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Login

https://ax4.cloud/ax4/?ID=3793351

TEN User: TEN User ID
External: Email address

Received via Email

Want to use AX4?
GENERAL

Main Screen
First screen you will see when you log in to the system. If you would like to change it, you will be able to do this in your personal settings (see side 5).

Administration
In the administration view, you will be able to update / change your personal data and change your log in screen. As a key user you will be as well able to create new users.

Personal data

Go to Administration → Administration

In this overview you will see your account details, like name and E-mail address. You will be able to change your E-mail address and password and edit the security questions and answers if you forget your password.
Within the user properties, you are able to change your first page after login.

When there is a change, please push **Apply** to save the settings.
Creation of new Users

As your plant’s key user, you will be able to create new users.

Go to 

Mandatory fields are marked with an *

As soon you create the user, an automated E-mail will be sent to the new user. The E-mail only contains a temporary password. The user needs to be informed separately by the key user about his login name.

NOTE: The temporary password will only be valid for 24 hrs!
Customizing Screens

There are different options how to customize the Transport Forecast, Truck Overview, and Shipment/ASN Overview to only get the data which is relevant for you:

- **Select all** → selection of all positions (not applicable in Transport Forecast)

```
<table>
<thead>
<tr>
<th>AX4 Id</th>
<th>Delayed</th>
<th>Shipment ID</th>
<th>Master Route</th>
<th>Status</th>
<th>Next Step</th>
<th>Milestone Plan</th>
<th>Creation Date</th>
<th>Shipping date</th>
</tr>
</thead>
<tbody>
<tr>
<td>66124830</td>
<td></td>
<td></td>
<td>ENB_TEE</td>
<td>Submitted to Carrier</td>
<td></td>
<td></td>
<td>24.06.2019</td>
<td>24.06.2019</td>
</tr>
<tr>
<td>66124835</td>
<td></td>
<td></td>
<td>MOQ_Aper</td>
<td>New</td>
<td></td>
<td></td>
<td>26.06.2019</td>
<td>24.06.2019</td>
</tr>
<tr>
<td>66124830</td>
<td></td>
<td></td>
<td>MOQ_Aper</td>
<td>New</td>
<td></td>
<td></td>
<td>26.06.2019</td>
<td>24.06.2019</td>
</tr>
<tr>
<td>66124840</td>
<td></td>
<td></td>
<td>RBF_HOD</td>
<td>New</td>
<td></td>
<td></td>
<td>26.06.2019</td>
<td>24.06.2019</td>
</tr>
<tr>
<td>66124842</td>
<td></td>
<td></td>
<td>RBF_HOD</td>
<td>Submitted to Carrier</td>
<td></td>
<td></td>
<td>26.06.2019</td>
<td>24.06.2019</td>
</tr>
</tbody>
</table>
```

- **Sort by**: Shipping date → sort (ascending or descending) by any field (only applicable in Truck Overview)

- **Edit group** → group by any field

Select the fields you would like to group and click **Apply grouping**
**AX4 User Guide**

### Hide fields

→ hide the fields which are not relevant for you

**Hide fields from results**

<table>
<thead>
<tr>
<th>Field</th>
<th>Hide</th>
<th>Work status</th>
<th>Truck No.</th>
<th>Truck Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Axn Id</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck No.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Route</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milestone Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrier</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGN No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delayed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creation Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping location</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery location</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETA to Receiver</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-transit request pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Step</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETA to Shipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License Plate / Trailer No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Apply hiding**

Select the fields you would like to hide and click **Apply grouping**

**Show sublevels**

→ collapsing detailed information of the shipment (not applicable in Transport Forecast)

**Saving or restoring the customization**

**Results**

- Number of results: 211 (1 - 100)
- Results per page: 100

**Save search parameters**

**Restore default search parameters**
### AX4 User Guide

#### Download in Excel

All result screens can be downloaded in Excel

![Download results as Excel](image)

---

#### Results

Number of results: 251 (1 - 100)  Results per page: 100

![Excel download button](image)

---

| AX4 | Track No | Create Type | Shipment ID | Source | Status | Material | Order Date | Trading Date | Customer | Line | S/R | P/L | R/L | V/L | W/L |
|-----|----------|-------------|-------------|--------|--------|---------|------------|--------------|----------|------|-----|-----|-----|-----|-----|-----|
| 12345 | 12345678 | A001 | A01234567 | KLM | Submitted | ABC | 2023-01-01 | 2023-01-02 | 12345678 | A001 | A01234567 | KLM | Submitted | ABC | 2023-01-01 | 2023-01-02 |
| 67890 | 78901234 | DEF | GH123456 | XYZ | Shipped | DEF | 2023-01-02 | 2023-01-03 | 78901234 | DEF | GH123456 | XYZ | Shipped | DEF | 2023-01-02 | 2023-01-03 |
| 23456 | 65432109 | IJK | LM678901 | QRS | Delivered | IJK | 2023-01-03 | 2023-01-04 | 65432109 | IJK | LM678901 | QRS | Delivered | IJK | 2023-01-03 | 2023-01-04 |
Explanation Icons and Status

