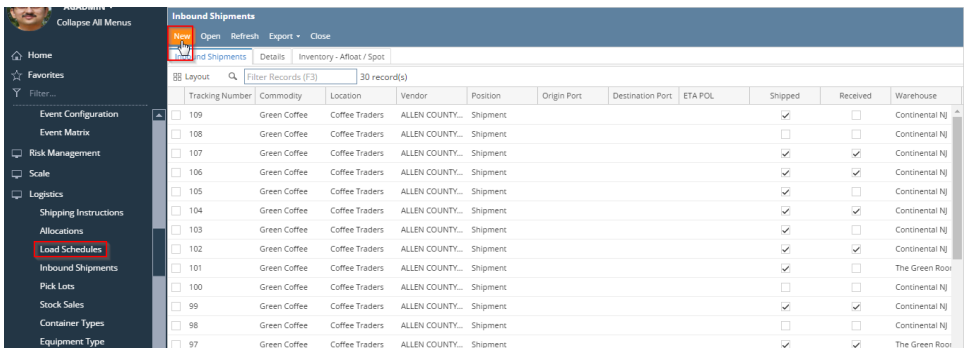


How To Create New Inbound shipments

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

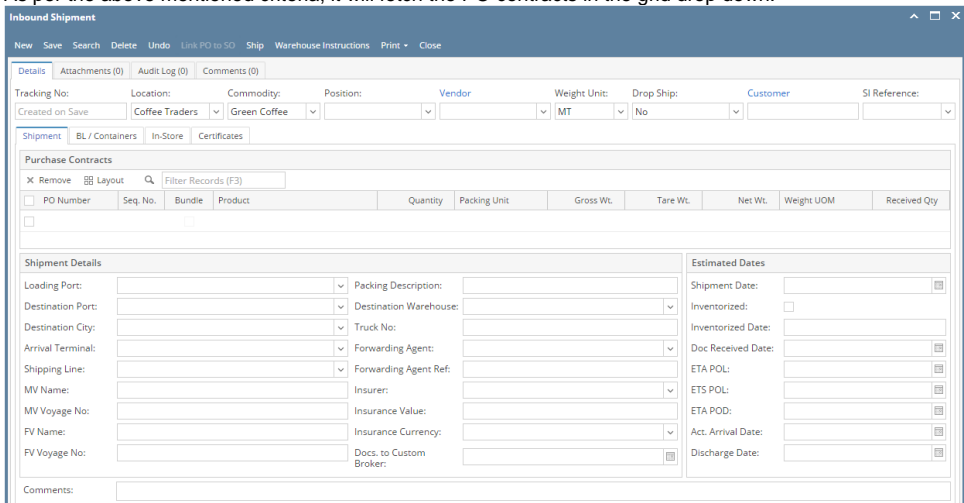
1. Go to **Logistics module> Inbound shipments**. If there's any existing record, **Search Inbound shipments** screen will open. Otherwise, **New Inbound shipments** screen will open automatically.



The screenshot shows the 'Inbound Shipments' screen with a table of existing records. The table has columns: Tracking Number, Commodity, Location, Vendor, Position, Origin Port, Destination Port, ETA POL, Shipped, Received, and Warehouse. The 'New' button is highlighted in the top left corner.

Tracking Number	Commodity	Location	Vendor	Position	Origin Port	Destination Port	ETA POL	Shipped	Received	Warehouse
109	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continental Nj
108	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input type="checkbox"/>	<input type="checkbox"/>	Continental Nj
107	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continental Nj
106	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continental Nj
105	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continental Nj
104	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continental Nj
103	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continental Nj
102	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continental Nj
101	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Green Room
100	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input type="checkbox"/>	<input type="checkbox"/>	Continental Nj
99	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Continental Nj
98	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input type="checkbox"/>	<input type="checkbox"/>	Continental Nj
97	Green Coffee	Coffee Traders	ALLEN COUNTY...	Shipment				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Green Room

2. Click on the New button of inbound shipment- search screen and a new fresh Inbound Shipment screen will open.
3. User should select the vendor name, weight unit from the drop down. They can select to do a direct shipment by selecting the 'yes' from the drop down- Direct shipment.
4. The customer name can also be selected from the 'Customer' drop down.
5. As per the above mentioned criteria, it will fetch the PO contracts in the grid drop down.



