. On the left, there is a list of transport bookings. One booking is selected, and its details are shown in a modal window. The modal window has a 'Document Type' dropdown menu open, showing various options like 'INVOICE', 'CUSTOMER DOCUMENTS', etc. A 'Transport Request Confirmed' message is visible on the right side of the modal. The interface also shows a 'Print TBR Label' button and an 'Upload document' button.

**Note:** The type of documents that can be uploaded are listed below with the following file extensions:

**Important**

PDF, XPS, PNG, JPG, JPEG, BMP, GIF, TIFF, JFIF, JPE.

## 4.3 Printing Proof of Collection (POC) / Bill of Lading (BOL)

When the Transport Booking (TB) is done, you can print the Proof of collection (POC) / Bill of Lading (BOL) document. POC/BOL is mandatory for Suppliers/Shippers to Volvo and is used to capture all information on the collected shipments (e.g. number of THU's, types, weight, and volume):

### How to print POC/BOL:

The screenshot shows a web application interface for managing transport bookings. It features a list of bookings with columns for dates and TB numbers. Two bookings are highlighted with checkboxes. A dropdown menu is open, showing options to 'Get selected POC documents' and 'Get selected BOL documents'. A 'Documents ...' button is also visible at the bottom of the list.

- Step 1  
Select up to 25 TB numbers
- Step 2  
Select Document Dropdown  
Press “ Get selected documents”
- Step 3  
Documents will be downloaded and can now be opened and printed.

Generated document example (some data has been hidden)

The document is a 'Proof of Collection' from Volvo. It includes the Volvo logo, the title 'Proof of Collection', and the text 'THIS TRANSPORT IS CARRIED OUT IN ACCORDANCE WITH THE LATEST EDITION OF CMR CONVENTION/NSAB 2000/VOLVO LOGISTICS GENERAL TERMS & CONDITIONS'. The document is dated 'Printed: 2019-07-29'. The main content area displays 'TB ID: B19087870543' and 'Collection Date: 2019-07-03'. A large, stylized 'EXAMPLE' stamp is overlaid on the document.



POC / BOL document have to be printed in the day of collection and handed to the driver collecting the goods with the signature of both parties!

## **4.4 Delete Confirmed Transport**

In the unlikely event that you need to delete a previously confirmed / sent TBR, please contact your designated Volvo Business Support helpdesk / team for assistance.

Please be aware that such requests generate several problems and need to be kept to a minimum.