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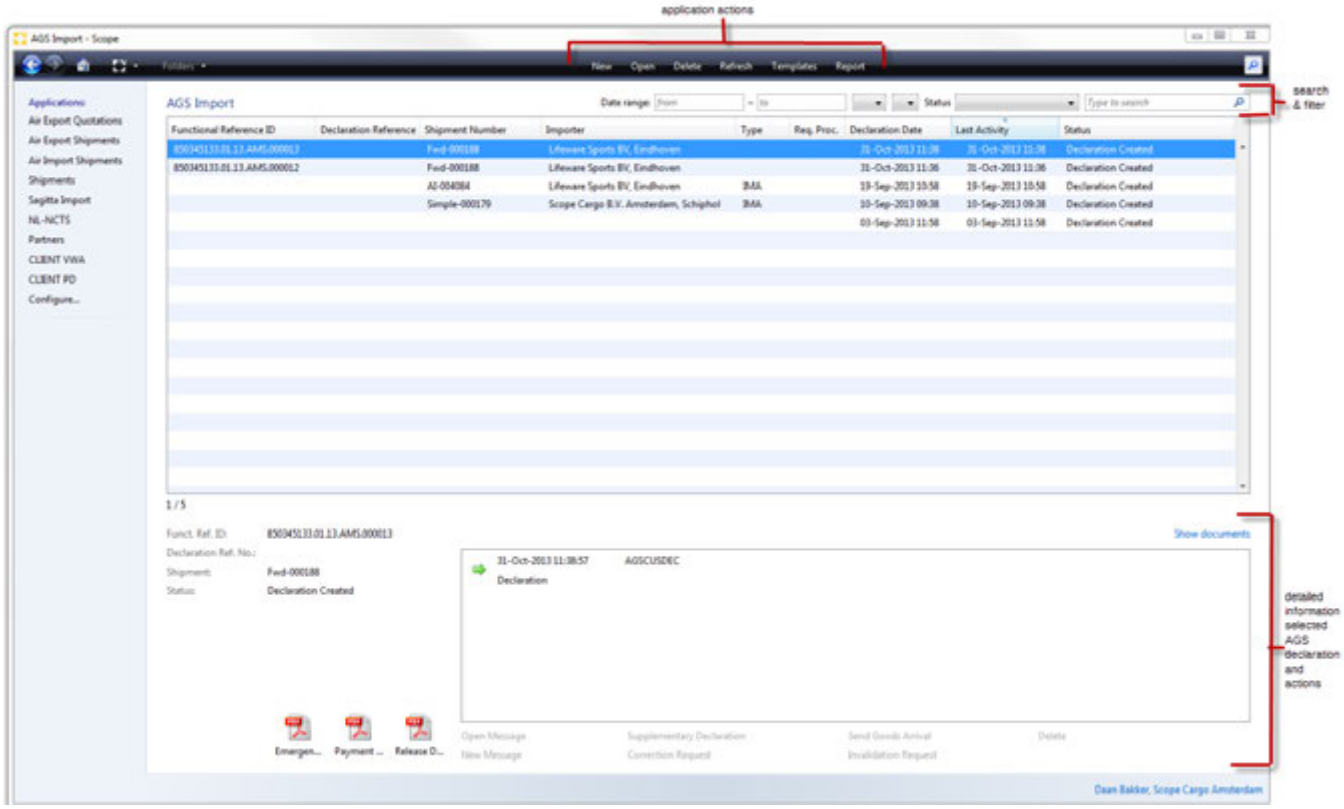
AGS Homeview

- Introduction
- Description

Introduction

Description

The General overview of AGS is started via the path NL Customs \ AGS.



Application Actions

New

Option to create a stand-alone new AGS declaration not linked to a shipment.

Open

Opens the selected AGS declaration in write-enabled or disabled mode depending on the status of the declaration.

Delete

Allows the delete of a AGS declaration, this option will only be available for AGS declaration with the status "Declaration Created", in other cases the declaration can not be deleted.

Refresh

Option to refresh the homeview to ensure the latest information is displayed.

Templates

Changes the homeview from actual declarations to an view of existing templates with the option to create new or modify existing templates.

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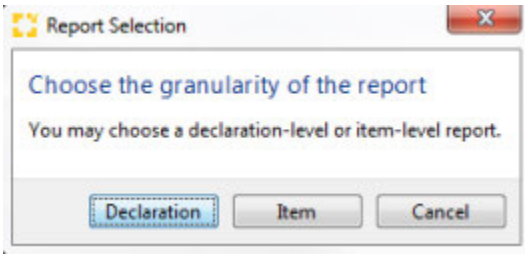
Report

option which allows to export the details of the declarations which meet the active filter criteria



The report can be produced either:

- one line per declaration and all items details consolidated, in the linked sample all exported fields are shown,
- one line per item of each declaration, in the linked sample all exported fields are shown.

Search & filter

in the search and filter bar AGS declarations can be filtered and searched for with the following options.

Date range (from / to)

Filter declarations where the create or accepted date of the declaration is within the entered date range.

Declaration type

Filter declarations on basis of the declaration type, (IM, CO and EU)

Declaration Method

Filter Declaration on basis of the declaration method

code	description
A	Normal Declarations
B	Incomplete declarations
D	Pre-arrival declaration
E	Incomplete - pre-arrival declaration
Y	Afterwards declarations (used after emergency procedure)

Declaration Status

Filter Declaration on basis of the declaration method, The possible status are explained in the general page regarding AGS

Search Box

Search box to filter declarations on entered details.

Homeview Columns

In the homeview columns the following columns can be displayed

Functional refererence ID

The functional reference Id is the indentification assigned by Scope to the declaration. this is a unqiue number for the Netherlands and consists of the following logic

Position	Details
1 - 9	Eori number of the Agent (the partner creating the declaration)
10-11	Subnumber of the vat number of the agent
12-13	last 2 digits of the declaration year

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14-16	The branch code
17-23	6 digit counter - reset at the start of the year

Declaration reference

The declaration number as assigned by NL customs after the declaration has been accepted.

Shipment number

The shipment number on which the declaration has been created

Importer

The importer of the declaration,

Type

The type of the declaration, concatenation between the declaration type (IM,EU,CO) and the method (A,B.D.E,Y)

Req. Procedure

The requested procedure as used in the declaration, Code list A35

Declaration date

The date the last outgoing message has been created on the declaration.

Last Activity

The date the last activity took place on the declaration.

Status

The current status of the declaration.

Declaration detailed information

In the section of the detailed information more information regarding the selected declaration is displayed.

In the left corner there are some reference of the declaration, These references can be selected and put the clipboard using CTRL - C

Functional refererence ID

The functional reference Id is the indentification assigned by Scope to the declaration. this is a unqiue number for the Netherlands

Declaration reference

The declaration number as assigned by NL customs after the declaration has been accepted.

Shipment number

The shipment number on which the declaration has been created

Status

The current status of the declaration.

Documents

The following documents can be produced on a declaration

Document	Details	sample
Emergency Procedure document	Document to print in case communication with customs is not possible & customs have given the approval to use the emergency procedure.	Fehlerhafte Verknüpfung
Payment Details	Overview of the Payments due on declaration	Fehlerhafte Verknüpfung

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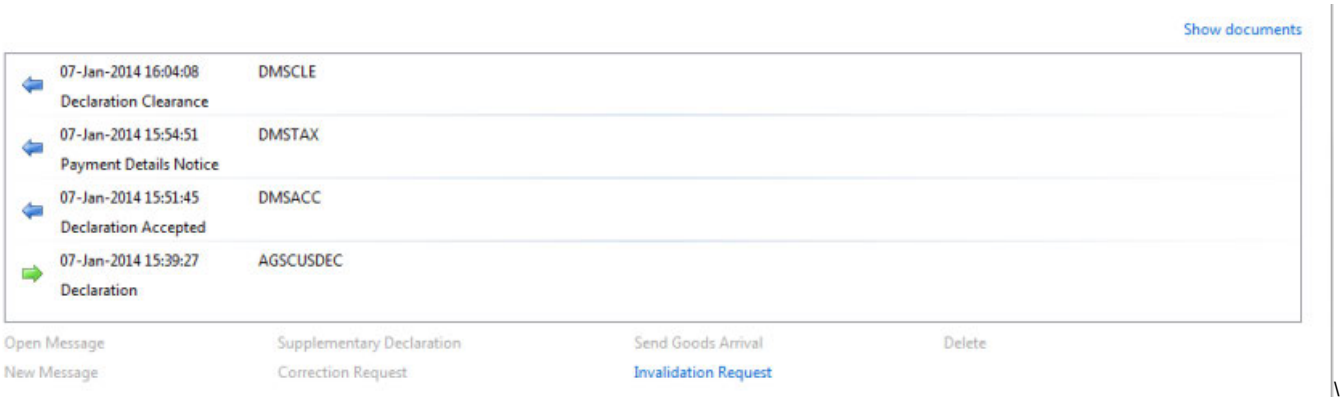
Release document	Release document with all details of the declaration, Note: There is no official NL customs Layout and application is free to create own layout, untill NL customs has decided upon a official layout this is the layout Scope will be using.	Fehlerhafte Verknüpfung

Message

In the messages box a chronological overview of all incoming and outgoing message are displayed



Action Links

Under the message are shown the available action links, if an action link is enabled or disabled depends on the state of the declaration and if a message is selected.

Action link	Active	description
Open Message	Whenever a message has been selected	opens the declaration message related to the selected message.
New Message	When on the last outgoing message (regardless of the type) an rejection has been received	Allows modification and sending of a new message
Supplementary Declaration	When a declaration with method set to "B" is in the correct state (Goods released)	Allow creation and sending of the supplementary details on a incomplete declaration
Correction	When a declaration is in the correct state to allow corrections. Status must be higher then "Accepted" but lower then "Cleared"	Allow creation and sending of the correction on the declaration.
Send Goods Arrival	When a declaration with method set to "B" is in the correct state (Pre-declaration received)	Allow creation and sending of the Goods Arrival Message
Delete	When a Correction or Invalidation Request, Supplemental declaration or Goods Arrival has been created but not send	Allow the deletion of the created additional message and return the declaration to the previous state of the original declaration

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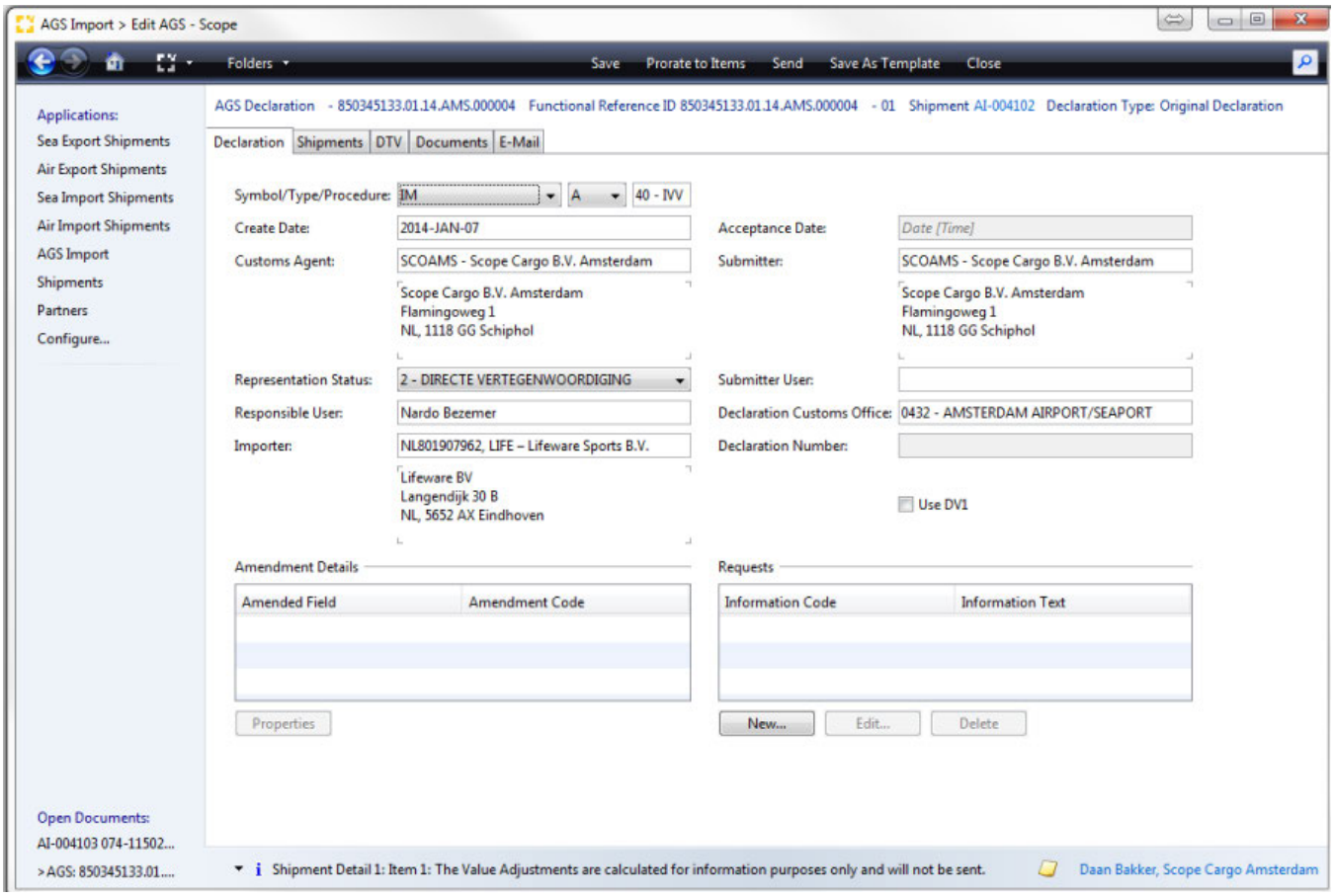
AGS - Declaration

- Introduction
- Description

Introduction

Description



Symbol

The symbol of the declaration (EU,CO, IM)

Type

The type / method of the declaration

code	description
A	Normal Declarations
B	Incomplete declarations
D	Pre-arrival declaration
E	Incomplete - pre-arrival declaration
Y	Afterwards declarations (used after emergency procedure)

Procedure

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The request procedure based on the code list A35, determines werther the declaration is an:

Type	
Import	40,42,45,41(customs matrix column H) 51,53,54,91,92((customs matrix column I)
Storage	71,78 ((customs matrix column J)

Create date

The date the declaration is created will be defaulted with today

Customs Agent

The Partner details of the assigned declarant on the branch partner. This should be the partner which holds the license to do AGS declarations electronically

Representation status

The representation status of the declaration.

Importer

The importer applicable for the application, determined by the representation status.

The term importer in AGS should be seen as the juridical described "Aangever" in the Dutch customs laws.

We refer to the separate section where the logic of a importer is described.

Declaration Customs office

The customs office where the declaration will be handled

Use DV1

Indicates that the DV1 Details are to send.

Requests.

Enter requests, at this moment only request possible is "C1" request extended period incomplete declarations.

Information Code

Select the appropriate code

Information text

Enter applicable details

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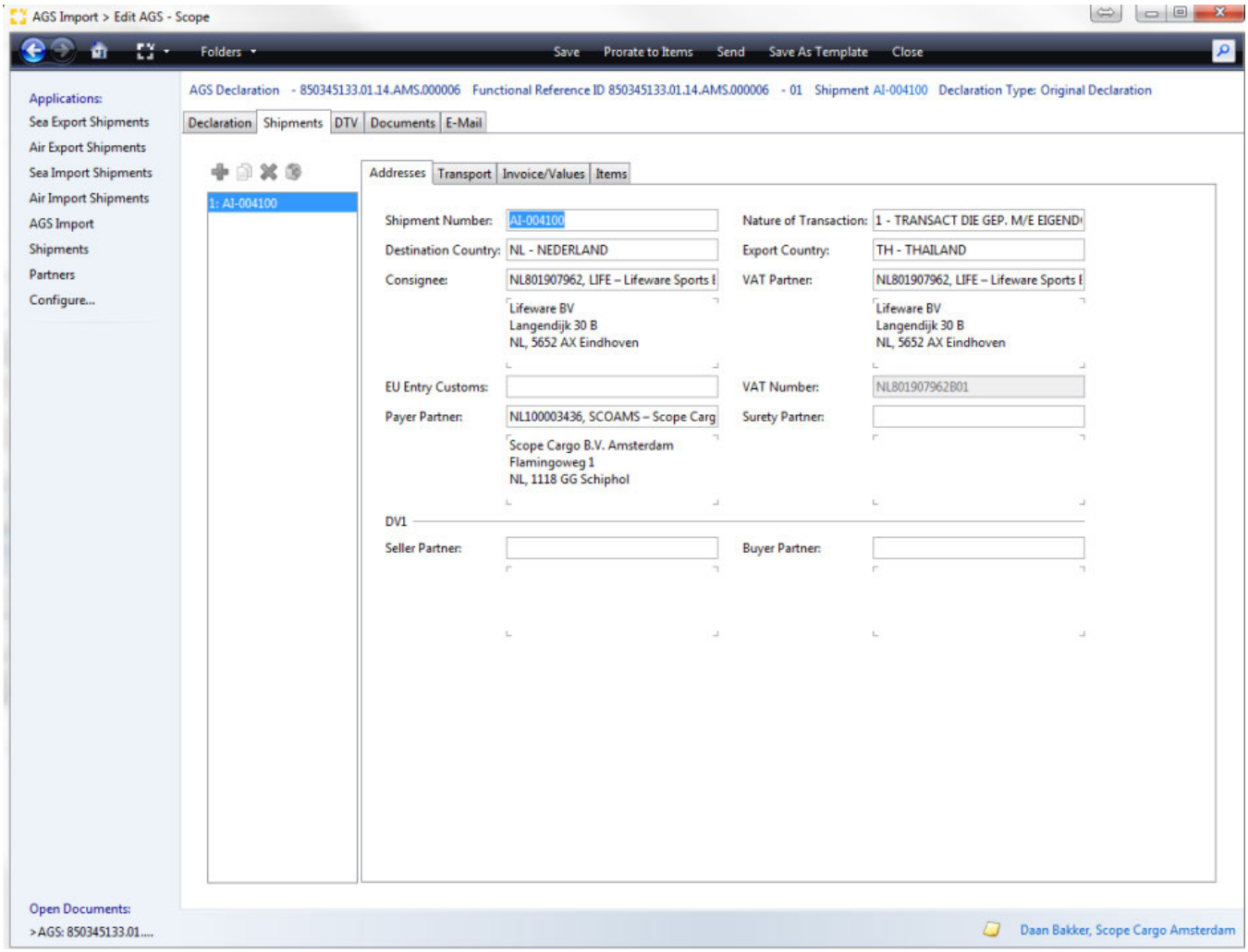
AGS - Shipments - Addresses

- Introduction
- Description

Introduction

In the shipments section of a AGS declaration the details regarding the actual shipment involved partners are registered, AGS in principle supports multiple shipment under one declaration, however this will only be activated when the new EU - UCC customs laws are implemented. Until that time to option to add multiple shipments has been disabled.

Description



Shipment number

The shipment number for which this AGS declaration is created, will be defaulted with the shipment number when the declaration is created from a shipment.

Destination country

Final destination country code in the EU

Nature of transaction

Nature of transaction code, indicating the financial transaction linked to the goods (customs code list A22)

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Export Country

The code for the country where the transport originated.

Consignee

The Receiver of the goods as indicated in the transport documentation, Consignee will be validated against the importer as described the general section.

EU Entry Customs

Under certain conditions it might be needed to indicate the customs office code where the goods first entered the EU

VAT Partner

The Partner responsible for the payment / listed of the VAT applicable upon imports. will be defaulted from the consignee settings.

VAT Number

The Vat number of the the VAT partner when the VAT indication of "Art 23, diversion" is active.
If the "Art 23" is not active the VAT number is not defaulted.
Since AGS does not validate the "Art 23" in the declaration no manual input of VAT numbers is allowed, forcing users the update the Partner details.

Payer Partner

The payer partner specifics the partner (eori number) who is responsible for the payments of import duties and taxes. Is only required when the payer party is different from the importer,
and the payer partner has a bond posted at customs. For cash payments this field is not used.

Surety Partner

The payer partner specifics the partner (eori number) who is responsible for the surety for temporary imports etc from the importer, and the partner has a bond posted at customs.

Seller Partner

The actual seller for the goods covered by the shipment, must be supplied in case of DV1, else it should remain empty.

Buyer Partner

The actual seller for the goods covered by the shipment, must be supplied in case of DV1, else it should remain empty.

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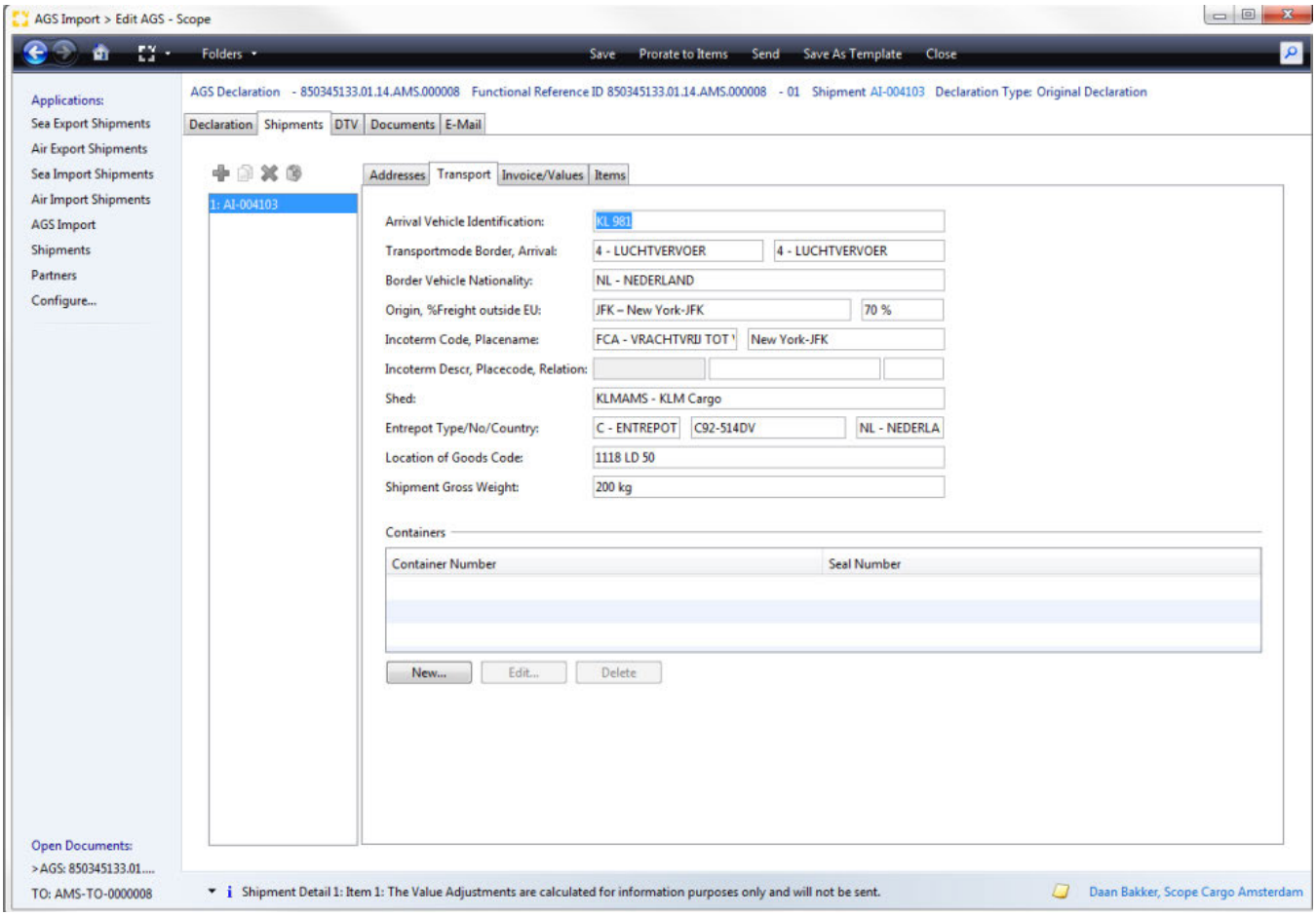
AGS - Shipments - Transport

- Introduction
- Description

Introduction

Description



Arrival Vehicle Identification

Identification of the transport means with which the goods arrive

Transport mode Border

The coded type of transport by which the goods crossed the EU border

Transport mode arrival

The coded type of transport by which the goods arrived at the clearance location.

Border Vehicle Nationality

The nationality of the transport means by which the goods crossed the EU border

Origin, %freight outside EU

The origin code (IATA airport code) to determine the applicable airfreight discount percentage

Inco terms

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The inco terms under which the goods have been sold, shipped.

code

The incoterm code as listed in the code list

place

The place name corresponding with the incoterm, most common used in incoterm declarations.

description

Textual description of the incoterm applicable, only enabled when the code is set to XXX

placecode

The unlo-code for the place applicable on the inco terms, either the name or the code is used, not both together

relation

The relation of between the entered place name / place code and the location where the declaration is done, this field is optional.

Shed

The Partner where the goods are at stored at the moment of the declaration, the the actual AGS details are defaulted from this partner.

entrepot details

The entrepot (custom warehouse details) where the goods are stored, these details are listed below,

- Entrepot Type
- Number
- Country code

The entrepot details must be correct since they are validated in AGS and should only be used if the previous

location of goods code

Shipment Gross weight

Containers

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Cargo Description - Goods - Sea Shipment - Seafreight Export

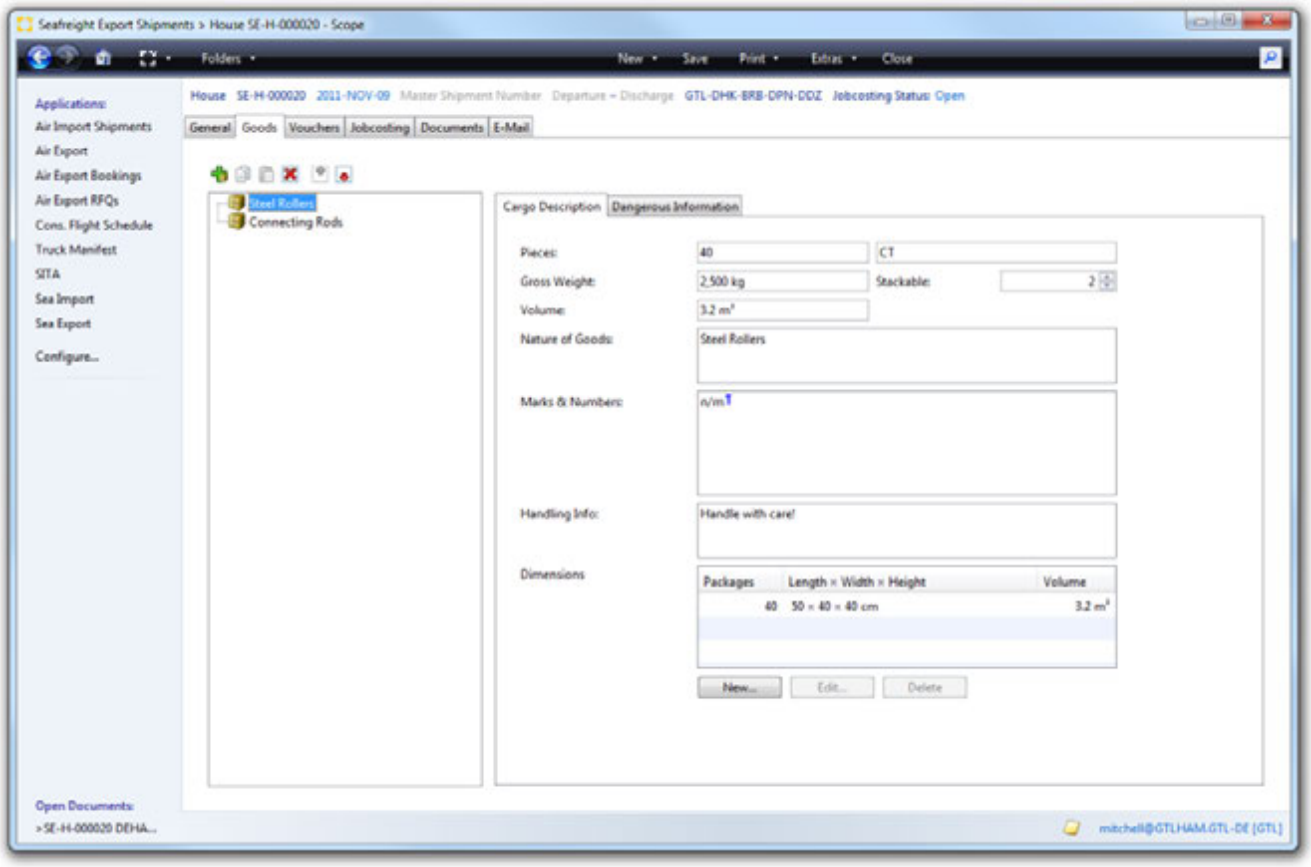
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

Pieces

The exact number of pieces.

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Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

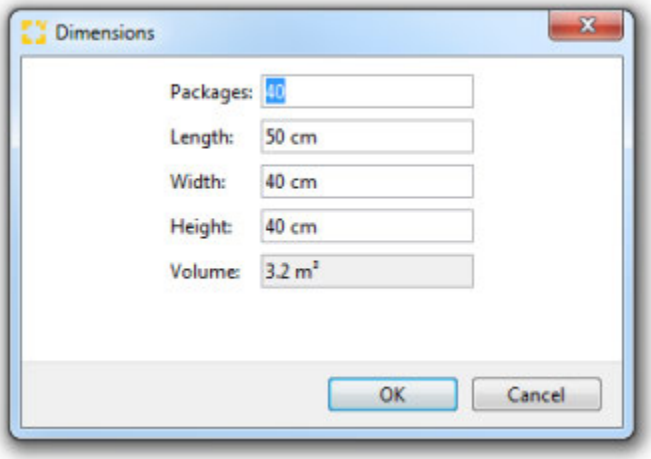
Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

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Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - Sea Shipment - Seafreight Export

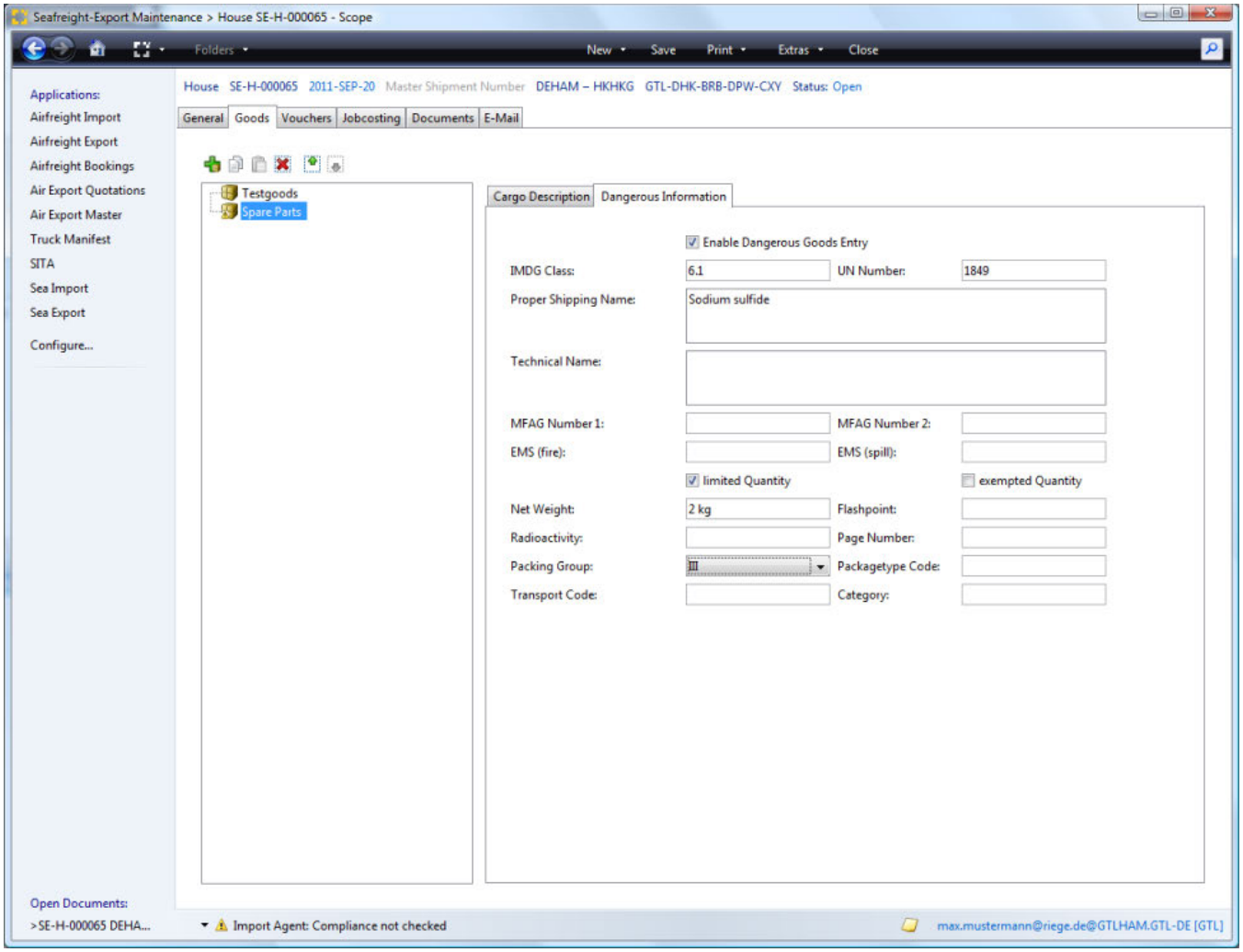
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight

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Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

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The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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Welcome to Scope

Change language

- Deutsch
- English

Riege Status Page

Riege Software Status

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- Release Notes 22.6
- Release Notes 22.4
- Release Notes 22.2
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- Release Notes 21.10
- Release Notes 21.8
- Release Notes 21.6
- Release Notes 21.4
- Release Notes 21.2
- Release Notes 21.0
- Release Notes 12.10
- Release Notes 12.8
- Release Notes 12.6
- Release Notes 12.4
- Release Notes 12.2
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- Release Notes 10.2
- Release Notes 10.0
- Release Notes 9.6
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- Release Notes 7.6
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- Release Notes 6.2

Technical aspects

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- Shipment Overview
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- Generación de Ordenes Administrativas
- Guía de Instalación Scope

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- Guía de Job Costing, creación y sustitución de facturas
- Guía Rápida para asignar Agentes de Venta
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- Job Costing - Definiciones
- Pago a Proveedores
- Recepción de Pagos de CFDI versión 3.3
- Registro de Fondos
- Reportes Financieros
- Tarifas
- Tipo de Cambio

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General

- General
- Structure of the manual
- Definitions and Terminology
- Limitations and Deviations

General

Scope is an innovative, easy-to-use software package for freight forwarding and logistics. While scope is largely self-explanatory all the modules and applications are described and explained in this manual. This page explains the format of the user manual, the terminology and the concepts used. This is to ensure a better understanding of the individual descriptions on the various pages of this manual.

All applications have commonly used functions and areas such as user interface, field types, context menus, help functions, validation etc. These are explained in the general section of the manual, or navigate to them using the links.

Structure of the manual

The individual pages of this manual are generally constructed as follows:

Introduction

This includes a brief explanation of what the application described can be used for and why they should be used.

Instructions

Depending on the application at this point, a sample application in the form of a short animated film is shown.

Definitions and Terminology

The following terms are used in this manual and in scope:

Organizational unit

An organizational unit may also be termed a corporate unit. It can be a collection of countries, or stations, or branches. A business unit may consist of multiple country units. A country can therefore include multiple unit operations or stations.

Applications

The individual program modules are referred to as Scope applications.

Fields

Fields the data fields within each of the applications. In scope, there are different types of fields which will accept different types of data. For Each field various functions and context menus may be available.

Records

A record is all the data related to a particular object such as a shipment or a document. Usually this term is used when viewing an overview of entries. The overview can be termed a table of entries and each row in the table can also be called a record.

Documents

In addition to the printable documents in scope there are captured records such as the commercial invoice or a business partner's airline tariff. To differentiate between these two types of documents, Scope generated documents are generally referred to as "consignment documents" or "shipping documents".

Folder

Use of the folders and filtering are described in greater detail below. Examples of folders are Favorites, Inbox, and recent documents. A "folder" in Scope is not quite the same as a "folder" in the windows operating system. In Windows a "folder" is a physical location on a hard disk, while in Scope a folder can

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be better understood as a filter which automatically displays only the desired documents. In reality these documents exist only in the database. The folders therefore really "virtual" folders which in reality provide quick links to these documents in the database.

Editors

Within applications data can be collected and processed, therefore these applications are also called editors examples are the shipment editor, AWB editor or address editor.

Tabs

Within each application near the top of the screen tabs may be present and are used to show different data related to the object of the application.

Buttons

Are frequently present within applications. Buttons are used to trigger specific additional functions or processes within the individual applications.

Action links

Just as in a web browser, within scope some text is marked in blue and will become underlined if the cursor is hovered over it. These texts are link actions that are similar to "Buttons" since clicking them will execute further applications.

Limitations and Deviations

In this manual, all applications, modules and functions are described. Depending on system settings and / or user privileges, applications, modules, some features described may not be available or may differ from the description provided here. In these cases further information can be request from the system administrator or request software support from Riege Software International.

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Keyboard Shortcuts

- Introduction
- Description

Introduction

Keyboard shortcuts are used to perform certain actions within the application without having to operate the mouse.

Description

Keyboard Shortcut	Action
Tab	Cursor jumps to the next field-/action function.
Shift + Tab	Cursor jumps back to the previous field/Action function.
Shift + Cursor	Select multiple objects.
Ctrl + Tab	Cursor jumps to the next tab.
Ctrl + C	Copy the highlighted text or selected record to clipboard.
Ctrl + S	Saving a record.
Ctrl + F	Open the scope global search (top right).
Ctrl + N	Create a new record (in the Home View).
Ctrl + P	Print (in an editor that allows the print function).
Ctrl + V	Paste data previously copied to the clipboard into the active input field.
Ctrl + W	Closes a data set.
Ctrl + X	Cut the selected text.
Ctrl + T	Insert a text block (choose from the pop-up by highlighting the desired text blocks).
Ctrl + 1-9	Direct access of program modules 1-9 from the Quick Access panel.
Ctrl + 0	Jump directly to the home screen.
Ctrl + Space	Opens search list values starting at the top, available in fields marked with a looking glass.
Ctrl + F1	Open online user manual.
Ctrl + F10 or Menu key	Opens the windows context menu (similar to the windows right mouse action) • Available in all fields with copy/paste actions. • Available in applicable fields to copy in text blocks. • Available with extended functionality in fields marked with the downward facing triangle ().
F1	Open help function.
F3	Editing the master data set from the current field, opening of additional fields to facilitate the processing (e.g., bar, sailing in the "Travel").
F4	Editing a temporary business partner address (no master data change).
F5	Updating of records for the open screen (master data, order status, tariff calculation...).
F6	Sets address to the default address of the partner government.
F8	Saves changed details of an article.
F9	Calculation of Job-costings (in the shipment editor)
F12	Support request
Alt + Shift + N	Opens a new address window, in which a new disposable address (for single use) can be created.

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Alt + Shift + P	Opens the trading partner management and provides a blank window to capture new version of a partner to dispose.
Alt + left (cursor)	Move backwards through the history.
Ctrl + I	Display of the responsible user and ability to take over the operation (in the shipment editor).
Ctrl + Shift + I	When the cursor focus is in a partner field, shows address info and contacts of the partner.
Ctrl + Cursor	Moving goods in the tab "goods".
Space bar	Insert and remove a flag marked.
ENTER	Confirm a marked object.
Ctrl + ENTER	Execute the highlighted action in a pop-up window (e.g. OK or Next button)
N	Delete highlighted / circled objects (not always possible).
Insert	To activate insert-mode in AWB editor inserting text instead of overwriting.
Cursor keys	Change of tab (marked when); goods selection in the tab "goods" (when checked), moves a marker.

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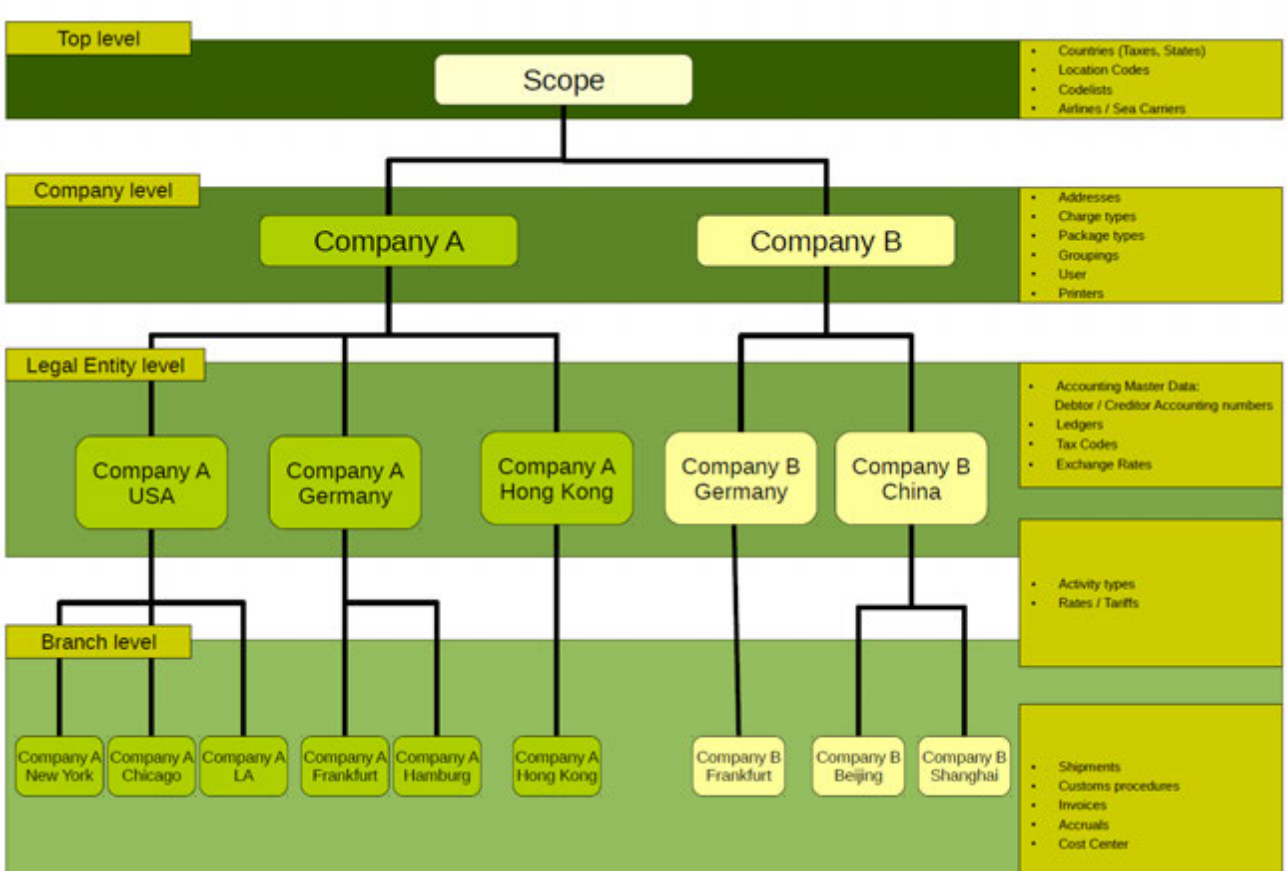
Organizational Structure

Introduction

The organizational structure allows defining master data-sharing on different levels.

Description



Remarks:

The modification of the organization currency in the Organizational Structure Appliance will lead to errors as the organisation currency exchange rate is not automatically adapted and currency conversions rely on this (e.g. calculation of totals in shipment overview, Scope Dashboard). Therefore it is not possible anymore to change organisation currency after setup of organization / first legal entity / first branch and partner is done. The currency field is disabled once maintained and saved. So please make sure to pick the correct organization currency for this legal entity.

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Printing

- Introduction
- Description

Introduction

This section provides information about printing such as supported printer types, printer settings etc. More information about printing is also available in the Settings.

The label printers that we currently support must be:

- Connected to the network and accessible through RAW or LPR / LPD print protocols.
- Supporting one of the following protocols / languages:
  - ZPL (Zebra Programming Language)
  - EPL (Eltron Programming Language) (Also used for Zebra printers)
  - For Datamax printers: DPL (Datamax Programming Language)
- Use 203 DPI

Description

Label Printers

The following label printers are currently supported by Scope:

Value	Setting
ZPL (Zebra Programming Language)	Zebra LP2844 (not currently manufactured.) Zebra GK 420d (used in practice) ZT220 (used in practice) (203 DPI)
EPL (Eltron Programming Language) (Also used for Zebra printers)	older Zebra models
Fingerprint ab v. 8.7	e.g. Intermec PX4i
BSX	B-SX4T/B-SX5T from Toshiba
IPL (Intermec Printer Language)	e.g. Intermec
Datamax (Datamax Programming Language)	S4M-Datamax M-4208 (used in practice)

AWB printer

The printer must be set to the following settings:

Value	Setting
CPI (Characters Per Inch)	**10**
LPI (Lines Per Inch)	**6**
Page Length	**12 Inch**
Auto Line Feed (LF)	**OFF**
Auto Carriage Return (CR)	**ON**

It is highly recommended to store these settings in the printer's PROM so that when the printer is turned off and on again the settings are automatically restored.

CR/LF Settings

Scope creates text-based documents (such as the AWB) with **only** *Linefeed (LF)* characters at the end of line. Therefore the printer must be instructed to automatically add an additional *Carriage Return (CR)* character when the LF is encountered. This is what the *Auto Carriage Return (CR)* option above specifies.

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Some printers use a different setting for this, this is called *Line Mode*. Here one can usually configure the behavior of the printer when an `LF` or `CR` character is received. Please set this to "`LF = LF+CR`".

Printing to local printers

When a printer is not maintained in the Scope system, but is directly attached to the local PC or the local PC can access the printer on a local network, it is still possible to print to such a device. To deal this this situation, it is possible to define a document as PDF only with no background image. When printed, these documents will generate only the Scope data (no background image) in pdf format. This pdf can then be opened with a PDF reader and printed directly from there to the desired printer.

Configuration:	In the printer queue (users, printers or branch pool) The printer needs to be defined as "PDF" .

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Standard Features

- Introduction
- Description

Introduction

Many standard features operate in the same manner within different applications. These are therefore standard features, commonly available in Scope and they are described in this section.

Description

The following standard features are available throughout Scope applications:

- Compliance Check Shipment
- Address Compliance Check - Functions - General
- Advanced Filter - Functions - General
- Cancel/Revert Cancellation
- Documents - Functions - General
- E-Mail - Functions - General
- Help - Functions - General
- Insert Text Blocks - Functions - General
- Jobcosting - Functions - General
- Notes - Functions - General
- Notifications - Functions - General
- References - Functions - General
- Tracking - General - Standard Feature
- Transport Order - Functions - General
- Vouchers - Functions - General
- AWB Editor - Standard Features

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Compliance Check Shipment

- Introduction
- Description

Introduction

Description

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Address Compliance Check - Functions - General

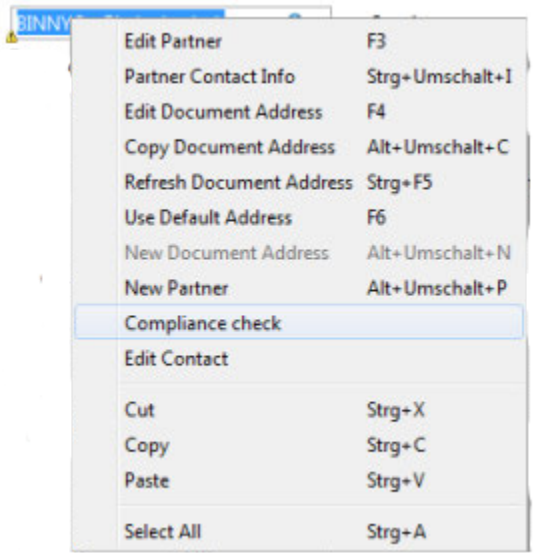
- Introduction
- Description

Introduction

All EU companies, and in particular forwarding and logistics companies are required by the anti-terror EU regulation (EC 881/2002 and 2580/2001) to assure the statutory audit of their business partners in order to detect and prevent company operations on behalf of proscribed business. Scope provides a fully integrated address validation function (compliance check) which can be called directly during the input of any address.

All US companies are required by US law to make similar checks and the Scope compliance checking module checks for companies and individuals proscribed by US law from engaging in international transportation of goods.

Description



Almost any address field provides the compliance check option in the context menu. This option opens a pop-up window where the audit of the address can be conducted.

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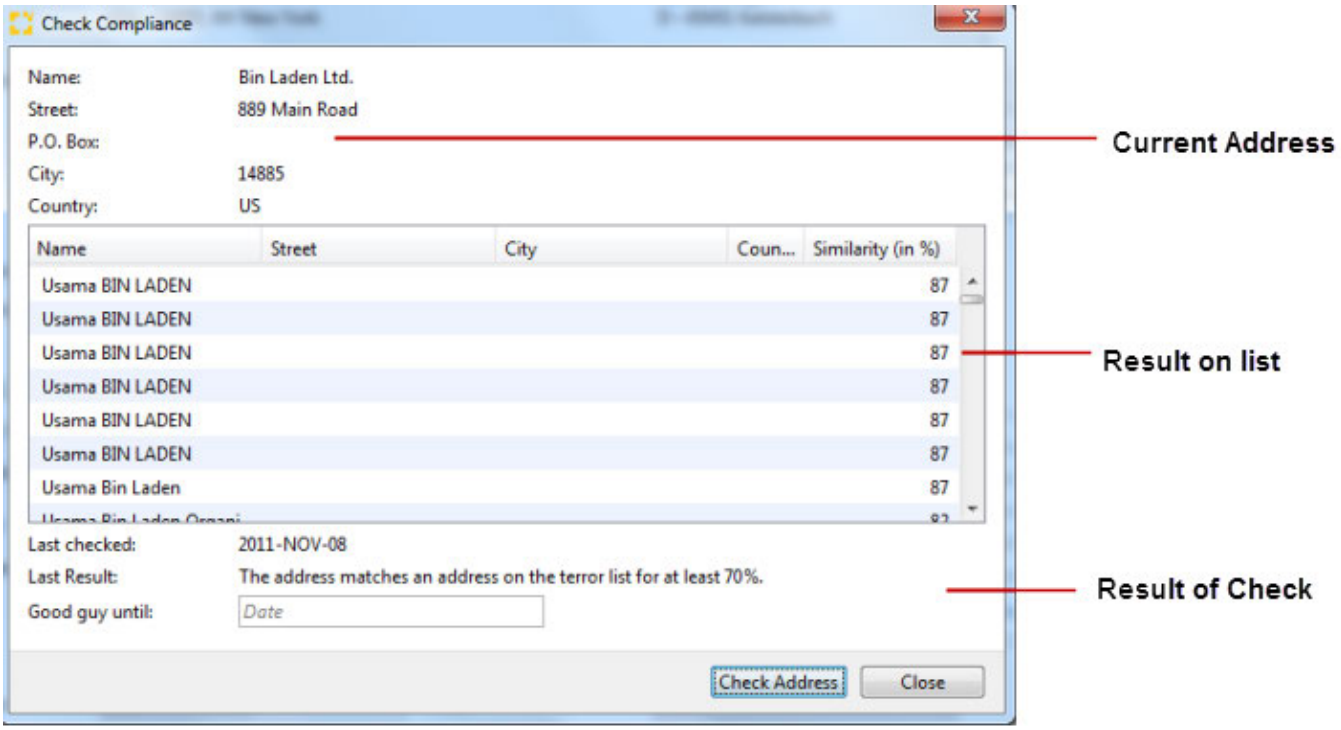

Check Address

Activates the address check via the web which connects to a database of prohibited or suspect addresses.

Close

Closes the address compliance without further action.

Current Address

The address being checked is shown in the top section of the compliance check application.

Results from the terror list

If there is a similarity of the current address to addresses on the terror list, these will be displayed. The similarity column calculates the amount of similarity and displays the results as a percentage of agreement.

Lasted checked.

the date on which the address was last checked.

Last result

the results of the last check on the address:

- Positive - The address has a match of at least nn% with an address on the terrorist list.
- Negative - Not on the terror list

Good Guy until

Once an address is checked a date may be set when the address should be rechecked.

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Advanced Filter - Functions - General

- Introduction

Introduction

The homeview of most shipment application provide additional filtering options which enhance search capabilities within these statistic.

Advanced Search with filters

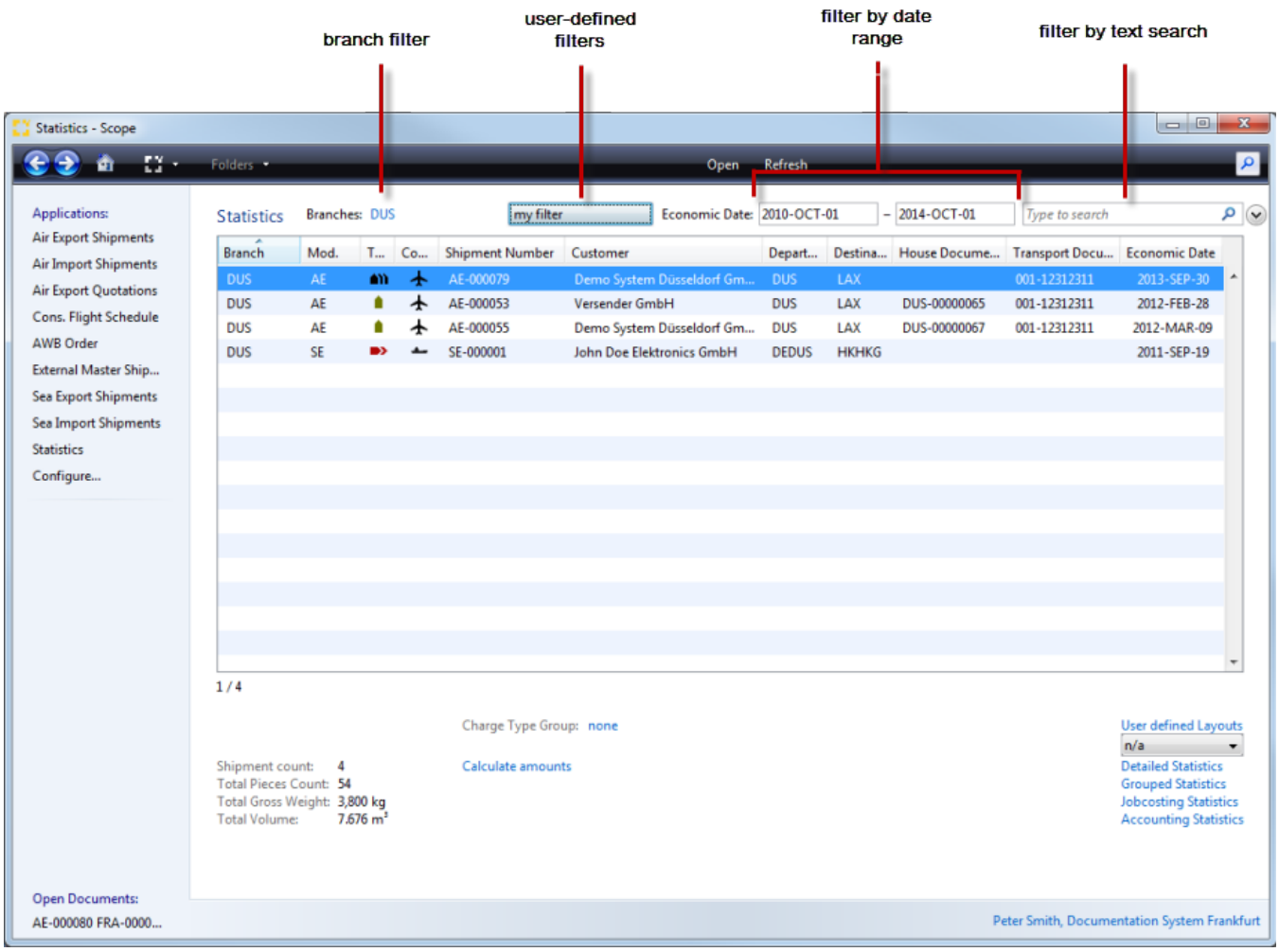
Filters are useful to exclude data from a statistic which is not relevant to the actual analysis.

Three possible ways exist if the user wants to narrow the search result.

- the user may qualify the search result by using the general filter option located in the main menu bar as described below.
- the user may apply temporary filter criteria to the current statistic

  Temporarily applied filters are not stored and they have to be defined each time the user create a statistic.
- the user defines his own filters with the most usual selections.
  These filters get stored and are available anytime the user plans to create a statistic.

General filter option



branch filter: opens a selection window where the branches can be selected which are to be included in the search run.

On the left side of the selection window all available branch(es) are listed.
The right side of the windows shows the already selected branch(es).

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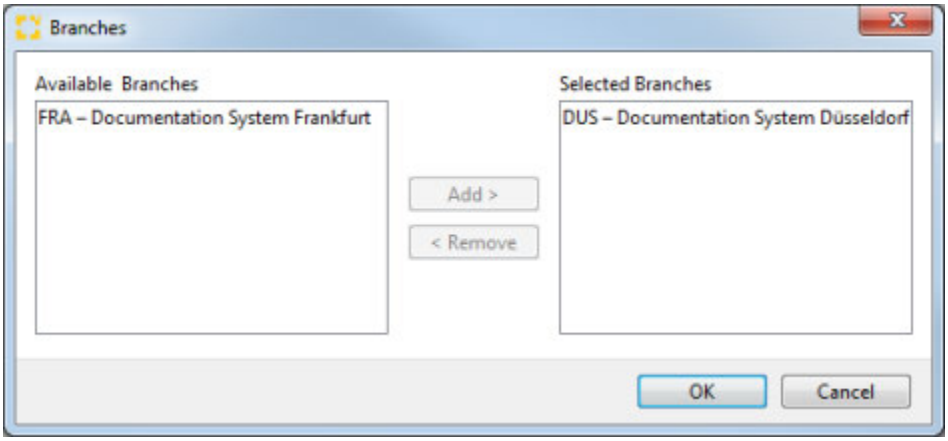
A branch is selected by using the Add button and it will be removed from the list of selected branches by clicking the Remove button.

Clicking the Cancel button will close the windows and the selection remains unchanged.

Clicking the OK button will close the window and the changes will take effect.

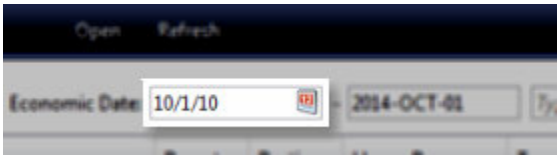


user defined filters: opens a sub-menu which offers a variety of functions. Please see User defined and stored filters

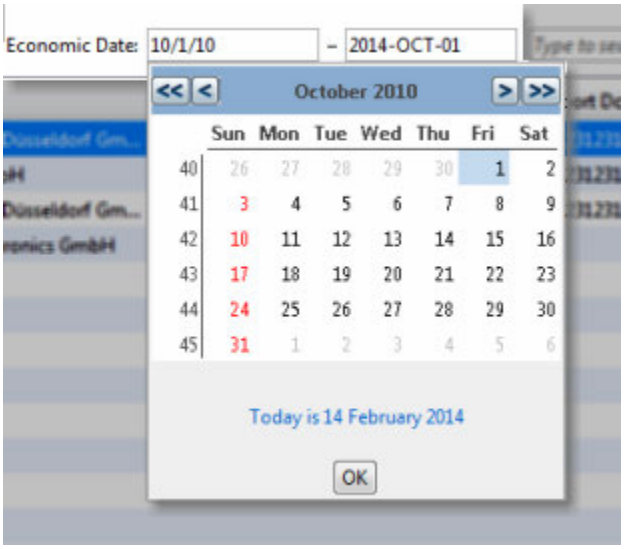
filter by date range:

The kind of the requested date range is displayed lefthand of the text fields. In the example shown below, an *economic date* is requested.

When hovering the mouse cursor over a text field which is intended to receive a date entry by the user, a small calendar icon appears on the right border of this field.
Placing the text cursor in such a field induces the same effect.



By clicking onto this symbol, a calendar window opens up, enabling the user to select a valid date.



filter by text search:

The displayed records in the list of search results is affected immediately if the user starts typing.
The result list is actualized permantly whilst the user modifies the search value.

It is important to consider, that the search will be done over all listed categories and not only for *shipment number* or *customers name* for example.

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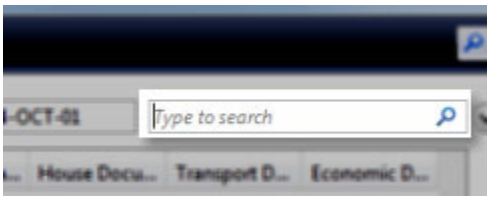
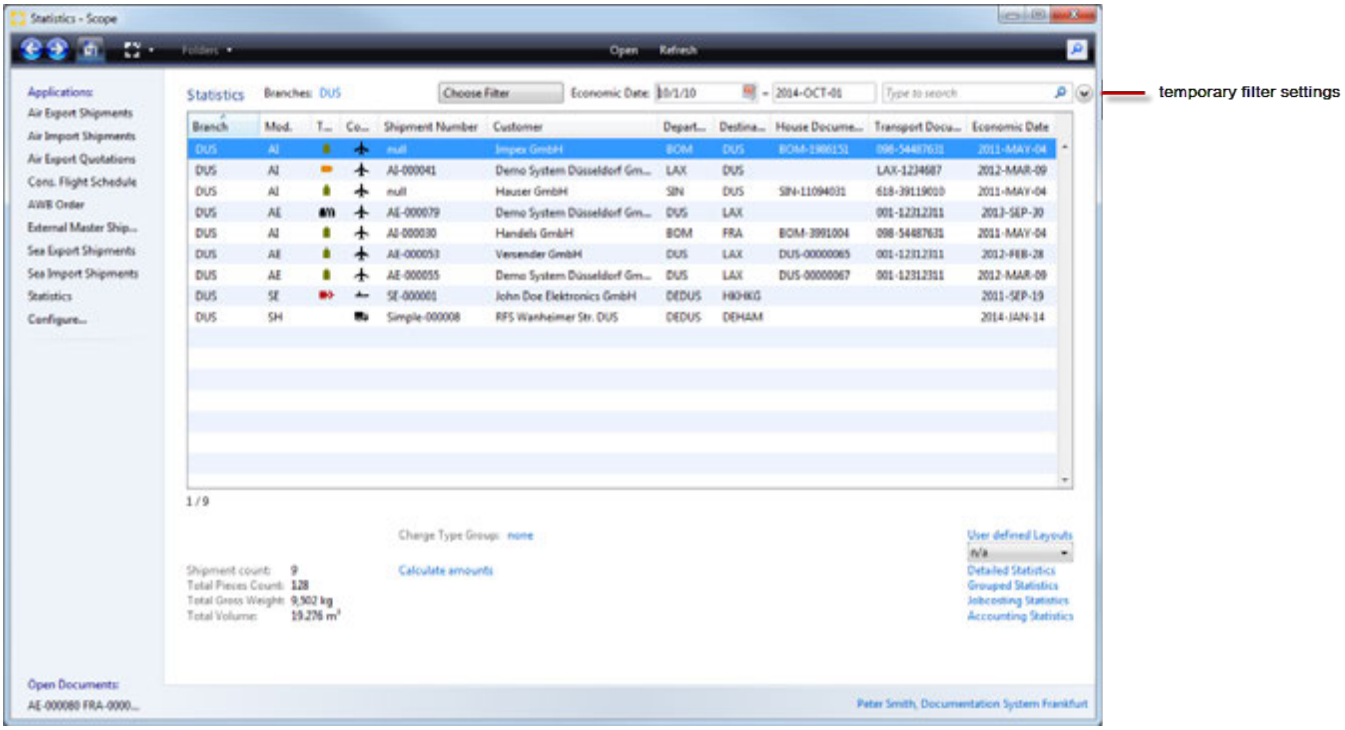
As shown in the result list, the destination of the shipment SE-000001 is Hongkong. If the user starts typing *HK* the result will display exactly one row, the
shipment SE-000001. If one enters the letters *AE*, all records for Air Export will be displayed. The user should keep in mind, that the search run is done
over all existing columns which can take an amount of time if the amount of data is large enough.



Temporarily applied filter

Use the button to expand the filter bar as shown below:



The filter bar will be expanded to enable the user to define his settings.

Temporary filter settings

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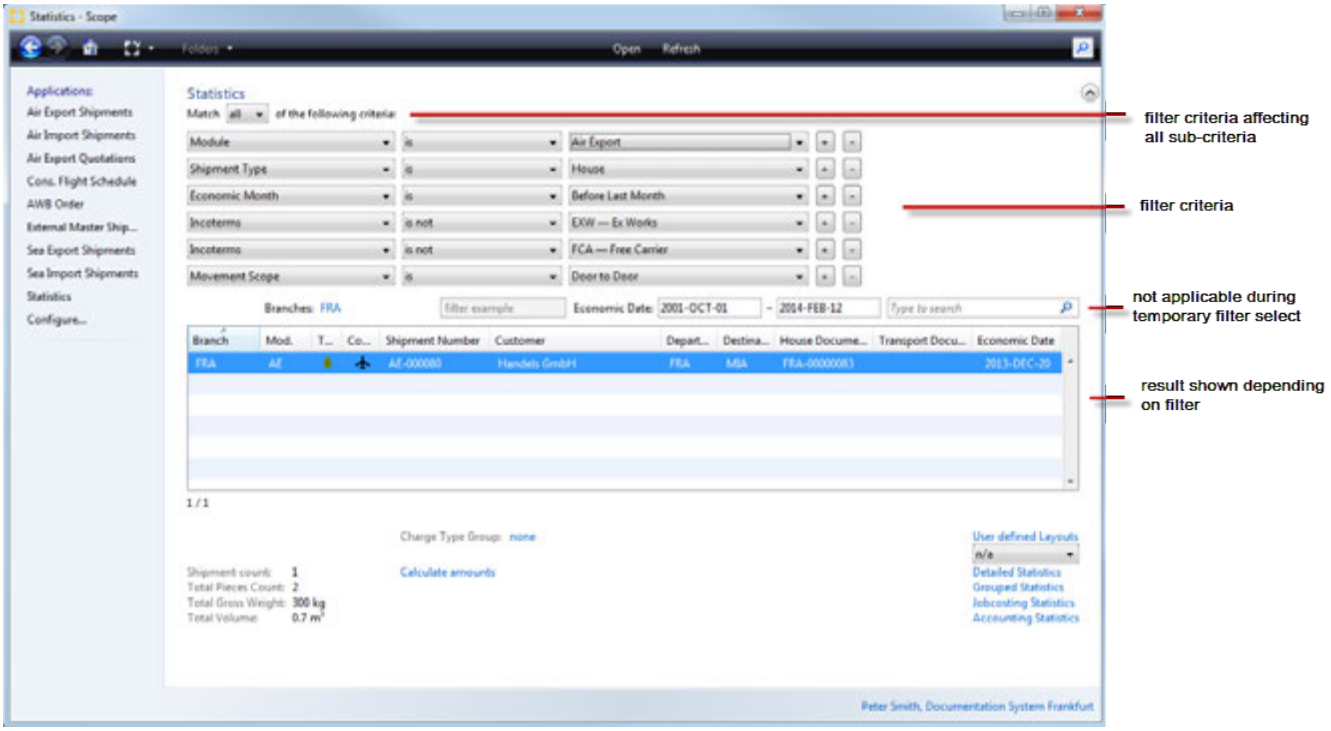
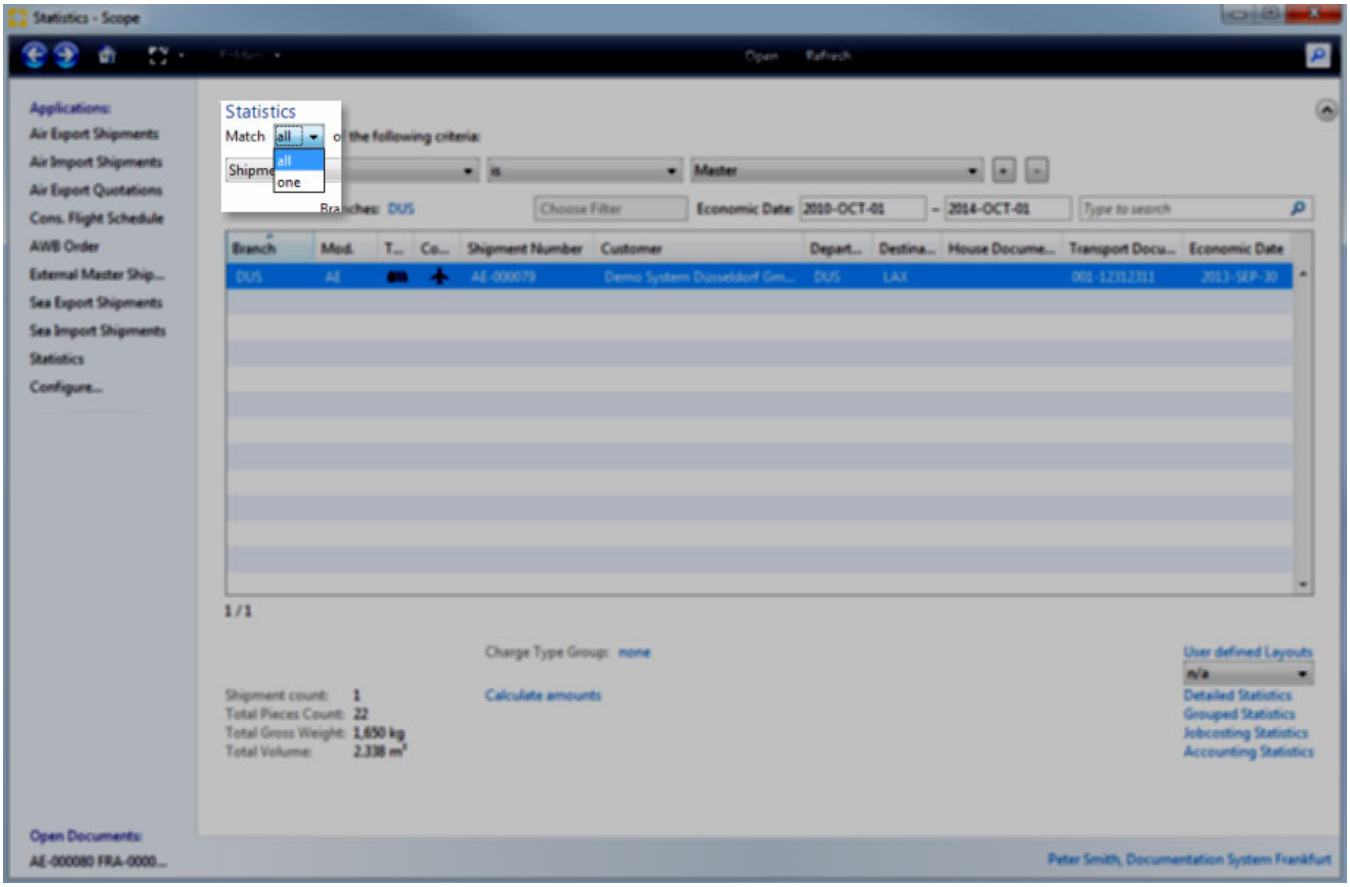


Filter criteria affecting all sub-criteria

To ascertain the filter rules, the user tells the program how to handle the relationship of the subsequent criteria:



Match all means that all subsequent defined criteria must apply to get the required and expected result - a so called *and - condition*.
Match one means that at least one of the subsequent defined criteria must apply to get the required and expected result - a so called *or - condition*.

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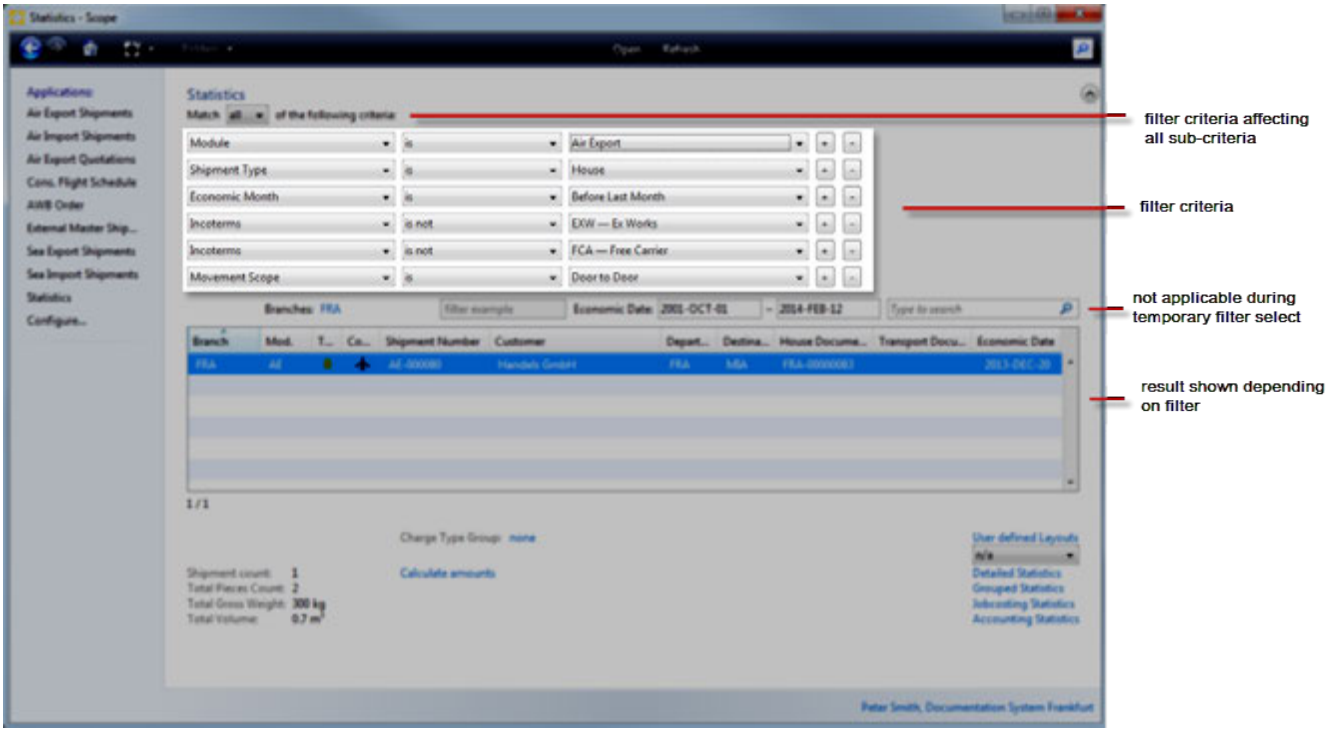
Filter criteria

The user theoretically may define as much filters as needed. Multiple rows of these filter options can be added using the + button, or removed using the - button.



Each row of filter options comprises the following:

Definition of Criteria

The filter row is comprised of several elements; the object of the search, the comparison criterion and the value of the object itself which may be a date, a location, a time period or a mode of transport. A complete description of the filter row is in the table below:

The filter elements can be defined:

- Service date
- Order Date
- ETA
- Pieces
- Gross weight
- Volume
- Customer
- Consignee
- Shipper
- Export Agent
- Export Gateway
- Departure
- Arrival
- Departure IATA code
- IATA destination code

depending on the filter element chosen the the following criteria are available:

- begins with
- corresponds to
- contains
- does not correspond
- is equal to
- is greater
- is smaller
- is between
- within the last
- is
- is not

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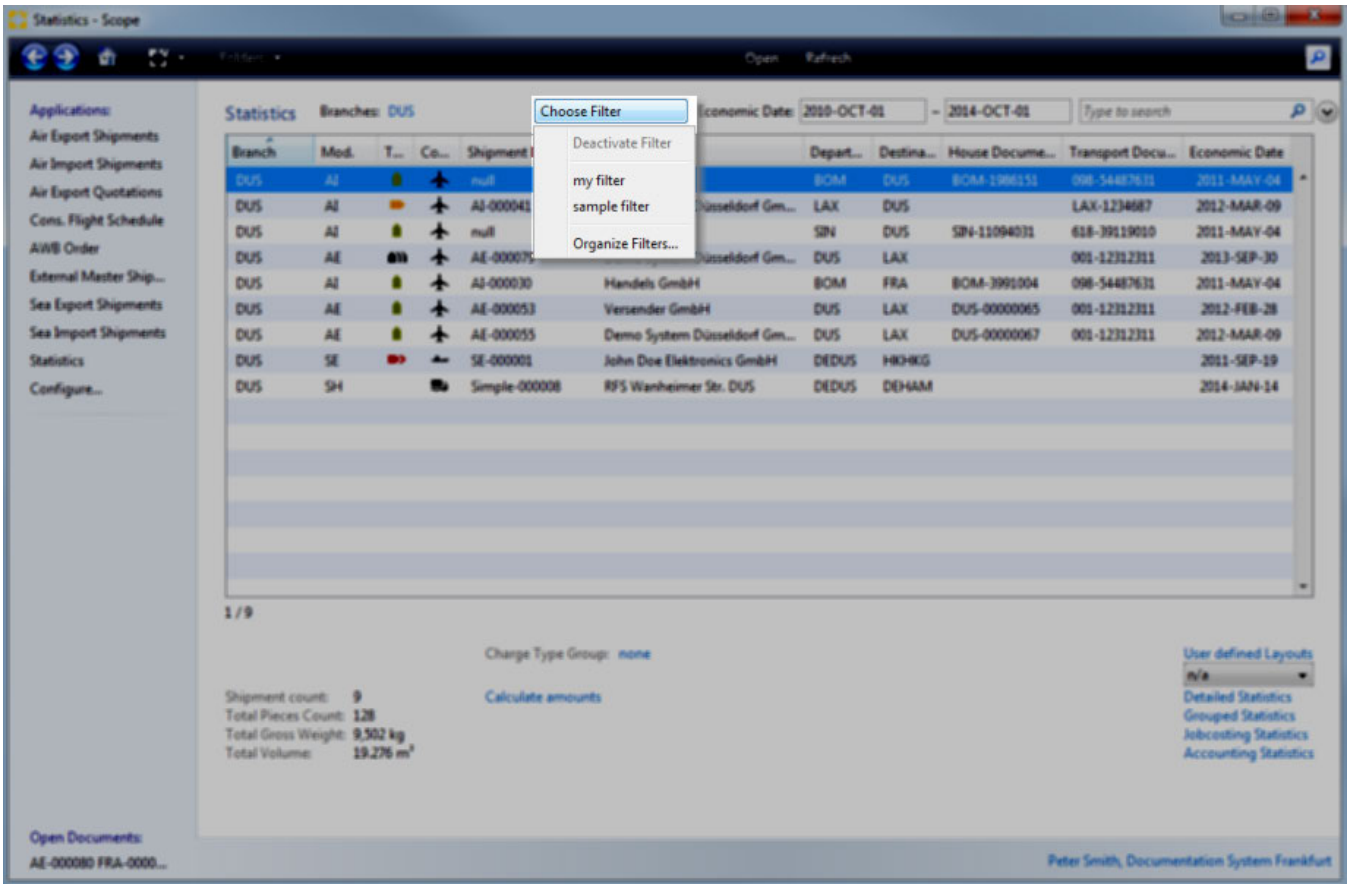
After a short time of data collection applying the filter rules to the data the result will be shown in the list below the filter criteria.

User defined and stored filters

The abovementioned completely applies for these type of filters.

Here we will show how to define a stored filter:

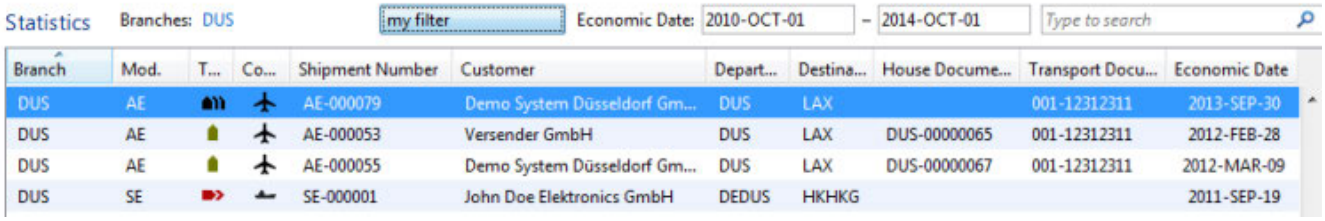


The home view contains a filter bar with a drop-down list, showing ***choose filter*** if none is selected.
By clicking onto this list, a sub-menu gives access to to:

- deactivate an active filter (none actived in this example)
- choose one of the users predefined filters
- organize user filters

Activate a predefined filter

By clicking on the filter name, this filter will be activated.



The filter will be activated and takes effect immediately. The result list shows the effect and the name of the filter is displayed as title of the drop-down list .

Deactivate an active filter

By opening the drop-down list the user may choose the topmost item to deactive the appropriate filter. When leaving the drop-down list, the title of this drop-down will be ***choose filter*** again.

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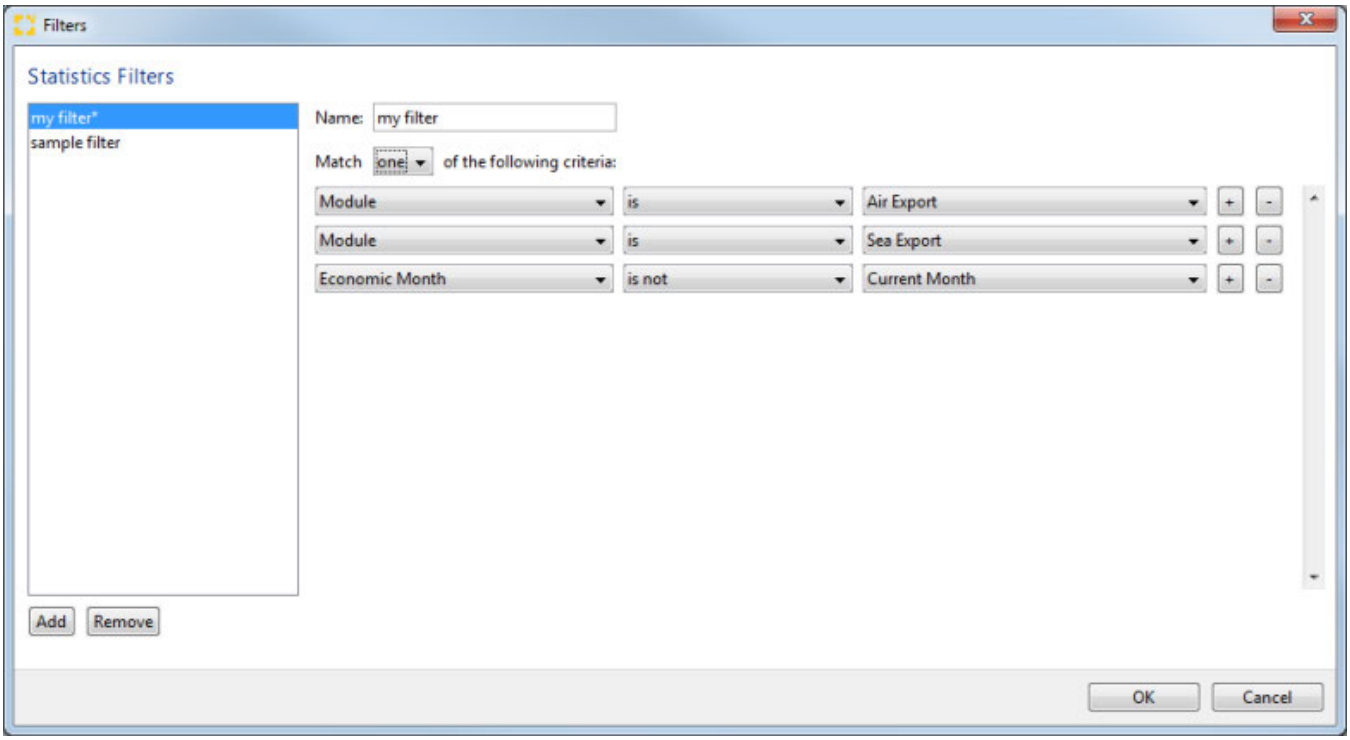
Organize filters, i.e. create, edit and remove filter definitions



A new filter may be added by clicking on the Add button.

An existing filters may be deleted by clicking on the Remove button.

If defining a new filter, the user is free to choose to name the filter by entering the name in the appropriate text field.
Please refer to the section Temporary filter settings mentioned earlier on this page.

The settings will be saved by clicking on the OK button and ignored by clicking on the Cancel button.

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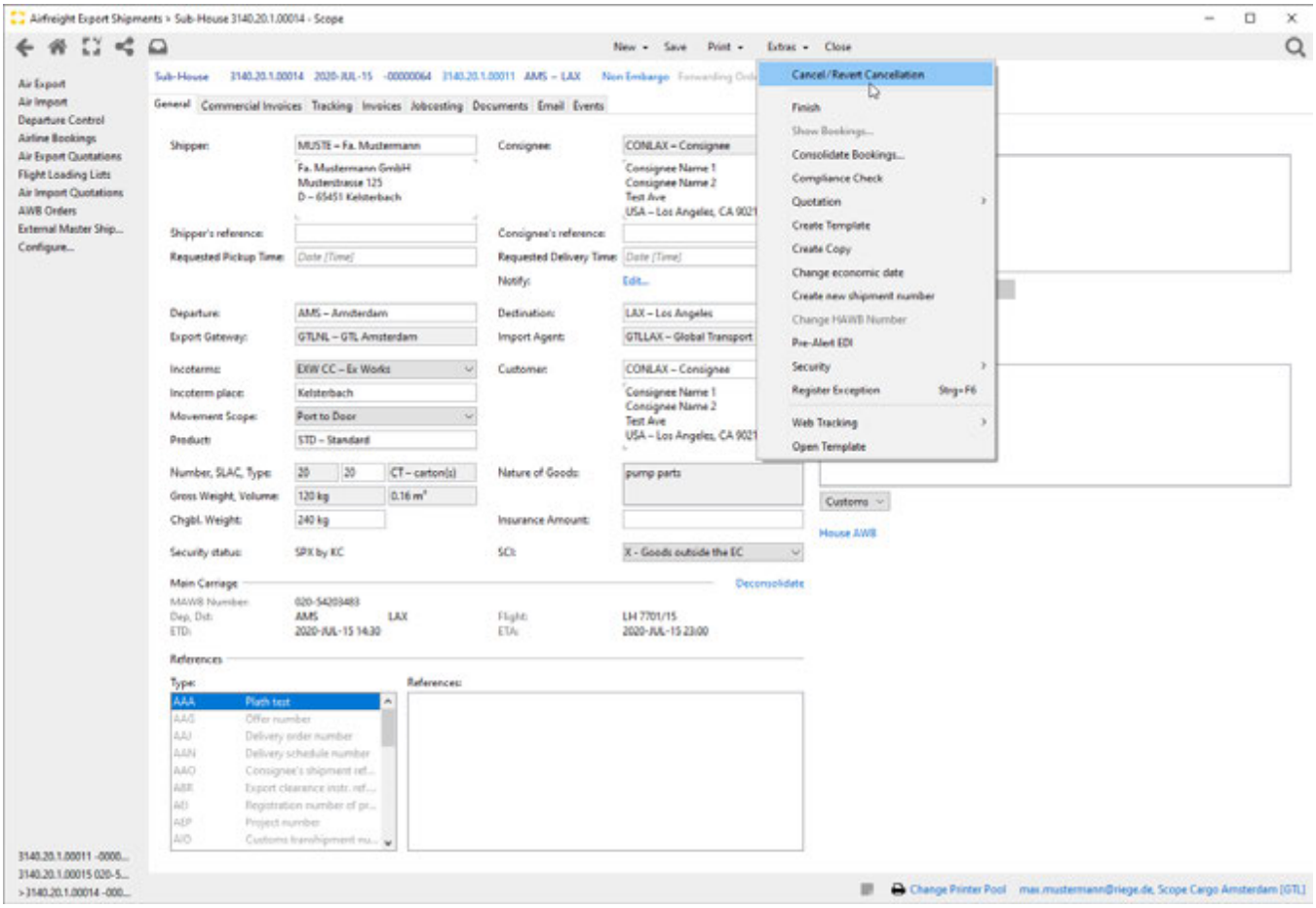
Cancel/Revert Cancellation

- Introduction
- Description

Introduction

This program function offers the possibility to cancel a shipment or revoke the cancellation of shipment.

Description



Choosing the program function will open the Cancel Order Editor.

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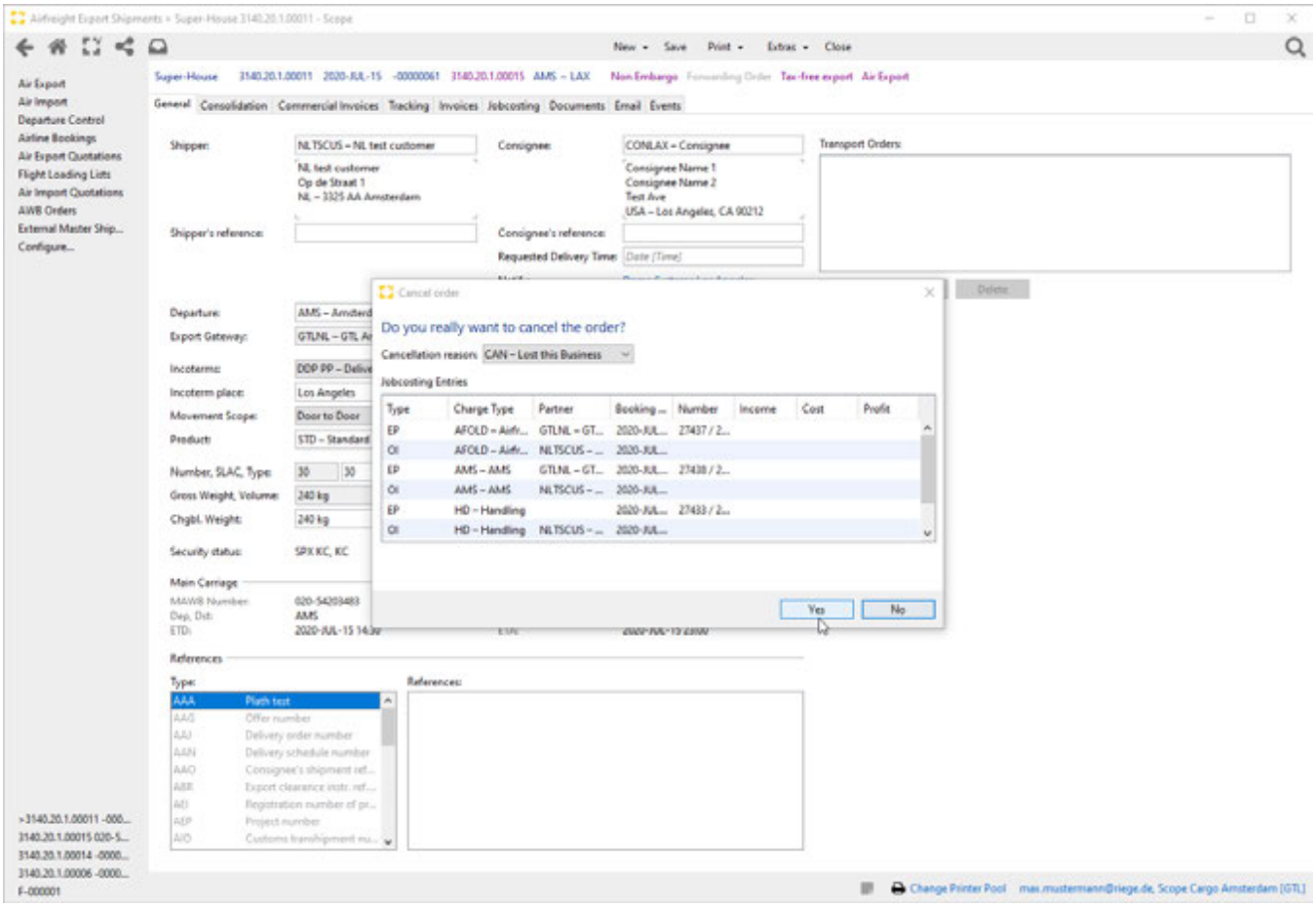

With the button *Yes* the Cancellation of the shipment ca be confirmed. The Order Status of the Shipment will change to CANCELLED. Cancellation can be revoked by clicking on the program function again.

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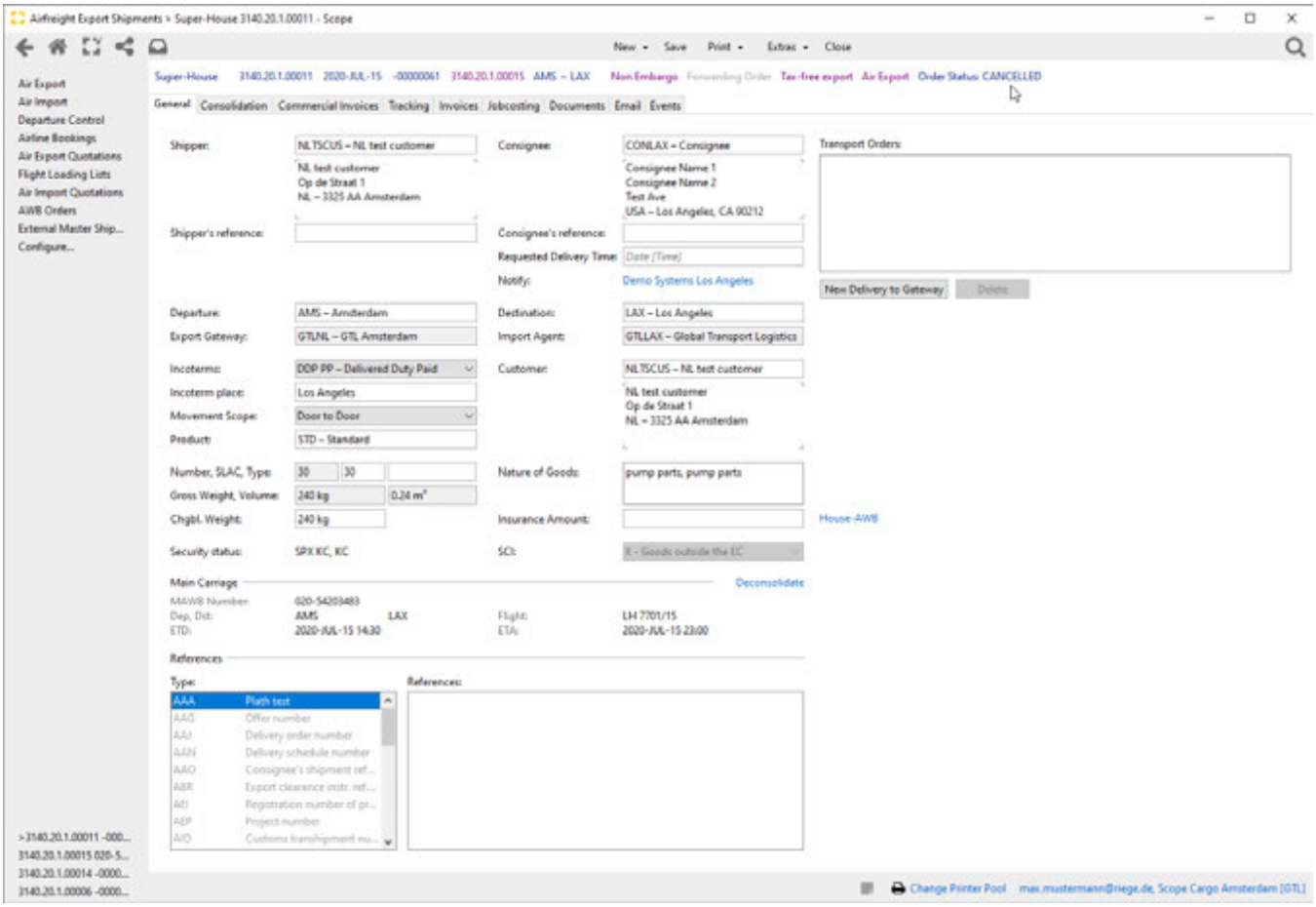

Cancellation reasons can be created as a category "Cancel order" under Master data> Reasons Codes.

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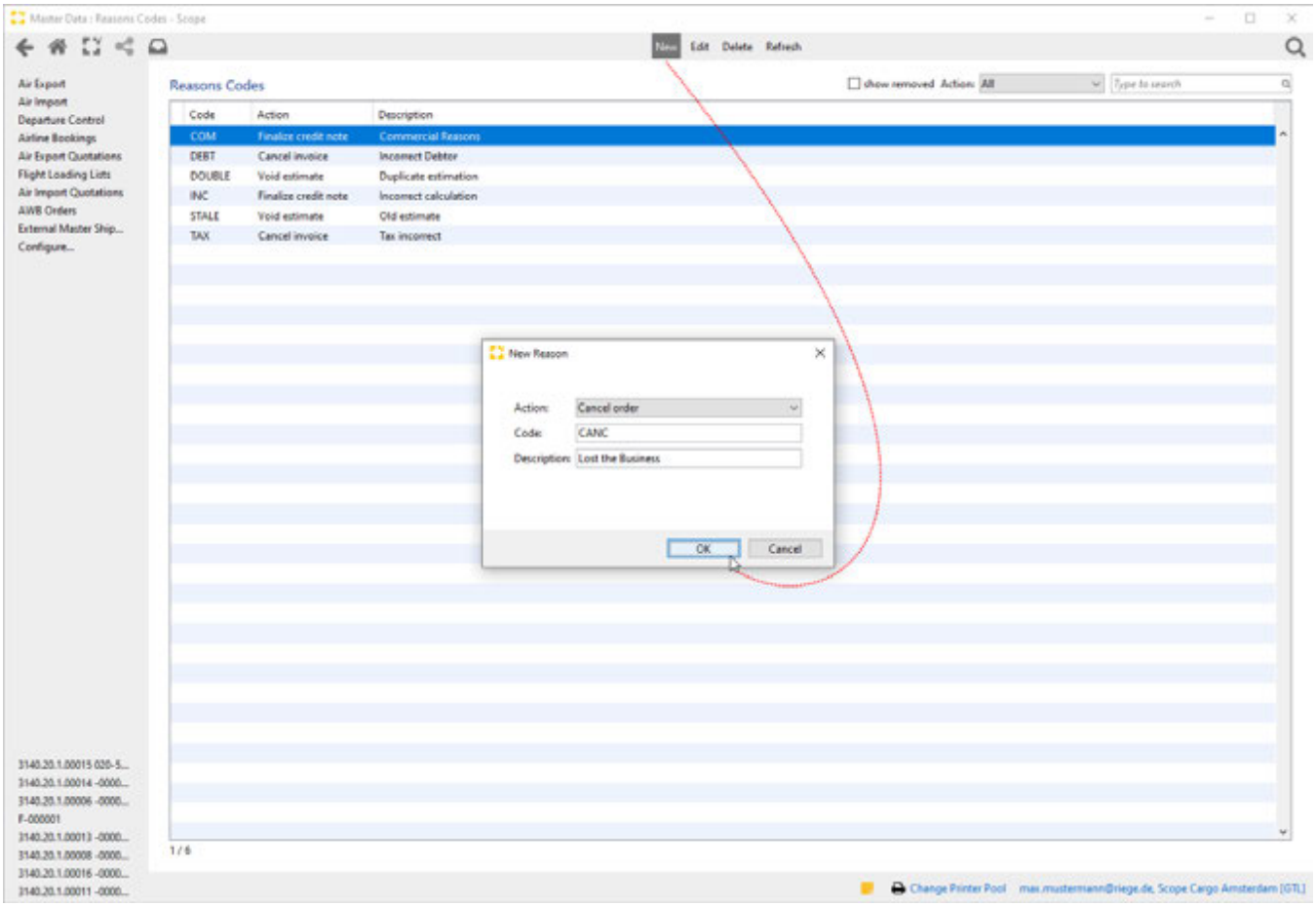

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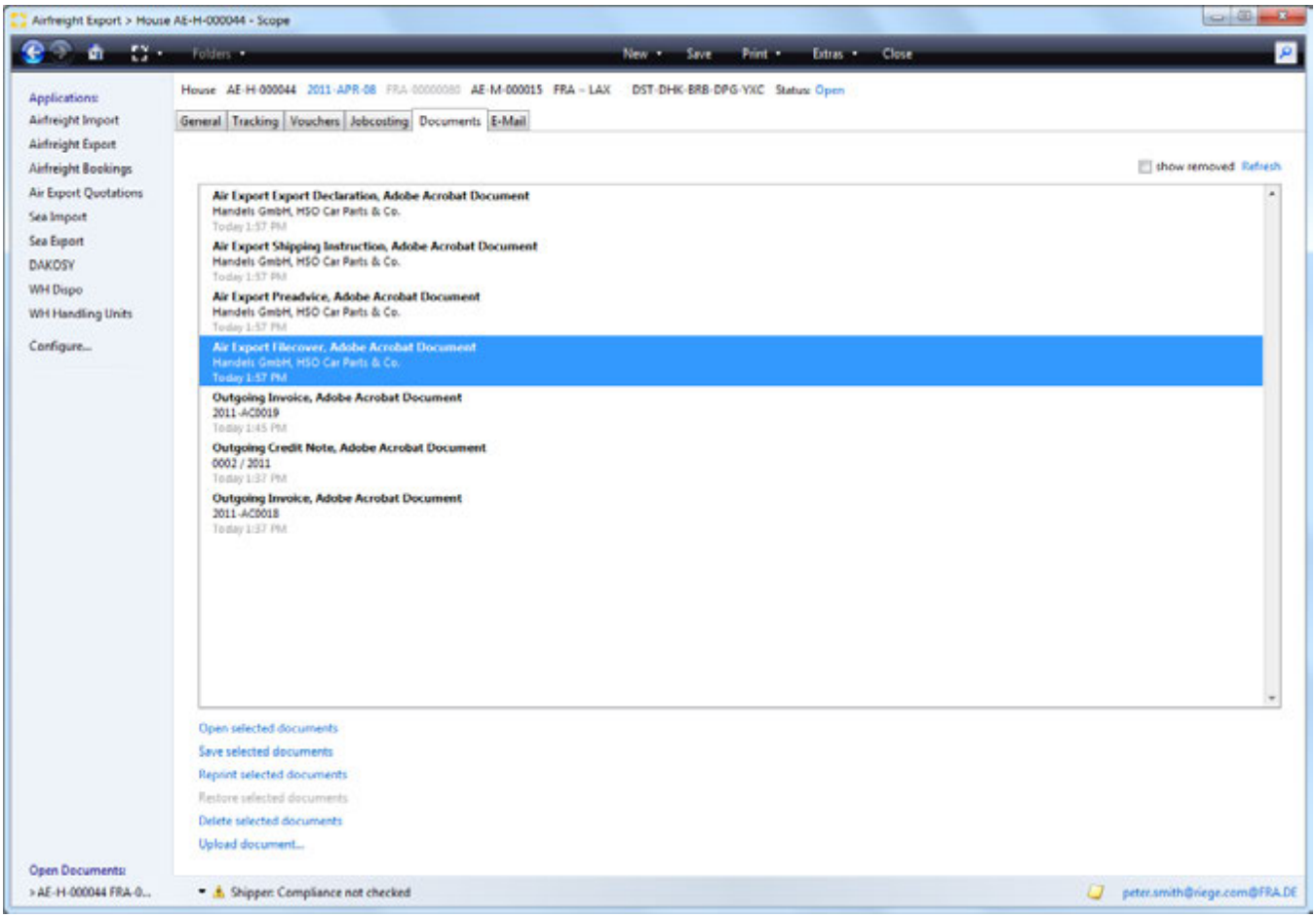
Documents - Functions - General

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. These documents can be opened, downloaded, reprinted, deleted and some documents may be uploaded to web-tracking. Uploaded documents are also displayed.

Description



Document Overview

This area displays all documents that are associated with this shipment or order. The name of the document together with the type of document and creation date are shown. The current version of a document is always displayed. By selecting the show deleted check box, all previous or deleted versions of a document will be shown. These are displayed in ~~strike-through~~ text.

Show removed

Documents that have been previously deleted will be displayed.

Refresh

Updates the current list of documents.

Open selected documents

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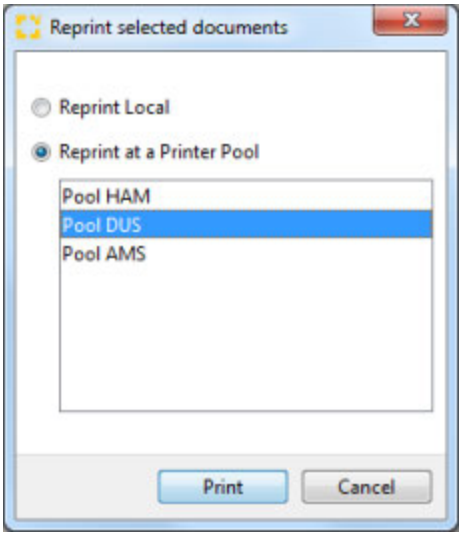
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Delete/Restore selected document

The document highlighted in the list will be deleted from view. Documents are not physically deleted but marked as inactive and therefore not visible. To view all documents including inactive documents, check the show removed box to the right above the document listing. If a document has been deleted, it can be restored by using the show removed check box, highlighting the inactive document and then selecting the *Restore selected documents* action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment. Alternately, navigate to the document on the desktop and drag and drop the document into the documents tab.

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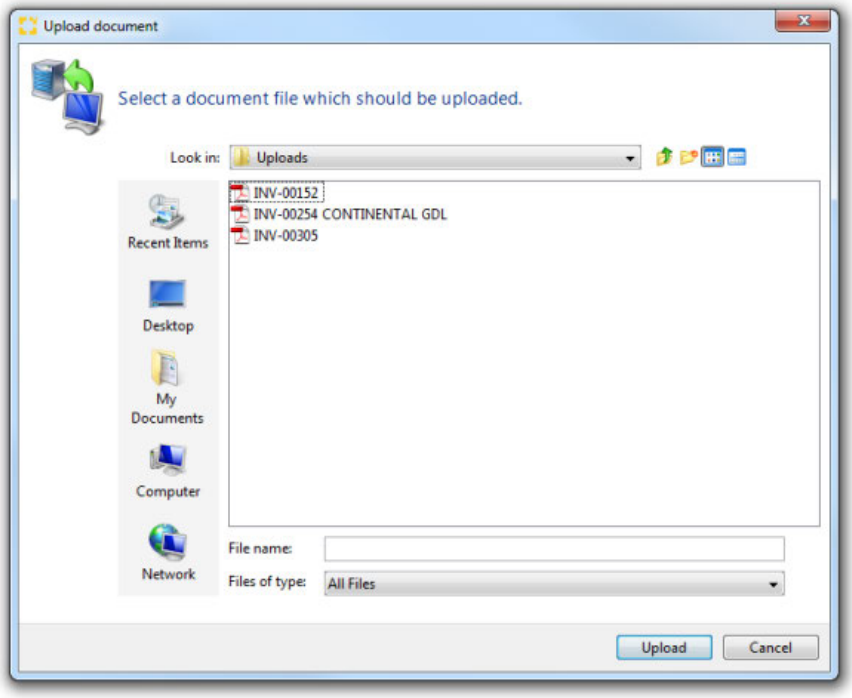

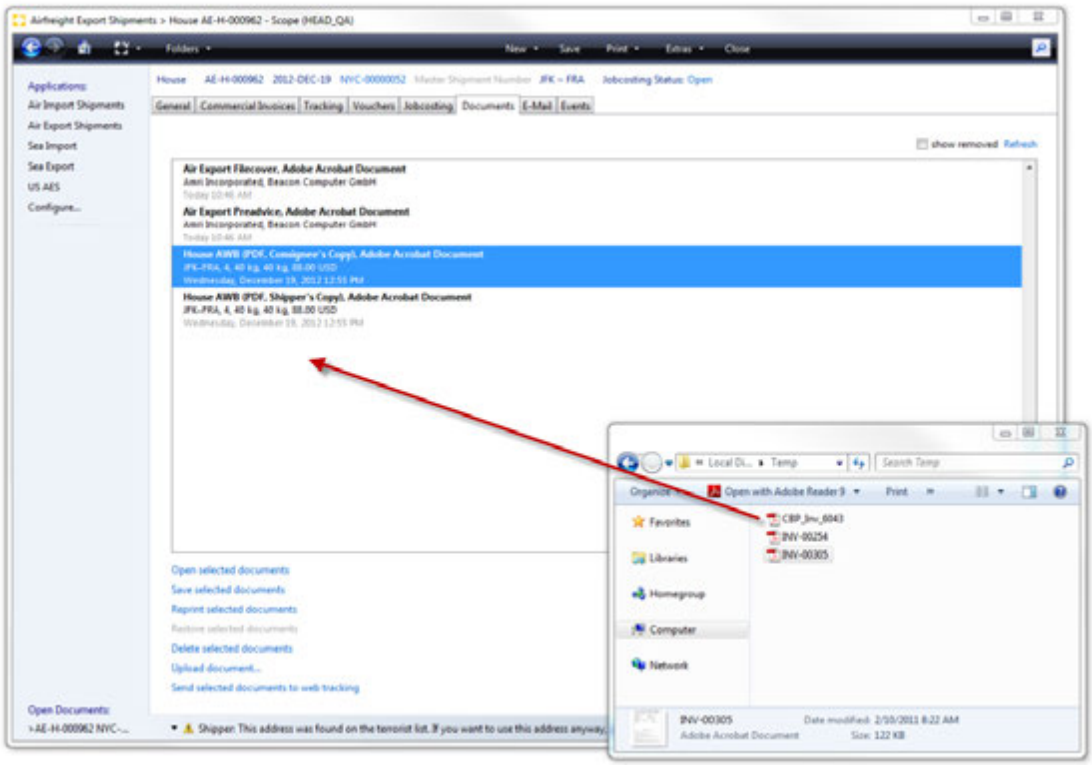

Assign Kind of Document type

During upload or via a right mouse click ,it is possible to set a document kind to the uploaded documents
when a uploaded document has a proper kind set, it will be available to automated email processes (invoices, prealerts)

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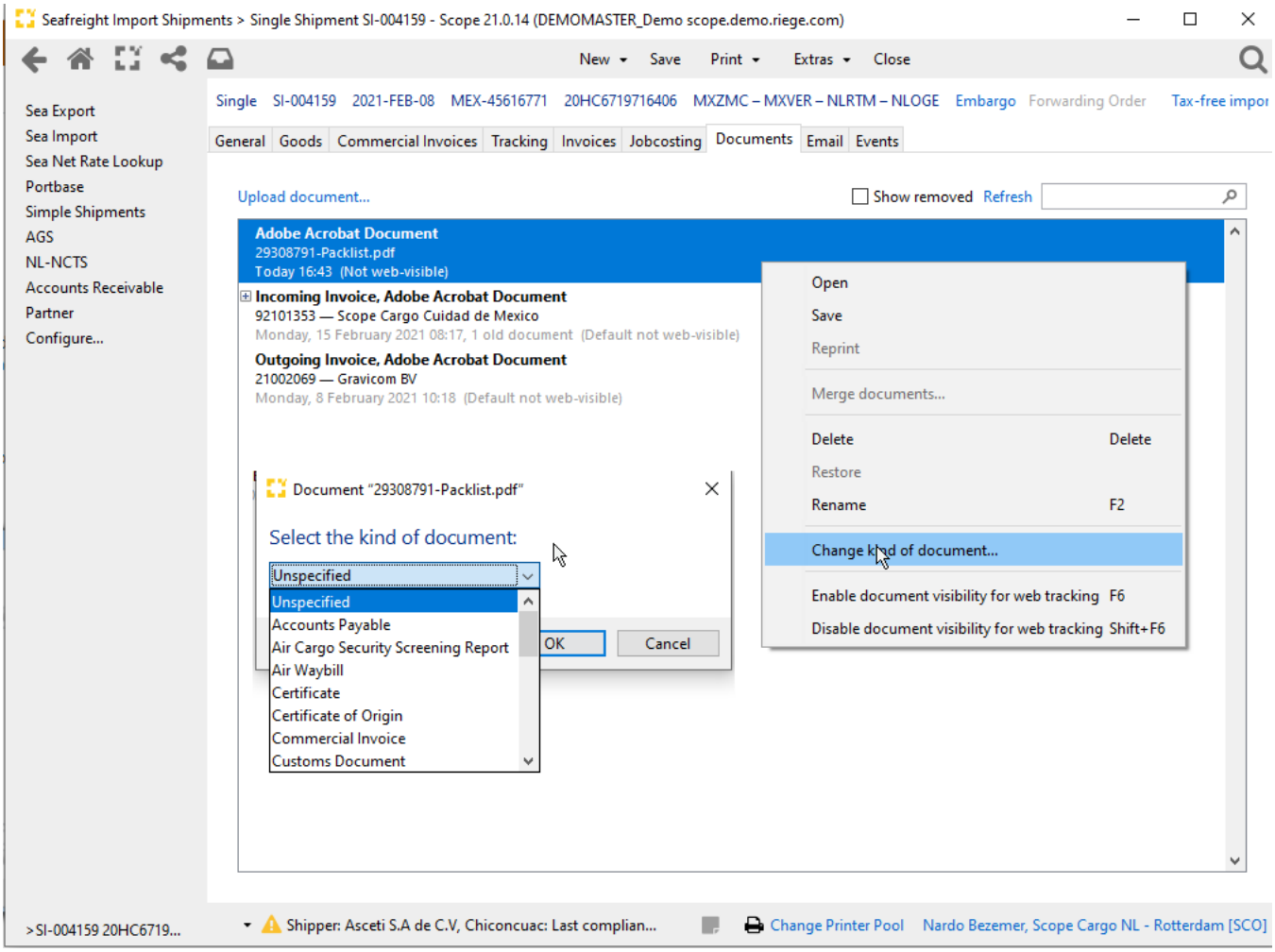

Available kinds are :

- Accounts Payable (incoming invoice)
- Air Cargo Security screening report
- Air Waybill
- Certificate
- Certificate of Origin
- Commercial Invoice
- Customs document
- Dangerous Goods Declaration
- Forwarding instructions
- Goods receipt
- House Bill of lading
- Image
- Insurance Certificate
- Master Air Waybill
- Master B/L (Draft)
- Master B/L
- Packing List
- Proof of delivery
- Shipping documents
- Shipping Instructions
- Waybill

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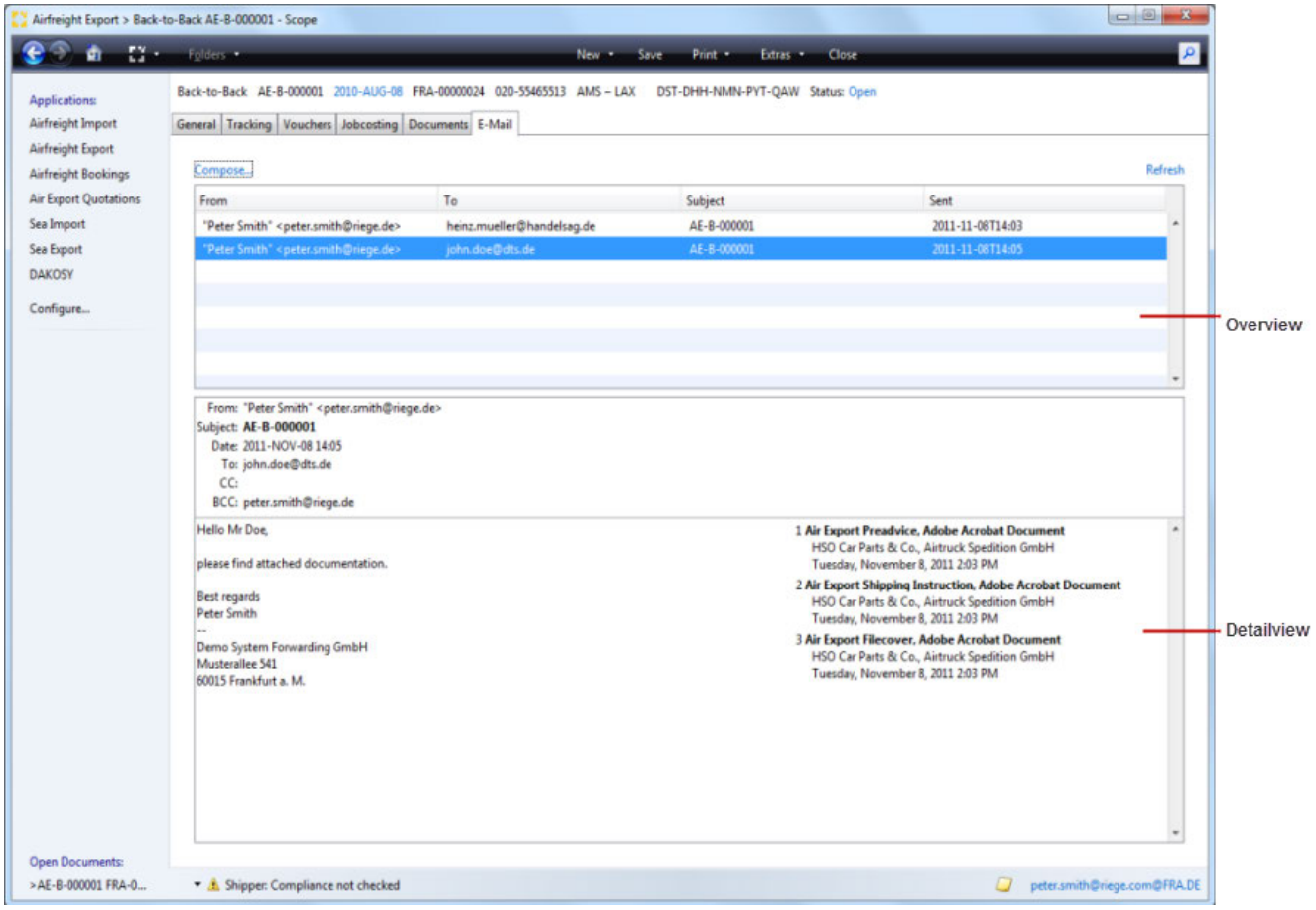
E-Mail - Functions - General

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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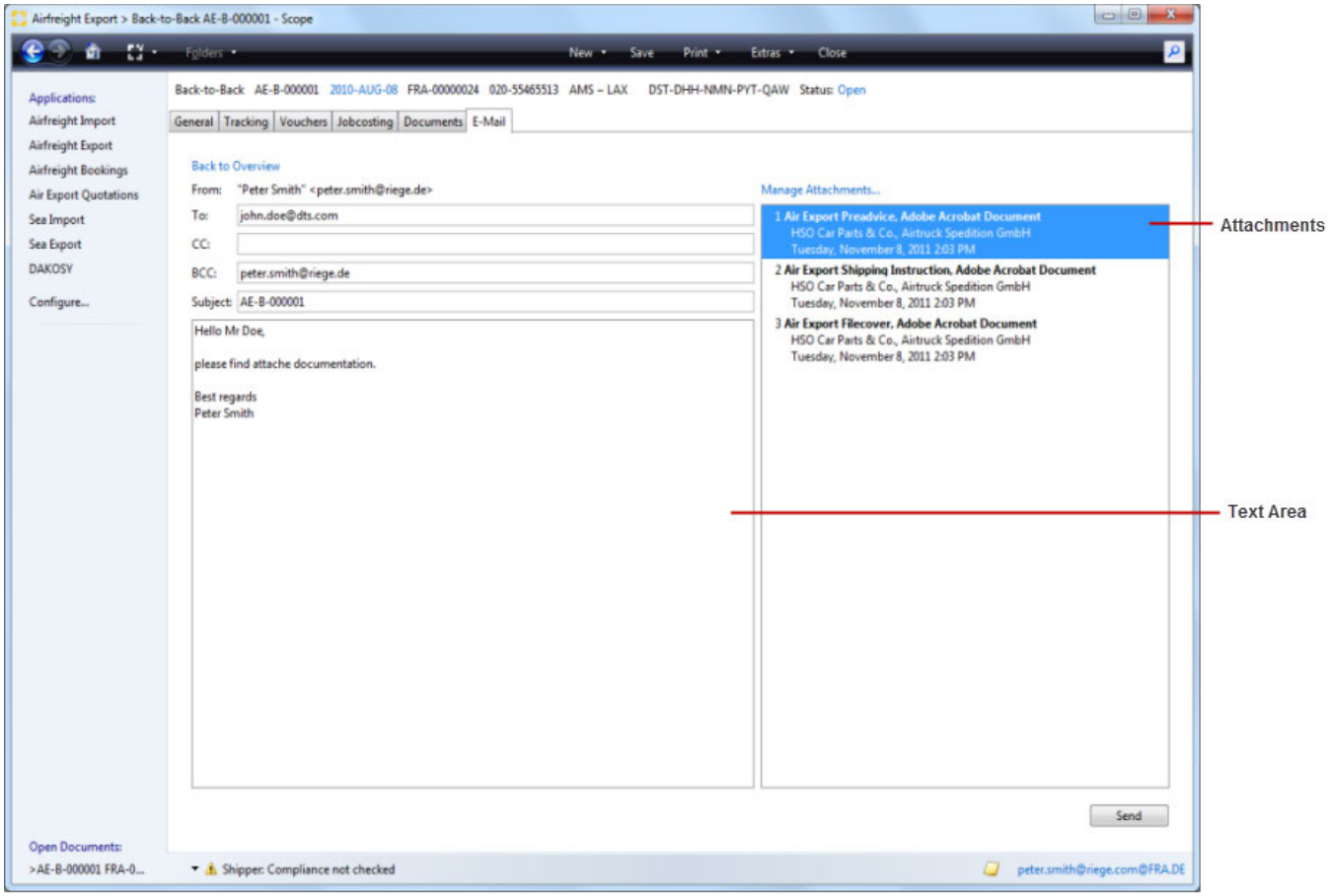
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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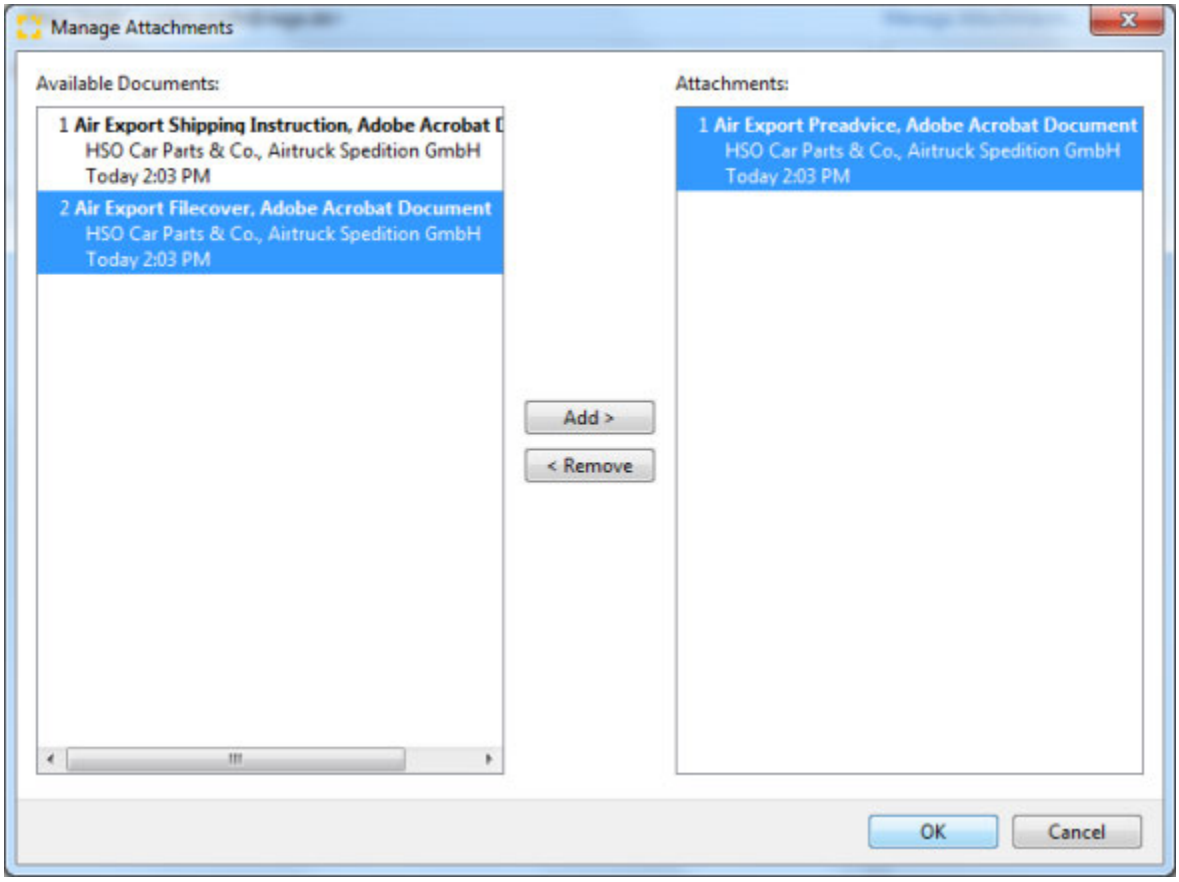
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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Help - Functions - General

- Introduction
- Description

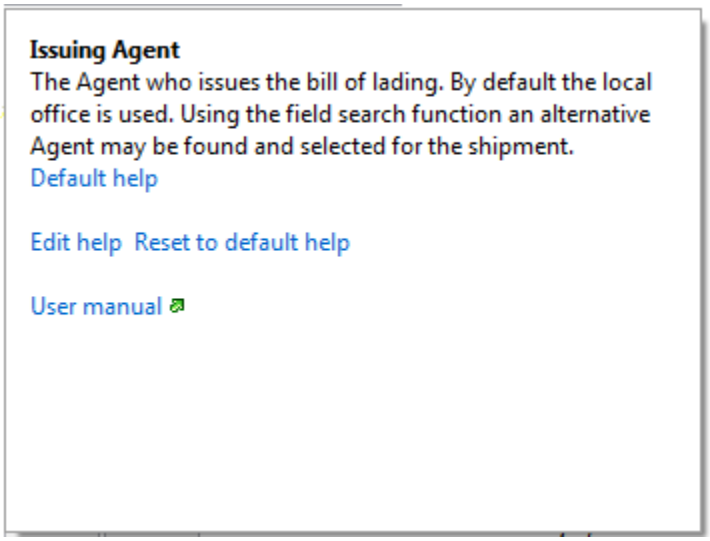
Introduction

In almost all applications there are help functions for the individual fields. In addition to standard scope help texts, local help texts can also be stored. These provide the user with specific in-house auxiliary help information.

Description

The help for a specific field by pressing the **F1** key will be called if the focus is on that field. When calling the help is always local help first appears. If no local help is available, the standard will help loads.

Standard Help



The help function is delivered as a standard part of the software. The default help text will be updated as part of release updates, and expanded where necessary.

Help edit

Opens the help editor for local help

Help editor

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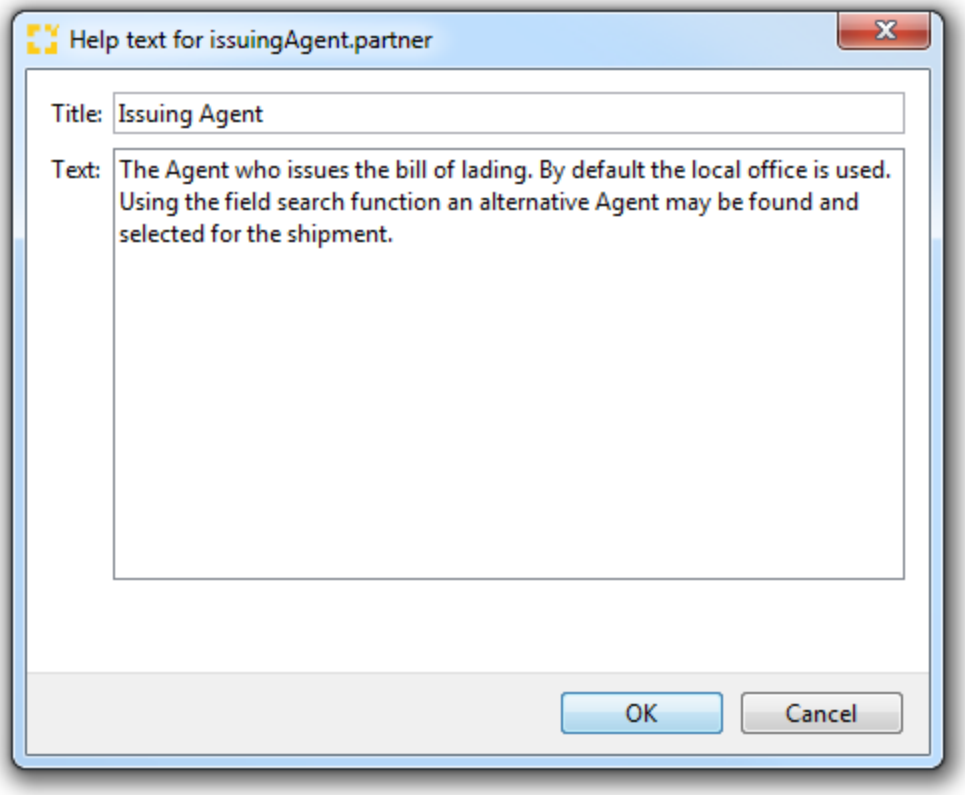

When opening the help function, the standard help text is displayed. This may be edited with the help editor. The help title and text may be edited.

OK

Stores the local help text.

Cancel

Closes the help editor without further action.

Local Help

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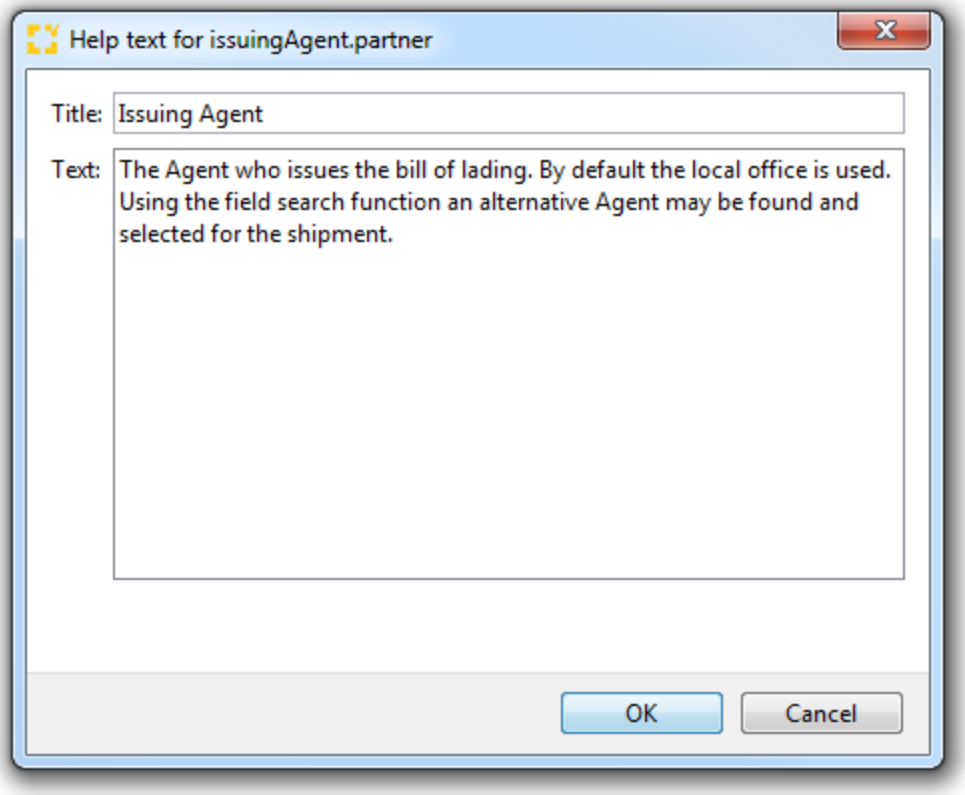

Standard help

displays the standard scope help.

Help edit

Opens the editor to edit the local help text.

Reset to default help

Deletes the local help text and replaces it with the standard help text.

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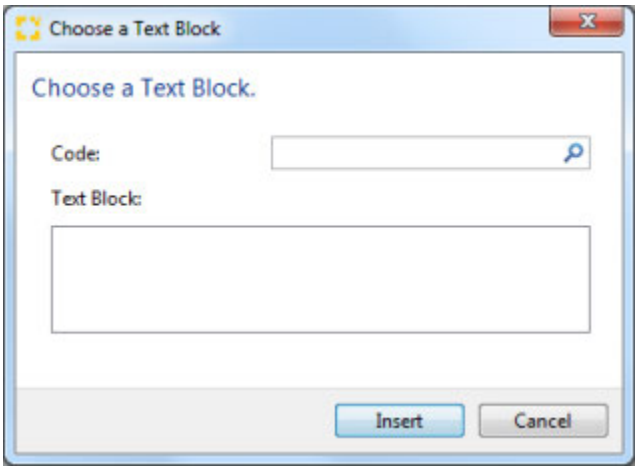
Insert Text Blocks - Functions - General

- Introduction
- Description

Introduction

With this function allows the insertion of text blocks easily and quickly into data fields. Text blocks can be recorded as master data .

Description



The text block editor can be invoked from the context menu for all data fields in which text blocks can be used, or by right clicking in a text field and selecting *Text blocks* or directly with *Ctrl+T*.

Code

Here, the abbreviation of the desired text block can be entered. Stored text blocks can also be accessed via search field .

Text block

After entering the shortcut or selecting from the search result, the selected text block will appear here. The text can be changed if desired before transfer into the application.

Insert

Adds the current block of text into the application and closes the text block editor.

Cancel

Closes the text block editor without any action.

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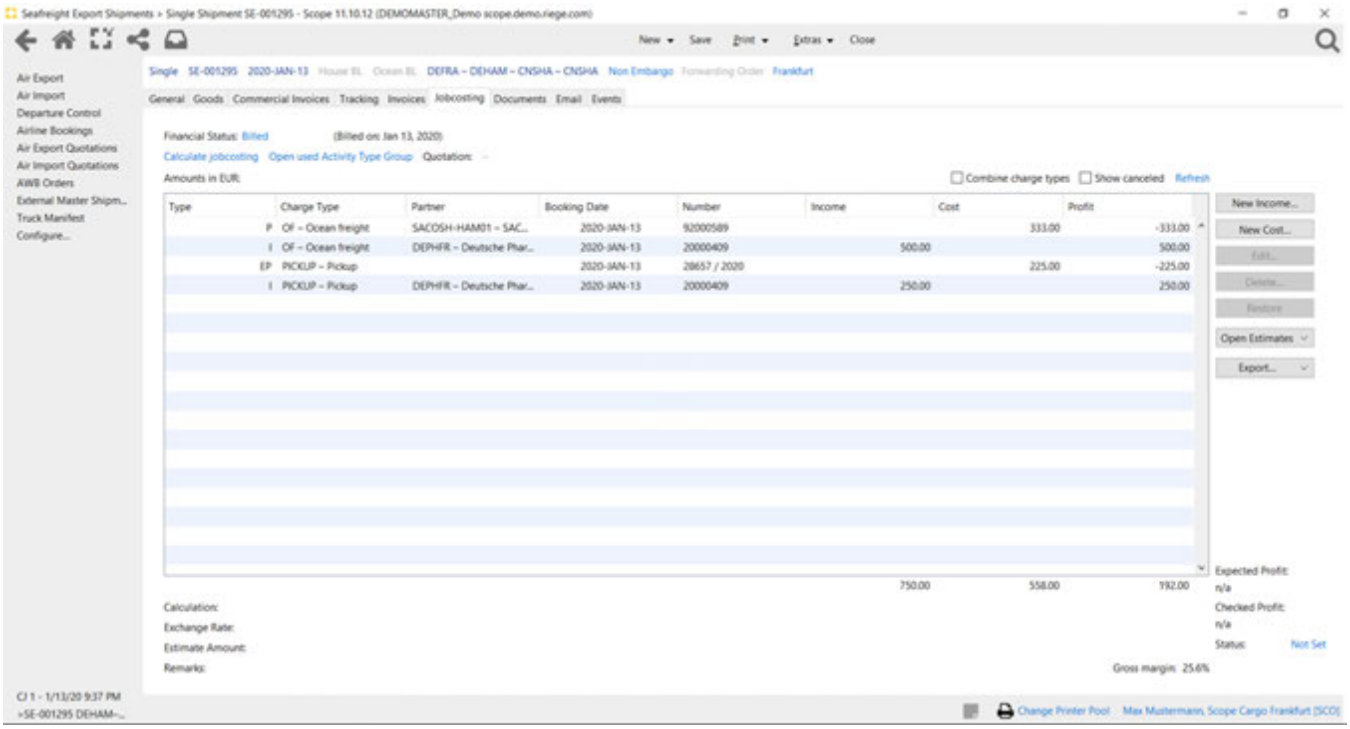
Jobcosting - Functions - General

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

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Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

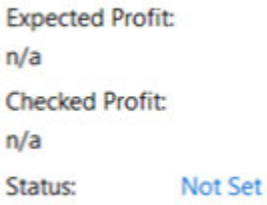
Deletes the charge highlighted in the overview of charges.

Compute Breakdown

The button will recalculate the breakdown of all master to charges to the house shipments on the consolidation. Normally this action occurs automatically, but this button can be used to force the process.

Expected Profit

Set an expected profit



By clicking button "Not Set" a new window opens and the actual profit can be set as expected profit. Previously all expected income and expected costs have to be added to jobcosting.

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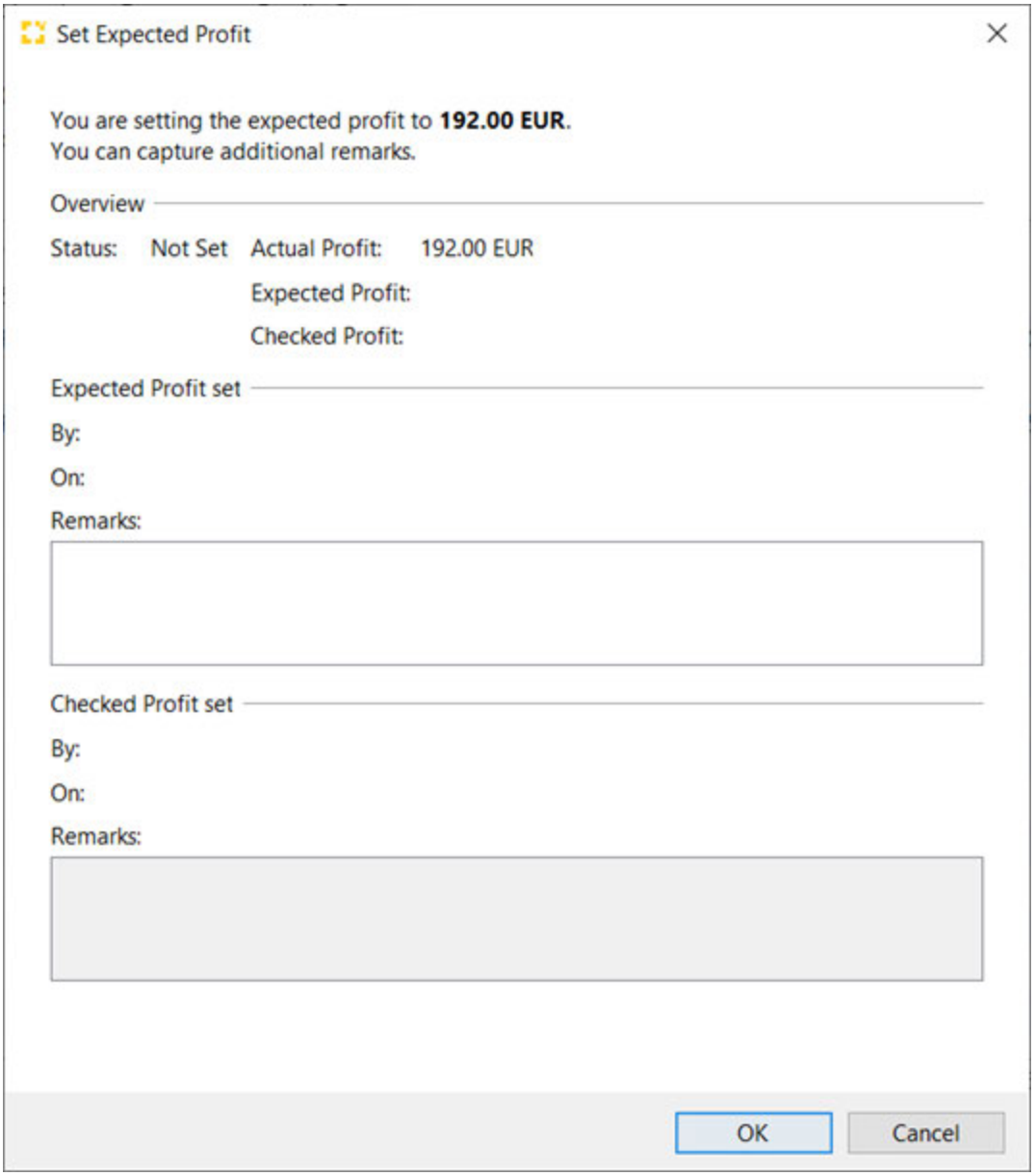

After confirming expected profit status changes at jobcosting tab.

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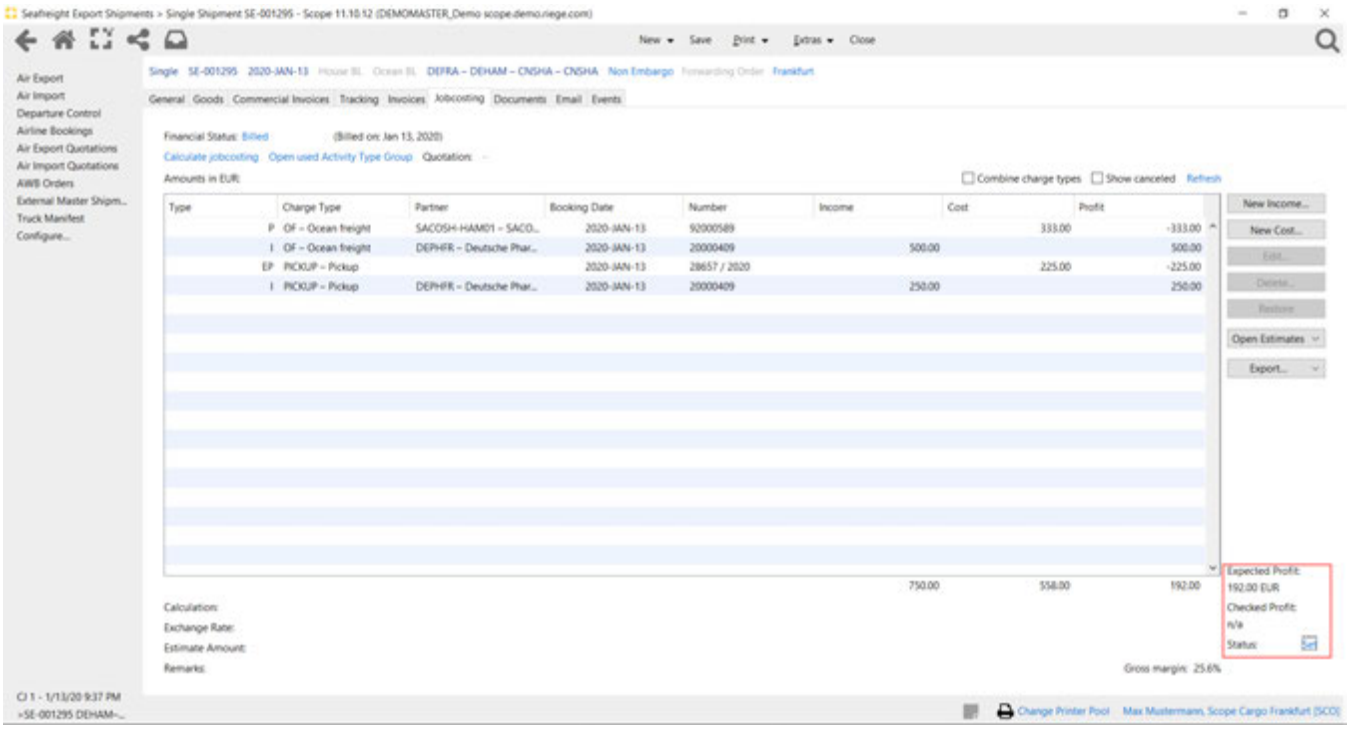

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

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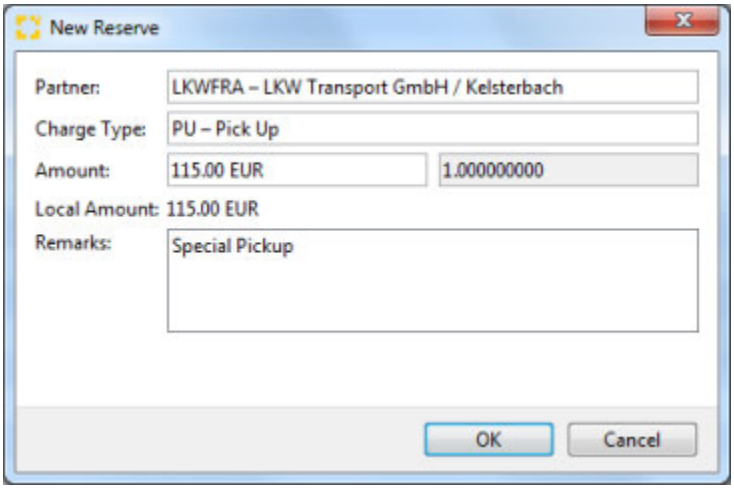
Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Notes - Functions - General

- Introduction
- Description

Introduction

The note application allows for the creation of notifications that will appear when using a business partner, during a shipment entry, when opening a program or when a particular bill of lading number appears. Depending on the priority (notes), or significance of these messages, they will automatically disappear after a few seconds or must be closed(sticky message). The purpose of notes is to keep the user aware of issues relevant to the users activity.

Description

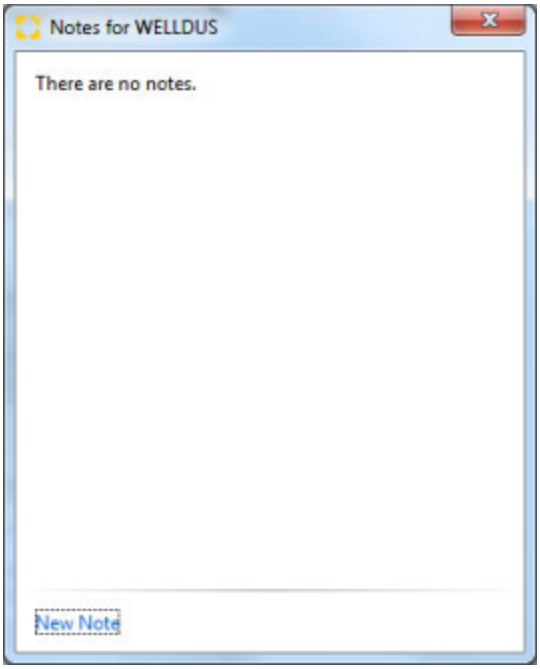
Clicking the icon  will display notes and allow new notes to be created. When using the data to which a note has been applied, for example a shipment address or the creation of a document, then the appropriate note will be displayed as a popup. Notes with the priority "low" or "medium" appear only briefly and disappear automatically, these are termed "Growl" messages. The during the appearance of the note, the user is informed if the note is of low or medium priority, but there is no other behavioral difference between these levels of priority. Notes with "High" priority will be displayed on screen until the user closes them. These are termed "sticky messages".

If a note already exists then the icon changes slightly to .

Actions

New Note

In order to create a new note the option "New Note" must be selected.



This produces the following fields:

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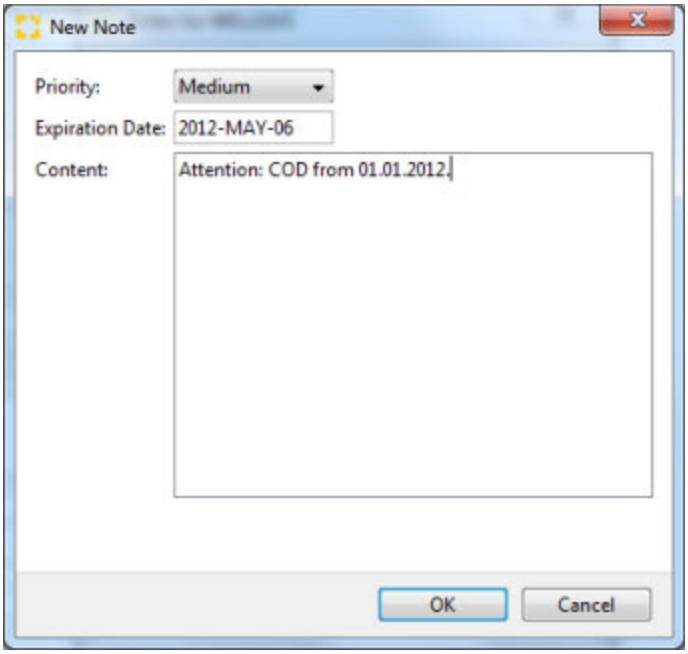


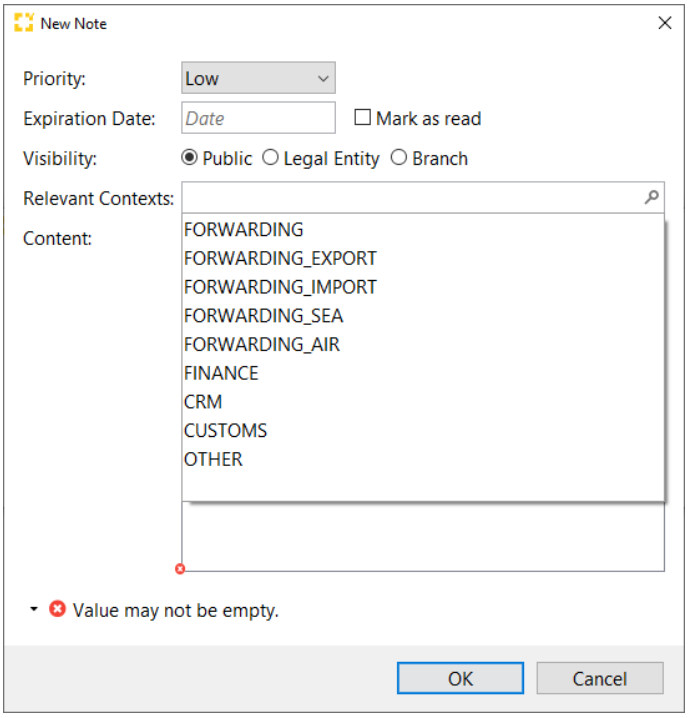
Priority (low / medium / high)

Changing the priority of the message sets the note as a "growl" or a "sticky" message.

Expiration date

The date on which the note will expire.

Relevant Contexts



Other	Note is displayed if it is realted to UNLocodes
Empty	If no selection is done, note is displayed everywhere
Forwarding_Sea	Note is displayed if it is an oceanfreight shipment, no matter if import or export
Forwarding_Import	Note is displayed if shipment type is "Import"

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Forwarding_Export	Note is displayed if shipment type is "Export"
Forwarding_Air	Note is displayed if it is an airfreight shipment, no matter if import or export
Forwarding	Note is displayed in Forwarding shipments (Air, Ocean, Shipment light)
Finance	Note is displayed if a financial service (e.g. incoming or outgoing invoice, dunning, ...) is created for the partner
Customs	Note is displayed if the partner is used in a customs order
CRM	Note is displayed if the partner is used in a quotation

Content

The text that is displayed when the note appears.

A maximum of 1024 characters may be stored in notes. An error will appear if this is exceeded and will remain until the total characters are within the allowed limit.

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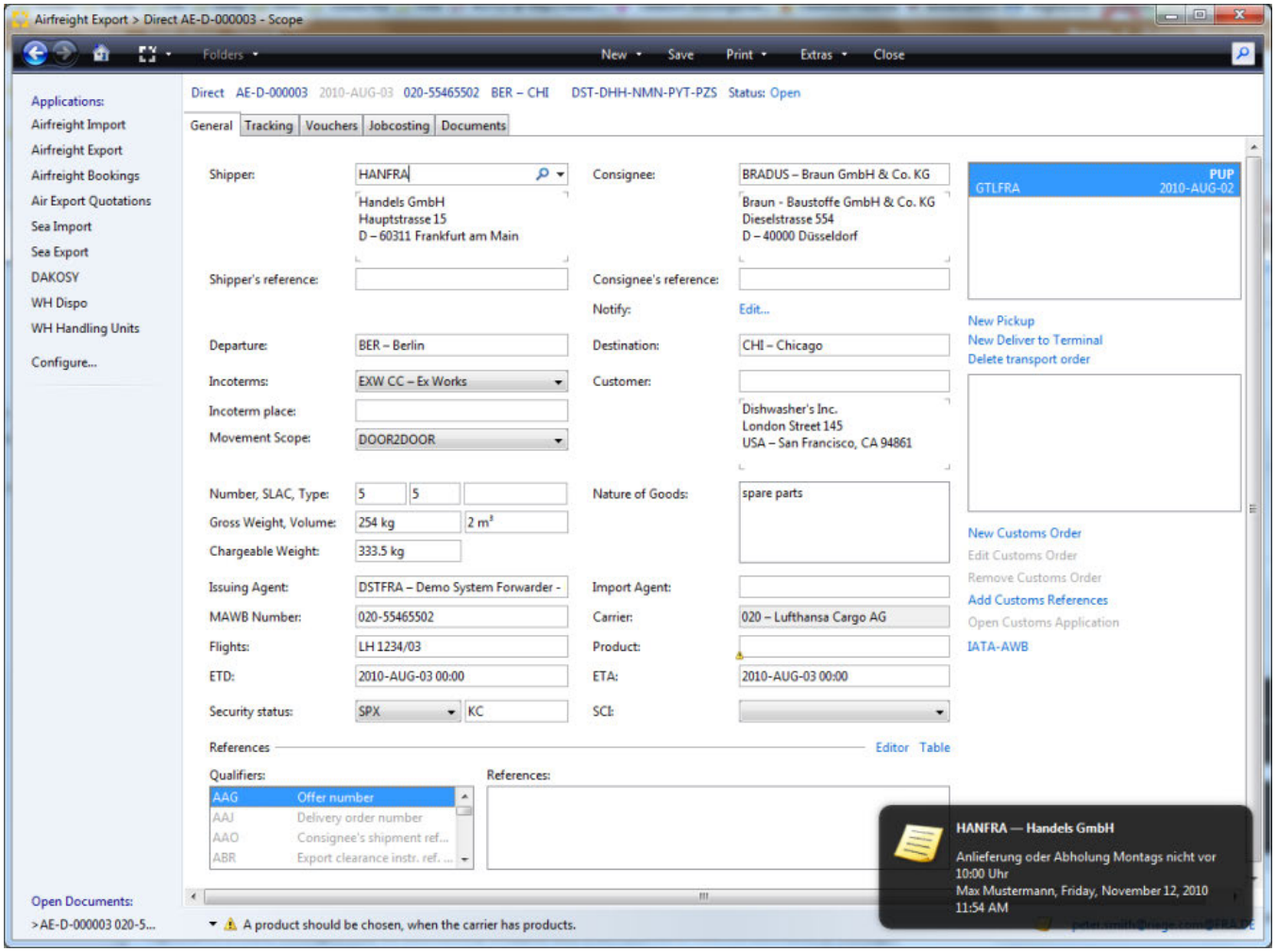
Notifications - Functions - General

- Introduction
- Description

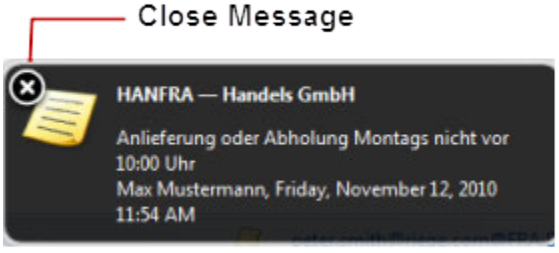
Introduction

Various applications in scope (eg, credit control , notes , AWB pool , etc.) send a notification to the user when certain events occur. These notifications appear at the bottom right of the user interface and are known as "sticky messages".

Description



Depending on the application, notifications may appear when using a business partner, during a shipment entry, when opening a program or when a particular bill of lading number appears. Depending on the priority (notes), or significance of these messages, they will automatically disappear after a few seconds or must me closed(sticky message).



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All notifications can be actively closed by clicking on the close icon. This symbol appears when the cursor is moved over the note.

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References - Functions - General

- Introduction
- Description

Introduction

This application is embedded in various shipment editors and is used to record different types of reference numbers. These reference numbers can be reused in other applications. The user, for example, can have these references inserted into printed documents.

Description

Record reference numbers

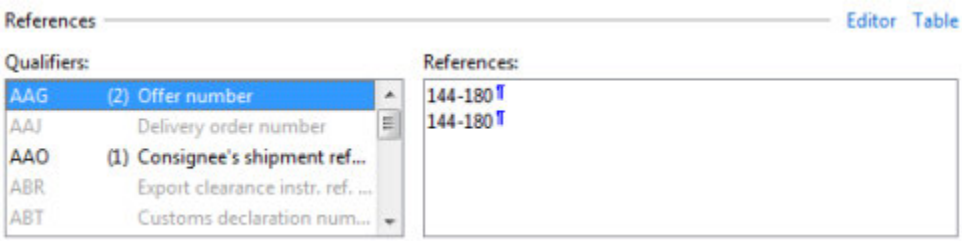
Editor

Changes to editor mode. By default, the editor mode is active.

Table

Changes to table mode.

Editor-Mode



Qualifiers

This list displays the possible kinds of references. The kind of reference is highlighted and then the actual references inserted in the *references* pane on the right. Once a reference has been entered, the qualifier appears in dark text and shows the number of references that have been entered for that reference type in brackets.

References

Here, the references to the selected reference qualifier must be entered. Predefined text blocks can also be inserted here.

Table Mode

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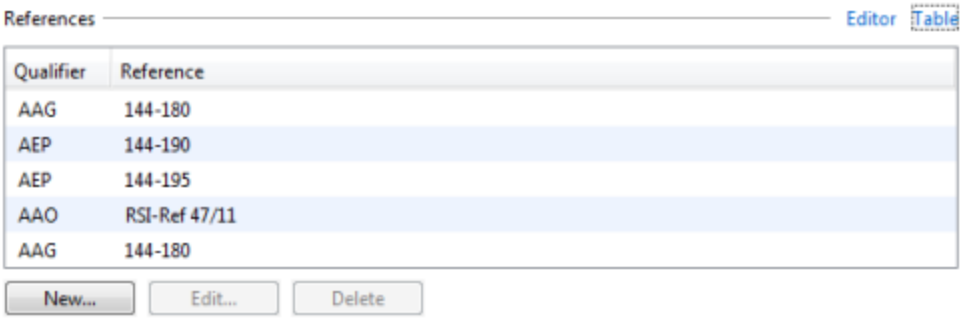


New

Opens the table editor for entry of a reference.

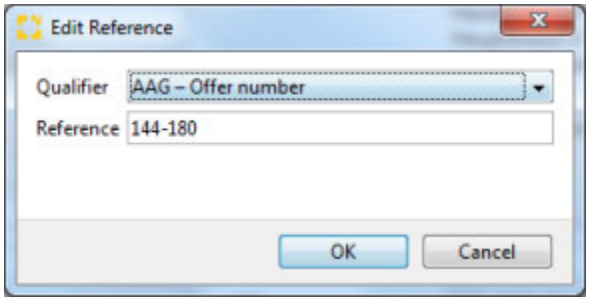
Edit

Opens the table editor and places the selected entry in the table, ready for editing.

Delete

Deletes the selected entry from the table.

Table editor



Qualifier

From the selection list, the reference qualifier can be selected for the reference.

Reference

The reference for the selected reference qualifier can be entered. It is also possible to insert predefined text blocksin this field.

OK

Saves the entry and closes the table editor.

Cancel

Closes the table editor without further action.

Reference types

The following reference types can be maintained:

Qualifier	Term
AAG	Offer number
AAJ	Delivery order number
AAO	Consignee's shipment reference number
ABR	Export clearance instr. ref no.
ABT	Customs declaration number
AEP	Project number
AIO	Customs transshipment number

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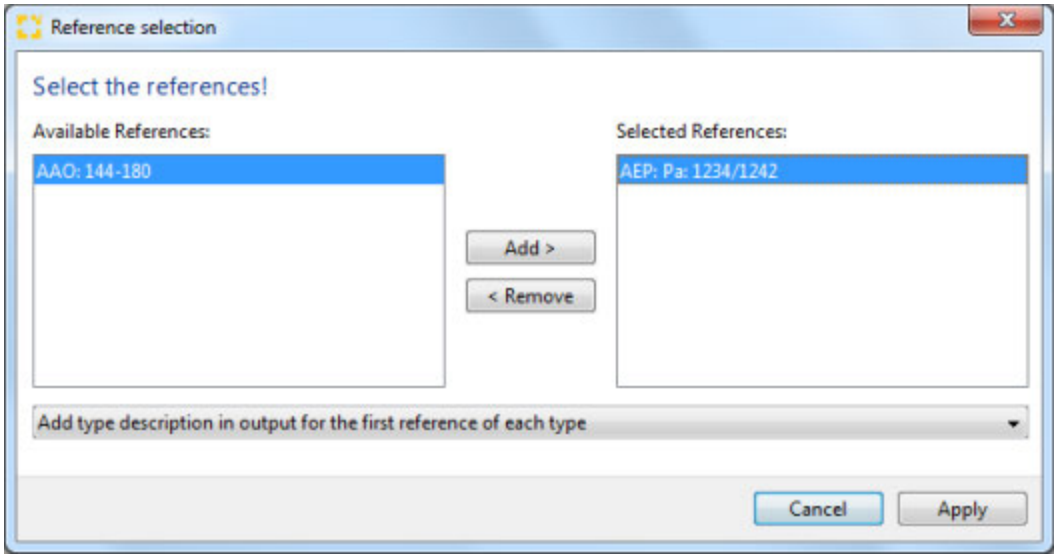
BC	Buyer's contract number
BN	Booking reference number
CU	Consignor's reference number
ON	Order number (purchase)
VC	Vendor contract number
ZZZ	Mutually defined reference number

Insert Reference number



Available references

All the available references which have been recorded in the shipment will be displayed here.

Selected references

In this field, all selected and assigned references are displayed.

Add

Moves a reference from the *Available References* to the *selected references* .

Delete

Moves the reference from the *selected references* and into the field *available references*.

Cancel

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Closes the window without further action.

Apply

Closes the window and takes the selected references to the text field of the corresponding application.

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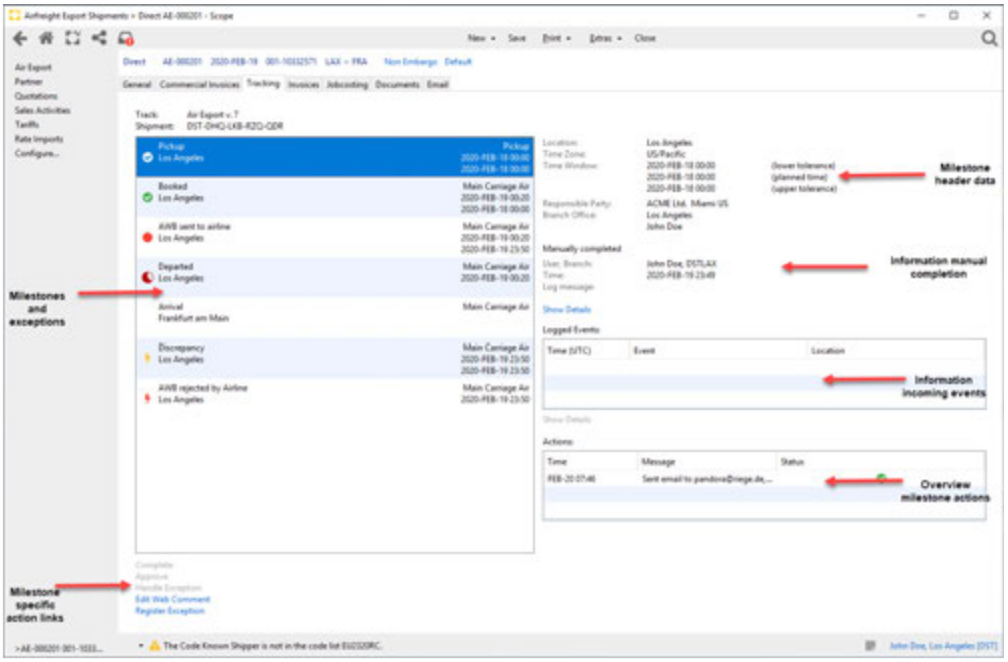
Tracking - General - Standard Feature

Introduction



Each milestone has three timestamps:

- lower tolerance
- planned time
- upper tolerance

The planned time described, when completion of a milestone is expected. E.g. completion of milestone Departure is expected at the time of departure.

Lower and upper tolerance describe a time window before and after the planned time, where Scope considers a milestone to be completed on time (green).

Example

From the general tab of a shipment, Scope derives the departure time of shipment (in this example: 27.01.)

- Milestone DEP is setup in tracking templates to have a planned time "ETD" with no tolerance.
- Milestone FWB is setup in tracking templates to have have a planned time of ETD with a lower tolerance of 30 days

Milestone DEP has three timestamps:

- lower tolerance: 27.01.
- planned time: 27.01.
- upper tolerance: 27.01.

Milestone FWB has three timestamps:

- lower tolerance: 27.12.
- planned time: 27.01.
- upper tolerance: 27.01.

The visualisation of the status of the milestone is done via the following symbols:

Symbols in Scope

Symbol	Description
	Milestone not completed, tolerance in the future (not reached yet)
	Milestone not completed, tolerance started, planned time not overdue

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	Milestone not completed, planned time overdue, tolerance not overdue
	Milestone not completed, tolerance overdue
	Milestone completed out of timeframe, no approval via codelist required
	Milestone completed out of timeframe, approval via codelist required
	Milestone completed out of timeframe, approved via codelist

Exception Status

The status of an exception is displayed as a symbol:

Symbol	Description
	Unhandled exception
	Handled exception

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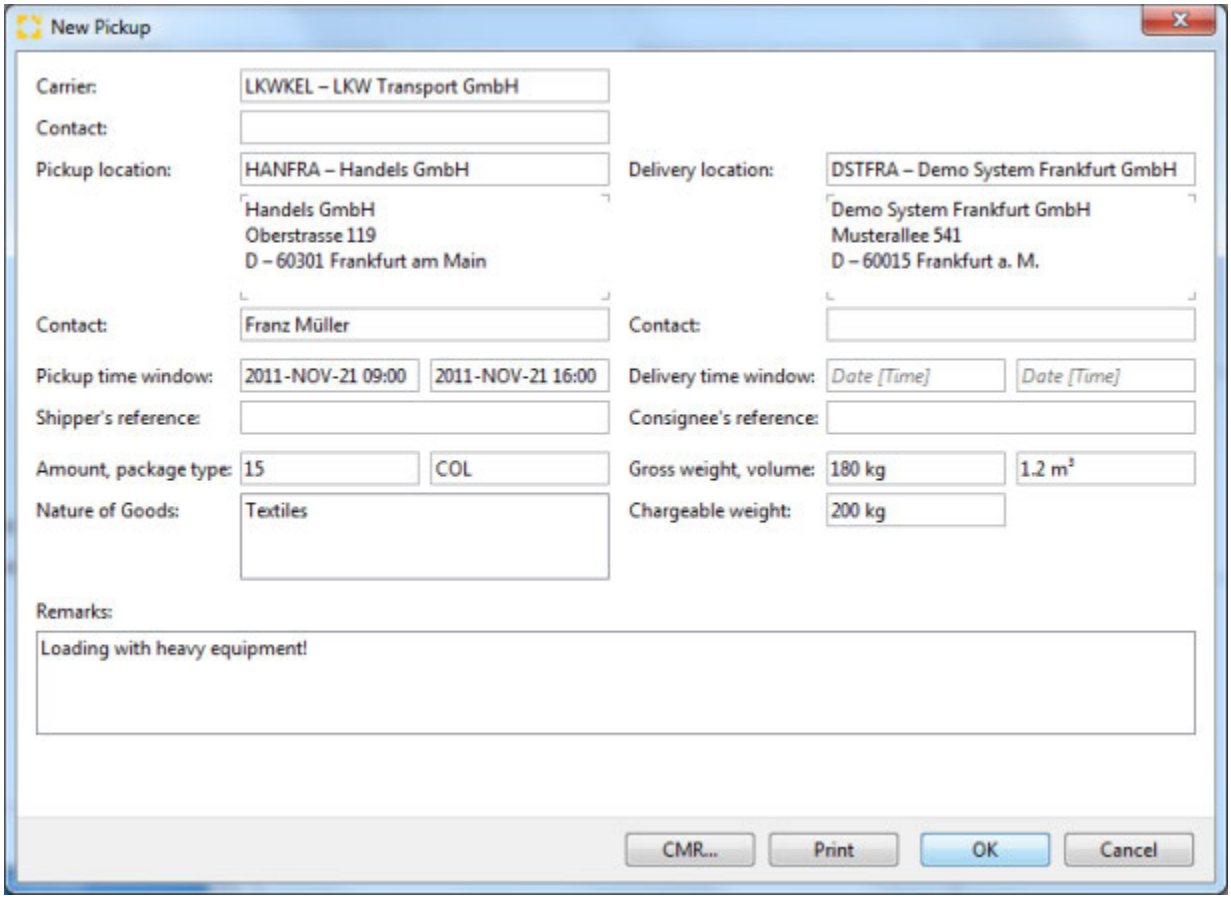
Transport Order - Functions - General

- Introduction
- Description

Introduction

Create and print pickup notes for collection of goods and delivery orders for transport of goods to the terminal. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window (Date / Time|Datum und Uhrzeit - Feldtypen - Benutzeroberflaeche - Allgemein]), in which the consignment is to be picked up.

Delivery time window from /to

The delivery window (Date / Time|Datum und Uhrzeit - Feldtypen - Benutzeroberflaeche - Allgemein]), in which the consignment is to be delivered.

Shippers reference

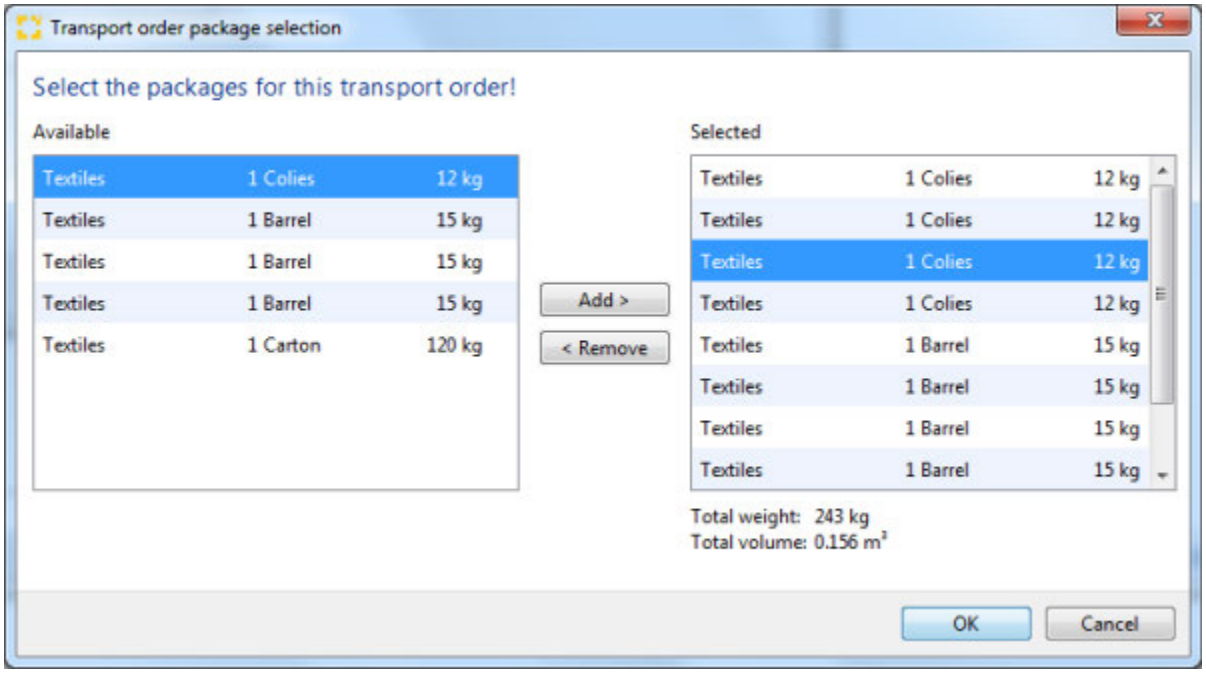
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

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OK

Save the data and close the delivery order editor.

Cancel

Close the delivery oder editor without taking any further action.

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CMR - Transport Order - Functions - General

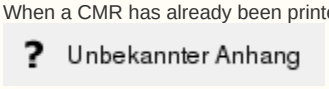
- Introduction
- Description

Introduction

The CMR editor is used to create a CMR waybill according to the Convention on the Contract for the International Carriage of Goods by Road. These may be printed and stored as PDF copies.

Description

When a CMR has already been printed, on selecting the *CMR* option a dialogue will appear asking if existing CMR data should be used.



Yes

Opens the existing CMR in the editor.

No

Creates a new CMR.

CMR Editor



Sender

This is the sender of the shipment. This is a search field that can be used to locate the correct partner.

Carrier

The carrier who will transport the shipment. This is a search field that can be used to locate the correct carrier.

Consignee

The recipient of the shipment. This is a search field that can be used to locate the correct partner.

Successive Carriers

A free text area where the names of carriers who will transport the goods subsequent to the first carrier may be recorded.

Place of Pickup

The location where the goods will be picked up. This will default to the city and state of the sender.

Date of Pickup

The date when the goods are to be picked up. This is a date field .

Place of Delivery

The city where the and state where the goods will be delivers. This will default to the city and state of the consignee.

Date of delivery

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The date the goods are to be delivered. This is a date field .

Documents

Any documents included with the shipment should be listed here.

Carrier remarks

Any remarks from the carrier.

Print detail lines

The details of the cargo are shown in a summary table, being the marks and numbers, the number of pieces, packing type, nature of goods, weight and volume. If these are to print on the CMR then the *Print details lines* box should be checked.

Remarks

The shipment number appears in the general remarks area below the detail line. Further remarks may be added.

Sender Instructions

Special instructions from the sender may be recorded here.

Special Agreements

If special arrangements have been made, these may be recorded here.

Place (of issue)

The place where the CMR is issued.

Date of issue

The date the CMR is issued. This is a date field .

Free/Not free

Payment instructions for the CMR:

- Free = The sender has paid the freight charges.
- Not free = The recipient must pay the freight charges.

Print

Prints the CMR documents. PDF copies of these documents will appear in the *documents* tab of shipments. The Editor is then closed and the data is stored.

The following PDF documents are created:

- CMR 1 (Sender)
- CMR 2 (Receiver)
- CMR 3 (Carrier)
- CMR 4 (Carrier)

Example CMR consignment note

Cancel

Closes the CMR editor without further action.

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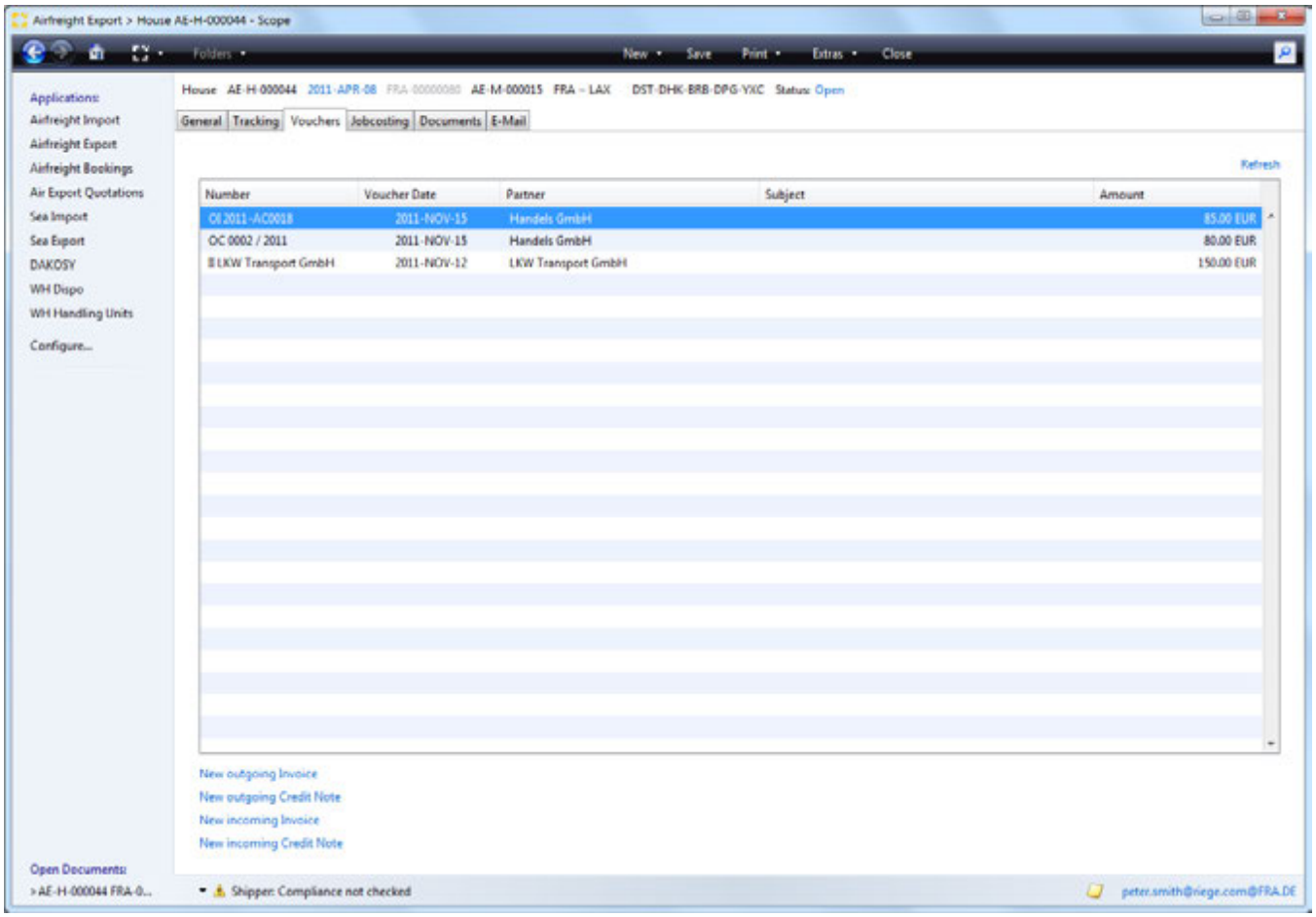
Vouchers - Functions - General

- Introduction
- Description

Introduction

For all shipments and orders, the **voucher** tab displays all billings associated with the job. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Consol Profit Analysis (For air export master shipments)

Opens the application to make master shipment profit analysis .

Refresh

refreshes the list of vouchers.

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Incoming Invoice - Vouchers - Functions - General

- Introduction
- Description

Introduction

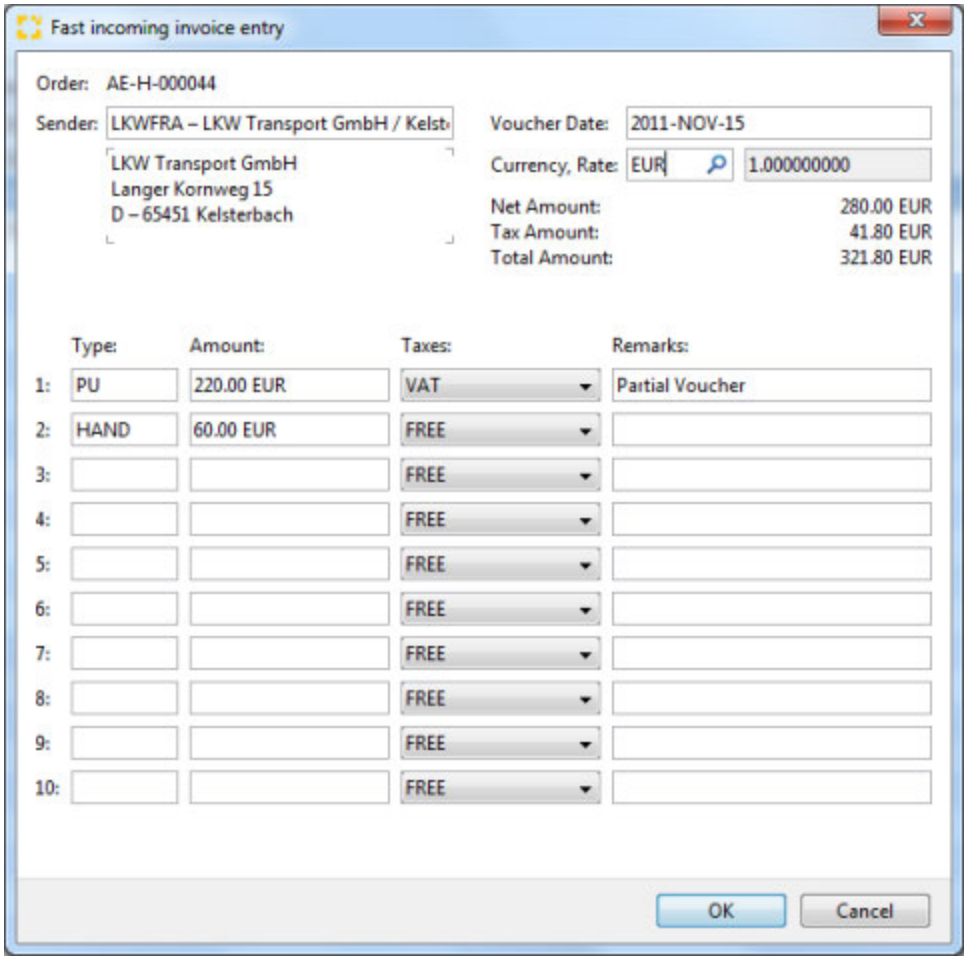
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

The shipment number of the current shipment is automatically used.

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Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

? Unbekannter Anhang

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

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Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

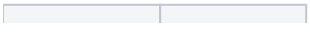
The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:



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Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

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The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

Open Order

Open the shipment to which the line item belongs.

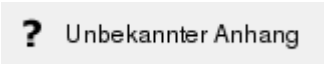


Tip

Use the key combination **Crtl + I** to display the following information:

- The user who generated the invoice
- The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

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Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents



In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

Questions

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Outgoing Invoice - Vouchers - Functions - General

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

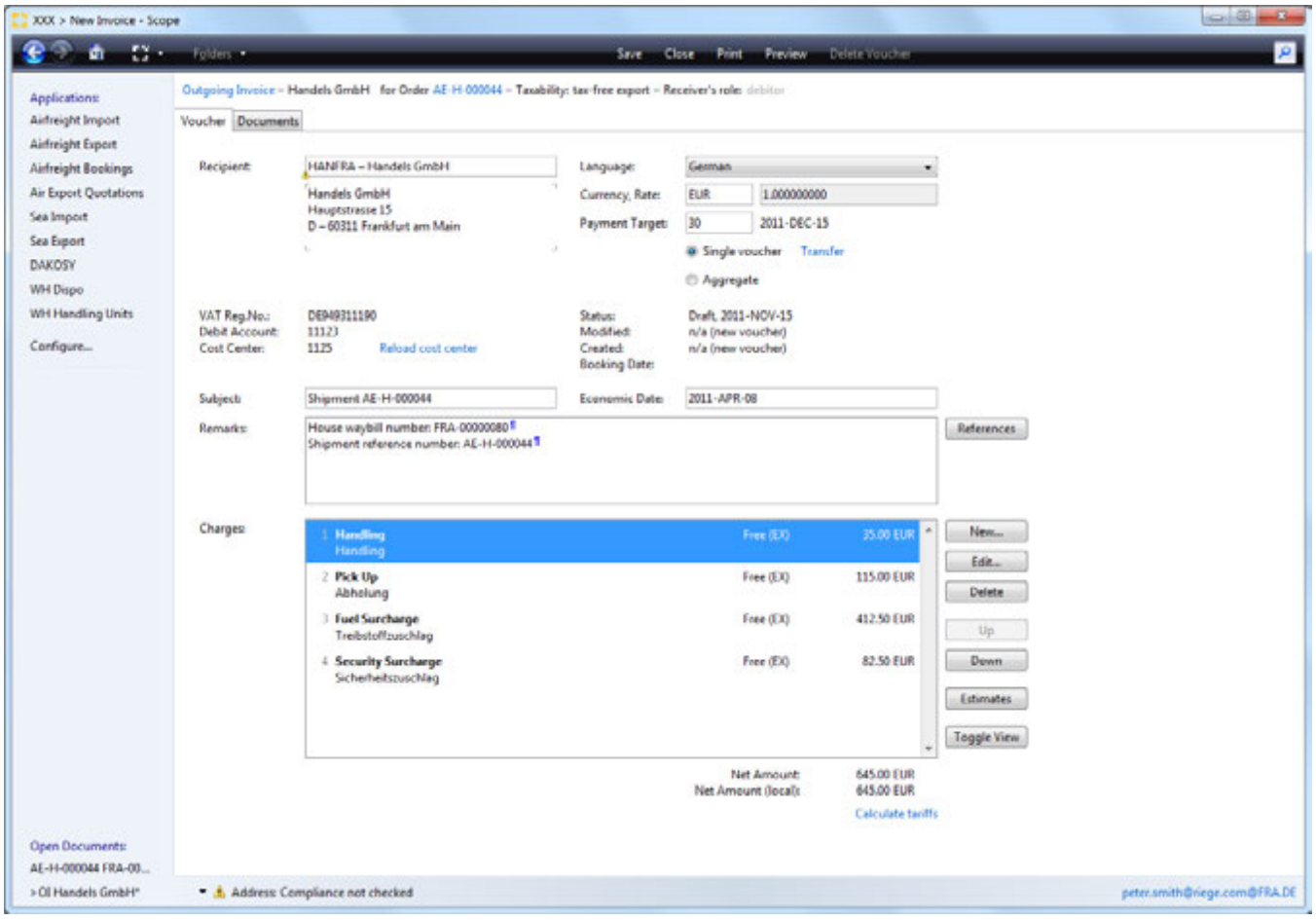
documents in the voucher overview screen may be in either of 2 states:

- *New/Open documents
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



Save

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the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

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Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

The selected item will be moved one position down in the list of charges.

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Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

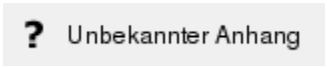
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.



The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

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Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

Questions

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AWB Editor - Standard Features

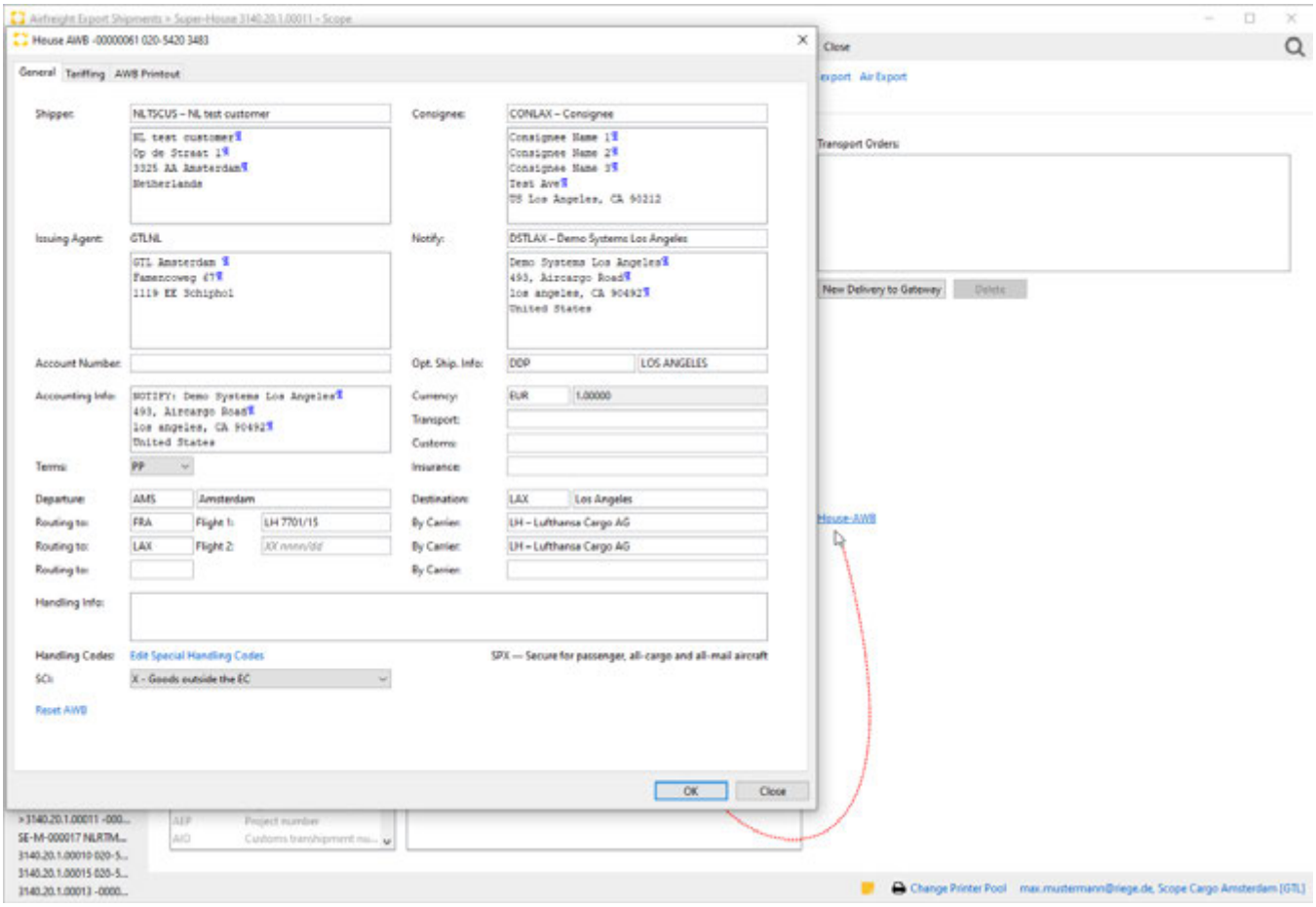
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to create, edit, customize and print AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be overridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the HAWB on screen before it is actually printed.

Description

With the corresponding *action link (House-AWB, IATA-AWB, MAWB-AWB)* the AWB Editor can be opened.



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(a) General - AWB Editor - Standard Features

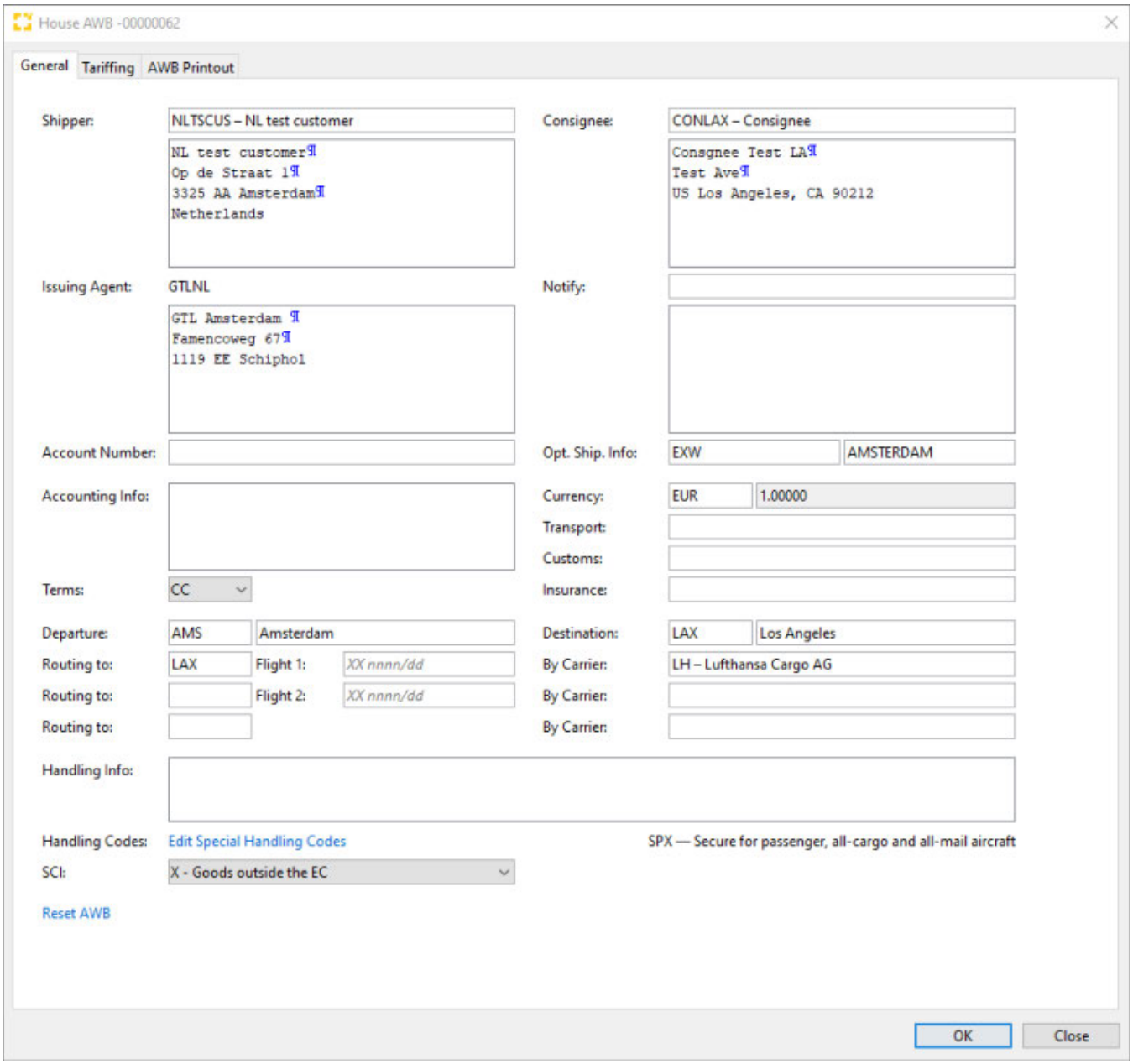
- Introduction
- Description

Introduction

In the AWB Editor General Tab the data from the shipment general data tab will be displayed and can be edited.

Description

- Notify
- Accounting Info
- Edit Special Handling Codes
- Reset AWB



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Shipper / Consignee

Shipper and Consignee for the shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Account Number

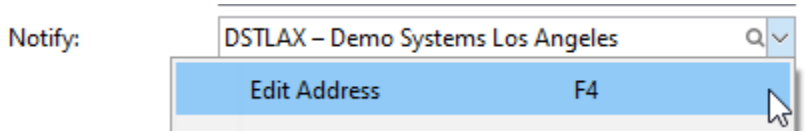
This field is used for master, Back2Back and direct shipments for the Cass-Account number of the agent. For a house bill of lading it has no function.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

If necessary, the addresses can be adjusted for example to differentiate e-AWB addresses for senders, recipients and notify at EDI level by using the drop-down Menu and option Edit Address F4.

- *Edit Address F4*



Hint

Edit Address F4: By calling F4 for HAWB and MAWB-E-AWB addresses, you can differentiate between sender, recipient and notification on EDI level.

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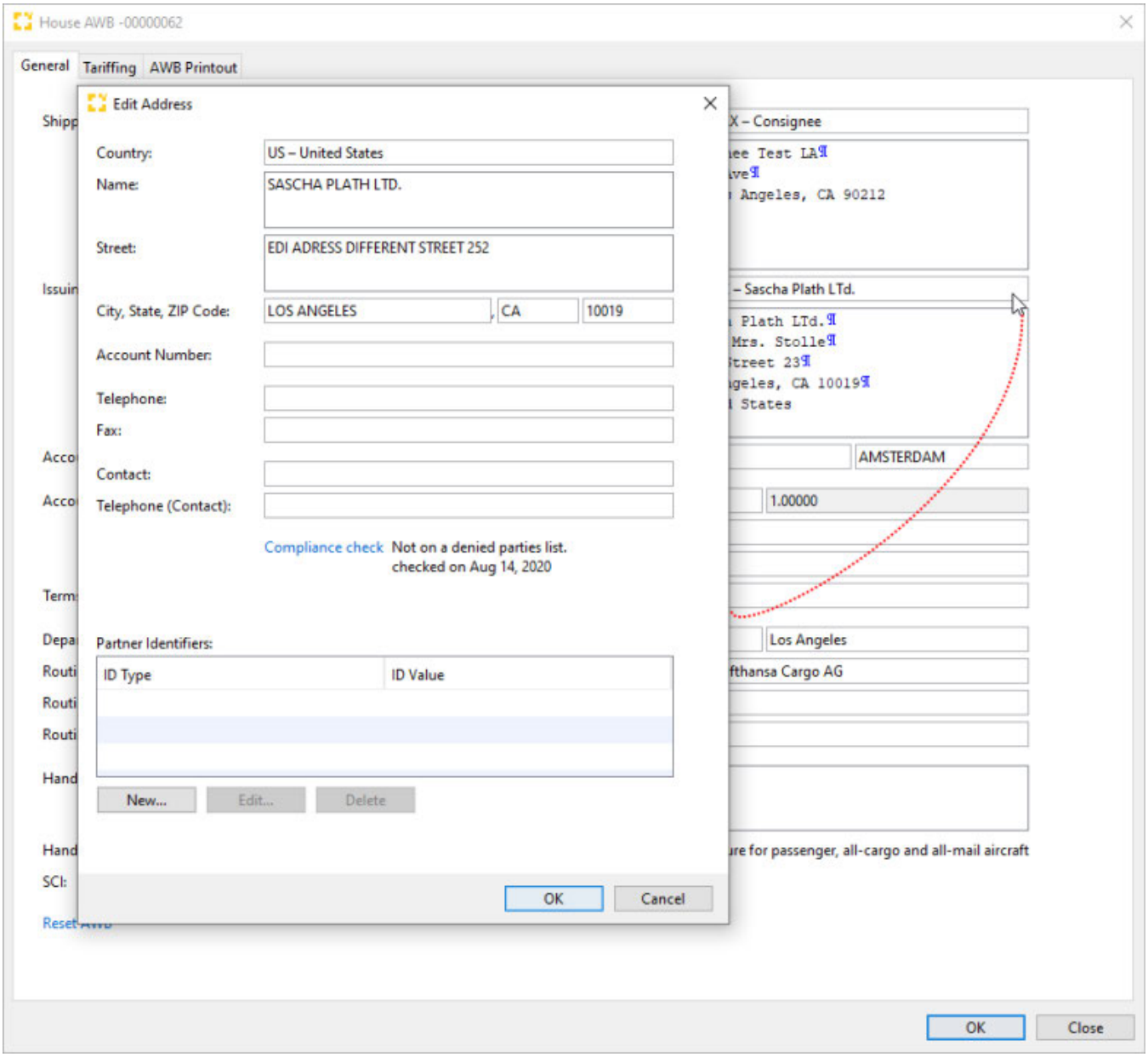

Opt.Ship.Info

Additional information regarding incoterms and place of the shipment

Accounting Info

Accounting information can be entered here, which is then printed out in the box provided on the waybill. If a Notify has been entered, it will be inserted here by default. In addition, it is also possible to insert predefined text blocks (CTRL+T) in this text field. References from the shipment entry can also be adopted here via the context menu or the key combination (CTRL + R). A window opens from which the references or text blocks can be selected and inserted.

- text blocks and references

In the pure text fields in the AWB editor, text blocks and references from the Shipment can easily be transferred and inserted into the AWB editor.

Choose a Text Block (CTRL+T)

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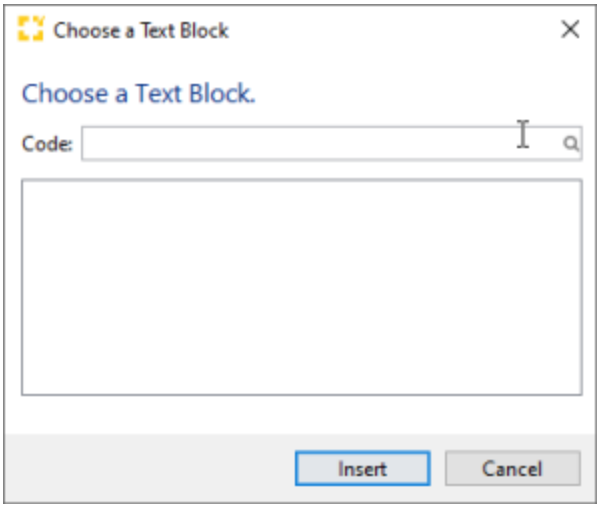

Reference Selection (CTRL + R)

With "Add" selected references ca be added and with "Remove" the references are removed from the overview and not printed on the AWB. In addition, it is possible to also add the type description and code for the references selected. The entry can then be confirmed with "OK" or the action can be ended with "Cancel".

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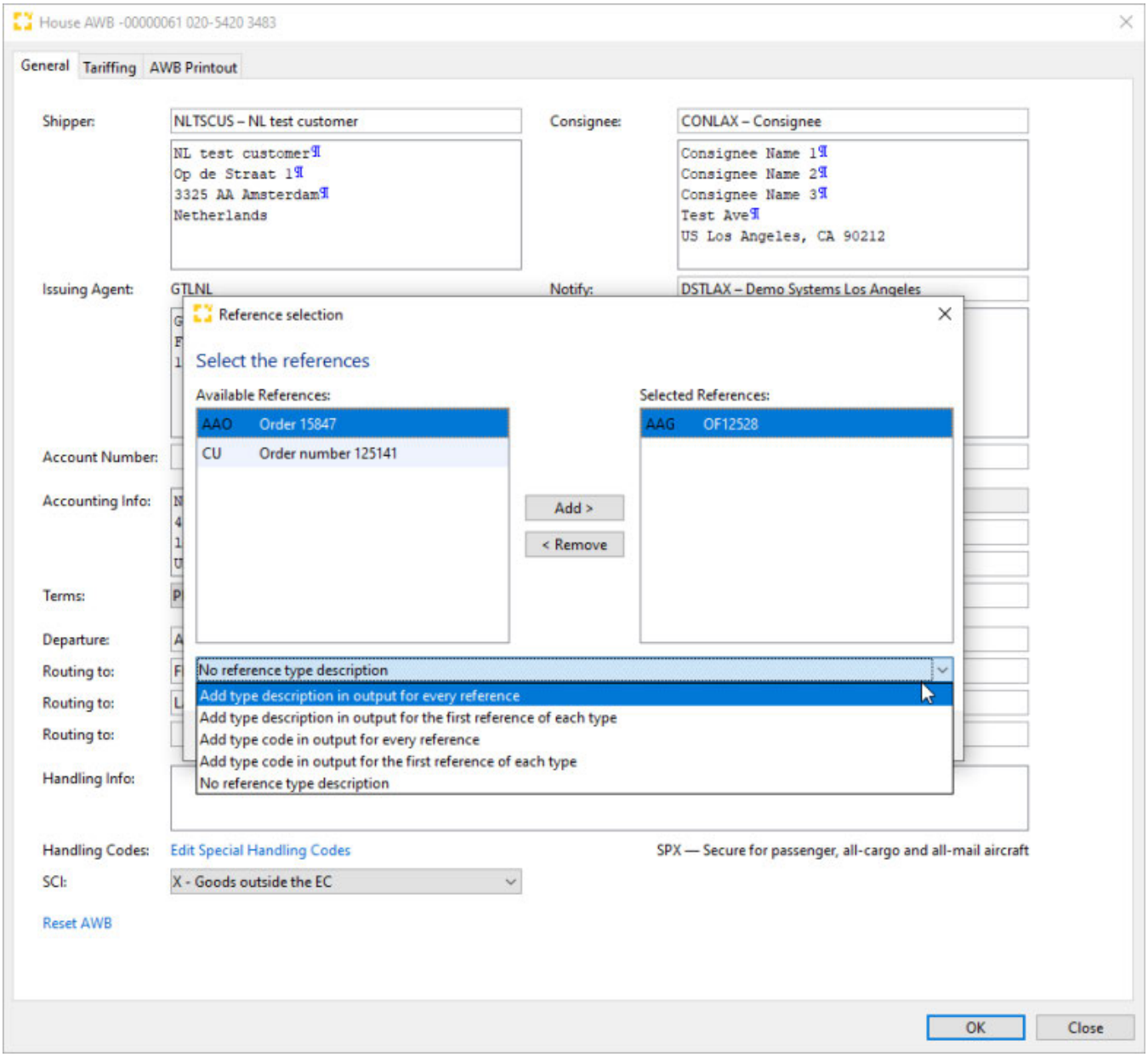
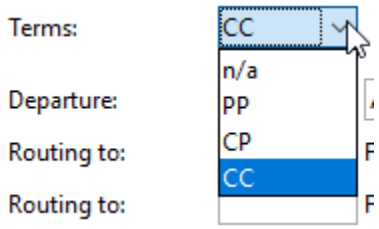


Terms

The delivery terms are taken from the shipment editor, but can be replaced as needed by an entry from the drop-down menu.



Currency / Transport / Customs/ Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure/destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

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Routing to / Flight / Carrier

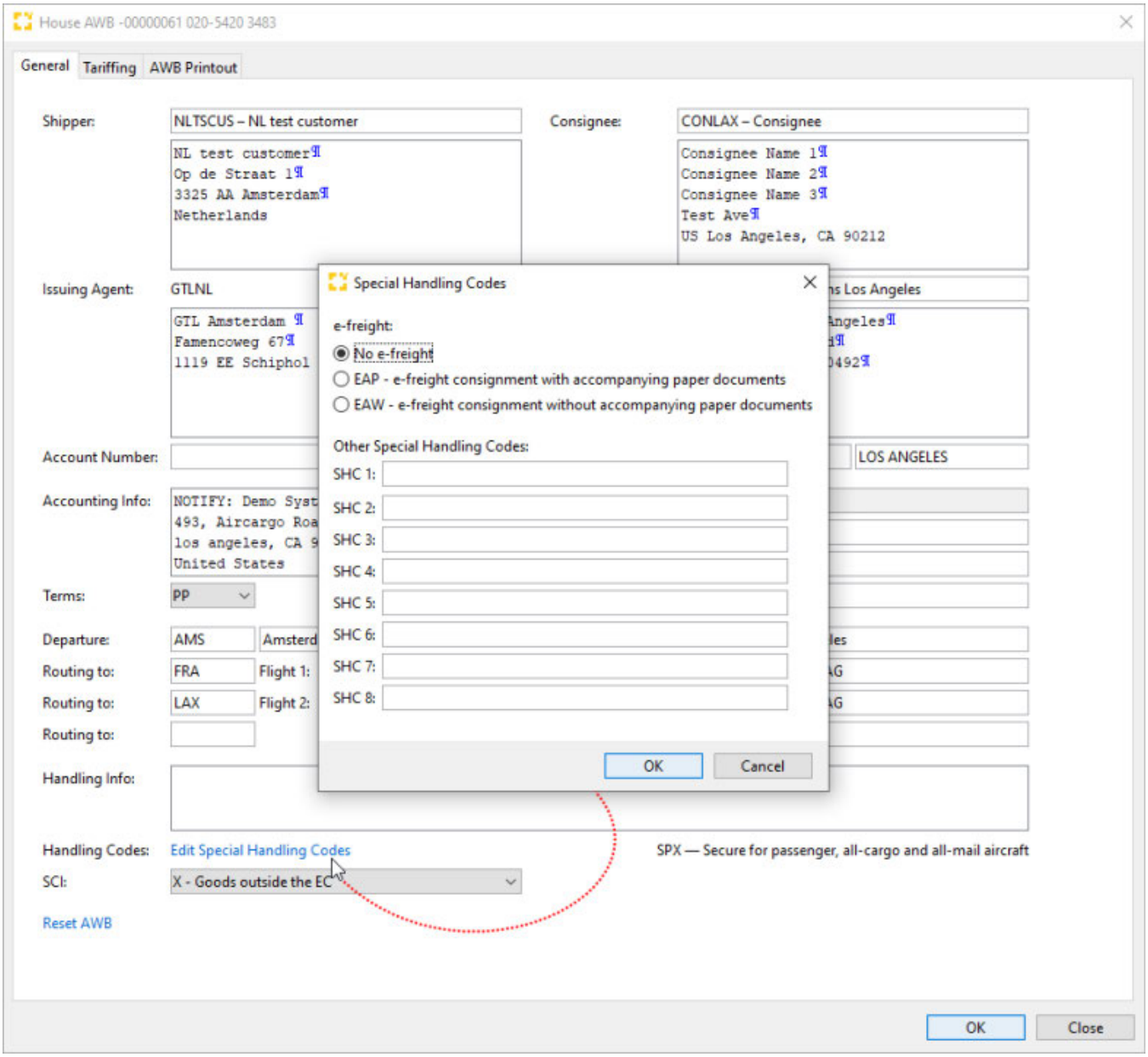
The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned, they will appear blank but can be completed manually. The Routing to and By Carrier fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks . References from the shipment entry can also be adopted here via the context menu or the key combination (CTRL + R). A window opens from which the references or text blocks can be selected and inserted. See also text blocks and references

Edit Special Handling Codes

This action link opens the Special Handling Editor. The information inserted here can be used for the handling via e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For further information regarding e-freight see e-freight.



SCI (Special Customs Information)

custom status (if any) can be selected from the drop-down menu.

Security Status

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In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field cannot be changed.

Reset AWB

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Reset Individual fields with F5

Alternatively, only the contents of individual fields can be updated using the function *key F5* or via the corresponding entry in the context menu in the respective fields. This function is available in the following fields:

- Shipper
- Consignee
- Notify
- Accounting Info (complete content)
- Incoterms (only possible with function key)
- Routing, with place of departure, arrival, flight number and Carrier (complete routing will be updated)

Attention!

With the Reset AWB action (formerly 'Synchronize AWB with shipment') or when updating individual fields, any changes made previously in the AWB editor are lost because the AWB data is overwritten with the data from the shipment editor! When the AWB editor is opened, the shipment number, the AWB number and the security status are updated automatically.

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(b) Tariffing - AWB Editor - Standard Features

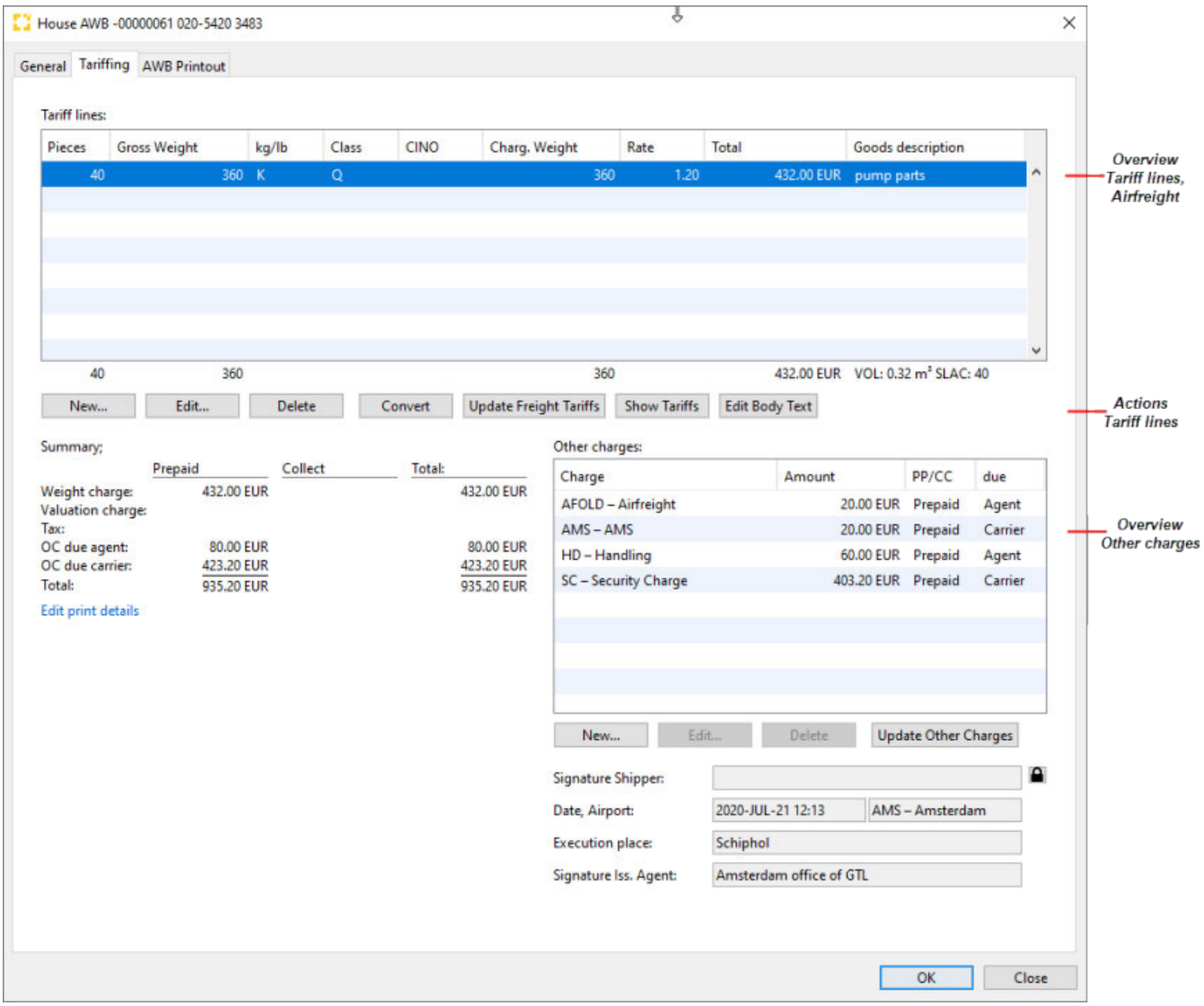
- Introduction
- Description

Introduction

The tariffing Tab shows the calculated and collected tariff lines for the shipment. Charges, tariff lines and cost distribution can be edited here.

Description

- Tariff lines
- Actions Tariff Lines
- New...
- Edit...
- Delete
- Convert
- Update Freight Tariffs
- Show Tariffs
- Edit Body Text
- Other Charges
- Summary - Cost Distribution - Print Details



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Tariff lines

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Class

`The class of the tariff rate applied. The following are available as rate classes:`

rate type	rate class
Simple Rate	M, N, O, Q
Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Charg.Weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods description

This information is defaulted from the field *description* in the shipment editor but can be (if necessary) amended as described below.

Actions Tariff Lines

- ### New...

This button creates a new freight tariff line. First the type of the tariff line must be selected from the offered rate types

- Simple Rate = Rate classes M, N, O, Q
- Euro Charge Rate = Rate class B und K
- Specific Commodity / Contract Rate = Rate class C und K
- Percent Rate = Rate class R und S

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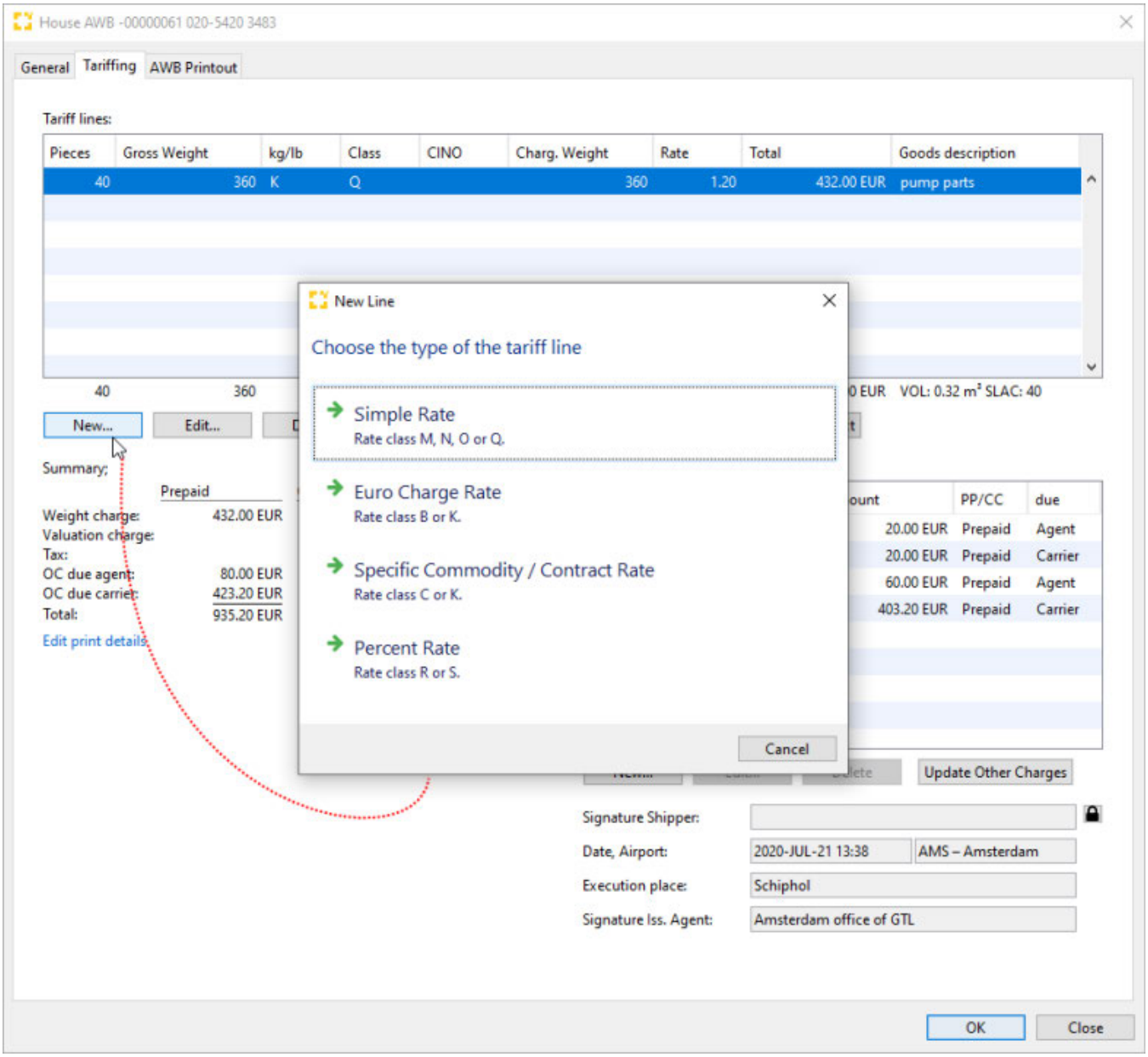

After the selection of the type of rate the editor for entering the data of the new tariff line opens.

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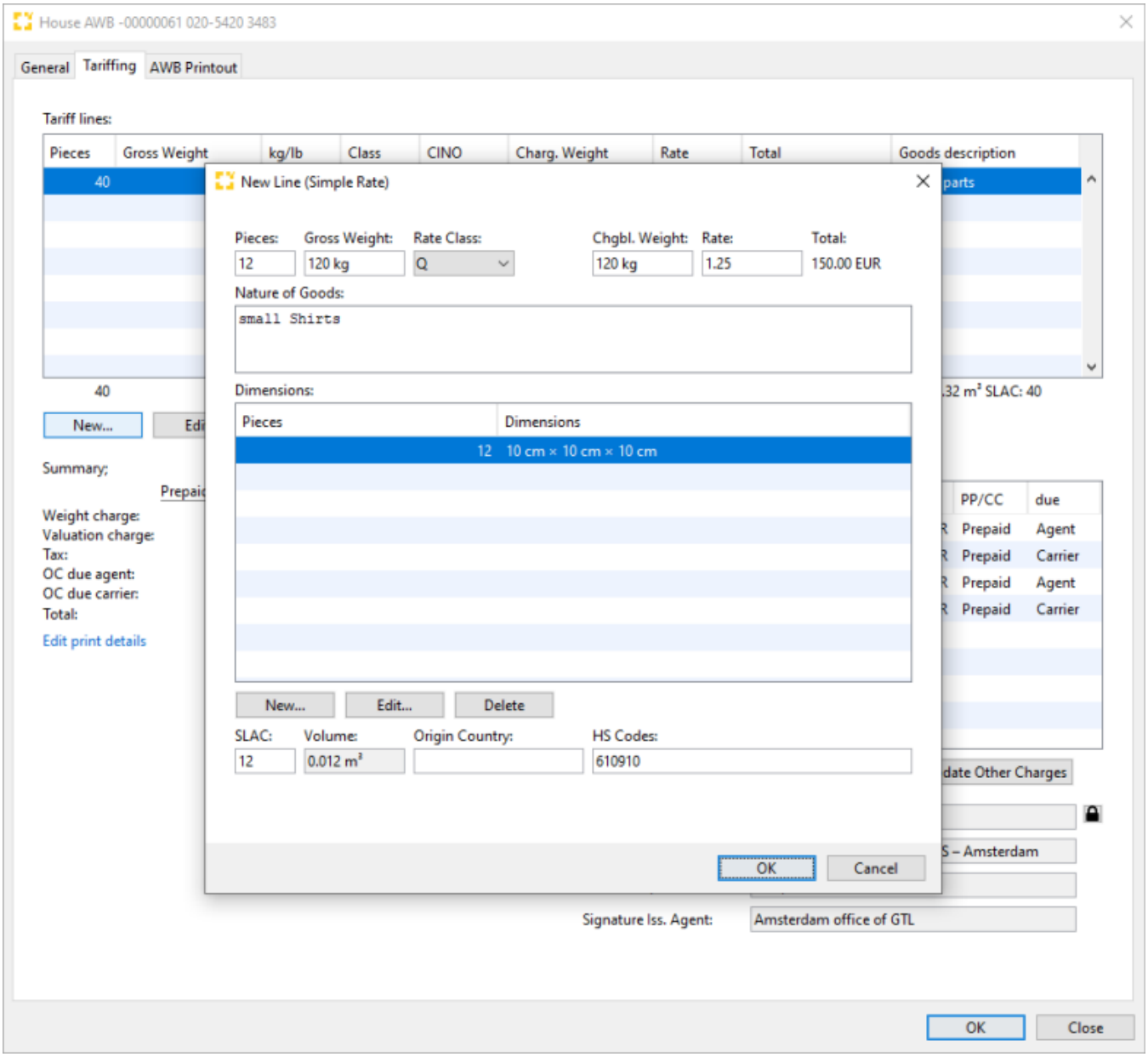

Pieces

Number of packages.

Gross weight

Gross weight of packages.

Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

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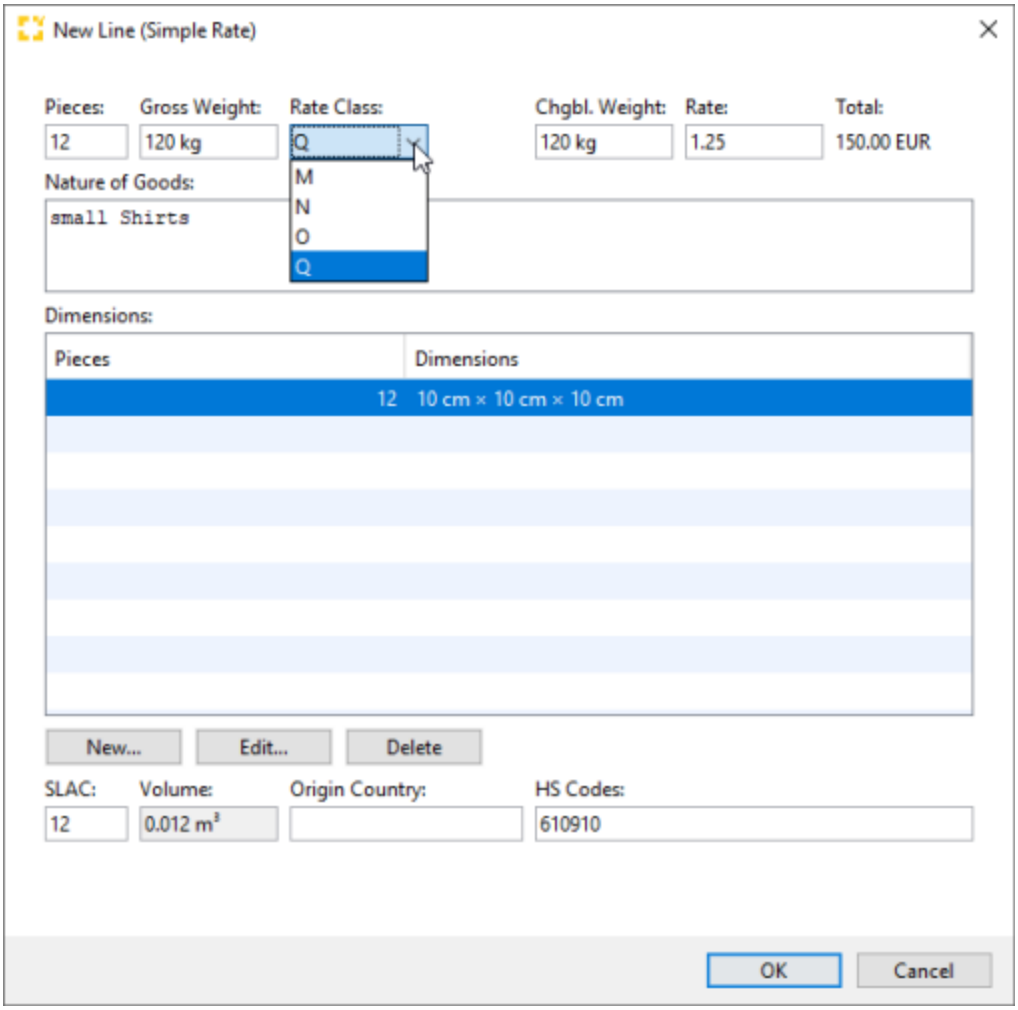

Chargeable Weight

chargeable weight of packages.

Rate

The required airfreight rate can be entered here.

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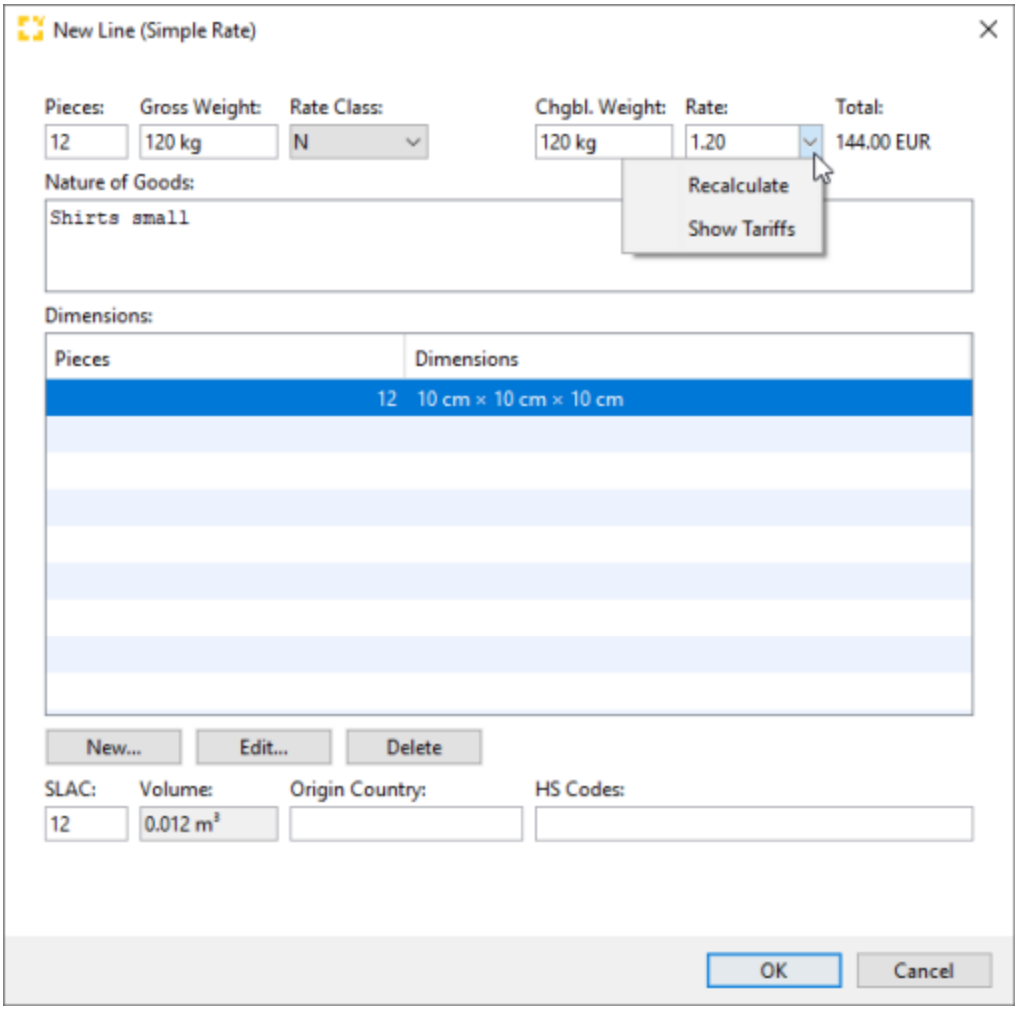

A drop menu offers the following options:

- Recalculate

Starts a new tariff search to recalculate the charges

- Shows Tariffs

Starts a search for tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window *Matching rates.* In the Matching rate window, the Score is displayed. Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

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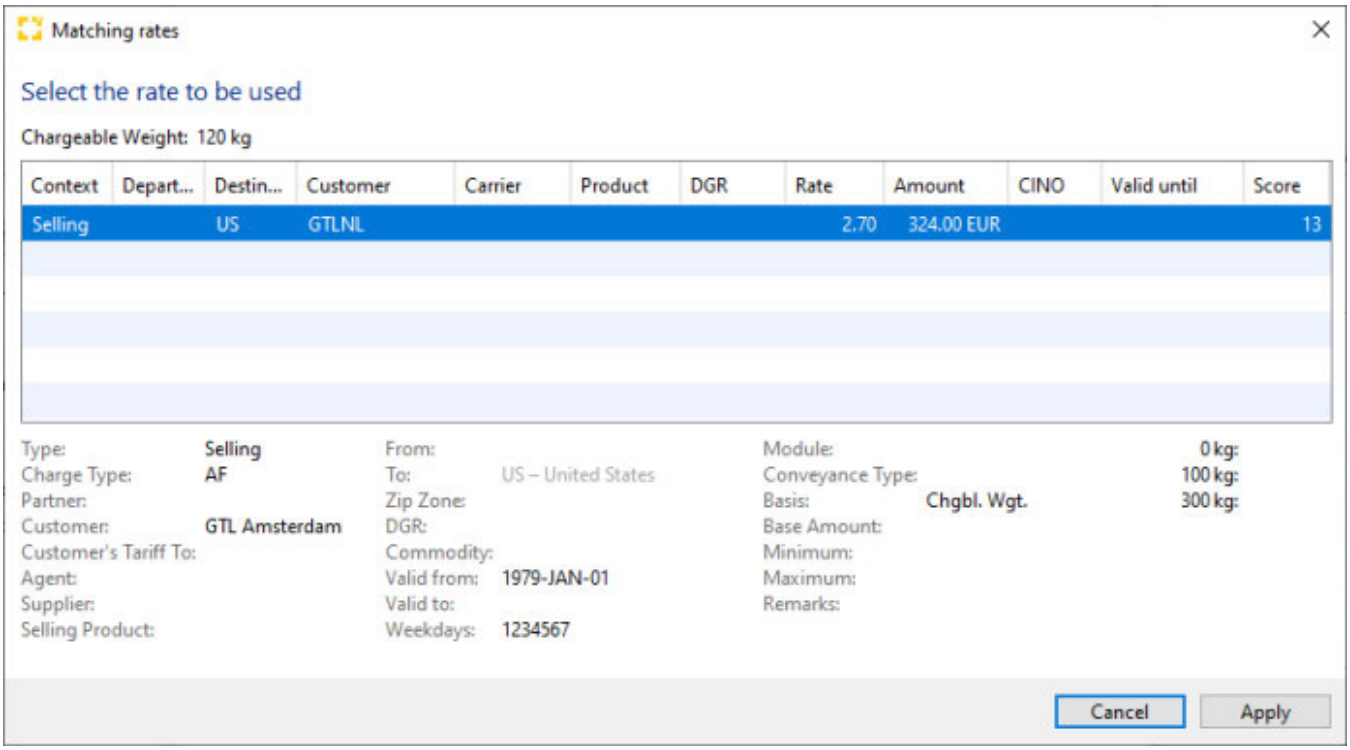

Total

Shows the total of the calculated charges

Dimensions New

With the button *New* you can enter a new line with the number and dimensions of the packages. With *Edit*, a line marked in the overview is opened for editing. Alternatively, this can also be opened by double-clicking on the corresponding line. *Delete* removes a selected line.

- The data in the freight cost line editor is automatically updated with the data entered here.
- The number of packages and dimensions entered here are NOT adopted in the shipment editor. Date in the consignment editor can then differ from data on the air waybill editor.

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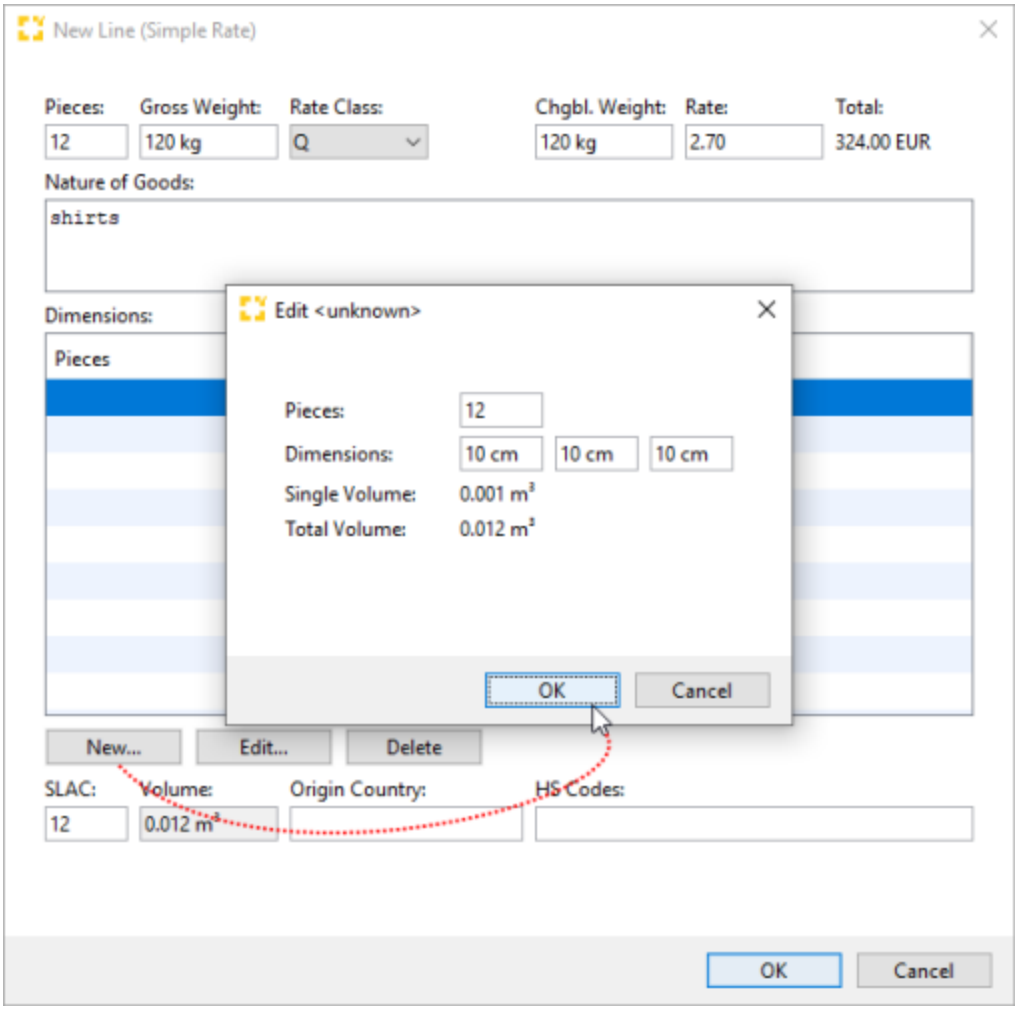

SLAC

The shippers load and count of the packages can be entered here.

Volume

Volume can be entered here, or will be filled automatically with the dimensions entered

Origin Country

County of origin can be entered here or chosen from the drop-down menu.

HS Codes

HS Code can be entered here or chosen from the drop-down menu.

The data entry in the New Line editor can be confirmed with the button *OK* or dismissed with the button *Cancel*.

- **Edit...**

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it. The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

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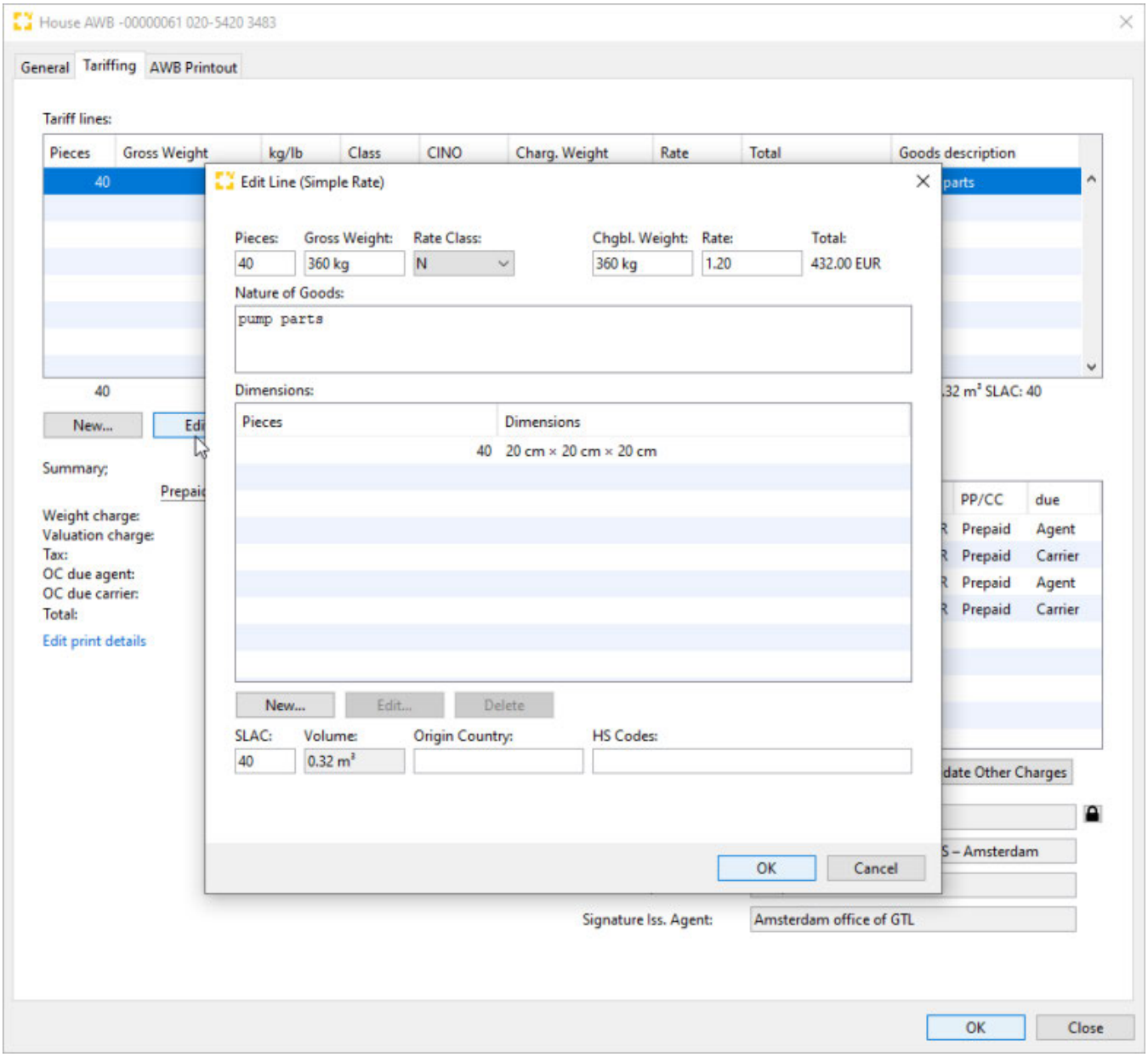

- **Delete**

Deletes a marked line in the freight cost overview.

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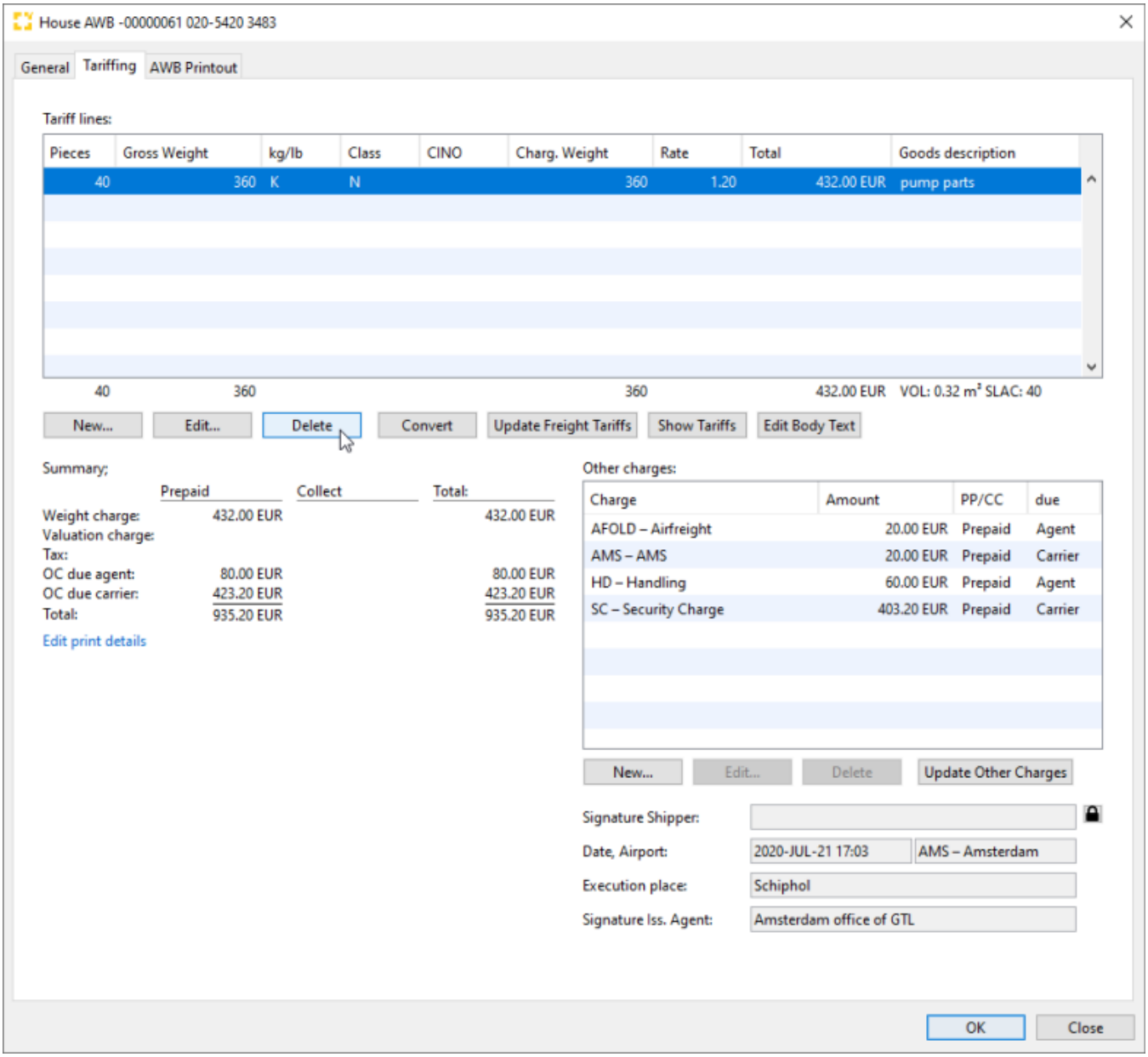

- **Convert**

Converts the marked rate into a new rate. The rate can be selected in the Convert Tariff window.

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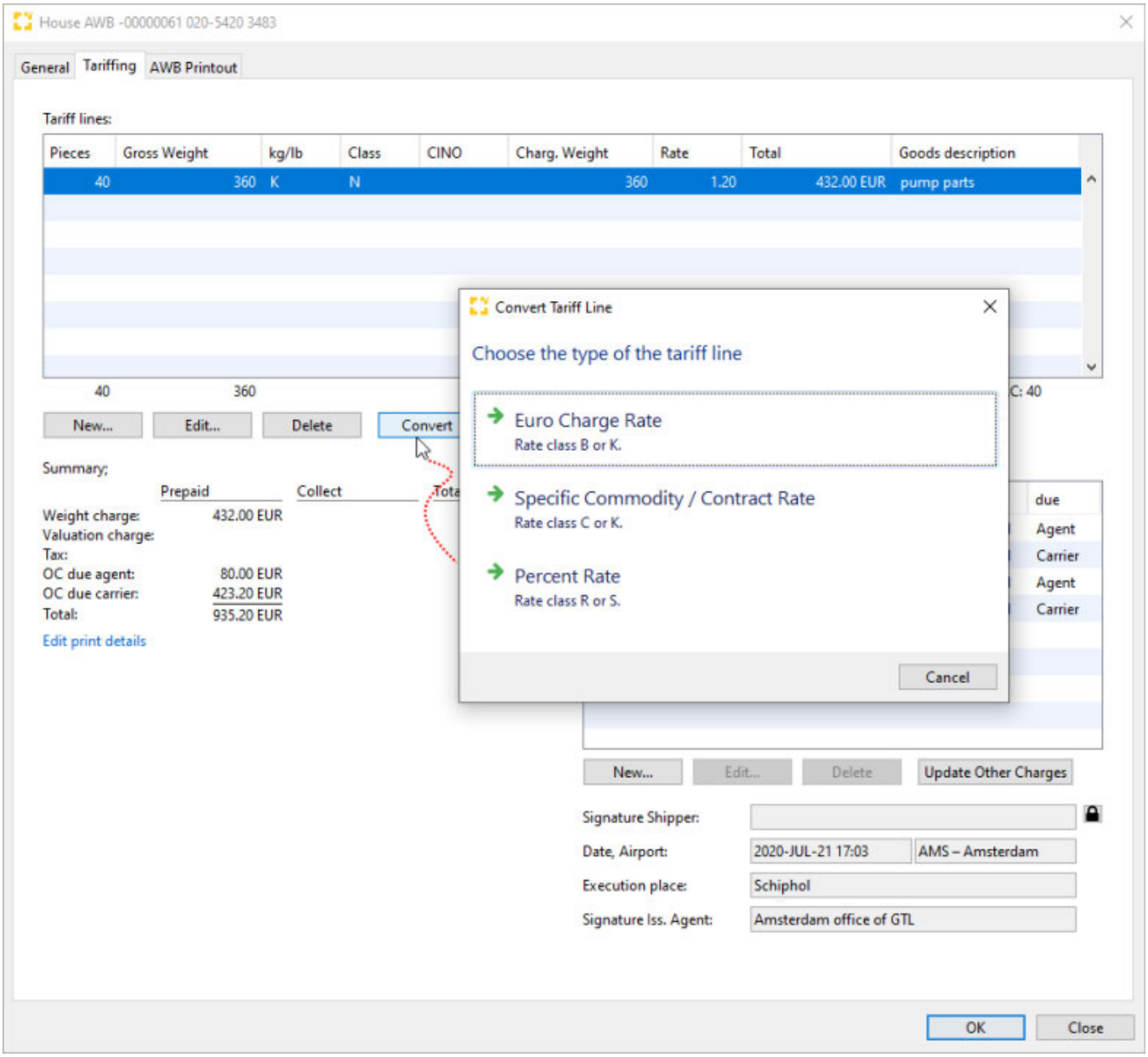

After the selection of the type of rate the editor for entering the data in the tariff line opens.

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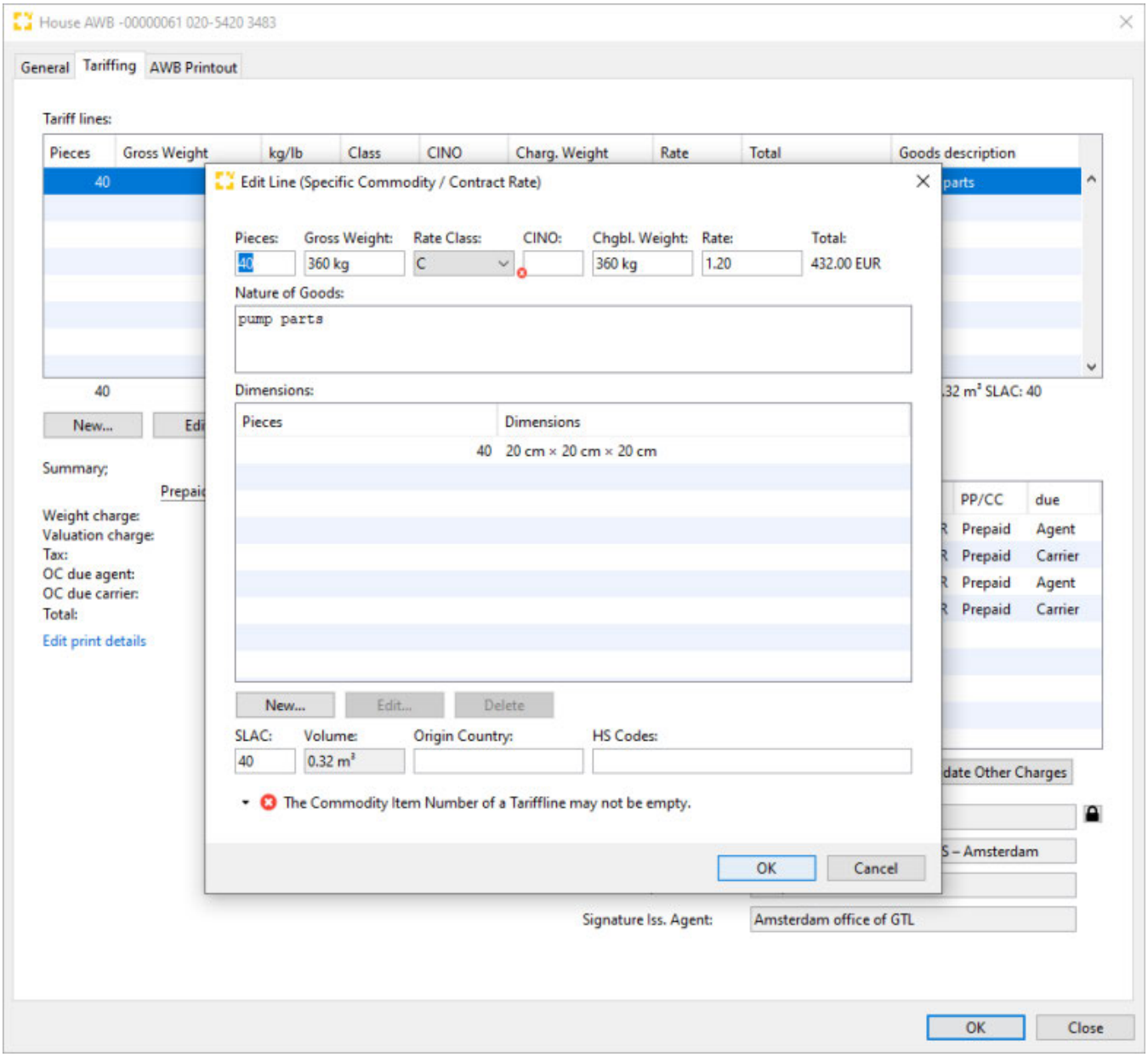

- **Update Freight Tariffs**

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor. With button *Proceed* the action can be confirmed. Cancel closes the window with no further action.

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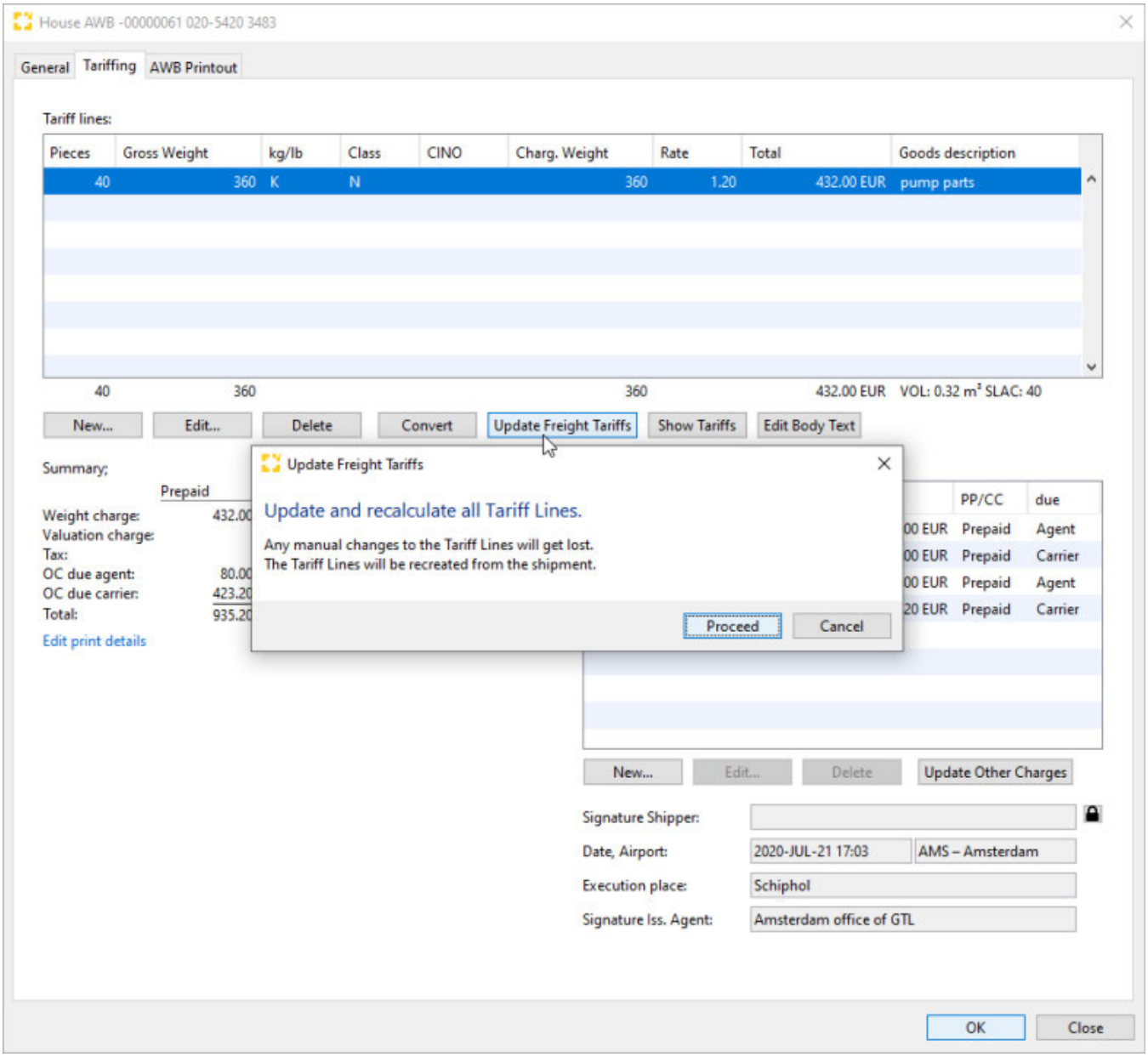

- **Show Tariffs**

Starts a search for tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window *Matching rates.* In the Matching rate window, the Score is displayed. Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

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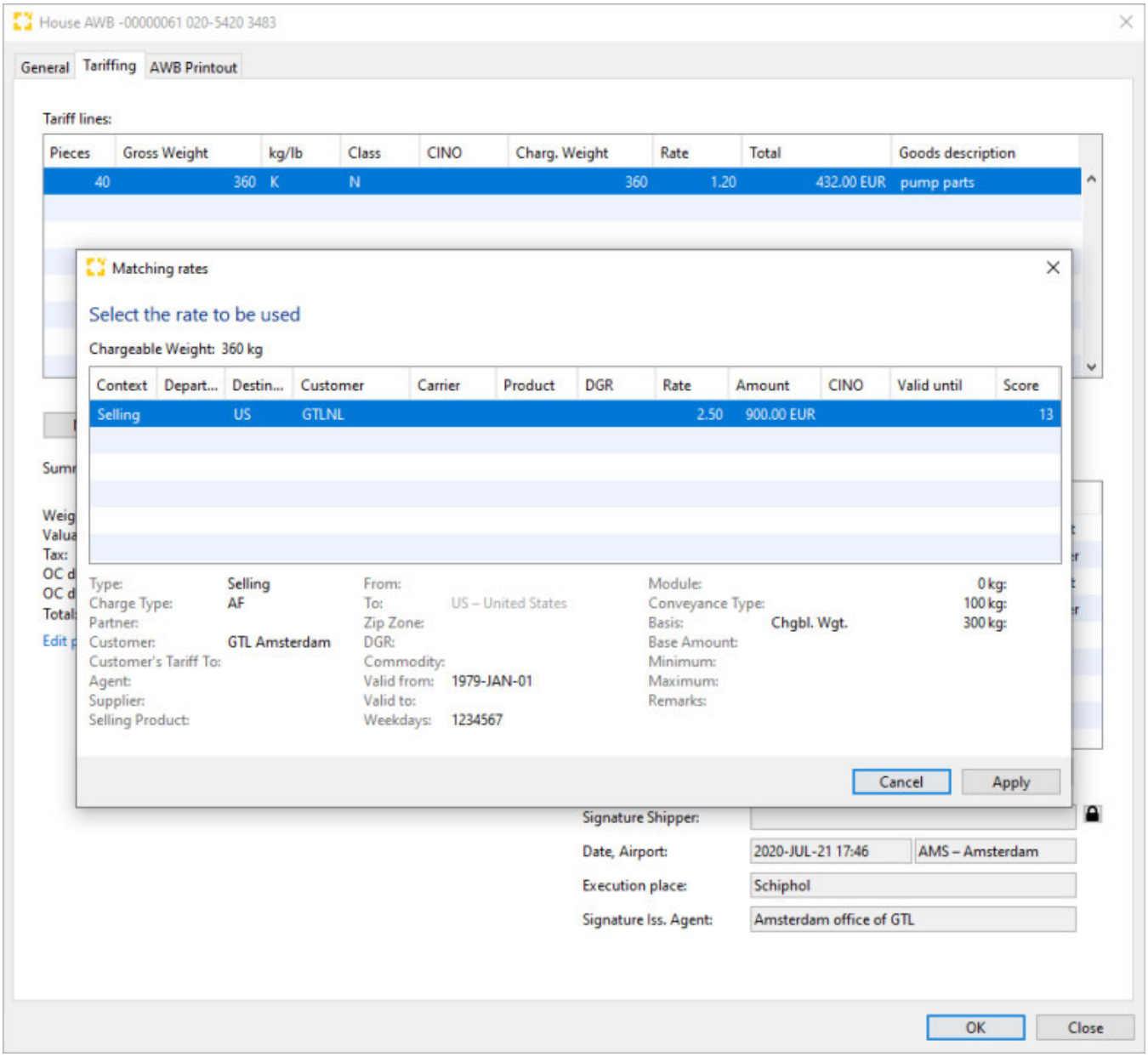

Kontext

Shows he tariff context (tariff type). Only sales and IATA tariffs are shown as the purchase tariffs at this location are irrelevant.

Depart... / Destin... / Customer / Carrier/ Produkt/ DGR

Here, the data from the master data tariff are displayed, due to which the displayed tariff for the current shipment has been selected.

Rate / Amount

Shows the air freight rate stored in the relevant tariff as well as the freight costs calculated from the chargeable weight and air freight rate.

CINO

Shows the CINO number (Commodity Item Number) stored in the tariff, if available.

Valid until

Validity date of the tariff displayed.

Score

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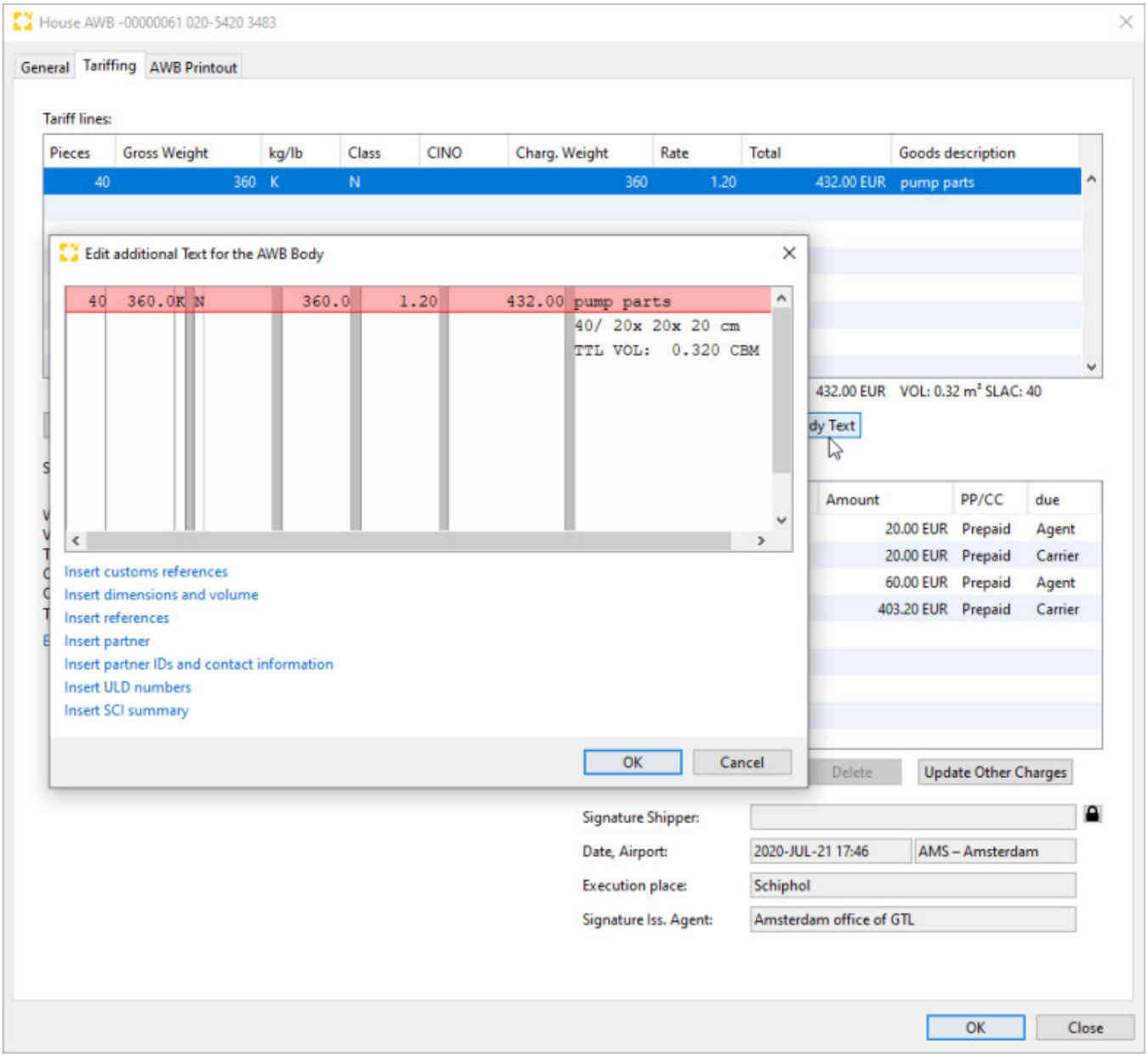
Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

The selection can be button apply or dismissed with the button *Cancel*.

- **Edit Body Text**

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

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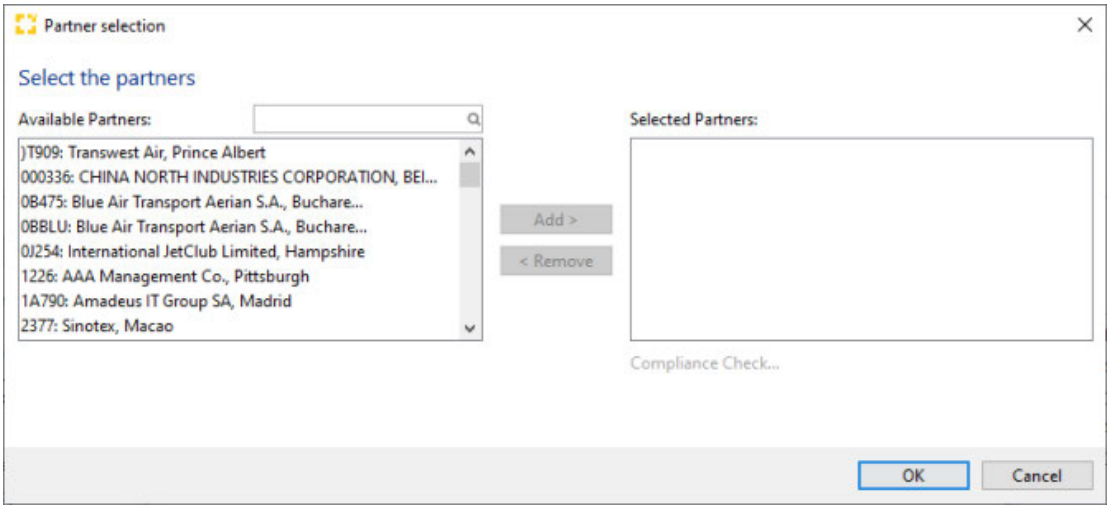
Insert Partner

Opens the partner selection window from which a business partner can be selected. The address details are also printed in the waybill. The data entry can be confirmed with the button *OK* or dismissed with the button *Cancel*.



Insert Partner IDs and contact information

Adds any existing partner IDs or contact information

Insert ULD Numbers

`Inserts the ULD number in the editor for the AWB Body.`

Insert SCI summary

Inserts a summary of any existing Special Customs Information; used for consolidations with multiple House-SCI Status

The data entry can be confirmed with the button *OK* or dismissed with the button *Cancel*.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

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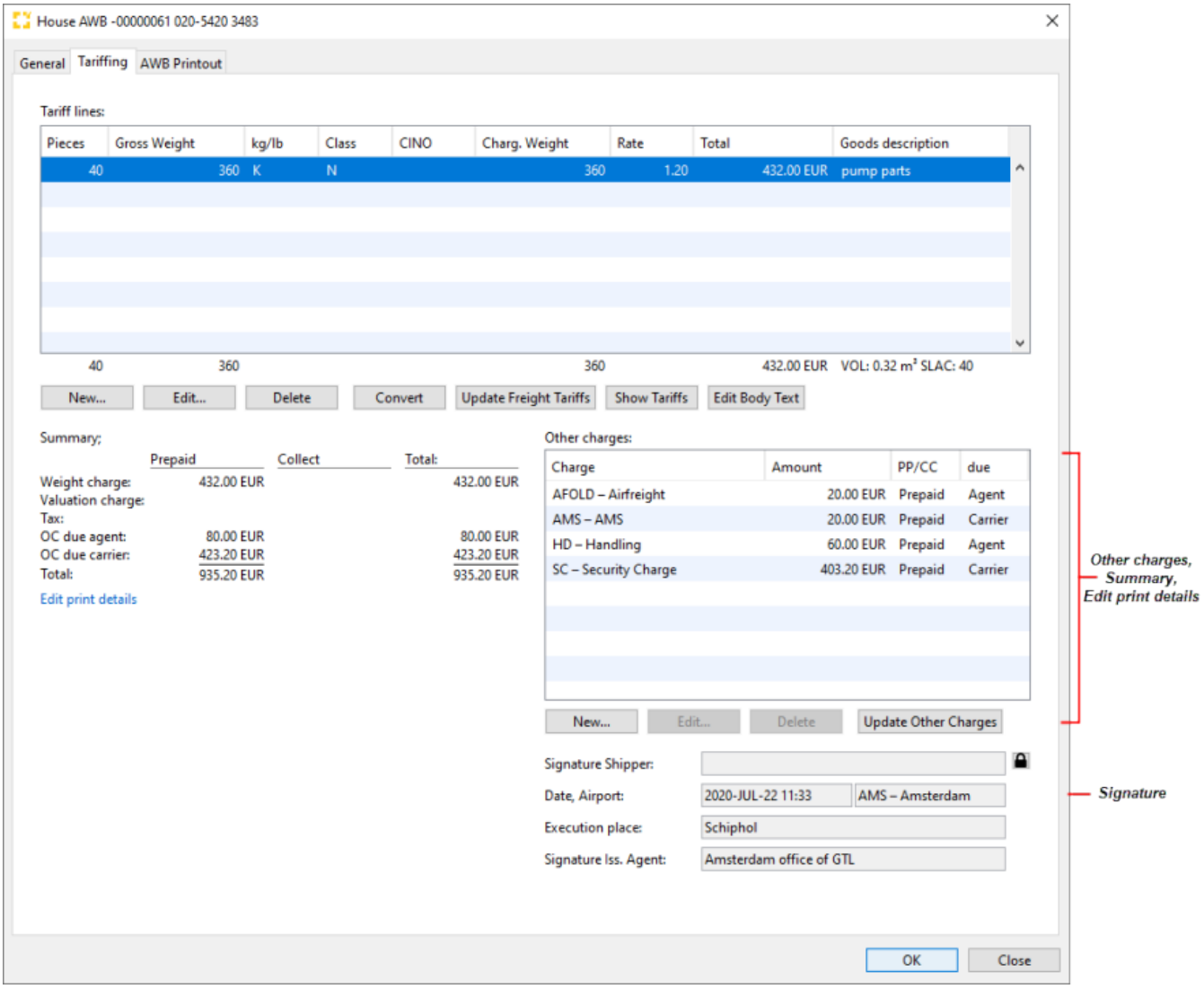

Other charges:

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).

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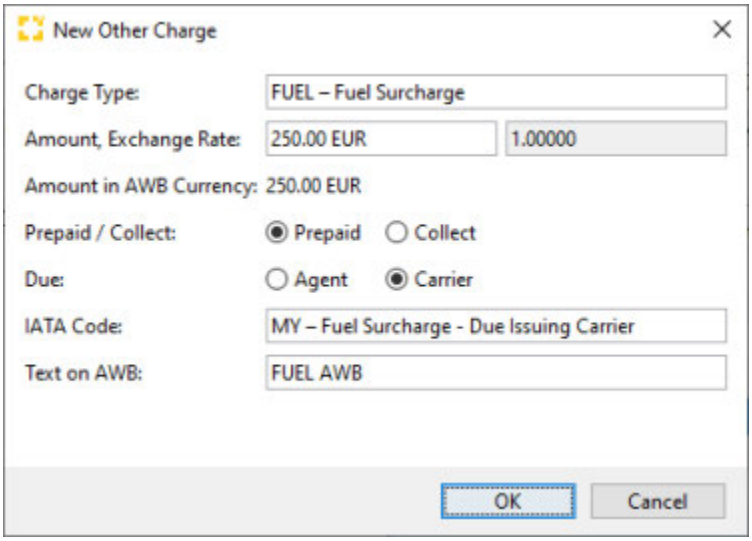
Carrier	The carrier or airline who transported the shipment

New

The button opens the *New Other Charge* editor which allows new charges to be inserted. The data entry can be confirmed with the button *OK* or dismissed with the button *Cancel*.



Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency, but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been entered in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

IATA Code

The official IATA code for the selected cost type is used here. This value can be stored as a standard value in the AWB Other Charges Profile.

Text on AWB

This will be the code used on the AWB to describe the charge type. By default, the first 2 digits of the IATA code are used.

Edit

The button opens the Edit *Other Charge* editor which allows new charges to be inserted. A data entry can be confirmed with the button *OK* or dismissed with the button *Cancel*.

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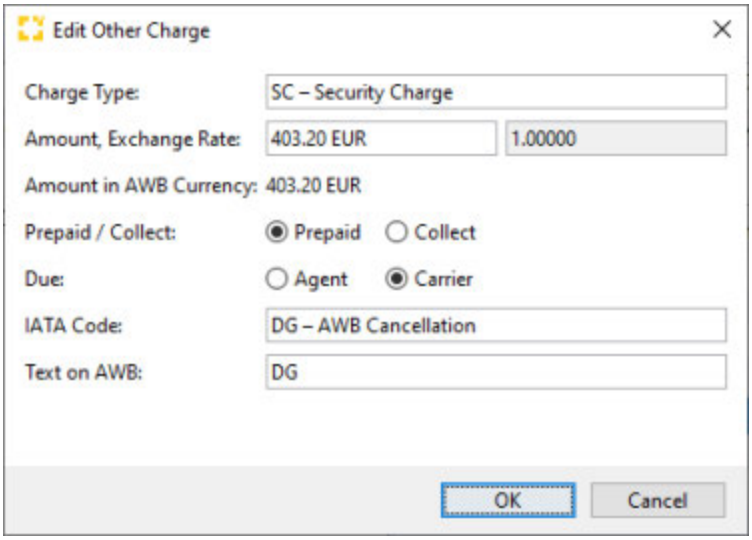

Delete

Removes the highlighted ancillary charge.

Update Other Charges

This action link will recalculate all ancillary charges according to current tariffs.

Summary - Cost Distribution - Print Details

The summary area shows of the sums of the additional costs, divided into prepaid or collect as well as due agent (for agent) or due carrier (for carrier).

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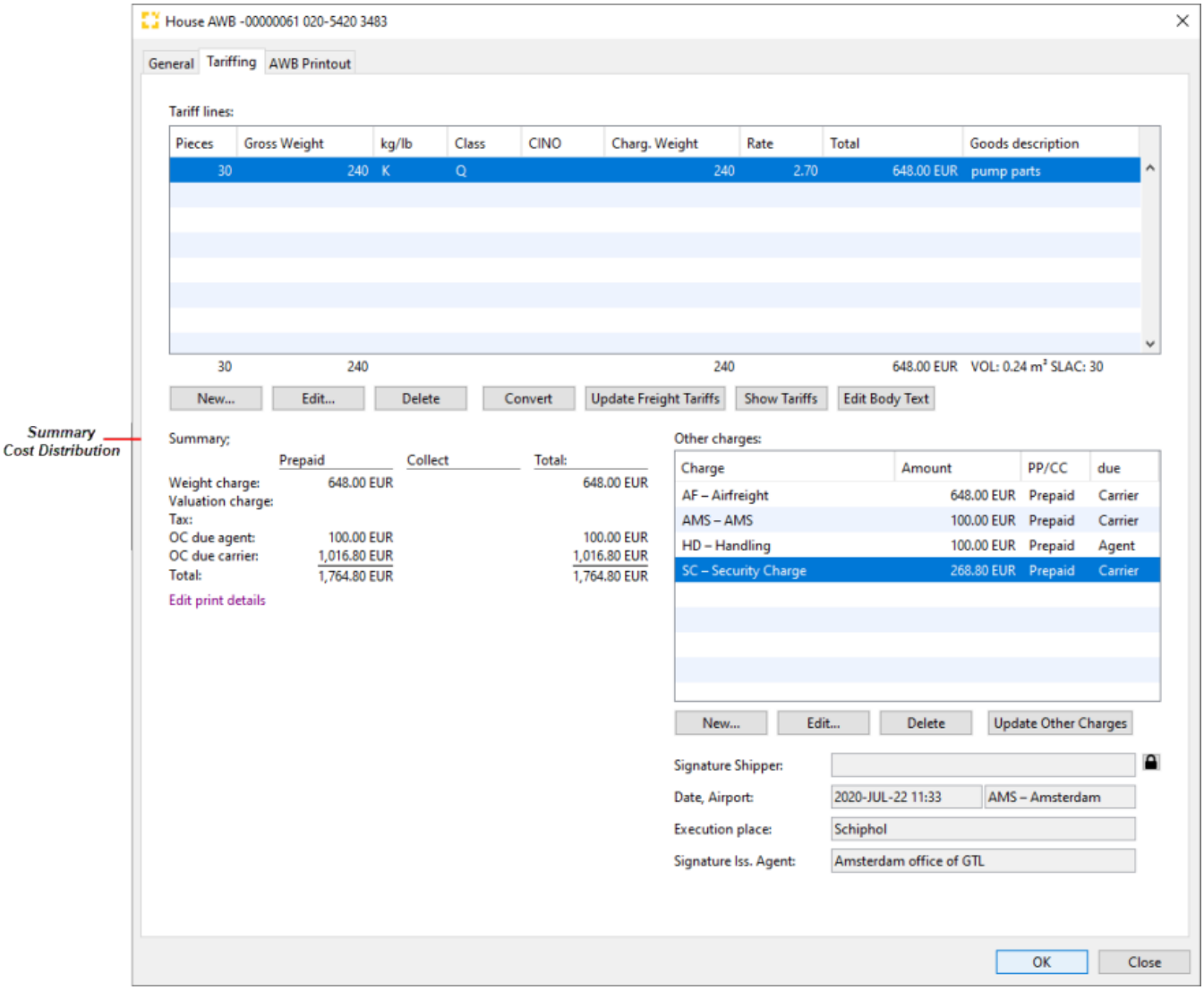

Edit Print Details

This action link opens the editor Air Waybill Print Details. For each of the four sums mentioned above, you can determine whether and how the costs should be printed on the Airwaybill by selecting the corresponding option from the associated drop-down menu.

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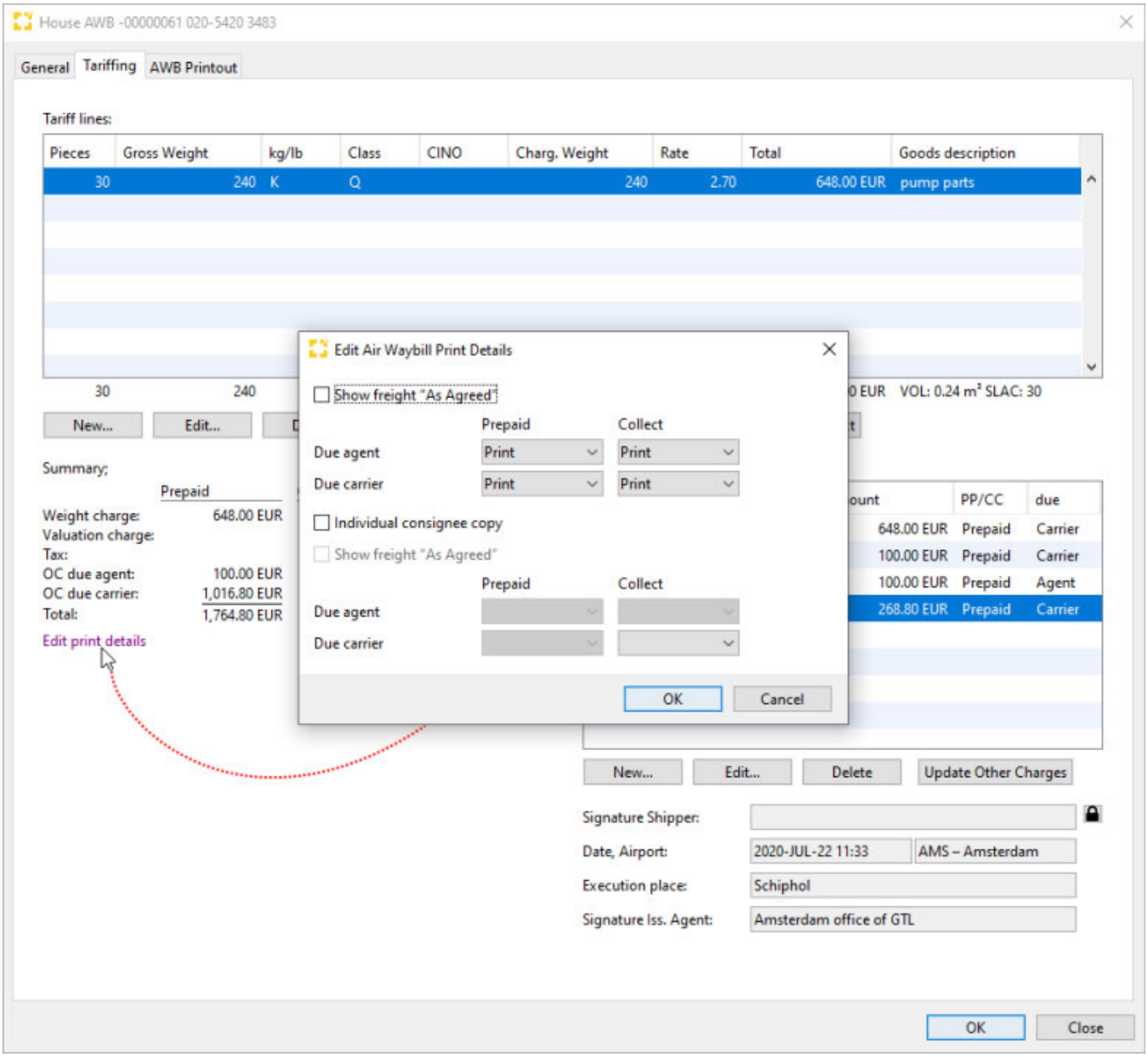

Show freight "As Agreed"

By activating this check box, the freight amount and the additional costs will not be printed on the air waybill but will be output as a note AS AGREED.

Due agent, Prepaid, Collect

It is possible to determine whether and how the charges Due agent should be printed on the Airwaybill by selecting the corresponding option from the associated drop-down menu.

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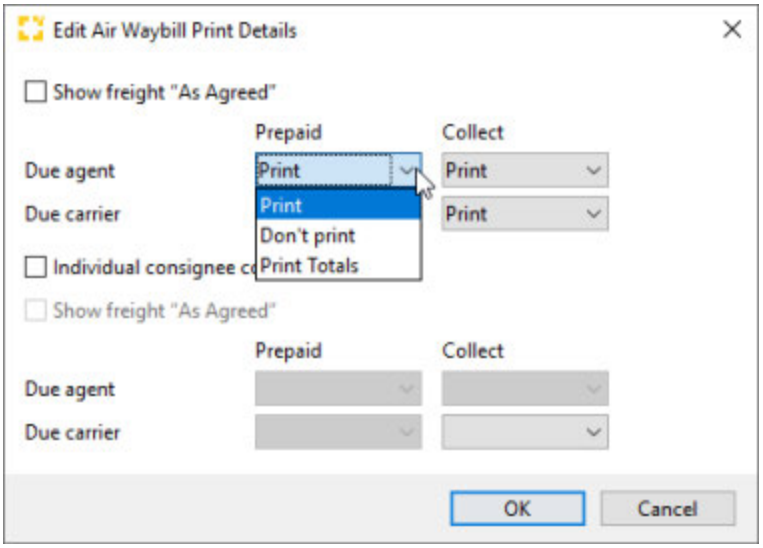
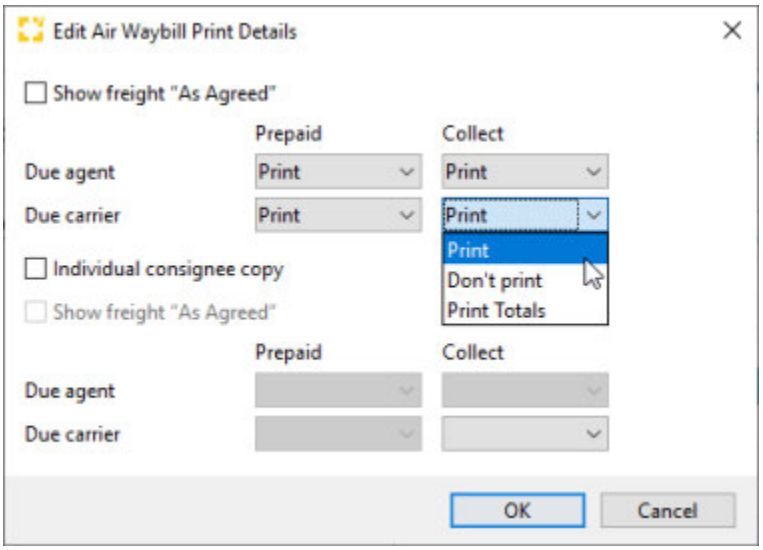


Due carrier, Prepaid, Collect

It is possible to determine whether and how the charges Due carrier should be printed on the Airwaybill by selecting the corresponding option from the associated drop-down menu.



Individual consignee copy

Sometimes it can be useful to design the first copy of the printouts (shipper) differently than the second copy (consignee). For this, the check box Individual consignee copy can be activated.

The additional fields Due Agent, Due Carrier, Prepaid and Collect can be edited:

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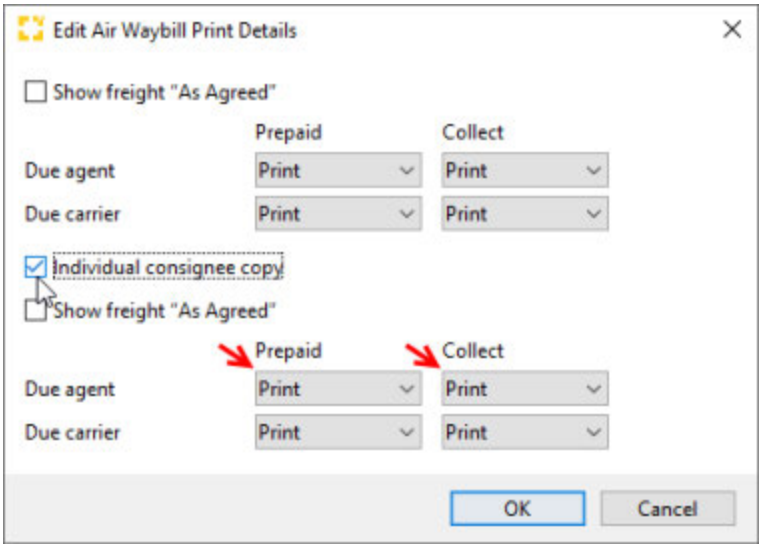
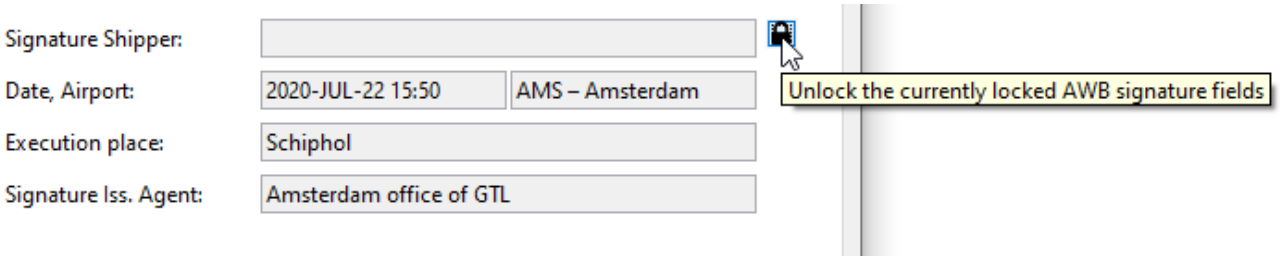


Unlock locked AWB signature fields

Clicking on the lock Symbol unlocks the AWB signature fields and the signature fields will be editable,



Signature shipper

Scope automatically presets the field with the currently logged in user.

Date, Airport

`Date including airport.`

Execution place

Place of issuing

Signature Iss. Agent

Signature of the issuing agent

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(c) AWB Printout - AWB Editor - Standard Features

- Introduction
- Description

Introduction

This tab provides a visual representation of the printed AWB.

Description

- Copy
- Sync paper AWB
- Print
- IATA AWB - Transmit e-AWB (e-AWB including e-Manifest)

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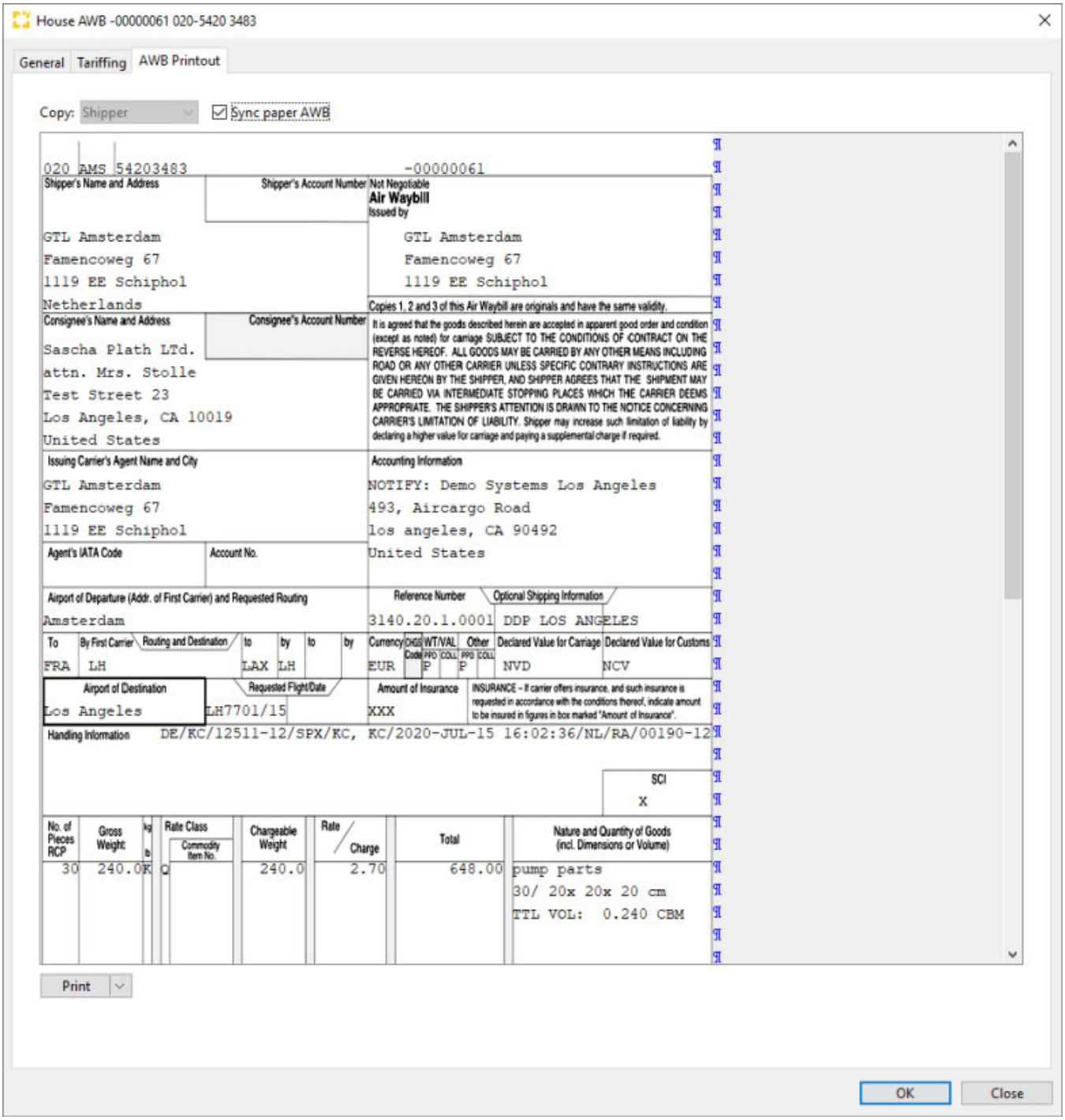

Copy

Selection of the copy to be used. By default, the copy shipper is set, and the field is grayed out. If the "Individual consignee copy" checkbox has been activated in the tariffing tab, it is possible to choose between the shipper and consignee copy using the drop-down menu. Particularly frequently used changes can be set directly in this area, the copies can be individually designed on the Paper tab.

Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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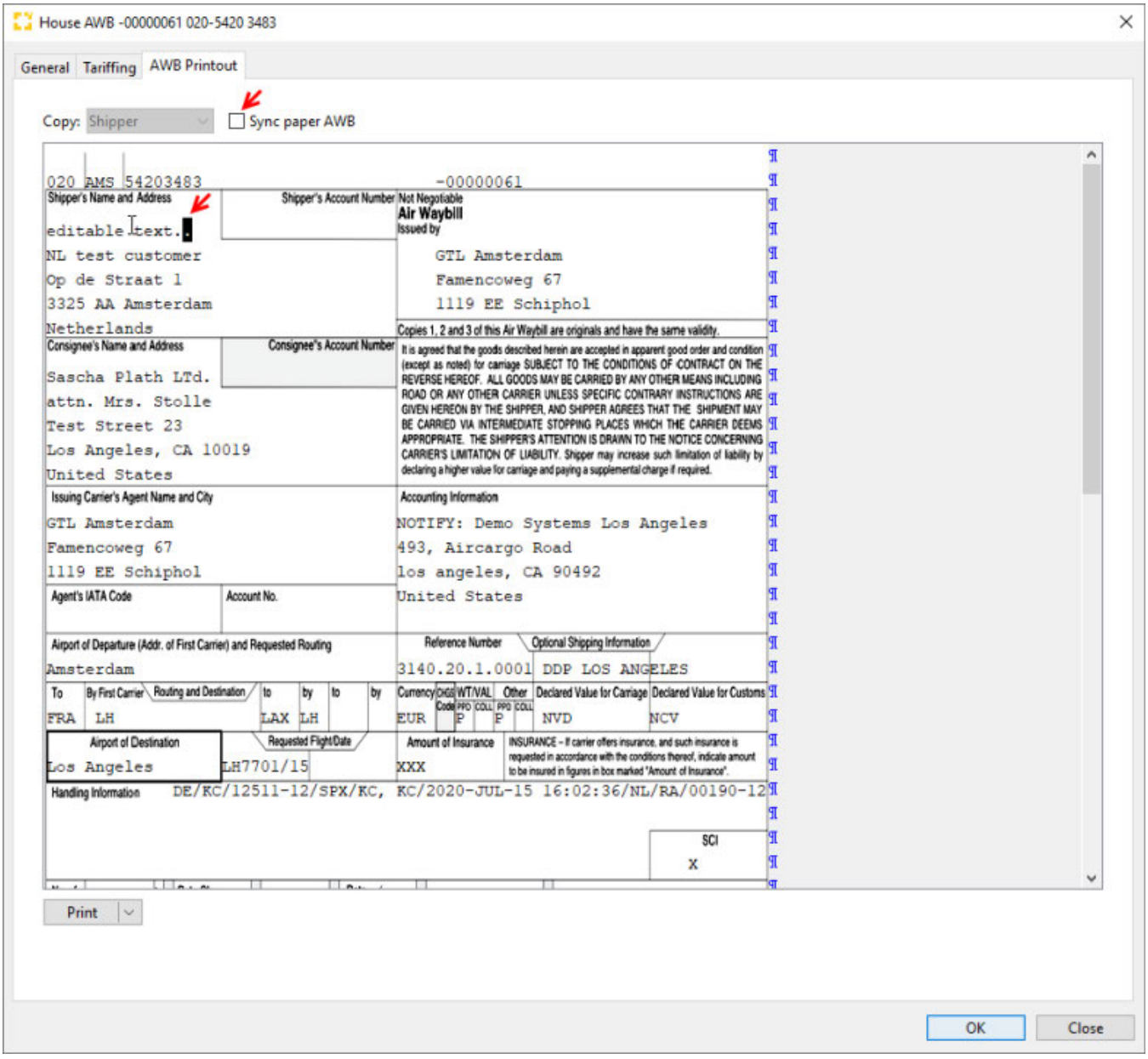

Attention!

If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Clicking on the action Print, will prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

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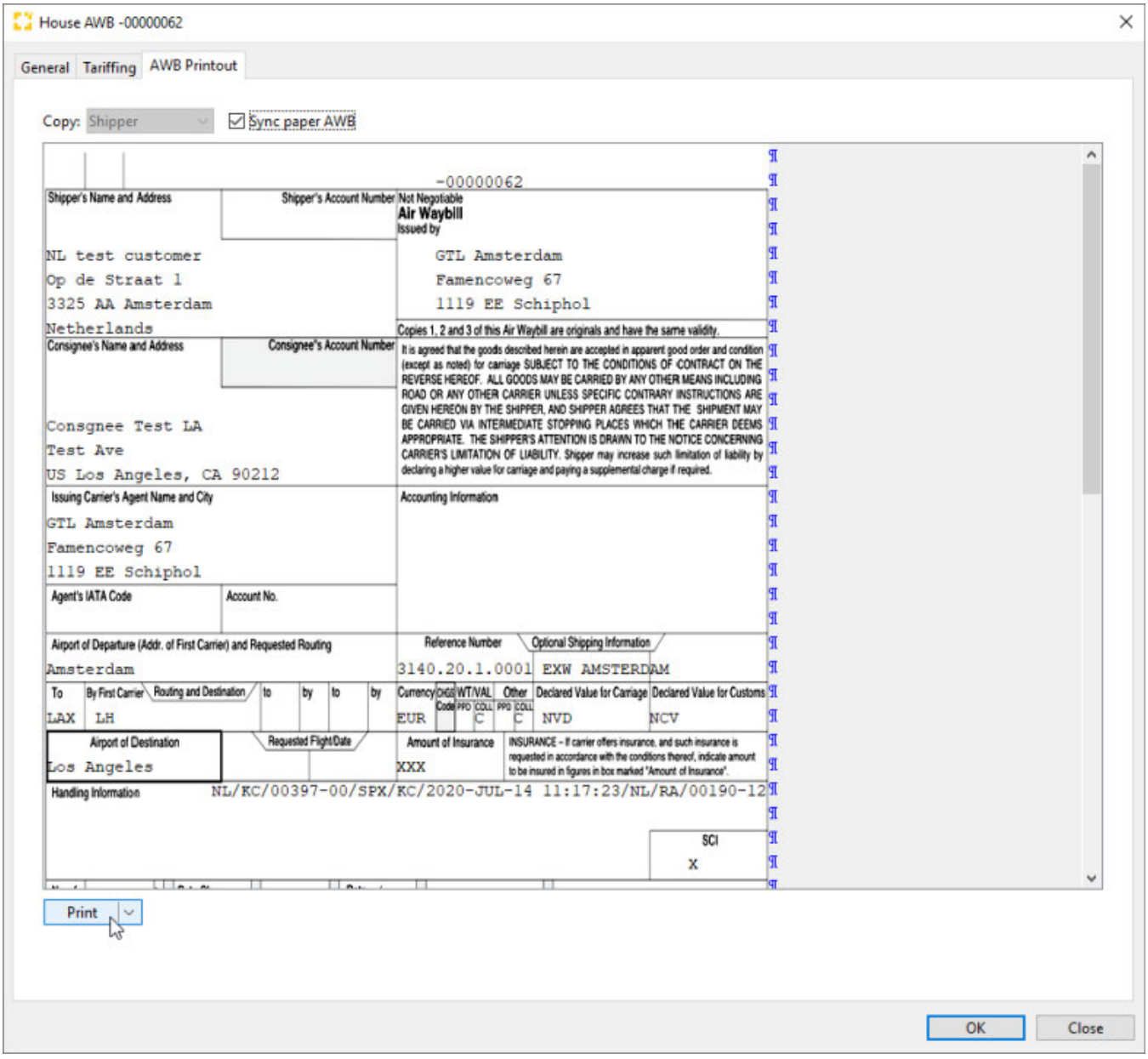

Generate PDF, Custom Print...

With the print action, the print options Generate PDF and Custom Print... are available.

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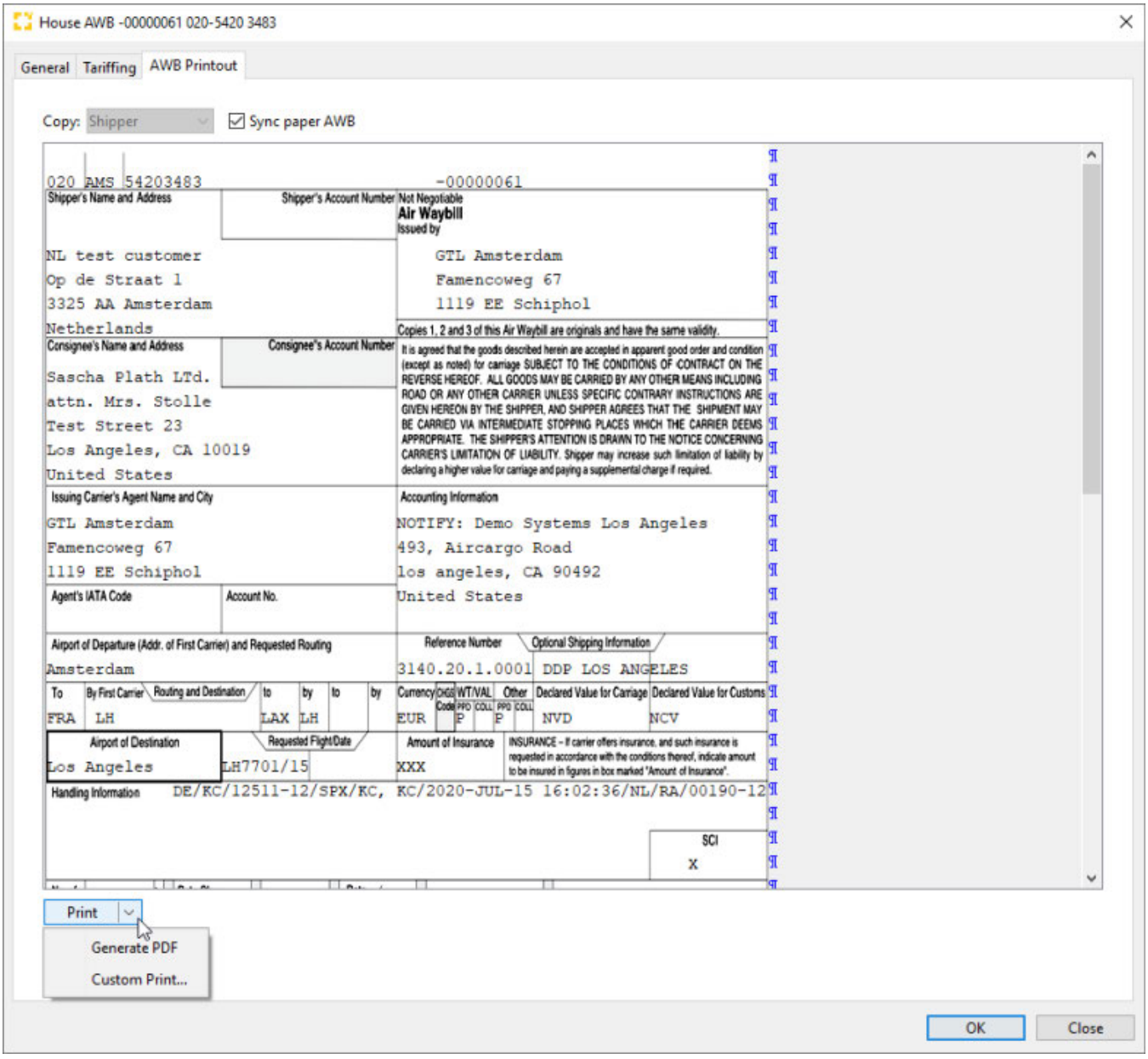

Generate PDF

Generates a complete set of the air waybill (with AWB layout). The corresponding PDF file is then available in the documents tab.

Custom Print...

Opens a window with further AWB print options.

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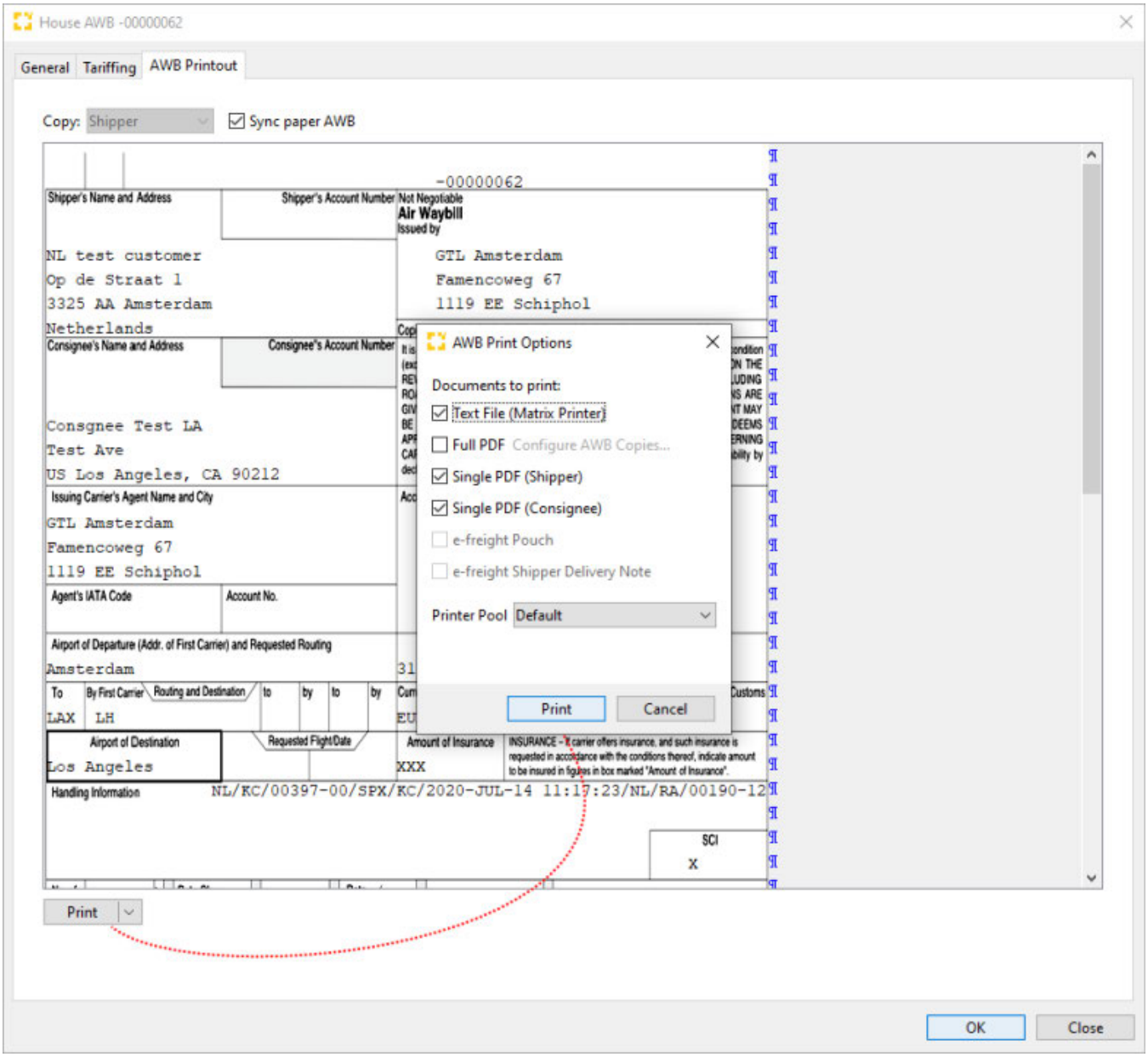

Text File (Matrix Printer)

If this checkbox is activated, a text file for the physical printout on matrix printers will be created.

Full PDF Configure AWB Copies...

If this check box is activated, it is possible to configure single AWB copies to be printed. *Add* will add available AWB copies to the Selected AWB copies. *R emove* will remove AWB copies from the Selected AWB copies. The action link *Restore AWB Copies as per Resolution 600a* will set the selection back to the Standard set.

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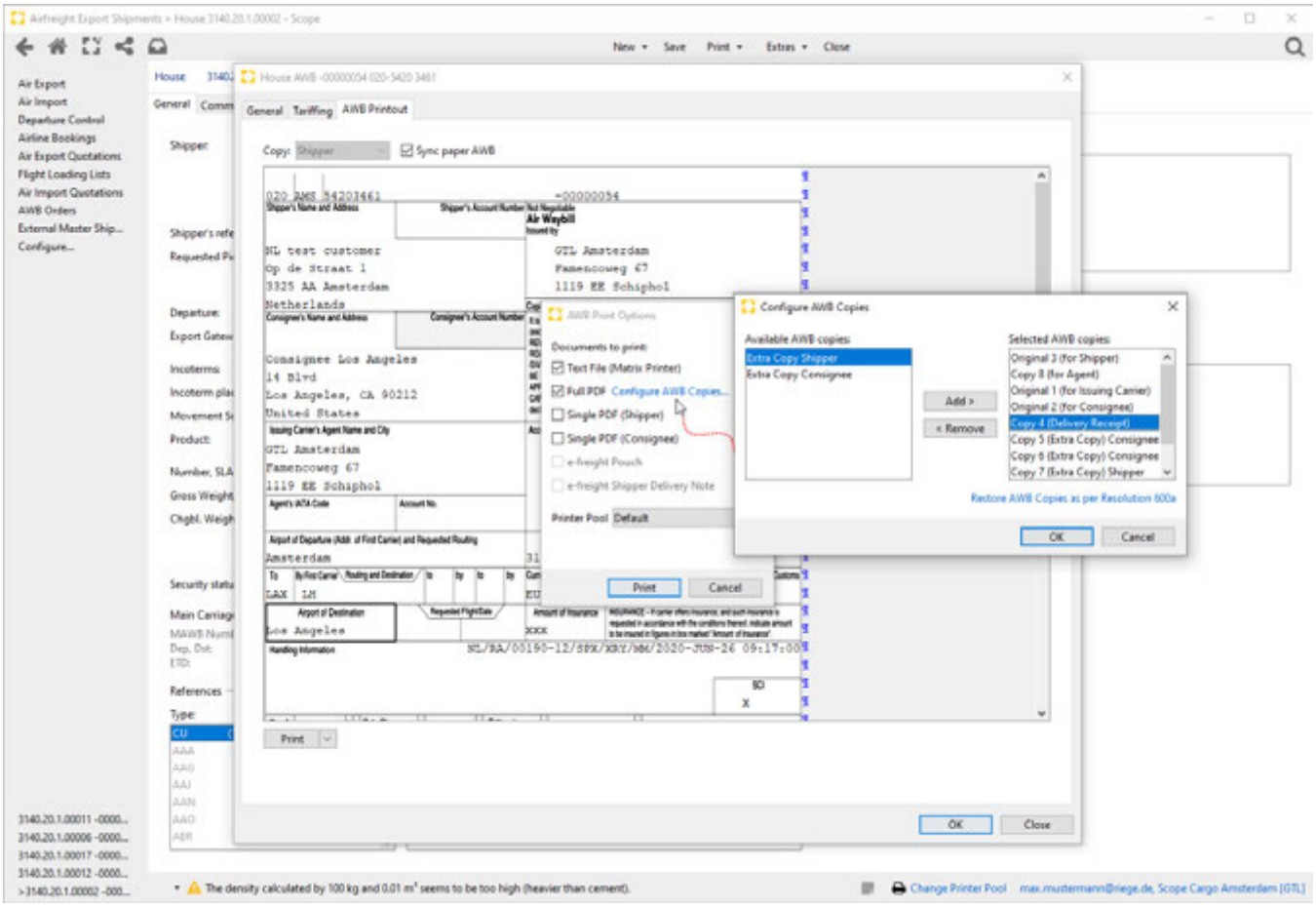

Single PDF (Shipper)

Generates the PDF of the AWB Shipper´s copy

Single PDF (Consignee)

Generates the PDF of the AWB Consignee`s copy

e-freight Pouch

Single page PDF file used as a cover for the pouch in case of EAP eFreight variant.

e-freight Shipper Delivery Note

Single page PDF file, replacing the AWB in case of eFreight

Printer Pool

Default printer is set. If more printers are available, they can be selected by the drop-down menu.

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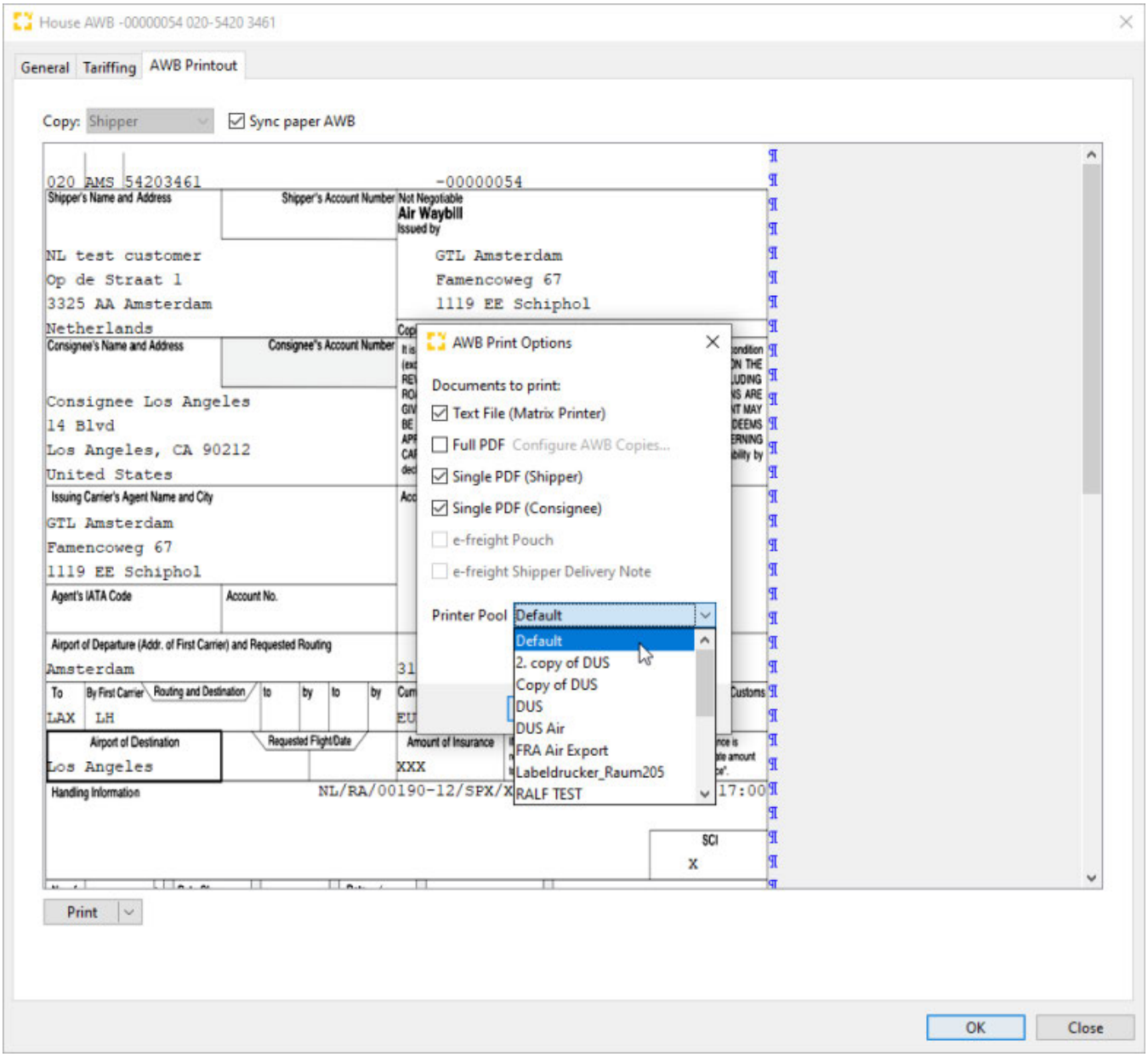

IATA AWB - Transmit e-AWB (e-AWB including e-Manifest)

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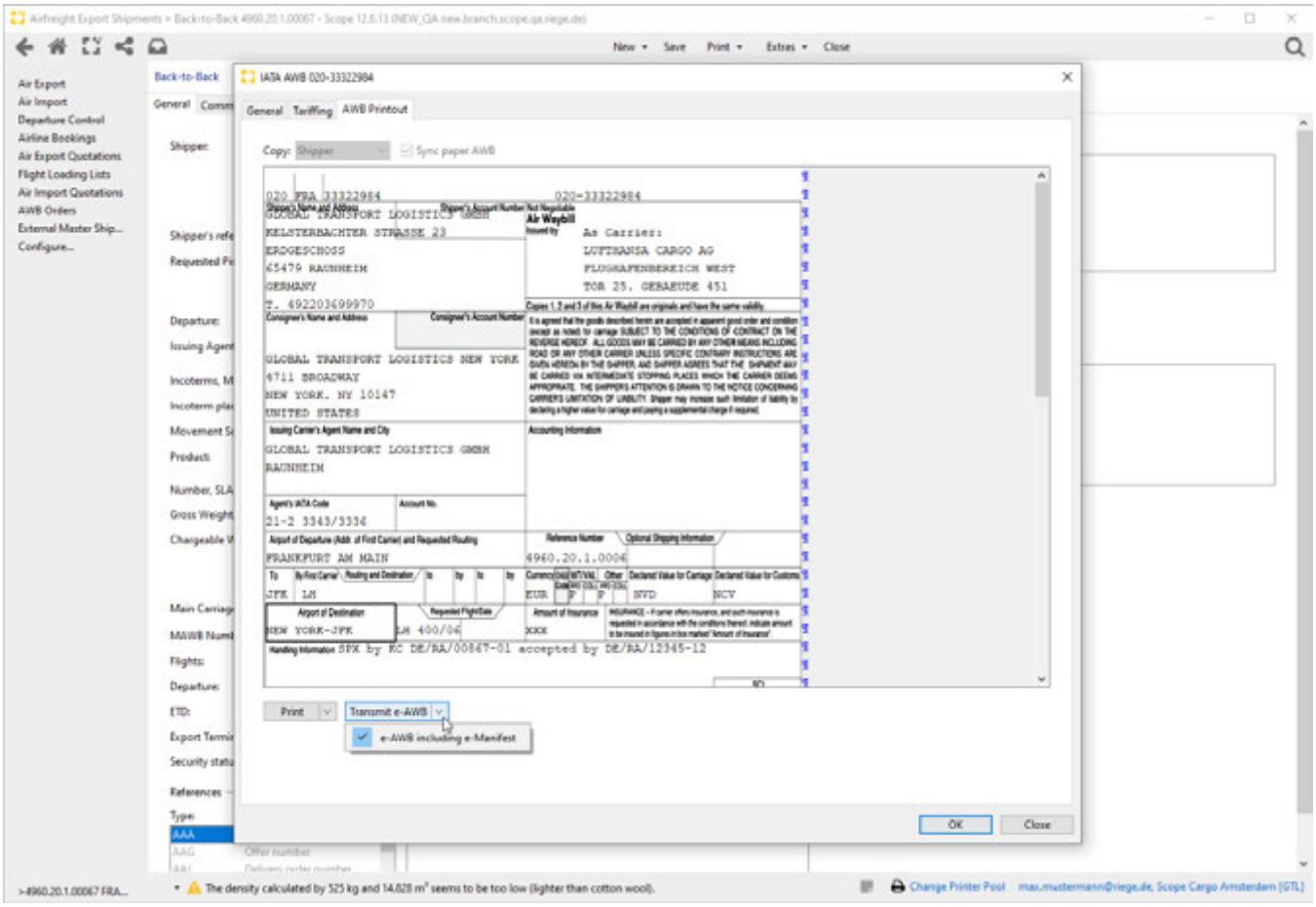

Transmit e-AWB

Sends the shipment electronically to TRAXON Global Cargo Communications System. There is no print of the document. The event FWB, FHL send is shown in shipment Tab *Events*.

e-AWB including e-Manifest

With the Drop Down Menu of the action Transmit e-AWB, it is possible to activate the checkbox e-AWB *including e-Manifest*, so that an e-AWB will be send to TRAXON Global Cargo Communications System including the e-Manifest.

OK

Stores the data and closes the editor.

Close

Closes the editor without further action.

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Ticket System

- Introduction
- Description

Introduction

JIRA is a ticket- und project monitoring software from Atlassian, which is used for customer support, bug monitoring and development of new projects for Scope.

For each of our Scope customers, we create a separate project in JIRA which can only be accessed by this specific customer's users and the Riege support team. Each user in JIRA can directly track the process of requests and communicate with the Riege support team.

The following short documentation will give a short overview of the features in JIRA.

Description

When a Scope user generates a support request via F12, an issue in the according project in JIRA will be created automatically. Each request is registered with a unique ticket number. The Riege support team then handles each request via the JIRA web-interface. If the customer decides to use JIRA as well, designated Scope users may get access to the JIRA system.

- Create Issue - Ticket System
- Dashboard - Ticket System
- Email Reply - Ticket System
- Jira Workflow - Ticketsystem
- Login - Ticket System
- Notifications - Ticket System
- User Profile - Ticket System
- View Issue - Ticket System

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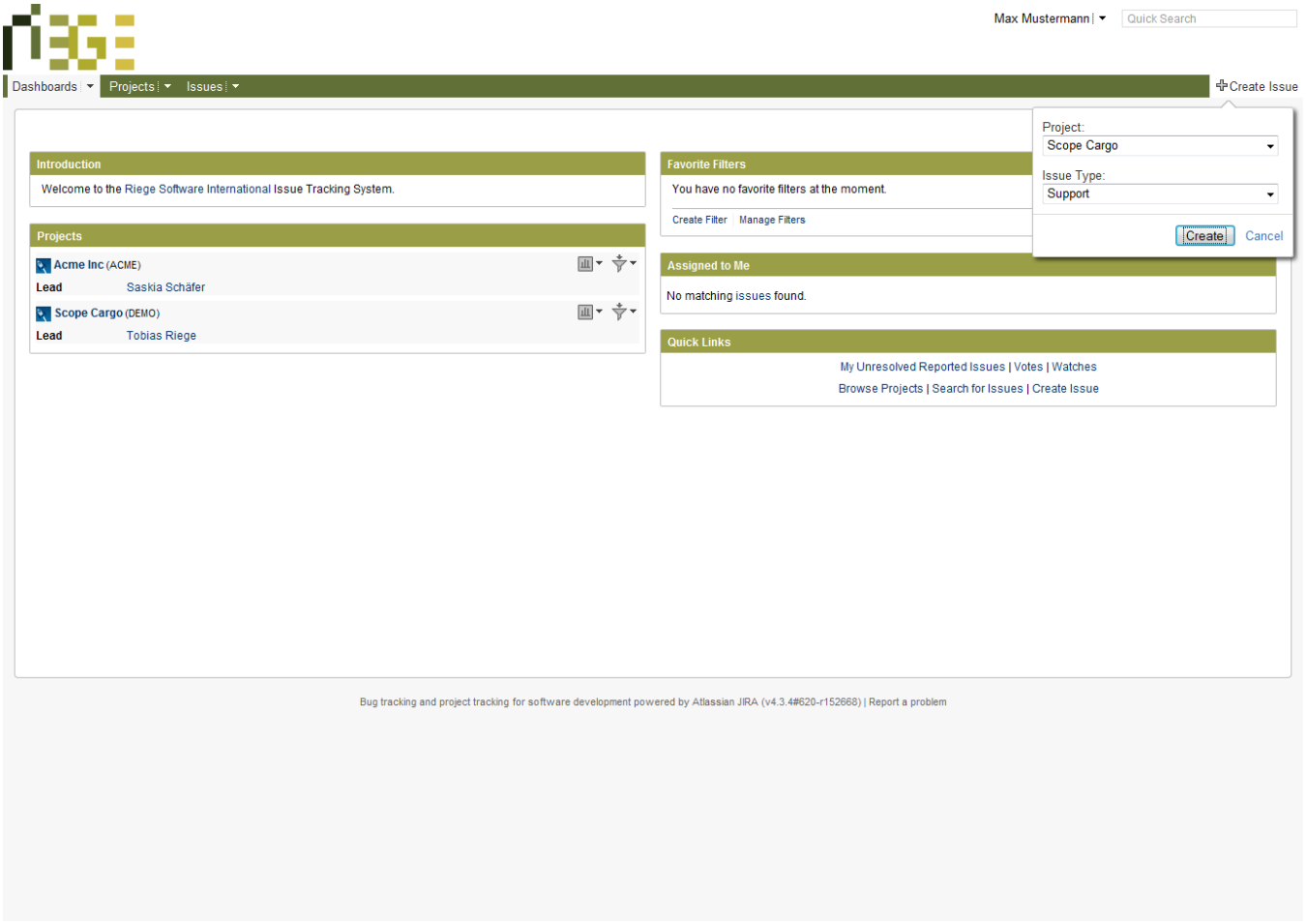
Create Issue - Ticket System

- Introduction
- Description

Introduction

The user may either press F12 from Scope to generate an issue in Jira, or create an issue via the Jira web-interface. On the upper right of the webpage, a new issue can be created by clicking "Create Issue".

Description



Project

The standard (or most often used) project where the user has permission to browse in is predefined. If the user has access to multiple projects, you can choose to change the default project via the drop down menu.

Issue Type

The default issue type is "Support". The user can choose between three issue types:

- Support - For bugs and questions occurring during the use of Scope
- Service - For training and setup (new users, branches) requests
- Change Request - Suggestions for program changes and enhancements in Scope

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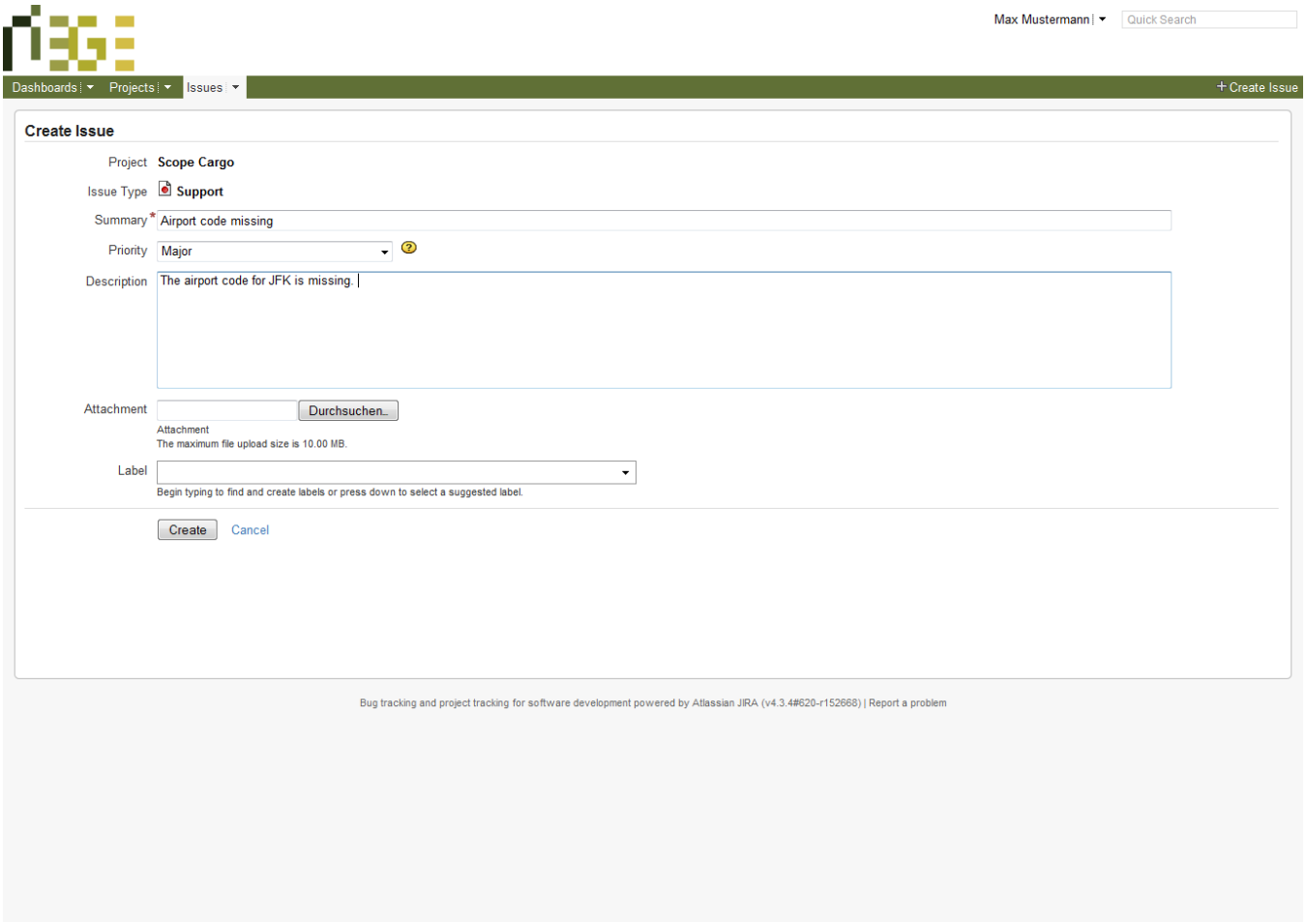

Summary

Short description of the problem, the question or request.

Priority

The user can choose between 5 different priorities:

- cosmetic - E.g. for spelling mistakes
- minor - Minor bugs that do not hinder the user to progress with his work
- major - Major bugs that hinder or delay the work of the user, but there is a workaround.
- critical - Major bugs that massively hinder the work of the user.
- blocker - The user isn't able to progress with his work anymore

Description

Detailed and precise description.

Attachment

For adding documents with relevant and additional information.

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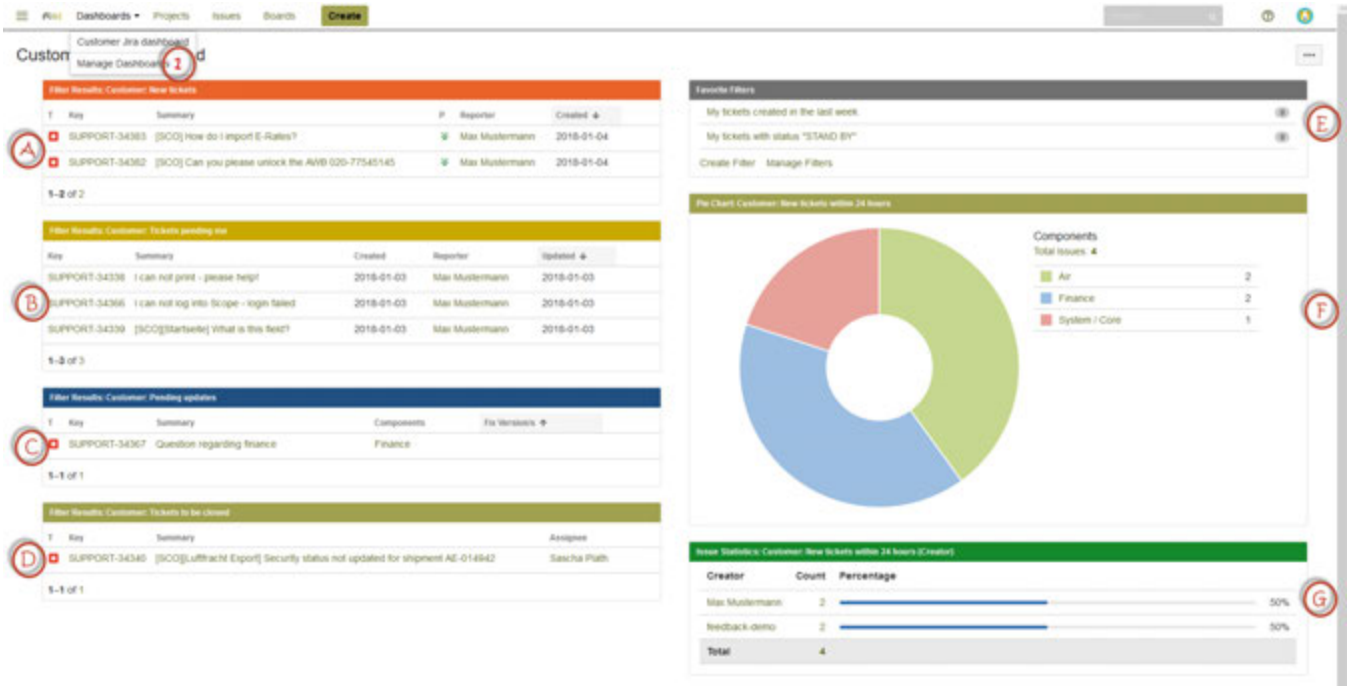
Dashboard - Ticket System

- Introduction
- Dashboard Overview
- Dashboard Installation

Introduction

The overview of your Scope requests after login in our ticket system JIRA is called "dashboard". We provide you with a specially developed dashboard "Customer Jira dashboard" to give you a complete overview of all requests followed by our standard procedures.

Dashboard Overview



A - New tickets

Overview of all your requests, which have ticket status "New" (= is not in progress by Scope Helpdesk yet)

B - Tickets pending me

Overview of all requests created by you and your colleagues with ticket status "Clarification": Scope Helpdesk is awaiting a response/reply by you

C - Pending updates

Overview of all requests created by you and your colleagues, which will be solved by a new Scope release. Column "Fix Version" should display the corresponding version, which need to be installed.

D - Tickets to be closed

Overview of all requests with status "Resolved": Scope Helpdesk is awaiting your confirmation to close this ticket and set the ticket from status "Resolved" to "Closed".

E - Favorite Filters

Overview of your private filters, which you have created

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F - Pie chart: New tickets within 24 hours

Overview of all requests created by you and your colleagues in the last 24 hours. The result is ordered by the component: when you click on one component, you will see all tickets matching this selection.

G - New tickets within 24 hours (Creator)

Overview of all requests created by you and your colleagues in the last 24 hours. The result is ordered by the creator of the ticket: when you click on one user, you will see all tickets matching this selection.

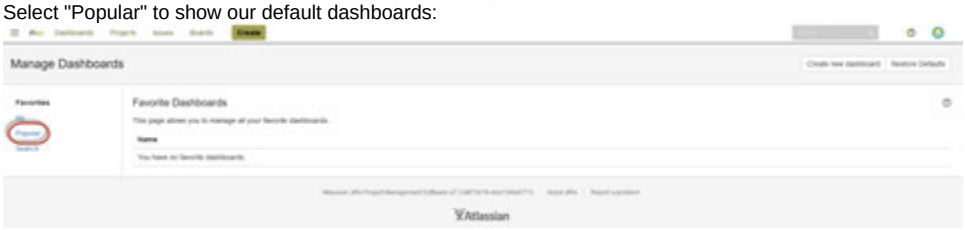
1 - Manage Dashboards

To add our default dashboard to your profile or create an own dashboard.

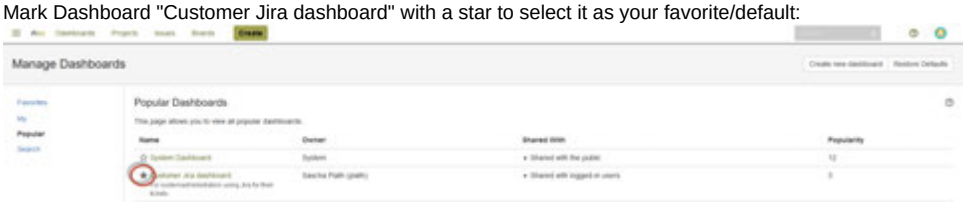
Dashboard Installation

In order to use our dashboard, you have to select "Manage Dashboard" as shown above:

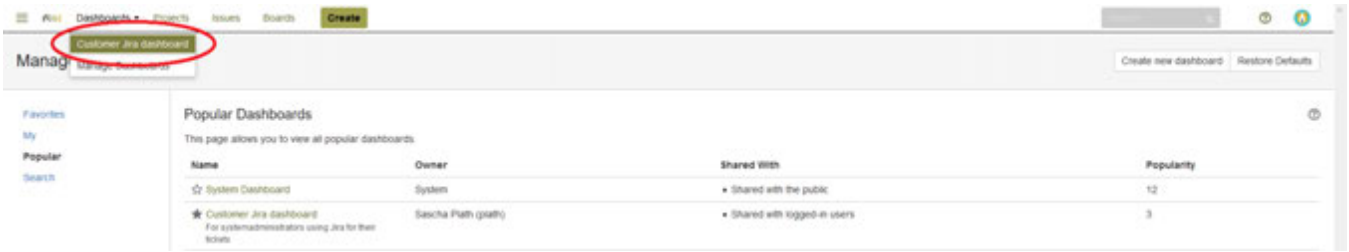
1. Click on Dashboards Manage Dashboards (see above)
2. Select "Popular" to show our default dashboards:



3. Mark Dashboard "Customer Jira dashboard" with a star to select it as your favorite/default:



By clicking on "Dashboards" our dashboard will be shown to be selected. After login into JIRA your new default dashboard will be directly used:



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Email Reply - Ticket System

- Introduction
- Description

Introduction

It is important to note that replying to emails send by JIRA via the 'reply to' option in the email program, the Riege support team **will not** be informed and receive the customer email. Users should always follow the issue link in the JIRA email and communicate to the Riege support team via the JIRA web-interface.

Description

A notification email arrives and the user wants to provide the support team with additional information or wants to ask for the status of the issue. Please **do not** use the reply function of the email client but proceed as follows:

1. Click on the link of the JIRA issue provided in the email notification
2. Log-in to JIRA (if not logged in already)
3. Please press "Comment" or "Attach Screenshot", depending on the information that you want to supply to the Riege support team.

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Jira Workflow - Ticketsystem

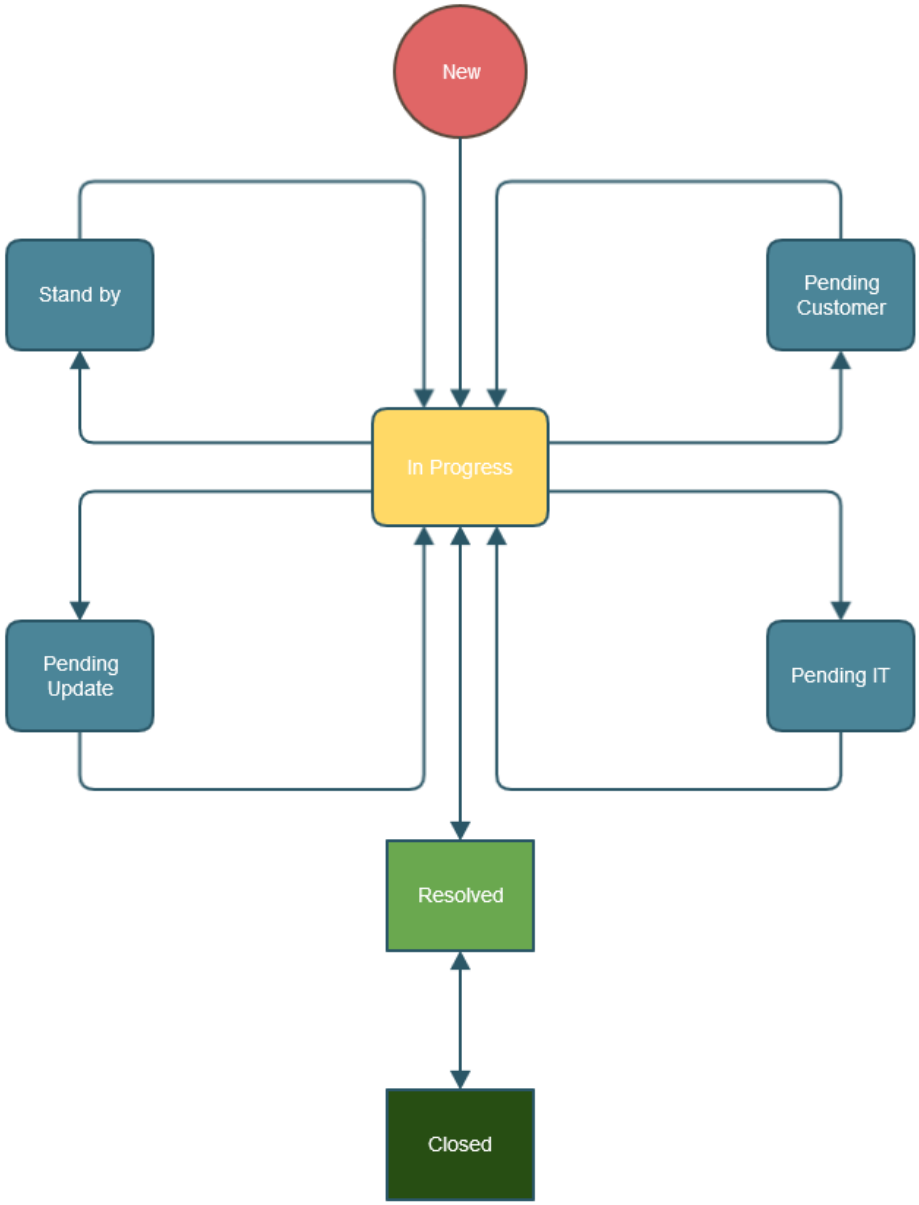
Introduction

Each request passes through a ticket cylce showing you the current status of your inquiry. The status can be set either by you or by RSI to change the workflow of your request.

The status can be used as a filter in our ticket system showing you for example all tickets which are pending by an answer from you or which are currently in progress by RSI. This transparency secures the optimal handling of your requests.

Workflow

This is the workflow of a Support-Ticket in Jira:



The marked Status- and Action fields can be set by you:

Status	Status Description	Action	Action Description	Status

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		Field		Change
New	Your request is created via • F12 in Scope • manually in Jira • Email function	Start Progress Resolve **Close**	Support starts analysing your request Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	In Progress Resolved Closed
In Progress (Support)	Support starts working on your request	Clarify Stand by Pending Update Send to IT Resolve **Close**	Support requires a reply/feedback from you Your request requires feedback from another department than support (e.g. product management) or 3rd party (e.g. AEB, CHAMP) Your request requires a certain update to be activated Your request is going to be handled by our IT Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	Pending Customer Stand by Pending Update Pending IT Resolved Closed
Pending Customer	Your request requires a reply/feedback from you	**Answer** Resolve **Close**	Your reply is made, answers are given Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	In Progress Resolved Closed
Stand by	Your request requires feedback from another department than support or 3rd party	Restart Progress Resolve **Close**	Feedback is made, answers are given Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	In Progress Resolved Closed
Pending Update	Your request requires a certain update to be activated	Restart Progress Resolve **Close**	An action/reply is made by support Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	In Progress Resolved Closed
Pending IT	Your request is assigned to our IT	Start IT Progress Resolve **Close**	IT starts analysing your request Your request is resolved by RSI, but requires your confirmation Your request is completed and confirmed by you	In Progress (IT) Resolved Closed
In Progress (IT)	Your request is handled by our IT	Clarify Stand by Back to Support	IT requires a reply/feedback from you Your request requires feedback from another department than support (e.g. product management) or 3rd party (e.g. AEB, CHAMP) Your request is assigned back to support	Pending Customer Stand by In Progress
Resolved	Your request is resolved by RSI, but requires your confirmation	**Close** **Reopen**	Your request is completed and confirmed by you Your request is not completed and needs further analyses by support	Closed In Progress
Closed	Your request is completed and can be confirmed by you	**Reopen**	Your request is not completed and needs further analyses by support	In Progress

Field description

Customer

This field gets automatically filled in your JIRA ticket while created via Scope F12. If created manually in JIRA, please make sure to insert the corresponding value in this field in order to see the ticket by you and your colleagues. Please contact your Scope Support Team if you are unsure, which value to insert. In general we always suggest to create a ticket via Scope F12 to fill all fields and also include logfile, print screens and other important information to your Support Team automatically.

Support Team

This field gets also automatically filled in your JIRA ticket while created via Scope F12. If created manually in JIRA, please make sure to insert the corresponding value in this field in order to for your Support team see the ticket in their overview. Otherwise the start of analysing your request might unnecessarily get delayed. Please contact your Scope Support Team if you are unsure, which value to insert.

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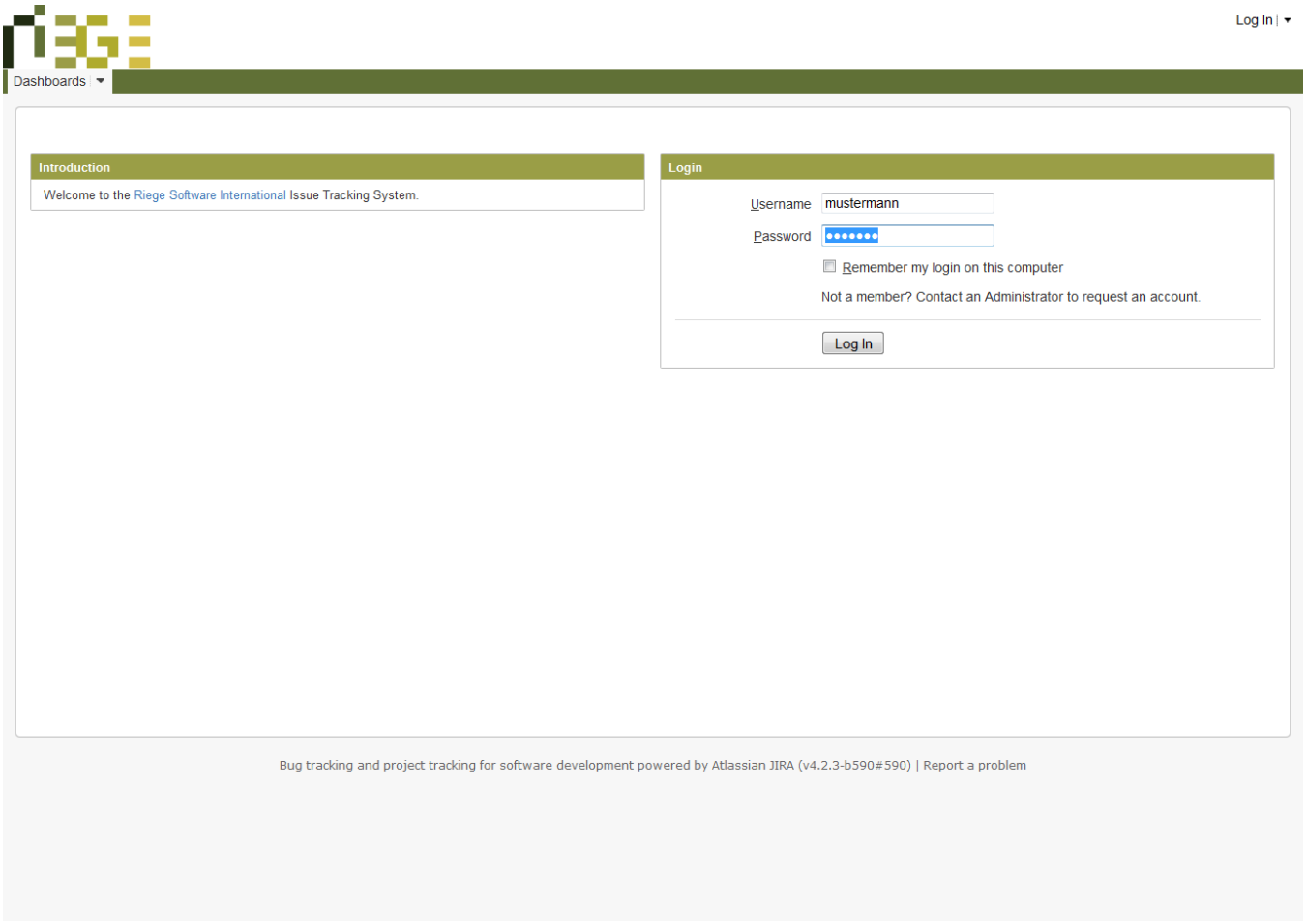
Login - Ticket System

- Introduction
- Description

Introduction

There are two ways to get to the JIRA login page. One way is to open http://jira.riege.com via your browser. The other way is to click on the JIRA link which comes with the emails sent out by JIRA upon creation, commenting, or status updates of the tickets. Each JIRA enabled Scope user is able to login with the exact same login information used by Scope itself.

Description



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Notifications - Ticket System

- Introduction
- Description

Introduction

JIRA sends notification emails automatically on creation or update of an issue. Additionally the Riege support team also receives notification on all changes.

Description

Riege has configured the following notification preferences for the customer project areas:

Event	Who gets notified
Issue created	Reporter
Issue commented	Reporter, Watcher
Issue resolved	Reporter, Watcher
Issue reopened	Reporter, Watcher

Watchers are all persons who chose to "watch" the issue. They will get notified about changed (see above) via email.

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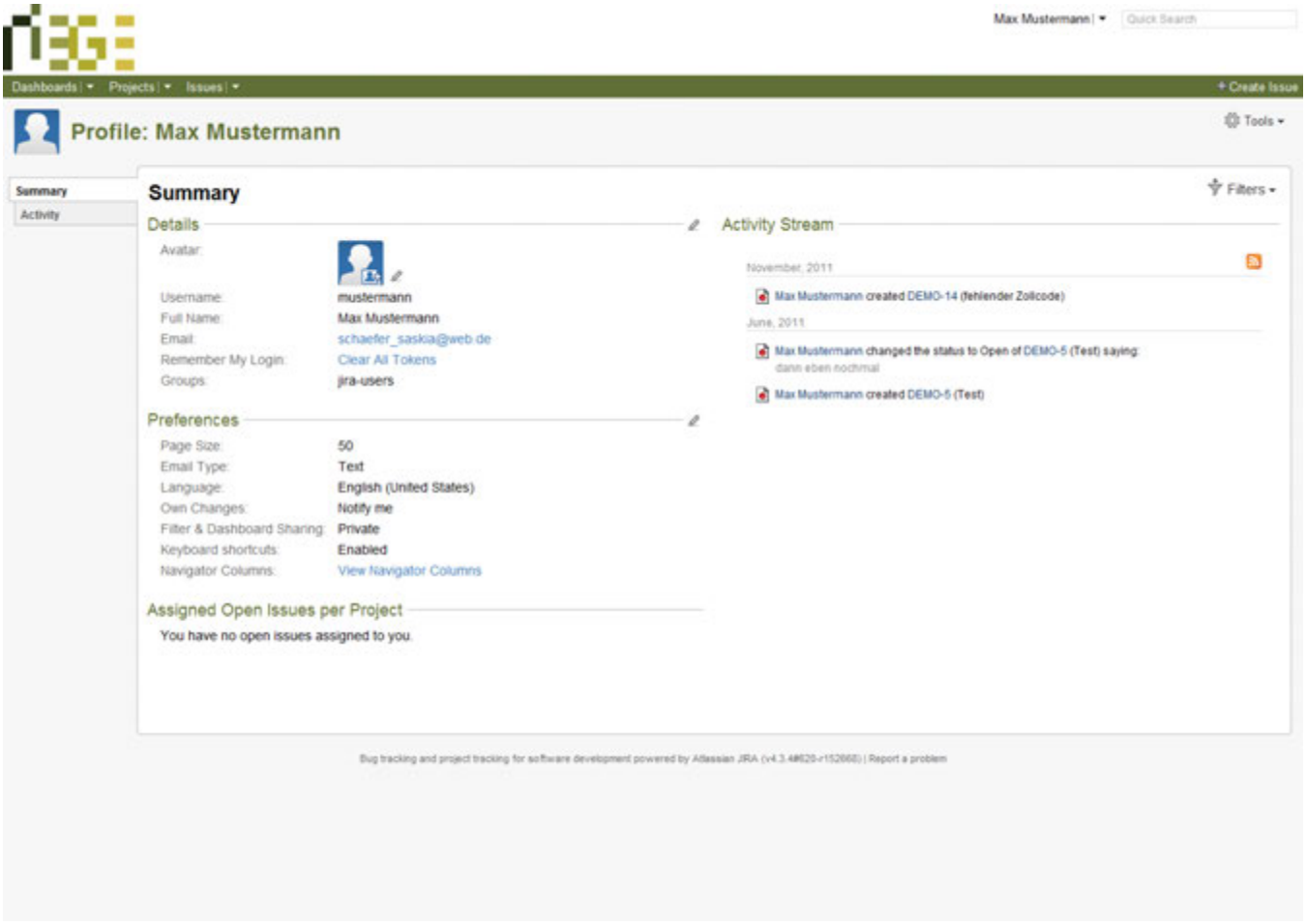
User Profile - Ticket System

- Introduction
- Description

Introduction

The user profile lists the preferences and user details. Some options - for example the language for the Jira web-interface - can directly be changed by the user itself.

Description



Details

Within the details, the user can change his username, email address and password. There is also an option to upload an avatar. Additionally all the groups are listed of which the user is part of. Usually this is limited to the customer group.

Preferences

In the preferences, the user can change the standard user configuration, for example changing the language from English to German (Default: English).

Assigned Open Issues per Project

Similar to "Assigned to me" on the dashboard.

Activity Stream

Shows the last activities of the user in Jira.

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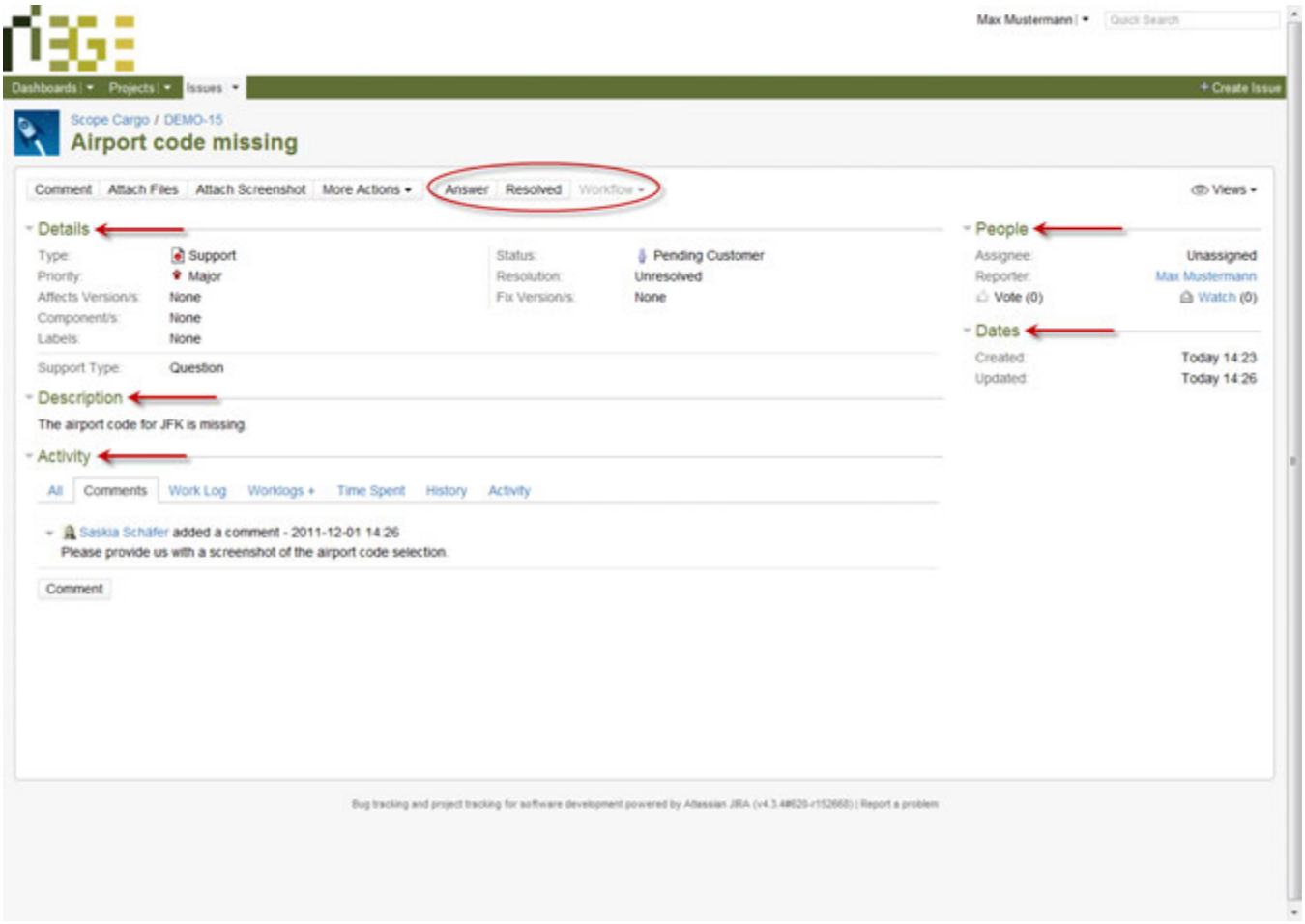
View Issue - Ticket System

- Introduction
- Description

Introduction

The issue view provides a detailed overview on the actual state of an issue.

Description



Details

- Type - The issue type (support, service, change request)
- Priority - The priority (cosmetic, minor, major, critical, blocker)
- Affects Version/s - Only for bugs, displays the active version when the customer reported the bug
- Component/s - The affected component in Scope (e.g. Air, Sea, Forms)
- Status - The actual status of the issue:
    - New - The issue has been created recently
    - In Progress - The issue is in progress
    - Pending Customer - The support has requested additional information and is waiting for a response of the customer
    - Resolved - The issue has been solved successfully
- Resolution - How has the issue been solved:
    - Fixed - The problem has been solved and won't occur again when the fix version is deployed to the customer
    - Won't fix - The problem won't be solved.
    - Duplication - The problem is a duplicate of an existing issue
    - Incomplete The problem is not completely described
    - Working as intended - The problem is not really a problem
    - Cannot reproduce - All attempts at reproducing this issue failed or not enough information was available to reproduce the issue.
    - Invalid - The problem described an issue which is invalid.

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    - Completed - Development work for this change request is done and will be available when the fix version is deployed to the customer.
- Fix Version/s - The Scope version for which the issue has been solved or the change request is available.

People

- Assignee - The Riege support team member or user who is working on this issue
- Reporter - The user who created the issue
- Watch - The user can decide to watch an issue without being assignee or reporter and will get according notifications.
- Vote - not in use

Dates

- Created - When has the issue been created
- Updated - When the last activity on the issue has taken place (comment, change of status, ...)

Description

View of the detailed description of the issue

Activity

- Comments - Detailed view of the comments
- Work Log - Time spent on the issue
- History - Changes of this issue
- Activity - Overview of the dates when activities have been undertaken on this issue
- All - Main overview of all activities, changes, work and comments on this issue

Workflow

The red marked area contains two buttons. Pressing one of them changes the status of the issue.

- Answer - In the window that follows when pressing the button, the user can answer to questions of the support team. The issue then automatically will have the status "In Progress" and the support team will get notified.
- Resolved - In case the issue has been resolved in the meantime (e.g. has been clarified on the phone), the issue can be set to resolved.

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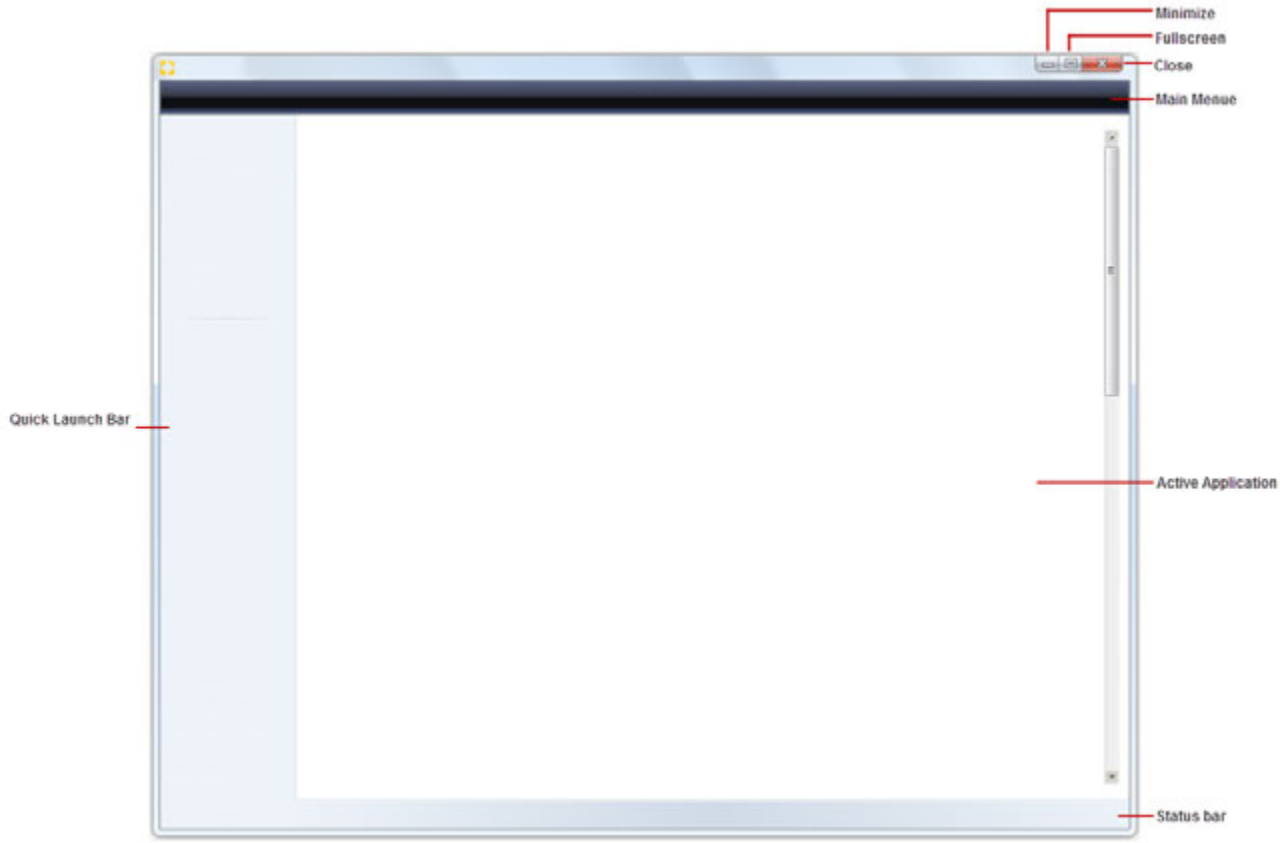
User Interface

- Introduction
- Description

Introduction

The Scope interface enables fast and efficient workflow via a logical and clear structure which assures intuitive handling.

Description



Scope The user interface consists of the following basic elements.

Minimize

Minimizes the application window in the taskbar.

Full screen

Maximizes the application window to full screen mode.

Close

Closes the application window and terminating the application.

Main Menu Bar

Global actions, program actions and quick search are found on the menu bar.

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Quick Access Toolbar

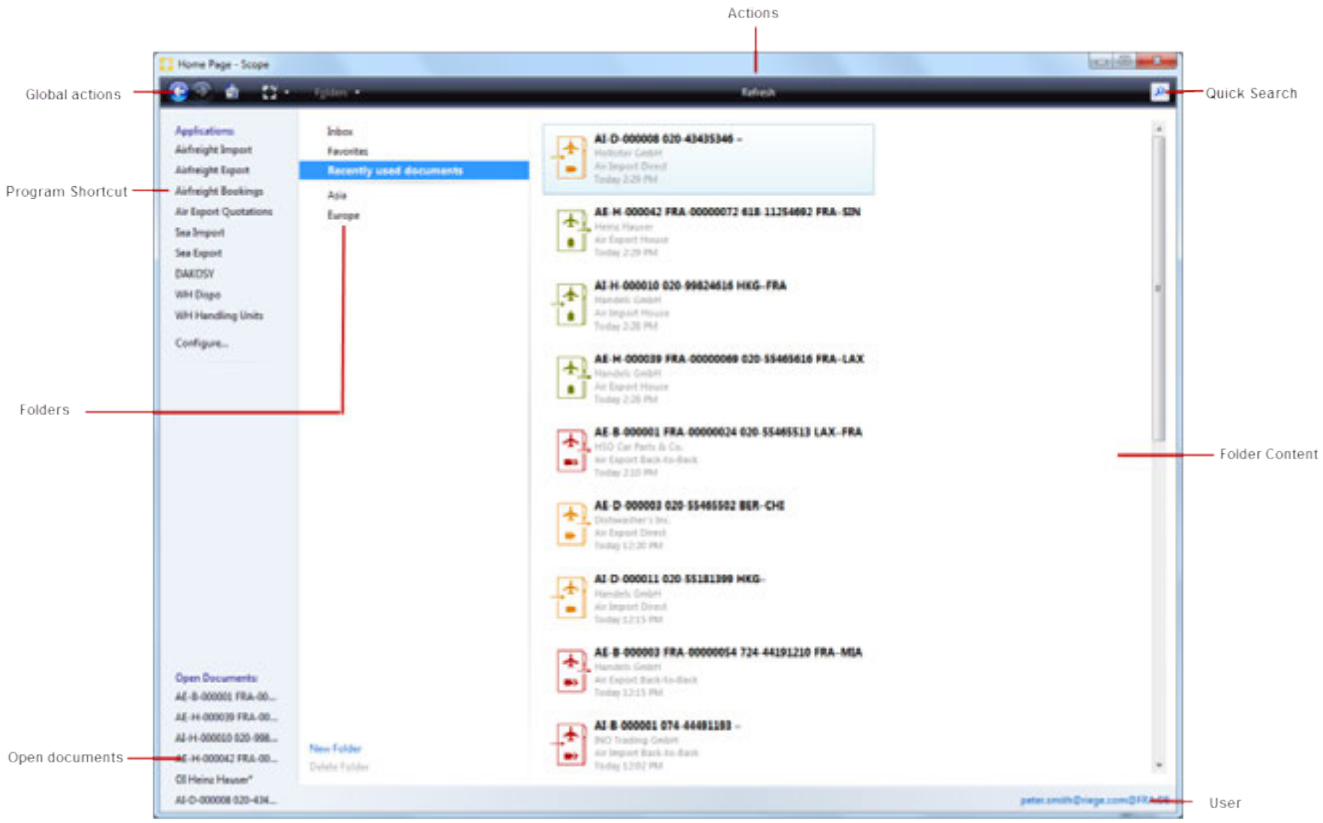
This toolbar on the left of the screen offers quick-access to the most important applications as well as currently open documents.

Active application

This is the work area. The active applications are loaded in this area.

Status bar

Information such as current username, validation reports and errors. Depending on the properties of elements, a left click can be used to perform further actions.



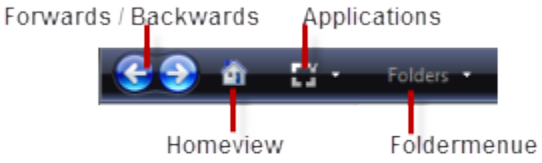
After login the Scope Home screen is opened. This allows navigation within scope, offers quick access to key applications and displays open documents available folders. The Quick Access toolbar and status bar are also always available when further applications are loaded.

Program Actions

These will vary depending on the active application being displayed. Individual program actions are explained in detail in the descriptions of each application.

Global Action

Global actions are independent of the currently active scope application.



Forwards/Reverse

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These buttons are modeled on those found in a web browser. They allow scrolling forward and backward between the used applications and documents.

Home

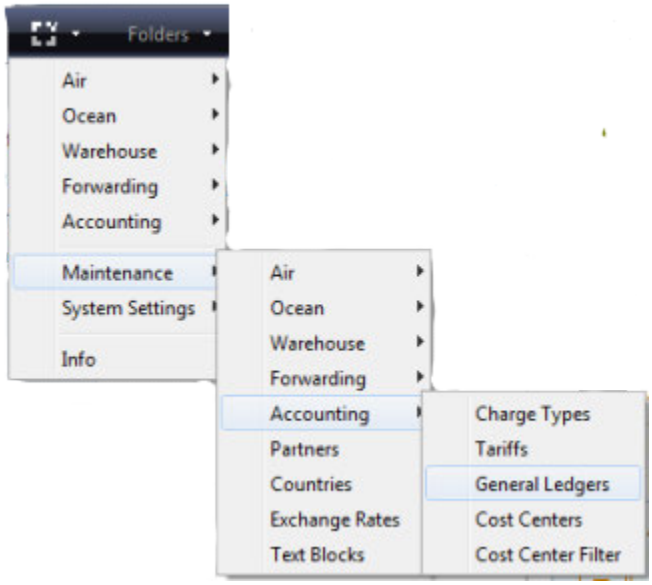
As found in a Web browser, reload of the home page within Scope, regardless of the current application being used.

Folder Menu

Add documents to a specific folder or sending to the Inbox folder of another user.

Scope Applications

This button displays the entire scope application menu. The various applications are arranged by topic each has a sub-menu. Clicking a menu item will open the desired application.



Quick search

Global Quick Search allows you to quickly locate the desired information.

Quick access

Quick access bar to the 7 most important scope-applications.

Folders pane

In addition to the System folder

- Inbox
- Favorites
- Recent Documents
  A left click will provide " New Folder "and" Delete Folder "your own folders to be created or deleted. (The System folder can not be deleted.)

Folder contents

Contents of the selected folders are displayed, which the selected folder. The default is to display the contents of the "recently used" folder.

Open document

This area shows the currently open documents. By clicking on the desired document, it is reloaded as the active application.

User

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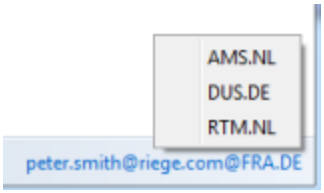

Clicking on the user name produces a list of available organizational units. Clicking on the desired entry will switch to that organizational unit (switch to a different branch).

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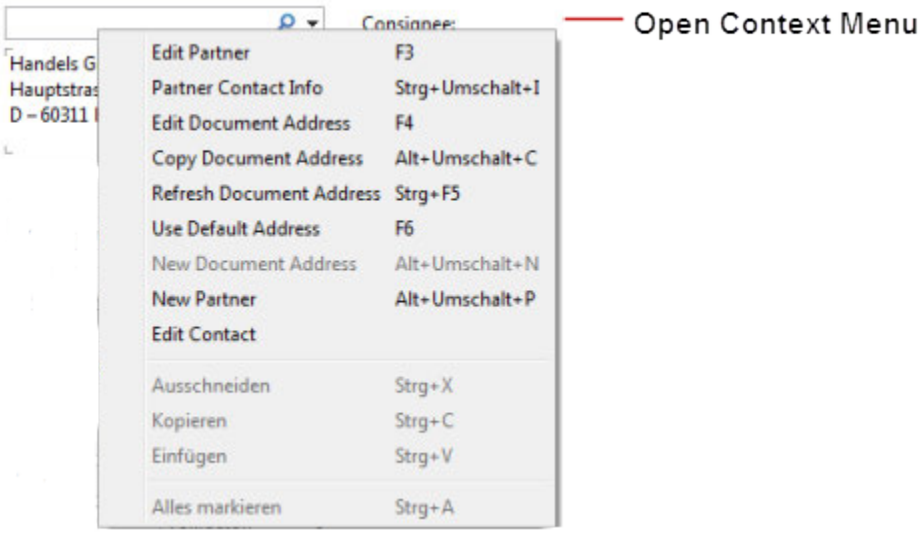
Context menus - User desktop - General

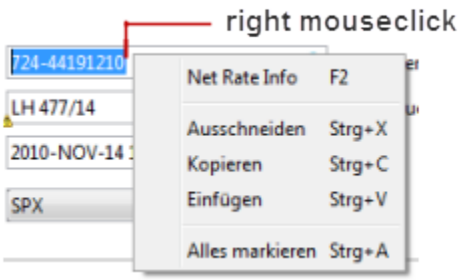
- Introduction
- Description

Introduction

Virtually all data fields have context menus. Depending on the type of data field this allows access to additional functions particular to the type of field.

Description





Depending on the type of field data, a pop up menu can be summoned the drop-down button and / or by right clicking.

Standard Features

Cut

Removes the selected text from the field and store it in the clipboard.

Copy

Copies the selected text to the clipboard.

Insert

Insert a stored text from the clipboard.

Select All

Selects the entire text in the current field.

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Special features

Edit business partner

Edit address

Update address

Use default address

New one-time address

New business partner

Edit contact partner

Address validation

Next delivery address

Delivery address

Edit dimensions

Total volume sync with dimensions

Synchronize total data with dimensions

Net Rate Info

text blocks ...

Insert references

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Field types - User desktop - General

- Introduction
- Description

Introduction

Scope utilizes various field types that allow different types of data to be entered. Depending on the data to be entered the field can have special properties and functions. This simplifies data collection and prevents incorrect entries and data inconsistencies.

Description

Search field



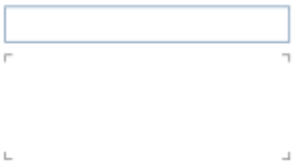
Allows quick and easy location of the desired information. Immediatly after entering the first character in a search field, the application begins filtering for matching data. As further characters are entered the search becomes more specific.

Date and Time field



Requires a date and time to be entered.

Business partner field



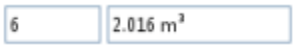
These fields assist with searching for or entering and processing a business partner and the partners addresses. These fields offer the full text search function.

Weight field



Is used to record net, gross weight or volume (chargeable weight).

Volume factor- and volume fields



For input of the Volume factor and the Volume of the package.

Flight data field



Formatted for the entry of flight number and flight date .

Dropdown field



Provides a list of values available which may be used in the field. Example are movement type or Incoterms).

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Monetary field



Allows input of funds including the associated currency code. If no specific currency code is entered, the system will automatically use the local currency.

Currency and Rate field



A currency field is normally associated with a currency rate field. A currency field will default to the local currency, but the code or name or part thereof of a different currency may be entered to search for different currencies. If a foreign currency is selected the application will try to use the maintained exchange rates to automatically determine the correct rate for the currency selected. This may be over-written if required.

Text field



For entering texts. The text length can depending on the intended use of the text field. Using the integrated context menu, complete Text blocks , or existing references can be inserted into text fields.

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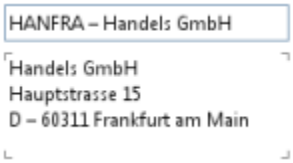
Business partner - Field types - User desktop - General

- Introduction
- Description

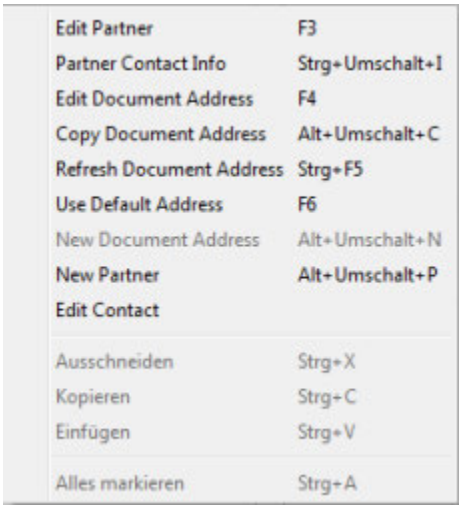
Introduction

All business partner fields in scope offer a full text search This is to enable fast search for the desired business partner and to easily insert this partner in the field. In addition, a context menu is available which provides various functions such as the creation of a new partner or a compliance check of the address can be performed. Partner can be easily found, or changed using this tool.

Description



The desired business partner can be found and inserted using the full text search .



The context menu of the field allows the creation of a new partner or the modification of an existing partner's data. This can be done with the drop down context menu or the function keys when the focus is on the partner field.

Edit partner (F3)

Opens the business partner editor , where the partner can be edited.

Edit address (F4)

Opens an editor to change the address only as it appear on the documentation. The changes made here only recorded in the current shipment. The original master data of the partners is not changed.

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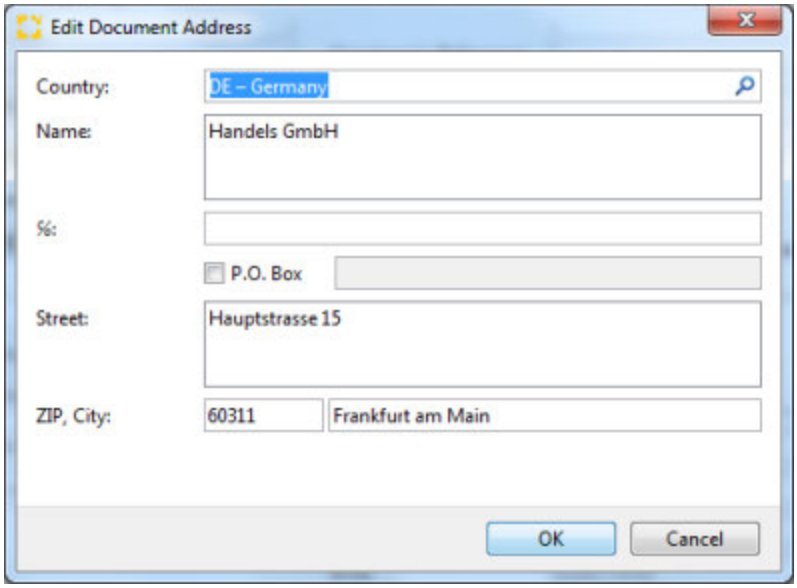


Copy address (Alt+shift+C)

Copies the address to the clipboard of the local computer. The address can then be pasted into any other text field or external application .

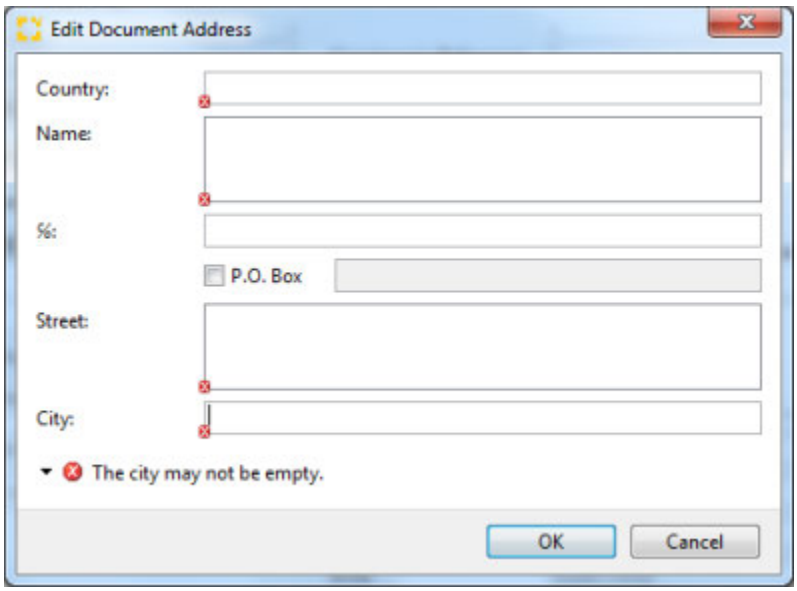
Refresh document address (Ctrl+F5)

Updates the address from the master address data.

Use default address (F6)

Sets address to the default address for the field stored in the master address data.

New document address (Alt+Shift+N)



Open a new blank address window in which a new disposable address (for single use) can be created. This address is only stored for the current program and **not** in the master address data.

New partner (Alt+Shift+P)

Opens the master address editor and allows a new partner address to be entered.

Compliance check

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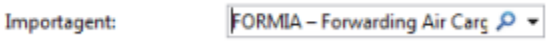
Performs an address compliance check .

Edit contact

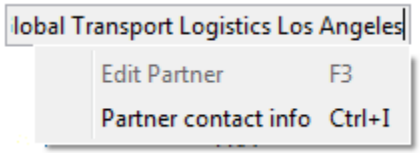
Opens a window where a new contact and details can be entered for this shipment.

Agents fields

Agent fields are used exclusively for import agents, export agents, export and import gateways.



The desired agent address can be found using the {search function | Full Text Search - Field Types - User Interface] of the field.



The context menu of an agent field enables:

- The agent details may be edited.
- The contact information associated with the agent may be viewed.

Behavior of the agent field

The agents available in the agent field will depend on the departure or destination ports stored against the partner in the agent role. The agent field will behave as follows:

Condition	Behaviour
• **No** departure or arrival recorded	• **All** business partner role which the agent will have assigned for selection • **the** agent is not used automatically
• Departure or arrival recorded • only one partner is the role of agent with this departure or destination assigned	• This business partner is automatically the agent used
• Departure or arrival recorded • **several** business partners , the role of agent with this departure or destination assigned	• These business partners are offered for selection • the agent is not used automatically
• Departure or arrival recorded • any business partner is the role of agent with this departure or destination assigned	• **No** partner is offered to selected • the agent is not used automatically
• Departure or arrival recorded • Routing agent profile in forwarding client for the receiver and the destination defined • only in air and sea freight export	• defined agent is automatically used (regardless of the rules above)

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Customer - Field types - User desktop - General

- Introduction
- Description

Introduction

The customer is the party, which gives the order for the business regardless of the incoterms and the movement. The field "customer" is used to identify the corresponding tariffs and activity types, but also to select the corresponding invoice receiver.

Description

Depending on the shipment type (Export or Import), incoterms and movement the default of the customer and invoice receiver will be set as well as the charge codes from the activity types and tariffs inserted as follows:

Export shipments

Orderer, invoice receiver and tariffs

With release 4.0 there is a new option in tariff and activity types maintenance to define additionally for the customer the corresponding "Customer's Tariff to" to involve the shipper or consignee. The system first checks the existence of a tariff and activity type with the corresponding customer and "tariff to" partner, in second priority it will check for a customer tariff without a "tariff to" partner and in third priority it will check for general tariffs and activity types.

Example:

Air Export shipment - House shipment incoterm CC: the customer is set per default by the consignee entry. The order of the main transport was given by the import agent though. So the user changes the value of the customer to the corresponding import agent. For collect charges the system first checks for the activity type and tariffs maintained with the equal customer (= import agent in this case) + "tariff to" = consignee. A check for the customer without the "tariff to" does not occur unless the customer is the consignee!

Overview of default values

Default Customer

Shipment typs	Incoterms	Default customer
House	PP	Shipper
House	CC	Consignee
House	CP	Consignee
Direct	PP	Shipper
Direct	CC	Consignee
Master	PP	Import-Agent

Default invoice receiver per Charge-Type

Freight	Charge-Type Incoterm	Invoice receiver
Prepaid	Prepaid	Customer Exception: customer is the import agent or consignee, then shipper
Prepaid	Collect Theoretical case	Import Agent

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Collect	Prepaid	Customer Exception: customer is the import agent or consignee, then shipper
Collect	Collect	Import Agent

Partner for Activity types and tariffs

Freight	Charge-Type Incoterm	Movement Scope	Tariff-Customer	Tarif-Customer's *Tariff to*
Prepaid	Prepaid	Door2... or Port2...	Customer	Shipper
Prepaid	Collect Theoretical case	Door2... or Port2...	Consignee For the system the meaning of the party, which ordered the main transport, can not be clearly defined. Due to the fact, that the collect charges are not related to the freight handling, the customer of the shipment is mostly not the customer of the collect charges. Therefore the consignee is used.	–
Collect	Prepaid	Port2...	Shipper For the system the meaning of the party, which ordered the main transport, can not be clearly defined. As the main-transport consists of *from port* and the prepaid charges are not related to the freight handling, the customer of this shipment is mostly not the customer of the prepaid charges (Addition: follow-up order by shipper). Therefore the shipper is used.	–
Collect	Prepaid	Door2...	Customer For the system the meaning of the party, which ordered the main transport, can not be clearly defined. As the order is by *from door* and therefore the pre-carriage as well as the main carriage is ordered by the customer, the customer is used.	Consignee
Collect	Collect	Door2... or Port2...	Customer	Consignee

For **Mastershipments** no partner-depended tariffs are used at the moment.

Import-Shipments

Customer, Invoice receiver and Tariffs

For import shipments the focus is based on the follow-up transport as the main transport is already done by the export department.

In Import the customer is always the invoice receiver, which will be defaulted by incoterms and movement of the shipment as follows:

Incoterms	Movement	Default customer and invoice receiver	Activity type and tariff to
Collect	X to door	Consignee	Customer (if necessary with link to the consignee)

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Collect	X to port	Consignee	Customer (if necessary with link to the consignee)
Prepaid	X to port	Consignee	Customer (if necessary with link to the consignee)
Prepaid	X to door	Export Agent	Customer (if necessary with link to the shipper)

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Date and time - Field types - User desktop - General

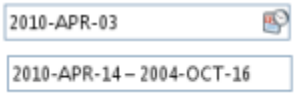
- Introduction
- Description

Introduction

Scope fields that accepts dates and times are designed to make input of this kind of information as quick and accurate as possible.

Description

Date- and time fields



The date field *date[time]* are marked by a date symbol on the right edge of the field. In addition, date fields are also available as *date range* in which a range of dates (including time) of / can be entered. Date and time can be entered in several ways.

Examples:

To enter date 11 May 2010 and the time 10:15 a.m. the following methods could be used (the time is not obligatory):

- 110510 10:15
- 11.05.10 10:15
- 11052010 10:15
- 11.05.2010 10:15
- 2010-May-11 10:15

The date can also be entered in relation to the current date:

- 0 = today
- +1 = tomorrow
- -1 = yesterday
- + 14 = 14 days from today
- - 10 = 10 days prior to current date

The time can also be include in the above options by using a blank space after the codes shown above and then the time (+1 10:15):

Relative day specifications



In some applications relative days are used. For weekly recurring events (eg, in a flight plan) the indication of an absolute date would be very complicated. In these cases a date can be set relative to the date and time of the event. For example the deadline (last possible date) for an air freight export delivery is 17:00 hours the day before the flight departs, this is relative to the flight date as **-1**.

- 0 or empty = day of the event
- 1 = day after the event
- 2 = 2 days after the event
- 3 = 3 days after the event
- 4 .... etc.
- -1 = the day before the event
- -2 = 2 days before the event
- -3 = 3 days before the event
- -4 .... etc.

Calendar

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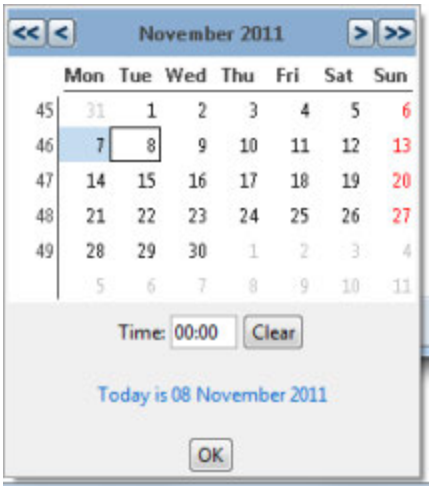

Input can also be done using the calendar application. Click on the calendar icon to open it. Here the desired day and time can be selected.

None

An existing time specification is removed. (The time does not necessarily have to be entered)

OK

The calendar application is closed and the selected data is copied into the current field of the main application.

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Flight data - Field types - User desktop - General

- Introduction
- Description

Introduction

The entry of flight data is simplified using the flight data entry fields available in the cargo applications. The format of flight data is the airline code, flight number and flight date in accordance with applicable IATA rules. Flight data fields therefore require this information to ensure accurate capture of flight data. This simplifies the entry and reduces errors and data inconsistencies. The entry of multi-leg flight information is also supported with a separate flight data editor.

Description

Flight data field



The flight data is recorded in the following format:

Airline-Code Flight number/flight date

Example:

Entry: LH4489/15

On exiting the field, the above entry will automatically be formatted a standard flight information shown below:

Result: LH 4489/15

In formatting the data, the following rules apply to this field:

- Airline code can be 2 - 3-digits. For 3 digit codes, the first two digits must be a numeric.
- Flight number may be up to 5 digits. In the case of 5 digits, the last digit must be a letter.
- If the flight number is 3-digits or less, leading zeros are not suppressed. 4-digit flight numbers must not start with a 0.

Example:

- DL1 0145/08 is **not** valid.
- 1LH 145/08 is **valid**
- D1H 014/08 is **valid**

Flight data-Editor

Use the context menu or the F3 function key to launch the Flight Data Editor.

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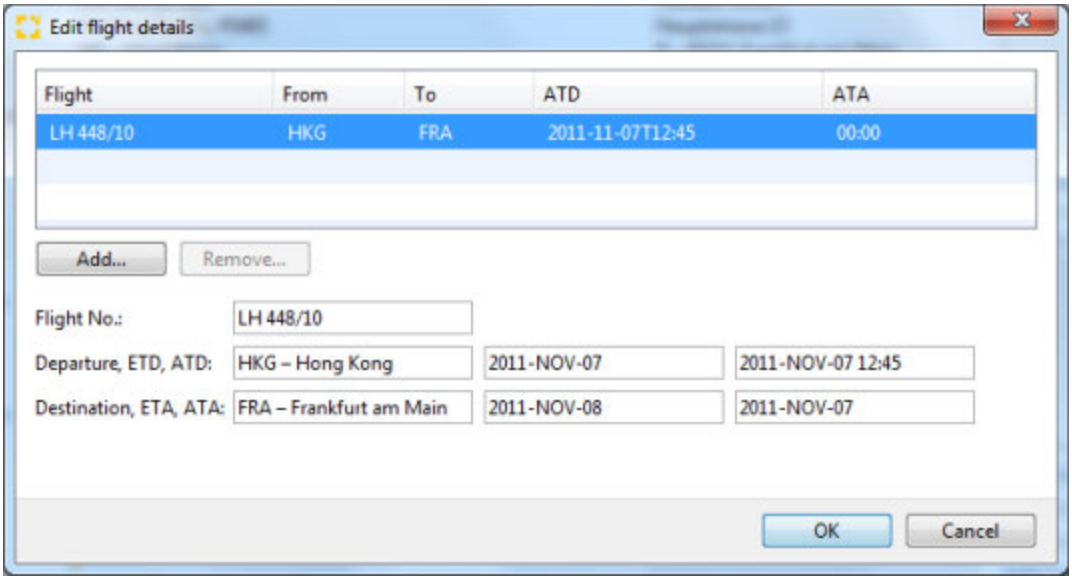

New

Add a new flight.

Delete

Deletes the highlighted flight.

Departure, ETD

Airport of departure can be entered directly or airport code can be found via the full-text search full text search and the expected departure date and time may be entered.

Flight number

The flight number of flight for the shipment.

Destination, ETA

Destination airport. The airport code my be entered directly or found via full text search and the expected arrival date and time at the destination airport.

OK

Closes the flight data editor and transfers the data into the application.

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Full Text Search - Field Types - User Interface - General

- Introduction
- Description

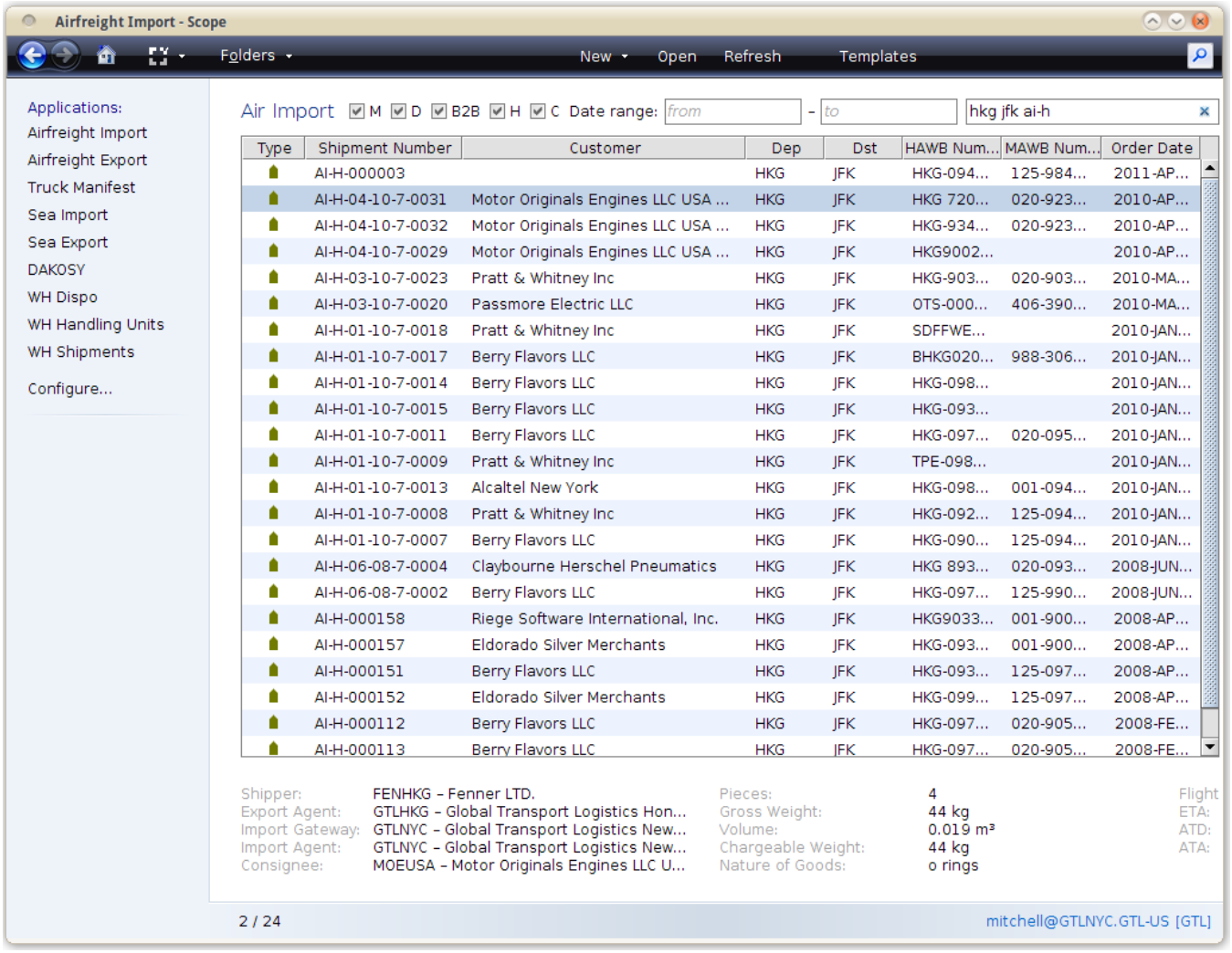
Introduction

Various fields within scope can be used for a full-text search. Results are displayed based on the text entered (similar to the quick search). The more specific the search text, the more specific is the result.

Description

Within the applications there are two types of full-text search fields, both are marked with the  Symbol.

Overview Search



In the summary search, all data in the overview and some other important data of the individual records in the current list were included in the search. As in the quick search it is possible to include more than one search text.

Reset the search box by clicking on the symbol  . All data will now be shown again in the overview.

Example:

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- The search text "HKG", "JFK", "AI-H" will find all the items in the current overview which have been transported from HKG (Hong Kong) to JFK (New York) and have been recognized as an air import house shipments.

Search box



In the Search box, all relevant records are searched; partner records will be searched in partner fields while UNLOCODES will be search when in country of origin or destination fields. Similar to the the Quick Find, the search begins again when a search string is entered. Multiple texts can also be entered as a single search.

Example:

Input the search text "hand" in a partner-field and all business partners are found which contain the text "hand" anywhere in the name or the address. Using the multiple search text "hal" "stu", the business partner Haller Handling in Stuttgart will be found. The desired data can then be selected with a click of the mouse and will then appear in the partner field.

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Movement Type and Incoterms - Field Types - User Desktop - General

- Introduction
- Description

Introduction

Movement type and Incoterms identify in principle, from where and to where a transport is contracted and who will bear which costs.

Description

Movement type

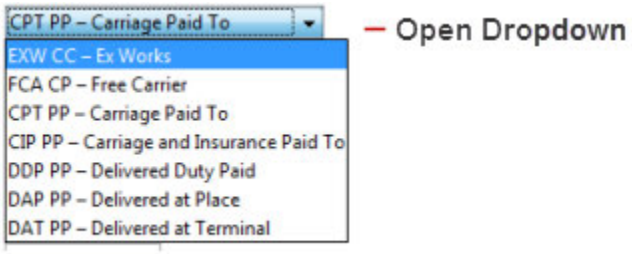


The movement type defines the places the transfer order applies to.

The following types are available:

Size of order	Description
DOOR2DOOR	from domicile of the shipper to the domicile of the consignee
DOOR2PORT	from domicile of the shipper to the port / airport of the consignee
PORT2DOOR	from the port / airport of departure to the domicile of the consignee
PORT2PORT	from the port / airport of departure to the port / airport of destination

Incoterms



Incoterms define the transport costs and risk transitions between seller and buyer of a commodity.

The following entries (Incoterms 2000) are available:

- EXW CC - Ex Works
- FCA CP - Free Carrier
- FAS CP - Free Alongside Ship
- FOB CP - Free On Board
- CFR PP - Cost and Freight
- CIF PP - Cost, Isurance and Freight
- CPT PP - Carriage Paid To
- CIP PP - Carriage and Insurance Paid To
- DAF CP - Delivered at Frontier
- DES PP - Delivered ex Ship
- DEQ PP - Delivered Ex Quay
- DDU PP - Delivered Duty Unpaid
- DDP PP - Delivered Duty Paid

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From 01 January 2011 the new Incoterms 2010 are as follows:

Instead of 13 there are only 11 Incoterms. In addition, some Incoterms are only valid for sea and inland water transport.

Are repealed:

- *DAF CP - Delivered at Frontier*
- *DDU PP - Delivered Duty Unpaid*
- *DEQ PP - Delivered Ex Quay*
- *DES PP - Delivered ex Ship*

Newly added:

- *DAP PP - delivered at place*
- *DAT CP - delivered at terminal*

Incoterms 2010, valid for all modes of transportation:

- EXW CC - ex works
- FCA CP - free carrier
- CPT PP - carriage paid to
- CIP PP - carriage and insurance paid to
- DAT CP - delivered at terminal **(NEW!)**
- DAP PP - delivered at place **(NEW!)**
- DDP PP - delivered duty paid

Incoterms 2010, only valid for sea and inland water transport:

- FAS CP - free alongside ship
- FOB CP - free on board
- CFR PP - cost and freight
- CIF PP - cost, insurance and freight

Delivery Terms

These are derived from the Incoterms in air cargo. They determine which costs are for the sender (backward) or for the recipient (forward) charged. The air freight delivery terms are assigned in the applications according to the Incoterms.

Delivery Terms	Delivery Terms Name	Description
PP	Prepaid	Transport costs are borne by the shipper
CC	Collect	Transport costs are borne by the consignee
CP	Prepaid/Collect	Transport costs are partly borne by the shipper and the consignee

Examples:

Incoterm	Delivery Term	Costs to shipper	Costs to consignee
EXW - ex works (Ex Werk)	CC	*none*	All costs such as collection, handling, freight, customs, etc.
FOB - free on board	CP	Collection, handling and processing at the point of departure	Freight, handling and processing at the destination, customs etc.
DDP - delivered duty paid	PP	All costs such as collection, handling freight, customs, etc.	*none*

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Weight and Volume - Field types - User desktop - General

- Introduction
- Description

Introduction

Fields designed to accept only weight and volume are present within the application. These fields allow weight and volumes to be calculated correctly and they simplify data entry and assist with accuracy.

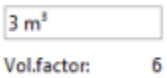
Description

Weight field



Figures entered in weight fields are assumed to be in kilograms (default value) and the figure is completed with the abbreviation "kg". If the number entered is followed by the abbreviation "lb", then the unit of the figure is changed to LBS (British or American pounds).

Volume factor- and Volume field



Similar to the weight field, figures entered are assumed to be cubic meters and the abbreviation "m3" is appended. To change the figure to cubic feet, use the code "CFT" and for cubic inches use the code "CIN".

Volume weight

The volume factor is used to automatically calculate the volume weight. The volume factor of 6 indicates, for example, a weight / volume ratio of 1:6.

Weight / volume ratios (volume factor) in freight forwarding and logistics in general are assumed to use the following values: (variations are possible depending on individual arrangements)

Type of transport	Volume factor	Volume ratio	Calculation
Airfreight	6	1:6	1 m3 = 166.6 kg
Road freight (Truck)	3	1:3	1 m3 = 333.3 kg
Seafreight	1	1:1	1 m3 = 1000 kg
Railway freight	1	1:1	1 m3 = 1000 kg

These values are used within the various applications as a standard-volume factors. Deviations may be defined by business partners in the respective Roles .

Chargeable Weight

To calculate the freight cost, the Chargeable weight is used. It is either gross weight or the volume weight . Depending on which of the two weights is the greater.

Examples:

Type of transport	Gross weight	Volume	Volume weight	Chargeable weight
Airfreight	480 kg	2,6 m3	433,16 kg	480 kg
Airfreight	88 kg	1.2 m3	199.92 kg	199.92 kg
Road freight (Truck)	850 kg	7,2 m3	2388,76 kg	2388,76 kg
Seafreight	22000 kg	18 m3	18000 kg	22000 kg

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Weight, Volume and Dimensions can be captured through detailed packages editors. Depending on the application, the following editors are available:

- Airfreight packages editor - Weight and Volume - Field Types - User desktop - General

The functionality for calculating American or British units of measurement Inch and LBS is currently not consistent. The use of these units of measurement may eventually lead to calculation errors.

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Airfreight packages editor - Weight and Volume - Field Types - User desktop - General

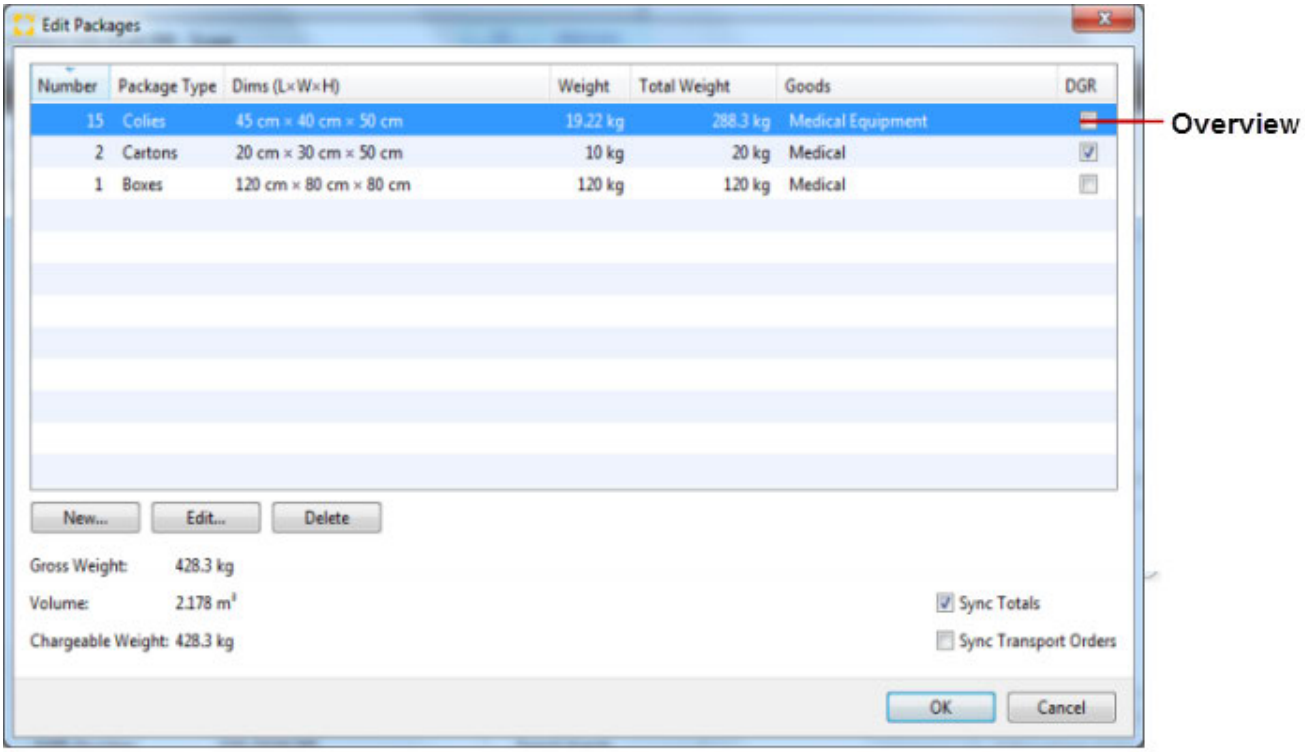
- Introduction
- Description

Introduction

This application enables entry of number, weight, volume and dimensions of packages, or existing entries may be edited. From these details totals can then be calculated.

Description

Packages Editor



The packages editor can be accessed via the context menu entry or with the F3 function key within the field *Number of packages (package)* .

Overview

The summary table shows all existing packages. The number, packaging type, dimensions, weight, total weight, product description and DGR flag are all listed. The DGR flag is enabled if hazardous material information has been entered for a package line.

New

Opens packages line editor to add a new row.

Edit

Opens the item highlighted in the summary table using the packages line editor for editing.

Delete

Deletes the selected row in the table.

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Gross weight

Displays the total gross weight of all packages in the overview.

Volume

Displays the total volume of all packages in the overview.

Chargeable weight

Displays the total chargeable weight of all packages in the overview.

Sync totals

This check box is enabled by default and causes the information in the packages editor to be transmitted to the shipment.

Sync Transfer orders

This check box (which is off by default) can be checked to update the information in existing transport orders (collection, transport to the hub) with the total values from the editor packages.

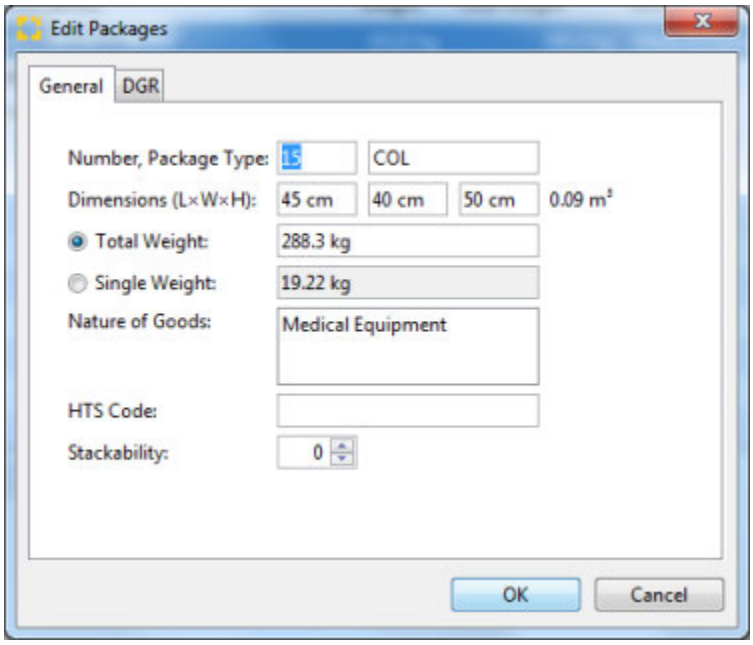
OK

Saves the settings and closes the editor packages.

Cancel

Closes the editor without further action packages.

Packages line editor



Number, package type

The number of packages and the type of packaging .

Dimensions (LxWxH)

Dimensions of a single package. The default unit is "cm" but branches in the USA will default to "in". The default unit can be changed by replacing it with the desired unit. (The figure to the right of the dimensions is the calculated volume of the package is shown in m3.)

Total weight

Total gross weight of all the packages. If the *total weight* option is enabled, the total gross weight divided by the number of packages is used automatically as a single weight.

The default unit is "kg" but branches in the USA will default to "lb". The default unit can be changed by replacing it with the desired unit.

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Single weight

Gross weight of a single individual entered piece pack. If the *single weight* option is enabled, the single weight multiplied by the number of packages is used automatically as the total weight.

Nature of goods

The description of goods is normally entered in the shipment editor, if the check box is selected to *adjust totals*. Several different commodity description can be entered as a comma separated values in the *Nature of goods* of the shipment editor.

HTS Code

HTS code of the goods. The HTS code (Harmonized Tariff Schedule) of the goods can be a 6 or 8-digit number

Stackability

The stacking factor of the packages. The *stacking factor* is the number of packages which can be stacked on top of one another without damage.

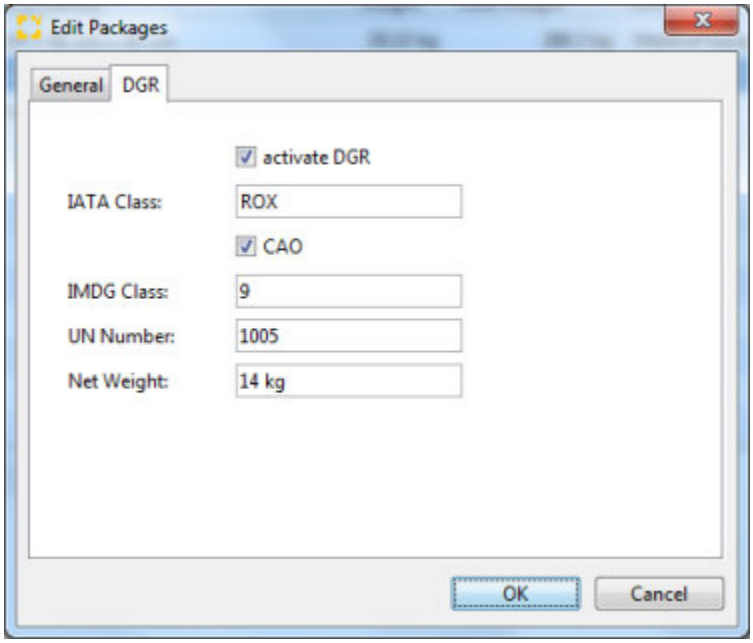
OK

Saves the input and adds the data to the packages line editor.

Cancel

Closes the packages line editor without further action.

Packages line editor - dangerous goods (DGR)



activate dangerous goods

This check box enables the entry of the dangerous goods data (DGR) for the packages.

IATA Class

The IATA class can be found via the search field function.

CAO

Only approved for full cargo aircraft (Cargo Aircraft only). This check box is selected automatically, depending on the IATA class. It can also be activated manually.

IMDG Class

IMDG class according to PED requirements.

UN Number

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UN number in accordance with PED requirements.

Net weight

Declared net weight of the dangerous goods.

OK

Saves the input and closes the add packages line editor.

Cancel

Closes the add packages line editor without further action.

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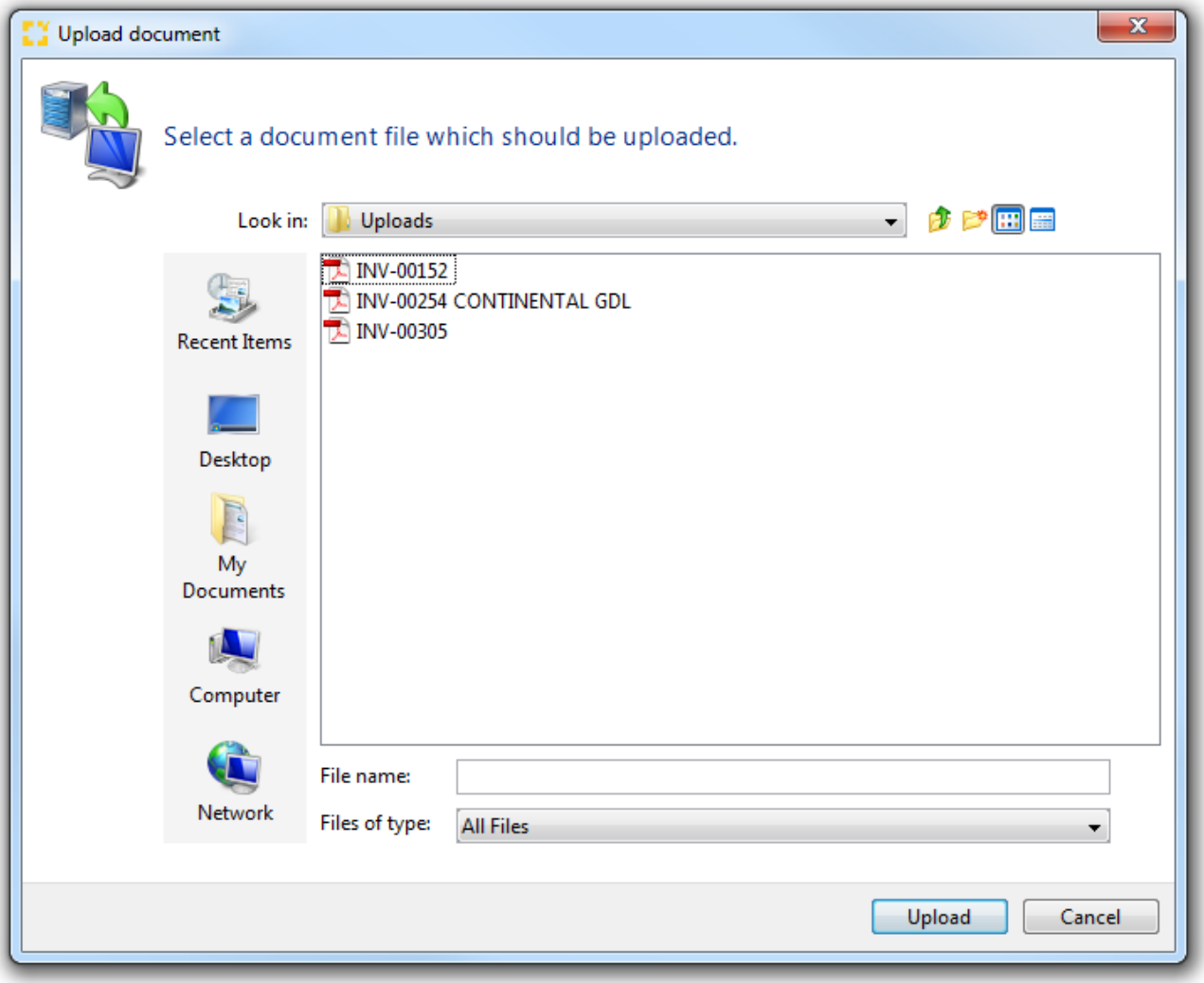
File Browser - User Desktop - General

- Introduction
- Description

Introduction

The main menu bar always displays the quick search. This searches for data based on the text entered in the search field. The more specific the text entered, the more specific the results. In contrast to full-text search in the individual applications, the quick search covers all areas of the system. The results will therefore include items from all areas of the system such as shipments, addresses and documents.

Description



Where a file from the local PC can be uploaded to the application, and action link will normally be provided that launches the file browser. This is used to navigate to the desired file from the local environment that is to be uploaded to the application.

Look in

Displays the name of the current directory with the contents of the directory shown below in the main window.

Main Window

click on directories to open them. Click on files to select them.

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Icon Functions

to the right are file browser function icons:

Icon	Description
	moves up one directory
	creates a new directory within the current directory
	display on file names (default)
	display file details names (size and date modified)

File Name

The name of the file to be uploaded

Type of File

A filters for the type of files to display.

Open

Open the selected file

Cancel

Cancel the file browser and return to the Scope application.

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Folder - User desktop - General

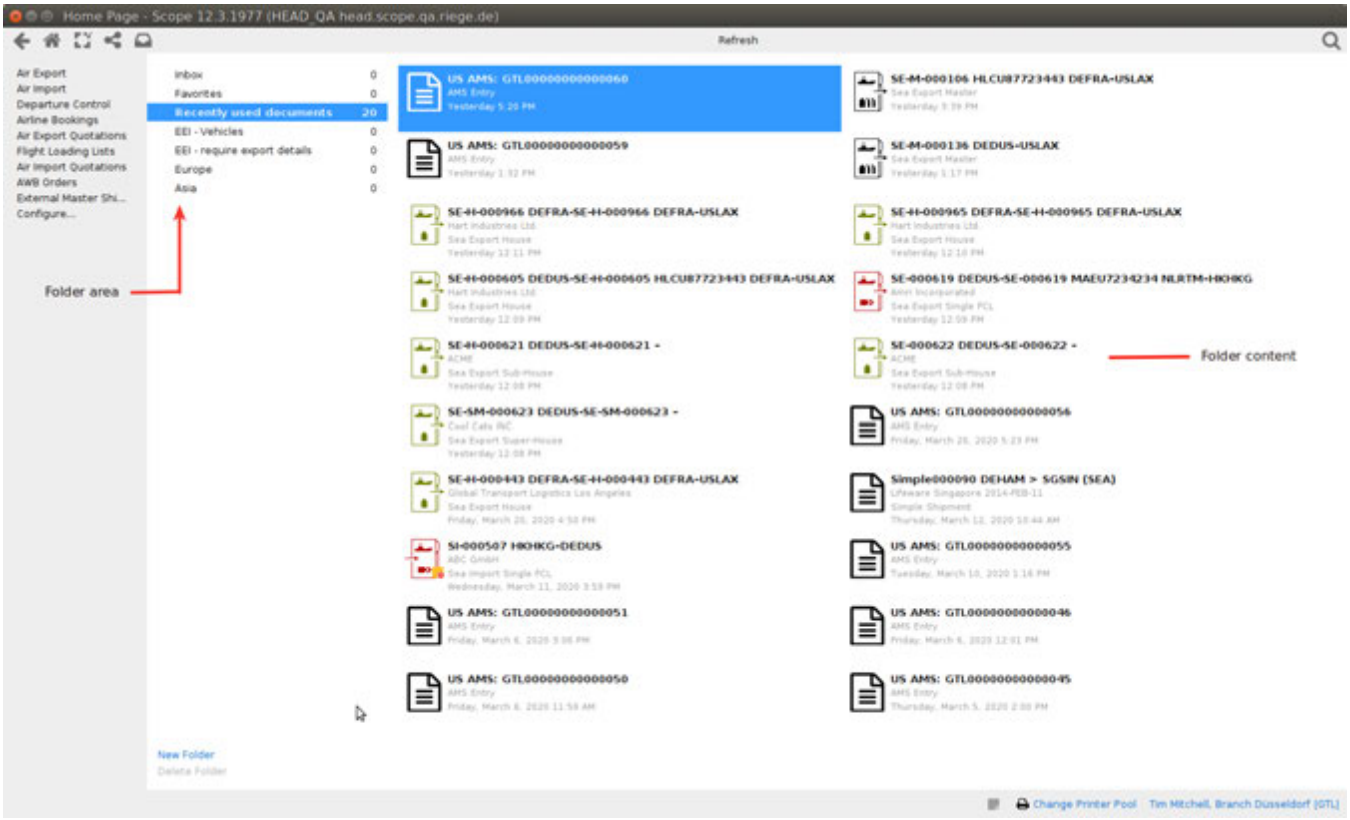
- Introduction
- Description

Introduction

The home page displays the scope folders. In addition to the default folders like *Inbox*, *Favorites* and *Recent used Documents* folder, it is possible for personal folders to be created. Items (shipments, partners) can then be copied to these folders. This allows an optimal organization of the work area and a quick access to important data. It is also possible to put a shipment in the inbox folder of another user who can then process the shipment as required.

Description

It is important to note that the Scope folder concept is not the same as that used in Windows Explorer. Items which are assigned to a folder are there only as a short cut. An item is not physically moved between different folders. If a Shipment is deleted from a folder, the actual shipment is **not** deleted.



Folder

On the home screen, use the *New Folder* option to add folders and use the *Delete Folder* option to delete the highlighted folder.

Folder area

Here, the various folders are displayed. Further information is available in manage folders area below. By clicking on the desired order in the area the *folder contents* are displayed.

folder contents

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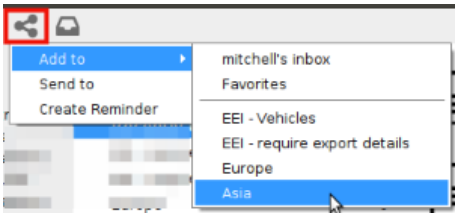
This area displays the contents of the folder.

- Double click the desired shipment or partner to open it in the appropriate editor.
- To remove an item from a folder, highlight the item and use the *delete key* to remove it.

Folder actions

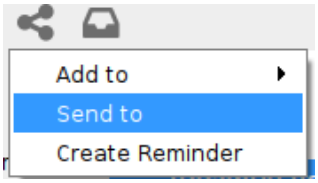
Add to

Use the share icon on the tool bar to This folder action is used to add a marked record (eg a shipment or a partner) to the folder of choice.

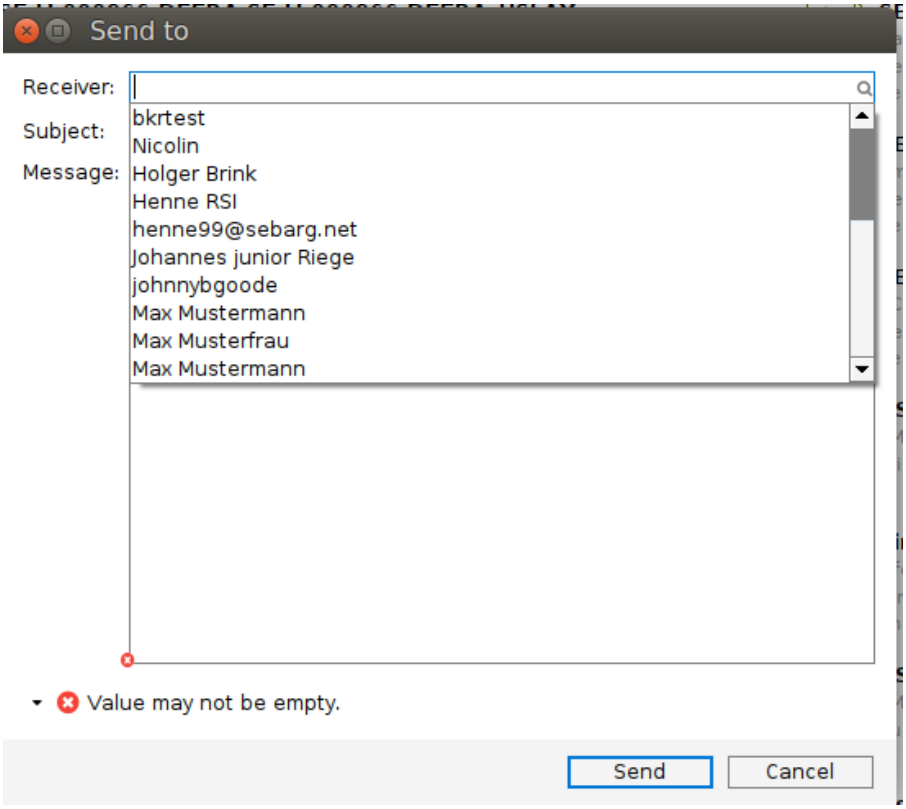


Send to

This action is used to send the currently selected record (eg a shipment or a partner), to the inbox folder of another user. This is mainly used for passing an operation to another user for further editing.



The desired user can be selected from the list of users, or use the keyword search to find the desired user.



Send

Sends the selected document to the Inbox folder of the selected user and assigns it to this user.

Cancellation

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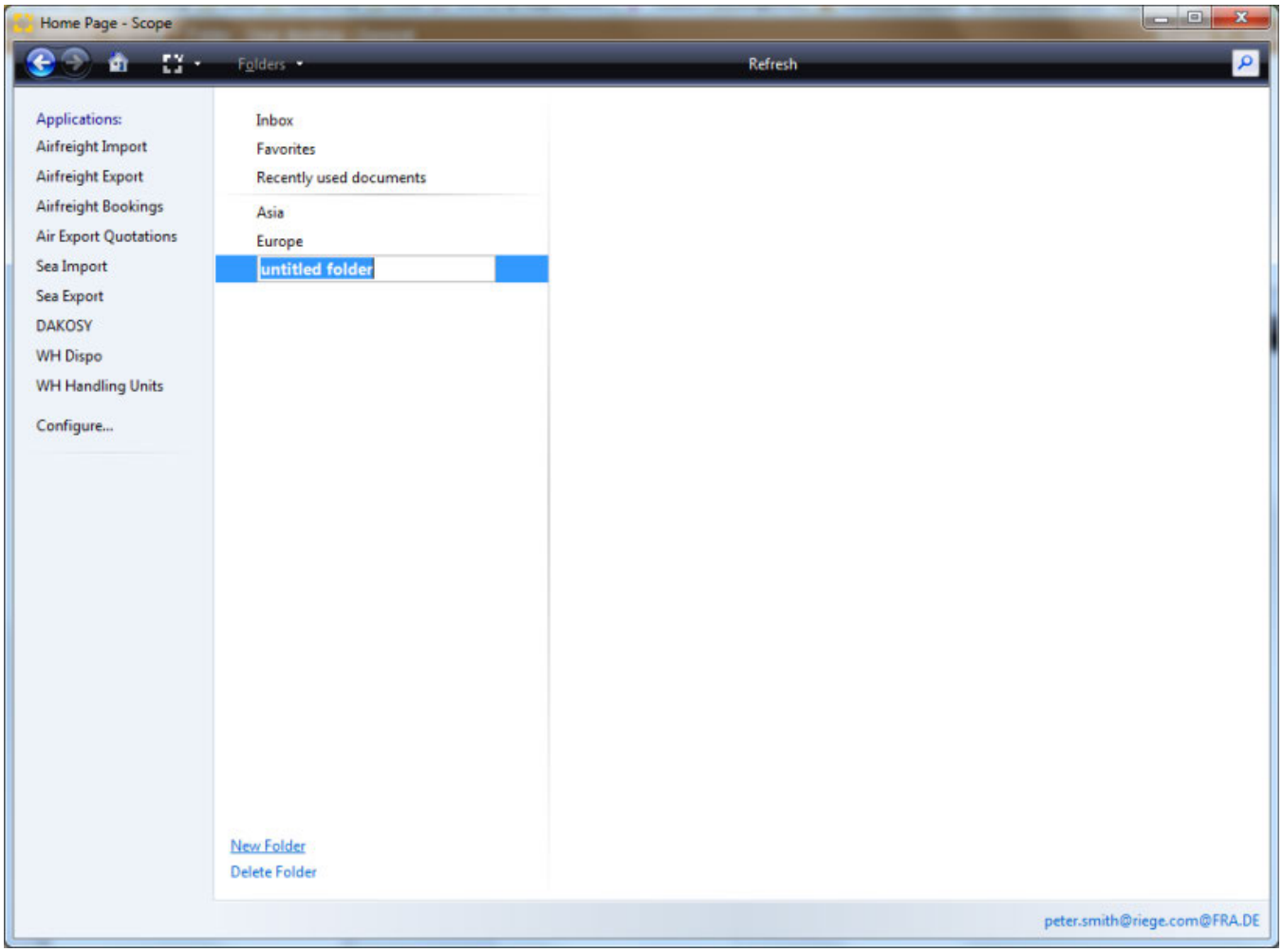
Closes the dialog without further action.

Manage folders area

In the Folders area, there are three system folders

- Inbox
- Favorites
- recent documents

When you load the home page by default the folder displays *Recent Documents* and its contents.



New folder

This action link is used to create a new, user-defined folder.

Rename folders

Double-click the desired folder, the edit mode for the current folder name appears. If desired the folder can be renamed.

Delete folder

This action link is used to delete the selected folder from the folder area, after an appropriate security check has been conducted.

> ⚠ System folders can not be deleted or renamed.

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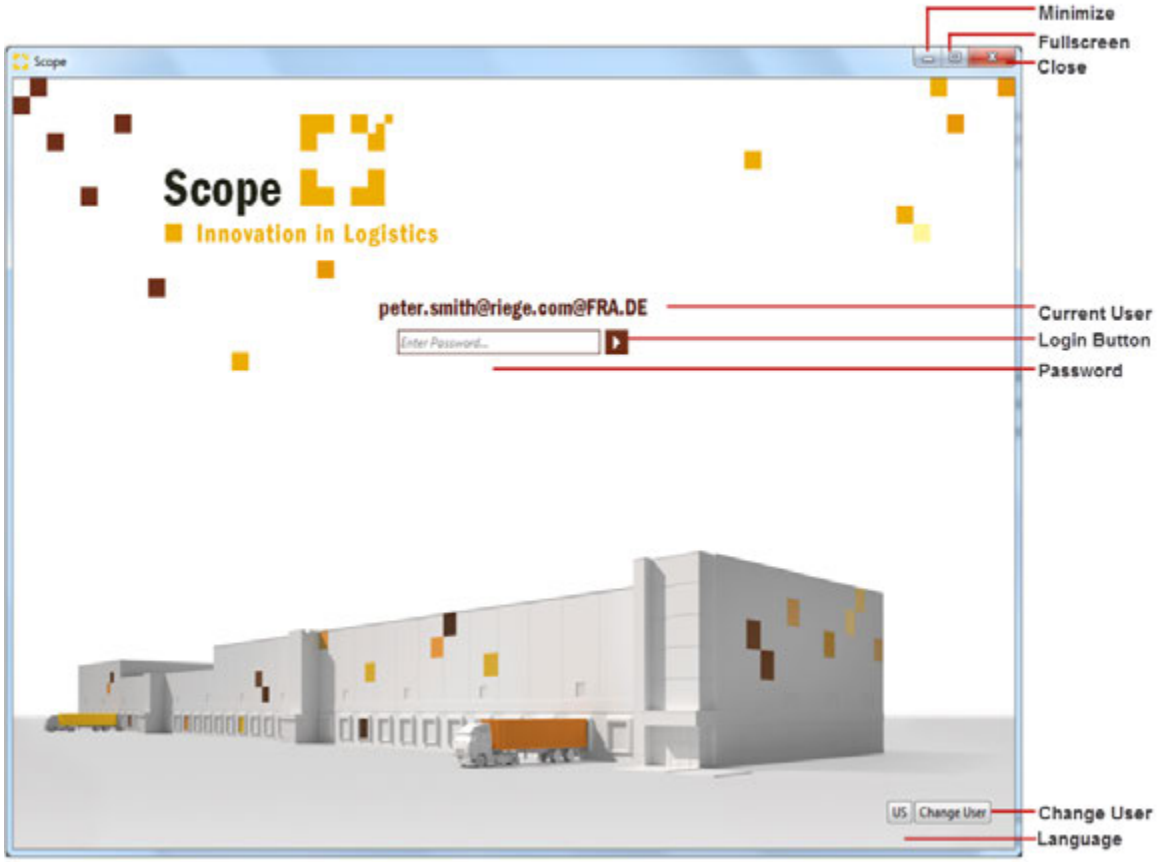
Login screen - User interface - General

- Introduction
- Description

Introduction

The Scope login window allows the selection of language, user and organizational unit. The application will then start with these settings once the user has entered their password.

Description



Minimize

Minimizes the application window in the taskbar.

Fullscreen

Maximizes the application window to full screen mode.

Close

Closes the application window and terminates the application.

Current User

Shows the user who will log in. The user name consists of two parts.

- User's login name

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- Organizational unit / login branch.

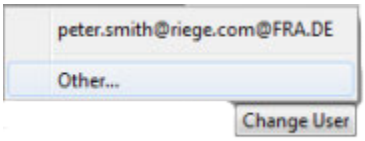
Login

After entering the password, the user logs in by clicking this button.

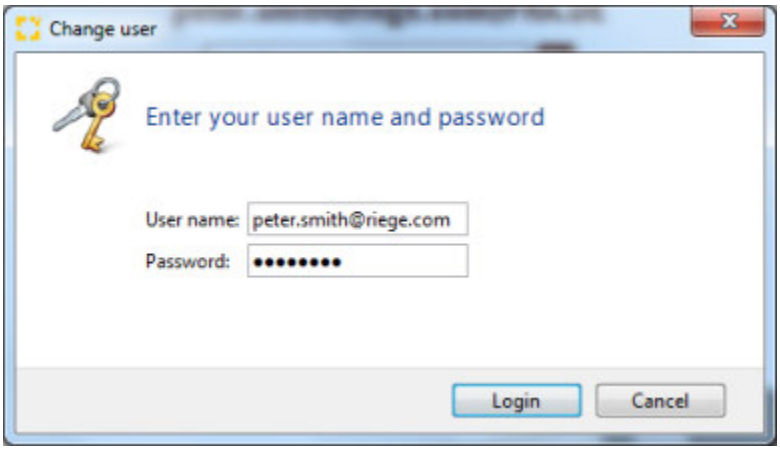
Password

The password for the current user.

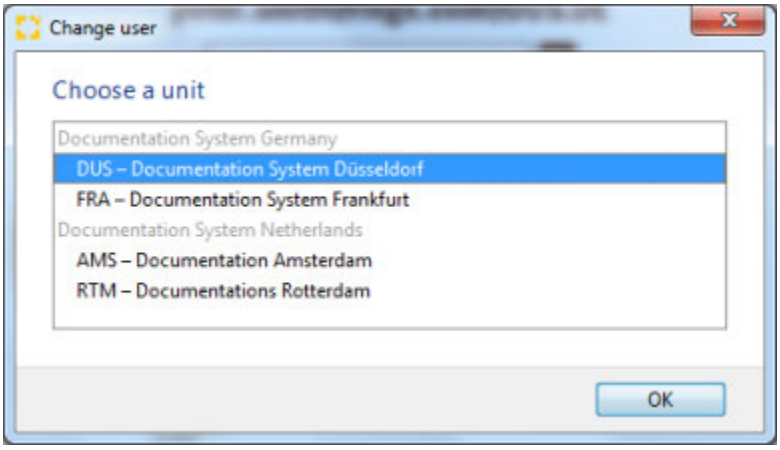
Change User



Displays the last user logged in using this computer. By clicking the **Change User** option the desired user can be selected. The sub-option "Other ..." opens a dialog window to that enables a different user login name to be used.



After entering the user's full name, associated password and click on the "Login" button, another dialog box opens in which the assigned organizational units are displayed.



Here the required organizational unit can be selected and the application will be started by clicking on the "OK". Alternatively, the application may be started by double clicking on the listing.

Language

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Here the desired system language can be selected. (The system language includes the language screen and the keyboard layout.)
Currently available system languages:

- US - English (United States)
- GB - English (United Kingdom)
- DE - German (Germany)
- CH - German (Switzerland)
- AU - English (Australia)
- CN - Chinese (China)
- TW - Chinese (Taiwan)

Other system languages are in preparation.

Keep me signed in (auto login)

The checkbox "Keep me signed in" can be used to log the user directly into Scope, bypassing the user name and password. To unset this option, the user should select the "Configure" option in the left hand menu. Within the "Configure Scope" application, uncheck the "Auto Login Enabled" in the "Settings" tab.

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Change Password Routine

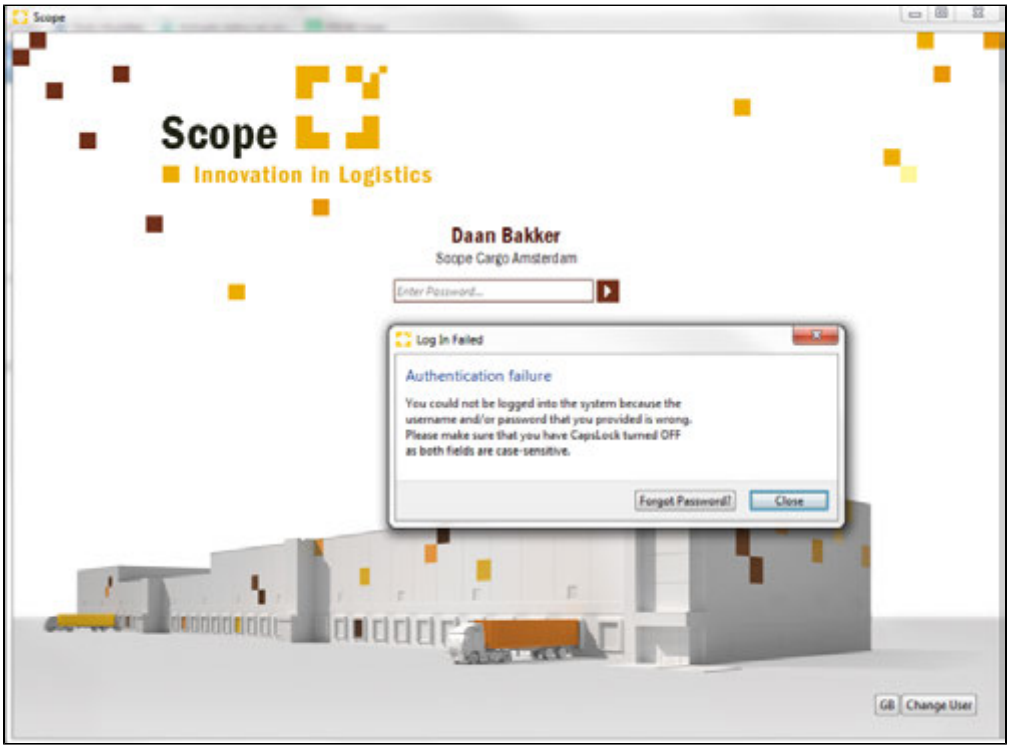
Introduction

This Page describes the routine to be followed by a user to change his/her password and how to reset a forgotten password.

Riege does not create initial passwords for new users. Instead new user accounts are created with an empty password (which prevents the account from being used) and the new user defines his/her password following the lost password routine.

Steps

To Activate the Password routine, start scope as normal but instead of entering your password,
directly use the login action (or enter). In the new dialog choose the option "Forgot password".
Your internet browser will open with a webpage.



The next step is in the internet browser, to enter your user id,
in order for the routine to retrieve your personal email address and send instructions for the following step of the routine.

