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.

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AGADMIN - Collapse All Menus	Shipping Instructions	New Save Search Del	ete Undo D	uplicate Print (
Conceptor an include	New Open Refresh	Details Notify Parties	Certificates	Demurrage & Desp	atch Attachments (0) Audit Log (0) C	omments (0)			
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Grain	19	PO Number		Qty Qty Unit	Product	SO Numbe		eq. Q		Product
Contract Management	18									
Risk Management										
Scale										
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Allocations		Shipment Details								
Load Schedules		Origin Port:		 Through: 		✓ Voyage No:			B/L Draft to be sen	IT:
Inbound Shipments		Destination Port:		 Packing Descri 	otion:	Marks:			Doc Presentation:	
Pick Lots		Shipping Line:		✓ No. of Contain	215:	Marking Instrue	tions:		Doc Presentation V	/al:
Stock Sales		Service Contract No:		Container Type	: 🕞	✓ Shipping Mode				
Container Types		Via:		Vessel:		Forwarding Age	ent:	~		
Equipment Type		Estimated Dates								
Shipping Lines		ETA POL:		ETA POD:		Deadline BL:		11	ISF Filed Date:	
Forwarding Agents		ETS POL:		Deadline Carge		ISF Received Da	ate:			

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 In	nstructi	ons															^	□ ×
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Details	Notify P	arties	Certificates	Demurr	age & Der	spatch	Attachment	s (0)	Audit Log	ς (3)	Commen	its (0)						
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Tab-3 Certificates

The certificates selected in the contract are populated here.

Shipping Instructions				^ 🗆 ×
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Fumigation	Contract	1	1	
ETO Sterlization Certificate	Contract	1	1	
Invoice	Contract	1	1	
1				
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After entering all the relevant information, save the shipping instruction and click on print.

Reference No: Date:	Loc	ation: Co	ommodity: Bookin	g No: Booking Date:	Shipment D	Date: Seller:	Buyer:
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Shipment Details							
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	New York 🗸 🗸	Packing Descript	tion: 50 kg PP bags	Marks:		Doc Presentation:	
Origin Port: Destination Port: Shipping Line:	New York v Hapag Uyod v	Packing Descript No. of Container	tion: 50 kg PP bags	Marks: Marking Instructions:	v	Doc Presentation:	
Origin Port: Destination Port: Shipping Line: Service Contract No:	New York v Hapag Uyod v	Packing Descript No. of Container Container Type:	tion: 50 kg PP bags	Marks: Marking Instructions: Shipping Mode:	v	Doc Presentation:	
Origin Port: Destination Port: Shipping Line: Service Contract No: Via:	New York v Hapag Uyod v	Packing Descript No. of Container Container Type: Vessel:	tion: 50 kg PP bags	Marks: Marking Instructions: Shipping Mode:		Doc Presentation:	

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.

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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

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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

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

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