

How to Create Inbound Shipment?

1. Open Load/Shipment Schedule Screen in new mode.

Header Entry:

2. Select Shipment Type as Shipment, Transaction Type as Inbound, Source Type as Contract and Transport Mode as Truck/Ocean Vessel.
3. Select position as Shipment/Spot based on Contract Position.
4. Select Weight Unit.

Order tab entry:

5. Select Purchase Contract in the Orders tab which will be of selected Position type and have balance to ship quantity.

Load / Shipment Schedule -

New Save Search Delete Cancel Undo Duplicate Print + Mail - Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None
Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered:
Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:
Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:
Comments: Load No: Created on Save

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

Orders

X Remove Copy View Filter Records (F3)

Vendor	Vendor Location	Purchase Contract	Contract Seq.	Vendor Ref.	Company Loc.	Sub Loc.	Bundle	Item	Quantity	UOM*	Gross	Tare	
Contract #	Seq	Item Description	Vendor/Customer	Start Date	End Date	Scheduled Qty	Avl. Schedule Qty	Sample Type	Sample Status	Container #	Testing Start Da	Testing End Da	Sub Location
P376	1	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/09/2017	03/10/2017	0.00	9,600.00						
P377	1	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/13/2017	03/13/2017	0.00	320.00						
P383	1	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/13/2017	03/14/2017	0.00	160.00						
P383	2	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/13/2017	03/14/2017	0.00	160.00						
P389	1	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/13/2017	03/14/2017	0.00	320.00						
P390	1	Brazil Rio Mi...	ALLEN COUNTY MOTORS	03/13/2017	03/14/2017	160.00	160.00						

Quantity: 0.00 Gross: 0.00 Tare: 0.00 Net: 0.00

? Help Edit

6. It will populate corresponding contract information with Vendor name, Item, Qty to be shipped, Gross/tare/net weight values.

Load / Shipment Schedule -

New Save Search Delete Cancel Undo Duplicate Print + Mail - Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None
Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered:
Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:
Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:
Comments: Load No: Created on Save

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

Orders

X Remove Copy View Filter Records (F3)

Vendor	Vendor Location	Purchase Contract	Contract Seq.	Vendor Ref.	Company Loc.	Sub Loc.	Bundle	Item	Quantity	UOM*	Gross	Tare
ALLEN COUNTY...		P390	1		Coffee Traders			Brazil Rio Minas 2/3 ...	160.00	Bags of 60 kgs	9.60	0.00

7. Change Gross/Tare/Net if needed.

8. repeat from steps 5 to select another Purchase Contracts.

Vessel Tab Entry:

9. Enter Notify Party Information.

10. Select Notify Party Type, Party Name from drop downs.

Load / Shipment Schedule -

New Save Search Delete Cancel Undo Duplicate Print + Mail + Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None

Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered

Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:

Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:

Comments: Load No: Created on Save

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

Notify Parties

X Remove View Filter Records (F3)

Type	Party	Party Location	Address	City	State	Country	Text
First Notify							
Second Notify							

Shipment Details

BOL No: Packing Description: Shipping Mode:

BOL Date: Contract No: Forwarding Agent: Container Type:

Loading Port: Fwd. Agent. Ref: No. of Containers:

Destination Port: Insurer: B/L Draft to be sent:

Destination City: Insurance Value: Doc Presentation:

Arrival Terminal: Insurance Currency: Doc Presentation Val:

? Ready Page 1 of 1

11. Enter Shipment Details:

Load / Shipment Schedule -

New Save Search Delete Cancel Undo Duplicate Print + Mail + Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None

Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered

Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:

Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:

Comments: Load No: Created on Save

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

Notify Parties

X Remove View Filter Records (F3)

Type	Party	Party Location	Address	City	State	Country	Text
First Notify	iRely Grain and Ag Co	Coffee Traders	155 Chestnut Ridge Road	Mahwah	NJ	United States	

Shipment Details

BOL No: MSCU 8908098 Shipping Line: Delmas Packing Description: 60 KG Bag Shipping Mode: FCL/FCL

BOL Date: 03/16/2017 Service Contract No: SR1 Forwarding Agent: Mitsui Foods, Inc. Container Type: 20 FT

Loading Port: Hamburg FV Name: 1 Fwd. Agent. Ref: 1 No. of Containers: 0

Destination Port: Seattle FV Voyage No: 1 Insurer: General Insurance B/L Draft to be sent: Delmas

Destination City: Seattle MV Name: 1 Insurance Value: 100.00 Doc Presentation: Forwarding Agent

Arrival Terminal: Seagirt Marine Terminal MV Voyage No: 1 Insurance Currency: USD Doc Presentation Val: Mitsui Foods, Inc.