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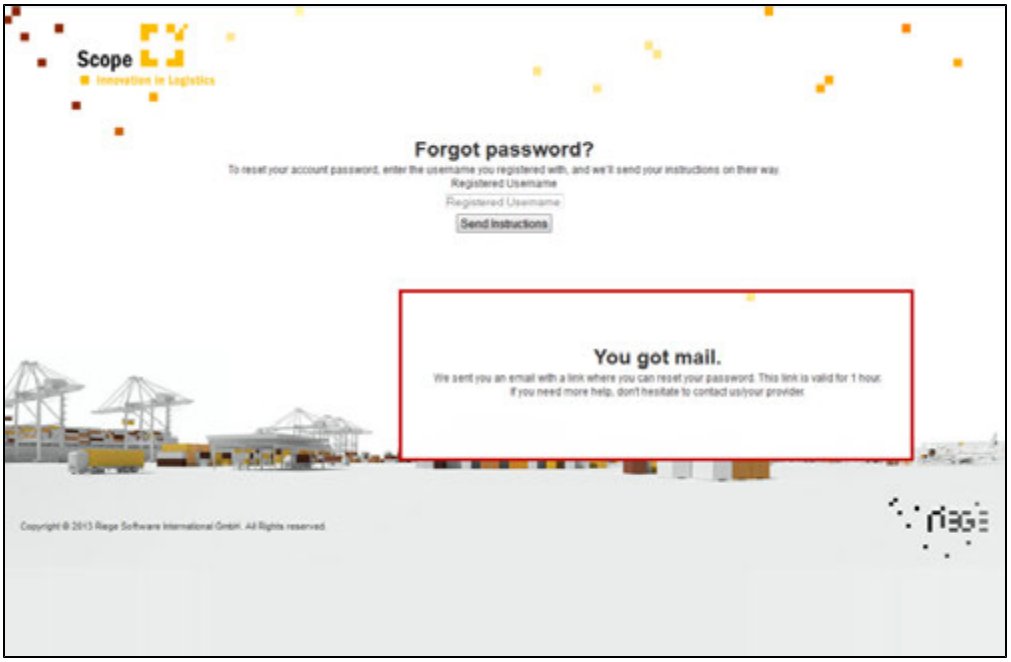
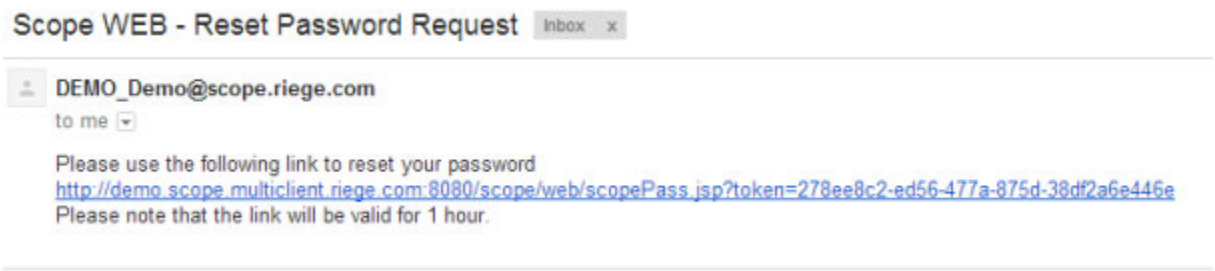
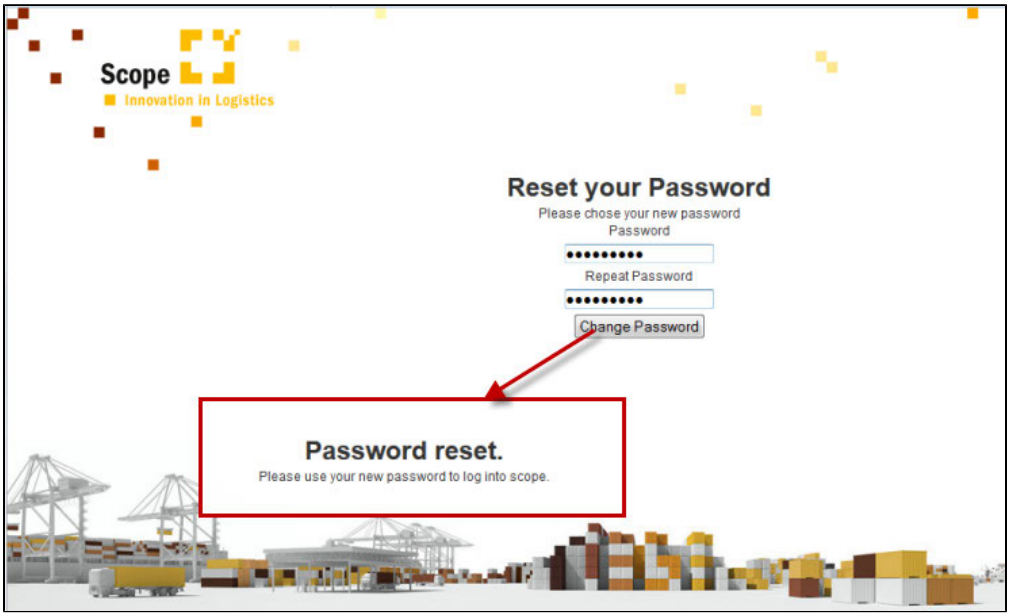


Following the link in the email will open a new web page where the password for the user can be reset.





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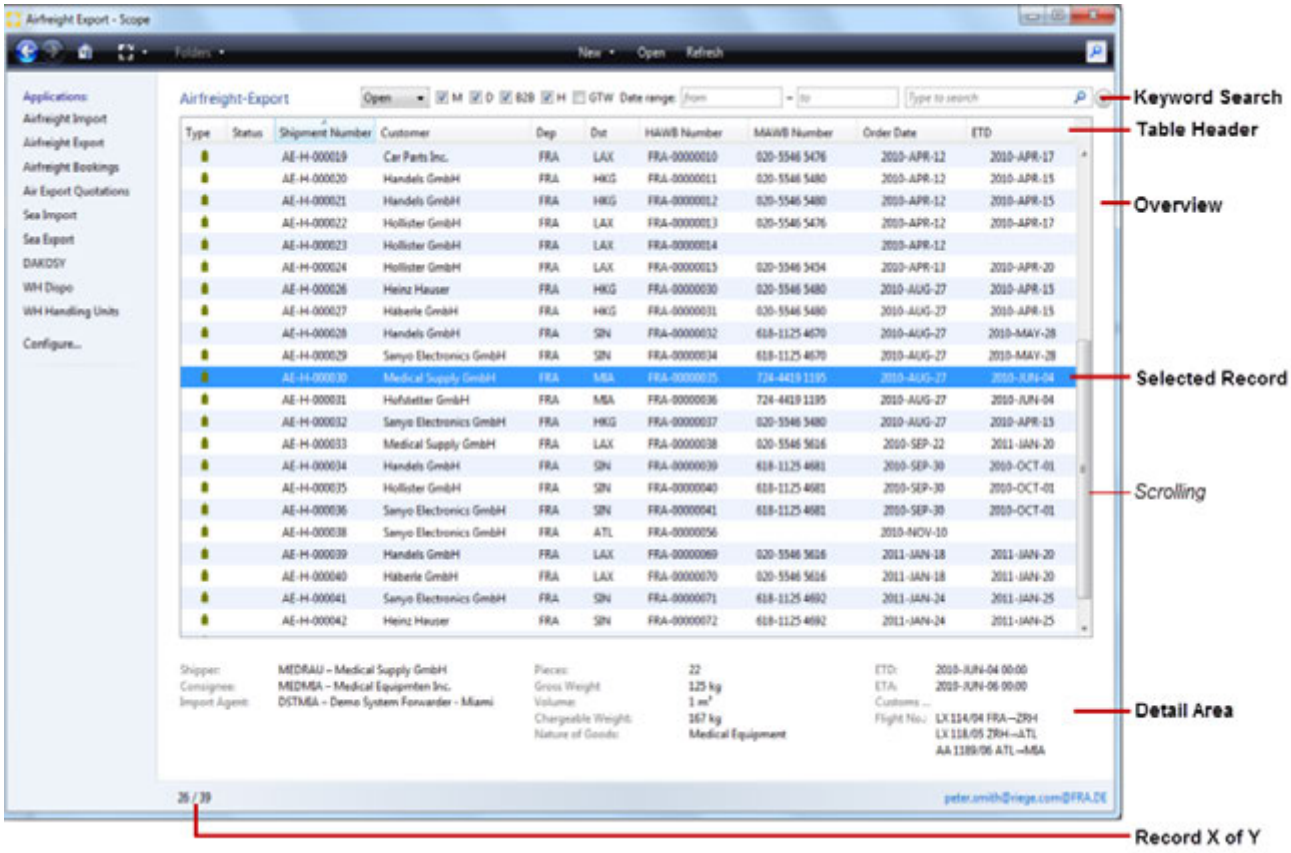
Overviews - User desktop - General

- Introduction
- Description

Introduction

Most Scope applications start with an overview (HomeView) which offers various possibilities depending on the application. Basically, these tables serve to find information and shipments quickly and to provide immediate access to this data.

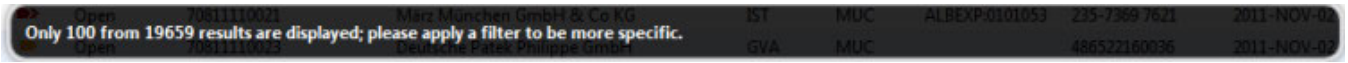
Description



Summary table

This table lists the records (eg, airfreight export shipments), divided into several columns, which are associated with this application. Use the *scroll bar*, to move moved up and down the table contents. Alternatively, content can be moved with the *arrow up / arrow down* or with the *page up / down* keys.

For performance reasons, a maximum of 100 records will be loaded and displayed. If more than 100 records are available, the following message appears when the end of the table has been reached.



Using the filter functions (application dependent) and by the key word search will limit the number of rows and show only rows with data matching the filter and or key word.

If no records have been found within the application, the following message is displayed:



keyword search (Search term input)

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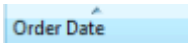
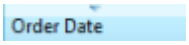
Entering one or more keywords will filter the records displayed. This is termed a full text search.

Table headings / Sorting

By clicking on the column headings in the summary table, the view will be sorted in ascending 

or descending 

order of the clicked column.
The standard sort order is to use the shipment order date in chronological order, newest on the first row.

Marking of rows

By clicking on the desired line in the summary will mark the item. A double click on an item is used to open it in the appropriate editor.

Details area

The most important data of the selected record in the summary table is displayed in the detail area. This provides authoritative information without opening the item in an editor.

Item count - X of Y

The total number of records on view is the right hand amount and the number of the currently highlighted item will be shown as the left hand number.

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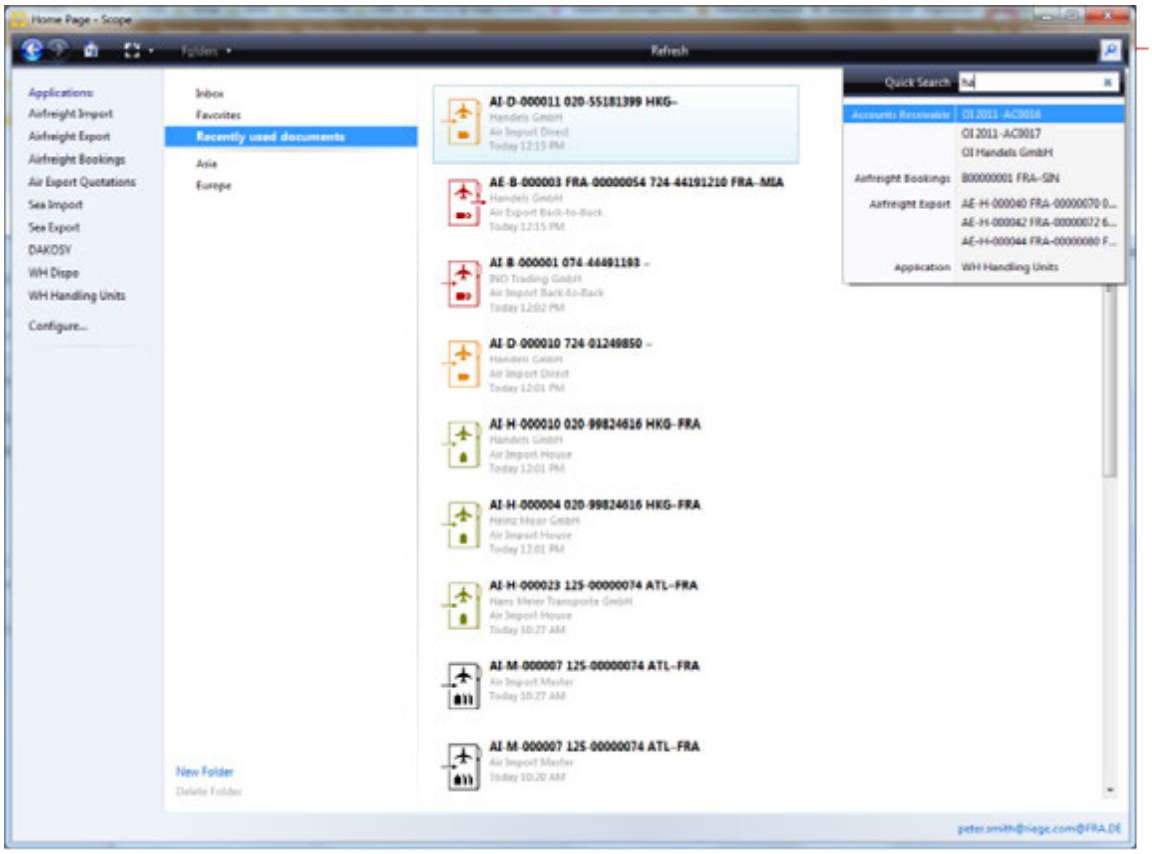
Quick Search - User desktop - General

- Introduction
- Description

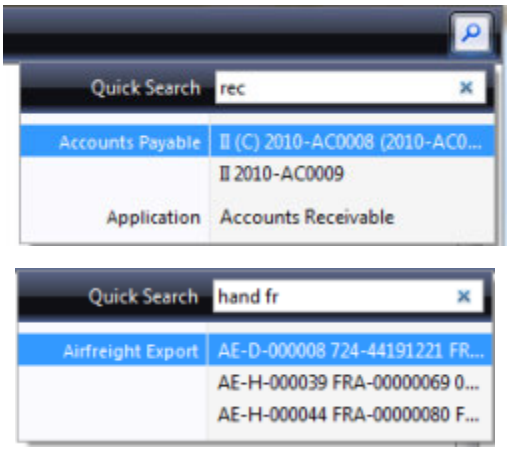
Introduction

The main menu bar always displays the quick search. This searches for data based on the text entered in the search field. The more specific the text entered, the more specific the results. In contrast to full-text search in the individual applications, the quick search covers all areas of the system. The results will therefore include items from all areas of the system such as shipments, addresses and documents.

Description



By clicking on the appropriate icon in the main menu bar will open the Quick Search. As text is entered, matching results will begin to appear.



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Examples

- Using the search string "HA" will include shipments, orders and applications in the results.
- The result for the search string "costs" will include all applications which have the term "cost" in the application name.

A search can also be conducted by combining several individual pieces of text.

- The result of the search string "HAND" "FRA" for example, will be all shipments for the company Handels GmbH from / to FRA (Frankfurt).

By clicking on the desired search result that application or the corresponding document is opened.

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Validation - User desktop - General

- Introduction
- Description

Introduction

To ensure data quality and integrity, wherever possible, data fields within Scope are subject to a validity check (validation).

Description

The validation "on the fly" is carried out during the data collection. There are two possible types of validation results, an error or a warning, and either of these two types may appear in the field where the validation takes place.

Error



The red "x" on the bottom left of the field indicates the field must be filled with valid data or the input data does not meet the validation guidelines. The data can not be saved while this error remains present.

Warning



This field should be filled or the entered data does not meet the validation guidelines. The data can still be saved.

Validation messages

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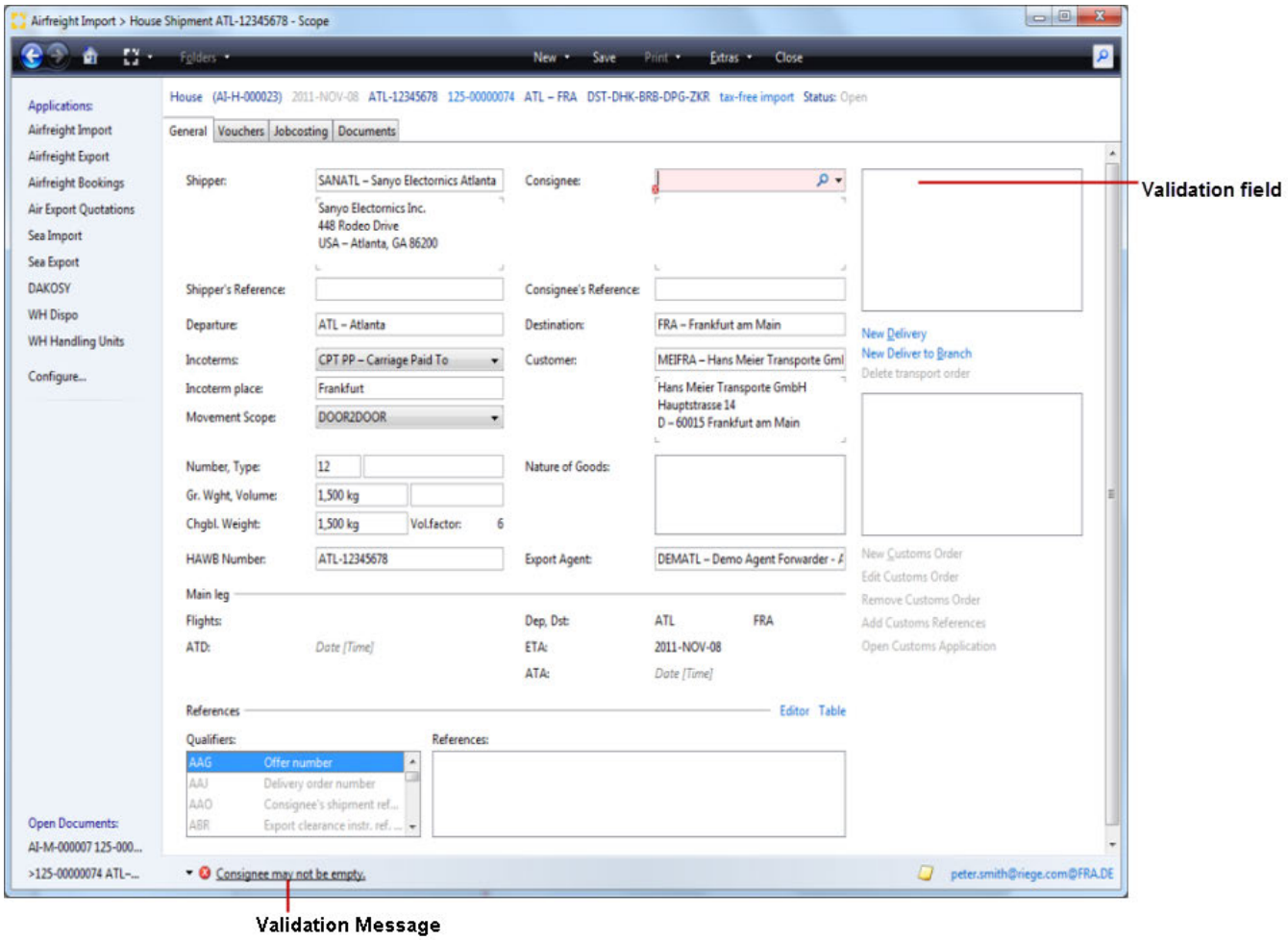
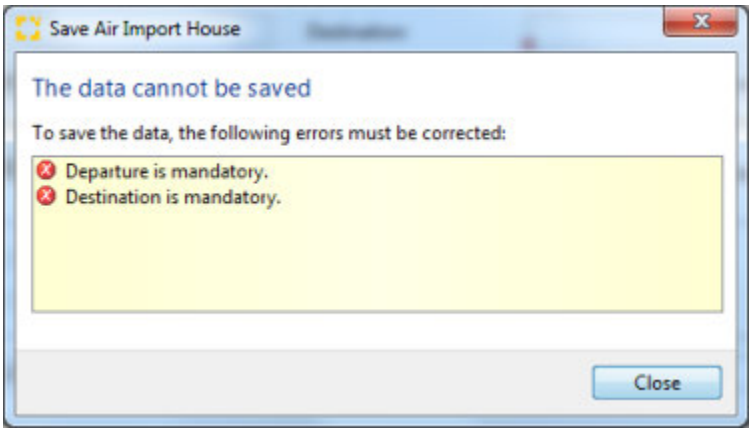


The status bar displays the current validation result (error message). Double-clicking any validation message causes the corresponding field to temporarily flash pale red, and thus indicates which field is responsible for the validation message.

Saving data



If a *save* of data takes place while there are still validation errors, a save dialogue will appear displaying all the validation results (error messages) that are preventing the data from being saved. Once all these errors have been resolved, it will be possible to save the data.

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Airfreight

- Introduction
- Description

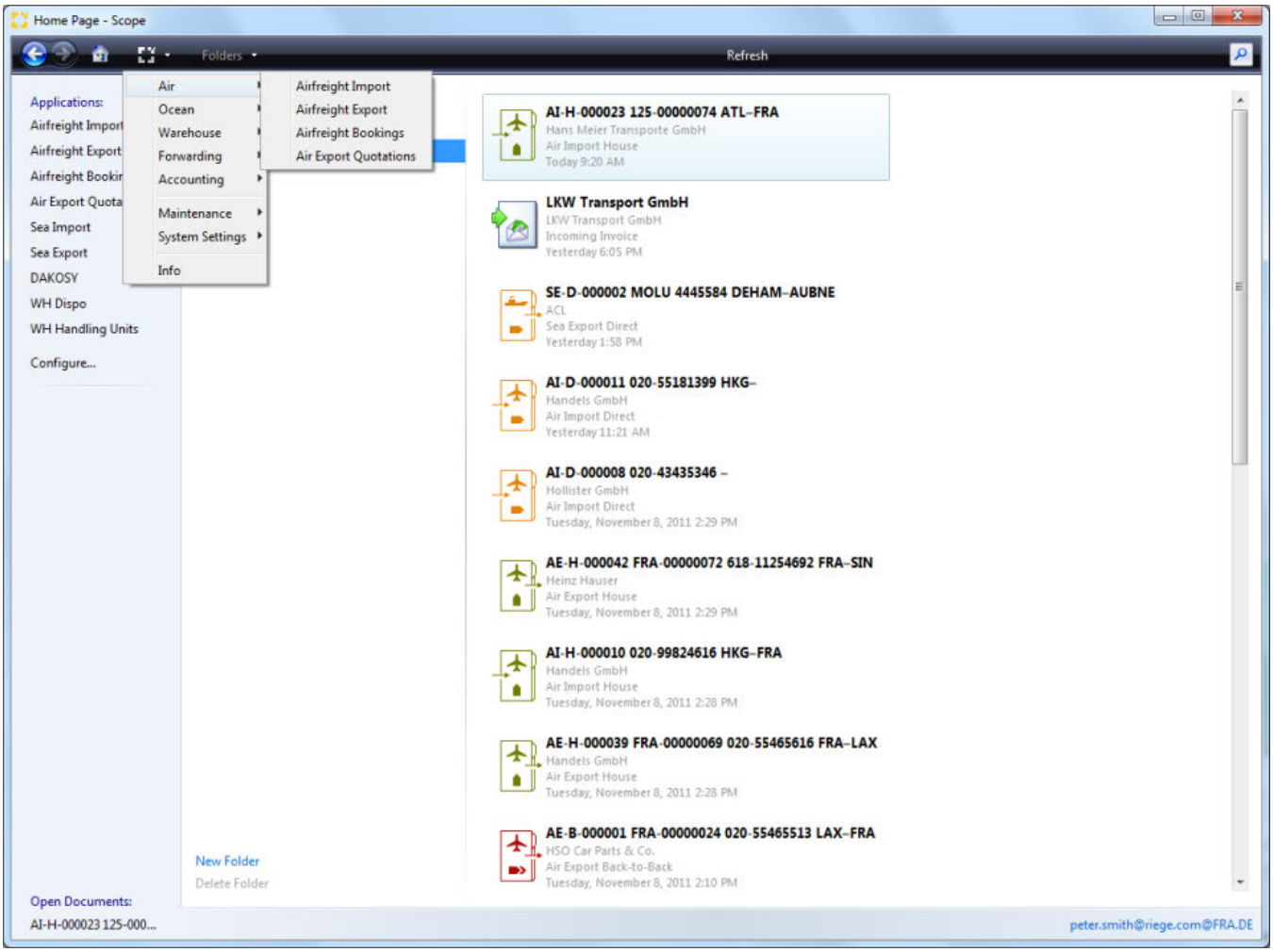
Introduction

The transportation of cargo by air, full cargo or passenger aircraft. Air Freight is transported via different airlines / carrier or may be lifted with company-owned aircraft. Air Freight also includes cargo initially transported via other modes such as truck and rail, but which is delivered to an airport or released from an airport.

With Scope, all air freight processes are undertaken.

Description

The air freight applications can be launched via the menu or directly using the corresponding entries in the shortcut bar.



The following chapters describe the applications is detail:

- Air Freight Export
- Air Freight Import
- Truck Manifest

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Air Freight Export

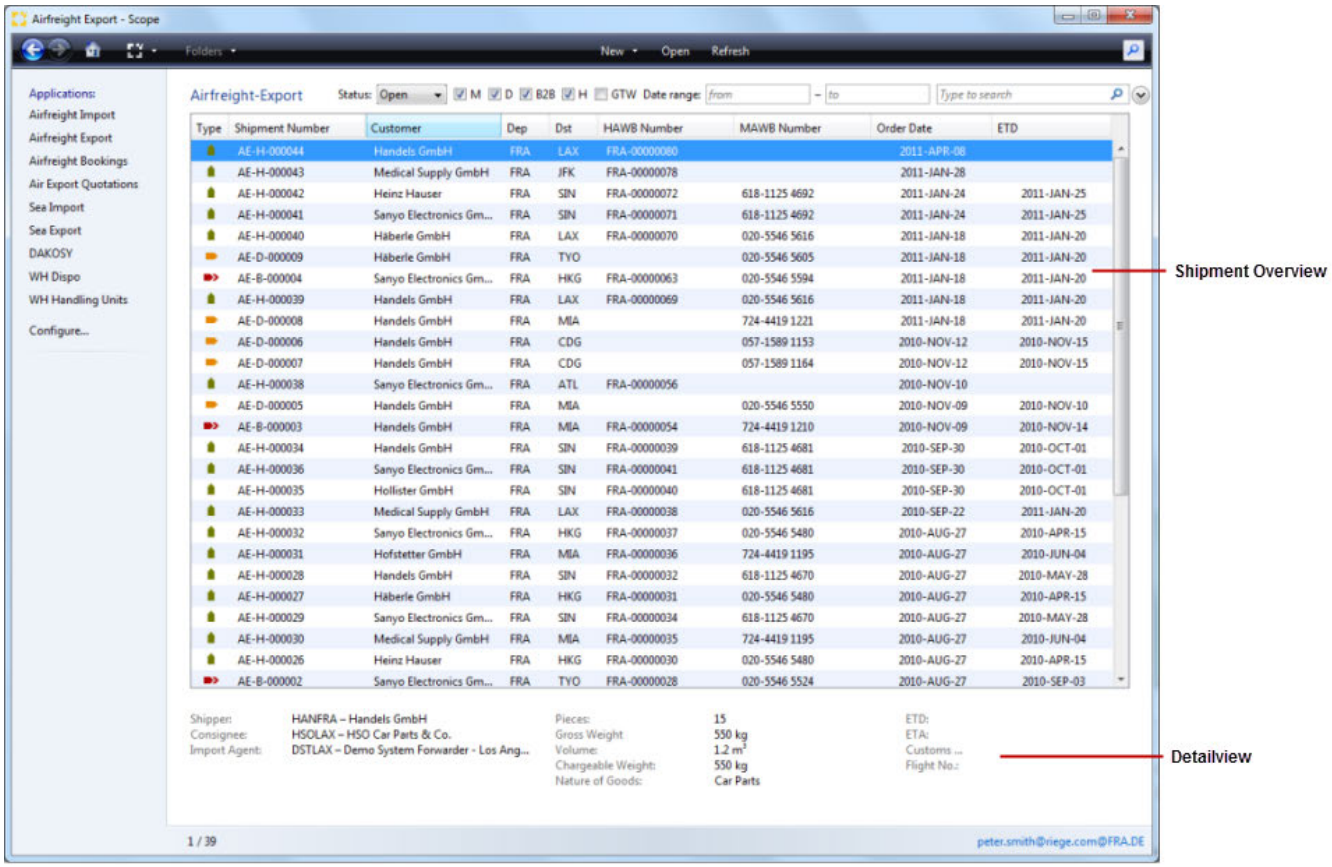
- Introduction
- Description

Introduction

In air cargo export module, all master, house , direct and back-to-back air freight export shipments are created and invoiced. All necessary documents are printed. In addition, shipments from templates can be created. Bookings and quotations are created, these can then be immediately converted into full shipments and used in consolidations. The Air Freight Export Overview also provides extensive search capabilities to quickly and efficiently locate the desired programs.

Description

{toc:maxLevel=1}



Overview

An overview of shipments is available and will show all current shipments. These can be opened by double clicking on the desired row or selecting "open" on the menu bar.

An indication of the shipment type is displayed with the following symbols:

- House shipment
- Direct Shipment
- Back-to-Back-Shipment
- Master Shipment

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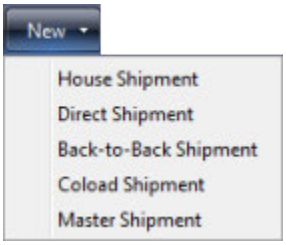
Detail section

The details pane displays the most important additional information about the highlighted shipment shown in the overview.

New

The new option In the menu bar presents a sub-menu that allows creation of a new house, back-to-back , direct or consolidations. In addition, new shipments from templates, bookings or quotes can be created.



Open

Opens the selected item from the overview. Alternatively, a *double click* will open the shipment from the overview.

Export

Export the data in the shipment overview and opens it on the local computer as a spreadsheet.

Templates

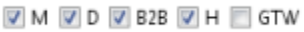
Opens an overview of available templates.

Update

Updates the index of shipments.

Search

Hide or show types



enable or disable check boxes to hide or show the different types of air export shipments.
The available types are:

Type	Description
M	Master (Consolidations)
D	Direct shipments
B2B	Back-to-Back shipments
H	House shipments
GTW	Gateway Shipments

By default, the type GTW disabled and all other types are displayed.

> Gateway shipments (GTW) are houses for consolidation that are sent from another branch. For example, Philadelphia may transmit a house shipment to New York for consolidation. New York may exclude this type of shipment from their overview by checking the GTW box.

Date from / to

The date fields can be used to restrict the list of displayed shipment to a specific time-frame.

Enter keyword

Enter one or more search terms. Displayed items are filtered accordingly (see full text search)

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Air Freight Security

- Introduction
- Description

Introduction

- General Information
- Secure supply chain
- Security Status Airfreight

General Information

To protect against attacks on the safety of air traffic national and European legislation has evolved in recent years. In this end EU and Country authorities have create a framework for, monitoring a safe supply chain (e.g. regulated agents, known consignors) and workflow with responsibilities for compliance with the security measures by the air carriers, freight forwarders etc.. Due to these stringent legislation in the freight industry, shippers, suppliers of cargo and service providers should expect more stringent checks by the authorities. To assist in the realization the workflow regarding Air Freight Security in Scope has been updated.

Only air cargo / mail classified as secured may be handed over to the airlines and loaded and flown in the aircraft intended for this purpose. This applies if either the corresponding security measures from production to transport to delivery to the airport have been observed, or if the freight has been checked again immediately before loading. For this purpose, the freight must be examined, for example, before delivery to a departure airport or at the departure airport itself by a company with the status of regulated agents (air freight forwarders, handling agents, logistics providers, storage and transport service companies, etc.) or the shipper is approved as a known consignor.

The security measures of all parties involved in the secure supply chain are intended to adequately protect the freight against unauthorized access and manipulation.

Secure supply chain

Known consignor

As a known consignor, the company claims to be and entitles them to send "safe" air freight. He is the one who gives the air cargo shipment in the country - usually manufacturers of economic goods that are exported. The known consignor must meet certain safety standards. As air cargo must be protected from unauthorized interference and employees must be trained. Until April 2010, the recognition of known consignor by security declaration was common practice. The recognition was made by standard form, with the sender confirms the Regulated agents to meet all safety requirements to comply with the secure supply chain in the business. This practice was being criticized because of the regulated agents against his client has no way to assess the safety standards in the company. Since 29 April 2013 no longer applies this status. Companies need to be validated, by official local authorities before they can maintain the new status of "officially recognized known consignor". If this term and a company is not validated, the respective air cargo of a suitable service provider must be tested separately, be x-rayed and approved before it can be loaded onto an aircraft. This creates the risk of delivery delays for the shipper in addition to increased freight costs.

Regulated agent

The underlying regulation defines the "regulated agent" as an "air carrier, agency, freight forwarder or other body that guarantees security controls for freight or mail. A regulated agent is a service provider in the supply chain, being a transporter, warehouse, freight forwarder or carrier, which has implemented, verified, security measures which allows the service provider to, declare freight as, or handle freight along the steps of the supply chain while maintaining, a secured freight. In order to act as a regulated agent, the approval of the local authorities is required. Regulated agents can handle, store or transport freight within the supply chain without the consignments losing their status as secured freight. If the consignments are "unsecure", the regulated agent can take appropriate measures to check the consignments by means of a freight inspection and to update the unsecure status in a secure status. A cargo control verifies that the shipment actually contains the declared content and ensures that no prohibited items are posted as air cargo. It is a status for companies to simplify the handling of cargo on to reach the airport. This authorization allows a regulated agent to classify a freight that has been handed over to him by a shipper as secure or unsecure and to make unsecure freight secure by taking suitable control measures. As “secured” cargo handed over to an airline, no further security check is carried out.

Haulier

With the entry into force of the new version of the German Aviation Security Act on March 4, 2017, from March 04, 2018 all hauliers that want to transport secured air freight need the status "authorized carrier". All previous carrier declarations for hauliers in Germany lost their validity (exception: hauliers based in other EU countries). If they transport secured freight without an official approval (ID), this air freight is necessarily classified as unsecure. Known consignors and regulated agents may no longer commission a carrier without a valid Haulier Declaration to transport the secured air freight. By applying to the competent authority (German Federal Aviation Office) and granting the status of an approved carrier, he becomes an official participant in the secure supply chain.

Security Status Airfreight

The security status of the air freight shipment is documented on the accompanying documents such as the AWB (Airwaybill). It is noted here for which transport the shipment is secured. This information is identified by special code. The security status on an AWB specifies whether to supply chain security is verified before delivering the consignment to the airline.

For example

SHR (Secure for high risk requirements))

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Air cargo / mail that has this security status may be carried by passenger, cargo-only and mail-only aircraft in accordance with the high-risk requirements. Note: The security status may only be assigned by a regulated agent. The security status on an AWB indicates whether the security of the supply chain to the airline was guaranteed.

- **SPX (Secured for Passenger Aircraft)**

Air cargo, for example the security status "Secured - SPX" has allowed, with both "all-cargo" - and be transported on passenger aircraft. Goods received this status only if it was controlled by a regulated agent or originated from a known shipper. Air freight has this status only as long as it is protected from unauthorized access and tampering.

- **SCO (Secured for Cargo aircrafts Only)**

Air cargo, for example the security status "Secured - SCO" has, may only be transported in all-cargo aircraft. Goods obtain this status when it originates from an unknown consignor. Air freight has this status only as long as it is protected from unauthorized access and tampering. In the registering of cargo security status with this it can sometimes be delays and waiting times.

The reason for issuing the security status is also noted on the accompanying documents. These are also output with certain codes.

For example

- **RA Air** cargo has the status SPX by RA if it is under the control of a regulated agent (RA).
- **KC The** air freight has been started by a known consignor; then you get the security status SPX by KC. The secure supply chain must not be interrupted during the entire transport.

Description

- **Important master data and settings**

`Important master data, or settings that are used to check the air cargo security in Scope, can be found in the chapters`

Regulated Agent - Roles - Business Partner - Maintenance

Secure Shipper - Roles - Business Partner - Maintenance

Air Export Security Setup - Airfreight - Settings

- **Important program functions**

Scope offers various program functions to ensure the careful validation and documentary requirements when processing air freight shipments regarding air freight security. An automatic calculation of the security status in the air cargo shipment, security snapshots per shipment, an automatic query against the Union RAKC database on security of the supply chain, as well as the initiation of security measures. When processing the export of airfreight consignments, built-in validations always inform the user about a security risk.

- Integrated Online Verification against the Union database on supply chain security (RAKC database)
- Security Snapshots, audit trail security status
  - Security status = secure
  - Security Status = not secured - Actions
- Security Measure - Screening Order
- Security Measure - Screening Order Consolidation
- Screening Order Prior Receipt...
- Security Incident...
- Security Incident... Consolidation
- Security Exemption...
- AWB - security information in handling information

Integrated Online Verification against the Union database on supply chain security (RAKC database)

The Union database on supply chain security (RAKC database) contains the latest data on all regulated agents and officially approved known Consignor in the European Union In the security guidelines provided by EU and local authorities, Freight forwarders have the responsibility for regular verification of Known Consignor and Regulated agent against the EU RAKC database. So that a regular query against this database must be made to check the security status of an air cargo shipment before it is loaded onto an aircraft. Therefore Scope offers the possibility to validate the partner addresses against the Union database on supply chain security (RAKC database) automatically or, if necessary, a manual validation can also be done. This query is integrated in the air freight modules in Scope. As soon as the automatic query is carried out, the security status of a shipment is recalculated. The query directly provides the user with information as to whether the security status of the shipment may be endangered by one of the business partners involved.

Local authorities monitor how often each User-Id/password, they have assigned to certified users, is actually used. To ensure that this information, user id & password, is also used during direct verification from scope. In order to register the EU-RAKC User-Id password, Scope will ask during the first verification request by a user for whom no EU Database database details are known, to the user to enter his/her credentials.

- Regulated Agent - Roles - Business Partner - Maintenance

Via the role Regulated Agent in the master data business partner, the entry dialog *EU Cargo DB Credentials* can be opened to perform an address query against the union database for security of the supply chain.

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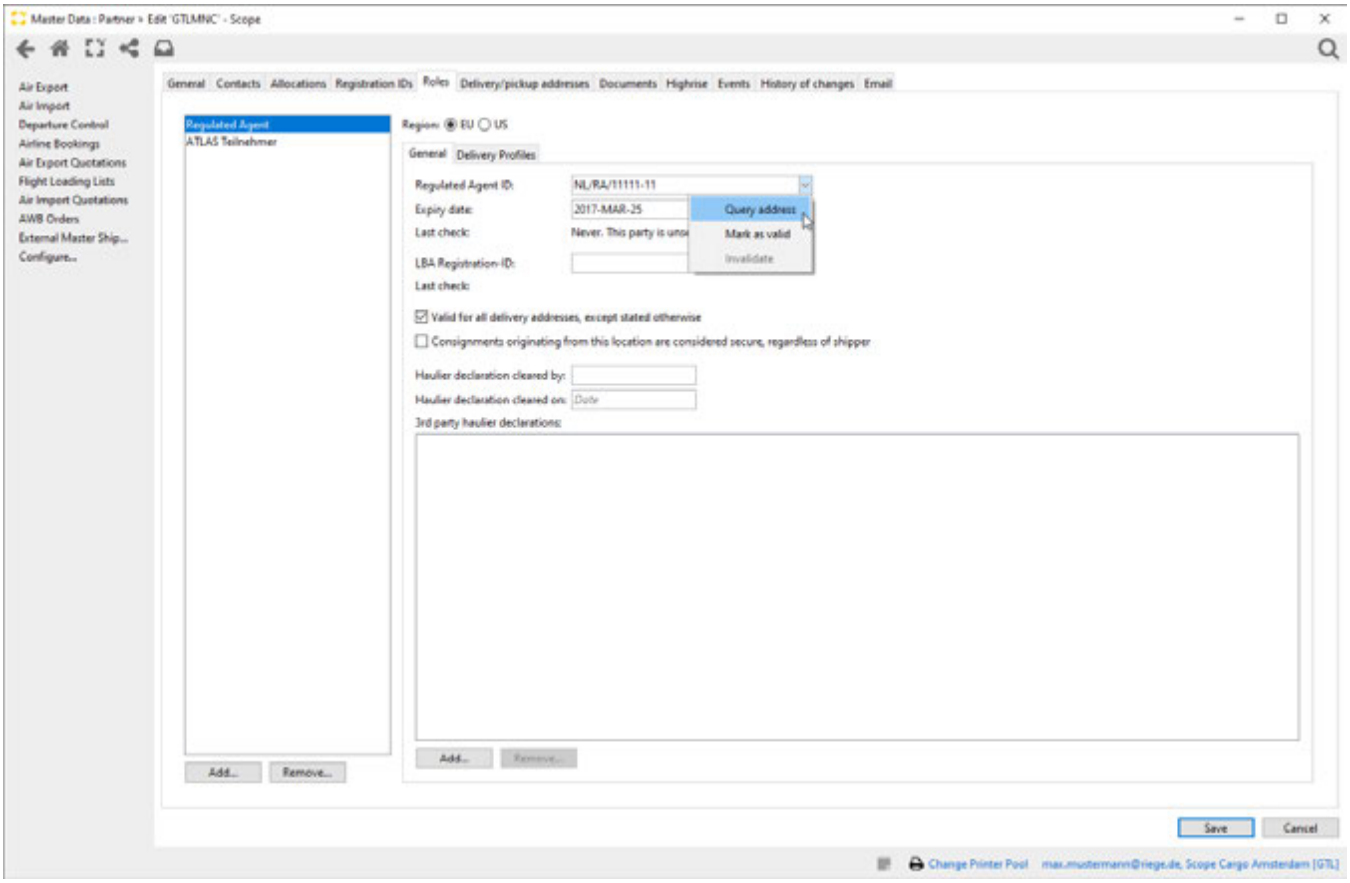
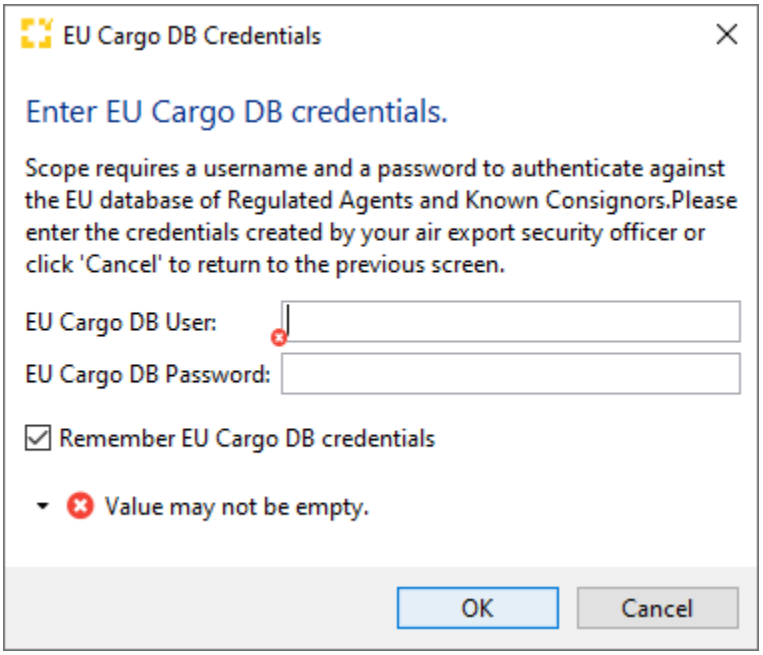


The input dialog for entering the access data for the EU database opens:



The process of actually querying the EU database is described in detail in the chapter Master Data - Business Partner - Role - Secure shipper and Master Data - Business Partner - Role - Regulated agent. The configuration of the query process can be defined in the Scope module Airfreight - Air Export Security Setup. There are various ways to check the data here.

In Scope the validation process can be configured in the following methods.

- Online or Manual validation in the partner roles and from the shipment entries only verification of the partner details (no database validation from the shipment)
- Each night Batch validation of all known consignors / regulated agents.

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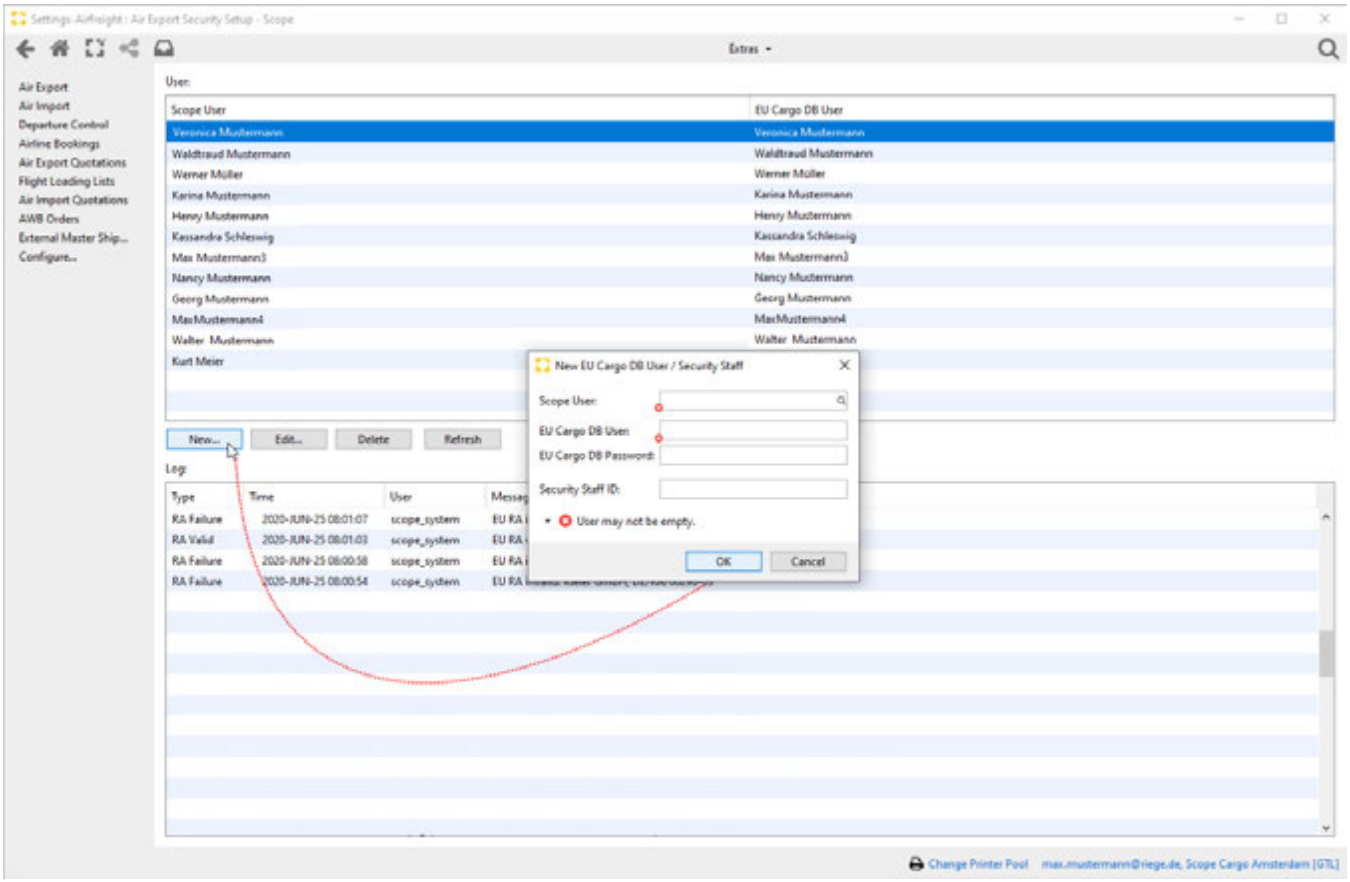
- Online validation in the partner role and online validation in the shipment when the partner validation details are older than specified in the setup.

In the Scope module Airfreight - Air Export Security Setup the access data of the EU Cargo DB user can be stored. Once entered and stored here, it will no longer be necessary to enter the data manually for each single query. The EU Cargo DB Username and Password will then be automatically pre-assigned. In the Scope module Airfreight - Air Export Security Setup the individual validation events are recorded in a log. Reports can also be created here.

EU Cargo DB User



Security Snapshots, audit trail security status

Together with the other participants in the "secure supply chain", the air freight forwarder controls and guarantees that the "safe supply chain" is adhered to and that the freight status "secured" is maintained. If an air freight forwarder does not operate its own warehouse, it is usually not the first regulated agent to come into physical contact with the air freight shipment. The freight forwarder then documents whether the freight will be picked up as "secured" or "unsecured" and, if applicable, the contracted haulier is an approved carrier or regulated agent. The first regulated agent to take the shipment to his warehouse is responsible for determining the security status of the shipment. Subsequent regulated agents who come into physical contact with the shipment (e.g. handling agents) must then determine whether this status can be maintained. In this connection, the freight forwarder's task is limited to obtaining and documenting the safety assessments of these regulated agents. The freight forwarder can assign security orders to other regulated agents (or have them carried out in-house) and document their results. For this reason, in addition to the known consignor, all partners involved in the transport chain (addresses, also pick-up and delivery addresses) are subjected to a check.

In Scope, the security status of an air freight export shipment is calculated through complex validation of documented security measures and of all addresses involved in the transport process, from collection to delivery to the handling agent of the airline. If one of the parties involved in the shipment does not have a valid status as a known consignor or regulated agent, the status of the air freight shipment is set to not secure. The status does not remain secure until the addresses are all marked as secure or a security measure has been issued. The security status is displayed in the *security status* field within the shipment.

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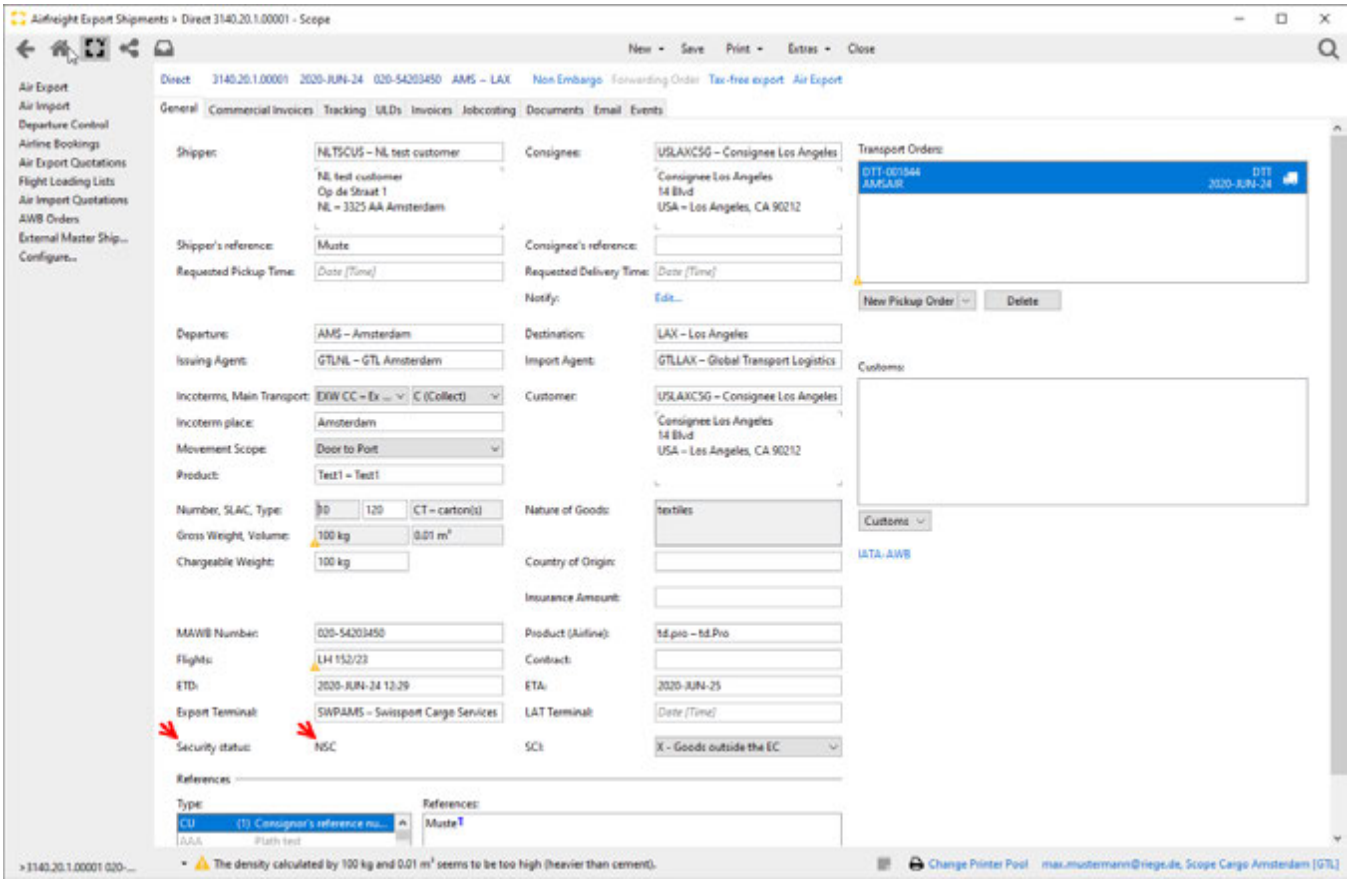

To check how the security status has been achieved or to check why the status may have been calculated as not secure, you can use the program action *Extras - Security - Security Snapshots...* (or use keyboard shortcut Ctrl-F8 or Alt-E S) in the air freight export shipment. A review on shipments security history can be opened.

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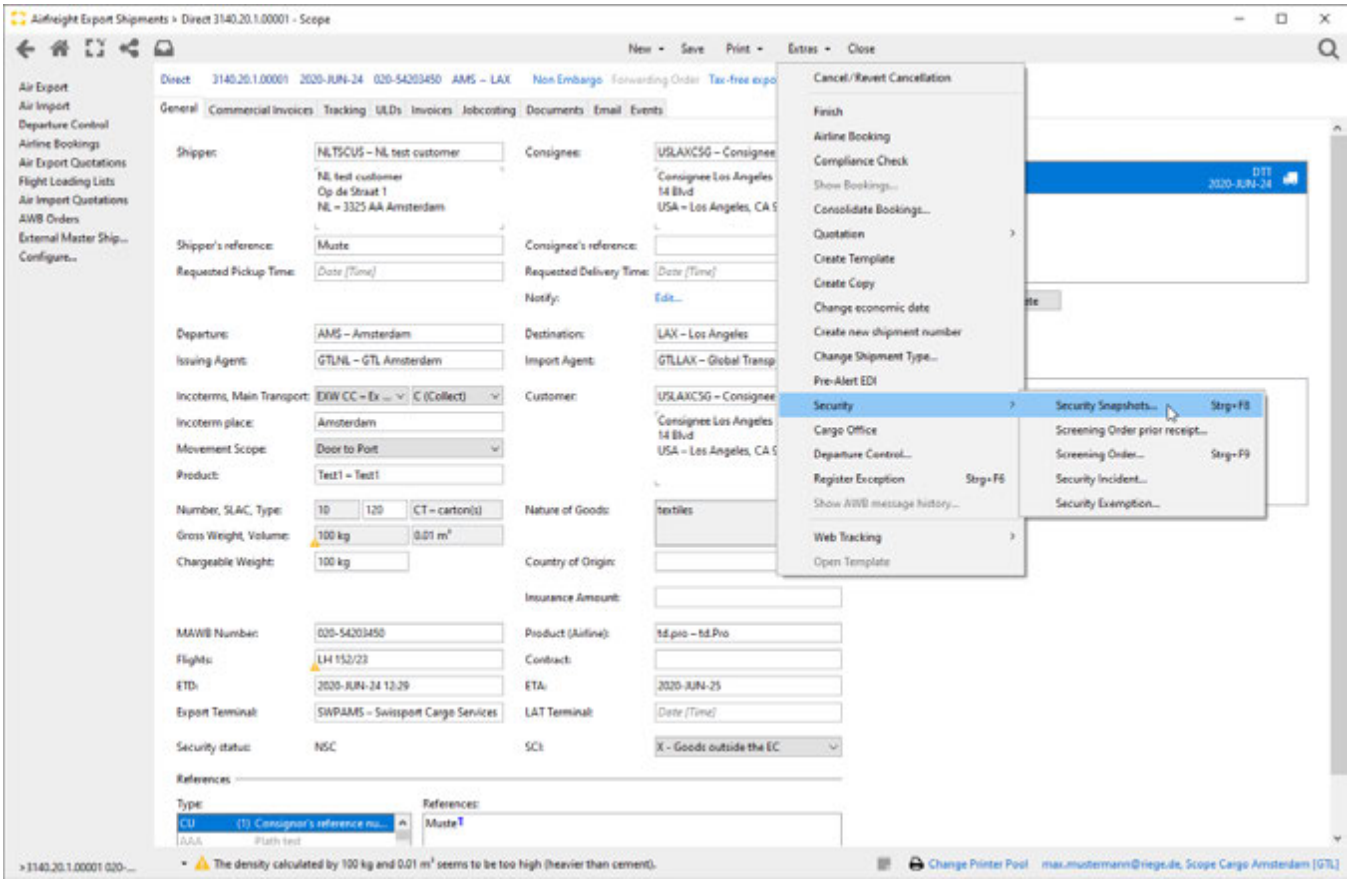
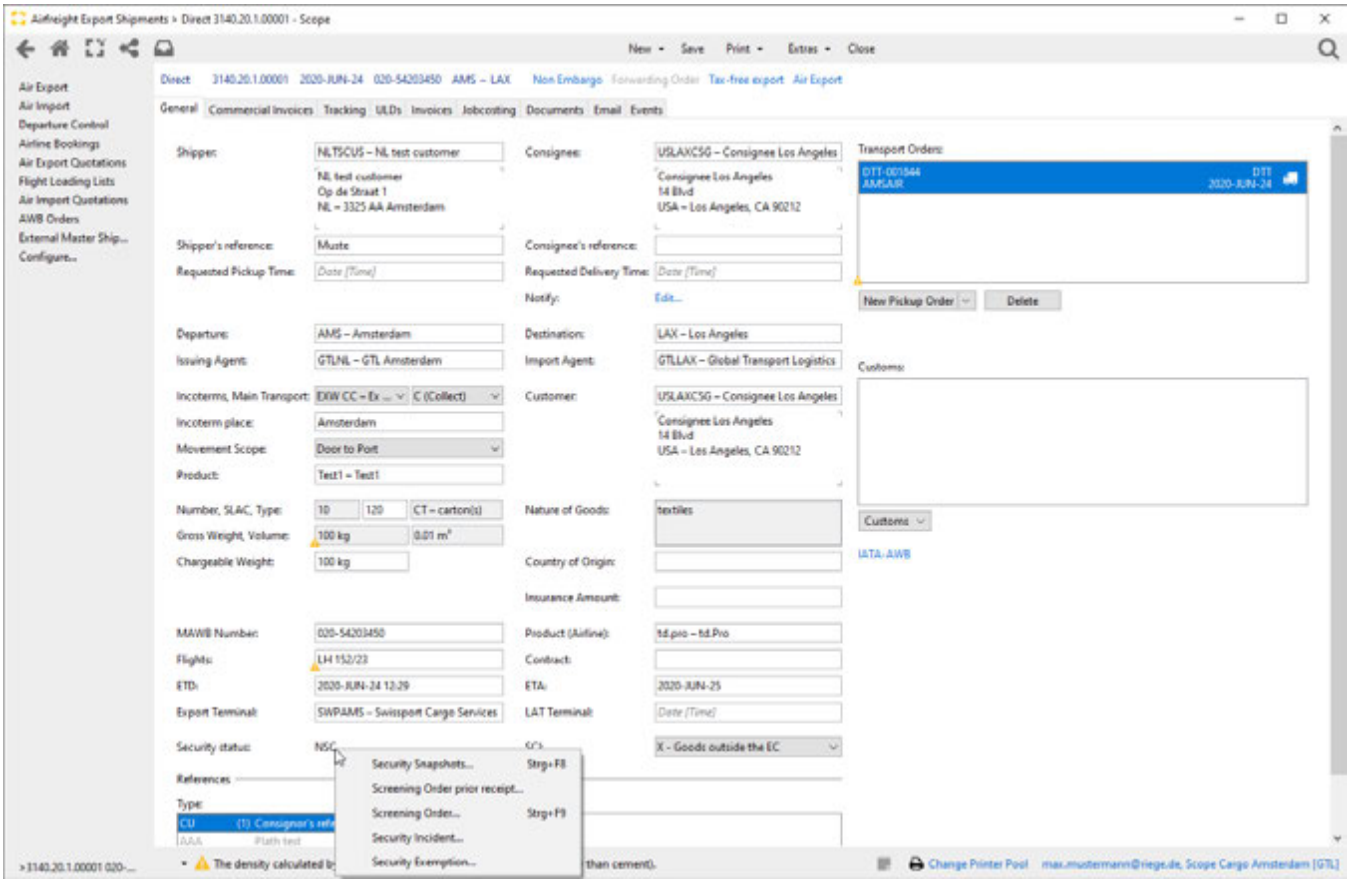


Instead of using the program action, the menu item Security can also be opened by right-clicking on the displayed security status.



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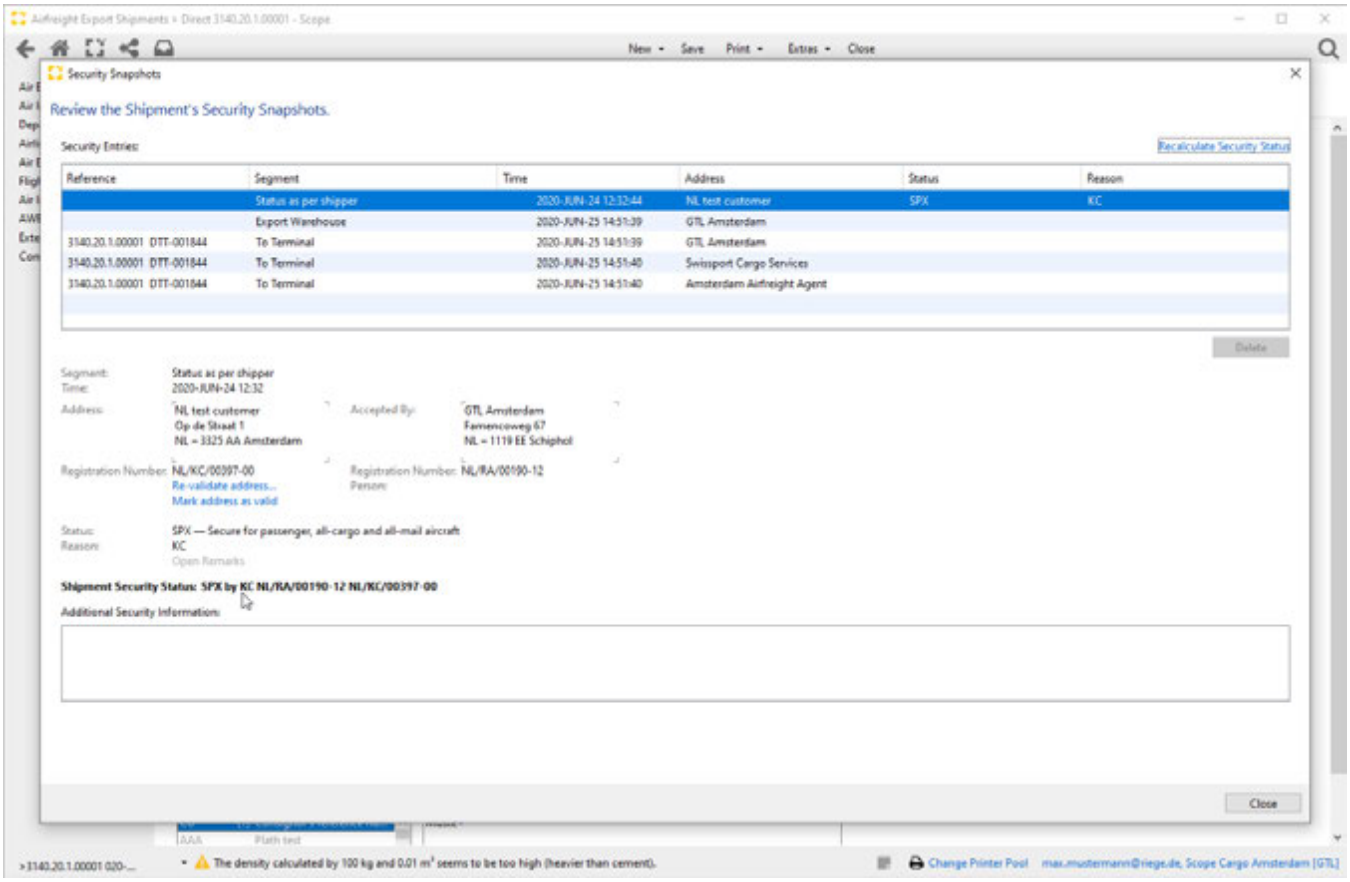
In the shipment`s security snapshots window, the complete process chain with all business partners involved is displayed with the status of each individual address in relation to air cargo security. The security status of the shipment is calculated from the sum of the status. This overview can be used to check why the status of the shipment may have been calculated as unsecure. With the action *Recalculate Security Status* the selected address can be checked again against the EU RAKC database. This action is also available for business partners Master Data - Business Partner - Role - Secure shipper and Master Data - Business Partner - Role - Regulated agent.

Security status = secure

If a shipment could be classified as secure, the result in the shipments security history looks, for example, as in the following illustration. Here, the air freight was brought on the way by a known consignor. Shipment will receive the security status SPX by KC.



Security Status = not secured - Actions

If one of the addresses in a shipment, e.g. shippers or a named pick-up address in the pick-up order is not classified as secure, the result in the shipments security history can look like this:

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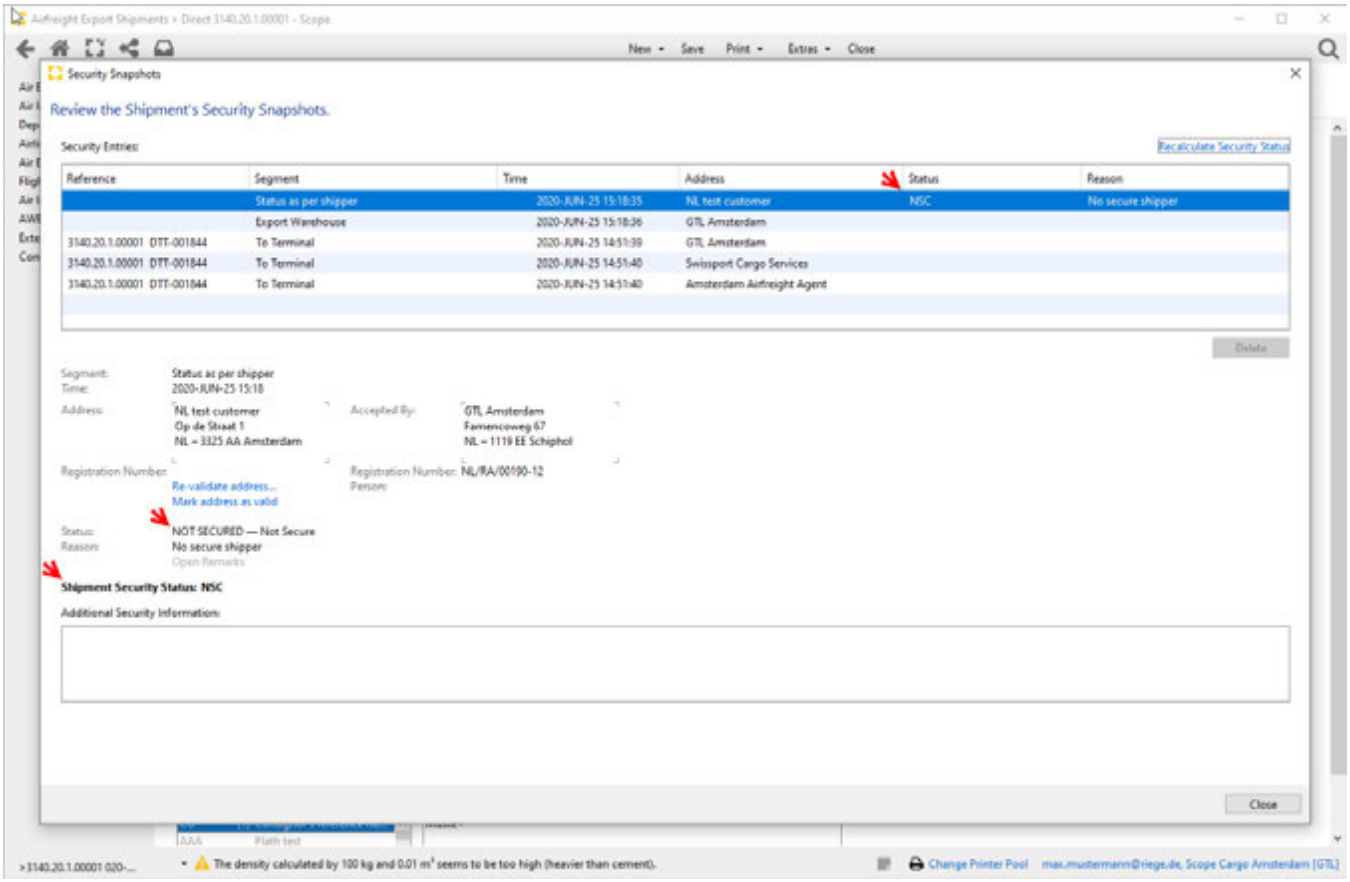

The following measures can be taken to set the status of the shipment to Secure:

- Using the Action Link ***Recalculate Security Status*** - Security Snapshot, the data can be updated with a database request to ensure that the result was based on the most current version of the EU RACKC database. The status of the shipment is then updated accordingly in the overview.

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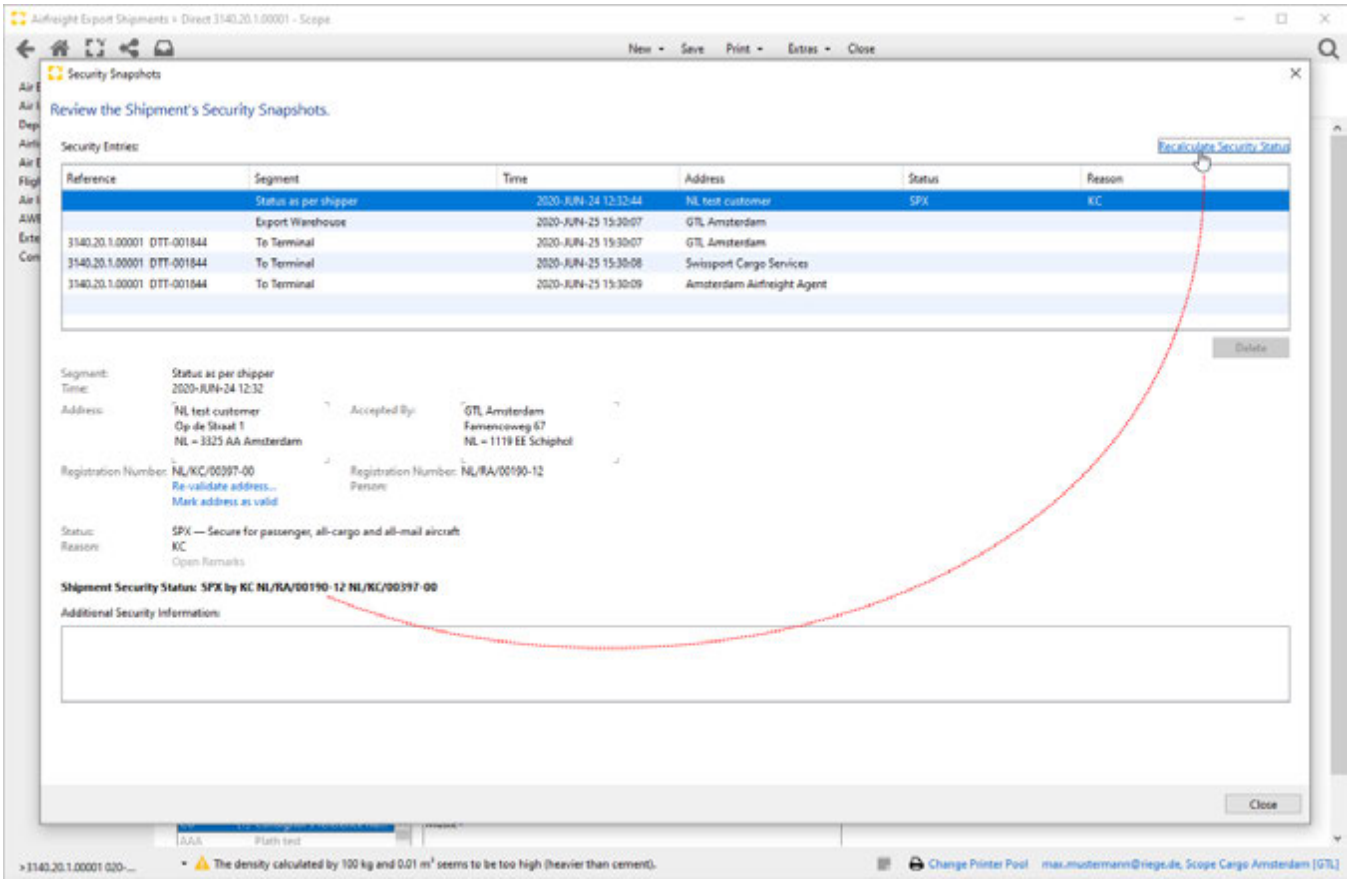

- Using the action link ***Re-validate address...*** - Security Snapshot, the data can be checked directly against the EU database via the address. With the action link ***Search again***, you can start a search using the EC registration number or the address data in the EU database. If a match to a safe address has been found in the database, the current data can be confirmed with the *Apply* button.

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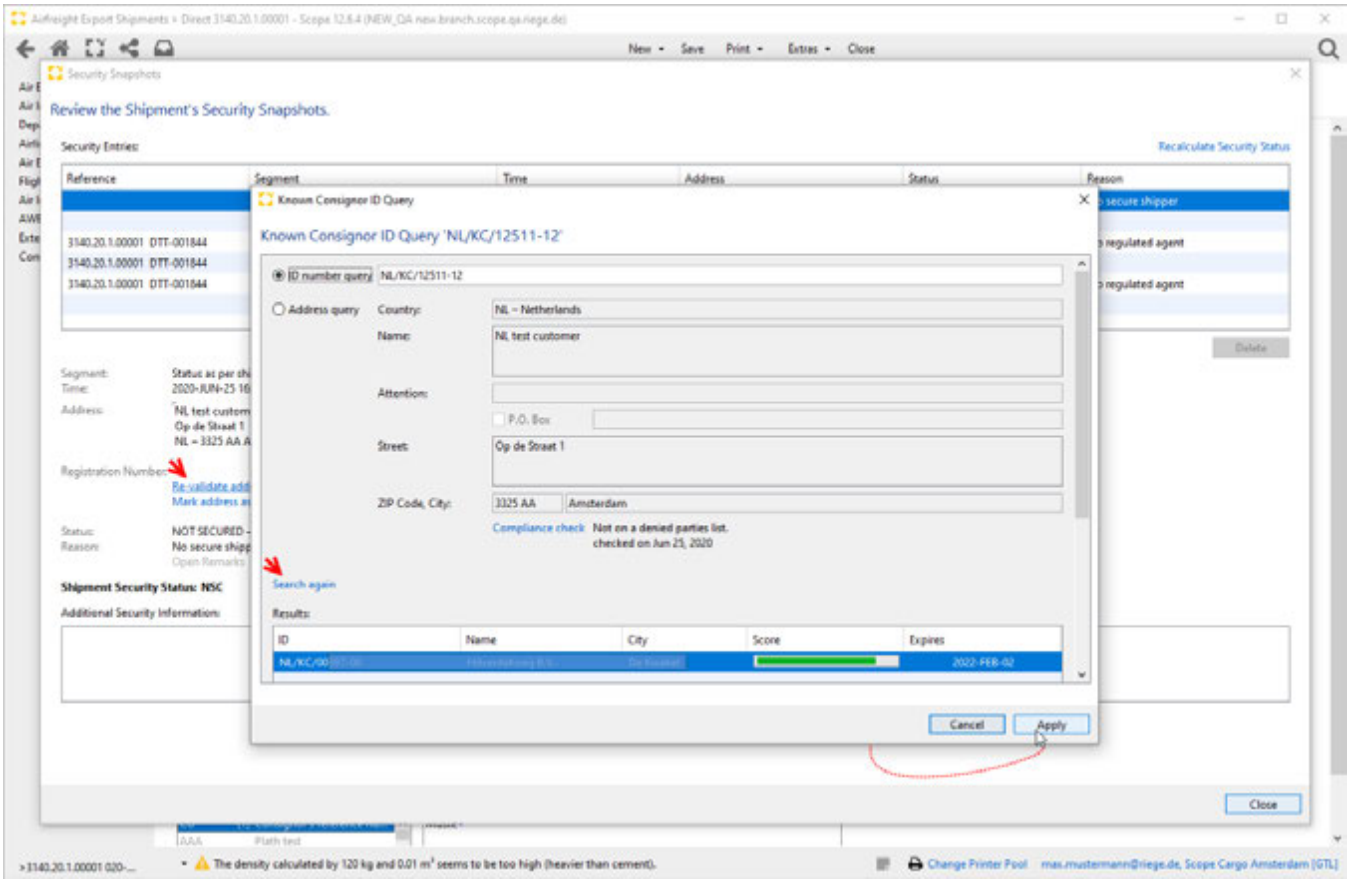
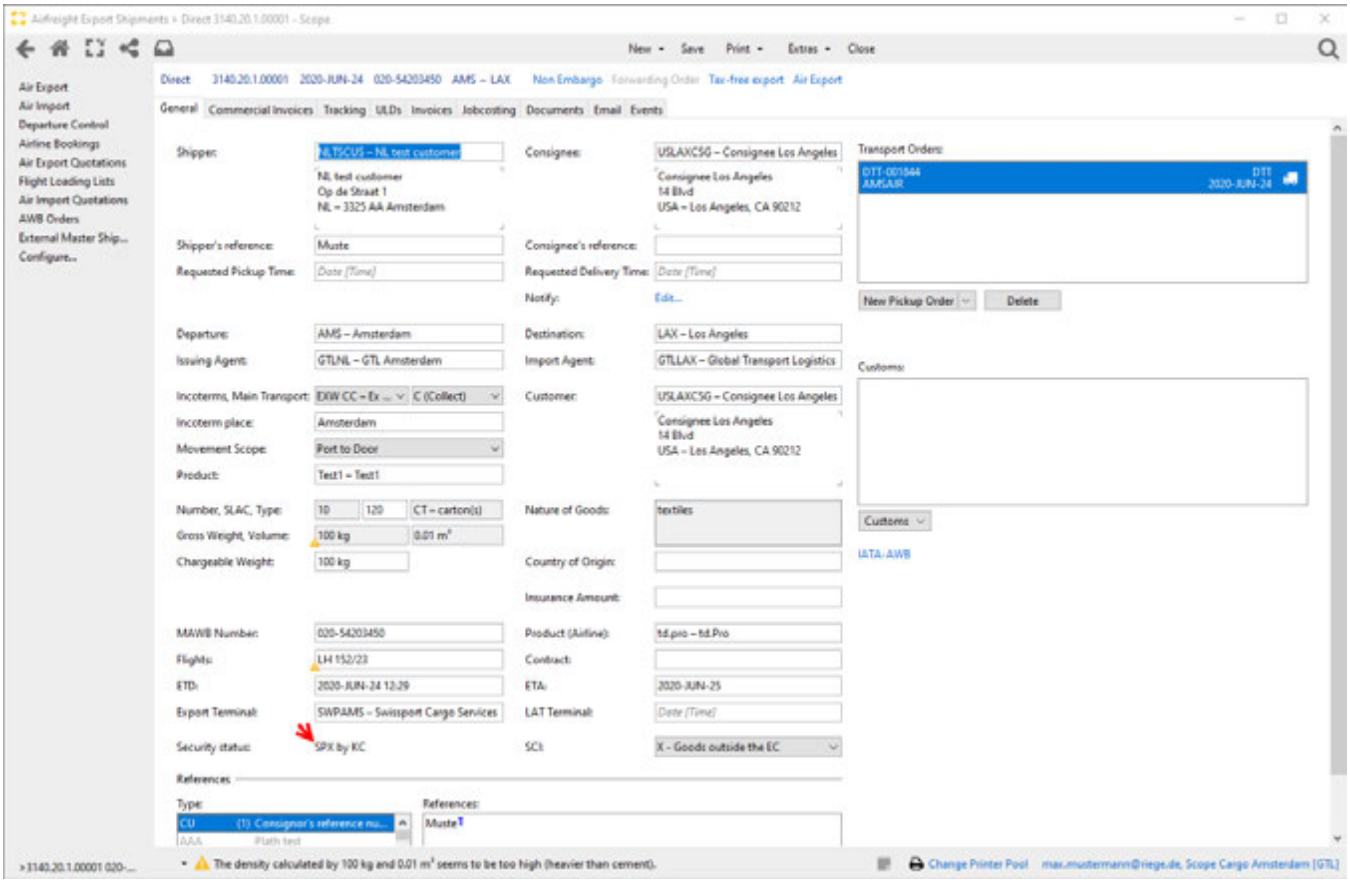


The **updated security status** is then automatically shown in the shipment. Result security status = **SPX by KC**



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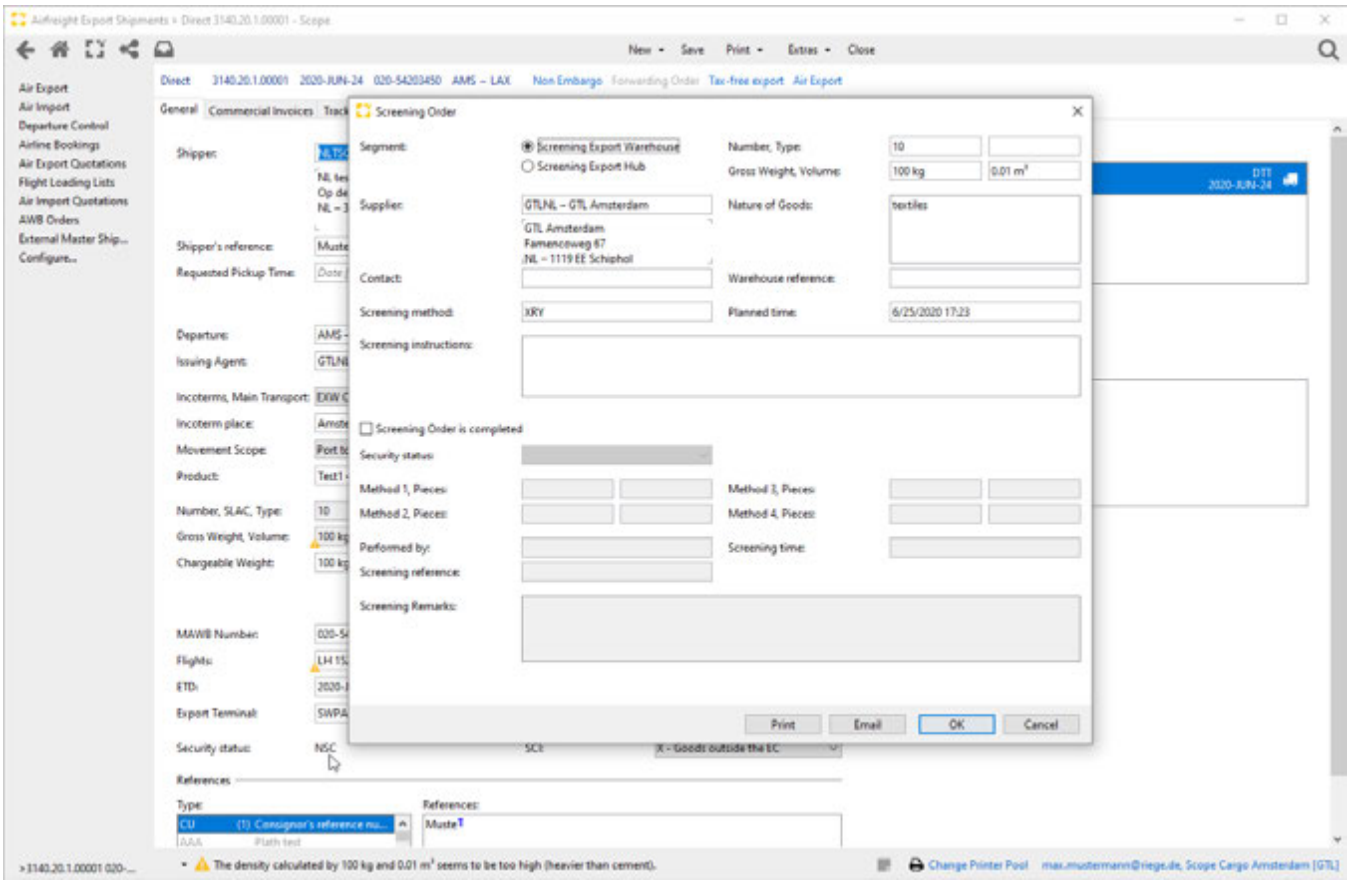
- **Security Measure - Screening Order**

The status of a shipment can also be updated to a secure status by applying a security measure by using the program function *screening order*. The program function can either be opened via the program action *Extras - Security - Screening order* in the shipment or with the keyboard shortcut Ctrl-F9; or use a right mouse button on the security status shown in the shipment.

Security Measure - Screening Order

After the Screening order option has been selected as described above, the dialog for entering the data opens. The X-ray of the goods is often used here as a planned security measure (XRY) and suggested in the dialog. The screening order can be addressed to a service provider (e.g. screening via the export hub, the local warehouse or a third party). He should then carry out the security measure for a shipment that could not yet be declared secured based on the known consignor or regulated agent. After the data for the security measure has been recorded, the screening order can be printed out or forwarded by email. The acquisition of the data for the planned measure does not yet lead to an update of the security status in the shipment.



When the security order has been carried out, the details can be entered in the lower area of the dialog window. The fields can be edited by ticking "Screening order is completed". The originally planned time is adopted as a default in the Time field and the data can be recorded.

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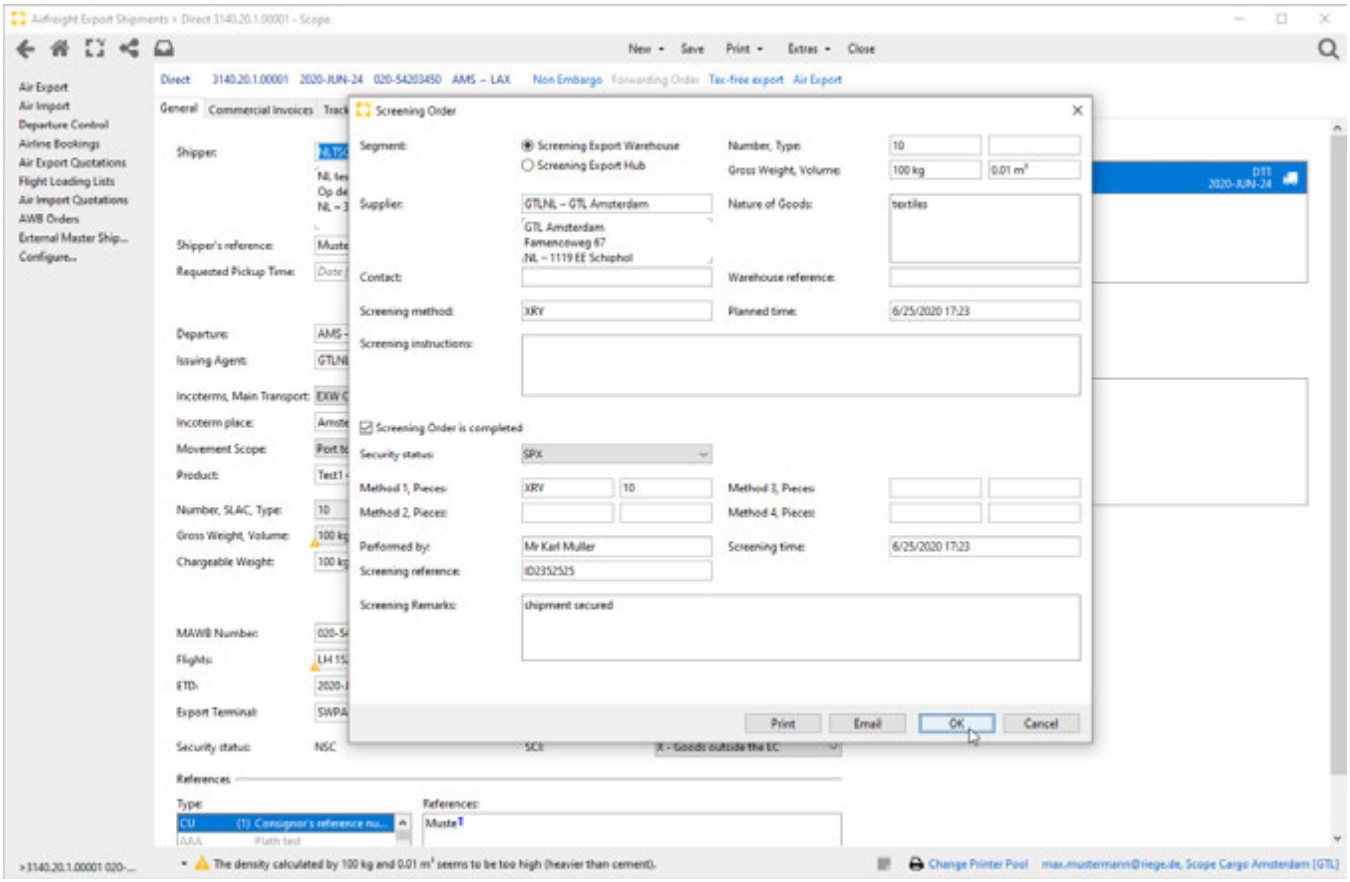
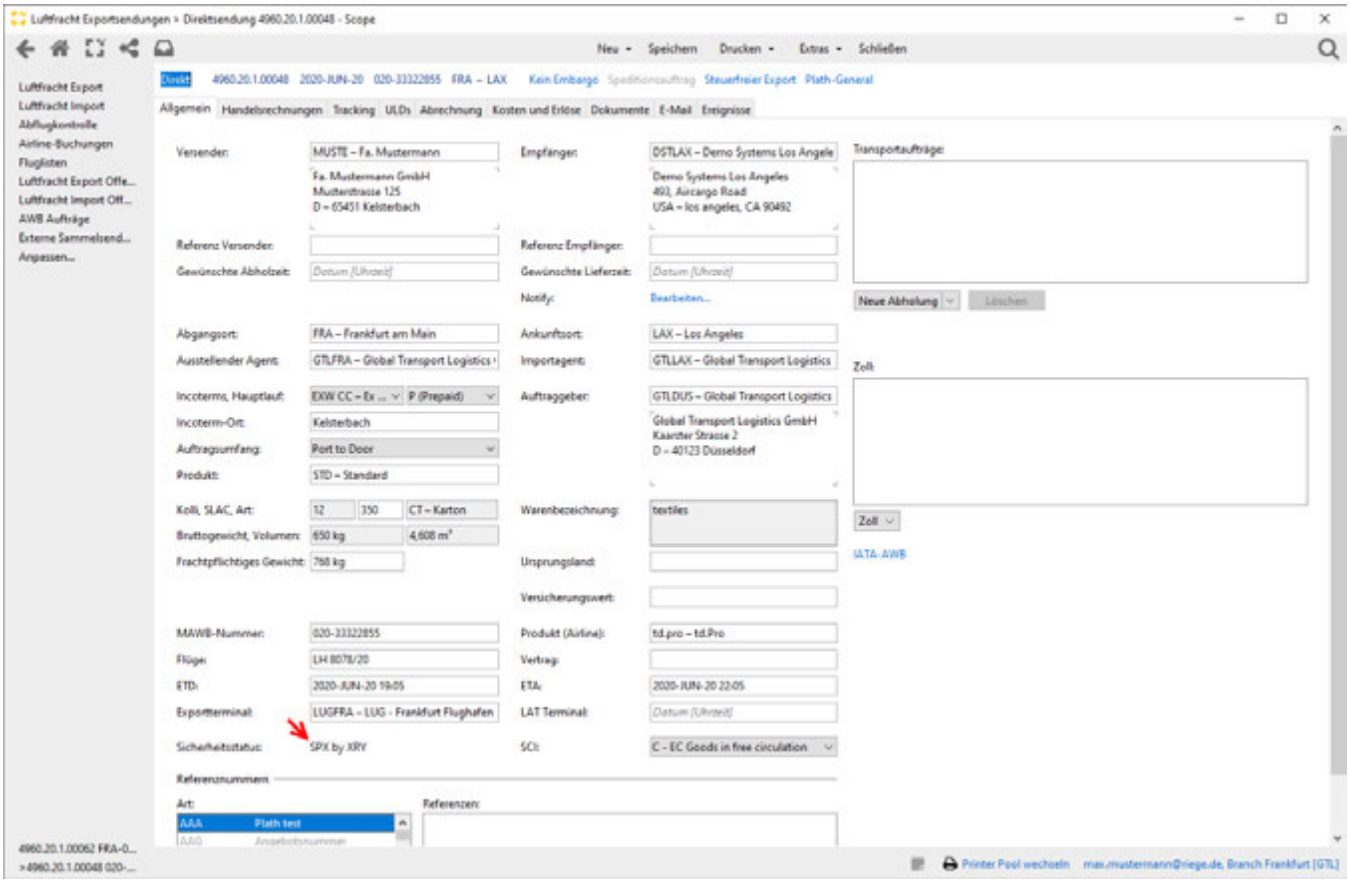


After the completion of the screening order, the security status of the shipment is recalculated and updated.



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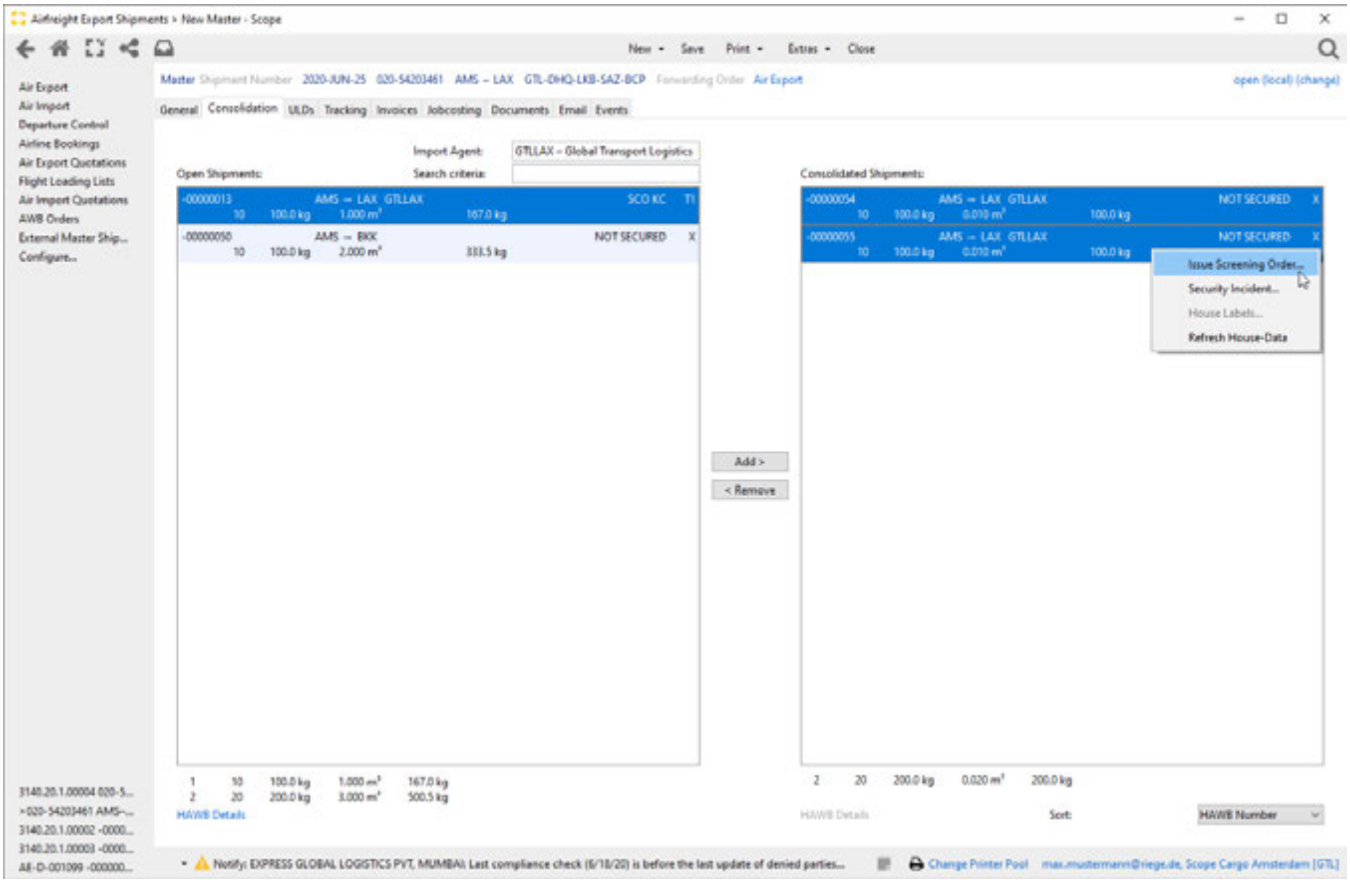
Security Measure - Screening Order Consolidation

When handling an air freight consolidation shipment, it is possible to create the planning and documentation for the implementation of security measures directly for one or more of the assigned house shipments, if the shipment has not yet reached the required status. On the Consolidation shipments tab within the bulk shipment, the house shipments already assigned are displayed in the Consolidated Shipments table with their security status.

In order to issue a screening Order for one or more house shipments, the affected house shipment or several house shipments must be marked in the overview. By clicking on the right mouse button, the corresponding context menu can be opened in order to issue a screening Order.



Planned Method - House Security Update

The House Security Update dialog box opens. The information on a planned security measure can be documented in the *Planned method* field. The entry can be confirmed using the *Update Security Details* button. At the same time, the security order document is made available as a PDF in the respective house shipment in the document tab. The recording of the data for the planned screening order does not yet lead to an update of the security status of the shipment.

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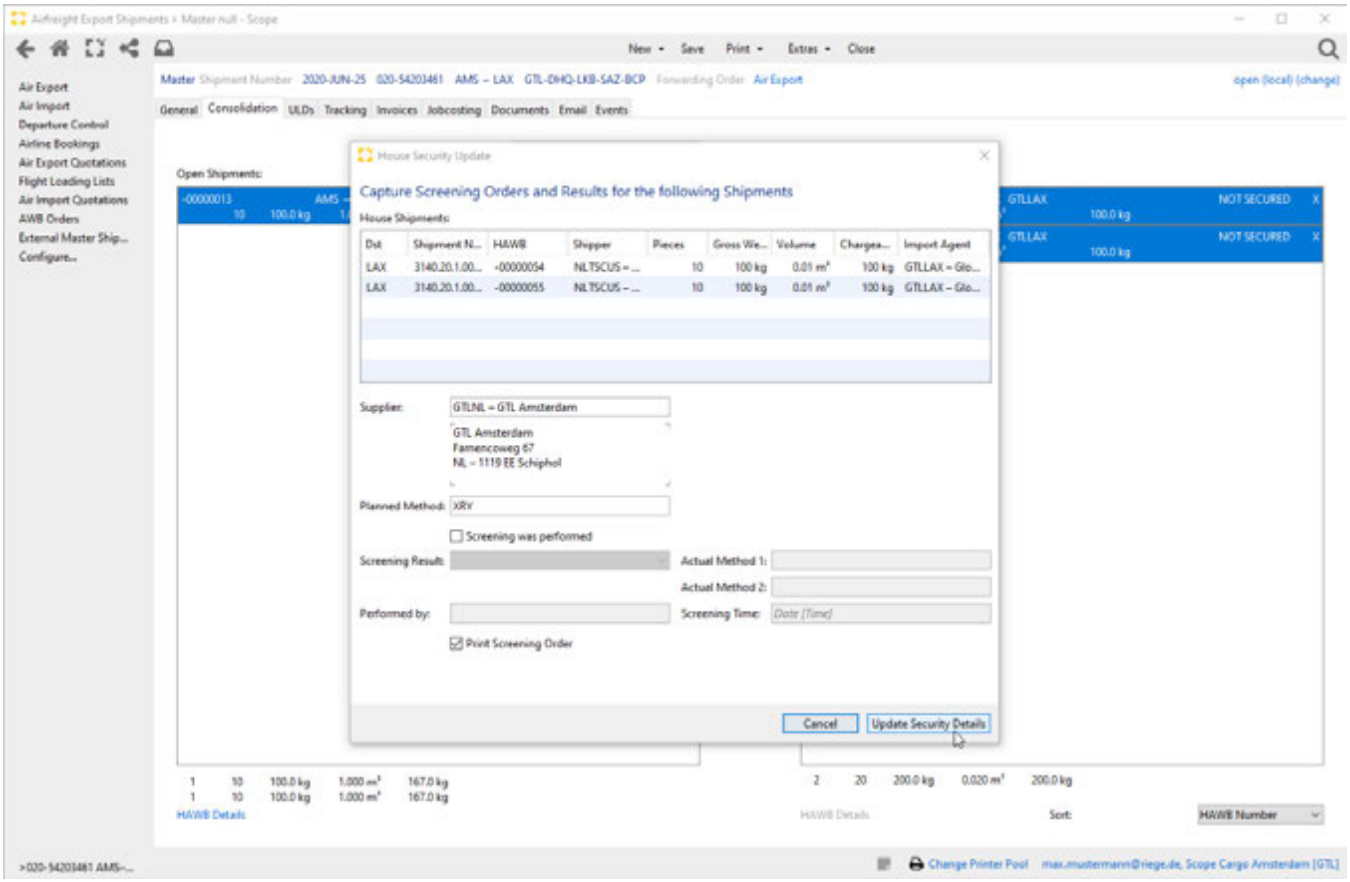
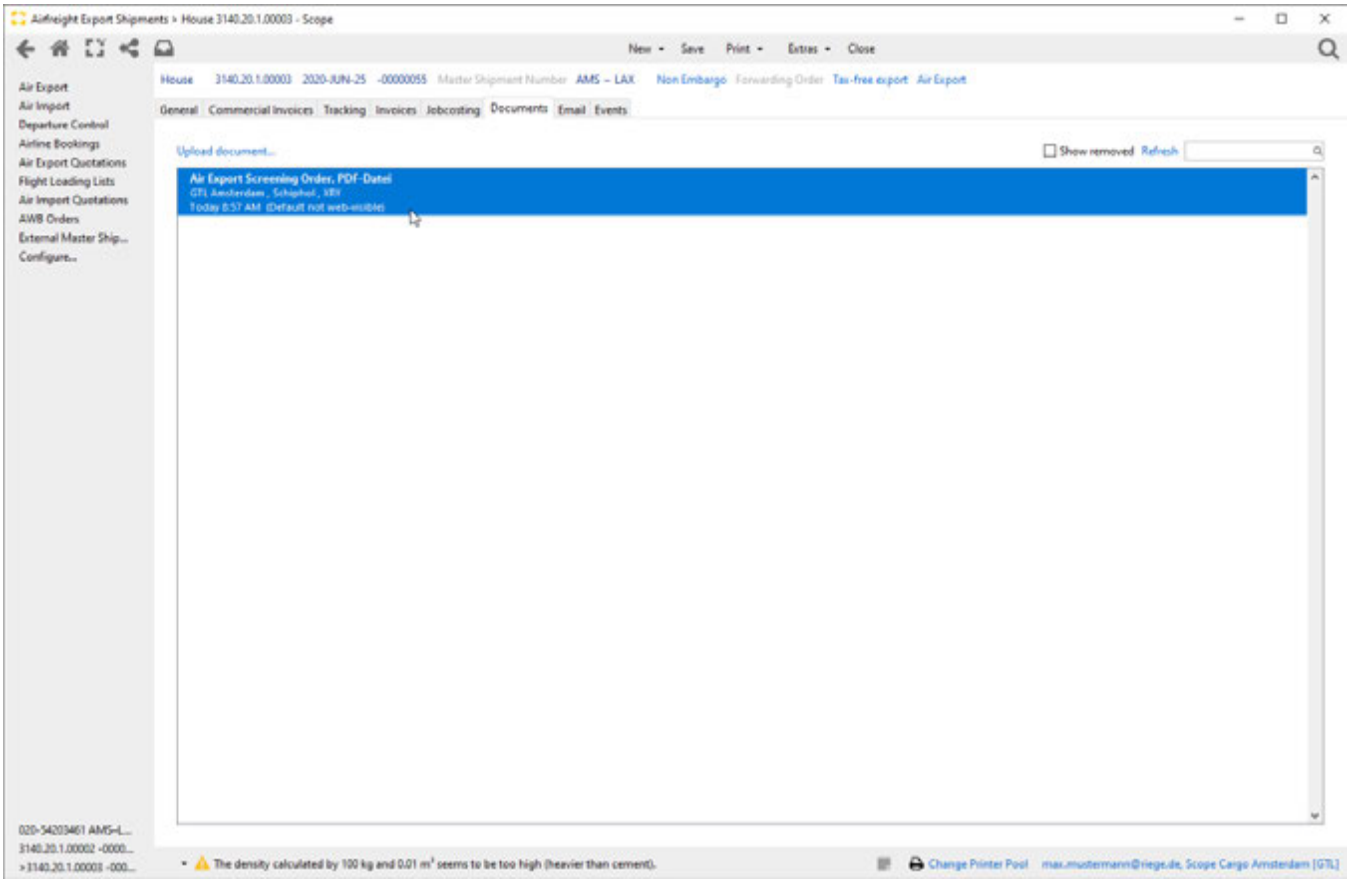


Printed PDF Screening Order House Shipments



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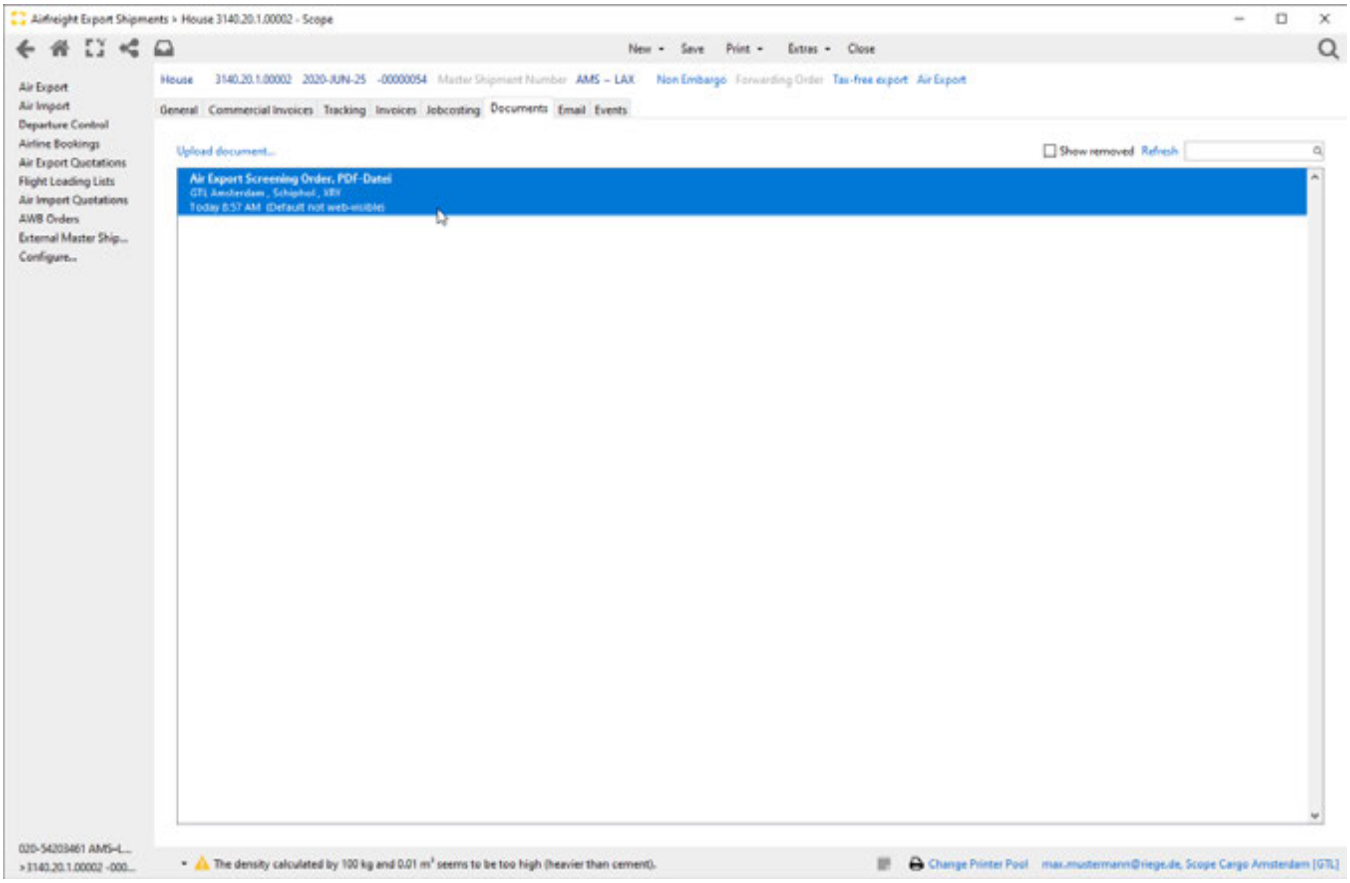

Screening order executed - house shipment

In the lower dialog window *House Security Update*, the data for an executed screening order can be recorded. The fields can be edited by ticking *Screening was performed*.

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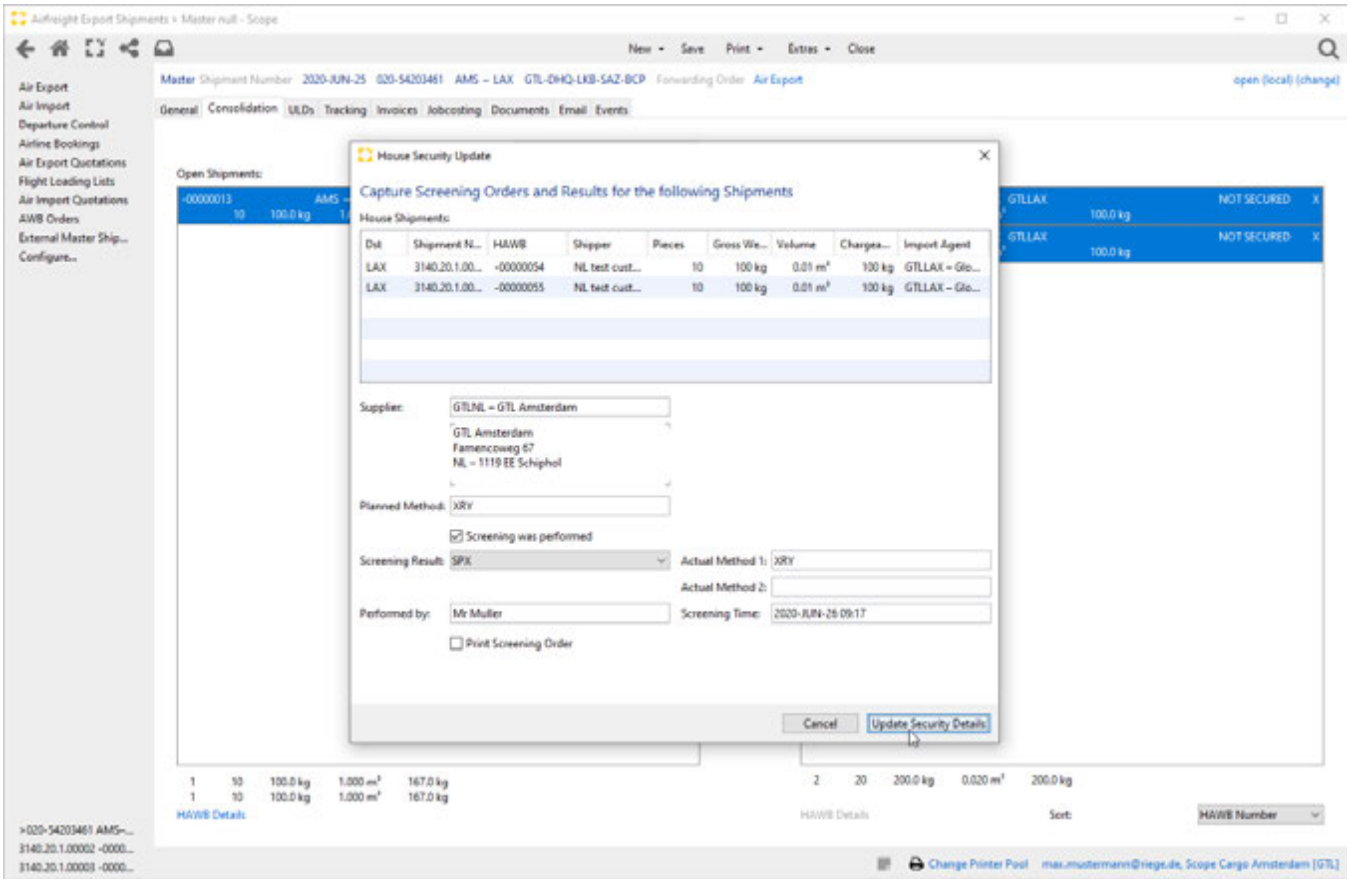
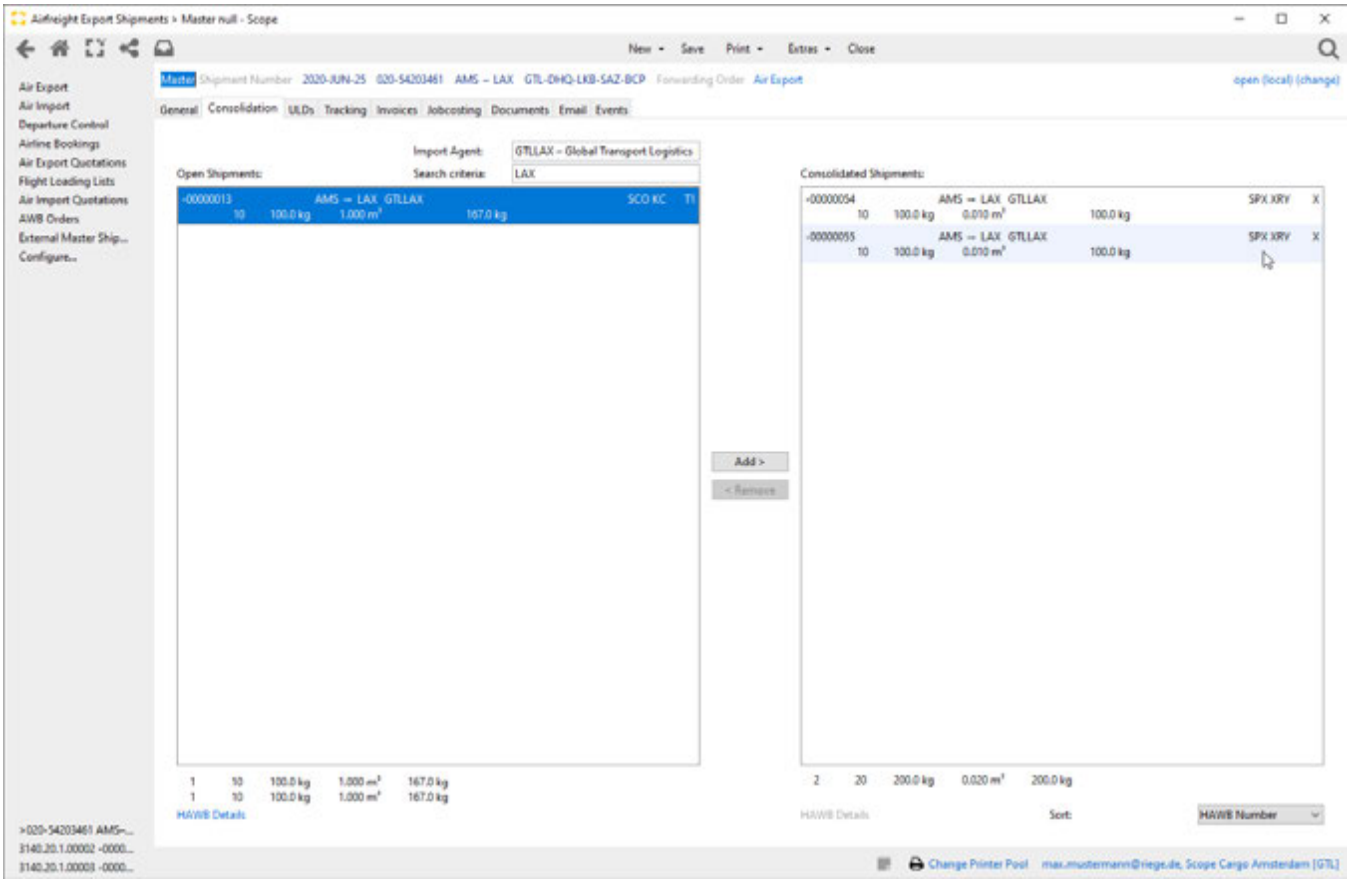


The data entry can be confirmed by using the *Update Security Details* button. At the same time, an update to the security status of the shipments from NOT SECURED is carried out here, in this example by performing the screening order XRY to the status SPX (by) XRY.



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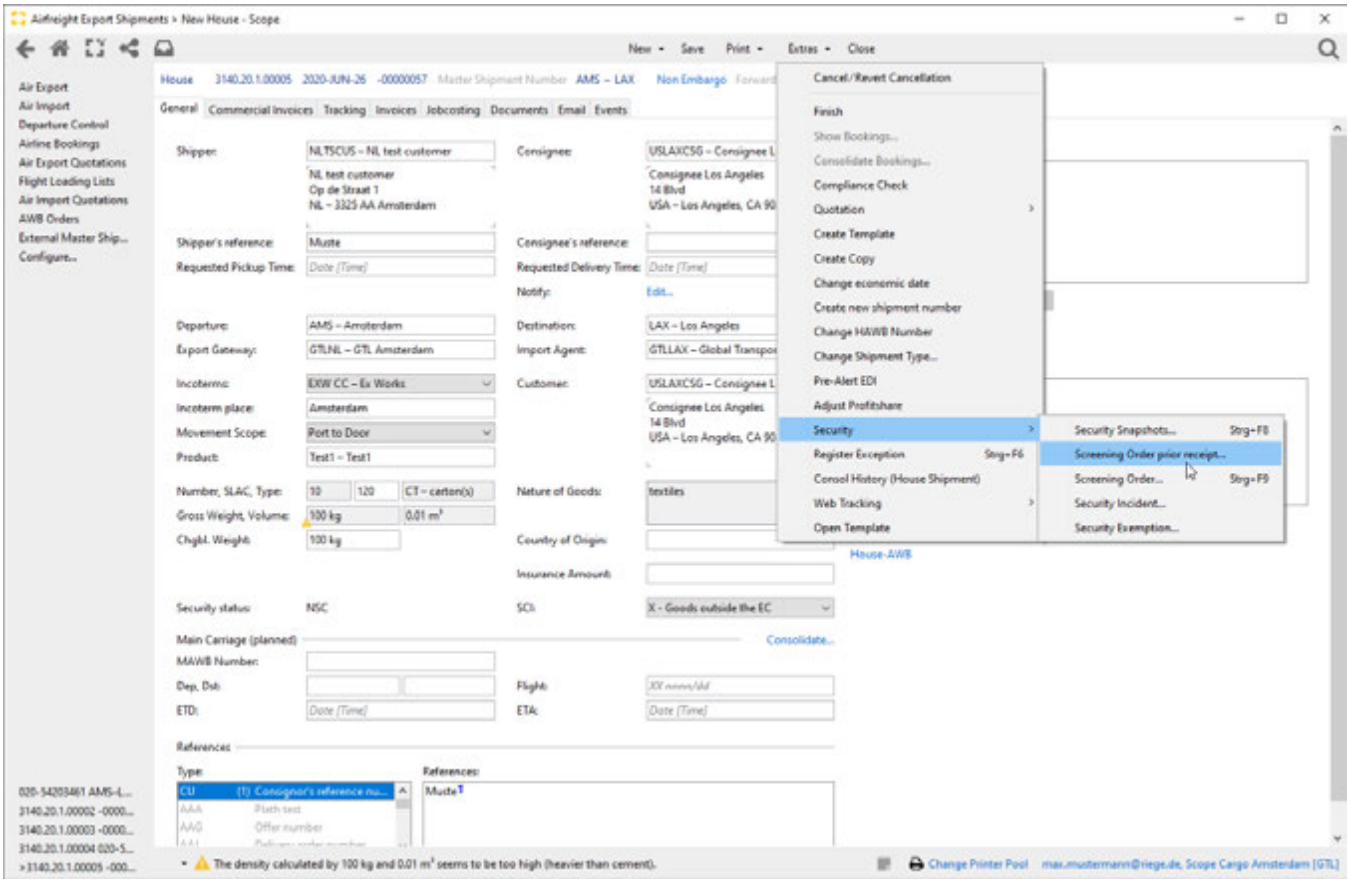
Screening Order Prior Receipt...

In addition to the methods described above, a third-party security status can be assigned for a shipment. For example, for a shipment handover or assignment by a regulated agent or if an external security order has been placed before receipt of the shipment, the program action *Extras - Security - Security Order prior receipt…* can document a security status of third parties for the shipment. In the air freight export consignment, the input dialog for the security status transfer can be called up via the program action *Extras - Security - Screening Order Prior Receipt*... .



As soon as the data has been entered, the entry can be confirmed with the *OK* button.

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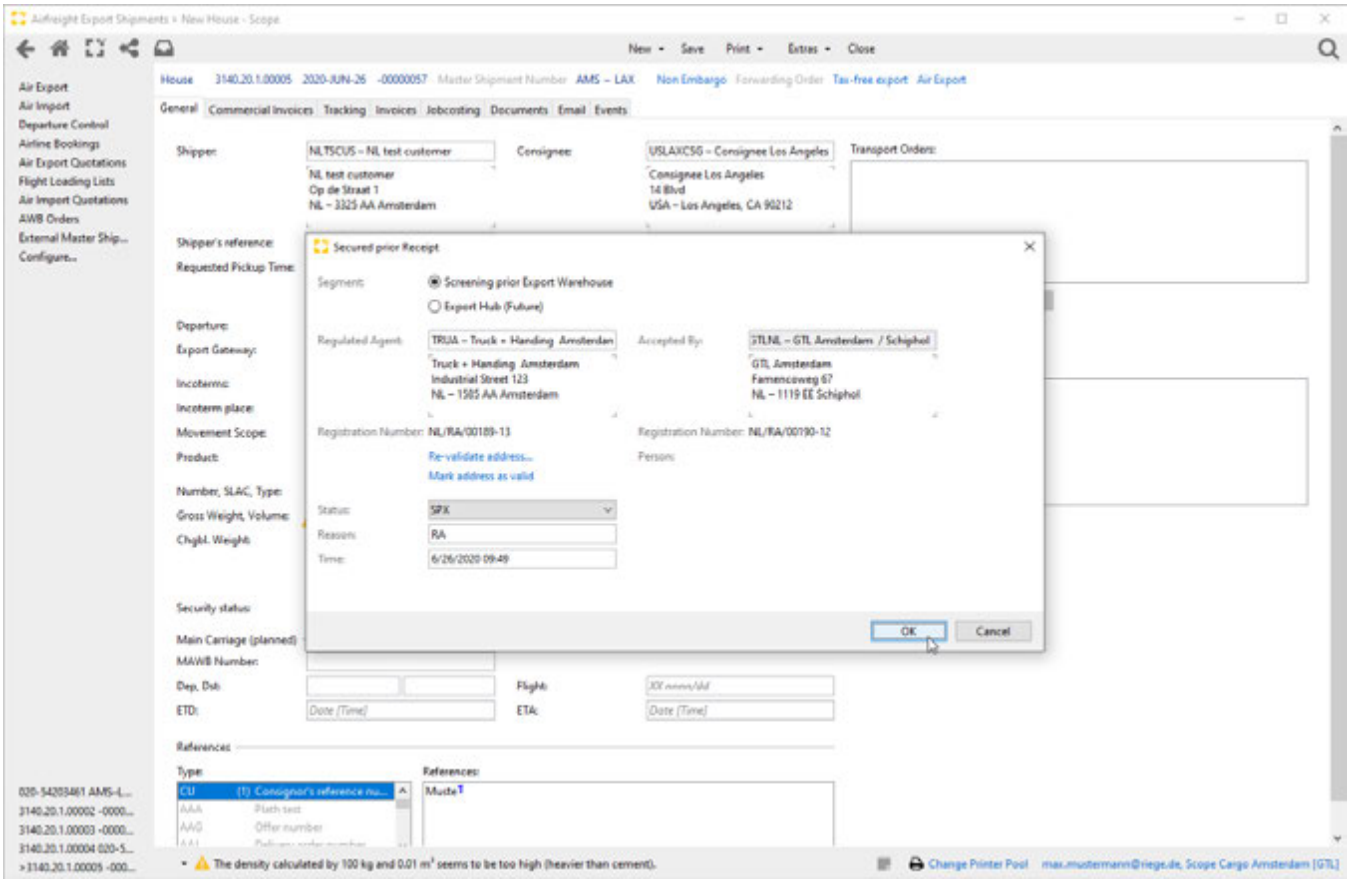
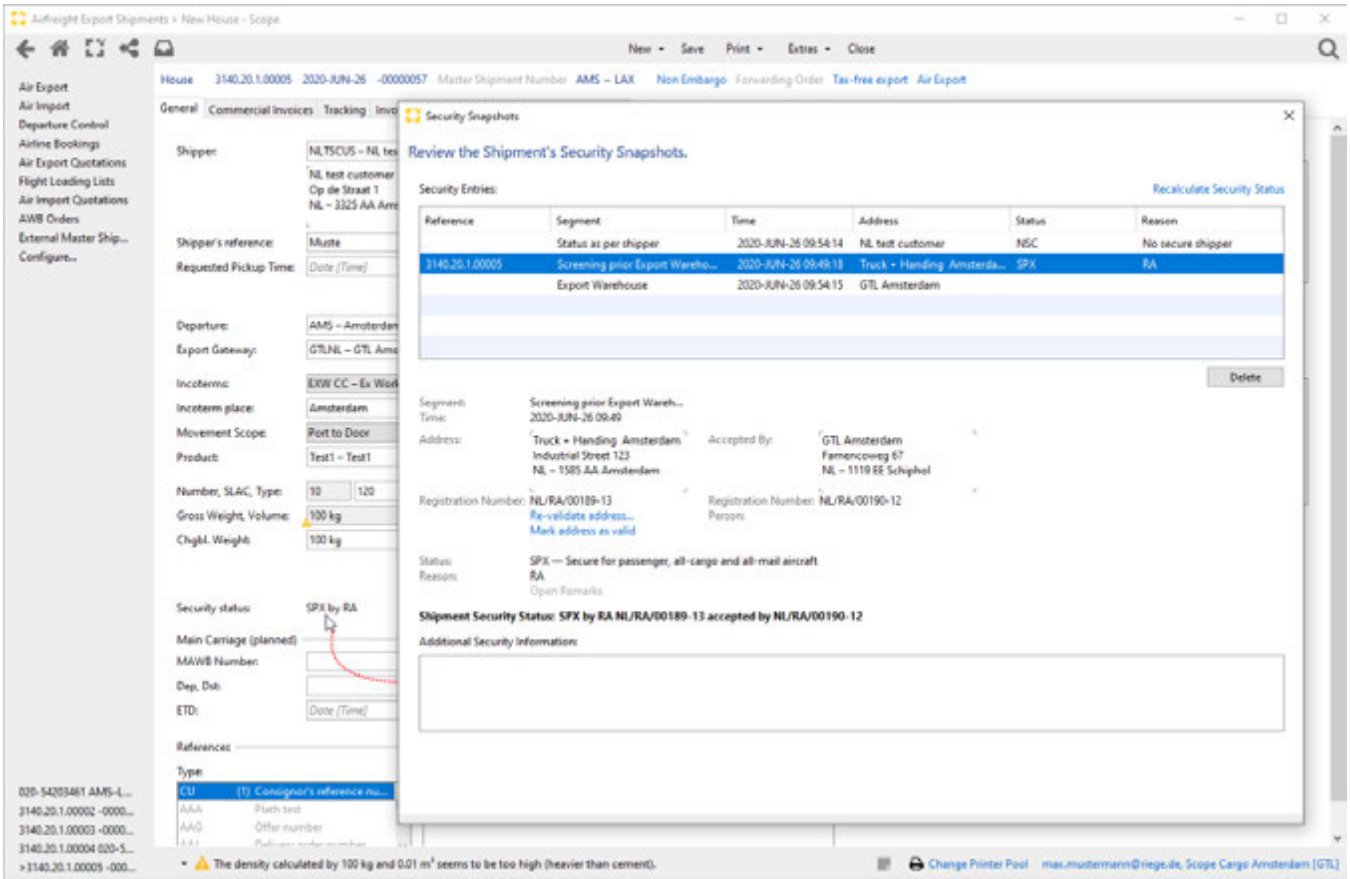


The security status of the shipment will be updated accordingly after the data entries have been confirmed.



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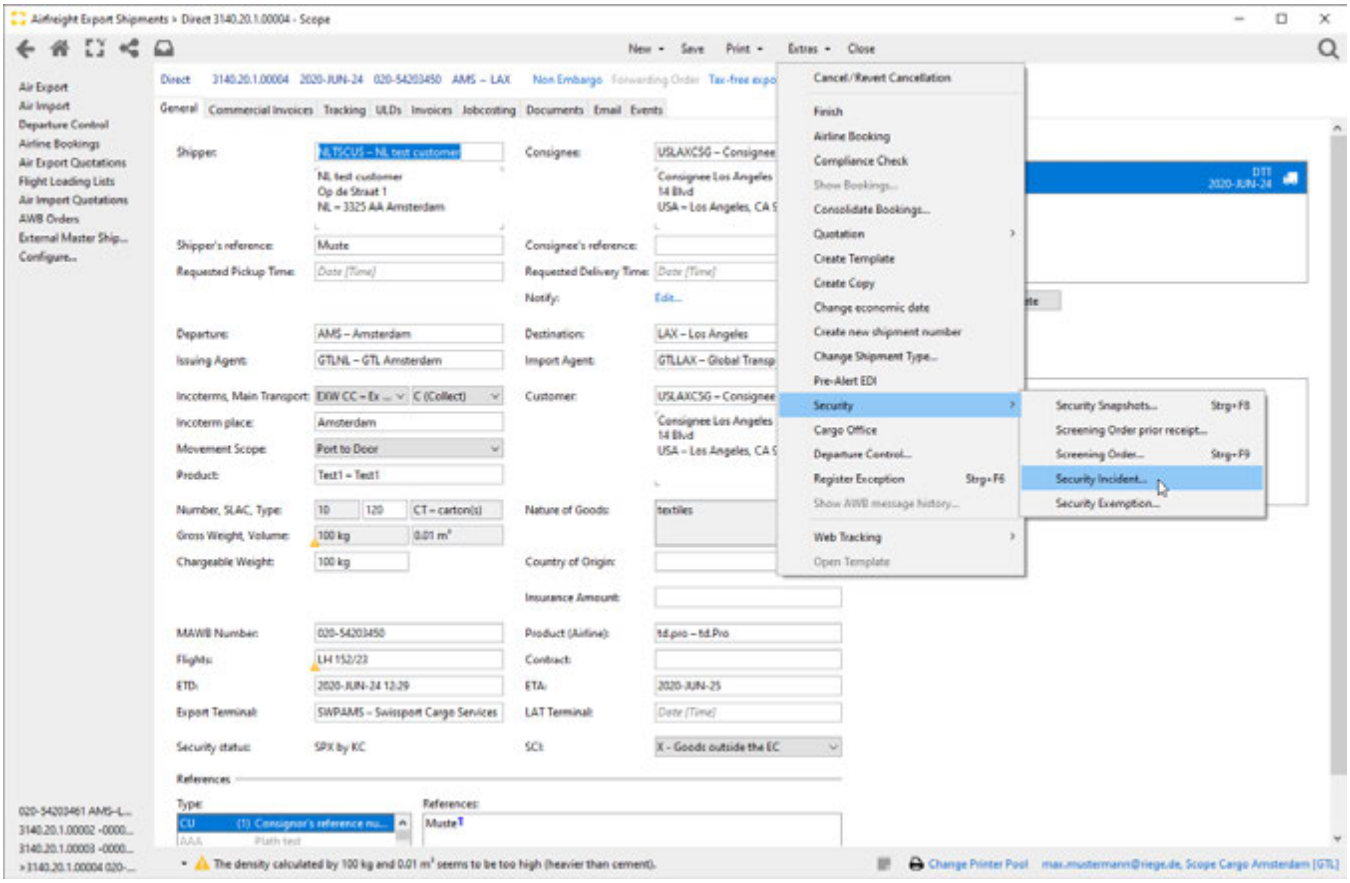
Security Incident...

If a security incident has occurred, this can be documented in the air freight export shipment using the program action *Extras - Security - Security incident...* for the air freight export shipment.



Package damaged, opened

If, for example, a package of a shipment with status SPX has been damaged or opened, the incident must be documented in this way and the **security status** of the shipment will be **changed to HR**, for example. That means freight with particularly high risk = high risk cargo.

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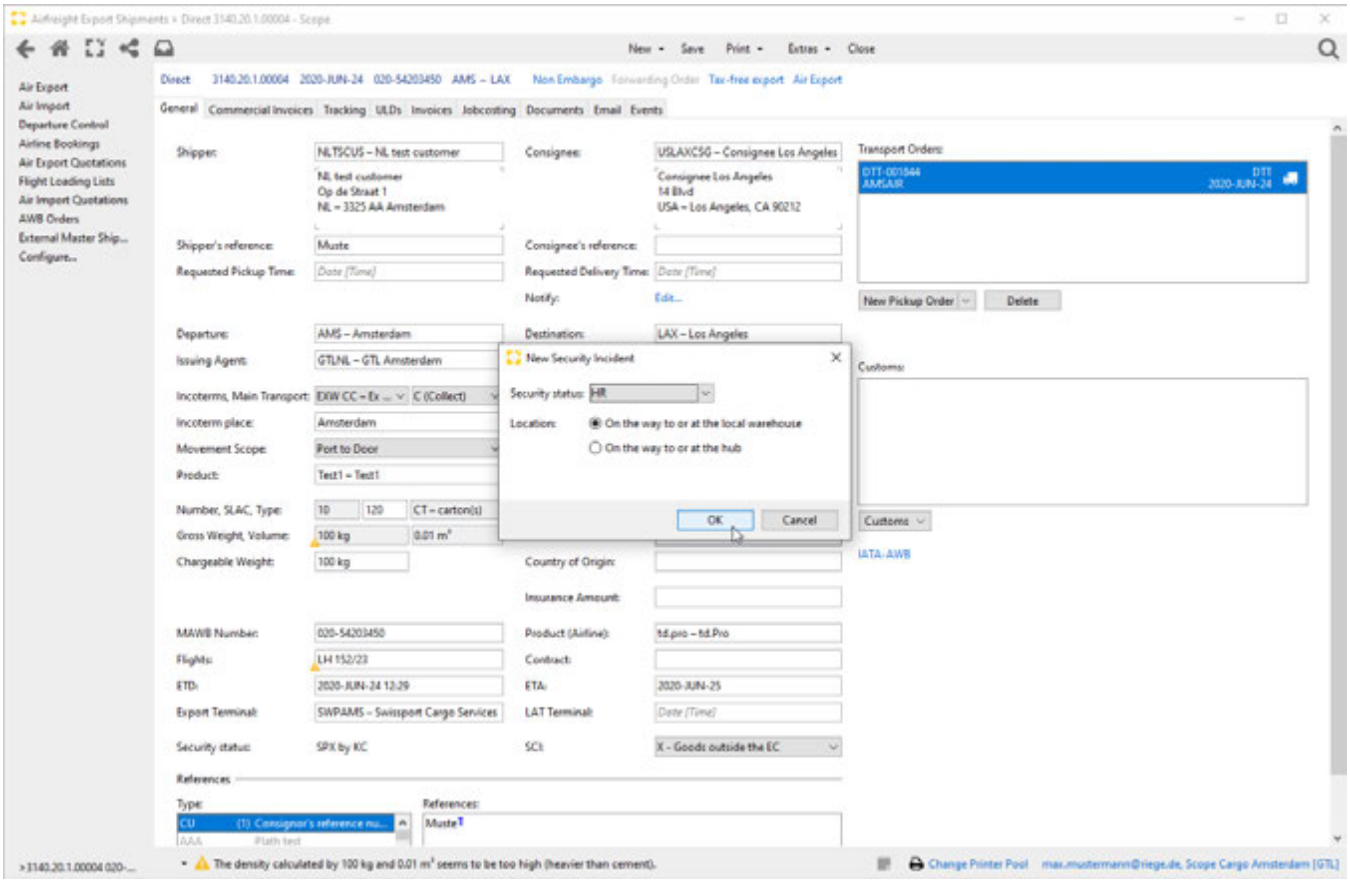
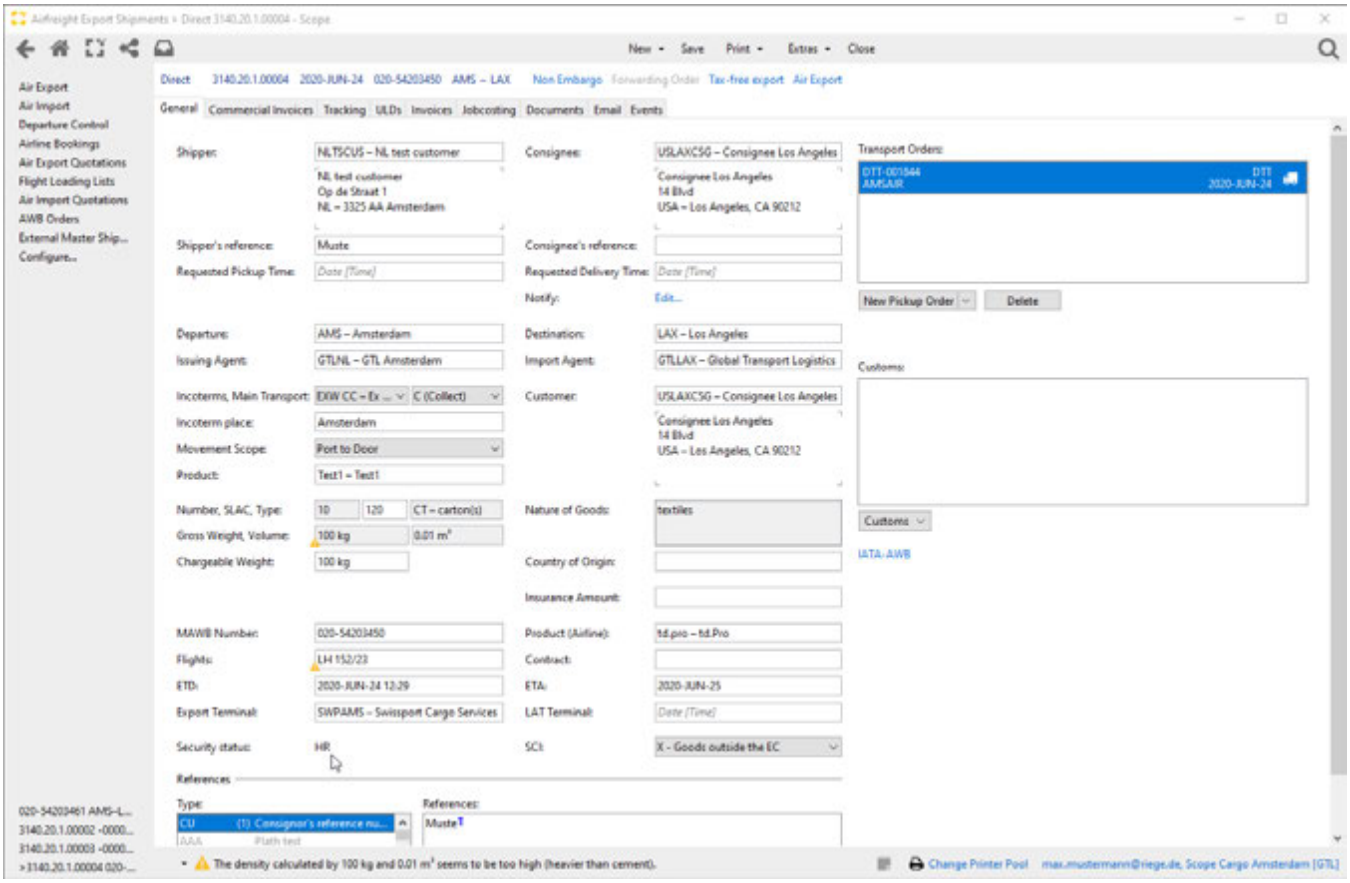


Security Status Update



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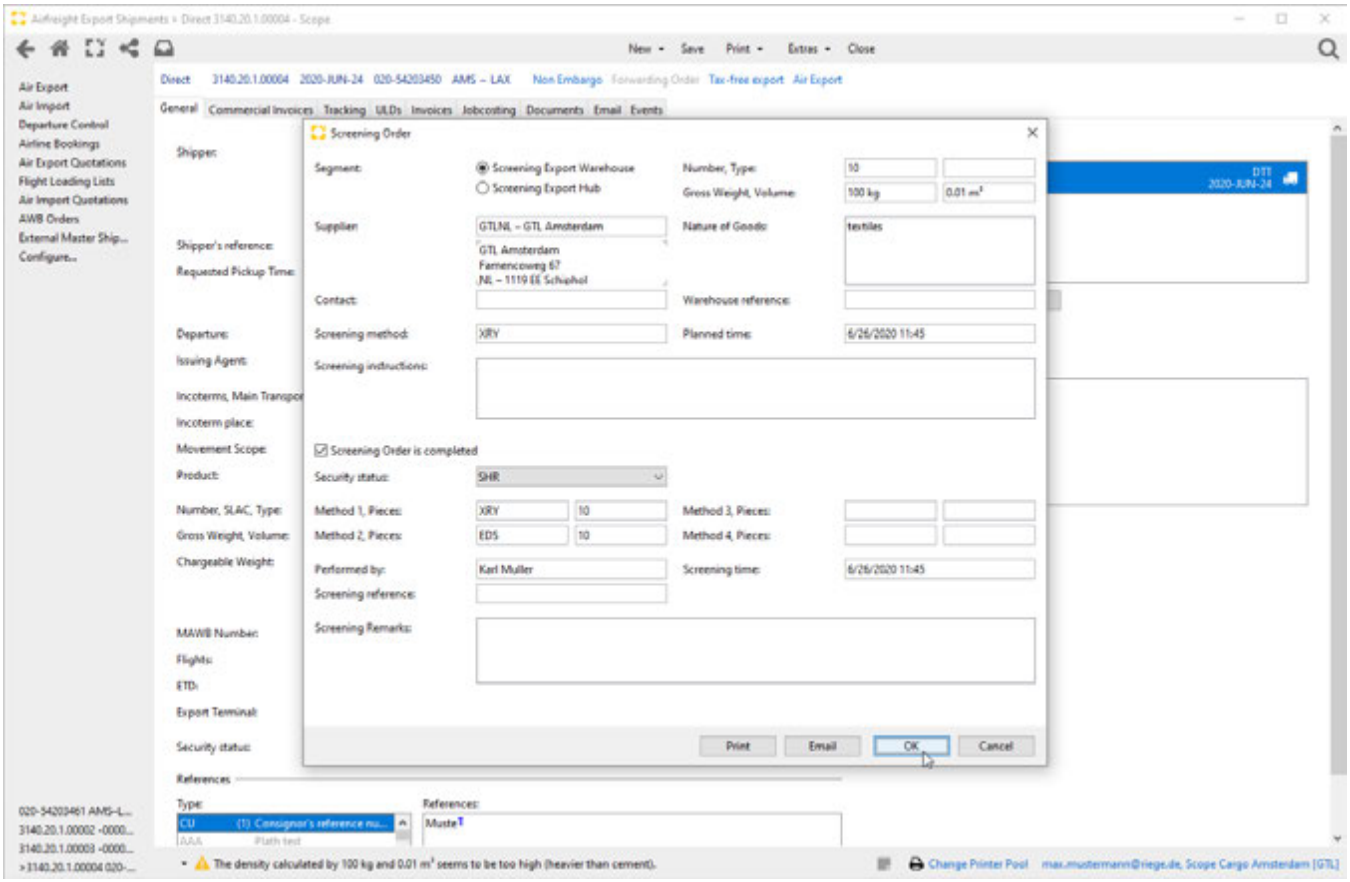
In this case, the consignment must be checked by an airfreight inspector using the appropriate inspection procedures (**screening order**). This is documented by issuing the security incident.



After the screening order is completed, the security status on SHR is updated with the security measures (procedure 1, procedure 2) in the shipment. A damaged package will also be repacked by qualified personnel.

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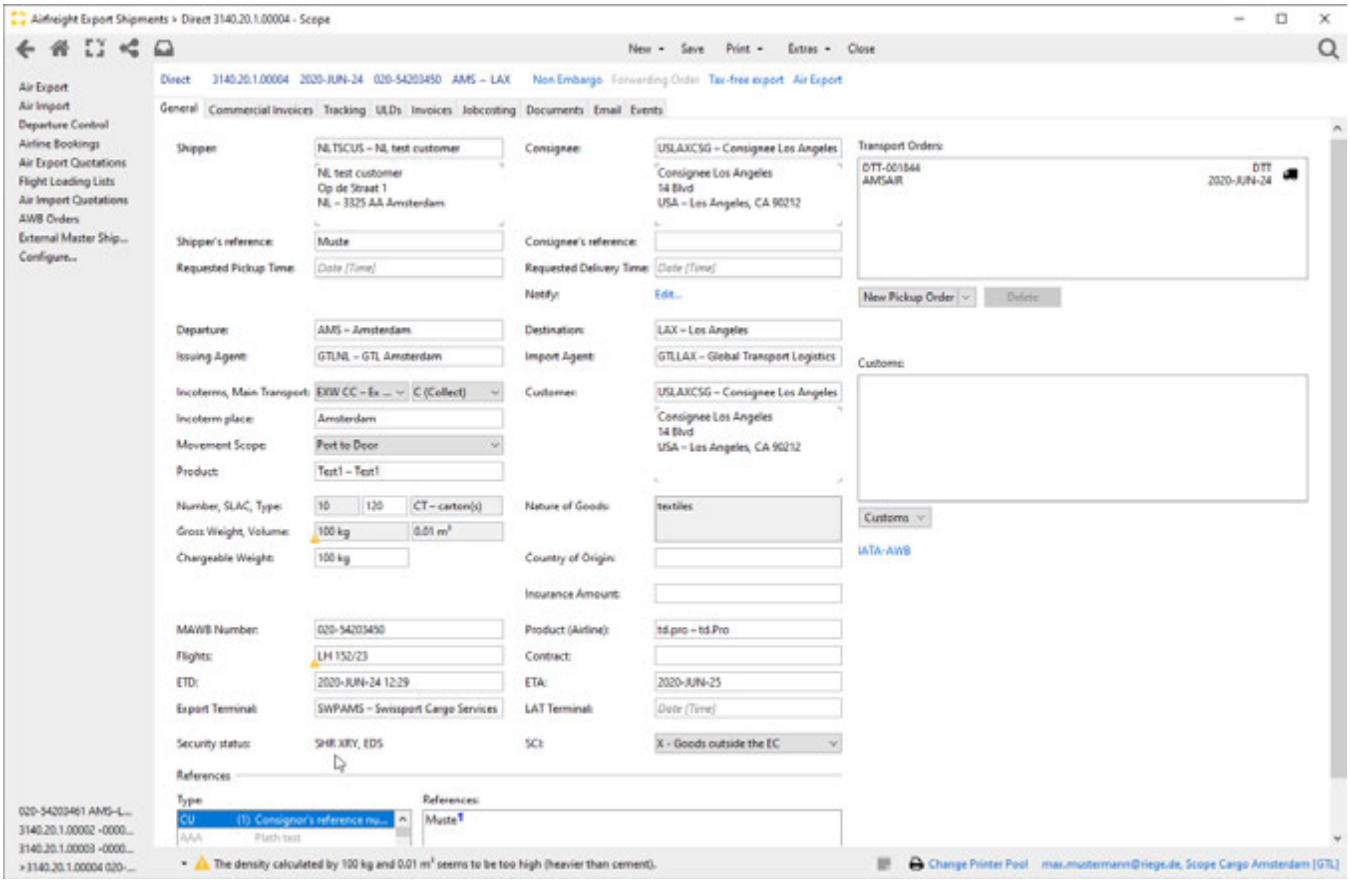
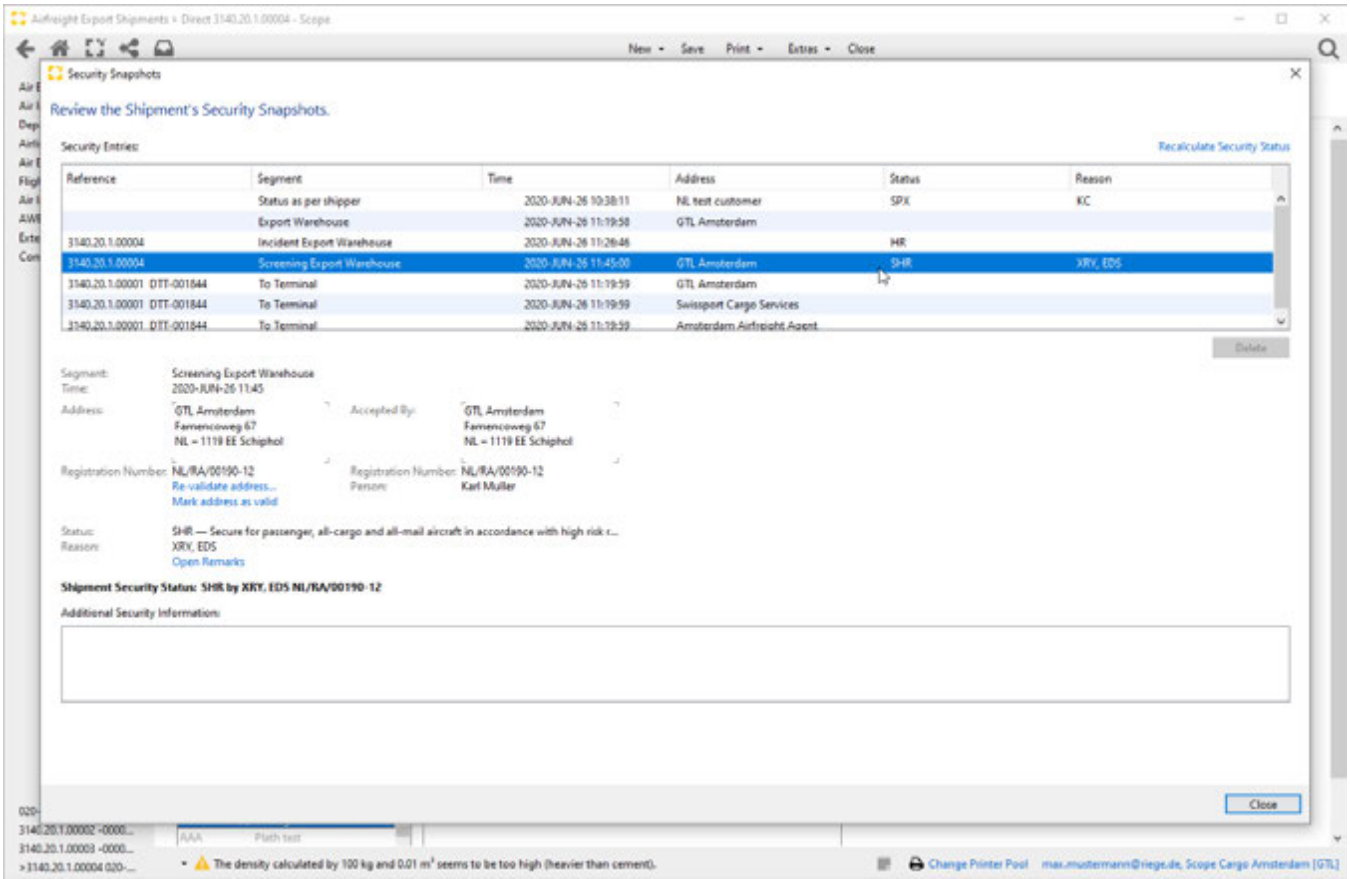


The incident will also be shown in the Security Snapshots.



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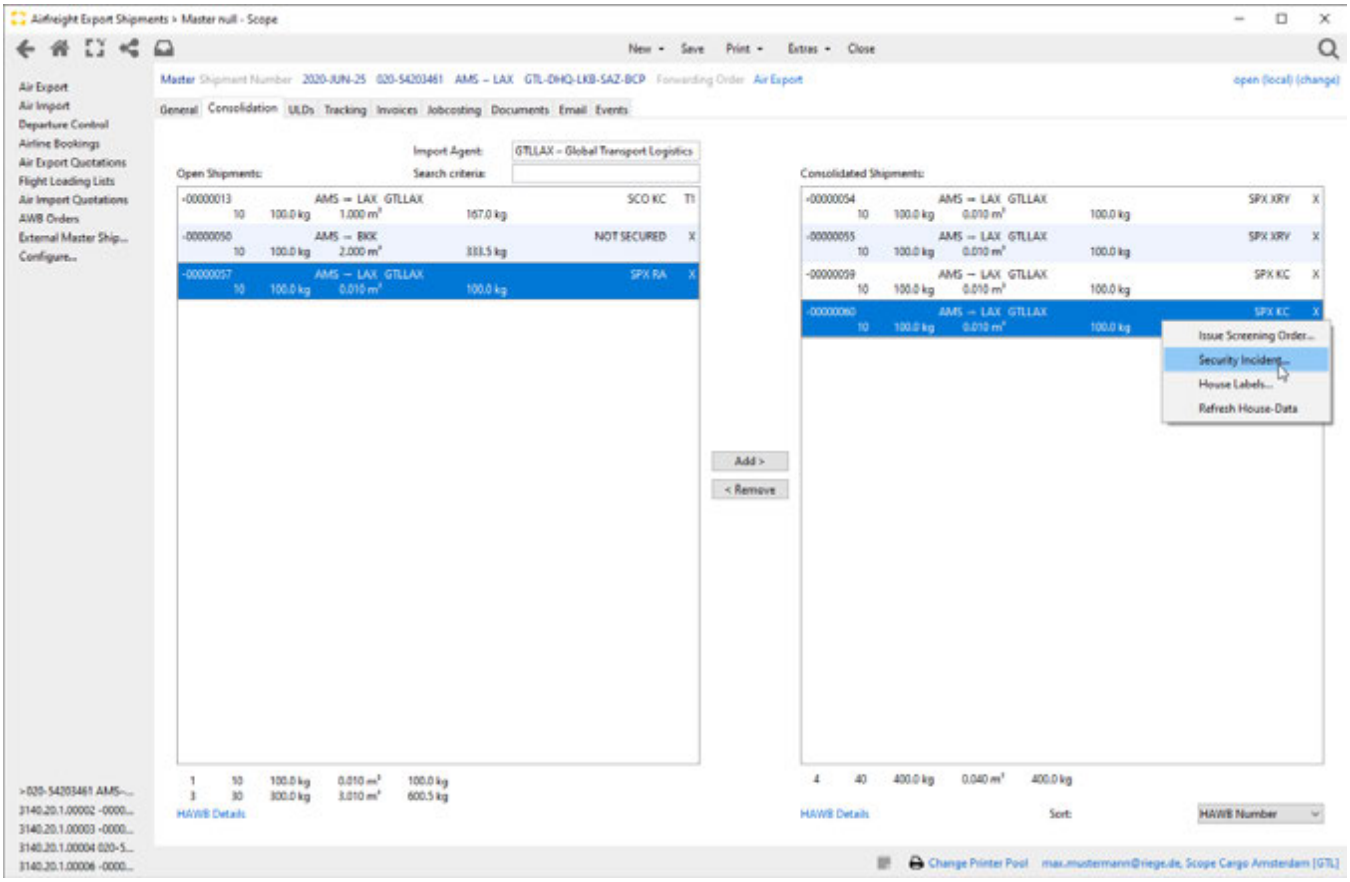
Security Incident... Consolidation

When handling an air freight consolidation shipment, it is possible to create information about a security incident directly for the assigned house shipments. The planning and the documentation for the implementation of subsequent security measures (Screening Order) can be created directly here for one or more of the assigned house shipments. The house shipments already assigned are displayed in the Consolidated shipments table in the Consolidation tab within the bulk shipment. In order to document a security incident for a house shipment, the affected shipment must be marked. By **clicking** on the **right mouse button**, the corresponding **context menu** can be opened to **record** the **security incident**.



The data entry can be confirmed using the *Update Security Incident* button.

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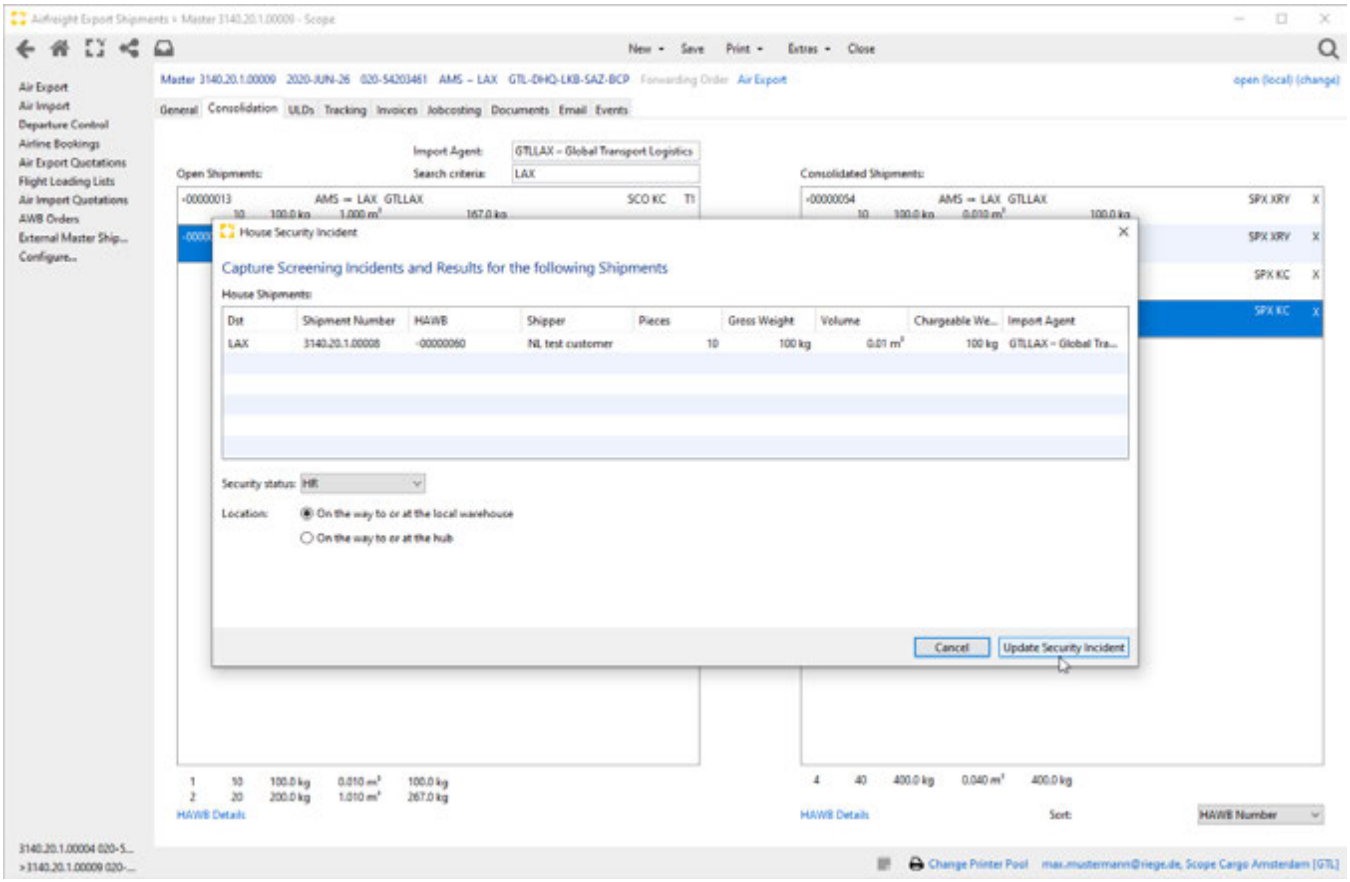
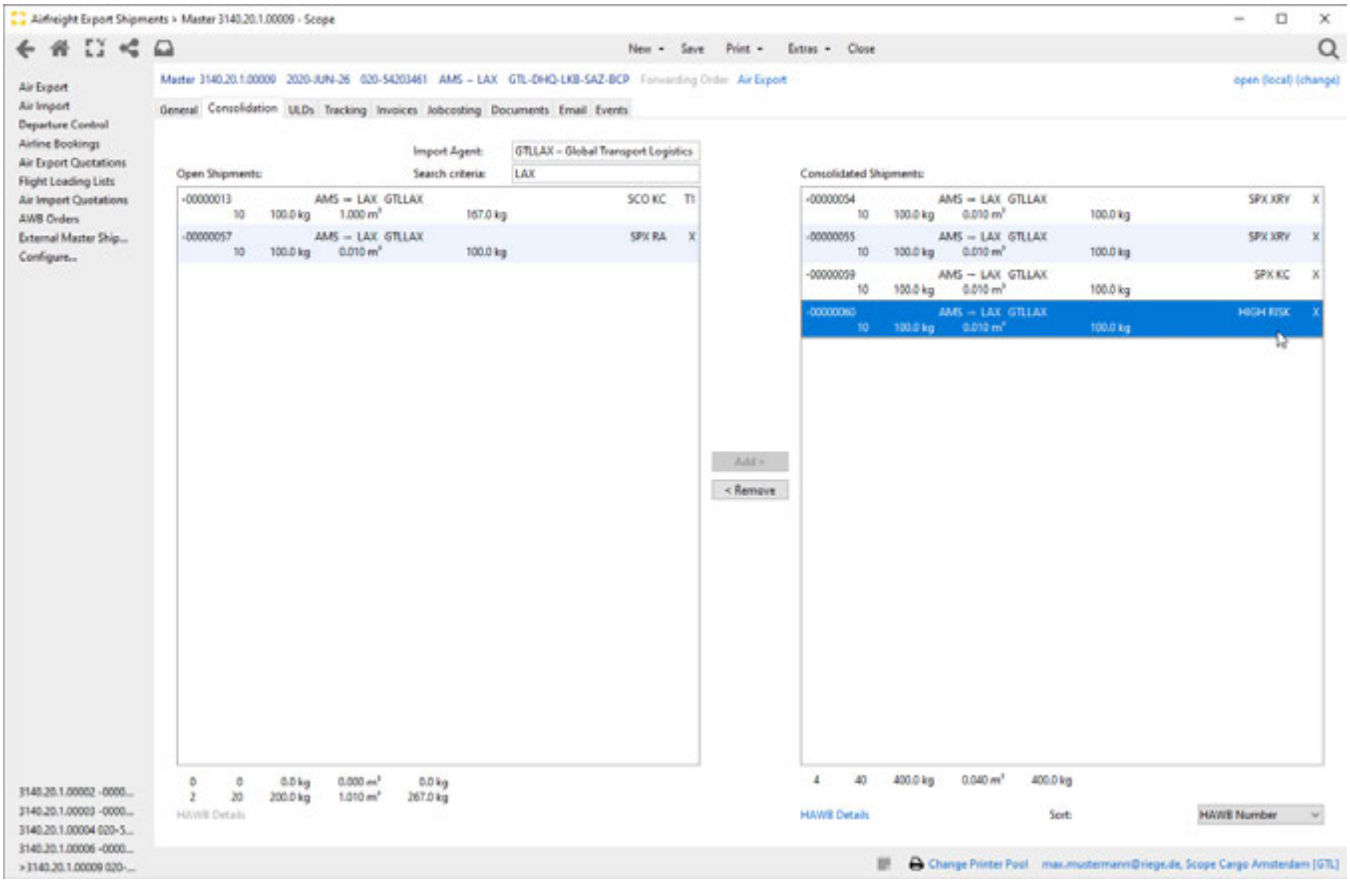


At the same time, the security status of the shipment of SPX KC in this example is updated by HIGH RSIK.



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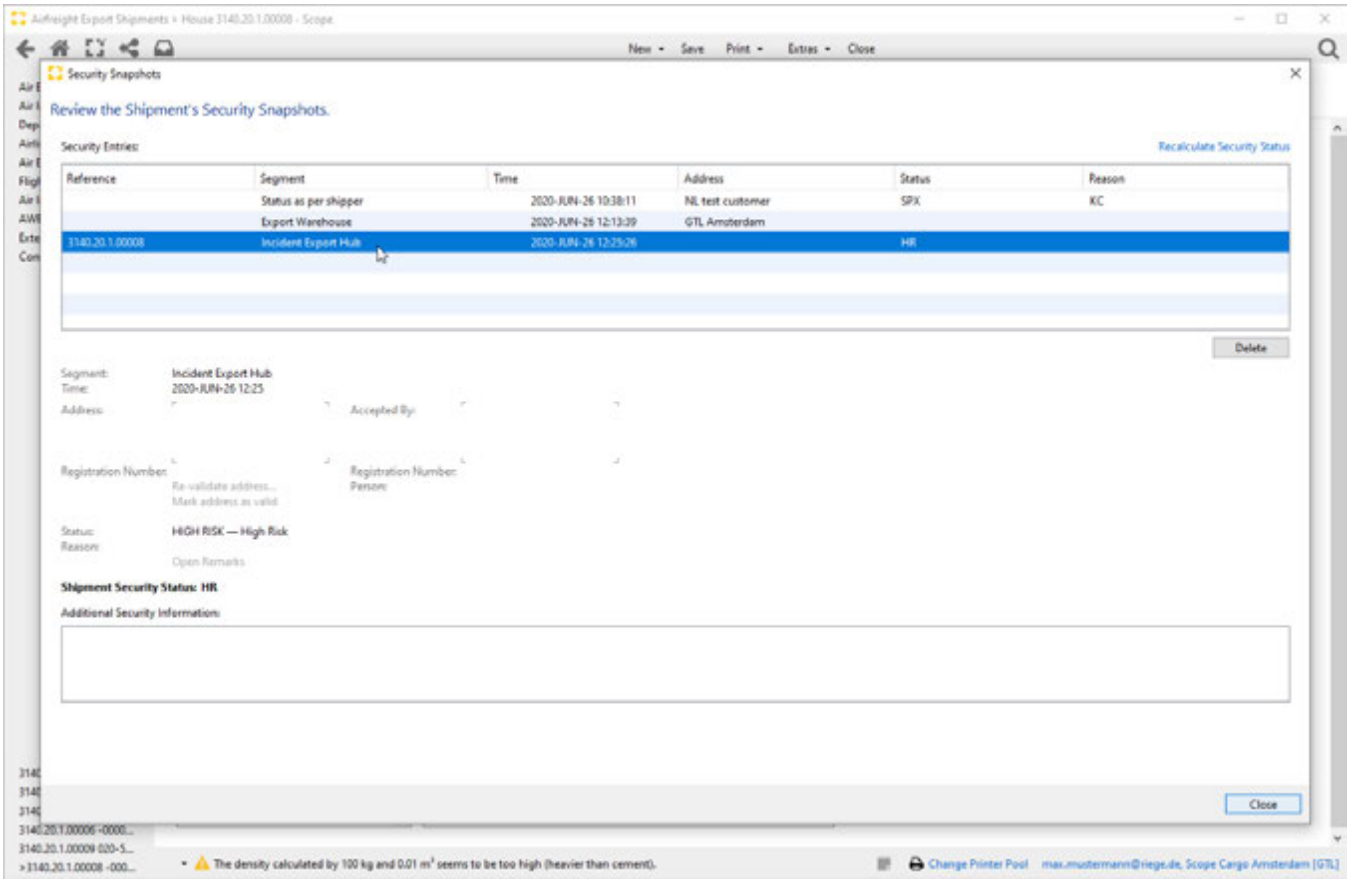
Security Status Update House

In the house shipment, the security status field is updated to HR in the shipment editor and the security incident is documented in the security snapshots of the shipment.



By using security measures (Screening Order), as already described in *Screening Order Consolidation* the security status can also be updated to SHR with details of the applied security measures (procedure 1, procedure 2) in the shipment.

Security Exemption...

If a shipment falls under an exemption regarding security control, this can be documented in the air freight export shipment via the program function *Extras - Security - Security Exemption...* .

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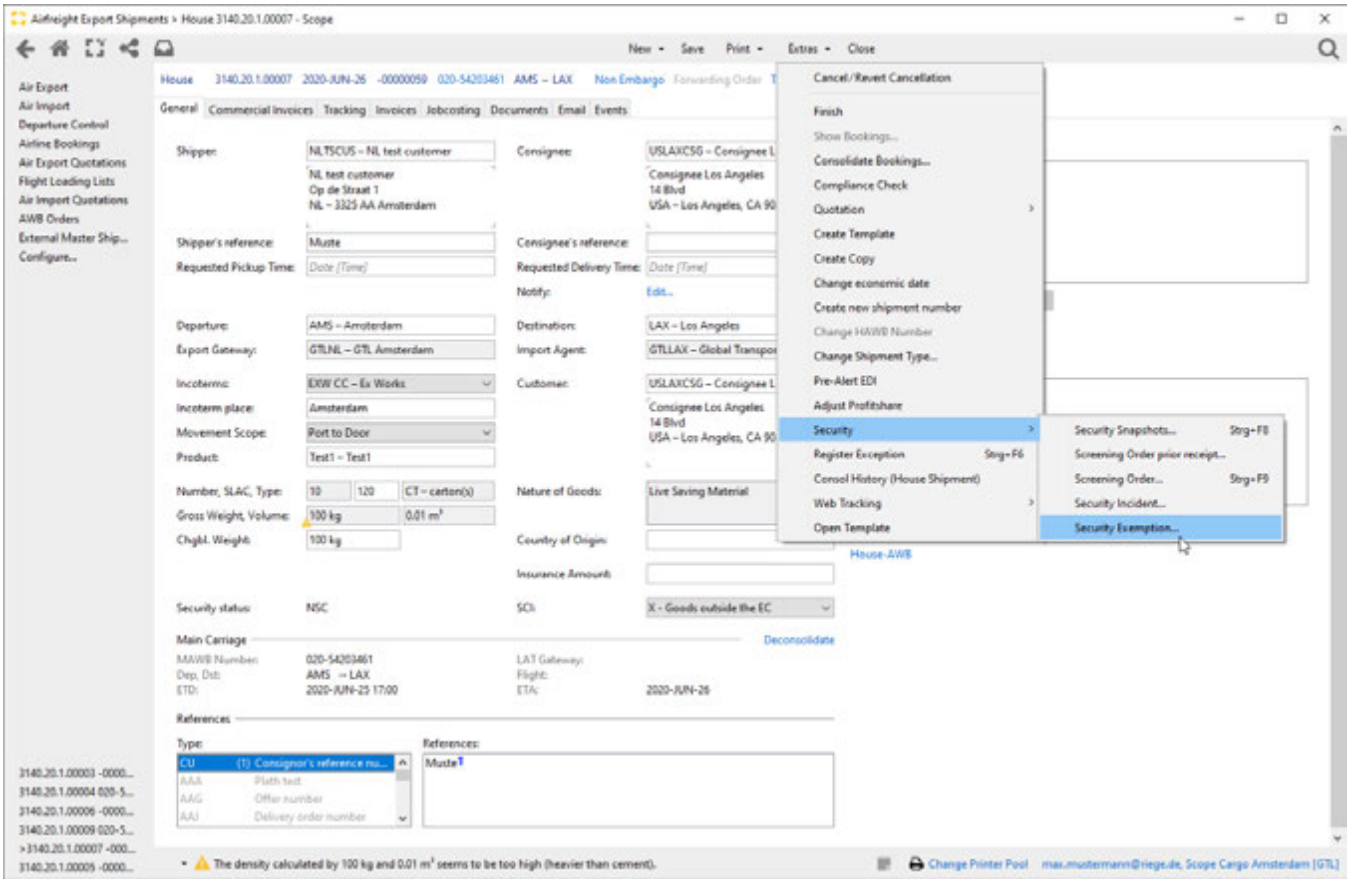
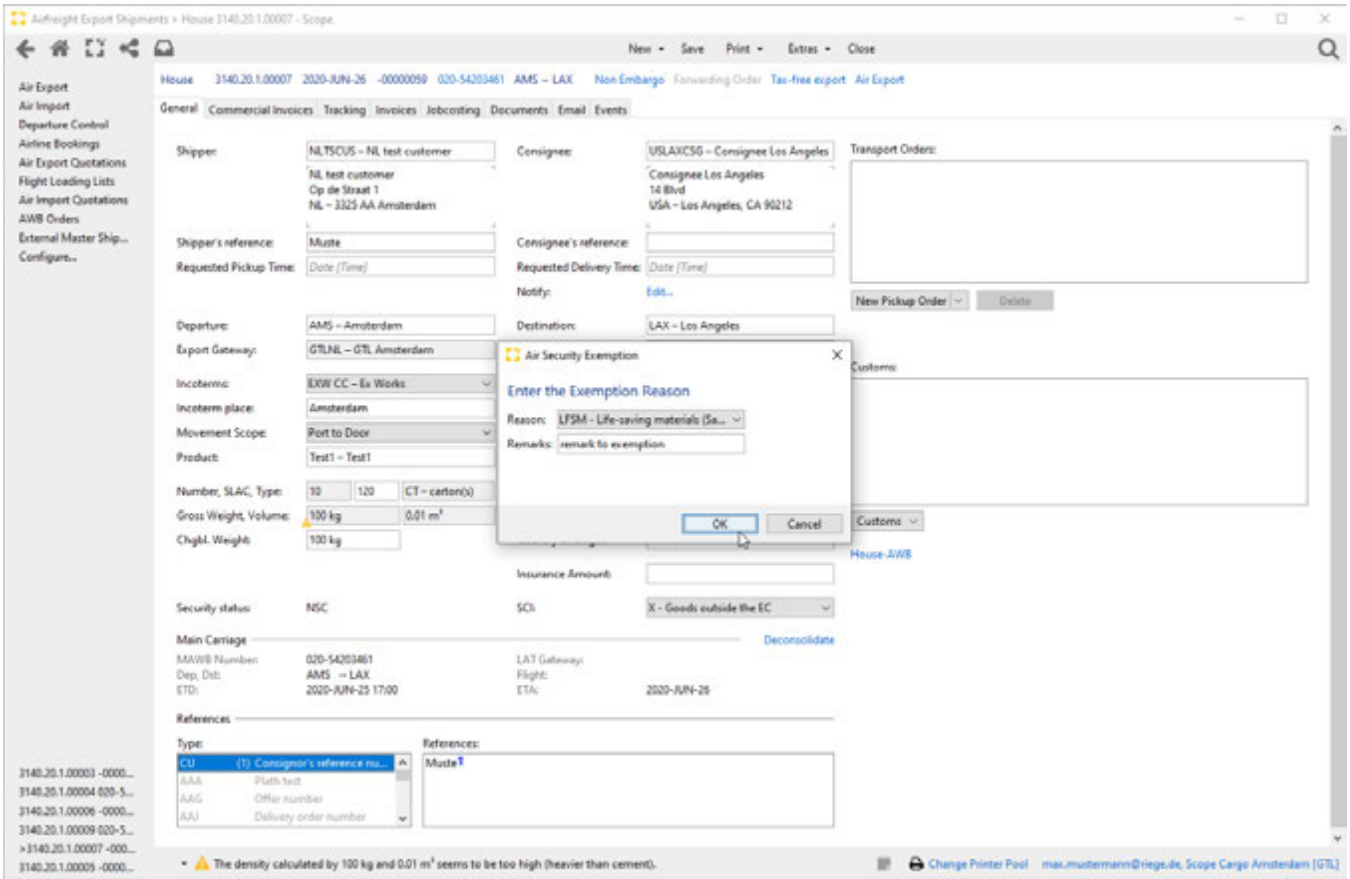


The reason for the exemption must be specified in the input dialog *Air Security Exemption* and a comment can be entered.



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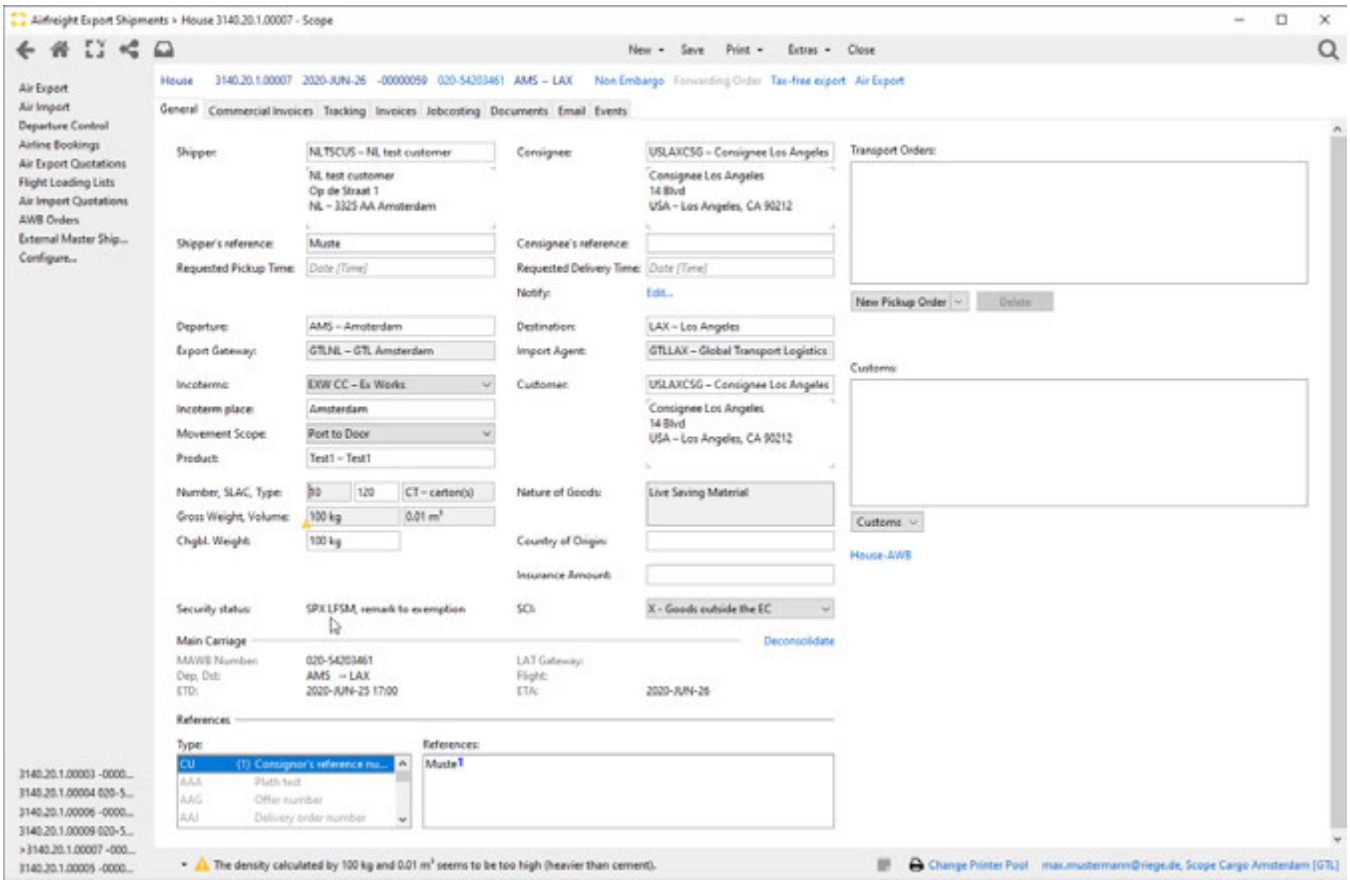
The security status for the shipment is then updated by the data regarding the exemption reason, displayed in the field *Security status*.



AWB - security information in handling information

The information on the security status of a shipment is printed in the Handling Information field in the AWB. The requirements for this can vary depending on the country and even the airport. The following example shown (SPX by EDS) follows the Dutch logic for Dutch customers.

SPX by EDS

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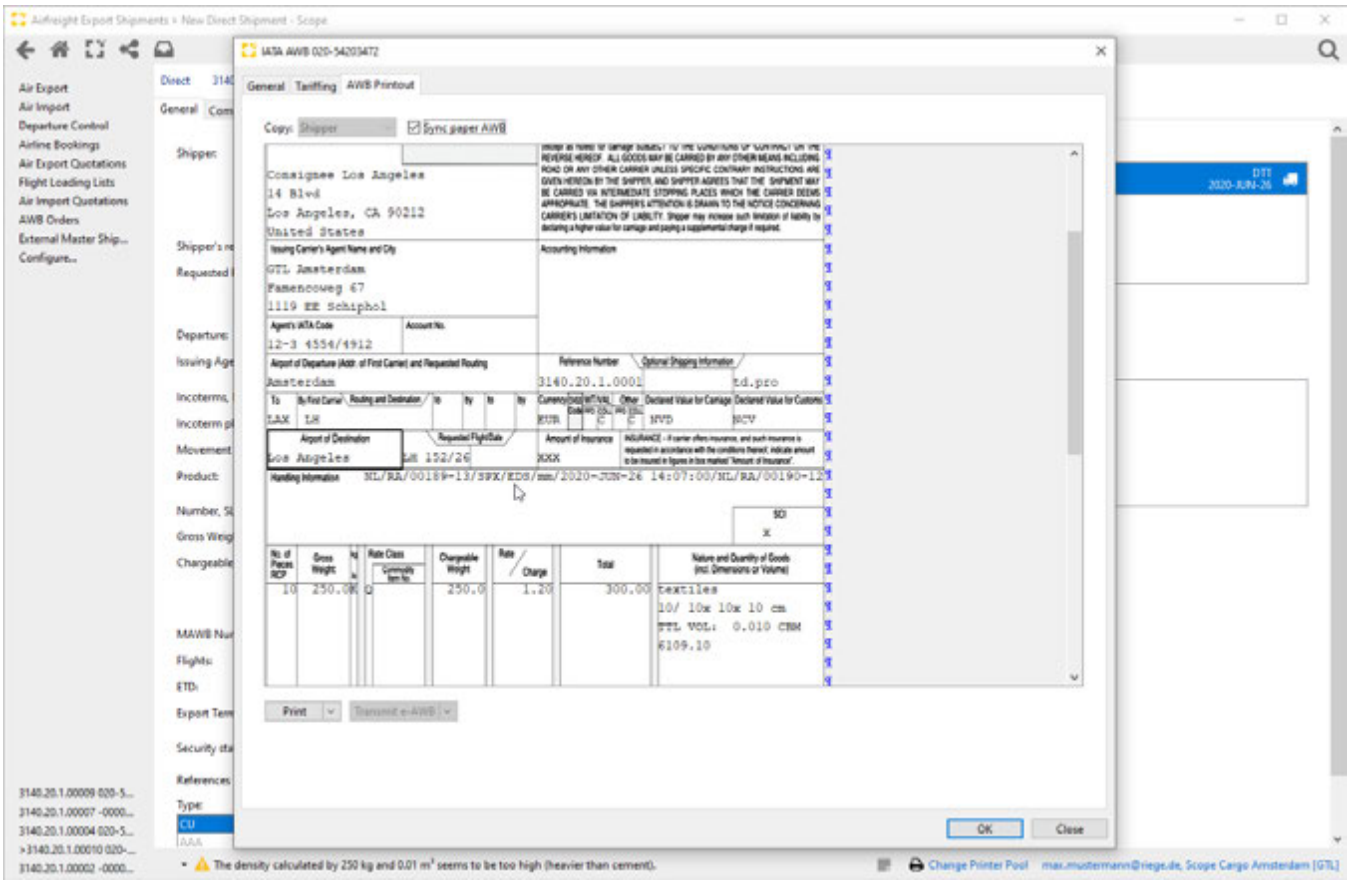

Sample	NL-RA-003S5-00-0117/SPX/BY EDS BY XX/10.03.2013 10:03
Section	**Explanation**
NL-RA-003S5-00-0117	The Registered agent number of the Branch / Issuing agent of the AWB
SPX	The assigned security status
EDS	The description of the security reason code
XX	The Initials of the user declaring the shipment secure • The user ordering the security measure • The user validating the KC details of the shipper
10.03.2013 10:03	Date time the shipment was declared secure • Date / time as entered as planned time in the security measure • Date / time the KC details were last validated.

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Airline booking

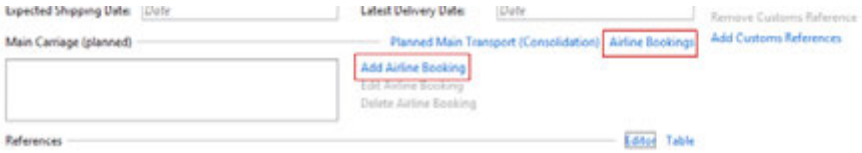
Introduction

In this function it is possible to generate an airline booking, either as EDI - FFR message or PDF attachment form.

Description

The function airline booking can be started as either:

- A function option in the command bar under extras, in case of directs or back-to-back entry
- A tab in the Consol Flight Schedule template
- A action line in the booking or master entry.



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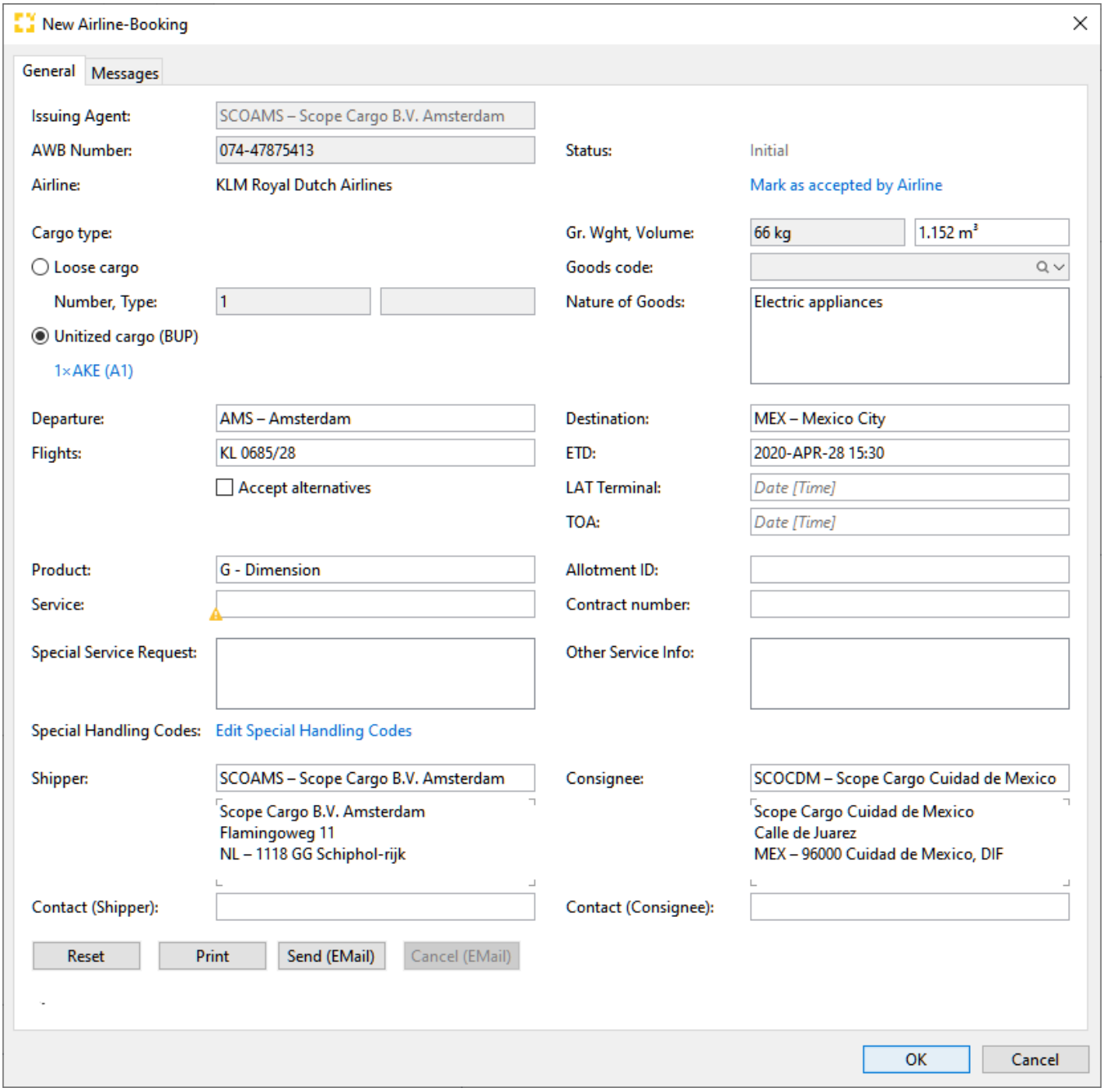
General tab - Airline booking

- Introduction
- Descripton

Introduction

The airline booking can be filled out and, depending on the set up, send as EDI, Email or printed as PDF, depending on the setup in the partner Role

Descripton



Issuing Agent

The Issuing Agent of the shipment is defaulted

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(M)AWB Number

The AWB number under which the booking is to be registered at the airline.

- The field is not available in the consol flight schedule as the number we will only be generated at the op MAWB create action
- The field will be populated and disabled when created from a shipment entry via the command bar
- The field will be empty and allow AWB generation from stock in the booking entry

Status

Under status the actual status of the airline booking is registered

Status	Description
Initial	Booking is being created and has not yet been send.
Sent	Booking has been send to the Airline.
Received	Booking has been received by the airline
Rejected	Booking has been rejected by the airline
Pending	Booking has been put on hold by the airline
Accepted	Booking has been accepted by the airline
Accepted with corrections	Booking has been accepted by the airline with corrections, i.e. flight has been set to an alternative
Cancelation sent	Cancelation request has been sent to the airline
Cancelation received	Cancelation request has been received by the airline
Cancelation accepted	Cancelation request has been accepted by the airline
Cancelation refused	Cancelation request has been refused by the airline

Cargo type

Loose cargo: Number of packages and packaging type, gross weight, volume, defaulted from the shipment
or
Unitized cargo (BUP): Type and number, weight; defaulted from the ULD tab on the shipment

Departure

Airport of departure of the shipment

Nature of goods

The description of goods, defaulted from the shipment

Goods Code (LH only)

For Lufthansa airline bookings a additional field for a nature of goods code is available to be populated and set to mandatory

Time Frame Booking (LH Only)

For Lufthansa airline bookings it is also possible to do a time frame booking, meaning that a booking is send with out a specific flight but within a certain time range

LAT (Latest Acceptance Time) only available for Time frame booking

requested last possible time at which the cargo may be delivered to the airline terminal

TOA (Time Of Arrival) only available for Time frame booking

requested time of arrival deadline at which the shipment should arrive at the airport of destination.

Flights

The desired flight(s) on which the AWB is to be booked,

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- The fight details are retrieved from the consol flight template set up.
- The fight details are defaulted from the shipment but can be update in in the booking entry, connecting flights(F2) and if active, OAG Flight schedule (F3) are available.
- The fight details can be put in here, manually or connecting flights(F2) and if active, OAG Flight schedule (F3) are also available.

Accept alternatives

Indicates that when the airline is not able to honor the booking on the requested flight, it is allowed for the airline to select and alternative flight.

Destination

Airport of destination of the shipment

Gross weight / volume

Gross weight and volume of the shipment, booking or consol flight schedule template

Allotment ID

Allotment ID agreed with the airline, under which the boooking is made, Either a allotment ID or Contract number is to be used, validition will be done that not both are populated.

Contract number

Contract agreed with the airline, under which the boooking is made, Either a allotment ID or Contract number is to be used, validition will be done that not both are populated.

Product codes

The required Product code, for the required service is to be entered here, a Codelist is available and mantained by RSI Support.
Missing products for a specific airline should be reported, the product codes available for the FFR are not linked to the Product codes on the Partner role Airline

ETD

the estimate time of departure, might be defaulted from selected / entered flight schedule.

Special service request

Special service request information can be added to the booking request

Other service information

Other relevant Service information can be added to the booking request

Special handling

Under the special handling action links, special handling codes can be entered, some airlines require SHC to be entered in combination with selected product codes.

Update from Shipment

All available details are retrieved again from the shipment.

Print

A print of an airline booking pdf can be generated and will be listed on the document tab of the relevant shipment / master / booking for emailing purposes.

Send (FFR)

Avialable depending on the set-up of the airline, when used a EDI-FFR message will be send to the airline according to the predefined route.

Send (EMAIL)

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Avialable depending on the set-up of the airline, when used an email with the airline booking PDF will be send to the predefined airline email address. (in case of Consol flight scheduling it will be send direct upon creation of MAWB entries.

Cancel Airline booking

If a airline booking already has been accepted or received by the airline, a cancelation message to cancel the booking can be send.

Message Tab

On the message tab all message / prints will be tracked and displayed on this tab, together with the date / time the action took place.

Open record file

This will open and display the selected message (EDI - FFR)

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Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

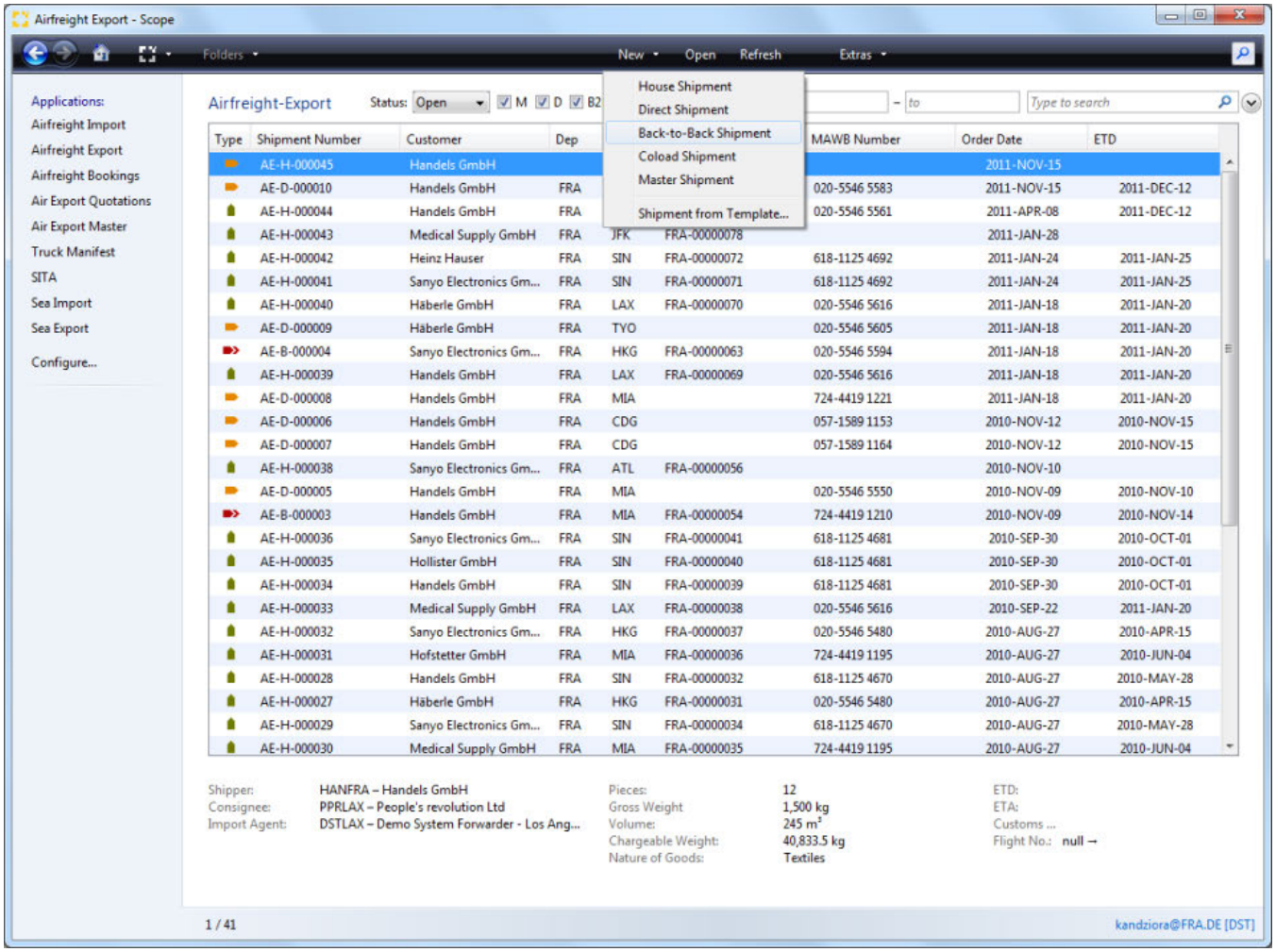
Introduction

In addition to Master, Direct, Coload and House shipments, Back-to-Back shipments may also be created within the Air Freight Export application.

A Back-to-Back shipment is actually a master single shipment, comprising a single house shipment on a single master shipment. This type of consignment is created mainly for reasons of cost. The goods could also be sent as a Direct but this would result in higher freight charges since the freight would be charged according to the official IATA rates and these are generally significantly higher than the sales rates available directly from the carrier. A Back-to-Back shipment could, in principle be created using the air import master program. However, to simplify the process the option to make a Back-to-Back shipment directly is available and this should speed the entry of the House and Master shipment data since these are very similar.

Within the Air Freight Export application, all operations related to shipment creation are carried out, this includes data collection, billing, printing of documents and cost control.

Description



With **New > Back-to-Back Shipment** a new Back-to-Back Shipment can be created.

With **Open** an existing shipment in the shipment summary can be opened. Alternatively *double click* the highlighted shipment in the shipment summary to open it.

The functions of each of the tabs within a shipment are described here:

- Documents - Back-to-Back Shipment - Airfreight Export
- E-Mail - Back-to-Back Shipment - Airfreight Export

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- General - Back-to-Back Shipment - Airfreight Export
- Jobcosting - Back-to-Back Shipment - Airfreight Export
- Tracking - Back-to-Back Shipment - Airfreight Export
- Vouchers - Back-to-Back Shipment - Airfreight Export

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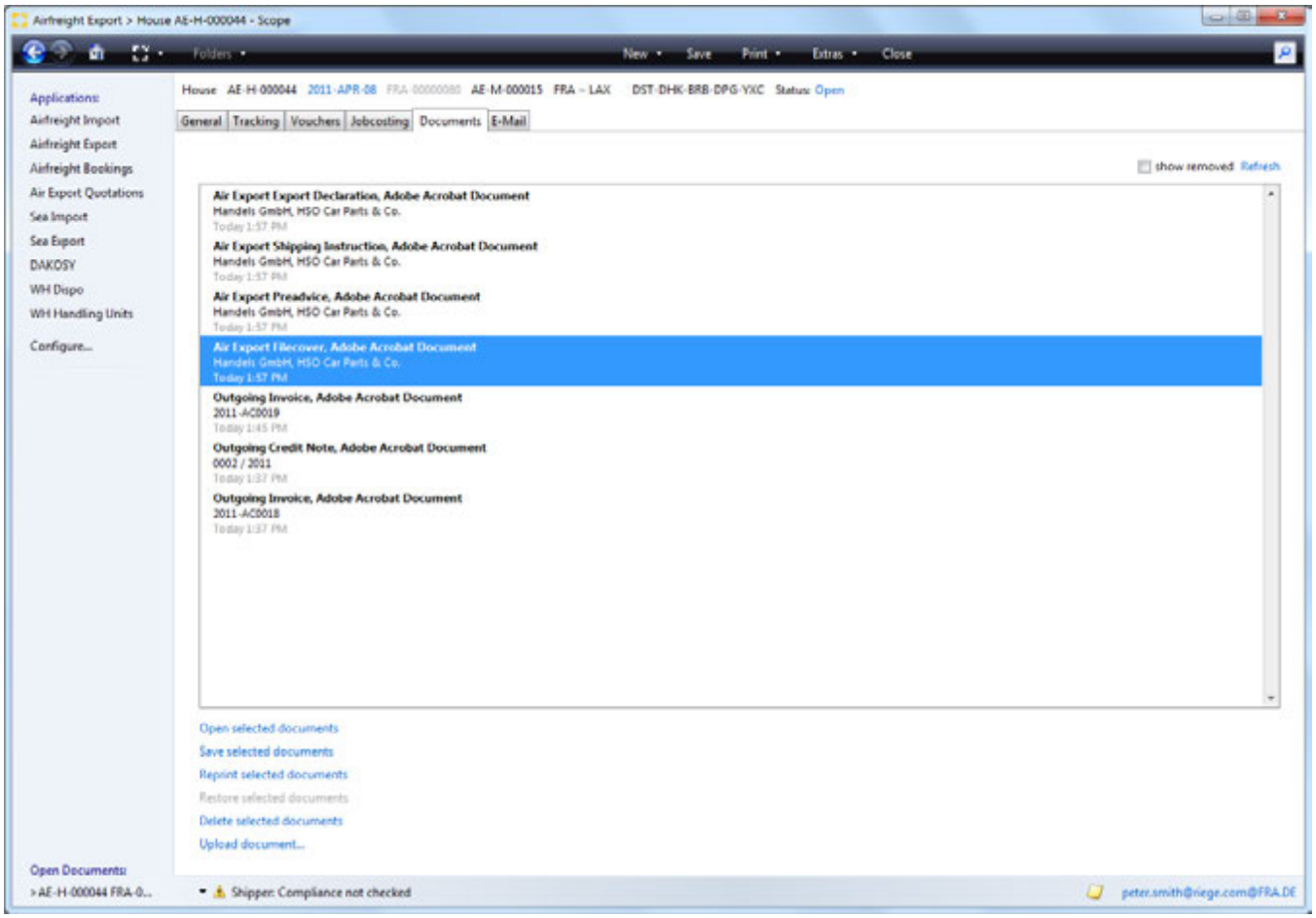
Documents - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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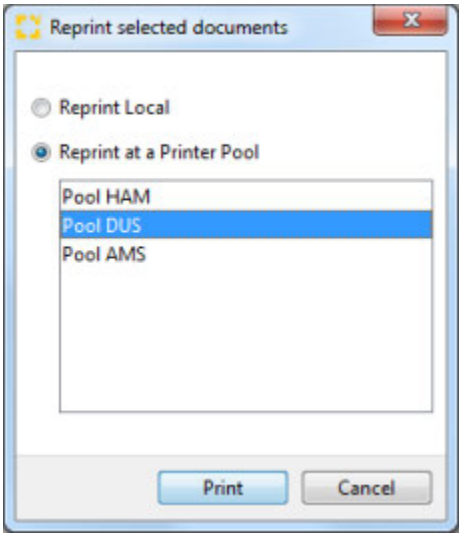
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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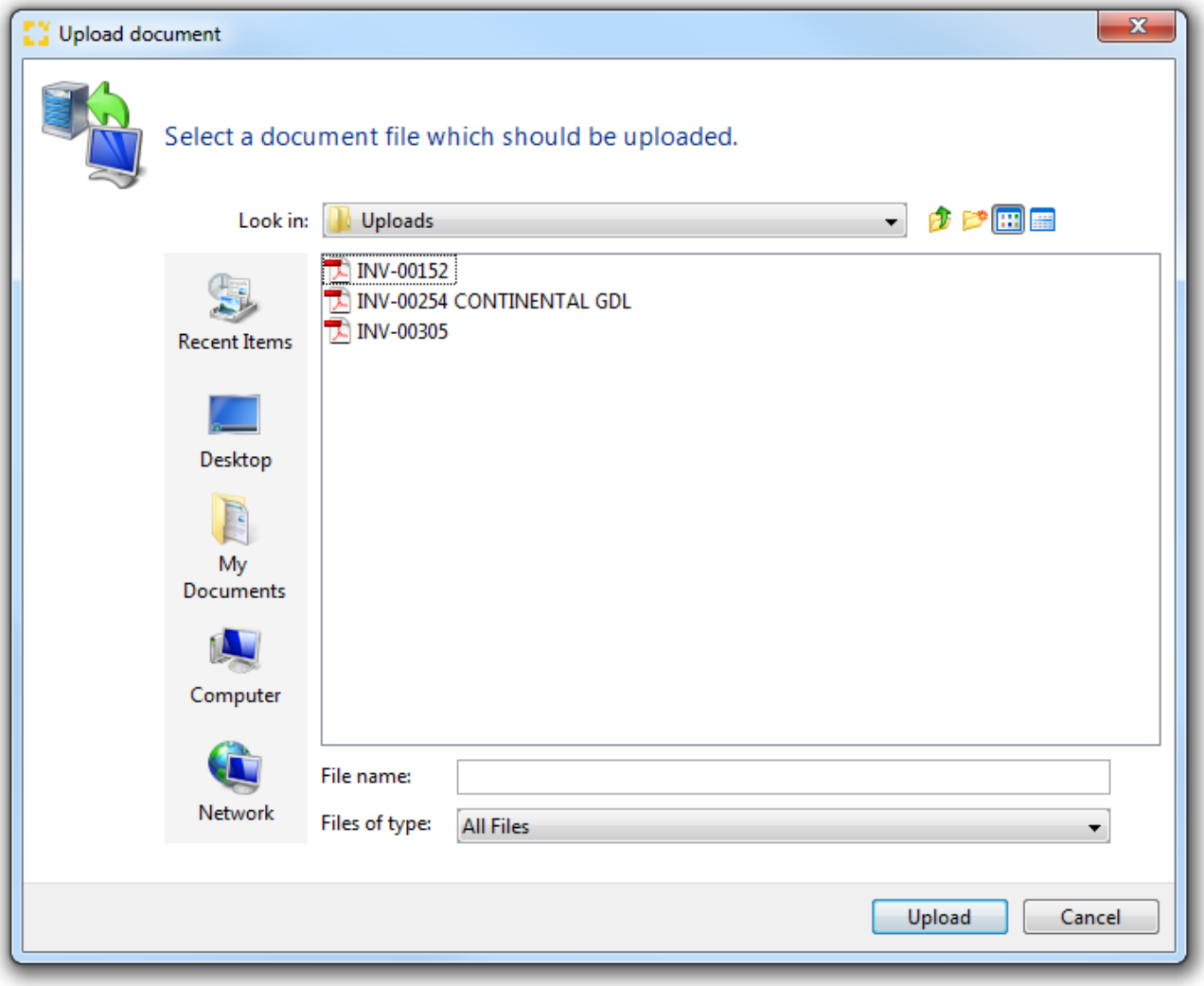

Update

Updates the current list of documents.

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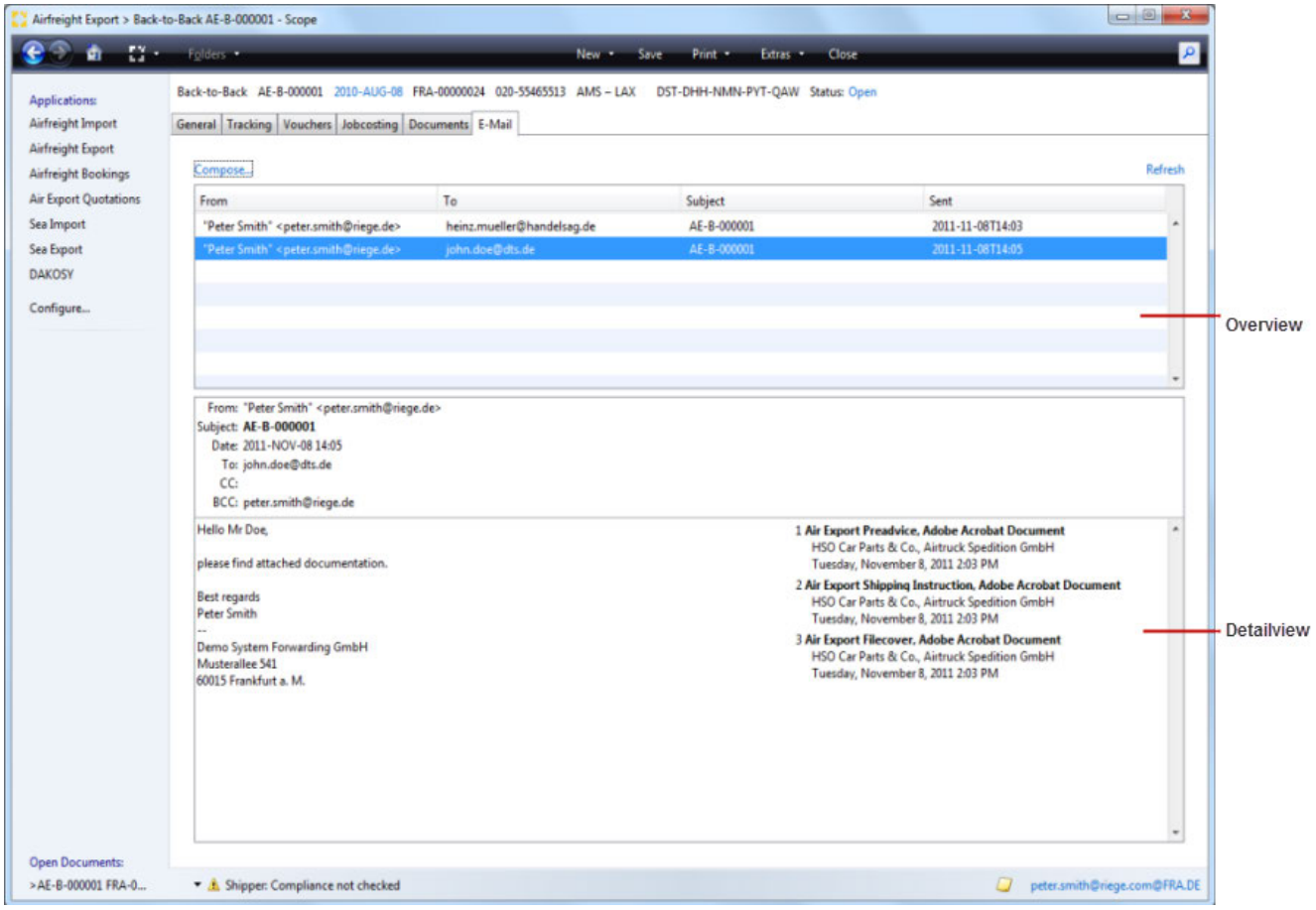
E-Mail - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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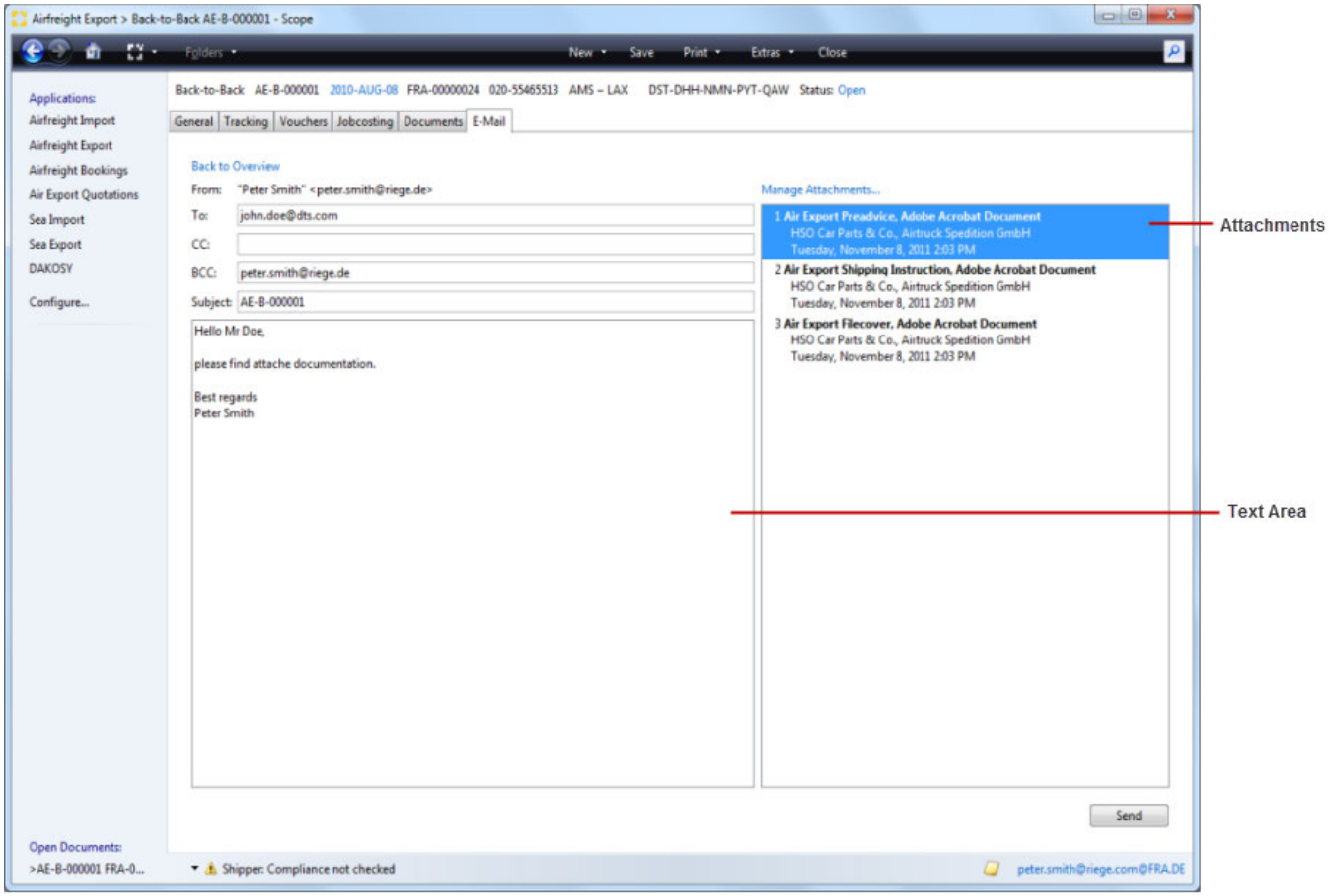
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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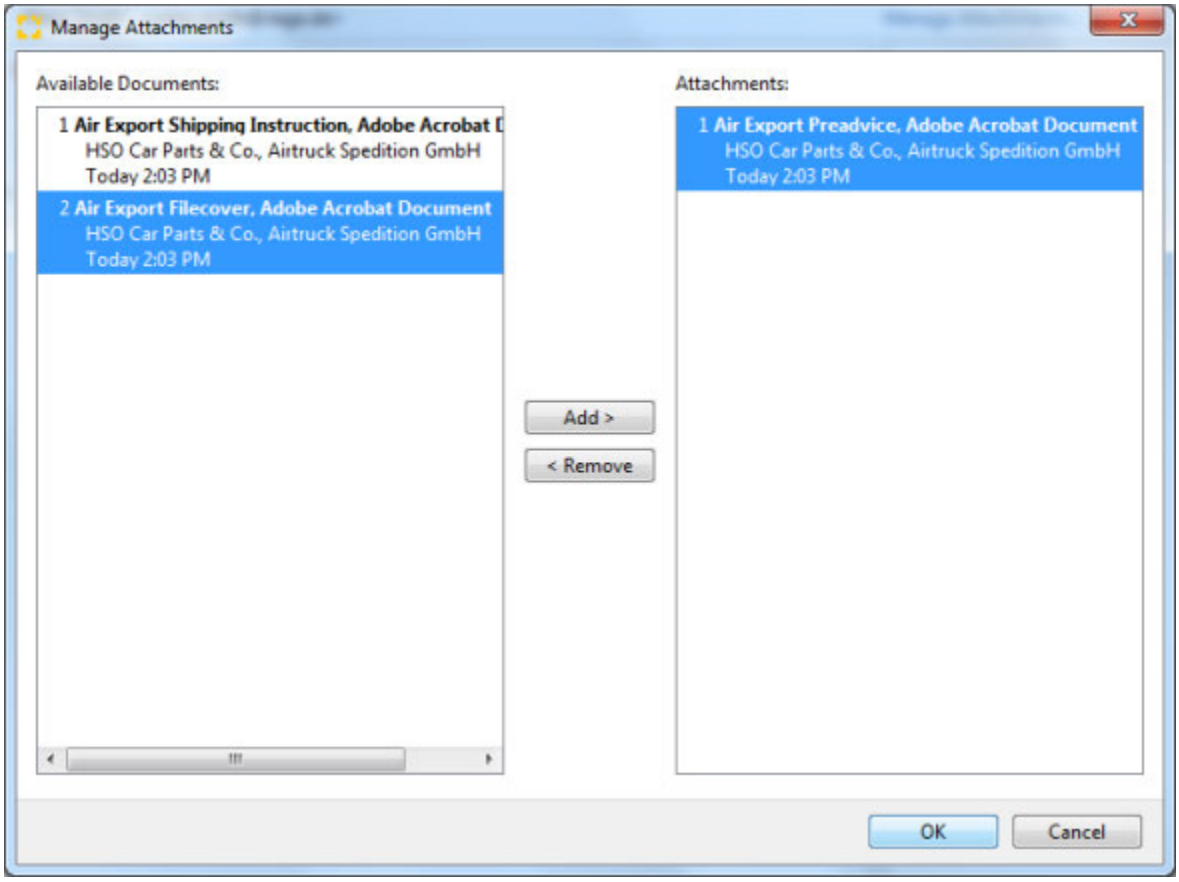
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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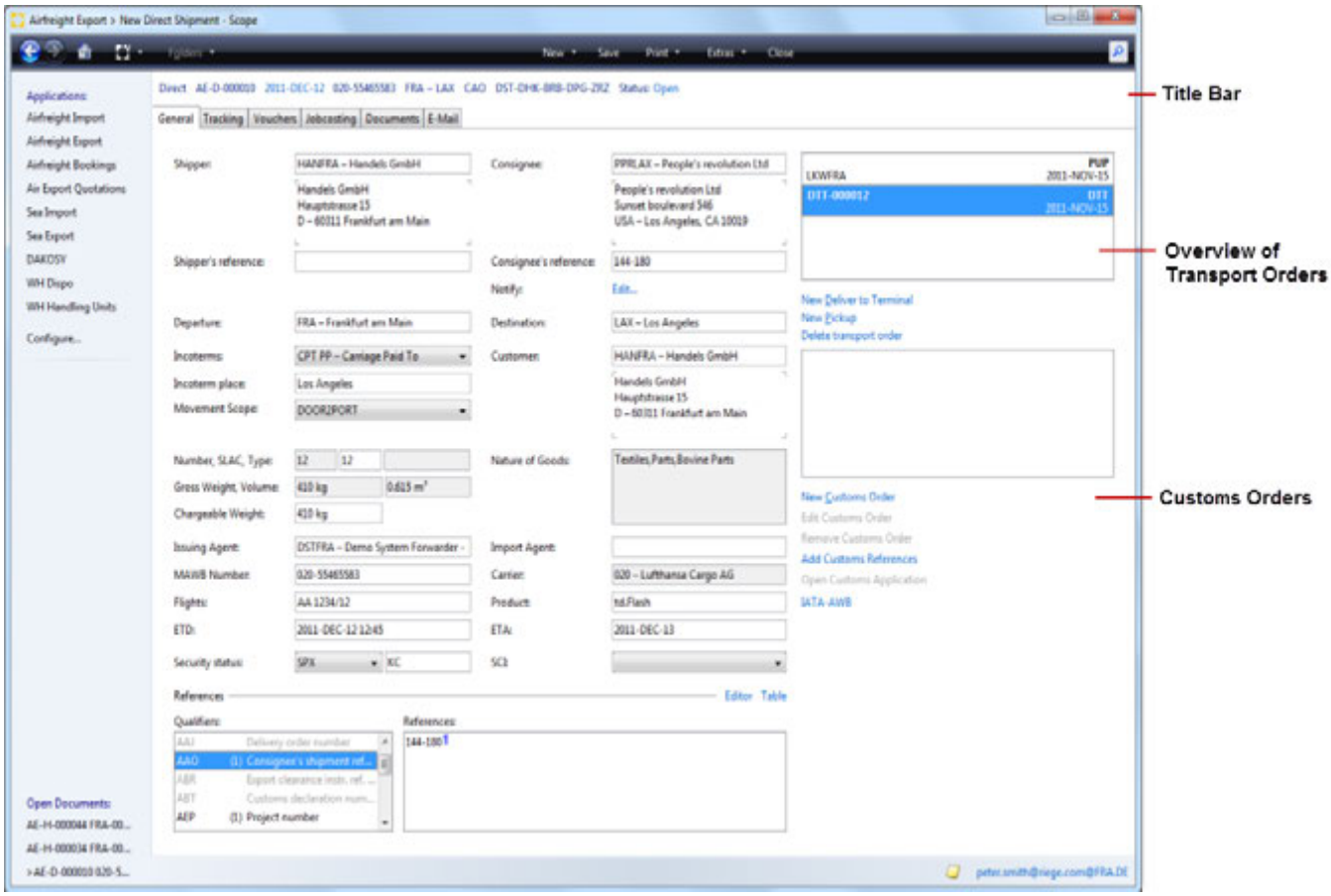
General - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

In the **General** tab, the shipment data (tracking numbers, shipper, consignee, the security status, number of packages and weight, etc.) of the recorded shipment. In addition delivery orders can be created and customs details can be entered.

Description



Saving

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Printing

By clicking on the appropriate item in the list under the Print command, the required documents are printed.
At present the following documents are available:

- File Covers
- Preadvice
- Transit document
- Export certificate
- Cargo Manifest
- Customs Manifest
- House-Labels
- Master-Labels
- Combi-Labels (waybill label with datas of Master- and House shipment)

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Finish

Opens the dialog to Complete the shipment in a popup window.

Close

Title bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment. In a house shipment *Back-to-Back*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The service date of a shipment is set as follows:
  When present, ETD (Estimated Time of Departure / Expected Time of Departure)
  -otherwise
  If an air waybill has been printed, date of air waybill (AWB) printing.
  -otherwise
  The current date when the shipment is first saved.
  The date will not change unless it is clicked (popup-window) and will update/ revise the actual correct date. (This can be necessary if the shipment number contains the service/ settlement period)
- **House Air Waybill number**
  HAWB number created by the system when the shipment is first saved.
- **Master shipment number**
  Shipment number of master shipment where house shipments has been consolidated.
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **Security advice**
  Security advice, e.g. CAO (Cargo Aircraft Only). This reference note will be displayed in special shipments, e.g. DGR (Dangerous Goods Regulation).
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Quotation**
  By clicking on this action link could open a quotation which is assigned to a shipment. If there is no quotation , the link will be deactivated.
- **Change type of shipment**
  By clicking on this action link, the user will be able to change the type of shipment.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

The delivery terms for the shipment

Movement Scope

Movement Scope of the shipment.

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination for the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

3. Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

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Issuing Agent

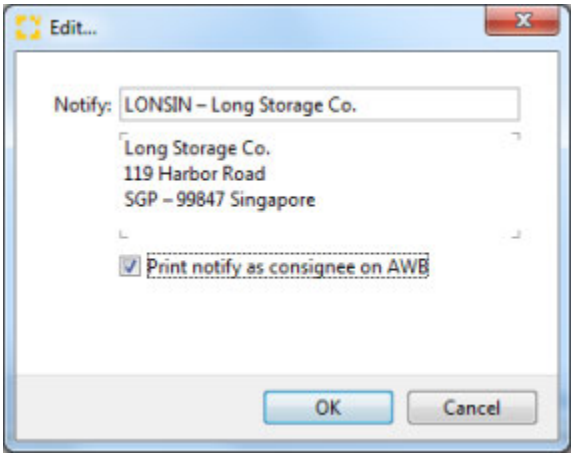
The agent who issued the bill of lading. By default, the own office is used. If required, another agent agent can be found and used with the search field .

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

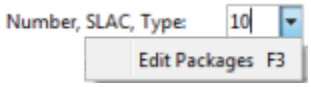
> In the master data of the partner, if the partner has the role Forwarding Customer applied, this role allows a permanent Notify Address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

3. Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

> If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

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Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Import agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The following status are currently possible:

- not secured (NSC)
- secure for all-cargo and all-mail aircraft only (SCO)
- secure for passenger, all-cargo and all-mail aircraft (SPX)

Reason for granting the security status

If the security status of the shipment is set as "SCO" or "SPX", then the reason for granting these statuses is required as per Regulation (EC) No 300 /2008. The following status are currently possible:

- AC - Account Consignor
- HS - Handsearch
- KC - Known Consignor
- SC - Simulation Chamber
- TD - Trace Detection
- XR - Secured by XRAY

Non-secure items (not secured) do not require a reason security code. The safety data for Business or private shippers can be maintained in the partner master data.

Further information about security is available in the role descriptions RegB UAN and secure shipper.

AWB-Number

Fundamentals of AWB number

Airlines use IATA compliant tracking numbers (AWB) number. These consist of 11 Numbers. The first three digits are the airline prefix.
The remaining eight numbers are the actual bill number where the last number called the check digit which is calculated from the previous figures. The AWB number is usually represented as follows: aaa-nnnnnnnp (a prefix = / n = number / check digit p =) *Example: 020-12345675*

These AWB numbers must be allocated by the respective airline. There are three ways to enter this AWB number.

1. Manual Entry
The single number is assigned by the carrier and manually recorded here. (Rarely and only with airlines that are used sporadically.)

- The AWB number can be like a normal text box, enter manually. This is checked whether it is (correct check digit) is a valid AWB number is. The number can be entered in one piece or with a hyphen after the prefix of AWB.
  If it is a valid AWB number, the hyphen is (if not entered) and automatically adds the airline is used in the field *Carrier*.

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2. Automatic reference from the number field (Pool)
The number comes from a so-called pool (number field) which has been previously assigned by the airline. (Usual proceed. Often here is 100 or more AWB number be assigned simultaneously.)

- Instead of the whole number is entered, only the prefix and leave the field. The result, an AWB number is obtained and used this airline. Instead of the prefix may also be the two-letter airline code must be entered. *Beispiel: 020 or LH*

3. Net Rate Info

- Using the context menu or by pressing F2 here, the application to be called *Net Rate Info* as a popup window. There may be a valid rate for this program are selected. Automatically an air waybill number is obtained from the appropriate pool.

The AWB-number range (pools) can be maintained in the carrier master data .

- If an AWB number has been drawn from the pool or entered manually, this number is *reserved* for a period of 30 minutes. During this time, this number can be used in any other program even if the consignment has not been saved. After saving the program, the number is flagged as used, and prevents the use of permanently into another program.
- If a number is already assigned AWB removed from the field, or replaced by another, one is automatically released and return to the number in the pool (restock). The number can then be reused in another program.

Carrier

The airline (carrier) is based on the AWB number prefix. This field can not be edited manually.

Flights

This field is for flight data. Use the dropdown menu or the F3 function key, the Flight Data Editor can be invoked to allow more detailed flight and routing data to be entered.

ETD

Estimated time of departure

reference numbers

Various reference numbers can be entered which will then be recorded in other applications for printing or electronic transmission. More detailed information about the function of the reference numbers Editor is available here .

New pick-up order

With this action, a new pick-up order for this program can be created. Clicking on this link action opens the transfer order-editor.

Transport to Terminal

This action creates a new transfer order to the terminal for this shipment. Clicking on this action link opens the transfer order-editor.

- If the agents own office is shown as the gateway then it is assumed that the transport order will be to the airport. If a remote station is shown then it is assumed that the transport order is to that remote gateway. See the chapter on *Truck Manifest* for more information.
- Existing transport orders appear in the overview of transport orders. They can be double-clicked to reopen them for editing and printing.

Delete order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

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House-AWB

Opens the House AWB editor to capture information relating to the house bill of lading or to edit and print existing house AWB data.

IATA-AWB

Opens the IATA-AWB Editor to capture information relating to the IATA bill of lading or to edit and print existing IATA AWB data.

New Customs Clearance

Opens the customs clearance editor for creating customs clearance.

Edit Customs Clearance

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Delete Customs Clearance

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs References

Opens the Add Customs references application. Up to 10 additional customs references may be added.

Collective customs clearance

Allows the creation of collective customs.

- For More information on individual customs applications see the chapter on customs .

Tip

With the key combination Ctrl + I or Ctrl + I, the user, what the process is currently assigned, will be displayed with e-mail address and telephone number. It is also possible to take over the operation.

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Change type of shipment - General - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

This option is used when it is occasionally necessary to change a shipment from one type to another type of shipment after the shipment has been created. An example may be where a back-to-back shipment is created, but subsequently new house shipments arrive for the same destination. In this case it would be advantageous to change the back-to-back to a regular house shipment in order for it to be added to a consolidation and thus obtain better rates for the shipment.

Description

Shipments can be changed to different shipment types as per the following table:

Possible change in..	House shipment	Back-to-Back-Shipment	Direct Shipment	Master Shipment with consolidated Houses
House Shipment		✓	✓	
Back-to-Back-Shipment	✓		✓	✓
Direct Shipment	✓	✓		✓

Master shipment with consolidated houses

When a back-to-back shipment is changed to a regular house shipment and consolidated on a new master shipment, the IATA AWB of the new master is applied to the house shipment automatically as is all the rest of the master data that is relevant to the house.

Shipment types should not be changed in the following circumstances:

- A house shipment that is already consolidated on a master.
- Documents for the shipment have been printed.
- Vouchers have been created for the shipment.
- A master shipment cannot be changed.

After clicking on the action link to *change shipment type*, a pop-up window appears. The dialogue below shows changing a back-to-back shipment to a master shipment with houses.

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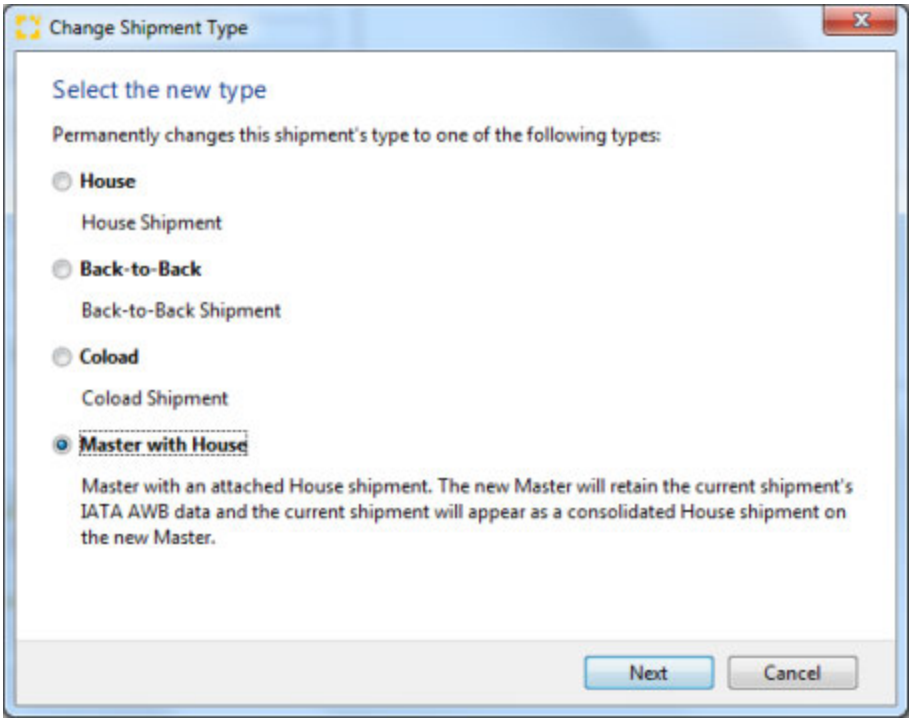


Select the desired option to make the required change.

Next

Starts the preliminary examination of the proposed action.

Cancel

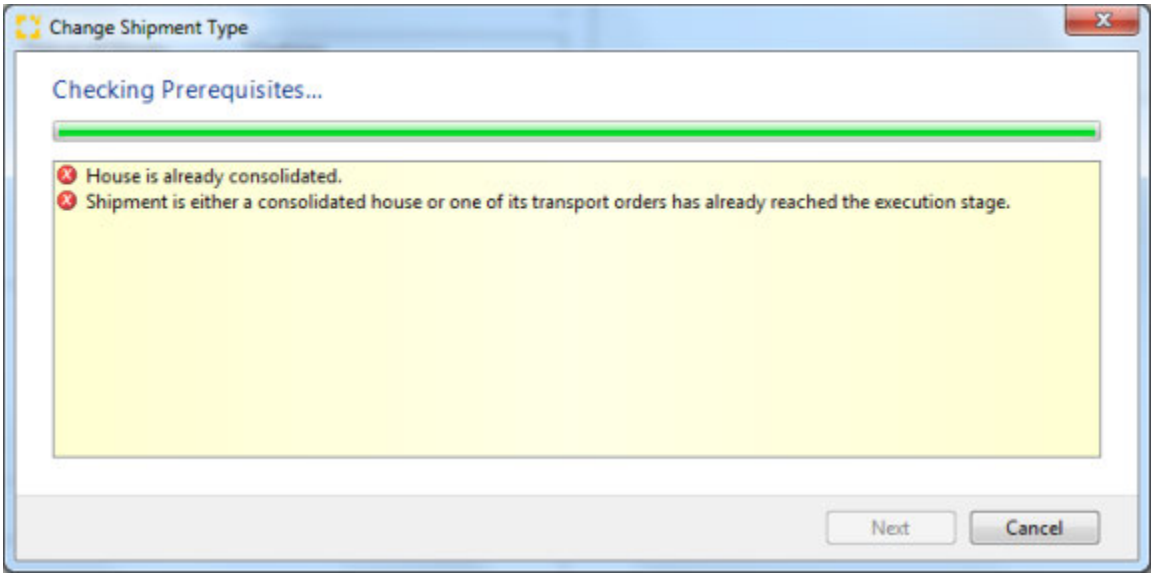
Closes the pop-up window without further action.

Preliminary

After starting the process to change the shipment type a test is carried out to determine if the change is possible.

Error during the preliminary examination.

If a problem occurs during the preliminary processes of changing the shipment type, then a pop-up window appears with error messages detailing why the change is not possible.



Cancel

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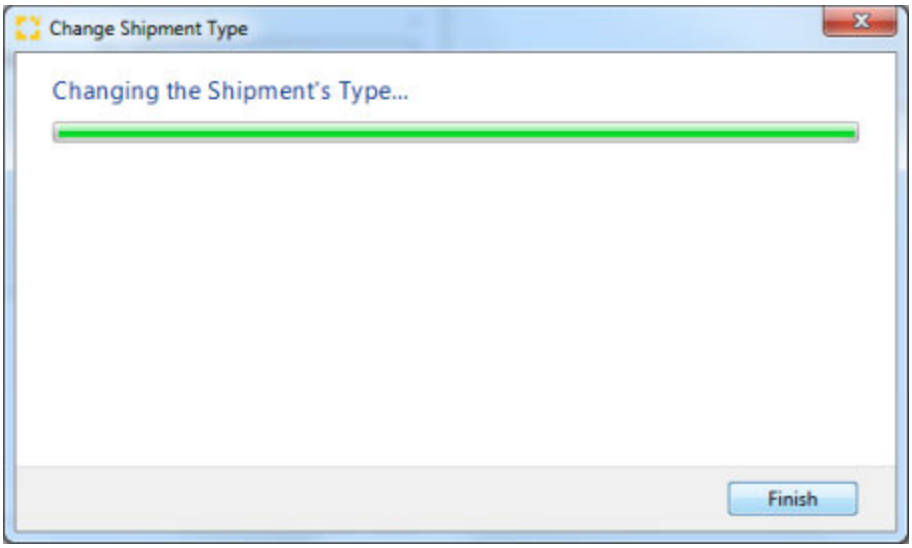
Closes the pop-up window without further action.

Passed preliminary investigation.

If the proposed change passes without error, the modification action is performed.



Finish

Saves the change and closed the pop-up window.

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Finish - General - Back-to-Back Shipment - Airfreight Export

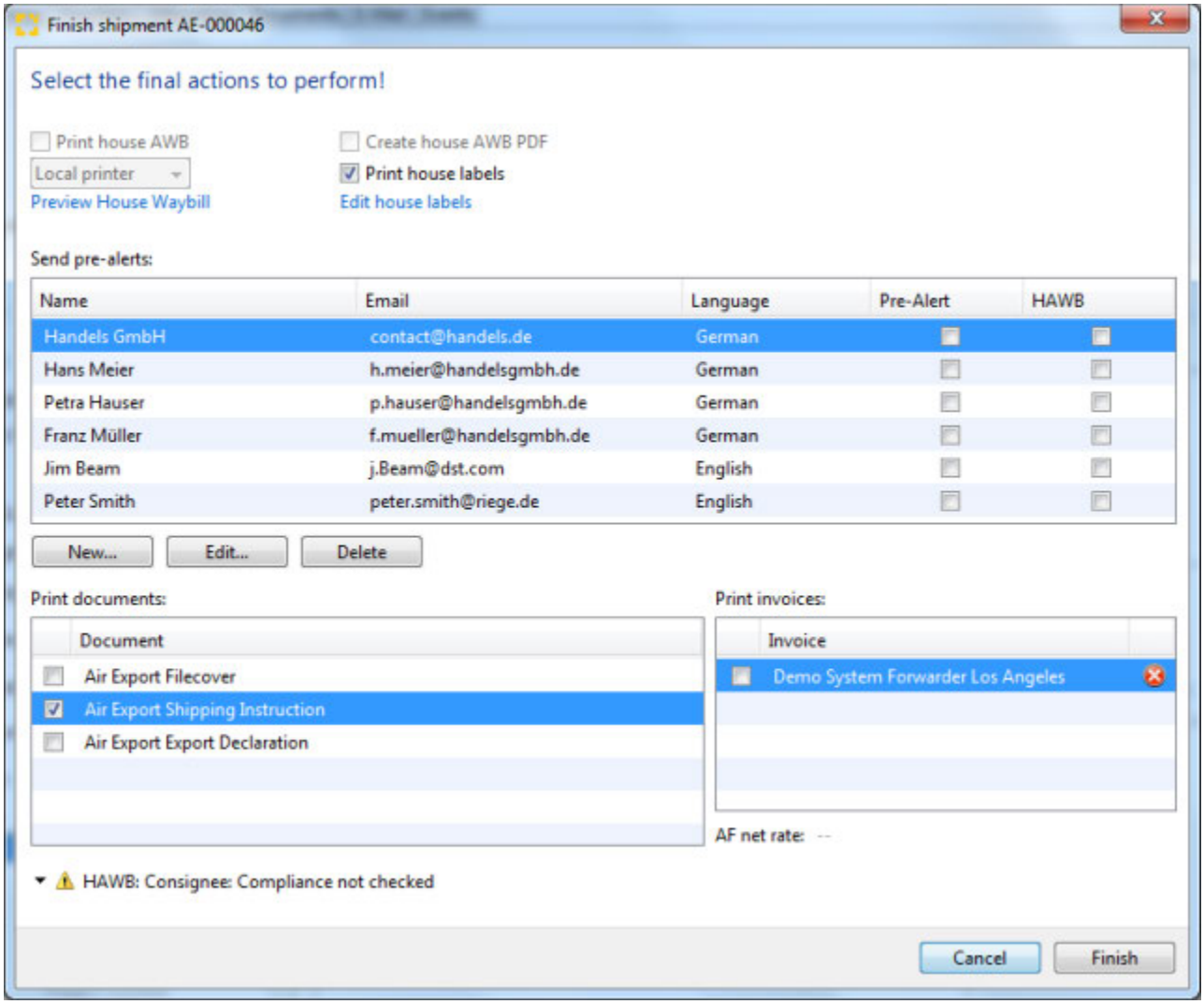
- Introduction
- Description

Introduction

In this application is a one stop screen to print AWB's, labels and manifests, and to generate prealerts.

Description

By activating the check boxes described below the corresponding actions are performed when the **Finish** button is clicked in the lower part of the screen.



Print IATA-AWB

The IATA air waybill is printed on the pre-defined default printer.

Create IATA-AWB PDF

The IATA air waybill is created as a PDF file in the *Documents* tab

> The creation of the PDF is only possible if the shipment has no validation errors. If there are errors, these are displayed at the bottom of the application window with descriptions of any errors using the icon .

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Printing Master Labels

Check the box to print the labels for the shipment.

Edit Master Labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *master label printing* has been activated

Printing House-AWB

Check the box to print the house air waybill. The correct print location can be controlled by selecting the correct printer from the printer drop-down list which appears below the AWB check box.

Printing location	Description
local printer	The printout is sent to the predefined default printer.
Gateway-printer	The printout is sent to the predefined default gateway-printer
both/ either	The printout is sent to predefined local and to gateway-printer.

Create House-AWB PDF

The house air waybill is created as a PDF file in the *Documents* tab

The creation of the PDF is only possible if the shipment has no validation errors. If there are errors, these are displayed at the bottom of the application window with descriptions of any errors using the icon .

Printing House-Labels

Check the box to print the labels for the shipment.

Edit House-Labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *house label printing* has been activated

Combined print labels

Check the box to print the combined labels for the shipment.

Edit Combi-Labels

Opens the label printing editor in order to adjust the combi label print options. This action link is only active if the *print combi labels* check box has been activated.

Advises sent by e-mail

Allows the creation of pre-advises for the shipment and a copy of the airwaybill can be included in the pre-alert e-mail. The contacts for the shipper, consignee and **import agent** will all default to the receiver-table. The names, email addresses and language for these individuals will be derived from the **C ontacts** tab of the partner.

- By activating the check box *pre-alert* and / or *HAWB* the highlighted contact person will automatically receive an e-mail with the appropriate PDF document sent as an attachment.
- The sent e-mails are then listed in the *e-mail* tab

- If a partner has no check-boxes marked then **no** e-mail is sent to that contact.
- The language setting of the partner will be used to determine the correct language for the e-mail text of the pre-advises.

Add

This option will allow a further contact name and e-mail address to be added.

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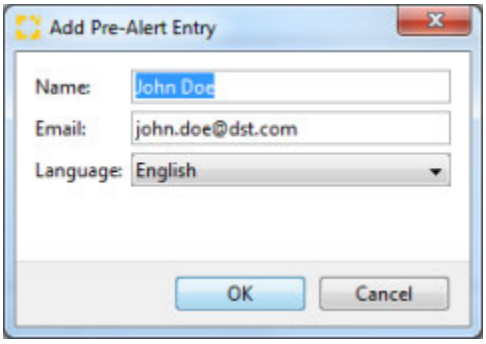

Remove

Removes the highlighted contact in the recipient table.

Printing documents

Airfreight Export file cover

A file cover is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export "Export certificate"

An export certificate is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export Cargo Manifest

A cargo manifest is printed on the predefined default printer and a PDF document appears as a document in the *documents tab*

Airfreight Export Customs Manifest

A customs manifest is printed on the predefined default printer and a PDF document appears as a document in the *documents tab*

Invoice Printing

The freight bill is printed on the predefined default printer and a PDF document created in the *Documents* tab.

The freight bill is printed only if:

- It is a system generated invoice (other invoices are not offered here for printout)
- It has not yet been completed and printed (Existing invoices are not offered here for printout)
- It has no validation error (Errors can be seen in the invoice where the the icon appears on the right edge of the table showing additional error information)

Cancel

Close the application without further action.

Finish

Performs the selected actions and closes the application.

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House AWB - General - Back-to-Back Shipment - Airfreight Export

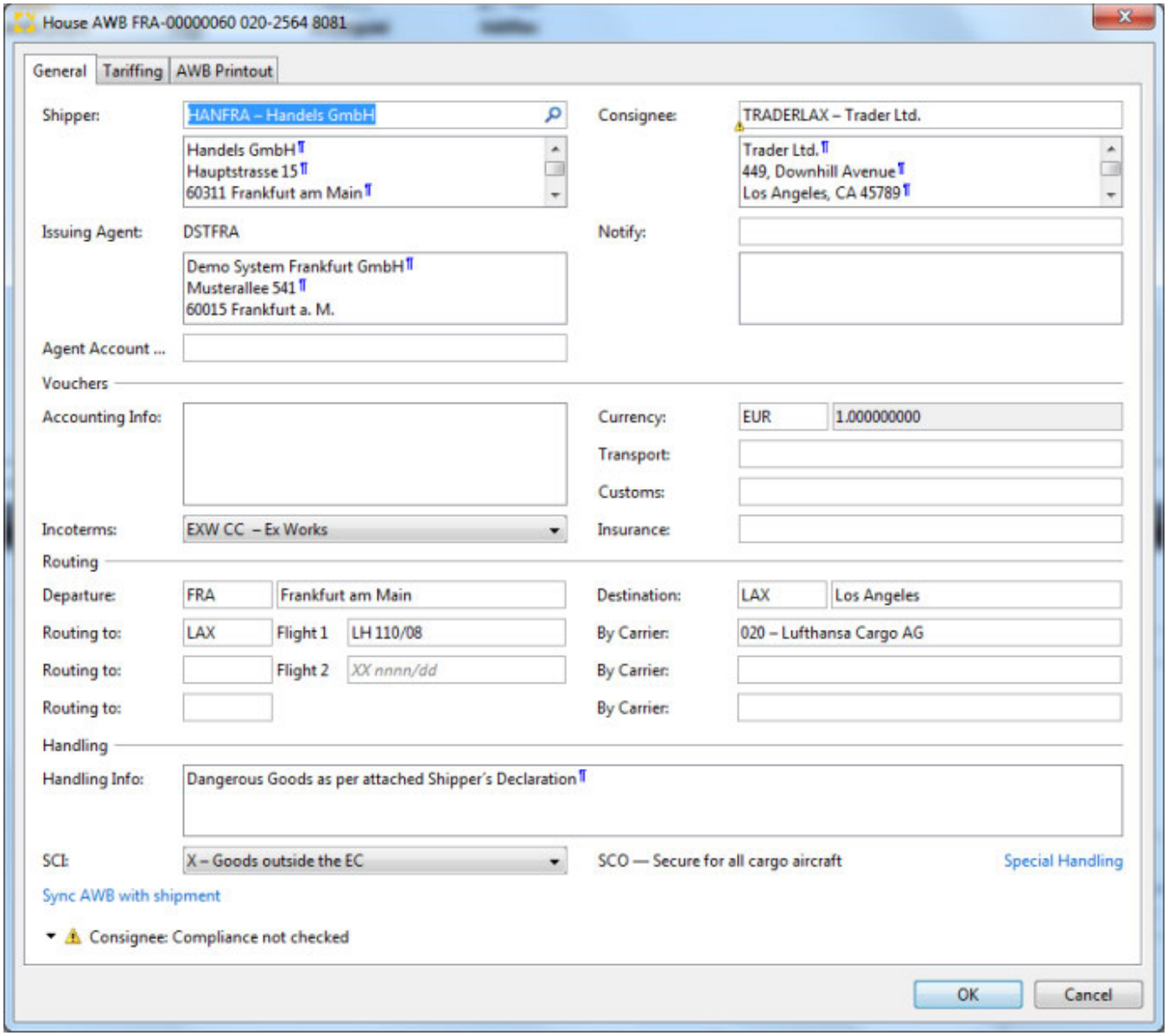
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print house shipments. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the HAWB on screen before it is actually printed.

Description

General



Shipper / Consignee

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Shipper and Consignee for shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent. For a house bill of lading it has no function.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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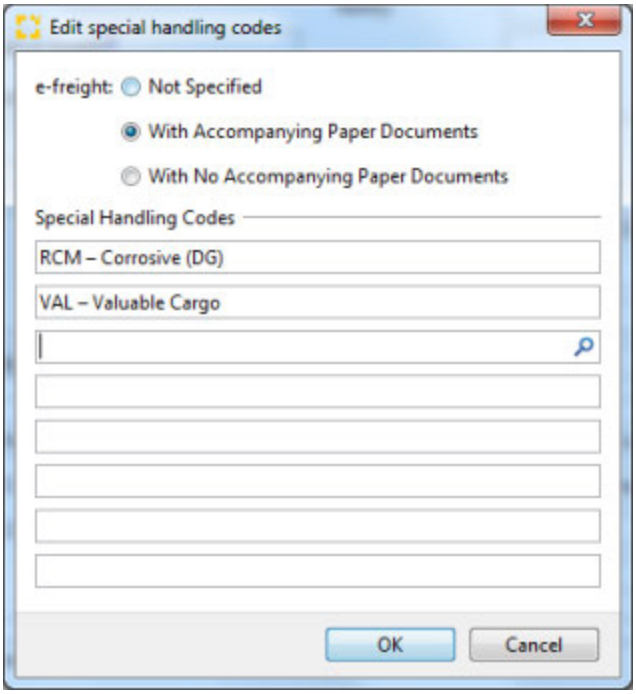

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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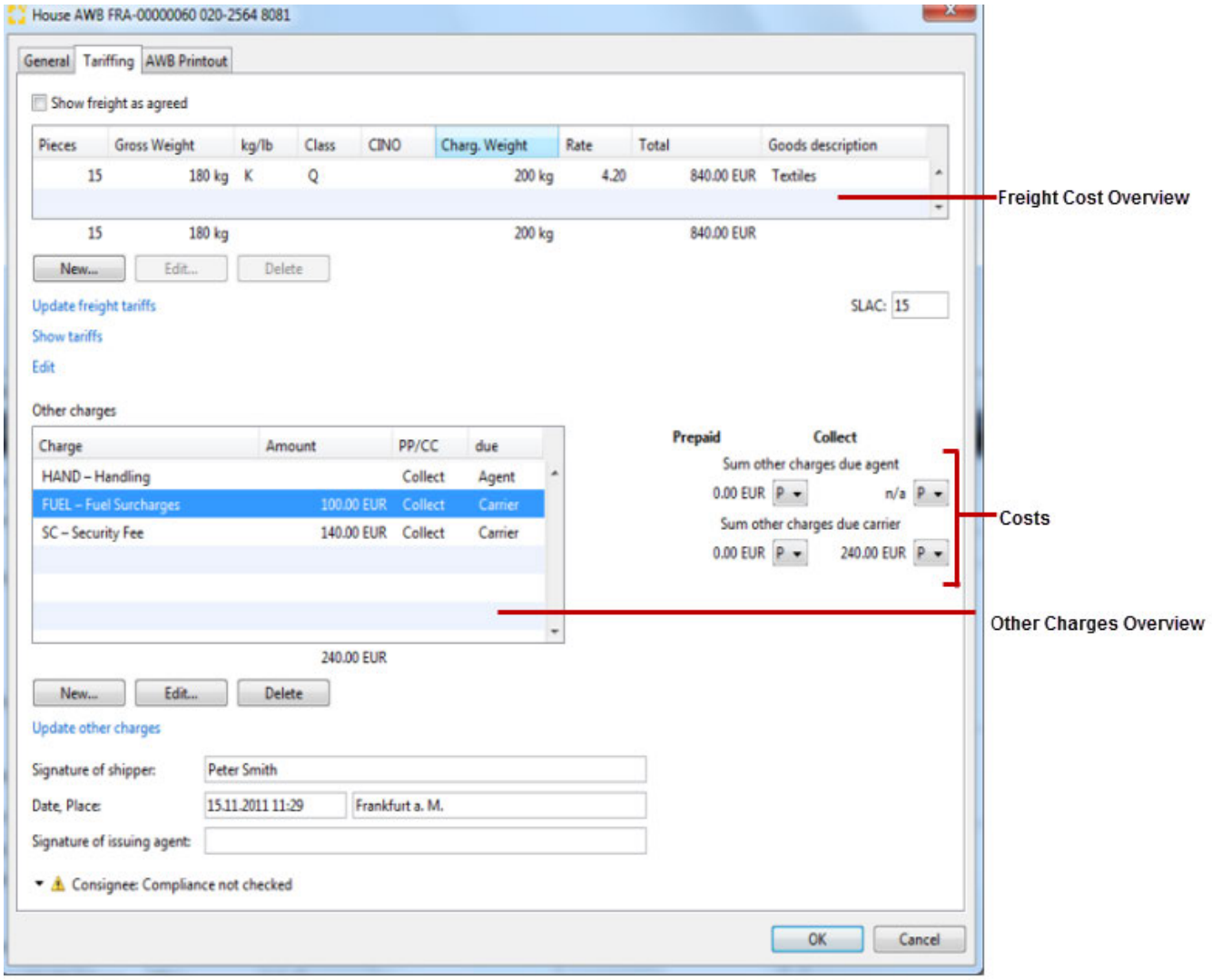

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

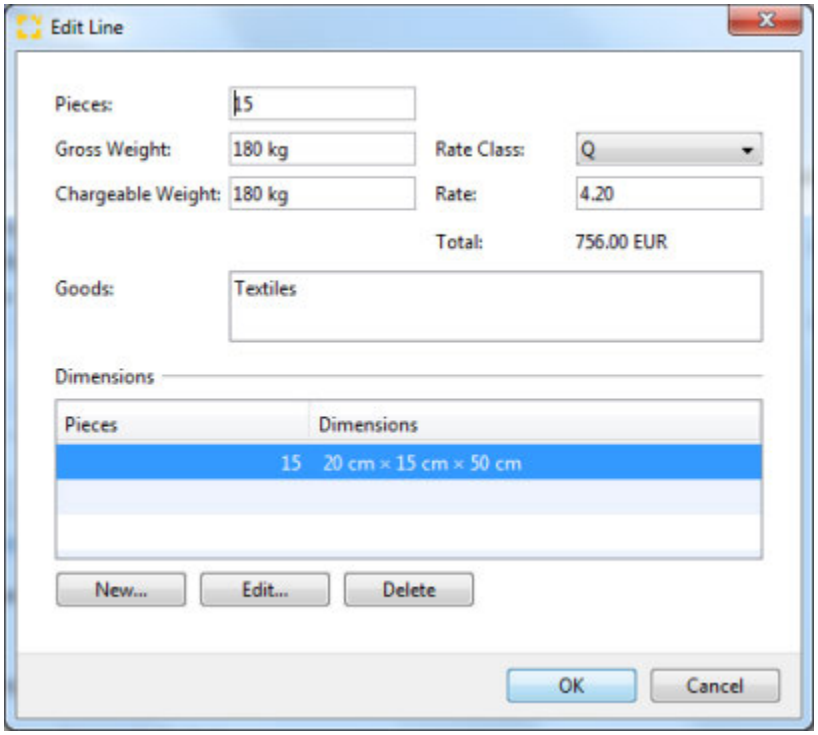
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate are displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

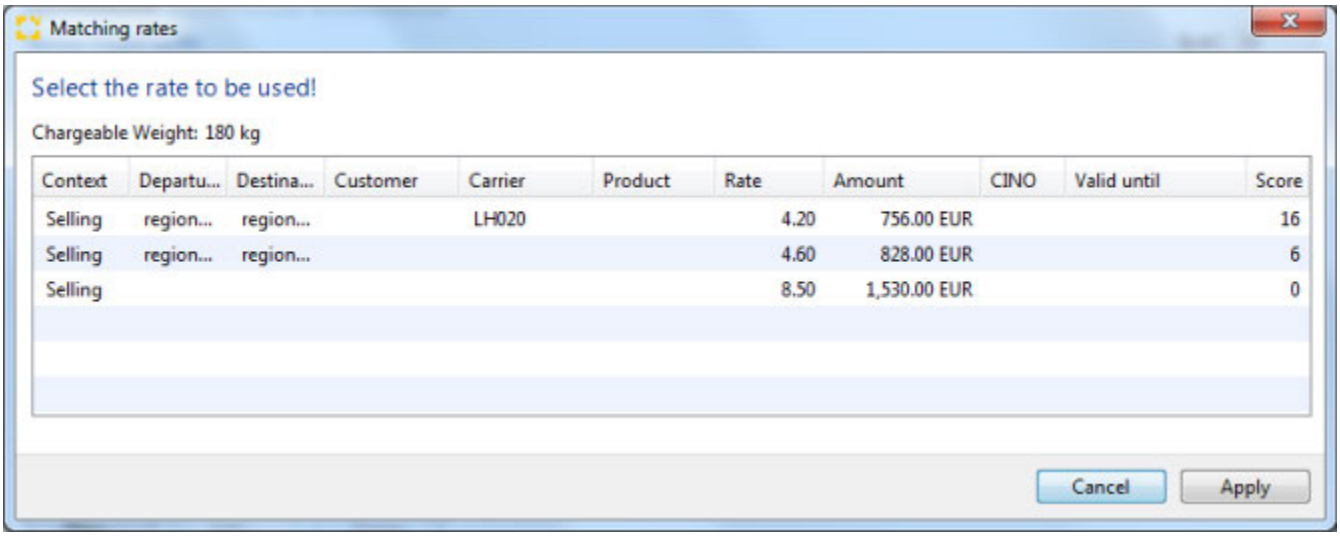
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *selling* tariffs are shown for house shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

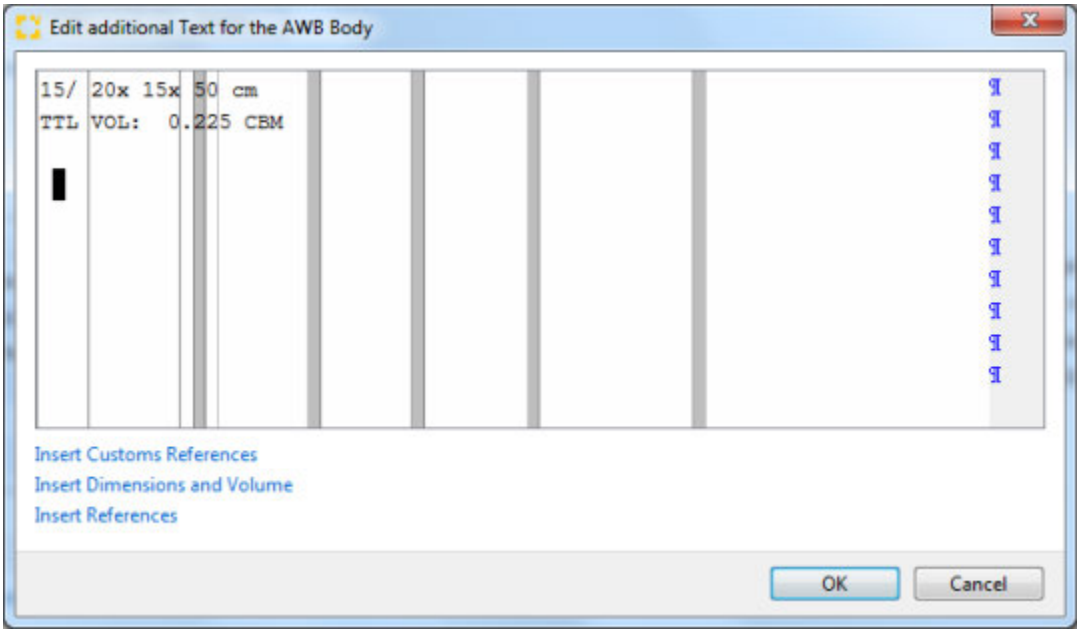
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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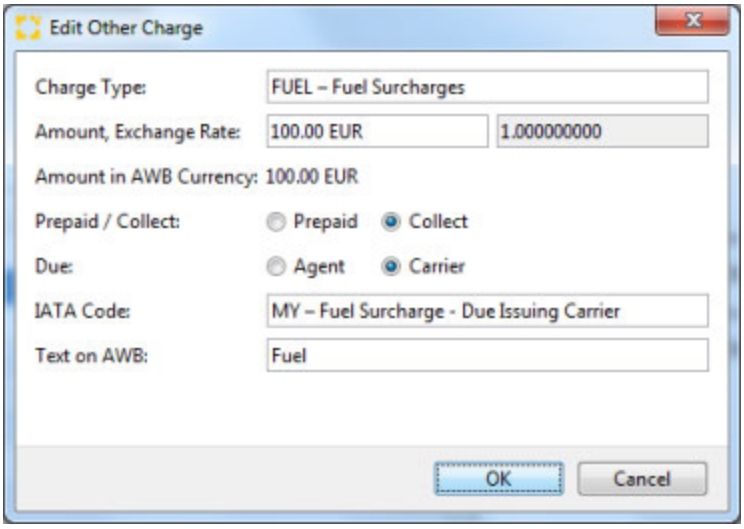

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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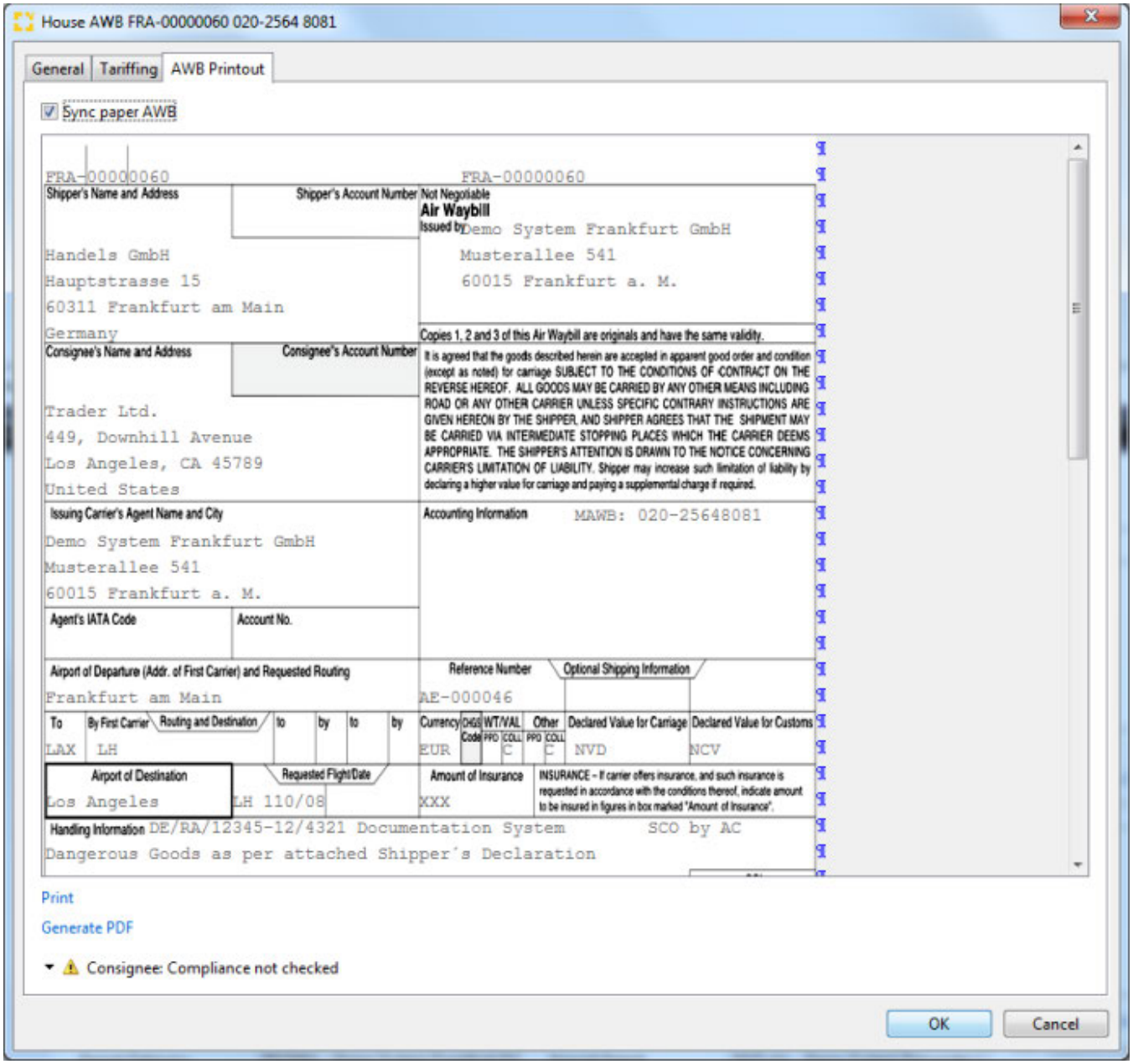
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and a pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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IATA-AWB - General - Back-to-Back Shipment - Airfreight Export

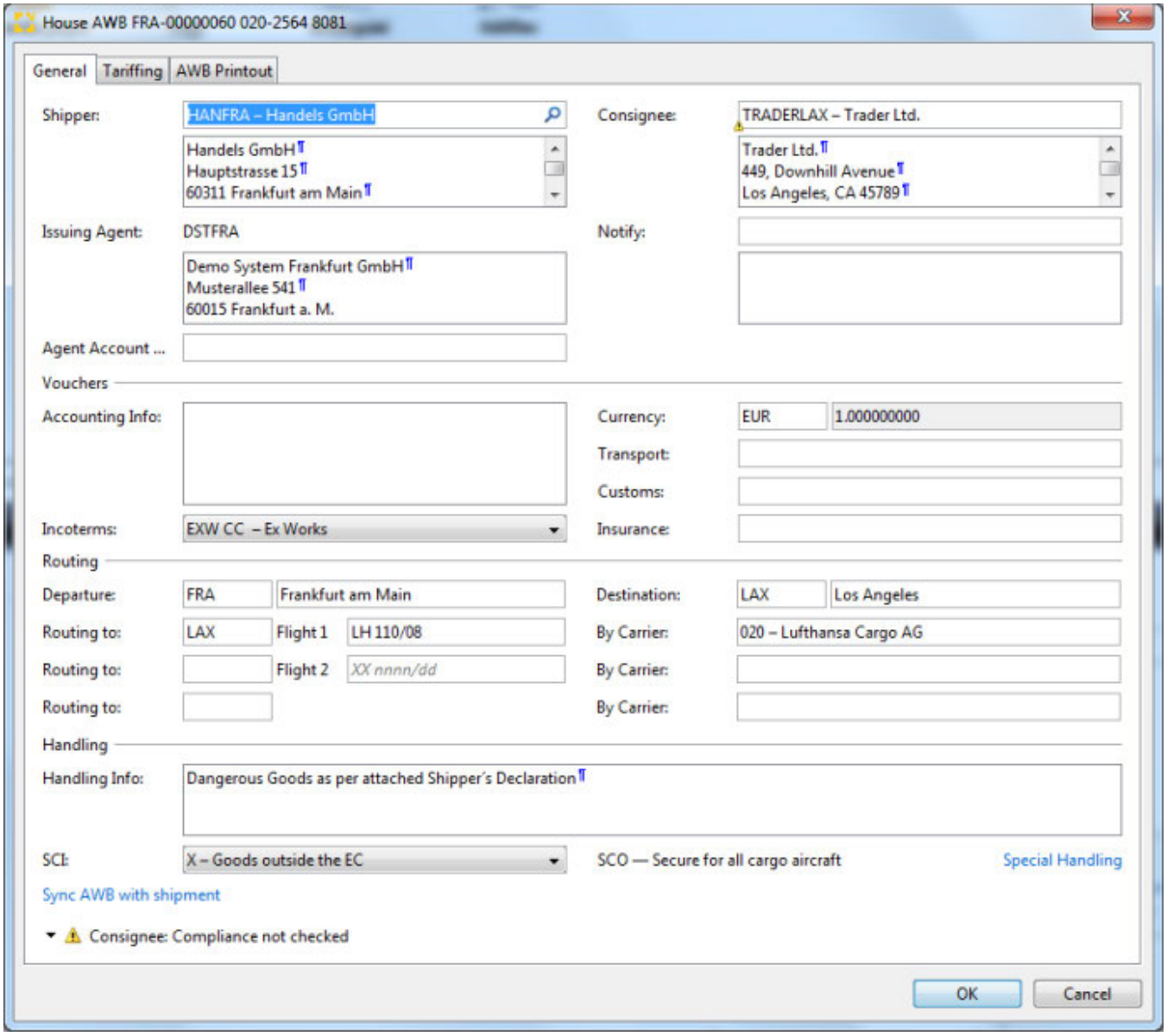
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the AWB on screen before it is actually printed.

Description

General



Shipper / Consignee

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Shipper and Consignee for shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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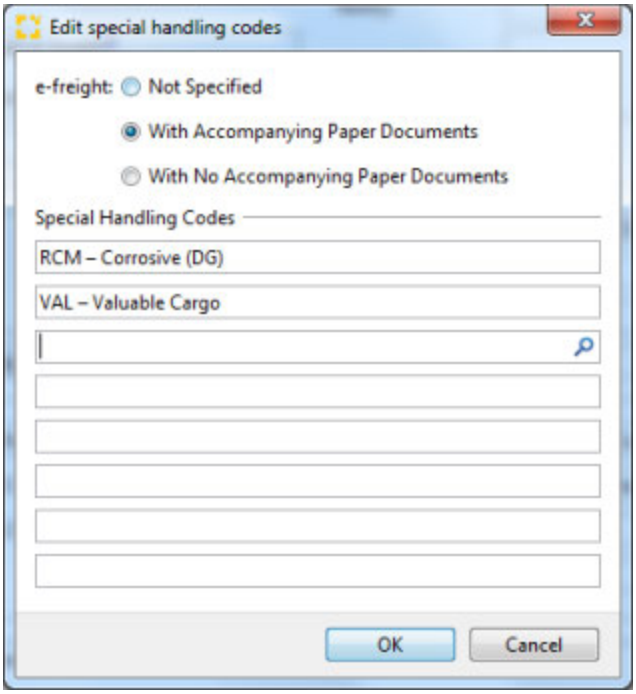

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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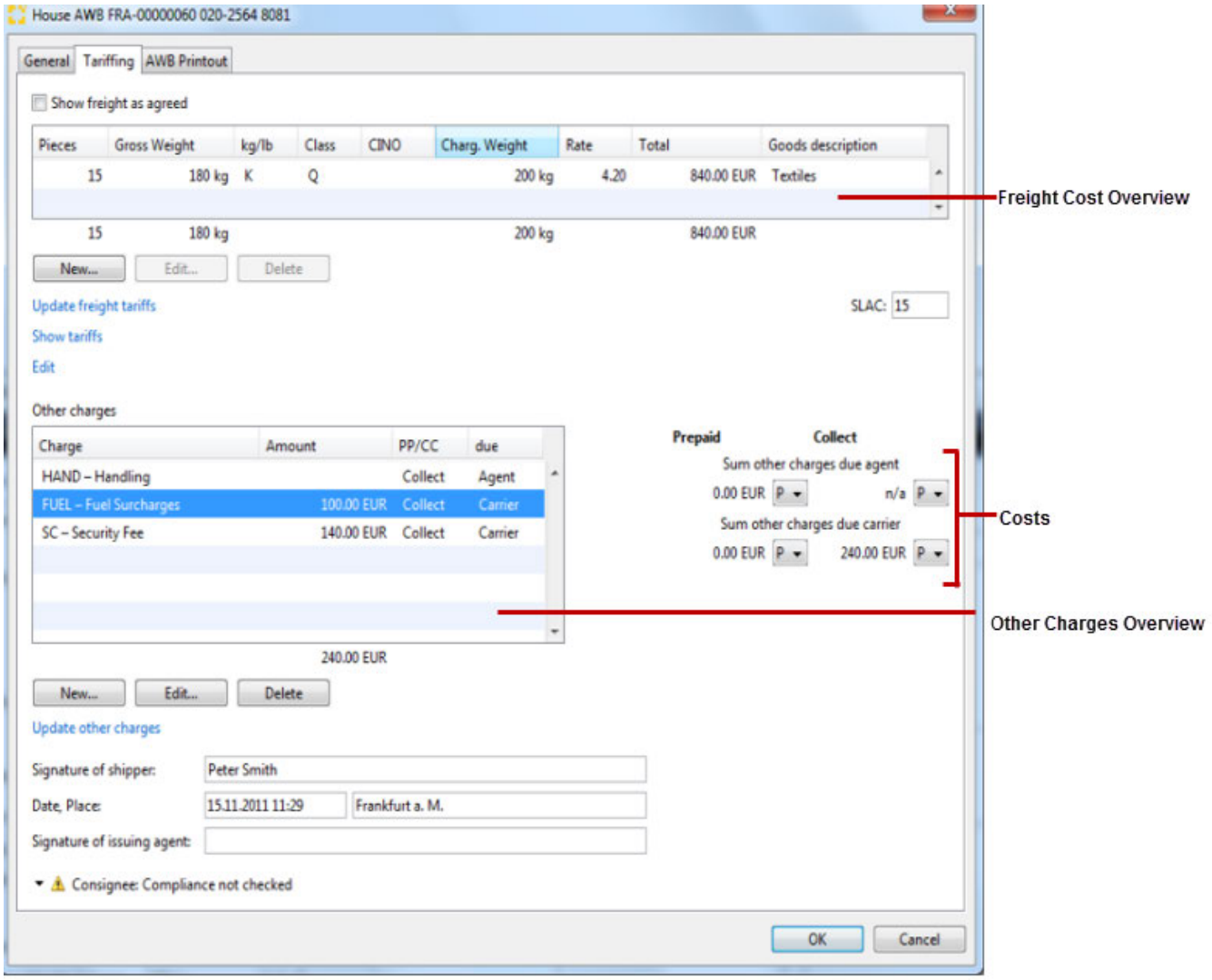

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

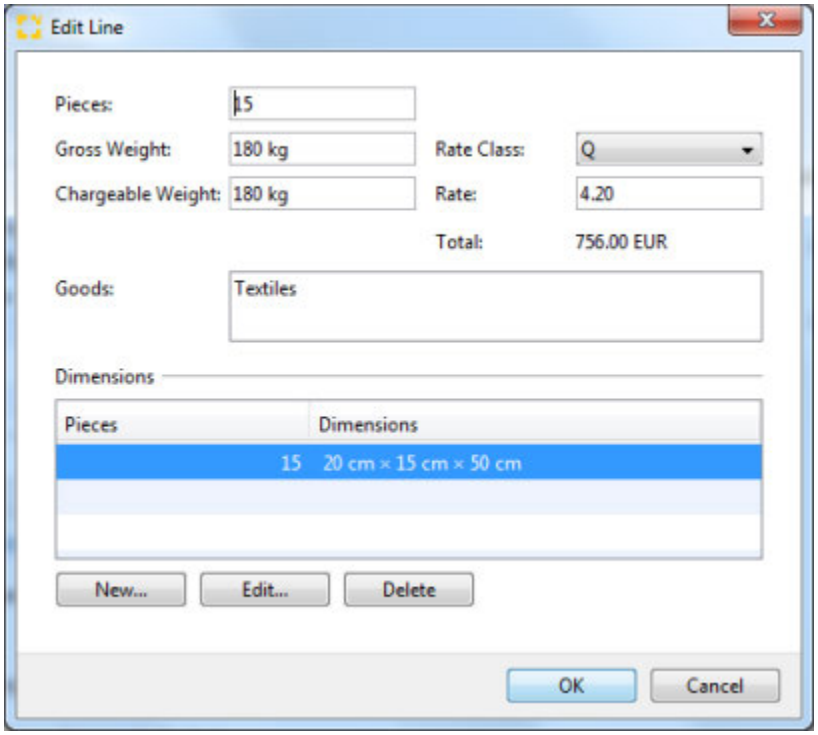
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

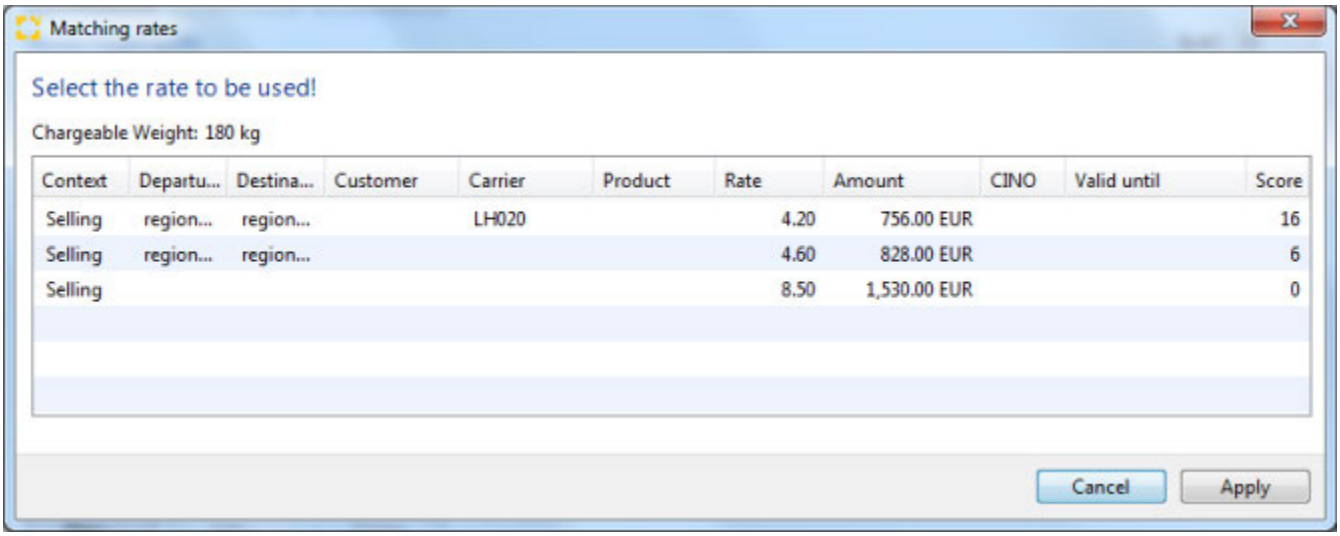
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *IATA* tariffs are shown for direct shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

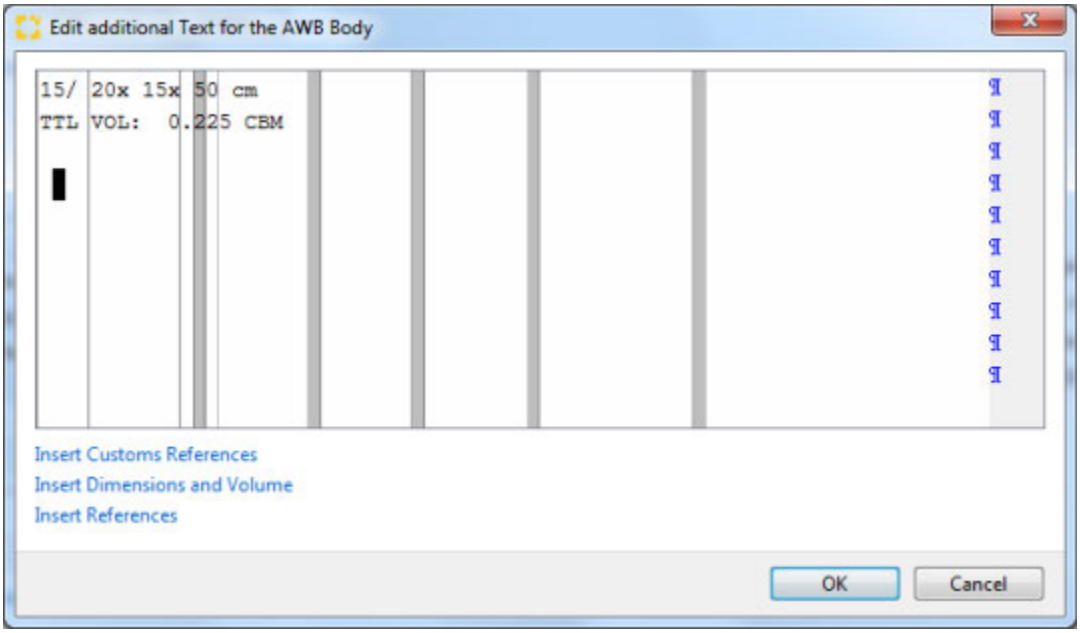
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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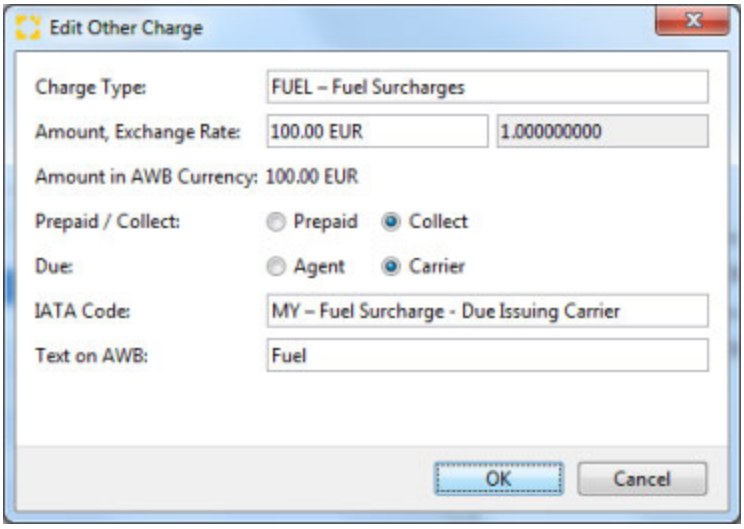

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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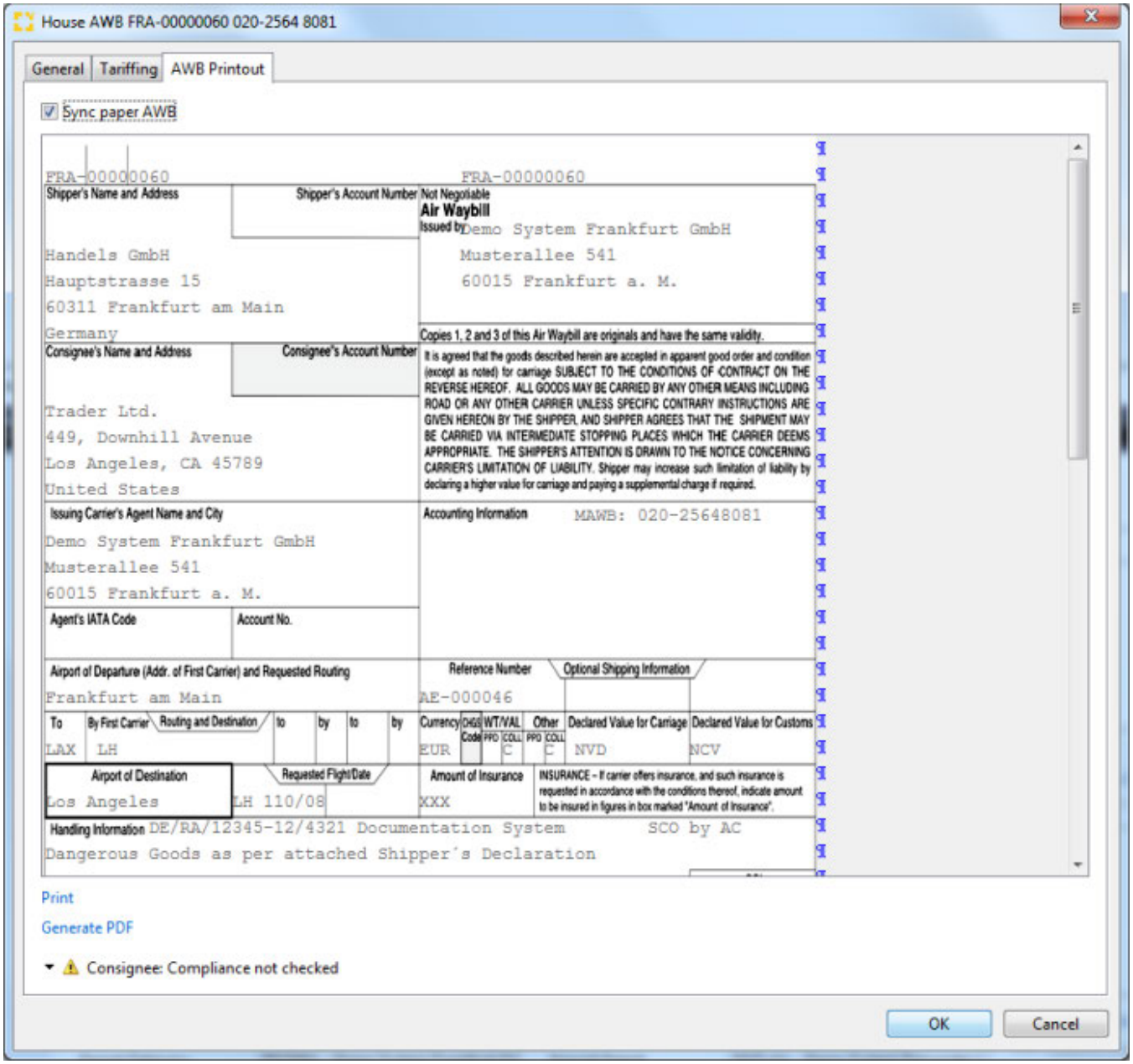
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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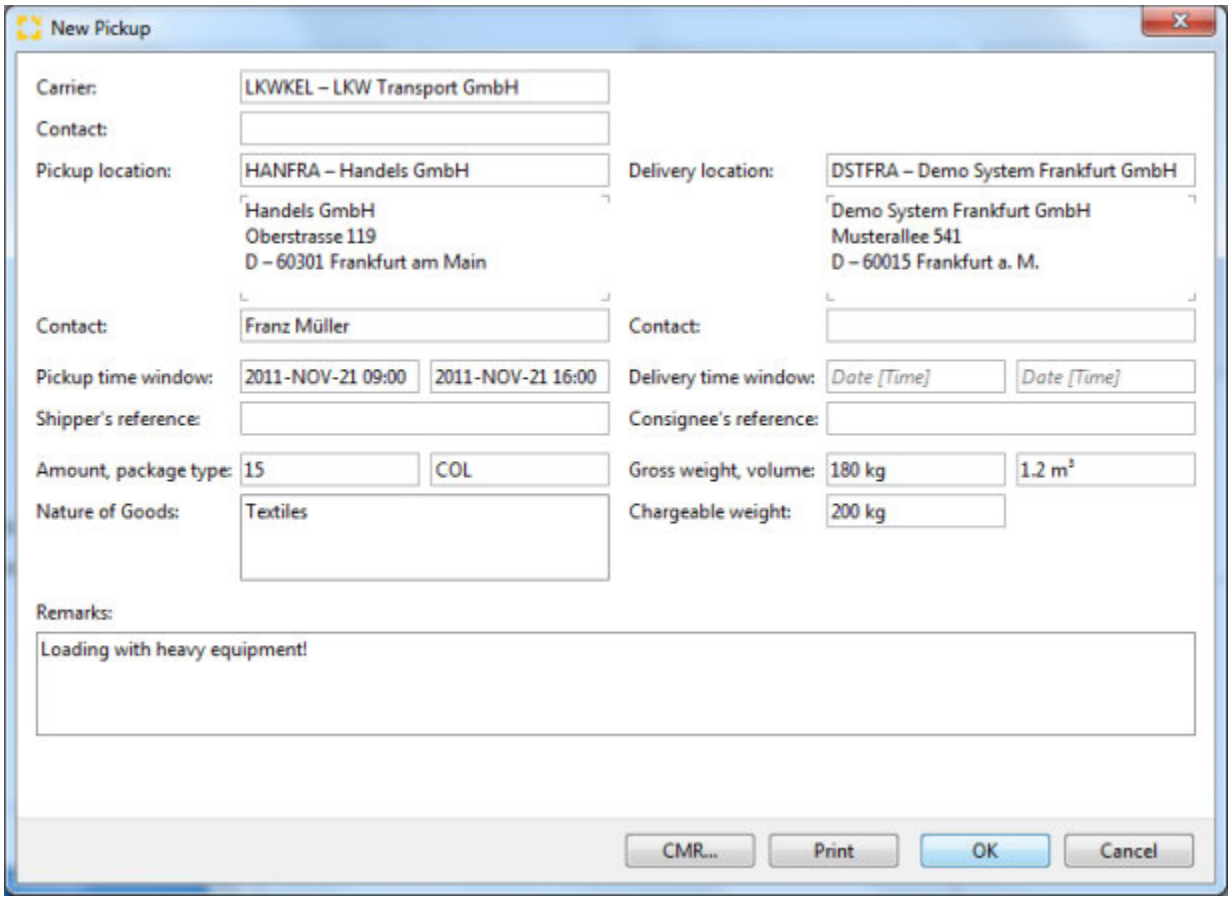
Pickup Order - General - Back-to-Back shipment - Airfreight Export

- Introduction
- Description

Introduction

Create and print pickup notes for collection of goods and delivery orders for transport of goods to the terminal. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

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Pickup time window from/to

The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

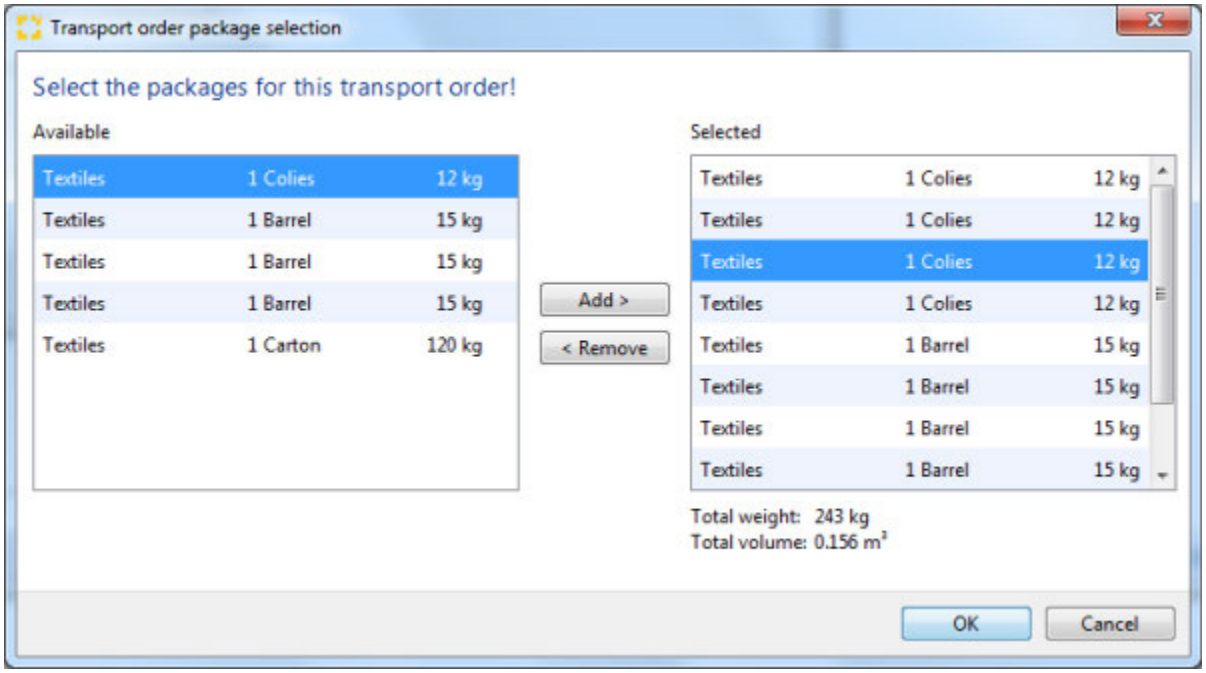
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

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Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery oder editor without taking any further action.

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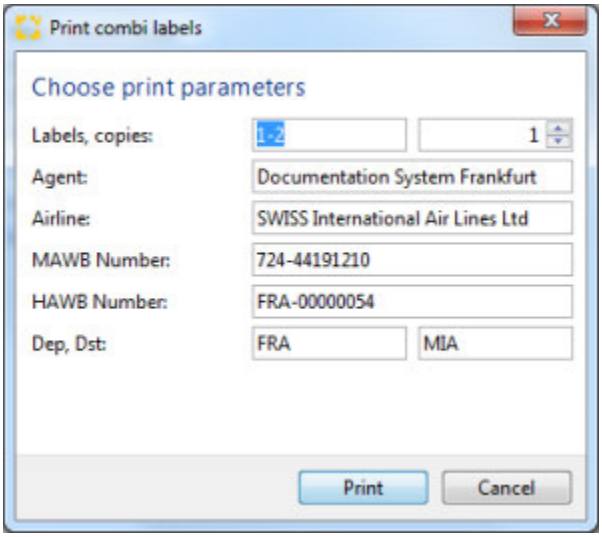
Printing Labels - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

Clicking the option label printer opens a pop-up window where the print parameters and number of printed pages can be edited. In addition, the print of the labels can be redirected to another printer-pool (e.g. another branch).

Description



Labels

Number of labels which should be printed. Individual labels can be printed or a partial set of labels may be printed.

Examples::

Entry	Quantity	Numbers
1-15	15	1-15
11	1	11
4-6	3	4-6

By default the application proposes printing the total number of labels.

Agent

The agent who issued the airwaybill. (Issuing agent)

Airline

The airline who will transport the shipment.

MAWB Number

MAWB Number of the shipment.

Departure/Destination

Place of departure and place of destination for the shipment.

Local print

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Print the document on the predefined default printer.

Print to Printer-pool

Allows selection of a printer-pool from the list displayed.

Printer-pools (List)

The desired printer-pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the popup window without further action.

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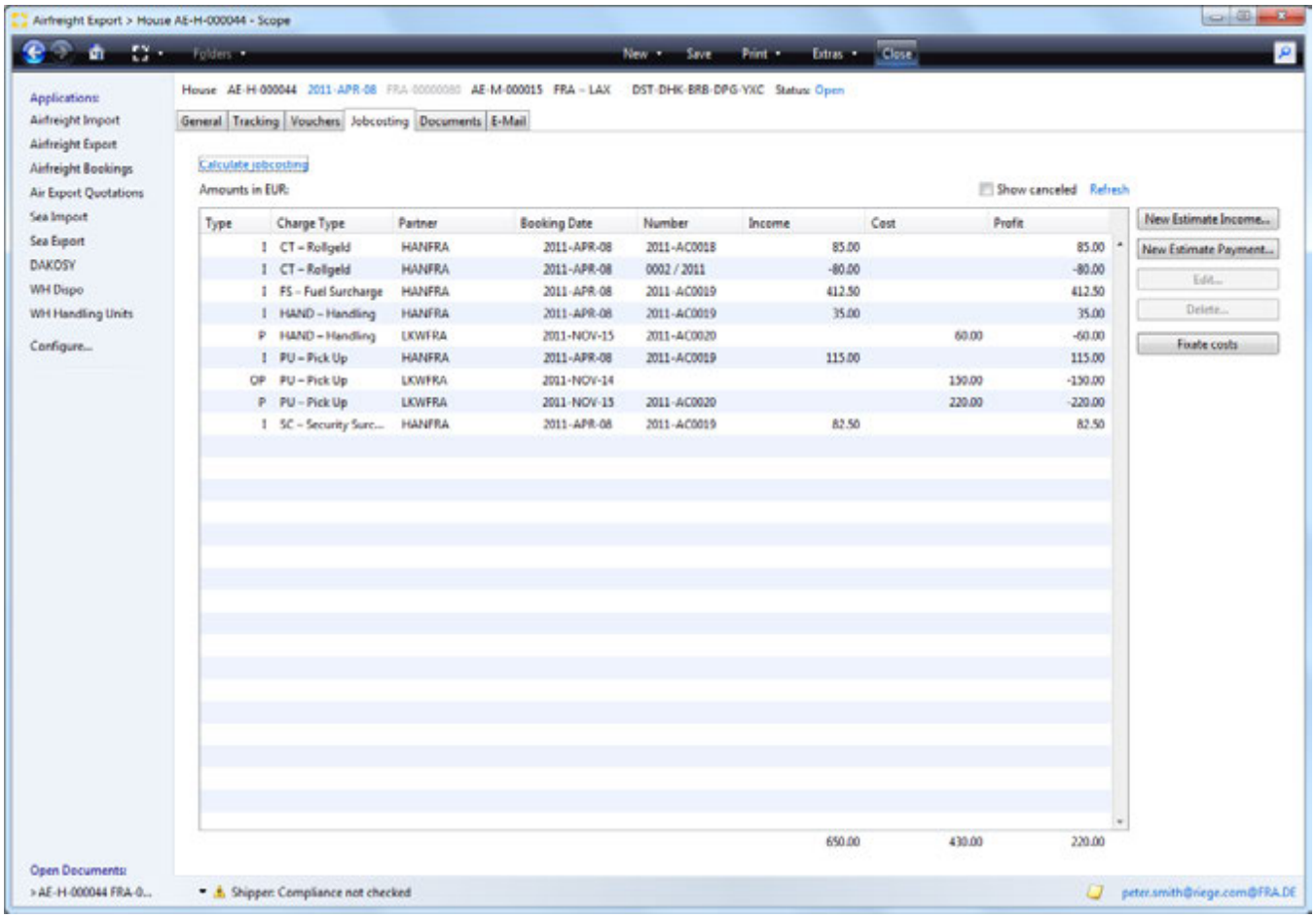
Jobcosting - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

> ⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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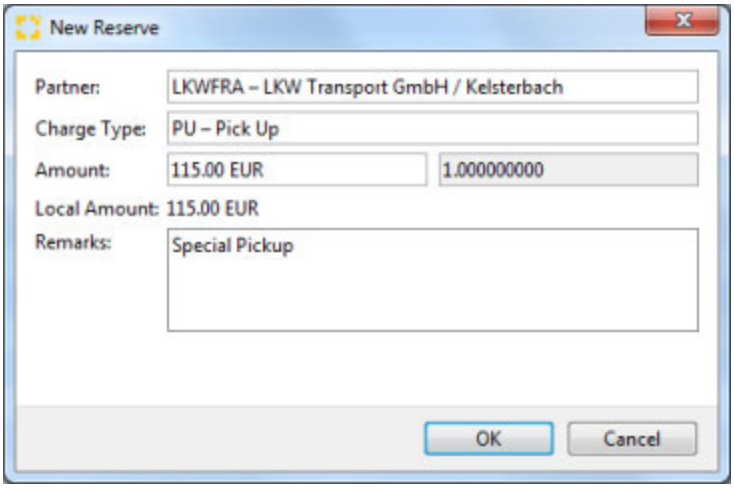

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Tracking - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

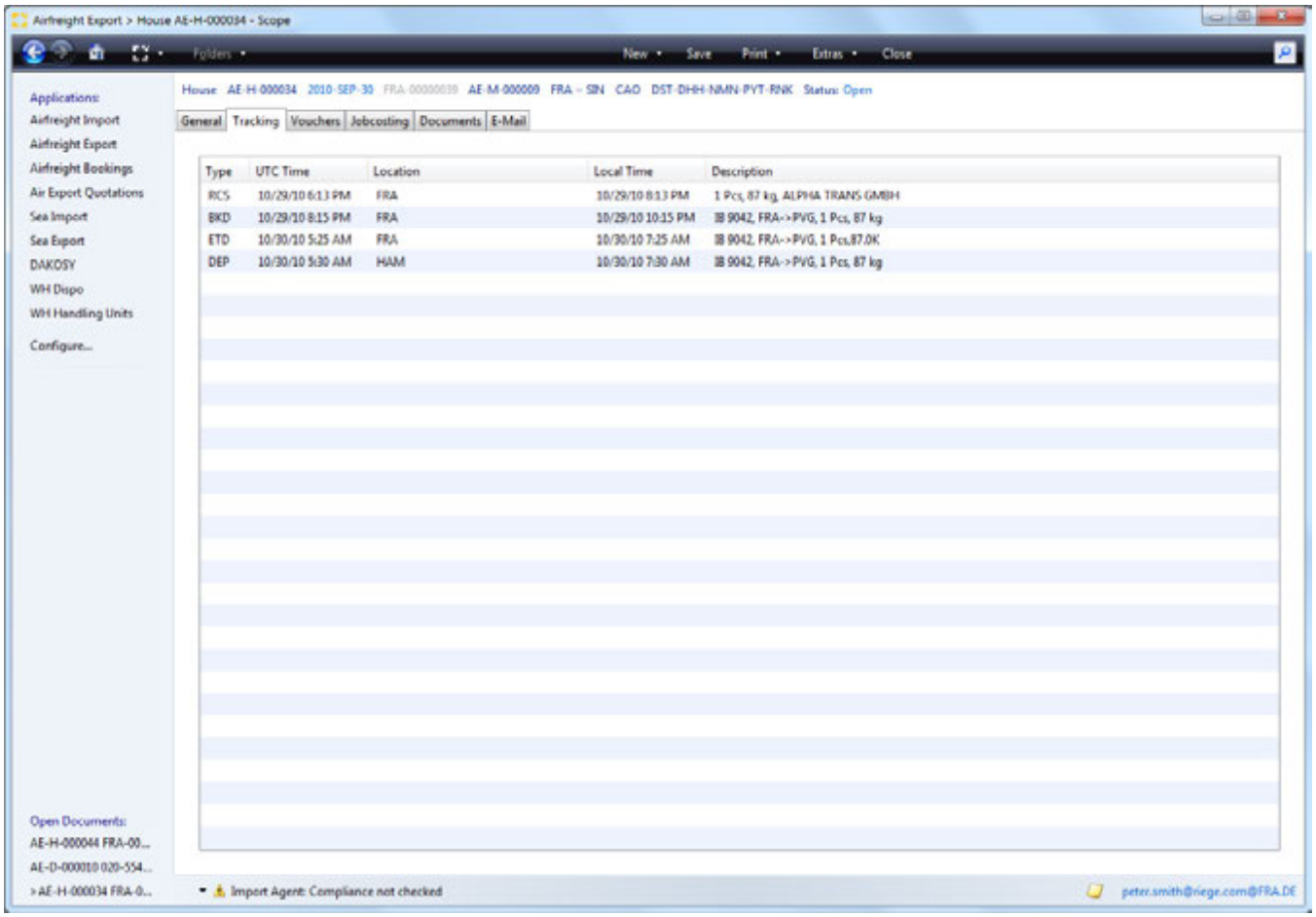
Introduction

During the life-cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an idividual tracking event will present detailed tracking information. Currently, only external tracking events are available when the shipper and carrier are exchanging data using the "TRAXON" cargo communication system. Future development of the tracking tab will allow it to include events between senders and receivers. Events in the tracking tab can also be viewed via web-browser on RSI's track and trace system. Connection to external, customer-specific track & trace systems can be implemented on request.

Description

The example below shows an exchange of tracking data for a Scope system that is connected to the Traxon cargo communication system.

- When printing the IATA air waybill (master shipment, direct shipment and back-to-back) the option exists to also "Print and transmit FWB" or just "Transmt FWB". These options will automatically generate the FWB message (waybill data) and send these to the Traxon system who in turn transmit the FWB to the responsible airline. Consolidations and back-to-back shipments will also include the FHL messages (house bill of lading or manifest data).
- The corresponding events are automatically entered into the table of tracking events.
- The types of events shown will depend on the types of events supported by the responsible airline.
- Airline events are automatically entered into the table.
- The events which are recorded in a master shipment, also appear simultaneously in the house shipments consolidated on that master since these events are also relevant to the house shipments.



Main menu bar and title bar

see tab **General**

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Type

Event type (see table below)

UTC time

The time of the event in UTC (Coordinated Universal Time)

Location

The place where the event has occurred. (the relevant airport IATA code may be shown)

Local time

Local time of the event (time in the time-zone in which the event occurred.)

Description

Description of the event. This example indicates how many packages, their weight, the aircraft transporting the freight. From where, to where. Numbers of packages that have arrived, the weight of the packages and at which destination.

The following events can be mapped. (Depending on the airline used)

Code	Description
RCS	Consignment received from Shipper
RCT	Consignment physically received from another airline
RCF	Consignment physically received from a flight known or not
BKD	Consignment has been booked
MAN	Consignment has been manifested
DEP	Consignment has departed
PRE	Consignment prepared for loading
TRM	Consignment is to be transferred to another carrier
TFD	Consignment has been physically transferred to another airline or surface transport party
NFD	Consignee or his agent informed of arrival of shipment
AWD	Arrival documents delivered to consignee or his agent
CCD	Consignment cleared by customs
DLV	Consignment has been physically delivered to consignee or his agent
DIS	Consignment Discrepancy
CRC	Consignment Information has been reported to Customs
DDL	Consignment has been delivered to the consignee's door
TGC	Consignment has been transferred to Customs/Government control
ARR	Consignment arrived on a flight known or not
AWR	Consignment documentation received from fleight
FOH	Consignment is on hand
FHL	Consol Manifest sent to airline
FWB	AWB sent to airline/ground handler
OSI	Other Service Information
ULD	ULD Identification
ETD	Estimates Time of Departure
ETA	Estimated Time of Arrival
FMA	Message acknowledged
FNA	Error detected in message

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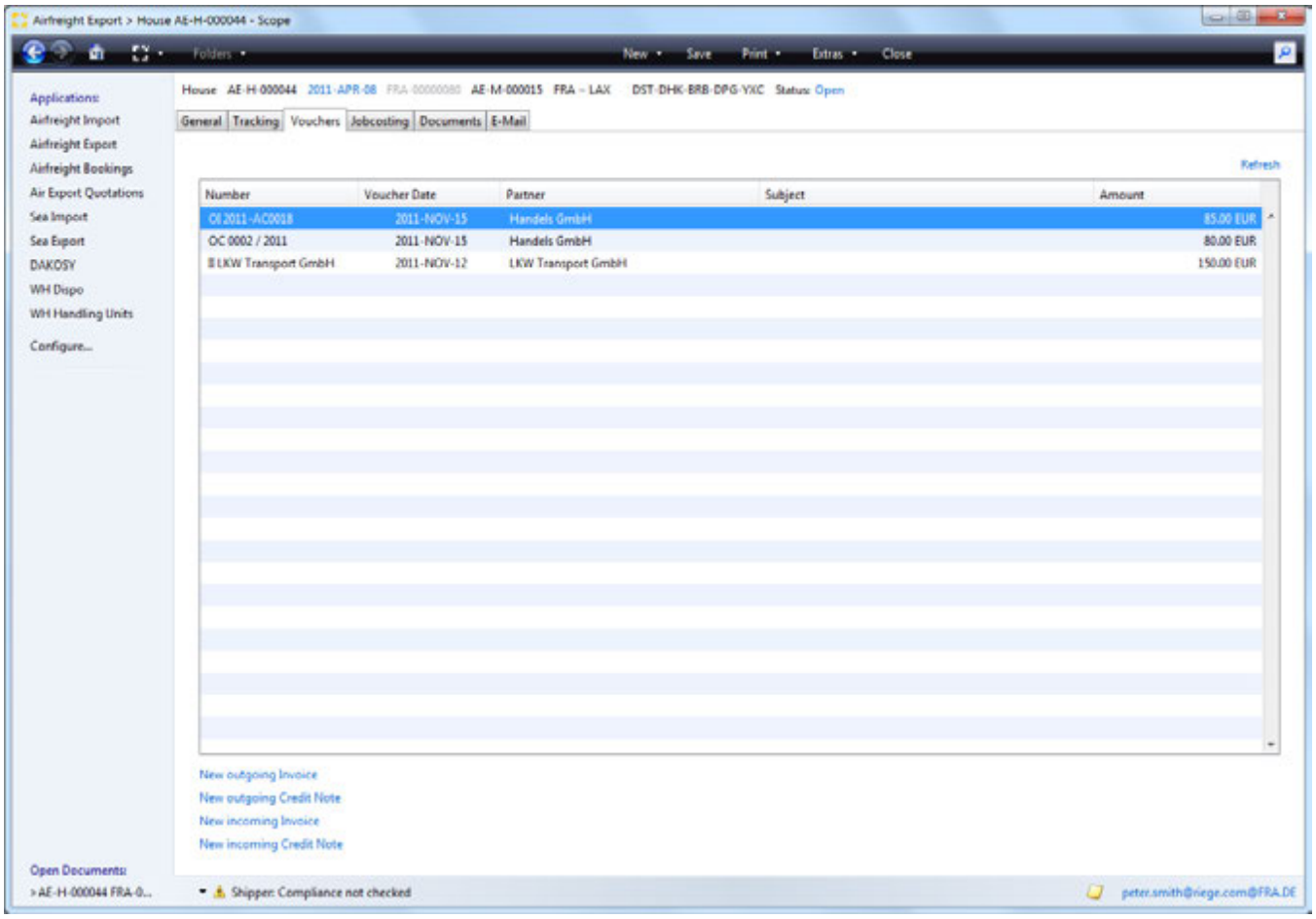
Vouchers - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

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Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

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Incoming Invoice - Back-to-Back - House shipment - Airfreight Export

- Introduction
- Description

Introduction

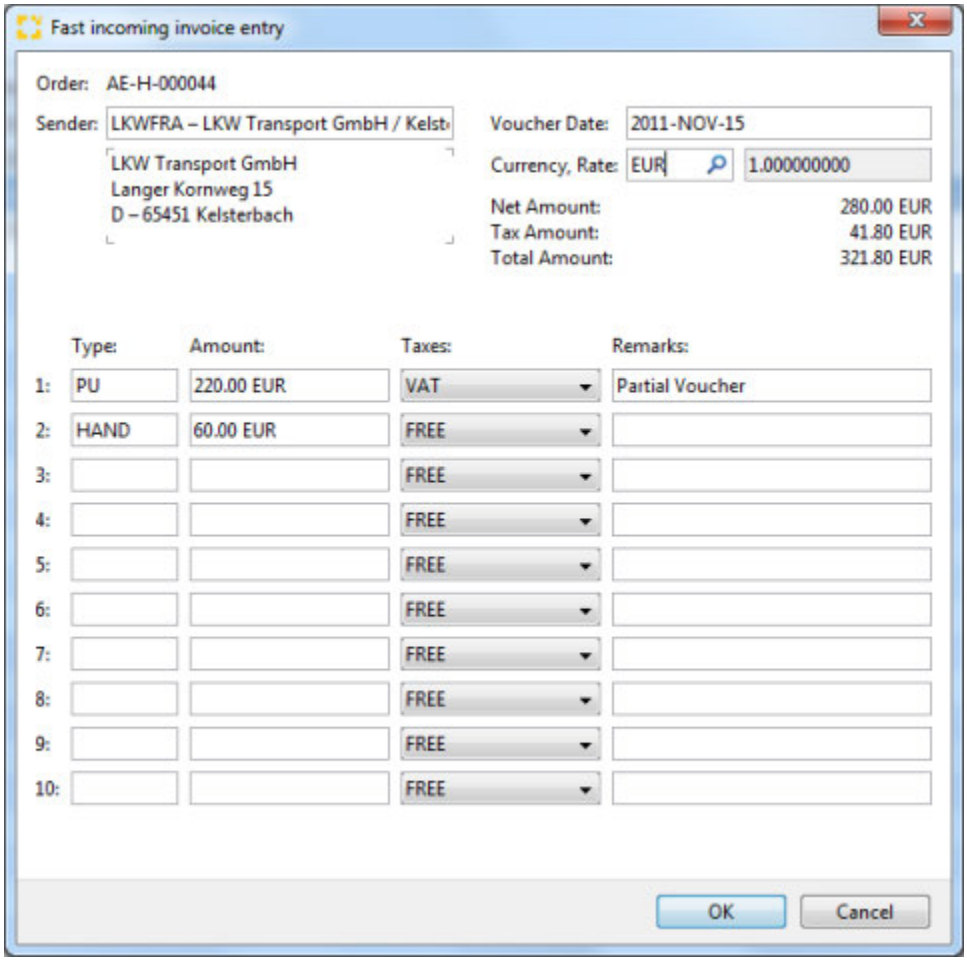
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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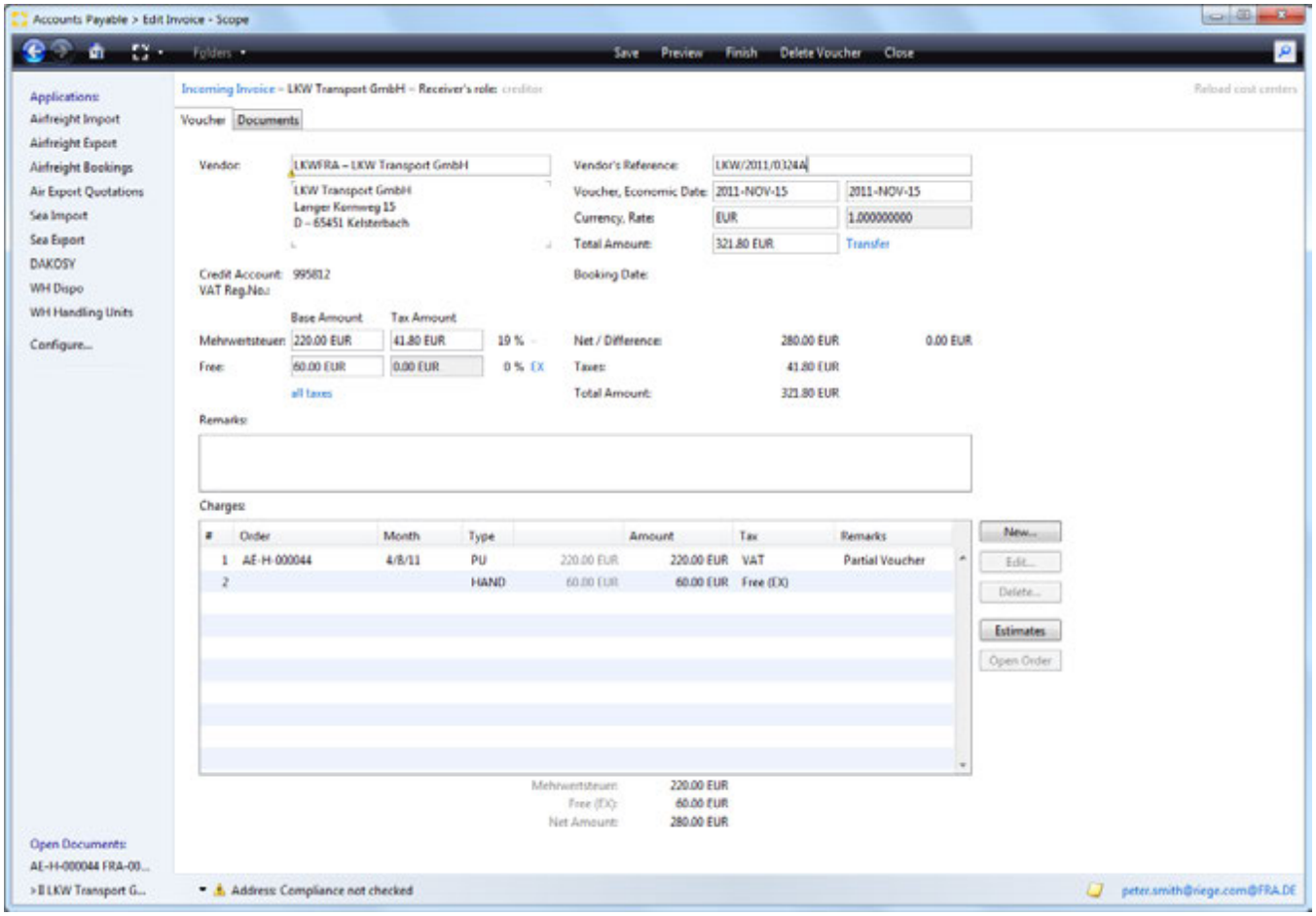

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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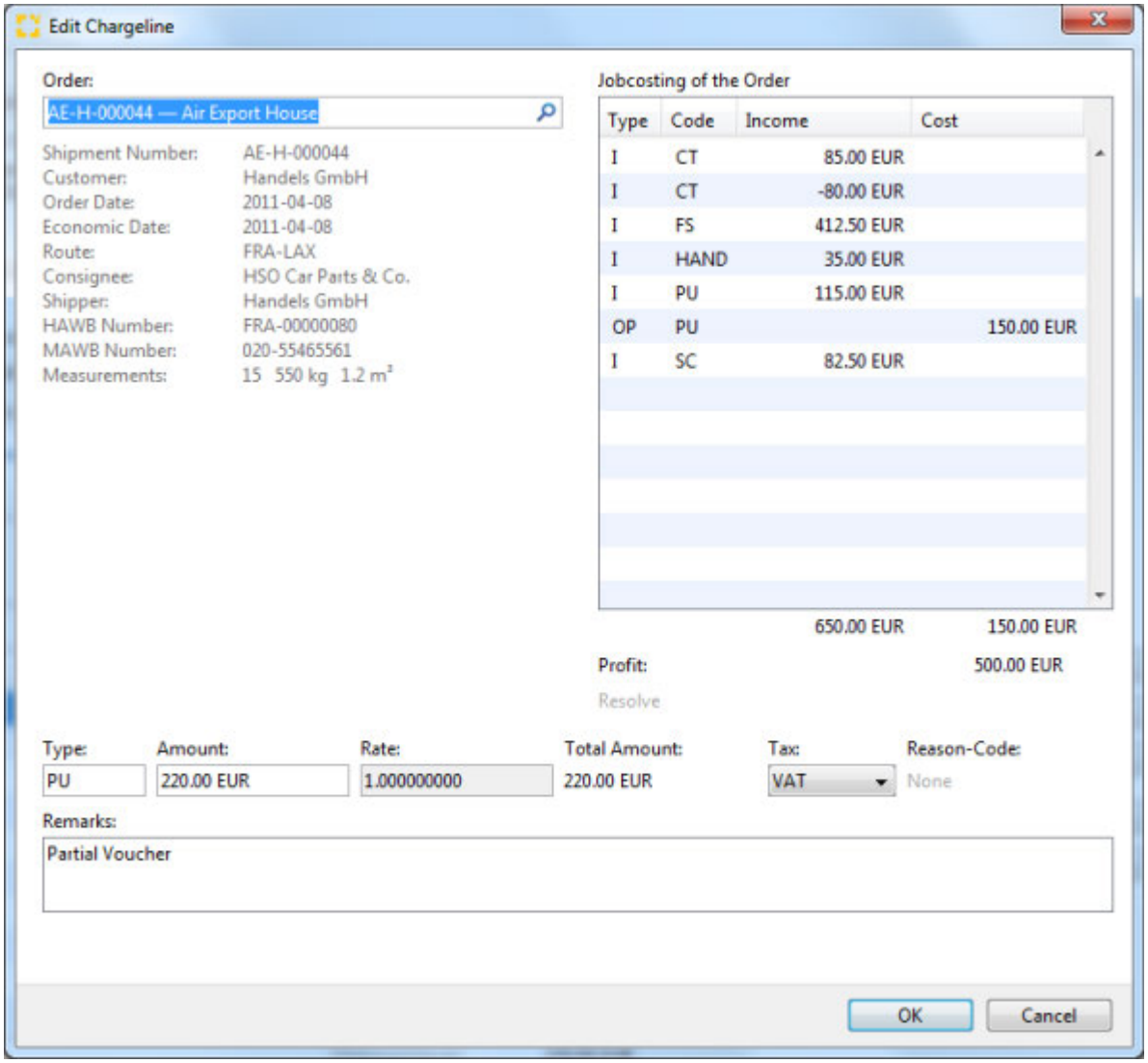
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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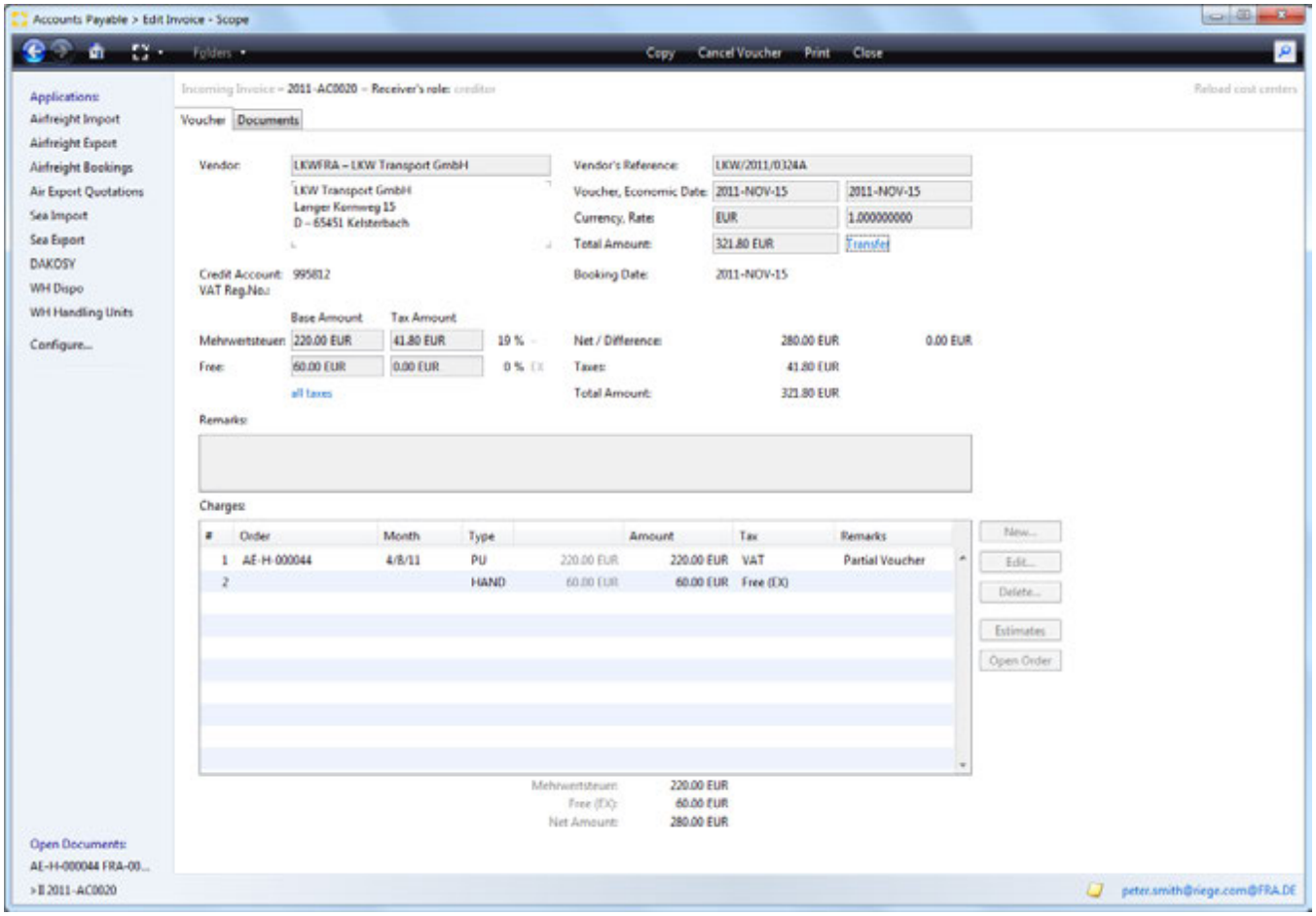

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Voucher - Invoice - Back-to-Back Shipment - Airfreight Export

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

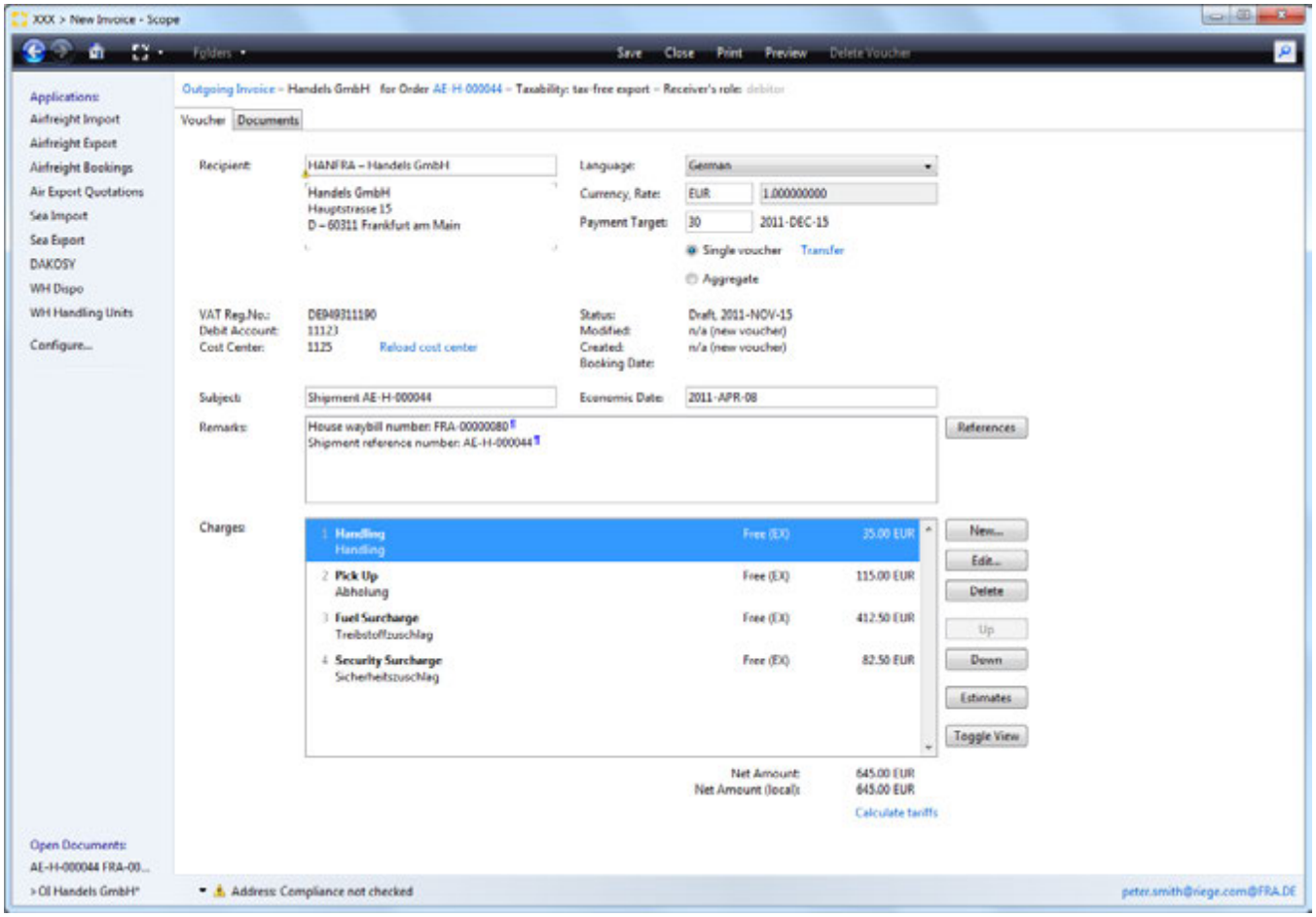
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

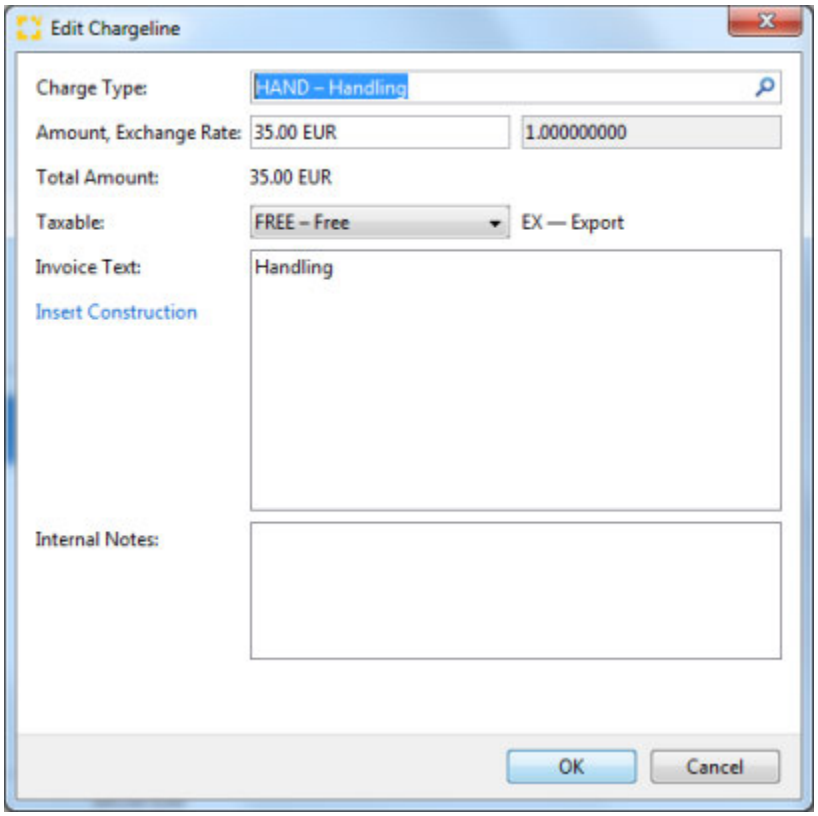
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

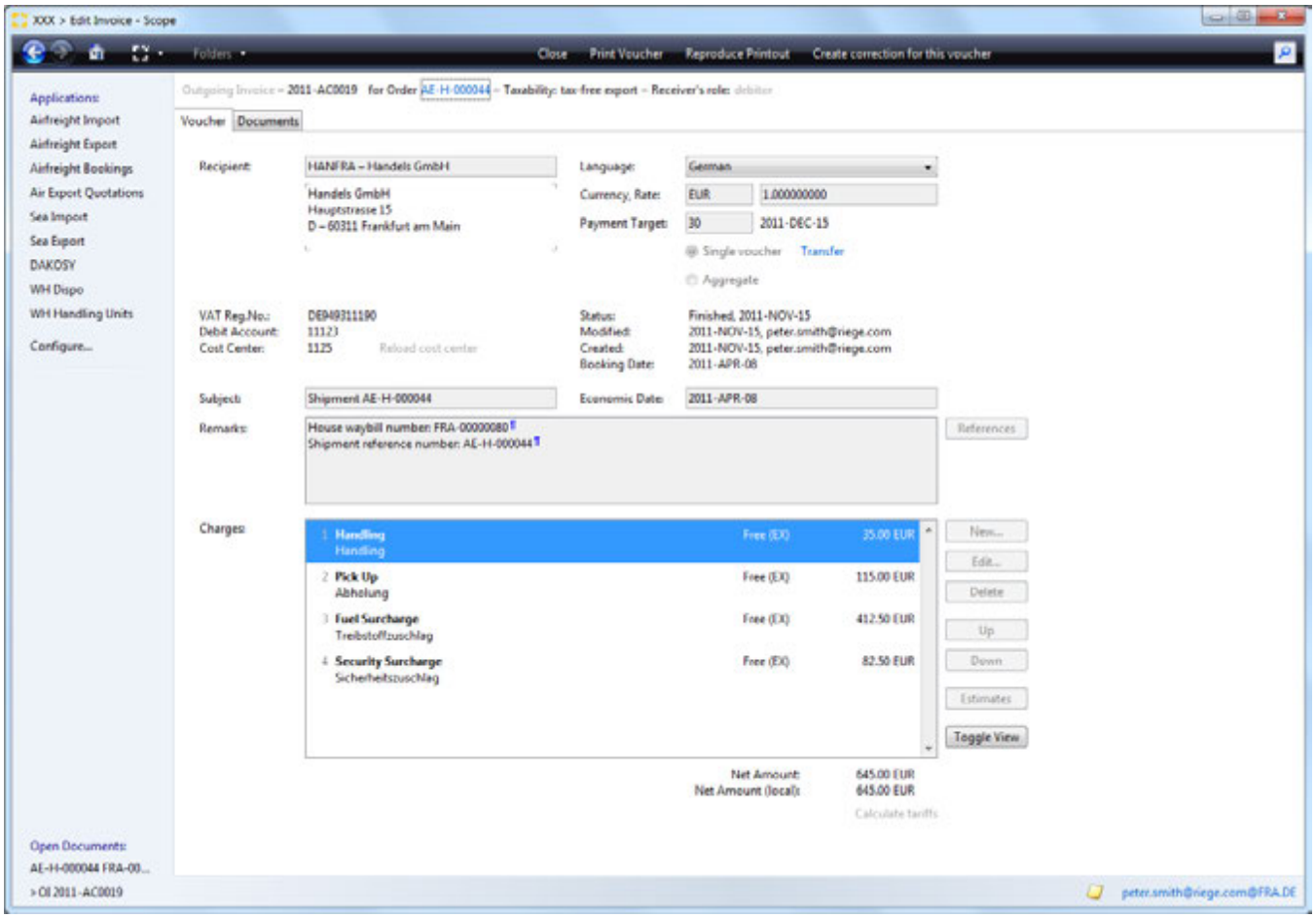
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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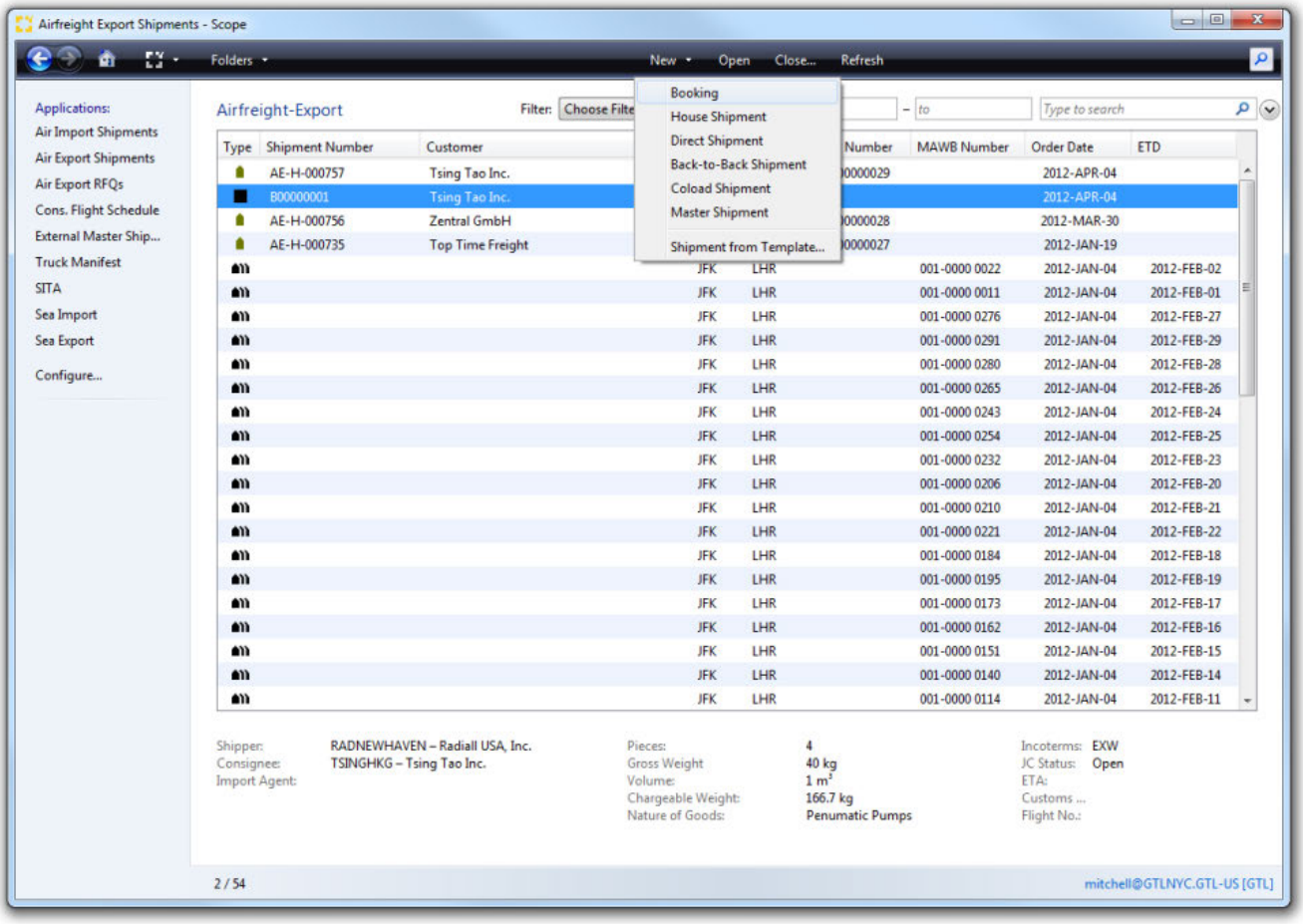
Booking - Airfreight Export

- Introduction
- Description

Introduction

Prior to creating an air export shipment, it is possible to create a booking for the shipment. In a booking the important data about the impending shipment can be collected and when the cargo is ready this booking can easily be converted into a full house, direct or house for a back-to-back shipment. A booking is usually created when incomplete details about the shipment are available or if there is some uncertainty if the shipment will materialize. A booking can also be used to quickly create a quotation.

Description



With ***New - Booking*** a new booking can be created.
With ***Open*** an existing booking highlighted in the export shipment overview can be opened. Alternatively, ***Double-click*** a booking in the list to open it.

The functions of the booking editor are described here:

- Documents - Booking - Airfreight Export
- E-Mail - Booking - Airfreight Export
- General - Booking - Airfreight Export

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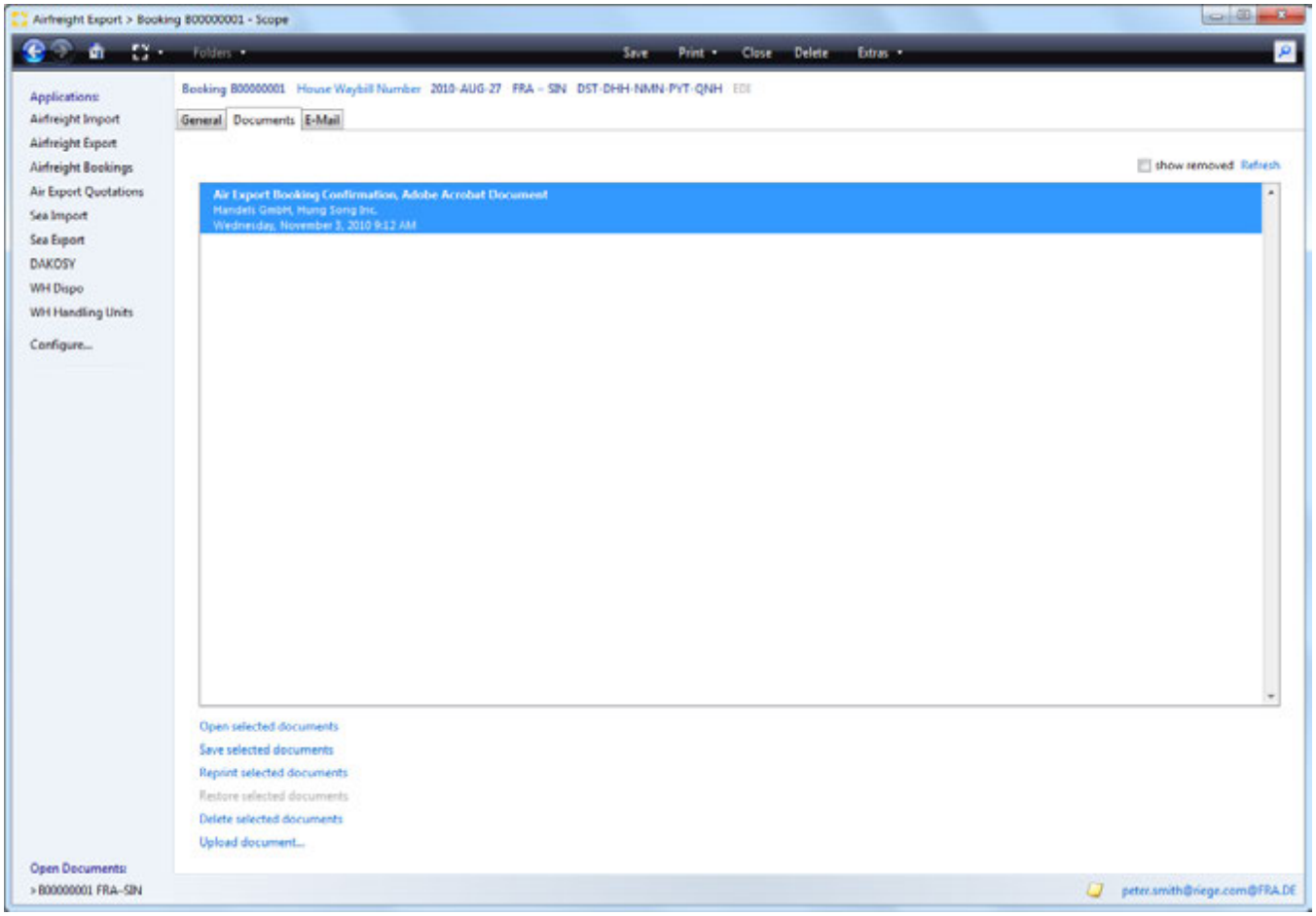
Documents - Booking - Airfreight Export

- Introduction
- Description

Introduction

All documents that have been printed for the booking will appear in the **Document** tab.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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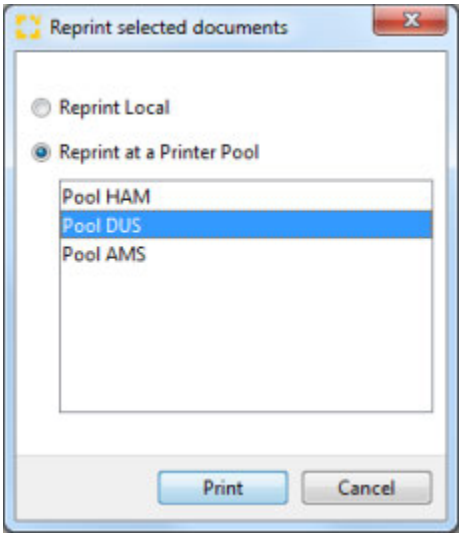
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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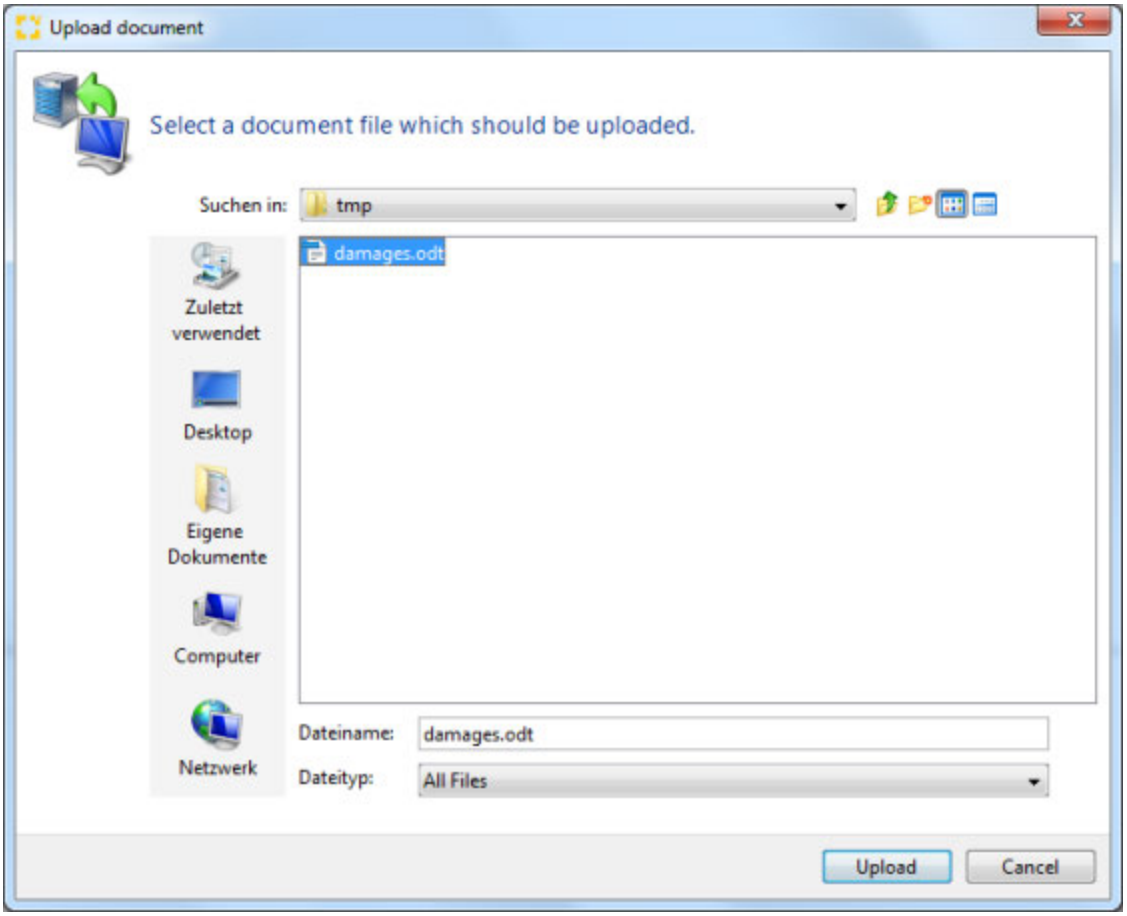

Update

Updates the current list of documents.

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E-Mail - Booking - Airfreight Export

- Introduction

Introduction

On completing a booking an air export booking, the **E-Mail** tab can be used to create emails that related to the booking and to include documents related to the booking as attachments in the email. The complete description of this function is described in the E-Mail page.

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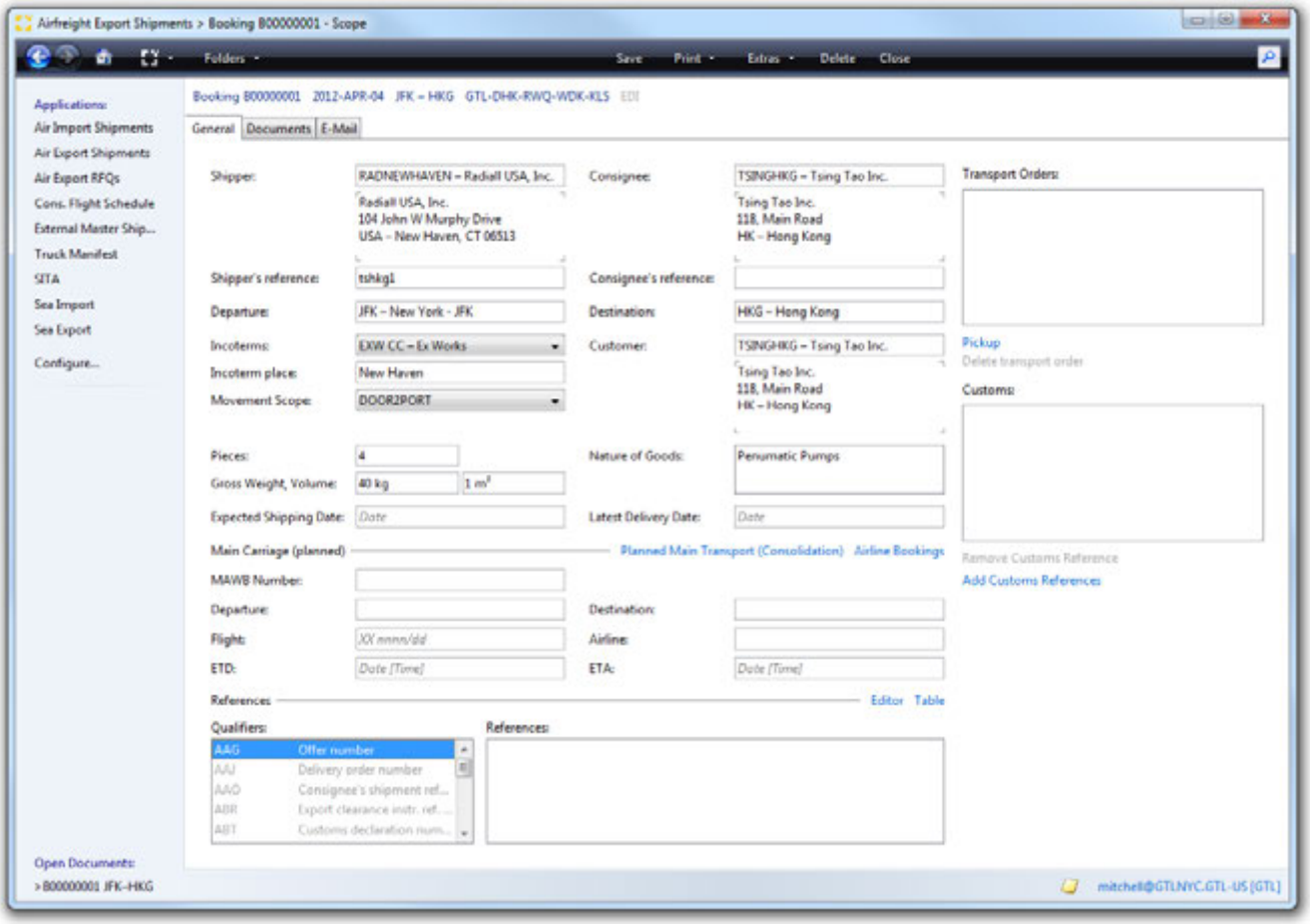
General - Booking - Airfreight Export

- Introduction
- Description
- General fields of the booking
- Main Carriage (planned)
- References

Introduction

The **General** tab stores all the important booking information such as shipper, consignee, pieces, weights and description of goods. This data can then be transformed with a mouse click into a full shipment when required.

Description



Save

The *save* option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the *Print* command , the required document can be printed.
Currently the following documents are available:

- Confirmation

Extras

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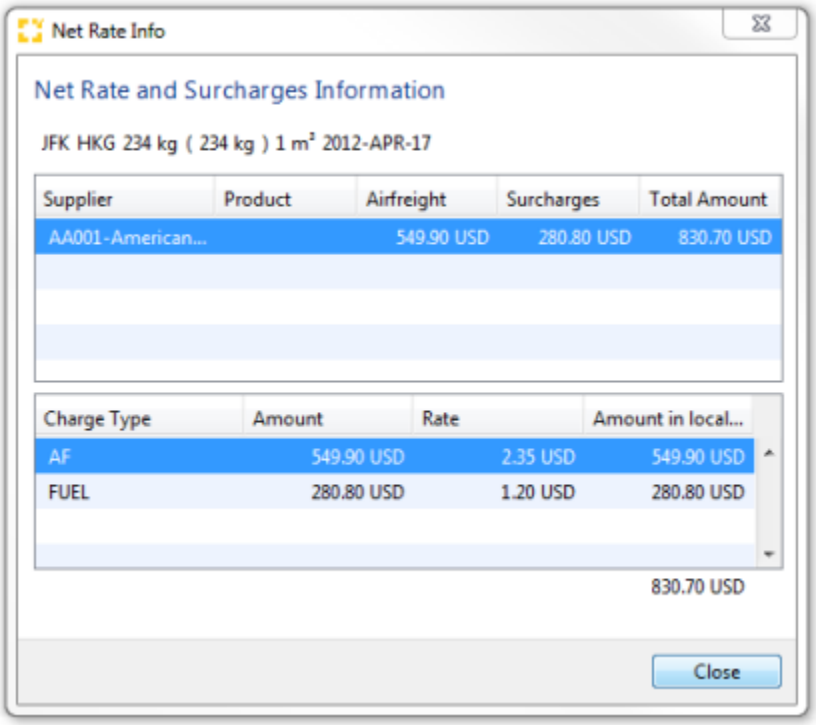
The extras option in the title bar presents as set of additional actions that may be applied to an existing booking:

- **Netrate Info**
- **Convert to Shipment**
- **Assign to Shipment**
- **Create Quotation**

Netrate Info

The **Netrate Info** option will open a an information screen that will show any stored net rates that are valid for this shipment. These net rates are buying tariffs that are marked by the system as airfreight or related charges such as *air freight, fuel surcharges or security charges*.



Above the 2 tables, the summary of the booking is shown in the format *depart airport, destination airport, gorss weight, charge weight, volume weight and depart date*.

There are 2 tables in the net rate info screen, the upper table displays:

- **Supplier** The airline (if any) offering the net rate
- **Product**
- **Airfreight** The total airfreight cost
- **Surcharges** The totals of other charges associated with the net rate such as *fuel- and/or _security fees*
- **Total** The grand total of airfreight and associated other charges

The lower table shows the individual charges that make up the total net rate shown in the upper table. As net rates in the upper table are highlighted the lower table displays the individual charges of the net rate:

- **Charge type** The charge code for the charge
- **Amount** The total amount of the charge in the currency used when the tariff was created
- **Rate** The rate amount used to calculate the tariff.
- **Amount in local currency** The total amount calculated by converting the total of the tariff to the local currency.

Close

The close option will close the Net Rate Info window and return to the booking.

Convert to Shipment

Select this option if the booking is to be converted to a real shipment. This option will produce a window where the type of shipment can be chosen:

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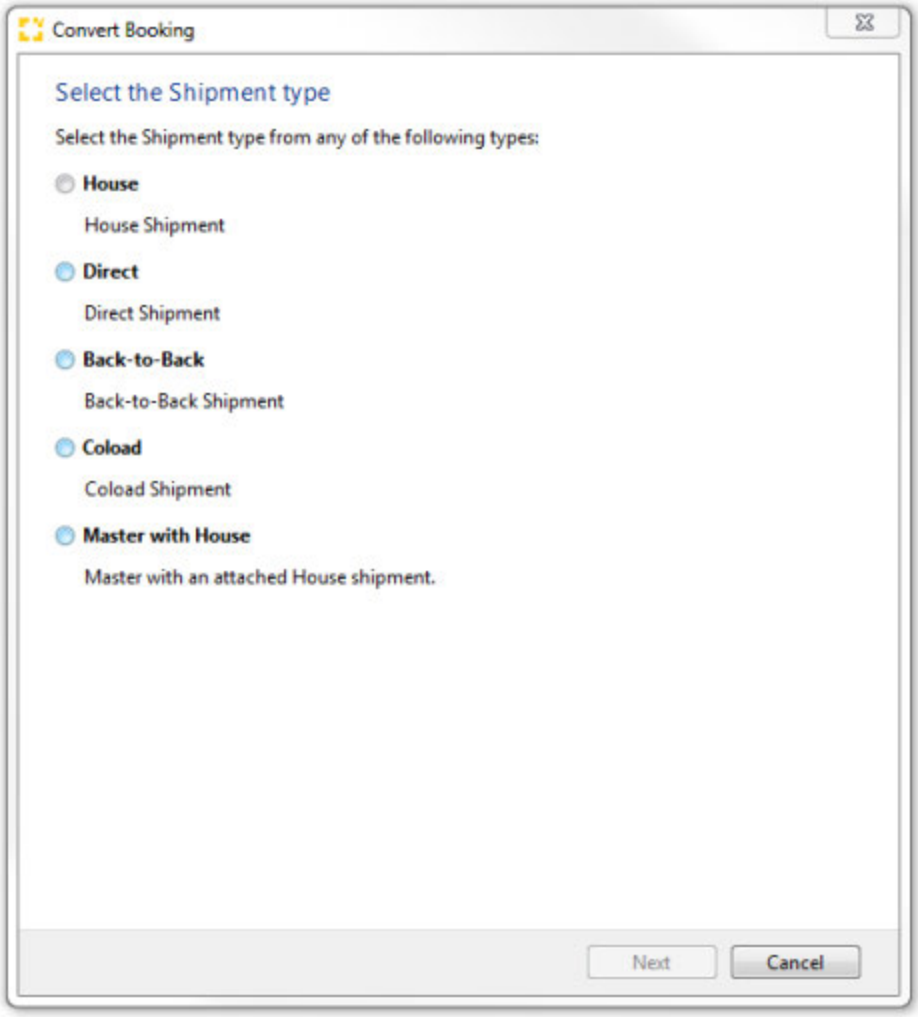

Select the shipment type from any of the following types:

- House
- Direct
- Back-to-Back
- Coload
- Master with House This option will automatically generate a master shipment with the booking attached to it as a house shipment.

> ⚠ Once a booking is converted into a full shipment is is no longer visible as a booking in the list of export shipments. If a shipment was created from a booking, the original booking can still be viewed using the *show booking* option in the *Extras* menu of the shipment. This original booking information cannot be changed or deleted.

Assign to Shipment

Occasionally it may be preferable to take a booking and add it to an existing shipment instead of creating a new and separate shipment for the cargo. In these circumstance the *Assign to Shipment* option can be selected. An information screen will appear:

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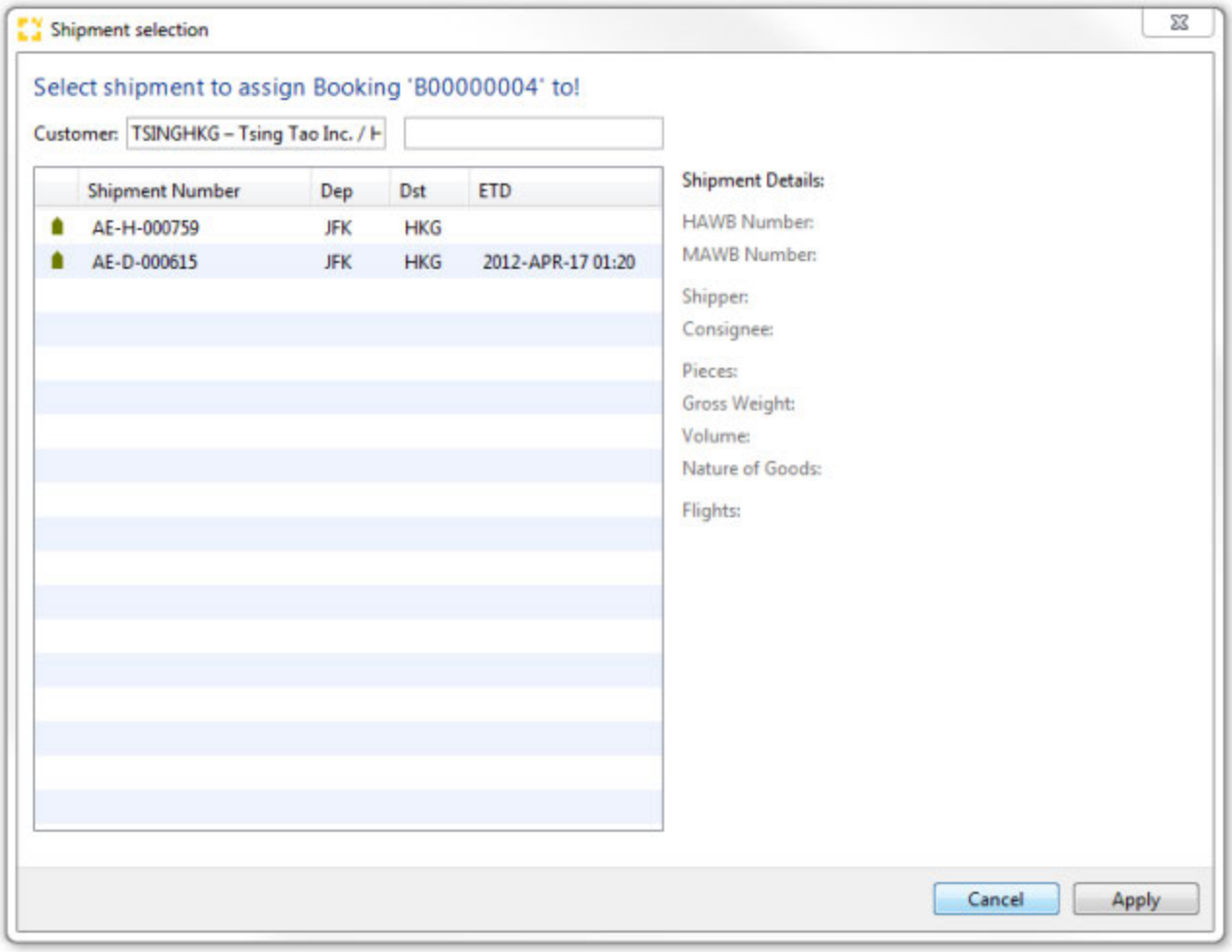

Customer

The name of the customer to whom the booking belongs

Table valid shipments

In the table a listing of shipments will appear that match the details of the booking and therefore the booking may be assigned to any of these shipments.

Cancel

This option will cancel the *assign* operation and return to the booking

Apply

The booking will be assigned to the shipment highlighted in the table of available shipments. The pieces, weights and dimensions of the booking will be added to those of the selected shipment and the application will exit the booking and open the selected shipment so that it can be completed.

Create Quotation

This option is used when the booking is to be the basis of a quotation. This means that both the details of the cargo can be stored in the booking and the price offered to the customer for the booking can also be be stored. Selecting this option starts the quotation application with all the details from the booking already in place and only the financial details of the quotation need to be completed.

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Delete

Deletes the booking if required.

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Title Bar

The following information and actions appear in the title bar for a booking. Blue text indicates that the text has an action link and offers further activities.

- **Type**
  The *type* will always be displayed as a *booking*.
- **Booking number**
  Assigned by the system when the booking is saved for the first time.
- **Date**
  The date the booking was first saved.
- **Departure airport - Destination airport**
  Departure and destination of the booking.
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the booking is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Quotation**
  If a quotation has been created for the booking then the action link will display the text *View quote*. If no quotation has been created then the action link will display the text *Create quotation*. Clicking this action link will open the quotation editor.

General fields of the booking

Shipper

Shipper for the booking. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper's reference

References issued by the shipper that should be associated with the booking may be typed in the shipper's reference field. If there are multiple references, these can be separated with a comma for ease of entry. Any references entered here will automatically also appear in the references section of the booking as a consignors reference.

Consignee

Consignee for the booking. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee's reference

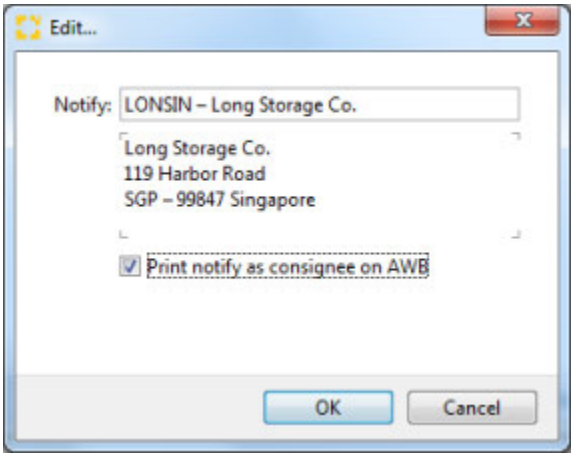
References issued by the consignee that should be associated with the booking may be typed in the consignee's reference field. If there are multiple references, these can be separated with a comma for ease of entry. Any references entered here will automatically also appear in the references section of the booking as a consignee's reference.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



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Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

> In the master data of the (partner), if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Departure

Airport of departure of the booking. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the booking. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Incoterms

The delivery terms for the booking.

Incoterms Place

The place name referenced by the incoterms.

Movement Scope

Movement Scope of the booking.

Customer

Generally the customer is the business partner who is responsible for generating the booking and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Pieces

Total number of packages in the booking.

Within the pieces field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

the description of the goods.

Expected date of shipment

The Date the goods are planned to be shipped.

Latest Delivery

The latest delivery date for the goods to the warehouse. This can be no later than the expected ship date.

Transport Orders

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The **Transport Orders** window will display any pick up notes that have been created for the booking. The pickup note number and the date that it was created will be displayed. These existing pickup notes can be opened by highlighting and double clicking them.

Pickup

This action link will enable a new pick-up note for the shipment to be created. Clicking the link will open the pick-up note editor.

Delete transport order

This option will be active if pickup notes have been created for the booking. This action link will delete the pickup note highlighted in the pane showing existing pickup notes.

Customs

The **Customs** window will display any customs references that have been created for the booking.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

Main Carriage (planned)

The planned main carriage area of the booking allows planned master details to be entered manually or the action link *Airline Bookings* will transform the screen and allow a master AWB to be selected from the pool of MAWB's for the selected airline. Both options are described in detail below:

Planned Main Transport (Consolidation)

MAWB Number

Enter the planned MAWB number in the format *nnn-nnnnnnnn*.

Departure

Airport of departure of the master shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the master shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Flight

Enter the flight data for the master shipment. Use the drop-down menu or press F3 to access the flight data editor. This allows detailed flight and routing data to be entered.

Airline

The name of the airline for the master shipment.

ETD

Estimated time of departure of the master shipment.

ETA

Estimated time of arrival of the master shipment.

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

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Coload Shipment - Airfreight Export

- Introduction
- Description

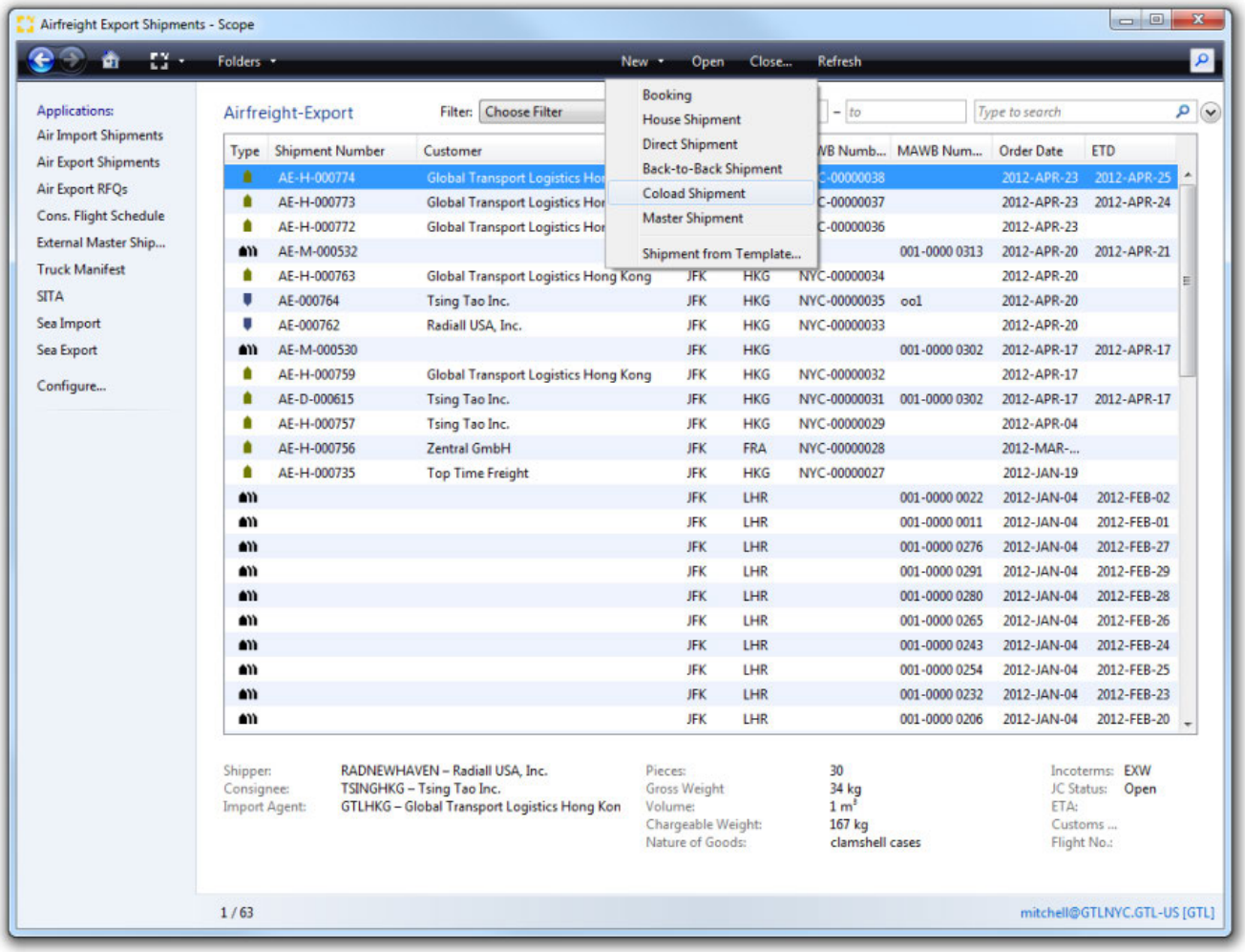
Introduction

Coload shipments are created within air freight exports in addition to Consolidated, HouseDirect, Back2Back shipments and Bookings. A Coload shipment is very similar to a House but cannot be combined with other shipments into a Consolidated shipment. Coload shipments are usually created by smaller forwarders when they do not have sufficient cargo to build their own consolidation and instead they had the shipment over to another forwarder for consolidation outside of their own network. This means they only create the house details for the shipment and the master details are supplied by the Agent who receives the coload and actually creates the consolidation.

The name Coload shipment derives from the fact that the shipment is not shipped as "in-house cargo" but is added to the load (coloaded) with the cargo of an out of network agent. The airline (carrier) is not involved at this level of transportation.

The following operations can be handled in this application: data entry, invoices for the house airwaybill (HAWB), printing of documents, costs, revenues and delivery notes.

Description



Select ***New - Coload shipment*** to create a new coload shipment.
Select ***Open*** to open an existing coload shipment highlighted in the overview. Alternatively the coload shipment can also be ***Double Clicked*** and this will open the shipment in the full shipment editor.

The function of each program editor is described here:

- Documents - Coload Shipment - Airfreight Export

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- E-Mail - Coload Shipment - Airfreight Export
- General - Coload Shipment - Airfreight Export
- Jobcosting - Coload Shipment - Airfreight Export
- Tracking - Coload Shipment - Airfreight Export
- Vouchers - Coload Shipment - Airfreight Export

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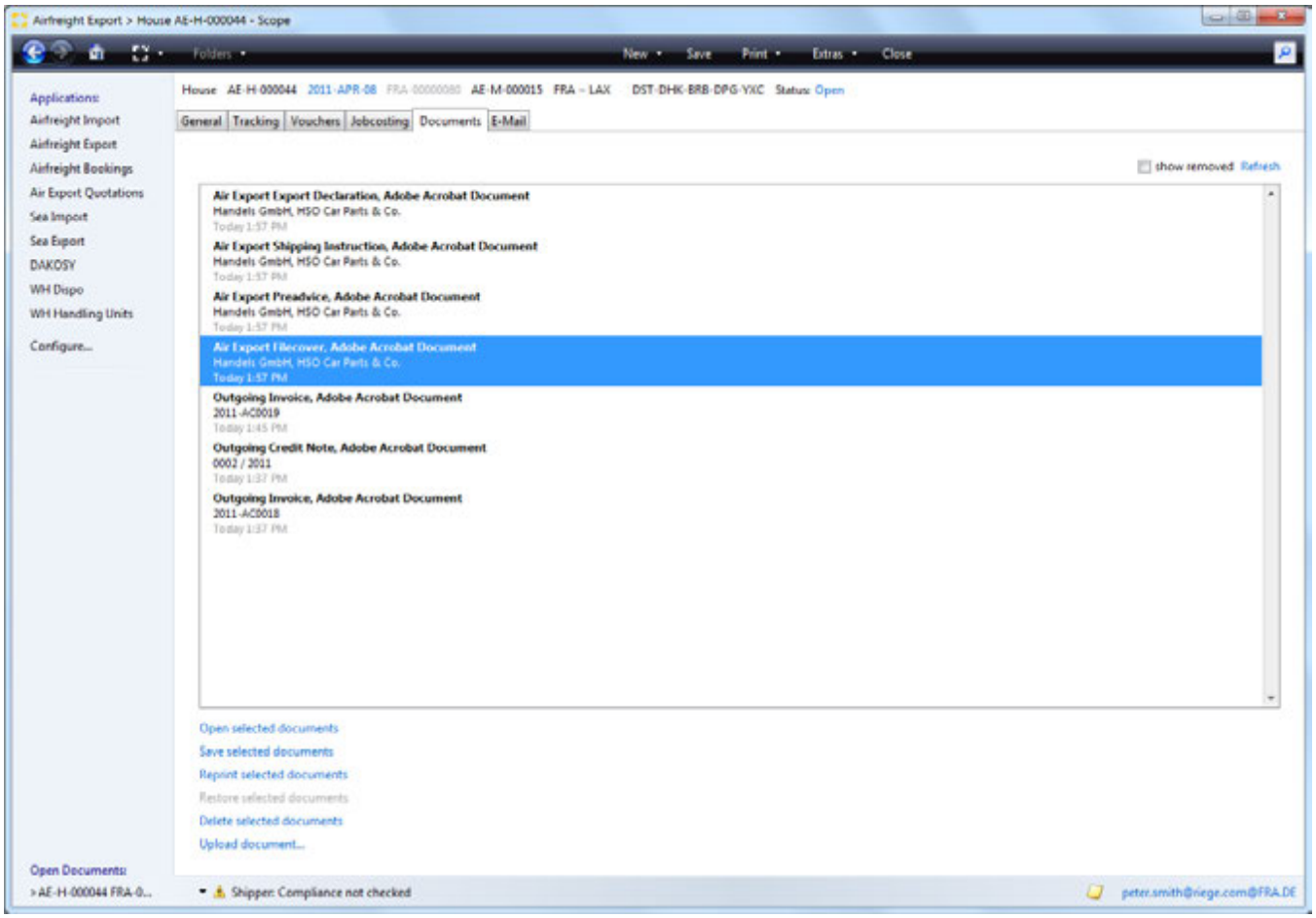
Documents - Coload Shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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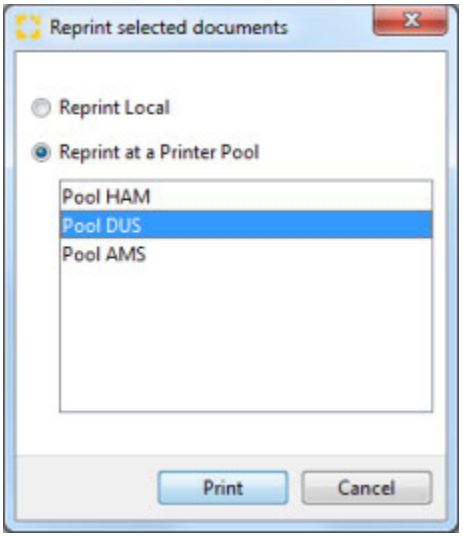
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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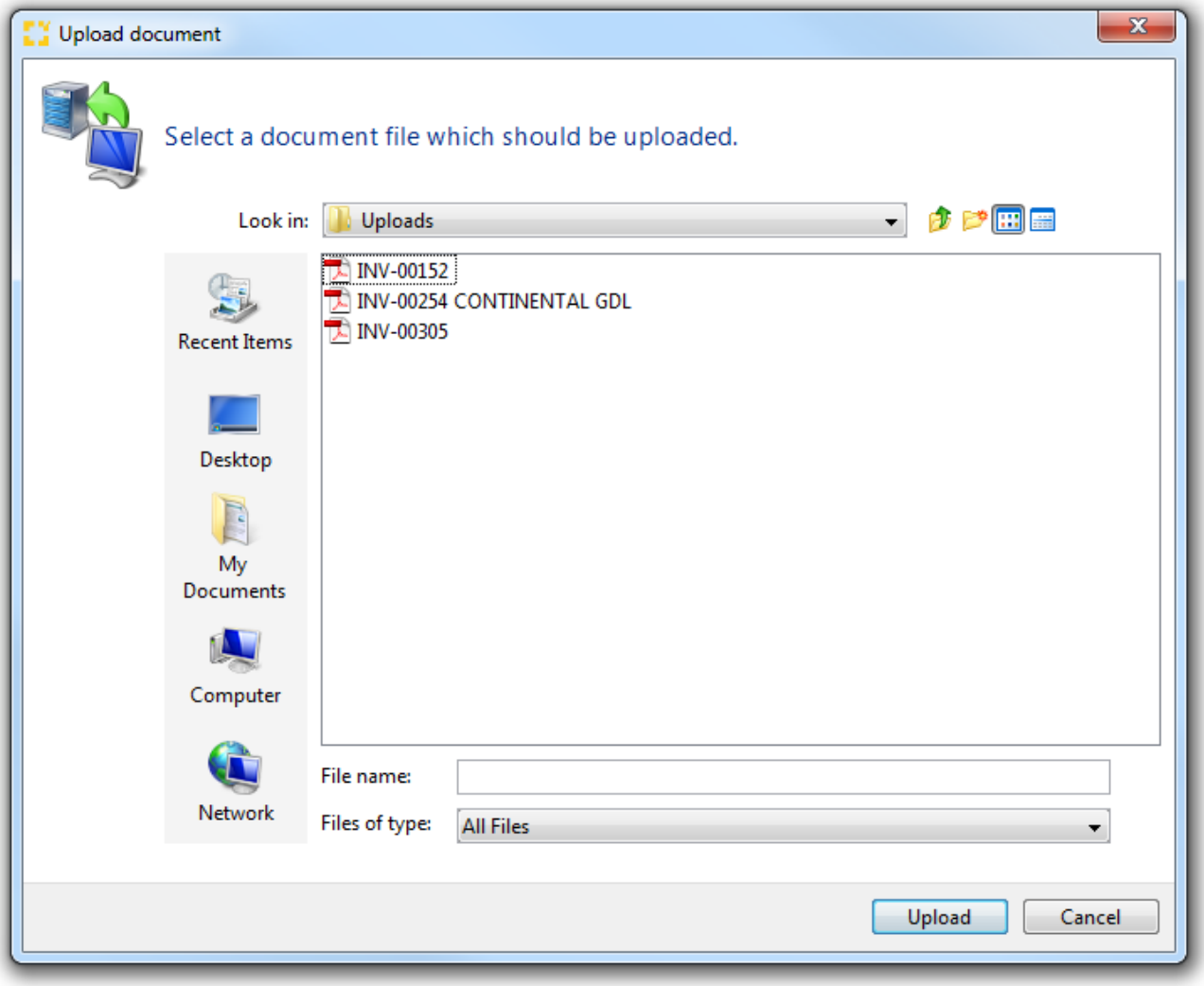

Update

Updates the current list of documents.

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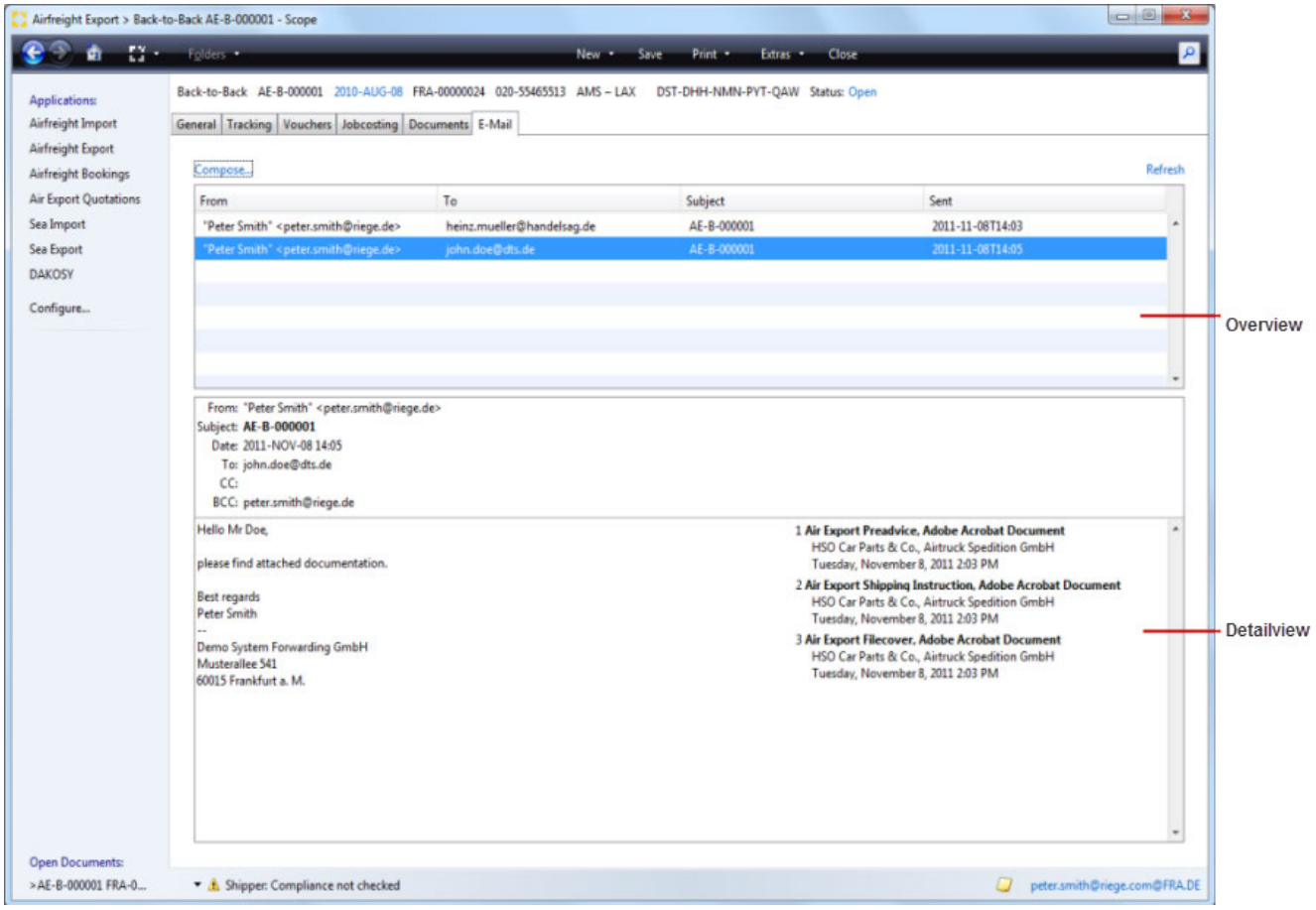
E-Mail - Coload Shipment - Airfreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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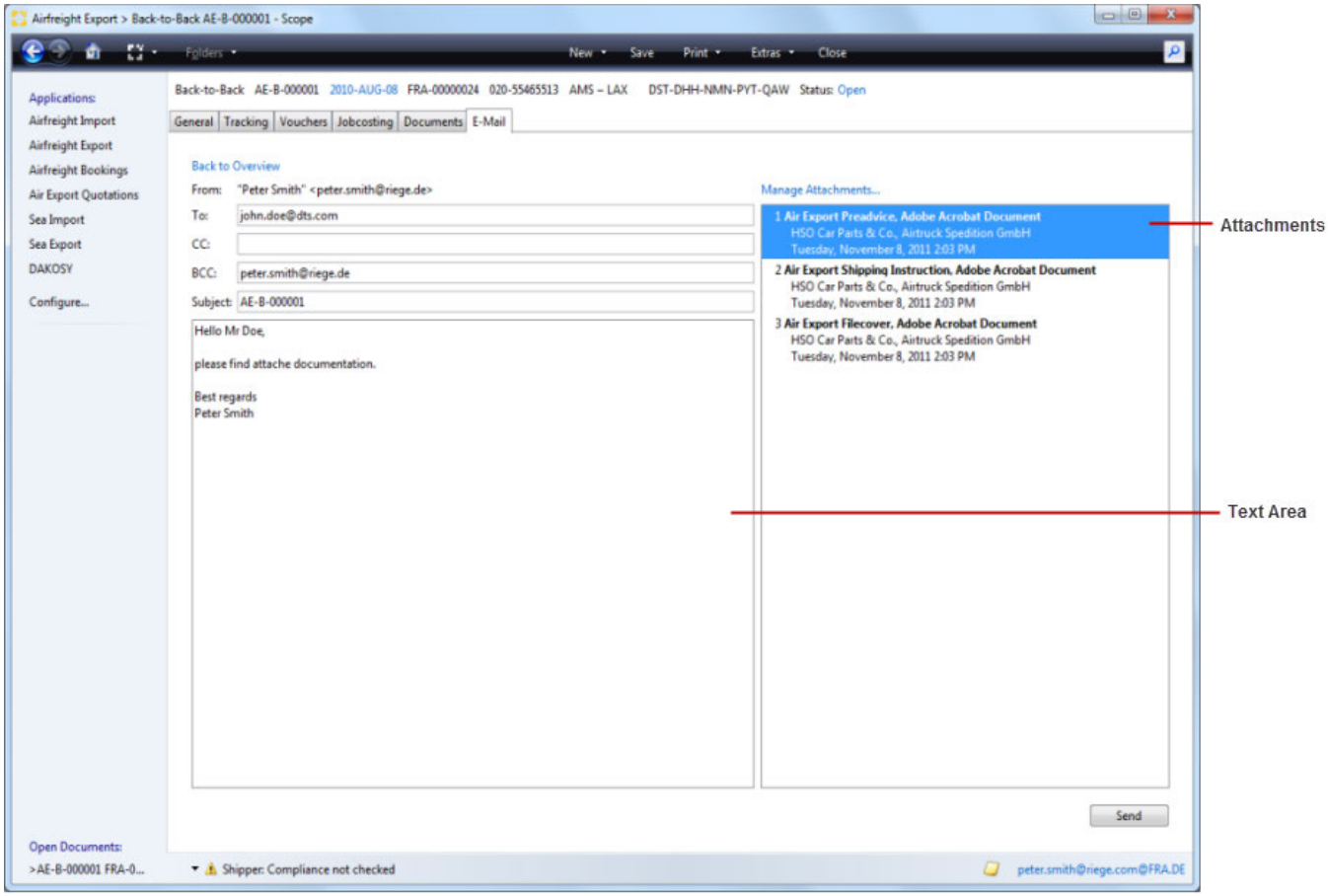
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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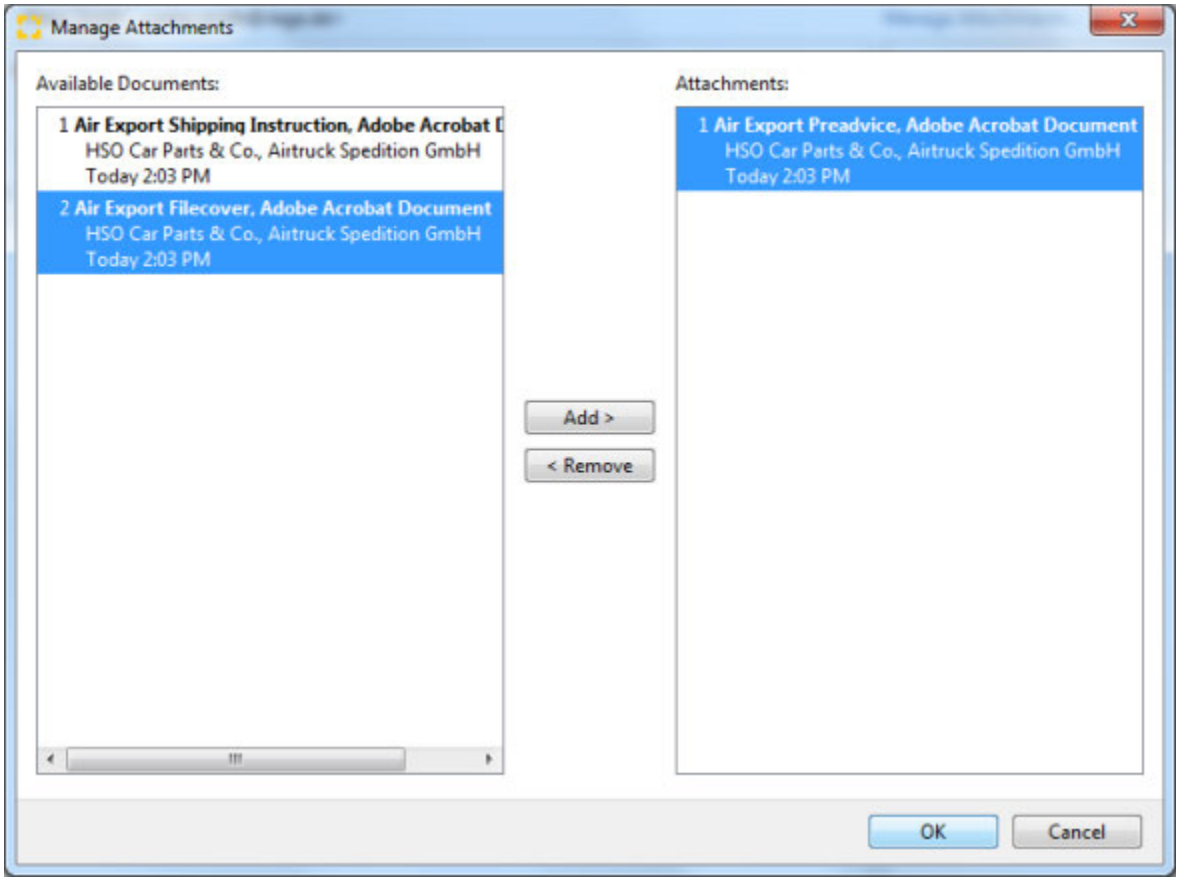
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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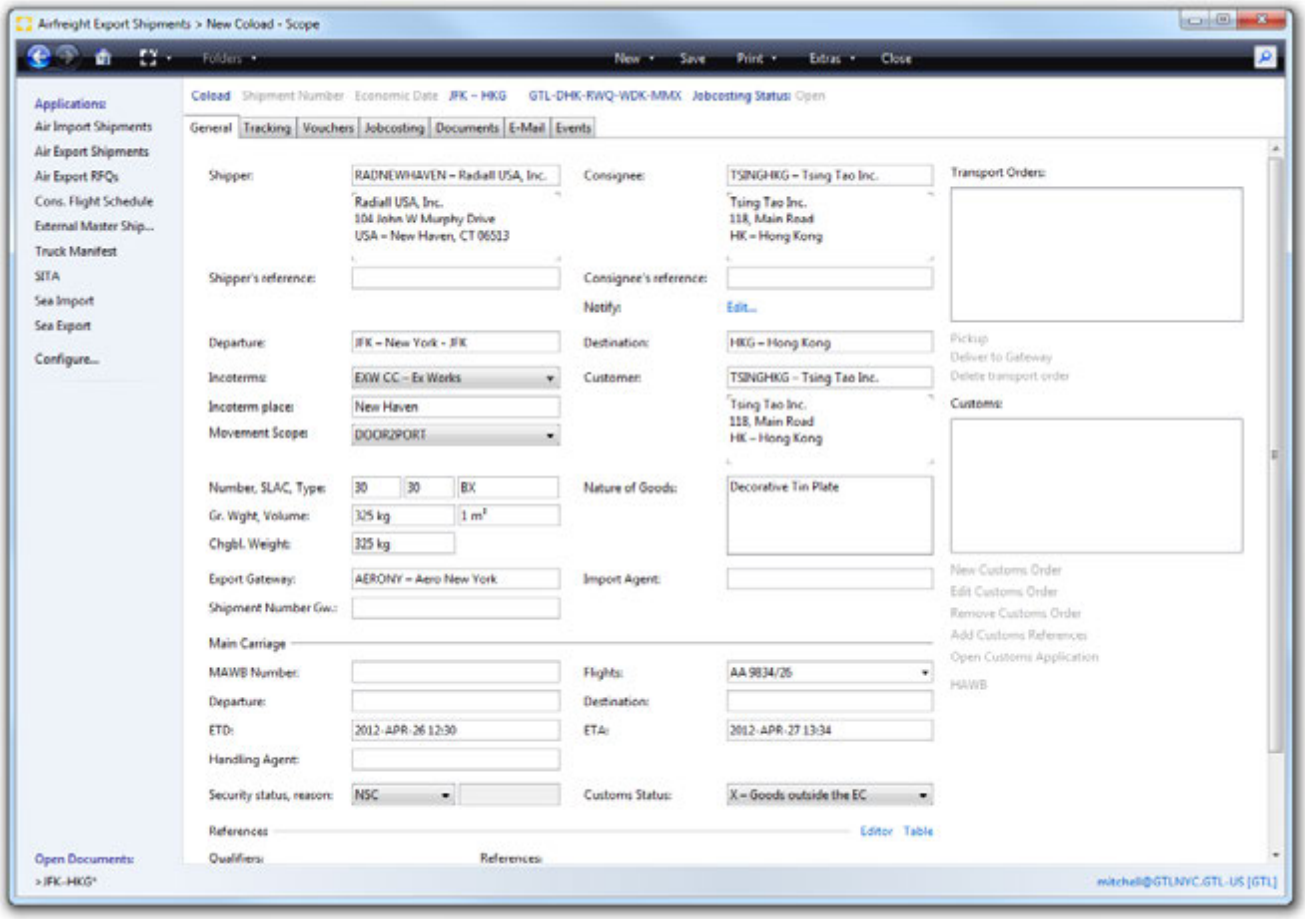
General - Coload Shipment - Airfreight Export

- Introduction
- Description
- General Fields
- Main Carriage
- References

Introduction

The general tab of the coload air export shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



New

The *new* option presents quick access to a set of applications that are also available within the general tab of the coload shipment:

- Pickup
- Deliver to Gateway
- New Customs Order

Save

The *save* option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

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By clicking on the appropriate item in the list under the print command , the required documents can be printed.
Currently the following documents are available:

- File cover
- Preadvice
- Shipping Instruction
- Export Declaration
- House-Labels

Extras

Offers the following extra actions:

- **Finish** Opens popup-window to finish the shipment.
- **Compliance Check** Opens the Compliance Check application where one or multiple addresses in the coload shipment can be checked against the terror list.
- **Show Bookings** If bookings have been used to create this coload shipment, this feature will be active. It will show in a **Bookings Information** window all the bookings used to created this coload shipment.
- **Consolidate Bookings** If bookings are to be added to this shipment, this function will display available bookings and allow their selection.
- **Show Quotation** If a quotation has been used for this shipment, this function will display the quotation.
- **Create Template** Opens popup-window to create template for shipments.
- **Change shipment type** Opens a pop-up window to change the type of the shipment.

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment and for a colaod shipment this will show *Coload*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The service date of a shipment is set as follows:
  When present, ETD (Estimated Time of Departure / Expected Time of Departure)
  -otherwise
  If an air waybill has been printed, date of air waybill (AWB) printing.
  -otherwise
  The current date when the shipment is first saved.
  The date will not change unless it is clicked (popup-window) and will update/ revise the actual correct date. (This can be necessary if the shipment number contains the service/ settlement period)
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Jobcosting Status**
  If the shipment has not been billed the status is shown as *open*. If if has been billed it will be shown as *billed*.

General Fields

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where among other things, a new partner may be created or an existing partner may be edited.

Shipper's reference

References issued by the shipper that should be associated with the booking may be typed in the shipper's reference field. If there are multiple references, these can be separated with a comma for ease of entry. Any references entered here will automatically also appear in the references section of the booking as a consignors reference.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where among other things, a new partner may be created or an existing partner may be edited.

Consignee's reference

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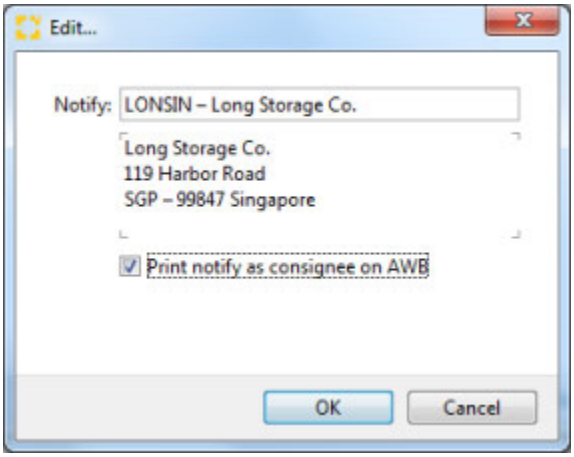
References issued by the consignee that should be associated with the booking may be typed in the consignee's reference field. If there are multiple references, these can be separated with a comma for ease of entry. Any references entered here will automatically also appear in the references section of the booking as a consignee's reference.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

> In the master data of the (partner), if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Incoterms

The delivery terms for the shipment

Incoterms Place

The place name referenced by the incoterms.

Movement Scope

Movement Scope of the shipment.

Customer

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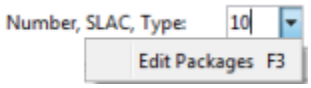
Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

SLAC

The shippers load and count of the packages. This number must be the same as or greater than the total number of packages.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Export-Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Shipment Number Gw

The shipment number issued by the agent who will consolidate the coload shipment.

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Main Carriage

MAWB Number

The MAWB number for the coload shipment issued by the agent who consolidates the shipment.

Flights

The flight details for the coload shipment issued by the agent who consolidates the shipment.

Departure

Airport of departure of the master shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the master shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

ETD

Estimated time of departure of the master shipment.

ETA

Estimated time of arrival of the master shipment.

Handling Agent

The non-network agent responsible for consolidating and dispatching the cargo. The desired business partnerpartner may be found with the search field field function.

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The following status are currently possible:

- not secured (NSC)
- secure for all-cargo and all-mail aircraft only (SCO)
- secure for passenger, all-cargo and all-mail aircraft (SPX)

Reason for granting the security status

If the security status of the shipment is set as "SCO" or "SPX", then the reason for granting these statuses is required as per Regulation (EC) No 300 /2008. The following status are currently possible:

- AC - Account Consignor
- HS - Handsearch
- KC - Known Consignor
- SC - Simulation Chamber
- TD - Trace Detection
- XR - Secured by XRAY

Non-secure items (not secured) do not require a reason security code. The safety data for Business or private shippers can be maintained in the partner master data.



Further information about security is available in the role descriptions RegB UAN and secure shipper.

Customs Status

Select the custom status (if any) from the drop down menu.

References

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This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New pick-up

This action link will enable a new pick-up note for the shipment to be created. Clicking the link will open the pick-up note editor.

New delivery to gateway

this action link will allow a transport order to be created in order to haul the goods to the gateway. Clicking the link opens the gateway delivery order application.

- If the agents own office is shown as the gateway then it is assumed that the transport order will be to the airport. If a remote station is shown then it is assumed that the transport order is to that remote gateway. See the chapter on truck manifests for more information.
- Existing transport orders appear in the overview of transport orders. They can be double-clicked to reopen them for editing and printing.

Delete transport order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

New Customs order

Opens the customs order editor to create new customs orders.

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

- More information on individual customs applications see the chapter on Customs.

Tip

Use the key combination **Ctrl + I** to see details about the user session including email address and phone number. It is also possible to take over the session from the existing user.

HAWB

Opens the house AWB editor to capture information relating to the house bill of lading or to edit and print existing house AWB data.

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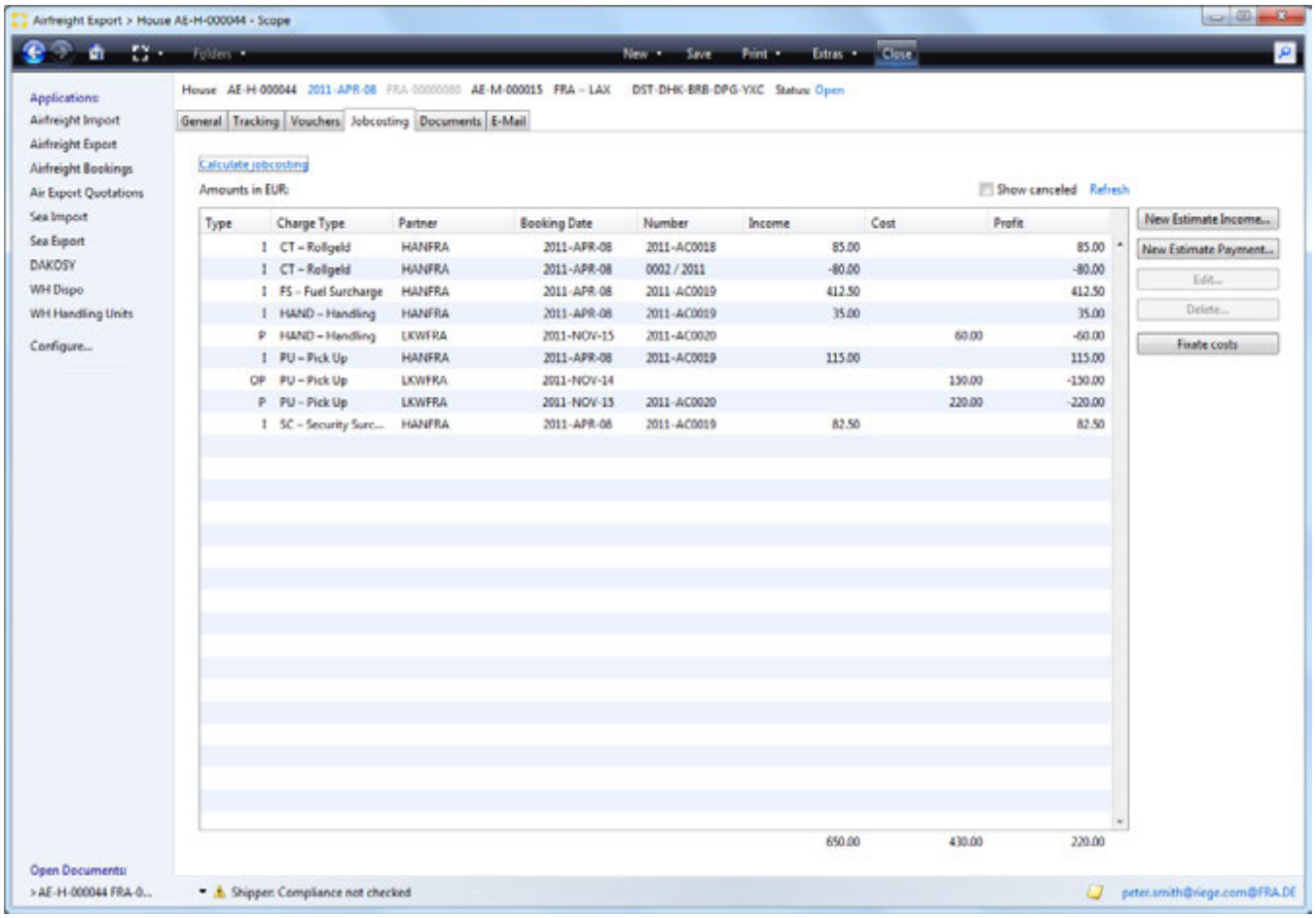
Jobcosting - Coload Shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

> ⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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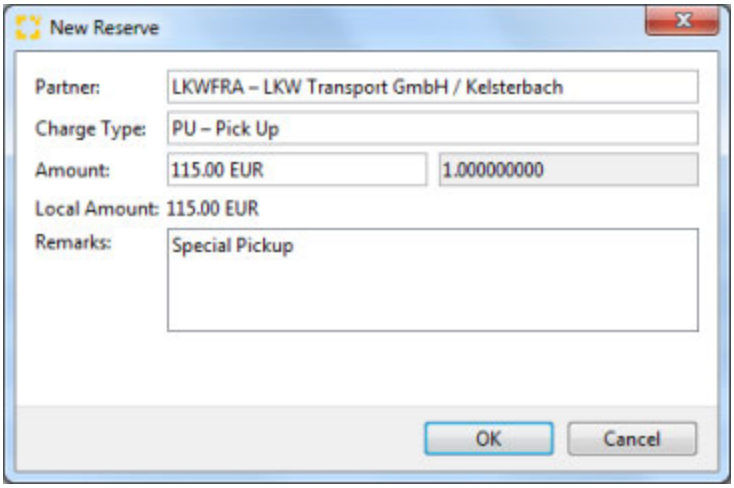

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Tracking - Coload Shipment - Airfreight Export

- Introduction
- Description

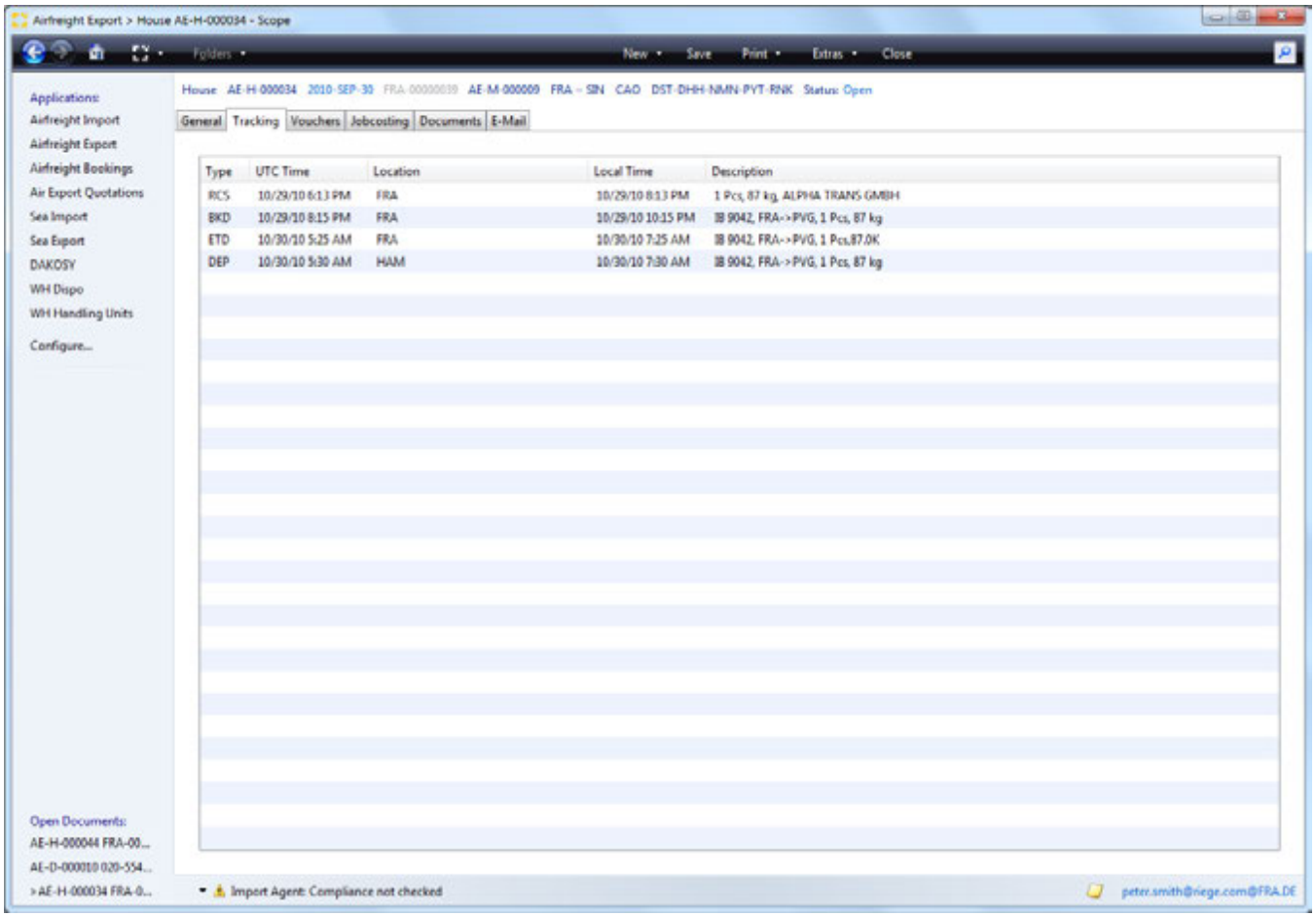
Introduction

During the life-cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an idividual tracking event will present detailed tracking information. Currently, only external tracking events are available when the shipper and carrier are exchanging data using the "TRAXON" cargo communication system. Future development of the tracking tab will allow it to include events between senders and receivers. Events in the tracking tab can also be viewed via web-browser on RSI's track and trace system. Connection to external, customer-specific track & trace systems can be implemented on request.

Description

The example below shows an exchange of tracking data for a Scope system that is connected to the Traxon cargo communication system.

- When printing the IATA air waybill (master shipment, direct shipment and back-to-back) the option exists to also "Print and transmit FWB" or just "Transmt FWB". These options will automatically generate the FWB message (waybill data) and send these to the Traxon system who in turn transmit the FWB to the responsible airline. Consolidations and back-to-back shipments will also include the FHL messages (house bill of lading or manifest data).
- The corresponding events are automatically entered into the table of tracking events.
- The types of events shown will depend on the types of events supported by the responsible airline.
- Airline events are automatically entered into the table.
- The events which are recorded in a master shipment, also appear simultaneously in the house shipments consolidated on that master since these events are also relevant to the house shipments.



Main menu bar and title bar

see tab **General**

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Type

Event type (see table below)

UTC time

The time of the event in UTC (Coordinated Universal Time)

Location

The place where the event has occurred. (the relevant airport IATA code may be shown)

Local time

Local time of the event (time in the time-zone in which the event occurred.)

Description

Description of the event. This example indicates how many packages, their weight, the aircraft transporting the freight. From where, to where. Numbers of packages that have arrived, the weight of the packages and at which destination.

The following events can be mapped. (Depending on the airline used)

Code	Description
RCS	Consignment received from Shipper
RCT	Consignment physically received from another airline
RCF	Consignment physically received from a flight known or not
BKD	Consignment has been booked
MAN	Consignment has been manifested
DEP	Consignment has departed
PRE	Consignment prepared for loading
TRM	Consignment is to be transferred to another carrier
TFD	Consignment has been physically transferred to another airline or surface transport party
NFD	Consignee or his agent informed of arrival of shipment
AWD	Arrival documents delivered to consignee or his agent
CCD	Consignment cleared by customs
DLV	Consignment has been physically delivered to consignee or his agent
DIS	Consignment Discrepancy
CRC	Consignment Information has been reported to Customs
DDL	Consignment has been delivered to the consignee's door
TGC	Consignment has been transferred to Customs/Government control
ARR	Consignment arrived on a flight known or not
AWR	Consignment documentation received from fleight
FOH	Consignment is on hand
FHL	Consol Manifest sent to airline
FWB	AWB sent to airline/ground handler
OSI	Other Service Information
ULD	ULD Identification
ETD	Estimates Time of Departure
ETA	Estimated Time of Arrival
FMA	Message acknowledged
FNA	Error detected in message

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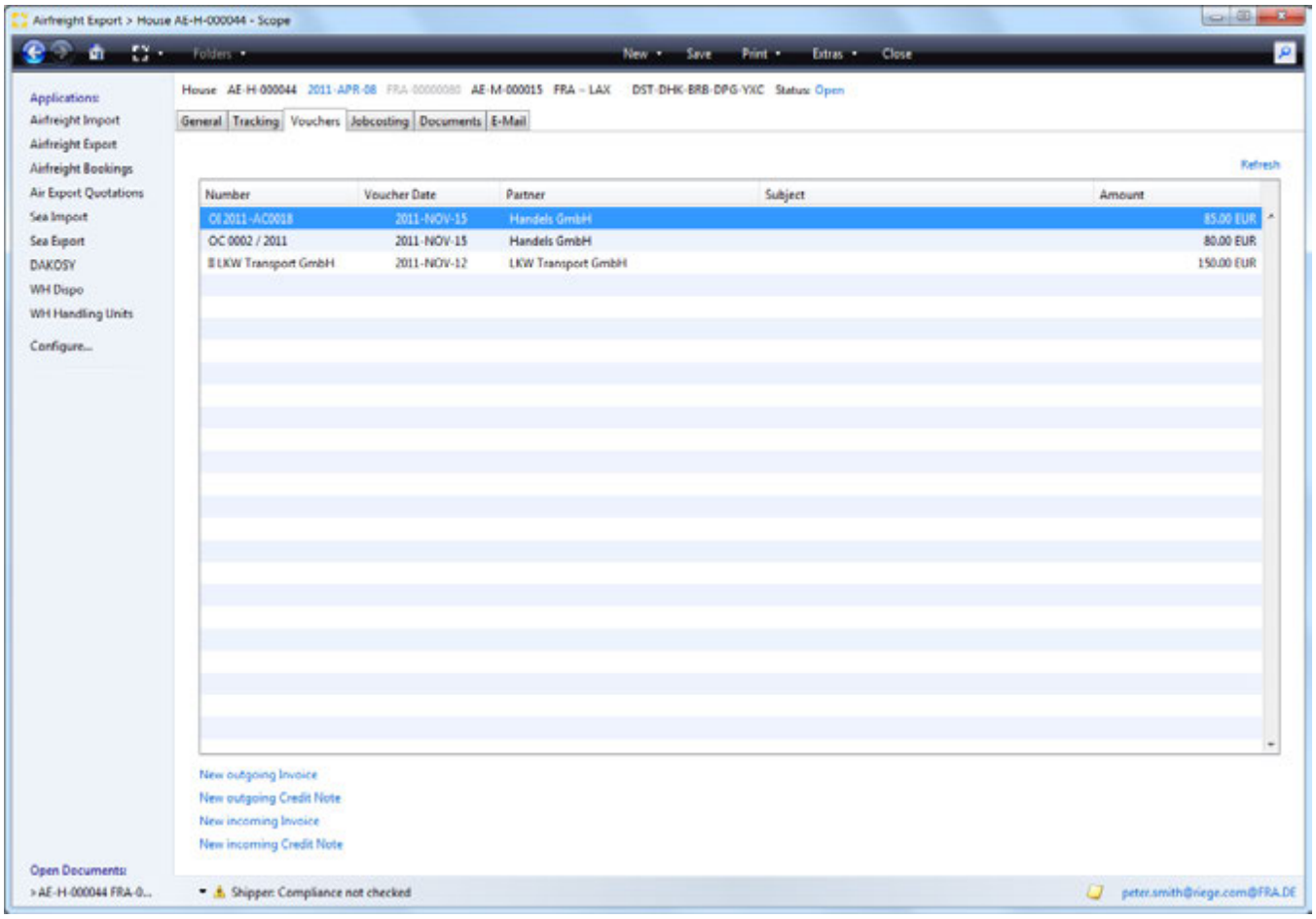
Vouchers - Coload Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

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Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

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Direct Shipment - Airfreight Export

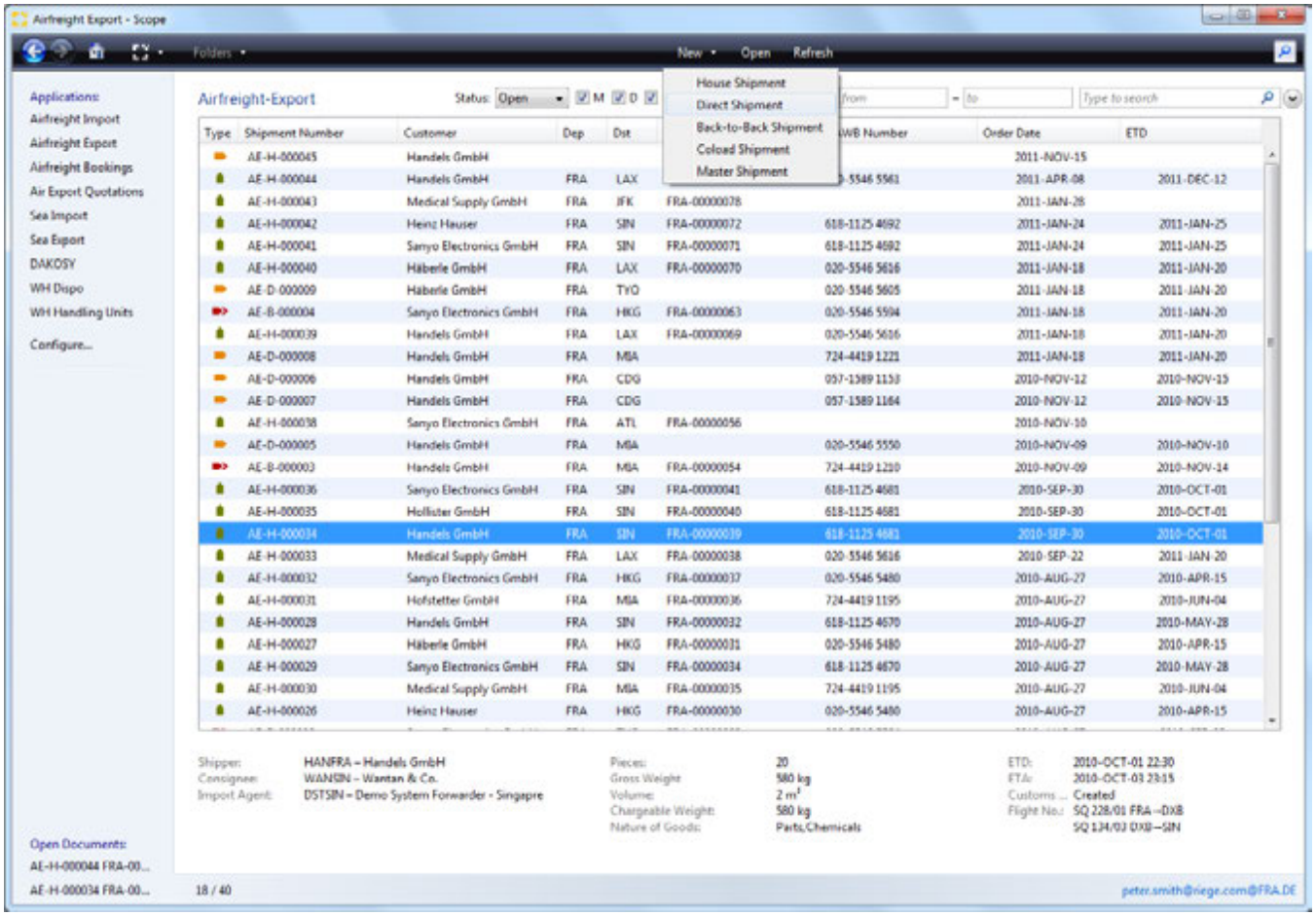
- Introduction
- Description

Introduction

Air freight exports include master , back-to-back, house shipments and direct shipments. Direct shipments as their name suggests are consigned directly from the sender to the receiver. It may also be a shipment from a sender to a foreign agent with a separate receiver who is generally the notify party. These shipments will be charged according to the official IATA tariff, as a result they are usually expensive but also tend to be the fastest form of air export transport via commercial airlines. In contrast to the other shipment types, a direct shipment requires on a single air waybill (AWB) number.

This application enables all direct shipment operations to be carried out; data entry, billing, printing of documents and calculation of costs and revenues for the shipment.

Description



With ***New - Direct Shipment*** , a new direct shipment can be created.
An existing direct shipment can be opened by highlighting the desired shipment in the shipment overview and selecting **Open** or by double clicking the shipment.

The functions of each shipment editors are described here:

- Documents - Direct Shipment - Airfreight Export
- E-Mail - Direct Shipment - Airfreight Export
- General - Direct Shipment - Airfreight Export
- Jobcosting - Direct shipment - Airfreight Export
- Tracking - Direct Shipment - Airfreight Export
- Vouchers - Direct Shipment - Airfreight Export

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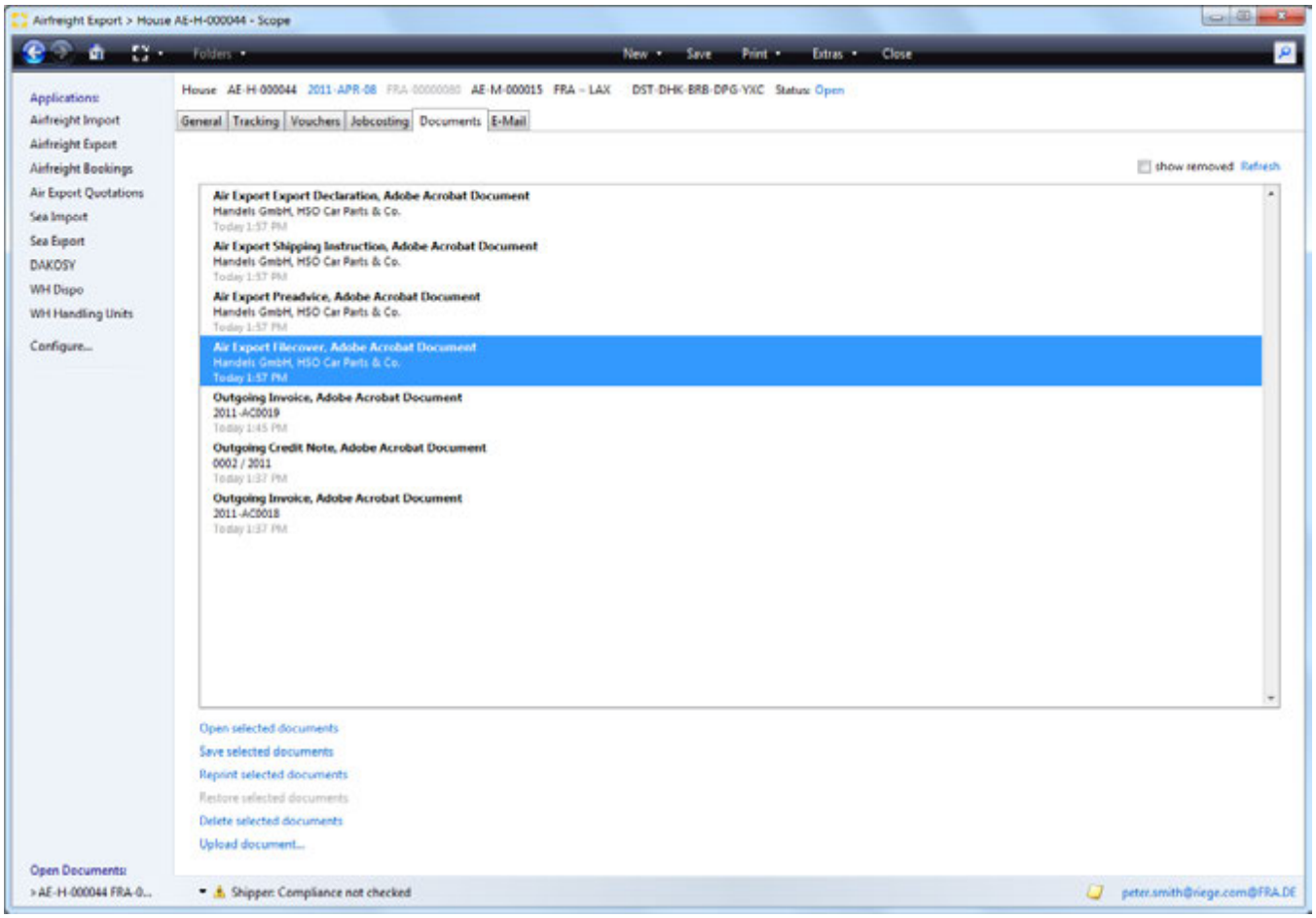
Documents - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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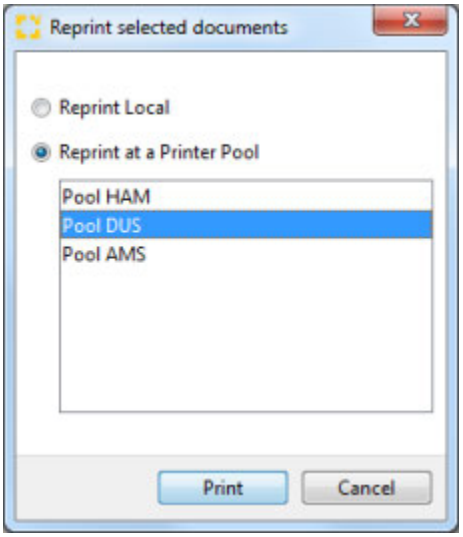
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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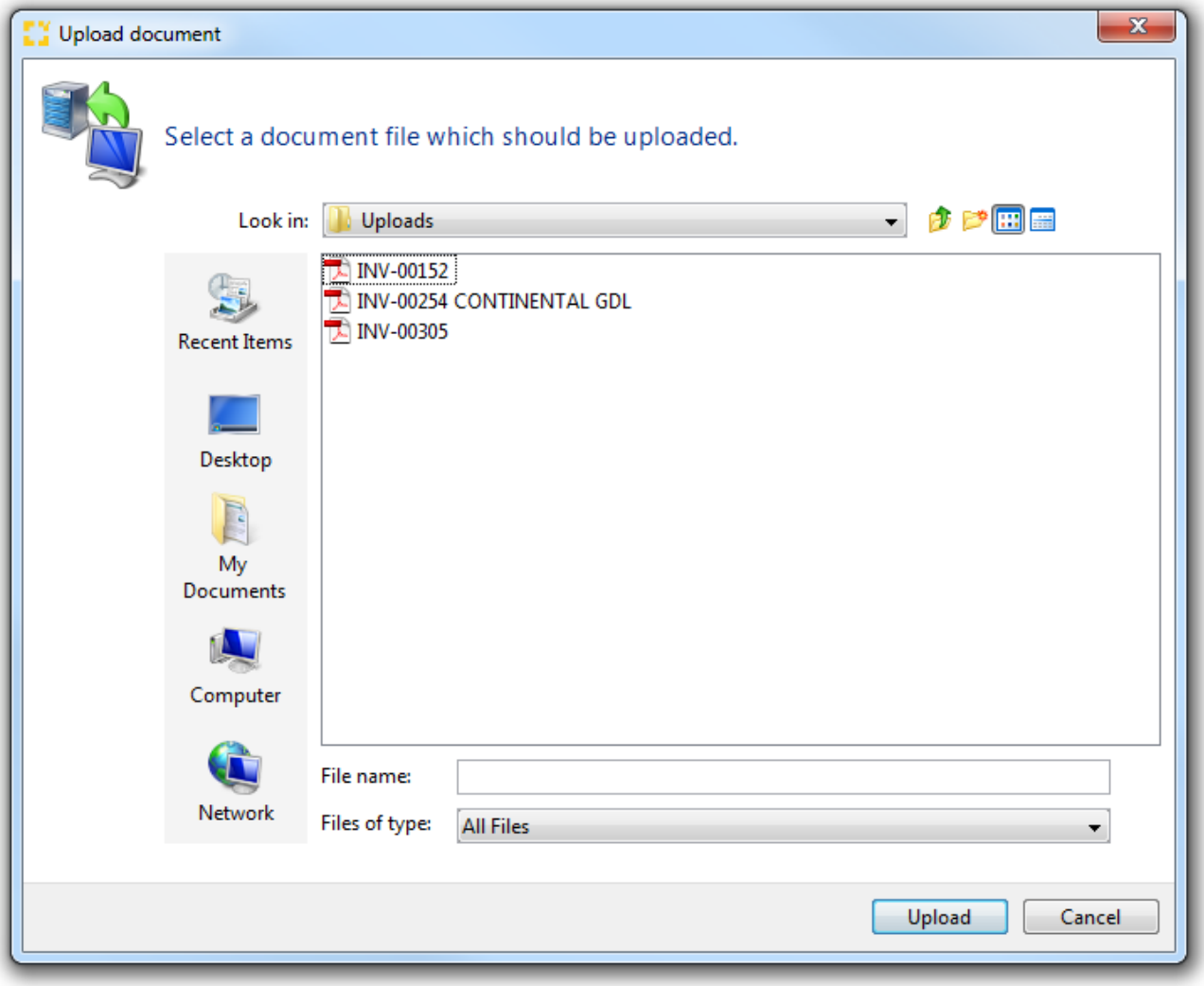

Update

Updates the current list of documents.

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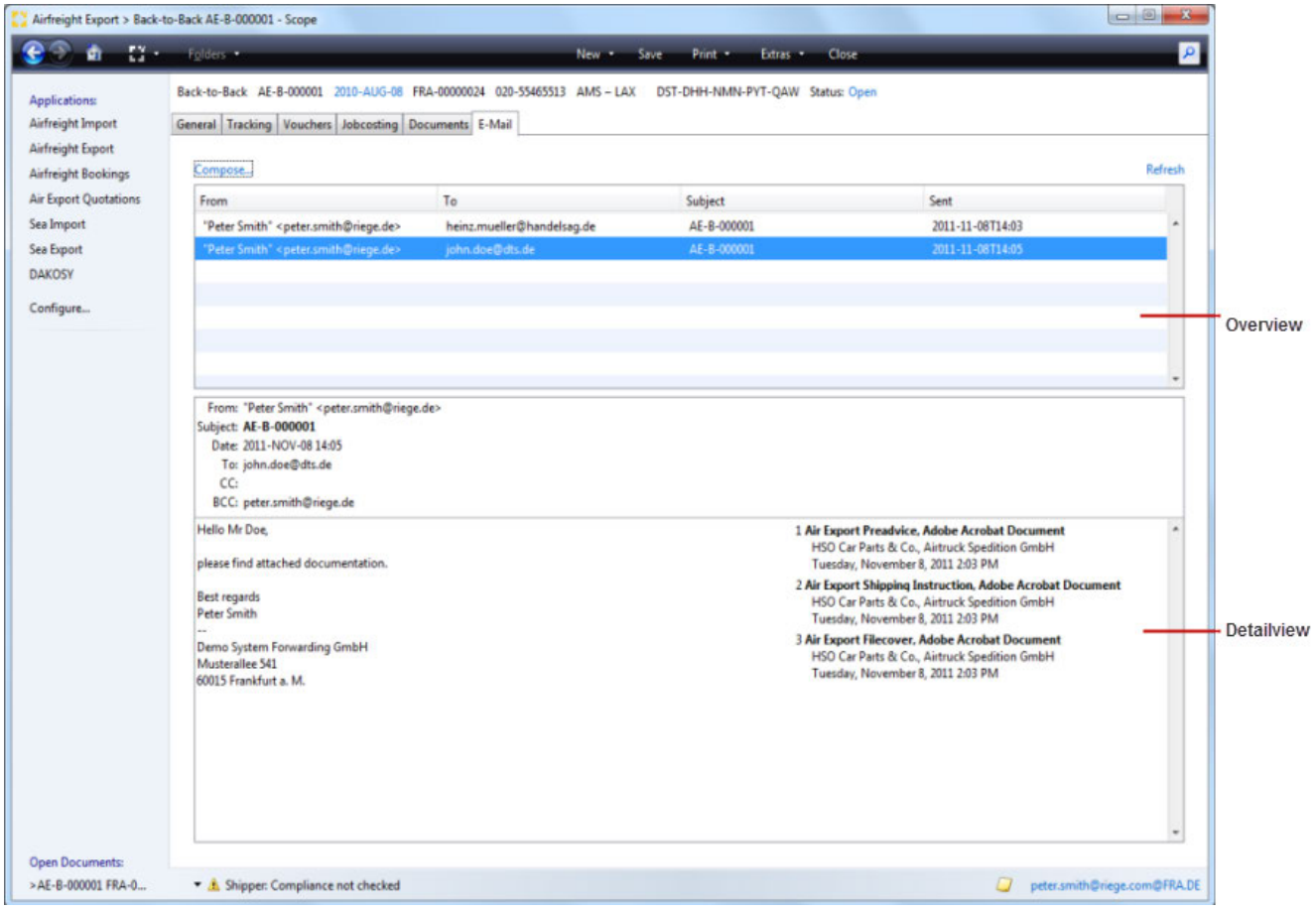
E-Mail - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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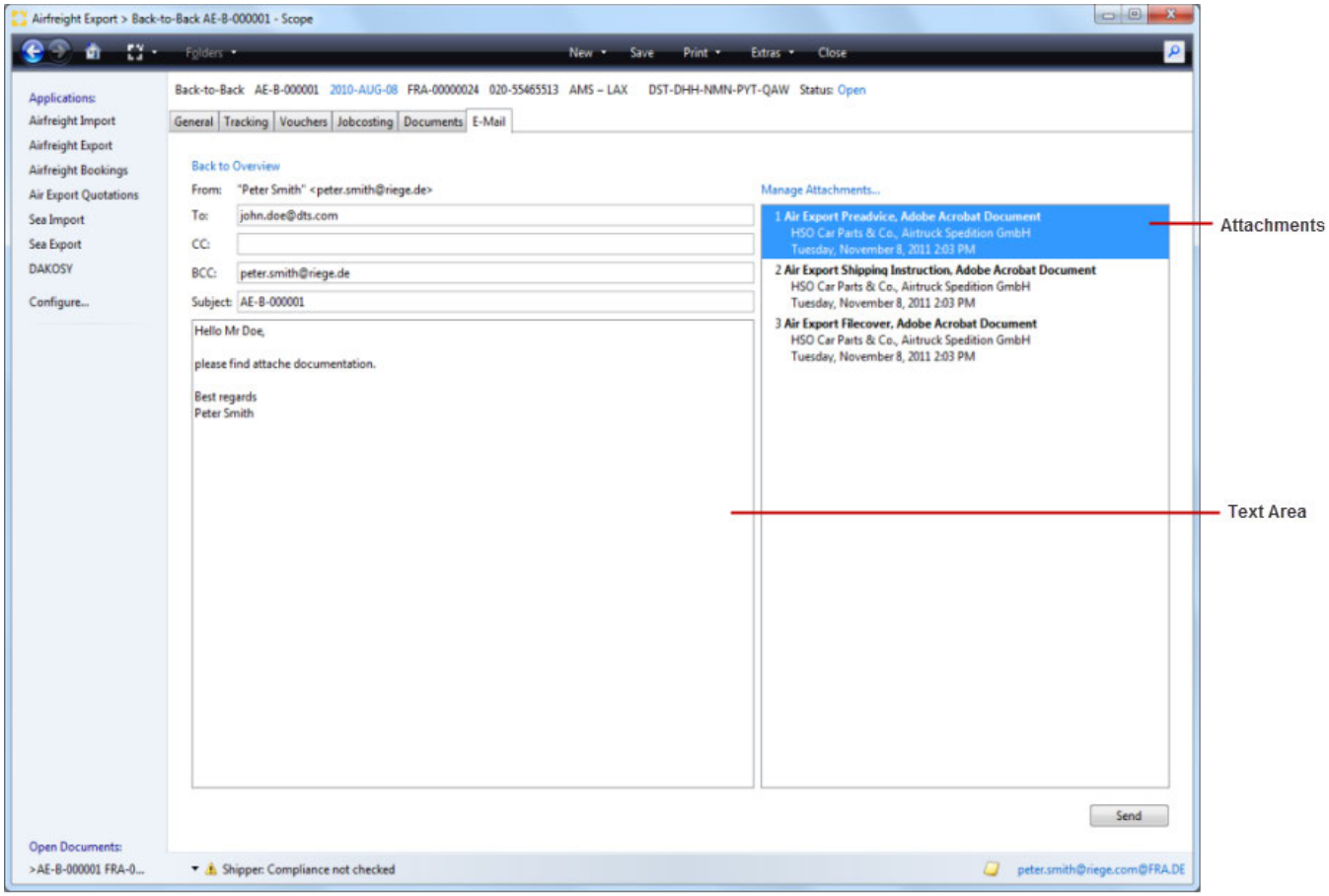
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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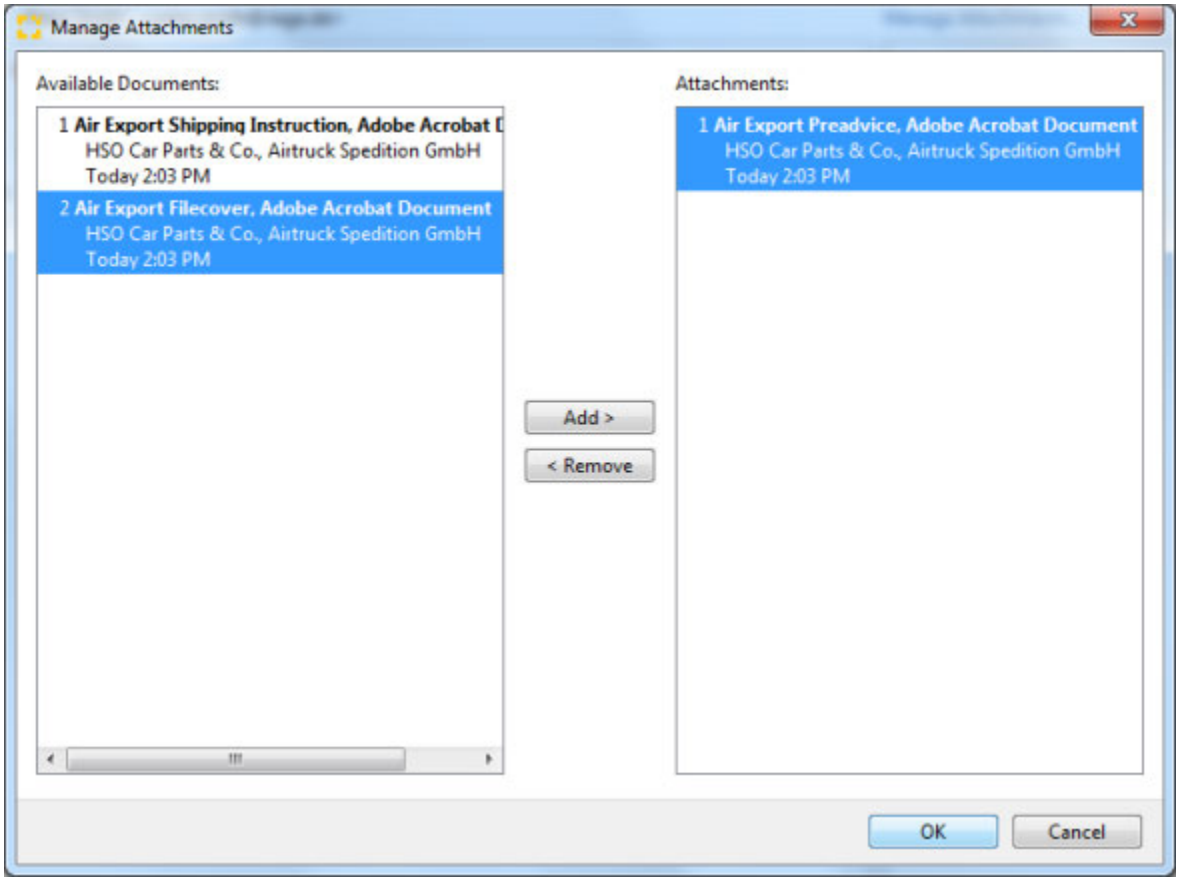
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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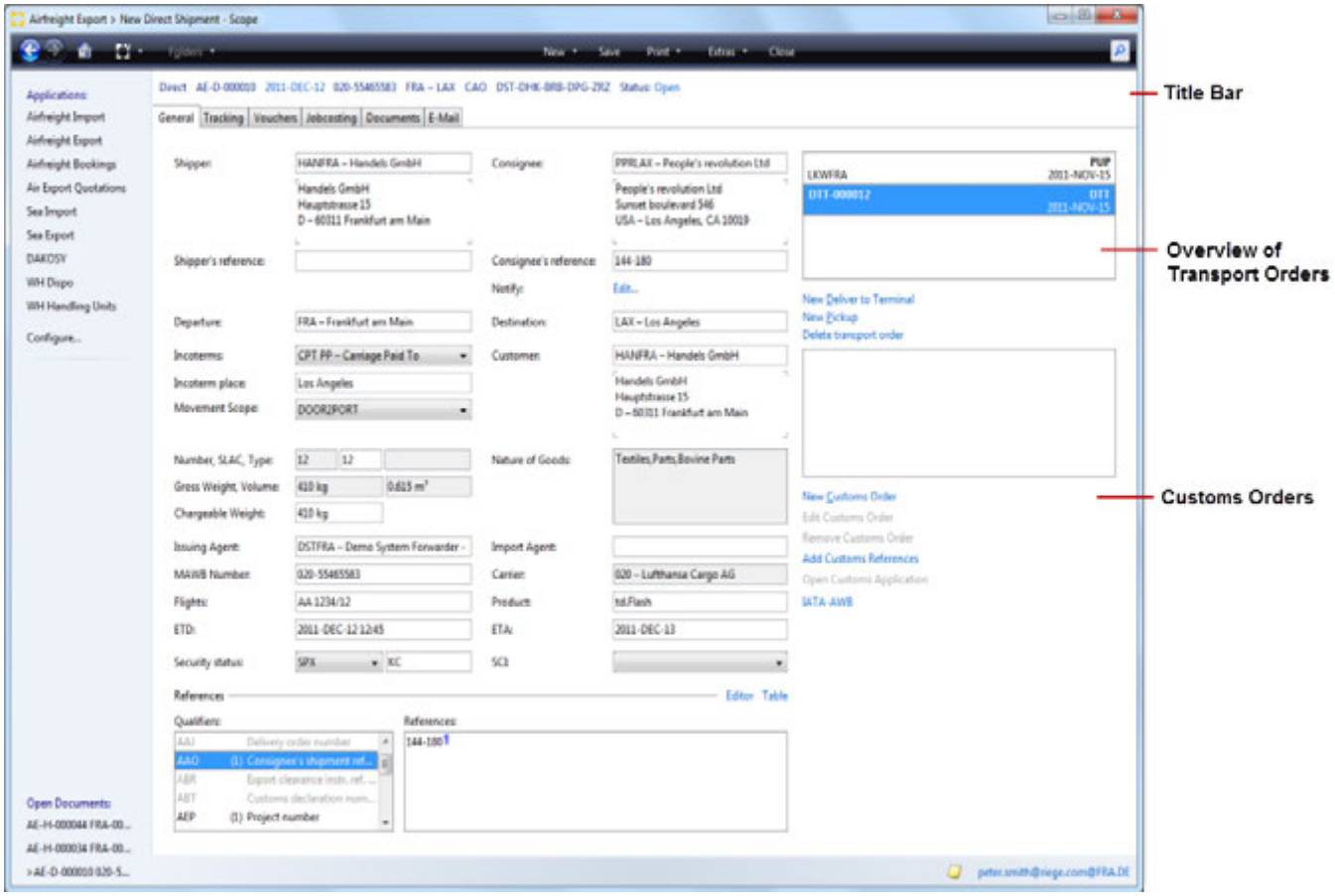
General - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

The general tab of the air export shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.
Currently the following documents are available:

- File cover
- Advice of Departure
- Release Note (or certificate of shipment)
- Certificate of Export
- Master Labels (waybill labels)

Extras

Offers the following extra actions:

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- Airline Booking
- Show Quotation
- Finish, opens popup-window to finish the shipment.
- Create Template, opens popup-window to create template for shipments.
- Change shipment type, opens a pop-up window to change the type of the shipment.