**Icons**
- 🛢️ Delay = later arrival than original delivery date and time
- 🚜️ Truck utilization ≥ 90%
- 🚜️ 🚜️ Truck utilization between 70% - 89%
- 🚜️ 🚜️ 🚜️ 🚜️ 🚜️ Truck utilization < 70%
- 🔄 Special instructions, shown in the Manifest

**Status**
- New: Transport Order is created and saved but not yet sent to the carrier
- Submitted to Carrier: Transport Order sent to the carrier but waiting on confirmation / rejection
- Confirmed by Carrier: Transport Order confirmed by the carrier but not yet picked up
- Rejected by Carrier: Transport Order rejected by the carrier
- Loading: Carrier arrived at the shipper and is currently loading the goods
- In Transit: Shipment is on the way to the receiver
- Unloading: Carrier arrived at the receiver and is currently unloading the goods
- Completed: Truck is unloaded and carrier left the receiver facility
- Cancel: Shipment was cancelled
- Declined by Carrier: Carrier declined the shipment
DISPATCH

Truck Overview
Detailed overview (i.e. truck utilization, shipping & delivery details, shipment status) of all shipments at their different process steps.

Go to

Choose , make necessary selections and click

View only delayed trucks

There is as well the possibility to search for specific shipments if you know any of the following reference types:
On the Results screen, you find all detailed information of the shipments:

- **Cancel Trucks** → Cancel one or more trucks with one click while selecting one or multiple lines.
- **Submit Transport Order** → Submit one or more Transport Order to the carrier while selecting trucks in Status

**NOTE:** Trucks in Status are only drafts. They have not been submitted to the carrier yet. Needs to be done manually!
Manifest
Detailed overview of the shipment and its content including special instructions for the carrier.

**Manifest**

**Pickup address**
Tenneco GmbH
Luitpoldstrasse 83
67480 Edenkoben Germany

**Deliver to address**
Tenneco Automotive Polska Sp. z o.o.
ul. Przemysłowa 2 c2
44-203 Rybnik Poland

**Route:** Edenkoben - Rybnik
**Service:** Full Truck Load
**Pickup Date:** 28.05.2020 15:00
**Departure Date:** 28.05.2020 16:00
**Delivery Date:** 30.05.2020 16:00

**Special instruction:** Please ring front door before delivery

**List of shipments**

<table>
<thead>
<tr>
<th>AX4 Id</th>
<th>Delivery No.</th>
<th>ASN No.</th>
<th>Pickup Date</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>45280458</td>
<td></td>
<td></td>
<td>28.05.2020 15:00</td>
<td>30.05.2020 16:00</td>
</tr>
</tbody>
</table>

**Address**
TEN Edenkoben
Luitpoldstrasse 83
67480 Edenkoben Germany

**Address**
TEN Rybnik
ul. Przemysłowa 2 c2
44-203 Rybnik Poland

**Volume [m³]**
<table>
<thead>
<tr>
<th>No.</th>
<th>Quantity</th>
<th>Packaging</th>
<th>Gross Weight [kg]</th>
<th>Volume [m³]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>Gitterbox - Standard</td>
<td>15000.000</td>
<td>51.038</td>
</tr>
<tr>
<td>2</td>
<td>40</td>
<td>Gitterbox - Standard</td>
<td>9000.000</td>
<td>40.831</td>
</tr>
</tbody>
</table>

**Total number of packages**

- 91.869

**Total weight [kg]**

- 24000.000

---

13
Milestone Overview

Detailed overview of all steps within the shipment. Within this view you will be as well able to add the next process step and to create a non conformity report.

Click in the pop up field you will be able to select the non conformities, add comments and upload attachments.
NOTE: Non conformities will be the basis for the carrier rating.
Truck Edit ➔ possibility to change the truck

- Enter special instructions for the carrier
- Set the time, how often the carrier has to provide an in-transit update
Clone truck ➔ duplicate a truck (easy way to add an additional truck with prefilled fields)

Red fields are mandatory fields which have to be filled. All other fields, besides the shipping and receiving location, can be changed.

Truck won’t be submitted automatically to the carrier ➔ status: New

Truck submitted automatically to the carrier ➔ status: Submitted to carrier
**Add ASN no.** - attach an ASN number / delivery note number to an existing truck. Enter the number and click **Add new**. Don’t forget to **Save**!