? Edited Page 1 of 1

Miscellaneous Tab Entry:

- Contract Start will come as earliest start date of all contracts selected in Order tab.
- End Date will come as latest end date of all contracts selected in Order tab.
- Enter Estimated Dates and ETA Dates.

Load / Shipment Schedule -

New Save Search Delete Cancel Undo Duplicate Print Mail Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: **Shipment** Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None

Transaction Type: **Inbound** Supplier Reference: Position: Shipment Received/Delivered

Source Type: **Contracts** Customer Reference: Weight Unit: MT Dispatched Date

Transport Mode: **Ocean Vessel** Booking Reference: SI No. Dispatched By

Comments: Load No: Created on Save

Orde... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

Contract Dates

Start Date: 03/13/2017 End Date: 03/14/2017 Planned Availability:

Estimated Dates

Inventorized Date: Deadline Cargo: Deadline BL: ISF Filed Date: Doc to Broker:

Doc. Recd. Date: Stuffing Date: ISF Received Date:

ETA Dates

ETA POL: 03/16/2017 Reason: ETS POL: Reason: ETA POD: Reason:

? ? ? ? ? Edited Page 1 of 1

Documents and Demurrage Tab:

15. Certificates entered in Contract will prepopulate here or user can enter/edit required Certificates in this tab.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print Mail Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: **Shipment** Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None

Transaction Type: **Inbound** Supplier Reference: Position: Shipment Received/Delivered

Source Type: **Contracts** Customer Reference: Weight Unit: MT Dispatched Date

Transport Mode: **Ocean Vessel** Booking Reference: SI No. Dispatched By

Comments: Load No: LS-1955

Orde... Vessel Miscellaneous **Documents and Demurrage** Container Warehouse Costs

Documents

Receive All X Remove View Filter Records (F3)

Document Name	Document #	Document Type	Original	Copies	Sent	Sent Date	Received	Received Date
<input checked="" type="checkbox"/> Bill of Lading	10	Container	1	1	<input checked="" type="checkbox"/>	03/16/2017	<input checked="" type="checkbox"/>	03/16/2017
<input type="checkbox"/> Document Name	Type							
Bill of Lading	Container							
Origin Certificate	Contract							
Commercial Invoice	Bill of Lading							
Shipping Advice	Contract							

Sta: 4C by Final ☐

Demurrage and Dispatch

Demurrage: Currency: Loading Rate: Discharge Rate:

Dispatch: Currency: Loading Unit: Per Unit: Discharge Unit: Per Unit:

? ? ? ? ? Saved Page 1 of 1

Container Tab Entry:

16. Enter 'Container Number' in the grid, enter 'Quantity', select 'Packing Unit' and enter 'Marks'.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print Mail Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None
Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered:
Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:
Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:
Comments: Load No: LS-1955

Order... Vessel Miscellaneous Documents and Demurrage **Container** Warehouse Costs

Container Information

Copy X Remove X Reject Containers Undo Reject Costing View Filter Records (F3)

Container No.	Quantity	Packing Unit	Open Qty	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Seal No.	Lot No.	Marks	Other Marks	Comments
Cont1	80.0000	Bags of 60 kgs	80	4.8000	0.0000	4.8000	MT			M1		
			80.00	4.80	0.00	4.80						

Orders

X Remove View Filter Records (F3)

Quantity	Open Qty	Purchase No.	Pur. Seq.	UOM
160.0000	160	P390	1	Bags of 60 kgs

Linked Containers and Orders

Link Remove Link Quality Integration Request Reverse Integration View Filter Records (F3)

Container No.	Lot No.	Marks	Quantity	UOM	Purchase No.	Purchase Seq.	Sample Status	Contract Price	Integration Ref #	Requested Date	Integration Order #	Int. Order Date	Integration Order Price	Received
0.00														

17. Click on 'Copy' button above the grid to create more containers and change the container number, quantity, packing unit, marks etc.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print Mail Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None
Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered:
Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:
Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:
Comments: Load No: LS-1955

Order... Vessel Miscellaneous Documents and Demurrage **Container** Warehouse Costs

Container Information

Copy X Remove X Reject Containers Undo Reject Costing View Filter Records (F3)

Container No.	Quantity	Packing Unit	Open Qty	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Seal No.	Lot No.	Marks	Other Marks	Comments
Cont1	80.0000	Bags of 60 kgs	80	4.8000	0.0000	4.8000	MT			M1		
Cont2	80.0000	Bags of 60 kgs	80	4.8000	0.0000	4.8000	MT			M1		
			160.00	9.60	0.00	9.60						