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Creating a template

Opens a pop-up window to create a new shipment template.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment. For a direct shipment this is *Direct*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The service date of a shipment is set as follows:
  When present, ETD (Estimated Time of Departure / Expected Time of Departure)
  -otherwise
  If an air waybill has been printed, date of air waybill (AWB) printing.
  -otherwise
  The current date when the shipment is first saved.
  The date will not change unless it is clicked (popup-window) and will update/ revise the actual correct date. (This can be necessary if the shipment number contains the service/ settlement period)
- **Air Waybill number**
  Air Waybill number entered or pulled from the pool of Air Waybill numbers.
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **Security advice**
  Security advice, e.g. CAO (Cargo Aircraft Only). This reference note will be displayed in special shipments, e.g. DGR (Dangerous Goods Regulation).
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Quotation**
  By clicking on this action link could open a quotation which is assigned to a shipment. If there is no quotation, the link will be deactivated.
- **Change type of shipment**
  By clicking on this action link, the user will be able to change the type of shipment.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

The delivery terms for the shipment

Movement Scope

Movement Scope of the shipment.

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic f ull text search that will display all matching airports.

Shipper

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Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Issuing Agent

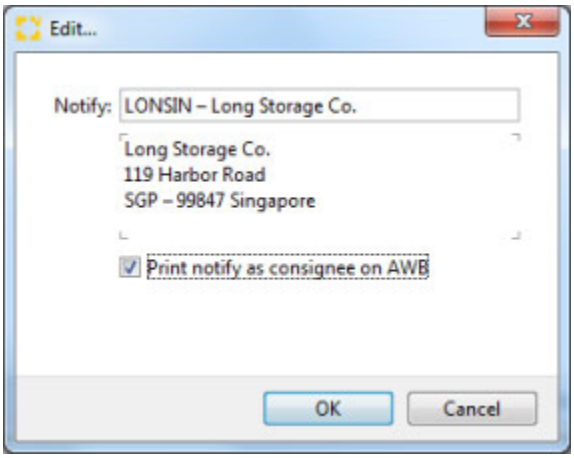
The Agent who issues the bill of lading. By default the local office is used. Using the field search function an alternative Agent may be found and selected for the shipment.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

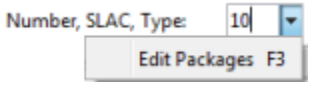
> In the master data of the (partner), if the partner has the role Forwarding Customerapplied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

> If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

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Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Import agent

The station that will receive the cargo at the arrival airport. The field search function can be used to locate an alternative agent.

The Import agent available at the destination will vary according to the following:

- If no destination has been entered, then all agentsare offered for selection
- If a destination is entered and the master data for that destination has only one agent assigned to it, then that agent will be used as the import agent for the shipment.
- If a destination has more than one agent assigned by the master data then the field will be blank but it is only possible to select one of the assigned agents.
- If a destination is assigned where no agent has been assigned in the master data, then it is not possible to select an agent until an agent is assigned in the master data

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The following status are currently possible:

- not secured (NSC)
- secure for all-cargo and all-mail aircraft only (SCO)
- secure for passenger, all-cargo and all-mail aircraft (SPX)

Reason for granting the security status

If the security status of the shipment is set as "SCO" or "SPX", then the reason for granting these statuses is required as per Regulation (EC) No 300 /2008. The following status are currently possible:

- AC - Account Consignor
- HS - Handsearch
- KC - Known Consignor
- SC - Simulation Chamber
- TD - Trace Detection
- XR - Secured by XRAY

Non-secure items (not secured) do not require a reason security code. The safety data for Business or private shippers can be maintained in the partner master data.

Further information about security is available in the role descriptions RegB UAN and secure shipper.

AWB-Number

Fundamentals of the AWB-Nummer

Airlines use IATA compliant tracking numbers (AWB) numbers. These consist of 11 numbers. The first three numbers are referred to as a prefix, and also indicate the airline. The remaining 8 numbers are the actual bill number where the last number is a check digit which is calculated from the previous figures. The AWB number is usually represented as follows: aaa-nnnnnnnp (a prefix = / n = number / check digit p =) Example: 020-12345675

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AWB These numbers must be allocated by the respective airline. There are three ways to enter this one AWB number.

1. Manual Input

- A single MAWB number assigned by the carrier may be manually input. (This should only be required for airlines that are rarely used.)
  Enter the AWB number in the manner of a normal text box. The number will be automtically be checked to ensure it is valid (correct check digit). The number can be entered with or without a hyphen after the prefix of AWB. For valid AWB numbers the hyphen will automatically be added if not already present and the prefix will be used to determine the airline used in the "Carrier" field.

2. Automatic MAWB number from the pool

- MAWB numbers can be pulled automatically if they have been stored in a pool of AWB numbers that have been assigned to the airline. (Usually batches of 100 or more AWB numbers are assigned to a carrier).
  To pull from the pool, instead of inserting the whole MAWB number, only the prefix is entered and then exit the field. The result is the system will pull the next available AWB number from the pool of the relevant airline. The two-letter airline code may also be used, example: 020 or LH.

3. Net Rate Info

- Using the context menu or pressing *F2* here will launch the net rate info as a pop-up window. If a valid net-rate exists and is selected, the next air waybill number for the airline associated with the net-rate will automatically be called.

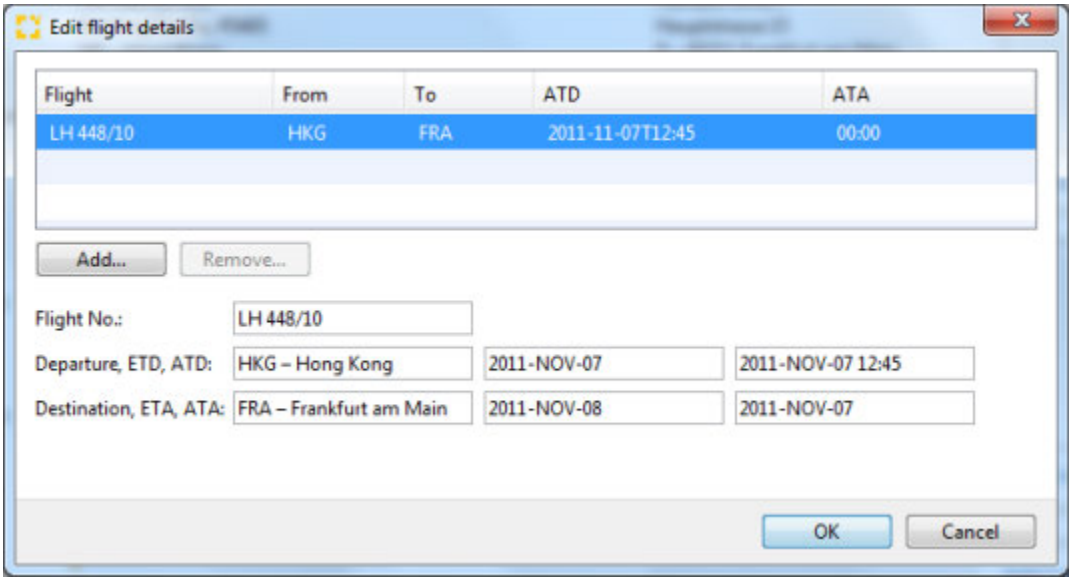
AWB-number pools must be maintained in the master carrier data

- If an AWB number has been drawn from the pool or entered manually, this number is "reserved" for a period of 30 minutes. During this time, this number may be used in any other program while the shipment remains unsaved. As soon as the shipment is saved, the number is permanently marked as "used" and cannot be used in any other shipment.
- If a MAWB number is removed from the field, or replaced by another MAWB number, the original number is automatically released and returned to the pool of MAWB numbers (restock). The number can then be reused in another shipment.

Carrier

This field will display the name of the carrier based on the MAWB number selected. This field cannot be edited.

Flights



Enter the flight data for the shipment. Use the drop-down menu or press F3 to access the flight data editor. This allows detailed flight and routing data to be entered.

ETD

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Estimated time of departure

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New Pickup

This action link will enable a new pick-up note for the shipment to be created. Clicking the link will open the pick-up note editor.

New delivery to gateway

this action link will allow a transport order to be created in order to haul the goods to the gateway. Clicking the link opens the gateway delivery order application.

- If the agents own office is shown as the gateway then it is assumed that the transport order will be to the airport. If a remote station is shown then it is assumed that the transport order is to that remote gateway. See the chapter on *truck manifests* for more information.
- Existing transport orders appear in the overview of transport orders. They can be double-clicked to reopen them for editing and printing.

Delete transport order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

IATA-AWB

Opens the IATA AWB editor to enter information about the freight bill and to print the IATA AWB.

New Customs order

Opens a Customs order editor to create a new customs order

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

Collective customs

Allows the creation of collective customs

- More information on individual customs applications see the chapter on Customs.

Tip

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Use the key combination **Ctrl + I** to see details about the user session including email address and phone number. It is also possible to take over the session from the existing user.

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Change Shipment Type - General - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

This option is used when it is occasionally necessary to change a shipment from one type to another type of shipment after the shipment has been created. An example may be where a back-to-back shipment is created, but subsequently new house shipments arrive for the same destination. In this case it would be advantageous to change the back-to-back to a regular house shipment in order for it to be added to a consolidation and thus obtain better rates for the shipment.

Description

Shipments can be changed to different shipment types as per the following table:

Possible change in..	House shipment	Back-to-Back-Shipment	Direct Shipment	Master Shipment with consolidated Houses
House Shipment		✓	✓	
Back-to-Back-Shipment	✓		✓	✓
Direct Shipment	✓	✓		✓

Master shipment with consolidated houses

When a back-to-back shipment is changed to a regular house shipment and consolidated on a new master shipment, the IATA AWB of the new master is applied to the house shipment automatically as is all the rest of the master data that is relevant to the house.

Shipment types should not be changed in the following circumstances:

- A house shipment that is already consolidated on a master.
- Documents for the shipment have been printed.
- Vouchers have been created for the shipment.
- A master shipment cannot be changed.

After clicking on the action link to *change shipment type*, a pop-up window appears. The dialogue below shows changing a back-to-back shipment to a master shipment with houses.

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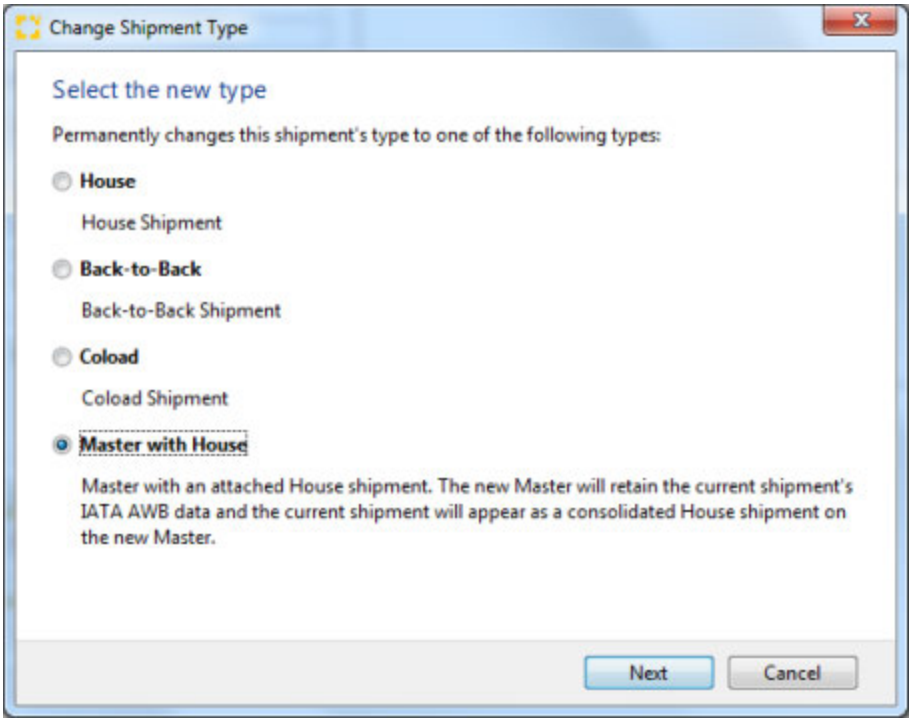


Select the desired option to make the required change.

Next

Starts the preliminary examination of the proposed action.

Cancel

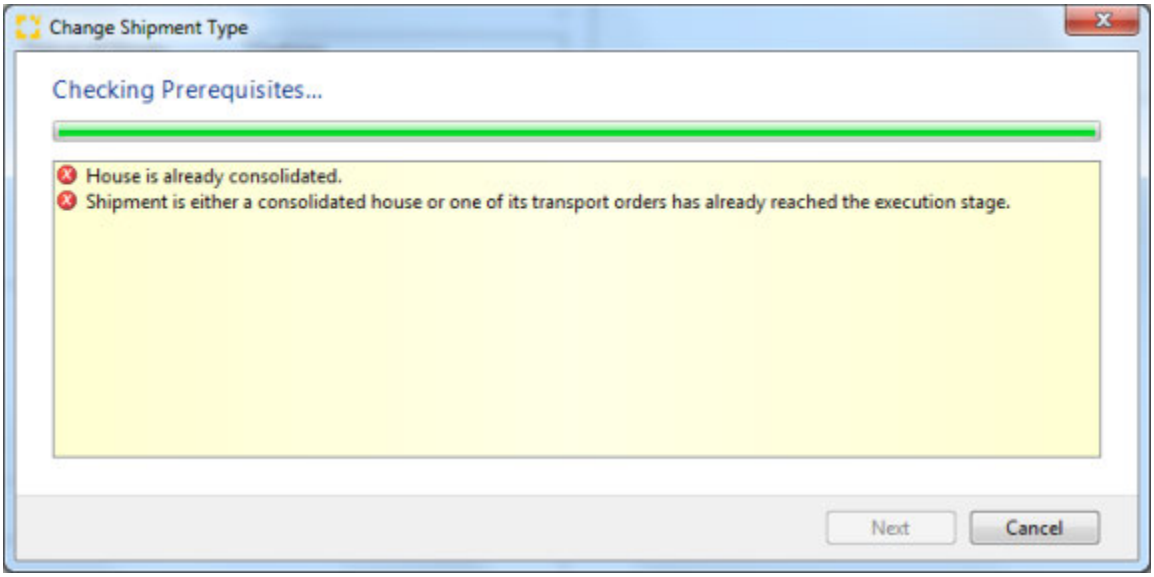
Closes the pop-up window without further action.

Preliminary

After starting the process to change the shipment type a test is carried out to determine if the change is possible.

Error during the preliminary examination.

If a problem occurs during the preliminary processes of changing the shipment type, then a pop-up window appears with error messages detailing why the change is not possible.



Cancel

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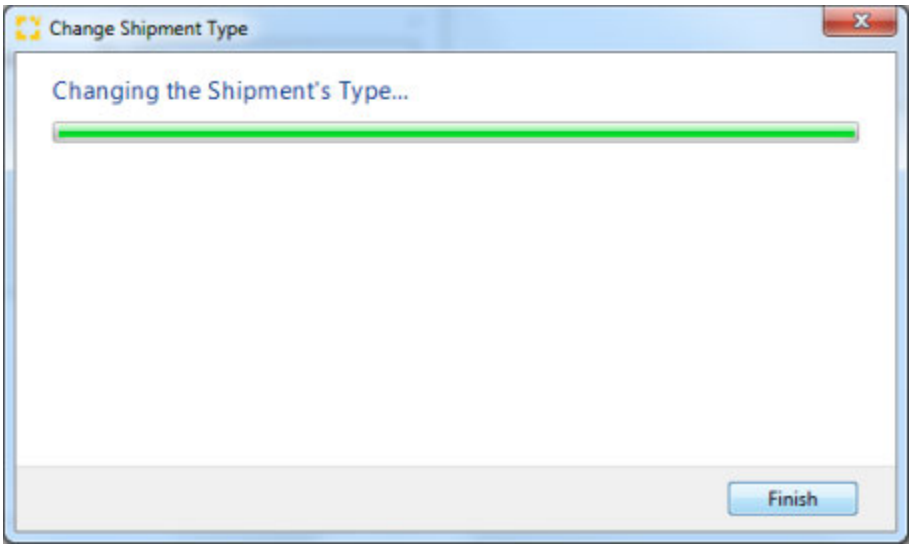
Closes the pop-up window without further action.

Passed preliminary investigation.

If the proposed change passes without error, the modification action is performed.



Finish

Saves the change and closed the pop-up window.

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Finish - General - Direct shipment - Airfreight Export

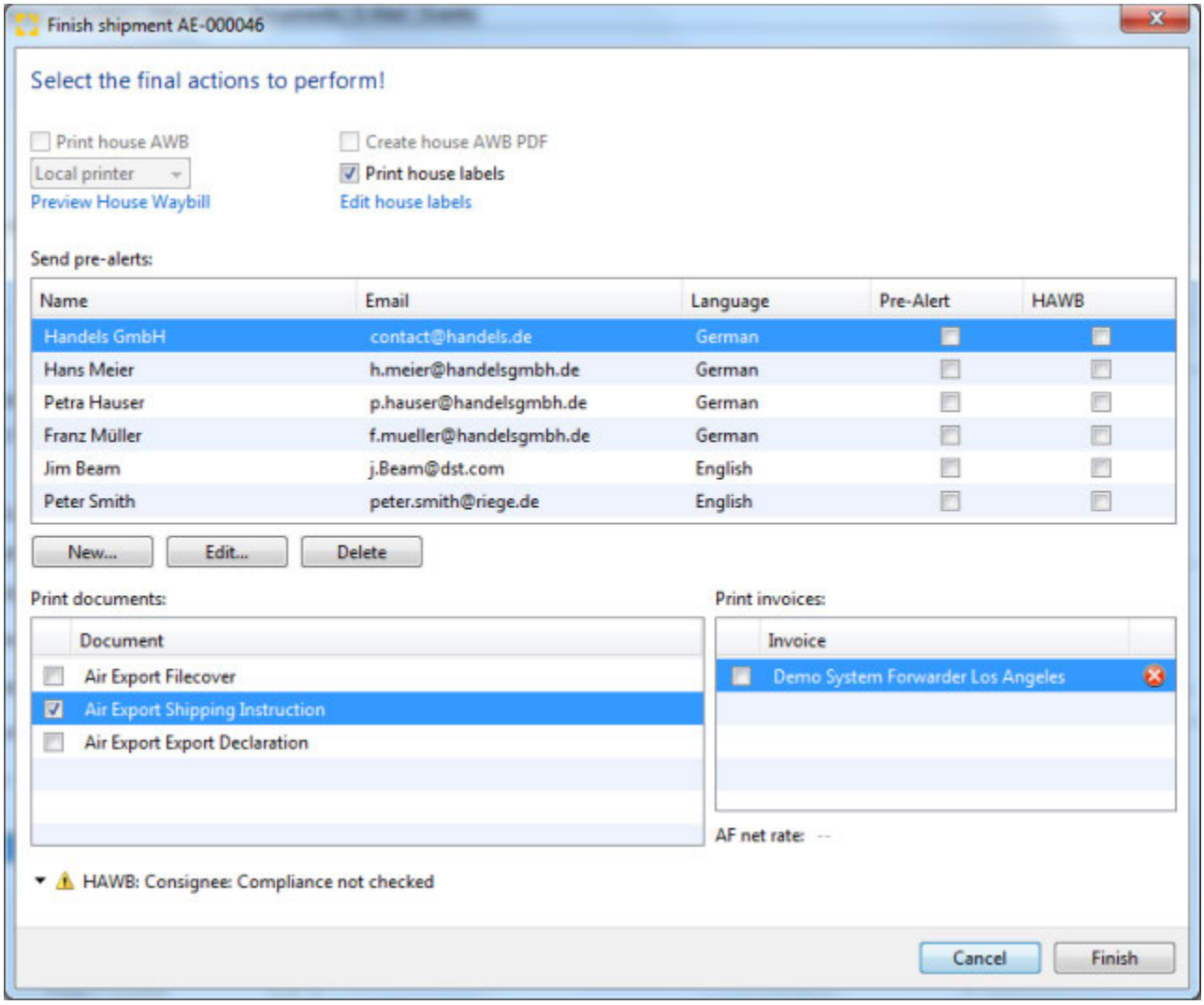
- Introduction
- Description

Introduction

In this application is a one stop screen to print AWB's, labels and manifests, and to generate prealerts.

Description

By activating the check boxes described follow below, the corresponding actions are preformed when the **Finish** button is clicked in the lower part of the screen.



Printing IATA-AWB

Check the box to print the IATA air waybill.

Create IATA-AWB PDF

The IATA air waybill is created as a PDF file in the *Documents* tab

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The creation of the PDF is only possible if the shipment has no validation errors. If there are errors, these are displayed at the bottom of the application window with descriptions of any errors using the icon .

Printing Master Labels

Check the box to print the labels for the shipment.

Edit Master Labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *master label printing* has been activated

Send Pre-alerts

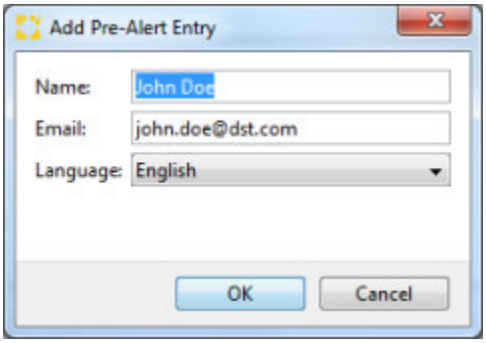
Allows the creation of pre-advices for the shipment and a copy of the airwaybill can be included in the pre-alert e-mail. The contacts for the shipper, consignee and **import agent** will all default to the receiver-table. The names, email addresses and language for these individuals will be derived from the **C ontacts** tab of the partner.

- By activating the check box *pre-alert* and / or *AWB* the highlighted contact person will automatically receive an e-mail with the appropriate PDF document sent as an attachment.
- The sent e-mails are then listed in the *e-mail* tab

- If a partner has no check-boxes marked then **no** e-mail is sent to that contact.
- The language setting of the partner will be used to determine the correct language for the e-mail text of the pre-advices.

New

The **New** button allows additional contact names and e-mail address to be added. The name, e-mail address and language are all inserted manually.



Delete

Removes the selected contact from the recipients table.

Printing documents

Airfreight Export file cover

A file cover is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export shipment advices

A shipment advice is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export "Export certificate"

An export certificate is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Invoice Printing

The freight bill is printed on the predefined default printer and a PDF document created in the *Documents* tab.

The freight bill is printed only if:

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- It is a system generated invoice (other invoices are not offered here for printout)
- It has not yet been completed and printed (Existing invoices are not offered here for printout)
- It has no validation error (Errors can be seen in the invoice where the the icon  appears on the right edge of the table showing additional error information)

AF-reserves

Here any airfreight accrued liabilities (AF) are shown. Click on the action link to open the accrued liabilities editor and the estimate can be revised as necessary.

Cancel

Close the application without further action.

Finish

Performs the selected actions and closes the application.

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IATA-AWB - General - Direct Shipment - Airfreight Export

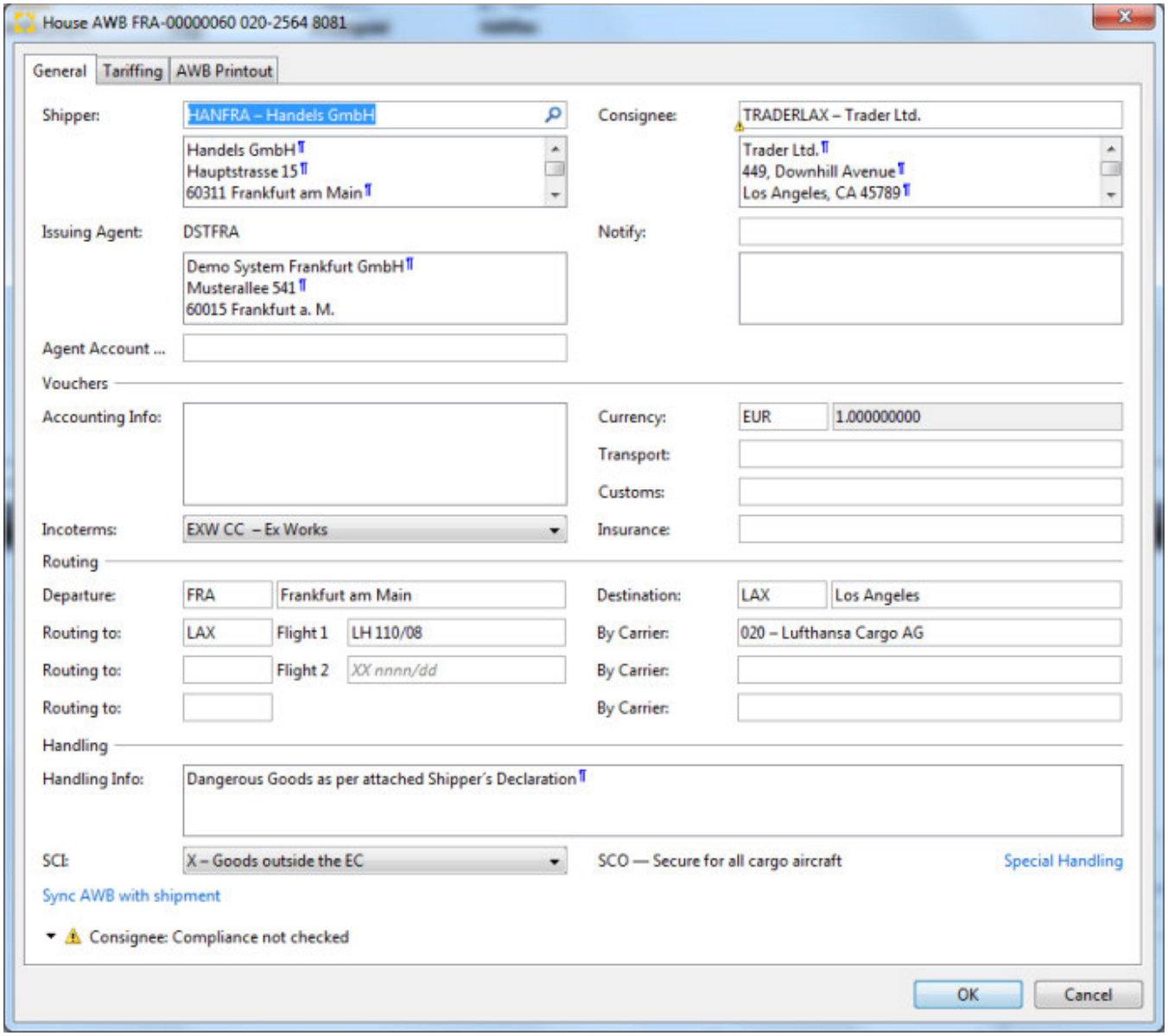
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the AWB on screen before it is actually printed.

Description

General



Shipper / Consignee

Shipper and Consignee for shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

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Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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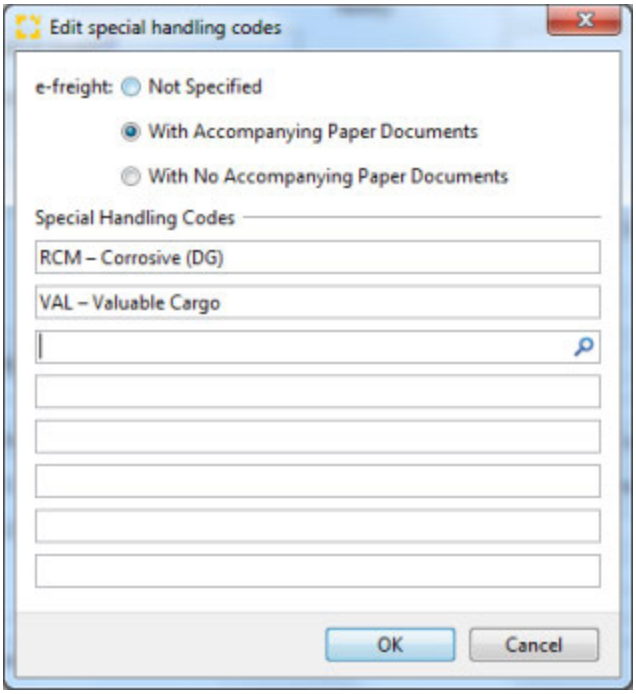

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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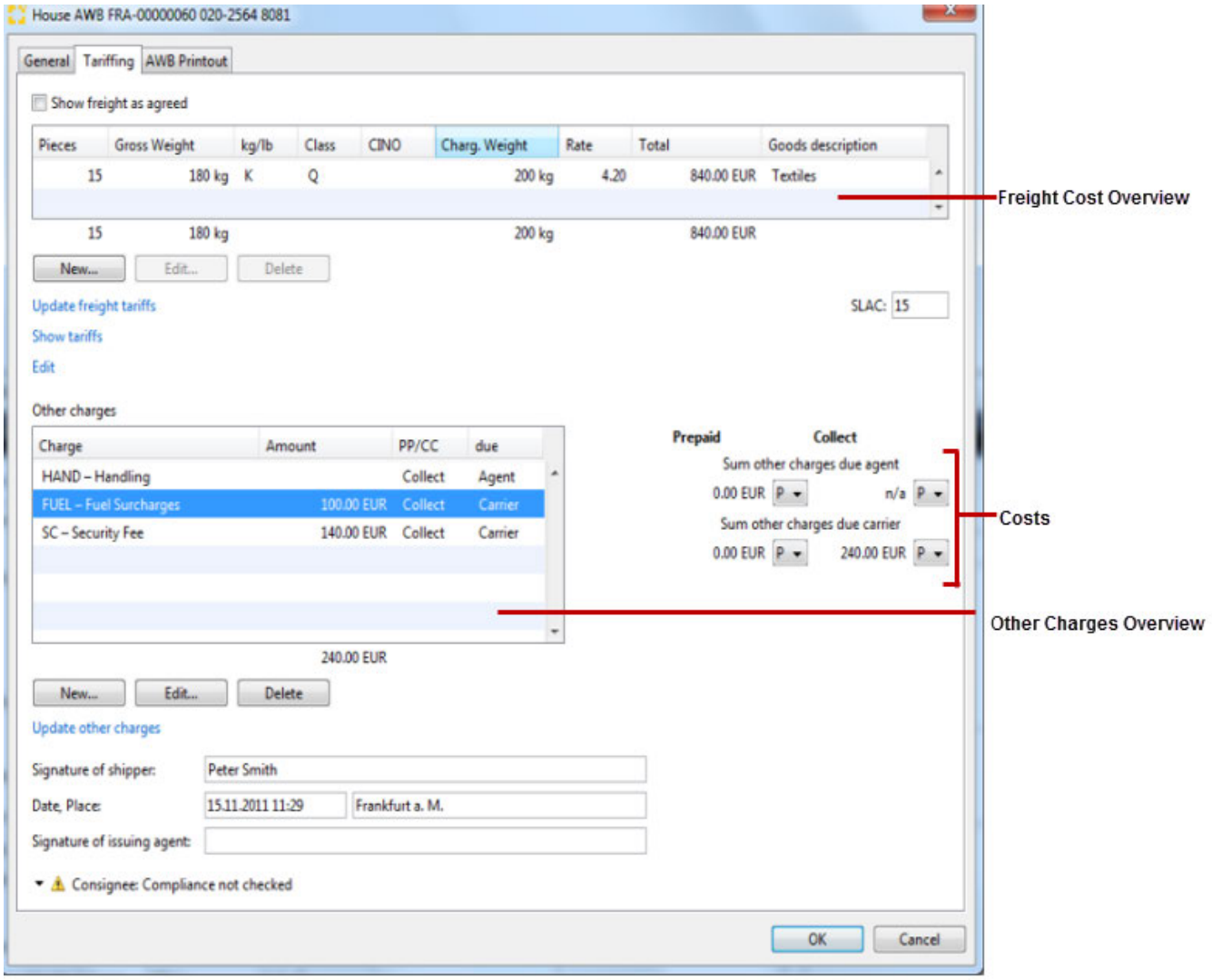

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

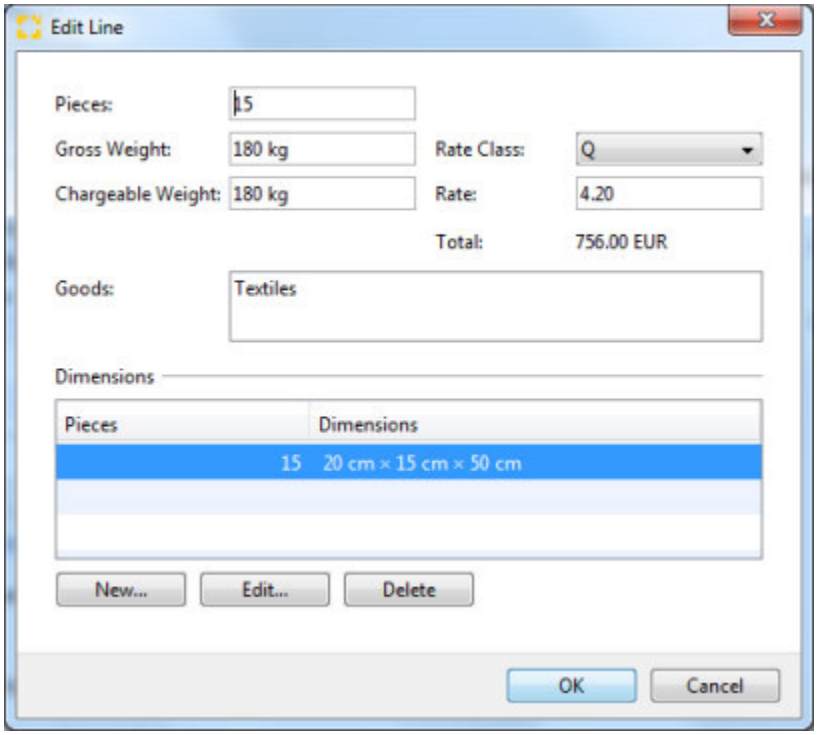
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

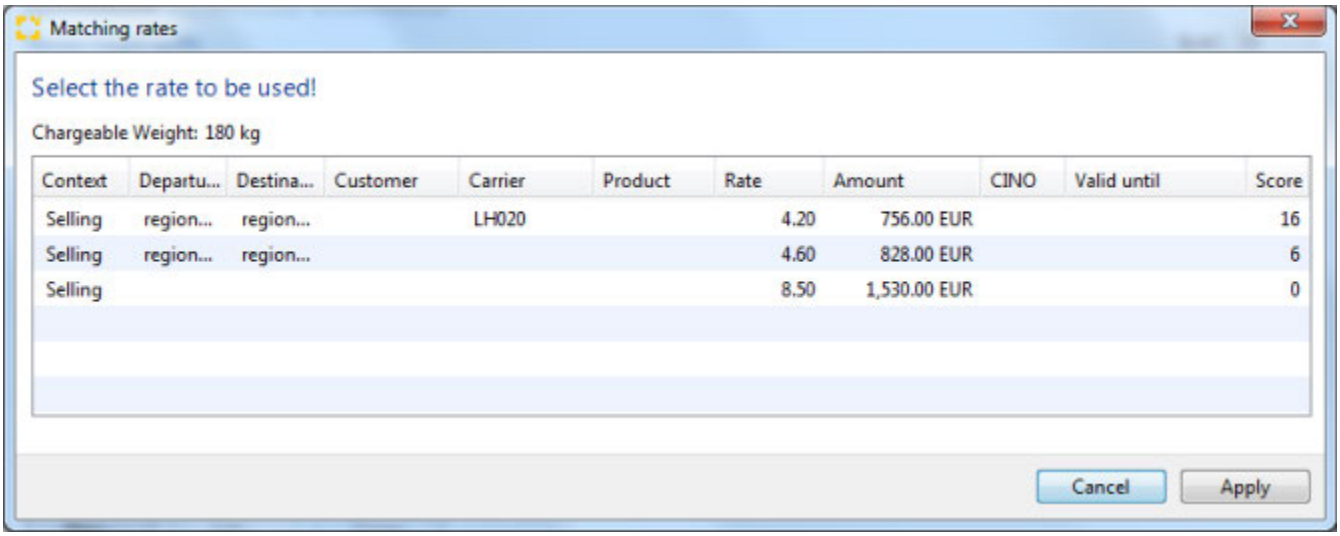
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *IATA* tariffs are shown for direct shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

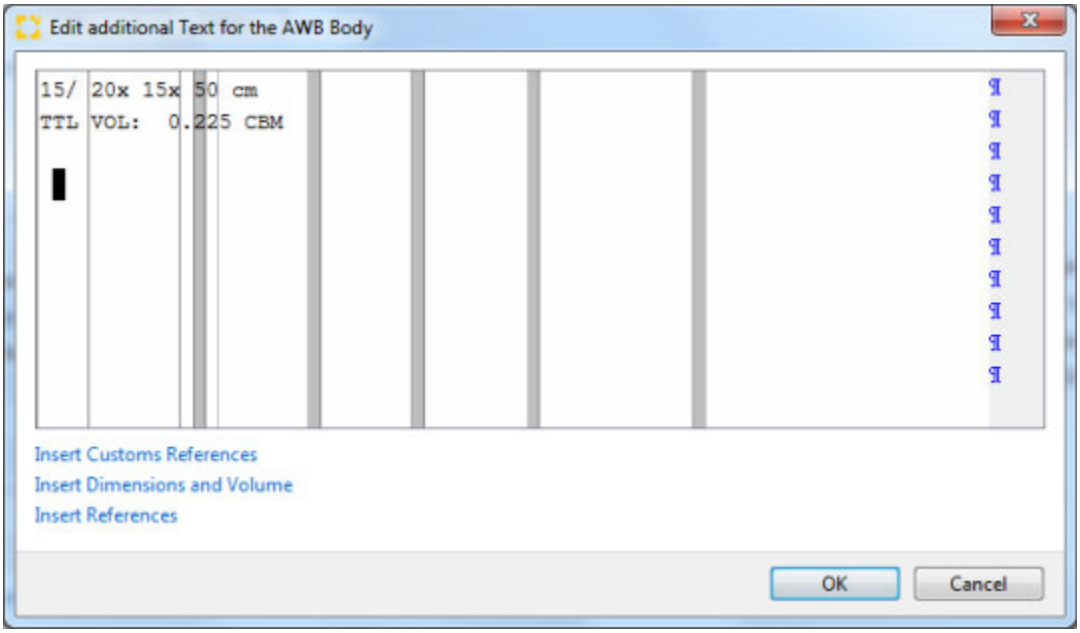
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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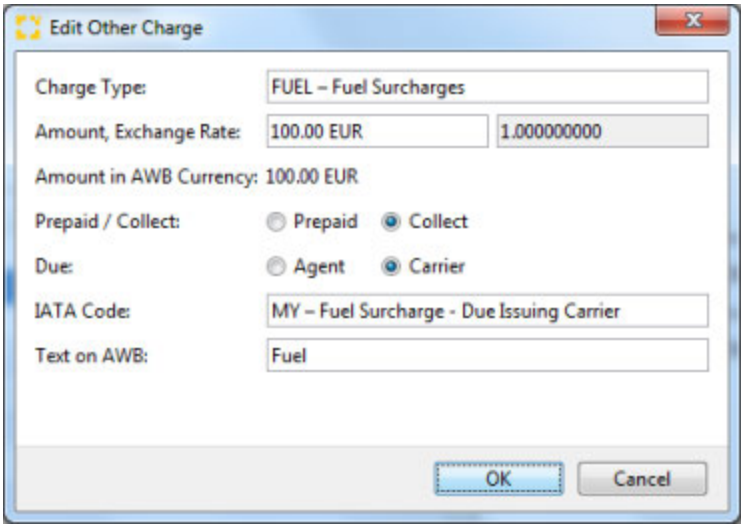

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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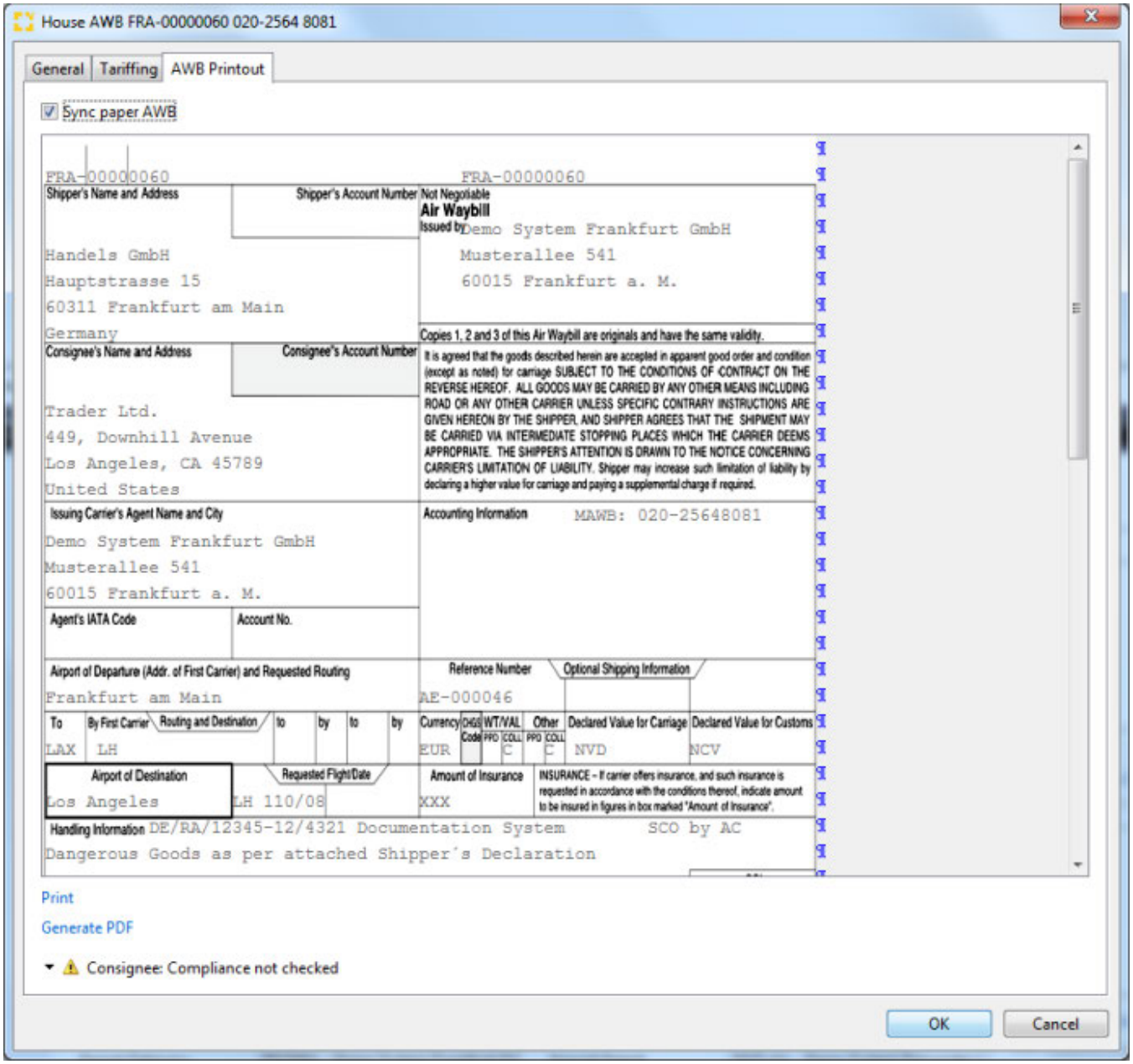
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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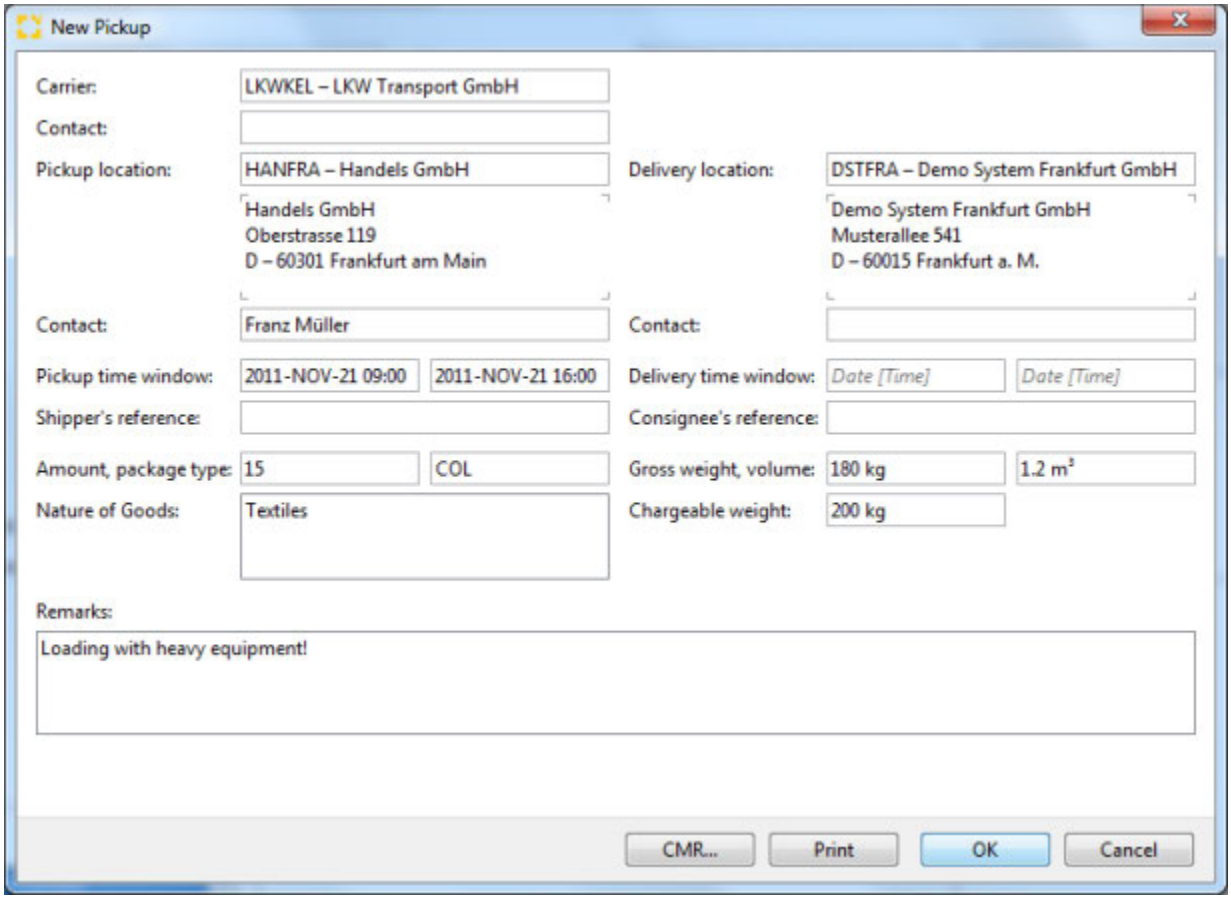
Pickup Order - General - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

Create and print pickup notes for collection of goods and delivery orders for transport of goods to the terminal. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

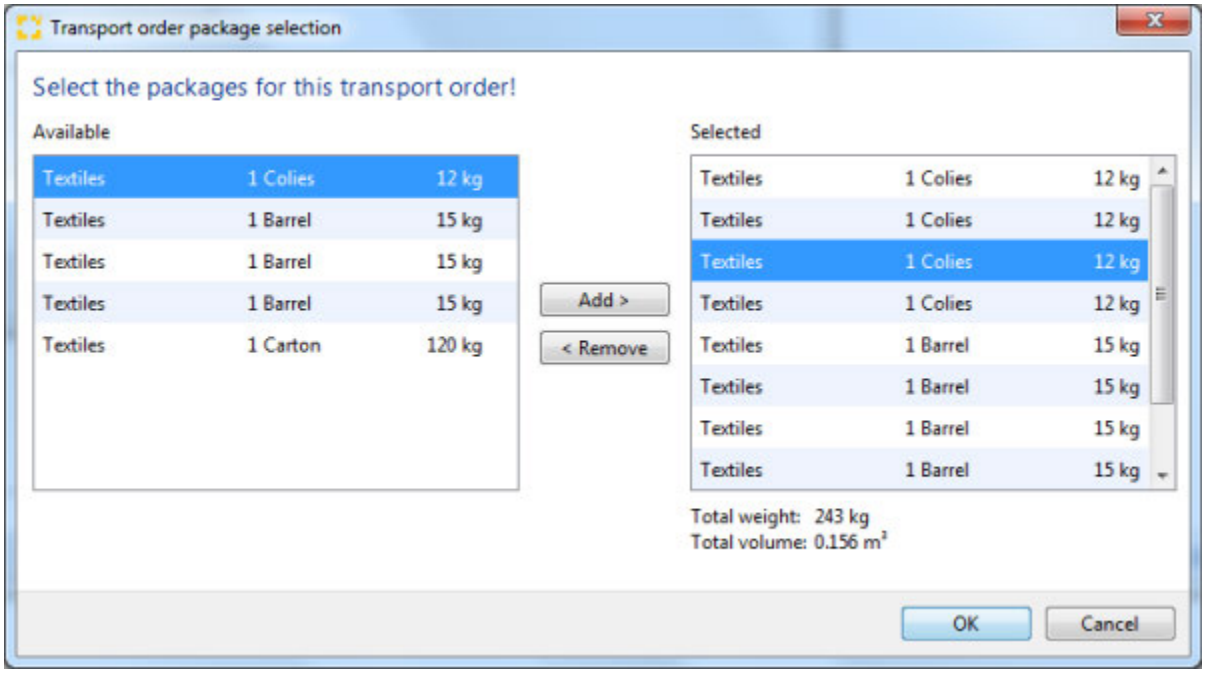
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

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OK

Save the data and close the delivery order editor.

Cancel

Close the delivery oder editor without taking any further action.

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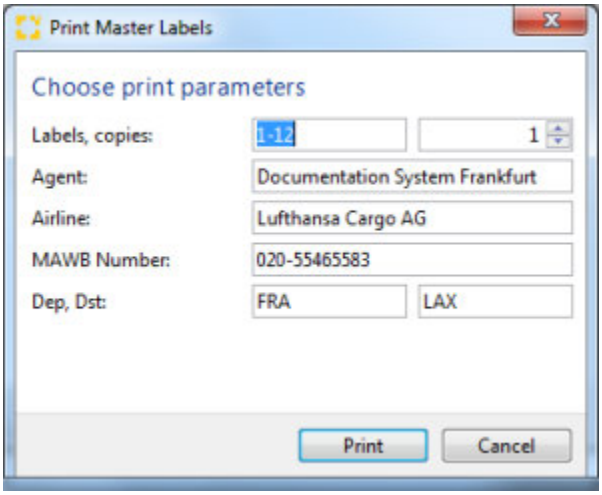
Print Labels - General - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

Clicking the option *Print... Master labels* opens a pop-up window where the print parameters and number of printed pages can be edited. In addition, the printing of the labels can be redirected to another printer-pool (e.g. another branch).

Description



Labels / Copies

Number of labels to be printed. Individual labels can be printed or a partial set of labels may be printed.

Examples:

Entry	Quantity	Numbers
1-15	15	1-15
11	1	11
4-6	3	4-6

By default the application proposes printing the total number of labels.

Agent

The agent who issued the airwaybill. (Issuing agent)

Airline

The airline who will transport the shipment.

Handling Agent

The cargo handling agent at the terminal who will receive the cargo prior to loading on the aircraft.

MAWB Number

MAWB Number of the shipment.

Departure/Destination

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Place of departure and place of destination for the shipment.

Output

Print local

The option *Print local* will print to the locally attached printer.

Print to Printer-pool

Allows selection of a printer-pool from the list displayed.

Printer-pools (List)

The desired printer-pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the popup window without further action.

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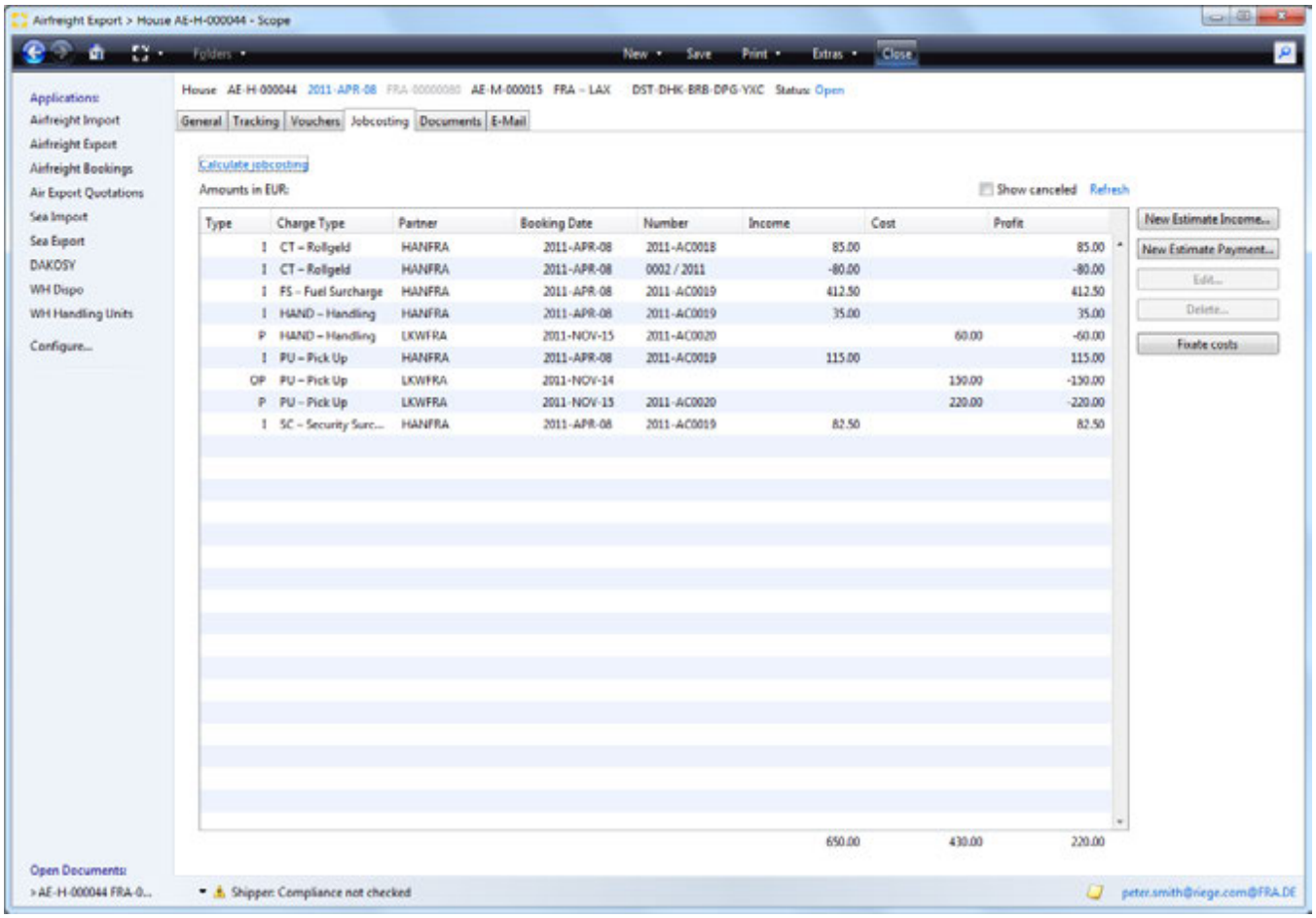
Jobcosting - Direct shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

> ⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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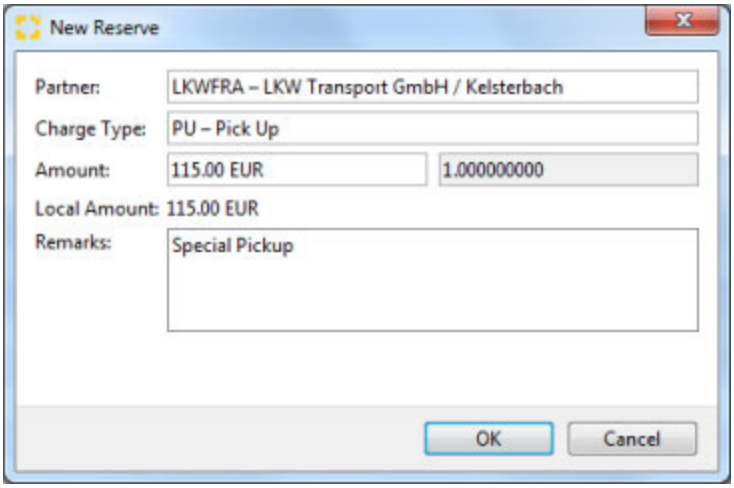

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Tracking - Direct Shipment - Airfreight Export

- Introduction
- Description

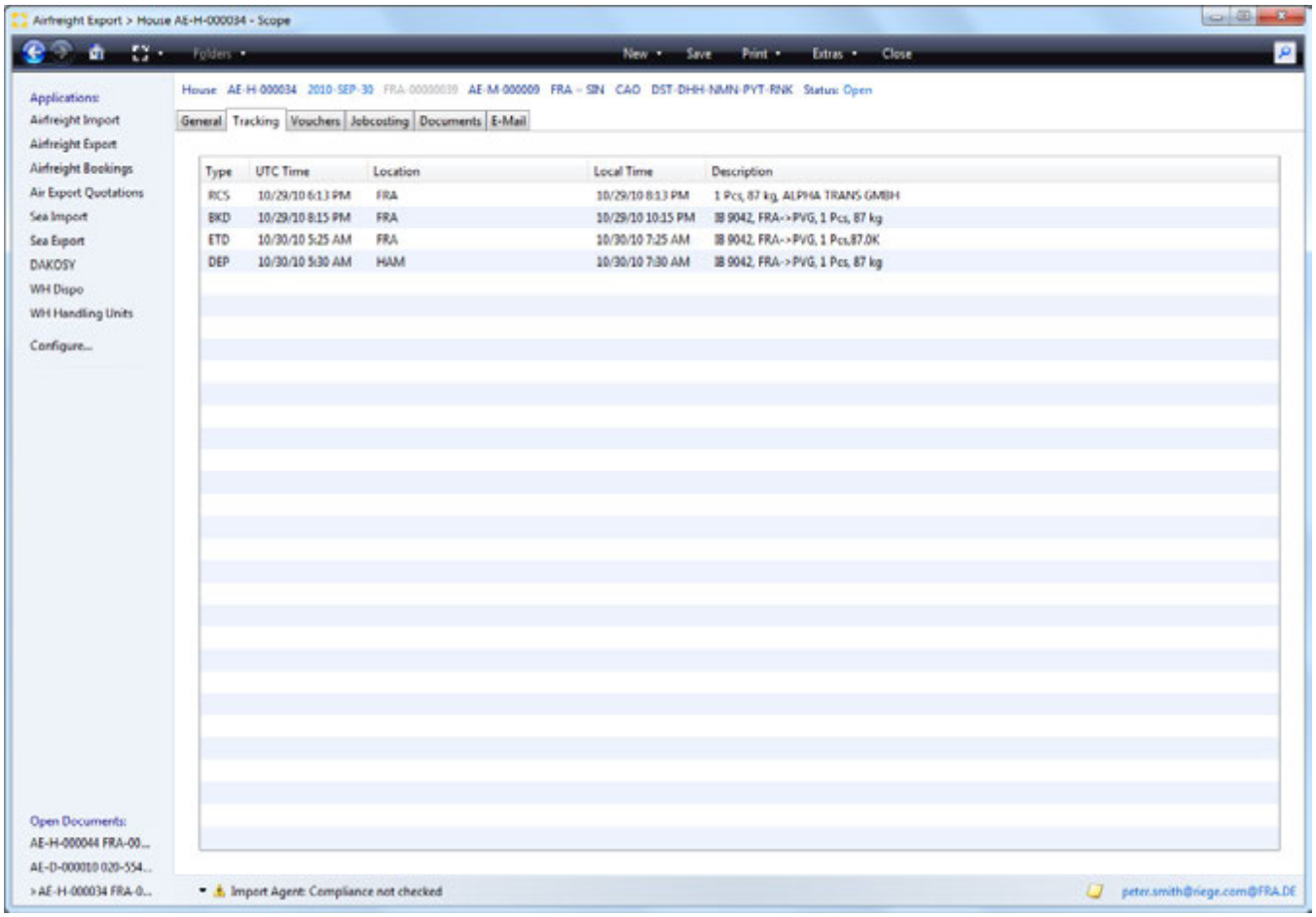
Introduction

During the life-cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an idividual tracking event will present detailed tracking information. Currently, only external tracking events are available when the shipper and carrier are exchanging data using the "TRAXON" cargo communication system. Future development of the tracking tab will allow it to include events between senders and receivers. Events in the tracking tab can also be viewed via web-browser on RSI's track and trace system. Connection to external, customer-specific track & trace systems can be implemented on request.

Description

The example below shows an exchange of tracking data for a Scope system that is connected to the Traxon cargo communication system.

- When printing the IATA air waybill (master shipment, direct shipment and back-to-back) the option exists to also "Print and transmit FWB" or just "Transmt FWB". These options will automatically generate the FWB message (waybill data) and send these to the Traxon system who in turn transmit the FWB to the responsible airline. Consolidations and back-to-back shipments will also include the FHL messages (house bill of lading or manifest data).
- The corresponding events are automatically entered into the table of tracking events.
- The types of events shown will depend on the types of events supported by the responsible airline.
- Airline events are automatically entered into the table.
- The events which are recorded in a master shipment, also appear simultaneously in the house shipments consolidated on that master since these events are also relevant to the house shipments.



Main menu bar and title bar

see tab **General**

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Type

Event type (see table below)

UTC time

The time of the event in UTC (Coordinated Universal Time)

Location

The place where the event has occurred. (the relevant airport IATA code may be shown)

Local time

Local time of the event (time in the time-zone in which the event occurred.)

Description

Description of the event. This example indicates how many packages, their weight, the aircraft transporting the freight. From where, to where. Numbers of packages that have arrived, the weight of the packages and at which destination.

The following events can be mapped. (Depending on the airline used)

Code	Description
RCS	Consignment received from Shipper
RCT	Consignment physically received from another airline
RCF	Consignment physically received from a flight known or not
BKD	Consignment has been booked
MAN	Consignment has been manifested
DEP	Consignment has departed
PRE	Consignment prepared for loading
TRM	Consignment is to be transferred to another carrier
TFD	Consignment has been physically transferred to another airline or surface transport party
NFD	Consignee or his agent informed of arrival of shipment
AWD	Arrival documents delivered to consignee or his agent
CCD	Consignment cleared by customs
DLV	Consignment has been physically delivered to consignee or his agent
DIS	Consignment Discrepancy
CRC	Consignment Information has been reported to Customs
DDL	Consignment has been delivered to the consignee's door
TGC	Consignment has been transferred to Customs/Government control
ARR	Consignment arrived on a flight known or not
AWR	Consignment documentation received from fleight
FOH	Consignment is on hand
FHL	Consol Manifest sent to airline
FWB	AWB sent to airline/ground handler
OSI	Other Service Information
ULD	ULD Identification
ETD	Estimates Time of Departure
ETA	Estimated Time of Arrival
FMA	Message acknowledged
FNA	Error detected in message

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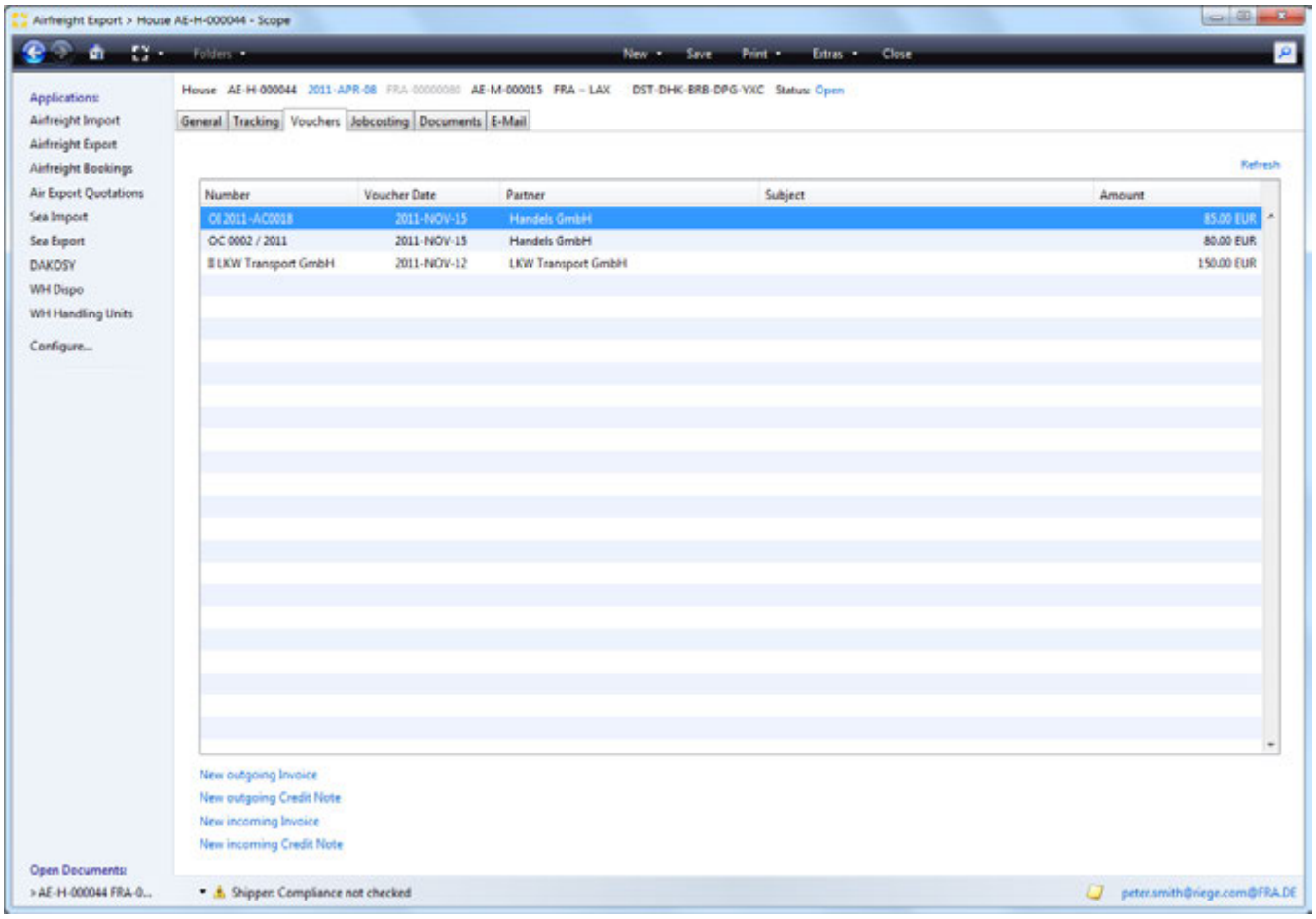
Vouchers - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

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Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

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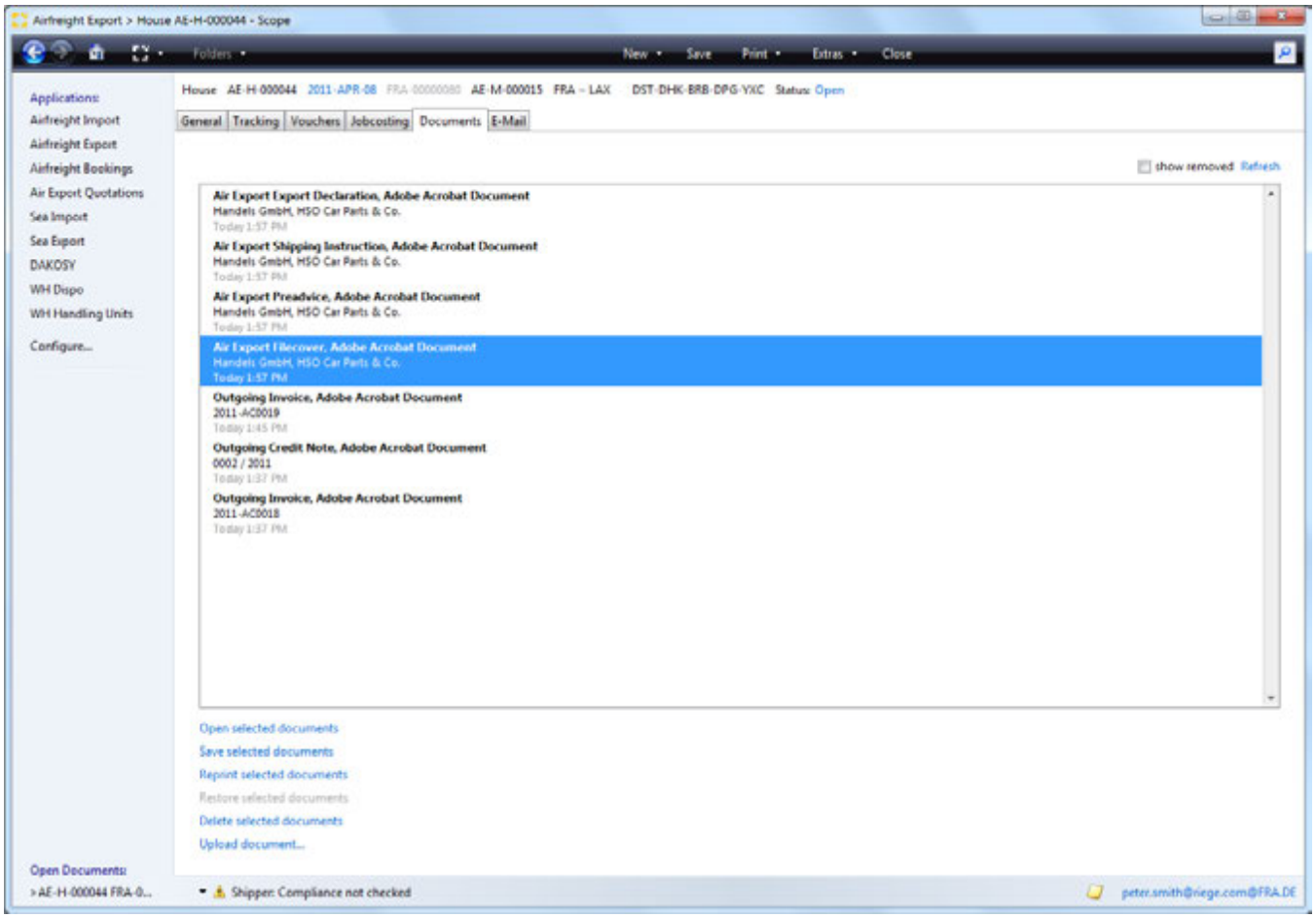
Documents - Billing - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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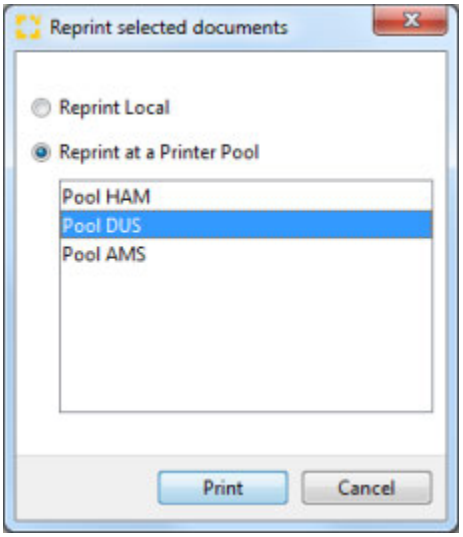
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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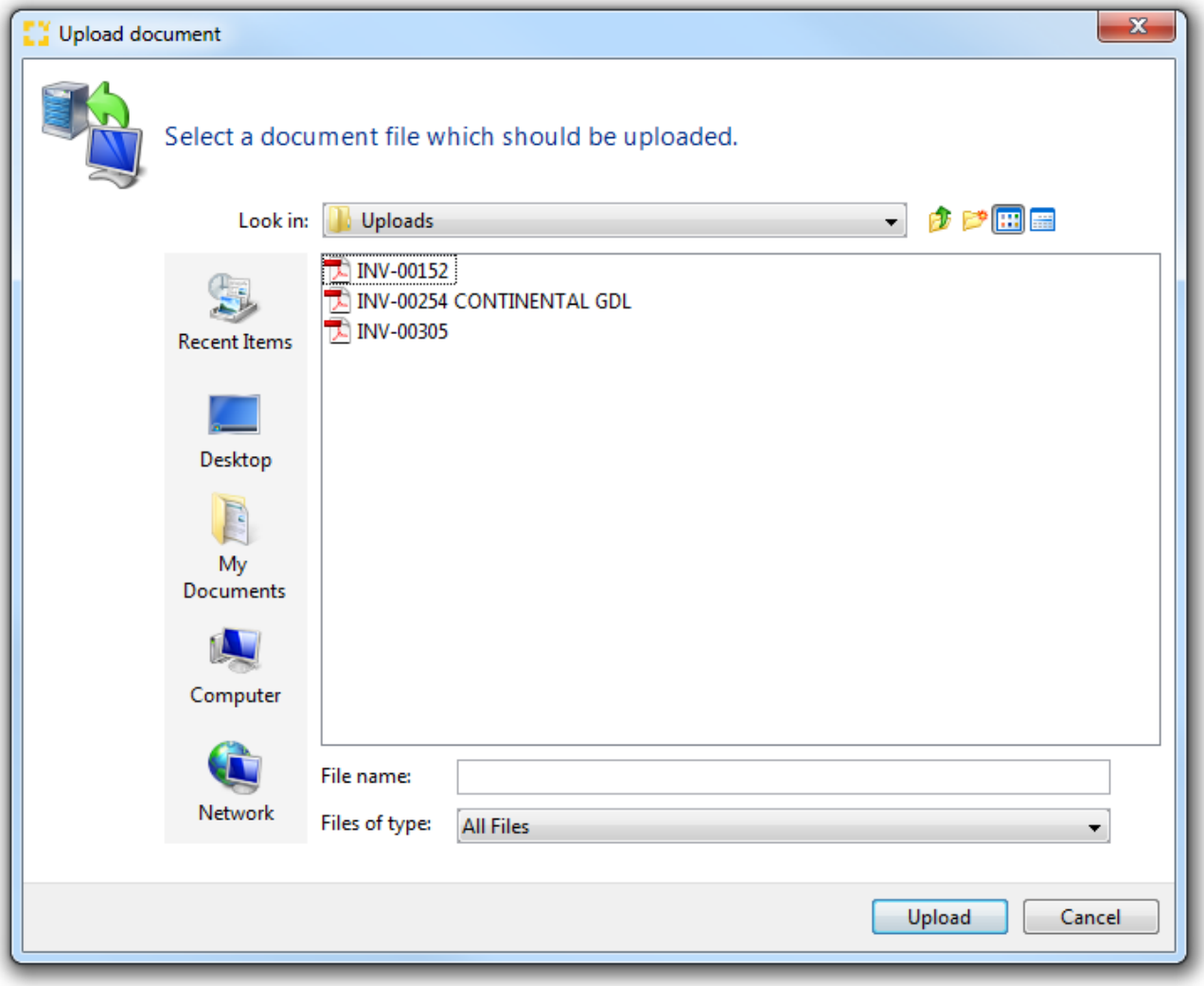

Update

Updates the current list of documents.

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Incoming Invoice - Billing - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

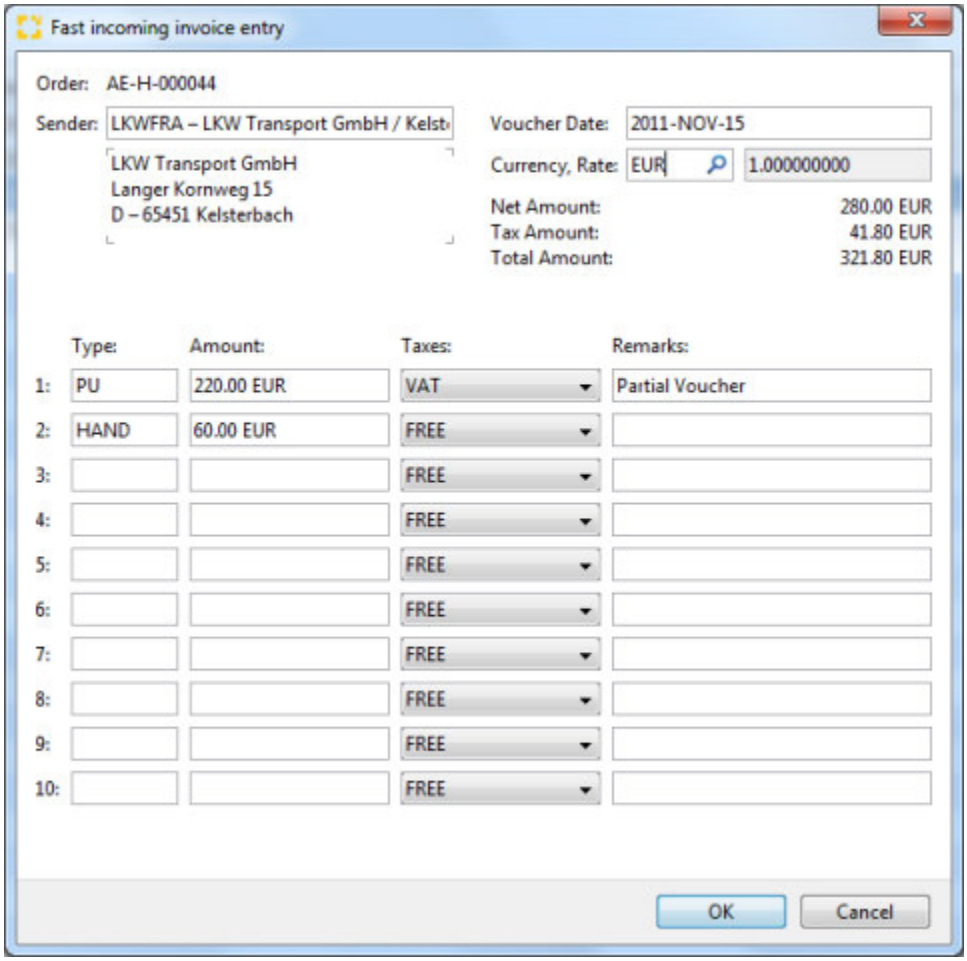
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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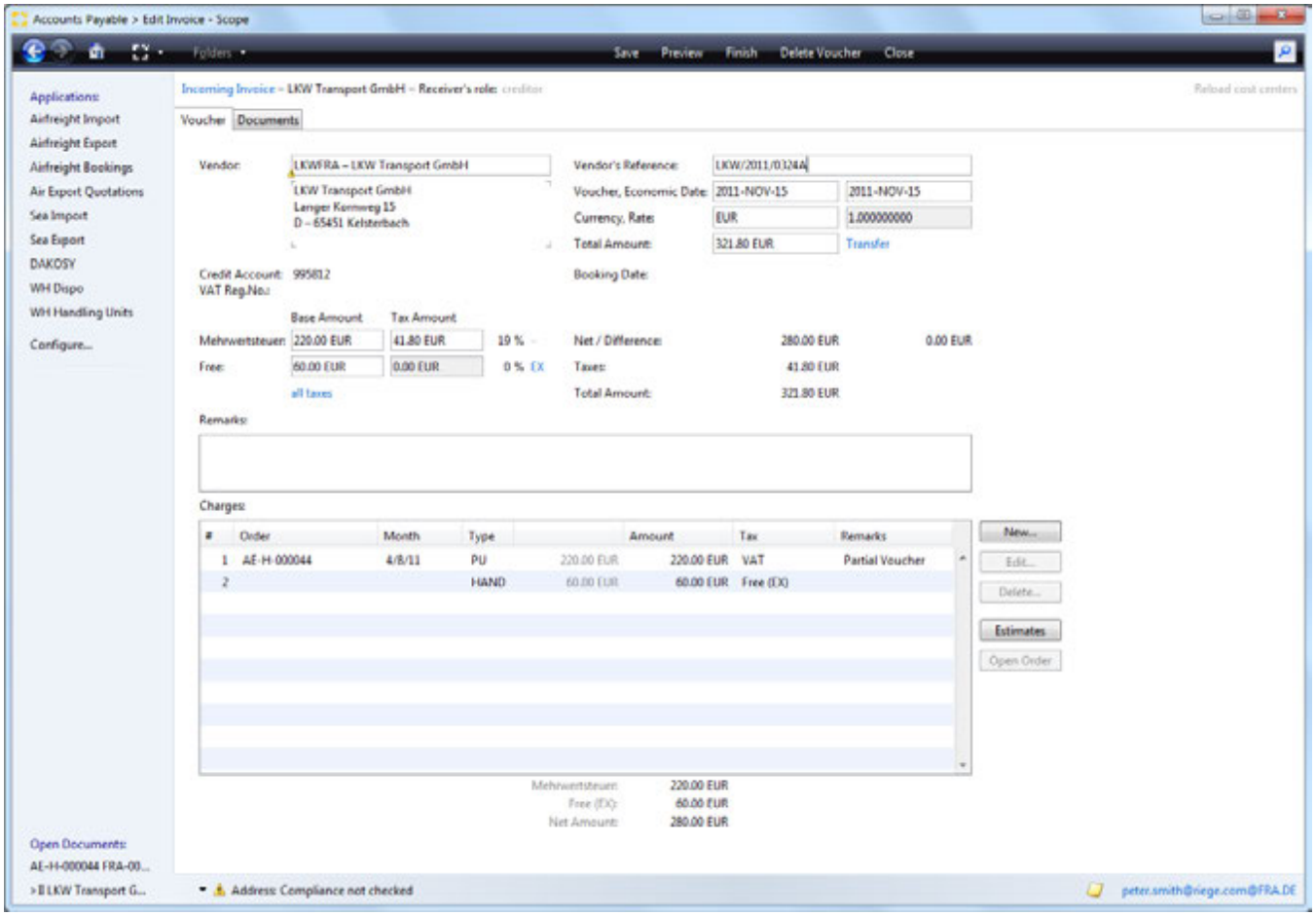

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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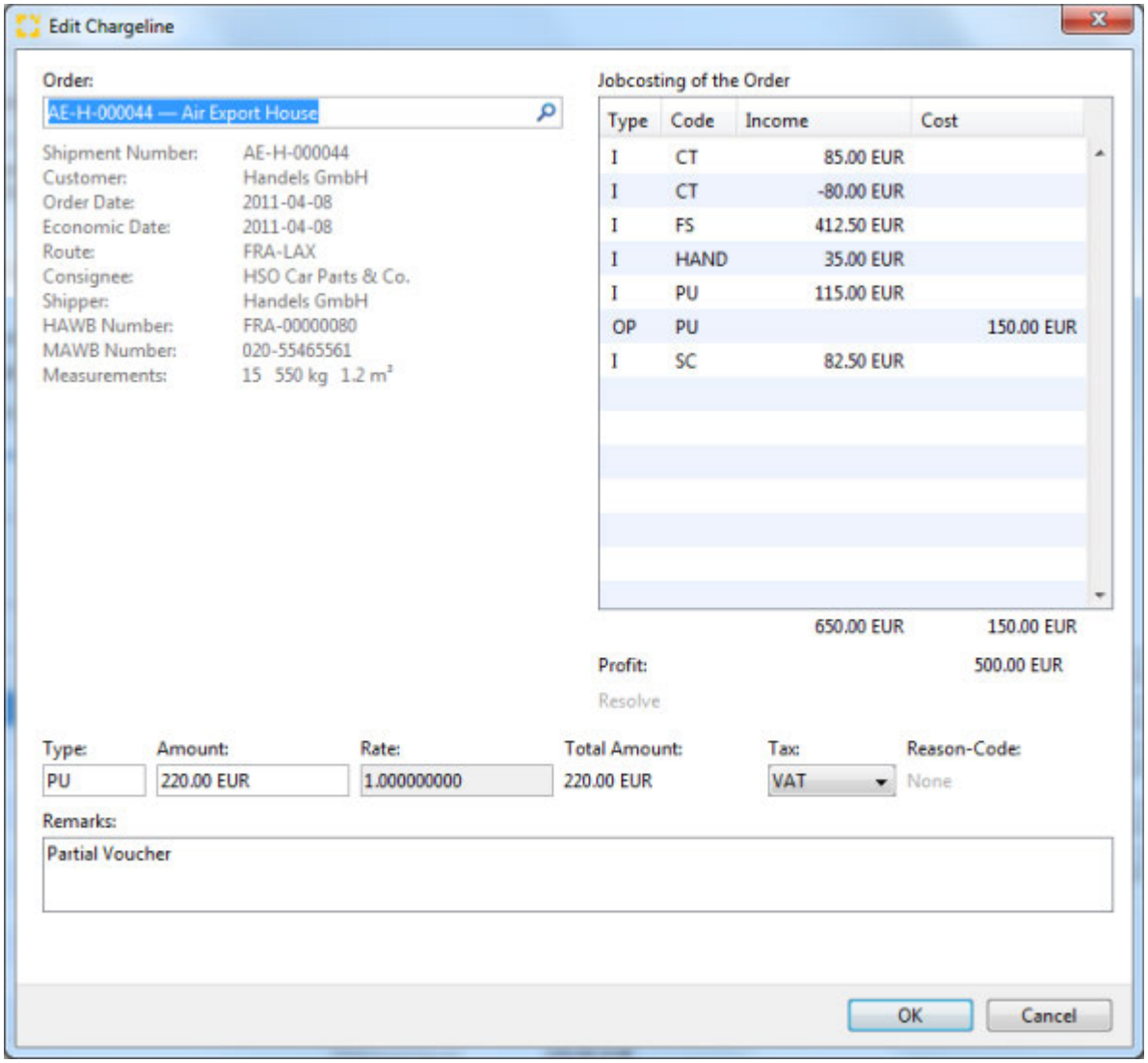
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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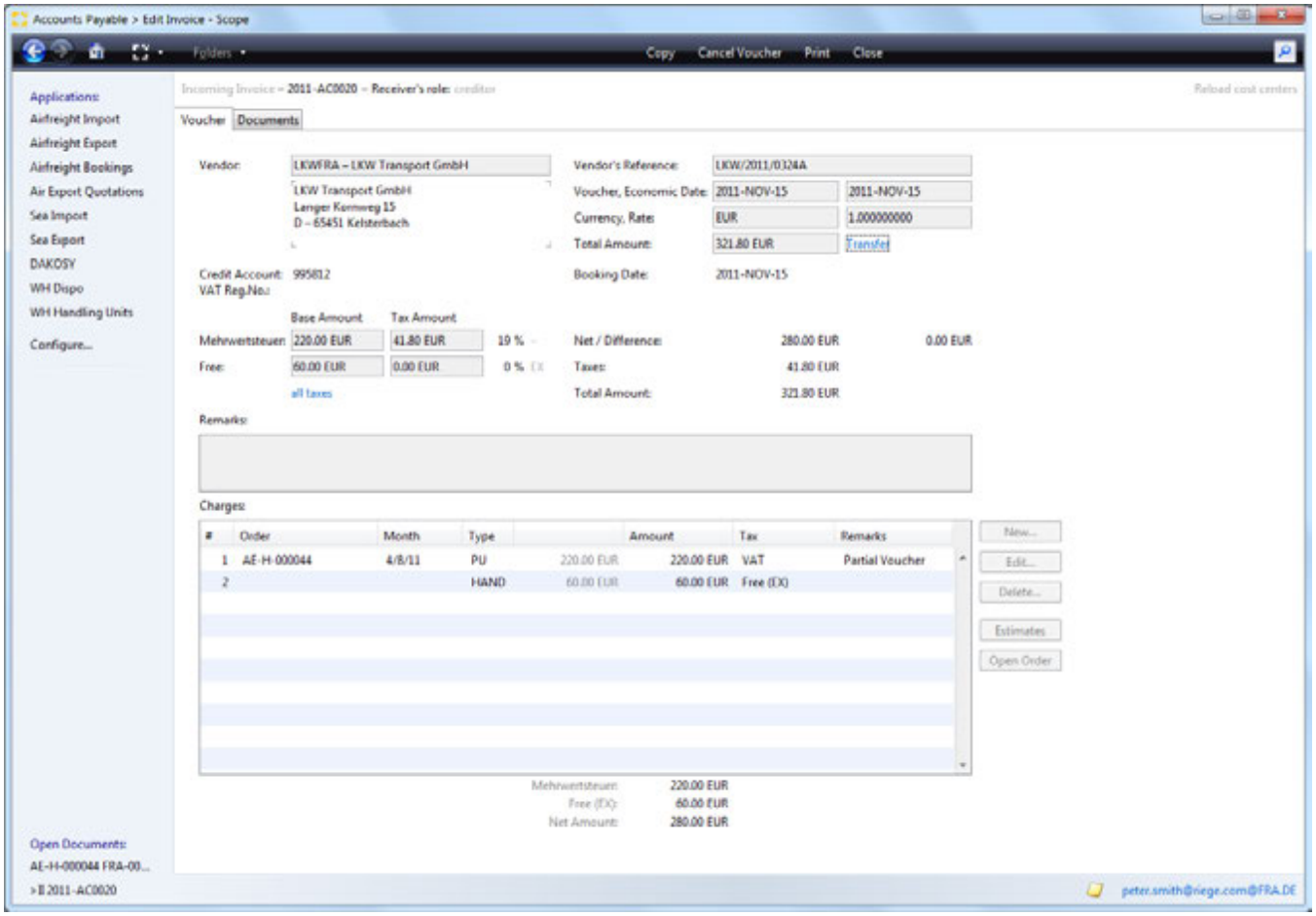

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Voucher - General - Direct Shipment - Airfreight Export

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

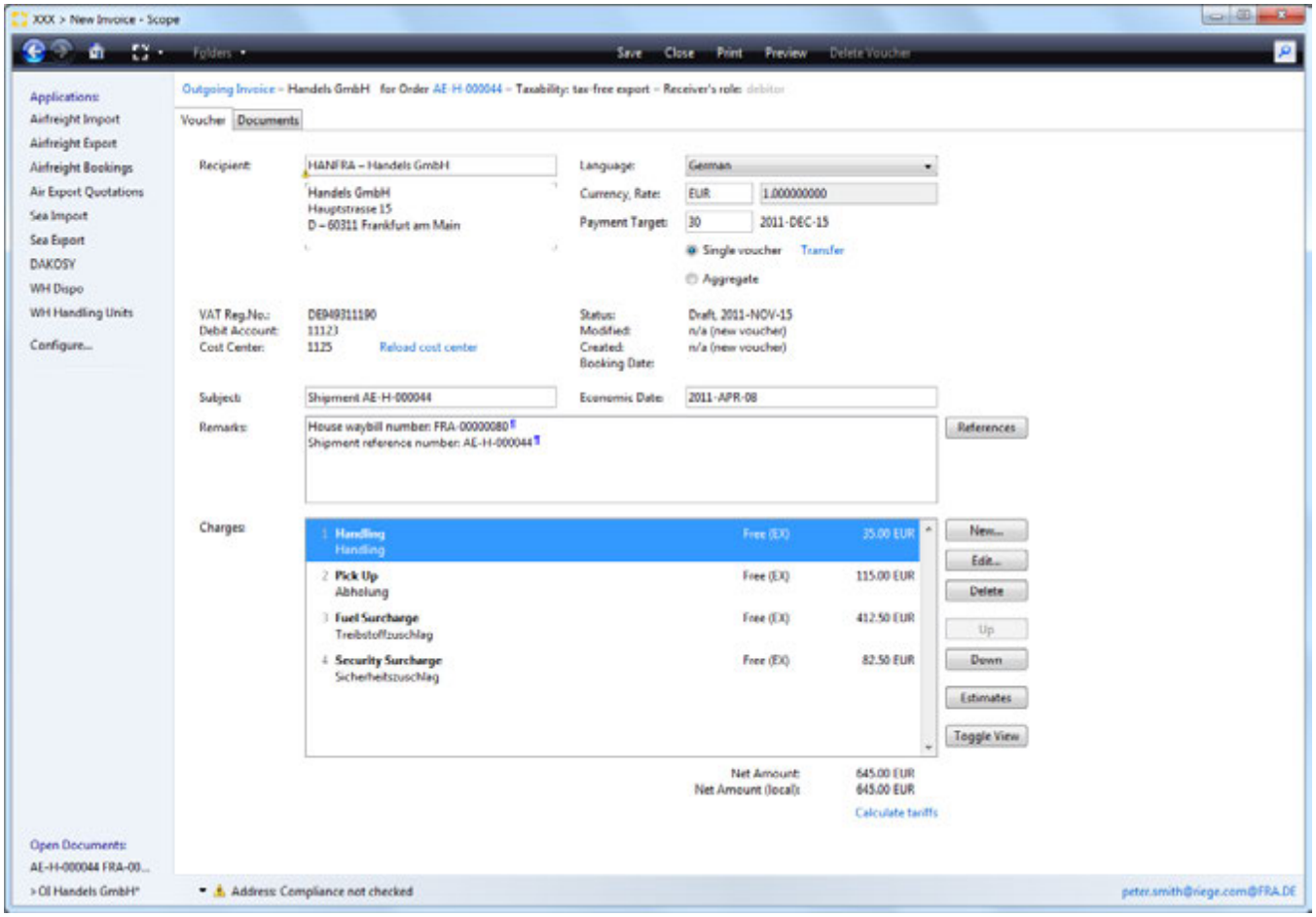
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

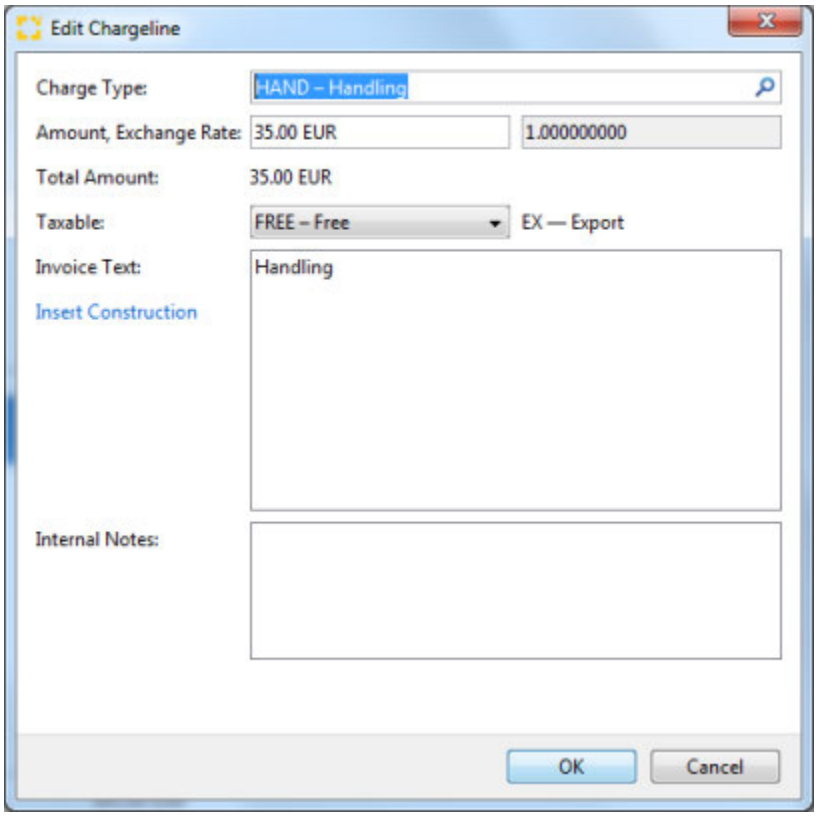
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

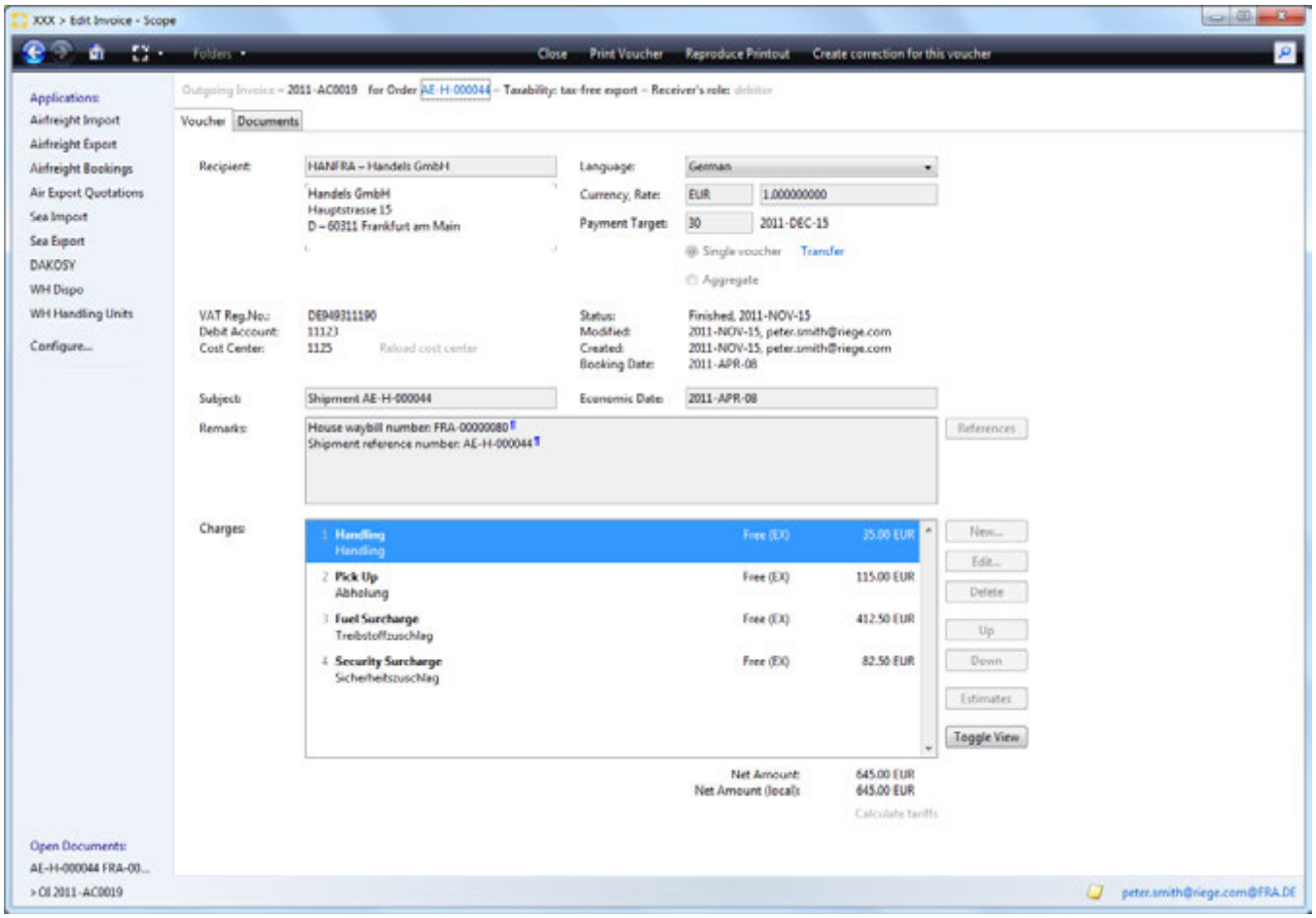
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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e-freight

- Introduction
- Description
  - Master Data
    - Master Data Partner
      - Shipper
      - Agent
    - Master Data Airline and Routing
  - Working with e-freight
    - IATA-AWB Editor
    - e-AWB
    - Printing Docs

Introduction

E-freight and e-AWB are parts of the future trends in the airfreight sector and gain in importance for working with airfreight carriers. Scope supports both e-freight and e-AWB.

Description

Master Data

For using e-freight in Scope it is possible to set up Master Data for different items:

1) Master Data Partner

2) Master Data Airline and Routing

If Master Data is not set up, it is still possible to switch AWB to e-freight in the AWB-Editor (e-AWB). Master data maintenance facilitates the user's handling, so new shipments are automatically e-freight.

Master Data Partner

To adjust roles of partners for e-freight, e.g. shipper or agents you have to switch to *Master Data - Partners.*

Shipper

Shipper needs to be set up with role "Forwarding customer". At tab Airfreight Export you have to select "accepts e-freight"

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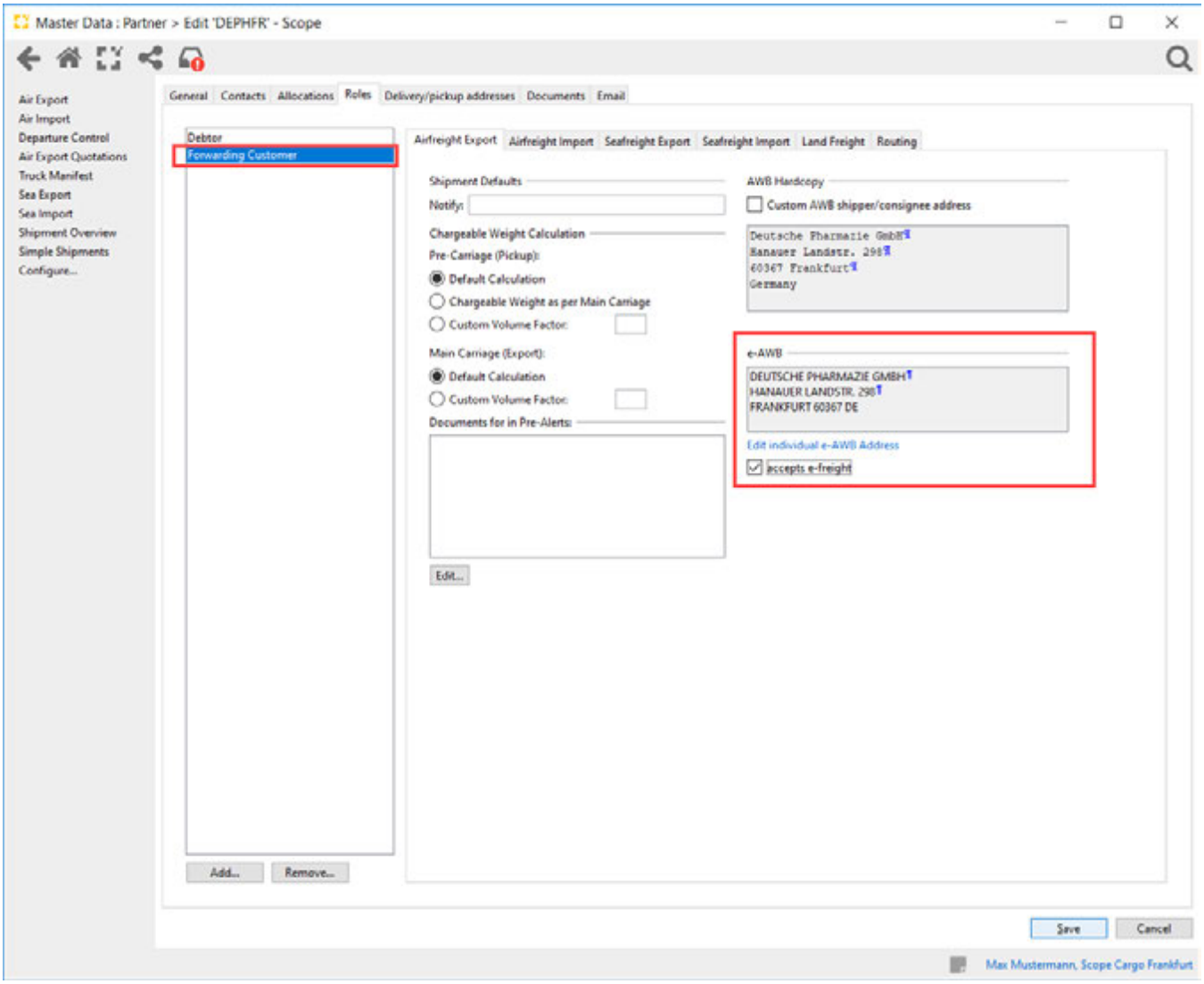

Please note that e-AWB only accepts capital letters and no special signs. Only characters like A-Z", "0-9", "-"(hyphen), "."(period), " "(space) are allowed. If company address contains illegal characters they won't be shown at e-AWB. You can adjust company address by selecting action link "Edit individual e-AWB-Address".

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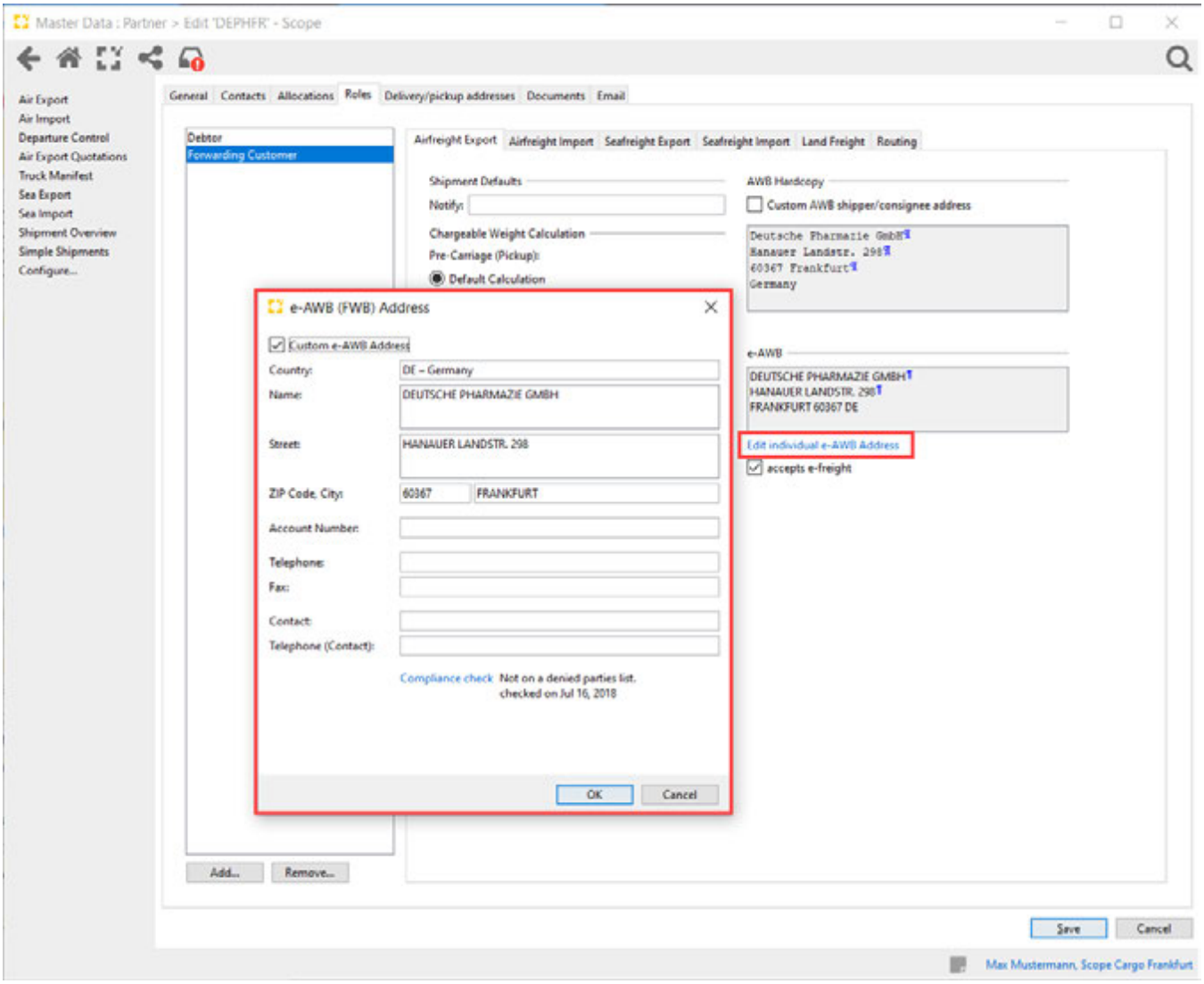

Agent

For Partners which are selected as role Agent you can adjust e-freight parameters as well. Please note above mentioned requirements for e-AWB-Adress. Adjustments can be done by choosing *"Edit individual e-AWB-Address".*

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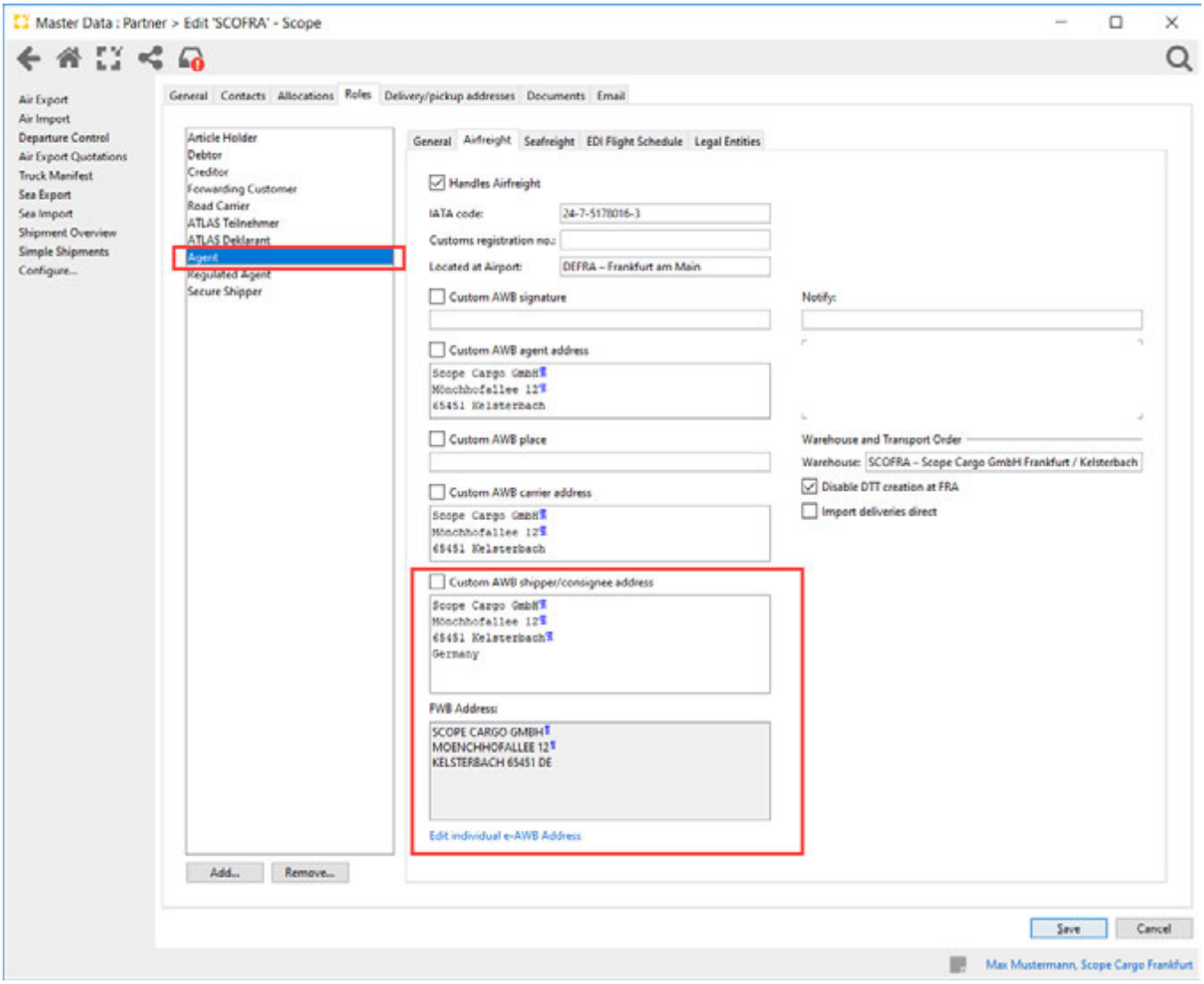

Master Data Airline and Routing

Master Data for airline carrier can be set up by Master Data - Partners - Role Airline at tab E-Freight.

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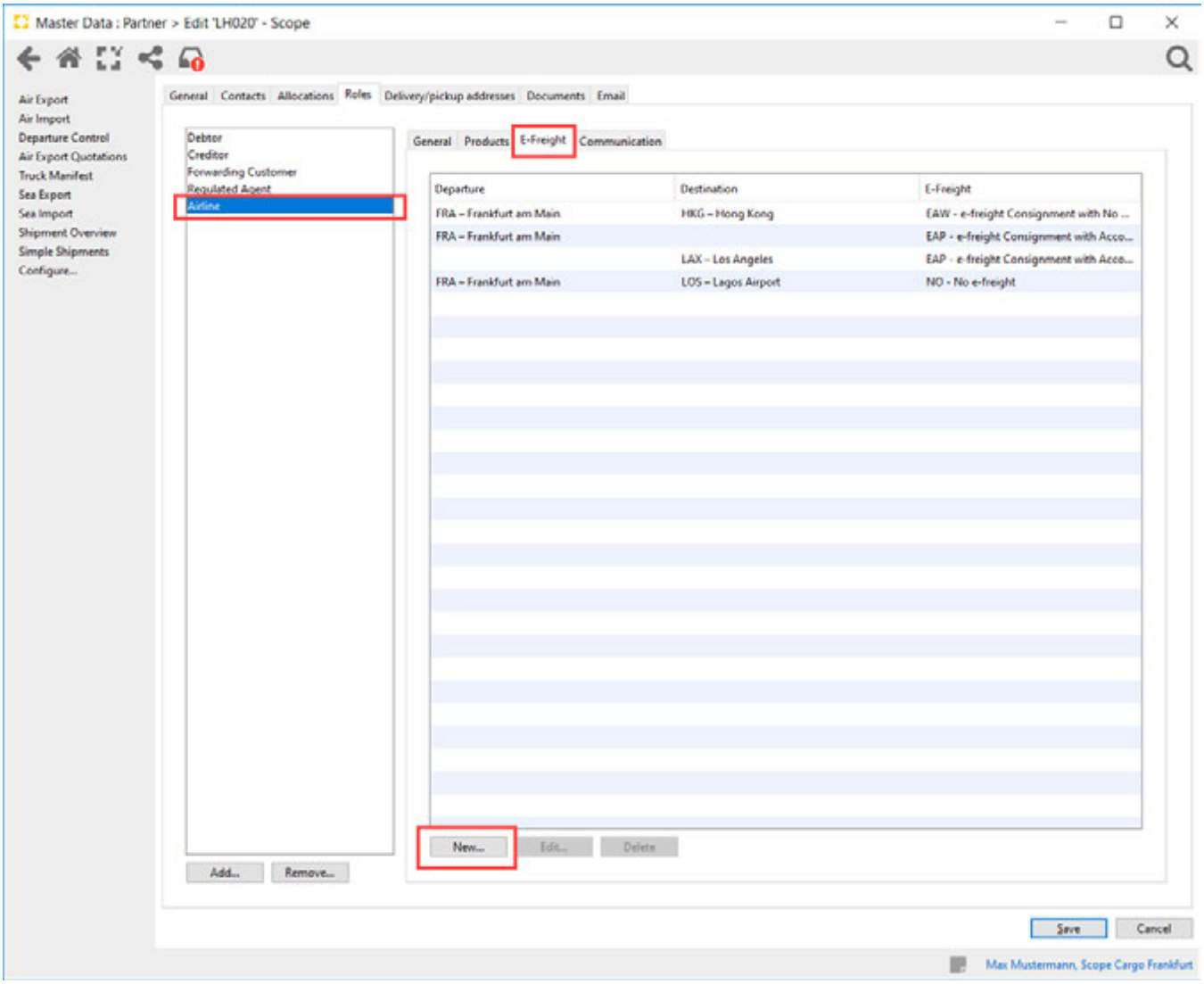

For setup routing you can choose these parameters:

Departure	Destination	Description
✓	✓	e-freight applies to all flights between named departure/country and destination/country
✓	✗	e-freight applies to all flights from named departure/country, destination mutable
✗	✓	e-freight applies to all flights to named destination/country, departure mutable
✗	✗	e-freight generally applies to all flights

For setup e-Freight you can choose these parameters:

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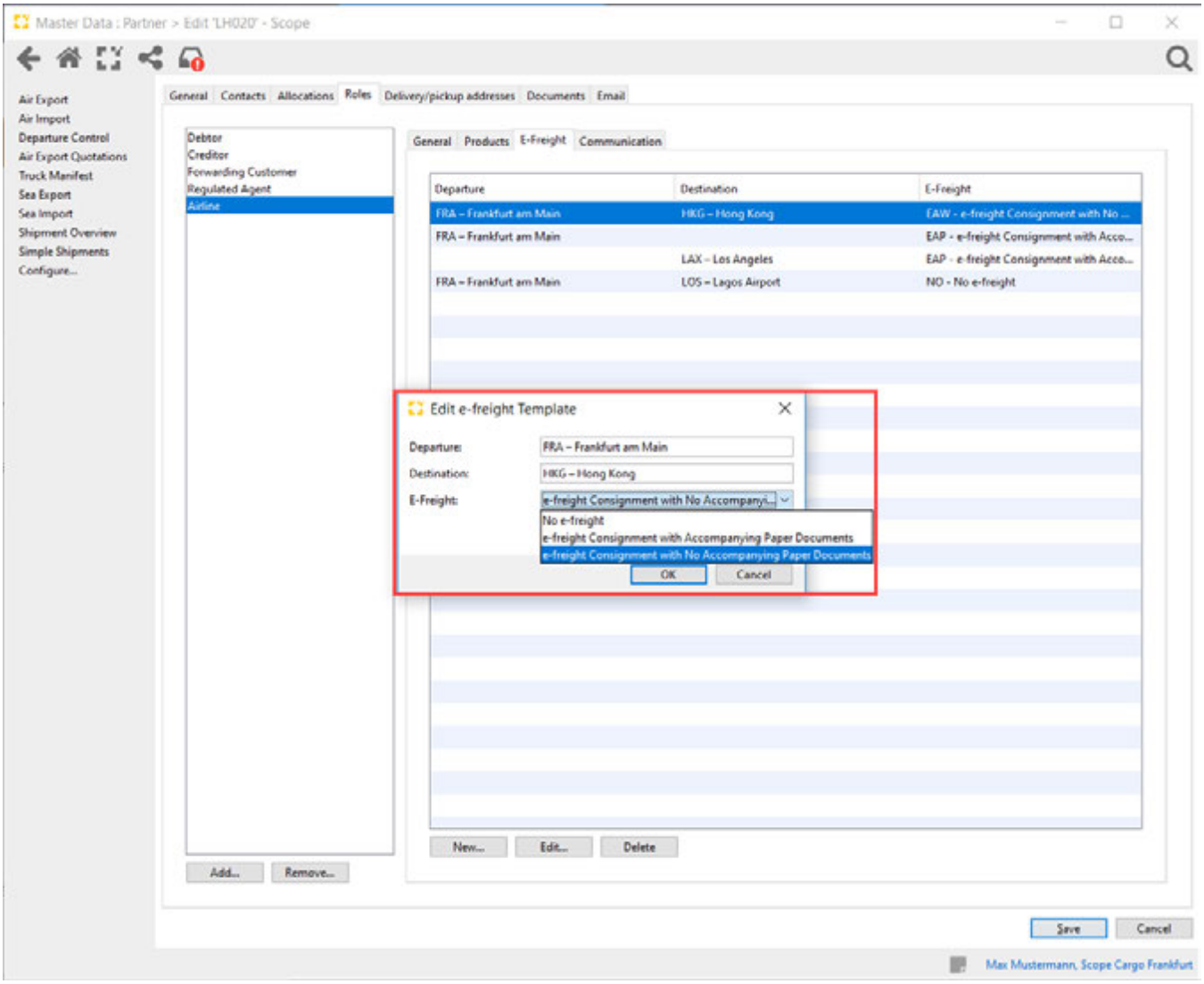

e-freight	content	description
NO	no e-freight	e-freight is not used on this routing
EAP	e-freight Consignment with Accompanying Paper Documents	e-freight is used on this routing, accompanying paper documents (e-Pouch) can be created
EAW	e-freight Consignment with No Accompanying Paper Documents	e-freight is used on this routing, no accompanying paper documents (e-Pouch) can be created

Working with e-freight

IATA-AWB Editor

To choose e-freight for shipments you have to switch to IATA-AWB-Editor.

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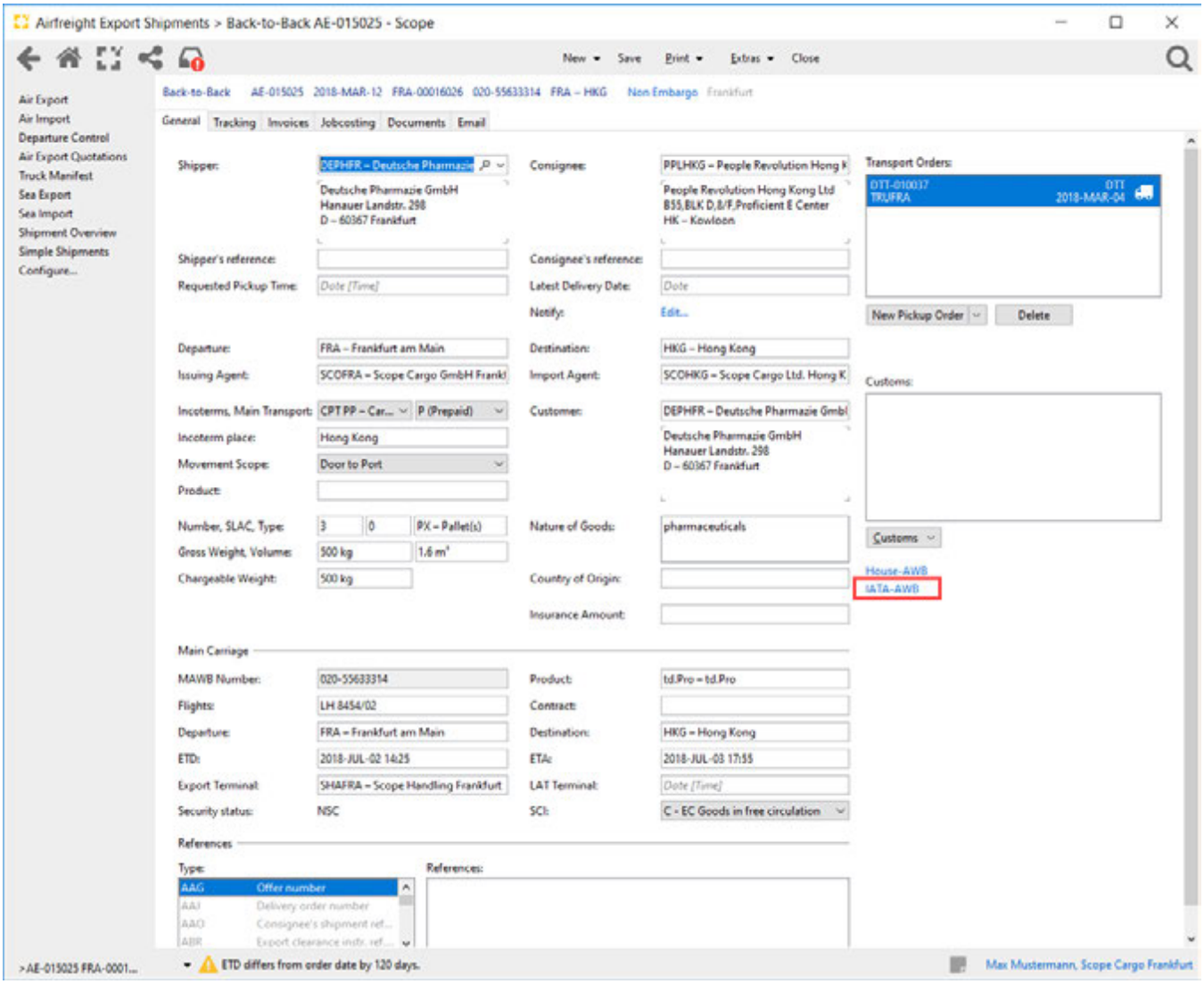

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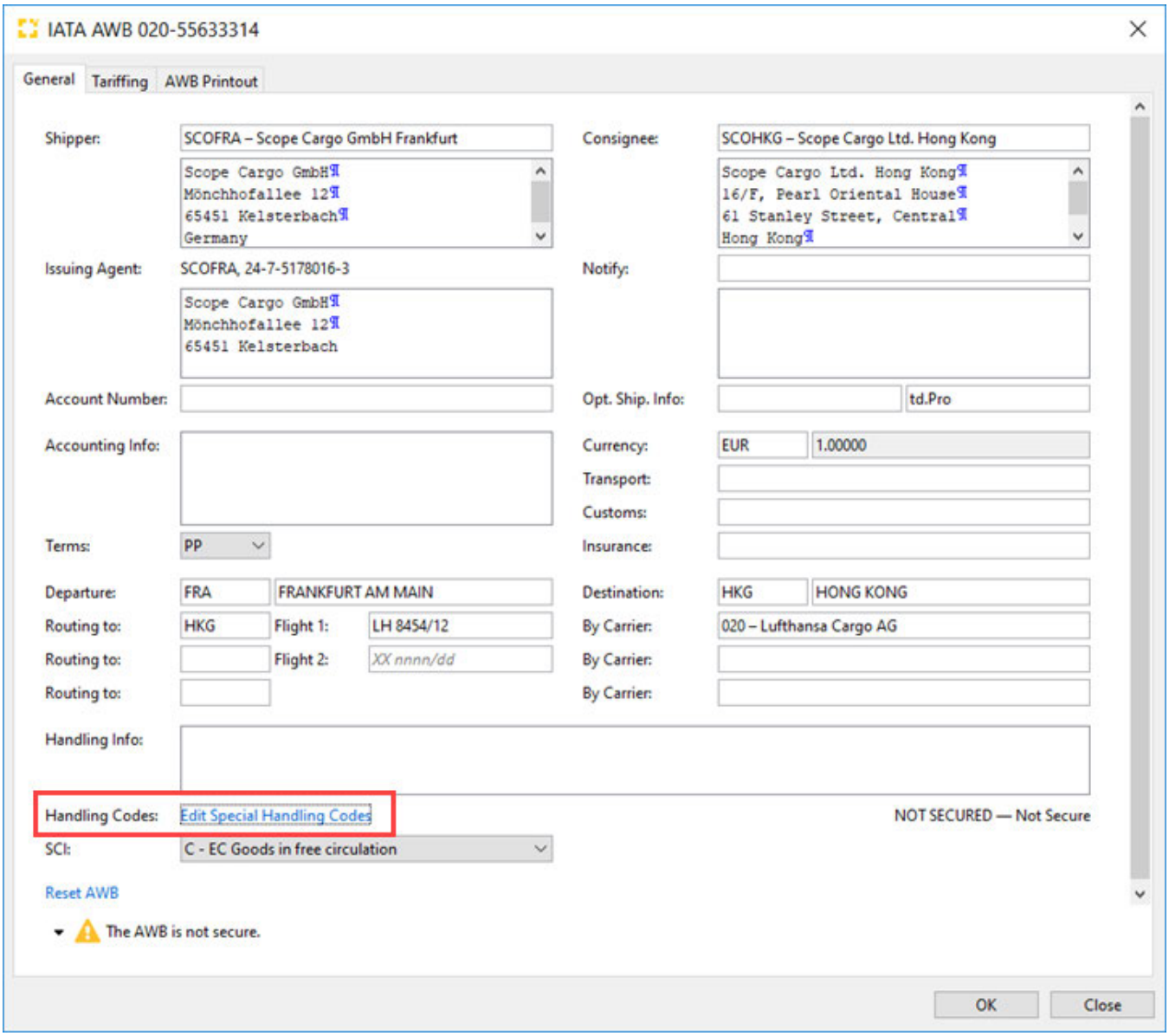

Type of e-freight can be selected at Handling Codes (no e-freight / e-freight Consignment with Accompanying Paper Documents / e-freight Consignment with No Accompanying Paper Documents). Addtionally you can choose other Special Handling Codes which will be transfered as well.

If you have set up Master Data of airline, Scope will use them as entered.

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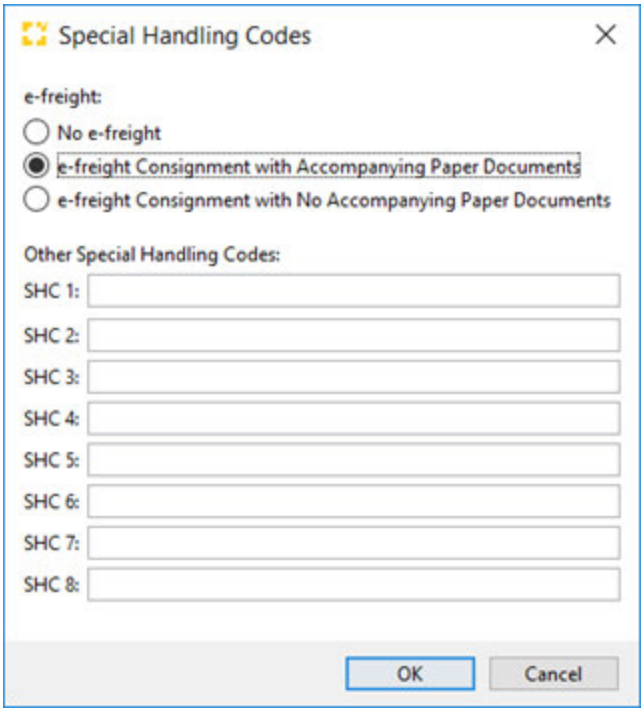

e-freight	content	description
NO	no e-freight	Addresses can be edited in tab General and in tab AWB printout.
EAP	e-freight Consignment with Accompanying Paper Documents	Adresses cannot be edited (big letters, no illegal characters). It is not possible to edit at tab AWB printout because these data will not be transfered by using e-freight. Furher information can be insert at "Accounting Info", "Handling Information" or by using Special Handling Codes.
EAW	e-freight Consignment with No Accompanying Paper Documents	Adresses cannot be edited (big letters, no illegal characters). It is not possible to edit at tab AWB printout because these data will not be transfered by using e-freight. Furher information can be insert at "Accounting Info", "Handling Information" or by using Special Handling Codes.

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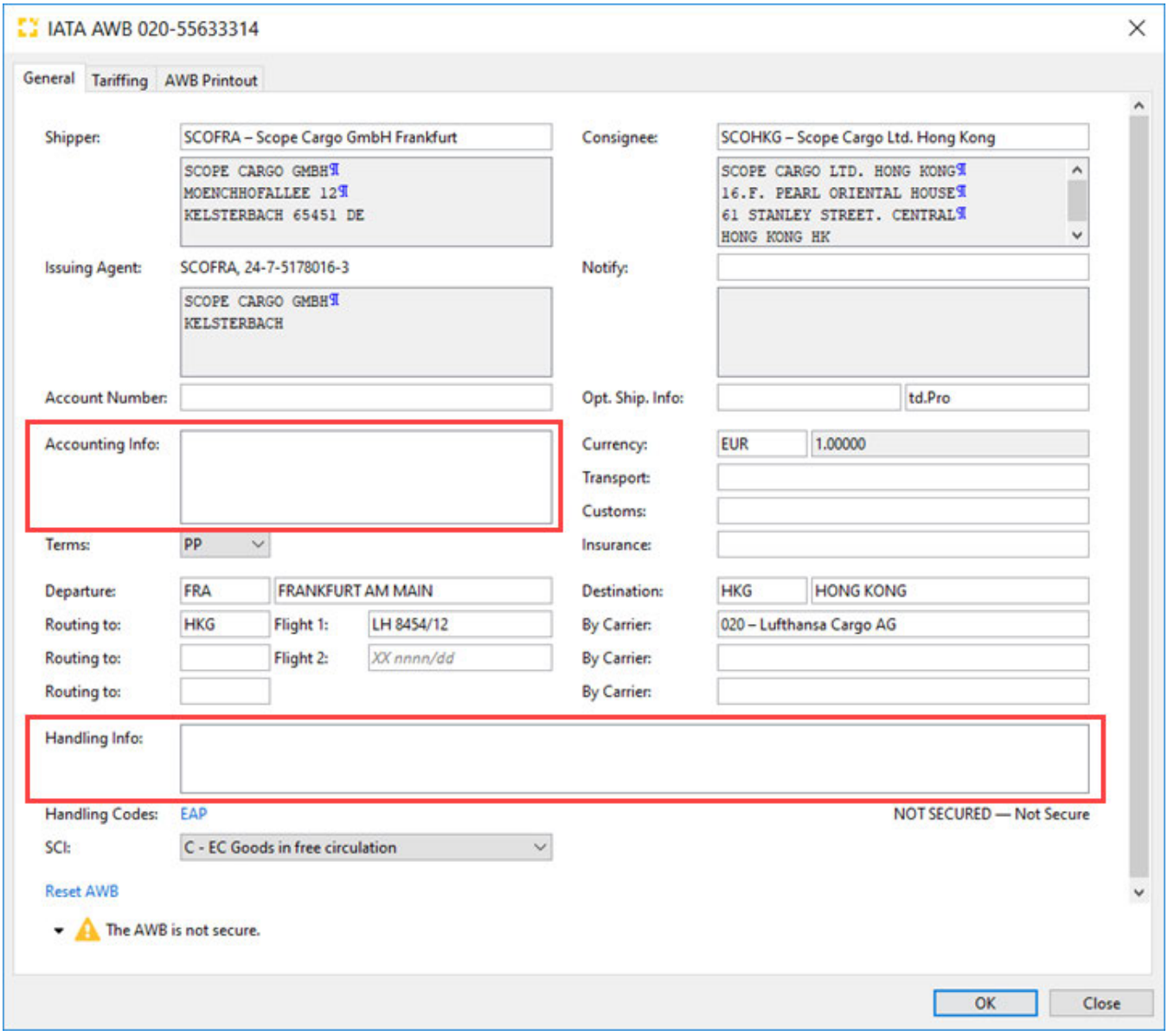

e-AWB

For sending e-AWB switch to tab AWB printout or to function "Finish" at menu "Extras"

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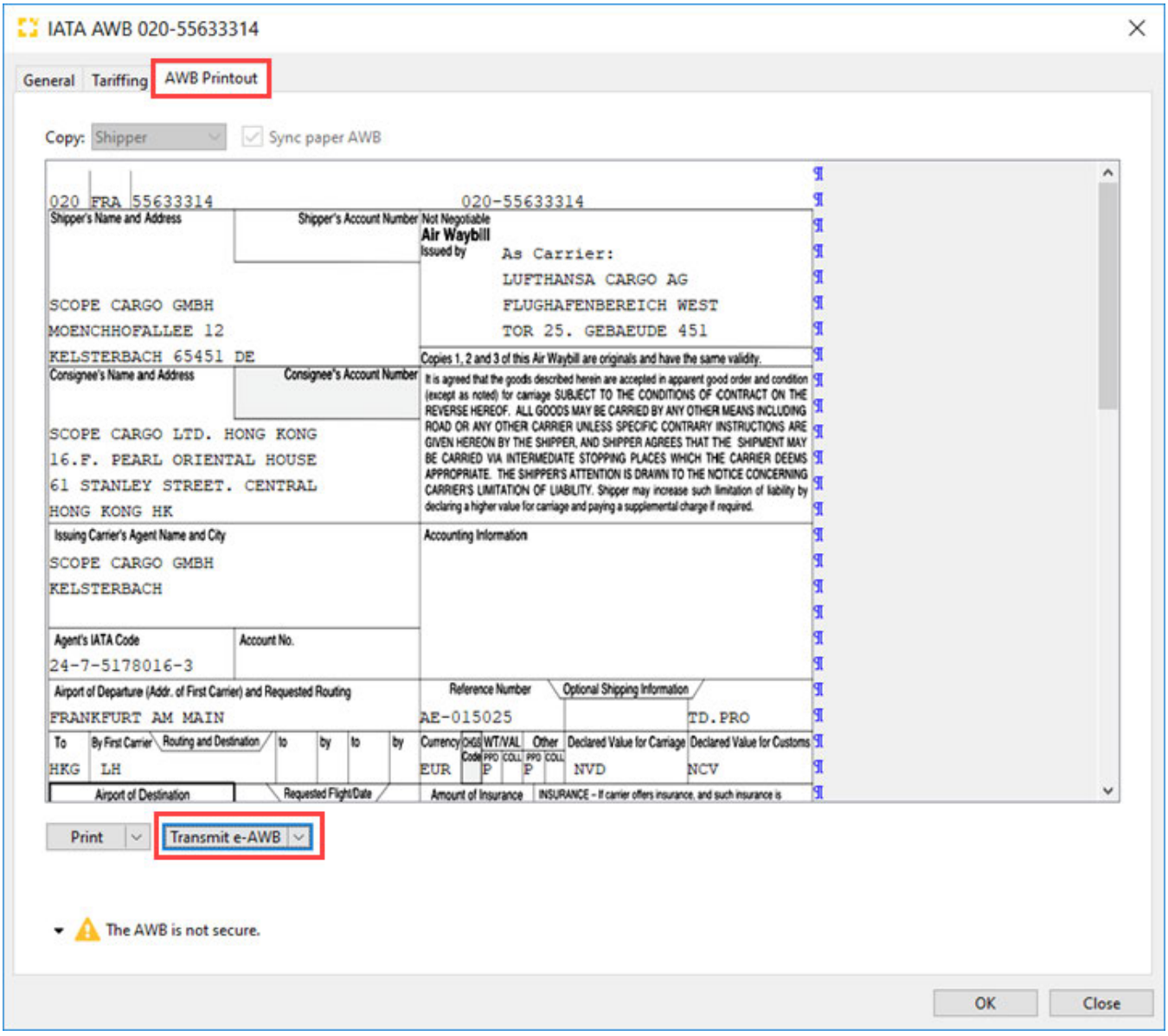

Printing Docs

Printing of Delivery Note (EAW) or Delivery Note + E-Pouch-Label (EAP) is possible by using button Print - Custom Print at tab AWB printout.

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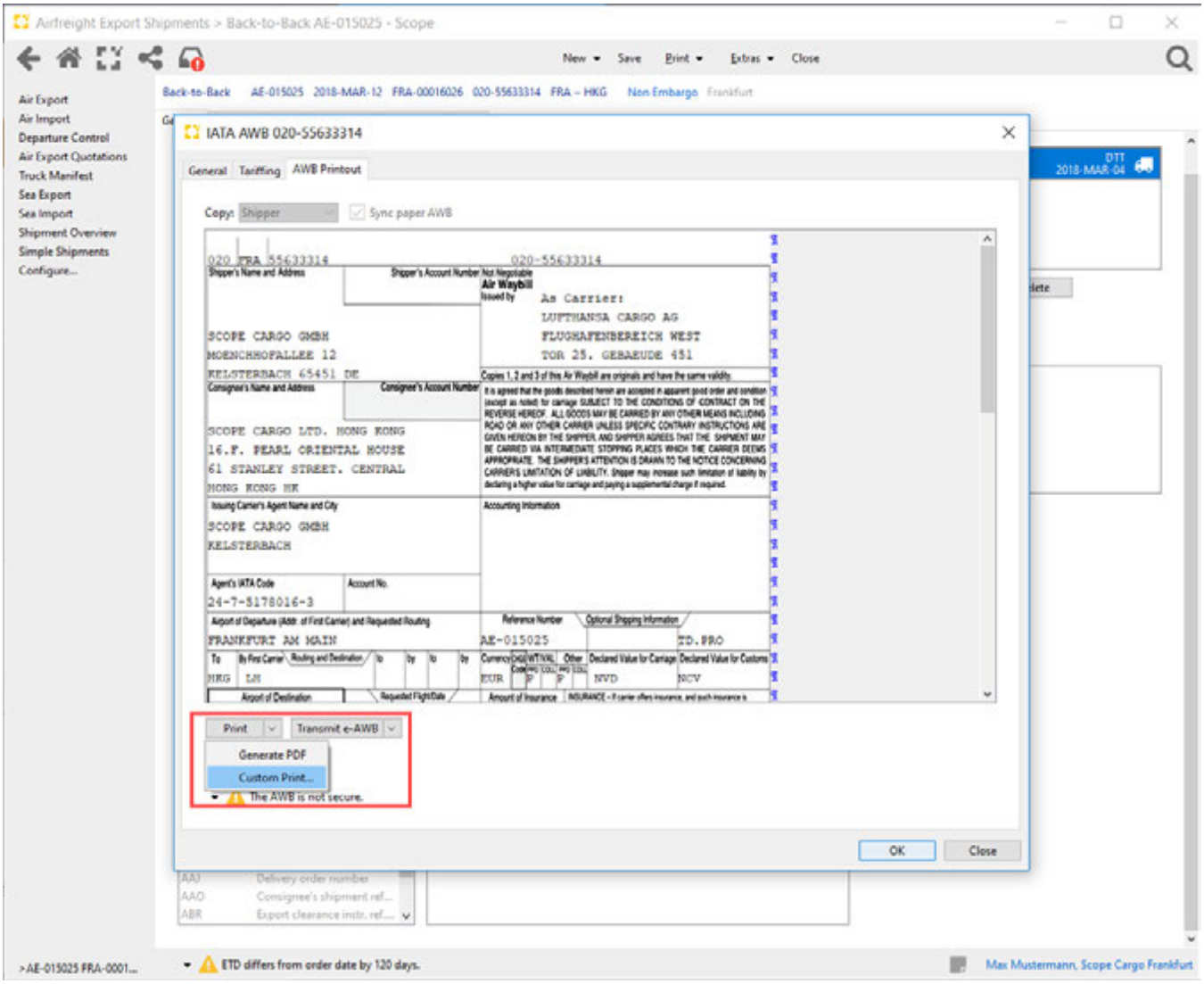
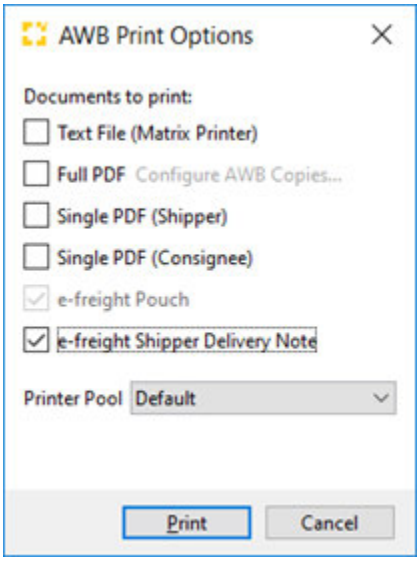


By choosing e-freight (EAW) only Delivery Note will be printed (e.g. proof of delivery at airport)



By choosing (EAP) Delivery Note and e-Pouch will be printed. E-Pouch can printed as PDF file or as Label (for label printer).

For adjusting parameter at e-Pouch please contact your Riege Support Team.

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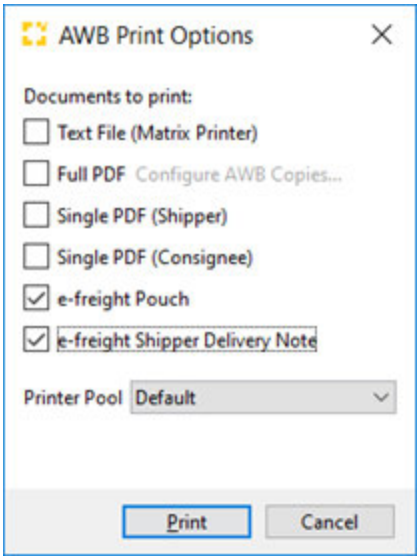

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House Shipment - Airfreight Export

- Introduction
- Description

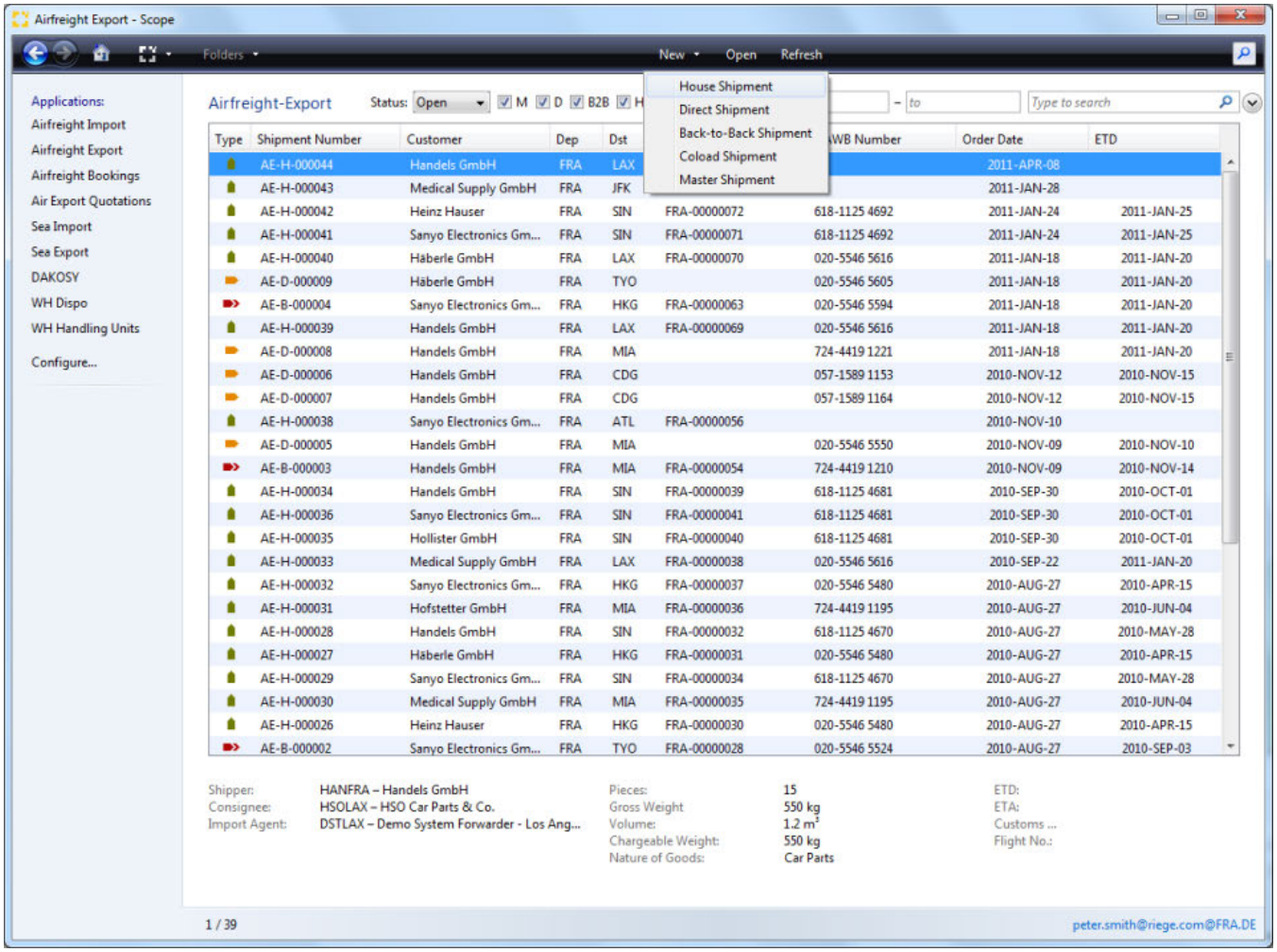
Introduction

House shipments are created within air freight exports in addition to Consolidated, Direct and Back2Back. A House shipment can be combined with other shipments into a Consolidated shipment. A House shipment is usually between the original shipper and the final consignee, in contrast a consolidated shipment - where multiple single House shipments were combined - is typically from the Export Agent to the Import Agent.
The goal of creating house shipments is to consolidate multiple house shipments under a single master shipment, because the greater the combined total weight/volume of the shipments, the more favorable the rates for air transport costs.

The name House shipment derives from the fact that the shipment is an "in-house transport" and will be processed between shipper and agents and consignee. The airline (carrier) is not involved at this level of transportation.

The following operations can be handled in this application: data entry, invoices for the house airwaybill (HAWB), printing of documents, costs, revenues and delivery notes.

Description



Select ***New - House shipment*** to create a new house shipment.
Select ***Open*** to open an existing shipment highlighted in the overview. Alternatively the shipment can also be ***Double Clicked*** and this will open the shipment in the full shipment editor.

The function of each program editor is described here:

- Billing - House shipment - Airfreight Export
- Documents - House shipment - Airfreight Export

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- E-Mail - House Shipment - Airfreight Export
- General - House Shipment - Airfreight Export
- Jobcosting - House Shipment - Airfreight Export
- Tracking - House shipment - Air Freight Export

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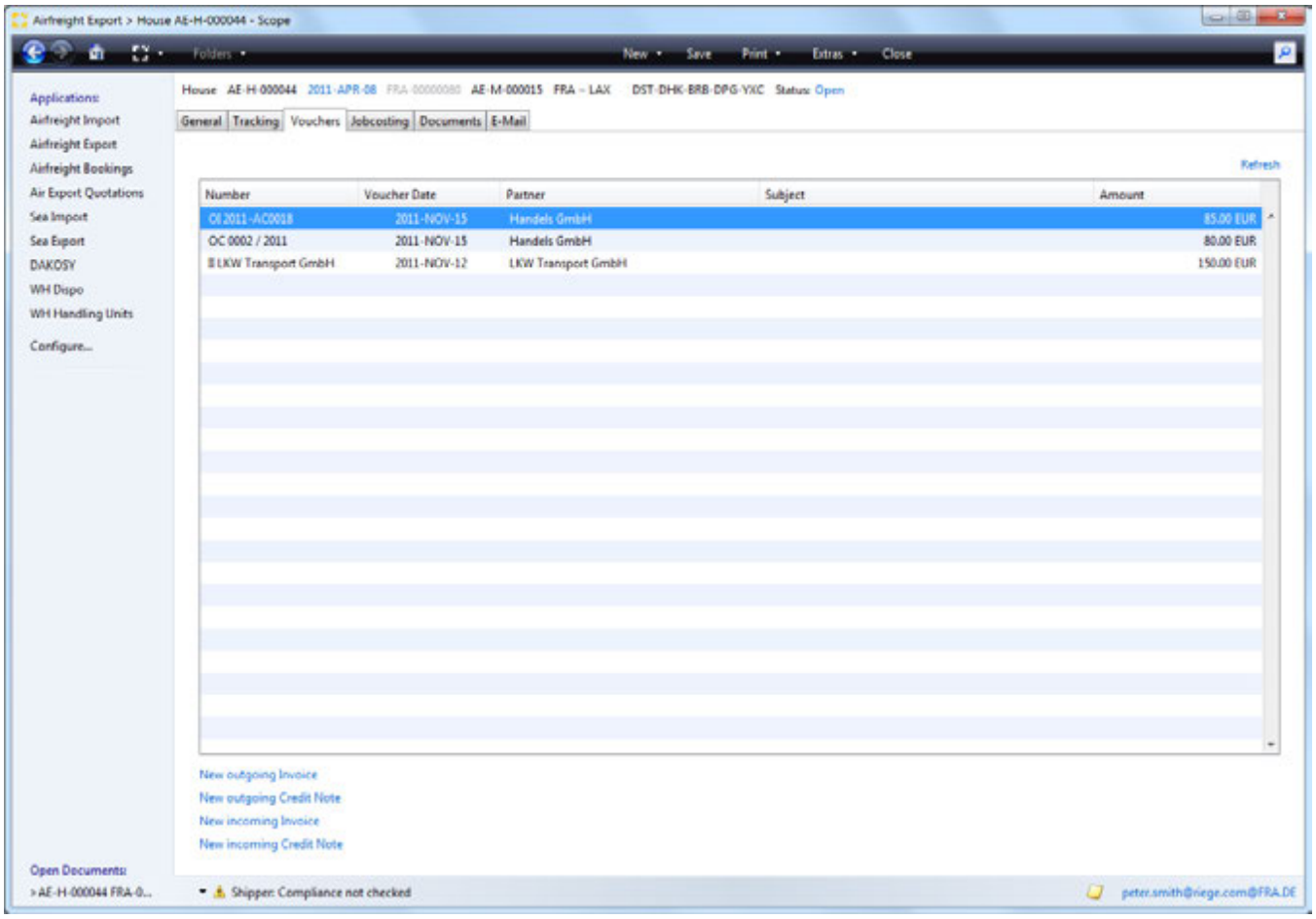
Billing - House shipment - Airfreight Export

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

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Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

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Incoming Invoice - Billing - House shipment - Airfreight Export

- Introduction
- Description

Introduction

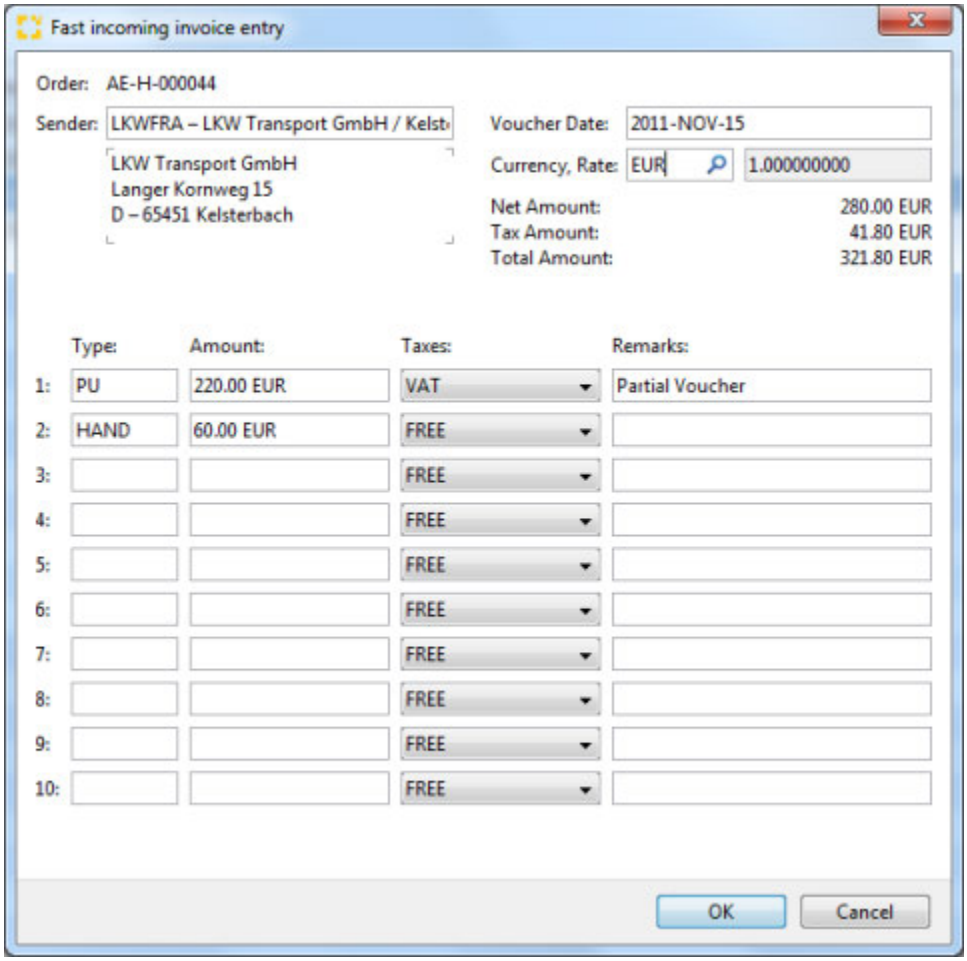
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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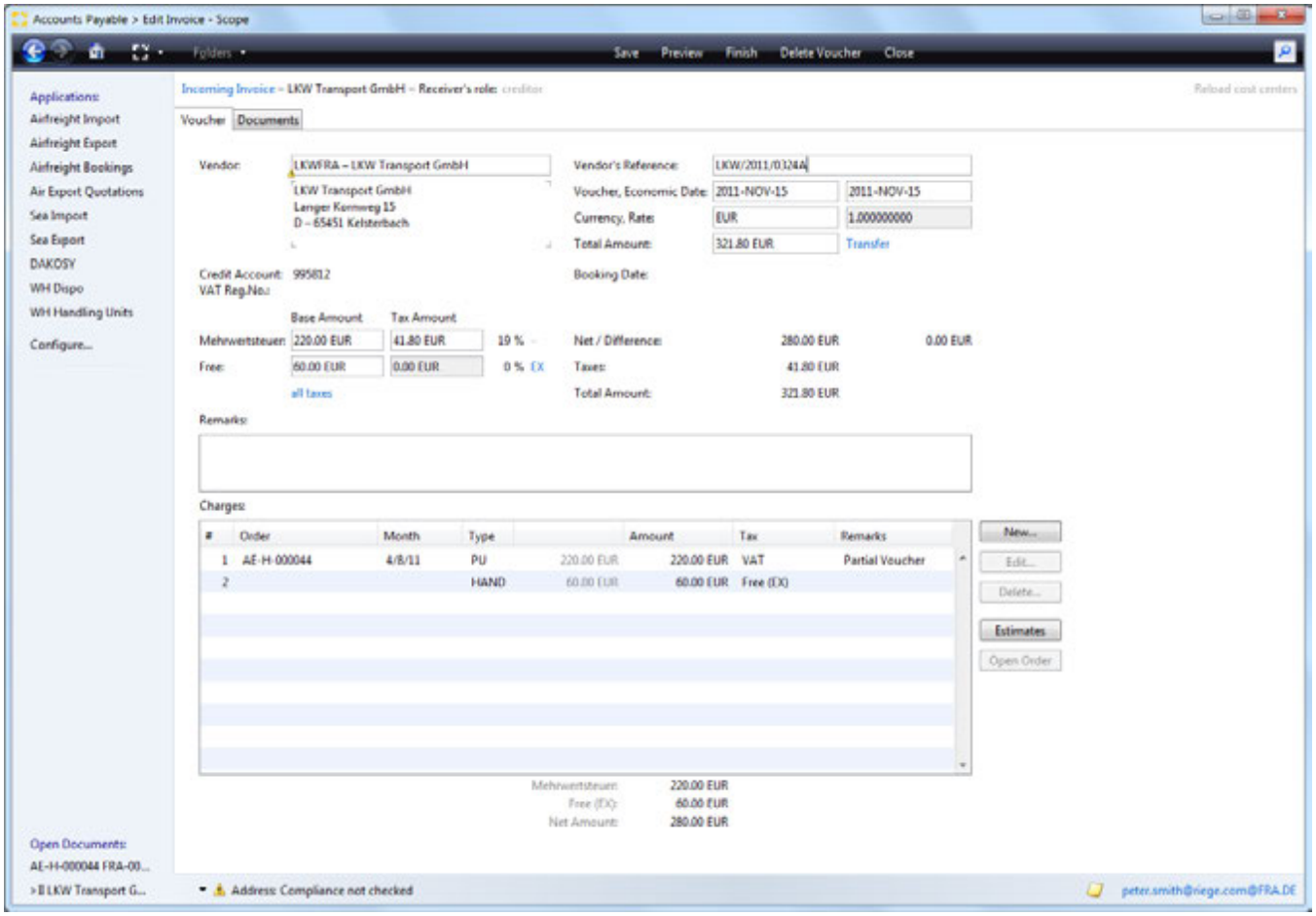

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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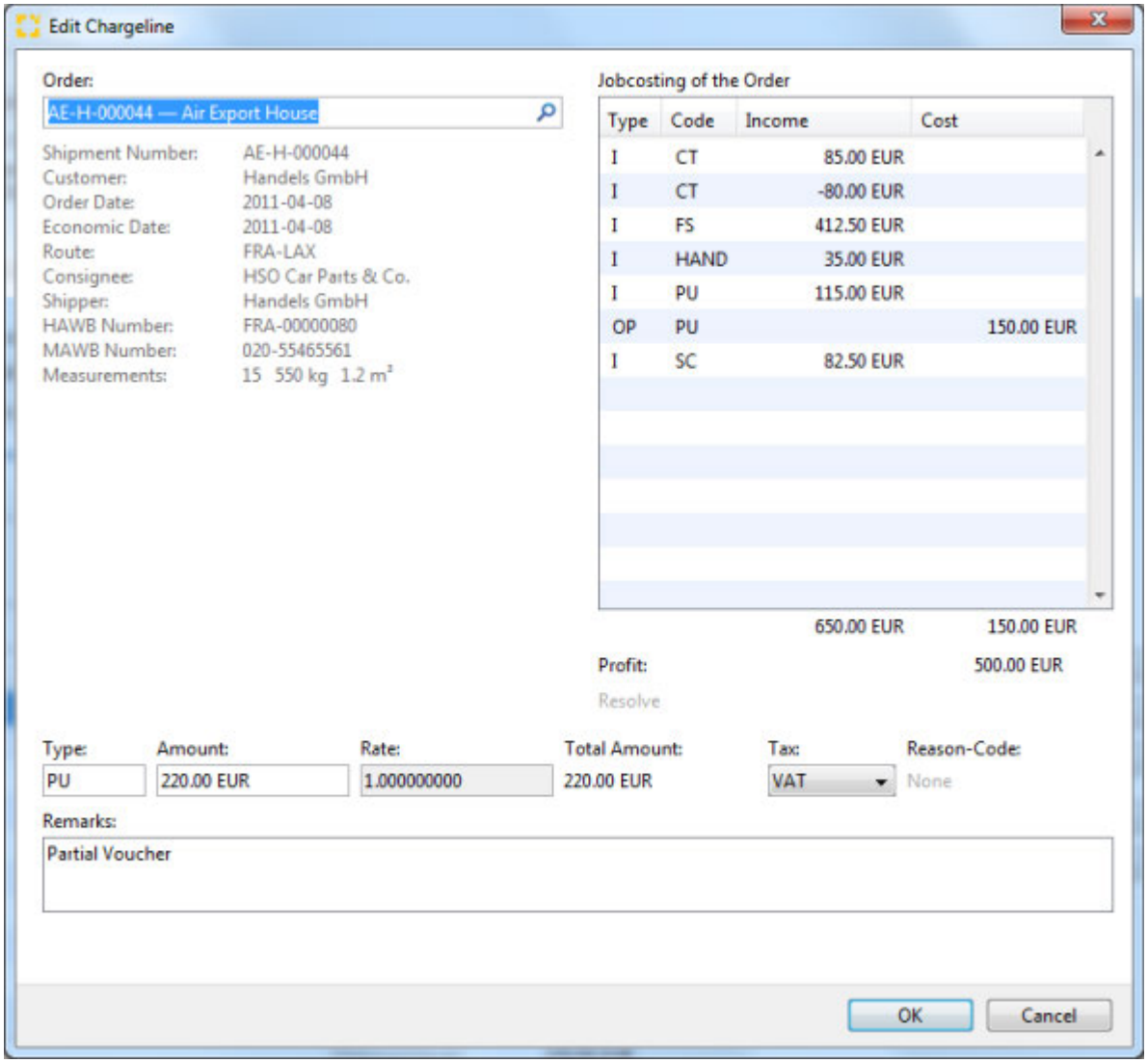
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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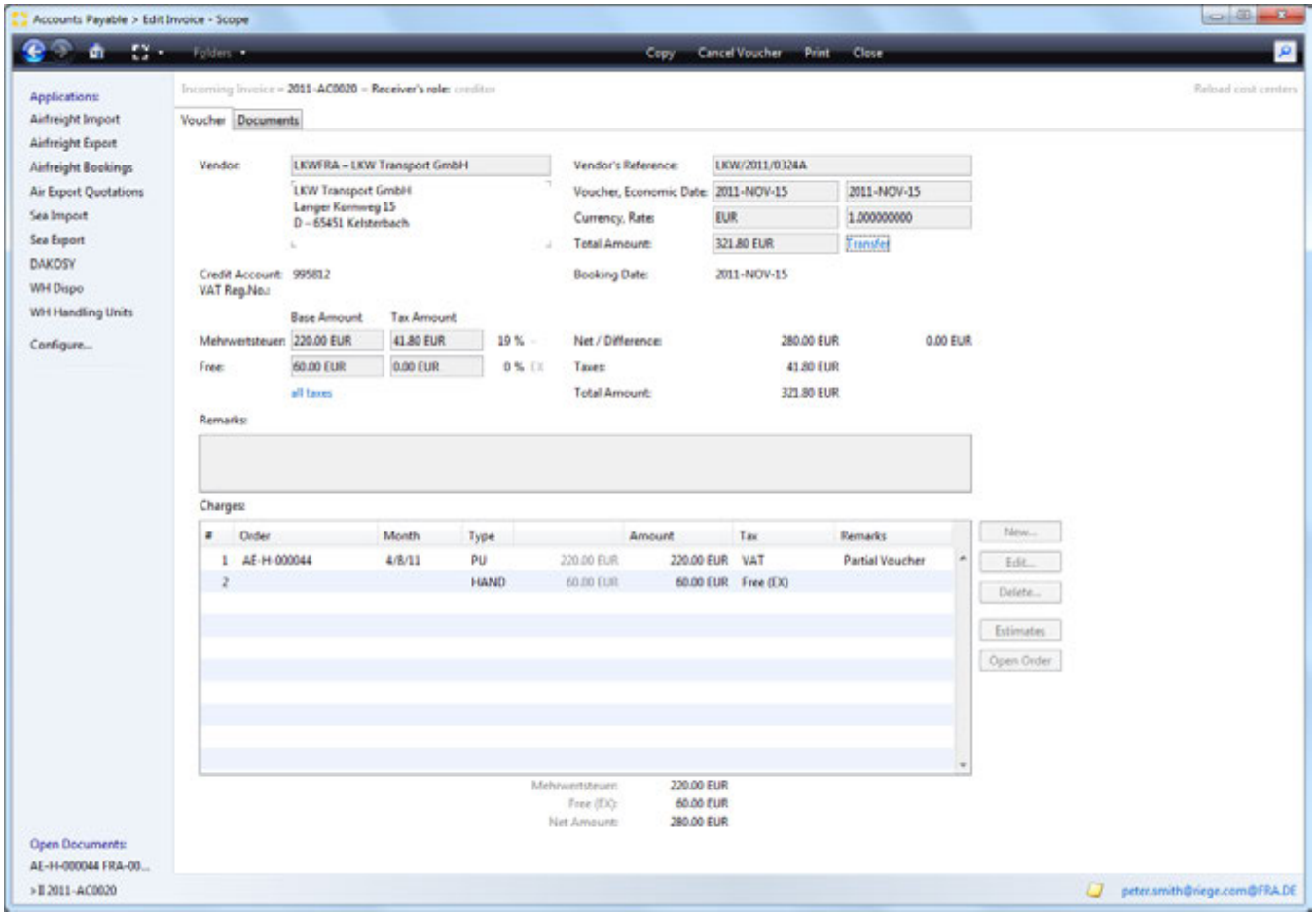

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Voucher - Invoice - House Shipment - Airfreight Export

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

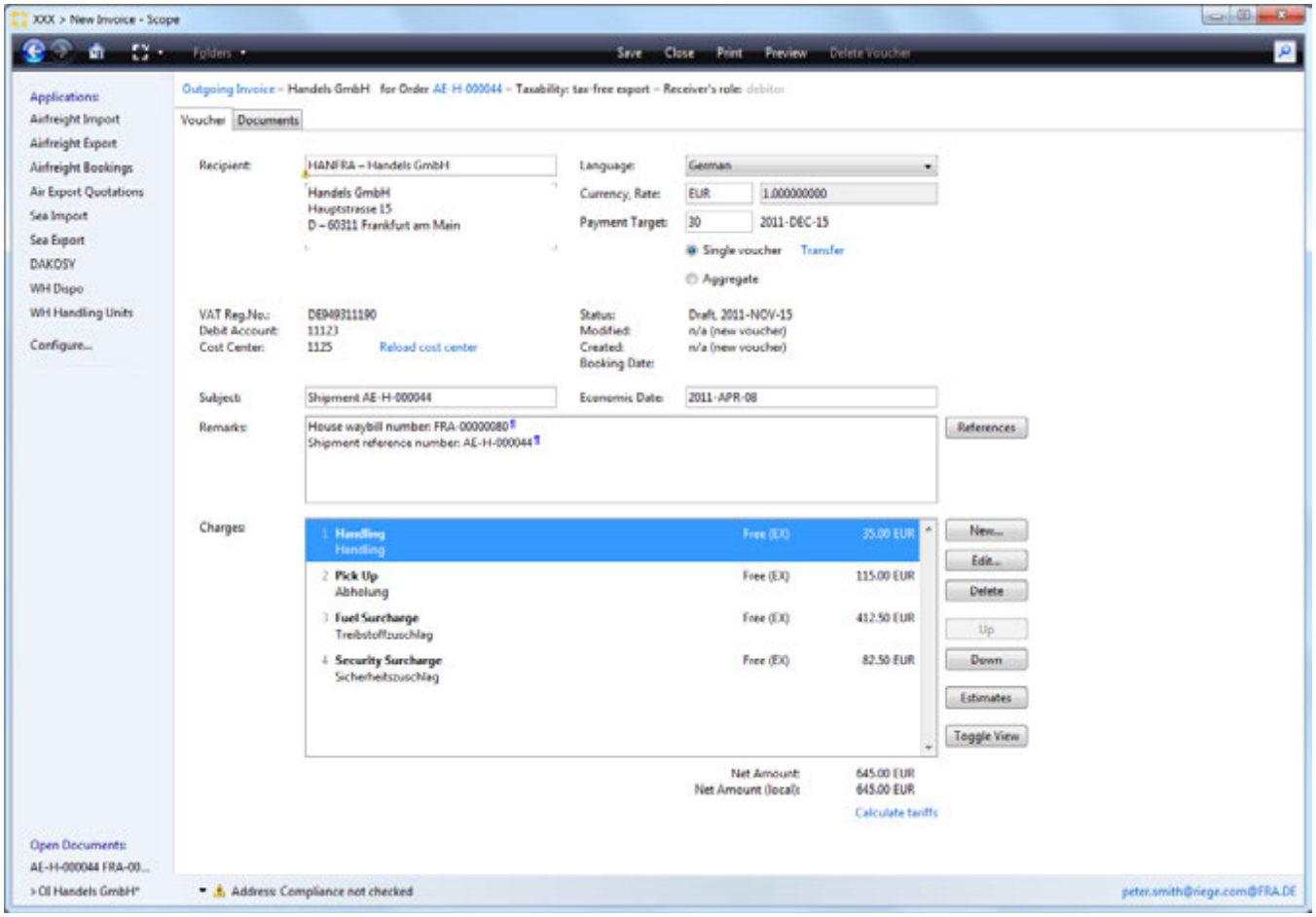
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

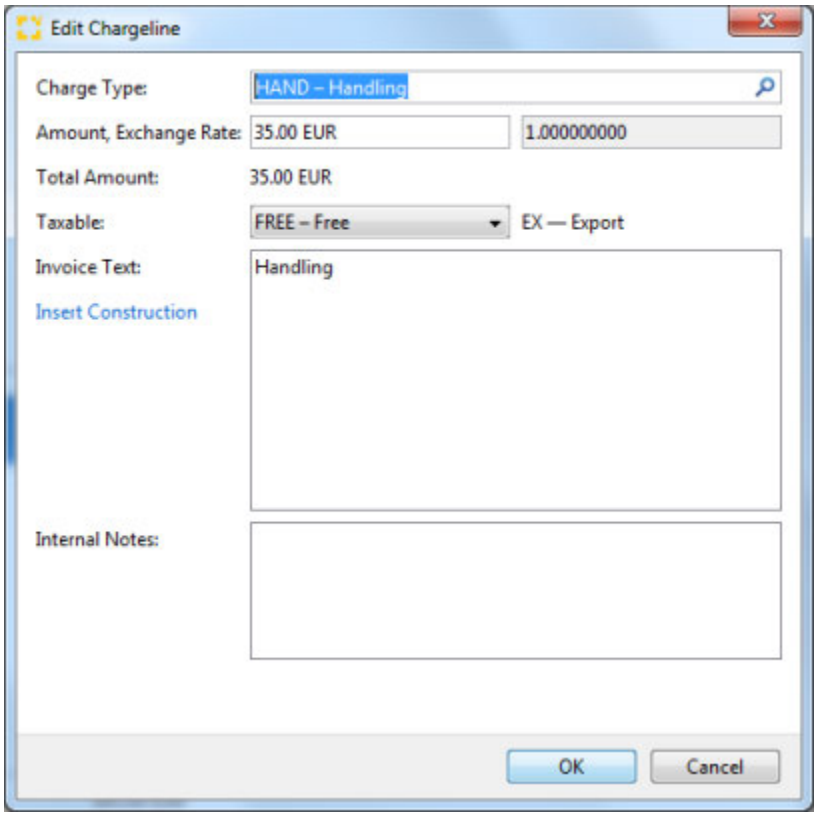
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

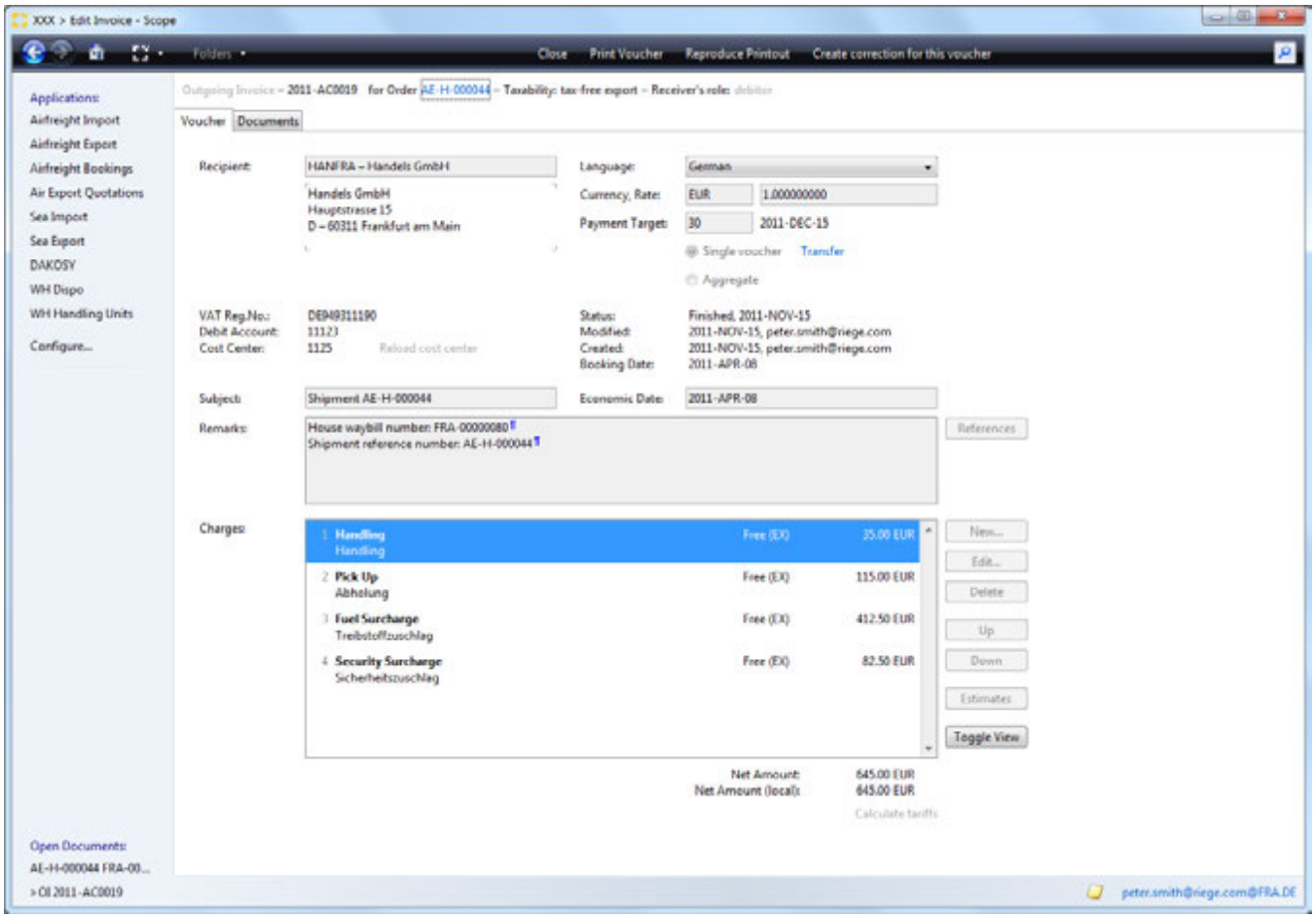
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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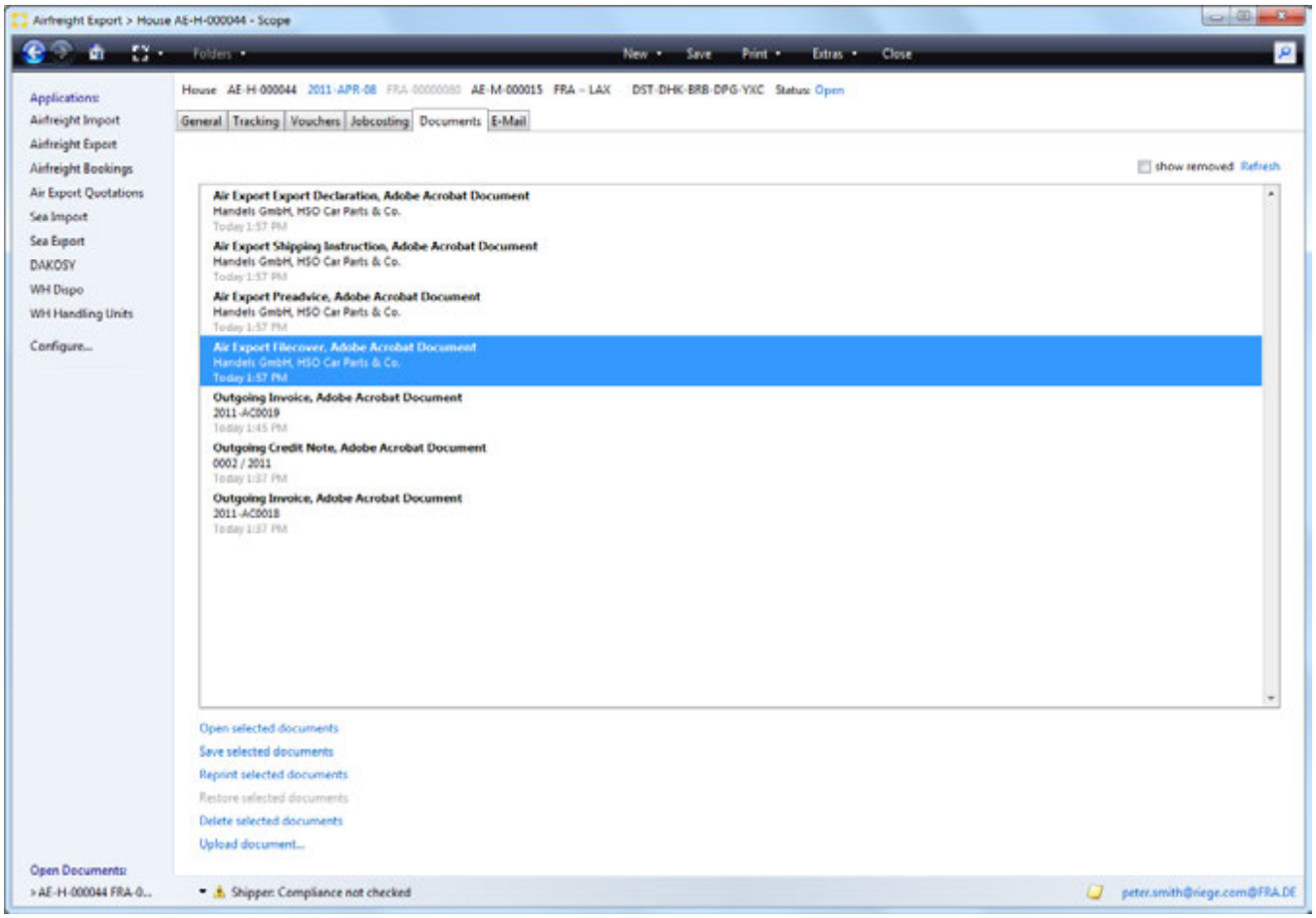
Documents - House shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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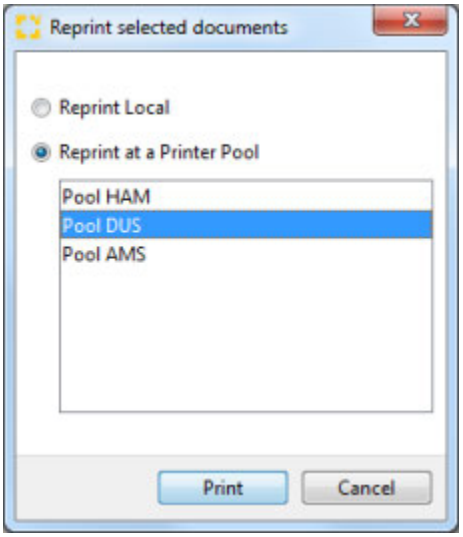
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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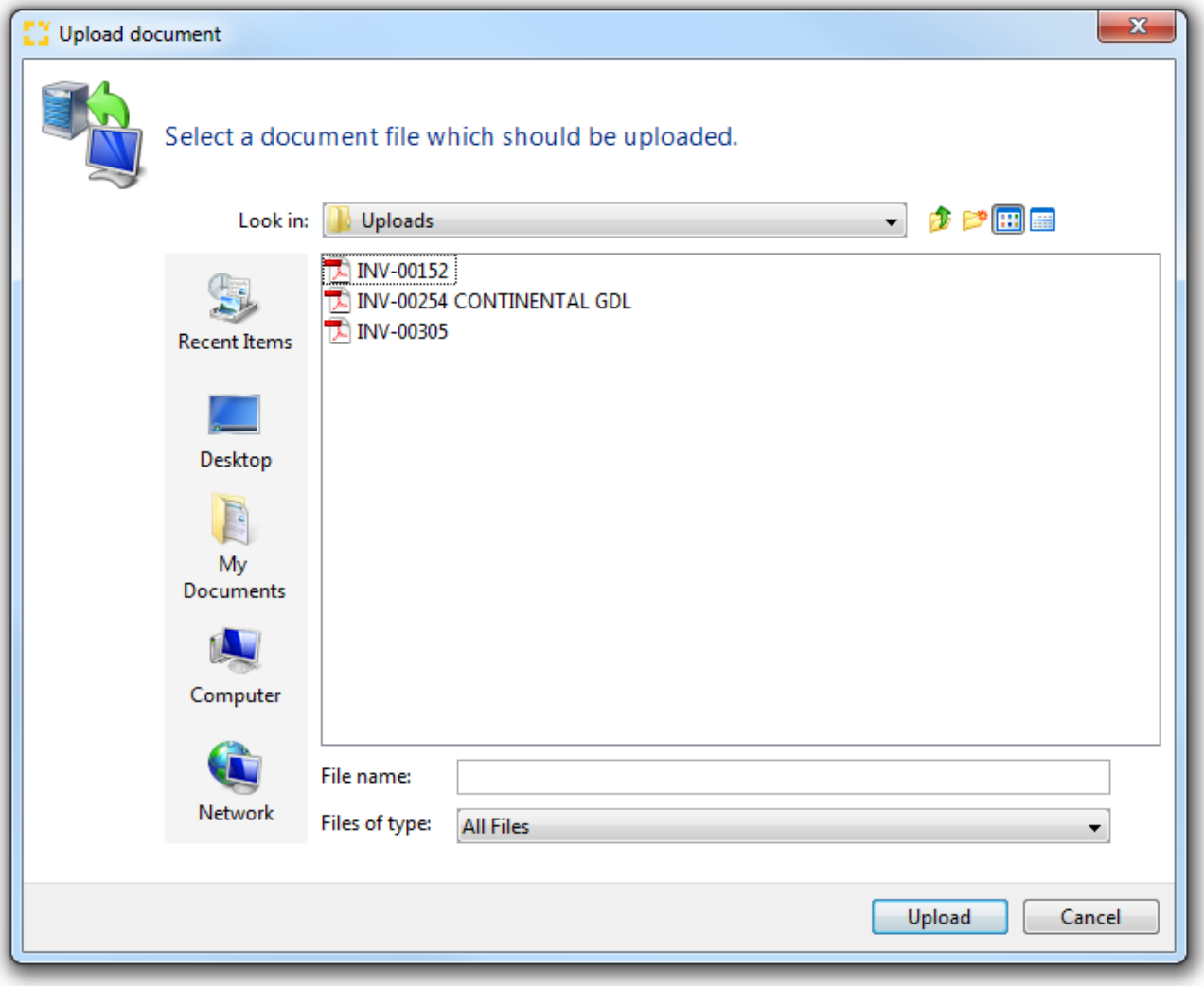

Update

Updates the current list of documents.

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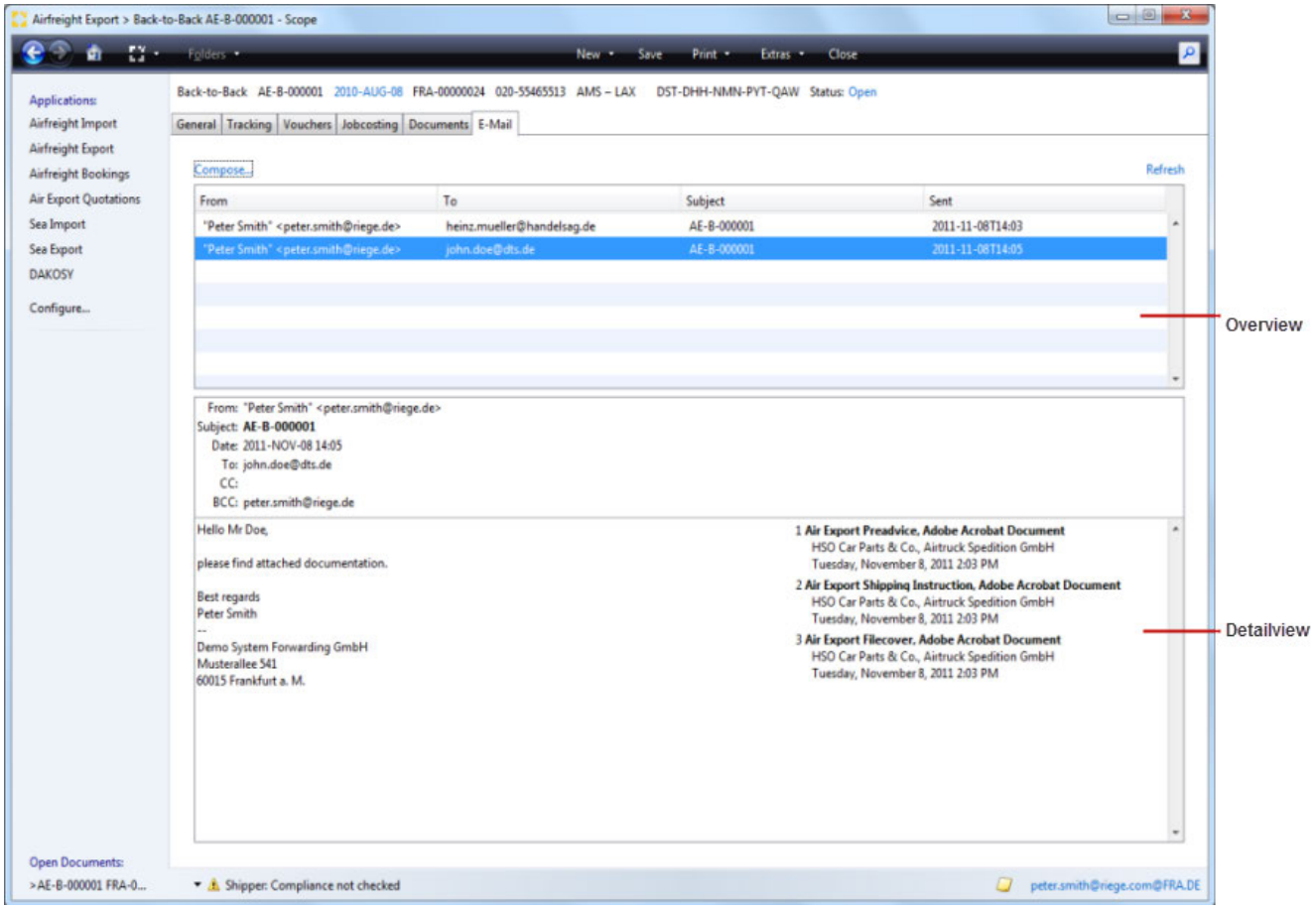
E-Mail - House Shipment - Airfreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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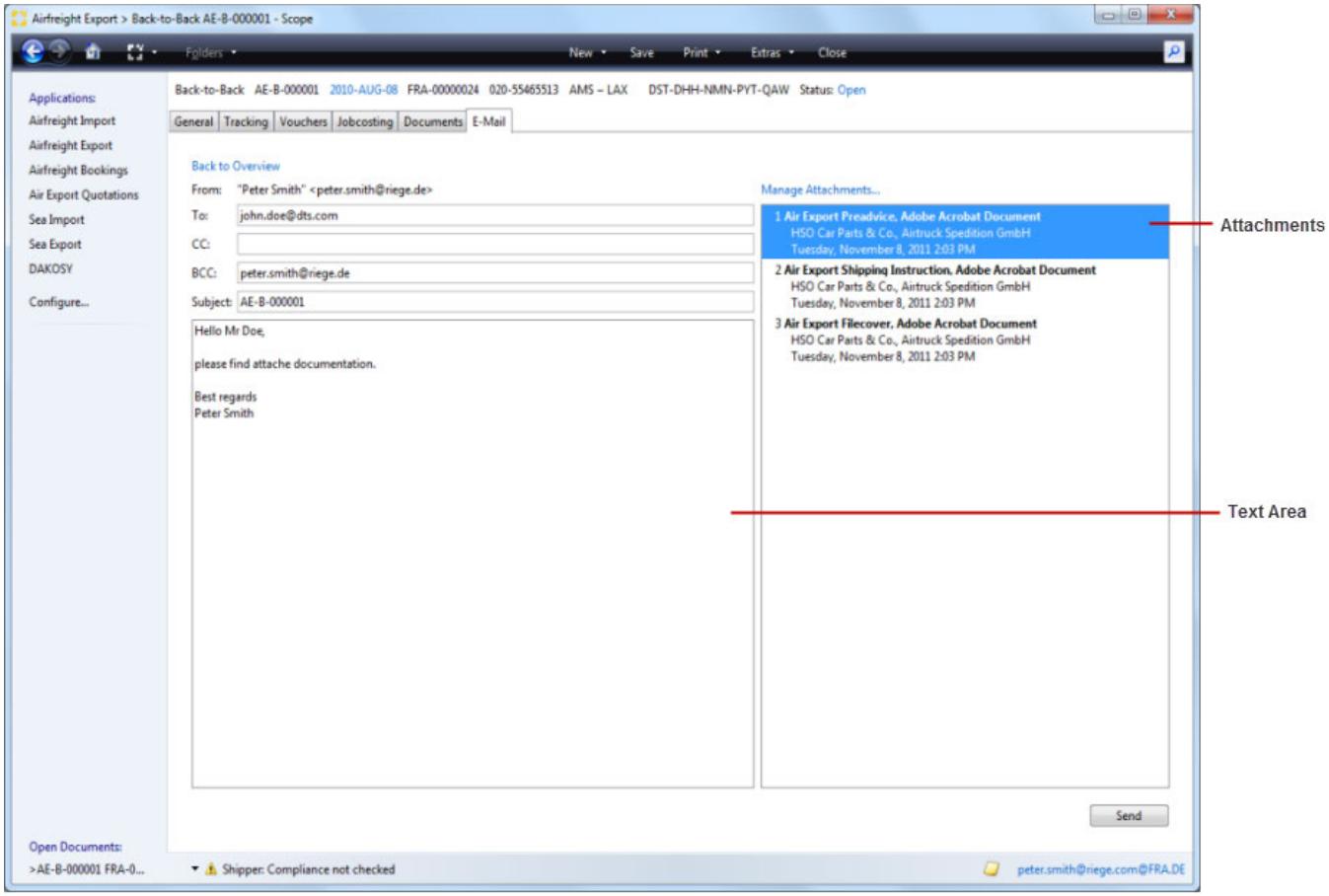
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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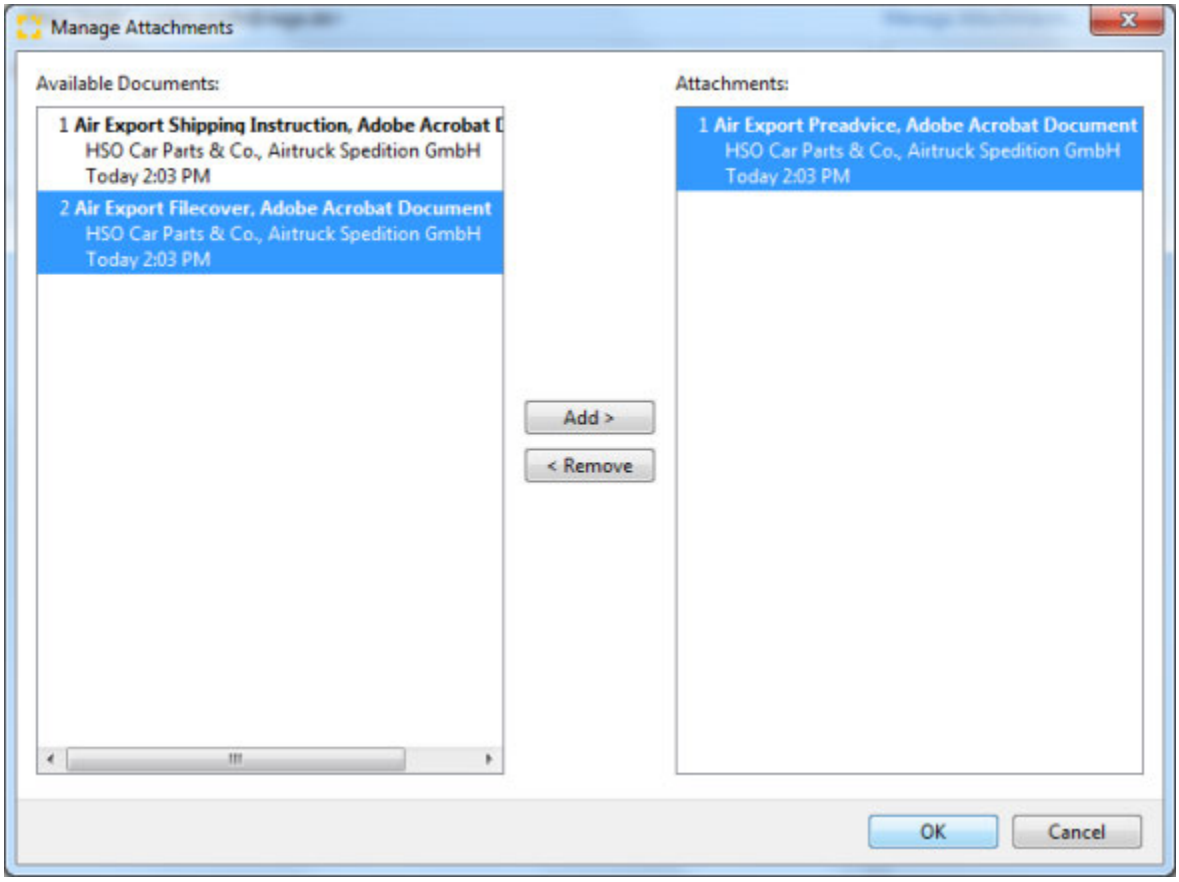
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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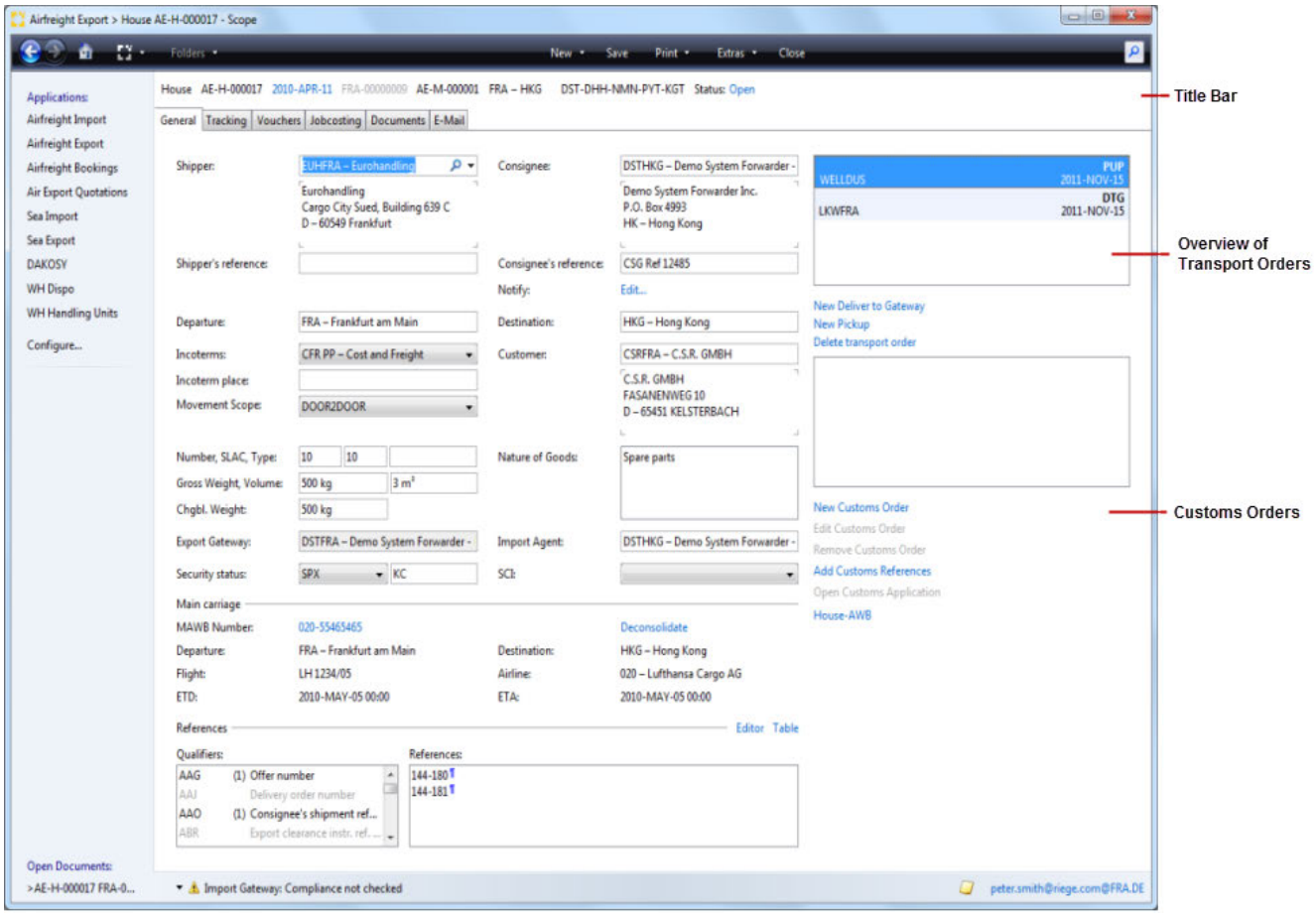
General - House Shipment - Airfreight Export

- Introduction
- Description
- General Fields
- Main Carriage (planned)
- References

Introduction

The general tab of the air export shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The *save* option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.
Currently the following documents are available:

- File cover
- Advice of Departure
- Release Note (or certificate of shipment)
- Certificate of Export
- House-Labels

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Extras

Offers the following extra actions:

- Finish, opens popup-window to finish the shipment.
- Create Template, opens popup-window to create template for shipments.
- Change shipment type, opens a pop-up window to change the type of the shipment.

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment. In a house shipment it´s *house*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The service date of a shipment is set as follows:
  When present, ETD (Estimated Time of Departure / Expected Time of Departure)
  -otherwise
  If an air waybill has been printed, date of air waybill (AWB) printing.
  -otherwise
  The current date when the shipment is first saved.
  The date will not change unless it is clicked (popup-window) and will update/ revise the actual correct date. (This can be necessary if the shipment number contains the service/ settlement period)
- **Air Waybill number**
  HAWB number created by the system when the shipment is first saved.
- **Consolidated shipment number**
  Shipment number of master shipment where house shipments has been consolidated.
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **Security advice**
  Security advice, e.g. CAO (Cargo Aircraft Only). This reference note will be displayed in special shipments, e.g. DGR (Dangerous Goods Regulation).
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Quotation**
  By clicking on this action link could open a quotation which is assigned to a shipment. If there is no quotation, the link will be deactivated.
- **Change type of shipment**
  By clicking on this action link, the user will be able to change the type of shipment.

General Fields

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

The delivery terms for the shipment

Incoterms Place

The place name referenced by the incoterms.

Movement Scope

Movement Scope of the shipment.

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

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Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where among other things, a new partner may be created or an existing partner may be edited.

Consignee

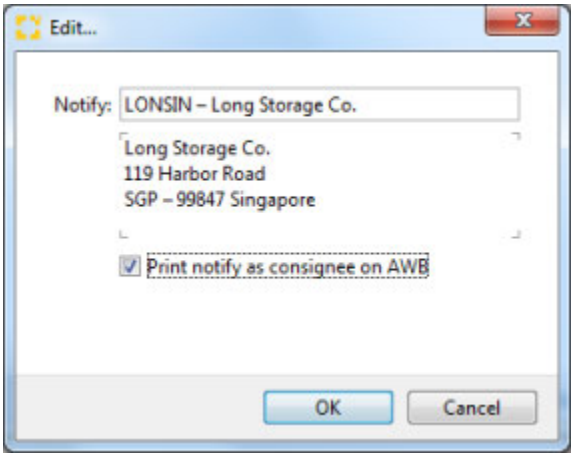
Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where among other things, a new partner may be created or an existing partner may be edited.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

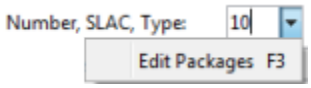
> In the master data of the (partner), if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

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If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

SLAC

The shippers load and count of the packages. This number must be the same as or greater than the total number of packages.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The following status are currently possible:

- not secured (NSC)
- secure for all-cargo and all-mail aircraft only (SCO)
- secure for passenger, all-cargo and all-mail aircraft (SPX)

Reason for granting the security status

If the security status of the shipment is set as "SCO" or "SPX", then the reason for granting these statuses is required as per Regulation (EC) No 300/2008. The following status are currently possible:

- AC - Account Consignor
- HS - Handsearch
- KC - Known Consignor
- SC - Simulation Chamber
- TD - Trace Detection
- XR - Secured by XRAY

Non-secure items (not secured) do not require a reason security code. The safety data for Business or private shippers can be maintained in the partner master data.

Further information about security is available in the role descriptions RegB UAN and secure shipper.

Manifest information

Additional data to be printed on cargo and Customs manifests that relate to this house shipment. It is possible to select from predefined text blocks

Export-Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

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- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Main Carriage (planned)

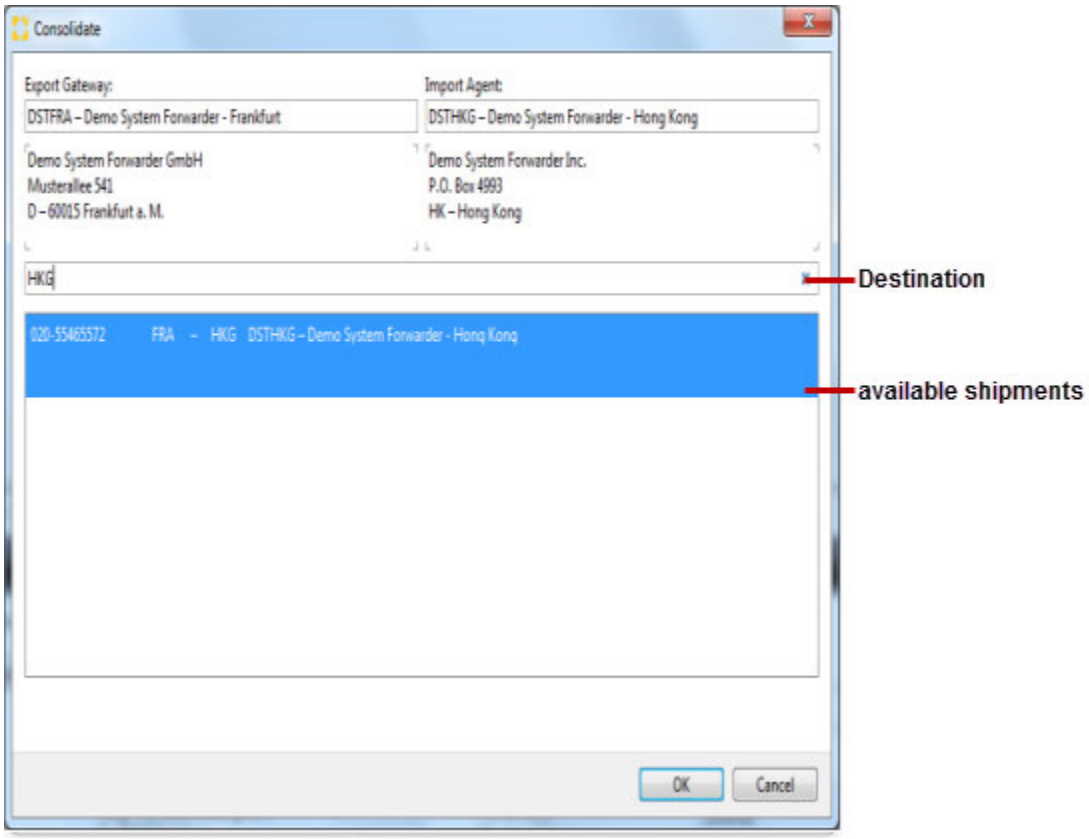
MAWB Number: MAWB No. Flight date / consolidate / Deconsolidate

This area of the house shipments allows the house to be be consolidated on a master shipment or deconsolidated if already assigned to an open master shipment. If the house has already been consolidated then the master shipment can be opened directly at this point to complete the consolidation. Alternatively it is possible to exit the house shipment and complete the consolidation or deconsolidate in the master shipment application.

If the "consolidate" option is taken, a consolidation application appears and whose operation is described below:

1st option Consolidation

A single house shipment can be consolidated on a master with this application.



Export Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent agent may be found with the search field field function. Normally the agent who creates house shipment is also the export gateway.

Import agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

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Open Consolidations

Based on the information in the fields **export gateway**, **destination** and **import agent**, all available open consolidations that match these criteria will be displayed. If no import agent or destination is input, then all open masters are visible. Completing both or either of the import agent and destination fields will narrow the list of available masters. When the correct master is highlighted, click **OK** to confirm consolidation of the house on that master.

OK

Confirms the selection and closes the editor.

Cancel

closes the editor without further action.

2nd option. MAWB Number and Flight data

If the house is already consolidated then the MAWB number and flight details will appear instead of the **consolidate** option. This link can be clicked to relaunch the consolidation application and adjustments to the consolidation details can be made.

3rd option. Deconsolidate

If this action link appears it will allow the house shipment to be deconsolidated from a master.

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New pick-up

This action link will enable a new pick-up note for the shipment to be created. Clicking the link will open the pick-up note editor.

New delivery to gateway

this action link will allow a transport order to be created in order to haul the goods to the gateway. Clicking the link opens the gateway delivery order application.

- If the agents own office is shown as the gateway then it is assumed that the transport order will be to the airport. If a remote station is shown then it is assumed that the transport order is to that remote gateway. See the chapter on truck manifests for more information.
- Existing transport orders appear in the overview of transport orders. They can be double-clicked to reopen them for editing and printing.

Delete transport order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

House-AWB

Opens the house AWB editor to capture information relating to the house bill of lading or to edit and print existing house AWB data.

New Customs order

Opens the customs order editor to create new customs orders.

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

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Opens the Add Customs references application. Up to 10 additional customs references may be added.

Collective customs

Allows the creation of collective customs

- More information on individual customs applications see the chapter on Customs.

Tipp

Use the key combination **Ctrl + I** to see details about the user session including email address and phone number. It is also possible to take over the session from the existing user.

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Change type of shipment - General - House Shipment - Airfreight Export

- Introduction
- Description

Introduction

This option is used when it is occasionally necessary to change a shipment from one type to another type of shipment after the shipment has been created. An example may be where a back-to-back shipment is created, but subsequently new house shipments arrive for the same destination. In this case it would be advantageous to change the back-to-back to a regular house shipment in order for it to be added to a consolidation and thus obtain better rates for the shipment.

Description

Shipments can be changed to different shipment types as per the following table:

Possible change in..	House shipment	Back-to-Back-Shipment	Direct Shipment	Master Shipment with consolidated Houses
House Shipment		✓	✓	
Back-to-Back-Shipment	✓		✓	✓
Direct Shipment	✓	✓		✓

Master shipment with consolidated houses

When a back-to-back shipment is changed to a regular house shipment and consolidated on a new master shipment, the IATA AWB of the new master is applied to the house shipment automatically as is all the rest of the master data that is relevant to the house.

Shipment types should not be changed in the following circumstances:

- A house shipment that is already consolidated on a master.
- Documents for the shipment have been printed.
- Vouchers have been created for the shipment.
- A master shipment cannot be changed.

After clicking on the action link to *change shipment type*, a pop-up window appears. The dialogue below shows changing a back-to-back shipment to a master shipment with houses.

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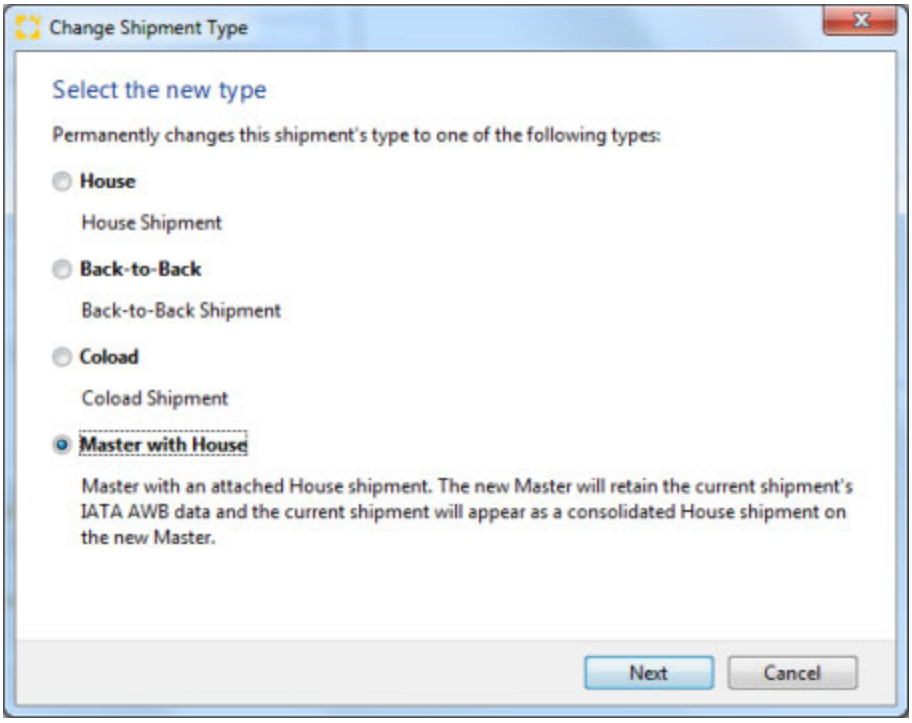


Select the desired option to make the required change.

Next

Starts the preliminary examination of the proposed action.

Cancel

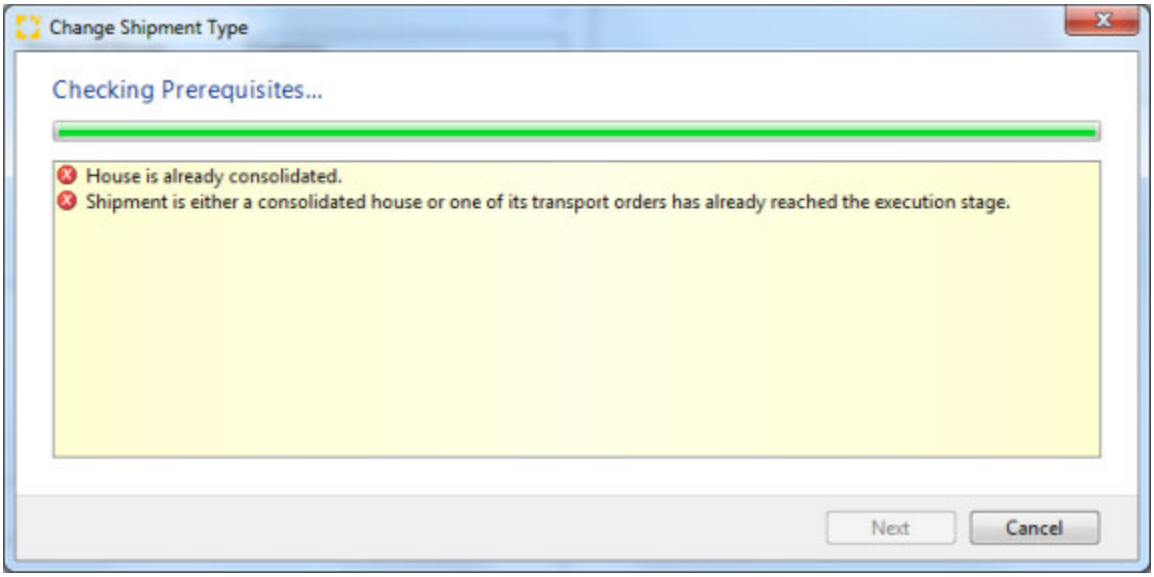
Closes the pop-up window without further action.

Preliminary

After starting the process to change the shipment type a test is carried out to determine if the change is possible.

Error during the preliminary examination.

If a problem occurs during the preliminary processes of changing the shipment type, then a pop-up window appears with error messages detailing why the change is not possible.



Cancel

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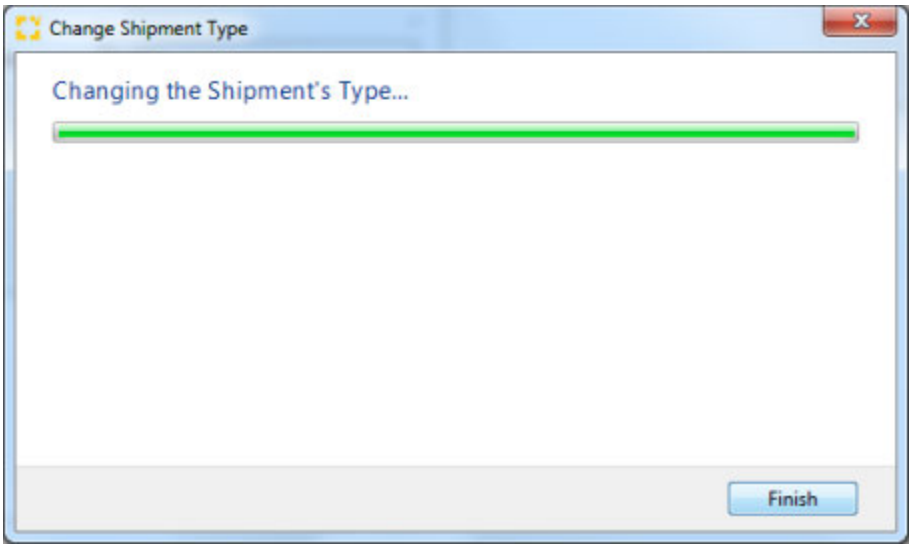
Closes the pop-up window without further action.

Passed preliminary investigation.

If the proposed change passes without error, the modification action is performed.



Finish

Saves the change and closed the pop-up window.

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Finish - General - House shipment - Airfreight export

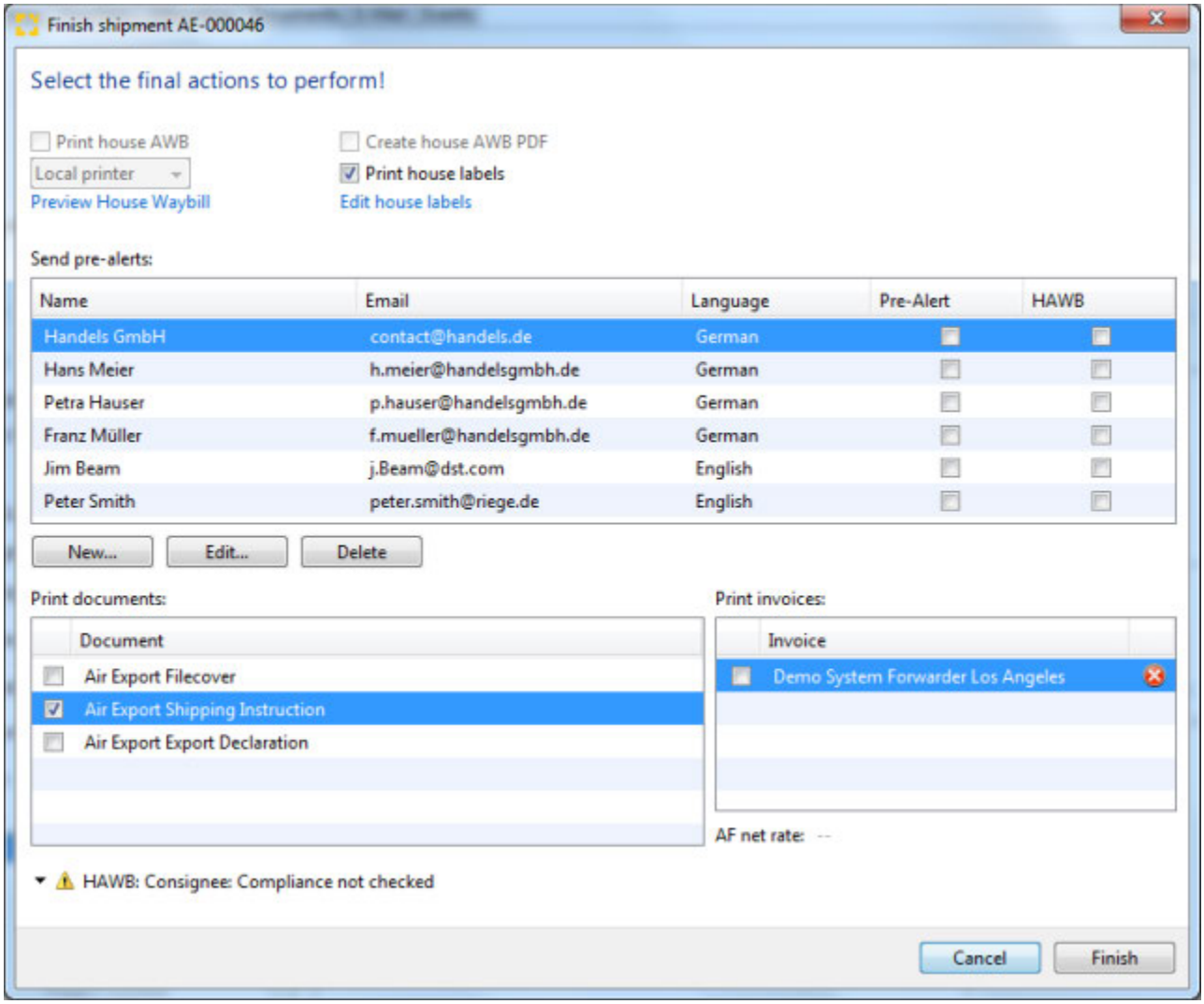
- Introduction
- Description

Introduction

In this application is a one stop screen to print AWB's, labels and manifests, and to generate prealerts.

Description

By activating the check boxes described below the corresponding actions are performed when the **Finish** button is clicked in the lower part of the screen.



Printing House-AWB

Check the box to print the house air waybill. The correct print location can be controlled by selecting the correct printer from the printer drop-down list which appears below the AWB check box.

Printing location	Description
local printer	The printout is sent to the predefined default printer.
Gateway-printer	The printout is sent to the predefined default gateway-printer
both/ either	

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	The printout is sent to predefined local and to gateway-printer.

Create House-AWB PDF

The house air waybill is created as a PDF file in the *Documents* tab

> The creation of the PDF is only possible if the shipment has no validation errors. If there are errors, these are displayed at the bottom of the application window with descriptions of any errors using the icon .

Printing House-Labels

Check the box to print the labels for the shipment.

Edit House-Labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *house label printing* has been activated

Advises sent by e-mail

Allows the creation of pre-advises for the shipment and a copy of the airwaybill can be included in the pre-alert e-mail. The contacts for the shipper, consignee and **import agent** will all default to the receiver-table. The names, email addresses and language for these individuals will be derived from the **C ontacts** tab of the partner.

- By activating the check box *pre-alert* and / or *HAWB* the highlighted contact person will automatically receive an e-mail with the appropriate PDF document sent as an attachment.
- The sent e-mails are then listed in the *e-mail* tab

> - If a partner has no check-boxes marked then **no** e-mail is sent to that contact.
> - The language setting of the partner will be used to determine the correct language for the e-mail text of the pre-advises.

New

The **New** button allows additional contact names and e-mail address to be added. The name, e-mail address and language are all inserted manually.



Delete

Removes the selected contact from the recipients table.

Printing documents

Airfreight Export file cover

A file cover is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export shipment advises

A shipment advise is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export "Export certificate"

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An export certificate is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Invoice Printing

The freight bill is printed on the predefined default printer and a PDF document created in the *Documents* tab.

The freight bill is printed only if:

- It is a system generated invoice (other invoices are not offered here for printout)
- It has not yet been completed and printed (Existing invoices are not offered here for printout)
- It has no validation error (Errors can be seen in the invoice where the the icon  appears on the right edge of the table showing additional error information)

AF-reserves

Here any airfreight accrued liabilities (AF) are shown. Click on the action link to open the accrued liabilities editor and the estimate can be revised as necessary.

Cancel

Close the application without further action.

Finish

Performs the selected actions and closes the application.

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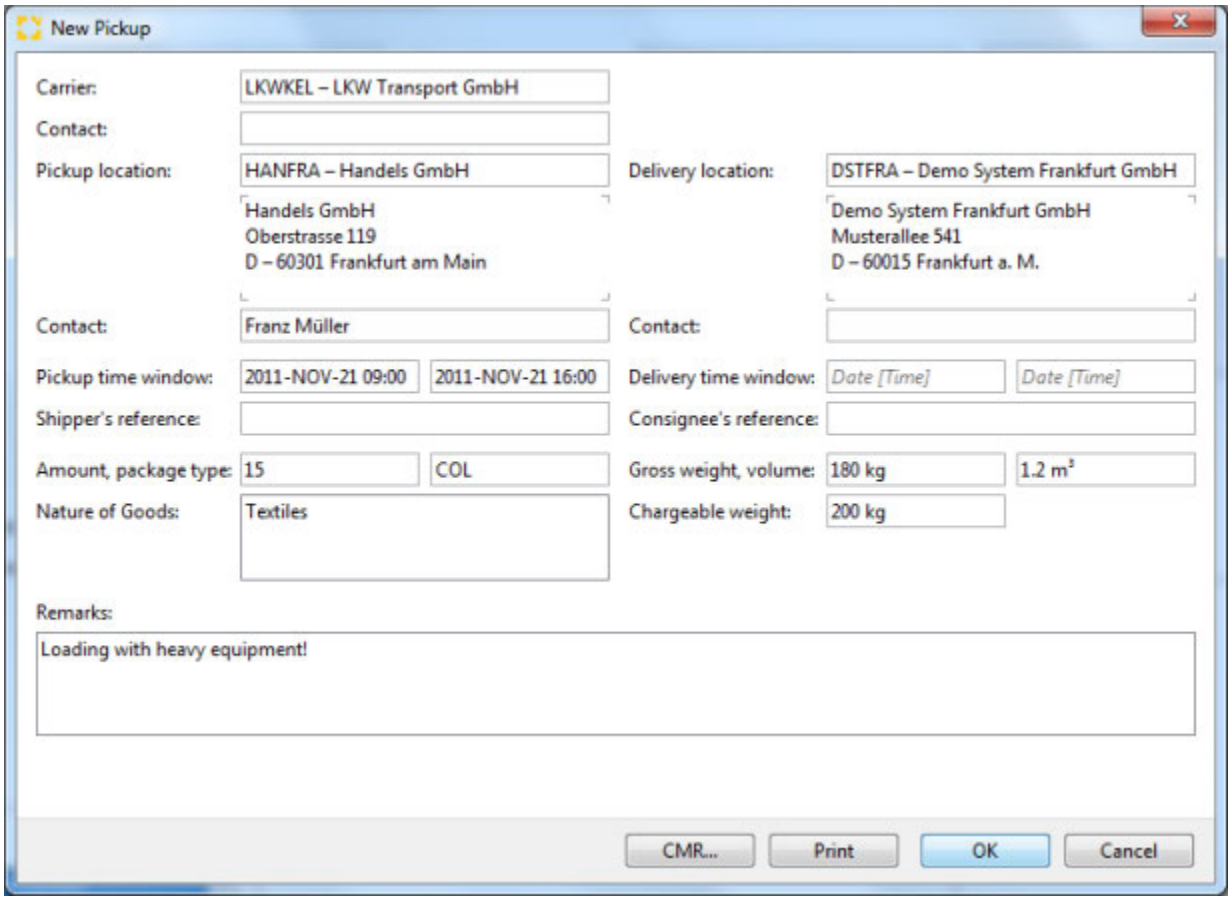
Gateway Delivery - General - House Shipment - Airfreight Export

- Introduction
- Description

Introduction

Create and print a delivery order for transport of the cargo from the satellite office to the export gateway.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field.

Contact (Carrier)

The **contact name** for the carrier may be entered or selected from the list of contacts for this partner.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the current branch.

Contact (Pickup location)

The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner.

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Delivery Location

The address of the gateway to which the consignment is to be delivered. The desired partner can be located with the search field.

Contact (Delivery Location)

The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Pickup time window from/to

The pick up window (Date / Time|Date and time - Field types - User desktop - General]), in which the consignment is to be picked up.

Delivery time window from /to

The delivery window (Date / Time|Date and time - Field types - User desktop - General]), in which the consignment is to be delivered.

Shippers reference

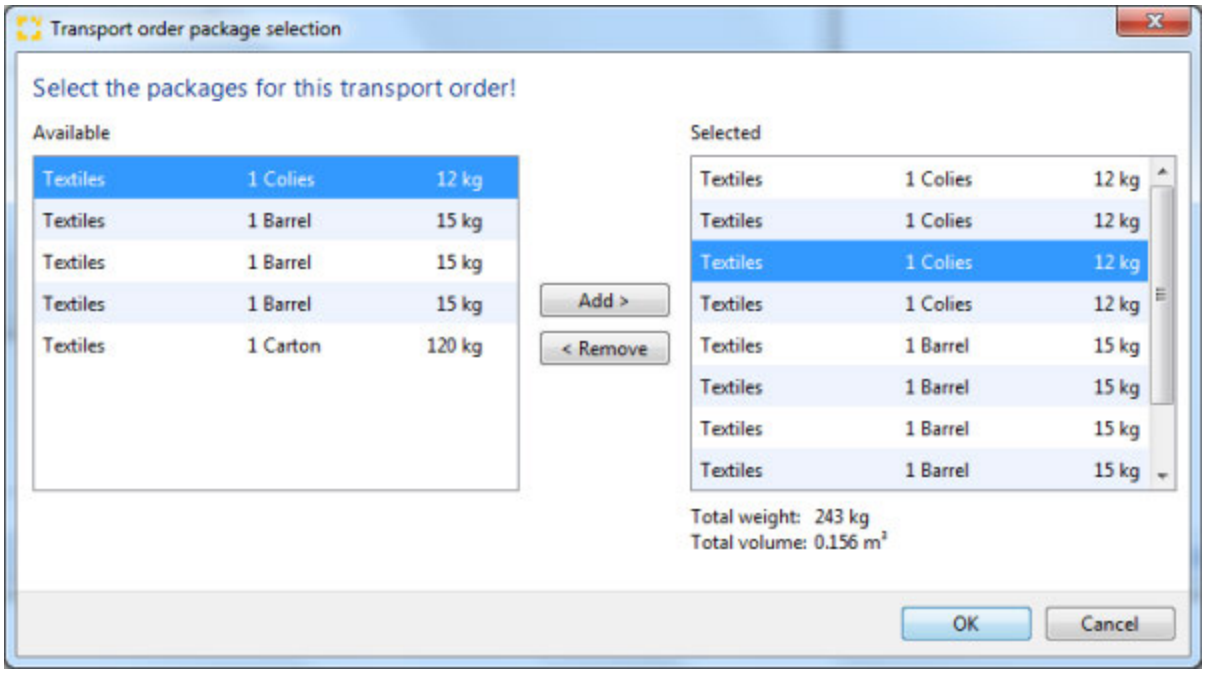
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this gateway delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Nature of Goods

A description of the goods. The *Nature of Goods* from the General tab of the shipment will appear by default and can be adjusted as required.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

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Remarks

Comments or instructions entered in this field will be printed on the gateway delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the gateway delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the gateway delivery order editor.

Cancel

Close the gateway delivery order editor without taking any further action.

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House-AWB - General - House shipment - Airfreight export

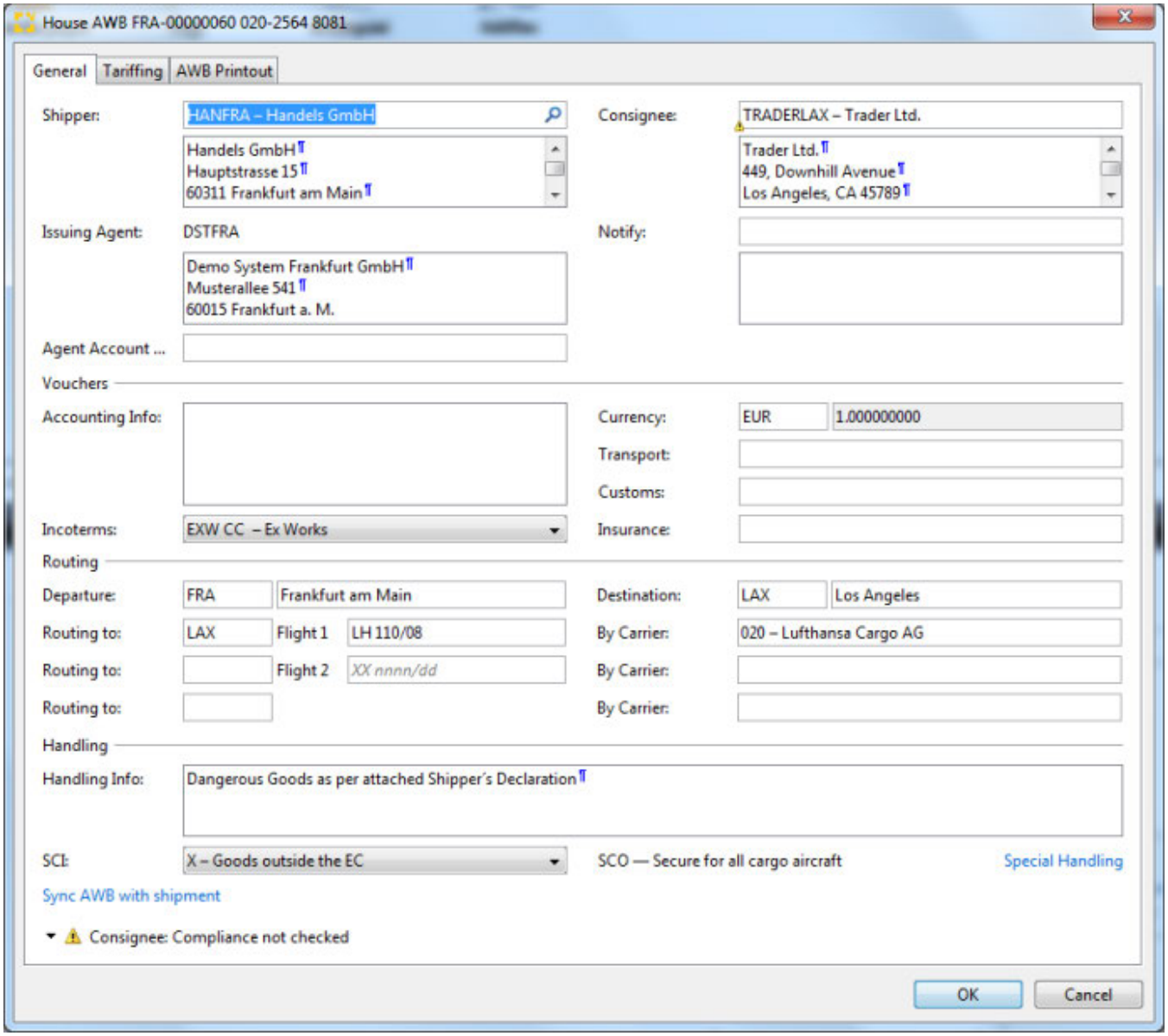
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print house AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the HAWB on screen before it is actually printed.

Description

General



Shipper / Consignee

Shipper and Consignee for the shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

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Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent. For a house bill of lading it has no function.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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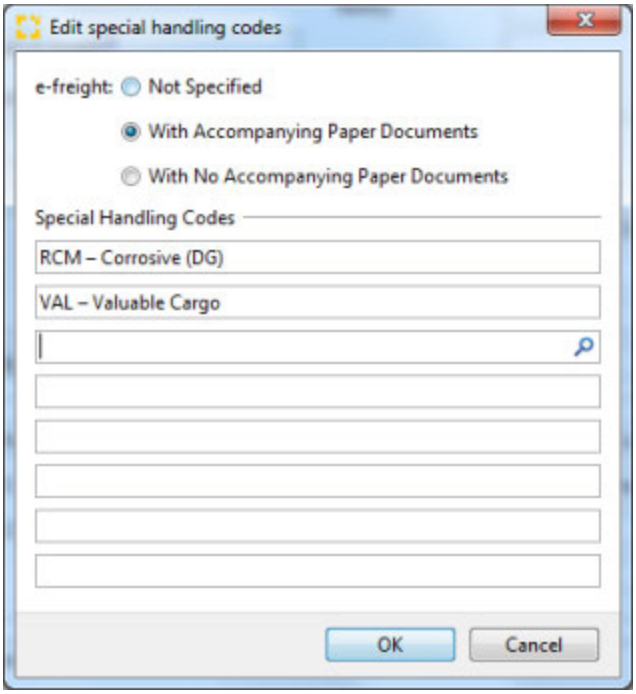

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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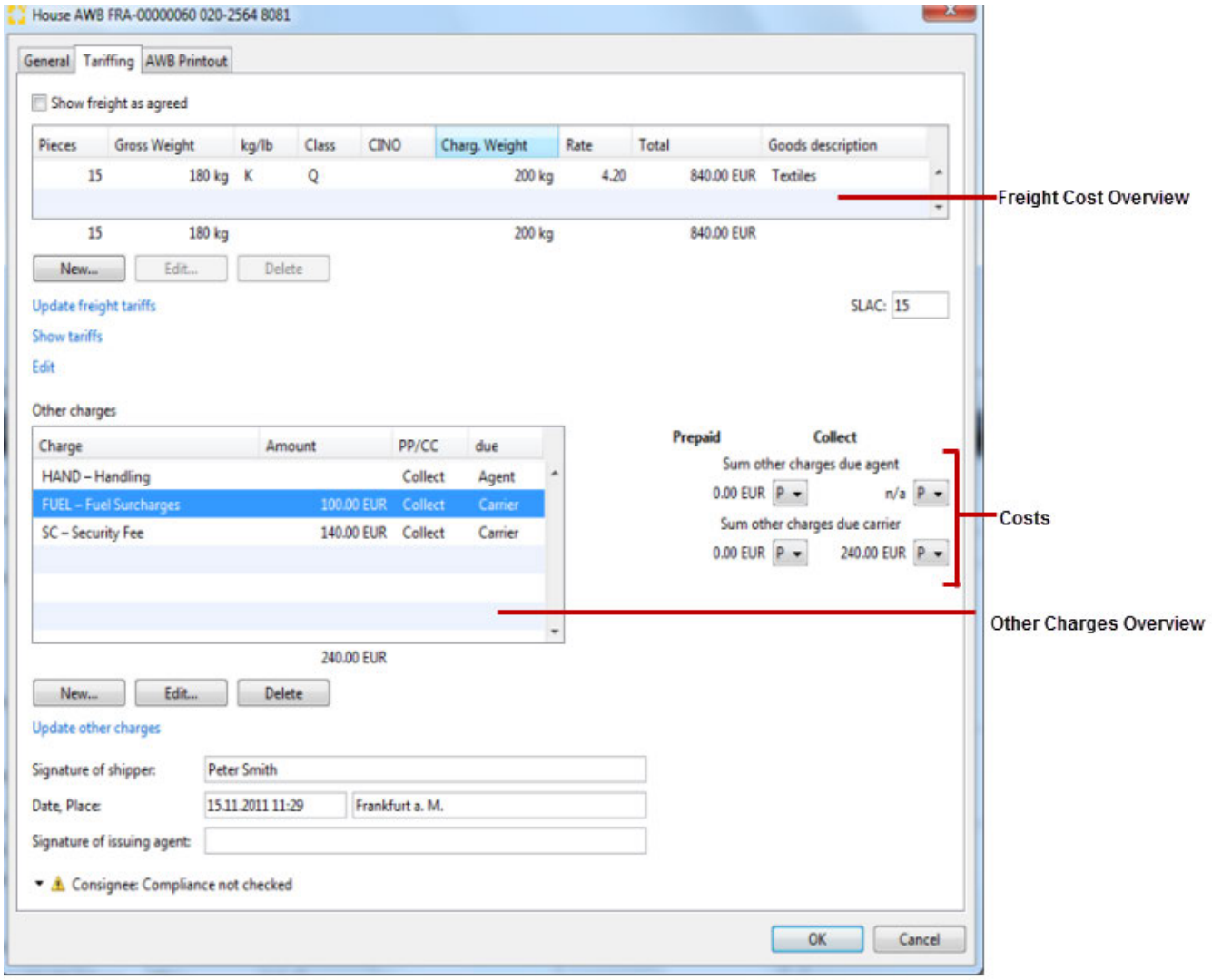

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

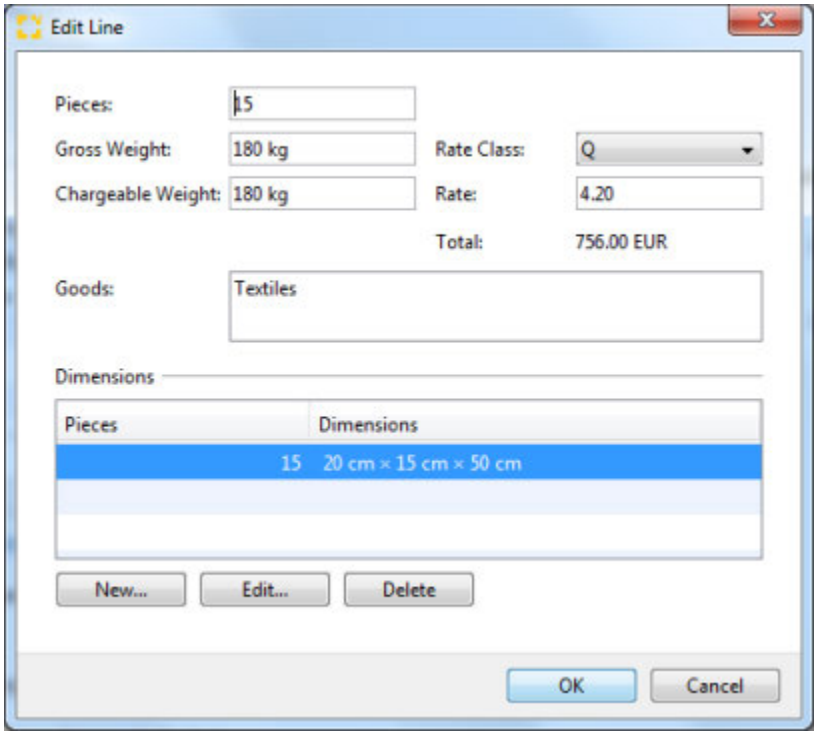
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate are displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

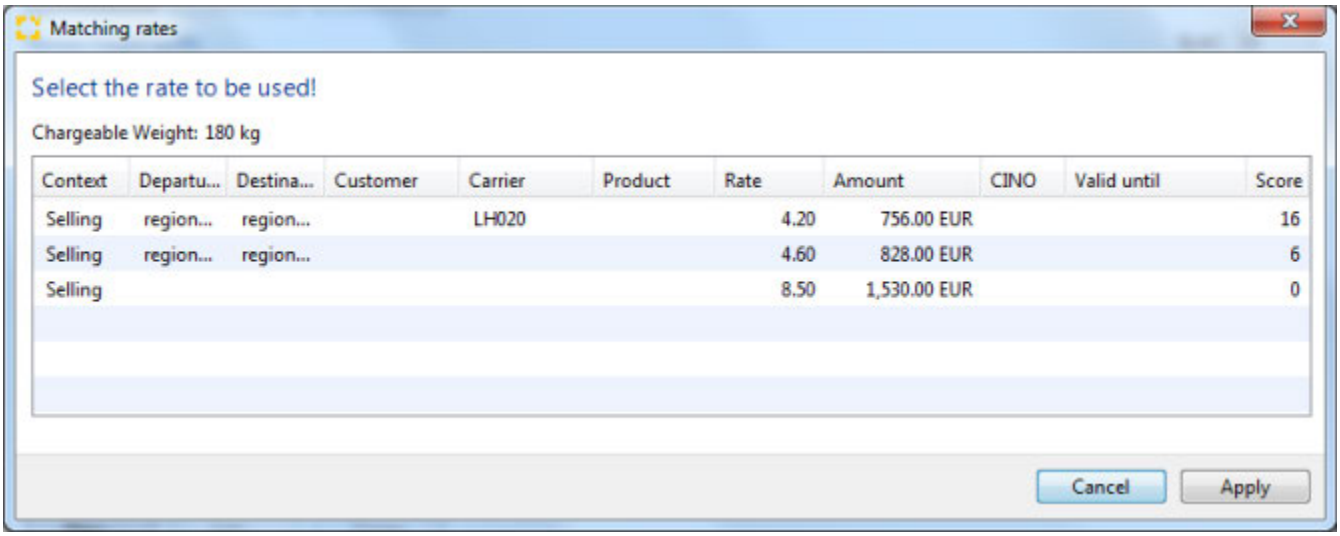
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *selling* tariffs are shown for house shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

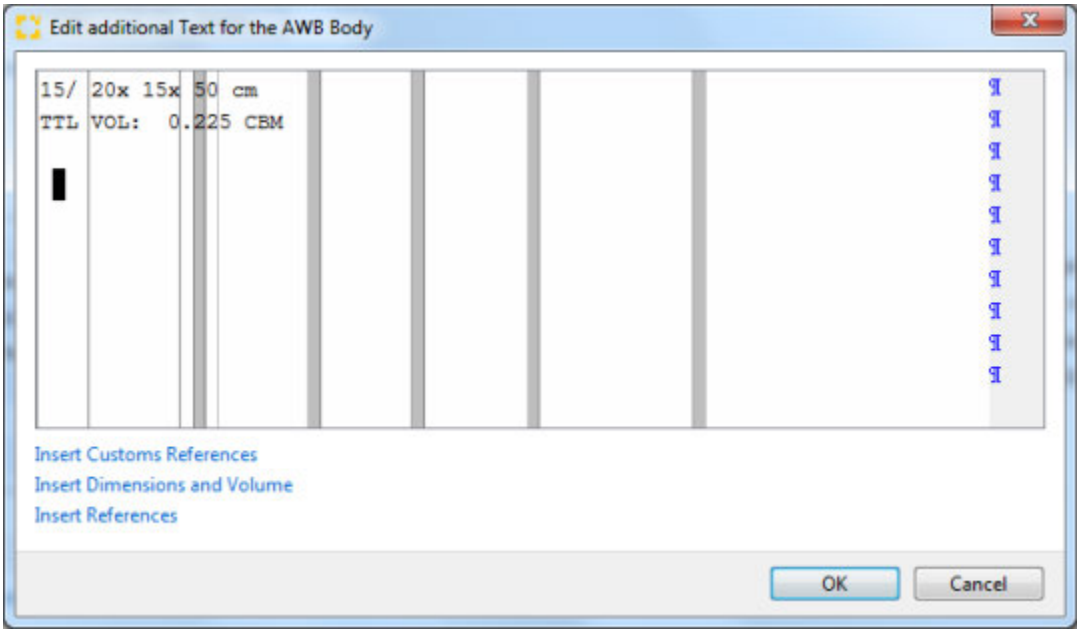
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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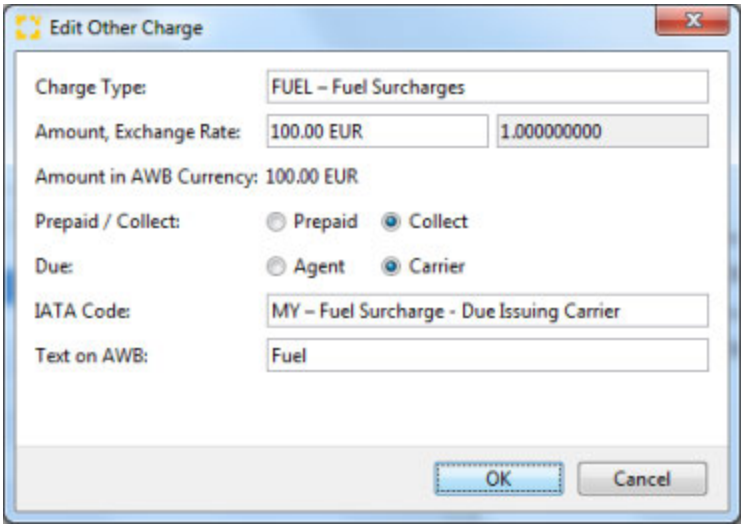

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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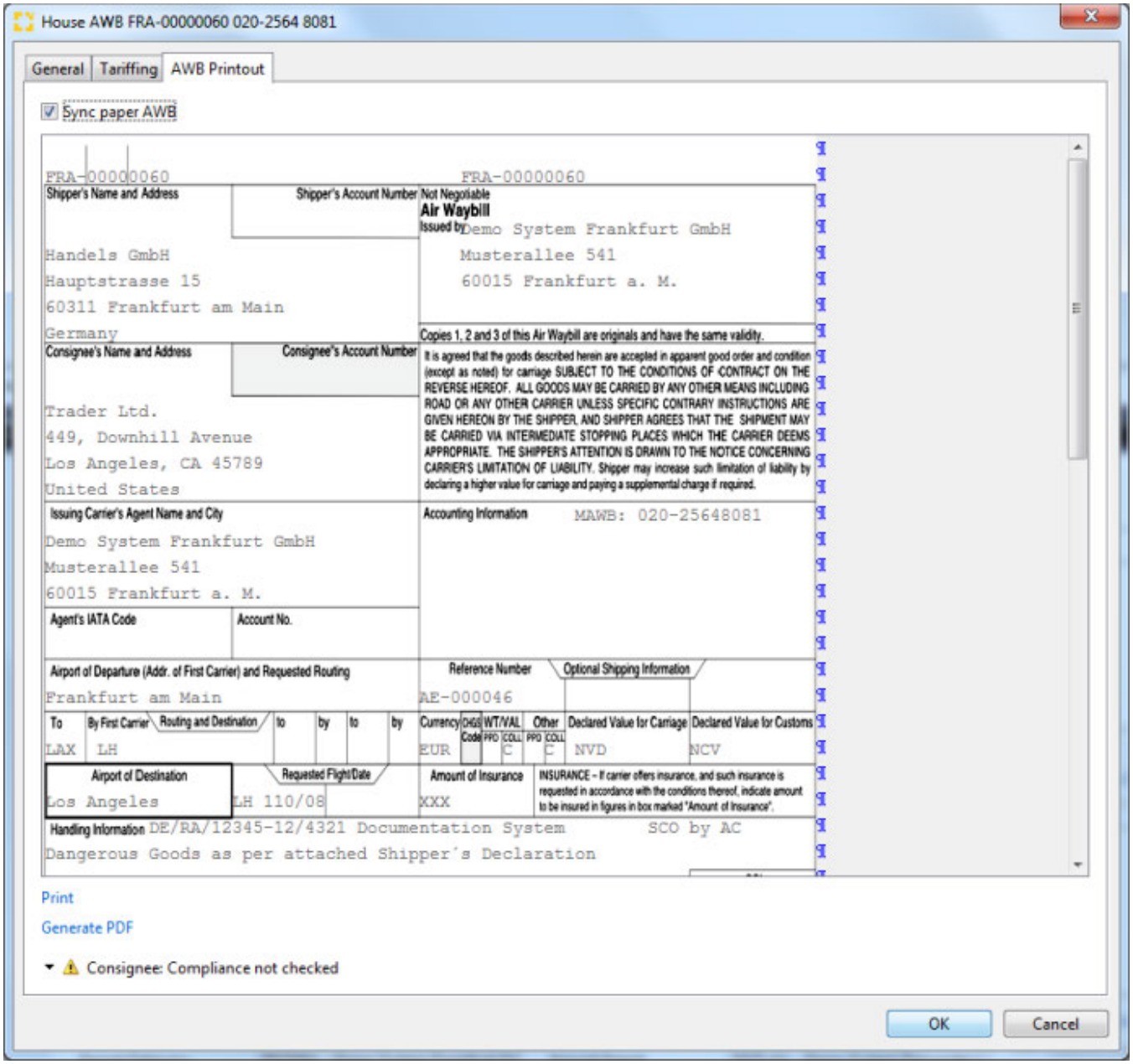
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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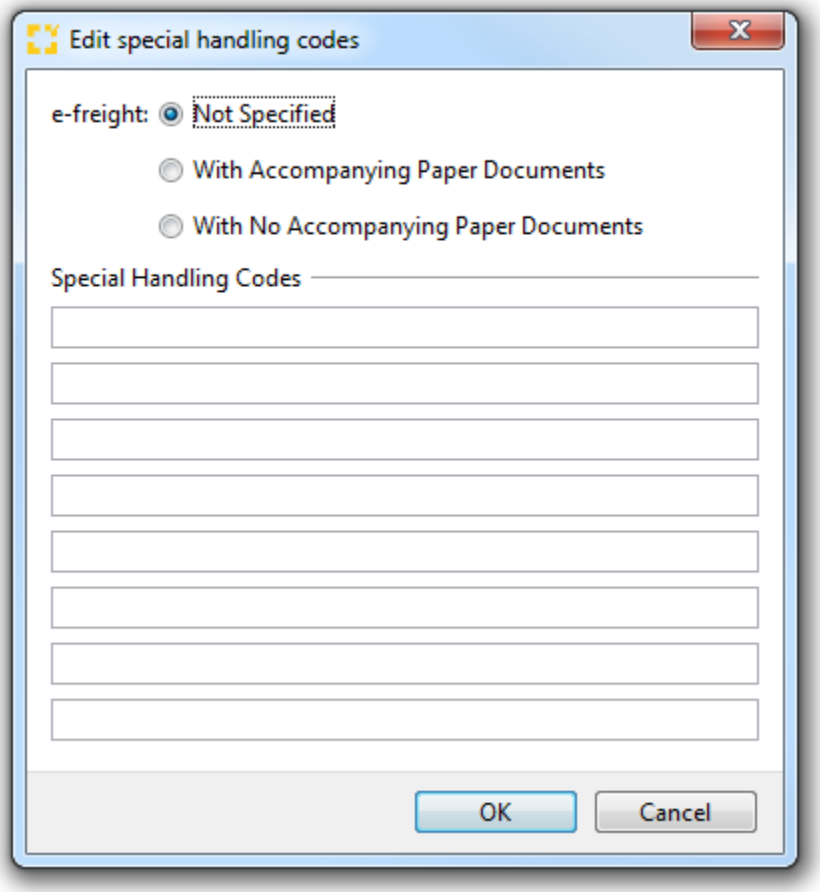
Special Handling - Airfreight Export

- Introduction
- Description

Introduction

The special handling option allows entry of information required if the shipment is to be transmitted electronically to a carrier who offers *e-freight* and paperless bills of lading. Not all carriers support this option, please contact your RSI sales representative for more information about *e-freight*.

Description



Not specified

A paperless AWB will not be created.

With Accompanying Paper Documents

Additional documents such as export certificates will accompany the shipment. A paperless AWB is created and transmitted withe EAP code.

With No Accompanying Paper Documents

The shipment has no accompanying documents. A paperless AWB is created and transmitted withe DRC code.

Special Handling Codes

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Additional handling codes may be included. These are search fields. Begin typing the code to see a full list of codes.

OK

Save the e-freight information and exits the editor.

Cancel

Closes the editor without saving

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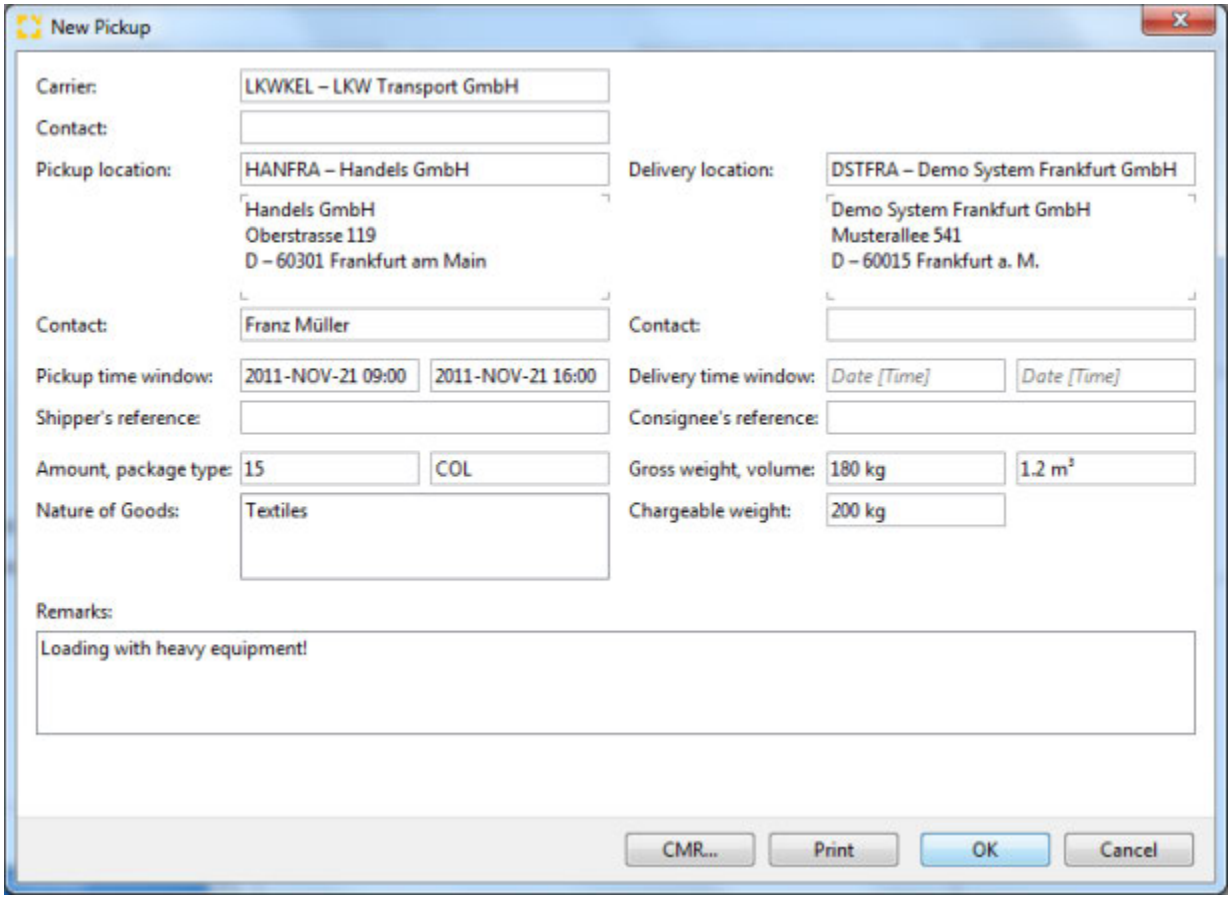
Pickup Order - General - House shipment - Airfreight Export

- Introduction
- Description

Introduction

Create and print pickup notes for collection of goods and delivery orders for transport of goods to the terminal. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

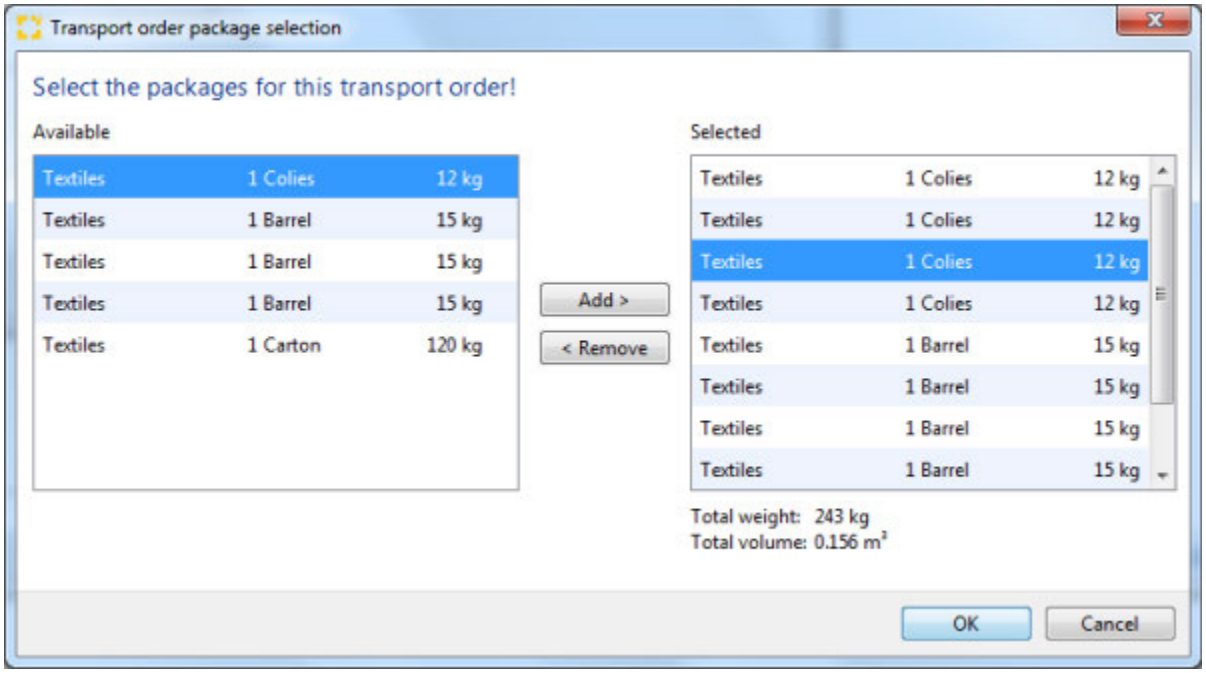
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

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OK

Save the data and close the delivery order editor.

Cancel

Close the delivery oder editor without taking any further action.

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CMR - Pickup Order - General - House Shipment - Airfreight Export

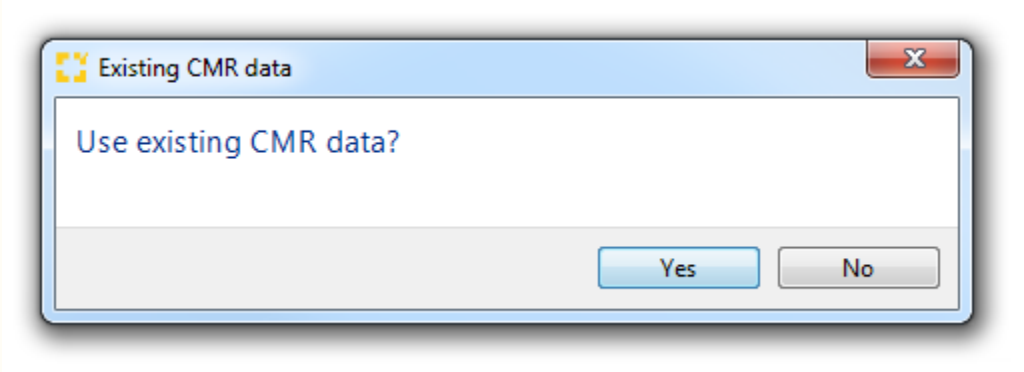
- Introduction
- Description

Introduction

The CMR editor is used to create a CMR waybill according to the Convention on the Contract for the International Carriage of Goods by Road. These may be printed and stored as PDF copies.

Description

When a CMR has already been printed, on selecting the *CMR* option a dialogue will appear asking if existing CMR data should be used.



Yes

Opens the existing CMR in the editor.

No

Creates a new CMR.

CMR Editor

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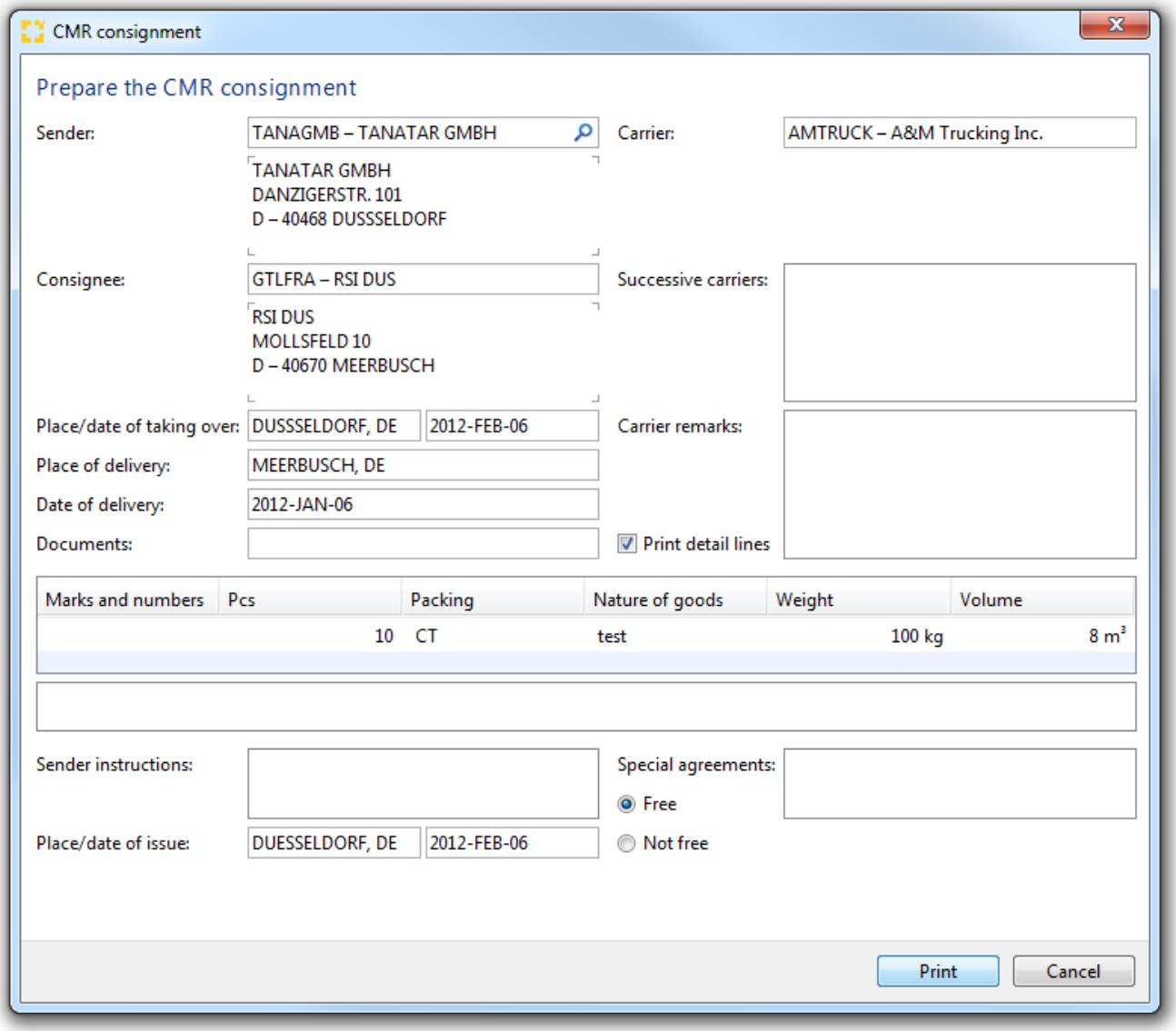

Sender

This is the sender of the shipment. This is a search field that can be used to locate the correct partner.

Carrier

The carrier who will transport the shipment. This is a search field that can be used to locate the correct carrier.

Consignee

The recipient of the shipment. This is a search field that can be used to locate the correct partner.

Successive Carriers

A free text area where the names of carriers who will transport the goods subsequent to the first carrier may be recorded.

Place of Pickup

The location where the goods will be picked up. This will default to the city and state of the sender.

Date of Pickup

The date when the goods are to be picked up. This is a date field .

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Place of Delivery

The city where the and state where the goods will be delivers. This will default to the city and state of the consignee.

Date of delivery

The date the goods are to be delivered. This is a date field .

Documents

Any documents included with the shipment should be listed here.

Carrier remarks

Any remarks from the carrier.

Print detail lines

The details of the cargo are shown in a summary table, being the marks and numbers, the number of pieces, packing type, nature of goods, weight and volume. If these are to print on the CMR then the *Print details lines* box should be checked.

Remarks

The shipment number appears in the general remarks area below the detail line. Further remarks may be added.

Sender Instructions

Special instructions from the sender may be recorded here.

Special Agreements

If special arrangements have been made, these may be recorded here.

Place (of issue)

The place where the CMR is issued.

Date of issue

The date the CMR is issued. This is a date field .

Free/Not free

Payment instructions for the CMR:

- Free = The sender has paid the freight charges.
- Not free = The recipient must pay the freight charges.

Print

Prints the CMR documents. PDF copies of these documents will appear in the *documents* tab of shipments. The Editor is then closed and the data is stored.

The following PDF documents are created:

- CMR 1 (Sender)
- CMR 2 (Receiver)
- CMR 3 (Carrier)
- CMR 4 (Carrier)

Example CMR consignment note

Cancel

Closes the CMR editor without further action.

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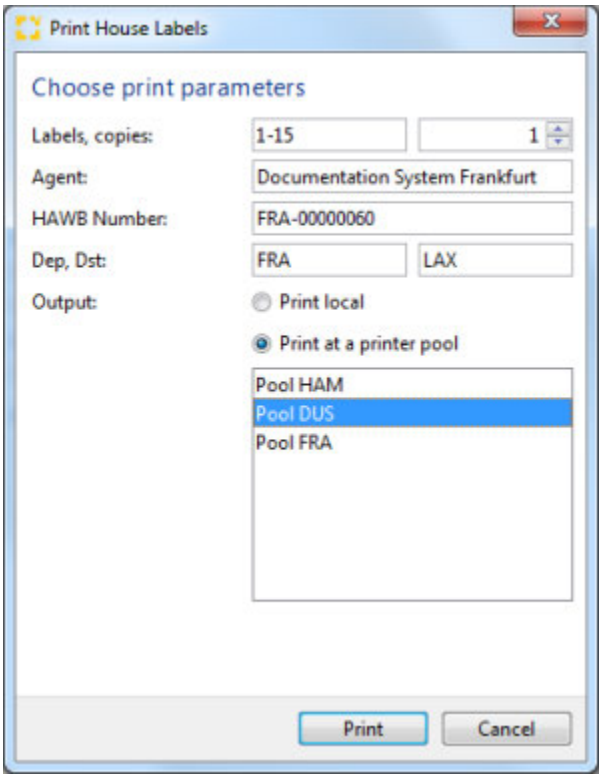
Printing labels - General - House shipment - Airfreight export

- Introduction
- Description

Introduction

Clicking the option **label printer** opens a pop-up window where the print parameters and number of printed pages can be edited. In addition, the print of the labels can be redirected to another printer-pool (e.g. another branch).

Description



Labels

Number of labels which should be printed. Individual labels can be printed or a partial set of labels may be printed.

Examples::

Entry	Quantity	Numbers
1-15	15	1-15
11	1	11
4-6	3	4-6

By default the application proposes printing the total number of labels.

Agent

The agent who issued the airwaybill. (Issuing agent)

HAWB-Number

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HAWB-Number of the shipment.

Departure/Destination

Place of departure and place of destination for the shipment.

Local print

Print the document on the predefined default printer.

Print to Printer-pool

Allows selection of a printer-pool from the list displayed.

Printer-pools (List)

The desired printer-pool can be selected from the list. Documents can be set to print to particular printers automatically.

Printing

Print the document to the selected printer.

Cancel

Cancel the popup window without further action.

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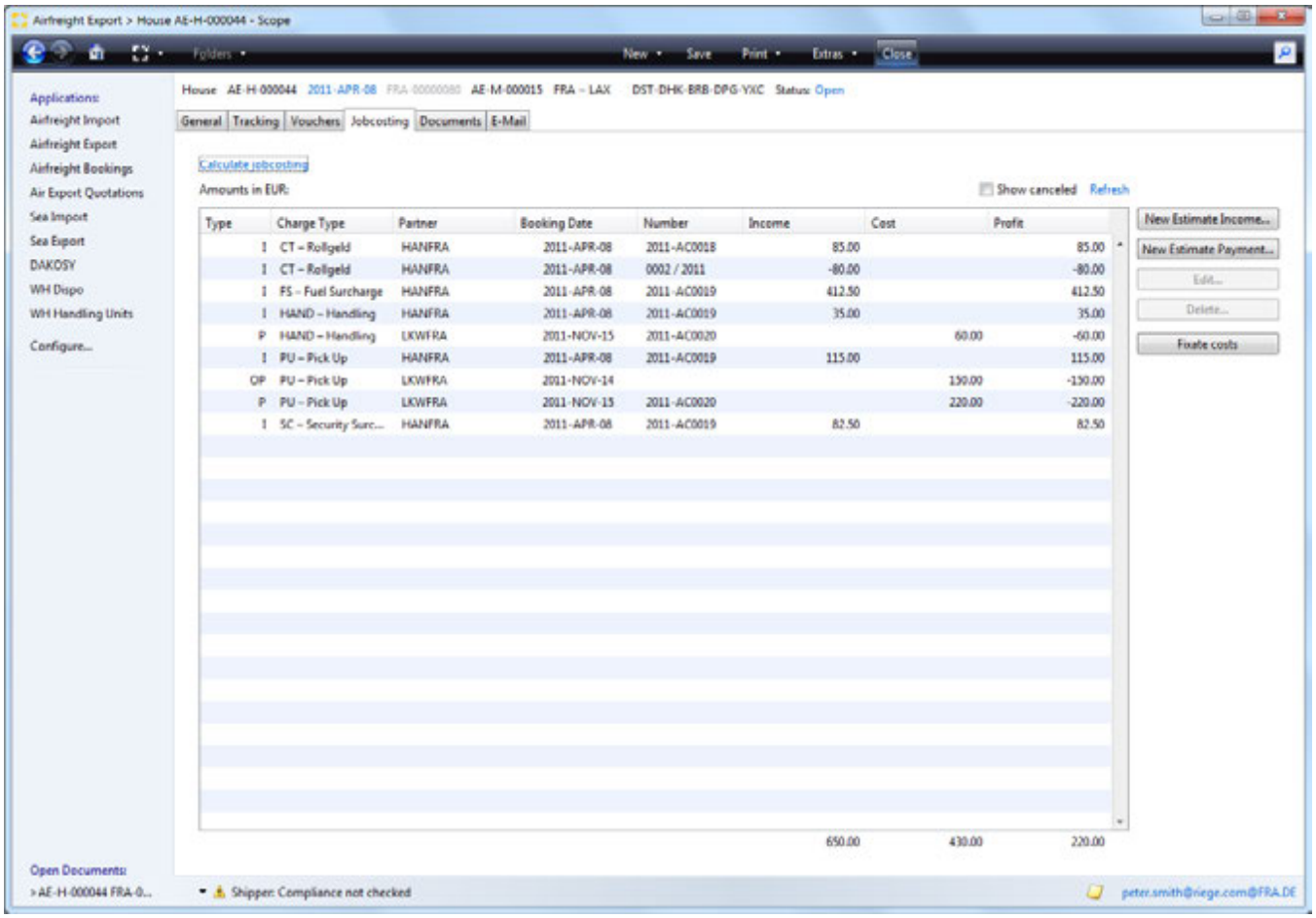
Jobcosting - House Shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

> ⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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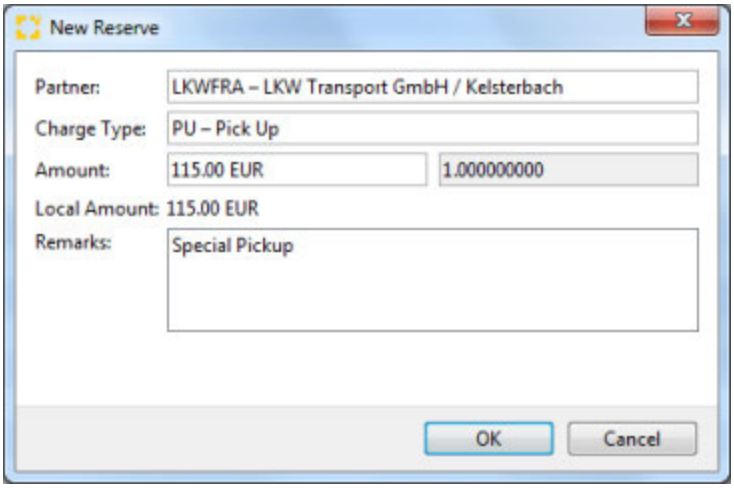

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Tracking - House shipment - Air Freight Export

- Introduction
- Description

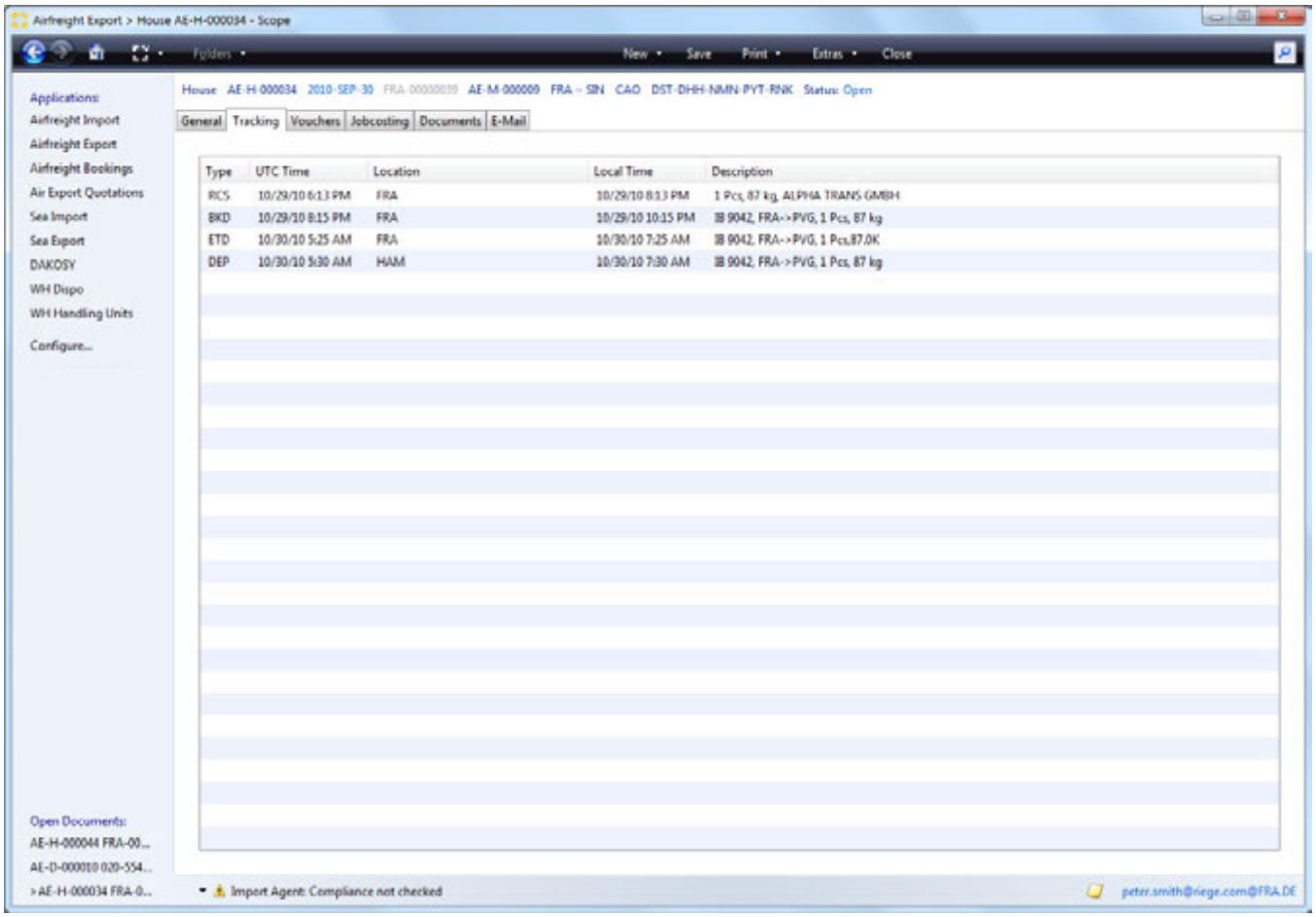
Introduction

During the life-cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an idividual tracking event will present detailed tracking information. Currently, only external tracking events are available when the shipper and carrier are exchanging data using the "TRAXON" cargo communication system. Future development of the tracking tab will allow it to include events between senders and receivers. Events in the tracking tab can also be viewed via web-browser on RSI's track and trace system. Connection to external, customer-specific track & trace systems can be implemented on request.

Description

The example below shows an exchange of tracking data for a Scope system that is connected to the Traxon cargo communication system.

- When printing the IATA air waybill (master shipment, direct shipment and back-to-back) the option exists to also "Print and transmit FWB" or just "Transmt FWB". These options will automatically generate the FWB message (waybill data) and send these to the Traxon system who in turn transmit the FWB to the responsible airline. Consolidations and back-to-back shipments will also include the FHL messages (house bill of lading or manifest data).
- The corresponding events are automatically entered into the table of tracking events.
- The types of events shown will depend on the types of events supported by the responsible airline.
- Airline events are automatically entered into the table.
- The events which are recorded in a master shipment, also appear simultaneously in the house shipments consolidated on that master since these events are also relevant to the house shipments.



Main menu bar and title bar

see tab **General**

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Type

Event type (see table below)

UTC time

The time of the event in UTC (Coordinated Universal Time)

Location

The place where the event has occurred. (the relevant airport IATA code may be shown)

Local time

Local time of the event (time in the time-zone in which the event occurred.)

Description

Description of the event. This example indicates how many packages, their weight, the aircraft transporting the freight. From where, to where. Numbers of packages that have arrived, the weight of the packages and at which destination.

The following events can be mapped. (Depending on the airline used)

Code	Description
RCS	Consignment received from Shipper
RCT	Consignment physically received from another airline
RCF	Consignment physically received from a flight known or not
BKD	Consignment has been booked
MAN	Consignment has been manifested
DEP	Consignment has departed
PRE	Consignment prepared for loading
TRM	Consignment is to be transferred to another carrier
TFD	Consignment has been physically transferred to another airline or surface transport party
NFD	Consignee or his agent informed of arrival of shipment
AWD	Arrival documents delivered to consignee or his agent
CCD	Consignment cleared by customs
DLV	Consignment has been physically delivered to consignee or his agent
DIS	Consignment Discrepancy
CRC	Consignment Information has been reported to Customs
DDL	Consignment has been delivered to the consignee's door
TGC	Consignment has been transferred to Customs/Government control
ARR	Consignment arrived on a flight known or not
AWR	Consignment documentation received from fleight
FOH	Consignment is on hand
FHL	Consol Manifest sent to airline
FWB	AWB sent to airline/ground handler
OSI	Other Service Information
ULD	ULD Identification
ETD	Estimates Time of Departure
ETA	Estimated Time of Arrival
FMA	Message acknowledged
FNA	Error detected in message

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Super House Shipment - Air Freight Export

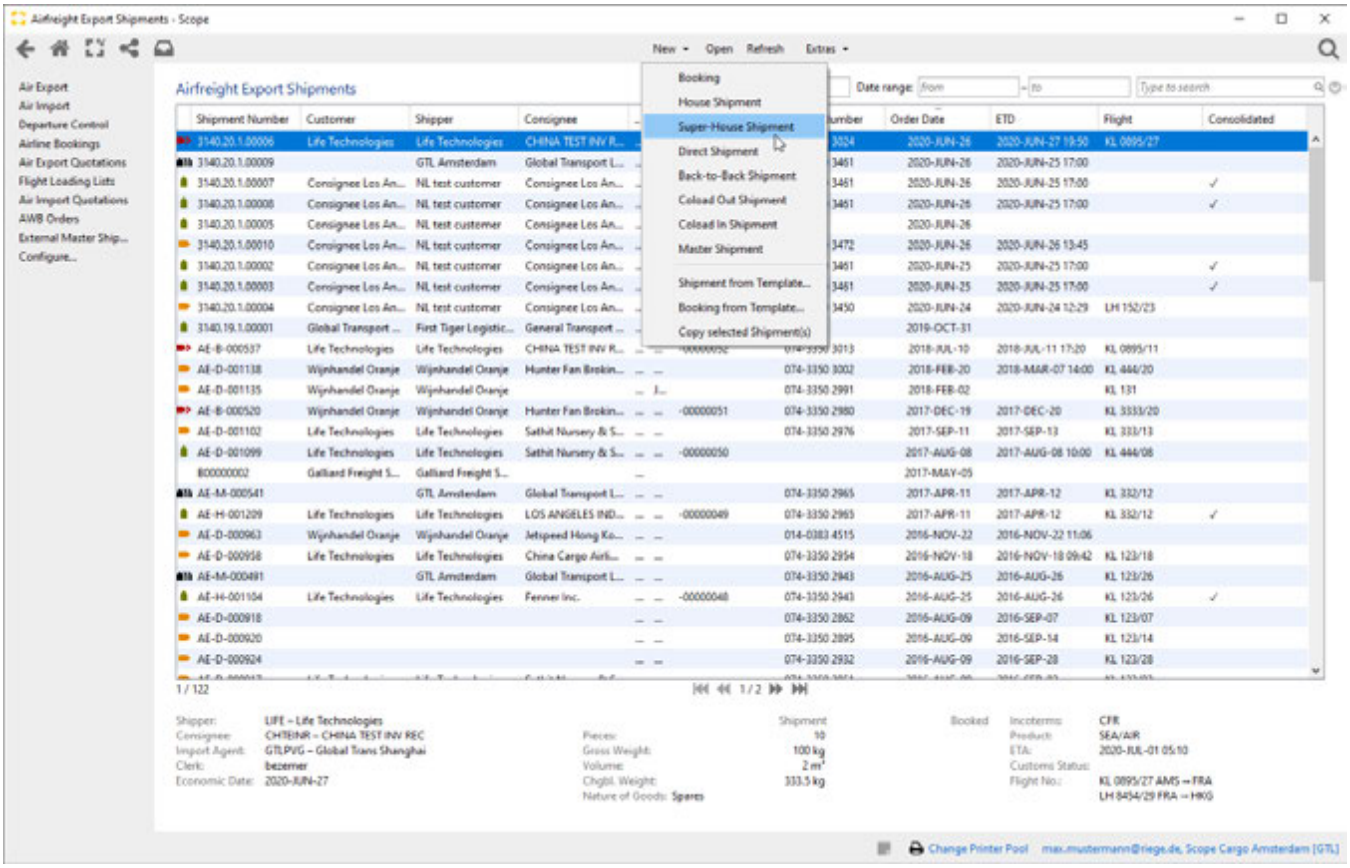
- Introduction
- Description

Introduction

The application Super House Shipment enables the consolidation of regular House shipments to a Super House Shipment. There may be multiple reasons for creating a Super House, like one shipper to many consignees (shipper consolidation), or many shippers to one consignee (consignee consolidation), or many shippers to many consignees. The purpose of a super house shipment is to combine House shipments in such a way that the quantity (weight / volume) enables cost-effective transportation for your customer.

Description

With the program action *New* in the Airfreight Export Shipments home view the input dialog for the *Super House Shipment* can be opened.



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(a) General - Super House Shipment - Air Freight Export

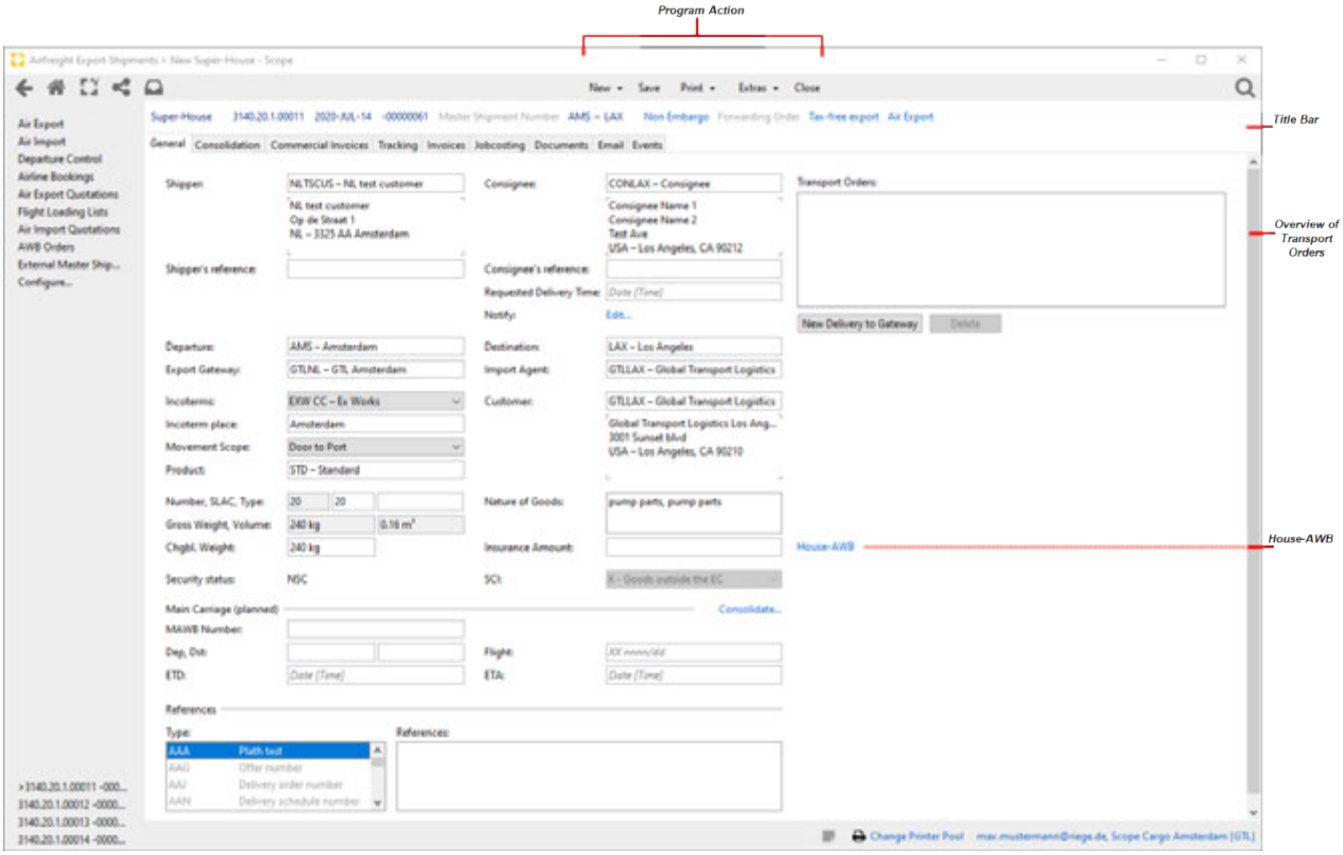
- Introduction
- Description

Introduction

General shipment data, can be entered in the General Tab. The weight and the number of packages of the Sub-Houses will automatically be transferred to the corresponding field. In addition, transport orders can be created here, the document customs clearance order can be printed.

Description

- Program Action
- Title Bar
- Field Description
- Consolidate / Deconsolidate
- Transport Orders
- House-AWB



Program Action

New

- New Delivery to Gateway

Creates a new Transport Order to Gateway

- New Customs Order

Creates a new Customs Order Document, that can be printed.

Save

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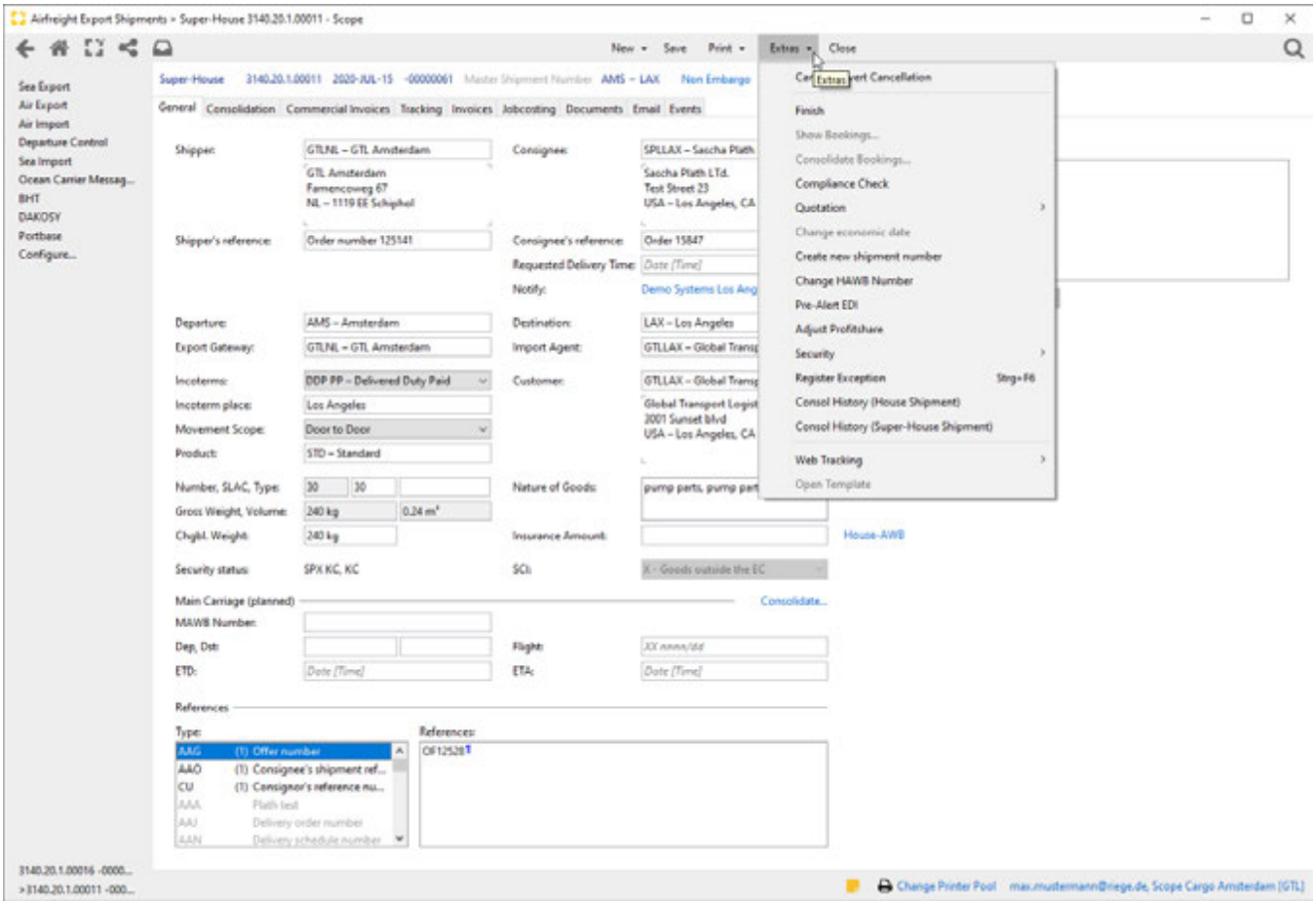
The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case, then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command, the required documents can be printed. Currently the following documents are available:

- File cover
- Preadvice
- Shipping Instruction
- Booking Confirmation for customer, for shipper
- Export Declaration
- Super-House Manifest
- Labels House, Shipment
- Claim Notification
- Certificate of Origin
- Quality Report

Extras



- Cancel/Revert Cancellation

This function cancels a shipment or cancels the cancellation of a shipment. See details here Cancel/Revert Cancellation

- Finish

This function will open the screen *Finish Shipment* to select the final actions to perform to finish the shipment. See also here Finish - General - House shipment - Airfreight export

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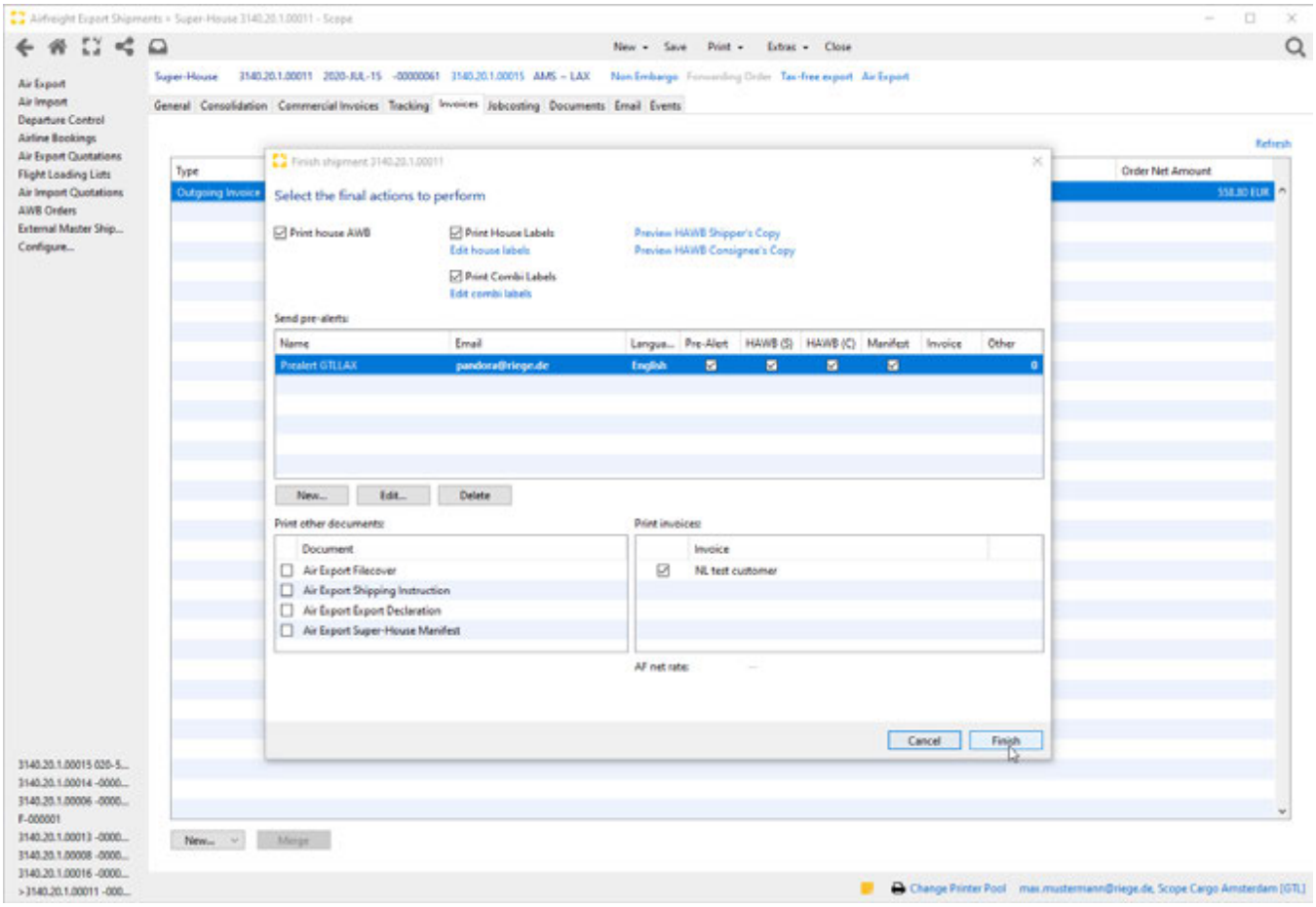

- Show Bookings...

If a booking was created for a shipment data can be opened with this program action.

- Consolidate Bookings...

Consolidates bookings created for a shipment.

- Compliance Check

Opens the *Check Compliance* Screen. In this Screen all critical addresses related to the shipment will be displayed and can be checked.

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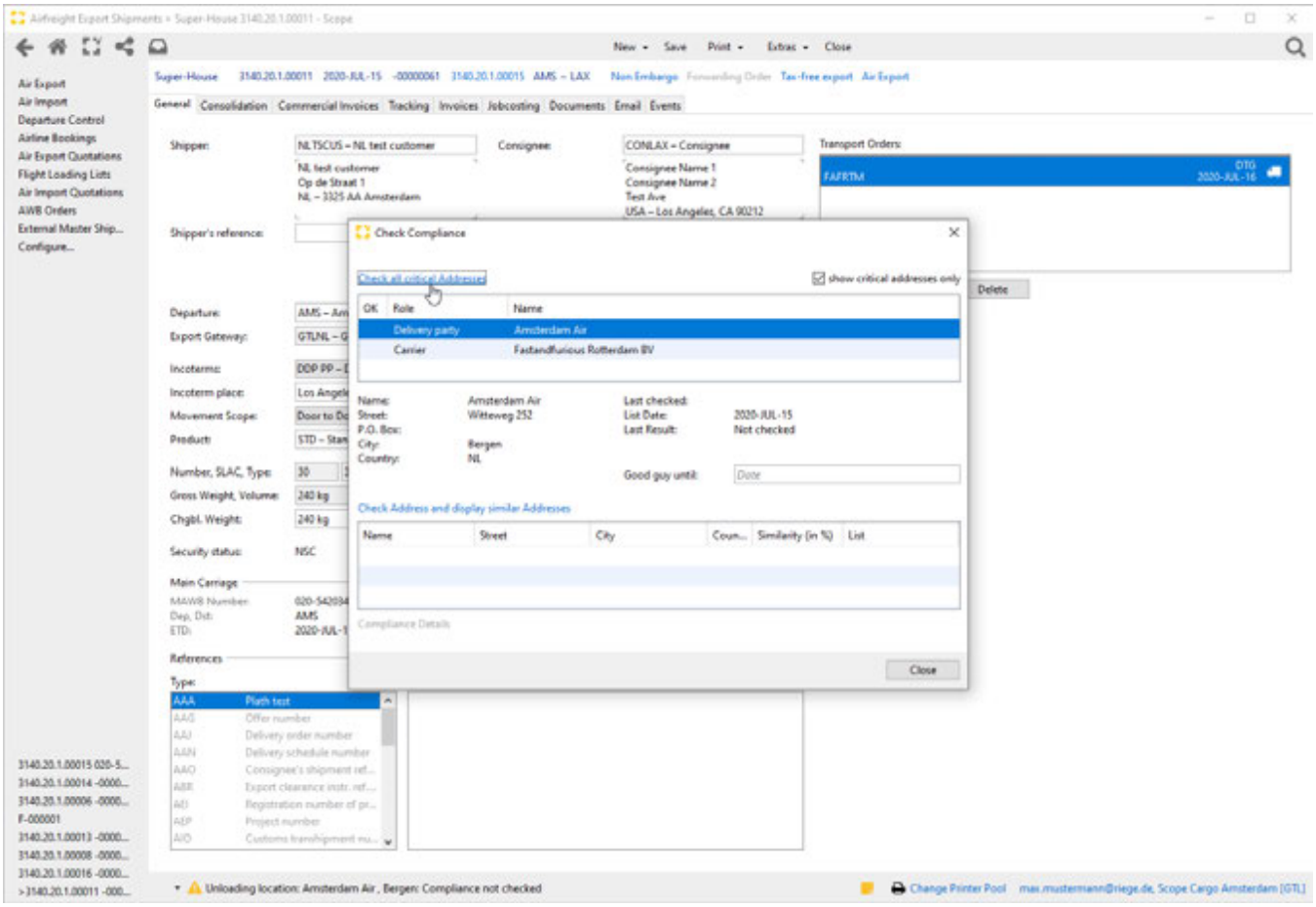

- Quotation

This function can Show, Link or Unlink a quotation for the shipment.

- Change economic date

This function opens the screen economic date, where the economic date can be changed.

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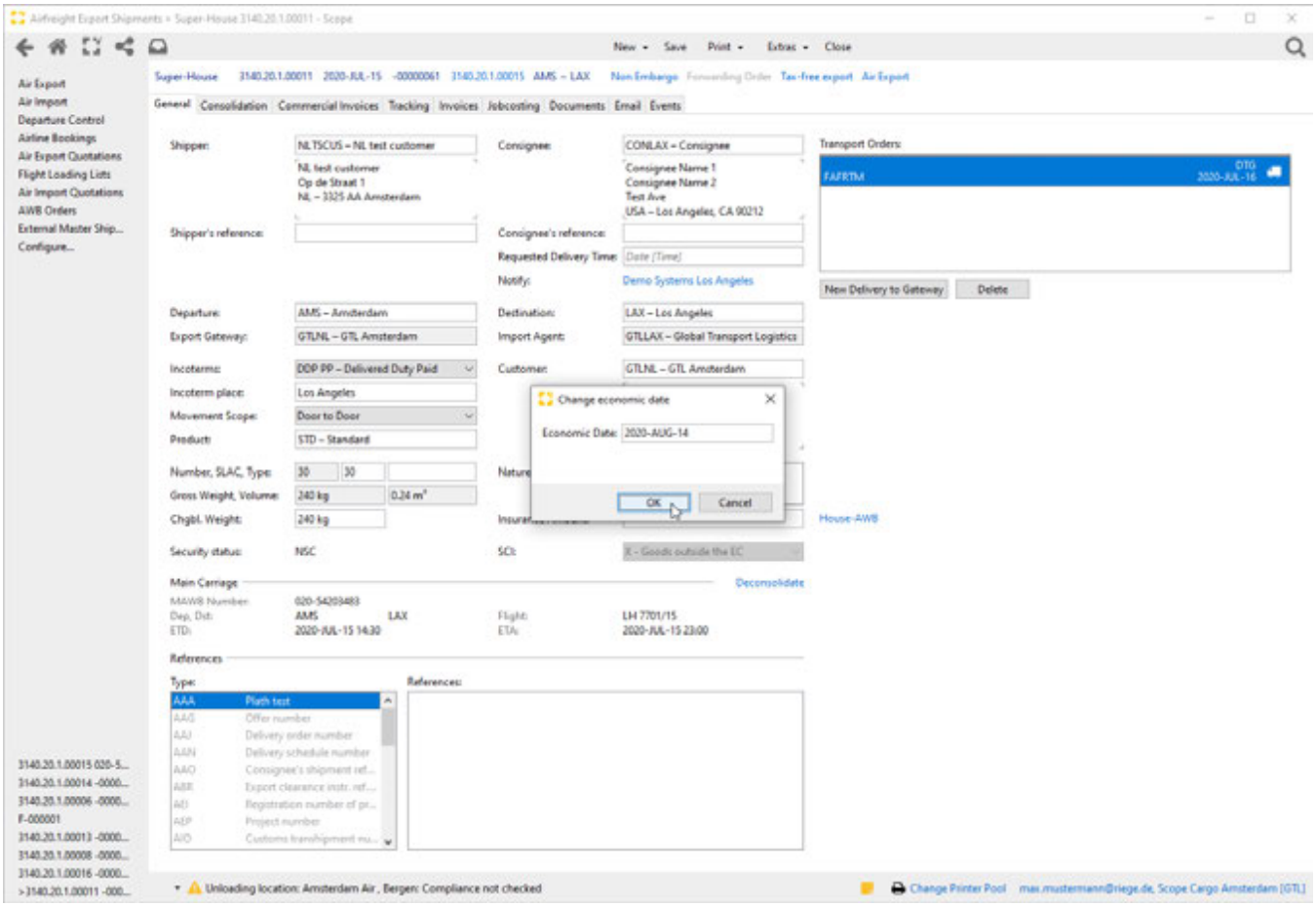

- Create new shipment number

This program action opens the screen *Create new shipment number.* With the button *Create* a new shipment number will be generated; if the flag Keep the HAWB Number is ticked, HAWB Number will stay the same. See also Change type of shipment - General - House Shipment - Airfreight Export

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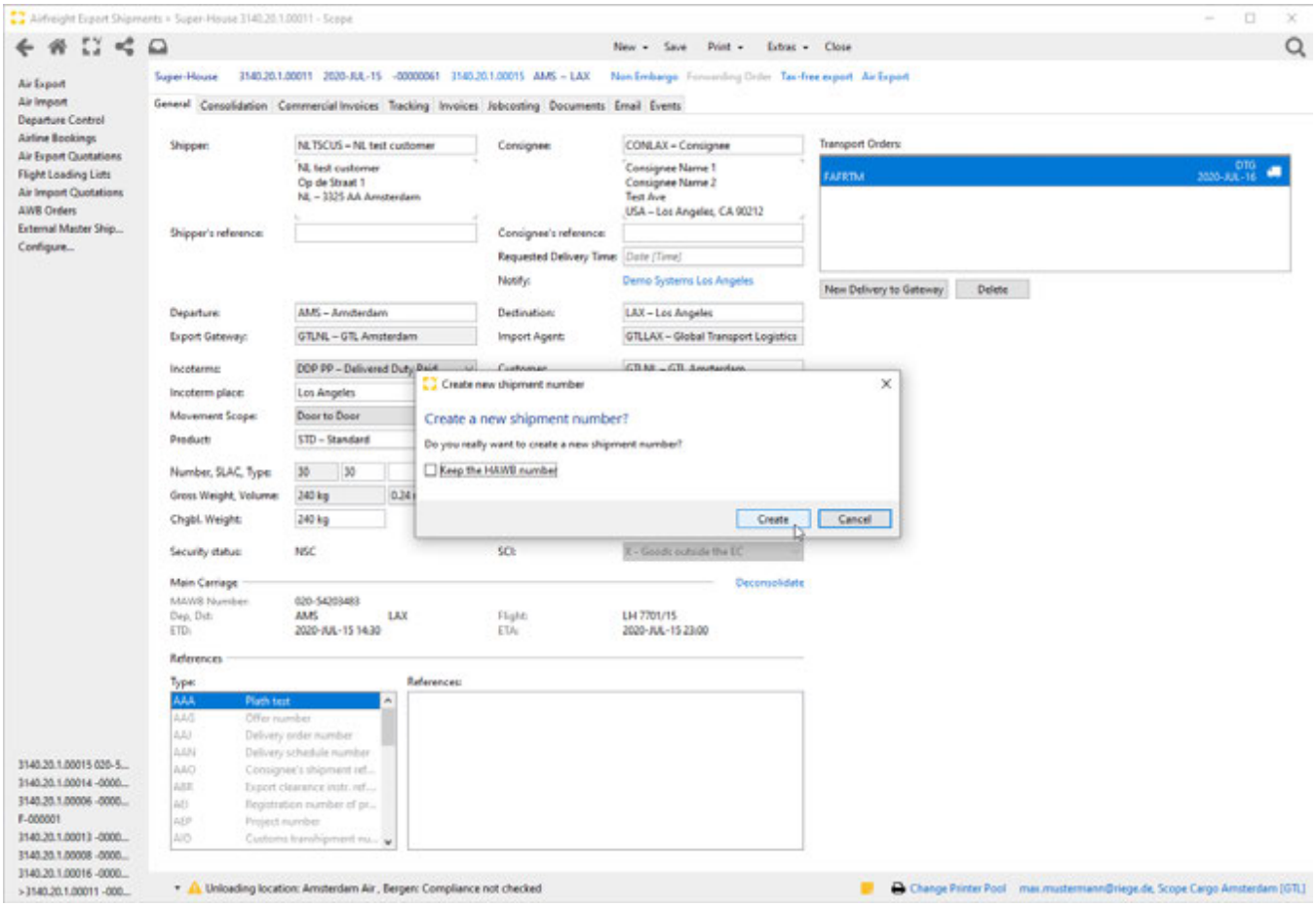

- Change HAWB number

This program action opens the screen *Change HAWB number.* As soon as the data of a new shipment are saved, Scope automatically generates a HAWB number. This can be changed by the user if necessary.

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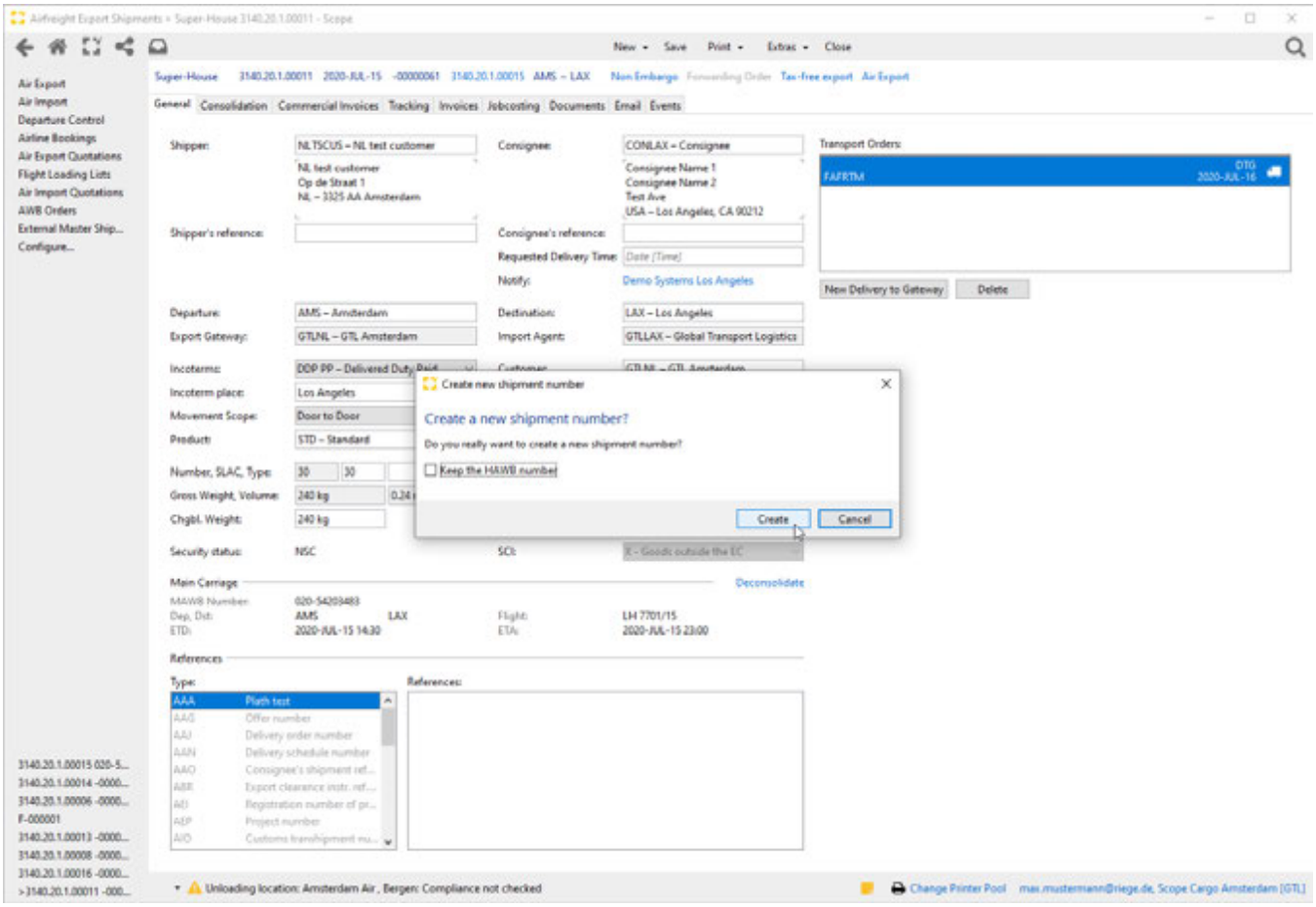

- Pre-Alert EDI

This function is used for generating the Pre-Alert-XML. Therefore, the import agent must have a valid EDI profile assigned.

- Adjust Profit Share

This function allows to adjust the set Profit Share.

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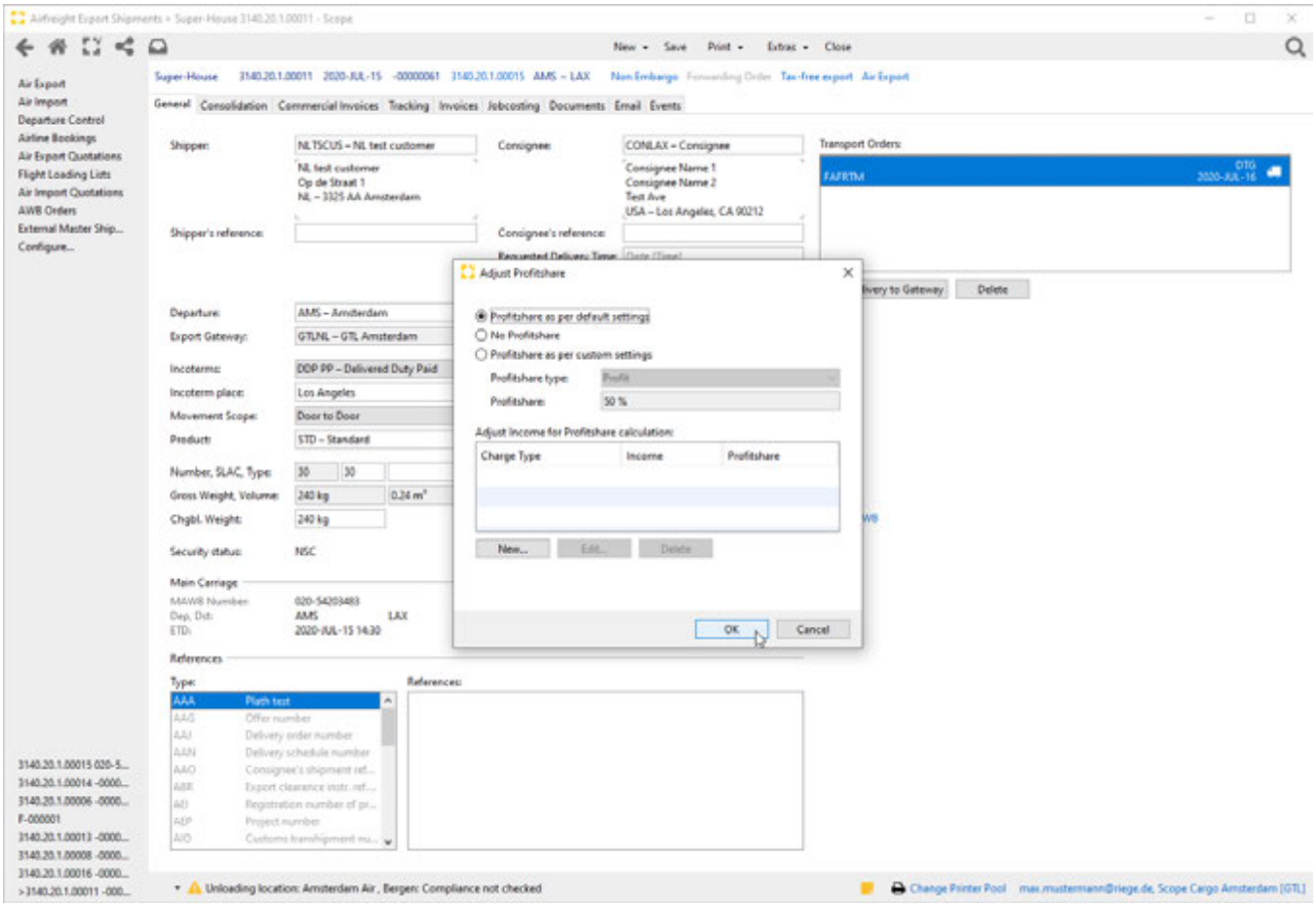

- Security

Opens a variety of functions to handle an air freight shipment regarding airfreight security. See the detailed description in chapter Air Freight Security.

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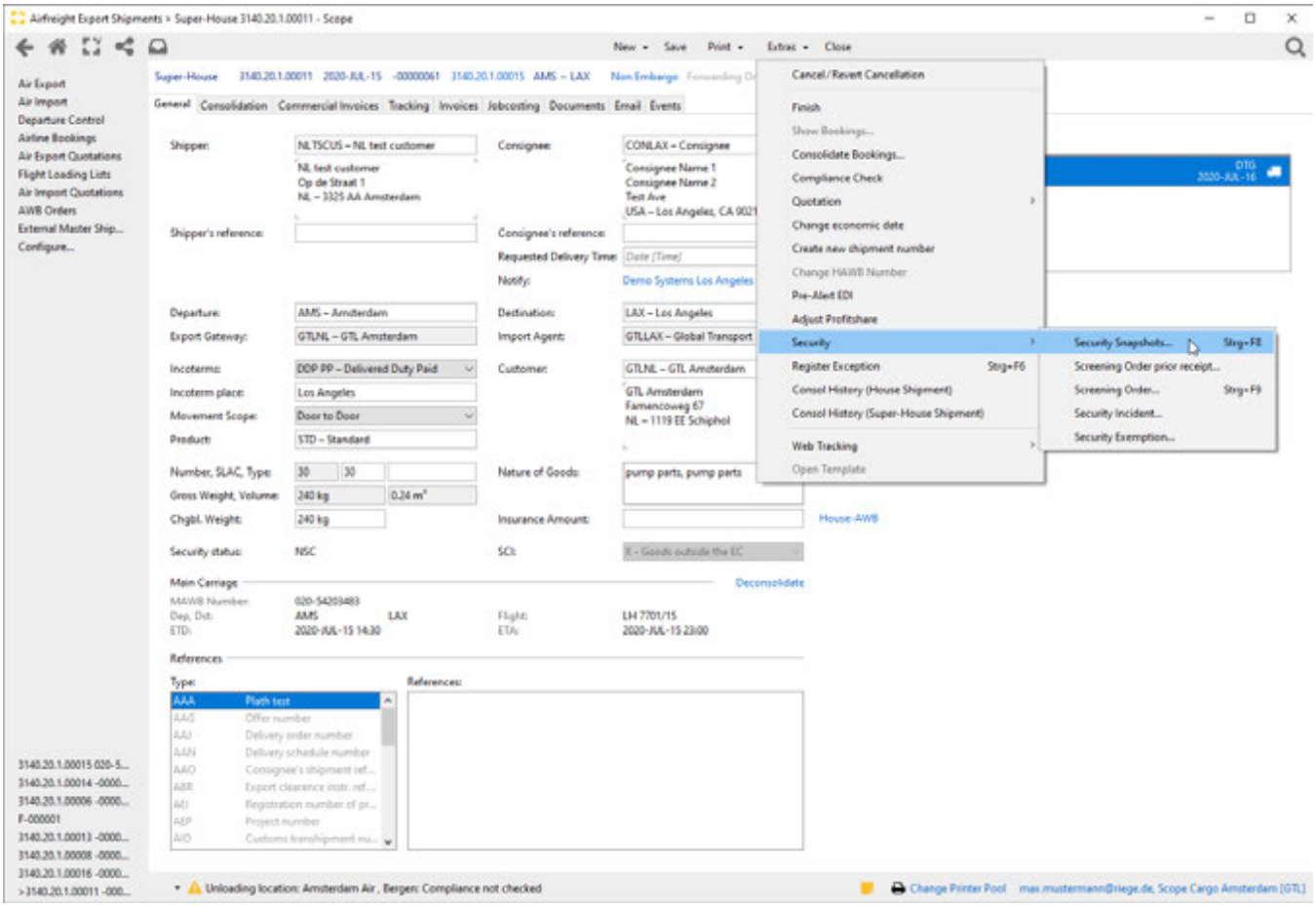

- Register Exception

With this action, exceptions can be created. These represent additional information about the milestones.

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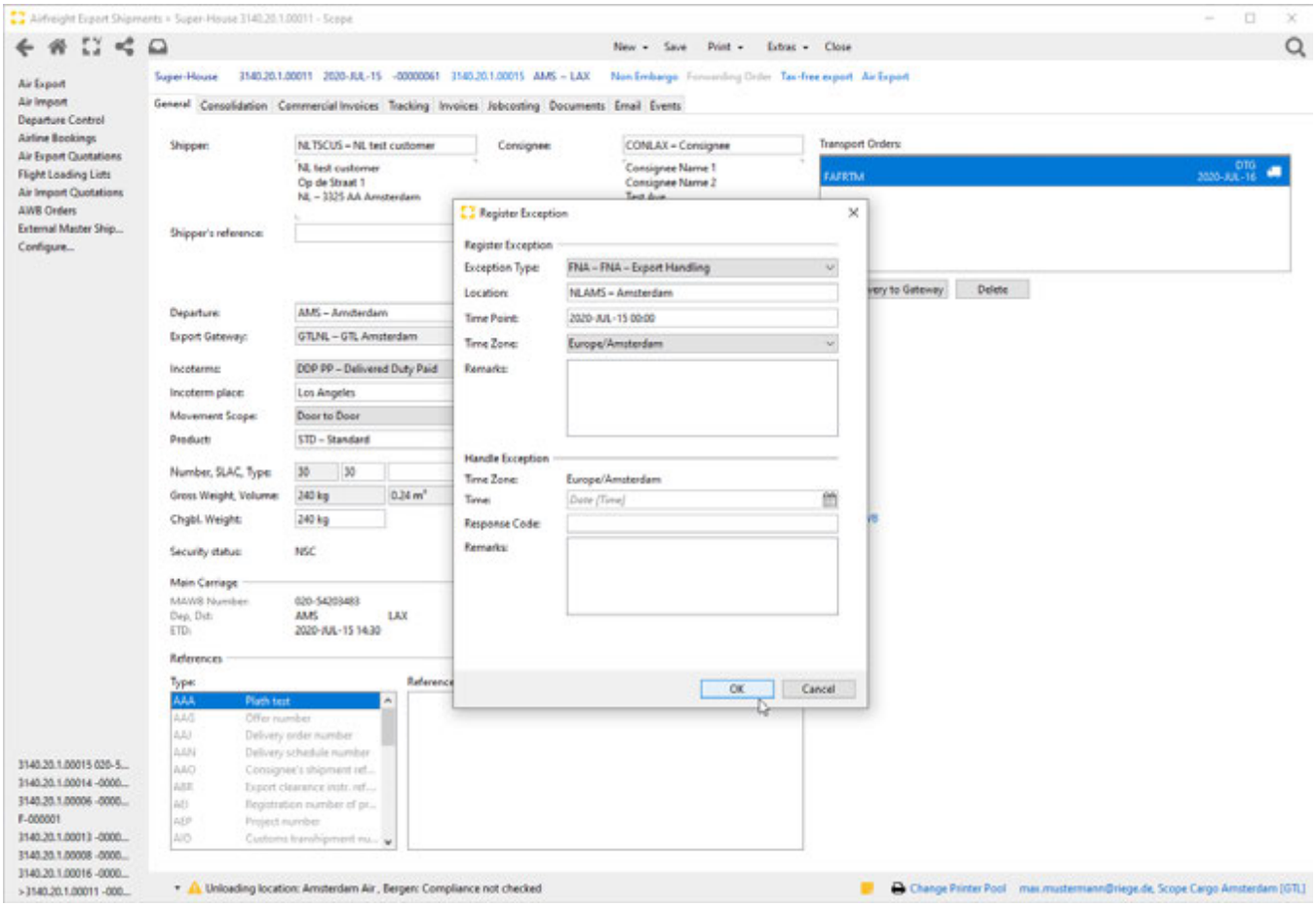

- Consol History (House Shipment)

shows the logged actions on the Consol regarding the House-Shipment

- Consol History (Super-House Shipment)

shows the logged actions on the Consol regarding the Super-House-Shipment

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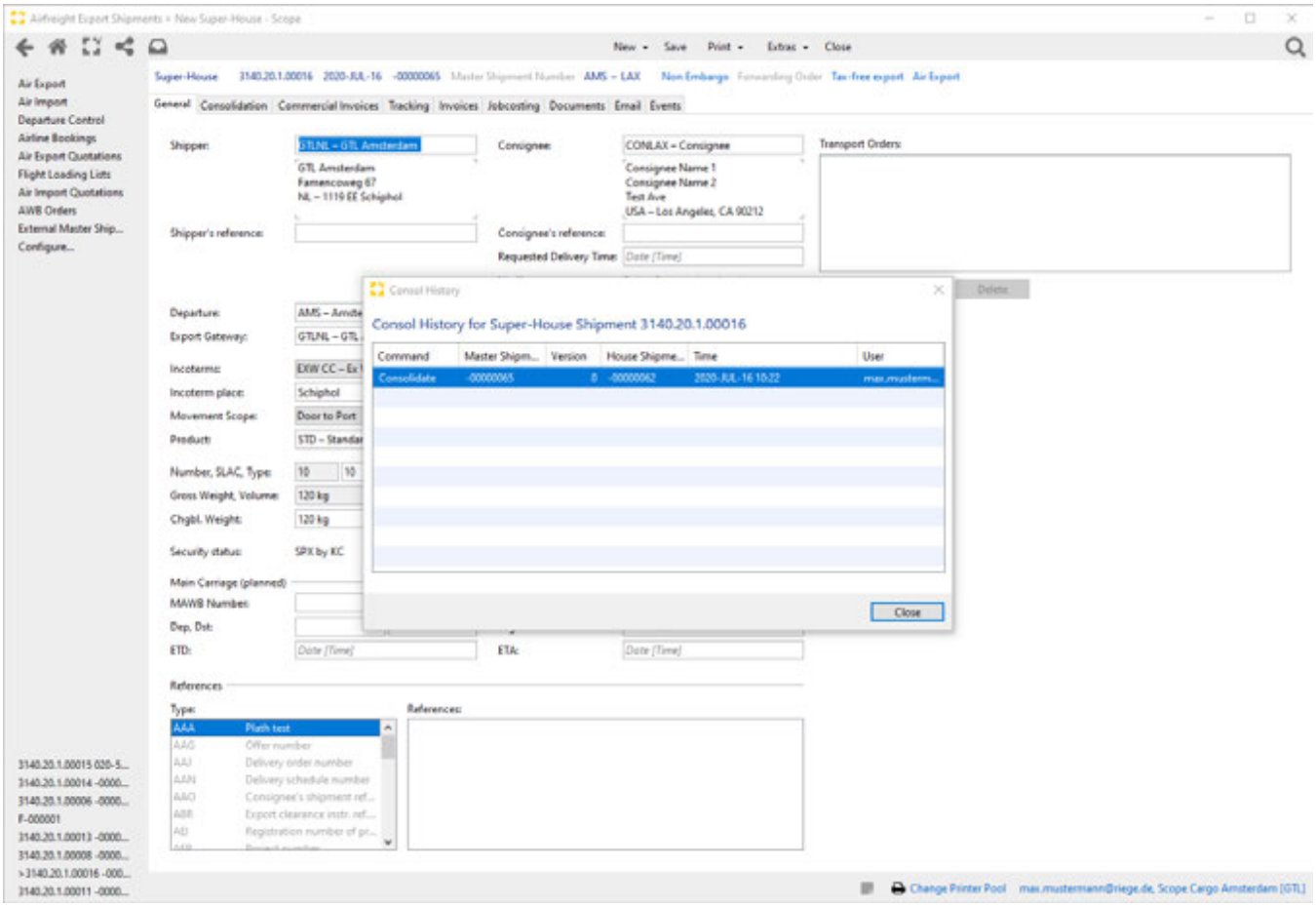

- Web Tracking

Via web tracking, a URL can be copied, or a program can be opened directly in anonymized web tracking.

- Open Template

opens the template that created the shipment

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- Type of shipment
  Type of shipment. This is Super-House
- Shipment number
  Assigned by the system after the shipment has been saved for the first time.
- Economic date
  The date can be changed via Extras - Change economic date.
- Air Waybill number
  Super-House Air Waybill number created by Scope when shipment has been saved for the first time.
- Master Shipment Number
  Shipment number of master shipment where Sub-house shipments has been consolidated.
- Departure airport - Destination airport
  Departure and destination of the shipment.
- Non Embargo, Approve Embargo
  Embargo Status set due to destination
- Forwarding Order
  Link to a connected Forwarding Order
- Taxability (e.g. "tax-free Export")
  Actionlink indicates the Taxability type and can also be used to change to a new taxability type
- Cost Center (e.g. Air Export)
  By clicking on this action link, the user will be able to change the Cost Center of the shipment.

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Field Description

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper`s reference

Shipper´s reference can be entered here

Consignee`s reference

Consignee`s reference can be entered here

Requested Delivery Time

A requested delivery time can be entered here

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify. If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Edit Notify

With this action link the editor to add a notify address can be opened. The notify address can be located by using the search field. The context menu of the Partner field provides options for new document addresses to be created or existing document addresses may be edited. Like in the example shown below the notfiy address has already been defined once in the master data role Forwarding Customer. In the master data of the partner, if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partner is used in any shipment where this partner is the recipient (consignee). Therefore, the action link shows the first line of notify address.

Flag Print Notify as consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

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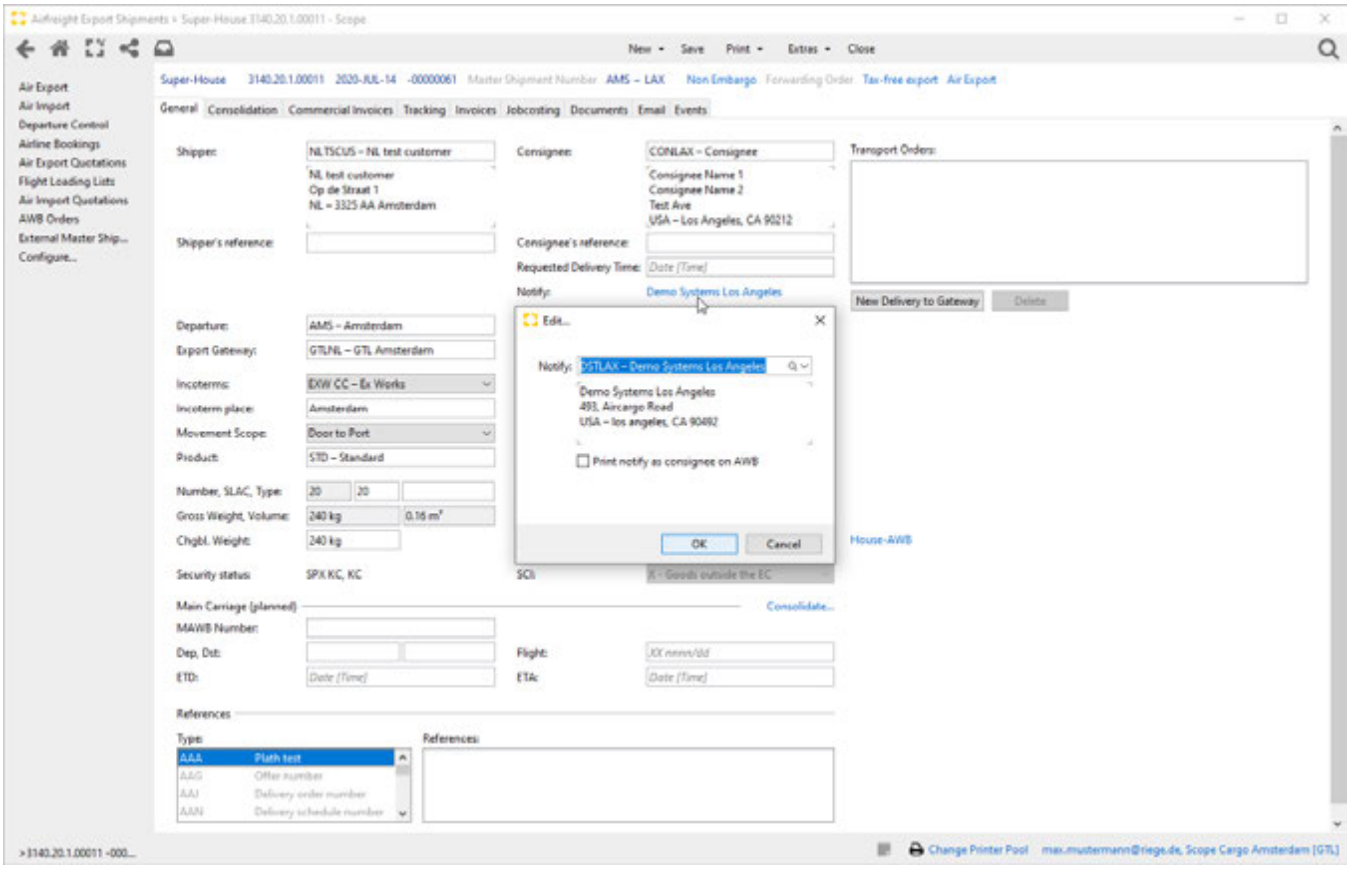

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic field search function that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic field search function that will display all matching airports.

Export Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import Agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function. The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Incoterms

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes. The Incoterm fills the value of the fields Movement Scope and Customer automatically, as they determine which costs are charged for the sender (backward) or for the recipient (forward).

Incoterms Place

The place name referenced by the incoterms.

Customer

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Generally, the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Movement Scope

Movement Scope of the shipment.

Product

The drop-down menu will open a list of all available Products. The Products must be defined in the master data Forwarding Selling Products.

Number

Total number of packages in the consignment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super House Shipment.

SLAC

The shippers load and count of the packages. This number must be the same as or greater than the total number of packages. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super House Shipment.

TYPE

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.) Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks.. Fields will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Gross weight, volume

Total gross weight and volume of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Chargeable Weight

Total chargeable weight of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Insurance account

Amount of Insurance can be entered here.

Security Status

Security Status of the Super-House Shipment. The security status and reason for issue is determined by the status of the Sub-house shipments that are consolidated on the Super-House Shipment. The Sub-house with the lowest security status or reason for issue is used as the security status of the entire consolidated Super-House Shipment.

SCI (Special Customs Information)

Custom status is set by the Sub-house shipments that are consolidated on the Super-House Shipment.

Main carriage (planned)

MAWB Number

Consolidate / Deconsolidate

This area of the Super-House shipment allows the Super-House to be consolidated on a master shipment or deconsolidated if already assigned to an open master shipment. If the Super-House has already been consolidated, then the master shipment can be opened directly at this point to complete the consolidation. Alternatively it is possible to exit the Super-House shipment and complete the consolidation or deconsolidate in the master shipment application. The input dialog can be opened by using the drop-down menu in the field MAWB Number, or by pressing F3 there, or using the corresponding Actionlink *Consolidate...* .

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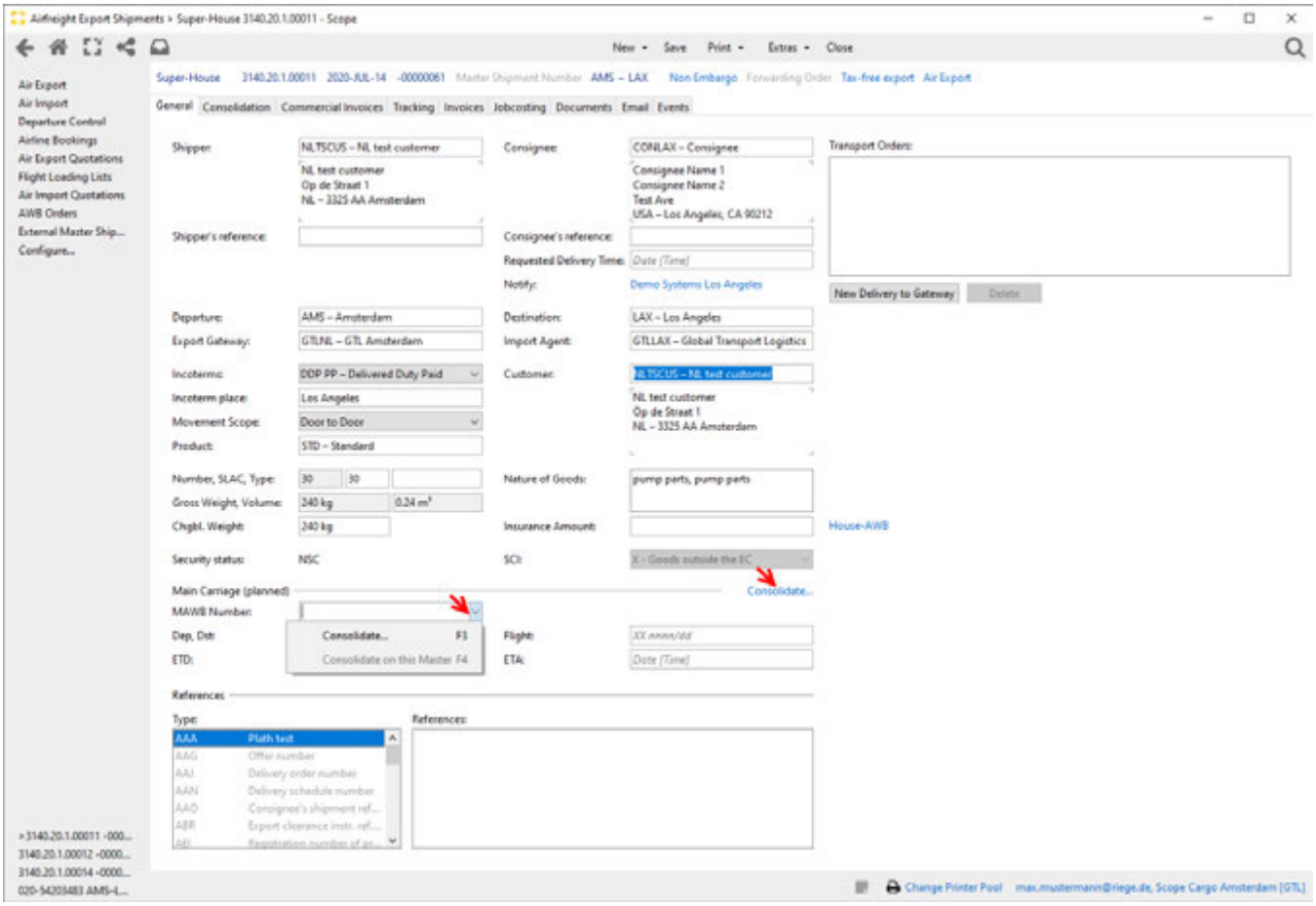

- **Consolidate**

If the "consolidate" option is taken, the Open Master Shipments dialog box appears, and an available Master can be selected by choosing the button Consolidate.

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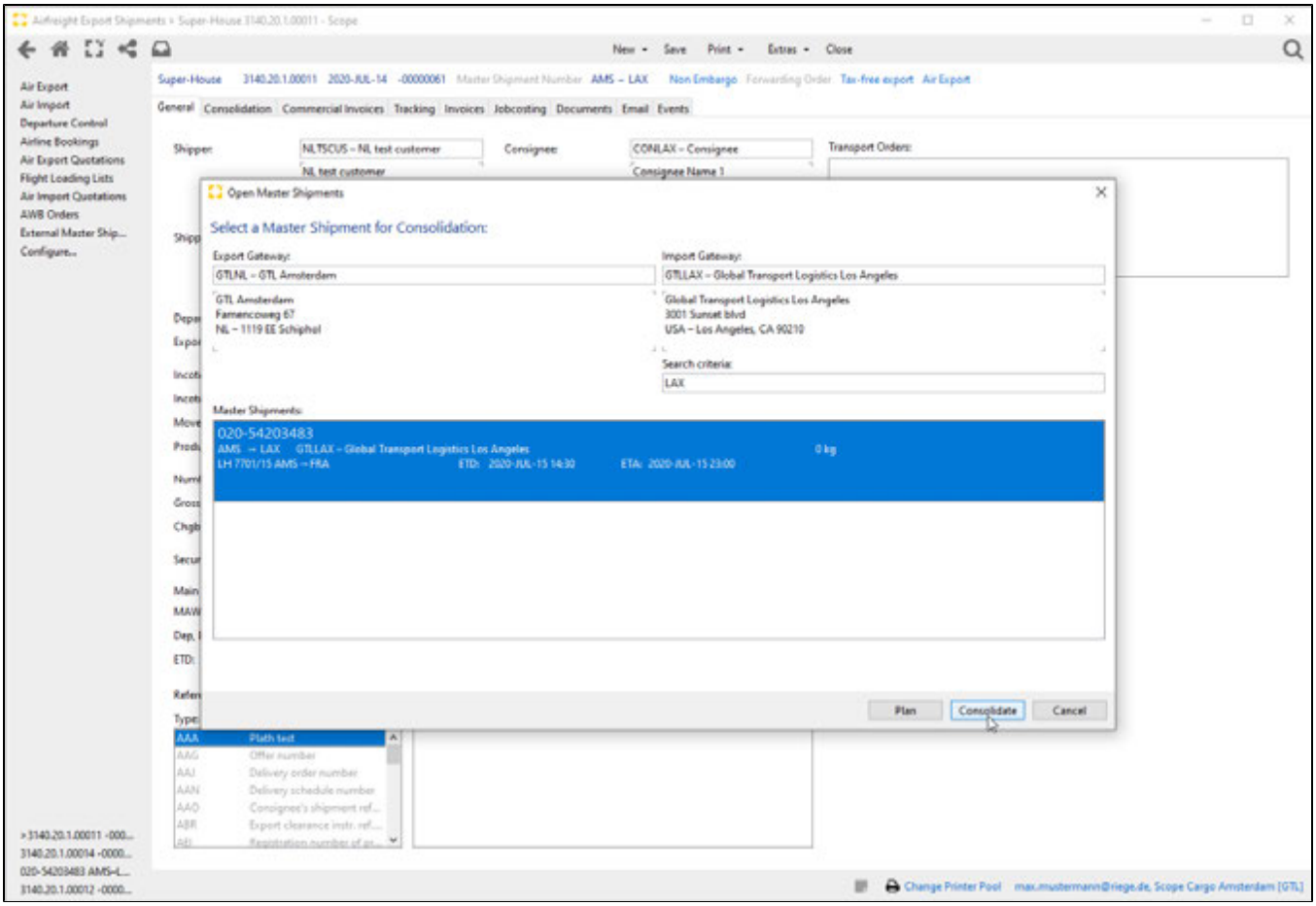

Export Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

Destination (Search Criteria)

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic field search function that will display all matching airports.

Mater-Shipments

Based on the information in the fields **export gateway**, **destination** and **import agent**, all available open consolidations that match these criteria will be displayed. If no import agent or destination is input, then all open masters are visible. Completing both or either of the import agent and destination fields will narrow the list of available masters. When the correct master is highlighted, click on the Consolidate button will confirm consolidation of the Super-House on that master.

Plan

Selection is status planned but not yet confirmed. Actionlink to Consolidate the shipment is still be shown as Consolidate and does not change to Deconsolidate.

Consolidate

Confirms the selection and closes the editor.

Cancel

Closes the editor without further action.

- **Deconsolidate**

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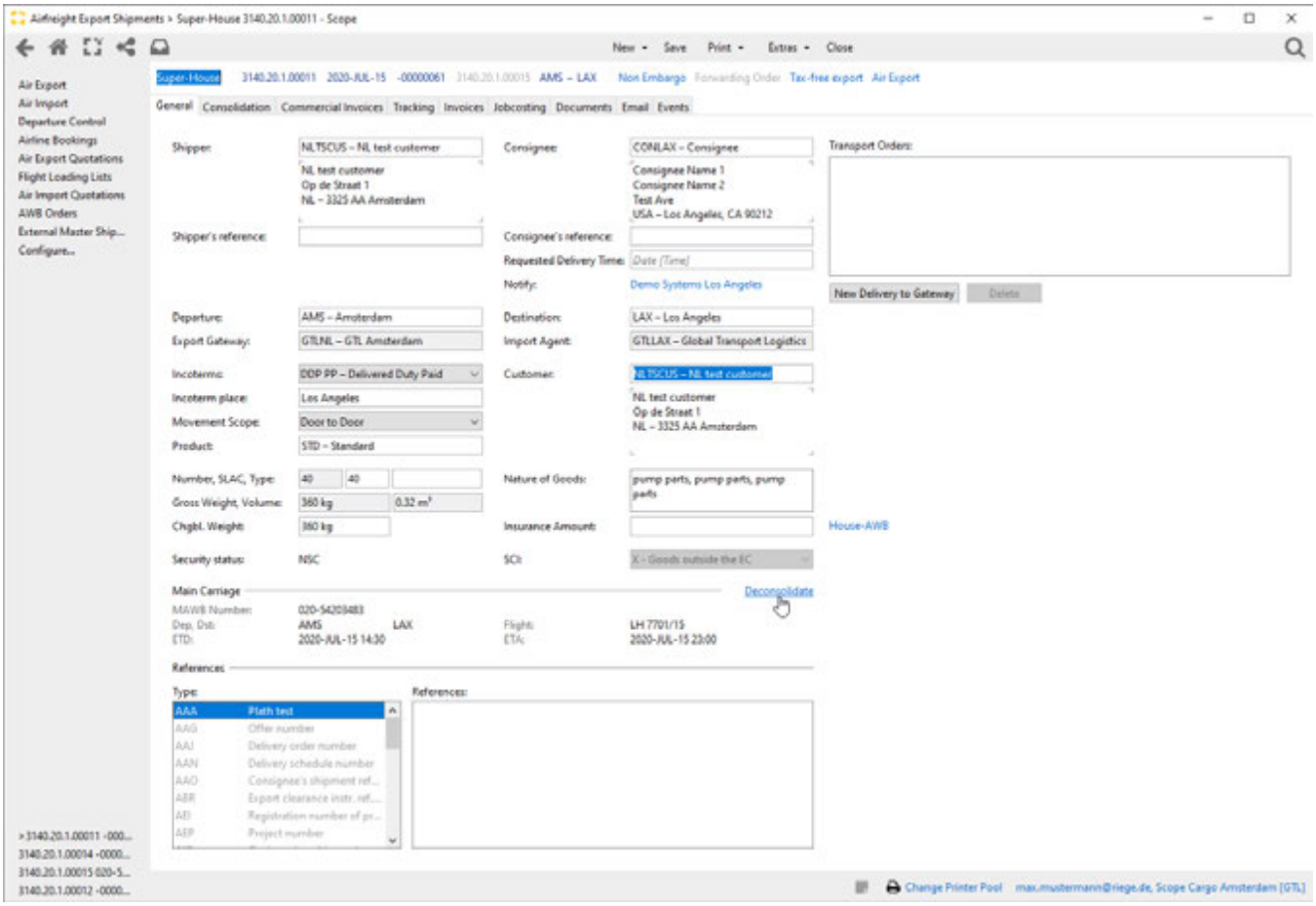
If the Super-House is consolidated to a Master Shipment the MAWB number and flight details will appear in the fields regarding the Main Carriage. The Actionlink shows the option *Deconsolidate* now, instead of the *Consolidate...* option. This link can be clicked to deconsolidate the shipment again. After that the Consolidate function will be active again.



References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

Transport Orders

In this box transport orders will be shown, or can be issued by using the button *Delivery to Gateway*, or deleted by using the button *Delete*.

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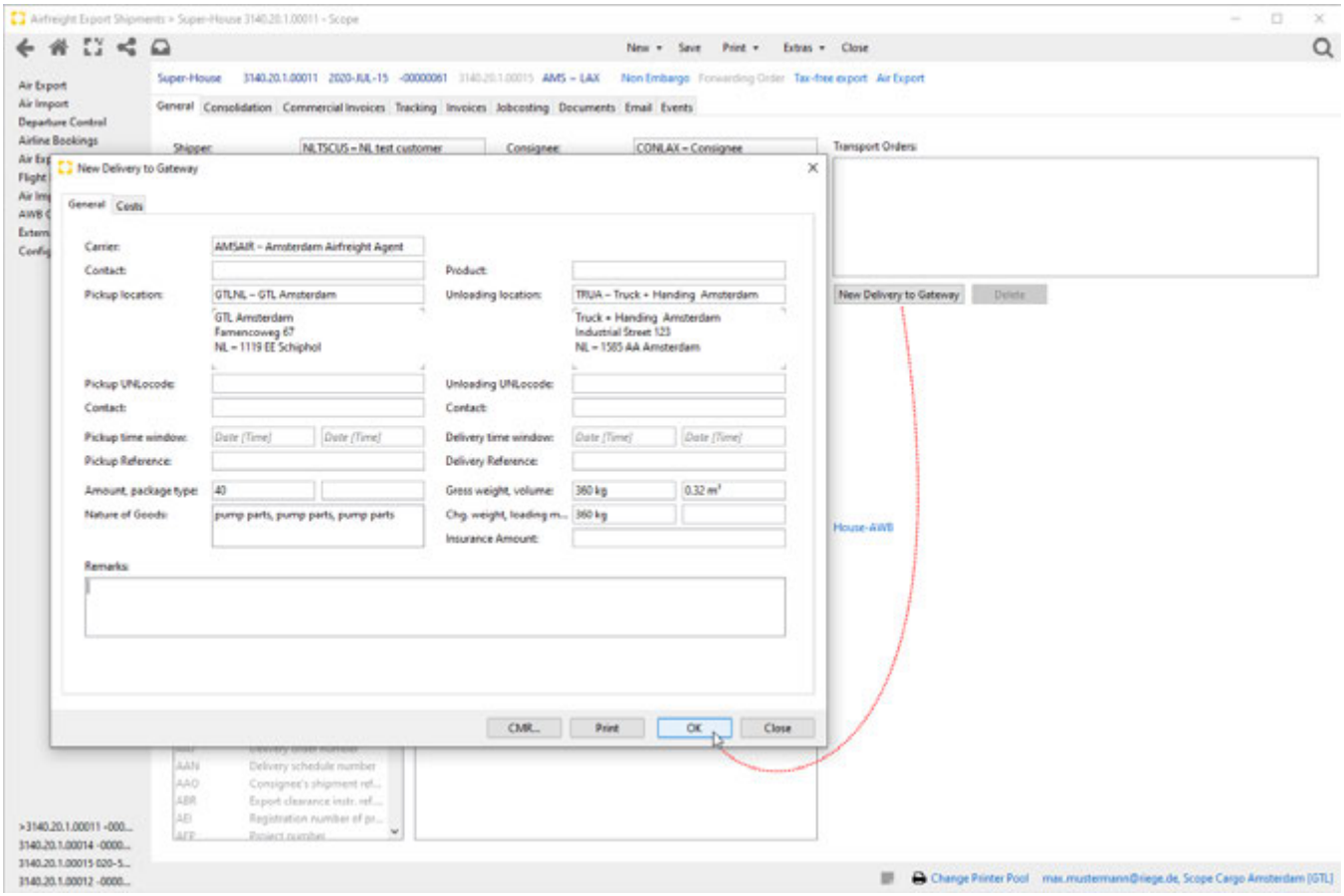

House-AWB

With this action link the House-AWB Editor can be opened. A more detailed description of the AWB Editor can be found here House-AWB - General - House shipment - Airfreight export.

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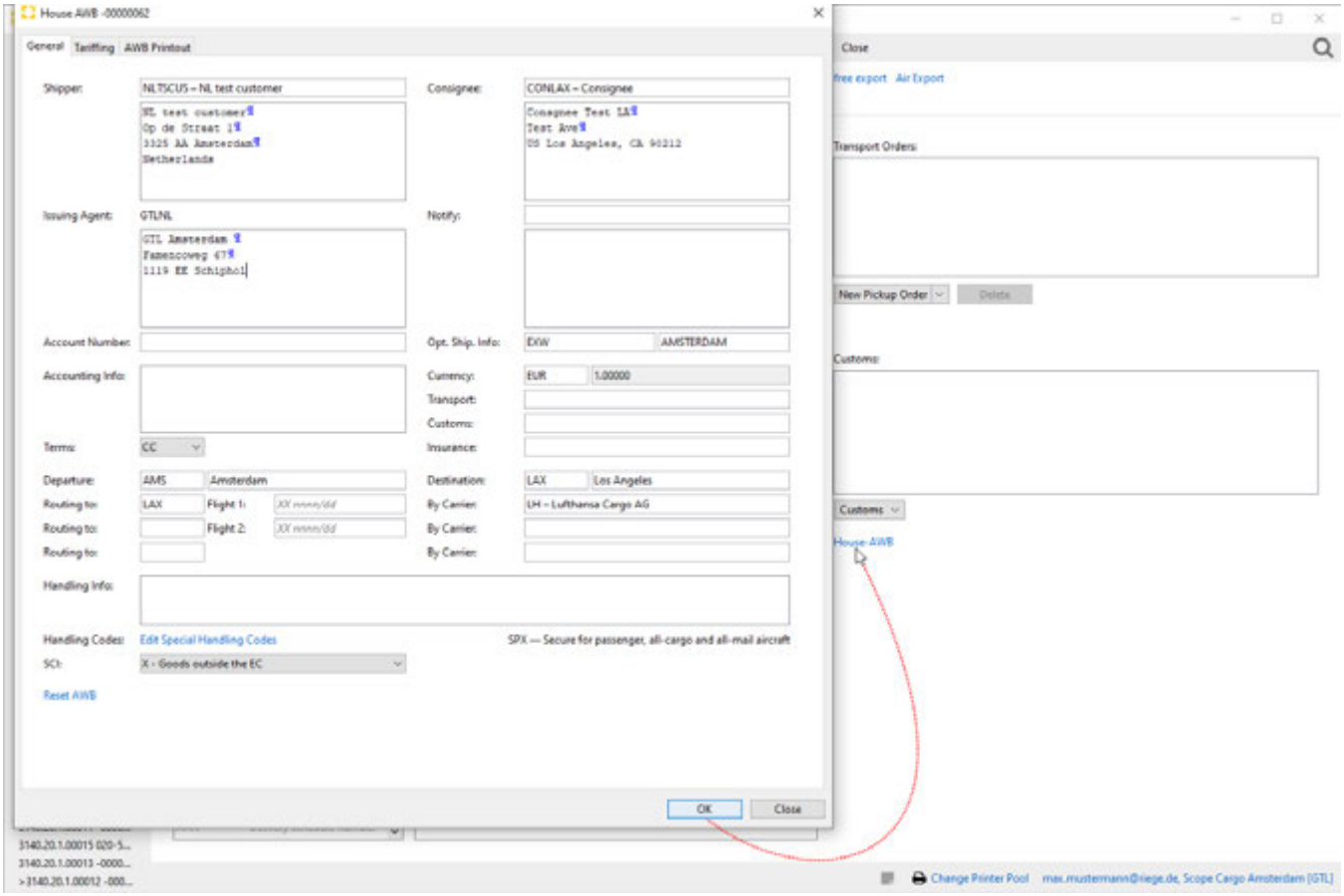

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(b) Consolidation - Super House Shipment - Air Freight Export

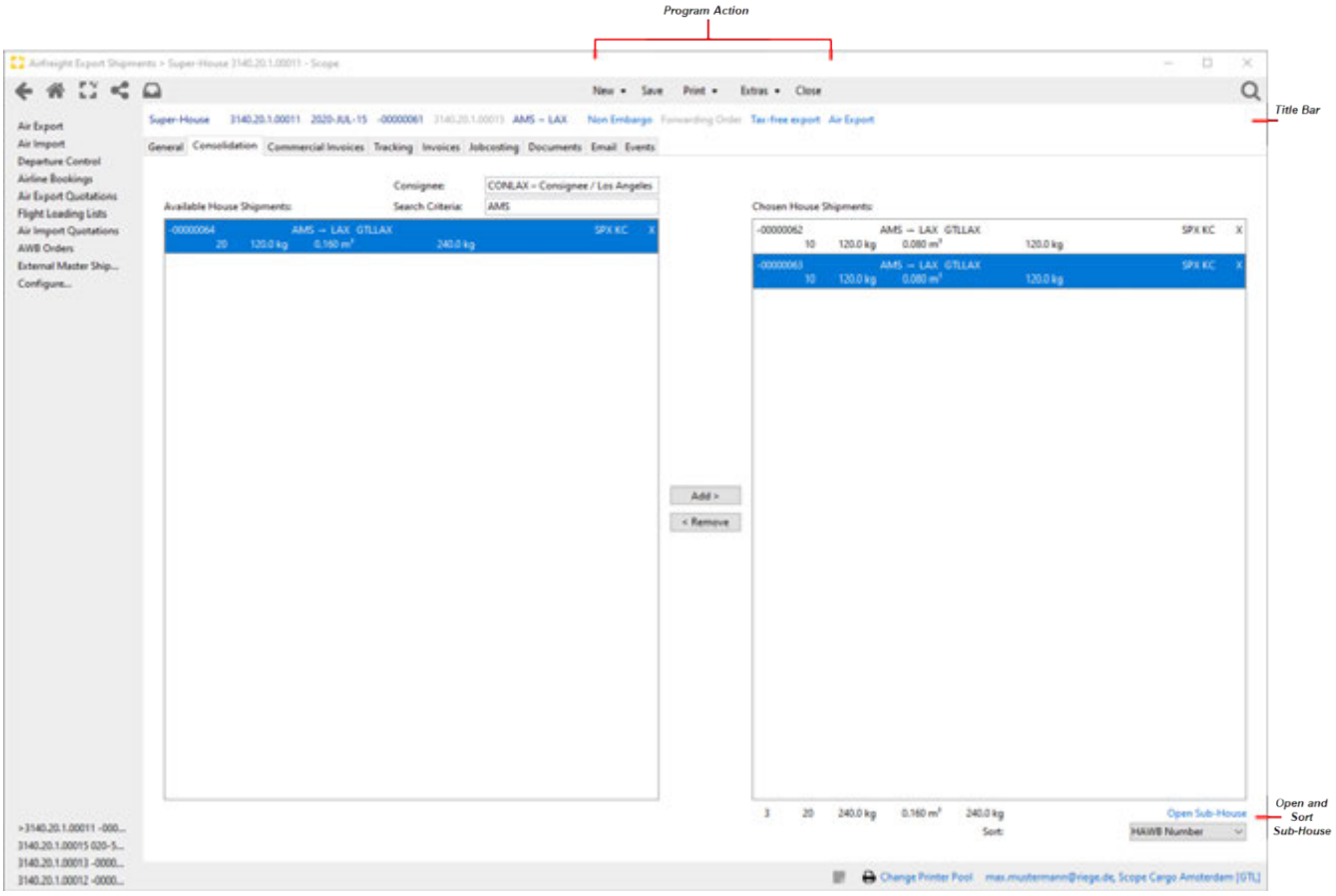
- Introduction
- Description

Introduction

The Consolidation tab presents a view of all available Sub-House shipments that are ready to be consolidated. These can be easily added to or removed from the Super-House shipment, ensuring a fast, flexible approach to building consolidations.

Description

- Program Action
- Title Bar
- Field Description
- Open Sub-House
- Sort



Program Action

see General Tab

Title Bar

see General Tab

Field Description

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Consignee

The Consignee address appearing in this field is taken from the field Consignee, entered in the General TAB of the Super-House. If the field is empty, all available House-Shipments will be shown for the selected direction.

Search Criteria

The destination of the available house shipments is used to match them to the destination of the Super-House shipment. The destination of the Super-House shipment is found in the General Tab.

Available House Shipments

`By default, all house shipments are displayed, that match with Search Criteria.`

- When the Consignee and destination are present, only house shipments with matching Consignee and destination will be shown as available for consolidation.
- When the Consignee is left blank, then all open House-Shipments to the destination will be shown regardless of the Consignee that may be present at the house level.
- If the destination is left blank, then all open houses that match the Consignee will be shown, regardless of the destination of the house shipments.
- if both the destination and Consignee are left blank then all open house shipments will be visible regardless of the Consignee or destination of those houses.

Chosen House Shipments

This window displays house shipments that are currently included in the Consolidation. The base of the window shows the total number of houses on the consol, their total number of pieces, gross weight, volume, and total chargeable weight.

Add

Moves the highlighted house shipment from the Available House Shipments window to the Chosen House Shipments window to indicate the house is to be included on the consol.

Remove

Removes the highlighted house shipment from the Chosen House Shipments window back to the Available House Shipments window to indicate the Sub-House is to be removed (deconsolidated) from the consol.

Open Sub-House

Opens the Sub-House that is marked in the table Chosen House Shipments

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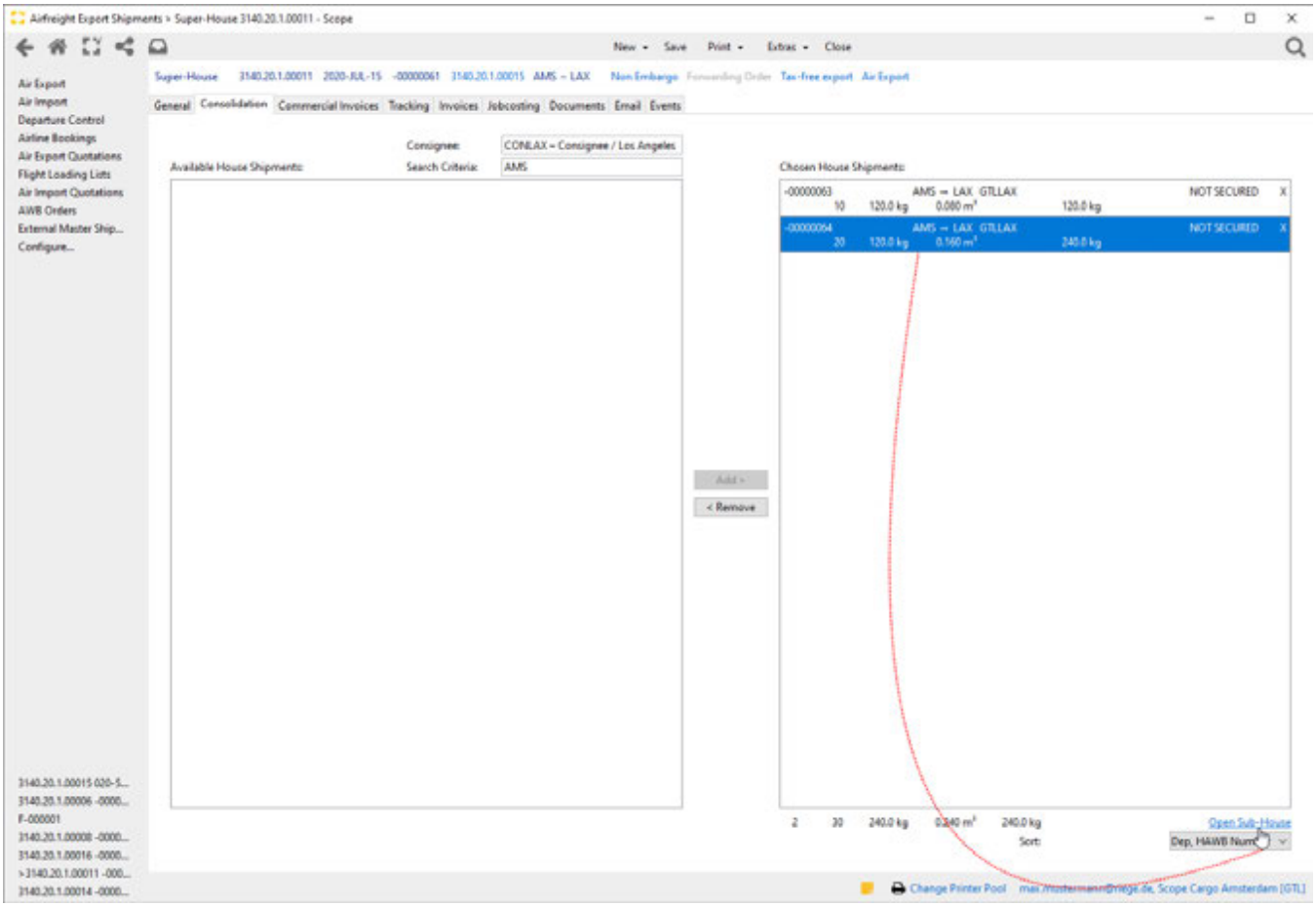
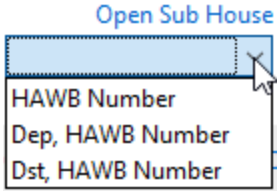


Sort

The selected Sub-House shipments can be sorted using the dropdown menu.



HAWB Number

Sorting is based on house AWB numbers

Dep HAWB Number

Sorting takes place first from departure and within it according to HAWB no.

Des HAWB Number

Sorting takes place first to the destination and within it according to HAWB no.

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(c) Commercial Invoices - Super House Shipment - Air Freight Export

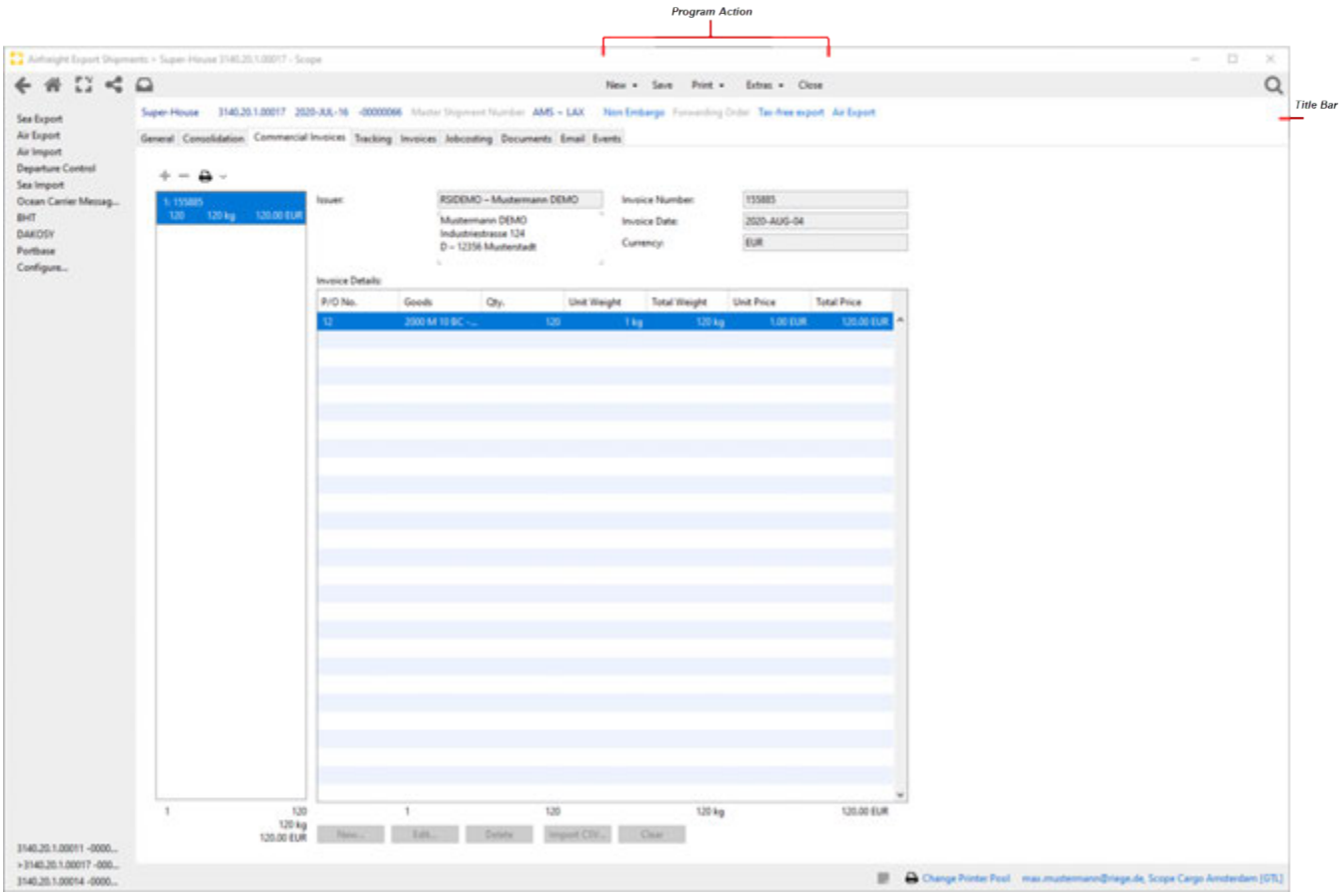
- Introduction
- Description

Introduction

In the Commercial invoice TAB one or more commercial invoice details can be registered. Data displayed here in the Super House Shipment commercial invoice TAB, come from the Sub House Shipments, as well as documents like commercial invoice or packing list .See more detailed information here Top Features of Scope 6.2#Commercialinvoiceimportandprinting.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(d) Tracking - Super House Shipment - Air Freight Export

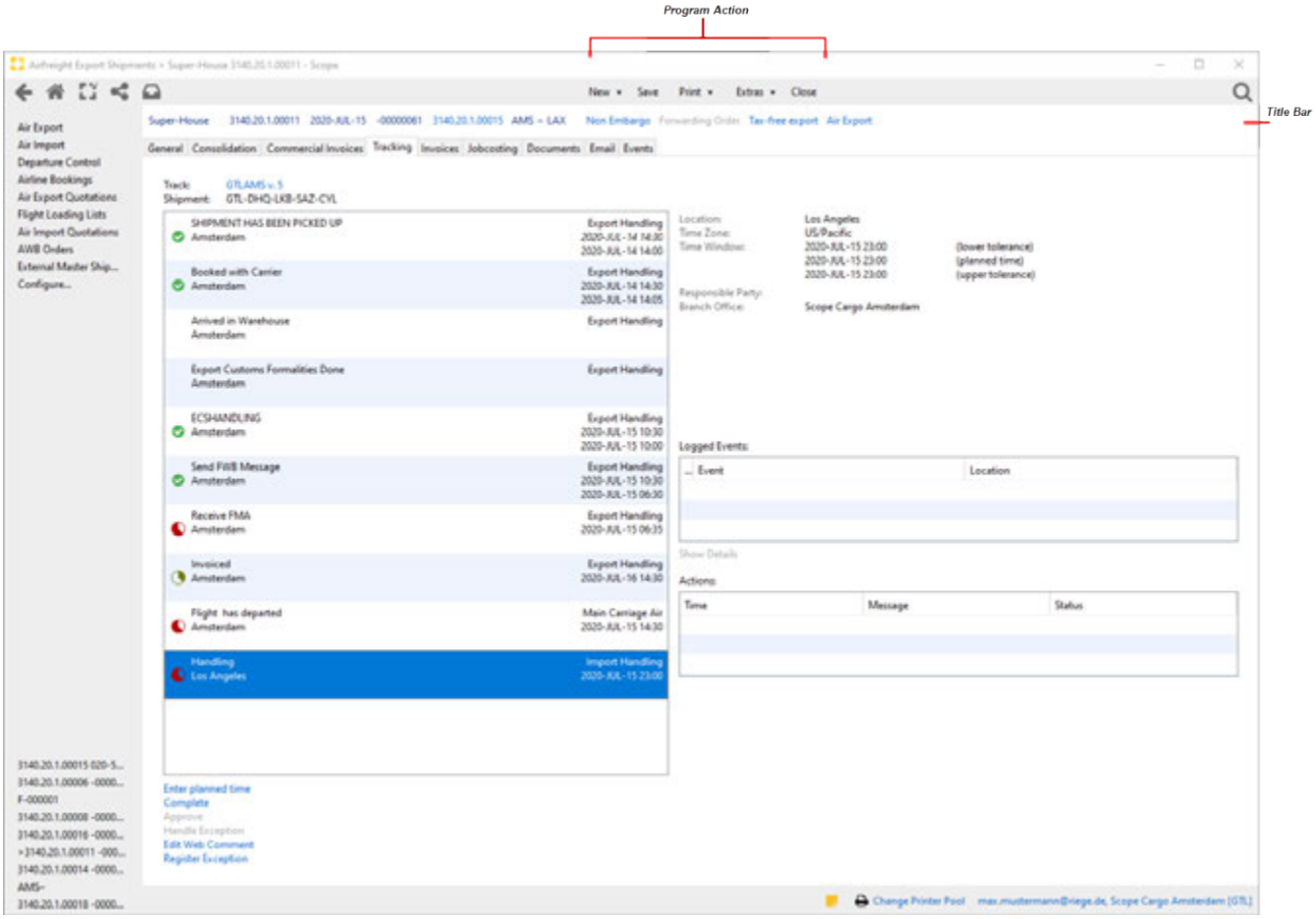
- Introduction
- Description

Introduction

During the life cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an individual tracking event will present detailed tracking information. A detailed description of all functionalities is available in chapter Tracking - General - Standard Feature.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(e) Invoices - Super House Shipment - Air Freight Export

- Introduction
- Description

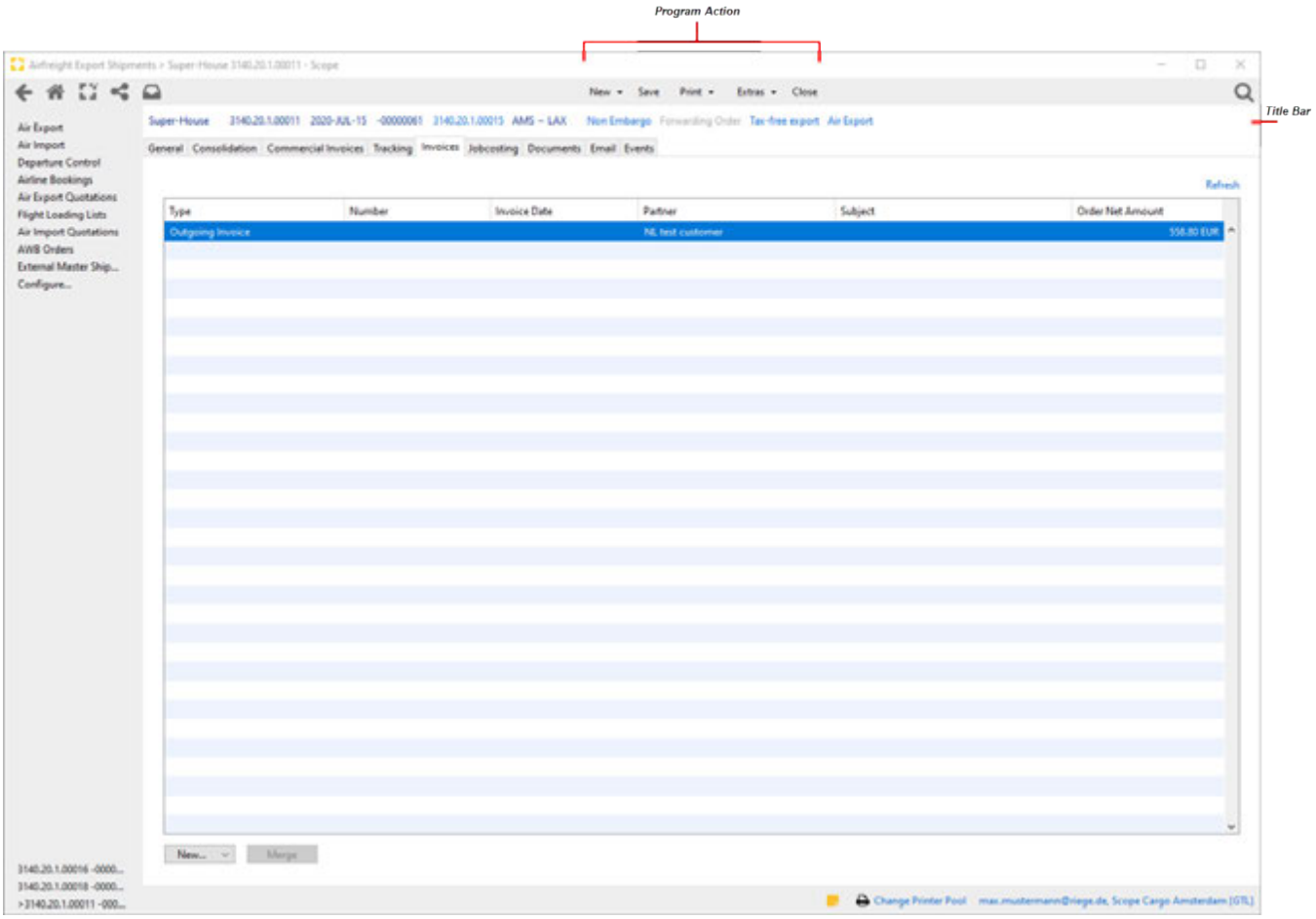
Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- Field Description
- New...
- Merge

All prepared or completed billing related documents will appear in the table overview. The voucher type, Number, Invoice Date, Partner, Subject and Order Net Amount will be displayed. The list of documents can be sorted by clicking on the column titles, a second click will reverse the order. Double clicking the desired entry in the list will open the voucher.



Program Action

see General Tab

Title Bar

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see General Tab

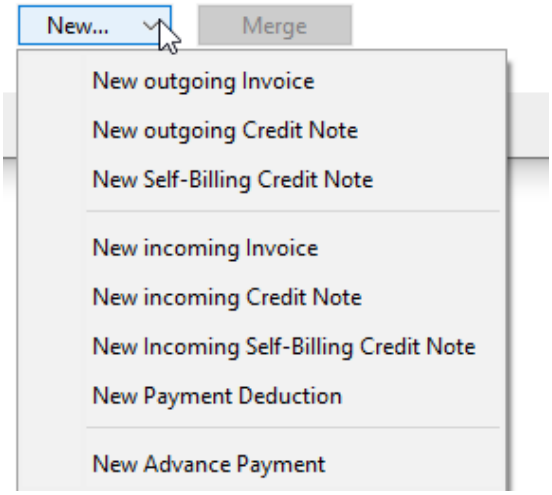
Field Description

Refresh

This Action link refreshes the list of vouchers.

New...

The actions available with the New... Button are described in detail in chapter Vouchers - Functions - General.



New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit for this shipment.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

```
Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened,
a window Fast Payment Deduction Entry for quick entry of the service credit appears.
```

New Advance Payment

Opens the New Advance payment Editor

Merge

function to merge invoices

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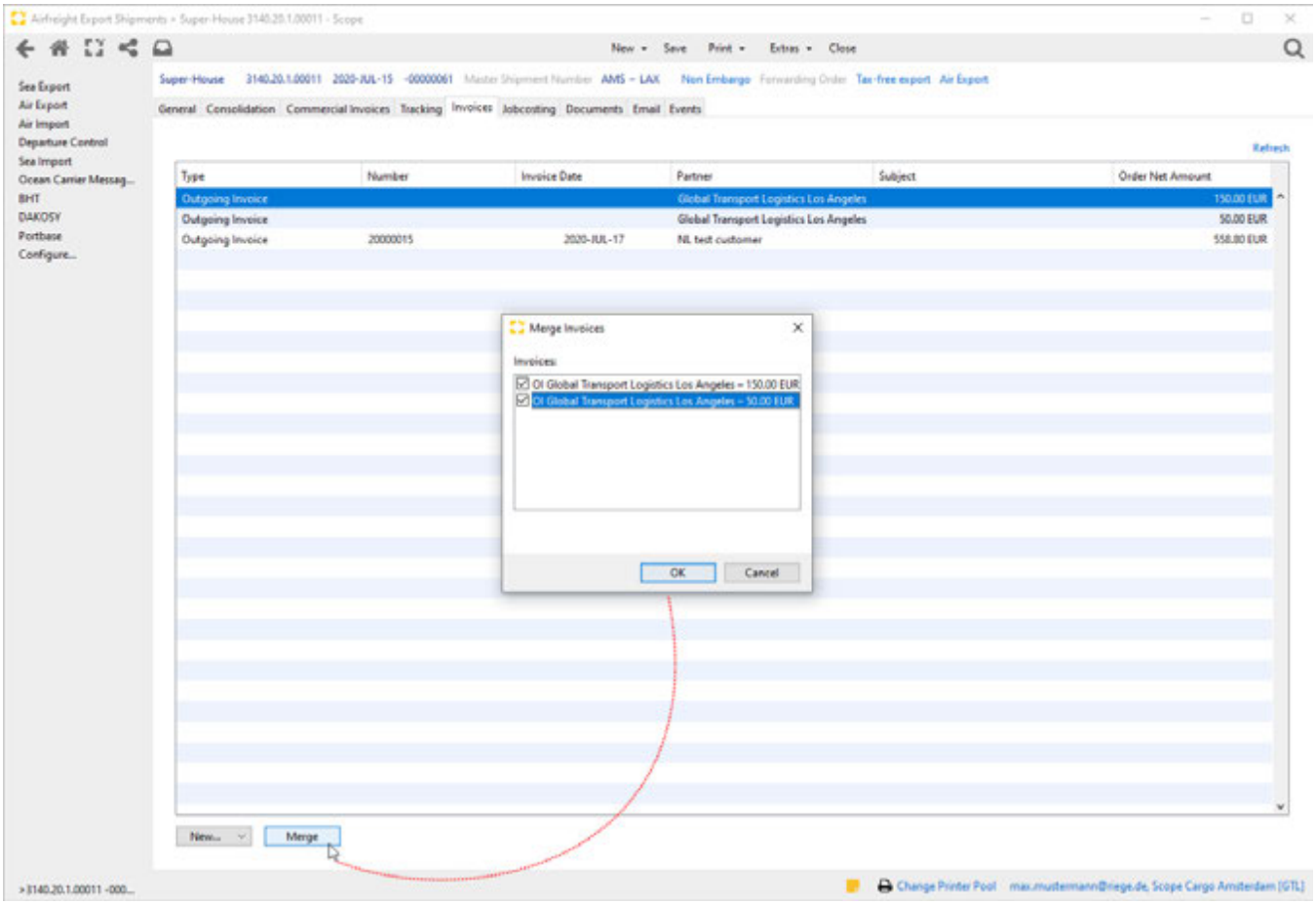

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(f) Jobcosting - Super House Shipment - Air Freight Export

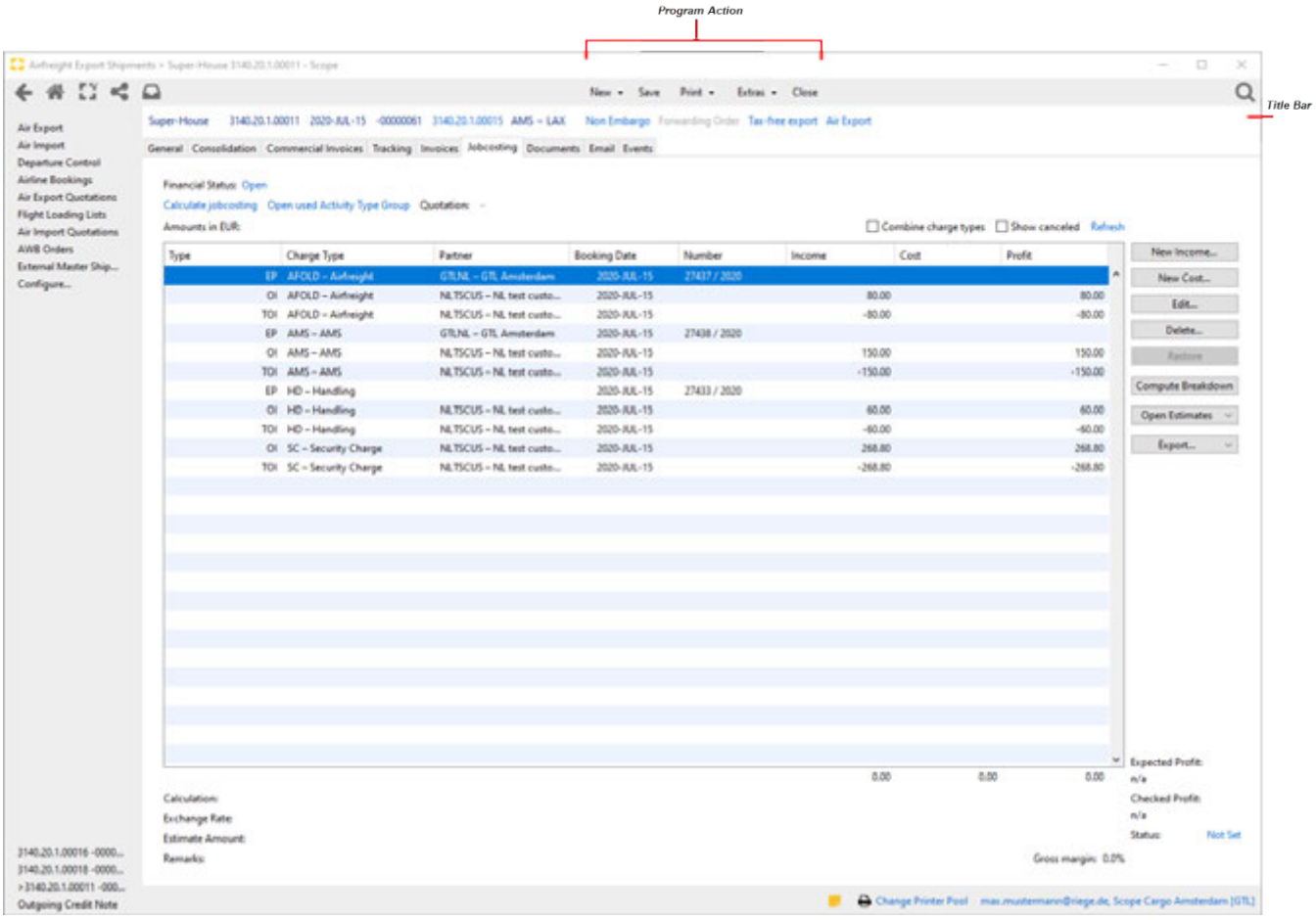
- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description
- Expected Profit Set, Not Set



Program Action

see General Tab

Title Bar

see General Tab

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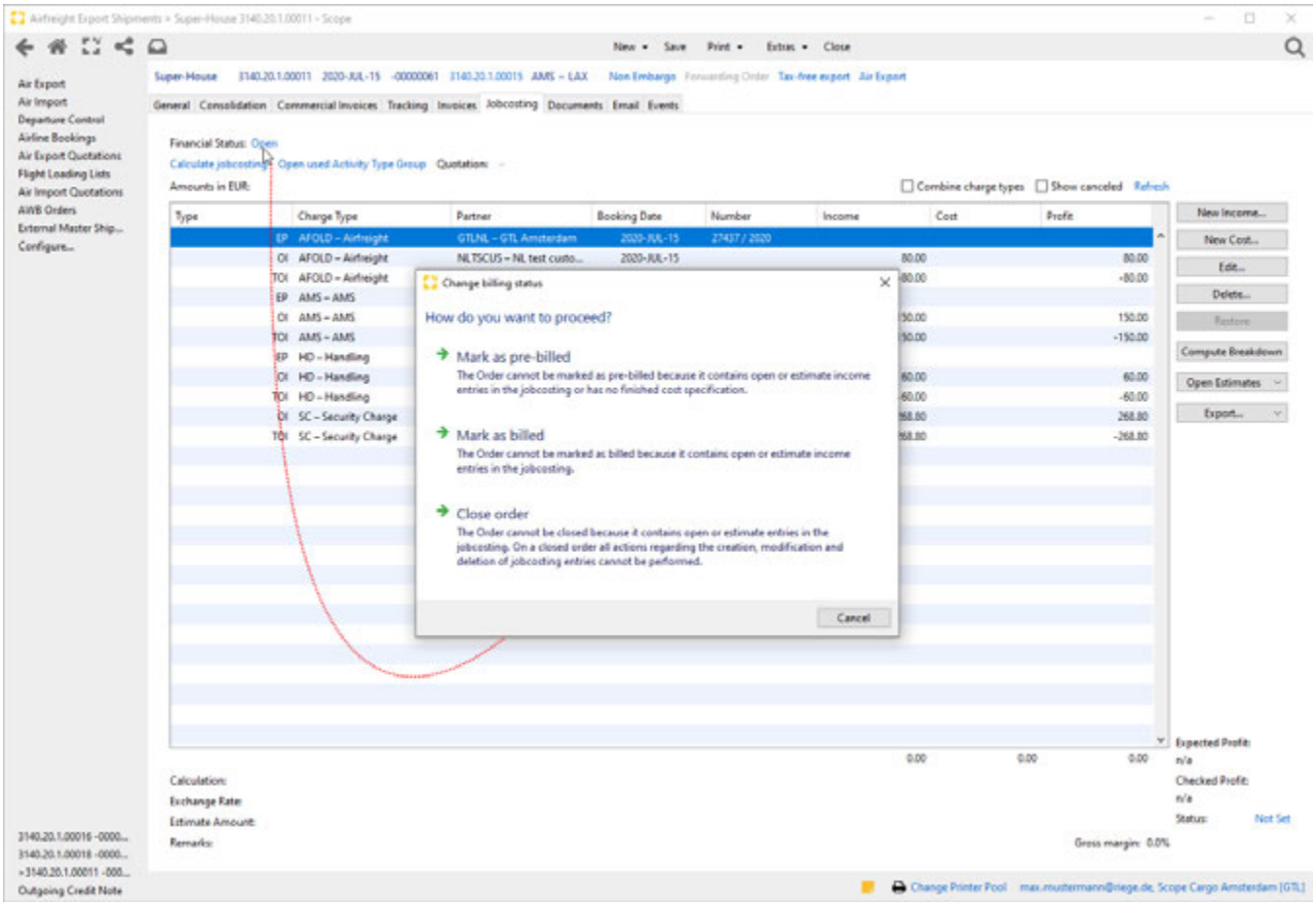
Field Description

Financial Status

Shows the current financial status of the shipment. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.



Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types, master data rate) in connection with the shipment data (Incoterms, chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed, and completed.

Open used Activity Type Group

Opens the activity type group used for the calculation.

Quotation

Displays the quotation used for the shipment

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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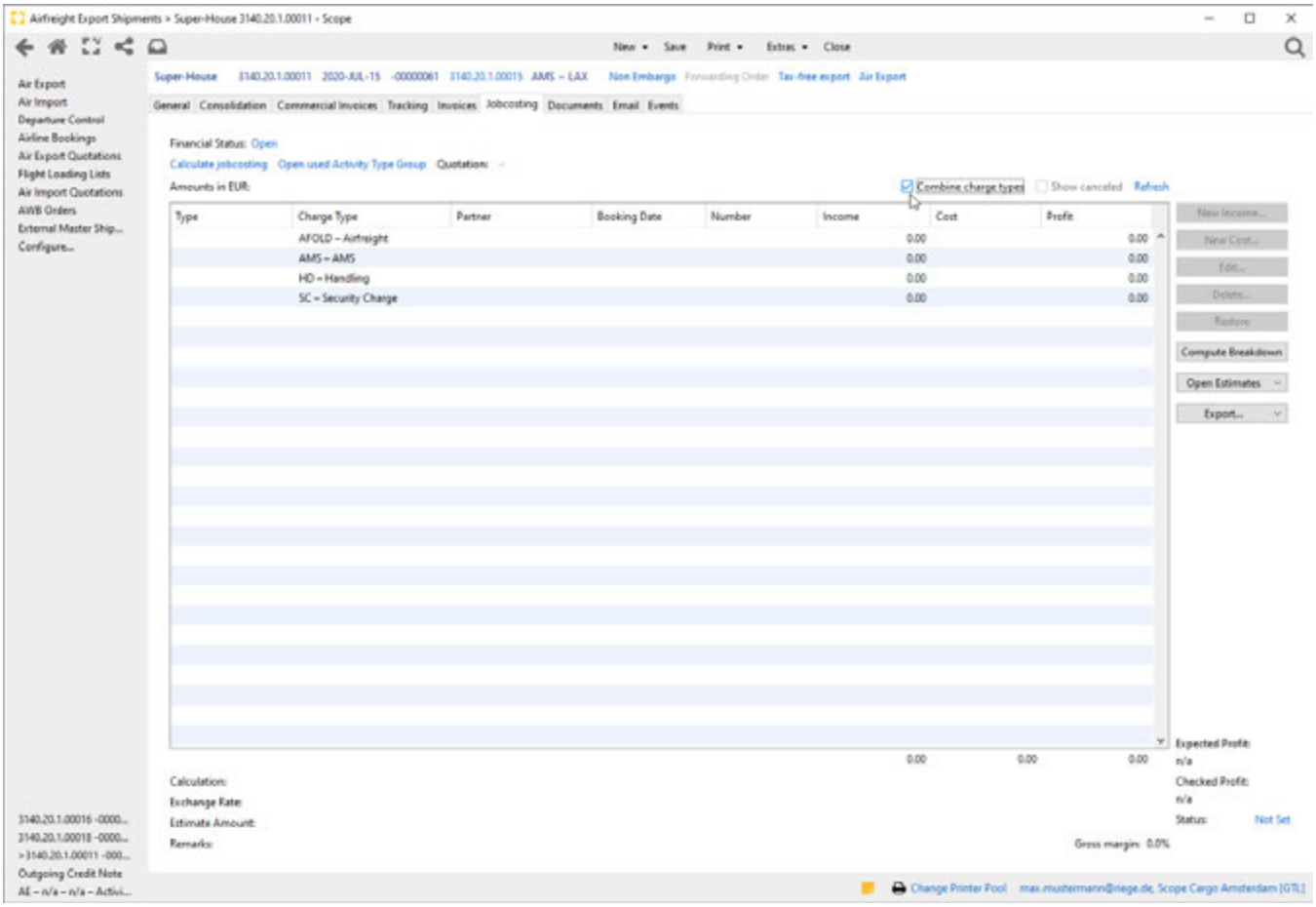

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers from a bulk shipment to the associated house shipments. This is usually done automatically. If necessary, this process can also be carried out manually at this point.

Open Estimates

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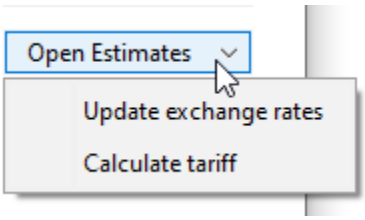
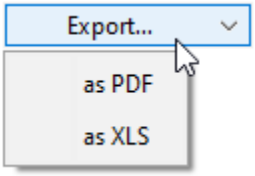
Opens the actions Update Exchange Rates and Calculate Tariff



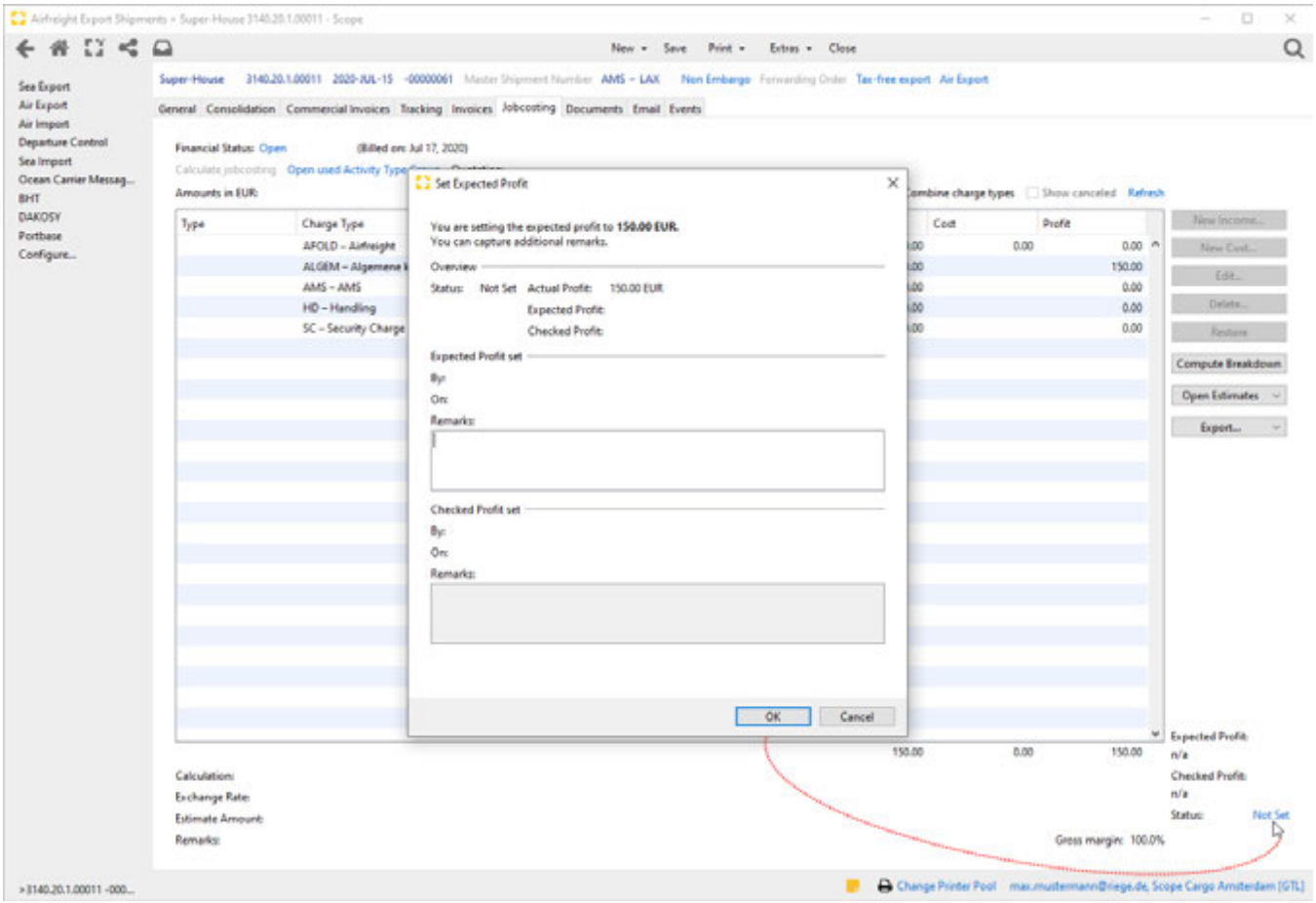
Export

`Enables the export of costs and revenues as an XLS file or as a PDF file.`



Expected Profit Set, Not Set

Expected Profit can be set by clicking on the shown status actionlink *Not Set.* This will open the set expected profit window.



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(g) Documents - Super House Shipment - Air Freight Export

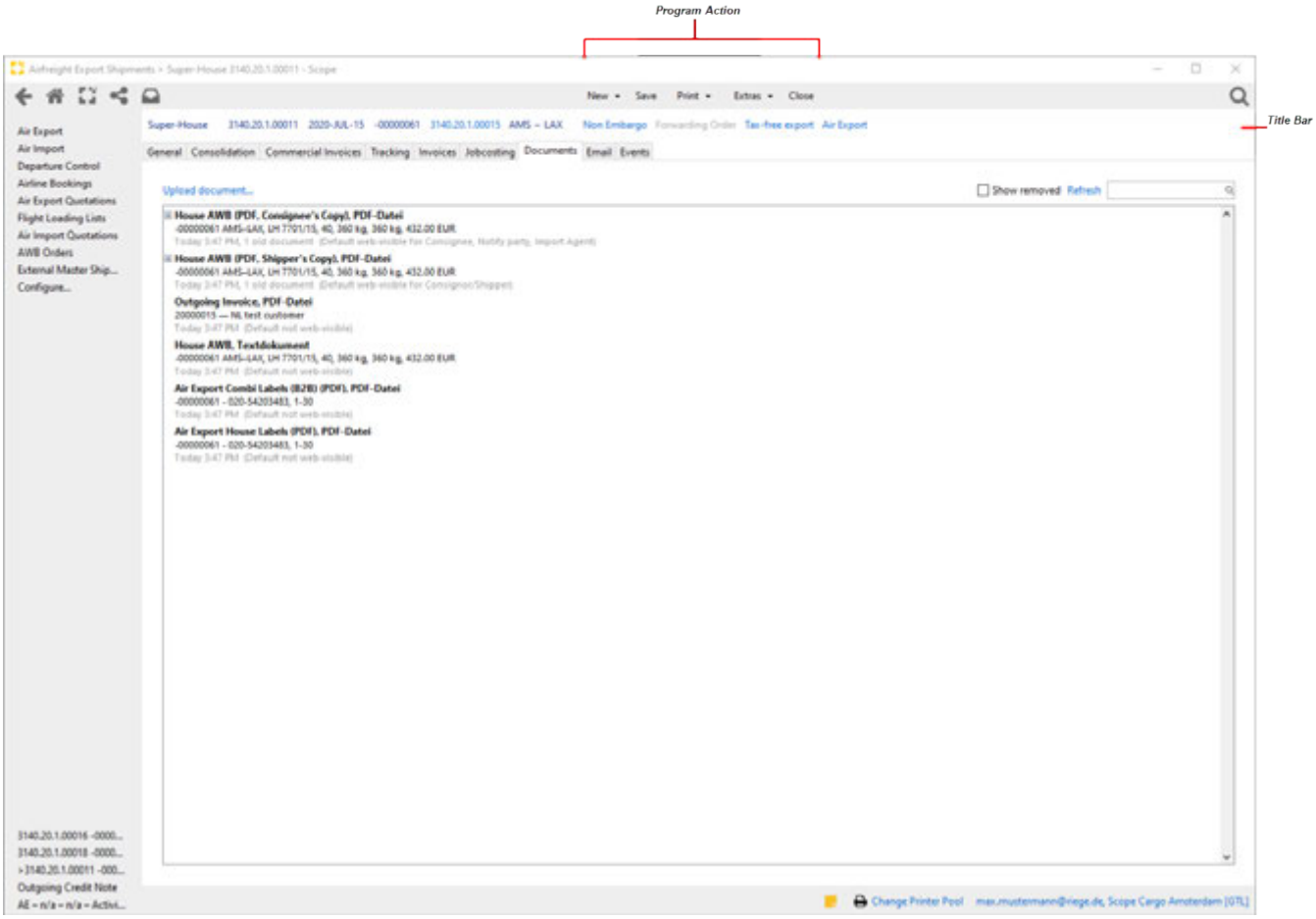
- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

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Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

Show removed

If the box is checked all removed documents will be shown

Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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(h) Email - Super House Shipment - Air Freight Export

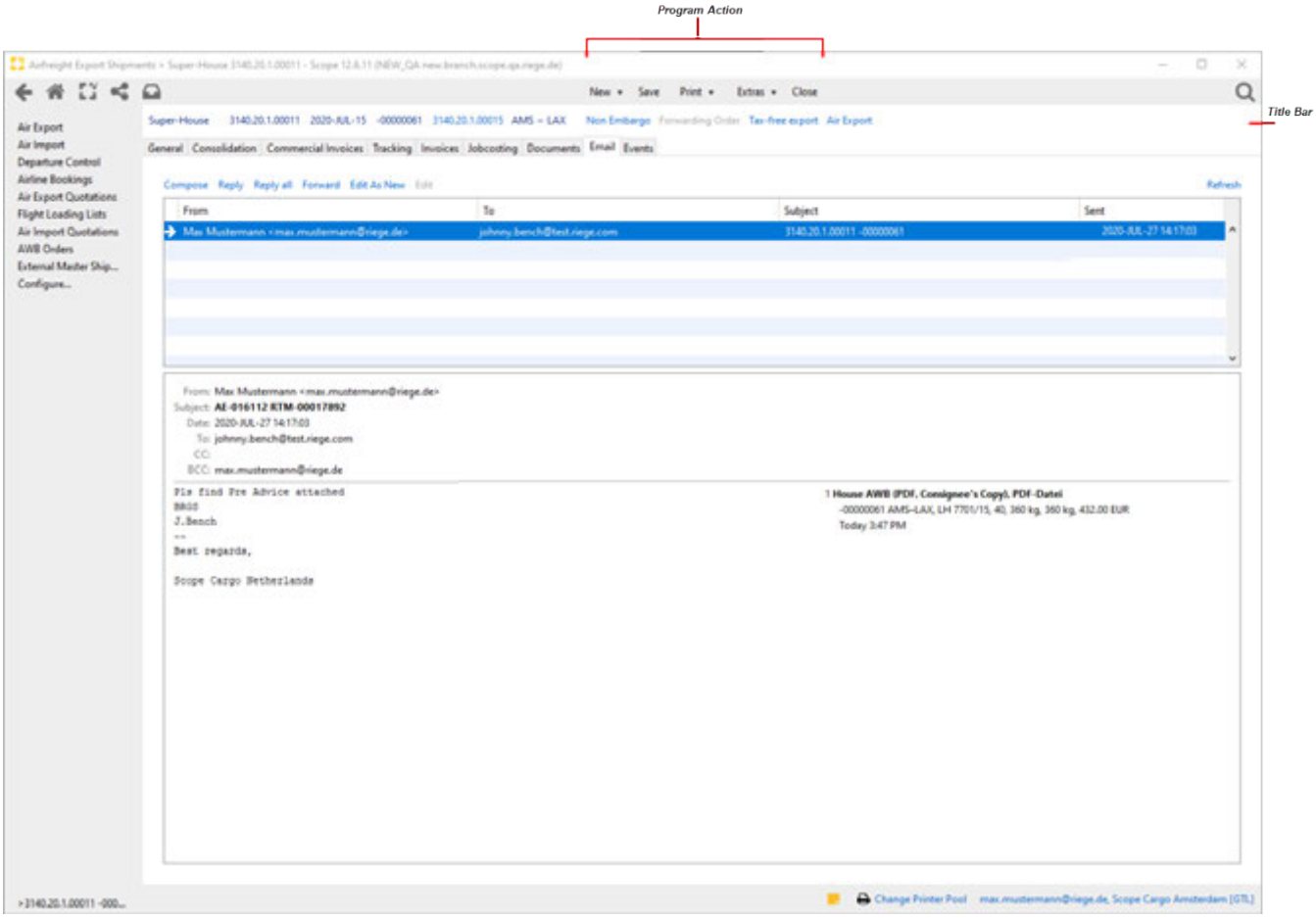
- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

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Opens the e-mail editor to create a new e-mail and send it.

Reply

Opens the e-mail editor to create a reply

Reply all

Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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(i) Events - Super House Shipments - Air Freight Export

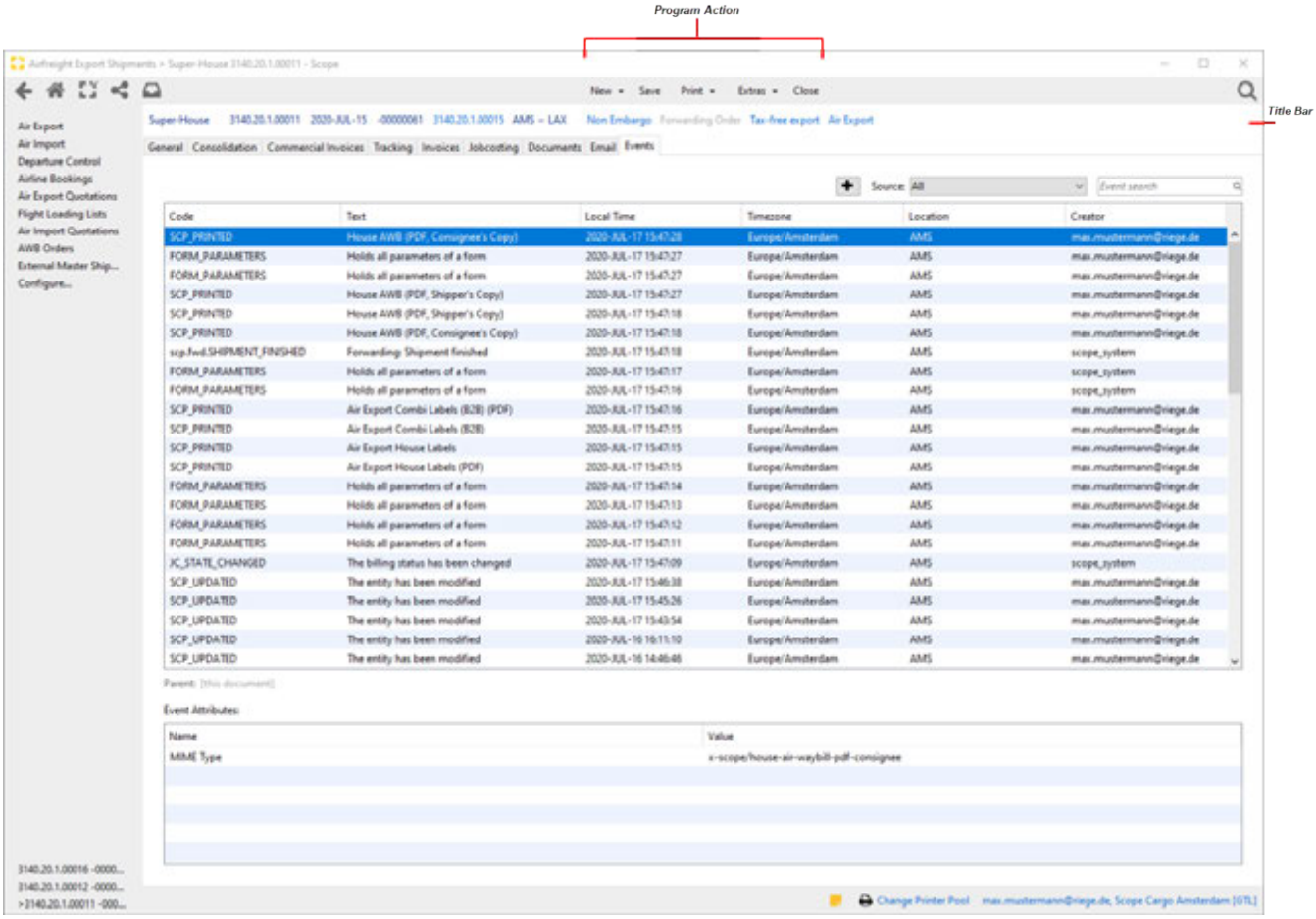
- Introduction
- Description

Introduction

The event tab shows all events that have been created for the current shipment.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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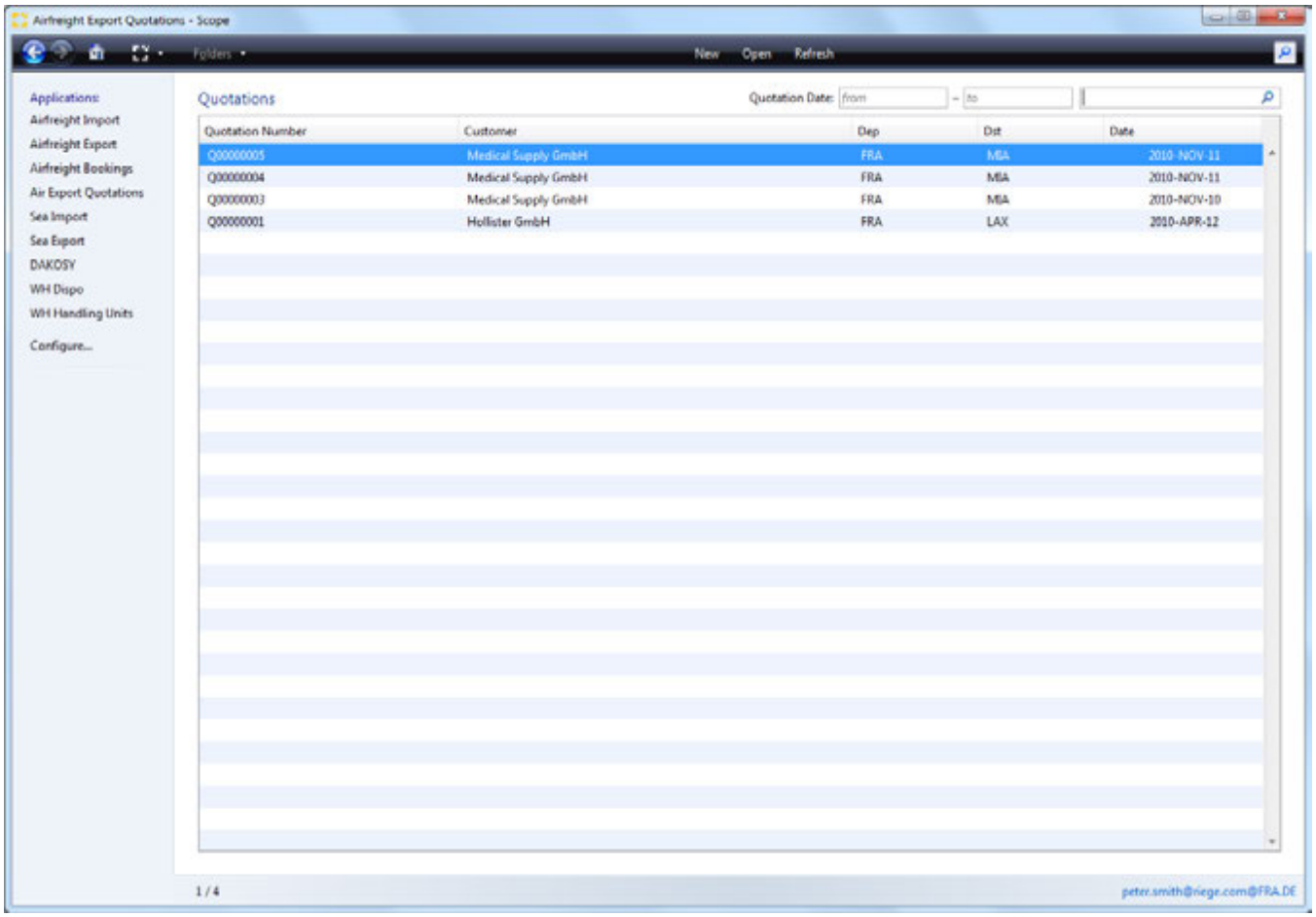
Quotation - Airfreight Export

- Introduction
- Description

Introduction

This application is used to quickly create quotations. These quotes can be used internally or issued to a customer. From the quotation application a booking can be created or a quotation can be used to directly create a house, direct or back-to-back house shipment. Where a booking, house, direct or back-to-back house shipments are being created, if the components of that shipment match an existing quotation, then a pop-up window appears and provides the option to use the quotation for the booking or shipment being constructed.

Description



With ***New - Quotation*** a new quotation can be created.
With ***Open*** the existing quotation highlighted in the index can be opened. Alternatively the quotation highlighted in the inidex can be ***Double clicked*** to open it.

The functions of the quotation editor are described here:

- Documents - Quotations - Airfreight Export
- General - Quotation - Airfreight Export
- General - Quotation - Airfreight Import

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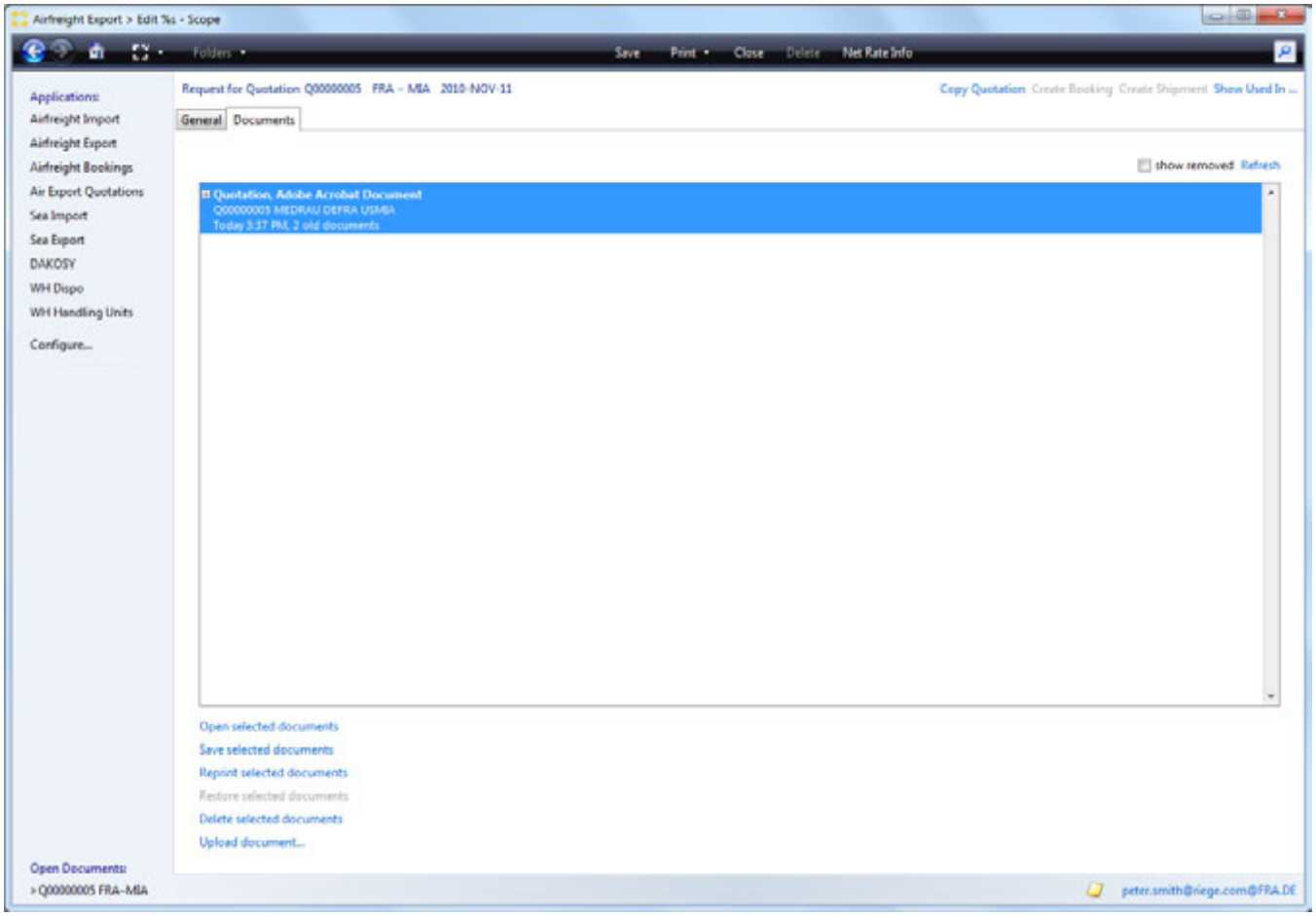
Documents - Quotations - Airfreight Export

- Introduction
- Description

Introduction

All documents that have been printed for the quotation will appear in the **Document** tab.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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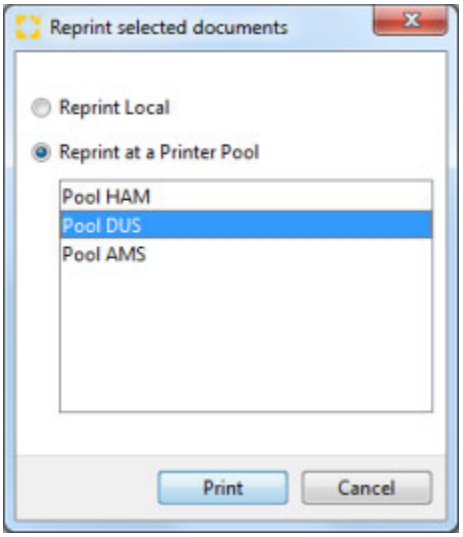
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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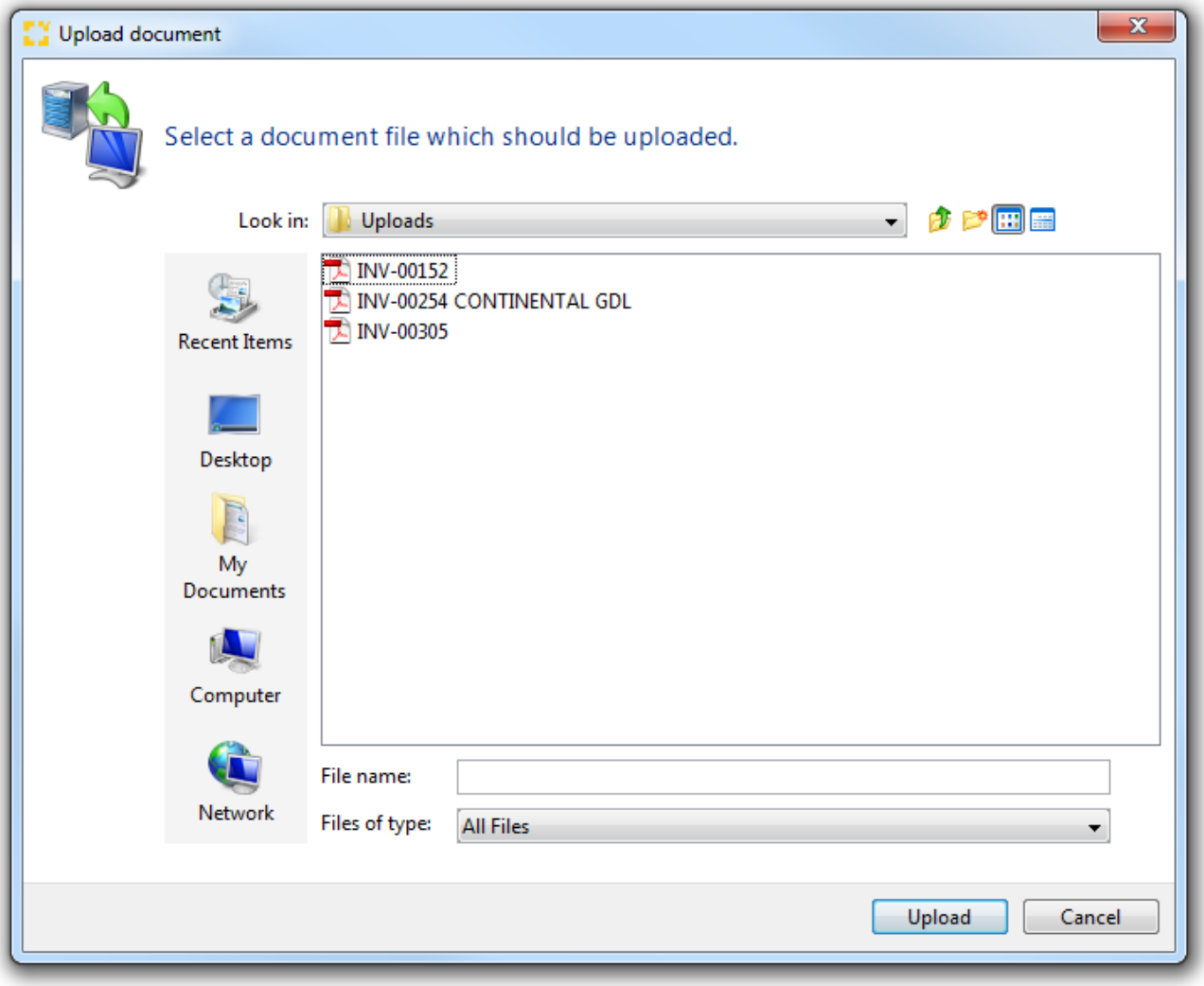

Update

Updates the current list of documents.

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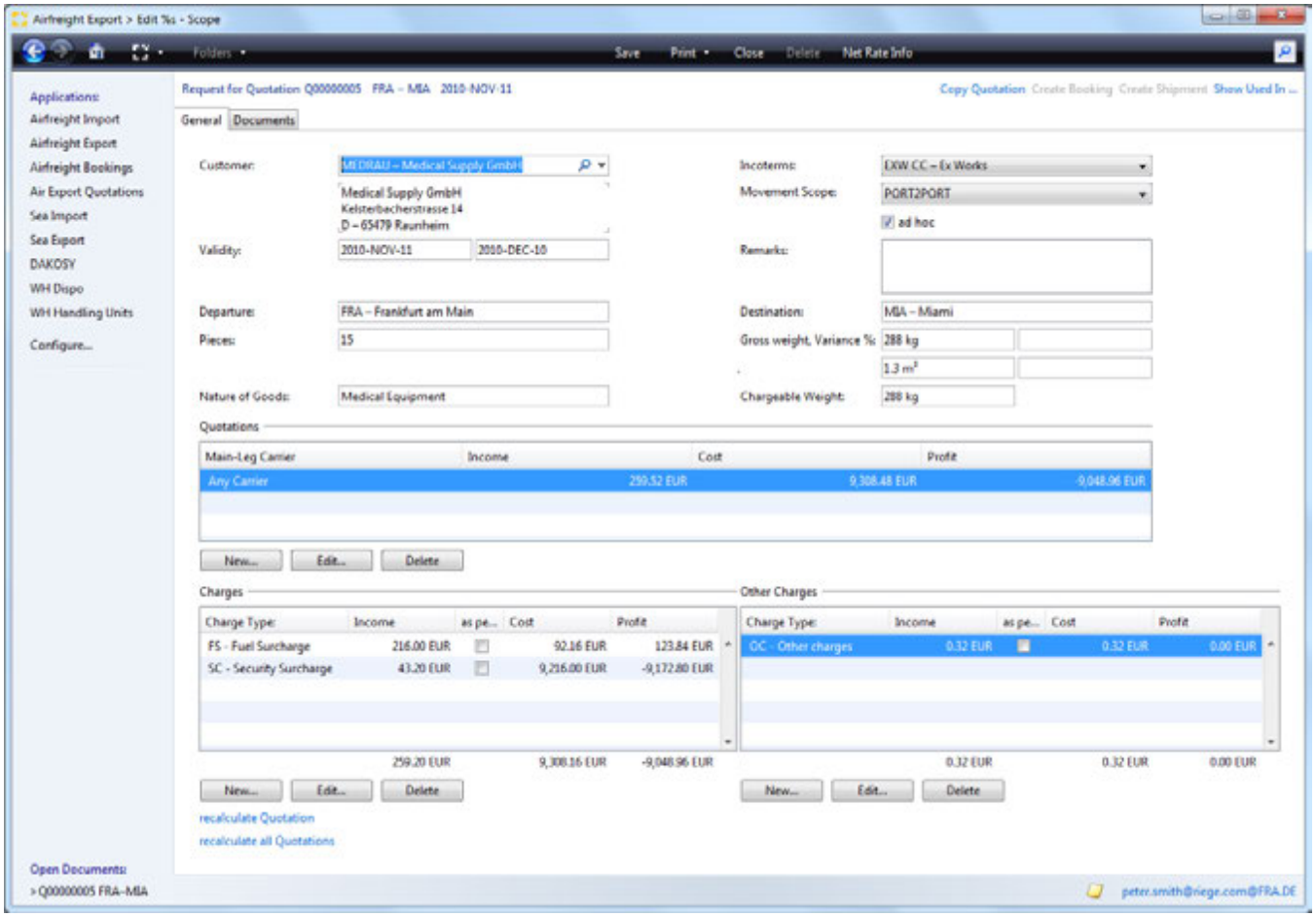
General - Quotation - Airfreight Export

- Introduction
- Description

Introduction

The **General** tab of the quotation application stores the principle information about the quote such as the customer, departure, destination, number of packages and their weights. In addition the individual costs and revenues for the quotation are stored in the **General** tab. These cost can be created on a per Carrier basis. These are usually based on the master data; activity type , charge type and tariff rates and applied according to the inco terms and charg eable weight of the shipment. Costs and revenues may be manually deleted or edited. The final quotation can be printed for the client.

Description



Save

The *save* option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.
Currently the following documents are available:

- Quotation
  (This form will not show **costs** since these are not usually shown to the customer.)

Close

Closes the current quotation. If the quotation has not been saved, a query box appear requesting confirmation.

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Delete

Deletes the current quotation

> Quotations or bookings that have already been used in shipments cannot be deleted.

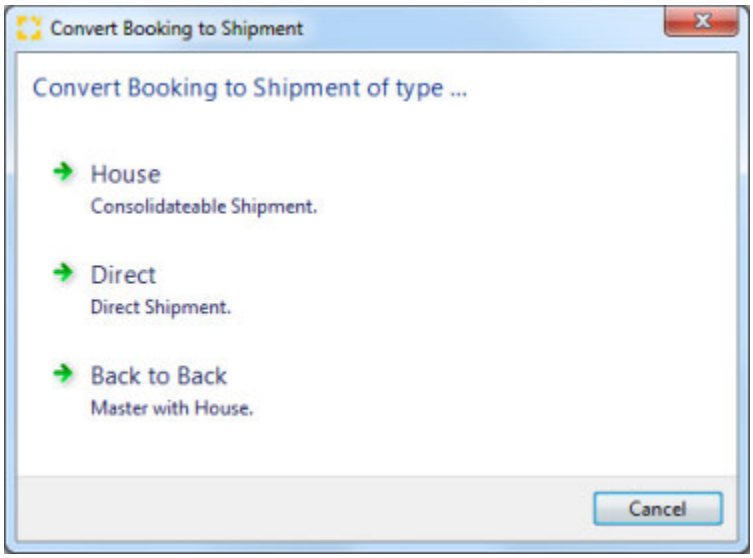
Net Rates Info

Opens the Net Rates Info application for information about available net rates and airfreight costs.

Title Bar

The following information and actions appear in the title bar for a booking. Blue text indicates that the text has an action link and offers further activities.

- **Type**
  The *type* will always be displayed as a *quotation*.
- **Quotation number**
  Assigned by the system when the quotation is saved for the first time.
- **Departure airport - Destination airport**
  Departure and destination applicable to the quotation.
- **Date**
  The date the quotation was first saved.
- **Quotation copy**
  Makes a copy of the current quotation.
- **Create Booking**
  Creates a new booking based on the current quotation.
- **Create Shipment**
  This action will use the current quotation to create a full shipment. On clicking this action link a pop-up window appears where the desired type of shipment can be selected. The options are house shipment, Direct shipment or House for a Back-to-Back shipment. *Cancel* will close the pop_up without further action.



> If a quotation had been created on an ad hoc basis Then the quotation can only be used once in a shipment or booking. If a shipment or booking have already been created using this quotation, then these 2 action links will be disabled.

- **Show used in...**
  Opens a pop-up window which shows bookings and shipments where this quotation has been used. The pop-up table information includes the type of shipment or booking, the shipper, departure and destination airports, the house airway bill number, the master airway bill number, the depart and destination dates. Any of these listed shipments or bookings can be opened by highlighting the shipment or booking and clicking the *Open* button. Alternatively, *double-click* the shipment or booking to open it.

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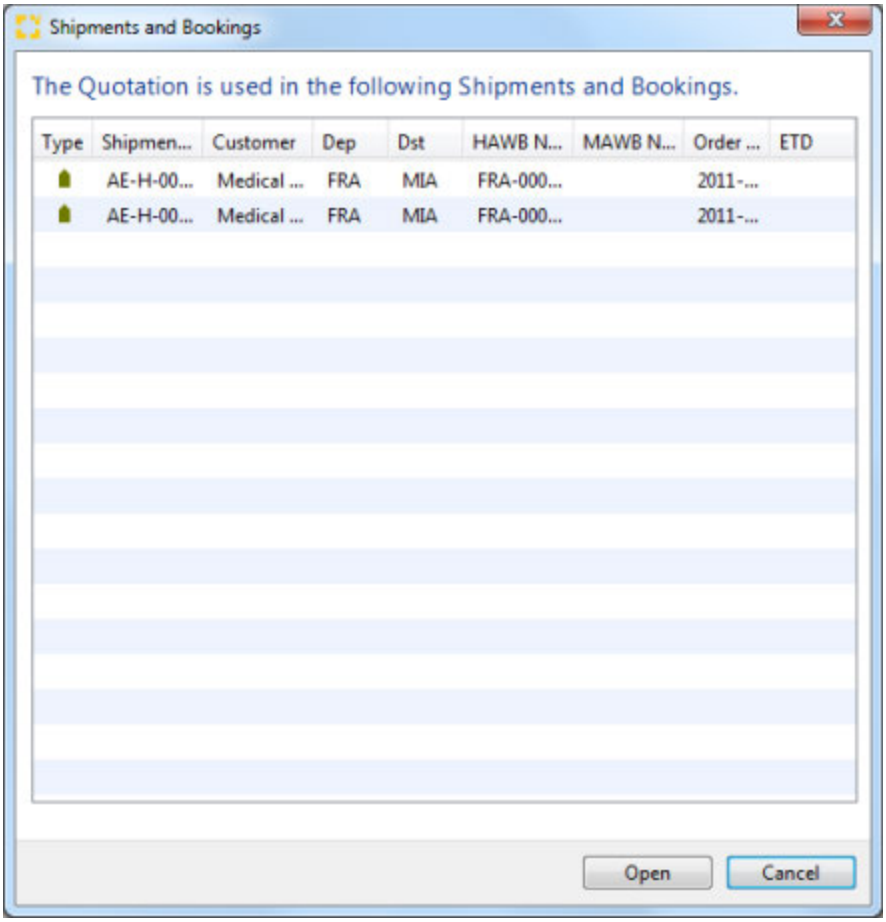

Customer

Generally the customer is the business partner who is responsible for the transportation costs and to whom the quotation will be offered. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Validity

The period for which the quotation is valid. By default this period will start on the date on which the quotation was created and expire in 1 month. This default can be changed as required.

Incoterms

The delivery terms for the quotation.

Movement Scope

Movement Scope of the quotation.

ad hoc

If a quotation is only to be used once, either for a booking or a shipment, then this box should be checked. A notice to this effect will also appear on the printed quotation.

Departure

Airport of departure for the quotation. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination for the quotation. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

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Pieces

the number of pieces allowed for the quotation.

Gross weight, Variance %

The gross weight for the quotation and the maximum allowable deviance from this gross weight expressed as a %

Volume, Variance %

The volume for the quotation and the maximum allowable deviance from this volume expressed as a %

> In many cases, when a quotation is created, the client can only offer approximate weights and volumes for the cargo. For this reason it is possible to store a deviation from these approximate figures in % form in order to accommodate slight changes to the original figures.

Chargeable Weight

The chargeable weight of the cargo

Nature of Goods

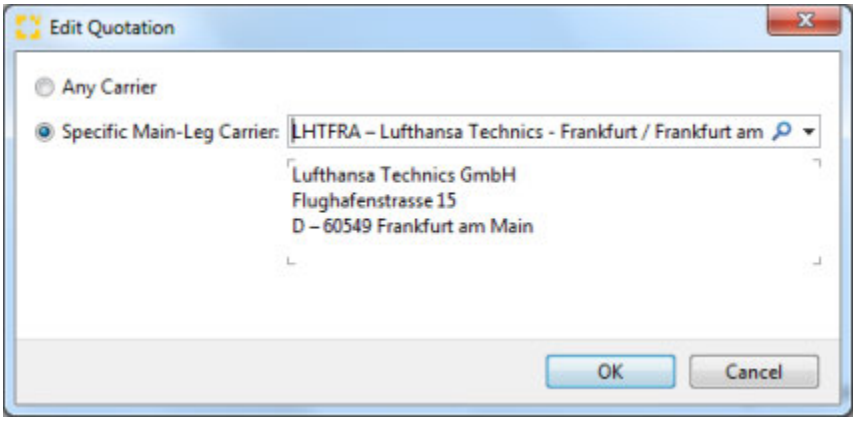
A description of the goods.

Quotations

This summary table will show carrier who have rates applicable to this quotation. The columns will show the airline name and for each airline the columns will show the total income amount, the total costs and the profit.

New

Opens a pop-up window to *edit* an existing carriers details or to add new carriers.



Any Carrier

This option indicates any carrier may be used for the quotation. In this case the automatic calculation of costs is done using the general tariff data

Specific Main-Leg Carrier

This option indicates only specific carriers may be used for the quotation. The search field can be used to locate the correct carriers. Costs are automatically calculated using the tariff rates stored for the carrier.

OK

Stores the data and closes the pop-up window in order for the quotation to be further *edited*.

Cancel

Closes the pop-up window without further action.

Edit

Opens the highlighted carrier in a pop-up window to make changes.

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Delete

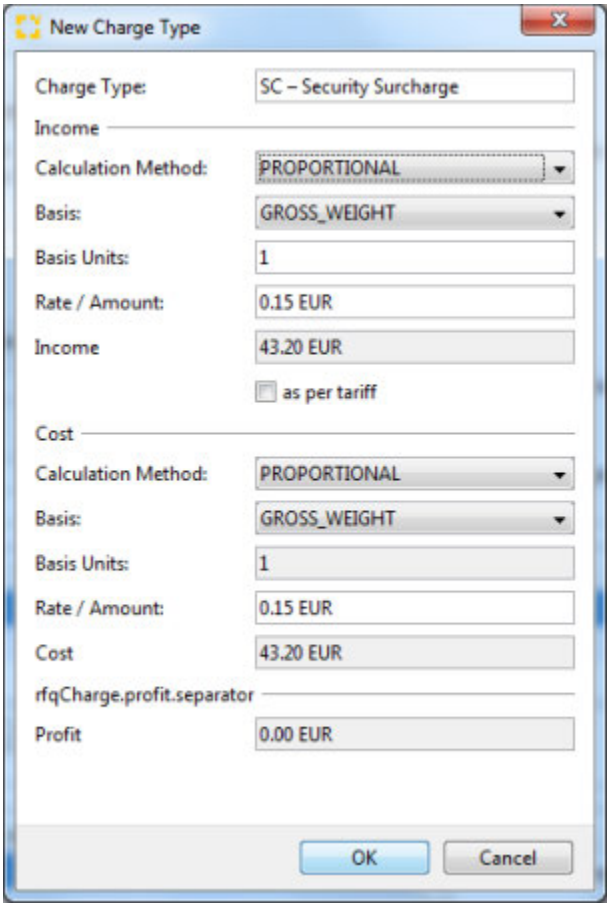
Deletes a carrier selected in the summary table.

Charges

This is a summary table of all the charges applicable for the carrier highlighted in the *Quotations* summary table.

New

Opens a pop-up *New Charge* window where an additional charge may be entered, and the income and cost for the charge may be calculated.



Charge Type

The charge type for which a calculation is being created.

Income or Cost

Calculation Method

The method by which the income or costs should be calculated.
This is a drop down field that will offer the following possibilities:

Type	Description
Fix	No calculation - a fixed amount
Proportional	Calculation based on number of units
Step	Calculation proceeds in step-wise fashion

Basis

The basis used for the calculation

Basis Units

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The units for the basis. For example if the basis is *chargeable weight*, the units for the basis would normally be *1* indicating per 1 kilo of chargeable weight.

Further information about calculation methods, basis and basis units is available under master data rates

The calculation methode, basis and basis units are only used for manual calculation. When the income and costs are calculated automatically using the tariff rates they should appear as fixed amounts.

Amount

The total of the income or cost.

OK

Stores the data and closes the pop-up edit charges pop-up window.

Cancel

Closes the pop-up window without further action.

Edit

Opens a charge highlighted in the summary table for editing. The charge type cannot be changed. Charges can only be deleted if the income and costs are to be applied to a different charge type.

Delete

Deletes the charge highlighted in the summary table

Recalculate Quotation

Recalculates the quotation for the carrier highlighted in the carrier table summary.

Recalculate all Quotations

recalculates the quotations for all carriers.

When quotations are recalculated, any manually inserted data is lost and only the master data from the master tariff rates is use to recalculate the figures.