As soon the ASN is send via EDI, the truck will be automatically updated with the detailed information of the shipment (part numbers, quantity, packaging)

**NOTE:** Numbers, as well as the shipping and receiving location need to match!

**Manual creation of a Shipment / ASN** - possibility to fill a truck manually (explanation see side 24).

**Generation of a CMR** - you will be able to do adaptions to the CMR on packaging level (Pack Code, Quantity, Gross Weight). Additionally you can remove a line item or **Add New Item**.

Don’t forget to **Save** your input.
Download / view CMR ➔ CMR with all details of the shipment can be viewed, printed and downloaded.

Attach file ➔ any file (i.e. jpg, docx, xlsx) can be attached to a truck while entering a Title and uploading the File.

Don’t forget to Save your input.
Manual Truck Creation

If there are no predefined trucks, you need to create a truck manually.

Go to **Dispatch** → **Create Truck**

Red fields are mandatory fields which have to be filled

- One driver
- Two driver
- Automatically filled
- Enter special instructions for the carrier
- Set the time, how often the carrier has to provide an in-transit update

- Truck won’t be submitted automatically to the carrier → status: New
- Truck submitted automatically to the carrier → status: Submitted to carrier

Don’t forget to **Save** your input.
AX4 User Guide

Shipment / ASN Overview
Overview of all Shipments / ASNs no matter if they have been created manually or via EDI.

Go to

Via the different selection fields you will be able to specify your search:

<table>
<thead>
<tr>
<th>All Shipments / ASN weather if they are connected to a truck or not</th>
<th>Overview of only not connected Shipments / ASNs</th>
</tr>
</thead>
</table>

Create a CMR ➔ can be viewed in the Truck Overview

TEN internal Delivery Note number

ASN / Delivery Note number of external suppliers

Gross weight of the shipment

ASN / Delivery Note already attached to a truck

Create a CMR ➔ can be viewed in the Truck Overview
View details of the ASN / Delivery Note → click either ▼ or if you want to see the details of all results click ▼ Show sublevels

To assign an ASN / Delivery Number go to **ASN Not Connected**

If you already know that there is no truck created that will match this ASN / Delivery Number, click **Create new truck** (explanation see side 19)

To attach the ASN / Delivery Number to an existing truck, select the ASN / Delivery number and click **Assign to truck**

To see which route is behind

If following criteria’s match, AX4 will give you an overview of all matching trucks:

- Same shipping location
- Delivery location set up on the master route
- Delivery date +/- 3 days
Select the correct truck and click Attach to truck.

If there is not a truck that matches, there will be nothing to select. The only possibility here is to create a truck manually (explanation see side 19).

Wrongly attached Shipment / ASN

Shipments / ASNs that have been wrongly attached to a truck can be detached again.

Go to Truck Overview and click ASN no. on the truck you would like to change.

In the pop up screen you will know be able to remove a position while clicking.
Confirm the detachment while clicking **OK**

demo.ax4.cloud says

Are you sure you want to detached ASN from truck?

and **Save** your changes.

**Add ASN No.**

<table>
<thead>
<tr>
<th>ASN No.</th>
<th>Type</th>
<th>Shipping Location</th>
<th>Delivery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001200</td>
<td>Manual</td>
<td>TEST - Stanwood Supplier</td>
<td>TDI - Stanwood</td>
</tr>
<tr>
<td>0001200</td>
<td>Manual</td>
<td>TEST - Stanwood Supplier</td>
<td>TDI - Stanwood</td>
</tr>
<tr>
<td>0001200</td>
<td>Manual</td>
<td>Edmondson Supplier</td>
<td>TDI - Stanwood</td>
</tr>
</tbody>
</table>

To update the CMR click **Generate document**
Manual Shipment /ASN Creation
Possibility to fill a truck / create an ASN manually.

Go to  

Red fields are mandatory fields which have to be filled

when you start to type in either the packaging number or name you will get a drop down list where you can choose the right packaging.
You can as well add a position ✚ Add or remove a position ✖️ Remove

No truck available → error message will pop up:

There is no truck available for this Shipping and Delivery location.

When you click OK you will be transferred to following page:

Create Shipment
ASN Shipment (35498239) with the following information has been created

ASN No.: 35498239
Shipping Location: TEN Eidenkosen
Delivery Location: TEN Nykøbing
Shipping Date: 30.06.2019
Delivery Date: 27.06.2019

Within this screen, you have 2 possibilities. Either you Go to ASN Overview, where your shipment will appear as not connected ASN and you can take further steps (see chapter Shipment / ASN Overview, side 20)
Or you can immediately create new truck (for a detailed description see chapter Manual Truck Creation, side 19), to whom you can attach the ASN.