Orders

X Remove View Filter Records (F3)

Quantity	Open Qty	Purchase No.	Pur. Seq.	UOM
160.0000	160	P390	1	Bags of 60 kgs

Linked Containers and Orders

Link Remove Link Quality Integration Request Reverse Integration View Filter Records (F3)

Container No.	Lot No.	Marks	Quantity	UOM	Purchase No.	Purchase Seq.	Sample Status	Contract Price	Integration Ref #	Requested Date	Integration Order #	Int. Order Date	Integration Order Price	Received
0.00														

18. Note: If containers are already approved in quality module, system will auto-populate the containers on selecting the purchase contract sequence in the 'Orders' tab. Follow below steps only if container information is not auto-populated.

19. If there is only one Container in Container information section or one Order in Orders section of Container tab, user can click directly on Link button.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print Mail Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type: Shipment Scheduled Date: 03/16/2017 07:58 PM Status: Scheduled Trans. Used By: None

Transaction Type: Inbound Supplier Reference: Position: Shipment Received/Delivered

Source Type: Contracts Customer Reference: Weight Unit: MT Dispatched Date:

Transport Mode: Ocean Vessel Booking Reference: SI No.: Dispatched By:

Comments: Load No: LS-1955

Order... Vessel Miscellaneous Documents and Demurrage **Container** Warehouse Costs

Container Information

Copy X Remove X Reject Containers Undo Reject Costing View Filter Records (F3)

Container No.	Quantity	Packing Unit	Open Qty	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Seal No.	Lot No.	Marks	Other Marks	Comments
Cont1	80.0000	Bags of 60 kgs	0	4.8000	0.0000	4.8000	MT			M1		
Cont2	80.0000	Bags of 60 kgs	0	4.8000	0.0000	4.8000	MT			M1		
			160.00	9.60	0.00	9.60						

Orders

X Remove View Filter Records (F3)

Quantity	Open Qty	Purchase No.	Pur. Seq.	UOM
160.0000	0	P390	1	Bags of 60 kgs

Linked Containers and Orders

Link Remove Link Quality Integration Request Reverse Integration View Filter Records (F3)

Container No.	Lot No.	Marks	Quantity	UOM	Purchase No.	Purchase Seq.	Sample Status	Contract Price	Integration Ref #	Requested Date	Integration Order #	Int. Order Date	Integration Order Price	Received
Cont2		M1	80.00	Bags of 60 kgs	P390	1								
Cont1		M1	80.00	Bags of 60 kgs	P390	1								
			160.00											

? Edited Page 1 of 1

20. Else, Select container in the left side grid, select purchase contract sequence in the right side grid and click on Link.

Orders **Container** Warehouse Costs

Container Information

Copy X Remove X Reject Containers Undo Reject Costing Layout Filter Records (F3)

Container No.	Quantity	Packing Unit	Open Qty	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Seal No.	Lot No.	Marks	Other Marks
CUE904945	320.0000	Bags of about...	320	42,328.3200	0.0000	42,328.3200	LB			100/1002/100	
CUE904946	320.0000	Bags of about...	320	42,328.3200	0.0000	42,328.3200	LB			100/1002/101	

Orders

X Remove Layout Filter Records (F3)

Quantity	Open Qty	Purchase No.	Pur. Seq.	UOM
320.0000	320	31	1	Ba
320.0000	320	31	2	Ba

Linked Containers and Orders

Link Remove Link Quality Integration Request Reverse Integration Layout Filter Records (F3)

Container No.	Lot No.	Marks	Quantity	UOM	Purchase No.	Purchase Seq.	Sample Status	Integration Ref #	Requested Date	Integration Order #	Int. Order Date	Integration Order Price
---------------	---------	-------	----------	-----	--------------	---------------	---------------	-------------------	----------------	---------------------	-----------------	-------------------------

21. After linking, linked container information will show in down section and Open Qty of Container and Order will be zero.