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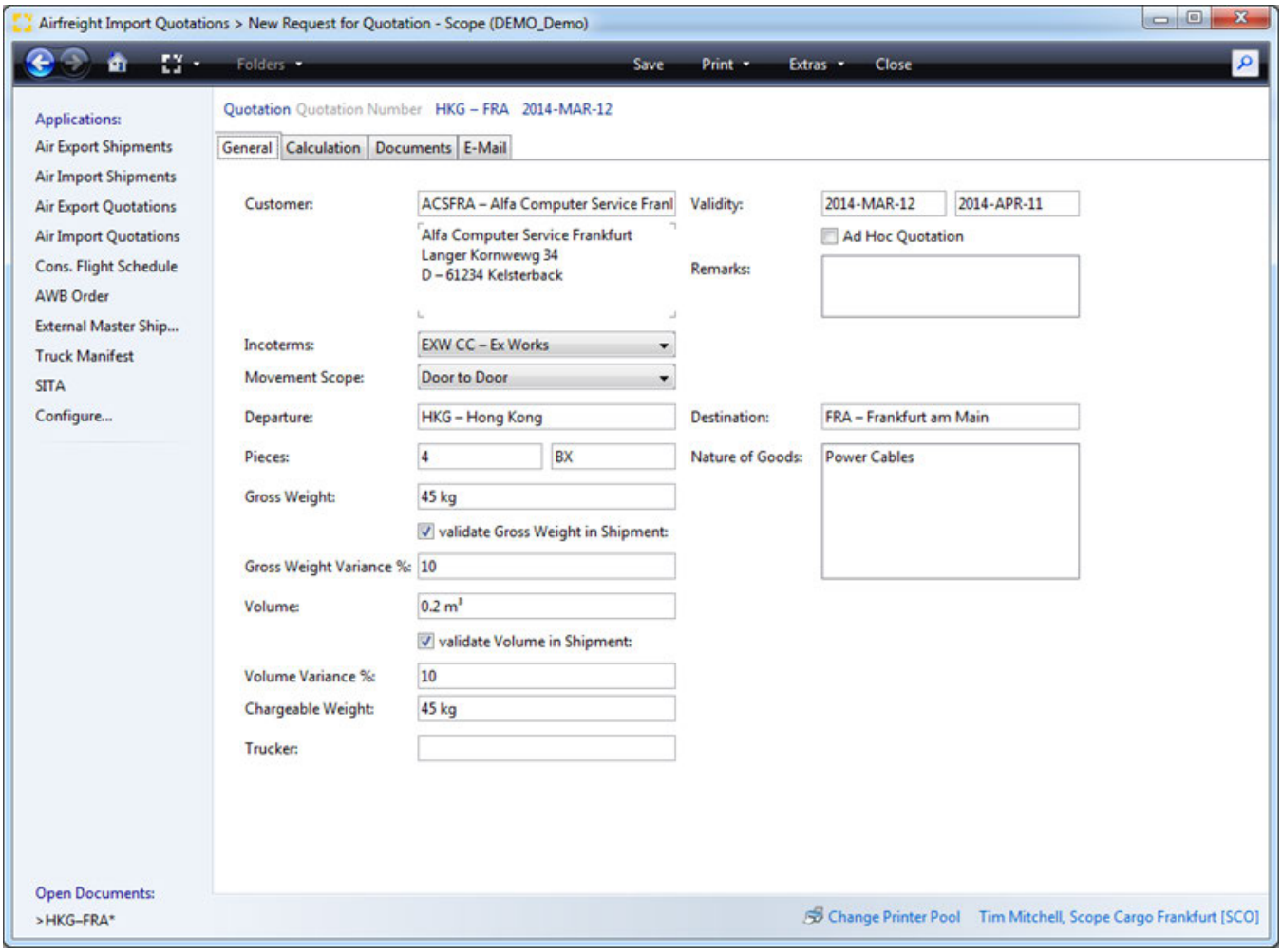
General - Quotation - Airfreight Import

- Introduction
- Description

Introduction

The **General** tab of the quotation application stores the main information about the quote such as the customer, departure, destination, number of packages and their weights.

Description



Title Bar

The following information and actions appear in the title bar for a booking. Blue text indicates that the text has an action link and offers further activities.

- **Type**
  The *type* will always be *Quotation*.
- **Quotation number**
  Assigned by the system when the quotation is saved for the first time.
- **Departure airport - Destination airport**
  Departure and destination used in the quotation.
- **Date**
  The date the quotation was first saved.

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Save

The *save* option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. A pop-up window will appear If required items are missing and this will show the items that must be completed in order to save the quotation.

Print

By clicking on the print option a pdf version of the quotation will be produced.

Extras

Provides a set of additional options

- Show Usage...
- Copy Quotation
- Delete*
- Create Shipment

Show Usage

Opens a pop-up window which shows shipments where this quotation has been used. The pop-up table information includes the type of shipment, the shipper, departure and destination airports, the house airway bill number, the master airway bill number, the depart and destination dates. Any of these listed shipments can be opened by highlighting the shipment and clicking the *Open* button. Alternatively, *double-click* the shipment to open it.

Copy Quotation

Creates a new copy of the quote. Everything except the validity dates will be copied to the new version and new valid dates will have to be entered.

Delete

The Quote will be deleted.

> ⚠ Quotations or bookings that have already been used in shipments cannot be deleted.

Create Shipment

Uses the quotation as the basis for a new shipment. The type of shipment must be selected first and may be:

- Direct Shipment
- Back to Back - Master with House
- Coload In

> ⚠ If a quotation had been created on an ad hoc basis Then the quotation can only be used once in a shipment or booking. If a shipment or booking have already been created using this quotation, then these 2 action links will be disabled.

Close

Closes the current quotation. If the quotation has not been saved, a query box appear requesting confirmation.

Customer

Generally the customer is the business partner who is responsible for the transportation costs and to whom the quotation will be offered. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where among other things, a new partner may be created or an existing partner may be edited.

Validity

The period for which the quotation is valid. This period will depend upon whether the quote is based on a shipment Booking Date or a shipment Economic Date.

Booking Date

Validity period for the quotation is based on the booking date of the shipment

Economic Date

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Validity period for the quotation is based on the economic date of the shipment

Ad Hoc Quotation

Indicates a one-time quotation that cannot be reused in more than 1 shipment.

Sales Person

This is a search field where the name of the Salesperson responsible for the quotation can be entered.

Remarks

Addition remarks about the quotation

Currency

The currency and exchange rate to be used on the quotation

Incoterms

The delivery terms for the quotation.

Movement Scope

Movement Scope of the quotation.

Departure

Airport of departure for the quotation. The IATA-Code and the full name of the airport are displayed. Either of these can be entered as search terms to find the required airport.

Destination

Airport of destination for the quotation. The IATA-Code and the full name of the airport are displayed. Either of these can be entered as search terms to find the required airport

Pieces, Packing Type

The number of pieces allowed for the quotation followed by the packing type.

Nature of Goods

A description of the goods.

Gross weight, Variance %

The gross weight for the quotation and the maximum allowable deviance from this gross weight expressed as a %

Volume, Validate Volume, Variance %

The volume for the quotation.

If a deviation in total volume is allowed, the maximum allowable deviance can be expressed as a % of the volume.

> In many cases, when a quotation is created, the client can only offer approximate weights and volumes for the cargo. For this reason it is possible to store a deviation from these approximate figures in % form in order to accommodate slight changes to the original figures.

Chargeable Weight

The chargeable weight of the cargo. This will be defaulted using the gross weight and the volume.

Trucker

A quote may apply only when a specified trucker is used for delivery. This is a partner search field, only partners with the role Road Carrier will appear in search results.

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Documents

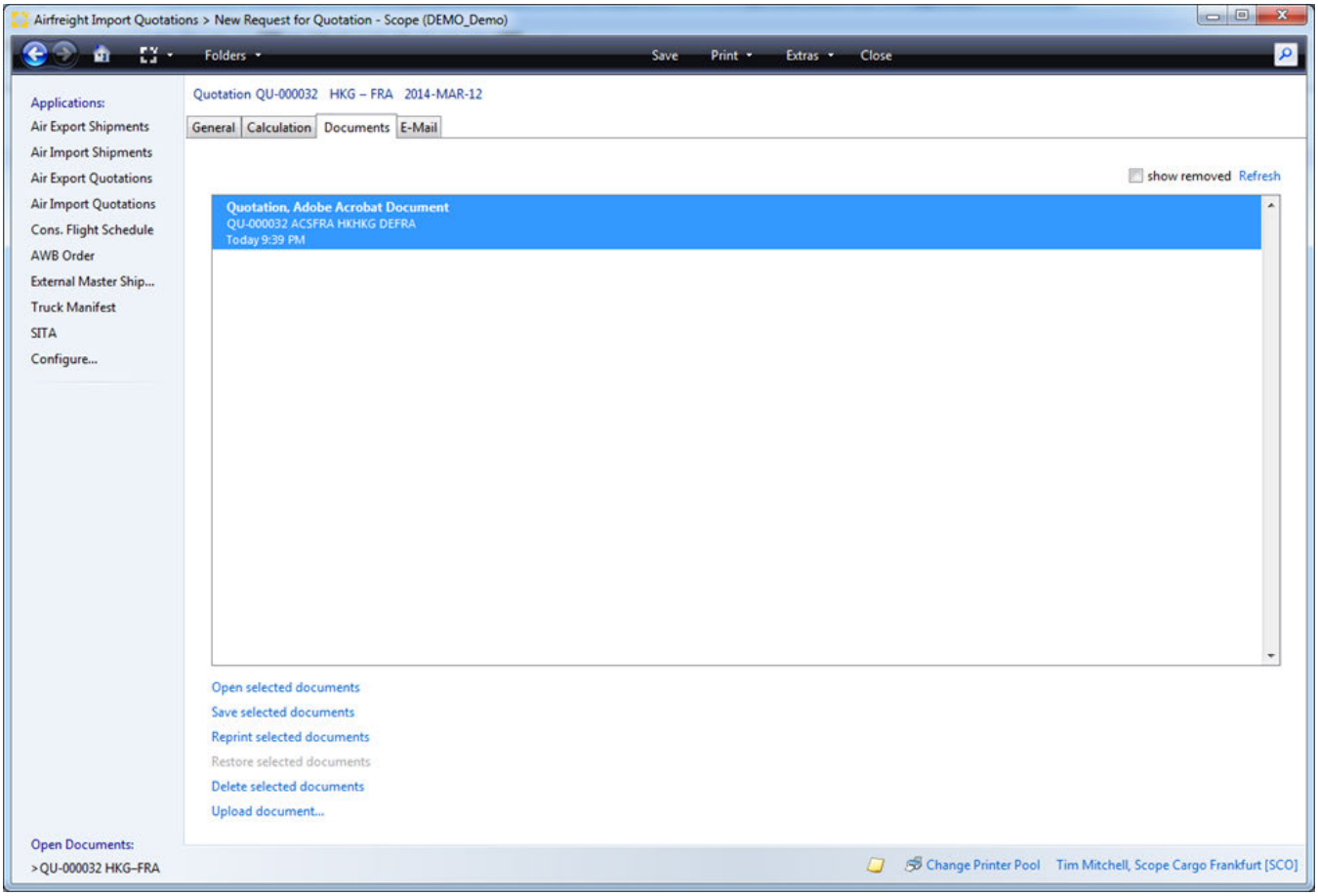
- Introduction
- Description

Introduction

The documents tab shows all printed versions of the quotation. These may subsequently be emailed using the E-Mail tab.

- List printed quotes
- Reprint quotes
- Restore deleted documents
- Delete documents
- Upload external documents

Description



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Master Shipment - Airfreight Export

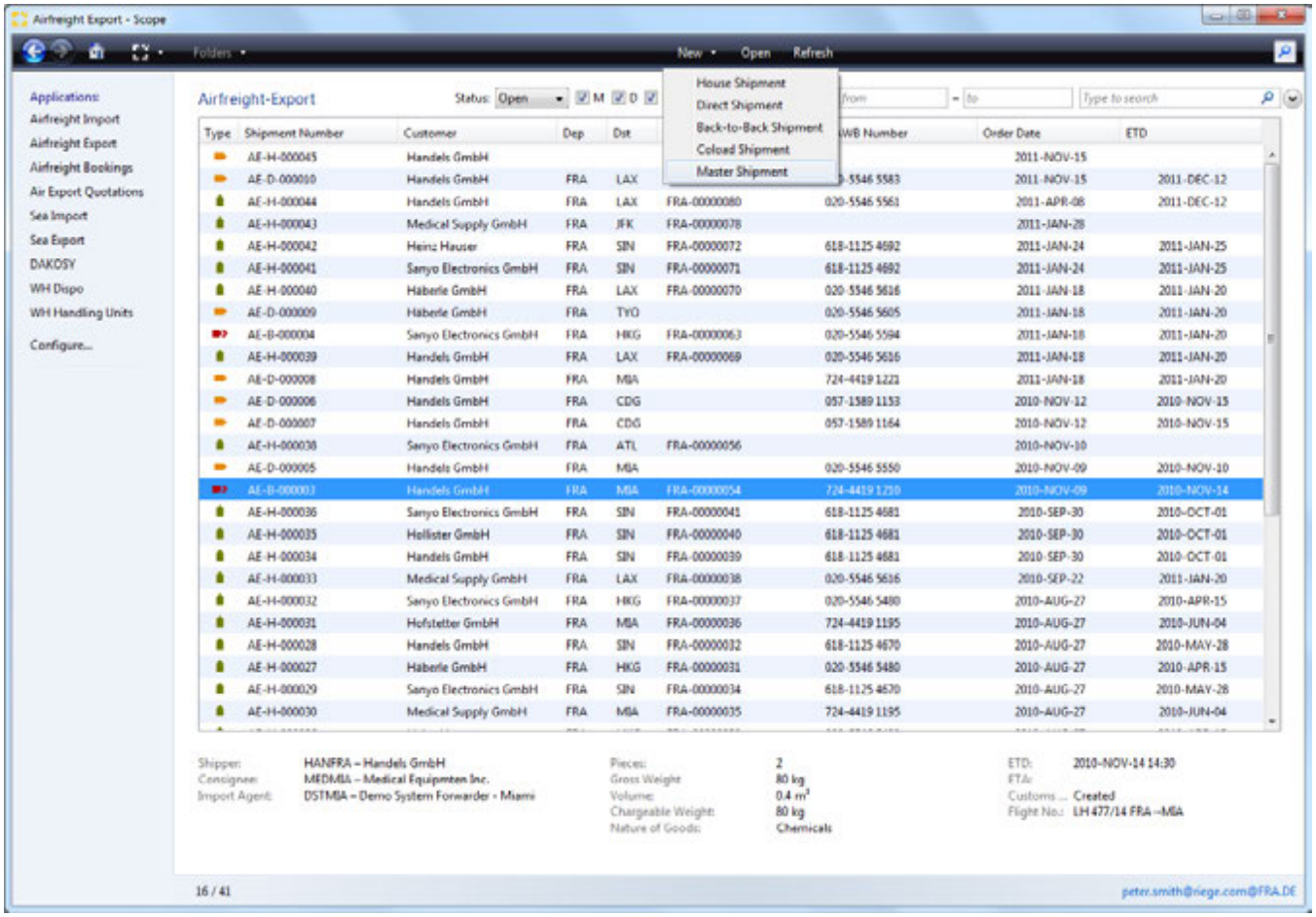
- Introduction
- Description

Introduction

In addition to house, direct and back-to-back shipments, master shipments can also be created in airfreight exports. Master shipments are also known as consolidations. A master program contains one or more house shipments and the master is usually addressed from one agent to another. These consolidated shipments are ultimately the least expensive method of shipping for the individual shippers and consignees. The duration of transportation to the final destination may well be considerable longer when compared to a direct shipment, this is because the agent needs to accumulate several shipments with the same or similar places of departure and destination in order to build a greater volume and weight which results in a lower price per chargeable kilo from the carrier (airline). Most agents offer a midweek and a weekend service consolidations. A house shipment delivered to the airline on a Thursday, for example, will wait until the weekend consolidation, shipping on a Saturday or Sunday.

In this application, all operations; data entry, billing, printing of documents and calculation of costs and revenues will be performed to create the airfreight export master or consolidations.

Description



Select ***New - Master Shipment*** to create a new master consolidation.
Select ***Open*** to open an existing master shipment that is highlighted in the overview of shipments. Alternatively ***double-click*** the highlighted master shipment to open it.

The functions of each of the shipment editors are described below:

- Billing - Master Shipment - Airfreight Export
- Consolidation - Master Shipment - Airfreight Export
- Documents - Master Shipment - Airfreight Export
- E-Mail - Master Shipment - Airfreight Export
- General - master shipment - airfreight export
- Jobcosting - Master Shipment - Airfreight Export

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- Tracking - Master Shipment - Airfreight Export

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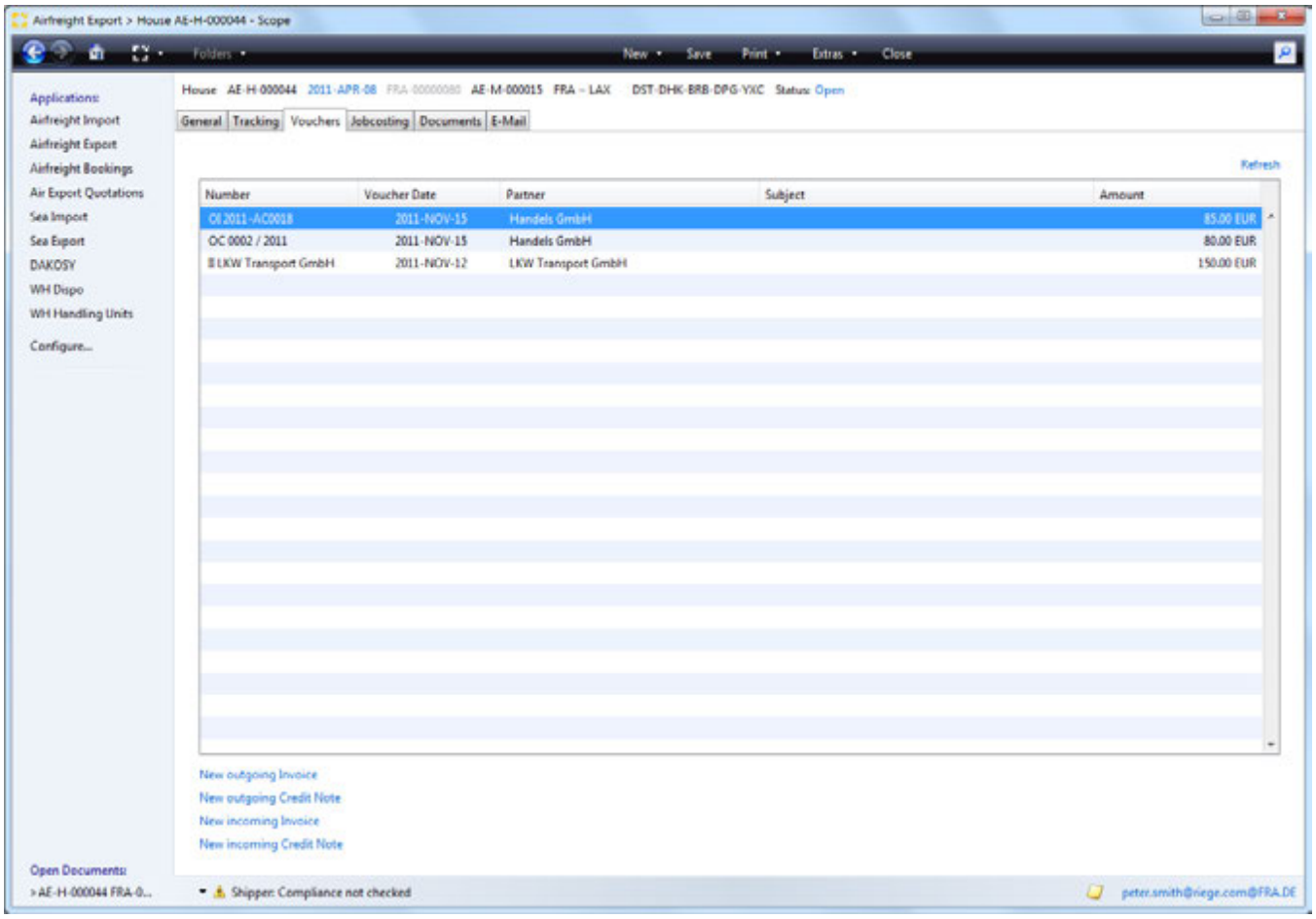
Billing - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

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Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Consol Profit Analysis

Opens the application to make master shipment profit analysis .

Refresh

refreshes the list of vouchers.

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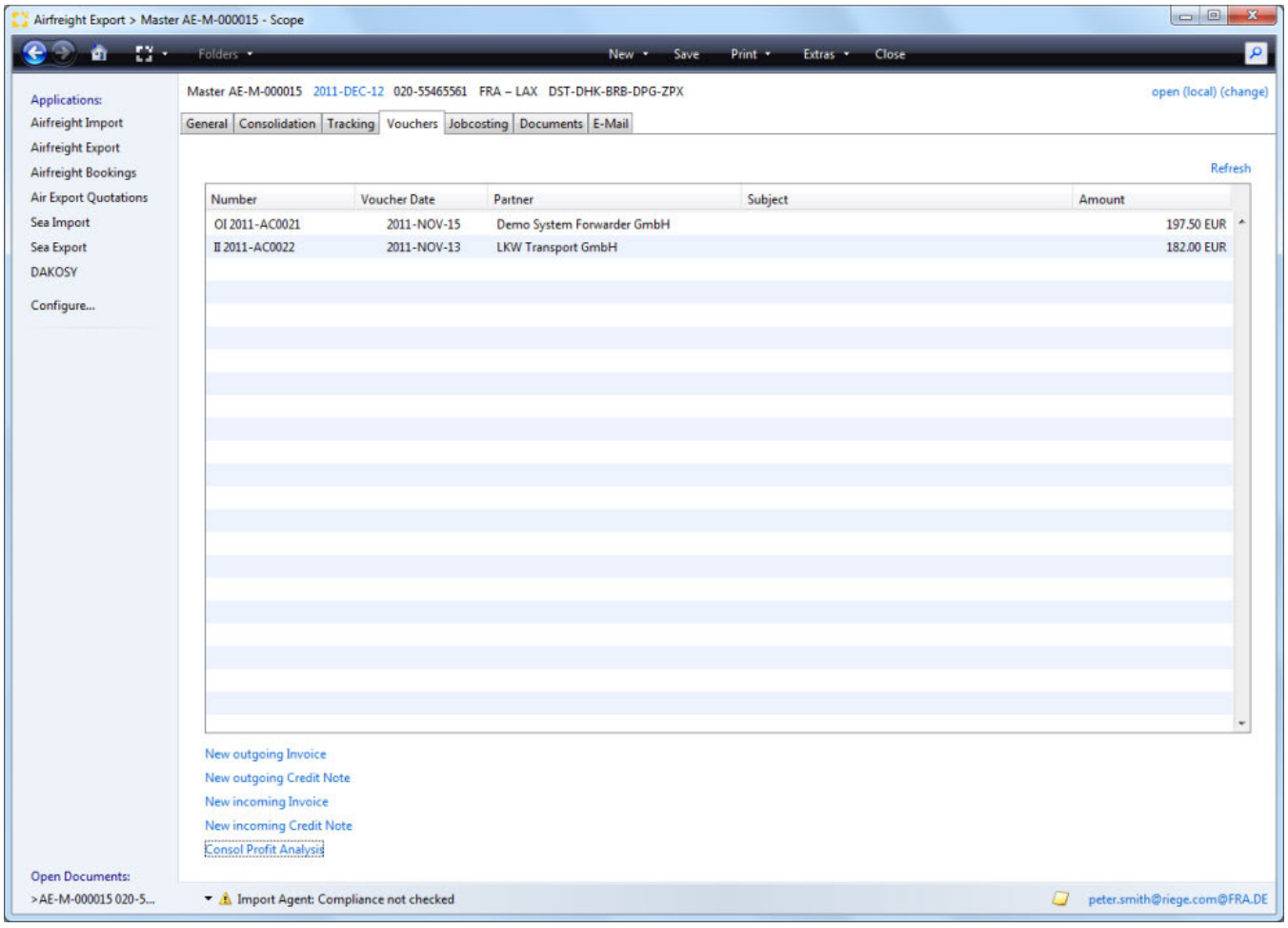
Consol Profit Analysis - General - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **Consol profit analysis** application automates the creation of a profit share sheet and branch billing (house billing) for a master shipment. These items are also automatically posted and printed.

Description



On launching the **Consol profit analysis** application, the following functions become available:

- Profitshare (Automatic calculation of profit share or profit sharing)
- Branch (Automatic calculation of branch invoices or house invoices)

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1. Profitshare - Consol Profit Analysis - General - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

Air freight consolidations often involve a **profit share** arrangement that is agreed between the sending agent and the receiving agent in order to distribute any profits made on the consolidation. The sum agreed can be part of the profit, part of the turnover or a fixed amount and is paid by the sending agent to the receiving agent. In some cases the entire consolidation or some shipments on the consolidation may represent a loss and in these cases these losses also must be distributed between the agents. The usual arrangement is to share 50% of the profits or losses. The **Profitshare** application calculates these figures using all the figures from the house and the master to arrive at the correct amounts. On completion of the calculation it is possible within the **Profits hare** application to issue the appropriate invoice or credit note. These vouchers will be created according to the setup of the receiving agent in the partner maintenance and may include a consol profit analysis sheet. To further automate the process of setting up profit share arrangements between agents, a CP A template can be created and applied to receiving agents as necessary. The calculation of profitshare can then take place automatically based on the settings in this template.

Description

When the application is launched it checks if a CPA template is present in the receiving agents master data.

- If a CPA template is present in the receiving agents master data, then this will be used.
- If a CPA template is *not+ present in the receiving agents master data, but a default CPA template CPA Templates is present, then this default will be used
- If no CPA template of any kind is present, then no data will appear in the **profitshare** tab.

The data that appears can be overridden if required, it may be edited, removed or new data added.

- The Jobcosting of the house shipments must be complete before automatic profit share can be calculated on the consolidation.
- Due to the extensive calculations that may have to take place, depending on the number of house shipments on the consolidation, the transfer of data to the profit share screen may take some time.

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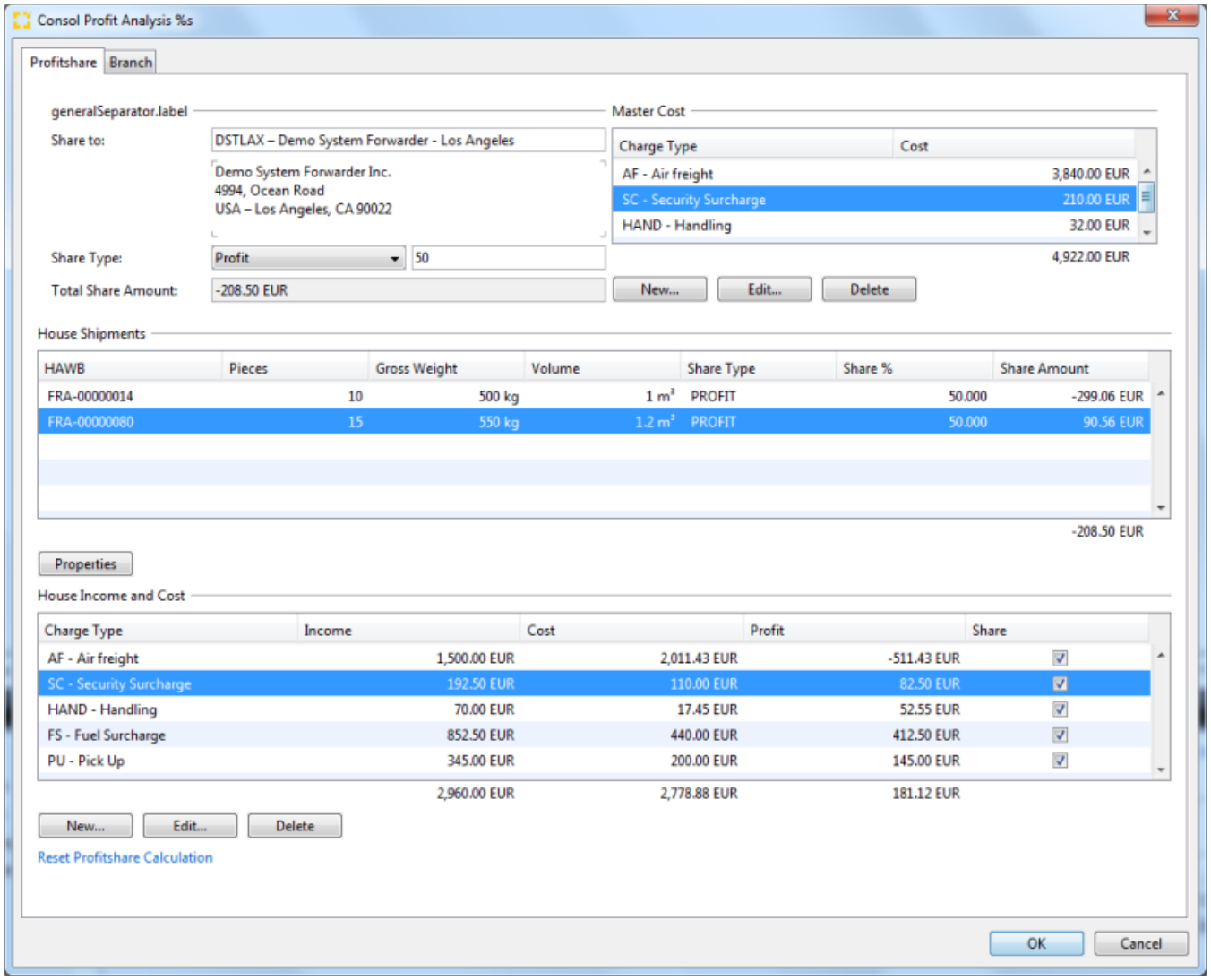

The scope profit share application includes a default CPA Template for most Agents in order for most fields to be filled in general usage. However the information below discusses each field as if it is empty.

General

This area contains the general information about the calculation.

Invoice to

The destination agent who will receive the profits. The search function of the field can be used to locate the desired agent.

Share Type

This field will display one of three possible share types used for this business partner:

Type	Description
Profit	Participation in profits
Turnover	Participation in sales
Fixed amount	Agreed fixed amount

Share

The amount of share between the parties is displayed. For *profit* or *turnover* this will appear as a set percentage. For a fixed share, the actual fixed amount will appear in the local currency. Normally profit share is a 50% profit split between the agents.

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Total Share Amount

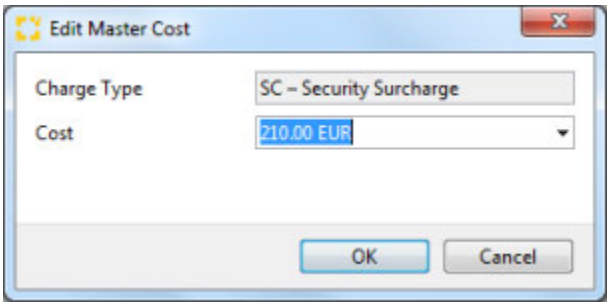
The calculated profit share of the master shipment will appear *(This figure cannot be edited)*.

Master Costs

This table shows the total costs on the master shipment. For each cost the charge type and actual cost figure are shown.

New

Opens a pop-up window in which new charges may be entered.



Charge type

Enter the kind of charge, using the field search function to find the desired charge type.

Cost

the actual cost of the charge should be entered. A calculator is available from the drop down menu.

OK

Closes the pop-up menu and transfers the data to the master shipment cost table.

Cancel

Closes the pop-up menu without further action

Edit

Opens in a pop-up window the master cost highlighted in the table. *(The charge type cannot be changed, to do this the charge should be deleted and then re-entered in the master shipment.)* The charge can also be edited by double clicking it.

Delete

Deletes the charge highlighted in the master cost table.

House Shipments

this summary table will show all the house shipments consolidated on this master. The table will show the air waybill number, the number of packages, gross weight, volume, share type, % share and the share amount.

Properties

This button will open in a pop-up window, the house shipment highlighted in the house summary table. The house can also be opened by double clicking it.

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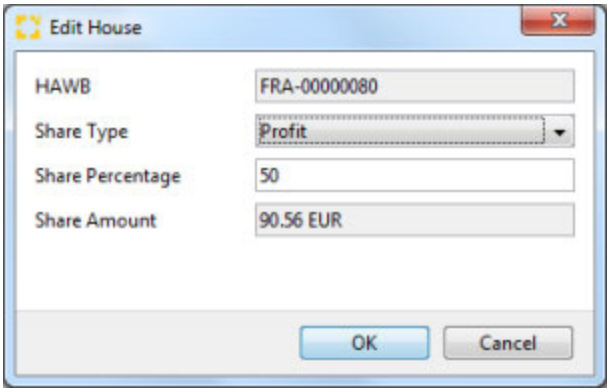


HAWB

The house air waybill number. *(this field cannot be edited)*

Share Type

The type of profit share applied to this house. The share type used at the master level is used but this can be changed as desired.

Share Percentage

The share percentage used for the calculation. The share percentage used at the master level is shown but this can be changed as desired for each house.

Share Amount

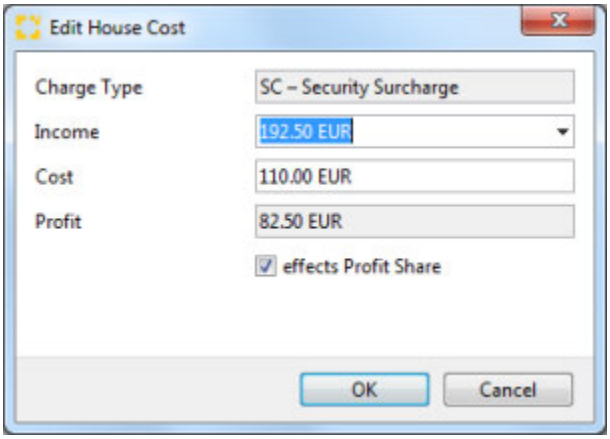
The calculated amount of the profit share on the house shipment. **These amounts are shown on the profit share statement** *(This field cannot be edited)*

House Shipment - Revenues and Costs

This summary table shows the revenues and costs of the house shipment highlighted in the house shipment's summary table. *(The columns are described by the following pop-up window that appears if a charge is to be added or edited)*.

New

Opens a pop-up window in which new costs and income can be added to the current house shipment.



Charge Type

The new charge for which costs and revenue are going to be recorded. Use the field search function to locate the desired charge type.

Revenue

The income for the charge that is being applied to the current house shipment. The field offers a calculator function.

Cost

The cost of the charge being applied to the current house shipment. The field offers a calculator function.

Profit

The calculated profit based on the income minus the cost. *(This field cannot be edited)*.

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Include in Profit Share.

This check-box indicates if the charge should be included in the calculated profit share.

Edit

Opens the charge highlighted in the table showing the summary of house charges. This charge can then be edited. *(It is not possible to edit the costs on a charge. To do this the charge should be deleted and re-entered)*. The charge can also be opened by double clicking it.

Delete

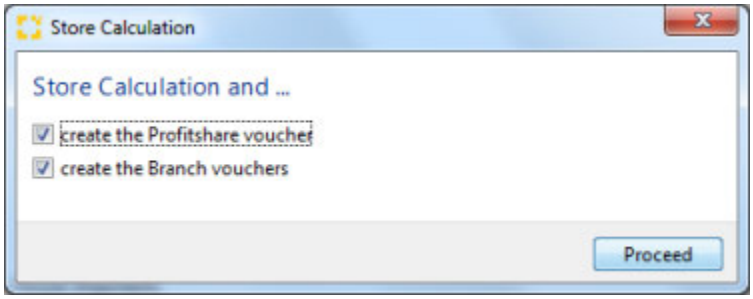
deletes the charge from the table showing the summary of house charges.

Recalculate Profitshare

This action link will restore the profit share tab to it's original condition, removing any changes made to it.

OK

Opens a pop-up window to generate the required documents for the profit share.



Generate Profitshare Voucher

Check this box to generate the profit share voucher. Generation only occurs when the *OK* button is used (see below).

Profit Share Statement

Check this box to prepare a profit share statement. Generation only occurs when the *OK* button is used (see below).

OK

Save the profitshare spreadsheet and prepare the selected documents. Closes the pop-up window and the profit share application.

Cancel

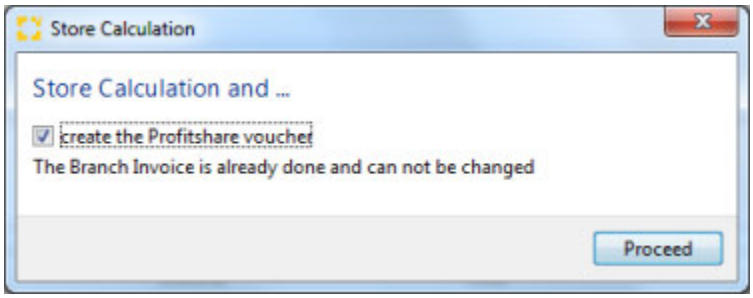
Closes the pop-up window without further action.

Cancel

Closes the pop-up window without further action.

Subsequent changes

On completion including generation of all profit share documents, if a profit share calculation is re-opened and reissued, on pressing *OK* a pop-up window will appears asking if the previous profit share is to be cancelled and replaced by this new profit share.



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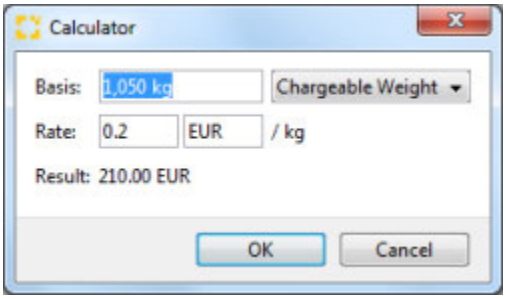
Calculator

In most fields within the spreadsheet *Consol Profit Analysis* application a calculator can be opened with the F3 function key or by using the drop-down menu. This calculator is used for quick and easy recalculation of tariffs.



Rate

Rate per unit.

Basis

Number / amount of units.

Base Unit

The basic units can be selected from the following drop-down list:

- No. of items
- Chargeable weight
- Gross weight
- Volume
- Manual entry

Result

Calculated result

OK

Commits the calculated figure to the field where the calculator was called-up and closes the calculator.

Cancel

Closes the calculator without further action.

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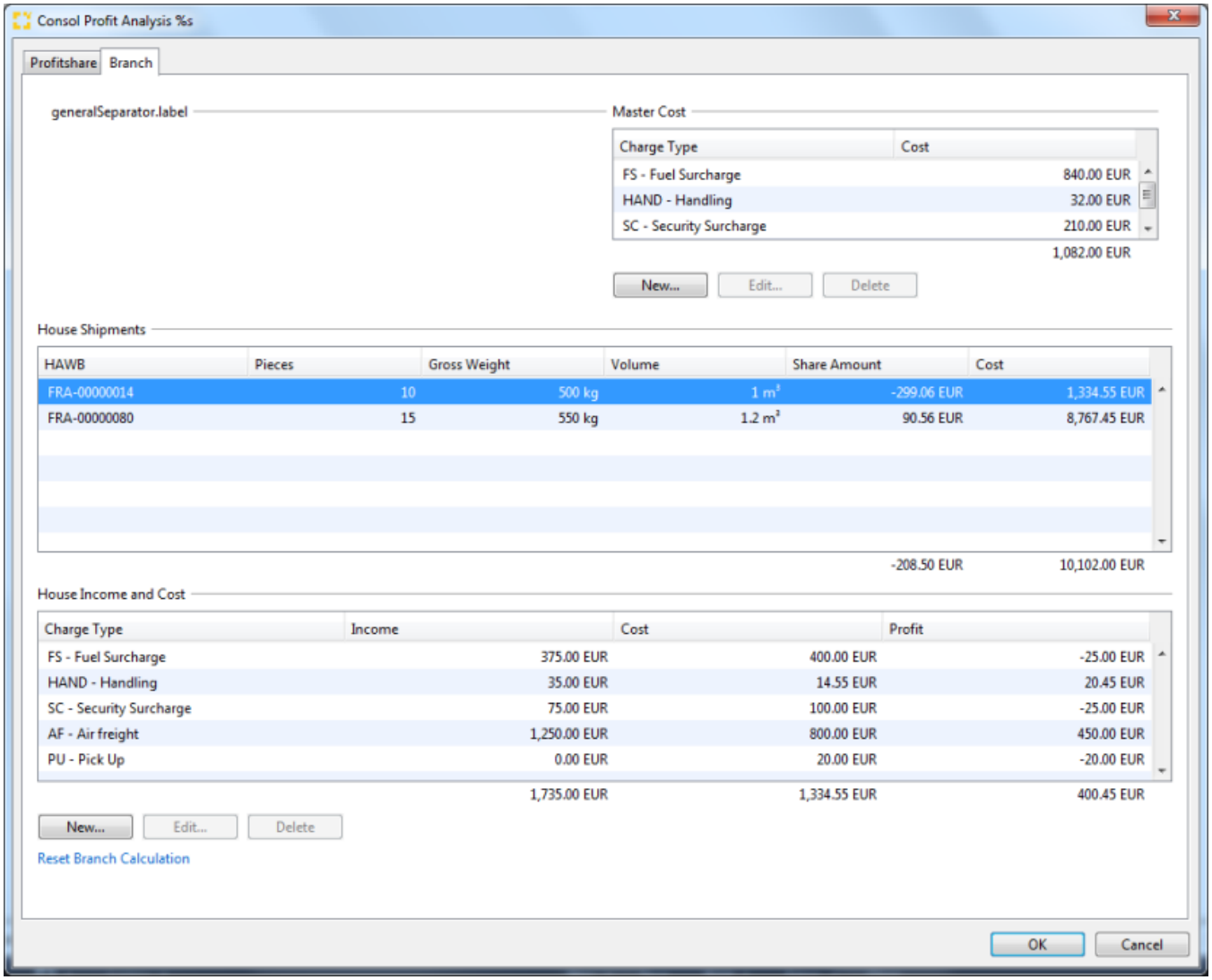
2. Branch - Consol Profit Analysis - Accounting - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab **branch** relates to the branch to which the costs of the master shipment are incurred for the house shipments. This tab is used to generate documents for each branch whose house shipment may have been included on this master shipment. Any costs on the master are automatically transferred to the jobcosting of all the house shipments included in the consolidation and any billings appear in the documents tab of the master and the house shipments.

Description



Master Costs

This table shows the total costs on the master shipment. For each cost the charge type and actual cost figure are shown.

New

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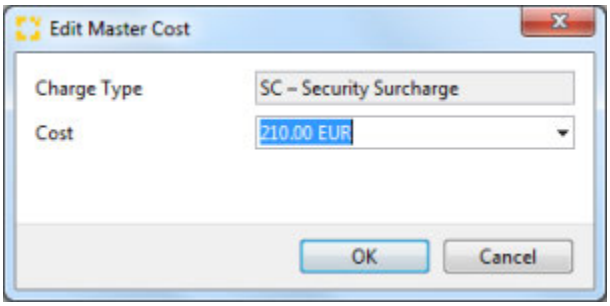
Opens a pop-up window in which new charges may be entered.



Charge type

Enter the kind of charge, using the field search function to find the desired charge type.

Cost

the actual cost of the charge should be entered. A calculator is available from the drop down menu.

OK

Closes the pop-up menu and transfers the data to the master shipment cost table.

Cancel

Closes the pop-up menu without further action

Edit

Opens in a pop-up window the master cost highlighted in the table. *(The charge type cannot be changed, to do this the charge should be deleted and then re-entered in the master shipment.)* The charge can also be edited by double clicking it.

Delete

Deletes the charge highlighted in the master cost table.

House Shipments

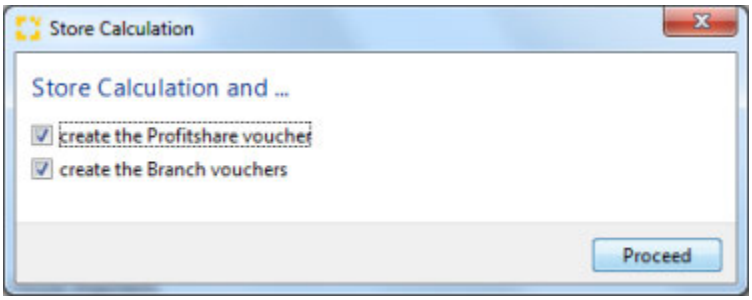
this summary table will show all the house shipments consolidated on this master. The table will show the air waybill number, the number of packages, gross weight, volume, share type, % share and the share amount. **The amounts in the *costs* column are included in the settlement.**

House Shipment - Revenues and Costs

This summary table shows the revenues and costs of the house shipment highlighted in the house shipments summary table. *(The columns are described by the following pop-up window that appears if a charge is to be added or edited)*.

New

Opens a pop-up window in which new costs and income can be added to the current house shipment.



Charge Type

The new charge for which costs and revenue are going to be recorded. Use the field search function to locate the desired charge type.

Revenue

The income for the charge that is being applied to the current house shipment. The field offers a calculator function.

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Cost

The cost of the charge being applied to the current house shipment. The field offers a calculator function.

Profit

The calculated profit based on the income minus the cost. *(This field cannot be edited)*.

Edit

Opens a charge highlighted in the table showing the summary of house charges. This charge can then be edited. *(It is not possible to edit the costs on a charge. To do this the charge should be deleted and re-entered)*. The charge can also be opened by double clicking it.

Delete

deletes the charge from the table showing the summary of house charges.

Recalculate houses

This action link will remove any changes made to the calculation and restore the original state of the calculation.

OK

Opens a pop-up window to create the documents.

Generate Profitshare Voucher

Check this box to generate the profit share voucher. Generation only occurs when the *OK* button is used (see below).

Profit Share Statement

Check this box to prepare a profit share statement. Generation only occurs when the *OK* button is used (see below).

OK

Cancel

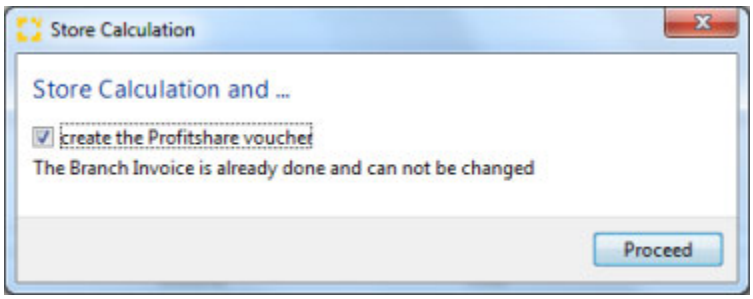
Closes the pop-up window without further action.

Cancel

Closes the pop-up window without further action.

Subsequent changes

On completion including generation of all profit share documents, if a profit share calculation is re-opened and reissued, on pressing *OK* a pop-up window will appear asking if the previous profit share is to be cancelled and replaced by this new profit share.



An existing invoice (house invoices) that has been printed, cannot be changed. If appropriate another invoice or credit note can be generated in the billing |SCOPEEN:Accounting - General - Master Shiment - Airfreight Export]application.

Calculator

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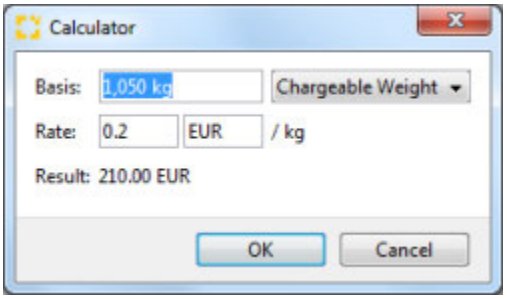
In most fields within the spreadsheet *Consol Profit Analysis* application a calculator can be opened with the F3 function key or by using the drop-down menu. This calculator is used for quick and easy recalculation of tariffs.



Rate

Rate per unit.

Basis

Number / amount of units.

Base Unit

The basic units can be selected from the following drop-down list:

- No. of items
- Chargeable weight
- Gross weight
- Volume
- Manual entry

Result

Calculated result

OK

Commits the calculated figure to the field where the calculator was called-up and closes the calculator.

Cancel

Closes the calculator without further action.

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Incoming Invoice - Billing - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

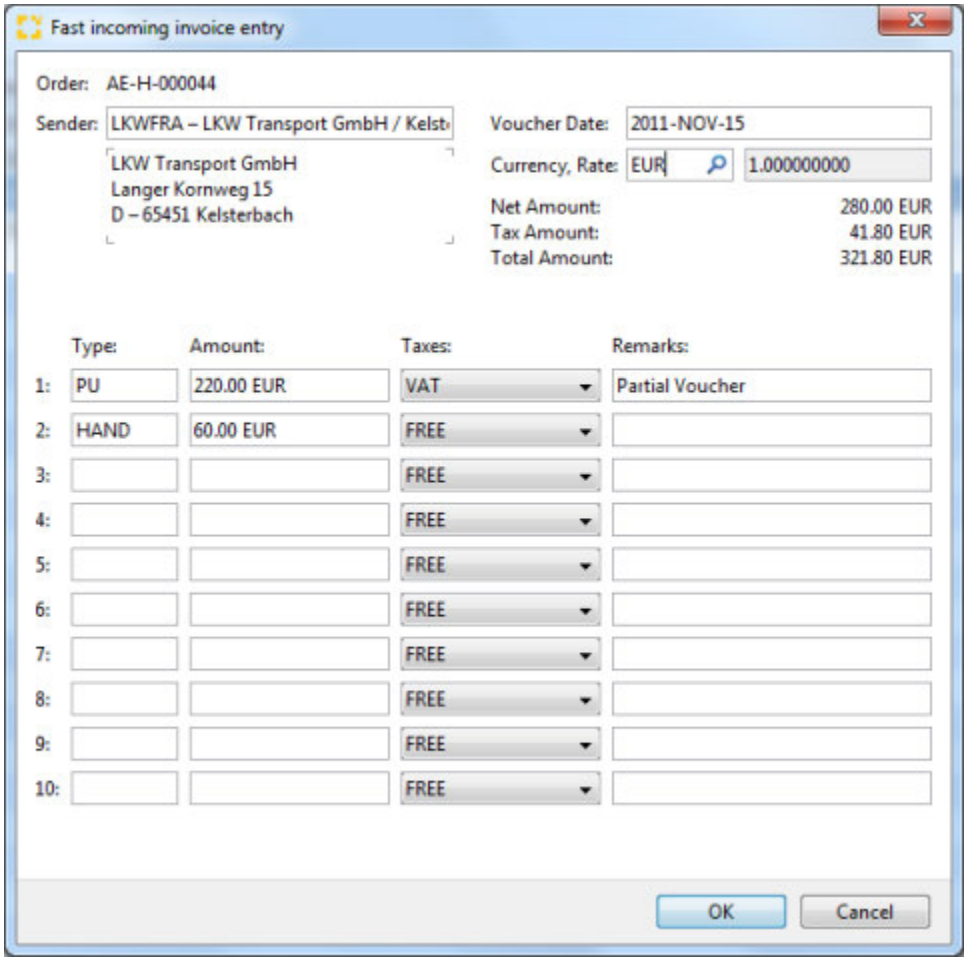
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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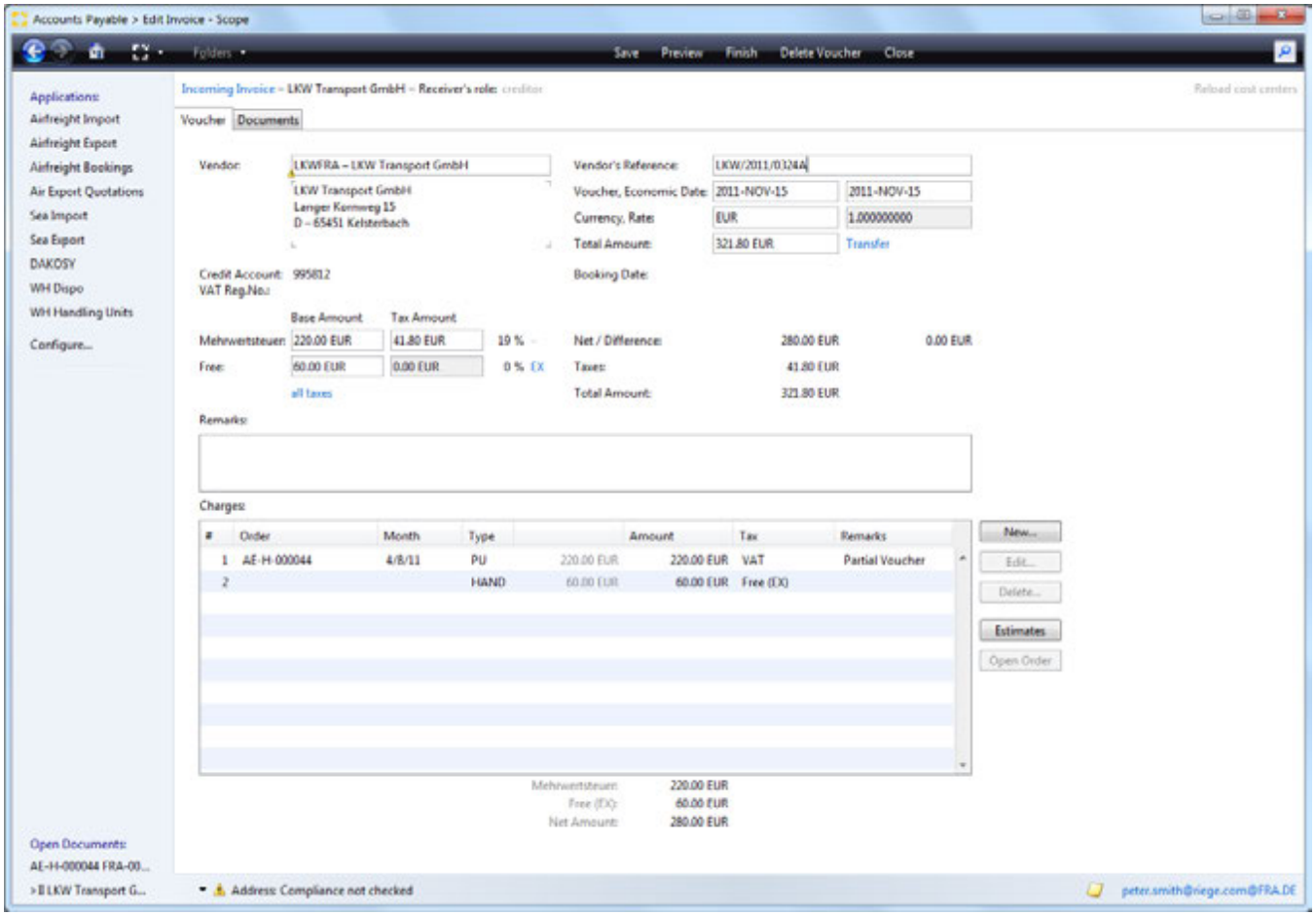

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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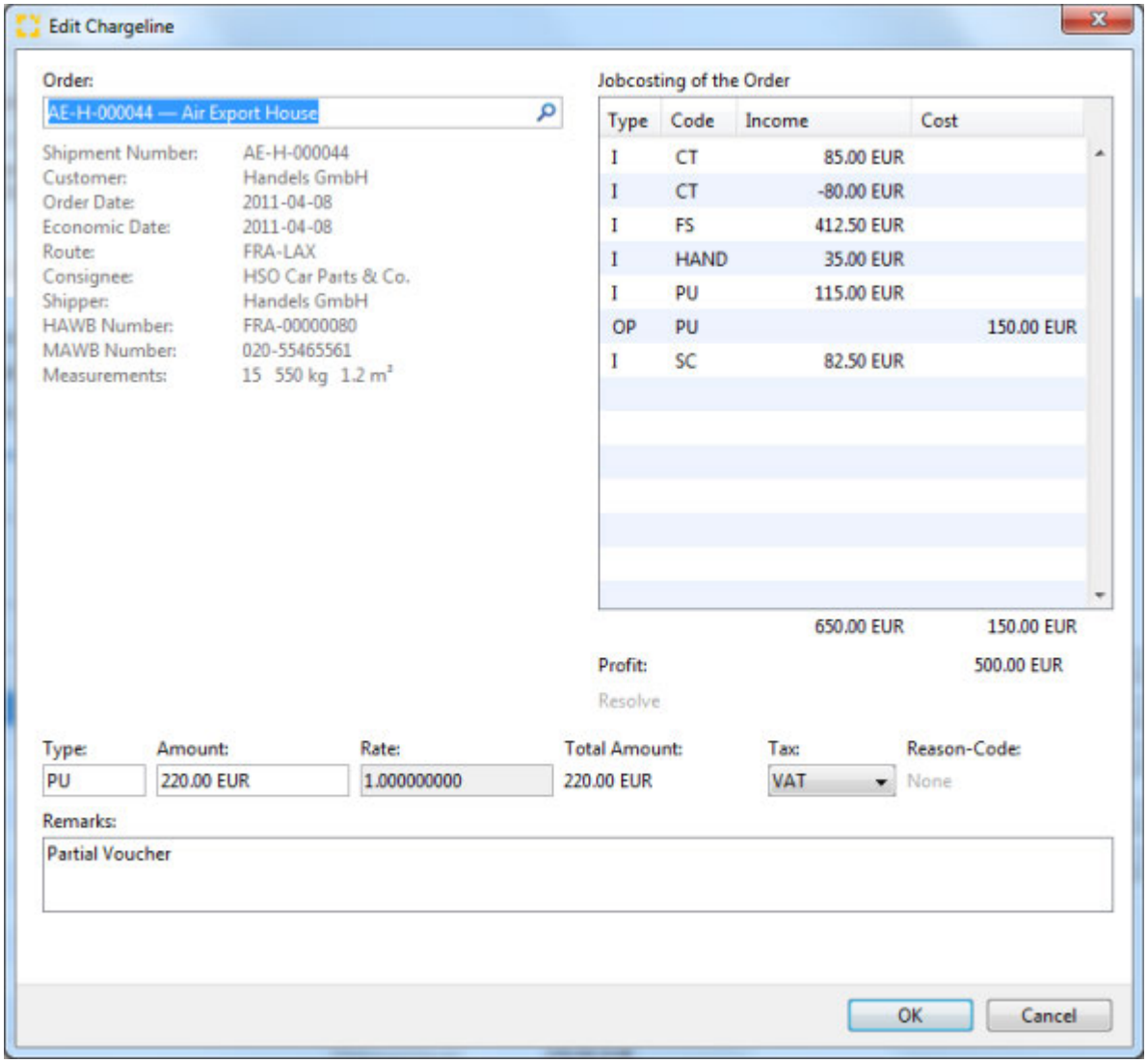
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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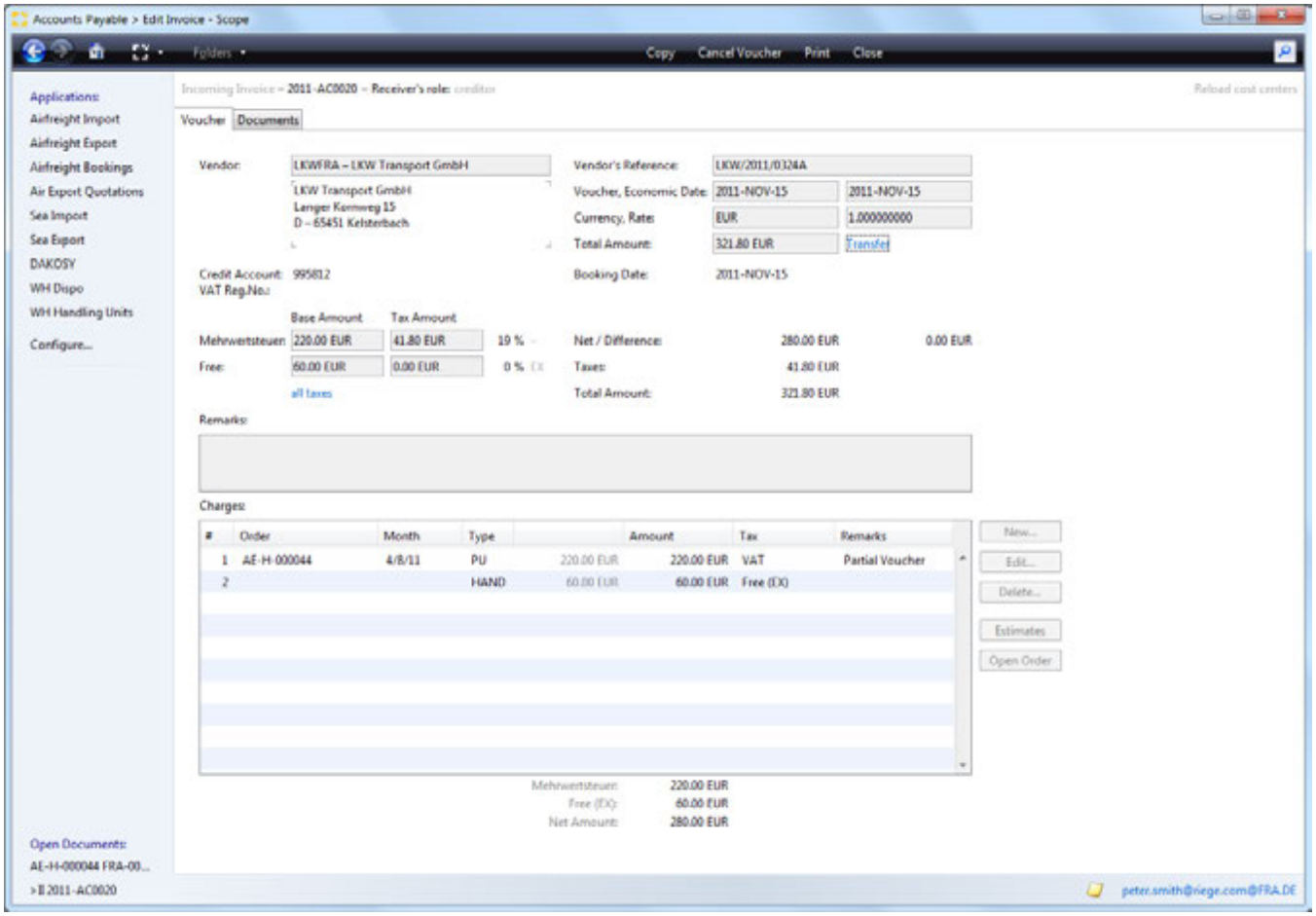

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Voucher - Invoice - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

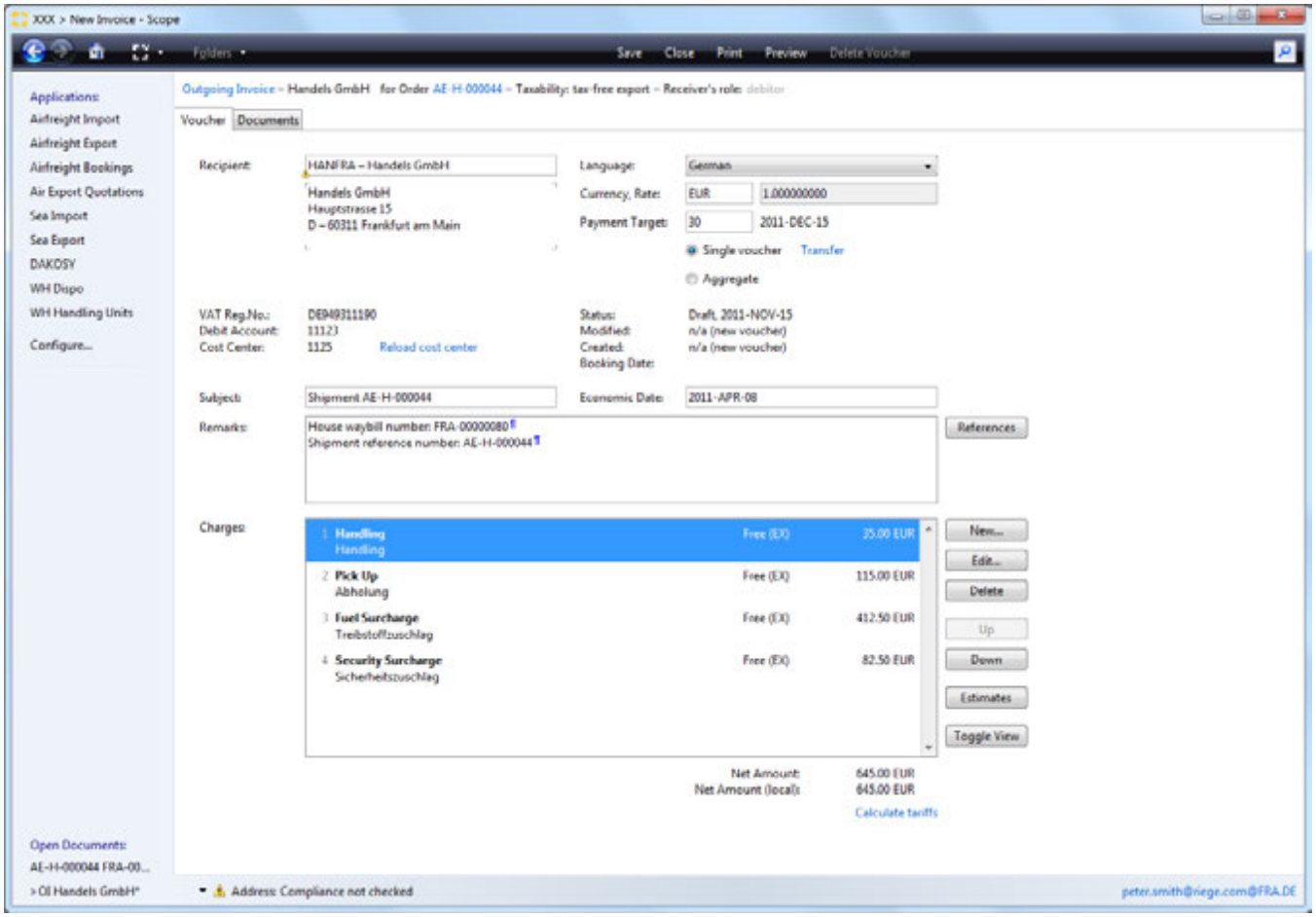
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

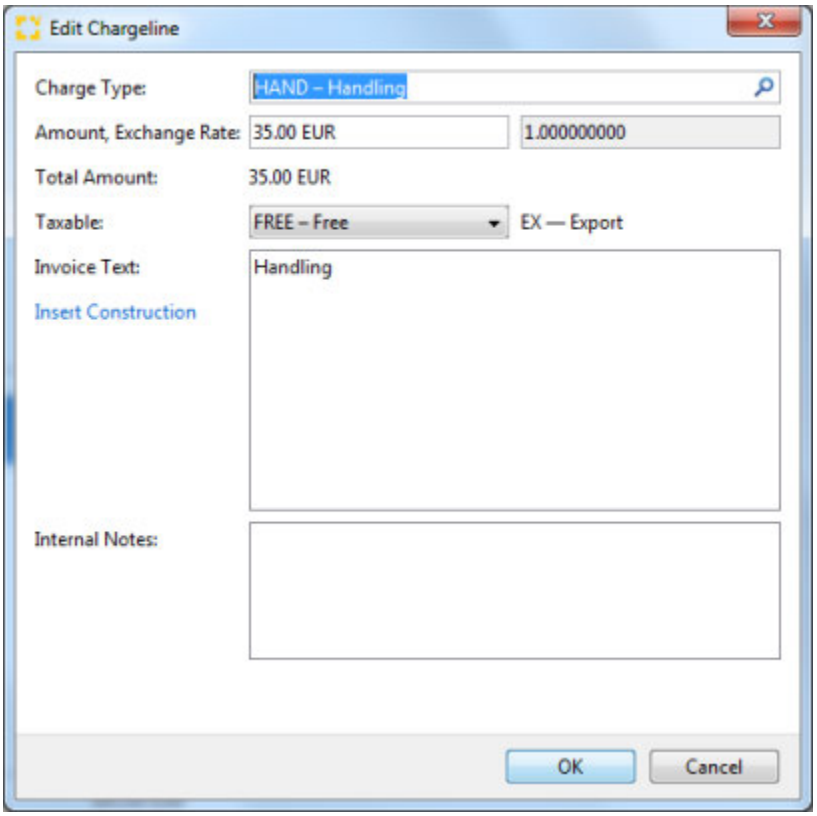
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

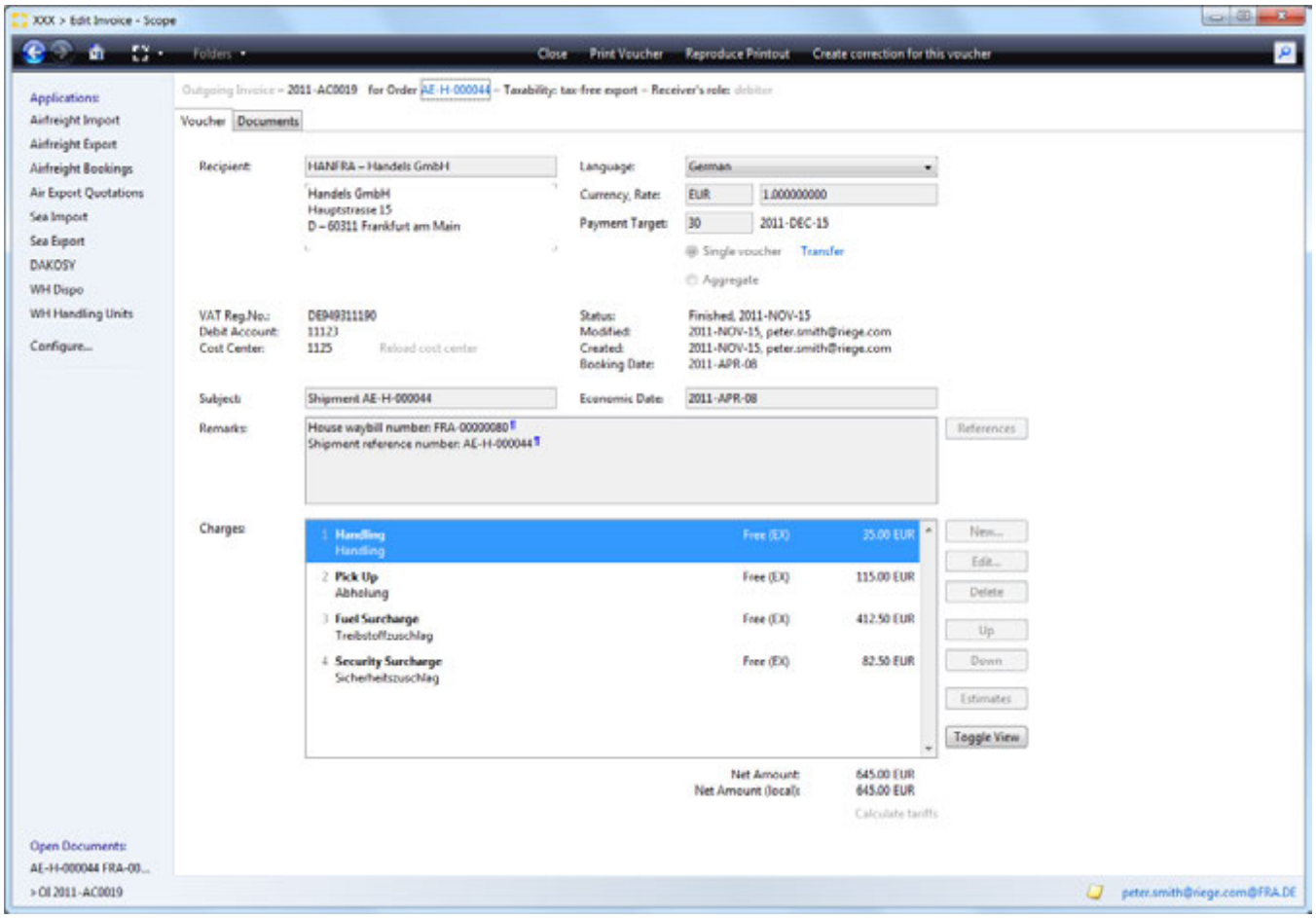
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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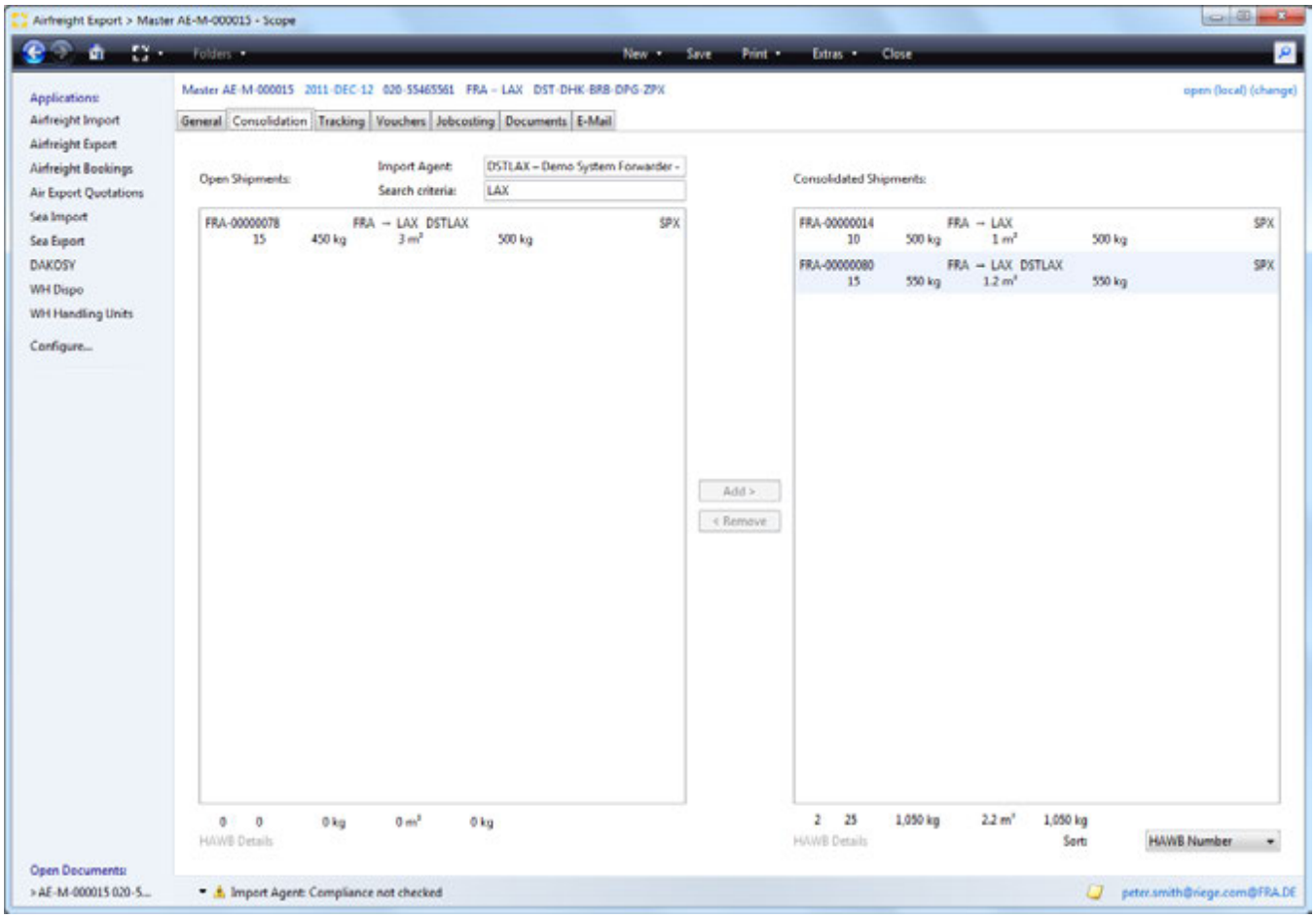
Consolidation - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The **Consolidation** tab presents a view of all available house shipments that are ready to be consolidated. These can be easily added to or removed from the master shipment, ensuring a fast, flexible approach to building consols.

Description



Maint Menu Bar and Title Bar

see the **General tab** .

Search Criteria

Destination (without label)

The destination of house shipments is used to match them to the destination of the consolidation. The destination of the master shipment is found in the Master General tab

Import-Agent

The import agent appearing in this field will be used to locate house shipments with matching import agents in order to determine which house shipments should be visible for consolidation. The default import agent that appears for the destination airport will be taken from the partner address that has the role "agent" for the master destination airport. If there is no agent establish for the destination, then the field is empty. If more than 1 agent exists for the destination, then the search function of the field can be used to search for the available agents.

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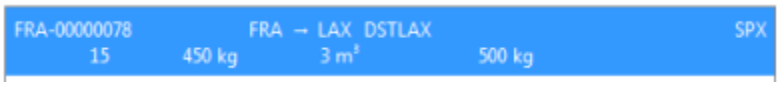
- When the import agent and destination are present, only house shipments with matching import agent and destinations will be shown as available for consolidation.
- When the import agent is left blank, then all open houses to the destination will be shown regardless of the import agent that may be present at the house level.
- If the destination is left blank, then all open houses that match the import agent will be shown, regardless of the destination of the house shipments.
- if both the destination and import agent are left blank then all open house shipments will be visible regardless of the import agent or destination of those houses.

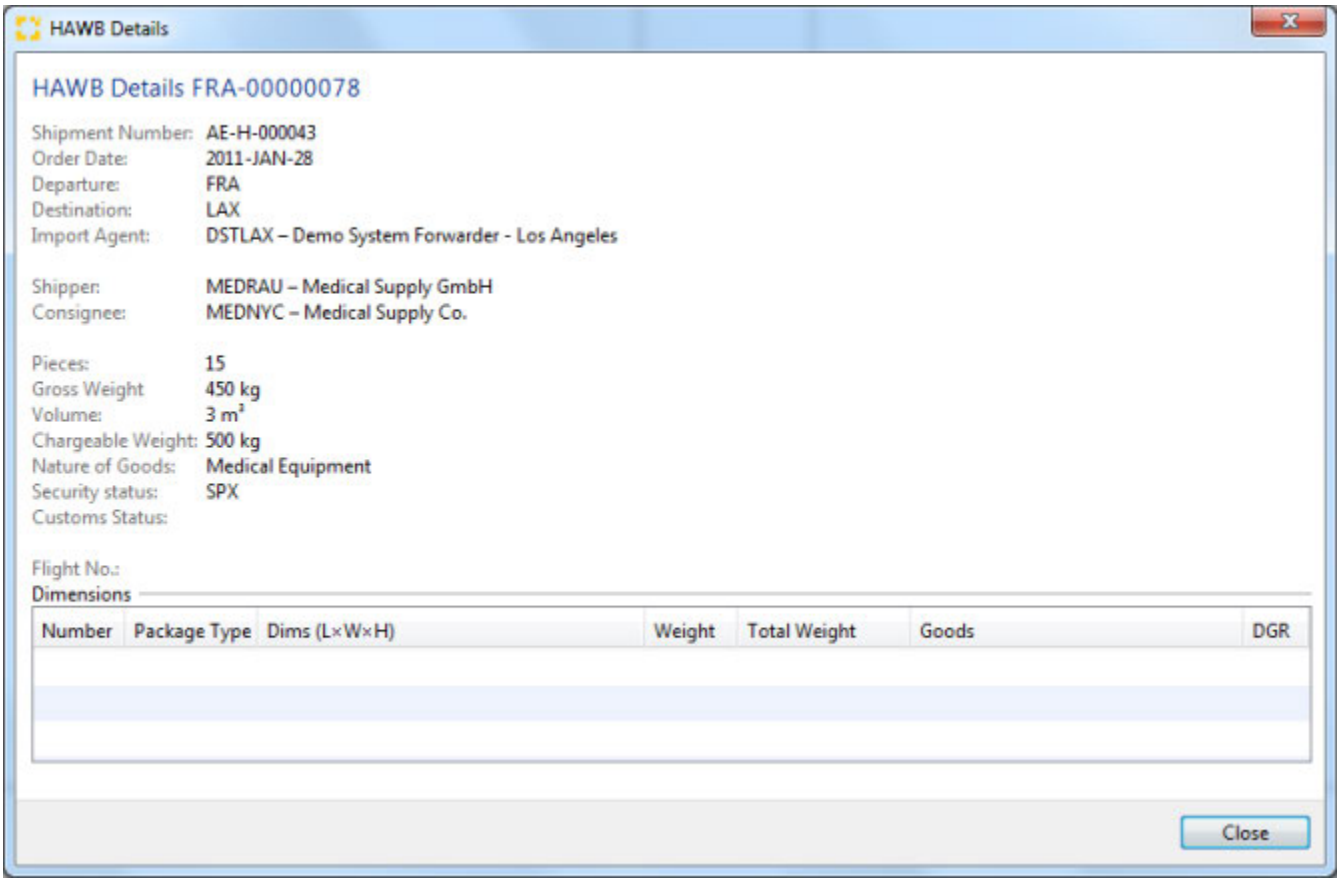
Open Shipments

This right hand pane shows all open (unconsolidated) house shipments that match the master search data. The following information about each house is shown:



HAWB Details

Opens a pop-up window where greater deatils about the highlighted house shipment can be viewed.



Close

Closes the pop-up window.

Add

Moves the highlighted house shipment from the **Open** window to the **Consolidated Shipments** window to indicate the house is to be included on the consol.

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Remove

removes the highlighted house shipment from the **Consolidated Shipments** window back to the **Open** window to the to indicate the house is to be removed (deconsolidated) from the consol.

Consolidated Shipments

This window displays house shipments that are currently included in the consolidation for the master. The base of the window shows the total number of house on the consol, their total number of pieces, gross weight, volume and total chargeable weight.

Up

Moves the house shipment highlighted in the **Consolidated Shipments** field up the list.

Down

Moves the house shipment highlighted in the **Consolidated Shipments** field down the list.

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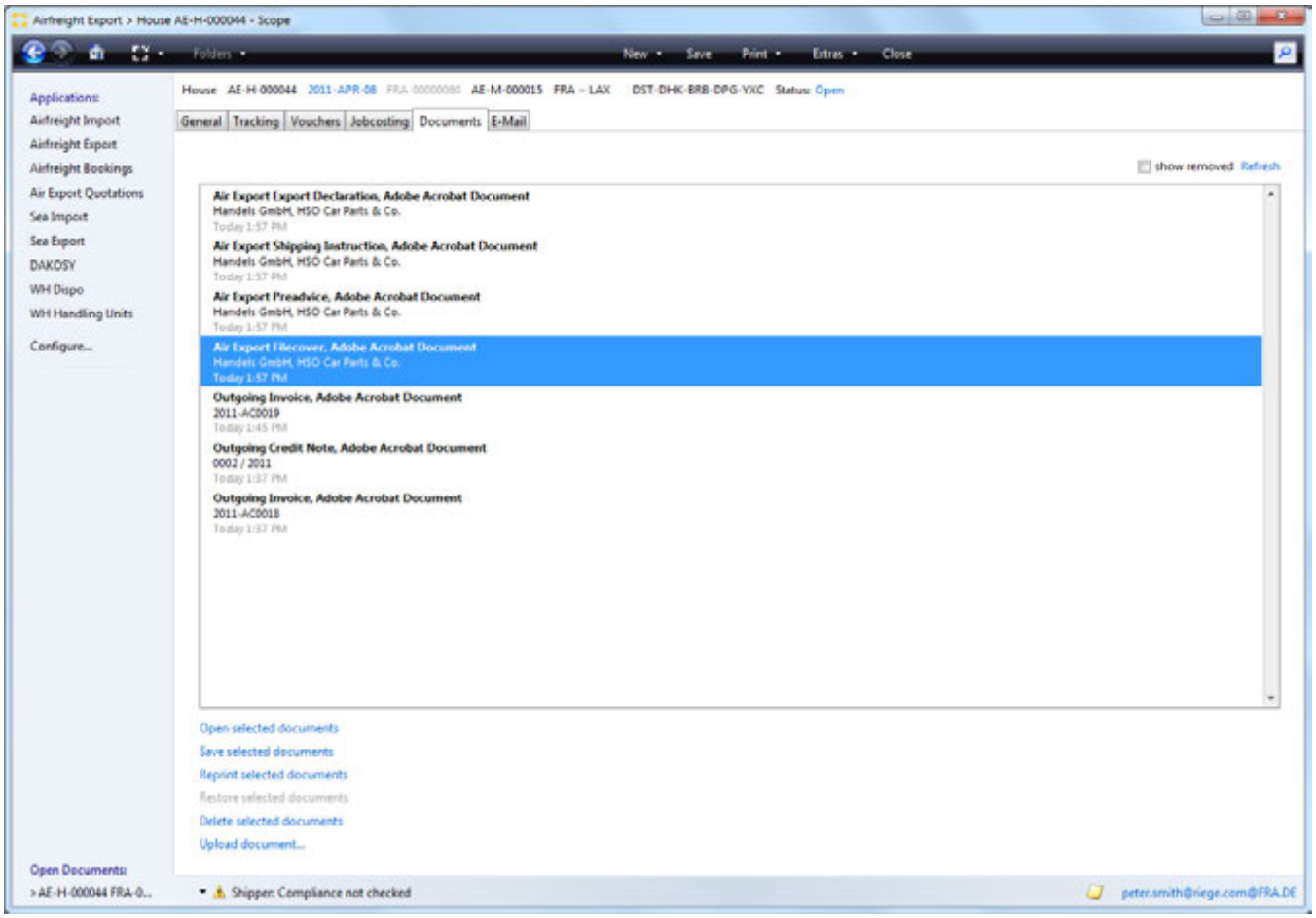
Documents - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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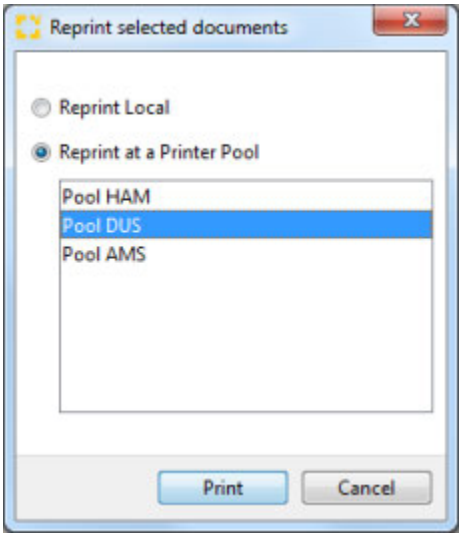
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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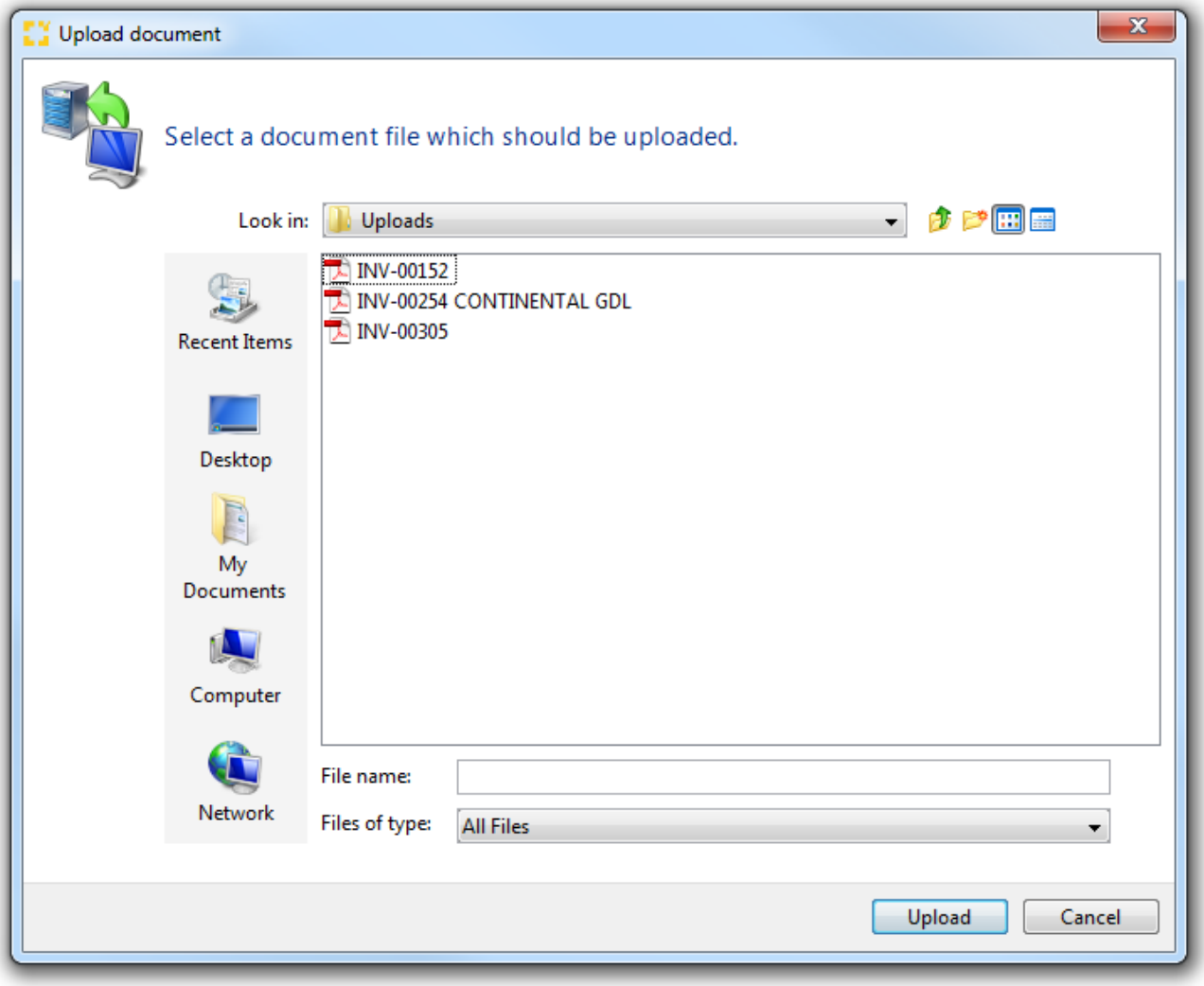

Update

Updates the current list of documents.

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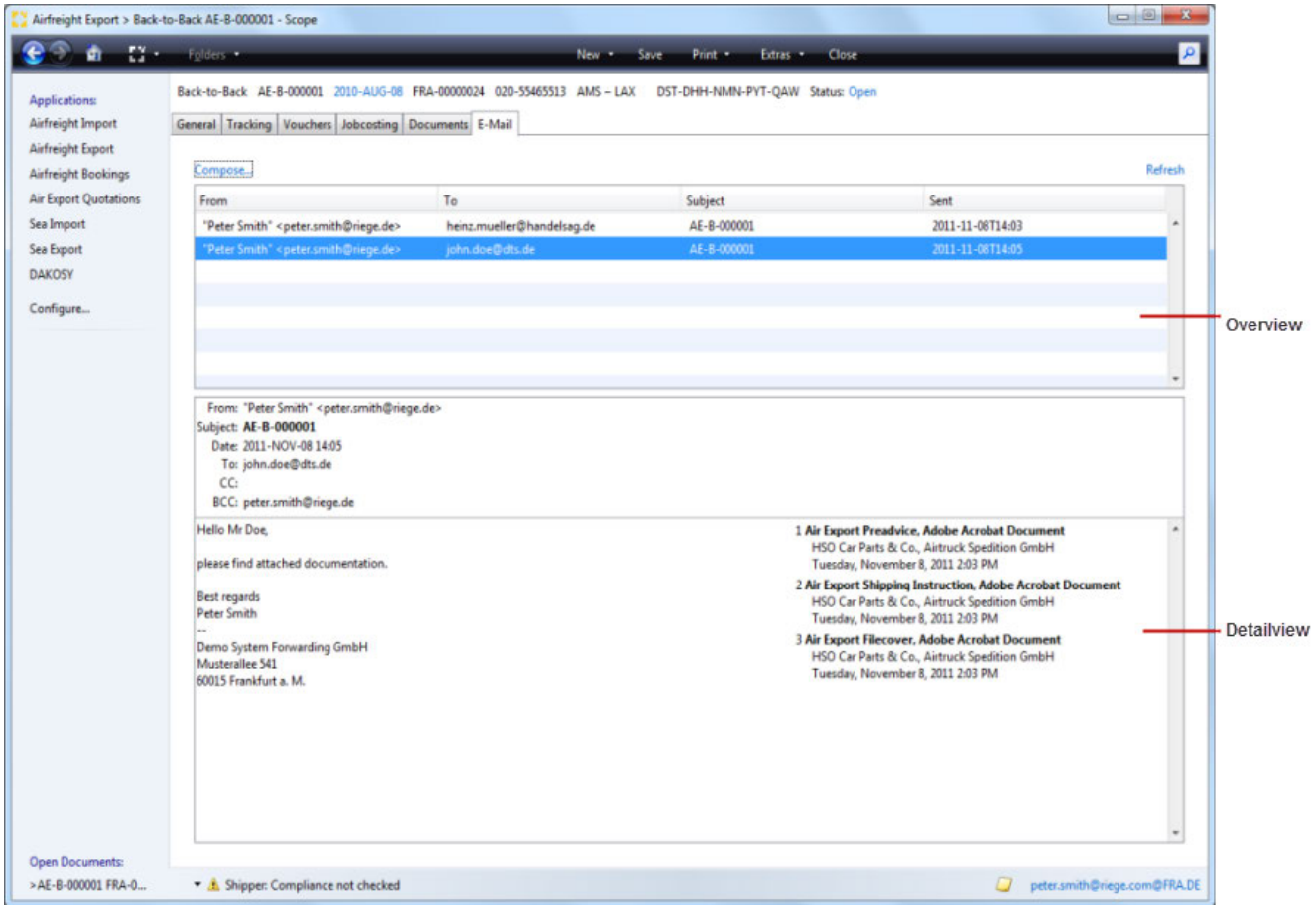
E-Mail - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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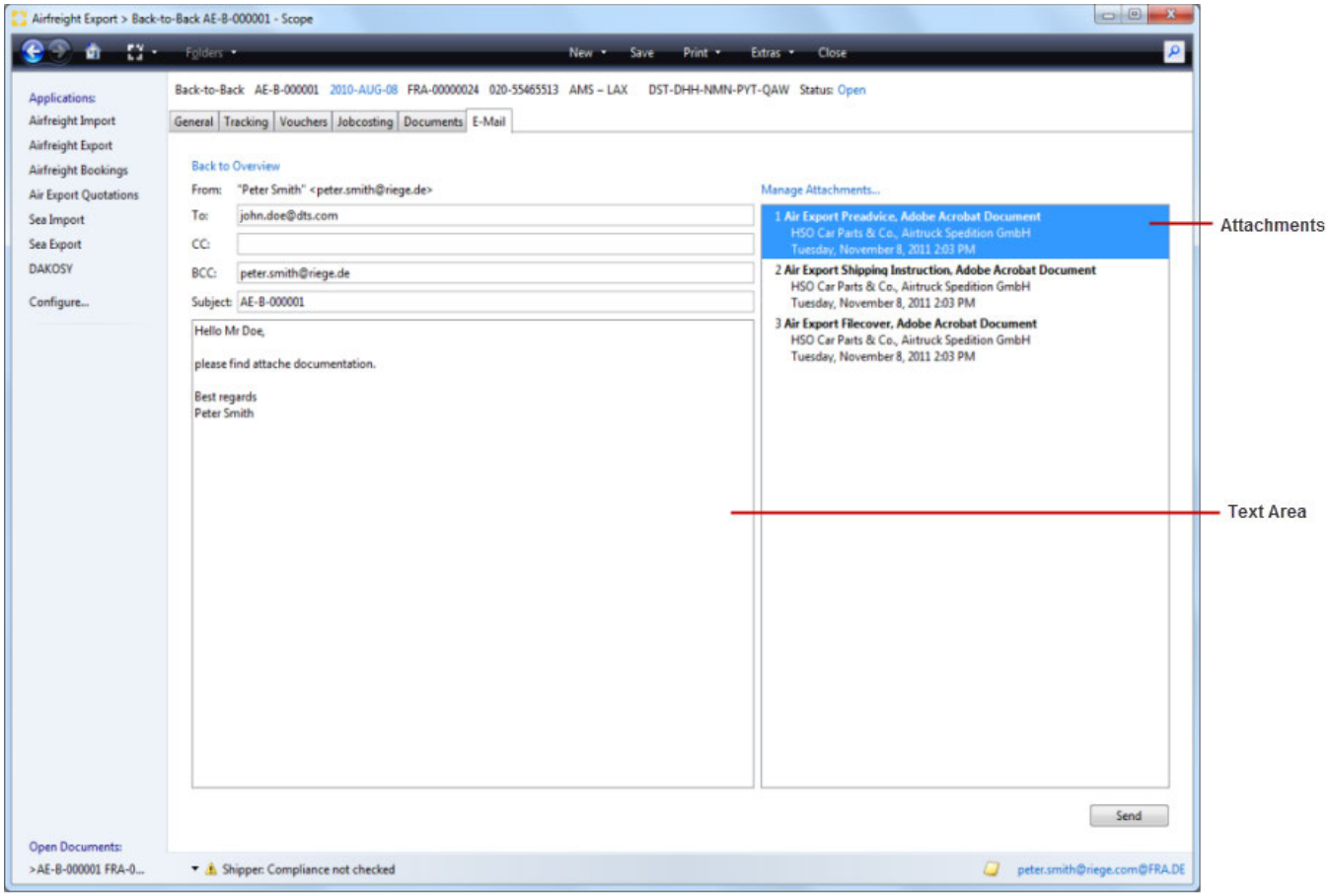
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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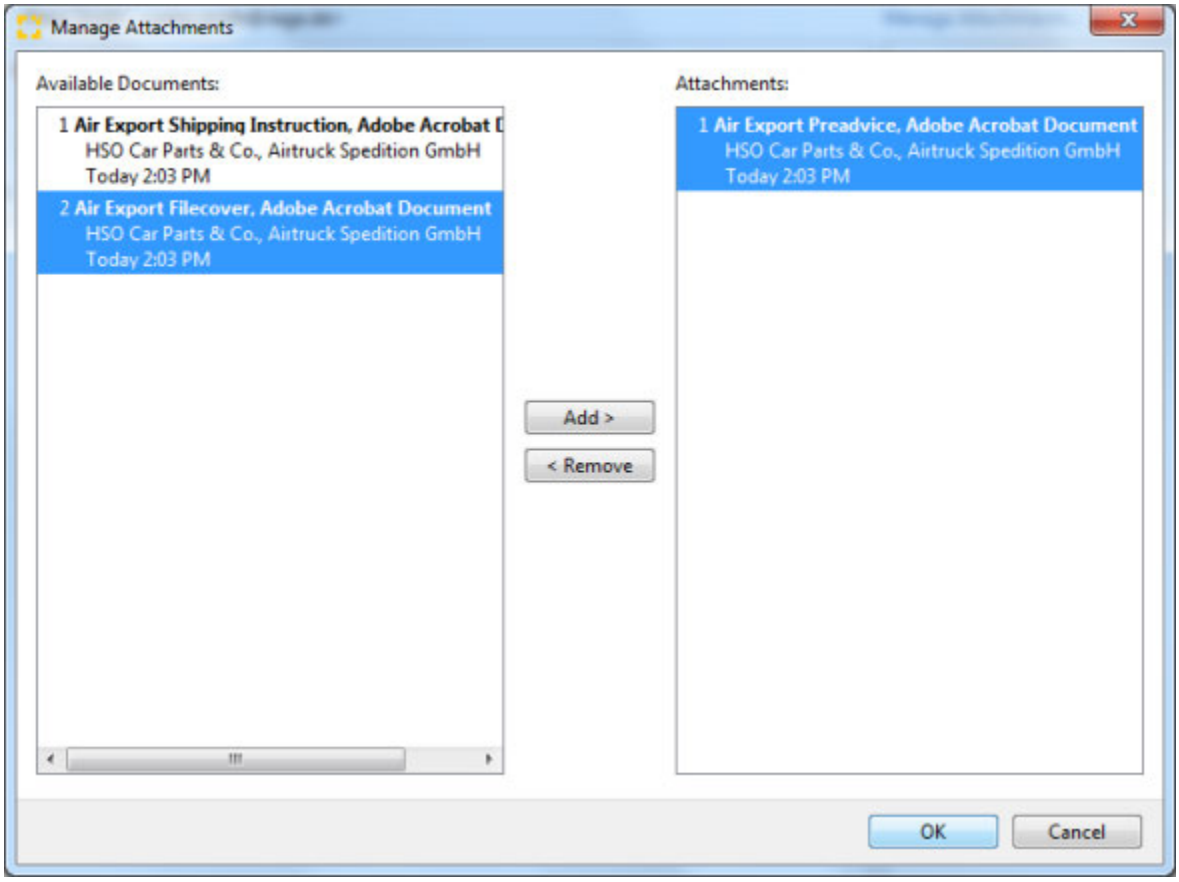
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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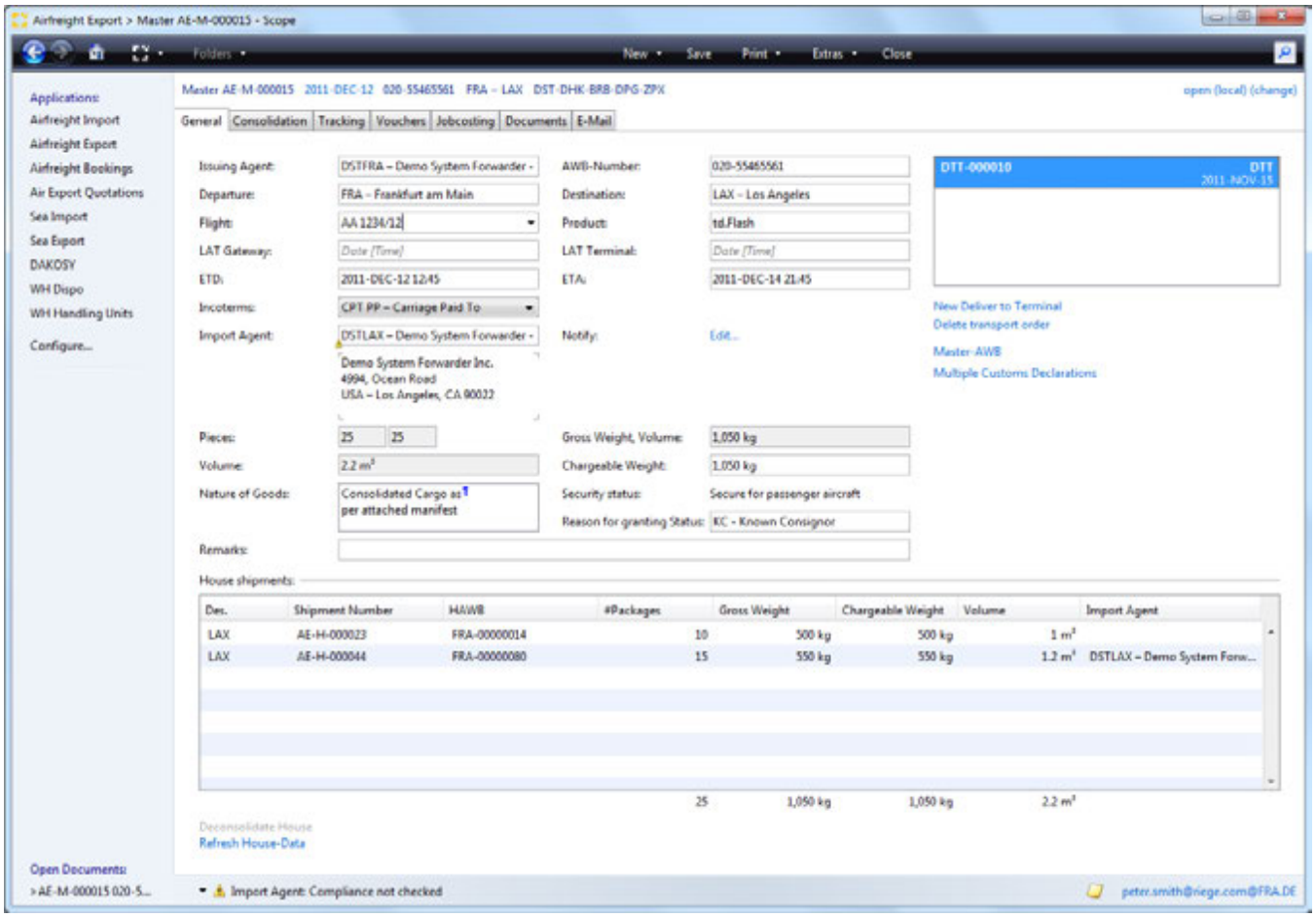
General - master shipment - airfreight export

- Introduction
- Description

Introduction

the **General** tab is where the main data entry for the master shipment takes place. This includes AWB numbers, sender, recipient, number of pieces, volume and weight.

Description



Save

Selecting the save option from the title bar will save data that has been entered. Saving is only possible if all mandatory fields have been completed. If a mandatory field has not been completed there will be a validation error. This is indicated by the presence of the validation error symbol with an accompanying message describing the validation error.

Print

The print option on the menu bar will present a list of various documents for the shipment that may be printed. These are:

- File Covers
- Pre-advise
- Cargo Manifest
- Customs Manifest
- MRN Manifest
- Master Labels

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- Combi Labels (labels with data from the master and house shipments)

Finish

Opens a dialogue in a popup window to finish the shipment.

Close

Closes the shipment. If the data has not been saved a query box appears to confirm if the shipment should really be closed since any new data will be lost.

Title Bar

The following information about the shipment appears as the title bar above the shipment details:

- **Shipment type**
  For a master shipment this will indicate *Master*.
- **Shipment number**
  This is assigned upon the consolidation of the first house shipment to the master shipment. Prior to consolidation the master shipment can be found and recognized by means of the AWB number.
- **Service date**
  The service date for the shipment is created as follows:
  If available the ETD (estimated delivery date) of the shipment
  -else
  The date the AWB was was printed, if available.
  -else
  The date the shipment was first saved.
  Clicking on this date will update it to the current date as long as no outgoing invoice or credit note has been created for the shipment. After updating the service date a dialogue window may pop-up which allows the shipment number to also be changed. This may be necessary where the shipment number also stores the service date.
- **Master-Waybill Number**
  The Master-AWB Number for the shipment.
- **Airport of Departure - Destination Airport**
  Departure und Destination of the shipment.
- **USI-Number**
  A unique shipment identifier for the shipment created automatically when the shipment is first saved.
- **Status**
  This shows the status of the shipment. This action link can be clicked to change the status. The following statuses are possible:

Status	Description
open	additionalhouse shipments may be consolidated on this master shipment
Locally open	Only house shipment created in the local branch may be added to this consolidation.
Closed	House shipments may not be added to this consolidation.

These restrictions only apply from the perspective of house shipments. From the perspective of the master shipment, further house shipments may be added.

Issuing Agent

The Agent who issues the bill of lading. By default the local office is used. Using the field search function an alternative Agent may be found and selected for the shipment.

AWB-Number

Fundamentals of the AWB-Number

Airlines use IATA compliant tracking numbers (AWB) numbers. These consist of 11 numbers. The first three numbers are referred to as a prefix, and also indicate the airline. The remaining 8 numbers are the actual bill number where the last number is a check digit which is calculated from the previous figures. The AWB number is usually represented as follows: aaa-nnnnnnnp (a prefix = / n = number / check digit p =) Example: 020-12345675

AWB These numbers must be allocated by the respective airline. There are three ways to enter this one AWB number.

1. Manual Input

- A single MAWB number assigned by the carrier may be manually input. (This should only be required for airlines that are rarely used.)
  Enter the AWB number in the manner of a normal text box. The number will be automtically be checked to ensure it is valid (correct check digit). The number can be entered with or without a hyphen after the prefix of AWB. For valid AWB numbers the hyphen will automatically be added if not already present and the prefix will be used to determine the airline used in the "Carrier" field.

2. Automatic NAWB number from the pool

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- MAWB numbers can be pulled automatically if they have been stored in a pool of AWB numbers that have been assigned to the airline. (Usually batches of 100 or more AWB numbers are assigned to a carrier).
  To pull from the pool, instead of inserting the whole MAWB number, only the prefix is entered and then exit the field. The result is the system will pull the next available AWB number from the pool of the relevant airline. The two-letter airline code may also be used, example: 020 or LH.

3. Net Rate Info

- Using the context menu or pressing *F2* here will launch the net rate info as a pop-up window. If a valid net-rate exists and is selected, the next air waybill number for the airline associated with the net-rate will automatically be called.

AWB-number pools must be maintained in the master carrier data

- If an AWB number has been drawn from the pool or entered manually, this number is "reserved" for a period of 30 minutes. During this time, this number may be used in any other program while the shipment remains unsaved. As soon as the shipment is saved, the number is permanently marked as "used" and cannot be used in any other shipment.
- If a MAWB number is removed from the field, or replaced by another MAWB number, the original number is automatically released and returned to the pool of MAWB numbers (restock). The number can then be reused in another shipment.

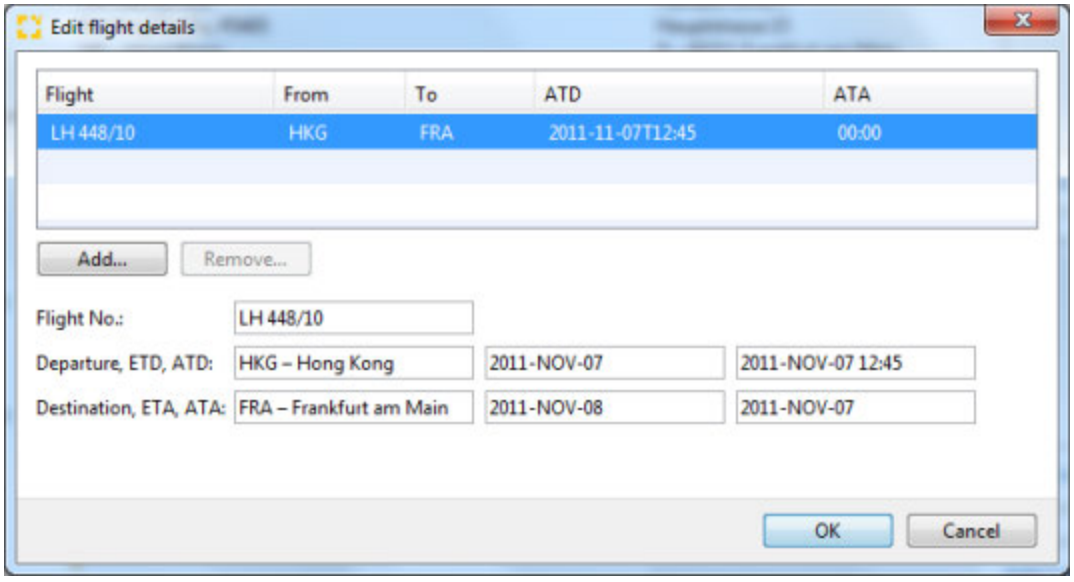
Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic full text search that will display all matching airports.

Flights



Enter the flight data for the shipment. Use the drop-down menu or press F3 to access the flight data editor. This allows detailed flight and routing data to be entered.

ETD

Estimated time of departure

Incoterms

The delivery terms for the shipment

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Import agent

The station that will receive the cargo at the arrival airport. The field search function can be used to locate an alternative agent.

The Import agent available at the destination will vary according to the following:

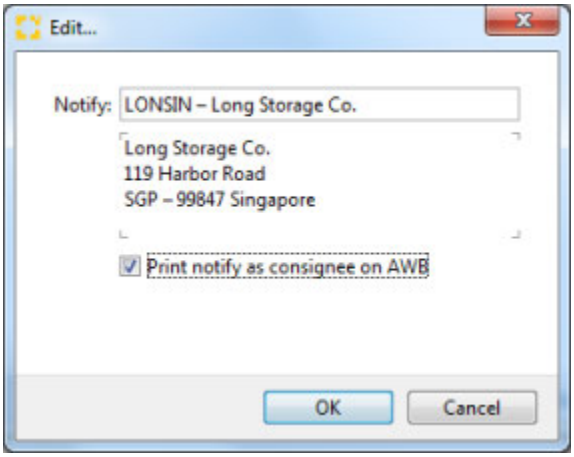
- If no destination has been entered, then all agentsare offered for selection
- If a destination is entered and the master data for that destination has only one agent assigned to it, then that agent will be used as the import agent for the shipment.
- If a destination has more than one agent assigned by the master data then the field will be blank but it is only possible to select one of the assigned agents.
- If a destination is assigned where no agent has been assigned in the master data, then it is not possible to select an agent until an agent is assigned in the master data

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

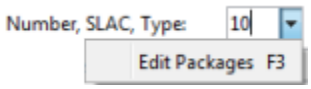
In the master data of the (partner), if the partner has the role Forwarding Customerapplied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Number

Total number of packages on the shipment. This total is calculated from total packages on each house shipment. As further house shipments are consolidated on the master, this total number of packages will increase. This field cannot be edited.



Gross weight

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Total gross weight of the packages on the shipment. This total is calculated from total gross weight of the packages on each house shipment. As further house shipments are consolidated on the master, this total gross weight will increase. This field cannot be edited.

Chargeable Weight

Total chargeable weight of the packages on the shipment. This total is calculated from total chargeable weightof the packages on each house shipment. As further house shipments are consolidated on the master, this total chargeable weight will increase. This field can be edited if necessary.

Nature of Goods

The description of the goods on the consolidation. This will default to the description *Consolidated Cargo as per attached manifest*. This description can be changed if necessary.

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The field cannot be edited.

Reason for granting the security status

Reason for granting the security status is determined in accordance with Regulation (EC) No 300/2008. The field cannot be edited.

- The security status and reason for issue is determined by the statuses of the house shipments that are consolidated on the master. The house with the lowest security status or reason for issue is used as the security status of the entire consol.
- If an insecure house shipment is detected when opening the Master AWB editor, then an appropriate warning is provided to avoid incurring unnecessary costs.



Further information about security is available in the role descriptions RegB UAN and secure shipper.

Deadline

The last permissible date and time for delivery of the consignment to the gateway. If the consol flight schedule has been used, then this date is taken from the flight plan.

LAT (latest acceptance time)

The last permissible date for delivery of the shipment to the airline terminal. If the consol flight schedule has been used, then this date is taken from the flight plan.

Remarks

This is a free text field used for internal information about the shipment and is not printed on documents. If the consol flight schedule has been used, then the remarks from the corresponding flight plan are inserted.

House Shipments

All of the currently consolidated house shipments will appear in this summary table together with their destination, shipment number, HAWB number, number of packages, gross weight, volume and import agent. Any house shipment summary line can be double-clicked to open the house in the corresponding House shipment application.

Deconsolidate House

This action link will deconsolidate the house shipment currently highlighted in the summary table of house shipments.

Update House Shipments

This action link will automatically recalculate all the data from the assembled house shipment. Normally this is done automatically, but occasionally it may be necessary to update the data with this manual option.

Master AWB

Opens the IATA AWBMaster AWB - General - Master Shipment - Airfreight Export editor in order to add and edit data on the airway bill and to print the airway bill.

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Multiple Customs Declarations

This action link allows creation of multiple customs declarations.



More information on customs applications is available in the chapter on Customs.

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Finish - General - Master Shipment - Airfreight Export

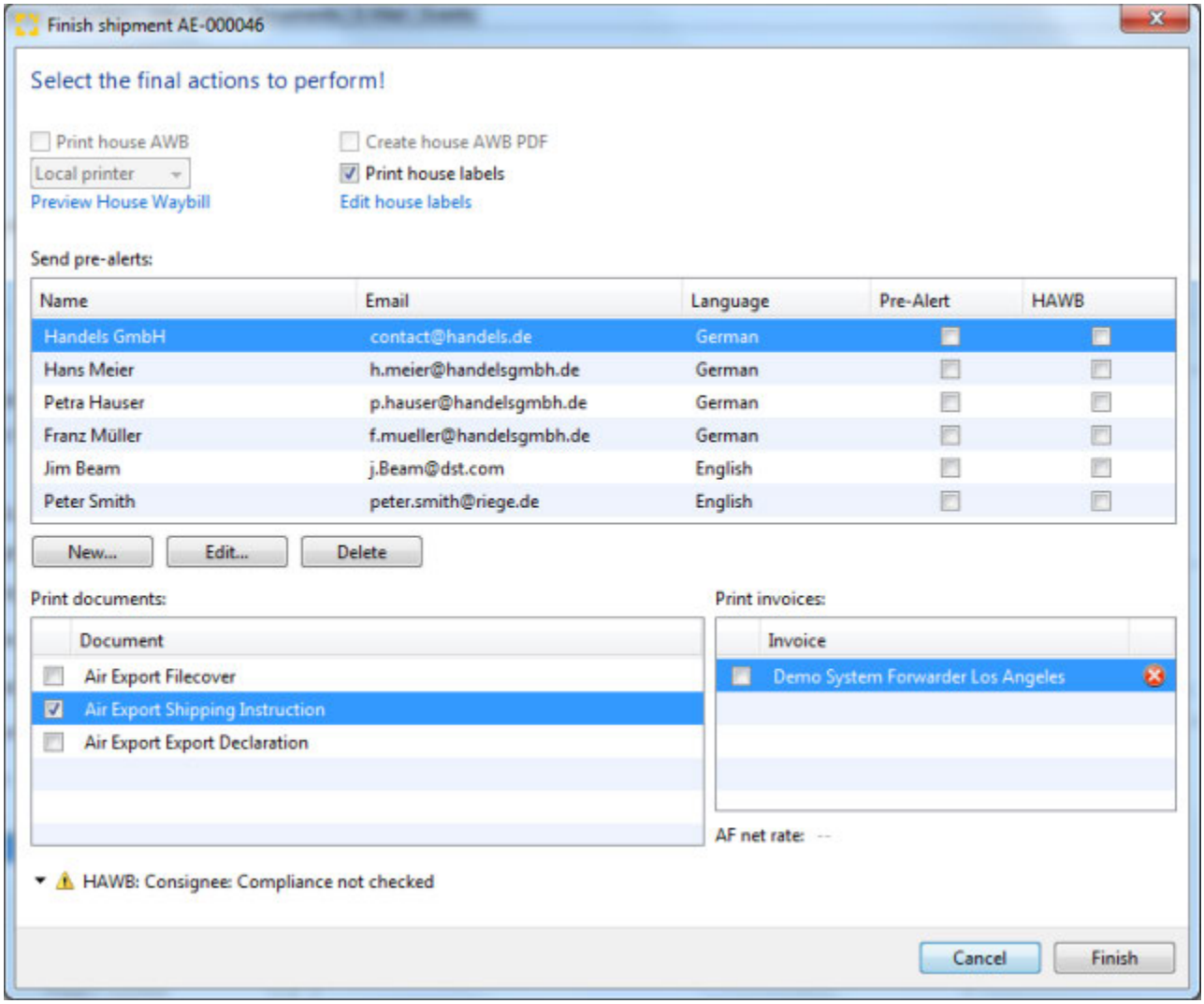
- Introduction
- Description

Introduction

In this application, all actions can be performed in one step to complete a shipment including printing the labels and associated documents and transmitting pre-advices via e-mail.

Description

By activating the check boxes described the corresponding actions are selected. After clicking the button *Finish* , the selected actions are carried out.



Print IATA-AWB

The IATA airway bill is printed on the pre-defined default printer.

Creat IATA-AWB PDF

The IATA airway bill is created as a PDF file in the *Documents* tab.

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The creation of the PDF is only possible if the shipment contains no validation errors. If errors exist these will be displayed at the bottom of the application window with the symbol .

Print Master-Labels

The master labels can be printed for shipment.

Edit Master-Labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *master label printing* has been activated.

Print Combi labels

Combined labels can be printed for shipment.

Edit Combi labels

Opens the Label-Printing editor in a popup window where the print parameters can be edited. This action link is active only if the action *combined label printing* has been activated.

Send pre-alerts

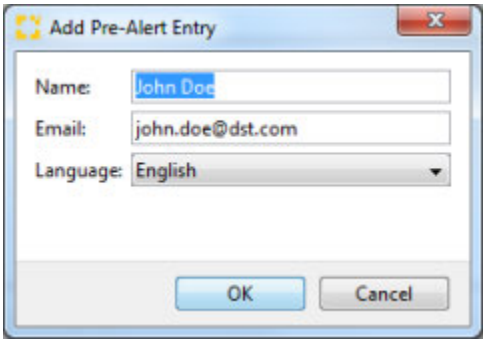
Allows the creation of pre-advises for the shipment and a copy of the airwaybill can be included in the pre-alert e-mail. The contacts for the shipper, consignee and **import agent** will all default to the consignee. The names, email addresses and language for these individuals will be derived from the **Cont acts** tab of the partner.

- By activating the check box *pre-alert* and / or *HAWB* the highlighted contact person will automatically receive an e-mail with the appropriate PDF document sent as an attachment.
- The sent e-mails are then listed in the *e-mail* tab

- If a partner has no check-boxes marked then **no** e-mail is sent to that contact.
- The language setting of the partner will be used to determine the correct language for the e-mail text of the pre-advises.

New

This option will allow a further contact name and e-mail address to be added.



Edit

Opens the contact highlighted in a list for further editing.

Delete

Removes the highlighted contact in the recipient table.

Print documents

A list of documents that can be printed. Use the check-box next to each document to confirm the document should be printed.

Available documents:

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Airfreight Export master file cover

A file cover is printed on the predefined default printer and a PDF document created in the *Documents* tab.

Airfreight Export Cargo Manifest

A cargo manifest is printed on the predefined default printer and a PDF document appears as a document in the *documents tab*

Airfreight Export Customs Manifest

A customs manifest is printed on the predefined default printer and a PDF document appears as a document in the *documents tab*

Airfreight Export MRN Manifest

A manifesto is printed on the MRN predefined standard printer and a PDF document created in the *Documents tab* tab.

Print Invoices

The freight bill is printed on the predefined default printer and a PDF document created in the *Documents* tab.

The freight bill is printed only if:

- It is a system generated invoice (other invoices are not offered here for printout)
- It has not yet been completed and printed (Existing invoices are not offered here for printout)
- It has no validation error (Errors can be seen in the invoice where the the icon appears on the right edge of the table showing additional error information)

Cancel

Close the application without further action.

Finish

Performs the selected actions and closes the application.

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Master AWB - General - Master Shipment - Airfreight Export

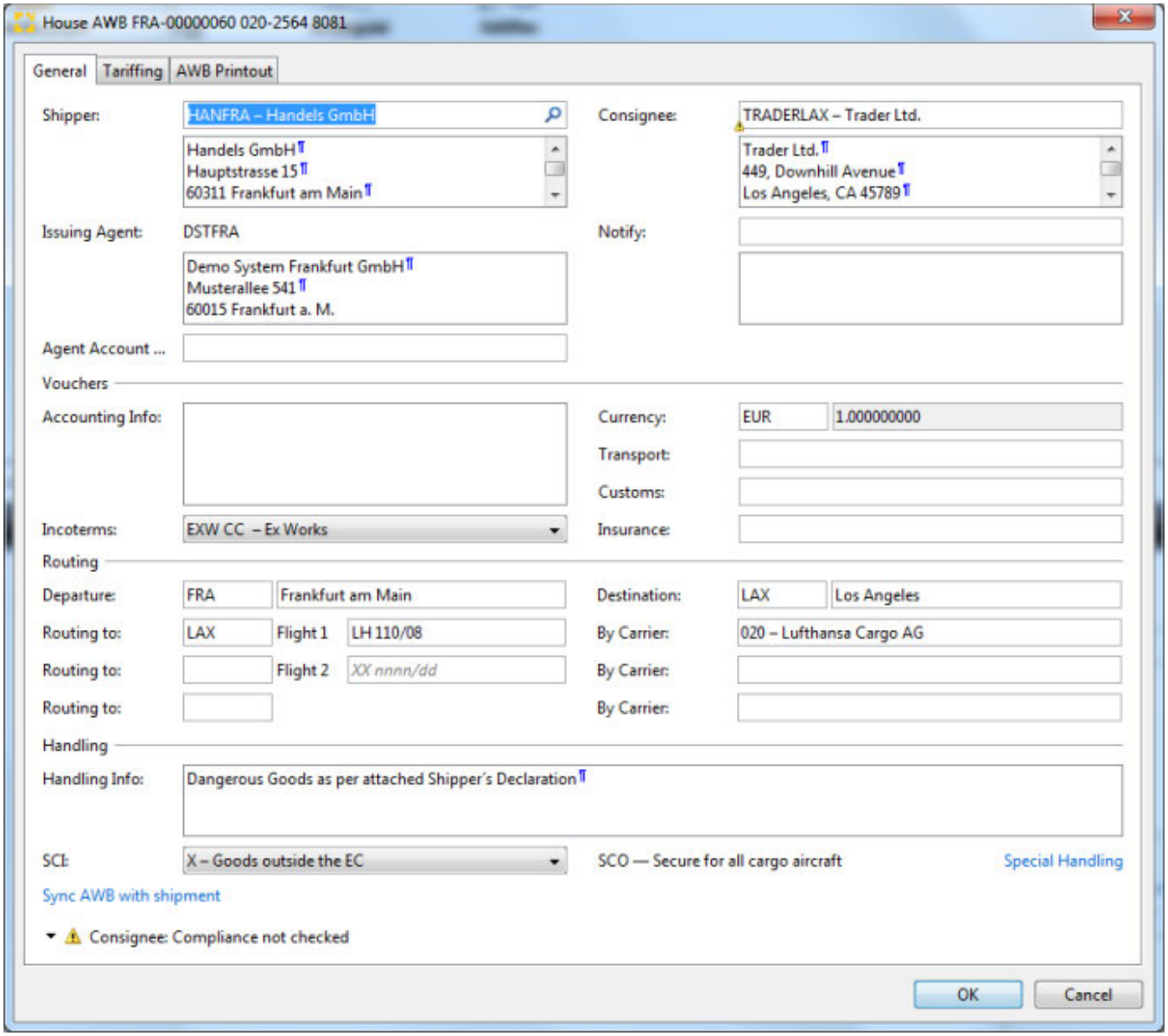
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the AWB on screen before it is actually printed.

Description

General



Shipper / Consignee

Shipper and Consignee for shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

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Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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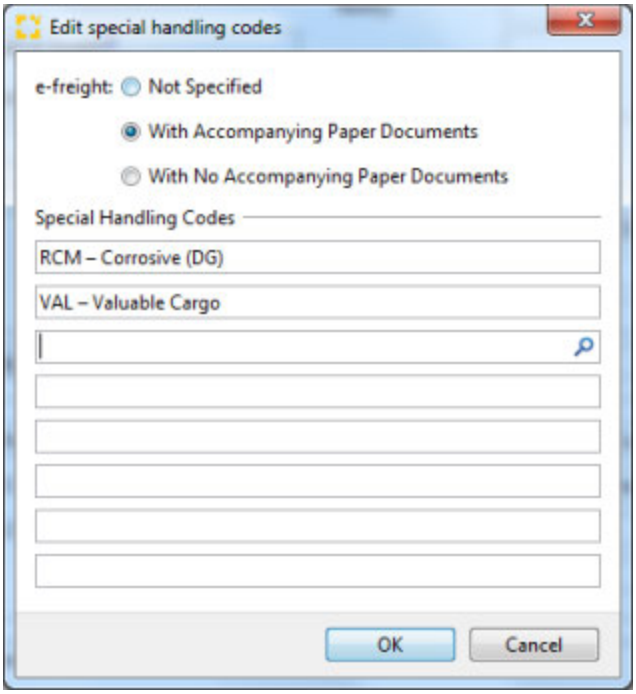

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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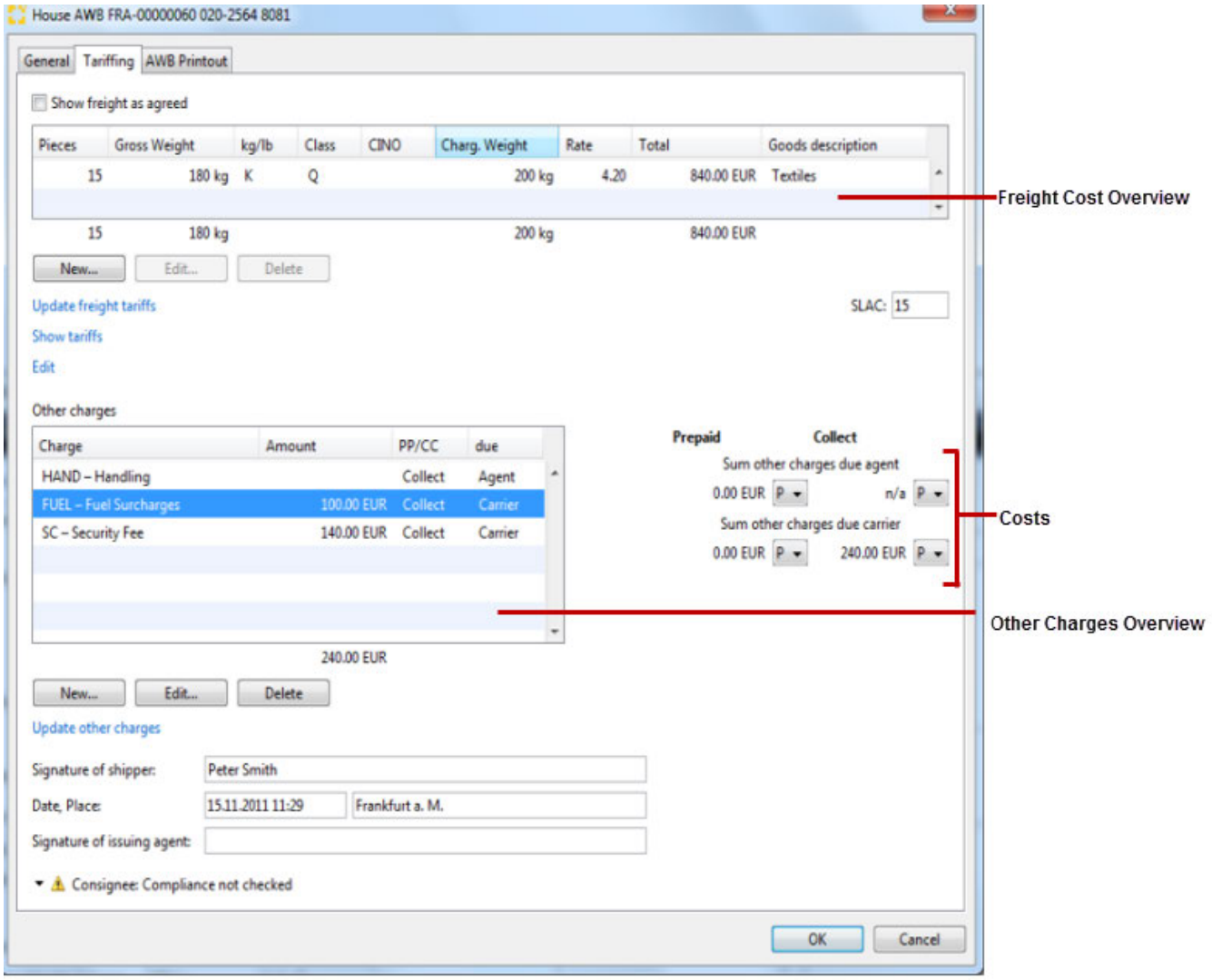

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

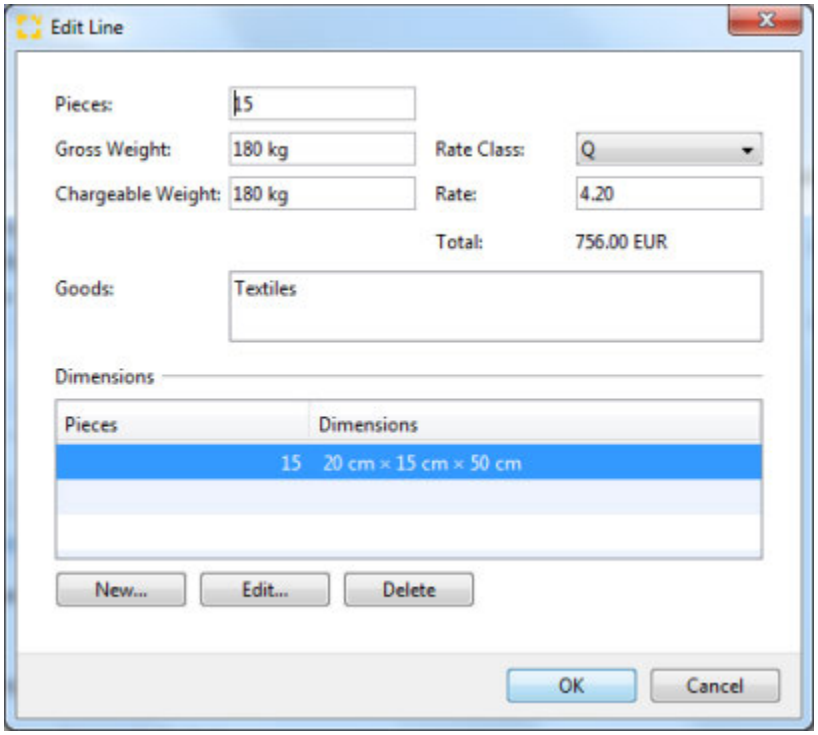
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

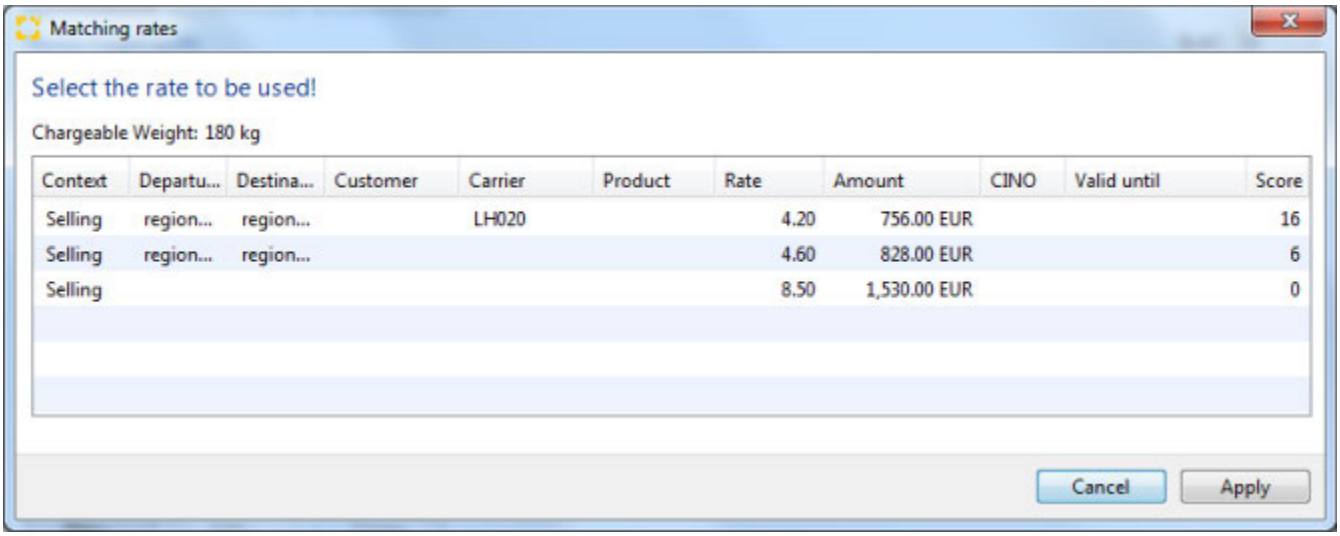
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *IATA* tariffs are shown for direct shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

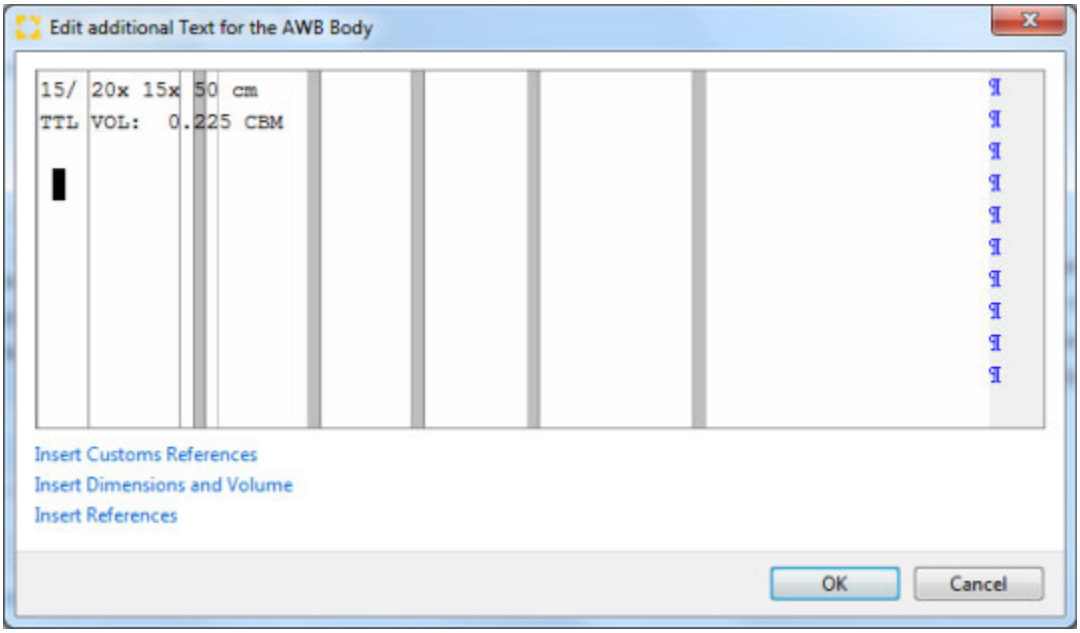
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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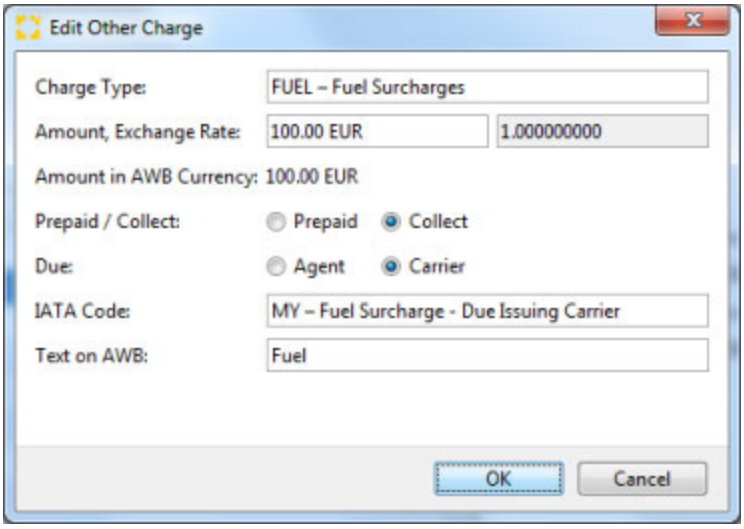

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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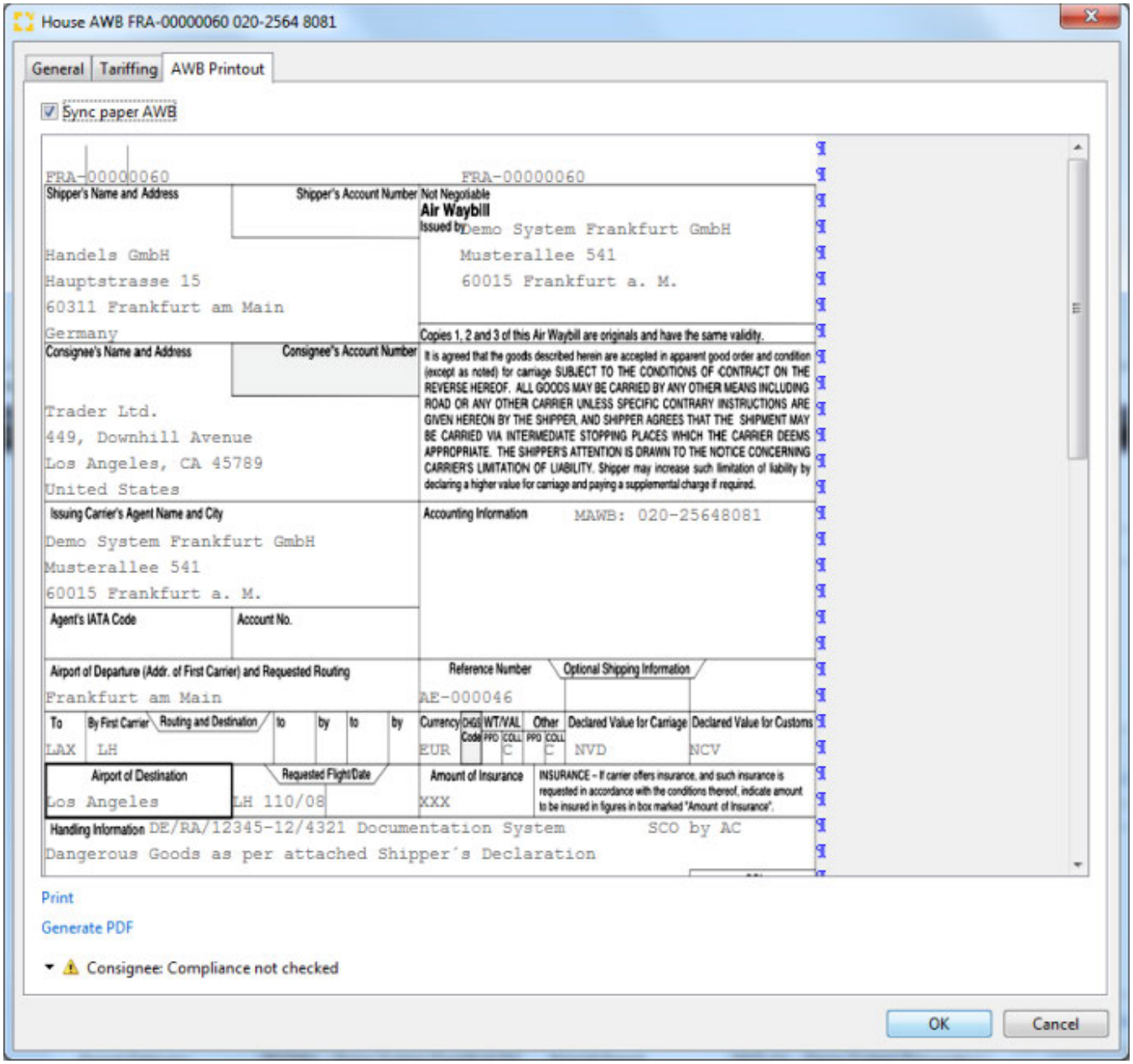
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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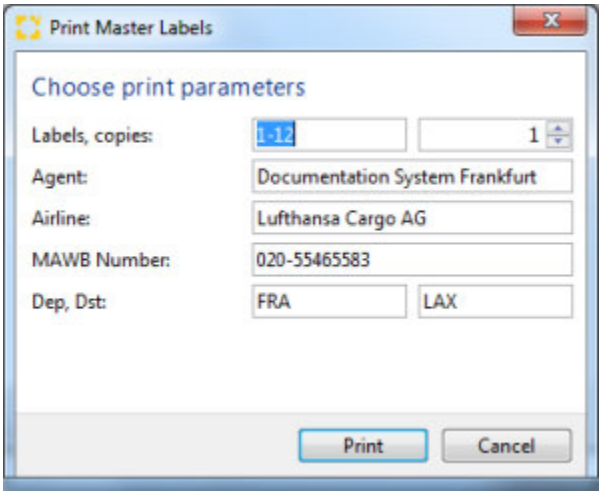
Printing Labels - General - Consolidated shipment - Airfreight Export

- Introduction
- Description

Introduction

Clicking the option *Print... Master labels* opens a pop-up window where the print parameters and number of printed pages can be edited. In addition, the printing of the labels can be redirected to another printer-pool (e.g. another branch).

Description



Labels / Copies

Number of labels to be printed. Individual labels can be printed or a partial set of labels may be printed.

Examples:

Entry	Quantity	Numbers
1-15	15	1-15
11	1	11
4-6	3	4-6

By default the application proposes printing the total number of labels.

Agent

The agent who issued the airwaybill. (Issuing agent)

Airline

The airline who will transport the shipment.

Handling Agent

The cargo handling agent at the terminal who will receive the cargo prior to loading on the aircraft.

MAWB Number

MAWB Number of the shipment.

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Departure/Destination

Place of departure and place of destination for the shipment.

Output

Print local

The option *Print local* will print to the locally attached printer.

Print to Printer-pool

Allows selection of a printer-pool from the list displayed.

Printer-pools (List)

The desired printer-pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the popup window without further action.

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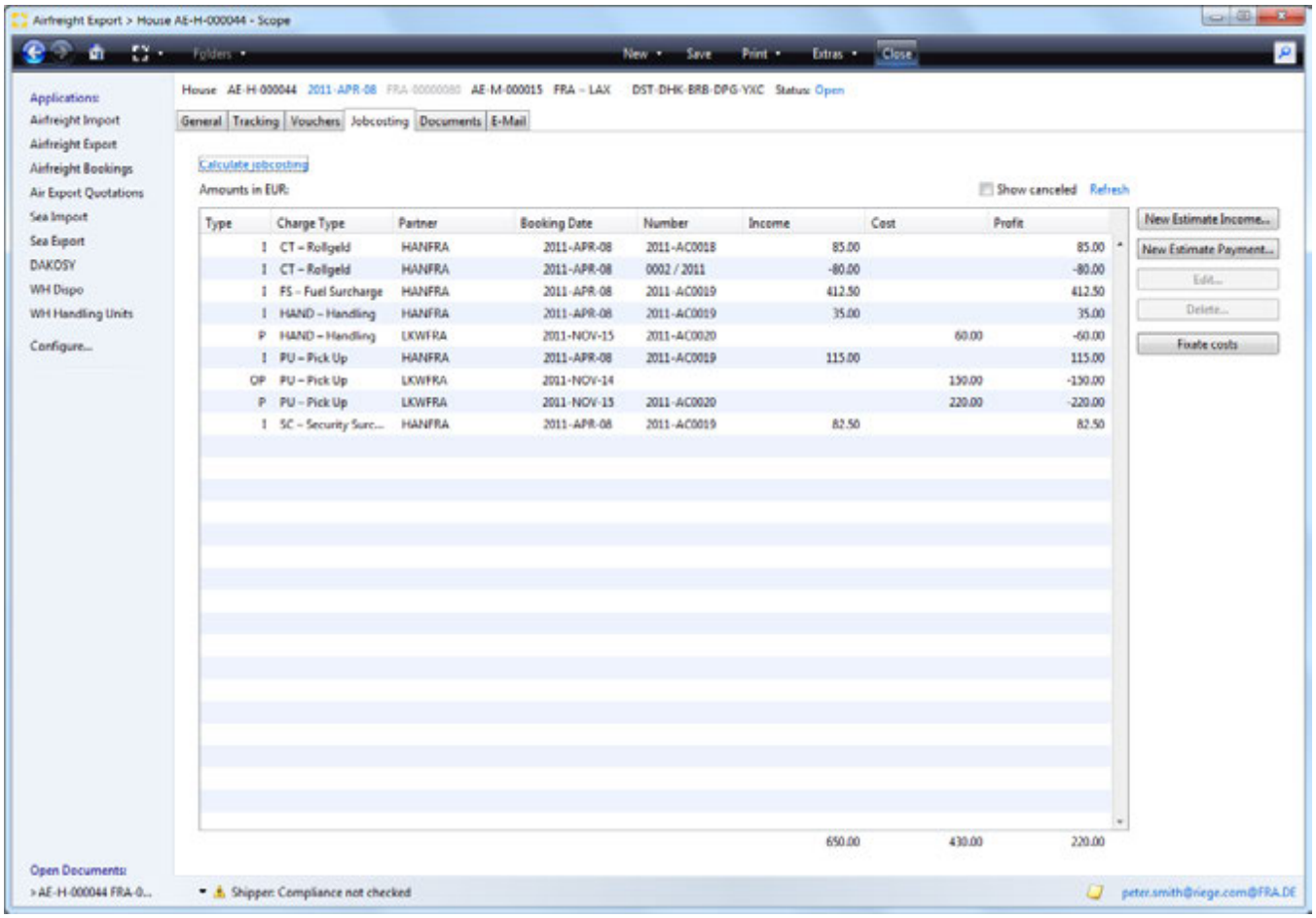
Jobcosting - Master Shipment - Airfreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Compute Breakdown

The button will recalculate the breakdown of all master to charges to the house shipments on the consolidation. Normally this action occurs automatically, but this button can be used to force the process.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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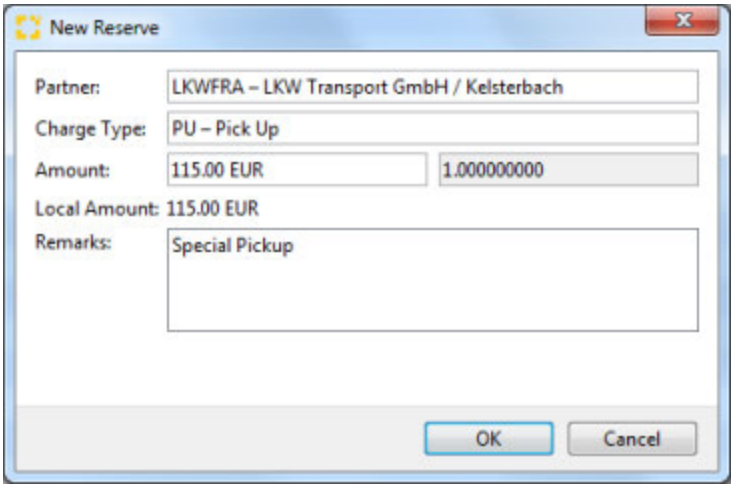

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Tracking - Master Shipment - Airfreight Export

- Introduction
- Description

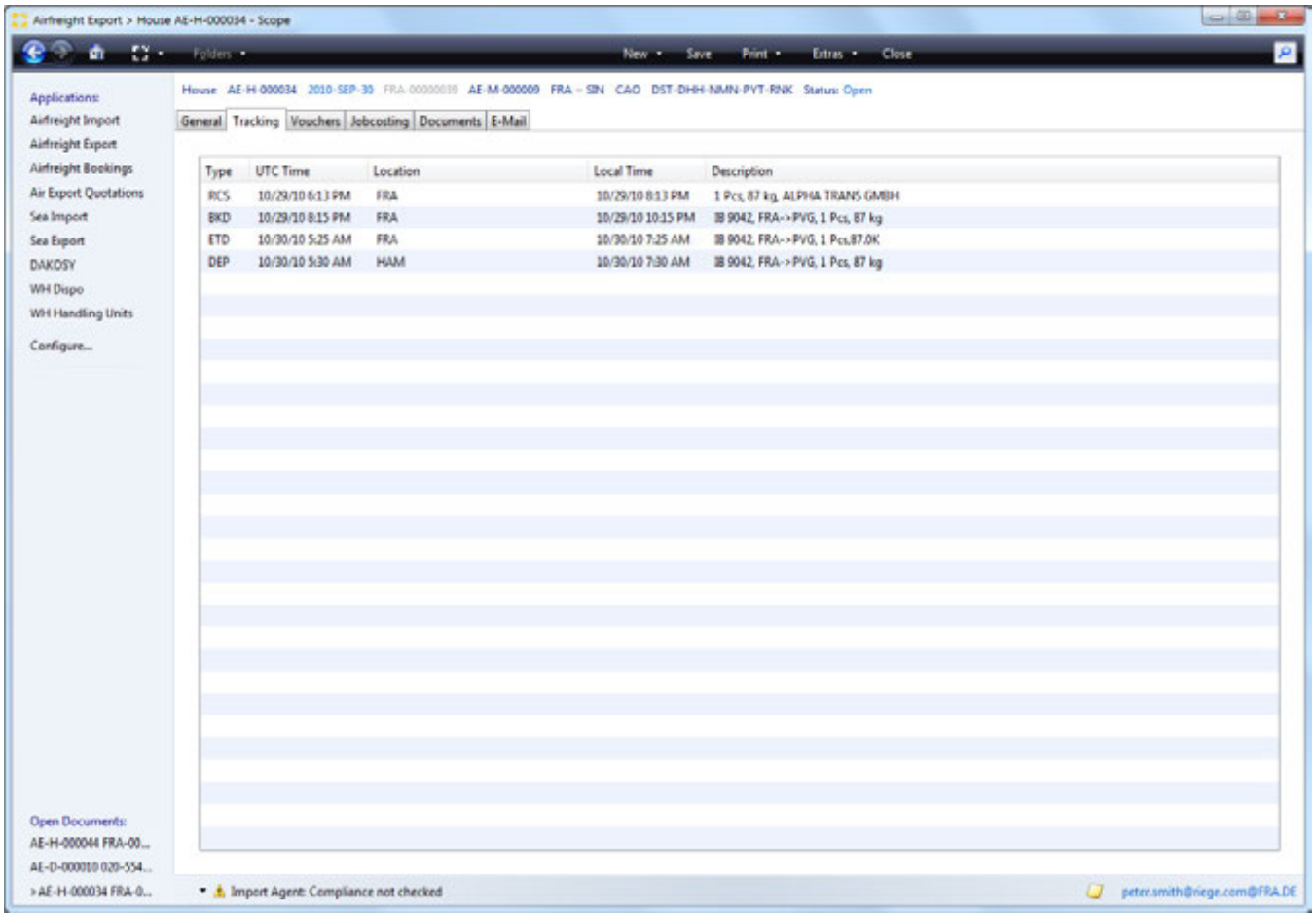
Introduction

During the life-cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an idividual tracking event will present detailed tracking information. Currently, only extrenal tracking events are available when the shipper and carrier are exchanging data using the "TRAXON" cargo communication system. Future development of the tracking tab will allow it to include events between senders and receivers. Events in the tracking tab can also be viewed via web-browser on RSI's track and trace system. Connection to external, customer-specific track & trace systems can be implemented on request.

Description

The example below shows an exchange of tracking data for a Scope system that is connected to the Traxon cargo communication system.

- When printing the IATA air waybill (master shipment, direct shipment and back-to-back) the option exists to also "Priint and tranmit FWB" or just "Transmt FWB". These options will automatically generate the FWB message (waybill data) and send these to the Traxon system who in turn transmits the FWB to the responsible airline. Consolidations and back-to-back shipments will also include the FHL messages (house bill of lading or manifest data).
- The corresponding events are automatically entered into the table of tracking events.
- The types of events shown will depend on the types of events supported by the responsible airline.
- Airline events are automatically entered into the table.
- The events which are recorded in a master shipment, also appear simultaneously in the house shipments consolidated on that master since these events are also relevant to the house shipments.



Main menu bar and title bar

see tab **General**

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Type

Event type (see table below)

UTC time

The time of the event in UTC (Coordinated Universal Time)

Location

The place where the event has occurred. (the relevant airport IATA code may be shown)

Local time

Local time of the event (time in the time-zone in which the event occurred.)

Description

Description of the event. This example indicates how many packages, their weight, the aircraft transporting the freight. From where, to where. Numbers of packages that have arrived, the weight of the packages and at which destination.

The following events can be mapped. (Depending on the airline used)

Code	Description
RCS	Consignment received from Shipper
RCT	Consignment physically received from another airline
RCF	Consignment physically received from a flight known or not
BKD	Consignment has been booked
MAN	Consignment has been manifested
DEP	Consignment has departed
PRE	Consignment prepared for loading
TRM	Consignment is to be transferred to another carrier
TFD	Consignment has been physically transferred to another airline or surface transport party
NFD	Consignee or his agent informed of arrival of shipment
AWD	Arrival documents delivered to consignee or his agent
CCD	Consignment cleared by customs
DLV	Consignment has been physically delivered to consignee or his agent
DIS	Consignment Discrepancy
CRC	Consignment Information has been reported to Customs
DDL	Consignment has been delivered to the consignee's door
TGC	Consignment has been transferred to Customs/Government control
ARR	Consignment arrived on a flight known or not
AWR	Consignment documentation received from fleight
FOH	Consignment is on hand
FHL	Consol Manifest sent to airline
FWB	AWB sent to airline/ground handler
OSI	Other Service Information
ULD	ULD Identification
ETD	Estimates Time of Departure
ETA	Estimated Time of Arrival
FMA	Message acknowledged
FNA	Error detected in message

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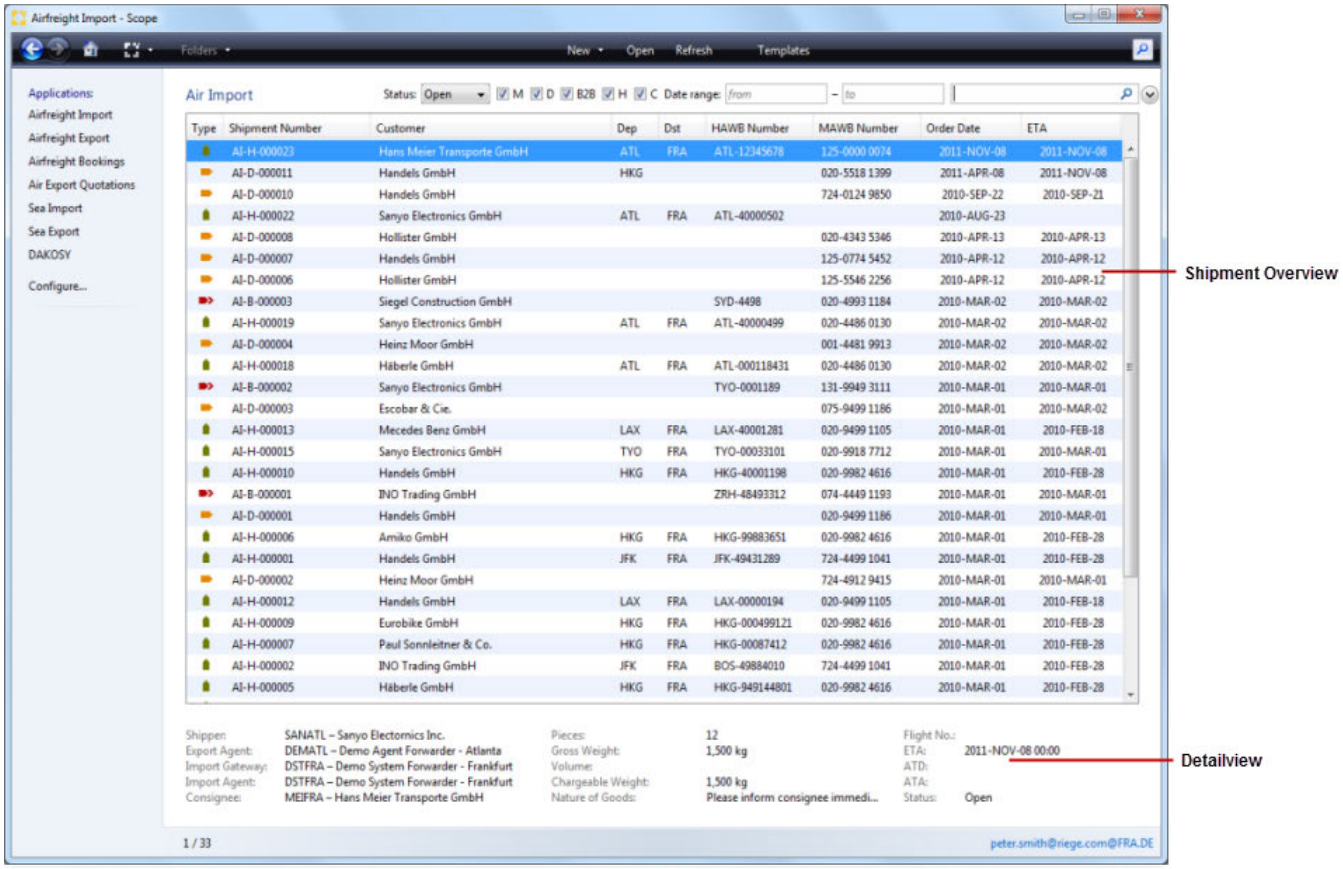
Air Freight Import

- Introduction
- Description

Introduction

The airfreight import module enables creation of Master, House, Direct, Back-to-Back and Coload air import shipments. Within these applications are all the function necessary to create transport orders, calculate income and revenue, and produce all required import documents.

Description



Shipment overview

the shipment overview displays all current shipments. Any of these shipments may be opened by *double clicking* them or using the *open* option in the main menu.

The shipment types are indicated in the overview using the symbols shown below:

- House Shipment
- Direct Shipment
- Back-to-Back Shipment
- Coload Shipment
- Master Shipment

Detail section

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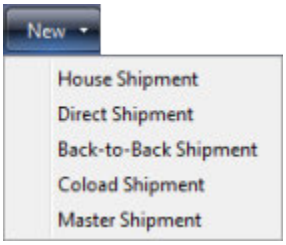
The lower pane displays the most important information about the shipment highlighted in the overview table.

New

The *New* option in the main menu allows creation of new Master, House, Direct, Back-to-Back and Coload shipments.



Open

Open the shipment highlighted in the overview. It is also possible to open a shipment in the list by *double clicking* it.

Update

Updates the list of shipments.

Search options

Hide types



By enabling or disabling check boxes above the shipment list, various types of shipment can be hidden or displayed:

Type	Description
M	Master (Consolidations)
D	Direct Shipments
B2B	Back-to-Back Shipments
H	House Shipments
C	Coload Shipments

Date Range from / to

Including a date range will limit the list of shipments to those whose service date falls within the date range.

Keyword search

Entering a keyword in the [search field|Full Text Search - Field Types - User Interface - General will filter the list of displayed shipments to those that match the keyword in the search field.

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Back-to-Back Shipment - Airfreight Import

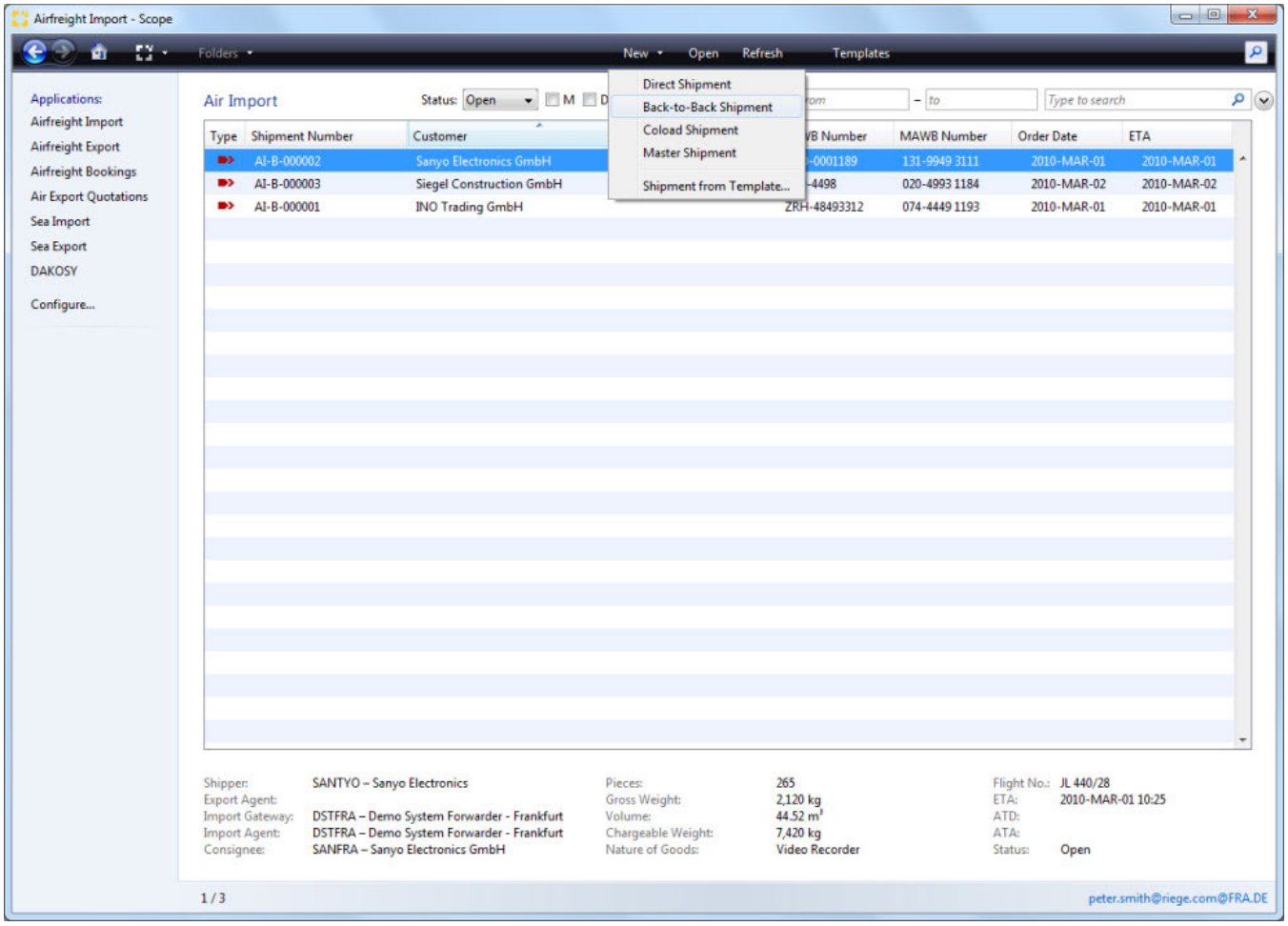
- Introduction
- Description

Introduction

In addition to air freight import related Consolidated, Direct, Coload and House shipments, back-to-back shipments may also be created. This is actually a consolidated single shipment, comprising a single house shipment on a single master shipment. This type of consignment is created mainly for reasons of cost. The goods could also be sent as a Direct but this would result in higher freight charges since the freight would be charged according to the official IATA rates and these are generally are significantly higher than in the sales rates available directly from the carrier. A back-to-back shipment could, in principle be created using the air import consolidation program. However, to simplify the process the option to make a back-to-back shipment directly is available which will speed the entry of the house and master shipment data since these are very similar.

Within the airfreight import application, all operations related to shipment creation are carried out, this includes data collection, billing, printing of documents and cost control.

Description



With ***New - Back-to-Back-Shipment*** a new Back-to-Back Shipment can be created.
With ***Open*** an existing shipment in the shipment summary can be opened. Alternatively ***Double click*** the highlighted shipment in the shipment summary to open it.

The functions of each of the tabs with a shipment are described here:

- Billing - Back-to-Back Shipment - Airfreight Import
- Documents - Back-to-Back Shipment - Airfreight Import
- E-Mail - Back-to-Back shipment - Airfreight Import
- General - Back-to-Back Shipment - Airfreight Import
- Jobcosting - Back-toBack Shipment - Airfreight Import

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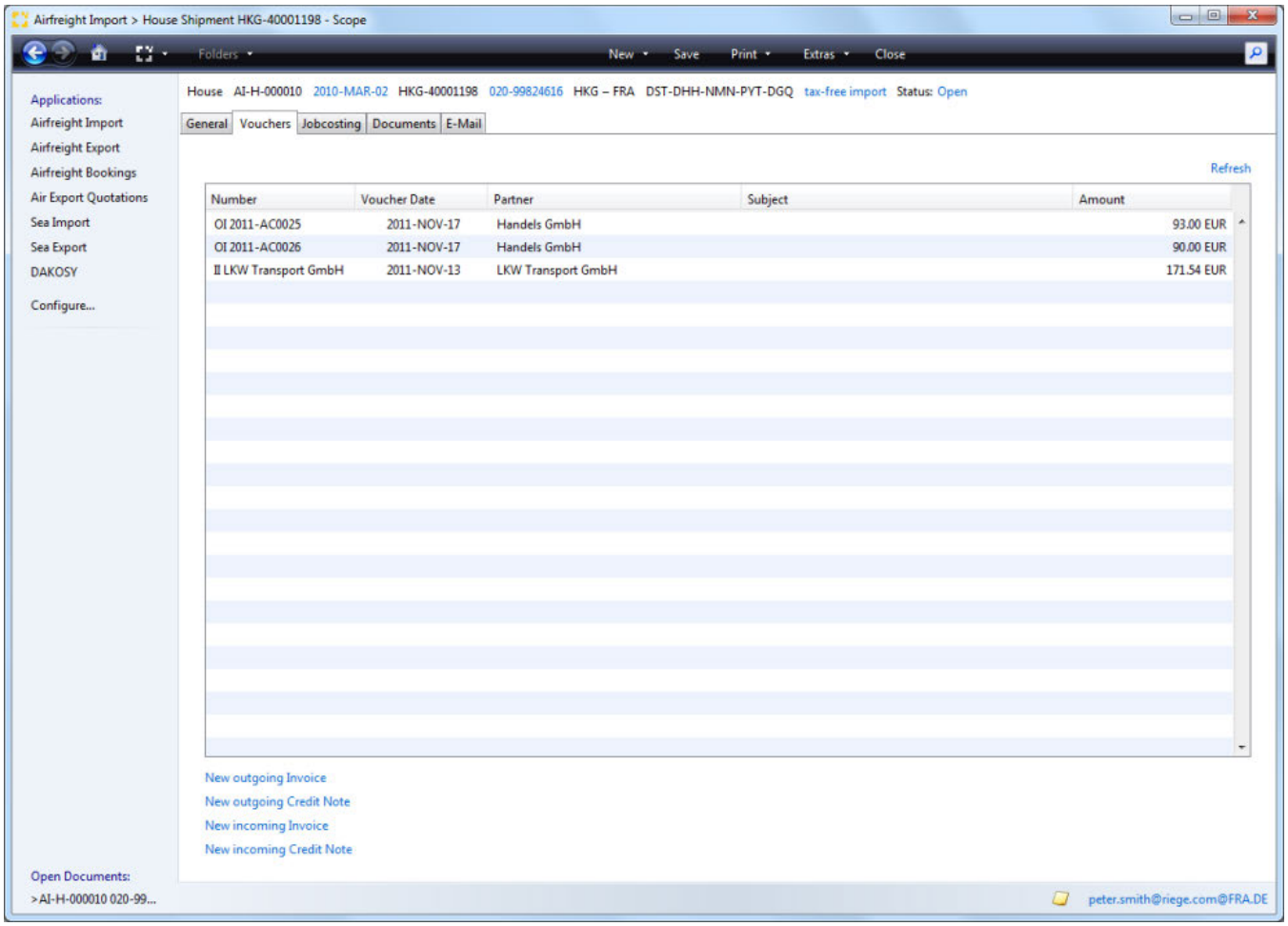
Billing - Back-to-Back Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Rider **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Incoming Invoice - Billing - Back-to-Back Shipment - Airfreight Import

- Introduction
- Description

Introduction

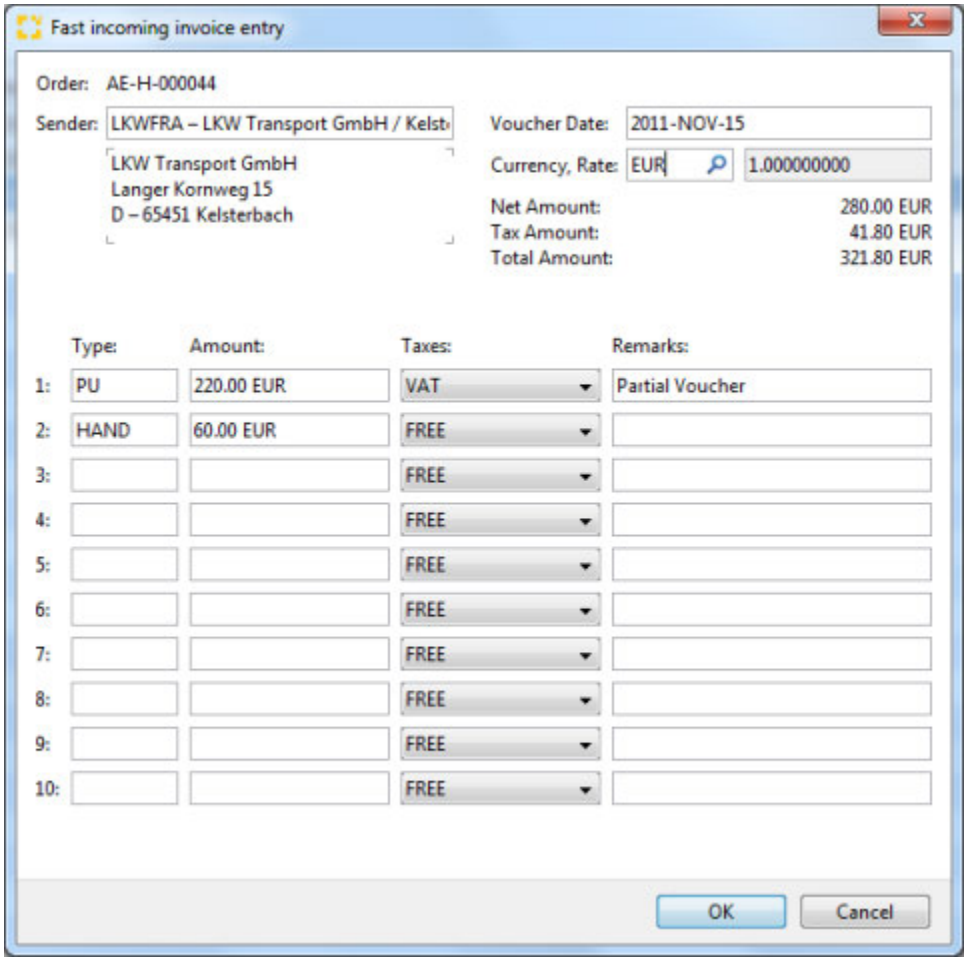
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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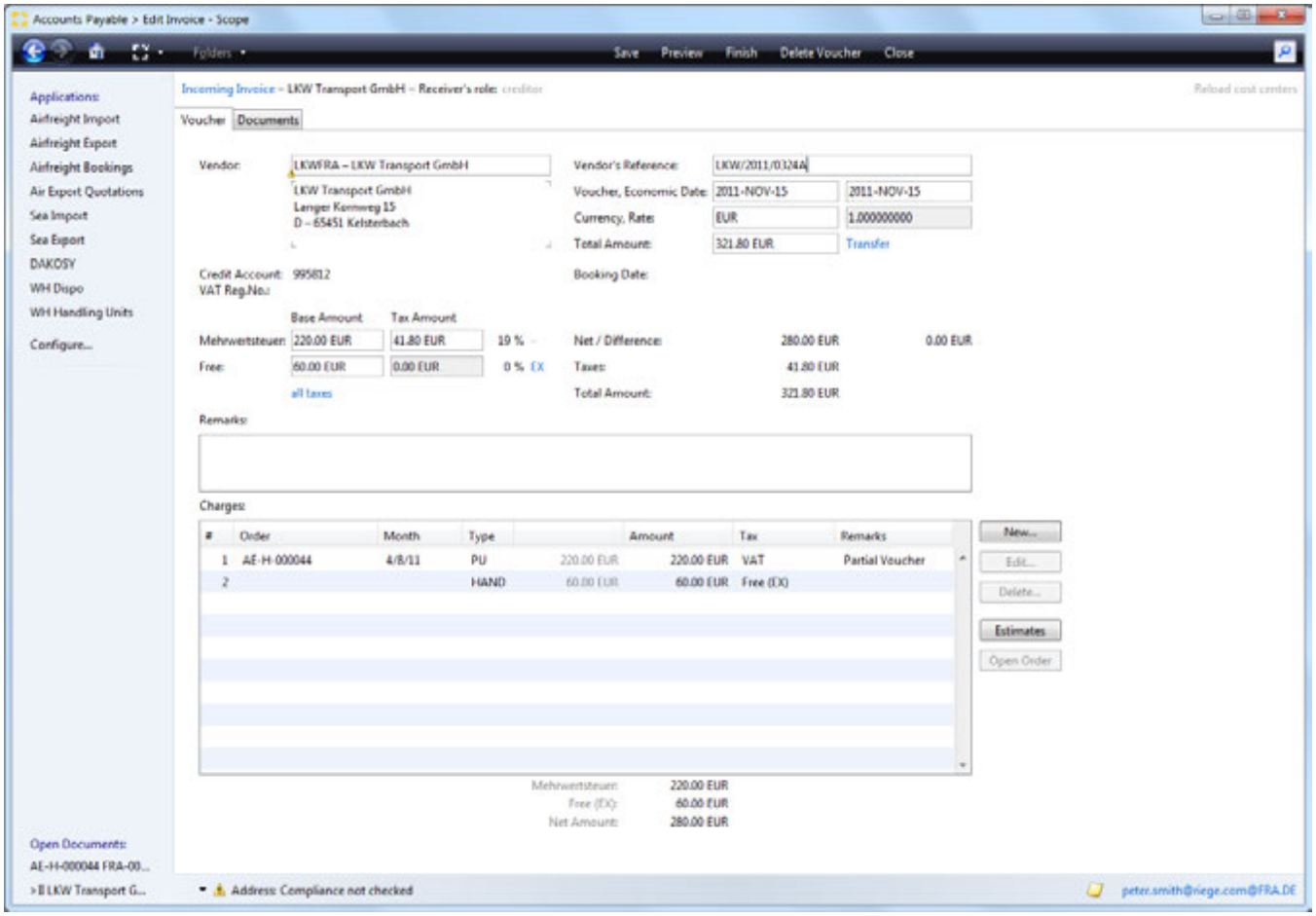

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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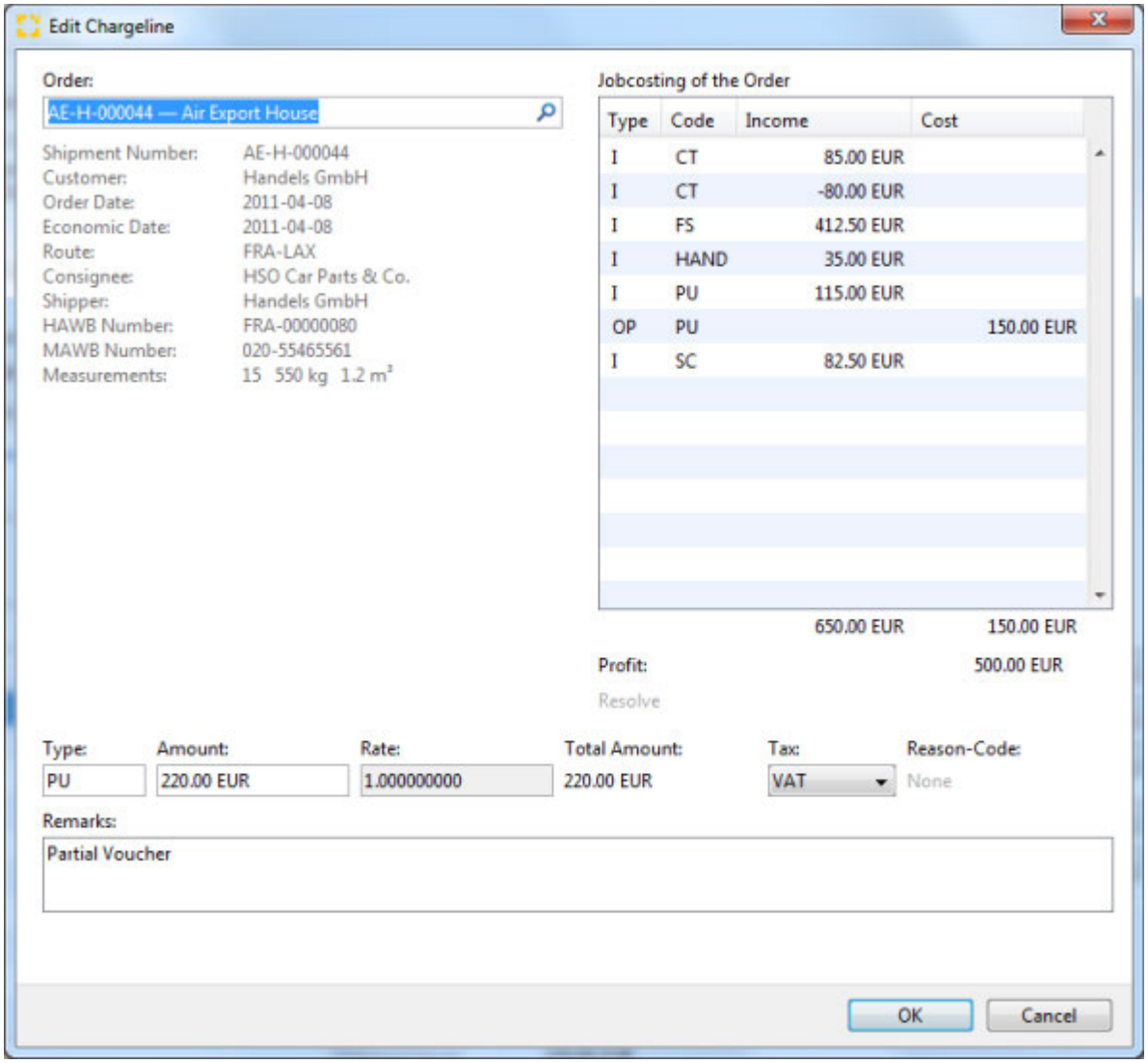
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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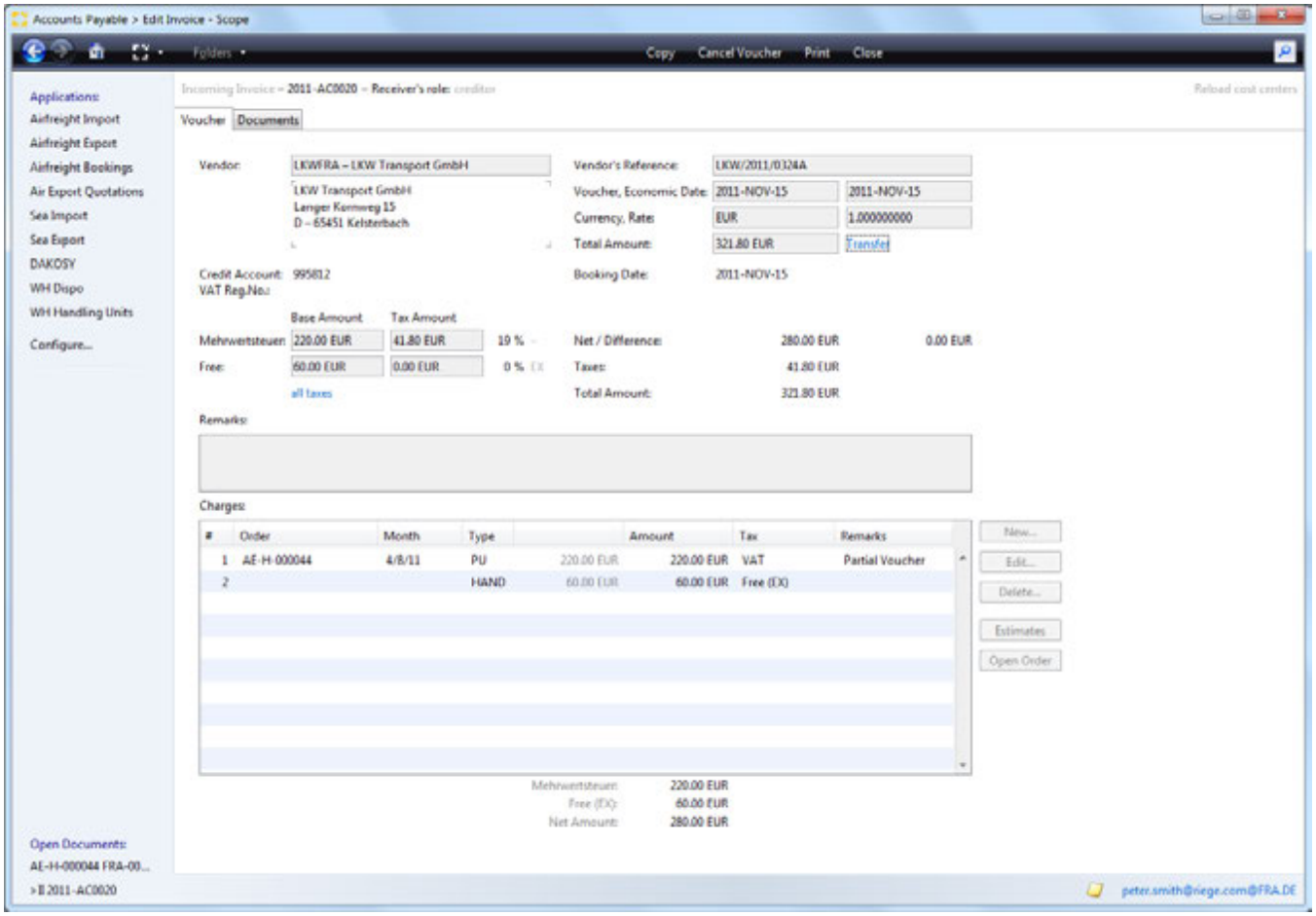

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Document - Invoice - Back-toBack Shipment - Airfreight Import

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

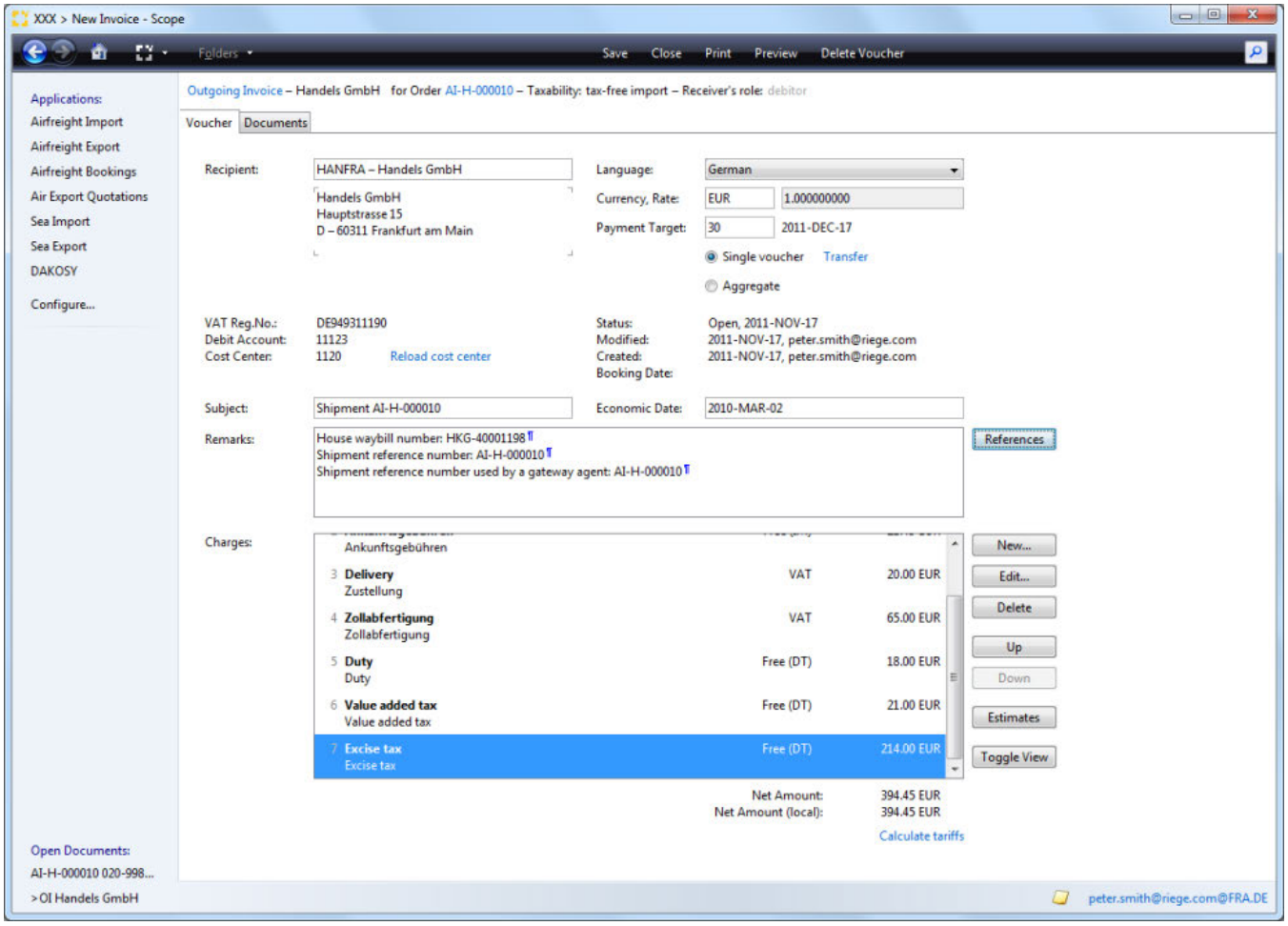
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

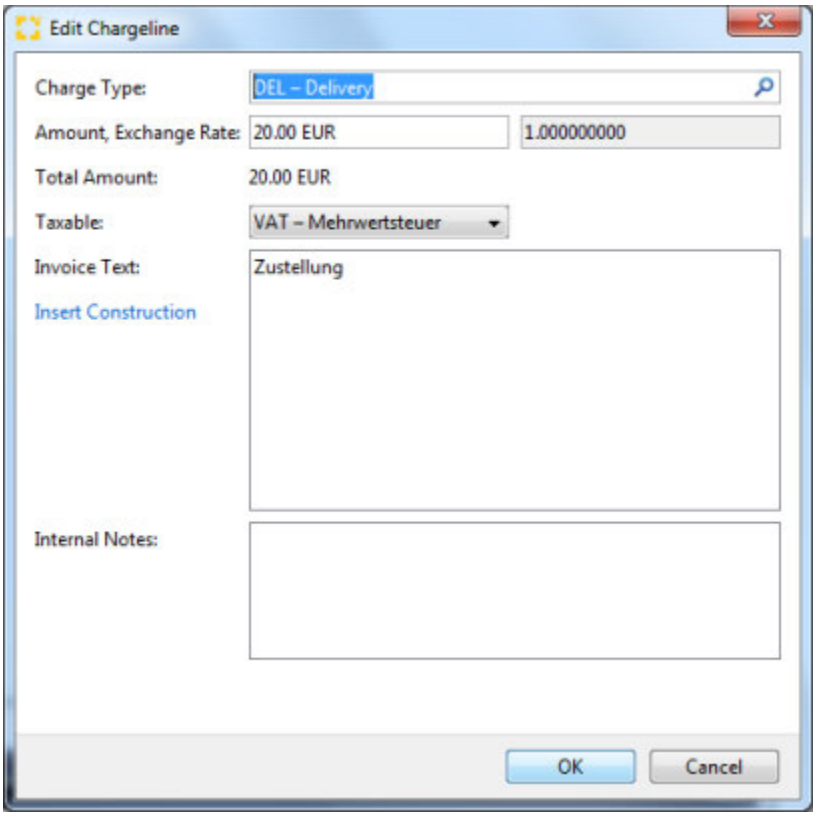
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

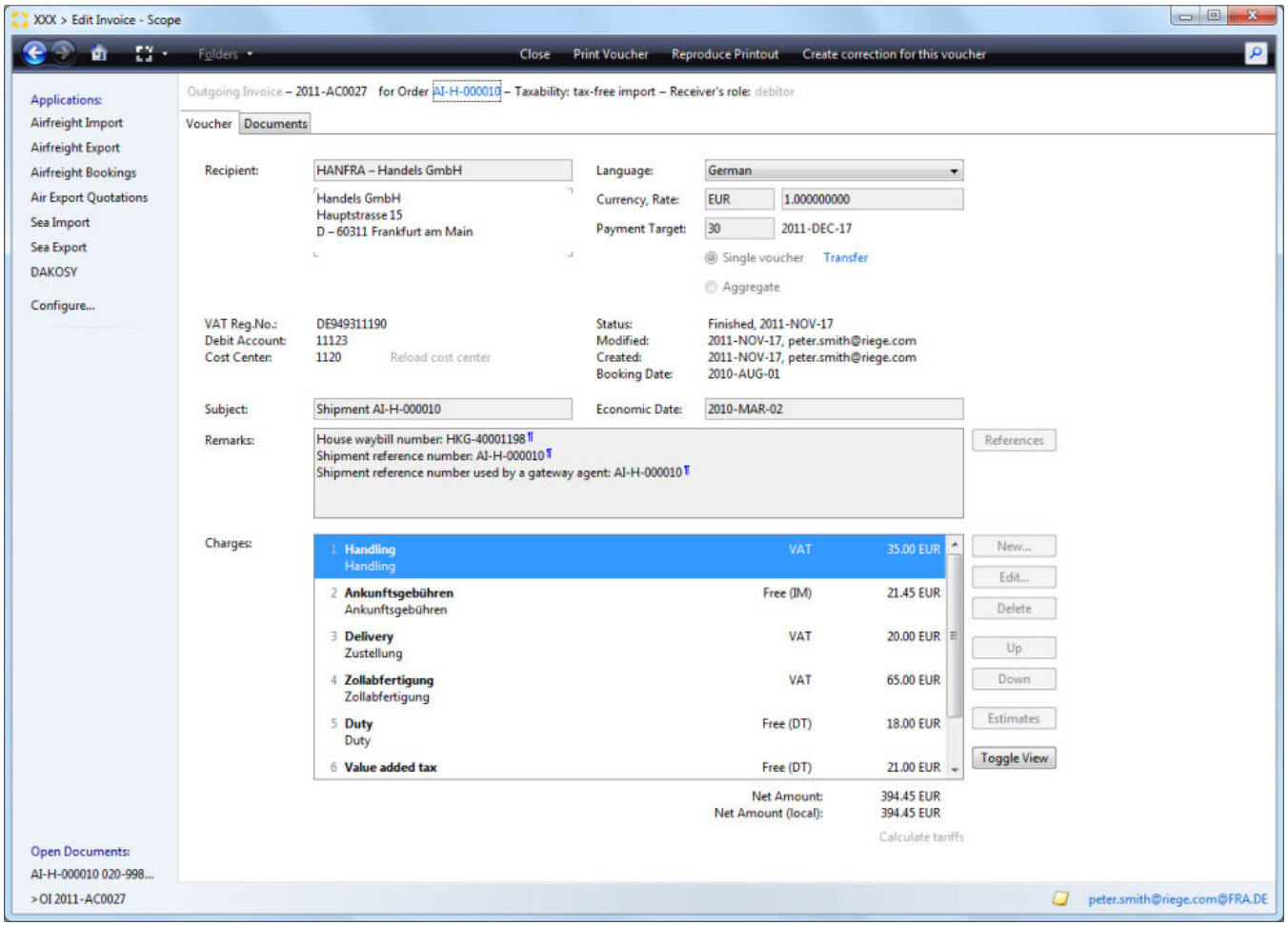
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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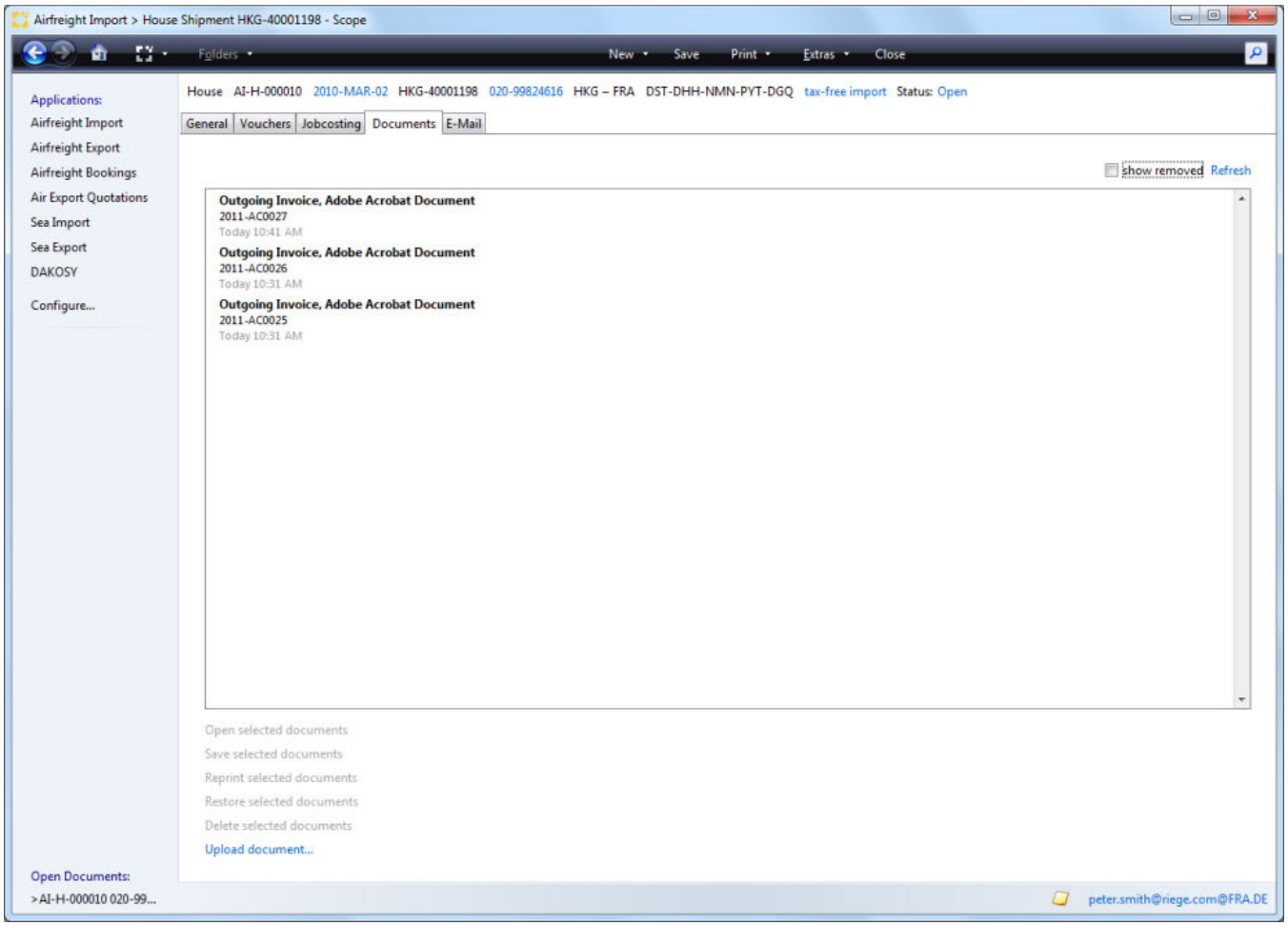
Documents - Back-to-Back Shipment - Airfreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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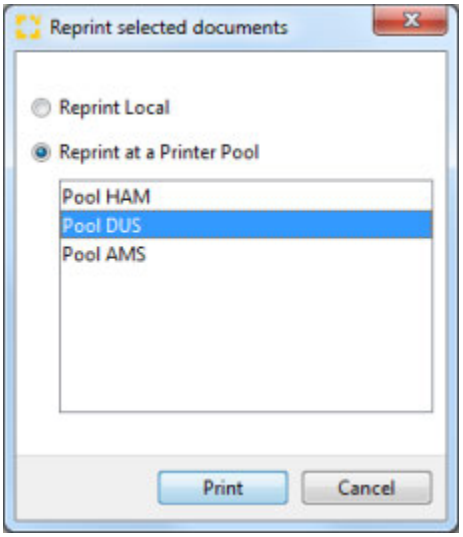
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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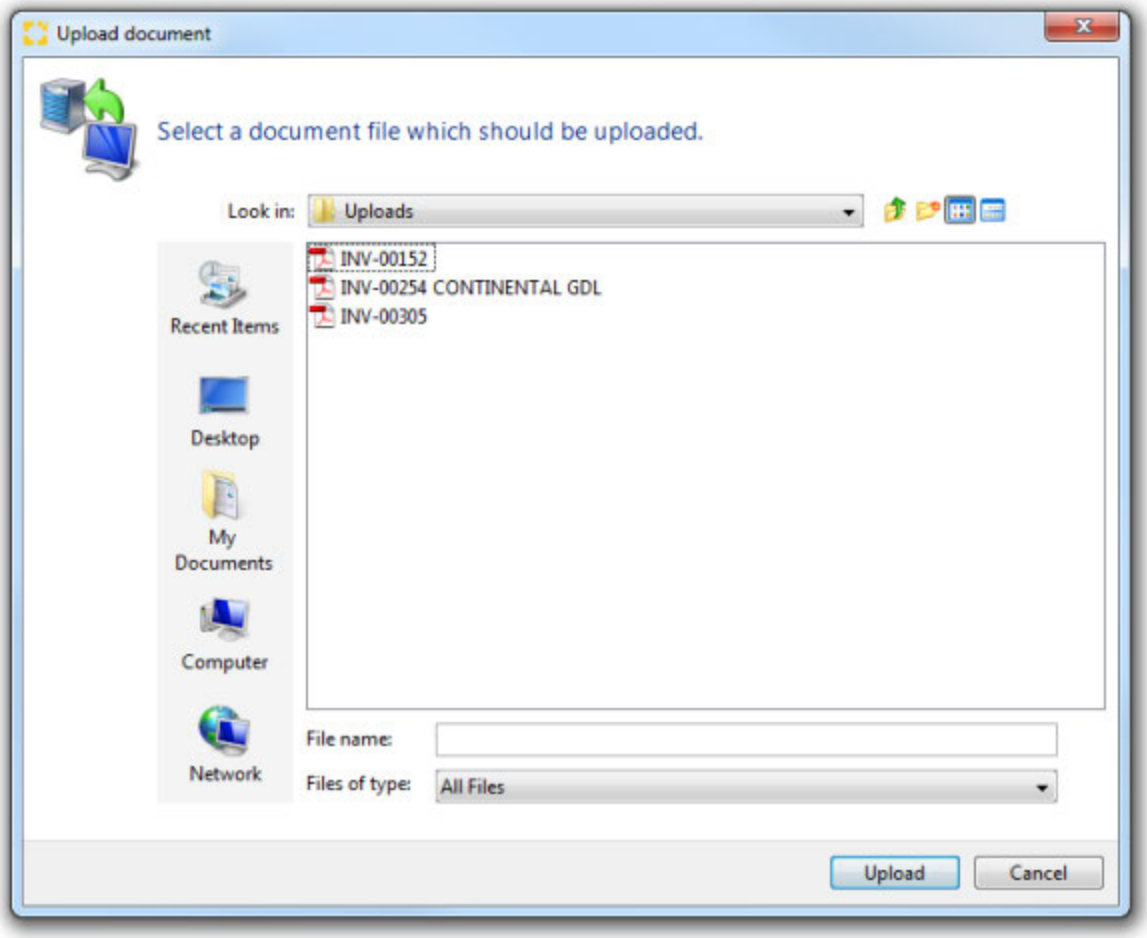

Update

Updates the current list of documents.

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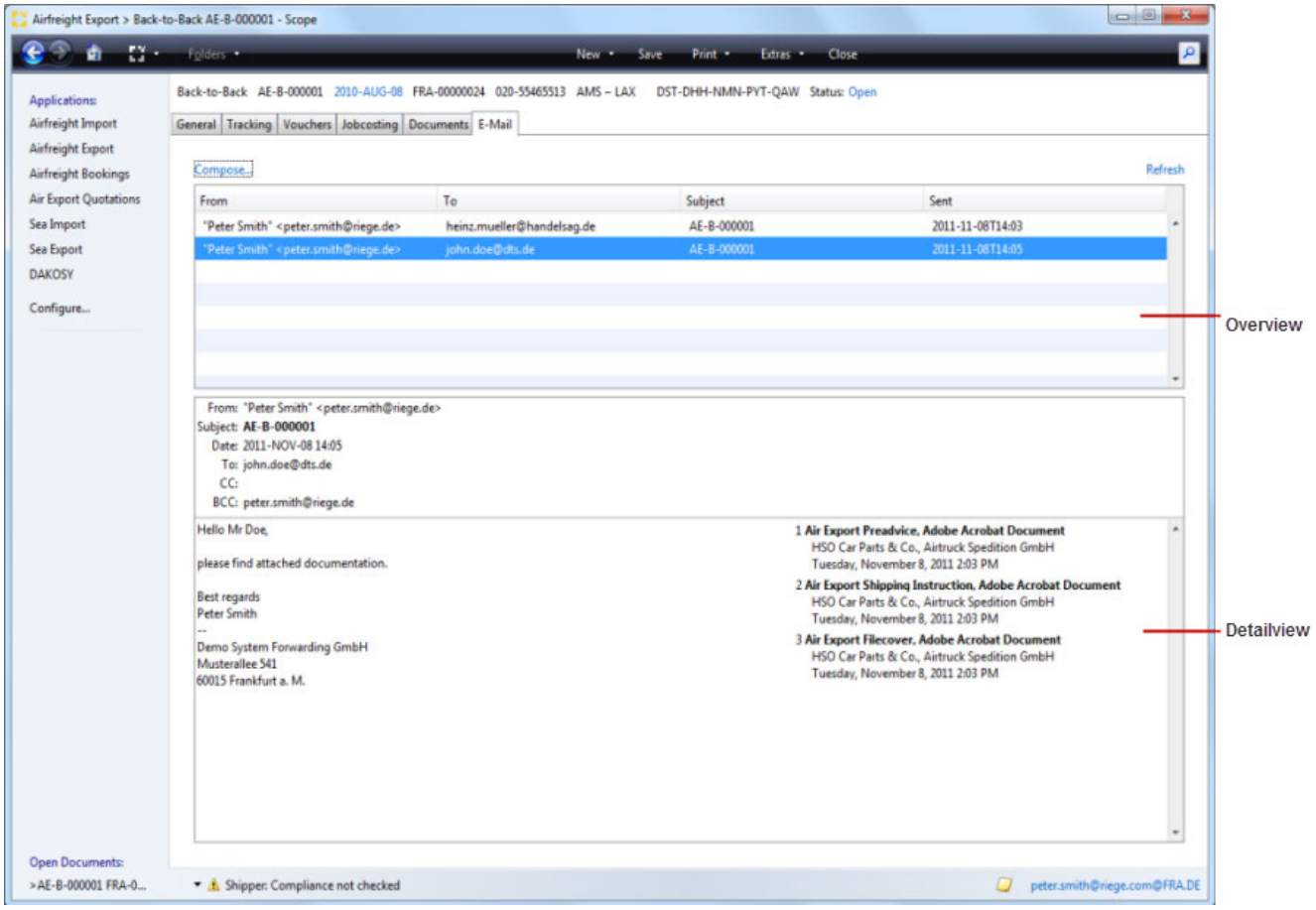
E-Mail - Back-to-Back shipment - Airfreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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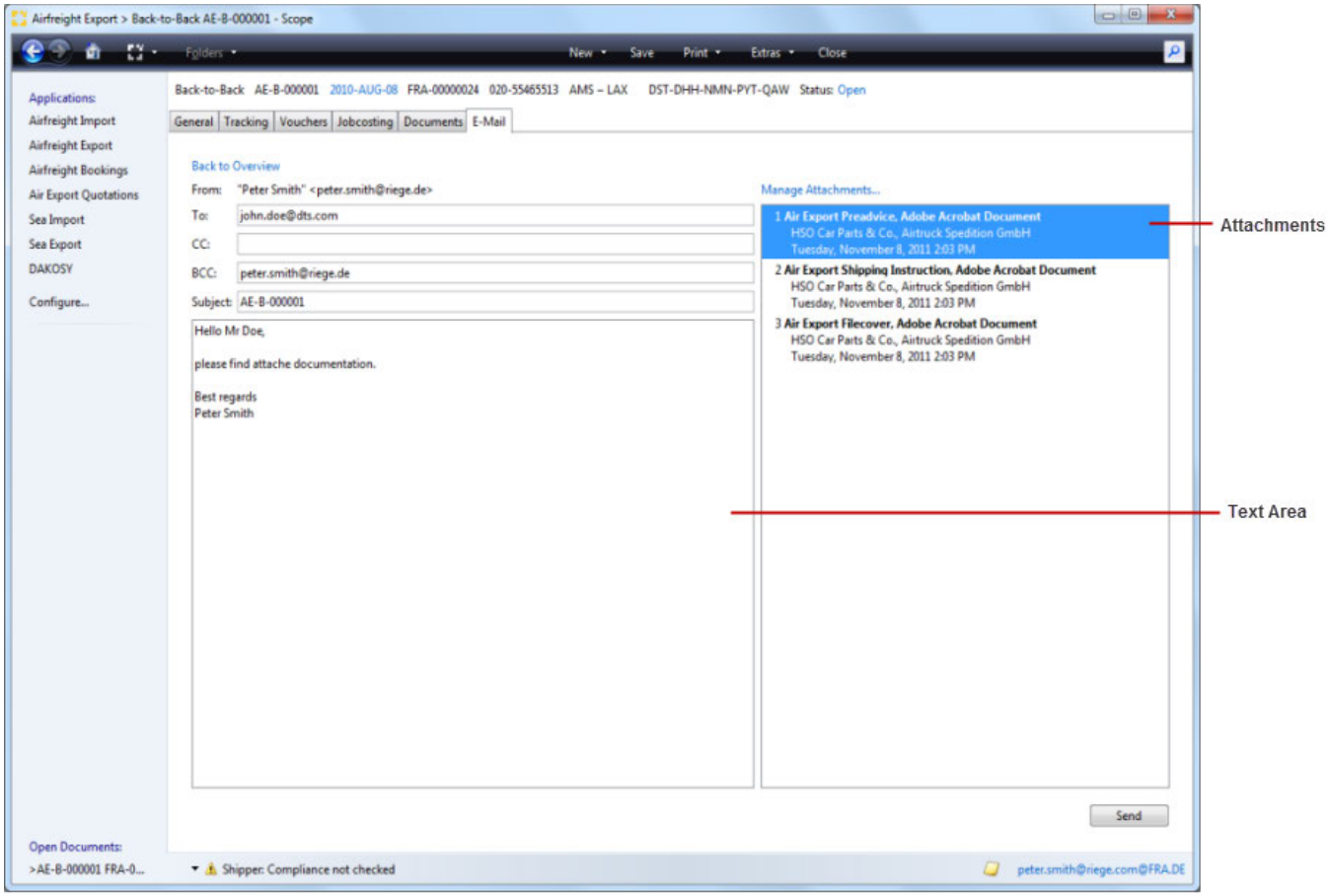
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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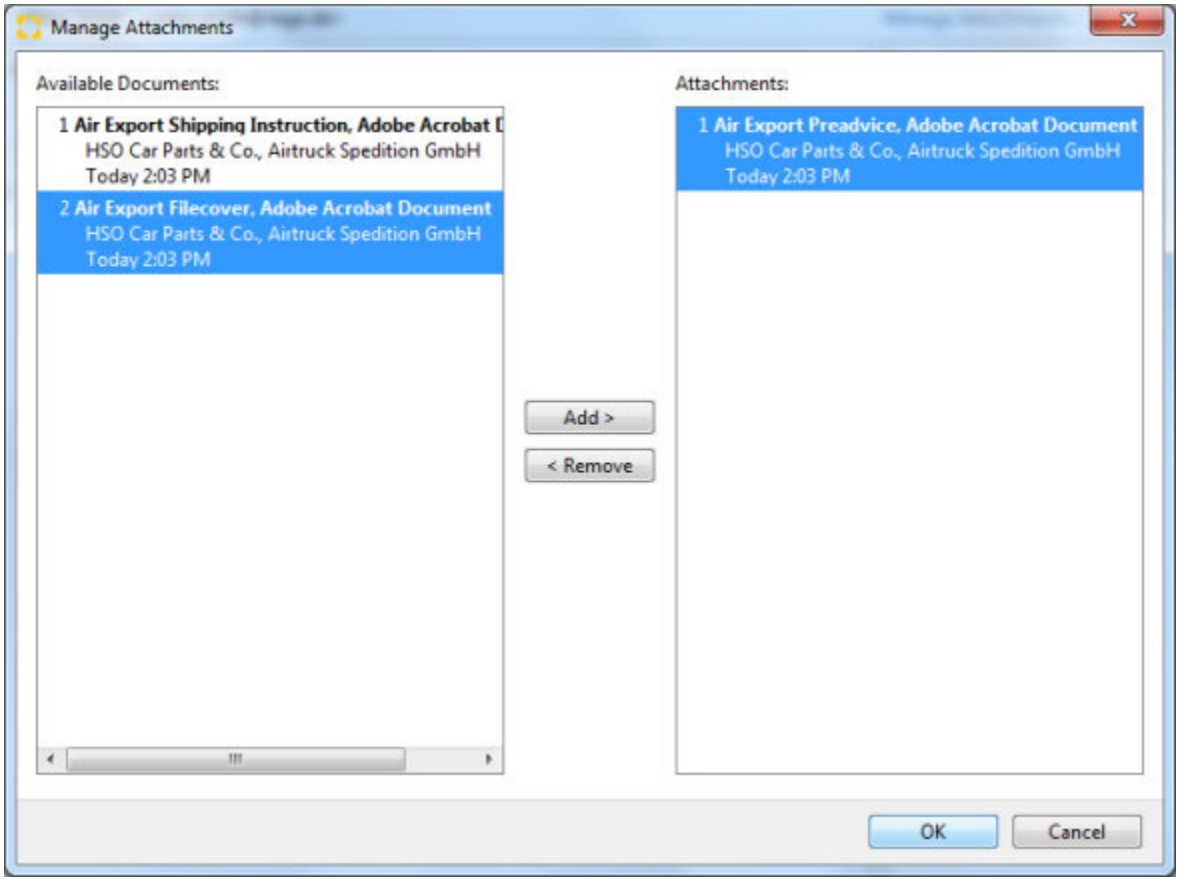
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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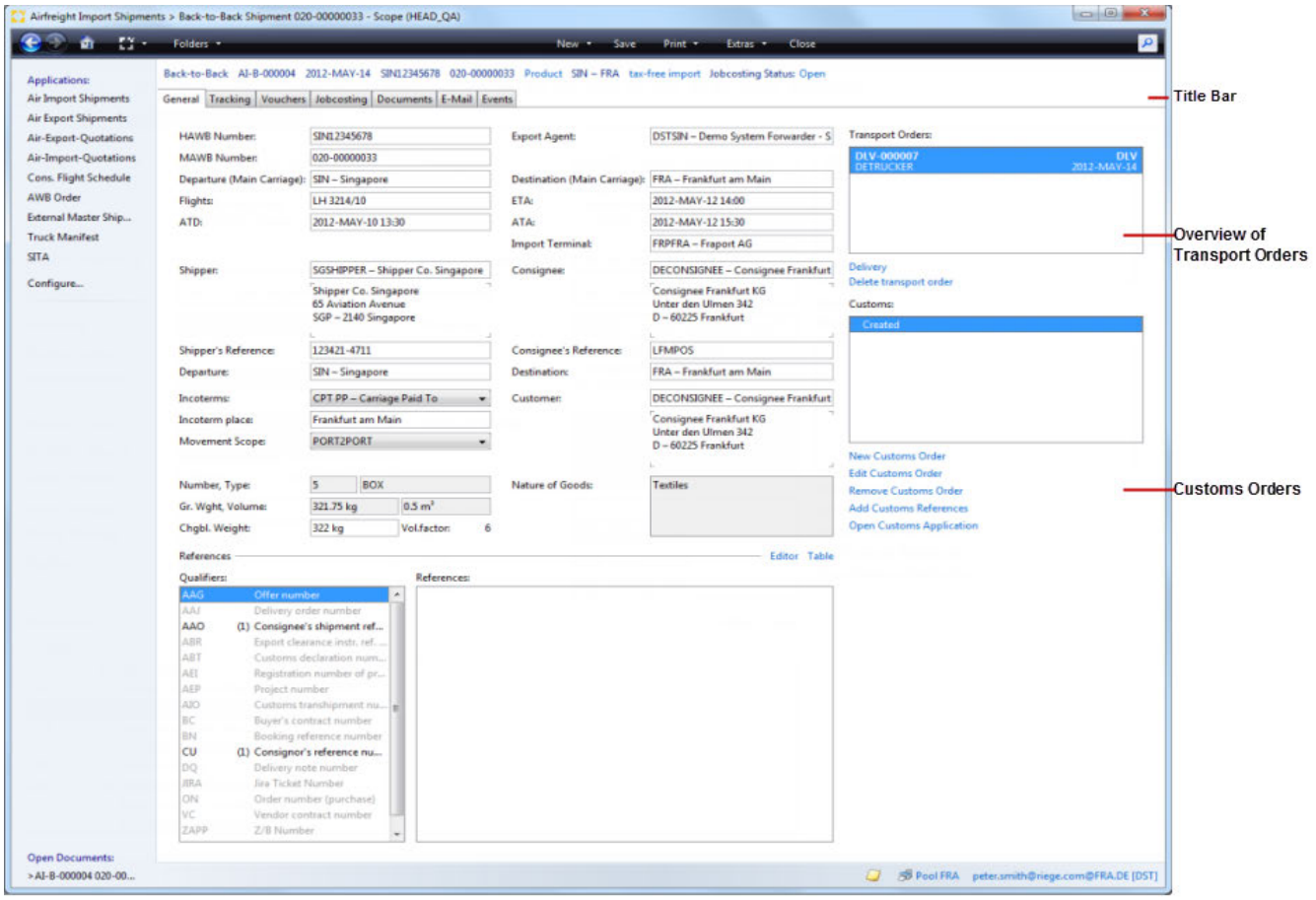
General - Back-to-Back Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **general** tab of the air import shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.

Currently the following documents are available:

- File cover
- Advice of Arrival
- Advice of Arrival (Bank)

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

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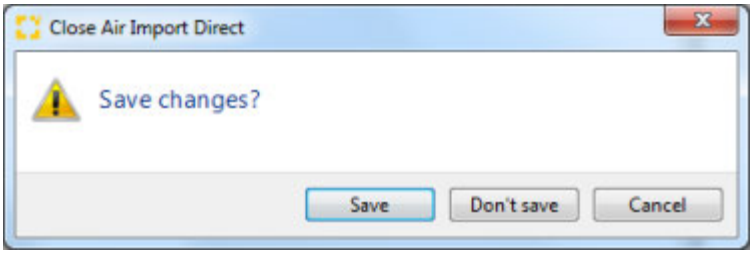

Title Bar

The following information appears in the title bar for a shipment and blue text indicates that the text has an action link and offers further action.

- **Mode**
  Type of shipment *back-to-back shipment*
- **Shipment number**
  Created by the system when the shipment is first saved.
- **Service Date**
  The arrival date of the program is set as follows:
  When present-ATA (Actual Time of Arrival / actual arrival date)
  otherwise ETA (Estimated Time of Arrival / Expected arrival date)
  The current date is automatically stored and updated to match any ETA or ATA as long as the new date is within the same month as the displayed date. If the new date falls within a different month from that displayed, the date will not change unless it is clicked (action link), in which case it will update to show the revise ETA or ATA dates.
- **Housbill number**
  The HAWB number from the corresponding box in the shipment editor.
- **Master bill number**
  The MAWB number from the corresponding field of the master shipment.
- **Departure airport - Destination airport**
  Departure and destination of the shipment entry
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Status**
  The status of the shipment.

Customer

The customer is the party responsible for generating the shipment who typically bear responsibility for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

HAWB Number

House Airway bill number for the shipment.

MAWB Number

Master Airway bill number for the shipment (IATA freight waybill number).

Incoterms

The commercial delivery terms for the shipment

Incoterm Place

The agreed named place that the incoterm applies to.

Movement Scope

The scope of the agreed movement of the cargo for this shipment

Departure

Airport of departure of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

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Airport of destination of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Shipper

The party listed on freight documentation as the shipper of the cargo. The search function may be used to find the desired business partner. Within the shipper field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Consignee

The party listed on freight documentation as the consignee for the cargo. The search function may be used to find the desired business partner. Within the consignee field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Flights

Flights used for the shipment.

ATD

Actual departure date and time (Actual Time of Departure).

ETA

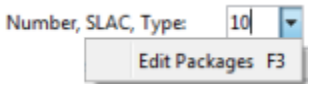
Expected Arrival date and time

ATA

Actual arrival data and time

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages, or the package editor can be called via the drop-down menu or by pressing function key F3. The package editor will allow much greater detail to be entered about individual packages.

> ⚠ If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the packages editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Volume Factor

The volume factor used to calculate the chargeable weight will be displayed. (See also the partner role Forwarding customer where a default volume factor for the air import partner can be stored.)

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Export Agent

The station which has exported the shipment. The desired agent can be located using the search field. The search will only consider business partners who have the role of agent and this agent role must include the departure airport of the shipment. By default the export agent of the master shipment will be used when available.

References

This application may be used to enter any references numbers associated with the shipment and which are to be further used in other applications, such as printing or EDI transmission. More information about the reference number editor is available here.

New Delivery Order

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application.

- All transport or delivery orders that are created will be displayed in the overview. By double clicking these they can be opened, edited and printed as desired.

Delete transport order

this action will delete a transport order. The link is only active when a transport order is highlighted and if that transport order has not been printed and the shipment has no entries in costs and revenues.

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

- More information on customs applications is available in the Customs section of the manual.

Tip

Use the keyboard short cut **Ctrl + I** to show information about the current user of the session. This will display the user name, email address and telephone number.

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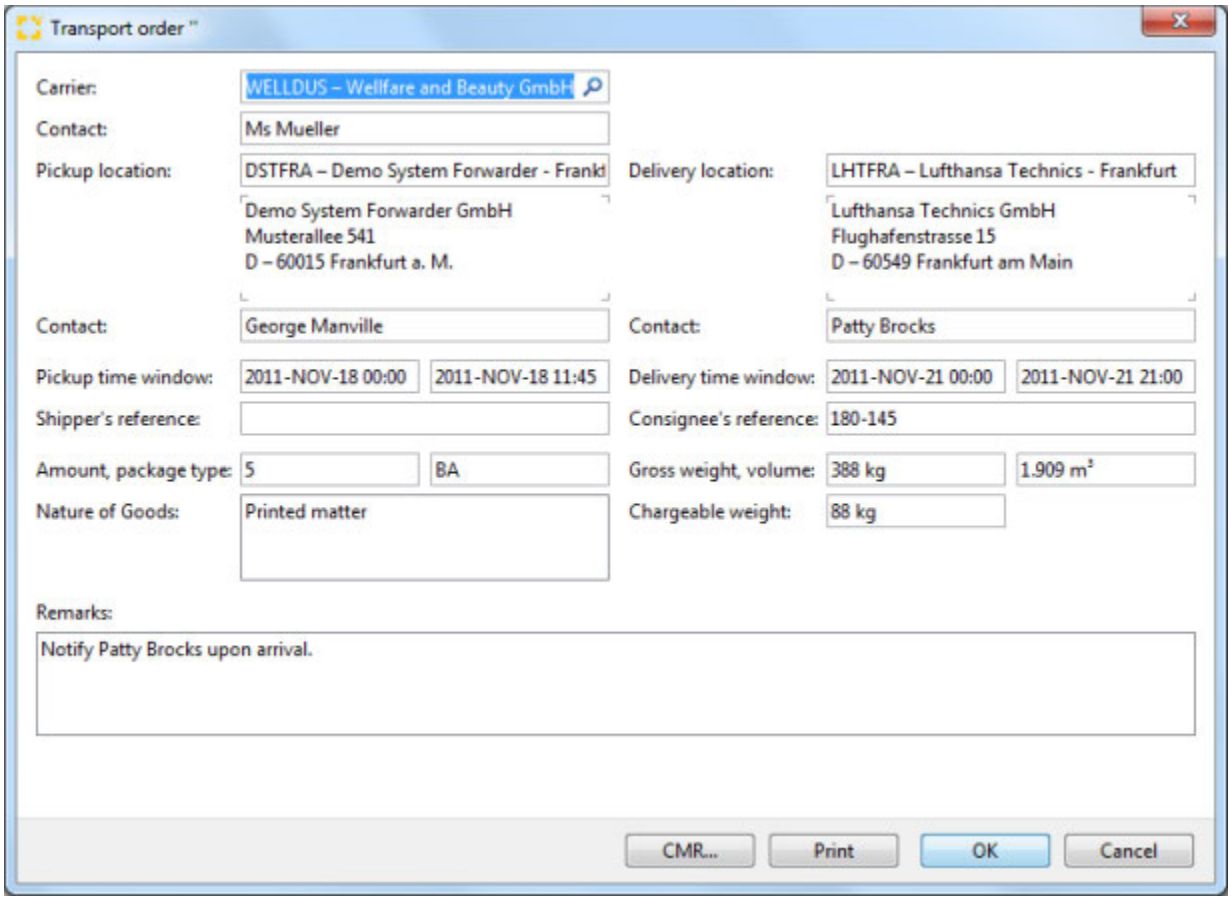
Delivery Order - Back-to-Back - Home - Air Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

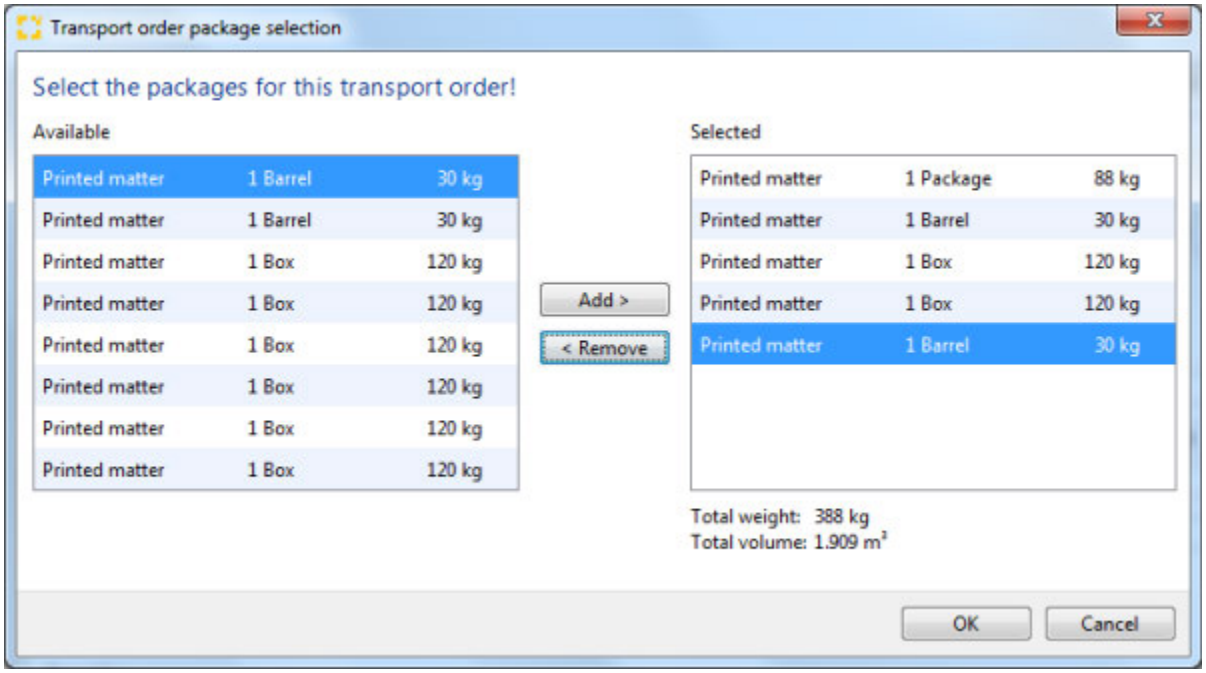
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

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Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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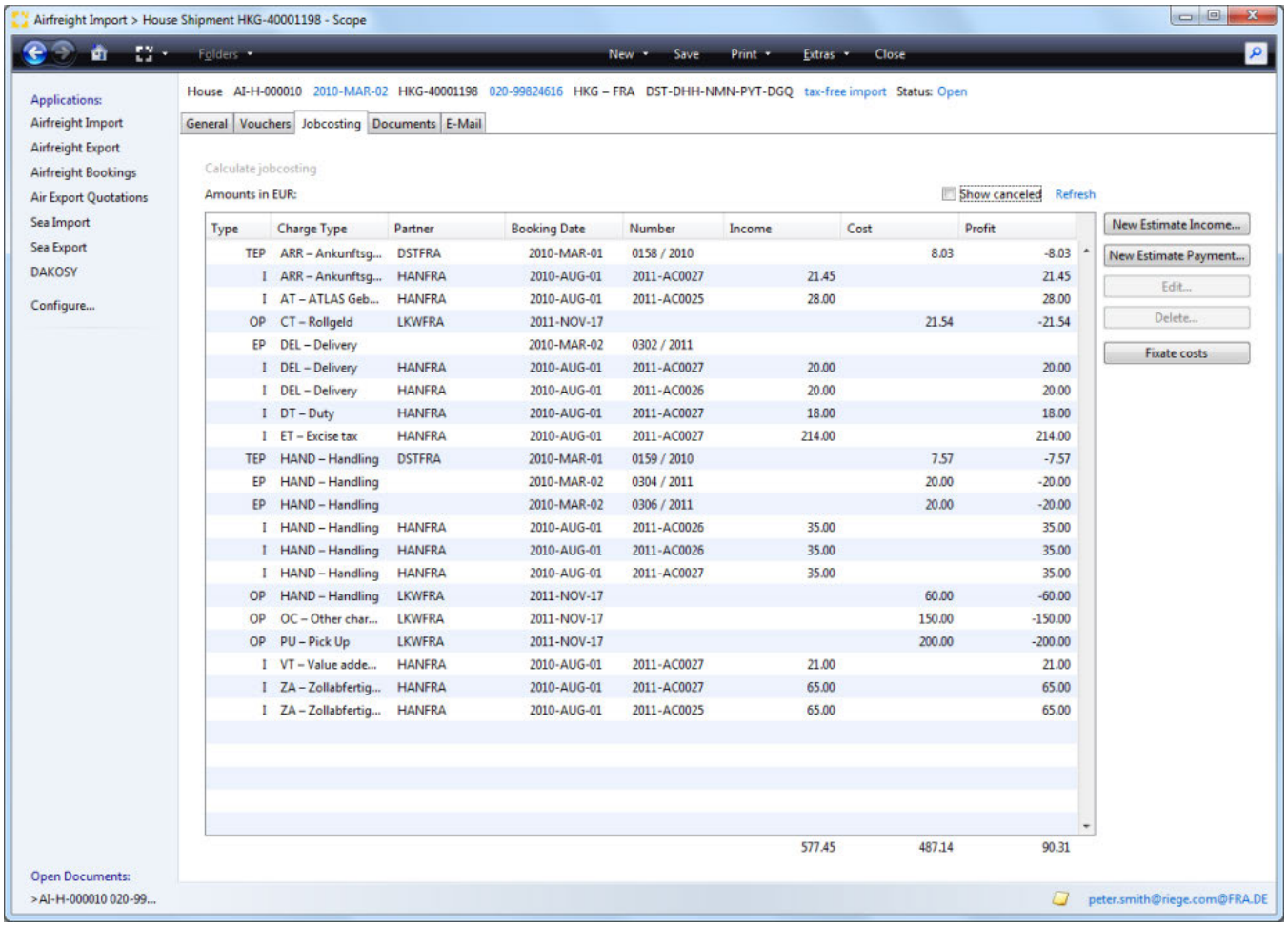
Jobcosting - Back-toBack Shipment - Airfreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the details of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see **General** tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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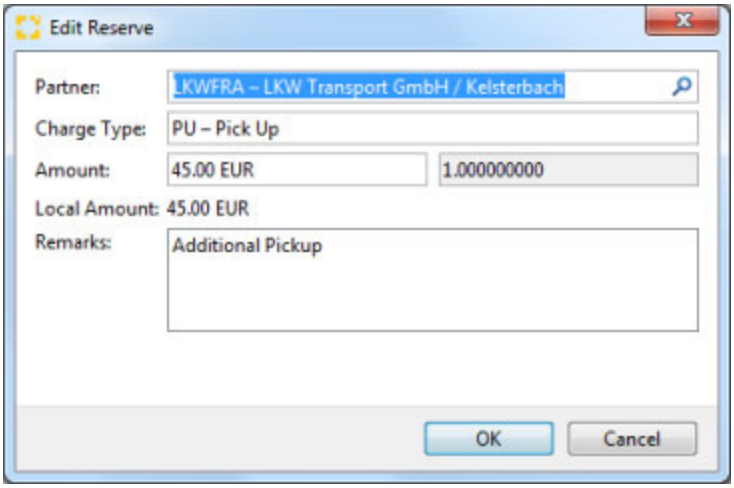

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

Reserves Assignment

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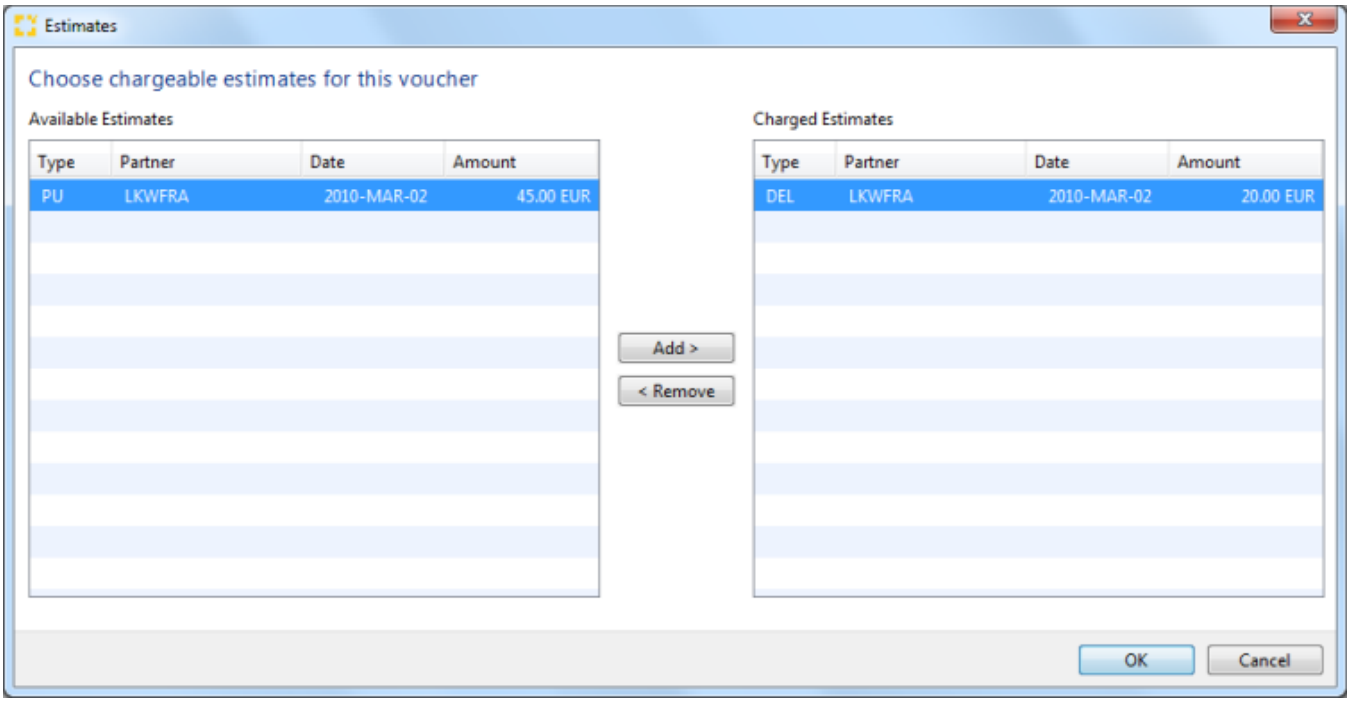

On completion of calculation of income and costs, a pop-up window appears for the allocation of reserves. These reserves may be added to the draft billing, or they can be removed from it.

Available reserves

Displays all available reserves.

Billable amounts

Intial amounts assigned to the billing.

Add

Adds a reserve to the billing.

Remove

Removes a reserve from the billing.

OK

Stores the data and closes the pop-up window.

Cancel

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Coload Shipments - Airfreight Import

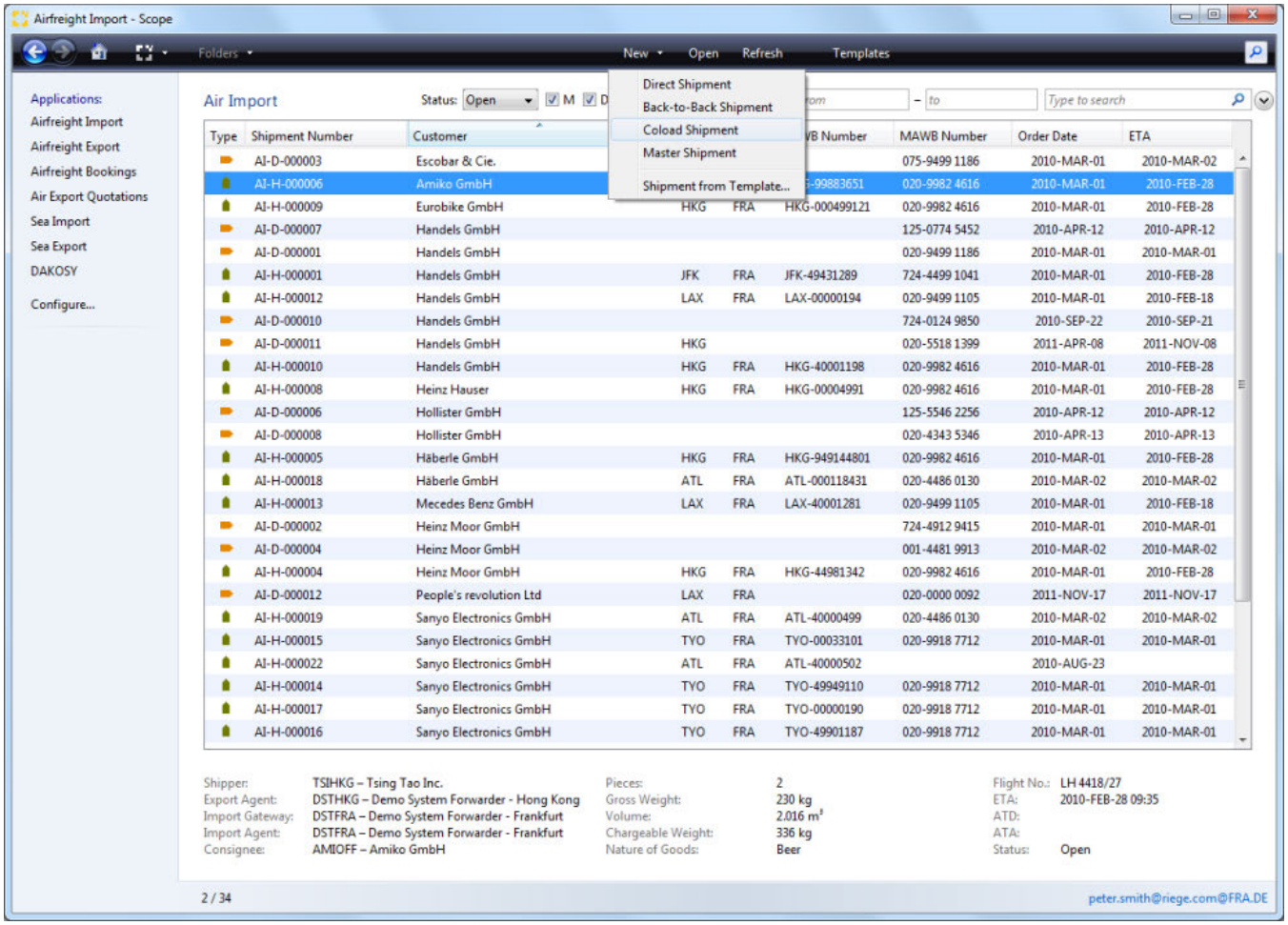
- Introduction
- Description

Introduction

In addition to Consolidated, Direct, House and Back-to-Back shipments, Coload shipments can be created from the air import home screen. A Coload shipment occurs when the forwarder receives an air import house from outside the network. Typically the consignee has instructed the receiving agent to hand the shipment over to the consignee's preferred agent for further processing such as import customs clearance and delivery.

Within the airfreight import application, all operations related to shipment creation are carried out, this includes data collection, billing, printing of documents and cost control.

Description



With ***New - Coload-Shipment*** a new Coload-Shipment is created.
With ***Open*** an existing Coload shipment highlighted in the shipment summary can be opened. Alternatively ***Double click*** the highlighted shipment to open it.

The functions of each of the tabs with a shipment are described here:

- Billing - Coload Shipment - Airfreight Import
- Documents - Coload Shipment - Airfreight Import
- E-Mail - Coload Shipment - Airfreight Import
- General - Coload Shipment - Airfreight Import
- Jobcosting - Coload Shipment - Airfreight Import

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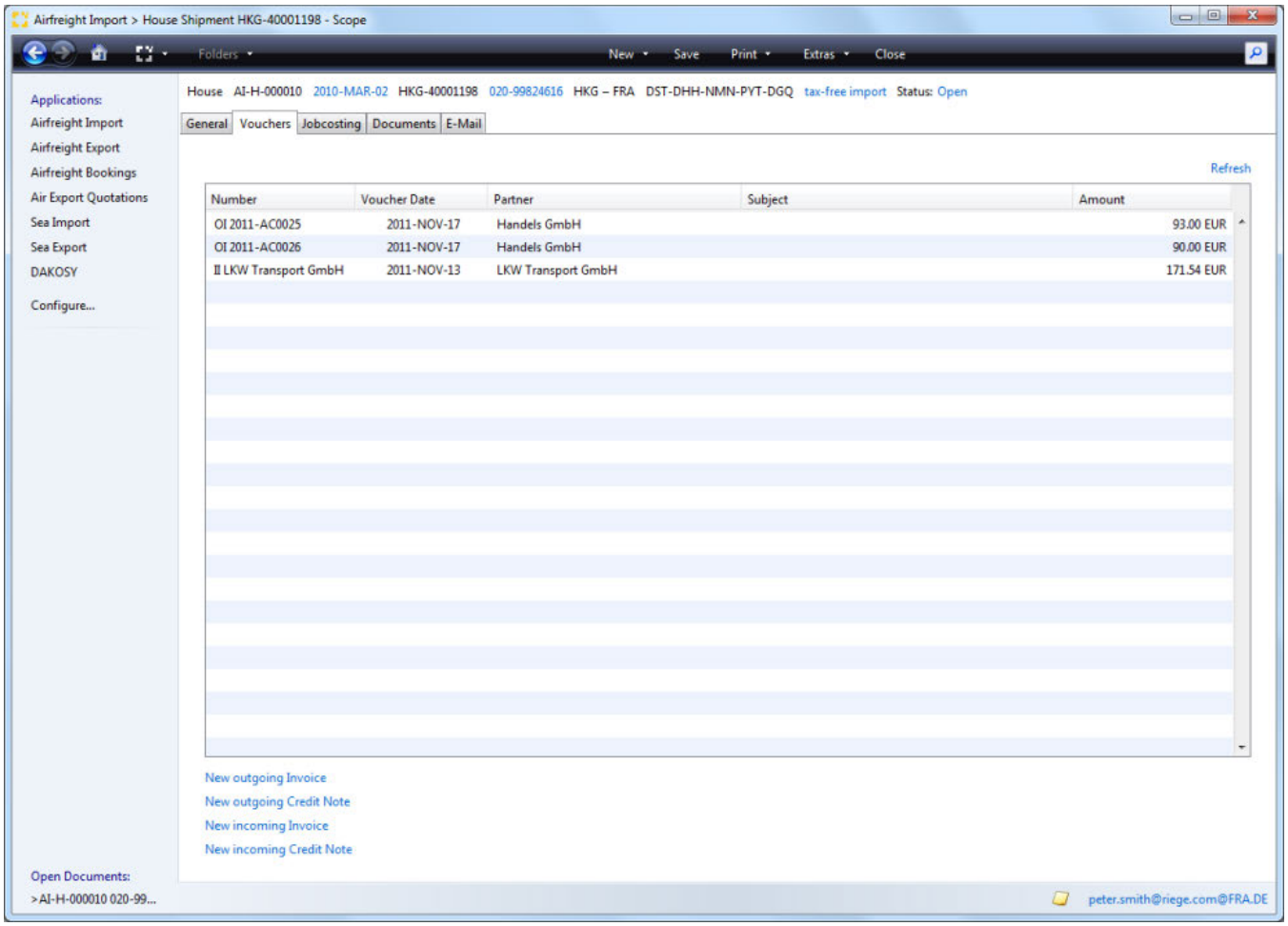
Billing - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Rider **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Incoming Invoice - Billing - Coload shipment - Airfreight Import

- Introduction
- Description

Introduction

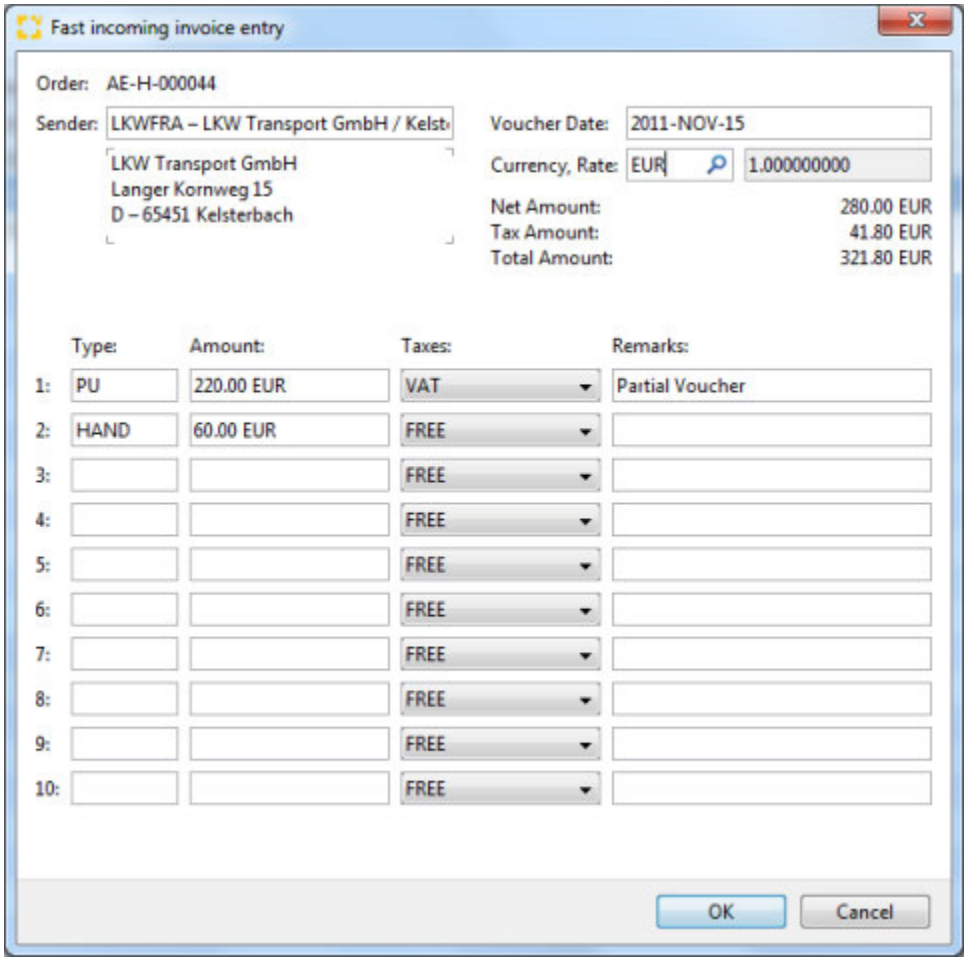
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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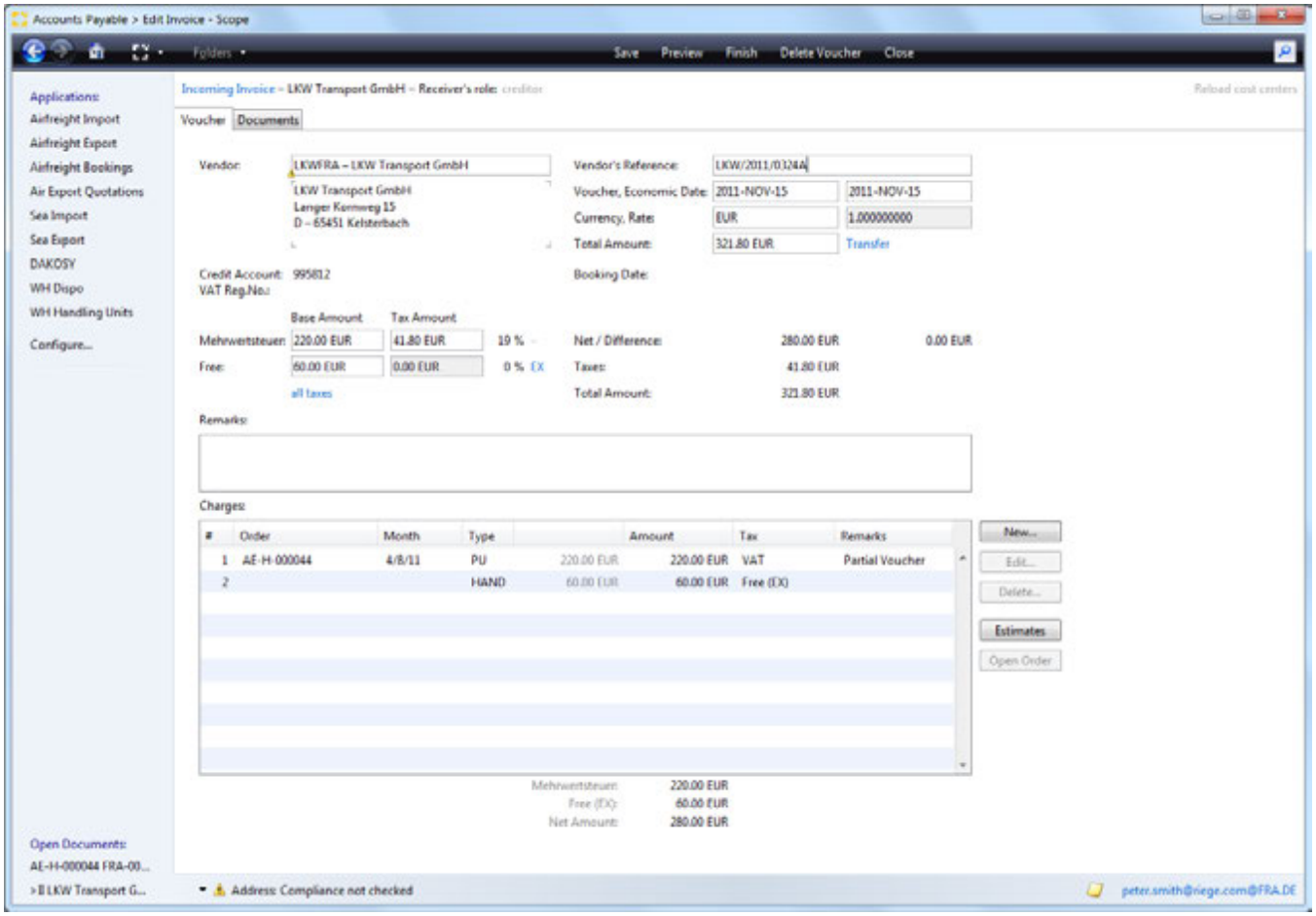

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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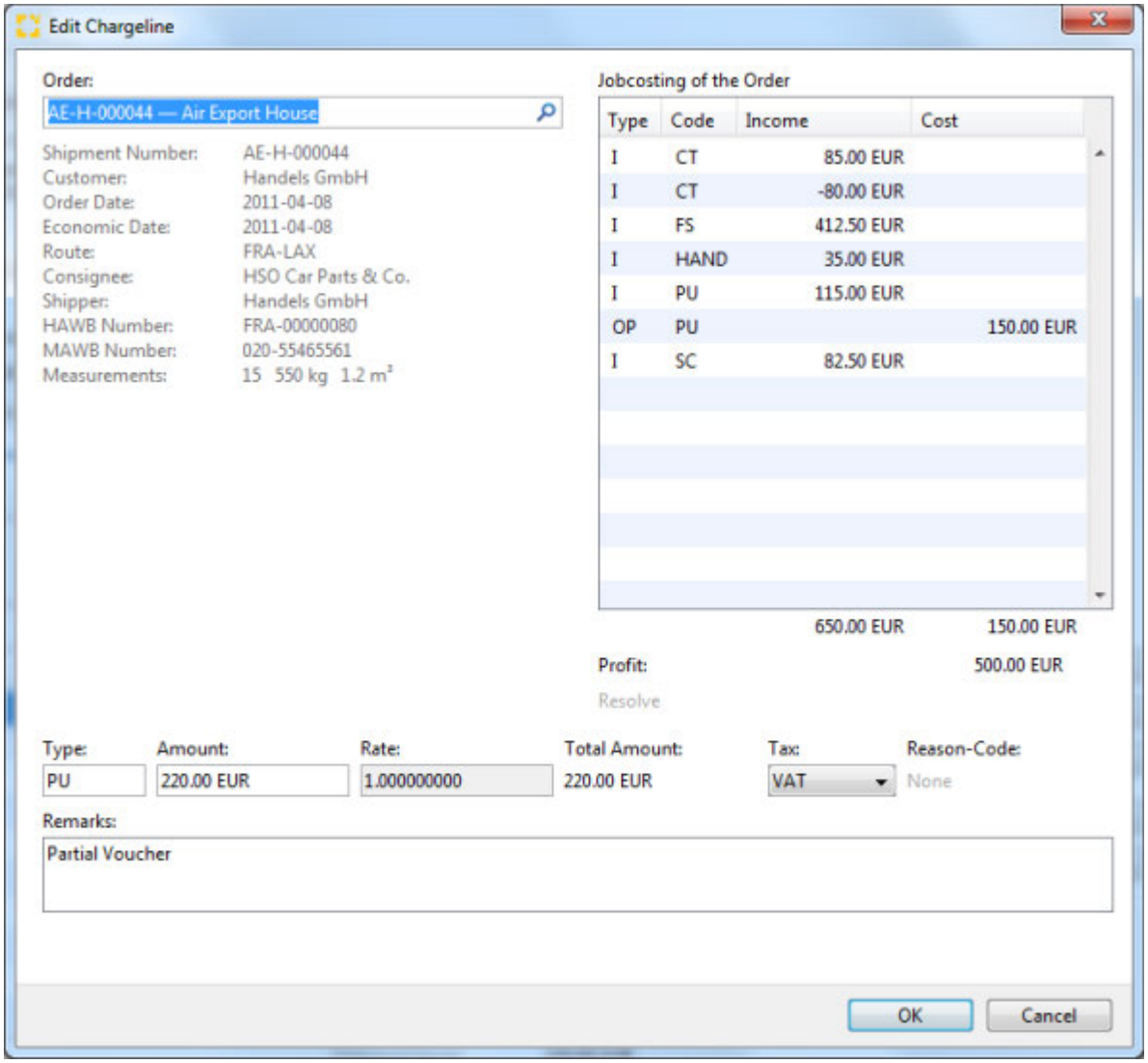
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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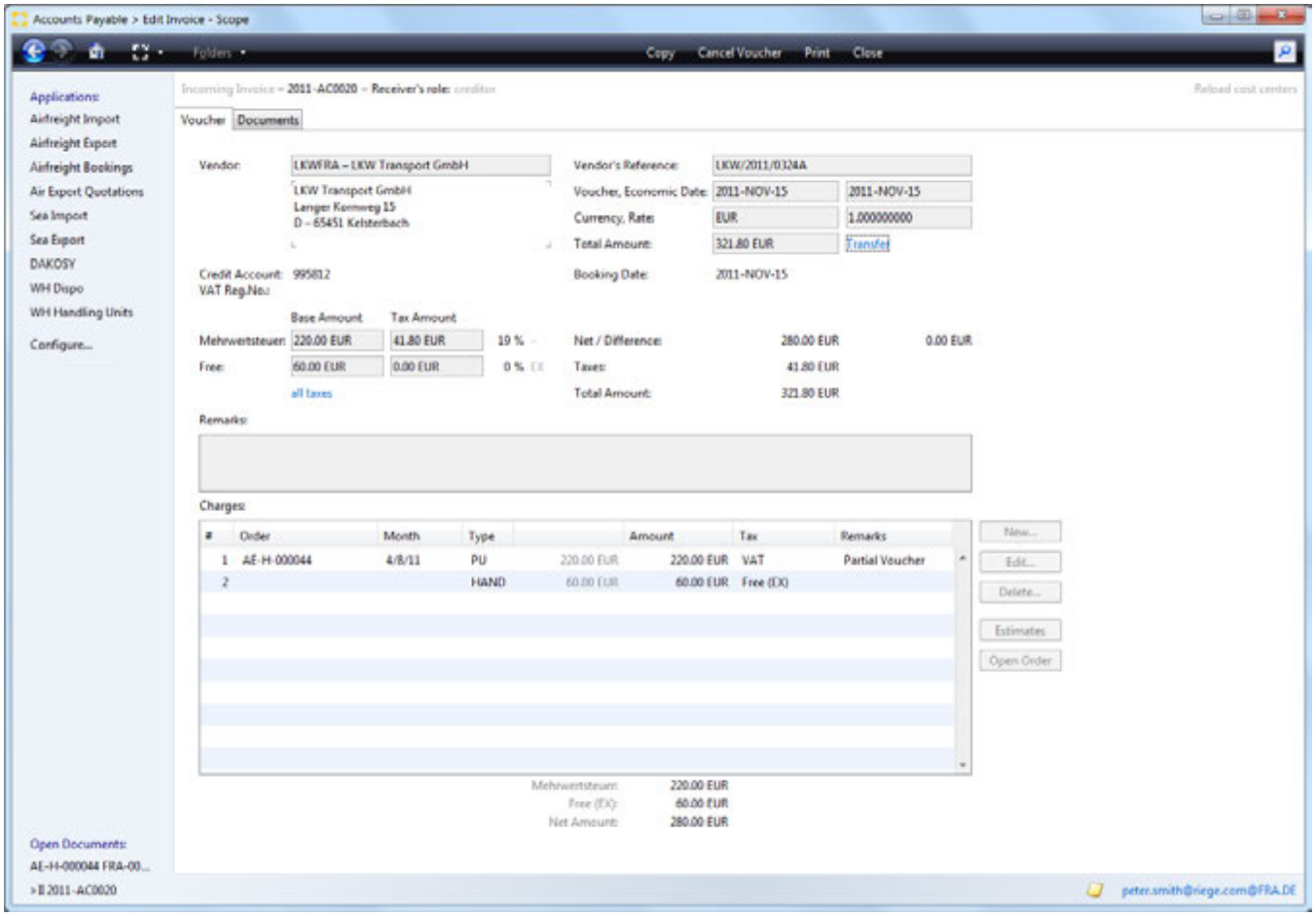

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Document - Invoice - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

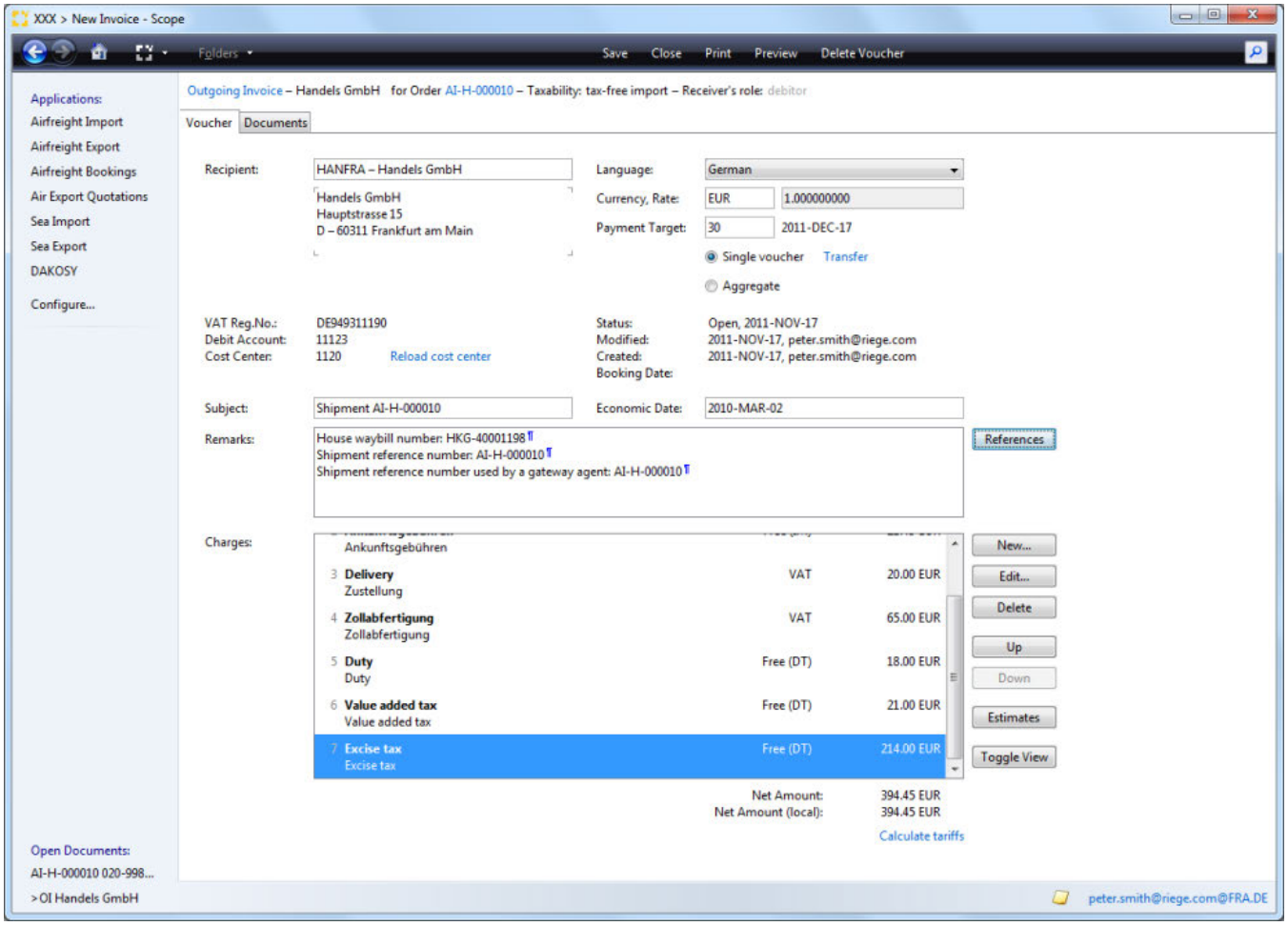
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

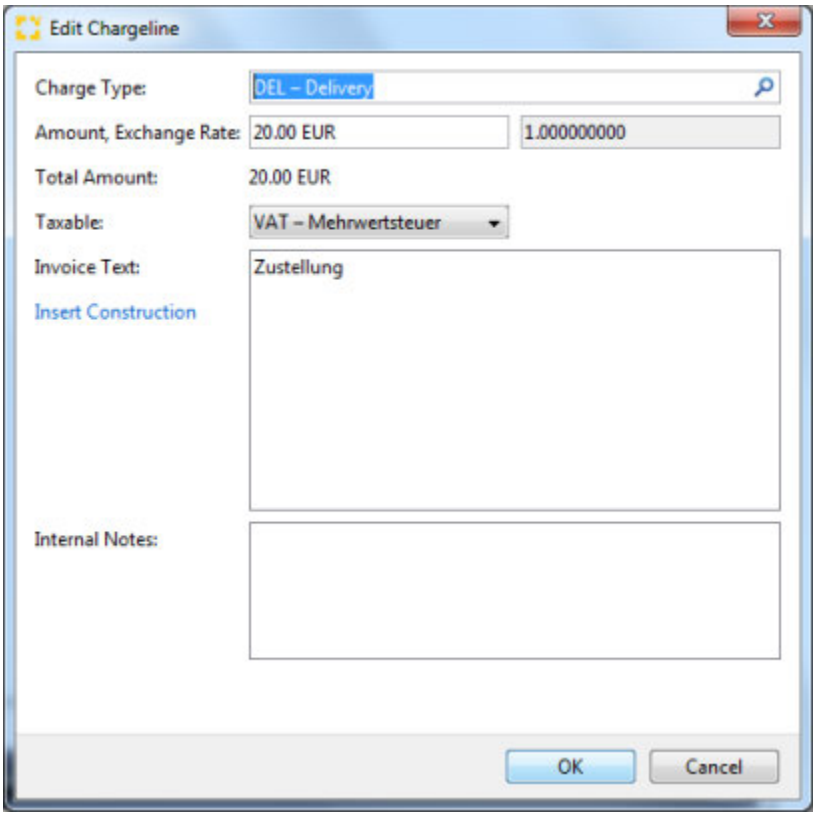
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

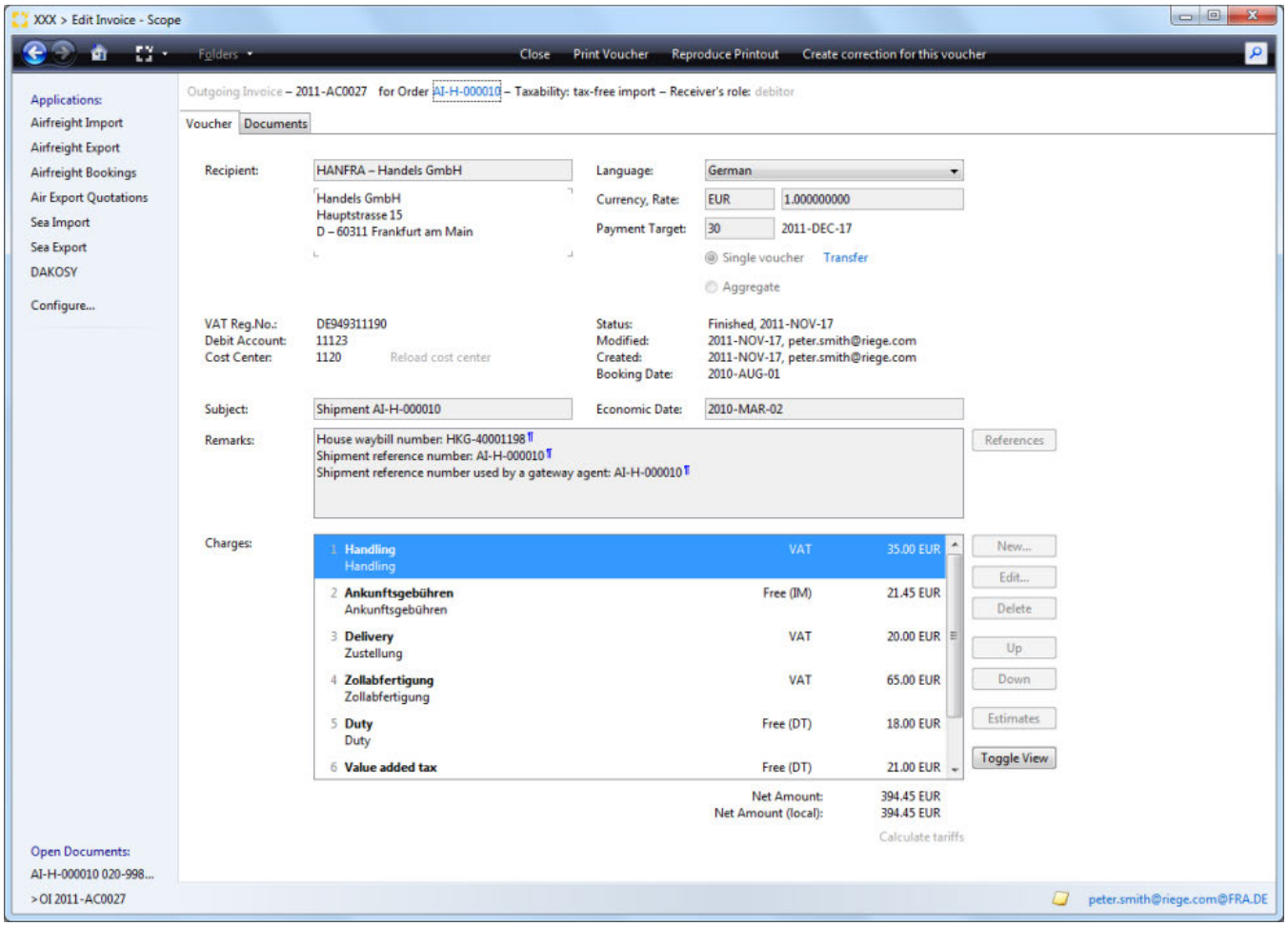
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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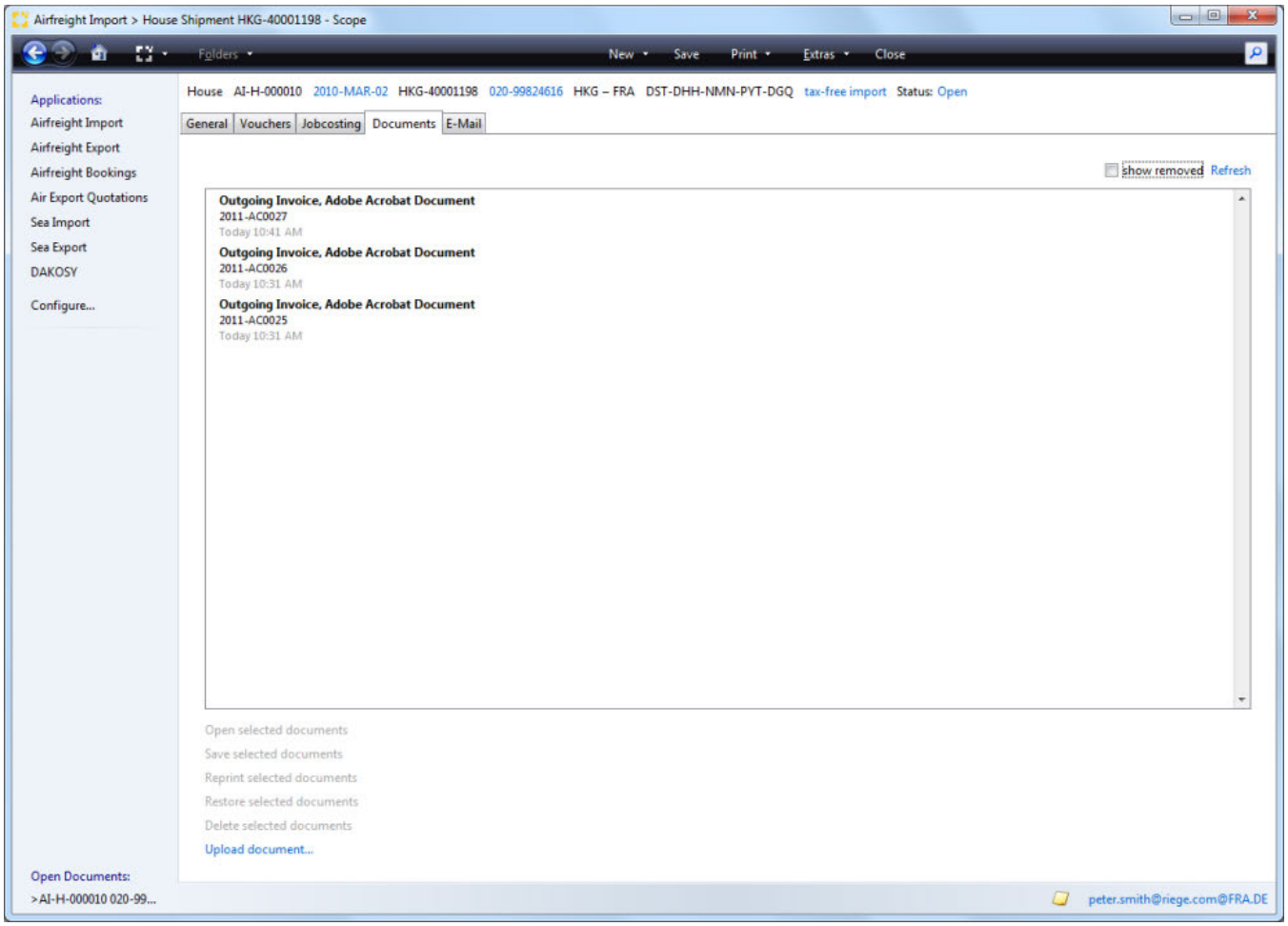
Documents - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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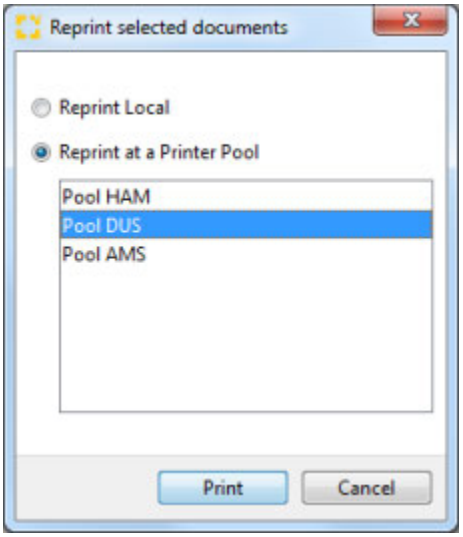
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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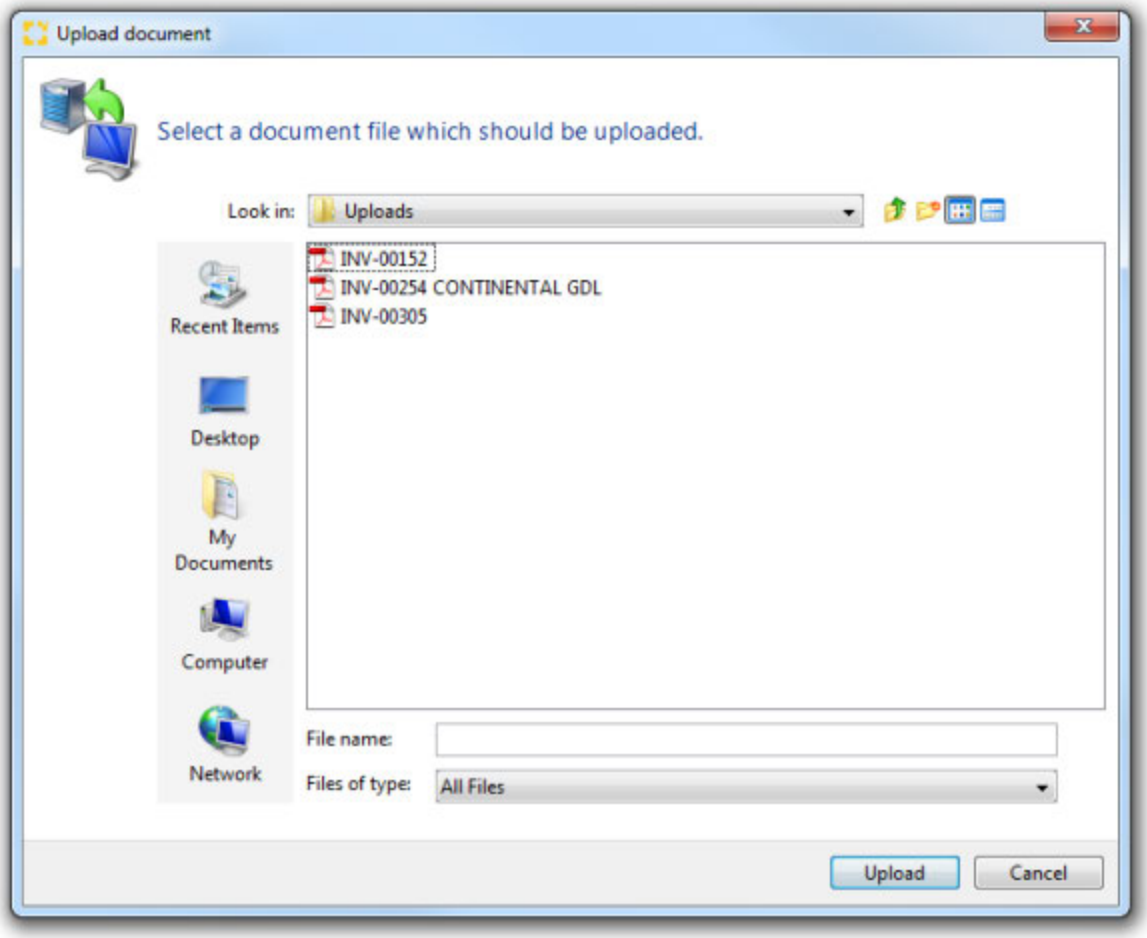

Update

Updates the current list of documents.

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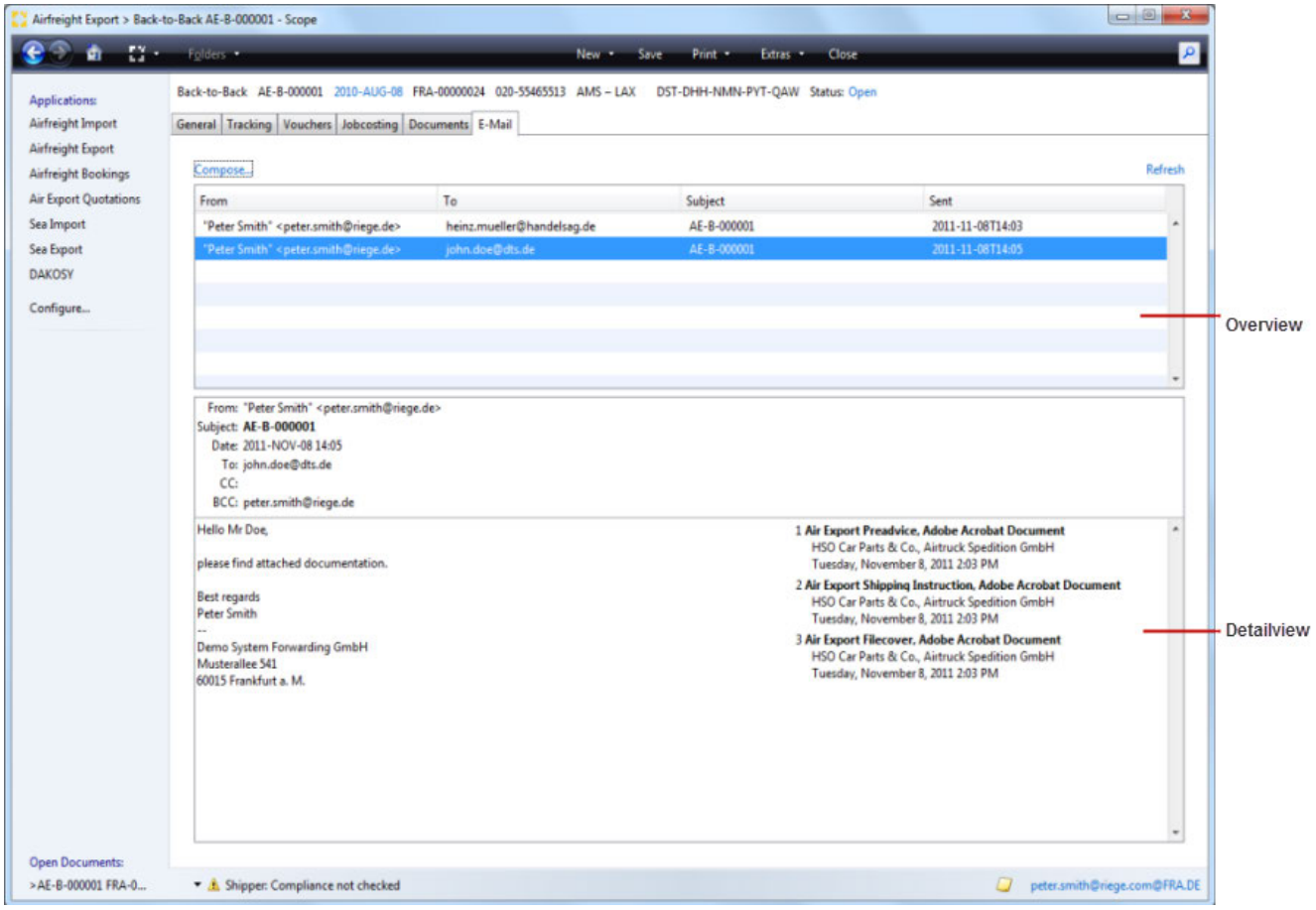
E-Mail - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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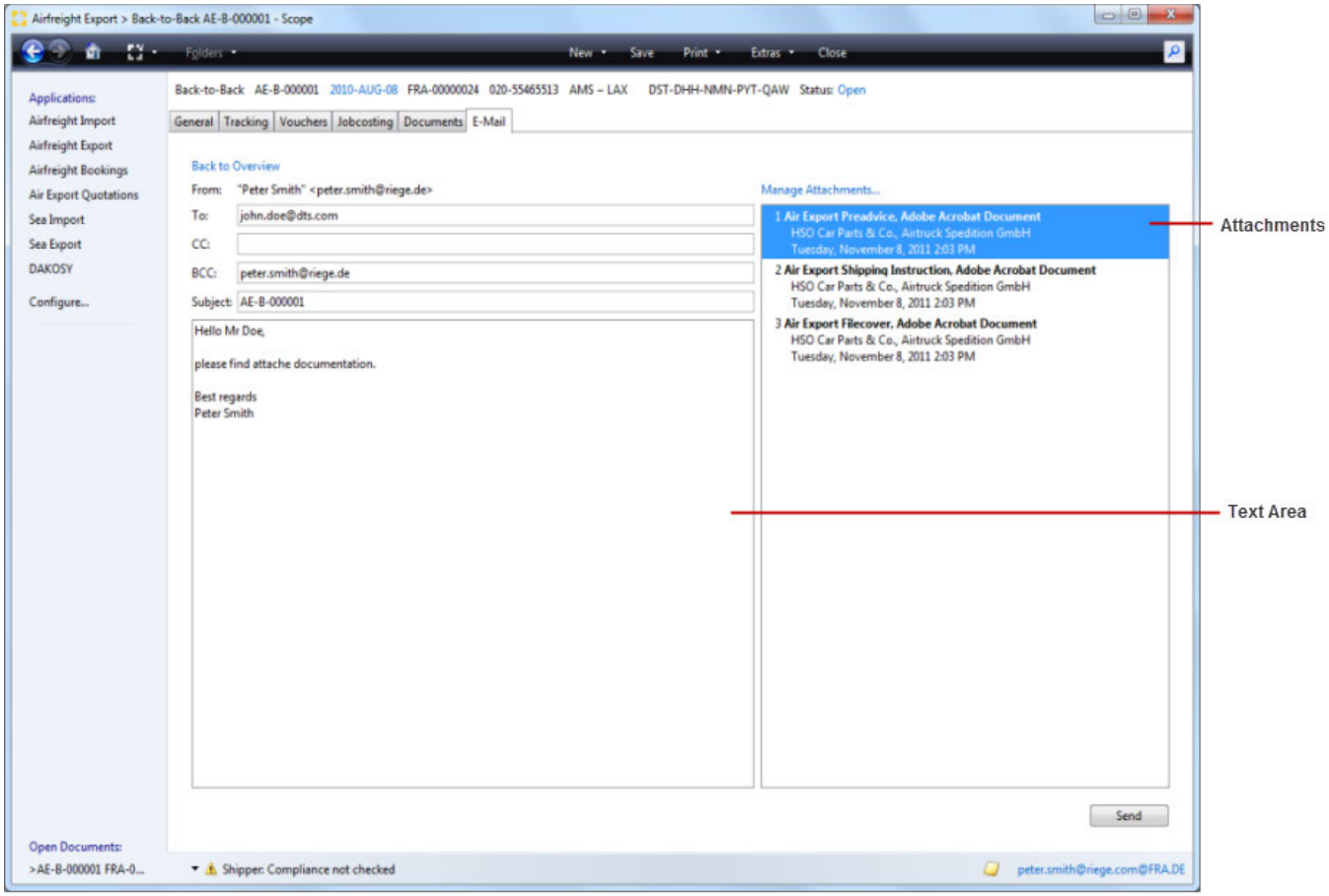
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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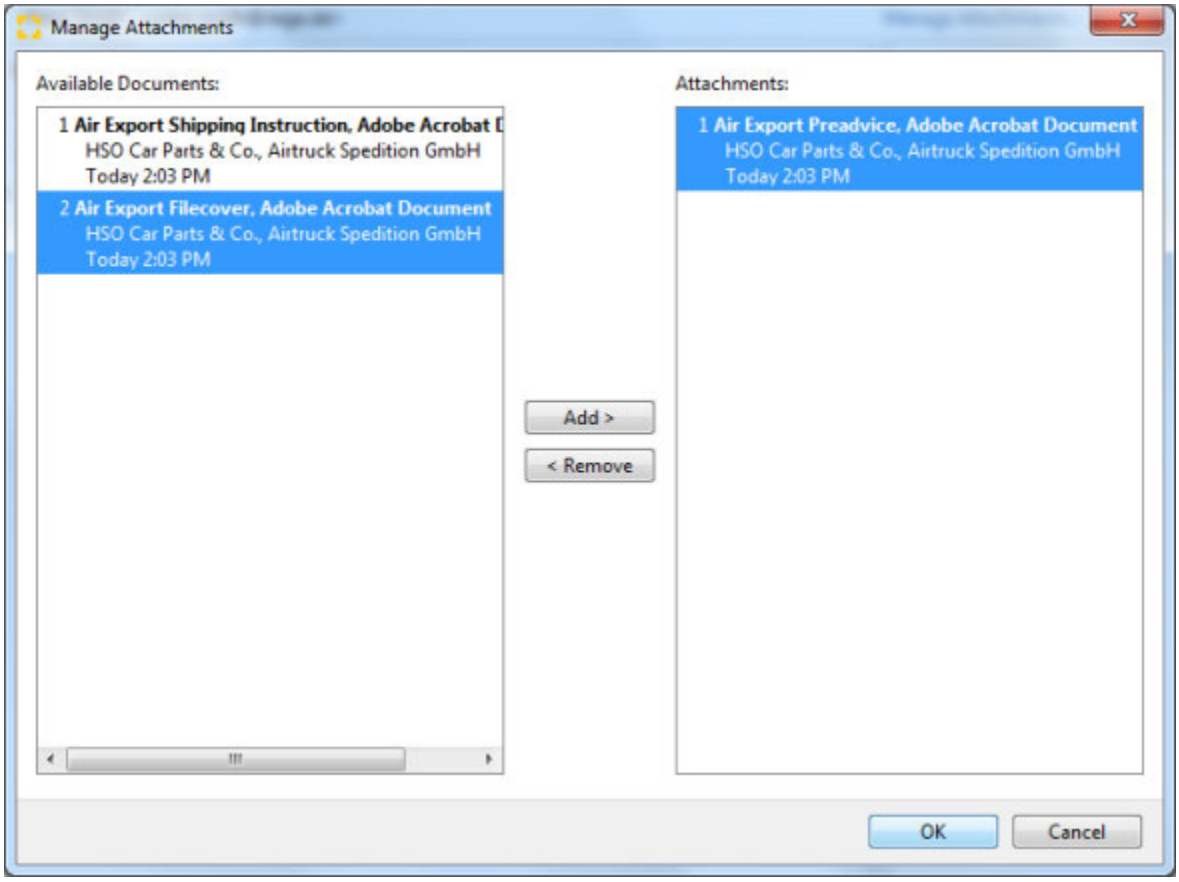
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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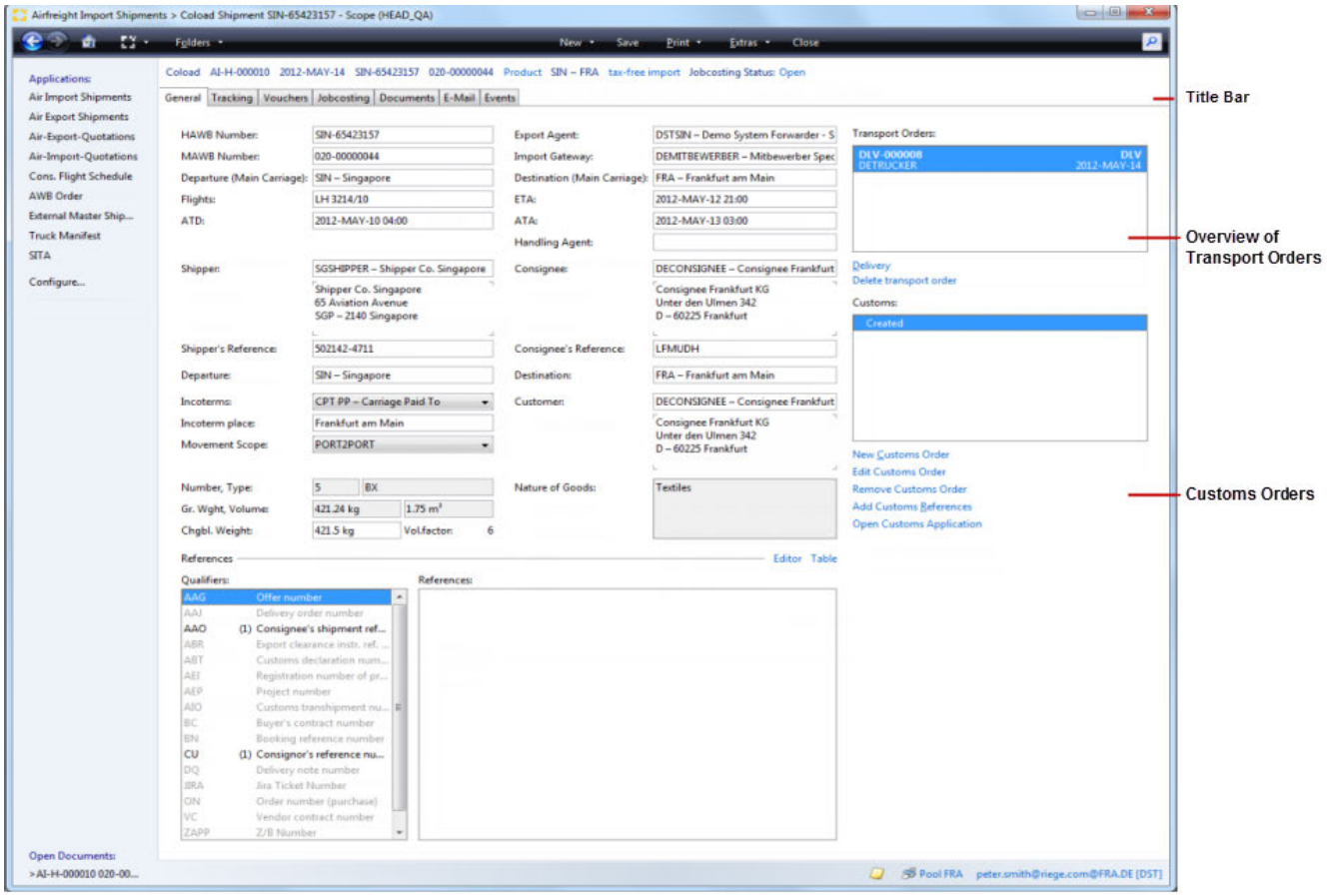
General - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **general** tab of the air import shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.

Currently the following documents are available:

- File cover
- Advice of Arrival
- Advice of Arrival (Bank)

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

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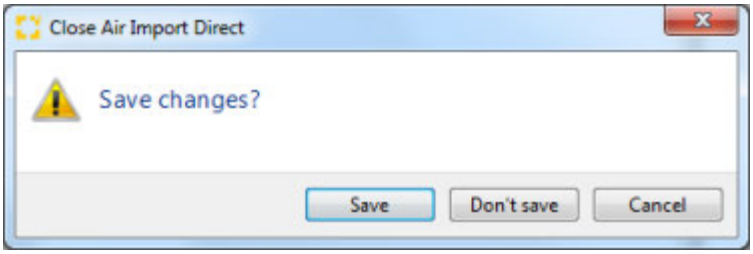


Title Bar

The following information appears in the title bar for a shipment and blue text indicates that the text has an action link and offers further action.

- **Mode**
  Type of shipment *Coload shipment*
- **Shipment number**
  Created by the system when the shipment is first saved.
- **Service Date**
  The arrival date of the program is set as follows:
  When present-ATA (Actual Time of Arrival / actual arrival date)
  otherwise ETA (Estimated Time of Arrival / Expected arrival date)
  The current date is automatically stored and updated to match any ETA or ATA as long as the new date is within the same month as the displayed date. If the new date falls within a different month from that displayed, the date will not change unless it is clicked (action link), in which case it will update to show the revise ETA or ATA dates.
- **Housbill number**
  The HAWB number from the corresponding box in the shipment editor.
- **Master bill number**
  The MAWB number from the corresponding field of the master shipment.
- **Departure airport - Destination airport**
  Departure and destination of the shipment entry
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Status**
  The status of the shipment.

Customer

The customer is the party responsible for generating the shipment who typically bear responsibility for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

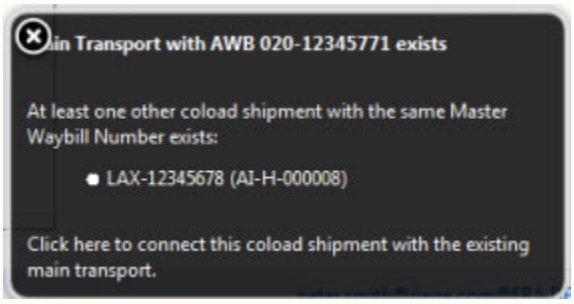
HAWB Number

House Airway bill number for the shipment.

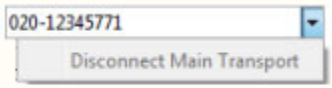
MAWB Number

Master Airway bill number for the shipment (IATA freight waybill number).

If the MAWB number entered already exists (the coload is part of an existing consolidation), then the user is informed with a pop-up message. By clicking on the message window, the master information will populate the coload shipment.



THis link can be removed by using the option in the drop-down menu that appears in the *MAWB Number* field.



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Incoterms

The commercial delivery terms for the shipment

Incoterm Place

The agreed named place that the incoterm applies to.

Movement Scope

The scope of the agreed movement of the cargo for this shipment

Departure

Airport of departure of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Shipper

The party listed on freight documentation as the shipper of the cargo. The search function may be used to find the desired business partner. Within the shipper field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Consignee

The party listed on freight documentation as the consignee for the cargo. The search function may be used to find the desired business partner. Within the consignee field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Flights

Flights used for the shipment.

ATD

Actual departure date and time (Actual Time of Departure).

ETA

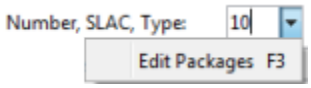
Expected Arrival date and time

ATA

Actual arrival data and time

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages, or the package editor can be called via the drop-down menu or by pressing function key F3. The package editor will allow much greater detail to be entered about individual packages.

If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

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The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the packages editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Volume Factor

The volume factor used to calculate the chargeable weight will be displayed. (See also the partner role Forwarding customer where a default volume factor for the air import partner can be stored.)

Export Agent

The station which has exported the shipment. The desired agent can be located using the search field. The search will only consider business partners who have the role of agent and this agent role must include the departure airport of the shipment.

Import Gateway

The import agent who received the shipment. The desired agent can be found by using the search function of the field. Only partners who have been assigned the role *Agent* will be available as import agents.

References

This application may be used to enter any references numbers associated with the shipment and which are to be further used in other applications, such as printing or EDI transmission. More information about the reference number editor is available here.

New Delivery Order

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application.

- All transport or delivery orders that are created will be displayed in the overview. By double clicking these they can be opened, edited and printed as desired.

Delete transport order

this action will delete a transport order. The link is only active when a transport order is highlighted and if that transport order has not been printed and the shipment has no entries in costs and revenues.

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

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Open Customs Application

Opens a customs entry applications if available.

- More information on customs applications is available in the Customs section of the manual.

Tip

Use the keyboard short cut **Ctrl + I** to show information about the current user of the session. This will display the user name, email address and telephone number.

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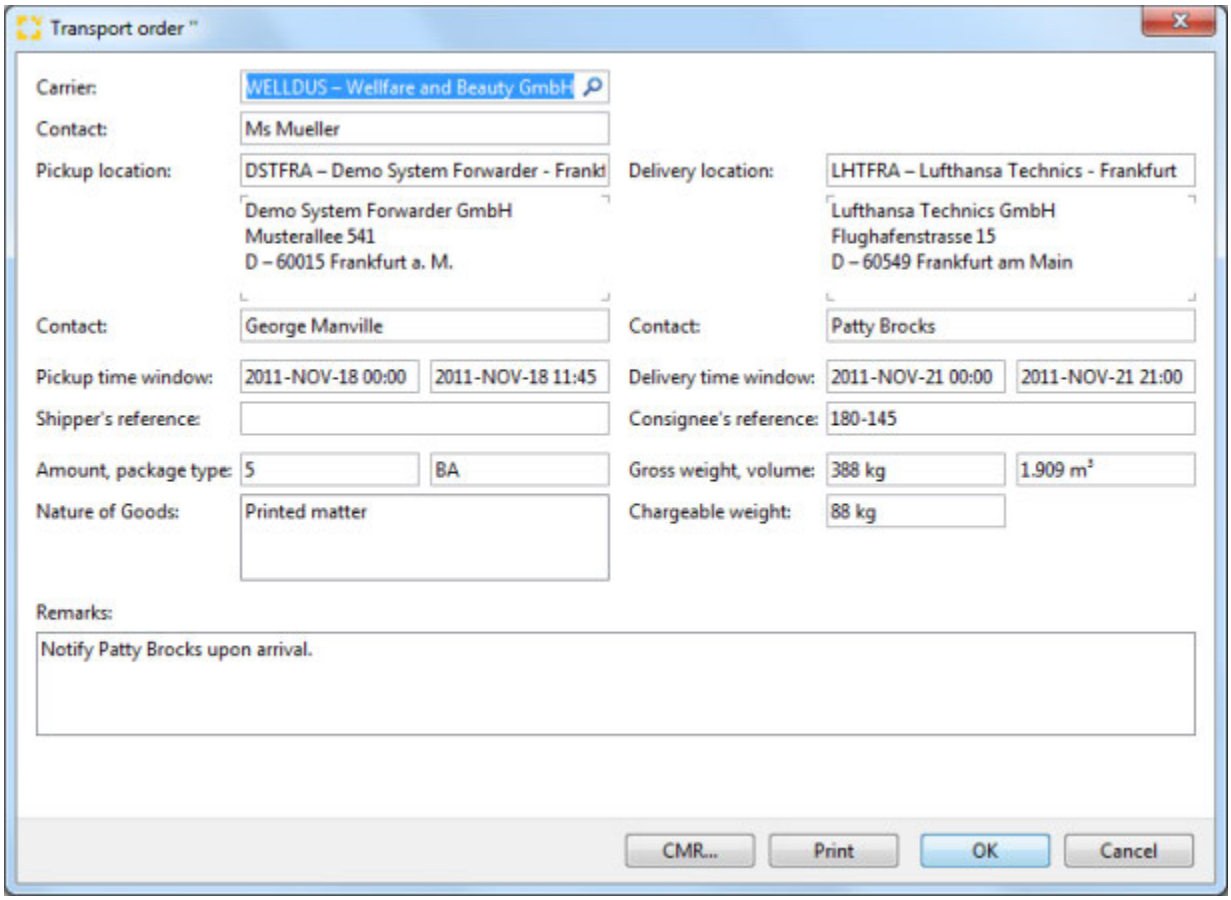
Delivery Order - General - Coload Shipment - Air Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

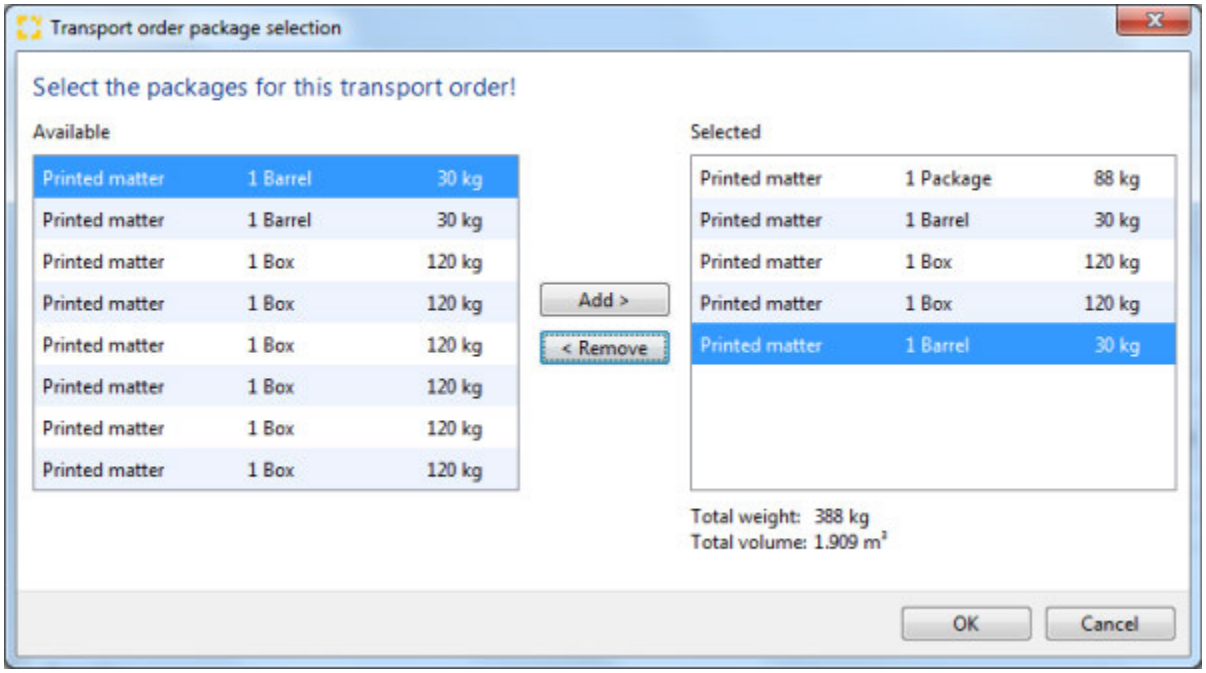
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

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Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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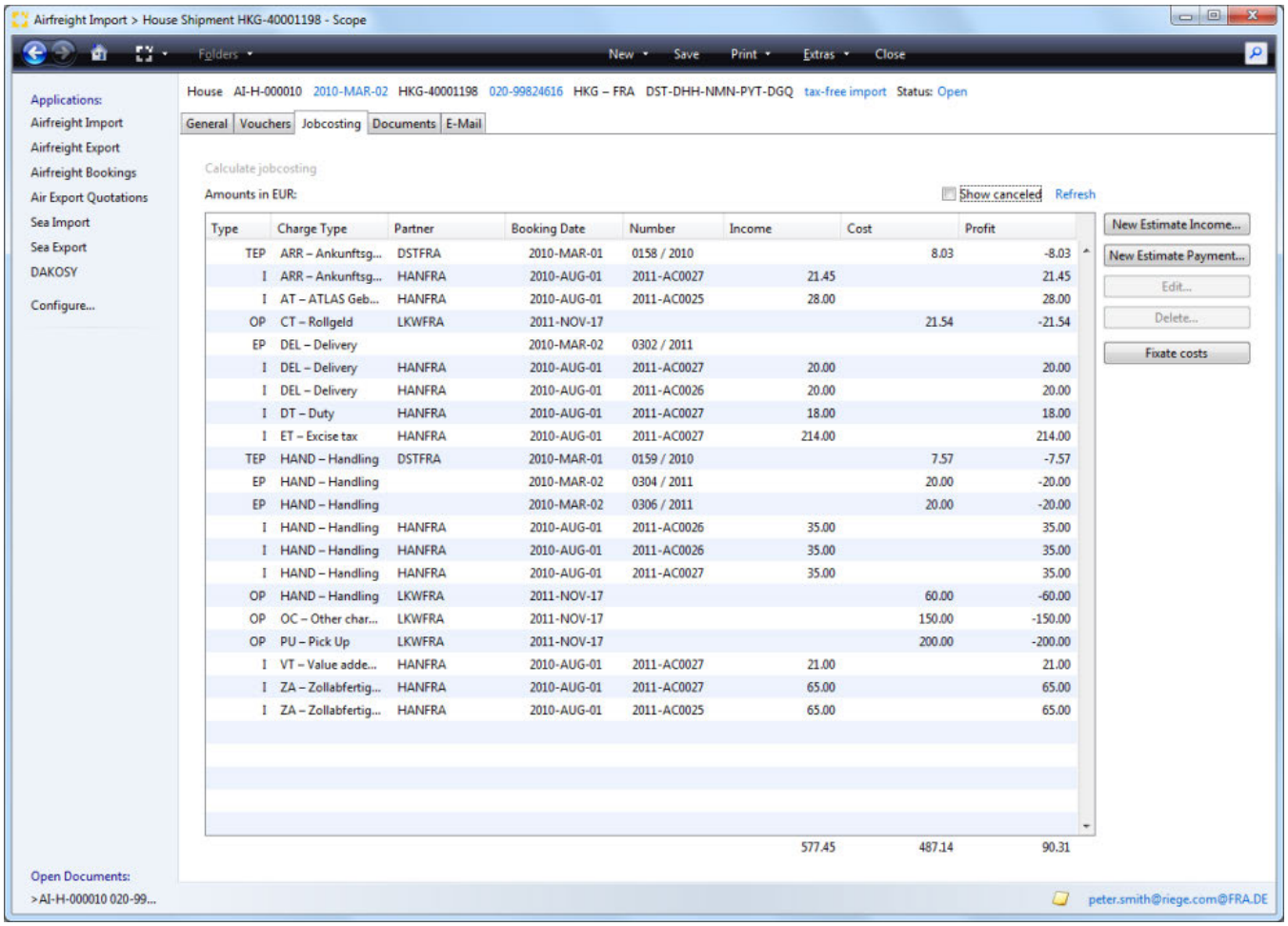
Jobcosting - Coload Shipment - Airfreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the details of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see **General** tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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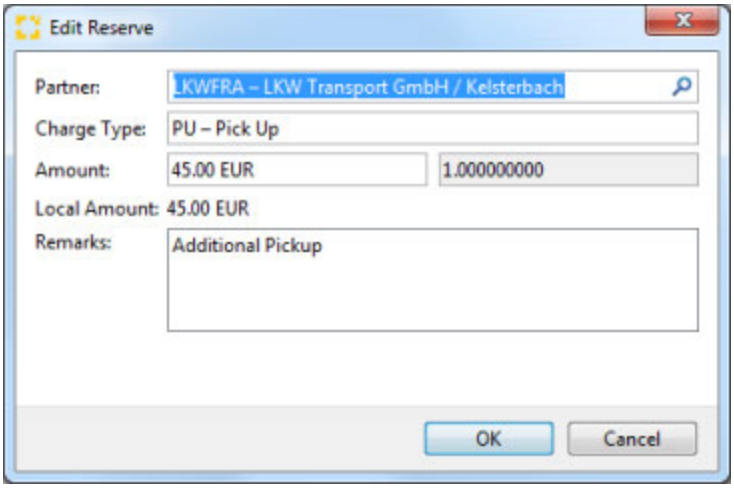

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

Reserves Assignment

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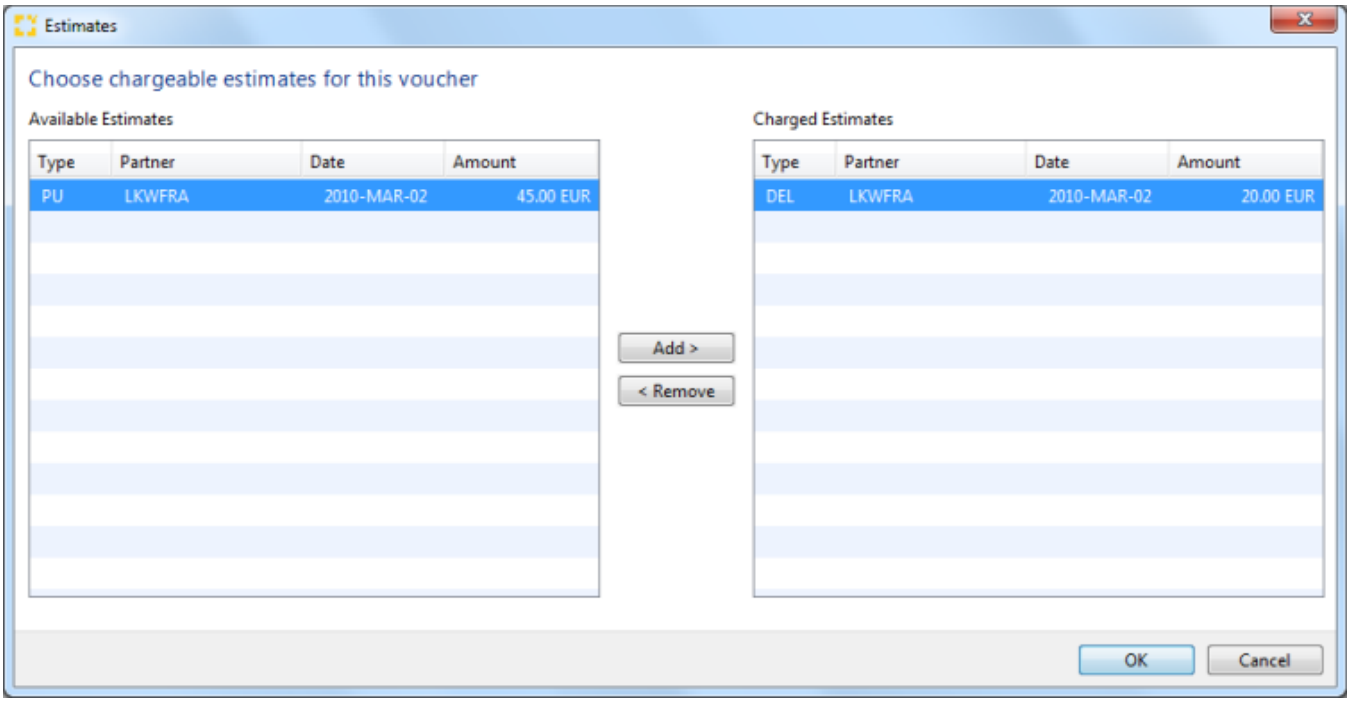

On completion of calculation of income and costs, a pop-up window appears for the allocation of reserves. These reserves may be added to the draft billing, or they can be removed from it.

Available reserves

Displays all available reserves.

Billable amounts

Intial amounts assigned to the billing.

Add

Adds a reserve to the billing.

Remove

Removes a reserve from the billing.

OK

Stores the data and closes the pop-up window.

Cancel

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Super House Shipment - Air Freight Import

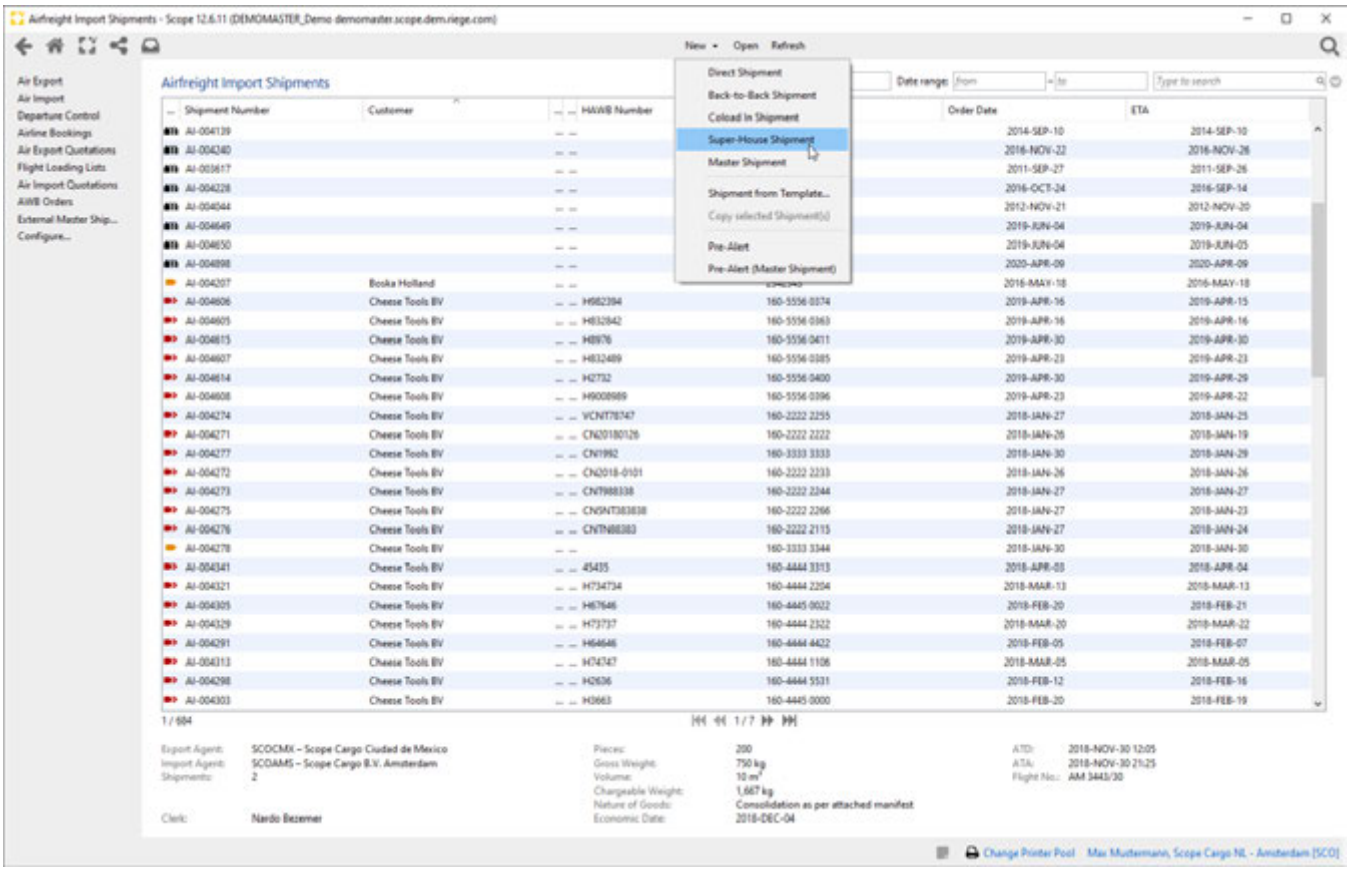
- Introduction
- Description

Introduction

The application Super House Shipment Airfreight Import enables the consolidation of regular House shipments to a Super House Shipment. The purpose of a super house shipment is to combine House shipments in such a way that the quantity (weight / volume) enables cost-effective transportation for your customer.

Description

With the program action *New* in the Airfreight Import Shipments home view the input dialog for the *Super-House Shipment* can be opened.



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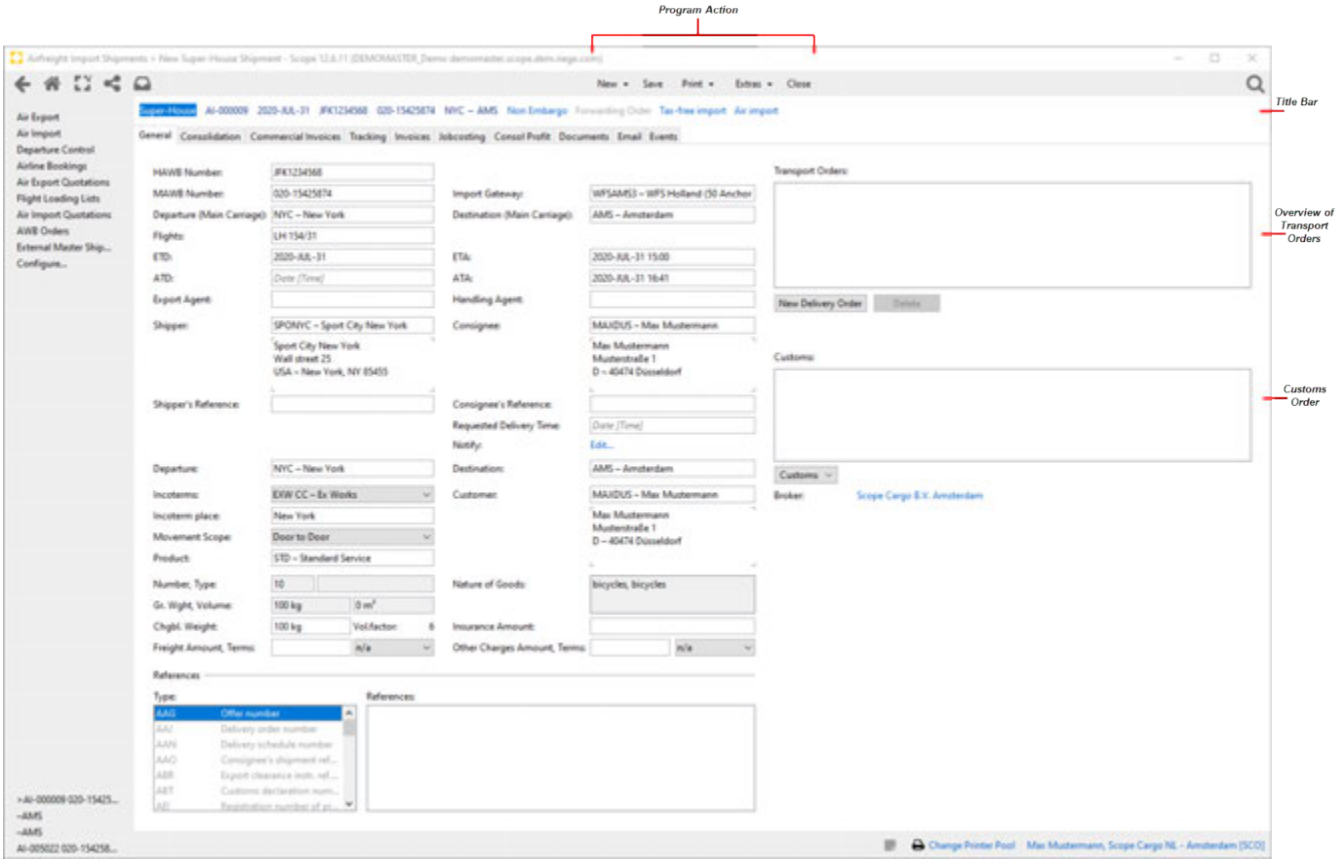
(a) General - Super House Shipment - Air Freight Import

Introduction

General shipment data, can be entered in the General Tab. The weight and the number of packages of the Sub-Houses will automatically be transferred to the corresponding field. In addition, transport orders can be created here, the document customs clearance order can be printed.

Description

- Program Action
- Title Bar
- Field Description
- Transport Orders
- Customs



Program Action

New

- New Delivery Order

Opens the window New Delivery Order. Data for a Delivery Order can be entered here.

- New Customs Order

Creates a new Customs Order Document, that can be printed.

Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

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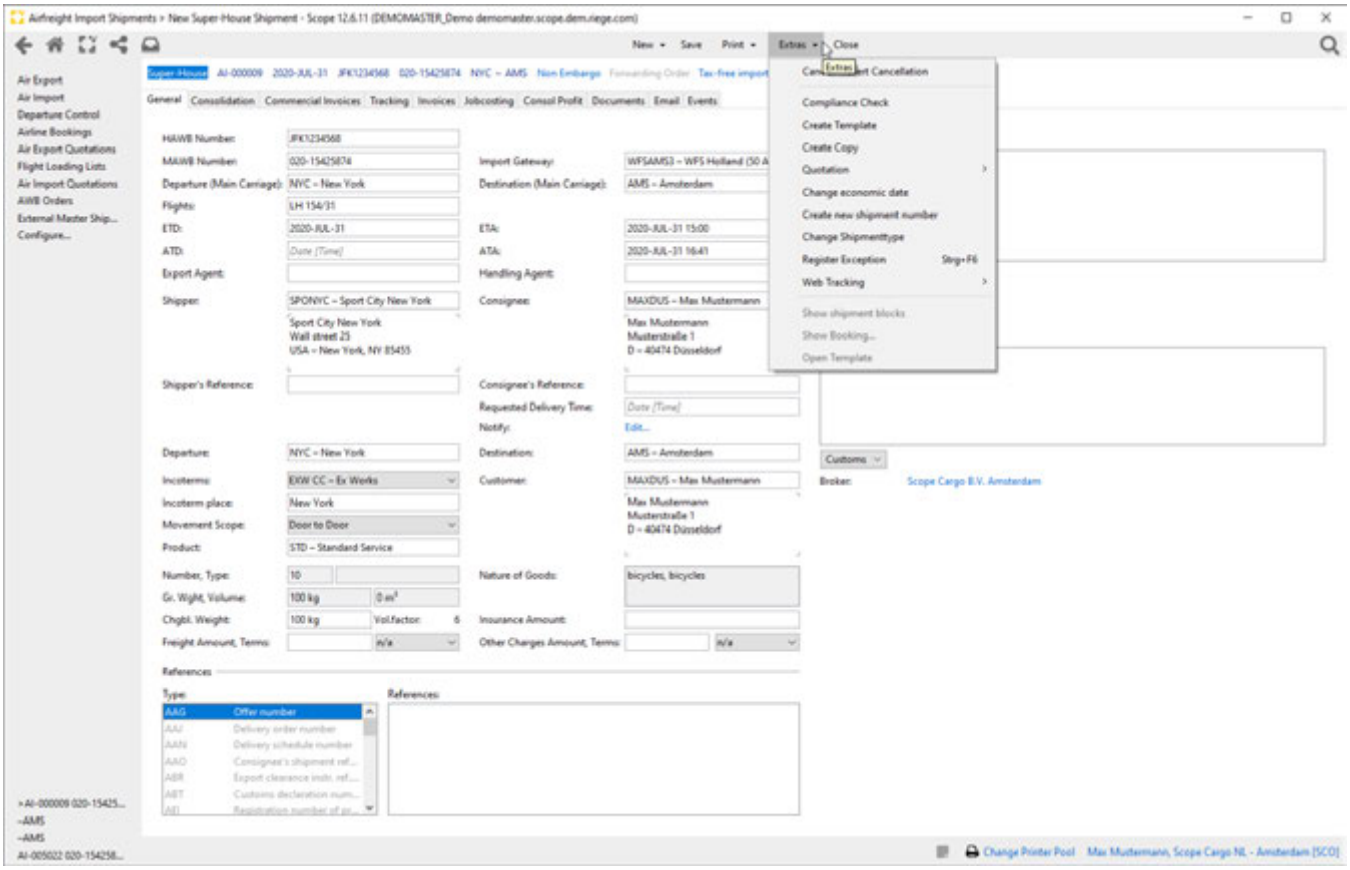
By clicking on the appropriate item in the list under the print command, the required documents can be printed. Currently the following documents are available:

- Filecover
- Notice of Arrival for Consignee, for Customer, for Notify, Notice of Arrival Bank
- Release Documents, Release Order, Carrier`s Certificate
- Notice of Arrival Bank
- Clearing Instructions Request
- Delivery Note
- Pre-Alert
- Unloading List
- Claim Notification
- Shipment Labels...
- Quality Report

Extras



- Cancel/Revert Cancellation

This function cancels a shipment or cancels the cancellation of a shipment. See details here Cancel/Revert Cancellation

- Compliance Check

Opens the *Check Compliance* Screen. In this Screen all critical addresses related to the shipment will be displayed and can be checked.

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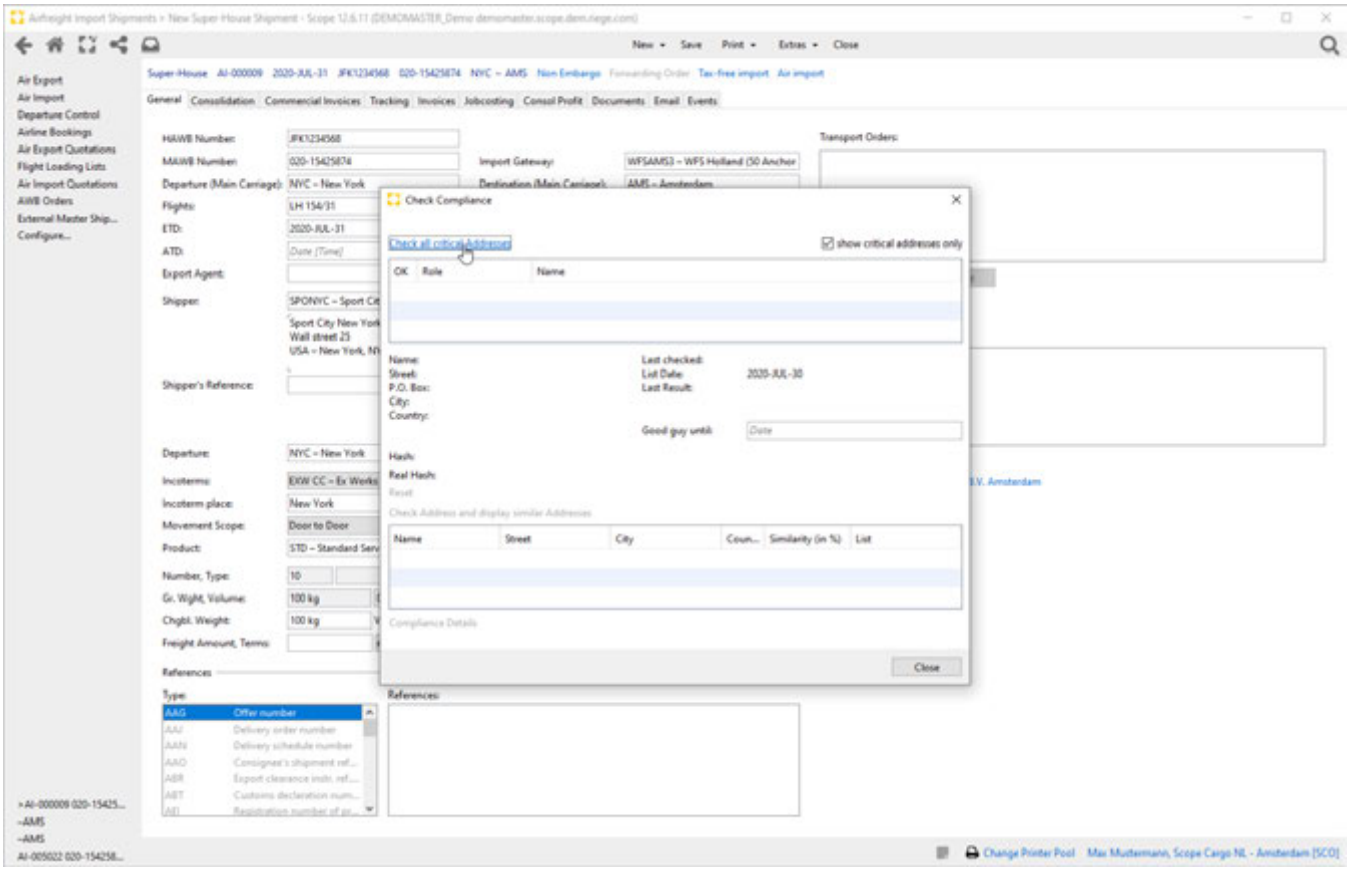
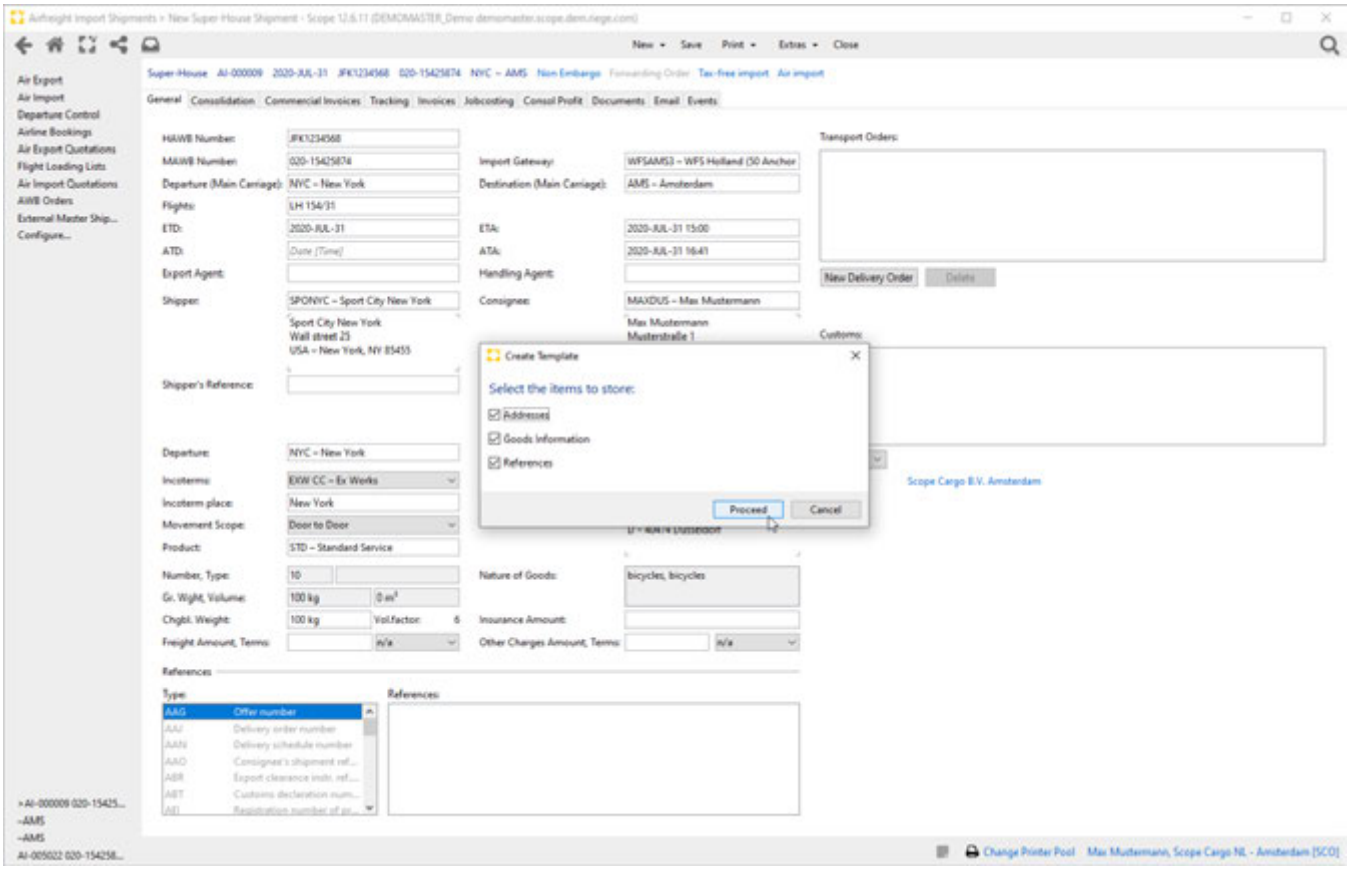


- Create Shipment Template

This program action opens the screen *Create Template*. The button *Proceed* opens the shipment template editor.



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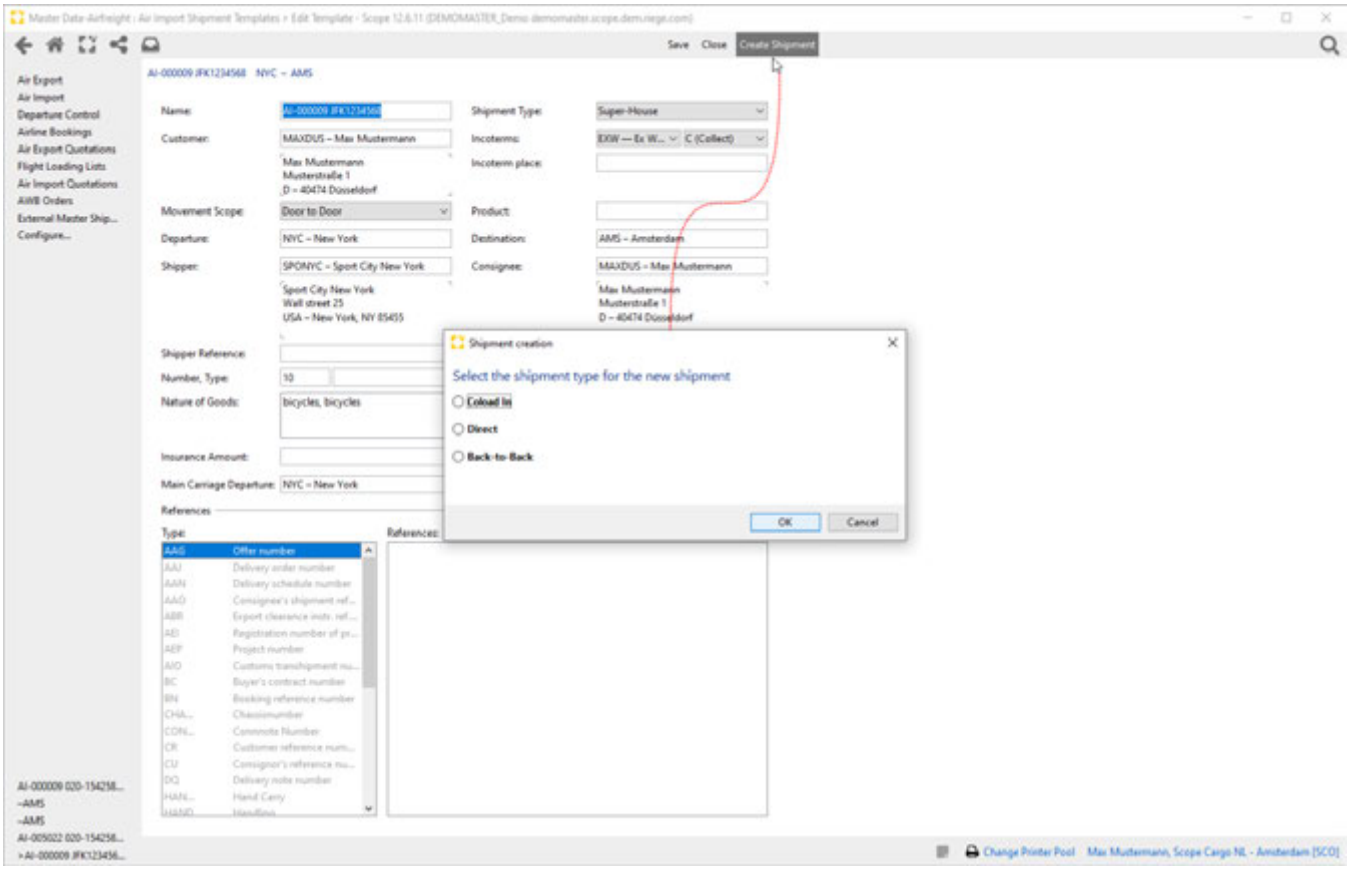
In the shipment template editor, the button *Create Shipment* opens the editor shipment creation where more available shipment types for templates (Coload In, Direct, Back-to-Back) can be chosen.



- Create Copy

This program action opens the screen *Create Shipment Copy*, where the items to be stored can be selected. The button Proceed will confirm the creation of a copy.

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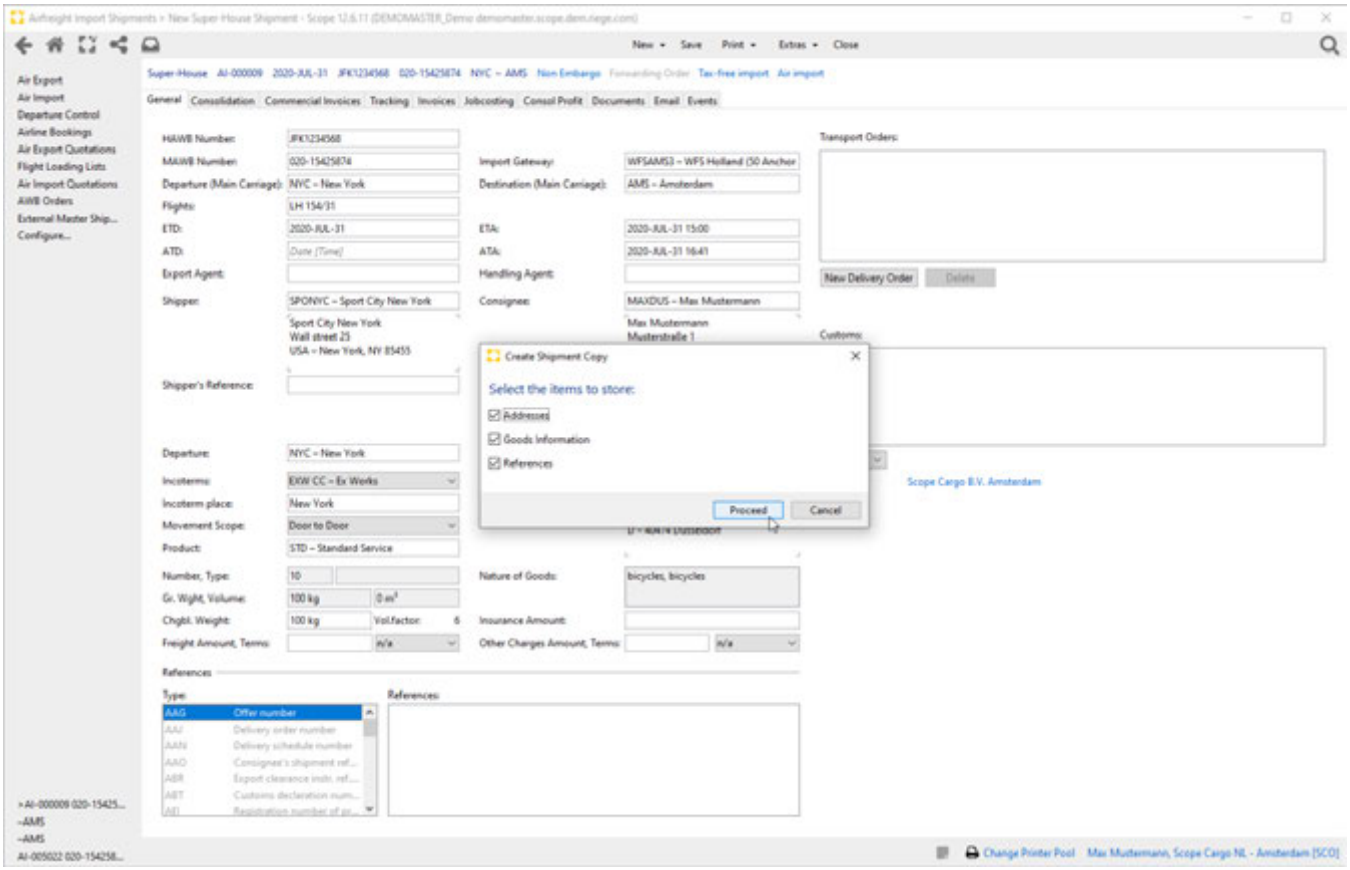

- Quotation

This function can Show, Link or Unlink a quotation for the shipment.

- Change economic date

This function opens the screen economic date, where the economic date can be changed.

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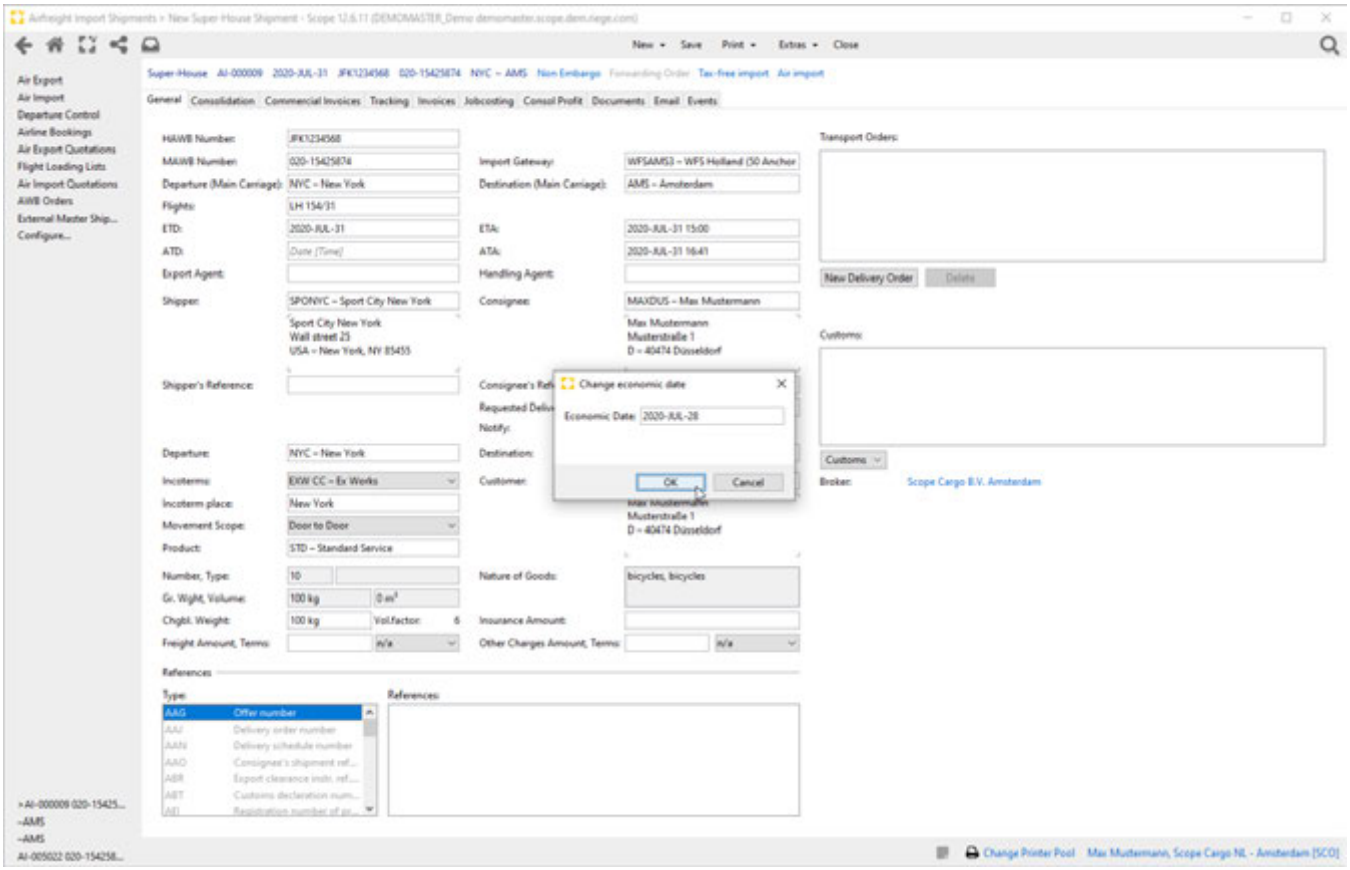
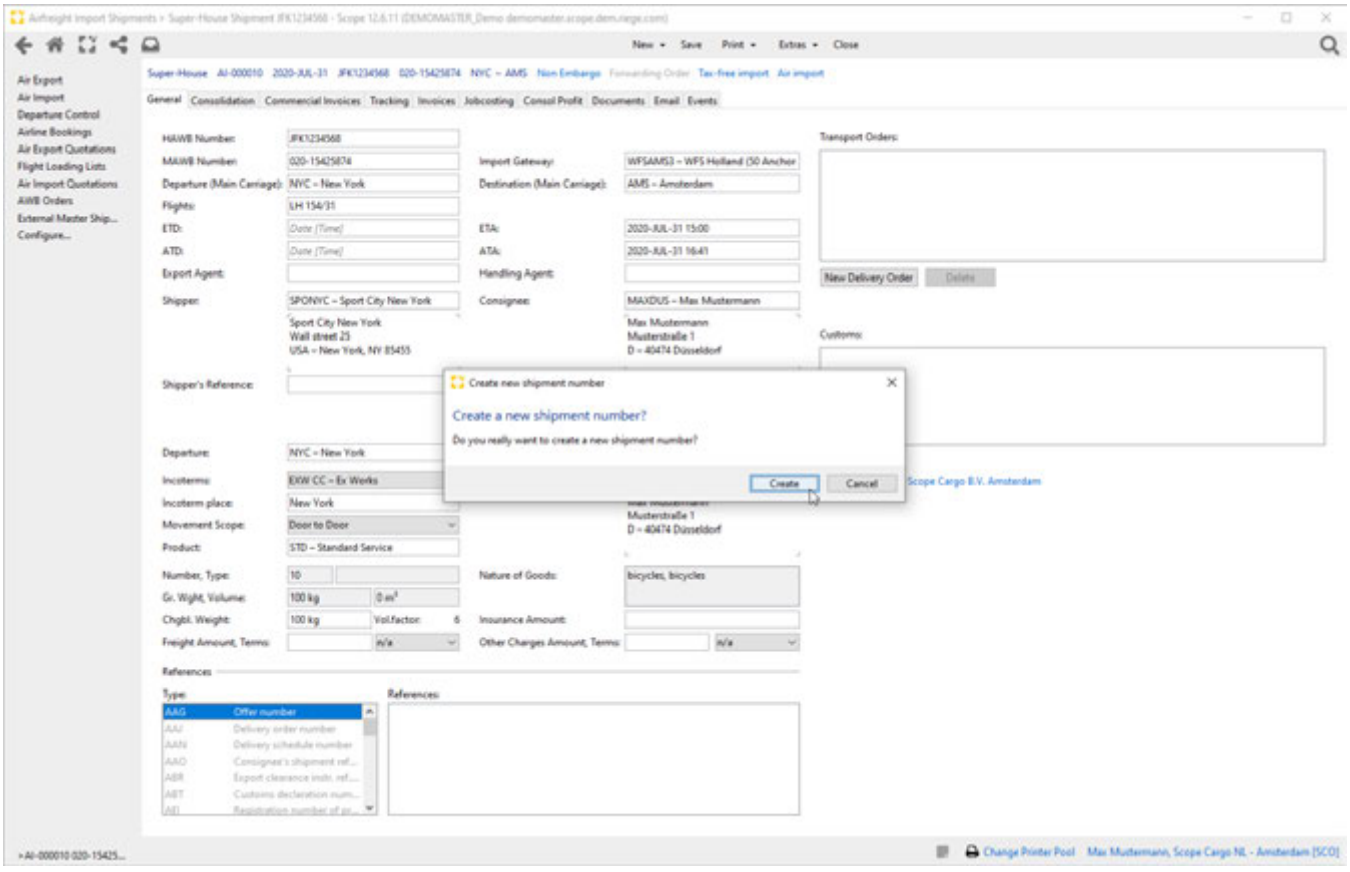


- Create new shipment number

This program action opens the screen *Create new shipment number.* With the button *Create* a new shipment number will be generated.



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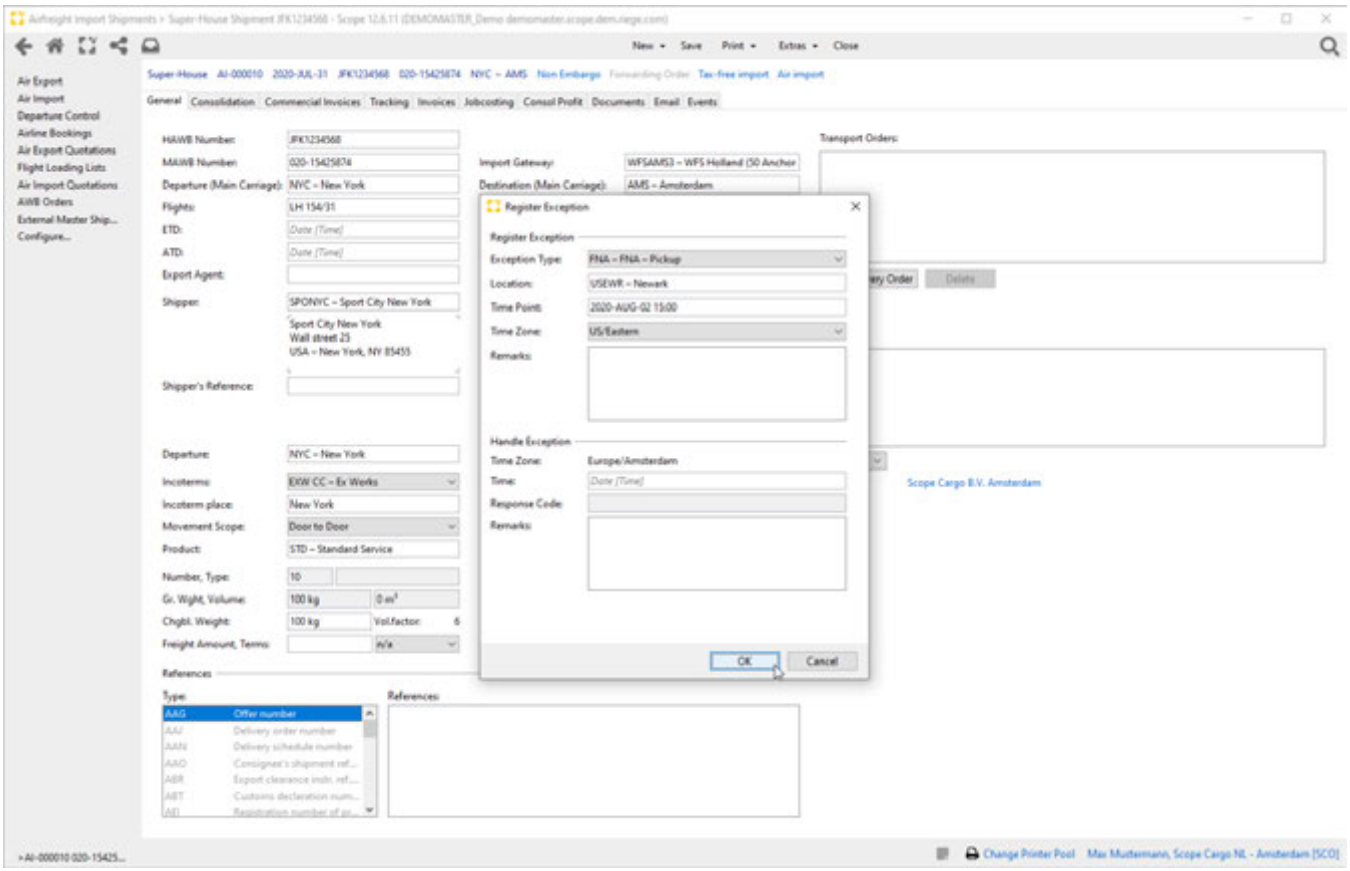
- Change shipment type

This function opens the screen *Change shipment type* where another available shipment type can be chosen, if the function is supported.

- Register Exception

With this action, exceptions can be created. These represent additional information about the milestones.



- Web Tracking

Via web tracking, a URL can be copied, or a program can be opened directly in anonymized web tracking.

- Show shipment blocks

Releases a lock, confirming outstanding payments have been received. See also Top features 12.0

- Show booking...

Opens an existing booking for the shipment.

- Open Template

opens the template that created the shipment

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- Type of shipment
  Type of shipment. For this is Super-House
- Shipment number
  Assigned by the system after the shipment has been saved for the first time.
- Economic date
  The date can be changed via Extras - Change economic date.
- Air Waybill number
  Super-House Air Waybill number entered in field HAWB Number.

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- Master Shipment Number
  Shipment number of master shipment entered in field MAWB Number.
- Departure airport - Destination airport
  Departure and destination of the shipment.
- Non Embargo, Approve Embargo
  Embargo Status set due to destination
- Forwarding Order
  Link to a connected Forwarding Order
- Taxability (e.g. "tax-free Export")
  Actionlink indicates the Taxability type and can also be used to change to a new taxability type
- Cost Center (e.g. Air Import)
  By clicking on this action link, the user will be able to change the Cost Center of the shipment.

Field Description

HAWB Number

HAWB Number of the shipment can be entered here.

MAWB Number

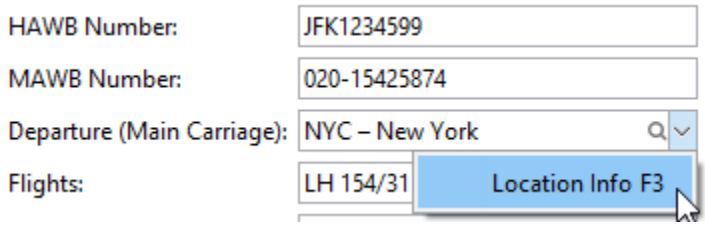
MAWB Number of the shipment can be entered here.

Import Gateway

Partner Name and Address of the Import Gateway The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Departure (Main Carriage)

IATA-Code of the Airport of Departure of the Main Carriage. The context menu or F3 will open a corresponding map.



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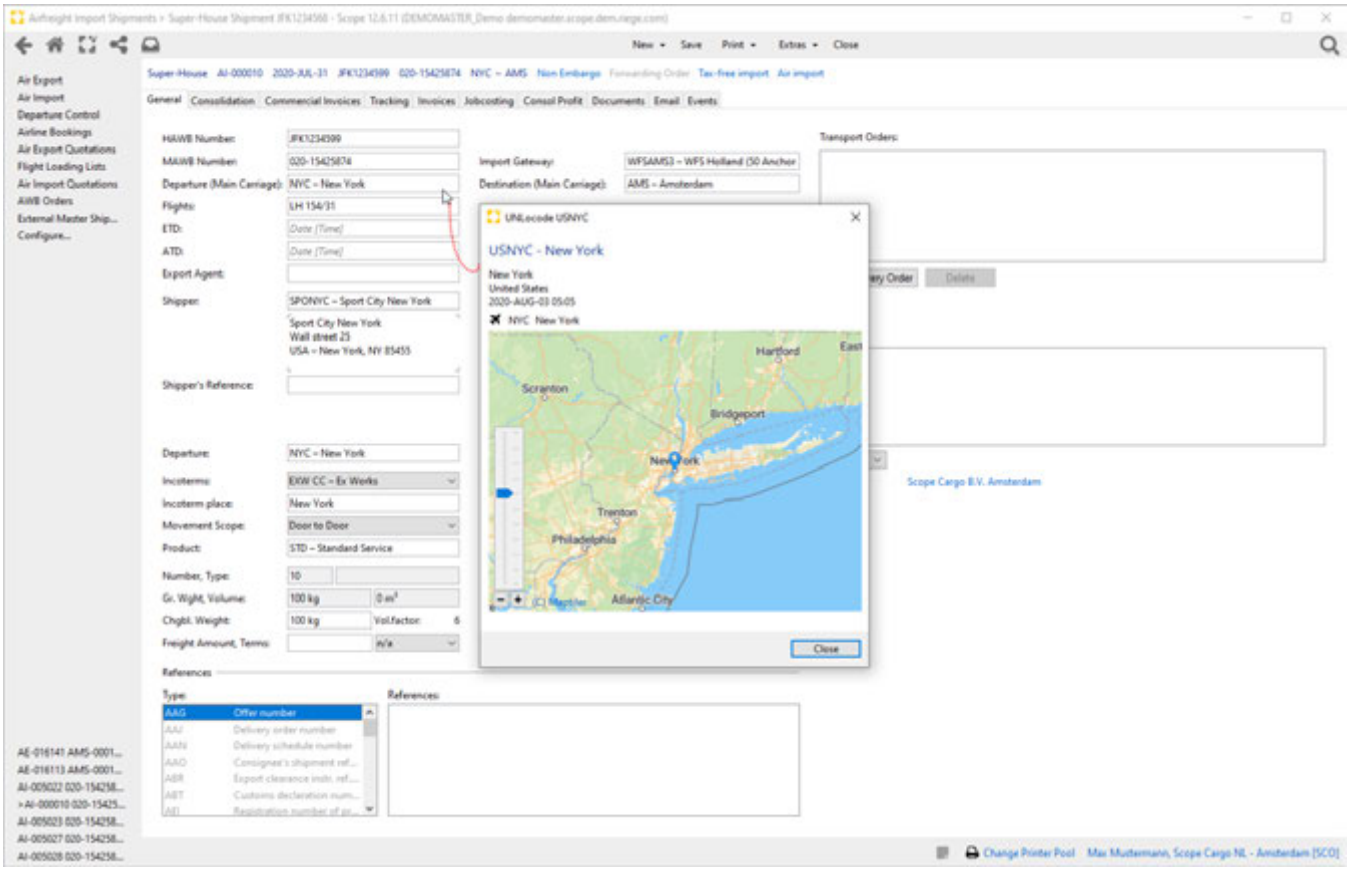
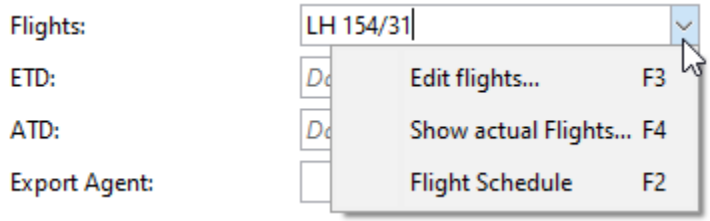


Destination (Main Carriage)

IATA-Code of the Airport of Destination of the Main Carriage. The context menu or F3 will open a corresponding map.

Flights

Flight details can be entered. With the context menu flights can be edited (F3), actual Flight Look up for the MAWB Number can be opened (F4), Flight schedule can be opened.



ETD

Estimated time of Departure

ETA

Estimated time of Arrival

ATD

Actual time of Departure

ATA

Actual time of Arrival

Export Agent

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The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Handling Agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper`s reference

Shipper´s reference can be entered here

Consignee`s reference

Consignee`s reference can be entered here

Requested Delivery Time

A requested delivery time can be entered here

Notify

The party to be Notified when the shipment arrives. If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic field search function that will display all matching airports. The context menu or F3 will open a corresponding map.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic field search function that will display all matching airports. The context menu or F3 will open a corresponding map.

Incoterms

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes. The Incoterm fills the value of the fields Movement Scope and Customer automatically, as they determine which costs are charged for the sender (backward) or for the recipient (forward).

Incoterms Place

The place name referenced by the incoterms.

Customer

Generally, the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Movement Scope

Movement Scope of the shipment.

Product

The drop down menu will open a list of all available Products. The Products must be defined in the master data Forwarding Selling Products.

Number

Total number of packages in the consignment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super House Shipment.

TYPE

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The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.) Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks.. Fields will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Gross weight, volume

Total gross weight and volume of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Chargeable Weight; Vol.factor

Total chargeable weight of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment. Volume Factor will be displayed next to the chargeable weight.

Insurance Amount

Amount for an insurance of the freight can be entered here.

Freight Amount, Terms

Amount agreed for the freight transport costs. In the field terms value Prepaid, Collect or n/a can be set by the drop-down menu.

Other Charges Amount, Terms

Amount agreed for the other charges freight transport costs. In the field terms value Prepaid, Collect or n/a can be set by the drop down menu.

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

Transport Orders

In this box transport orders will be shown, or can be issued by using the button *New Delivery Order,* or deleted by using the button *Delete*.

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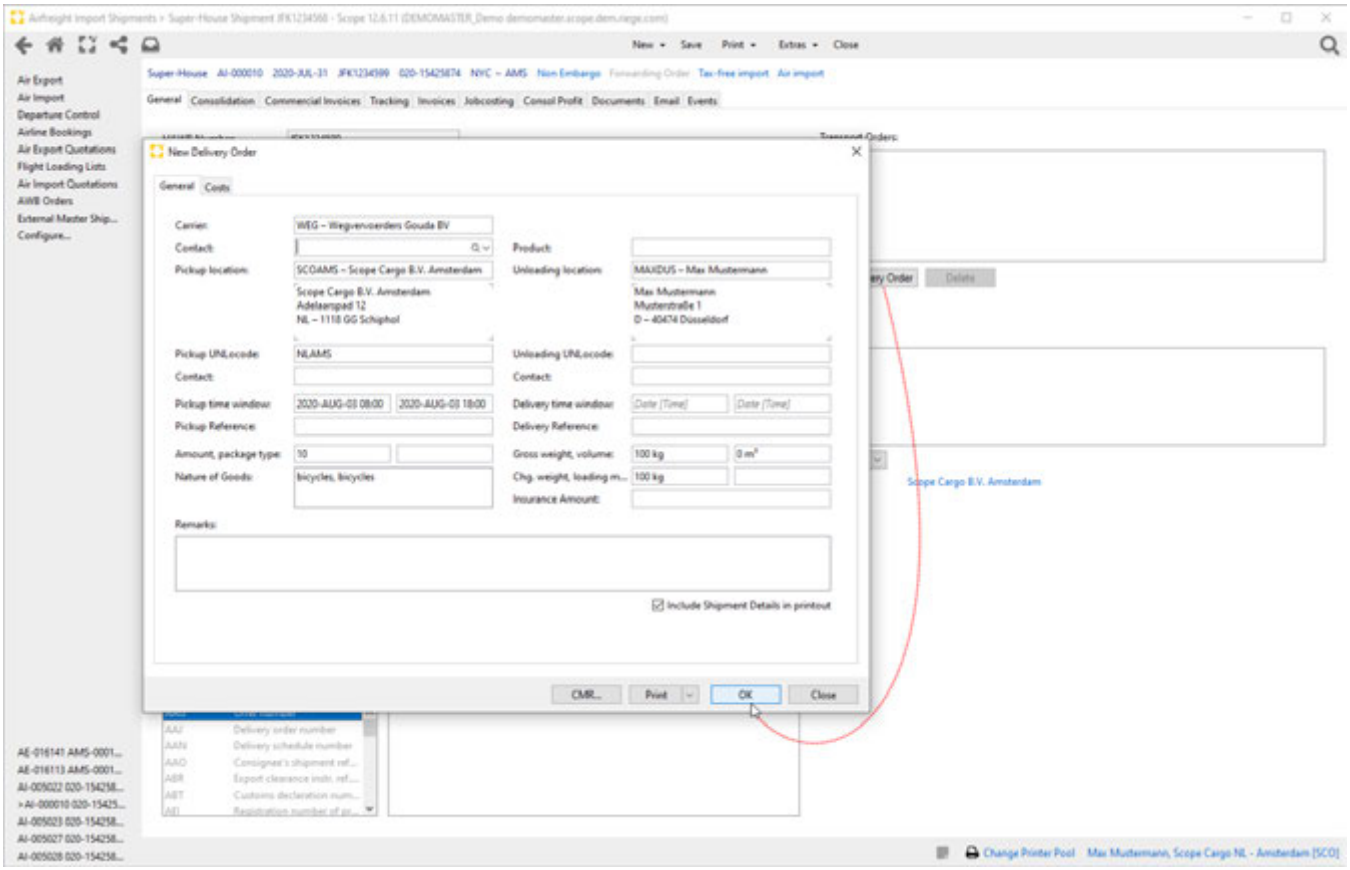

Customs

In the customs area customs declaration can be issued. A new customs order can be opended by using the drop down menu to select the available options and open the customs order editor.

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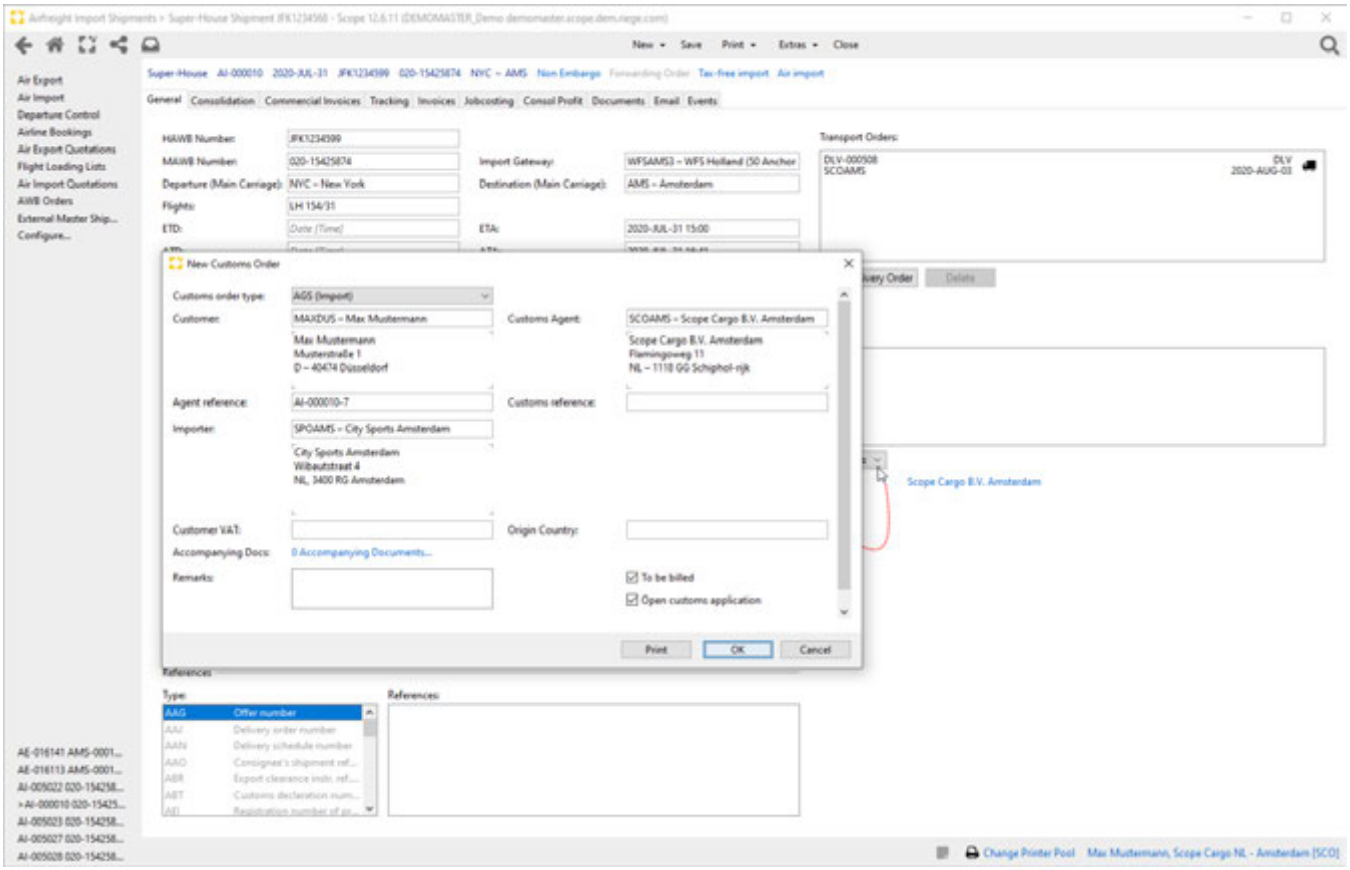

Broker

Actionlink opens the name and address of the customs broker.

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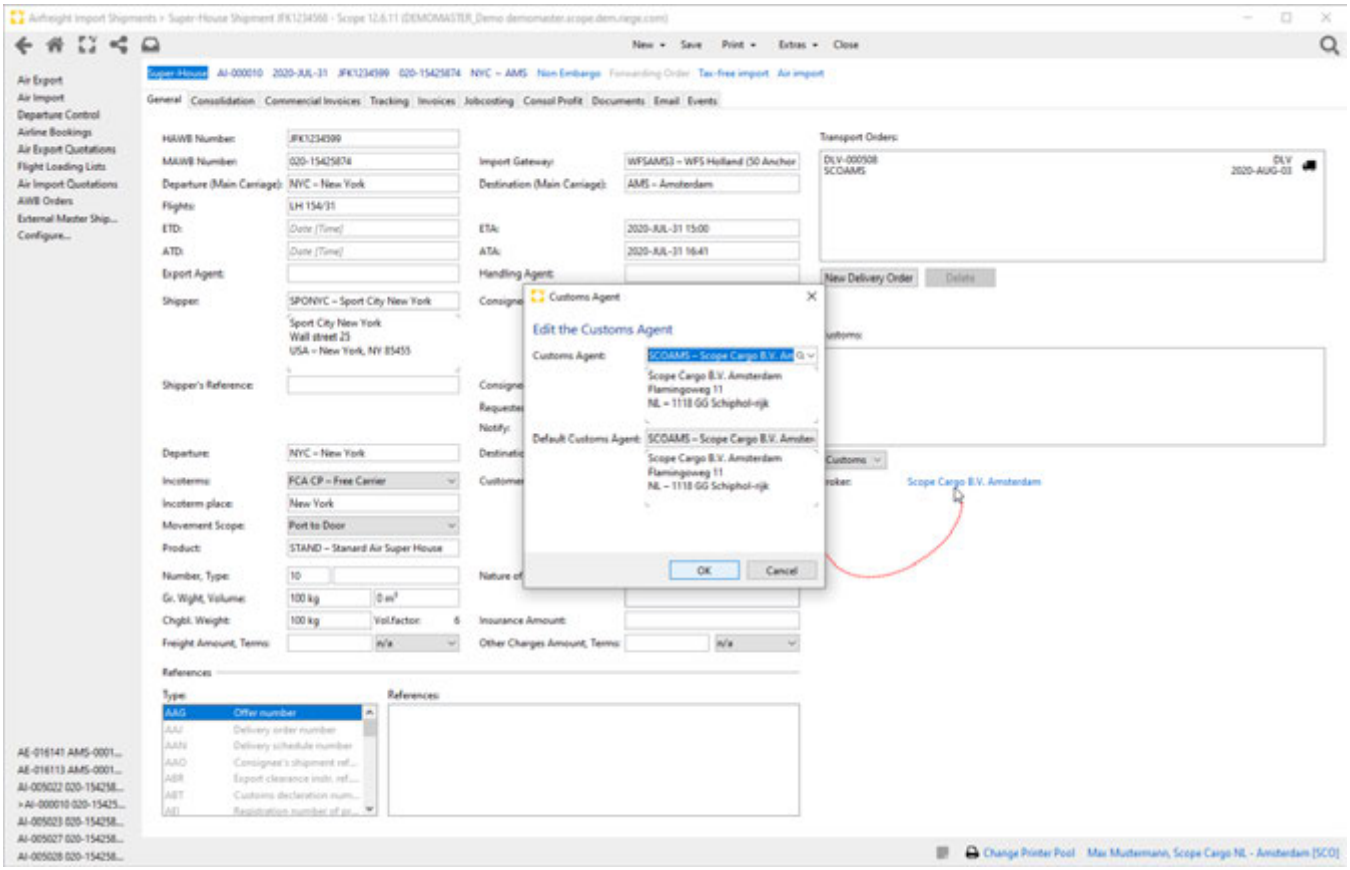

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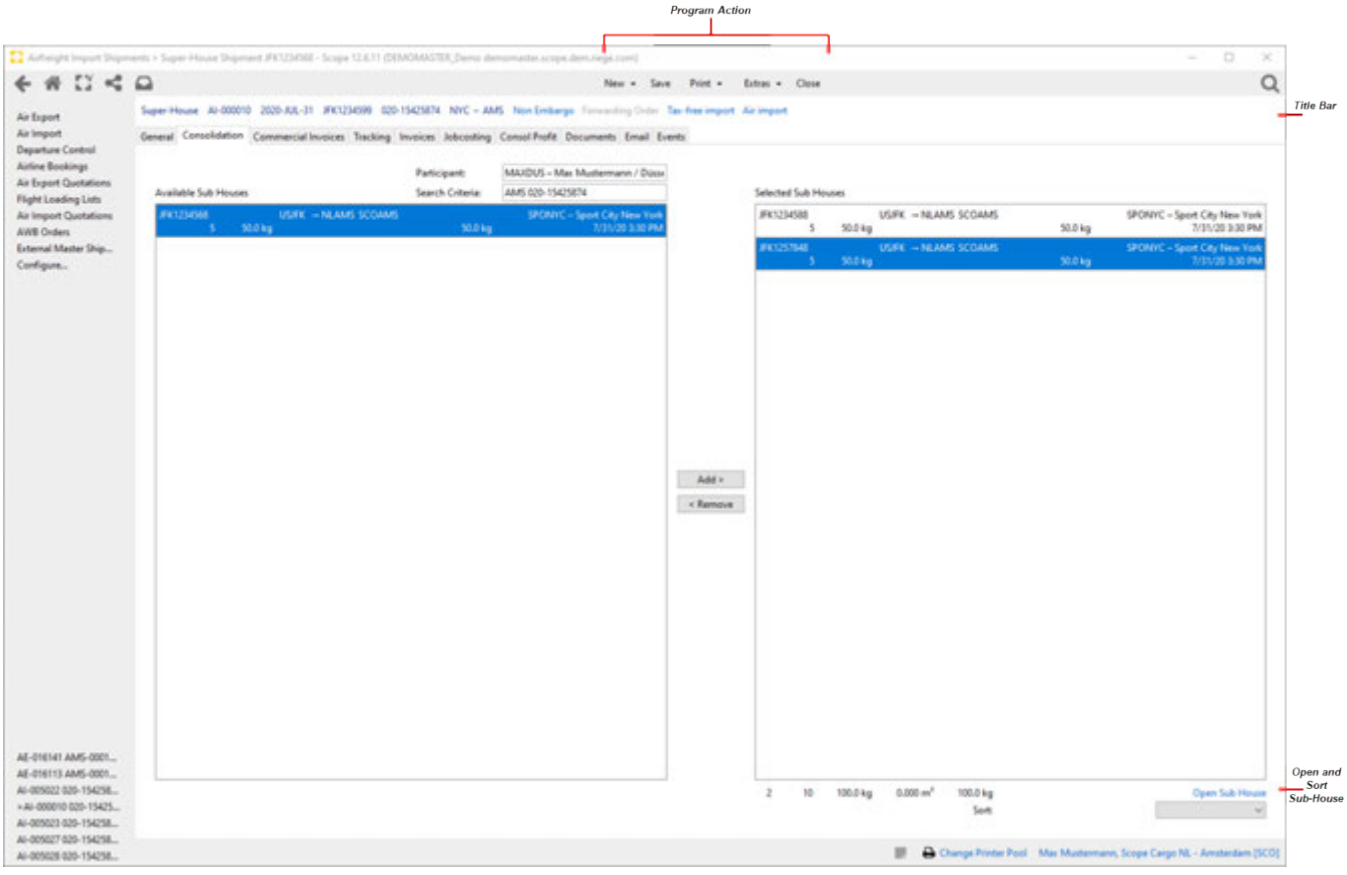
(b) Consolidation - Super House Shipment - Air Freight Import

Introduction

The Consolidation tab presents a view of all available Sub-House shipments that are ready to be consolidated. These can be easily added to or removed from the Super-House shipment, ensuring a fast, flexible approach to building consolidations.

Description

- Program Action
- Title Bar
- Field Description
- Open Sub-House
- Sort



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Participant

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The Consignee address appearing in this field is taken from the field Consignee, entered in the General TAB of the Super-House. If the field is empty, all available House-Shipments will be shown for the selected direction.

Search Criteria

The destination of the available house shipments is used to match them to the destination of the Super-House shipment. The destination of the Super-House shipment is found in the General Tab.

Available Sub Houses

`By default, all house shipments are displayed, that match with Search Criteria.`

- When the Consignee and destination are present, only house shipments with matching Consignee and destination will be shown as available for consolidation.
- When the Consignee is left blank, then all open House-Shipments to the destination will be shown regardless of the Consignee that may be present at the house level.
- If the destination is left blank, then all open houses that match the Consignee will be shown, regardless of the destination of the house shipments.
- if both the destination and Consignee are left blank then all open house shipments will be visible regardless of the Consignee or destination of those houses.

Selected Sub Houses

This window displays house shipments that are currently included in the Consolidation. The base of the window shows the total number of houses on the consol, their total number of pieces, gross weight, volume and total chargeable weight.

Add

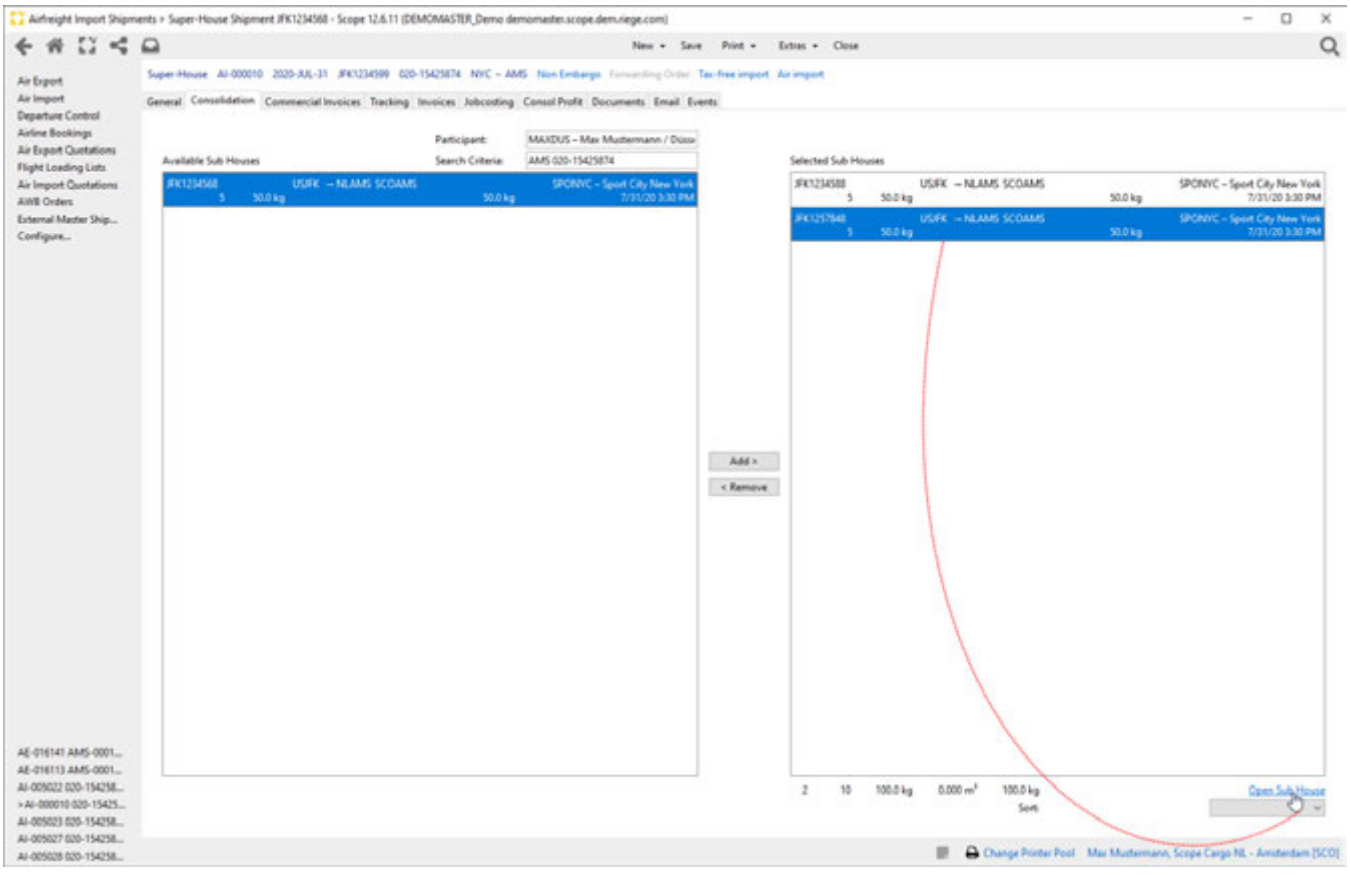
Moves the highlighted house shipment from the Available Sub Houses Shipments window to the Selected Sub House Shipments window to indicate the house is to be included on the consol.

Remove

Removes the highlighted house shipment from the Selected Sub House Shipments window back to the Available Sub Houses Shipments window to indicate the Sub-House is to be removed (deconsolidated) from the consol.

Open Sub-House

Opens the Sub-House that is marked in the table Selected Sub Houses.



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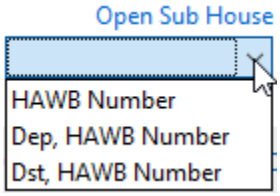
Sort

The selected Sub-House shipments can be sorted using the dropdown menu.



HAWB Number

Sorting is based on house AWB numbers

Dep HAWB Number

Sorting takes place first from departure and within it according to HAWB no.

Des HAWB Number

Sorting takes place first to the destination and within it according to HAWB no.

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(c) Commercial Invoices - Super House Shipment - Air Freight Import

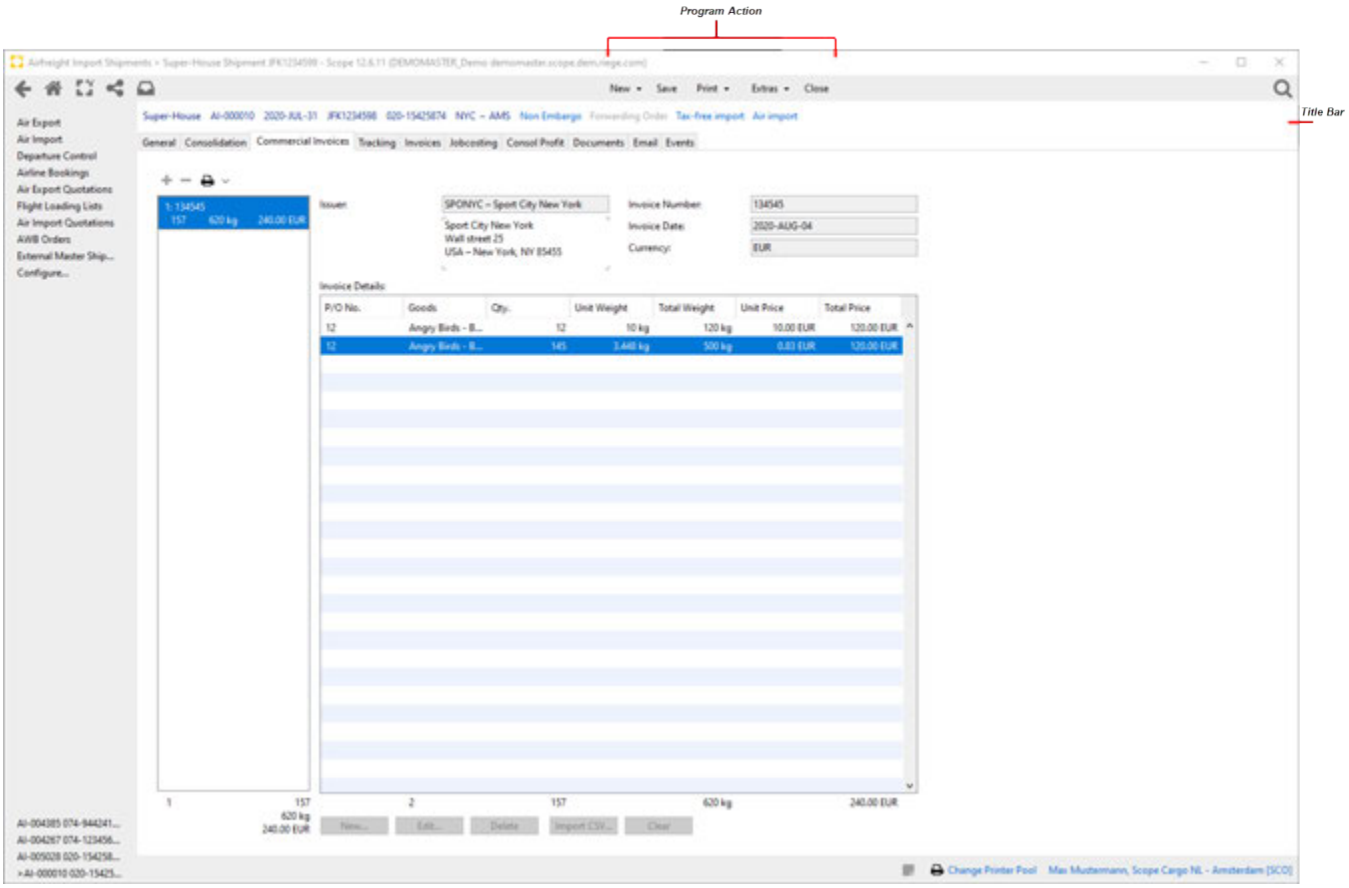
- Introduction
- Description

Introduction

In the Commercial invoice TAB one or more commercial invoice details can be registered. Data displayed here in the Super House Shipment commercial invoice TAB, come from the Sub House Shipments, as well as documents like commercial invoice or packing list .See more detailed information here Top Features of Scope 6.2#Commercialinvoiceimportandprinting.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(d) Tracking - Super House Shipment - Air Freight Import

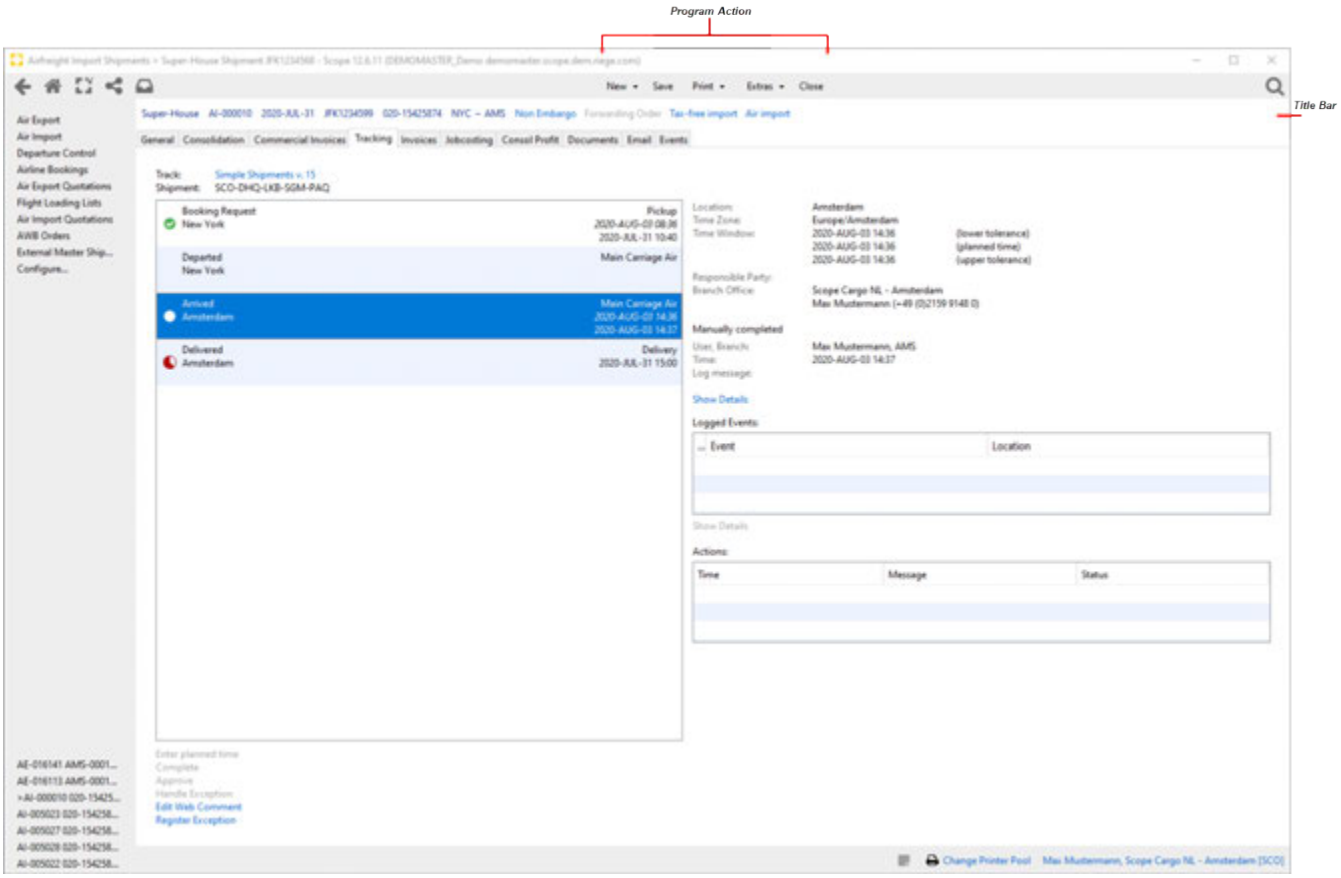
- Introduction
- Description

Introduction

During the life cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an individual tracking event will present detailed tracking information. A detailed description of all functionalities is available in chapter Tracking - General - Standard Feature.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(e) Invoices - Super House Shipment - Air Freight Import

- Introduction
- Description

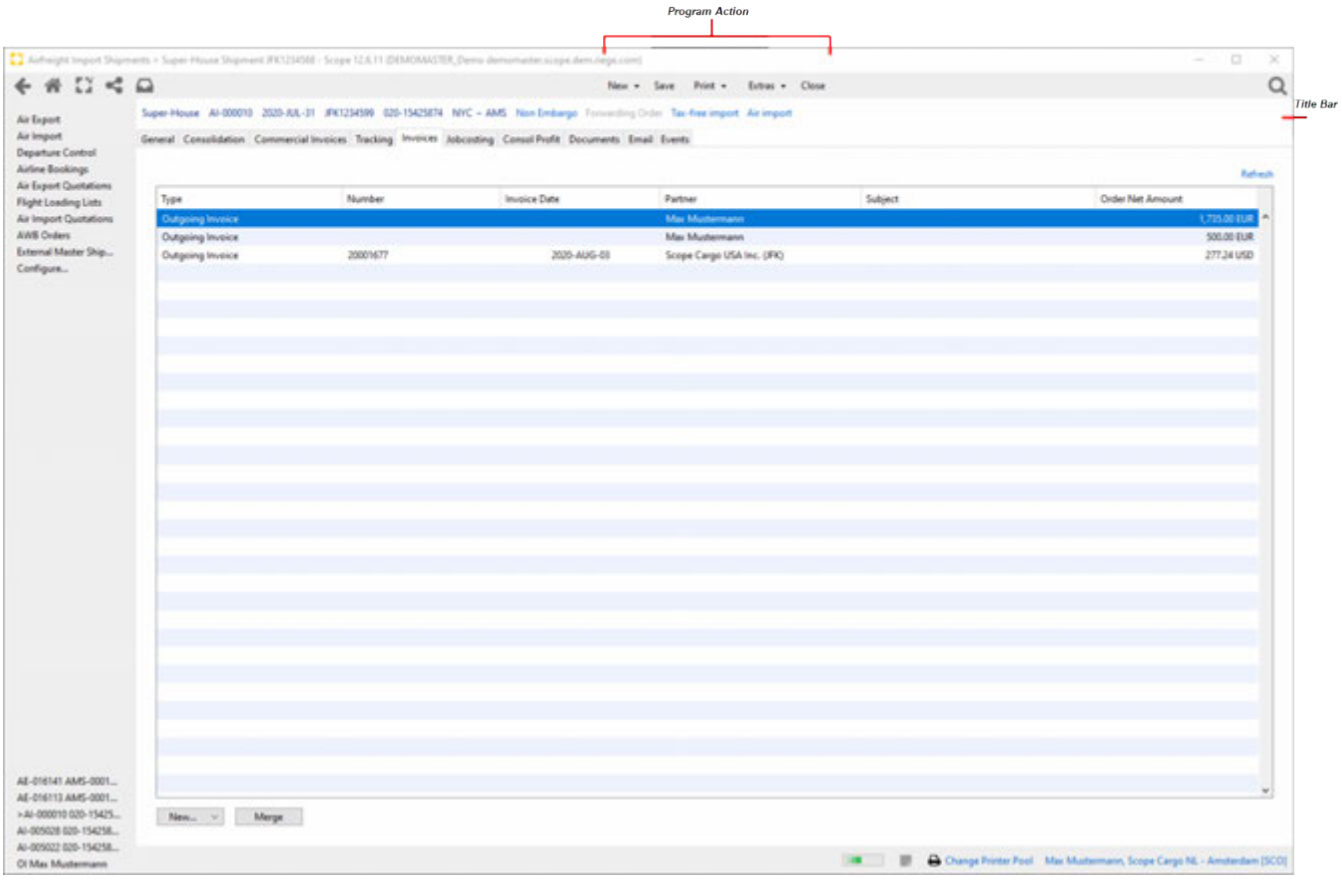
Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- Field Description
- New...
- Merge

All prepared or completed billing related documents will appear in the table overview. The voucher type, Number, Invoice Date, Partner, Subject and Order Net Amount will be displayed. The list of documents can be sorted by clicking on the column titles, a second click will reverse the order. Double clicking the desired entry in the list will open the voucher.



Program Action

see General Tab

Title Bar

see General Tab

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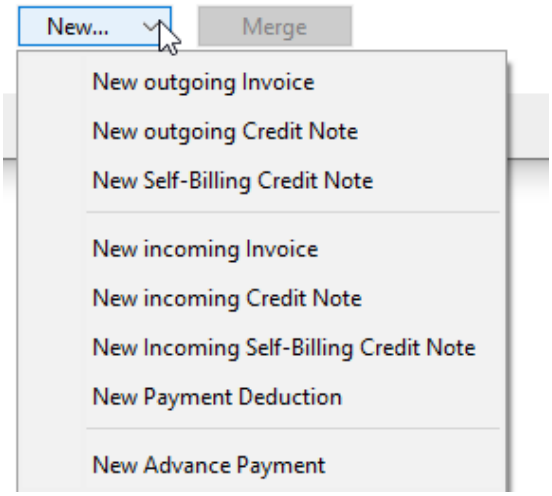
Field Description

Refresh

This Action link refreshes the list of vouchers.

New...

The actions available with the New... Button are described in detail in chapter Vouchers - Functions - General.



New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit for this shipment.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened, a window Fast Payment Deduction Entry for quick entry of the service credit appears.

New Advance Payment

Opens the New Advance payment Editor

Merge

function to merge invoices

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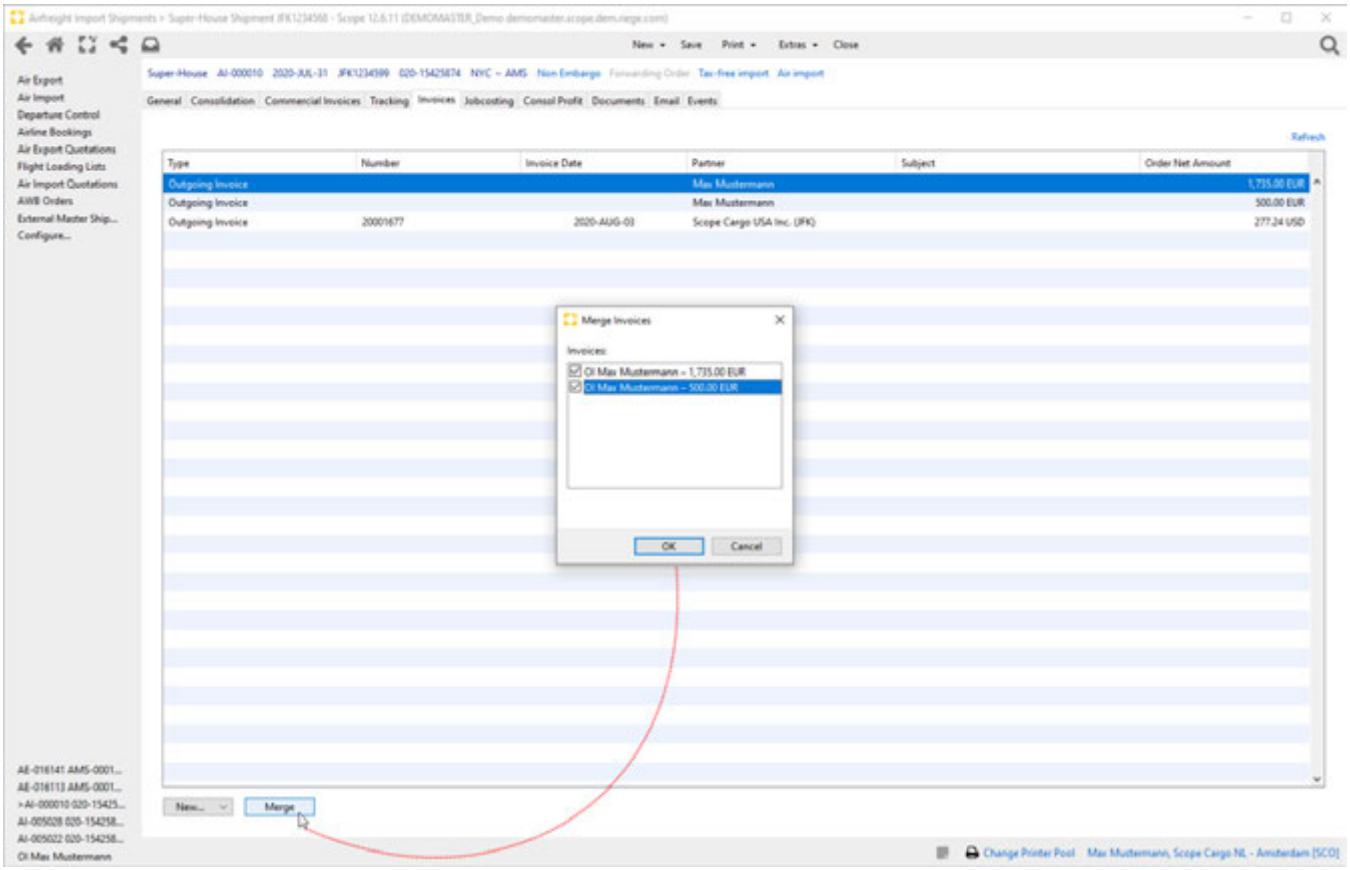

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(f) Jobcosting - Super House Shipment - Air Freight Import

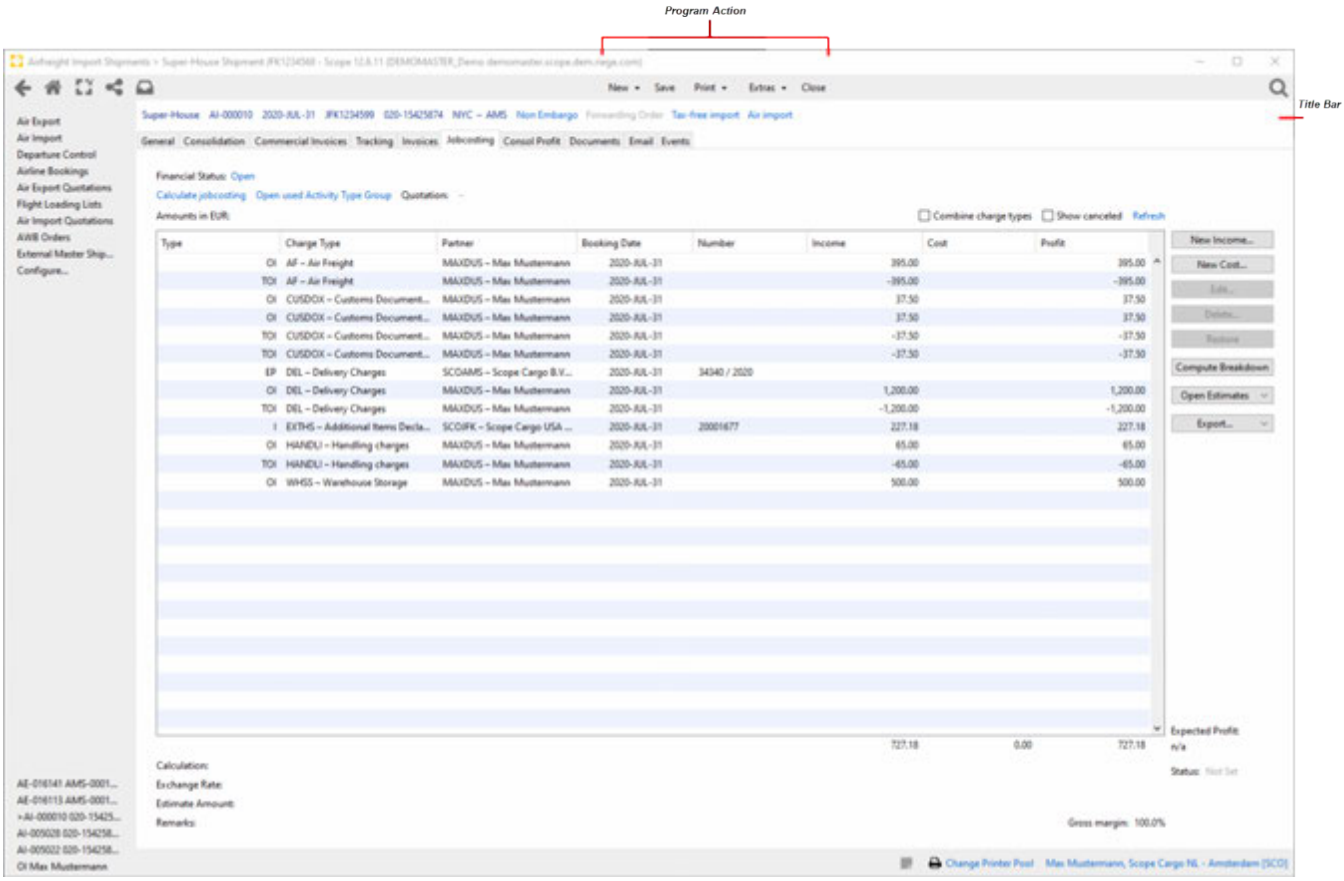
- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Financial Status

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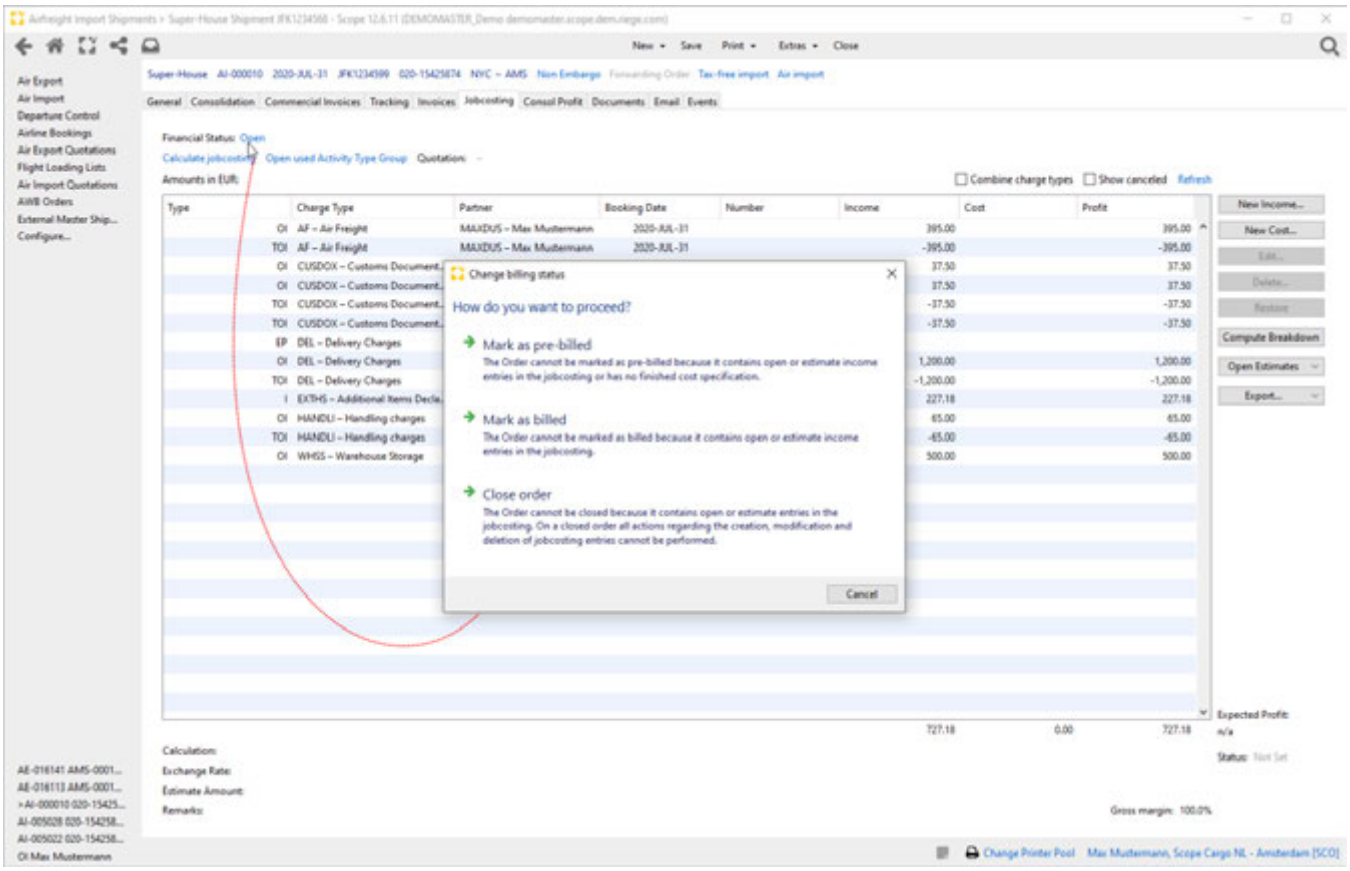
Shows the current financial status of the shipment. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.



Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types, master data rate) in connection with the shipment data (Incoterms, chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Open used Activity Type Group

Opens the activity type group used for the calculation.

Quotation

Displays the quotation used for the shipment

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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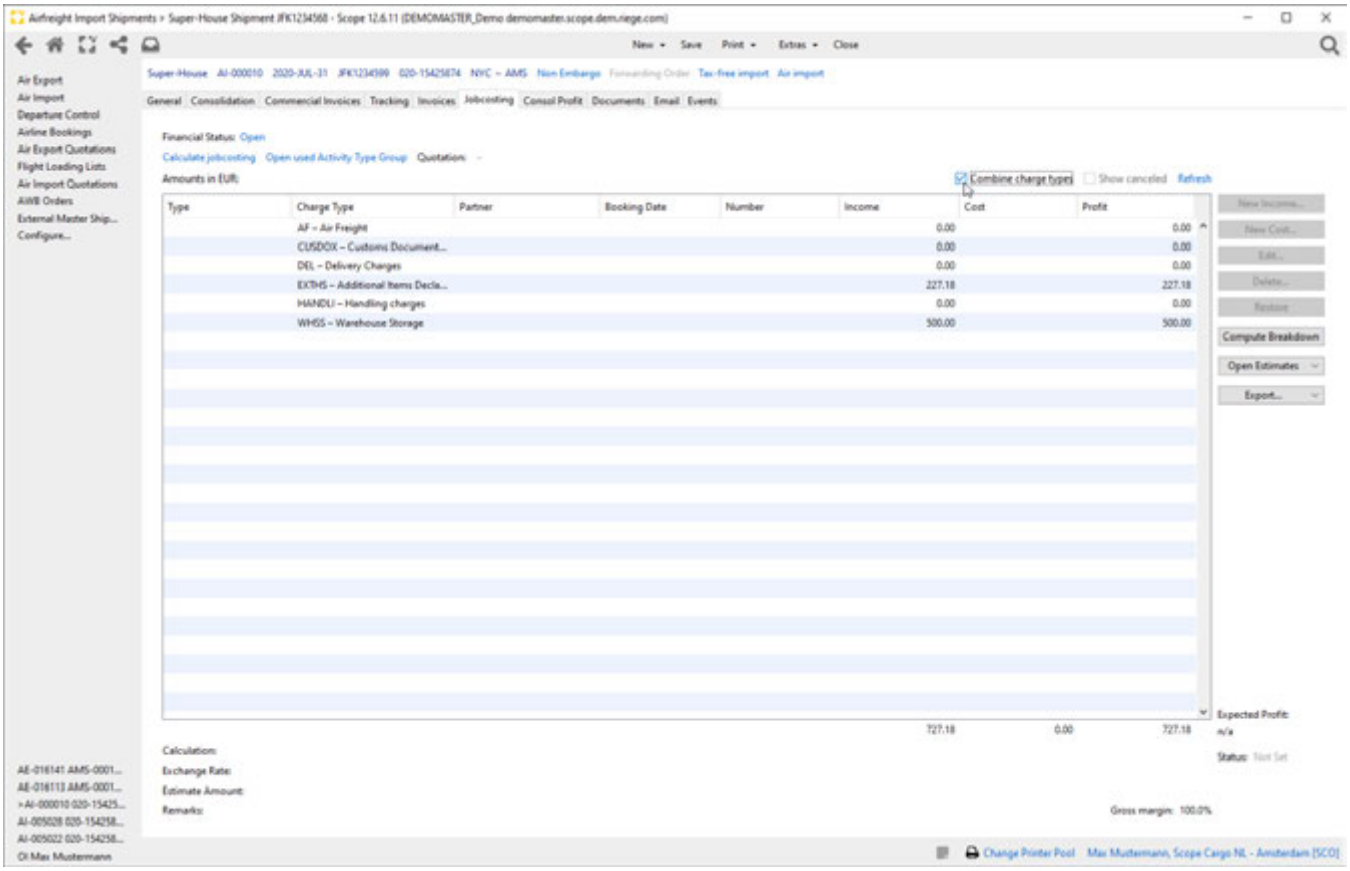

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers from a bulk shipment to the associated house shipments. This is usually done automatically. If necessary, this process can also be carried out manually at this point.

Open Estimates

Opens the actions Update Exchange Rates and Calculate Tariff

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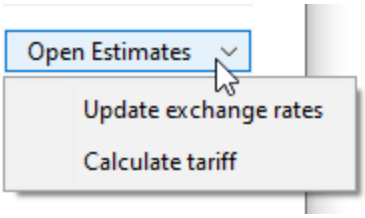
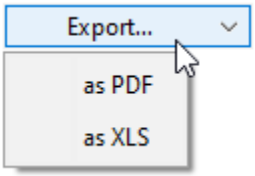


Export

Enables the export of costs and revenues as an XLS file or as a PDF file.



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(g) Consol Profit - Super-House Shipment - Air Freight Import

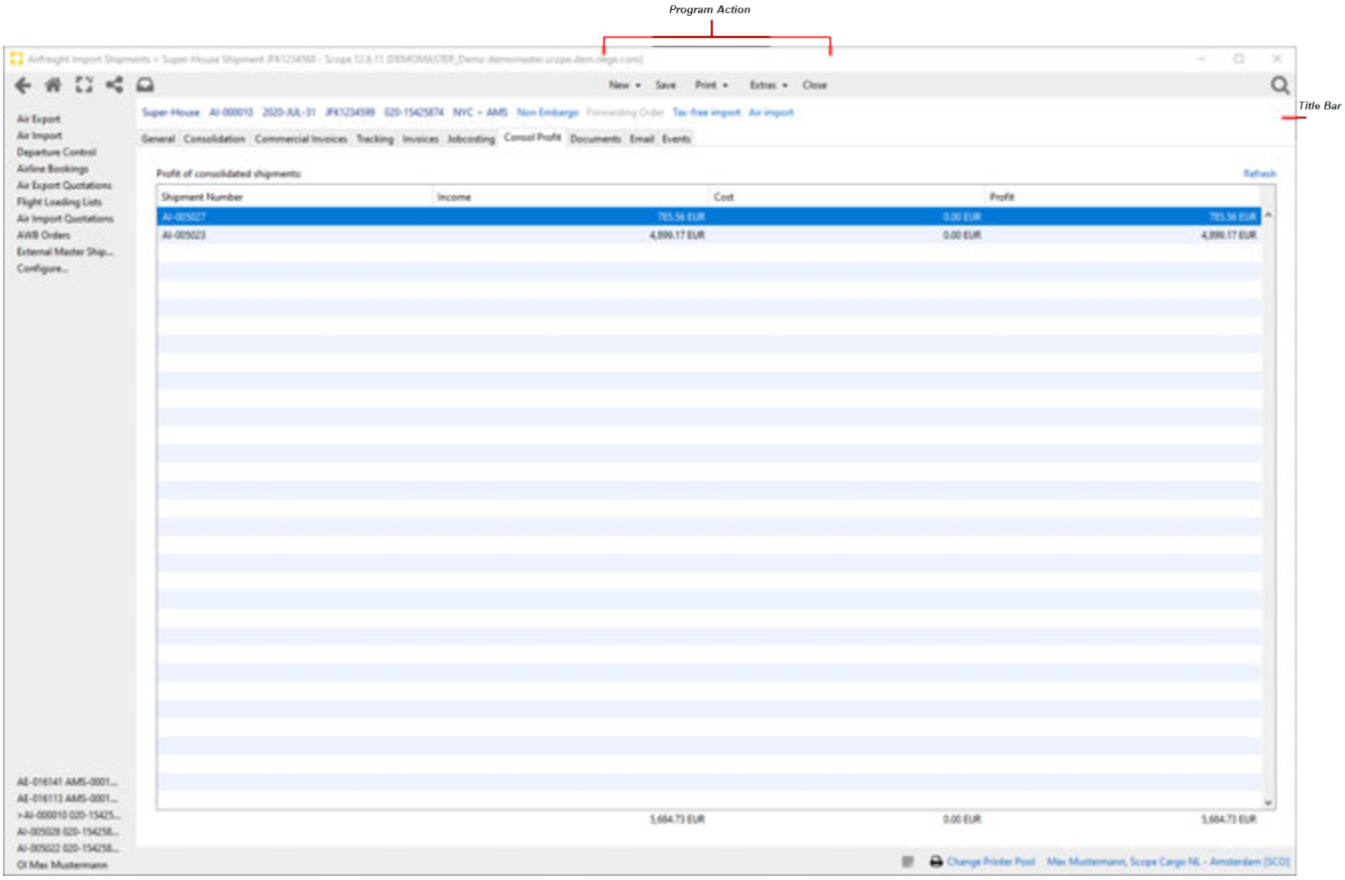
- Introduction
- Description

Introduction

The Consol Profit TAB shows the Profit of the consolidated shipments.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Shipment number

Shipment number of the Sub-House Shipment

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Income

Value of the income of the Sub-House Shipment

Cost

Value of the costs documented on the Sub-House Shipment

Profit

Profit of the Sub-House Shipment

Refresh

This link will refresh the list of Profit of consolidated shipments

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(h) Documents - Super House Shipment - Air Freight Import

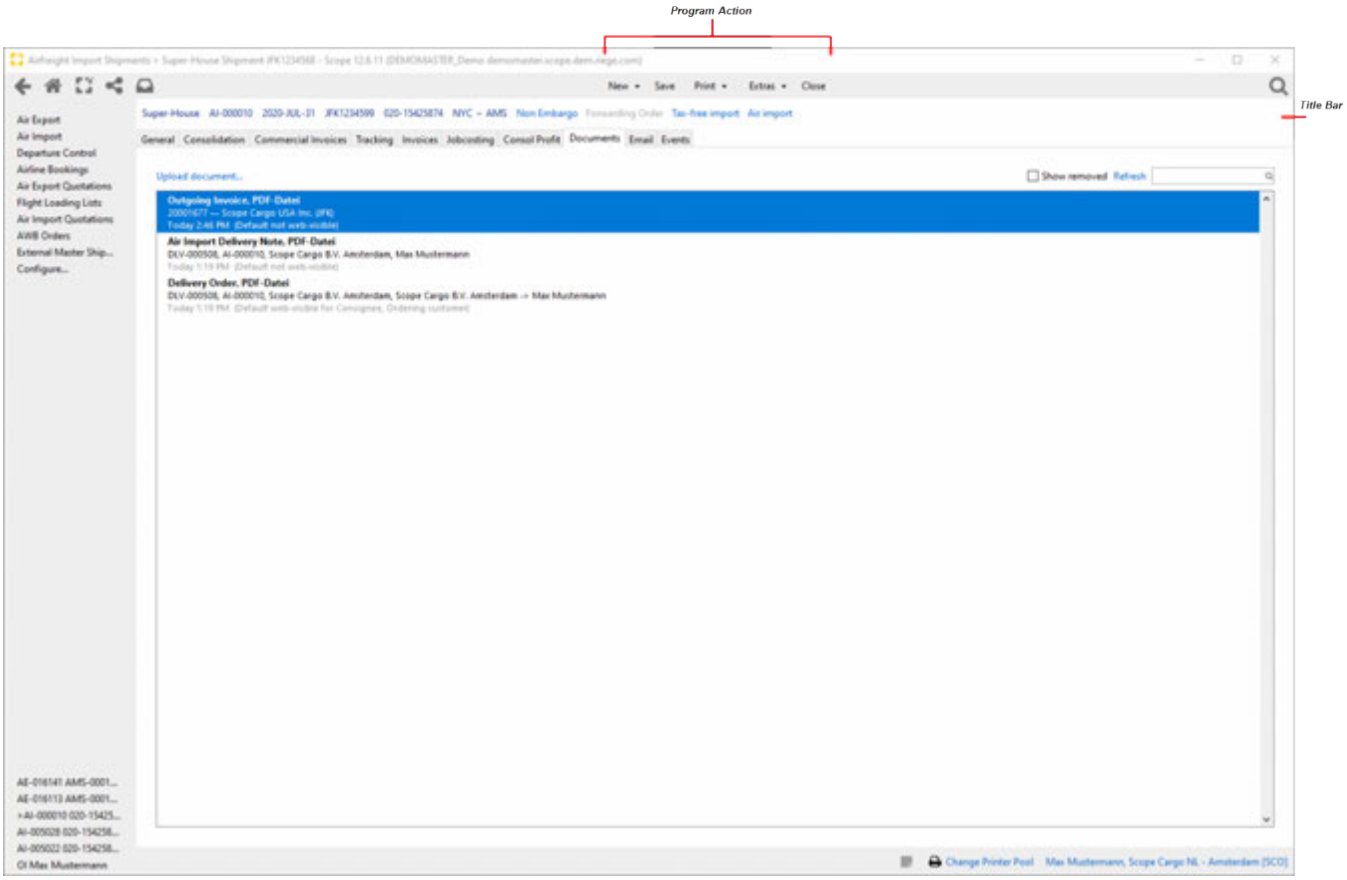
- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

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Show removed

If the box is checked all removed documents will be shown

Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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(i) Email - Super House Shipment - Air Freight Import

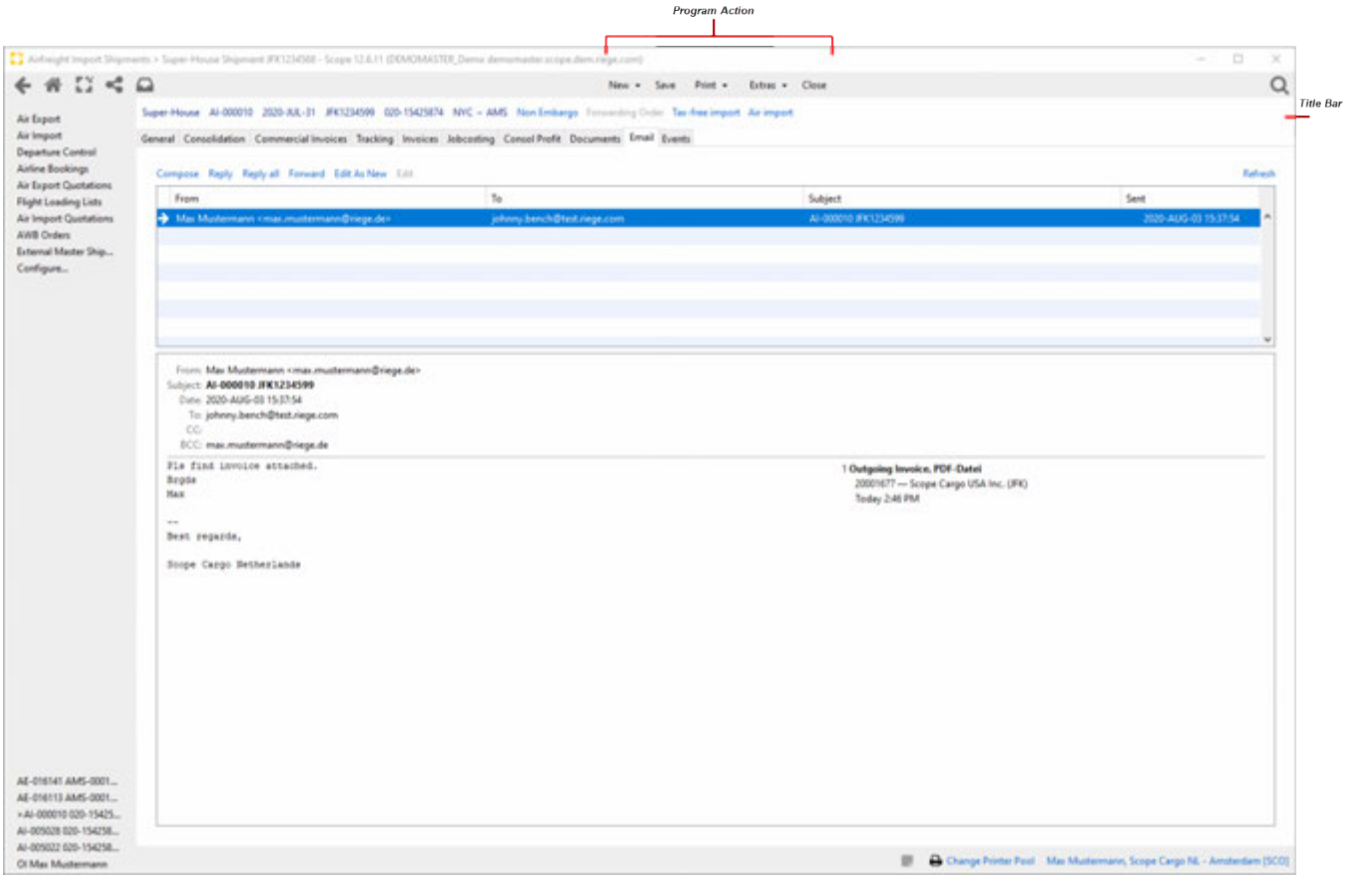
- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

Opens the e-mail editor to create a new e-mail and send it.

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Reply

Opens the e-mail editor to create a reply

Reply all

Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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(j) Events - Super House Shipments - Air Freight Import

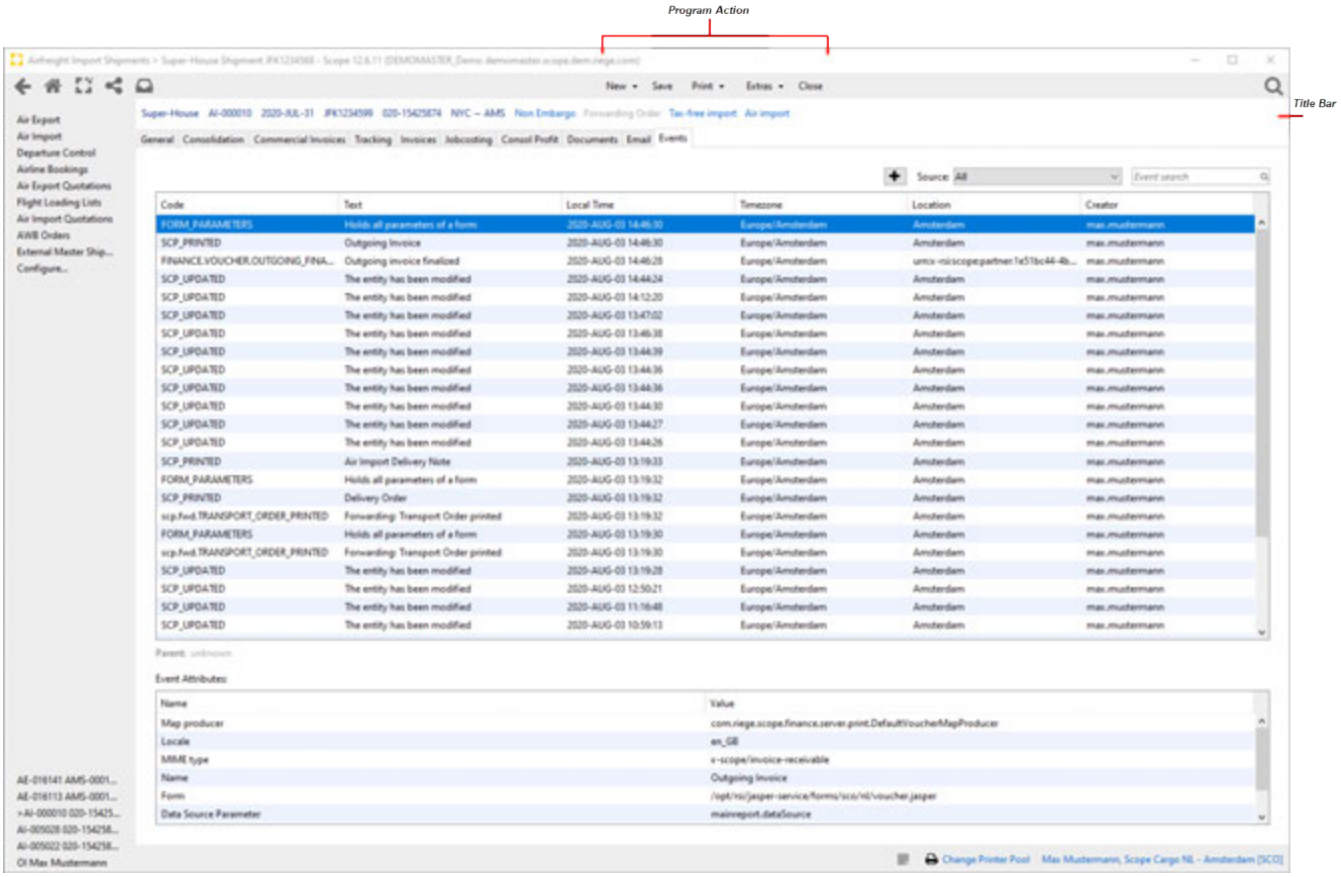
- Introduction
- Description

Introduction

The event tab shows all events hat have been created for the current shipment.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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Consolidated shipment - Airfreight Import

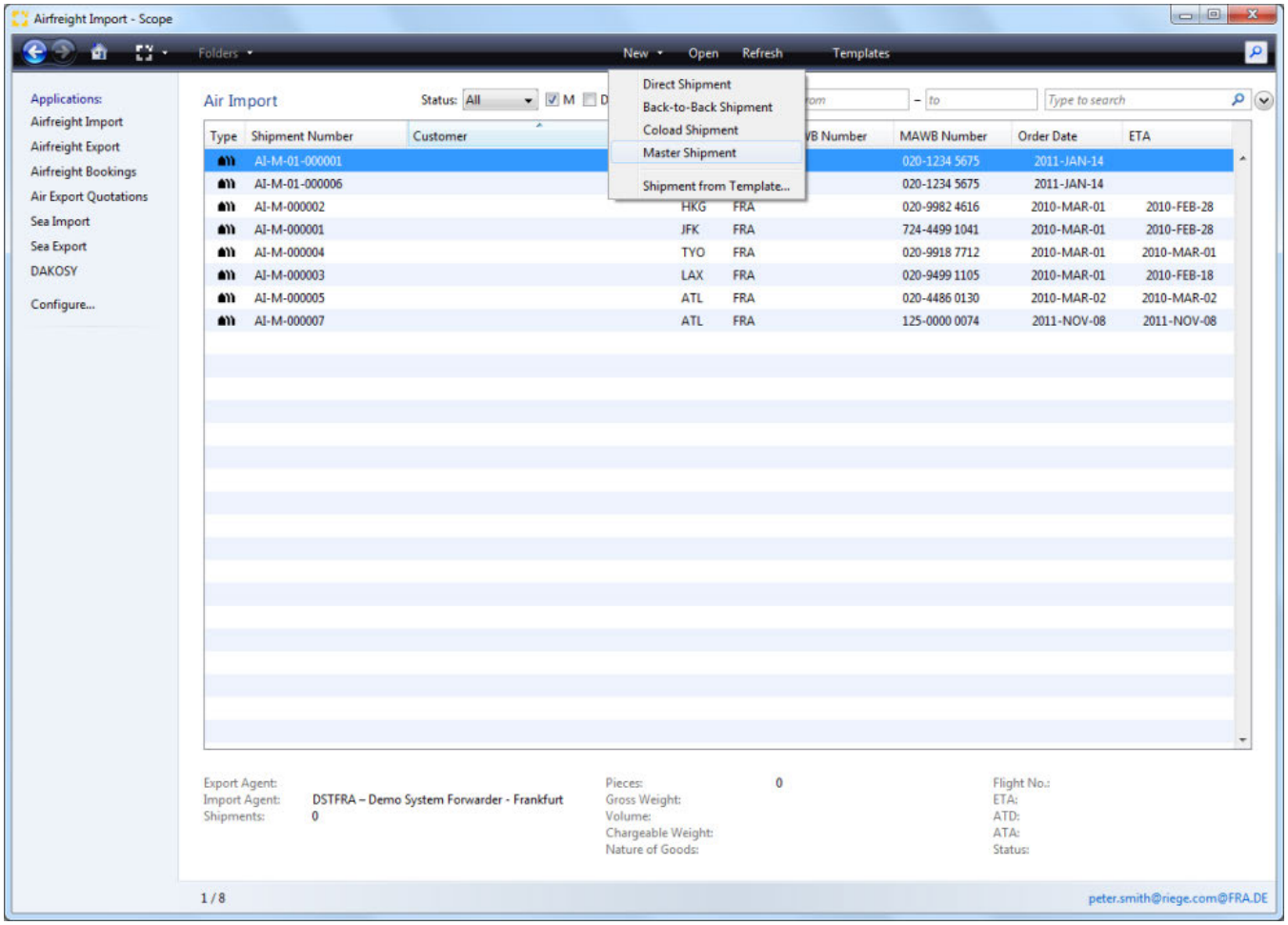
- Introduction
- Description

Introduction

In addition to air freight import house, direct, Back2Back and coload shipments, it is also possible to create master shipments (consolidations) within the air import home screen. A master shipment contains one or more house shipments and is usually from one agent to another. Master shipments are created because they are typically the most cost effective mode for the individual house shipments. The shipment may be significantly slower in comparison to a direct shipment. This is because the agent exporting the goods may delay shipment until several consignments with the same or similar departure and destination points have been accumulated. Typically the larger the volume of weight, the better the freight rate agent may obtain from the carrier. Therefore most agents offer a midweek and a weekend service consolidation service . As a result a house shipment received by the agent on a Thursday may wait until Saturday or Sunday before shipping.

Within the airfreight import application, all operations related to shipment creation are carried out, this includes data collection, billing, printing of documents and cost control. If the shipment is a consolidation, both the master and all houses can be completed.

Description



With the New option - A new master shipment is created.
With Open option, an existing shipment highlighted in the overview will be opened. Alternatively, highlight the desired shipment in the overview and double click it to open the shipment.