The screenshot shows the 'Inbound Shipment' screen with a form for creating a new shipment. The form includes fields for Tracking No., Location, Commodity, Position, Vendor, Weight Unit, Drop Ship, Customer, and SI Reference. It also has a 'Purchase Contracts' grid and a 'Shipment Details' section with various input fields.

Purchase Contracts

PO Number	Seq. No.	Bundle	Product	Quantity	Packing Unit	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Received Qty

Shipment Details

Loading Port: Packing Description:

Destination Port: Destination Warehouse:

Destination City: Truck No:

Arrival Terminal: Forwarding Agent:

Shipping Line: Forwarding Agent Ref:

MV Name: Insurer:

MV Voyage No: Insurance Value:

FV Name: Insurance Currency:

FV Voyage No: Docs. to Custom Broker:

Estimated Dates

Shipment Date:

Inventorized: ☐

Inventorized Date:

Doc Received Date:

ETA POL:

ETS POL:

ETA POD:

Act. Arrival Date:

Discharge Date:

6. User can select multiple PO contracts in the grid.
7. Inbound Shipment Handles transportation for overseas business. For example, shipping wheat from Argentina to United States.
8. Inbound Shipment Schedule for shipments is planned in Purchase contract creating one or more sequences.
9. Contract is priced before the shipment[blocked URL](#)
10. On receiving the shipping advice and bill of lading from the shipper, it can be entered in this screen.
11. In shipment tab, user mainly enters the PO details and the shipment details.
12. User will enter the shipment details like the loading port and city, destination port and city, destination warehouse, arrival terminal, vessel details, insurance details in the shipment details section.
13. The estimated dates details like estimate time of arrival at port of loading, port of destination, discharge date etc.
14. Inventorized date will get automatically updated once the shipment is shipped. User can click on Ship button or it will get auto shipped once the lot is received in warehouse.
- [blocked URL](#)
11. BL # / Container details can be captured in the 2nd tab of this screen.[blocked URL](#)
12. There can be many contracts and many containers in a shipment. Link BL to PO option helps to link contracts and containers.[blocked URL](#)

Link PO to SO

10. If it is a direct shipment, user should link the PO to SO.

11. Select the PO and SO and click on Link PO- SO button. Then the linked PO- SO quantity will show in the Linked section.

PO Number	Seq. No.	Quantity	Packing Unit
149	1	100	1

Alloc. Ref.	SO Number	Seq. No.	Quantity	Packing Unit	PO Number	PO Seq

PO Number	Seq. No.	SO Number	Seq. No.	Quantity	Packing Unit	Allocation Ref
149	1	100	1	1,000,000	Bags of 60 kgs	89

Why user needs to do this?

The logistics design allows to ship multiple contracts together and each contract could have its own BL and container. In order to track which container and BL belongs to which PO, this link is needed.

12. **Instore tab**

Use this tab to instruct the warehouse to instore the goods. Add your special instructions, if any, in freight, sample or other comments section and the same will be populated on the instore letter print.

Tracking No.: 46 Location: London Commodity: Spices Position: Shipment Vendor: HARRIS FREEM/ Weight Unit: Metric Ton Drop Ship: No Customer: SI Reference: 24

Shipment BL / Containers **In-Store** Certificates

Delivery No.: Stripping Report Comments:

Delivery Notice Date: Warehouse: Glendale Warehouse Freight Comments:

Shipping Line: Hapag Lyod Trucker: Sample Comments:

Pickup Date: Delivery Date: Other Comments: 15 bags per pallet

Last Free Date: Stripping Report Received Date: Sample Authorized Date:

The warehouse name is automatically populated from the first tab.

