

Mercedes-Benz

Electronic Data Interchange Manual (EDI)

ALD00001301

08. Forwarding instruction

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Forwarding instruction according to VDA 4922

Brief description

For deliveries of groupage consignments and direct transport operations, suppliers must create a forwarding instruction according to VDA 4922. The format can be downloaded from VDA 4922 recommendation under www.VDA.de.

Besides reducing processing costs, the advantages lie in the close integration with the delivery note and transport data EDI according to VDA recommendation 4913. The **forwarding instruction** contains the significant fields which are required for goods receipt purposes

The details on the forwarding instruction **must** match those on the delivery note according to VDA 4913 and the EDI goods accompanying slip according to VDA 4912. If any significant fields are changed in the EDI after the data are sent, the forwarding instruction must be renewed.

Significant fields:

- Supplier number
- Consignment number
- Delivery note number
- Gross consignment weight
- Delivery plant
- Receiving area
- etc.

There are three main areas of application:

Groupage consignments

Our company has introduced an area contract freight forwarding category for groupage consignments. A **forwarding instruction (VDA 4922) and an EDI goods accompanying slip (VDA 4912)** has to be issued for **preliminary transport from supplier -> freight forwarder** (transshipment point). The freight forwarder then draws up a loading list on the basis of the data in the forwarding instruction. Hard-copy delivery slips are not necessary.

The loading list is also sent in the EDI according to VDA 4921, and is used for freight billing, for example.



Direct transport operations

A **forwarding instruction (VDA 4922)** and an **EDI goods accompanying slip (VDA 4912)** is also required for **direct-contract transport operations**, i.e. transport directly from the supplier to us. In this case, the **bordereau number** (which is also the freight billing number) is shown on the forwarding instruction. The issue of a **forwarding instruction** is mandatory for every transport operation.

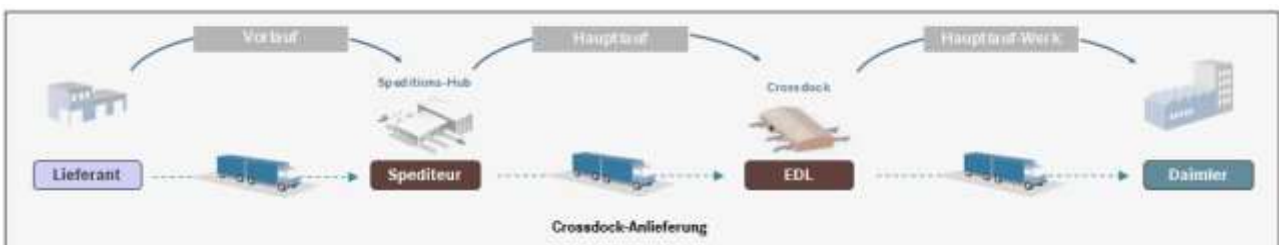
Hard-copy delivery slips are not necessary.



Crossdock operations

For certain plants abroad, delivery is performed by a crossdock operator. This, too, requires the issue of a **forwarding instruction (VDA 4922)** and an **EDI goods accompanying slip (VDA 4912)**. Each freight forwarder then draws up a loading list and a VDA 4921 for each transport segment on the basis of the data in the forwarding instruction.

Hard-copy delivery slips are not necessary.



Notes on issuing the document

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Groupage consignment and crossdock delivery

n waybills for a given unloading point

A waybill must be issued for each unloading point (= 1 to n consignment nos.)

For example:

If a truck stops at five unloading points in a plant section, five waybills must be issued.

The following fields, among others, must be completed:

Field 2 **Supplier no.**

Field 8 **Consignment no.**

Field 10 **Freight forwarding no.**

Field 18 **Delivery note no.(s)**

Note on assignment of bordereau no.:

The bordereau number for groupage consignments is assigned by the freight forwarder. **No** entry should be made in the **forwarding instruction**.

Direct contract

1 waybill per delivery address

Issue one waybill for each delivery address (= 1 Consignment no.). In this case, there is only one VDA 4913 (supplier) and **no VDA 4921** (freight forwarder).

Example:

If a truck stops at two external warehouses of the same plant, two waybills must be made out.

The following fields, among others, must be completed:

Field 2	Supplier no.
Field 8	Consignment no.
Field 10	Freight forwarding no.
Field 13	Bordereau/loading list no.
Field 18	Delivery note no.(s)

Other important fields

In addition to the fields mentioned above, the following fields are also particularly important for goods receipt and freight checking:

Field 16	Arrival date
Field 23	Loading equipment weight kg
Field 24	Gross weight kg

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