The functions of each of the tabs with a shipment are described here:

- Billing - Master Shipment - Airfreight Import
- Documents - Master Shipment - Airfreight Import
- E-Mail - Master Shipment - Airfreight Import
- General - Master Shipment - Airfreight Import
- Jobcosting - Master Shipment - Airfreight Import

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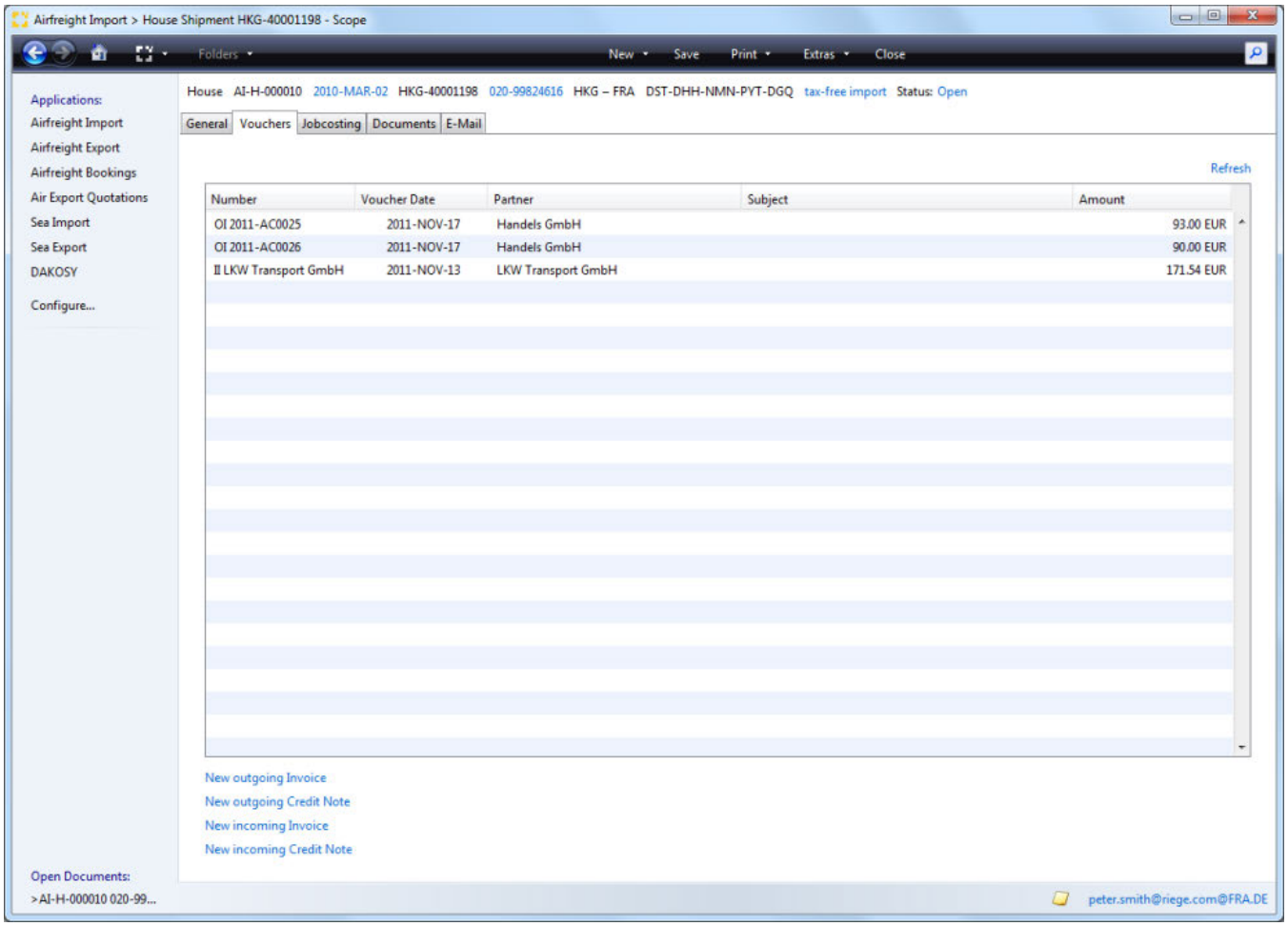
Billing - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Rider **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Incoming Invoice - Billing - Master shipment - Airfreight Import

- Introduction
- Description

Introduction

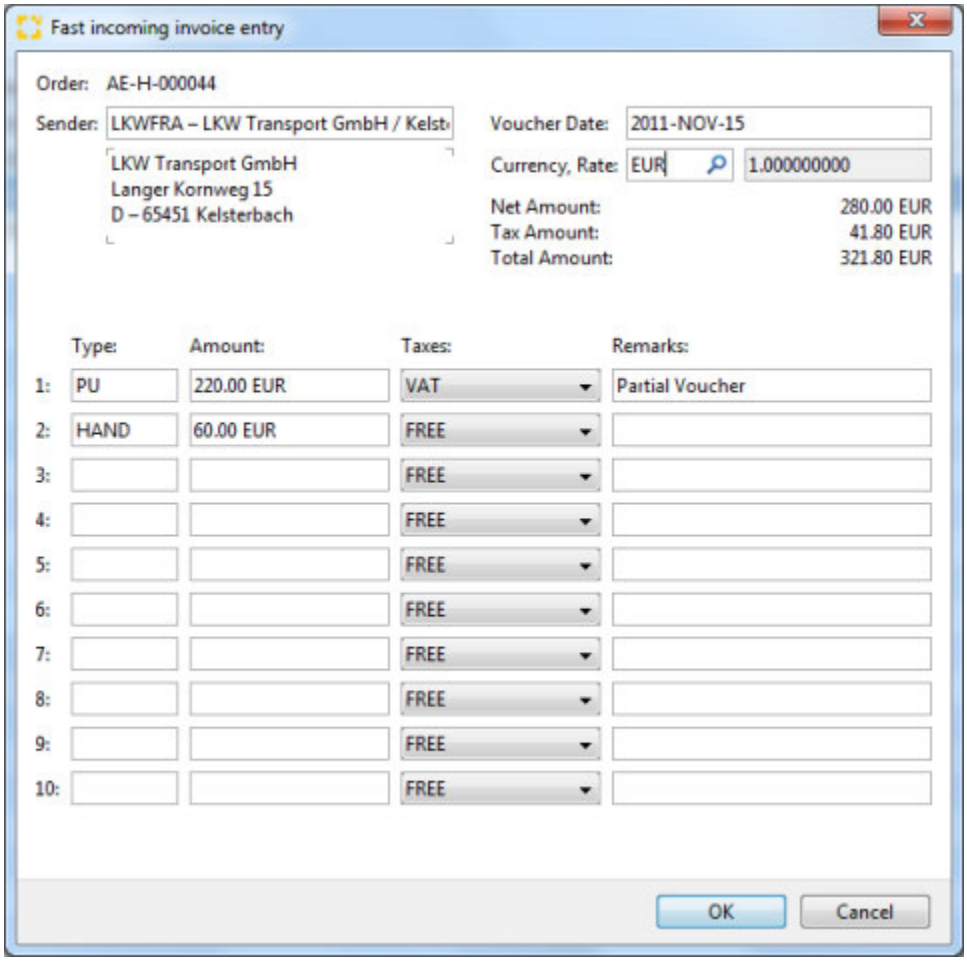
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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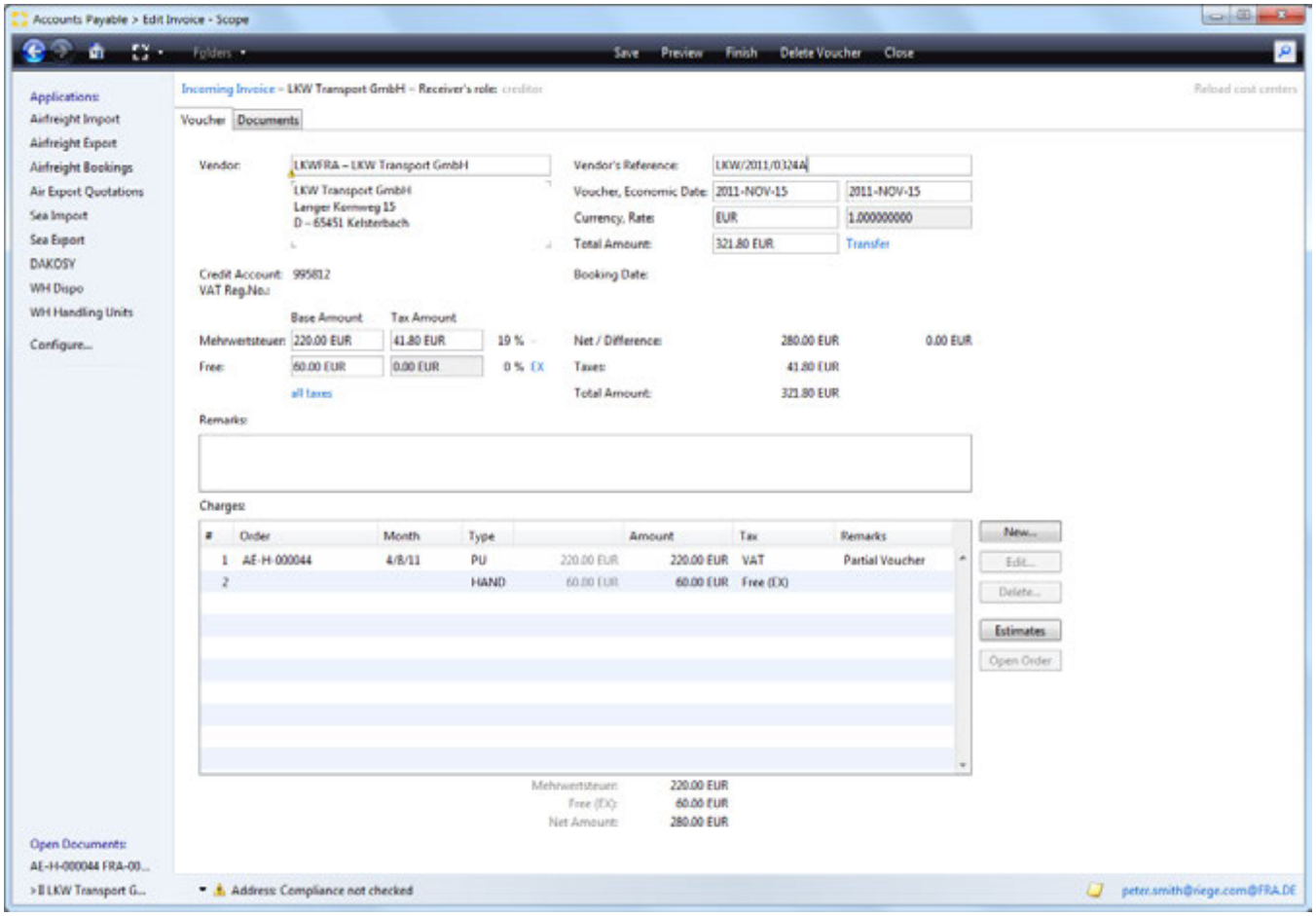

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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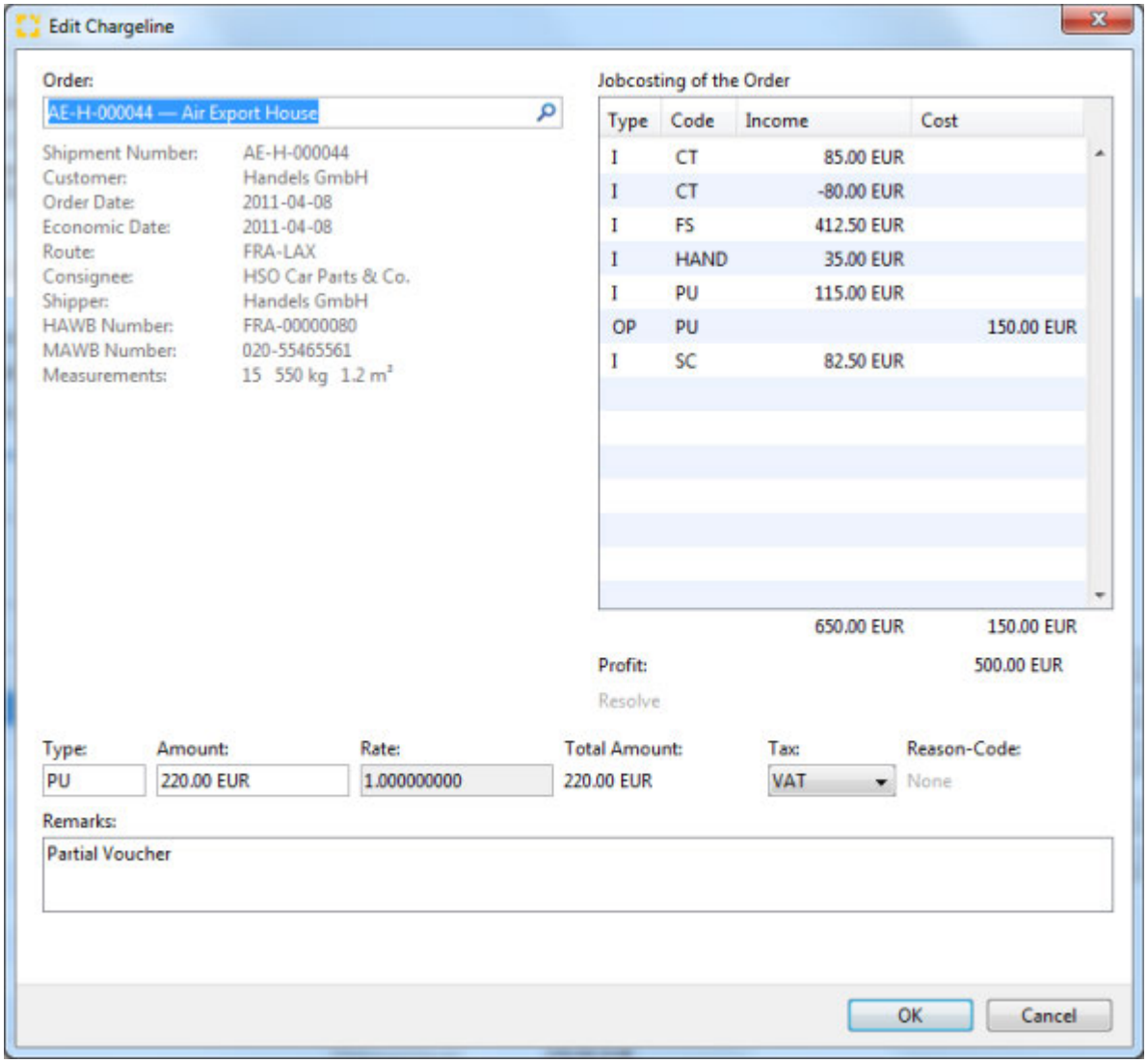
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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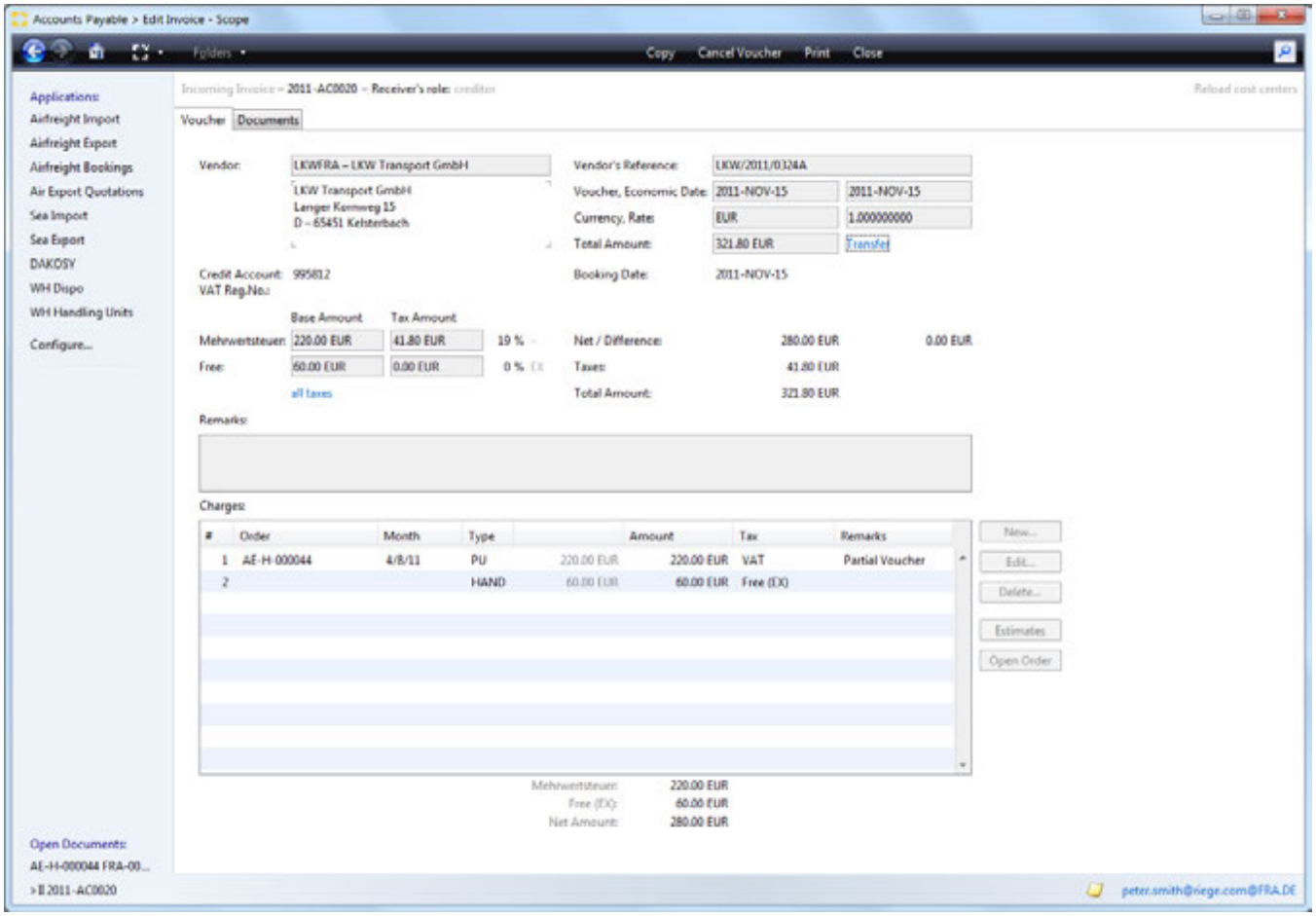

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Document - Invoice - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

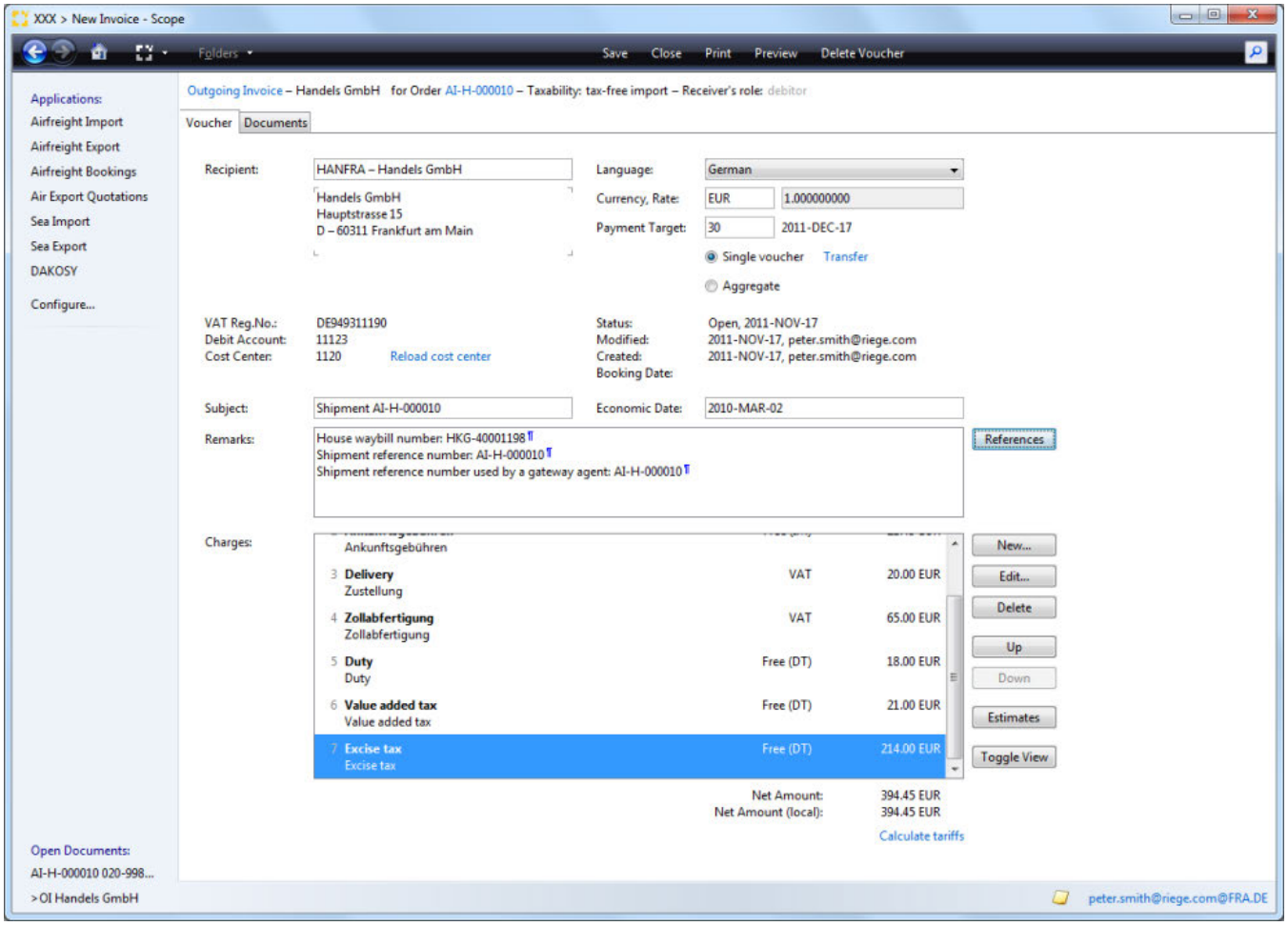
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

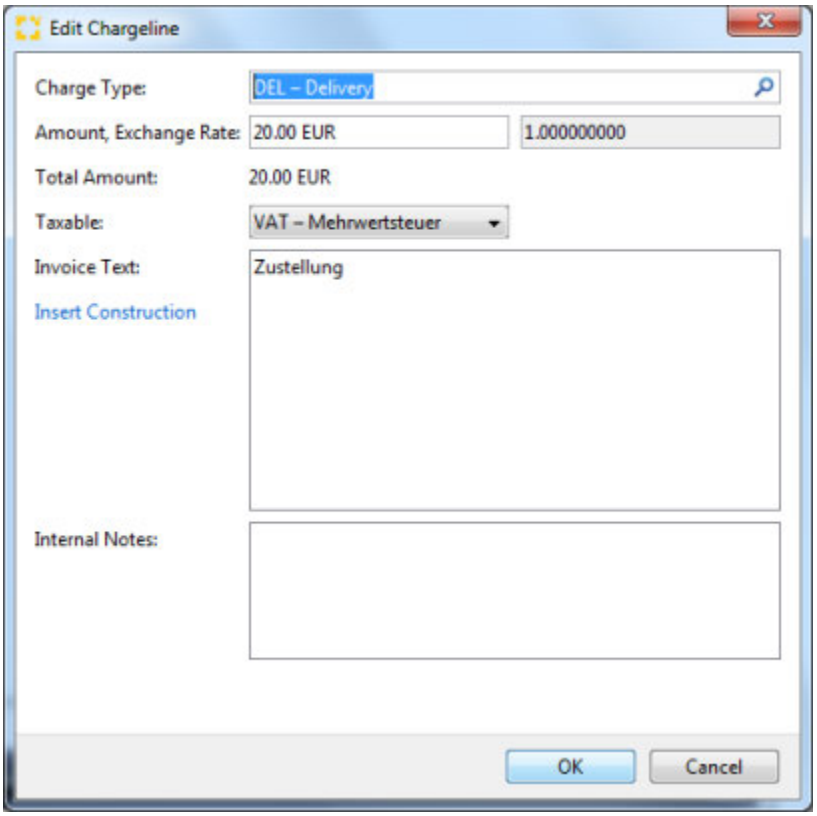
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

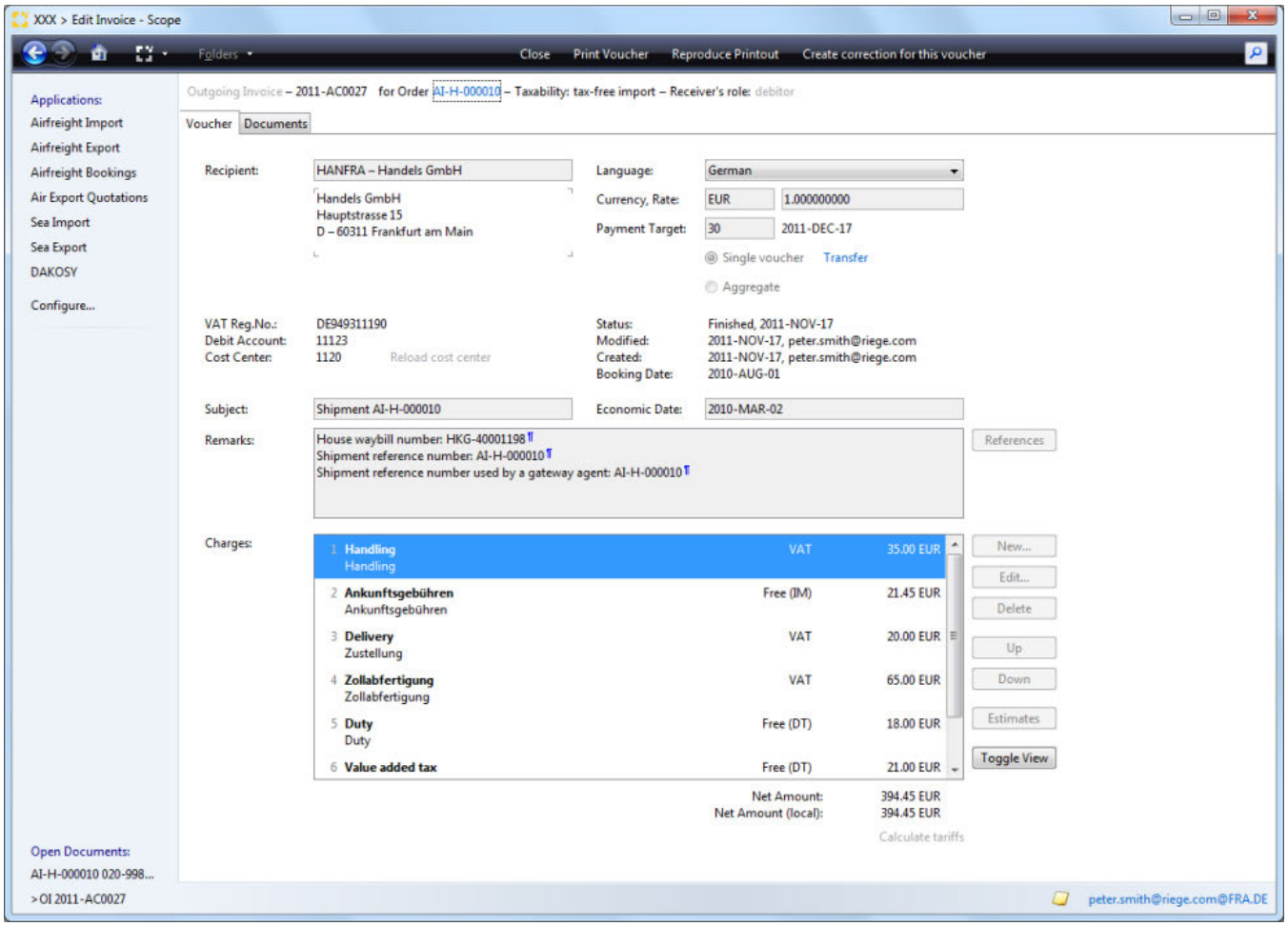
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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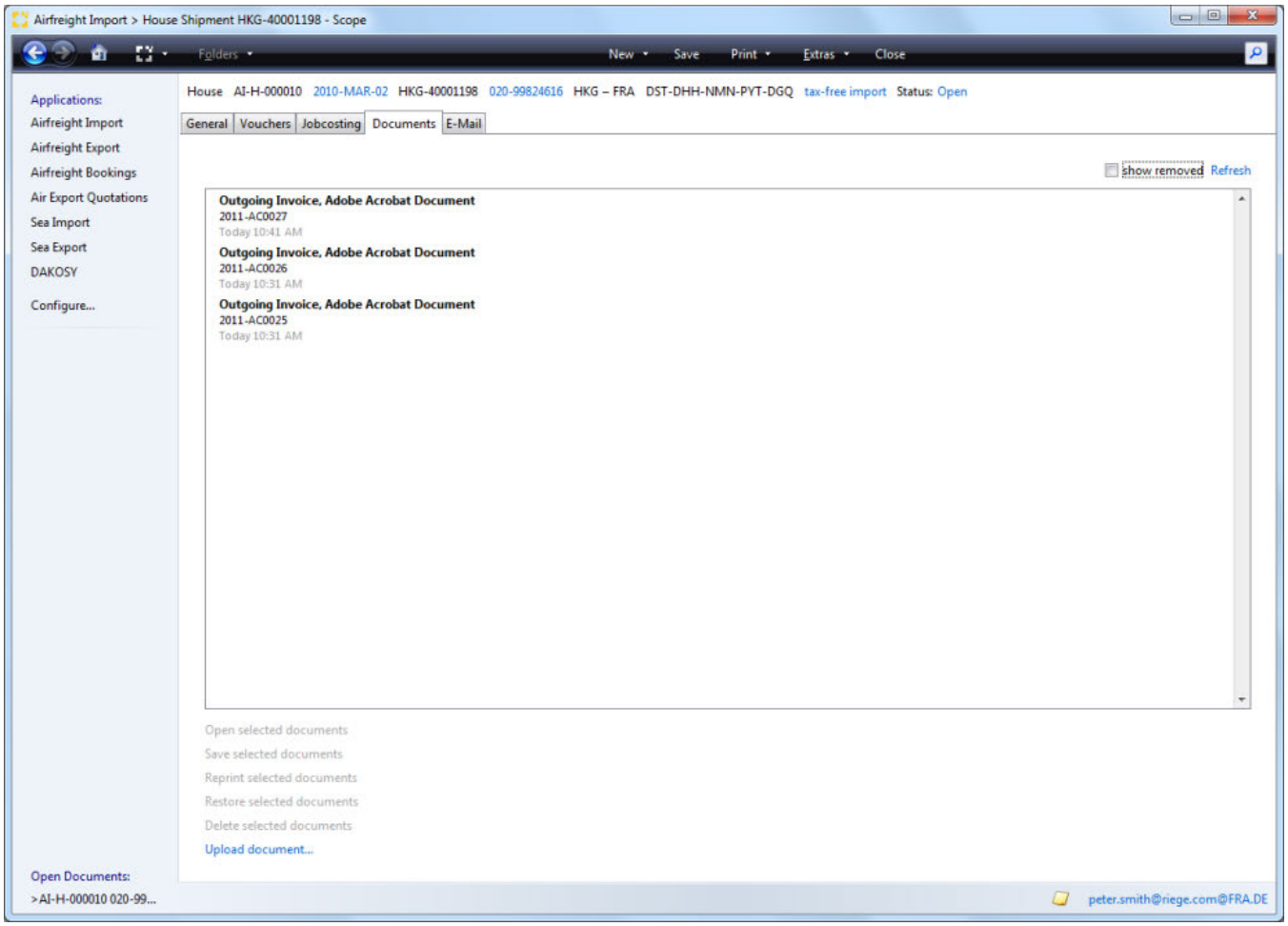
Documents - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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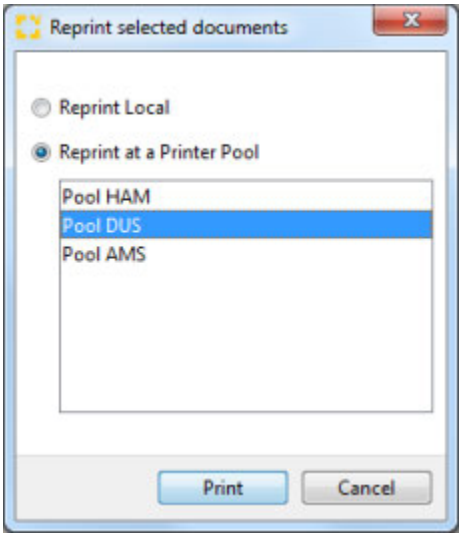
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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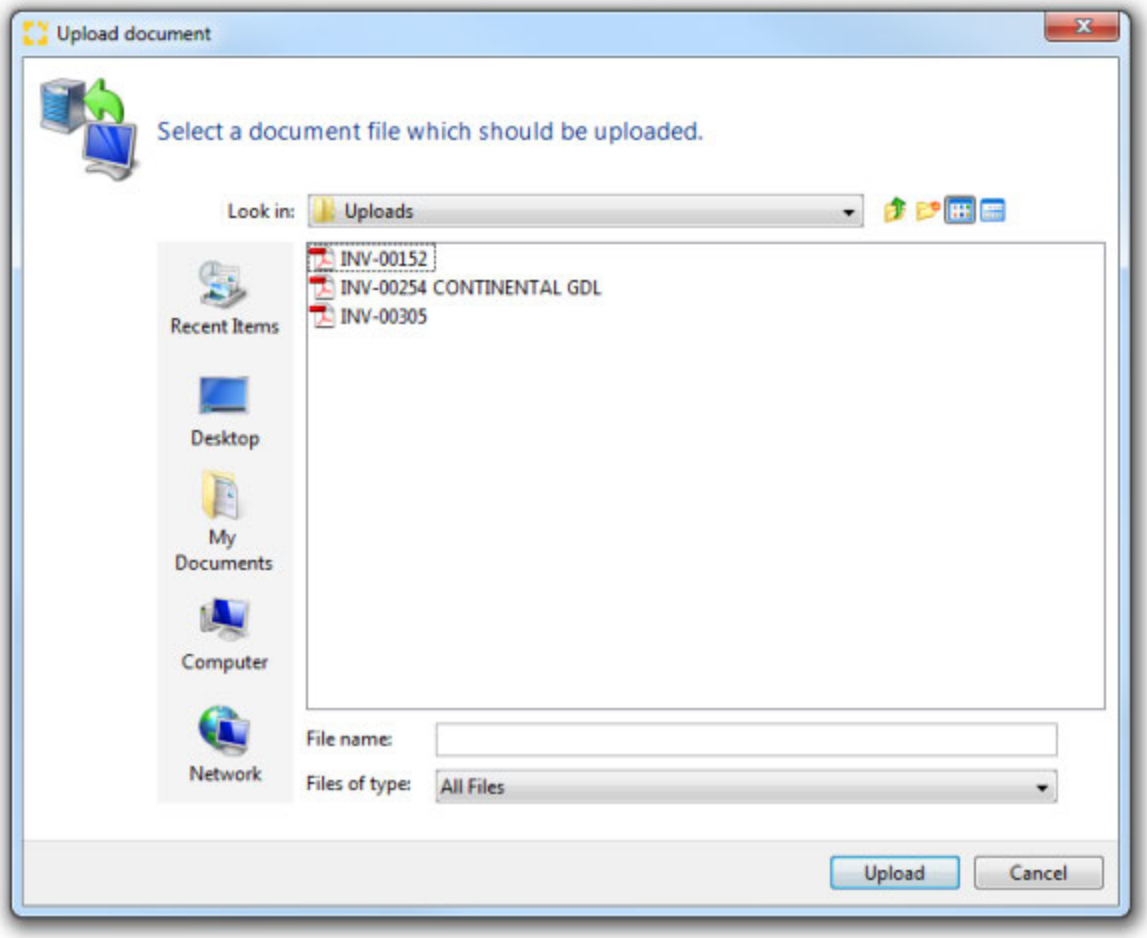

Update

Updates the current list of documents.

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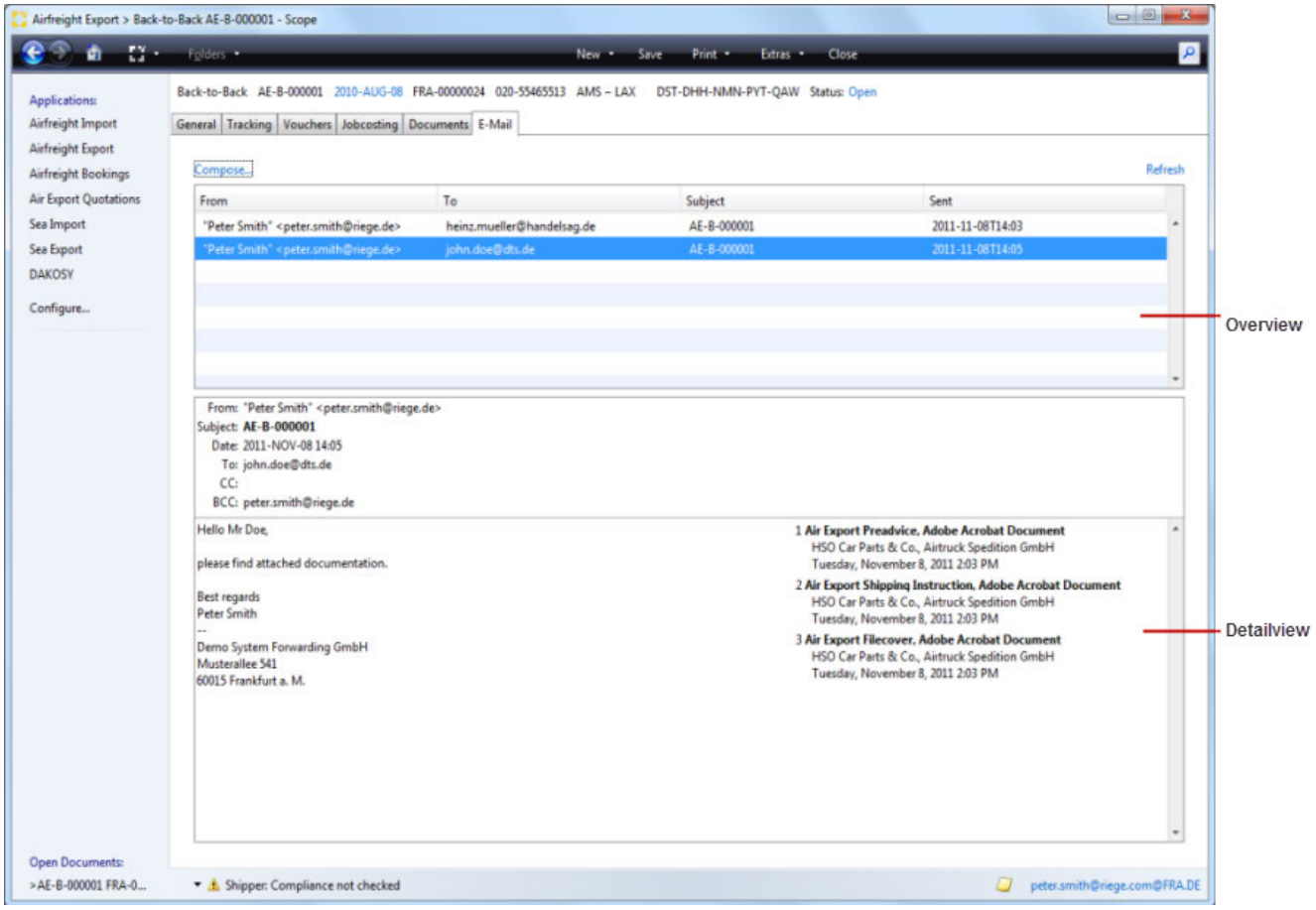
E-Mail - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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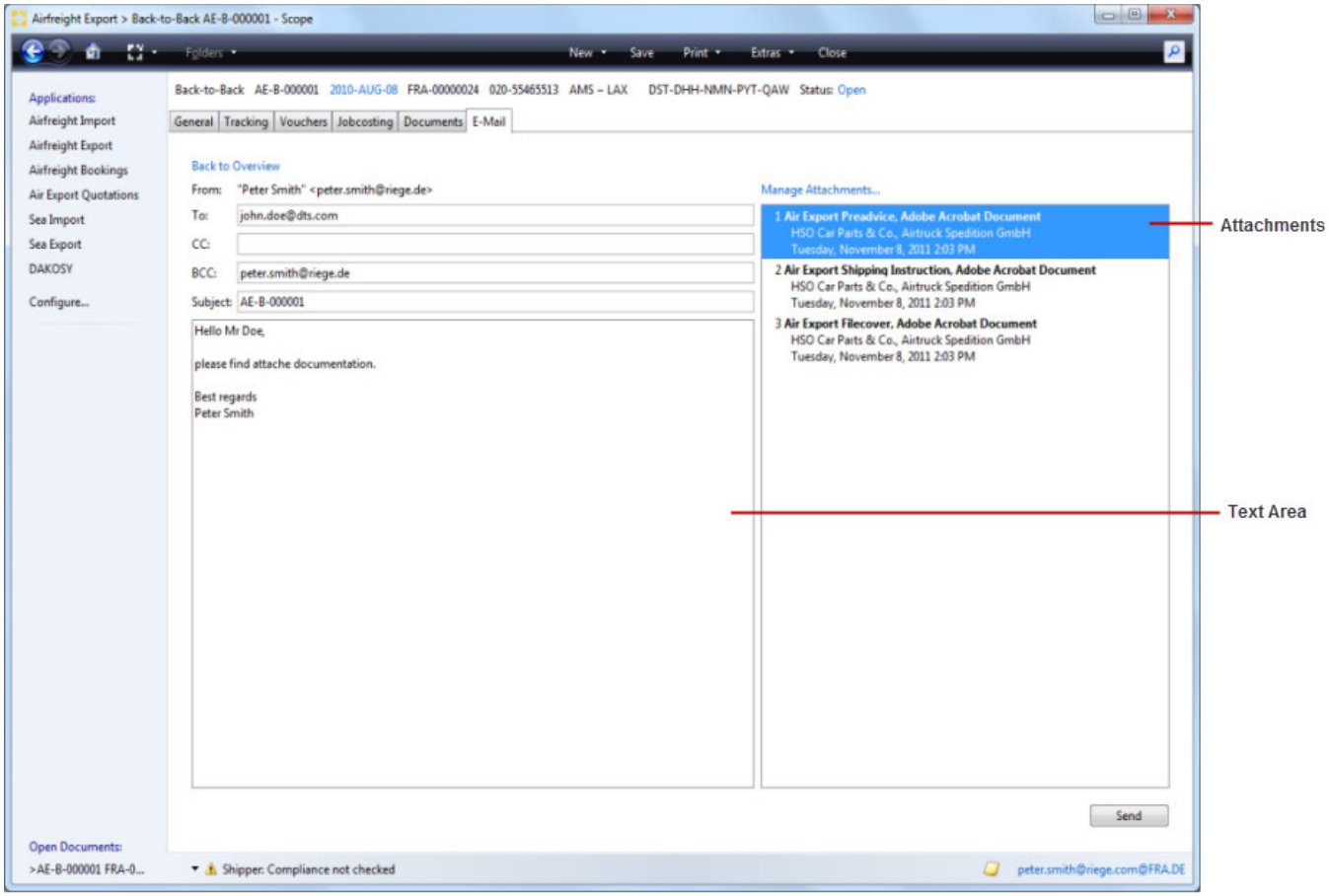
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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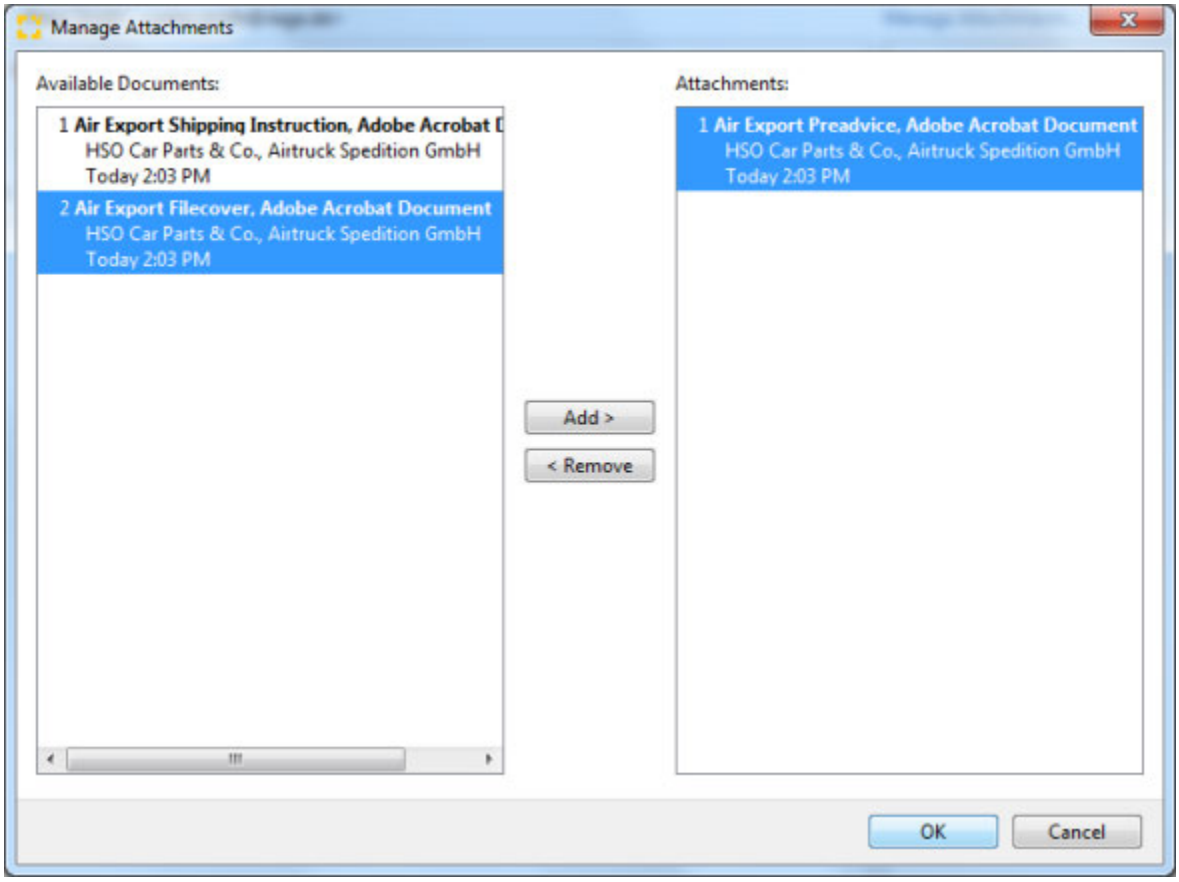
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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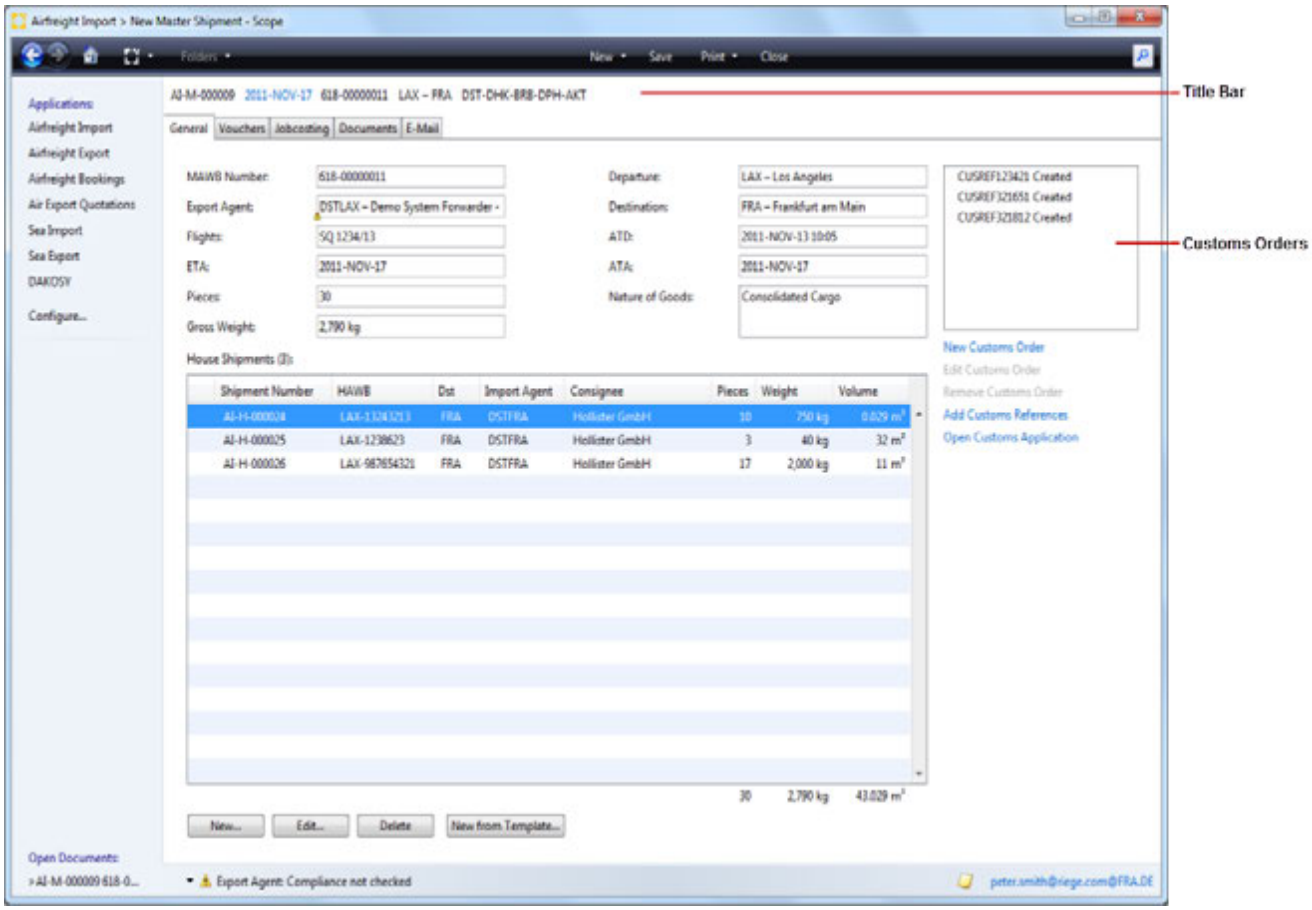
General - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **General** tab of the master shipment enables entry of basic shipment data such as the shipment number, the shiooer, consignee, number of packages and the total weight of the master shipment are recorded. The house section of this tab allows the most important data for the house shipments that are included in the master consolidation. The process of registering these house shipments as "short" shipments allows the subsequent creation of complete house shipments.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information appears in the title bar for a shipment and blue text indicates that the text has an action link and offers further action.

- **Shipment number**
  Created by the system when the shipment is first saved.
- **Service Date**
  The arrival date of the program is set as follows:

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When present-ATA (Actual Time of Arrival / actual arrival date)
otherwise ETA (Estimated Time of Arrival / Expected arrival date)
The current date is automatically stored and updated to match any ETA or ATA as long as the new date is within the same month as the displayed date. If the new date falls within a different month from that displayed, the date will not change unless it is clicked (action link), in which case it will update to show the revise ETA or ATA dates.

- **Air Waybill number**
  MAWB number in the corresponding box of the consolidation program.
- **Departure airport - Destination airport**
  Departure and destination of the shipment entry
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.

MAWB Number

Master Airwaybill Number (IATA freight waybill number) for the master shipment.

Departure

Airport of departure of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Export Agent

The station which has exported the master shipment. The desired agent can be located using the search field. The search will only consider business partners who have the role of agent and this agent role must include the departure airport of the shipment.

Flight

Flight data for the shipment.

ATD

Actual date and time of departure of the master shipment

ETA

Estimate arrival date and time of the master shipment.

ATA

Actual date and time of arrival of the master shipment.

Pieces

Total number of packages on the consolidation.

Gross Weight

Gross weight of the entire consolidation.

The number of packages (Pieces, weights and volumes) on each house shipment is not assigned to them from the master shipment. Instead, within each house the total number of packages for each house must be entered. On finalizing the consolidation, a total the house packages (Pieces, weights and volumes) is calculated and compared against the master totals. This is a check that the figures entered on the master and houses are correct.

Nature of goods

A description of the goods on the consolidation. This will default to *Consolidated Cargo*

House Shipments

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Displays the most important house details (Shipment number, HAWB number, destination, import agent, consignee, number of pieces, weight and volume. *Double Clicking* one of the house shipments in the display will open the house in the fast shipment editor.

Concept of _Consolidation- / Master Shipment_

- It is assumed an import house shipment cannot exist without a corresponding consolidation. Therefore since the master shipment must be created first to create the consolidation, the fast house shipment entry program is available within the master shipment to quickly enter the basic details about the house shipment and speedily construct the complete consolidation.
- Import house shipment can easily be transfer to other agent offices (Gateway Function)
- After the quick creation of a house shipment, this will only be stored -temporarily_. Only when the full house shipment is saved for the first time in the import house shipment editor will a shipment number be assigned. At the same time the import house shipment will appear in the consolidation listing with the icon ✓ next to it. This confirms the house has been processed by the relevant department and is ready for further processing.

New

Opens the fast house shipment entry program in order to enter a new house shipment

Edit

Opens the house shipment highlighted in the house overview using the fast house shipment entry program in order to edit it. The entry can only be edited if it remains unaccepted (the ✓ is not present). If the house shipment has been accepted, only the house information will be displayed. Any changes must be made using the import house shipment editor

Delete

Deletes the house shipment highlighted in the house overview. The entry can only be deleted if it remains unaccepted (the ✓ is not present).

New Customs Order

Opens the customs application to create a new customs order.

Edit Customs Order

Opens the customs order highlight in the list with the customs order editor for further editing.

Remove Customs Order

Removes the customs order highlighted in the list.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

- More information on customs applications is available in the Customs section of the manual.

House shipment fast entry

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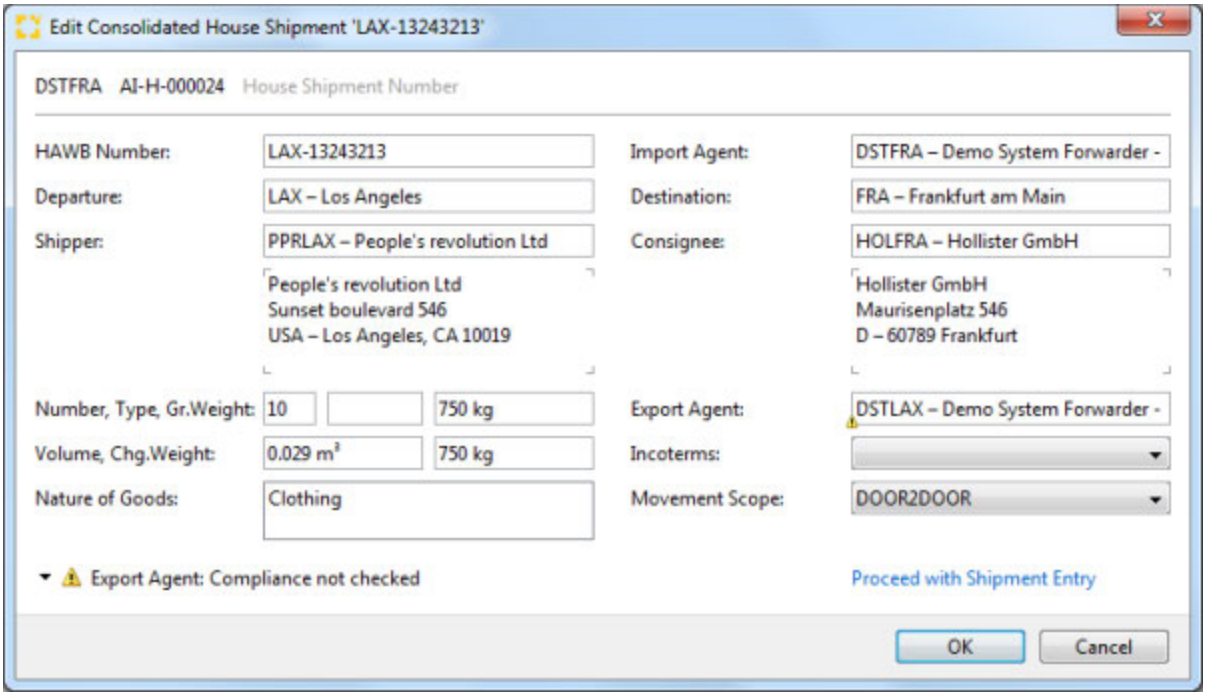

Tile Bar

The titlebar displays the following information:

- Gateway Agent (The agent who received the master shipment. This is usually the local branch.)
- Gateway Agent Shipment number (This is assigned by the fast house entry application.)
- Import Agent shipment number. This number is assigned when the house shipment is saved with the house shipment editor.

> I the Gateway agent and the Import Agent are the same then the Gateway shipment number and Inport Agent shipment number will be identical. They will only differ if the house shipment is transferred to a different branch.

HAWB Number

The House bill number of the house shipment.

Import Agent

The import agent determined for the house shipment by default this will be the current office.

Departure

The departure airport for the jouse shipment. The field search function can be used to locate the correct airport.

Destination

The destination airport for the house shipment. The field search function can be used to locate the correct airport.

Shipper

The shipper of the house shipment. The field search function can be used to locate the correct shipper.

Consignee

The consignee for the house shipment. The field search function can be used to locate the correct consignee.

Ttl. Pcs., Wght., Vol.

The total pieces, gross weight and volume for the house shipment.

Nature of Goods

A description of the goods in the consignment.

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Export Agent

The agent responsible for exporting the shipment. This will default to the export agent applied to the master shipment.

Incoterms

The commercial delivery terms for the shipment

Movement Scope

The scope of the agreed movement of the cargo for this shipment

Proceed with shipment entry

This action link will save the fast shipment entry and launch the house shipment editor for completion of the full house shipment.

OK

Saves the fast shipment and closes the fast entry shipment editor.

Cancel

Closes the fast shipment editor without further action.



Tip

Use the keyboard short cut **Ctrl + I** to show information about the current user of the session. This will display the user name, email address and telephone number.

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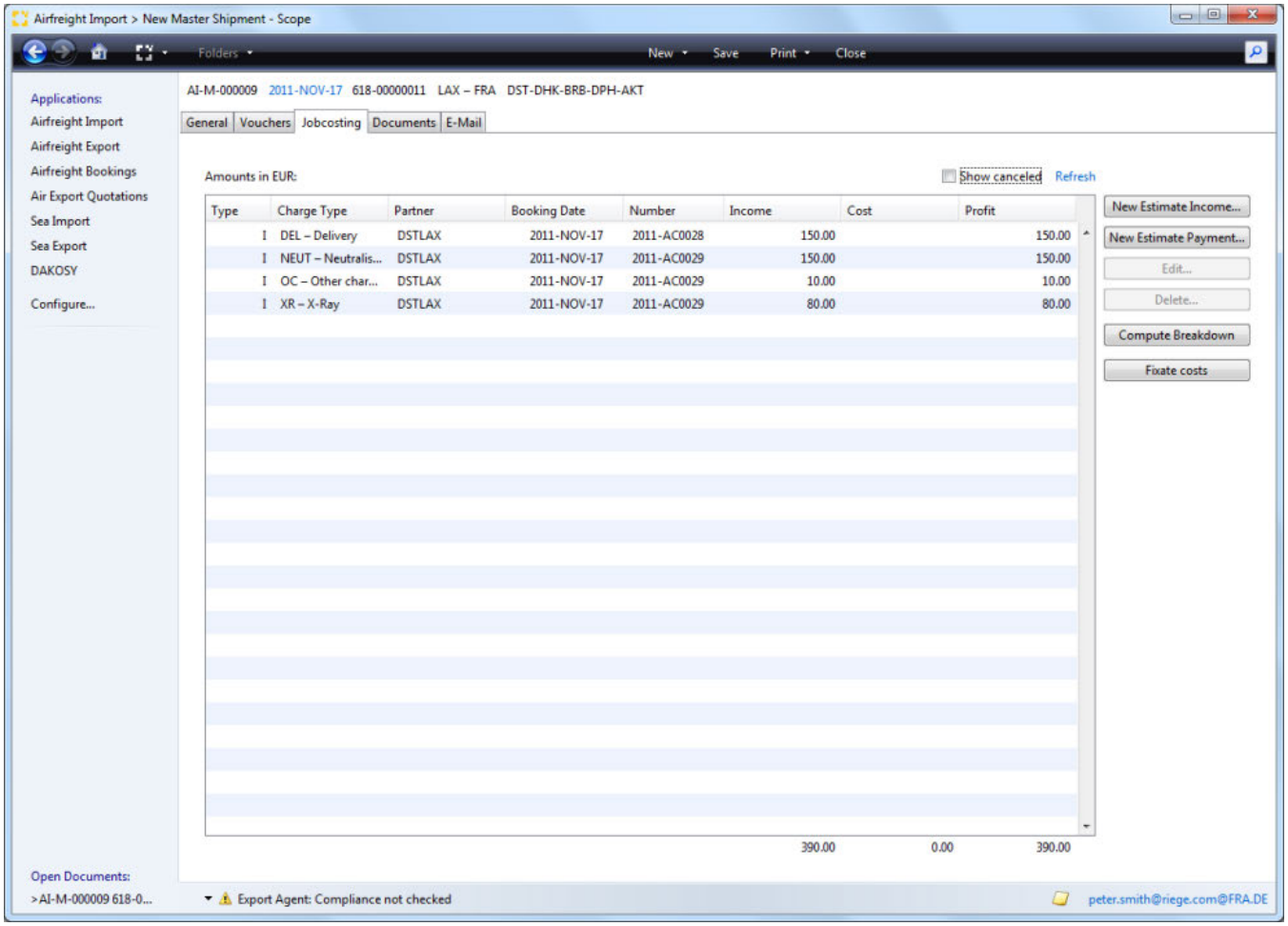
Jobcosting - Master Shipment - Airfreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. Costs and revenues on the master shipment will also be automatically pro-rated and transferred to the house shipments that are included in the master consolidation.

Description



Main menu bar and title bar

see **General** tab

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

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New Estimate Income

Opens charges editor and allows entry of a new estimate income.

New Estimate Payment

Opens charges editor and allows entry of a new estimate cost.

Edit

Opens the charges editor to edit the **estimated** charge highlighted in the overview of charges.

Delete

Deletes the **estimated** charges highlighted in the overview of charges.

> ⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Compute breakdown

By clicking on this link transfers costs and income to the house shipments. Normally this is done automatically but this function button allows this process to be performed manually.

Turnover in local currency

Individual charges are displayed as income or cost line items. These items can be opened by double-clicking them or by highlighting them and editing them with the charges editor.

Type

The document type.

Charge

The charge type.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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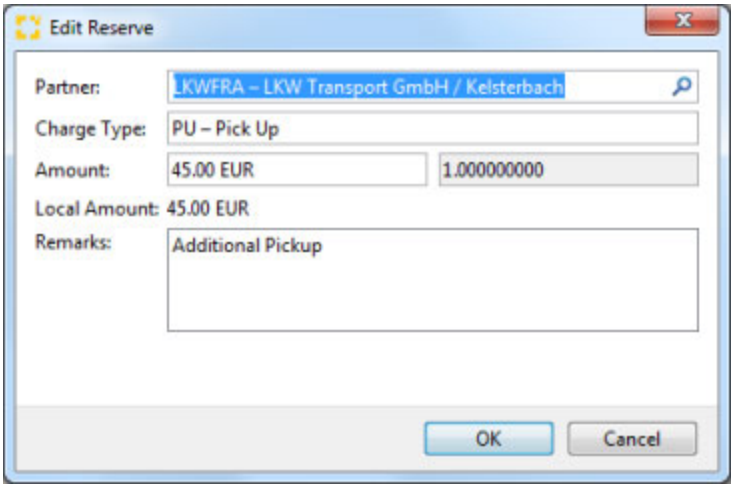

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Direct Shipment - Airfreight Import

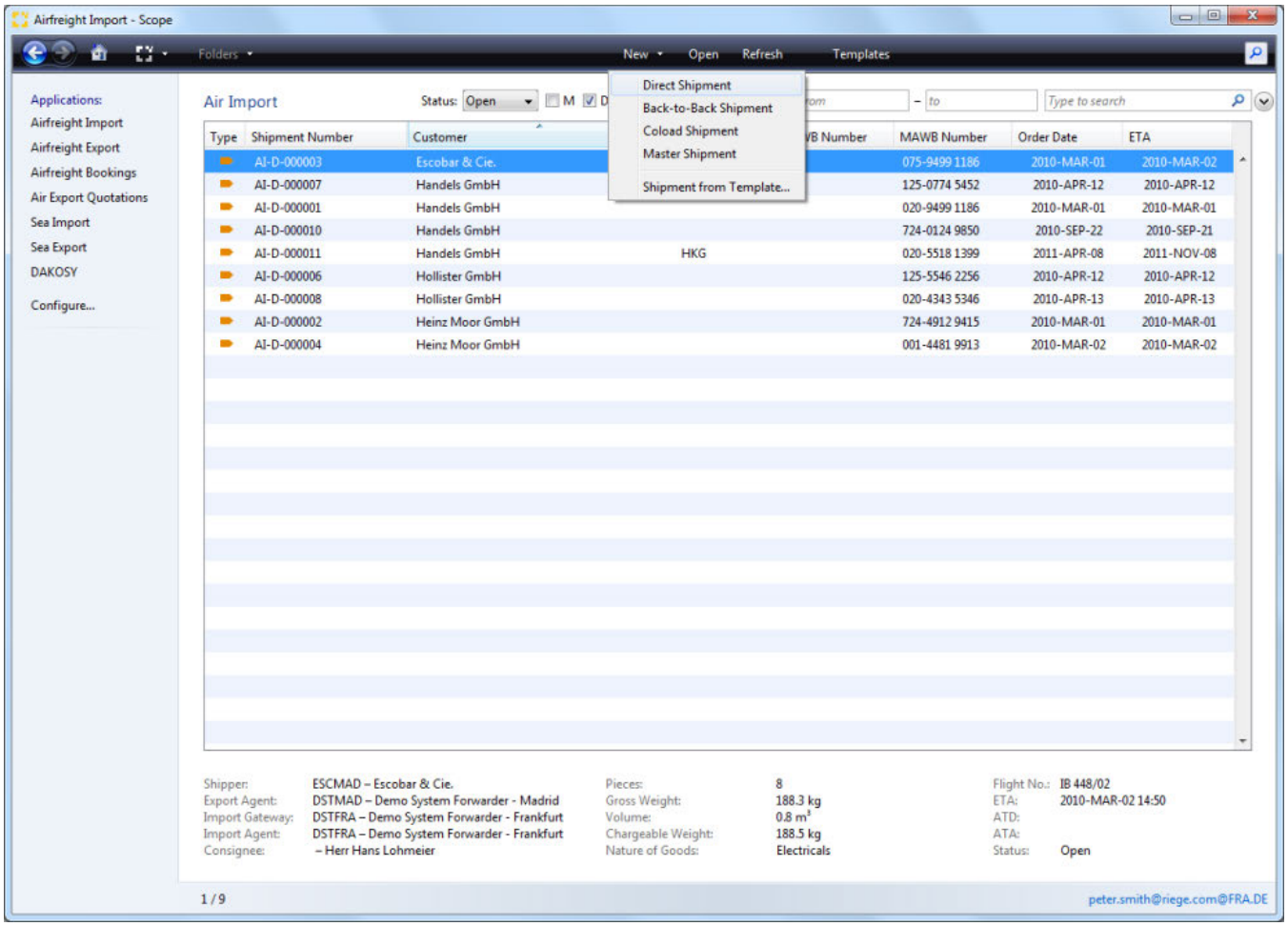
- Introduction
- Description

Introduction

In addition to air freight import related Consolidations, Back-to-Back, Coload- and House, Direct shipments may also be created. As the name suggests, a direct shipment is directly from the shipper to the receiver. These shipments are charged according to a separate offical IATA tariff and are usually expensive since this is the fastest possible method of air transportation. Unlike other types of air freight transportation only a single air waybill (AWB) number is required for a direct shipment.

Within the airfreight import application, all operations related to shipment creation are carried out, this includes data collection, billing, printing of documents and cost control.

Description



With ***New - Direct shipment*** a new direct shipment is created.
With ***Open*** and existing direct shipment can be opened. Alternatively the highlighted direct shipment in the overview can be ***Double clicked***

The functions of each of the shipment editors are described here:

- Billing - Direct Shipment - Airfreight Import
- Documents - Direct Shipment - Airfreight Import
- E-Mail - Direct Shipment - Airfreight Import
- General - Direct Shipment - Airfreight Import
- Jobcosting - Direct Shipment - Airfreight Import

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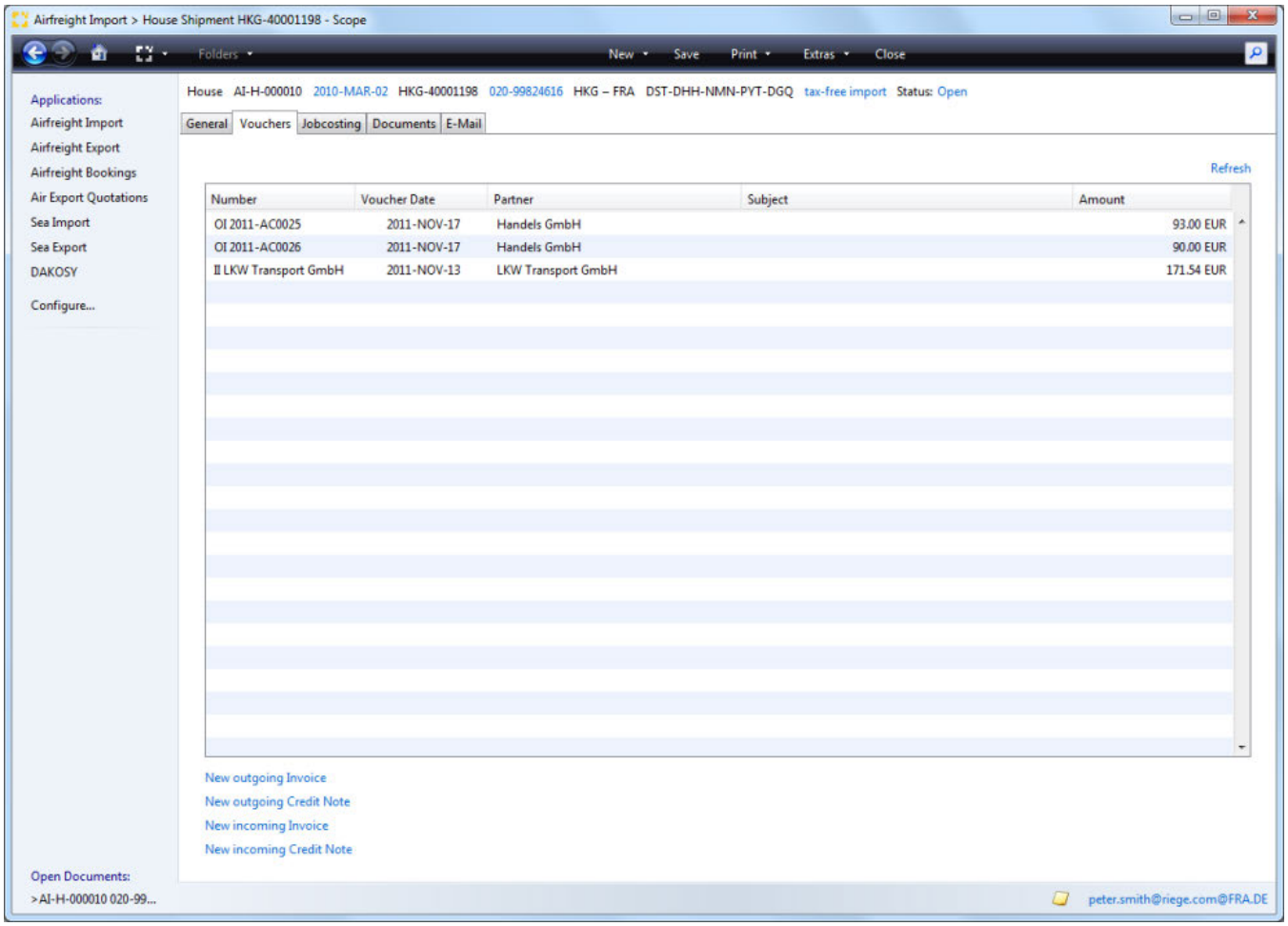
Billing - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Rider **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Incoming Invoice - Billing - Direct shipment - Airfreight Import

- Introduction
- Description

Introduction

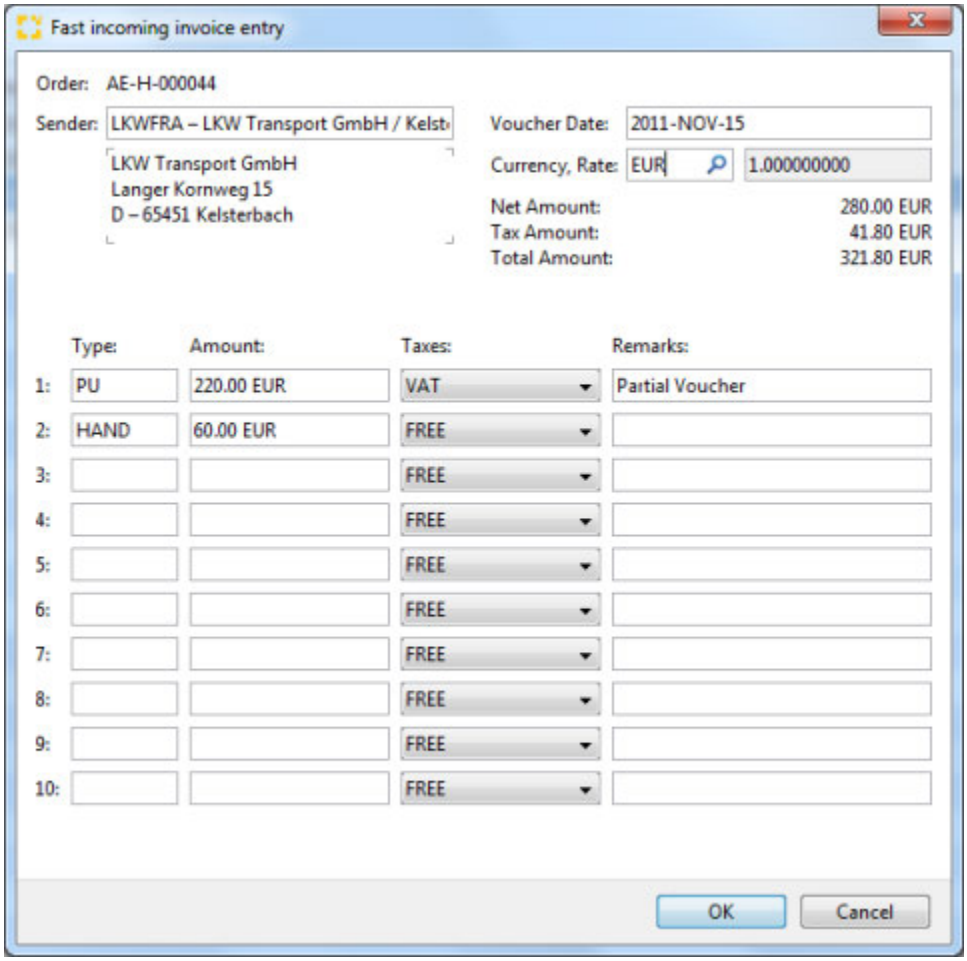
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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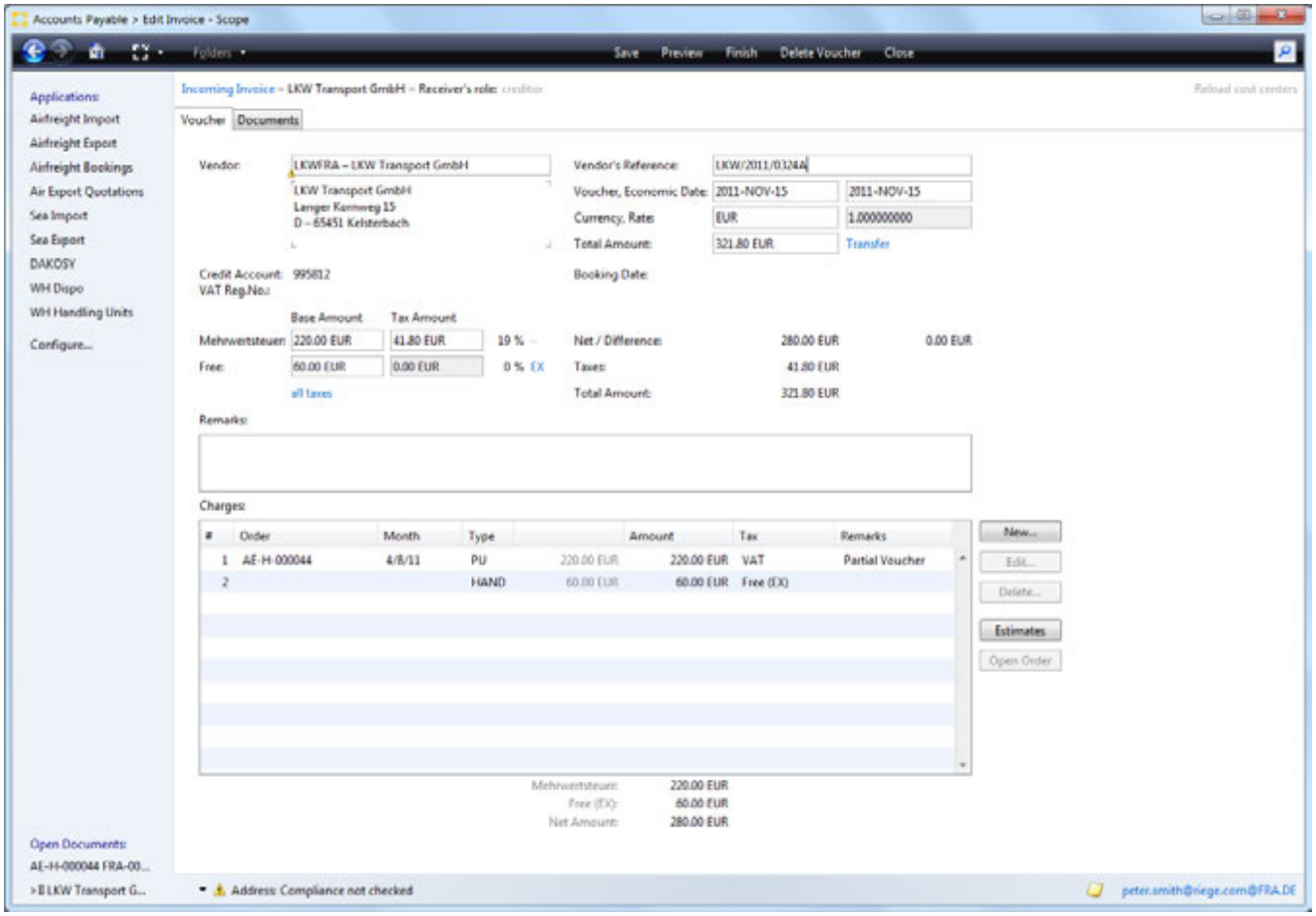

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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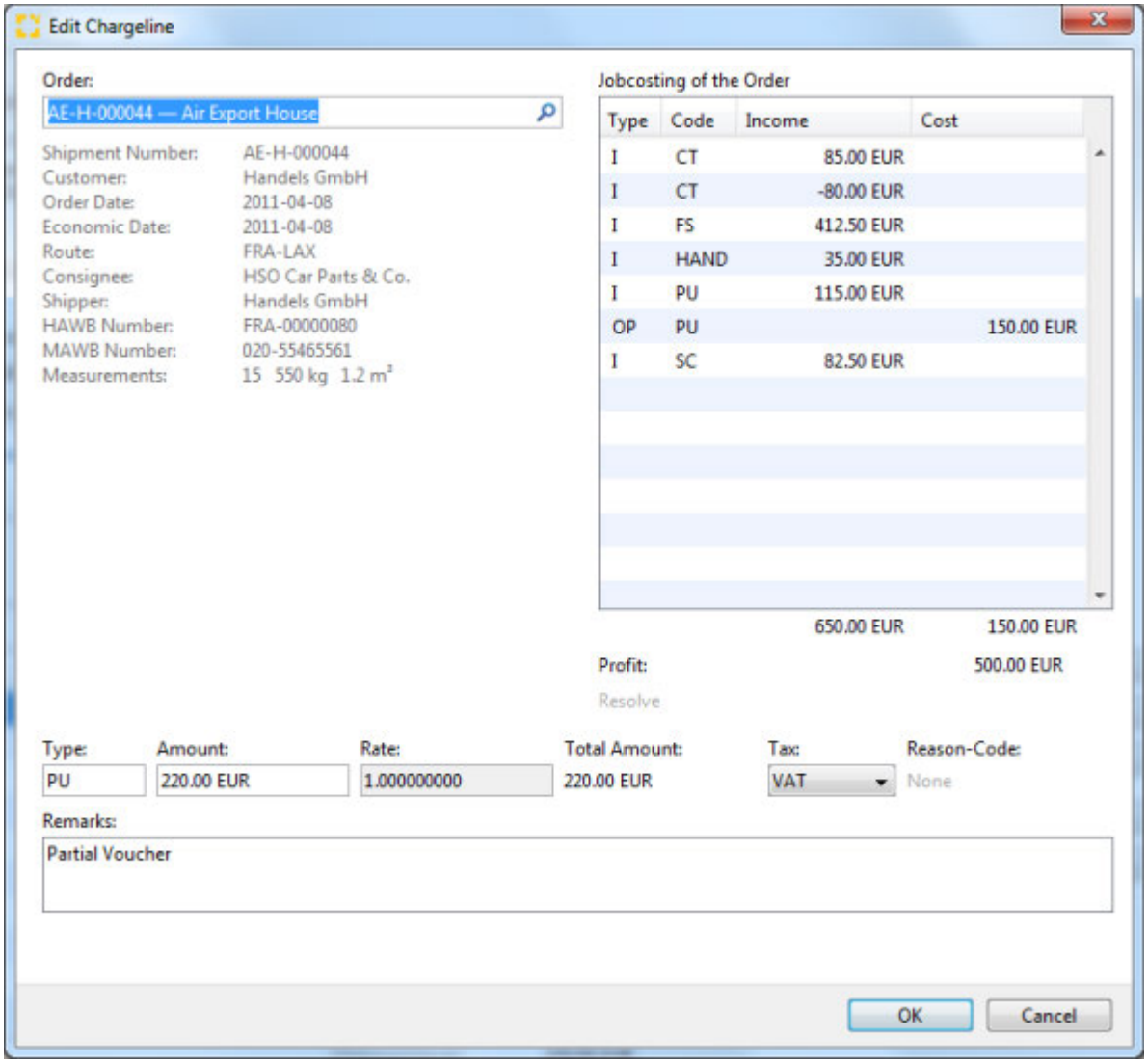
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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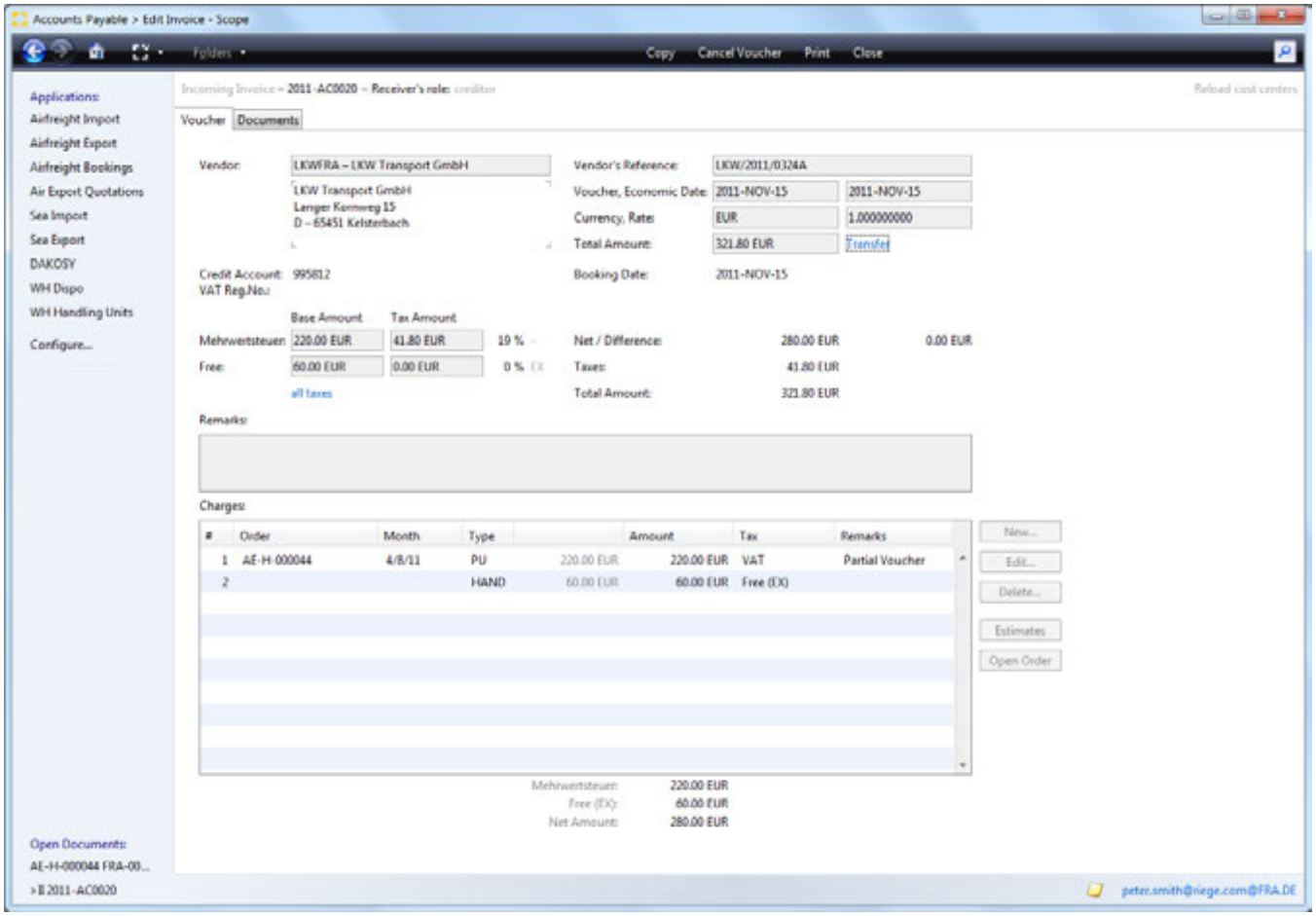

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Document - Invoice - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

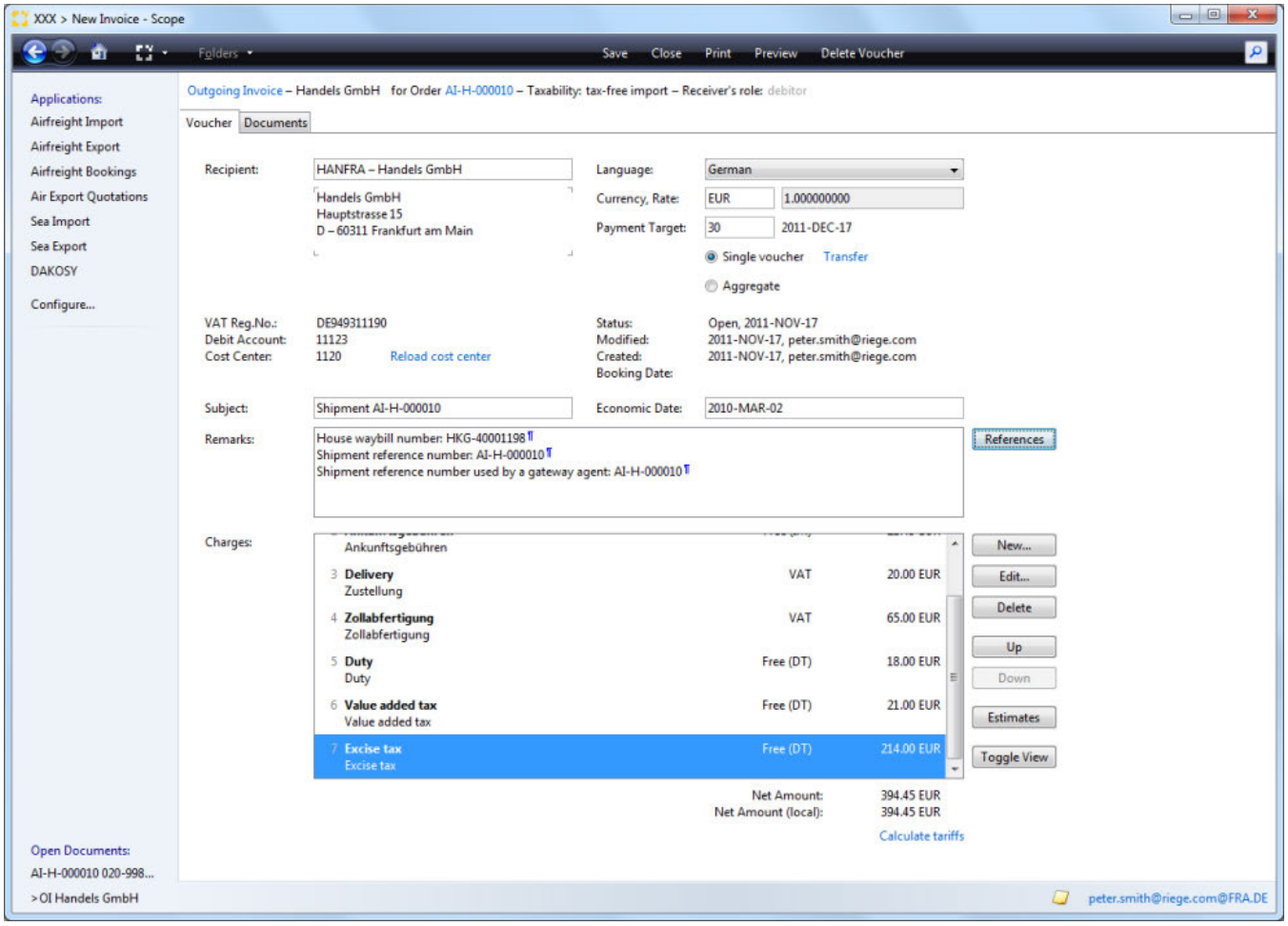
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

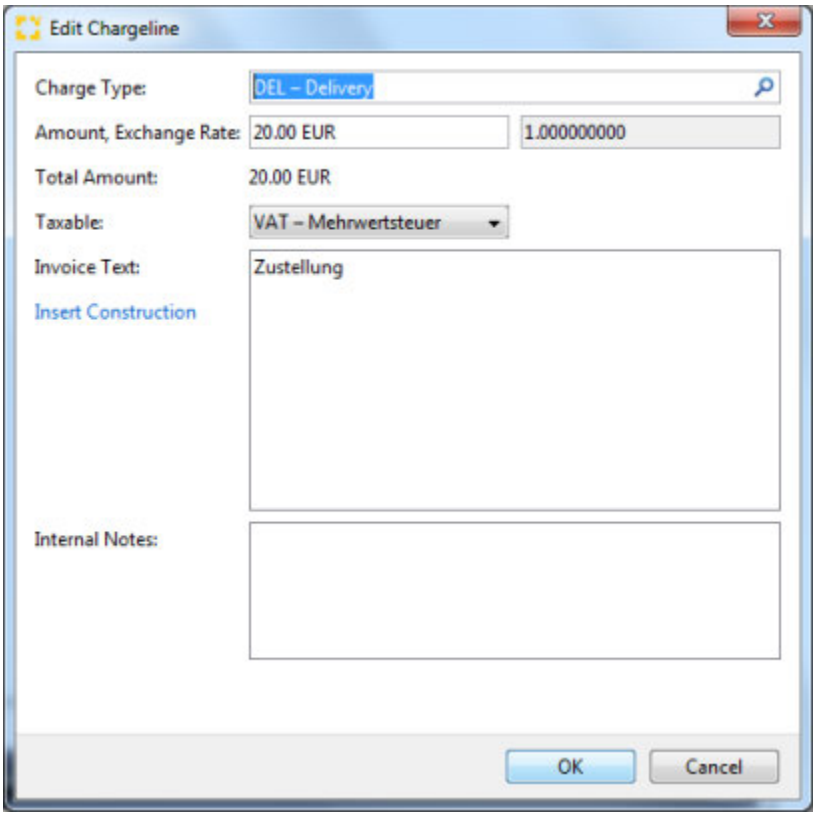
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

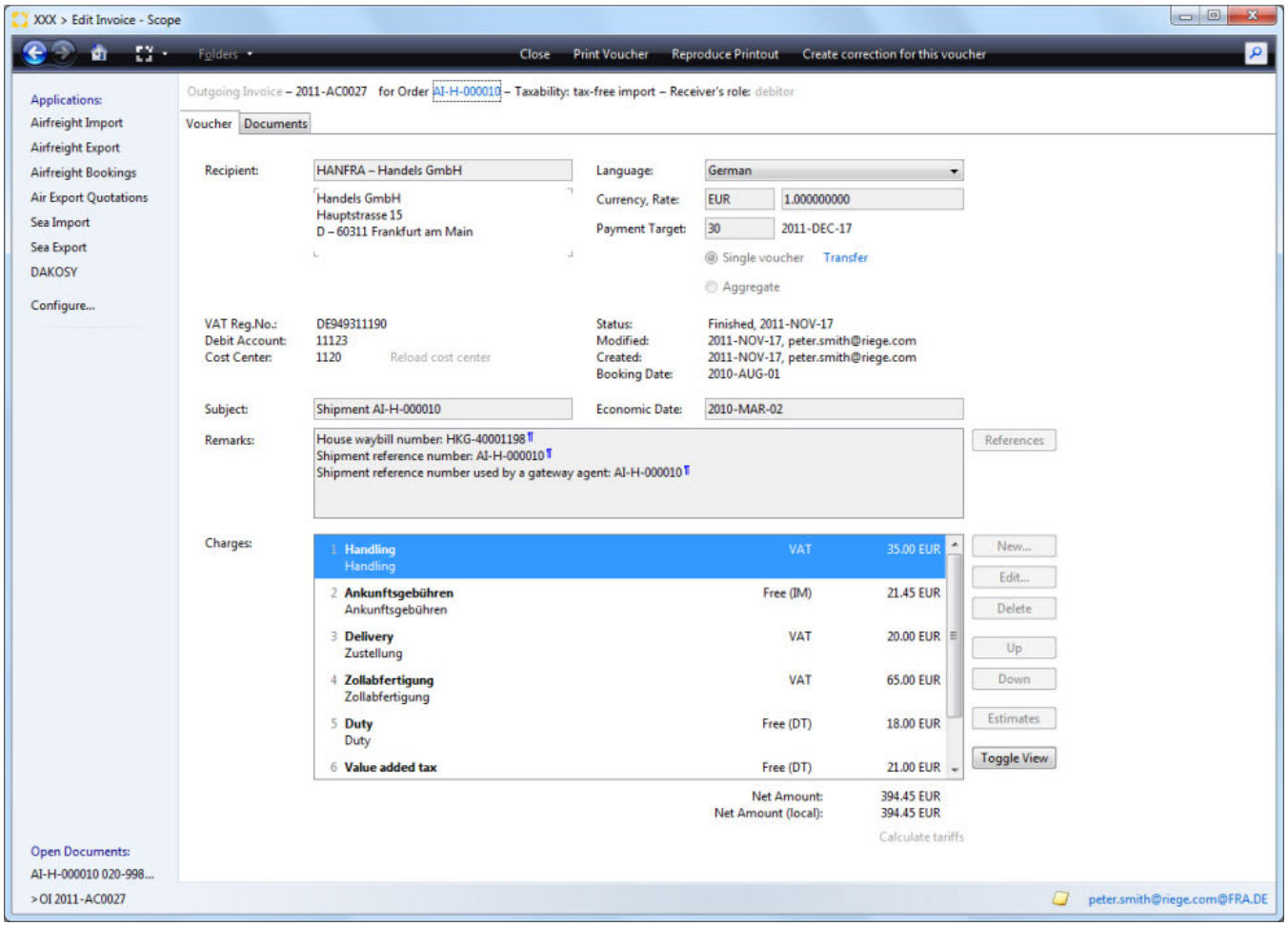
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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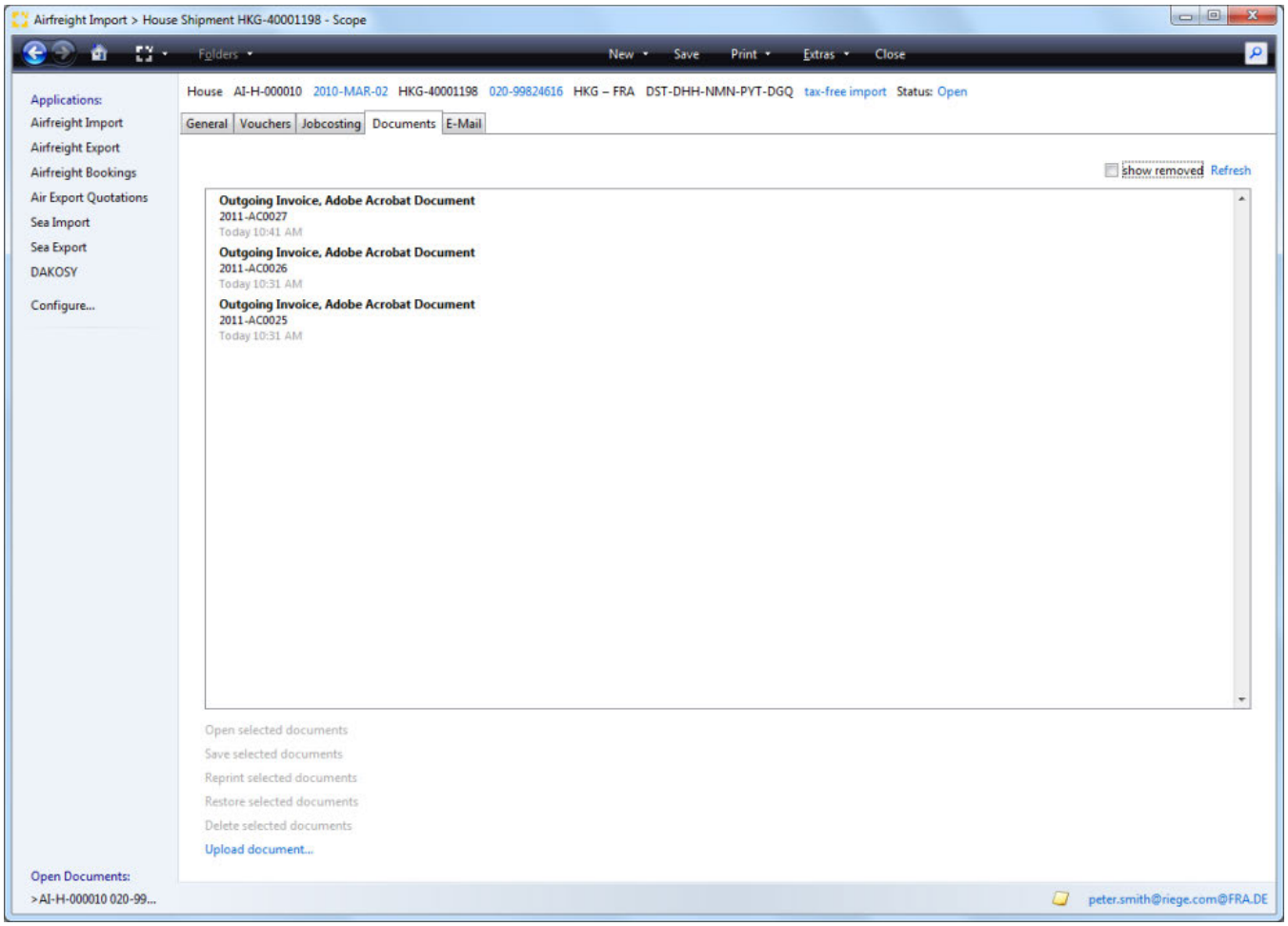
Documents - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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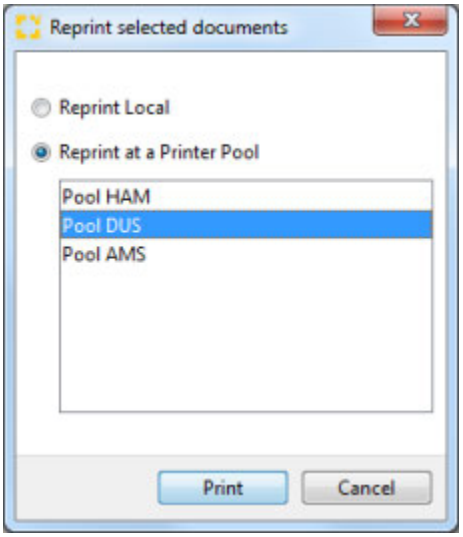
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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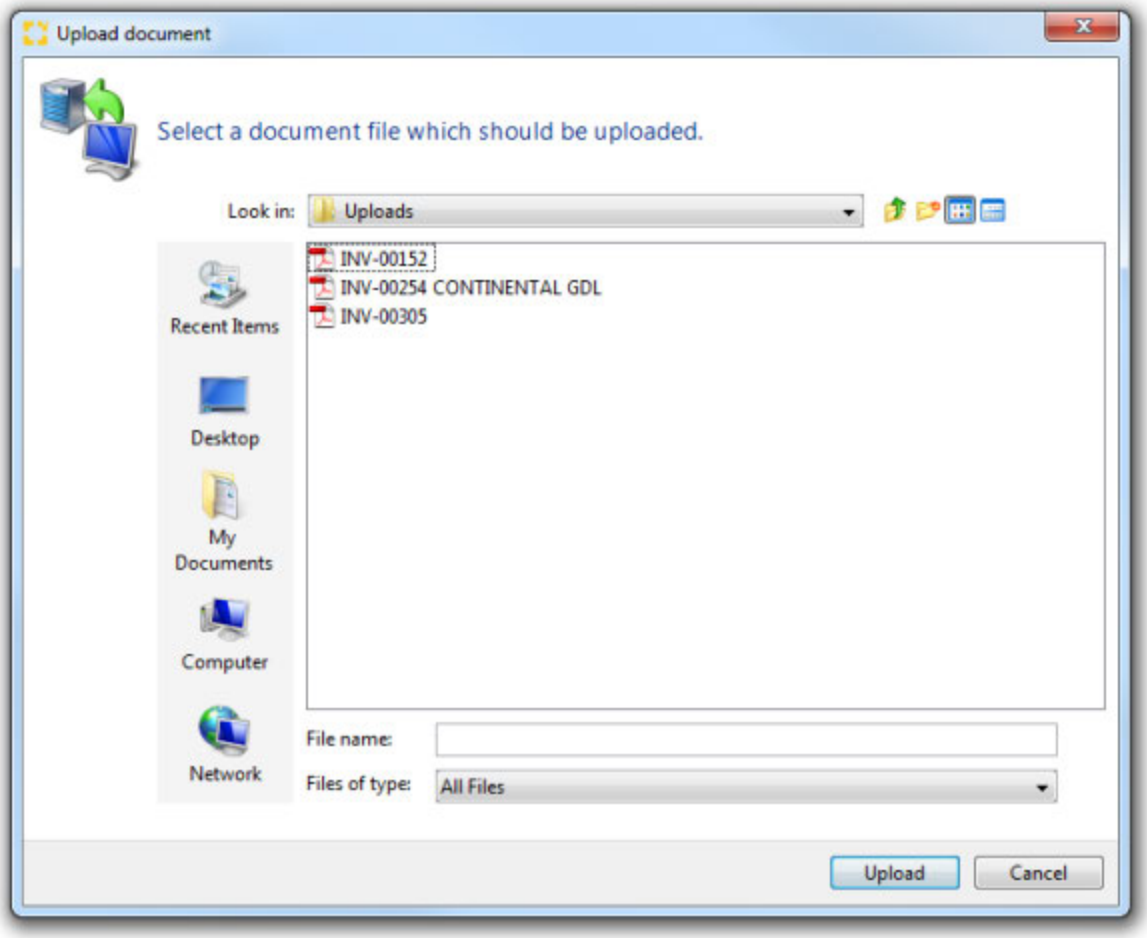

Update

Updates the current list of documents.

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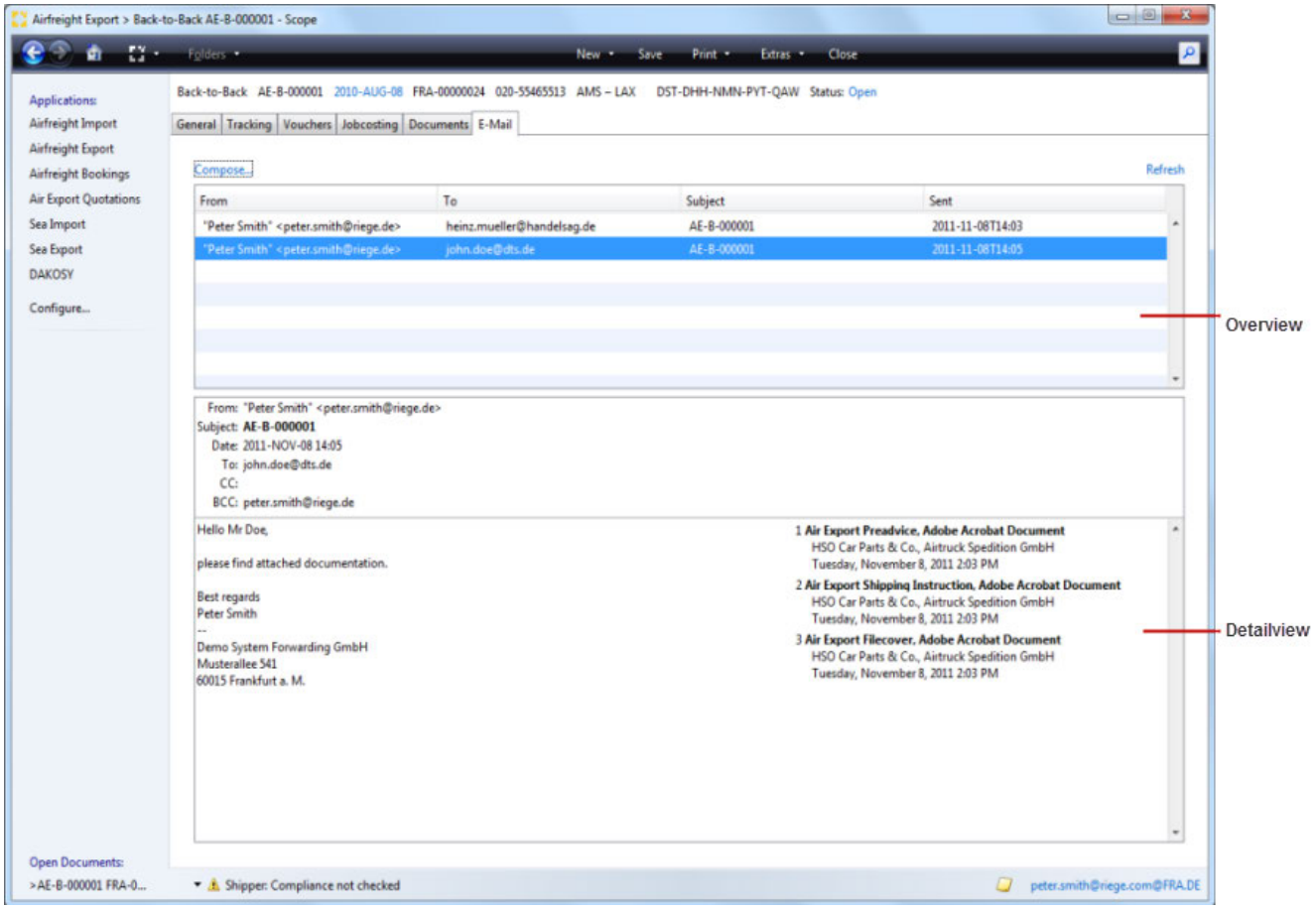
E-Mail - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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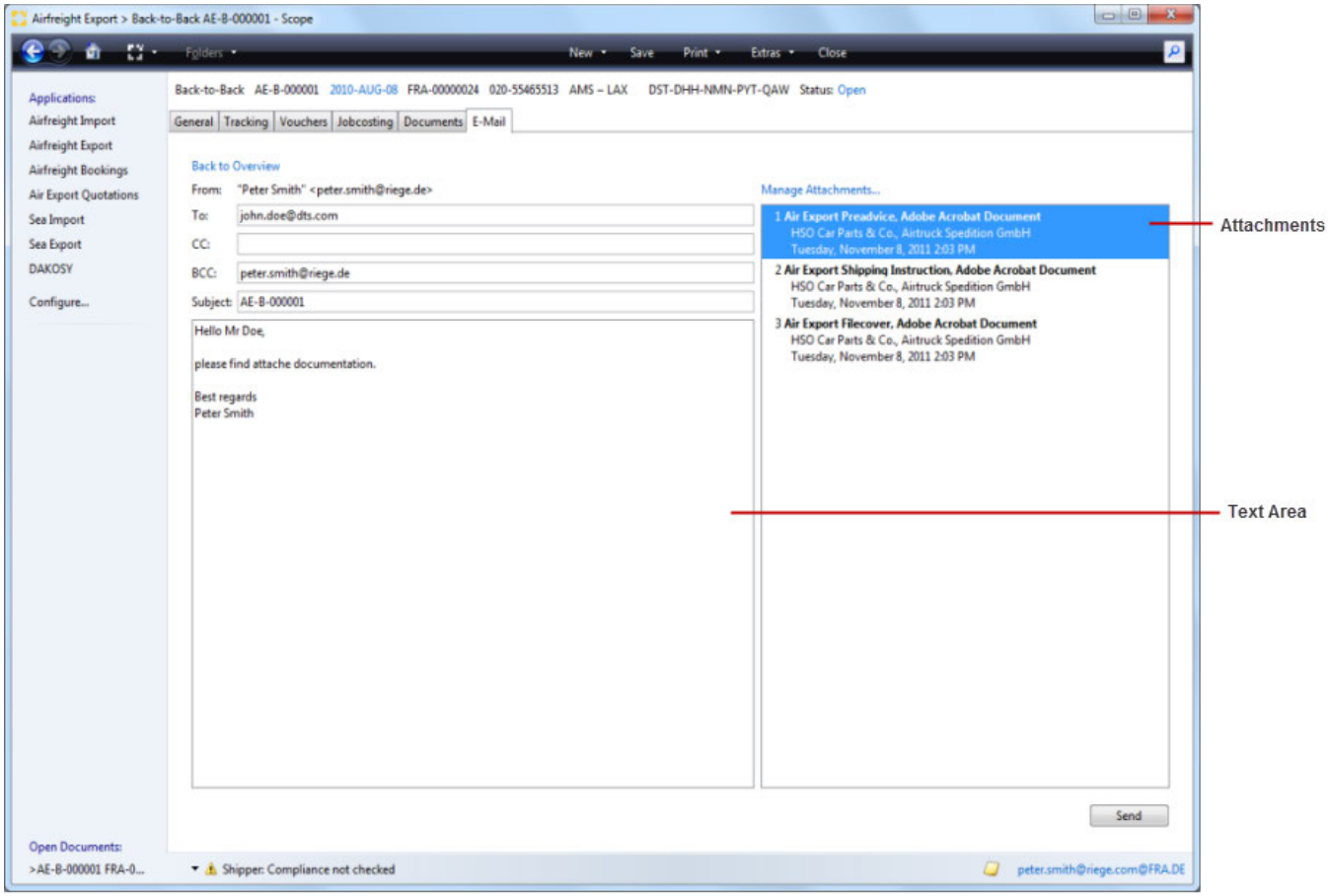
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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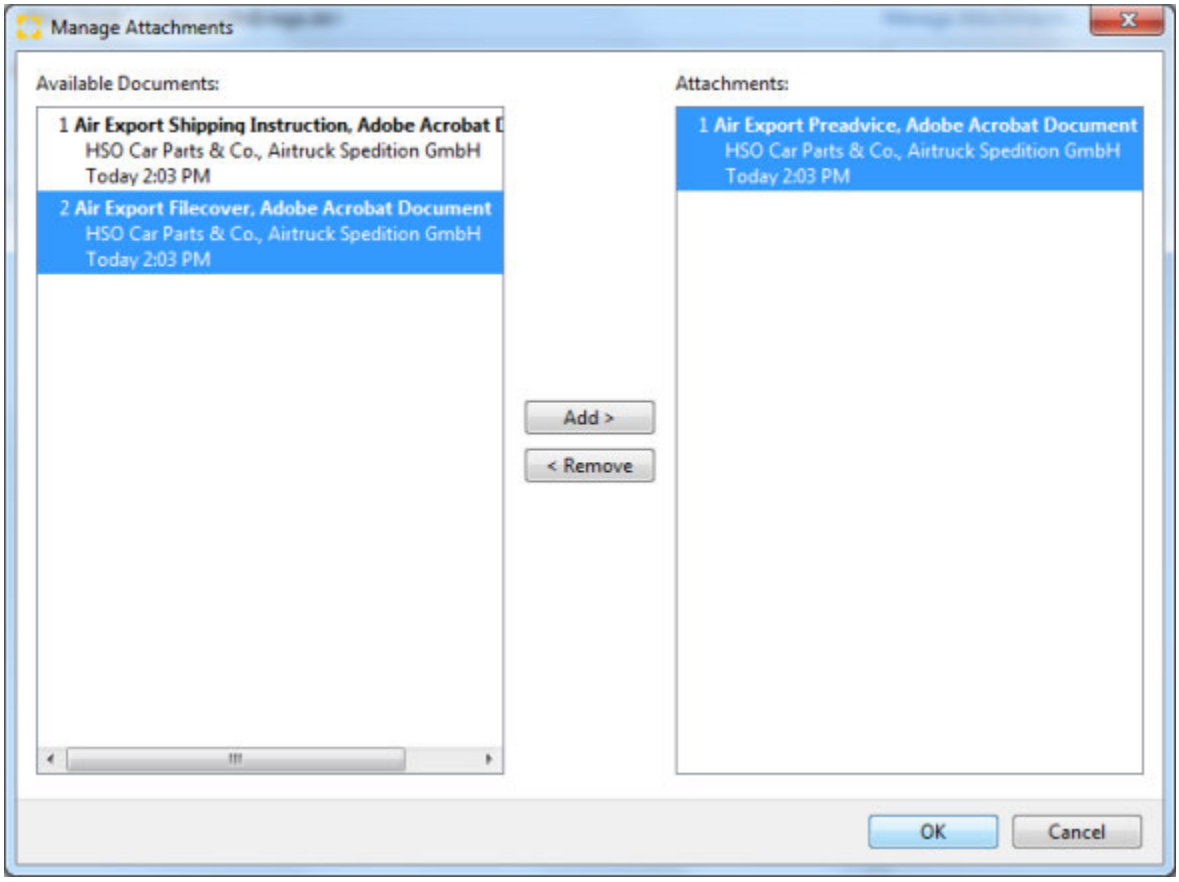
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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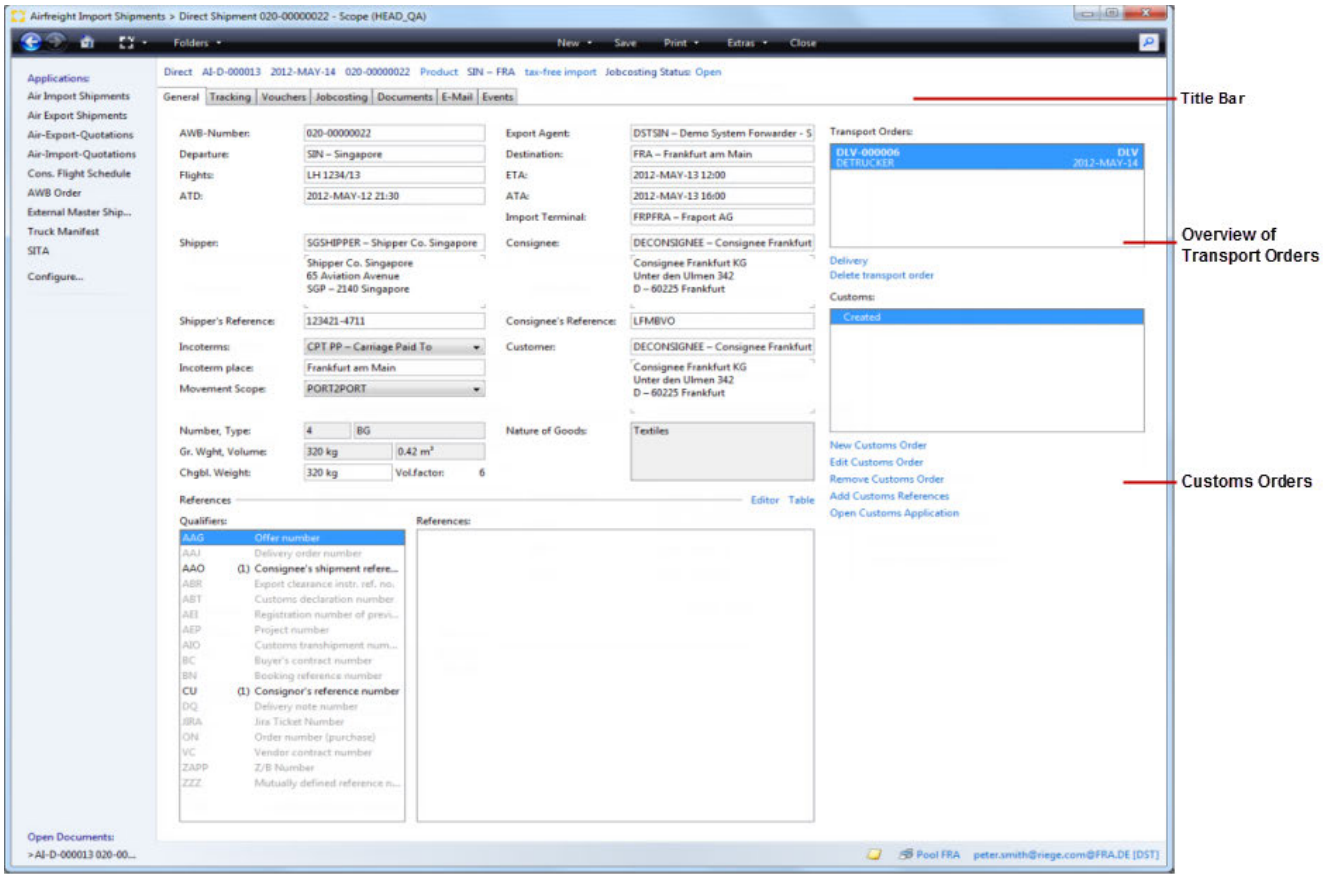
General - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **general** tab of the air import shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.

Currently the following documents are available:

- File cover
- Advice of Arrival
- Advice of Arrival (Bank)

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

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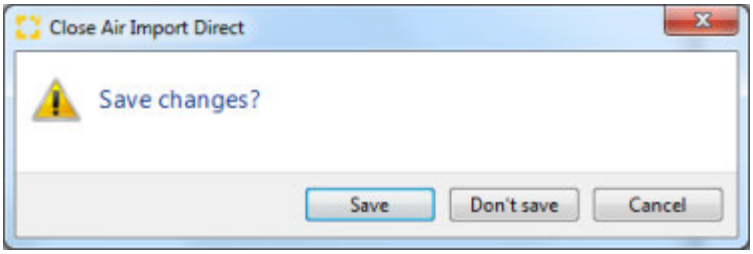

Title Bar

The following information appears in the title bar for a shipment and blue text indicates that the text has an action link and offers further action.

- **Mode**
  Type of shipment *direct shipment*
- **Shipment number**
  Created by the system when the shipment is first saved. When a consignment which has been transferred from another office (Gateway shipment), the shipment number used by the origin office will also be present.
- **Service Date**
  The arrival date of the program is set as follows:
  When present-ATA (Actual Time of Arrival / actual arrival date)
  otherwise ETA (Estimated Time of Arrival / Expected arrival date)
  The current date is automatically stored and updated to match any ETA or ATA as long as the new date is within the same month as the displayed date. If the new date falls within a different month from that displayed, the date will not change unless it is clicked (action link), in which case it will update to show the revise ETA or ATA dates. IF the shipment is a consolidated house, the ETA and ATA dates may only be maintained within the master shipment.
- **Waybill number**
  The AWB number from the corresponding box in the shipment editor.
- **Departure airport - Destination airport**
  Departure and destination of the shipment entry
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Tax status**
  The tax Status of the shipment
- **Status**
  The status of the shipment.

Customer

The customer is the party responsible for generating the shipment who typically bear responsibility for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

AWB Number

Airway bill number (IATA freight waybill number) for the shipment.

Incoterms

The commercial delivery terms for the shipment

Incoterm Place

The agreed named place that the incoterm applies to.

Movement Scope

The scope of the agreed movement of the cargo for this shipment

Departure

Airport of departure of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

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Shipper

The party listed on freight documentation as the shipper of the cargo. The search function may be used to find the desired business partner. Within the shipper field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Consignee

The party listed on freight documentation as the consignee for the cargo. The search function may be used to find the desired business partner. Within the consignee field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Flights

Flights used for the shipment.

ATD

Actual departure date and time (Actual Time of Departure).

ETA

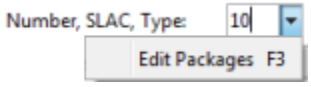
Expected Arrival date and time

ATA

Actual arrival data and time

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages, or the package editor can be called via the drop-down menu or by pressing function key F3. The package editor will allow much greater detail to be entered about individual packages.

> If the package editor has been used to capture details about the packages, then the package fields are disabled here and any additions or changes to packages must be made using the package editor . If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the packages editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Volume Factor

The volume factor used to calculate the chargeable weight will be displayed. (See also the partner role Forwarding customer where a default volume factor for the air import partner can be stored.)

Export Agent

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The station which has exported the shipment. The desired agent can be located using the search field. The search will only consider business partners who have the role of agent and this agent role must include the departure airport of the shipment.

References

This application may be used to enter any references numbers associated with the shipment and which are to be further used in other applications, such as printing or EDI transmission. More information about the reference number editor is available here.

New Delivery Order

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application.

- All transport or delivery orders that are created will be displayed in the overview. By double clicking these they can be opened, edited and printed as desired.

Delete transport order

this action will delete a transport order. The link is only active when a transport order is highlighted and if that transport order has not been printed and the shipment has no entries in costs and revenues.

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

- More information on customs applications is available in the Customs section of the manual.

Tip

Use the keyboard short cut **Ctrl + I** to show information about the current user of the session. This will display the user name, email address and telephone number.

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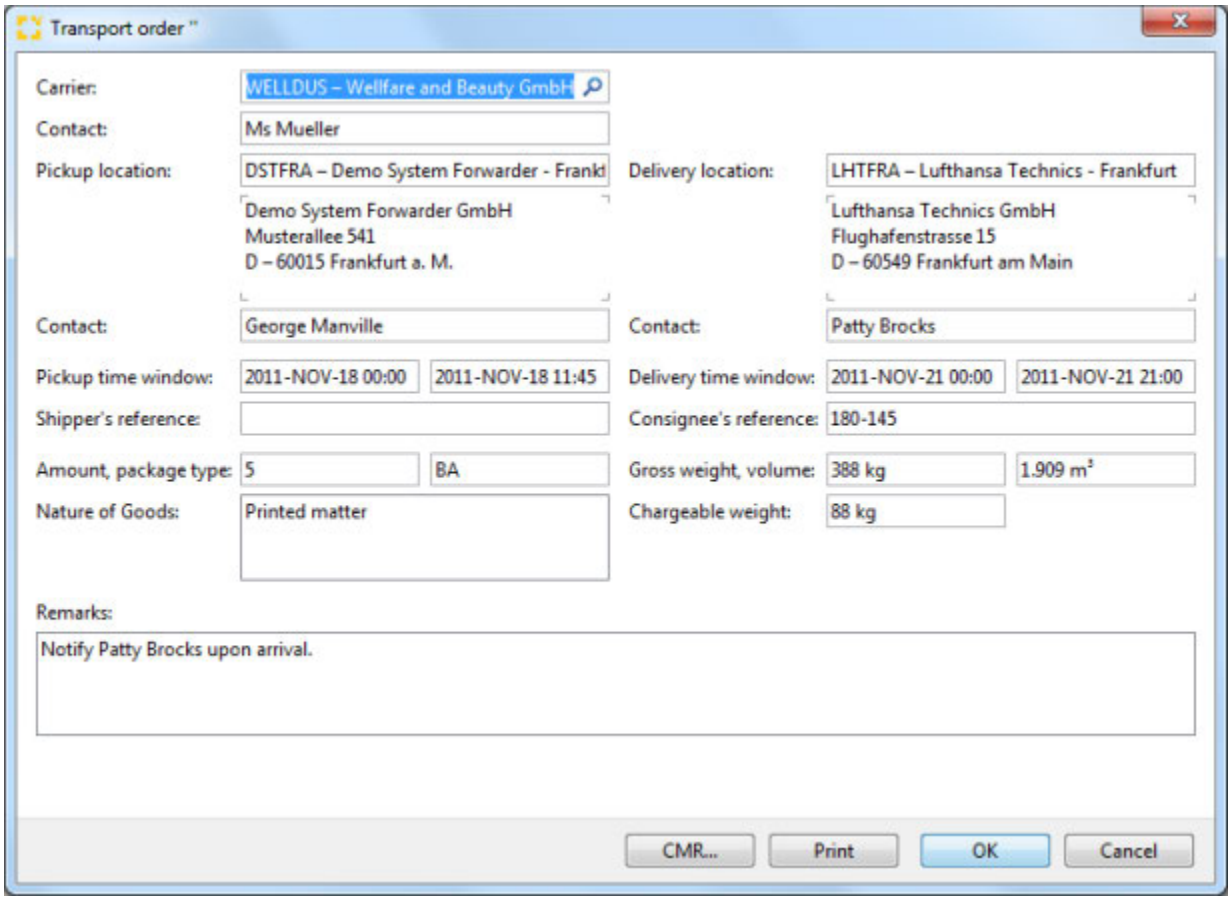
Delivery Order - General - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

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Pickup time window from/to

The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

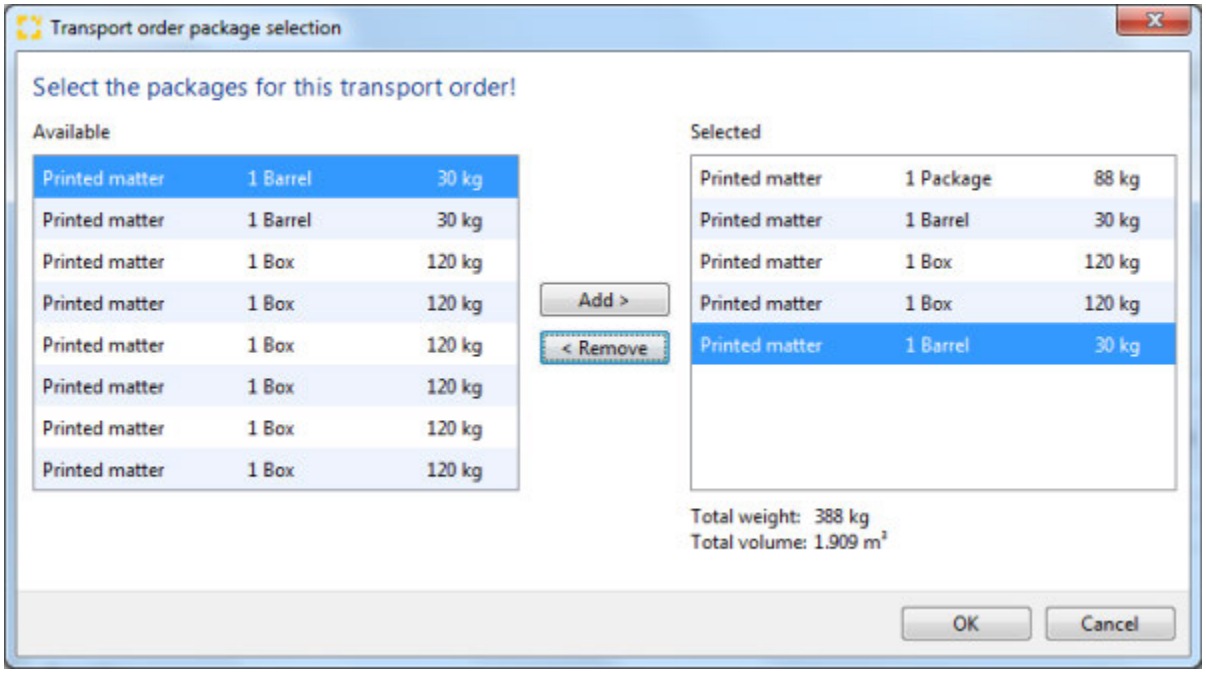
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

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Comments or instructions entered in this field will be printed on the delivery order.

Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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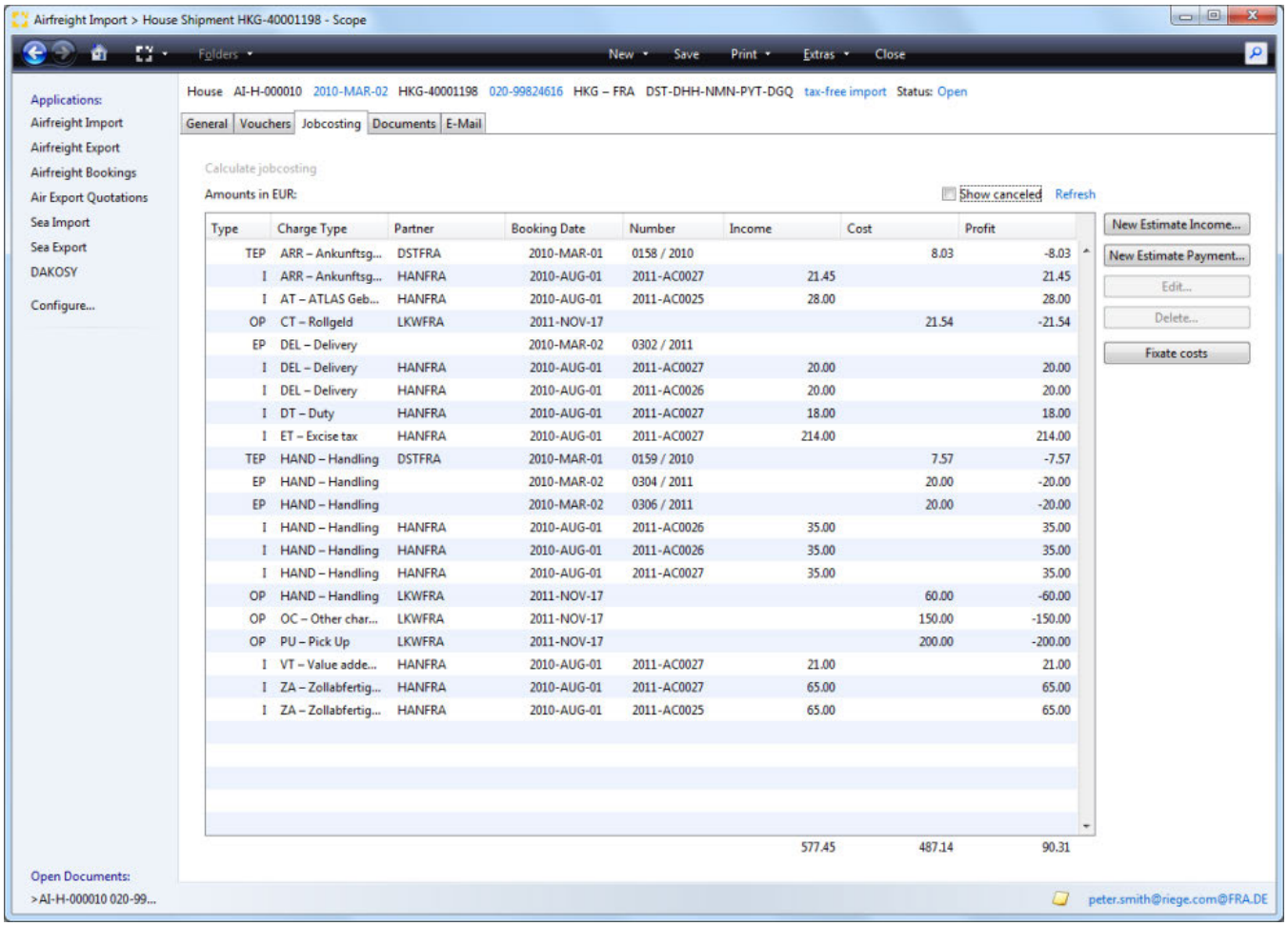
Jobcosting - Direct Shipment - Airfreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the details of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see **General** tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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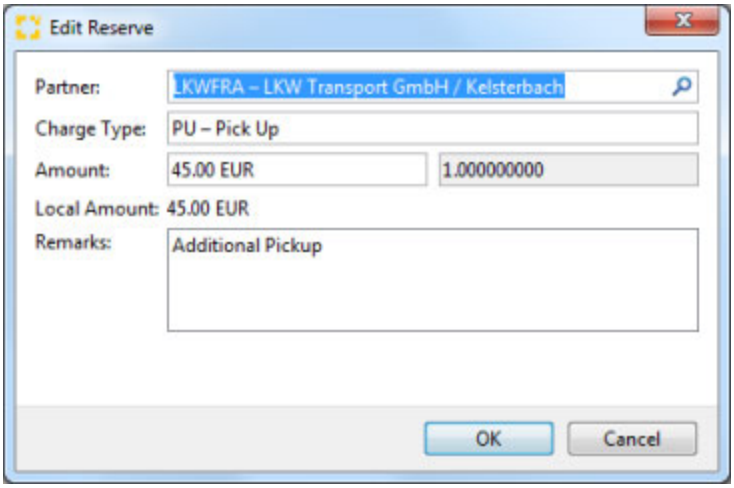

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

Reserves Assignment

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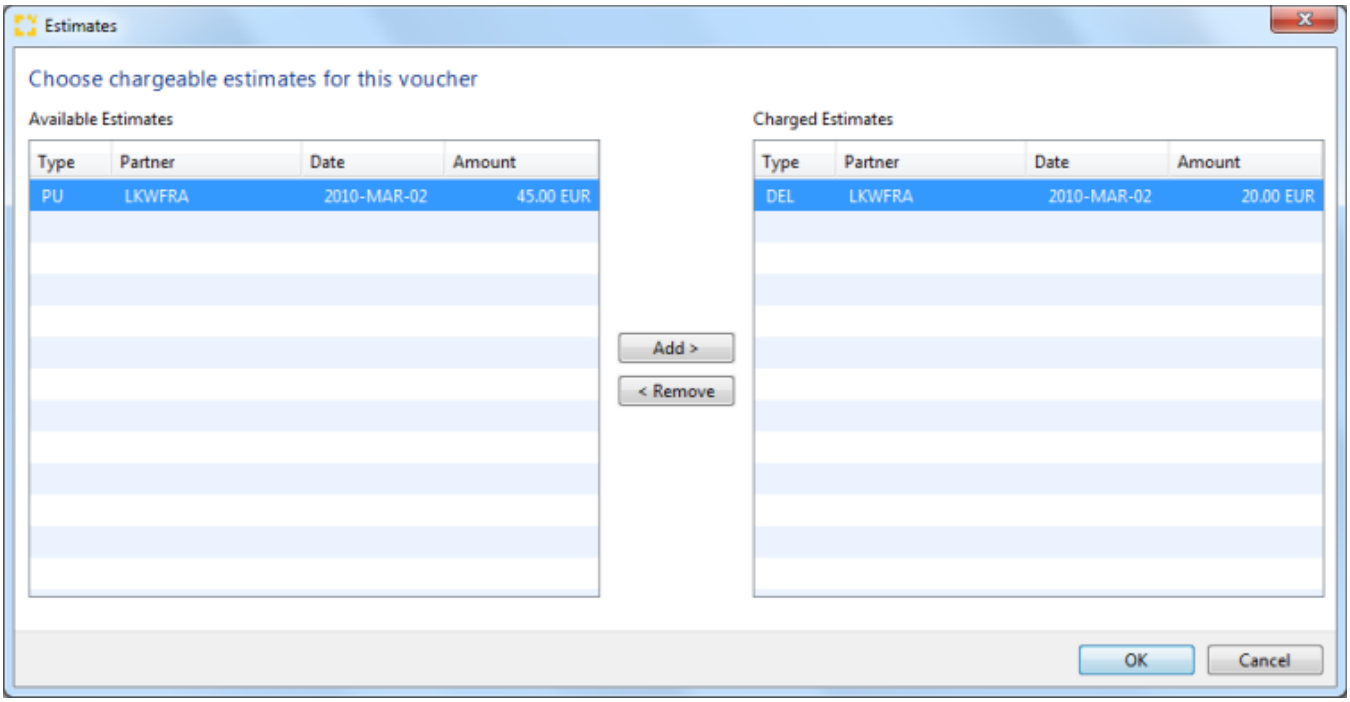

On completion of calculation of income and costs, a pop-up window appears for the allocation of reserves. These reserves may be added to the draft billing, or they can be removed from it.

Available reserves

Displays all available reserves.

Billable amounts

Intial amounts assigned to the billing.

Add

Adds a reserve to the billing.

Remove

Removes a reserve from the billing.

OK

Stores the data and closes the pop-up window.

Cancel

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House shipments - Airfreight Import

- Introduction
- Description

Introduction

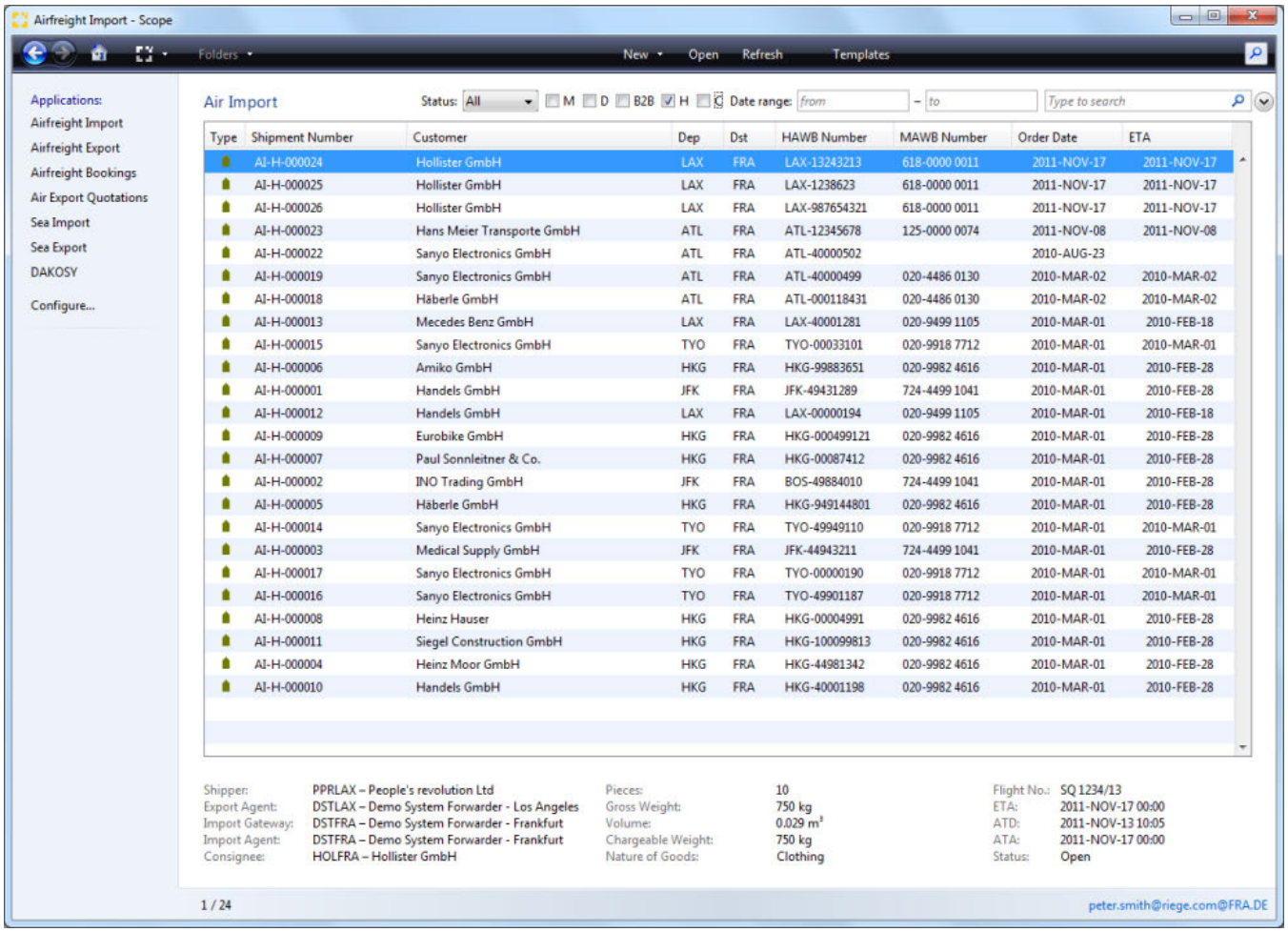
Within air freight imports Consolidated, Direct, Coload- and Back2Back shipments can all be seen. By checking the ***house shipment*** check box, only single house shipments that were combined with other shipments into a consolidated master shipment will be shown. A house shipment will usually be between the actual shipper and consignee, while the consolidation program allows input of master details and here the shipper will be the export agent or export gateway and the consignee will be the import agent or import gateway. The reason for creating house shipments is the transport charges are more cost-effective. The name House shipment derives from the fact that the shipment is an in-house operation and has nothing to do directly with different agents or carriers.

In this application, all house shipments are processed and billed. Costs and revenues are calculated, associated transportation contracts recorded and all necessary documents such as delivery notes, invoices etc. are printed.

New installation of domestic shipments

It is assumed that there is no house without corresponding consolidation details. Therefore, domestic shipments may be entered in the fast House entry of the consolidation program.

Description



Choosing ***Open*** will open an existing shipment shown in the overview. Alternatively the shipment can also be ***Double Clicked*** and this will open the summary of the shipment in the full shipment editor.

The function of each program editor is described here:

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- Billing - House Shipment - Airfreight Import
- Documents - House Shipment - Airfreight Import
- E-Mail - House Shipment - Airfreight Import
- General - House Shipment - Airfreight Import
- Jobcosting - House Shipment - Airfreight Import

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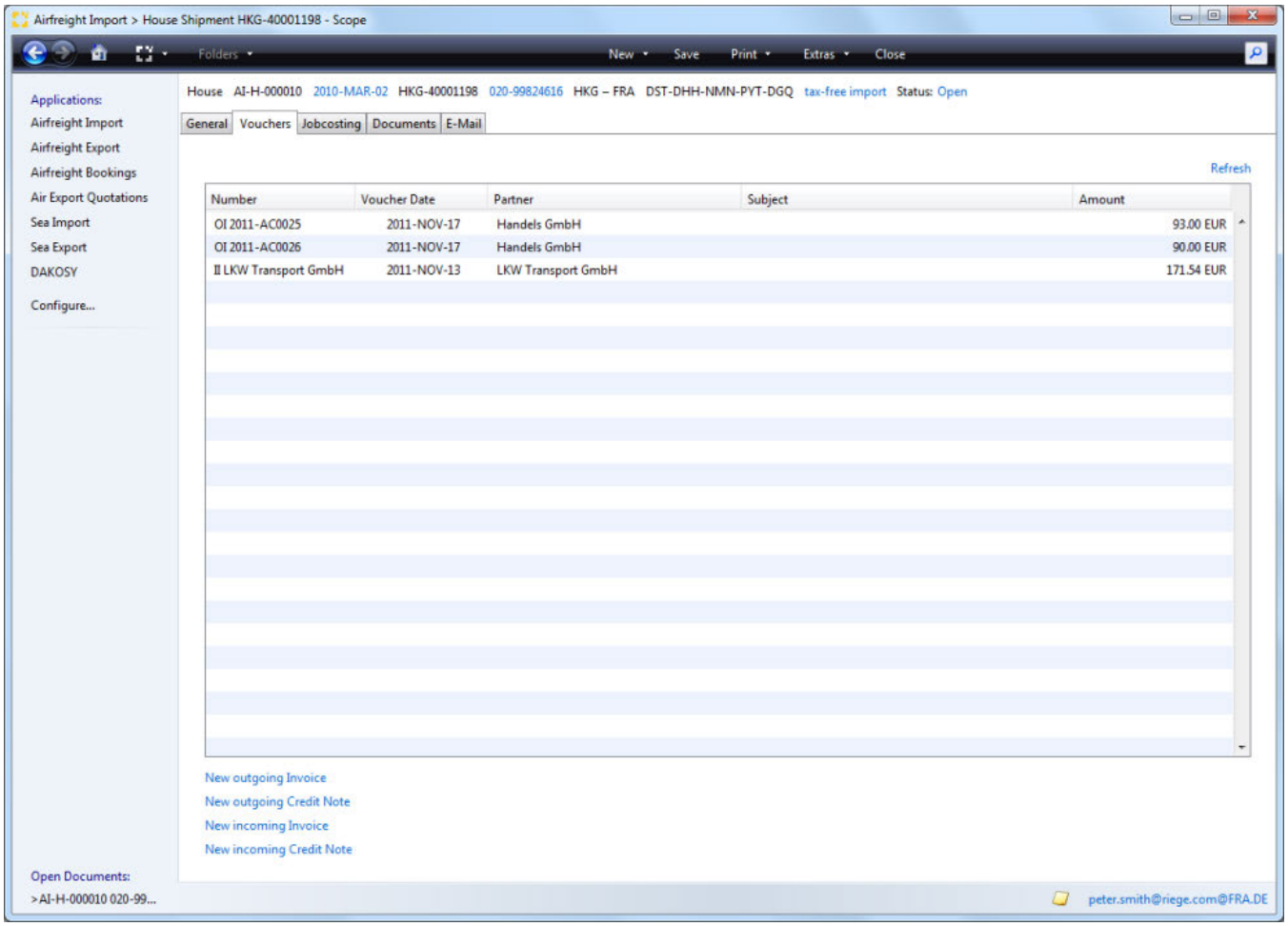
Billing - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **voucher** tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Rider **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Incoming Invoice - Billing - House shipment - Airfreight Import

- Introduction
- Description

Introduction

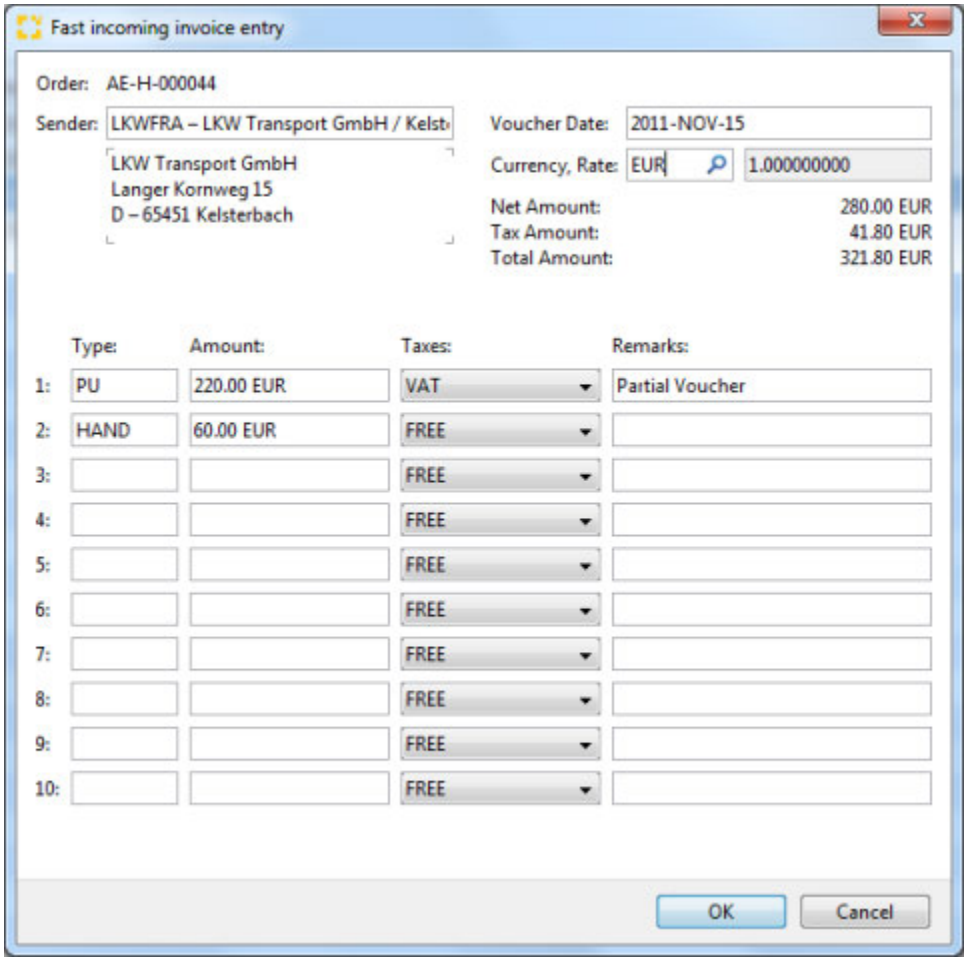
This application records all incoming receipts for the current shipment. This allows simple and rapid input of individual documents. Incoming documents, which cover multiple shipments should be entered using the accounts payable application in the general accounting module.

Description

As with outgoing invoices, there are 2 possibles states for an incoming voucher:

- **New / Open documents**
  These are new or open documents that have been created (manually or using the voucher system), that have been partially processed and saved, but have not been completed.
- **Completed documents**
  When a document is completed, the status is changed from open to closed. A valid document number is assigned and the data is sent to the accounting department. Completed documents can therefore not be modified, but can only be canceled and re-created.

New / Open documents



On clicking the appropriate link in the Voucher overview , the **Fast Incoming Entry Editor** is opened.

Order

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The shipment number of the current shipment is automatically used.

Sender

The party who issued the incoming document.

Currency

The currency of the incoming document. The field will default to the local currency.

Exchange rate

If the local currency is used then the exchange rate will show as 1.00000000. If the currency is not local then an exchange rate must be entered.

Net amount

The total amount of the line items.

Tax amount

The total amount of tax on the line items.

Total amount

total of the net and tax amounts.

Document lines

Up to five individual items may be entered.

Type

The charge code of the item. The Full text search field feature can be used to locate charges and their codes.

Amount

The net amount of the item (less any taxes)

Tax

The kind of tax that may apply to the line item.

Remarks

A comment on the line item.

OK

Stores the document and then opens the incoming invoice editor.

Cancel

Cancels the incoming invoice without saving it.

Incoming invoice editor

On saving the data in the **Fast incoming entry editor** the **Incoming invoice editor** will open to permit the voucher to be finalized.

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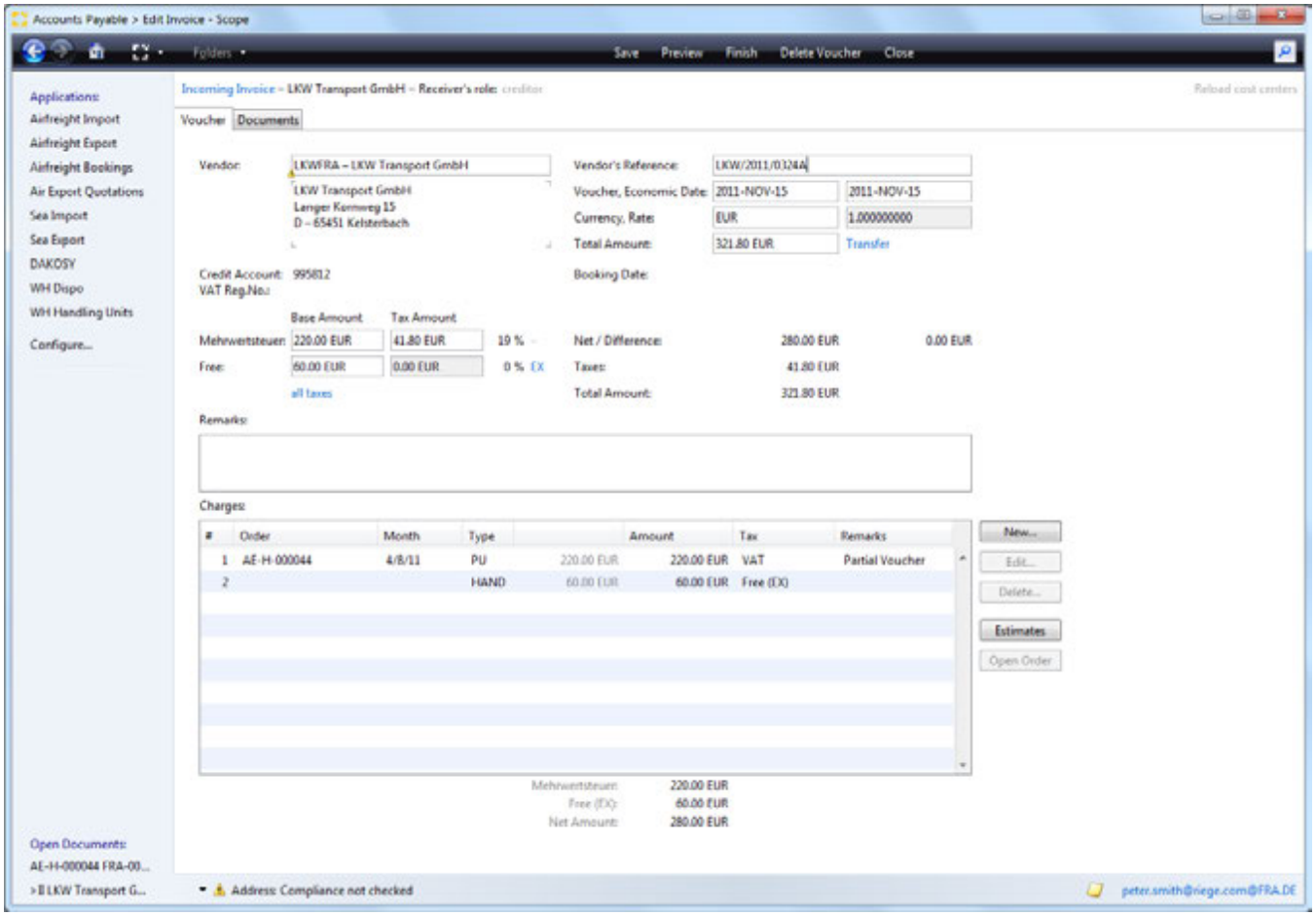

Menu bar item - Save

Saves the current document

Menu bar item - Close

Closes the current item. If the data has not been saved a query pop-up will appear asking if any changes should be discarded.

Finish

Closes the voucher and saves any changes.

Delete Voucher

Deletes the current document. (Only open documents may be deleted.)

Title Bar

the title bar will display the following information:

- Document Type (invoice or credit)
- Vendor

Vendor

The name of the vendor issuing the voucher. The full text search function can be used to locate the correct vendor. The context menu can be used to create a new partner
or take other actions with regard to the vendor address.

Vendor's Reference

The reference used by the vendor to identify the incoming document. This is usually the vendor's invoice number.

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Voucher (date)

The date of the voucher.

Economic Date

The date assigned to the incoming invoice for accounting purposes.

Currency

The currency of the incoming document.

Rate (Exchange)

The exchange rate to be used for the incoming document. The correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total Amount

The total amount of the voucher including any taxes.

Transfer / Cash / Check (Payment type)

The link will open a window that will allow the method of payment to be selected. In the case of a check payment, the check number can be input.

Credit Account

Displays the account number of the vendor. This is taken from the partner master data .

Tax ID

The official tax identification number of the vendor. This is taken from the partner master data .

Base Amount

The total amount shown on the incoming voucher.

Tax Amount

Total tax amount for the document is entered. In addition the tax rate will be shown. This is based on the data entered in the Quick Entry Editor in conjunction with the master data (Country master data and the charge type .) Tax free amounts will display 0% tax rate. A reason code may be required where a tax free rate is entered. Reason codes may be one of the following categories:

Reason Code	Description
TR	Export/Import
DT	Customs
3C	Third Country
OS	Offshore
IN	Internal

This allows invoice amounts to have differing tax rates or to be tax free. The possible tax types will be according to the tax information maintained in the Tax tab of the master country data.

all taxes

This action link will cause a pop-up window to appear where the taxes on all taxable lines can be edited.

Net / Difference

The net amount of the voucher will be shown and the difference between this and the total of the current line items will be shown.

Taxes

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Displays the total calculated tax amount of the line items.

Total Amount

The total of the line items and any taxes.

Remarks

Addition information about the voucher.

Charges

Individual line items. The line item editor can be used to add or edit lines.

(Number)

The line number of the line item.

Order

The order number associated with the line item. Normally this is the shipment number.

Month

The date of the shipment to which the line item relates.

> ⚠ If multiple line items have the same shipment (order) number, then the shipment or order number and it's details are displayed in only the first line for that shipment.

Type

The charge type of the line.

Amount

The total net amount of the line item.

Tax

The tax and any reason code for the line item.

Net Amount

The total net amount of the lines.

New...

Opens the line item editor for entry of new lines

Edit

Opens the line item editor to allow the highlighted line item to be edited. Alternately double-click the desired line item.

Delete

Deletes the selected line.

Estimates

This button opens the estimates editor which may be used to resolve estimates on the shipment. The estimates editor is mainly used to resolve multiple estimate simultaneously and is use generally in connection with the invoice editor. More details about the estimates editor can be found *here*.

> ⚠ The *New, Edit, Delete* and *Estimates* buttons are only active when the document is saved.

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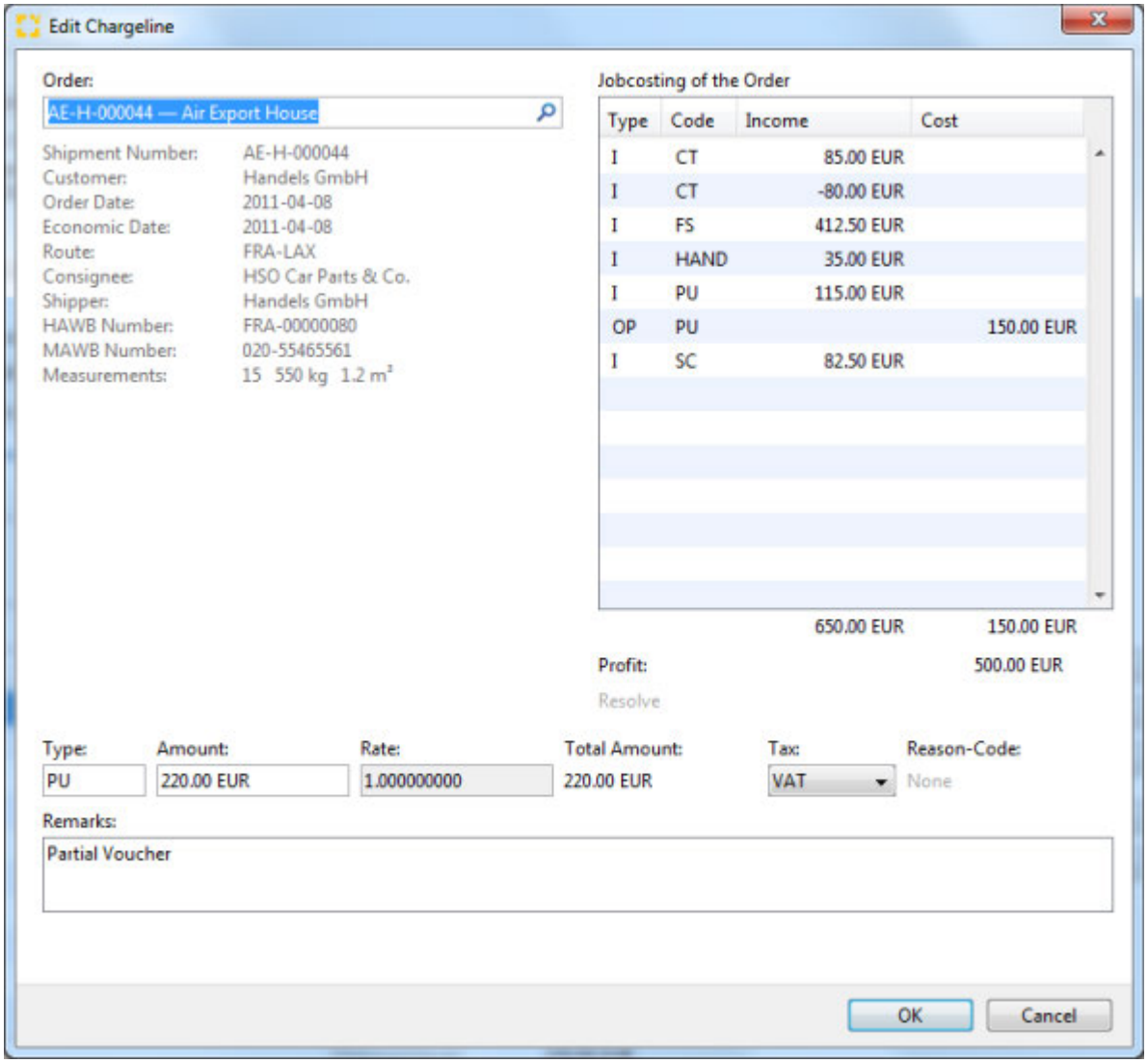
Open Order

Open the shipment to which the line item belongs.

> **Tip**
>
> Use the key combination **Crtl + I** to display the following information:
>
> - The user who generated the invoice
> - The date of the invoice

Edit Chargeline



Order

The shipment number.

Jobcosting of the Order

This table shows the full current jobcosting of the relevant shipment, including the document type the charge code income and costs. The total amounts are displayed at the bottom of the table.

Profit

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Displays the profit of the shipment.

Resolve

By clicking on this link action in the *jobcosting table*, the related estimate amount is resolved and replaced by the current line item.

Type

The charge type of the line.

Amount

The amount of the line item. Line items may be entered in a currency different to that of the incoming voucher.

Rate

The exchange rate of the line item. If the rate is in a foreign currency then the correct rate can be selected from the master exchange rates if these have been maintained. The rate can also be input manually. If the currency is the local currency then the exchange rate will default to 1.00000000.

Total amount

The total amount of the line in the document currency.

Tax

The tax code for the line item.

Reason-Code

A reason code if the the item is tax free. (for countries where taxes may apply)

Remarks

additional comments relating to the line item.

Closed documents

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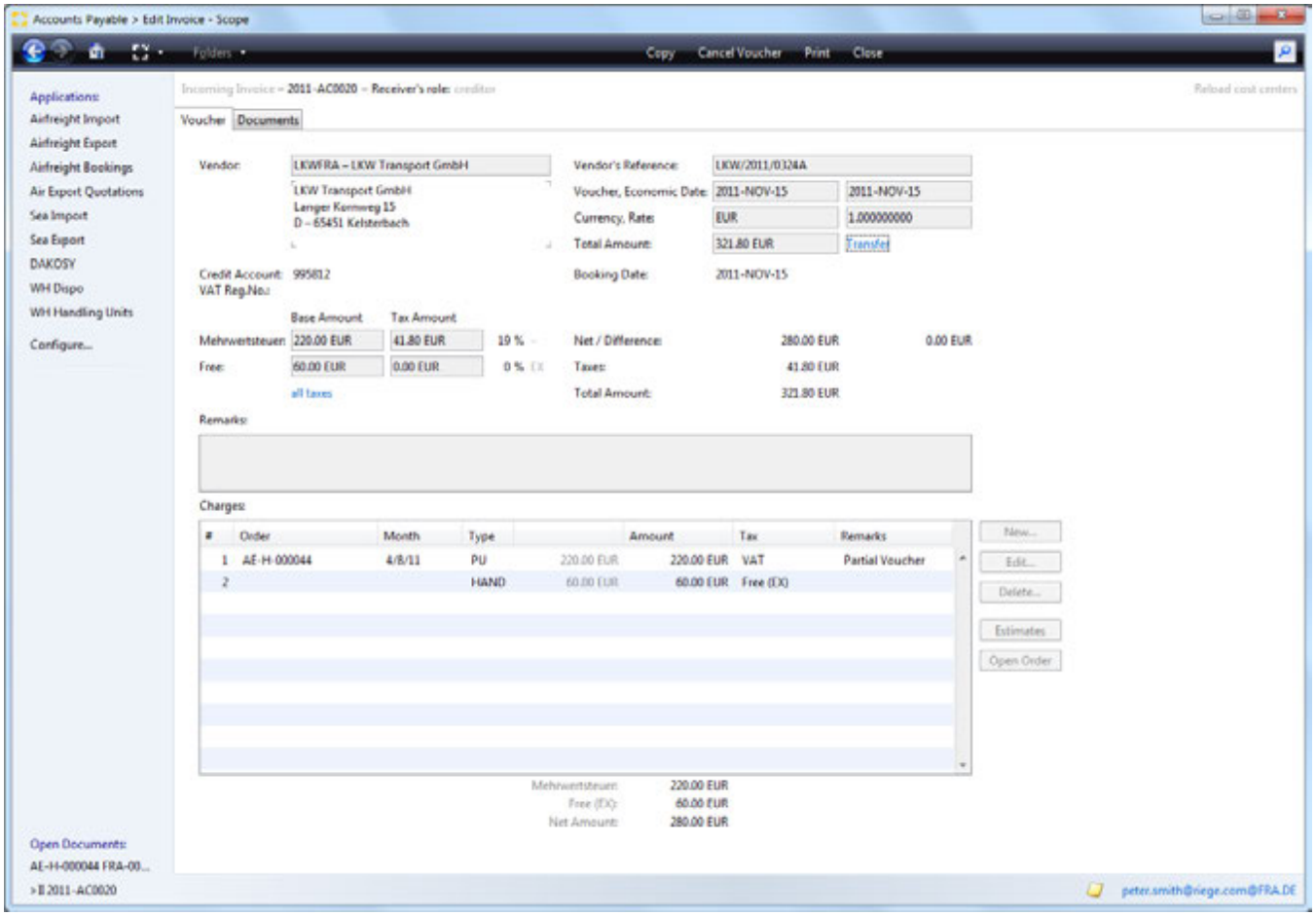

In closed documents, the following actions are available:

Closes

Closed the current document.

Copy

Creates a copy of the document. This is then available as a *new/open* document that may be further processed. When copying, the *charge lines* checkbox will be active and can be used to include the existing charge lines in the new copy of the voucher. If left unchecked, only the document header is copied.

Cancel

creates a cancellation of the current document. When a voucher is cancelled, the *charge lines* check box is available. If checked when the voucher is cancelled a *new/open* voucher is created that contains all the charge lines from the cancelled document. If not checked, then the voucher is cancelled and the *new/open* voucher contains only the header information.

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Outgoing Document - Invoice - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

All invoices and credit notes for the house shipment are created, edited, posted or cancelled in this application. Using the system settings, documents can be pre-prepared automatically including costs and revenues. This can significantly simplify the billing process.

Description

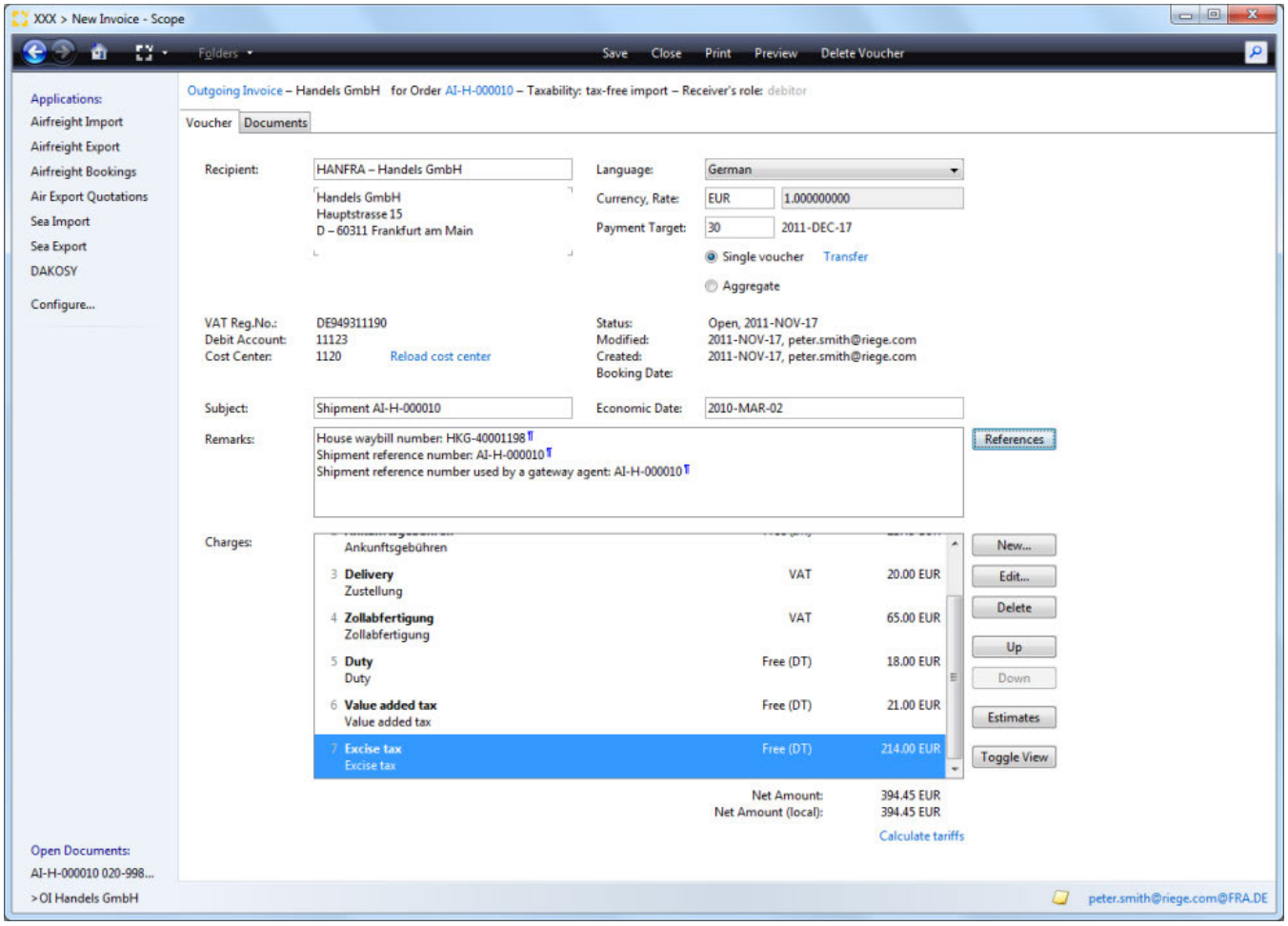
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



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Save

the document will be saved but an invoice number is not assigned.

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Single Voucher

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If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

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The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

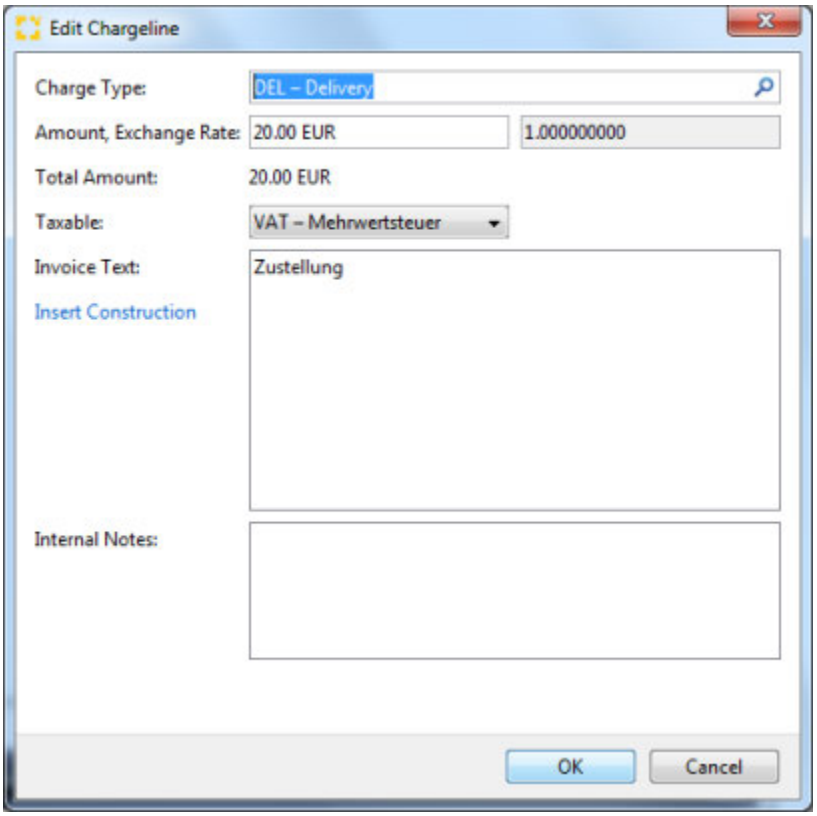
Convert to Invoice / Credit Note

Change the document type, if the entire document is to be converted.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

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Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

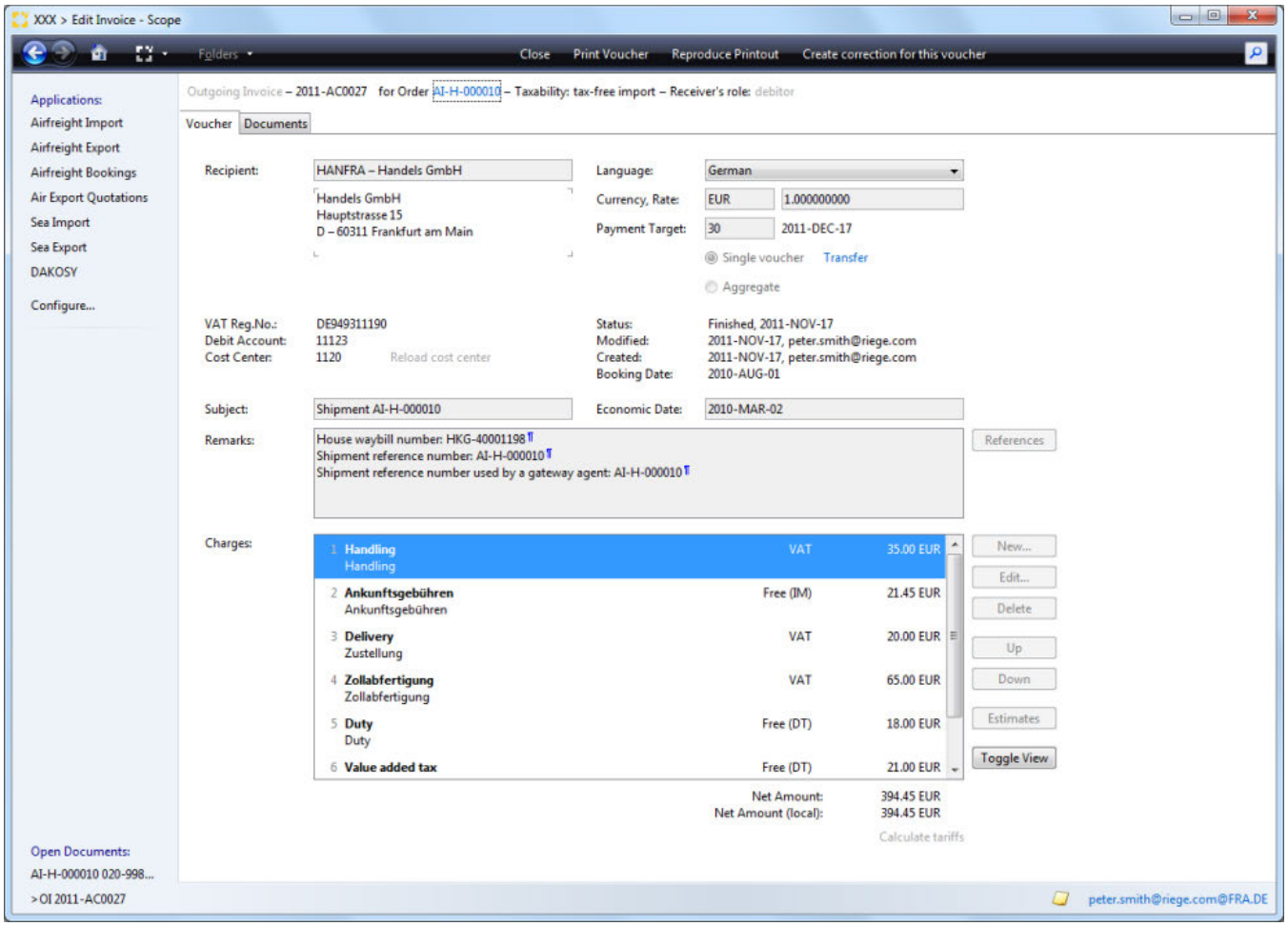
A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

Optional details about the charge which are not printed and not sent to accounting.

Completed Documents

The following functions are available for documents that are completed.



Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

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Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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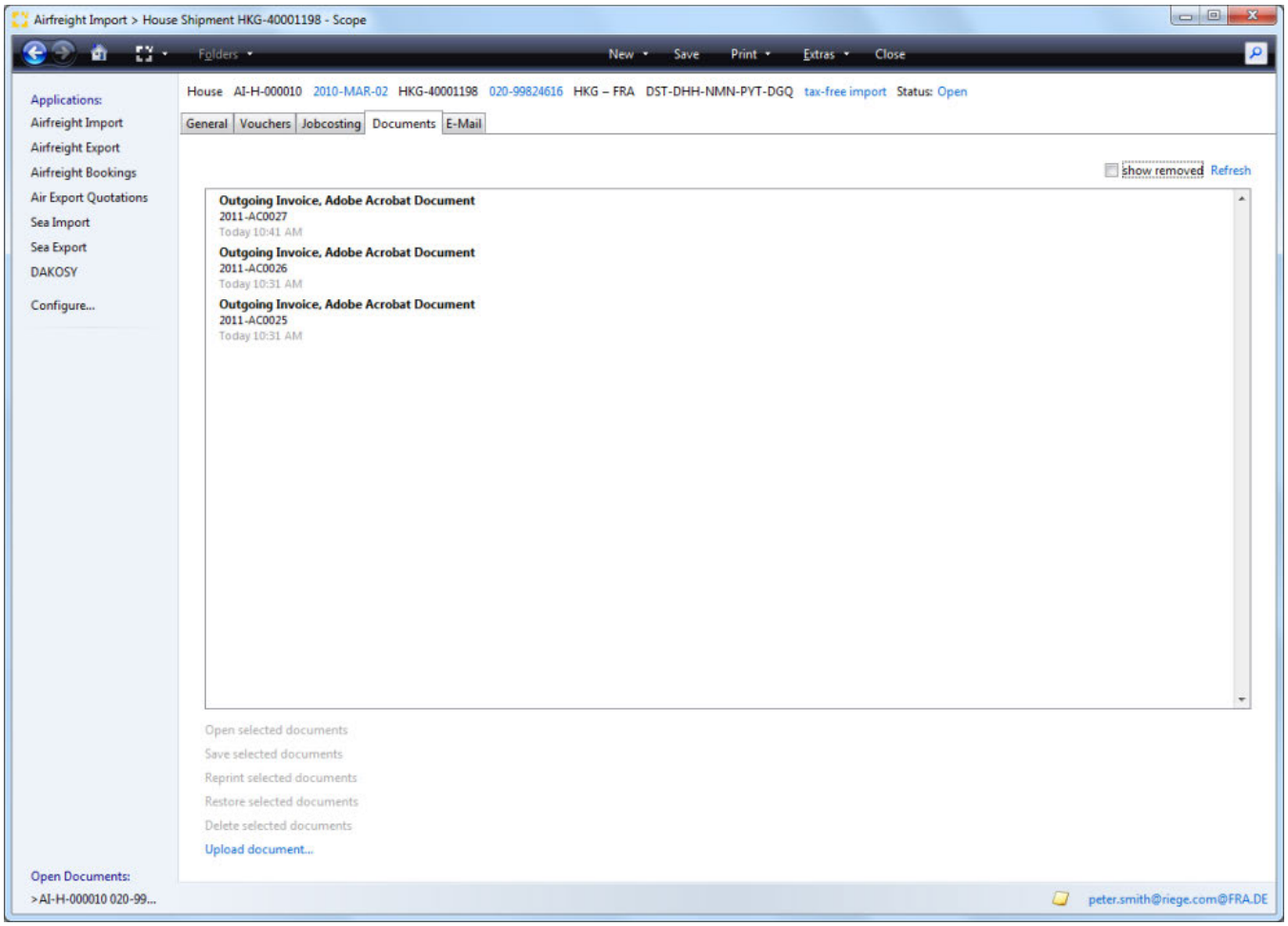
Documents - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed.

Description



The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

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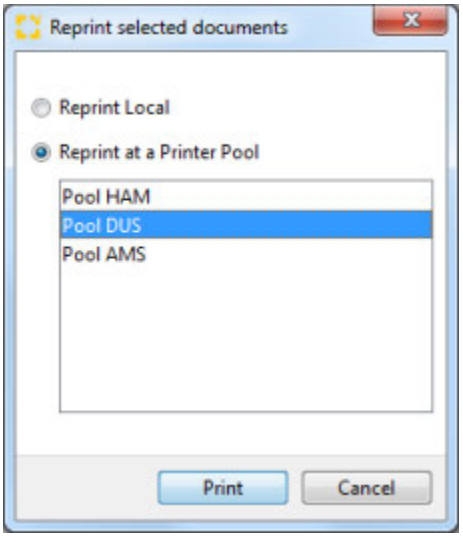
Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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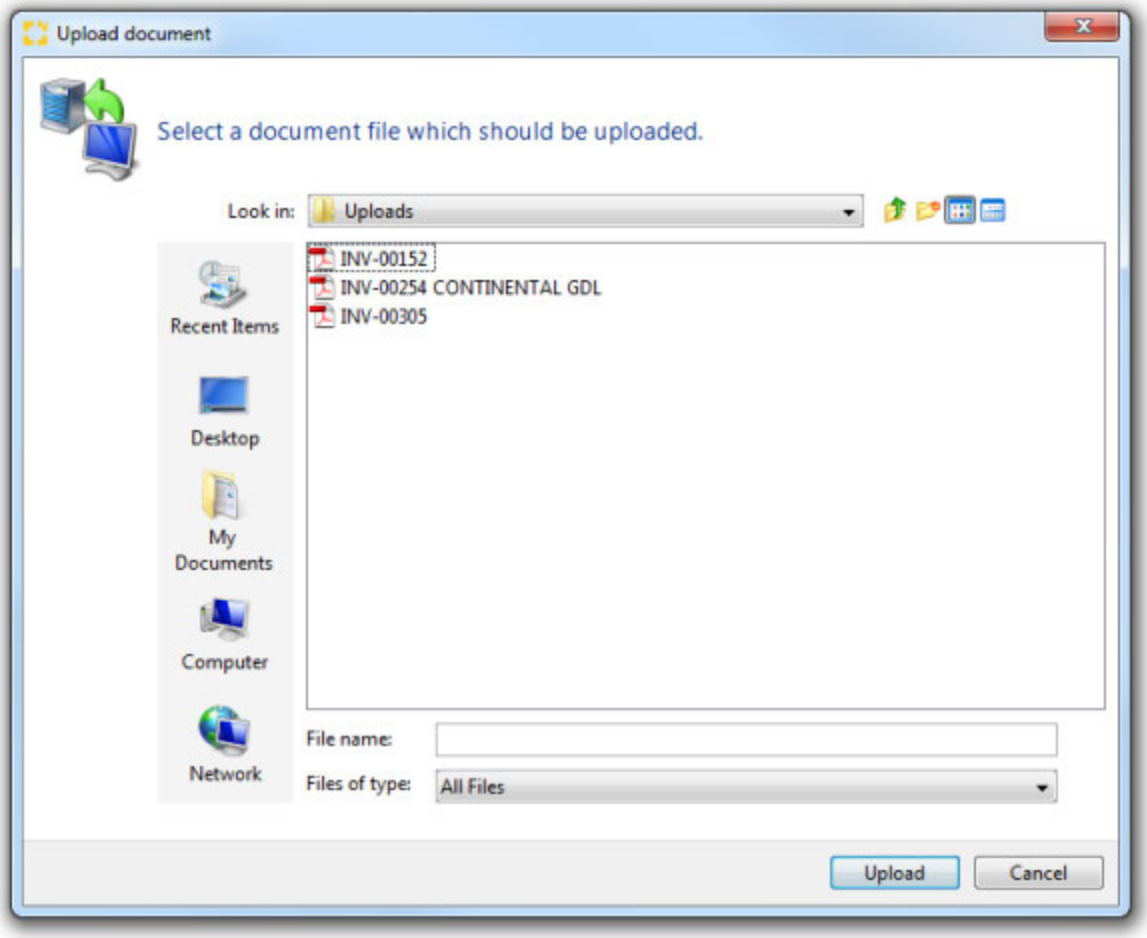

Update

Updates the current list of documents.

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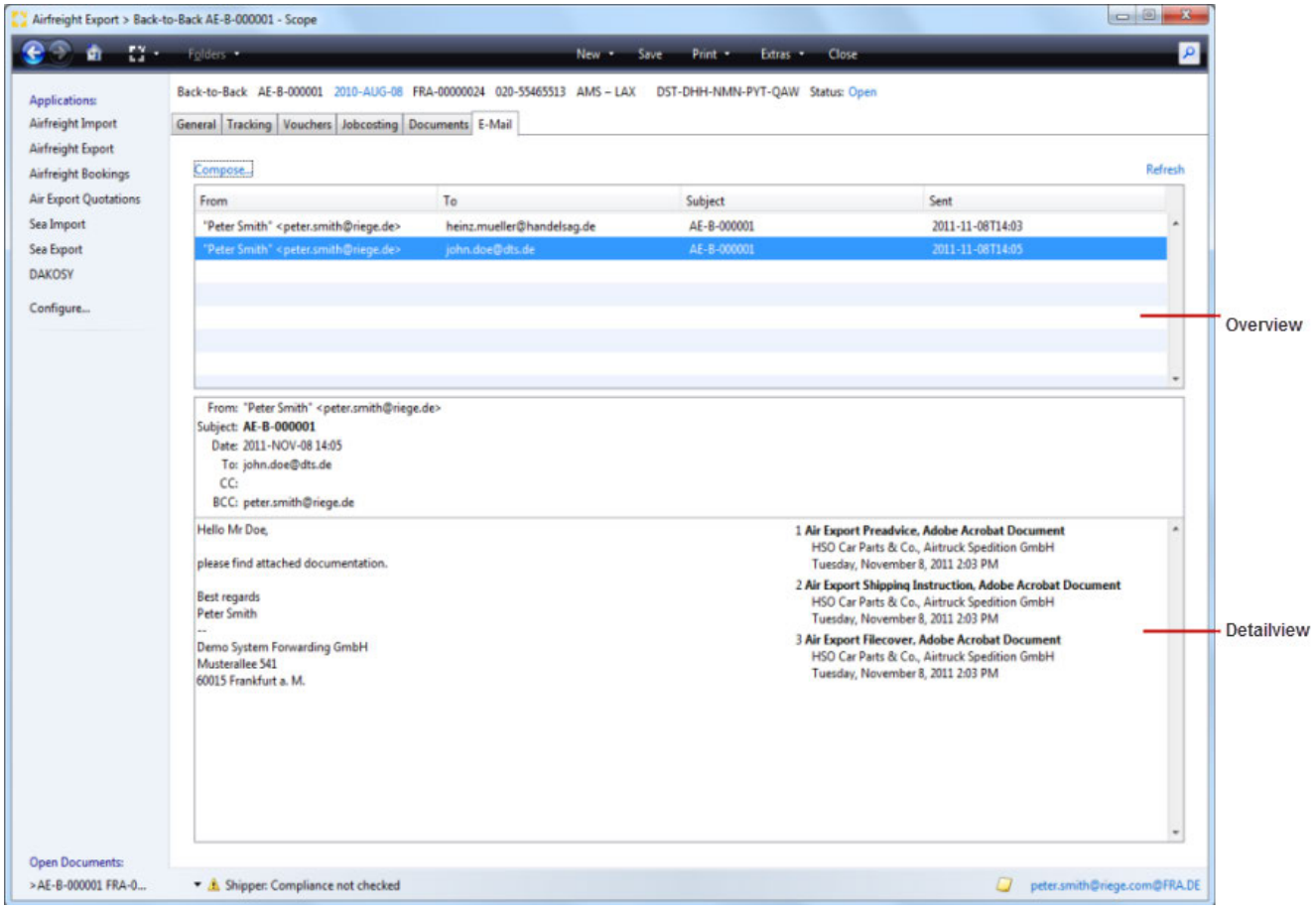
E-Mail - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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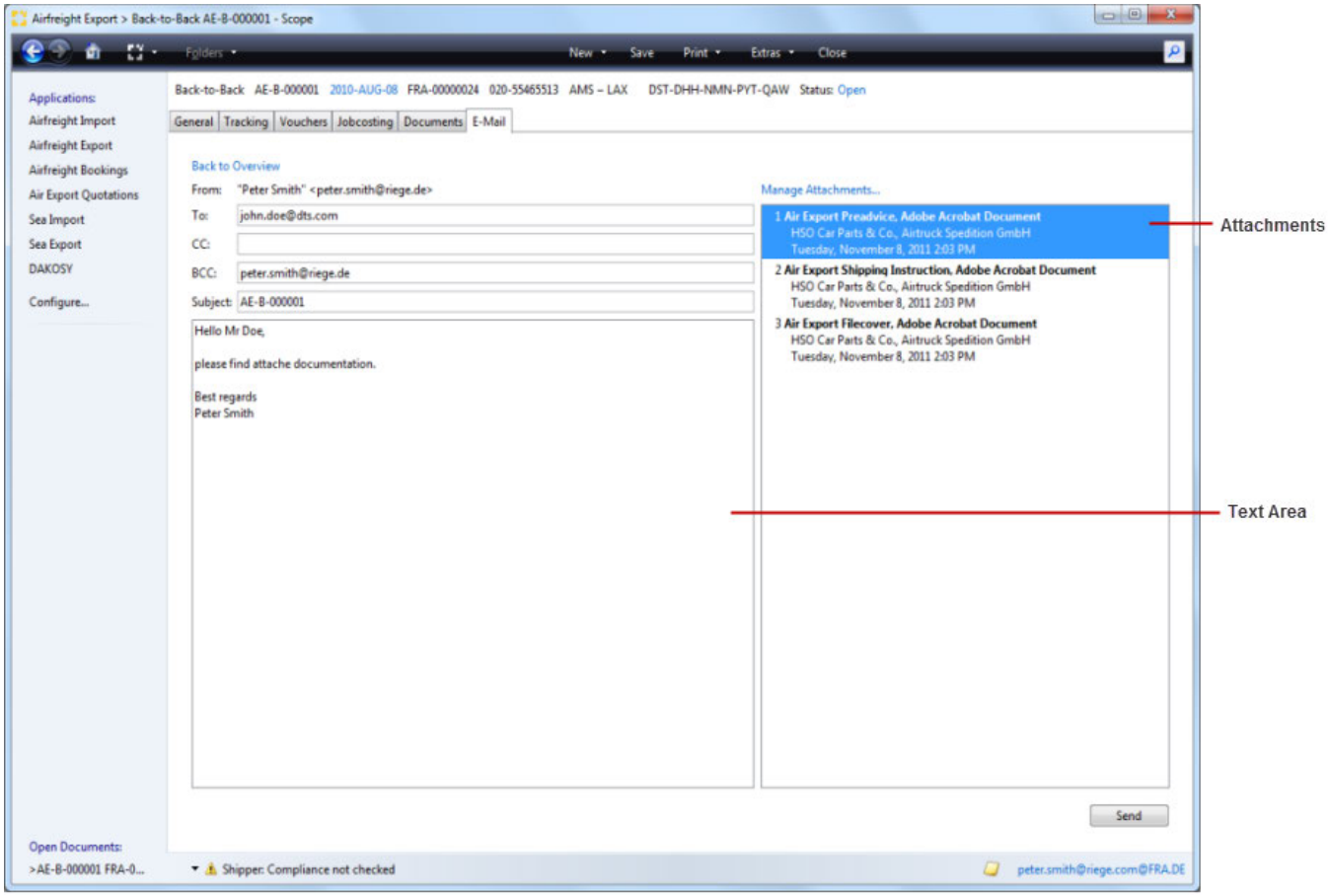
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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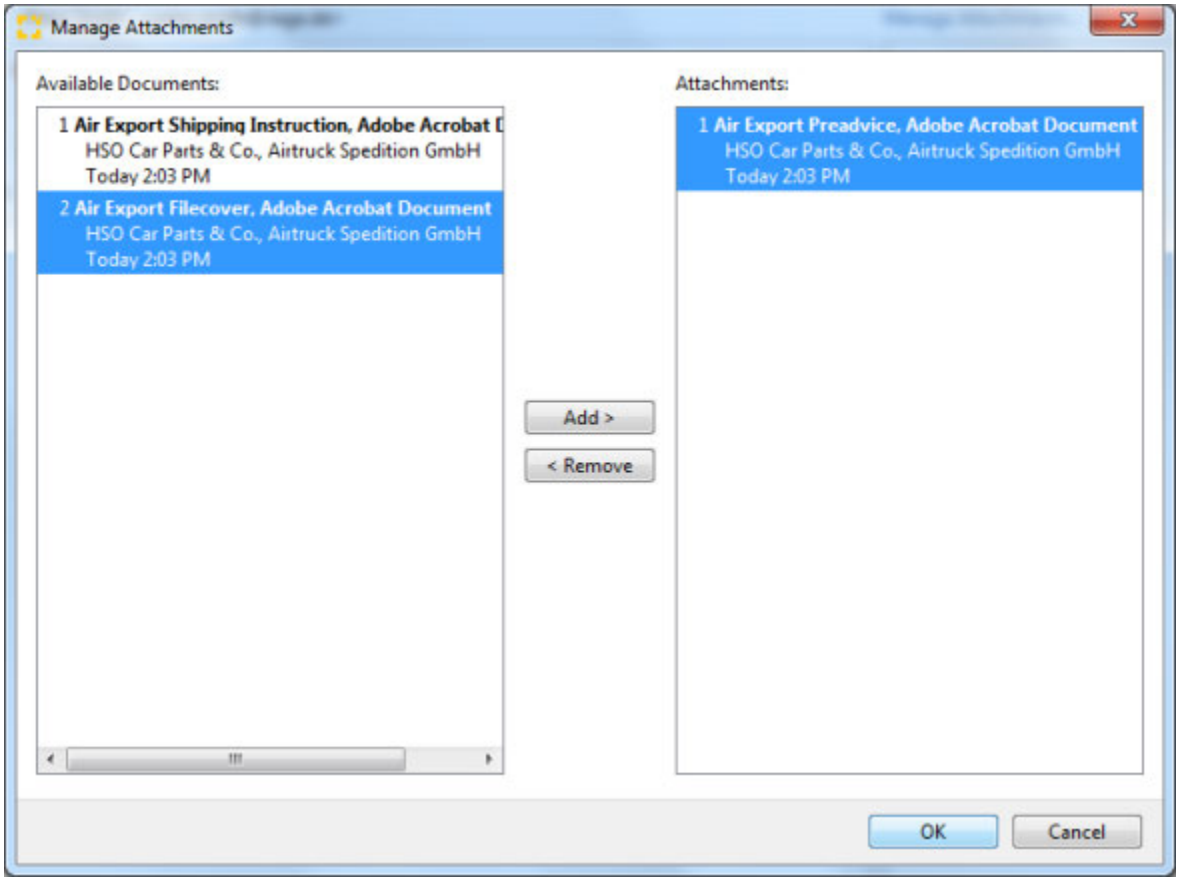
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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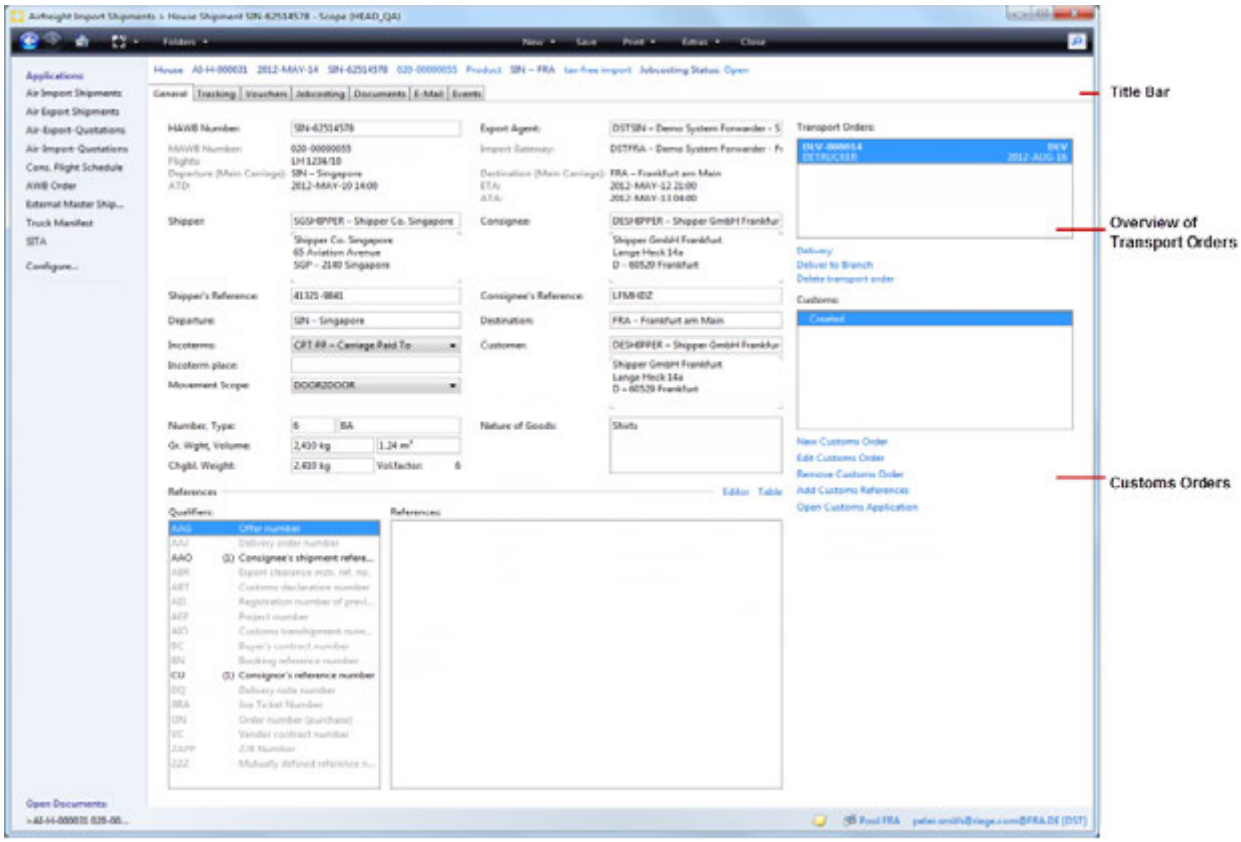
General - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

The **general** tab of the air import shipment application is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. In addition delivery orders can be created and customs details can be entered.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.

Currently the following documents are available:

- File cover
- Advice of Arrival
- Advice of Arrival (Bank)

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

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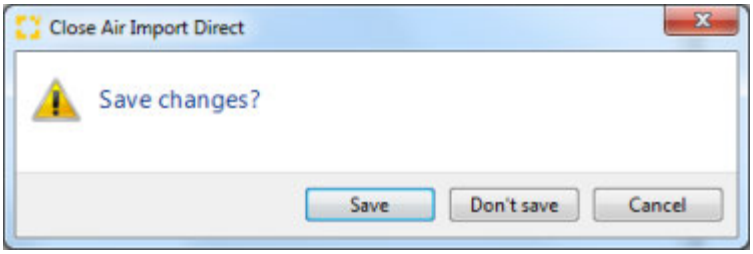
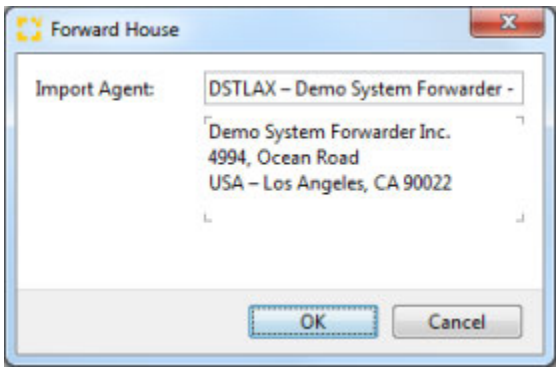


Title Bar

The following information appears in the title bar for a shipment and blue text indicates that the text has an action link and offers further action.

- **Mode**
  Type of shipment *house shipment*
- **Shipment number**
  Created by the system when the shipment is first saved. When a consignment which has been transferred from another office (Gateway shipment), the shipment number used by the origin office will also be present. (Example: AI-000030 (AI-000026 @ DSTFRA)))
- **Service Date**
  The arrival date of the program is set as follows:
  When present-ATA (Actual Time of Arrival / actual arrival date)
  otherwise ETA (Estimated Time of Arrival / Expected arrival date)
  The current date is automatically stored and updated to match any ETA or ATA as long as the new date is within the same month as the displayed date. If the new date falls within a different month from that displayed, the date will not change unless it is clicked (action link), in which case it will update to show the revise ETA or ATA dates. IF the shipment is a consolidated house, the ETA and ATA dates may only be maintained within the master shipment.
- **Waybill number**
  HAWB number in the corresponding box in the shipment editor.
- **Master's bill number**
  MAWB number in the corresponding box of the consolidation program. By clicking on this number (Action Link), the corresponding master shipment will be opened.
- **Departure airport - Destination airport**
  Departure and destination of the shipment entry
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Tax status**
  The tax Status of the shipment
- **Forward Shipment**
  By clicking on this action link will open a popup window where a search can be done for another branch. Selecting OK will then transfer this shipment to the selected branch.



The *Forward house* option is only available as long as the shipment is not part of a *consolidation* or if latest changes have not been saved.

Customer

The customer is the party responsible for generating the shipment who typically bear responsibility for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

HAWB Number

House airway bill number for the shipment.

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Incoterms

The commercial delivery terms for the shipment

Incoterm Place

The agreed named place that the incoterm applies to.

Movement Scope

The scope of the agreed movement of the cargo for this shipment

Departure

Airport of departure of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Shipper

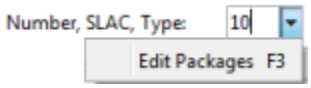
The party listed on freight documentation as the shipper of the cargo. The search function may be used to find the desired business partner. Within the shipper field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Consignee

The party listed on freight documentation as the consignee for the cargo. The search function may be used to find the desired business partner. Within the consignee field, the drop down context menu will allow other tasks to be performed such as creating new partners or editing existing partners.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages, or the package editor can be called via the drop-down menu or by pressing function key F3. The package editor will allow much greater detail to be entered about individual packages.

> ⚠ If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the packages editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Volume Factor

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The volume factor used to calculate the chargeable weight will be displayed. (See also the partner role Forwarding customer where a default volume factor for the air import partner can be stored.)

Export Agent

The station which has exported the shipment. The desired agent can be located using the search field. The search will only consider business partners who have the role of agent and this agent role must include the departure airport of the shipment. By default the export agent of the master shipment will be used when available.

Main Leg

The main flight details will be displayed including flight number, ATD, ETA, ATA, Departure and Destination.
These details are transferred from the master shipment.

References

This application may be used to enter any references numbers associated with the shipment and which are to be further used in other applications, such as printing or EDI transmission. More information about the reference number editor is available here.

New Delivery to Branch

This action enable the transfer of the cargo to another branch. By clicking the link the transfer order editor opens

- All transport or delivery orders that are created will be displayed in the overview. By double clicking these they can be opened, edited and printed as desired.

New Delivery Order

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application.

Delete transport order

this action will delete a transport order. The link is only active when a transport order is highlighted and if that transport order has not been printed and the shipment has no entries in costs and revenues.

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

- More information on customs applications is available in the Customs section of the manual.

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Tip

Use the keyboard short cut **Ctrl + I** to show information about the current user of the session. This will display the user name, email address and telephone number.

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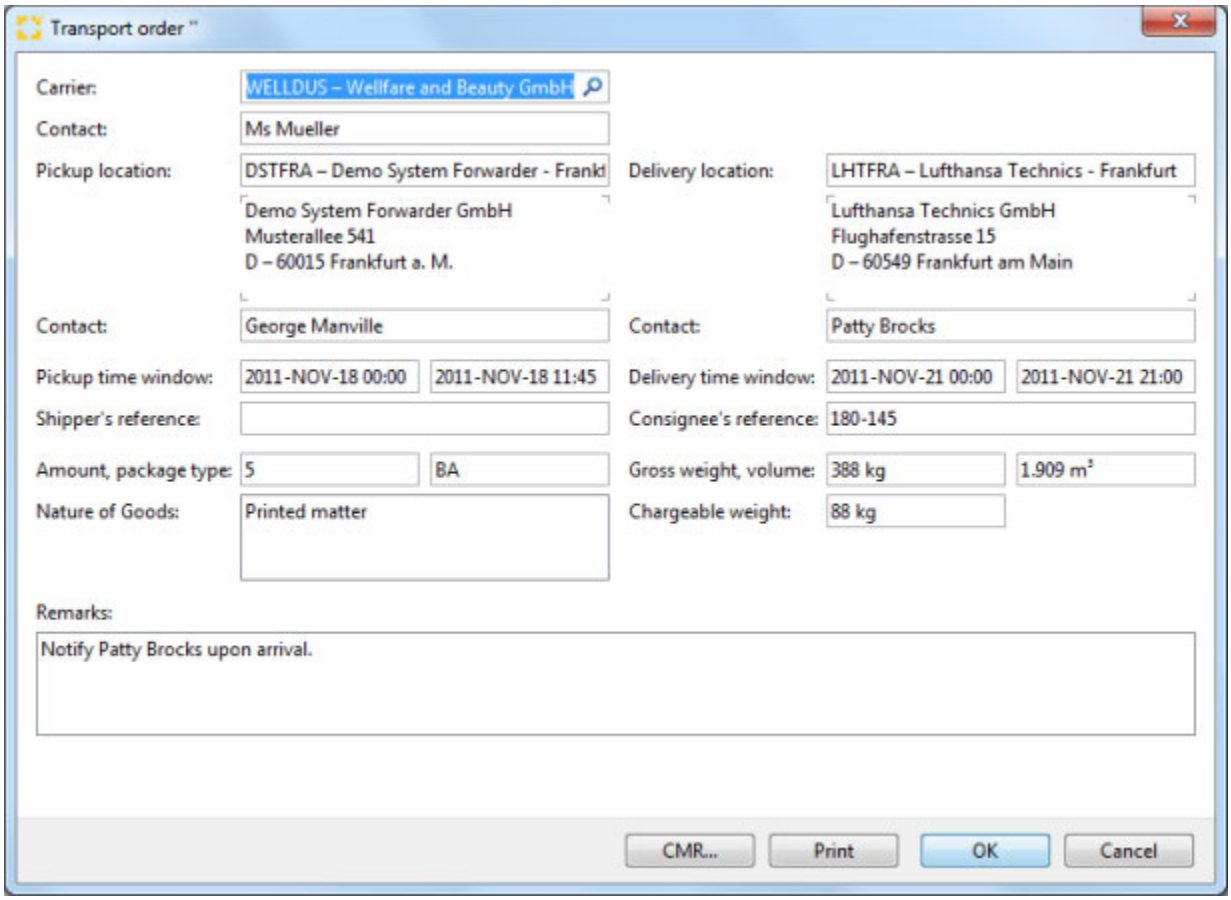
Delivery Order - General - House Shipment - Air Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

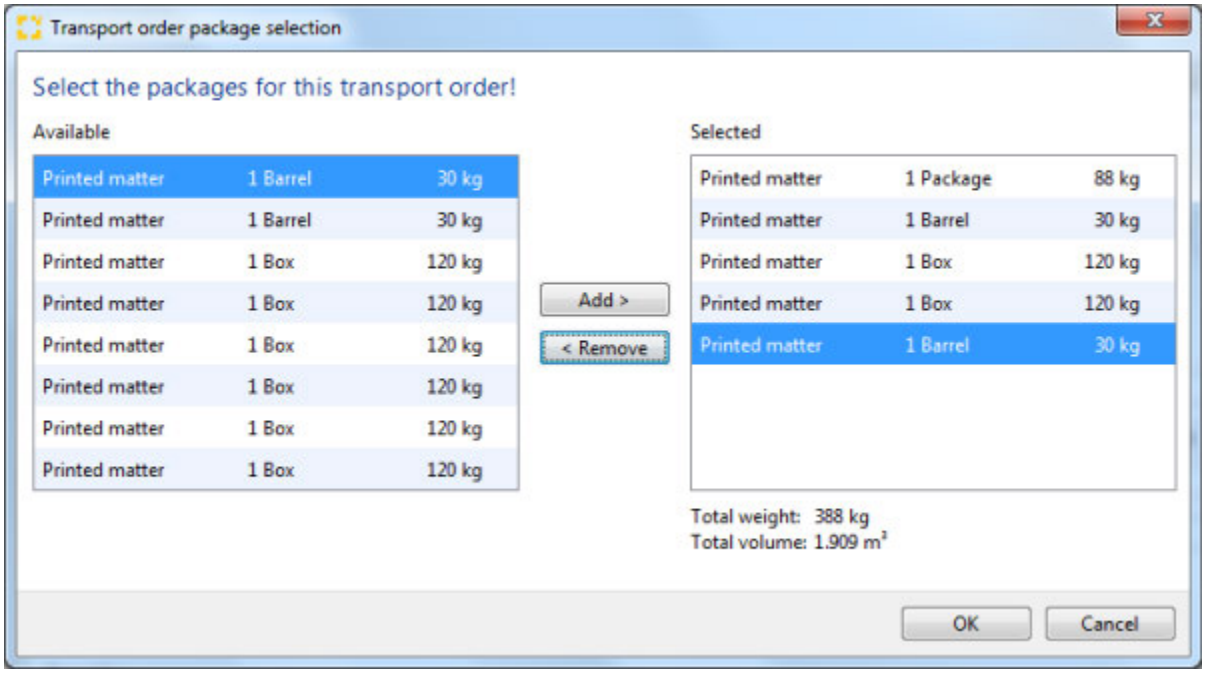
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

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Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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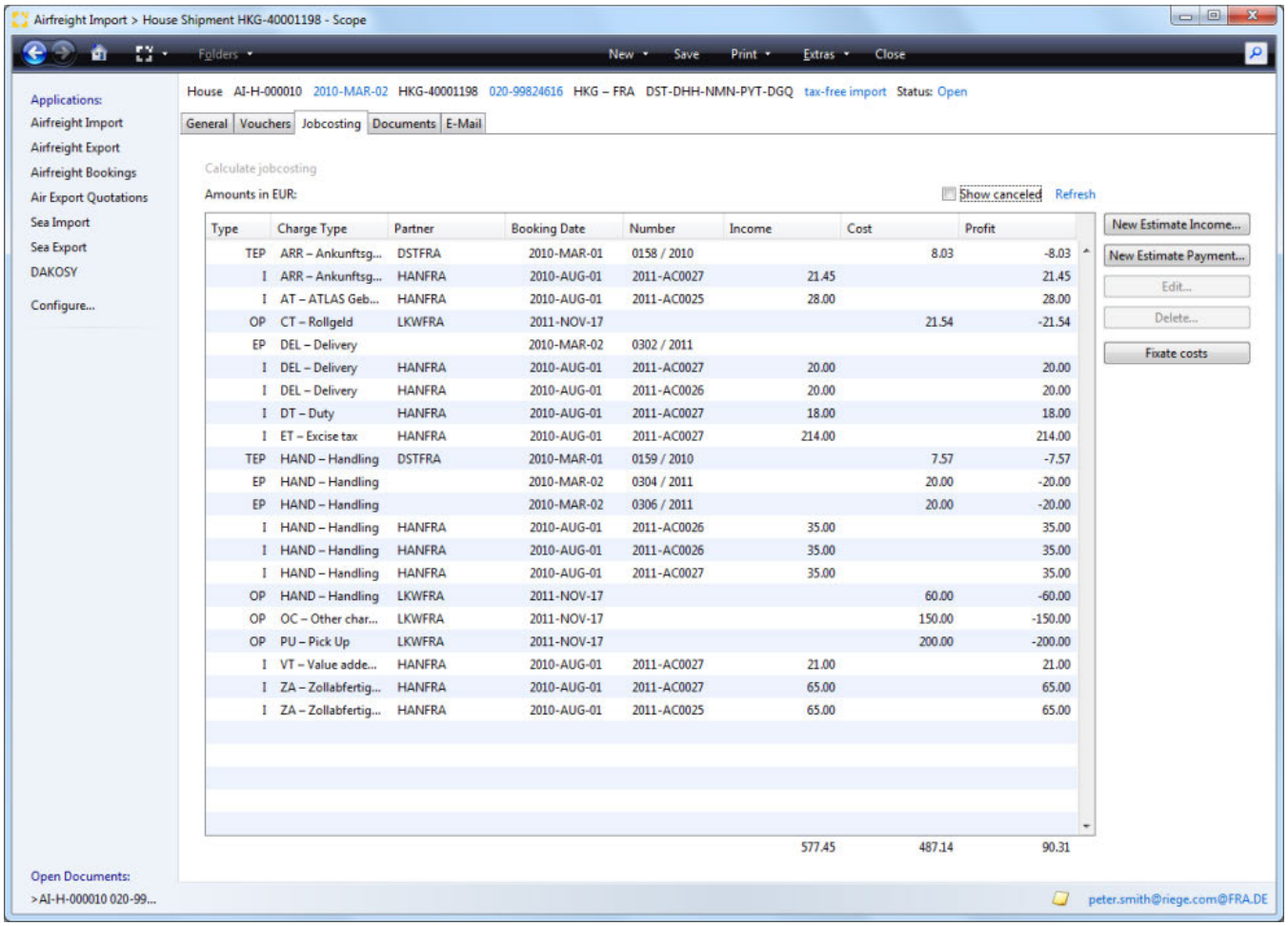
Jobcosting - House Shipment - Airfreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the details of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see **General** tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

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Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor

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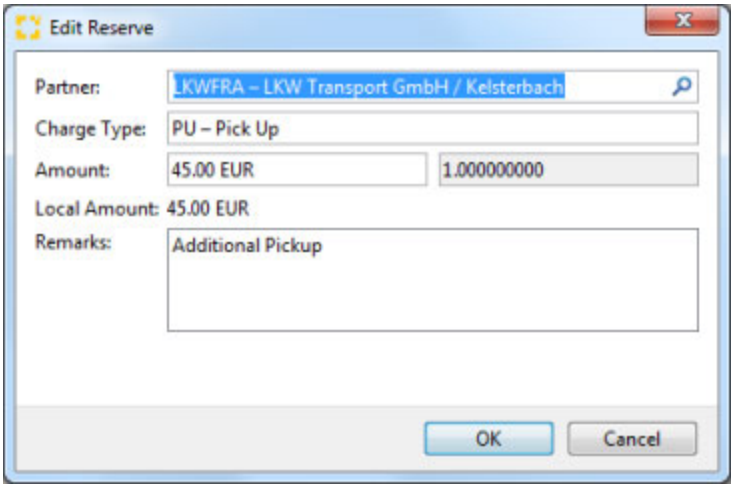

Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

Reserves Assignment

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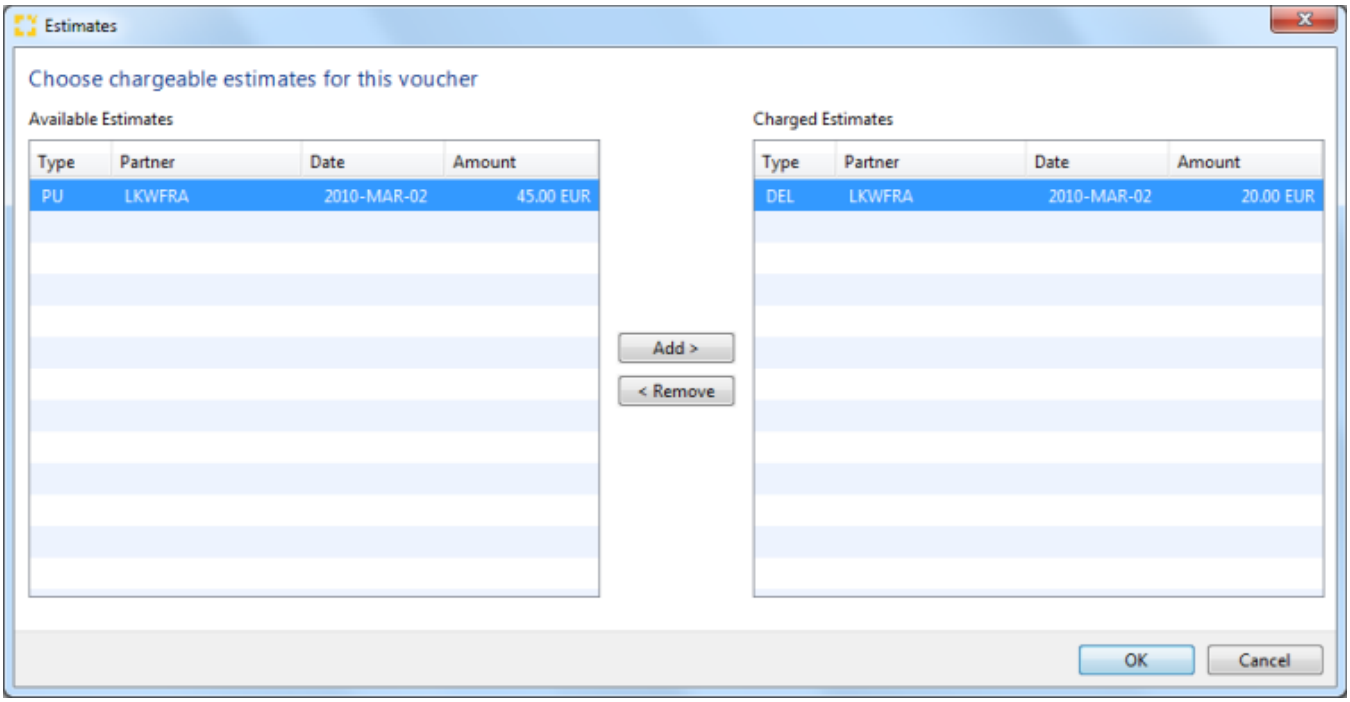

On completion of calculation of income and costs, a pop-up window appears for the allocation of reserves. These reserves may be added to the draft billing, or they can be removed from it.

Available reserves

Displays all available reserves.

Billable amounts

Intial amounts assigned to the billing.

Add

Adds a reserve to the billing.

Remove

Removes a reserve from the billing.

OK

Stores the data and closes the pop-up window.

Cancel

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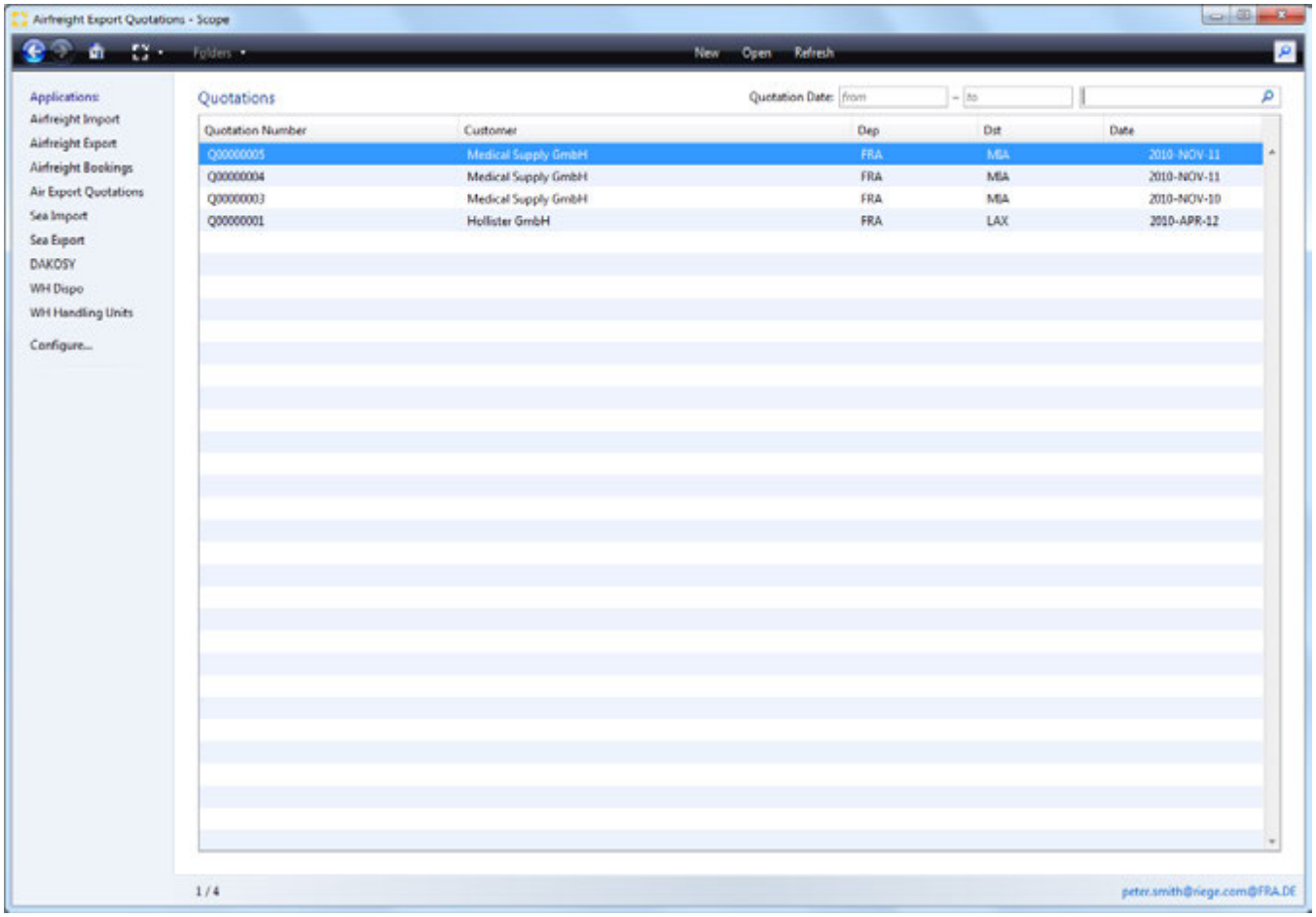
Quotation - Airfreight Import

- Introduction
- Description

Introduction

This application is used to quickly create quotations. These quotes can be used internally or issued to a customer. From the quotation application, a quotation can be used to directly create a direct, back-to-back house shipment or Coload In Shipment. When creating a direct, back-to-back house or Coload In shipment, if the shipment matches an existing quotation, then a pop-up window appears and provides the option to use the quotation for the shipment being constructed.

Description



With ***New - Quotation*** a new quotation can be created.
With ***Open*** the existing quotation highlighted in the index can be opened. Alternatively the quotation highlighted in the index can be ***Double clicked*** to open it.

- Calculation
- E-Mail

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Calculation

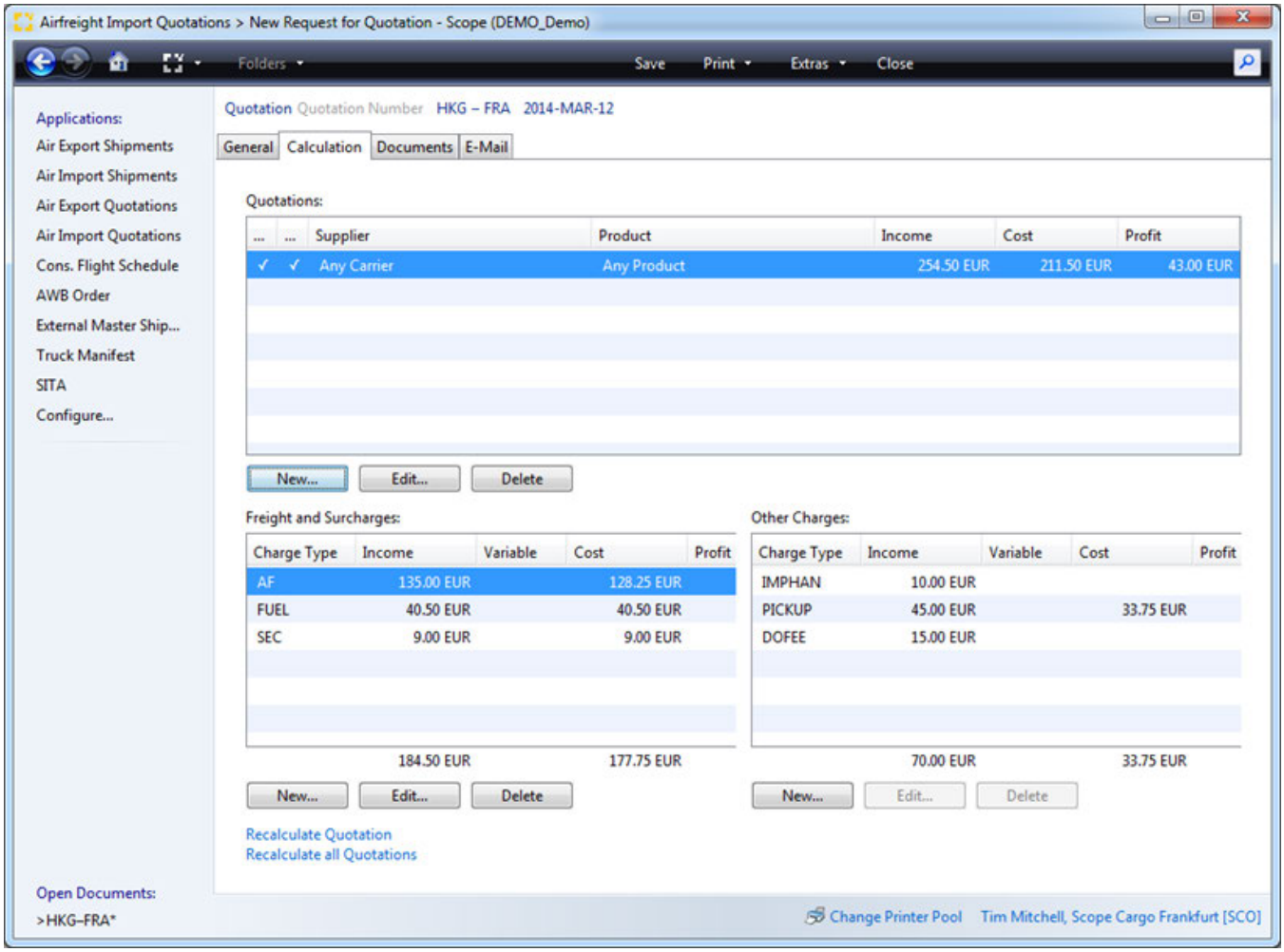
- Introduction
- Description

Introduction

Once the General details about the quote have been entered, the calculation tab is used to further define when the quote can be used, what charges will be applied and how these charges will calculate

- The type of shipment that the quote can be applied to
- Specify Carriers and Products for the quote
- Sales Products the quote applies to.
- Specify charges to be used
- Manage how charges will calculate for the quote

Description



Quotations

This summary table will show carriers and their products which may be used with this quotation. It is possible to specify a single carrier, multiple carriers or all carriers.

New

Opens a pop-up window to add new carriers and products to the quote.

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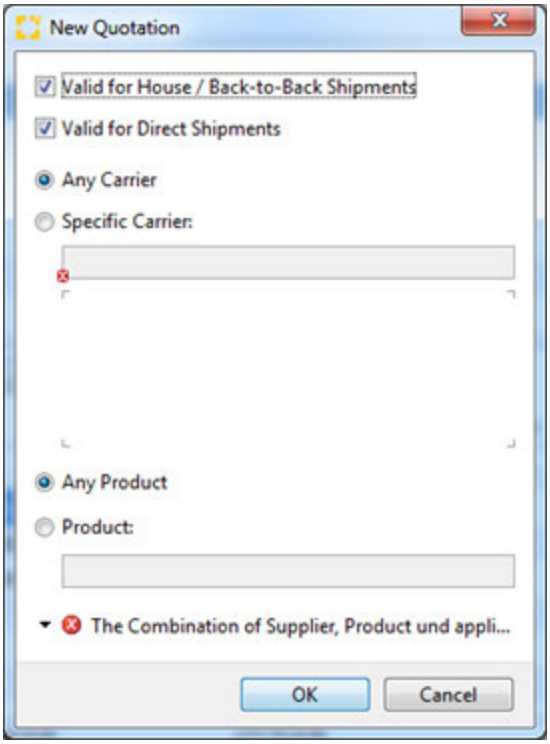

Valid for House / Back-to-Back Shipment

Check this field if the quote may be used with house or back-to-back shipments

Valid for Direct Shipments

Check this field if the quote may be used with direct shipments

Any Carrier

This option indicates any carrier may be used for the quotation. In this case the automatic calculation of costs is done using the general tariff data

Specific Main-Leg Carrier

This option indicates only specific carriers may be used for the quotation. The search field can be used to locate the correct carriers. Costs are automatically calculated using the tariff rates stored for the carrier.

Carrier Product

When the quote only applies to a specific airline product, use the search field to locate the correct airline product.

Any Sales Product

Check this option if the quote can be used with any sales product.

Product

When the quote only applies to specific sales product, use this search field to locate valid sales products.

OK

Stores the data and closes the pop-up window in order for the quotation to be further *edited*.

Cancel

Closes the pop-up window without further action.

Edit

Opens the highlighted carrier in a pop-up window to make changes.

Delete

Deletes a carrier selected in the summary table.

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Freight and Surcharges

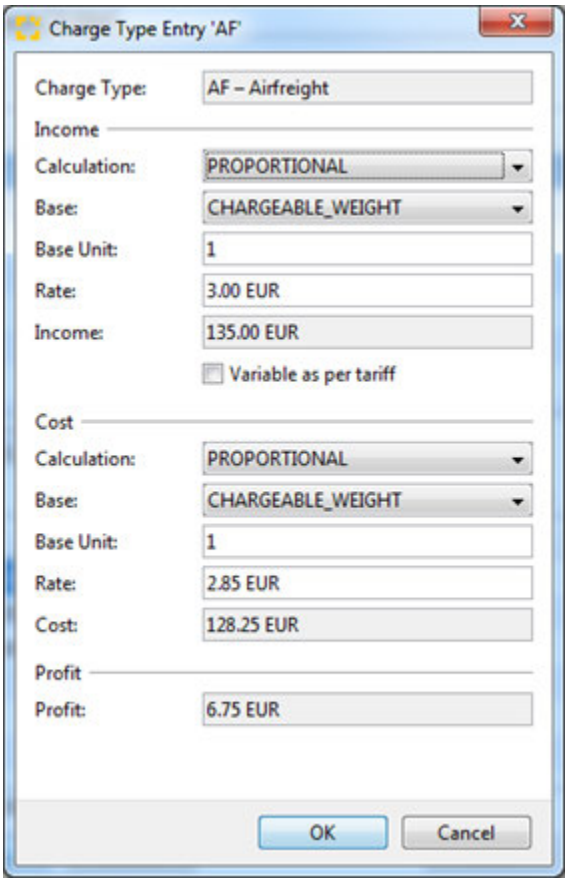
This window displays a summary of freight charges and any associated surcharges such as Fuel Surcharge which are to be applied to the quotation. Beneath the window the total income, total costs and profit for just the freight and surcharges is displayed. This window provide 3 options

- New - add a new freight charge or surcharge
- Edit - adjust the existing highlighted charge
- Delete - remove the highlighted charge

New and Edit

If the New or Edit functions are selected, a pop-up window appears where a new freight charge or surcharge may be entered, or existing charges may be edited.

Both the income and cost for the charge may be calculated.



Charge Type

The charge type for which a calculation is being created. Type to search for available charge types.

Income

The income section will define the revenue to be expected from the shipment.

Calculation Method

The method by which the income or costs should be calculated.
This is a drop down field that will offer the following possibilities:

Type	Description
Fix	No calculation - a fixed amount
Proportional	Calculation based on number of units
Step	Calculation proceeds in step-wise fashion

Base

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The basis used for the calculation

- Not Applicable
- Only base amount
- Manual Entry
- Number of Pieces
- Chargeable Weight
- Gross Weight
- Amount Charge Type
- Amount Charge Type Cost
- Amount Charge Type List
- Amount Charge Type List Cost
- Amount all Charges
- Other Tariff
- Volume
- Container Type
- Counter
- Storage Time
- Number of Consignments
- Weight or Measurement

Select the correct basis which will be *Chargeable Weight* in most cases

Base Units

The units for the basis. For example if the basis is *chargeable weight*, the units for the basis would normally be *1* indicating per 1 kilo of chargeable weight.



Further information about calculation methods, basis and basis units is available under master data rates

The calculation method, basis and basis units are only used for manual calculation. When the income and costs are calculated automatically using the tariff rates they should appear as fixed amounts.

Rate

The rate to be charged for the units on the shipment.

Income

The total calculated freight and surcharges income based on the preceding details.

Cost

The cost section of the freight and surcharges entry provides the same elements as the Income section with the same functions. However the cost section will calculate the expected payments to be made to the carrier for the freight and surcharges.

Profit

The profit section shows the total profit expected by subtracting total income from total costs of freight and surcharges.

OK

Stores the data and closes the pop-up edit charges pop-up window.

Cancel

Closes the pop-up window without further action.

Other Charges

Charges that are not freight or surcharges but which must be included in the quotation are entered using the *Other Charges* window. This window displays all the other charges currently applied to the quote in table form:

- **Charge Type** - The charge type code
- **Income** - The total income the charge will generate. Total income from all charges shown beneath the column
- **Variable**
- **Cost** - The total cost that will have to be paid on the charge. Total cost from all charges shown beneath the column
- **Profit** - The total profit made on the charge. Total Profit from all charges shown beneath the column

The Other charge window provides 3 functions:

- **New..** - Add a new other charge
- **Edit** - Adjust the highlighted other charge in the table
- **Delete** - Remove the other charge highlighted in the table

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New and Edit

If the *New* function is selected, the other charge editor appears and allows new charges to be entered with their income and costs. The *Edit* function also launches the charge editor but only allows the income an costs of an existing other charge to be adjusted.

Recalculate Quotation

Recalculates the quotation for the carrier highlighted in the carrier table summary.

Recalculate all Quotations

recalculates the quotations for all carriers.

> ⚠ When quotations are recalculated, any manually inserted data is lost and only the master data from the master tariff rates is use to recalculate the figures.

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E-Mail

- Introduction

Introduction

The E-Mail tab of the air import quotation provides standard Scope email functionality and allows pdf versions of quotations to be emailed to recipients. Retaining within the Quotation application a complete history of when quotes were produced, the date they were emailed, the recipient of the email and messages sent to the recipient.

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Truck Manifest

- Introduction
- Description

Introduction

In the air freight shipments are often transported by truck to its own branch of the air cargo terminal of the airline or to other offices or export gateway (see also Airfreight export consolidated shipment). This application allows such shipments planned and documented and the corresponding loading lists are printed.

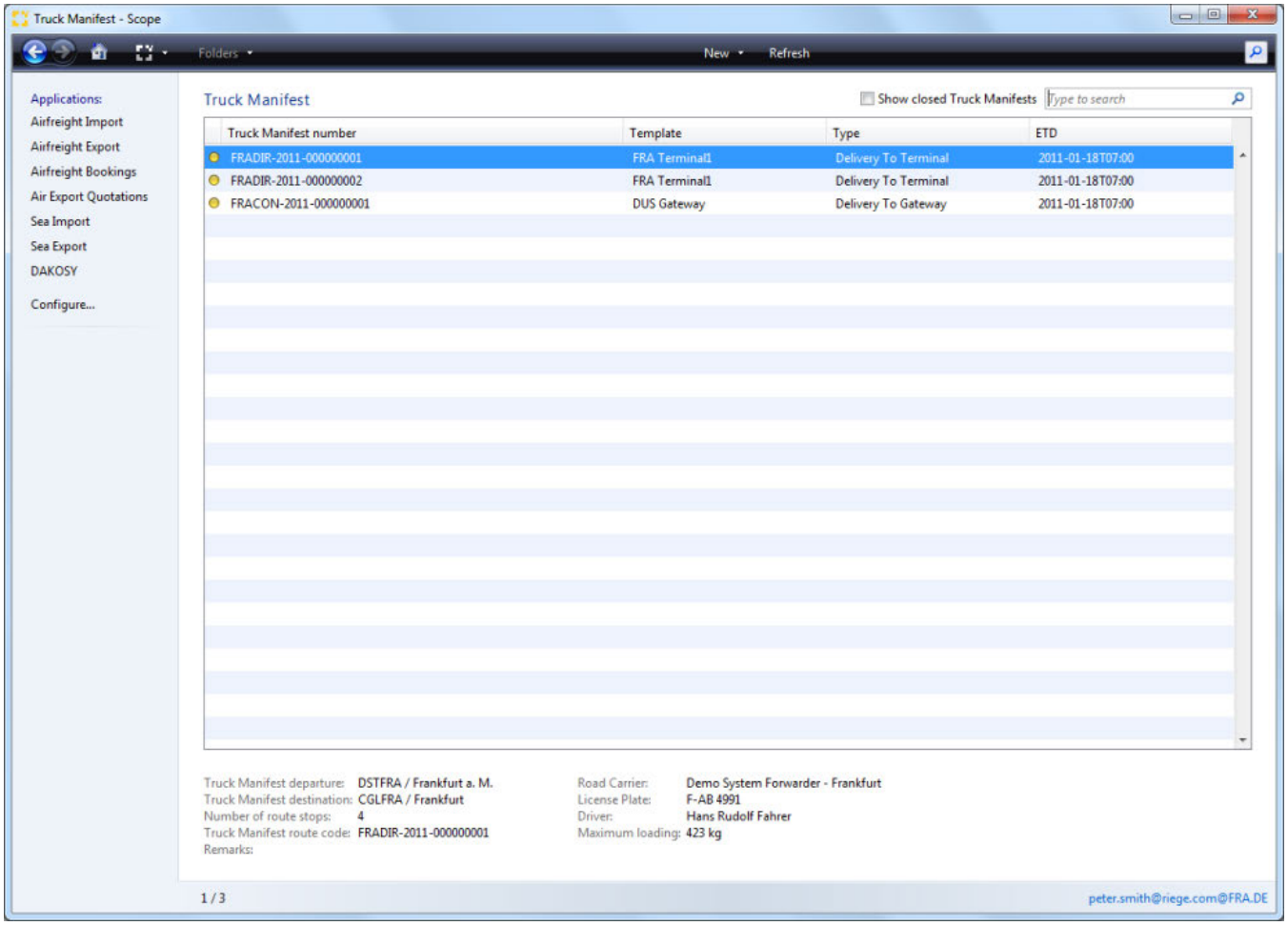
It may also manifest also in the truck exit the Scope Exit Module are transmitted to AES transactions can be processed by external service providers who have no access to the scope of the system's own office.

Einleitung

In der Luftfracht werden Sendungen vielfach per LKW von der eigenen Niederlassung zum Luftfrachtterminal der Fluggesellschaft oder zu anderen Niederlassungen bzw. Export-Gateway (siehe auch Luftfracht Export Sammelsendung) transportiert. Mit dieser Anwendung können solche Transporte disponiert und dokumentiert sowie entsprechende Ladelisten gedruckt werden.

Zudem können die Daten des Truck Manifest auch an das Scope Exit Modul übermittelt werden damit AES Vorgänge auch von externen Dienstleistern bearbeitet werden können welche keinen Zugang zum Scope System der eigenen Niederlassung haben.

Description



Beschreibung

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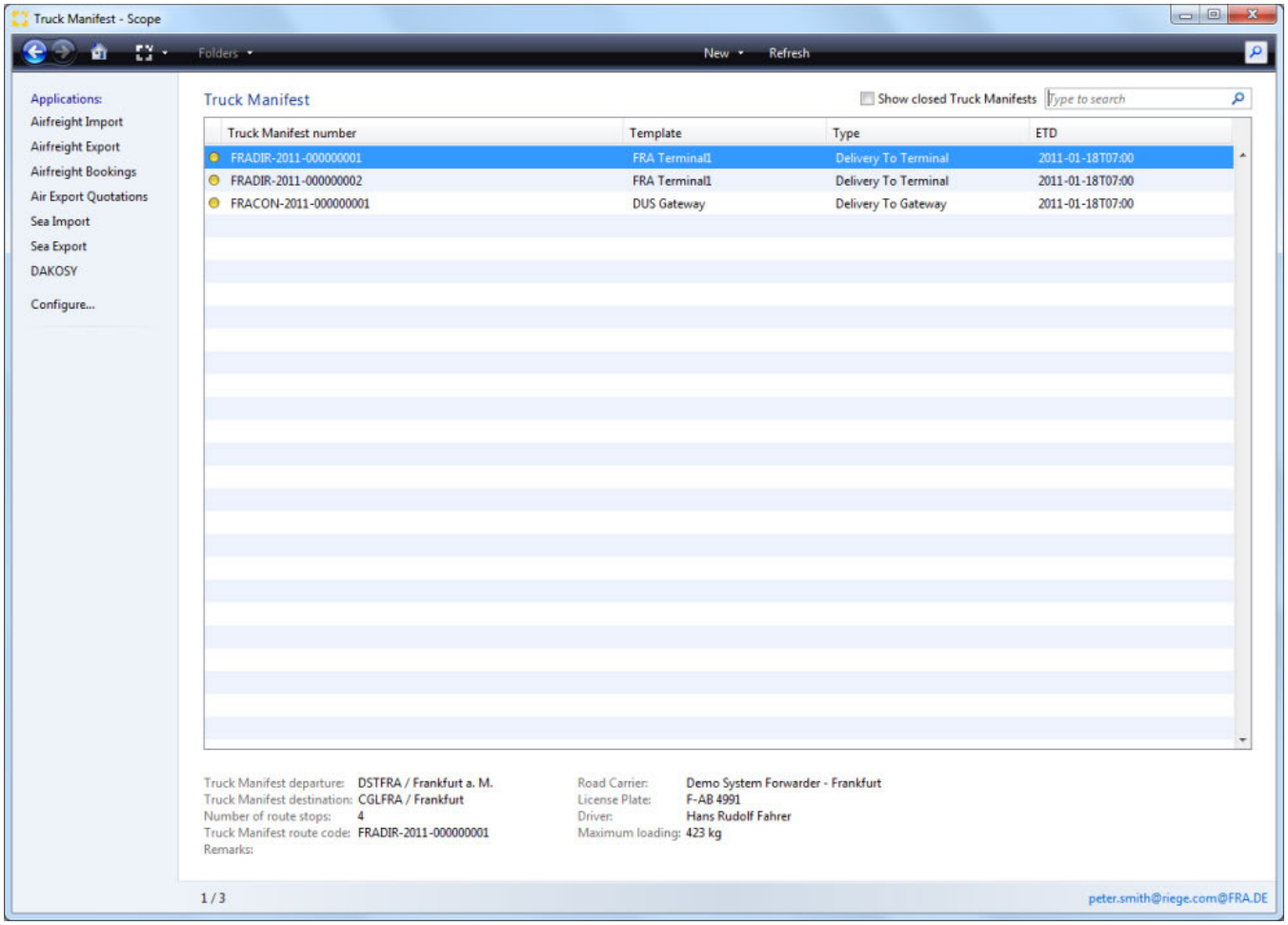
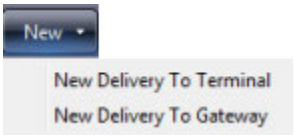


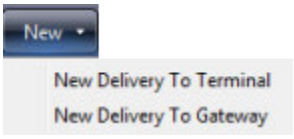
New

This action allows a new truck manifest for the transportation to the gateway or terminal can be created.



Neu

Mit dieser Aktion kann ein neues Truck Manifest für den Transport zum Gateway oder Terminal angelegt werden.



Transport to terminal

This manifesto is usually used for Consolidated- , Direct- or Back2Back shipment created, which will be spent on airfreight terminal of the airline.

Transport zum Terminal

Dieses Truck Manifest wird üblicherweise für Sammel-, Direkt- oder Back2Back Sendungen erstellt, welche zum Luftfrachtterminal der Fluggesellschaft verbracht werden sollen.

Transport to gateway

This truck manifest is used for House shipments , which are to be transported from their own office to other offices or to an export gateway.

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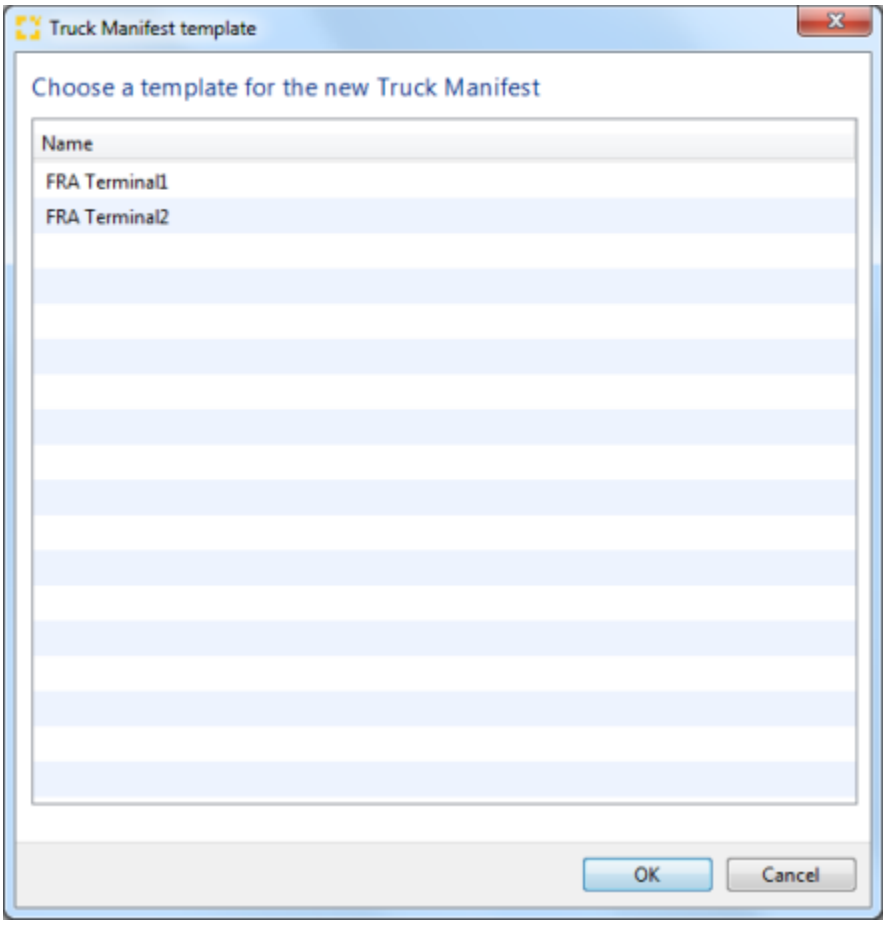
Transport zum Gateway

Dieses Truck Manifest wird für Haussendungen verwendet, welche von der eigenen Niederlassung zu anderen Niederlassungen bzw. zu einem Export-Gateway transportiert werden sollen.

Tour template

> For this reason truck manifests can be created before a need for relevant Tour template are created in the Handling Agent master data .

If more than one Tour template for the transportation to the terminal or gateway has been created, according to the action *New - Transportation to ...* a popup window appears with a list from which selected the desired tour presentation by marking the appropriate table and click on the **OK** button and a work based on Truck Manifest will be created. With the button **Cancel** this pop-up window is closed without further action.



Tourvorlagen

> Damit Truck Manifeste angelegt werden können, müssen vorher entsprechende Tourvorlage (Templates) in den Handling Agent Stammdaten erstellt werden.

Falls mehr als eine Tourvorlage für den Transport zum Terminal bzw. Gateway erstellt worden ist, wird nach der Aktion *Neu - Transport zum ...* ein Popup Fenster mit einer Auswahlliste angezeigt, aus welcher die gewünschte Tourvorlage durch Markieren in der entsprechenden Tabelle und einem Klick auf die Schaltfläche **OK** ausgewählt und ein darauf basierendes Truck Manifest erstellt werden. Mit der Schaltfläche **Abbrechen** wird dieses Popup Fenster ohne weitere Aktion geschlossen.

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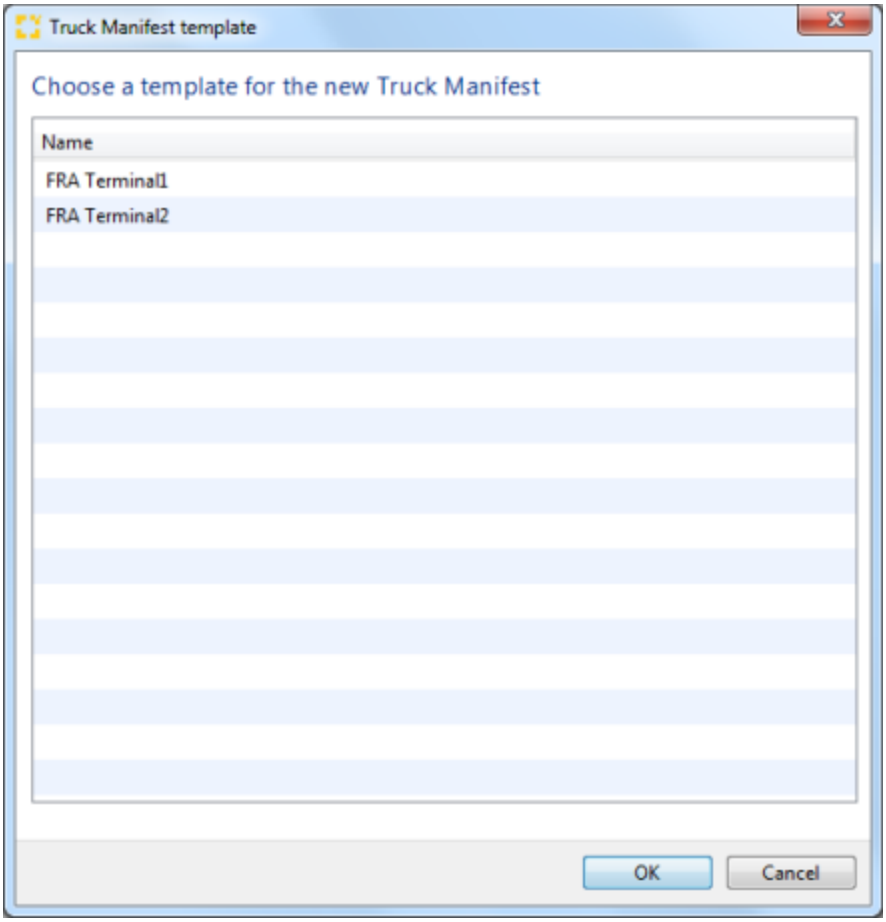

Update

Updates the list of already created truck manifests.

Aktualisieren

Aktualisiert die Übersicht der bereits erstellten Truck Manifeste.

Show completed Truck manifests

By checking this box already completed Manifrst Truck entries are displayed in the overview.

Abgeschlossene Truck Manifeste anzeigen

Durch Aktivierung dieses Kontrollkästchens werden auch bereits abgeschlossene Truck Manifrst Einträge in der Übersicht angezeigt.

Enter keyword

By entering one or more search terms that appear Truck Manifest entries are filtered according to (full text search).

Schlüsselwort eingeben

Durch Eingabe eines oder mehrerer Suchbegriffe werden die angezeigten Truck Manifest Einträge entsprechend gefiltert (Volltextsuche).

Overview

In this summary table of all existing Truck Manifest records with *truck manifest numbers, template, type and _expected time of departure (ETD)* are shown.
By *double clicking* on the desired entries, the corresponding Truck Manifest will be opened in the editor.

The functions of the Truck Manifest Editor, and the accompanying documents are described here:

- Consolidation - General - Truck Manifest (Konsolidierung - Allgemein - Truck Manifest)
- Documents - Truck Manifest (Dokumente - Truck Manifest)

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- General - Truck Manifest (Allgemein - Truck Manifest)

Questions

Übersicht

In dieser Übersichtstabelle werden alle bereits bestehenden Truck Manifest Einträge mit *Truck Manifest Nummer, Vorlage (Template), Typ* und *Erwarteter Abfahrtszeit (ETD)* angezeigt. Durch einen *Doppelklick* auf den gewünschten Eintrage kann das entsprechende Truck Manifest im Editor geöffnet werden.

Die Funktionen des Truck Manifest Editors sowie der zugehörigen Dokumente sind hier beschrieben:

- Consolidation - General - Truck Manifest (Konsolidierung - Allgemein - Truck Manifest)
- Documents - Truck Manifest (Dokumente - Truck Manifest)
- General - Truck Manifest (Allgemein - Truck Manifest)

Fragen

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Consolidation - General - Truck Manifest (Konsolidierung - Allgemein - Truck Manifest)

- Introduction
- Description

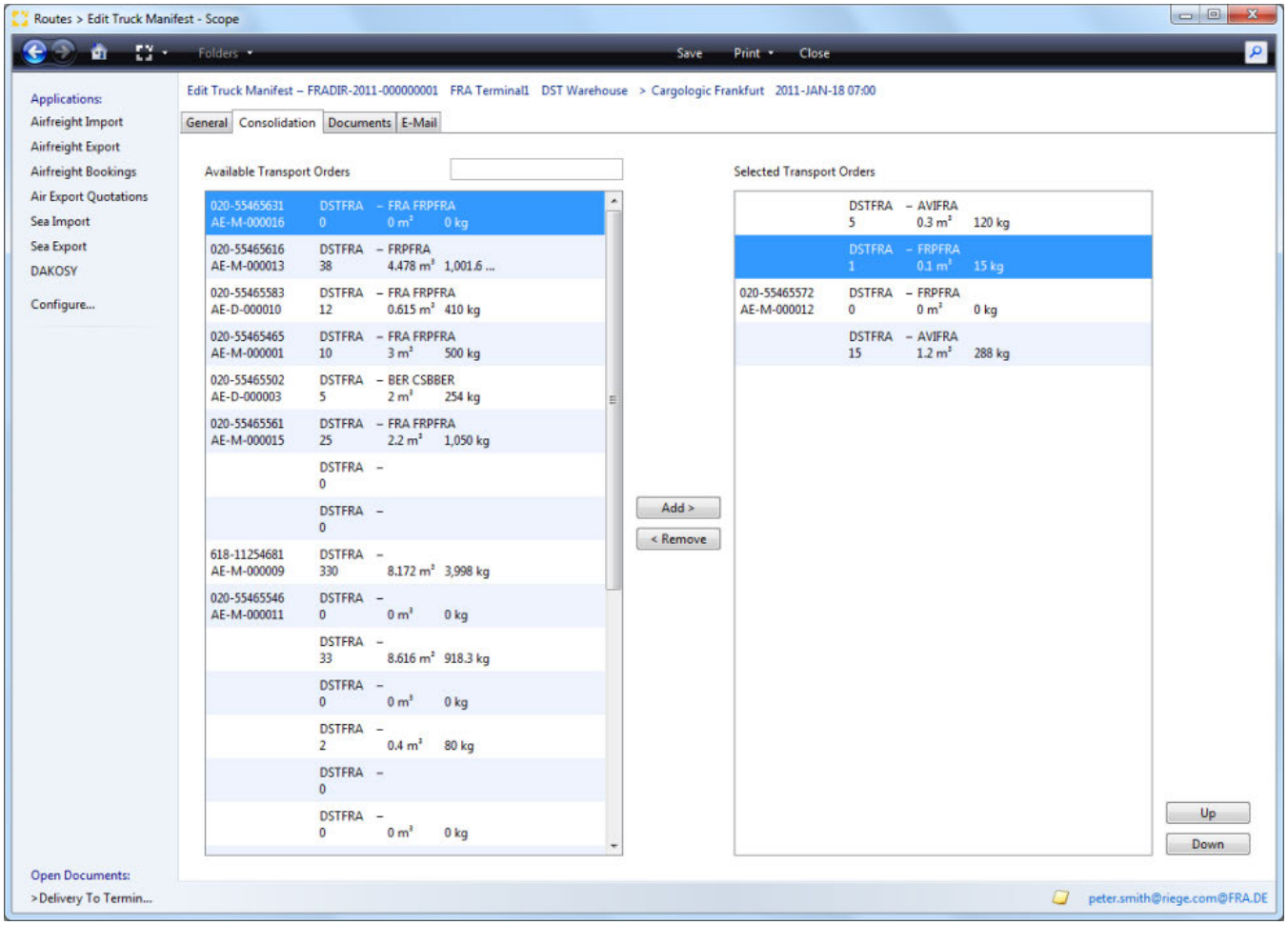
Introduction

In the tab **Consolidation** assigned to the Truck Manifest transport orders (shipments) or away from it.

Einleitung

Im Reiter **Konsolidierung** können dem Truck Manifest Transportaufträge (Sendungen) zugewiesen oder davon entfernt werden.

Description



Main-menu bar and Title-bar

See **General** tab

Hauptmenüleiste und Titelleiste

Siehe Reiter **Allgemein**

Available transport orders

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This table lists all available transportation contracts with AWB number, disposal agent, receiving agent, shipment number, number of packages, volume and gross weight are displayed. By entering criteria such as tracking number, prefix AWB, AWB number, etc. may in its search box, the jobs offered are limited accordingly.

During **transport to gateway**, all transportation orders from House Shipment shown as available manifesto which have no truck have been allocated and awarded for what one HAWB number as well as a *transport to gateway* order has been generated.

During **transport to terminal**, all Consolidated- , Direct- or Back2Back shipments or transfer orders shown as available which have not been assigned to Truck Manifest are given for which an IATA number, and a transport terminal to the order has been generated.

Verfügbare Transportaufträge

In dieser Tabelle werden alle verfügbaren Transportaufträge mit AWB-Nummer, Abgangsagent, Empfangsagent, Sendungs-Nummer, Anzahl Packstücke, Volumen und Bruttogewicht angezeigt. Durch Eingabe von Kriterien wie Sendungsnummer, AWB Präfix, AWB-Nummer etc. im zugehörige Suchfeld können die angebotenen Aufträge entsprechend eingegrenzt werden.

Bei **Transport zum Gateway** werden alle Transportaufträge von Haussendung als verfügbar angezeigt welche noch keinem Truck Manifest zugewiesen worden sind und für welche eine HAWB-Nummer vergeben sowie ein *Transport zum Gateway* Auftrag generiert worden ist.

Bei **Transport zum Terminal** werden alle Sammel-, Direkt- oder Back2Back Sendungen bzw. Transportaufträge als verfügbar angezeigt welche noch keinem Truck Manifest zugewiesen worden sind und für welche eine IATA-Nummer vergeben sowie ein *Transport zum Terminal* Auftrag generiert worden ist.

Assigned transport orders

This table lists all available transportation contracts with AWB number, disposal agent, receiving agent, shipment number, number of packages, volume and gross weight are displayed.

Zugewiesene Transportaufträge

In dieser Tabelle werden alle zugewiesenen Transportaufträge mit AWB-Nummer, Abgangsagent, Empfangsagent, Sendungs-Nummer, Anzahl Packstücke, Volumen und Bruttogewicht angezeigt.

Add

Shifts in the table of available transport orders, marked orders in the table of assigned transport orders.

Hinzufügen

Verschiebt, in der Tabelle der verfügbaren Transportaufträge, markierte Aufträge in die Tabelle der zugewiesene Transportaufträge.

Delete

Shifts in the table of available transport orders, marked orders in the table of assigned transport orders.

> With the mouse or the keyboard, single, multiple, or all (CTRL + A) orders will be checked and moved.

Entfernen

Verschiebt, in der Tabelle der zugewiesenen Transportaufträge, markierte Aufträge in die Tabelle der verfügbaren Transportaufträge.

> Mit der Maus oder der Tastatur können einzelne, mehrere oder alle (CTRL + A) Aufträge gleichzeitig markiert und verschoben werden.

Up / Down

Shifts a marked order up or down in the table of assigned transportation orders.

Questions

Hoch / Runter

Verschiebt einen, in der Tabelle der zugewiesenen Transportaufträge, markierten Auftrag nach oben bzw. unten.

Fragen

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Documents - Truck Manifest (Dokumente - Truck Manifest)

- Introduction
- Description

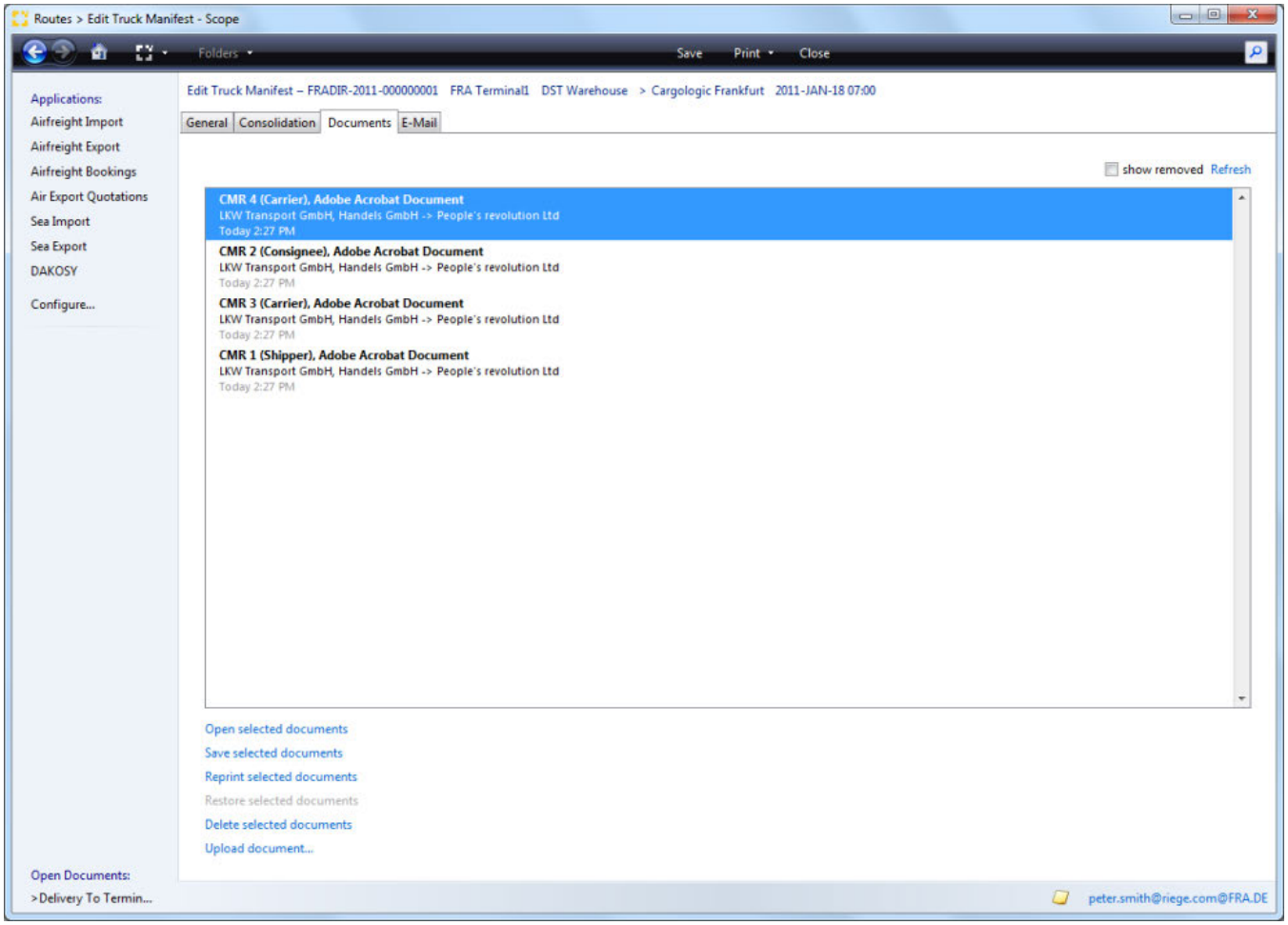
Introduction

The tab **Documents** displays all documents that have been created for the latest Truck Manifest and printed.

Einleitung

Im Reiter **Dokumente** werden alle Dokumente angezeigt, die für das aktuelle Truck Manifest erstellt und gedruckt worden sind.

Description



The following functions are available:

Main-menu bar and Title-bar

See **General** tab

Hauptmenüleiste und Titelleiste

siehe Reiter **Allgemein**

Open selected documents

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Opens the currently, in the list of selected documents, document as a PDF file. Alternatively the document can be opened by double clicking on the listing.

Ausgewählte Dokumente öffnen

Öffnet das aktuell, in der Dokumentenliste ausgewählte, Dokument als PDF-Datei. Alternativ kann das Dokument auch mit einem Doppelklick auf den gewünschten Listeneintrag geöffnet werden.

Save selected documents

Saves the selected document as a PDF file in the directory of the local PC.

Ausgewählt Dokumente speichern

Speichert die ausgewählten Dokumente als PDF-Datei in das gewünschte Verzeichnis des lokalen PCs.

Print selected documents again

Recreated a print job to the selected documents.

Ausgewählte Dokumente nochmal drucken

Erzeugt erneut einen Druck-Job für die ausgewählte Dokumente.

Upload document...

Opens a file dialog window with which an external file (eg PDF, Excel-list) can be added to the current program.

Dokument hochladen...

Öffnet ein Datei-Dialogfenster mit welchem eine externe Datei (z.B. PDF-Datei, Excel-Liste) zur aktuellen Sendung hinzugefügt werden kann.

Update

Updates the list of entries.

Questions

Aktualisieren

Aktualisiert die Übersicht der Einträge.

Fragen

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General - Truck Manifest (Allgemein - Truck Manifest)

- Introduction
- Description

Introduction

In the "General" tab transport orders (shipments) can be assigned to the Truck Manifest or be removed from also *tour start* and *tour destination* be changed. After saving, a loading list (Truck Manifest) can be printed.

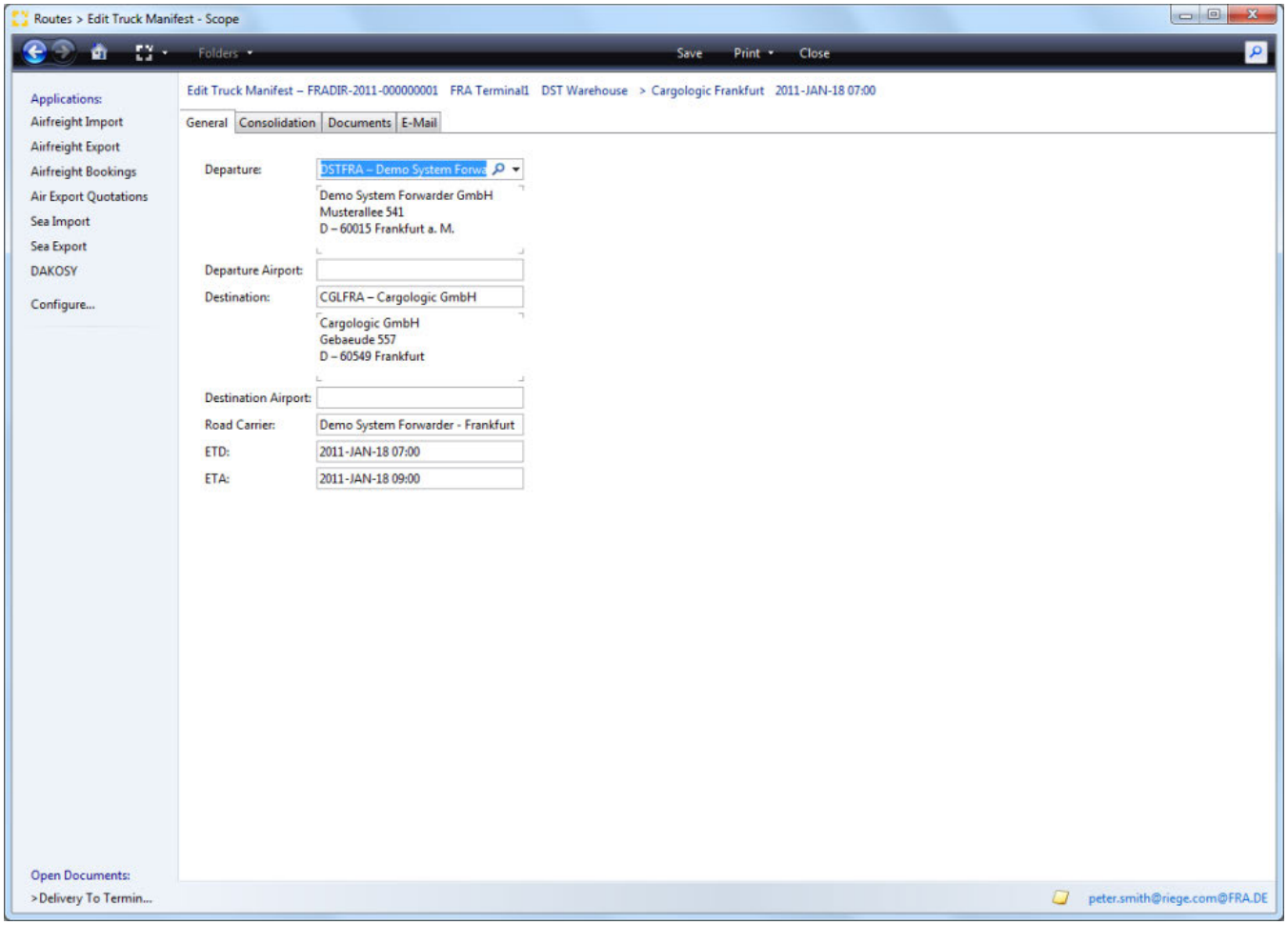
Tour start and tour destination will default taken from a predefined Tour Template of the collection truck manifest.

Einleitung

Im Reiter **Allgemein** können dem Truck Manifest Transportaufträge (Sendungen) zugewiesen oder davon entfernt werden sowie *Tourstart* und *Tourziel* geändert werden. Nach dem Speichern kann eine Ladeliste (Truckmanifest) ausgedruckt werden.

Tourstart und Tourziel werden standardmässig von einer vordefinierten Tourvorlage die Erfassung des Truck Manifests übernommen.

Description



Beschreibung

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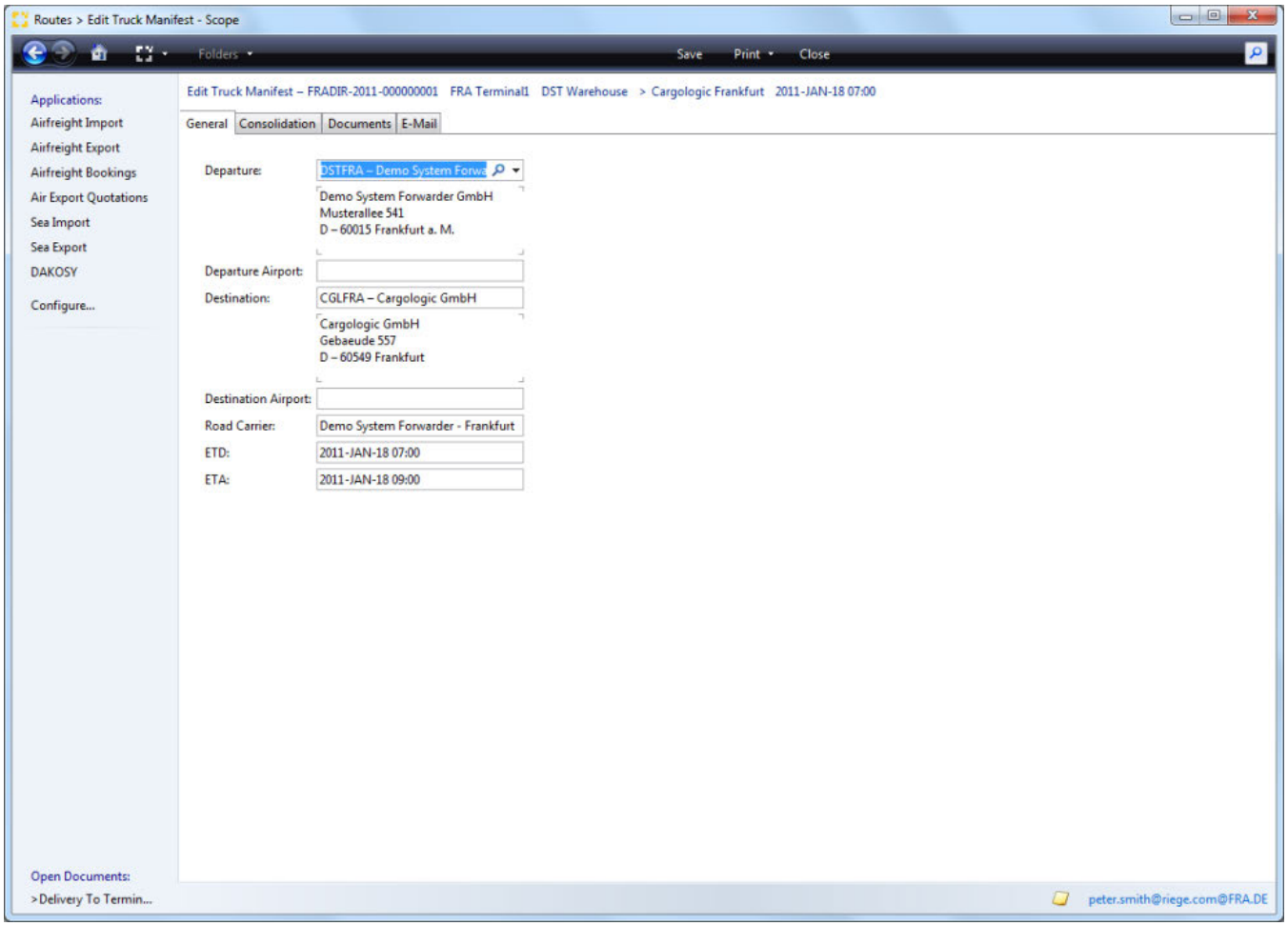

Print

By clicking on the appropriate item in the list under the Print command, the required documents are printed.
At present the following documents:

- Truck Manifest

Drucken

Durch einen Klick auf den entsprechenden Punkt in der Auswahlliste unter dem Befehl *Drucken* können die benötigten Dokumente ausgedruckt werden.
Zur Zeit stehen folgende Dokumente zur Verfügung:

- Truckmanifest

Save

With the Save action an entered Truck Manifest will be saved.

Speichern

Mit der Aktion *Speichern* kann eine eingegebenes Truck Manifest gespeichert werden.

Close

Includes the latest Truck Manifest. If this has not yet been saved, a corresponding query.

Schliessen

Schliesst das aktuelle Truck Manifest. Falls dieses noch nicht gespeichert worden ist, erfolgt eine entsprechende Rückfrage.

Title bar

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The following information and actions are displayed in the title bar and are available there:

- **Application Title**
- **Truck Manifest Number**

  The number of the current Truck Manifest. This number is in the first storage of assigned automatically by the system.
- **Tour Template**
  The name of the used Tour Template.
- **Tour Start**
  Tour start according Tour Template.
- **Tour Destination**
  Tour destination according Tour Template.
- **ETD**
  Approximate for estimated date and time of departure of the tour.

Titelleiste

Folgende Informationen und Aktionen werden in der Titelleiste angezeigt bzw. stehen dort zur Verfügung:

- **Anwendungstitel**
- **Truck Manifest Nummer**

  Die Nummer des Aktuellen Truck Manifestes. Diese Nummer wird bei der ersten Speicherung vom automatisch vom System vergeben.
- **Tourvorlage**
  Der Name der benutzten Tourvorlage.
- **Tourstart**
  Tourstart gemäss Tourvorlage.
- **Tourziel**
  Tourziel gemäss Tourvorlage.
- **ETD**
  Voraussichtliche Abgangsdatum und Zeit der Tour.

Tour Start (Partner/Address)

Business partners with the address at which the tour takes place start. The desired business partner can be found using the field search function. About the business partner context menu can also create a new affiliate or selected partners can be edited.

Tourstart (Partner/Adresse)

Geschäftspartner mit Adresse bei welchem der Tourstart stattfindet. Der gewünschte Geschäftspartner kann mit der Feldsuchfunktion gefunden werden. Über das Geschäftspartner Kontextmenü kann auch ein neuer Partner angelegt oder der ausgewählte Partner editiert werden.

Start Airport

Here, a possible departure airport will be found via field search function and used.

Start Airport

Hier kann ein eventueller Abgangsflughafen mittels Feldsuchfunktion gefunden und eingesetzt werden.

Tour Destination (Partner/Address)

Business partners with the address at which is the destination of tour. The desired business partner can be found using the field search function. About the business partner context menu can also create a new affiliate or selected partners can be edited.

Tourziel (Partner/Adresse)

Geschäftspartner mit Adresse bei welchem sich das Tourziel befindet. Der gewünschte Geschäftspartner kann mit der Feldsuchfunktion gefunden werden. Über das Geschäftspartner Kontextmenü kann auch ein neuer Partner angelegt oder der ausgewählte Partner editiert werden.

Destination Airport

Here, a possible departure airport will be found via field search function and used.

Ziel Airport

Hier kann ein eventueller Ankunftsflughafen mittels Feldsuchfunktion gefunden und eingesetzt werden.

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Haulier

In this field, a haulier (haulage contractor) will be used. The desired partner can be found via field search function.

Fuhrunternehmer

In diesem Feld kann ein Fuhrunternehmer eingesetzt werden. Der gewünschte Partner kann mittels Feldsuchfunktion gefunden werden.

ETD

Approximate for estimated Date of departure and time of the tour.

ETD

Voraussichtliche Abgangsdatum und Zeit der Tour.

EDA

Approximate for estimated Date of arrival and time of the tour.

Tour start, tour destination, haulier, etc. are accepted as standard of the selected Tour Template .

Questions

EDA

Voraussichtliches Ankunftsdatum und Zeit der Tour.

Tourstart, Tourziel, Fuhrunternehmer etc. werden standardmässig von der ausgewählten Tourvorlage übernommen.

Fragen

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Seafreight

- Introduction
- Description

Introduction

As sea freight is the transportation of goods by ocean vessel.
Physical transport of the goods is undertaken by:

- A liner service (scheduled services controlled by the owners of ships, where a defined route is serviced regularly and at set time intervals)

or

- Tramp service (usually charter transport ship with a flexible-route and no fixed schedule).

Scope ocean modules provide all functions required for the creation of sea freight import and exports shipments including booking, clearance and documentation.
The flexible processing options permit the Scope user to handle all types of goodsl; LCL, FCL, break-bulk, RO-RO or bulk goods.

Description

On launching Scope the Overview mode (start screen) is presented. The menu of Scope Applications shows sea freight export and sea freight import applications. Clicking on the desired application (ocean freight sea freight export or import) to start the program.

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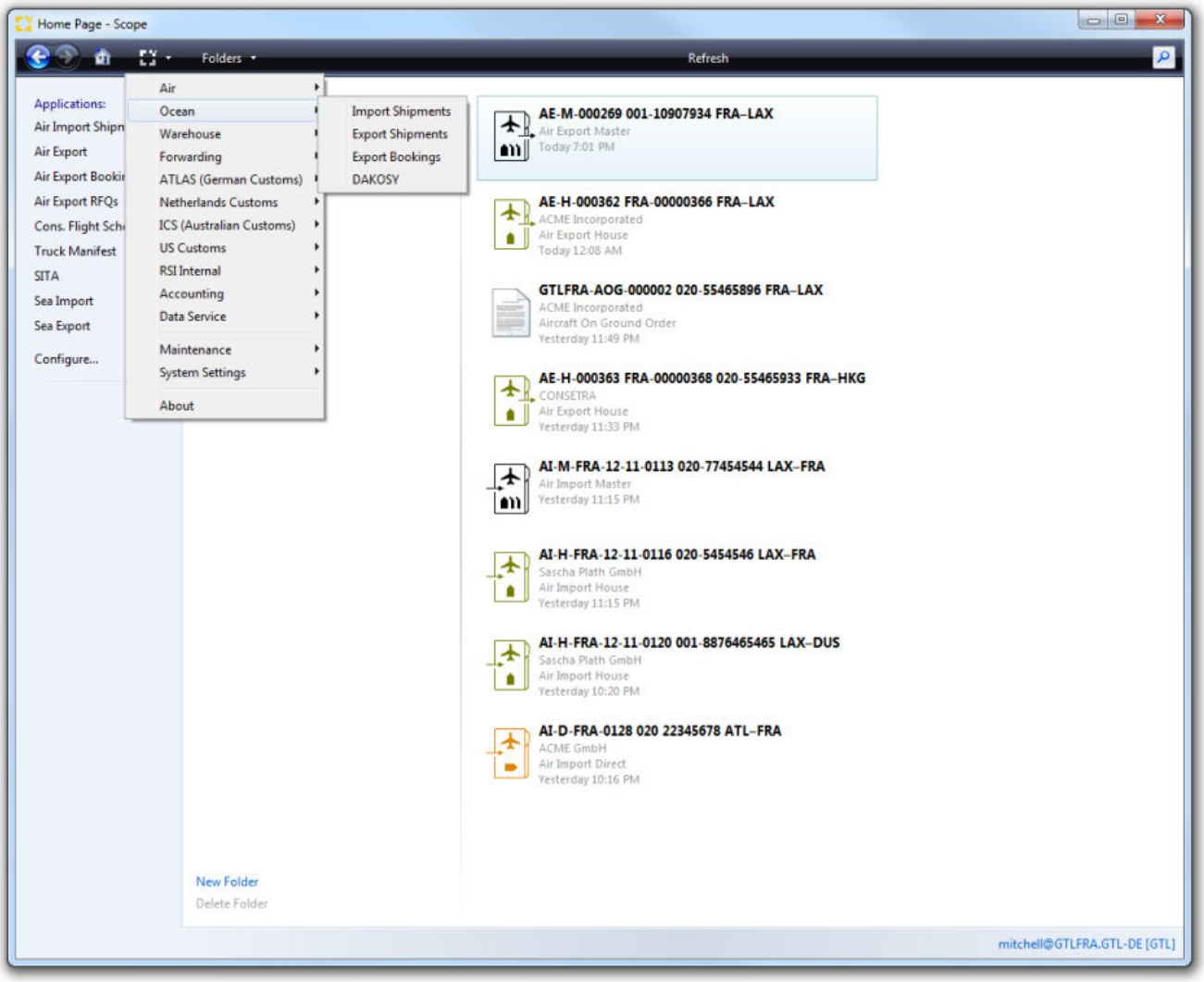

In the following chapters applications are described in detail.

- Seafreight Export
- Seafreight Import
- Seafreight Port systems

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Seafreight Export

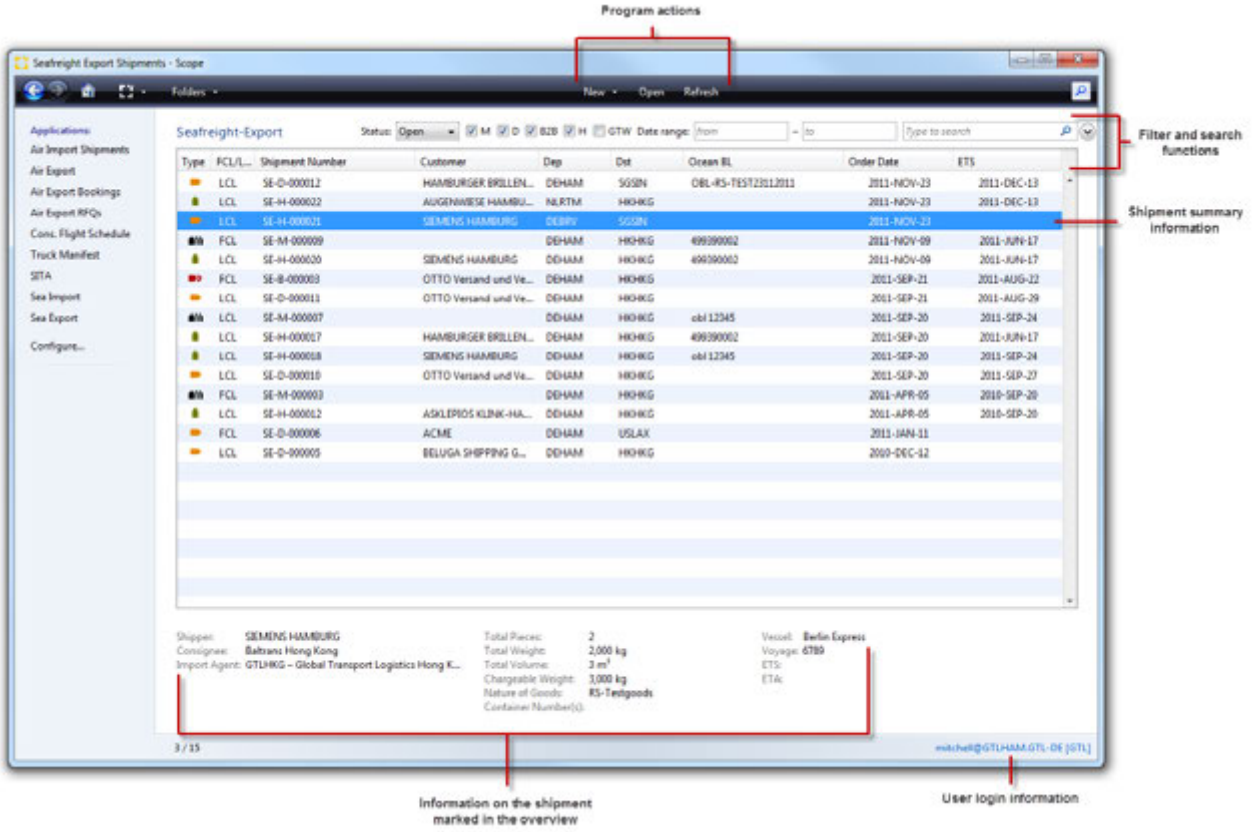
- Introduction
- Description

Introduction

In the seafreight exports module, all data required for seafreight export shipments is collected and processed.

Description

Use the menu sequence Scope Applications - Ocean to view the available applications (sea freight export and import). Click the sea freight export application to open it.



Program Actions
- New
- Open
- Refresh

Filter and search functions
- Date Range
- Enter keyword
- Sorting function

Shipment overview
Information on the shipments marked in the overview
User Information

Program Actions

New

The "New" function produces a dialog box for new shipment entry in ocean exports. The dialogue presents the following options:

- New House Shipment

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- New Direct Shipment
- New Back-to-Back-Shipment
- New Consolidation Shipment

Open

The action "Open" will open the shipment highlighted in the summary table below in order to view or edit the shipment.

Refresh

The action "Refresh" will update the list of sea freight export shipments shown in the the summary list.

Filter and search functions

Date Range

The shipments shown in the summary table can be restricted to those matching a data range (date from - to) entered in the "Date range" fields".

Enter keyword

The shipments shown in the summary table can be restricted to those which include a keyword entered in the *Type to search* field.

Sorting function

Use the sort function of each column to sort the data:

Criterion	Description
Type	The shipments are sorted by type (direct shipment / house shipment / Consolidation shipment).
Shipment number	Shipments are sorted by shipment number
Customer	The shipments are listed alphabetically according to the customer name \ - sorted ascending or descending order.
From	The shipments are listed alphabetically according to the port of loading \ - sorted ascending or descending order.
To	The shipments are listed alphabetically according to the port of discharge \ - sorted ascending or descending order.
OBL	Shipments are numerically by the number of the OBL \ - sorted ascending or descending order.
Order date	Shipments are sorted according to the order date \ - sorted ascending or descending order.

Shipment overview

The shipment overview displays all seafreight export shipments, most recent at the top. Each row represents a shipment. These can be sorted using the drop-down menus.

Information on the shipments marked in the overview

The lower section of the overview screen displays detailed information about the shipment highlighted in the shipment overview.

User Information

The lower right edge of the seafreight export overview displays the user information. By clicking on this link it is possible to switch to a different branch if the correct permissions are available.

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Seafreight Export Screens - Options

- Introduction
- Description

Introduction

Description

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Goods - Sea Shipment - Seafreight Export

- Introduction
- Description

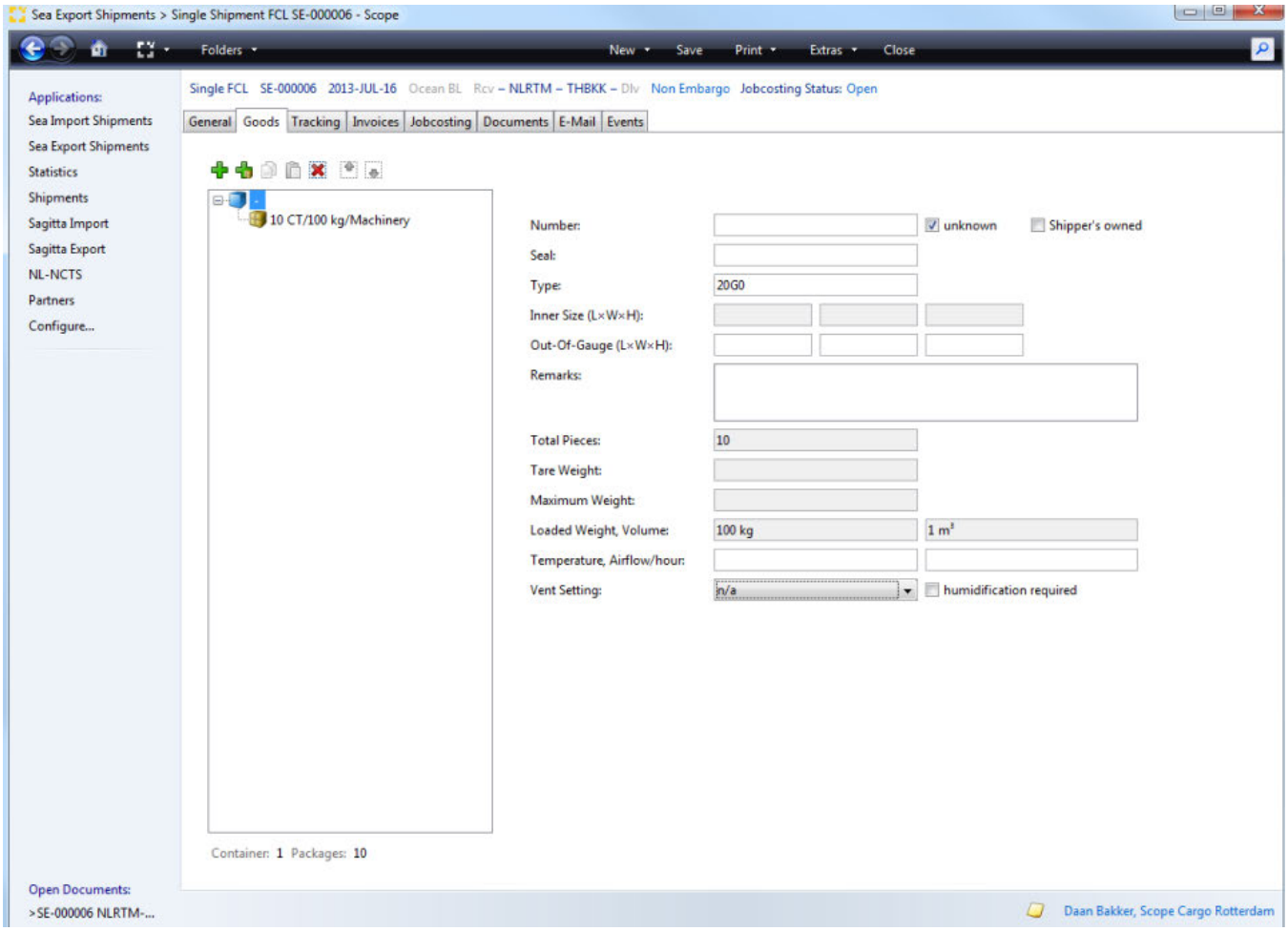
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

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Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Adds a new piece of cargo
	Places a copy of the selected Cargo Lines in the Clipboard
	Pastes a copy of a selected Cargo line in the shipment
	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

Shipment types - Goods Matrix.

This schedule gives an overview of the behaviour and available options of the Goods tab per available Shipment type

shipment type						description		
Booking	✓	✓	✓	✓	✓	Shipment type to be determined therefor all options available		
House Shipment	✗	✓	✓	✓	✓	House Shipment only allows the registration of Cargo Lines, can be linked to a container on a Master or Superhouse FCL		
Single Shipment	✓	✓	✓	✓	✓	Single shipment allows registration of container and cargo lines, however container details will only be used as information		
Single Shipment FCL	✓	✓	✓	✓	✓	Single shipment FCL allows registration of container and cargo lines as functional details		
Superhouse Shipment	✗	✗	✗	✗	✗	Superhouse Shipments, will only show the goods details of underlying house(s)		
Superhouse Shipment FCL	✓	✗	✗	✗	✗	Superhouse Shipments FCL allows the adding and linking of containers and will show the goods details of underlying house(s)		
Master Shipment	✓	✗	✗	✗	✗	Master Shipment allows the adding and linking of containers and will show the goods details of underlying house(s)		

LCL or Breakbulk Back-to-Back shipment

When the Back-to-Back shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the  icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

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Cargo Description - Sea Shipment - Seafreight Export

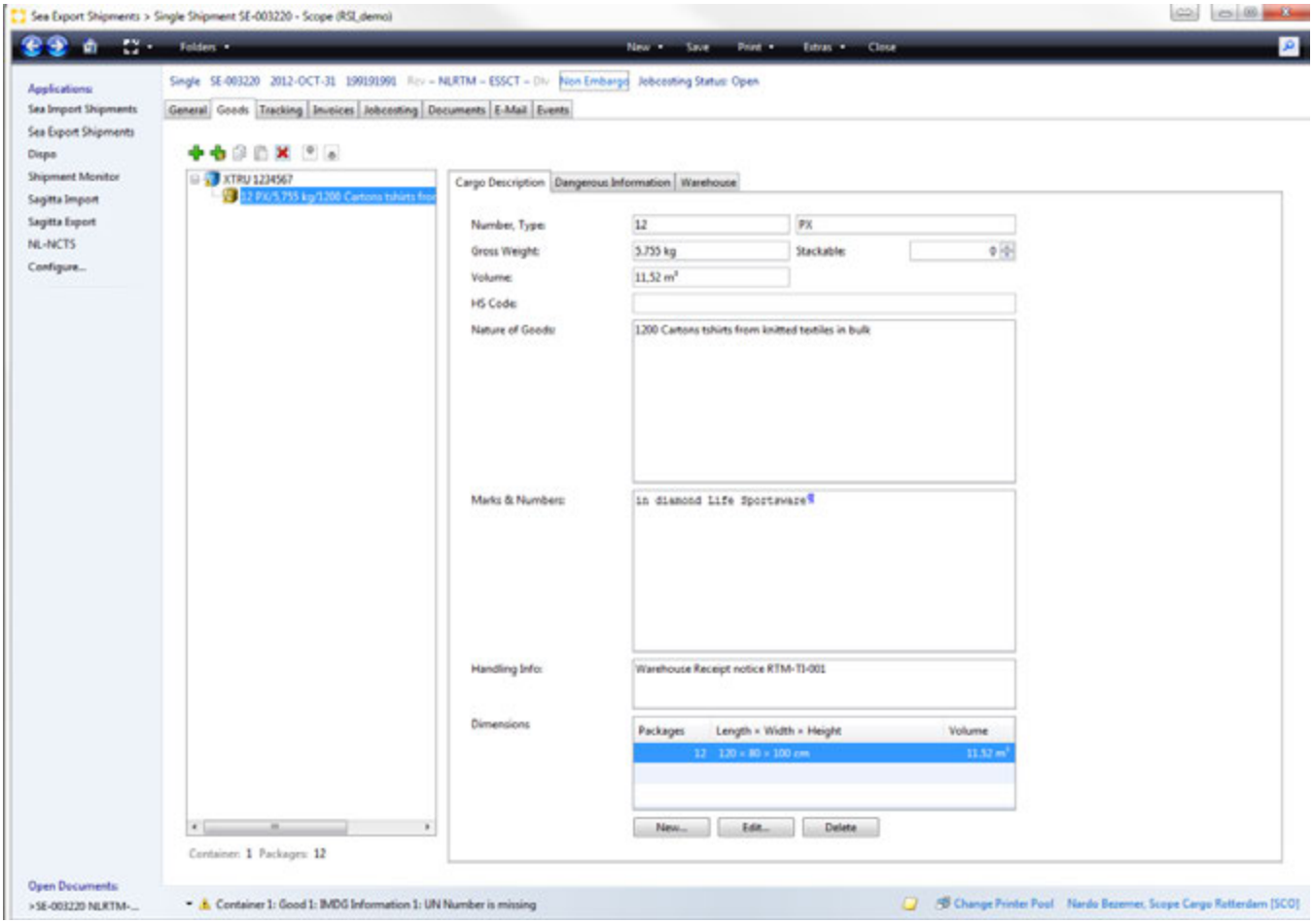
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Number,

The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc. maintained in the Equipment appliance

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

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Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

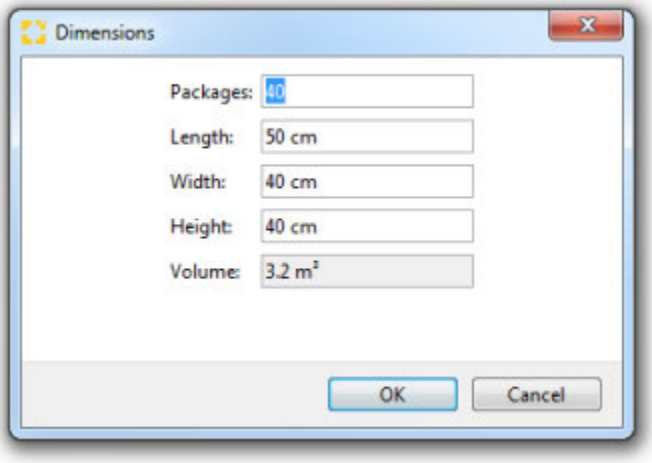
Special handling instructions to be included on Loading List forms. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

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Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Containers - Sea Shipment - Seafreight Export

- Introduction
- Description

Introduction

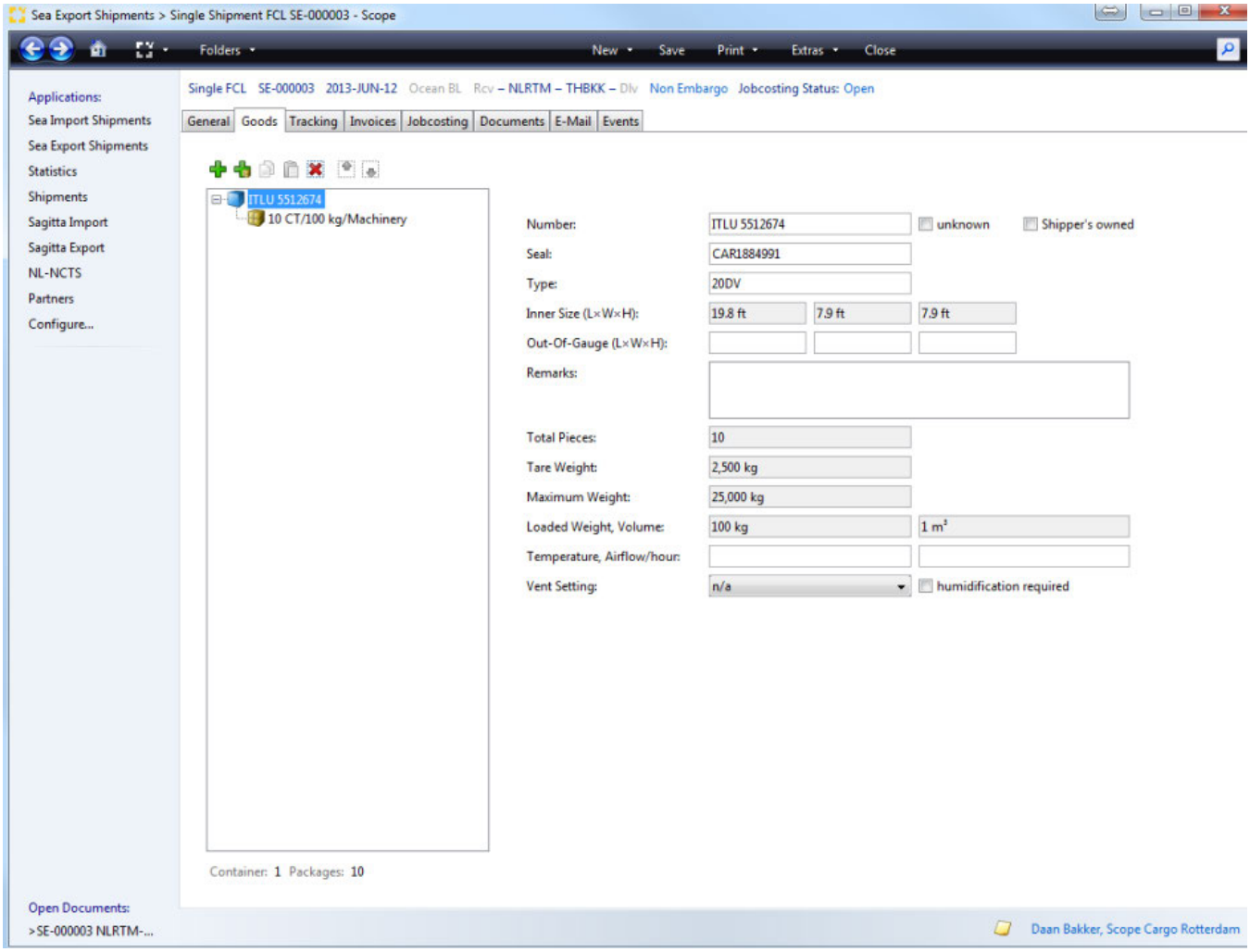
With the container details all relevant information regarding a shipment is registered.

Description

Container Details

If the cargo is to be shipped containerized then the container details must be added using the icon. This will open a container entry screen on the right where the full container details are recorded.

On completion of the container details, at least one cargo item must be added to the container using the icon.



Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489,
The container number will be validated against the applicable container check digit algorithm.

A container number is mandatory unless the unknown option is active.

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Unknown

If the "Unknown" box is checked, then the container number can be left empty, used when originally creating an sea export FCL shipment when only the type is known, the container number is populated later in the process.
When keying a container number in the number field, the unknown option will be de-activated automatically.

Shipper's owned [1]

Check the "Shipper's owned" box if the shipper owns the container, When this option is set to active the container number validation will not be done.

Seal

The container seal number

Type [1]

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Out-Of-Gauge (LxWxH) [1]

Registration of the out-of-gauge dimension, Dimensions of cargo outside of the normal dimensions of the container, possible applicable with Open top or flat-rack containers

Remarks

Any remarks particular to this container, Details of the remarks will be printed on the loading Instruction

Total pieces

The total number of pieces in the container. This is calculated from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Temperature [1]

In case a reefer container is used the required

Airflow/hour [1]

Vent Setting [1]

Humidification required [1]

Note 1)

These details will be used in a EDI Carrier booking (if applicable)

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Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargoe items:

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Dangerous Goods Information - Goods - Seafreight Export

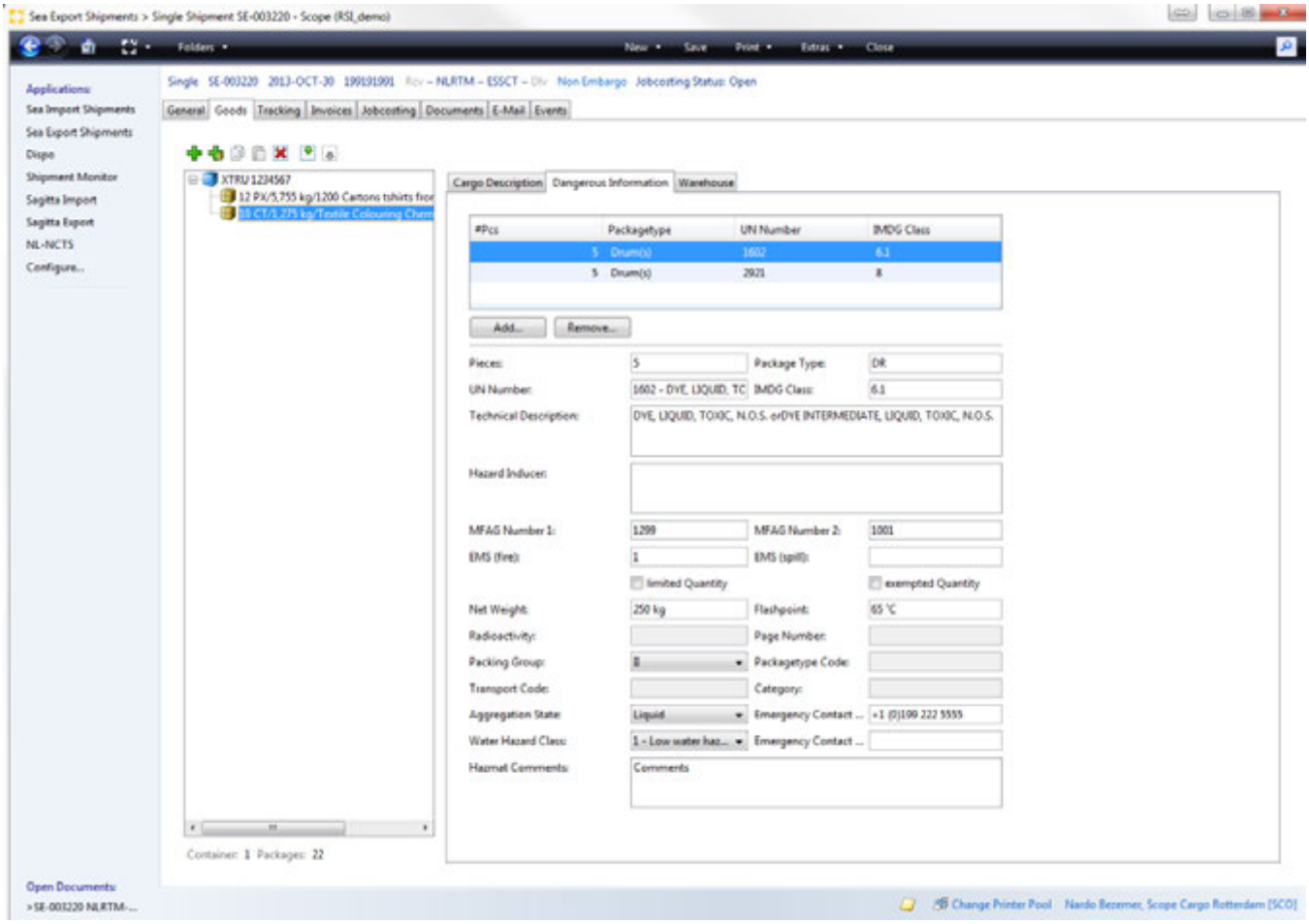
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo. per selected multiple Dangerous Goods details can be added.



Add
Remove
Pieces
Package Type
UN Number
IMDG Class
Proper shipping name
Hazard Inducer
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight
Flash Point

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Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category
Aggregation State
Emergency Contact 1
Emergency Contact 2
Water Hazard Class
Hazmat Comments

Add

Add a new Dangerous goods detail to to goods line.

Remove

Remove a dangerous goods detail from the goods line.

Pieces

Number of pieces applicable for the DG details

Package Type

Packaging type applicable for the DG Details

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number, UNdgr code list is included is Scope

IMDG Class

IMDG code for the Hazardous class of materials will be defaulted by the selected UN number

Proper shipping name

The full shipping name of the substance, will be defaulted by the selected UN number

Hazard Inducer

The Hazard Inducer applicable on the DG details

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

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Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

Aggregation State

The state in which the goods are transported

Aggregation State
Liquid
Gas
Solid

Emergency Contact 1

Telephone number for Emergency Contact

Emergency Contact 2

Telephone number for Emergency Contact

Water Hazard Class

Classification of the kind of environmental impact on water

Class
Low water Hazard Materials

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Water Hazard Materials
High water Hazard Materials

Hazmat Comments

Any other comments regarding the hazard details.

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Sea Freight Carrier Booking

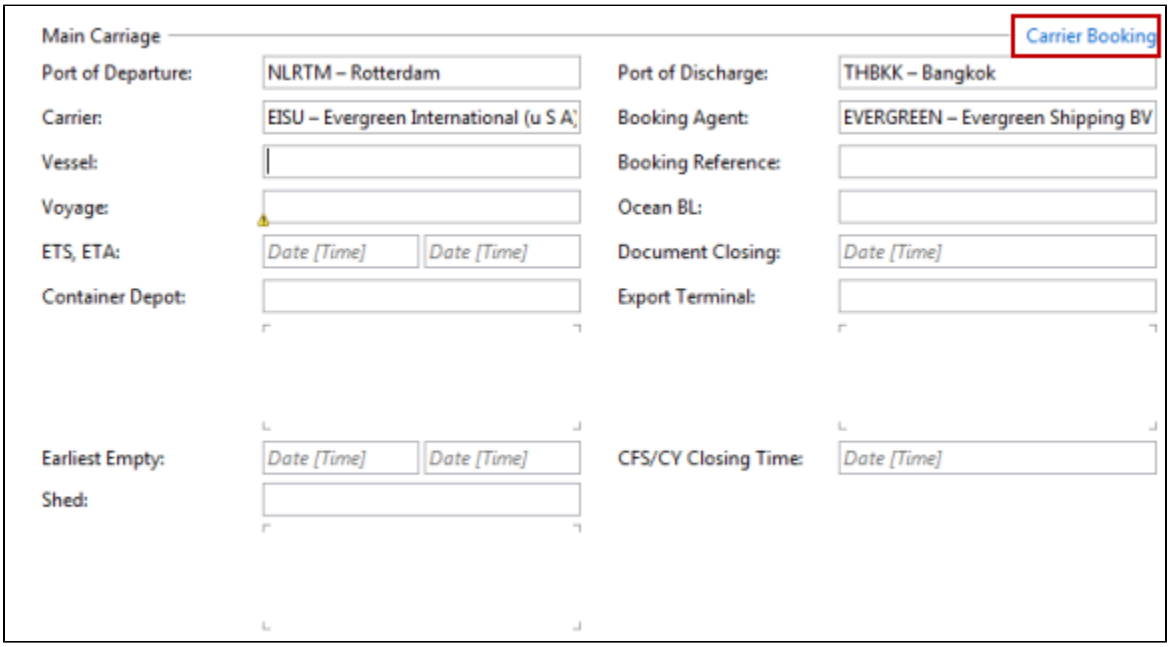
- Introduction
- Description

Introduction

With the function Carrier booking it is possible to book sea freight shipments via INTTRA with participating carriers.

Description

The Carrier booking entry can be started from the seafreight export entry, action link.



The details entered in the Main carriage of the shipment entry will be copied over to the booking entry.

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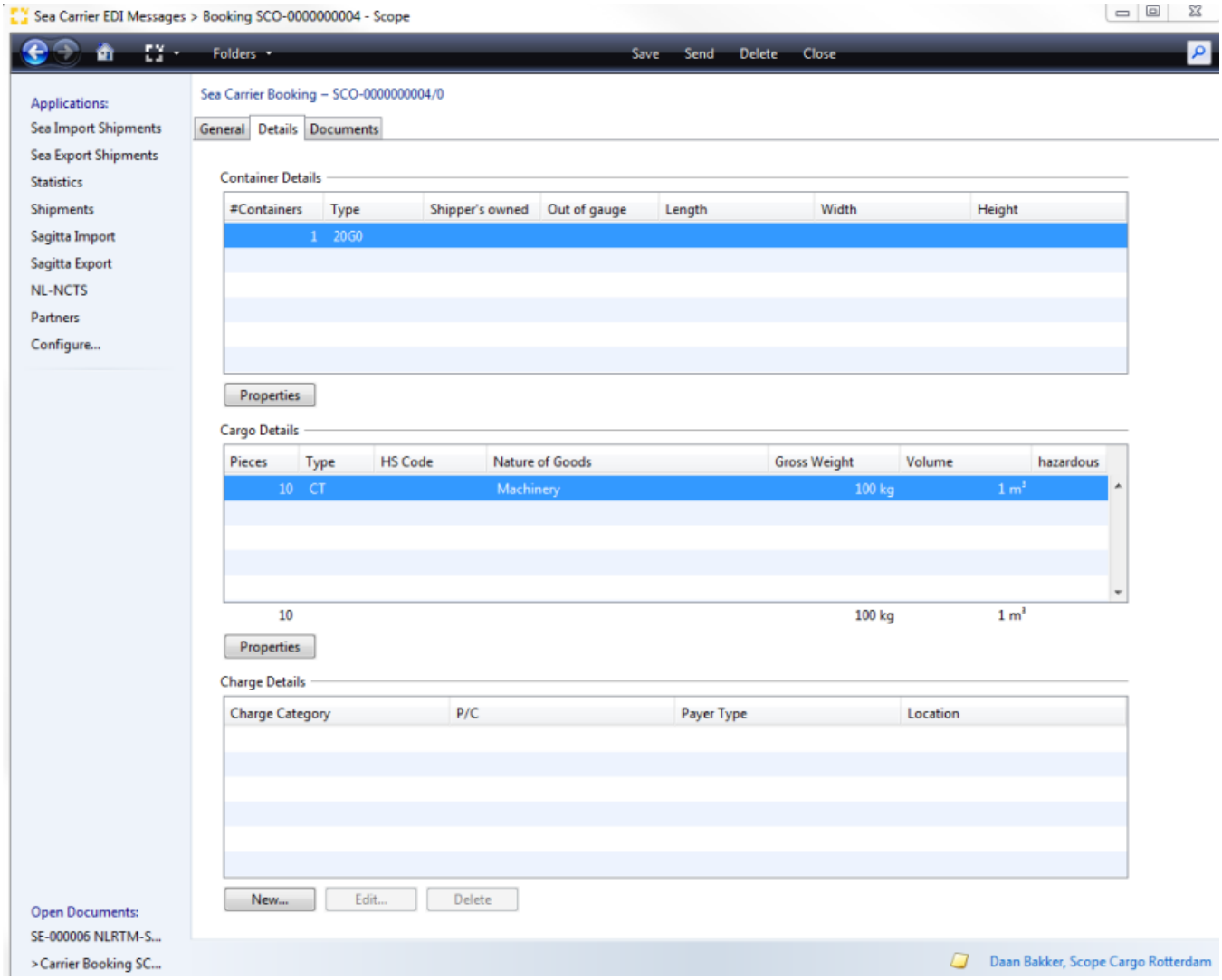
Details - Sea Carrier Booking - Seafreight Export

- Introduction
- Description

Introduction

On the details tab the shipment goods / container details can be reviewed. They can not be updated this should be done in the shipment entry itself

Description



Container Details (read only)

Under the properties option the shipping portal relevant details are shown, but can only be updated in the shipment entry Goods details

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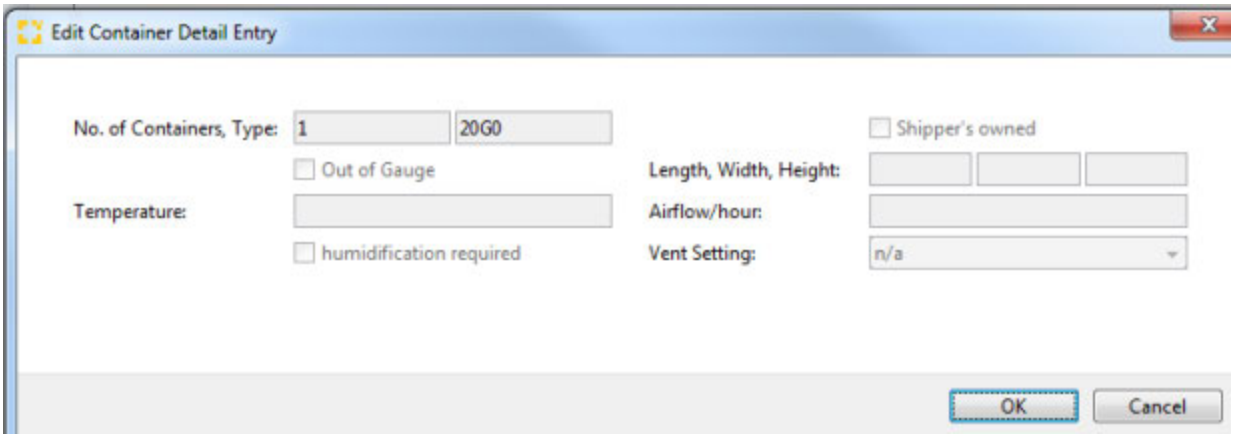

Cargo Details (read only)

Charge Details

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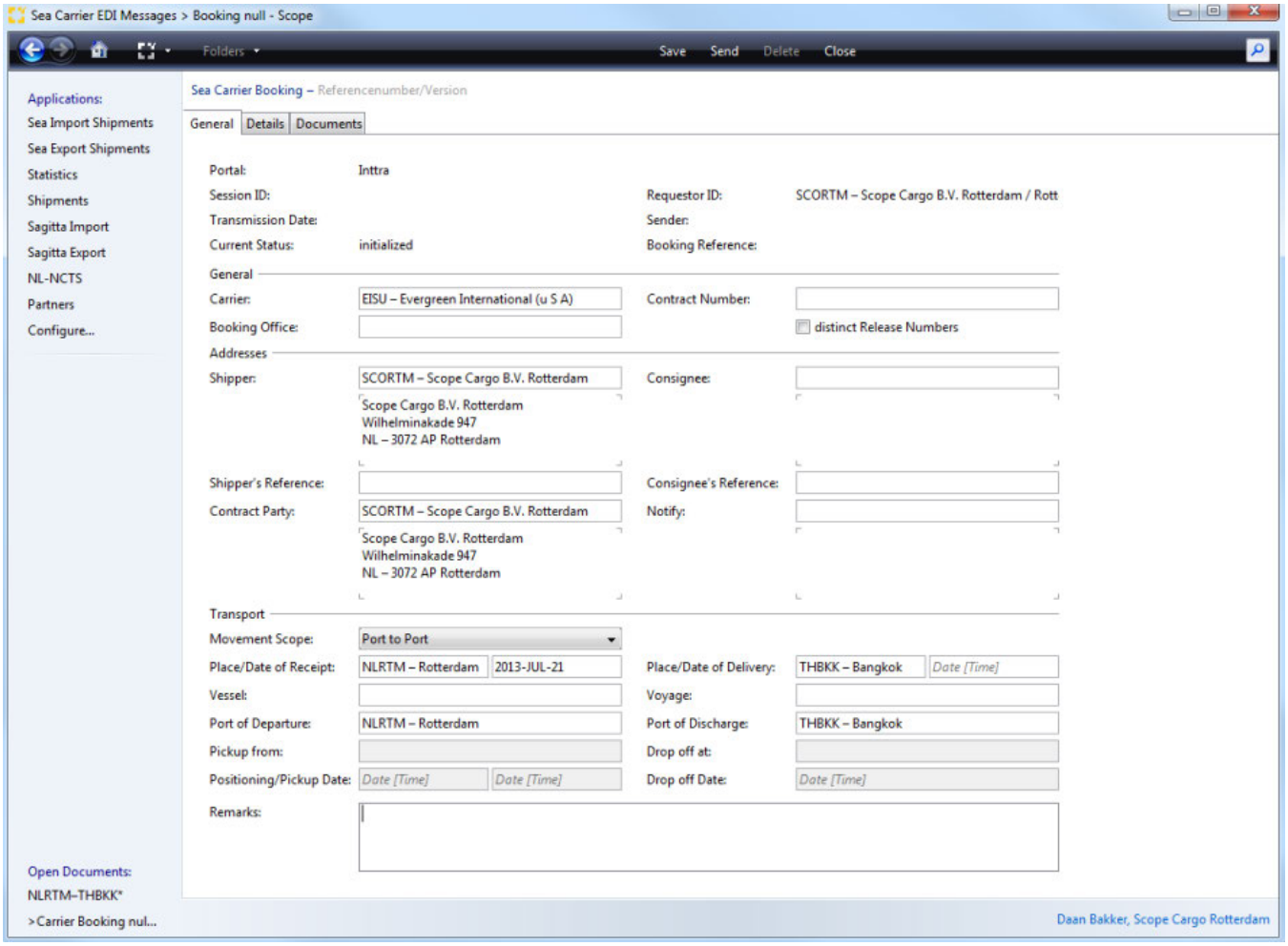
General - Sea Carrier Booking - Seafreight Export

- Introduction
- Description

Introduction

On the general tab of the Sea Carrier Booking , the main details of the required booking are entered.

Description



Portal

In the portal field the name of the carrier assigned portal is displayed, at this moment only INTTRA is supported as Portal

Session ID

In the session ID the unique key identifying the communication between scope and the portal

Transmission Date

The date/time when the booking is transmitted to the portal

Current Status

The status of the booking,

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status	description
initialized	Carrier booking has been created but not yet send
Sent	Carrier booking has been sent to the portal
Rejected	Carrier booking has been rejected by portal / carrier
Confirmed	Carrier booking has been confirmed by carrier
Canceled	Carrier booking has been canceled by the user
Confirmed/Changed	Carrier booking has been confirmed but changed by the user (changes have not yet been send to the carrier)

Requestor ID

Will be populated with the branch partner details

Sender

Will be populated with the user name sending the message to the portal.

Booking Reference

The booking reference, once the booking has been confirmed, assigned by the carrier and to be used as delivery reference.

General

Carrier

The carrier where the shipment is to be booked, only carriers for which the setup is done to a certain portal , will be accepted.

Bookings office

The location (UNLO) code where the shipment is to be booked, the carrier will assign it to the designated liner agent at the (UNLO) code

Contract number

Optionally a contract number, under which the booking should be registered, can be maintained here.

Distinct Release numbers

Indication if distinct release numbers are to be used, meaning a release number per booked container, however not all carrier support distinct release numbers.

Addresses

Shipper

The shipper address details for the booking, will be defaulted with the Branch Partner

Shippers reference

A reference of the shipper can be entered here.

Consignee

The shipper address details for the booking, will be defaulted with the Import agent

Consignee reference

Reference of the consignee

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Contract Party

The Partner which is booking the shipment with the carrier, will be defaulted with the branch partner

Notify

Notify party applicable on the booking

Transport

Movement Scope

The movement scope option of the booking, the corresponding fields will be enabled and required to populate.

Scope	Pick up Partner	Drop Off At Partner
Port-to-Port	-	-
Door-to-Port		-
Port-to-Door	-	
Door-to-Door		

Place of Receipt

Place of receipt of the cargo

Dependency Schedule

Requirement	Vessel/Voyage	Date of Receipt	Date of Delivery
User selects vessel/voyages	M	O	O
Carrier to advise best suited vessel/voyage on basis of required delivery date	O	O	M
Carrier to advise best suited vessel/voyage on basis of required receipt date	O	M	O

Date of Receipt

Date of receipt of the cargo, date the cargo is available.

Vessel

The vessel on which the shipment is to be booked, can be left blank if a date of receipt or date of delivery is specified.

Port of Departure

Port of Discharge where the container(s) will be loaded on the vessel

Pickup from

The address where the shipment is to be loaded into the container in case the carrier should perform the pre-carriage.

Positioning/Pickup Date

Date/time fields for the loading start/end of the container(s)

Place of delivery

Place of delivery of the shipment, mandatory.

Date of delivery

Requested date for the goods being available at the place of delivery

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Voyage

The carrier assigned voyage number to departure.

Port of discharge

Port of Discharge where the container(s) will be off-loaded from the vessel

Drop off at

The address where the container(s) are to be unloaded, in case the carrier should perform the on-carriage.

Drop off date

Date/time fields for the loading start/end of the container(s)

remarks

Any Remarks additional instructions that should be included in the booking-message to the carrier

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Shipment types - Seafreight Export

- Introduction
- Description

Introduction

Scope supports a number shipment types to supports different kind of shipments which meets the requirements of the sea freight departments.

Description

Shipment Type	HBL	OBL	Use Cases
House	✓ loose cargo	✗ consolidate on Superhouse or Master	Your customer books containerizable cargo that will be consolidated together with other House shipments from other customers onto a Master, and for which you issue a House B/L. Your customer books containerziable cargo that will be consolidated with other cargo of the same customer onto a Superhouse. For each, the House and the Superhouse, you issue a House B/L (e.g. shipper, buyer).
House FCL	✓ FCL	✗ consolidate on Superhouse or Master	Your customer books containerizable cargo that will be consolidated by you. The House B/L will be issued as FCL.
Single	✓ loose cargo	✓ either FCL or loose cargo	Your customer books loose cargo that will not be consolidated by your organization, but which you hand over to a third party (carrier, NVOCC, third party forwarder). You *do* have the option to organize the stuffing and transport of containers, but the House B/L will be issued as loose cargo.
Single FCL	✓ FCL	✓ FCL	Your customer books containerizable cargo that will not be consolidated any further by you. The House B/L will be issued as FCL.
Superhouse	✓ loose cargo	✗ consolidate on SuperHouse	Your customer books loose cargo you will later consolidate onto a Master. This loose cargo can come from different sources, but your customer expects one House B/L to be issued.
Superhouse FCL	✓ FCL	✗ consolidate on SuperHouse	Your customer books containerizable cargo you will later consolidate onto a Master. All parts of this shipment travel in a House B/L specific container, so the House B/L of the Superhouse FCL is issued as FCL.
Master	✗ not a customer order	✓ either FCL or loose cargo	You wish to consolidate multiple shipments to hand over to a carrier.

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House Shipment - Seafreight Export

- Introduction
- Description

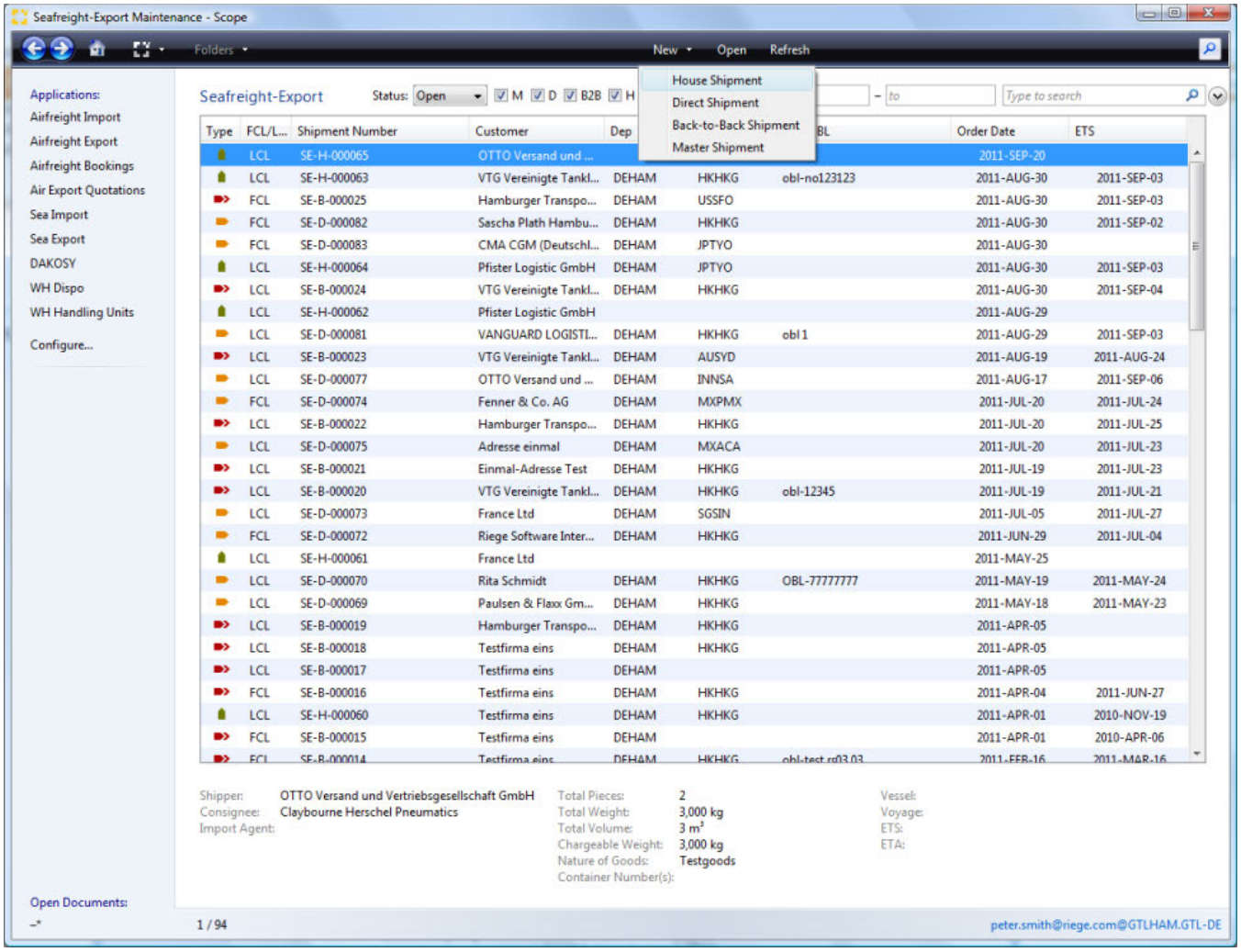
Introduction

A house shipment is a LCL shipment in which the actual shipper and consignee are named. House shipments are normally consolidated with other house shipments into a master consolidated shipment. This consolidated shipment normally shows the export freight forwarder as the shipper and the import freight forwarder as the consignee. The import forwarder deconsolidates the master shipment into the original individual house shipments and organizes the distribution of these shipment from the point of deconsolidation. The advantage of sending house shipments in a consolidated master shipment is the possibility of filling one or more complete containers with goods. The most favorable shipping rates can be obtained from steamship companies (seafreight carriers) for full container loads.

All relevant data for an LCL shipment is collected and processed when creating a house shipment.

Description

To create a new house shipment, click on "New" in the Scope menu bar and then click the option "New house shipment" (see illustration). This opens the application for the creation of a new house shipment.



The following tabs are available to the user for the shipment entry:

- General
- Goods
- Vouchers
- Jobcosting
- Documents

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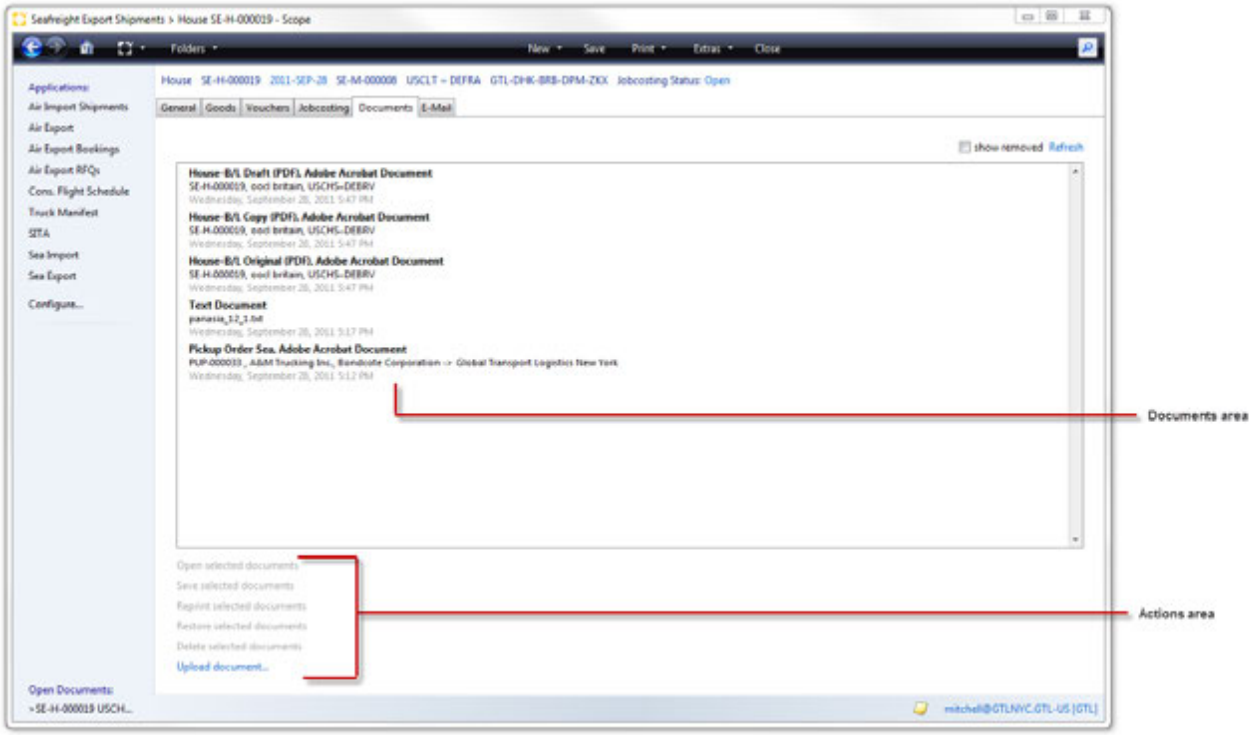
Documents - House Shipments - Seafreight Export

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, House B/L's, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats. The user can view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

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Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.

Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

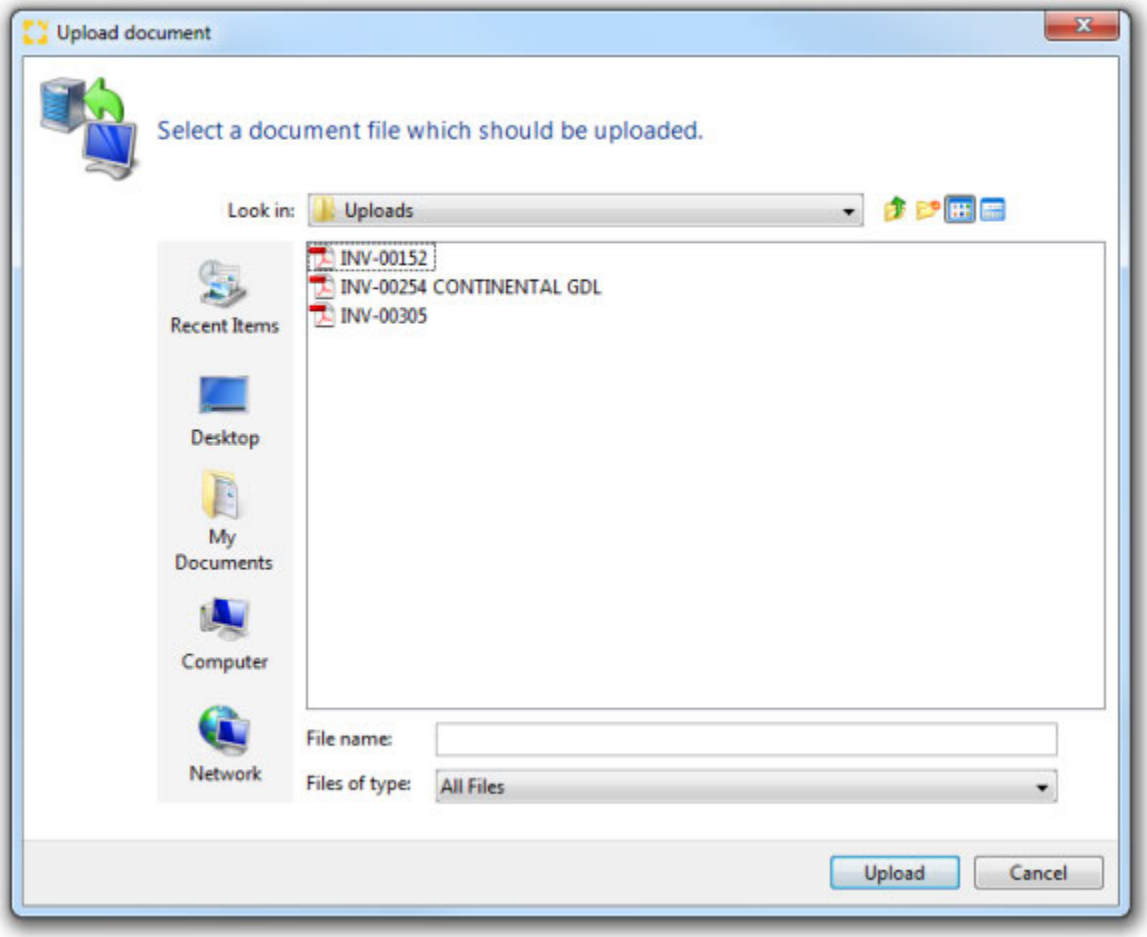
Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



Update

Updates the current list of documents.

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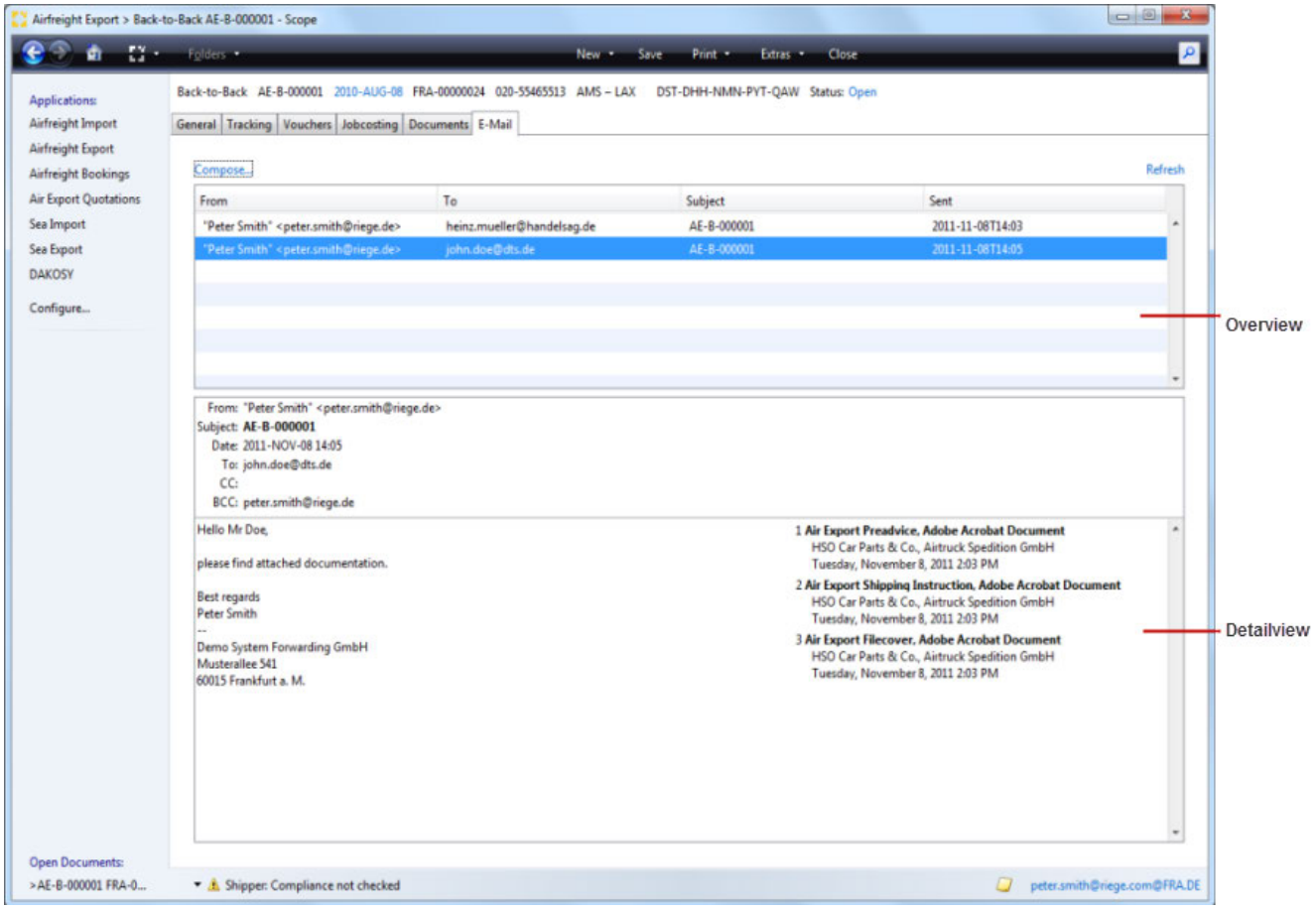
E-Mail - House Shipment - Seafreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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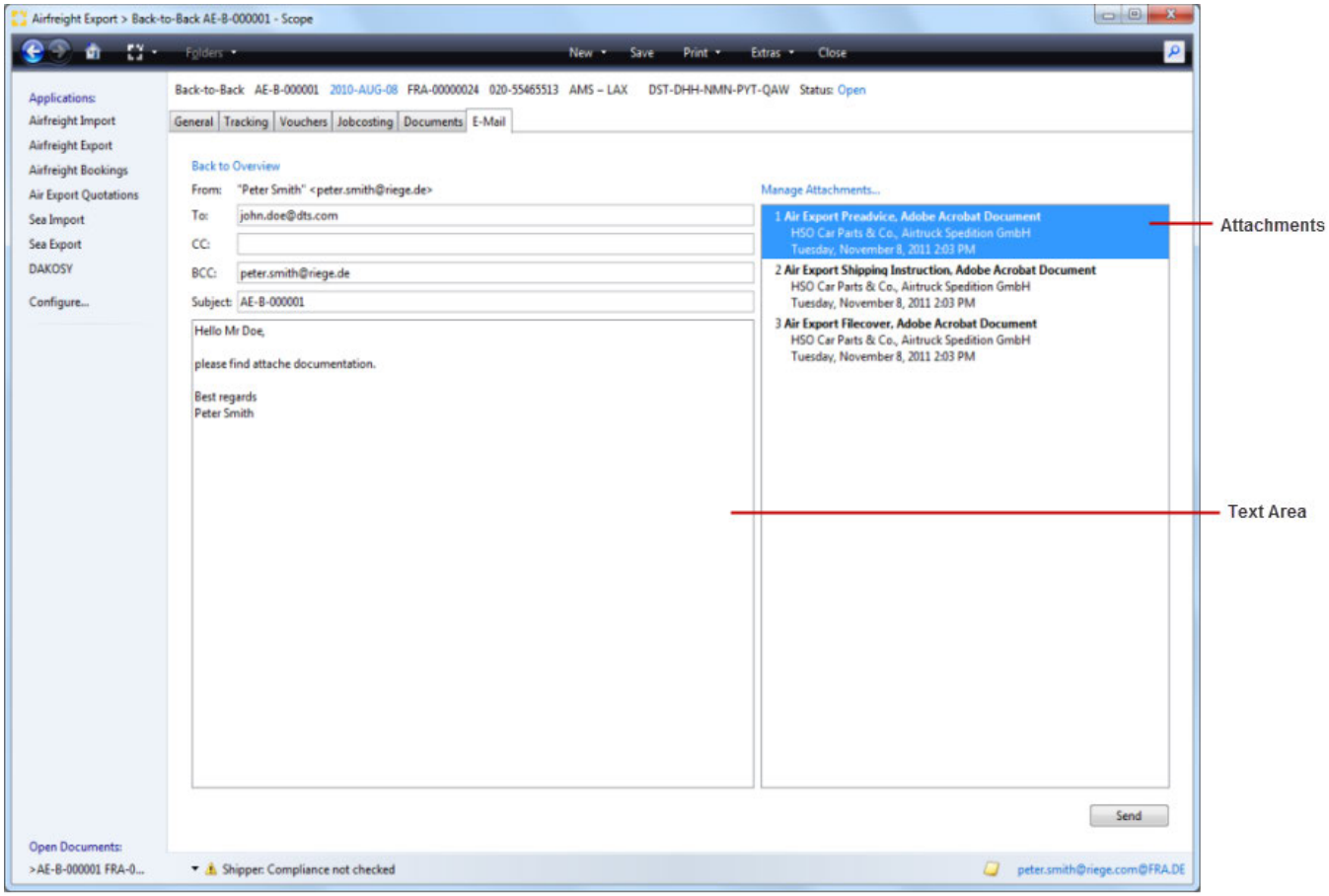
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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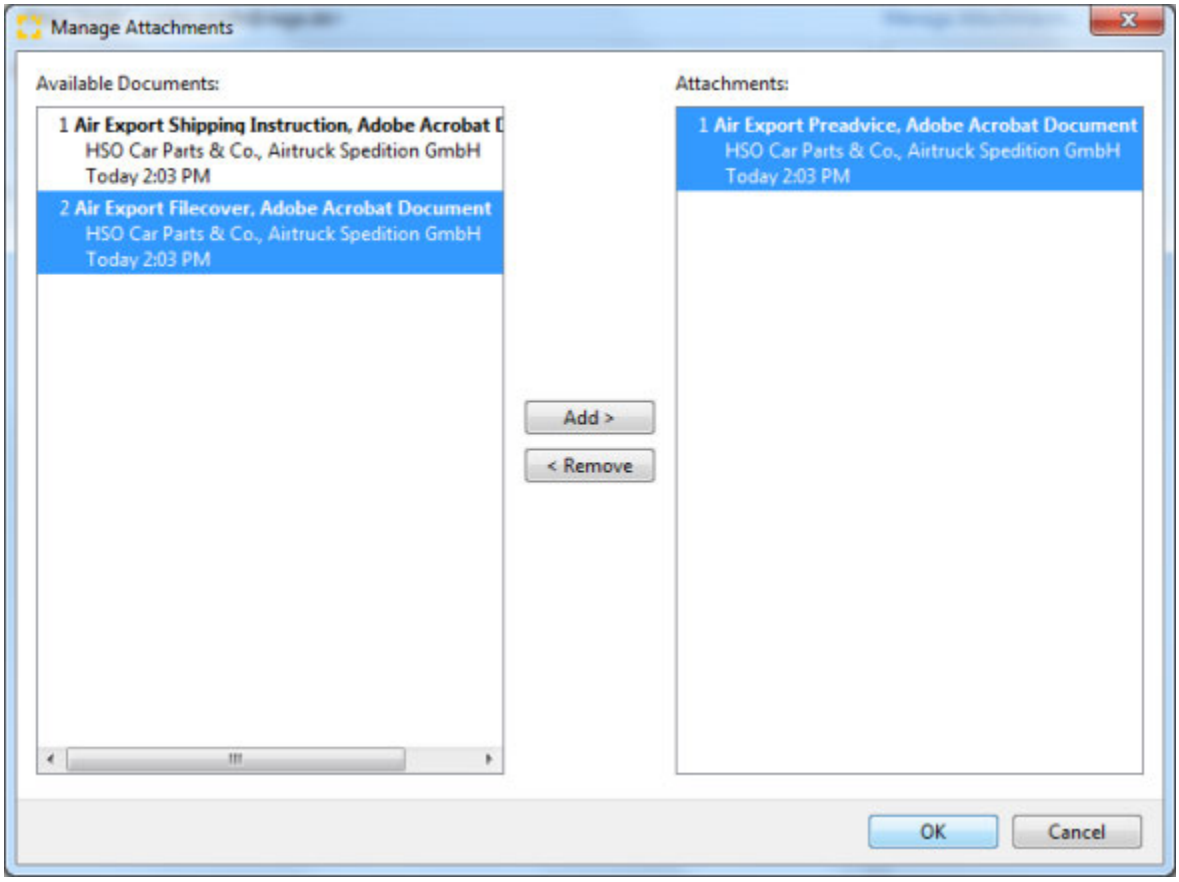
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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General - House Shipment - Seafreight Export

- Introduction
- Description

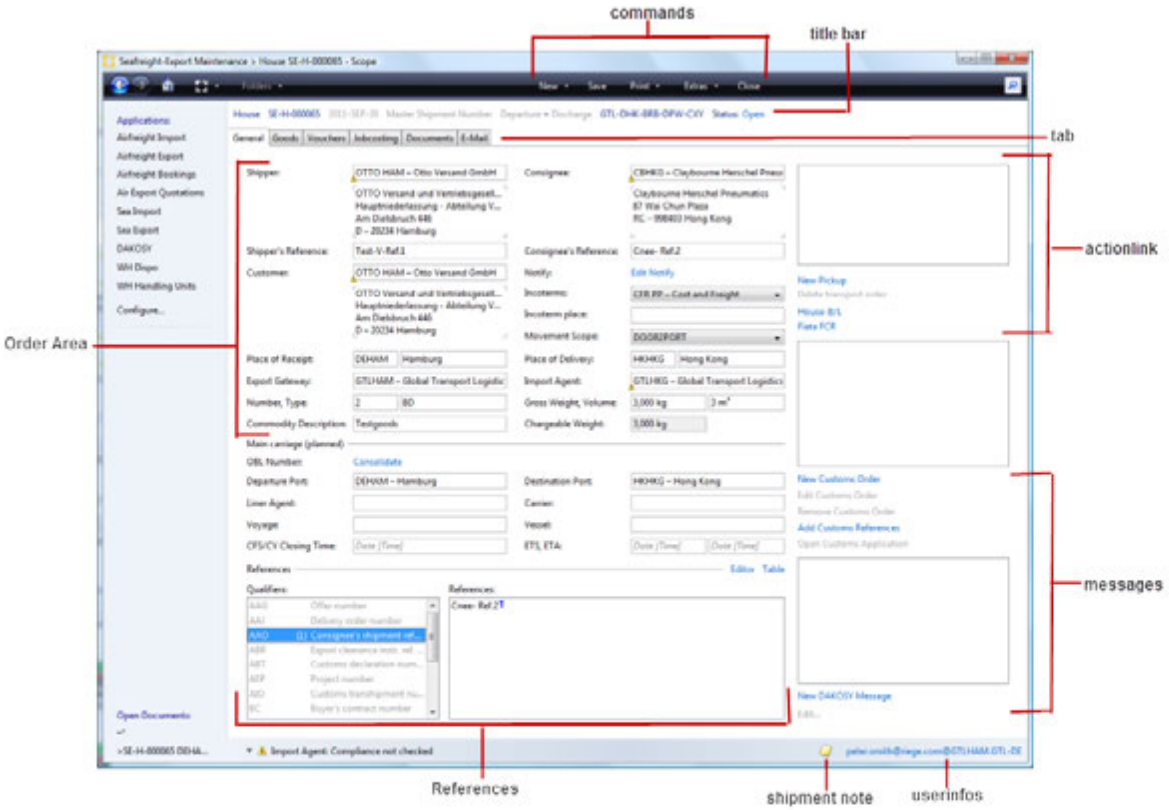
Introduction

In a house shipment all relevant data for an LCL shipment is recorded. These LCL shipments will be consolidated at a later date with other LCL shipments into a master consolidated shipment. On saving a house shipment, a USI (nuique shipment identifier) will be created and assigned to the shipment, this can assist in identifying and retrieving the shipment.

The shipment type "house shipment" can always be transformed into another type of shipment if required.

Description

A new house shipment will open with the "General" tab , where the main shipment data is collected.



Program Actions
- Save
- Print
- Close

Shipment information bar
Change Shipment type
Tabs
Shipment Information area
- Customer
- Incoterms

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Movement Scope
Place of receipt
Place of delivery
Port of loading
Port of discharge
Export-Gateway
Import-Agent
Shipper
Consignee
Notify
Number, Type
Gross Weight, Volume
Commodity Description
Chargeable Weight
OBL Number
Consolidation
Reference
Documents
New pick-up order
Delete transport order
House-B/L
Message - Area
New Customs Order
Edit Customs Order
Shipment Note

Program Actions

Program actions may be used in any open order. They allow saving the shipment, printing documents or closing the shipment.

Save

Saves all the current shipment data.

Print

The "print" action presents the user with a selection of documents which the user can edit in an editor and can then print. The printed documents are then displayed in the tab "Documents" and shown as a Pdf file.

Close

The action "close" will close the shipment. Changes should be saved before closing a shipment.

Shipment information bar

The shipment information bar presents a summary of the most important shipment information.
From left to the right, the information is as follows:

- Shipment type
- Shipment number
- Order date
- Assigned master shipment number - the port of loading - Port of discharge - USI (Unique Shipment Identifier = this unique identification number for the shipment is assigned on saving the shipment for the first time and can be used in the search function to locate the shipment).
- Status - financial status.

> **Financial Status**
>
> the financial status reflects the status of the shipment from the billing point of view. There are three statuses: (1) Open: Outgoing Invoice to Customer not yet sent (2) Billed: Customer billed (3) Closed: All cost estimates resolved and all accounts payable booked Status (2) is set automatically when the invoice to the customer is posted. Status (3) is a manual process by accounting staff. Typically, at the end of every month, all open or billed shipments are reviewed. All shipments where all costs have been allocated are closed.

Change Shipment type

The function "Change shipment type" can be used to convert the shipment into another type of shipment such as a Direct Shipment.

Tabs

Beneath the shipment summary information, the tabs of the open shipment are shown. The focus is on the tab which is currently being viewed or edited.

Shipment Information area

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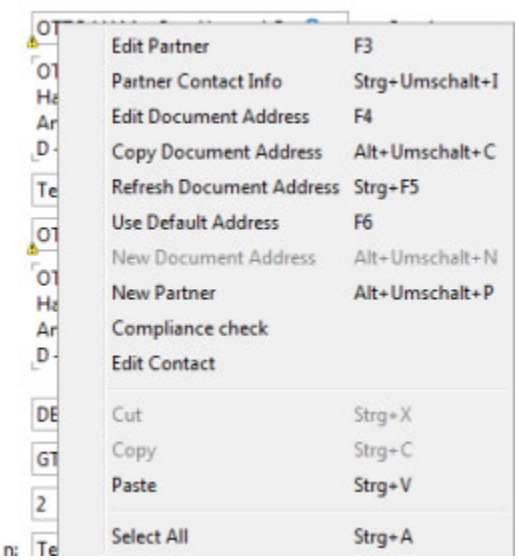
The main shipment details are displayed.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



Edit Partner

Opens the business partner editor , where the partner can be edited.

Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

New Partner

The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

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Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of loading

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Export-Gateway

Branch which is responsible for consolidating and dispatching the cargo. For a house shipment this will default to the name of the branch creating the shipment. It is not possible to edit this field.

Import-Agent

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Partner in the importing country, who receives the consolidated goods at port of discharge. The desired agent can be found using the field search function.

Shipper

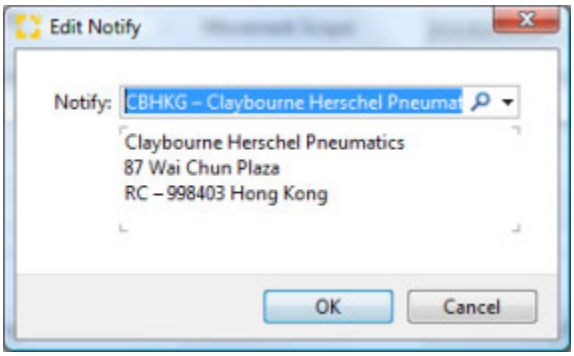
Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Notify

The Notify ("to be notified") is the party to be notified when the shipment arrives in the port of discharge. The Notify can also be the consignee. The notify is entered by clicking the blue action link "Edit Notify". This opens a dialog window in which notify party is recorded.



The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

Number, Type

In the left field the number of packages will be entered. In the right field the packing type is entered (cardboard boxes, pallets, crates ...). The available packing types are maintained in the master data packing types maintenance program . The total entered in these fields defaults to the "goods" tab automatically, and further details about the goods may be entered there.

Gross Weight, Volume

The gross weight of the shipment. This is defaulted in kilograms (kg). If the symbol "kg" is changed to "lb", the total will automatically convert to "kg". In the right pane the total cubic volume i record. This will default to cubic meters (m3). If the symbol "m3" is changed to "CFT" the figure is assumed to be in cubic feet and will automatically convert to "m3"
The data entered in these fields automatically transfers to the to the "goods" tab.

Commodity Description

A short description of the goods. This is a brief synopsis of the goods to be transported. The data entered in this fields automatically transfers to the to the " goods" tab.

Chargeable Weight

This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

OBL Number

The OBL number of the shipment appears only once the cargo is consolidated and an Ocean-B/L-Number has been assigned to the master shipment by the carrier.

Consolidation

The blue action link "Consolidate ", is only active when all mandatory fields of the general tab for the shipment have been entered. When active, this link will launch a consolidation application to add the house shipment to a consol.

Reference

The various reference numbers for the shipment are entered here using the references application

Documents

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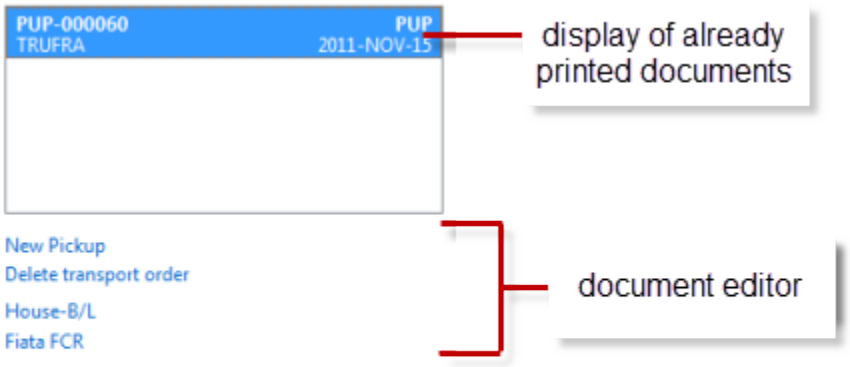
To the right of the "General tab" is an area that provides action links to create various Scope documents and in the case of "pick-up orders" any existing documents are shown. In general all documents created in scope are output to PDF file and are shown in the "*Documents tab*.

To create a document, the mandatory data of *General tab* must be completed and saved. Once saved, the gray links transform to blue action links and when clicked launch the appropriate editor to create the document.



New pick-up order

Once the data has been stored, a new pick-up order can be created. This order gives the trucking companies all the necessary instructions to pick up the shipment at the shipper or his loading point transport the cargo to a CFS or packing shed.

Launch the editor by clicking the blue action link "New pickup".

Delete transport order

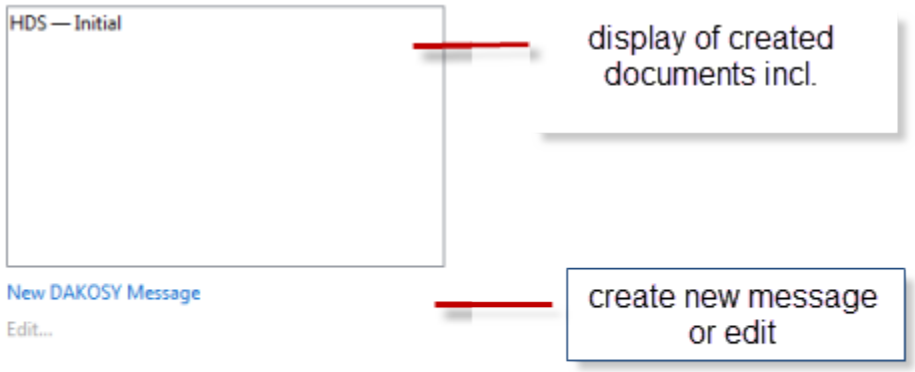
Existing pick_up orders will appear in the right hand table of pickup orders. Any pick-up order can be deleted by highlighting it and selecting the *Delete transport order* action link.

House-B/L

A house B / L can be either a bill of lading (original) or accompanying document (Bill Express Cargo / Waybill / Seawaybill / Express B / L). This is issued by the agent to the shipper or customer.
Click the action link "House-B/L" to open the house B/L editor and create house documentation.

Message - Area

The message area displays and allows creation of electronic export information to customs.



All customs entries manually created or transmitted electronically to customs are displayed in the upper field. The current status of the entry is displayed to the right of the entry type.

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New Customs Order

This function is available after entering and saving the important shipment data. By clicking on action link "New Customs Order" a pop-up window will appear where the user may define the kind of message they wish to create.

Edit Customs Order

Once a customs entry has been created, it appears in the list of customs entries. By highlighting the desired entry in the list and then selecting the action link *Edit Customs Order*, the existing entry may be reopened for alteration.

Shipment Note

By clicking on the note icon, the user can see notes already created for this shipment. A window opens and displays all existing notes. Further notes can be created or an existing note may be modified.
For each note there are three possible priority classifications available: red dot means **high**, yellow spot **moderate** and a note without a dot is **low** priority.
An expiration date for the notes will be created and will appear on the note.

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Consolidate - General - House shipment - Seafreight Export

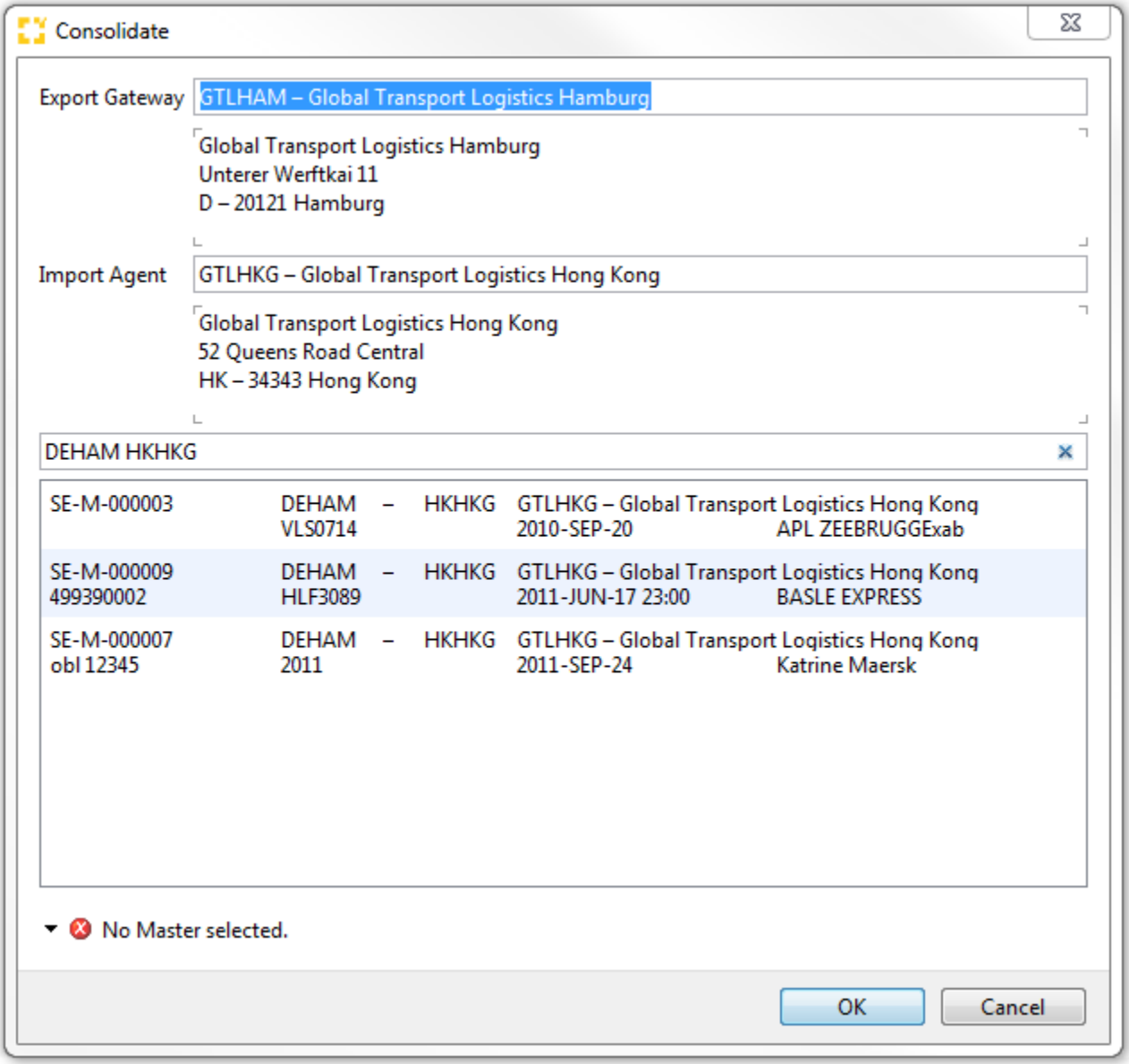
- Introduction
- Description

Introduction

The action link *Consolidate* found in the General tab of the house shipment, enables the house shipment to be consolidated on a master shipment.

Description

The *Consolidate* action link launches an application to control the consolidation process:



Export Gateway
Import Agent
Port of Loading, Port of Discharge
Master shipment listing
OK
Cancel

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Export Gateway

The export gateway is the export agent who is responsible for consolidating the house shipment into a master shipment. This party can be the local branch or a remote branch - normally a hub.

Import Agent

The Agent who will receive the consolidation at the port of discharge and who is normally responsible for deconsolidating the shipment

Port of Loading, Port of Discharge

The port of loading and port of discharge from the General tab will appear and accordingly, any existing master shipments that match these ports will appear and can be chosen as the desired consol. These ports can be altered change the possible master depart and destination ports.

Master shipment listing

master shipments matching the ports of the consolidation application will appear. The desired master shipment can be selected.

OK

If a master shipment is selected it is possible to save the selection by clicking the *OK* button. The master shipment details will now appear in the General tab of the main shipment.

Cancel

Closes the *Consolidation* application without further action.

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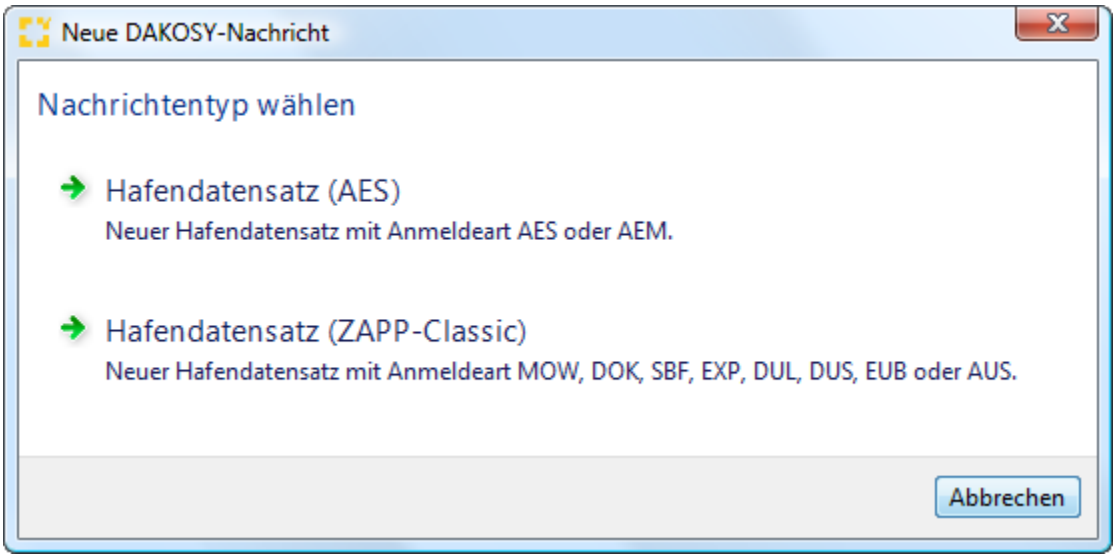
DAKOSY - New Message - General - House Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Eine neue DAKOSY-Nachricht ermöglicht dem Nutzer 3 verschiedene Optionen. Hafendatensatz (AES), Hafendatensatz (Classic) und Neues Bill-of-Lading stehen dem Nutzer zur Auswahl. Über das Dakosy-Modul kann die Ausgangszollabfertigung über den Hamburger Hafen sowie der gesamte Hafen-Datenverkehr (zu Reedereien, Packschuppen, Terminals..) abgefertigt werden, sofern die Beteiligten ebenfalls an DAKOSY angebunden sind. Beim Klicken auf die Schaltfläche "Neue DAKOSY-Nachricht" öffnet sich ein Auswahlfenster für den Benutzer.

Beschreibung



Hafendatensatz (AES)
Hafendatensatz (Classic)

Hafendatensatz (AES)

Hafendatensatz (Classic)

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HDS (AES) - DAKOSY- New Message - General - House Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladaeauftrag an die Beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur Zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verlade-Erlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (AES) deckt die Möglichkeiten der Abfertigung von Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES) ab, für die ein Ausfuhrbegleitdokument mit MRN erstellt wurde.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (AES)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

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Allgemein - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

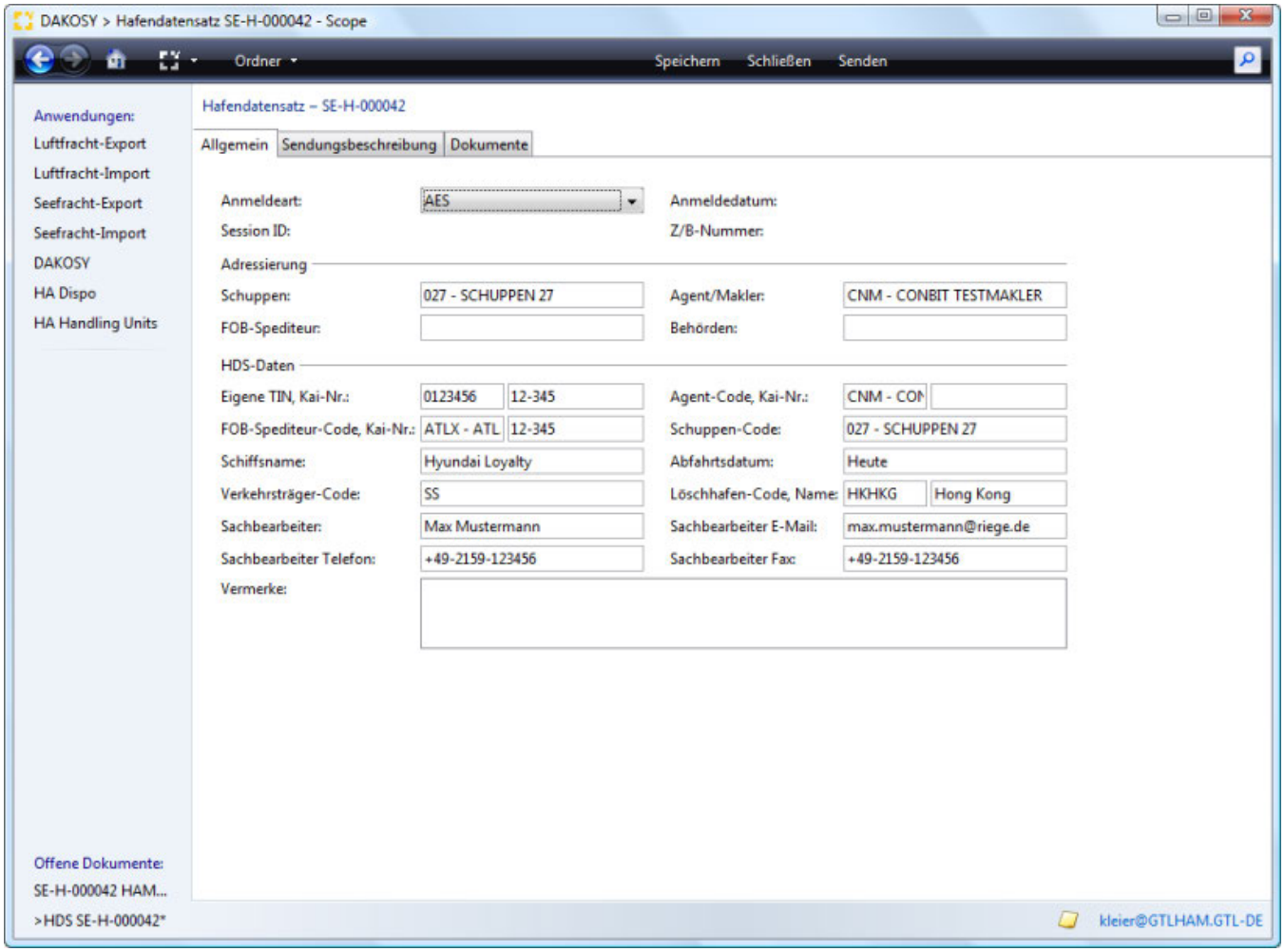
- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt wurden.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.



Anmeldung und Bestätigung
- Anmeldeart
- Anmeldedatum
- Session ID
- Z/B-Nummer

Adressierung
- Schuppen
- Makler
- FOB-Spediteur

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Behörden
HDS-Daten
Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen folgende Möglichkeiten:

Anmeldeart	Bedeutung
AES	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES, ausgenommen Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5
AEM	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES für Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5

Anmeldedatum

Datum der Anmeldung. (Feld wird durch Scope automatisch ausgefüllt.)

Session ID

Übertragagungs-Identifikationsnummer. (Feld wird durch Scope automatisch ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Feld wird durch Scope automatisch ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung sorgt.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

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Schuppen-Code

Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Anleitungen

Fragen

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Dokumente - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

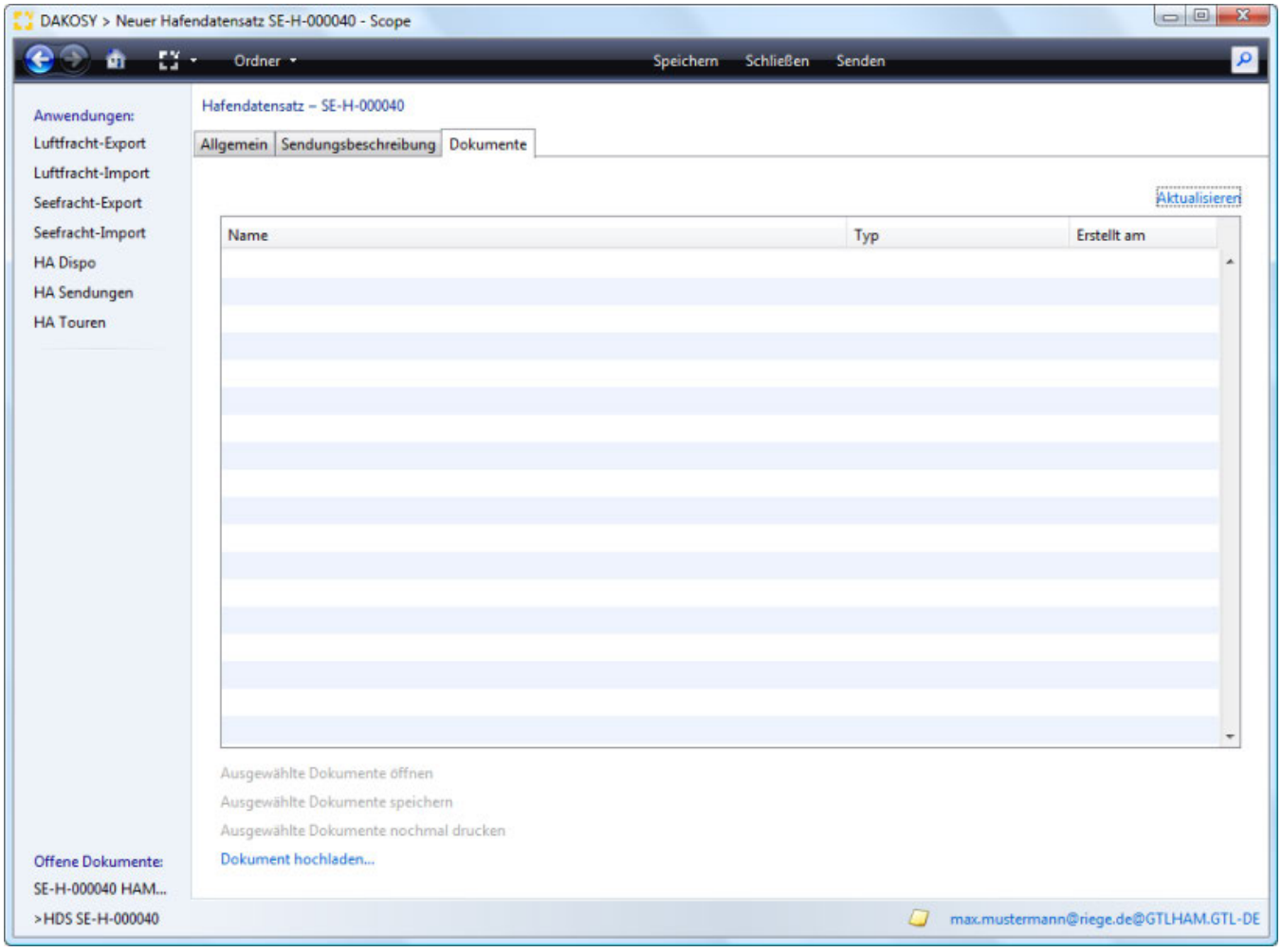
- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten EDI-Nachrichten von und zu Dakosy anzeigt. Mithilfe eines entsprechenden Editors lassen sich diese Nachrichten betrachten, um eventuelle Fehler zu analysieren und zu erkennen.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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Sendungsbeschreibung - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

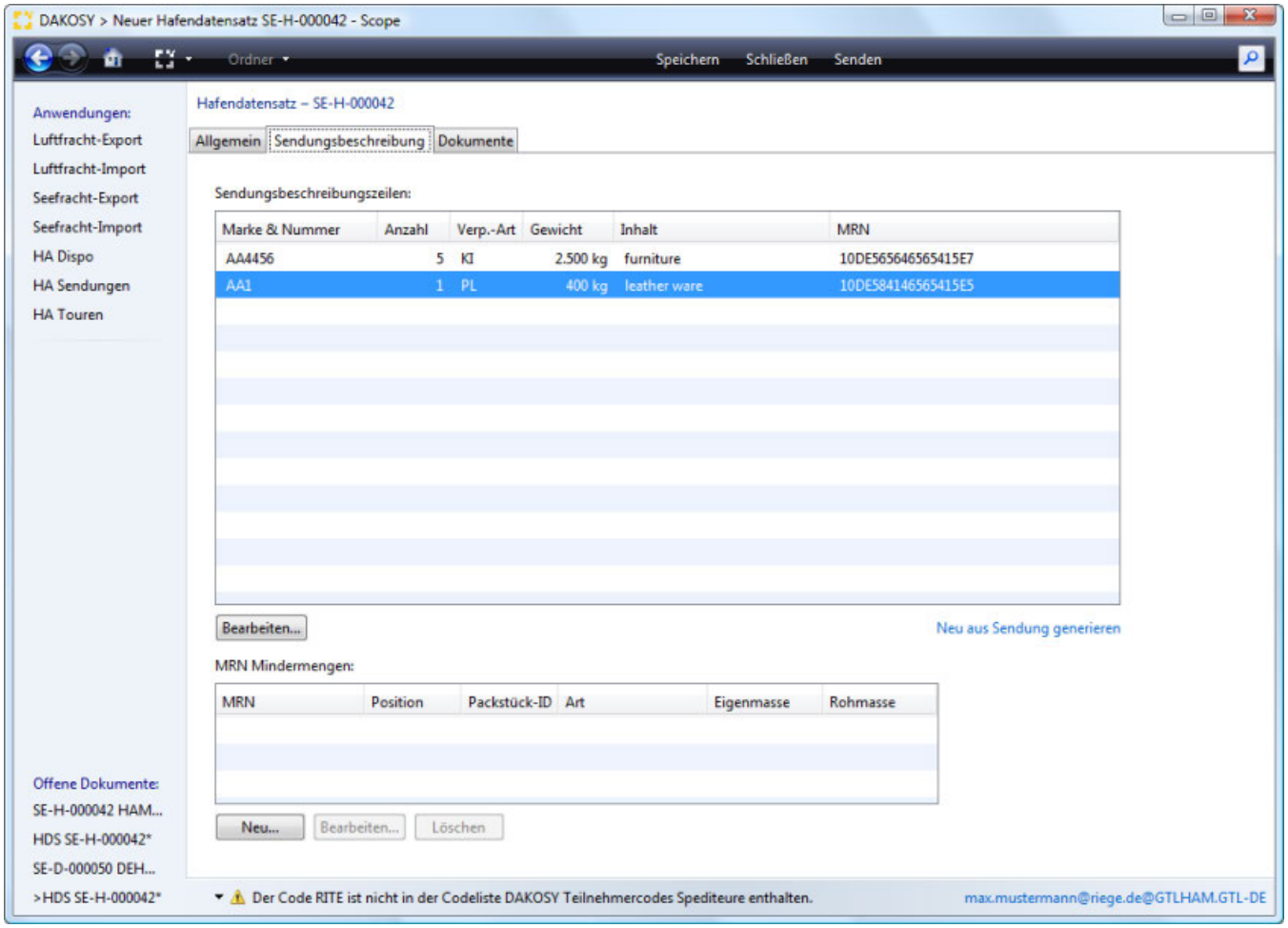
- Einleitung
- Beschreibung

Einleitung

Im Reiter Sendungsbeschreibung werden alle relevanten Sendungsdaten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.

Beschreibung

Durch Klicken auf den Reiter "Sendungsbeschreibung" gelangen sie in diesen.



- Sendungsbeschreibungszeilen
  - Allgemeine Angaben
  - Angaben zur MRN
  - Autoverladung
  - Bearbeiten
- MRN-Mindermengen
  - MRN
  - Position
  - Packstück-ID
  - Art
  - Eigenmasse
  - Rohmasse
  - Neu

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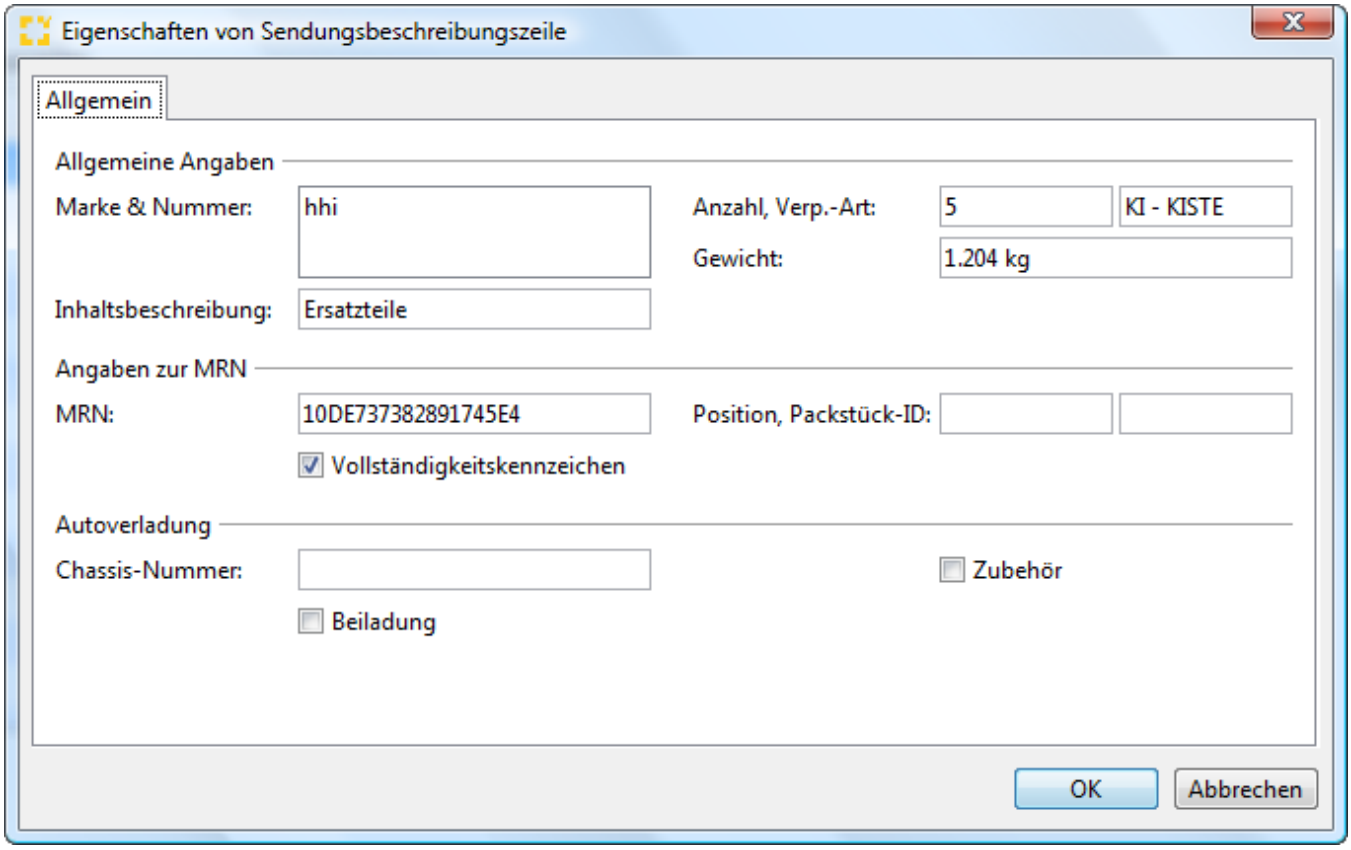
Bearbeiten
Löschen

Sendungsbeschreibungszeilen

Jede Sendungsbeschreibungszeile kann durch einen Mausklick markiert und über die Schaltfläche "Bearbeiten" bearbeitet werden (Bearbeitung einer Sendungsbeschreibungszeile auch durch Maus-Doppelklick möglich).
Daraufhin öffnet sich ein Fenster zur Bearbeitung der Sendungsbeschreibungszeile.



Allgemeine Angaben

Marke & Nummern

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes.

Angaben zur MRN

MRN

Movement-Reference-Number des Stückgutes

Position

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Anzahl der zu gestellenden Positionen.

Packstück-ID

Vollständigkeitszeichen

Setzen des Flags bedeutet, dass alle auf dem Ausfuhrbegleitdokument aufgeführten Positionen vollständig gestellt werden.

Autoverladung

Handelst es sich bei der Verladung um eine Autoverladung, so müssen folgende Felder ausgefüllt werden.

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

Zubehör

Der Flag wird gesetzt, wenn sich weiteres Zubehör am Chassis befindet.

Beiladung

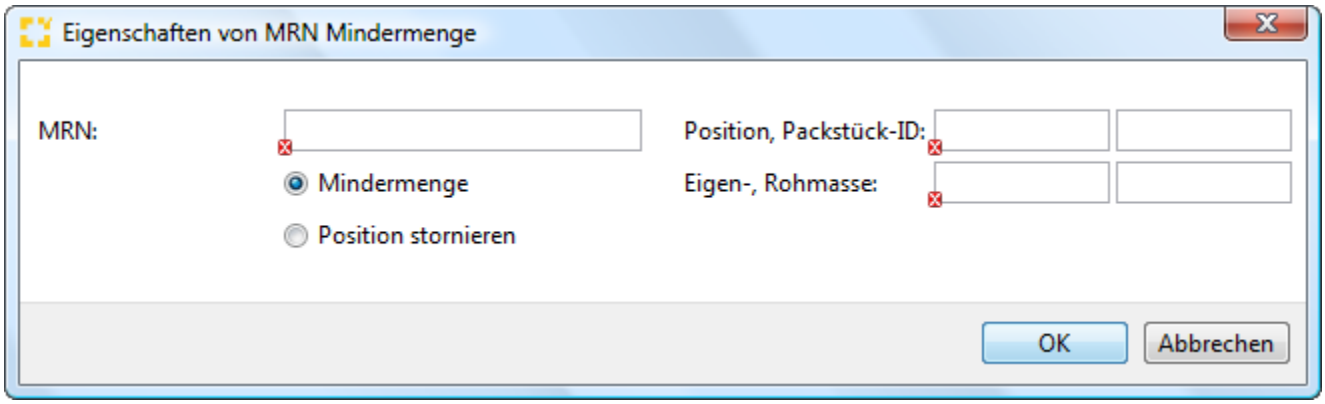
Der Flag wird gesetzt, wenn es sich um eine Beiladung handelt.

Bearbeiten

Durch Klick auf die Schaltfläche "Bearbeiten" kann der Benutzer die Sendungsbeschreibungszeilen bearbeiten, es öffnet sich der Editor zur Bearbeitung der Sendungsbeschreibungszeilen

MRN-Mindermengen

Die Mindermengen einer MRN werden über einen Editor eingepflegt.



MRN

Movement-Reference-Number, für die eine Mindermenge erfasst werden soll.

Position

Position des Ausfuhrbegleitdokumentes der Fehlmenge.

Packstück-ID

Packstück-ID des Ausfuhrbegleitdokumentes der Fehlmenge.

Art

Art des Packstückes (gem. Ausfuhrbegleitdokument)

Eigenmasse

Eigenmasse (Nettogewicht) der Mindermenge.

Rohmasse

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Rohmasse (Bruttogewicht) der Mindermenge.

Neu

Öffnet den MRN-Mindermengen – Eingabeeditor zur Erstellung einer neuen Mindermenge.

Bearbeiten

Öffnet den MRN-Mindermengen – Eingabeeditor zur Bearbeitung einer vorhandenen Mindermenge.

Löschen

Löscht die in der Mindermengen-Tabelle markierte Mindermenge.

Anleitungen

Fragen

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HDS (ZAPP-Classic) - DAKOSY- New Message - General - House Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladaeauftrag an die Beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur Zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verlade-Erlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (ZAPP-classic) deckt **alle anderen** Möglichkeiten der Abfertigung von Waren außer Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES), für die ein Ausfuhrbegleitdokument mit einer MRN erstellt wurde, ab.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (ZAPP-classic)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

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Allgemein - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt wurden.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.

Anmeldung und Bestätigung
- Anmeldeart
- Anmeldedatum
- Session ID
- Z/B-Nummer

Adressierung
- Schuppen
- Makler
- FOB-Spediteur
- Behörden

HDS-Daten
- Eigene TIN/Kai-Nr.
- Agent-Code/Kai-Nr.
- FOB-Spediteur-Code/Kai-Nr.
- Schuppen-Code
- Schiffsname
- Abfahrtsdatum
- Verkehrsträger-Code
- Löschhafen-Code, Name
- Sachbearbeiter
- Sachbearbeiter E-Mail
- Sachbearbeiter Telefon
- Sachbearbeiter Fax
- Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen folgende Möglichkeiten:

Anmeldeart	Bedeutung
DOK	Begleitende Verwaltungsdokumente oder begleitende Handelsdokumente für die Beförderung verbrauchssteuerpflichtiger Waren unter Steueraussetzung (BVD) sowie Begleitdokumente für die Beförderung von Weinbauerzeugnissen
SBF	Sonstige Befreiungsfälle (Befreiung von der Vorlage einer Ausfuhranmeldung in elektronischer bzw. schriftlicher Form)
EXP	Export-Vermerk
DUL	Durchfuhr Land
DUS	Durchfuhr See
EUB	EU-Bestimmung
AUS	Im Rahmen des Ausfallkonzeptes erstellte Ausfuhranmeldungen / Versendungsanmeldungen in papierform

Anmeldedatum

Datum der Anmeldung. (Feld wird durch Scope automatisch ausgefüllt.)

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Session ID

Übertragagungs-Identifikationsnummer. (Feld wird durch Scope automatisch ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Feld wird durch Scope automatisch ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung sorgt.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

Schuppen-Code

Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

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Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Anleitungen

Fragen

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Dokumente - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

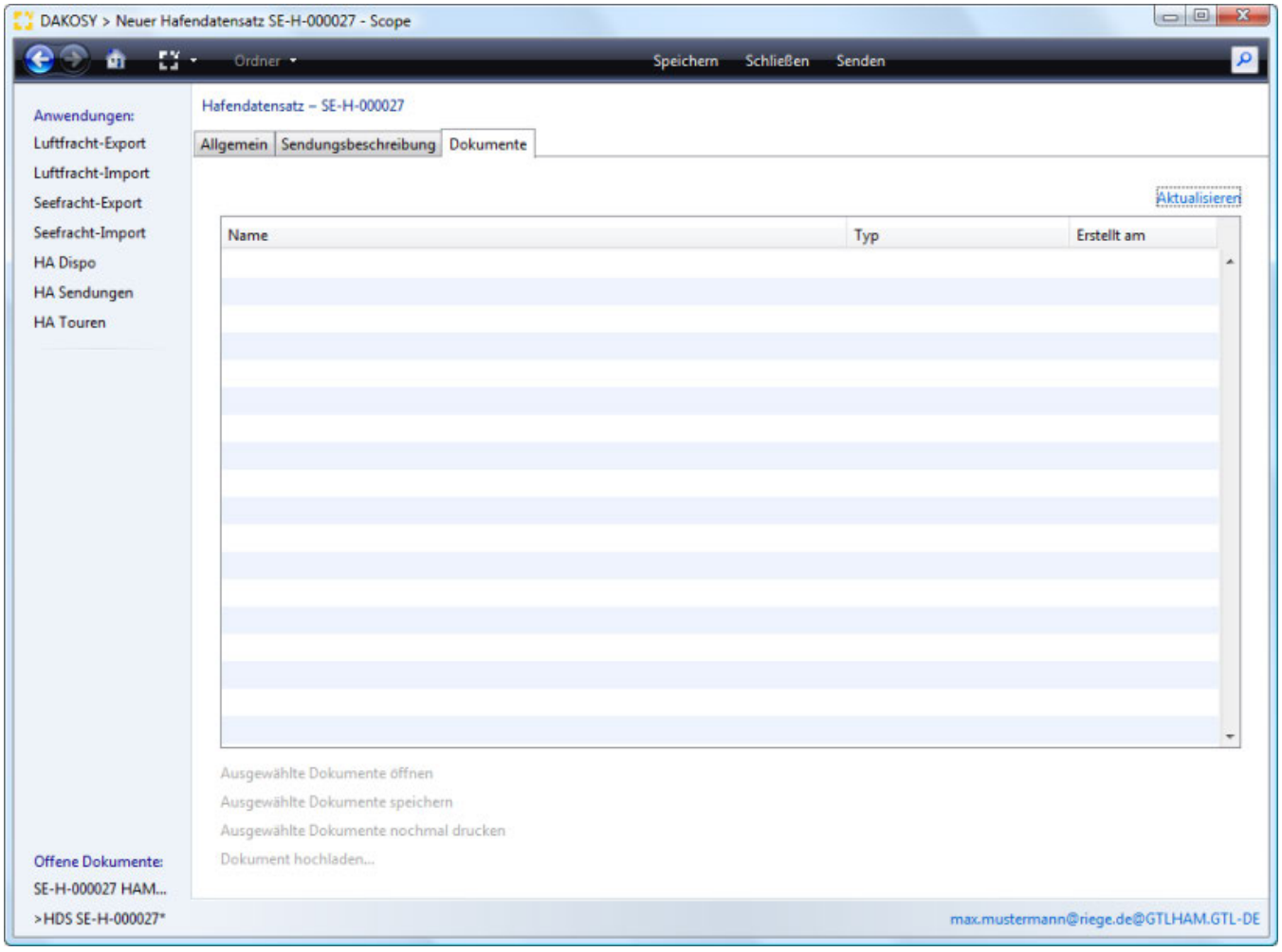
- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten EDI-Nachrichten von und zu Dakosy anzeigt. Mithilfe eines entsprechenden Editors lassen sich diese Nachrichten betrachten, um eventuelle Fehler zu analysieren und zu erkennen.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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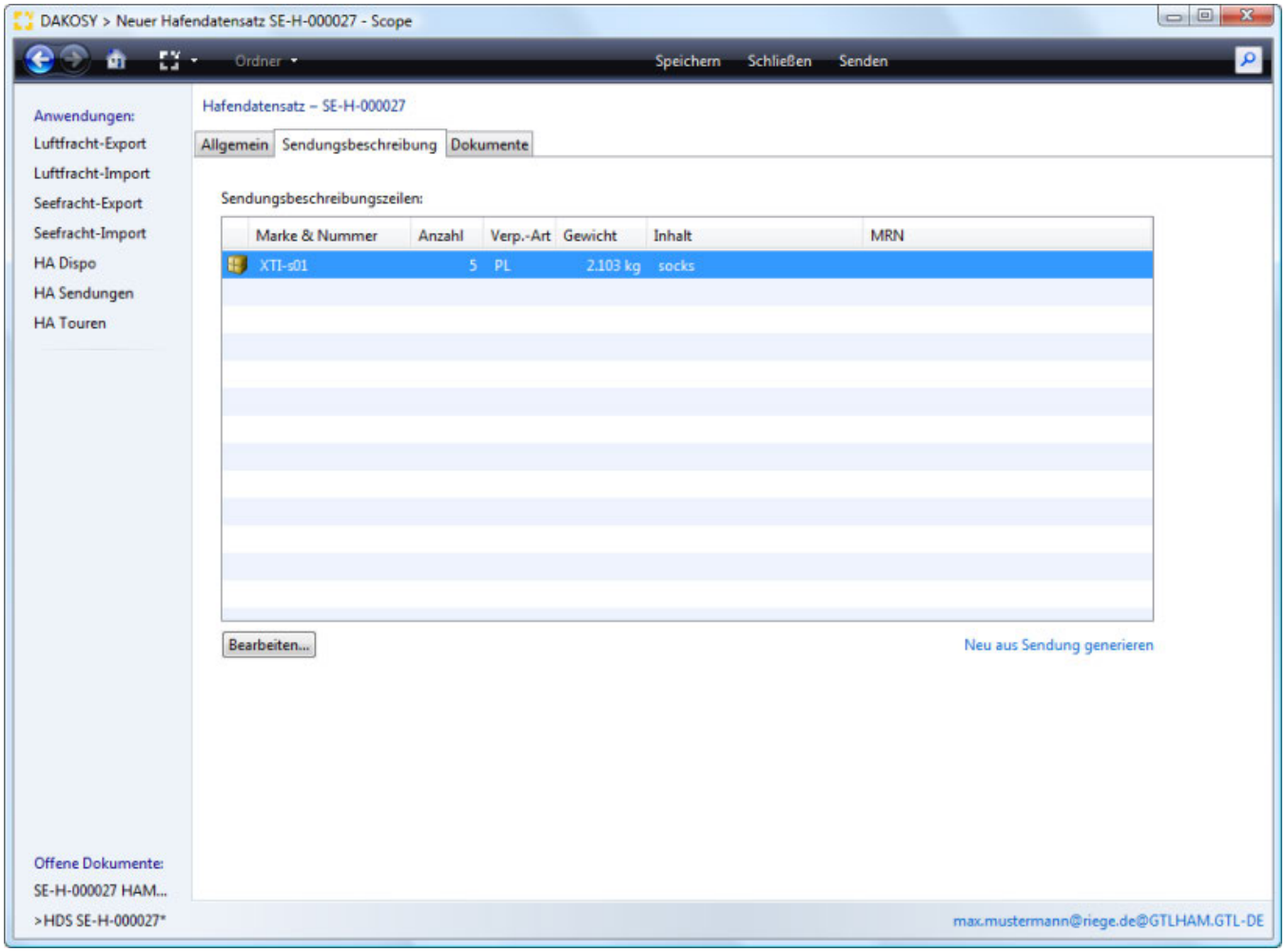
Sendungsbeschreibung - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Haussendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Beschreibung

Durch Klick auf den Reiter "Sendungsbeschreibung öffnet sich der Screen zur Bearbeitung der HDS-Daten für die einzelne Sendung.



Sendungsbeschreibungszeilen

Hier werden alle Daten zur Sendung dargestellt.

Marke & Nummer

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

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Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhalt

Kurze Beschreibung des Inhaltes.

MRN

MRN des Ausfuhrbegleitdokumentes

Bearbeiten

Durch Klick auf die Schaltfläche "Bearbeiten" öffnet sich ein neues Fenster zur Erfassung aller zollrelevanten Daten

Allgemein

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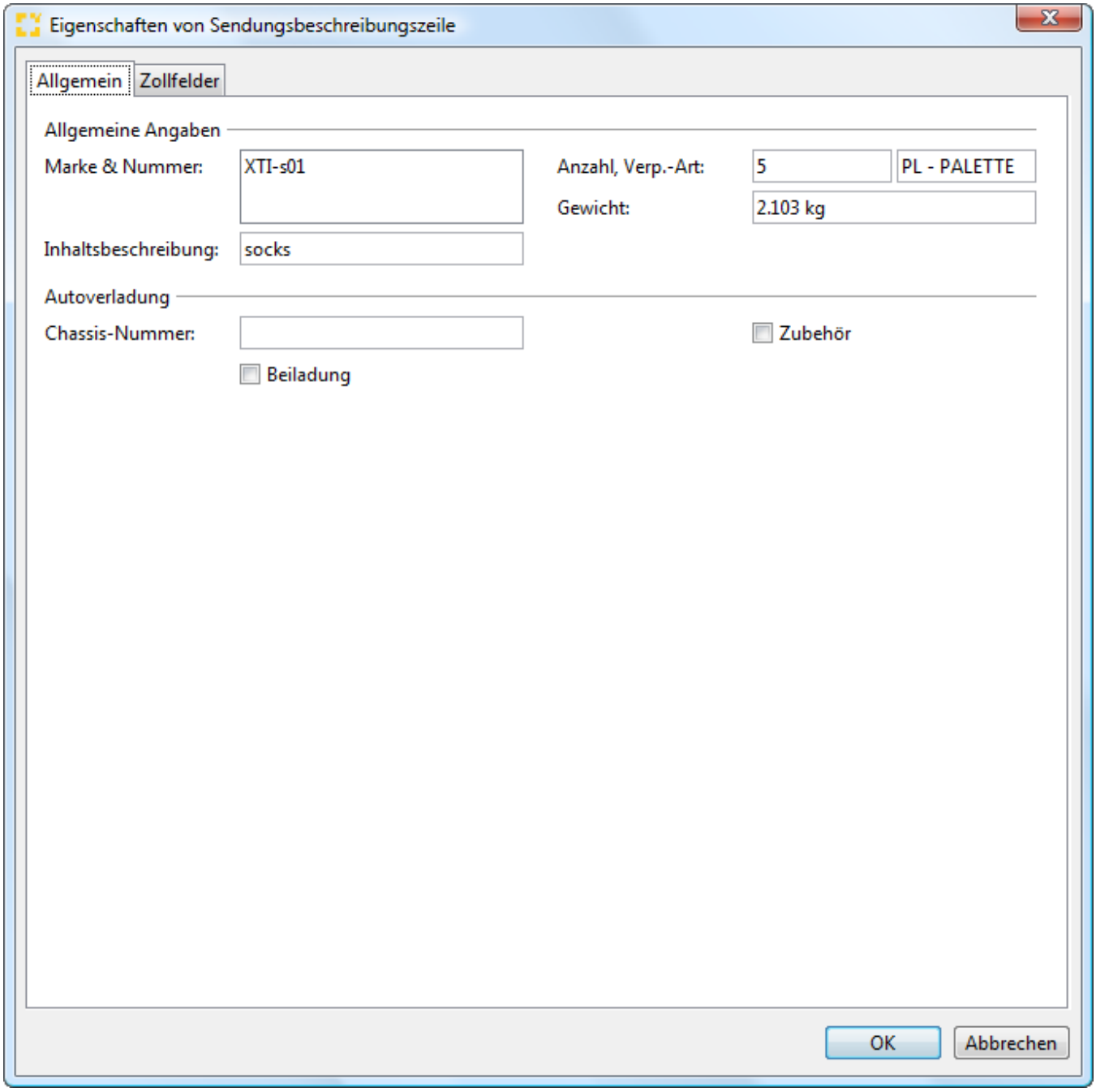

allgemeine Angaben

Marke & Nummer

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

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Kurze Beschreibung des Inhaltes.

Autoverladung

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

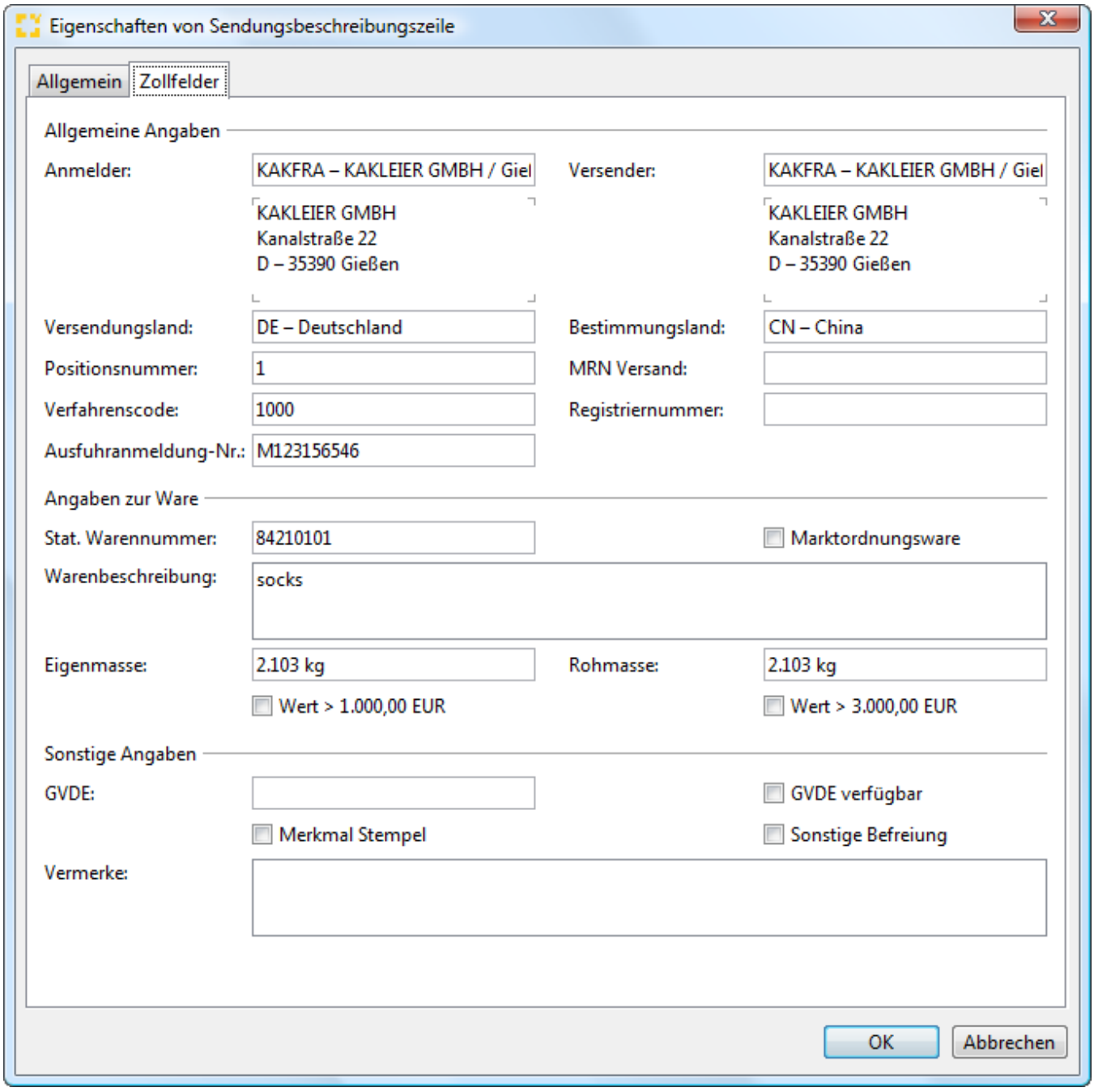
Zubehör

Flag setzen, wenn sich Zubehör am Chassis befindet.

Beiladung

Flag setzen, wenn das Chassis beigeladen wird.

Zollfelder



Allgemein Angaben

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Anmelder

Anmelder der Ware.

Versender

Versender der Ware.

Versendungsland

Land, aus dem die Ware versandt wird.

Bestimmunfgsland der Ware

Land, für die die Ware bestimmt ist.

Positionsnummer

Position des Ausfuhrbegleitdokumentes / der Ausfuhrerklärung

MRN Versand

MRN-Nummer, falls es sich um ein Versandpapier handelt.

Verfahrenscode

Beteiligten-Verfahrenscode.

Registriernummer

Zollamtliche Registriernummer.

Ausfuhranmeldung-Nummer

Nummer der Ausfuhranmeldung.

Angaben zur Ware

statistische Warennummer

Warentarifnummer der Ausfuhr-Ware für statistische Zwecke.

Marktodnungsware

Flag setzen, wenn es sich um Marktordnungsware handelt.

Warenbeschreibung

deutsche Beschreibung der Ware.

Eigenmasse

Eigenmasse der Ware

Rohmasse

Rohmasse der Ware

Wert > 1.000,00 EUR

Flag setzen, wenn der Warenwert über 1.000,00 Euro liegt.

Wert > 3.000,00 EUR

Flag setzen, wenn der Warenwert über 3.000,00 Euro liegt.

sonstige Angaben

GVDE

Nummer des "Gemeinsamen Veterinärdokumentes Einfuhr"

GVDE verfügbar

Flag setzen, wenn das GVDE vorliegt.

Merkmal Stempel

Flag setzen, wenn Ausfuhrerklärung einen Stempel vom Zoll hat.

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sonstige Befreiung

Eintragung einer sonstigen Befreiung der Ware.

Vermerke

Zusätzliche Vermerke für den Zoll.

Neu aus Sendung generieren

Die Sendungsdaten werden aus dem Auftragsbereich neu geladen und in den Ursprungszustand (aus der Sendungserfassung) zurückversetzt.

Sendungsbeschreibungszeilen
Bearbeiten
Neu aus Sendung generieren

Anleitungen

Fragen

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House-BL - General - House Shipment - Seafreight Export

- Introduction
- Description

Introduction

A house B/L for a house shipment is generally created by the forwarding agent prior to loading the cargo aboard a vessel.
This document is normally either issued as an original bill of lading with accompanying copies, or it is issued as an express bill of lading. In the case of an original bill of lading, whoever posses the original bill may take possession of the goods by presenting a fully endorsed original bill of lading. With an express bill of lading, the goods may be released by the receiving agent to the consignee without presentation of an original bill of lading. House bills serve to confirm the receipt of the goods, and include detailed conditions of transport and description of the goods. Thus, the document also serves as proof of the contract of carriage.

Description

By clicking the blue action link shown as "House- B/L" the house B/L editor will open with the data from the shipment entry defaulted to the various fields.
All entries can be saved at any time by clicking the "OK" button. Information can be discarded by clicking the "Cancel" button.

The house B/L editor provides the following tabs:

- Cargo Details - General - House BL - General - House Shipment - Seafreight Export
- General - House BL - General - House Shipment - Seafreight Export
- Preview - House BL - General - House Shipment - Seafreight Export

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Cargo Details - General - House BL - General - House Shipment - Seafreight Export

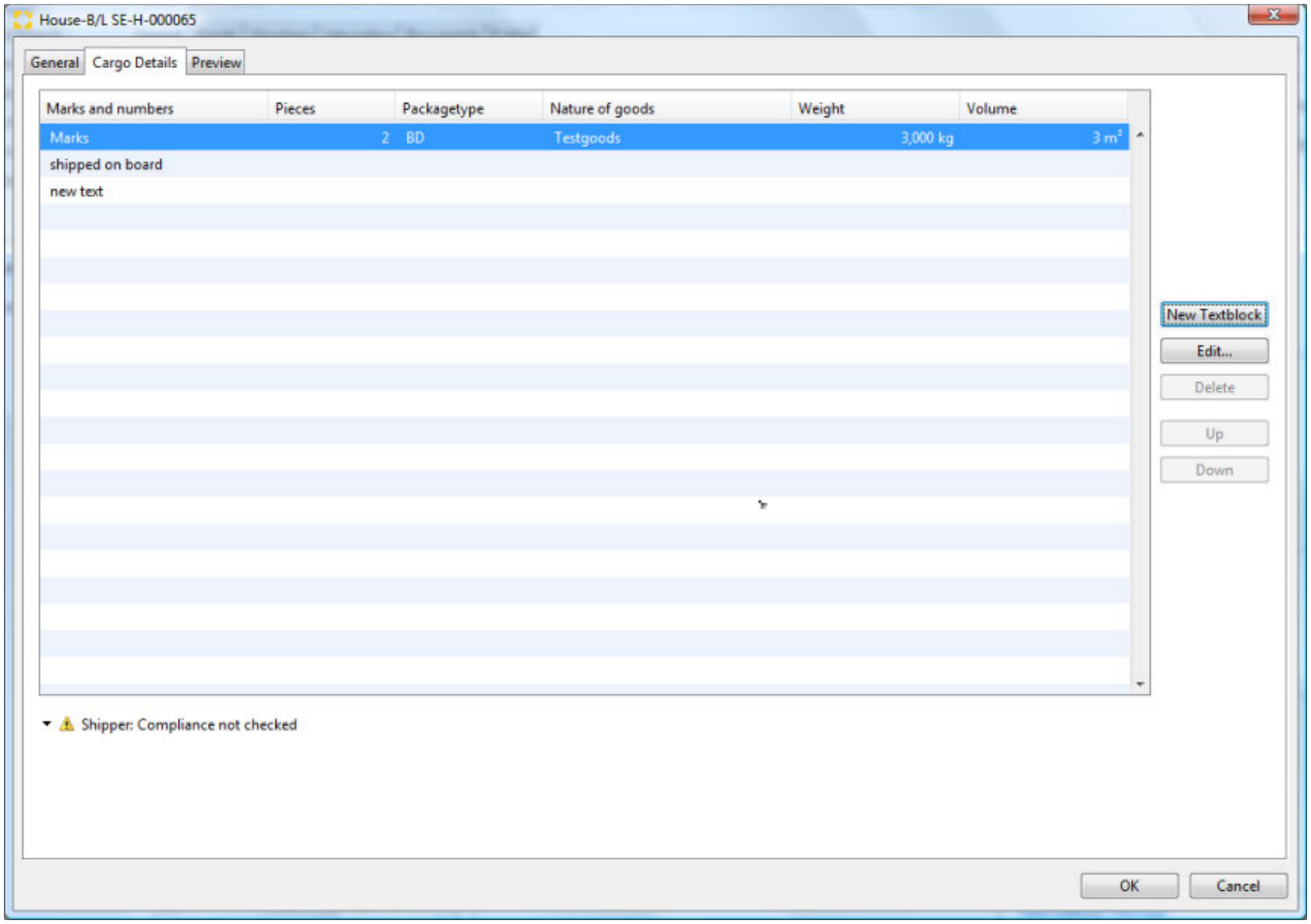
- Introduction
- Description

Introduction

The *Cargo details* tab enables the entry of details of the cargo as they are to appear on the bill of lading.

Description

A description of the goods including pieces, weights and volume will default from the main shipment entry and appear in a structured format. These details may be edited as required and further details may be added in un unstructured (free text) format.



New Textblock
Edit...
Goods description editor
Delete
Up
Down
OK
Cancel

New Textblock

The *New Textblock" button opens a free text editor that allows the entry of free text. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

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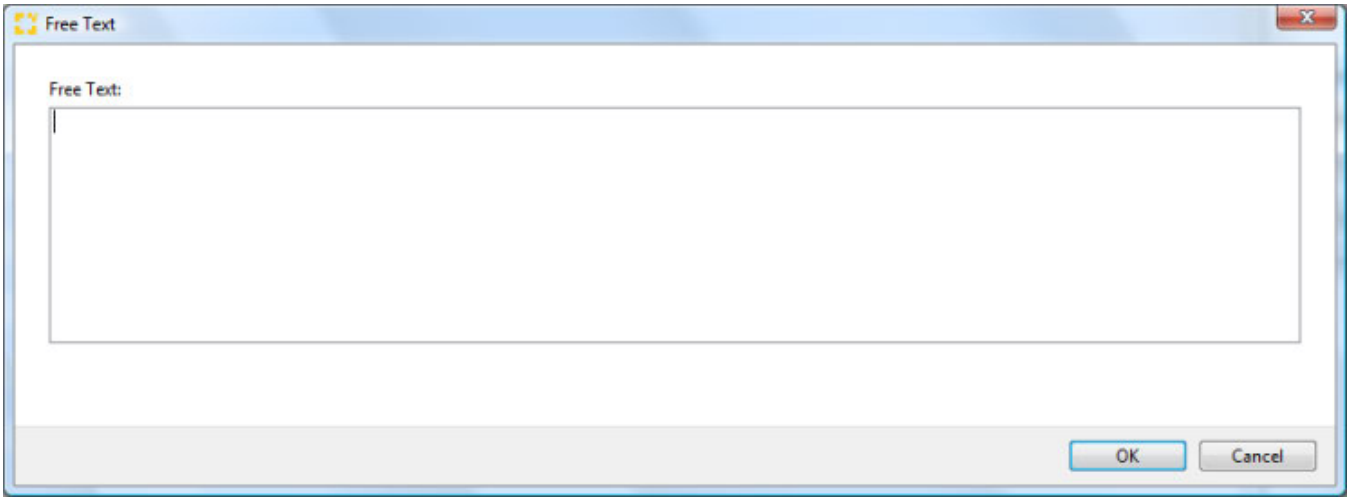
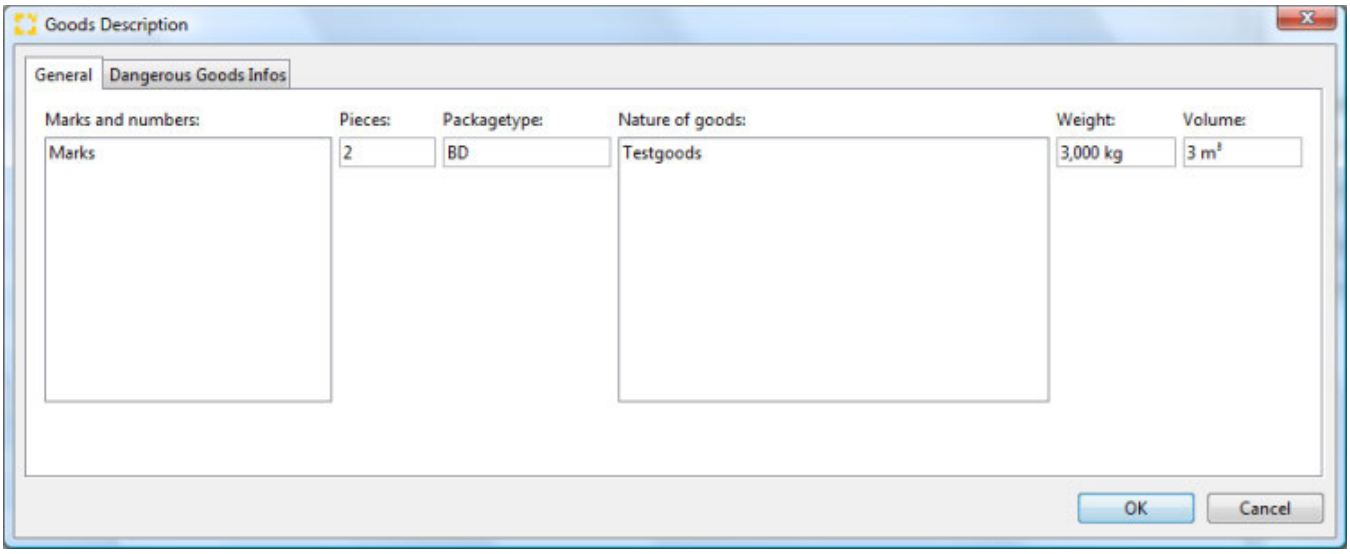
Choose *OK* to save new data in the free text editor. Choose *Cancel* to close the editor without saving data.



Edit...

The *Edit* function will open the line of text highlighted in the *cargo details* table. If this line contains pieces, packing types, weights and volume from the main shipment, then the *goods description* editor will open to allow adjustment of this formatted data. Each element of the structured line appears in a field designed for the type of data it contains. Free text lines are opened with the *Free text editor*.

Goods description editor



Marks and numbers

Marks and numbers will display marks and numbers entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Pieces

The pieces from the cargo entry in the main shipment entry goods tab will appear. These may be edited as desired.

Package type

The packing type entered in the main shipment entry goods tab . This is a search field that can be used to choose an alternate stored packing type.

Nature of goods

This field will display Nature of goods entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Weight

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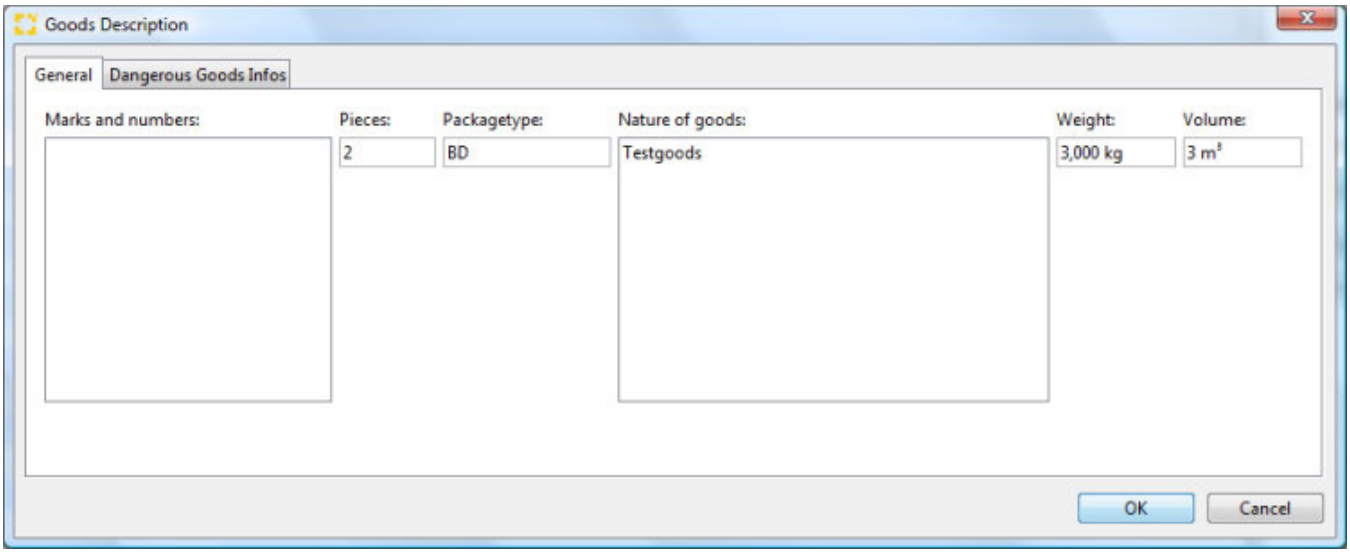
The weight from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Volume

The volume from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Dangerous goods

The 2nd tab of the *Goods Description* editor is the dangerous goods infos. This will any display dangerous goods information associated with the goods in the goods tab of the main shipment entry.



Delete

Deletes the highlighted row from the cargo details.

Up

Moves the highlighted row from the cargo details up.

Down

Moves the highlighted row from the cargo details down.

OK

Select *OK* to save the cargo details information and exit the house B/L.

Cancel

Select *Cancel* to discard any new data entered in the cargo details tab and exit the house B/L.

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General - House BL - General - House Shipment - Seafreight Export

- Introduction
- Description

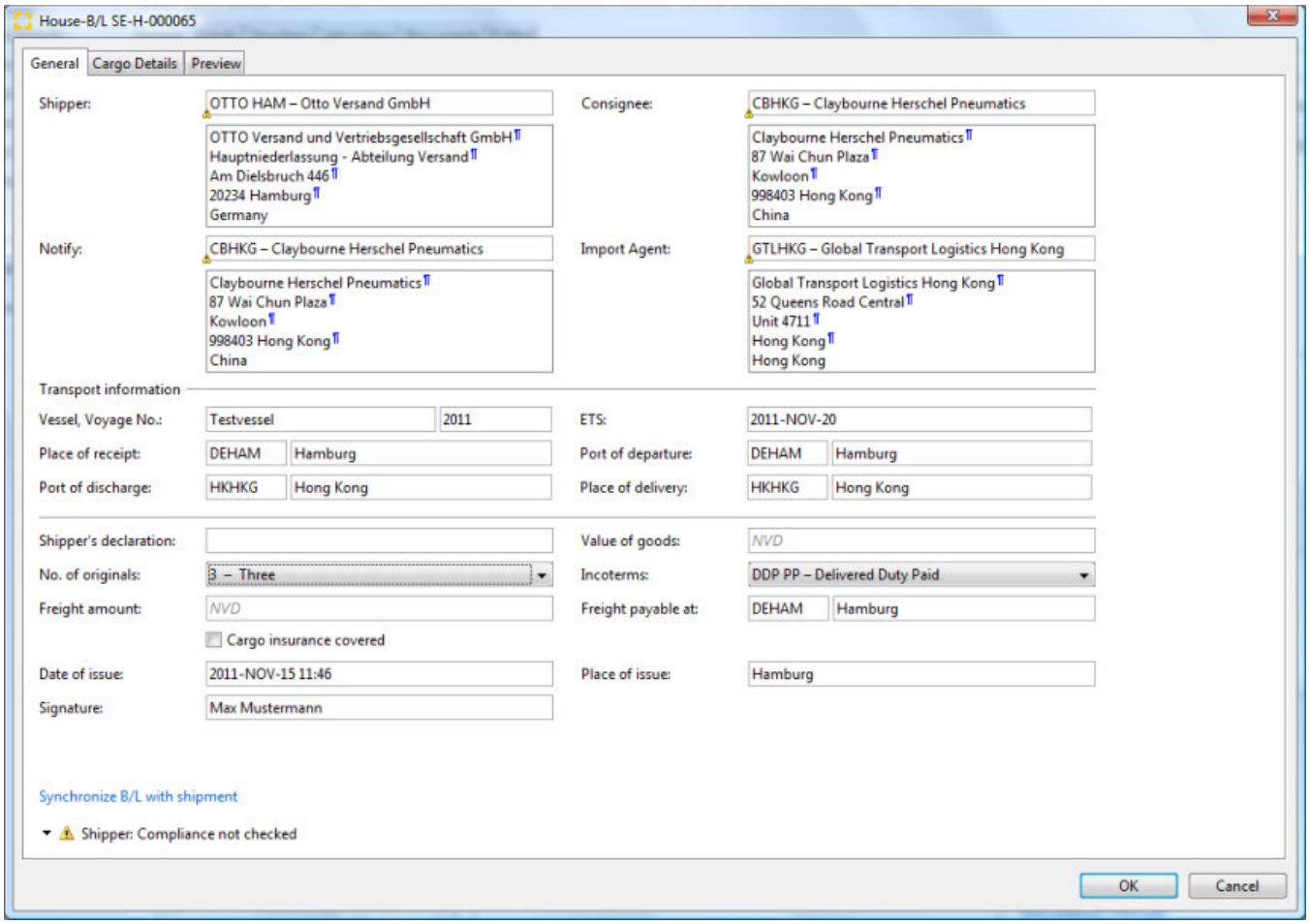
Introduction

The *General* tab of the the House B/L allows entry of the most important data for the creation of a bill of lading. This is address details, transport information, dates and shipping terms.

The details entered in the *General* tab of the house shipment should transfer to the house B/L where it can be further processed.

Description

The input window is divided into three different areas. The upper part is for address details for the B/L, the middle and lower sections are for transport details, dates and freight terms.



- Address data
  - Shipper
  - Consignee
  - Notify
  - Import Agent
- Transport Information
  - Vessel
  - Voyage No.
  - Place of Receipt
  - Port of Departure
  - Port of Discharge

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Place of Delivery
Instructions and additional information
Shipper's Declaration
Value of goods
No. of Originals
Freight amount
Inco Terms
Freight payable at:
Cargo Insurance covered
Date of issue
Place of issue
Signature
Synchronize B/L with shipment
OK
Cancel

Address data

Shipper

Shipper for the shipment. This may be found with the field search or can be entered directly.

Consignee

Consignee for the shipment. This may be found with the field search or can be entered directly.

Notify

Notify from shipment editor (if available). This is the party to be notified when the shipment arrives at the importing country. The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Import Agent

The agent responsible for the freight on arrival at the importing country. The address for the agent is taken from the data already entered in the main shipment entry.

Transport Information

Vessel

The name of the vessel aboard which the freight will be loaded. This vessel name may change when the house shipment is consolidated because the vessel of the master shipment will automatically overwrite any existing vessel name.

Voyage No.

The voyage number of the the vessel aboard which the freight will be loaded. This voyage may change when the house shipment is consolidated because the voyage of the master shipment will automatically overwrite any existing voyage details.

Place of Receipt

The place from the main shipment entry will appear.
The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of Departure

The Port of Departure from the main shipment entry will appear.
Place or port where vessel containing the goods will depart.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of Discharge

The Port of Discharge from the main shipment entry will appear.
Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of Delivery

The place from the main shipment entry will appear.
The place of delivery is the final destination of the goods.

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The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Instructions and additional information

Shipper's Declaration

Used for hazardous information

Value of goods

This is an optional field, normally only used when specified in a letter of credit.

No. of Originals

Select the number of original bills of lading issued from the drop down menu.

Freight amount

Amount agreed for the freight transport costs.

Inco Terms

From the main shipment entry. The Incoterms that will be printed on the B/L.

Freight payable at:

The location where the freight charges are payable. (according to the Incoterms)

Cargo Insurance covered

A check field to indicate if the shipment is insured.

Date of issue

The date of issue of the bill of lading.

Place of issue

Signature

The name of the agent responsible for issuing the bill of lading.

Synchronize B/L with shipment

This action link will synchronize all the fields in the *General* tab of the house bill of lading with the same fields of the *General* tab of the *General* shipment entry. Any existing data will be lost from the house bill of lading.

OK

Click "OK" to save all the details enter in the house bill of lading and close the house bill of lading editor.

Cancel

Click "Cancel" to discard any details entered in the house bill of lading and close the house bill of lading editor.

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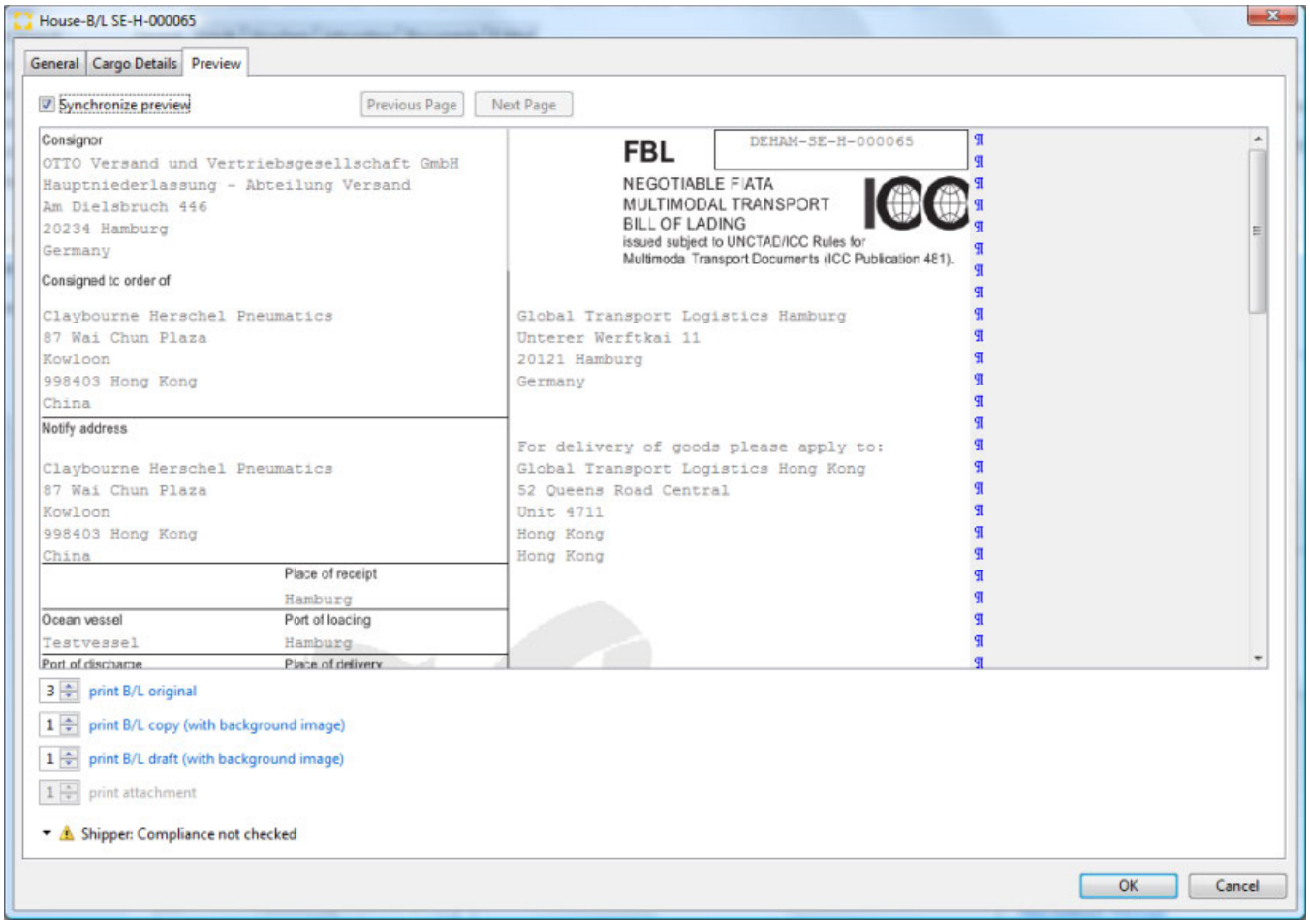
Preview - House BL - General - House Shipment - Seafreight Export

- Introduction
- Description

Introduction

The house B/l can be viewed and edited prior to printing in this tab.

Description



Synchronize preview
Previous Page
Next Page
Print B/L original
Print B/L copy (with background image)
Print B/L draft (with background image)
Print attachment
OK
Cancel

Synchronize preview

The initial view of the B/L is generated using the information stored in the *House B/L general* and *Cargo Details* tab. When the synchronize flag is unset, the B/L becomes detached from these tabs and available for editing. Any text may be added to any part of the B/L. On setting the synchronize flag, any edits made to the B/L preview will be lost and the form will again be synchronized with the *House B/L general* and *Cargo Details* tabs.

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Previous Page

scrolls the B/L back one page. Only active for multi-page B/Ls.

Next Page

scrolls the B/L forward one page. Only active for multi-page B/Ls.

Print B/L original

The number of original B/Ls that should print are entered and then select the *print B/L original* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. A blank orginal bill of lading should be ready in the printer when this document is printed.

Print B/L copy (with background image)

The number of copy B/Ls that should print are entered and then select the *print B/L copy* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print B/L draft (with background image)

The number of draft B/Ls that should print are entered and then select the *print B/L draft* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print attachment

The number of copies of attachment documents that should print are entered and then select the *print attachment* action link to generate any attachment docuemnts. These will be visible in the documents tab of the main shipment. This document should print on plain paper. Attachment documents are created when it is desired to print additional B/L details on plain paper.

OK

Select *OK* to save data entered in the House B/L application and exit back to the main shipment.

Cancel

Select *Cancel* to discard data entered in the House B/L application and exit back to the main shipment.

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New Pickup - General - House Shipment - Seafreight Export

- Introduction
- Description

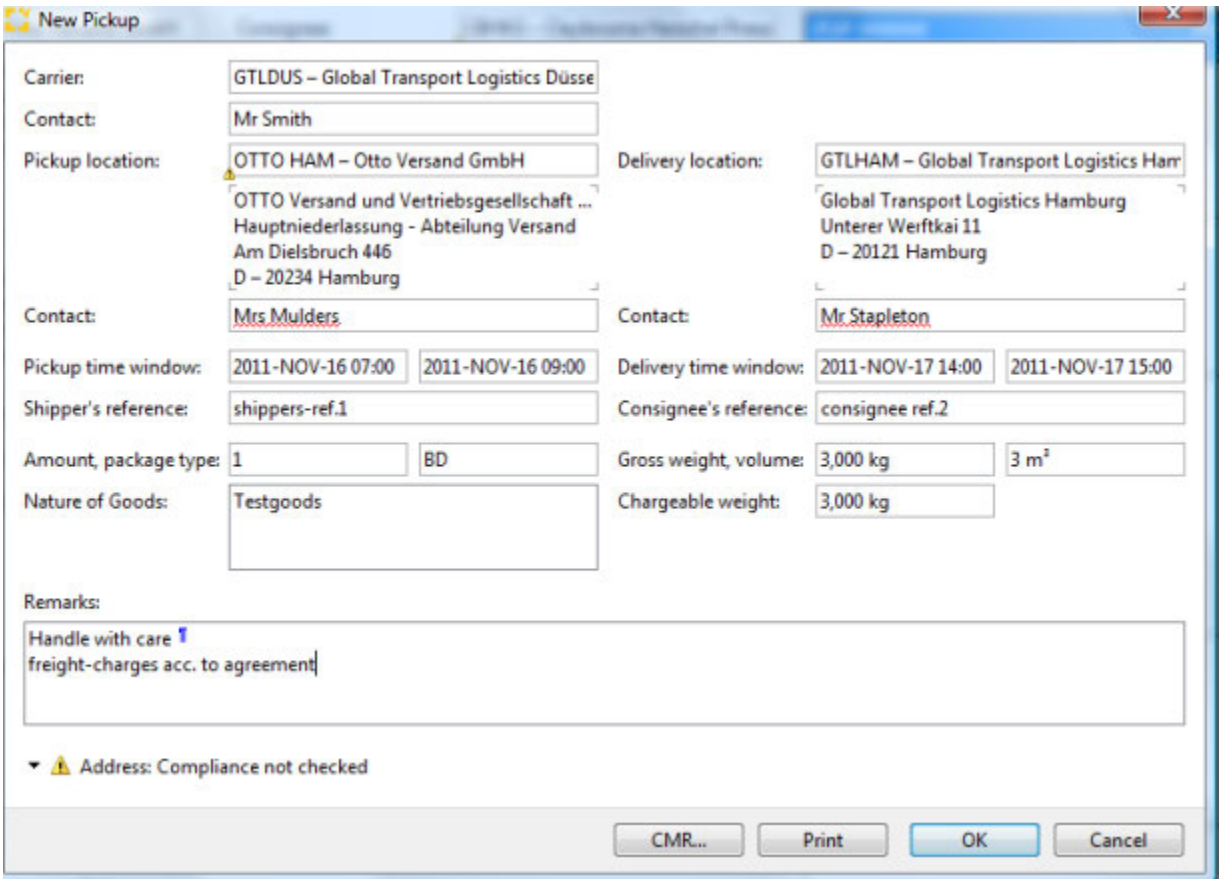
Introduction

Creation of a pick-up order requires the full shipment details have been saved in the "General" tab.

The "Pick-up" note is created by the the forwarding agent to collect the goods from the customer and have them delivered to the forwarding agents warehouse or Container Freight Station (CFS).

Description

A pick-up Order" can be created by click the blue action link "New-pickup". This will open the "New Pickup" editor.



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the pickup.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

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Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location contact party

The name of the person at the point of pickup who should be contacted.

Delivery location contact

The name of the person at the point of delivery who should be contacted.

Pickup time window from/to

The pick up window (Date / Time), in which the consignment is to be picked up.

Delivery time window from /to

The delivery window (Date / Time), in which the consignment is to be delivered.

Shippers reference

The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.

By default, all packages are proposed for delivery.

Packing type

The type of packages

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Nature of goods

A description of the goods. The description from the general tab will default.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

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Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Transportation to terminal - General - House Shipment - Seafreight Export

- Introduction
- Description

Introduction

The "transport to terminal" is a transport order for all shipments. The shipment is picked up at a certain point (eg own warehouse) from trucking companies and then transported to the terminal or packing shed.

- This feature is not available for house shipments.

Description

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Goods - House Shipment - Seafreight Export *

- Introduction
- Description

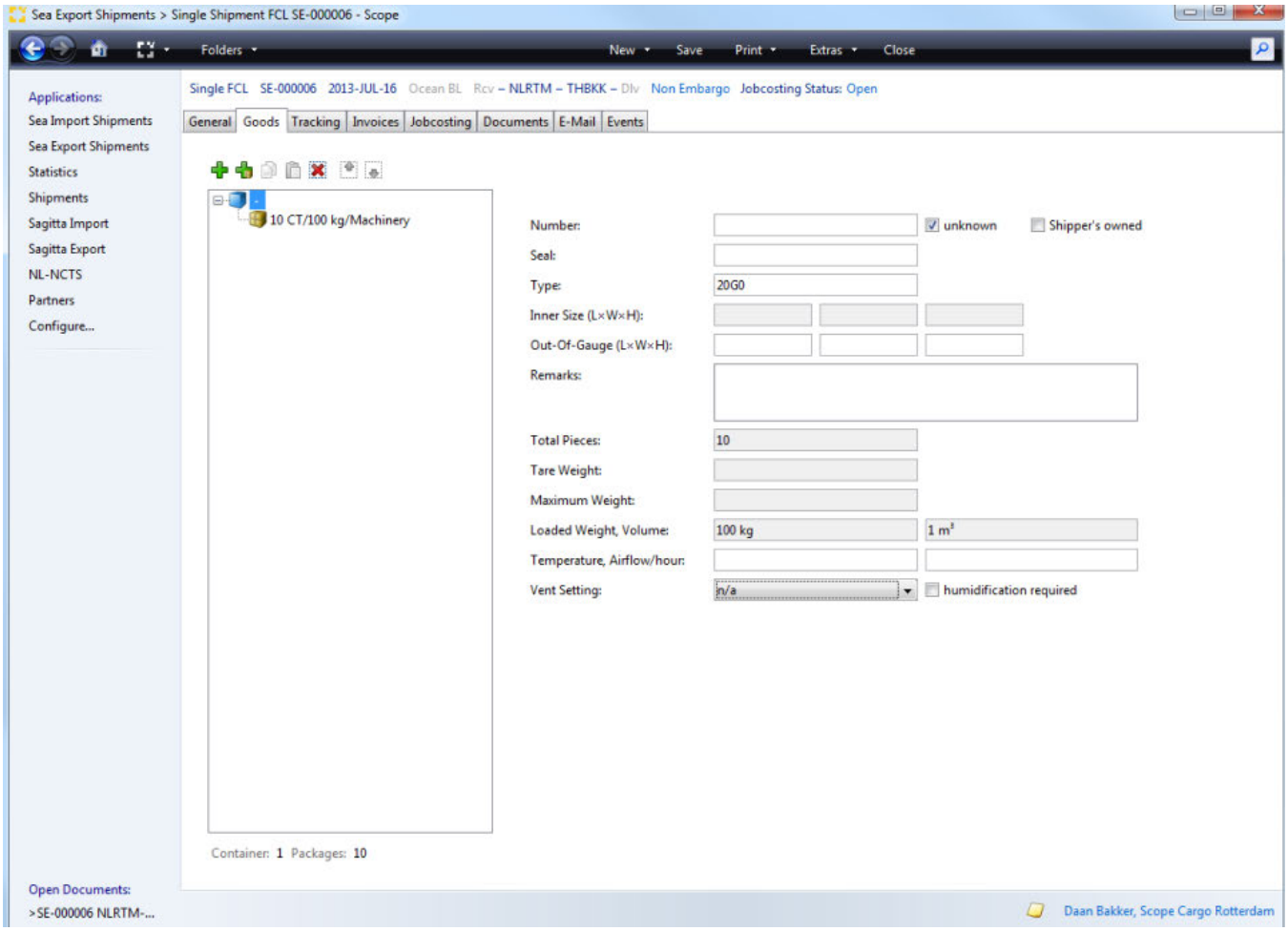
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

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Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Adds a new piece of cargo
	Places a copy of the selected Cargo Lines in the Clipboard
	Pastes a copy of a selected Cargo line in the shipment
	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

Shipment types - Goods Matrix.

This schedule gives an overview of the behaviour and available options of the Goods tab per available Shipment type

shipment type						description		
Booking	✓	✓	✓	✓	✓	Shipment type to be determined therefor all options available		
House Shipment	✗	✓	✓	✓	✓	House Shipment only allows the registration of Cargo Lines, can be linked to a container on a Master or Superhouse FCL		
Single Shipment	✓	✓	✓	✓	✓	Single shipment allows registration of container and cargo lines, however container details will only be used as information		
Single Shipment FCL	✓	✓	✓	✓	✓	Single shipment FCL allows registration of container and cargo lines as functional details		
Superhouse Shipment	✗	✗	✗	✗	✗	Superhouse Shipments, will only show the goods details of underlying house(s)		
Superhouse Shipment FCL	✓	✗	✗	✗	✗	Superhouse Shipments FCL allows the adding and linking of containers and will show the goods details of underlying house(s)		
Master Shipment	✓	✗	✗	✗	✗	Master Shipment allows the adding and linking of containers and will show the goods details of underlying house(s)		

LCL or Breakbulk Back-to-Back shipment

When the Back-to-Back shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the  icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

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Cargo Description - Goods - House Shipment - Seafreight Export*

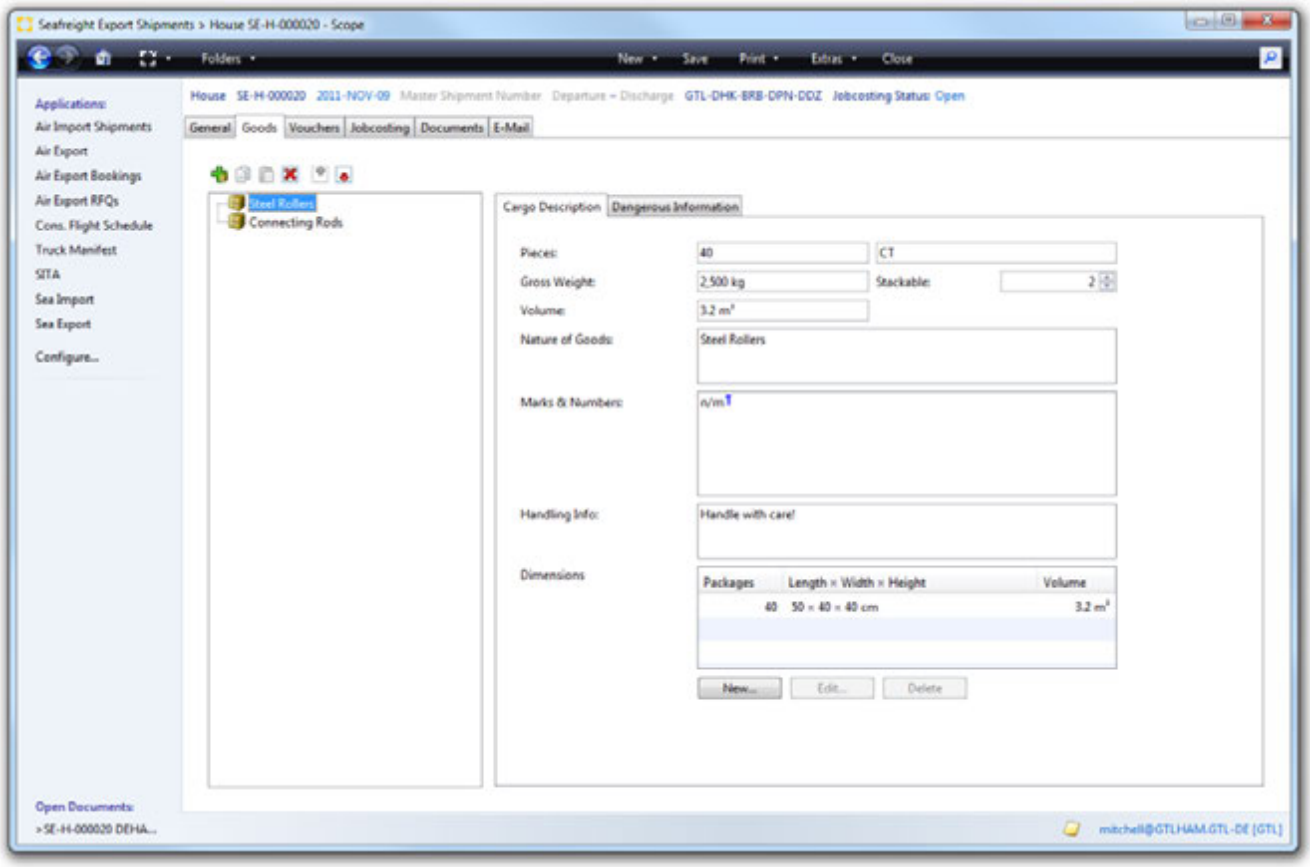
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

Pieces

The exact number of pieces.