Warehouse Instructions

If user has a service contract with the warehouse, he can enter the services agreed in the service contract in warehouse rate matrix configuration in logistics module. Later we can use this matrix and select the services we want the warehouse to perform using “Warehouse Instructions” button

Warehouse Rate Matrix

New Save Search Delete Undo Close

Details Audit Log (1)

Service Contract No: 79 Contract Date: 01/01/2015 Vendor: Glendale
 Commodity: Spices Validity From: 01/01/2015 Active: ☐
 Location: California Validity To: 02/08/2016
 Warehouse: Glendale Warehouse Currency: USD

X Remove Move Up Move Down Layout Filter Records (F3)

Category	Activity	Type	Rate	Unit	Print	Cost Type	Comments
<input type="checkbox"/> Handling	Devanning	Inbound	0.0015	Pound	<input checked="" type="checkbox"/>	Warehouse cost	
<input type="checkbox"/> Handling	Handling out less than 10 MT	Outbound	75	Metric Ton	<input checked="" type="checkbox"/>	Warehouse cost	
<input type="checkbox"/> Handling	Handling out more than 10 MT	Outbound	62	Metric Ton	<input checked="" type="checkbox"/>	Warehouse cost	
<input type="checkbox"/> Sampling	Draw samples and send it to head office, attention Joe	Inbound	0.005	Pound	<input checked="" type="checkbox"/>	Warehouse cost	
<input checked="" type="checkbox"/> Weighing	Weighing	General	9	Metric Ton	<input checked="" type="checkbox"/>	Warehouse cost	
<input type="checkbox"/>			0		<input type="checkbox"/>		

1 of 2

On clicking on warehouse instruction button, the warehouse instruction form opens up. User needs to select the service contract number and select the pre agreed services under the service contract.

Warehouse Instructions

Save Search Delete Undo Bill Close

Details Audit Log (1) Comments (0)

Commodity: Spices Source Type: Inbound Shipments Reference: 45 Currency: USD
 Location: London Warehouse: Glendale Warehouse Validity From: 01/01/2015
 Date: 02/08/2016 Service Contract: 79 Validity To: 02/08/2016

Instructions

X Remove Move Up Move Down Layout Filter Records (F3)

Category	Instruction	Print	Rate	Per Unit	Qty	Estimated Amt	Actual Amt	Difference...
<input checked="" type="checkbox"/> Handling	Devanning	<input checked="" type="checkbox"/>	0.0015	Pound	55,115.0000	82.67	0.00	82.67
<input type="checkbox"/> Weighing	Weighing	<input checked="" type="checkbox"/>	9.0000	Metric Ton	25.0000	225.00	0.00	225.00
<input type="checkbox"/> Sampling	Draw samples and send it to head office, attention Joe	<input checked="" type="checkbox"/>	0.0050	Pound	55,115.0000	275.57	0.00	275.57

Next, user can enter the quantity and the estimated amount is auto calculated.

In the screenshot, there are 2 services which the user wants the warehouse to perform on its behalf. The print check box is checked. When the instore letter is printed, these instructions will be printed.

In-store Letter

Delivery Order No. :	Warehouse :
DO Date :	Glendale Warehouse
Shipping Line :	
Hapag Lyod	
Vessel :	Pick Location :
OOCL Southampton	New York
Voyage No. :	Pickup Date :
V.049W	
ETA POL :	Delivery Date :
ETA POD :	Last Free Date :
08-10-2015	
Trucker :	

Shipment Details:

BL No.	Container No.	Item	Contract No.	Marks	Qty	UOM
HLCUSGN150 518689	TRLU8505403	BLACK PEPPER - WHOLE VIETNAM "SAIGON" GRADE 1 - STEAM WASHED	25/1	HARRIS SAIGON PEPPER® STEAM WASHED, VG1 BLACK	50050	Kg PP bags

Total Qty:	500
Total Gross:	25.00 Metric Ton
Total Tare:	.00 Metric Ton
Total Net:	25.00 Metric Ton

Warehouse Instructions:

Category	Activity
Handling	Devanning
Weighing	Weighing
Sampling	Draw samples and send it to head office, attention Joe

After entering all the data click on save and Ship button.

13. Creation of Purchase in transit inventory

Clicking on ship button creates Purchase in transit inventory

Inbound Shipment

NewSaveSearchDeleteUndoLink PO to SODrop Warehouse InstructionsPrintClose

DetailsAttachments (0)Audit Log (5)Comments (0)

Tracking No:Location:Commodity:Position:Vendor:Weight Unit:Drop Ship:Customer:SI Reference:

46LondonSpicesShipmentHARRIS FREEM/Metric TonNo24

ShipmentB/L / ContainersIn-StoreCertificates