

How to create a new Shipping Instruction for a contract

Here are the steps on how to create a Inbound shipments:

1. Go to **Logistics module> Shipping Instruction**. If there's an existing option, **Search Shipping Instruction** screen will open. Otherwise, **New Shipping Instruction** screen will open automatically.

The screenshot displays the 'Shipping Instructions' screen. The sidebar on the left shows the 'Logistics' module with 'Shipping Instructions' selected. The main panel has a 'New' button and a 'Search' button. Below these are two tables: 'Purchase Contracts' and 'Sales Contracts'. The 'Shipment Details' section contains various input fields for shipment information, and the 'Estimated Dates' section contains fields for dates related to the shipment.

2. Click on the New button of Shipping Instruction- search screen and a new fresh Shipping Instruction screen will open.

Details Tab

1. User can enter the shipping date, Booking No., Booking Date, Shipment Date, Seller, Buyer in the header portion. Selecting Customer is not mandatory- User can select the customer only if it is not a direct shipment case and the Reference No: will get added automatically.
2. According to the selected vendor, the PO numbers will list out in the purchase section.
3. User can select multiple PO contracts in the grid.
4. If The customer is selected in header portion, the Sales Contracts with the selected Customer will populate in the SO number column under Sales contract section.

Shipment Details

1. User can enter the shipment details like Origin Port, destination port, shipping line, vessel details, container details, B/L details etc... in this section

Estimated Dates

1. User can enter the estimated date of arrival, discharge, Deadline B/L, ISF filed date, ISF Received date etc in this section.

Tab-2 , User can enter information about consignee and notify party. If for consignee user wants to enter some text like "To Order", it can be entered in the text box.

Shipping Instructions

New Save Search Delete Undo Duplicate Print Close

Details **Notify Parties** Certificates Demurrage & Despatch Attachments (0) Audit Log (3) Comments (0)

Contact Person:

First Notify

First Notify: Address:
 City: State: Country:
 Text:

Second Notify

Second Notify: Address:
 City: State: Country:
 Text:

Consignee

Consignee: Address:
 City: State: Country:
 Text:

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Tab-3 Certificates

The certificates selected in the contract are populated here.

Shipping Instructions

New Save Search Delete Undo Duplicate Print Close

Details Notify Parties **Certificates** Demurrage & Despatch Attachments (0) Audit Log (3) Comments (0)

X Remove Layout Filter Records (F3)

<input type="checkbox"/> Document Name	Document Type	Original	Copies
<input type="checkbox"/> Seaway Bill of Lading	Contract	3	3
<input type="checkbox"/> Fumigation	Contract	1	1
<input type="checkbox"/> ETO Sterilization Certificate	Contract	1	1
<input type="checkbox"/> Invoice	Contract	1	1
<input type="checkbox"/>			

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After entering all the relevant information, save the shipping instruction and click on print.

Shipping Instructions

New Save Search Delete Undo Duplicate Print Close

Details Notify Parties Certificates Demurrage & Despatch Attachments (0) Audit Log (3) Comments (0)

Reference No: 24 Date: 06/25/2015 Location: London Commodity: Spices Booking No: Booking Date: Shipment Date: Seller: HARRIS FREI Buyer:

Purchase Contracts X Remove Layout Filter Records (F3)

PO Number	Seq.	Qty	Qty Unit	Product
25	1	500.0...	50 Kg PP ba...	BLACK PEPPER - W...

Sales Contracts X Remove Layout Filter Records (F3)

SO Number	Seq.	Qty	Qty Unit	Product
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Shipment Details

Origin Port: Ho Chi Minh Through: Voyage No: B/L Draft to be sent:

Destination Port: New York Packing Description: 50 kg PP bags Marks: Doc Presentation:

Shipping Line: Hapag Lyod No. of Containers: 1 Marking Instructions: Doc Presentation Val:

Service Contract No: Container Type: 40 FT Shipping Mode:

Via: Vessel: Forwarding Agent:

Estimated Dates

ETA POL: 07/02/2015 ETA POD: Deadline BL: ISF Filed Date:

ETS POL: 07/07/2015 Deadline Cargo: ISF Received Date:

Comments:

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The shipping instruction document can be printed and saved locally on the user's machine and after that the same can be uploaded in i21.

Shipping Instructions

New Save Search Delete Undo Duplicate Print Close

Details Notify Parties Certificates Demurrage & Despatch **Attachments (1)** Audit Log (3) Comments (0)

+ Add Open Edit Download X Delete Filter:

Name	Type	Date Modified	Size	Comment	User
P25 SI.pdf	application/pdf	2/8/2016	97.83 Kb		Philip

Click on add, and an interface pops up to help with the upload process. In the below screen click on Insert files

Attach Files

Upload **Insert Files** Close

Details No file chosen

X Remove Filter: X

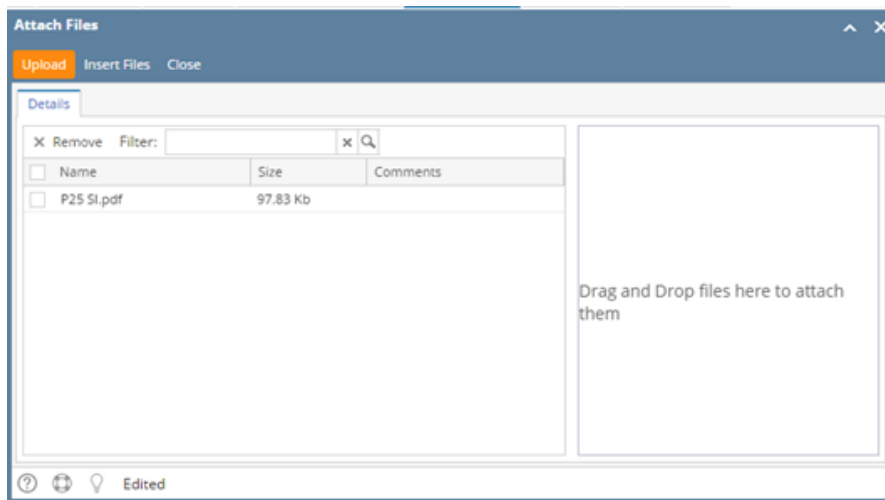
Name	Size	Comments
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Drag and Drop files here to attach them

Ready

On clicking on insert files, you can select the file from destination and click open

The file name is shown in the grid. Next, click on Upload



The document is saved and uploaded in i21, it can be retrieved later on by clicking on download.