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Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

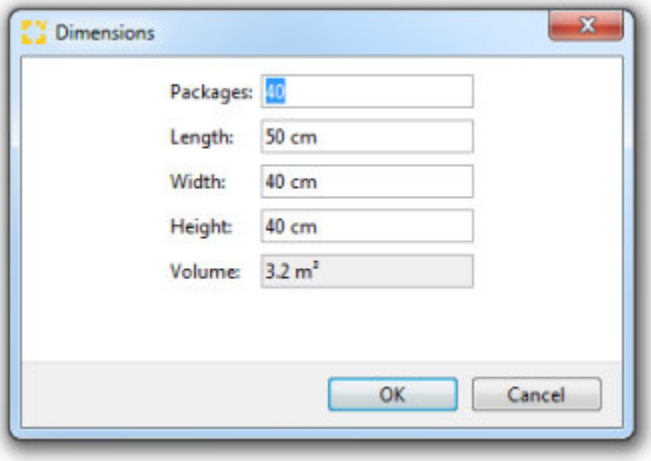
Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

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Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - House Shipment - Seafreight Export

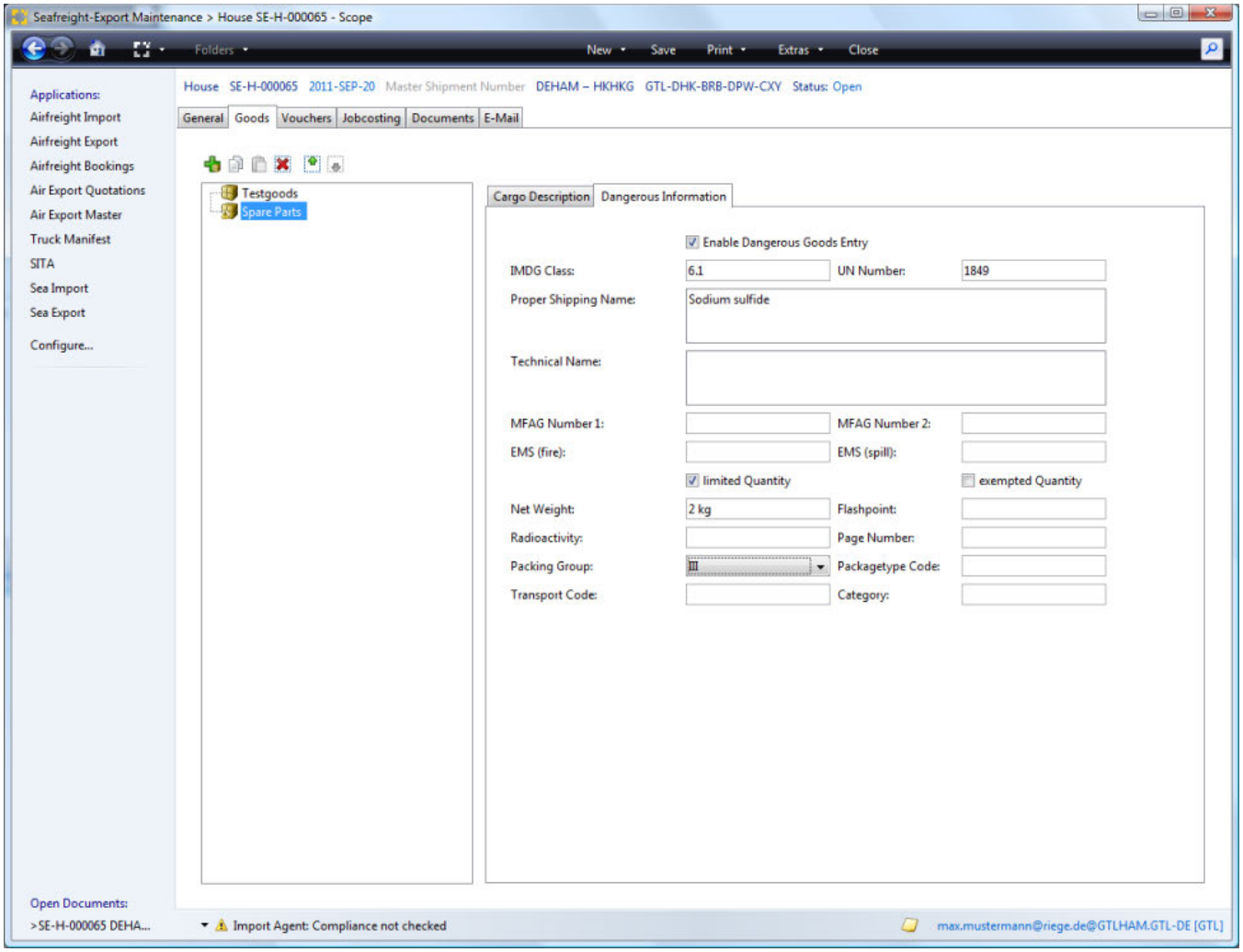
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight

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Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

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The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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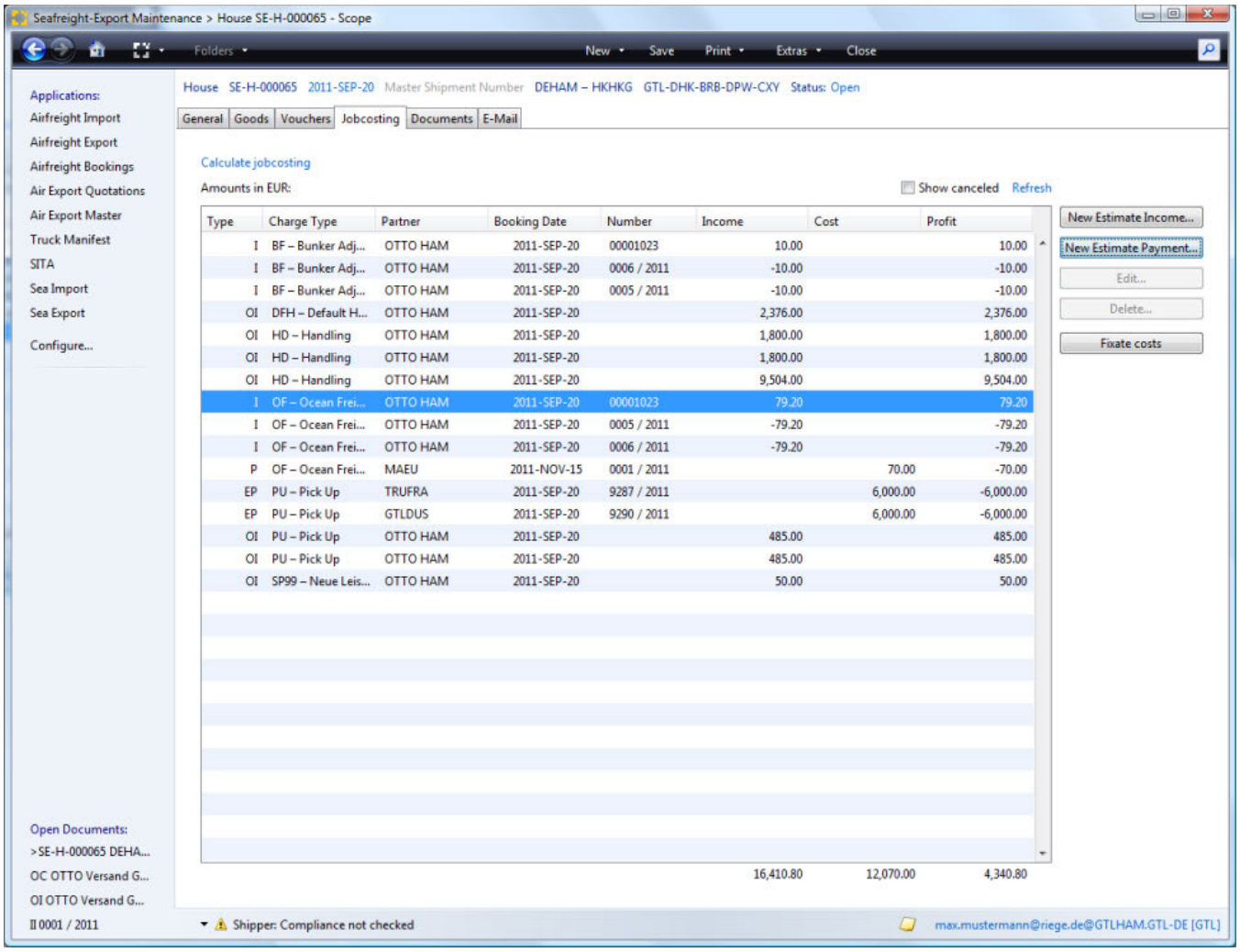
Jobcosting - House Shipment - Seafreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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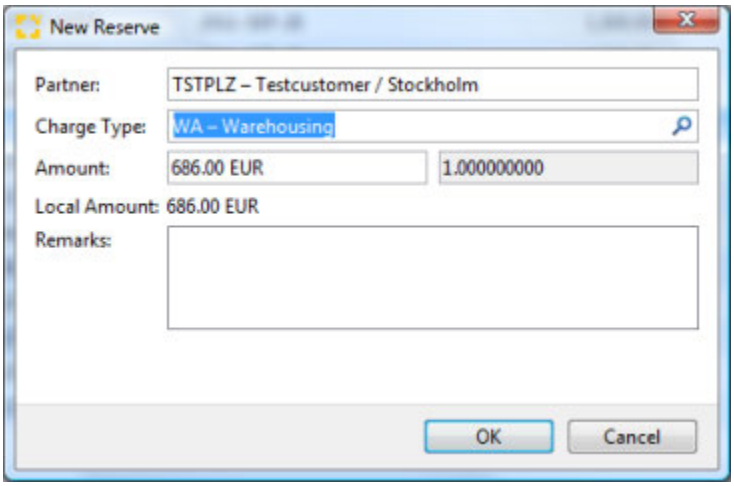
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - House Shipment - Seafreight Export

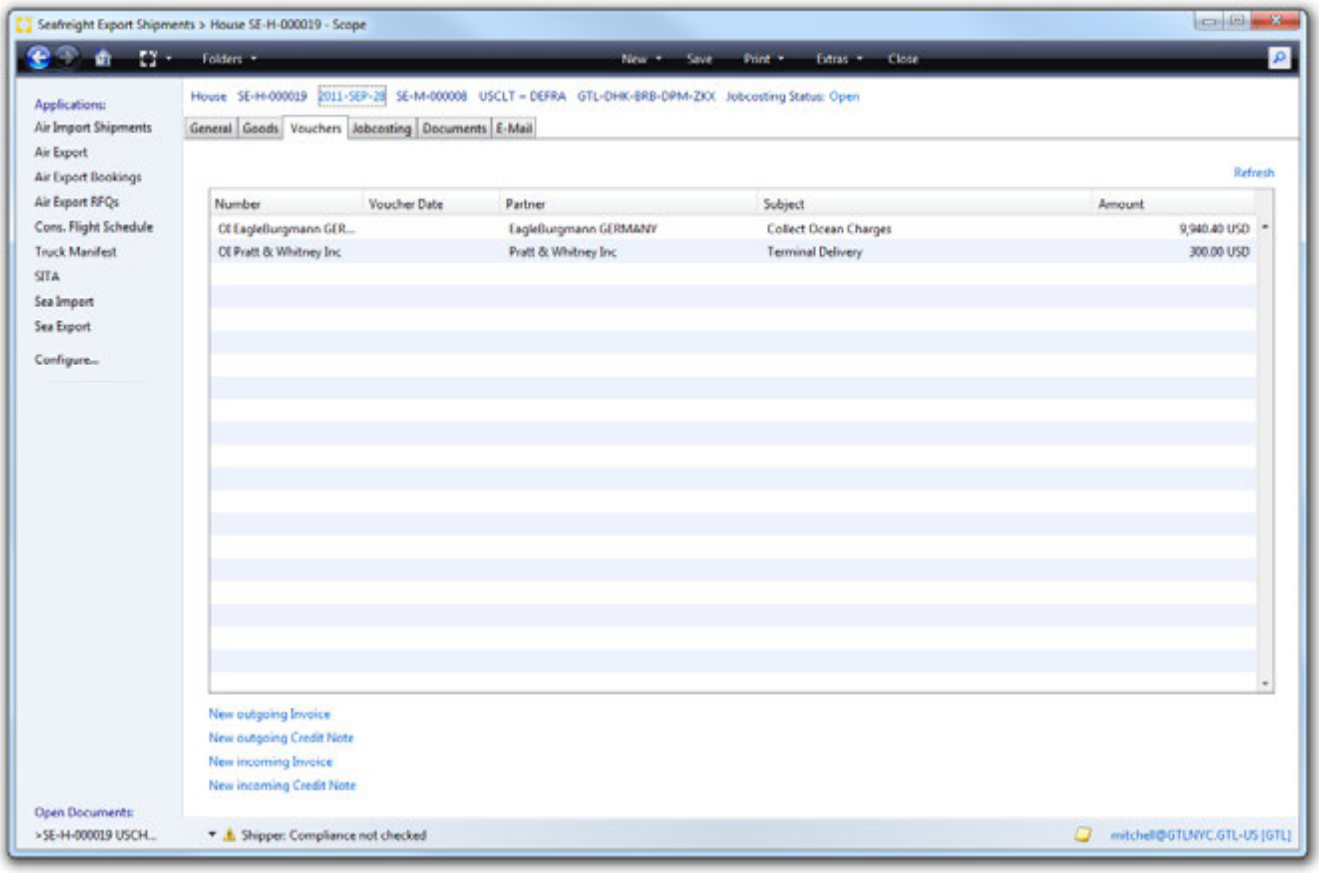
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



Main menu bar and title bar
Overview
New Outgoing Invoice
New Outgoing Credit Note
New Incoming Invoice
New Incoming Credit Note
Refresh
Table columns
    Number
    Voucher Date
    Partner
    Subject
    Amount

Main menu bar and title bar

see Tab **General**

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Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Master Shipment - Seafreight Export

- Introduction
- Description

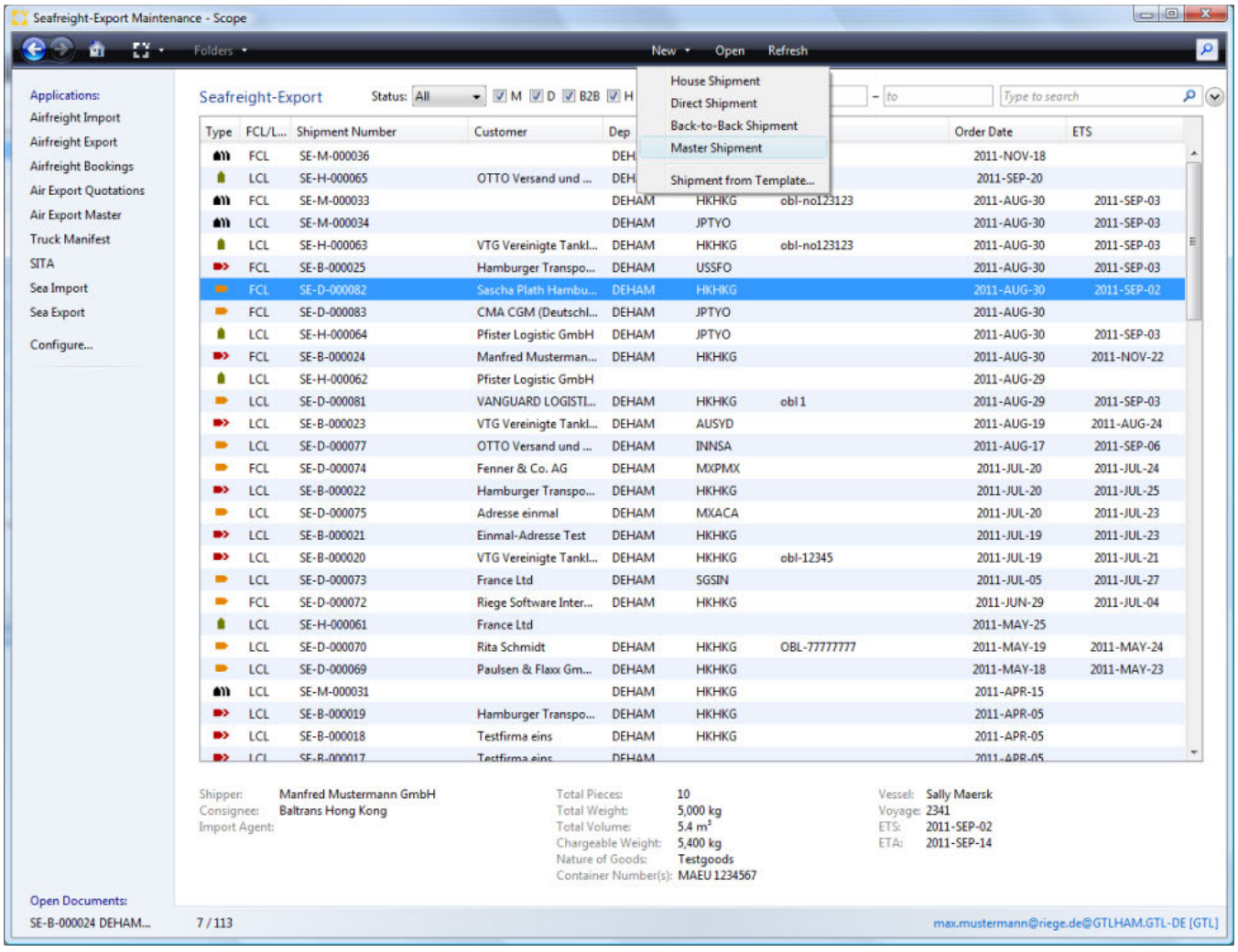
Introduction

A master shipment is created where a group of house shipments are all destined for the same discharge port and can be combined in one or more containers covered by a single master shipment. The house shipments are typically transported to a container freight station where they are stuffed in a container and an ocean bill of lading representing the combined cargo is presented to the carrier. The containerized shipment arrives at the port of discharge, the container is transported to a container freight station in the importing country and the receiving agent makes arrangement for de-stuffing the container and distribution of the individual cargoes.

A minimum of one house shipment is required to create a consolidation.

Description

Create a consolidated shipment by clicking the "New" option on the Scope sea export menu bar and from the list of shipment types select "Master shipment". This will open the master shipment "General " tab.



The following tabs are available in the master shipment editor:

- General
- Consolidation
- Goods
- Vouchers
- Jobcosting
- Documents

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Consolidation - Master Shipment - Seafreight Export

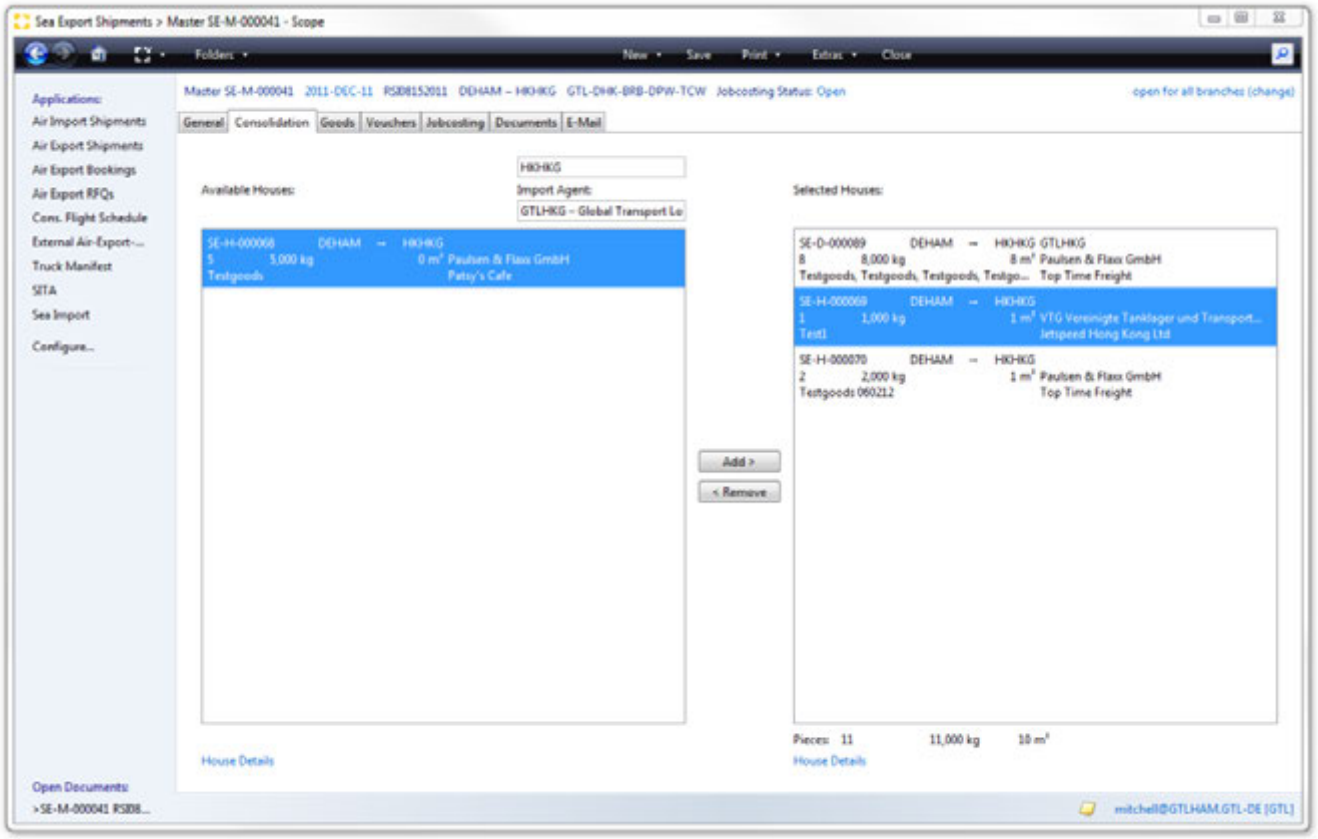
- Introduction
- Description

Introduction

The "Consolidation" tab shows the house that are available for consolidation on the selected master and it shows any houses that are already on the master. This tab allows for the easy addition of house to the master and removal of houses from the master.

Description

The destination port and agent are visible and can be altered. Beneath these are two windows, the left showing available house shipments and the right showing house shipments already on the master. Between then are action buttons to add and remove houses.



Destination
Import Agent
Available Houses
Selected Houses
Add
Remove
Pieces
House Details

Destination

The current destination port of the master shipment.

Import Agent

The Import Agent who will deconsolidate the shipment in the country of destination.

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Available Houses

House shipments that are available for consolidation. basic details are shown:

- Shipment number
- The depart port
- destination port
- pieces
- weight
- volume
- nature of goods
- Shipper
- Consignee

Selected Houses

Houses to be included in the consolidation.

Add

Adds the house shipment highlighted in the available house list to the list of selected houses.

Remove

Removes the house shipment highlighted in the selected houses list to the list of available houses (deconsolidation from master).

Pieces

The combined total of all the pieces, weights and volume of the house shipments in the selected window.

House Details

Presents a pop-up window showing greater detail of any house highlighted either of the "available" or "selected" windows.

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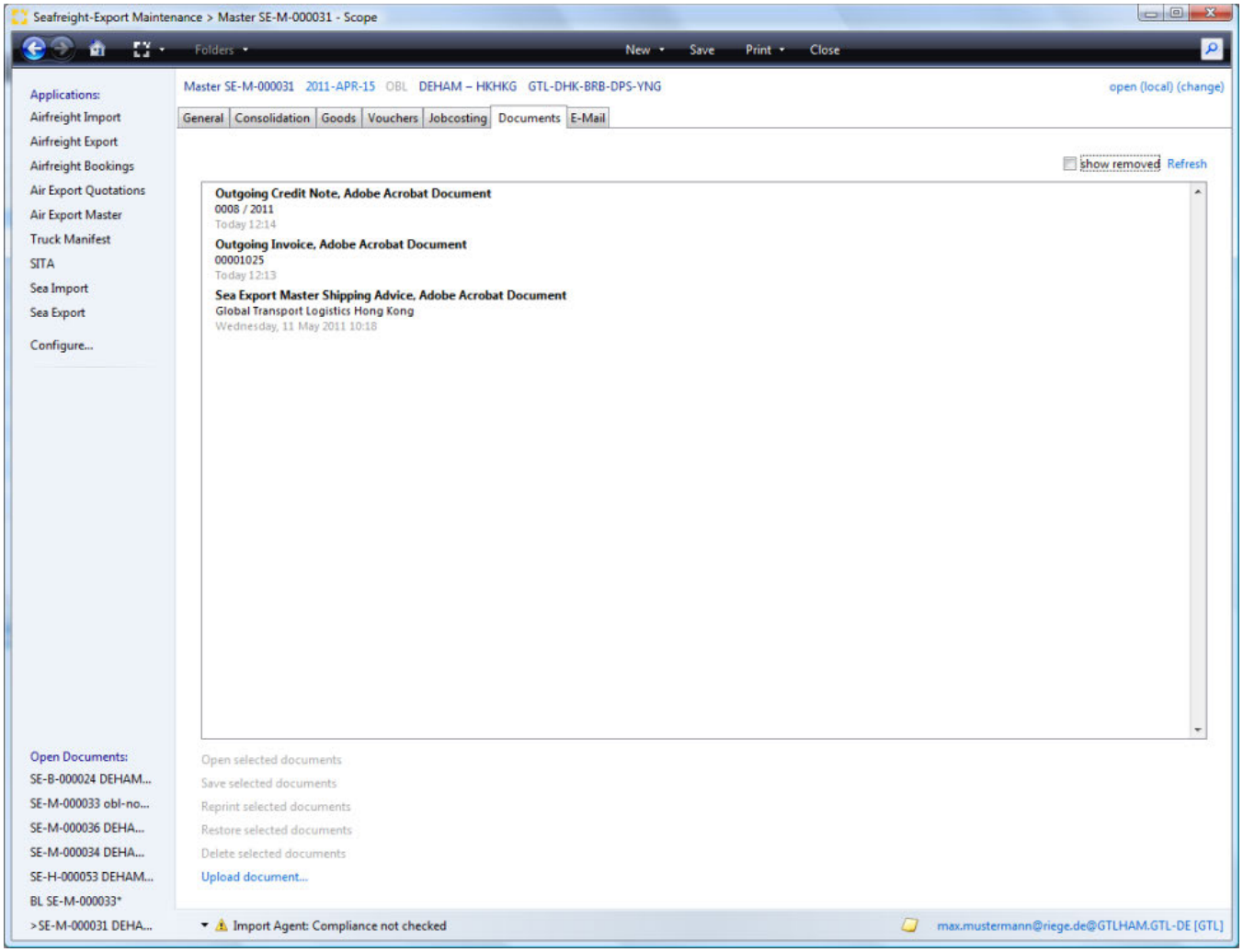
Documents - Master Shipment - Seafreight Exports

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, House B/L's, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats, and view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

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Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.

Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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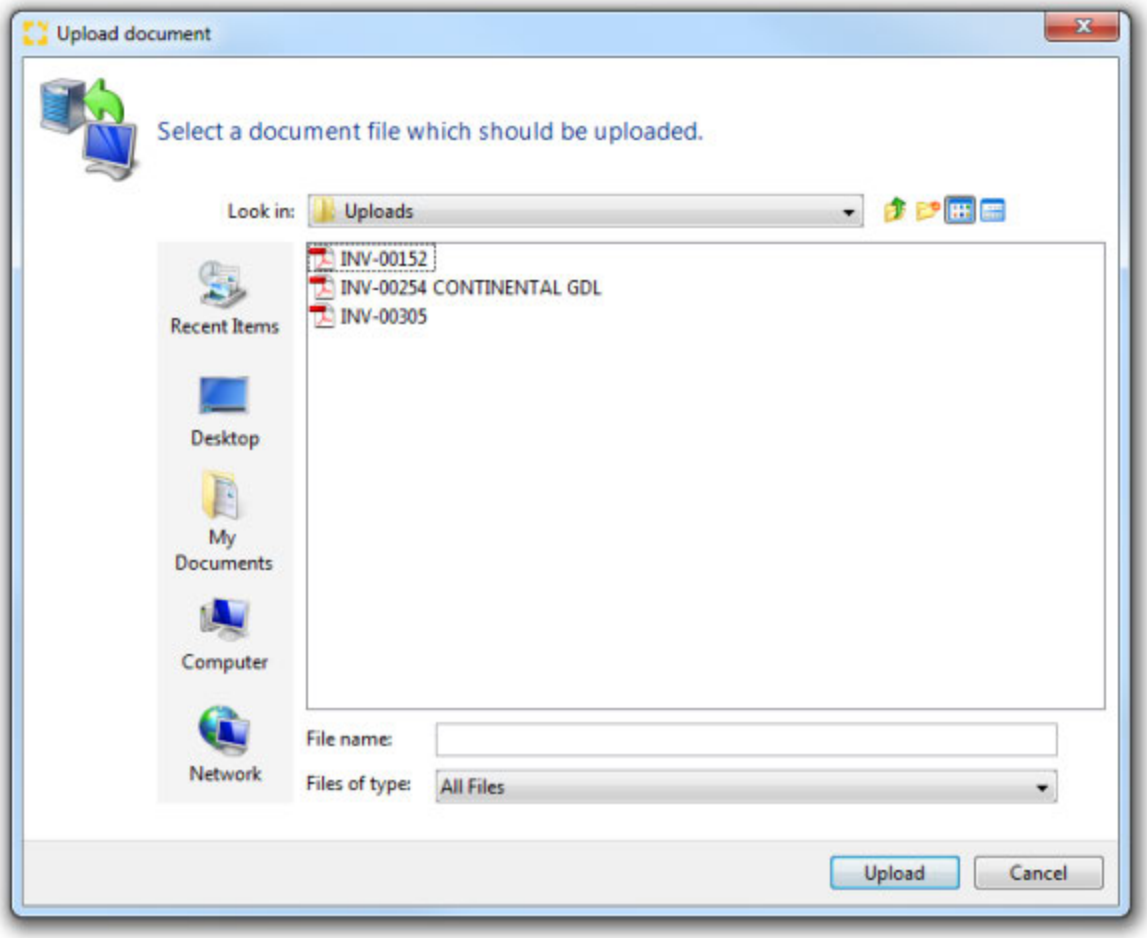

Update

Updates the current list of documents.

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General - Master Shipment - Seafreight Export

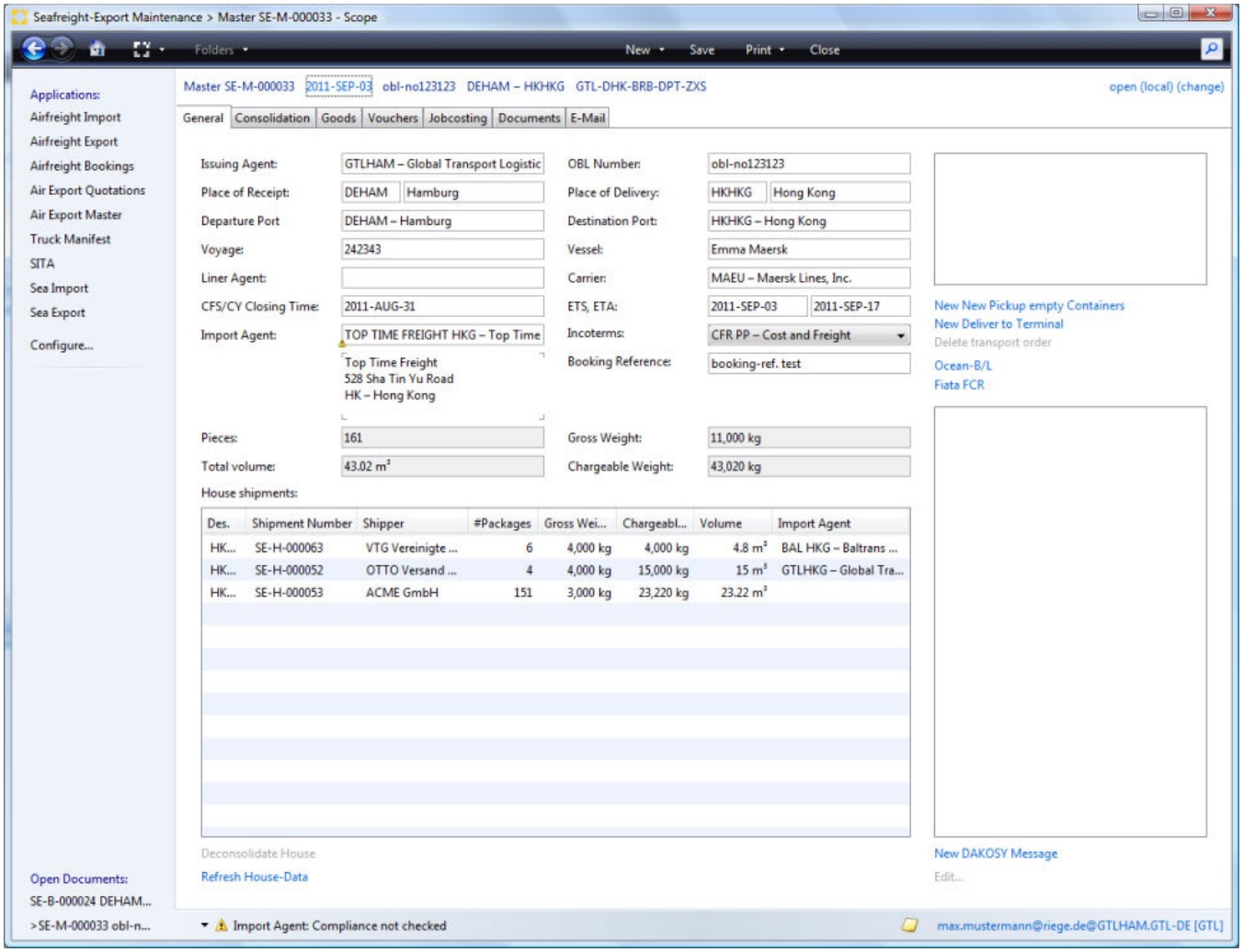
- Introduction
- Description

Introduction

The general tab of the master shipment records the parties involved in the shipment; the agent, the liner agent and the import agent. The main transport details are recorded; the original bill of lading the vessel, voyage, depart and destination points along with estimated depart and arrival times. Based on the house shipments selected for the consolidation, the general tab displays a total piece count, weight and volume. The general tab also displays the houses themselves.

The right edge of the general tab provides access to document production; transportation orders and bills of lading.

Description



Program actions
- New
- Save
- Print
- Close

Shipment information bar
Open/Closed - Change
Tabs
Application Area
- Issuing Agent
- OBL

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- Place of receipt
- Place of delivery
- Port of departure
- Port of discharge
- Voyage / Sailing Schedule
- Vessel
- Liner Agent
- Carrier
- Import Agent
- E.T.A.
- Incoterms
- Booking reference
- Pieces
- Gross Weight
- Total Volume
- Chargeable Weight
- Chargeable Weight

House Shipments
- Des.
- Shipment Number
- Shipper
- # Packages
- Gross Weight
- Charge Weight
- Volume
- Import Agent

Deconsolidate house
Refresh House Data
- Adding house shipments to the consolidation

Documents Area
- New Deliver to Terminal
- New Pickup Empty Containers
- Ocean-B/L

Program actions

The program actions are shown on the title bar. These provide immediate access to print functions, saving or closing the shipment.

New

Transport orders can be created from the "new" action as well as within the "general" tab. The following tranport order types are available:

- **New Delivery to Terminal**
- **New Pickup Empty Containers**

Save

Once mandatory data for the master shipment has been entered, the shipment may be saved. On first save a USI (Unique shipment number) is issued.

Print

Further documents may be printed once the master shipment has been saved:

- **File Cover**
- **Preadvise**
- **Liner Agent Booking**
- **Shipping Advice**
- **B/L** Instructions*
- **Consol Manifest** (Only available when a house has been consolidated on the master)

Close

Closes the shipment. If there are unsaved changes, a dialogue appears asking if changes should be save.

Shipment information bar

Above the tabs, the shipment information bar shows the most important identifiers for the shipment.

- **Shipment type**
  This will show "Master"
- **Shipment Number**
  The shipment number is issued when the shipment is first save. It is comprised of the the mode id, in this case "SE" meaning "Sea Export" followed by the shipment type "M" indicating "Master Shipment", followed by a 6 digit shipment number.
- **Service Date**
  This will use the ETS date. If the ETS changes, the service date can be clicked to update it.
- **OBL Number**

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- *Depart and destination port codes.
- **USI**
  A unique shipment identifier used for system purposes.

Open/Closed - Change

The *Open/Closed Change* action link allows the use to close the master for all branches so no further house shipments may be added or it may be changed so that only the local branch may add further house shipments.

Tabs

Across the top of the of the master shipment editor, all the tabs are visible with the focus on the currently opened tab.

Application Area

The application area is broadly divied into 3 areas:

- **Master shipment details**
- **House shipment summary table**
- **Documents**

Issuing Agent

The agent creating the consolidation, normally the local agent.

OBL

Ocean Bill of Lading Number or Master Bill of Lading Number.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Voyage / Sailing Schedule

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the sailing schedule or use the F3 function key.

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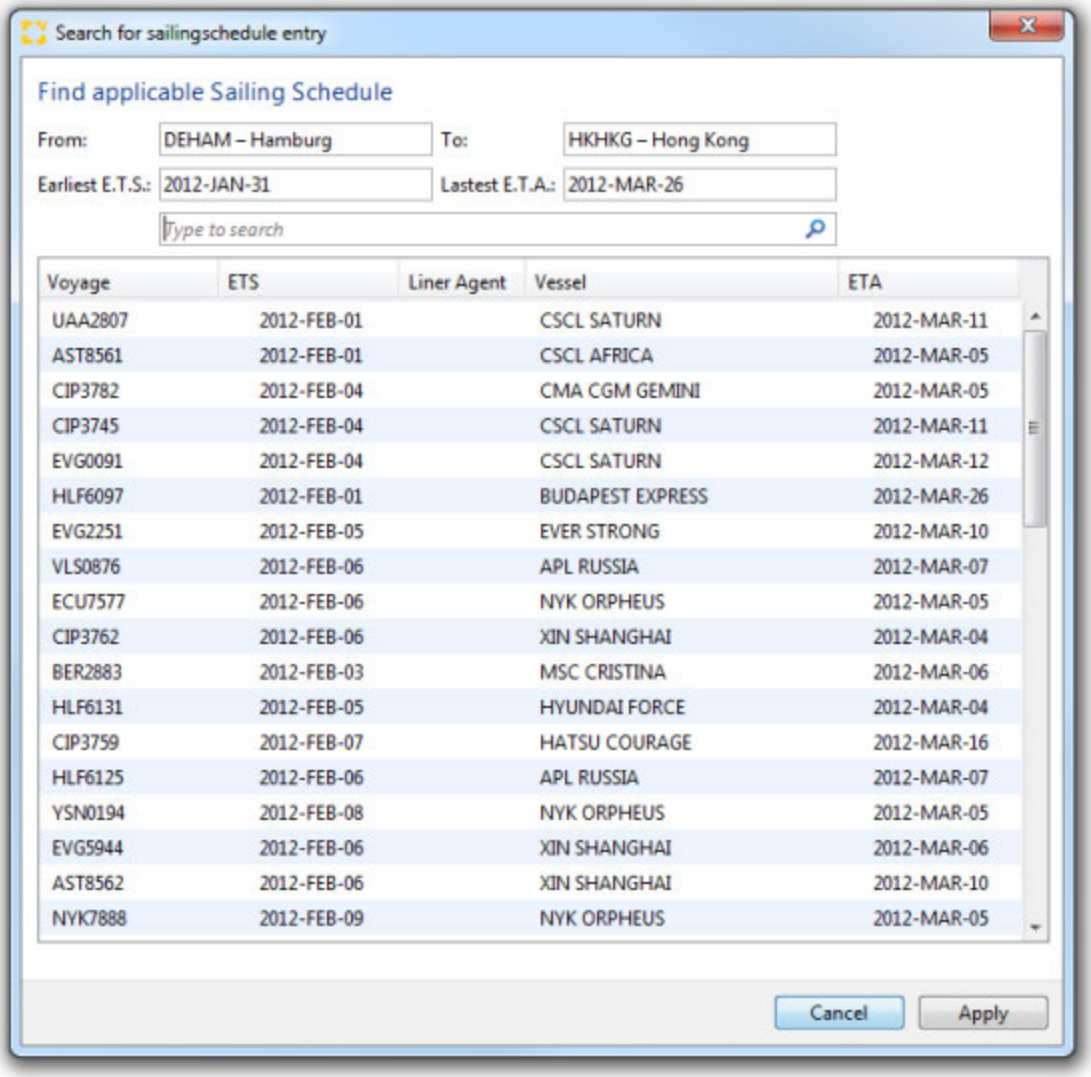

From

The port the cargo will depart from

To

The port the cargo will arrive at

Earliest E.T.S.

The earliest estimated sailing date the cargo can depart.

Latest E.T.A.

The latest estimated date of arrival for the cargo.

Type to search

Use the search function to enter search terms that will narrow down the list of possible sailings.

Cancel

Cancels selection of a sailing without further action

Apply

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Applies the select sailing to the shipment and writes the folling information to the shipment:

Sailing Schedule information:
Voyage (Voyage Number)
Vessel
Line Agent
Carrier
Port of Loading
Port of Discharge
E.T.S. = Estimated Time of Sailing
E.T.A. = Estimated Time of Arrival

Vessel

The vessel on which the goods will be loaded.

Liner Agent

The agent of the steamship line to whom the goods will be delivered for export. Only carrier addresses will be available using the search field

Carrier

The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier and should appear automatically when the "liner agent" is entered.

Import Agent

The Agent at the port of discharge who will be responsible for the consolidation on arrival of the cargo.

4. E.T.S.

The estimated sailing date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

E.T.A.

The estimated arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place

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DAT	delivered at terminal

Booking reference

This is the reference issued by the carrier to identify the goods and confirm their acceptance for the sailing. This reference is often used prior to the issue of an OBL number.

Pieces

The total number of pieces. Calculated from the total pieces on all the house shipments.

Gross Weight

The gross weight of the cargo in Kg. Calculated from the gross weight of all the house shipments.

Total Volume

The total volume of the cargo CBM. Calculated from the total volume of all the house shipments.

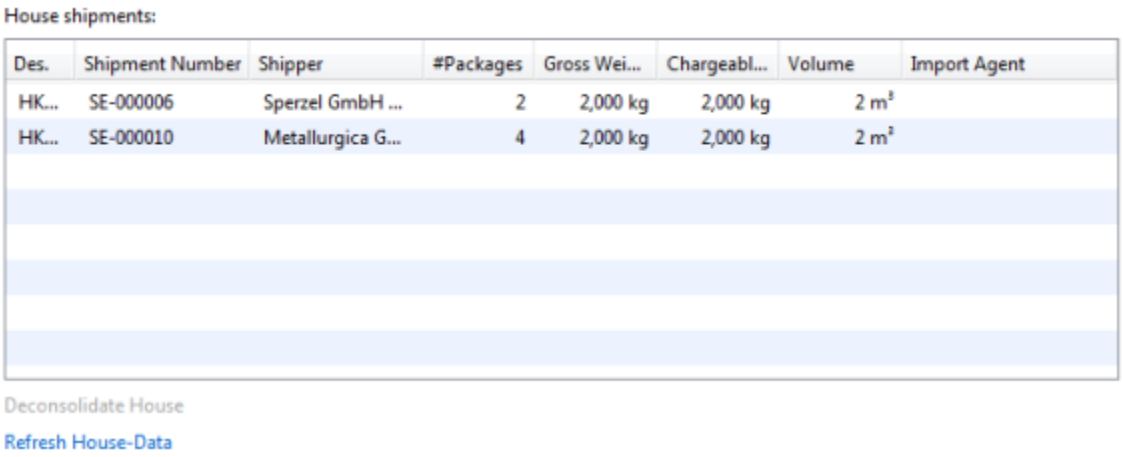
Chargeable Weight

Chargeable Weight

This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

House Shipments

The summary table displays all the house shipments currently consolidated on the master. Each row represents a house shipment and essential information about each house is displayed.



Des.

Destination of the house shipment.

Shipment Number

Shipment number of the house shipment.

Shipper

The shipper for the house shipment.

Packages

Total number of packages on the house shipment.

Gross Weight

Gross weight of the house shipment

Charge Weight

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Chargeable weight of the house shipment

Volume

Volumen of the house shipment

Import Agent

The Import Agent who will be responsible for the house shipment when it is deconsolidated at the port of arrival.

Deconsolidate house

This action link is active when a house shipment in the summary table is highlighted. Clicking this link will remove the highlighted house shipment from the consol.

Refresh House Data

The action link will refresh the list of house shipment shown in the summary table, this ensure the very latest entries are visible.

Adding house shipments to the consolidation

House shipments are added to the summary of house shipments on the consol by using the Consolidation tab.

Documents Area

The documents area of the *General* tab of the master shipment enables the creation of transport orders and bills of lading.

The documents window shows transport order that have already been created. Existing transport orders in the document window can be re-edited by clicking them. Hovering the cursor over the transport order in the document window will reveal further details on the transport order.

New Deliver to Terminal

Click the action link New Deliver to Terminal to create a new transport order.

New Pickup Empty Containers

Click the action link New Pickup Empty Containers to create a new empty container transport order.

Ocean-B/L

An Ocean B/L is either an original or non-original (Express bill of lading/Waybill) and is issued by the carrier or it's agent to the Forwarder. Click the action link Ocean B/L to open the Ocean B/L editor where a facsimile of the Ocean B/L can be create and used by the carrier as the basis for the real Ocean B/L.

Additional areas

- Dakosy - New Message - general - Master Shipment - Seafreight Export
- Deliver to Terminal - General - Master Shipment - Sea Exports
- Ocean BL - General - Master Shipment - Seafreight Export
- Pickup Empty Containers - General - Master Shipment - Seafreight Exports

What are tabs.

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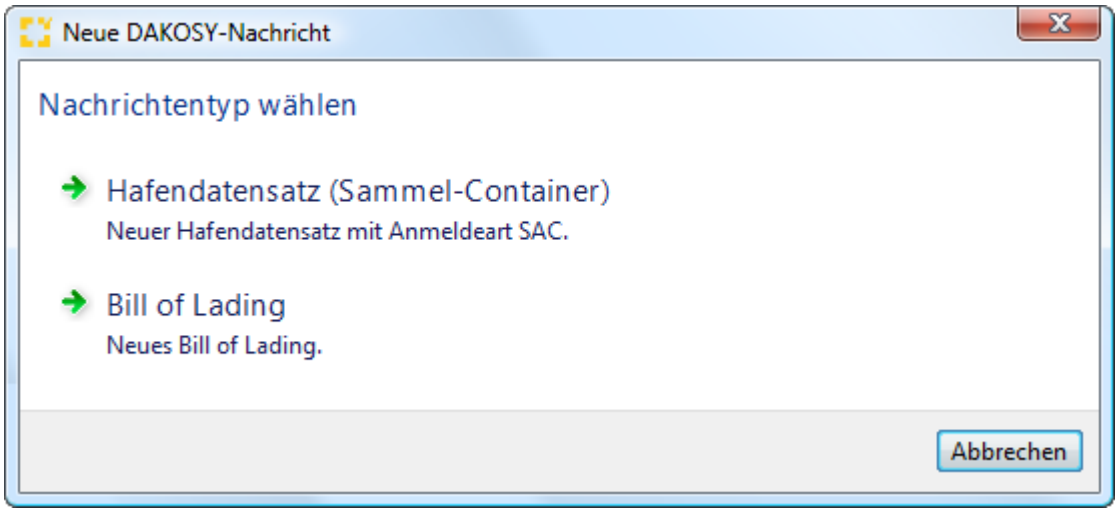
Dakosy - New Message - general - Master Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Über das Dakosy-Modul kann die Ausgangszollabfertigung über den Hamburger Hafen sowie der gesamte Hafen-Datenverkehr (zu Reedereien, Packschuppen, Terminals..) abgefertigt werden, sofern die Beteiligten ebenfalls an DAKOSY angebunden sind. Beim Klicken auf die Schaltfläche "Neue DAKOSY-Nachricht" öffnet sich ein Auswahlfenster für den Benutzer. Eine neue DAKOSY-Nachricht ermöglicht dem Nutzer die Erstellung einer Z-Nummer für den Sammelcontainer sowie das Erstellen der Reederei-B/L-Instruktionen für das Ocean-/Master-B/L.

Beschreibung



Hafendatensatz Sammelcontainer (SAC)
Bill of Lading

Hafendatensatz Sammelcontainer (SAC)

Die Auswahl Sammelcontainer (SAC) ermöglicht die Erstellung einer Dakosy-Nachricht an ZAPP für einen Sammelcontainer, in dem sich mindestens eine Haussendung befindet, welche bereits eine Z/B-Nummer erhalten hat.

Bill of Lading

Die Auswahl "Neues Bill of Lading" öffnet einen Editor zur Erstellung der Instruktionen für das Ocean Bill of Ladings an die Reederei.

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Bill of Lading - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Die Scope-Funktion "Neues Bill" of Lading beinhaltet das Erstellen und Senden von Instruktionen mittels Dakosy an den Carrier zur Erstellung eines Bill of Lading.

Beschreibung

Um neue B/L-Instruktionen zu erstellen, klicken Sie einfach die auf "Neues Bill of Lading". Es öffnet sich der B/L-Editor mit folgenden Reitern:

- Allgemein
- Sendungsdaten
- Güter
- Dokumente

Anleitungen

Fragen

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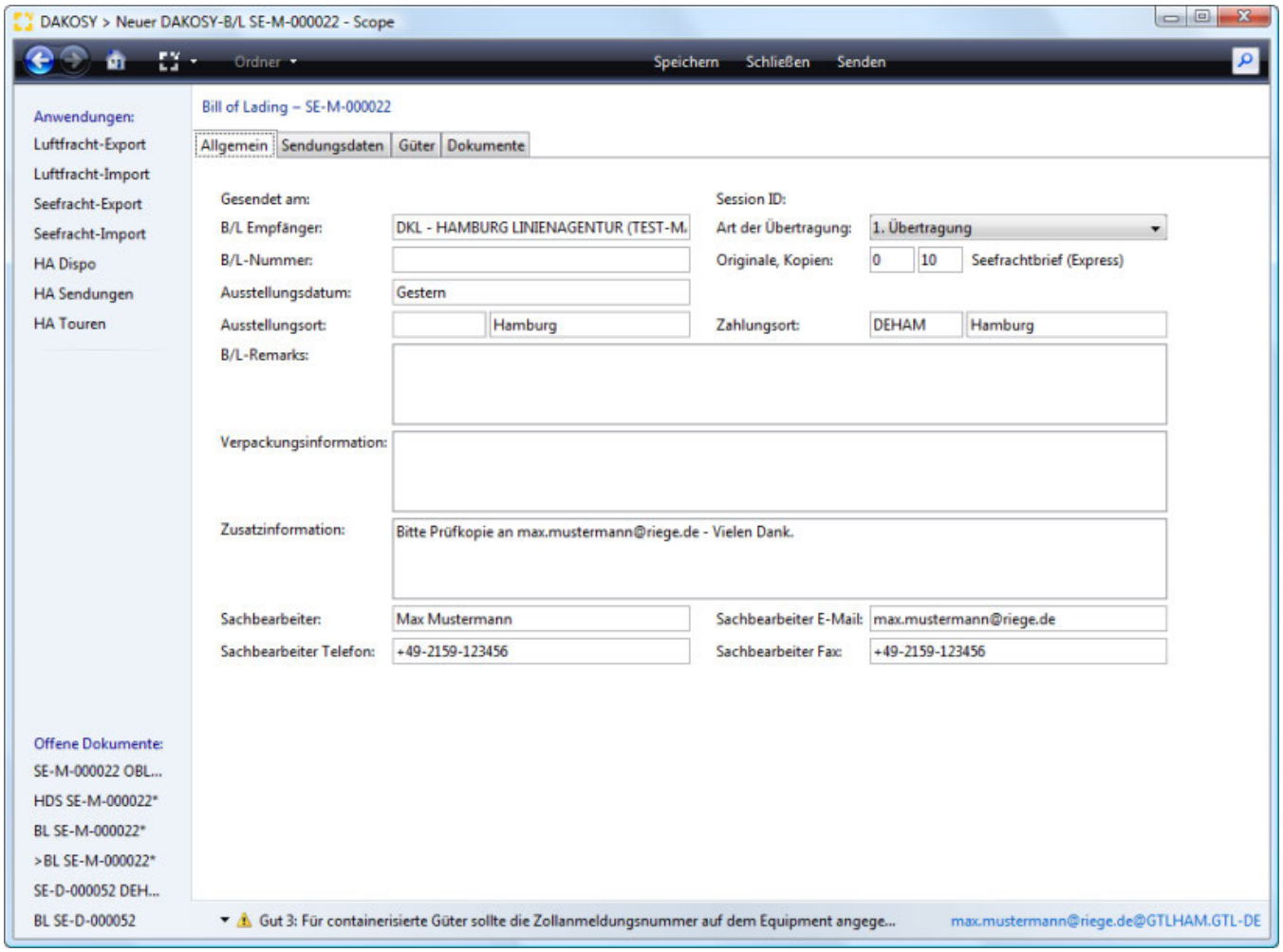
Allgemein - Bill of Lading - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter "Allgemein" werden alle allgemeingültigen Daten zur Versendung und Verarbeitung der Dakosy-Nachricht durch die Reederei erfasst.

Beschreibung



Gesendet am
Session ID
B/L-Empfänger
Art
Buchungsnummer
Originale, Kopien
Ausstellungsdatum
Ausstellungsort
Zahlungsort
B/L-Remarks
Verpackungsinformation
Zusatzinformationen
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon

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Sachbearbeiter Fax

Gesendet am

Datum und Uhrzeit der Nachrichtenübertragung an Dakosy (Das Feld wird automatisch gefüllt).

Session ID

Identifikationsnummer der Nachrichtenübertragung

B/L-Empfänger

Dakosy-Code und Empfänger der Nachricht.

Art

Art der Nachrichtenübertragung. Zur Auswahl stehen Erstübertragung und Ersetzung. Die Erstübertragung (Original) wird verwendet zur erstmaligen Sendung der Nachricht an Dakosy. Die Ersetzung wird für das Senden von Nachrichten verwendet, wenn zuvor bereits eine Bill-of-LadingNachricht an Dakosy übertragen wurde. Sie ersetzt die erste Nachricht.

Buchungsnummer

Buchungsnummer der Reederei.

Originale, Kopien

Anzahl der vom Reeder gewünschten Original-B/Ls sowie Kopien.

Ausstellungsdatum

Tag (Datum) der Ausstellung des Bill of Ladings

Ausstellungsort

Ort der Ausstellung des Bill of Ladings

Zahlungsort

Ort der Zahlung der Seefracht und Zuschläge.

B/L-Remarks

Zusatzinformationen, welche auf dem Bill of Lading erscheinen.

Verpackungsinformation

Informationen zum Zustand der Verpackungen an die Reederei.

Zusatzinformationen

Zusätzliche Hinweise an die Reederei.

Sachbearbeiter

Name des ausstellenden Sachbearbeiters.

Sachbearbeiter E-Mail

E-Mail - Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Fax-Nummer des ausstellenden Sachbearbeiters.

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Anleitungen

Fragen

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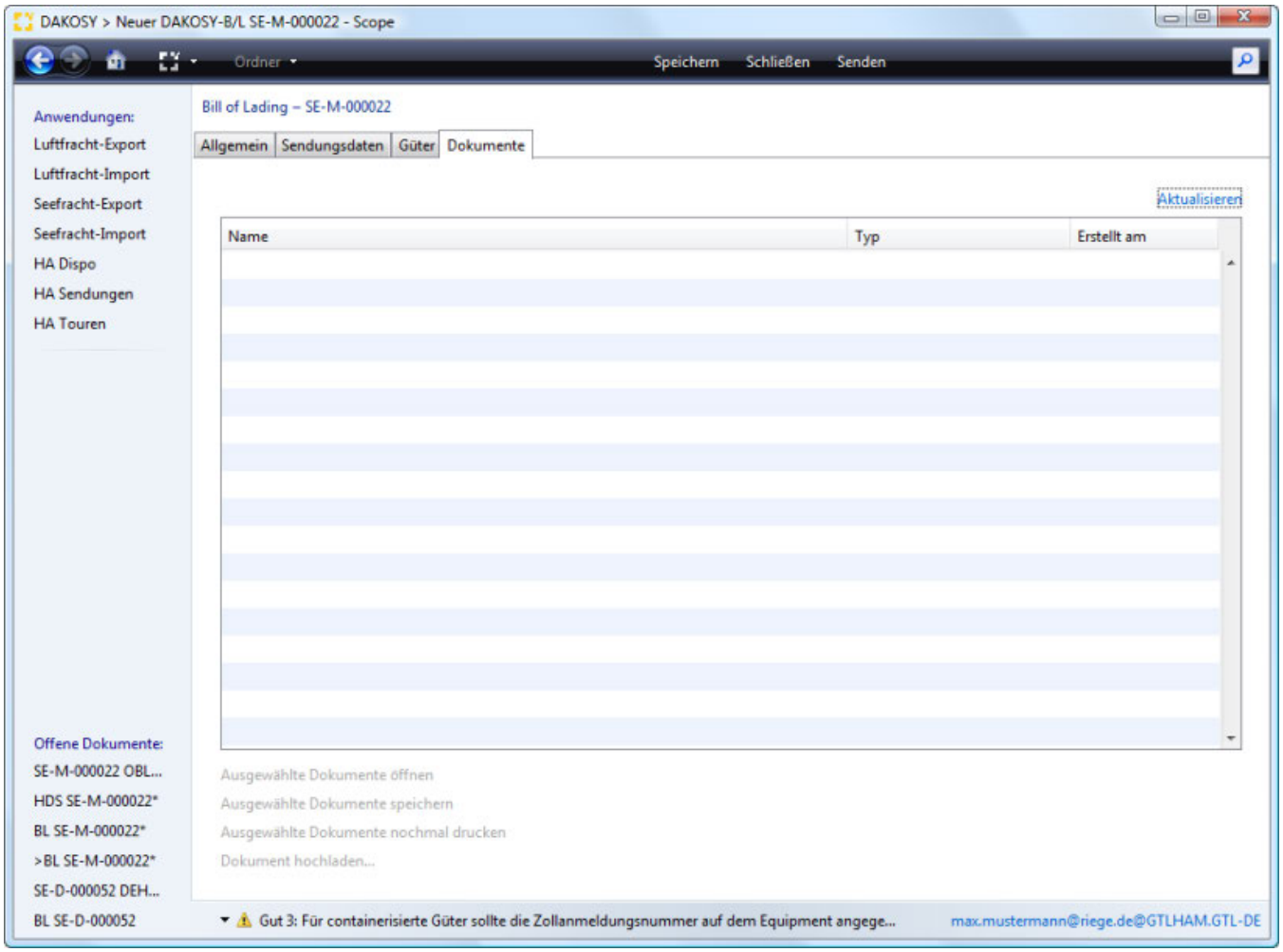
Dokumente - Bill of Lading - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter "Dokumente" werden alle Nachrichten von und nach Dakosy angezeigt. Diese können mit einem entsprechenden Editor kontrolliert werden.

Beschreibung



Aktualisieren
Nachrichtenbeschreibungszeilen
- Name
- Typ
- Erstellt am

Aktualisieren

Ein Klick auf den Aktionslink bewirkt die Aktualisierung aller Nachrichten für diesen Vorgang.

Nachrichtenbeschreibungszeilen

Name

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Name der Nachricht

Typ

Typ / Art der Nachricht

Erstellt am

Datum und Uhrzeit der Nachrichtenübermittlung an Dakosy.

Anleitungen

Fragen

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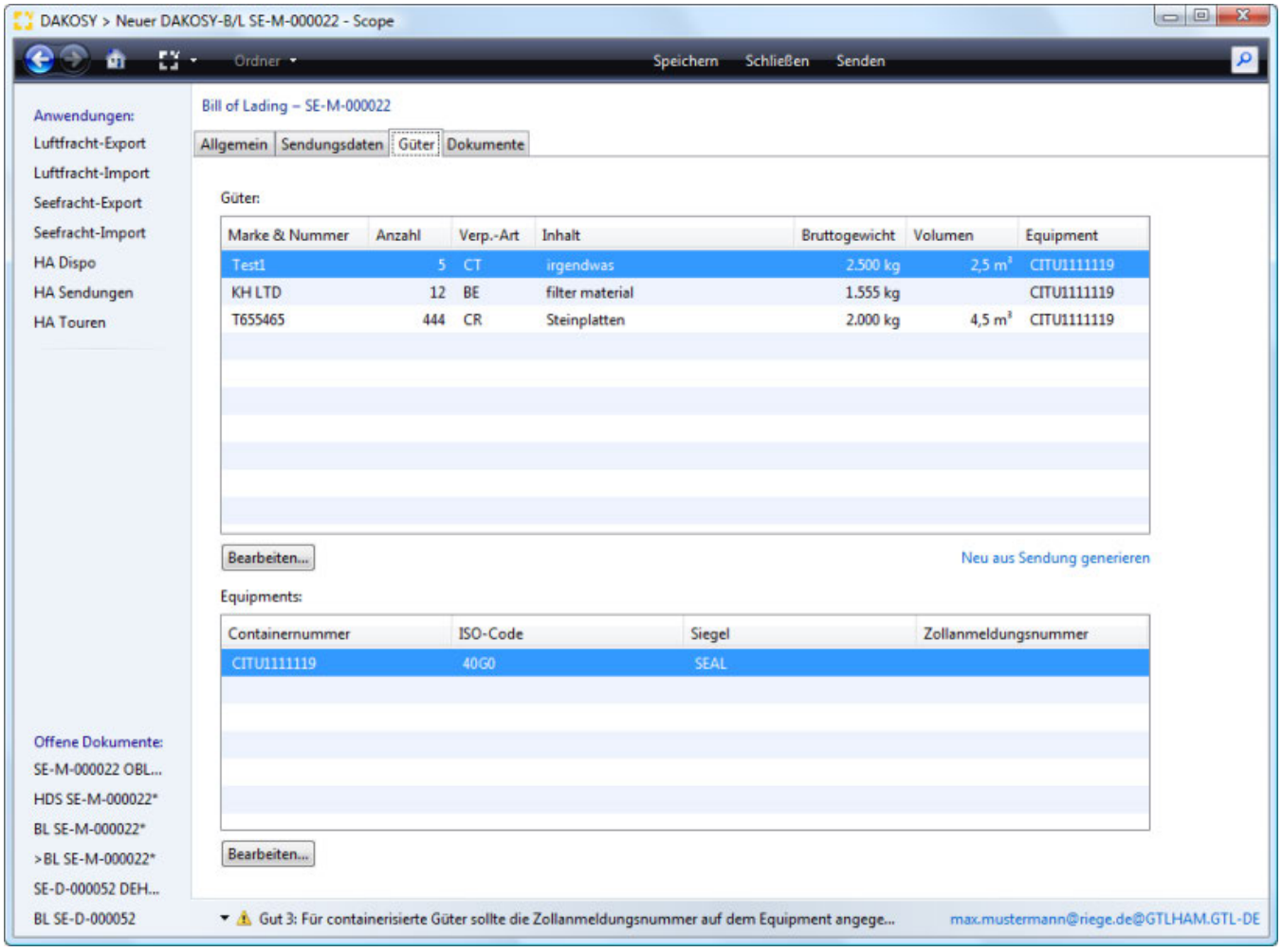
Gueter - Bill of Lading - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Beschreibung



- Güter
  - Güterbeschreibungszeilen
- Güter Bearbeiten
  - Marke & Nummer
  - Anzahl
  - Verpackungsart
  - Bruttogewicht
  - Volumen
  - Zollanmeldungsnummer
  - HS Code
  - Buchungsnummer
  - Equipment
  - Inhaltsbeschreibung
  - Packing Information
  - Handhabungsvorschriften
  - Bemerkungen
  - IMDG-Klasse

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UN-Nummer
Verpackungsgruppe
Technischer Name
Equipments
Container-Nummer
ISO-Code
Siegel
Z-Nummer
Equipment bearbeiten
Container-Nummer
ISO-Code
Siegel
Z-Nummer
Shipper's owned

Güter

Güterbeschreibungszeilen

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Inhalt

Inhalt der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Equipment

Container, dem das Stückgut zugeordnet wurde.

Güter Bearbeiten

Durch Klicken auf die Schaltfläche "Bearbeiten" öffnet sich ein Fenster zur Erfassung der relevanten B/L-Daten für das Stückgut. Dies ist unterteilt in **allge meine Angaben** und **Gefahrgutangaben**

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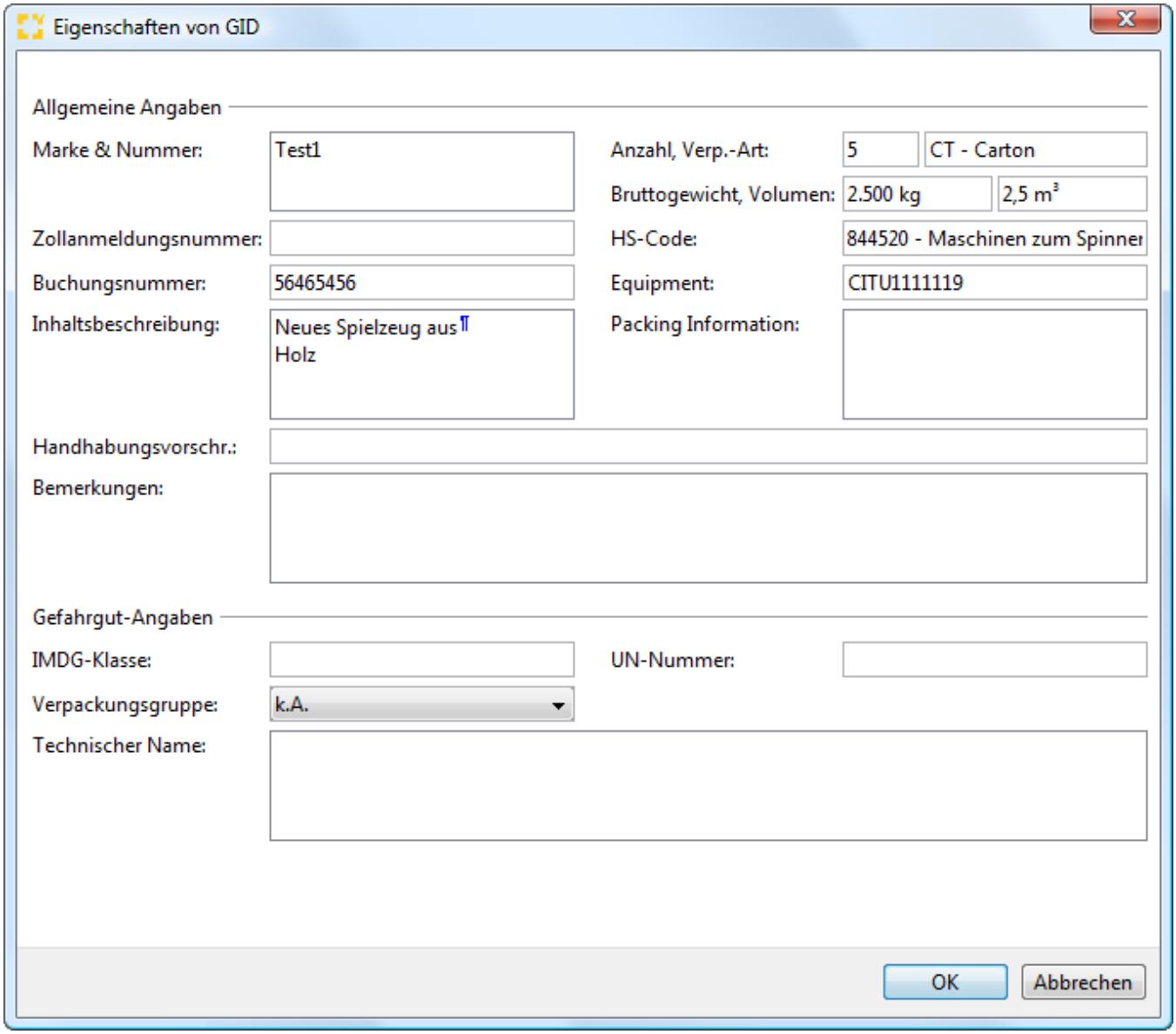

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Zollanmeldungsnummer

Z-Nummer, welche mit dem HDS beantragt wird.

HS Code

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HS-Code /Warentarifgruppe (maximal 6 Stellen).

Buchungsnummer

Buchungsnummer der Sendung.

Equipment

Container, dem das Stückgut zugeordnet ist.

Inhaltsbeschreibung

Inhalt der Packstücke.

Packing Information

Zusätzliche Angaben zur Verpackung (z.B. bei Palettenverladung in die USA kann hier die genaue Anzahl von Packstücken oder Einzelstückzahlen angegeben werden)

Handhabungsvorschriften

Zusätzliche Behandlungsinformationen

Bemerkungen

weitere Bemerkungen für das B/L

IMDG-Klasse

Gefahrgutklassifizierung nach IMDG-Code.

UN-Nummer

UN-Nummer der gefahrgutrelevanten Waren.

Verpackungsgruppe

Verpackungsgruppe der Gefahrgüter.

Technischer Name

technische Bezeichnung der Gefahrgutdaten.

Equipments

Das Equipment wird in den Equipmentbeschreibungszeilen dargestellt.

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Equipment bearbeiten

Duch Klick auf die Schaltfläche "Bearbeiten" kann das Equipment bearbeitet wrden.

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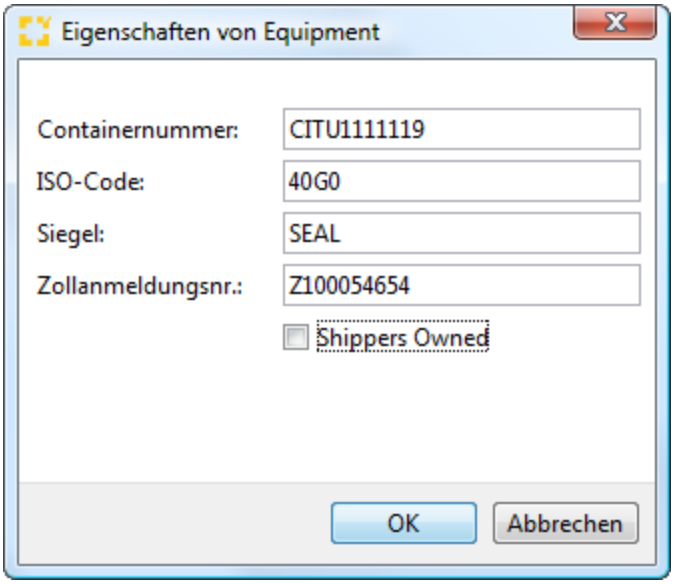

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Shipper's owned

Flag setzen, wenn es sich um einen shipper's owned Container handelt.

Anleitungen

Fragen

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Sendungsdaten - Bill of Lading - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

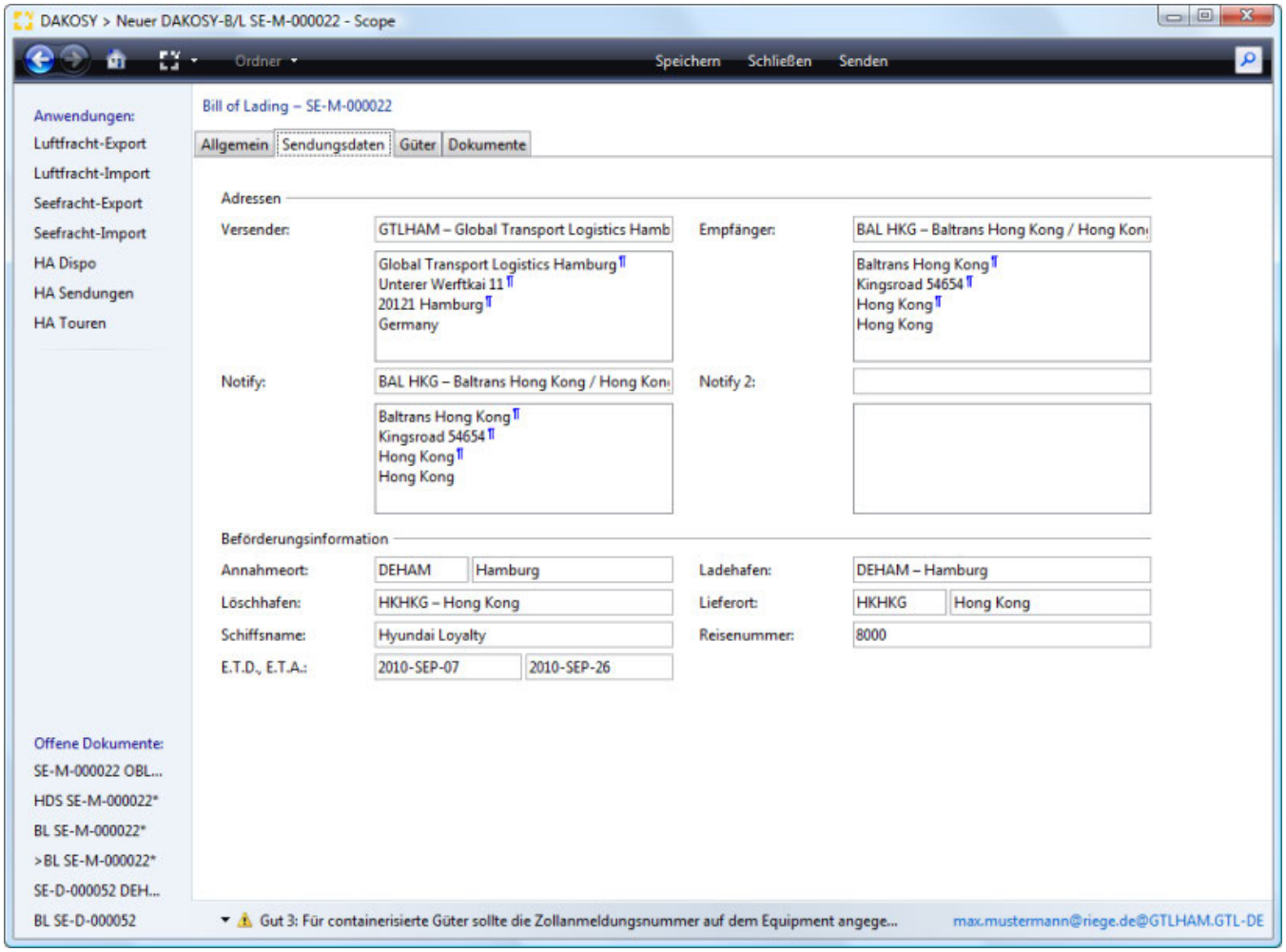
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsdaten" werden die Basisdaten (Kopf-, Beförderungs- und Zahlungsinformationen) für das Bill of Lading erfasst.

Beschreibung

Der Eingabereiter unterteilt sich in die beiden Erfassungsbereiche **Adressen** und **Beförderungsinformationen**.



Shipper
Consignee
Notify
Notify 2
Annahmeort
Ladehafen
Löschhafen
Lieferort
Schiffsname
Reisenummer
E.T.S., E.T.A.

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Shipper

Versender der Ware.

Consignee

Empfänger der Ware.

Notify

Ansprechpartner im Importland, welcher benachrichtigt werden soll.

Notify 2

Weiterer Ansprechpartner zur Kontaktaufnahme.

Annahmeort

Ort der Übernahme der Ware.

Ladehafen

Hafenplatz (Ort), an dem die Ware auf das Schiff verladen wird.

Löschhafen

Hafenplatz (Ort), an dem die Ware vom Schiff gelöscht wird.

Lieferort

Ort des Verbringens der Ware.

Schiffsname

Name des Seeschiffes, mit dem der Transport im Hauptlauf geplant ist.

Reisenummer

Reisenummer des Seeschiffes.

E.T.S., E.T.A.

E.T.S. = estimated time of sailing = voraussichtliches Abfahrtsdatum des Seeschiffes im Ladehafen; E.T.A. = estimated time of arrival = voraussichtliches Ankunftsdatum des Seeschiffes im Löschhafen.

Anleitungen

Fragen

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HDS (SAC) - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladeauftrag an die beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und Senden eines HDS (SAC) kann der Benutzer eine Z-Nummer zur zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verladeerlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (SAC) deckt die Möglichkeit der Abfertigung von Sammelcontainern ab, für deren Haussendungen bereits eine Z/B-Nummer erstellt wurde.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (AES)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

Anleitungen

Fragen

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Allgemein - HDS (SAC) - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

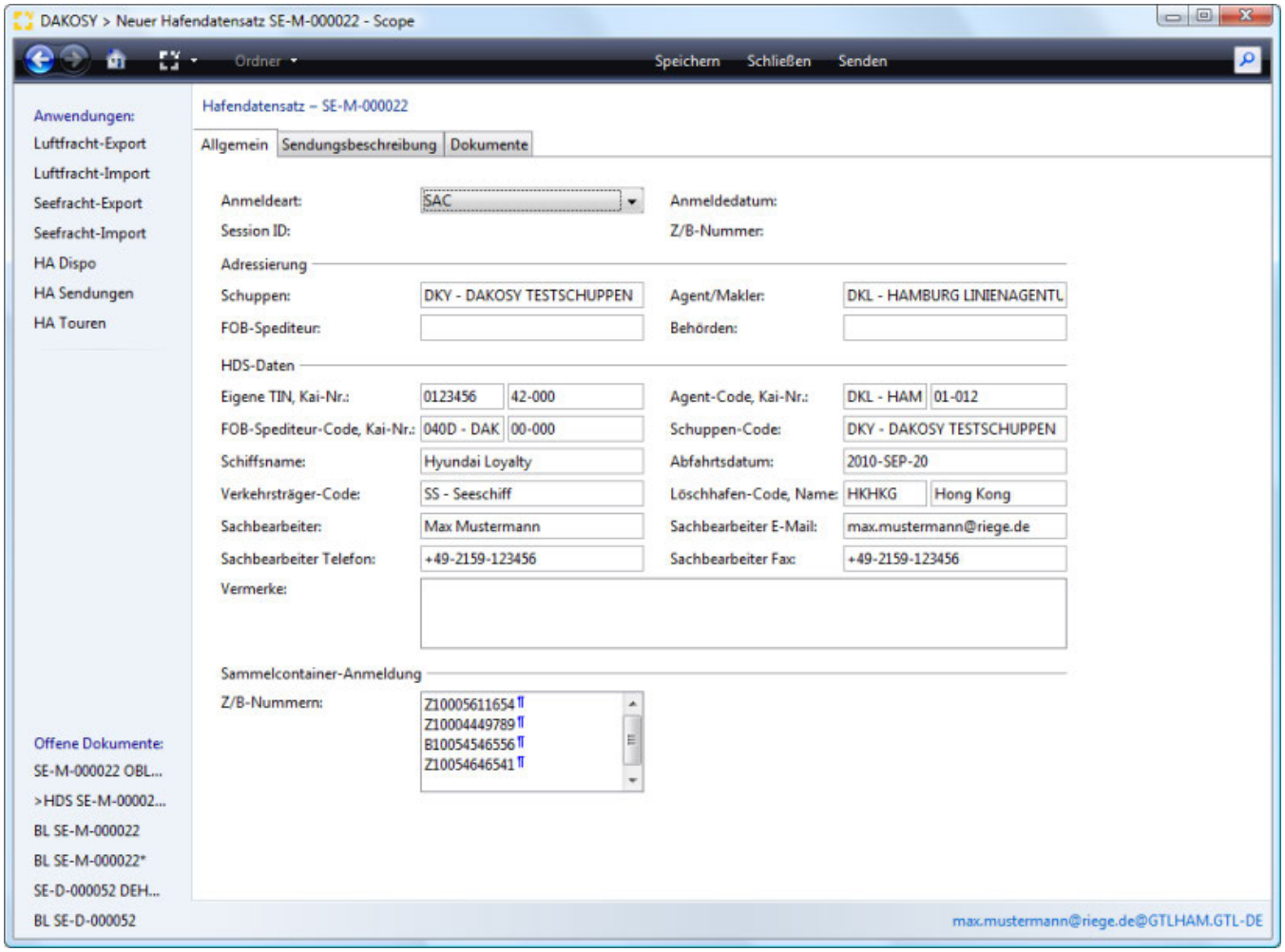
- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldung ist, dass für alle zugeordneten Haussendungen zuvor jeweils eine Z/B-Nummer erstellt wurde.

Beschreibung

Durch die Auswahl "Hafendatensatz (SAC)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.



- Anmeldung und Bestätigung
  - Anmeldeart
  - Anmeldedatum
  - Session ID
  - Z/B-Nummer
- Adressierung
  - Schuppen
  - Makler
  - FOB-Spediteur
  - Behörden
- HDS-Daten

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Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke
Z/B-Nummern

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen folgende Möglichkeiten:

Anmeldeart	Bedeutung
SAC	Verladeauftrag an Beteiligte für einen Sammelcontainer

Anmeldedatum

Datum der Anmeldung. (Das Feld wird durch Scope ausgefüllt.)

Session ID

Übertragungs-Identifikationsnummer. (Das Feld wird durch Scope ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Das Feld wird durch Scope ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung sorgt.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

Schuppen-Code

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Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Z/B-Nummern

Hier werden alle Z/B-Nummern der Haussendungen dargestellt.

Anleitungen

Fragen

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Dokumente - HDS (SAC) - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

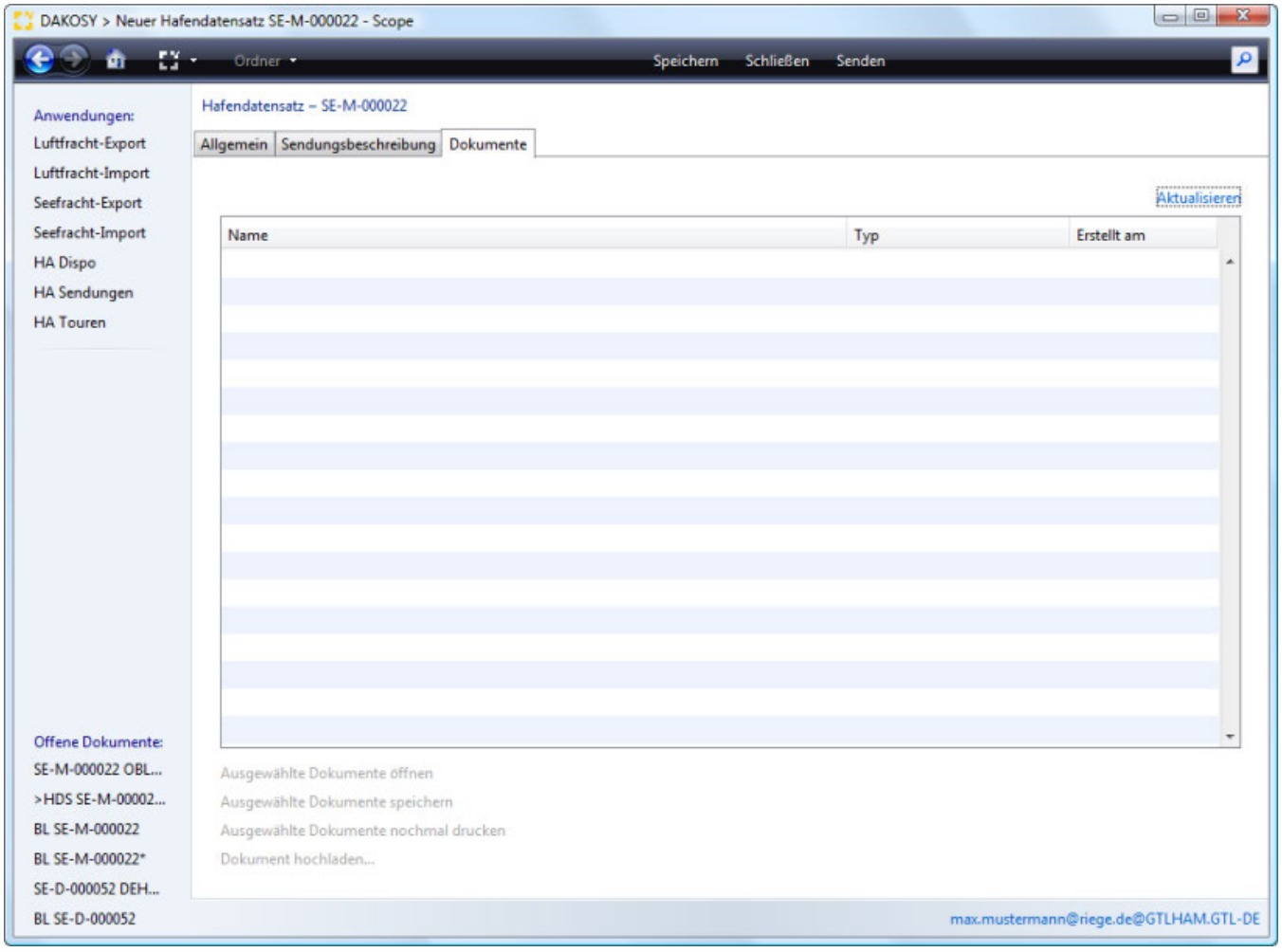
- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten EDI-Nachrichten von und nach Dakosy anzeigt. Mit Hilfe eines entsprechenden Editors lassen sich diese Nachrichten kontrollieren, um eventuelle Fehler zu erkennen und zu beseitigen.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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Sendungsbeschreibung - HDS (SAC) - Neue Dakosy-Nachricht - Allgemein - Sammelsendung - Seefracht Export

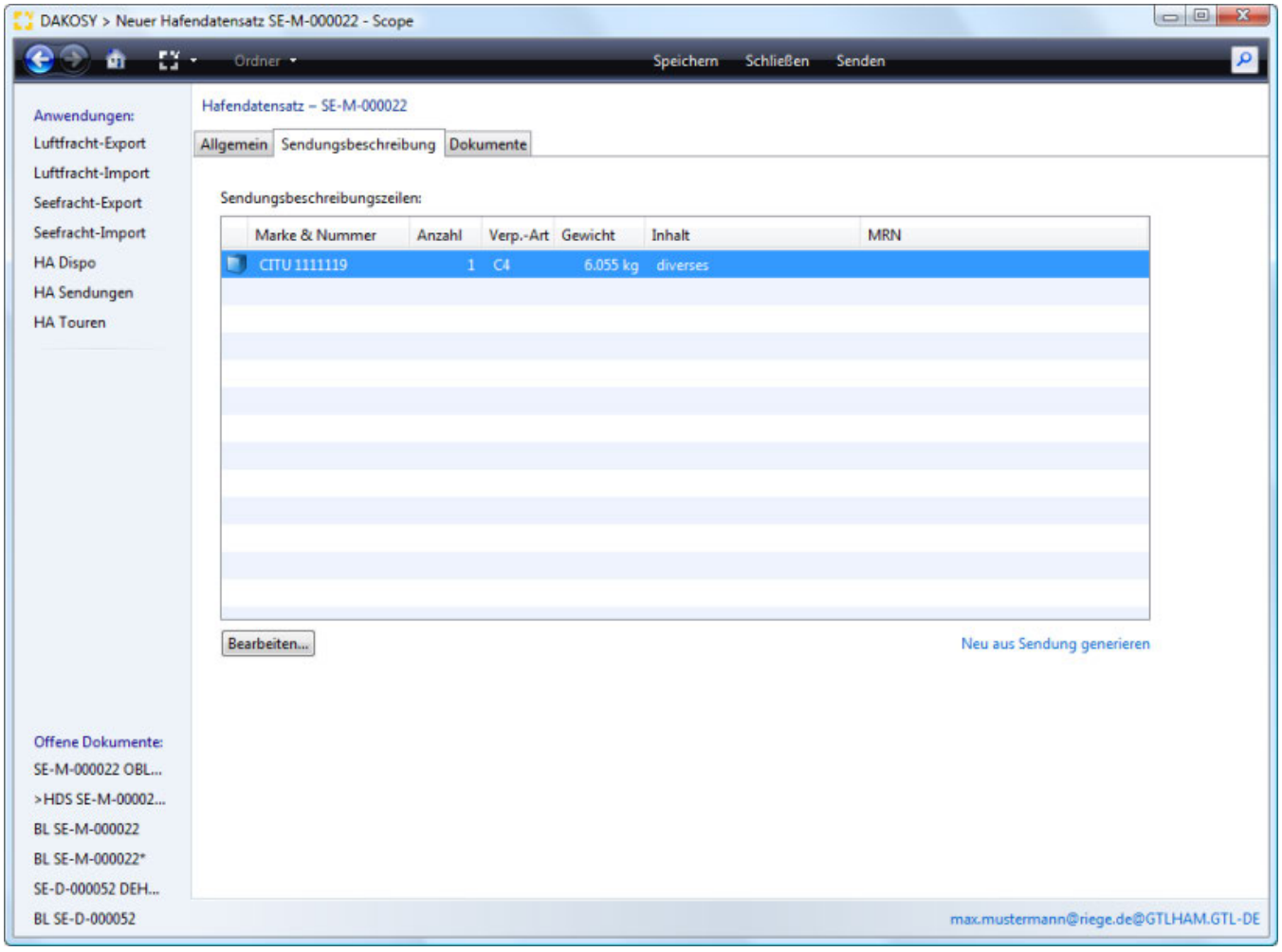
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsbeschreibung" werden alle relevanten Sendungsdaten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.

Beschreibung

Durch Klicken auf den Reiter "Sendungsbeschreibung" gelangen sie in diesen.



- Sendungsbeschreibungszeilen
  - Allgemeine Angaben
  - Angaben zur MRN
  - Autoverladung
  - Bearbeiten
  - Neu aus Sendung generieren

Sendungsbeschreibungszeilen

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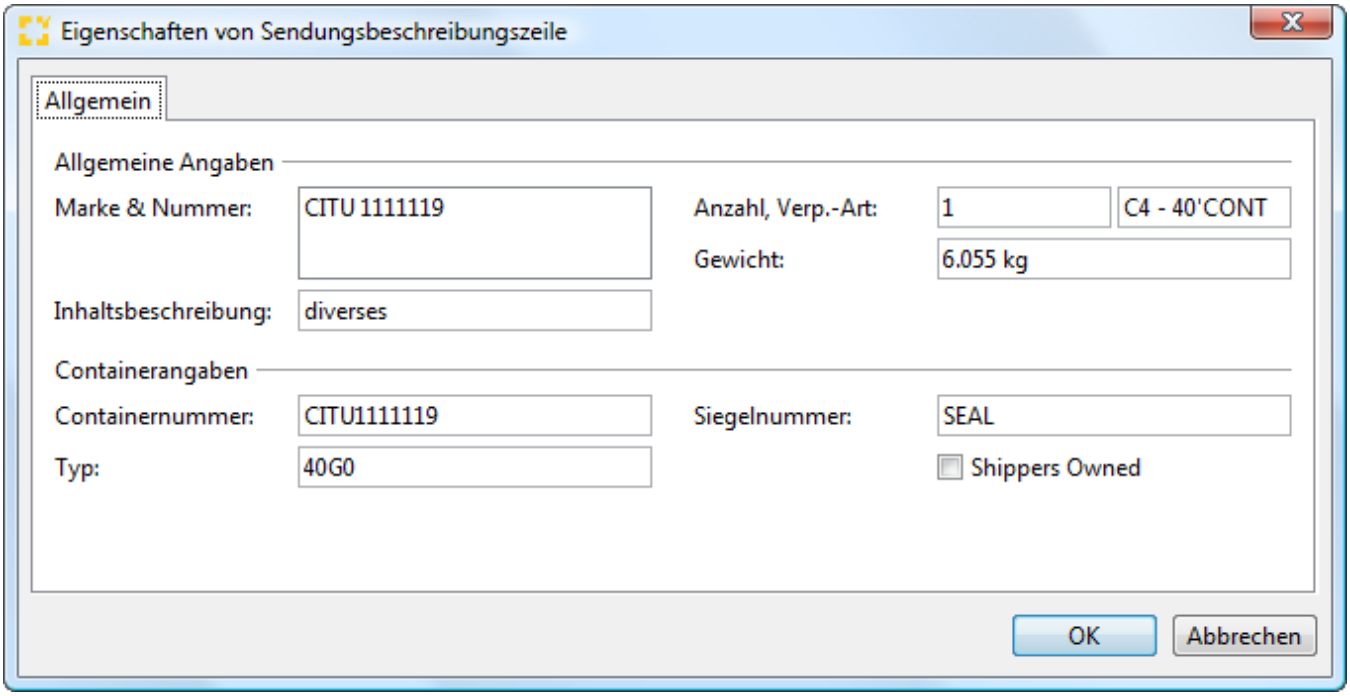
Jede Sendungsbeschreibungszeile kann durch einen Mausklick markiert und über die Schaltfläche "Bearbeiten" bearbeitet werden (Die Bearbeitung einer Sendungsbeschreibungszeile ist auch durch Doppelklick möglich).
Daraufhin öffnet sich ein Fenster zur Bearbeitung der Sendungsbeschreibungszeile.



Allgemeine Angaben

Marke & Nummern

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes.

Angaben zur MRN

MRN

Movement-Reference-Number des Stückgutes

Position

Anzahl der zu gestellenden Positionen.

Packstück-ID

Vollständigkeitszeichen

Setzen des Flags bedeutet, dass alle auf dem Ausfuhrbegleitdokument aufgeführten Positionen vollständig gestellt werden.

Autoverladung

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Handelt es sich bei der Verladung um eine Autoverladung, so müssen folgende Felder ausgefüllt werden.

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

Zubehör

Das Flag wird gesetzt, wenn sich weiteres Zubehör am Chassis befindet.

Beiladung

Das Flag wird gesetzt, wenn es sich um eine Beiladung handelt.

Bearbeiten

Durch Klick auf die Schaltfläche "Bearbeiten" kann der Benutzer die Sendungsbeschreibungszeilen bearbeiten, es öffnet sich der Editor zur Bearbeitung der Sendungsbeschreibungszeilen

Neu aus Sendung generieren

Der Aktionslink synchronisiert alle Werte mit den Eintragungen in der Sendung (Im Editor getätigte Änderungen werden gelöscht)

Anleitungen

Fragen

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Deliver to Terminal - General - Master Shipment - Sea Exports

- Introduction
- Description

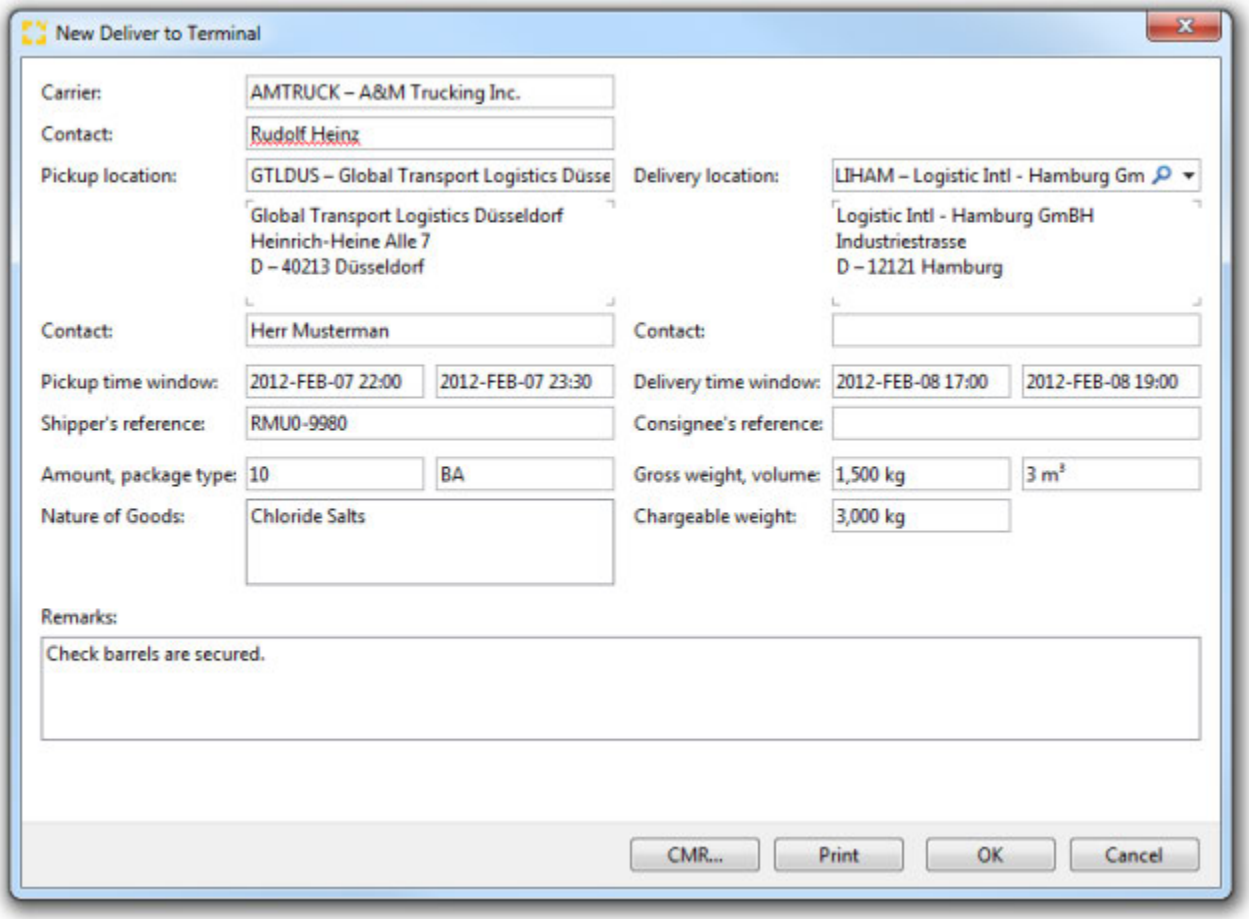
Introduction

Creation of a delivery to terminal order requires the full shipment details have been saved in the "General" tab.

The order is created by the the forwarding agent to collect the container from the address specified by the forwarder and to deliver it to the terminal which may be a Container Freight Station (CFS).

Description

A **Delivery to terminal order** can be created by click the blue action link *New Deliver to Terminal*. This will open the *New Deliver to Terminal* editor.



Carrier

The trucking company who will transport the container. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner.

Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the pickup.

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Pickup location

The address at which the container should be picked up. The desired partner can be located with the search field. The default address will be the address of the local branch. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner.

Delivery Location

The address to which the container is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location contact party

The name of the person at the point of pickup who should be contacted.

Delivery location contact

The name of the person at the point of delivery who should be contacted.

Pickup time window from/to

The pick up window (Date / Time), in which the container is to be picked up.

Delivery time window from /to

The delivery window (Date / Time), in which the container is to be delivered.

Shippers reference

The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.

By default, all packages are proposed for delivery.

Packing type

The type of packages

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Nature of goods

A description of the goods. The description from the general tab will default.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

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Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Ocean BL - General - Master Shipment - Seafreight Export

- Introduction
- Description

Introduction

The ocean B/L is issued by the ocean carrier or steamship line. The freight forwarder provides instructions to the ocean carrier or steamship line on how to prepare the ocean bill of lading. The Ocean B/L editor is the application used by the freight forwarder to create these instruction. Once complete the bill of lading instructions can be generated as a PDF, printed or e-mailed to the shipping company.

Description

Open the Ocean B/L editor by clicking the action link "Ocean B/L" on the right side of the "general" tab. This will open the editor.

Within the Ocean b/L editor the following tabs are available:

General
Cargo Details
Preview

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Cargo Details - Ocean-BL - General - Master Shipment - Seafreight Export

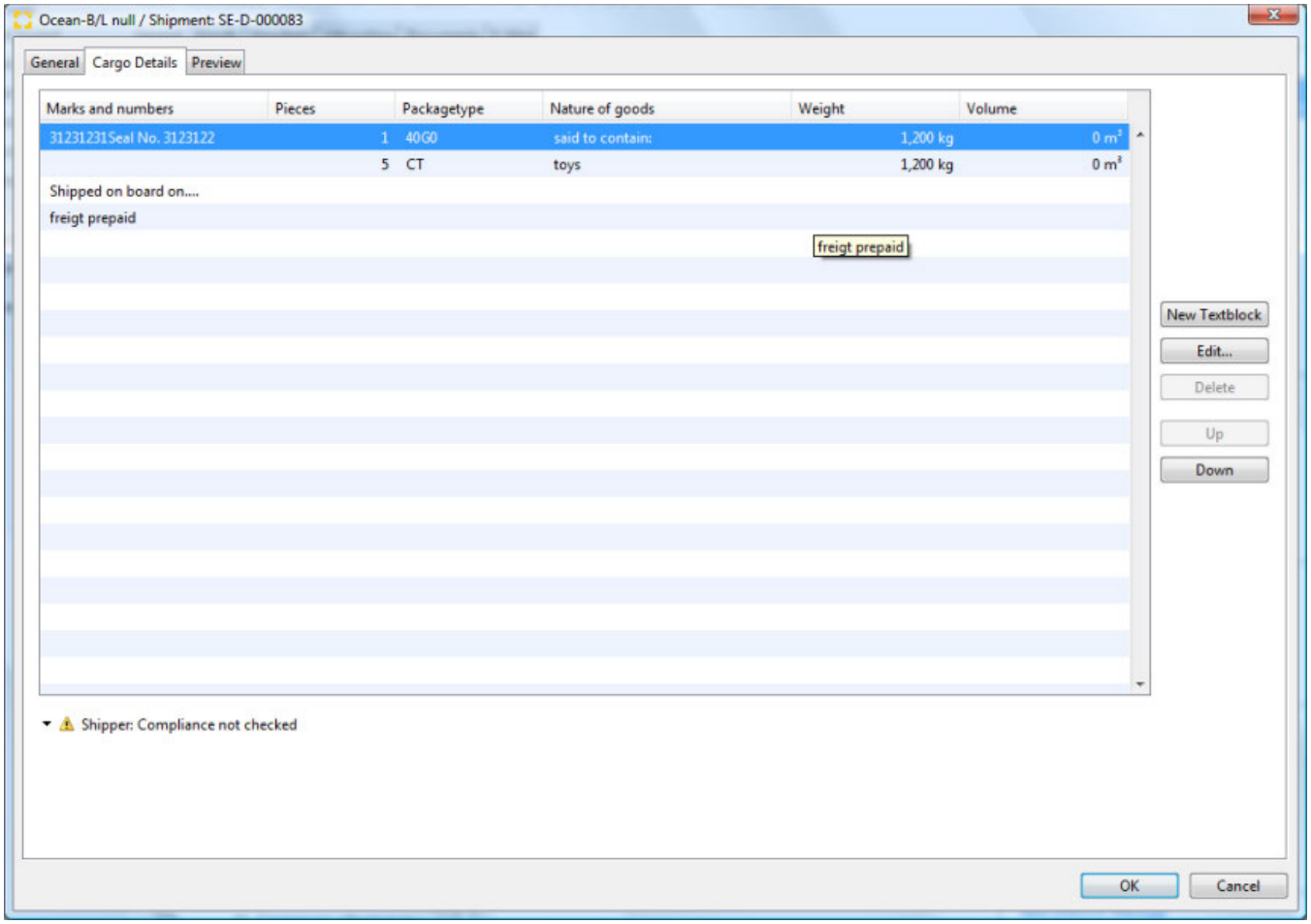
- Introduction
- Description

Introduction

The *Cargo details* tab enables the entry of details of the cargo as they are to appear on the bill of lading.

Description

A description of the goods including pieces, weights and volume will default from the main shipment entry and appear in a structured format. These details may be edited as required and further details may be added in an unstructured (free text) format.



New Textblock
Edit...
Goods description editor
Delete
Up
Down
OK
Cancel

New Textblock

The *New Textblock" button opens a free text editor that allows the entry of free text. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

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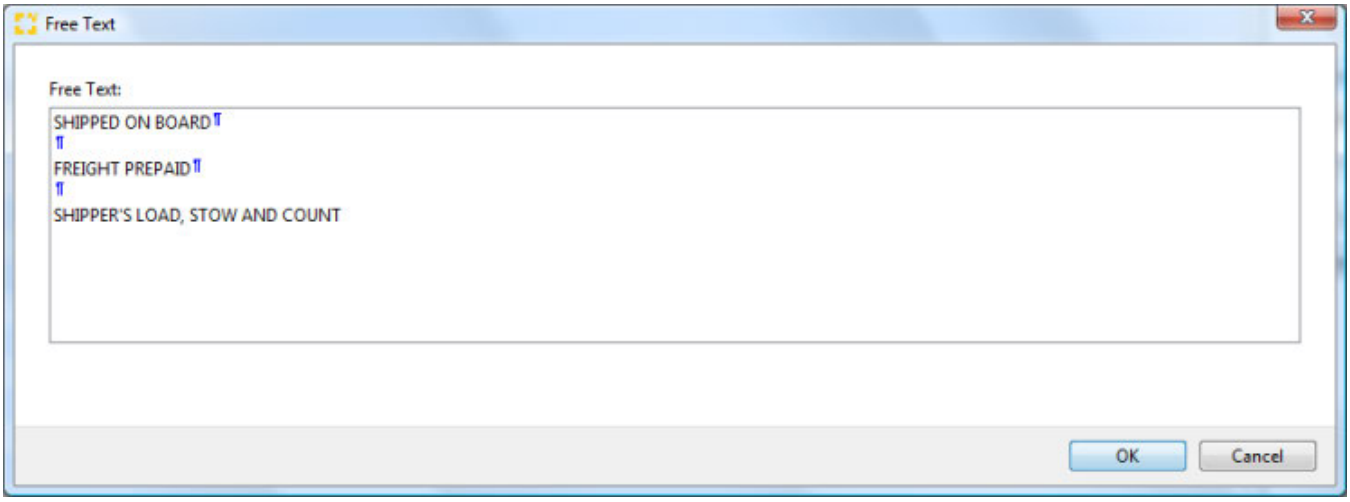
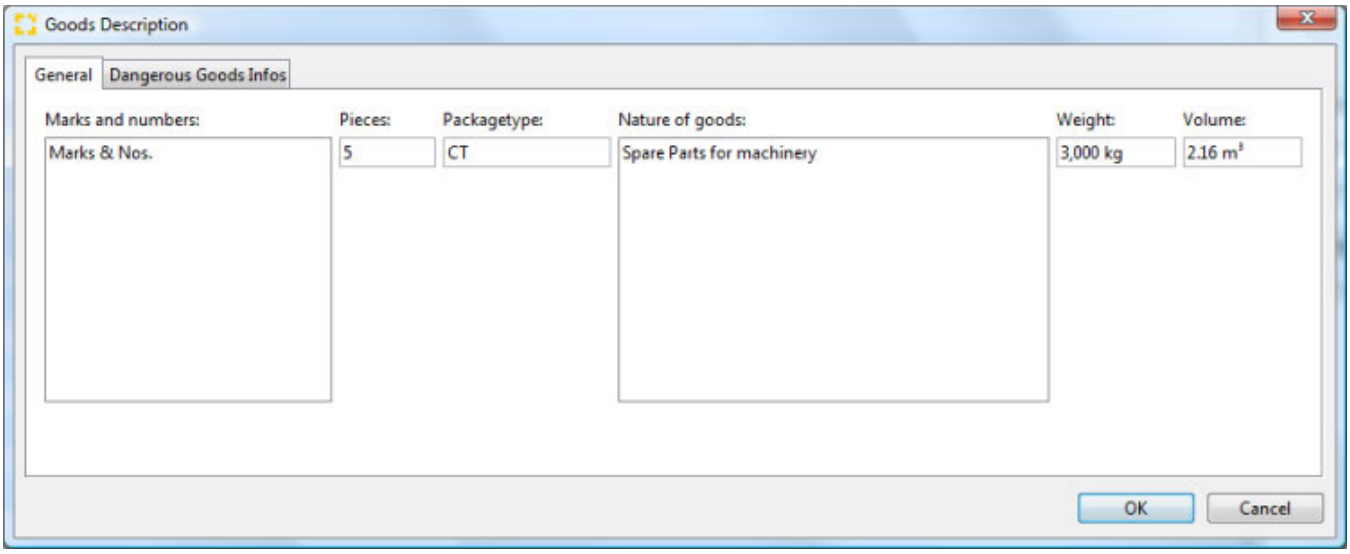
Choose *OK* to save new data in the free text editor. Choose *Cancel* to close the editor without saving data.



Edit...

The *Edit* function will open the line of text highlighted in the *cargo details* table. If this line contains pieces, packing types, weights and volume from the main shipment, then the *goods description* editor will open to allow adjustment of this formatted data. Each element of the structured line appears in a field designed for the type of data it contains. Free text lines are opened with the *Free text editor*.

Goods description editor



Marks and numbers

Marks and numbers will display marks and numbers entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Pieces

The pieces from the cargo entry in the main shipment entry goods tab will appear. These may be edited as desired.

Package type

The packing type entered in the main shipment entry goods tab . This is a search field that can be used to choose an alternate stored packing type.

Nature of goods

This field will display Nature of goods entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Weight

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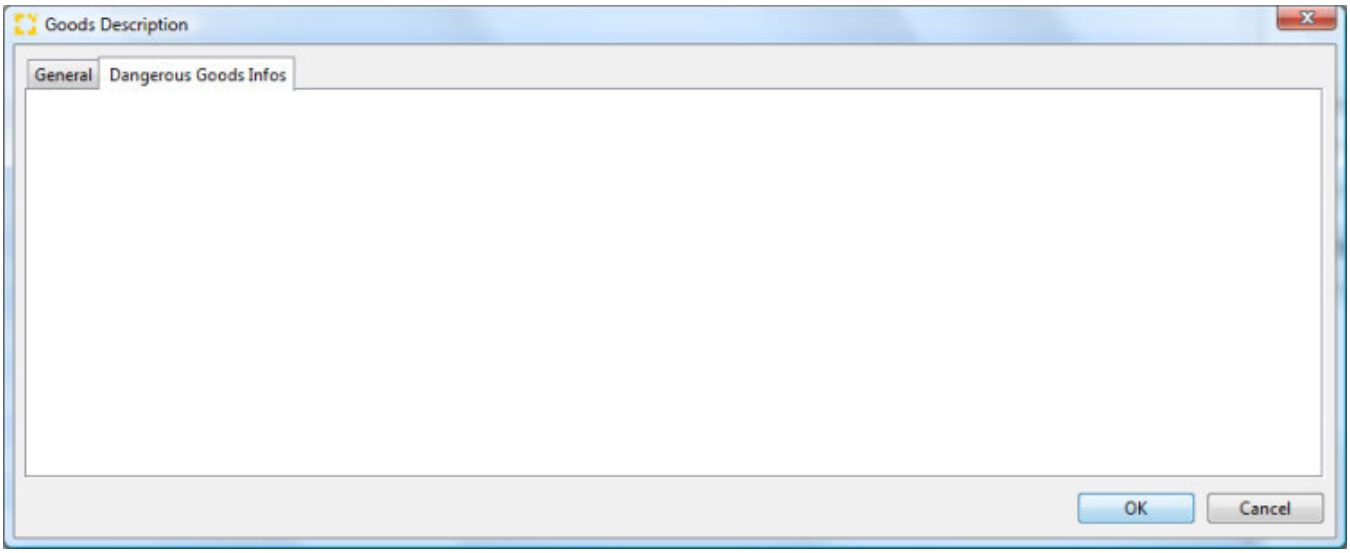
The weight from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Volume

The volume from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Dangerous goods

The 2nd tab of the *Goods Description* editor is the dangerous goods infos. This will any display dangerous goods information associated with the goods in the goods tab of the main shipment entry.



Delete

Deletes the highlighted row from the cargo details.

Up

Moves the highlighted row from the cargo details up.

Down

Moves the highlighted row from the cargo details down.

OK

Select *OK* to save the cargo details information and exit the house B/L.

Cancel

Select *Cancel* to discard any new data entered in the cargo details tab and exit the house B/L.

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General - Ocean-BL - General - Master Shipment - Seafreight Export

- Introduction
- Description

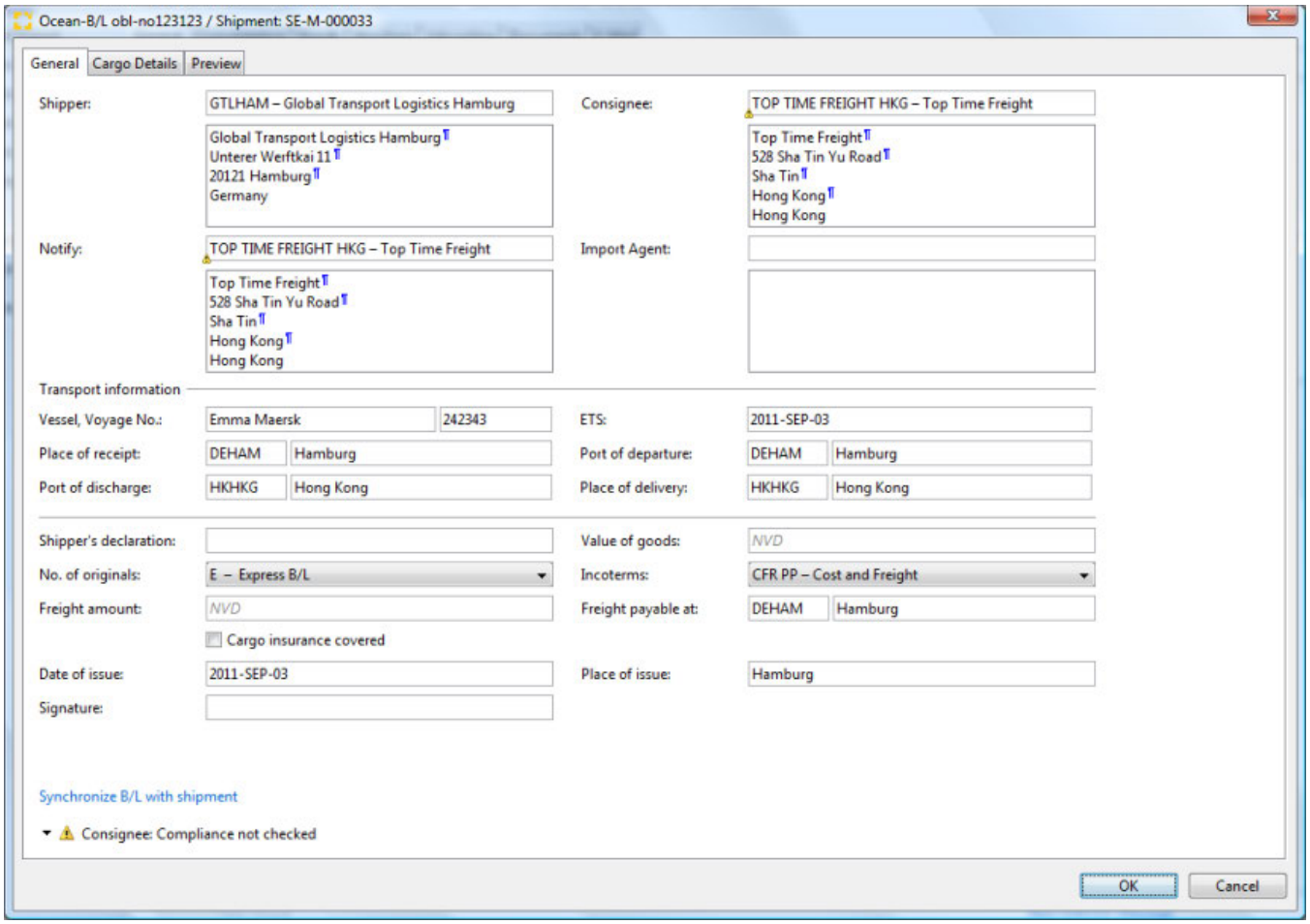
Introduction

The *General* tab of the the Ocean B/L allows entry of the most important data for the creation of a bill of lading. This is address details, transport information, dates and shipping terms.

The details entered in the General tab of the Master shipment should transfer to the Ocean B/L where it can be further processed.

Description

The input window is divided into three different areas. The upper part is for address details for the B/L, the middle and lower sections are for transport details, dates and freight terms.



- Address data
  - Shipper
  - Consignee
  - Notify
  - Import Agent
- Transport Information
  - Vessel
  - Voyage No.
  - ETS
  - Place of Receipt
  - Port of Departure

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Port of Discharge
Place of Delivery
Instructions and additional information
Shipper's Declaration
Value of goods
No. of Originals
Freight amount
Inco Terms
Freight payable at:
Cargo Insurance covered
Date of issue
Place of issue
Signature
Synchronize B/L with shipment
OK
Cancel

Address data

Shipper

Shipper for the Original B/L. This may be found with the field search or can be entered directly.

Consignee

Consignee for the Orignal B/L. This may be found with the field search or can be entered directly.

Notify

Notify from the general shipment entry (if available). This is the party to be notified when the shipment arrives at the importing country. The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Import Agent

The agent responsible for the freight on arrival at the importing country. The Import agent is also known as the "2nd Notify".

Transport Information

Vessel

The name of the vessel aboard which the freight will be loaded.

Voyage No.

The voyage number of the the vessel aboard which the freight will be loaded.

ETS

The estimated sailing date . This is a date and time field and the calendar icon provides access to a calendar.

Place of Receipt

The place from the main shipment entry will appear.
The place of receipt is the place where the goods are handed over to the Carrier.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of Departure

The Port of Departure from the main shipment entry will appear.
Place or port from where the vessel will depart.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of Discharge

The Port of Discharge from the main shipment entry will appear.
Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of Delivery

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The place from the main shipment entry will appear.
The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Instructions and additional information

Shipper's Declaration

Used for hazardous information

Value of goods

This is an optional field, normally only used when specified in a letter of credit.

No. of Originals

Select the number of original bills of lading to be issued from the drop down menu.

Freight amount

Amount agreed for the freight transport costs.

Inco Terms

From the main shipment entry. The Incoterms that will be printed on the B/L.

Freight payable at:

The location where the freight charges are payable. (according to the Incoterms)

Cargo Insurance covered

A check field to indicate if the shipment is insured.

Date of issue

The date of issue of the bill of lading.

Place of issue

Signature

The name of the agent responsible for issuing the bill of lading.

Synchronize B/L with shipment

This action link will synchronize all the fields in the *General* tab of the bill of lading with all fields in the General tab of Master shipment. Any existing data will be lost from the Ocean bill of lading.

OK

Click "OK" to save all the details enter in the house bill of lading and close the house bill of lading editor.

Cancel

Click "Cancel" to discard any details entered in the house bill of lading and close the Ocean bill of lading editor.

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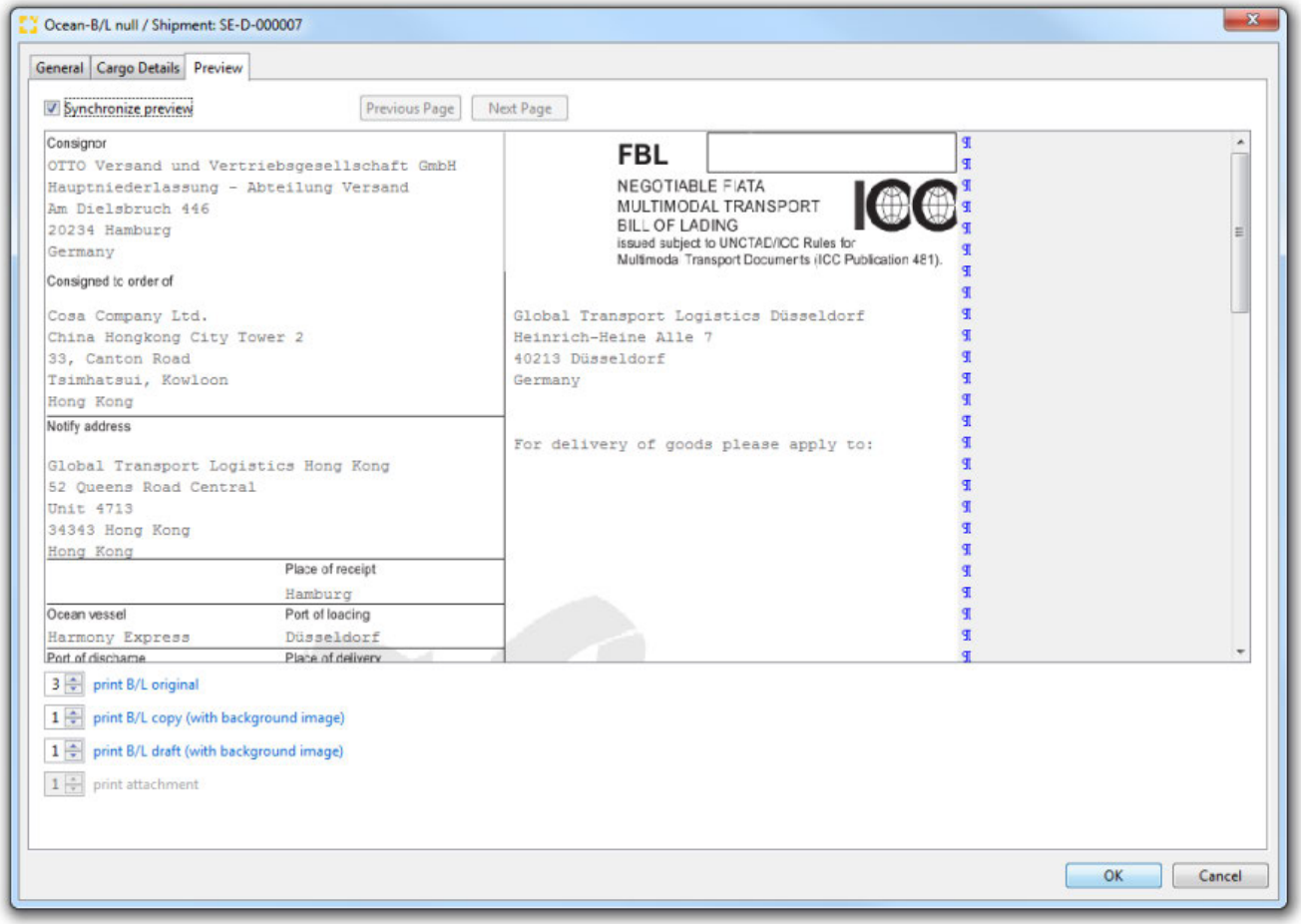
Preview - Ocean BL - General - Master Shipment - Seafreight Export

- Introduction
- Description

Introduction

The Ocean B/l can be viewed and edited prior to printing in this tab.

Description



Synchronize preview
Previous Page
Next Page
Print B/L original
Print B/L copy (with background image)
Print B/L draft (with background image)
Print attachment
OK
Cancel

Synchronize preview

The initial view of the B/L is generated using the information stored in the *Ocean B/L general* and *Cargo Details* tab. When the synchronize flag is unset, the B/L becomes detached from these tabs and available for editing. Any text may be added to any part of the B/L. On setting the synchronize flag, any edits made to the B/L preview will be lost and the form will again be synchronized with the *House B/L general* and *Cargo Details* tabs.

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Previous Page

scrolls the B/L back one page. Only active for multi-page B/Ls.

Next Page

scrolls the B/L forward one page. Only active for multi-page B/Ls.

Print B/L original

The number of original B/Ls that should print are entered and then select the *print B/L original* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. A blank orginal bill of lading should be ready in the printer when this document is printed.

Print B/L copy (with background image)

The number of copy B/Ls that should print are entered and then select the *print B/L copy* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print B/L draft (with background image)

The number of draft B/Ls that should print are entered and then select the *print B/L draft* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print attachment

The number of copies of attachment documents that should print are entered and then select the *print attachment* action link to generate any attachment docuemnts. These will be visible in the documents tab of the main shipment. This document should print on plain paper. Attachment documents are created when it is desired to print additional B/L details on plain paper.

OK

Select *OK* to save data entered in the Ocean B/L application and exit back to the main shipment.

Cancel

Select *Cancel* to discard data entered in the Ocean B/L application and exit back to the main shipment.

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Pickup Empty Containers - General - Master Shipment - Seafreight Exports

- Introduction
- Description

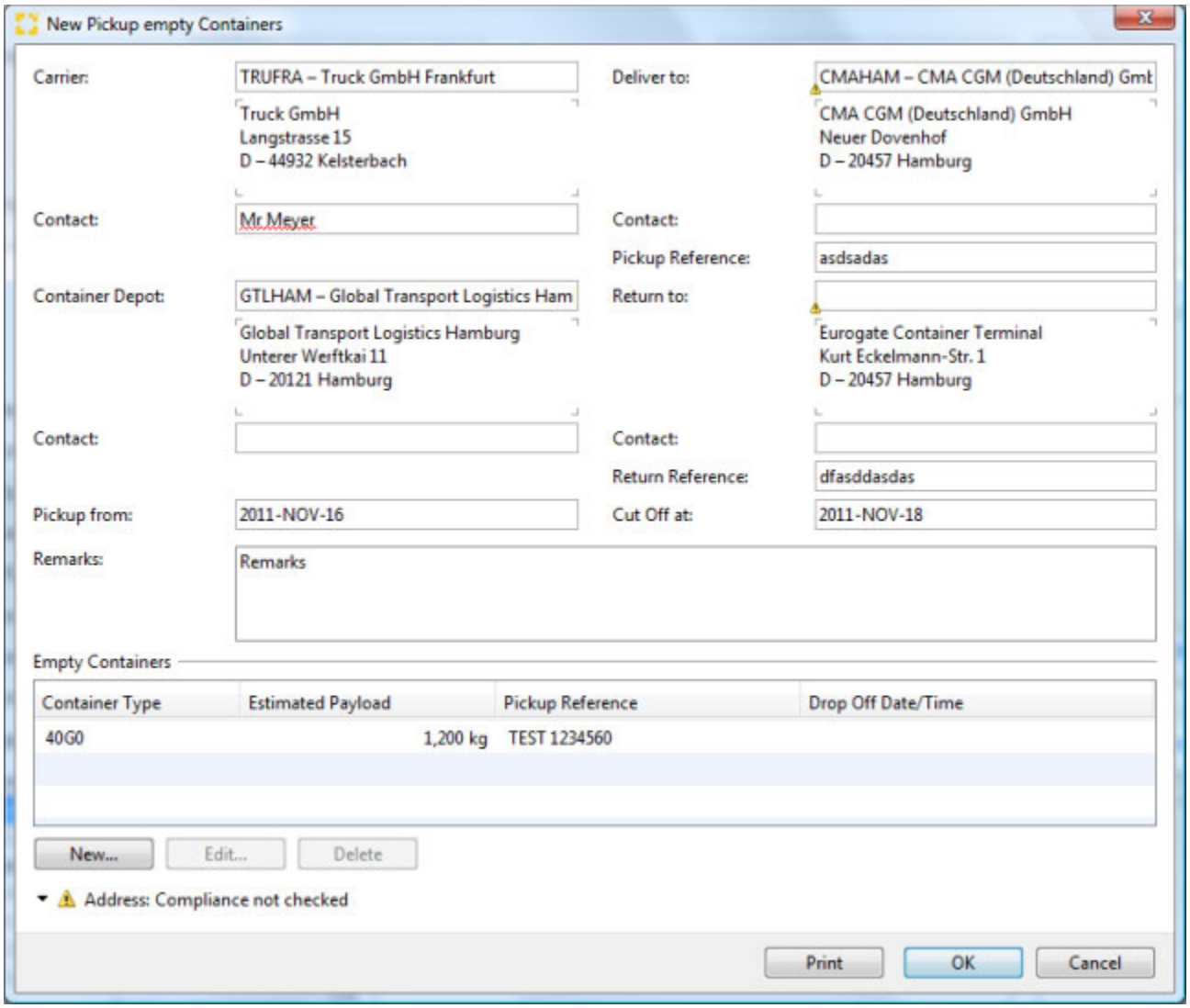
Introduction

Creation of an empty container pick-up order requires the full shipment details have been saved in the "General" tab.

The "Empty Pick-up" order is created by the the forwarding agent and instructs the carrier/trucker where to collect empty containers from and where they should be delivered to.

Description

A pick-up empty containers order" can be created by clicking the blue action link "New-pickup empty containers". This will open the "New Pickup empty Containers" editor.



Carrier

The trucking company who will pickup the containers. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order.

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Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the container pickup.

Container Depot

The address where the containers should be picked up from. The desired address can be located with the search field.

Contact (Container Depot)

The **contact name** for the container depot may be entered or selected from the list of contacts for this partner.

Deliver to

The address to which the containers should be delivered. The desired address can be located with the search field.

Contact (Deliver to address)

The name of the person at the point of delivery who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Pickup Reference

The reference provided by the party supplying the empty containers.

Return to

The address to which the containers should be returned. The desired address can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Contact (Return to address)

The name of the person at the return to address who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Return Reference

The reference used by the **Return to** address to identify the consignment.

Pickup from

The date and time when the empty containers will be available (Date / Time).

Cut off at

The date and time when pickup of the containers expires (Date / Time).

Remarks

Comments or instructions entered in this field will be printed on the container pickup order.

Empty Containers

The empty containers section of the **Pickup empty containers** application displays a summary table of containers on the pickup order. The table is comprised of the following columns:

- **Container type**
  The size and type of container, 20' Dry van container for example
- **Estimated payload**
  The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**
- **Pickup Reference**
  The reference used to identify the container at the pickup point.
- **Drop Off Date/Time**

The Empty container table offers function keys to enable entry of the container details into the table.

New

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generates a popup application to enter new container details

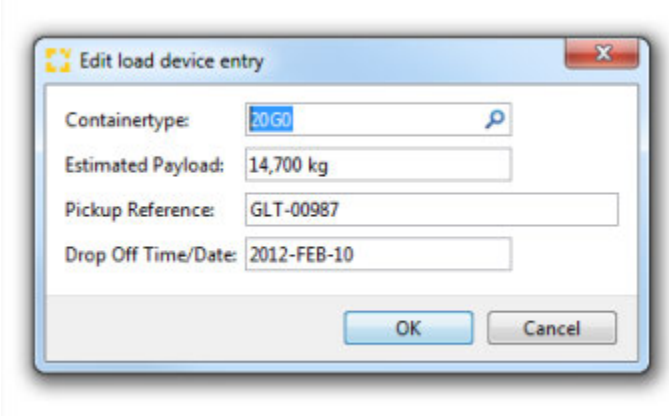
Edit

Opens a popup application to edit the details of the container highlighted in the table.

Delete

Deletes the container highlighted in the table

New Load device entry



On selecting **new** or **edit** in the empty container table, the **New load device** application appears to allow entry or editing of containers:

Container type

The size and type of container, 20' Dry van container for example. This is a container type search field that will only allows existing container types stored in the container types database.

Estimated payload

The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**

Pickup Reference

The reference used to identify the container at the pickup point.

Drop Off Date/Time

Date and time the container should be dropped of. This is a data and time field and the drop down menu provides a calendar.

Print

Print the container pick-up order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the container pick-up order.

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Goods - Master Shipment - Seafreight Export

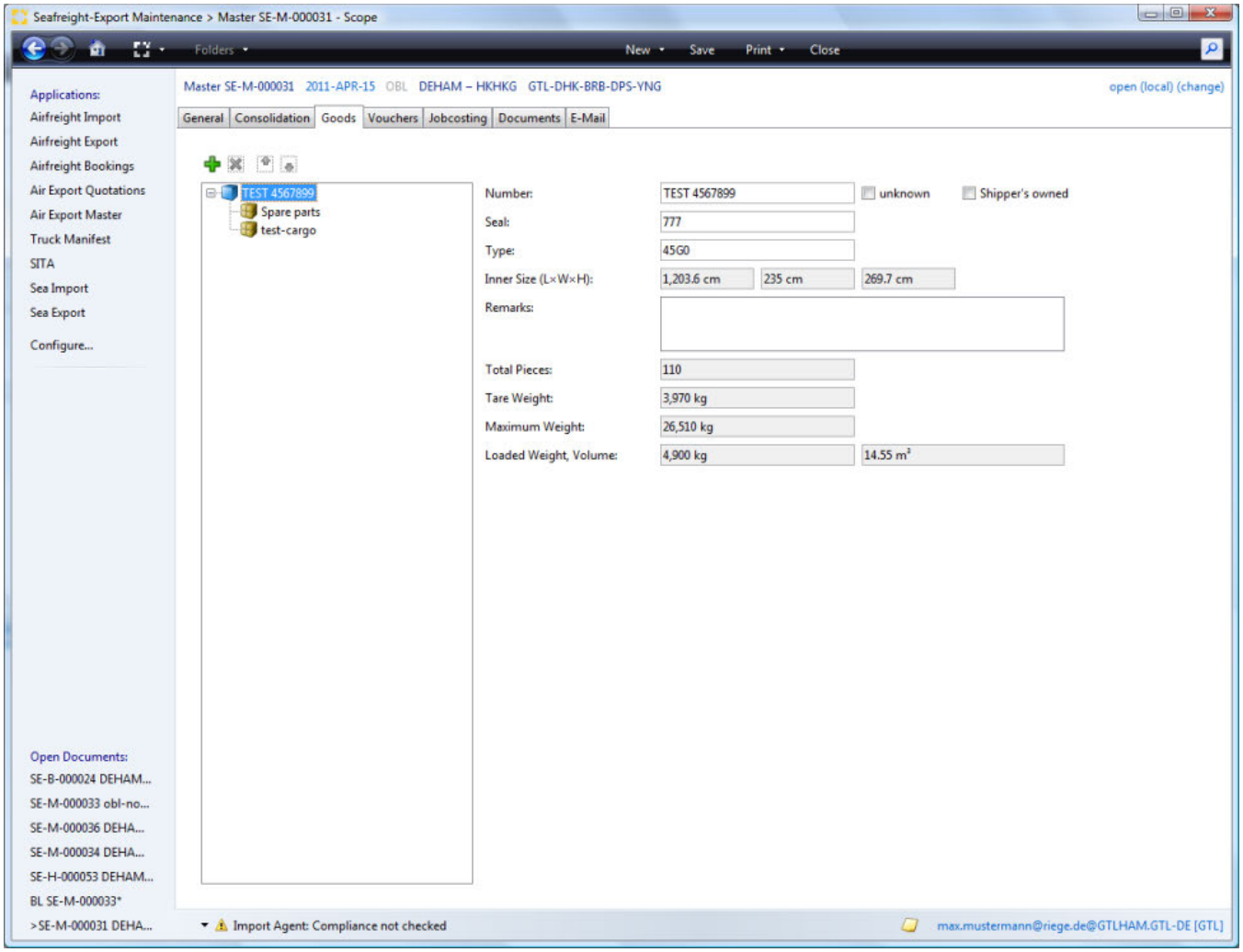
- Introduction
- Description

Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information . The assembled goods represent all the goods on the individual house shipments.

Description

The *goods tab* presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.



Loading Equipment
Cargo details
Container
- Number
- Unknown
- Shipper's owned
- Seal
- Type
- Inner Size (LxWxH)
- Remarks
- Total pieces

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Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Removes a container
	Moves the item up the list
	Moves the item down the list

Cargo details

Individual cargo items are obtained from the Goods tab of the house shipments. And can be edited further here.

For each cargo item detailed information be seen in the sub tabs:

- Cargo description
- Dangerous Information

Container

Containers can be added by clicking the  icon. This opens the container details view to the right. Each container must have at least one cargo item. Goods can be dragged and dropped into and out of containers.

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

If the "Unknown" box is checked, then the container number can be left empty.

Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

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Remarks

Any remarks particular to this container

Total pieces

The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargoe items:

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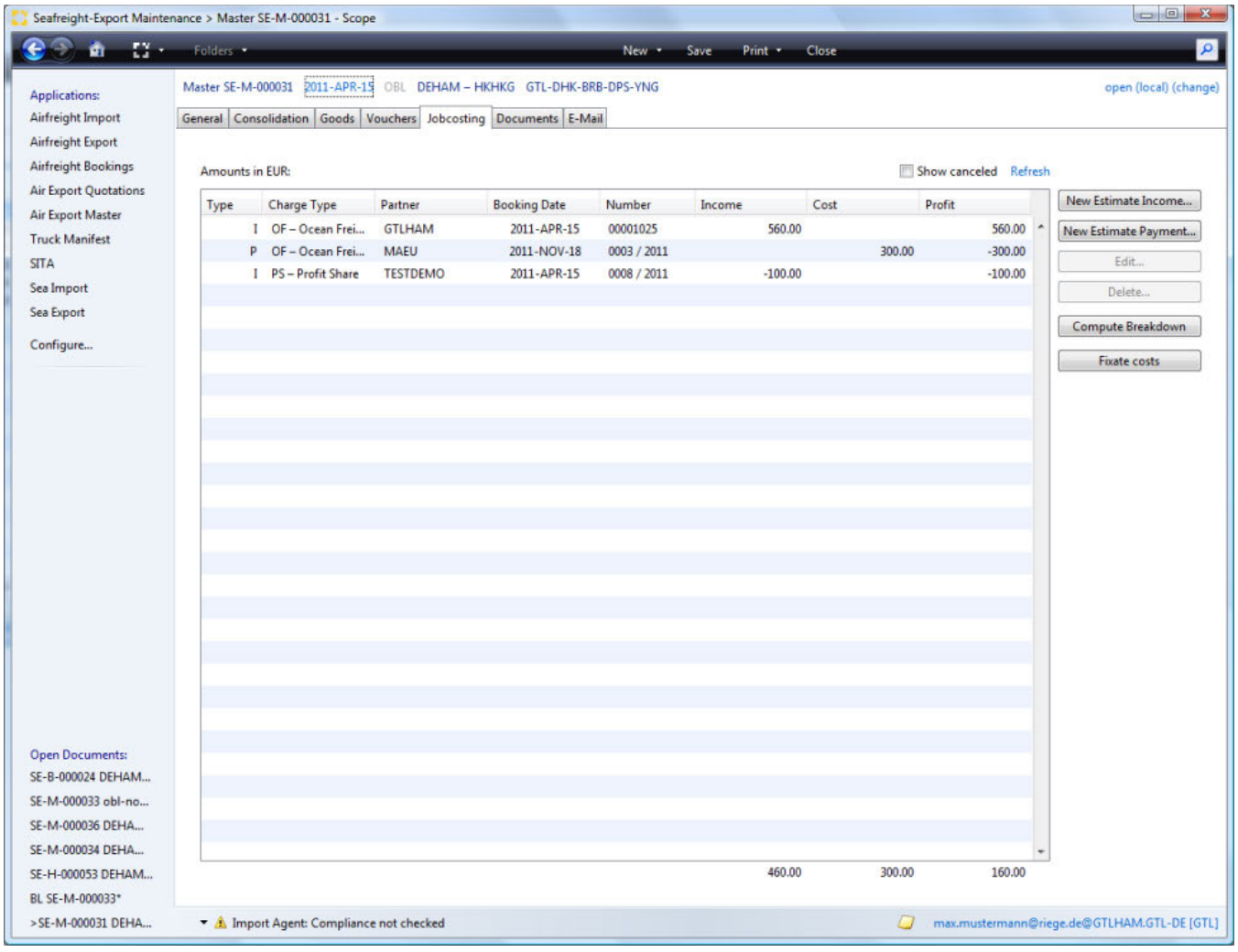
Jobcosting - Master Shipment - Seafreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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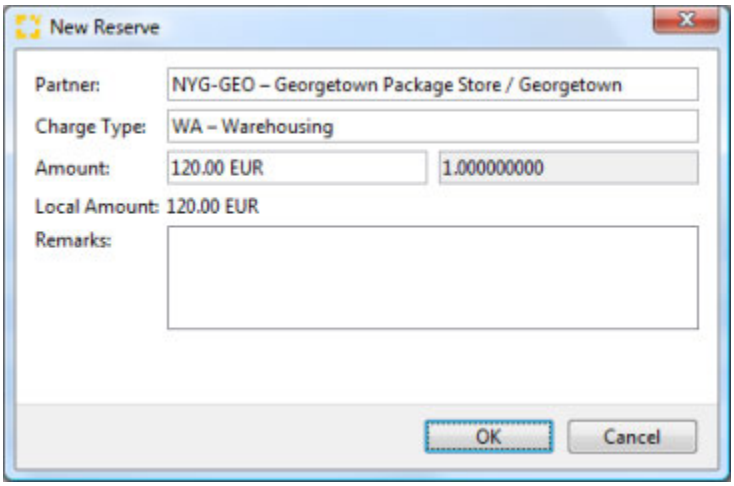
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - Master Shipment - Seafreight Export

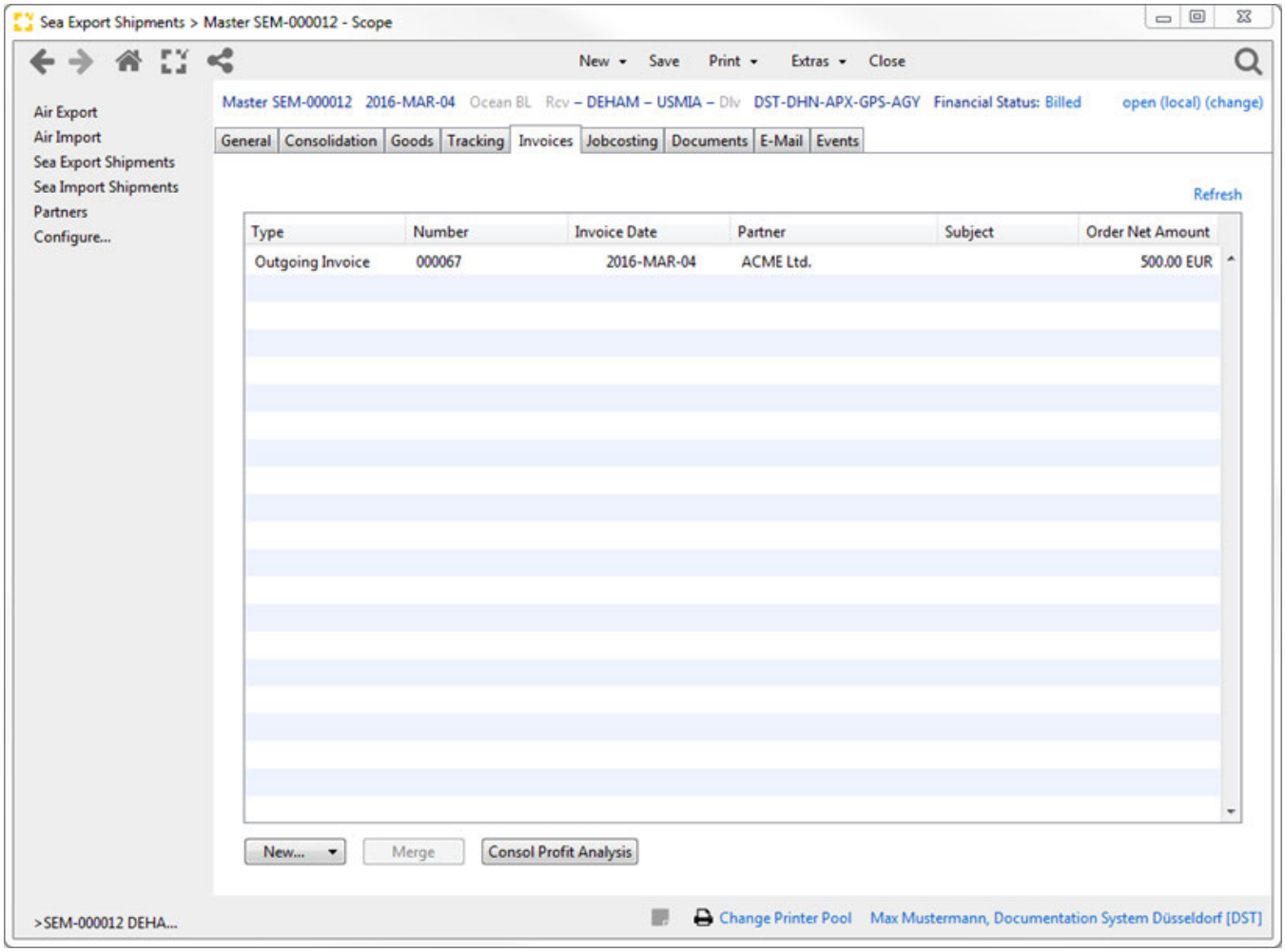
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



Main menu bar and title bar
Overview
Refresh
Table columns
    Number
    Voucher Date
    Partner
    Subject
    Amount
New
Merge
Consol Profit Analysis

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

New

Opens a menu to select the application to create a new outgoing invoice, outgoing credit note, self-billing credit-note, incoming invoice, incoming credit note , incoming self-billing credit note, payment deduction.

Merge

Opens the editor to merge invoices. Only open documents can be merged . By pressing the "*Add*" button, the available evidence to be added and press the Delete button , selected documents could previously be removed .

Consol Profit Analysis

Opens the CPA analysis.

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1. Profitshare - Consol Profit Analysis - General - Master Shipment - Seafreight Export

- Introduction
- Description

Introduction

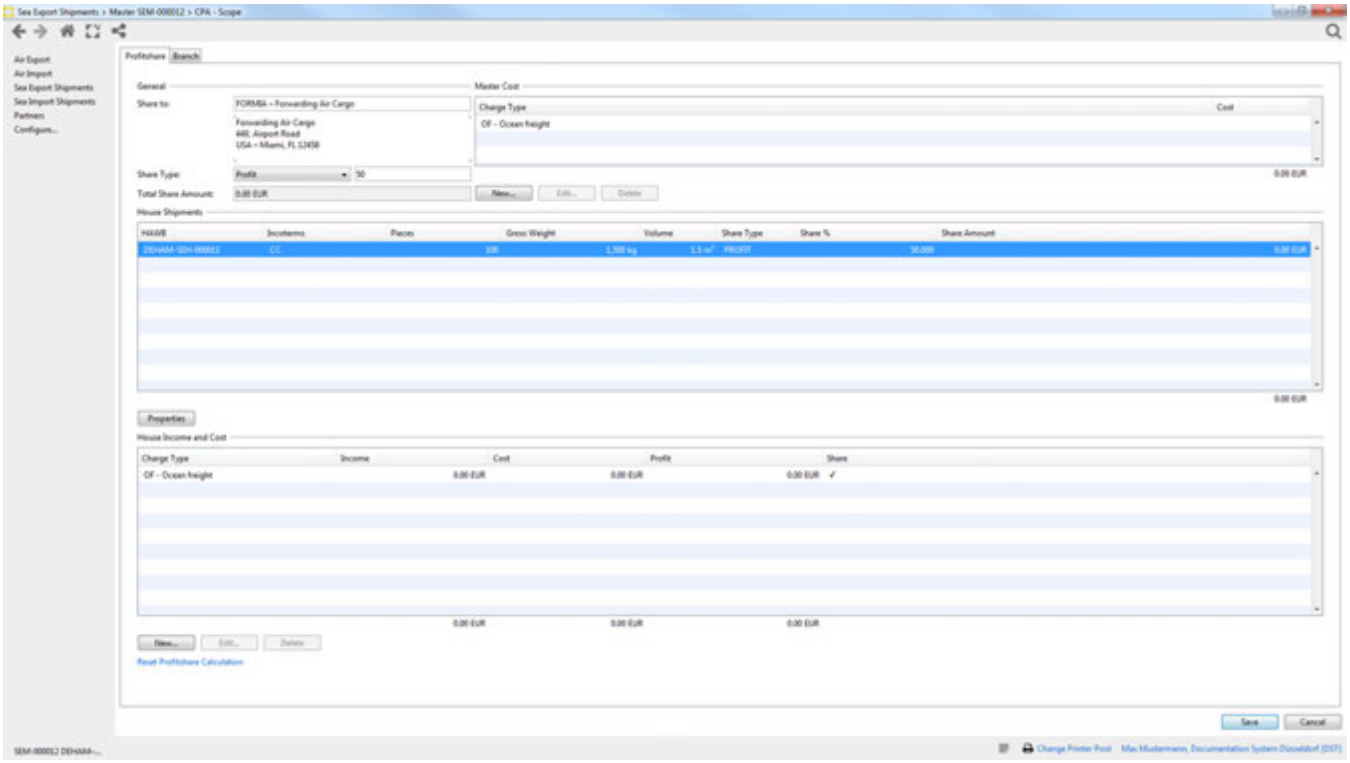
Sea freight consolidations often involve a **profit share** arrangement that is agreed between the sending agent and the receiving agent in order to distribute any profits made on the consolidation. The sum agreed can be part of the profit, part of the turnover or a fixed amount and is paid by the sending agent to the receiving agent. In some cases the entire consolidation or some shipments on the consolidation may represent a loss and in these cases these losses also must be distributed between the agents. The usual arrangement is to share 50% of the profits or losses. The **Profitshare** application calculates these figures using all the figures from the house and the master to arrive at the correct amounts. On completion of the calculation it is possible within the **Profits hare** application to issue the appropriate invoice or credit note. These vouchers will be created according to the setup of the receiving agent in the partner maintenance and may include a consol profit analysis sheet. To further automate the process of setting up profit share arrangements between agents, a CP A template can be created and applied to receiving agents as necessary. The calculation of profitshare can then take place automatically based on the settings in this template.

Description

When the application is launched it checks if a CPA template is present in the receiving agents master data.

- If a CPA template is present in the receiving agents master data, then this will be used.
- If a CPA template is *not+ present in the receiving agents master data, but a default CPA template CPA Templates is present, then this default will be used
- If no CPA template of any kind is present, then no data will appear in the **profitshare** tab.

The data that appears can be overridden if required, it may be edited, removed or new data added.



- The Jobcosting of the house shipments must be complete before automatic profit share can be calculated on the consolidation.
- Due to the extensive calculations that may have to take place, depending on the number of house shipments on the consolidation, the transfer of data to the profit share screen may take some time.

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The scope profit share application includes a default CPA Template for most Agents in order for most fields to be filled in general usage. However the information below discusses each field as if it is empty.

General

This area contains the general information about the calculation.

Share to

The destination agent who will receive the profits. The search function of the field can be used to locate the desired agent.

Share Type

This field will display one of three possible share types used for this business partner:

Type	Description
Profit	Participation in profits
Turnover	Participation in sales
Fixed amount	Agreed fixed amount

Share

The amount of share between the parties is displayed. For *profit* or *turnover* this will appear as a set percentage. Far a fixed share, the actual fixed amount will appear in the local currency. Normally profit share is a 50% profit split between the agents.

Total Share Amount

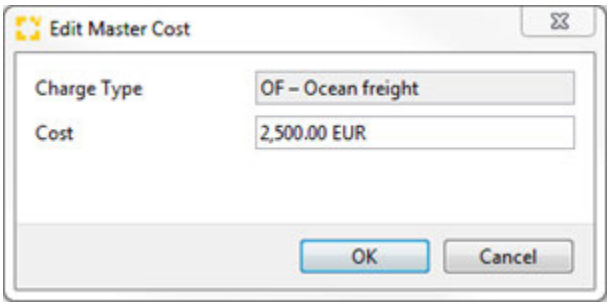
The calculated profit share of the master shipment will appear *(This figure cannot be edited)*.

Master Costs

This table shows the total costs on the master shipment. For each cost the charge type and actual cost figure are shown.

New

Opens a pop-up window in which new charges may be entered.



Charge type

Enter the kind of charge, using the field search function to find the desired charge type.

Cost

the actual cost of the charge should be entered. A calculator is available from the drop down menu.

OK

Closes the pop-up menu and transfers the data to the master shipment cost table.

Cancel

Closes the pop-up menu without further action

Edit

Opens in a pop-up window the master cost highlighted in the table. *(The charge type cannot be changed, to do this the charge should be deleted and then re-entered in the master shipment.)* The charge can also be edited by double clicking it.

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Delete

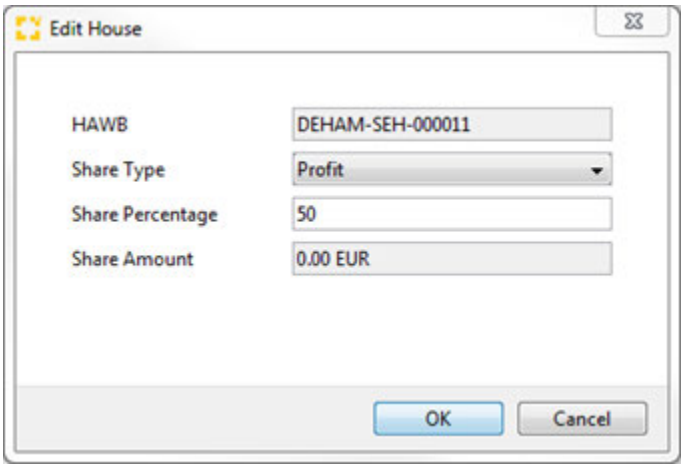
Deletes the charge highlighted in the master cost table.

House Shipments

this summary table will show all the house shipments consolidated on this master. The table will show the B/L number, the number of packages, gross weight, volume, share type, % share and the share amount.

Properties

This button will open in a pop-up window, the house shipment highlighted in the house summary table. The house can also be opened by double clicking it.



HAWB

The house B/L number. *(this field cannot be edited)*

Share Type

The type of profit share applied to this house. The share type used at the master level is used but this can be changed as desired.

Share Percentage

The share percentage used for the calculation. The share percentage used at the master level is shown but this can be changed as desired for each house.

Share Amount

The calculated amount of the profit share on the house shipment. **These amounts are shown on the profit share statement** *(This field cannot be edited)*

House Shipment - Revenues and Costs

This summary table shows the revenues and costs of the house shipment highlighted in the house shipments summary table. *(The columns are described by the following pop-up window that appears if a charge is to be added or edited)*.

New

Opens a pop-up window in which new costs and income can be added to the current house shipment.

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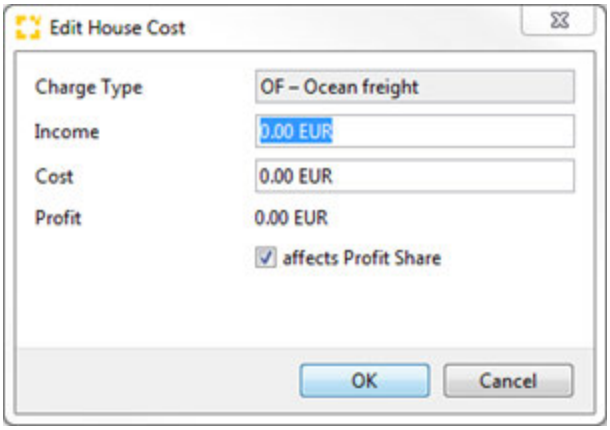


Charge Type

The new charge for which costs and revenue are going to be recorded. Use the field search function to locate the desired charge type.

Revenue

The income for the charge that is being applied to the current house shipment. The field offers a calculator function.

Cost

The cost of the charge being applied to the current house shipment. The field offers a calculator function.

Profit

The calculated profit base on the income minus the cost. *(This field cannot be edited)*.

Include in Profit Share.

This check-box indicates if the charge should be included in the calculated profit share.

Edit

Opens a charge highlighted in the table showing the summary of house charges. This charge can then be edited. *(It is not possible to edit the costs on a charge. To do this the charge should be deleted and re-entered)*. The charge can also be opened by double clicking it.

Delete

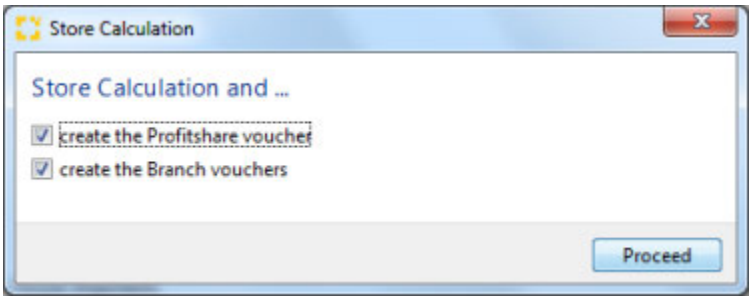
deletes the charge from the table showing the summary of house charges.

Recalculate Profitshare

This action link will restore the profit share tab to it's original condition, removing any changes made to it.

OK

Opens a pop-up window to generate the required documents for the profit share.



Generate Profitshare Voucher

Check this box to generate the profit share voucher. Generation only occurs when the *OK* button is used (see below).

Profit Share Statement

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Check this box to prepare a profit share statement. Generation only occurs when the *OK* button is used (see below).

OK

Save the profitshare spreadsheet and prepare the selected documents. Closes the pop-up window and the profit share application.

Cancel

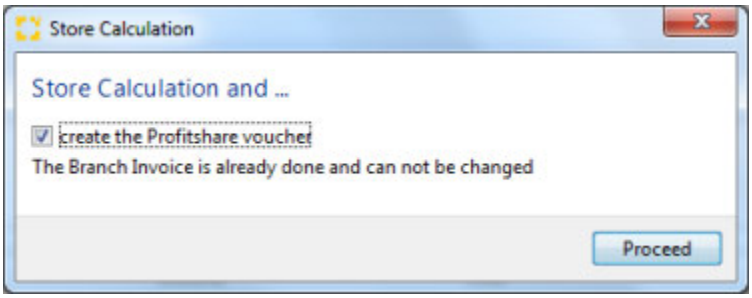
Closes the pop-up window without further action.

Cancel

Closes the pop-up window without further action.

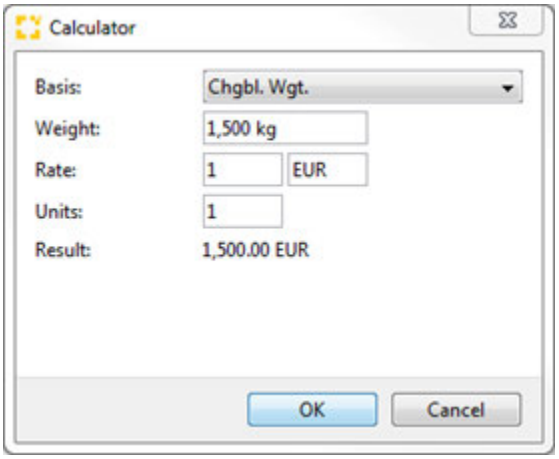
Subsequent changes

On completion including generation of all profit share documents, if a profit share calculation is re-opened and reissued, on pressing *OK* a pop-up window will appears asking if the previous profit share is to be cancelled and replaced by this new profit share.



Calculator

In most fields within the spreadsheet *Consol Profit Analysis* application a calculator can be opened with the F3 function key or by using the drop-down menu. This calculator is used for quick and easy recalculation of tariffs.



Basis

The basis units can be selected from the following drop-down list:

- Pieces = No. of items
- Chgbl. wgt. = chargeable weight
- gross wgt. = gross weight
- Volume
- Number of Containers
- Number of Consigments
- W/M = weight or measure = 1m3 = 1000kg = 1 W/M
- Insurance value

Rate

Rate per unit.

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Units

No of items

Result

Calculated result

OK

Commits the calculated figure to the field where the calculator was called-up and closes the calculator.

Cancel

Closes the calculator without further action.

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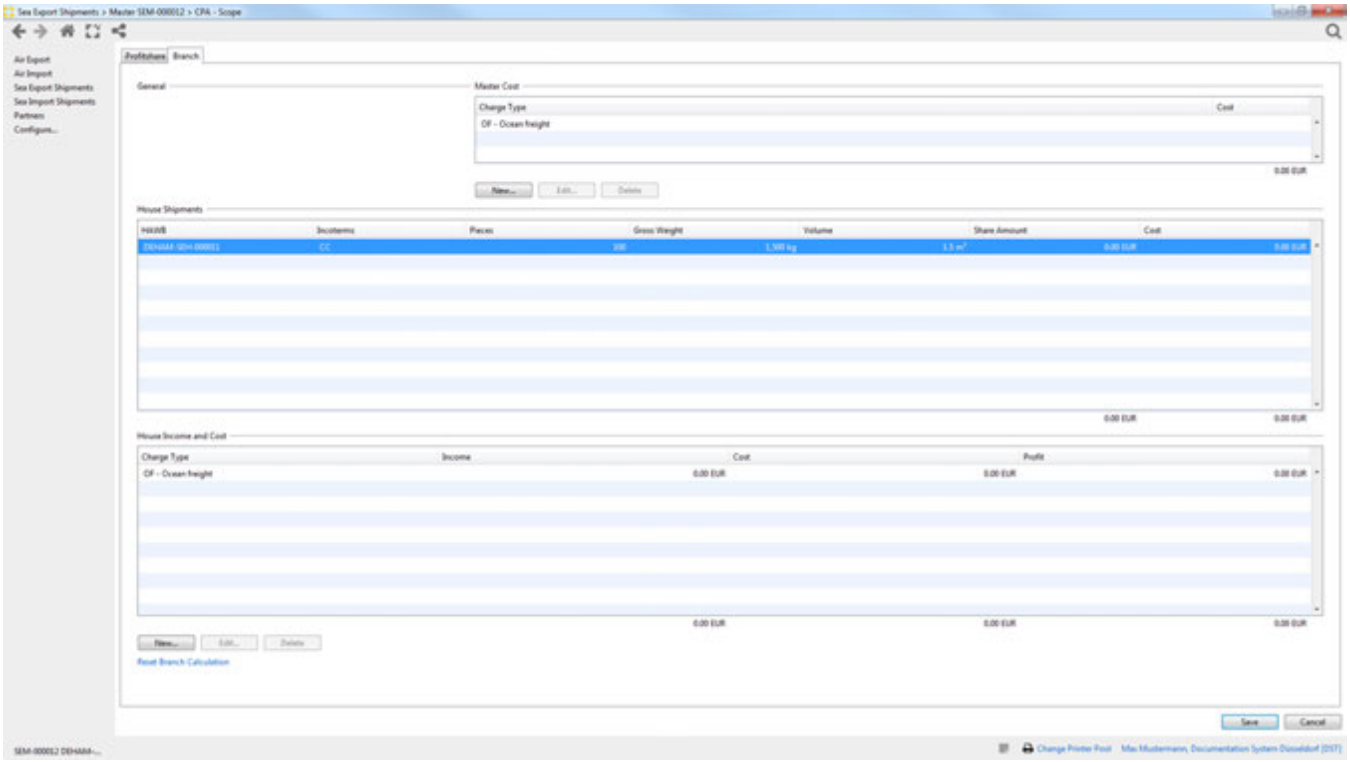
2. Branch - Consol Profit Analysis - Accounting - Master Shipment - Seafreight Export

- Introduction
- Description

Introduction

The tab **branch** relates to the branch to which the costs of the master shipment are incurred for the house shipments. This tab is used to generate documents for each branch whose house shipment may have been included on this master shipment. Any costs on the master are automatically transferred to the jobcosting of all the house shipments included in the consolidation and any billings appear in the documents tab of the master and the house shipments.

Description



Master Costs

This table shows the total costs on the master shipment. For each cost the charge type and actual cost figure are shown.

New

Opens a pop-up window in which new charges may be entered.

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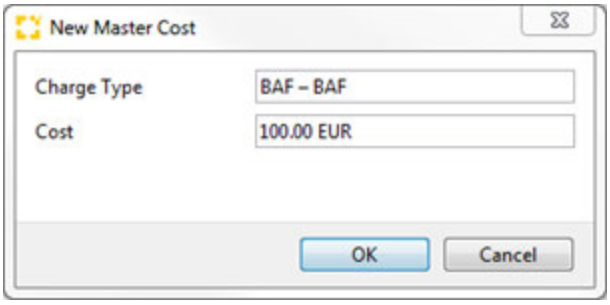


Charge type

Enter the kind of charge, using the field search function to find the desired charge type.

Cost

the actual cost of the charge should be entered. A calculator is available from the drop down menu.

OK

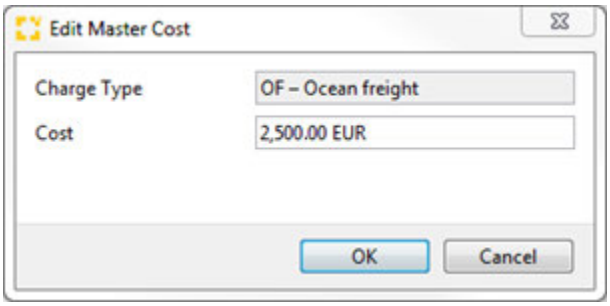
Closes the pop-up menu and transfers the data to the master shipment cost table.

Cancel

Closes the pop-up menu without further action

Edit

Opens in a pop-up window the master cost highlighted in the table. *(The charge type cannot be changed, to do this the charge should be deleted and then re-entered in the master shipment.)* The charge can also be edited by double clicking it.



Delete

Deletes the charge highlighted in the master cost table.

House Shipments

this summary table will show all the house shipments consolidated on this master. The table will show the air waybill number, the number of packages, gross weight, volume, share type, % share and the share amount. **The amounts in the *costs* column are included in the settlement.**

House Shipment - Revenues and Costs

This summary table shows the revenues and costs of the house shipment highlighted in the house shipments summary table. *(The columns are described by the following pop-up window that appears if a charge is to be added or edited)*.

New

Opens a pop-up window in which new costs and income can be added to the current house shipment.

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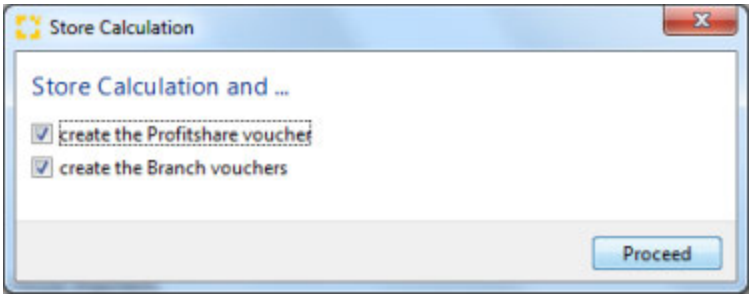

Charge Type

The new charge for which costs and revenue are going to be recorded. Use the field search function to locate the desired charge type.

Revenue

The income for the charge that is being applied to the current house shipment. The field offers a calculator function.

Cost

The cost of the charge being applied to the current house shipment. The field offers a calculator function.

Profit

The calculated profit base on the income minus the cost. *(This field cannot be edited)*.

Edit

Opens a charge highlighted in the table showing the summary of house charges. This charge can then be edited. *(It is not possible to edit the costs on a charge. To do this the charge should be deleted and re-entered)*. The charge can also be opened by double clicking it.

Delete

deletes the charge from the table showing the summary of house charges.

Recalculate houses

This action link will remove any changes made to the calculation and restore the original state of the calculation.

OK

Opens a pop-up window to create the documents.

Generate Profitshare Voucher

Check this box to generate the profit share voucher. Generation only occurs when the *OK* button is used (see below).

Profit Share Statement

Check this box to prepare a profit share statement. Generation only occurs when the *OK* button is used (see below).

OK

Cancel

Closes the pop-up window without further action.

Cancel

Closes the pop-up window without further action.

Subsequent changes

On completion including generation of all profit share documents, if a profit share calculation is re-opened and reissued, on pressing *OK* a pop-up window will appears asking if the previous profit share is to be cancelled and replaced by this new profit share.

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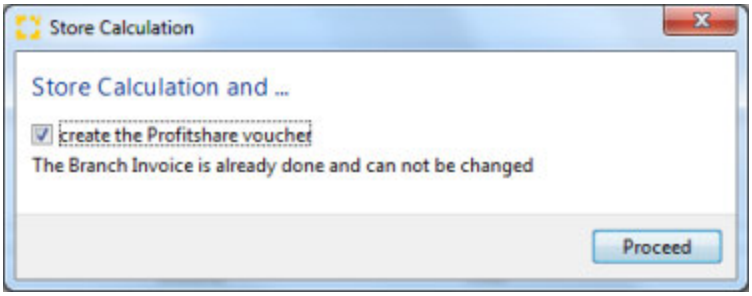
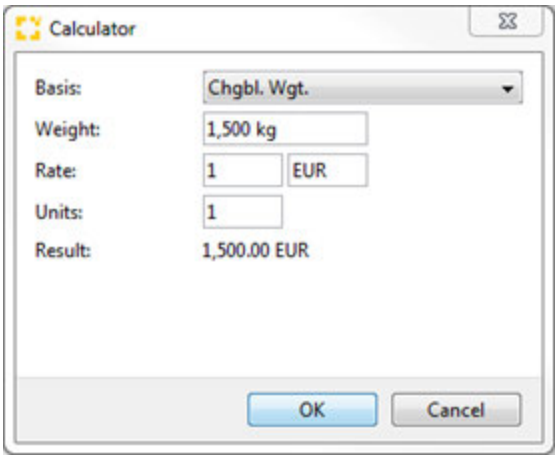


An existing invoice (house invoices) that has been printed, cannot be changed. If appropriate another invoice or credit note can be generated in the billing |SCOPEEN:Accounting - General - Master Shiment - Airfreight Export]application.

Calculator

In most fields within the spreadsheet *Consol Profit Analysis* application a calculator can be opened with the F3 function key or by using the drop-down menu. This calculator is used for quick and easy recalculation of tariffs.



Basis

The basis units can be selected from the following drop-down list:

- Pieces = No. of items
- Chgbl. wgt. = chargeable weight
- gross wgt. = gross weight
- Volume
- Number of Containers
- Number of Consigments
- W/M = weight or measure = 1m3 = 1000kg = 1 W/M
- Insurance value

Rate

Rate per unit.

Units

No of items

Result

Calculated result

OK

Commits the calculated figure to the field where the calculator was called-up and closes the calculator.

Cancel

Closes the calculator without further action.

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Single FCL Shipment - Seafreight Export

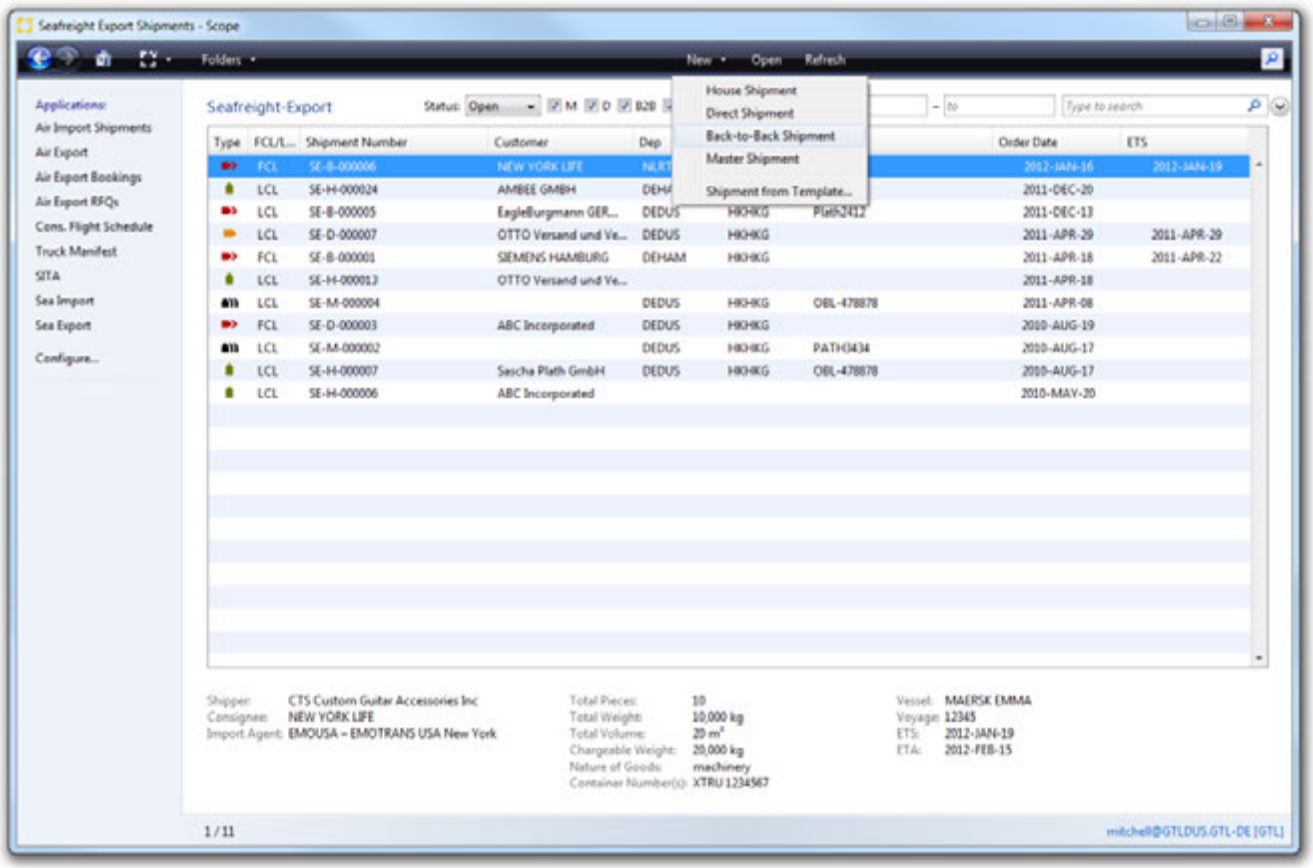
- Introduction
- Description

Introduction

A Back-to-back shipment may be either an LCL or FCL shipment, or it may be a breakbulk shipment or a ro-ro shipment. A single house B/L issued for a back-to-back shipment and a single ocean B/L or Marine Bill of lading is issued.

Description

Create a back-to-back shipment by clicking the "New" option on the Scope menu bar and from the list of shipment types select "back-to-back shipment". This will open the house shipment "General " tab.



The following tabs are availble to enter direct shipment details:

- General
- Goods
- Vouchers
- Jobcosting
- Documents
- E-mail

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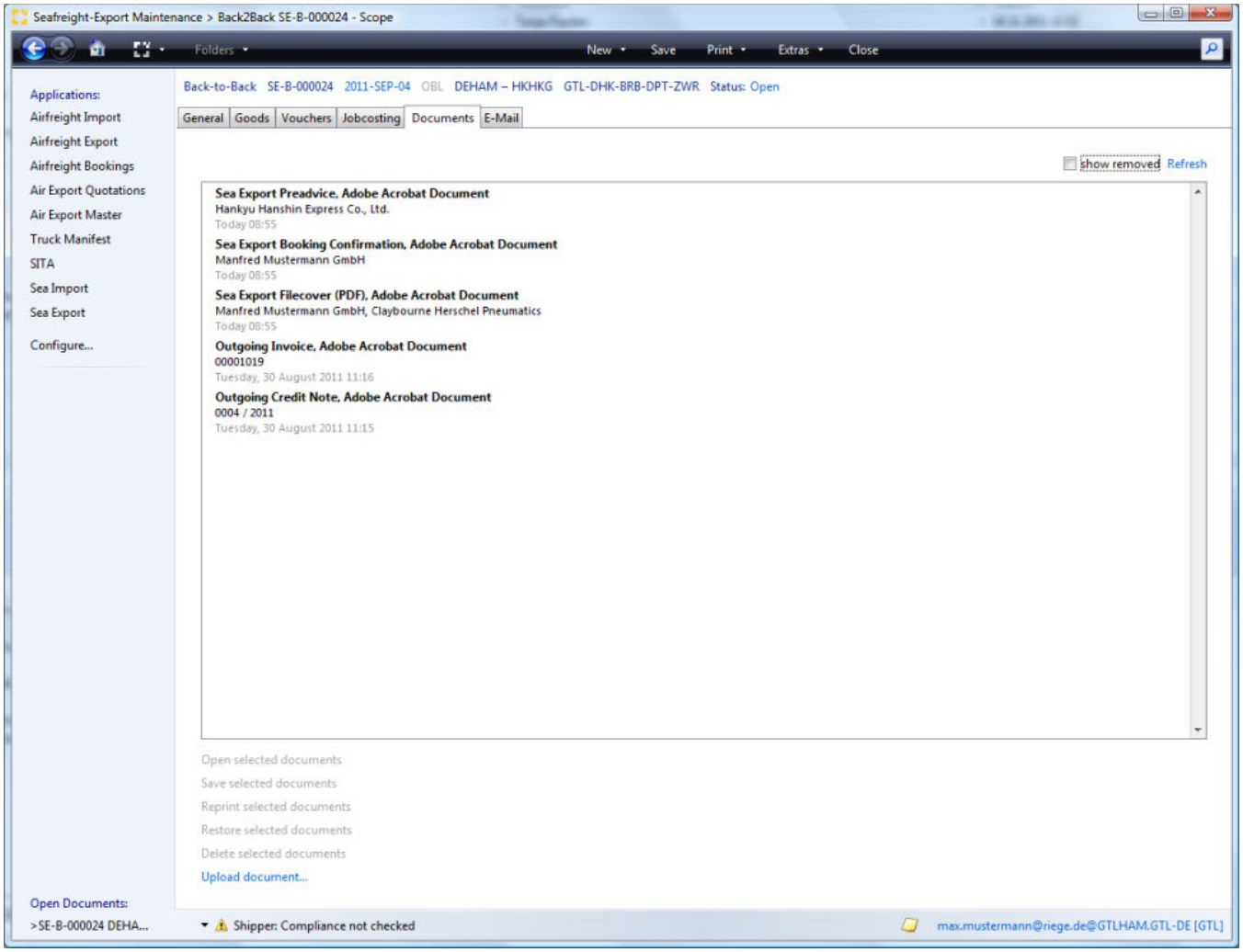
Documents - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, House B/L's, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats. The user can view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

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Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.

Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.

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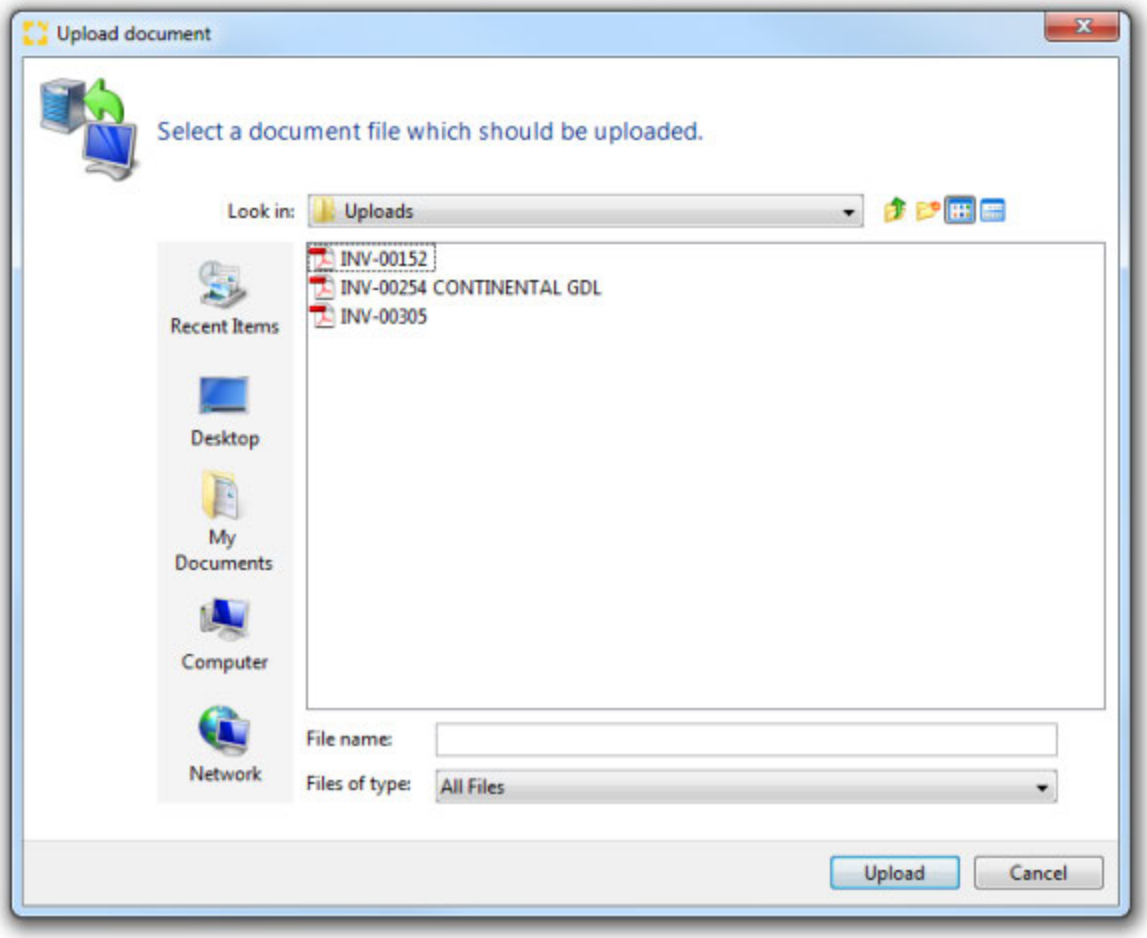

Update

Updates the current list of documents.

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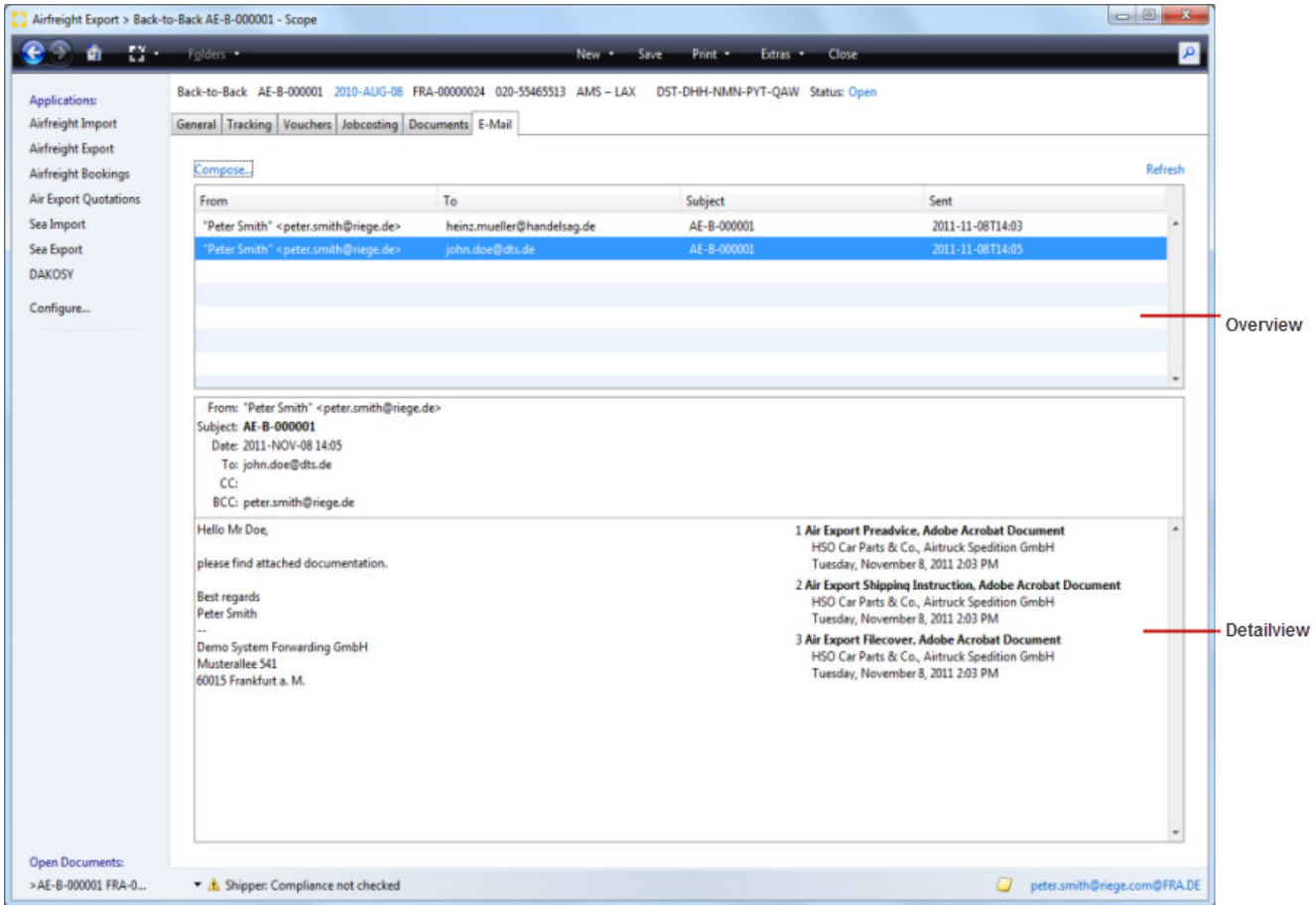
E-Mail - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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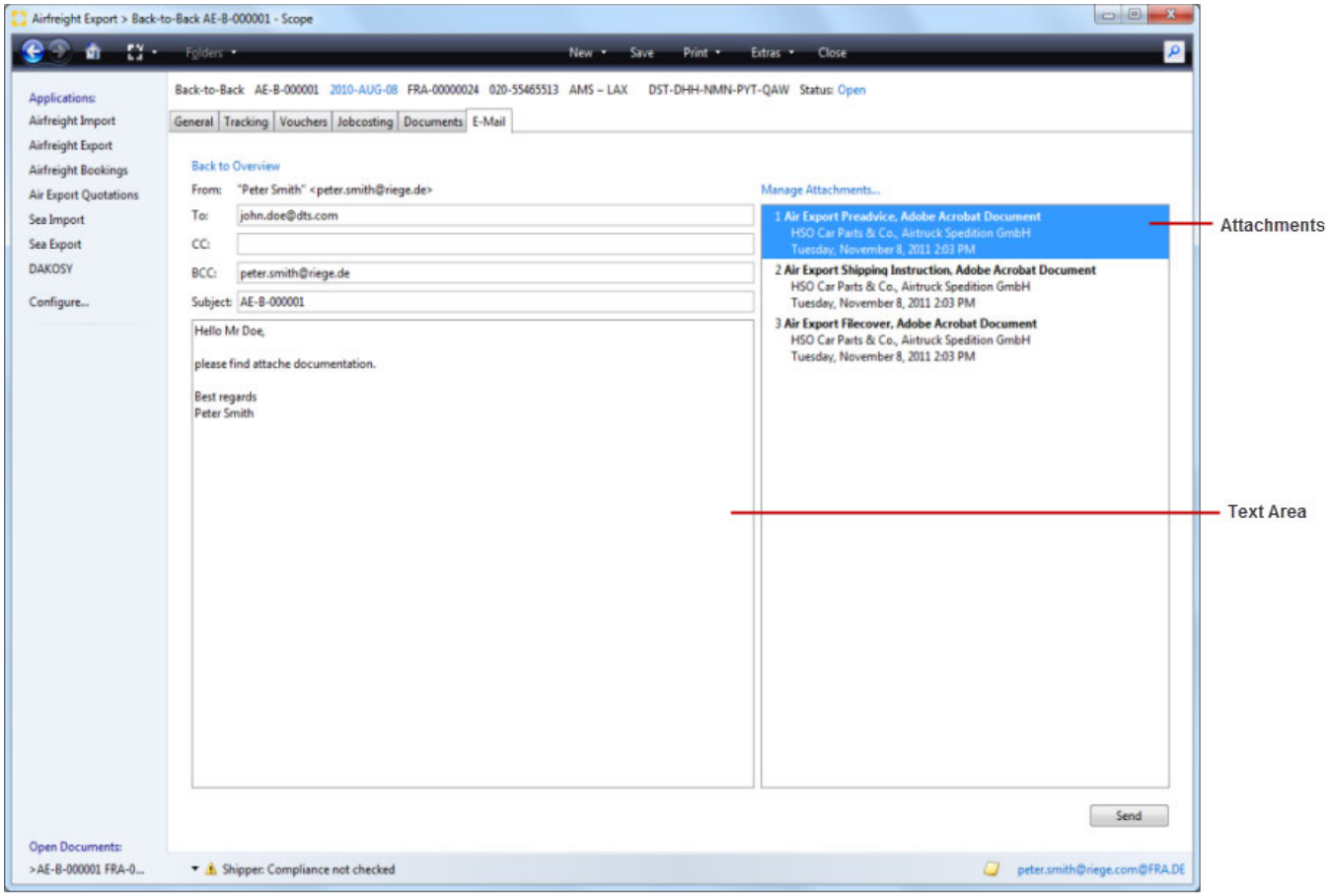
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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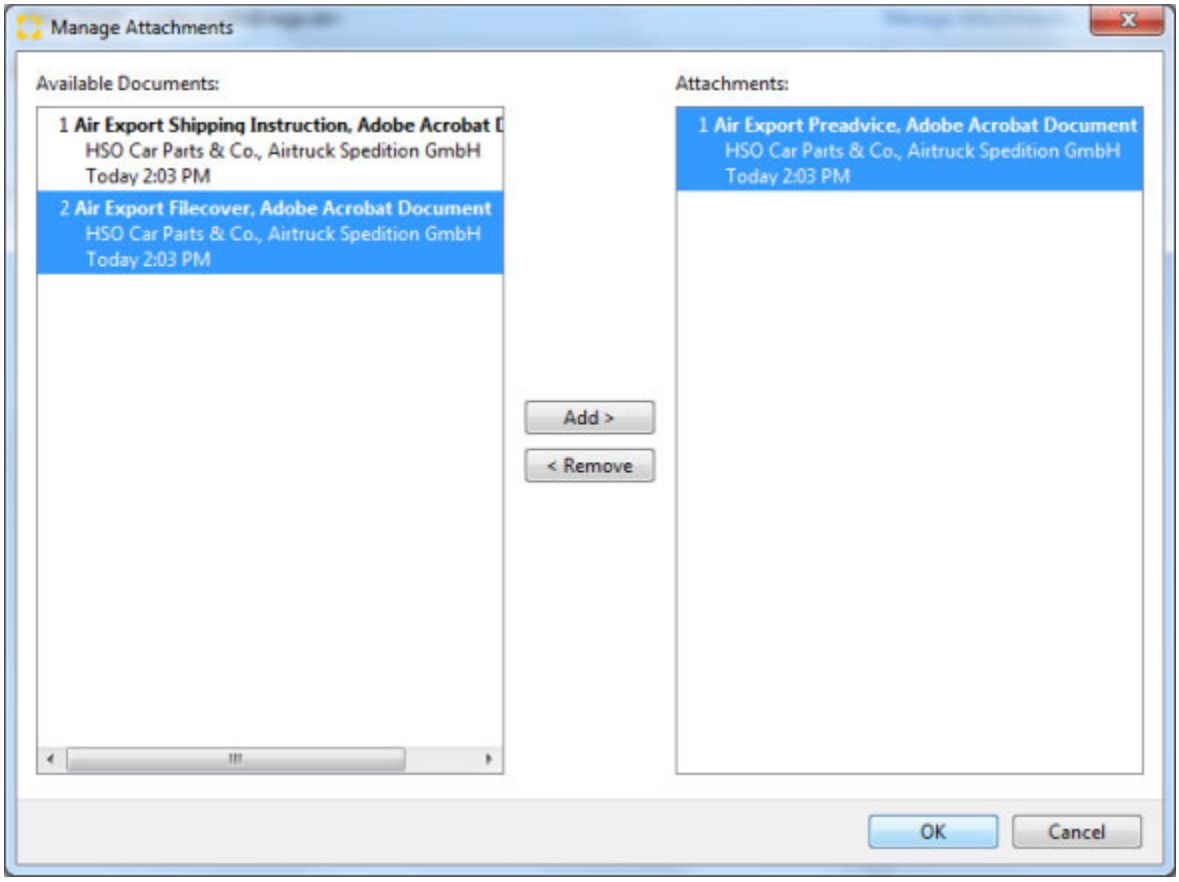
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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General - Back-to-Back Shipment - Seafreight Export

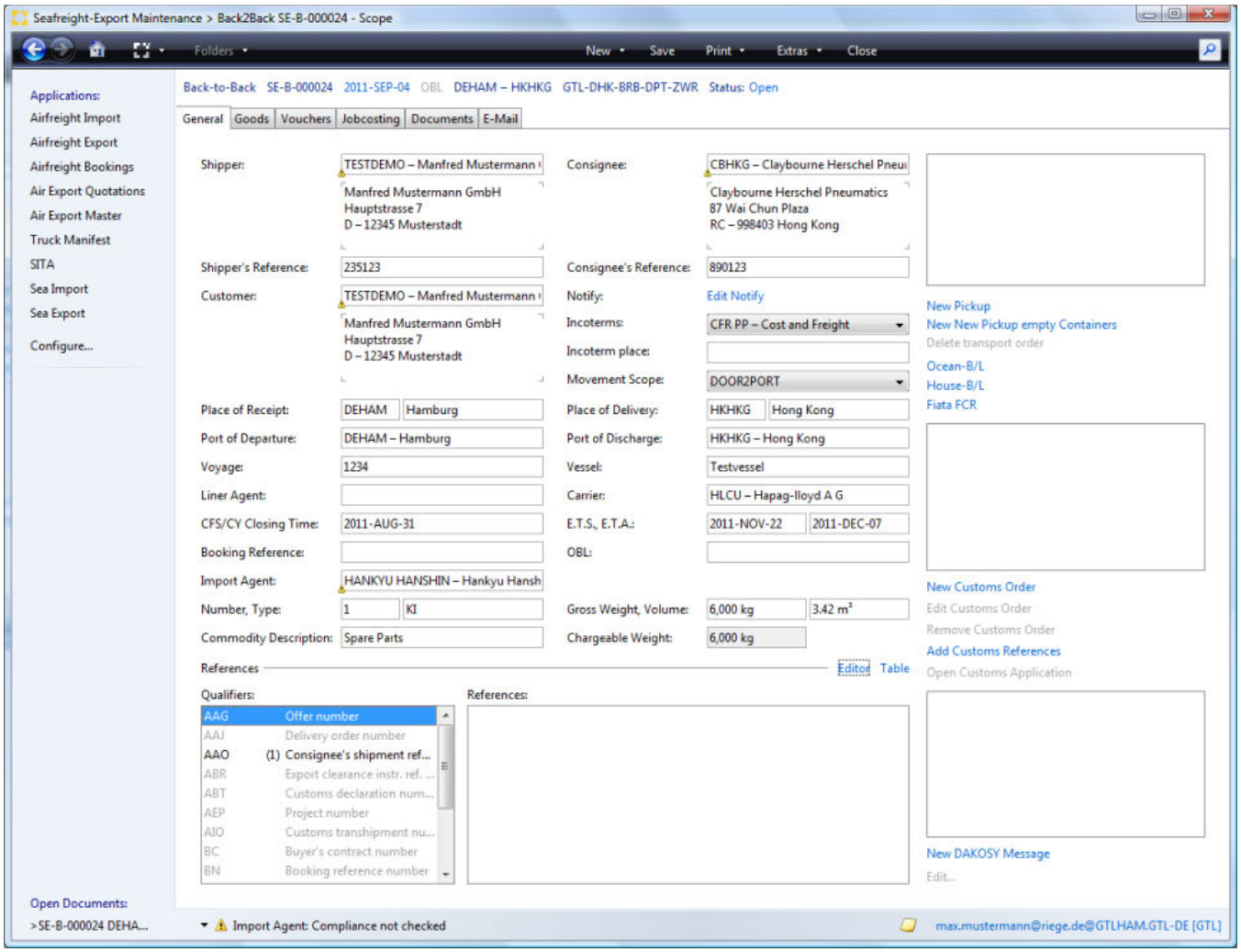
- Introduction
- Description

Introduction

The "General" tab of the Back-to-Back shipment captures the parties involved in the shipment, the transport details, summary of the cargo and shipment references. From this tab transport orders can be created, bills of lading generated and customs information entered and in some cases transmitted to customs. On saving the information in this tab, a unique shipment number (USI) will be issued for the shipment.

The Back-to-Back shipment can be created as an LCL or FCL shipment and both the House and Ocean bill of lading for the shipment may be created.

Description



- Application actions
  - New
  - Save
  - Print
  - Extras
  - Close
- Title Bar
- Tabs
- Application area
  - Shipper

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Consignee
Shipper's Reference
Consignee's Reference
Customer
Notify
Incoterms
Incoterms place
Movement Scope
Place of receipt
Place of delivery
Port of departure
Port of discharge
Voyage / Sailing Schedule
Vessel
Liner Agent
Carrier
CFS/CY Closing time
E.T.A.
Booking reference
OBL number
Number, Type
Gross Weight, Volume
Commodity Description
Chargeable Weight
Reference
Documents
New pick-up order
New Pickup empty containers
Delete transport order
Ocean-B/L
House-B/L
Fiata FCR
Message - Area
New Customs Order
Edit Customs Order
Shipment Note

Application actions

In the Scope title bar, various overall functions are available:

New

If sufficient data about the Back-to-Back shipment has been entered and saved, the "New" option allows:

- Create a new pickup order
- Create a new pickup order for empty containers
- New Customs order

Save

When all mandatory fields for a Back-to-Back shipment have been entered it is possible to save the Back-to-Back shipment. At this point a USI is issued.

Print

When the direct shipment is saved this option will allow printing of:

- File cover
- Booking confirmation
- Preadvise
- Shipping advise
    - For shipper
    - For consignee
- Export declaration
- B/L instructions

Extras

When the Back-to-Back shipment is saved, use the extras option for:

- Create a template (the shipment is used as a template for further shipments)
- Change shipment type - it is only possible to change a Back-to-Back shipment to a house shipment or a direct shipment.

Close

Close the shipment without saving or further action. If there is unsaved data, a dialogue will appear confirming if unsaved data should be discarded.

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Title Bar

Above the shipment tabs the title bar appears. This summarizes the details of the shipment and offers further actions:

- **Shipment type**
  This will be "Back-to-Back" indicating a Back-to-Back shipment.
- **Shipment number**
  This unique number (USI) is generated on first saving the shipment. Prior to saving it will display the greyed text *direct shipment*. After saving the shipment number will be generated in the format of the 2 digit mode "SE" (Sea Export) followed by the 1 digit shipment type "B" (Back-to-Back) followed by a 6 digit shipment number.
- **Service date**
  If an estimated sailing date is present on first saving, this will be the service date. If not present then the current date will be used.
- **OBL Number**
  The OBL of the Back-to-Back shipment
- **Depart and destination port codes**
- **Internal USI**
- **Status**
  The status will be "Open" until the shipment is billed. By clicking this item the shipment can be manually closed.

Tabs

All available tabs are displayed. The focus will be on the open tab.

Application area

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Shipper's Reference

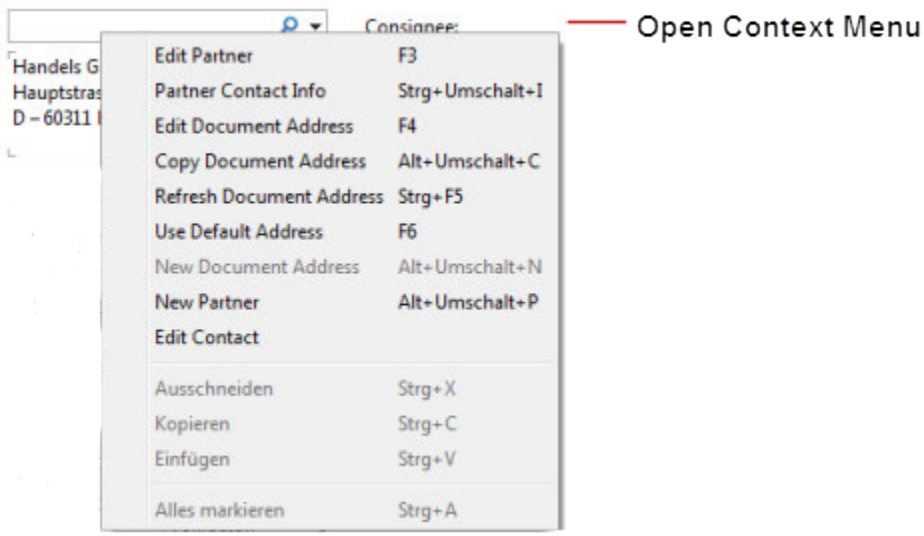
References used by the shipper to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *R eferences* section of the general tab.

Consignee's Reference

References used by the consignee to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *References* section of the general tab.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



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Edit Partner

Opens the business partner editor , where the partner can be edited.

Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

New Partner

The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

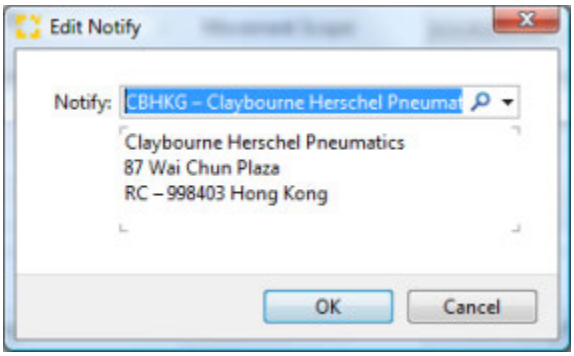
Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

Notify

The Notify ("to be notified") is the party to be notified when the shipment arrives in the port of discharge. The Notify can also be the consignee. The notify is entered by clicking the blue action link "Edit Notify". This opens a dialog window in which notify party is recorded.



The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board

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CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Incoterms place

The place name referenced by the incoterms.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Voyage / Sailing Schedule

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the sailing schedule or use the F3 function key.

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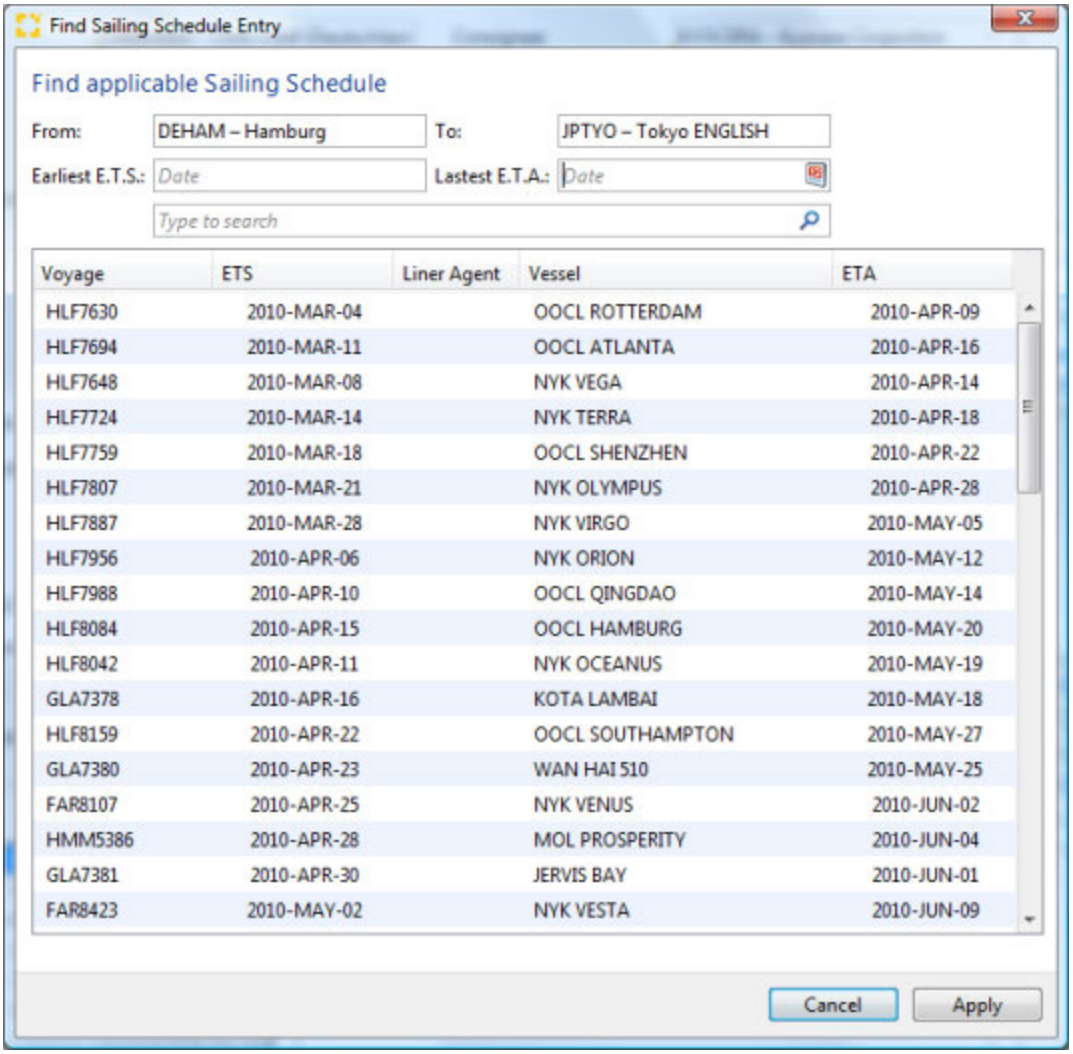

From

The port the cargo will depart from

To

The port the cargo will arrive at

Earliest E.T.S.

The earliest estimated sailing date the cargo can depart.

Latest E.T.A.

The latest estimated date of arrival for the cargo.

Type to search

Use the search function to enter search terms that will narrow down the list of possible sailings.

Cancel

Cancels selection of a sailing without further action

Apply

Applies the select sailing to the shipment and writes the folling information to the shipment:

Sailing Schedule information:

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Voyage (Voyage Number)
Vessel
Line Agent
Carrier
Port of Loading
Port of Discharge
E.T.S. = Estimated Time of Sailing
E.T.A. = Estimated Time of Arrival

Vessel

The vessel on which the goods will be loaded.

Liner Agent

The agent of the steamship line to whom the goods will be delivered for export. Only carrier addresses will be available using the search field

Carrier

The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier and should appear automatically when the "liner agent" is entered.

CFS/CY Closing time

The date and time the container freight station or container yard cease accepting new cargo for the voyage selected. This is a date and time field, use the drop down option to select from the calendar

4. E.T.S.

The estimated sailing date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

E.T.A.

The estimated arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Booking reference

This is the reference issued by the carrier to identify the goods and confirm their acceptance for the sailing. This reference is often used prior to the issue of an OBL number.

OBL number

The ocean bill of lading number issued by the carrier.

Number, Type

In the left field the number of packages will be entered. In the right field the packing type is entered (cardboard boxes, pallets, crates ...). The available packing types are maintained in the master data packing types maintenance program . The total entered in these fields defaults to the "goods" tab automatically, and further details about the goods may be entered there.

Gross Weight, Volume

The gross weight of the shipment. This is defaulted in kilograms (kg). If the symbol "kg" is changed to "lb", the total will automatically convert to "kg". In the right pane the total cubic volume i record. This will default to cubic meters (m3). If the symbol "m3" is changed to "CFT" the figure is assumed to be in cubic feet and will automatically convert to "m3"
The data entered in these fields automatically transfers to the to the "goods" tab.

Commodity Description

A short description of the goods. This is a brief synopsis of the goods to be transported. The data entered in this fields automatically transfers to the to the " goods" tab.

Chargeable Weight

This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

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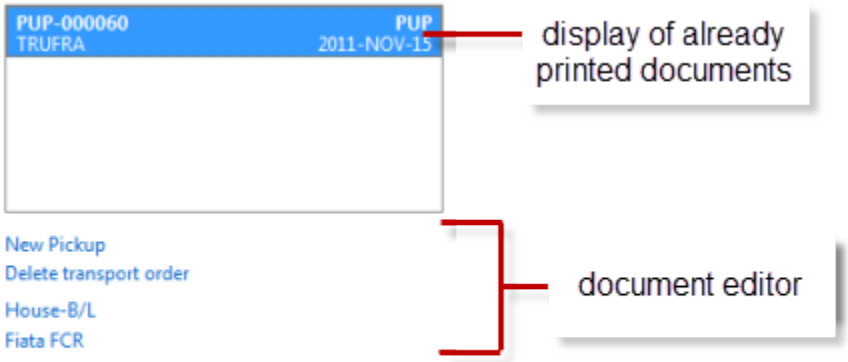
Reference

The various reference numbers for the shipment are entered here using the references application

Documents

To the right of the "General tab" is an area that provides action links to create various Scope documents and any existing documents are shown. In general all documents created in scope are output to PDF file and are shown in the "*Documents tab*.

To create a document, the mandatory data of *General tab* must be completed and saved. Once saved, the gray links transform to blue action links and when clicked launch the appropriate editor to create the document.



New pick-up order

Once the data has been stored, a new pick-up order can be created. This order gives the trucking companies all the necessary instructions to pick up the shipment at the shipper or his loading point transport the cargo to a Container freight station or container yard.

Launch the editor by clicking the blue action link "New pickup".

New Pickup empty containers

This action link launches an application that allows the user to arrange the pickup and delivery of empty containers.

Delete transport order

Existing pick_up orders or empty container orders will appear in the right hand table of pickup orders. Any of these can be deleted by highlighting them and selecting the *Delete transport order* action link.

Ocean-B/L

An ocean B/L is either an original or non-original (express cargo bill / waybill/ seawaybill/Express B/L) issued by the carrier or their agent. Click the action link to open the editor for creating an Ocean B/L.

House-B/L

A house B/L is either an original or non-original (express cargo bill / waybill/ seawaybill/Express B/L) issued by the forwarding agent to the shipper or customer. Click the action link to open the editor for creating a House B/L.

Fiata FCR

Click the action link to open the FIATA FCR editor to create a FIATA forwarders certificate of receipt.

Message - Area

The message area displays and allows creation of electronic export information to customs.

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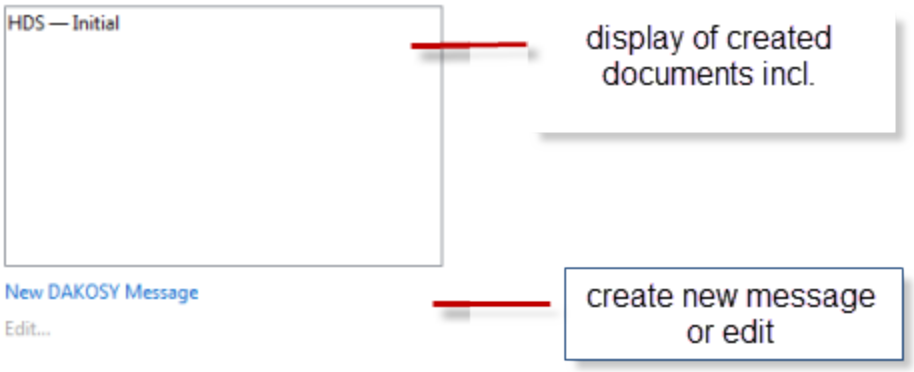

All customs entries manually created or transmitted electronically to customs are displayed in the upper field. The current status of the entry is displayed to the right of the entry type.

New Customs Order

This function is available after entering and saving the important shipment data. By clicking on action link "New Customs Order" a pop-up window will appear where the user may define the kind of message they wish to create.

Edit Customs Order

Once a customs entry has been created, it appears in the list of customs entries. By highlighting the desired entry in the list and then selecting the action link *Edit Customs Order*, the existing entry may be reopened for alteration.

Shipment Note

By clicking on the note icon, the user can see notes already created for this shipment. A window opens and displays all existing notes. Further notes can be created or an existing note may be modified.
For each note there are three possible priority classifications available: red dot means **high**, yellow spot **moderate** and a note without a dot is **low** priority.
An expiration date for the notes will be created and will appear on the note.

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*New Pickup - General - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

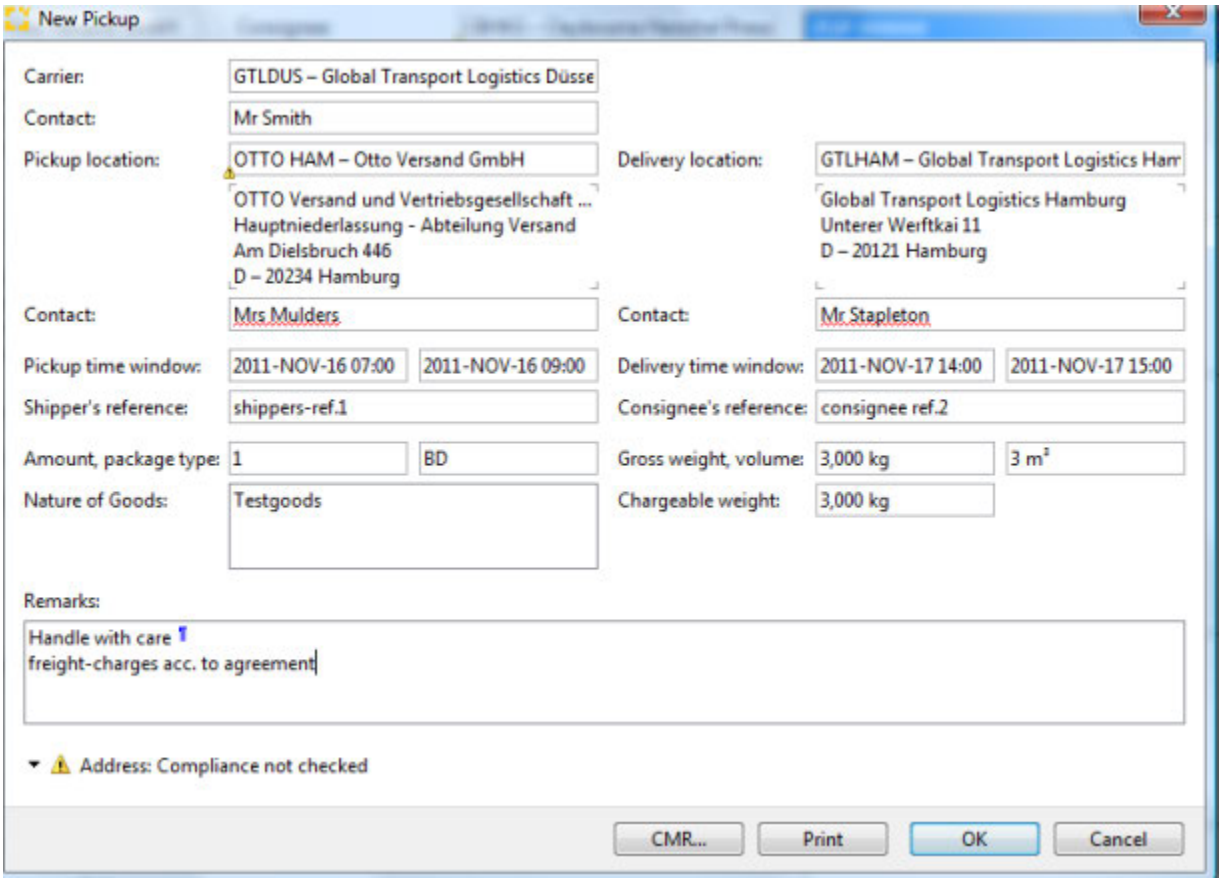
Introduction

Creation of a pick-up order requires the full shipment details have been saved in the "General" tab.

The "Pick-up" note is created by the the forwarding agent to collect the goods from the customer and have them delivered to the forwarding agents warehouse or Container Freight Station (CFS).

Description

A pick-up Order" can be created by click the blue action link "New-pickup". This will open the "New Pickup" editor.



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the pickup.

Pickup location

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The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location contact party

The name of the person at the point of pickup who should be contacted.

Delivery location contact

The name of the person at the point of delivery who should be contacted.

Pickup time window from/to

The pick up window (Date / Time), in which the consignment is to be picked up.

Delivery time window from /to

The delivery window (Date / Time), in which the consignment is to be delivered.

Shippers reference

The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.

By default, all packages are proposed for delivery.

Packing type

The type of packages

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Nature of goods

A description of the goods. The description from the general tab will default.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

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Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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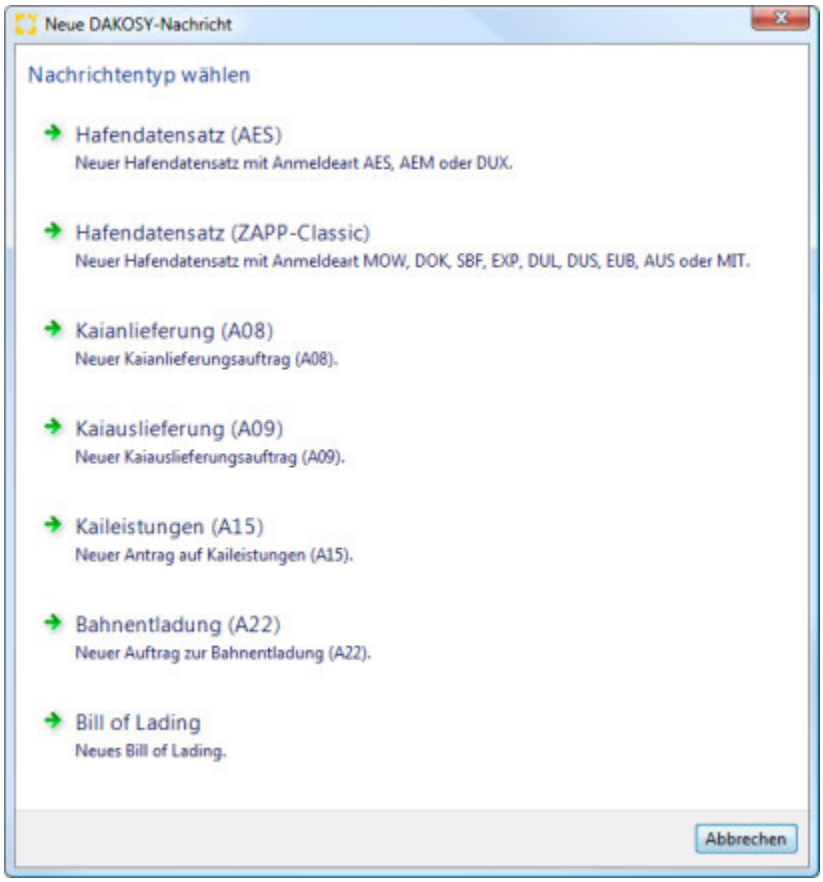
DAKOSY- New Message - General - Back-to-Back-Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Eine neue DAKOSY-Nachricht ermöglicht dem Nutzer 7 verschiedene Optionen. Hafendatensatz (AES), Hafendatensatz (Classic),Kaianlieferung (A08), Kaiauslieferung (A09), Kaileistungen (A15), Bahnentladung (A22) und Neues Bill-of-Lading stehen dem Nutzer zur Auswahl. Über das Dakosy-Modul kann die Ausgangszollabfertigung über den Hamburger Hafen sowie der gesamte Hafen-Datenverkehr (zu Reedereien, Packschuppen, Terminals..) abgefertigt werden, sofern die Beteiligten ebenfalls an DAKOSY angebunden sind. Beim Klicken auf die Schaltfläche "Neue DAKOSY-Nachricht" öffnet sich ein Auswahlfenster für den Benutzer.

Beschreibung



Hafendatensatz (AES)
Hafendatensatz (ZAPP-Classic)
Bill of Lading
Kaianlieferung (A08)
Kaiauslieferung (A09)
Kaileistungen (A15)
Bahnentladung (A22)

Hafendatensatz (AES)

Öffnet den Editor zur Erstellung eines neuen Hafendatensatz für das AES/AEM-Verfahren.

Hafendatensatz (ZAPP-Classic)

Öffnet den Editor zur Erstellung eines neuen Hafendatensatzes für alle Ausfuhrverfahren ausser AES/AEM/SAC.

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Bill of Lading

Die Auswahl "Neues Bill of Lading" öffnet einen Editor zur Erstellung des Ocean Bill of Ladings

Kaianlieferung (A08)

öffnet den Editor zur Erstellung einer neuen Kaianlieferung für den Kaianlieferungsantrag.

Kaiauslieferung (A09)

öffnet den Editor zur Erstellung einer neuen Kaiauslieferung für den Kaiauslieferungsantrag.

Kaileistungen (A15)

öffnet den Editor zur Erstellung eines Kaileistungsantrages für die Kaileistung.

Bahnentladung (A22)

öffnet den Editor zur Erstellung einer Bahnentladung - Neue Dakosy-Nachricht - Allgemein - Direktsendung - Seefracht Export] für die Bahnentladung.

Anleitungen

Fragen

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Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Die Scope-Funktion "Neues Bill" of Lading beinhaltet das Erstellen und Senden von Instruktionen über die Dakosy-Schnittstelle an den Carrier zur Erstellung eines Bill of Lading.

Beschreibung

Um neue B/L-Instruktionen zu erstellen, klicken Sie einfach auf "Neues Bill of Lading". Es öffnet sich der B/L-Editor mit folgenden Reitern:

- Allgemein
- Sendungsdaten
- Güter
- Dokumente

Anleitungen

Fragen

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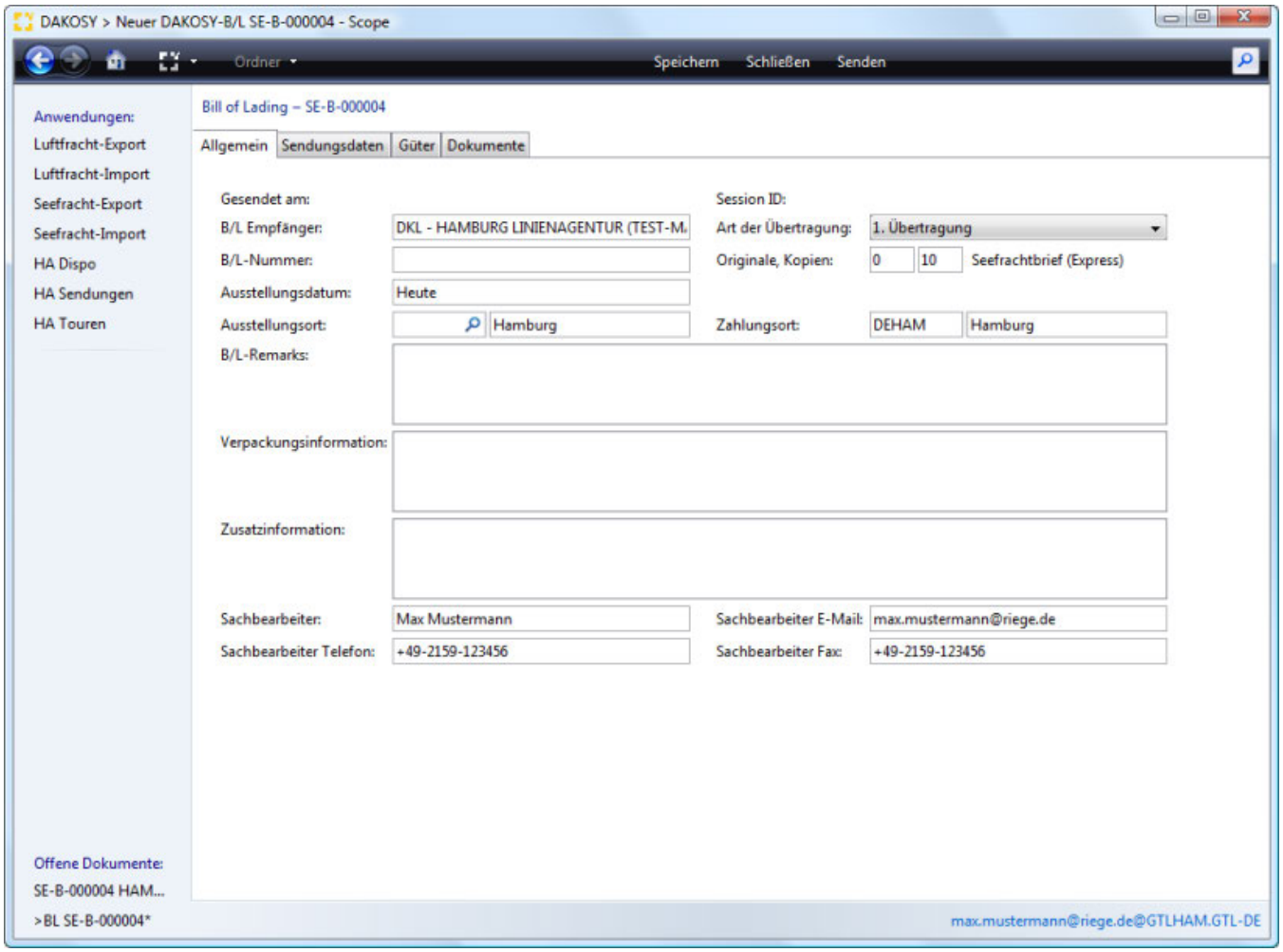
Allgemein - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter "Allgemein" werden alle allgemeingültigen Daten zur Versendung und Verarbeitung der Dakosy-Nachricht durch die Reederei erfasst.

Beschreibung



Gesendet am
Session ID
B/L-Empfänger
Art
Buchungsnummer
Originale, Kopien
Ausstellungsdatum
Ausstellungsort
Zahlungsort
B/L-Remarks
Verpackungsinformation
Zusatzinformationen
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon

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Sachbearbeiter Fax

Gesendet am

Datum und Uhrzeit der Nachrichtenübertragung an Dakosy (Felld wird automatisch gefüllt).

Session ID

Identifikationsnummer der Nachrichtenübertragung

B/L-Empfänger

Dakosy-Code und Empfänger der Nachricht.

Art

Art der Nachrichtenübertragung. Zur Auswahl stehen Erstübertragung und Ersetzung. Die Erstübertragung (Original) wird verwendet zur erstmaligen Sendung der Nachricht an Dakosy. Die Ersetzung wird für das Senden von Nachrichten verwendet, wenn zuvor bereits eine Bill-of-LadingNachricht an Dakosy übertragen wurde. Sie ersetzt die erste Nachricht.

Buchungsnummer

Buchungsnummer der Reederei.

Originale, Kopien

Anzahl der vom Reeder gewünschten Original-B/Ls sowie Kopien.

Ausstellungsdatum

Tag (Datum) der Ausstellung des Bill of Ladings

Ausstellungsort

Ort der Ausstellung des Bill of Ladings

Zahlungsort

Ort der Zahlung der Seefracht und Zuschläge.

B/L-Remarks

Zusatzinformationen, welche auf dem Bill of Lading erscheinen.

Verpackungsinformation

Informationen zum Zustand der Verpackungen an die Reederei.

Zusatzinformationen

Zusätzliche Hinweise an die Reederei.

Sachbearbeiter

Name des ausstellenden Sachbearbeiters.

Sachbearbeiter E-Mail

E-Mail - Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Fax-Nummer des ausstellenden Sachbearbeiters.

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Anleitungen

Fragen

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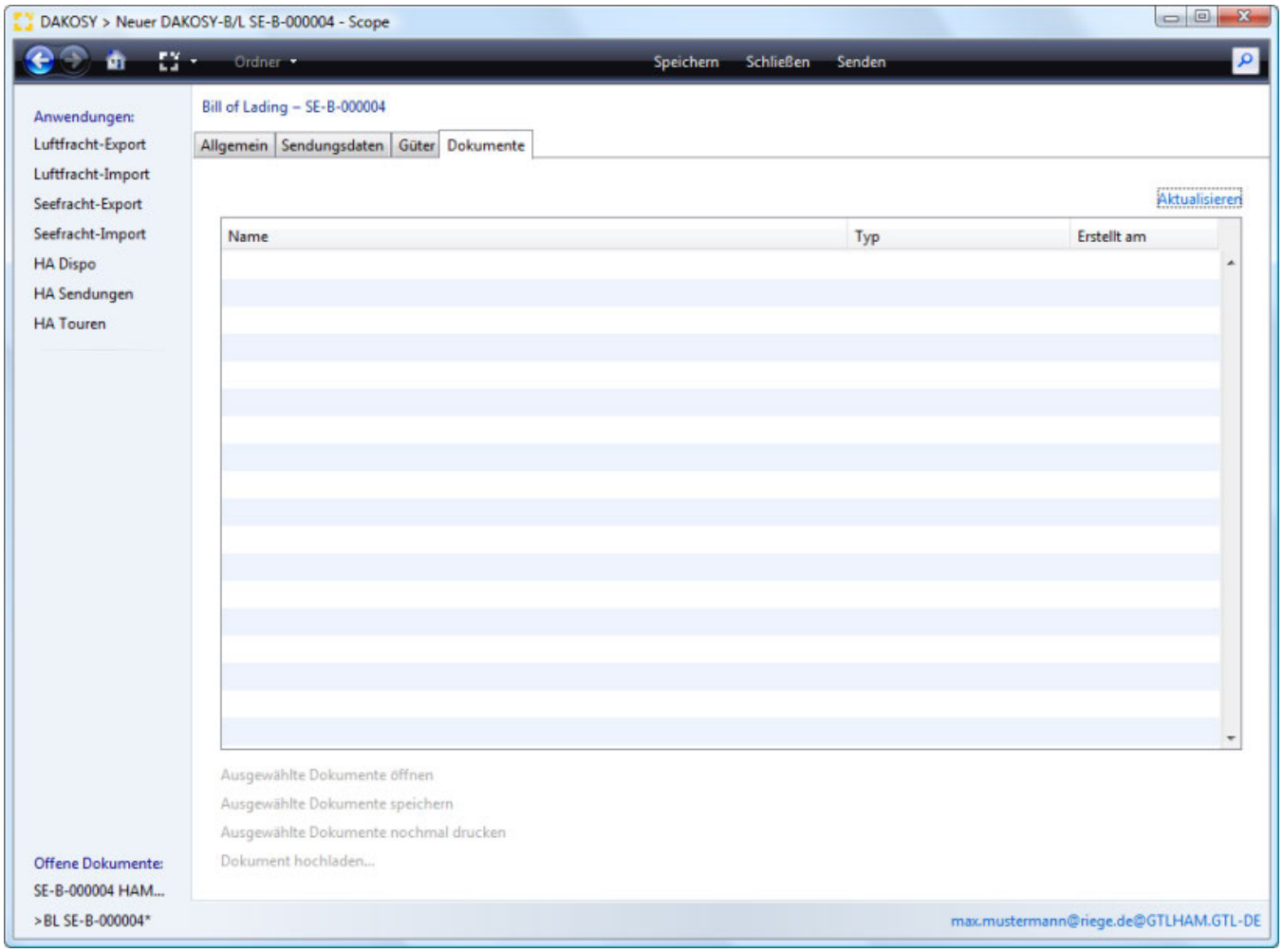
Dokumente - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten von und nach Dakosy angezeigt. Diese können mit einem entsprechenden Editor kontrolliert werden.

Beschreibung



Aktualisieren
Nachrichtenbeschreibungszeilen
- Name
- Typ
- Erstellt am

Aktualisieren

Nachrichtenbeschreibungszeilen

Name

Name der Nachricht

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Typ

Typ / Art der Nachricht

Erstellt am

Datum und Uhrzeit der Nachrichtenübermittlung an Dakosy.

Anleitungen

Fragen

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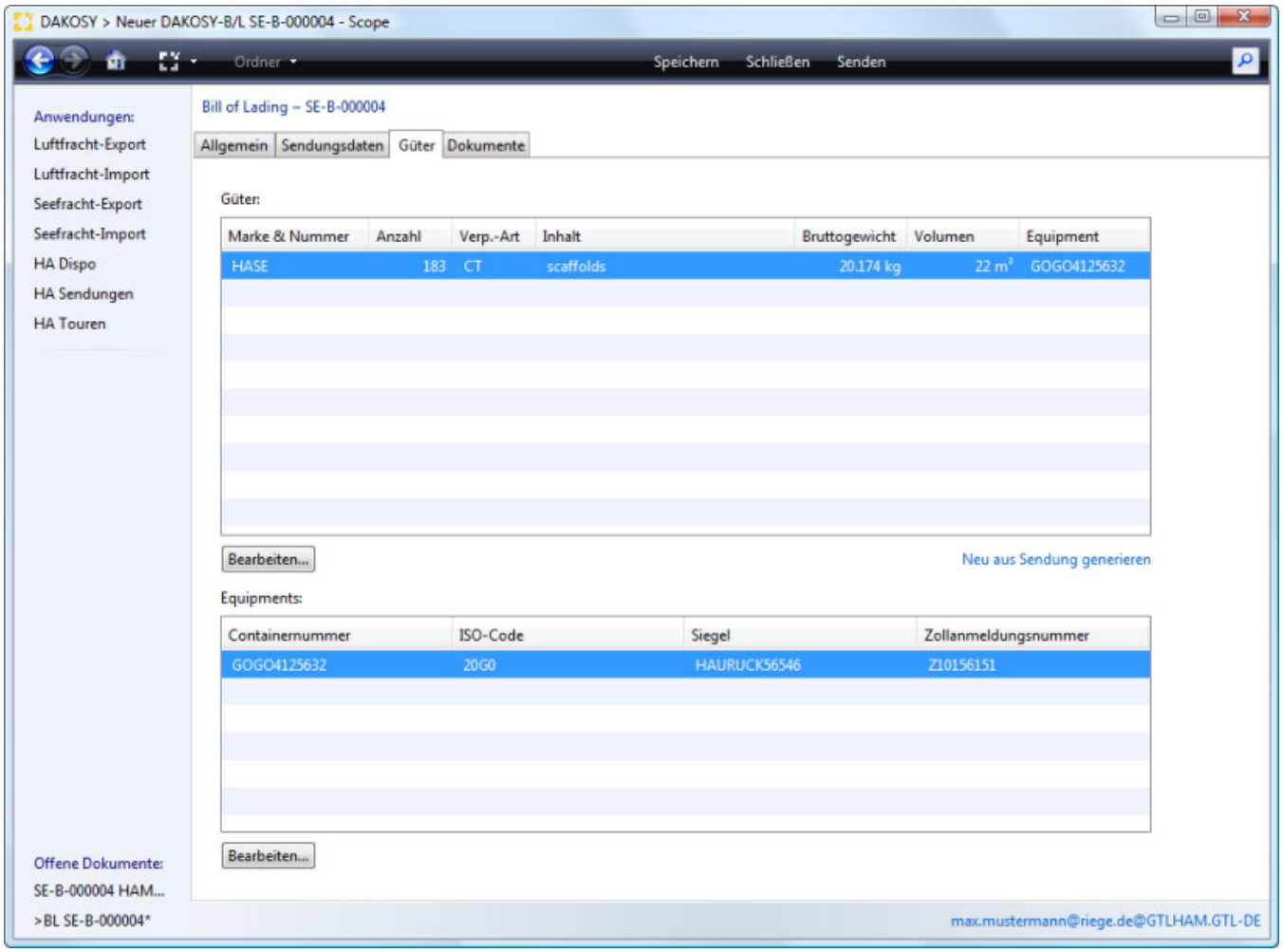
Gueter - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter Güter werden die einzelnen Stückgüter sowie Container exakter für das Bill of Lading beschrieben und dargestellt.

Beschreibung



- Güter
  - Güterbeschreibungszeilen
- Güter Bearbeiten
  - Marke & Nummer
  - Anzahl
  - Verpackungsart
  - Bruttogewicht
  - Volumen
  - Zollanmeldungsnummer
  - HS Code
  - Buchungsnummer
  - Equipment
  - Inhaltsbeschreibung
  - Packing Information
  - Handhabungsvorschriften

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- Bemerkungen
- IMDG-Klasse
- UN-Nummer
- Verpackungsgruppe
- Technischer Name

Equipments
- Container-Nummer
- ISO-Code
- Siegel
- Z-Nummer

Equipment bearbeiten
- Container-Nummer
- ISO-Code
- Siegel
- Z-Nummer
- Shipper's owned

Güter

Güterbeschreibungszeilen

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Inhalt

Inhalt der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Equipment

Container, dem das Stückgut zugeordnet wurde.

Güter Bearbeiten

Durch Klicken auf die Schaltfläche "Bearbeiten" öffnet sich ein Fenster zur Erfassung der relevanten B/L-Daten für das Stückgut, unterteilt in **allgemeine Angaben** und **Gefahrgutangaben**

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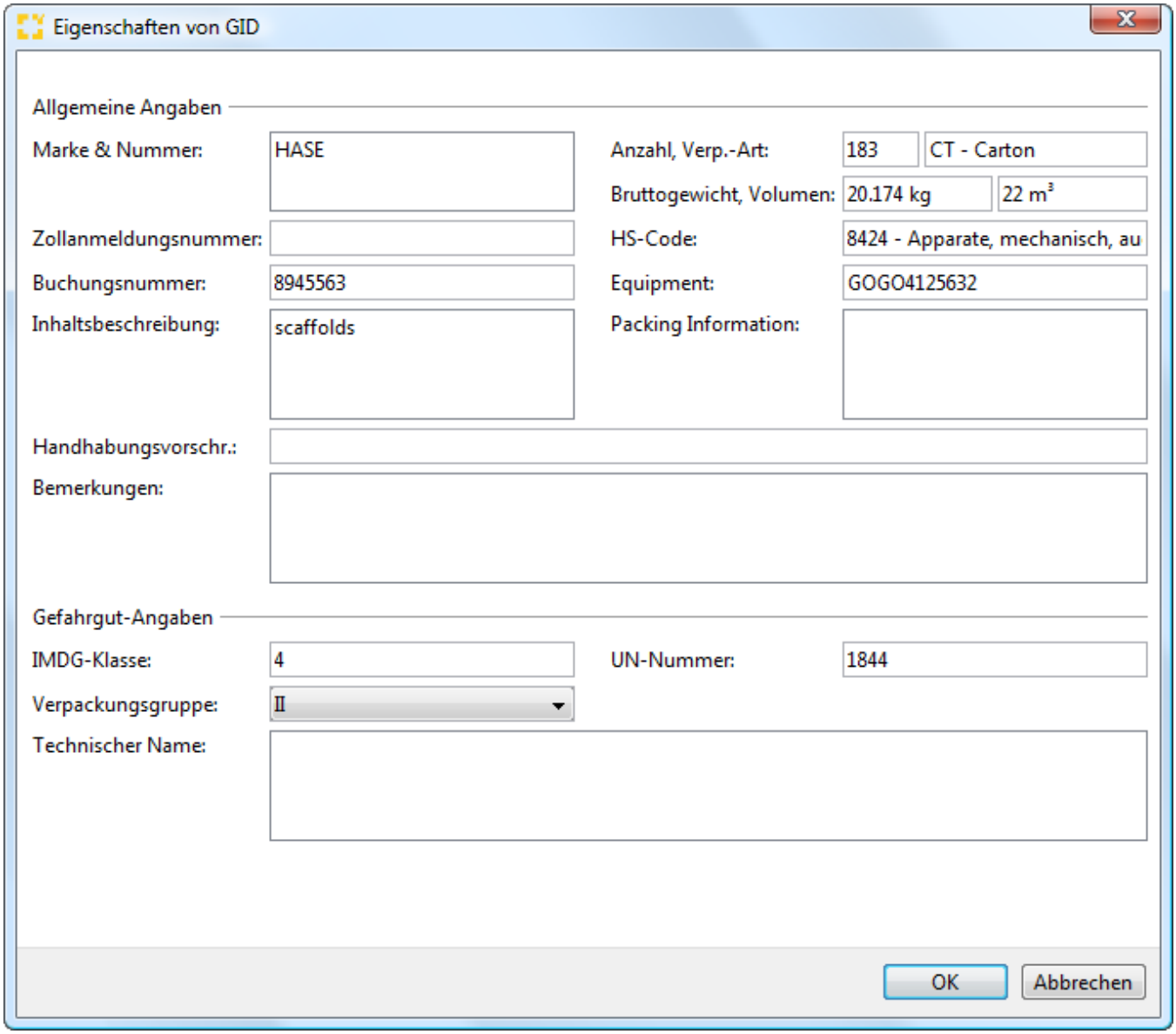

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Zollanmeldungsnummer

Z-Nummer, welche mit dem HDS beantragt wird.

HS Code

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HS-Code /Warentarifgruppe (maximal 6 Stellen).

Buchungsnummer

Buchungsnummer der Sendung.

Equipment

Container, dem das Stückgut zugeordnet ist.

Inhaltsbeschreibung

Inhalt der Packstücke.

Packing Information

Zusätzliche Angaben zur Verpackung (z.B. bei Palettenverladung in die USA kann hier die genaue Anzahl von Packstücken oder Einzelstückzahlen angegeben werden)

Handhabungsvorschriften

Zusatzliche Behandlungsinformationen

Bemerkungen

weitere Bemerkungen für das B/L

IMDG-Klasse

Gefahrgutklassifizierung nach IMDG-Code.

UN-Nummer

UN-Nummer der gefahrgutrelevanten Waren.

Verpackungsgruppe

Verpackungsgruppe der Gefahrgüter.

Technischer Name

technische Bezeichnung der Gefahrgutdaten.

Equipments

Das Equipment wird in den Equipmentbeschreibungszeilen dargestellt.

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Equipment bearbeiten

Duch Klick auf die Schaltfläche "Bearbeiten" kann das Equipment bearbeitet wrden.

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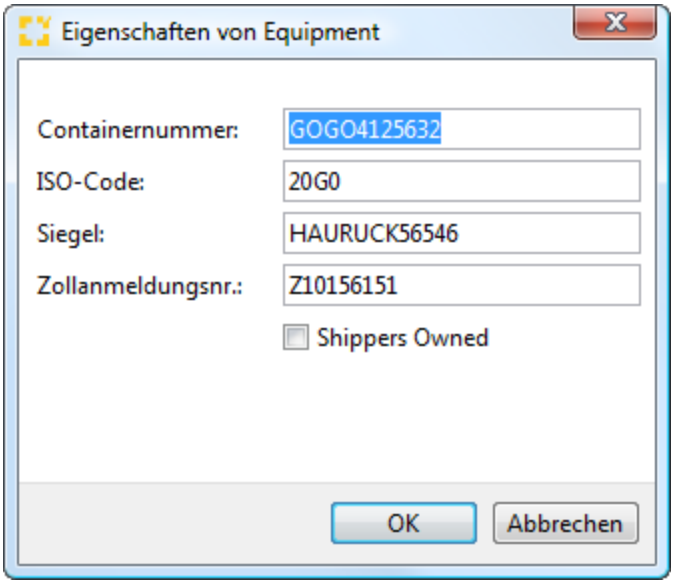

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Shipper's owned

Flag setzen, wenn es sich um einen shipper's owned Container handelt.

Anleitungen

Fragen

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Sendungsdaten - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

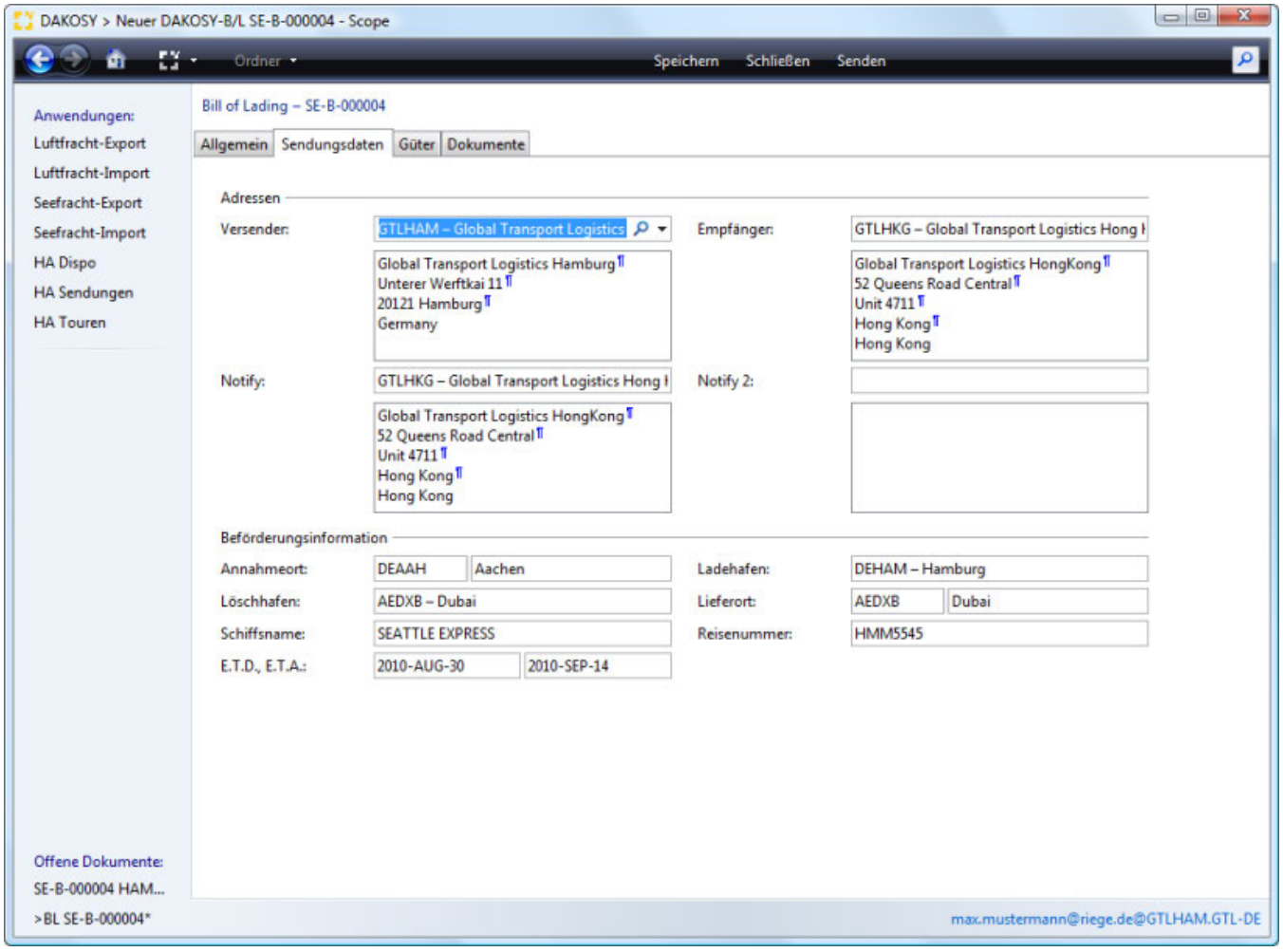
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsdaten" werden die Basisdaten (Kopf- und Beförderungs- und Zahlungsinformationen) für das Bill of Lading erfasst.

Beschreibung

Der Eingabereiter unterteilt sich in die beiden Erfassungsbereiche **Adressen** und **Beförderungsinformationen**.



Shipper
Consignee
Notify
Notify 2
Annahmeort
Ladehafen
Löschhafen
Lieferort
Schiffsname
Reisenummer
E.T.S., E.T.A.

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Shipper

Versender der Ware.

Consignee

Empfänger der Ware.

Notify

Ansprechpartner im Importland, welcher benachrichtigt werden soll.

Notify 2

Weiterer Ansprechpartner zur Kontaktaufnahme.

Annahmeort

Ort der Übernahme der Ware.

Ladehafen

Hafenplatz (Ort), an dem die Ware auf das Schiff verladen wird.

Löschhafen

Hafenplatz (Ort), an dem die Ware vom Schiff gelöscht wird.

Lieferort

Ort des Verbringens der Ware.

Schiffsname

Name des Seeschiffes, mit dem der Transport im Hauptlauf geplant ist.

Reisenummer

Reisenummer des Seeschiffes.

E.T.S., E.T.A.

E.T.S. = estimated time of sailing = voraussichtliches Abfahrtsdatum des Seeschiffes im Ladehafen; E.T.A. = estimated time of arrival = voraussichtliches Ankunftsdatum des Seeschiffes im Löschhafen.

Anleitungen

Fragen

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HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladeauftrag an die Beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und das Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verladeerlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (AES) deckt die Möglichkeiten der Abfertigung von Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES) ab, für die ein Ausfuhrbegleitdokument mit MRN erstellt wurde.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (AES)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

Anleitungen

Fragen

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Allgemein - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

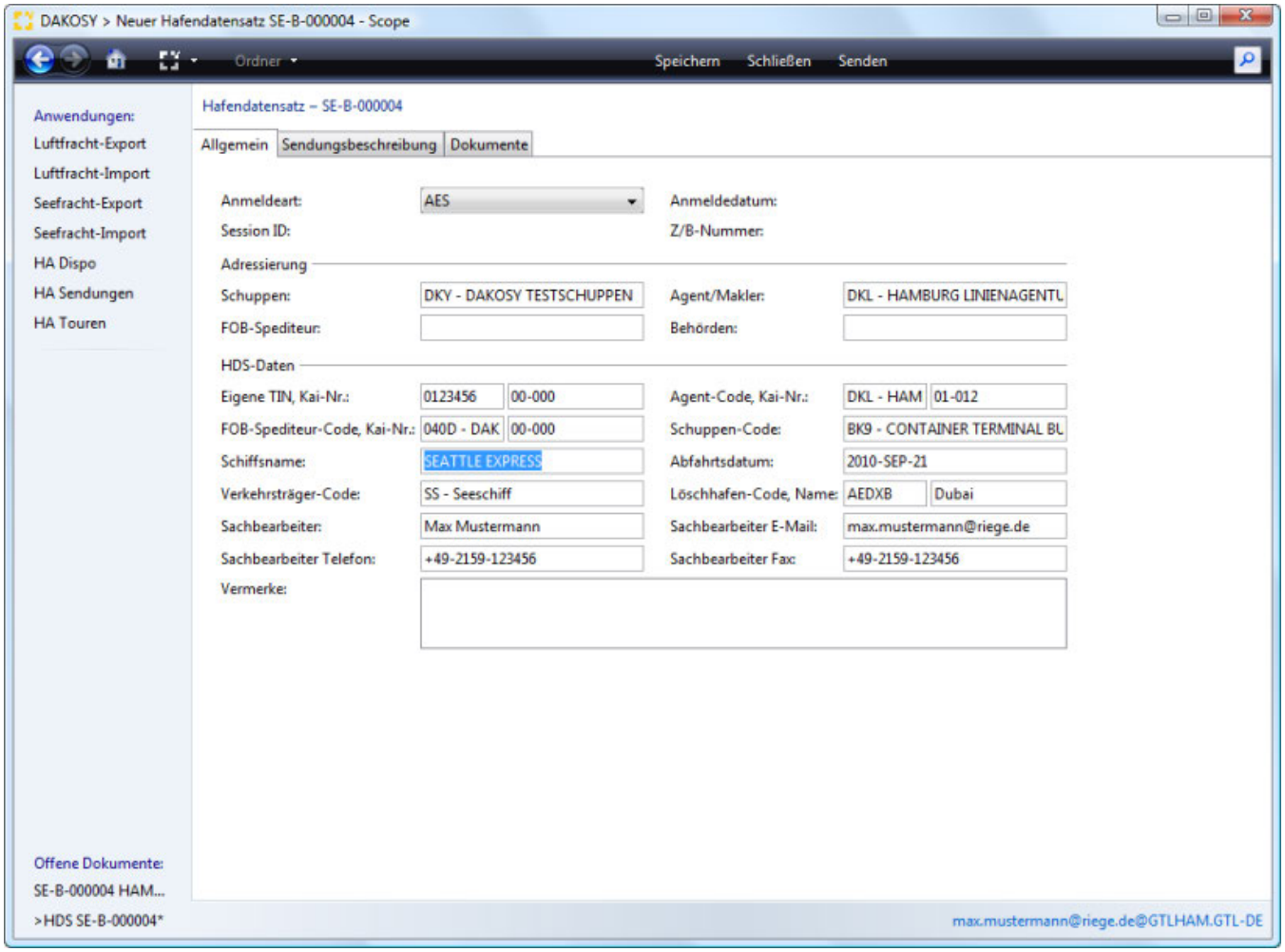
- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt wurden.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.



Anmeldung und Bestätigung
- Anmeldeart
- Anmeldedatum
- Session ID
- Z/B-Nummer

Adressierung
- Schuppen
- Makler
- FOB-Spediteur

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Behörden
HDS-Daten
Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen folgende Möglichkeiten:

Anmeldeart	Bedeutung
AES	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES, ausgenommen Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5
AEM	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES für Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5

Anmeldedatum

Datum der Anmeldung. (Das Feld wird durch Scope ausgefüllt.)

Session ID

Übertragungs-Identifikationsnummer. (Das Feld wird durch Scope ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Das Feld wird durch Scope ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung sorgt.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

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Schuppen-Code

Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Anleitungen

Fragen

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Dokumente - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

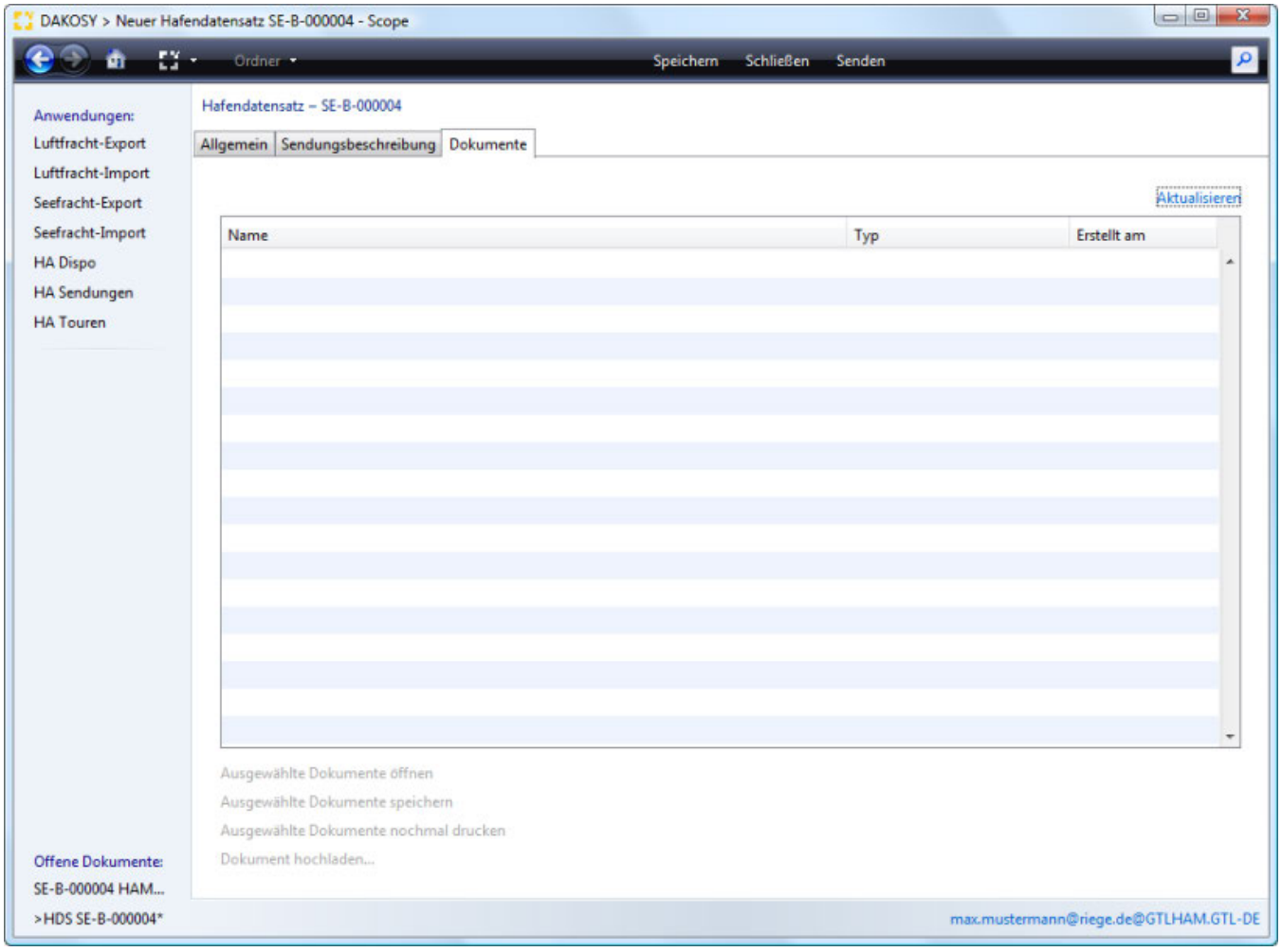
- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten EDI-Nachrichten von und nach Dakosy anzeigt. Mithilfe eines entsprechenden Editors lassen sich diese Nachrichten kontrollieren, um eventuelle Fehler zu erkennen und zu beseitigen.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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Sendungsbeschreibung - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

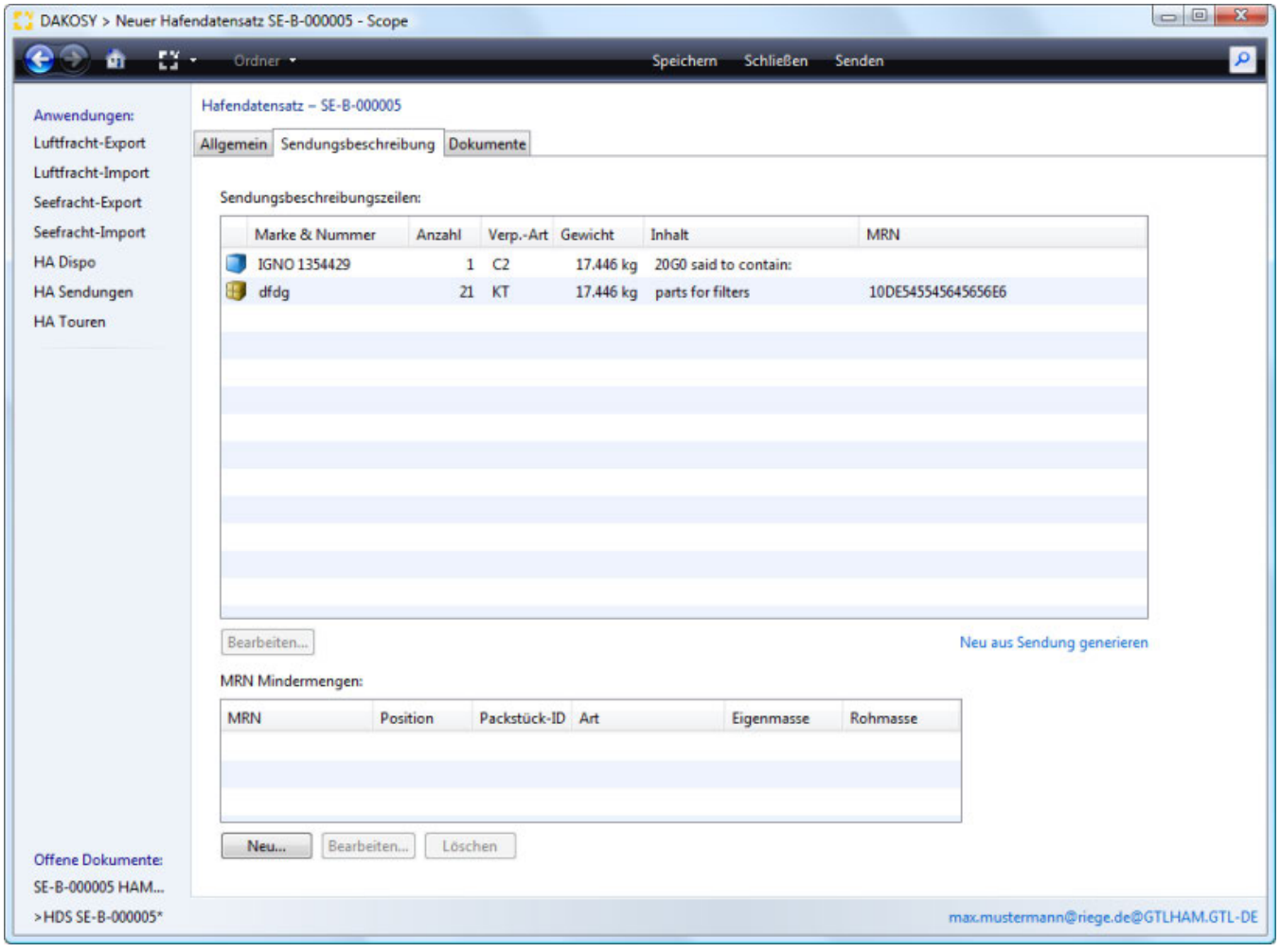
- Einleitung
- Beschreibung

Einleitung

Im Reiter Sendungsbeschreibung werden alle relevanten Sendungsdaten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.

Beschreibung

Durch Klicken auf den Reiter "Sendungsbeschreibung" gelangen sie in diesen.



- Sendungsbeschreibungszeilen
  - Sendungsbeschreibungszeile Container
  - Sendungsbeschreibungszeile Stückgut
  - Gefahrgut
  - Bearbeiten
- MRN-Mindermengen
  - MRN
  - Position
  - Packstück-ID
  - Art

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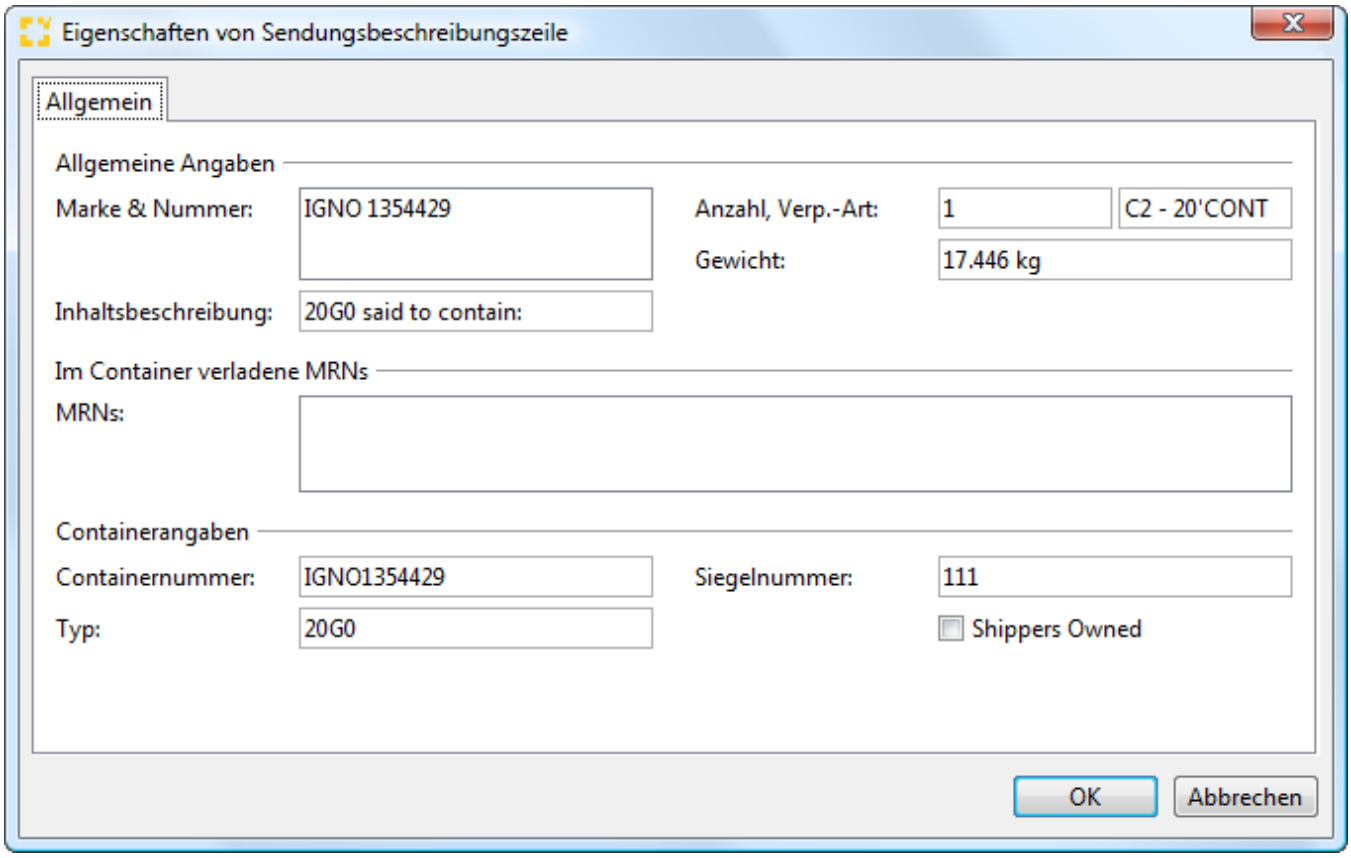
Eigenmasse
Rohmasse
Neu
Bearbeiten
Löschen

Sendungsbeschreibungszeilen

Jede Sendungsbeschreibungszeile kann durch einen Mausklick markiert und über die Schaltfläche "Bearbeiten" bearbeitet werden (die Bearbeitung einer Sendungsbeschreibungszeile ist auch durch Doppelklick möglich).
Daraufhin öffnet sich ein Fenster zur Bearbeitung der Sendungsbeschreibungszeile.

Sendungsbeschreibungszeile Container



Marke & Nummern

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes.

Im Container verladene MRNs

Auflistung aller MRN der der im Container befindlichen Waren (Ausfuhrbegleitdokumente).

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Containernummer

Nummer des Containers zusammengesetzt aus Präfix+Containernummer+Prüfziffer

Siegelnummer

Nummer des angebrachten Container-Siegels

Typ

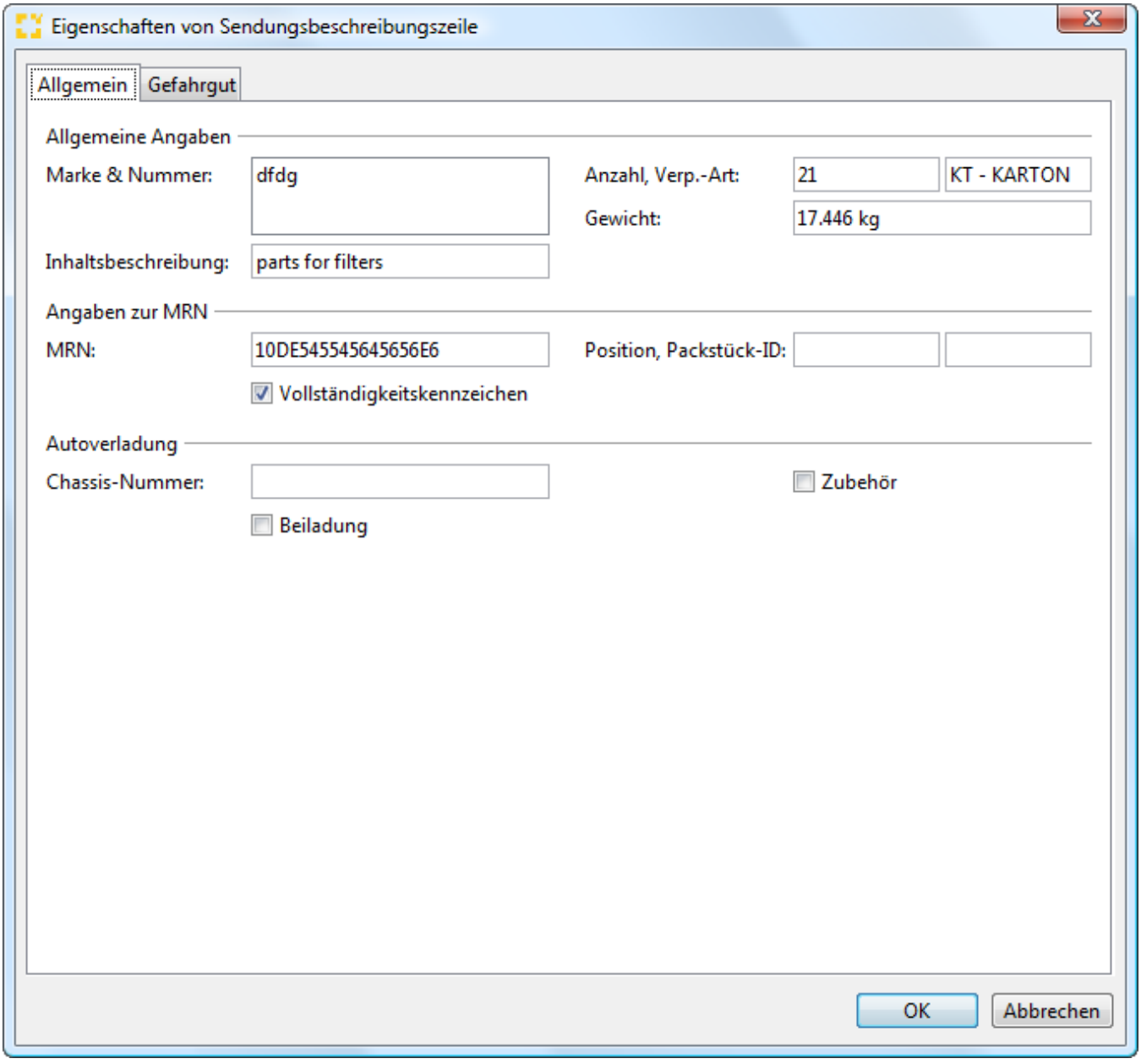
Container-Typ.

shipper's owned

Das Flag muss gesetzt sein, falls der Versender auch der Eigentümer des Containers ist.

Sendungsbeschreibungszeile Stückgut

Der Sendungsbeschreibungszeilen – Editor gliedert sich in die Reiter "Allgemein" und "Gefahrgut".
Der Reiter "Allgemein" öffnet sich standardmäßig:



Hier werden allgemeingültige Angaben für den HDS zur Sendung erfasst.
Es wird in "Allgemeine Angaben", "Angaben zur MRN" und "Autoverladung" gegliedert:

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Marke & Nummern

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes.

MRN

Movement-Reference-Number des Stückgutes

Position

Anzahl der zu gestellenden Positionen.

Packstück-ID

Vollständigkeitszeichen

Setzen des Flags bedeutet, dass alle auf dem Ausfuhrbegleitdokument aufgeführten Positionen vollständig gestellt werden.

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

Zubehör

Der Flag wird gesetzt, wenn sich weiteres Zubehör am Chassis befindet.

Beiladung

Der Flag wird gesetzt, wenn es sich um eine Beiladung handelt.

Gefahrgut

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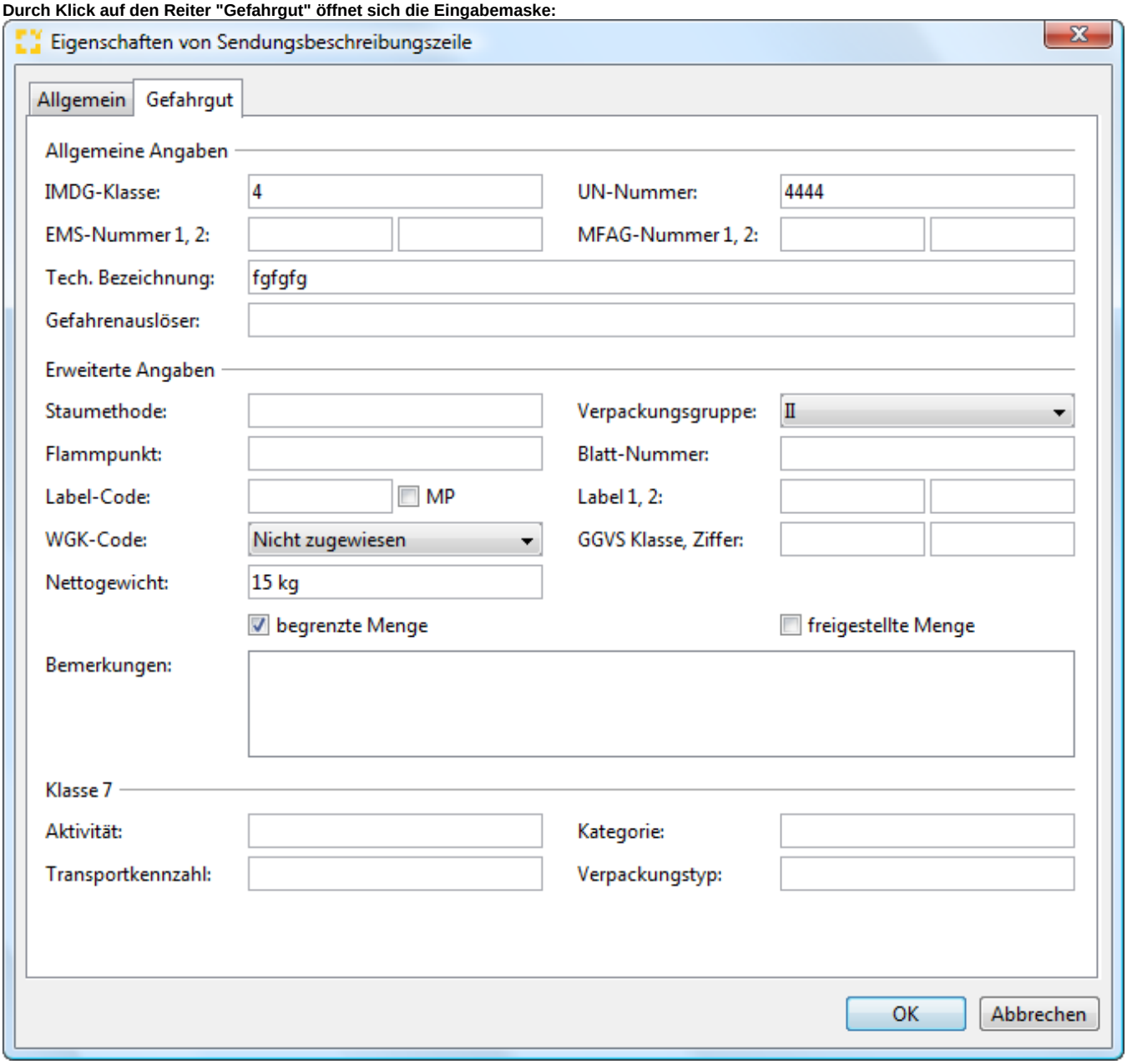
Durch Klick auf den Reiter "Gefahrgut" öffnet sich die Eingabemaske:



Die zu erfassenden Daten entsprechen denen des Reiters "Güter" aus der Sendungserfassung.

Bearbeiten

Durch Klick auf die Schaltfläche "Bearbeiten" kann der Benutzer die Sendungsbeschreibungszeilen bearbeiten, es öffnet sich der Editor zur Bearbeitung der Sendungsbeschreibungszeilen

MRN-Mindermengen

Die Mindermengen einer MRN werden über einen Editor eingepflegt.

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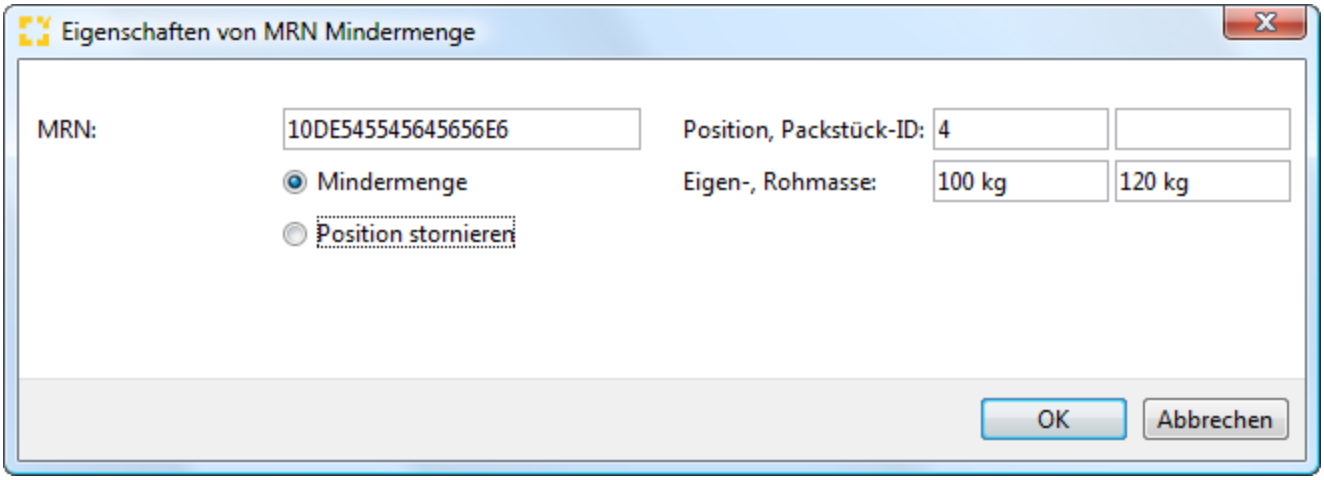

MRN

Movement-Reference-Number, für die eine Mindermenge erfasst werden soll.

Position

Position des Ausfuhrbegleitdokumentes der Fehlmenge.

Packstück-ID

Packstück-ID des Ausfuhrbegleitdokumentes der Fehlmenge.

Art

Art des Packstückes (gem. Ausfuhrbegleitdokument)

Eigenmasse

Eigenmasse (Nettogewicht) der Mindermenge.

Rohmasse

Rohmasse (Bruttogewicht) der Mindermenge.

Neu

Öffnet den MRN-Mindermengen – Eingabeeditor zur Erstellung einer neuen Mindermenge.

Bearbeiten

Öffnet den MRN-Mindermengen – Eingabeeditor zur Bearbeitung einer vorhandenen Mindermenge.

Löschen

Löscht die in der Mindermengen-Tabelle markierte Mindermenge.

Anleitungen

Fragen

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HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladeauftrag an die beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und das Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verladeerlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (ZAPP-classic) deckt **alle anderen** Möglichkeiten der Abfertigung von Waren außer Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES), für die ein Ausfuhrbegleitdokument mit einer MRN erstellt wurde, ab.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (ZAPP-classic)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

Anleitungen

Fragen

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Allgemein - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

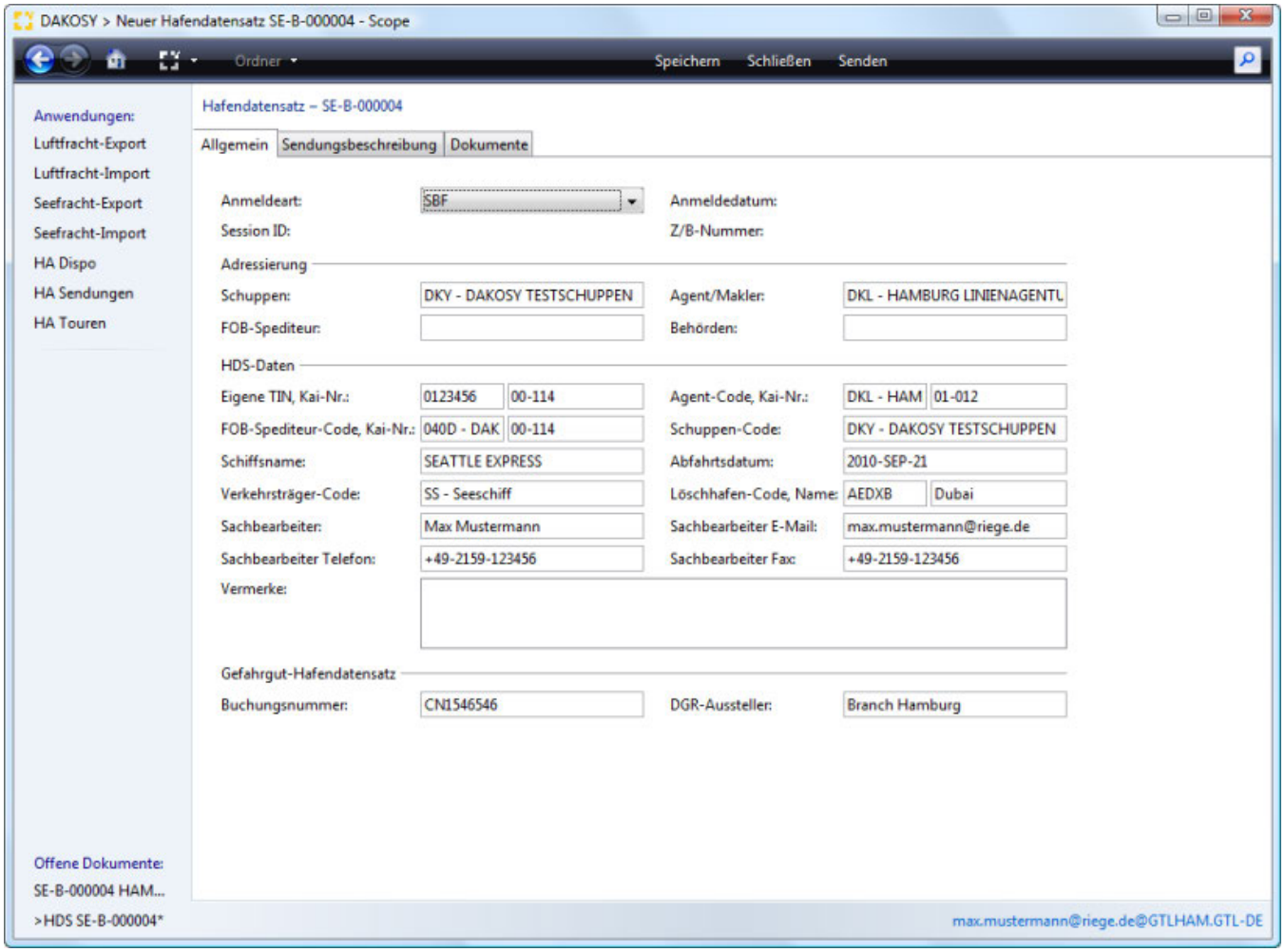
- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt wurden.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.



- Anmeldung und Bestätigung
  - Anmeldeart
  - Anmeldedatum
  - Session ID
  - Z/B-Nummer
- Adressierung
  - Schuppen
  - Makler
  - FOB-Spediteur

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Behörden
HDS-Daten
Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen folgende Möglichkeiten:

Anmeldeart	Bedeutung
DOK	Begleitende Verwaltungsdokumente oder begleitende Handelsdokumente für die Beförderung verbrauchssteuerpflichtiger Waren unter Steueraussetzung (BVD) sowie Begleitdokumente für die Beförderung von Weinbauerzeugnissen
SBF	Sonstige Befreiungsfälle (Befreiung von der Vorlage einer Ausfuhranmeldung in elektronischer bzw. schriftlicher Form)
EXP	Export-Vermerk
DUL	Durchfuhr Land
DUS	Durchfuhr See
EUB	EU-Bestimmung
AUS	Im Rahmen des Ausfallkonzeptes erstellte Ausfuhranmeldungen / Versendungsanmeldungen in papierform

Anmeldedatum

Datum der Anmeldung. (Feld wird durch Scope automatisch ausgefüllt.)

Session ID

Übertragungs-Identifikationsnummer. (Das Feld wird durch Scope ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Das Feld wird durch Scope ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung sorgt.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

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Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

Schuppen-Code

Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Anleitungen

Fragen

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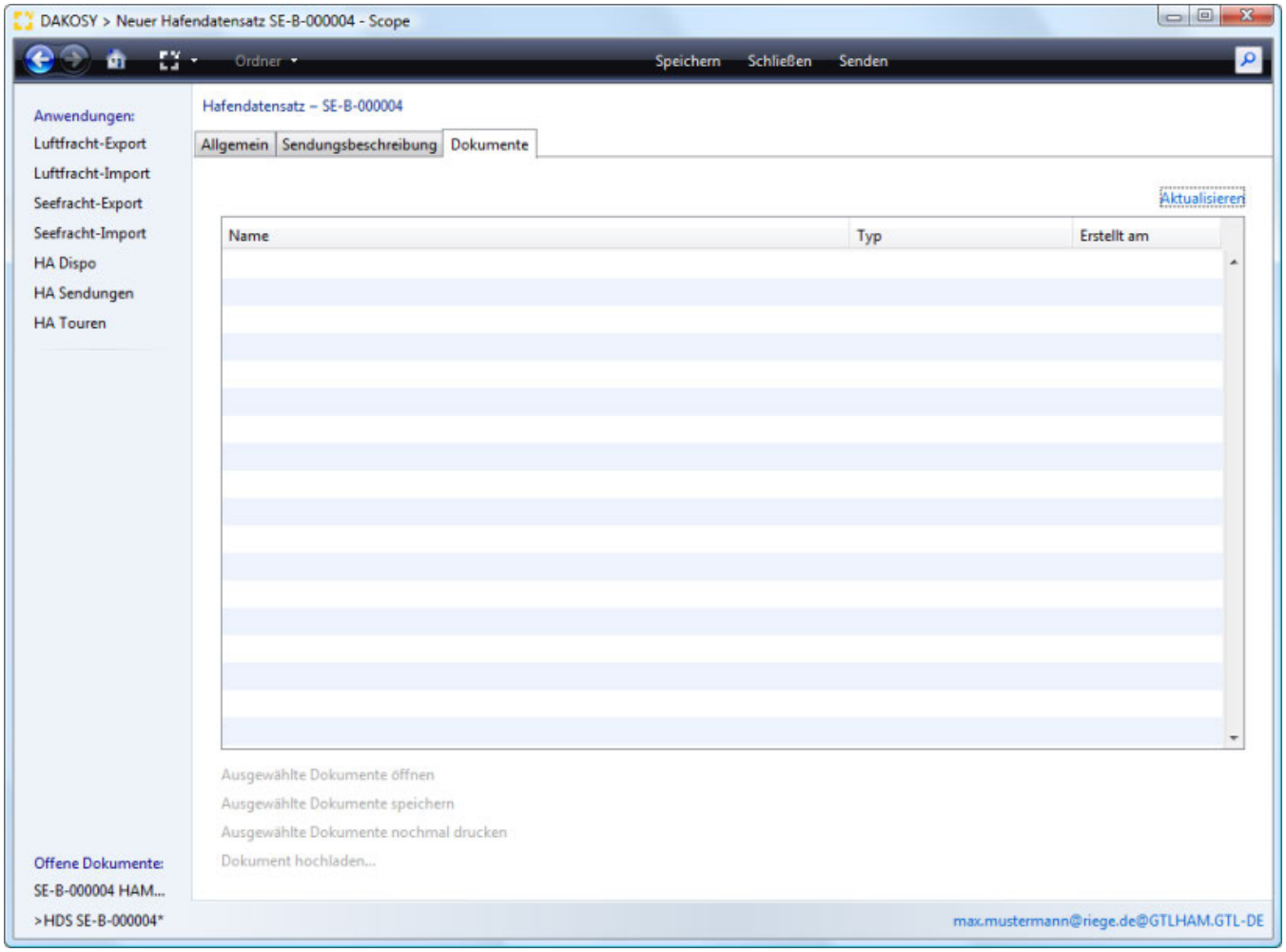
Dokumente - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten von und zu Dakosy angezeigt. Diese können mit einem entsprechenden Editor kontrolliert werden.

Beschreibung



Aktualisieren
Nachrichtenbeschreibungszeilen
- Name
- Typ
- Erstellt am

Aktualisieren

Ein Klick auf den Aktionslink bewirkt die Aktuakisierung aller Nachrichten für diesen Vorgang.

Nachrichtenbeschreibungszeilen

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Name

Name der Nachricht

Typ

Typ / Art der Nachricht

Erstellt am

Datum und Uhrzeit der Nachrichtenübermittlung an Dakosy.

Anleitungen

Fragen

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Sendungsbeschreibung - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Back-to-Back-Sendung - Seefracht Export

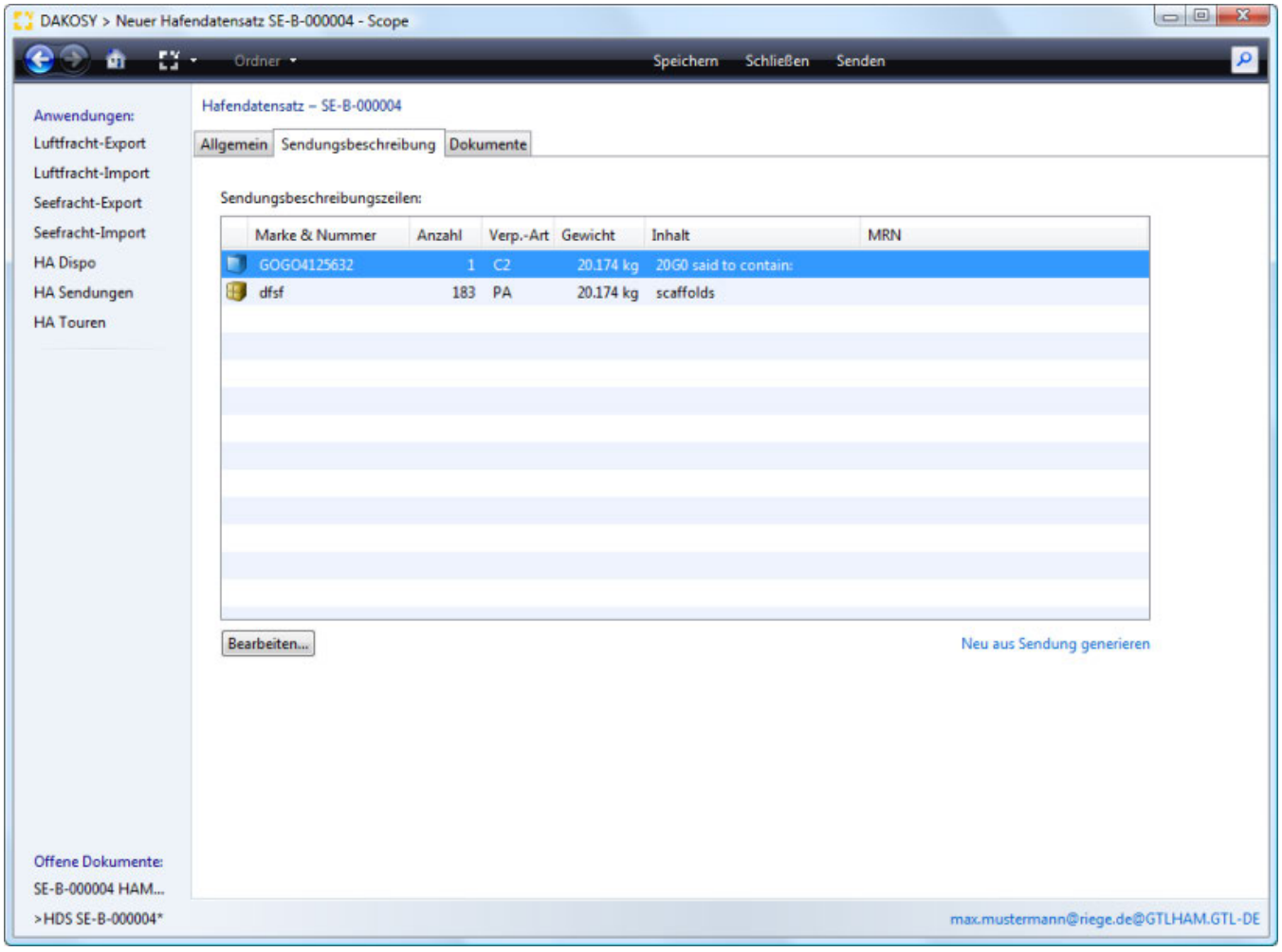
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsbeschreibung" werden alle notwendigen Sendungsdaten für den HDS erfasst.

Beschreibung

Durch Klick auf den Reiter "Sendungsbeschreibung öffnet sich der Screen zur Bearbeitung der HDS-Daten für die einzelne Sendung.



- Sendungsbeschreibungszeilen
  - Marke & Nummer
  - Anzahl
  - Verpackungsart
  - Gewicht
  - Inhalt
  - MRN
- Container Bearbeiten
  - Allgemeine Angaben
- Stückgut Bearbeiten
  - Reiter "Allgemein"

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Reiter "Gefahrgut"
Reiter "Zollfelder"
Neu aus Sendung generieren

Sendungsbeschreibungszeilen

Hier werden alle Daten zur Sendung dargestellt.

Marke & Nummer

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhalt

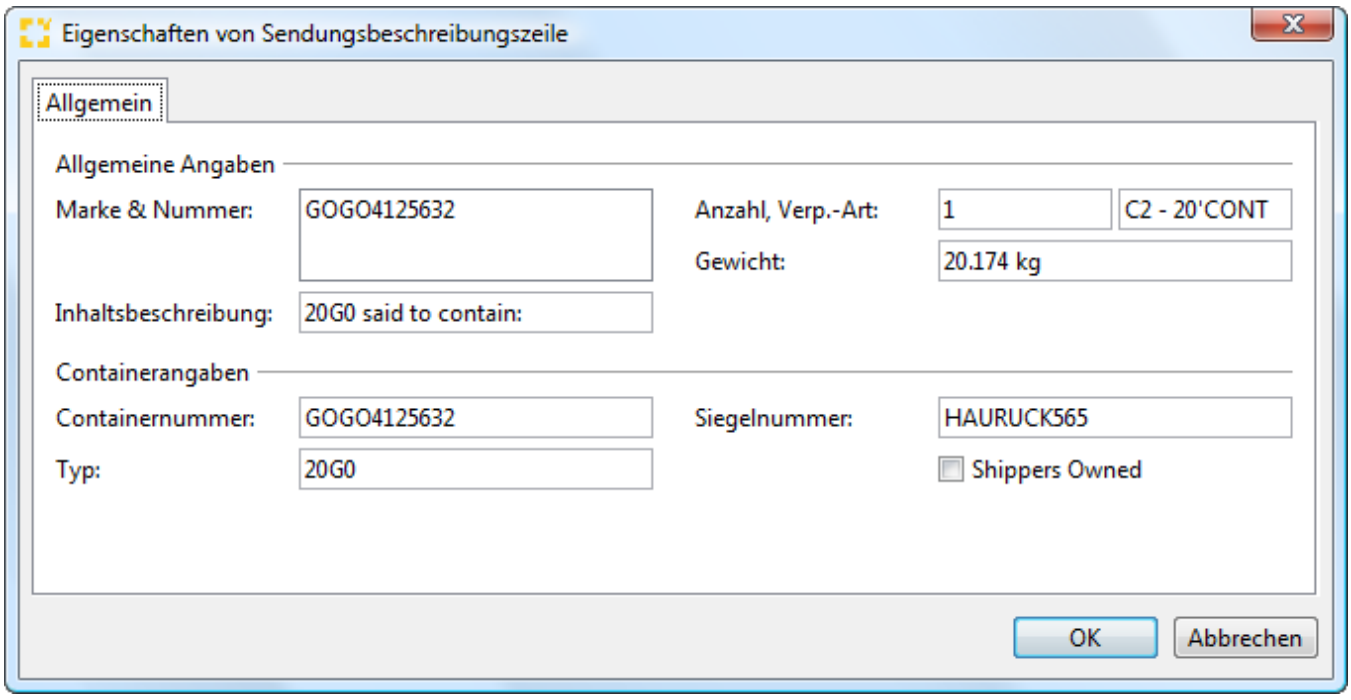
Kurze Beschreibung des Inhaltes.

MRN

MRN des Ausfuhrbegleitdokumentes

Container Bearbeiten

Durch Klick auf die Sendungsbeschreibungszeile (Zeile ist blau markiert), welche einen Container beinhaltet und anschließend auf die Schaltfläche "Bearbeiten" öffnet sich ein neues Fenster:



Allgemeine Angaben

Marke & Nummern

Markierungen der Stückgüter.

Anzahl

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Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes.

Im Container verladene MRNs

Auflistung aller MRN der der im Container befindlichen Waren (Ausfuhrbegleitdokumente).

Containernummer

Nummer des Containers zusammengesetzt aus Präfix+Containernummer+Prüfziffer

Siegelnummer

Nummer des Container-Siegels

Typ

Container-Typ.

shipper's owned

Das Flag muss gesetzt sein, falls es sich bei dem Container um das Eigentum des Versenders handelt.

Stückgut Bearbeiten

Durch Klick auf die Sendungsbeschreibungszeile (Zeile ist blau markiert), welche ein Stückgut beinhaltet und anschließend auf die Schaltfläche "Bearbeiten" öffnet sich ein neues Fenster:

Reiter "Allgemein"

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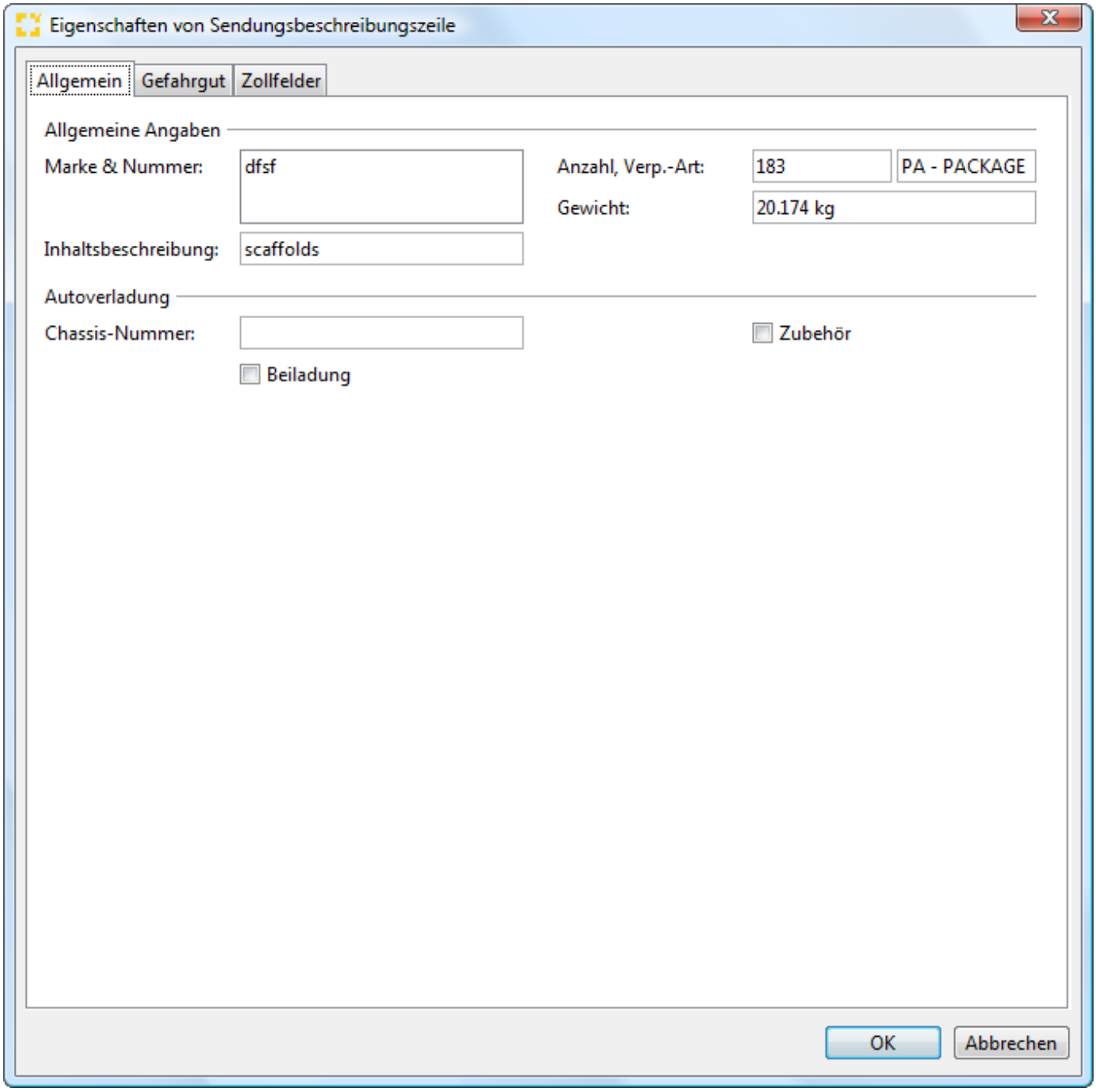

Allgemeine Angaben

Marke & Nummer

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

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Kurze Beschreibung des Inhaltes.

Autoverladung

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

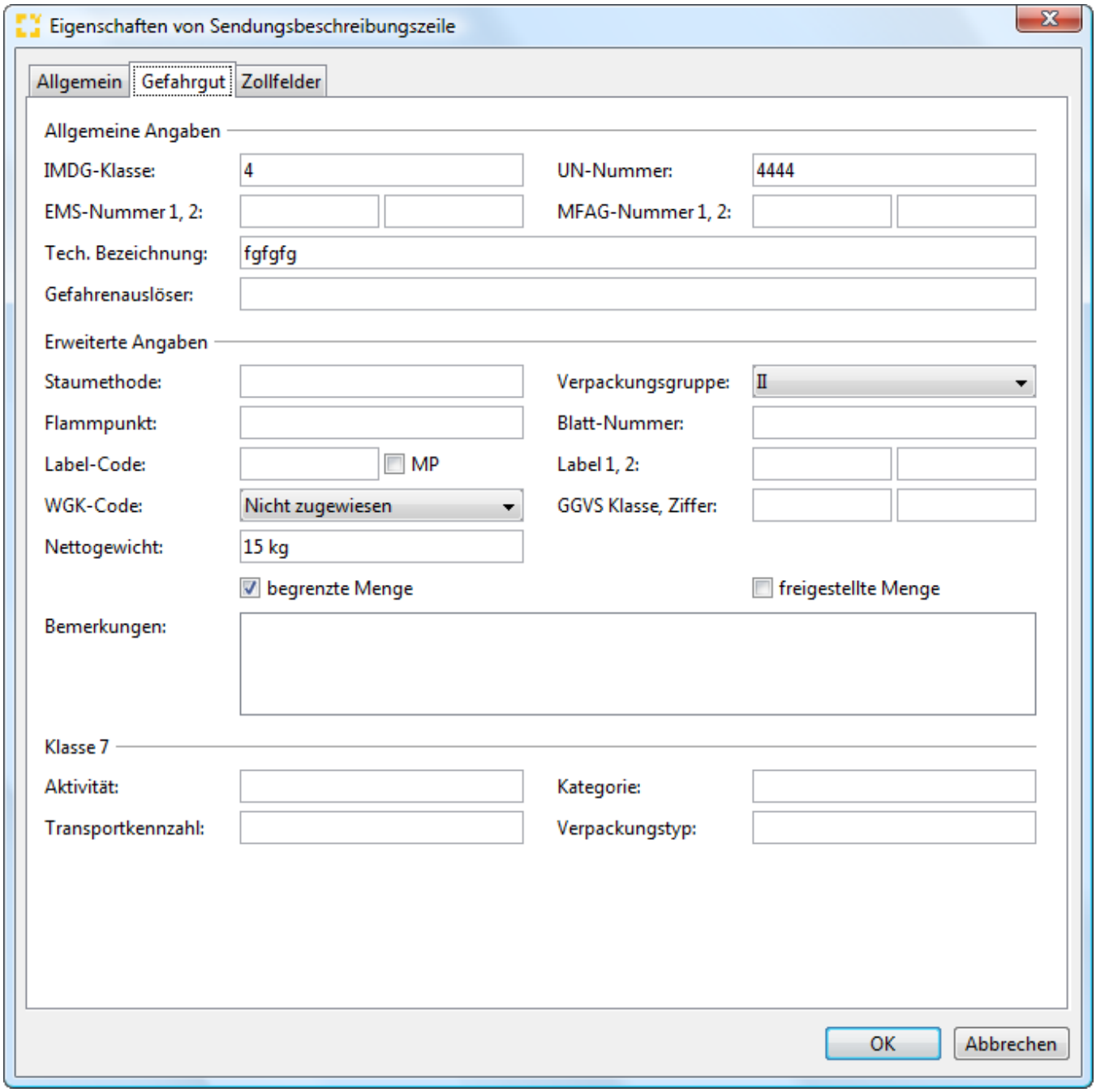
Zubehör

Flag setzen, wenn sich Zubehör am Chassis befindet.

Beiladung

Flag setzen, wenn das Chassis beigeladen wird.

Reiter "Gefahrgut"



Die Gefahrgutdaten werden analog zur Erfassung der Gefahrgutdaten in der Sendungserfassung im Reiter "Güter" erfasst und werden nach dortiger Eingabe bereits vorab gefüllt.

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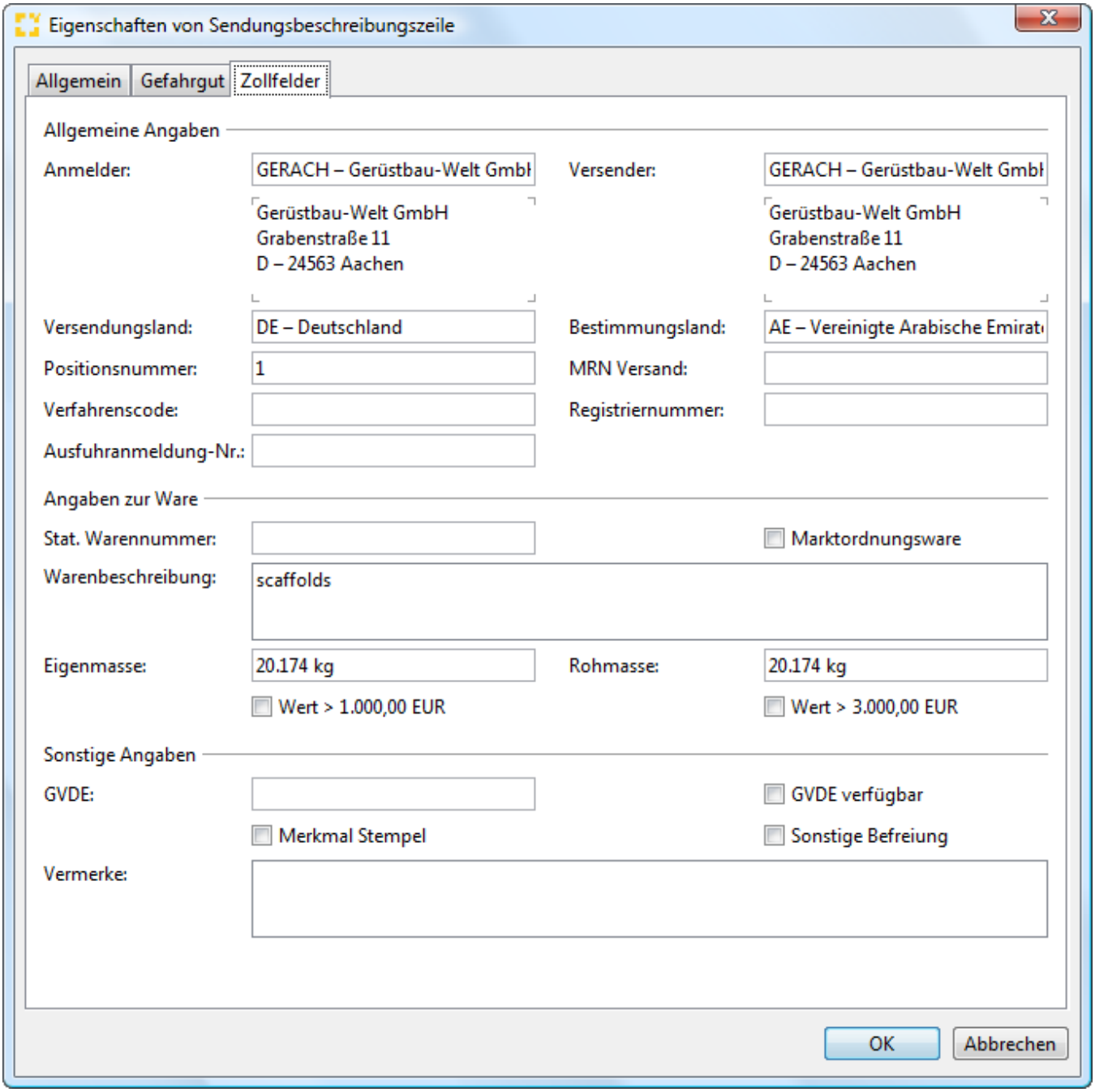
Reiter "Zollfelder"



Allgemein Angaben

Anmelder

Anmelder der Ware.

Versender

Versender der Ware.

Versendungsland

Land, aus dem die Ware versandt wird.

Bestimmungsland der Ware

Land, für das die Ware bestimmt ist.

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Positionsnummer

Position des Ausfuhrbegleitdokumentes / der Ausfuhrerklärung

MRN Versand

MRN-Nummer, falls es sich um ein Versandpapier handelt.

Verfahrenscode

Beteiligten-Verfahrenscode.

Registriernummer

Zollamtliche Registriernummer.

Ausfuhranmeldung-Nummer

Nummer der Ausfuhranmeldung.

Angaben zur Ware

statistische Warennummer

Warentarifnummer der Ausfuhr-Ware für statistische Zwecke.

Marktodnungsware

Flag setzen, wenn es sich um Marktordnungsware handelt.

Warenbeschreibung

deutsche Beschreibung der Ware.

Eigenmasse

Eigenmasse der Ware

Rohmasse

Rohmasse der Ware

Wert > 1.000,00 EUR

Flag setzen, wenn der Warenwert über 1.000,00 Euro liegt.

Wert > 3.000,00 EUR

Flag setzen, wenn der Warenwert über 3.000,00 Euro liegt.

sonstige Angaben

GVDE

Nummer des "Gemeinsamen Veterinärdokumentes Einfuhr"

GVDE verfügbar

Flag setzen, wenn das GVDE vorliegt.

Merkmal Stempel

Flag setzen, wenn Ausfuhrerklärung einen Stempel vom Zoll hat.

sonstige Befreiung

Eintragung einer sonstigen Befreiung der Ware.

Vermerke

Zusätzliche Vermerke für den Zoll.

Neu aus Sendung generieren

Die Sendungsdaten werden aus dem Auftragsbereich neu geladen und in den Urzustand (aus der Sendungserfassung) versetzt.

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Anleitungen

Fragen

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House-BL - General - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

A house B/L for a back-to-back shipment is generally created by the forwarding agent prior to loading the cargo aboard a vessel.
This document is normally either issued as an original bill of lading with accompanying copies, or it is issued as an express bill of lading. In the case of an original bill of lading, whoever posses the original bill may take possession of the goods by presenting a fully endorsed original bill of lading. With an express bill of lading, the goods may be released by the receiving agent to the consignee without presentation of an original bill of lading. House bills serve to confirm the receipt of the goods, and include detailed conditions of transport and description of the goods. Thus, the document also serves as proof of the contract of carriage.

Description

By clicking the blue action link shown as "House- B/L" the house B/L editor will open with the data from the shipment entry defaulted to the various fields.
All entries can be saved at any time by clicking the "OK" button. Information can be discarded by clicking the "Cancel" button.

The house B/L editor provides the following tabs:

- Cargo Details - General - House BL - General - Back-to-Back Shipment - Seafreight Export
- General - House BL - General - Back-to-back House Shipment - Seafreight Export
- Preview - House BL - General - Back-to-Back Shipment - Seafreight Export

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Cargo Details - General - House BL - General - Back-to-Back Shipment - Seafreight Export

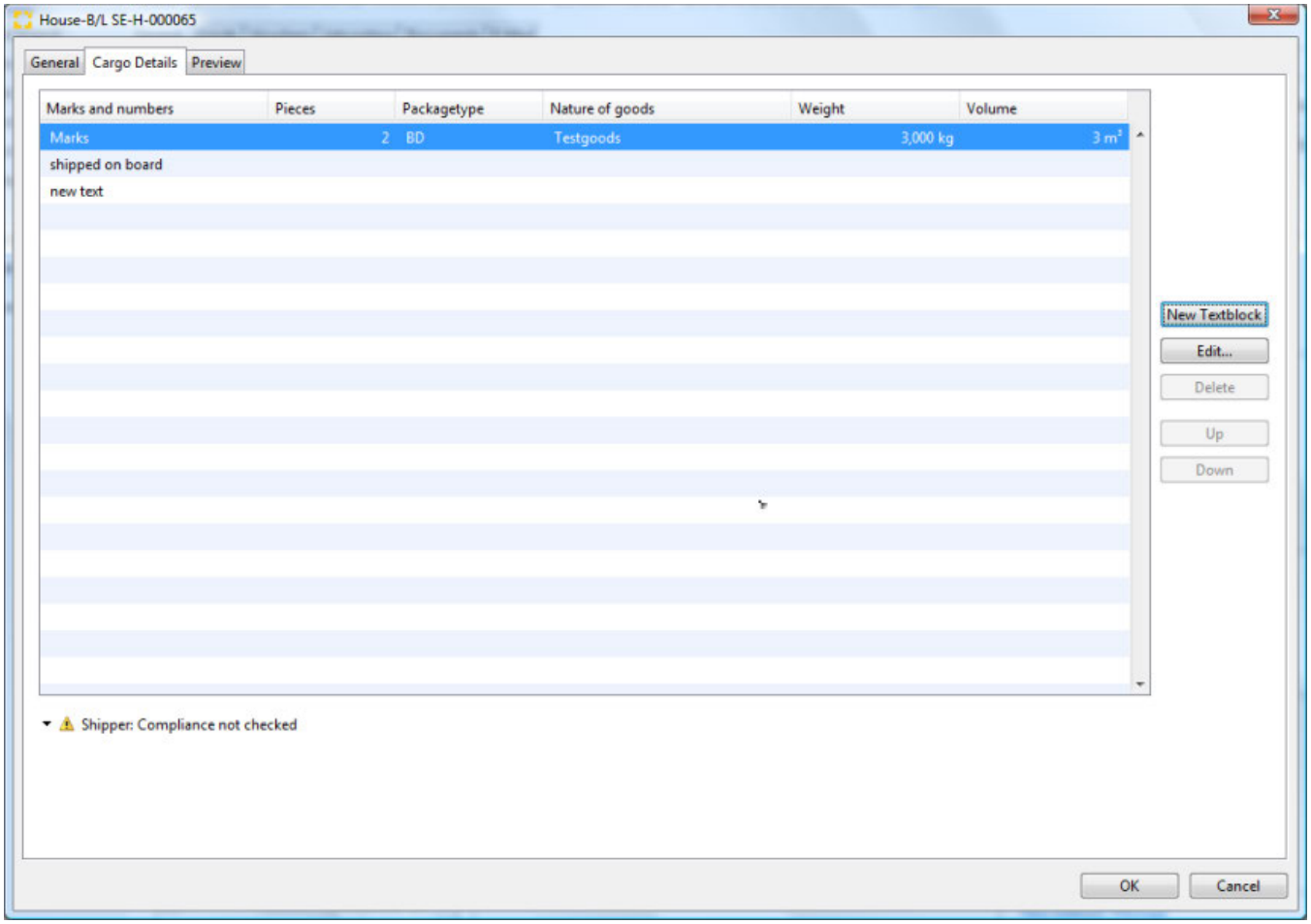
- Introduction
- Description

Introduction

The *Cargo details* tab enables the entry of details of the cargo as they are to appear on the bill of lading.

Description

A description of the goods including pieces, weights and volume will default from the main shipment entry and appear in a structured format. These details may be edited as required and further details may be added in un unstructured (free text) format.



New Textblock
Edit...
Goods description editor
Delete
Up
Down
OK
Cancel

New Textblock

The *New Textblock" button opens a free text editor that allows the entry of free text. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

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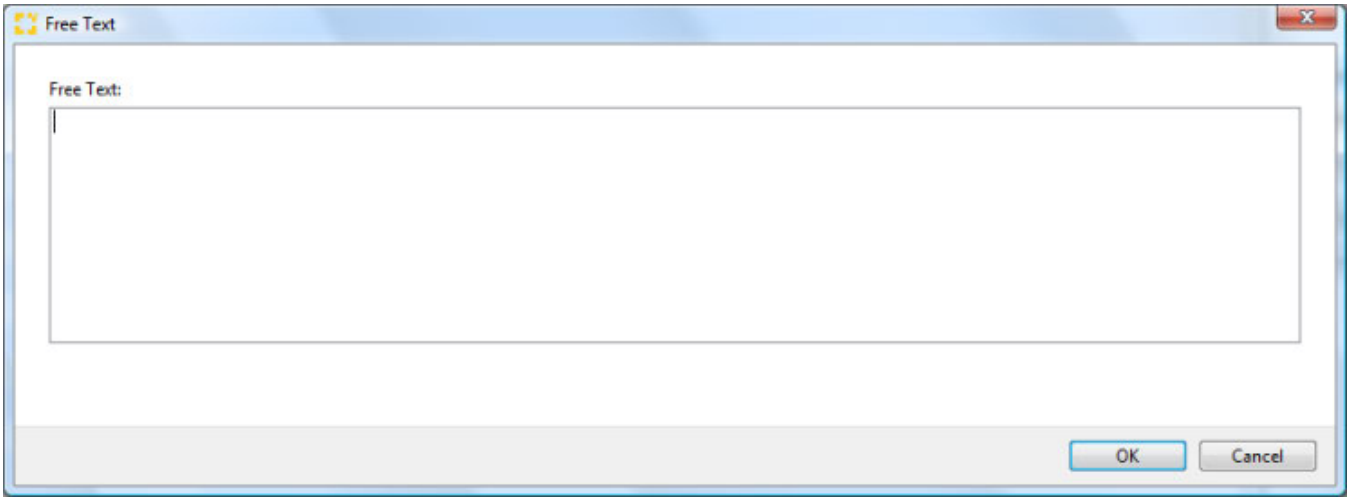
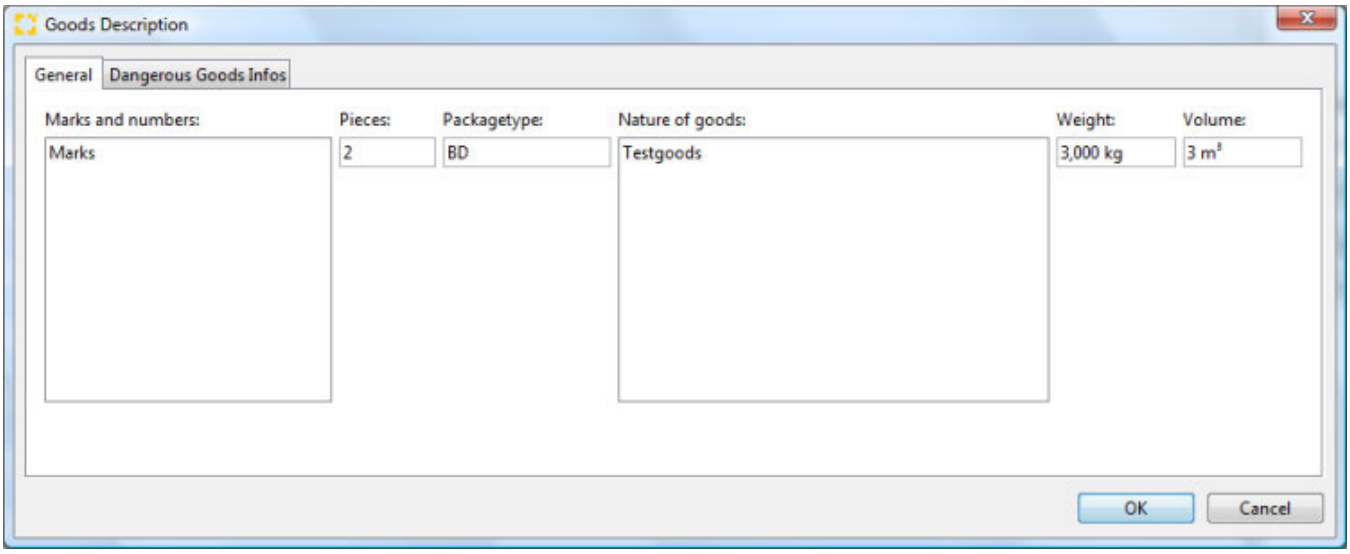
Choose *OK* to save new data in the free text editor. Choose *Cancel* to close the editor without saving data.



Edit...

The *Edit* function will open the line of text highlighted in the *cargo details* table. If this line contains pieces, packing types, weights and volume from the main shipment, then the *goods description* editor will open to allow adjustment of this formatted data. Each element of the structured line appears in a field designed for the type of data it contains. Free text lines are opened with the *Free text editor*.

Goods description editor



Marks and numbers

Marks and numbers will display marks and numbers entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Pieces

The pieces from the cargo entry in the main shipment entry goods tab will appear. These may be edited as desired.

Package type

The packing type entered in the main shipment entry goods tab . This is a search field that can be used to choose an alternate stored packing type.

Nature of goods

This field will display Nature of goods entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Weight

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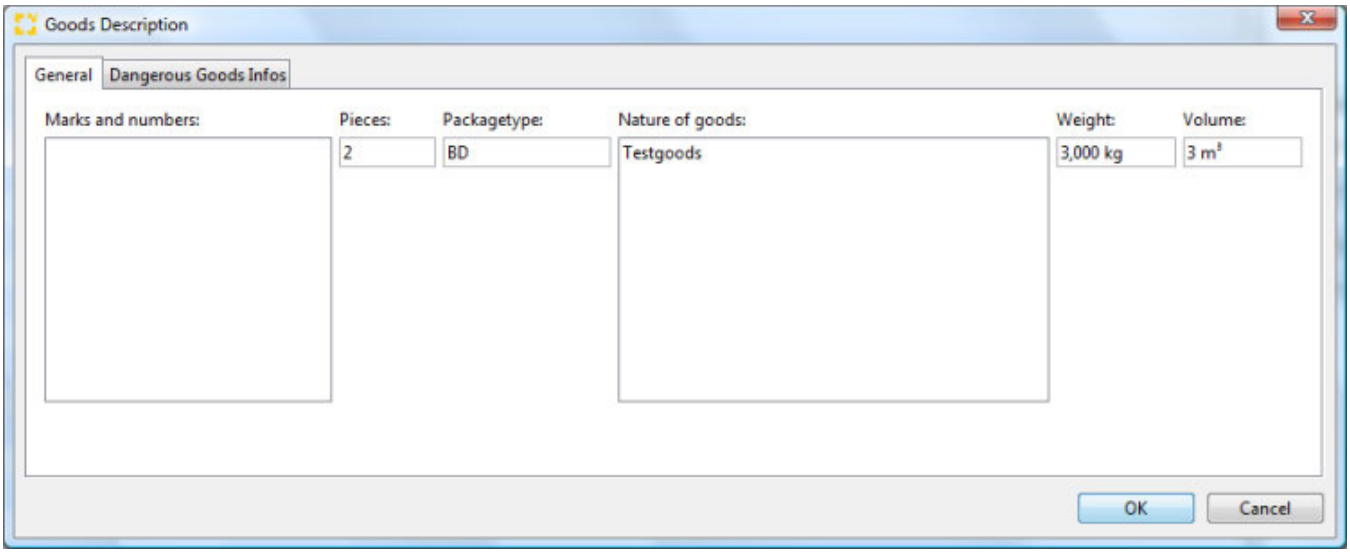
The weight from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Volume

The volume from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Dangerous goods

The 2nd tab of the *Goods Description* editor is the dangerous goods infos. This will any display dangerous goods information associated with the goods in the goods tab of the main shipment entry.



Delete

Deletes the highlighted row from the cargo details.

Up

Moves the highlighted row from the cargo details up.

Down

Moves the highlighted row from the cargo details down.

OK

Select *OK* to save the cargo details information and exit the house B/L.

Cancel

Select *Cancel* to discard any new data entered in the cargo details tab and exit the house B/L.

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General - House BL - General - Back-to-back House Shipment - Seafreight Export

- Introduction
- Description

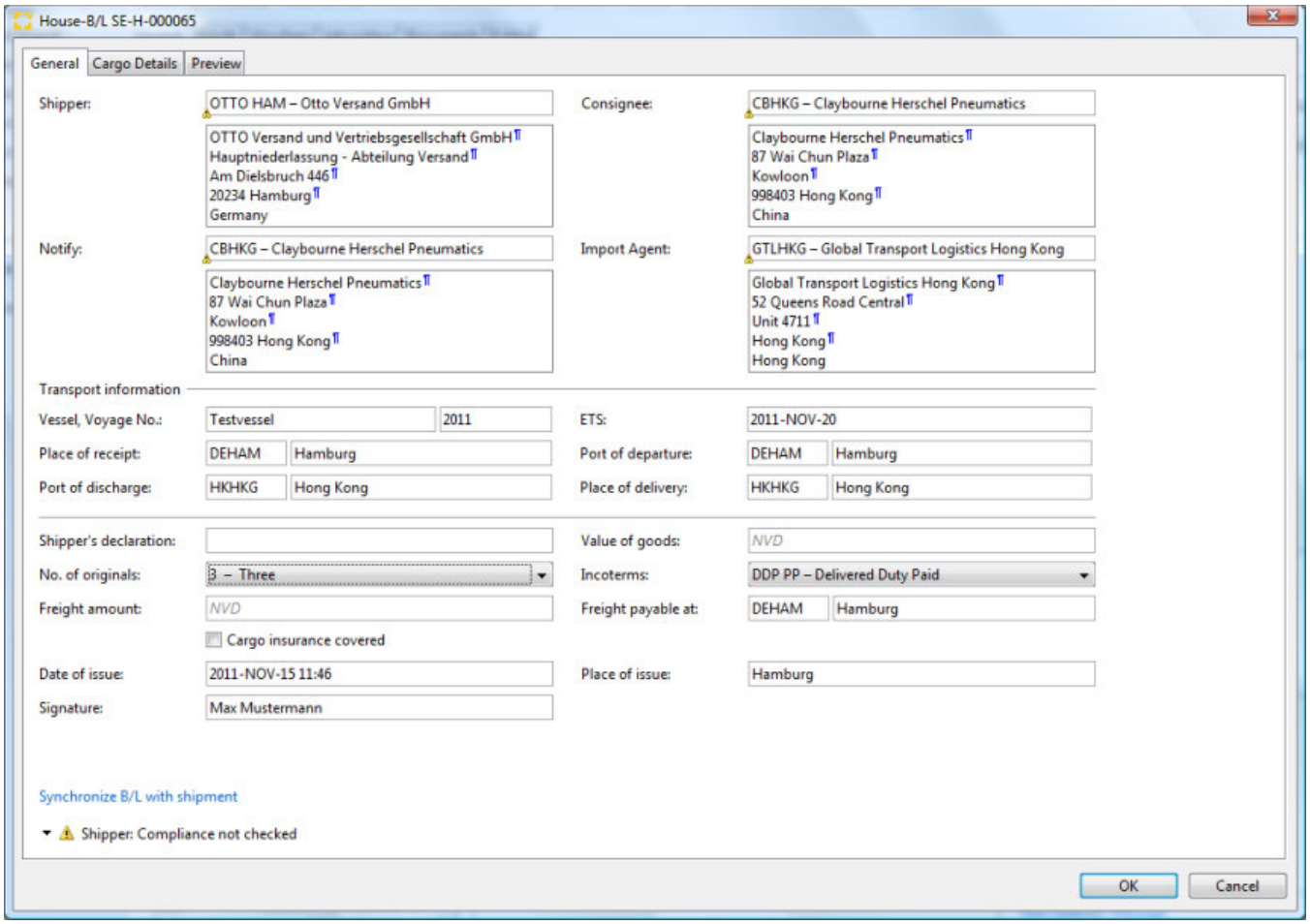
Introduction

The *General* tab of the the House B/L allows entry of the most important data for the creation of a bill of lading. This is address details, transport information, dates and shipping terms.

The details entered in the *General* tab of the house shipment should transfer to the house B/L where it can be further processed.

Description

The input window is divided into three different areas. The upper part is for address details for the B/L, the middle and lower sections are for transport details, dates and freight terms.



- Address data
  - Shipper
  - Consignee
  - Notify
  - Import Agent
- Transport Information
  - Vessel
  - Voyage No.
  - Place of Receipt
  - Port of Departure
  - Port of Discharge

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Place of Delivery
Instructions and additional information
Shipper's Declaration
Value of goods
No. of Originals
Freight amount
Inco Terms
Freight payable at:
Cargo Insurance covered
Date of issue
Place of issue
Signature
Synchronize B/L with shipment
OK
Cancel

Address data

Shipper

Shipper for the shipment. This may be found with the field search or can be entered directly.

Consignee

Consignee for the shipment. This may be found with the field search or can be entered directly.

Notify

Notify from shipment editor (if available). This is the party to be notified when the shipment arrives at the importing country. The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Import Agent

The agent responsible for the freight on arrival at the importing country. The address for the agent is taken from the data already entered in the main shipment entry.

Transport Information

Vessel

The name of the vessel aboard which the freight will be loaded. This vessel name may change when the house shipment is consolidated because the vessel of the master shipment will automatically overwrite any existing vessel name.

Voyage No.

The voyage number of the the vessel aboard which the freight will be loaded. This voyage may change when the house shipment is consolidated because the voyage of the master shipment will automatically overwrite any existing voyage details.

Place of Receipt

The place from the main shipment entry will appear.
The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of Departure

The Port of Departure from the main shipment entry will appear.
Place or port where vessel containing the goods will depart.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of Discharge

The Port of Discharge from the main shipment entry will appear.
Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of Delivery

The place from the main shipment entry will appear.
The place of delivery is the final destination of the goods.

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The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Instructions and additional information

Shipper's Declaration

Used for hazardous information

Value of goods

This is an optional field, normally only used when specified in a letter of credit.

No. of Originals

Select the number of original bills of lading issued from the drop down menu.

Freight amount

Amount agreed for the freight transport costs.

Inco Terms

From the main shipment entry. The Incoterms that will be printed on the B/L.

Freight payable at:

The location where the freight charges are payable. (according to the Incoterms)

Cargo Insurance covered

A check field to indicate if the shipment is insured.

Date of issue

The date of issue of the bill of lading.

Place of issue

Signature

The name of the agent responsible for issuing the bill of lading.

Synchronize B/L with shipment

This action link will synchronize all the fields in the *General* tab of the house bill of lading with the same fields of the *General* tab of the *General* shipment entry. Any existing data will be lost from the house bill of lading.

OK

Click "OK" to save all the details enter in the house bill of lading and close the house bill of lading editor.

Cancel

Click "Cancel" to discard any details entered in the house bill of lading and close the house bill of lading editor.

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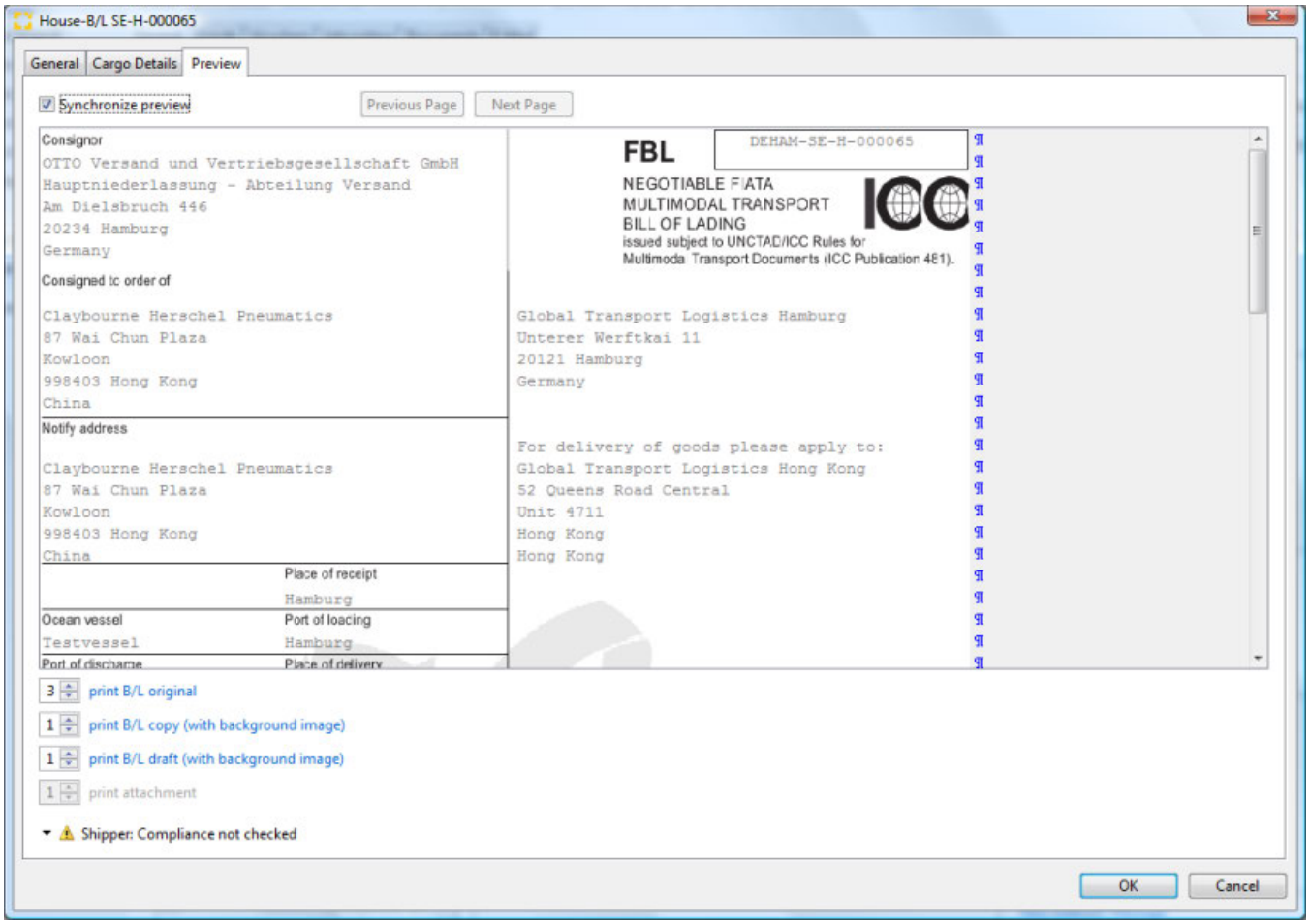
Preview - House BL - General - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

The house B/l can be viewed and edited prior to printing in this tab.

Description



Synchronize preview
Previous Page
Next Page
Print B/L original
Print B/L copy (with background image)
Print B/L draft (with background image)
Print attachment
OK
Cancel

Synchronize preview

The initial view of the B/L is generated using the information stored in the *House B/L general* and *Cargo Details* tab. When the synchronize flag is unset, the B/L becomes detached from these tabs and available for editing. Any text may be added to any part of the B/L. On setting the synchronize flag, any edits made to the B/L preview will be lost and the form will again be synchronized with the *House B/L general* and *Cargo Details* tabs.

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Previous Page

scrolls the B/L back one page. Only active for multi-page B/Ls.

Next Page

scrolls the B/L forward one page. Only active for multi-page B/Ls.

Print B/L original

The number of original B/Ls that should print are entered and then select the *print B/L original* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. A blank orginal bill of lading should be ready in the printer when this document is printed.

Print B/L copy (with background image)

The number of copy B/Ls that should print are entered and then select the *print B/L copy* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print B/L draft (with background image)

The number of draft B/Ls that should print are entered and then select the *print B/L draft* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print attachment

The number of copies of attachment documents that should print are entered and then select the *print attachment* action link to generate any attachment docuemnts. These will be visible in the documents tab of the main shipment. This document should print on plain paper. Attachment documents are created when it is desired to print additional B/L details on plain paper.

OK

Select *OK* to save data entered in the House B/L application and exit back to the main shipment.

Cancel

Select *Cancel* to discard data entered in the House B/L application and exit back to the main shipment.

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Ocean BL - General - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

The ocean B/L is issued by the ocean carrier or steamship line. The freight forwarder provides instructions to the ocean carrier or steamship line on how to prepare the ocean bill of lading. The Ocean B/L editor is the application used by the freight forwarder to create these instruction. Once complete the bill of lading instructions can be generated as a PDF, printed or e-mailed to the shipping company.

Description

Open the Ocean B/L editor by clicking the action link "Ocean B/L" on the right side of the "general" tab. This will open the editor.

Within the Ocean b/L editor the following tabs are available:

General
Cargo Details
Preview

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Cargo Details - Ocean-BL - General - Back-to-Back Shipment - Seafreight Export

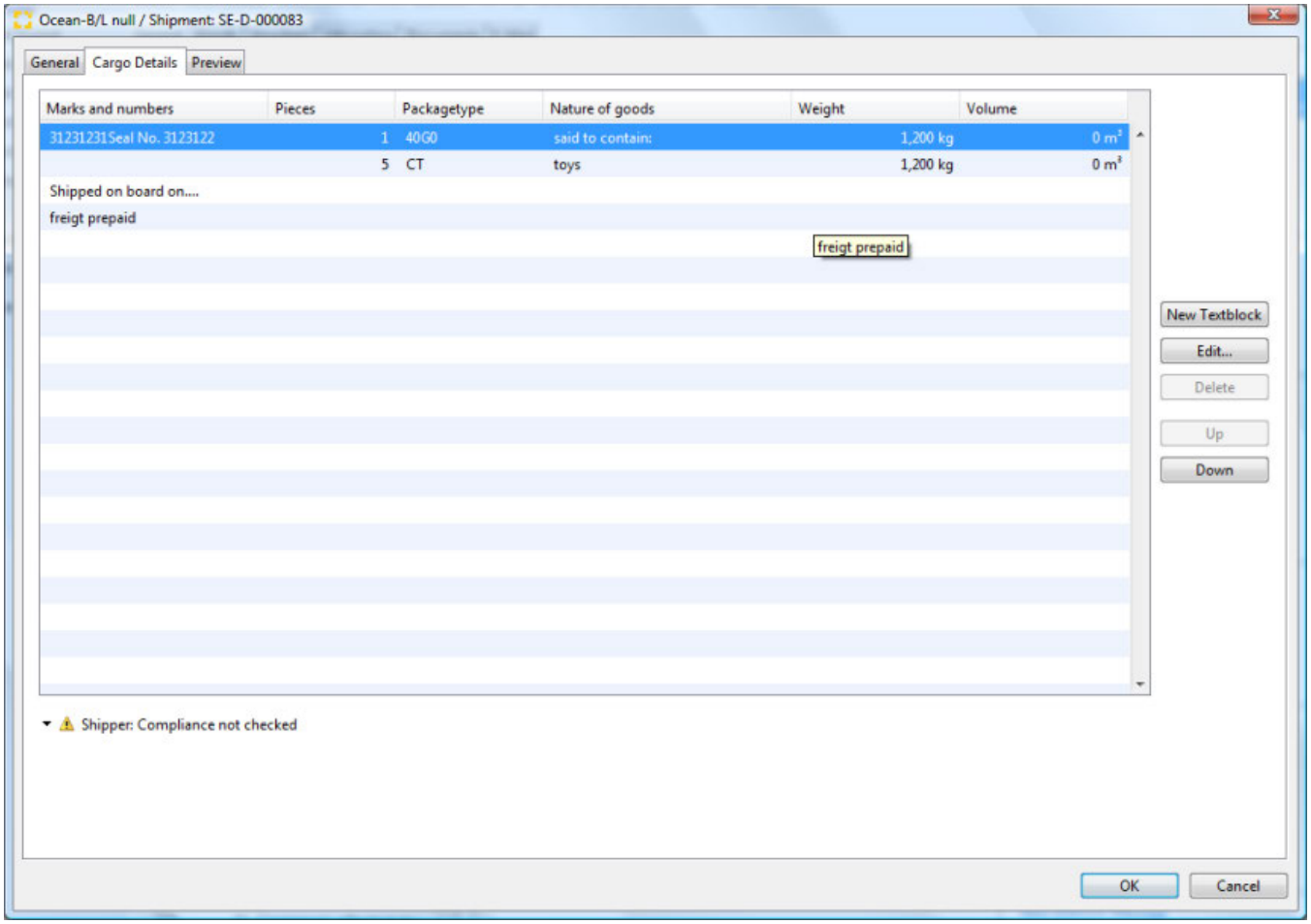
- Introduction
- Description

Introduction

The *Cargo details* tab enables the entry of details of the cargo as they are to appear on the bill of lading.

Description

A description of the goods including pieces, weights and volume will default from the main shipment entry and appear in a structured format. These details may be edited as required and further details may be added in an unstructured (free text) format.



New Textblock
Edit...
Goods description editor
Delete
Up
Down
OK
Cancel

New Textblock

The *New Textblock" button opens a free text editor that allows the entry of free text. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

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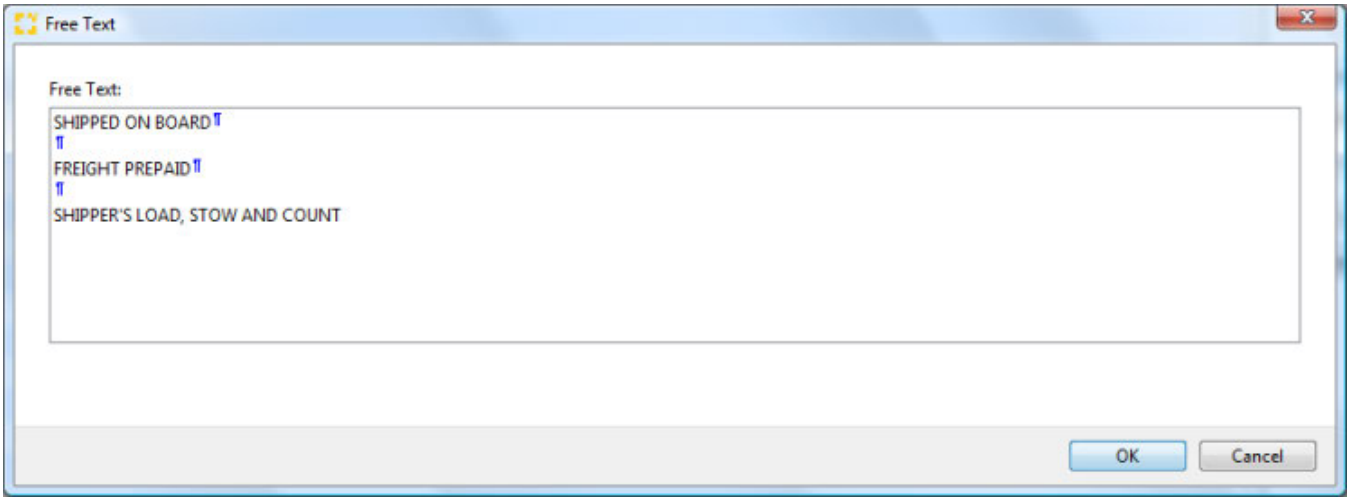
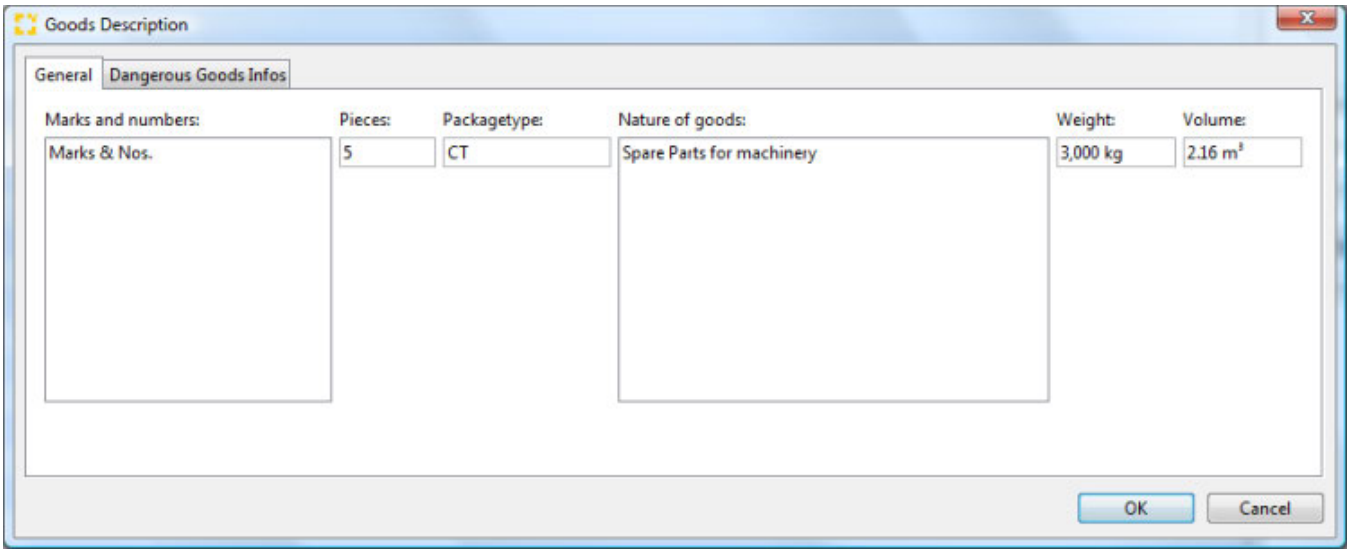
Choose *OK* to save new data in the free text editor. Choose *Cancel* to close the editor without saving data.



Edit...

The *Edit* function will open the line of text highlighted in the *cargo details* table. If this line contains pieces, packing types, weights and volume from the main shipment, then the *goods description* editor will open to allow adjustment of this formatted data. Each element of the structured line appears in a field designed for the type of data it contains. Free text lines are opened with the *Free text editor*.

Goods description editor



Marks and numbers

Marks and numbers will display marks and numbers entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Pieces

The pieces from the cargo entry in the main shipment entry goods tab will appear. These may be edited as desired.

Package type

The packing type entered in the main shipment entry goods tab . This is a search field that can be used to choose an alternate stored packing type.

Nature of goods

This field will display Nature of goods entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Weight

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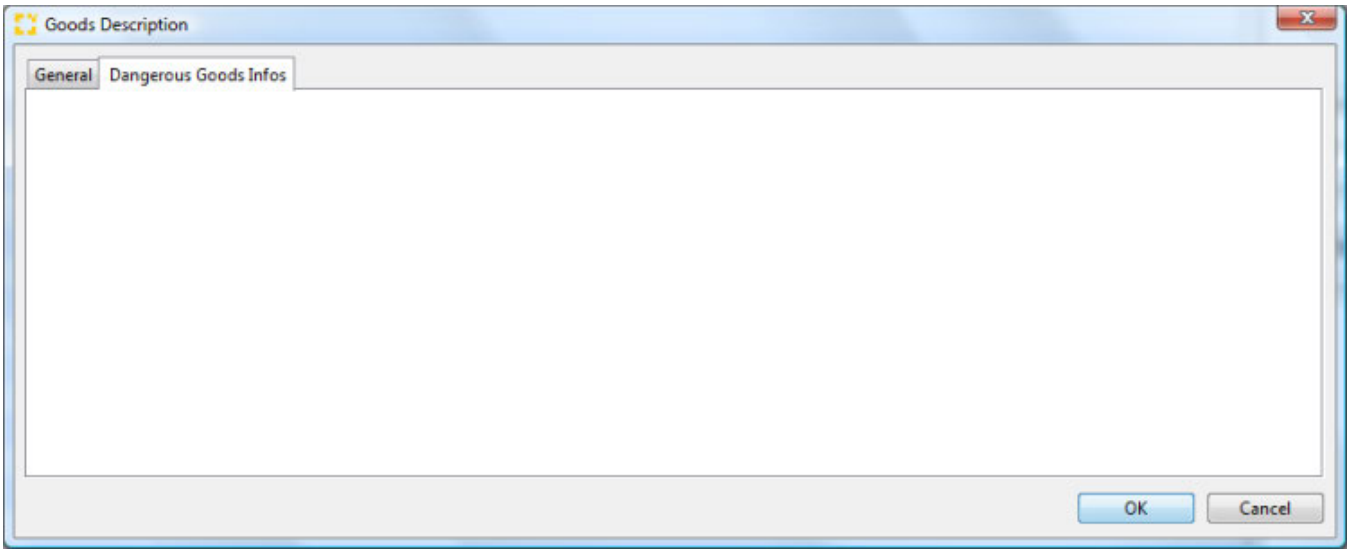
The weight from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Volume

The volume from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Dangerous goods

The 2nd tab of the *Goods Description* editor is the dangerous goods infos. This will any display dangerous goods information associated with the goods in the goods tab of the main shipment entry.



Delete

Deletes the highlighted row from the cargo details.

Up

Moves the highlighted row from the cargo details up.

Down

Moves the highlighted row from the cargo details down.

OK

Select *OK* to save the cargo details information and exit the house B/L.

Cancel

Select *Cancel* to discard any new data entered in the cargo details tab and exit the house B/L.

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General - Ocean-BL - General - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

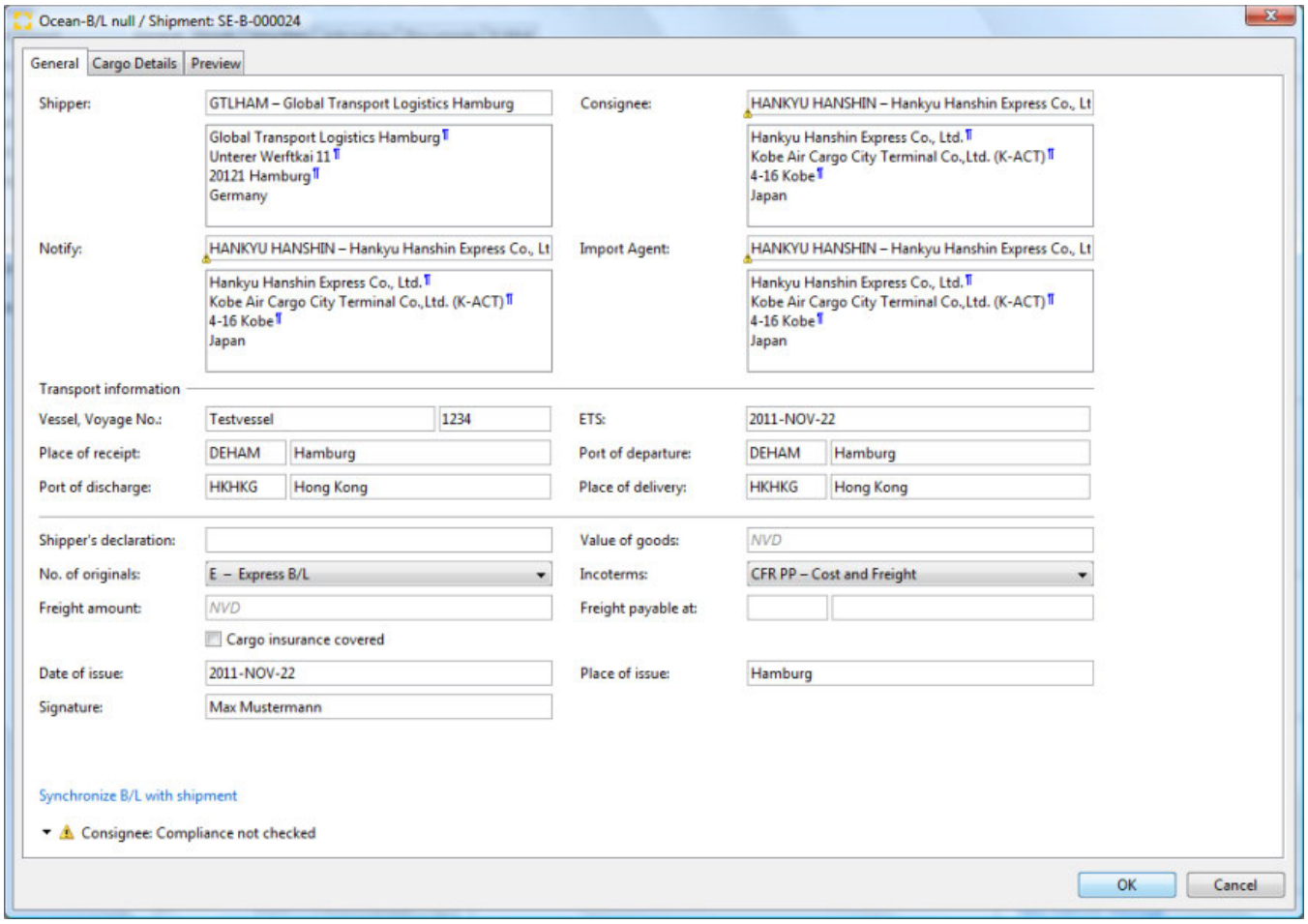
Introduction

The *General* tab of the the Ocean B/L allows entry of the most important data for the creation of a bill of lading. This is address details, transport information, dates and shipping terms.

The details entered in the *General* tab of the Back-to-Back shipment should transfer to the Ocean B/L where it can be further processed.

Description

The input window is divided into three different areas. The upper part is for address details for the B/L, the middle and lower sections are for transport details, dates and freight terms.



- Address data
  - Shipper
  - Consignee
  - Notify
  - Import Agent
- Transport Information
  - Vessel
  - Voyage No.
  - ETS
  - Place of Receipt
  - Port of Departure

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Port of Discharge
Place of Delivery
Instructions and additional information
Shipper's Declaration
Value of goods
No. of Originals
Freight amount
Inco Terms
Freight payable at:
Cargo Insurance covered
Date of issue
Place of issue
Signature
Synchronize B/L with shipment
OK
Cancel

Address data

Shipper

Shipper for the Original B/L. This may be found with the field search or can be entered directly.

Consignee

Consignee for the Orignal B/L. This may be found with the field search or can be entered directly.

Notify

Notify from the general shipment entry (if available). This is the party to be notified when the shipment arrives at the importing country. The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Import Agent

The agent responsible for the freight on arrival at the importing country. The Import agent is also known as the "2nd Notify".

Transport Information

Vessel

The name of the vessel aboard which the freight will be loaded.

Voyage No.

The voyage number of the the vessel aboard which the freight will be loaded.

ETS

The estimated sailing date . This is a date and time field and the calendar icon provides access to a calendar.

Place of Receipt

The place from the main shipment entry will appear.
The place of receipt is the place where the goods are handed over to the Carrier.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of Departure

The Port of Departure from the main shipment entry will appear.
Place or port from where the vessel will depart.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of Discharge

The Port of Discharge from the main shipment entry will appear.
Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of Delivery

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The place from the main shipment entry will appear.
The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Instructions and additional information

Shipper's Declaration

Used for hazardous information

Value of goods

This is an optional field, normally only used when specified in a letter of credit.

No. of Originals

Select the number of original bills of lading to be issued from the drop down menu.

Freight amount

Amount agreed for the freight transport costs.

Inco Terms

From the main shipment entry. The Incoterms that will be printed on the B/L.

Freight payable at:

The location where the freight charges are payable. (according to the Incoterms)

Cargo Insurance covered

A check field to indicate if the shipment is insured.

Date of issue

The date of issue of the bill of lading.

Place of issue

Signature

The name of the agent responsible for issuing the bill of lading.

Synchronize B/L with shipment

This action link will synchronize all the fields in the *General* tab of the Back-to-Back bill of lading with the same fields of the *General* tab of the *General* shipment entry. Any existing data will be lost from the Ocean bill of lading.

OK

Click "OK" to save all the details enter in the house bill of lading and close the house bill of lading editor.

Cancel

Click "Cancel" to discard any details entered in the house bill of lading and close the Ocean bill of lading editor.

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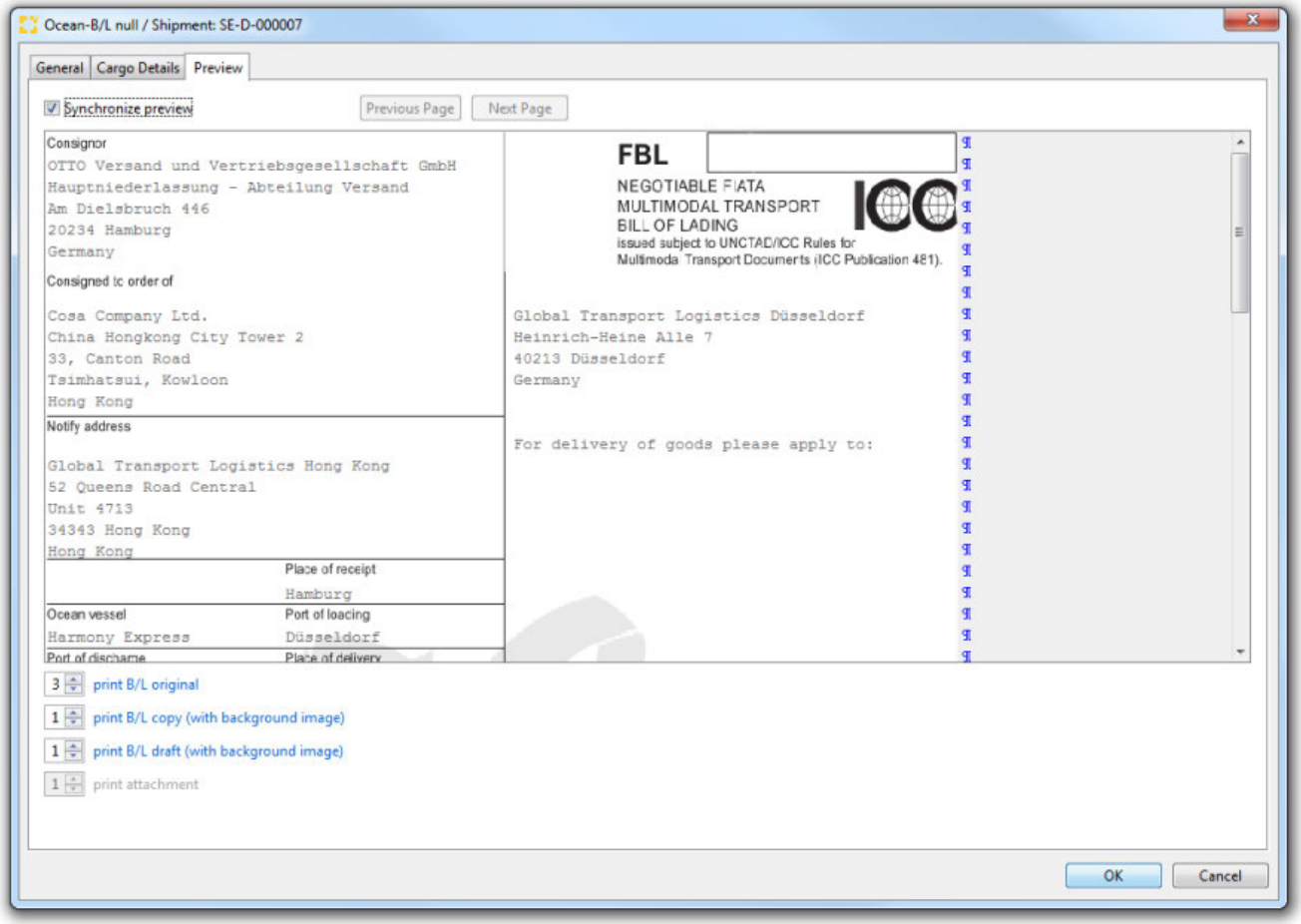
Preview - Ocean BL - General - Back-to-Back - Seafreight Export

- Introduction
- Description

Introduction

The Ocean B/l can be viewed and edited prior to printing in this tab.

Description



Synchronize preview
Previous Page
Next Page
Print B/L original
Print B/L copy (with background image)
Print B/L draft (with background image)
Print attachment
OK
Cancel

Synchronize preview

The initial view of the B/L is generated using the information stored in the *Ocean B/L general* and *Cargo Details* tab. When the synchronize flag is unset, the B/L becomes detached from these tabs and available for editing. Any text may be added to any part of the B/L. On setting the synchronize flag, any edits made to the B/L preview will be lost and the form will again be synchronized with the *House B/L general* and *Cargo Details* tabs.

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Previous Page

scrolls the B/L back one page. Only active for multi-page B/Ls.

Next Page

scrolls the B/L forward one page. Only active for multi-page B/Ls.

Print B/L original

The number of original B/Ls that should print are entered and then select the *print B/L original* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. A blank orginal bill of lading should be ready in the printer when this document is printed.

Print B/L copy (with background image)

The number of copy B/Ls that should print are entered and then select the *print B/L copy* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print B/L draft (with background image)

The number of draft B/Ls that should print are entered and then select the *print B/L draft* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print attachment

The number of copies of attachment documents that should print are entered and then select the *print attachment* action link to generate any attachment docuemnts. These will be visible in the documents tab of the main shipment. This document should print on plain paper. Attachment documents are created when it is desired to print additional B/L details on plain paper.

OK

Select *OK* to save data entered in the Ocean B/L application and exit back to the main shipment.

Cancel

Select *Cancel* to discard data entered in the Ocean B/L application and exit back to the main shipment.

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Pickup Empty Containers - General - Back-to-Back Shipment - Seafreight Exports

- Introduction
- Description

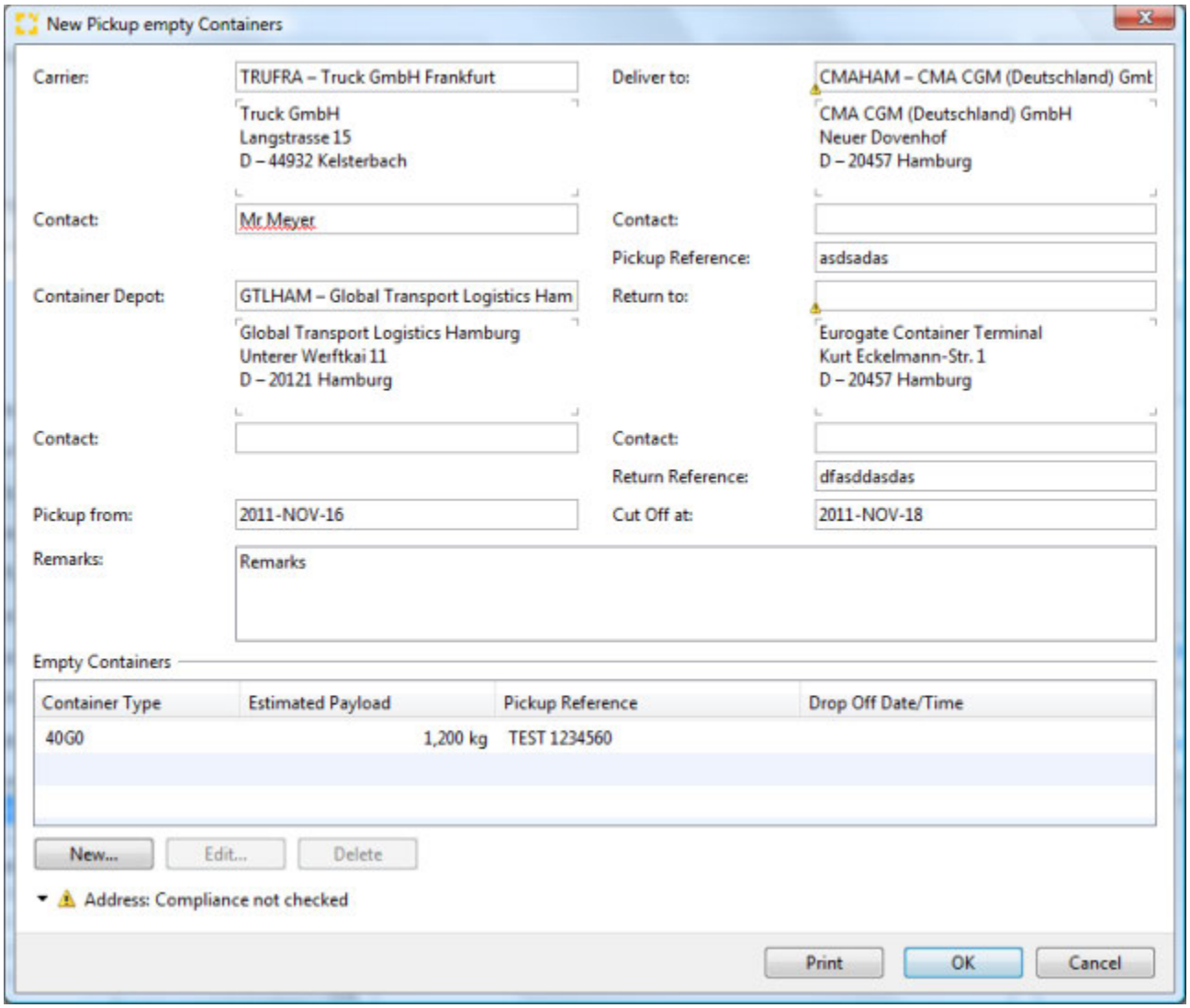
Introduction

Creation of an empty container pick-up order requires the full shipment details have been saved in the "General" tab.

The "Empty Pick-up" order is created by the the forwarding agent and instructs the carrier/trucker where to collect empty containers from and where they should be delivered to.

Description

A pick-up empty containers order" can be created by clicking the blue action link "New-pickup empty containers". This will open the "New Pickup empty Containers" editor.



Carrier

The trucking company who will pickup the containers. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order.

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Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the container pickup.

Container Depot

The address where the containers should be picked up from. The desired address can be located with the search field.

Contact (Container Depot)

The **contact name** for the container depot may be entered or selected from the list of contacts for this partner.

Deliver to

The address to which the containers should be delivered. The desired address can be located with the search field.

Contact (Deliver to address)

The name of the person at the point of delivery who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Pickup Reference

The reference provided by the party supplying the empty containers.

Return to

The address to which the containers should be returned. The desired address can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Contact (Return to address)

The name of the person at the return to address who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Return Reference

The reference used by the **Return to** address to identify the consignment.

Pickup from

The date and time when the empty containers will be available (Date / Time).

Cut off at

The date and time when pickup of the containers expires (Date / Time).

Remarks

Comments or instructions entered in this field will be printed on the container pickup order.

Empty Containers

The empty containers section of the **Pickup empty containers** application displays a summary table of containers on the pickup order. The table is comprised of the following columns:

- **Container type**
  The size and type of container, 20' Dry van container for example
- **Estimated payload**
  The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**
- **Pickup Reference**
  The reference used to identify the container at the pickup point.
- **Drop Off Date/Time**

The Empty container table offers function keys to enable entry of the container details into the table.

New

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generates a popup application to enter new container details

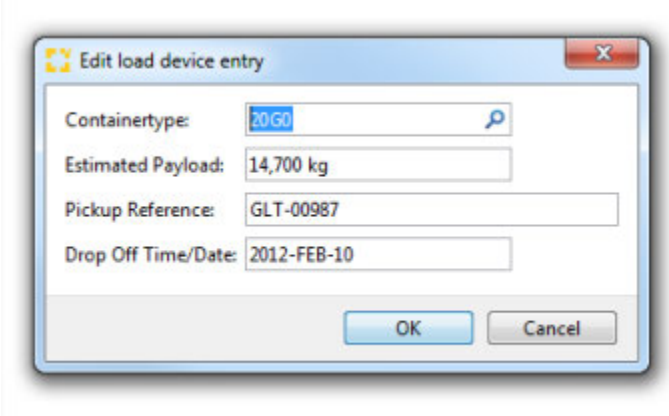
Edit

Opens a popup application to edit the details of the container highlighted in the table.

Delete

Deletes the container highlighted in the table

New Load device entry



On selecting **new** or **edit** in the empty container table, the **New load device** application appears to allow entry or editing of containers:

Container type

The size and type of container, 20' Dry van container for example. This is a container type search field that will only allows existing container types stored in the container types database.

Estimated payload

The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**

Pickup Reference

The reference used to identify the container at the pickup point.

Drop Off Date/Time

Date and time the container should be dropped of. This is a data and time field and the drop down menu provides a calendar.

Print

Print the container pick-up order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the container pick-up order.

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Goods - Single FCL - Seafreight Export

- Introduction
- Description

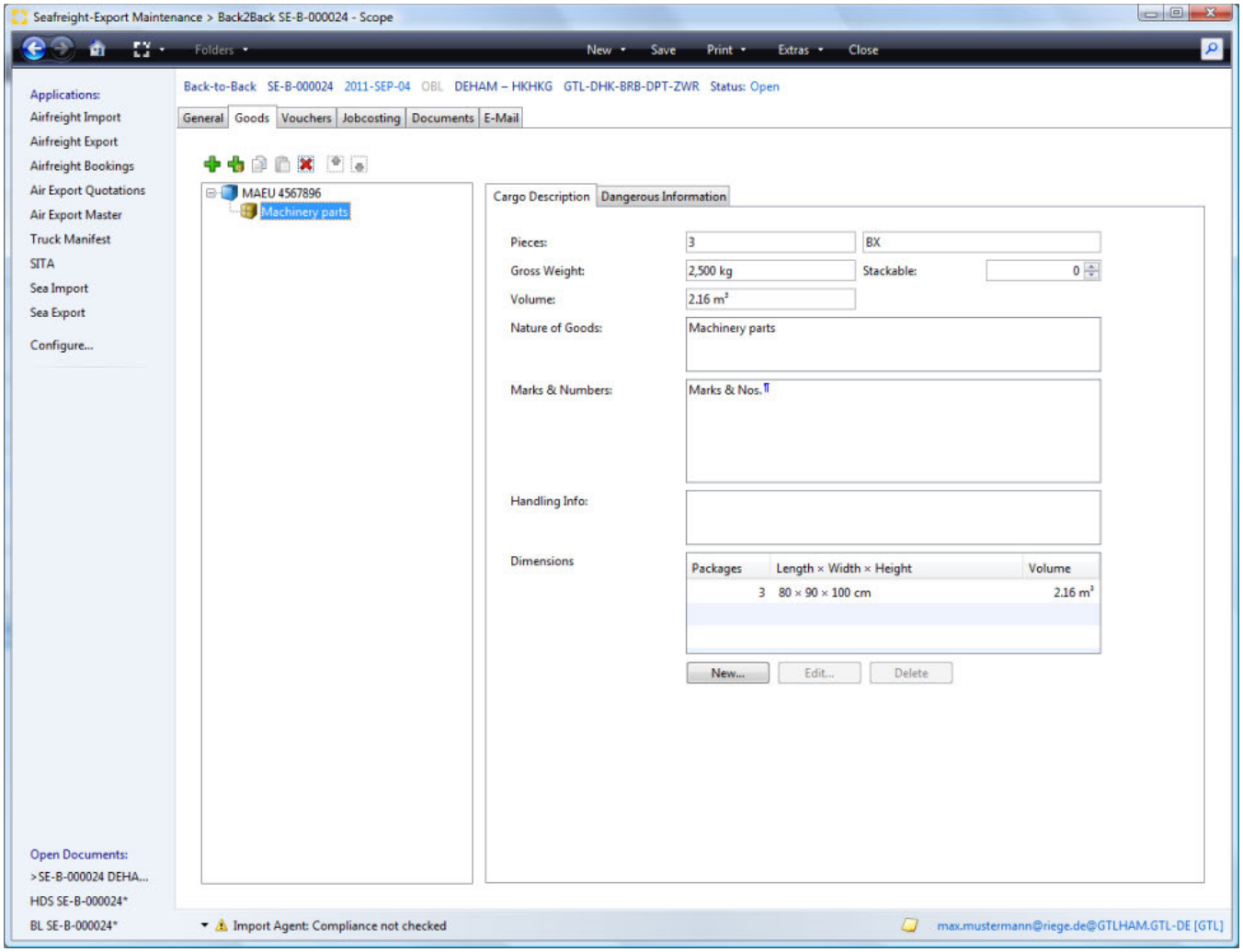
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment
LCL or Breakbulk Back-to-Back shipment
FCL Shipment
- Number
- Unknown
- Shipper's owned
- Seal
- Type

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Inner Size (LxWxH)
Remarks
Total pieces
Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Adds a new piece of cargo
	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

LCL or Breakbulk Back-to-Back shipment

When the Back-to-Back shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the  icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

FCL Shipment

If the cargo is to be shipped containerized then the container details must be added using the  icon. This will open a container entry screen on the right where the full container details are recorded. On completion of the container details, at least one cargo item must be added to the container using the  icon.

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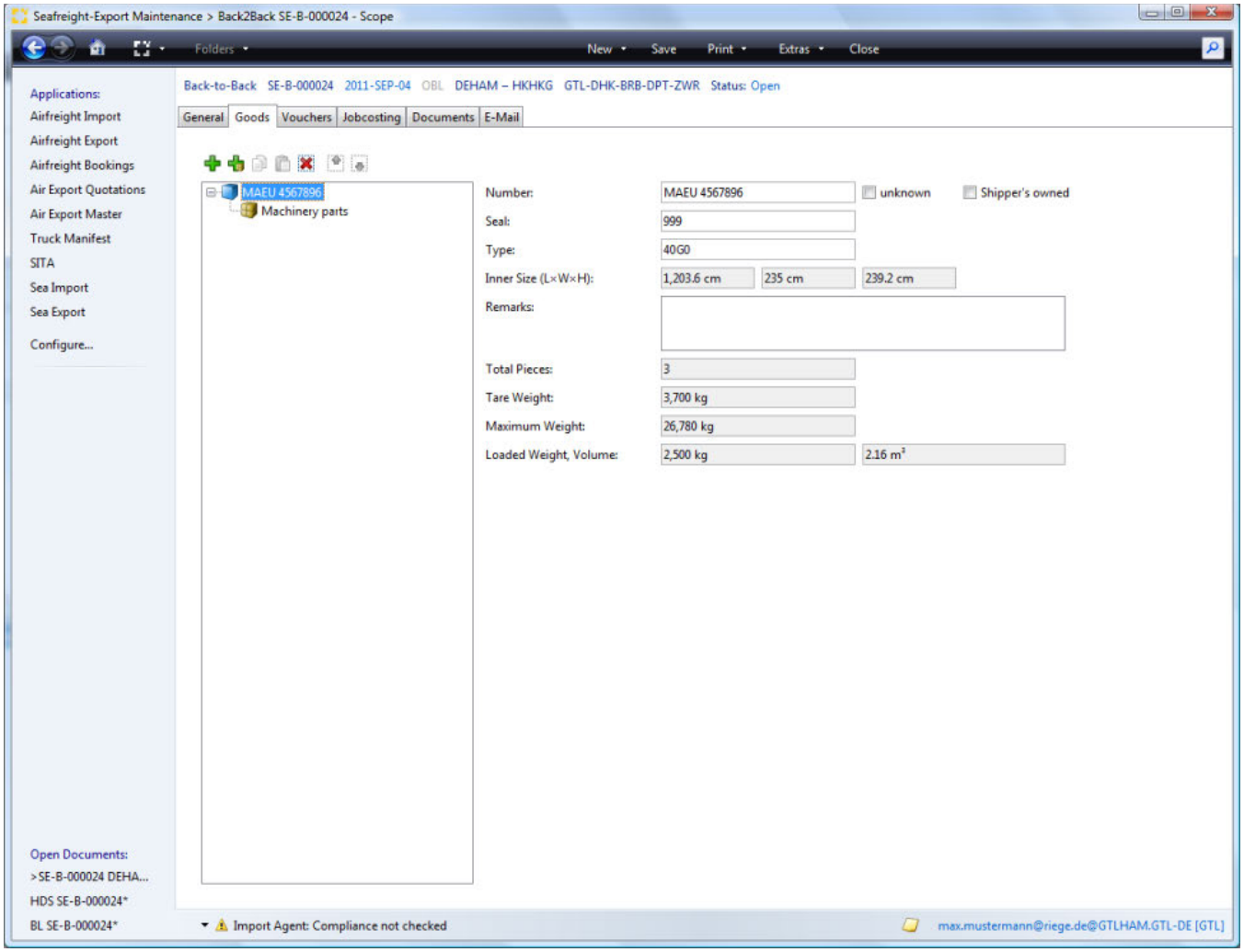

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

If the "Unknown" box is checked, then the container number can be left empty.

Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Remarks

Any remarks particular to this container

Total pieces

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The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargoe items:

- Cargo Description - Goods - Single FCL - Seafreight Export*
- Dangerous Goods Information - Goods - Back-to-Back Shipment - Seafreight Export

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Cargo Description - Goods - Single FCL - Seafreight Export*

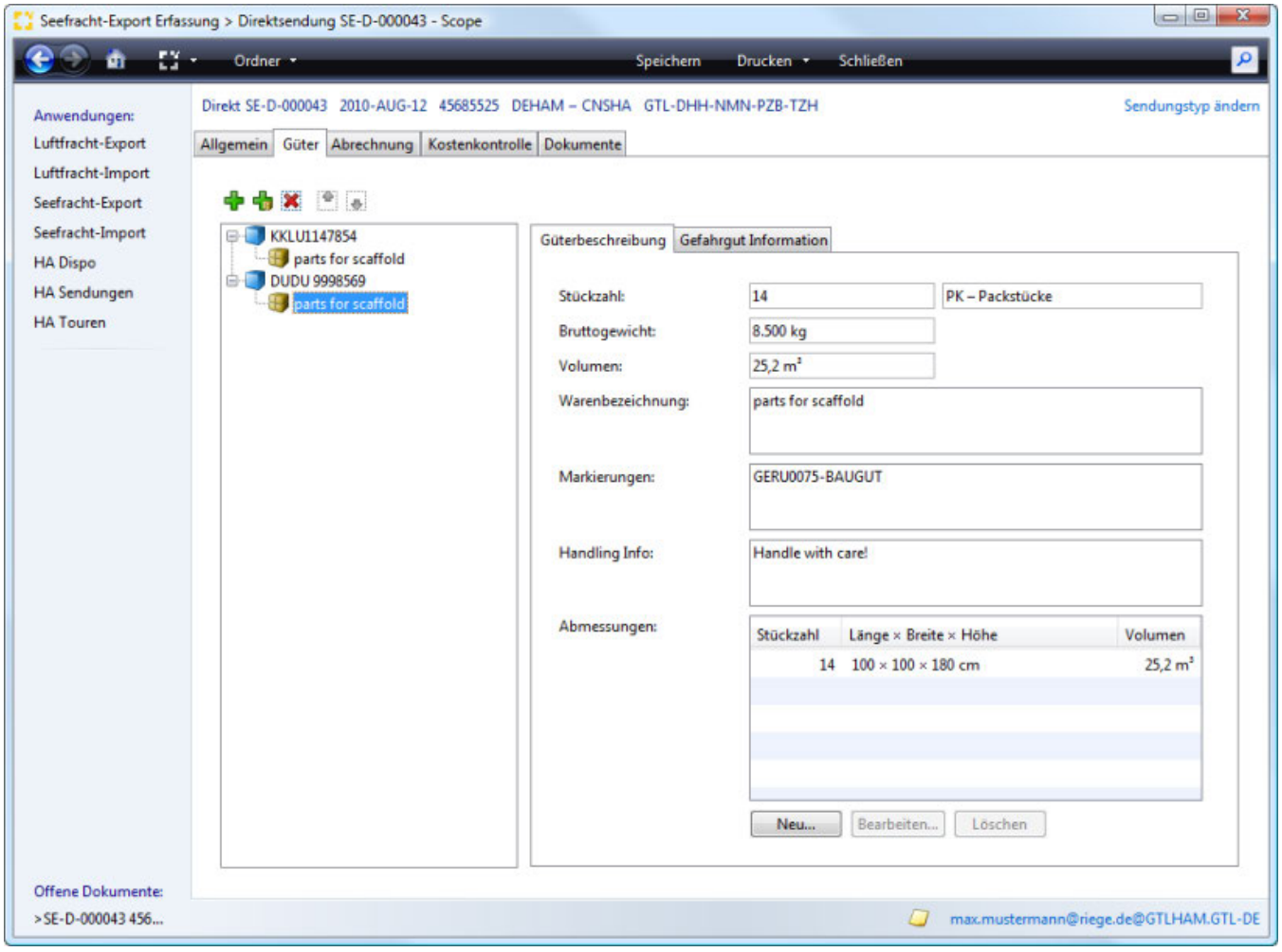
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

Pieces

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The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.

? Unbekannter Anhang

Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

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Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - Back-to-Back Shipment - Seafreight Export

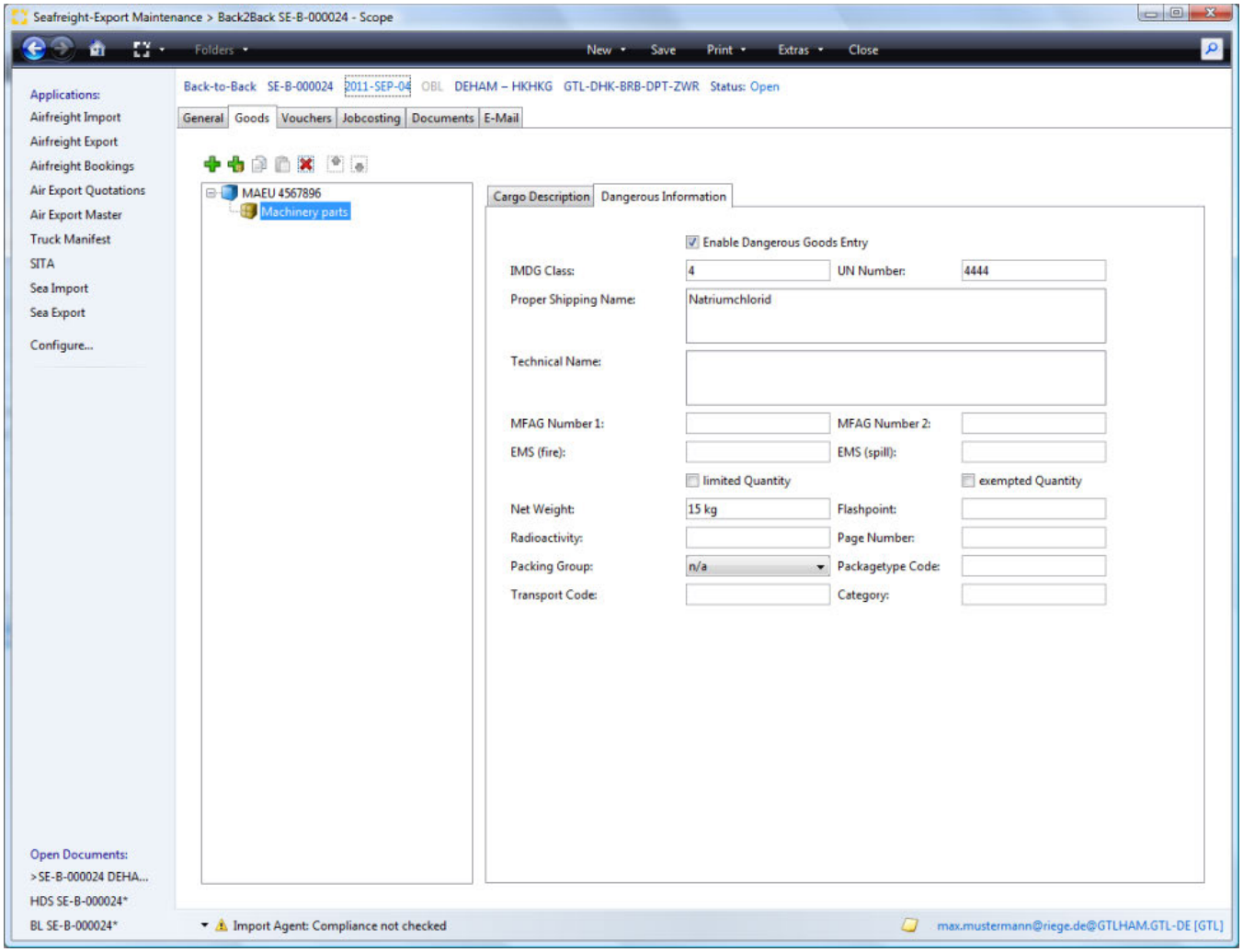
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight

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Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

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The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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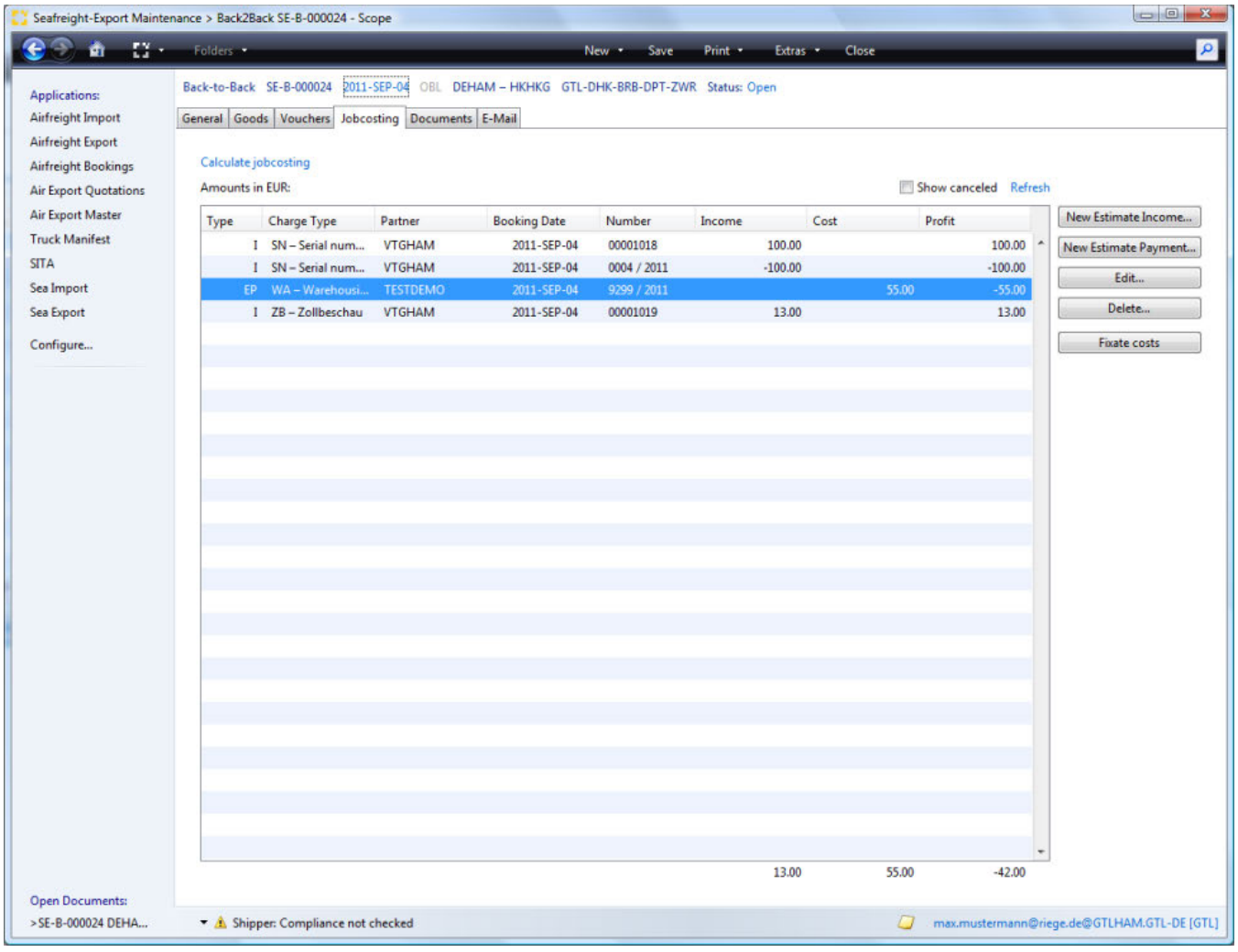
Jobcosting - Back-to-Back Shipment - Seafreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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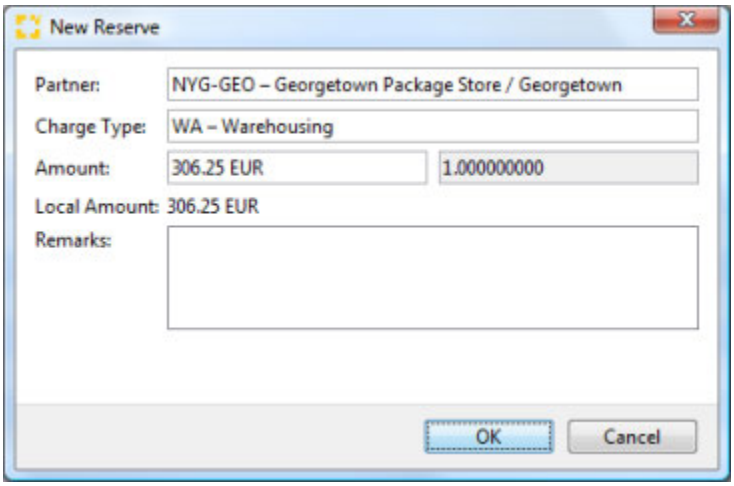
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - Back-to-Back Shipment - Seafreight Export

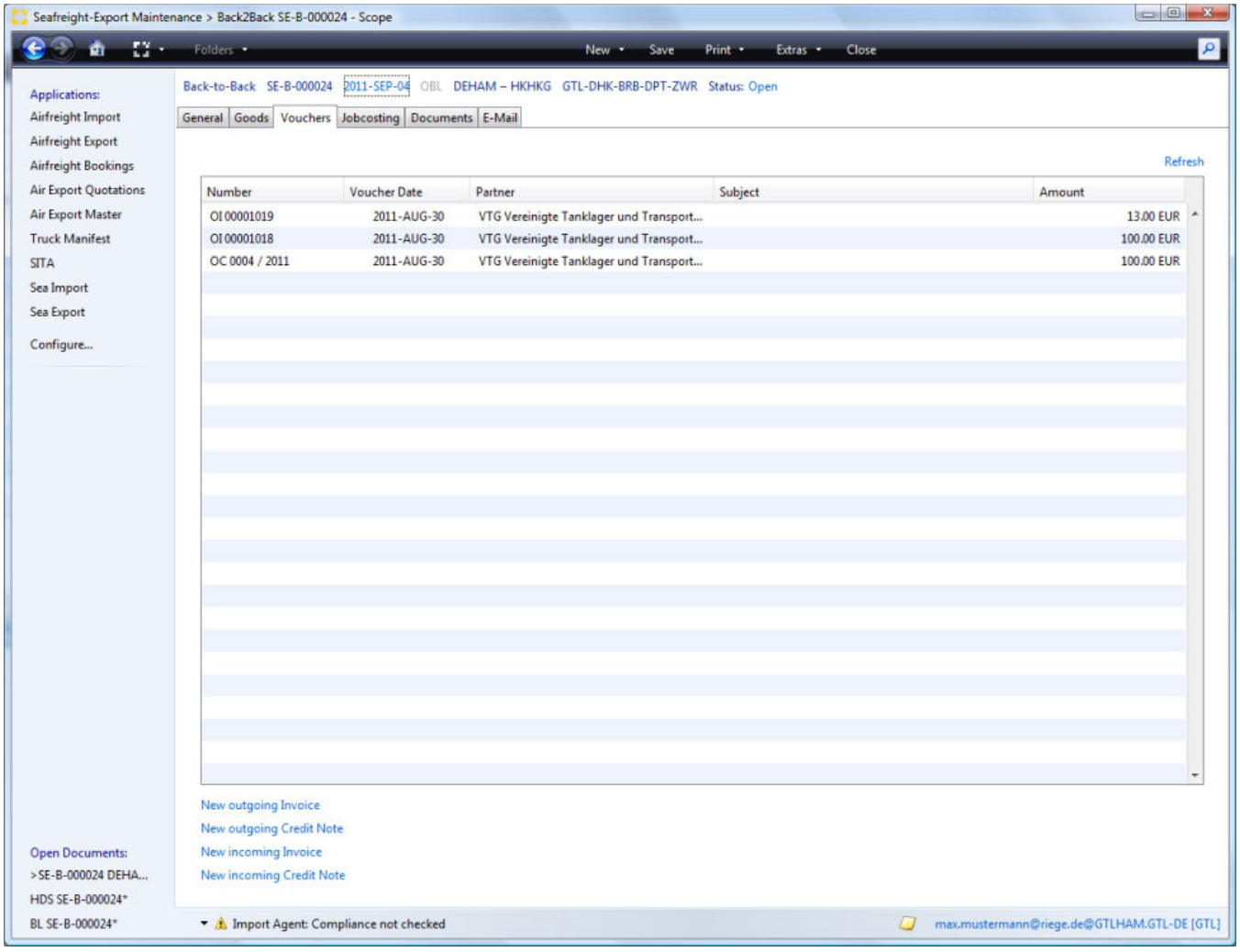
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



- Main menu bar and title bar
- Overview
- New Outgoing Invoice
- New Outgoing Credit Note
- New Incoming Invoice
- New Incoming Credit Note
- Refresh
- Table columns
  - Number
  - Voucher Date
  - Partner
  - Subject
  - Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Single Shipment - Seafreight Export

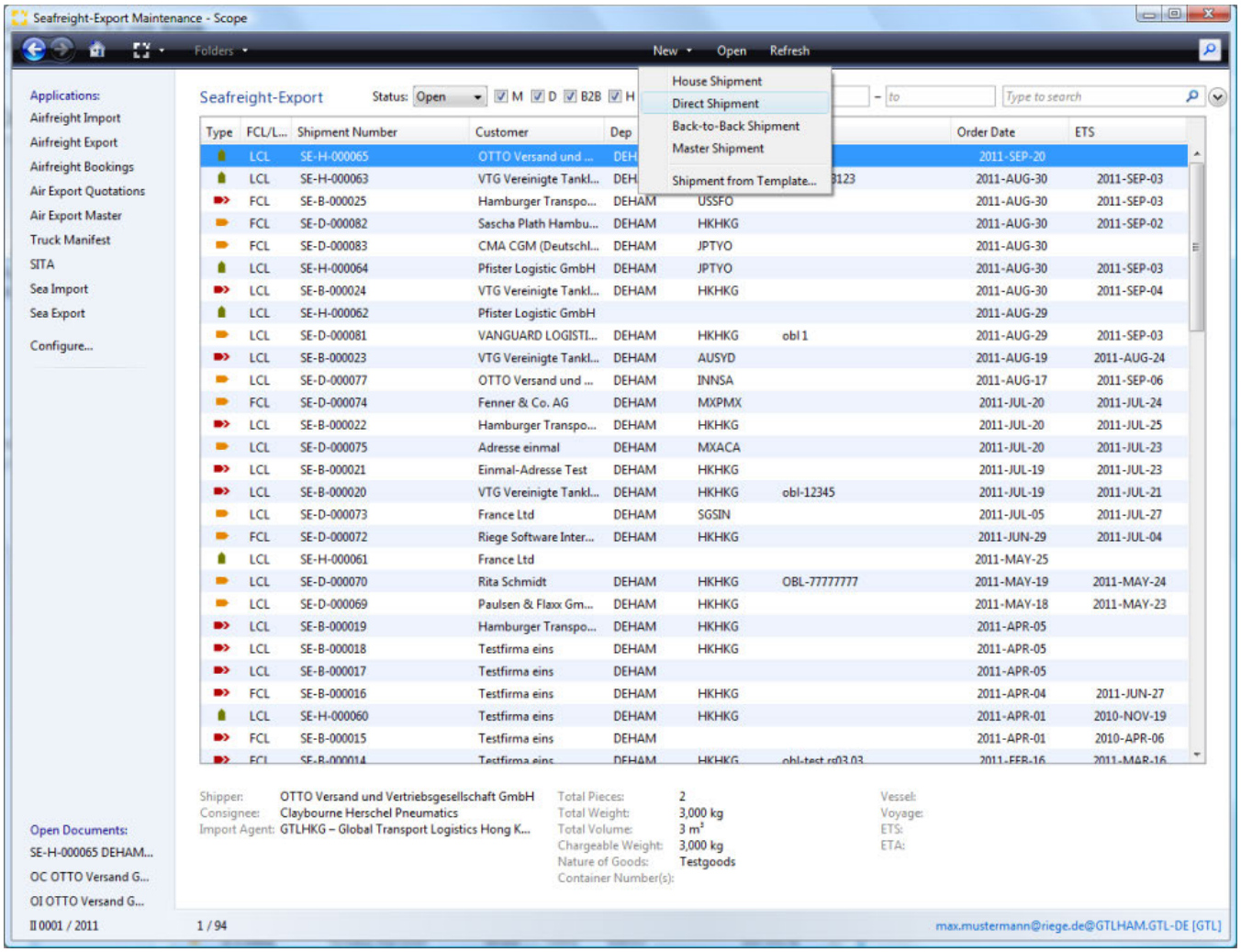
- Introduction
- Description

Introduction

A direct shipment may be either an LCL or FCL shipment, or it may be a breakbulk shipment or a ro-ro shipment. There is no house B/L issued for a direct shipment, instead a single ocean B/L or Marine Bill of lading is issued. In addition there is no import agent for a direct shipment since management of the goods on arrival is handled by the Carrier. This application allows the collection of all information for the creation of a direct shipment, generation of documentation of communication of data to partners and authorities.

Description

Create a direct shipment by clicking the "New" option on the Scope menu bar and from the list of shipment types select "Direct". This will open the direct shipment "General " tab.



The following tabs are availble to create direct shipment details:

- General
- Goods
- Vouchers
- Jobcosting
- Documents
- E-mail

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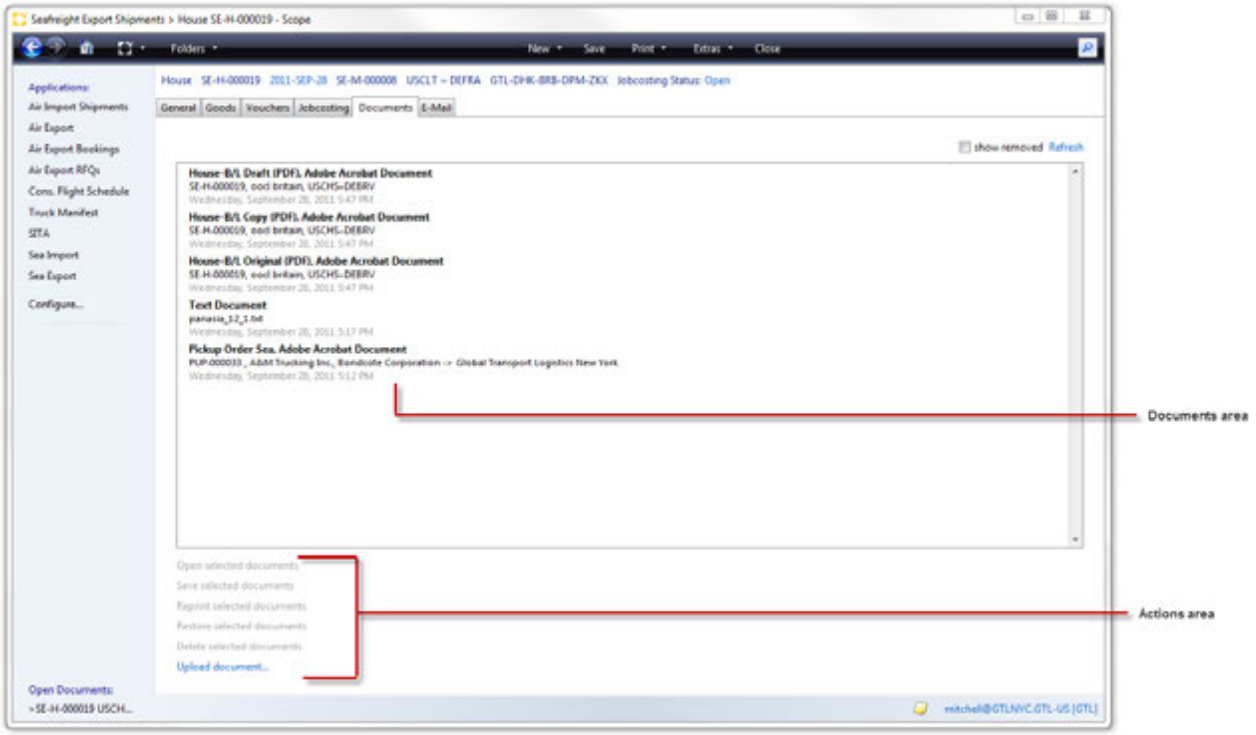
Documents - Direct Shipments - Seafreight Export

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, House B/L's, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats, and view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

Open selected documents

Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

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Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.

Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

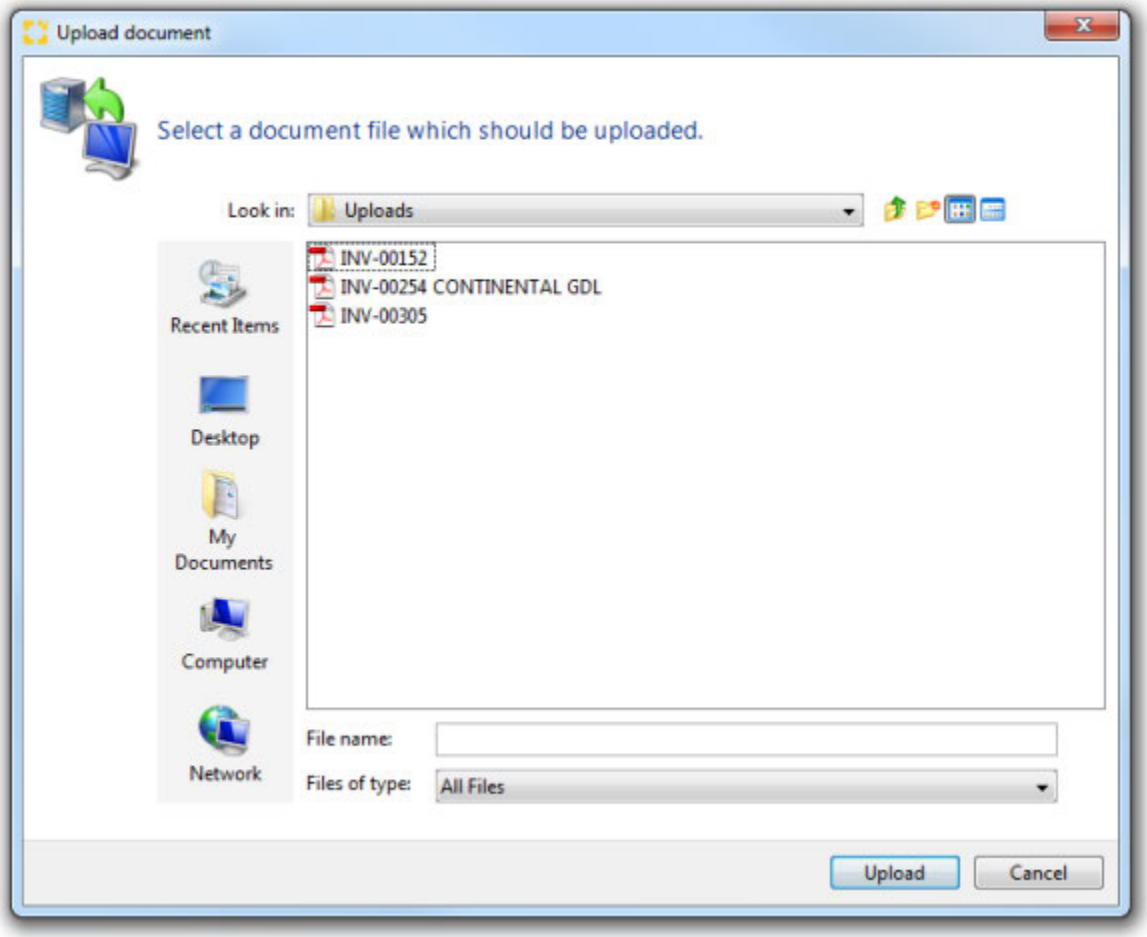
Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



Update

Updates the current list of documents.

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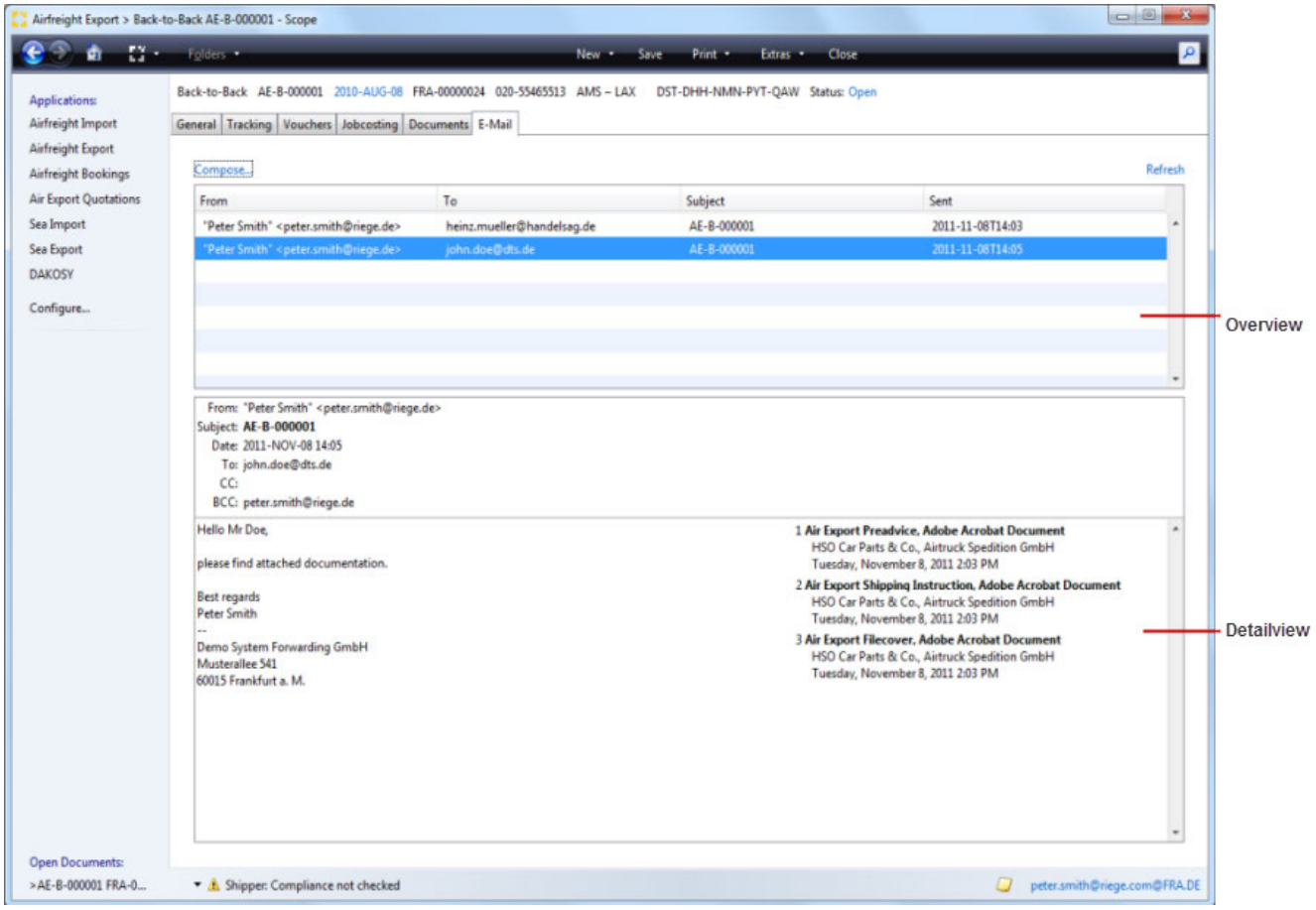
E-Mail - Direct Shipment - Seafreight Export

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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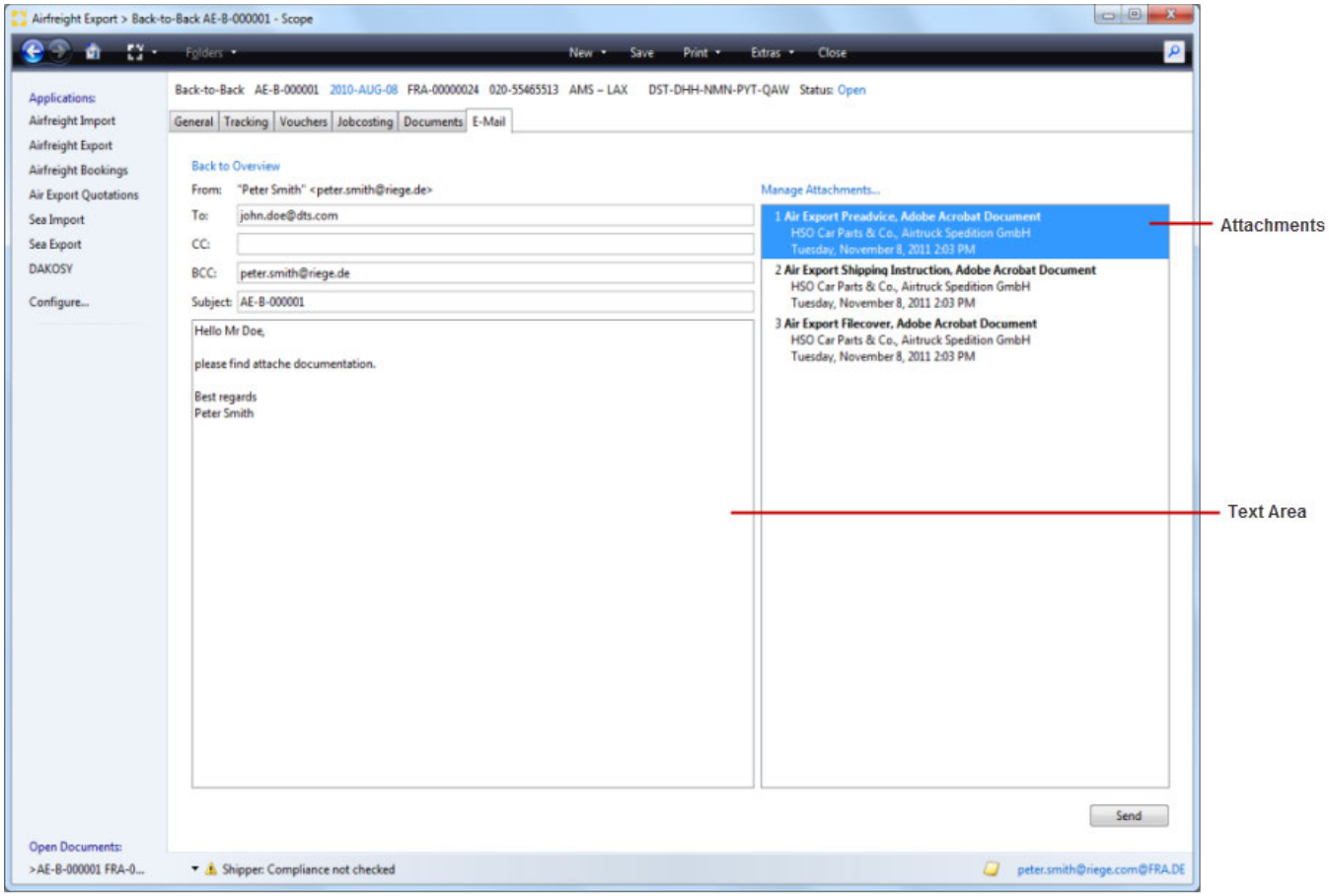
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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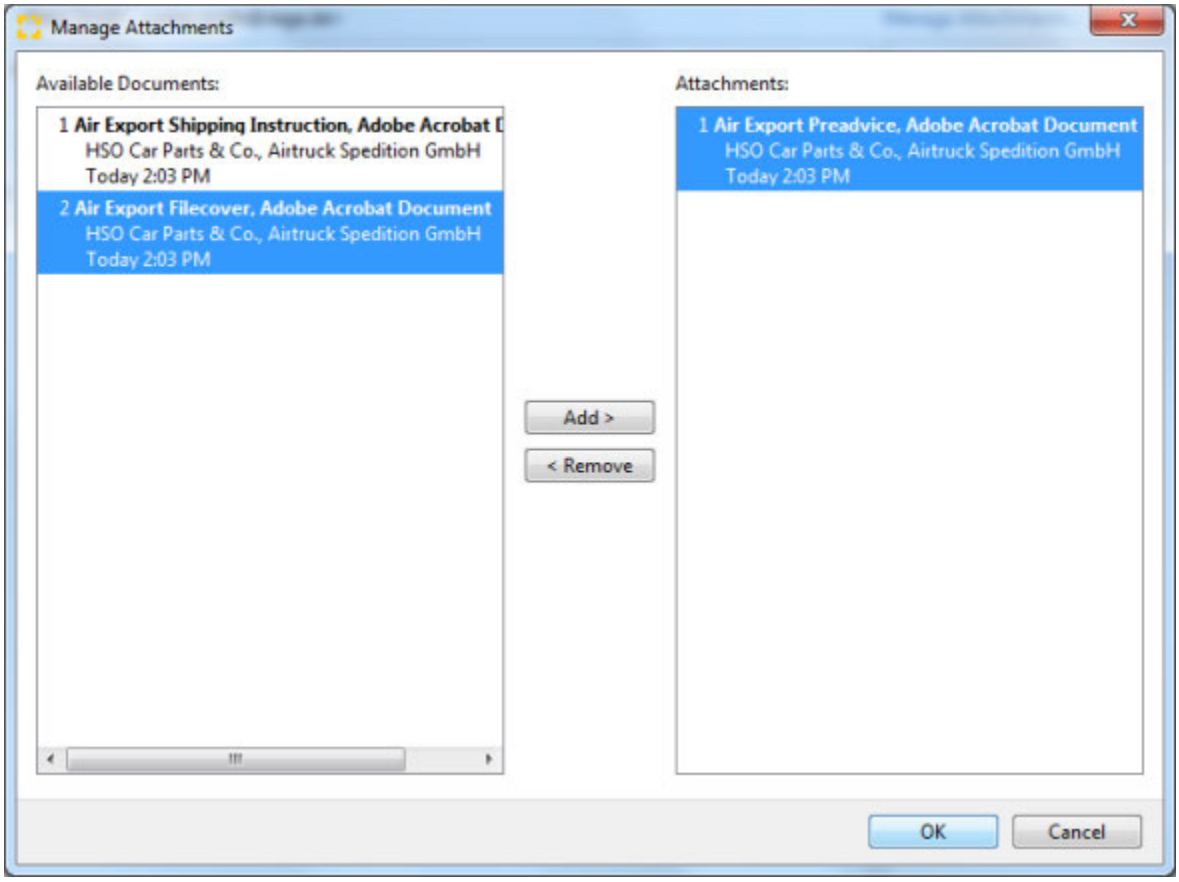
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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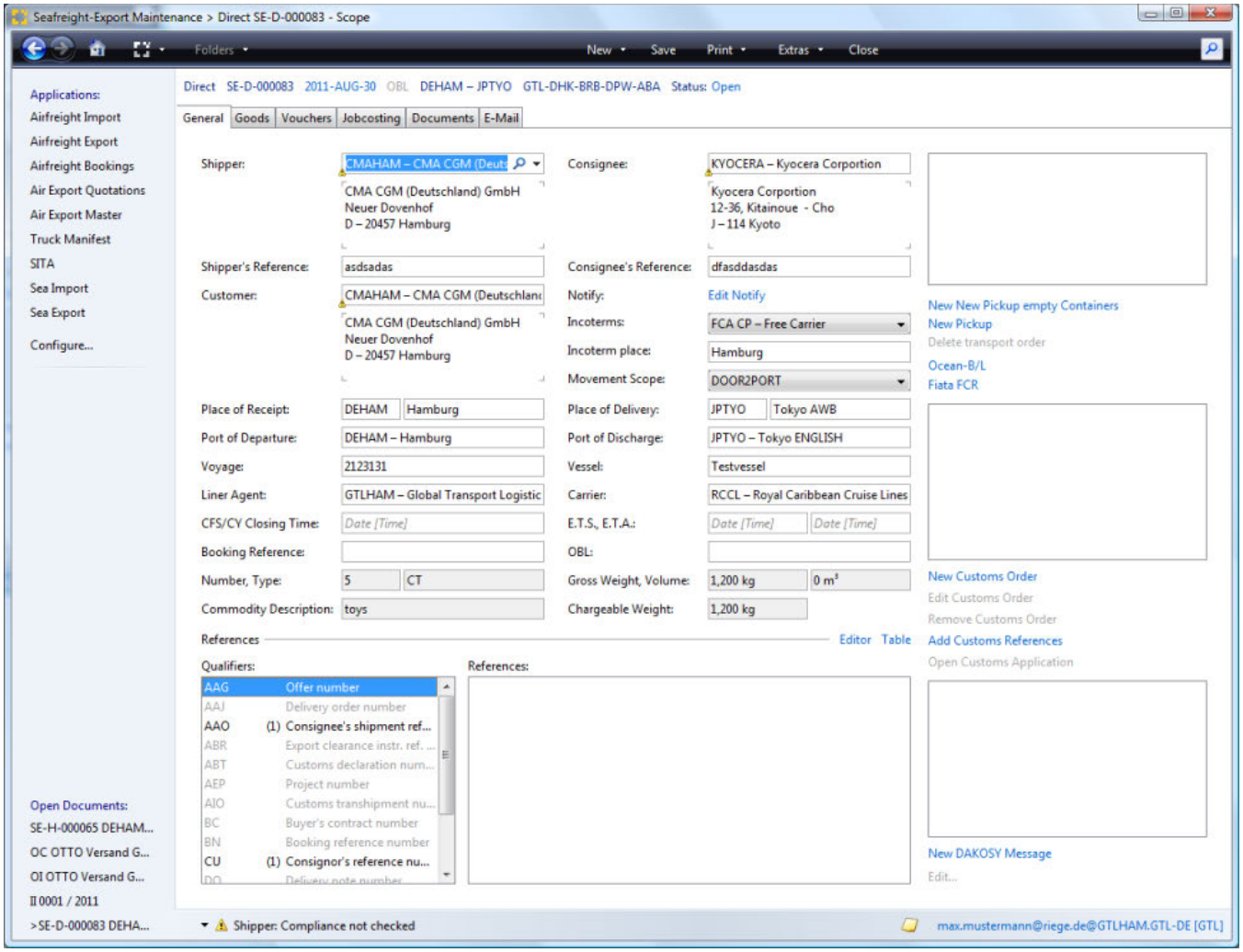
General - Direct Shipment - Seafreight Export

- Introduction
- Description

Introduction

The "General" tab of the direct shipment captures the parties involved in the shipment, the transport details, summary of the cargo and shipment references. From this tab transport orders can be created, bills of lading generated and customs information entered and in some cases transmitted to customs. On saving the information in this tab, a unique shipment number (USI) will be issued for the shipment.

Description



- Application actions
  - New
  - Save
  - Print
  - Extras
  - Close
- Title Bar
- Tabs
- Application area
  - Shipper
  - Consignee
  - Shipper's Reference
  - Consignee's Reference
  - Customer

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Notify
Incoterms
Incoterms place
Movement Scope
Place of receipt
Place of delivery
Port of departure
Port of discharge
Voyage / Sailing Schedule
Vessel
Liner Agent
Carrier
CFS/CY Closing time
E.T.A.
Booking reference
OBL number
Number, Type
Gross Weight, Volume
Commodity Description
Chargeable Weight
Reference
Documents
New pick-up order
New Pickup empty containers
Delete transport order
Ocean=B/L
Fiata FCR
Message - Area
New Customs Order
Edit Customs Order
Shipment Note

Application actions

In the Scope title bar, various overall functions are available:

New

If sufficient data about the direct shipment has been entered and saved, the "New" option allows:

- Create a new pickup order
- Create a new pickup order for empty containers
- New Customs order

Save

When all mandatory fields for a direct shipment have been entered it is possible to save the direct shipment. At this point a USI is issued.

Print

When the direct shipment is saved this option will allow printing of:

- File cover
- Booking confirmation
- Preadvise
- Shipping advise
  - For shipper
  - For consignee
- Export declaration
- B/L instructions

Extras

When the direct shipment is saved, use the extras option for:

- Create a template (the shipment is used as a template for further shipments)
- Change shipment type - it is only possible to change a direct shipment to a house shipment or a back-to- back shipment.

Close

Close the shipment without saving or further action. If there is unsaved data, a dialogue will appear confirming if unsaved data should be discarded.

Title Bar

Above the shipment tabs the title bar appears. This summarizes the details of the shipment and offers further actions:

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- **Shipment type**
  This will be "Direct" indicating a direct shipment.
- **Shipment number**
  This unique number (USI) is generated on first saving the shipment. Prior to saving it will display the greyed text *direct shipment*. After saving the shipment number will be generated in the format of the 2 digit mode "SE" (Sea Export) followed by the 1 digit shipment type "D" (Direct) followed by a 6 digit shipment number.
- **Service date**
  If an estimated sailing date is present on first saving, this will be the service date. If not present then the current date will be used.
- **OBL Number**
  The OBL of the direct shipment
- **Depart and destination port codes**
- **Internal USI**
- **Status**
  The status will be "Open" until the shipment is billed. By clicking this item the shipment can be manually closed.

Tabs

All available tabs are displayed. The focus will be on the open tab.

Application area

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Shipper's Reference

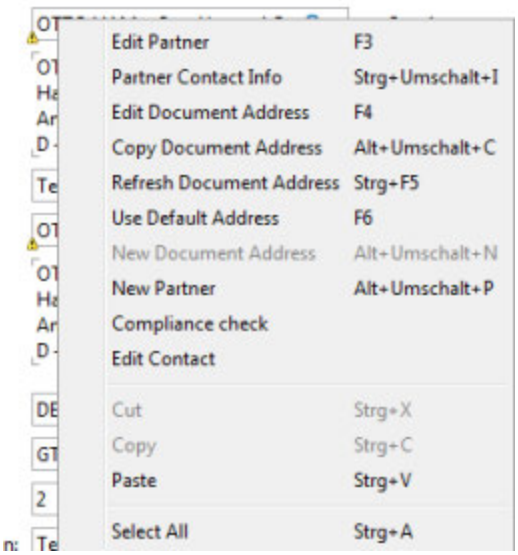
References used by the shipper to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *R eferences* section of the general tab.

Consignee's Reference

References used by the consignee to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *References* section of the general tab.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



Edit Partner

Opens the business partner editor , where the partner can be edited.

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Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

New Partner

The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

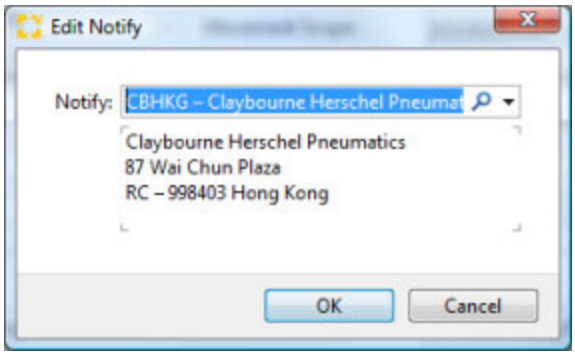
Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

Notify

The Notify ("to be notified") is the party to be notified when the shipment arrives in the port of discharge. The Notify can also be the consignee. The notify is entered by clicking the blue action link "Edit Notify". This opens a dialog window in which notify party is recorded.



The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to

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CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Incoterms place

The place name referenced by the incoterms.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Voyage / Sailing Schedule

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the sailing schedule or use the F3 function key.

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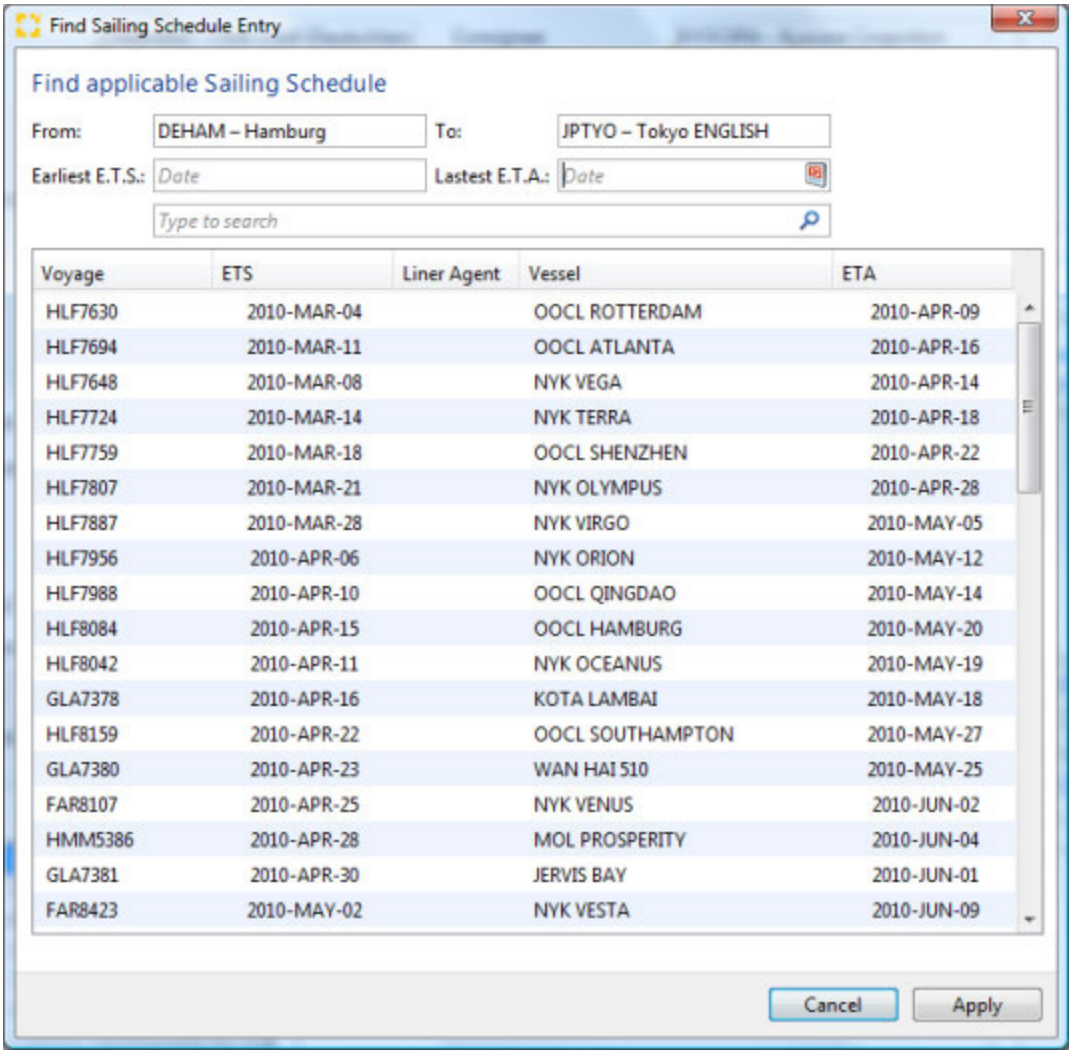

From

The port the cargo will depart from

To

The port the cargo will arrive at

Earliest E.T.S.

The earliest estimated sailing date the cargo can depart.

Latest E.T.A.

The latest estimated date of arrival for the cargo.

Type to search

Use the search function to enter search terms that will narrow down the list of possible sailings.

Cancel

Cancels selection of a sailing without further action

Apply

Applies the select sailing to the shipment and writes the folling information to the shipment:

Sailing Schedule information:

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Voyage (Voyage Number)
Vessel
Line Agent
Carrier
Port of Loading
Port of Discharge
E.T.S. = Estimated Time of Sailing
E.T.A. = Estimated Time of Arrival

Vessel

The vessel on which the goods will be loaded.

Liner Agent

The agent of the steamship line to whom the goods will be delivered for export. Only carrier addresses will be available using the search field

Carrier

The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier and should appear automatically when the "liner agent" is entered.

CFS/CY Closing time

The date and time the container freight station or container yard cease accepting new cargo for the voyage selected. This is a date and time field, use the drop down option to select from the calendar

4. E.T.S.

The estimated sailing date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

E.T.A.

The estimated arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Booking reference

This is the reference issued by the carrier to identify the goods and confirm their acceptance for the sailing. This reference is often used prior to the issue of an OBL number.

OBL number

The ocean bill of lading number issued by the carrier.

Number, Type

In the left field the number of packages will be entered. In the right field the packing type is entered (cardboard boxes, pallets, crates ...). The available packing types are maintained in the master data packing types maintenance program . The total entered in these fields defaults to the "goods" tab automatically, and further details about the goods may be entered there.

Gross Weight, Volume

The gross weight of the shipment. This is defaulted in kilograms (kg). If the symbol "kg" is changed to "lb", the total will automatically convert to "kg". In the right pane the total cubic volume i record. This will default to cubic meters (m3). If the symbol "m3" is changed to "CFT" the figure is assumed to be in cubic feet and will automatically convert to "m3"
The data entered in these fields automatically transfers to the to the "goods" tab.

Commodity Description

A short description of the goods. This is a brief synopsis of the goods to be transported. The data entered in this fields automatically transfers to the to the " goods" tab.

Chargeable Weight

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This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

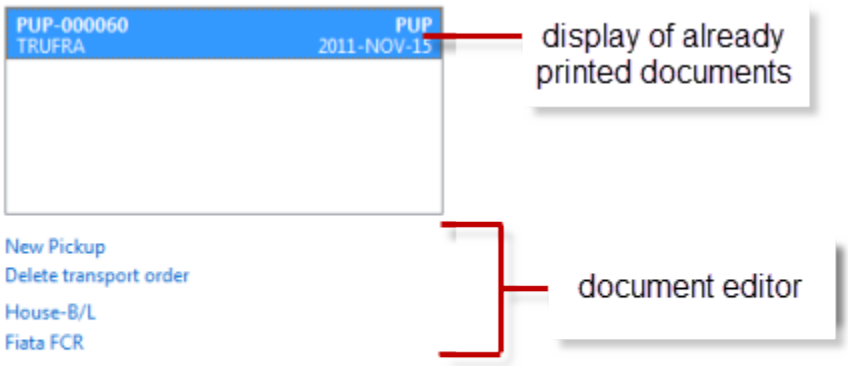
Reference

The various reference numbers for the shipment are entered here using the references application

Documents

To the right of the "General tab" is an area that provides action links to create various Scope documents and any existing documents are shown. In general all documents created in scope are output to PDF file and are shown in the *"Documents tab*.

To create a document, the mandatory data of *General tab* must be completed and saved. Once saved, the gray links transform to blue action links and when clicked launch the appropriate editor to create the document.



New pick-up order

Once the data has been stored, a new pick-up order can be created. This order gives the trucking companies all the necessary instructions to pick up the shipment at the shipper or his loading point transport the cargo to a Container freight station or container yard.

Launch the editor by clicking the blue action link "New pickup".

New Pickup empty containers

This action link launches an application that allows the user to arrange the pickup and delivery of empty containers.

Delete transport order

Existing pick_up orders or empty container orders will appear in the right hand table of pickup orders. Any of these can be deleted by highlighting them and selecting the *Delete transport order* action link.

Ocean=B/L

An ocean B/L is either an original or non-original (express cargo bill / waybill/ seawaybill/Express B/L) issued by the carrier or their agent. Click the action link to open the editor for creating an Ocean B/L.

Fiata FCR

Click the action link to open the FIATA FCR editor to create a FIATA forwarders certificate of receipt.

Message - Area

The message area displays and allows creation of electronic export information to customs.

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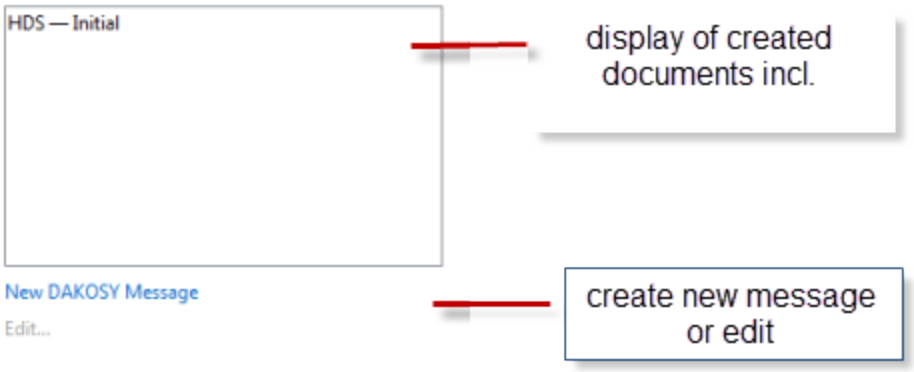

All customs entries manually created or transmitted electronically to customs are displayed in the upper field. The current status of the entry is displayed to the right of the entry type.

New Customs Order

This function is available after entering and saving the important shipment data. By clicking on action link "New Customs Order" a pop-up window will appear where the user may define the kind of message they wish to create.

Edit Customs Order

Once a customs entry has been created, it appears in the list of customs entries. By highlighting the desired entry in the list and then selecting the action link *Edit Customs Order*, the existing entry may be reopened for alteration.

Shipment Note

By clicking on the note icon, the user can see notes already created for this shipment. A window opens and displays all existing notes. Further notes can be created or an existing note may be modified.
For each note there are three possible priority classifications available: red dot means **high**, yellow spot **moderate** and a note without a dot is **low** priority.
An expiration date for the notes will be created and will appear on the note.

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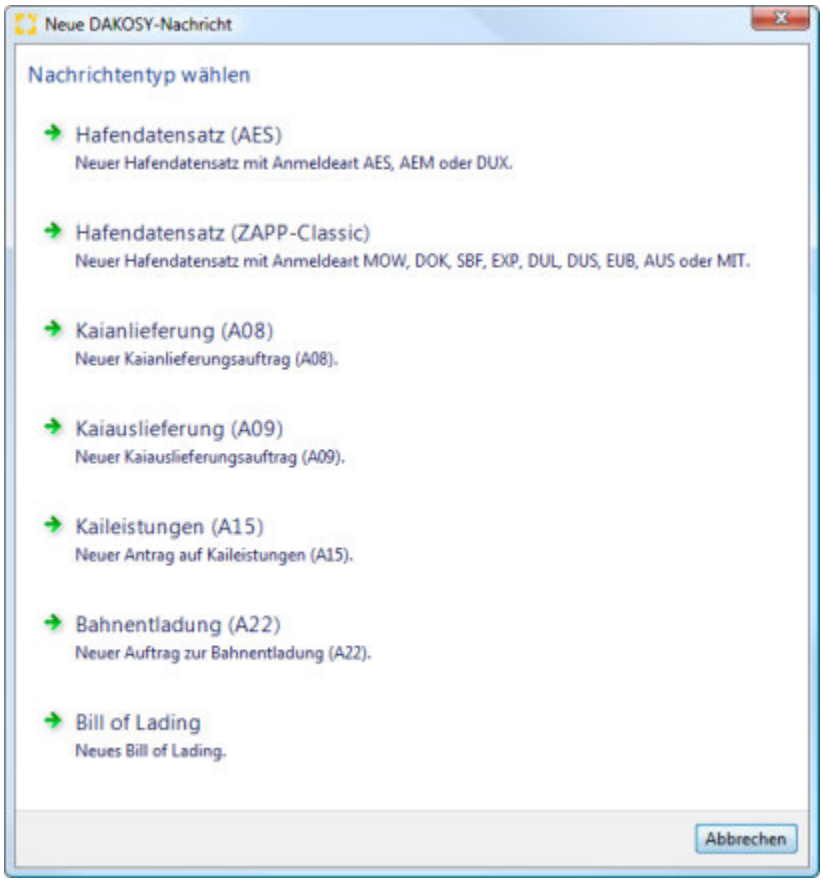
DAKOSY - New Message - General - Direct Shipment - Seafreight Export

- Einleitung
- Beschreibung

Einleitung

Für eine neue DAKOSY-Nachricht stehen dem Anwender 7 verschiedene Optionen zur Auswahl: Hafendatensatz (AES), Hafendatensatz (Classic), Kaianlieferung (A08), Kaiauslieferung (A09), Kaileistungen (A15), Bahnentladung (A22) und Neues Bill-of-Lading. Über das Dakosy-Modul kann die Ausgangszollabfertigung über den Hamburger Hafen sowie der gesamte Hafen-Datenverkehr (zu Reedereien, Packschuppen, Terminals usw.) abgefertigt werden, sofern die Beteiligten ebenfalls an DAKOSY angebunden sind. Beim Klicken auf die Schaltfläche "Neue DAKOSY-Nachricht" öffnet sich für den Benutzer ein Auswahlfenster.

Beschreibung



Hafendatensatz (AES)
Hafendatensatz (ZAPP-Classic)
Kaianlieferung (A08)
Kaiauslieferung (A09)
Kaileistungen (A15)
Bahnentladung (A22)
Bill of Lading

Hafendatensatz (AES)

öffnet den Editor zur Erstellung eines neuen Hafendatensatz für das AES/AEM-Verfahren.

Hafendatensatz (ZAPP-Classic)

öffnet den Editor zur Erstellung eines neuen Hafendatensatzes für alle Ausfuhrverfahren außer AES/AEM/SAC.

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Kaianlieferung (A08)

öffnet den Editor zur Erstellung einer neuen Kaianlieferung für den Kaianlieferungsantrag.

Kaiauslieferung (A09)

öffnet den Editor zur Erstellung einer neuen Kaiauslieferung für den Kaiauslieferungsantrag.

Kaileistungen (A15)

öffnet den Editor zur Erstellung eines Kaileistungsantrages für die Kaileistung.

Bahnentladung (A22)

öffnet den Editor zur Erstellung einer Bahnentladung - Neue Dakosy-Nachricht - Allgemein - Direktsendung - Seefracht Export] für die Bahnentladung.

Bill of Lading

Die Auswahl "Neues Bill of Lading" öffnet einen Editor zur Erstellung des Ocean Bill of Ladings

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Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Die Scope-Funktion "Neues Bill of Lading" beinhaltet das Erstellen und Senden von B/L-Instruktionen via Dakosy an den Verlader zur Erstellung eines Bill of Lading.

Beschreibung

Um neue B/L-Instruktionen zu erstellen, klicken Sie einfach die auf "Neues Bill of Lading". Es öffnet sich der B/L-Editor mit folgenden Reitern:

- Allgemein
- Sendungsdaten
- Güter
- Dokumente

Anleitungen

Fragen

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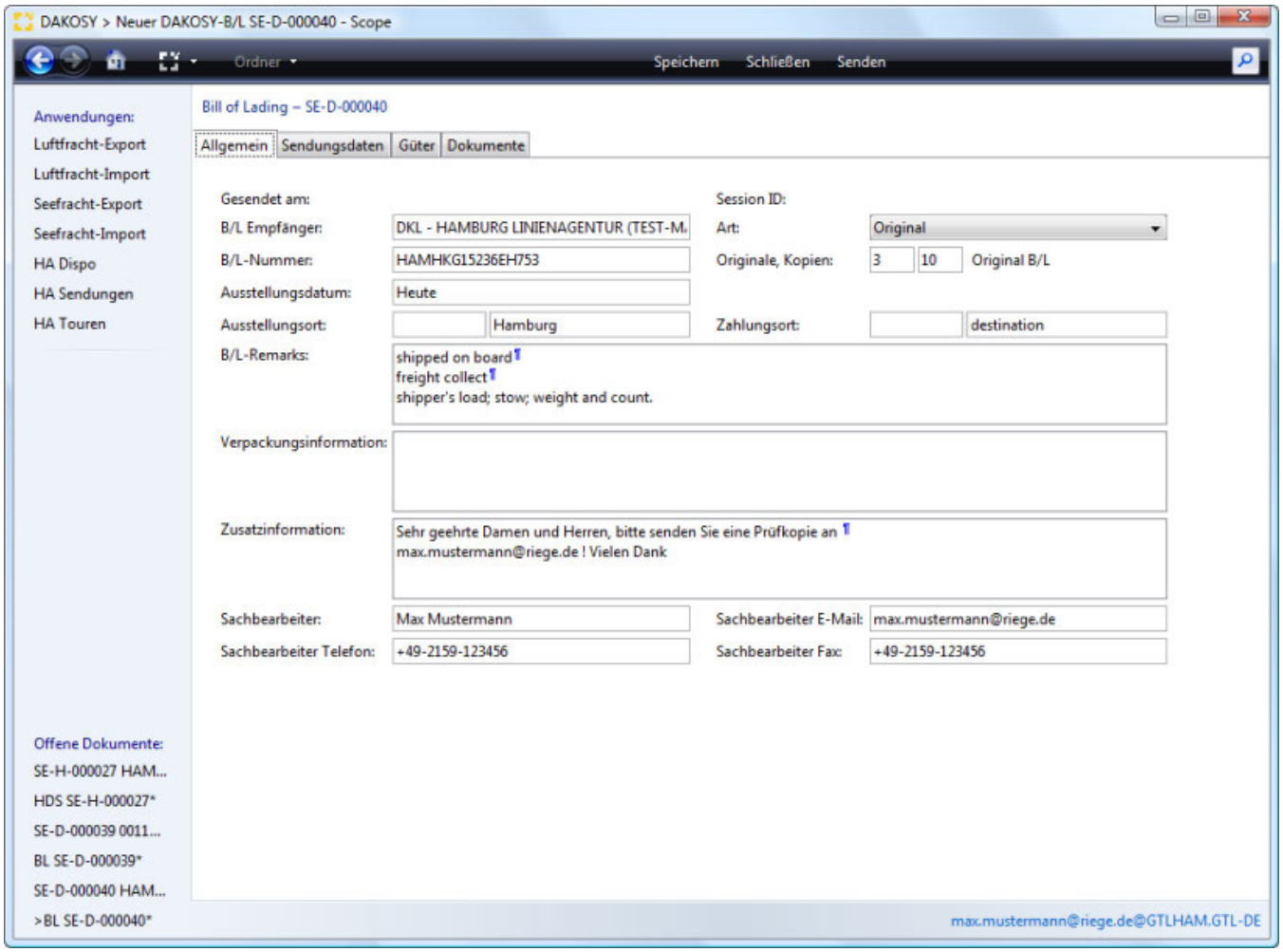
Allgemein - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter "Allgemein" werden alle allgemeingültigen Daten zur Versendung und Verarbeitung der Dakosy-Nachricht durch die Reederei erfasst.

Beschreibung



Gesendet am
Session ID
B/L-Empfänger
Art
Buchungsnummer
Originale, Kopien
Ausstellungsdatum
Ausstellungsort
Zahlungsort
B/L-Remarks
Verpackungsinformation
Zusatzinformationen
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon

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Sachbearbeiter Fax

Gesendet am

Datum und Uhrzeit der Nachrichtenübertragung an Dakosy (das Feld wird automatisch gefüllt).

Session ID

Identifikationsnummer der Nachrichtenübertragung

B/L-Empfänger

Dakosy-Code und Empfänger der Nachricht.

Art

Art der Nachrichtenübertragung. Zur Auswahl stehen Erstübertragung und Ersetzung. Die Erstübertragung (Original) wird verwendet zur erstmaligen Sendung der Nachricht an Dakosy. Die Ersetzung wird für das Senden von Nachrichten verwendet, wenn zuvor bereits eine Bill-of-Lading-Nachricht an Dakosy übertragen wurde. Sie ersetzt die erste Nachricht.