Orders **Container** Warehouse Costs

Container Information

Copy X Remove X Reject Containers Undo Reject Costing Layout Filter Records (F3)

Container No.	Quantity	Packing Unit	Open Qty	Gross Wt.	Tare Wt.	Net Wt.	Weight UOM	Seal No.	Lot No.	Marks	Other Marks
CUE904945	320.0000	Bags of about...	0	42,328.3200	0.0000	42,328.3200	LB			100/1002/100	
CUE904946	320.0000	Bags of about...	320	42,328.3200	0.0000	42,328.3200	LB			100/1002/101	

Orders

X Remove Layout Filter Records (F3)

Quantity	Open Qty	Purchase No.	Pur. Seq.	UOM
320.0000	0	31	1	Ba
320.0000	320	31	2	Ba

Linked Containers and Orders

Link Remove Link Quality Integration Request Reverse Integration Layout Filter Records (F3)

Container No.	Lot No.	Marks	Quantity	UOM	Purchase No.	Purchase Seq.	Sample Status	Integration Ref #	Requested Date	Integration Order #	Int. Order Date	Integration Order Price
CUE904945		100/1002/100	320.0000	Bags of about ...	31	1						

Warehouse Tab:

22. Enter Delivery Notice Date, Warehouse Name, Ship Via, etc. in the left side and select Containers in the right side.

23. It will create a link between warehouse and containers and click on the save button on top. If there is a single warehouse line, user can click on 'Add Containers' button to auto link all the containers against this line.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print • Mail • Dispatch Post Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type **Shipment** Scheduled Date 03/16/2017 07:58 PM Status Scheduled Trans. Used By None

Transaction Type **Inbound** Supplier Reference Position Shipment Received/Delivered

Source Type **Contracts** Customer Reference Weight Unit MT Dispatched Date

Transport Mode **Ocean Vessel** Booking Reference SI No. Dispatched By

Comments Load No LS-1955

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

In-store / Delivery Instructions

✕ Remove + Add Container Print In-Store Letter Send In-Store Letter View Filter Records (F3)

Delivery No.	Notice Date	Warehouse	Storage Location	Ship Via	Pickup Date	Delivery Date	Last Free Date	Stripping Report Received Date	Sample Authorized Date	Stripping Re
✓	03/16/2017	The Green Roo...	TGR - Location1	ALLEN COUNT...						

Containers

View Filter Records (F3)

Container No.

Cont1

Cont2

Warehouse Instructions

+ Add ✕ Remove Move Up Move Down View Filter Records (F3)

Category	Instruction	Print	Rate	Per Unit	Qty	Estimated Amt	Actual Amt	Difference	Cost Type

Page 1 of 1

Posting:

24. After saving, click on Post button.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print • Mail • Dispatch **Post** Close

Details Attachments (0) Audit Log (0) Activities (0)

Shipment Type **Shipment** Scheduled Date 03/16/2017 07:58 PM Status Scheduled Trans. Used By None

Transaction Type **Inbound** Supplier Reference Position Shipment Received/Delivered

Source Type **Contracts** Customer Reference Weight Unit MT Dispatched Date

Transport Mode **Ocean Vessel** Booking Reference SI No. Dispatched By

Comments Load No LS-1955

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

In-store / Delivery Instructions

✕ Remove + Add Container Print In-Store Letter Send In-Store Letter View Filter Records (F3)

Delivery No.	Notice Date	Warehouse	Storage Location	Ship Via	Pickup Date	Delivery Date	Last Free Date	Stripping Report Received Date	Sample Authorized Date	Stripping Re
✓	03/16/2017	The Green Roo...	TGR - Location1	ALLEN COUNT...						

Containers

View Filter Records (F3)

Container No.

Cont1

Cont2

25. It will create In-Transit Inventory ready to receive.

Load / Shipment Schedule - LS-1955

New Save Search Delete Cancel Undo Duplicate Print • Mail • Cancel Dispatch Unpost Close

Details Attachments (0) Audit Log (2) Activities (0)

Shipment Type **Shipment** Scheduled Date 03/16/2017 07:58 PM Status **Inbound transit** Trans. Used By None

Transaction Type **Inbound** Supplier Reference Position Shipment Received/Delivered

Source Type **Contracts** Customer Reference Weight Unit MT Dispatched Date

Transport Mode **Ocean Vessel** Booking Reference SI No. Dispatched By

Comments Load No LS-1955

Order... Vessel Miscellaneous Documents and Demurrage Container Warehouse Costs

In-store / Delivery Instructions

✕ Remove + Add Container Print In-Store Letter Send In-Store Letter View Filter Records (F3)

Delivery No.	Notice Date	Warehouse	Storage Location	Ship Via	Pickup Date	Delivery Date	Last Free Date	Stripping Report Received Date	Sample Authorized Date	Stripping Re
✓	03/16/2017	The Green Roo...	TGR - Location1	ALLEN COUNT...						

Containers

View Filter Records (F3)

Container No.

Cont1

Cont2