Trucks available → Choose either create new truck, Go to ASN Overview or Attach to truck

If no truck match, → create a new one

Switch to the ASN Overview
Attach to a truck ➔ Choose the truck you would like to attach and click

### Items

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Pack Code</th>
<th>Gross weight</th>
<th>Unit Weight</th>
<th>Material</th>
<th>Weight</th>
<th>Net Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>10005000</td>
<td>5000 kg</td>
<td>kg</td>
<td>Steel</td>
<td>5000 kg</td>
<td>1000 kg</td>
<td>lb</td>
</tr>
</tbody>
</table>

Please choose only one truck!

<table>
<thead>
<tr>
<th>AXE No.</th>
<th>Shipment ID</th>
<th>Status</th>
<th>Shipment date</th>
<th>Shipment location</th>
<th>Carrier</th>
<th>Delivery location</th>
<th>Delivery date</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>15228970</td>
<td>new</td>
<td></td>
<td>2018-06-28</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-06-28</td>
<td>0.5%</td>
</tr>
<tr>
<td>15296684</td>
<td>new</td>
<td></td>
<td>2018-07-01</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-01</td>
<td>0.5%</td>
</tr>
<tr>
<td>15296686</td>
<td>new</td>
<td></td>
<td>2018-07-01</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-01</td>
<td>0.5%</td>
</tr>
<tr>
<td>15278138</td>
<td>new</td>
<td></td>
<td>2018-07-02</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-02</td>
<td>0.5%</td>
</tr>
<tr>
<td>15274208</td>
<td>no</td>
<td></td>
<td>2018-06-28</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-06-28</td>
<td>0.5%</td>
</tr>
<tr>
<td>15298597</td>
<td>new</td>
<td></td>
<td>2018-07-01</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-01</td>
<td>0.5%</td>
</tr>
<tr>
<td>15294449</td>
<td>new</td>
<td></td>
<td>2018-07-02</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-02</td>
<td>0.5%</td>
</tr>
<tr>
<td>15298468</td>
<td>no</td>
<td></td>
<td>2018-07-01</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-07-01</td>
<td>100.07%</td>
</tr>
<tr>
<td>16280899</td>
<td>new</td>
<td></td>
<td>2018-08-28</td>
<td>4-Box FL</td>
<td>6-Box FL</td>
<td>TPI: Shanghai</td>
<td>2018-08-28</td>
<td>0.5%</td>
</tr>
</tbody>
</table>
Transport Planner

Transport Forecast
Forecast overview of trucks needed per day / week based on SAP releases. It’s helpful to see the utilization of the trucks based on the forecast (Trucks forecasted) and to compare it to the amount of the Predefined trucks. Should help you to plan your trucks in a more optimized way.

Go to Transport Planner ➔ Transport Forecast

Choose your Master Route and click Search

Demand for every day of the week but in total you would only need 3,19 trucks in week 26 to send the required goods ➔ SUGGESTION: try to advance some parts to week 25 to increase truck utilization and only ship 3 trucks in total in week 26
The Route Cockpit gives a detailed overview of all **active** and **cancelled** trucks per week and Master Route. The focus lays on **Forecasted trucks** (based on the demand in the release), **Active trucks** (trucks that are minimum in status “Submitted to carrier”) and gives a hint of **Optimal trucks per week**. Within the overview you will be able to cancel 🔄, edit ⬆️ and clone 🤝 trucks.

Select the

**View Manifest = truck details**

<table>
<thead>
<tr>
<th>Master Route:</th>
</tr>
</thead>
</table>

---

**ROUTE COCKPIT**

<table>
<thead>
<tr>
<th>MASTER NO.</th>
<th>ROUTE NO.</th>
<th>Master Route</th>
<th>Shipping Date</th>
<th>Time</th>
<th>Delivery Date</th>
<th>Time</th>
<th>Packing</th>
<th>Gross Weight</th>
<th>Volume</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>R01</td>
<td>Submitted to carrier</td>
<td>01.07.2021</td>
<td>10.00</td>
<td>08.07.2021</td>
<td>14.00</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

---

**ACTIVE TRUCKS**

<table>
<thead>
<tr>
<th>DAY 1 - 01.07.2021</th>
<th>Forecasted trucks: 0</th>
<th>Active trucks: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**CANCELLED TRUCKS**

<table>
<thead>
<tr>
<th>DAY 2 - 02.07.2021</th>
<th>Forecasted trucks: 0</th>
<th>Active trucks: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**DAY 3 - 03.07.2021 | Forecasted trucks: 0 | Active trucks: 0 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**DAY 4 - 04.07.2021 | Forecasted trucks: 0 | Active trucks: 0 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**DAY 5 - 05.07.2021 | Forecasted trucks: 0 | Active trucks: 0 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**DAY 6 - 06.07.2021 | Forecasted trucks: 0 | Active trucks: 0 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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**DAY 7 - 07.07.2021 | Forecasted trucks: 0 | Active trucks: 0 |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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**VIEW MANIFEST = truck details**