Buchungsnummer

Buchungsnummer der Reederei.

Originale, Kopien

Anzahl der vom Reeder gewünschten Original-B/Ls sowie Kopien.

Ausstellungsdatum

Tag (Datum) der Ausstellung des Bill of Ladings

Ausstellungsort

Ort der Ausstellung des Bill of Ladings

Zahlungsort

Ort der Zahlung der Seefracht und Zuschläge.

B/L-Remarks

Zusatzinformationen, welche auf dem Bill of Lading erscheinen.

Verpackungsinformation

Informationen zum Zustand der Verpackungen an die Reederei.

Zusatzinformationen

Zusätzliche Hinweise an die Reederei.

Sachbearbeiter

Name des ausstellenden Sachbearbeiters.

Sachbearbeiter E-Mail

E-Mail - Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Fax-Nummer des ausstellenden Sachbearbeiters.

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Anleitungen

Fragen

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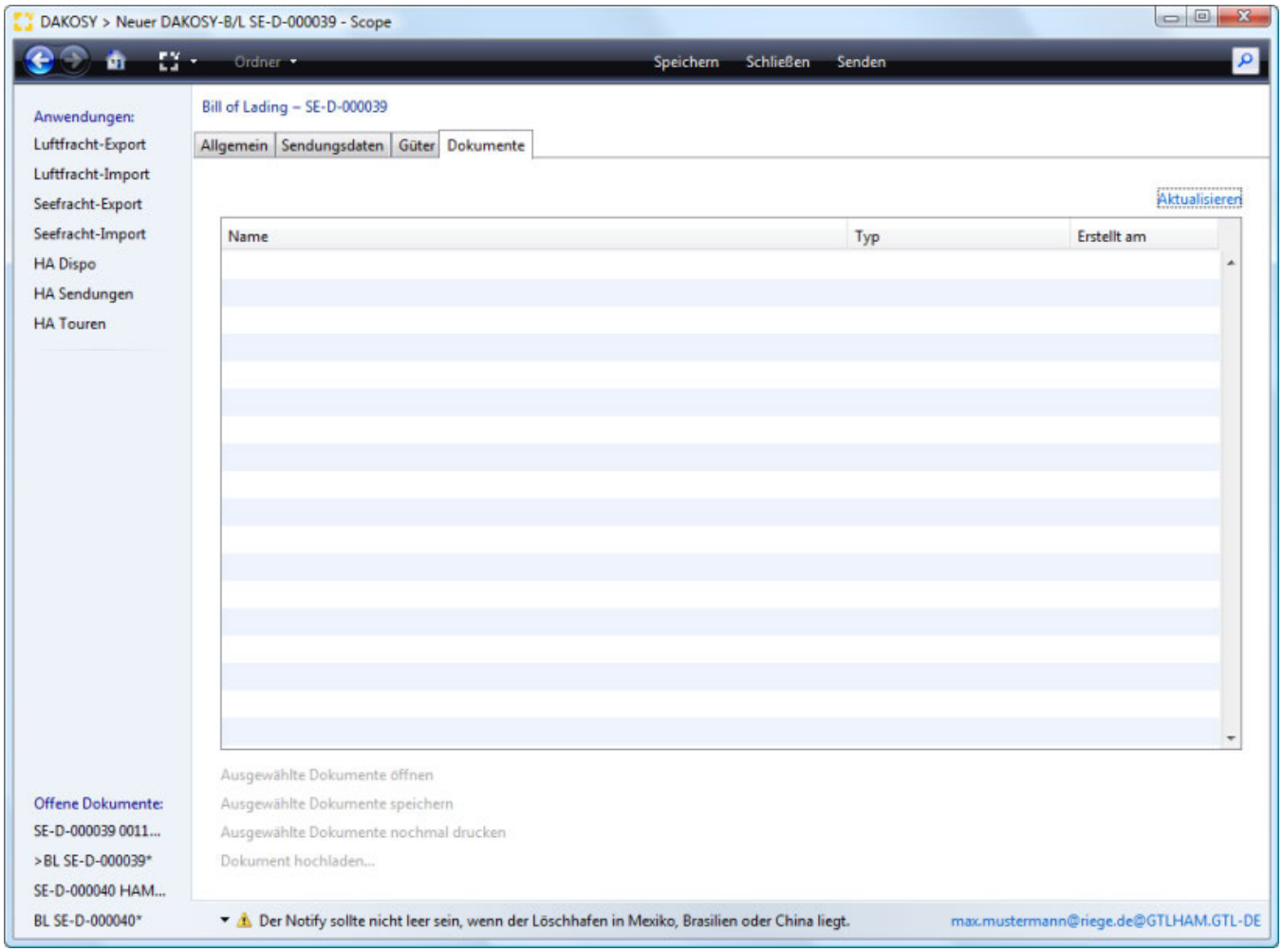
Dokumente - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle Nachrichten von und zu Dakosy angezeigt. Diese können mit einem entsprechenden Editor kontrolliert werden.

Beschreibung



Aktualisieren
Nachrichtenbeschreibungszeilen
- Name
- Typ
- Erstellt am

Aktualisieren

Ein Klick auf den Aktionslink bewirkt die Aktualisierung aller Nachrichten für diesen Vorgang.

Nachrichtenbeschreibungszeilen

Name

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Name der Nachricht

Typ

Typ / Art der Nachricht

Erstellt am

Datum und Uhrzeit der Nachrichtenübermittlung an Dakosy.

Anleitungen

Fragen

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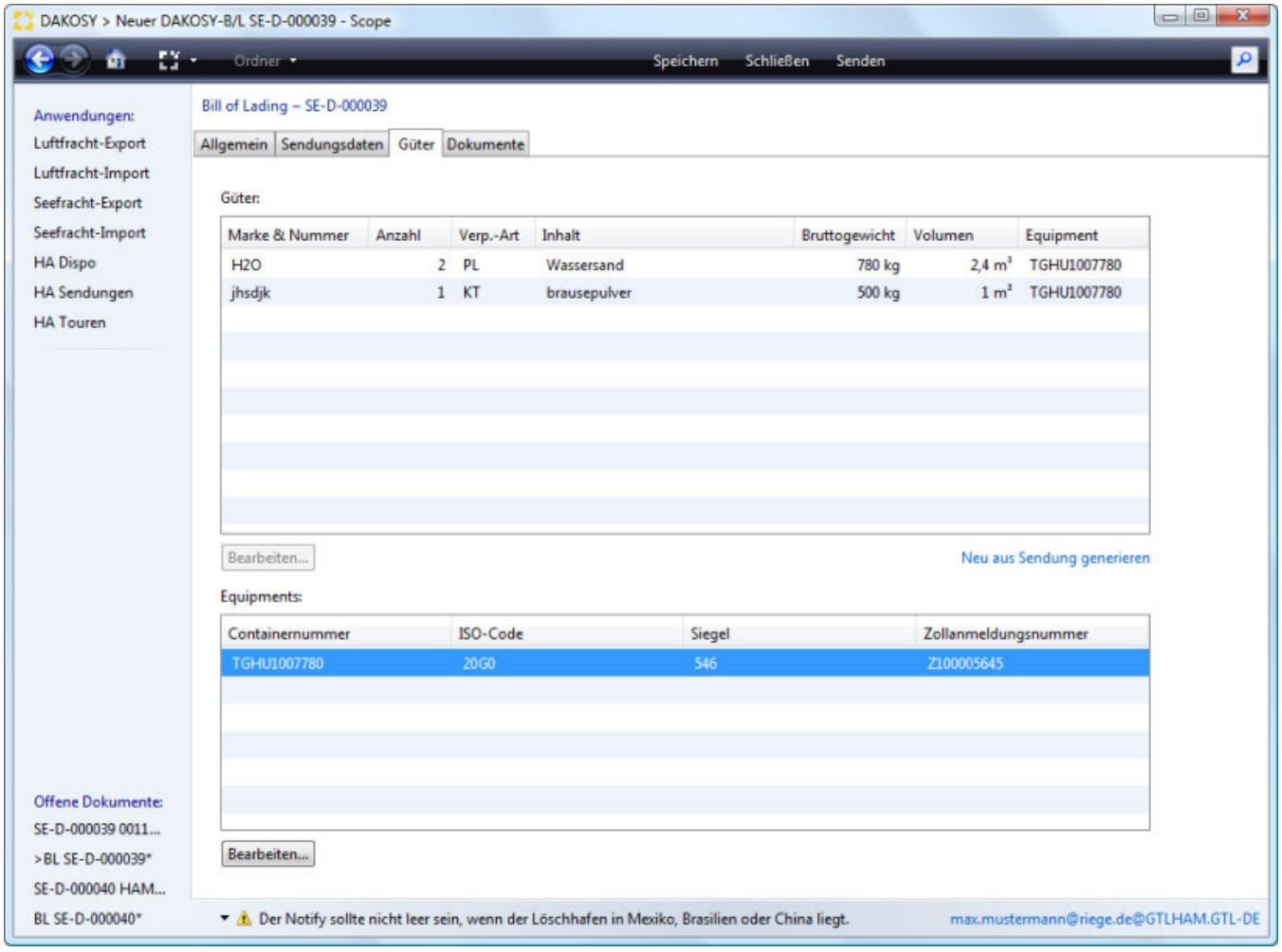
Gueter - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Beschreibung



Güter
- Güterbeschreibungszeilen

Güter Bearbeiten
- Marke & Nummer
- Anzahl
- Verpackungsart
- Bruttogewicht
- Volumen
- Zollanmeldungsnummer
- HS Code
- Buchungsnummer
- Equipment
- Inhaltsbeschreibung
- Packing Information
- Handhabungsvorschriften
- Bemerkungen
- IMDG-Klasse

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UN-Nummer
Verpackungsgruppe
Technischer Name
Equipments
Container-Nummer
ISO-Code
Siegel
Z-Nummer
Equipment bearbeiten
Container-Nummer
ISO-Code
Siegel
Z-Nummer
Shipper's owned

Güter

Güterbeschreibungszeilen

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Inhalt

Inhalt der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Equipment

Container, dem das Stückgut zugeordnet wurde.

Güter Bearbeiten

Durch Klicken auf die Schaltfläche "Bearbeiten" öffnet sich ein Fenster zur Erfassung der relevanten B/L-Daten für das Stückgut, unterteilt in **allgemeine Angaben** und **Gefahrgutangaben**

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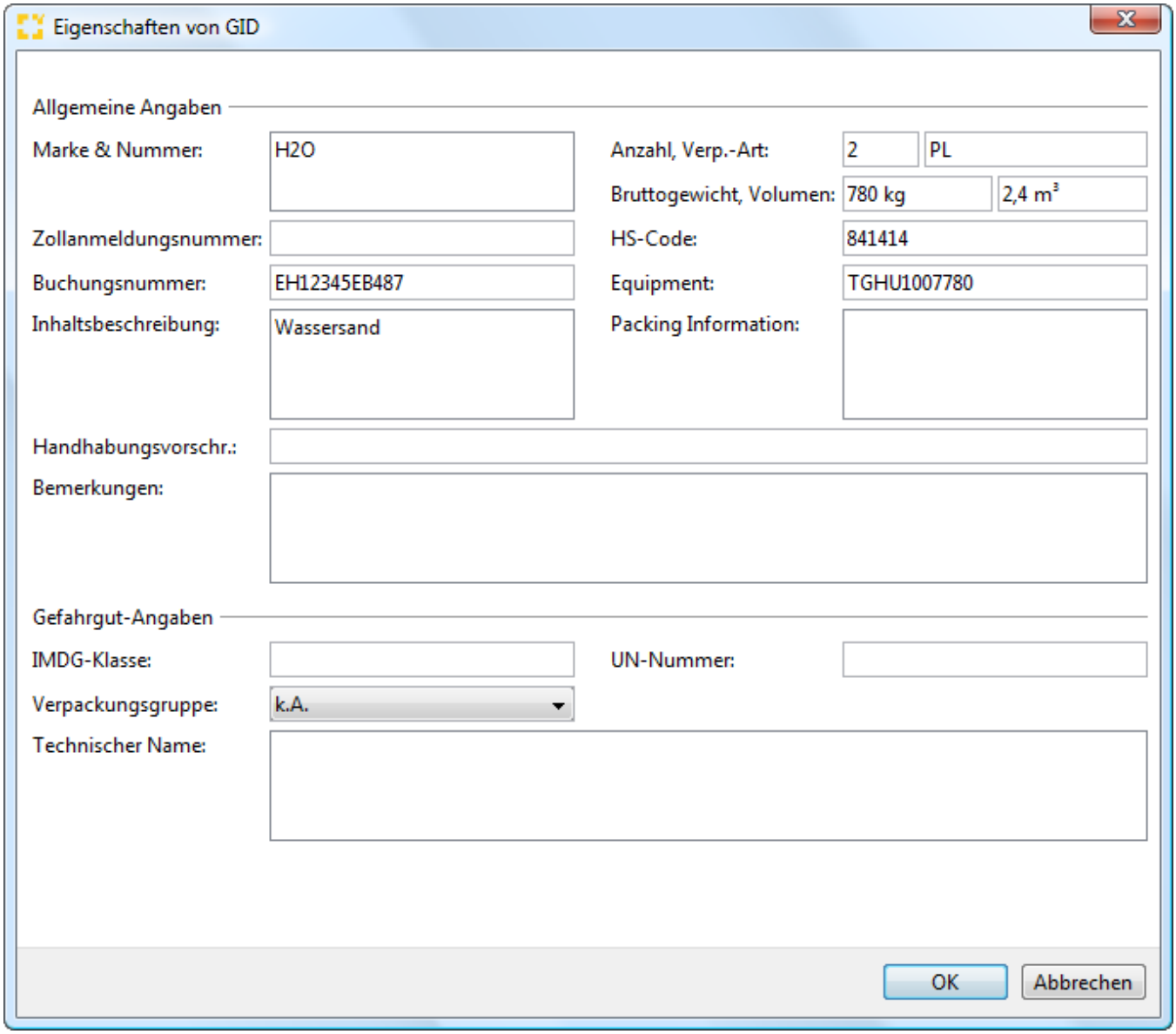

Marke & Nummer

Markierungen und Nummern der Packstücke.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Packstücke.

Bruttogewicht

Rohmasse der Packstücke.

Volumen

Volumen der Packstücke.

Zollanmeldungsnummer

Z-Nummer, welche mit dem HDS beantragt wird.

HS Code

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HS-Code /Warentarifgruppe (maximal 6 Stellen).

Buchungsnummer

Buchungsnummer der Sendung.

Equipment

Container, dem das Stückgut zugeordnet ist.

Inhaltsbeschreibung

Inhalt der Packstücke.

Packing Information

Zusätzliche Angaben zur Verpackung (z.B. bei Palettenverladung in die USA kann hier die genaue Anzahl von Packstücken oder Einzelstückzahlen angegeben werden)

Handhabungsvorschriften

Zusatzliche Behandlungsinformationen

Bemerkungen

Weitere Bemerkungen für das B/L

IMDG-Klasse

Gefahrgutklassifizierung nach IMDG-Code.

UN-Nummer

UN-Nummer der gefahrgutrelevanten Waren.

Verpackungsgruppe

Verpackungsgruppe der Gefahrgüter.

Technischer Name

Technische Bezeichnung der Gefahrgutdaten.

Equipments

Das Equipment wird in den Equipmentbeschreibungszeilen dargestellt.

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Equipment bearbeiten

Duch Klick auf die Schaltfläche "Bearbeiten" kann das Equipment bearbeitet werden.

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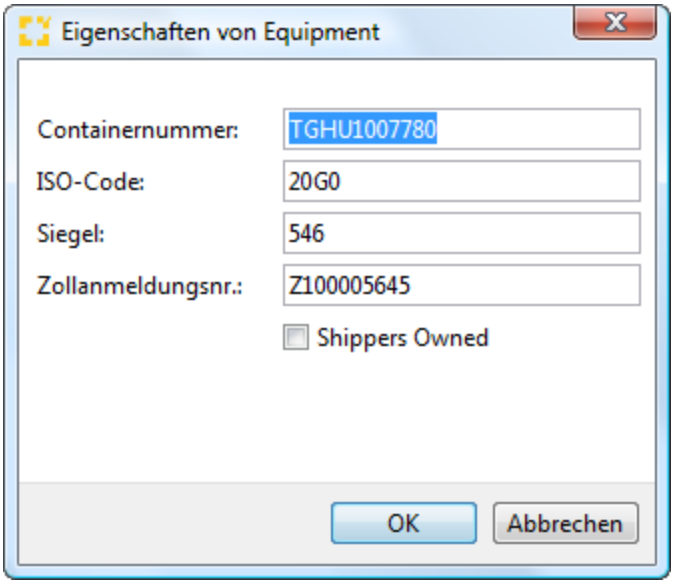

Container-Nummer

Nummer des Containers bestehend aus Präfix+Containernummer+Prüfziffer.

ISO-Code

ISO-Code des Containertyps.

Siegel

Siegelnummer des Containers

Z-Nummer

Erstellte Z-Nummer der Sendung.

Shipper's owned

Flag setzen, wenn es sich um einen shipper's owned Container handelt.

Anleitungen

Fragen

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Sendungsdaten - Bill of Lading - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

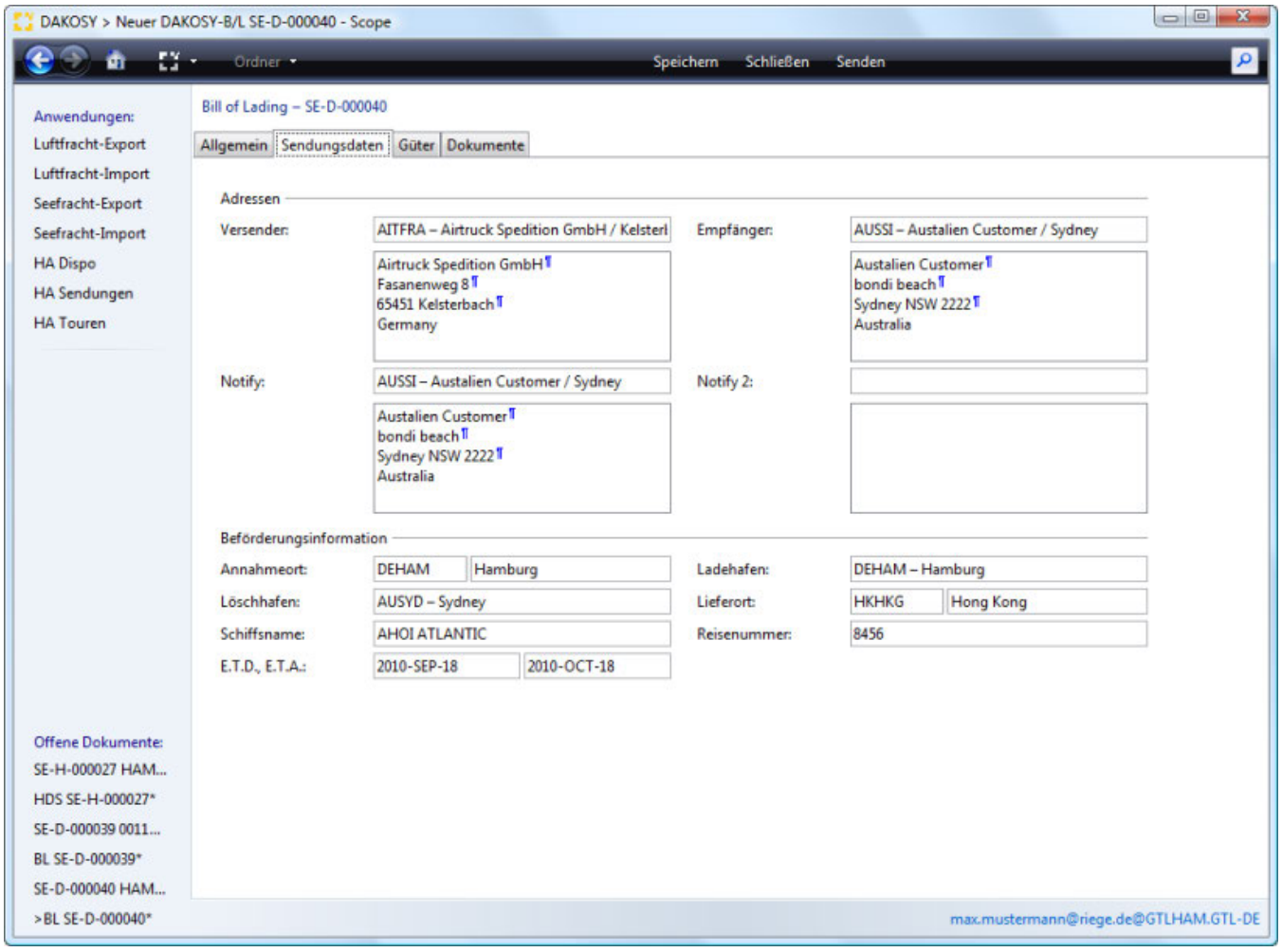
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsdaten" werden die Basisdaten (Kopf-, Beförderungs- und Zahlungsinformationen) für das Bill of Lading erfasst.

Beschreibung

Der Eingabereiter unterteilt sich in die beiden Erfassungsbereiche **Adressen** und **Beförderungsinformationen**.



Shipper
Consignee
Notify
Notify 2
Annahmeort
Ladehafen
Löschhafen
Lieferort
Schiffsname
Reisenummer
E.T.S., E.T.A.

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Shipper

Versender der Ware.

Consignee

Empfänger der Ware.

Notify

Ansprechpartner im Importland, welcher benachrichtigt werden soll.

Notify 2

Weiterer Ansprechpartner zur Kontaktaufnahme.

Annahmeort

Ort der Übernahme der Ware.

Ladehafen

Hafenplatz (Ort), an dem die Ware auf das Schiff verladen wird.

Löschhafen

Hafenplatz (Ort), an dem die Ware vom Schiff gelöscht wird.

Lieferort

Ort des Verbringens der Ware.

Schiffsname

Name des Seeschiffes, mit dem der Transport im Hauptlauf geplant ist.

Reisenummer

Reisenummer des Seeschiffes.

E.T.S., E.T.A.

E.T.S. = estimated time of sailing = voraussichtliches Abfahrtsdatum des Seeschiffes im Ladehafen; E.T.A. = estimated time of arrival = voraussichtliches Ankunftsdatum des Seeschiffes im Löschhafen.

Anleitungen

Fragen

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HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladeauftrag an die beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verladeerlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (AES) deckt die Möglichkeiten der Abfertigung von Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES) ab, für die ein Ausfuhrbegleitdokument mit MRN erstellt wurde.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (AES)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

Anleitungen

Fragen

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Allgemein - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

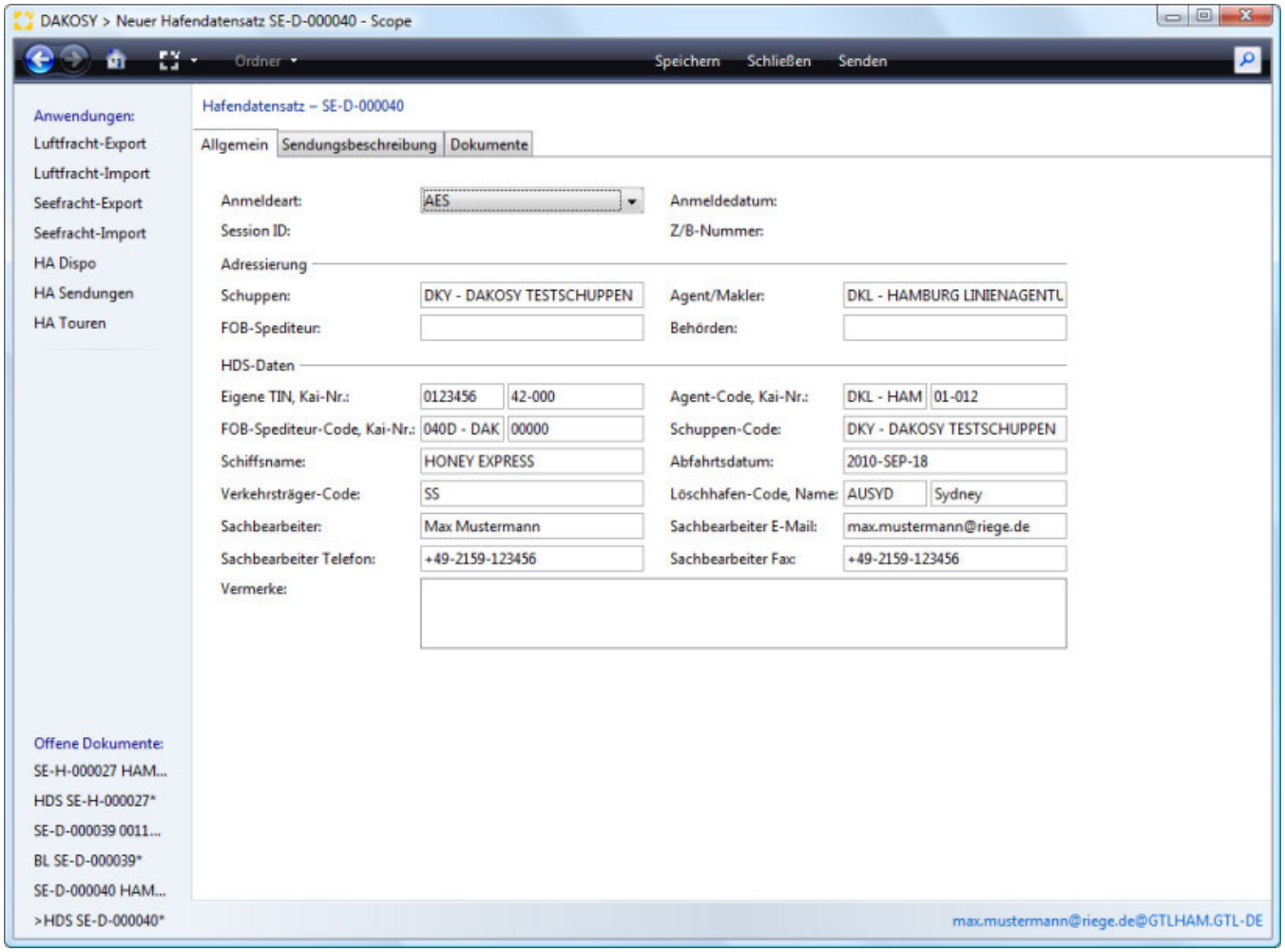
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Allgemein" werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt haben.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen Sie in den Reiter "Allgemein" für diese Anmeldeart.



- Anmeldung und Bestätigung
  - Anmeldeart
  - Anmeldedatum
  - Session ID
  - Z/B-Nummer
- Adressierung
  - Schuppen
  - Makler
  - FOB-Spediteur

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Behörden
HDS-Daten
Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen die folgenden Möglichkeiten:

Anmeldeart	Bedeutung
AES	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES, ausgenommen Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5
AEM	Ausfuhranmeldungen oder Versendungsanmeldungen mittels AES für Marktordnungswaren und sonstige Waren mit Kontrollexemplar T5

Anmeldedatum

Datum der Anmeldung. (Feld wird durch Scope ausgefüllt.)

Session ID

Übertragungs-Identifikationsnummer. (Feld wird durch Scope ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP (Feld wird durch Scope ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird

Makler

Reederei-Vertreter, der für die Verladung der Sendung verantwortlich ist

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt

Behörden

Sonstige beteiligte Behörden

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

Agent-Code/Kai-Nr.

DAKOSY-Code des Maklers und dessen Kaiaufschubkonto-Nummer

FOB-Spediteur-Code/Kai-Nr.

DAKOSY-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer

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Schuppen-Code

DAKOSY-Code des Anlieferpackbetriebes oder Terminal

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung

Sachbearbeiter

Name des Ausstellers des HDS und der GM01

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten

Anleitungen

Fragen

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Dokumente - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

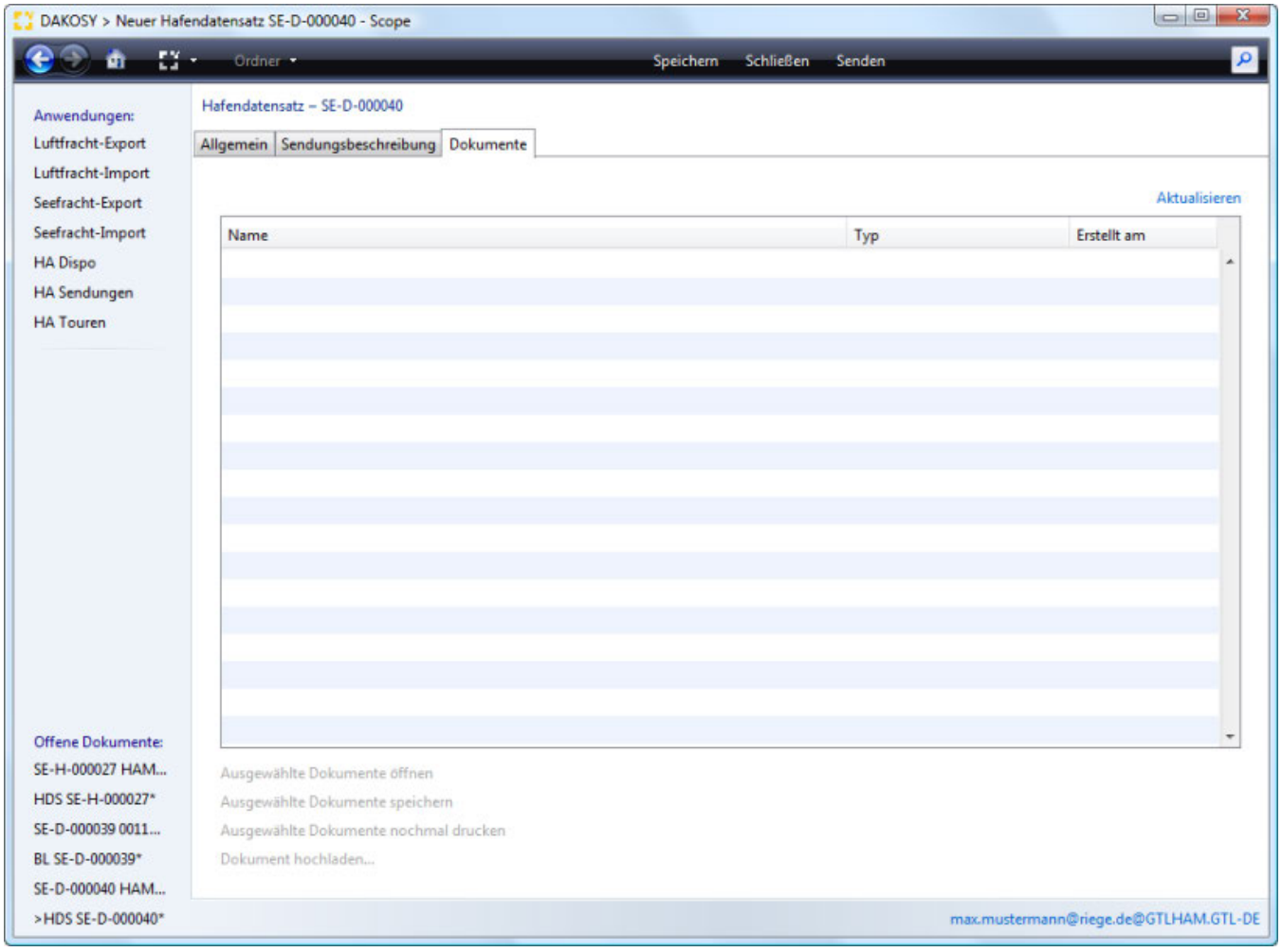
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Dokumente" werden alle EDI-Nachrichten von und zu DAKOSY anzeigt. Mit Hilfe eines entsprechenden Editors lassen sich diese Nachrichten betrachten, um eventuelle Fehler zu erkennen und zu analysieren.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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Sendungsbeschreibung - HDS (AES) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

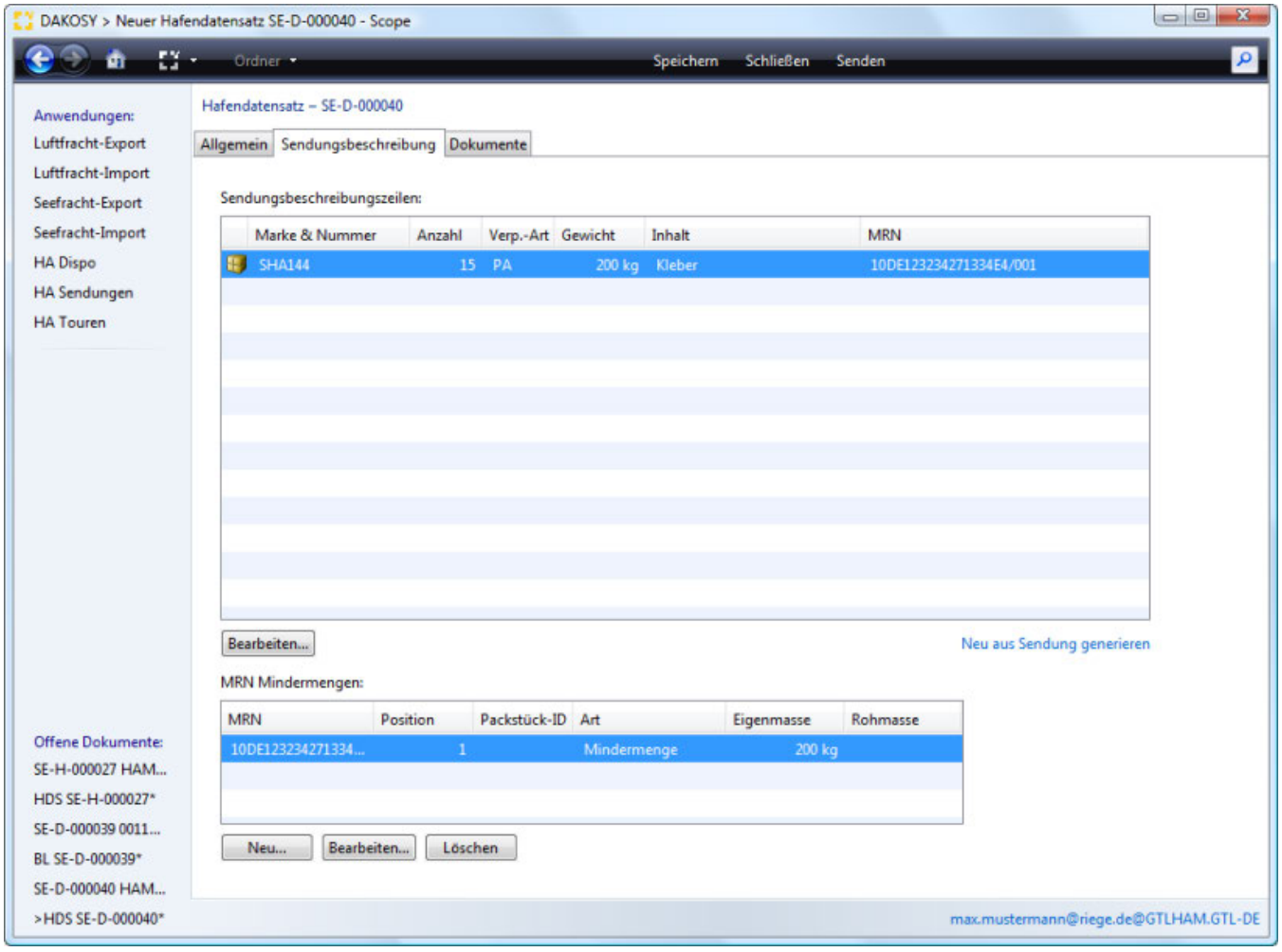
- Einleitung
- Beschreibung

Einleitung

Im Reiter "Sendungsbeschreibung" werden alle relevanten Sendungsdaten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.

Beschreibung

Durch Klicken auf den Reiter "Sendungsbeschreibung" gelangen sie in diesen.



- Sendungsbeschreibungszeilen
  - Allgemeine Angaben
  - Angaben zur MRN
  - Autoverladung
  - Bearbeiten
- MRN-Mindermengen
  - MRN
  - Position
  - Packstück-ID
  - Art
  - Eigenmasse
  - Rohmasse

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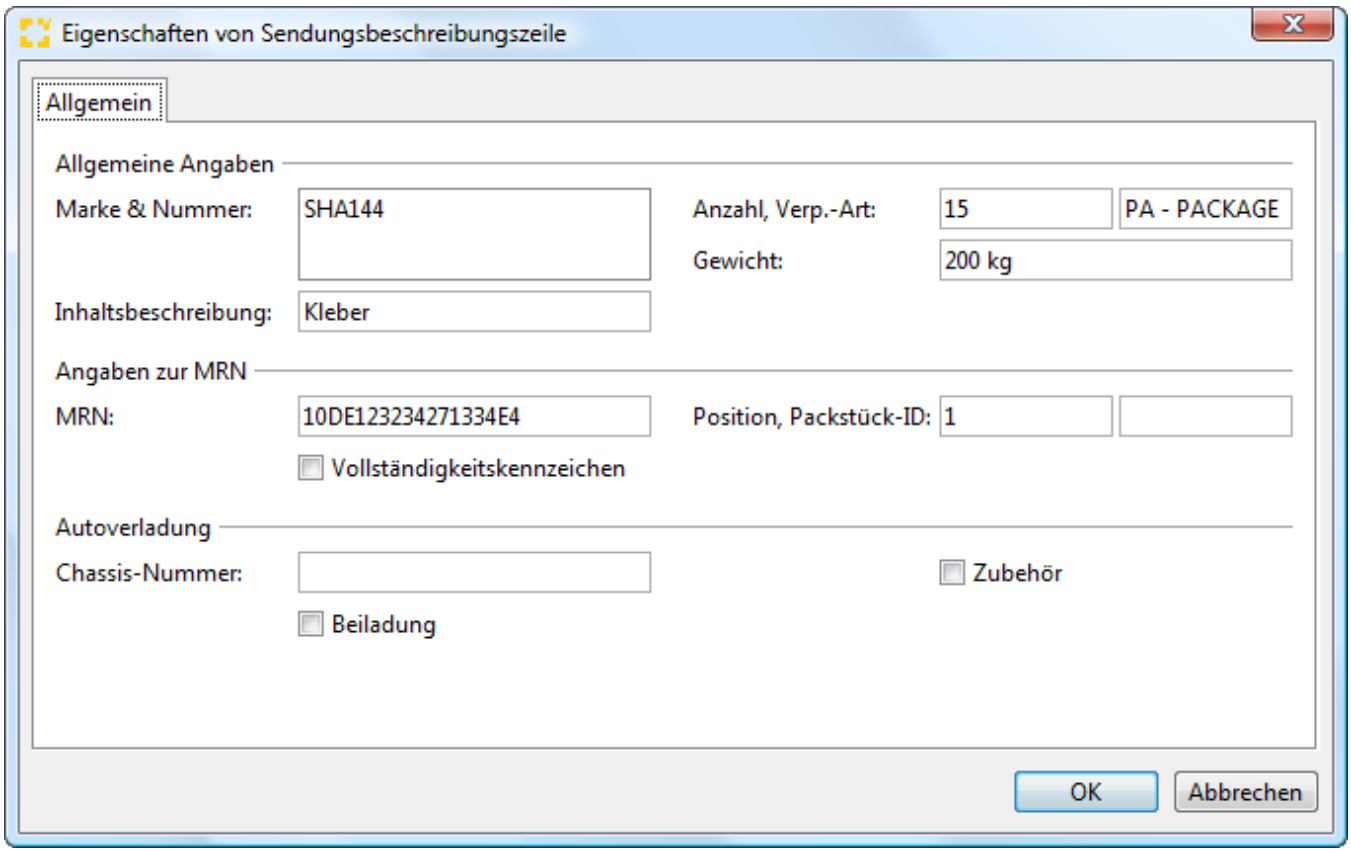
Neu
Bearbeiten
Löschen

Sendungsbeschreibungszeilen

Jede Sendungsbeschreibungszeile kann durch einen Mausklick markiert und über die Schaltfläche "Bearbeiten" bearbeitet werden (Bearbeitung einer Sendungsbeschreibungszeile ist auch mittels Doppelklick möglich).
Daraufhin öffnet sich ein Fenster zur Bearbeitung der Sendungsbeschreibungszeile.



Allgemeine Angaben

Marke & Nummern

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

Kurze Beschreibung des Inhaltes

Angaben zur MRN

MRN

Movement-Reference-Number des Stückgutes

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Position

Anzahl der zu gestellenden Positionen

Packstück-ID

Vollständigkeitszeichen

Setzen des Flags bedeutet, dass alle auf dem Ausfuhrbegleitdokument aufgeführten Positionen vollständig gestellt werden.

Autoverladung

Handelt es sich bei der Verladung um eine Autoverladung, so müssen folgende Felder ausgefüllt werden.

Chassis-Nummer

Fahrgestell-Nummer des Chassis

Zubehör

Das Flag wird gesetzt, wenn sich weiteres Zubehör am Chassis befindet.

Beiladung

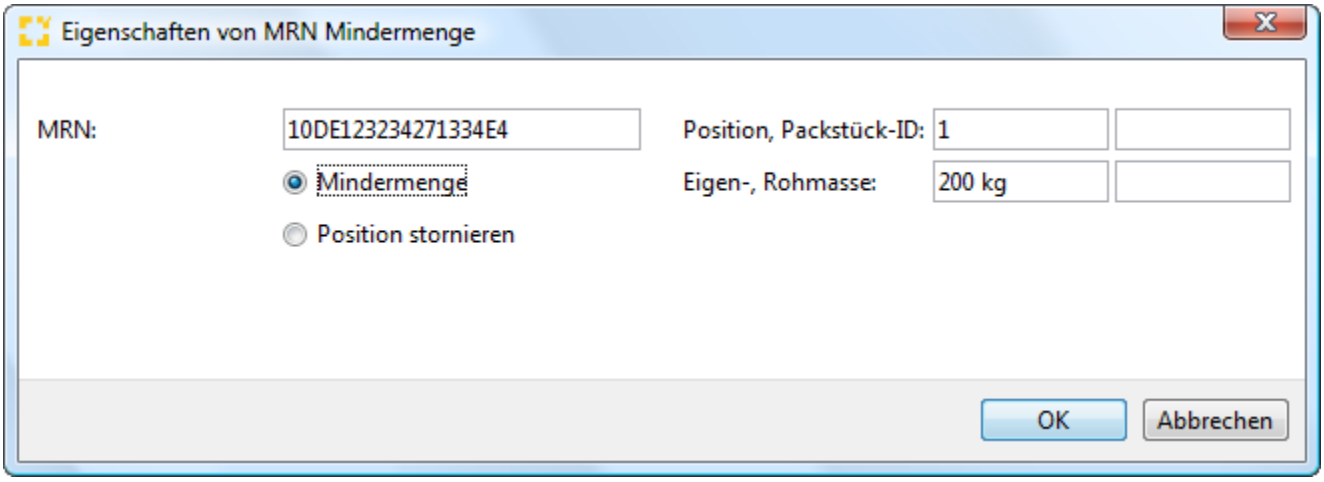
Das Flag wird gesetzt, wenn es sich um eine Beiladung handelt.

Bearbeiten

Durch Klicken auf die Schaltfläche "Bearbeiten" kann der Benutzer die Sendungsbeschreibungszeilen bearbeiten. Es öffnet sich der Editor zur Bearbeitung der Sendungsbeschreibungszeilen

MRN-Mindermengen

Die Mindermengen einer MRN werden über einen Editor eingepflegt.



MRN

Movement-Reference-Number, für die eine Mindermenge erfasst werden soll

Position

Position des Ausfuhrbegleitdokumentes der Fehlmenge

Packstück-ID

Packstück-ID des Ausfuhrbegleitdokumentes der Fehlmenge

Art

Art des Packstückes (gem. Ausfuhrbegleitdokument)

Eigenmasse

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Eigenmasse (Nettogewicht) der Mindermenge

Rohmasse

Rohmasse (Bruttogewicht) der Mindermenge

Neu

Öffnet den MRN-Mindermengen – Eingabeeditor zur Erstellung einer neuen Mindermenge.

Bearbeiten

Öffnet den MRN-Mindermengen – Eingabeeditor zur Bearbeitung einer vorhandenen Mindermenge.

Löschen

Löscht die in der Mindermengen-Tabelle markierte Mindermenge.

Anleitungen

Fragen

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HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

- Einleitung
- Beschreibung

Einleitung

Der Hafendatensatz (HDS) dient sowohl als Verladeauftrag an die beteiligten Hafenbetriebe (Kaibetrieb und Reederei) als auch gleichzeitig als Gestellungsmitteilung (GM 01) für den Zoll. Über die Erstellung und Senden eines HDS (AES) kann der Benutzer eine Z-Nummer zur zollseitigen Bearbeitung über das ZAPP-System des Hamburger Hafens erlangen. Die freigegebene Z-Nummer (RELEASED) ist notwendig für die Verladeerlaubnis der Ware auf das Seeschiff.

Die Auswahl HDS (ZAPP-Classic) deckt **alle anderen** Möglichkeiten der Abfertigung von Waren außer Marktordnungswaren (AEM) und Nicht-Marktordnungswaren (AES), für die ein Ausfuhrbegleitdokument mit einer MRN erstellt wurde, ab.

Beschreibung

Durch Auswahl (Klick auf den Aktionslink) "HDS (ZAPP-classic)" öffnet sich der Editor zur Erstellung des Hafendatensatzes in drei Reitern:

- Allgemein
- Sendungsbeschreibung
- Dokumente

Anleitungen

Fragen

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Allgemein - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

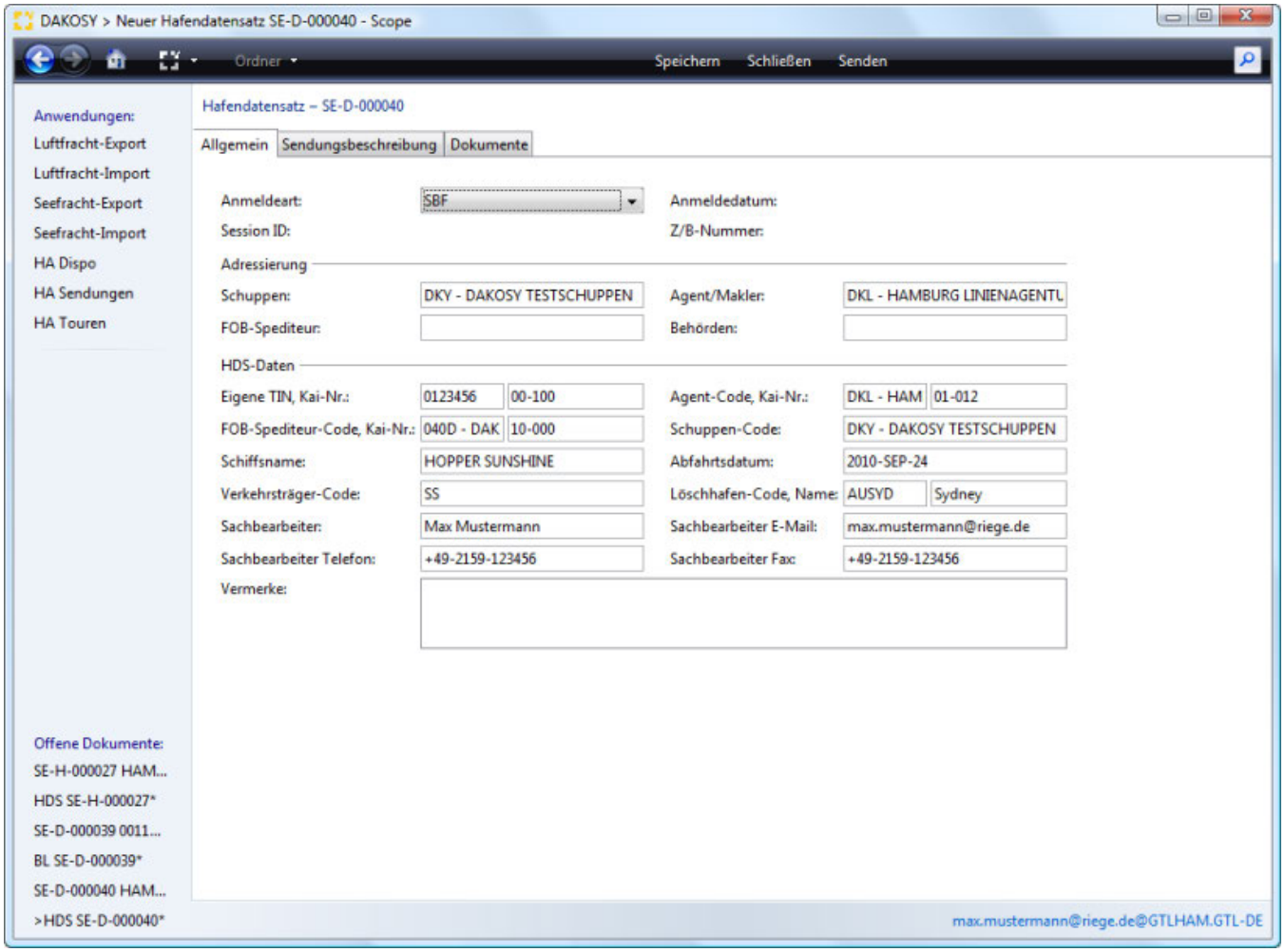
- Einleitung
- Beschreibung

Einleitung

Im Reiter Allgemein werden alle relevanten Daten für den Hafendatensatz (HDS = Hafen-Verladeauftrag an alle Beteiligten) und der Gestellungsmitteilung 01 (GM01 = Mitteilung über die physische Gestellung der Ware an einem Amtsplatz) für den Zoll in ZAPP erfasst.
Grundlage für diese Anmeldeart ist, dass die Beteiligten ihre Ausfuhranmeldungen bzw. Versendungsmitteilungen mittels AES (Automated Export System) für Nicht-Marktordnungswaren (mit Ausfuhrbegleitdokument) und für Marktordnungswaren (mit Ausfuhrbegleitdokument) und sonstige Waren (mit Kontrollexemplar T5) erstellt wurden.

Beschreibung

Durch die Auswahl "Hafendatensatz (AES)" gelangen sie in den Reiter Allgemein für diese Anmeldeart.



- Anmeldung und Bestätigung
  - Anmeldeart
  - Anmeldedatum
  - Session ID
  - Z/B-Nummer
- Adressierung
  - Schuppen
  - Makler
  - FOB-Spediteur

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Behörden
HDS-Daten
Eigene TIN/Kai-Nr.
Agent-Code/Kai-Nr.
FOB-Spediteur-Code/Kai-Nr.
Schuppen-Code
Schiffsname
Abfahrtsdatum
Verkehrsträger-Code
Löschhafen-Code, Name
Sachbearbeiter
Sachbearbeiter E-Mail
Sachbearbeiter Telefon
Sachbearbeiter Fax
Vermerke

Anmeldung und Bestätigung

Anmeldeart

Art der Anmeldung. Zur Auswahl stehen die folgenden Möglichkeiten:

Anmeldeart	Bedeutung
DOK	Begleitende Verwaltungsdokumente oder begleitende Handelsdokumente für die Beförderung verbrauchssteuerpflichtiger Waren unter Steueraussetzung (BVD) sowie Begleitdokumente für die Beförderung von Weinbauerzeugnissen
SBF	Sonstige Befreiungsfälle (Befreiung von der Vorlage einer Ausfuhranmeldung in elektronischer bzw. schriftlicher Form)
EXP	Export-Vermerk
DUL	Durchfuhr Land
DUS	Durchfuhr See
EUB	EU-Bestimmung
AUS	Im Rahmen des Ausfallkonzeptes erstellte Ausfuhranmeldungen / Versendungsanmeldungen in Papierform

Anmeldedatum

Datum der Anmeldung. (Feld wird durch Scope ausgefüllt.)

Session ID

Übertragungs-Identifikationsnummer. (Feld wird durch Scope ausgefüllt.)

Z/B-Nummer

erhaltene Z- oder B-Nummer von ZAPP. (Feld wird durch Scope ausgefüllt.)

Adressierung

Schuppen

Schuppen, an dem die Ware gestellt wird.

Makler

Reederei-Vertreter, der für die Verladung der Sendung verantwortlich ist.

FOB-Spediteur

Spediteur, der die FOB-Lieferung durchführt.

Behörden

Sonstige beteiligte Behörden.

HDS-Daten

Eigene TIN/Kai-Nr.

Steuer-Identifikationsnummer des Anmelders / Hafenaufschubkonto-Nummer

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Agent-Code/Kai-Nr.

Dakosy-Code des Maklers und dessen Kaiaufschubkonto-Nummer.

FOB-Spediteur-Code/Kai-Nr.

Dakosy-Code des FOB-Spediteurs und Hafenaufschubkonto-Nummer.

Schuppen-Code

Dakosy-Code des Anliefer-Packbetriebes oder Terminal.

Schiffsname

Name des Seeschiffes, für welches die Beförderung der Sendung geplant ist.

Abfahrtsdatum

Voraussichtliches Abfahrtsdatum des Seeschiffes.

Verkehrsträger-Code

Code des aktiven grenzüberschreitenden Beförderungsmittels.

Löschhafen-Code, Name

UN-LOCODE des Löschhafens und namentliche Bezeichnung.

Sachbearbeiter

Name des Ausstellers des HDS und der GM01.

Sachbearbeiter E-Mail

E-Mail-Adresse des ausstellenden Sachbearbeiters.

Sachbearbeiter Telefon

Telefonnummer des ausstellenden Sachbearbeiters.

Sachbearbeiter Fax

Faxnummer des ausstellenden Sachbearbeiters

Vermerke

sonstige Vermerke an alle Beteiligten.

Anleitungen

Fragen

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Dokumente - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

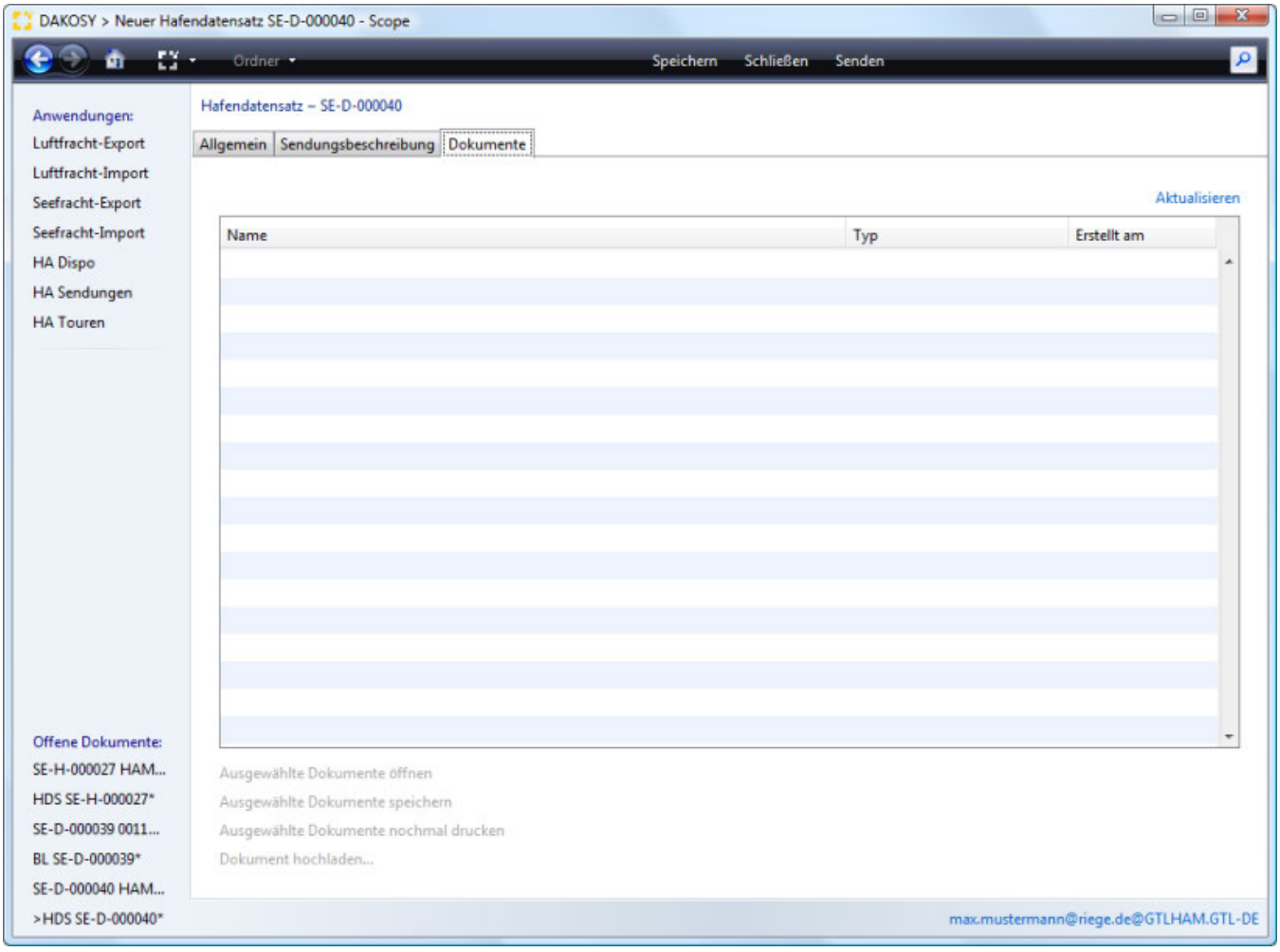
- Einleitung
- Beschreibung

Einleitung

Im Reiter Dokumente werden alle EDI-Nachrichten von und zu Dakosy anzeigt. Mithilfe eines entsprechenden Editors lassen sich diese Nachrichten betrachten, um eventuelle Fehler zu erkennen und zu analysieren.

Beschreibung

Durch Klicken auf den Reiter "Dokumente" gelangen sie in diesen.



Anleitungen

Fragen

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Sendungsbeschreibung - HDS (ZAPP-Classic) - Neue DAKOSY-Nachricht - Allgemein - Direktsendung - Seefracht Export

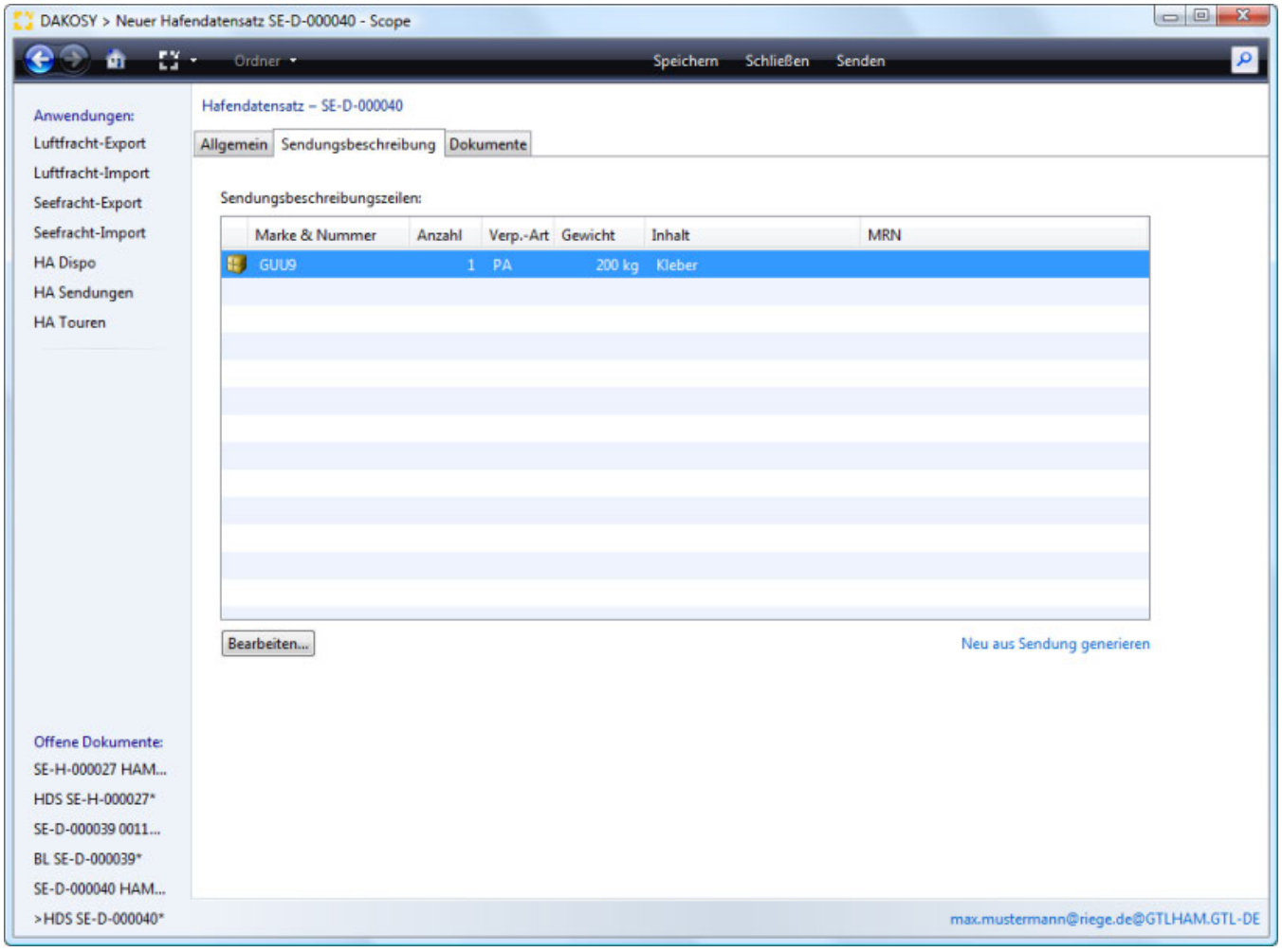
- Einleitung
- Beschreibung

Einleitung

Im Reiter Sendungsbeschreibung werden alle notwendigen Sendungsdaten für den HDS erfasst.

Beschreibung

Durch Klick auf den Reiter "Sendungsbeschreibung öffnet sich der Screen zur Bearbeitung der HDS-Daten für die einzelne Sendung.



Sendungsbeschreibungszeilen
Bearbeiten
Neu aus Sendung generieren

Sendungsbeschreibungszeilen

Hier werden alle Daten zur Sendung dargestellt.

Marke & Nummer

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Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhalt

Kurze Beschreibung des Inhaltes.

MRN

MRN des Ausfuhrbegleitdokumentes

Bearbeiten

Durch Klick auf die Schaltfläche "Bearbeiten" öffnet sich ein neues Fenster zur Erfassung aller zollrelevanten Daten

Allgemein

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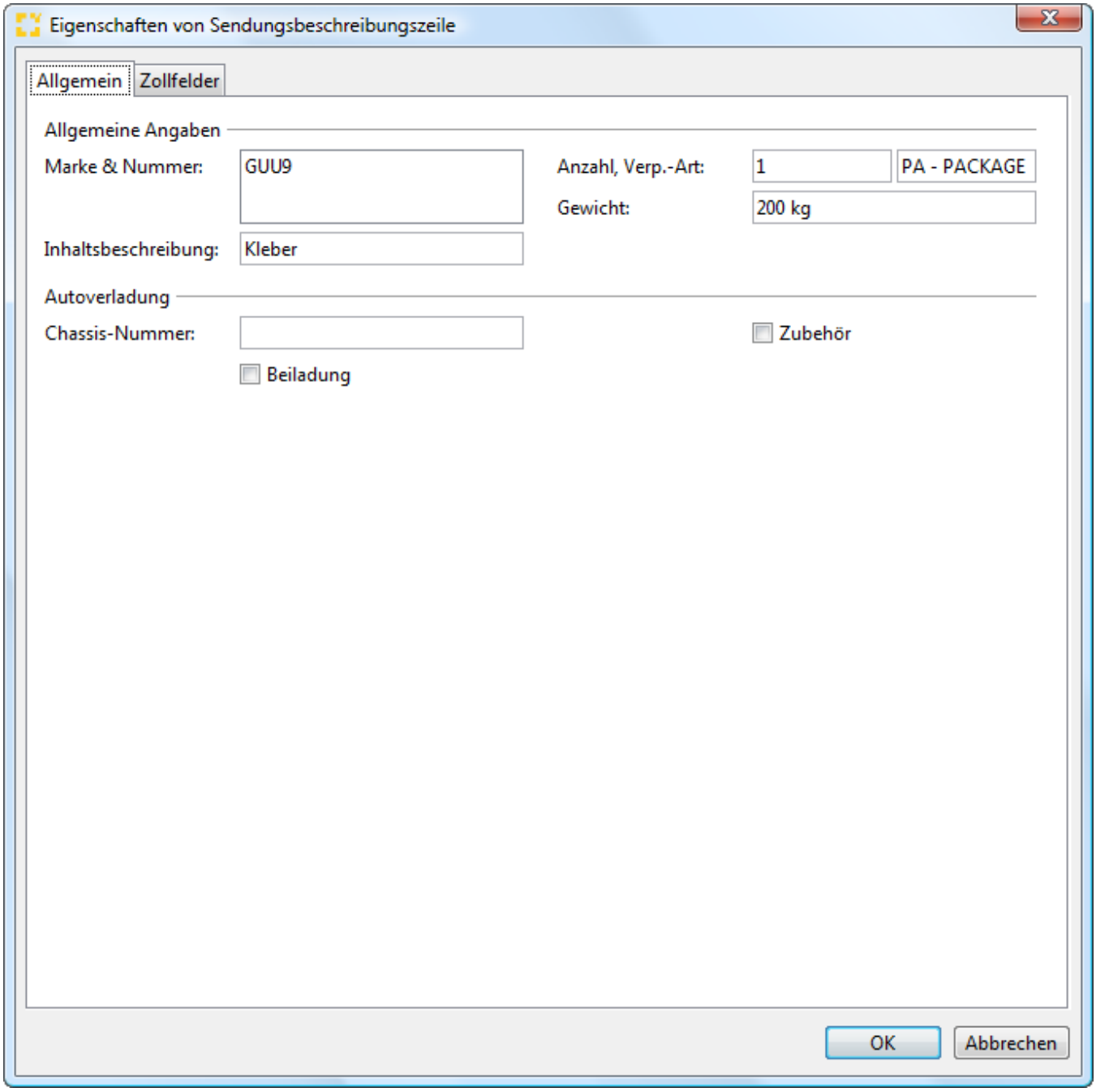

Allgemeine Angaben

Marke & Nummer

Markierungen der Stückgüter.

Anzahl

Anzahl der Packstücke.

Verpackungsart

Art der Verpackung (z.B. Palette).

Gewicht

Rohmasse der Packstücke.

Inhaltsbeschreibung

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Kurze Beschreibung des Inhaltes.

Autoverladung

Chassis-Nummer

Fahrgestell-Nummer des Chassis.

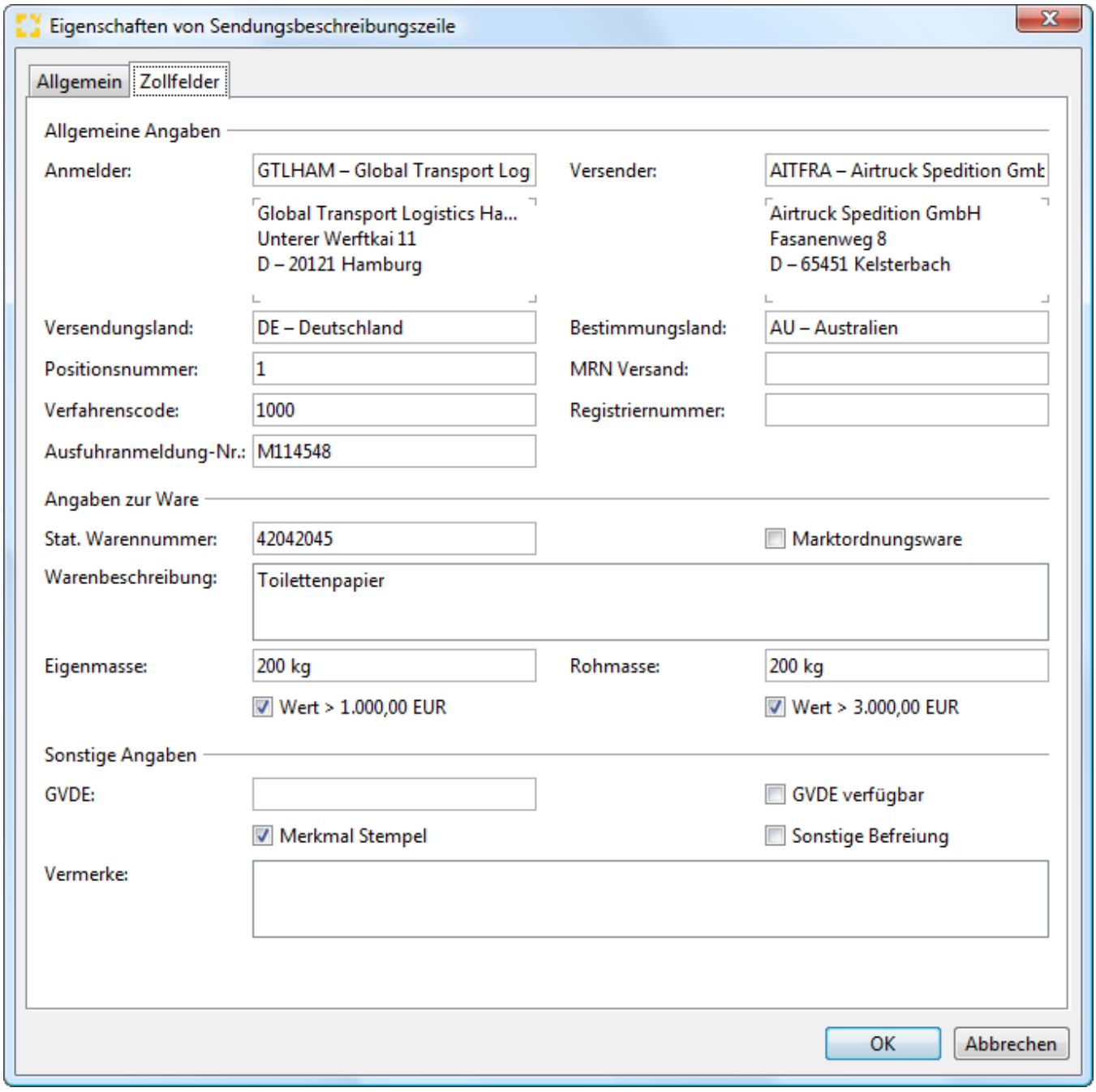
Zubehör

Flag setzen, wenn sich Zubehör am Chassis befindet.

Beiladung

Flag setzen, wenn das Chassis beigeladen wird.

Zollfelder



Allgemeine Angaben

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Anmelder

Anmelder der Ware.

Versender

Versender der Ware.

Versendungsland

Land, aus dem die Ware versandt wird.

Bestimmungsland der Ware

Land, für das die Ware bestimmt ist.

Positionsnummer

Position des Ausfuhrbegleitdokumentes / der Ausfuhrerklärung

MRN Versand

MRN-Nummer, falls es sich um ein Versandpapier handelt.

Verfahrenscode

Beteiligten-Verfahrenscode.

Registriernummer

Zollamtliche Registriernummer.

Ausfuhranmeldung-Nummer

Nummer der Ausfuhranmeldung.

Angaben zur Ware

statistische Warennummer

Warentarifnummer der Ausfuhr-Ware für statistische Zwecke.

Marktodnungsware

Flag setzen, wenn es sich um Marktordnungsware handelt.

Warenbeschreibung

deutsche Beschreibung der Ware.

Eigenmasse

Eigenmasse der Ware

Rohmasse

Rohmasse der Ware

Wert > 1.000,00 EUR

Flag setzen, wenn der Warenwert über 1.000,00 Euro liegt.

Wert > 3.000,00 EUR

Flag setzen, wenn der Warenwert über 3.000,00 Euro liegt.

sonstige Angaben

GVDE

Nummer des "Gemeinsamen Veterinärdokumentes Einfuhr"

GVDE verfügbar

Flag setzen, wenn das GVDE vorliegt.

Merkmal Stempel

Flag setzen, wenn die Ausfuhrerklärung einen Zollstempel hat.

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sonstige Befreiung

Eintragung einer sonstigen Befreiung der Ware.

Vermerke

Zusätzliche Vermerke für den Zoll.

Neu aus Sendung generieren

Die Sendungsdaten werden aus dem Auftragsbereich neu geladen und in den Ur-Zustand (aus der Sendungserfassung) zurückversetzt.

Anleitungen

Fragen

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New Pickup - General - Direct Shipment - Seafreight Export

- Introduction
- Description

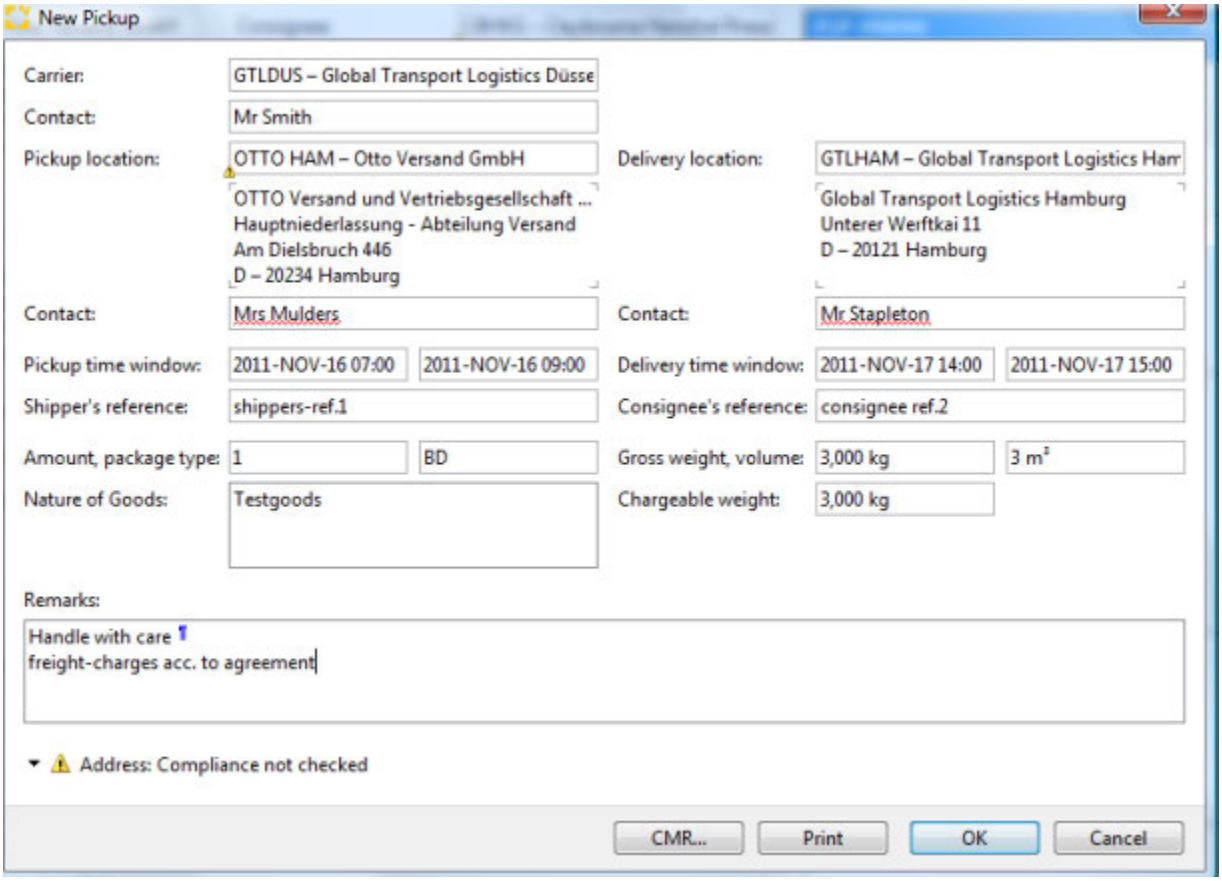
Introduction

Creation of a pick-up order requires the full shipment details have been saved in the "General" tab.

The "Pick-up" note is created by the the forwarding agent to collect the goods from the customer and have them delivered to the forwarding agents warehouse or Container Freight Station (CFS).

Description

A pick-up Order" can be created by click the blue action link "New-pickup". This will open the "New Pickup" editor.



Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the pickup.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

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Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location contact party

The name of the person at the point of pickup who should be contacted.

Delivery location contact

The name of the person at the point of delivery who should be contacted.

Pickup time window from/to

The pick up window (Date / Time), in which the consignment is to be picked up.

Delivery time window from /to

The delivery window (Date / Time), in which the consignment is to be delivered.

Shippers reference

The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.

By default, all packages are proposed for delivery.

Packing type

The type of packages

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Nature of goods

A description of the goods. The description from the general tab will default.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

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Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Ocean BL - General - Direct Shipment - Seafreight Export

- Introduction
- Description

Introduction

The ocean B/L is issued by the ocean carrier or steamship line. The freight forwarder provides instructions to the ocean carrier or steamship line on how to prepare the ocean bill of lading. The Ocean B/L editor is the application used by the freight forwarder to create these instruction. Once complete the bill of lading instructions can be generated as a PDF, printed or e-mailed to the shipping company.

Description

Open the Ocean B/L editor by clicking the action link "Ocean B/L" on the right side of the "general" tab. This will open the editor.

Within the Ocean b/L editor the following tabs are available:

- Cargo Details - Ocean-BL - General - Direct Shipment - Seafreight Export
- General - Ocean-BL - General - Direct Shipment - Seafreight Export
- Preview - Ocean BL - General - Direct Shipment - Seafreight Export

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Cargo Details - Ocean-BL - General - Direct Shipment - Seafreight Export

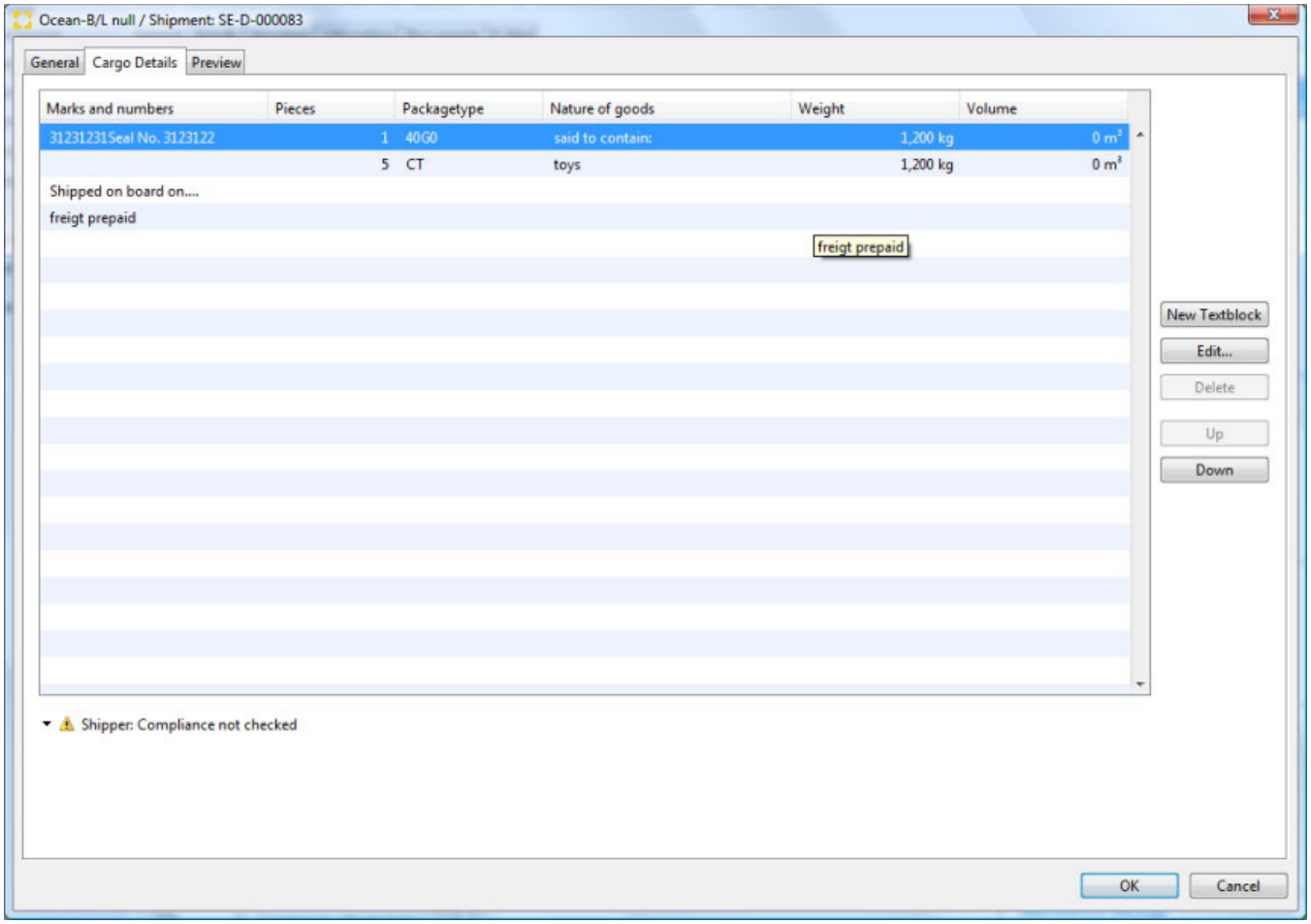
- Introduction
- Description

Introduction

The *Cargo details* tab enables the entry of details of the cargo as they are to appear on the bill of lading.

Description

A description of the goods including pieces, weights and volume will default from the main shipment entry and appear in a structured format. These details may be edited as required and further details may be added in an unstructured (free text) format.



New Textblock
Edit...
Goods description editor
Delete
Up
Down
OK
Cancel

New Textblock

The *New Textblock" button opens a free text editor that allows the entry of free text. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

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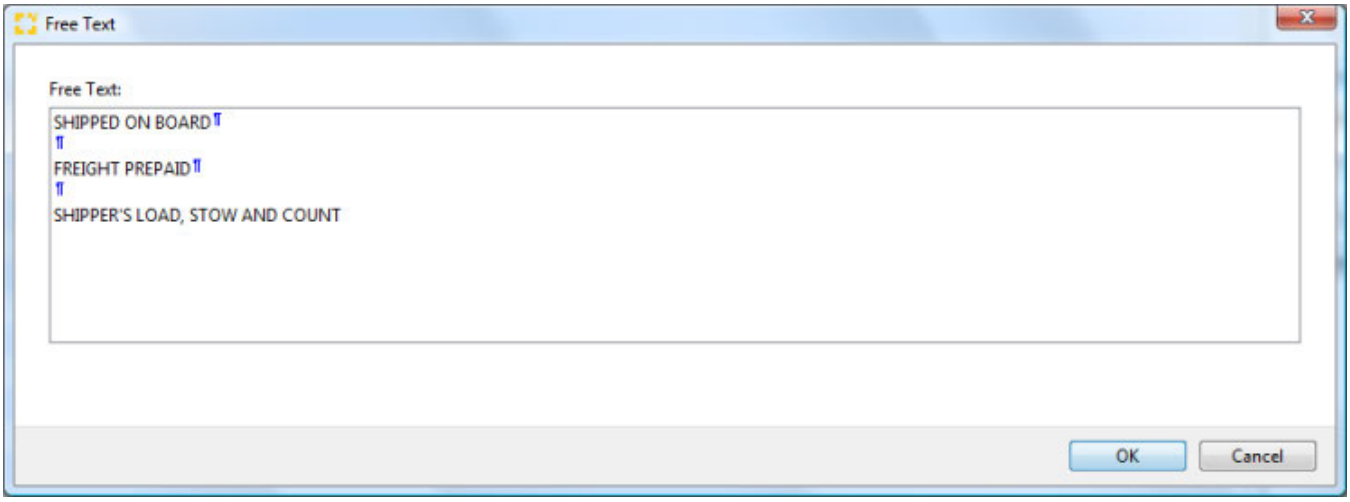
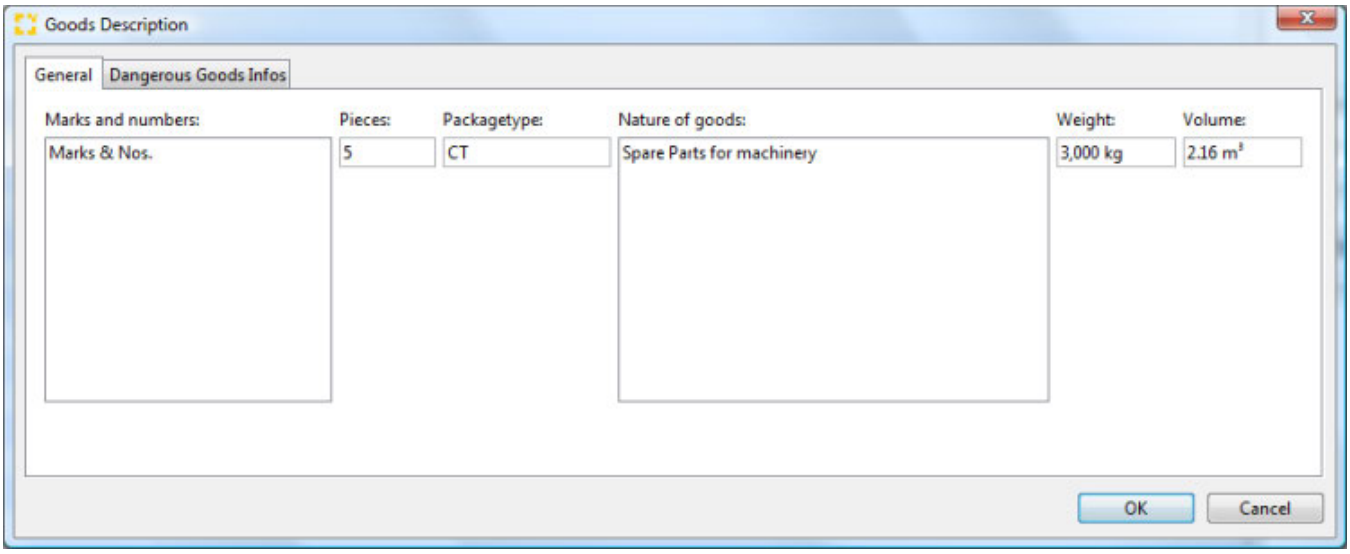
Choose *OK* to save new data in the free text editor. Choose *Cancel* to close the editor without saving data.



Edit...

The *Edit* function will open the line of text highlighted in the *cargo details* table. If this line contains pieces, packing types, weights and volume from the main shipment, then the *goods description* editor will open to allow adjustment of this formatted data. Each element of the structured line appears in a field designed for the type of data it contains. Free text lines are opened with the *Free text editor*.

Goods description editor



Marks and numbers

Marks and numbers will display marks and numbers entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Pieces

The pieces from the cargo entry in the main shipment entry goods tab will appear. These may be edited as desired.

Package type

The packing type entered in the main shipment entry goods tab . This is a search field that can be used to choose an alternate stored packing type.

Nature of goods

This field will display Nature of goods entered in the main shipment entry goods tab . These may be edited as desired. By right clicking, the context menu appears and allows the selection of *Inserting a textblock* for access to existing blocks of text.

Weight

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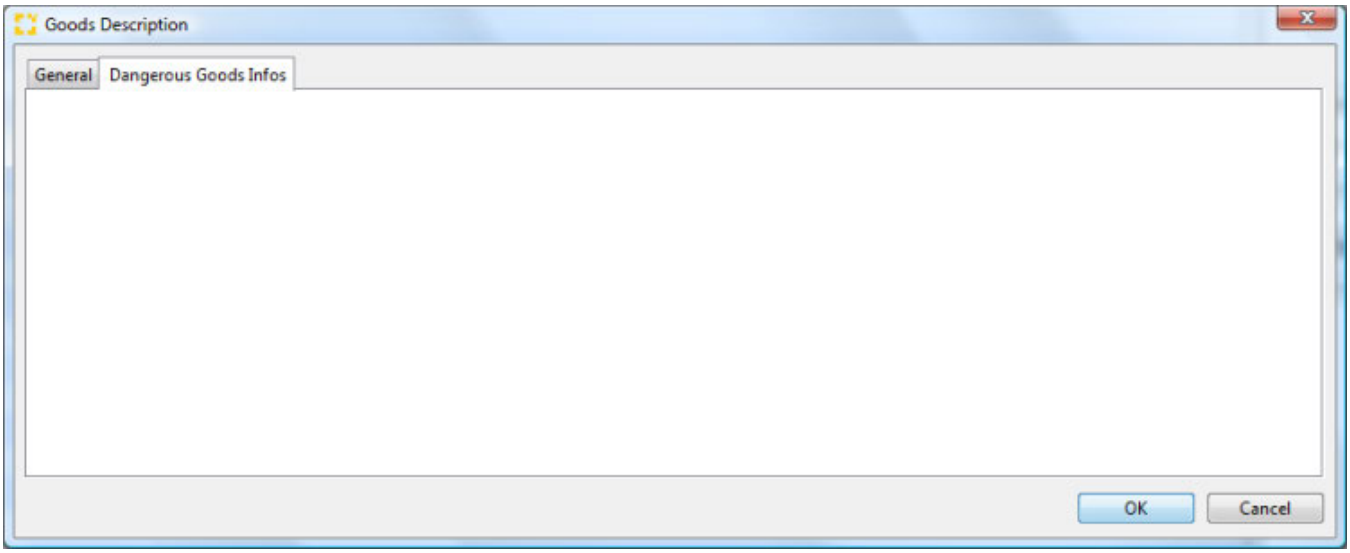
The weight from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Volume

The volume from the cargo entry in the main shipment entry goods tab will appear. This may be edited as desired.

Dangerous goods

The 2nd tab of the *Goods Description* editor is the dangerous goods infos. This will any display dangerous goods information associated with the goods in the goods tab of the main shipment entry.



Delete

Deletes the highlighted row from the cargo details.

Up

Moves the highlighted row from the cargo details up.

Down

Moves the highlighted row from the cargo details down.

OK

Select *OK* to save the cargo details information and exit the house B/L.

Cancel

Select *Cancel* to discard any new data entered in the cargo details tab and exit the house B/L.

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General - Ocean-BL - General - Direct Shipment - Seafreight Export

- Introduction
- Description

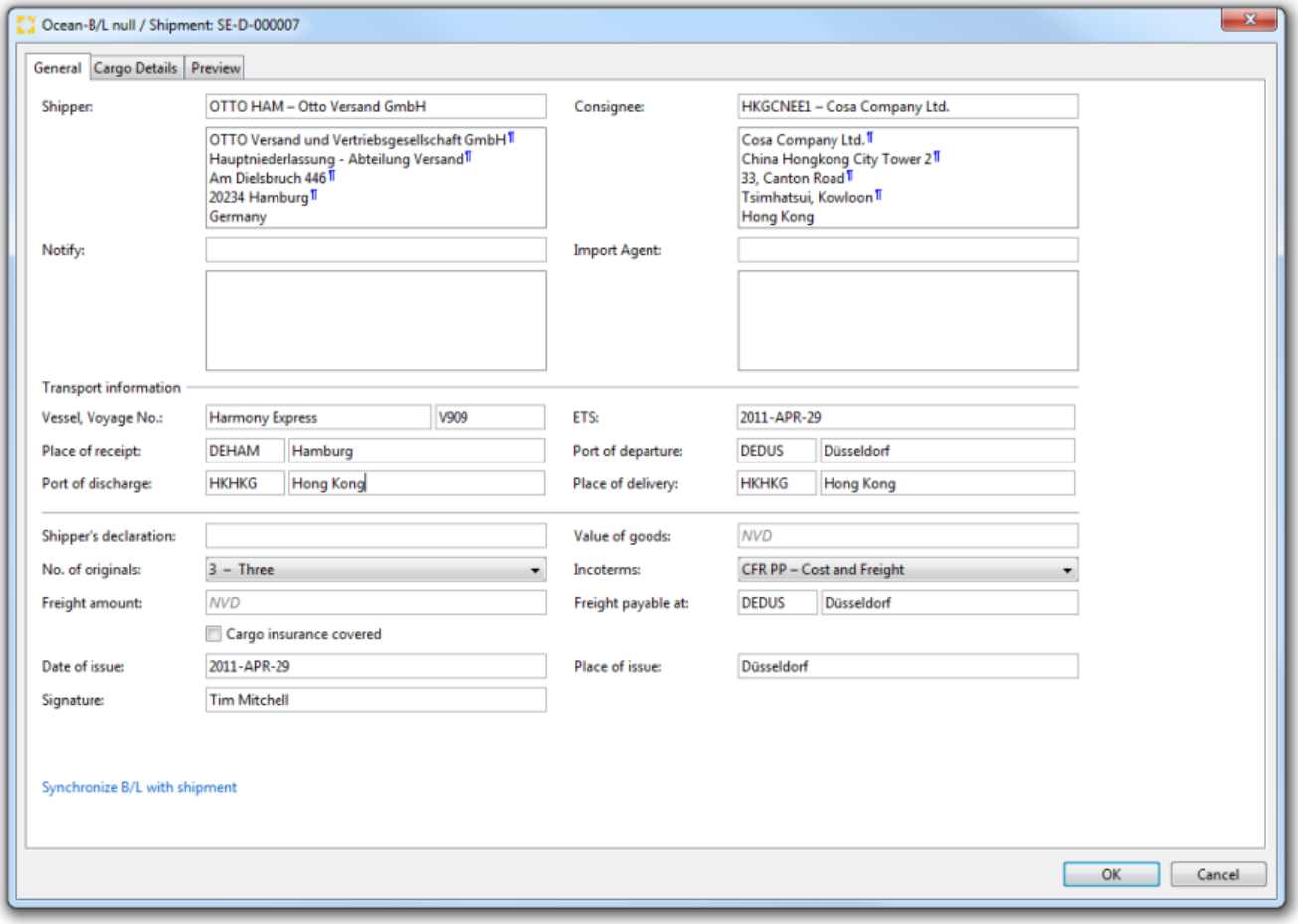
Introduction

The *General* tab of the the Ocean B/L allows entry of the most important data for the creation of a bill of lading. This is address details, transport information, dates and shipping terms.

The details entered in the *General* tab of the direct shipment should transfer to the Ocean B/L where it can be further processed.

Description

The input window is divided into three different areas. The upper part is for address details for the B/L, the middle and lower sections are for transport details, dates and freight terms.



Address data
- Shipper
- Consignee
- Notify
- Import Agent

Transport Information
- Vessel
- Voyage No.
- ETS
- Place of Receipt

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Port of Departure
Port of Discharge
Place of Delivery
Instructions and additional information
Shipper's Declaration
Value of goods
No. of Originals
Freight amount
Inco Terms
Freight payable at:
Cargo Insurance covered
Date of issue
Place of issue
Signature
Synchronize B/L with shipment
OK
Cancel

Address data

Shipper

Shipper for the Original B/L. This may be found with the field search or can be entered directly.

Consignee

Consignee for the Orignal B/L. This may be found with the field search or can be entered directly.

Notify

Notify from the general shipment entry (if available). This is the party to be notified when the shipment arrives at the importing country. The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Import Agent

The agent responsible for the freight on arrival at the importing country. The Import agent is also known as the "2nd Notify".

Transport Information

Vessel

The name of the vessel aboard which the freight will be loaded.

Voyage No.

The voyage number of the the vessel aboard which the freight will be loaded.

ETS

The estimated sailing date . This is a date and time field and the calendar icon provides access to a calendar.

Place of Receipt

The place from the main shipment entry will appear.
The place of receipt is the place where the goods are handed over to the Carrier.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of Departure

The Port of Departure from the main shipment entry will appear.
Place or port from where the vessel will depart.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of Discharge

The Port of Discharge from the main shipment entry will appear.
Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

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Place of Delivery

The place from the main shipment entry will appear.
The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Instructions and additional information

Shipper's Declaration

Used for hazardous information

Value of goods

This is an optional field, normally only used when specified in a letter of credit.

No. of Originals

Select the number of original bills of lading to be issued from the drop down menu.

Freight amount

Amount agreed for the freight transport costs.

Inco Terms

From the main shipment entry. The Incoterms that will be printed on the B/L.

Freight payable at:

The location where the freight charges are payable. (according to the Incoterms)

Cargo Insurance covered

A check field to indicate if the shipment is insured.

Date of issue

The date of issue of the bill of lading.

Place of issue

Signature

The name of the agent responsible for issuing the bill of lading.

Synchronize B/L with shipment

This action link will synchronize all the fields in the *General* tab of the direct bill of lading with the same fields of the *General* tab of the *General* shipment entry. Any existing data will be lost from the Ocean bill of lading.

OK

Click "OK" to save all the details enter in the house bill of lading and close the Ocean bill of lading editor.

Cancel

Click "Cancel" to discard any details entered in the house bill of lading and close the Ocean bill of lading editor.

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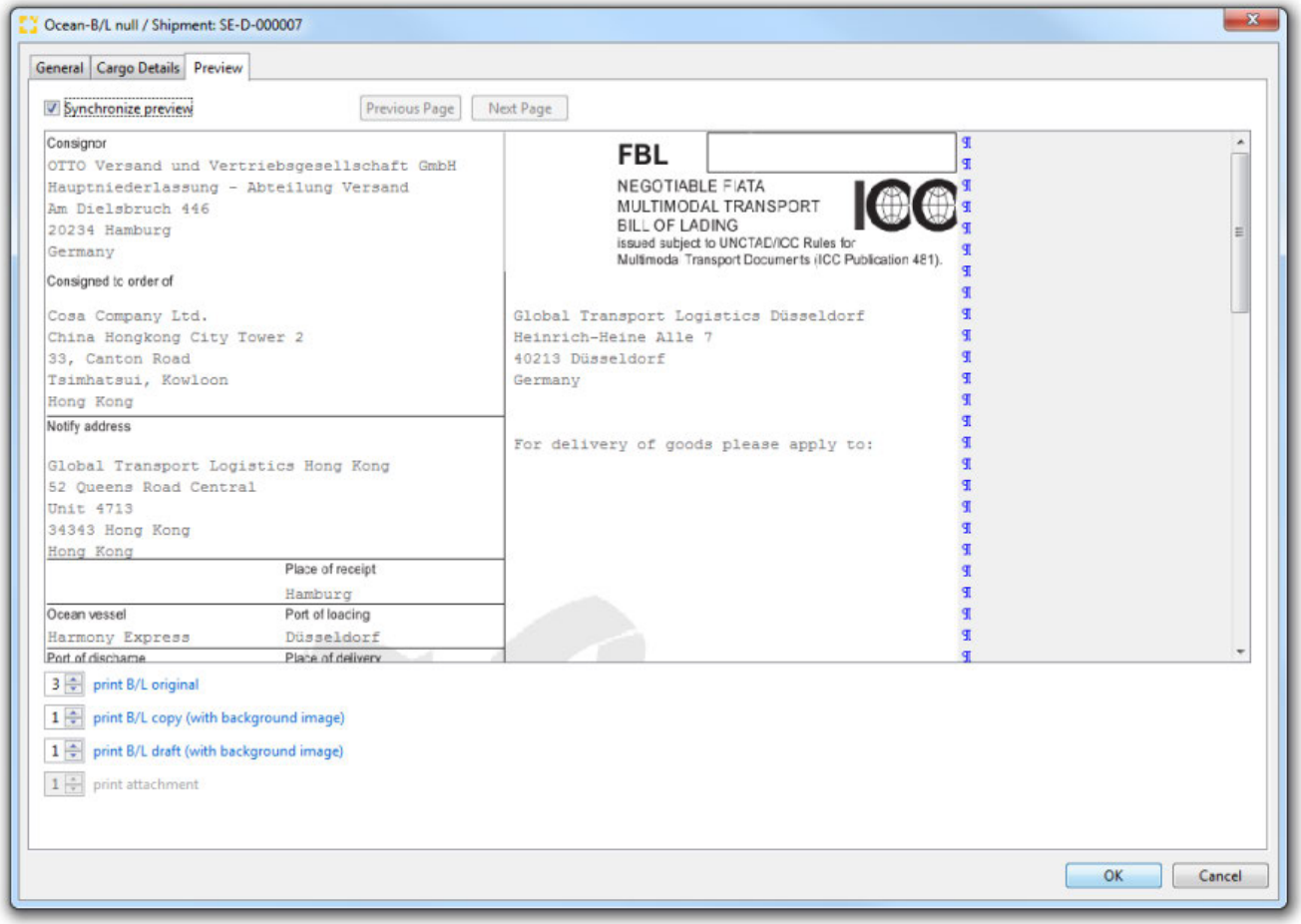
Preview - Ocean BL - General - Direct Shipment - Seafreight Export

- Introduction
- Description

Introduction

The Ocean B/l can be viewed and edited prior to printing in this tab.

Description



Synchronize preview
Previous Page
Next Page
Print B/L original
Print B/L copy (with background image)
Print B/L draft (with background image)
Print attachment
OK
Cancel

Synchronize preview

The initial view of the B/L is generated using the information stored in the *Ocean B/L general* and *Cargo Details* tab. When the synchronize flag is unset, the B/L becomes detached from these tabs and available for editing. Any text may be added to any part of the B/L. On setting the synchronize flag, any edits made to the B/L preview will be lost and the form will again be synchronized with the *House B/L general* and *Cargo Details* tabs.

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Previous Page

scrolls the B/L back one page. Only active for multi-page B/Ls.

Next Page

scrolls the B/L forward one page. Only active for multi-page B/Ls.

Print B/L original

The number of original B/Ls that should print are entered and then select the *print B/L original* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. A blank orginal bill of lading should be ready in the printer when this document is printed.

Print B/L copy (with background image)

The number of copy B/Ls that should print are entered and then select the *print B/L copy* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print B/L draft (with background image)

The number of draft B/Ls that should print are entered and then select the *print B/L draft* action link to generate printed B/Ls. These will be visible in the documents tab of the main shipment. This document should print on plain paper since the background image of the B/L will be generated.

Print attachment

The number of copies of attachment documents that should print are entered and then select the *print attachment* action link to generate any attachment docuemnts. These will be visible in the documents tab of the main shipment. This document should print on plain paper. Attachment documents are created when it is desired to print additional B/L details on plain paper.

OK

Select *OK* to save data entered in the Ocean B/L application and exit back to the main shipment.

Cancel

Select *Cancel* to discard data entered in the Ocean B/L application and exit back to the main shipment.

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Pickup Empty Containers - General - Direct Shipment - Seafreight Exports

- Introduction
- Description

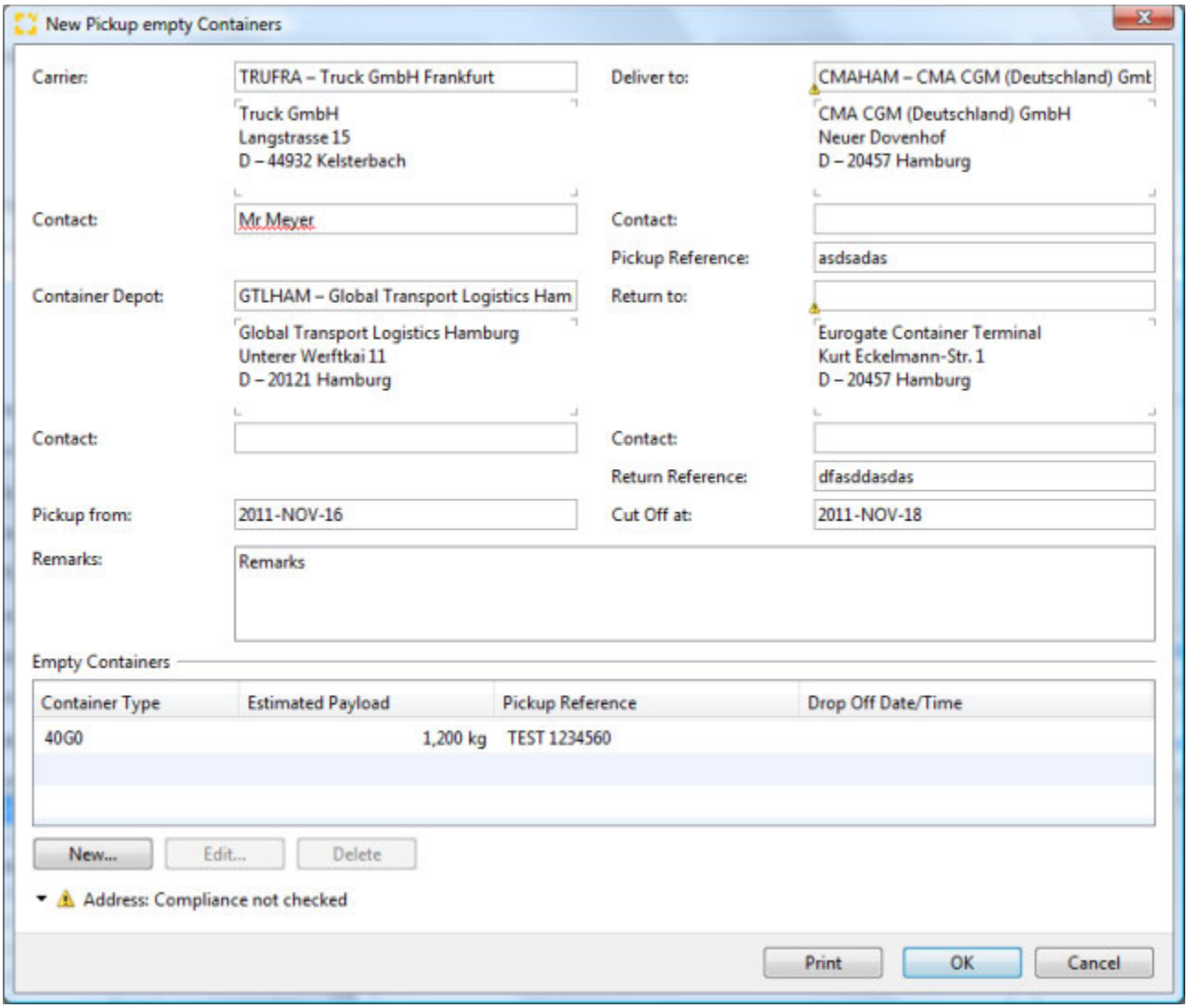
Introduction

Creation of an empty container pick-up order requires the full shipment details have been saved in the "General" tab.

The "Empty Pick-up" order is created by the the forwarding agent and instructs the carrier/trucker where to collect empty containers from and where they should be delivered to.

Description

A pick-up empty containers order" can be created by clicking the blue action link "New-pickup empty containers". This will open the "New Pickup empty Containers" editor.



Carrier

The trucking company who will pickup the containers. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order.

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Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the container pickup.

Container Depot

The address where the containers should be picked up from. The desired address can be located with the search field.

Contact (Container Depot)

The **contact name** for the container depot may be entered or selected from the list of contacts for this partner.

Deliver to

The address to which the containers should be delivered. The desired address can be located with the search field.

Contact (Deliver to address)

The name of the person at the point of delivery who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Pickup Reference

The reference provided by the party supplying the empty containers.

Return to

The address to which the containers should be returned. The desired address can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Contact (Return to address)

The name of the person at the return to address who should be contacted. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Return Reference

The reference used by the **Return to** address to identify the consignment.

Pickup from

The date and time when the empty containers will be available (Date / Time).

Cut off at

The date and time when pickup of the containers expires (Date / Time).

Remarks

Comments or instructions entered in this field will be printed on the container pickup order.

Empty Containers

The empty containers section of the **Pickup empty containers** application displays a summary table of containers on the pickup order. The table is comprised of the following columns:

- **Container type**
  The size and type of container, 20' Dry van container for example
- **Estimated payload**
  The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**
- **Pickup Reference**
  The reference used to identify the container at the pickup point.
- **Drop Off Date/Time**

The Empty container table offers function keys to enable entry of the container details into the table.

New

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generates a popup application to enter new container details

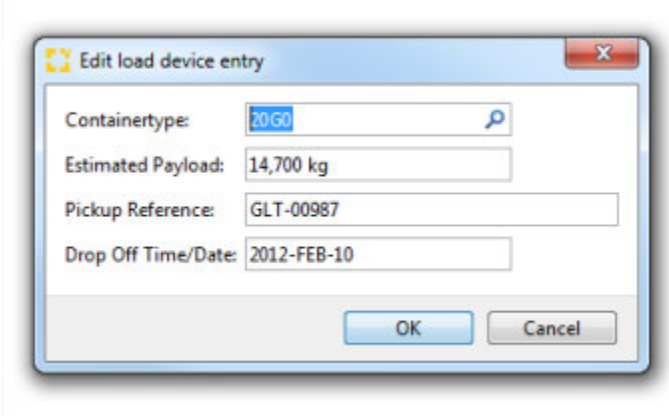
Edit

Opens a popup application to edit the details of the container highlighted in the table.

Delete

Deletes the container highlighted in the table

New Load device entry



On selecting **new** or **edit** in the empty container table, the **New load device** application appears to allow entry or editing of containers:

Container type

The size and type of container, 20' Dry van container for example. This is a container type search field that will only allows existing container types stored in the container types database.

Estimated payload

The total weight of cargo the container can carry. This figure defaults to **kg** but can be over-written with **LB**

Pickup Reference

The reference used to identify the container at the pickup point.

Drop Off Date/Time

Date and time the container should be dropped of. This is a data and time field and the drop down menu provides a calendar.

Print

Print the container pick-up order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the container pick-up order.

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Goods - Direct Shipment - Seafreight Export

- Introduction
- Description

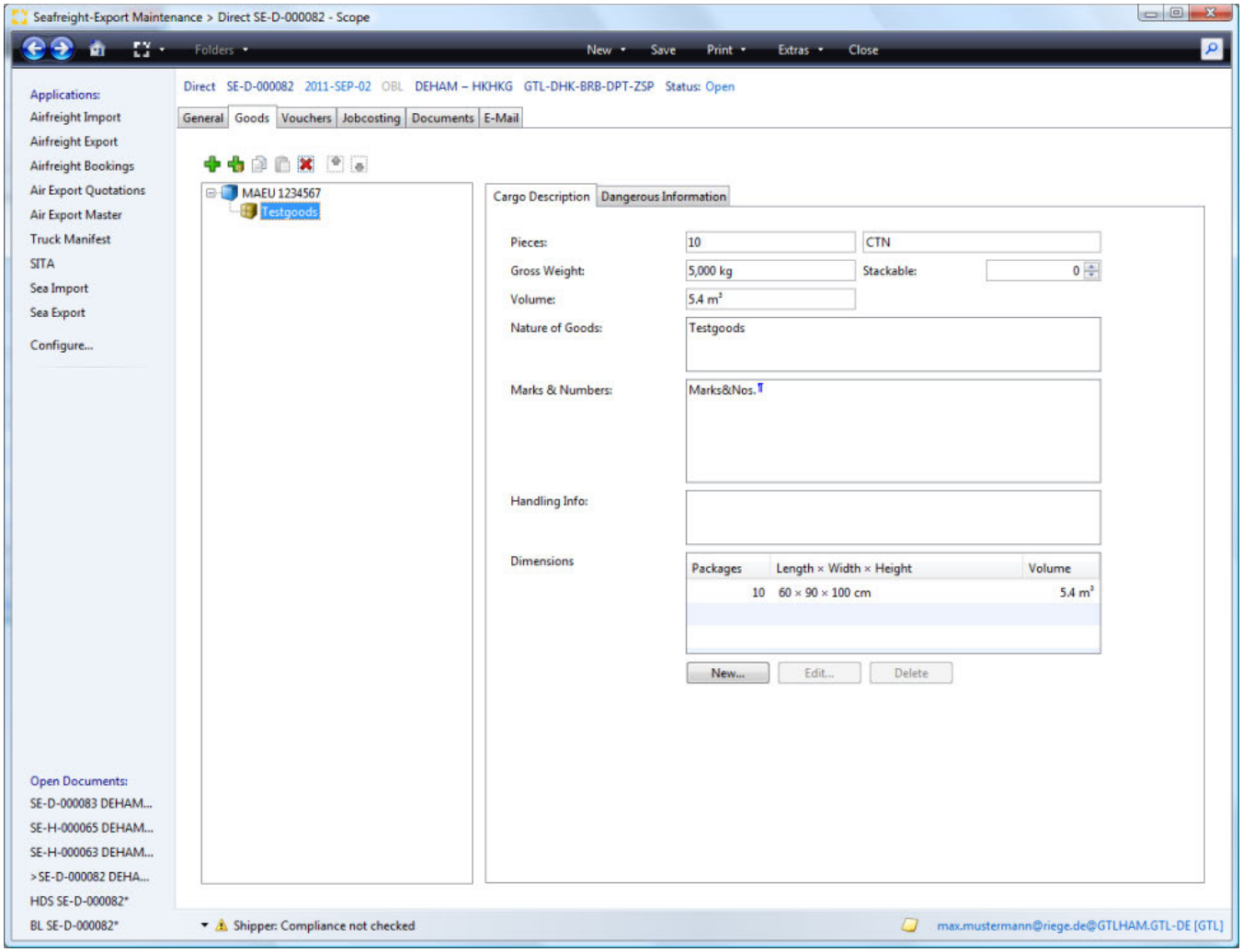
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment
LCL or Breakbulk direct shipment
FCL Shipment
- Number
- Unknown
- Shipper's owned
- Seal
- Type
- Inner Size (LxWxH)
- Remarks

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Total pieces
Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Adds a new piece of cargo
	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

LCL or Breakbulk direct shipment

When the direct shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the  icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

FCL Shipment

If the cargo is to be shipped containerized then the container details must be added using the  icon. This will open a container entry screen on the right where the full container details are recorded. On completion of the container details, at least one cargo item must be added to the container using the  icon.

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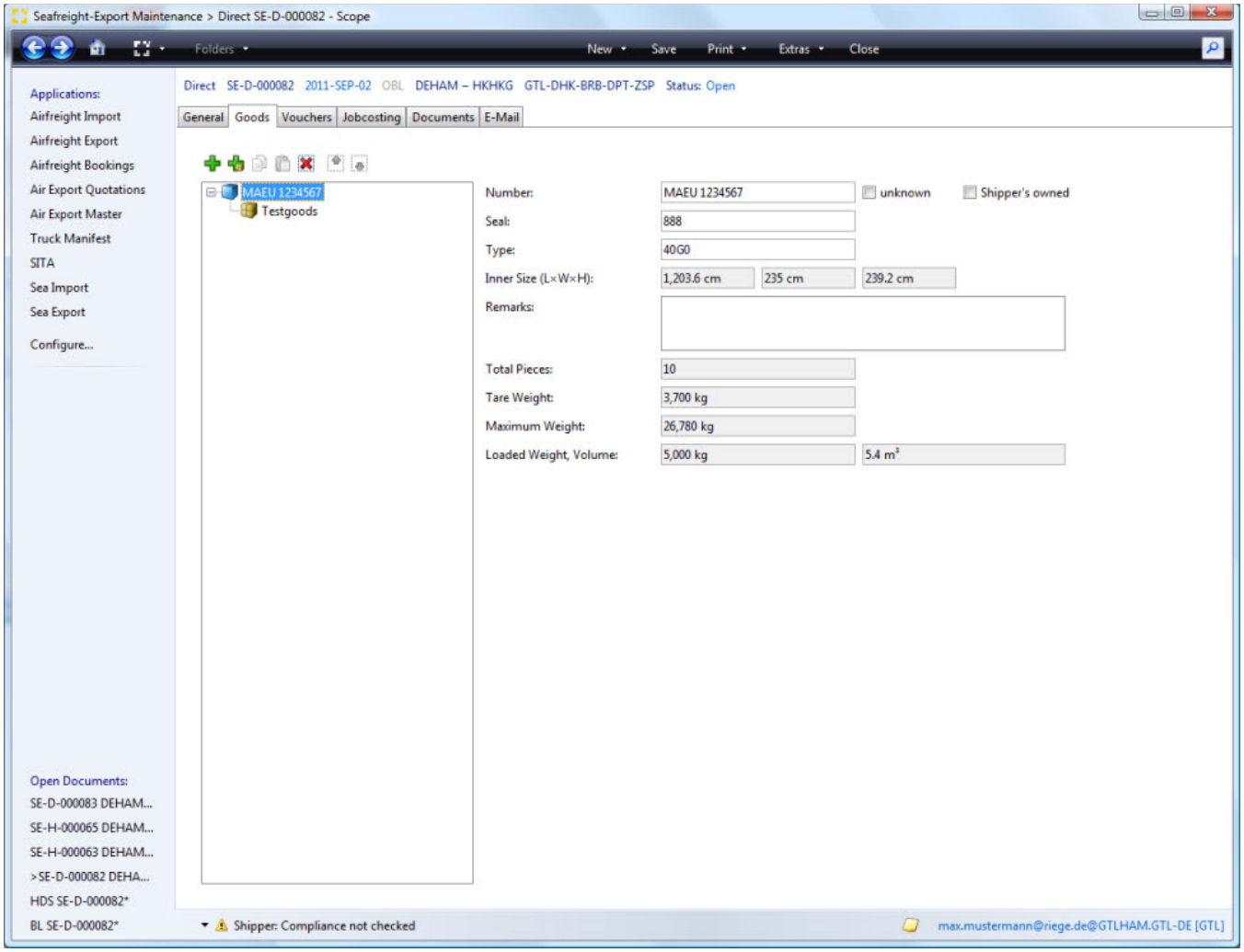

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

If the "Unknown" box is checked, then the container number can be left empty.

Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Remarks

Any remarks particular to this container

Total pieces

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The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargoe items:

- Cargo Description - Goods - Direct Shipment - Seafreight Export
- Dangerous Goods Information - Goods - Direct Shipment - Seafreight Export

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Cargo Description - Goods - Direct Shipment - Seafreight Export

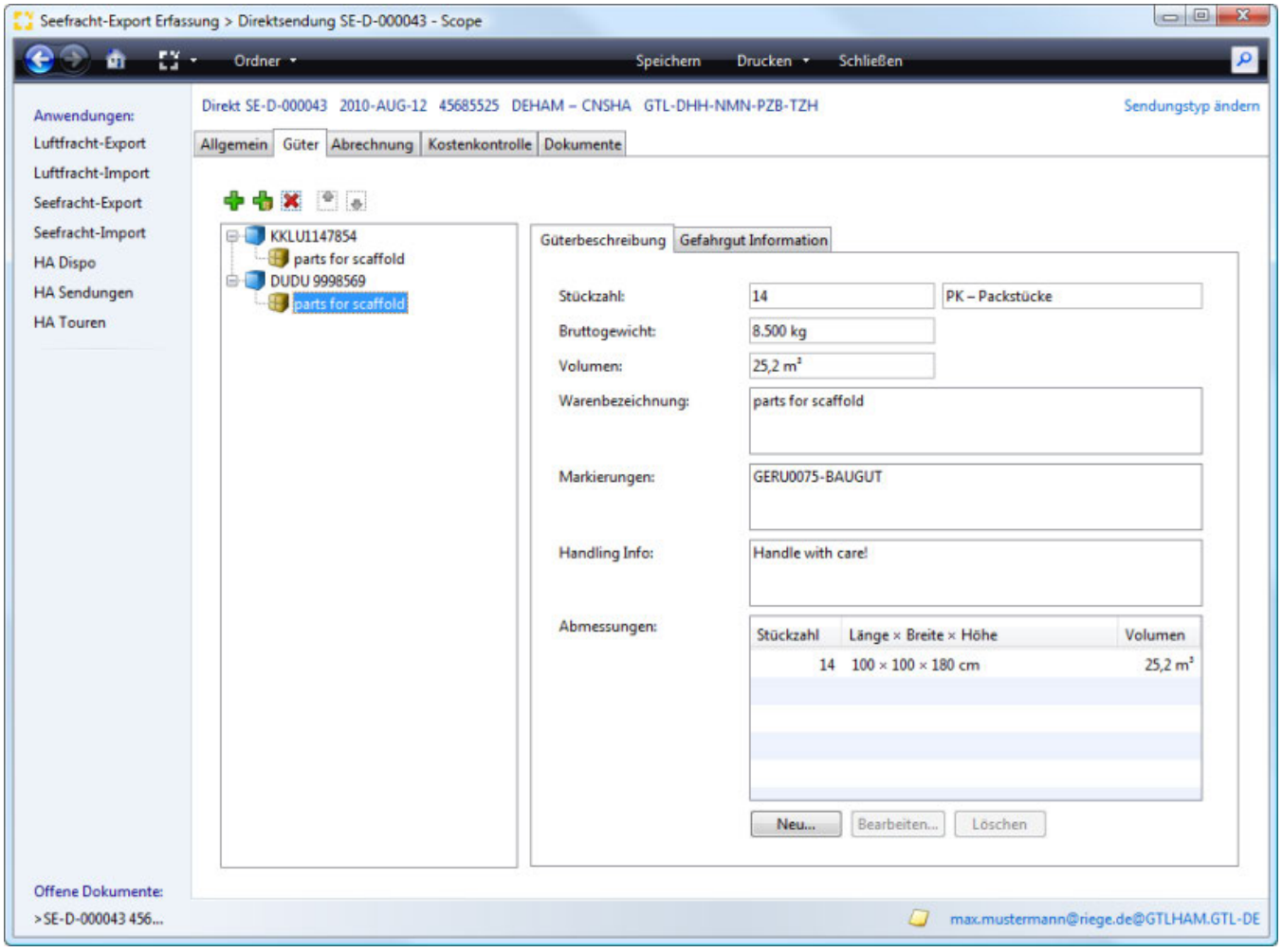
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

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Pieces

The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.

? Unbekannter Anhang

Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

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Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - Direct Shipment - Seafreight Export

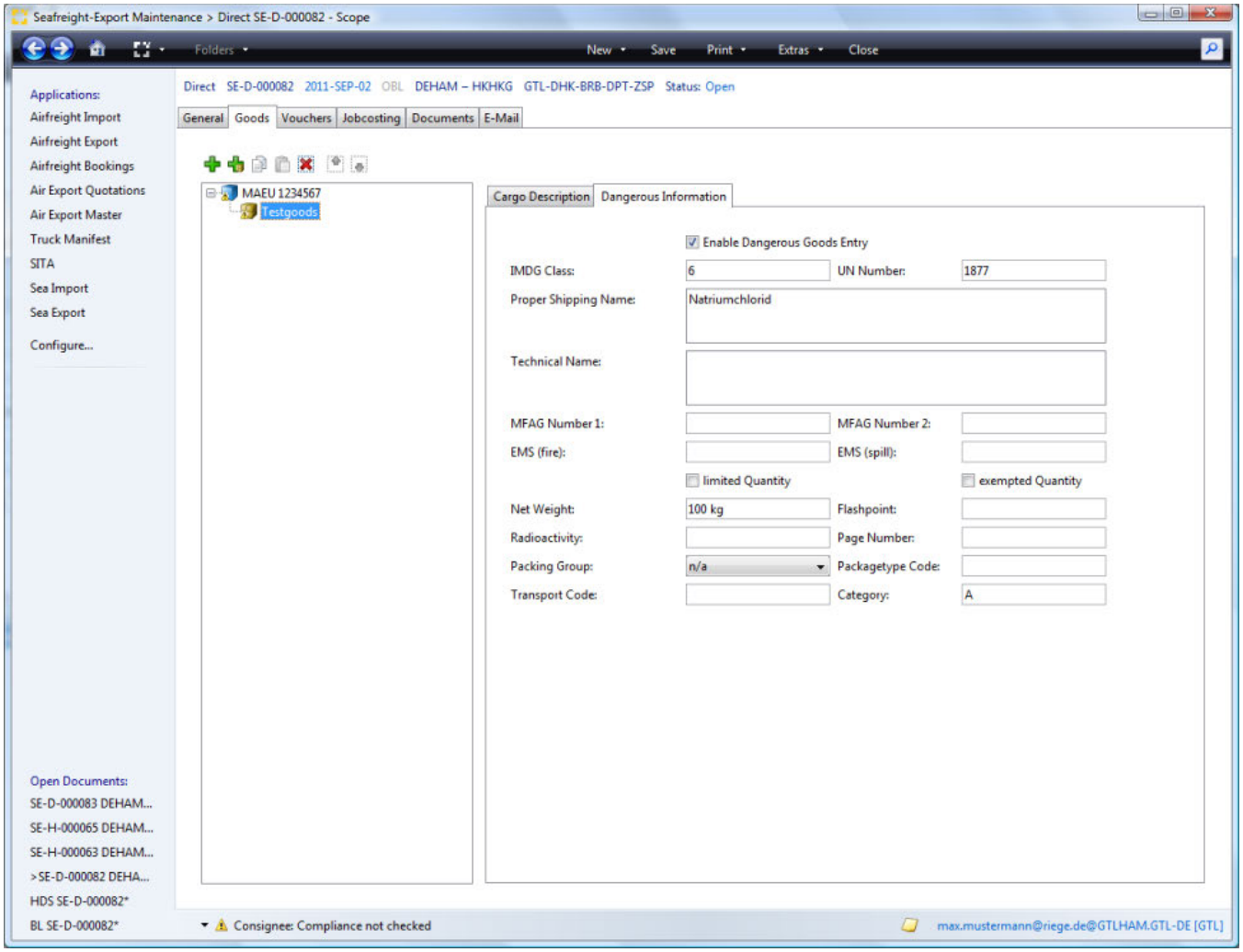
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



- Enable dangerous goods entry
- IMDG Class
- UN Number
- Proper shipping name
- Technical Name
- MFAG Number 1
- MFAG-Number 2
- EMS-(Fire)
- EMS-(spill)
- Limited Quantity
- Exempted Quantity
- Net Weight

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Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

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The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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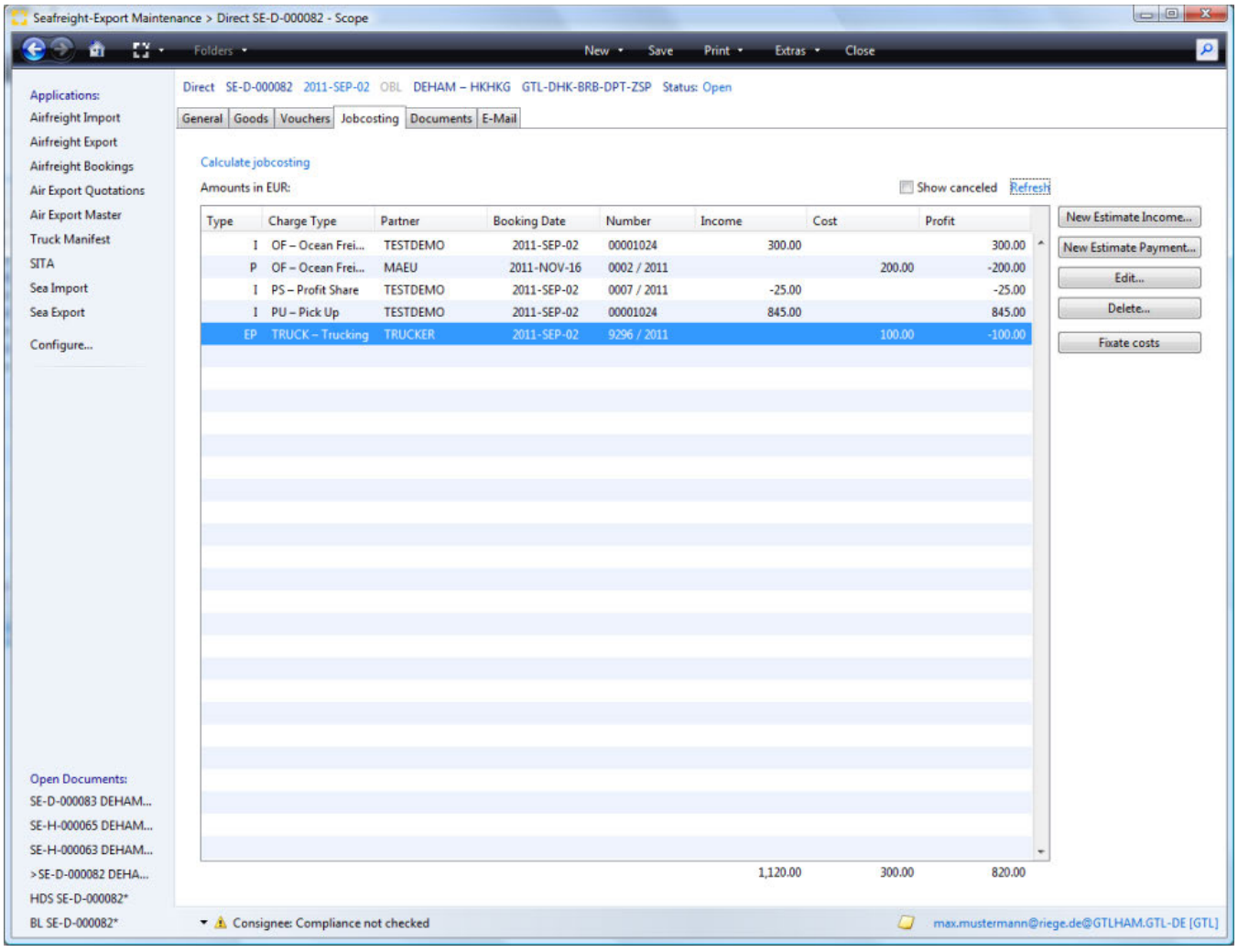
Jobcosting - Direct Shipment - Seafreight Export

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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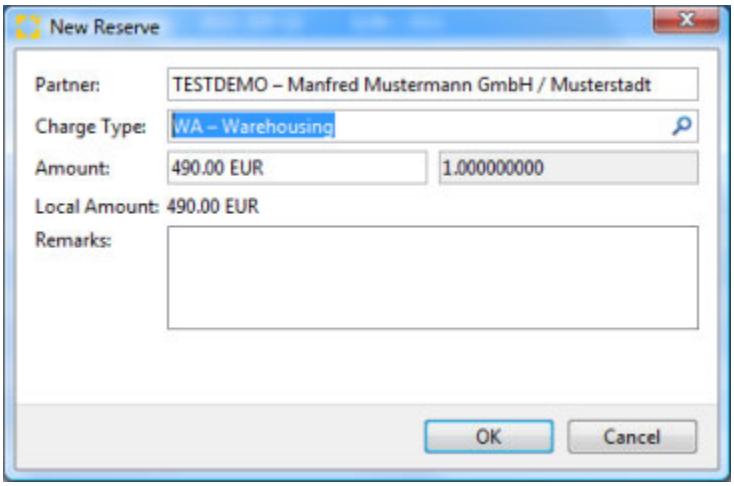
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - Direct Shipment - Seafreight Export

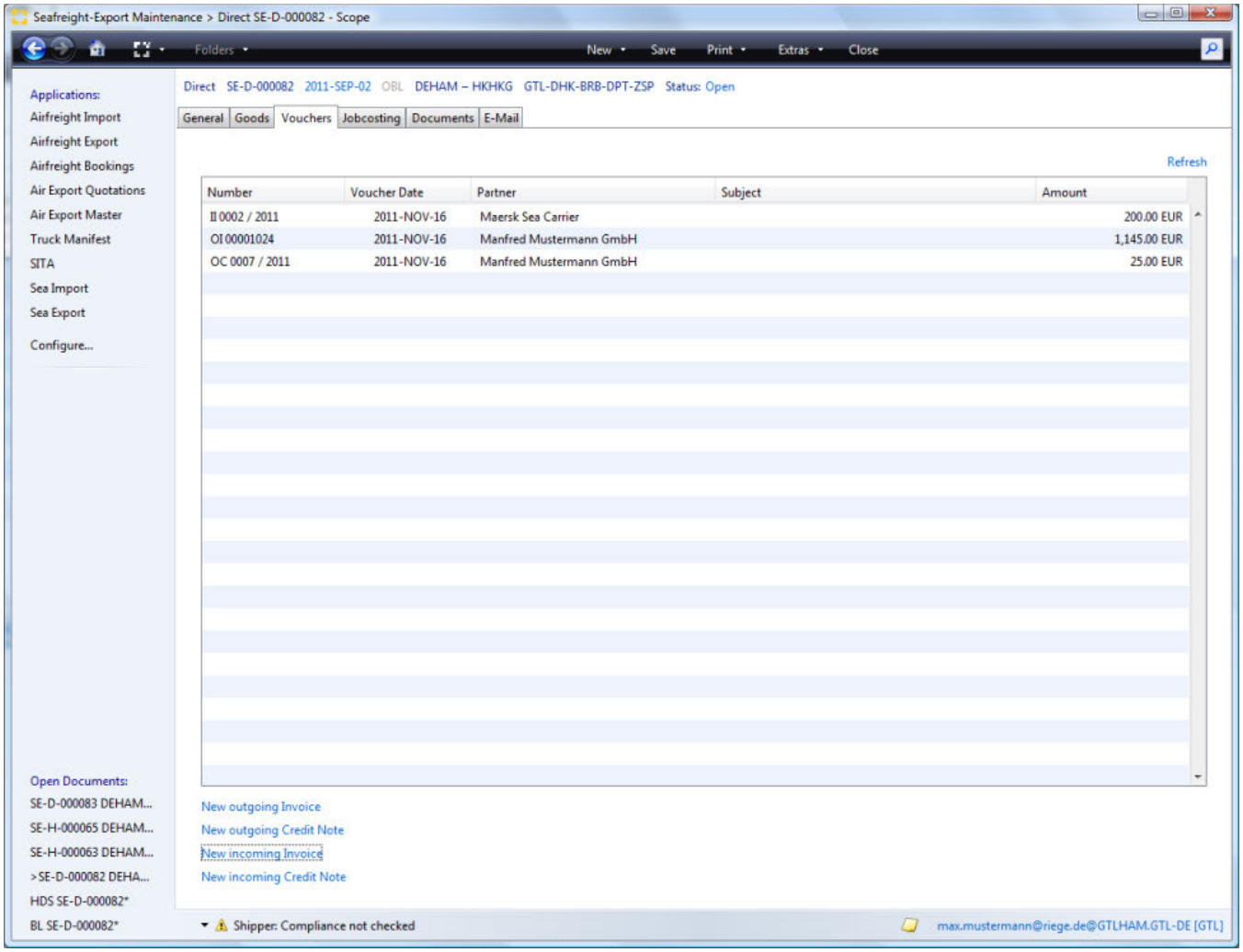
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



- Main menu bar and title bar
- Overview
- New Outgoing Invoice
- New Outgoing Credit Note
- New Incoming Invoice
- New Incoming Credit Note
- Refresh
- Table columns
  - Number
  - Voucher Date
  - Partner
  - Subject
  - Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Super-House Shipment - Seafreight Export

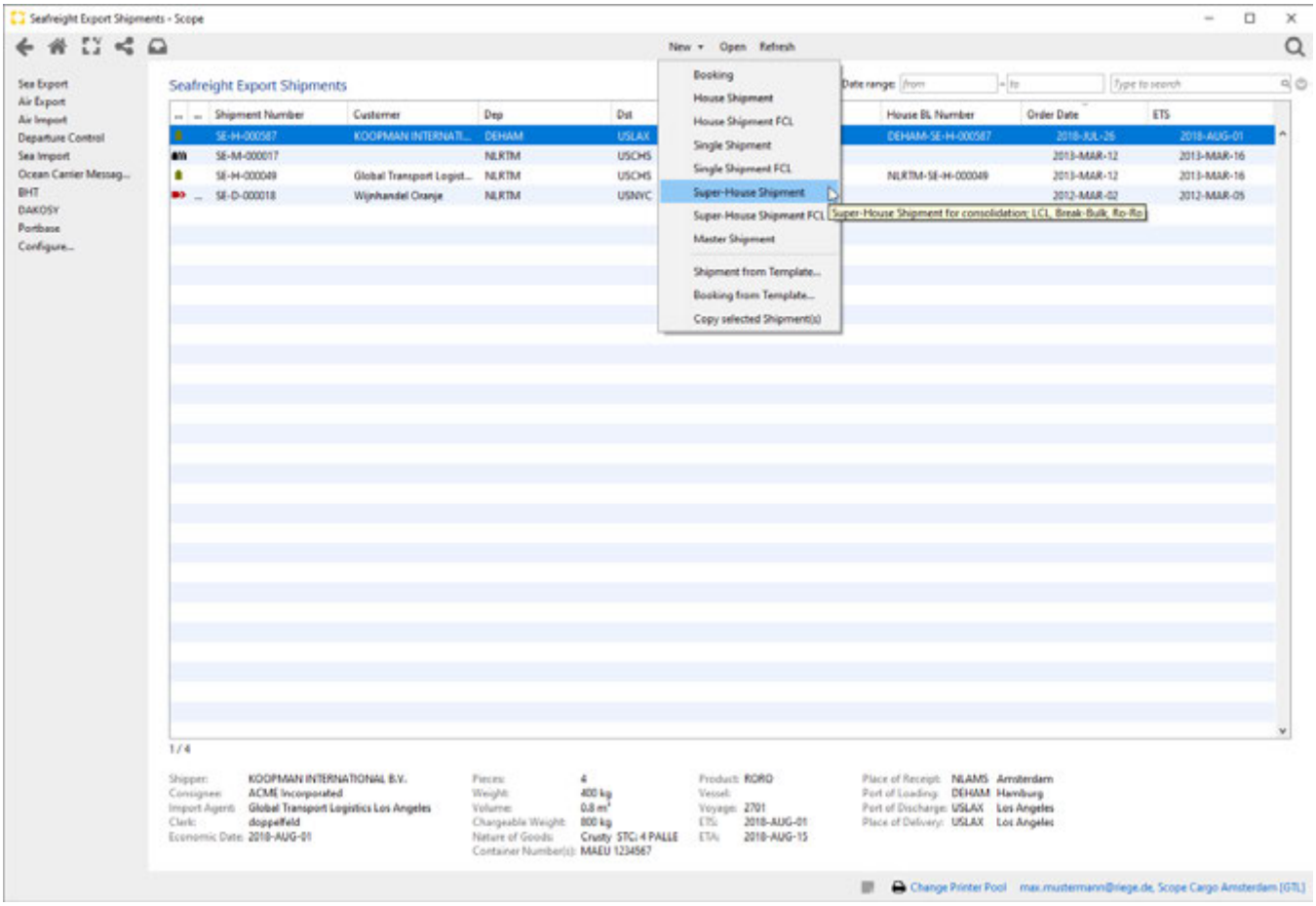
- Introduction
- Description

Introduction

The application Super House Shipment Seafreight Export enables the consolidation of regular House shipments to a Super House Shipment. There may be multiple reasons for creating a Super House, like one shipper to many consignees (shipper consolidation), or many shippers to one consignee (consignee consolidation), or many shippers to many consignees. The purpose of a super house shipment is to combine House shipments in such a way that the quantity (weight / volume) enables cost-effective transportation for your customer.

Description

With the program action *New* in the Seafreight Export Shipments home view the input dialog for the *Super-House Shipment* can be opened.



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(a) General - Super-House-Shipment - Seafreight Export

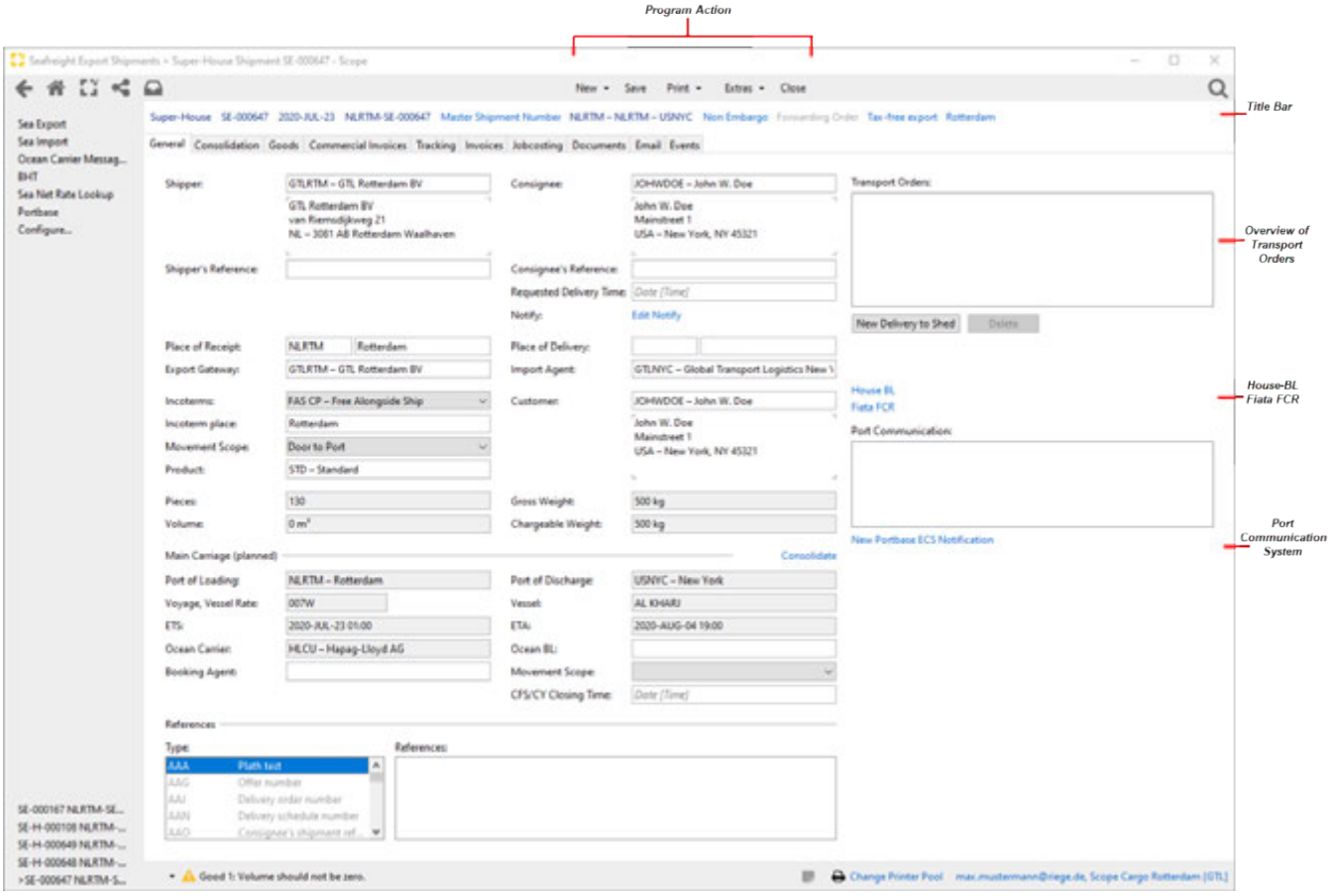
- Introduction
- Description

Introduction

General shipment data, can be entered in the General Tab. The weight and the number of packages of the Sub-House Shipments will automatically be transferred to the corresponding field.

Description

- Program Action
- Title Bar
- Field Description
- Consolidate / Deconsolidate
- Select Master shipment
- Transport Orders
- House BL
- FIATA FCR
- Port Communication



Program Action

New

- New Delivery to Shed

Opens the window *New Delivery to Shed.* Data for a Transport Order to Shed can be entered here.

- New Customs Order

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Opens the window New Customs Order to enter the data and create a new Customs Order.

Save

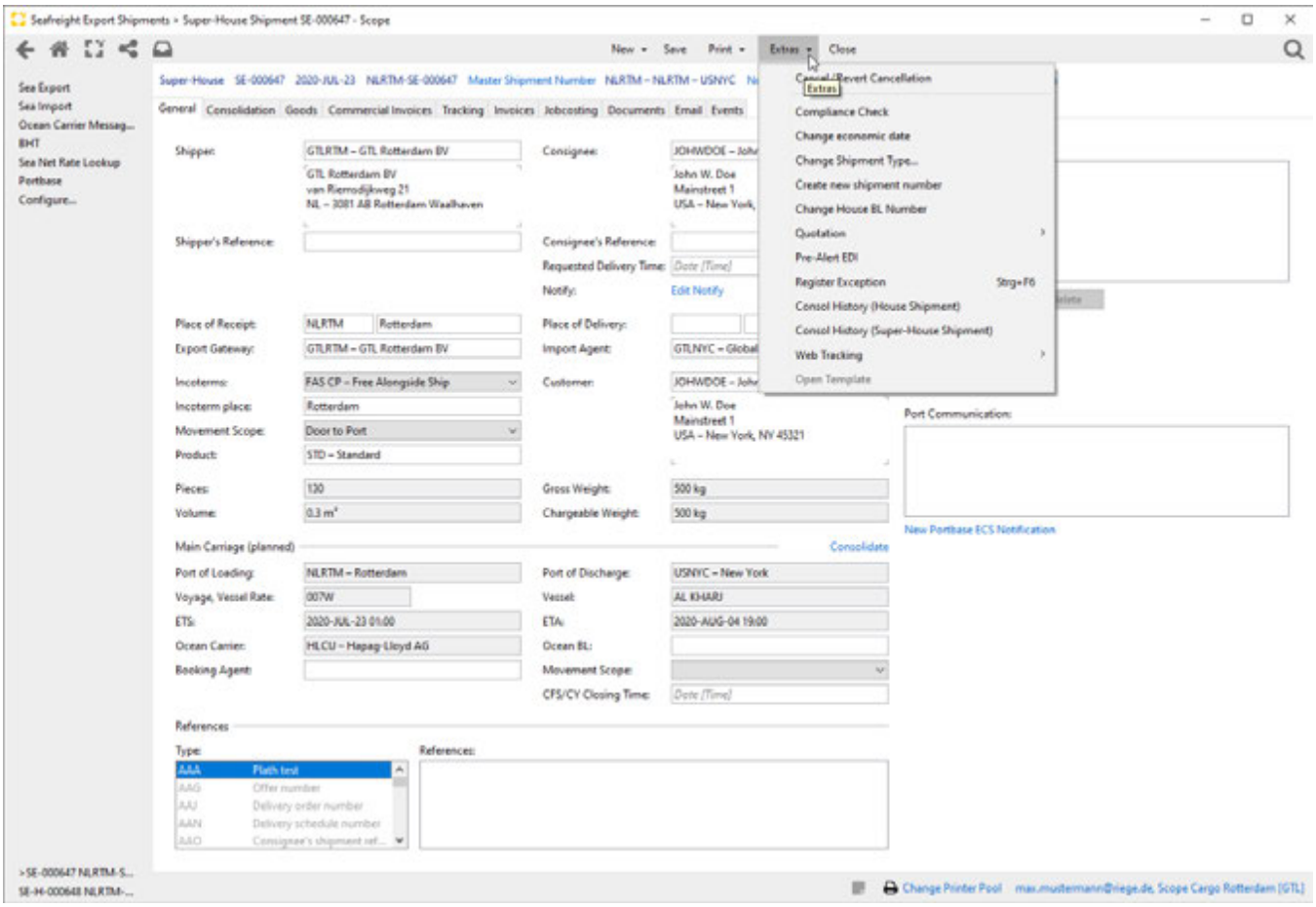
The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case, then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command, the required documents can be printed. Currently the following documents are available:

- Filecover
- Preadvice
- Shipping Instruction for Shipper, Consignee, for Import Agent, for Customer, for Notify
- FOB Delivery
- Export Declaration
- Claim Notification
- Super-House Manifest
- Labels Package, Shipment
- Certificate of Origin
- Quality Report

Extras



- Cancel/Revert Cancellation

This function cancels a shipment or cancels the cancellation of a shipment. See details here Cancel/Revert Cancellation

- Compliance Check

Opens the *Check Compliance* Screen. In this Screen all critical addresses related to the shipment will be displayed and can be checked.

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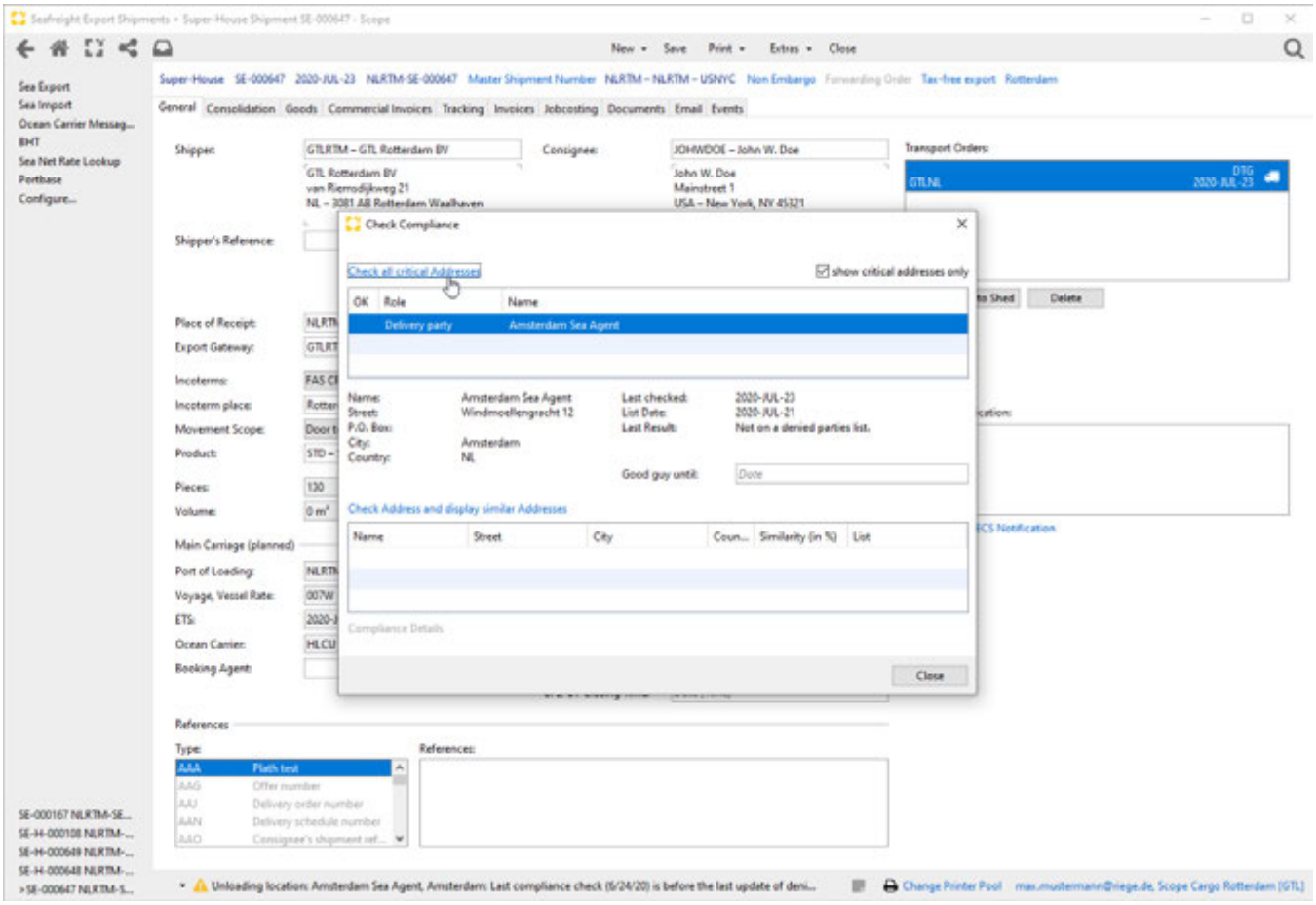

- Change economic date

This function opens the screen economic date, where the economic date can be changed.

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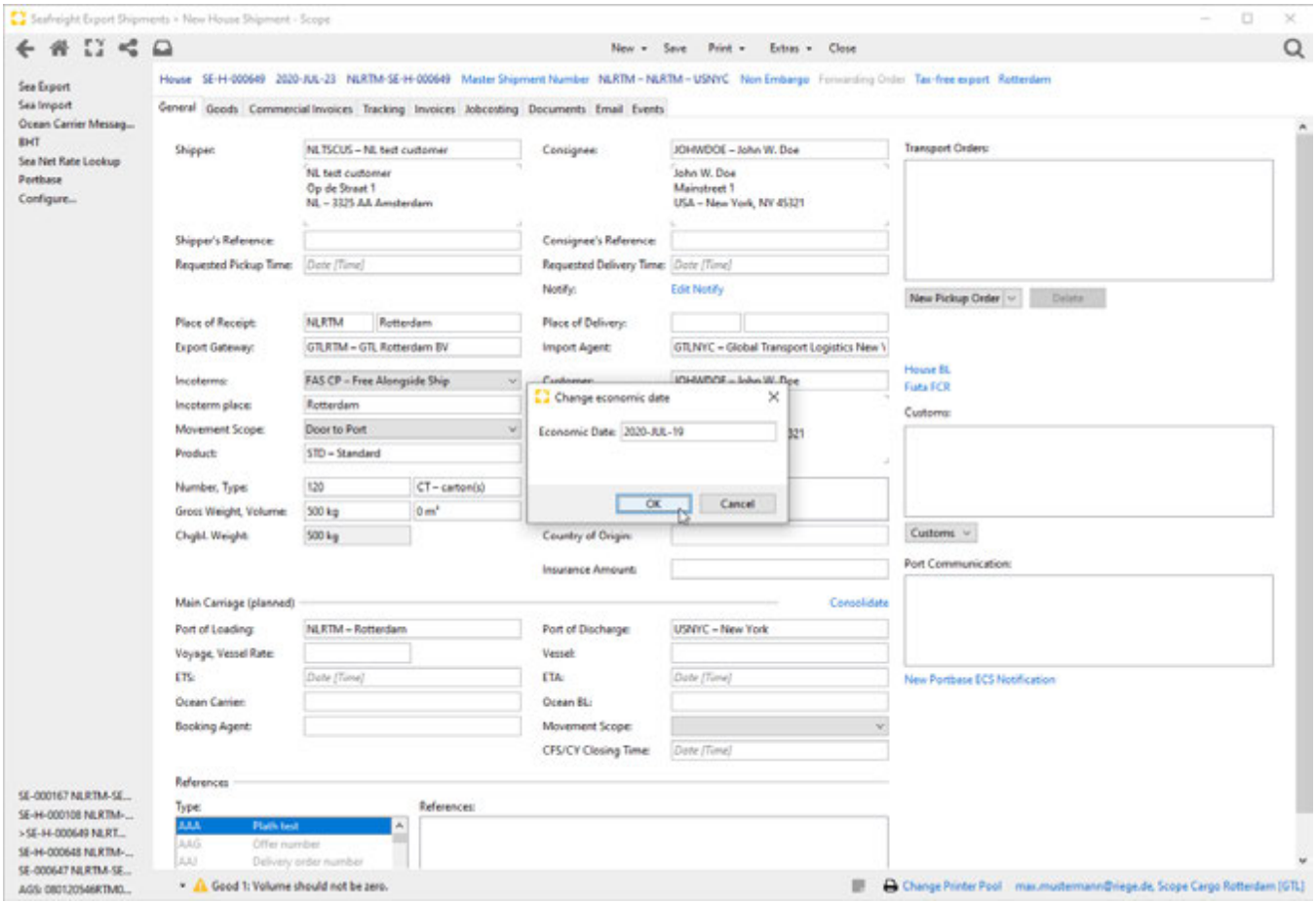

- Change shipment type

This function opens the screen *Change shipment type* where another available shipment type can be chosen. The Button *Next* confirms the data entry and the shipment type will be changed.

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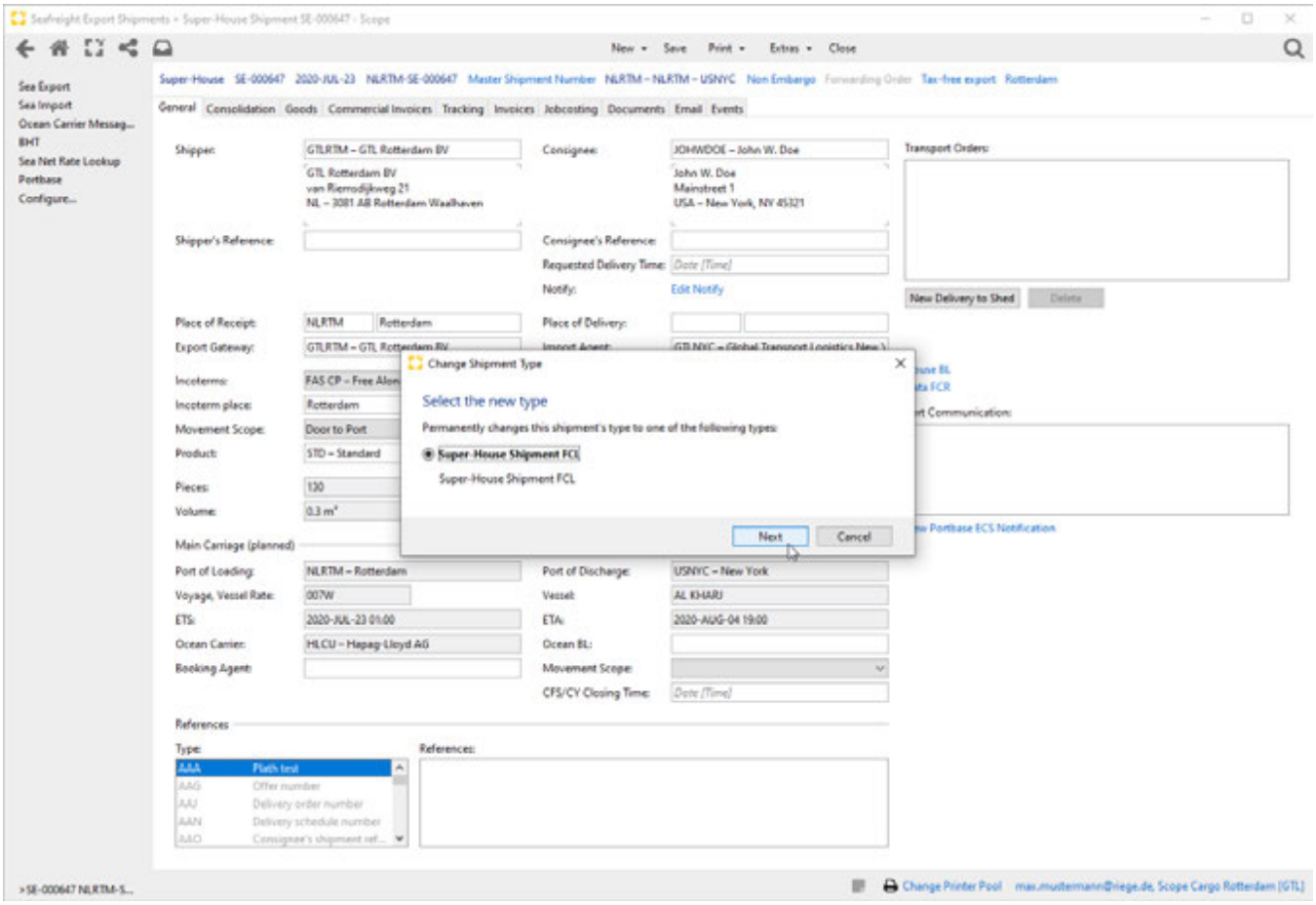

- Create new shipment number

This program action opens the screen *Create new shipment number.* With the button *Create* a new shipment number will be generated; if the flag *Keep the House BL Number* is ticked, House BL Number will stay the same.

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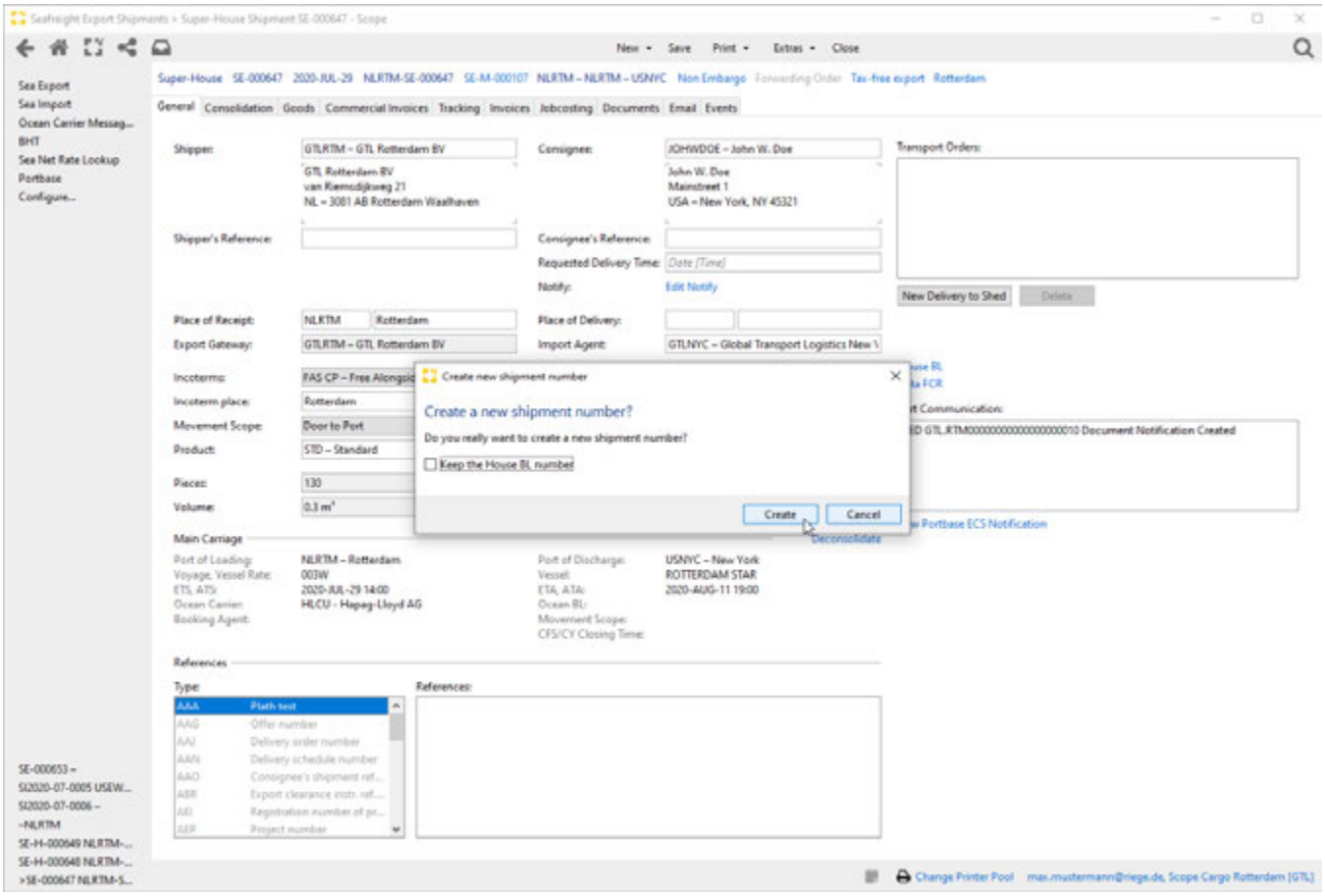

- Change House BL number

This program action opens the screen *Change House BL number.* As soon as the data of a new shipment are saved, Scope automatically generates a House BL number. This can be changed by the user if necessary.

- Quotation

This function can Show, Link or Unlink a quotation for the shipment.

- Pre-Alert EDI

This function is used for generating the Pre-Alert XML. Therefore, the import agent must have a valid EDI profile assigned.

- Register Exception

With this action, exceptions can be created. These represent additional information about the milestones.

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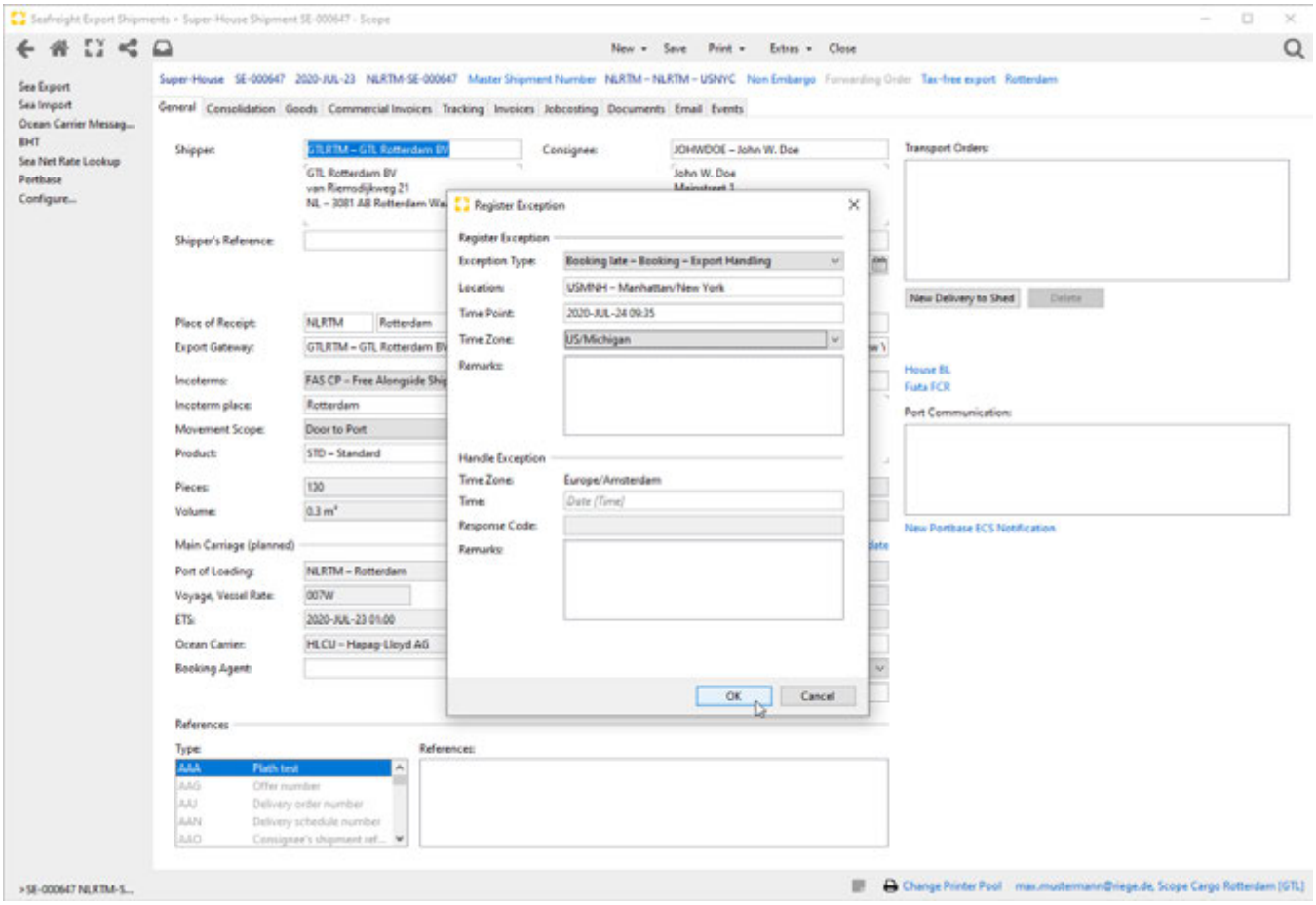

- Consol History (House Shipment)

shows the logged actions on the Consol regarding the House-Shipment

- Consol History (Super-House Shipment)

shows the logged actions on the Consol regarding the Super-House-Shipment

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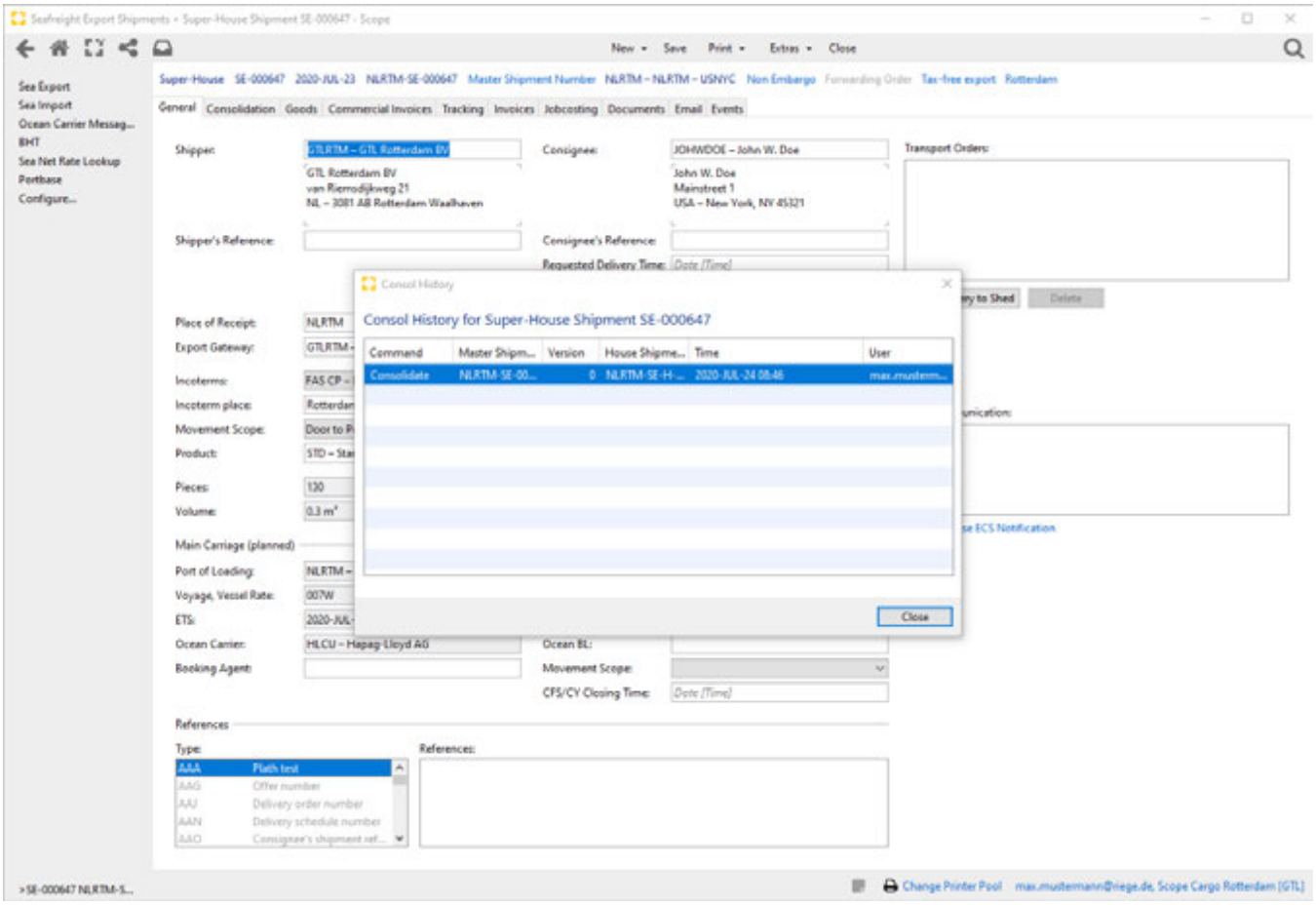

- Web Tracking

Via web tracking, a URL can be copied, or a program can be opened directly in anonymized web tracking.

- Open Template

opens the template that created the shipment

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- Type of shipment
  Type of shipment. For this is Super-House
- Shipment number
  Assigned by the system after the shipment has been saved for the first time.
- Economic date
  The date can be changed via Extras - Change economic date.
- House BL Number
  House BL Number created by Scope when shipment has been saved for the first time.
- Master Shipment Number
  Shipment number of master shipment where Sub-house shipments has been consolidated.
- Departure port - Destination port
  Departure and destination of the shipment.
- Non Embargo, Approve Embargo
  Embargo Status set due to destination
- Forwarding Order
  Link to a connected Forwarding Order
- Taxability (e.g. "tax-free Export")
  Actionlink indicates the Taxability type and can also be used to change to a new taxability type
- Cost Center (e.g. Sea Export)
  By clicking on this action link, the user will be able to change the Cost Center of the shipment.

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Field Description

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper`s reference

Shipper´s reference can be entered here

Consignee`s reference

Consignee`s reference can be entered here

Requested Delivery Time

A requested delivery time can be entered here

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify. If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Edit Notify

With this action link the editor to add a notify address can be opened. The notify address can be located by using the search field. The context menu of the Partner field provides options for new document addresses to be created or existing document addresses may be edited. In the master data of the partner, if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partner is used in any shipment where this partner is the recipient (consignee).

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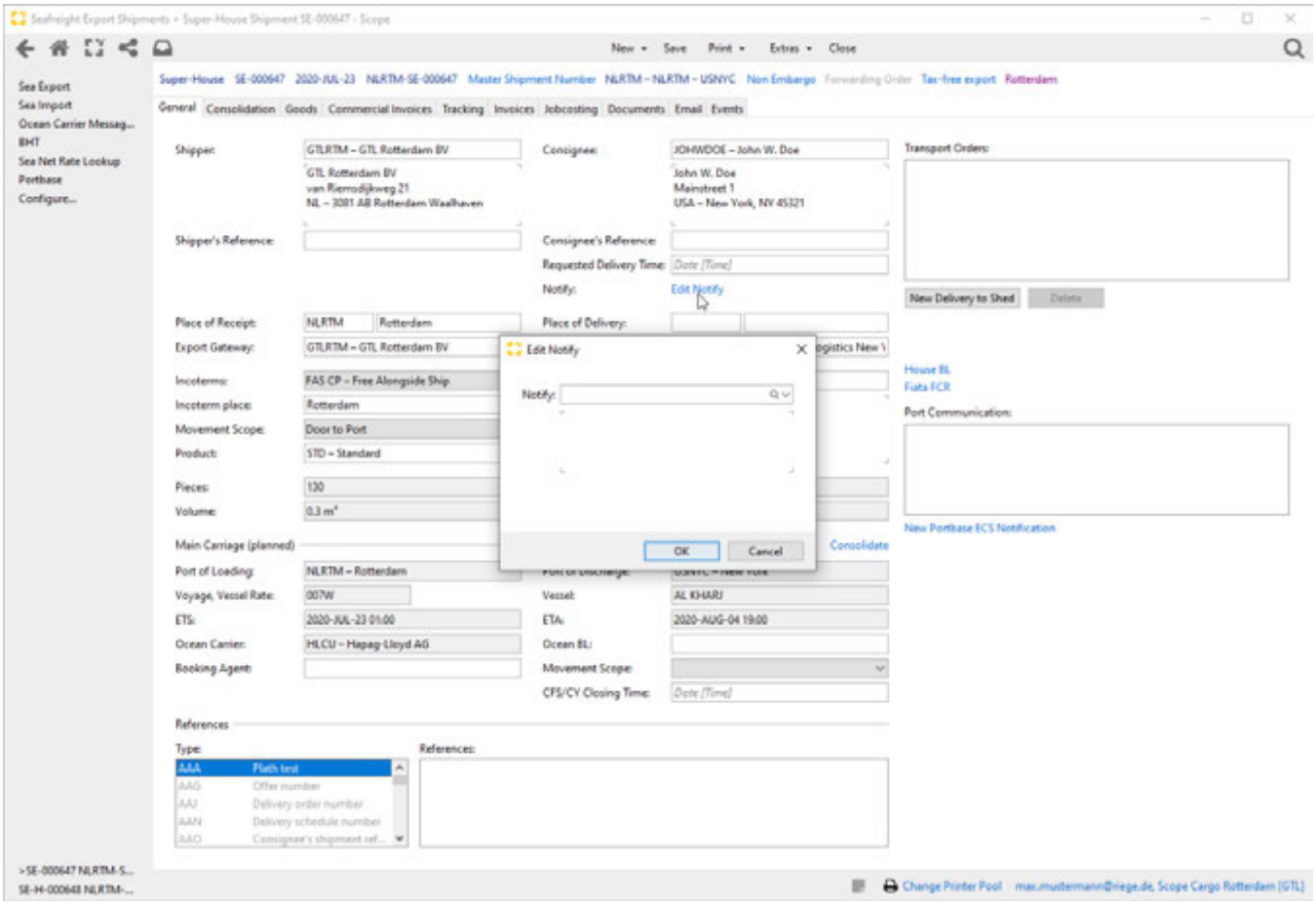
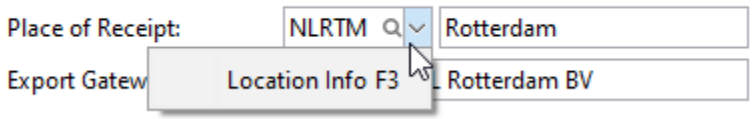


Place of receipt

UNlocode of the place of receipt. The context menu or F3 will open a corresponding map.



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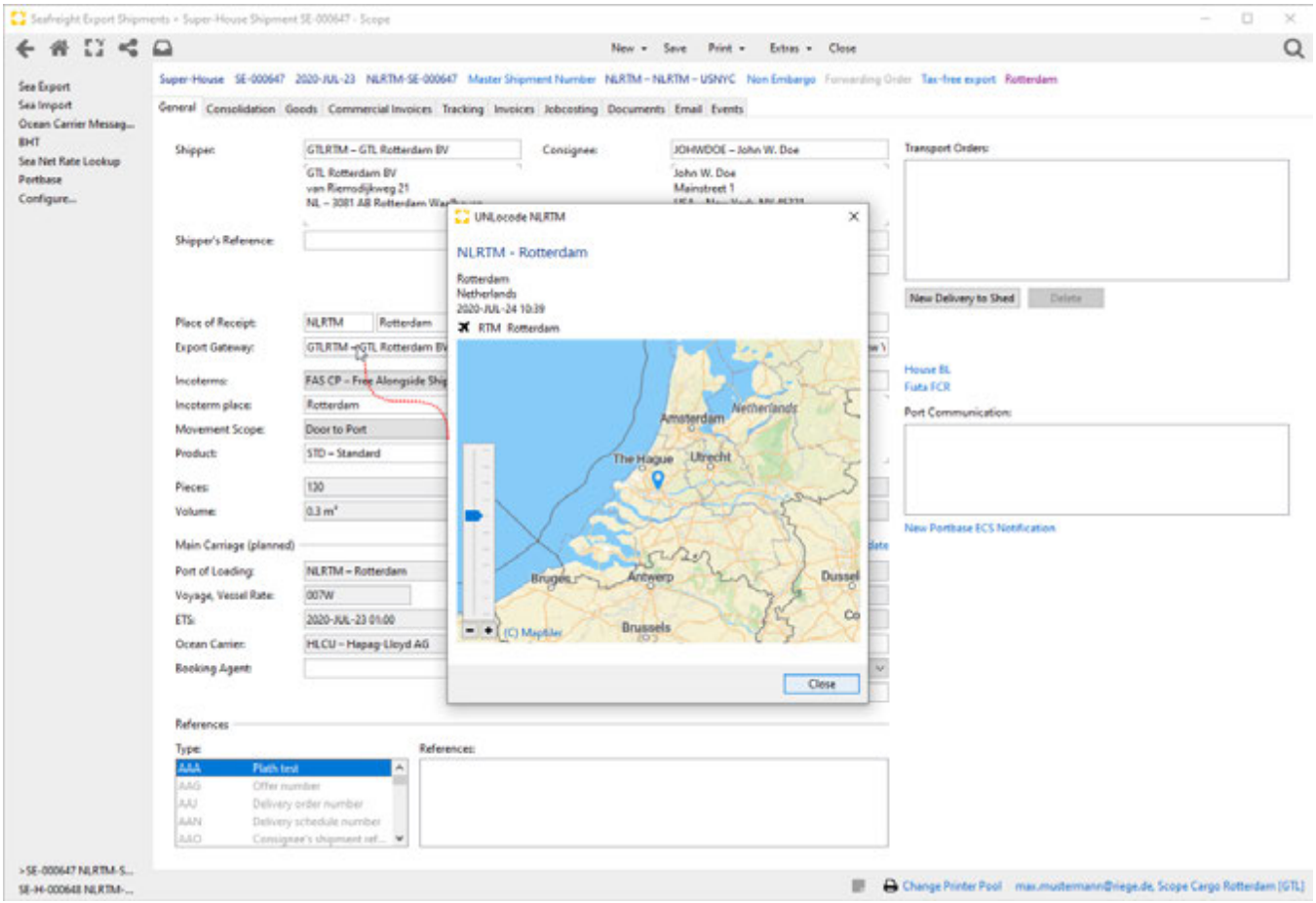

Place of Delivery

UNlocode of the place of delivery. The context menu or F3 will open a corresponding map.

Export Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import Agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function. The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Incoterms

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes. The Incoterm fills the value of the fields Movement Scope and Customer automatically, as they determine which costs are charged for the sender (backward) or for the recipient (forward).

Incoterms Place

The place name referenced by the incoterms.

Customer

Generally, the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

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Movement Scope

Movement Scope of the shipment.

Product

The drop-down menu will open a list of all available Products. The Products must be defined in the master data Forwarding Selling Products.

Pieces

Total number of pieces in the consignment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super House Shipment.

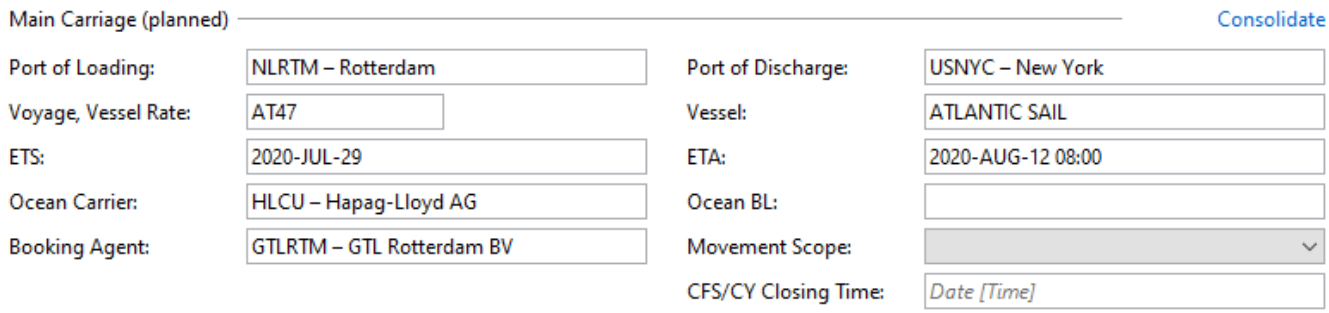
Gross weight, volume

Total gross weight and volume of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Chargeable Weight

Total chargeable weight of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Main carriage (planned)



Port of Loading - Main carriage (planned)

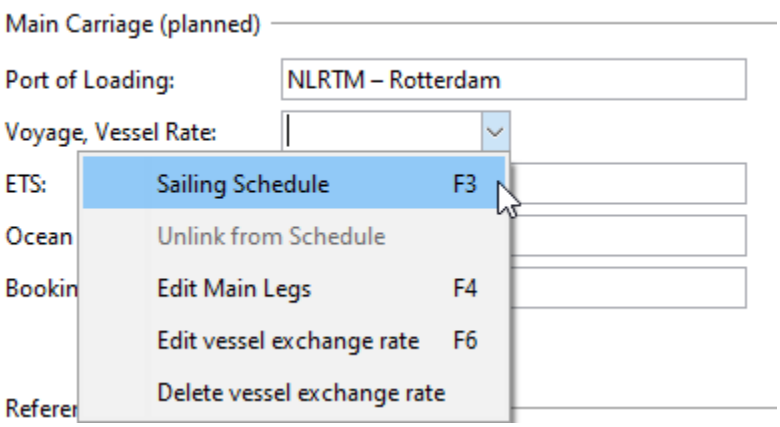
Port of Loading (Departure) of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Port of Discharge - Main carriage (planned)

Port of Discharge of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Voyage, Vessel rate vessel - Main carriage (planned)

Displays the name of the Voyage. With the integrated drop-down menu, a Sailing schedule can be opened, main legs and vessel exchange rates can be edited.



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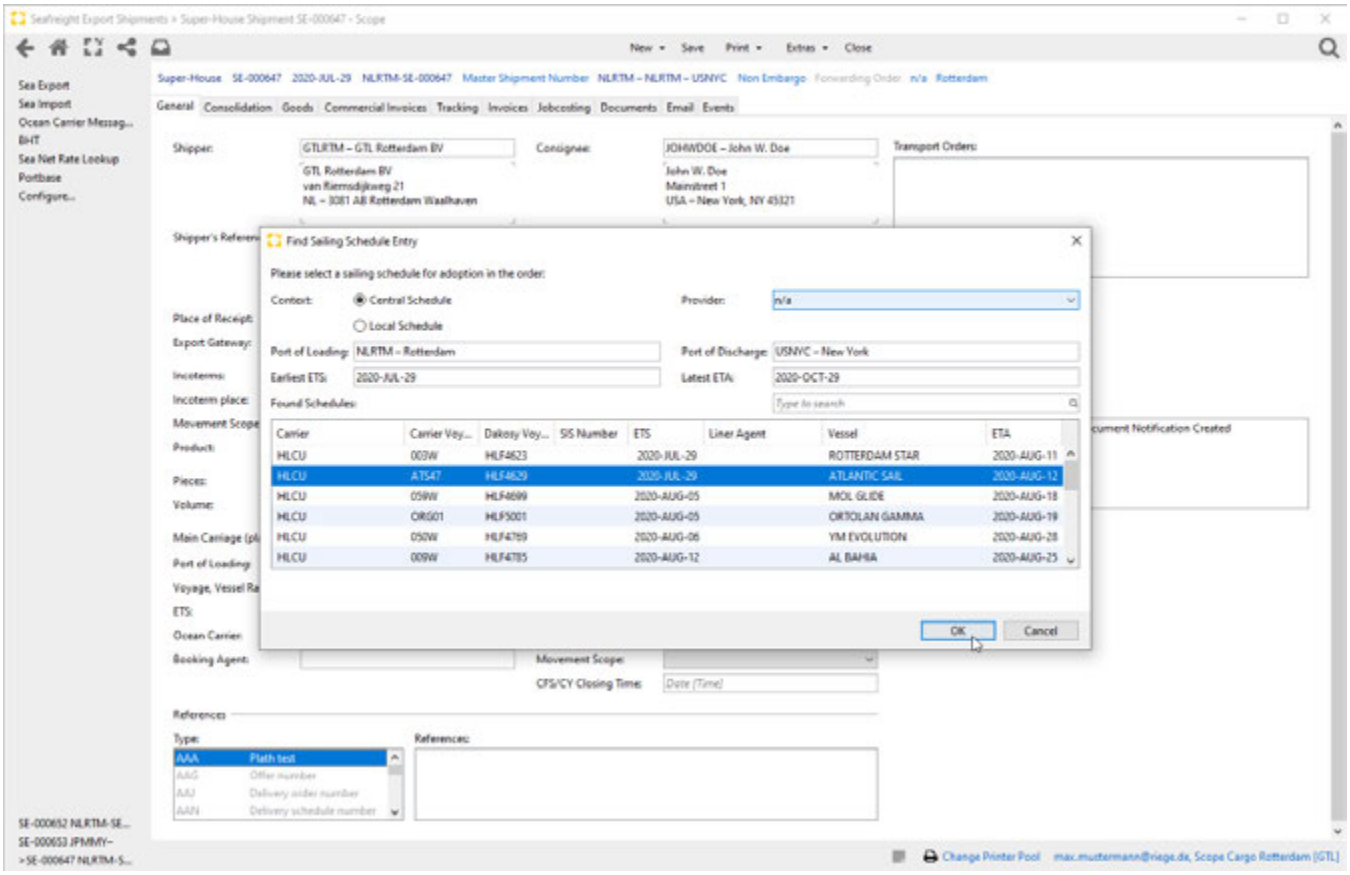
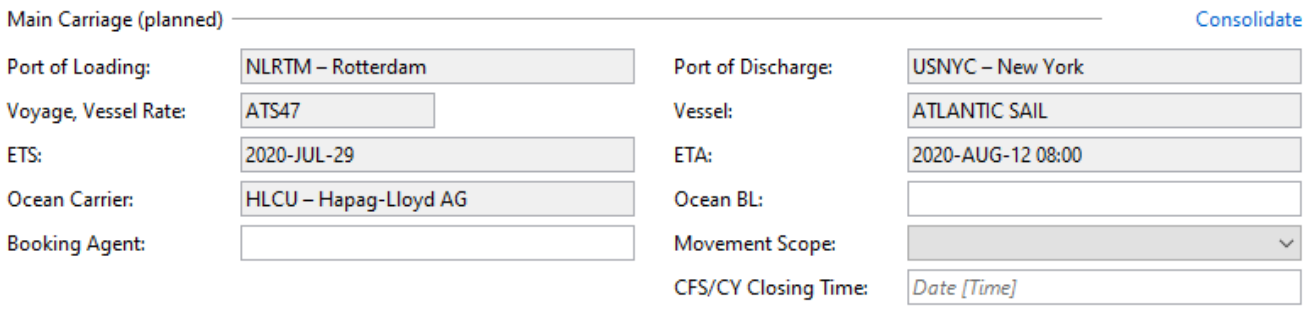
- Find Sailing schedule F3

The option Sailing Schedule or F3 opens a Sailing Schedule.



- Select sailing schedule entry

Once the Selection of a sailing schedule entry is confirmed with Ok, all corresponding input fields regarding the voyage will be filled automatically with the chosen sailing schedule entry.



- Unlink from schedule

This function will unlink the shipment from the chosen Selection of from the sailing schedule again and all input fields regarding the main carriage are editable again.

- Edit Main Legs F4

Opens the Edit Main Transport Legs window, where Transport Legs can be added, removed or just edited.

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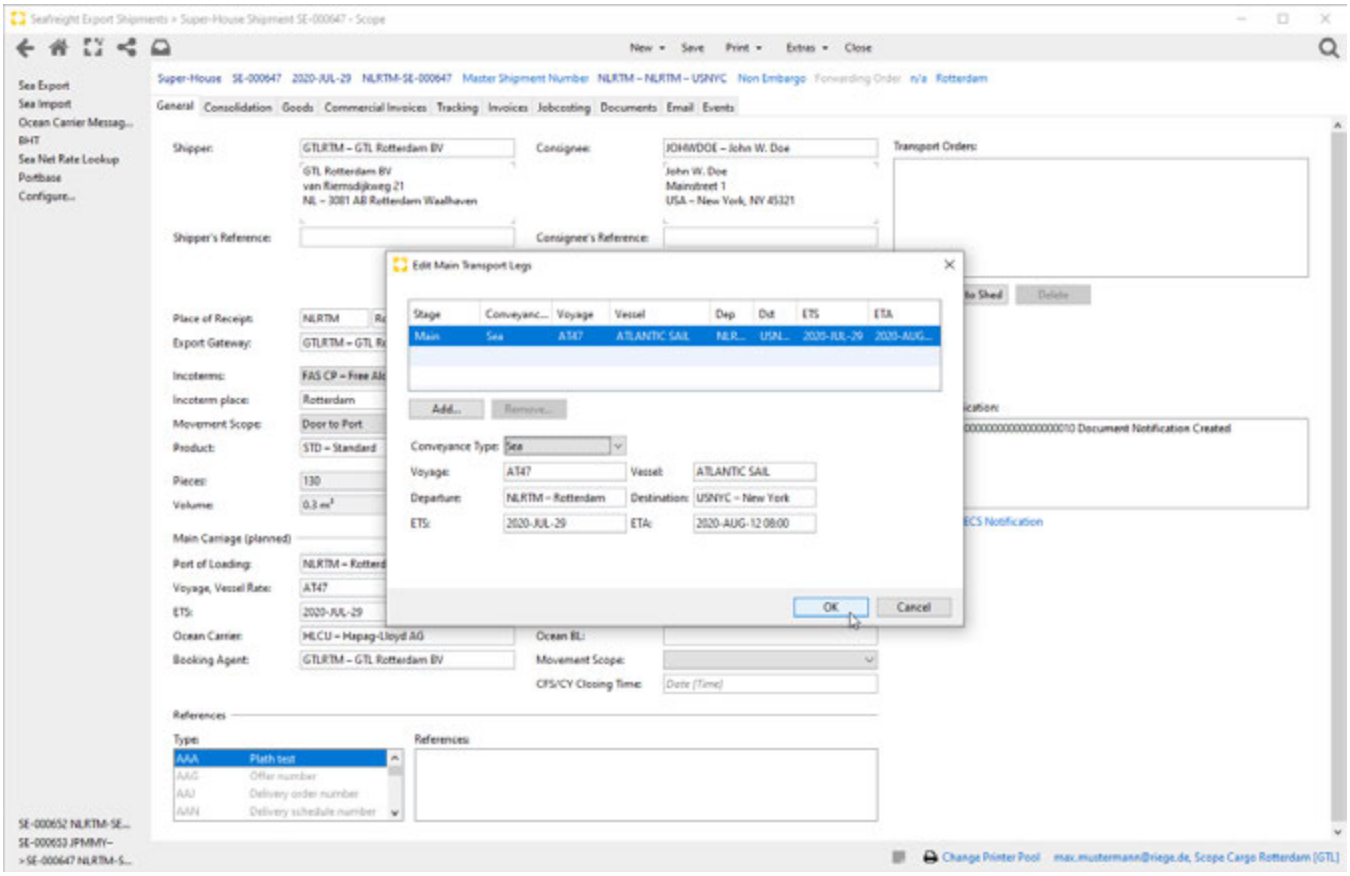
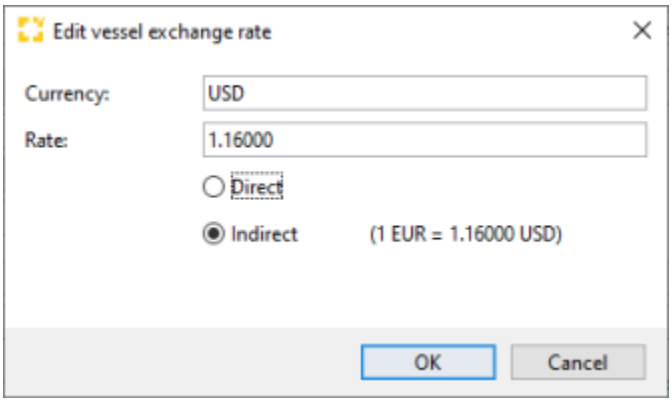


- Edit vessel exchange rate

Opens a window, where the vessel exchange rate can be edited.



Once the exchange rate has been entered, it is displayed next to the input field Voyage, Vessel Rate.



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- Delete vessel exchange rate

Will delete an existing vessel exchange rate.

Vessel

Name of the vessel

ETS

Estimated time of departure of the shipment

ETA

Estimated time of Arrival of the shipment

Ocean Carrier

Name of the Ocean Carrier

Ocean BL

Ocean BL Number. Via the integrated drop-down menu, the Consolidate function can be addressed.

Booking Agent

Name and Address of the Booking agent, that can be selected from the partner master data

Movement Scope

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes.

CFS/CY Closing Time

Planned transport closing date for the shipment.

Consolidate / Deconsolidate

The area *main carriage* of the Super-House shipment allows the Super-House to be consolidated on a master shipment or deconsolidated if already assigned to an open master shipment. If the Super-House has already been consolidated, then the master shipment can be opened directly at this point to complete the consolidation. Alternatively it is possible to exit the Super-House shipment and complete the consolidation or deconsolidate in the master shipment application. The input dialog can be opened by using the drop-down menu in the field Ocean BL, or using the corresponding Actionlink *Consolidat e...* . See also FAQ How-To build a sea export consolidation

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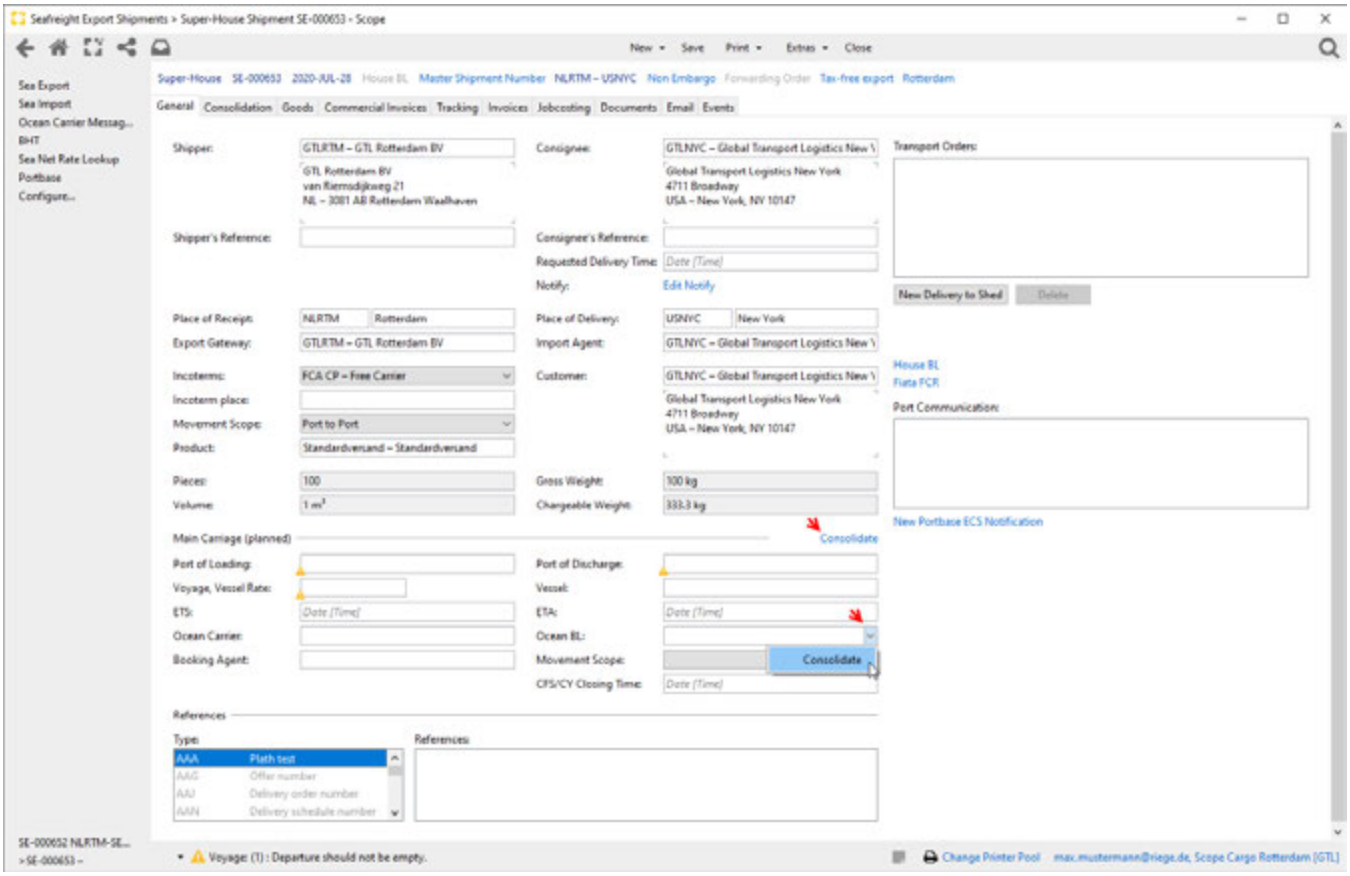

- **Consolidate**

If the "consolidate" option is taken, the Open Master Shipments dialog box appears, and an available Master can be selected by choosing the button *Conso lidate*. If the Super-House is consolidated to a Master Shipment the main Carriage Data will be filled with the data from the Master Shipment and appear in the fields regarding the Main Carriage.

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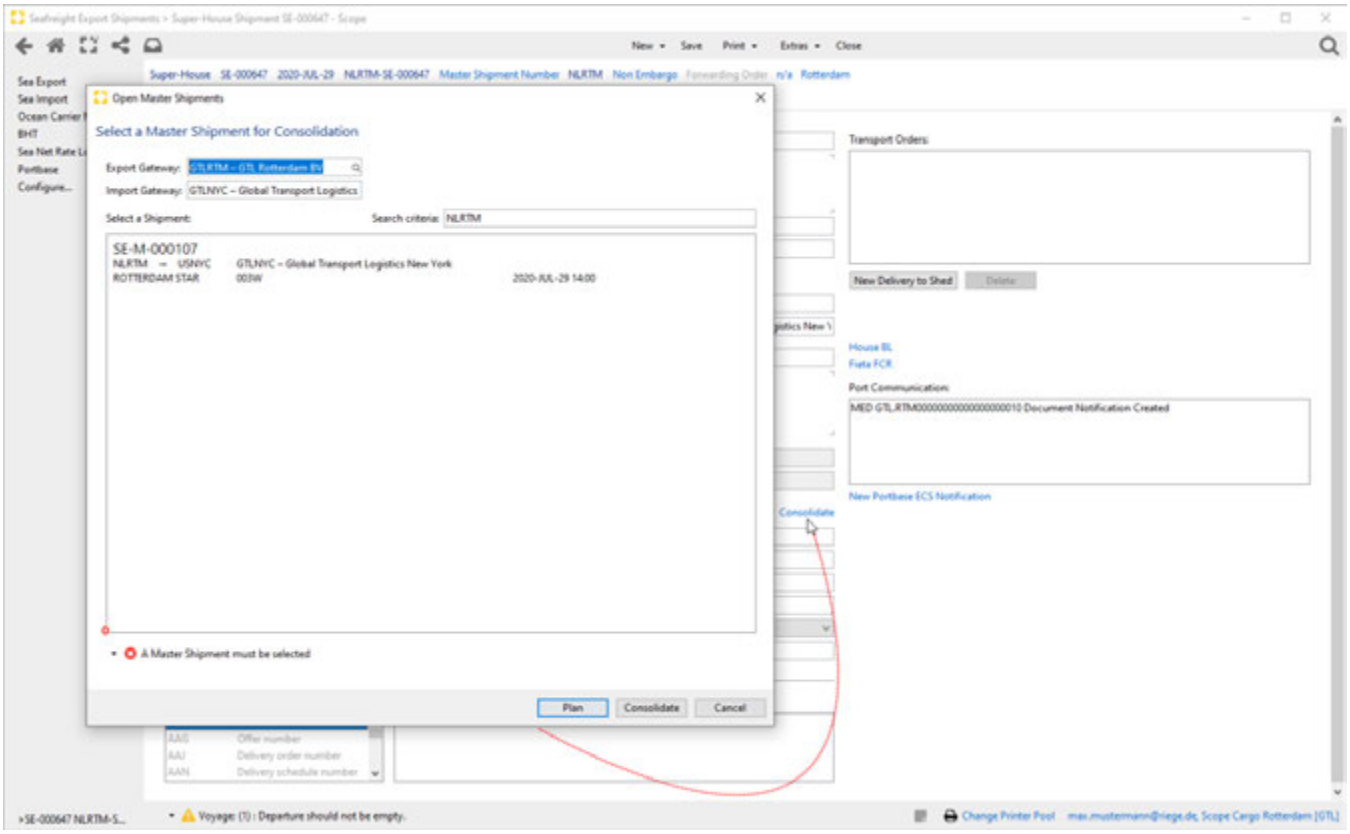

Select Master shipment

In the Open Master Shipments window normally the agent who creates the Super-House shipment is shown as the export gateway. The Import Gateway is the station who will receive and handle the shipment at the destination. The UNLocodes and the full name of the Port can be entered in the field Search criteria to launch an automatic field search function. If the selection is confirmed with the button **Plan**, the consolidation of the Super-House Shipment is not yet confirmed. The Actionlink to *Consolidate* the shipment is still be shown as *Consolidate* and does not change to *Deconsolidate*. The button *Consolidate* definitely confirms the selection and closes the editor shown below. Cancel closes the editor without further action.

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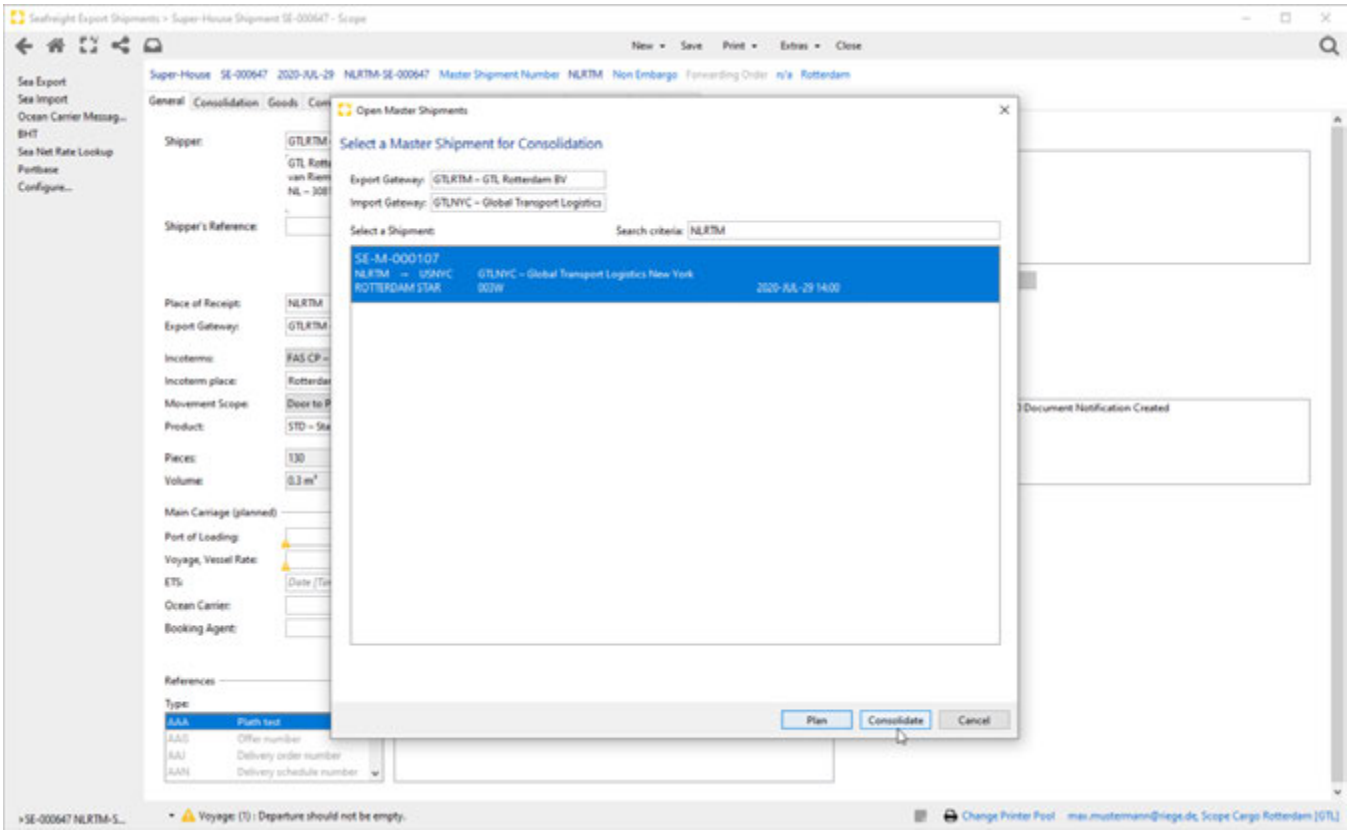
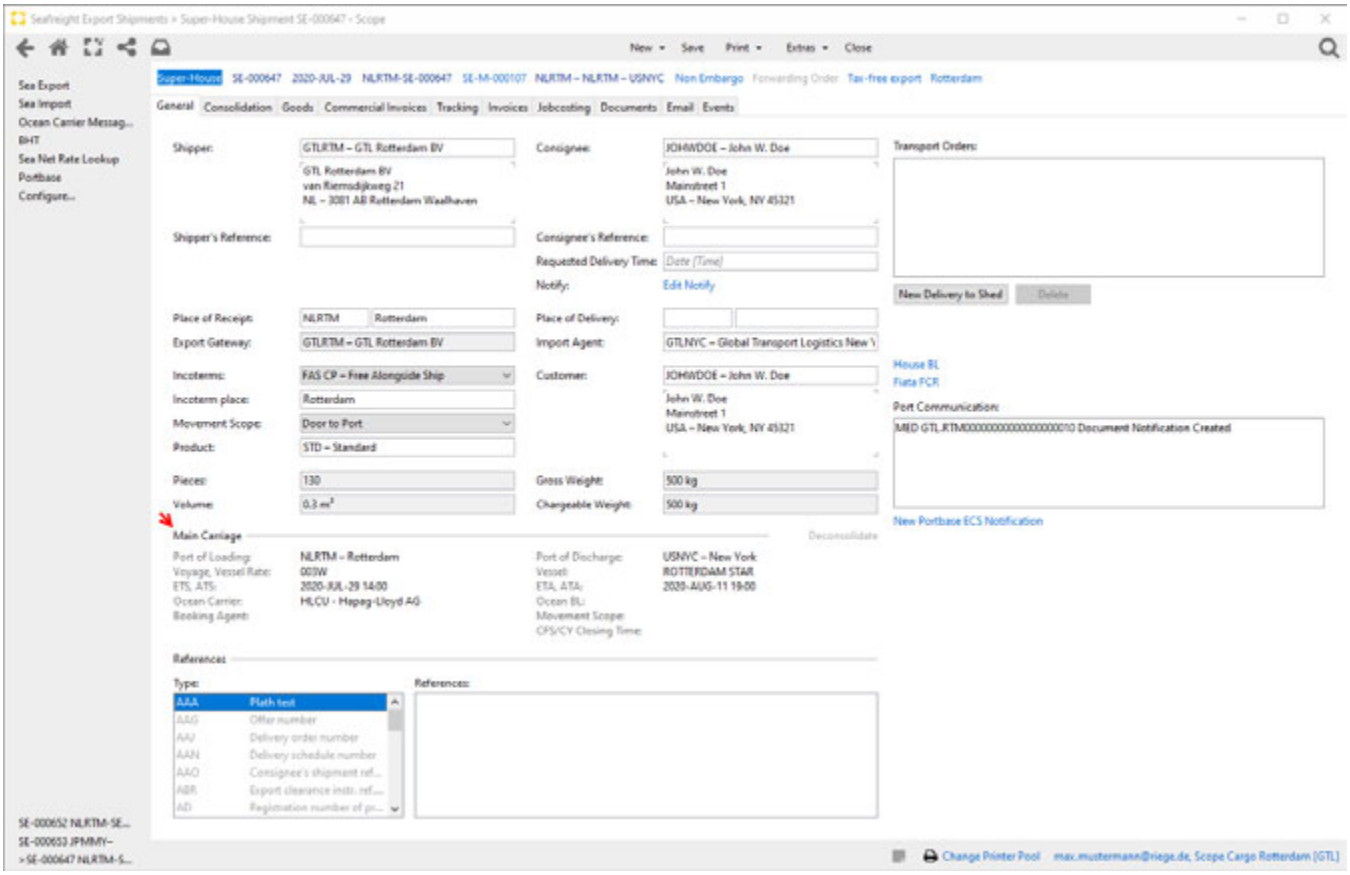


A soon as the Super-House shipment is consolidated on a master shipment, all of this information will appear in the section Main Carriage (planned) from the master.



- **Deconsolidate**

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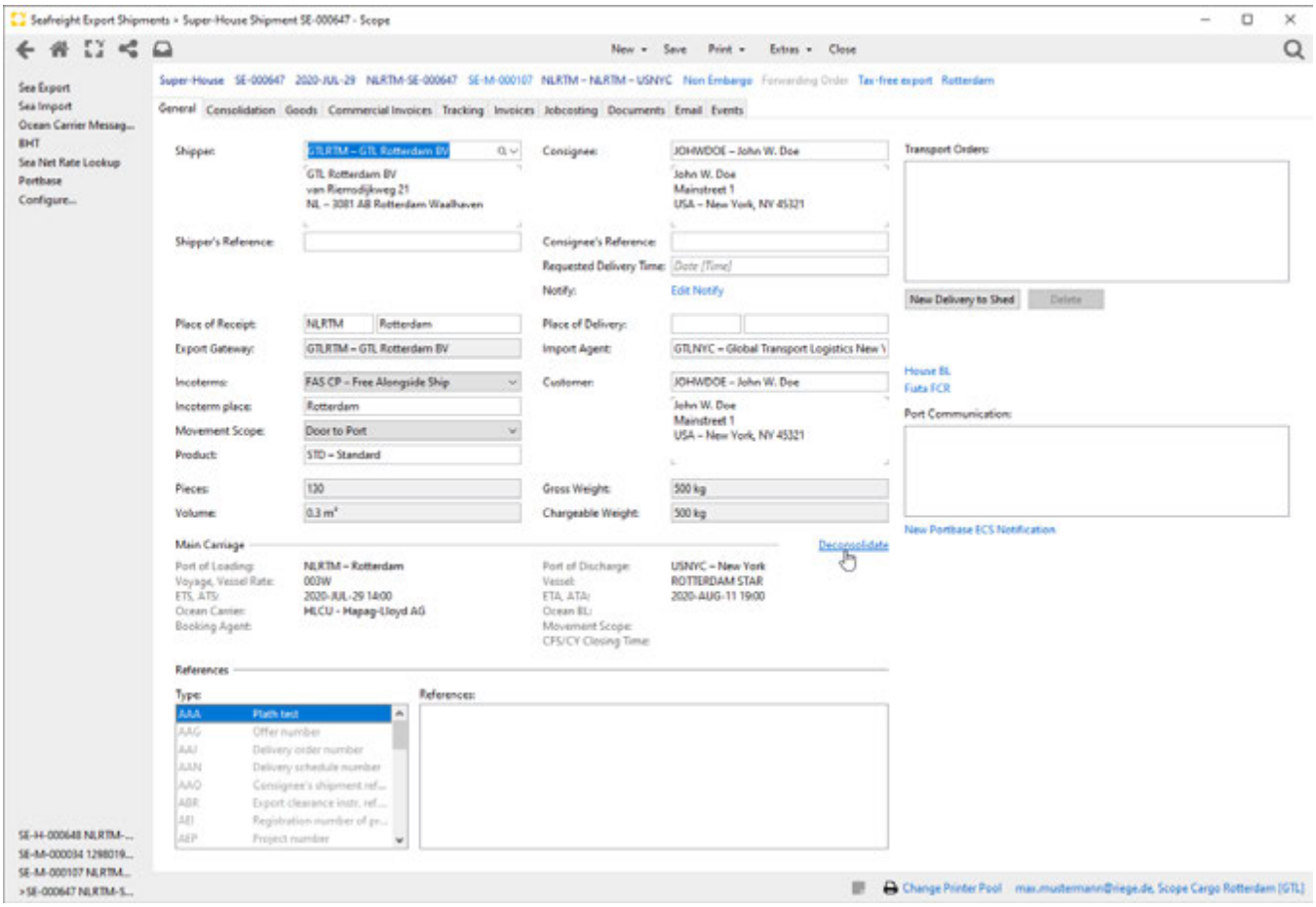
If the Super-House is consolidated to a Master Shipment the main Carriage Data will be filled with the data from the Master Shipment and appear in the fields regarding the Main Carriage. The Actionlink shows the option *Deconsolidate* now, instead of the *Consolidate...* option. This link can be clicked to deconsolidate the shipment again. After that the Consolidate function will be active again.



References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

Transport Orders

In this box transport orders will be shown, or can be issued by using the button *New Delivery to Shed,* or deleted by using the button *Delete*.

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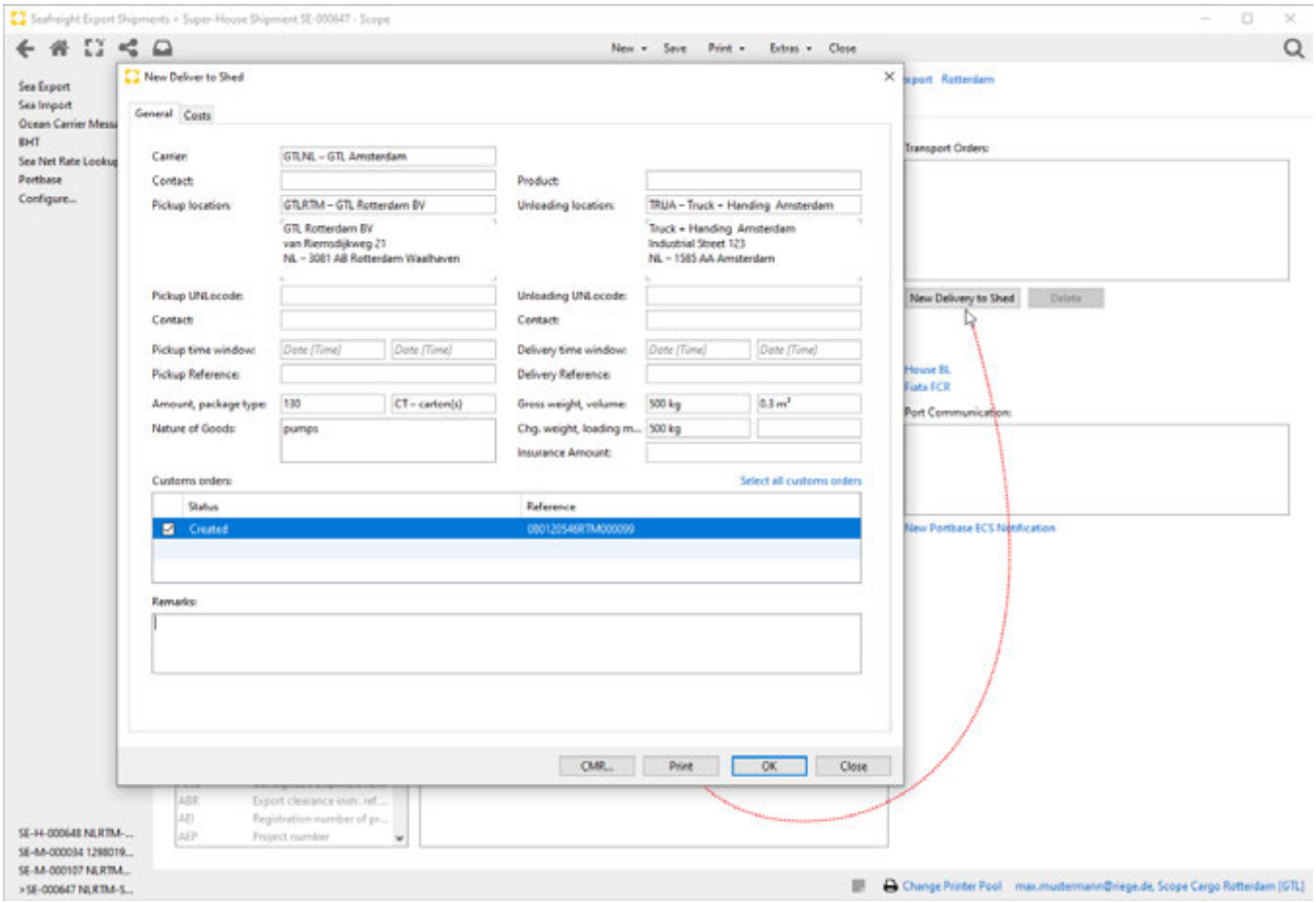

House BL

With this action link the House BL Editor can be opened. A more detailed description of the BL Editor can be found here House-BL - General - House Shipment - Seafreight Export.

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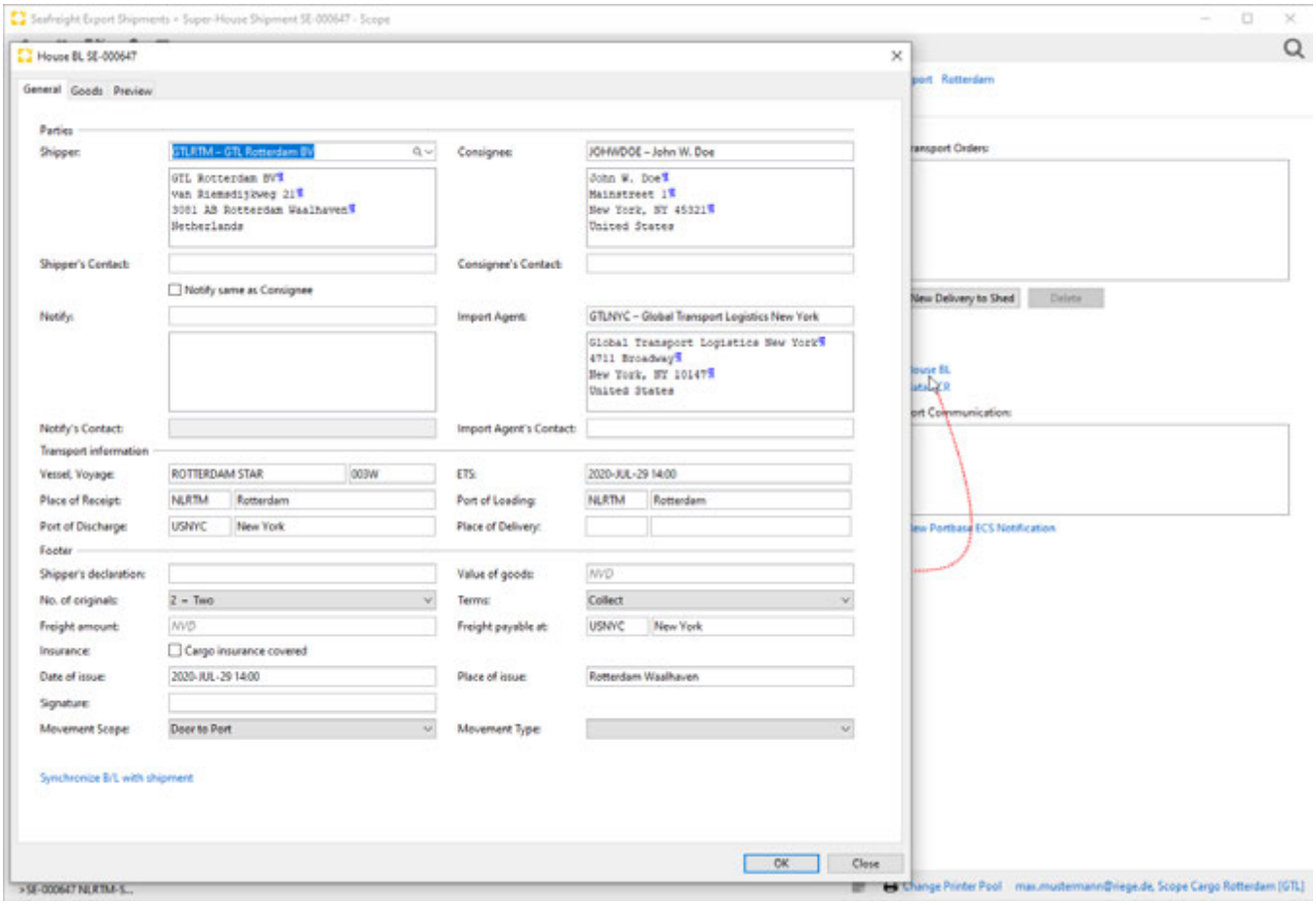

FIATA FCR

With this action link the House FIATA FCR Editor can be opened and FIATA forwarders certificate of receipt can be created.

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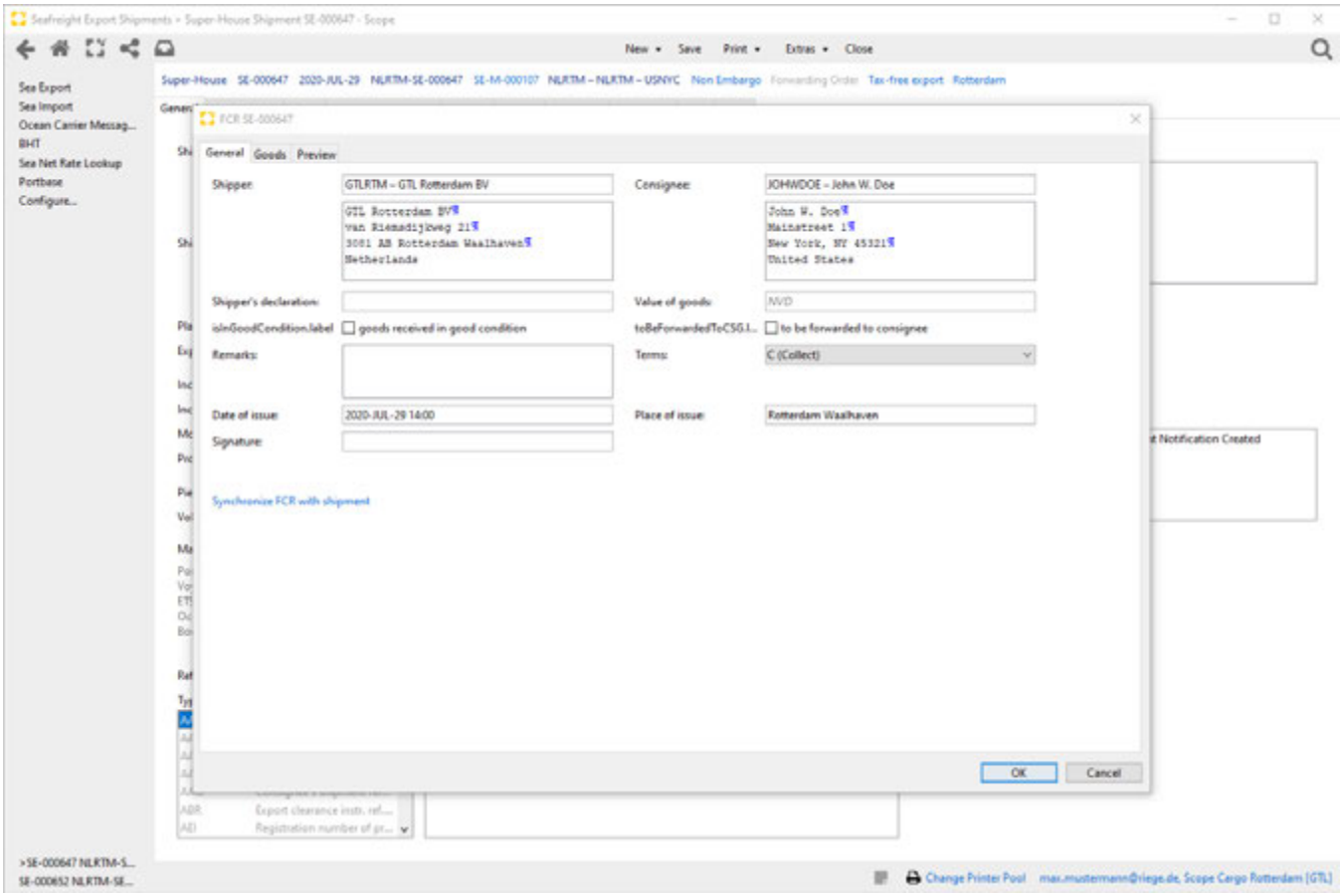

Port Communication

Port Communication area displays and allows creation of electronic export information within the port communication system.

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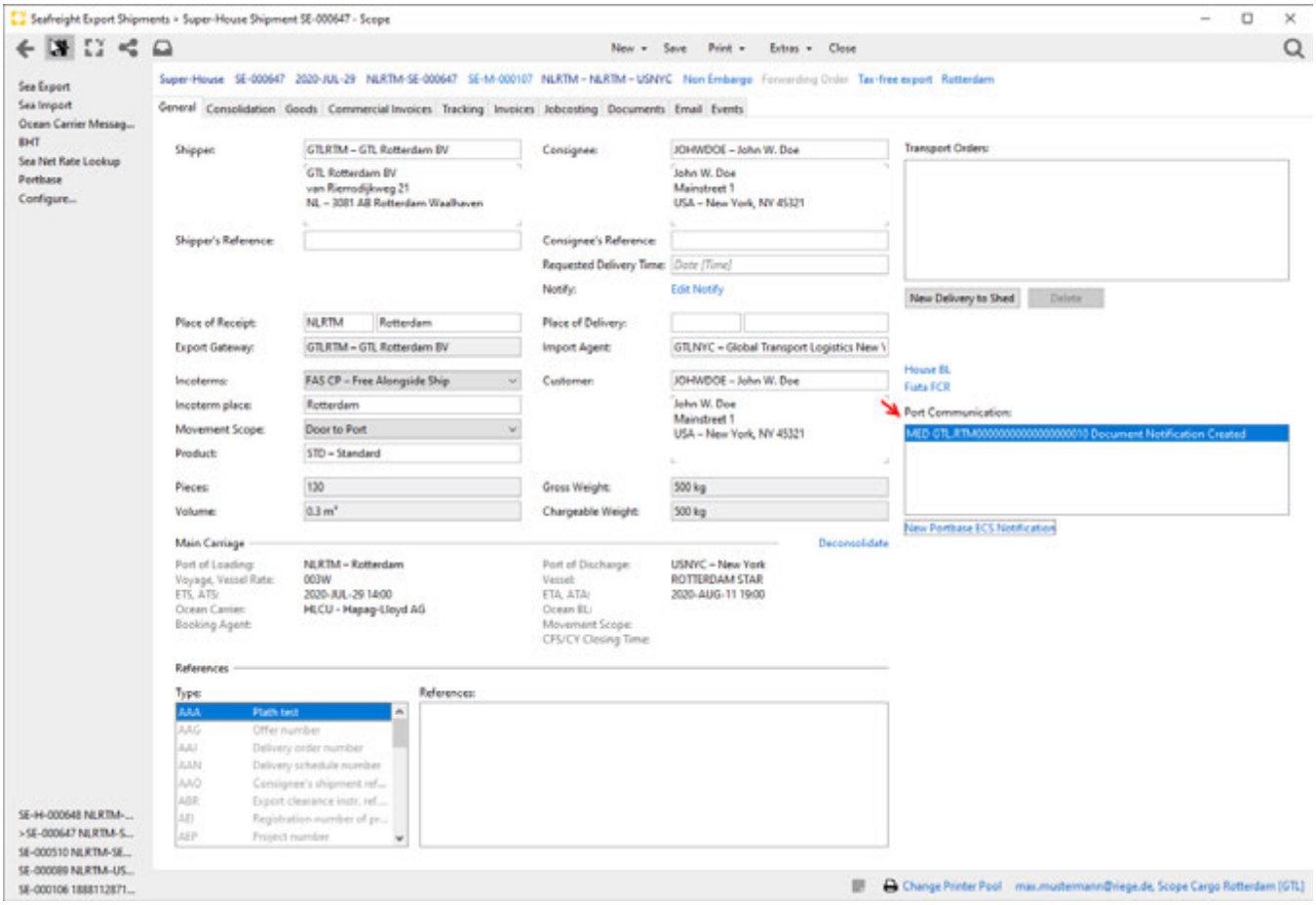

Portbase ECS Notfication

Actions link opens the window *customs document selection* to create a message within the Seafreight Portbase Messaging system

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(b) Consolidation - Super-House Shipment - Seafreight Export

- Introduction
- Description

Introduction

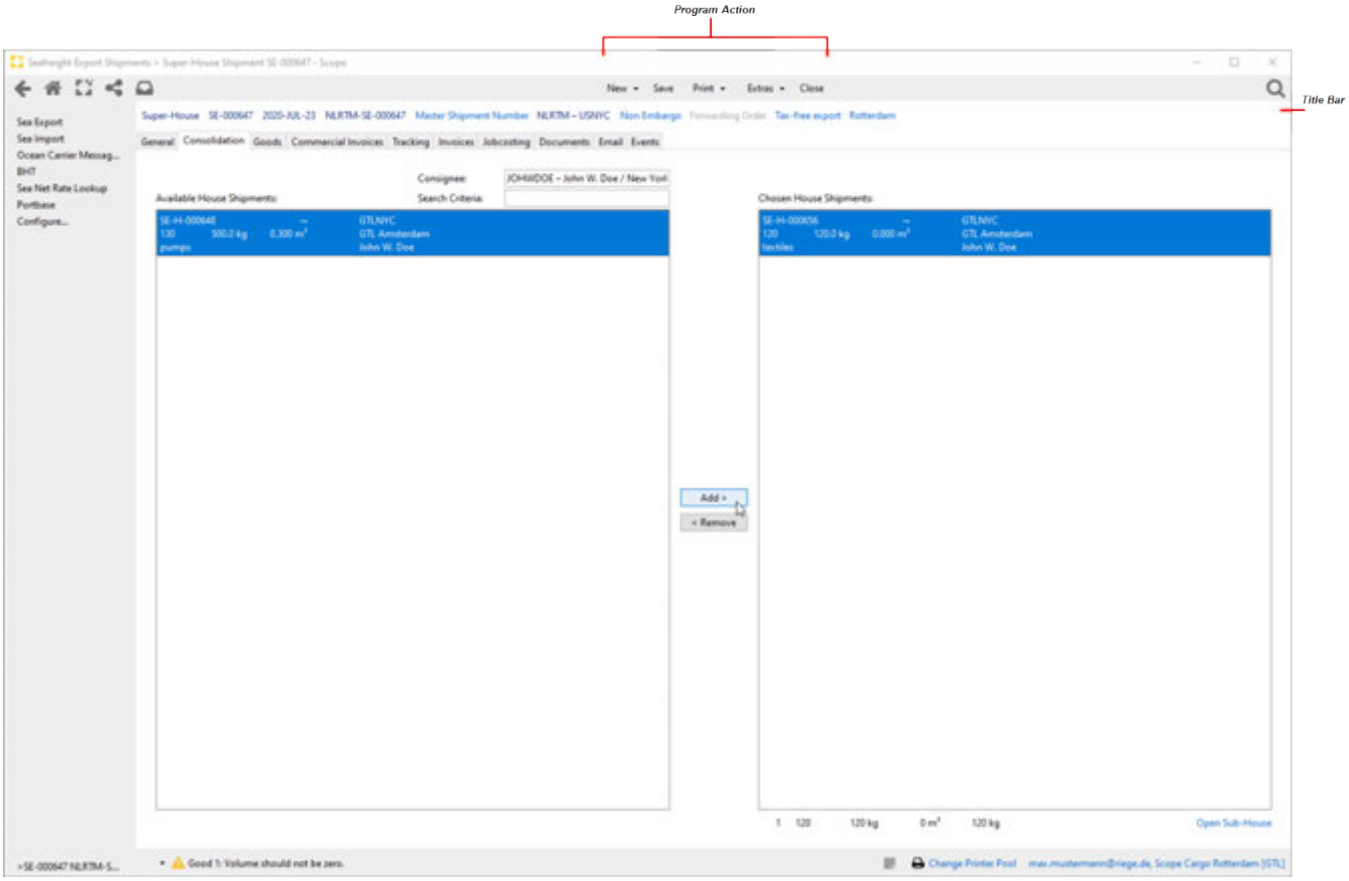
The Consolidation tab presents a view of all available Sub-House shipments that are ready to be consolidated. These can be easily added to or removed from the Super-House shipment, ensuring a fast, flexible approach to building consolidations.

Description

- Program Action
- Title Bar
- Field Description
- Open Sub-House
- Sort

- **Consolidation TAB - Consolidate Subhouses**

As long as the Super-House Shipment is not consolidated yet on a Master Shipment, the available Sub-House shipments easily can be added to or removed from the Super-House shipment.



Program Action

see General Tab

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Title Bar

see General Tab

Field Description

Consignee

The Consignee address appearing in this field is taken from the field Consignee, entered in the General TAB of the Super-House. If the field is empty, all available House-Shipments will be shown for the selected direction.

Search Criteria

The destination of the available house shipments is used to match them to the destination of the Super-House shipment. The destination of the Super-House shipment is found in the General Tab.

Available House Shipments

`By default, all house shipments are displayed, that match with Search Criteria.`

- When the Consignee and destination are present, only house shipments with matching Consignee and destination will be shown as available for consolidation.
- When the Consignee is left blank, then all open House-Shipments to the destination will be shown regardless of the Consignee that may be present at the house level.
- If the destination is left blank, then all open houses that match the Consignee will be shown, regardless of the destination of the house shipments.
- if both the destination and Consignee are left blank then all open house shipments will be visible regardless of the Consignee or destination of those houses.

Chosen House Shipments

This window displays house shipments that are currently included in the Consolidation. The base of the window shows the total number of houses on the consol, their total number of pieces, gross weight, volume and total chargeable weight.

Add

Moves the highlighted house shipment from the Available House Shipments window to the Chosen House Shipments window to indicate the house is to be included on the consol.

Remove

Removes the highlighted house shipment from the Chosen House Shipments window back to the Available House Shipments window to indicate the Sub-House is to be removed (deconsolidated) from the consol.

Open Sub-House

Opens the Sub-House that is marked in the table Chosen House Shipments

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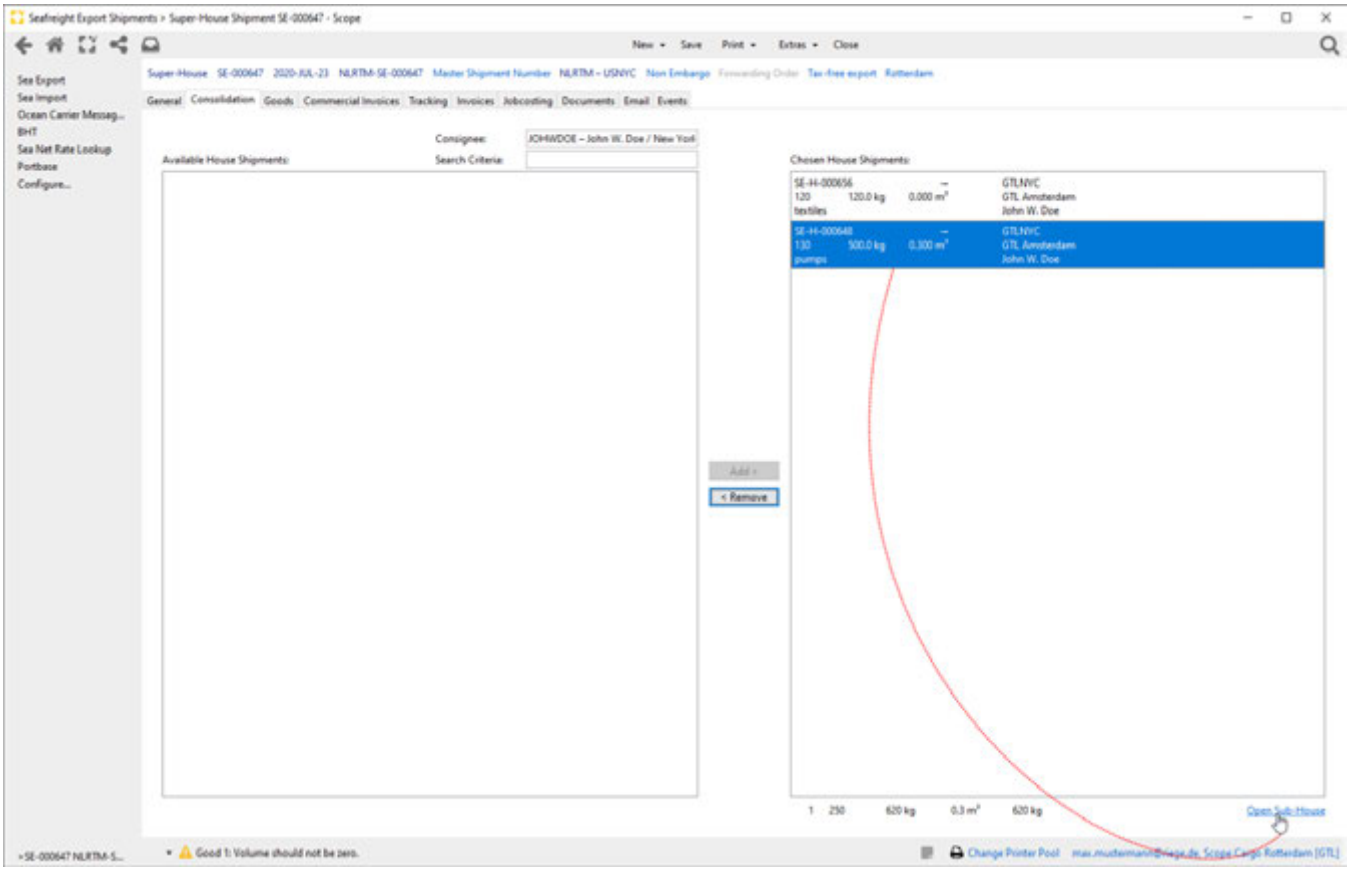
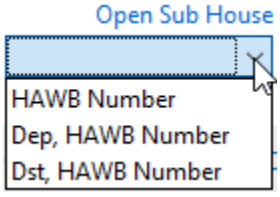


Sort

The selected Sub-House shipments can be sorted using the dropdown menu.



HAWB Number

Sorting is based on house AWB numbers

Dep HAWB Number

Sorting takes place first from departure and within it according to HAWB no.

Des HAWB Number

Sorting takes place first to the destination and within it according to HAWB no.

- **Consolidation TAB - Superhouse consolidated**

As soon as the Super-House is consolidated on a Master Shipment the Consolidation TAB shows the result of the consolidation of the Sub-House shipments in a table and the functions to add or remove further Sub-House Shipments are no longer available.

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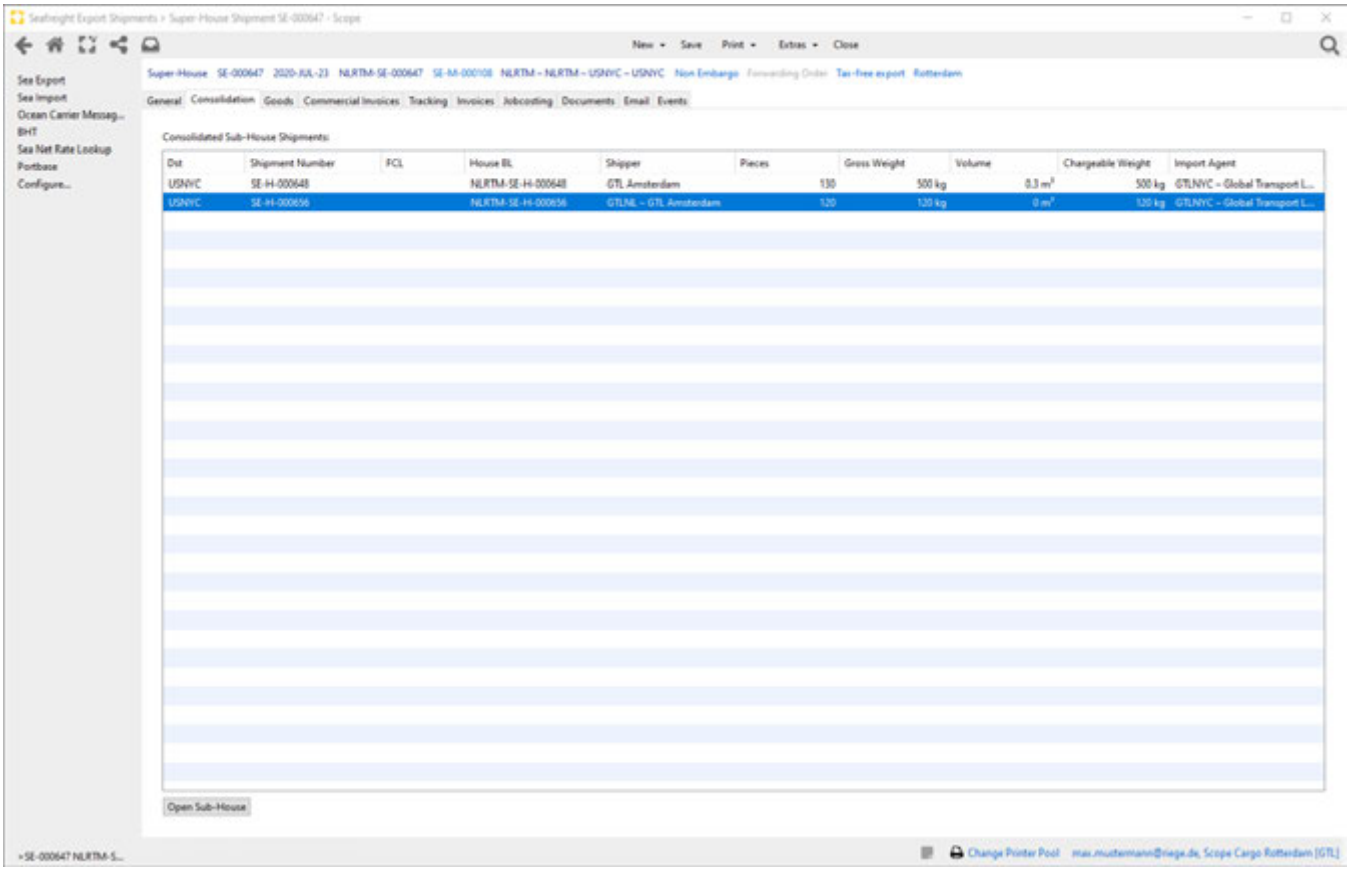

Dst

UNlocode of the place of delivery.

Shipment Number

Shipment Number of the Sub-House Shipment

FCL

Shipment Number FCL

House BL

House BL Number

Shipper

Shipper of the Sub-House Shipment

Pieces

Pieces of the Sub-House Shipment

Gross Weight

Gross weight of the Sub-House Shipment

Volume

Volume of the Sub-House Shipment

Chargeable weight

Chargeable weight of the Sub-House Shipment

Import Agent

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Import Agent of the Sub-House Shipment

Open Sub-House

Opens the Sub-House that is marked in the table Chosen House Shipments. A marked Sub-House shipment can also be opened by double clicking on it.

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(c) Goods - Super-House-Shipment - Seafreight Export

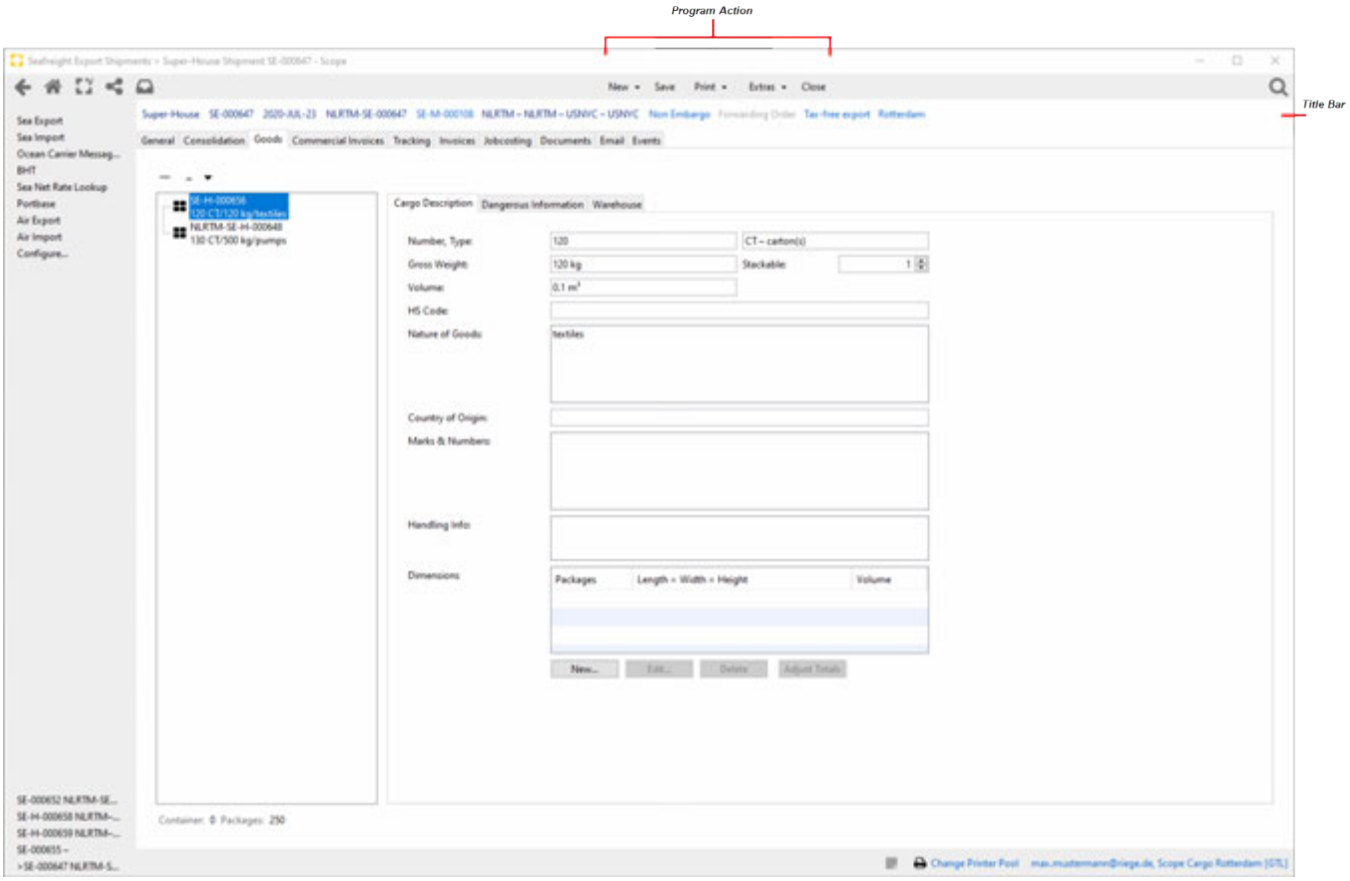
- Introduction
- Description

Introduction

The Goods tab presents a view of the Goods contained in the Sub-House shipments that have been consolidated. For the description of the single fields and tabs pls see Goods - House Shipment - Seafreight Export and Goods - House Shipment - Seafreight Import

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(d) Commercial Invoices - Super-House-Shipment - Seafreight Export

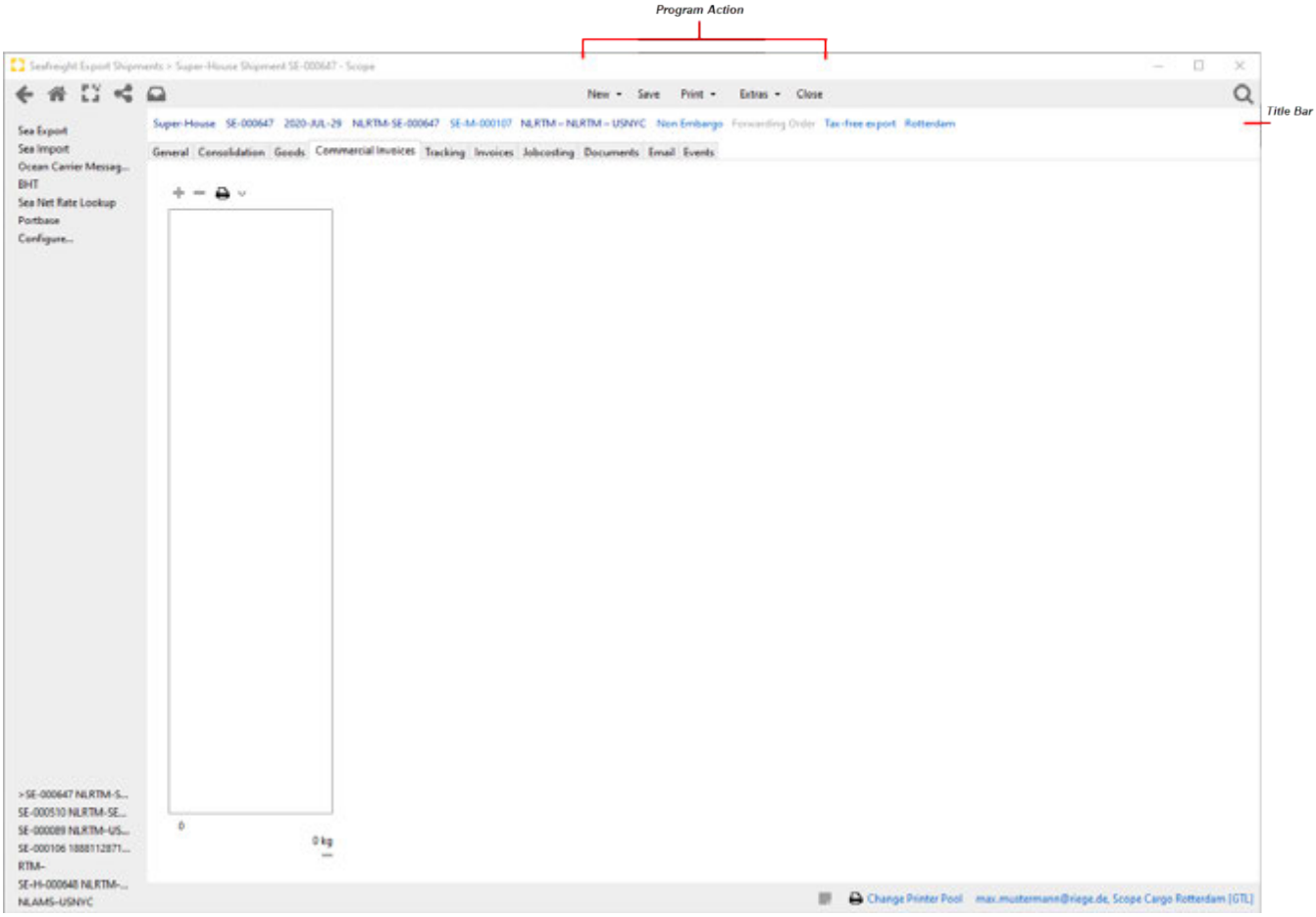
- Introduction
- Description

Introduction

In the Commercial invoice TAB one or more commercial invoice details can be registered. Data displayed here in the Super House Shipment commercial invoice TAB, come from the Sub House Shipments, as well as documents like commercial invoice or packing list .See more detailed information here Top Features of Scope 6.2#Commercialinvoiceimportandprinting.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(e) Tracking - Super-House-Shipment - Seafreight Export

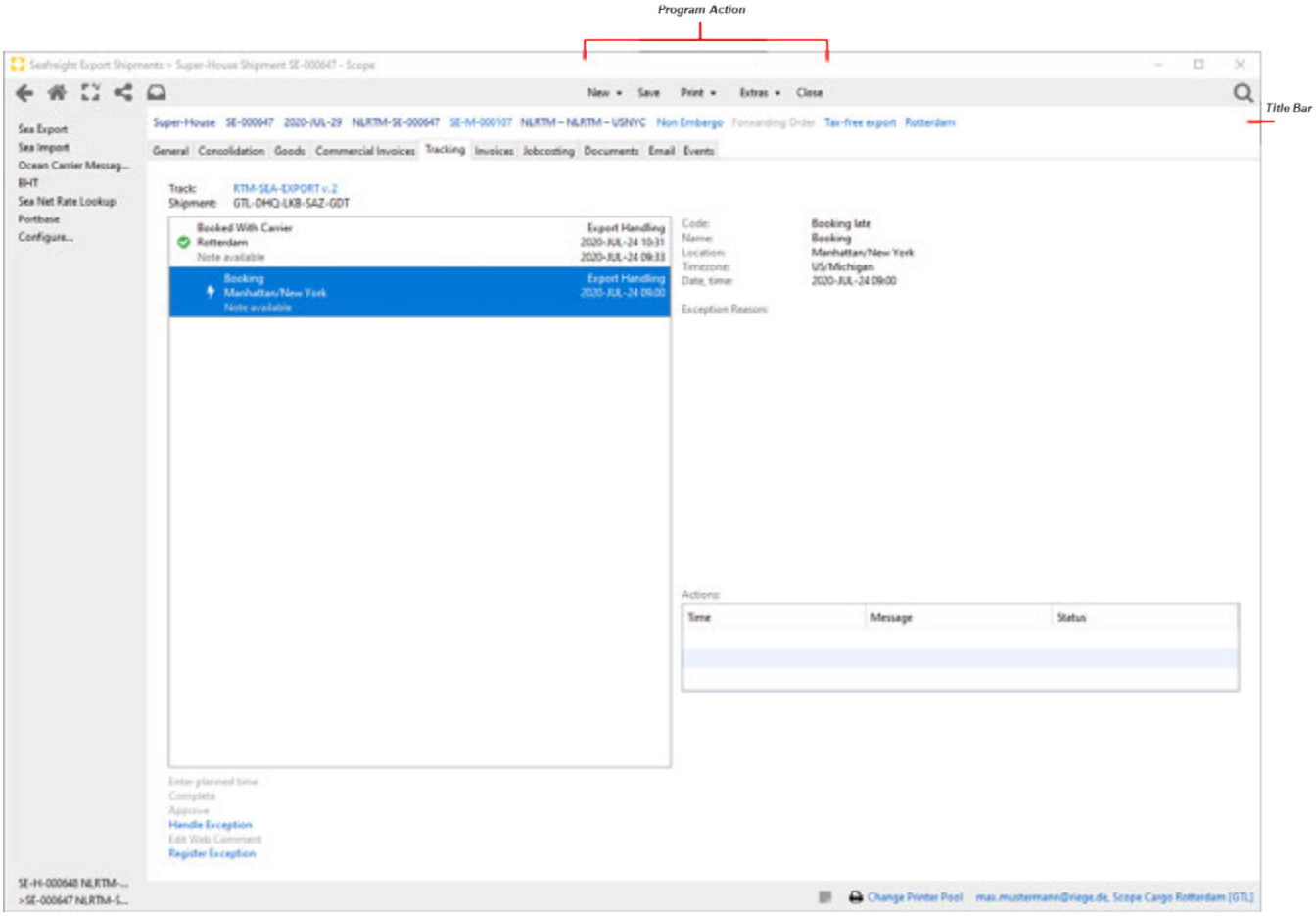
- Introduction
- Description

Introduction

During the life cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an individual tracking event will present detailed tracking information. A detailed description of all functionalities is available in chapter Tracking - General - Standard Feature.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(f) Invoices - Super-House-Shipment - Seafreight Export

- Introduction
- Description

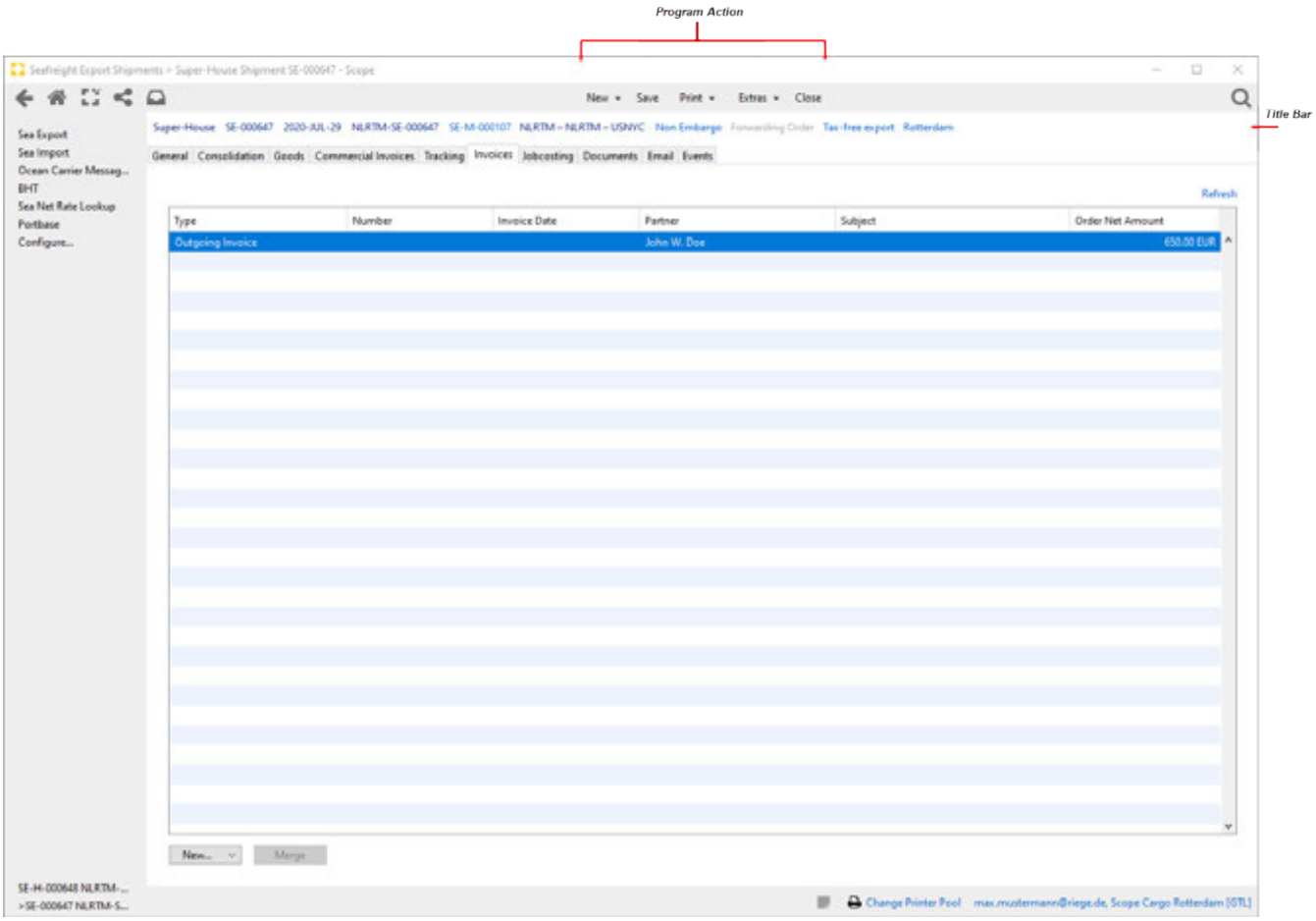
Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- New...
- Merge

All prepared or completed billing related documents will appear in the table overview. The voucher Type, Number, Invoice Date, Partner, Subject and Order Net Amount will be displayed. The list of documents can be sorted by clicking on the column titles, a second click will reverse the order. Double clicking the desired entry in the list will open the voucher.



Program Action

see General Tab

Title Bar

see General Tab

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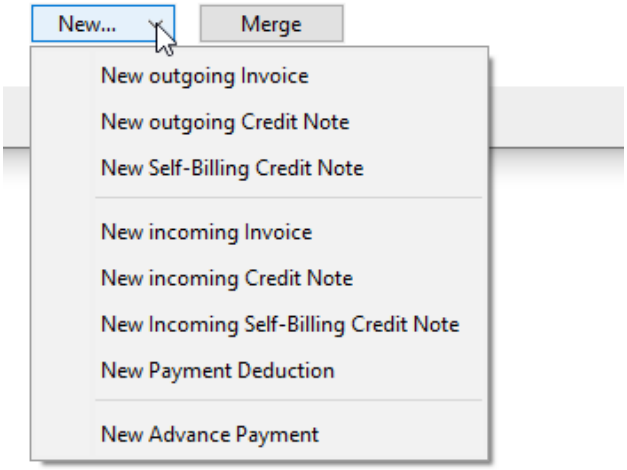
Refresh

This Actionlink refreshes the list of vouchers.

New...

The actions available with the New... program action are described in detail in chapter Vouchers - Functions - General.



New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit for this shipment.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened, a window Fast Payment Deduction Entry for quick entry of the service credit appears.

New Advance Payment

Opens the New Advance payment Editor

Merge

With this function invoices can be merged.

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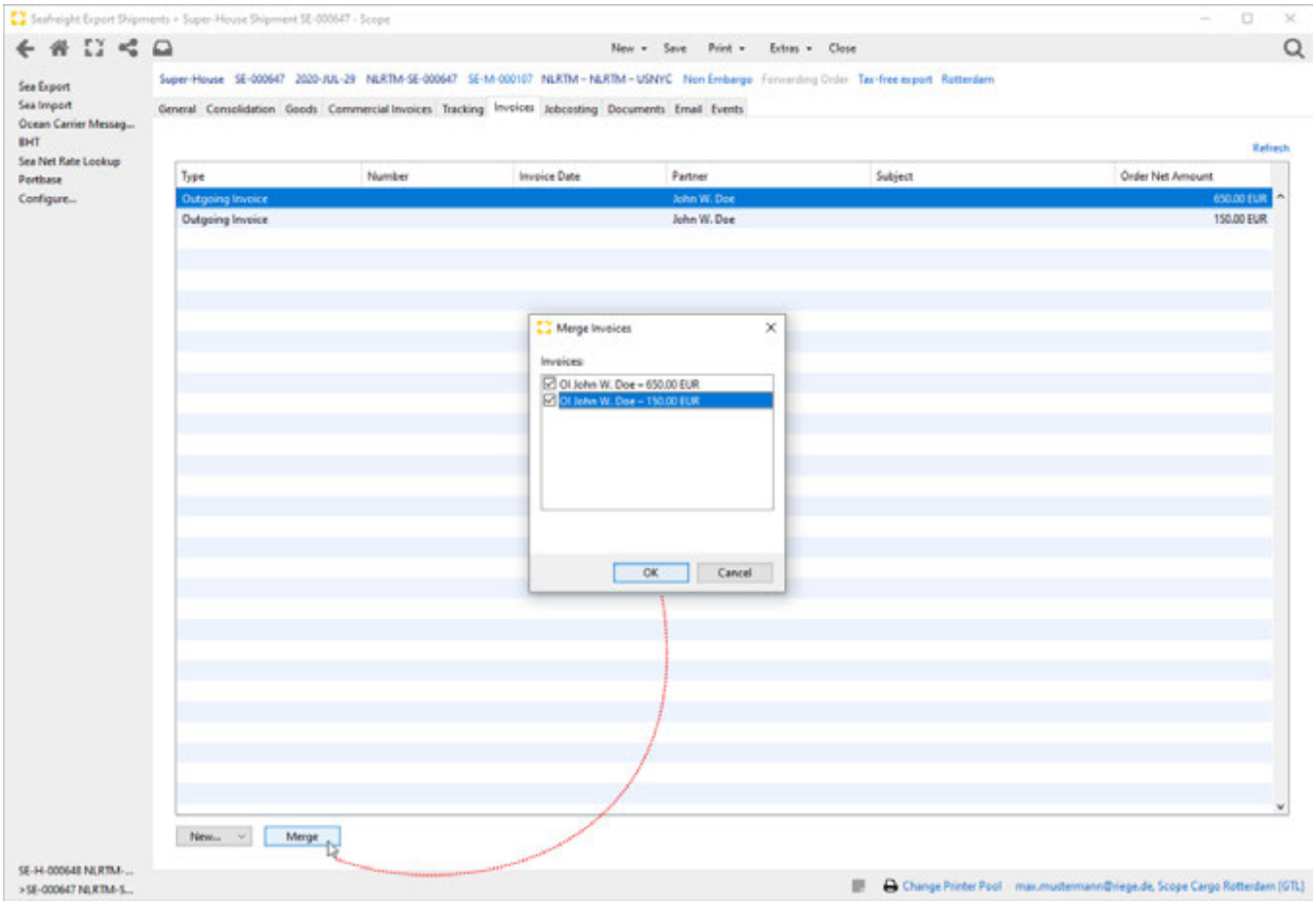

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(g) Jobcosting - Super-House Shipment - Seafreight Export

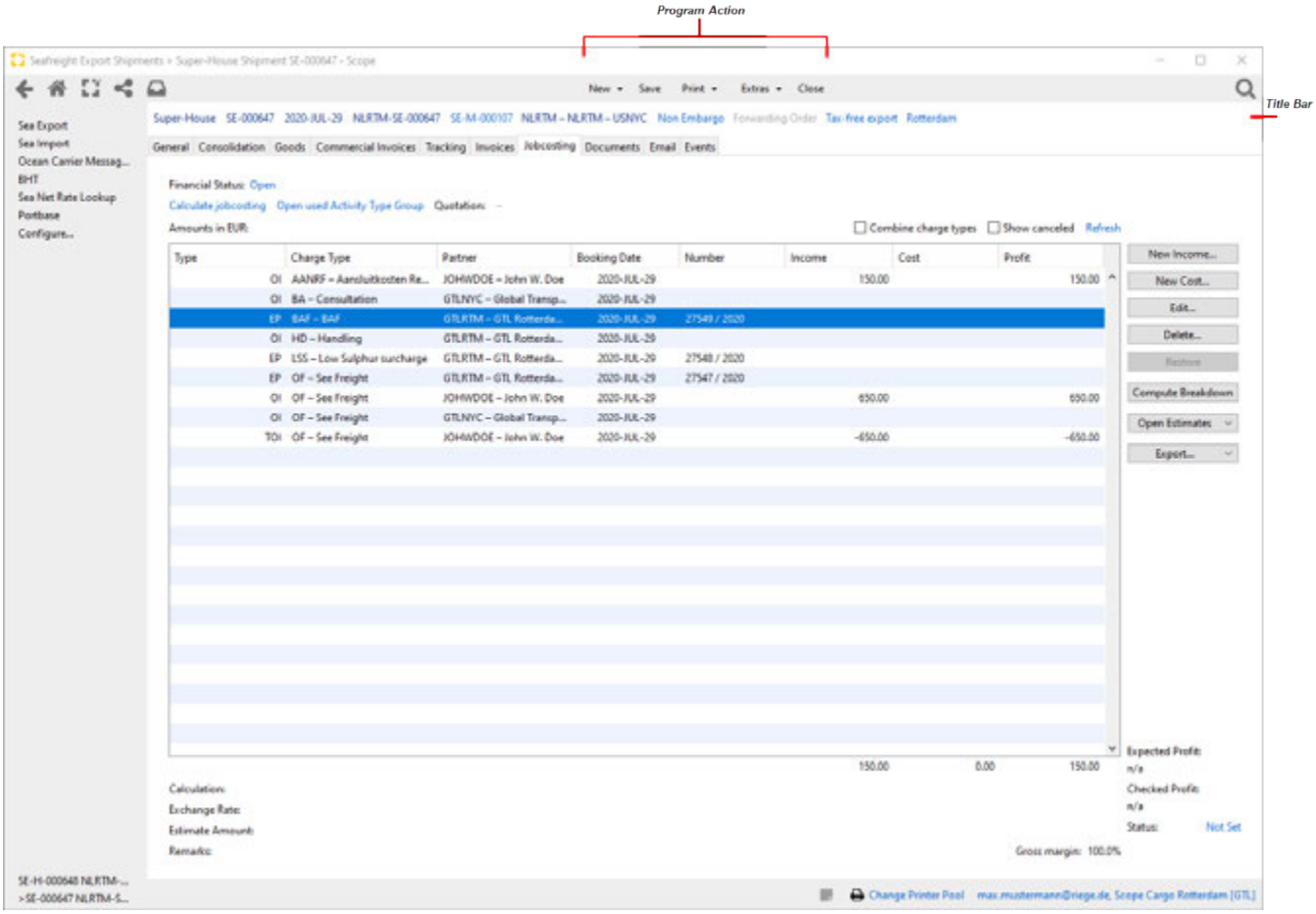
- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description
- Expected Profit Set, Not Set



Program Action

see General Tab

Title Bar

see General Tab

Field Description

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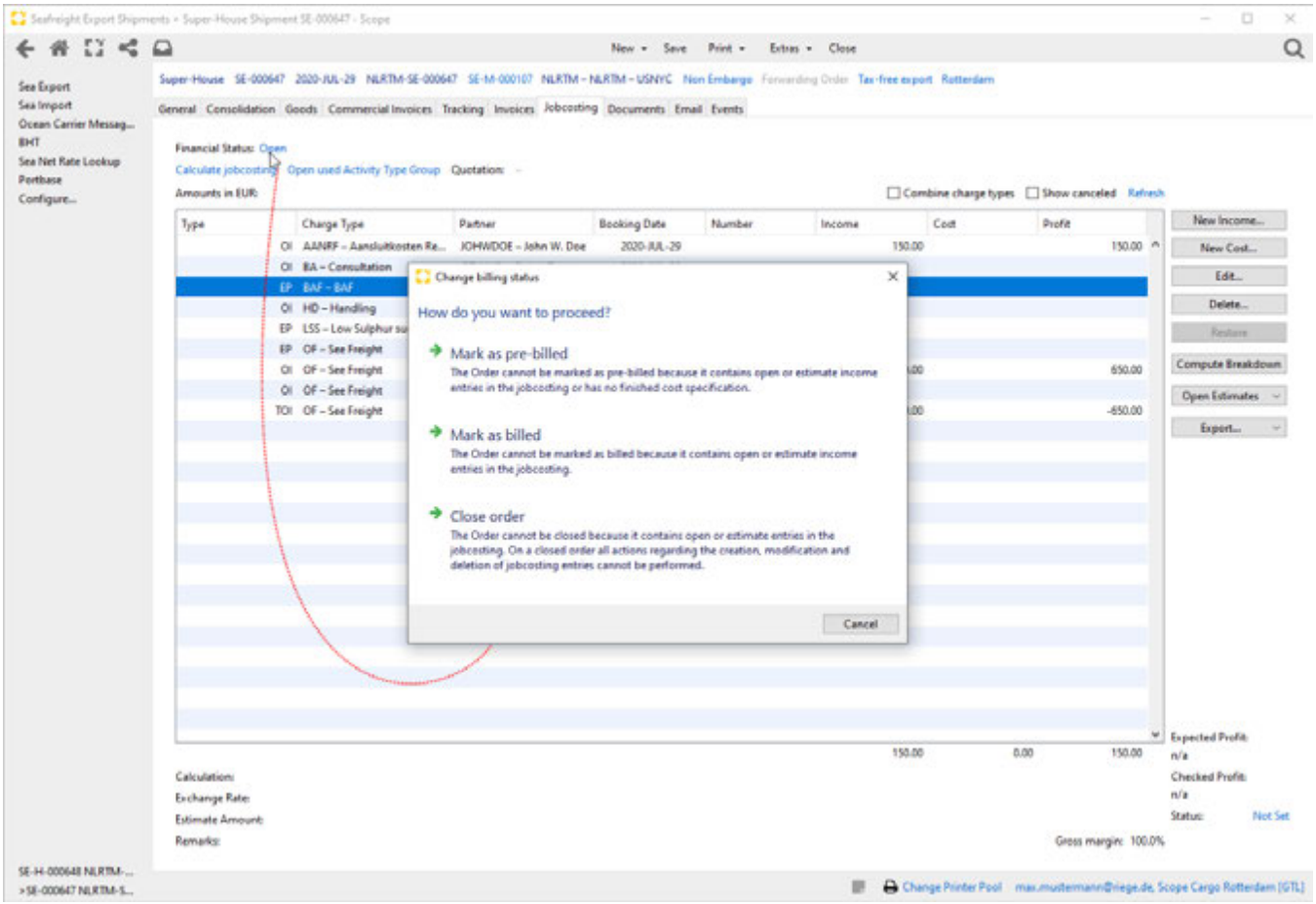
Financial Status

Shows the current financial status of the shipment. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.



Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types, master data rate) in connection with the shipment data (Incoterms, chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed, and completed.

Open used Activity Type Group

Opens the activity type group used for the calculation.

Quotation

Displays the quotation used for the shipment

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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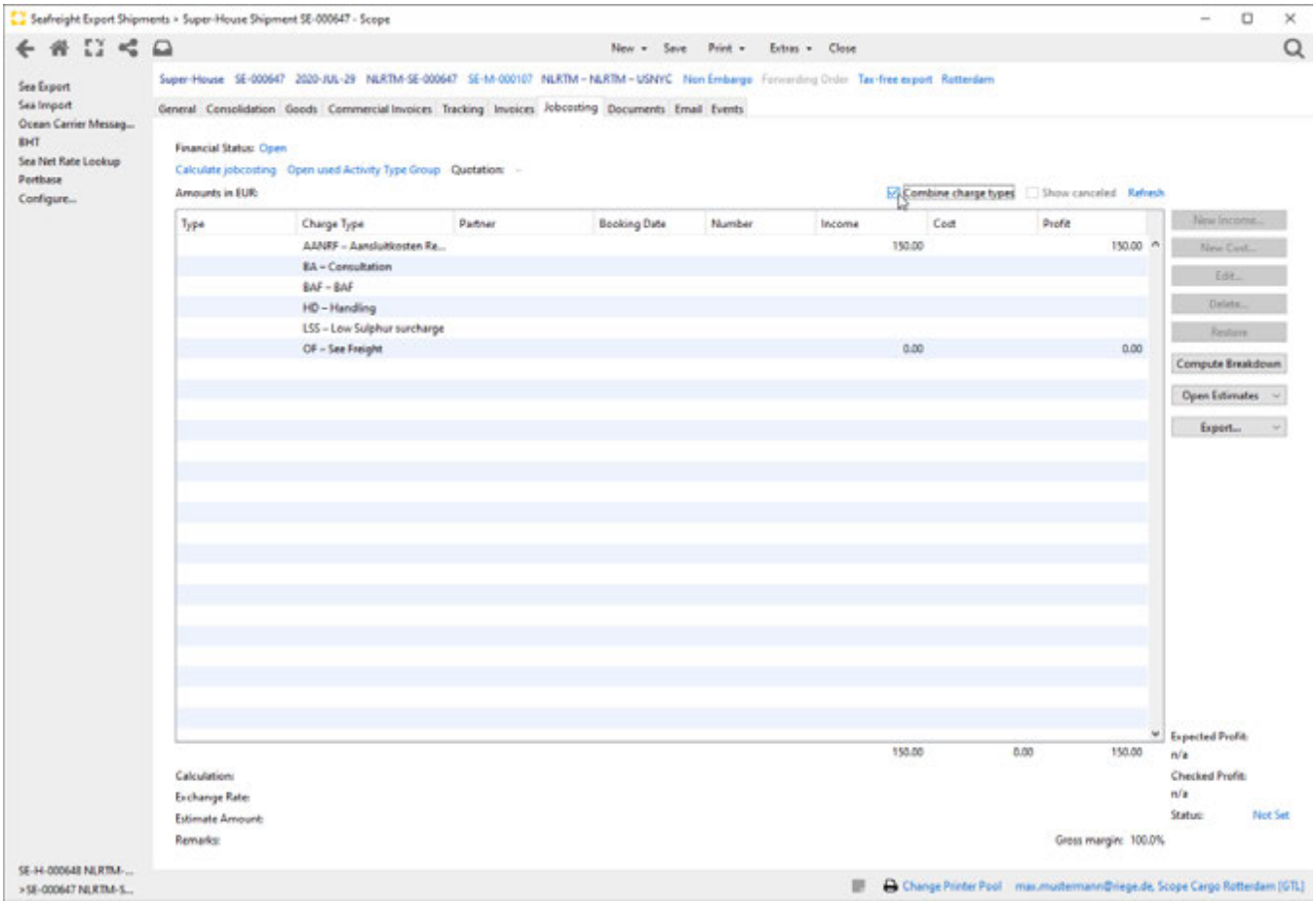

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers from a bulk shipment to the associated house shipments. This is usually done automatically. If necessary, this process can also be carried out manually at this point.

Open Estimates

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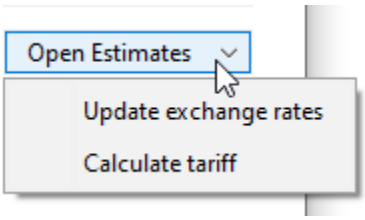
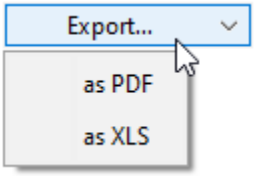
Opens the actions Update Exchange Rates and Calculate Tariff



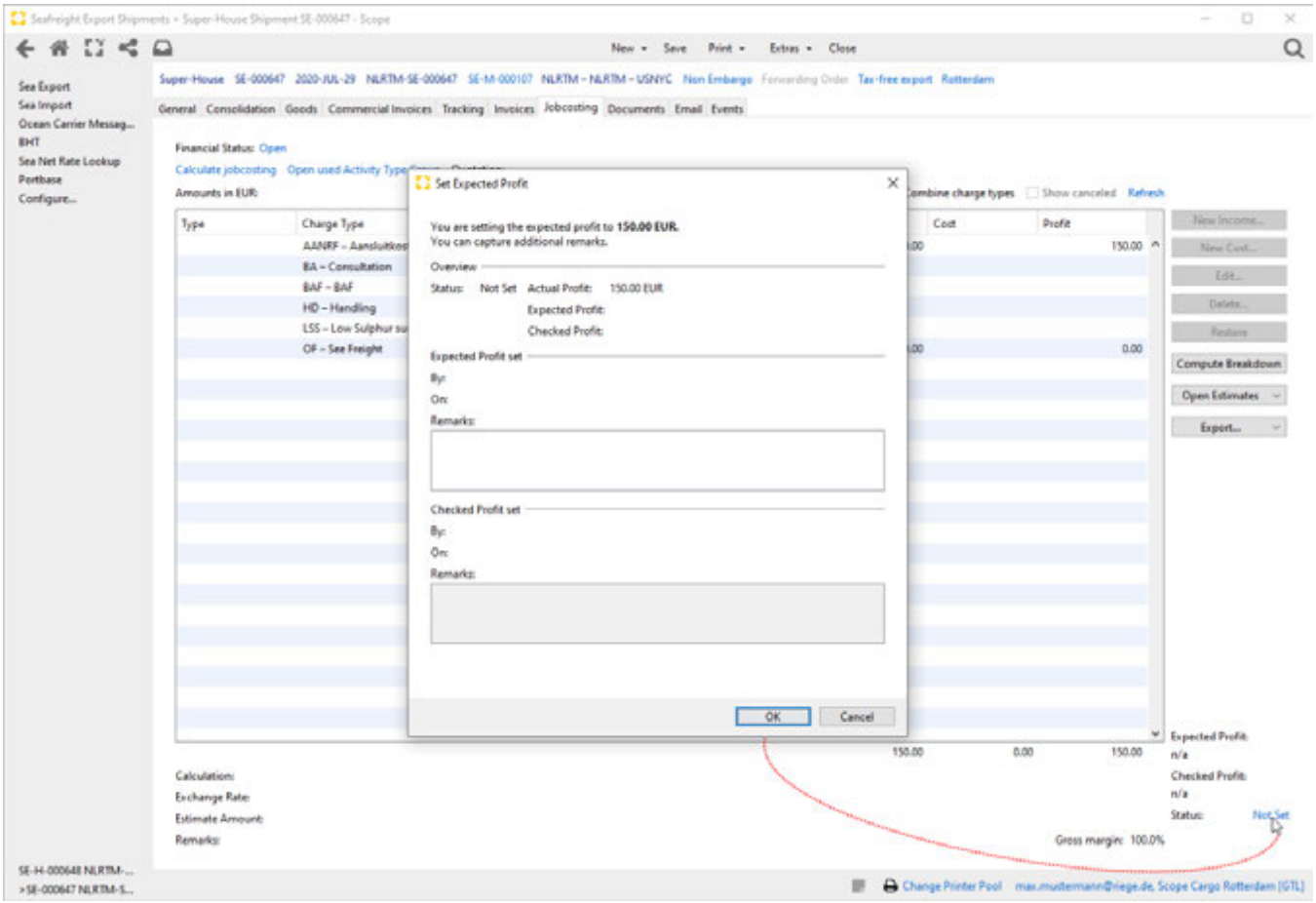
Export

`Enables the export of costs and revenues as an XLS file or as a PDF file.`



Expected Profit Set, Not Set

Expected Profit can be set by clicking on the shown status actionlink *Not Set.* This will open the set expected profit window.



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(h) Documents - Super-House Shipment - Seafreight Export

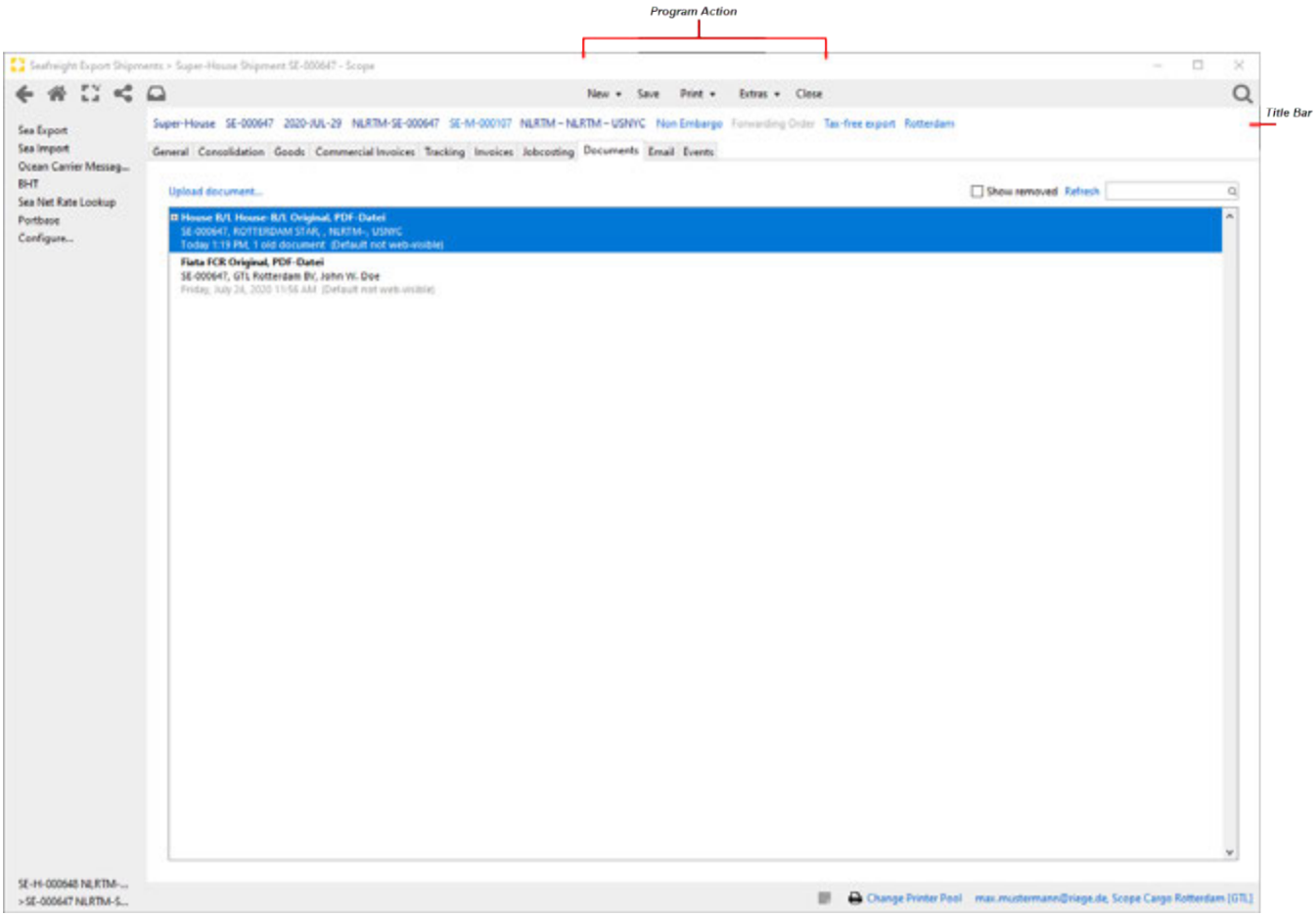
- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

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Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

Show removed

If the box is checked all removed documents will be shown

Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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(i) Email - Super-House shipment - Seafreight Export

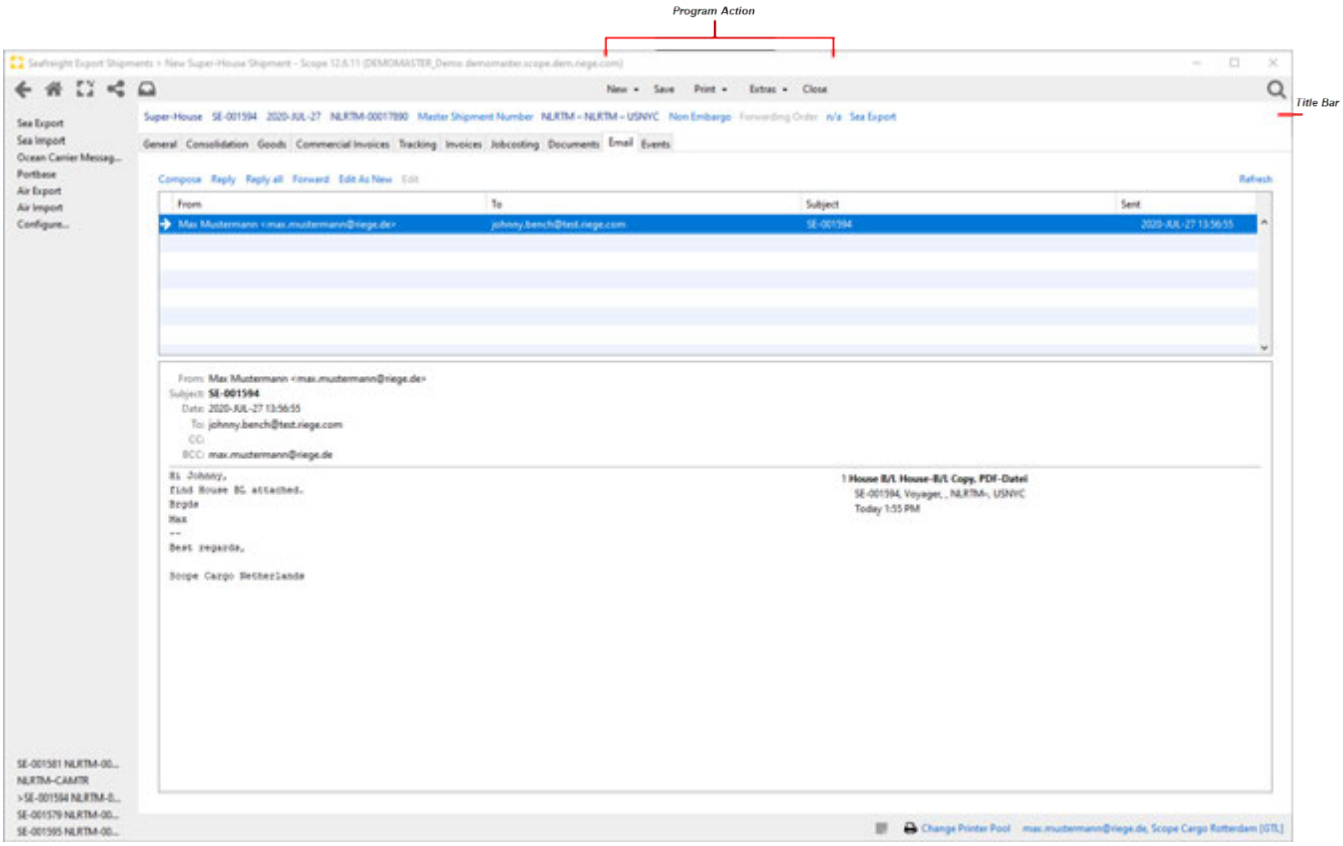
- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

Opens the e-mail editor to create a new e-mail and send it.

Reply

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Opens the e-mail editor to create a reply

Reply all

Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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(j) Events - Super-House Shipment - Seafreight Export

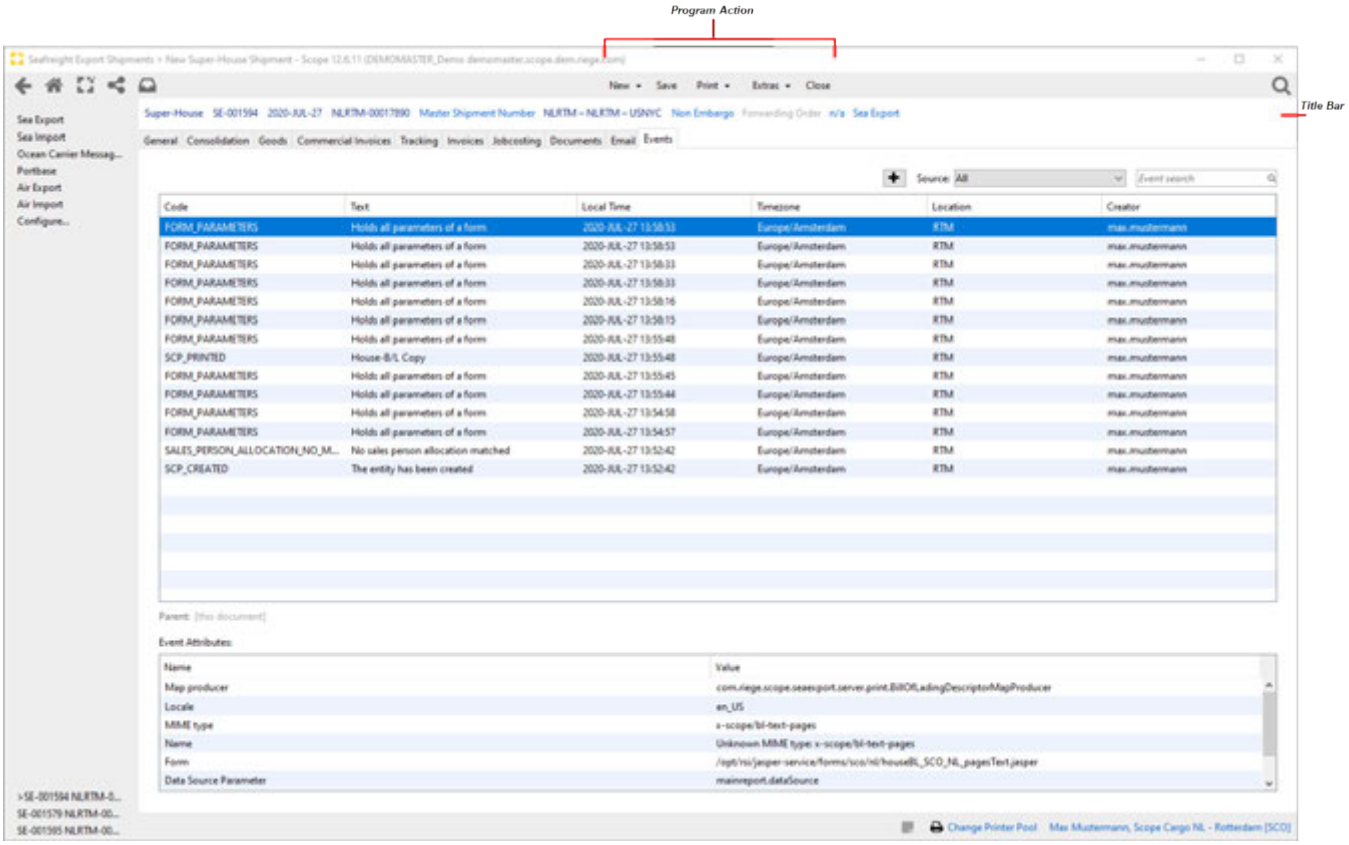
- Introduction
- Description

Introduction

The event tab shows all events thathave been created for the current shipment.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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Super-House Shipment FCL - Seafreight Export

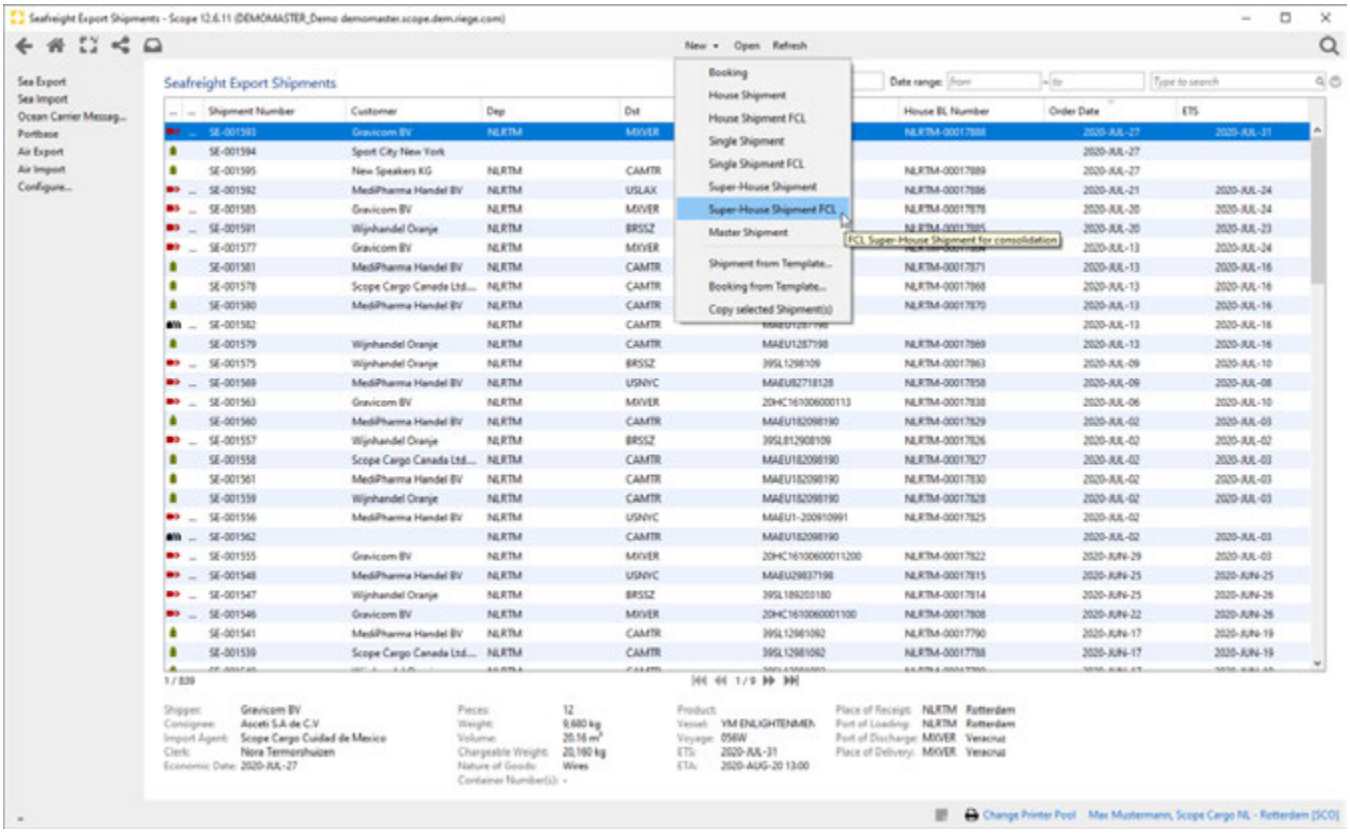
- Introduction
- Description

Introduction

The application Super House Shipment FCL Seafreight Export enables the consolidation of regular House shipments to a Super House Shipment. There may be multiple reasons for creating a Super House, like one shipper to many consignees (shipper consolidation), or many shippers to one consignee (consignee consolidation), or many shippers to many consignees. The purpose of a super house shipment FCL is to combine House shipments in such a way that the quantity (weight / volume) enables cost-effective transportation for your customer.

Description

With the program action in the Seafreight Export Shipments home view the input dialog for the *Super-House Shipment* FCL can be opened.



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(a) General - Super-House-Shipment FCL - Seafreight Export

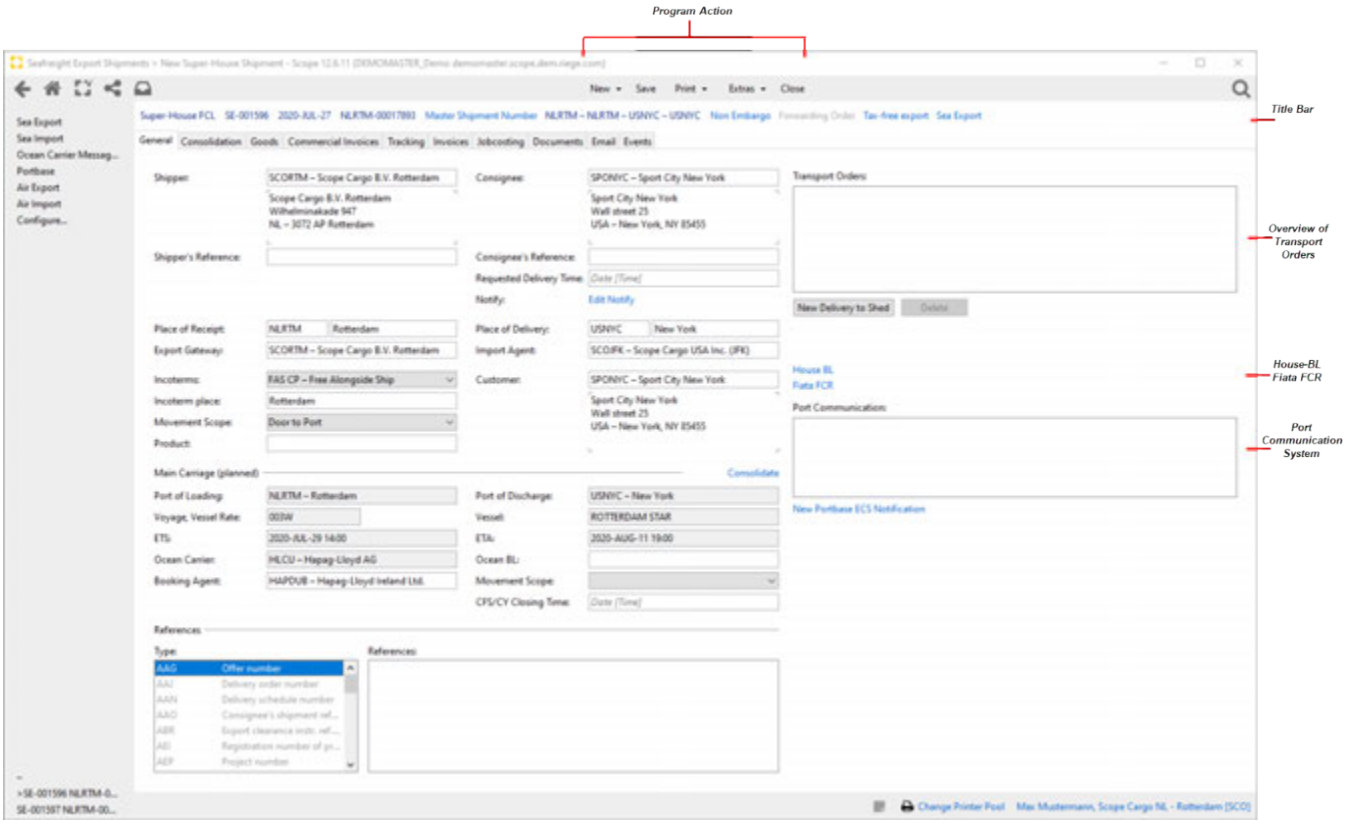
- Introduction
- Description

Introduction

General shipment data, can be entered in the General Tab. The weight and the number of packages of the Sub-House Shipments will automatically be transferred to the corresponding field.

Description

- Program Action
- Extras
- Title Bar
- Field Description
- Consolidate / Deconsolidate
- Select Master shipment
- Transport Orders
- House BL
- FIATA FCR
- Port Communication



Program Action

New

- New Delivery to Shed

Opens the window *New Delivery to Shed.* Data for a Transport Order to Shed can be entered here.

- New Customs Order

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Opens the window New Customs Order to enter the data and create a new Customs Order.

Save

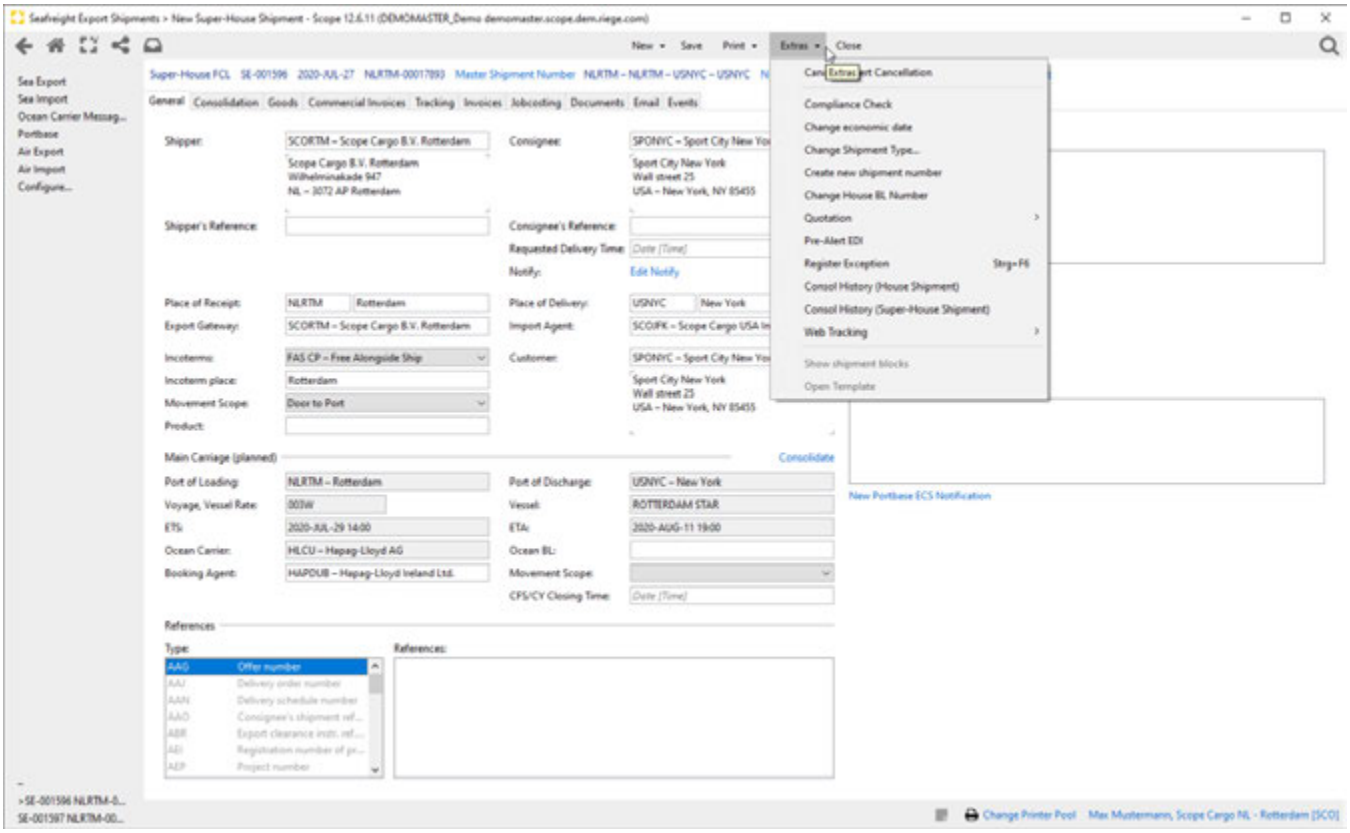
The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case, then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command, the required documents can be printed. Currently the following documents are available:

- Filecover
- Preadvice
- Shipping Instruction for Shipper, Consignee, for Import Agent, for Customer, for Notify
- FOB Delivery
- Export Declaration
- Claim Notification
- Super-House Manifest
- Labels Package, Shipment
- Certificate of Origin
- Quality Report

Extras



- Cancel/Revert Cancellation

This function cancels a shipment or cancels the cancellation of a shipment. See details here Cancel/Revert Cancellation

- Compliance Check

Opens the *Check Compliance* Screen. In this Screen all critical addresses related to the shipment will be displayed and can be checked.

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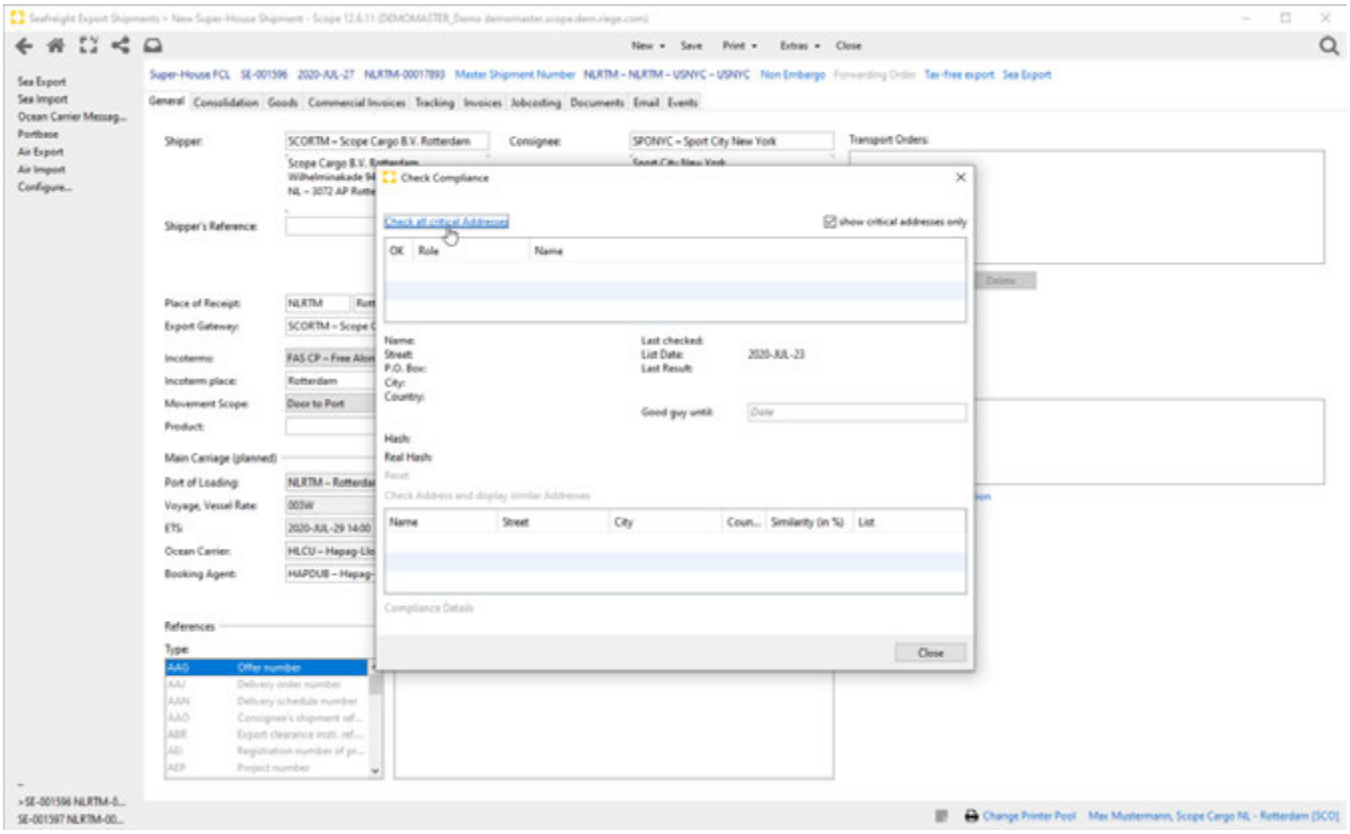
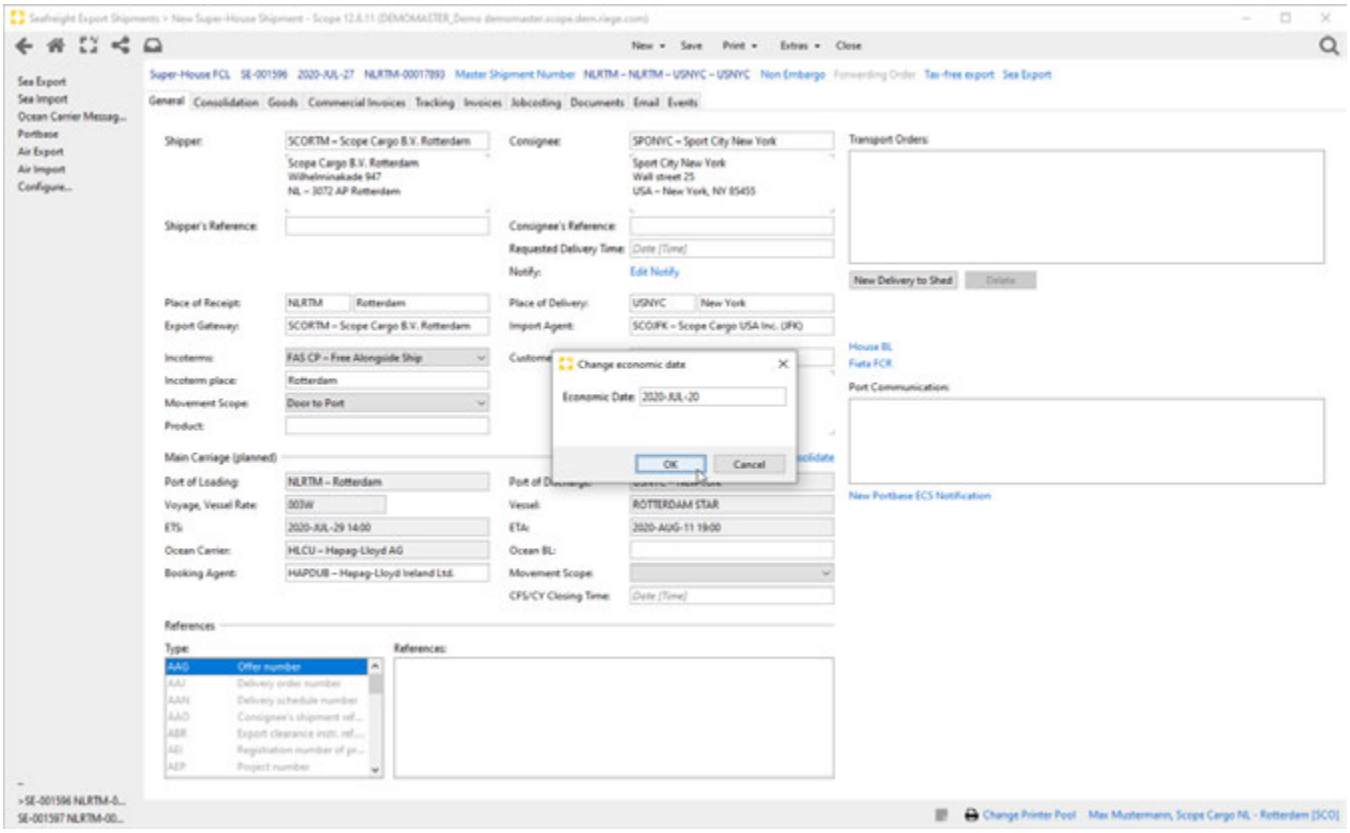


- Change economic date

This function opens the screen economic date, where the economic date can be changed.



- Change shipment type

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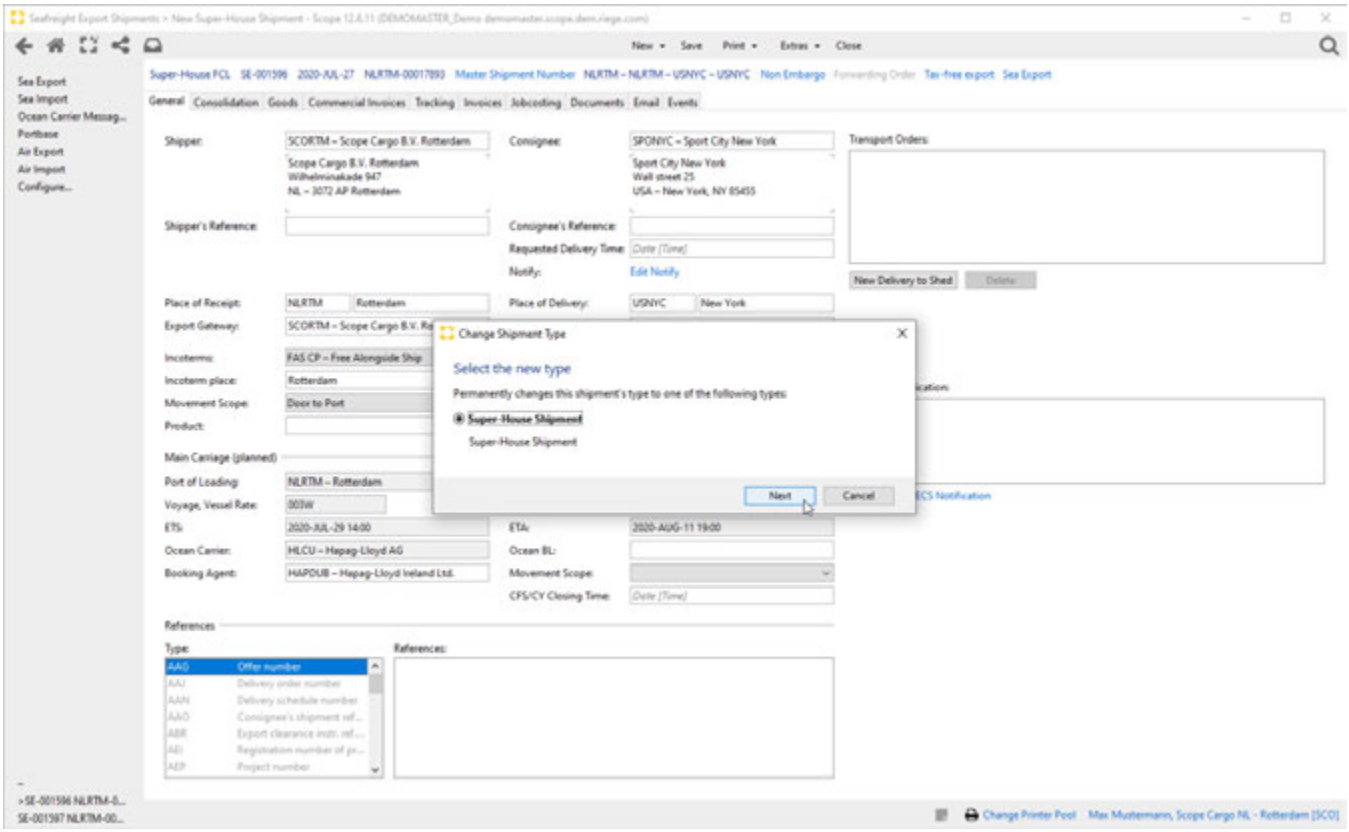
This function opens the screen *Change shipment type* where another available shipment type can be chosen. The Button *Next* confirms the data entry and the shipment type will be changed.



- Create new shipment number

This program action opens the screen *Create new shipment number.* With the button *Create* a new shipment number will be generated; if the flag *Keep the House BL Number* is ticked, House BL Number will stay the same.

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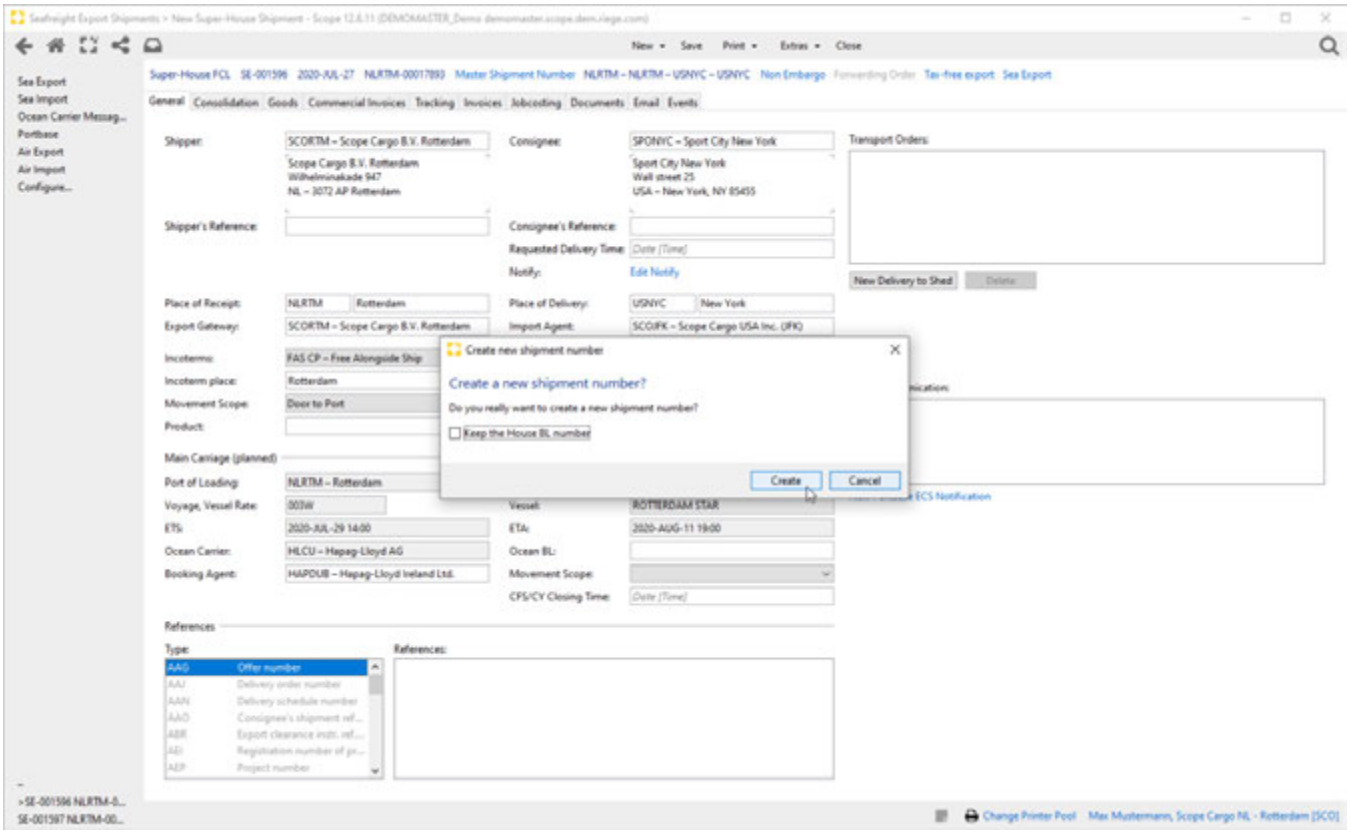

- Change House BL number

This program action opens the screen *Change House BL number.* As soon as the data of a new shipment are saved, Scope automatically generates a House BL number. This can be changed by the user if necessary.

- Quotation

This function can Show, Link or Unlink a quotation for the shipment.

- Pre-Alert EDI

This function is used for generating the Pre-Alert XML. Therefore, the import agent must have a valid EDI profile assigned.

- Register Exception

With this action, exceptions can be created. These represent additional information about the milestones.

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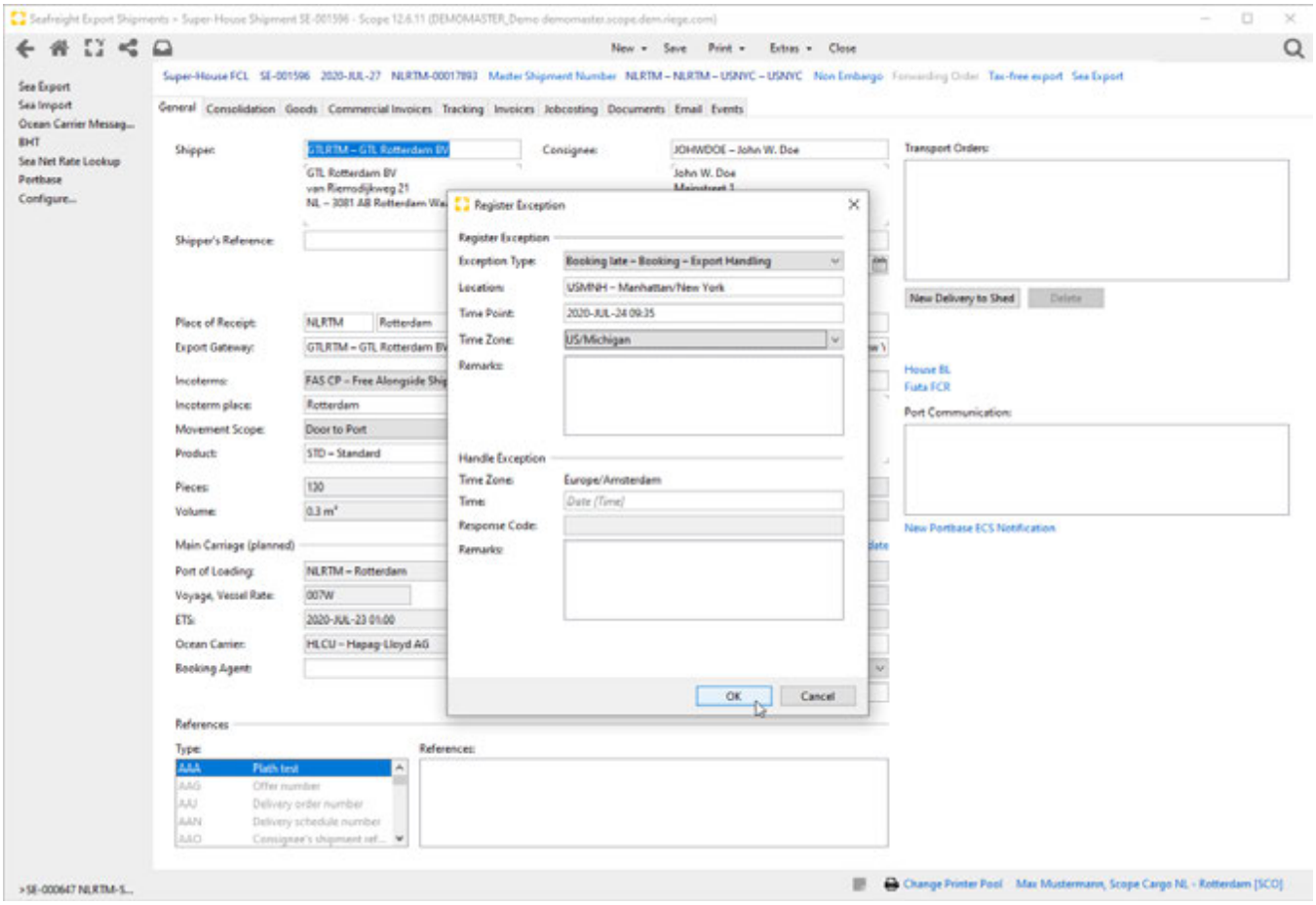

- Consol History (House Shipment)

shows the logged actions on the Consol regarding the House-Shipment

- Consol History (Super-House Shipment)

shows the logged actions on the Consol regarding the Super-House-Shipment FCL

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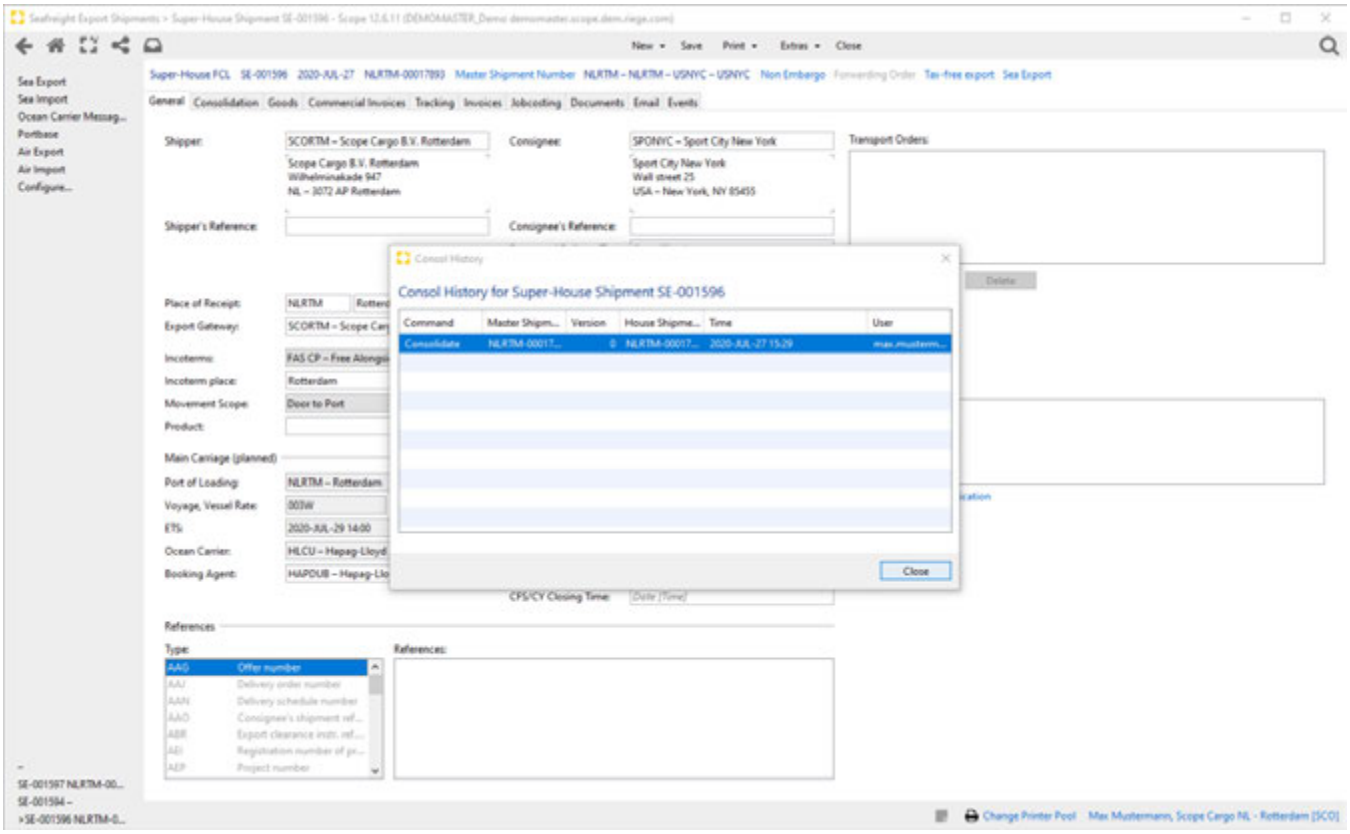

- Web Tracking

Via web tracking, a URL can be copied, or a program can be opened directly in anonymized web tracking.

- Open Template

opens the template that created the shipment

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

- Type of shipment
  Type of shipment. For this is Super-House FCL
- Shipment number
  Assigned by the system after the shipment has been saved for the first time.
- Economic date
  The date can be changed via Extras - Change economic date.
- House BL Number
  House BL Number created by Scope when shipment has been saved for the first time.
- Master Shipment Number
  Shipment number of master shipment where Sub-house shipments has been consolidated.
- Departure port - Destination port
  Departure and destination of the shipment.
- Non Embargo, Approve Embargo
  Embargo Status set due to destination
- Forwarding Order
  Link to a connected Forwarding Order
- Taxability (e.g. "tax-free Export")
  Actionlink indicates the Taxability type and can also be used to change to a new taxability type
- Cost Center (e.g. Air Export)
  By clicking on this action link, the user will be able to change the Cost Center of the shipment.

Field Description

Shipper

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Shipper of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper`s reference

Shipper´s reference can be entered here

Consignee`s reference

Consignee`s reference can be entered here

Requested Delivery Time

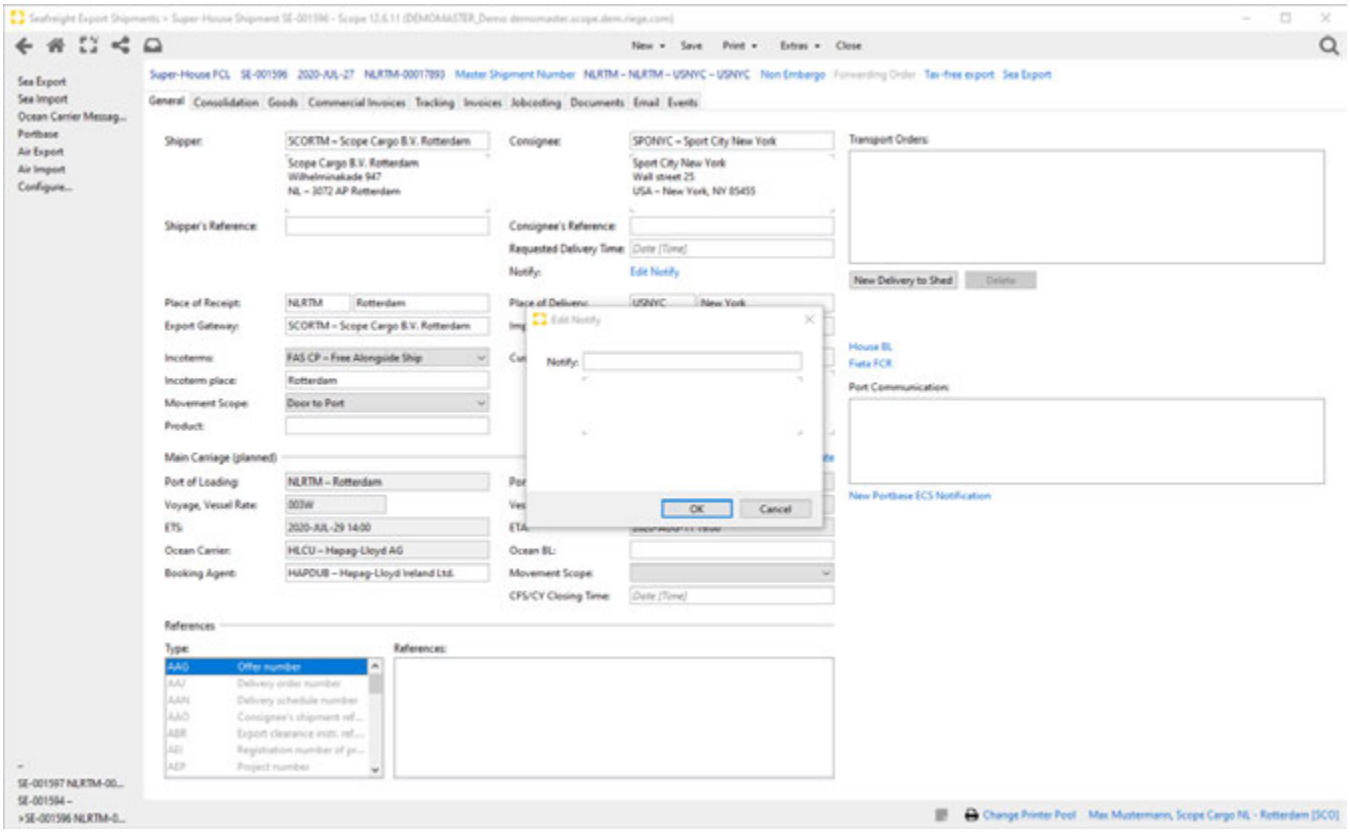
A requested delivery time can be entered here

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify. If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Edit Notify

With this action link the editor to add a notify address can be opened. The notify address can be located by using the search field. The context menu of the Partner field provides options for new document addresses to be created or existing document addresses may be edited. In the master data of the partner, if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partner is used in any shipment where this partner is the recipient (consignee).



Place of receipt

UNlocode of the place of receipt. The context menu or F3 will open a corresponding map.

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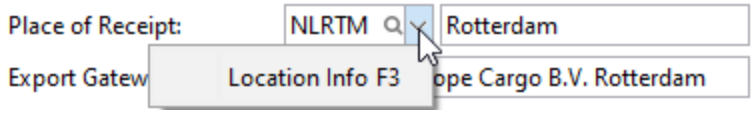

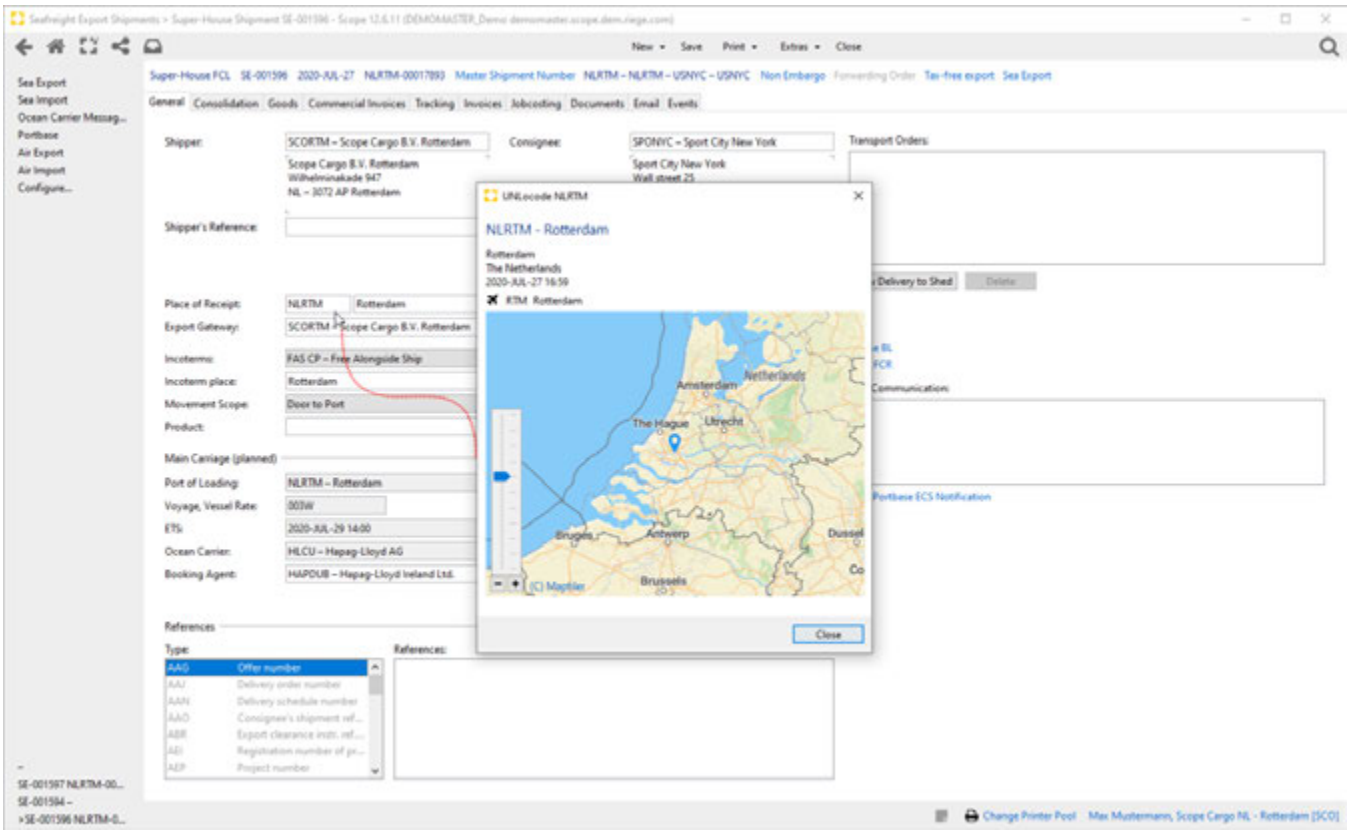

Place of Delivery

UNlocode of the place of delivery. The context menu or F3 will open a corresponding map.

Export Gateway

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function. Normally the agent who creates house shipment is also the export gateway.

Import Agent

The station who will receive and handle the shipment at the destination. The desired agent can be found using the field search function. The import agent depends on the destination. The field will use the following logic when presenting possible agent choices:

- If no destination has been entered, all agents are offered for selection.
- If a destination has been entered and the master data stores only one agent stored for that destination, then that agent is automatically used the import agent.
- If a destination has been entered and the master data for that destination has been assigned more than one agent, the field is not initialized. Instead, all stored agents are offered for selection.
- If a destination has been entered for which no partner has been assigned as an agent, then the field cannot be completed until an import agent has been created.

Incoterms

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes. The Incoterm fills the value of the fields Movement Scope and Customer automatically, as they determine which costs are charged for the sender (backward) or for the recipient (forward).

Incoterms Place

The place name referenced by the incoterms.

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Customer

Generally, the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

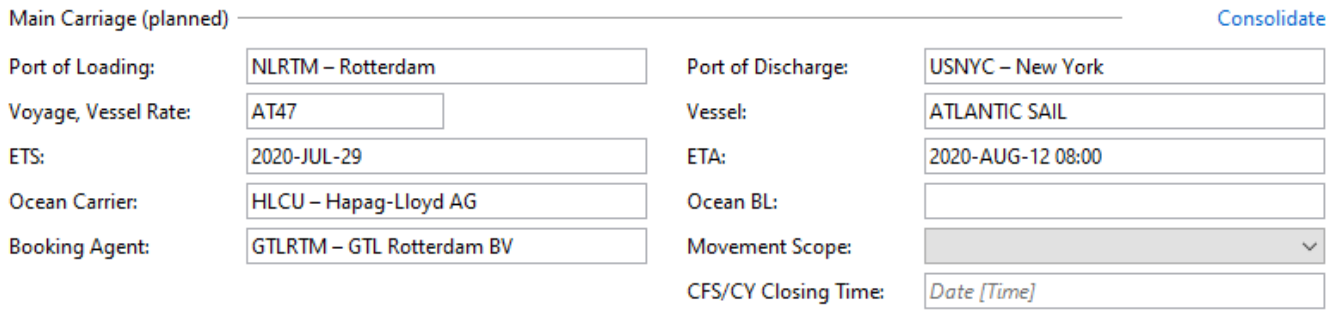
Movement Scope

Movement Scope of the shipment.

Product

The drop-down menu will open a list of all available Products. The Products must be defined in the master data Forwarding Selling Products.

Main carriage (planned)



Port of Loading - Main carriage (planned)

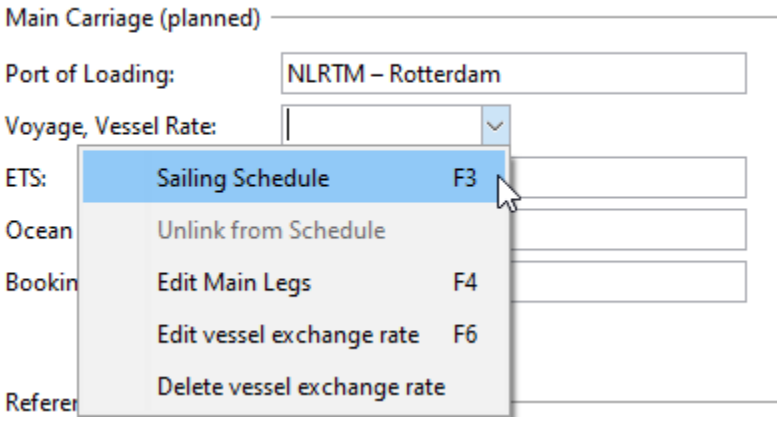
Port of Loading (Departure) of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Port of Discharge - Main carriage (planned)

Port of Discharge of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Voyage, Vessel rate vessel - Main carriage (planned)

Displays the name of the Voyage. With the integrated drop-down menu, a Sailing schedule can be opened, main legs and vessel exchange rates can be edited.



- Find Sailing schedule F3

The option Sailing Schedule or F3 opens a Sailing Schedule.

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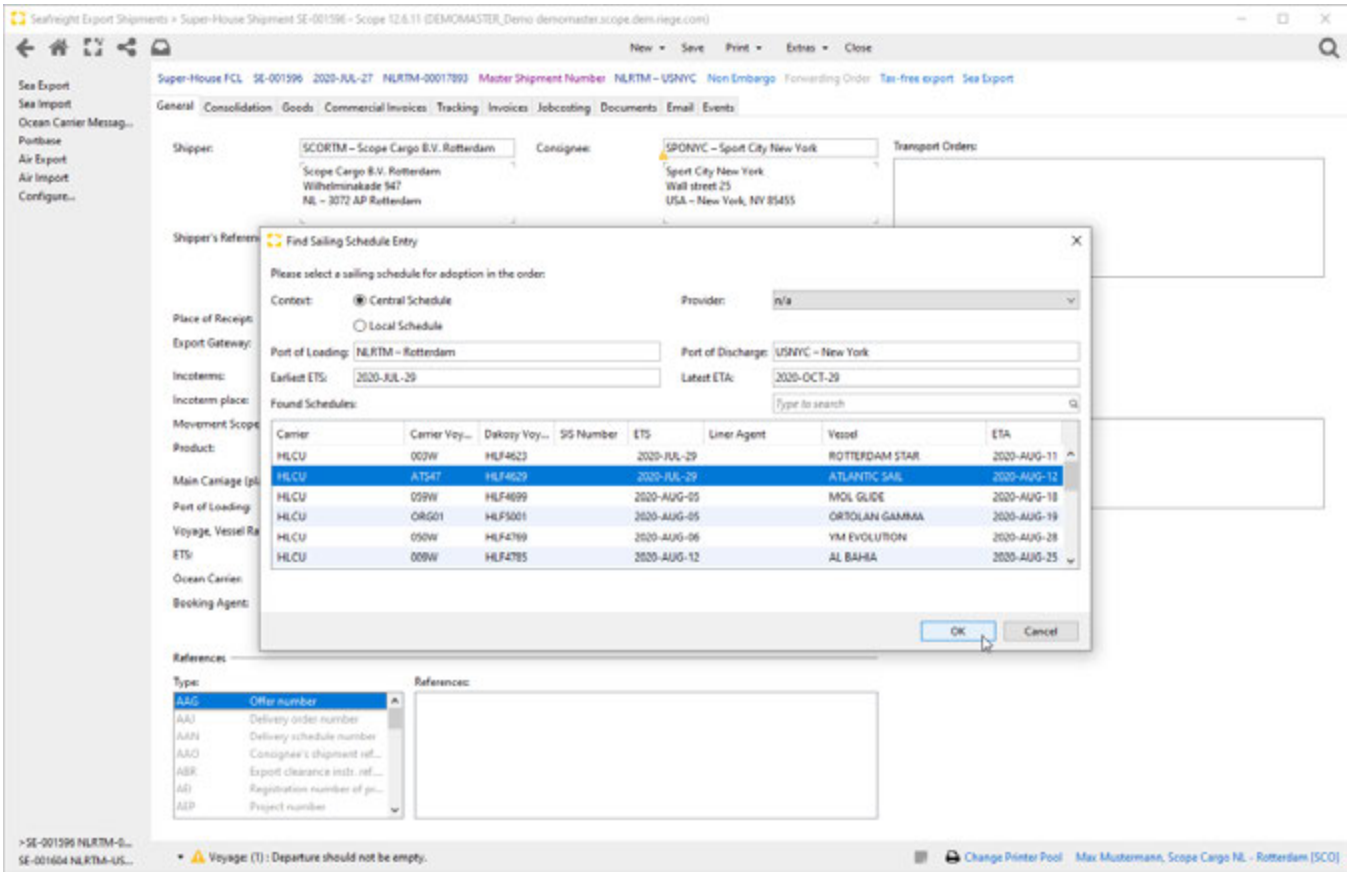
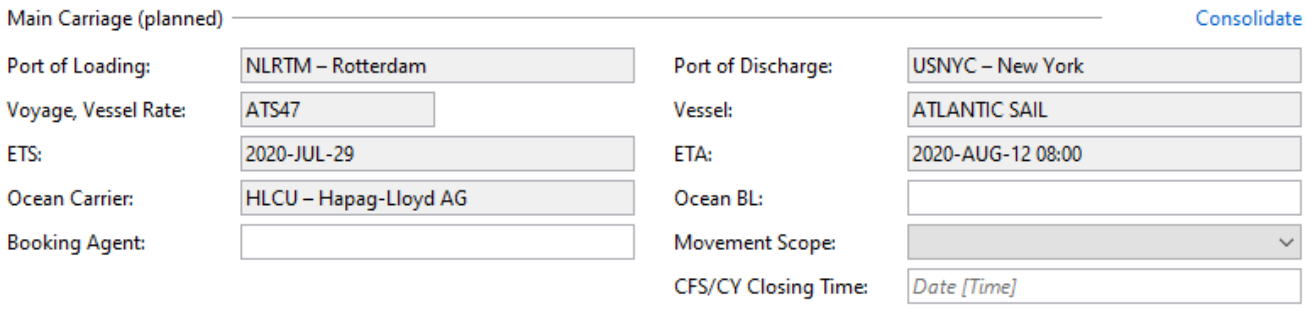


- Select sailing schedule entry

Once the Selection of a sailing schedule entry is confirmed with Ok, all corresponding input fields regarding the voyage will be filled automatically with the chosen sailing schedule entry.



- Unlink from schedule

This function will unlink the shipment from the chosen Selection of from the sailing schedule again and all input fields regarding the main carriage are editable again.

- Edit Main Legs F4

Opens the Edit Main Transport Legs window, where Transport Legs can be added, removed, or just edited.

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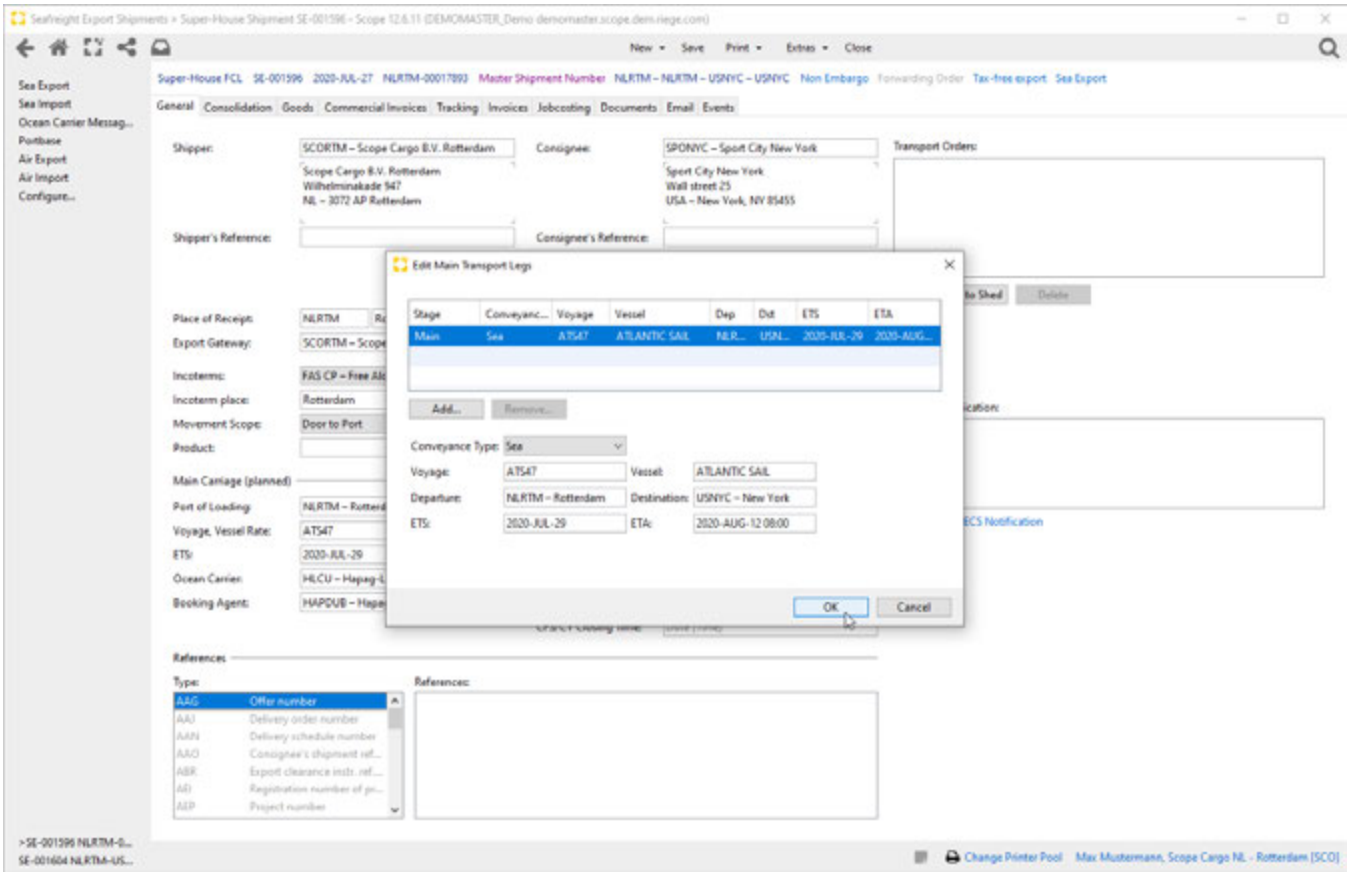
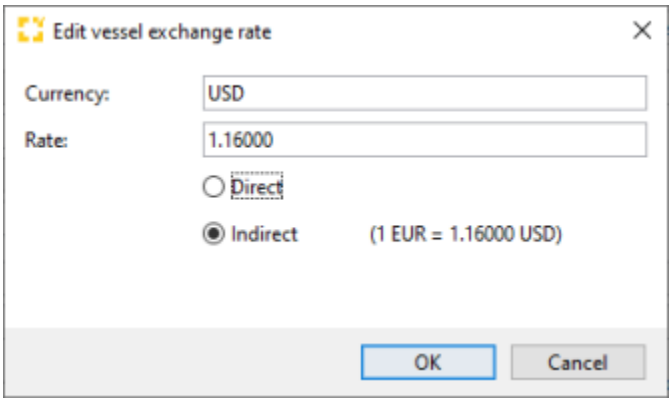


- Edit vessel exchange rate

Opens a window, where the vessel exchange rate can be edited.



Once the exchange rate has been entered, it is displayed next to the input field Voyage, Vessel Rate.



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- Delete vessel exchange rate

Will delete an existing vessel exchange rate.

Vessel

Name of the vessel

ETS

Estimated time of departure of the shipment

ETA

Estimated time of Arrival of the shipment

Ocean Carrier

Name of the Ocean Carrier

Ocean BL

Ocean BL Number. Via the integrated drop-down menu, the Consolidate function can be addressed.

Booking Agent

Name and Address of the Booking agent, that can be selected from the partner master data

Movement Scope

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes.

CFS/CY Closing Time

Planned transport closing date for the shipment.

Consolidate / Deconsolidate

The area *main carriage* of the of the Super-House shipment FCL allows the Super-House FCL to be consolidated on a master shipment or deconsolidated if already assigned to an open master shipment. If the Super-House FCL has already been consolidated, then the master shipment can be opened directly at this point to complete the consolidation. Alternatively it is possible to exit the Super-House shipment and complete the consolidation or deconsolidate in the master shipment application. The input dialog can be opened by using the drop-down menu in the field Ocean BL, or using the corresponding Actionlink *Consolidate...* .See also FAQ How-To build a sea export consolidation

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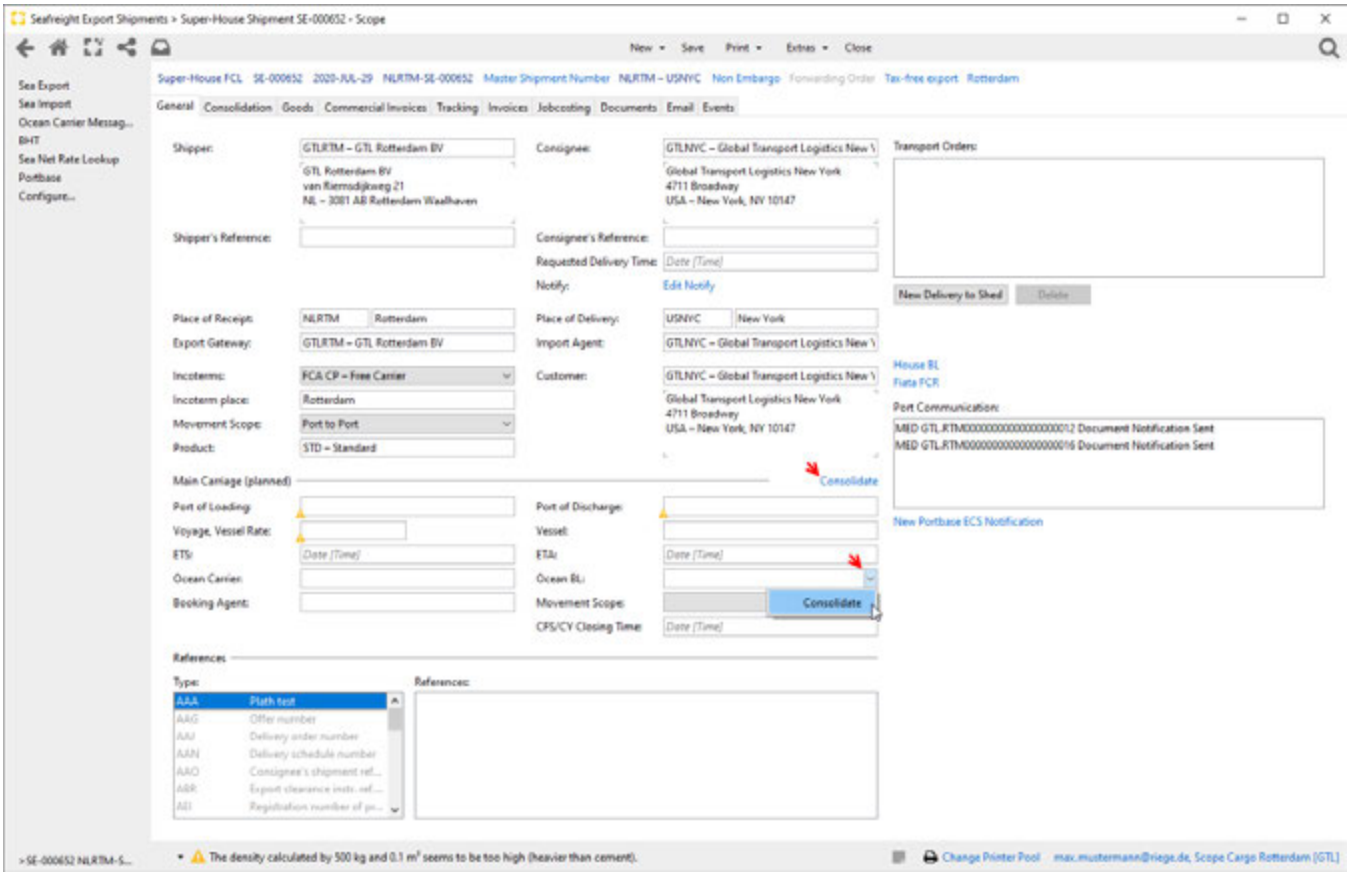

- **Consolidate**

If the "consolidate" option is taken, the Open Master Shipments dialog box appears, and an available Master can be selected by choosing the button *Conso lidate*. If the Super-House FCL is consolidated to a Master Shipment the main Carriage Data will be filled with the data from the Master Shipment and appear in the fields regarding the Main Carriage.

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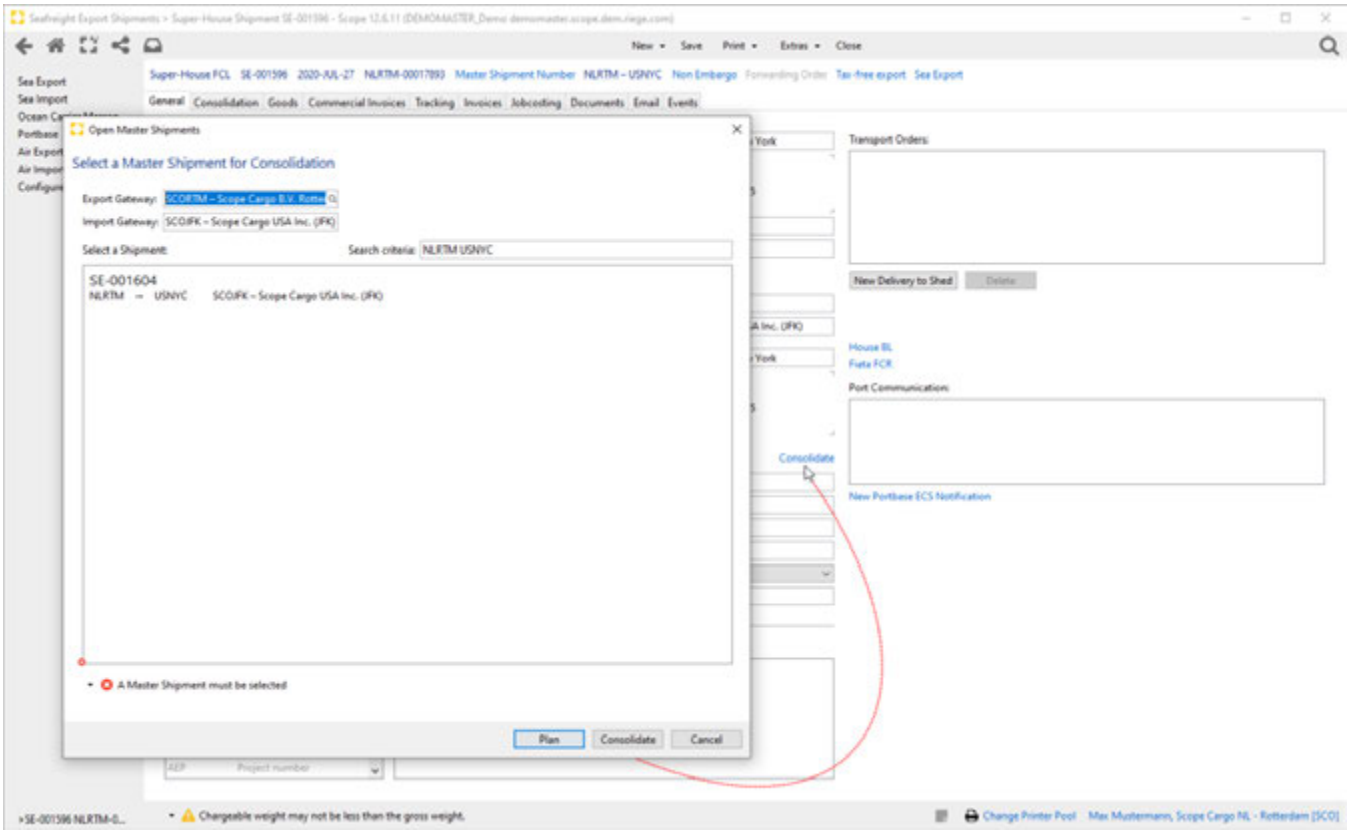

Select Master shipment

In the Open Master Shipments window normally the agent who creates the Super-House FCL shipment is shown as the export gateway. The Import Gateway is the station who will receive and handle the shipment at the destination. The UNLocodes and the full name of the Port can be entered in the field Search criteria to launch an automatic field search function. If the selection is confirmed with the button *Plan*, the consolidation of the Super-House Shipment is not yet confirmed. The Actionlink to *Consolidate* the shipment is still be shown as *Consolidate* and does not change to *Deconsolidate*. The button *Consolidate* confirms the selection and closes the editor shown below. Cancel closes the editor without further action.

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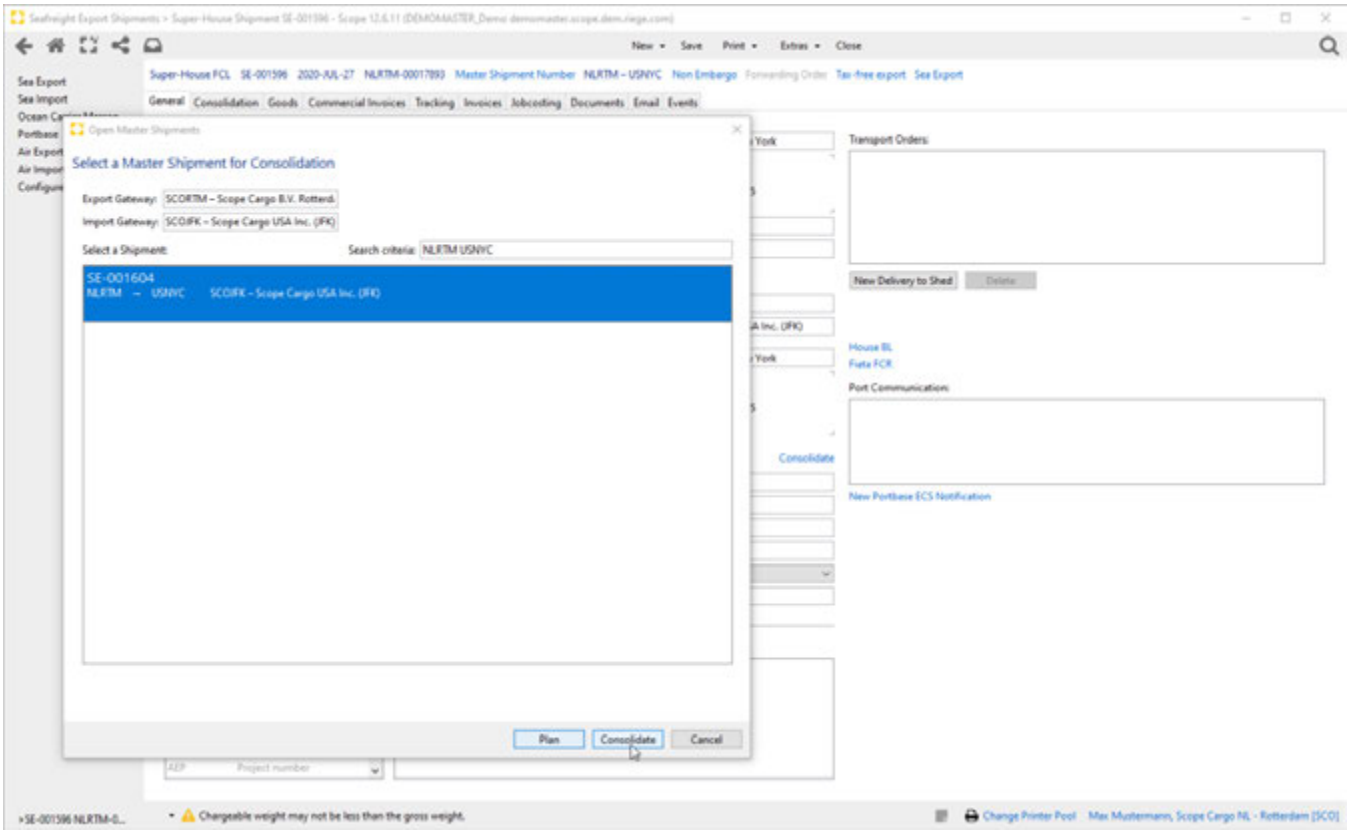
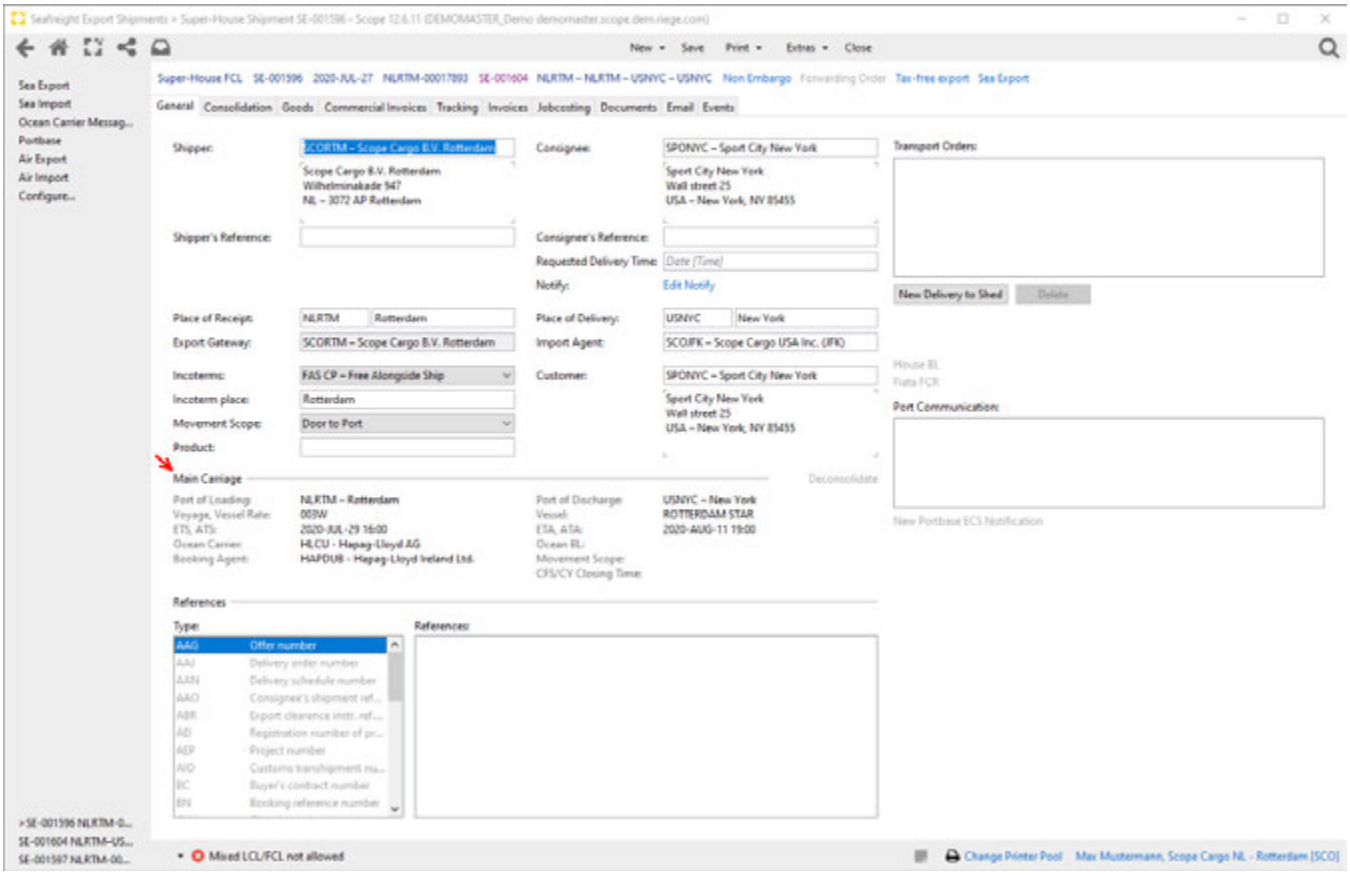


A soon as the Super-House shipment is consolidated on a master shipment, all of this information will appear in the section Main Carriage (planned) from the master.



- **Deconsolidate**

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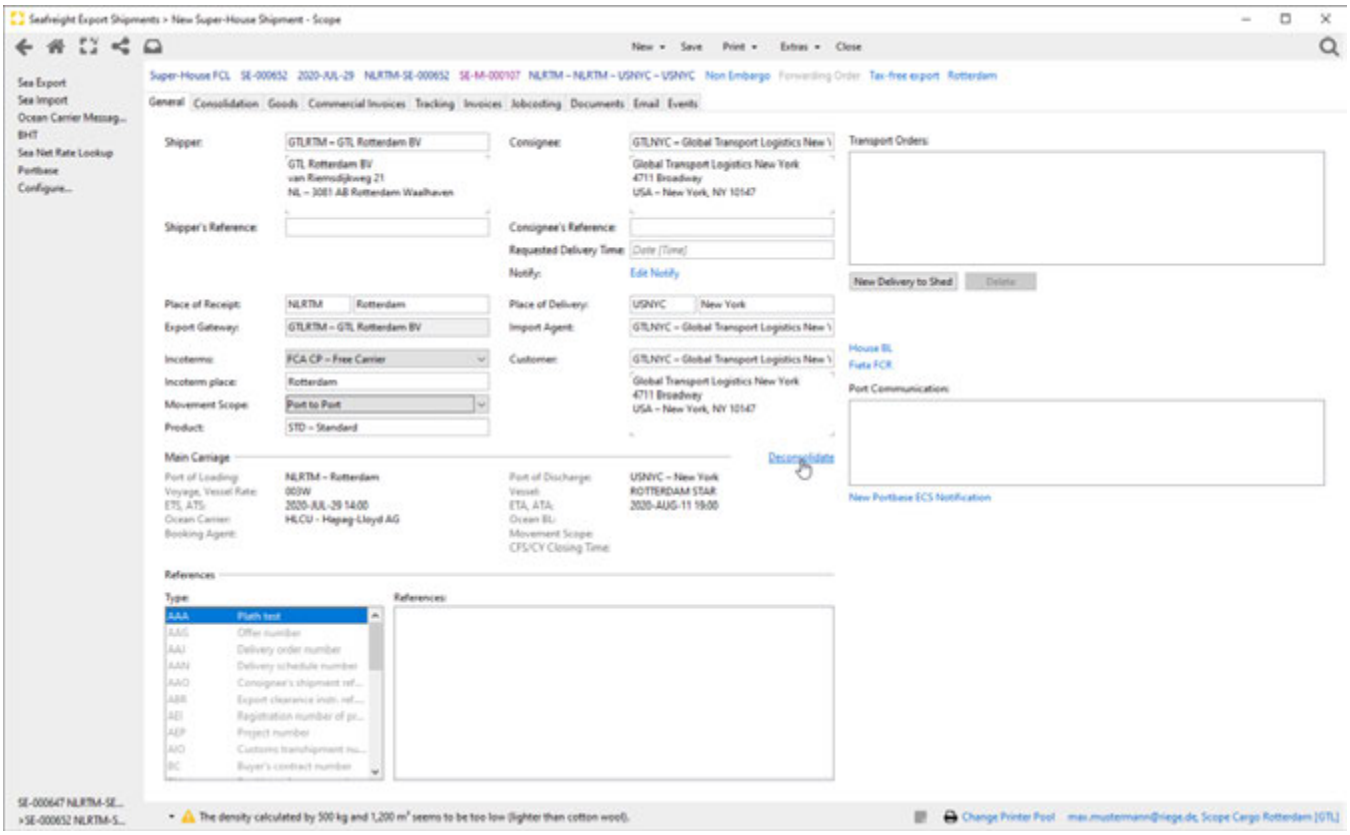
If the Super-House FCL is consolidated to a Master Shipment the main Carriage Data will be filled with the data from the Master Shipment and appear in the fields regarding the Main Carriage. The Actionlink shows the option *Deconsolidate* now, instead of the *Consolidate...* option. This link can be clicked to deconsolidate the shipment again. After that, the Consolidate function will be active again.



References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

Transport Orders

In this box transport orders will be shown, or can be issued by using the button *New Delivery to Shed,* or deleted by using the button *Delete*.

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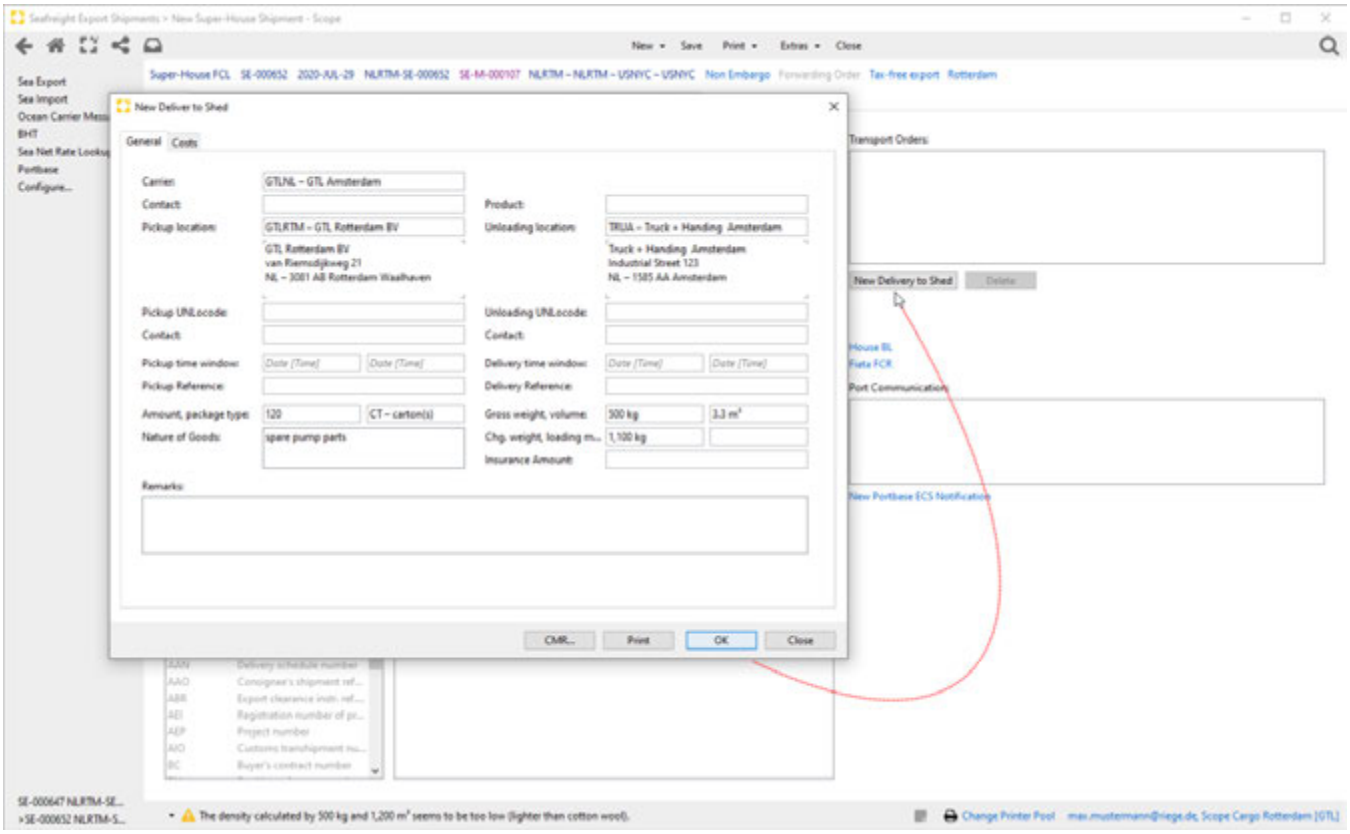
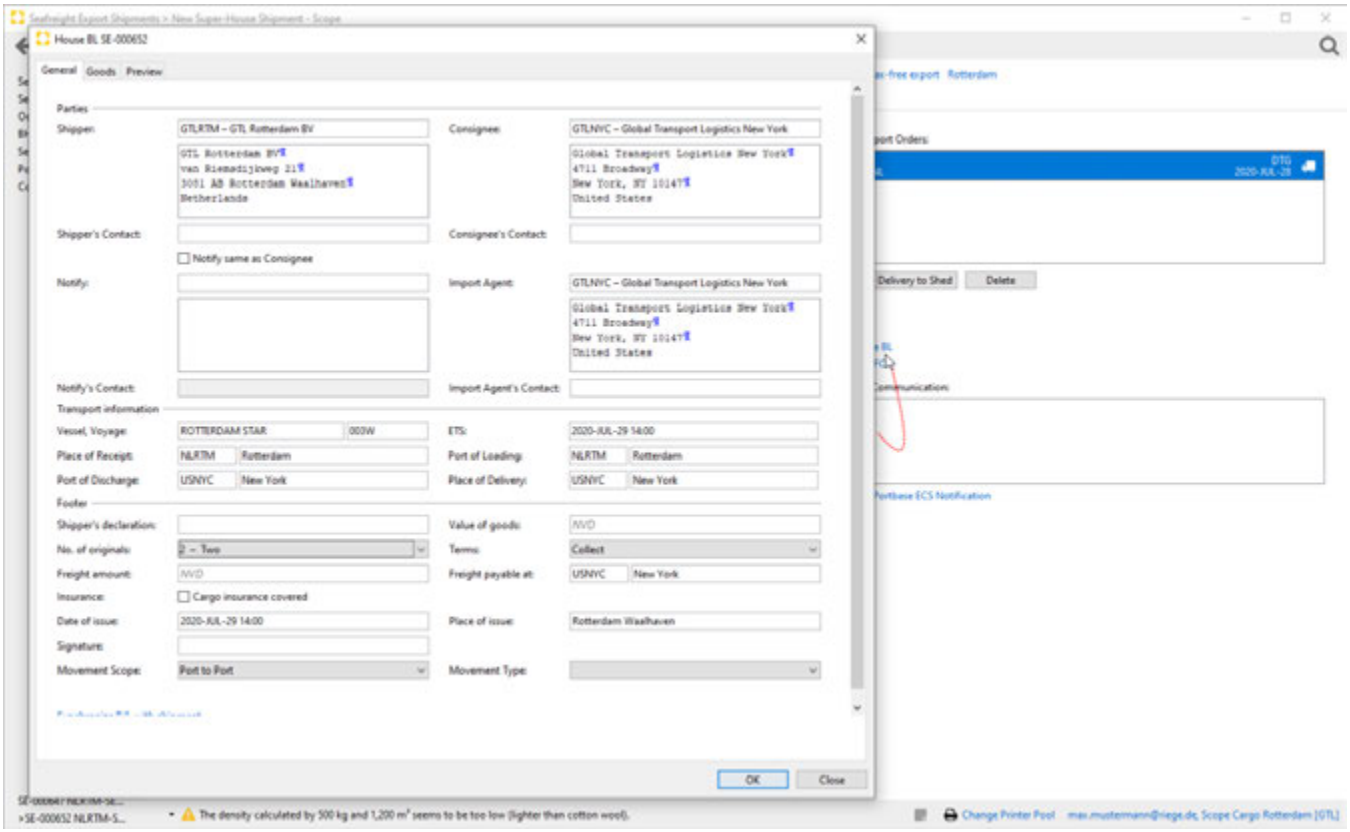


House BL

With this action link the House BL Editor can be opened. A more detailed description of the BL Editor can be found here House-BL - General - House Shipment - Seafreight Export.



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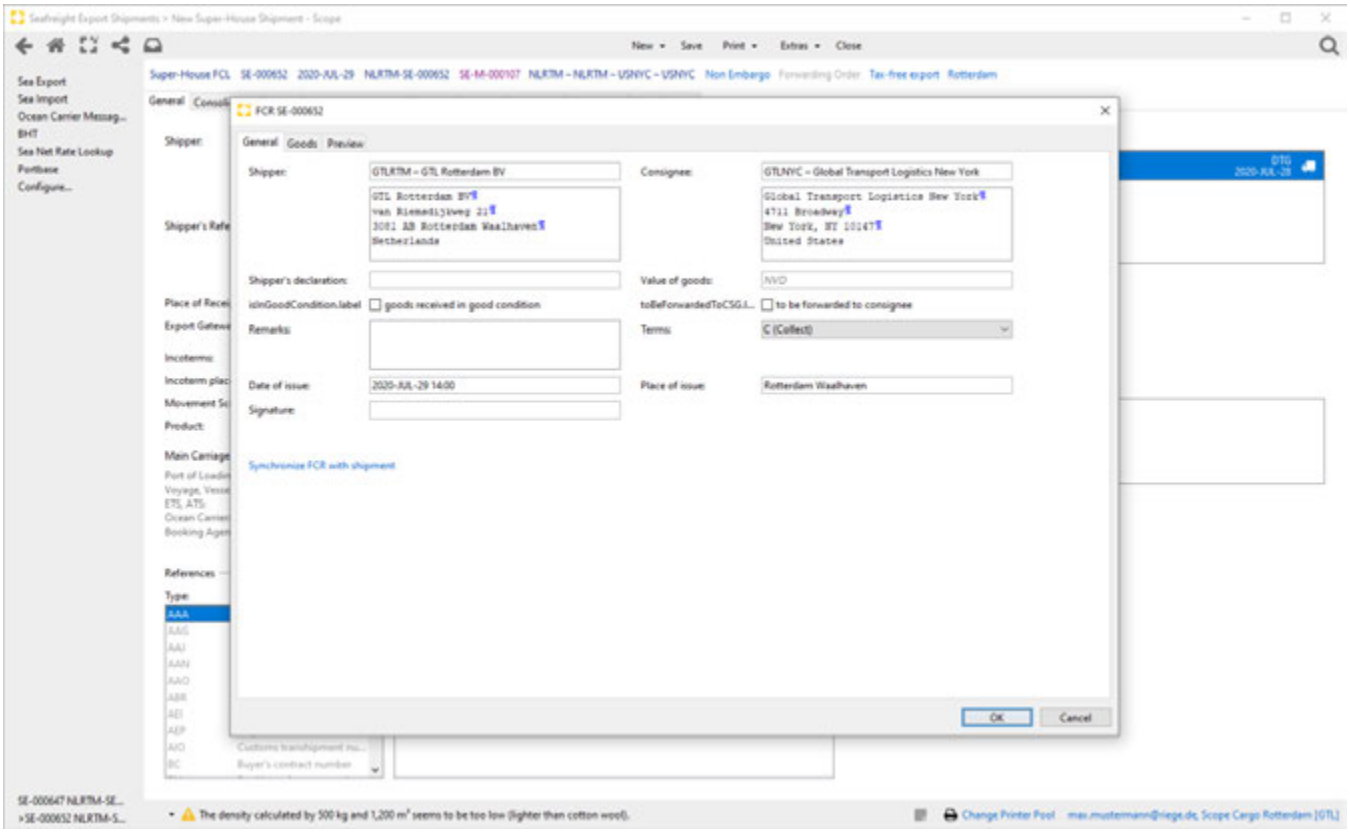
FIATA FCR

With this action link the House FIATA FCR Editor can be opened and FIATA forwarders certificate of receipt can be created.



Port Communication

Port Communication area displays and allows creation of electronic export information within the port communication system.

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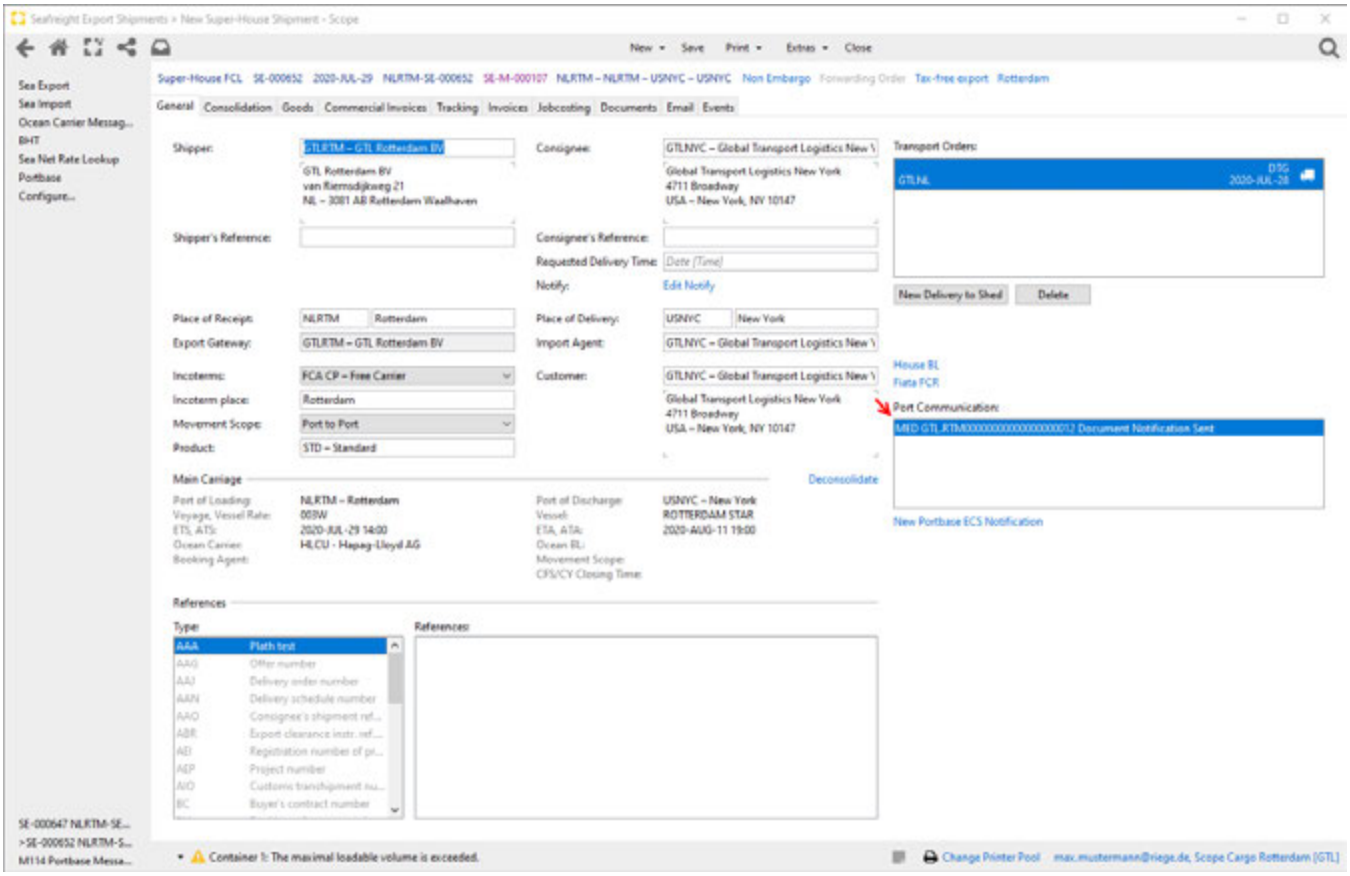

Portbase ECS Notification

Actions link opens the window *customs document selection* to create a message within the Seafreight Portbase Messaging system

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(b) Consolidation - Super-House Shipment FCL - Seafreight Export

- Introduction
- Description

Introduction

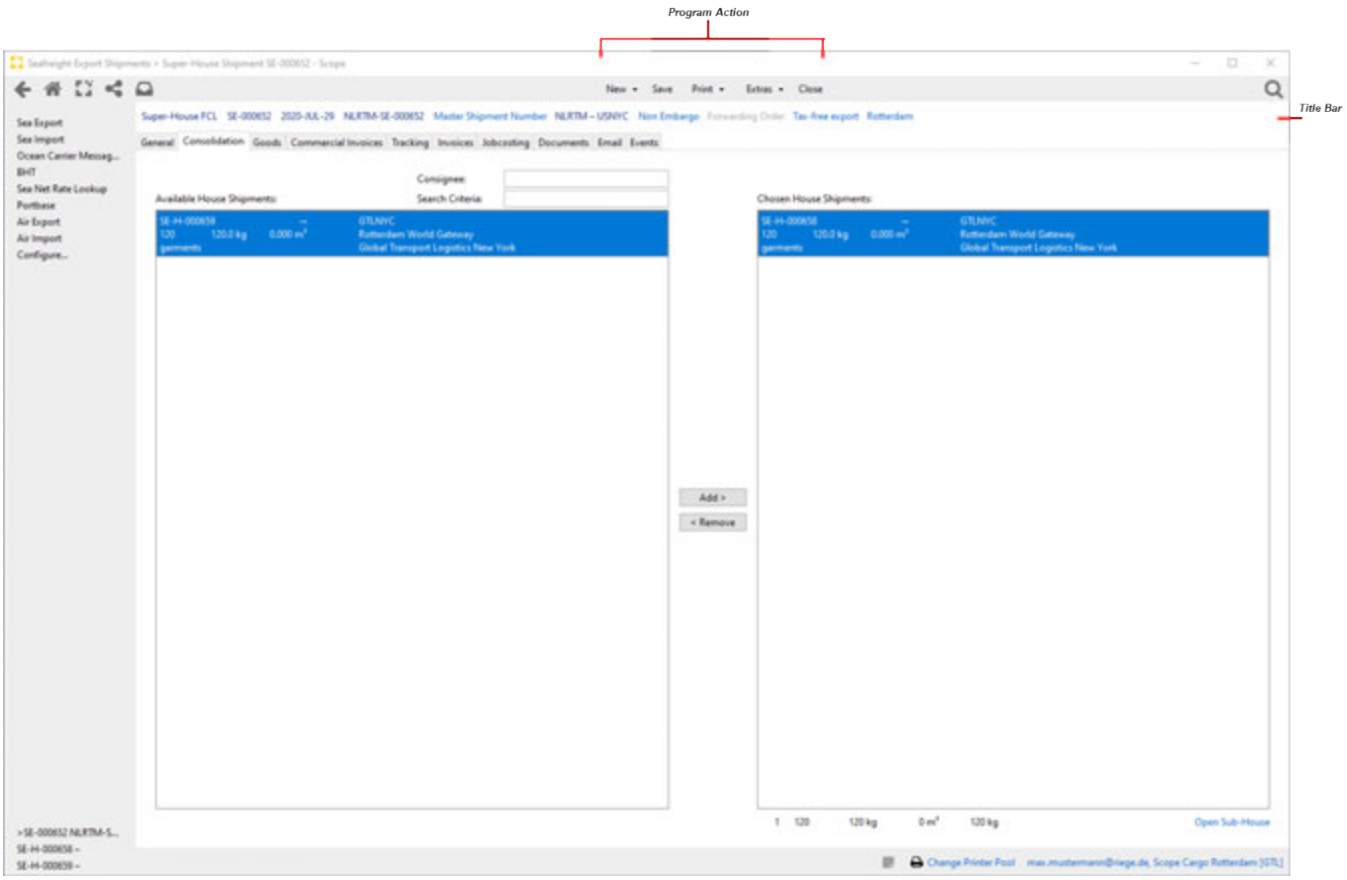
The Consolidation tab presents a view of all available Sub-House shipments that are ready to be consolidated. These can be easily added to or removed from the Super-House FCL shipment, ensuring a fast, flexible approach to building consolidations.

Description

- Program Action
- Title Bar
- Field Description
- Open Sub-House
- Sort

- **Consolidation TAB - Consolidate Subhouses**

As long as the Super-House FCL Shipment is not consolidated yet on a Master Shipment, the available Sub-House shipments easily can be added to or removed from the Super-House FCL shipment.



Program Action

see General Tab

Title Bar

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see General Tab

Field Description

Consignee

The Consignee address appearing in this field is taken from the field Consignee, entered in the General TAB of the Super-House FCL. If the field is empty, all available House-Shipments will be shown for the selected direction.

Search Criteria

The destination of the available house shipments is used to match them to the destination of the Super-House FCL shipment. The destination of the Super-House FCL shipment is found in the General Tab.

Available House Shipments

`By default, all house shipments are displayed, that match with Search Criteria.`

- When the Consignee and destination are present, only house shipments with matching Consignee and destination will be shown as available for consolidation.
- When the Consignee is left blank, then all open House-Shipments to the destination will be shown regardless of the Consignee that may be present at the house level.
- If the destination is left blank, then all open houses that match the Consignee will be shown, regardless of the destination of the house shipments.
- if both the destination and Consignee are left blank then all open house shipments will be visible regardless of the Consignee or destination of those houses.

Chosen House Shipments

This window displays house shipments that are currently included in the Consolidation. The base of the window shows the total number of houses on the consol, their total number of pieces, gross weight, volume and total chargeable weight.

Add

Moves the highlighted house shipment from the Available House Shipments window to the Chosen House Shipments window to indicate the house is to be included on the consol.

Remove

Removes the highlighted house shipment from the Chosen House Shipments window back to the Available House Shipments window to indicate the Sub-House is to be removed (deconsolidated) from the consol.

Open Sub-House

Opens the Sub-House that is marked in the table Chosen House Shipments

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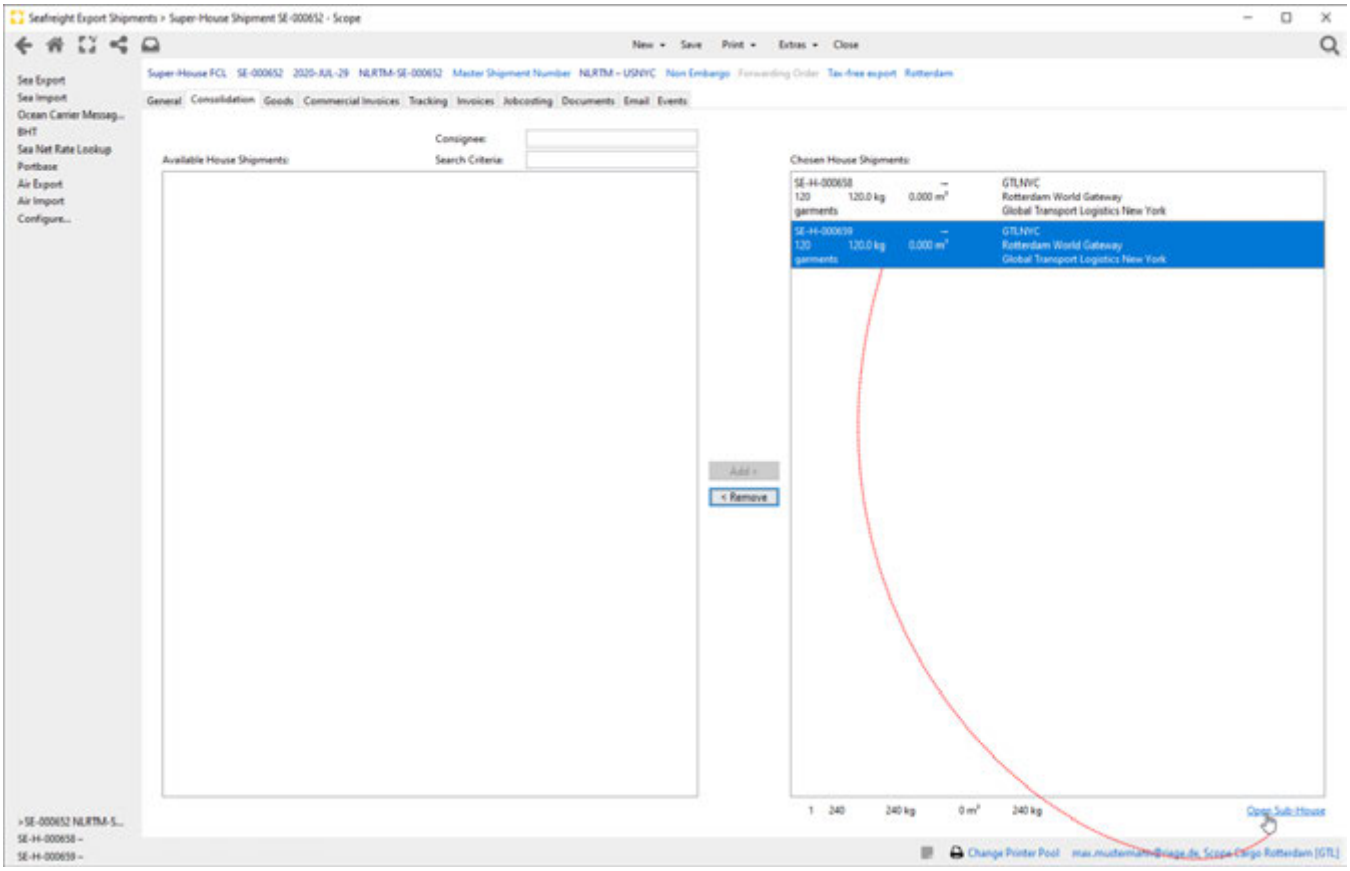
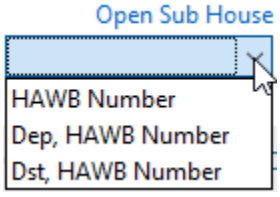


Sort

The selected Sub-House shipments can be sorted using the dropdown menu.



HAWB Number

Sorting is based on house AWB numbers

Dep HAWB Number

Sorting takes place first from departure and within it according to HAWB no.

Des HAWB Number

Sorting takes place first to the destination and within it according to HAWB no.

- **Consolidation TAB - Superhouse FCL consolidated**

As soon as the Super-House FCL is consolidated on a Master Shipment the Consolidation TAB shows the result of the consolidation of the Sub-House shipments in a table and the functions to add or remove further Sub-House Shipments are no longer available.

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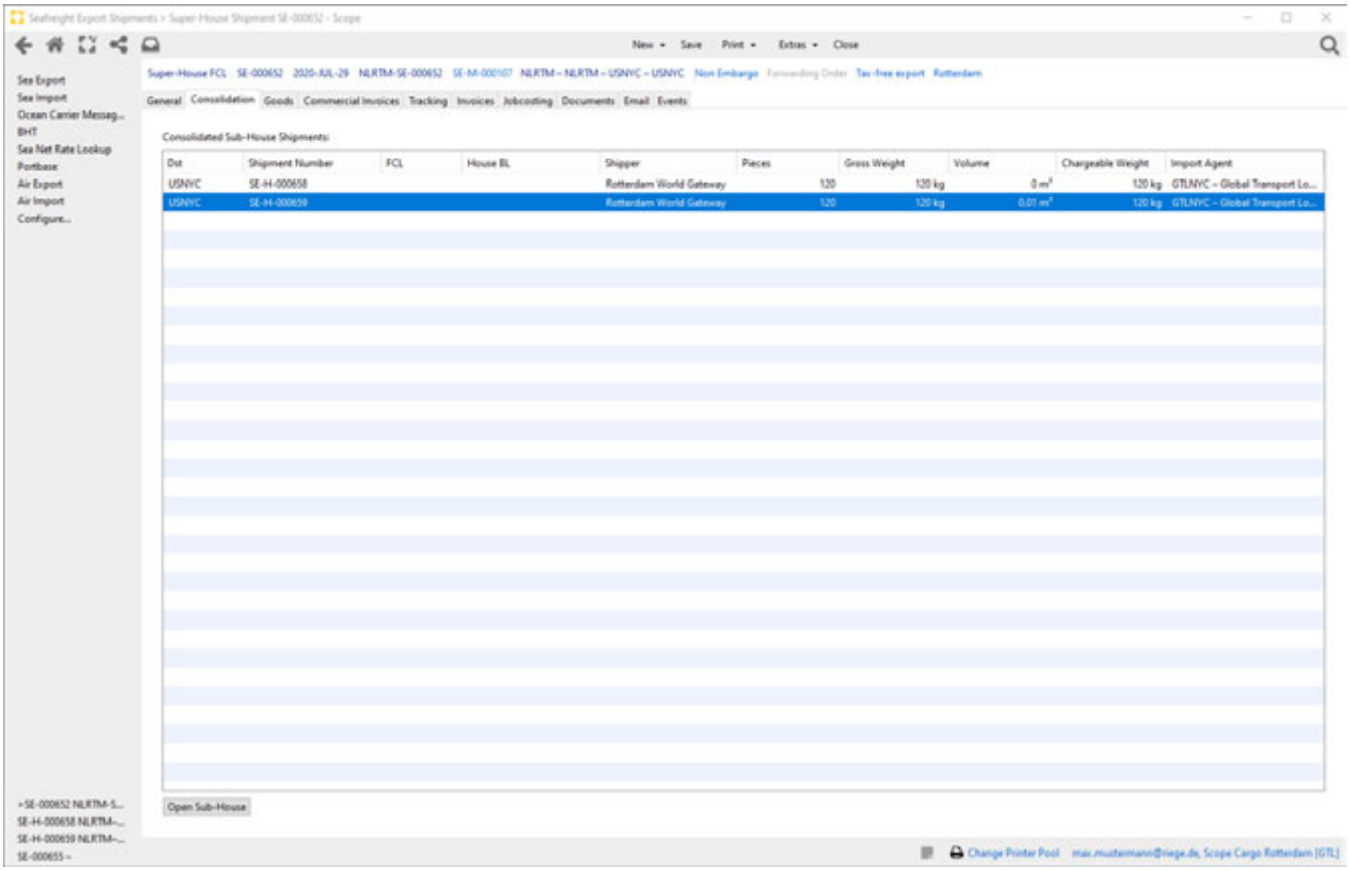

Dst

UNlocode of the place of delivery.

Shipment Number

Shipment Number of the Sub-House Shipment

FCL

Shipment Number FCL

House BL

House BL Number

Shipper

Shipper of the Sub-House Shipment

Pieces

Pieces of the Sub-House Shipment

Gross Weight

Gross weight of the Sub-House Shipment

Volume

Volume of the Sub-House Shipment

Chargeable weight

Chargeable weight of the Sub-House Shipment

Import Agent

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Import Agent of the Sub-House Shipment

Open Sub-House

Opens the Sub-House that is marked in the table Chosen House Shipments. A marked Sub-House shipment can also be opened by double clicking on it.

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(c) Goods - Super-House-Shipment FCL - Seafreight Export

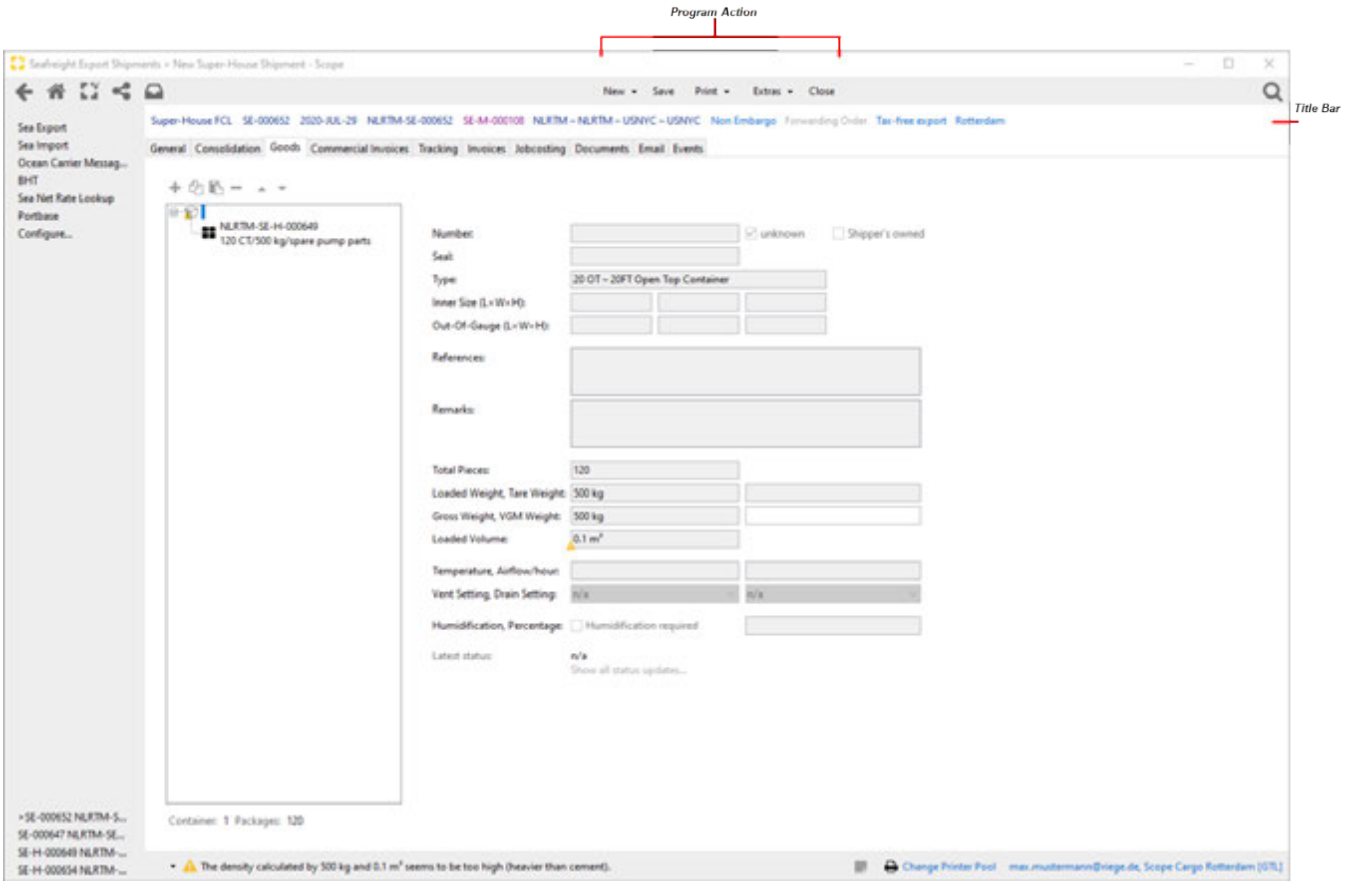
- Introduction
- Description

Introduction

The Goods tab presents a view of the Goods contained in the Sub-House shipments that have been consolidated. For the description of the single fields and tabs pls see Goods - House Shipment - Seafreight Export and Goods - House Shipment - Seafreight Import

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(d) Commercial Invoices - Super-House-Shipment FCL - Seafreight Export

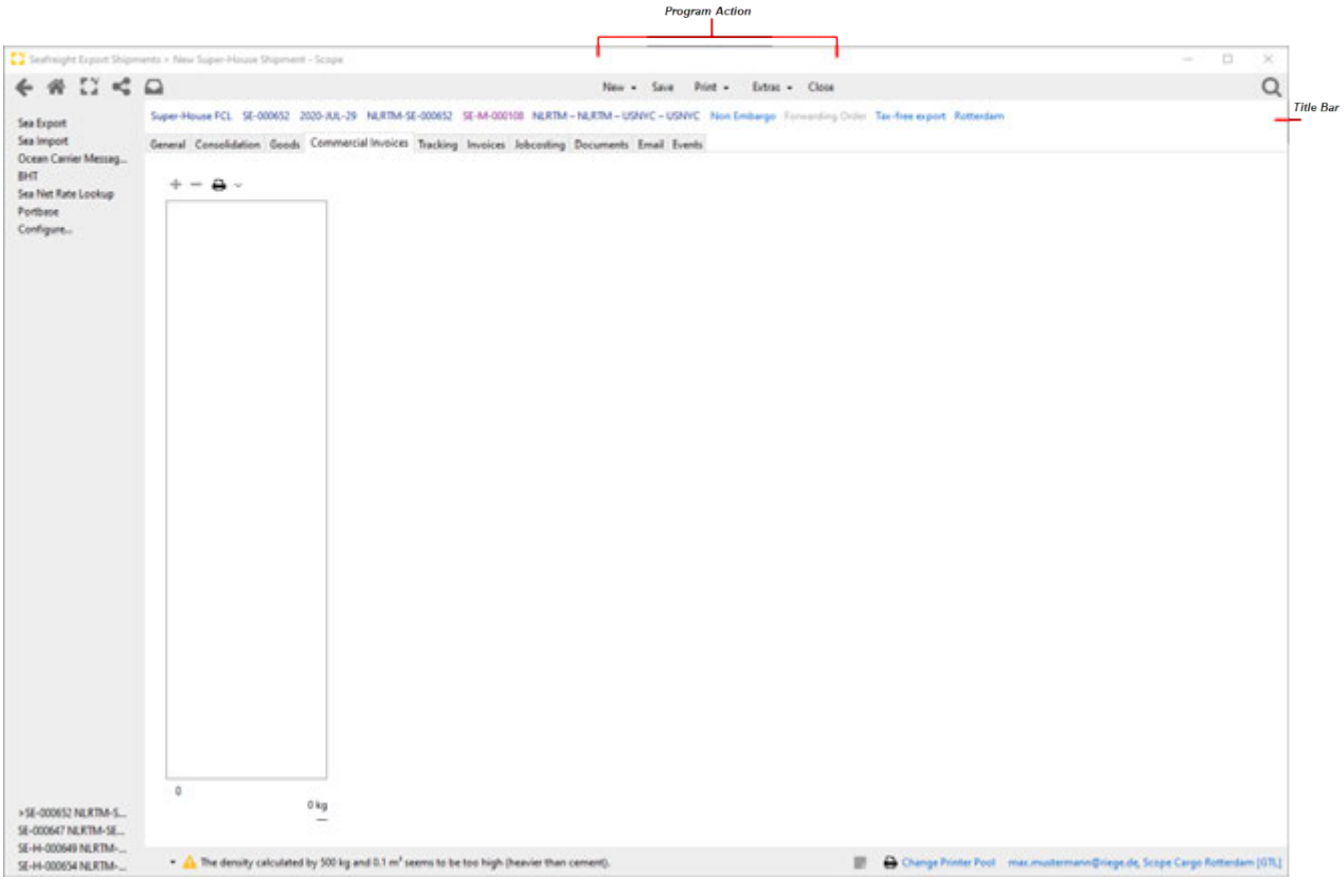
- Introduction
- Description

Introduction

In the Commercial invoice TAB one or more commercial invoice details can be registered. Data displayed here in the Super House Shipment commercial invoice TAB, come from the Sub House Shipments, as well as documents like commercial invoice or packing list .See more detailed information here Top Features of Scope 6.2#Commercialinvoiceimportandprinting.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(e) Tracking - Super-House-Shipment FCL - Seafreight Export

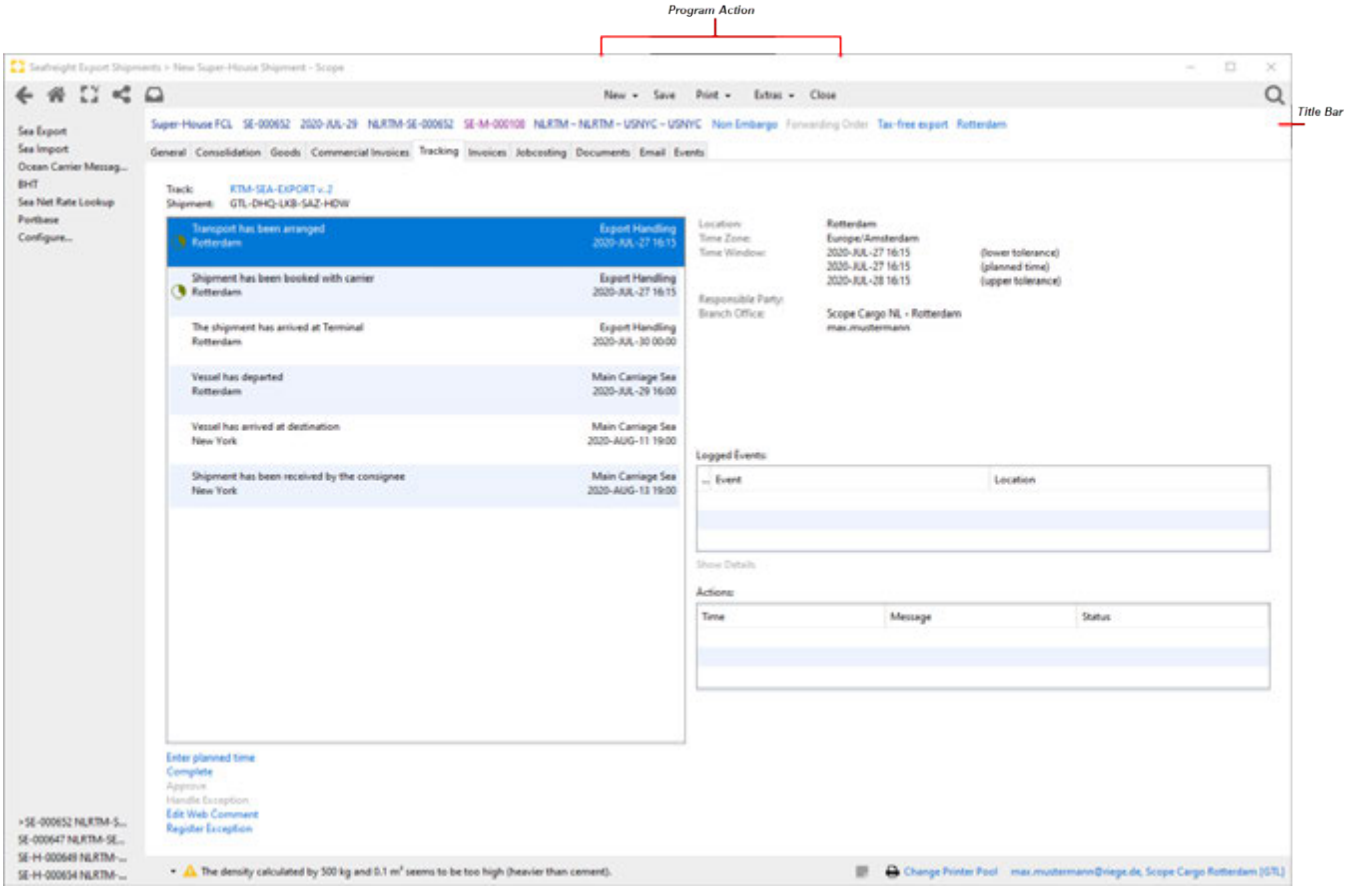
- Introduction
- Description

Introduction

During the life cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an individual tracking event will present detailed tracking information. A detailed description of all functionalities is available in chapter Tracking - General - Standard Feature.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(f) Invoices - Super-House-Shipment FCL - Seafreight Export

- Introduction
- Description

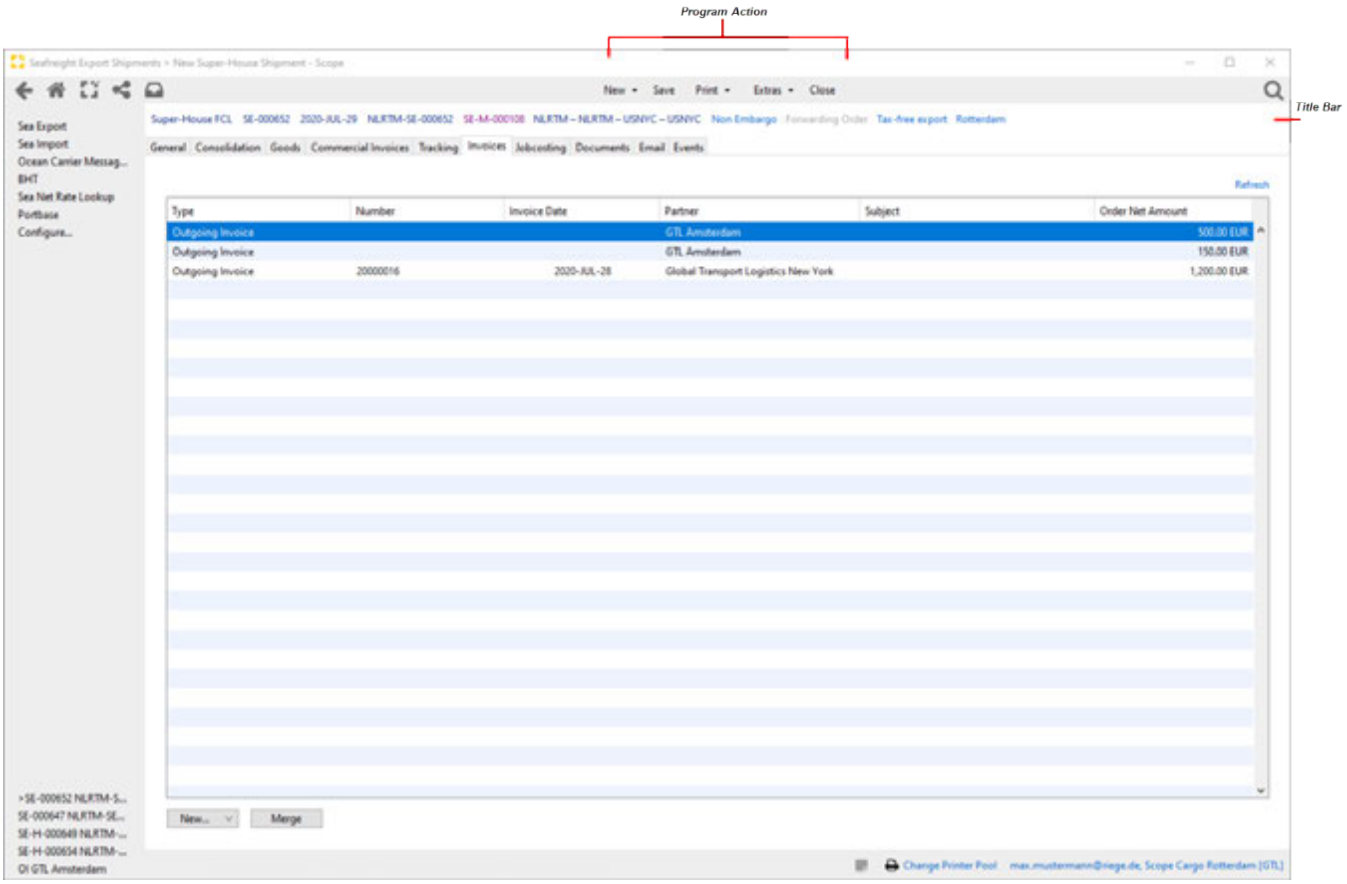
Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- New...
- Merge

All prepared or completed billing related documents will appear in the table overview. The voucher Type, Number, Invoice Date, Partner, Subject and Order Net Amount will be displayed. The list of documents can be sorted by clicking on the column titles, a second click will reverse the order. Double clicking the desired entry in the list will open the voucher.



Program Action

see General Tab

Title Bar

see General Tab

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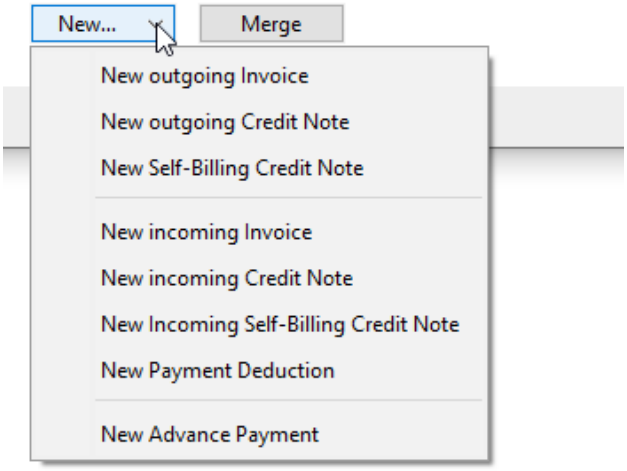
Refresh

This Actionlink refreshes the list of vouchers.

New...

The actions available with the New... Functions are described in detail in chapter Vouchers - Functions - General.



New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit for this shipment.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened, a window Fast Payment Deduction Entry for quick entry of the service credit appears.

New Advance Payment

Opens the New Advance payment Editor

Merge

With this function invoices can be merged.

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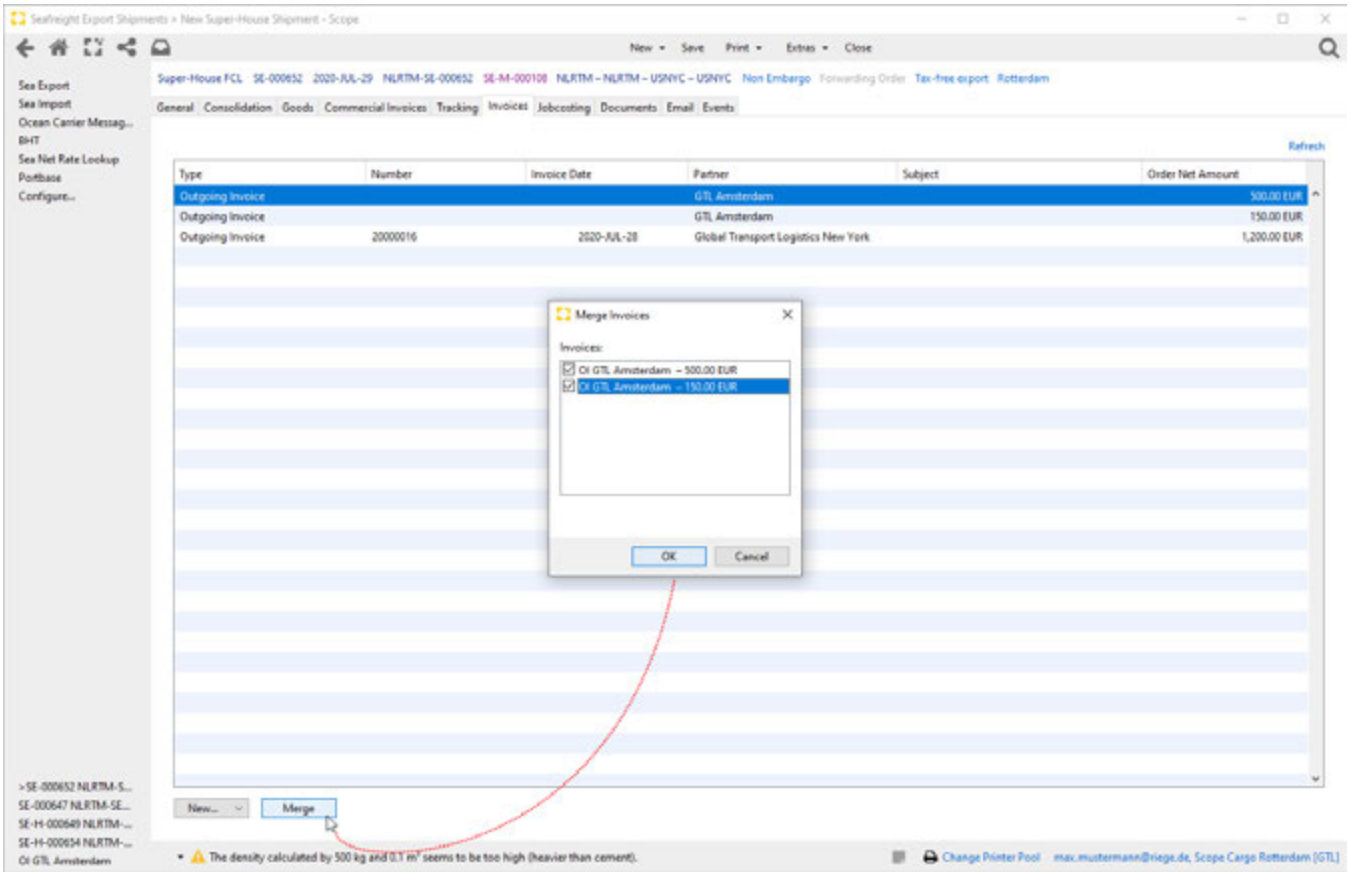

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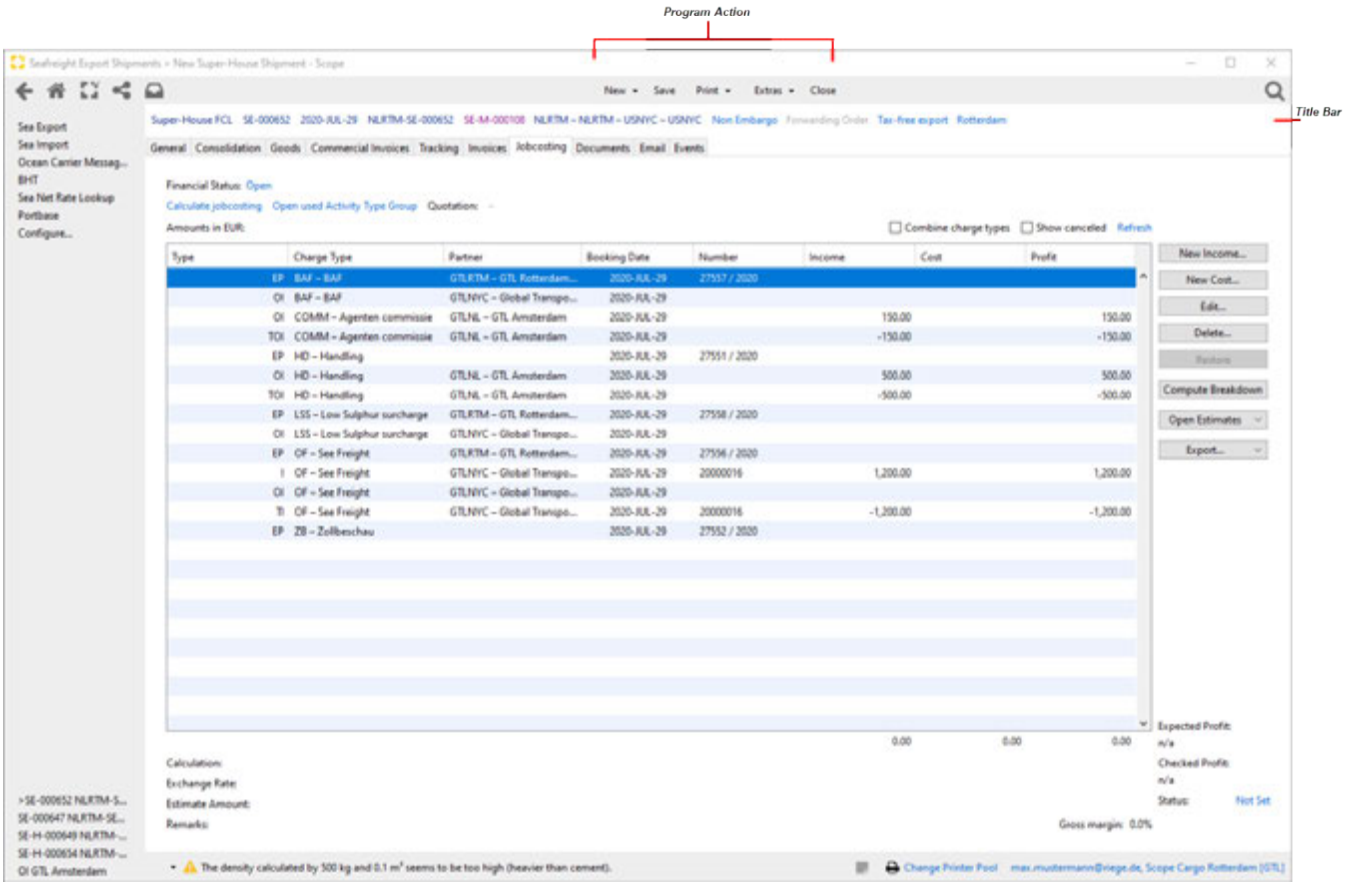
(g) Jobcosting - Super-House Shipment FCL - Seafreight Export

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description
- Expected Profit Set, Not Set



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Financial Status

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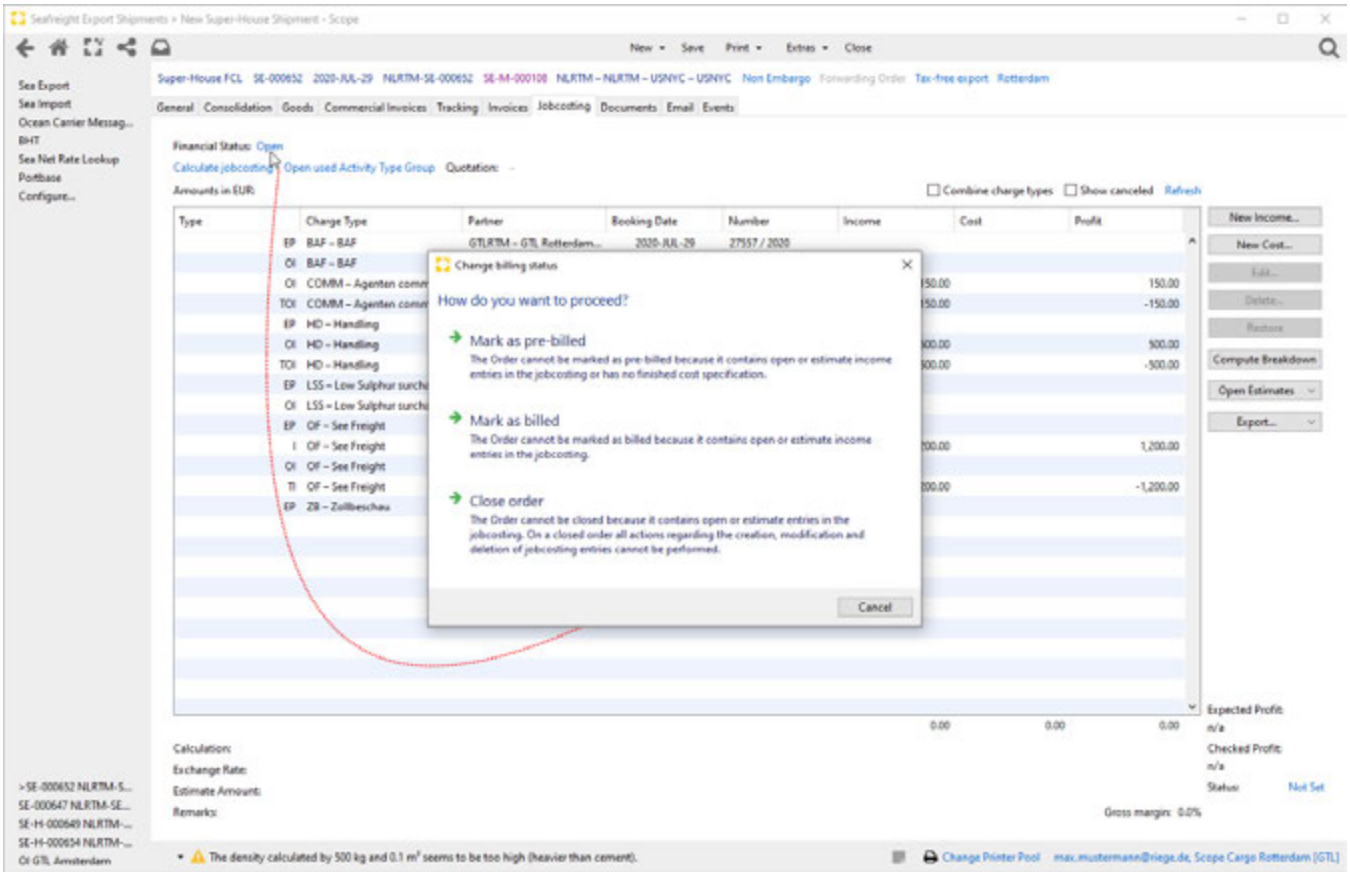
Shows the current financial status of the shipment. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.



Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types, master data rate) in connection with the shipment data (Incoterms, chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed, and completed.

Open used Activity Type Group

Opens the activity type group used for the calculation.

Quotation

Displays the quotation used for the shipment

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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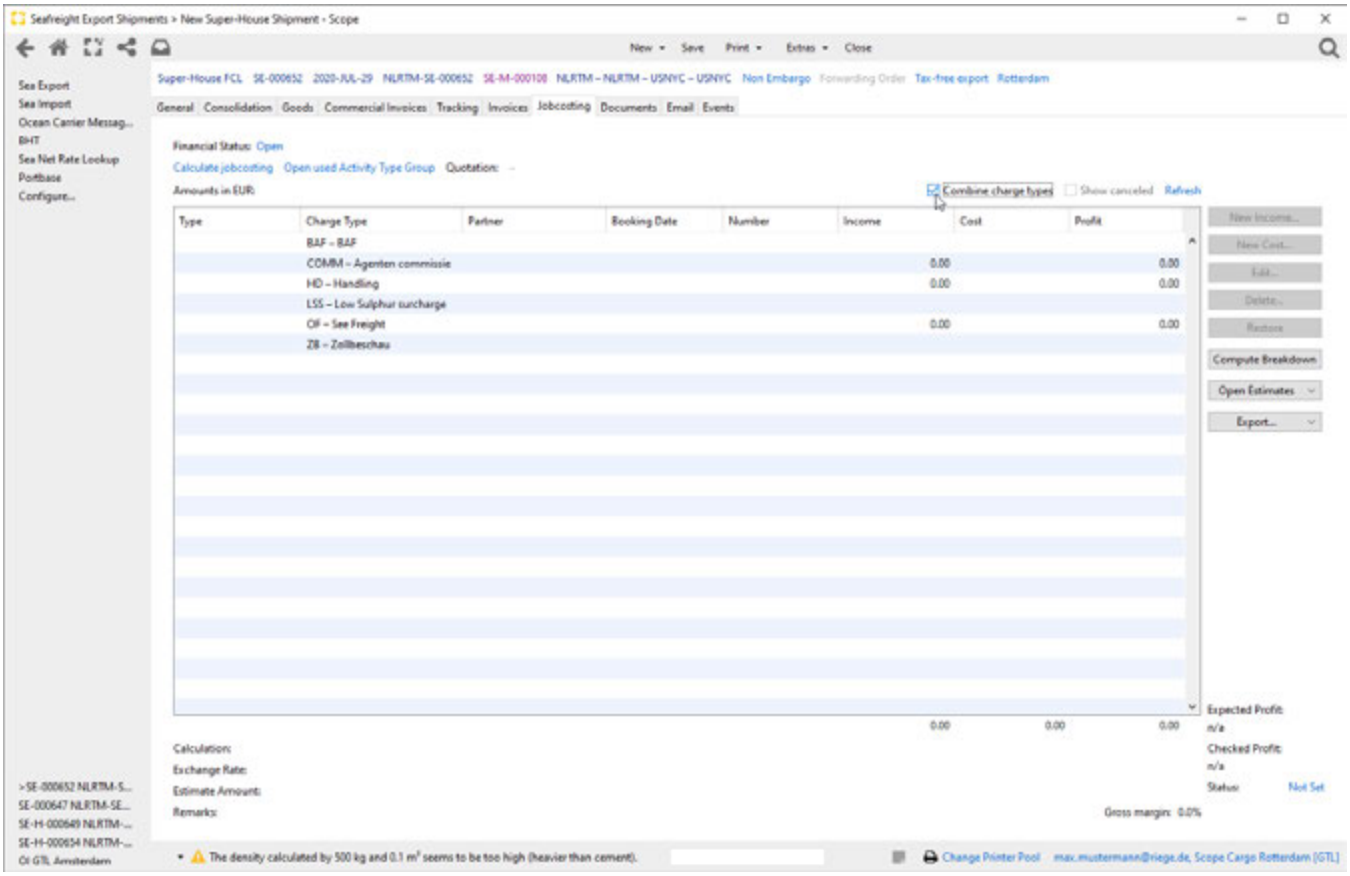

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers from a bulk shipment to the associated house shipments. This is usually done automatically. If necessary, this process can also be carried out manually at this point.

Open Estimates

Opens the actions Update Exchange Rates and Calculate Tariff

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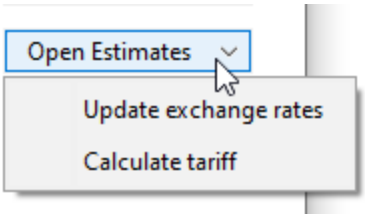
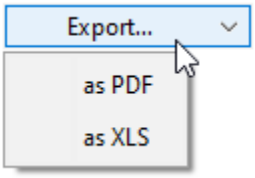


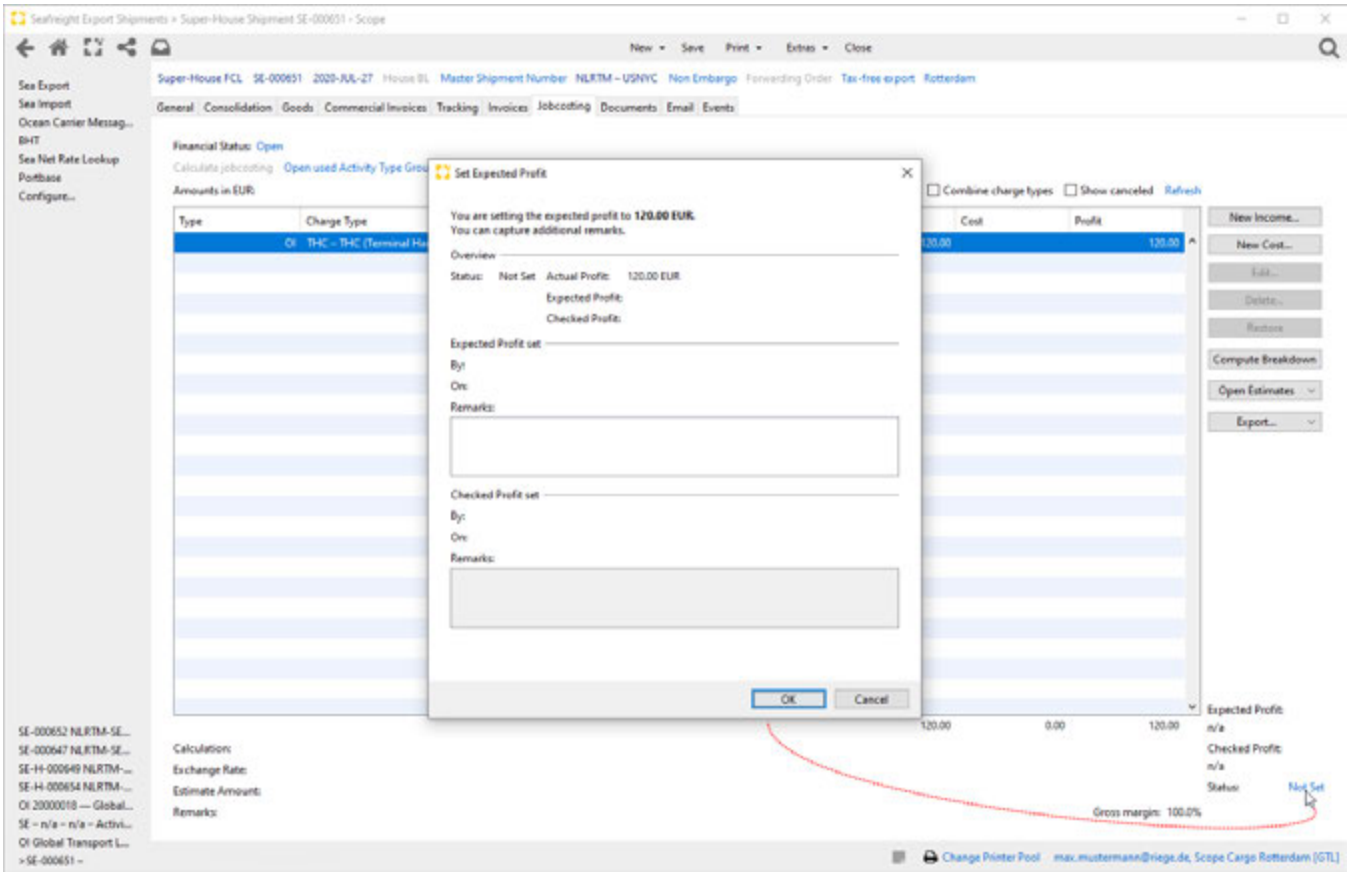
Export

`Enables the export of costs and revenues as an XLS file or as a PDF file.`



Expected Profit Set, Not Set

Expected Profit can be set by clicking on the shown status actionlink *Not Set.* This will open the set expected profit window.



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(h) Documents - Super-House Shipment FCL - Seafreight Export

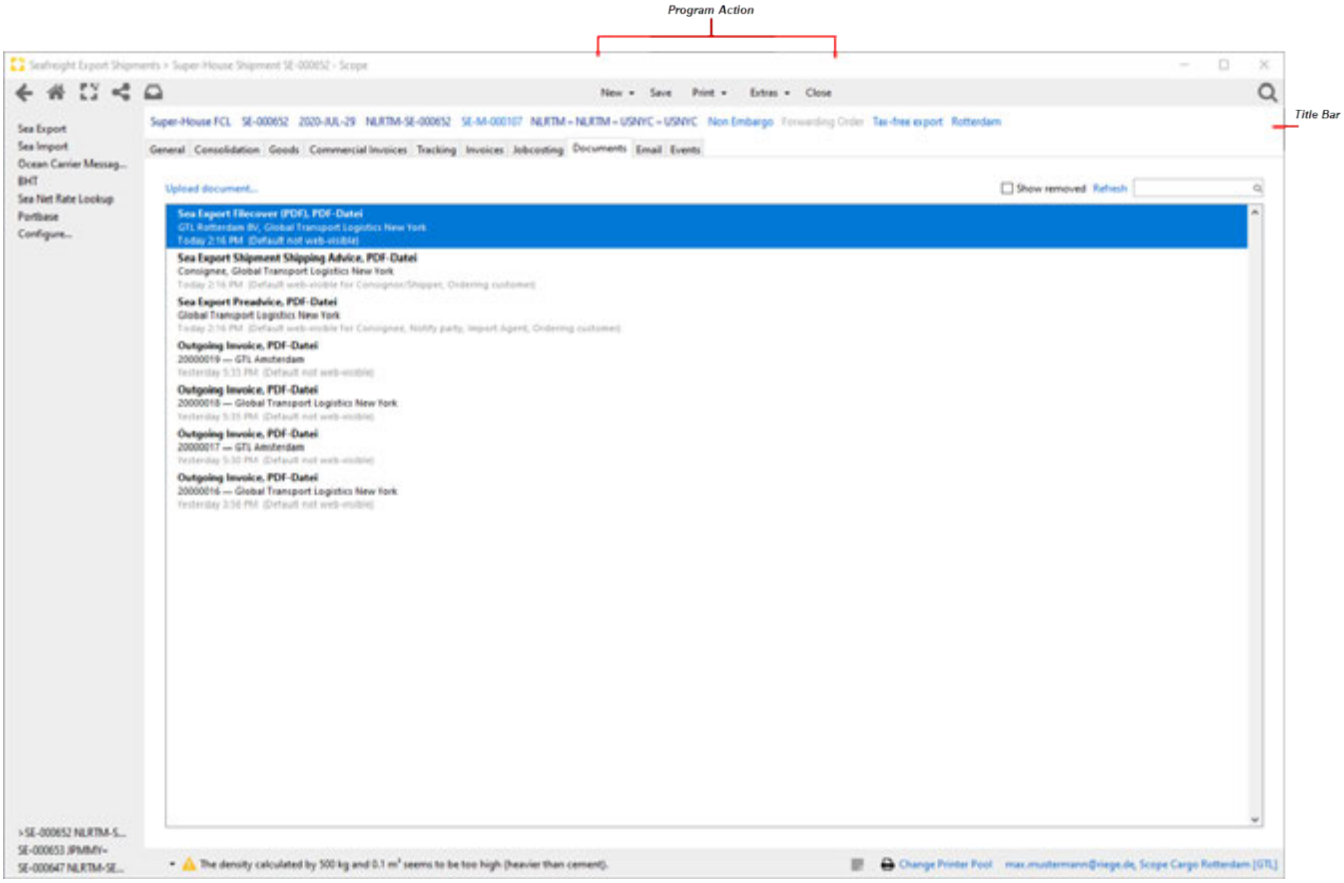
- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

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Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

Show removed

If the box is checked all removed documents will be shown

Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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(i) Email - Super-House shipment FCL - Seafreight Export

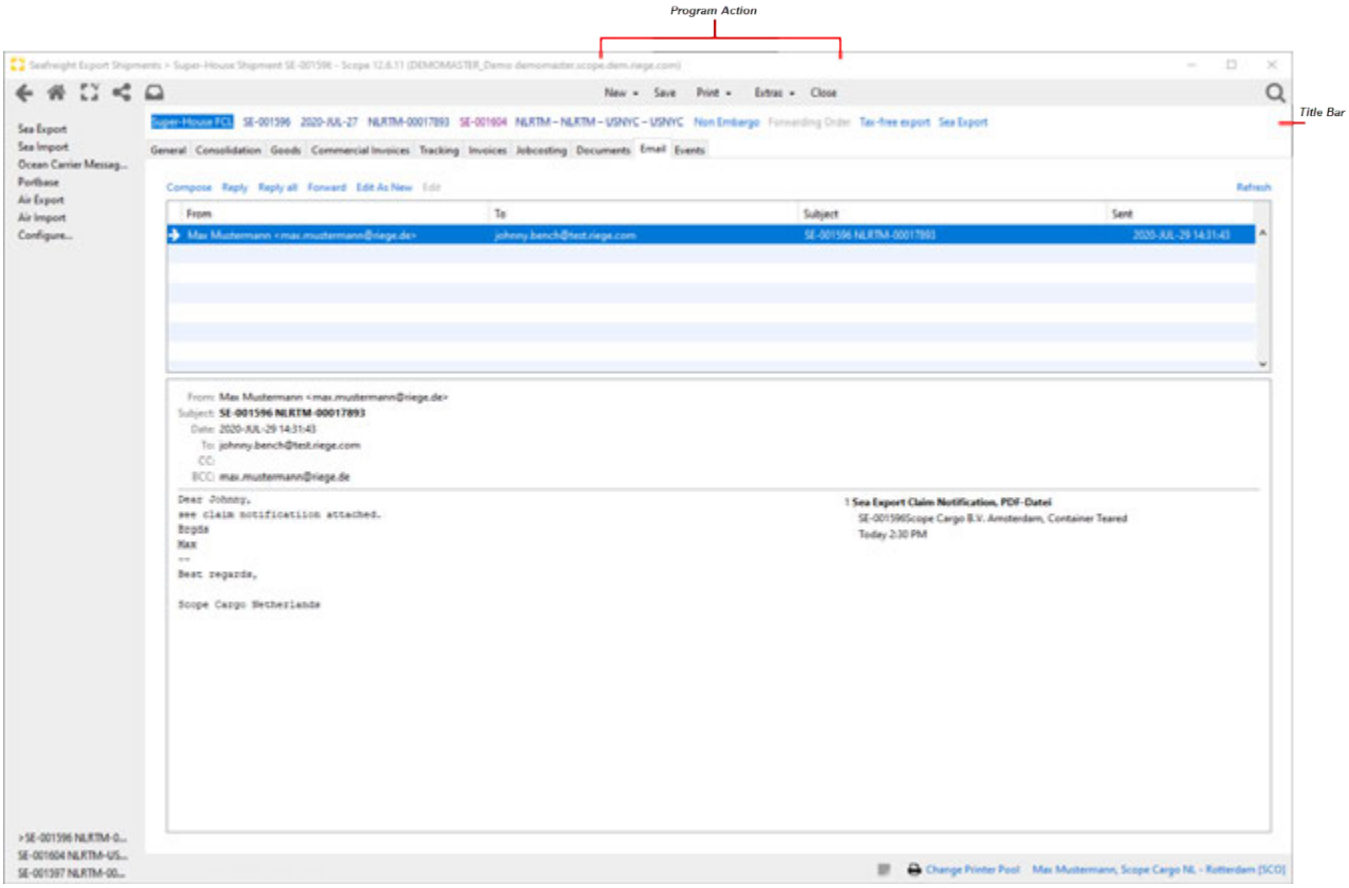
- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

Opens the e-mail editor to create a new e-mail and send it.

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Reply

Opens the e-mail editor to create a reply

Reply all

Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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(j) Events - Super-House Shipment FCL - Seafreight Export

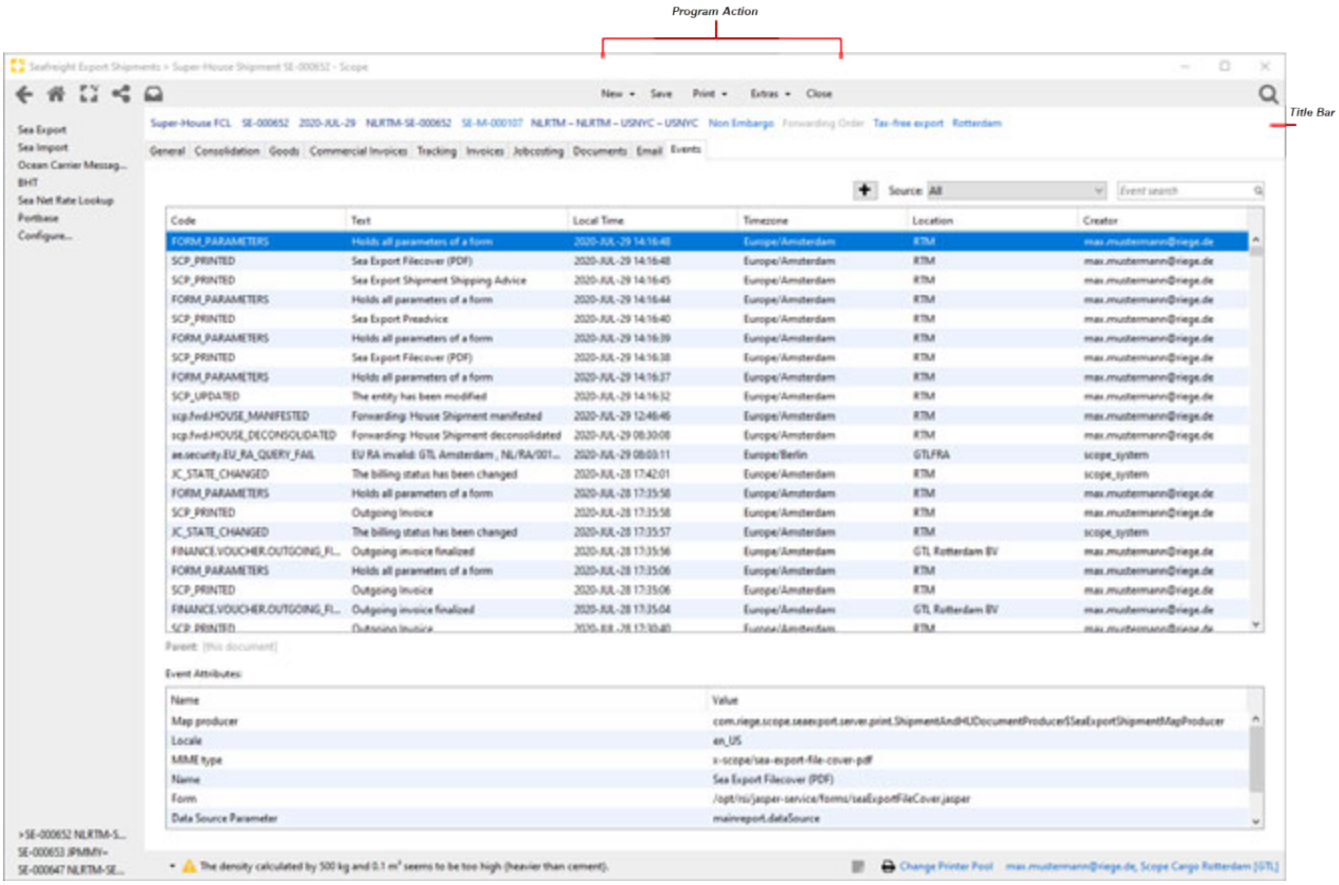
- Introduction
- Description

Introduction

The event tab shows all events that have been created for the current shipment.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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Seafreight Import

- Introduction
- Description

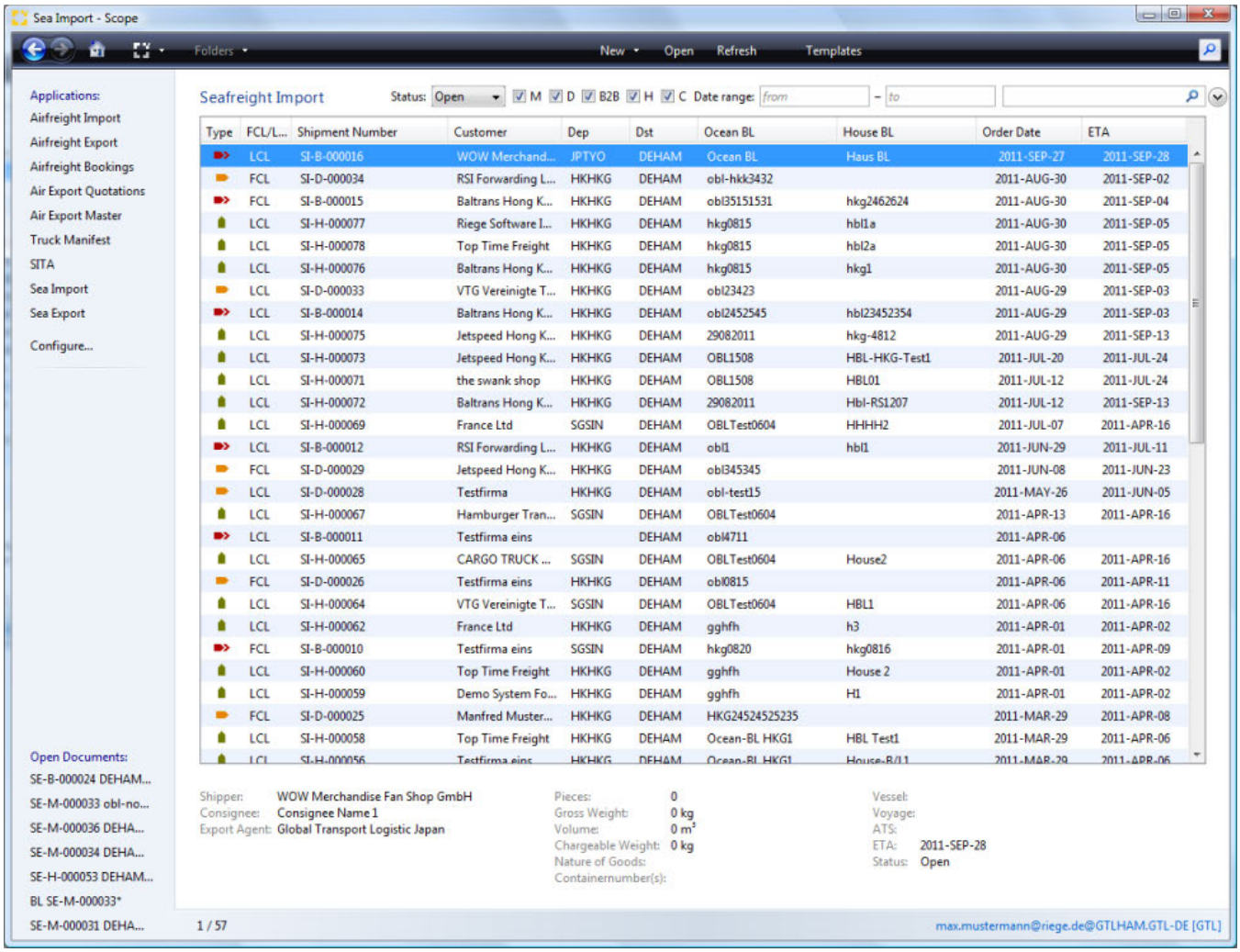
Introduction

Scope Seafreight import enables the creations of master shipments and their consolidated house shipments. Direct, back-to-back and coload shipments may also be created. Full processing of these shipments is provided including generation of documentation; transportation notes, arrival advice. Complete finance processing; invoices, payables and job-costing.

The menu sequence Scope Applications - Ocean - Sea Import will open the sea import home view from where all sea import activities are available.

Description

The selection above presents the sea import overview:



Program Action

New

In the sea import title bar the "New" option presents functions for shipment creation:

- New House Shipment
- New Direct Shipment
- New Back-to-Back-Shipment
- New Master Shipment

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Open

The "Open" function will open the sea import shipment highlighted in the list of shipments visible in the home screen.

Refresh

The "refresh" function will update the list of shipments. This ensures any recent changes are present in the field of view.

Shipment summary

The shipment summary displays recent shipments or those shipments matching the search criteria. Each row represents a shipment and can be sorted by column.

Filter- and Search functions

Date range / Shipment Type

The list of visible shipments may be adjusted by changing the date range. The types of shipments show can also be filtered by using the check boxes:

- **M** - Master Shipments
- **D** - Direct Shipments
- **B** - Back-to-Back Shipments
- **H** - House Shipments

Keyword Search

To the right of the date and type filters is the keyword search field with the instruction text "Type to search". Any search term can be entered to filter the list of results, for example; customer name, shipper, consignee, depart port etc.

Sorting

The table of shipments visible in the home screen can be sorted by clicking on the individual columns:

Sort Criteria	Description
Type	Shipments are sorted by type-:Direct shipment, house shipment, master shipment.
Shipment number	The shipments are sorted by shipment number in ascending or descending order.
Customer	Shipments are sorted alphabetically by customer name in ascending or descending order.
Dep	Sort shipments by depart port name in alphabetic ascending or descending order.
Dst	Sort shipments by destination port name in alphabetic ascending or descending order.
OceanBL	The shipments are sorted by ocean bill of lading number in ascending or descending order.
HouseBL	The shipments are sorted by house bill of lading number in ascending or descending order.
Order Date	Shipments are sorted chronologically in ascending or descending order using the service date.

Information Area

As each shipment in the summary is highlighted, the details of the shipment appear in the information area of the screen below the summary table.

User Information

The lower right edge of the seafreight export overview displays the user information. By clicking on this link it is possible to switch to a different branch if the correct permissions are available.

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Back-to-Back Shipment - Seafreight Import

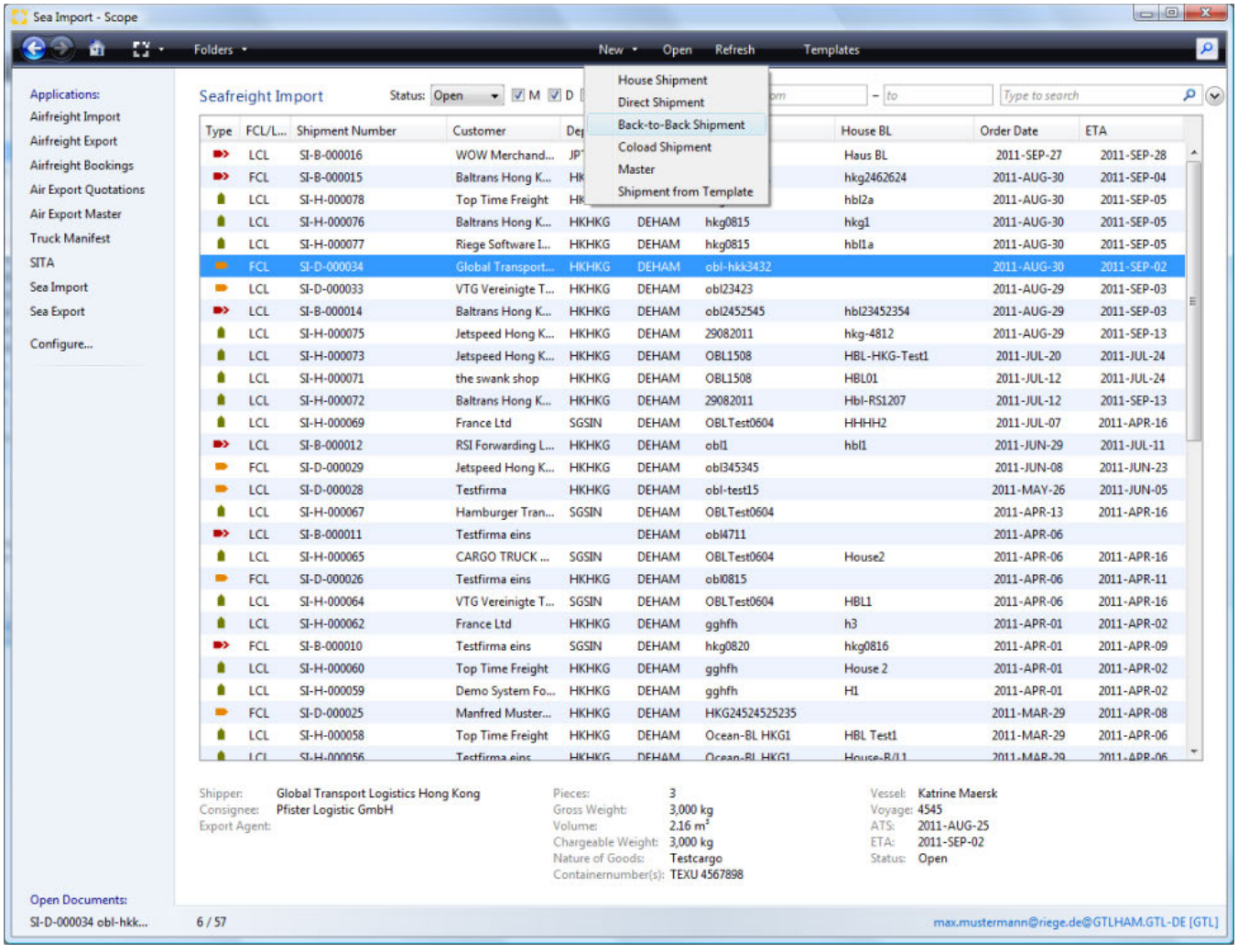
- Introduction
- Description

Introduction

A Back-to-back shipment may be either an LCL or FCL shipment, or it may be a breakbulk shipment or a ro-ro shipment. A single house B/L is issued for a back-to-back shipment and a single ocean B/L or Marine Bill of lading is issued.

Description

Create a back-to-back shipment by clicking the "New" option on the Scope menu bar and from the list of shipment types select "back-to-back shipment". This will open the house shipment "General " tab.



The following tabs are availble to enter back-to-back shipment details:*

- General
- Goods
- Vouchers
- Jobcosting
- Documents
- E-mail

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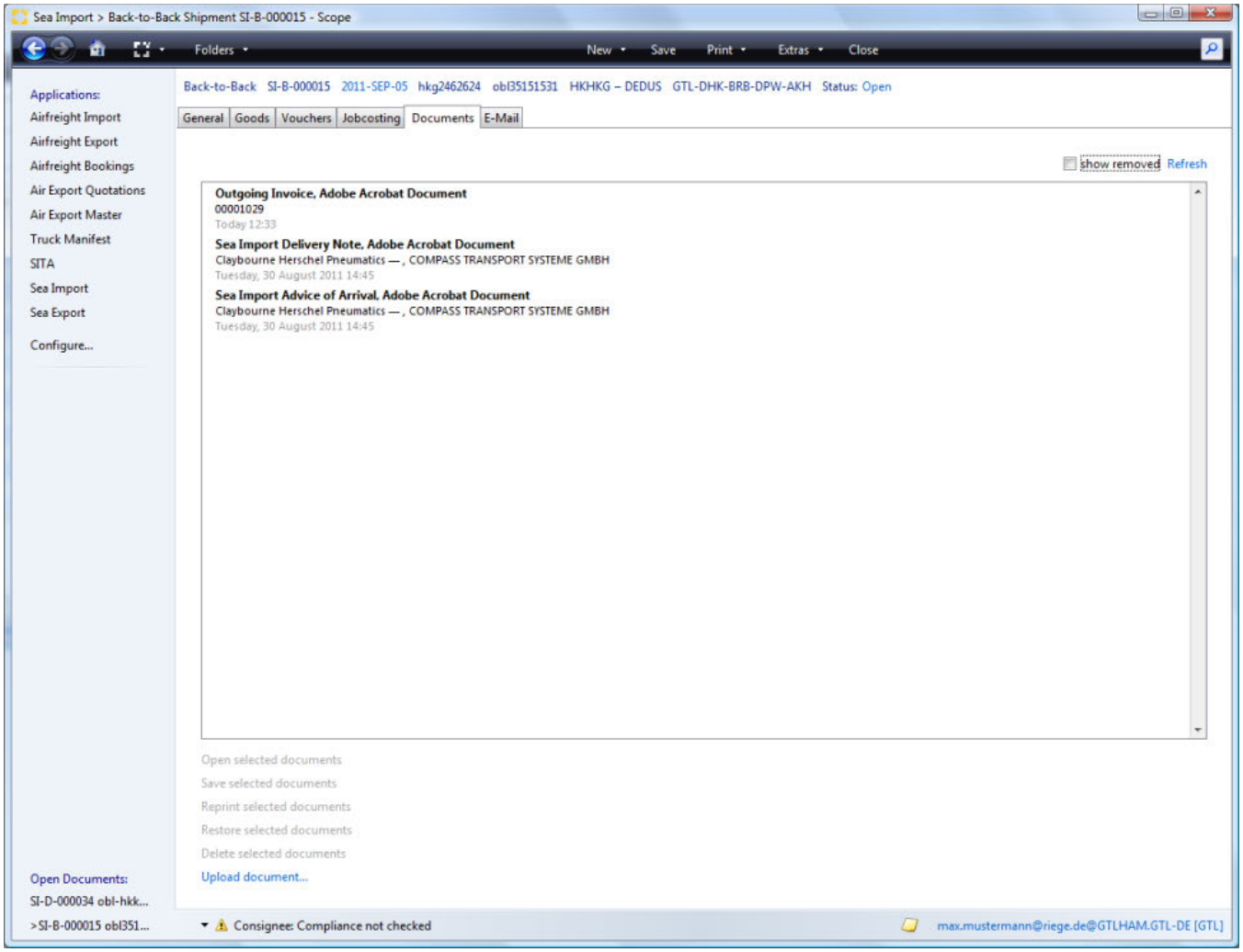
Documents - Back-to-Back Shipments - Seafreight Import

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, arrival notices, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats. The user can view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

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Open selected documents

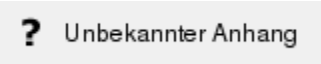
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

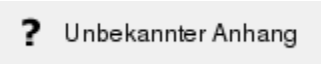
Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



Update

Updates the current list of documents.

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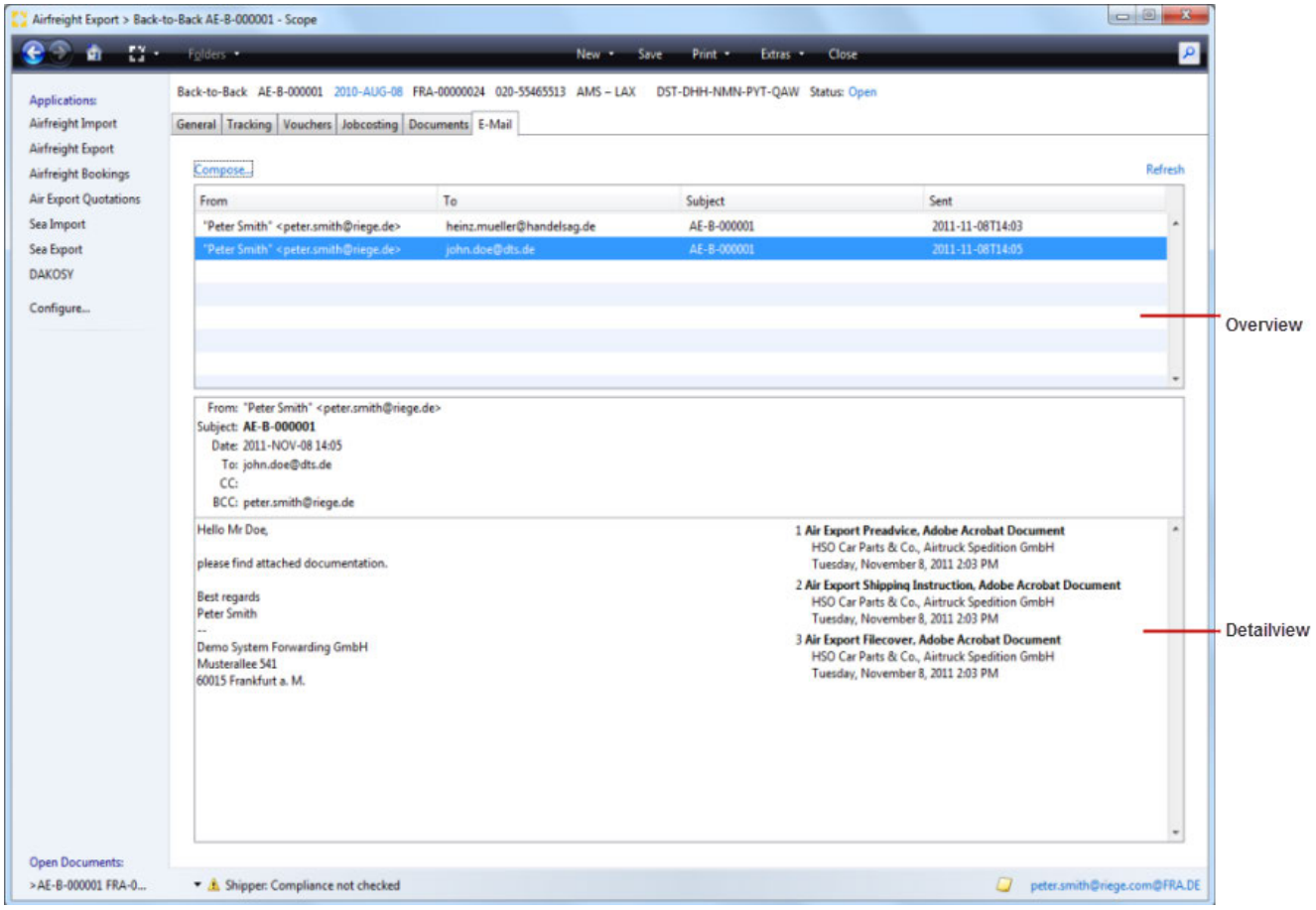
E-mail - Back-to-Back Shipments - Seafreight

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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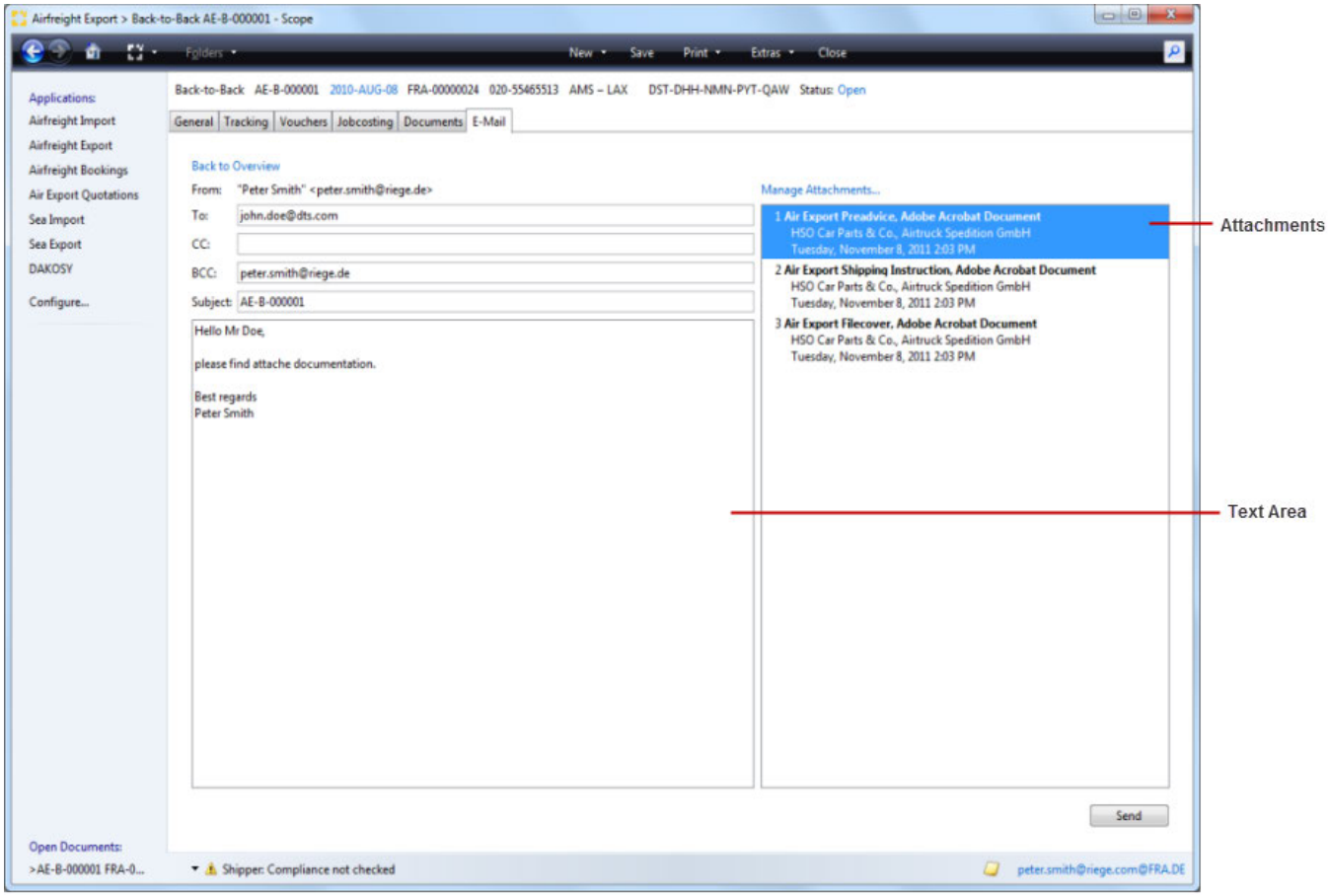
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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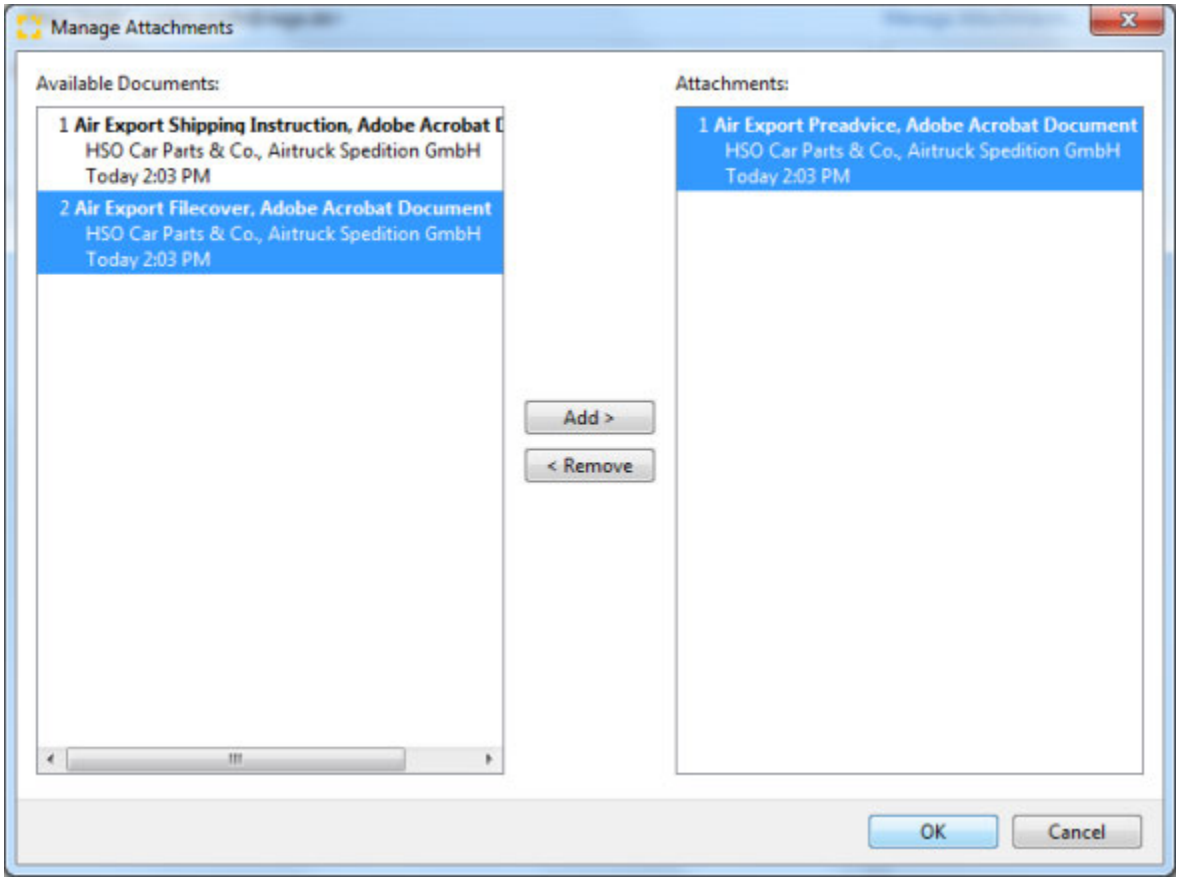
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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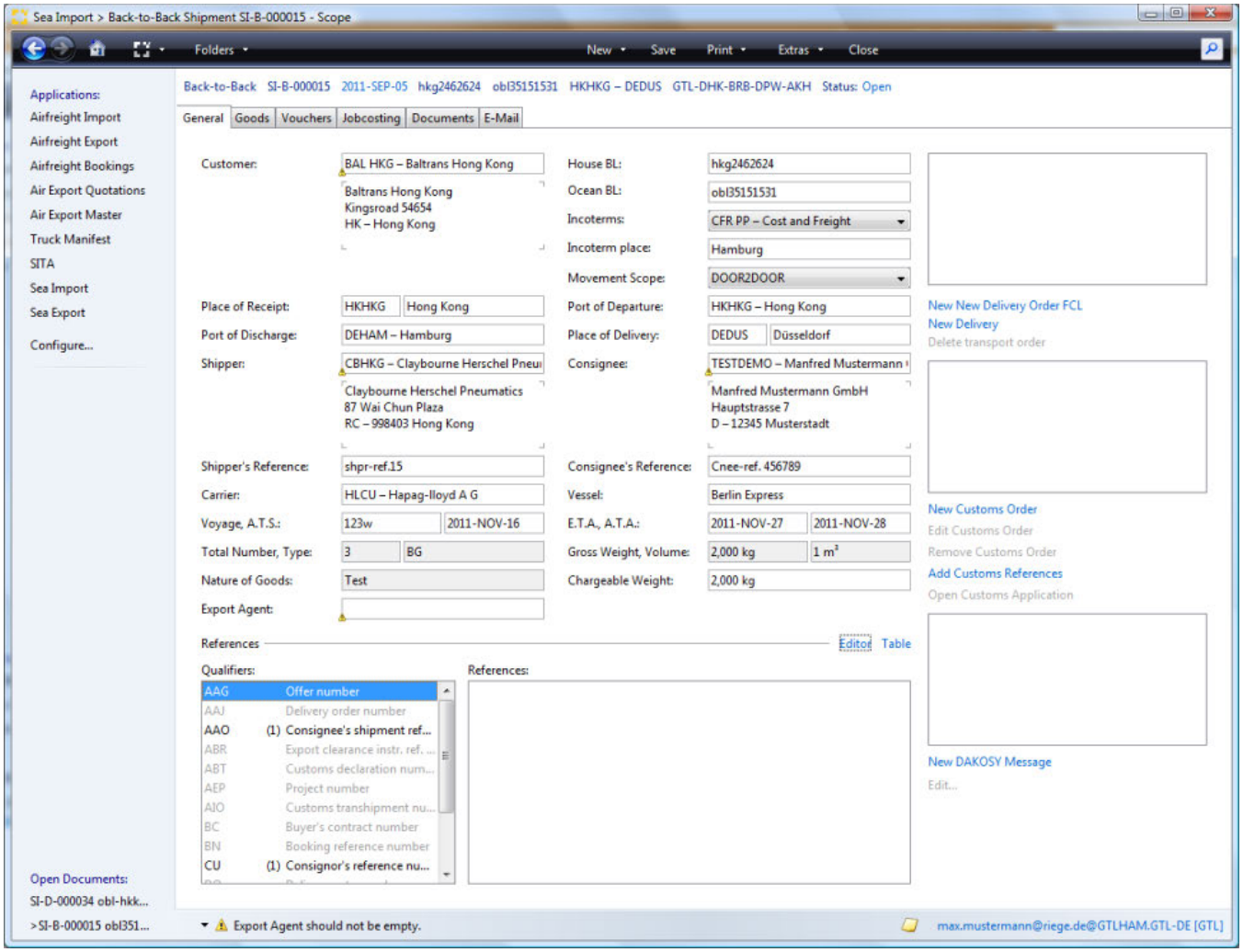
General - Back-to-Back Shipment - Seafreight Import

- Introduction
- Description

Introduction

The Back-to-Back editor open at the "General" tab where the parties involved in the shipment, the transport details, summary of the cargo and shipment references can all be recorded. From this tab transport orders can be created and customs information can be entered or customs entries can be created and in some cases transmitted to customs. On saving the information in this tab, a unique shipment number (USI) will be issued for the shipment.

Description



- Application actions
  - New
  - Save
  - Print
  - Extras
  - Close
- Title Bar
- Tabs
- Application area
  - Customer
  - House BL
  - Ocean BL
  - Incoterms
  - Incoterms place

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Movement Scope
Place of receipt
Port of departure
Port of discharge
Place of delivery
Shipper
Consignee
Shipper's Reference
Consignee's Reference
Carrier
Voyage / Transport legs
Vessel
Liner Agent
A.T.S.
A.T.A.
Total Number, Type
Gross Weight, Volume
Nature of Goods
Chargeable Weight
Export Agent
Reference
Documents area
New Delivery
Delete Transport order
Customs Area
New Customs Order
Edit Customs Order
Remove Customs Order
Add Customs References
Open Customs Application

Application actions

In the Scope title bar, various overall functions are available:

New

If sufficient data about the direct shipment has been entered and saved, the "New" option allows:

- New delivery order FCL
- New delivery
- New Customs order

Save

When all mandatory fields for a direct shipment have been entered it is possible to save the direct shipment. At this point a USI is issued.

Print

When the direct shipment is saved this option will allow printing of:

- File cover
- Order confirmation
- Advise of Arrival
- Clearance Instructions Request
- Delivery Note
- Release Order

Extras

When the direct shipment is saved, use the extras option for:

- Create a template (the shipment is used as a template for further shipments)
- Change shipment type - a direct shipment may be changed to:
  --Direct shipment
  --House shipment
  --Coload shipment
  --Master with House

Close

Close the shipment without saving or further action. If there is unsaved data, a dialogue will appear confirming if unsaved data should be discarded.

Title Bar

Above the shipment tabs the title bar appears. This summarizes the details of the shipment and offers further actions:

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- **Shipment type**
  This will be "Back-to-Back".
- **Shipment number**
  This unique number (USI) is generated on first saving the shipment. Prior to saving it will display the greyed text *direct shipment*. After saving the shipment number will be generated in the format of the 2 digit mode "SI" (Sea Import) followed by the 1 digit shipment type "B" (Back-to-Back) followed by a 6 digit shipment number.
- **Service date**
  If the arrival ate (A.T.A.)is present on first saving, this will be the service date. If not present then the estimated arrival date will be used.
- **House BL**
- **OBL Number**
  The OBL of the back-to-Back shipment
- **Depart and destination port codes**
- **Internal USI**
- **Status**
  The status will be "Open" until the shipment is billed. By clicking this item the shipment can be manually closed.

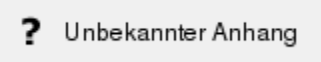
Tabs

All available tabs are displayed. The focus will be on the open tab.

Application area

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



Edit Partner

Opens the business partner editor , where the partner can be edited.

Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

New Partner

The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

House BL

The house bill of lading issued by the exporting agent.

Ocean BL

The ocean bill of lading number issued by the carrier.

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Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Incoterms place

The place name referenced by the incoterms.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

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Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Shipper's Reference

References used by the shipper to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *R eferences* section of the general tab.

Consignee's Reference

References used by the consignee to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *References* section of the general tab.

Carrier

The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier.

Voyage / Transport legs

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the _Transport legs _ editor, which allows details of a multi-leg sailing to be entered.The F3 function key can also be used to call the _Transport legs _ editor.

? Unbekannter Anhang

Voyage

The voyage number of the leg.

Vessel

The name of the vessel for the leg.

Dep

The depart port of the leg

Dst

The arrival port for the leg

A.T.S.

The actual date the vessel departed.

E.T.A.

The estimated date of arrival for the vessel.

A.T.A.

The actual date of arrival for the vessel.

Add

Add a new leg.

Remove

remove the leg highlighted in the list of voyages.

OK

Save the data and exits the *Tranport Leg* editor.

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Cancel

Cancels selection of a sailing without further action

Vessel

The vessel on which the goods will be loaded.

Liner Agent

The agent of the steamship line to whom the goods will be delivered for export. Only carrier addresses will be available using the search field

A.T.S.

The date and time the cargo departed from the port of departure. This is a date and time field, use the drop down option to select from the calendar

4. E.T.A.

The estimated arrival date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

A.T.A.

The actual arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Total Number, Type

In the left field the number of packages will be entered. In the right field the packing type is entered (cardboard boxes, pallets, crates ...). The available packing types are maintained in the master data packing types maintenance program . The total entered in these fields defaults to the "goods" tab automatically, and further details about the goods may be entered there.

Gross Weight, Volume

The gross weight of the shipment. This is defaulted in kilograms (kg). If the symbol "kg" is changed to "lb", the total will automatically convert to "kg". In the right pane the total cubic volume i record. This will default to cubic meters (m3). If the symbol "m3" is changed to "CFT" the figure is assumed to be in cubic feet and will automatically convert to "m3"
The data entered in these fields automatically transfers to the to the "goods" tab.

Nature of Goods

A short description of the goods. This is a brief synopsis of the goods to be transported. The data entered in this fields automatically transfers to the to the " goods" tab.

Chargeable Weight

This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

Export Agent

The agent responsible for shipping the goods from the port of departure. This field will only display partners who are stored with the role "Agent".

Reference

The various reference numbers for the shipment are entered here using the references application

Documents area

New Delivery

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application. New delivery orders will appear in the window above the "New Delivery" action link.

Delete Transport order

Any existing delivery orders will be shown in the window above the "New Delivery" action link. The "Delete Transport order" action link will delete any highlighted existing delivery order in this window.

Customs Area

New Customs Order

Opens the customs order editor.

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Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

Instructions

Questions

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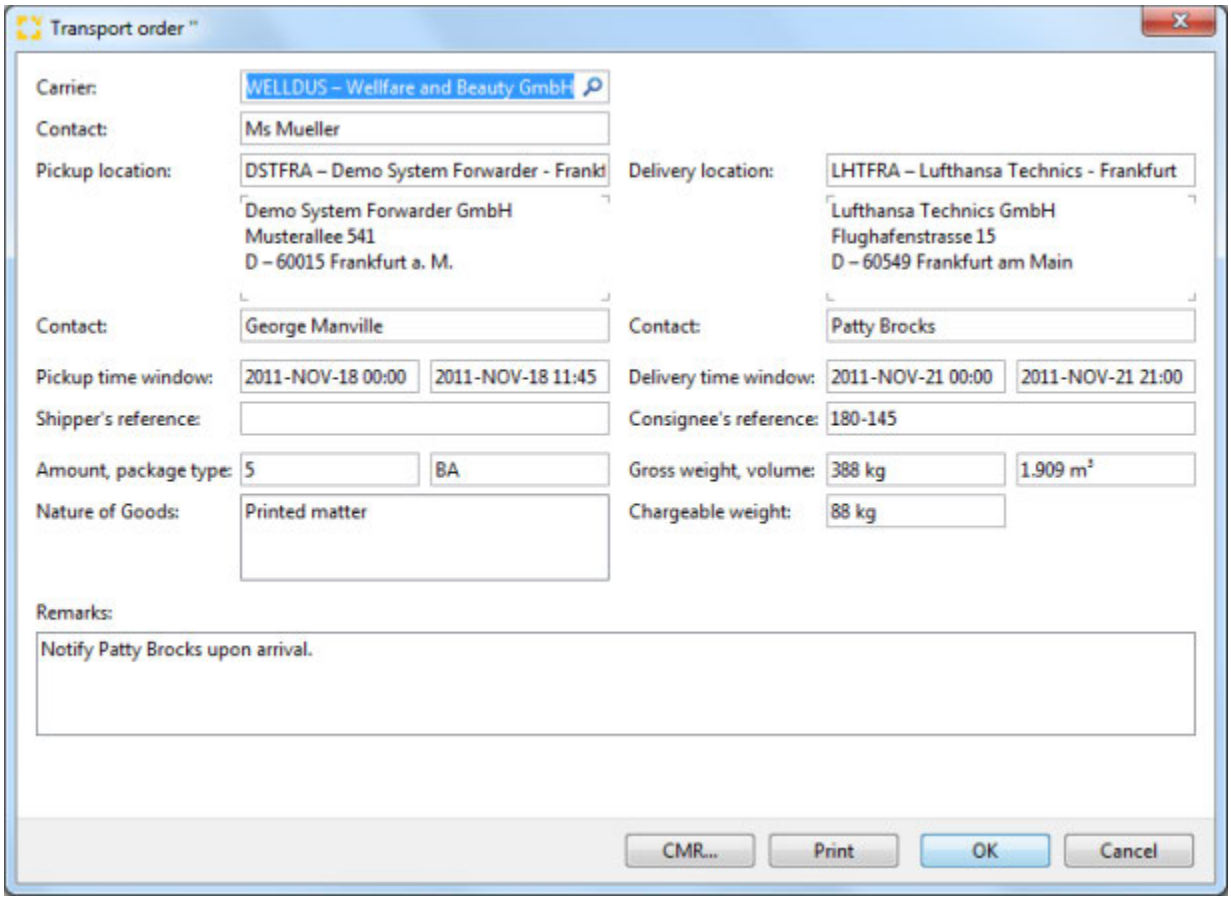
Delivery Order - General - Back-to-Back Shipment - Sea Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

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Pickup time window from/to

The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

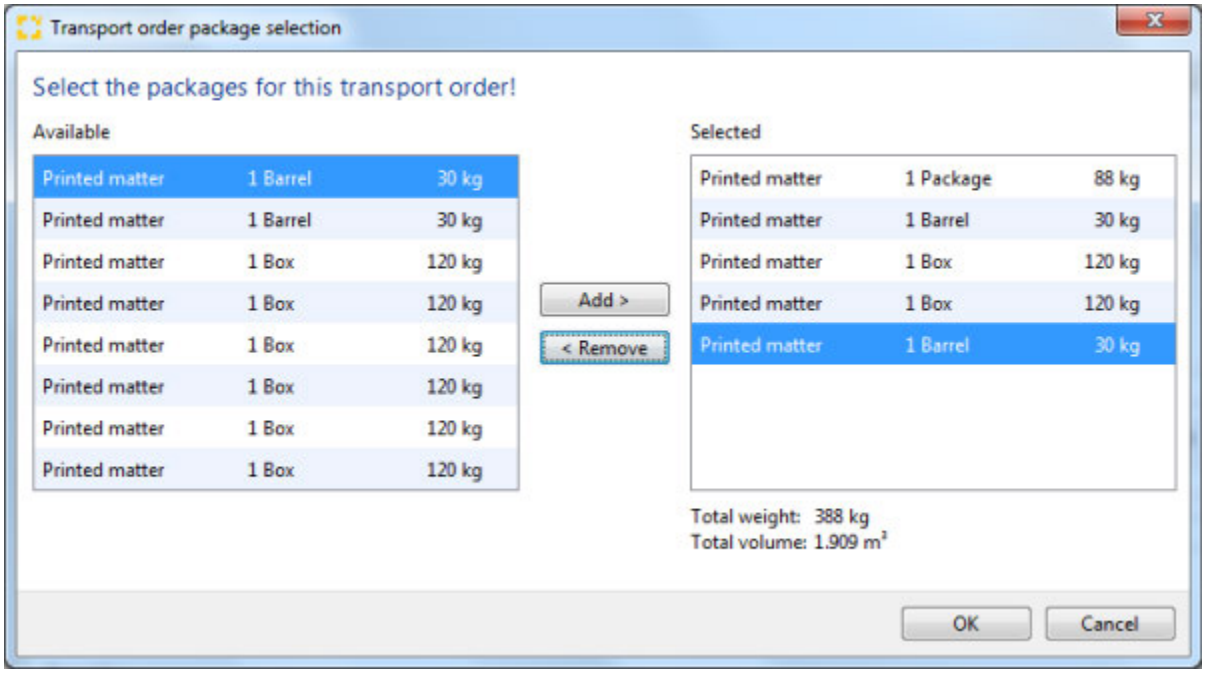
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

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Comments or instructions entered in this field will be printed on the delivery order.

Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Goods - Back-to-Back Shipment - Seafreight Import

- Introduction
- Description

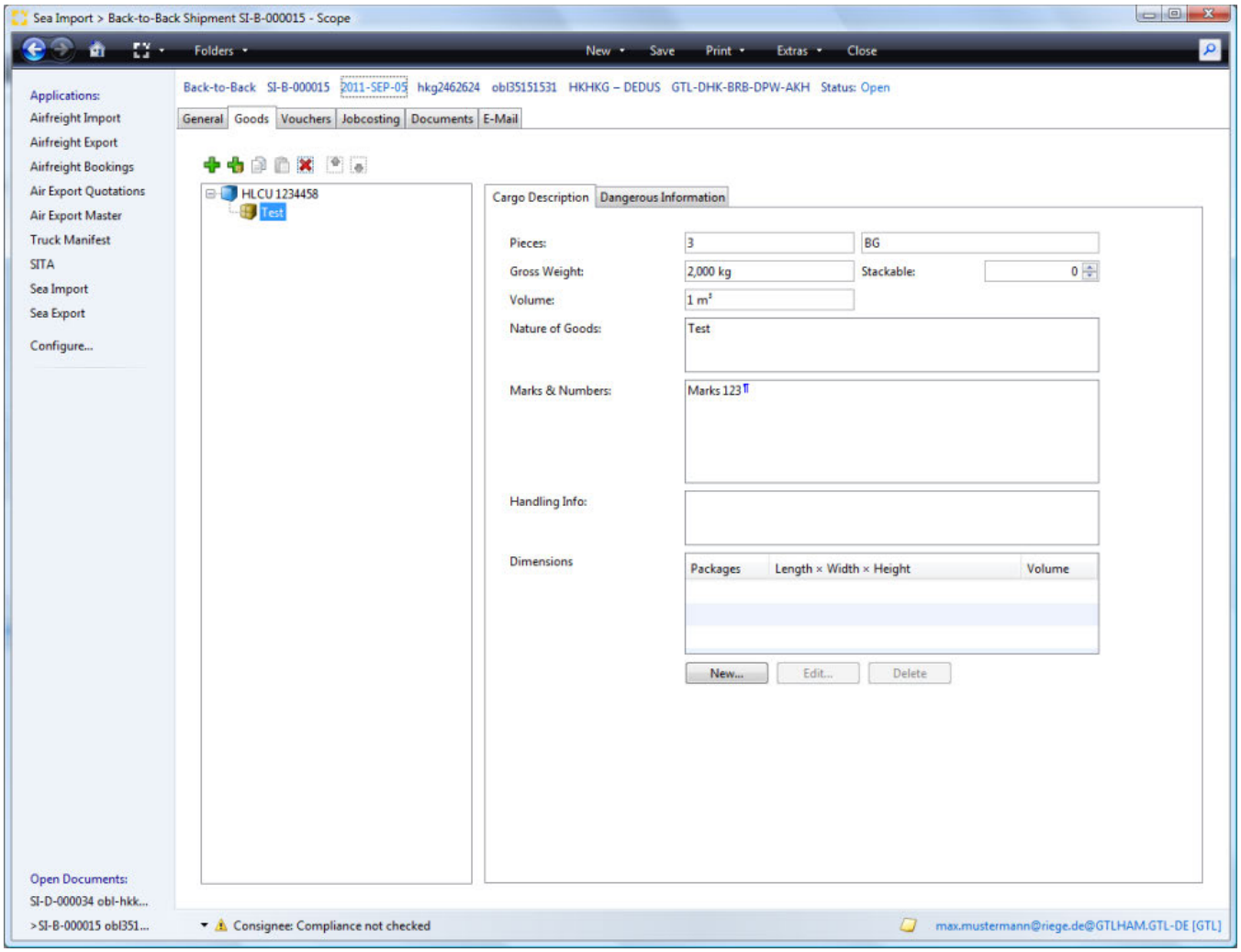
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment
LCL or Breakbulk direct shipment
FCL Shipment
- Number
- Unknown
- Shipper's owned
- Seal
- Type
- Inner Size (LxWxH)
- Remarks

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Total pieces
Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
? Unbekannter Anhang	Container
? Unbekannter Anhang	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
? Unbekannter Anhang	Adds a new piece of cargo
? Unbekannter Anhang	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

LCL or Breakbulk direct shipment

When the direct shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the ? Unbekannter Anhang icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

FCL Shipment

If the cargo is shipped containerized then the container details must be added using the ? Unbekannter Anhang icon. This will open a container entry screen on the right where the full container details are recorded. On completion of the container details, at least one cargo item must be added to the container using the ? Unbekannter Anhang icon.

? Unbekannter Anhang

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

If the "Unknown" box is checked, then the container number can be left empty.

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Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Remarks

Any remarks particular to this container

Total pieces

The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargo items:

Instructions

Questions

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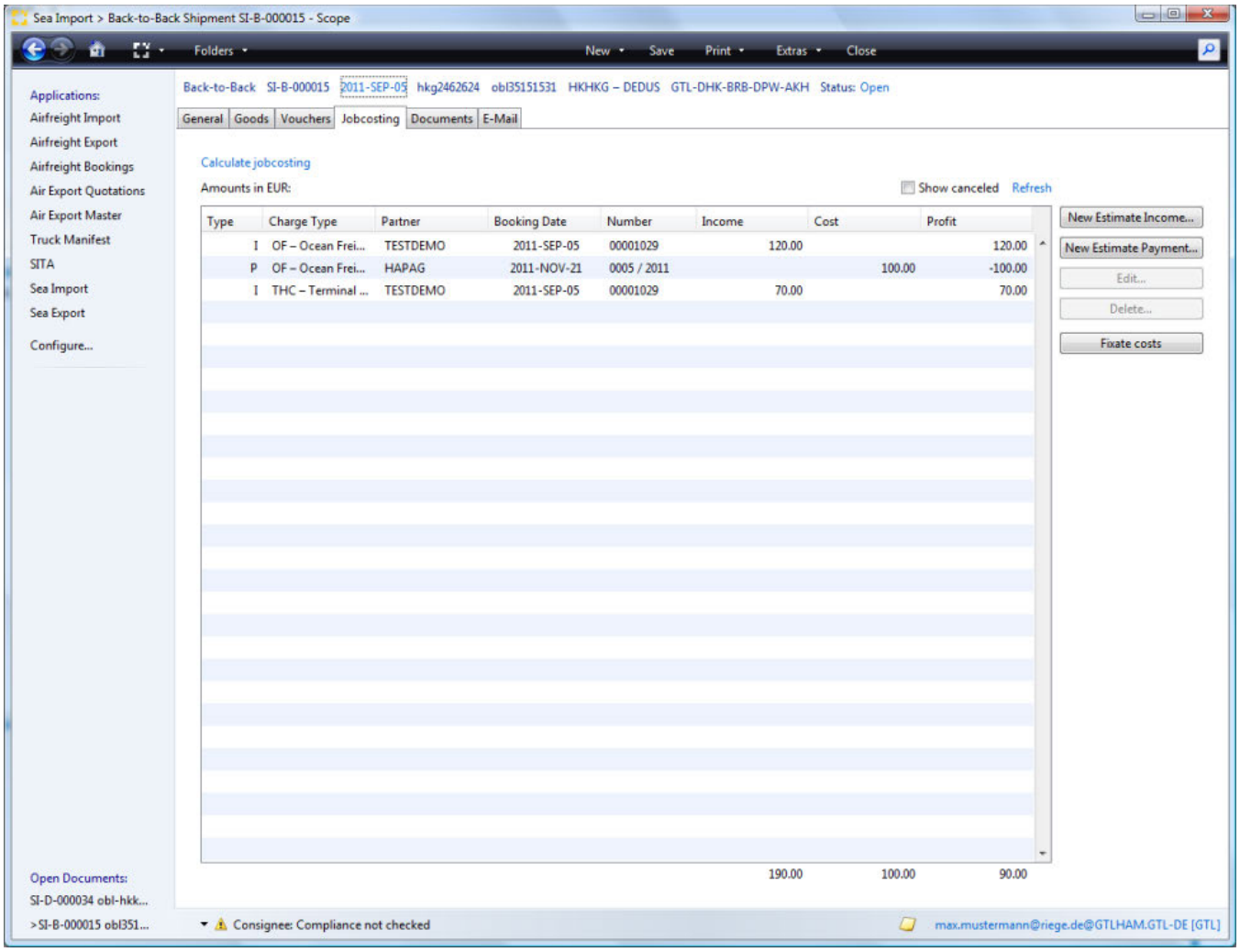
Jobcosting - Back-to-Back Shipment - Seafreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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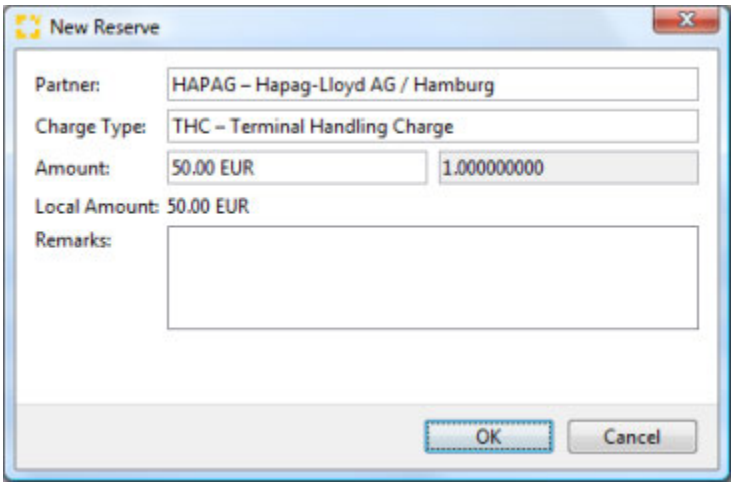
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

Instructions

Questions

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Vouchers - Back-to-Back Shipment - Seafreight Import

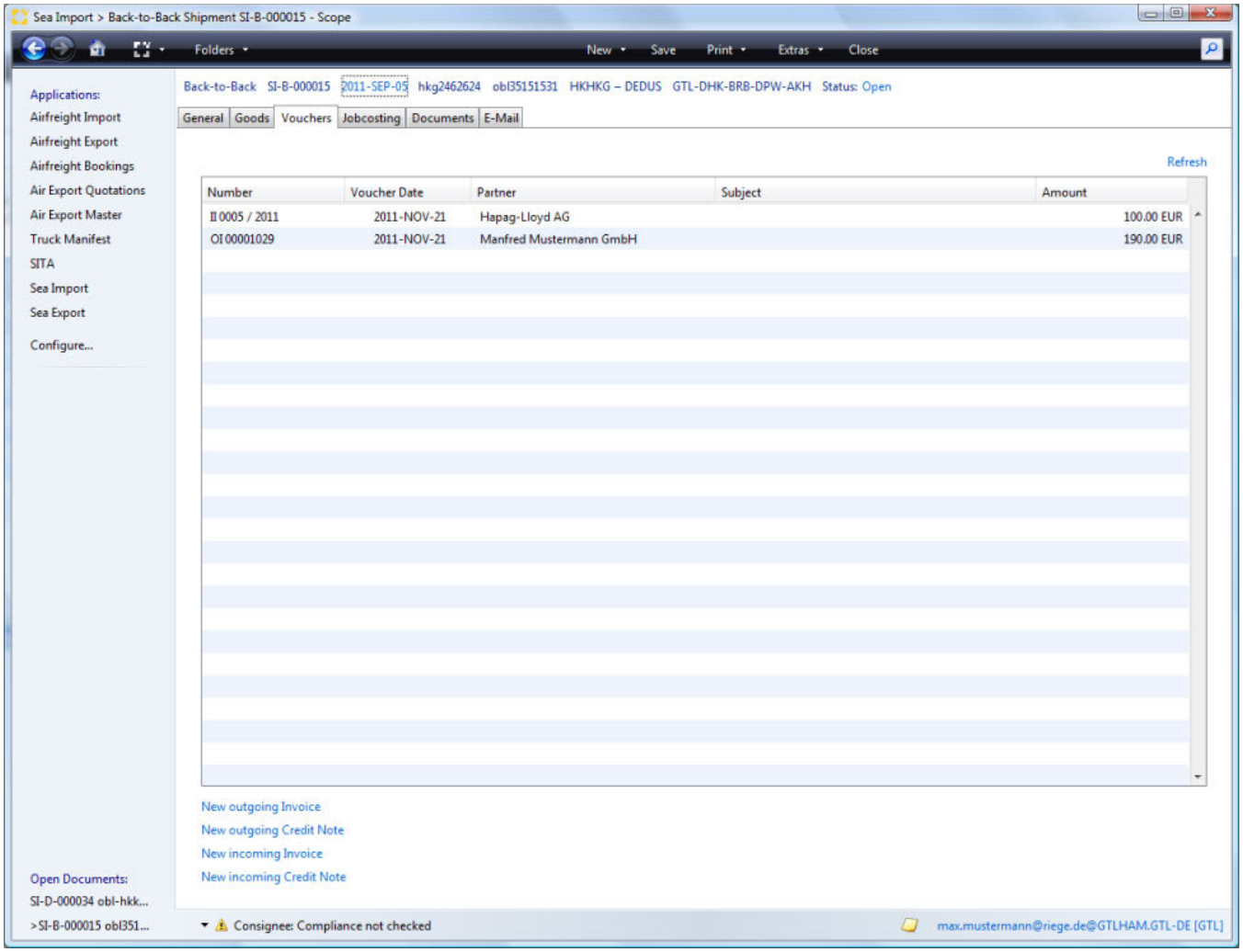
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



Main menu bar and title bar
Overview
New Outgoing Invoice
New Outgoing Credit Note
New Incoming Invoice
New Incoming Credit Note
Refresh
Table columns
- Number
- Voucher Date
- Partner
- Subject
- Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

Instructions

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Questions

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Direct Shipment - Seafreight Import

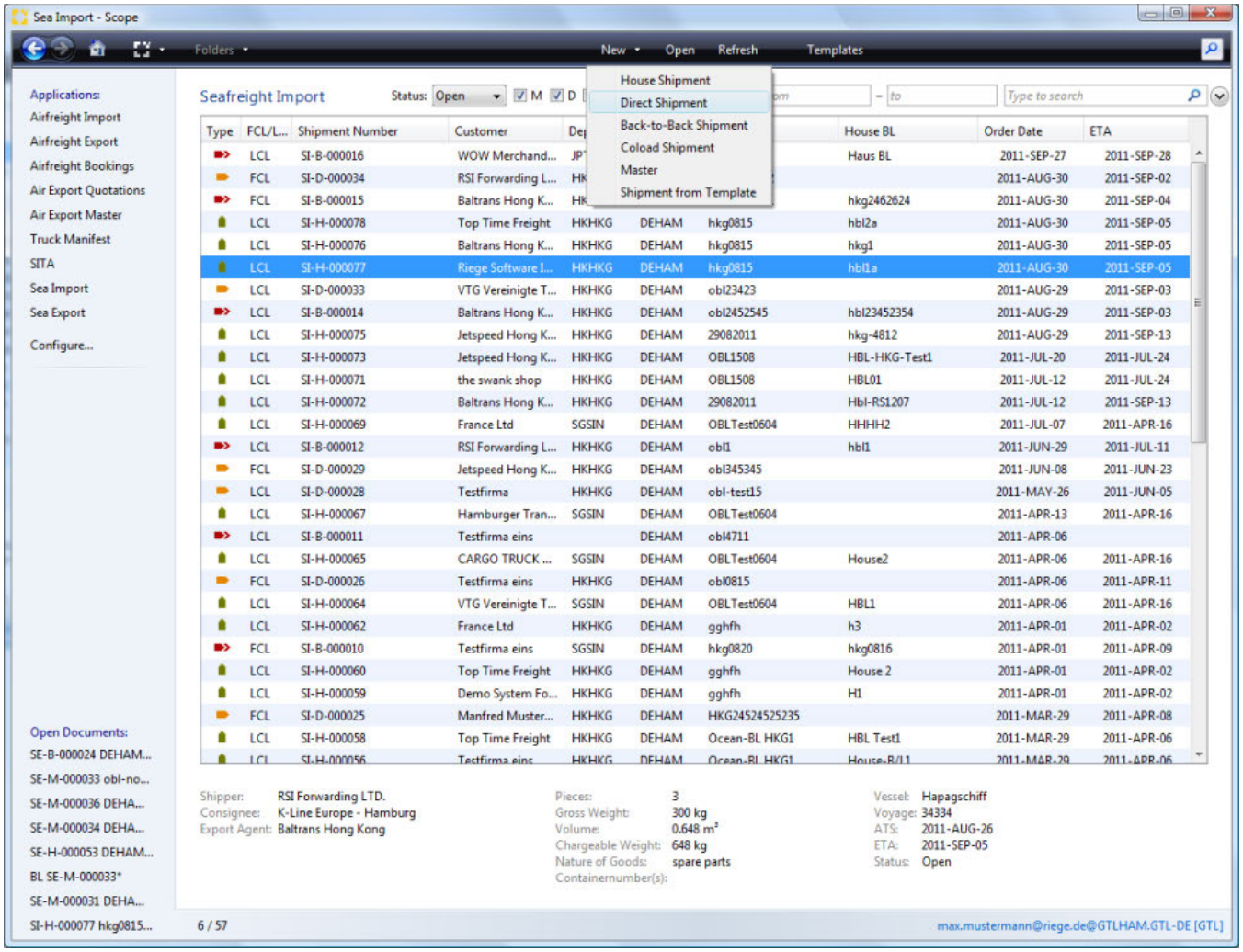
- Introduction
- Description

Introduction

A direct shipment may be either an LCL or FCL shipment, or it may be a breakbulk shipment or a ro-ro shipment. There is no house B/L issued for a direct shipment, instead a single ocean B/L or Marine Bill of lading is issued. In addition there is no import agent for a direct shipment since management of the goods on arrival is handled by the Carrier, who hand the goods over to the import agent at the port of arrival according to the instructions of the Consignee. This application allows the collection of all information for the creation of a direct shipment, generation of documentation of communication of data to partners and authorities.

Description

Create a direct shipment by clicking the "New" option on the Scope menu bar and from the list of shipment types select "Direct". This will open the direct shipment "General " tab.



The following tabs are availble to enter direct shipment details:

- General
- Goods
- Vouchers
- Jobcosting
- Documents
- E-mail

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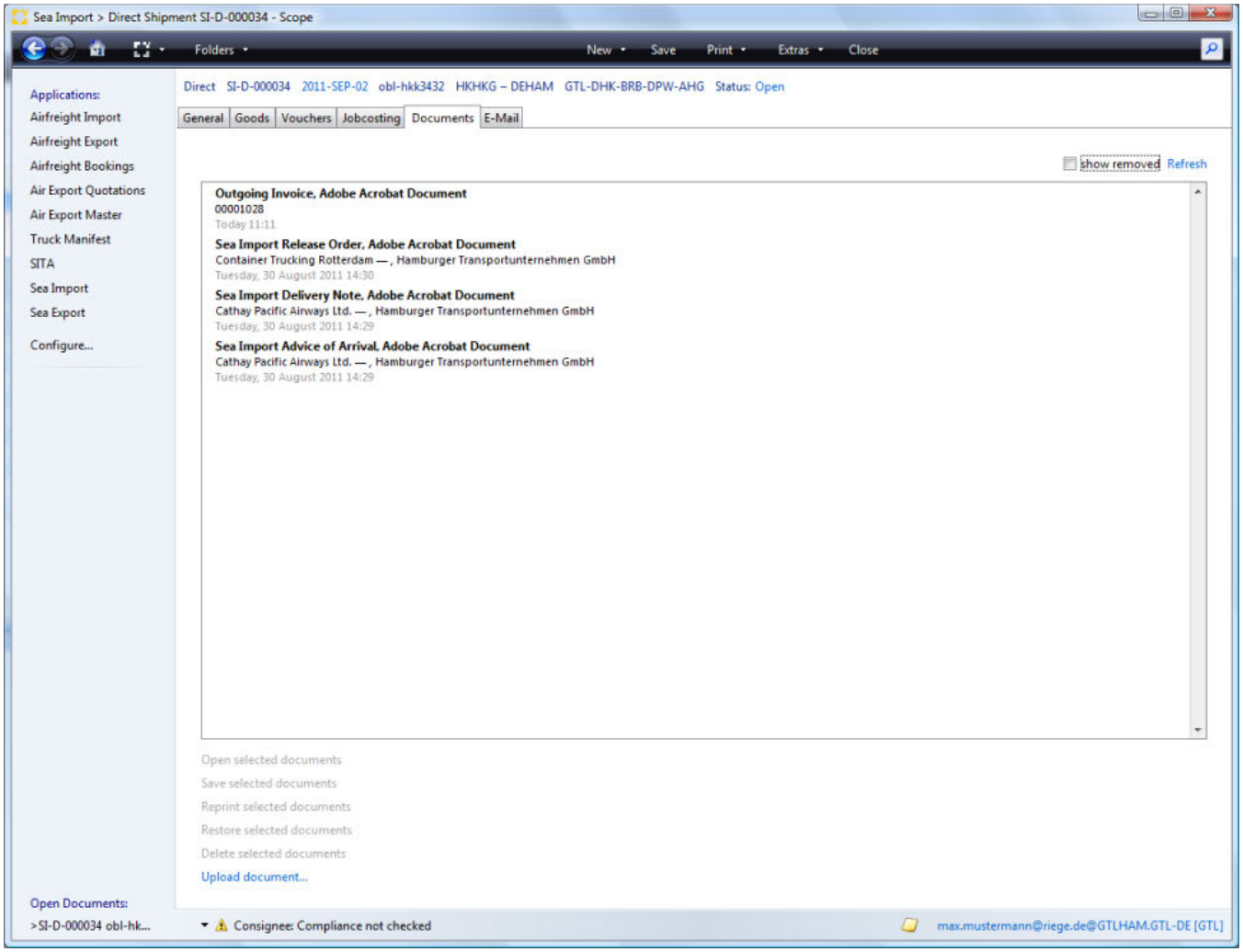
Documents - Direct Shipment - Seafreight Import

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, arrival notices, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats. The user can view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

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Open selected documents

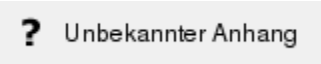
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

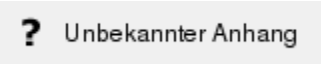
Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



Update

Updates the current list of documents.

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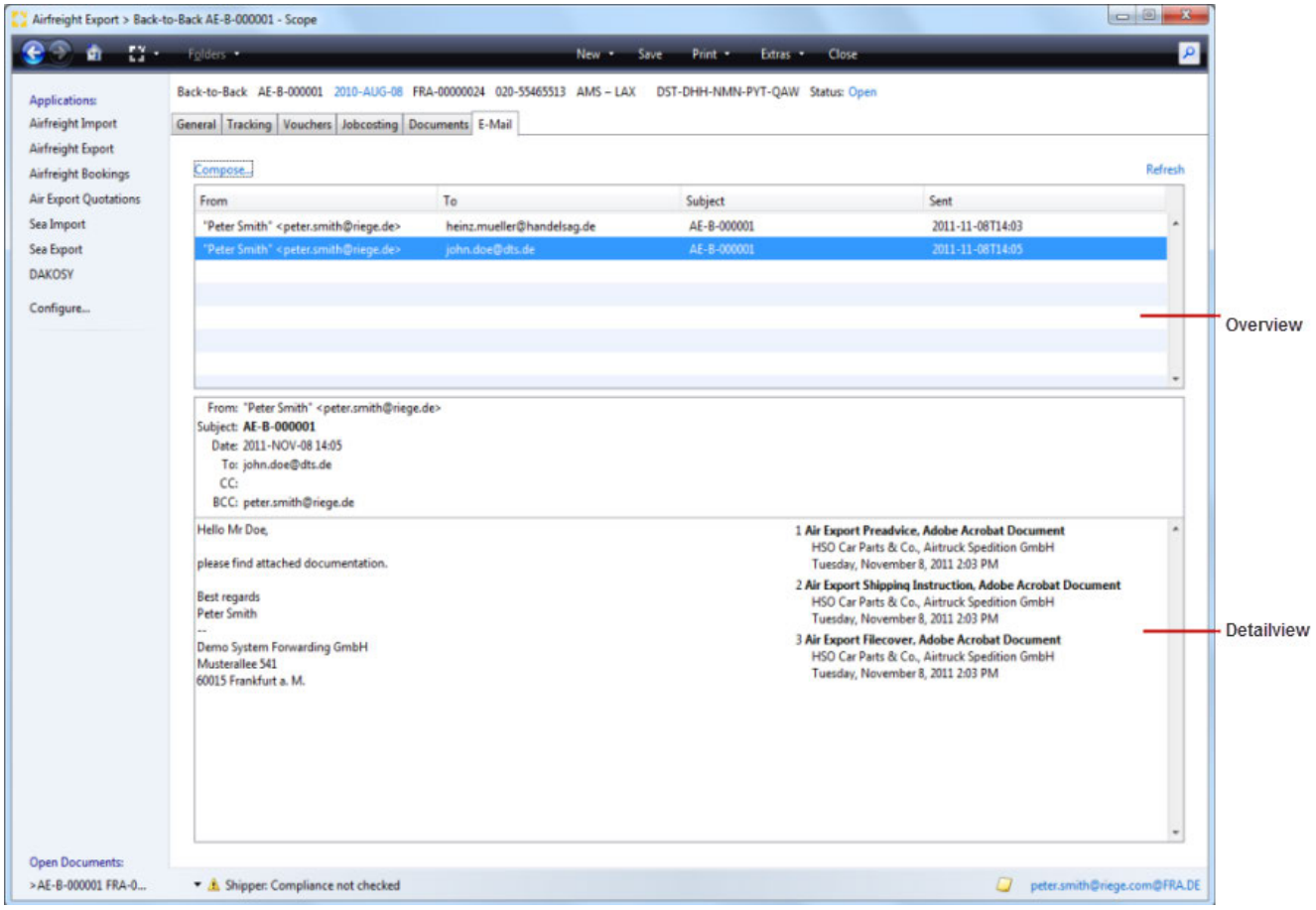
E-mail - Direct Shipment - Seafreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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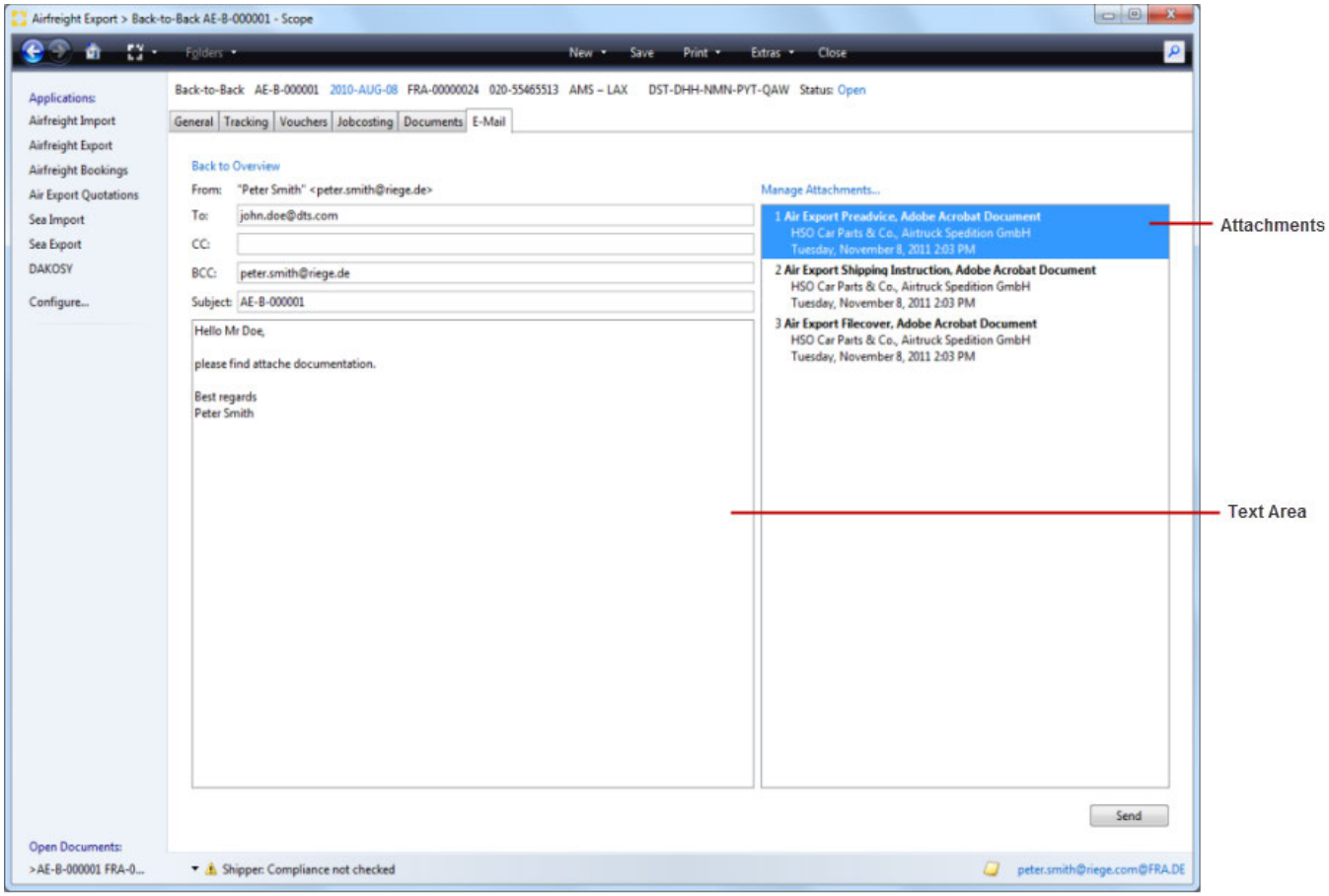
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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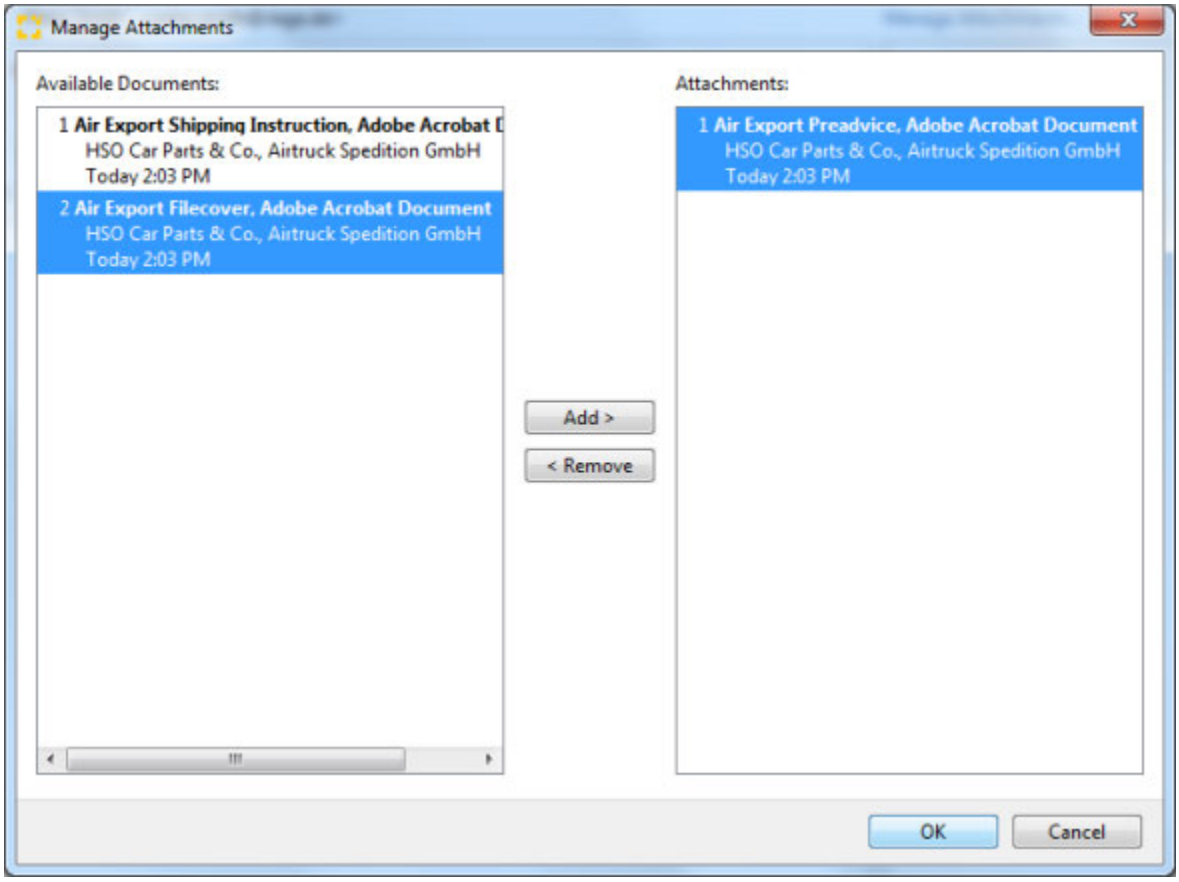
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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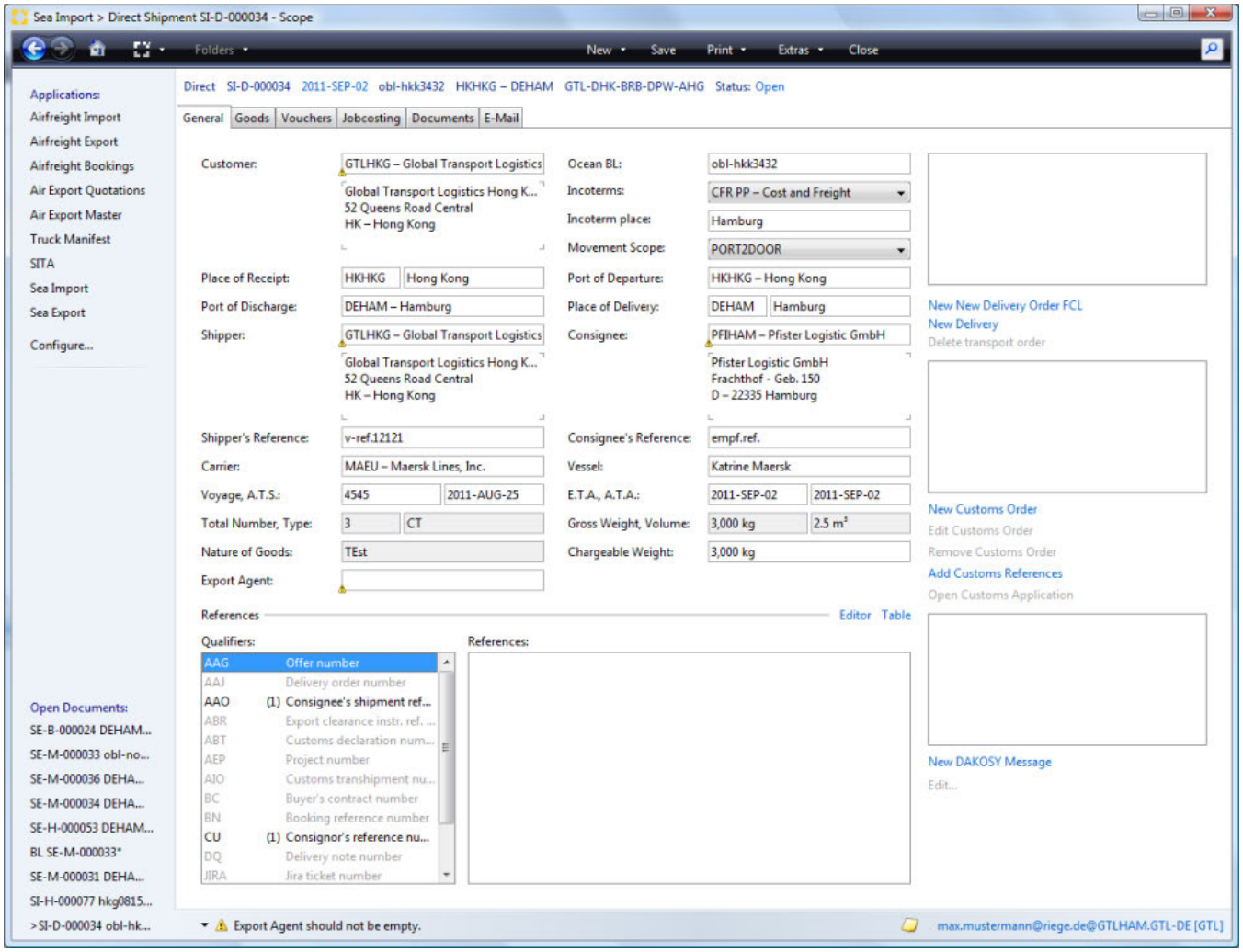
General - Direct Shipment - Seafreight Import

- Introduction
- Description

Introduction

The "General" tab of the direct shipment captures the parties involved in the shipment, the transport details, summary of the cargo and shipment references. From this tab transport orders can be created and customs information can be recorded or customs entries can be created and in some cases transmitted to customs. On saving the information in this tab, a unique shipment number (USI) will be issued for the shipment.

Description



- Application actions
  - New
  - Save
  - Print
  - Extras
  - Close
- Title Bar
- Tabs
- Application area
  - Customer
  - Ocean BL
  - Incoterms
  - Incoterms place
  - Movement Scope

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Place of receipt
Port of departure
Port of discharge
Place of delivery
Shipper
Consignee
Shipper's Reference
Consignee's Reference
Carrier
Voyage / Transport legs
Vessel
Liner Agent
A.T.S.
A.T.A.
Total Number, Type
Gross Weight, Volume
Nature of Goods
Chargeable Weight
Export Agent
Reference
Documents area
New Delivery
Delete Transport order
Customs Area
New Customs Order
Edit Customs Order
Remove Customs Order
Add Customs References
Open Customs Application

Application actions

In the Scope title bar, various overall functions are available:

New

If sufficient data about the direct shipment has been entered and saved, the "New" option allows:

- New delivery order FCL
- New delivery
- New Customs order

Save

When all mandatory fields for a direct shipment have been entered it is possible to save the direct shipment. At this point a USI is issued.

Print

When the direct shipment is saved this option will allow printing of:

- File cover
- Order confirmation
- Advise of Arrival
- Clearance Instructions Request
- Delivery Note
- Release Order

Extras

When the direct shipment is saved, use the extras option for:

- Create a template (the shipment is used as a template for further shipments)
- Change shipment type - a direct shipment may be changed to:
  --Back-to-Back shipment
  --House shipment
  --Master with House

Close

Close the shipment without saving or further action. If there is unsaved data, a dialogue will appear confirming if unsaved data should be discarded.

Title Bar

Above the shipment tabs the title bar appears. This summarizes the details of the shipment and offers further actions:

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- **Shipment type**
  This will be "Direct" indicating a direct shipment.
- **Shipment number**
  This unique number (USI) is generated on first saving the shipment. Prior to saving it will display the greyed text *direct shipment*. After saving the shipment number will be generated in the format of the 2 digit mode "SI" (Sea Import) followed by the 1 digit shipment type "D" (Direct) followed by a 6 digit shipment number.
- **Service date**
  If the arrival ate (A.T.A.)is present on first saving, this will be the service date. If not present then the estaimated arrival date will be used.
- **OBL Number**
  The OBL of the direct shipment
- **Depart and destination port codes**
- **Internal USI**
- **Status**
  The status will be "Open" until the shipment is billed. By clicking this item the shipment can be manually closed.

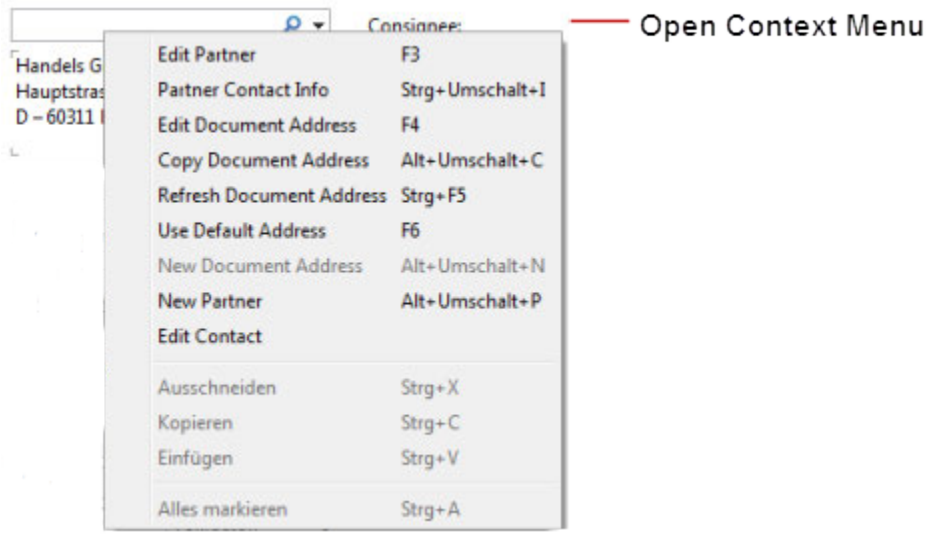
Tabs

All available tabs are displayed. The focus will be on the open tab.

Application area

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



Edit Partner

Opens the business partner editor , where the partner can be edited.

Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

New Partner

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The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

Ocean BL

The ocean bill of lading number issued by the carrier.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Incoterms place

The place name referenced by the incoterms.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

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Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Shipper's Reference

References used by the shipper to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *R eferences* section of the general tab.

Consignee's Reference

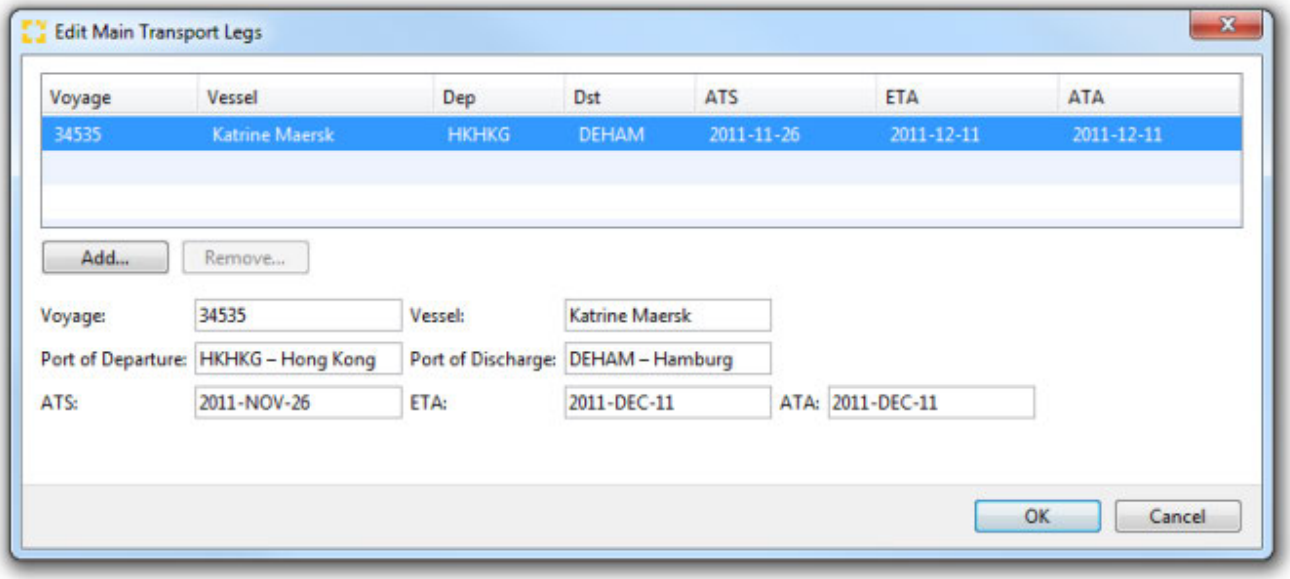
References used by the consignee to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *References* section of the general tab.

Carrier

The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier.

Voyage / Transport legs

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the _Transport legs _ editor, which allows details of a multi-leg sailing to be entered.The F3 function key can also be used to call the _Transport legs _ editor.



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Voyage

The voyage number of the leg.

Vessel

The name of the vessel for the leg.

Dep

The depart port of the leg

Dst

The arrival port for the leg

A.T.S.

The actual date the vessel departed.

E.T.A.

The estimated date of arrival for the vessel.

A.T.A.

The actual date of arrival for the vessel.

Add

Add a new leg.

Remove

remove the leg highlighted in the list of voyages.

OK

Save the data and exits the *Tranport Leg* editor.

Cancel

Cancels selection of a sailing without further action

Vessel

The vessel on which the goods will be loaded.

Liner Agent

The agent of the steamship line to whom the goods will be delivered for export. Only carrier addresses will be available using the search field

A.T.S.

The date and time the cargo departed from the port of departure. This is a date and time field, use the drop down option to select from the calendar

4. E.T.A.

The estimated arrival date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

A.T.A.

The actual arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Total Number, Type

In the left field the number of packages will be entered. In the right field the packing type is entered (cardboard boxes, pallets, crates ...). The available packing types are maintained in the master data packing types maintenance program . The total entered in these fields defaults to the "goods" tab automatically, and further details about the goods may be entered there.

Gross Weight, Volume

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The gross weight of the shipment. This is defaulted in kilograms (kg). If the symbol "kg" is changed to "lb", the total will automatically convert to "kg". In the right pane the total cubic volume i record. This will default to cubic meters (m3). If the symbol "m3" is changed to "CFT" the figure is assumed to be in cubic feet and will automatically convert to "m3"
The data entered in these fields automatically transfers to the to the "goods" tab.

Nature of Goods

A short description of the goods. This is a brief synopsis of the goods to be transported. The data entered in this fields automatically transfers to the to the "goods" tab.

Chargeable Weight

This field displays the freight ton (Frt). It is calculated automatically using a comparison of weight (1 t) versus volume (1 m3). The higher value (ton or volume) is the freight ton.

Export Agent

The agent responsible for shipping the goods from the port of departure. This field will only display partners who are stored with the role "Agent".

Reference

The various reference numbers for the shipment are entered here using the references application

Documents area

New Delivery

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application. New delivery orders will appear in the window above the "New Delivery" action link.

Delete Transport order

Any existing delivery orders will be shown in the window above the "New Delivery" action link. The "Delete Transport order" action link will delete any highlighted existing delivery order in this window.

Customs Area

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

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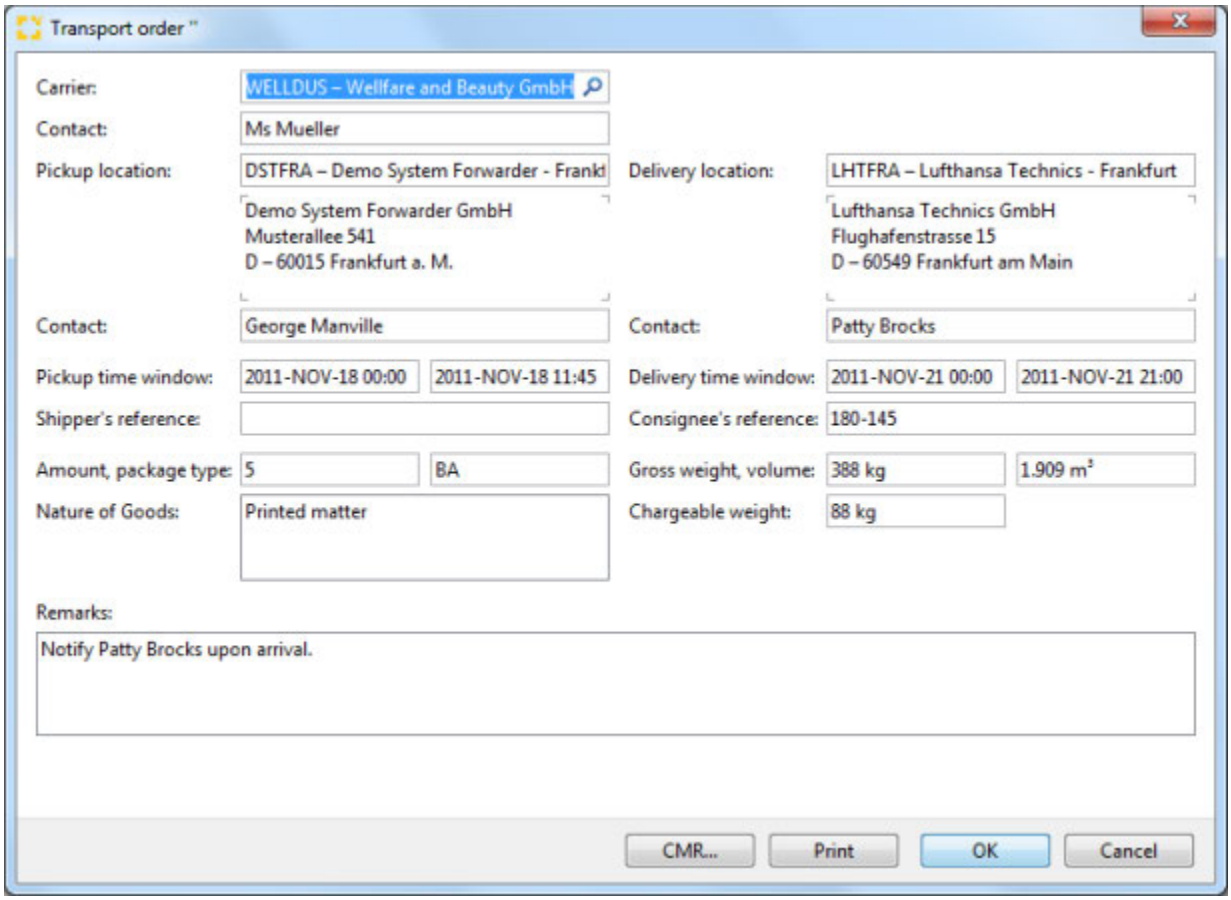
Delivery Order - General - Direct Shipment - Sea Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

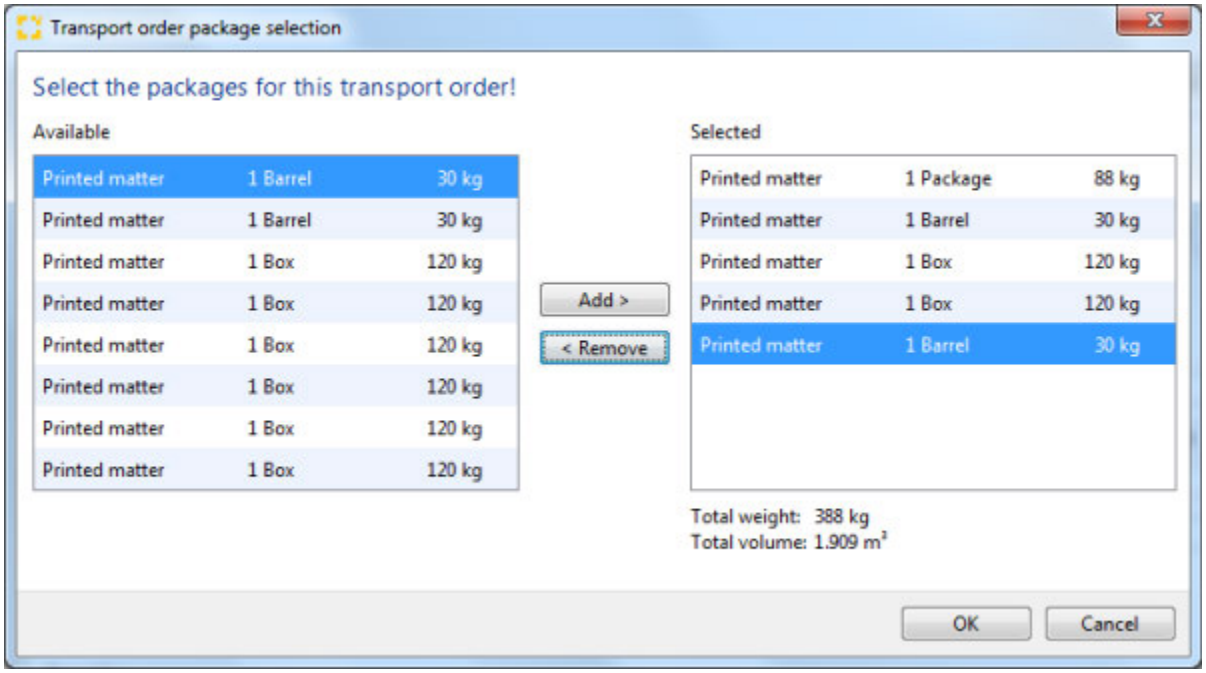
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

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Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Goods - Direct Shipment - Seafreight Import

- Introduction
- Description

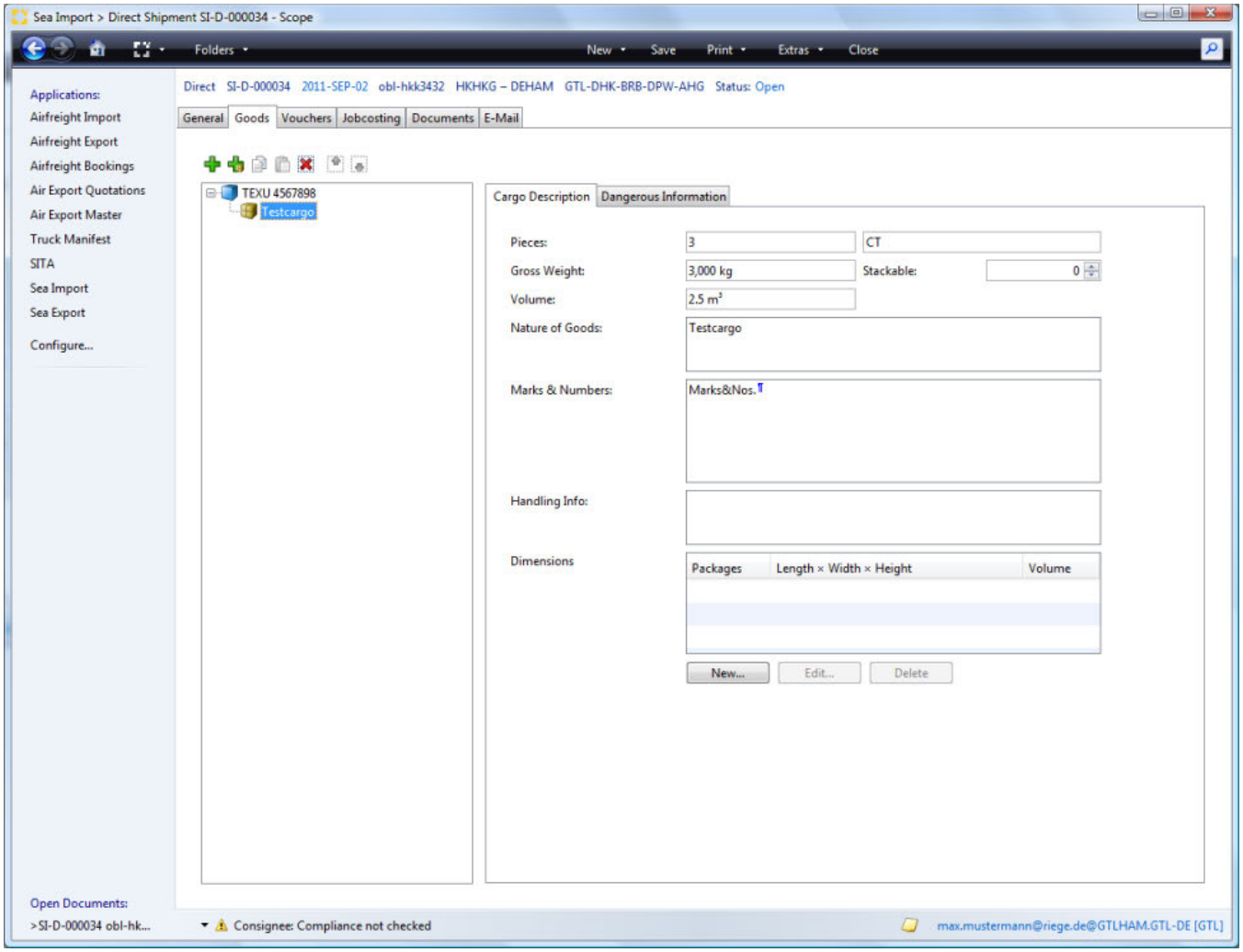
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The *goods tab* presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods already entered in the General tab will appear automatically.



Loading Equipment
LCL or Breakbulk direct shipment
FCL Shipment
- Number
- Unknown
- Shipper's owned
- Seal
- Type
- Inner Size (LxWxH)
- Remarks

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Total pieces
Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
	Container
	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
	Adds a new container
	Adds a new piece of cargo
	Removes a piece of cargo or container
	Moves the item up the list
	Moves the item down the list

LCL or Breakbulk direct shipment

When the direct shipment is not containerized a minimum of 1 cargo item should be present and cargo items can be added by clicking on the  icon.

For each cargo item detailed information can be added in the sub tabs:

- Cargo description
- Dangerous Information

FCL Shipment

If the cargo is shipped containerized then the container details must be added using the  icon. This will open a container entry screen on the right where the full container details are recorded. On completion of the container details, at least one cargo item must be added to the container using the  icon.

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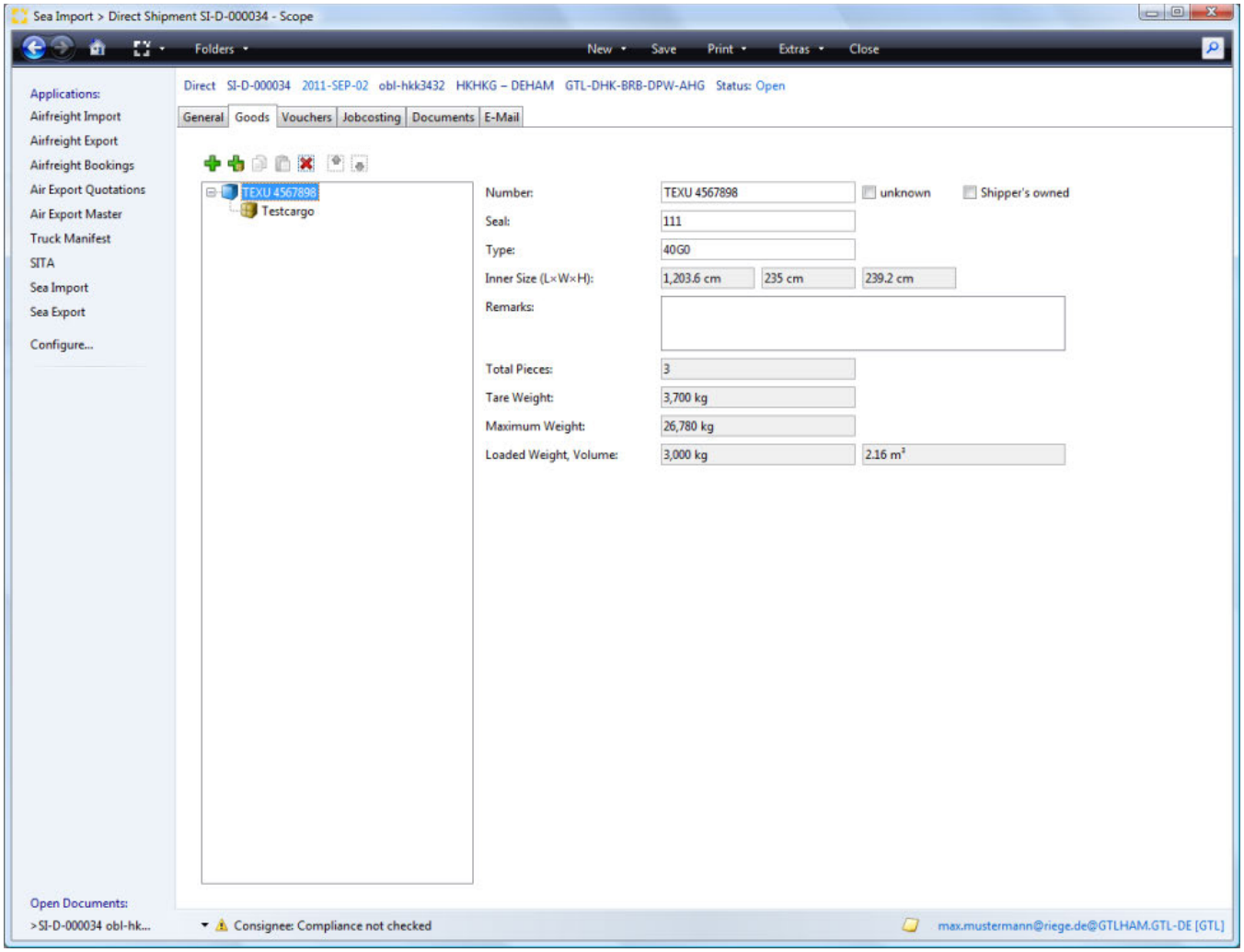

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

If the "Unknown" box is checked, then the container number can be left empty.

Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Remarks

Any remarks particular to this container

Total pieces

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The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargo items:

- Cargo Description - Goods - Direct Shipment - Seafreight Import
- Dangerous Goods Information - Goods - Direct Shipment - Seafreight Import

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Cargo Description - Goods - Direct Shipment - Seafreight Import

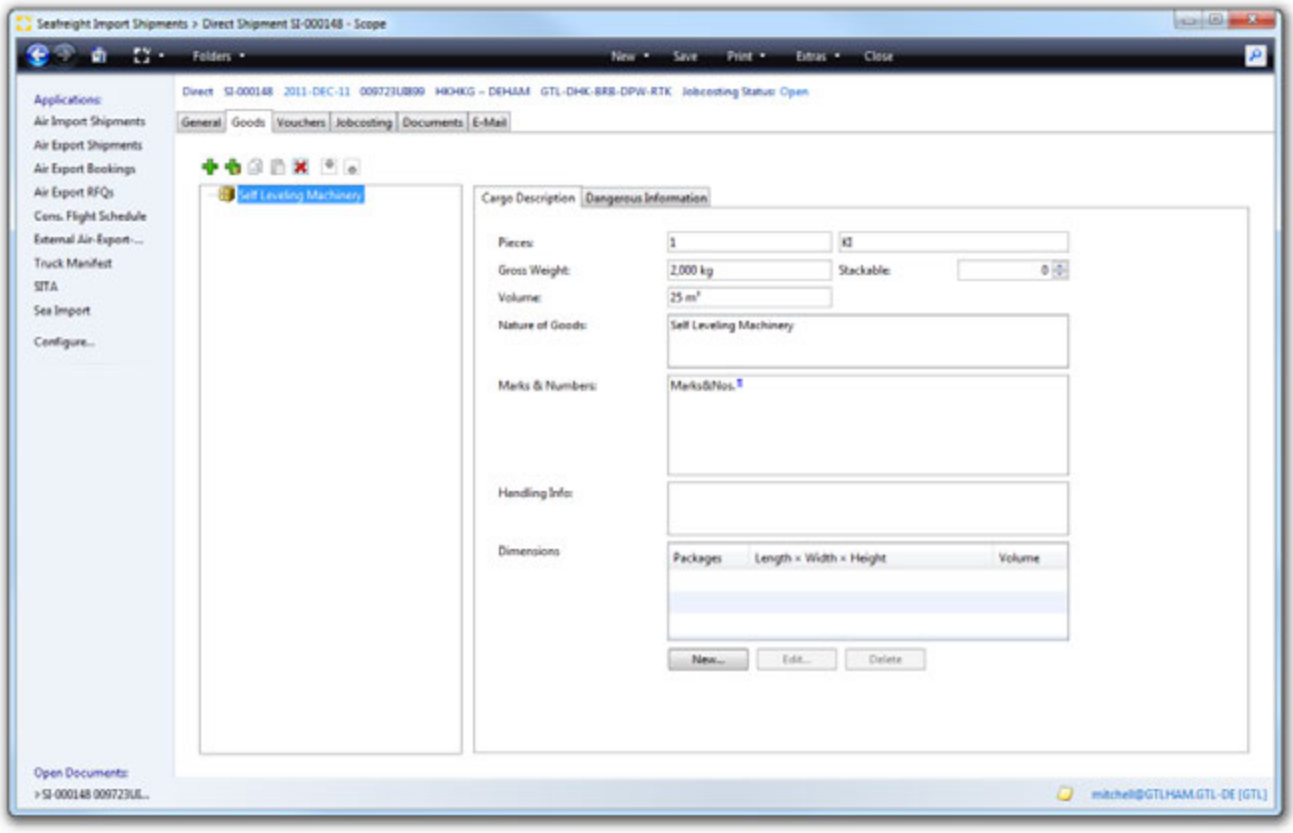
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
New
Edit
Delete.

Pieces

The exact number of pieces.

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Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

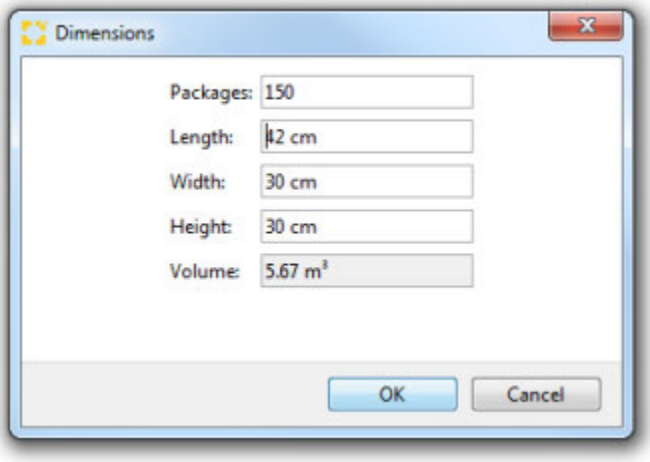
Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

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Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - Direct Shipment - Seafreight Import

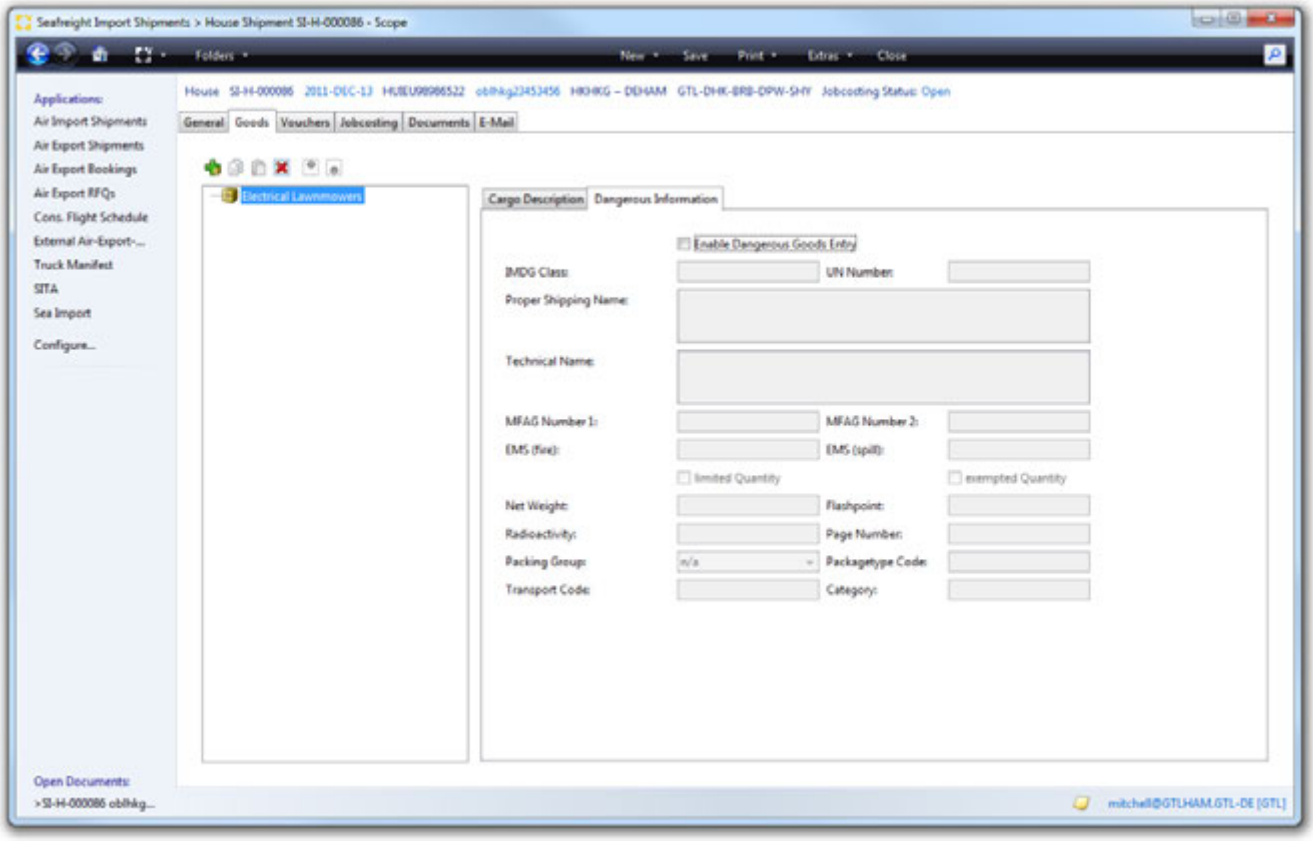
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight
Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code

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Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

The page of the hazard data sheets.

Packing Group

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The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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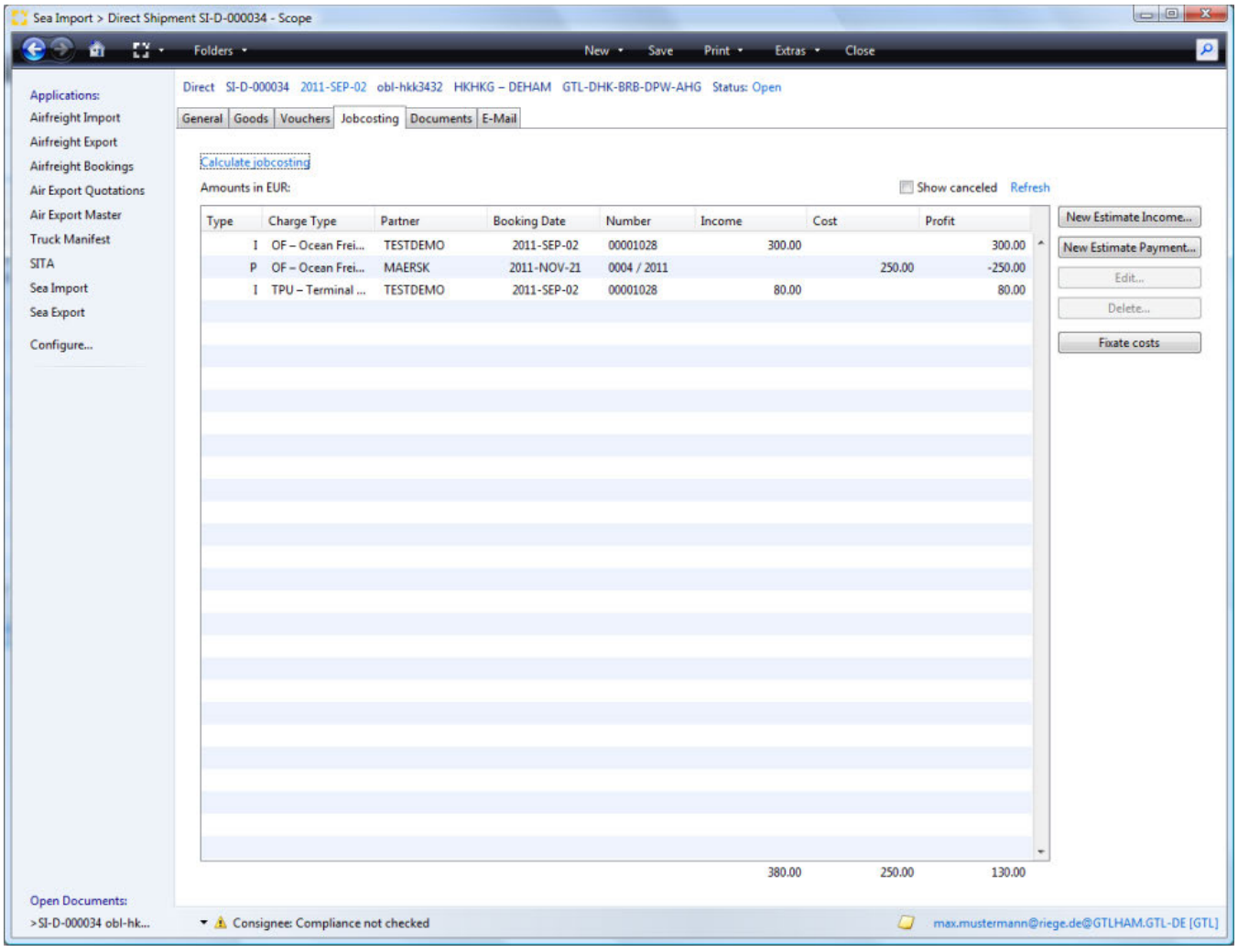
Jobcosting - Direct Shipment - Seafreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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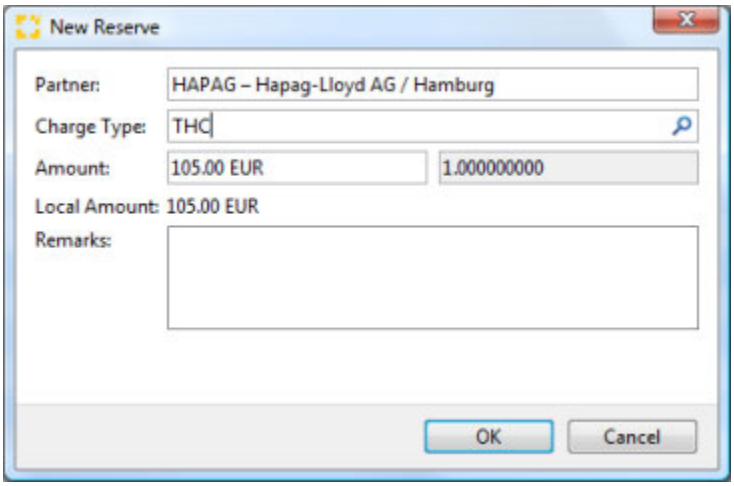
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - Direct Shipment - Seafreight Import

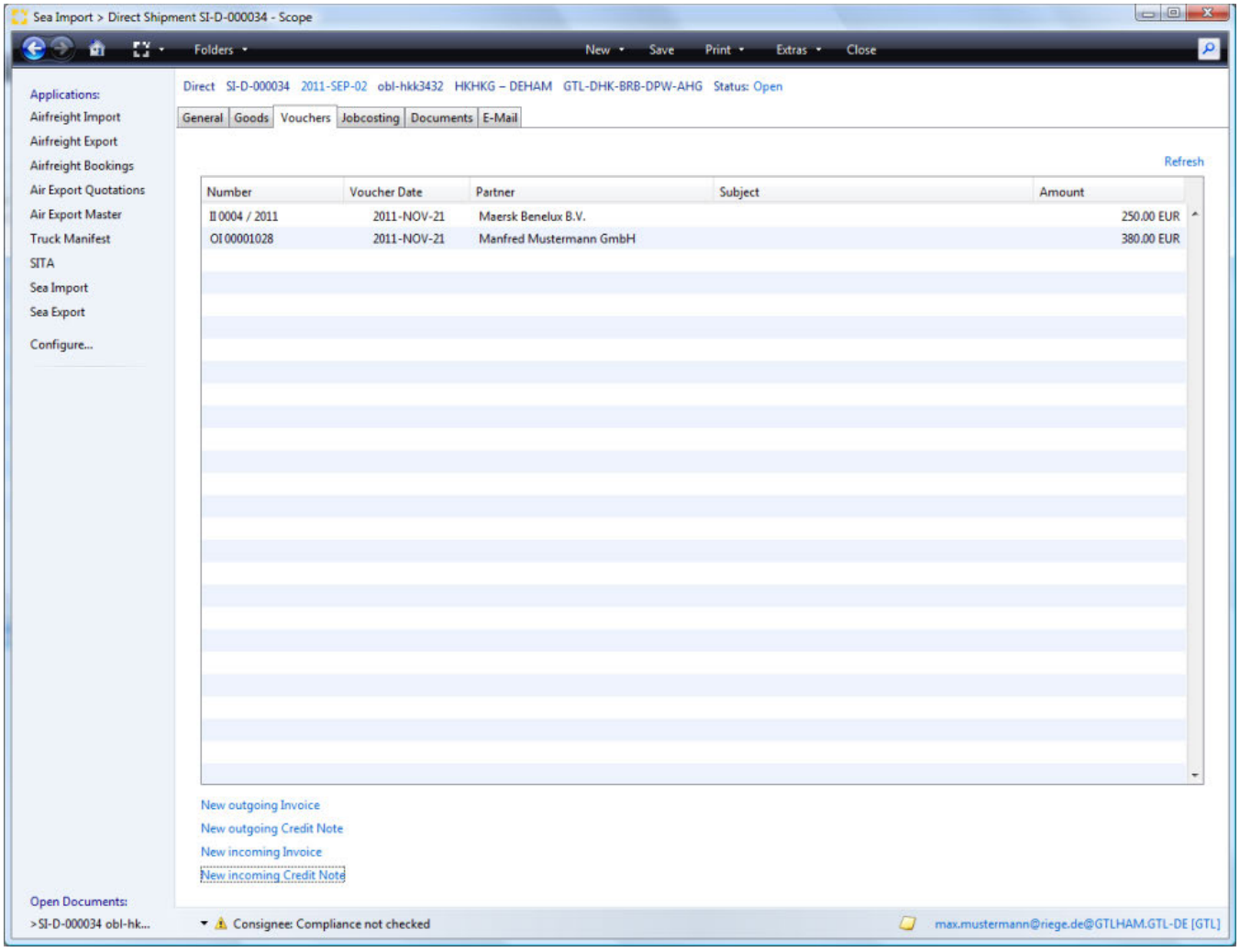
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



- Main menu bar and title bar
- Overview
- New Outgoing Invoice
- New Outgoing Credit Note
- New Incoming Invoice
- New Incoming Credit Note
- Refresh
- Table columns
  - Number
  - Voucher Date
  - Partner
  - Subject
  - Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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House Shipment - Seafreight Import

- Introduction
- Description

Introduction

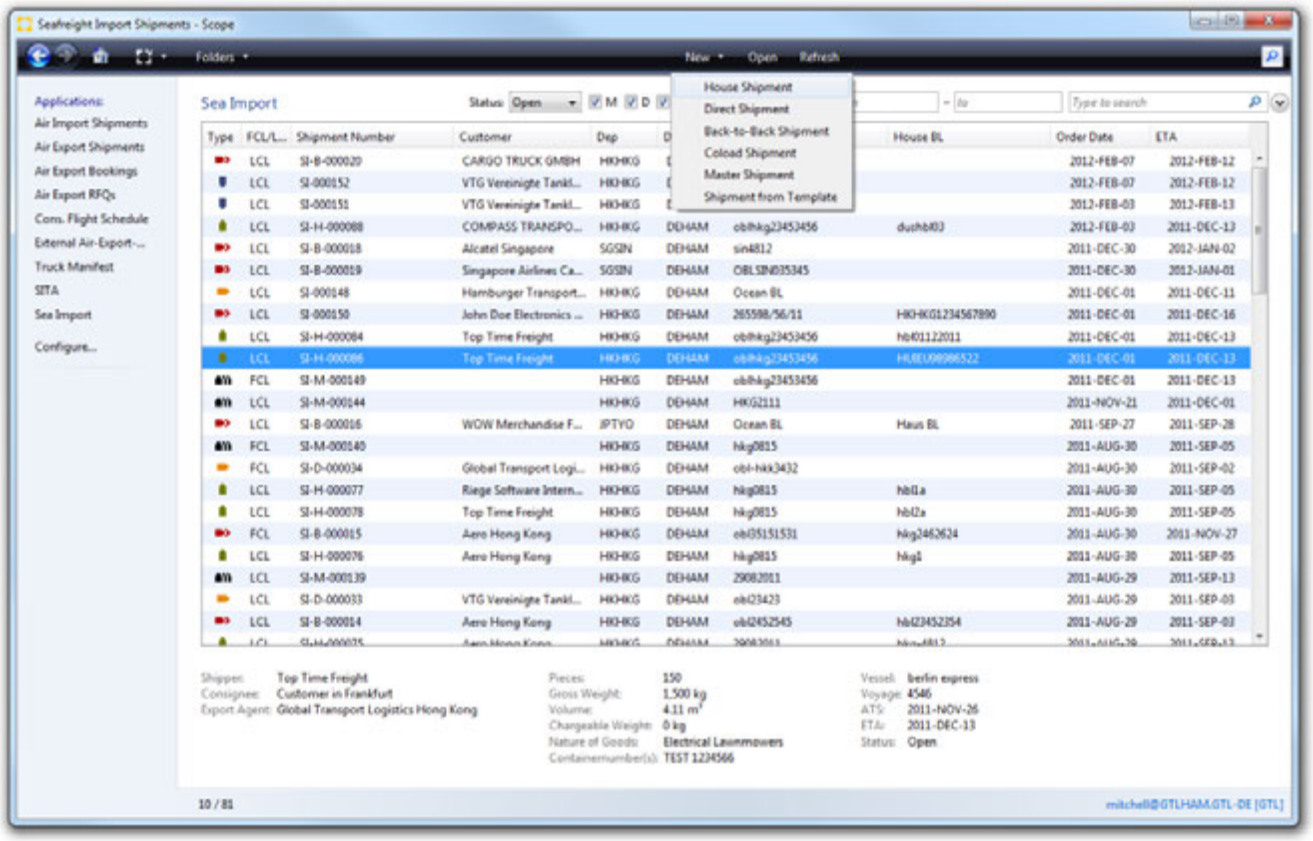
A house shipment is a LCL shipment in which the actual shipper and consignee are named. House shipments are normally consolidated with other house shipments into a master consolidated shipment. This consolidated shipment normally shows the export freight forwarder as the shipper and the import freight forwarder as the consignee. The import forwarder deconsolidates the master shipment into the original individual house shipments and organizes the distribution of these shipment from the point of deconsolidation. The advantage of sending house shipments in a consolidated master shipment is the possibility of filling one or more complete containers with goods. The most favorable shipping rates can be obtained from steamship companies (seafreight carriers) for full container loads.

All relevant data for an LCL shipment is collected and processed when creating a house shipment.

> **Information**
>
> Before creating a sea import house shipment, a master sea import shipment should be created. .

Description

To create a new house shipment, click on "New" in the Scope menu bar and then click the option "New house shipment" (see illustration). This opens the application for the creation of a new house shipment.



The following tabs are available when making a new shipment

- General
- Goods
- Vouchers
- Jobcosting
- Documents

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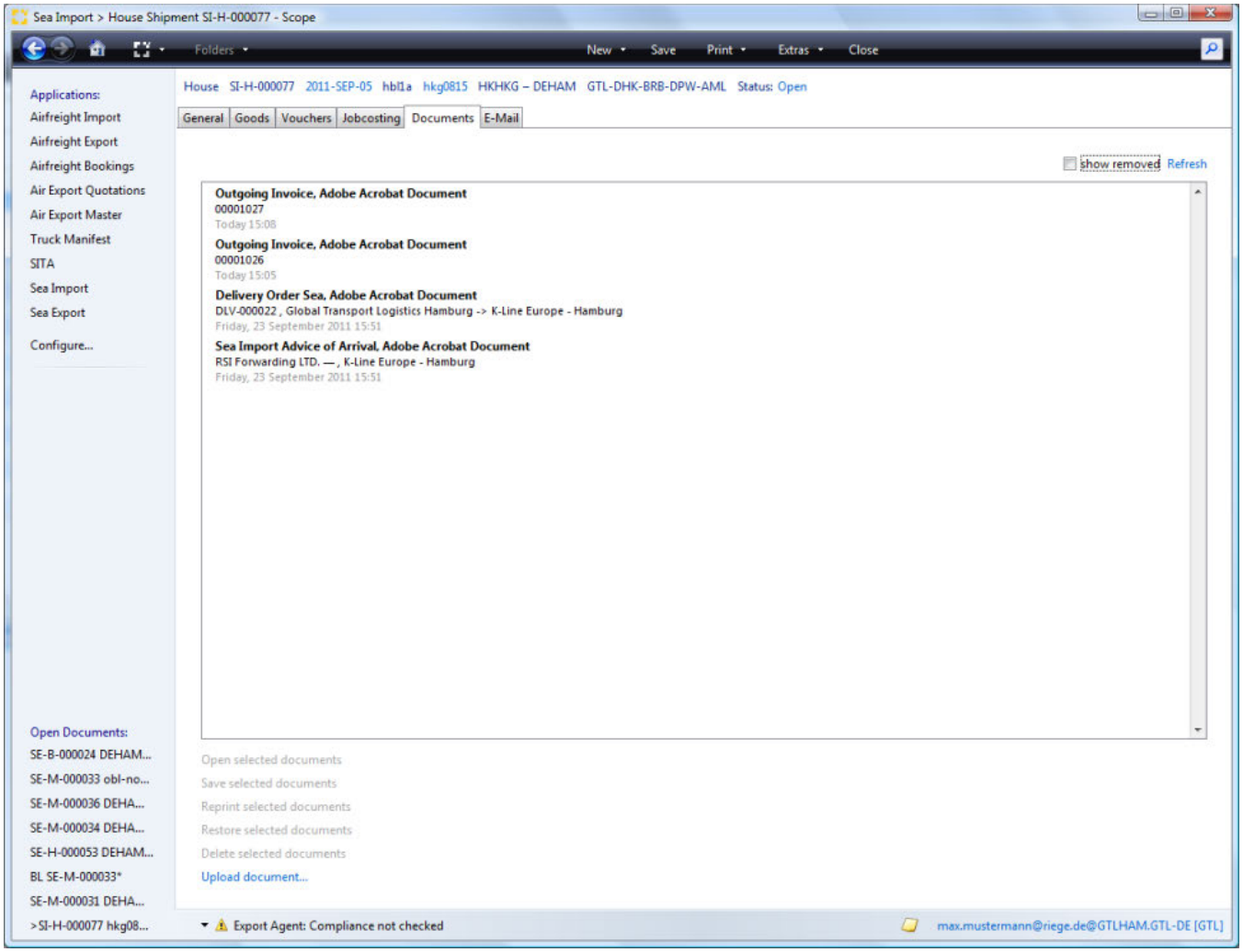
Documents - House Shipment - Seafreight Import

- Introduction
- Description

Introduction

In the *Documents* tab displays in summary form all documents created (transfer orders, arrival notices, invoices, credit notes, invoice cancellations, etc.) The user can also upload documents of different file formats. The user can view and print all the documents shown.

Description



Main menu bar and title bar
Open selected documents
Save selected document
Reprint selected documents.
Upload document...
Update

The following functions are available:

Main menu bar and title bar

see **General** tab

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Open selected documents

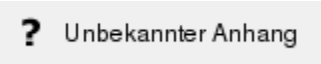
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

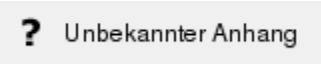
Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



Update

Updates the current list of documents.

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General - House Shipment - Seafreight Import

- Introduction
- Description

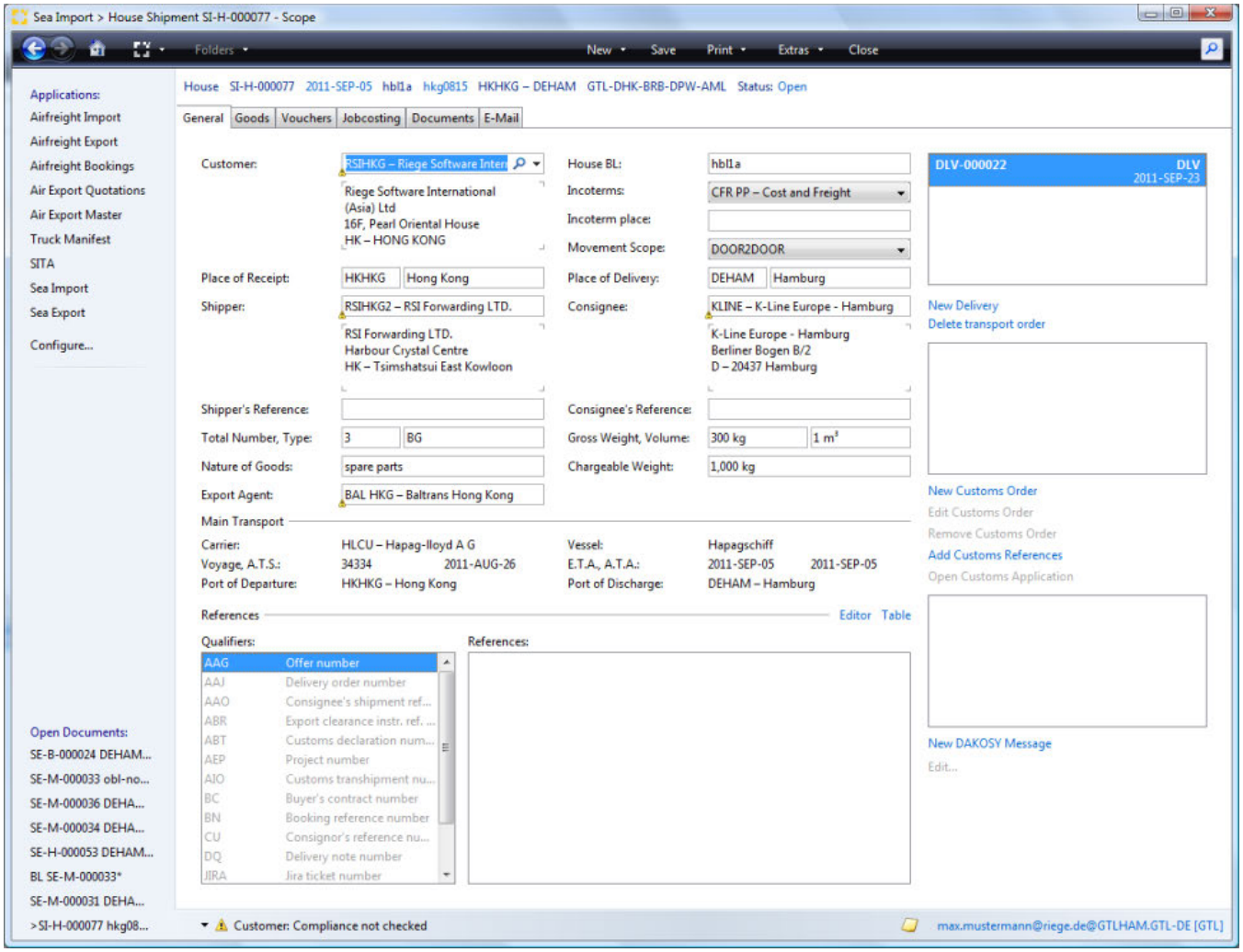
Introduction

In a house shipment all relevant data for an LCL shipment is recorded. LCL shipments are normally created after the master consolidated shipment has been created. On saving a house shipment, a USI (unique shipment identifier) will be created and assigned to the shipment, this can assist in identifying and retrieving the shipment.

The shipment type "house shipment" can be transformed into another type of shipment if the LCL shipment is not included in a consolidation.

Description

A new house shipment will open with the "General" tab where the main shipment data is collected.



- Program Actions
  - Save
  - Print
  - Close
- Shipment information bar
- Change Shipment type
- Tabs
- Shipment Information area

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- Customer
- House BL Number
- Incoterms
- Incoterm Place
- Movement Scope
- Place of receipt
- Place of delivery
- Shipper
- Consignee
- Shipper's Reference
- Consignee's Reference
- Total Number
- Type
- Gross Weight
- Volume
- Nature of Goods
- Chargeable Weight
- Export Agent

Main Transport Area
- Carrier
- Vessel
- Voyage, A.T.S.
- E.T.A.
- A.T.A.
- Port of departure
- Port of discharge

References

Documents area
- New Delivery
- Delete Transport order

Customs Area
- New Customs Order
- Edit Customs Order
- Remove Customs Order
- Add Customs References
- Open Customs Application

Program Actions

Program actions may be used in any order. They allow saving the shipment, printing documents or closing the shipment.

Save

Saves all the current shipment data.

Print

The "print" action presents the user with the selection of documents shown below which the user can edit in an editor and can then print. The printed documents are then displayed in the tab "Documents" and shown as a Pdf file.

- **File Cover**
- **Order Confirmation**
- **Advice of Arrival**
- **Clearance Instructions Request**
- **Delivery Note**
- **Release Order**

Close

The action "close" will close the shipment. Changes should be saved before closing a shipment.

Shipment information bar

The shipment information bar presents a summary of the most important shipment information.
From left to the right, the information is as follows:

- Shipment type
- Shipment number
- Order date
- Assigned master shipment number - the port of loading - Port of discharge - USI (Unique Shipment Identifier = this unique identification number for the shipment is assigned on saving the shipment for the first time and can be used in the search function to locate the shipment).
- Status - financial status.

> **Financial Status**

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the financial status reflects the status of the shipment from the billing point of view. There are three statuses: (1) Open: Outgoing Invoice to Customer not yet sent (2) Billed: Customer billed (3) Closed: All cost estimates resolved and all accounts payable booked Status (2) is set automatically when the invoice to the customer is posted. Status (3) is a manual process by accounting staff. Typically, at the end of every month, all open or billed shipments are reviewed. All shipments where all costs have been allocated are closed.

Change Shipment type

The function "Change shipment type" can be used to convert the shipment into another type of shipment. This is only possible if the LCL shipment is not part of an existing consolidation. An non-consol house shipment can be changed to a:

- **Direct shipment**
- **Back-to-Back shipment**

Tabs

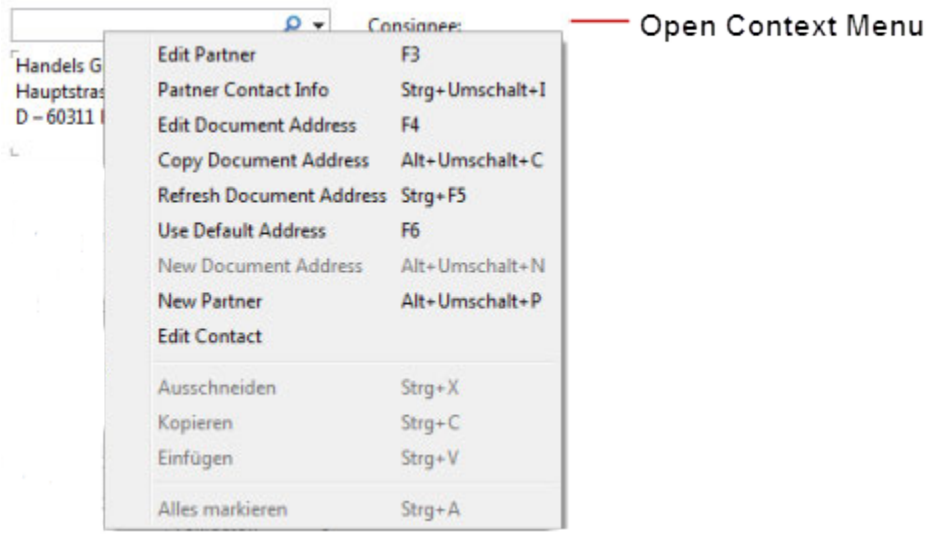
Beneath the shipment summary information, the tabs of the open shipment are shown. The focus is on the tab which is currently being viewed or edited.

Shipment Information area

The main shipment details are displayed.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.



Edit Partner

Opens the business partner editor , where the partner can be edited.

Edit address

Opens an editor to change the address for the current shipment.

Update address

Updates the address.

Use default address

Sets address to the default address for the field stored in the master address data.

Edit document address

The option "Edit document address" allows the selected address to be edited as required, but these changes are not stored as master data and only appear on this shipment.

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New Partner

The option "New Partner" opens the master data maintenance in order to create a new business partner in the Scope database. This new address will then be available as a shipper for example.

Compliance check

Performs an address compliance check.

Edit contact description

Opens a window where a new contact and details can be entered for this shipment.

House BL Number

House B/L Number.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Incoterm Place

The place that the icoterms apply to.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating

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the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Shipper's Reference

References used by the shipper to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *R eferences* section of the general tab.

Consignee's Reference

References used by the consignee to identify the cargo. Multiple references should be separated by a comma. All references will automatically appear in the *References* section of the general tab.

Total Number

The total number of pieces on the house bill of lading.

Type

The type of packaging used for the cargo.

Gross Weight

The gross weight of the cargo

Volume

The volume of the cargo in m3. If the unit is over-written with "CFT" it will automatically convert the cubic foot measurement to cubic meters.

Nature of Goods

A summary description of the goods. The nature of goods from the quick shipment entry (during master shipment creation) will default, but can be adjusted as desired.

Chargeable Weight

The chargeable weight of the cargo according to the house bill of lading.

Export Agent

The agent responsible for the cargo in the exporting country.

Main Transport Area

Carrier

The steamship line that transported the goods.

Vessel

The vessel on which the cargo arrived.

Voyage, A.T.S.

The voyage of the master shipment and actual depart date of the master.

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E.T.A.

The estimated date of arrival for the cargo.

A.T.A.

Actual Time of Arrival.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

References

The various reference numbers for the shipment are entered here using the references application

Documents area

New Delivery

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application. New delivery orders will appear in the window above the "New Delivery" action link.

Delete Transport order

Any existing delivery orders will be shown in the window above the "New Delivery" action link. The "Delete Transport order" action link will delete any highlighted existing delivery order in this window.

Customs Area

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

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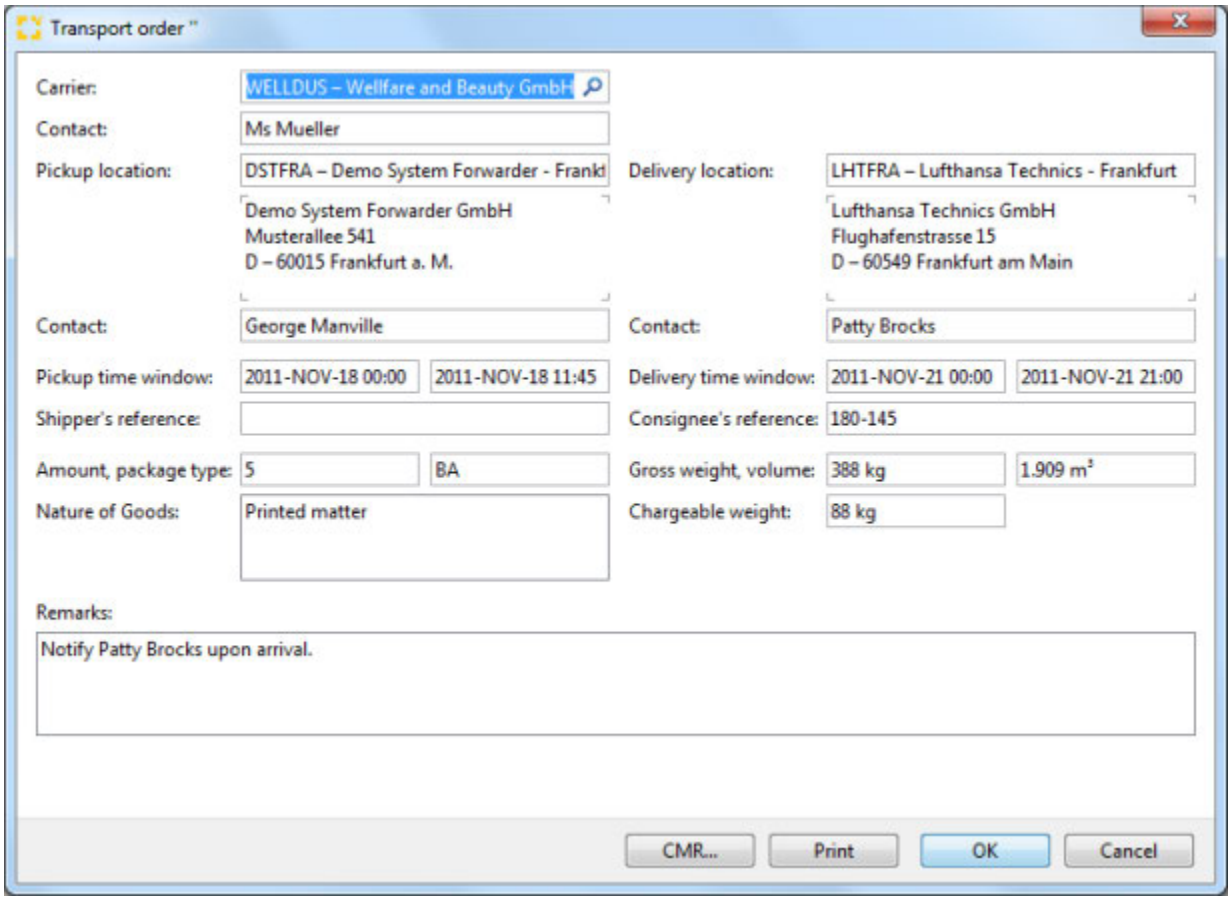
Delivery Order - General - House Shipment - Sea Import

- Introduction
- Description

Introduction

Create and print delivery orders or tranfers to other branches. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Carrier

The trucking company who will transport the consignment. Locate the desired using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a set a pickup or delivery addresses link have been stored for this partner, these may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup location

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the import agent or or the import agent's pickup address. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Delivery Location

The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Pickup time window from/to

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The pick up window dates and times , in which the consignment is to be picked up.

Delivery time window from /to

The delivery window dates and times , in which the consignment is to be delivered.

Shippers reference

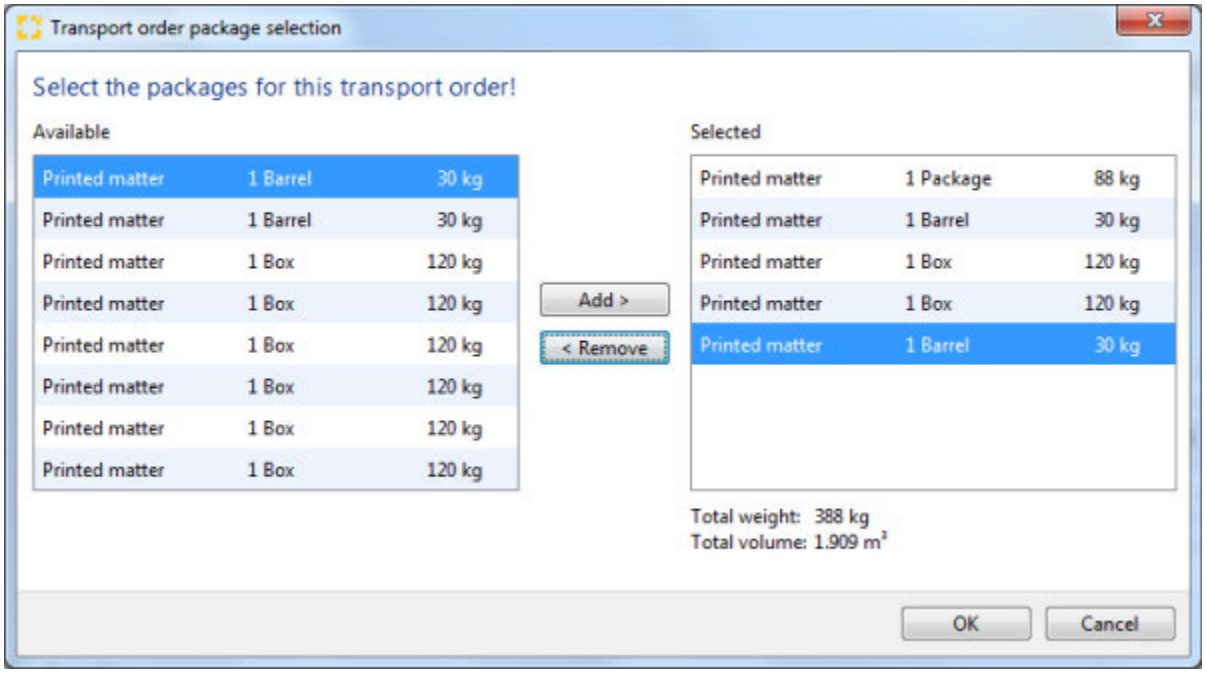
The reference used by the shipper for the consignment.

Consignee's reference

The reference used by the consignee for the consignment.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

> Package selection is only available if the packages have been defined in the package editor of the shipment entry

Gross weight, Volume

The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Customs orders

When customs details are entered in the main shipment, the "Customs orders" function is available. All the customs orders created on the main shipment will be visible. Use the check box to indicate which customs orders should appear on the delivery order.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

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Include Shipment Details in printout

check the box to include greater shipment detail on the printed delivery order.

CMR...

Open the CMR editor to create in international road transport order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Goods - House Shipment - Seafreight Import

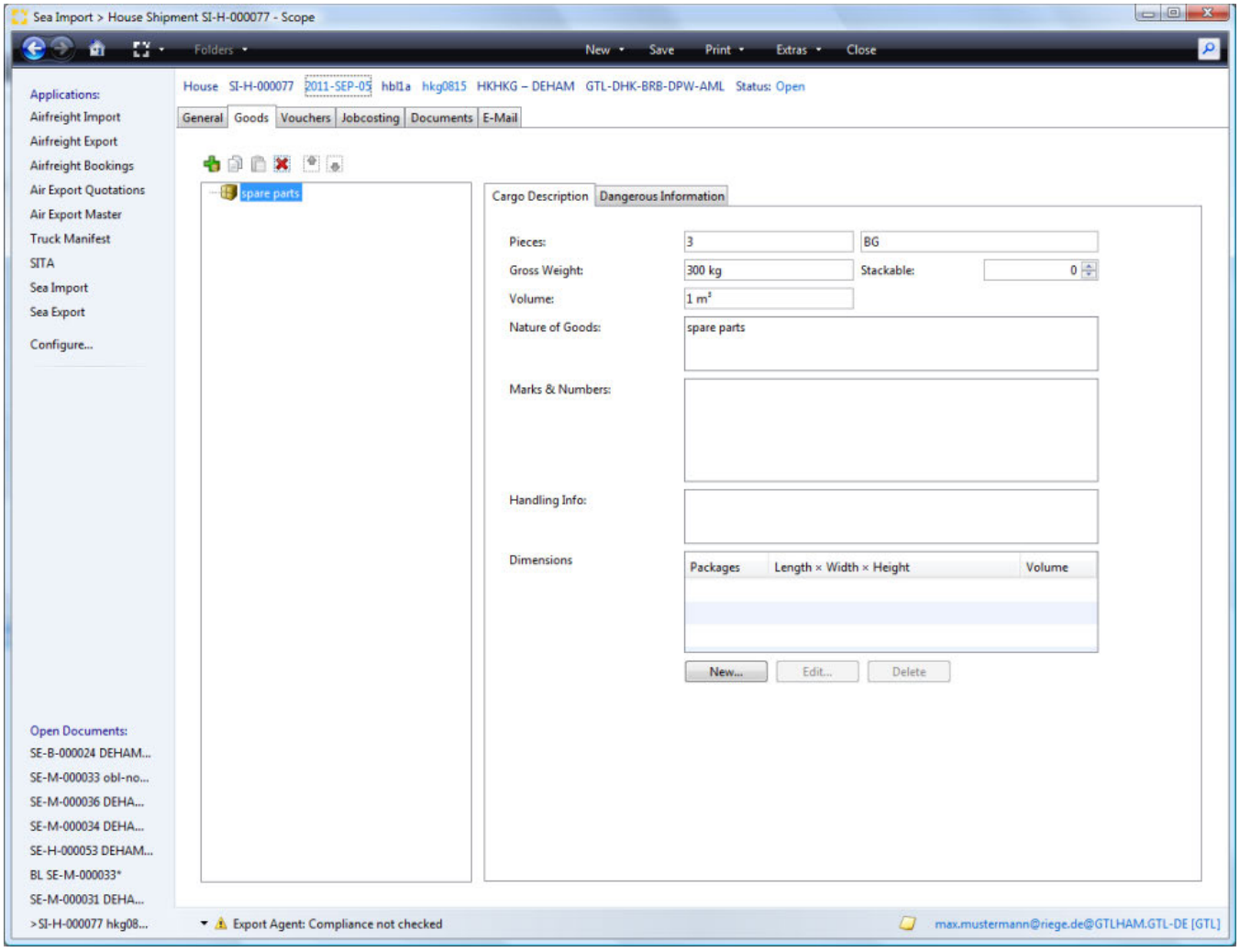
- Introduction
- Description

Introduction

The tab *Goods* shows a summary of all goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods including any dangerous goods information .

Description

The_goods tab_ presents the cargo information with the individual packages on the left and the corresponding details of each package appears on the right as each package is highlighted.



Packages
Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
    New
    Edit

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Delete.

Packages

The packages from the General tab will default as the shipment cargo. This can be edited, or split into individual packages using the action icons:

Symbol	Action
	Adds new cargo.
	Removes the highlighted cargo
	Moves the highlighted cargo up the list.
	Moves the highlighted cargo down the list.

Pieces

The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.

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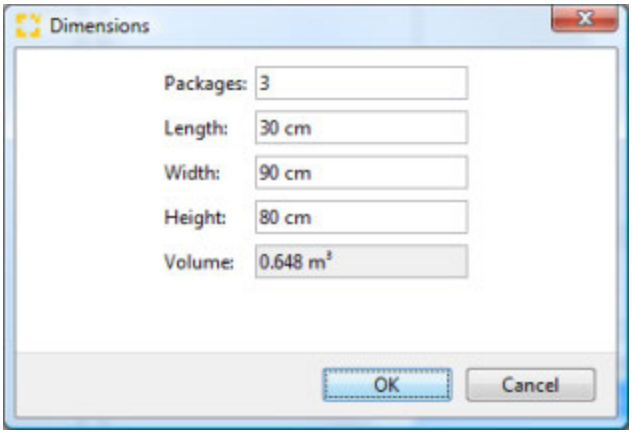

Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Cargo Description - Goods - House Shipment - Seafreight Import

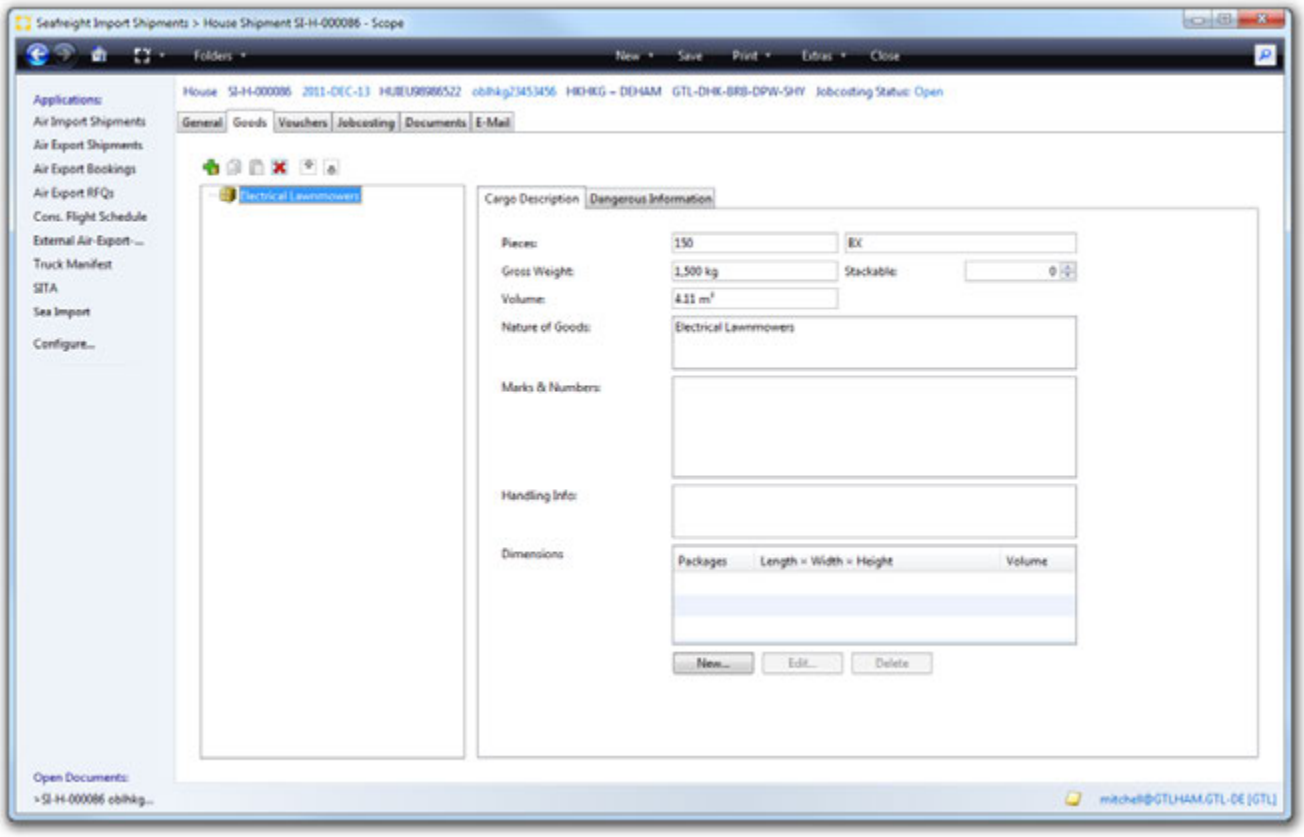
- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

Pieces

The exact number of pieces.

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Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

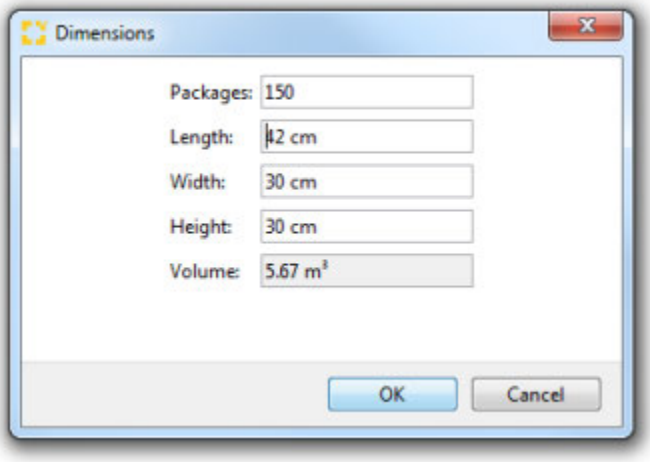
Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

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Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - House Shipment - Seafreight Import

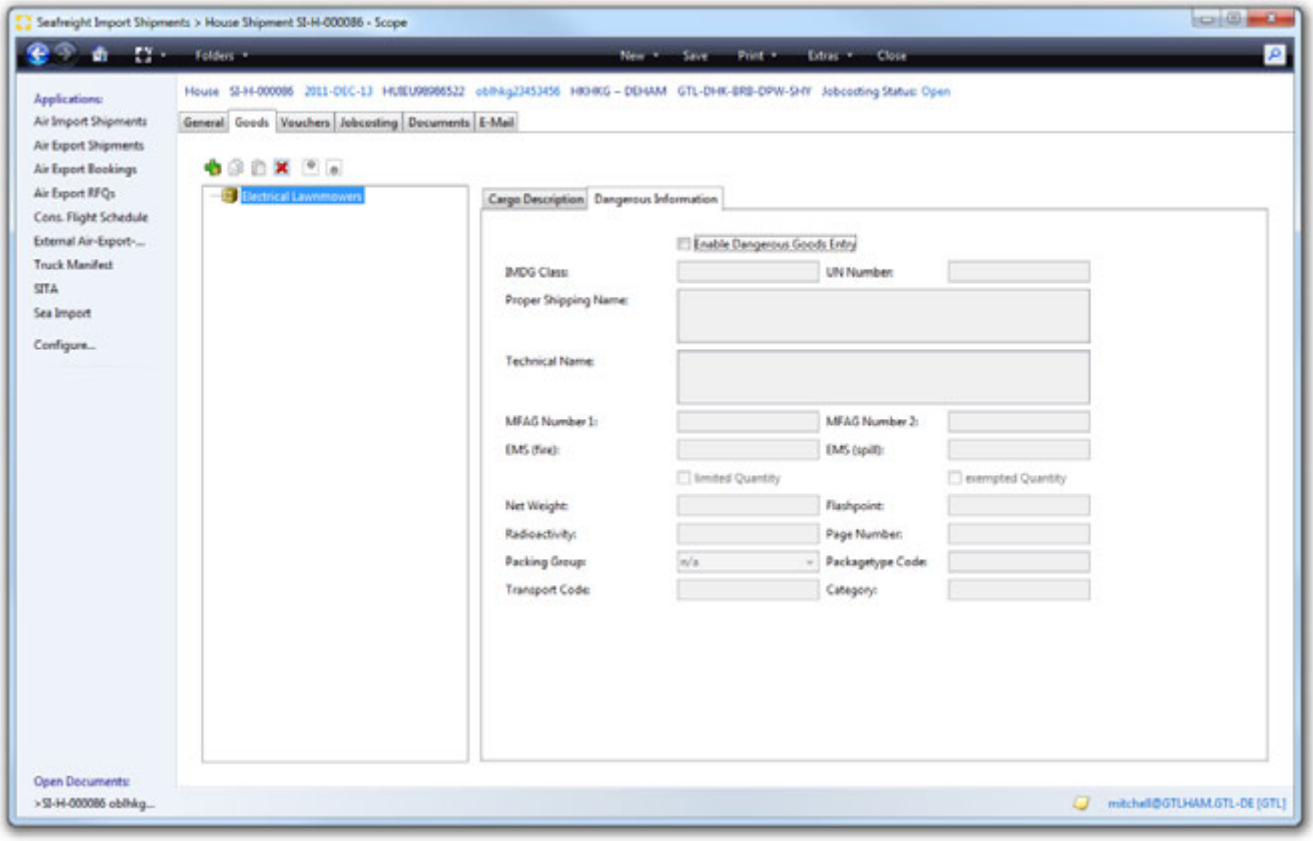
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight
Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code

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Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

The page of the hazard data sheets.

Packing Group

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The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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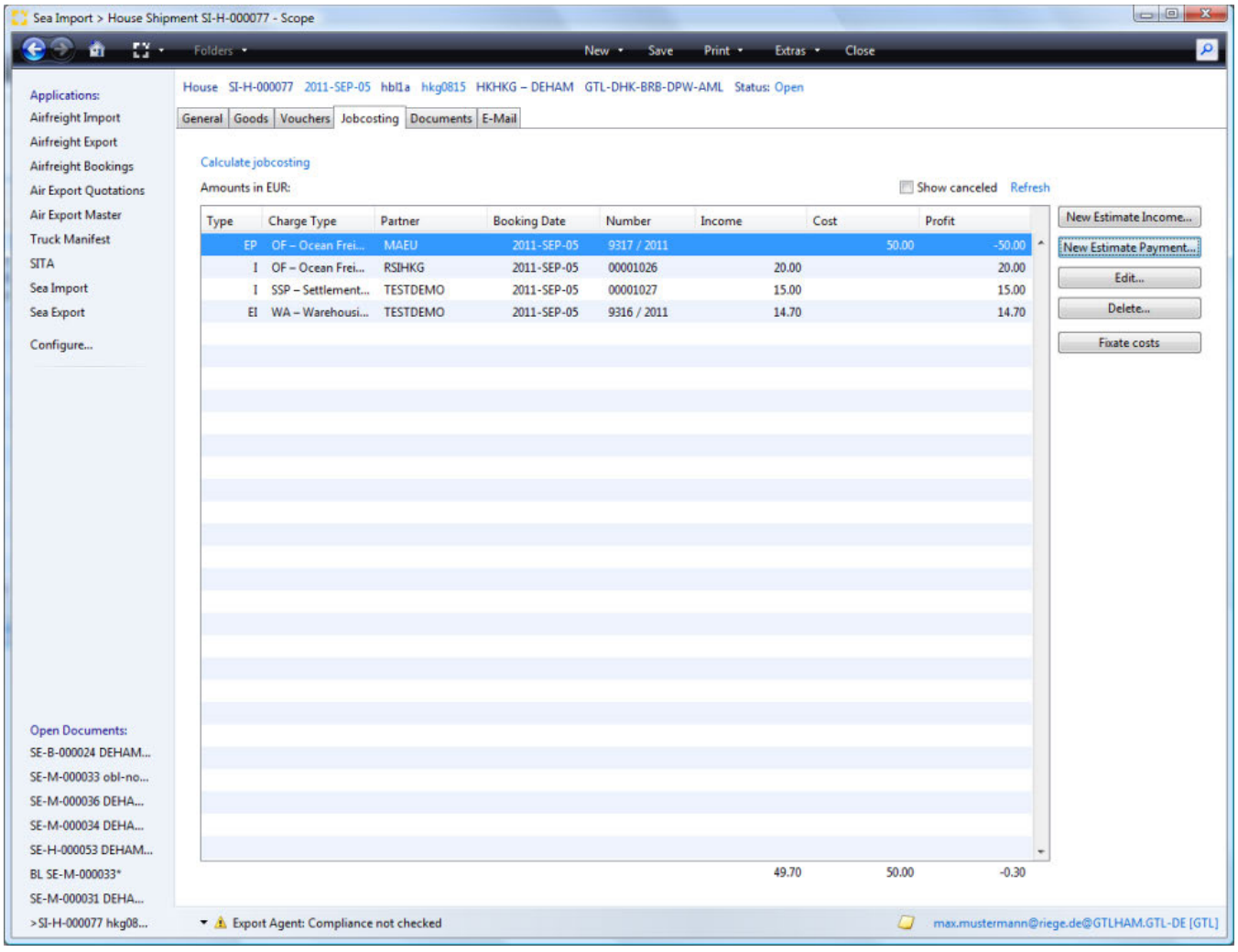
Jobcosting - House Shipment - Seafreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Calculate jobcosting
Show Cancelled
Refresh
New Income
New Expense
Edit
Delete
Turnover in local currency
Charges Editor

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Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

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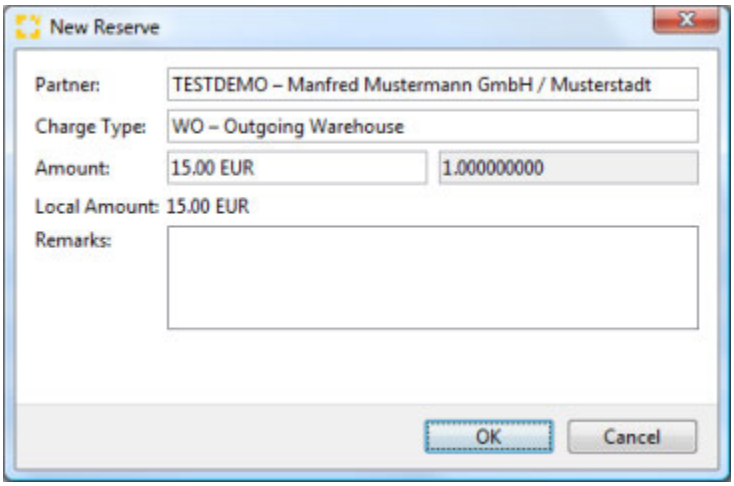
Cost or expenses amount.

Profit

The profit of the line item.

Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - House Shipment - Seafreight Import

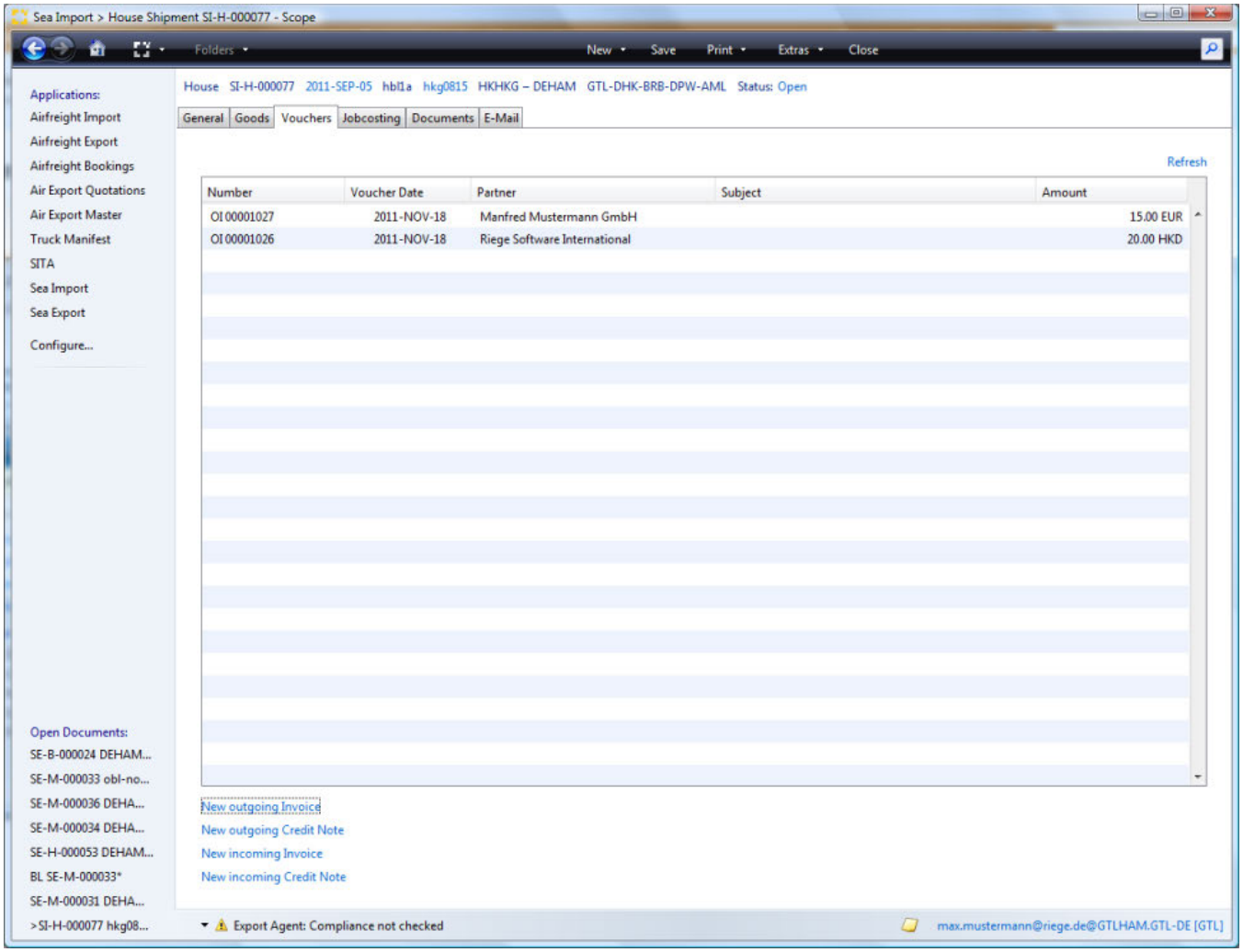
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



- Main menu bar and title bar
- Overview
- New Outgoing Invoice
- New Outgoing Credit Note
- New Incoming Invoice
- New Incoming Credit Note
- Refresh
- Table columns
  - Number
  - Voucher Date
  - Partner
  - Subject
  - Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Super-House Shipment - Seafreight Import

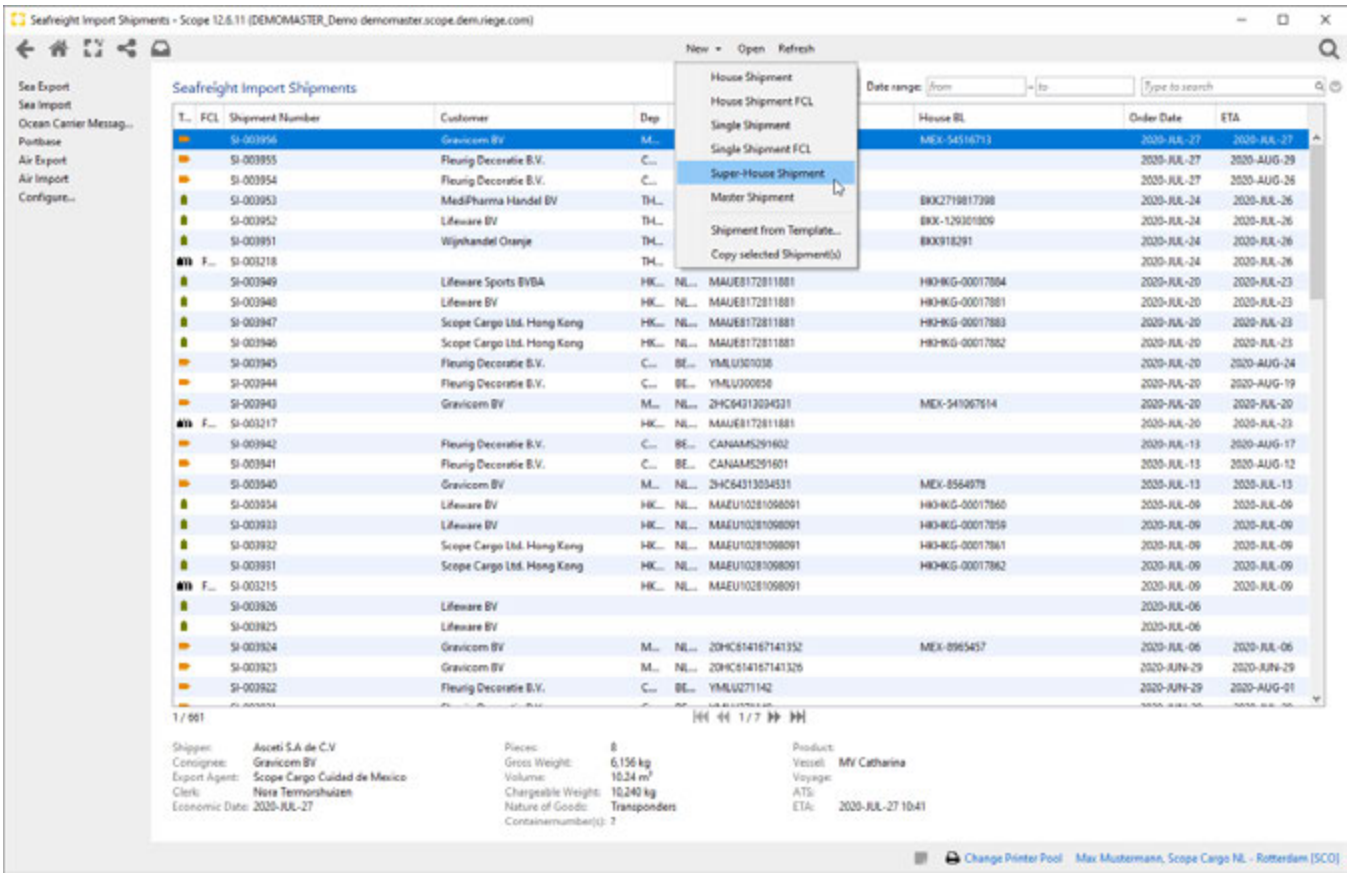
Introduction

The application Super House Shipment Seafreight Import enables the consolidation of regular House shipments to a Super House Shipment. The purpose of a super house shipment is to combine House shipments in such a way that the quantity (weight / volume) enables cost-effective transportation for your customer.

> **Information**
>
> The application of a Super-House Shipment FCL for Seafreight Import Shipments has not yet been implemented in Scope.

Description

With the program action *New* in the Seafreight Import Shipments home view the input dialog for the *Super-House Shipment* can be opened.



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(a) General - Super-House-Shipment - Seafreight Import

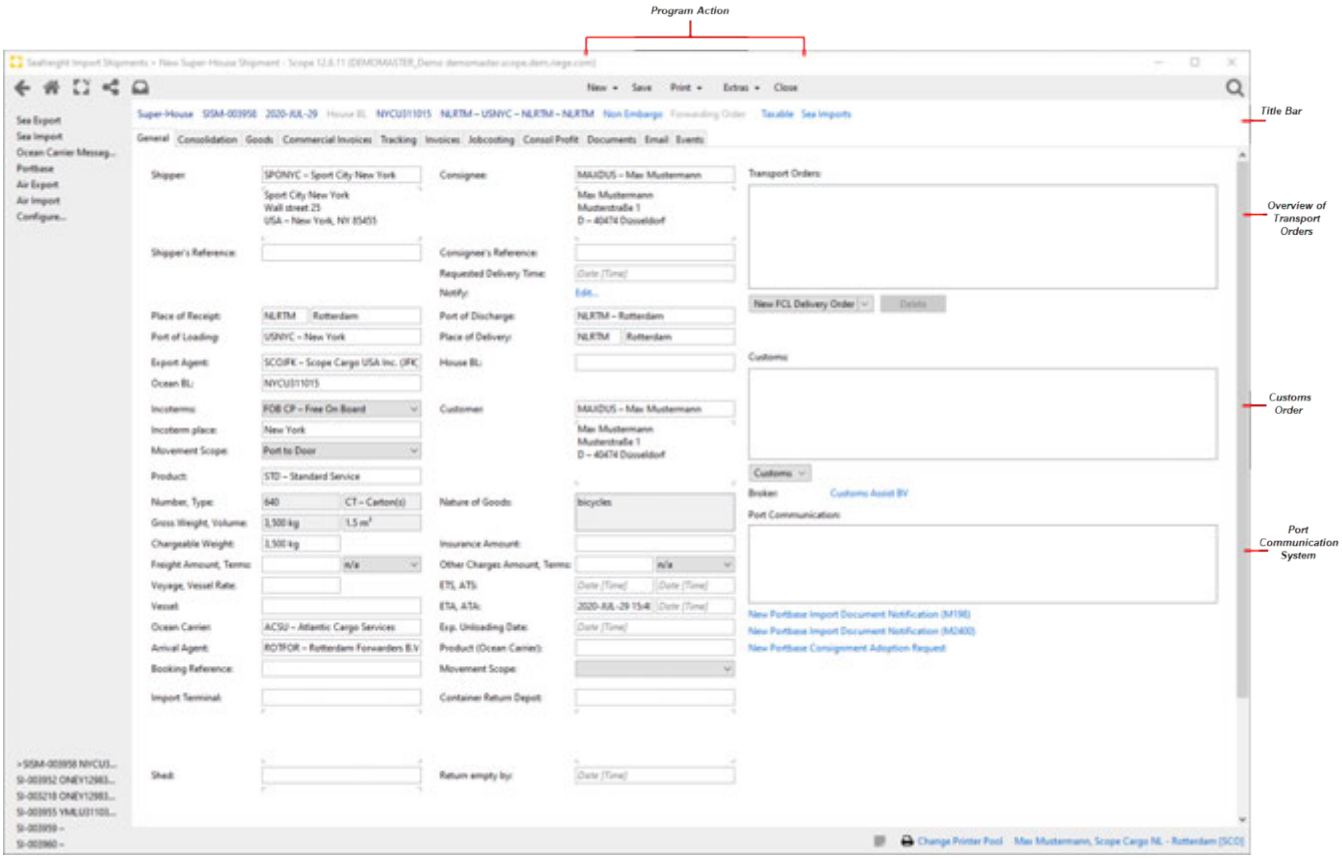
- Introduction
- Description

Introduction

General shipment data of the Super House Shipment can be entered here in the General Tab. The weight and the number of packages of the Sub-House Shipments will automatically be transferred to the corresponding field.

Description

- Program Action
- Title Bar
- Field Description
- Transport Orders
- Customs
- Port Communication



Program Action

New

- New FCL Delivery Order

Opens the window *New Container Delivery Order.* Data for FCL Delivery Order can be entered here.

- New Delivery Order

Opens the window New Delivery Order. Data for a Delivery Order can be entered here.

- New Customs Order

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Opens the window New Customs Order to enter the data and create a new Customs Order.

Save

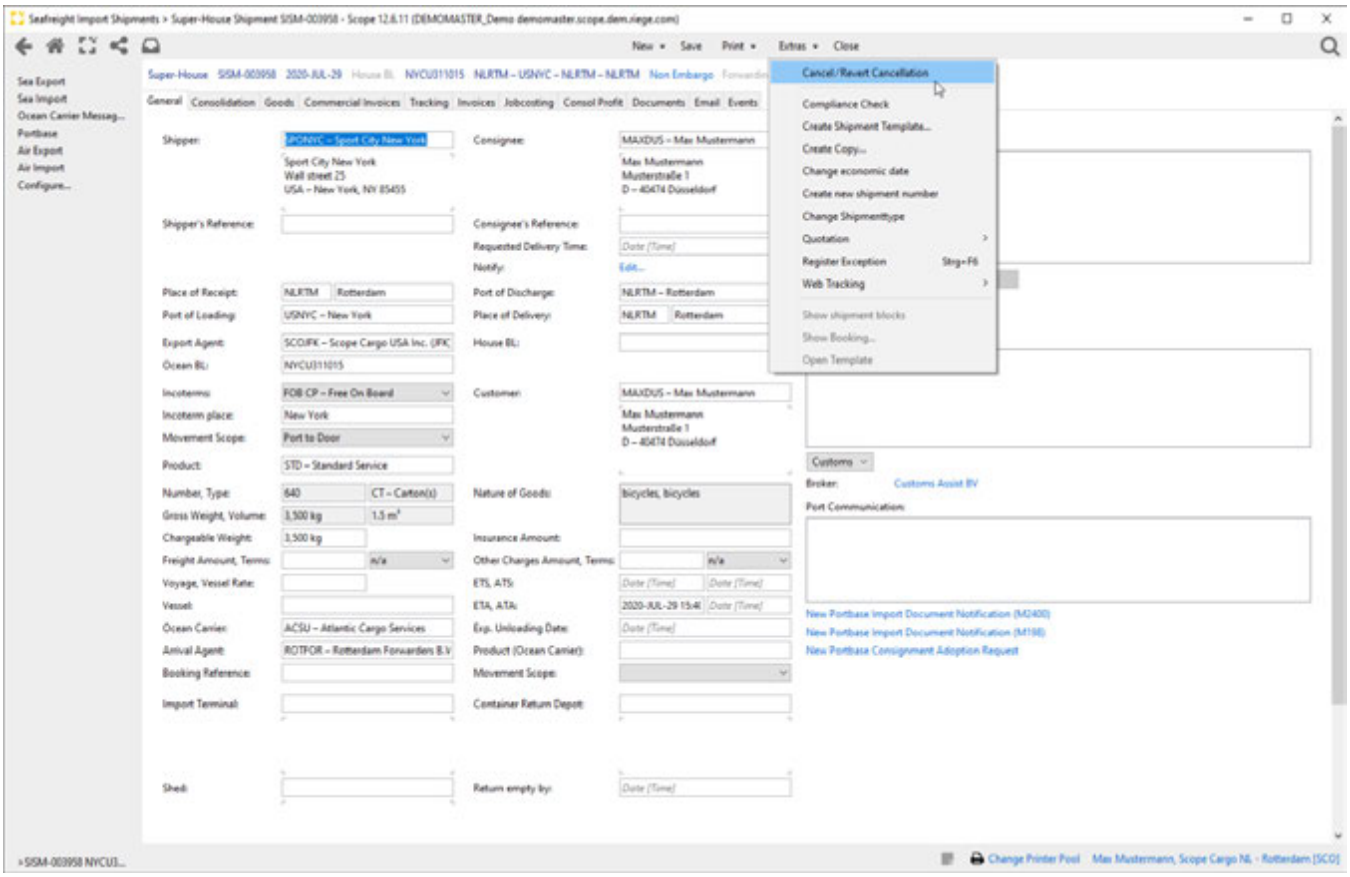
The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case, then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command, the required documents can be printed. Currently the following documents are available:

- Filecover
- Order Confirmation
- Notice of Arrival for Shipper, Consignee, for Export Agent, for Customer, for Notify
- Unloading Lists
- Clearing Instructions Request
- Delivery Note
- Release Order
- Claim Notification
- Shipment Labels
- Quality Report

Extras



- Cancel/Revert Cancellation

This function cancels a shipment or cancels the cancellation of a shipment. See details here Cancel/Revert Cancellation

- Compliance Check

Opens the *Check Compliance* Screen. In this Screen all critical addresses related to the shipment will be displayed and can be checked.

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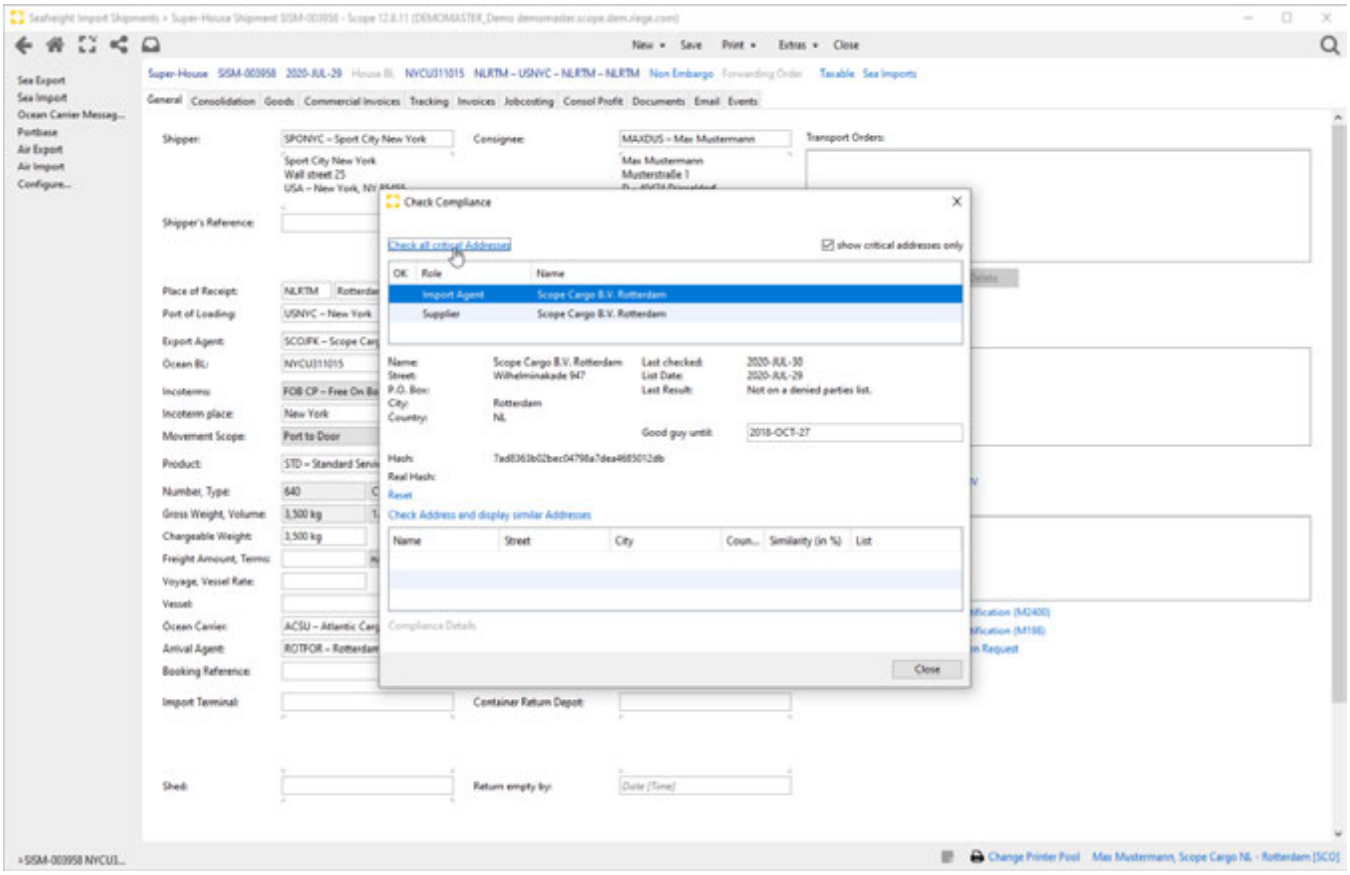

- Create Shipment Template...

This program action opens the screen *Create Template*. The button *Proceed* opens the shipment template editor.

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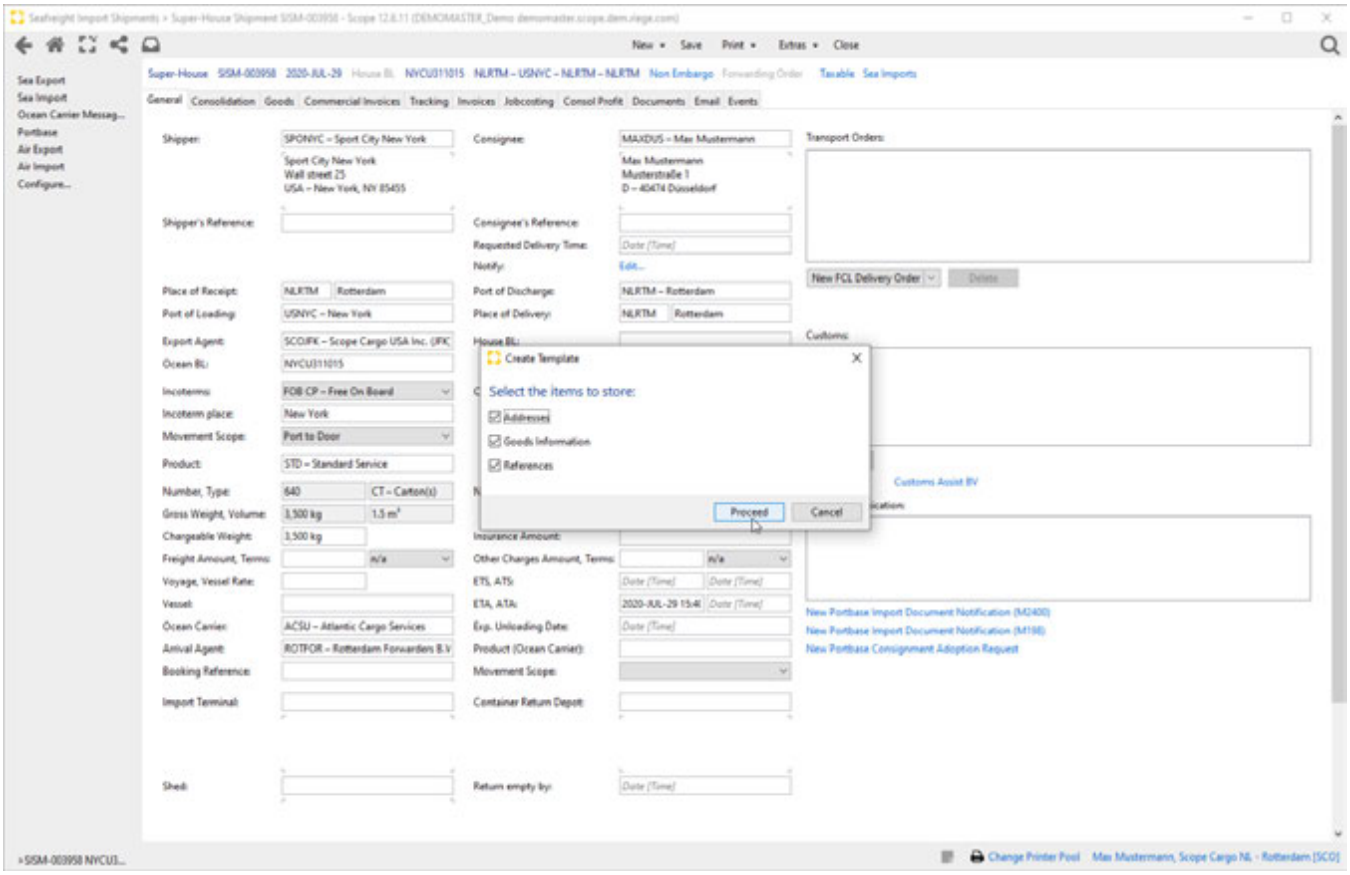
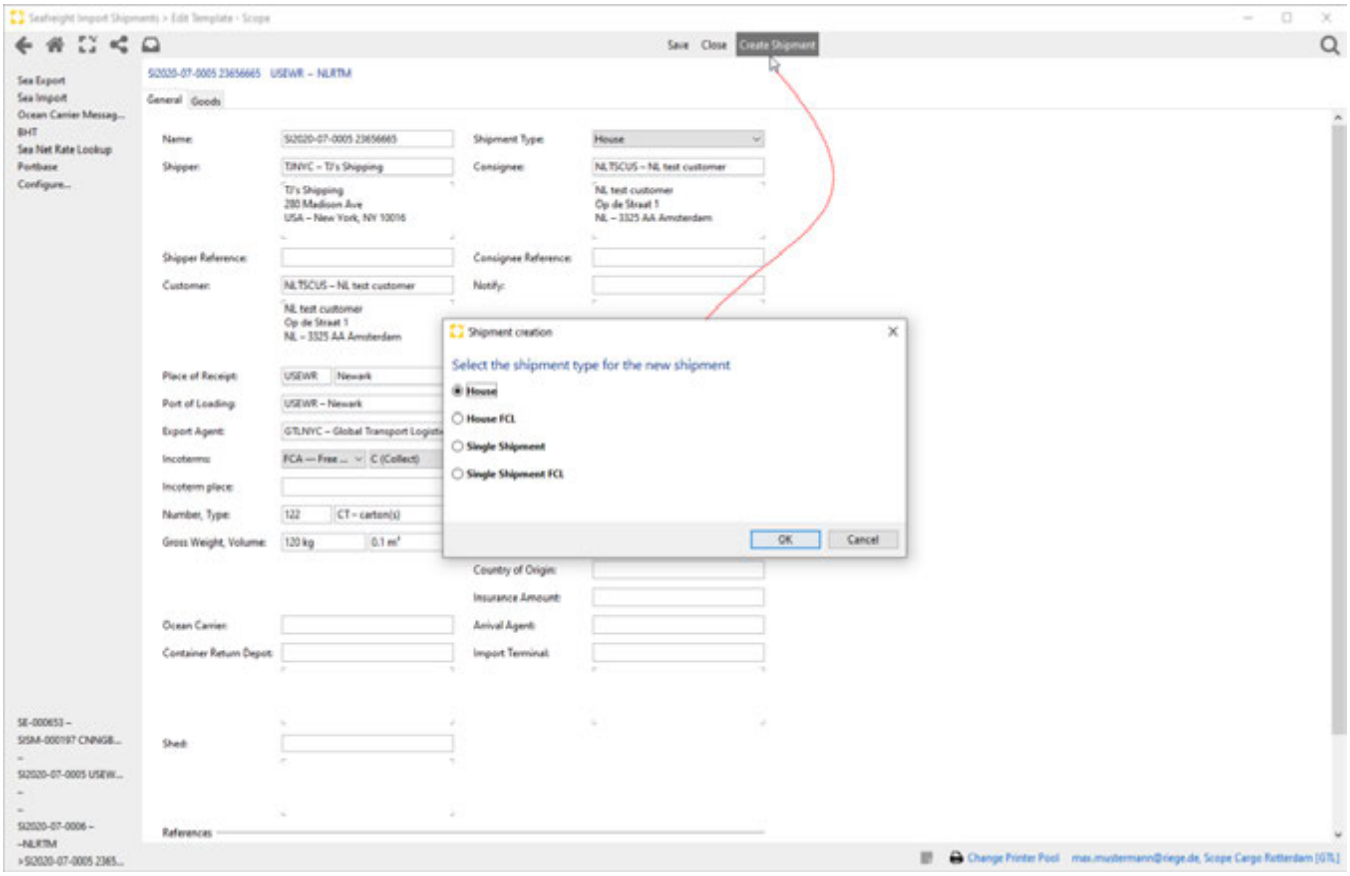


In the shipment template editor, a *new type of shipment* can be chosen and the button *Create Shipment* opens the editor shipment creation where the available shipment types for templates (House, House FCL, Single Shipment, Singe Shipment FCL) can be chosen.



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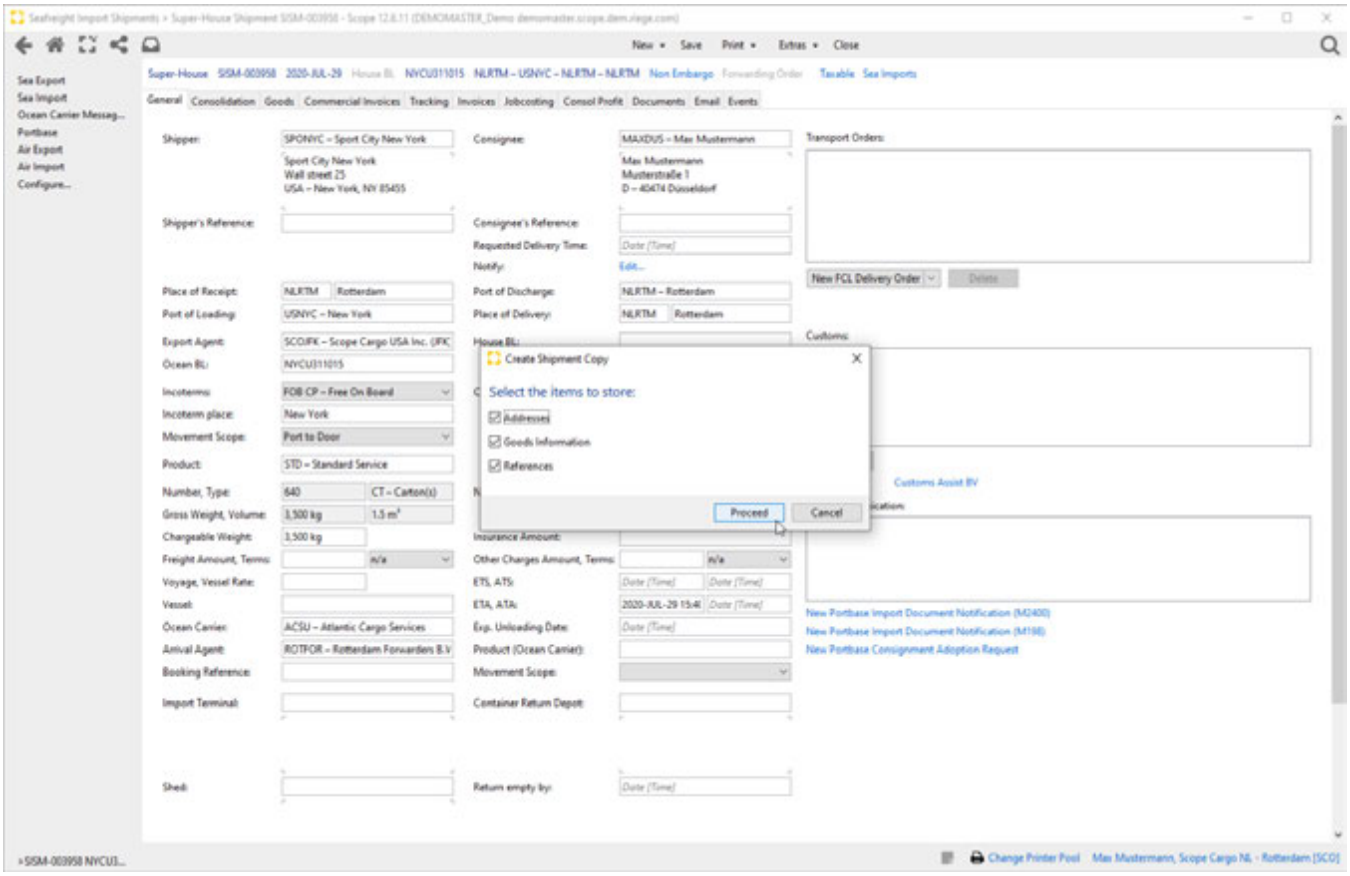
- Create Copy...

This program action opens the screen *Create Shipment Copy*, where the items to be stored can be selected. The button Proceed will confirm the creation of a copy.



- Change economic date

This function opens the screen economic date, where the economic date can be changed.

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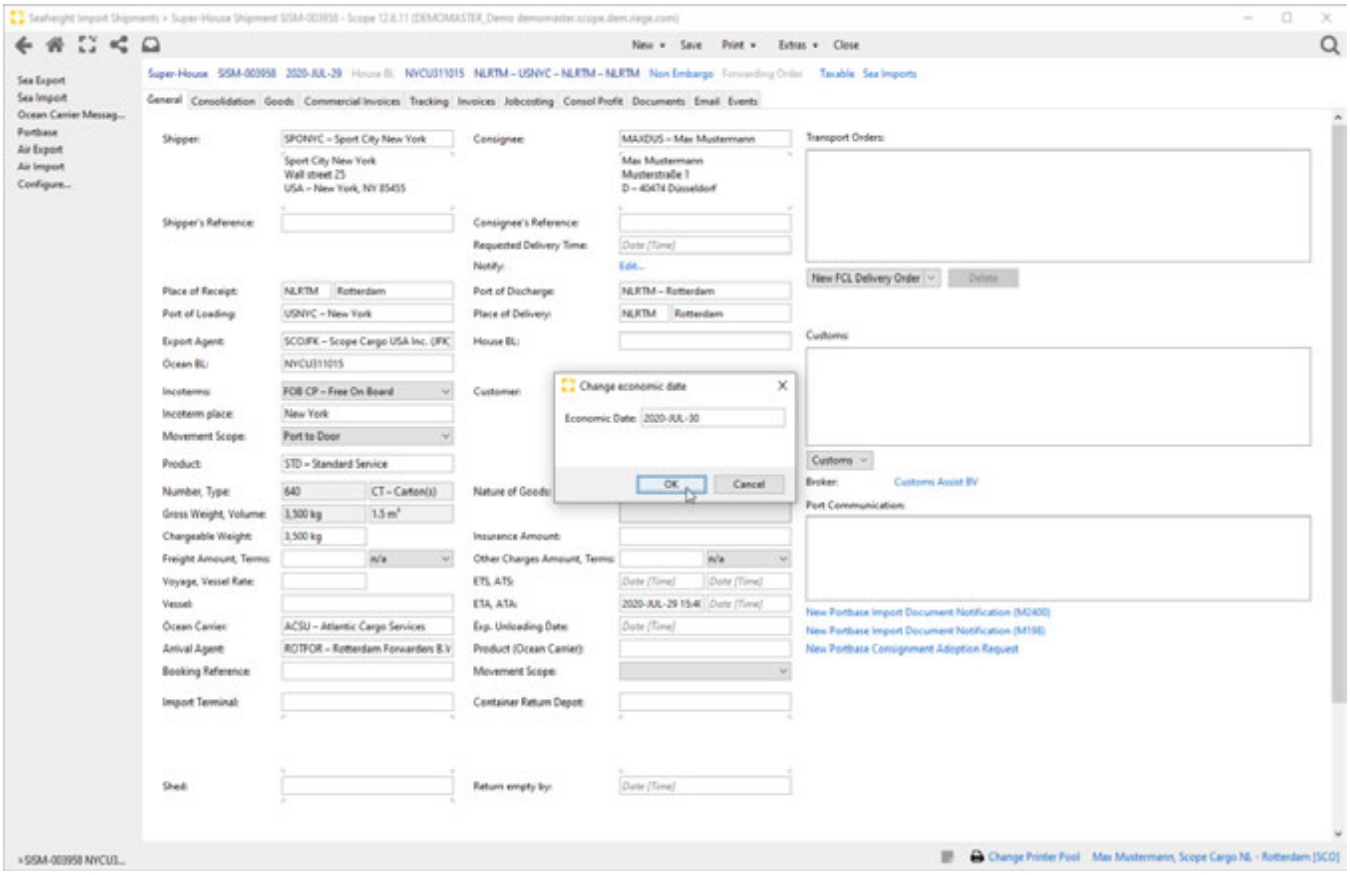

- Create new shipment number

This program action opens the screen *Create new shipment number.* With the button *Create* a new shipment number will be generated.

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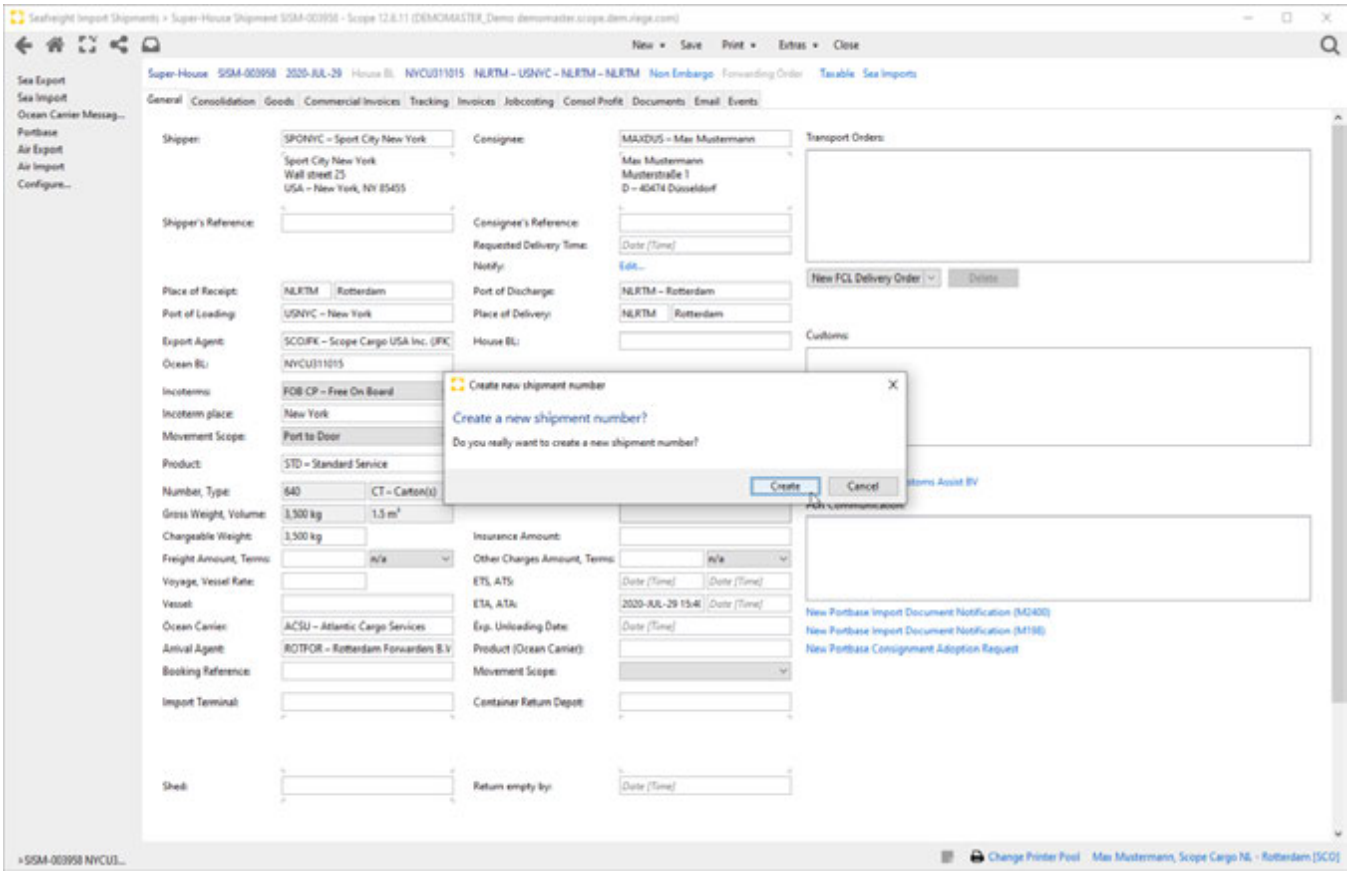

- Change shipment type

This function opens the screen *Change shipment type* where another available shipment type can be chosen, if the function is supported.

- Quotation

This function can Show, Link or Unlink a quotation for the shipment.

- Register Exception

With this action, exceptions can be created. These represent additional information about the milestones.

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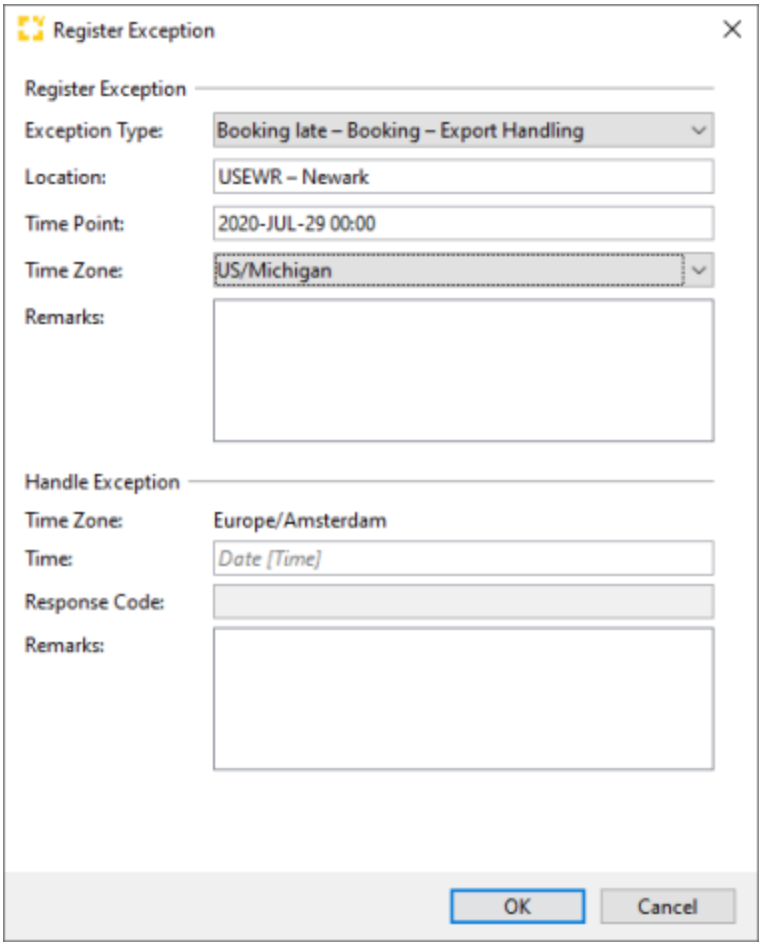

- Web Tracking

Via web tracking, a URL can be copied, or a program can be opened directly in anonymized web tracking.

- Show shipment blocks

Releases a lock, confirming outstanding payments have been received. See also Top features 12.0

- Show booking...

Opens an existing booking for the shipment.

- Open Template

opens the template that created the shipment

Close

Closes the current entry. If this has not been saved an inquiry box will appear asking if the changes made should be saved.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- Type of shipment
  Type of shipment. For this is Super-House
- Shipment number
  Assigned by the system after the shipment has been saved for the first time.
- Economic date
  The date can be changed via Extras - Change economic date.
- House BL Number
  House BL Number entered in the field House BL of the shipment.
- Ocean BL
  Ocean BL number entered in the field Ocean BL of the shipment.
- Departure port - Destination port
  Departure and destination of the shipment.

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- Non Embargo, Approve Embargo
  Embargo Status set due to destination
- Forwarding Order
  Link to a connected Forwarding Order
- Taxability (e.g. "tax-free Export")
  Actionlink indicates the Taxability type and can also be used to change to a new taxability type
- Cost Center (e.g. Sea Import)
  By clicking on this action link, the user will be able to change the Cost Center of the shipment.

Field Description

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Shipper`s reference

Shipper´s reference can be entered here

Consignee`s reference

Consignee`s reference can be entered here

Requested Delivery Time

A requested delivery time can be entered here

Notify

The party to be Notified when the shipment arrives. If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Edit Notify

With this action link the editor to add a notify address can be opened. The notify address can be located by using the search field. The context menu of the Partner field provides options for new document addresses to be created or existing document addresses may be edited. In the master data of the partner, if the partner has the role Forwarding Customer applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partner is used in any shipment where this partner is the recipient (consignee).

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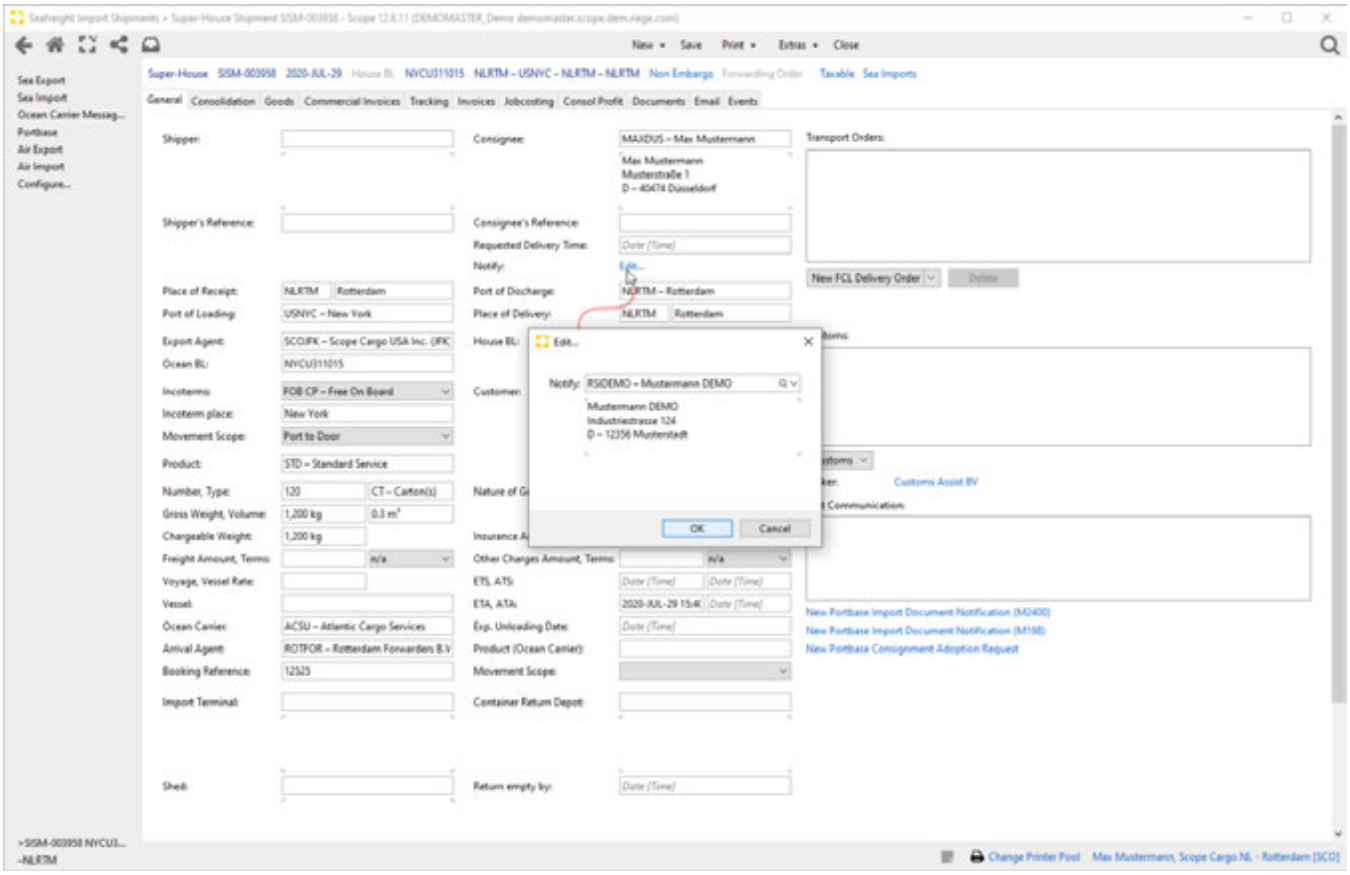
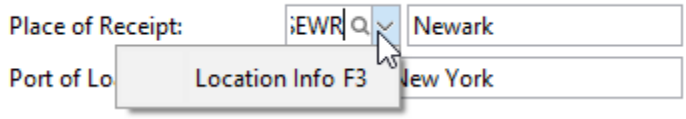


Place of receipt

UNlocode of the place of receipt. The context menu or F3 will open a corresponding map.



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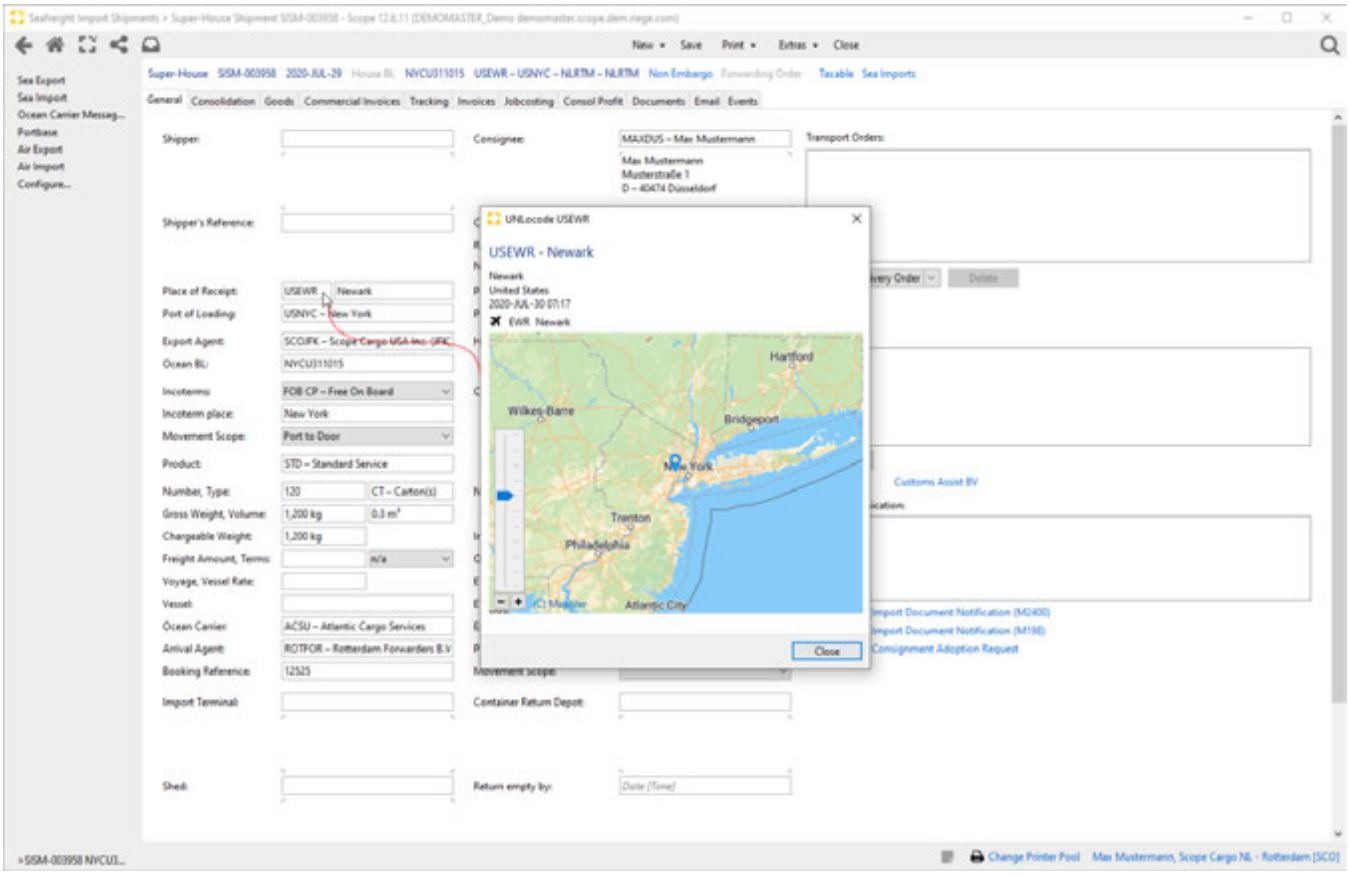

Port of Discharge

Port of Discharge of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Port of Loading

Port of Loading (Departure) of the shipment. The UNLocodes and the full name of the Port are displayed. Either of these can be entered to launch an automatic field search function that will display all ports of destination. The context menu or F3 will open a corresponding map.

Place of Delivery

UNlocode of the place of delivery. The context menu or F3 will open a corresponding map.

Export Agent

The station responsible for consolidating and dispatching the cargo. The desired agent may be found with the search field function.

House BL

Number of the House BL of the shipment

Ocean BL

Number of the Ocean BL of the shipment

Incoterms

The delivery terms for the shipment. The drop-down menu will open a list of all available Incoterms Codes. The Incoterm fills the value of the fields Movement Scope and Customer automatically, as they determine which costs are charged for the sender (backward) or for the recipient (forward).

Incoterms Place

The place name referenced by the incoterms.

Customer

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Generally, the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Movement Scope

Movement Scope of the shipment.

Product

The drop-down menu will open a list of all available Products. The Products must be defined in the master data Forwarding Selling Products.

Number, Type

Total number and type of pieces in the consignment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super House Shipment.

Gross weight, volume

Total gross weight and volume of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Chargeable Weight

Total chargeable weight of the shipment. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Nature of goods

Description of Goods. Field will be filled automatically with the data of the Sub-House Shipment, consolidated to the Super-House Shipment.

Insurance Amount

Amount for an insurance of the freight can be entered here.

Freight Amount, Terms

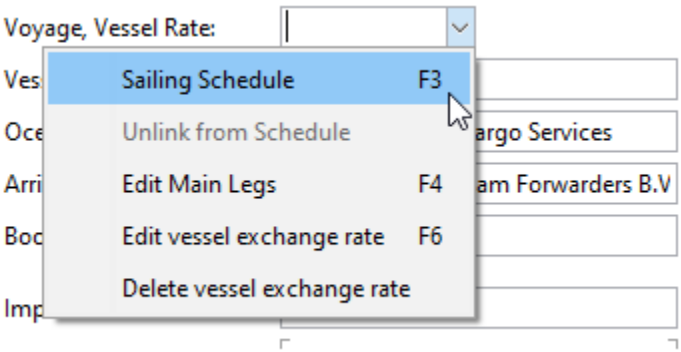
Amount agreed for the freight transport costs. In the field terms value Prepaid, Collect or n/a can be set by the drop-down menu.

Other Charges Amount, Terms

Amount agreed for the other charges freight transport costs. In the field terms value Prepaid, Collect or n/a can be set by the drop-down menu.

Voyage, Vessel Rate

Displays the name of the Voyage. With the integrated drop-down menu, a Sailing schedule can be opened, main legs and vessel exchange rates can be edited.



- Find Sailing schedule F3

The option Sailing Schedule or F3 opens a Sailing Schedule.

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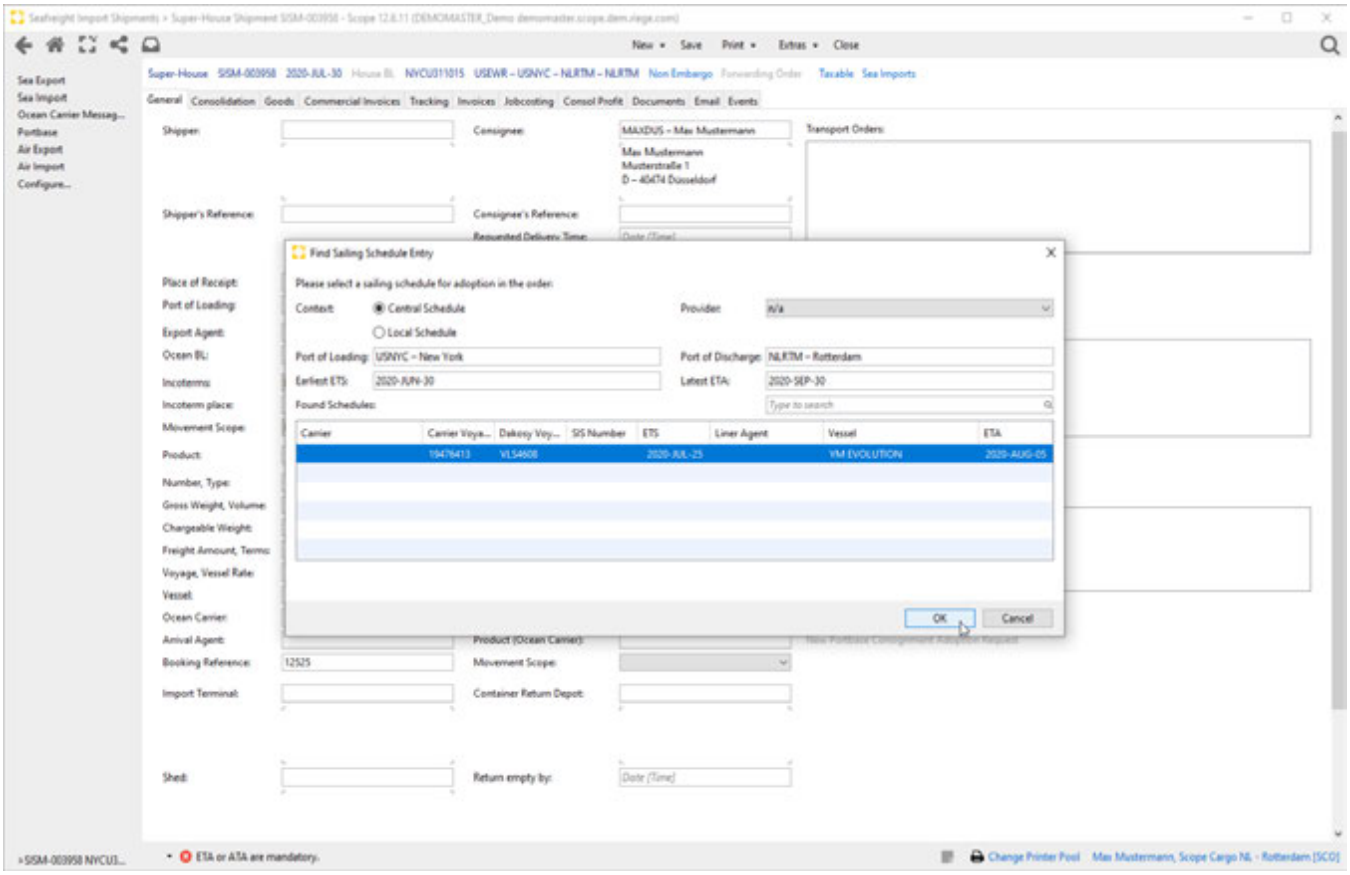
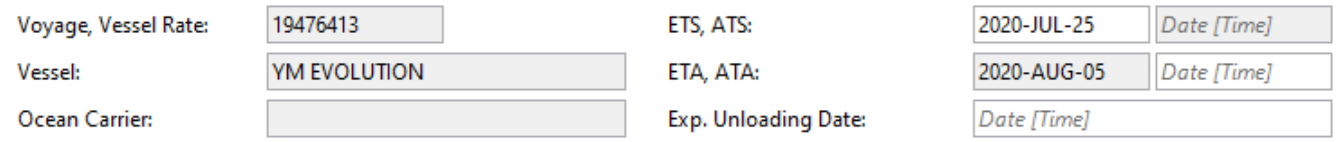


- Select sailing schedule entry

Once the Selection of a sailing schedule entry is confirmed with Ok, all corresponding input fields regarding the voyage will be filled automatically with the chosen sailing schedule entry.



- Unlink from schedule

This function will unlink the shipment from the chosen Selection of from the sailing schedule again and all input fields regarding the main carriage are editable again.

- Edit Main Legs F4

Opens the Edit Main Transport Legs window, where Transport Legs can be added, removed or just edited.

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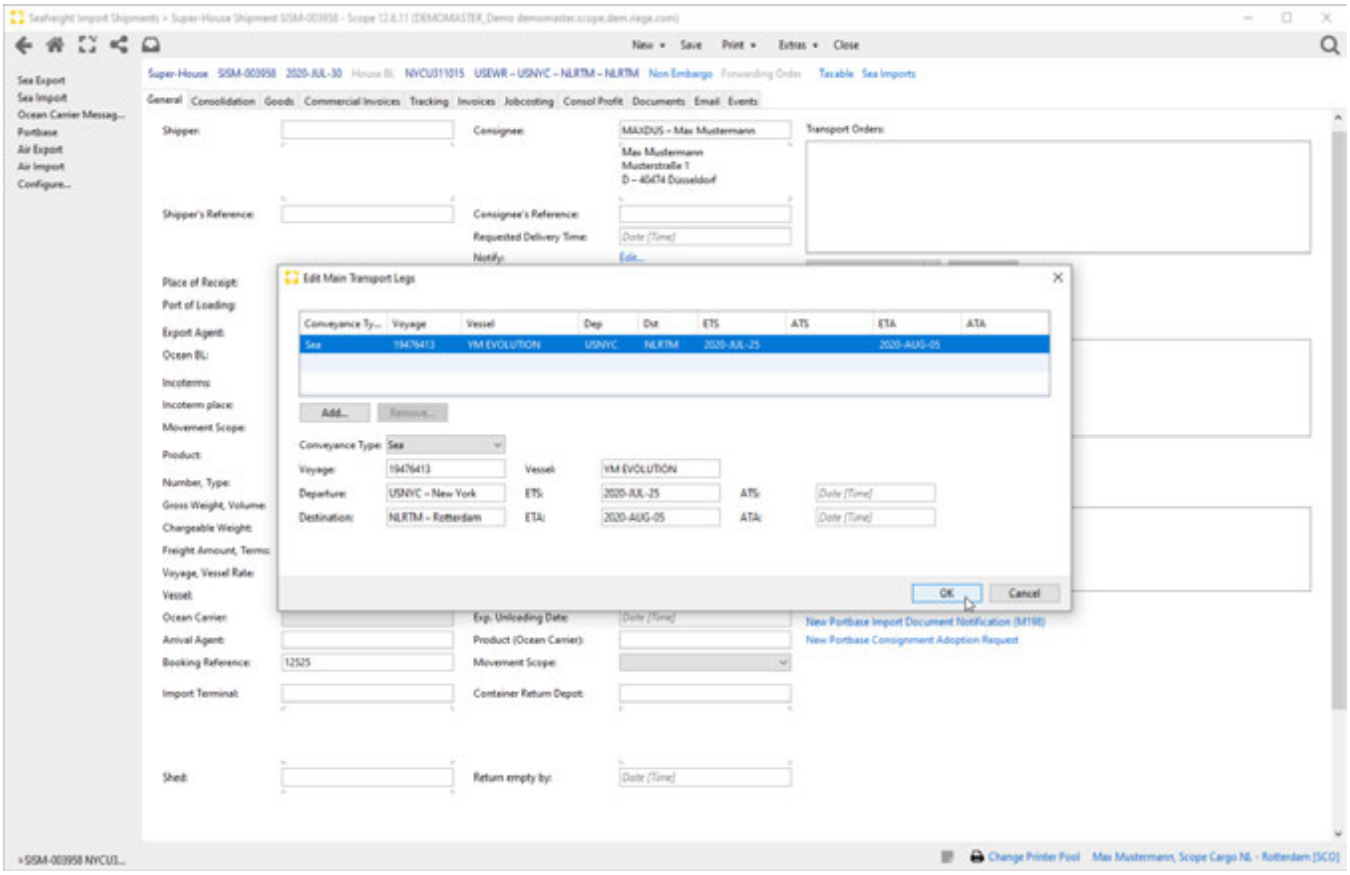
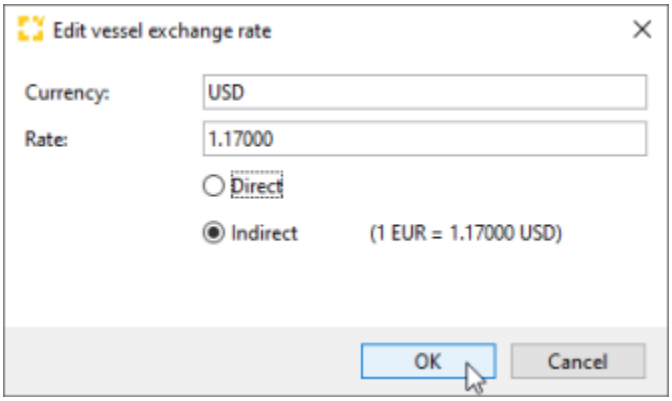
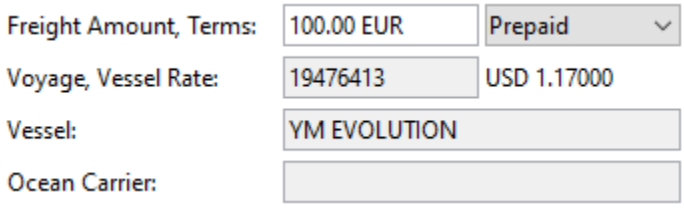


- Edit vessel exchange rate

Opens a window, where the vessel exchange rate can be edited.



Once the exchange rate has been entered, it is displayed next to the input field Voyage, Vessel Rate.



- Delete vessel exchange rate

Will delete an existing vessel exchange rate.

Vessel

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Name of the vessel

ETS, ATS

Estimated and Actual time of departure of the shipment

ETA, ATA

Estimated and Actual time of Arrival of the shipment

Ocean Carrier

Name of the Ocean Carrier

Exp. Unloading date

expected date of the unloading of the shipment

Arrival Agent

Name and Address of the agent at arrival, that can be selected from the partner master data

Product Ocean Carrier

The drop-down menu will open a list of all available Products.

Booking Reference

Booking reference of the shipment

Movement Scope

Movement Scope of the shipment.

Import Terminal

Name and address of the import terminal that handles the shipment. Data can be found with the search field function.

Container Return Depot

Name and address of the container return depot Data can be found with the search field function.

Shed

Name and address of the shed that handles the shipment. Data can be found with the search field function.

Return empty by

Date and time of the return of the empty container to the depot

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

Transport Orders

In this box transport orders will be shown, or can be issued by using the button *New FCL Delivery Order or New Deliver Order,* or deleted by using the button *Delete*.

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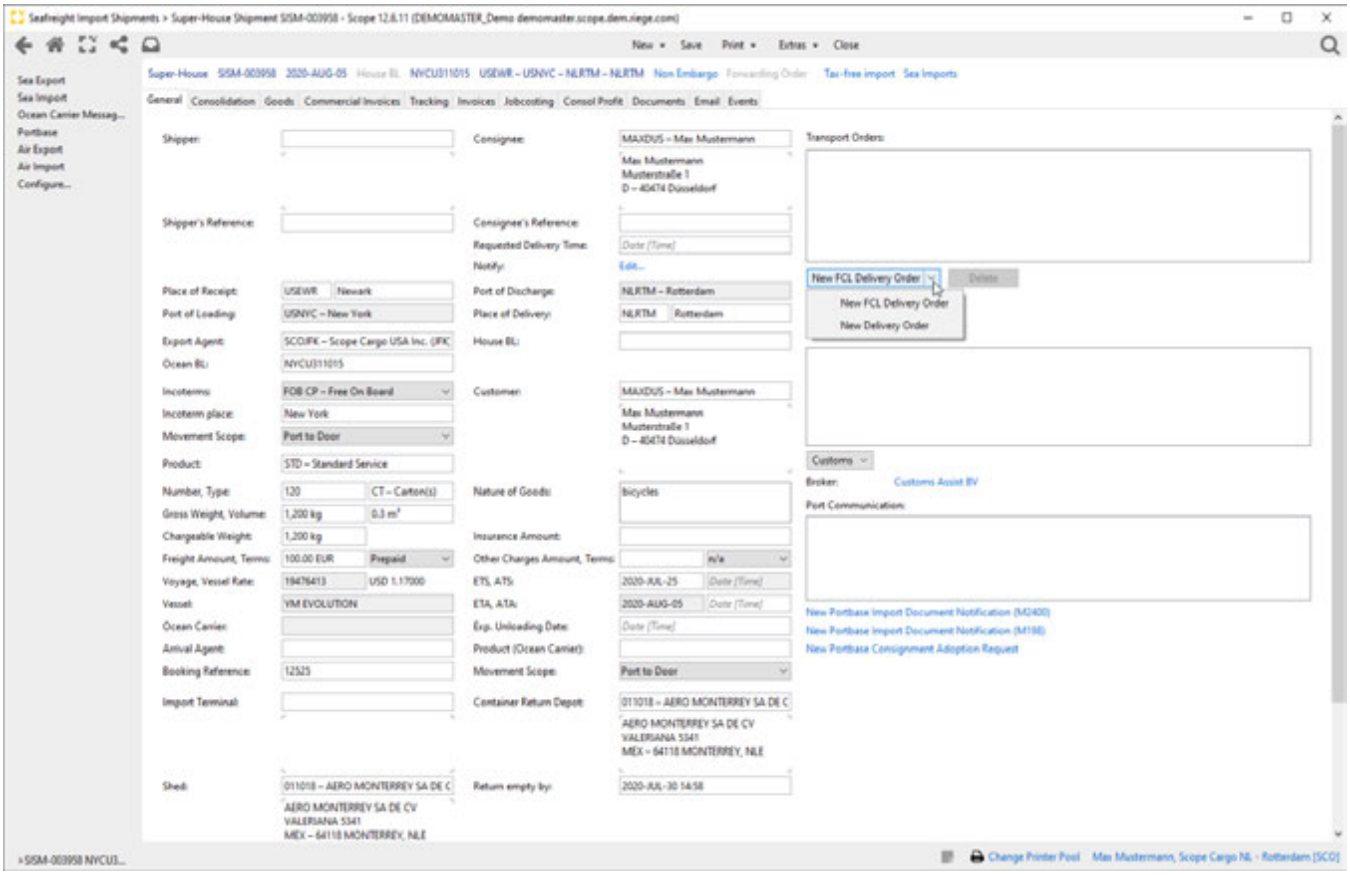

Customs

In the customs area customs declaration can be issued. A new customs order can be opened by using the drop-down menu to select the available options and open the customs order editor.

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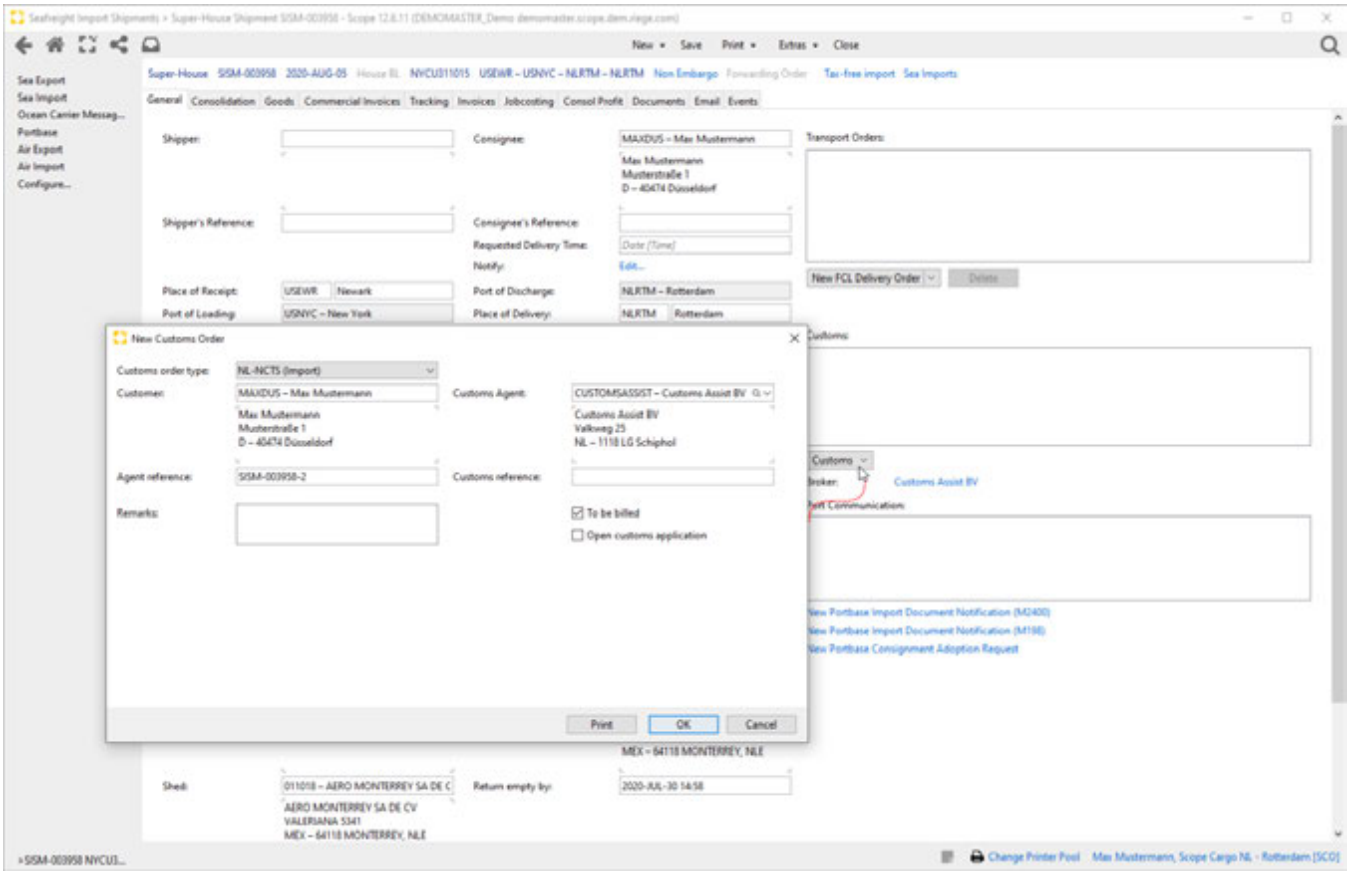

Broker

Actionlink opens the name and address of the customs broker.

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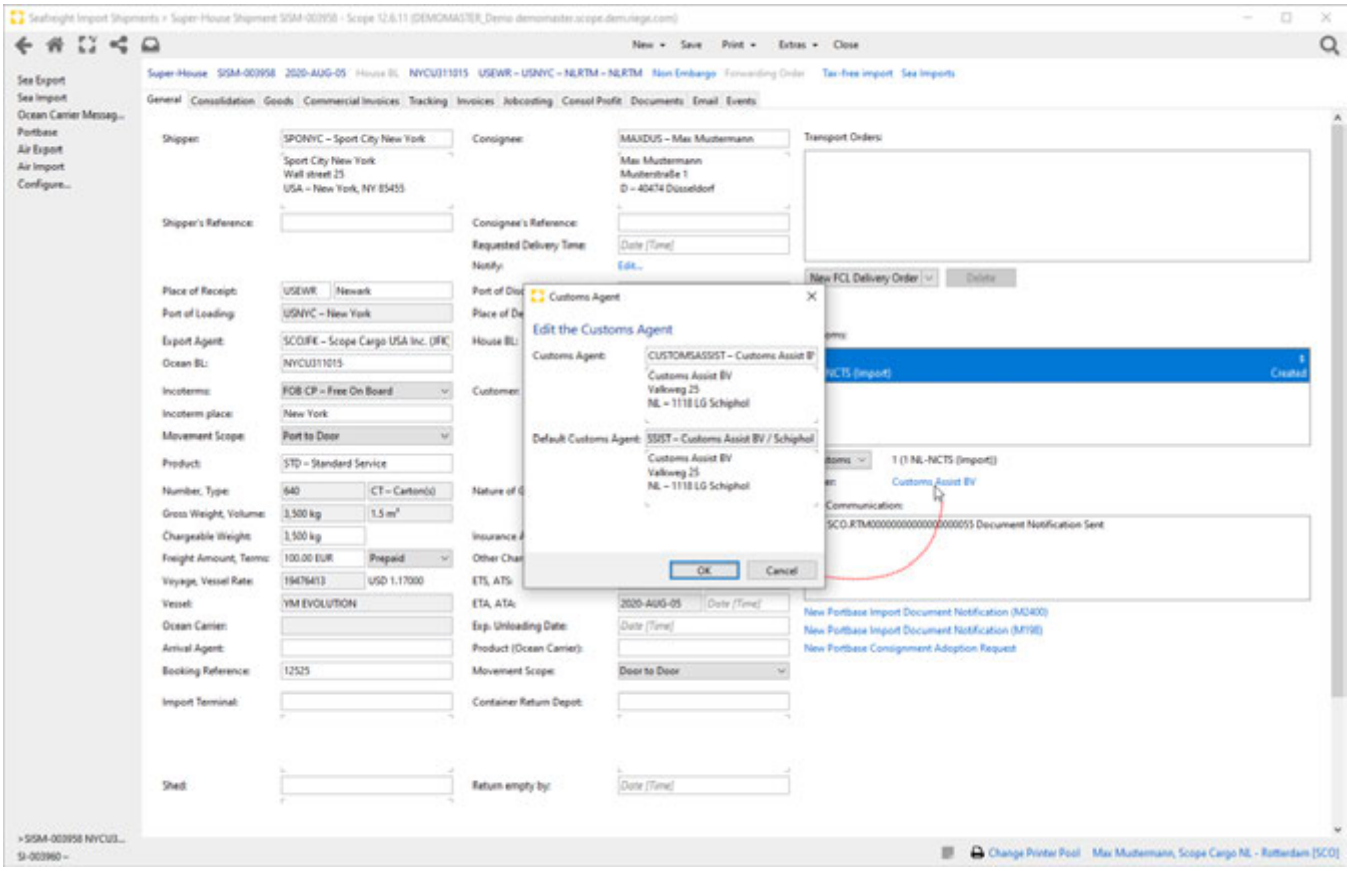

Port Communication

Port Communication area displays and allows creation of electronic export information within the port communication system.

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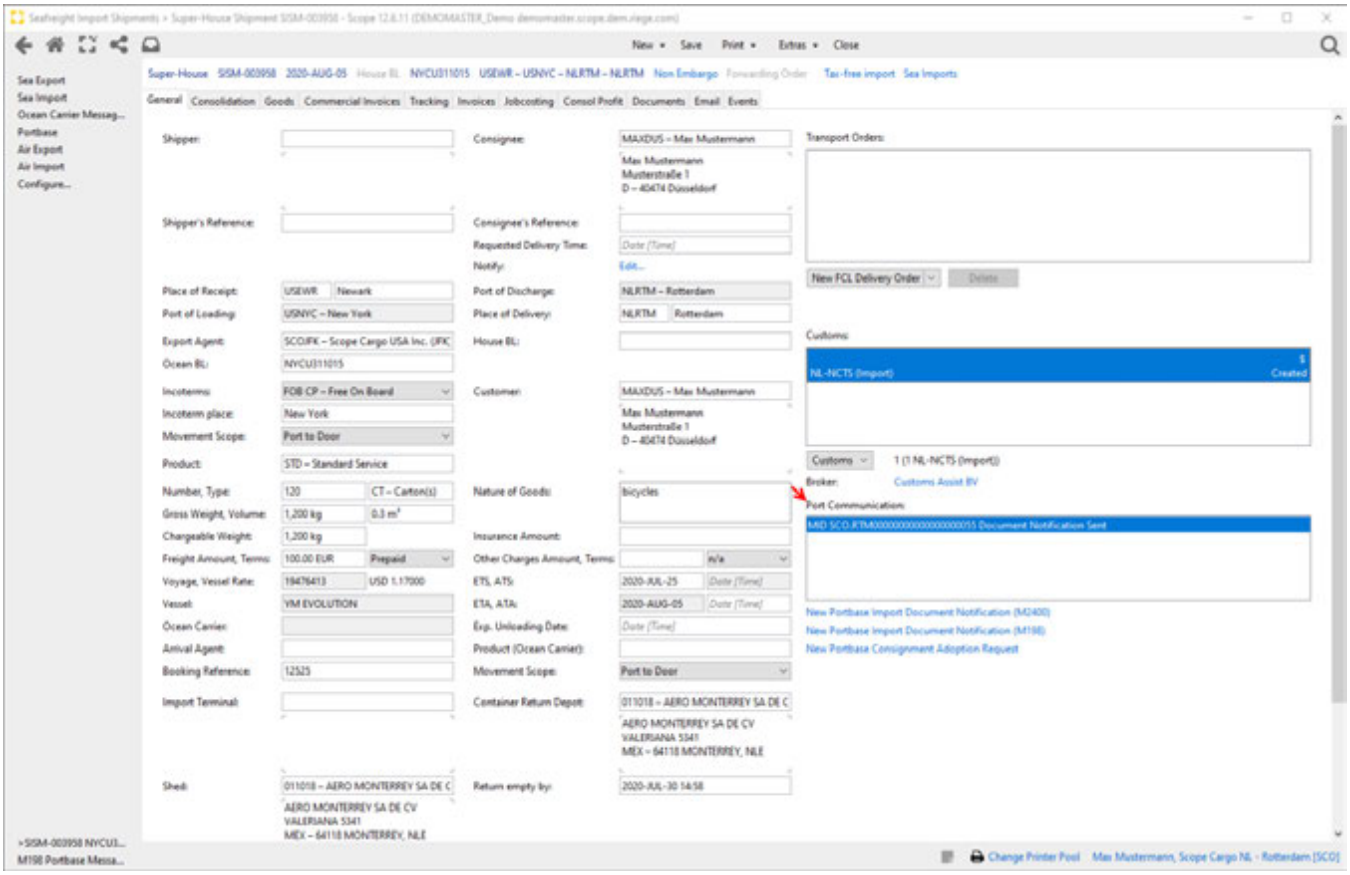

New Portbase Import Document Notification, Consignment Adoption Request

These actions links open the corresponding input dialogs to create a message within the Seafreight Portbase Messaging system

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(b) Consolidation - Super-House Shipment - Seafreight Import

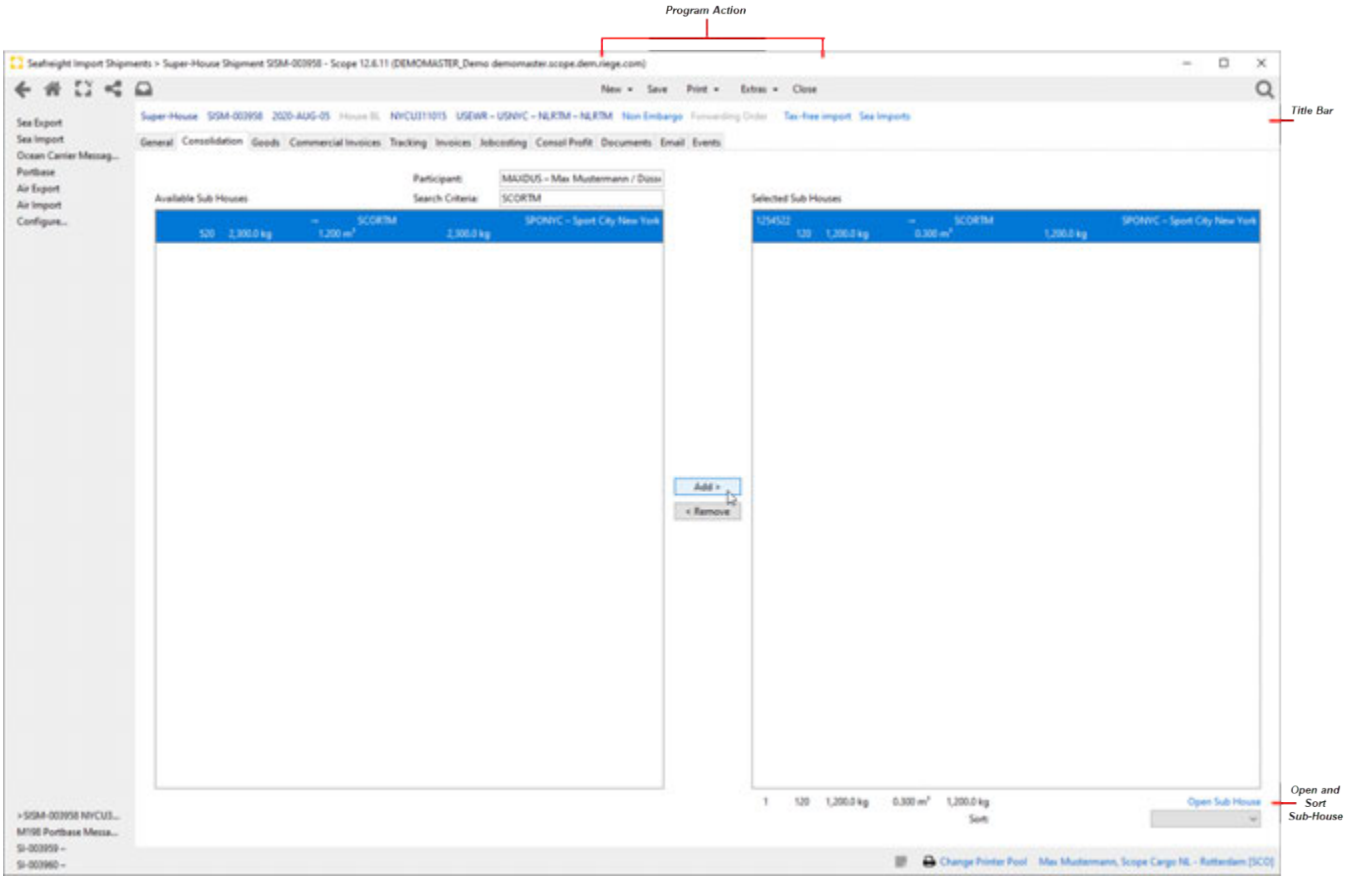
- Introduction
- Description

Introduction

The Consolidation tab presents a view of all available Sub-House shipments that are ready to be consolidated. These can be easily added to or removed from the Super-House shipment.

Description

- Program Action
- Title Bar
- Field Description
- Open Sub-House
- Sort



Program Action

see General Tab

Title Bar

see General Tab

Field Description

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Participant

The Consignee address appearing in this field is taken from the field Consignee, entered in the General TAB of the Super-House. If the field is empty, all available House-Shipments will be shown for the selected direction.

Search Criteria

The destination of the available house shipments is used to match them to the destination of the Super-House shipment. The destination of the Super-House shipment is found in the General Tab.

Available Sub Houses

`By default, all house shipments are displayed, that match with Search Criteria.`

- When the Consignee and destination are present, only house shipments with matching Consignee and destination will be shown as available for consolidation.
- When the Consignee is left blank, then all open House-Shipments to the destination will be shown regardless of the Consignee that may be present at the house level.
- If the destination is left blank, then all open houses that match the Consignee will be shown, regardless of the destination of the house shipments.
- if both the destination and Consignee are left blank then all open house shipments will be visible regardless of the Consignee or destination of those houses.

Selected Sub Houses

This window displays house shipments that are currently included in the Consolidation. The base of the window shows the total number of houses on the consol, their total number of pieces, gross weight, volume and total chargeable weight.

Add

Moves the highlighted house shipment from the Available Sub Houses Shipments window to the Selected Sub House Shipments window to indicate the house is to be included on the consol.

Remove

Removes the highlighted house shipment from the Selected Sub House Shipments window back to the Available Sub Houses Shipments window to indicate the Sub-House is to be removed (deconsolidated) from the consol.

Open Sub-House

Opens the Sub-House that is marked in the table Selected Sub House Shipments.

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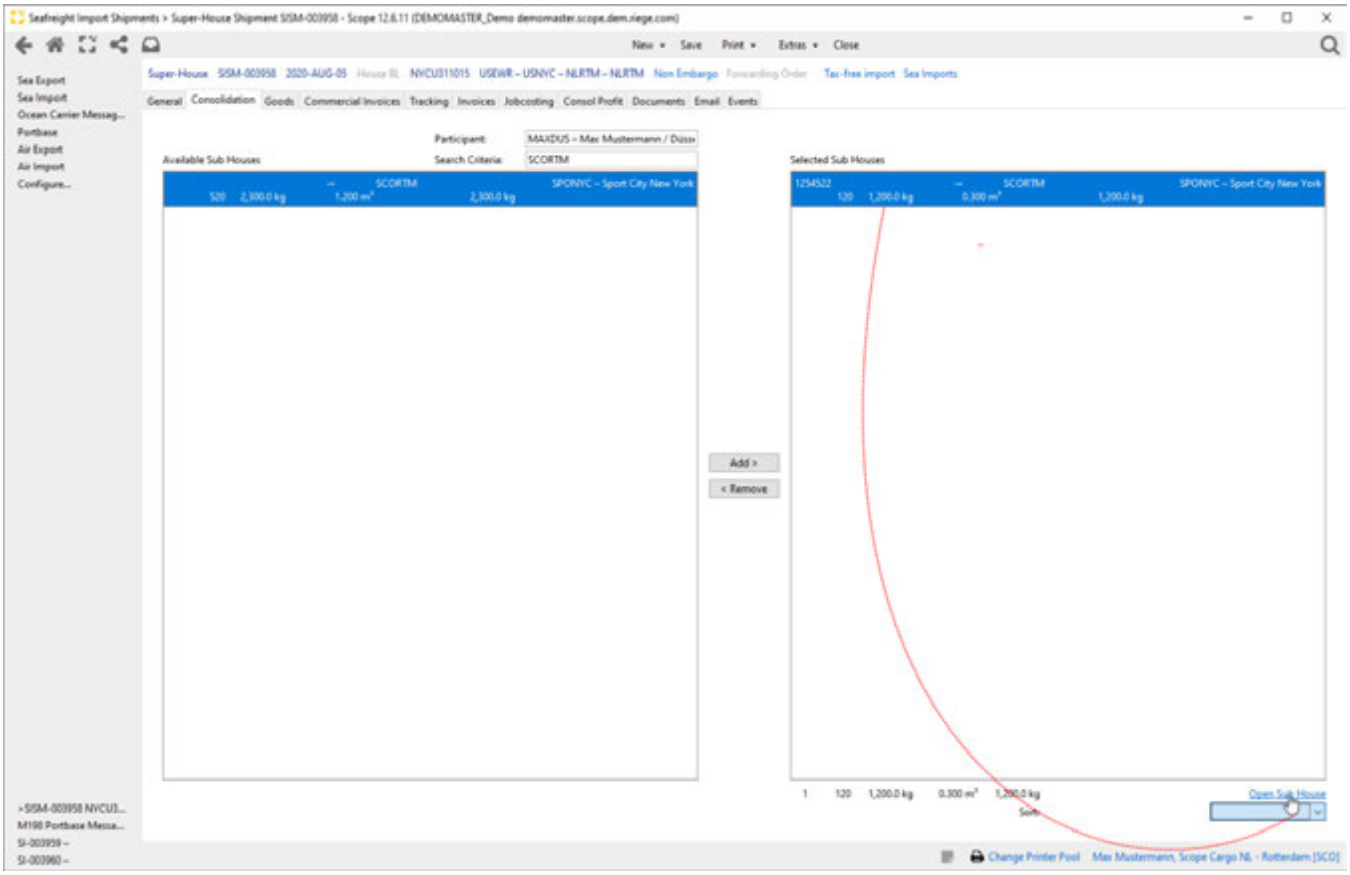
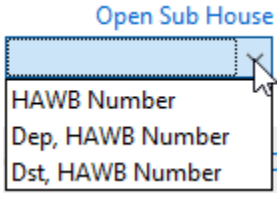


Sort

The selected Sub-House shipments can be sorted using the dropdown menu.



HAWB Number

Sorting is based on house AWB numbers

Dep HAWB Number

Sorting takes place first from departure and within it according to HAWB no.

Des HAWB Number

Sorting takes place first to the destination and within it according to HAWB no.

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(c) Goods - Super-House-Shipment - Seafreight Import

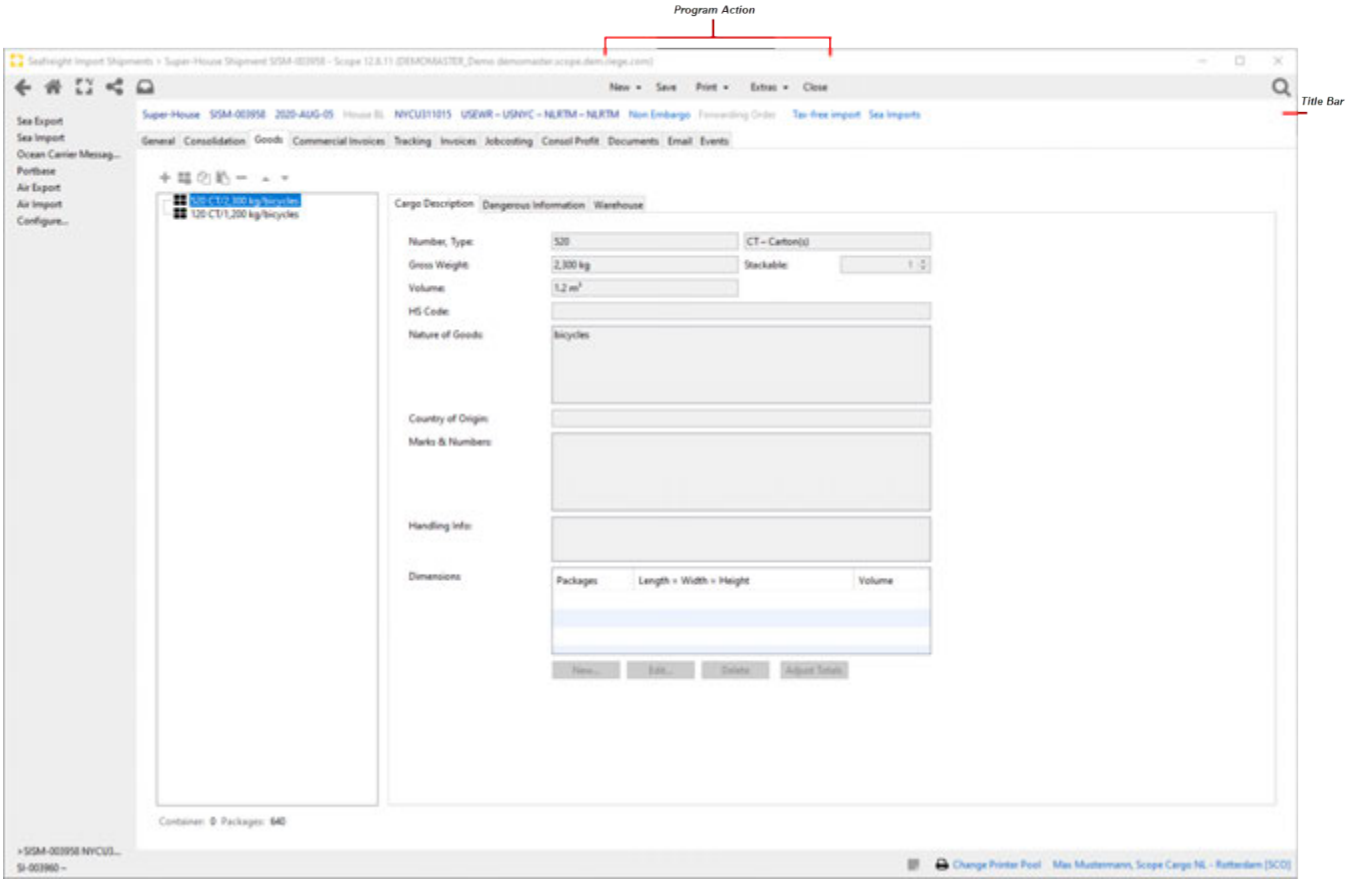
- Introduction
- Description

Introduction

The Goods tab presents a view of the Goods contained in the Sub-House shipments that have been consolidated. For the description of the single fields and tabs pls see Goods - House Shipment - Seafreight Import and Goods - House Shipment - Seafreight Export .

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(d) Commercial Invoices - Super-House-Shipment - Seafreight Import

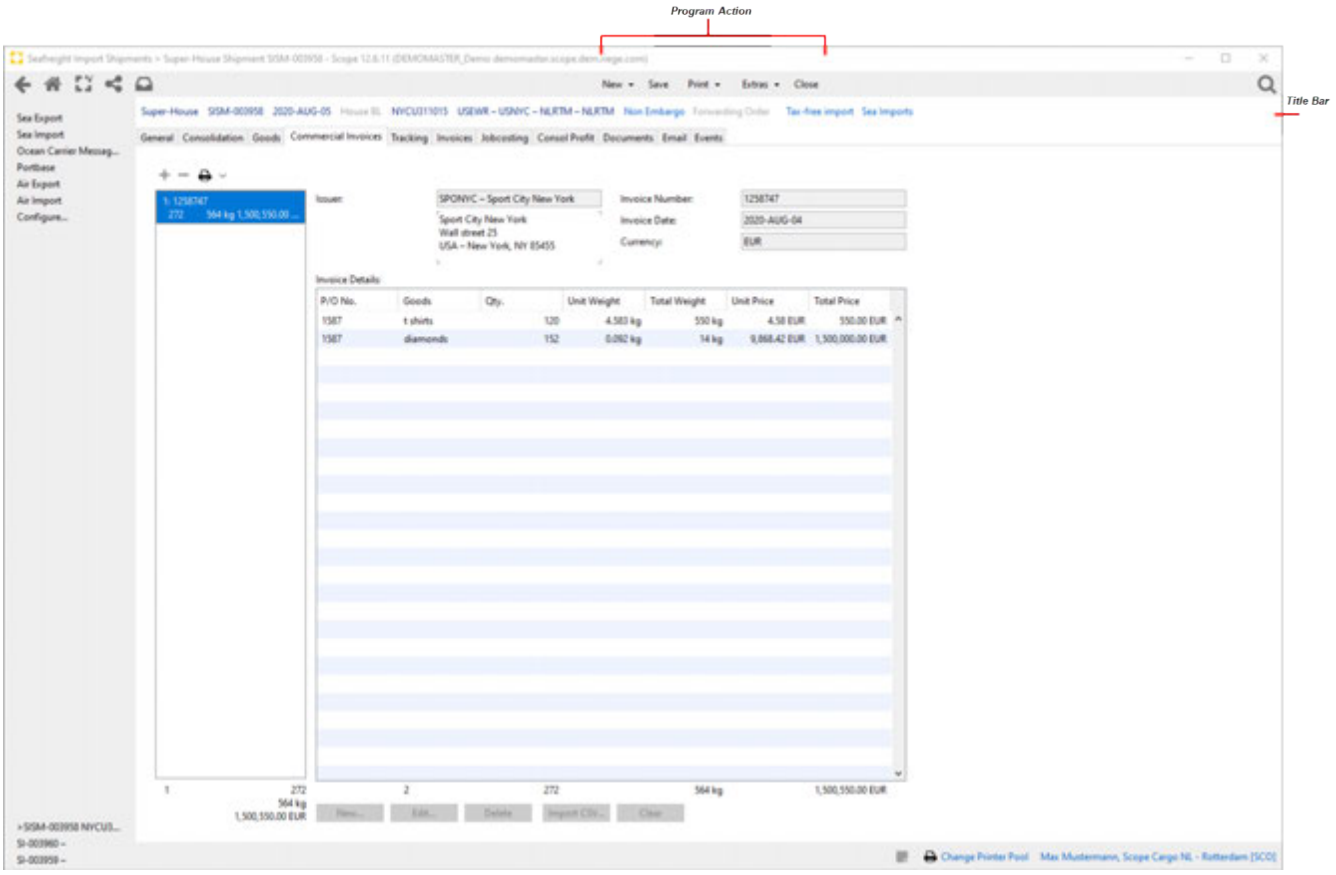
- Introduction
- Description

Introduction

In the Commercial invoice TAB one or more commercial invoice details can be registered. Data displayed here in the Super House Shipment commercial invoice TAB, come from the Sub House Shipments, as well as documents like commercial invoice or packing list. See more detailed information here Top Features of Scope 6.2#Commercialinvoiceimportandprinting.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(e) Tracking - Super-House-Shipment - Seafreight Import

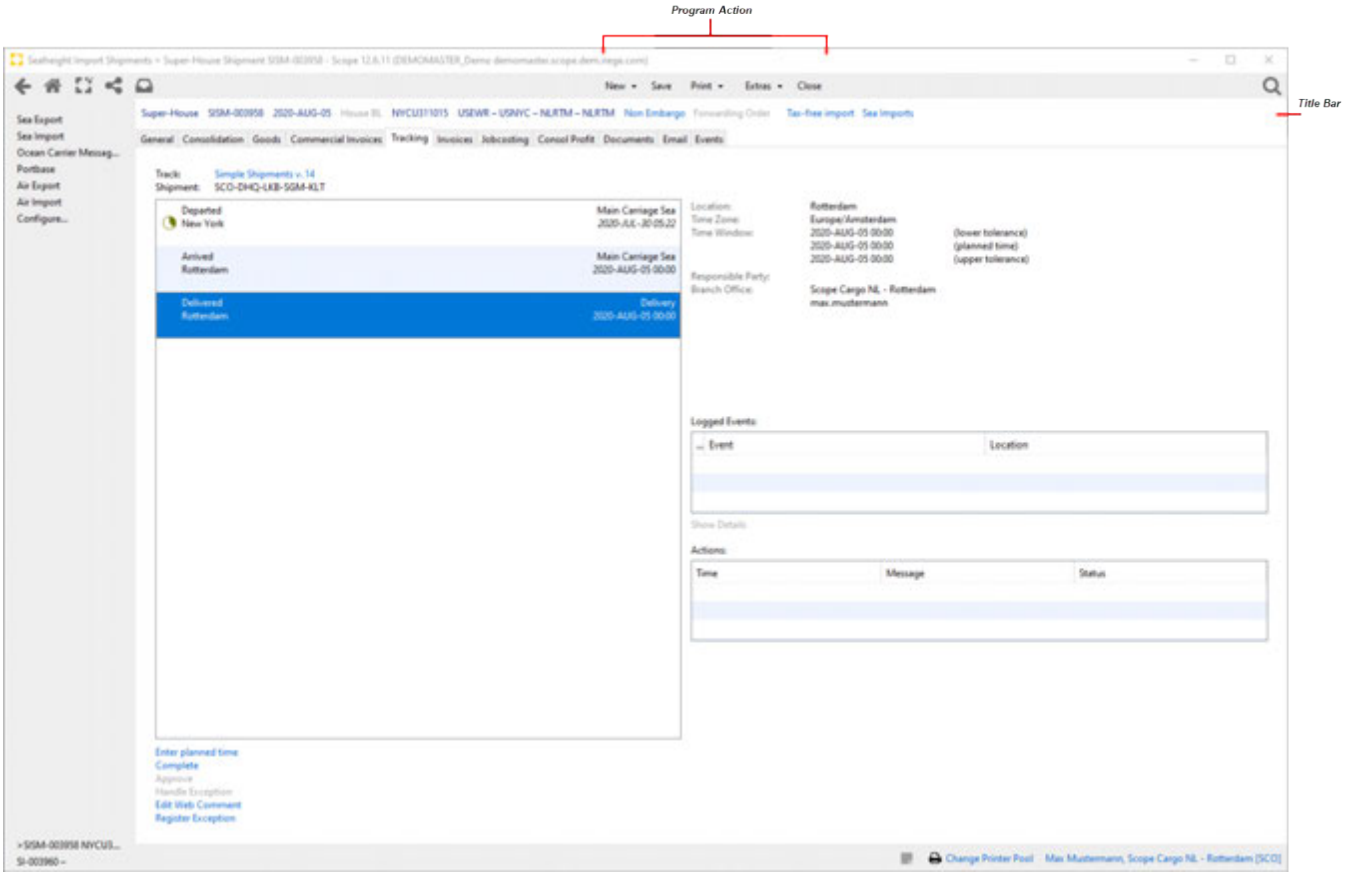
- Introduction
- Description

Introduction

During the life cycle of the shipment numerous events occur and are recorded by the various parties involved with the transportation of the freight. These are called tracking events and they can be viewed using tracking tab, clicking on an individual tracking event will present detailed tracking information. A detailed description of all functionalities is available in chapter Tracking - General - Standard Feature.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(f) Invoices - Super-House-Shipment - Seafreight Import

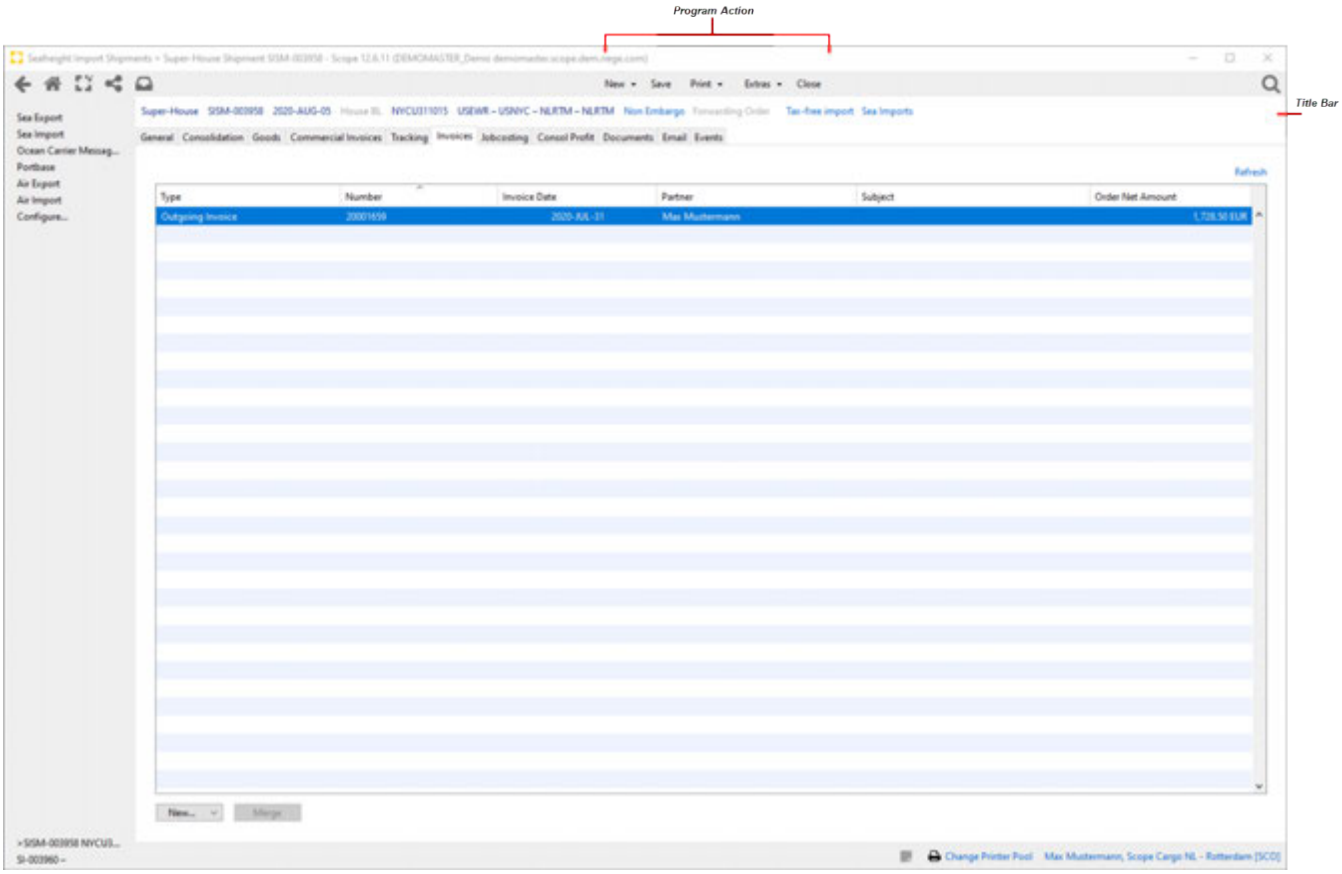
Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- New...
- Merge

All prepared or completed billing related documents will appear in the table overview. The voucher Type, Number, Invoice Date, Partner, Subject and Order Net Amount will be displayed. The list of documents can be sorted by clicking on the column titles, a second click will reverse the order. Double clicking the desired entry in the list will open the voucher.



Program Action

see General Tab

Title Bar

see General Tab

Refresh

This Actionlink refreshes the list of vouchers.

New...

The actions available with the New... Functions are described in detail in chapter Vouchers - Functions - General.

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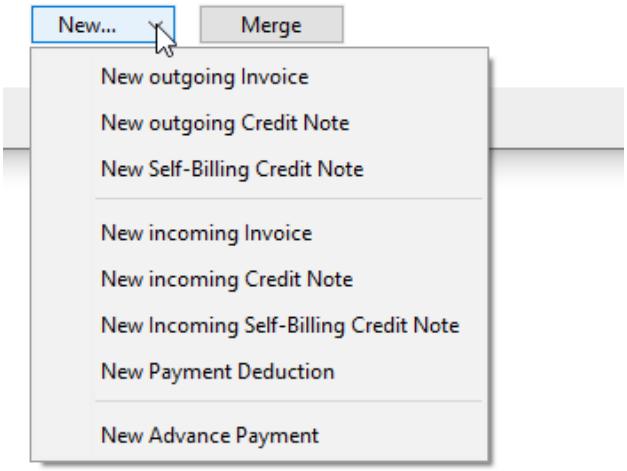

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit for this shipment.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened, a window Fast Payment Deduction Entry for quick entry of the service credit appears.

New Advance Payment

Opens the New Advance payment Editor

Merge

With this function invoices can be merged.

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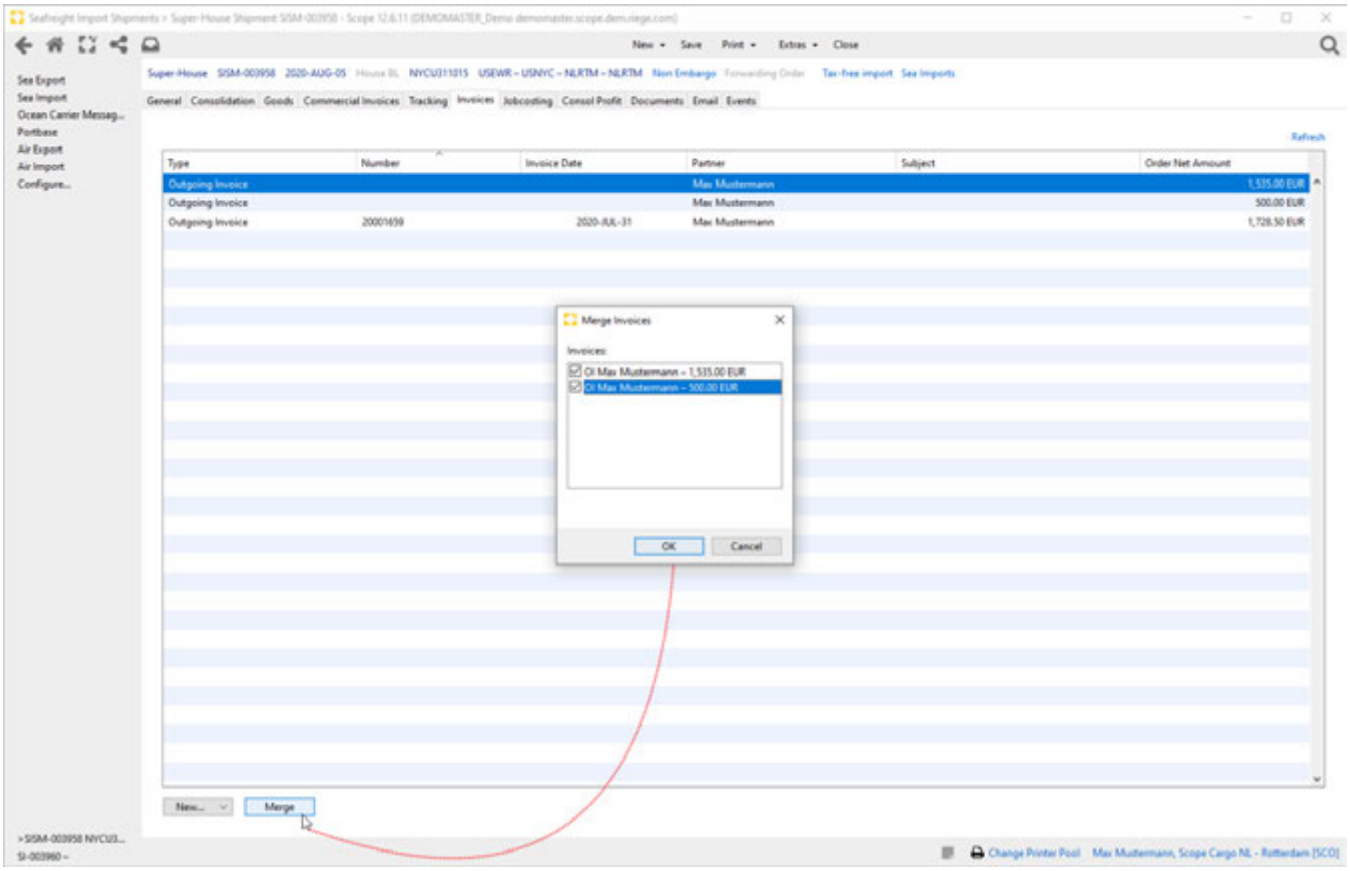

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(g) Jobcosting - Super-House Shipment - Seafreight Import

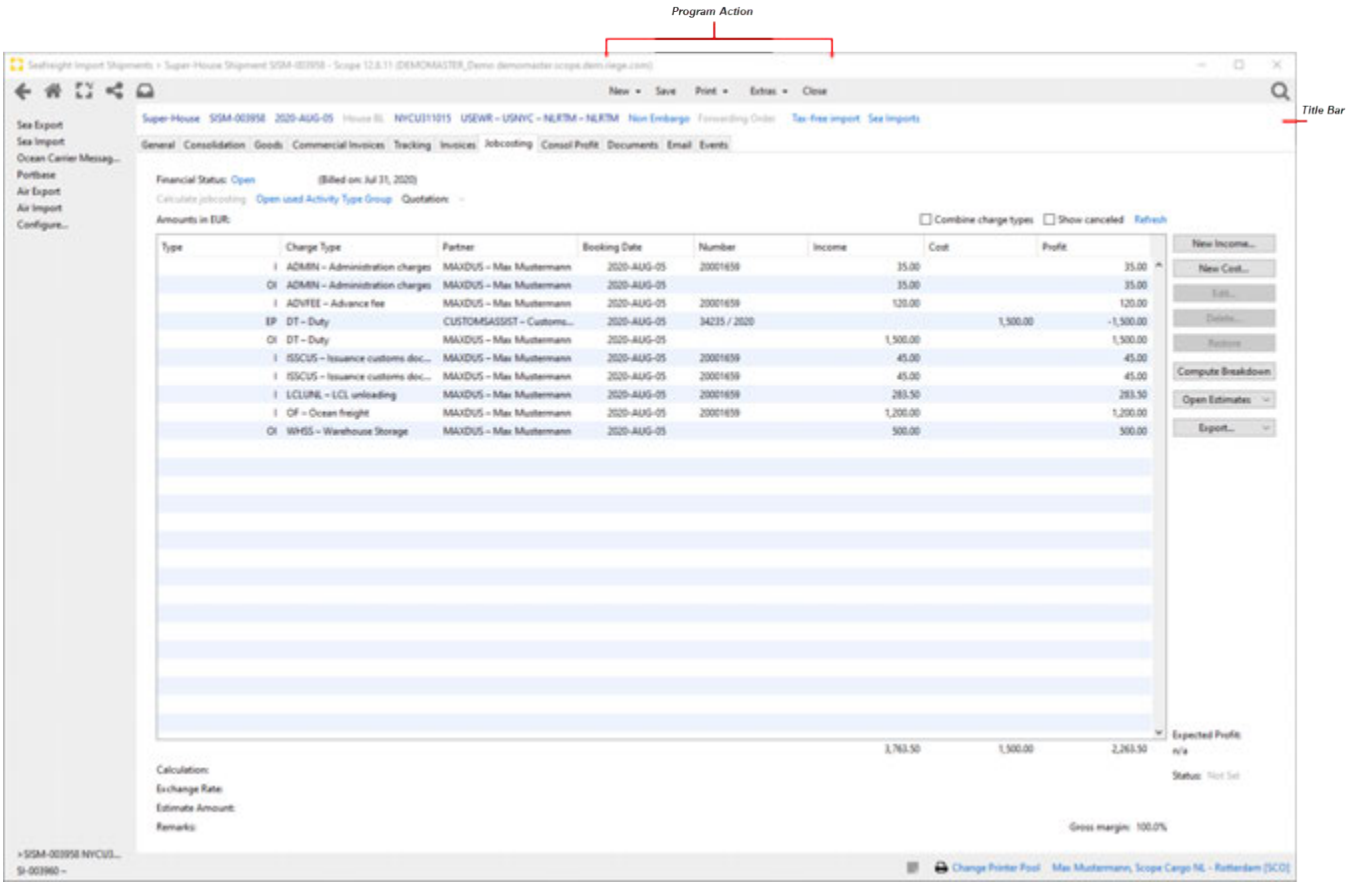
- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Financial Status

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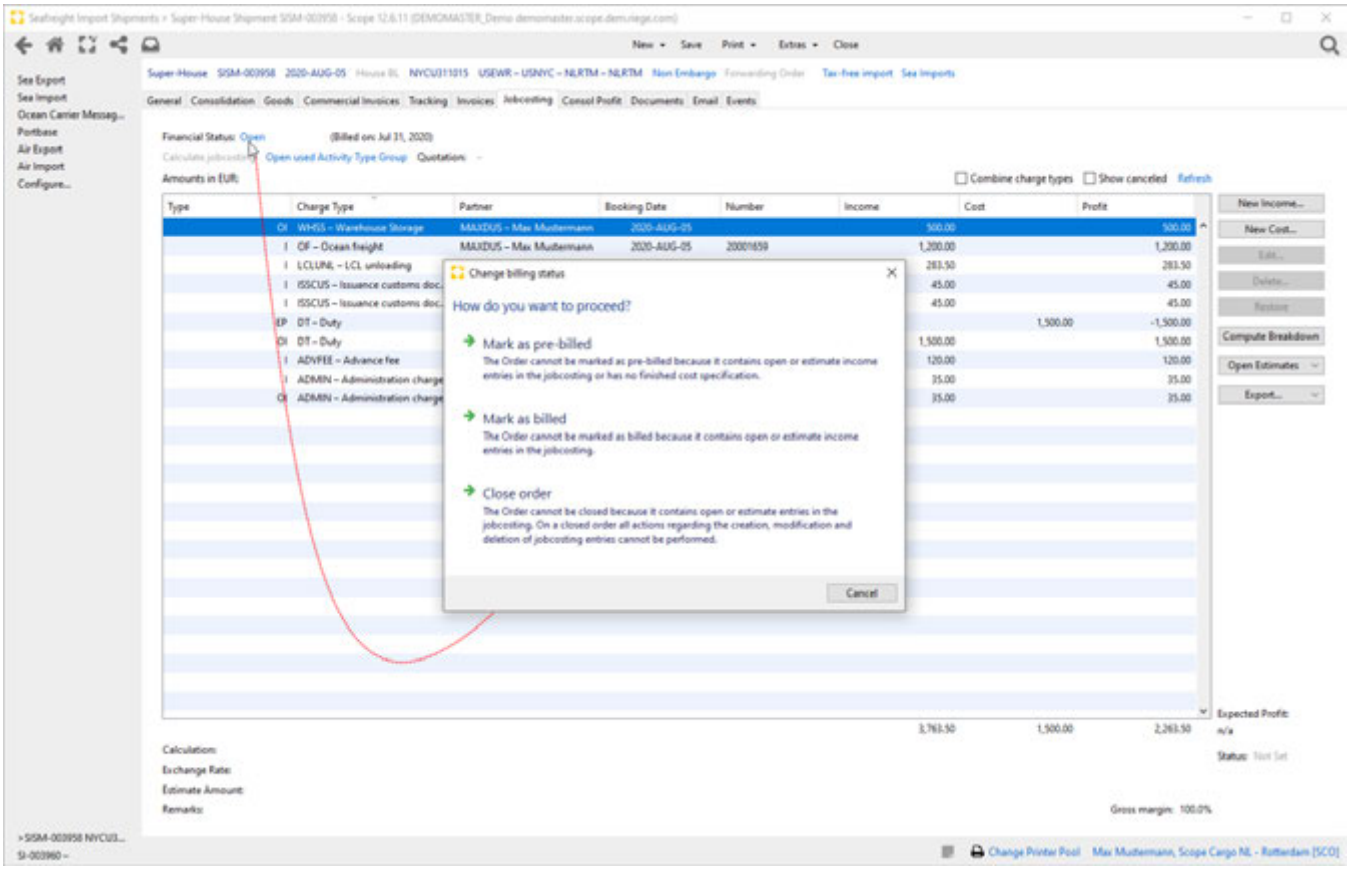
Shows the current financial status of the shipment. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.



Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types, master data rate) in connection with the shipment data (Incoterms, chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Open used Activity Type Group

Opens the activity type group used for the calculation.

Quotation

Displays the quotation used for the shipment

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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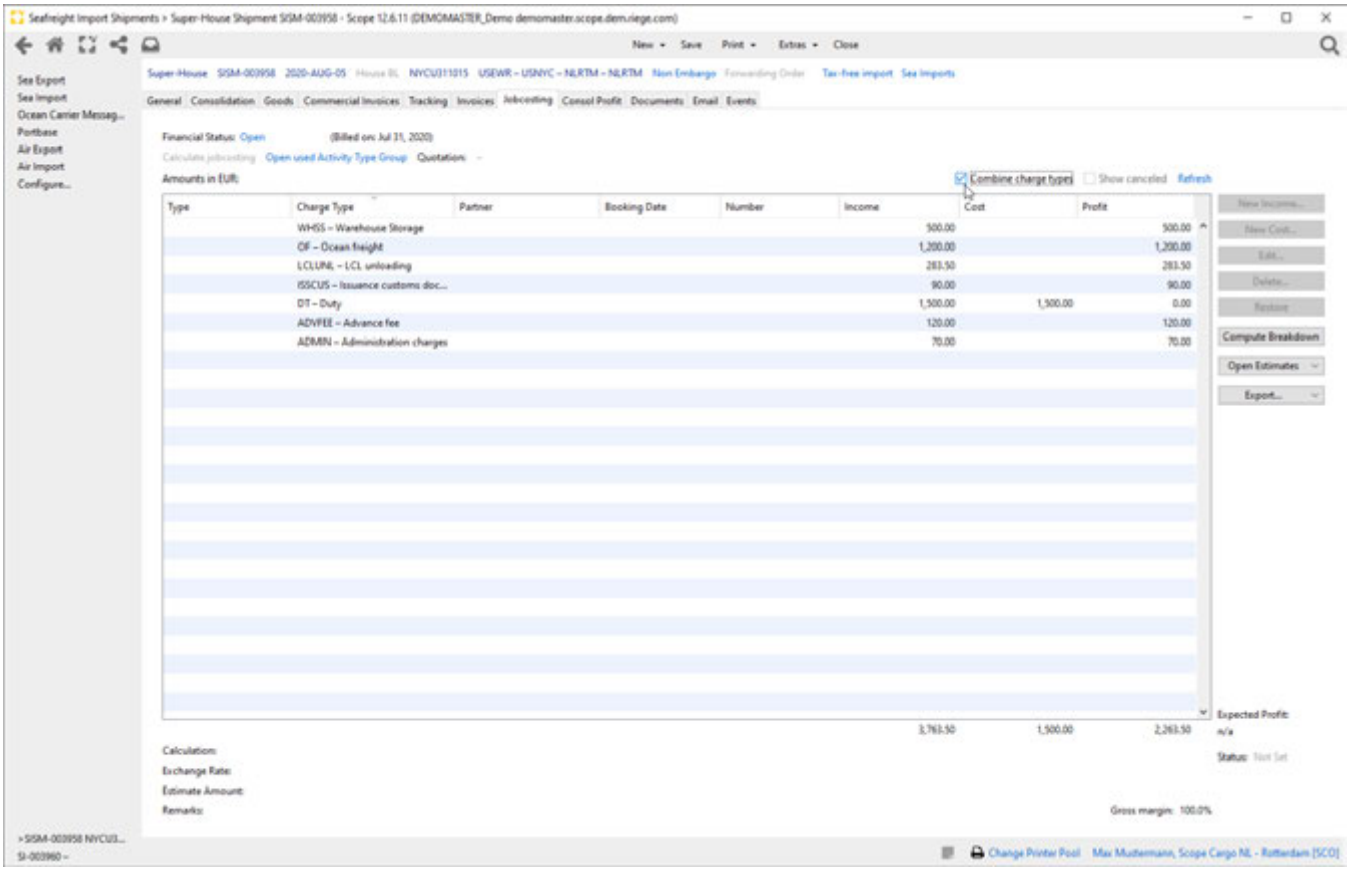

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers from a bulk shipment to the associated house shipments. This is usually done automatically. If necessary, this process can also be carried out manually at this point.

Open Estimates

Opens the actions Fixate, Update Exchange Rates and Calculate Tariff

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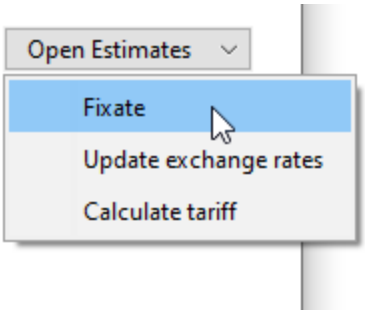
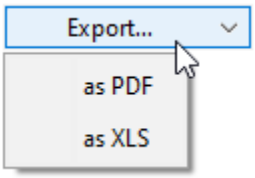


Export

Enables the export of costs and revenues as an XLS file or as a PDF file.



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(h) Consol Profit - Super-House Shipment - Seafreight Import

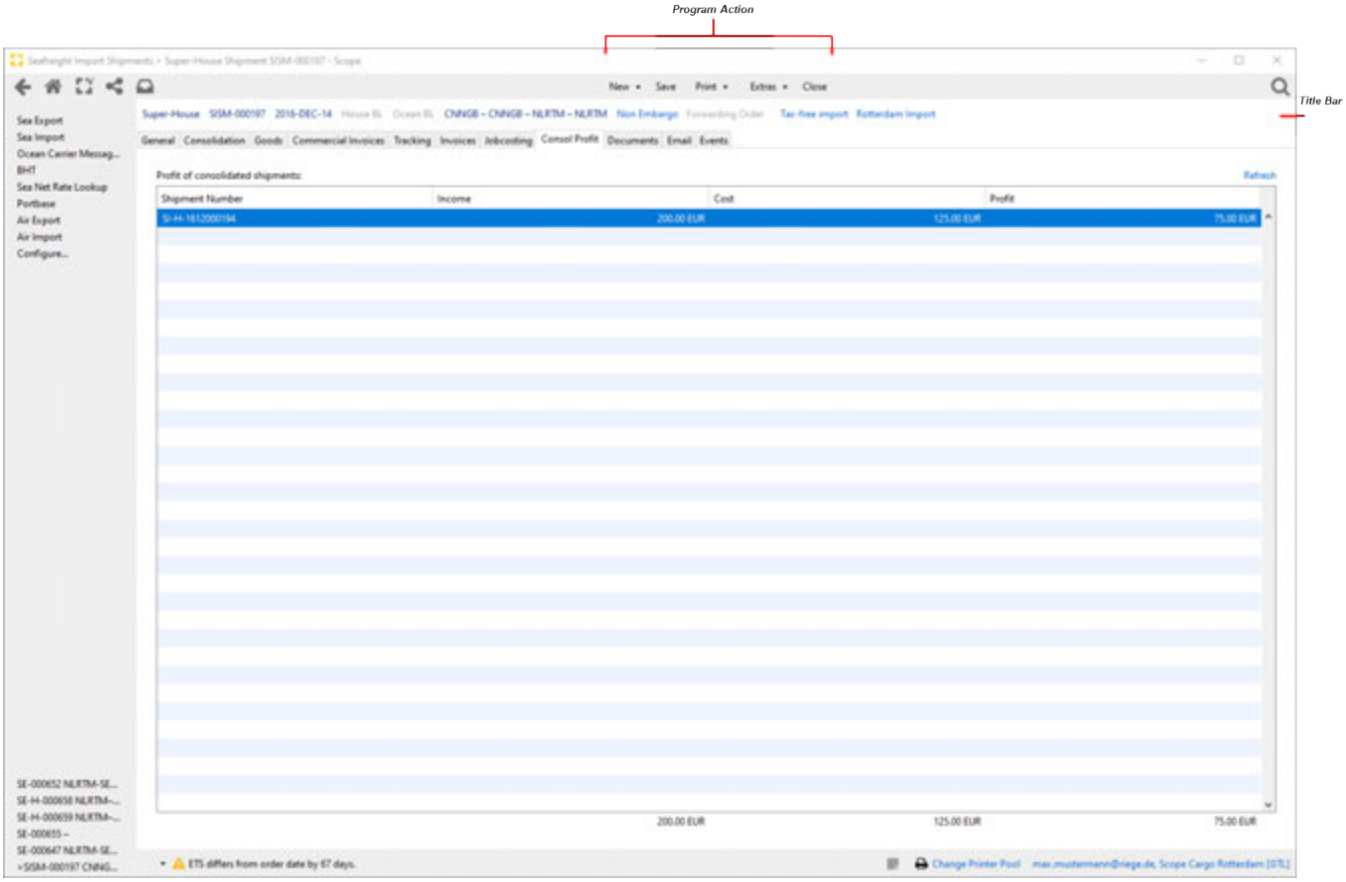
- Introduction
- Description

Introduction

The Consol Profit TAB shows the Profit of the consolidated shipments.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Shipment number

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Shipment number of the Sub-House Shipment

Income

Value of the income of the Sub-House Shipment

Cost

Value of the costs documented on the Sub-House Shipment

Profit

Profit of the Sub-House Shipment

Refresh

This link will refresh the list of Profit of consolidated shipments

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(i) Documents - Super-House Shipment - Seafreight Import

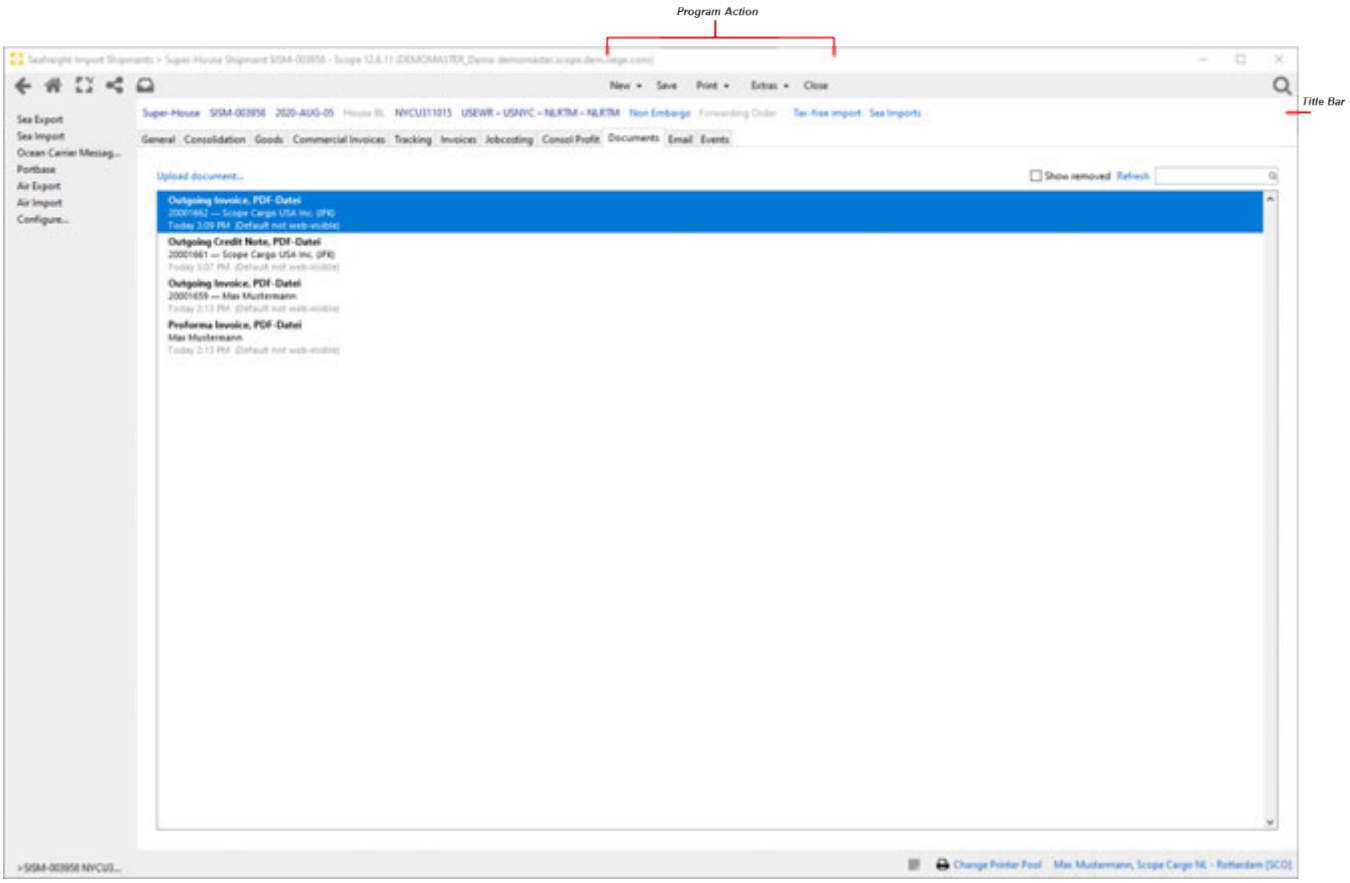
- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

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Show removed

If the box is checked all removed documents will be shown

Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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(j) Email - Super-House shipment - Seafreight Import

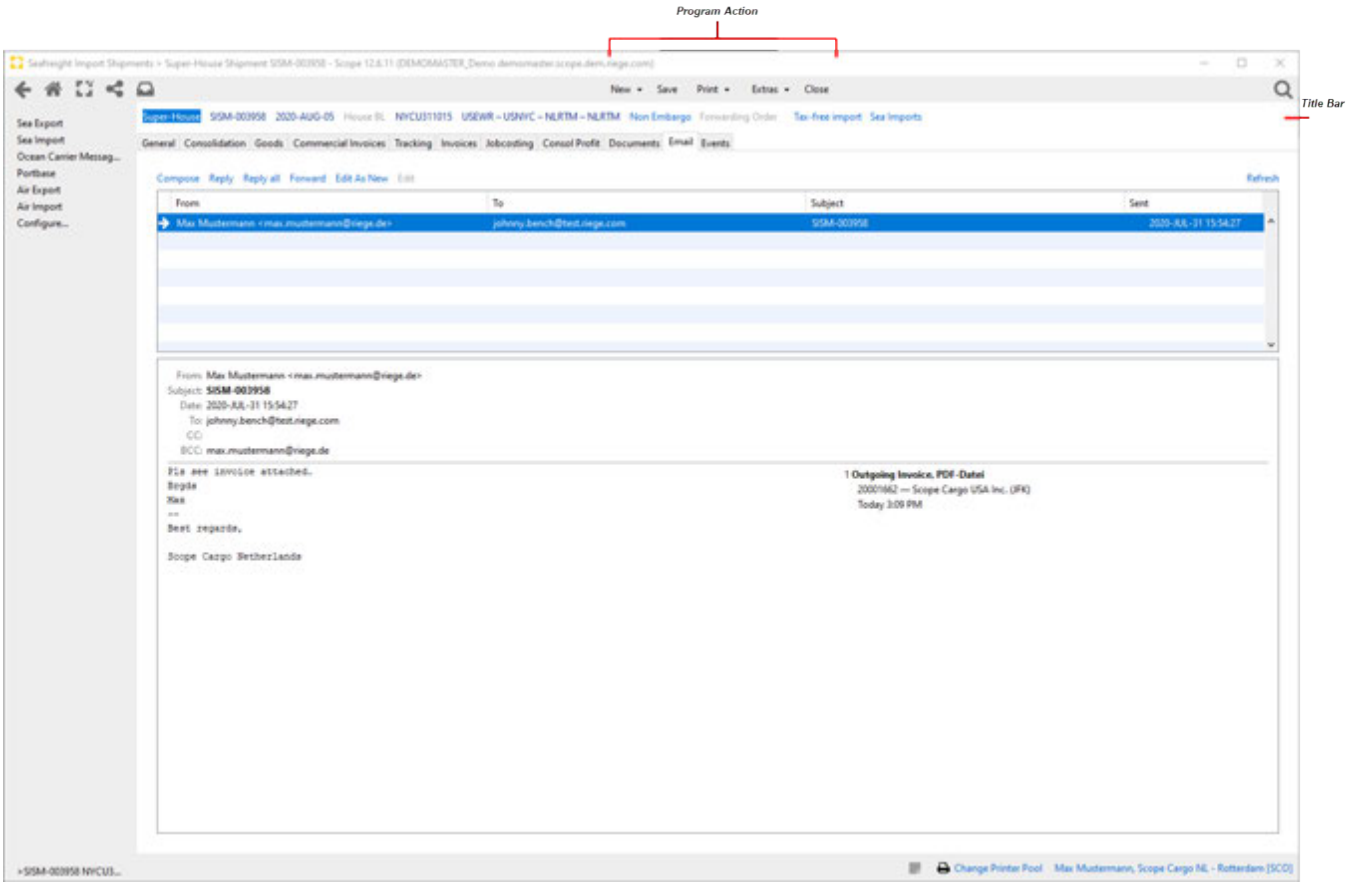
- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

Opens the e-mail editor to create a new e-mail and send it.

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Reply

Opens the e-mail editor to create a reply

Reply all

Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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(k) Events - Super-House Shipment - Seafreight Import

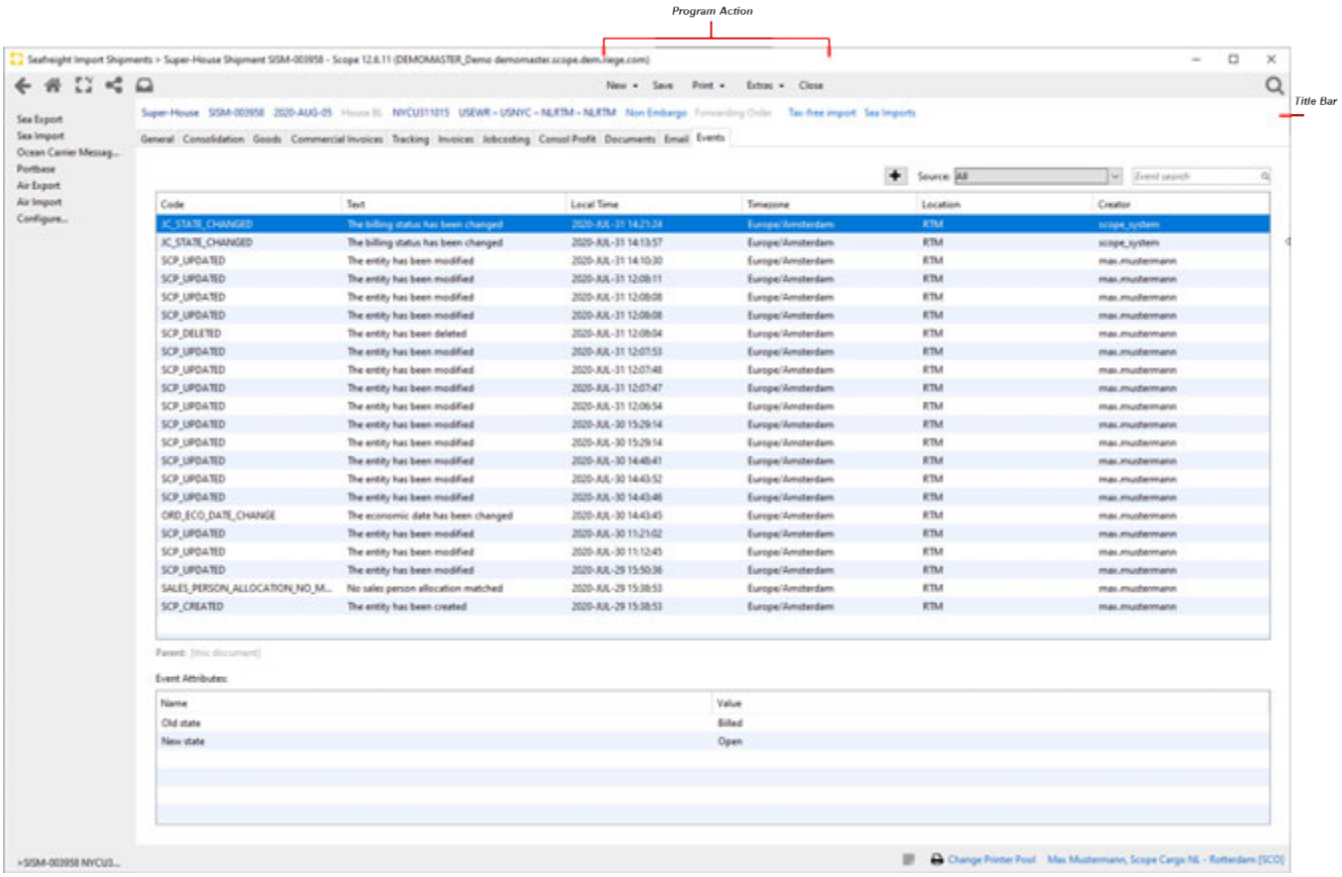
- Introduction
- Description

Introduction

The event tab shows all events that have been created for the current shipment.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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Master Shipment - Seafreight Import

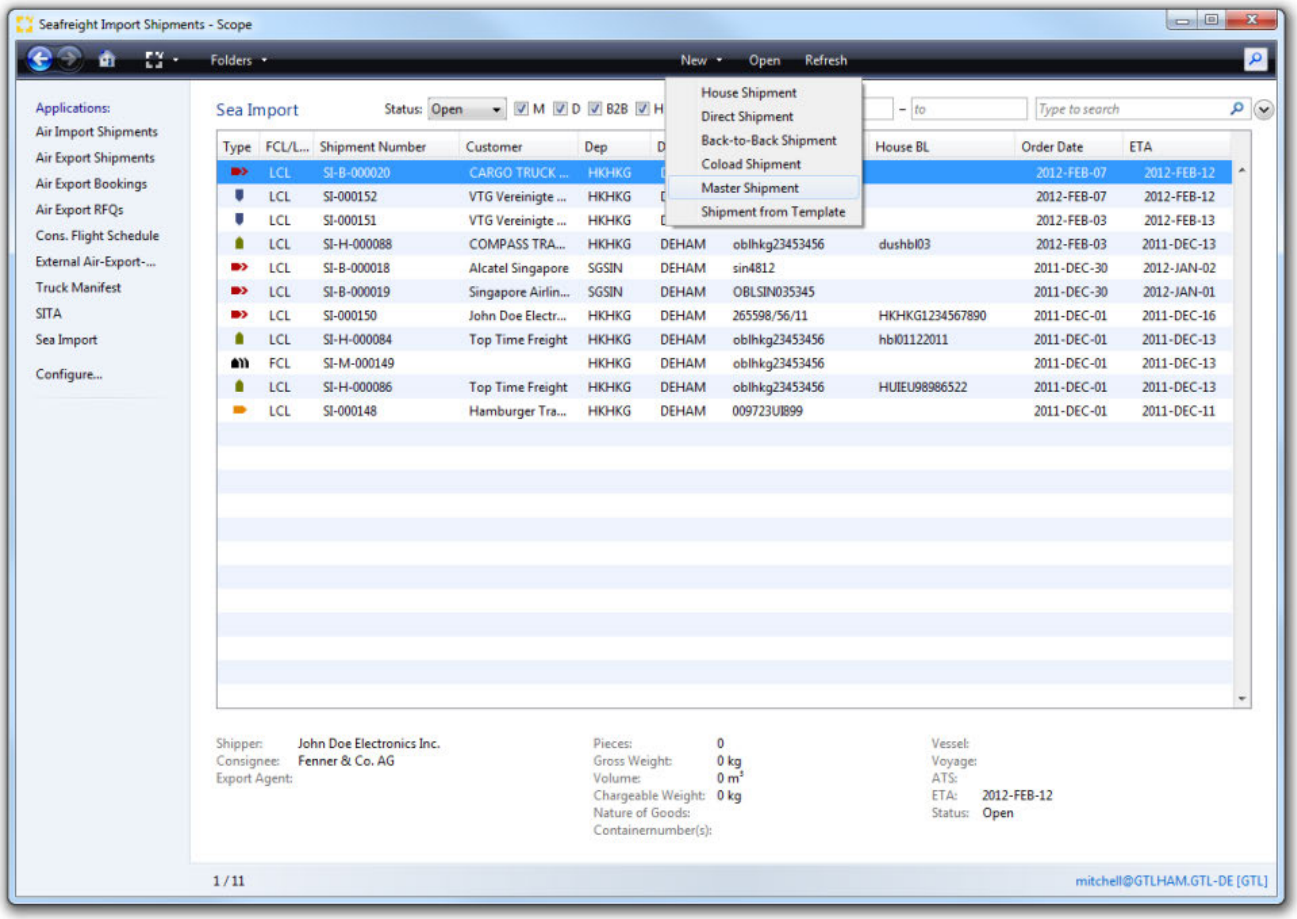
- Introduction
- Description

Introduction

A master shipment is a shipment that includes several house (LCL) shipments . These individual house shipments are bundled in a groupage container. The container is then transported to the terminal and then shipped through to the port of discharge CFS in the importing country. On arrival at the CFS, the individual house shipments are deconsolidated (split) and then distributed to their final destination.

Description

Create a Master shipment by clicking the "New" option on the Scope menu bar and from the list of shipment types select "Master". This will open the house shipment "General " tab.



The following tabs are available to create master shipments.:

- General
- Goods
- Vouchers
- Jobcosting
- Documents
- E-mail

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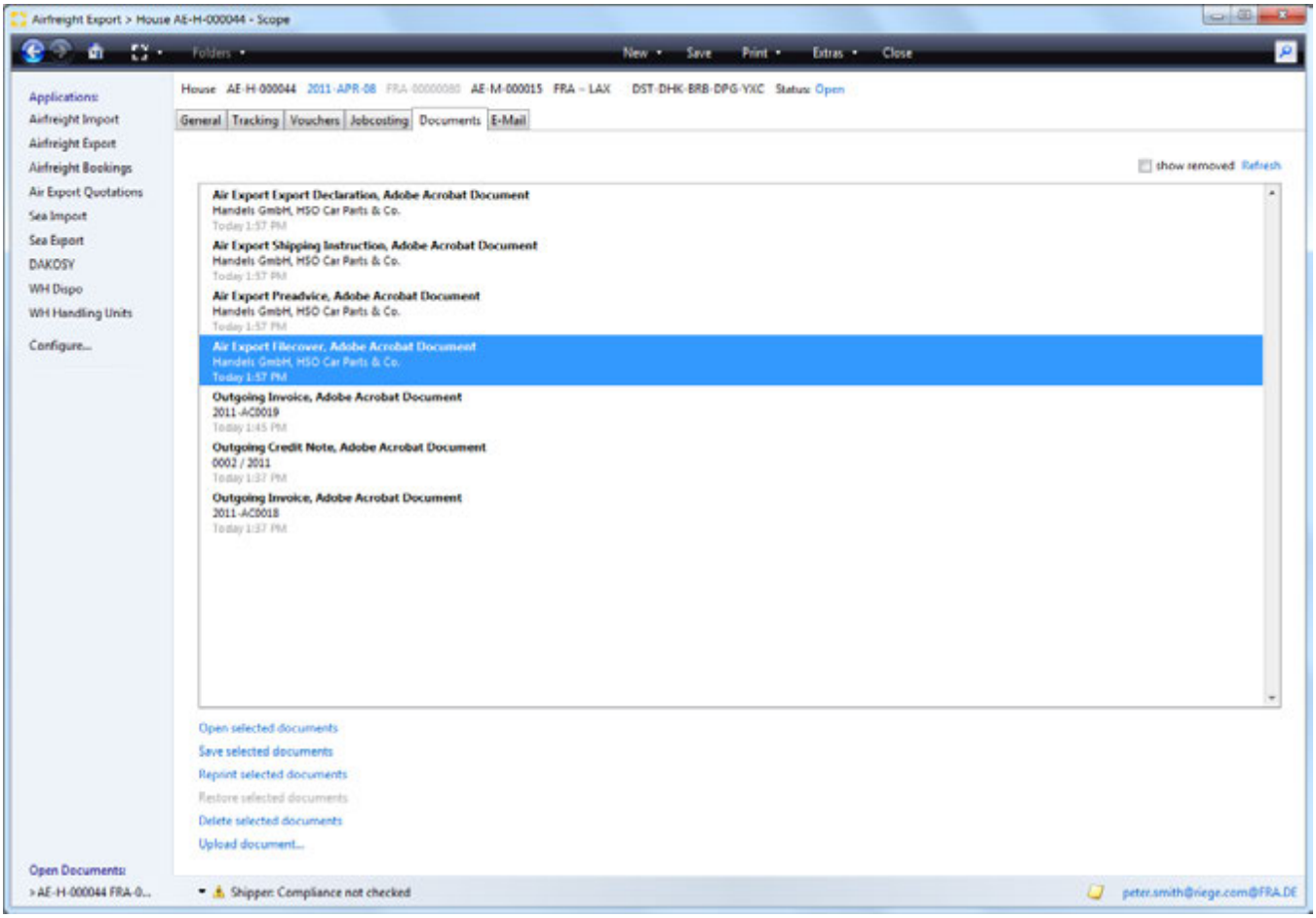
Documents - Master Shipment - Seafreight Import

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. These documents can be opened, downloaded, reprinted, deleted and some documents may be uploaded to web-tracking. Uploaded documents are also displayed.

Description



Document Overview

This area displays all documents that are associated with this shipment or order. The name of the document together with the type of document and creation date are shown. The current version of a document is always displayed. By selecting the show deleted check box, all previous or deleted versions of a document will be shown. These are displayed in ~~strike-through~~ text.

Show removed

Documents that have been previously deleted will be displayed.

Refresh

Updates the current list of documents.

Open selected documents

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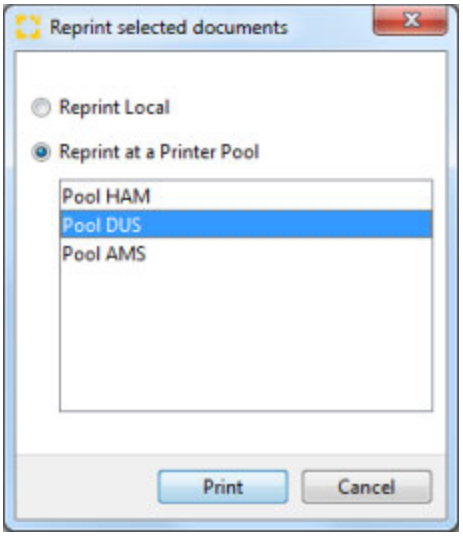
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Delete/Restore selected document

The document highlighted in the list will be deleted from view. Documents are not physically deleted but marked as inactive and therefore not visible. To view all documents including inactive documents, check the show removed box to the right above the document listing. If a document has been deleted, it can be restored by using the show removed check box, highlighting the inactive document and then selecting the *Restore selected documents* action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment. Alternately, navigate to the document on the desktop and drag and drop the document into the documents tab.

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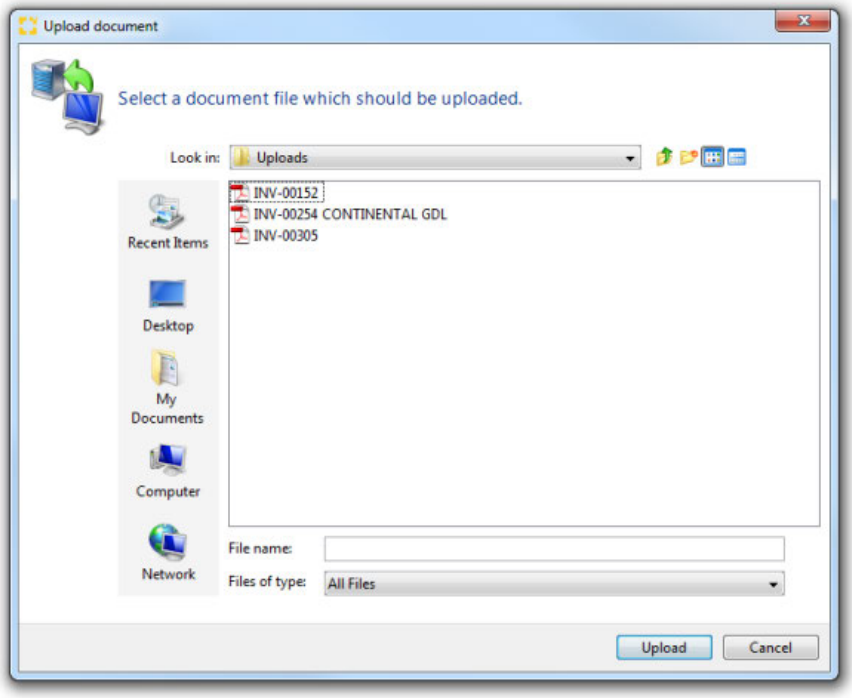

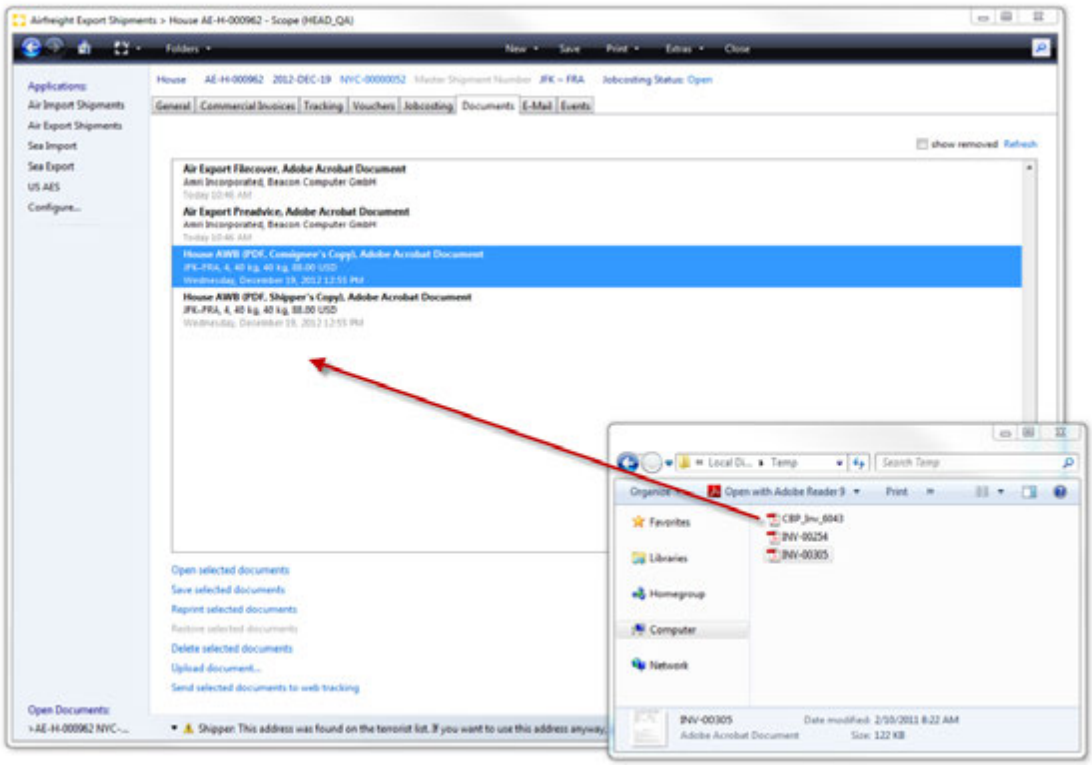

Assign Kind of Document type

During upload or via a right mouse click ,it is possible to set a document kind to the uploaded documents
when a uploaded document has a proper kind set, it will be available to automated email processes (invoices, prealerts)

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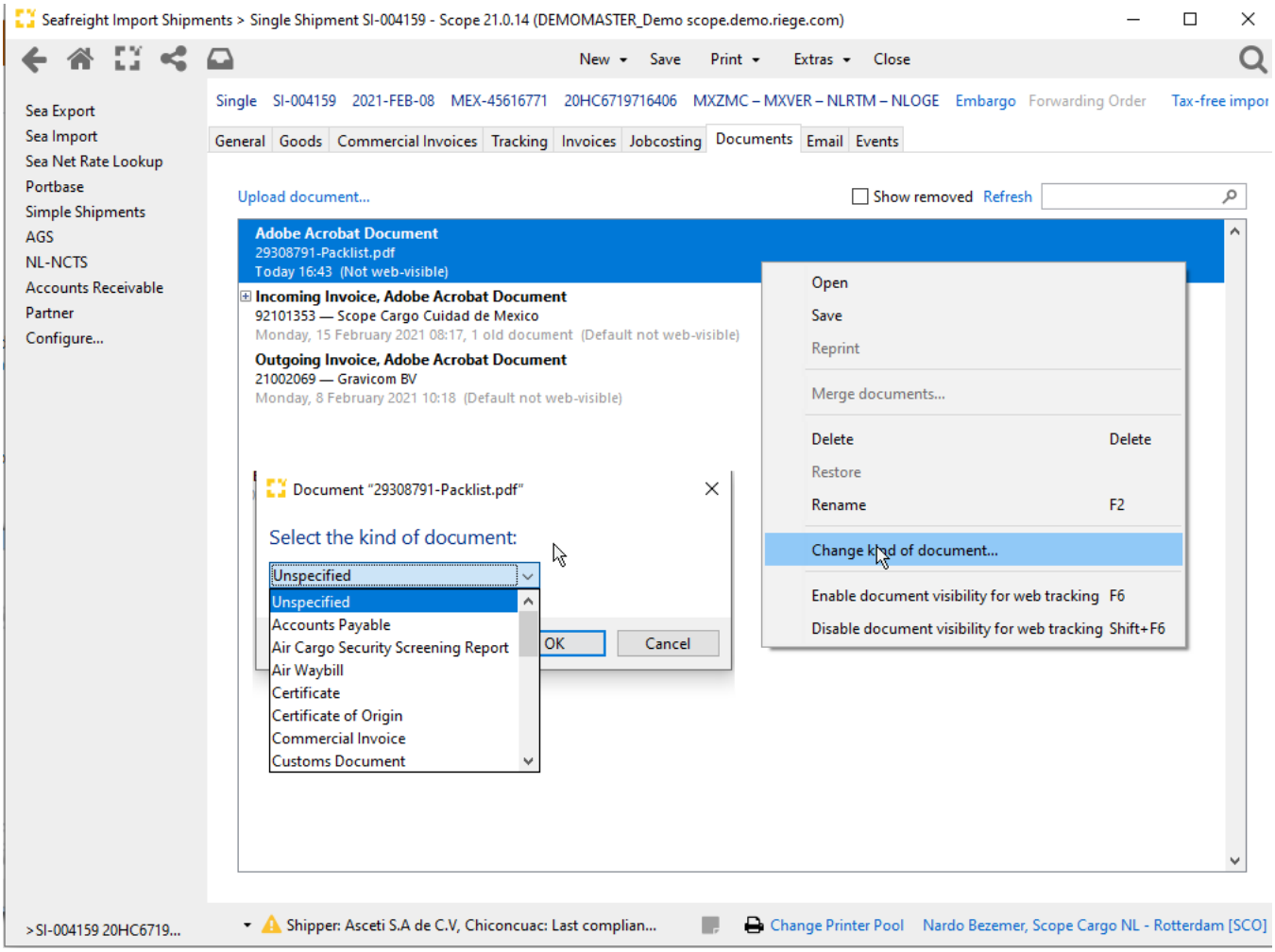

Available kinds are :

- Accounts Payable (incoming invoice)
- Air Cargo Security screening report
- Air Waybill
- Certificate
- Certificate of Origin
- Commercial Invoice
- Customs document
- Dangerous Goods Declaration
- Forwarding instructions
- Goods receipt
- House Bill of lading
- Image
- Insurance Certificate
- Master Air Waybill
- Master B/L (Draft)
- Master B/L
- Packing List
- Proof of delivery
- Shipping documents
- Shipping Instructions
- Waybill

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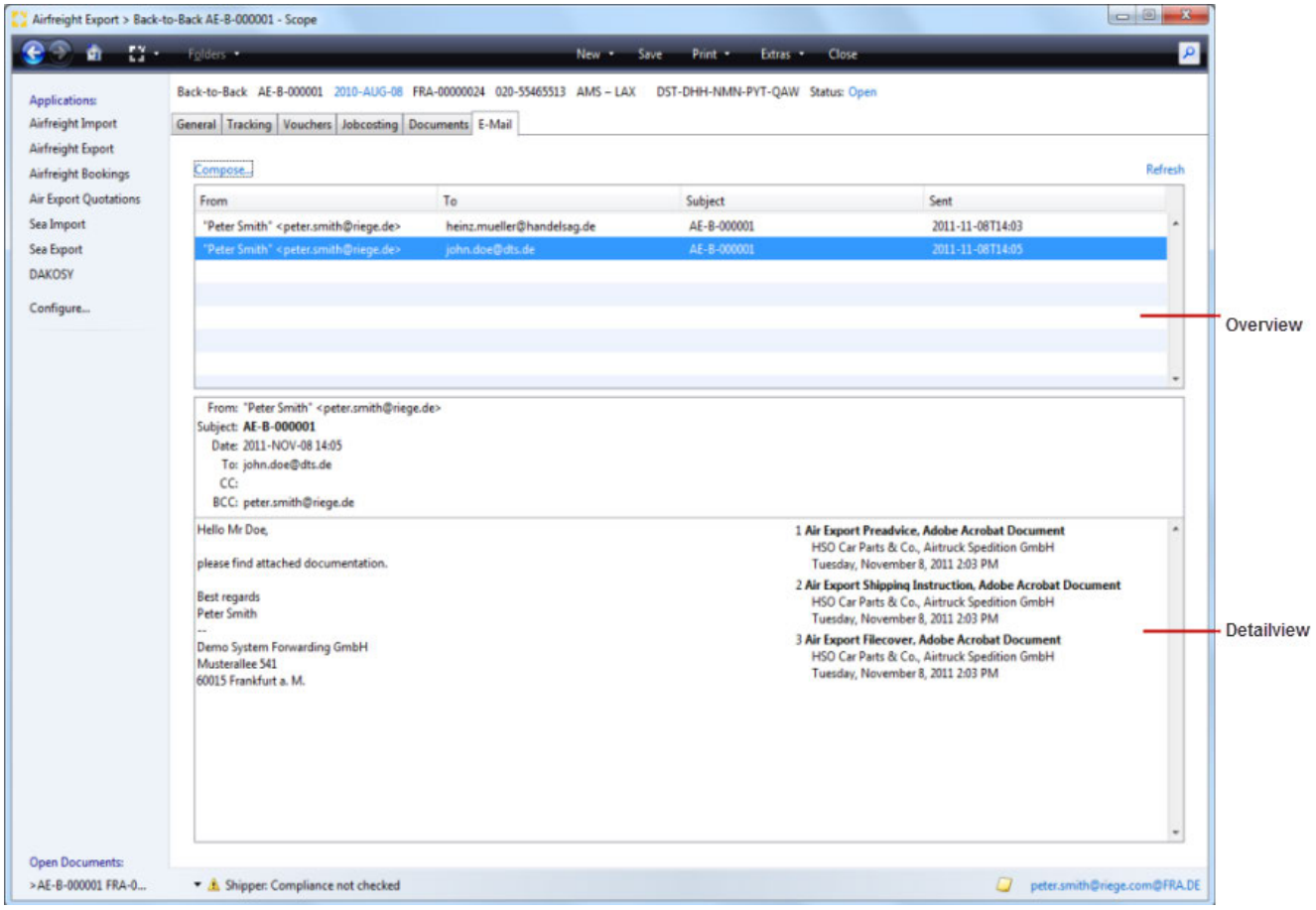
E-Mail - Master Shipment - Seafreight Import

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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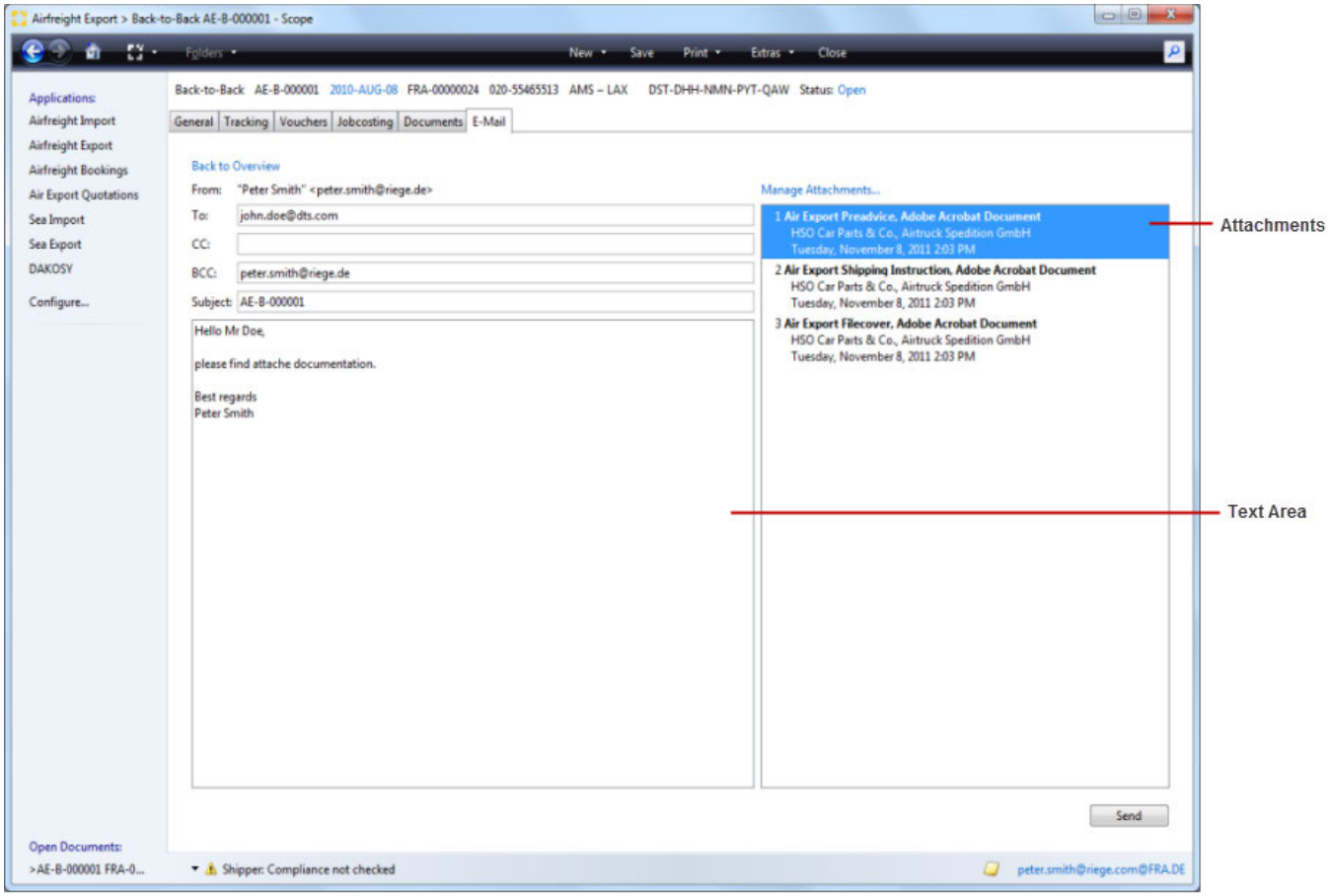
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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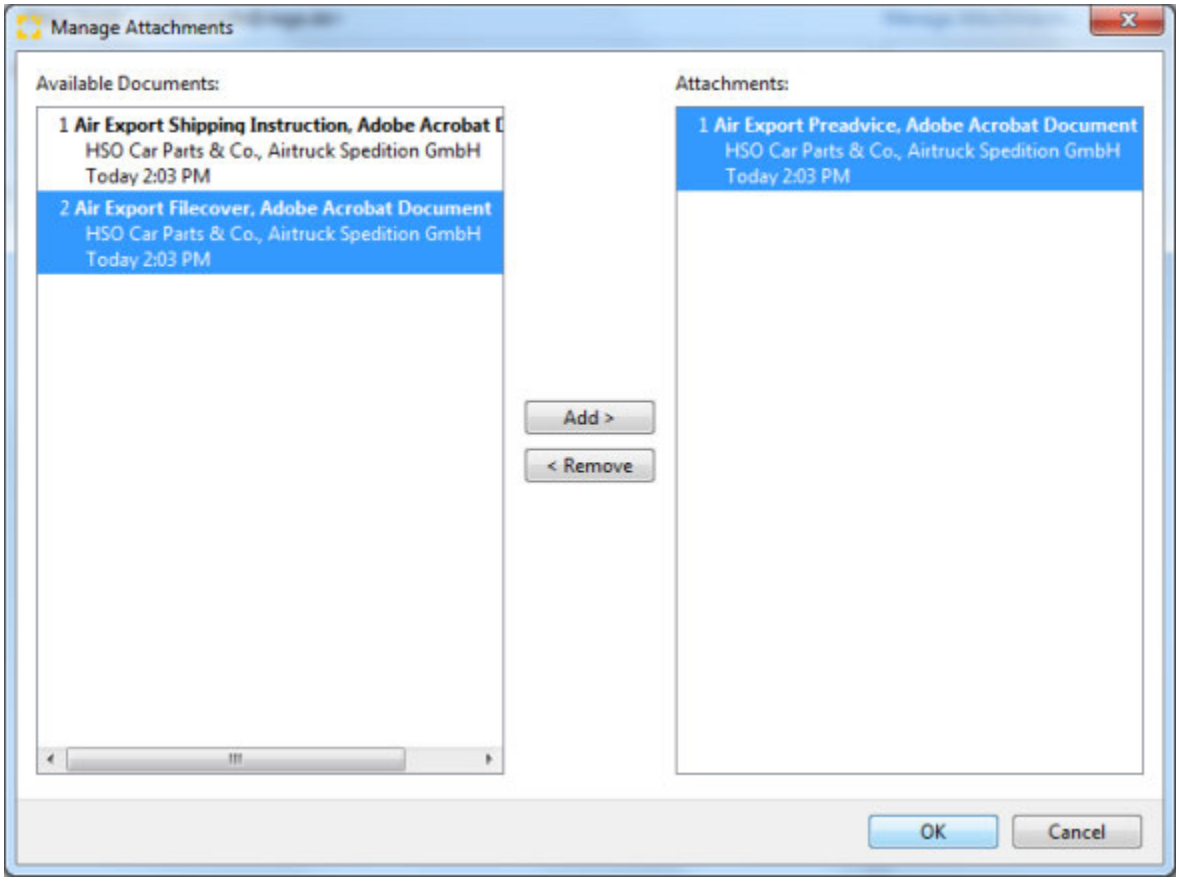
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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General - Master Shipment - Seafreight Import

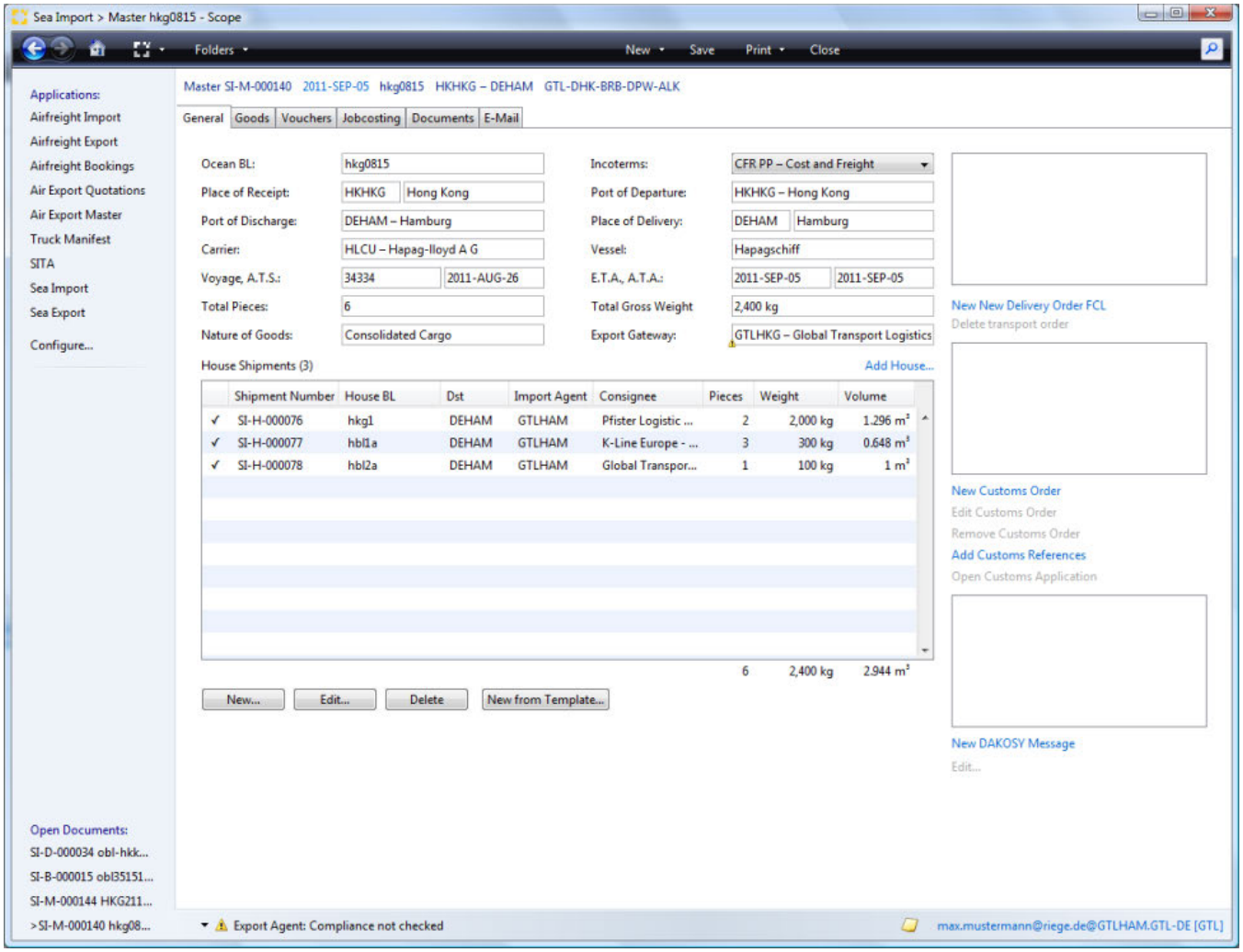
- Introduction
- Description

Introduction

In the General tab of the main shipment data is captured, documents are printed, and container details are entered.

Description

The general tab opens on generating a new master shipment.



- Program Actions
  - New
  - Save
  - Print
  - Close
- Title Bar
- Tabs
- Application area
  - Ocean BL
  - Incoterms
  - Place of receipt
  - Port of departure
  - Port of discharge
  - Place of delivery

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Carrier
Vessel
Voyage / Transport legs
A.T.S.
A.T.A.
Total Pieces
Gross Weight, Volume
Nature of Goods
Export Gateway
Add House
Create and add house shipments
New (House)
General Tab - New Consolidated House Shipment
Customer
Customer
House B/L
Import Agent
Place of receipt
Place of delivery
Shipper
Consignee
Total Number
Type
Gross Weight
Volume
Nature of Goods
Export Agent
Incoterms
Movement Scope
Proceed with shipment entry
Cargo Tab - New Consolidated House Shipment
Packages
Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
New
Edit
Delete.
Documents area
New Delivery Order FCL
Delete Transport order
Customs Area
New Customs Order
Edit Customs Order
Remove Customs Order
Add Customs References
Open Customs Application

Program Actions

In the Scope title bar, various overall functions are available:

New

If sufficient data about the master shipment has been entered and saved, the "New" option allows:

- New delivery order FCL
- New Customs order

Save

When all mandatory fields for a master shipment have been entered it is possible to save the direct shipment. At this point a USI is issued.

Print

When the master shipment is saved this option will allow printing of:

- File cover
- Release Order
- Unloading list

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Close

Close the shipment without saving or further action. If there is unsaved data, a dialogue will appear confirming if unsaved data should be discarded.

Title Bar

Above the shipment tabs the title bar appears. This summarizes the details of the shipment and offers further actions:

- **Shipment type**
  This will be "Master" indicating a direct shipment.
- **Shipment number**
  This unique number (USI) is generated on first saving the shipment. Prior to saving it will display the greyed text *direct shipment*. After saving the shipment number will be generated in the format of the 2 digit mode "SI" (Sea Import) followed by the 1 digit shipment type "M" (Master) followed by a 6 digit shipment number.
- **Service date**
  If the arrival date (A.T.A.)is present on first saving, this will be the service date. If not present then the estimated arrival date will be used.
- **OBL Number**
  The OBL of the direct shipment
- **Depart and destination port codes**
- **Internal USI**

Tabs

All available tabs are displayed. The focus will be on the open tab.

Application area

Ocean BL

The ocean bill of lading number issued by the carrier.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Port of departure

Place or port where the goods are loaded onto the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

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Port of discharge

Place or port where the goods are unloaded from the ship.
The UNLOCODE may be entered directly, or part of the code or place name may be entered and the search function of the field will assist in identifying the correct code.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Carrier

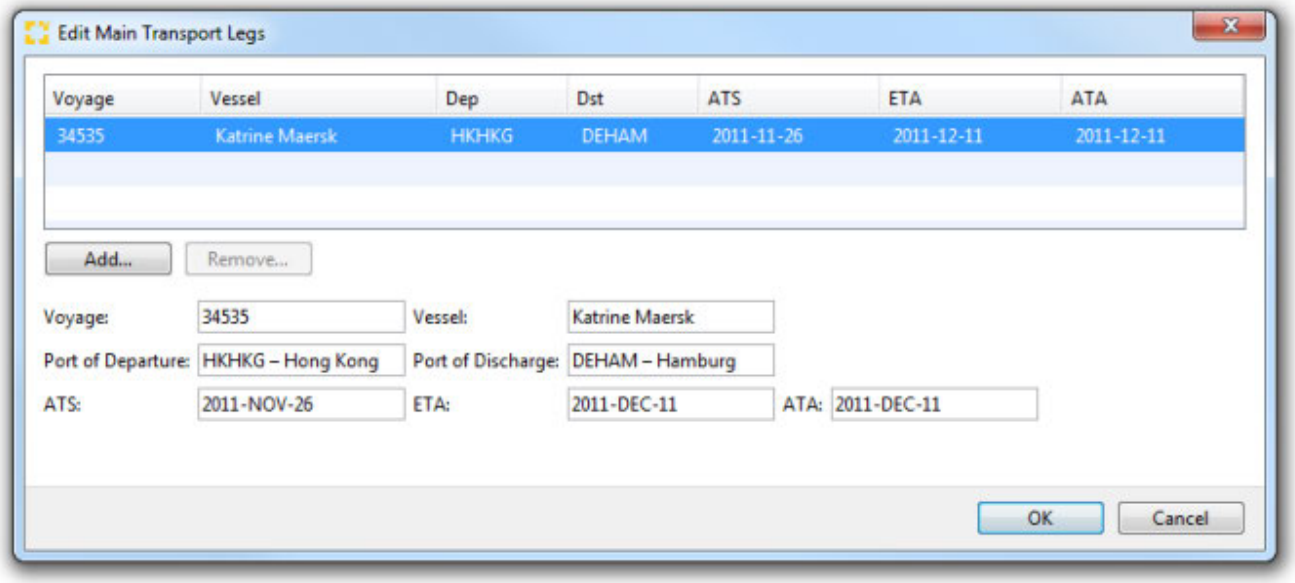
The owner of the vessel that will carry the goods. This will be the SCAC code and name of the carrier.

Vessel

The vessel on which the goods will be loaded.

Voyage / Transport legs

The voyage number of the vessel may be entered directly. The drop down menu also offers access to the _Transport legs _ editor, which allows details of a multi-leg sailing to be entered.The F3 function key can also be used to call the _Transport legs _ editor.



Voyage

The voyage number of the leg.

Vessel

The name of the vessel for the leg.

Dep

The depart port of the leg

Dst

The arrival port for the leg

A.T.S.

The actual date the vessel departed.

E.T.A.

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The estimated date of arrival for the vessel.

A.T.A.

The actual date of arrival for the vessel.

Add

Add a new leg.

Remove

remove the leg highlighted in the list of voyages.

OK

Save the data and exits the *Tranport Leg* editor.

Cancel

Cancels selection of a sailing without further action

A.T.S.

The date and time the cargo departed from the port of departure. This is a date and time field, use the drop down option to select from the calendar

4. E.T.A.

The estimated arrival date and time of the vessel. This is a date and time field, use the drop down option to select from the calendar

A.T.A.

The actual arrival date and time of the vessel at the port of discharge. This is a date and time field, use the drop down option to select from the calendar

Total Pieces

The total number of pieces as shown on the master bill of lading. This should correspond to the total number of pieces of all the house shipments consolidated on the master. A cross-check will be done and a warning issued if total master pieces do not match the total number of house pieces.

Gross Weight, Volume

The total gross weight of the consolidation as shown on the master bill of lading. This should correspond to the total gross weight of all the house shipments consolidated on the master. A cross-check will be done and a warning issued if total master gross weight does not match the total gross weight of the house cargoes.

Nature of Goods

This should default to "Consolidated Cargo" since a variety of goods are normally being transported, but this field may be manually edited as desired.

Export Gateway

The agent responsible for shipping the goods from the port of departure. This field will only display partners who are stored with the role "Agent".

House Shipments

The lower section of the screen shows house shipments on the consolidation and provides features to add and create houses for the consolidation. The table of house shipments has the following information:

- House shipment number
- House BL number
- Dst (destination)
- Import Agent - the code of the import agent responsible for the shipment
- Consignee
- Pieces
- Weight
- Volume

Add House

The "Add House" action link allows any existing house that is not part of a consolidation to be added to this master shipment. A dialogue will appear showing available houses. If a house is to be added to the master it should be highlighted and then click "OK", or click "Cancel" to exit the "Add House" dialogue without further action.

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Create and add house shipments

Once the basic master details have been entered, the lower section of the screen allows the fast creation of new house shipments and displays a listing of house shipments that have been created and are included on the consolidation.

New (House)

The "New" function button will launch the "New Consolidated House Shipment" editor. This editor has 2 tabs:

- **General tab** - shipper, consignee, depart, destination and shipping terms
- **Goods tab** - in-depth details of the house shipment goods

General Tab - New Consolidated House Shipment

Customer

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

House B/L

House B/L Number.

Import Agent

The agent to whom the shipment will be transferred on arrival. The agent is normally appointed by the customer, and typically is the freight forwarder creating the consolidation.

Place of receipt

The place of receipt is the place where the goods are handed over by the shipper.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Place of delivery

The place of delivery is the final destination of the goods.
The UNLOCODE can be entered in the left field or the place name may be entered. The search function of the field will then confirm or assist with locating the correct UNLOCODE. The full name of the place will appear in the right field or may be adjusted, for example to to allow for a different spelling of the place name to be used only on this shipment.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where in addition to other functions, a new partner may be created or an existing partner may be edited.

Total Number

The total number of pieces on the house bill of lading.

Type

The type of packaging used for the cargo.

Gross Weight

The gross weight of the cargo

Volume

The volume of the cargo in m3. If the unit is over-written with "CFT" it will automatically convert the cubic foot measurement to cubic meters.

Nature of Goods

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A summary description of the goods.

Export Agent

The agent responsible for the cargo in the exporting country.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the ICC (International Chamber of Commerce). The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.
Choose from the following Incoterms using the drop-down menu (Click on the arrow):

Incoterm	Description
EXW	ex works
FCA	free carrier
FAS	free alongside ship
FOB	free on board
CFR	cost and freight
CIF	cost, insurance and freight
CPT	cariage paid to
CIP	carriage, insurance paid to
DDP	delivered, duty paid
DAP	delivered at place
DAT	delivered at terminal

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Proceed with shipment entry

The action link "Proceed with shipment entry" with launch the full house shipment editor.

Cargo Tab - New Consolidated House Shipment

Packages

The packages from the General tab will default as the shipment cargo. This can be edited, or split into individual packages using the action icons:

Symbol	Action
	Adds new cargo.
	Removes the highlighted cargo
	Moves the highlighted cargo up the list.
	Moves the highlighted cargo down the list.

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Pieces

The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

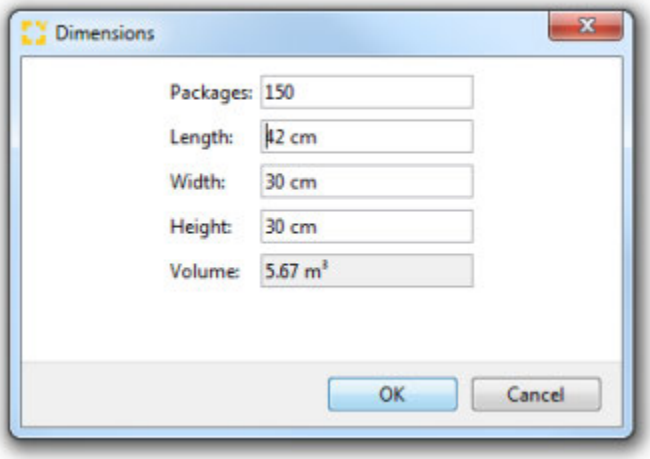
Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

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Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the list of packages.

H3. Edit (House)

The "Edit" button opens the house shipment highlighted in the summary list and enables the details to be revised.

H3. Delete (House)

The "Delete" button deletes the house shipment highlighted in the summary list.

H3. New from Template (House)

The "New from Template" enables the creation of a new house for the consolidation but does so by allowing an existing shipment template to be selected as the basis of the new house.

Documents area

New Delivery Order FCL

This action enables the creation of a new delivery order. Clicking on this link will open the delivery order application. New delivery orders will appear in the window above the "New Delivery" action link.

Delete Transport order

Any existing delivery orders will be shown in the window above the "New Delivery" action link. The "Delete Transport order" action link will delete any highlighted existing delivery order in this window.

Customs Area

New Customs Order

Opens the customs order editor.

Edit Customs Order

Opens the customs order editor to edit the highlighted customs order.

Remove Customs Order

Removes the highlighted customs order.

Add Customs References

Opens the additional customs references editor. Up to 10 additional customs references may be inserted and linked to the shipment.

Open Customs Application

Opens a customs entry applications if available.

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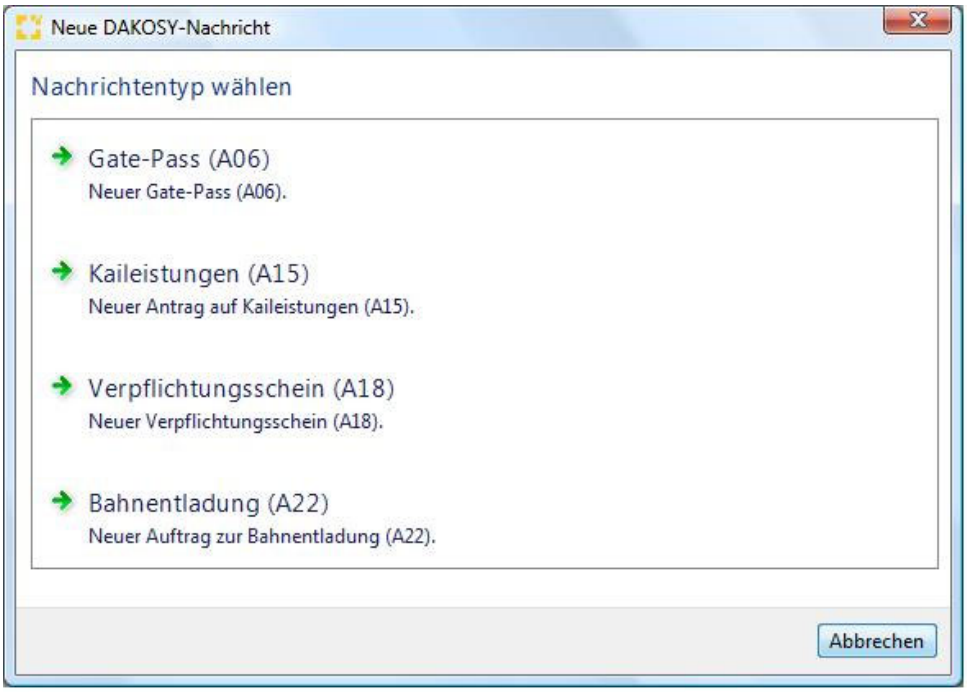
DAKOSY - New Message - General - Master Shipment - Seafreight Import

- Einleitung
- Beschreibung

Einleitung

Über das Dakosy-Modul kann die Eingangszollabfertigung über den Hamburger Hafen sowie der gesamte Hafen-Datenverkehr (zu Reedereien, Packschuppen, Terminals..) abgefertigt werden, sofern die Beteiligten ebenfalls an DAKOSY angebunden sind. Beim Klicken auf die Schaltfläche "Neue DAKOSY-Nachricht" öffnet sich ein Auswahlfenster für den Benutzer.

Beschreibung



Anleitungen

Fragen

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New Delivery Order FCL - General - Master Shipment - Seafreight Import

- Introduction
- Description

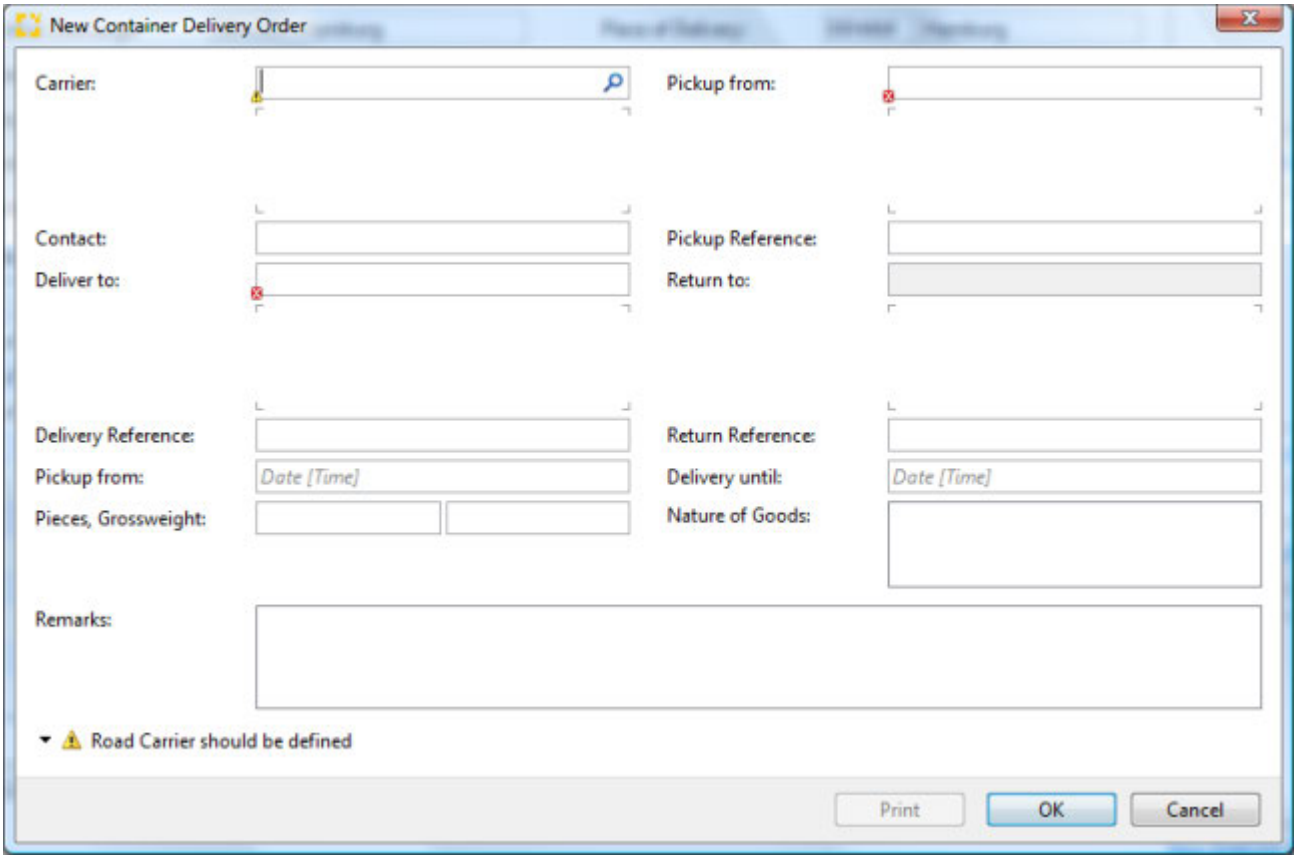
Introduction

Creation of an FCL delivery order requires the full shipment details have been saved in the "General" tab.

The "delivery order" is created by the the forwarding agent to collect the goods from the CFS and have them delivered to the forwarding agents warehouse or Container Freight Station (CFS).

Description

A "Delivery Order FCL" can be created by click the blue action link "Delivery Order FCL". This will open the "New Container Delivery Order" editor.



Carrier

The trucking company who will transport the container. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner.

Carrier Contact

The name of the party employed by the carrier who should be contacted for details of the pickup.

Pickup from

The address at where the container should be picked up. The desired partner can be located with the search field.

Pickup Reference

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The reference issued by the steamship line to identify the pickup.

Deliver to

The address to which the container is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner.

Return to

The address to which the container should be returned.

Delivery Reference

The reference issued by the agent to identify the delivery.

Return Reference

The reference issued by the steamship line to use on return of the container.

Pickup From

The pick up window (Date / Time), in which the consignment is to be picked up.

Delivery until

The delivery window (Date / Time), in which the consignment is to be delivered.

Pieces

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the container selection tool.

Gross weight

The gross weight of the container.

Nature of goods

A description of the goods.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

Print

Print the delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

OK

Save the data and close the delivery order editor.

Cancel

Close the delivery order editor without taking any further action.

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Goods - Master Shipment - Seafreight Import

- Introduction
- Description

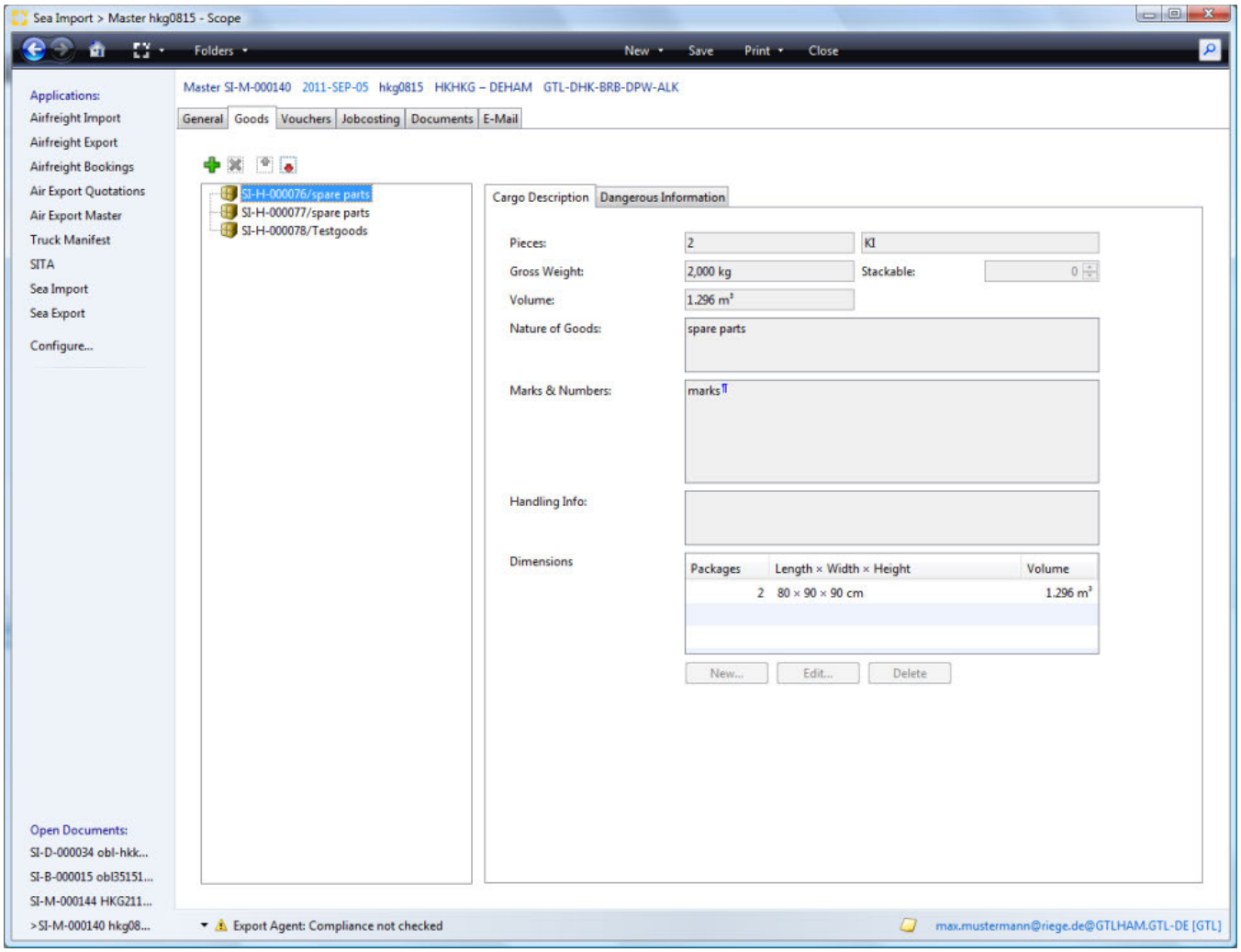
Introduction

The tab *Goods* shows a summary of all containers and their goods on the left and two sub tabs on the right showing comprehensive details of the physical nature of the goods and containers, including any dangerous goods information .

Description

The *goods tab* presents the cargo information with the individual packages and containers on the left and the corresponding details of each package or container appears on the right as each package is highlighted.

The goods for all the house shipments already entered in the General tab will appear automatically.



Loading Equipment
LCL cargo
FCL Shipment
- Number
- Unknown
- Shipper's owned
- Seal
- Type
- Inner Size (LxWxH)
- Remarks

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Total pieces
Tare weight
Maximum Weight
Loaded Weight
Volume
Assignment of a cargo item to a container
Cargo Detailed Description

Loading Equipment

The icons within the table of cargo and containers describe the kind of cargo item:

Symbol	Cargo Item
? Unbekannter Anhang	Container
? Unbekannter Anhang	Cargo

Cargo items can be added or deleted using the action icons above the table of cargo items:

Symbol	Action
? Unbekannter Anhang	Adds a new container
? Unbekannter Anhang	Adds a new piece of cargo
? Unbekannter Anhang	Removes a piece of cargo or container
? Unbekannter Anhang	Moves the item up the list
? Unbekannter Anhang	Moves the item down the list

LCL cargo

The house cargoes will appear as ? Unbekannter Anhang.

For each cargo item detailed information can be seen but not edited in the sub tabs:

- Cargo description
- Dangerous Information

FCL Shipment

Container can be added using the ? Unbekannter Anhang icon. This will open a container entry screen on the right where the full container details are recorded. On completion of the container details, at least one cargo item must be added to the container using the ? Unbekannter Anhang icon.

? Unbekannter Anhang

Number

The number of the container, composed of a prefix and terminated by a check digit, for example DUDU 9995489.

Unknown

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If the "Unknown" box is checked, then the container number can be left empty.

Shipper's owned

Check the "Shipper's owned" box if the carrier owns the container.

Seal

The container seal number

Type

The container type. This is a search field and will only permit container types stored in the container database.

Inner Size (LxWxH)

This will display the inner dimensions of the container. These figures are applied according to the container type and taken from the container database. These dimensions cannot be changed.

Remarks

Any remarks particular to this container

Total pieces

The total number of pieces in the container. This is derived from the cargo items associated with the container.

Tare weight

The container weight from the container database

Maximum Weight

The maximum load for the container include the tare weight. Taken from the container database.

Loaded Weight

The total weight of the cargo items in the container

Volume

The total volume of the cargo items in the container.

Assignment of a cargo item to a container

Cargo can be added to or removed from a container simply by dragging the item into the container or dragging the item out of the container.

Cargo Detailed Description

This area presents sub-tabs for greater detail about the cargo items:

- Cargo Description - Goods - Master Shipment - Seafreight Import
- Dangerous Goods Information - Goods - Master Shipment - Seafreight Import

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Cargo Description - Goods - Master Shipment - Seafreight Import

- Introduction
- Description

Introduction

Complete details about the physical nature of the cargo is recorded including marks and numbers and any special handling instructions.

Description

The *Cargo Description* tab will appear as the default tab, showing the details of the cargo highlighted to the left.



Pieces
Packing type
Gross Weight
Volume
Stackable
Nature of Goods
Marks and Numbers
Handling Info
Dimensions
- New
- Edit
- Delete.

Pieces

The exact number of pieces.

Packing type

To the right of the pieces, the type of packing can be described - pallets, boxes, barrels etc.

Gross Weight

The gross weight of the packages. This figure will default to Kg, but this may be changed to Lbs if required.

Volume

The total volume of the packages. This figure will default to Cubic meters (m3), but this may be changed to cubic feet (CFT)if required.

Stackable

The stackablilty of the packages.

Nature of Goods

A description of the goods. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Marks and Numbers

Any marks and numbers on the goods that are to be noted on the documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

Handling Info

Special handling instructions to be included on documentation. By right clicking, a context menu will appear and allow the selection of text blocks, alternately use **Ctrl + T**

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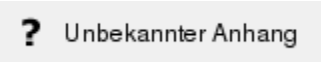
Dimensions

Each piece of the package can be recorded in the *Dimensions Editor*.

New

By clicking on the **new** button the dimensions editor will appear. This can be repeated for each item until all have been entered and the results will be tabulated.



Data is saved by clicking the "OK" button and discarded by clicking the "Cancel" button.

Packages

The number of packages.

Length

The length of each package. The default measurement will be in **cm** but this can be changed to **in**.

Width

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Height

The height of each package. The default measurement will be in **cm** but this can be changed to **in**.

Volume

The volume of the packages will be calculated automatically using the dimensions provided. This field cannot bee edited.

Edit

Any existing package in the summary table of packages my be highlighted and edited by clicking the *edit* button.

Delete.

Any existing package in the summary table of packages my be highlighted and deleted by clicking the *delete* button.

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Dangerous Goods Information - Goods - Master Shipment - Seafreight Import

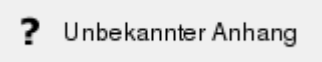
- Introduction
- Description

Introduction

The dangerous goods tab allows the entry of IMDG (International Maritime Dangerous Goods) information for packages that are dangerous cargo.

Description

Select each cargo item in the main *Goods* tab and then select the *Dangerous information* sub-tab to enter any IMDG information about that cargo.



Enable dangerous goods entry
IMDG Class
UN Number
Proper shipping name
Technical Name
MFAG Number 1
MFAG-Number 2
EMS-(Fire)
EMS-(spill)
Limited Quantity
Exempted Quantity
Net Weight
Flash Point
Radioactivity
Page Number
Packing Group
Package Type Code
Transport Code
Category

Enable dangerous goods entry

Checking the dangerous goods flag marks the entire shipment as carrying dangerous goods. In addition the previous greyed data fields of the dangerous goods tab are now activated for entry.

Any cargo marked as dangerous will appear in the cargo list with a red and white "dangerous" symbol.

IMDG Class

IMDG code for the Hazardous class of materials.

UN Number

The UN number of the substance. This is prefixed by "UN" followed by a 4 digit number.

Proper shipping name

The full shipping name of the substance

Technical Name

The precise technical designation of the hazardous substance. This is on the IMO-DGD.

MFAG Number 1

Medical First Aid Guide - Number 1 acc. IMO-DGD.

MFAG-Number 2

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Medical First Aid Guide - Number 2 acc. IMO-DGD.

EMS-(Fire)

Emergency Schedule - Number 1 acc. IMO-DGD.

EMS-(spill)

Emergency Schedule - Number 2 acc. IMO-DGD.

Limited Quantity

Check the field to indicate a limited quantity of the dangerous goods.

Exempted Quantity

Check the field if the limited quantity of the dangerous goods is sufficient to exempt it.

Net Weight

The net weight of the dangerous goods (see IMO-DGD).

Flash Point

The temperature in degrees Celsius (° C) at which the hazardous substance will ignite.

Radioactivity

The radioactivity of the hazardous cargo.

Page Number

The page of the hazard data sheets.

Packing Group

The packing group according to IMO-DGD.
The following packing groups are available:

Packing Group
I
II
III

Package Type Code

Type of packaging according to ADR regulations.

Transport Code

The transport index for radioactive materials.

Category

Indicate the category (tunnel restriction code A through E)

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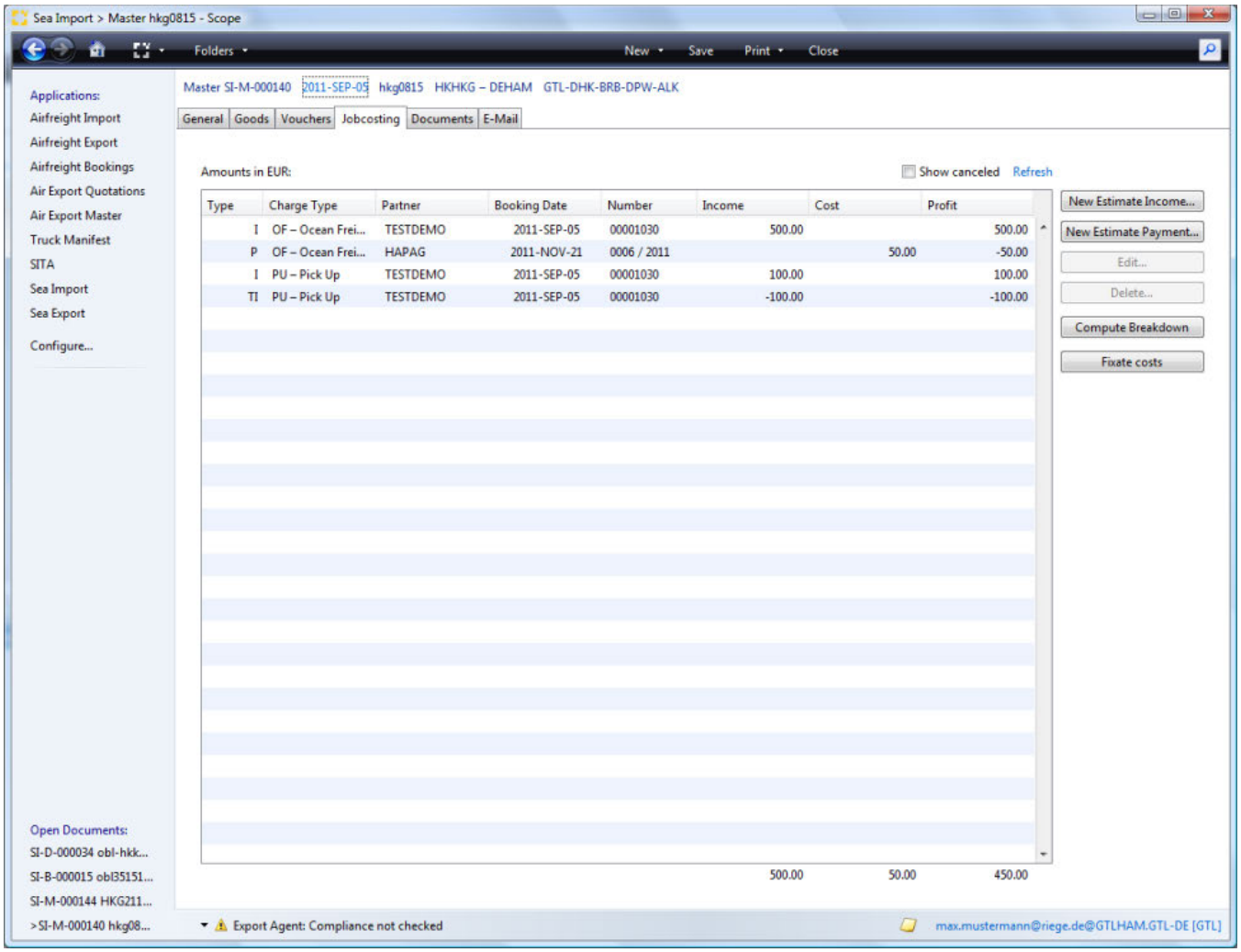
Jobcosting - Master Shipment - Seafreight Import

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar
Show Cancelled
Refresh
New Estimate Income
New Estimate Payment
Edit
Delete
Compute Breakdown
Charges Summary Table
Charges Editor

Main menu bar and title bar

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see General tab

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest details.

New Estimate Income

Opens charges editor and allows entry of a new income estimate.

New Estimate Payment

Opens charges editor and allows entry of a new estimate payment.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

Deletes the charge highlighted in the overview of charges.

⚠ Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Compute Breakdown

To pro-rate costs from the master shipment to the houses, the "Compute Breakdown" button can be used.

Charges Summary Table

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

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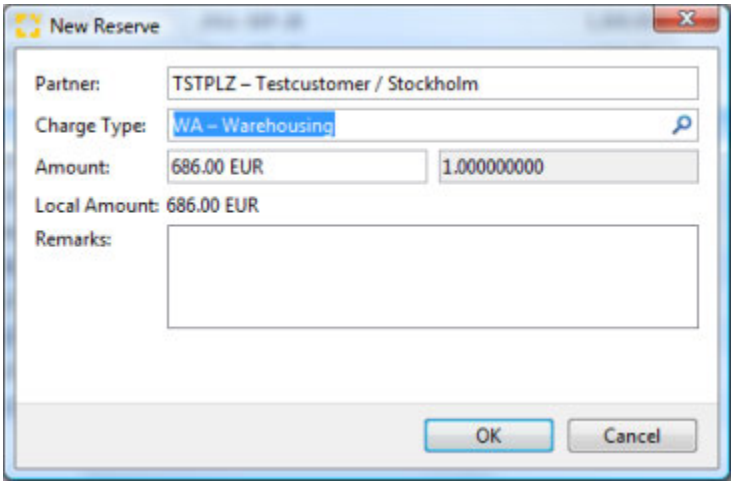
Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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Vouchers - Master Shipment - Seafreight Import

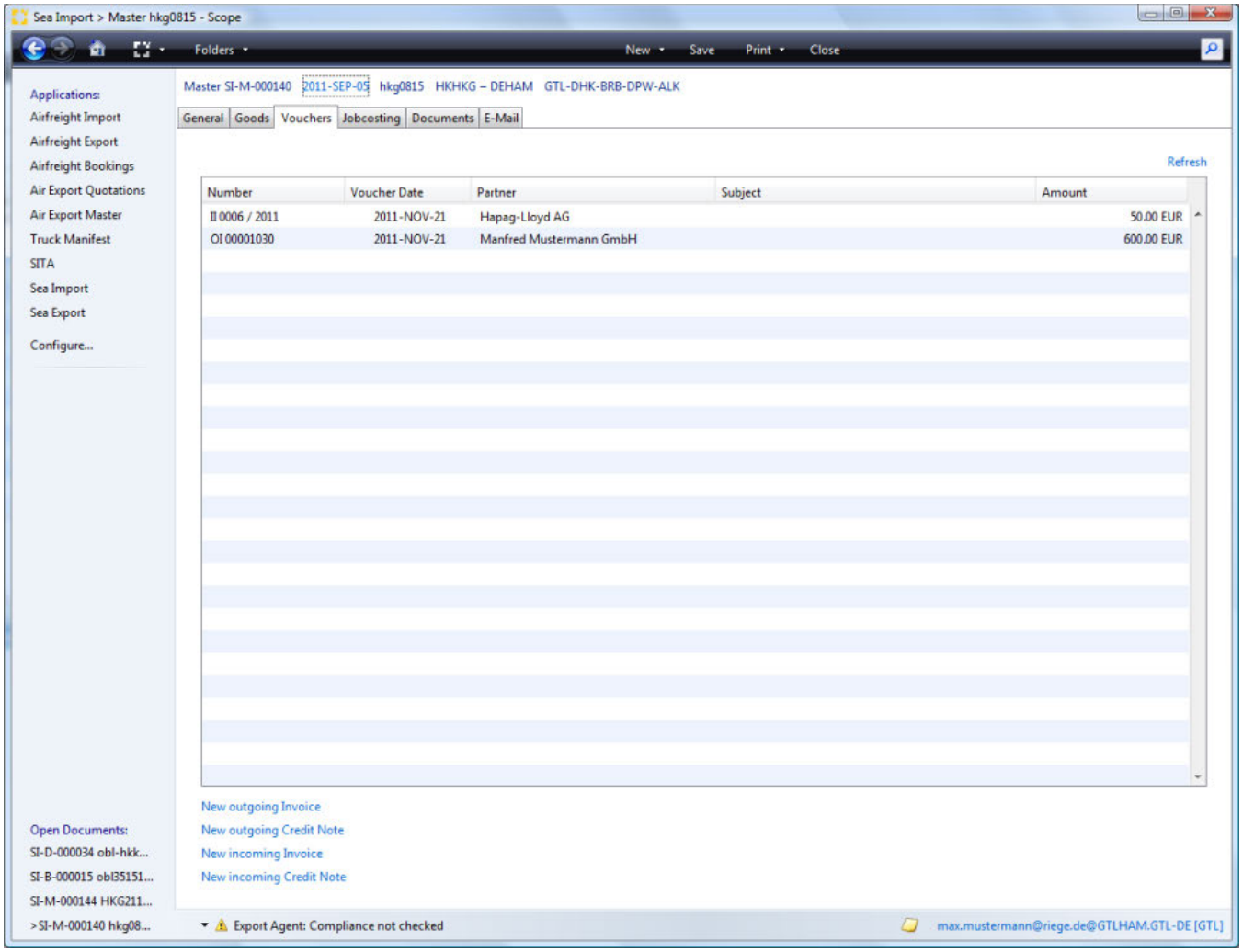
- Introduction
- Description

Introduction

The voucher tab displays all billings associated with the shipment. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description

Individual documents are presented in a summary form.



- Main menu bar and title bar
- Overview
- New Outgoing Invoice
- New Outgoing Credit Note
- New Incoming Invoice
- New Incoming Credit Note
- Refresh
- Table columns
  - Number
  - Voucher Date
  - Partner
  - Subject
  - Amount

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Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Refresh

refreshes the list of vouchers.

Table columns

Number

The number of the document is fixed and will be prefixed with a code indicating the type of voucher.

Voucher Code	Description
OI	Outgoing Invoice
OC	Outgoing Credit note
II	Incoming invoice
IC	Incoming credit note

Voucher Date

The date the voucher was created.

Partner

The party to whom the voucher was issued.

Subject

The subject of the voucher

Amount

the total amount of the voucher.

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Seafreight Port systems

- Introduction

Introduction

Scope Supports several sea freight port community systems, such as :

- Dakosy - Port system for hamburg, as described in the German Manual
- BHT - Port systems for Bremerhafen, as described in the German Manual
- Portbase - Port system for Dutch ports, Amsterdam and Rotterdam. as described in the linked pages

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Seafreight Portbase Messaging system

- Introduction
- Description

Introduction

Portbase offers a range of services to all active parties in the Seafreight logistics chain. In Scope the following services are being supported at the moment

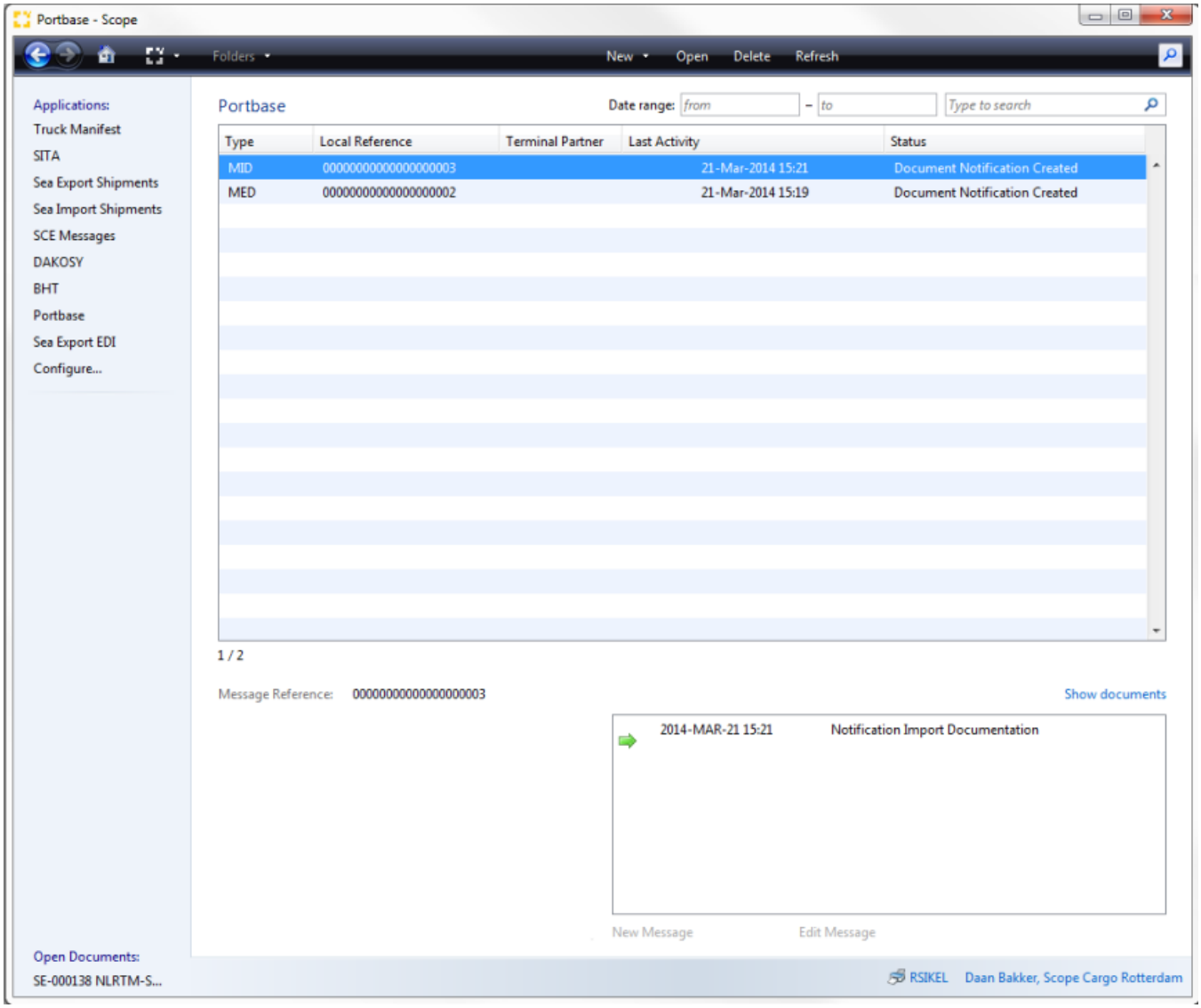
- Melding Export Documenten (MED) - Advises the terminals the export customs documention which accompany export containers at delivery.
- Melding Import Documenten (MID) - Advises the terminals the customs documenten by which import containers will be transport after arrival.

The usage of these services will allow for a time efficient handling at the gates of the terminal, and will be deemed mandatory for terminals in the future (Q4-2014)

Future services being developed is : Lading Informatie 2.0

Description

The function Portbase can be found in Ocean \ Portbase,



Action Bar

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New

With the new option a new portbase message can be selected a choice between to the available services

MED (ECS)

With the MED service message a notification per customs document is reported to the terminal the to which booking and container it belongs

MID

With the MID service message a notification per per terminal / container the customs document / regulation by which the container will be depart from the terminal

Open

Opens a selected procedure

Delete

Deletes a procedure, if the selected procedure is in the proper state.

Refresh

Rebuilds the screen with the last updates.

Search bar

Date range

in the date range a filter for a certain period can be selected the review the created procedures in the selected period

Search box

In the search box a specific procedure can be searched for on basis of any of the available details.

Message Details

Per selected procedure some additional information or actions are availble from the homeview

Message reference

Each procedure will be assigned a unique number by which the procedure is registered.

New Message

New message allows the user to send a new message after a rejection has been received

Edit Message

Edit message allows the user to send a replacement message on a earlier send message.

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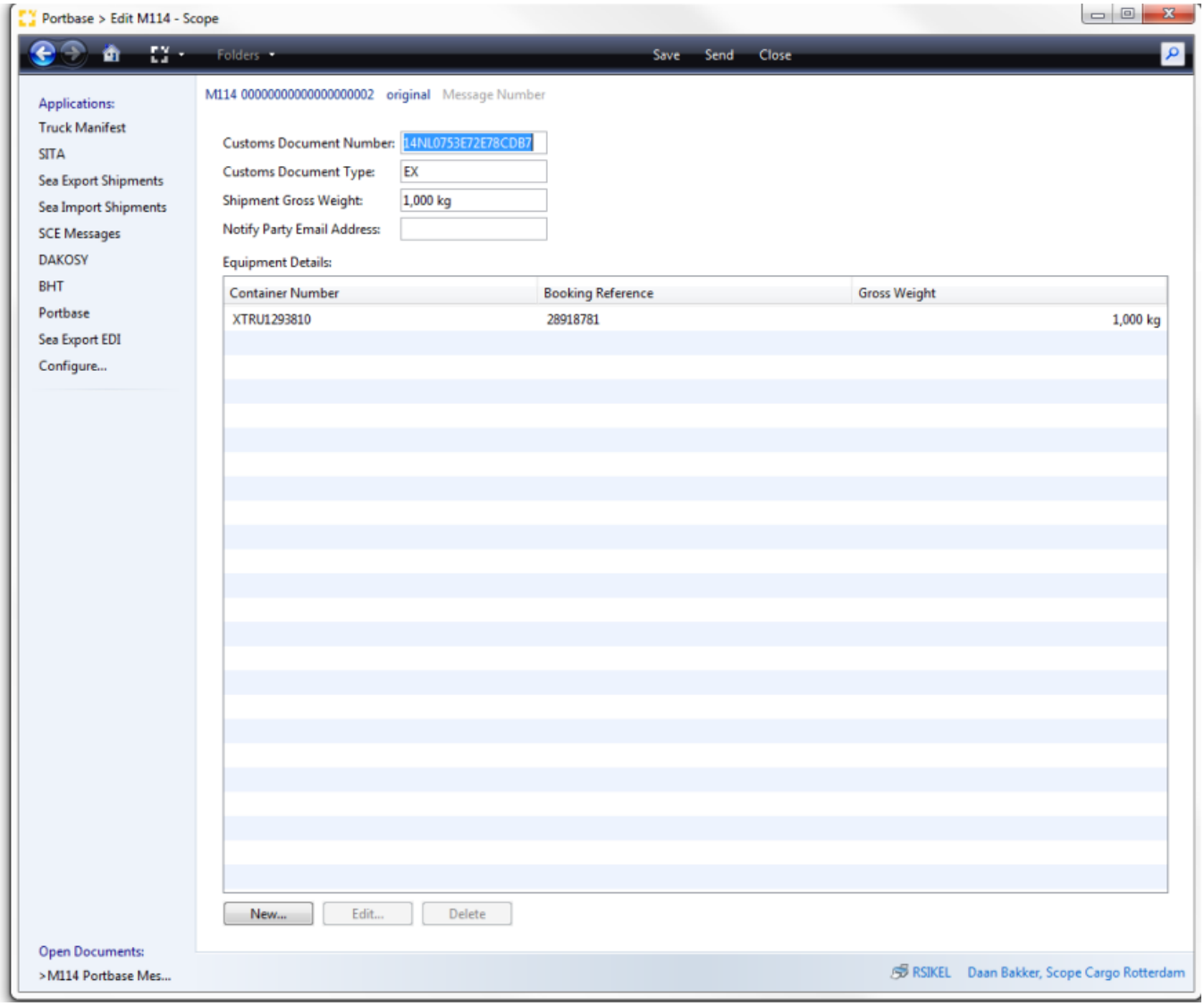
Portbase MED service message

Description

The portbase MED service message requires the following details before it can be send to portbase, For exports the entry starts with customs document number,
in case more than one customs documents accompanies a container, then a message per customs di



Customs Document Number

The Customs document number (MRN) for which the message is send is registered here.

Customs document type

With the customs document type, the type of customs document is registered the choice being:

Code	Description	Defaulted from selected customs document
EX	Export Declaration with MRN (Atlas/Sagitta) Non-EU destination	✓
CO	Export Declaration with MRN (Atlas/Sagitta) Communitairy goods	✓
EU	Export Declaration with MRN (Atlas/Sagitta) EVA Countries	✓

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TT1	NCTS - T1 Declarations , valid till place of delivery (behond Rotterdam)	
RT1	NCTS - T1 Declarations , valid till Rotterdam	
TT2	NCTS - T2 Declarations , valid till place of delivery (behond Rotterdam)	
RT2	NCTS - T2 Declarations , valid till Rotterdam	
RTR	NCTS - Emergency Procedure	
ICT	Intra Communautaire Transactions (T2L , CMR, Invoice number)	
IM7	Temporary storage declaration	
AAD	EMCS declarartion valid till place of delivery (behond Rotterdam)	
RAR	Military documentation valid till place of delivery (behond Rotterdam)	
TAR	Military documentation valid till Rotterdam	
TIR-R	TIR- Declaration, valid till place of Rotterdam	
TIR-D	TIR- Declaration, valid till place of Delivery (behond Rotterdam)	
REX	Local reference number - AGS Export emergency procedure	
RT5	T5, valid till place of Rotterdam	
TT5	T5, valid till place of delivery (behond Rotterdam)	
ATA	Continuing ATA Carnet	
TNK	Tank container with IMO residue declaration	

Shipment gross weight

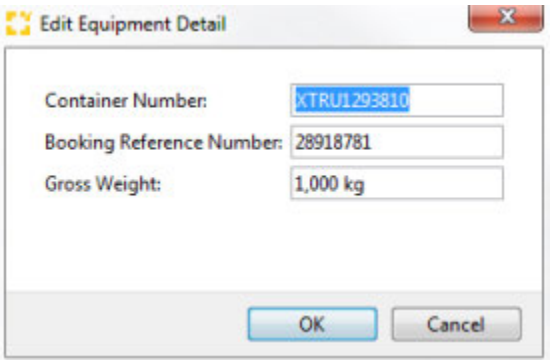
In Shipment gross weight the full gross weight of the whole shipment is listed.

Notify party email address

Optionally it is possible to register an email address where besides the responses on the message an email with a status update is send.

Equipment details

Under equipment details the information regarding the container(s), in which the goods of the declaration have been loaded are reported. details will be defaulted from shipment if MED is created from Shipment



Container number

The container number of the shipment, will be defaulted from shipment if MED is created from Shipment

Booking Reference Number

The booking reference number as issued by the shipping line, will be defaulted from shipment if MED is created from Shipment

Gross weight

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Gross weight applicable for the registered container, will be defaulted from shipment if MED is created from Shipment

New

Under new a new equipment line is added to the MED message

Edit

Under edit an existing equipment line can be updated

Delete

with delete an existing equipment line can be updated

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Portbase MID service message

Description

In the MID service the customs documents are reported per container and notification types, Portbase recognizes two notification types of messages. combination of Documents of the different types in a single message is not allowed. Scope will validated on correct linking of types.

Created Customs document	Declaration Symbol	Declaration kind	Declaration type	NCTS control result	Document type	notification type
SAGITTA IMPORT	IM, EU, CO	A,B,D or E	-	n.a.	IM4	normal NCTS or Sagitta Import Document
AGS IMPORT	IM, EU, CO	A,B,D or E	-	n.a.	IM4	normal NCTS or Sagitta Import Document
NCTS	-	-	T-,T1,T2	<> A3 or Empty	NT1	normal NCTS or Sagitta Import Document
NCTS	-	-	T-,T1,T2	=A3	MRN	TATG NCTS Declaration
no customs document				n.a.	ICT	normal NCTS or Sagitta Import Document
Fiat Wegvoering (manual created document or by customs issued document) Emergency Procedure AGS Emergency Procedure NCTS	-	-	-	-	FWV	normal NCTS or Sagitta Import Document

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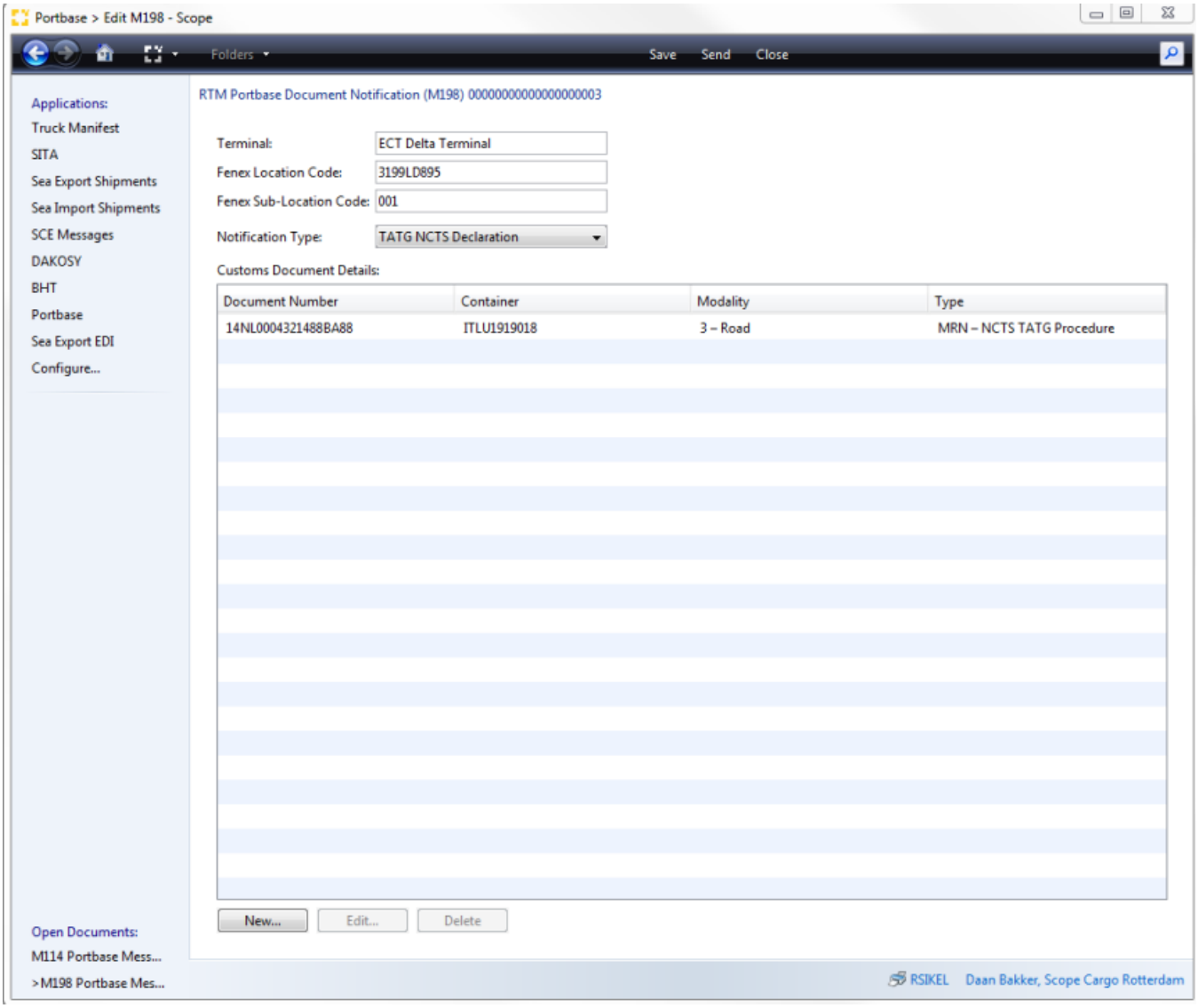

Terminal

With the terminal a partner registered as portbase participant can be selected, will be defaulted from the container terminal when the MID is created from a shipment .

Fenex Location code

The, by portbase assigned, unique code identifying the terminal, is defaulted from the terminal partner if setup in the partner maintenance

Fenex Sub location code

The, by portbase assigned, unique code identifying the terminal sub location, is defaulted from the terminal partner if setup in the partner maintenance

Notification type

The Message notification type for this applicable message as per above listed schedule.

Customs document details

In the customs document details the details of the reported container number and corresponding customs documentation are to be reported.
Details will be defaulted when created from a shipment.

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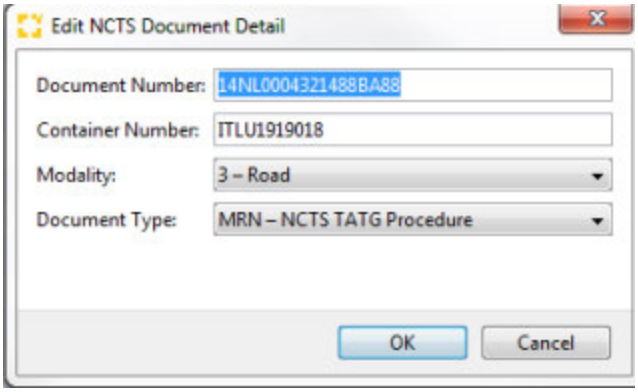

Document number

The corresponding customs document number, if applicable.

Type of declaration number	The reported number
Sagitta IMA	Eori + declaration number
AGS IMA	Customs assigned declaration number
T1	Customs assigned MRN number
FWV	Assigned "fiat wegvoerings nummer"
ICT	no number applicable

Container

The container number listed in the container. should a customs document cover more containers than a new customs document detail section is to be created per container.

Modality

With the modality field the terminal is advised about the method how the shipment covered by the customs document will be retrieved from the terminal.

Type

The type to identify the customs document as per above listed schedule.

New

To add a container / customs document number to the MID message

Edit

To edit a document details line

Delete

To delete a document details line

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Handling

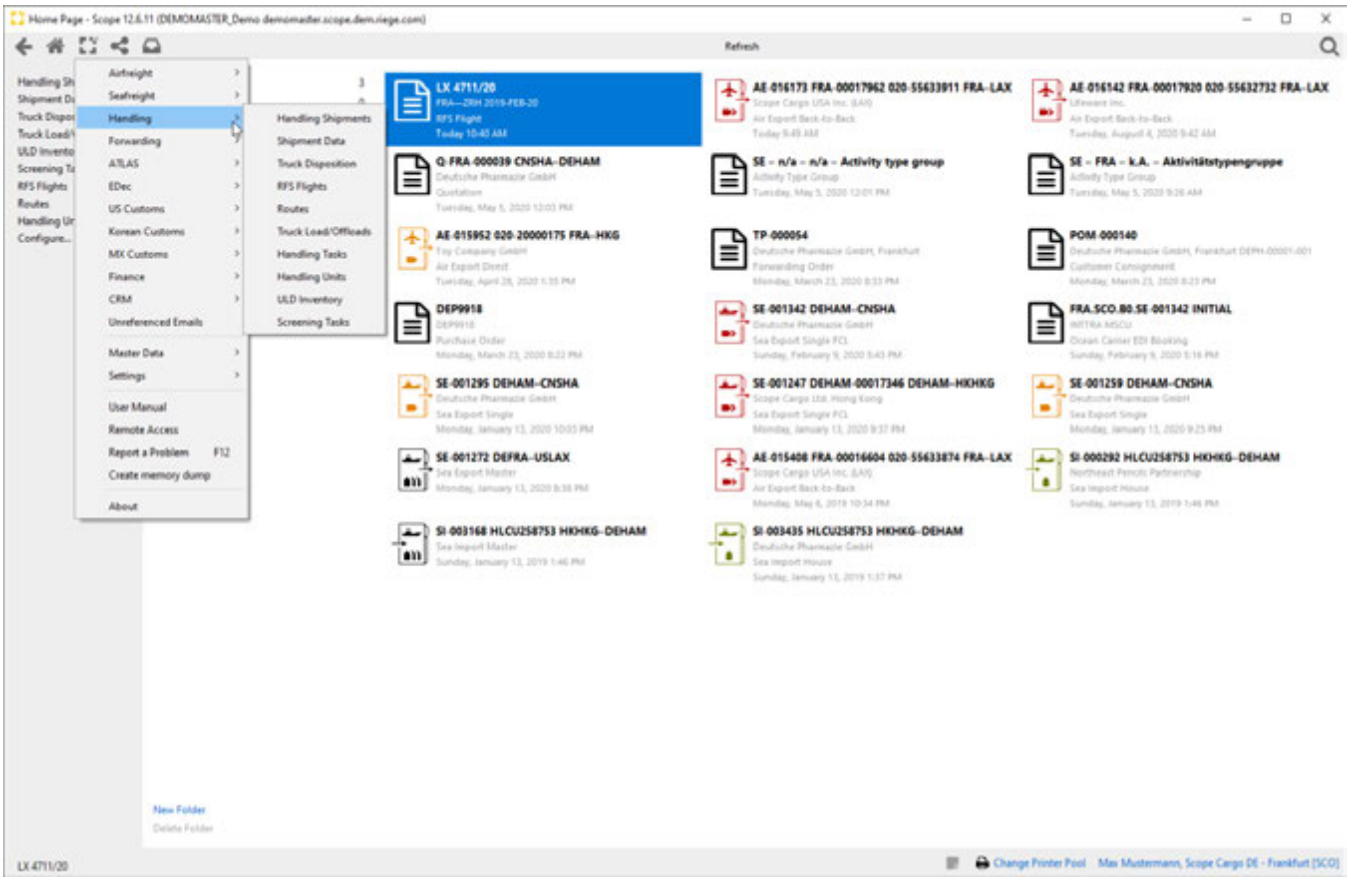
- Introduction
- Description

Introduction

The application Scope Handling enables a comfortable warehouse management and handling of goods for companies that run their own warehouse and offer additional services on the handling of shipments, such as handling agents. The application includes a various range of functionalities that can meet the requirements of handling companies. Scope handling includes components for the dispatching of trucks, for the handling of Security measures (like Screening Orders), a Route Management Tool, ULD inventory, RFS (Road Feeder Service) Flights handling. The processes in the warehouse (storage and retrieval of goods, inventory, etc.) can be supported by barcode scanners, which can process label and furthermore labels from customer. Scheduled orders can also be transferred to an external telematics system. The driver can then use a scanner to send the status of the orders and delivery receipts and, if necessary, send photos back to Scope.

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description



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(a) Handling Shipments - Handling

- Introduction
- Description

Introduction

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description

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(b) Shipment Data - Handling

- Introduction
- Description

Introduction

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description

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(c) Truck Disposition - Handling

- Introduction
- Description

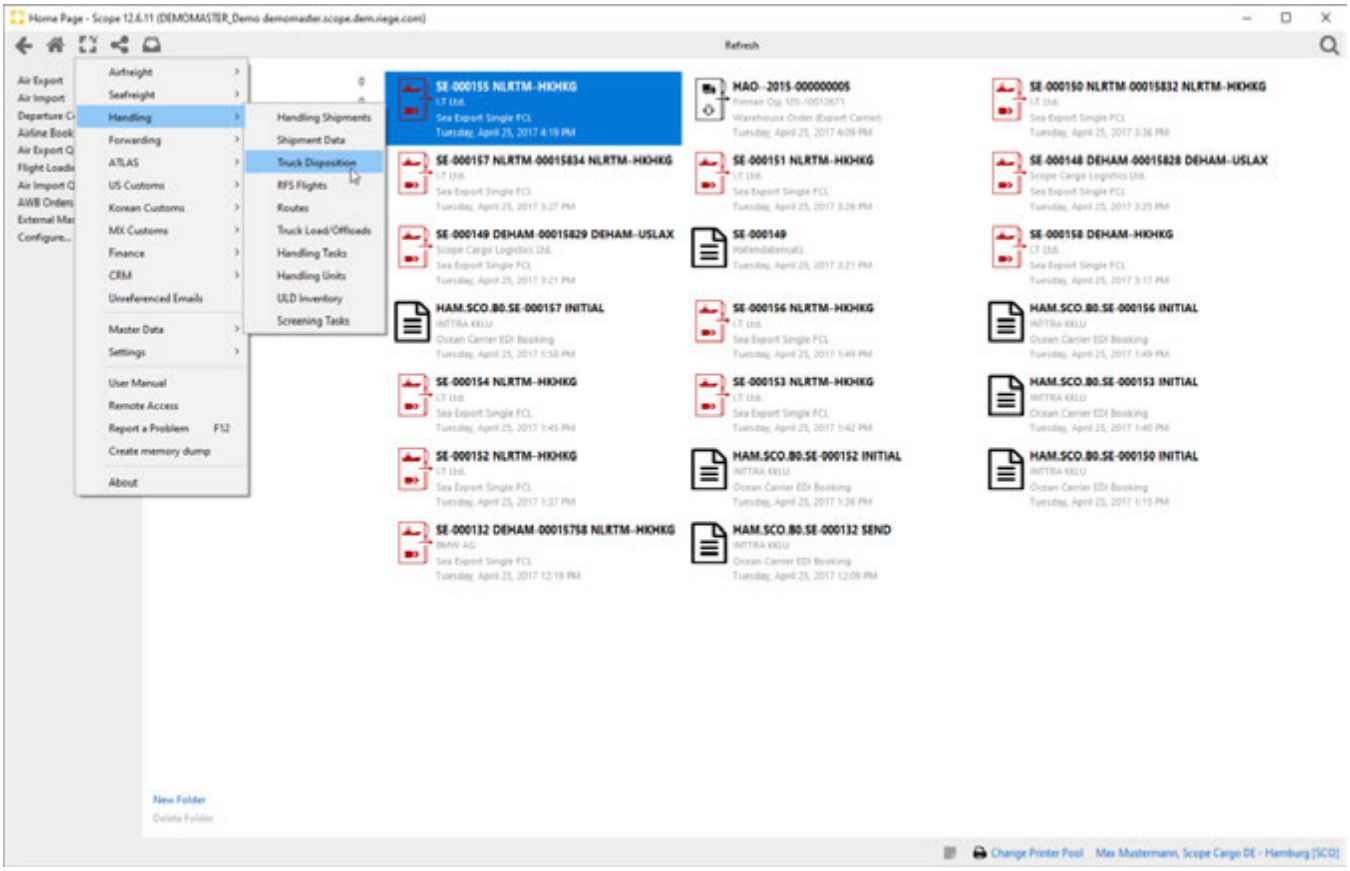
Introduction

In the Handling Truck Disposition application all recorded transport orders, including the completed RFS flights, are displayed. With the Truck Disposition the transport orders can be scheduled and combined on a route. The detailed processing of a route in Scope will be done in the application handling route.

Description

- Transport Orders, Routes
  - Transport Orders - data display
  - Transport order types
- Search- and Filter function
- Program action
  - New
  - Open
  - Change Carrier
  - Refresh
  - Route

The application Handling Truck Disposition can be opened via the Scope menu sequence Handling- Truck Disposition.



Transport Orders, Routes

The program is divided into 3 areas: Transport orders (left), Tours (top right), Transport orders assigned to the selected tour (bottom right.

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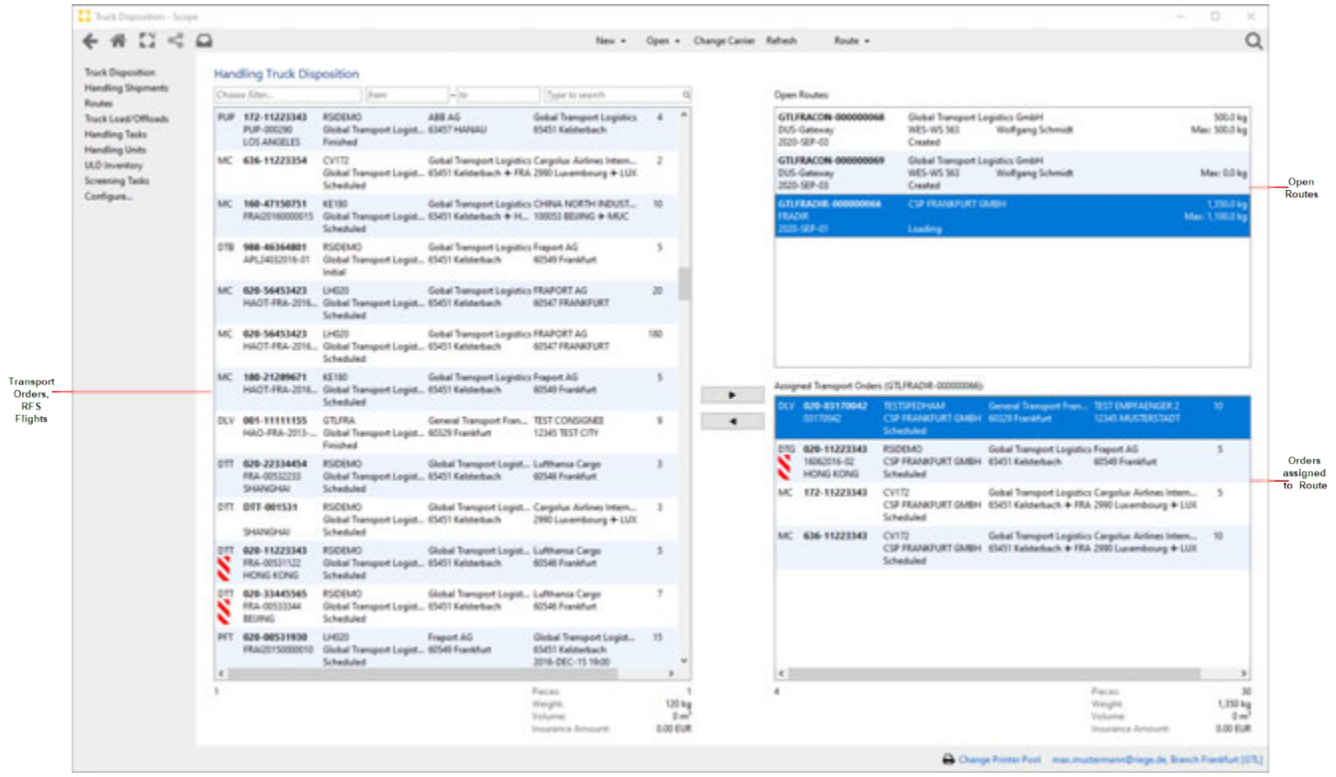
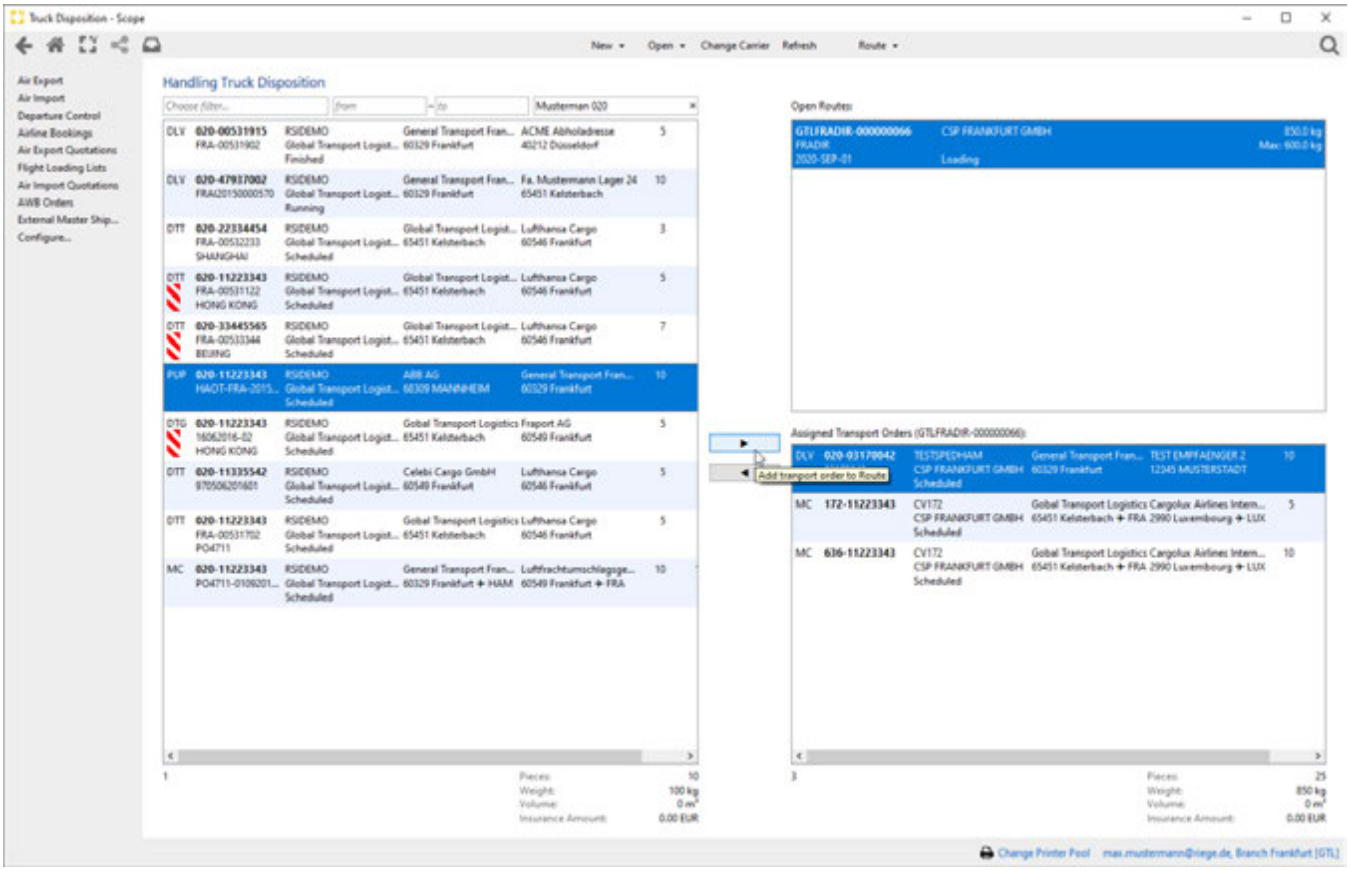


Transport orders can be double clicked on and pushed onto the tour to be planned on the right, or with the mouse button pressed. In the area at the bottom right, the scheduled transport orders can be returned on the same route (if the route is still open). Transport orders can also be added or removed by using the buttons *Add transport order to Route* or *Unassign transport order from Route*.

- *Add transport order to Route*



or

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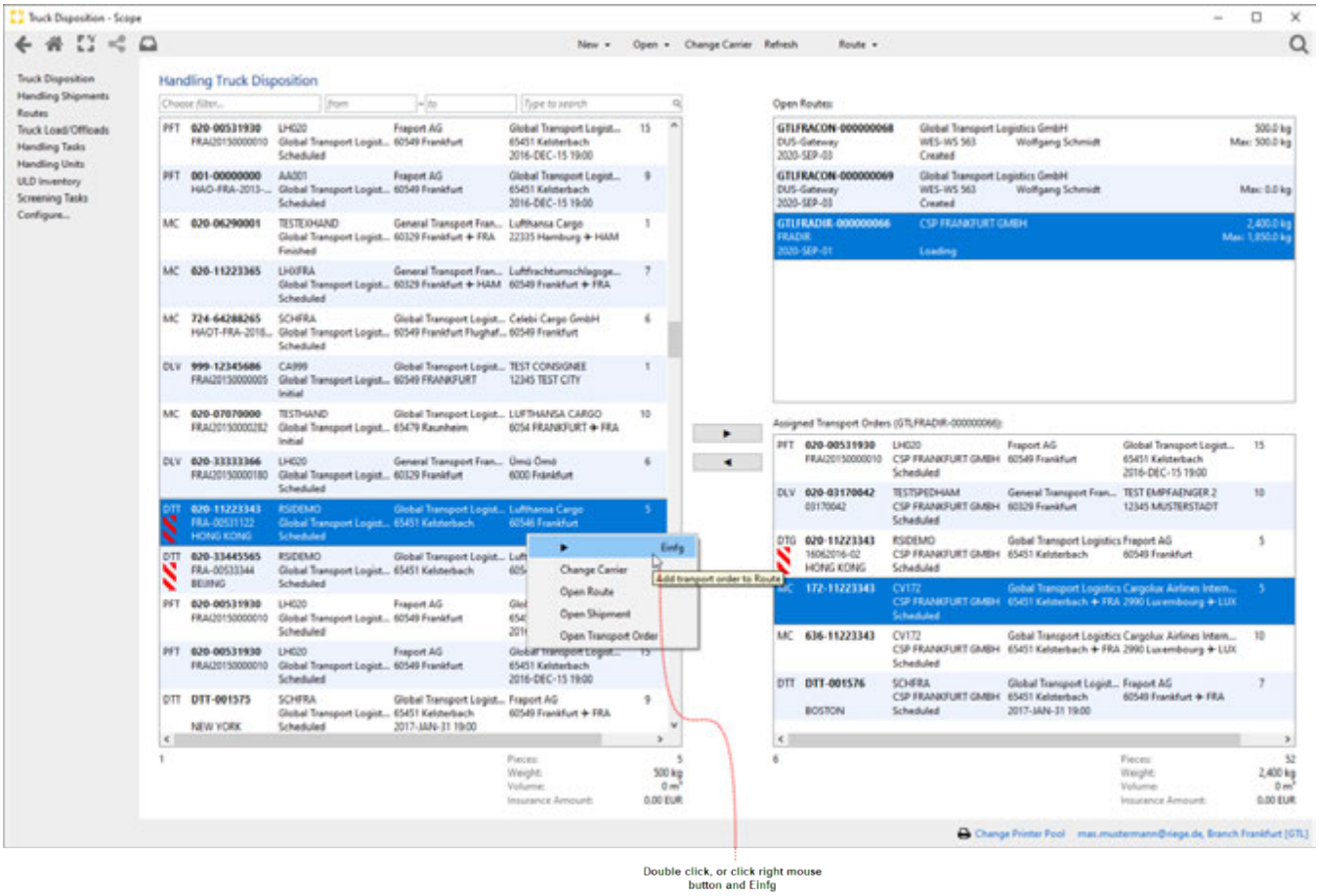

- *Unassign transport order from Route*

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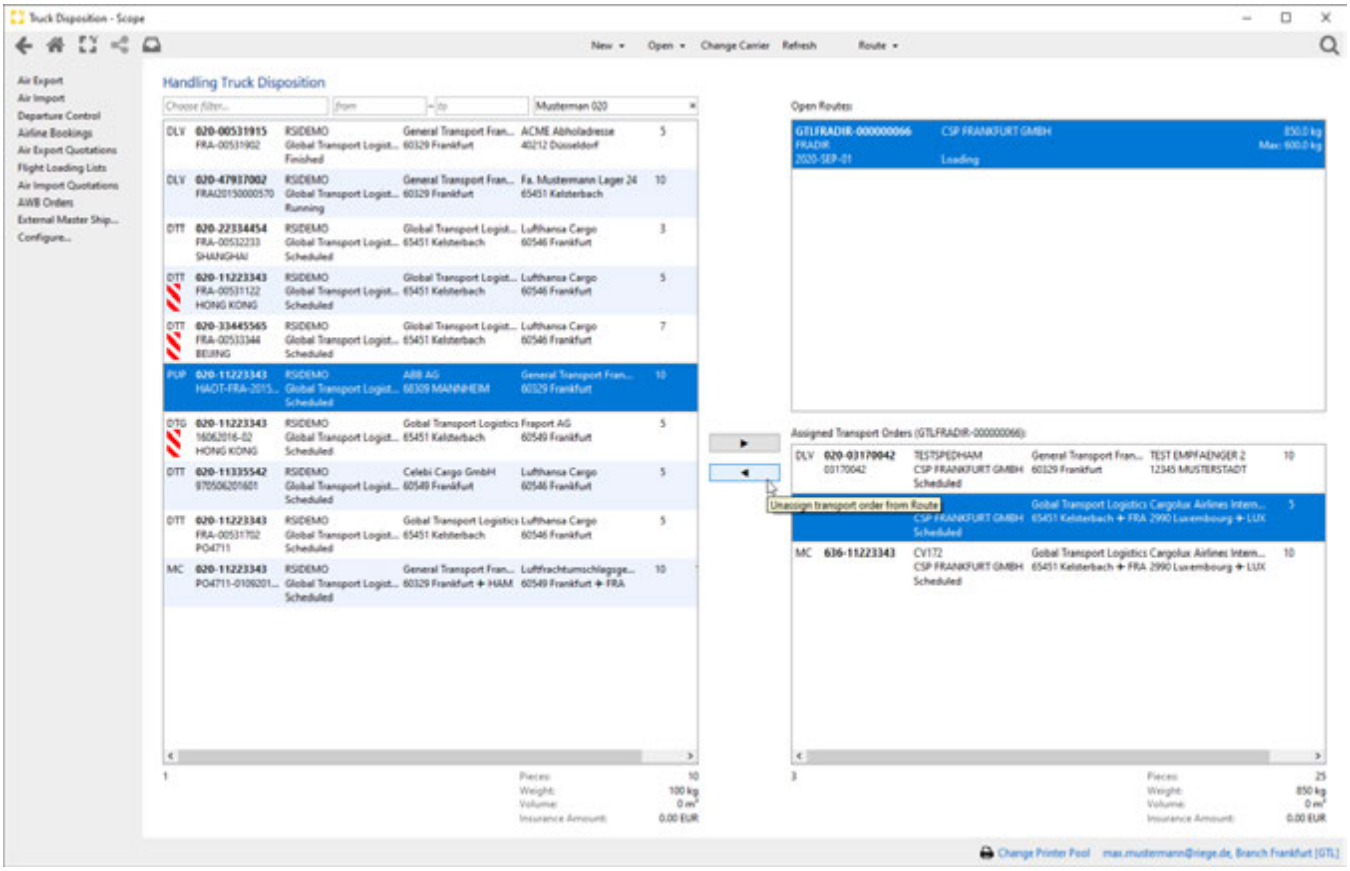

or

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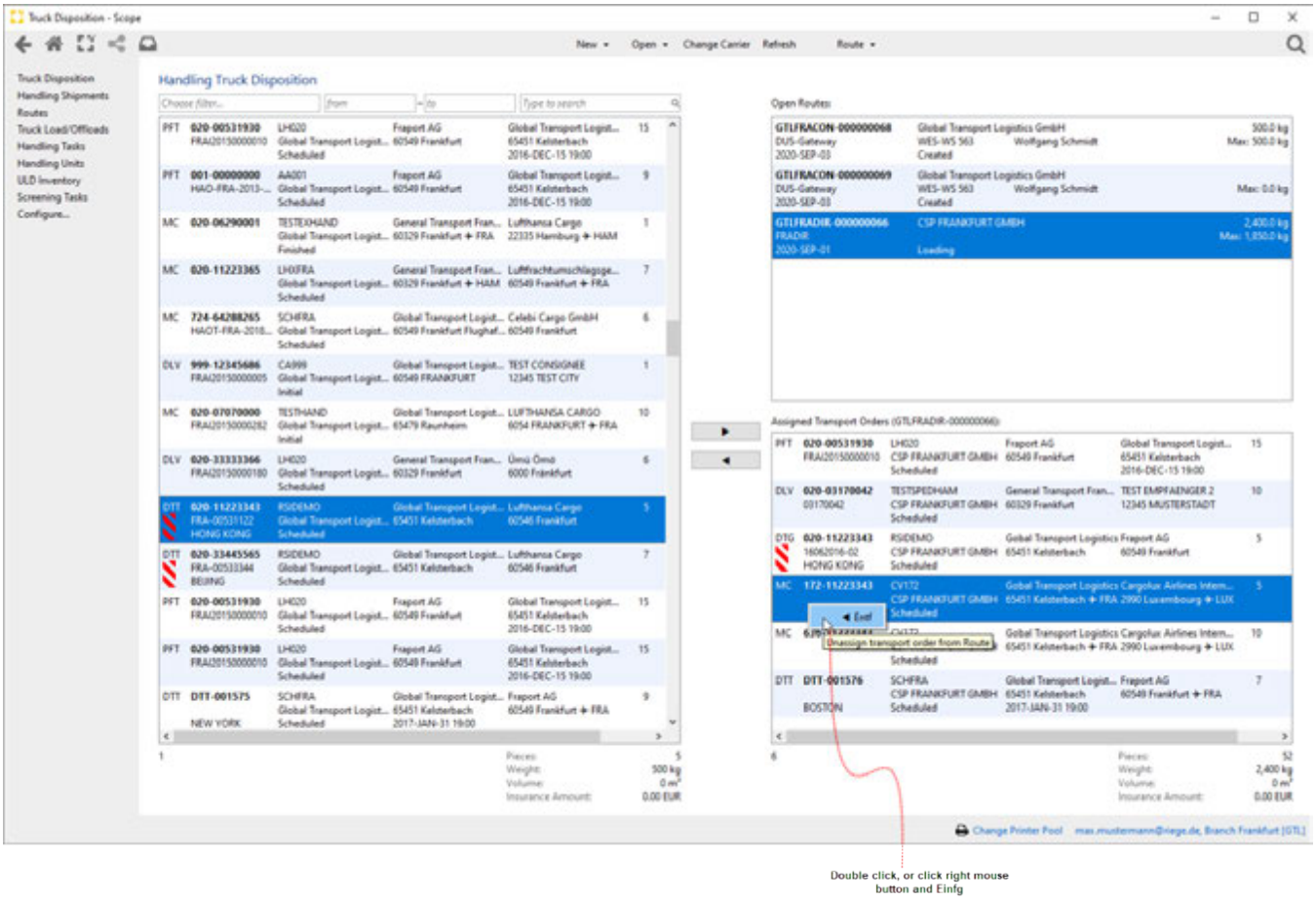
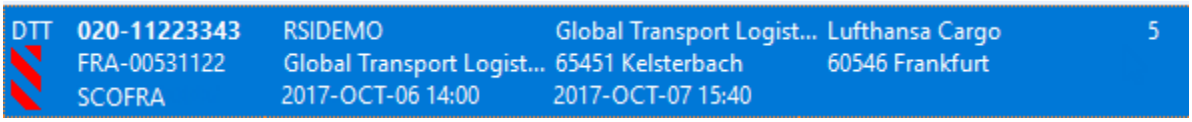


Transport Orders - data display

Data shown in the transport order columns and lines:



	1. Column	2. Column	3. Column	4. Column	5. Column	6.Column
1. line	Type of transport order	AWB-Nummer	Pick up, Departure Address	Destination Address	number of Pieces	gross weight
2. line	Symbol: red/whites = Shipment contains DGR	Ref. Number Forwarder	zip code and name of the place for pick up	zip code and name of the place of delivery		Volume
3. line	Symbol: red/whites = Shipment contains DGR	Customer	time window pick up	time window delivery		

If more than one orders are selected Scope, shows the sum of the packages, weight and volume (if recorded).

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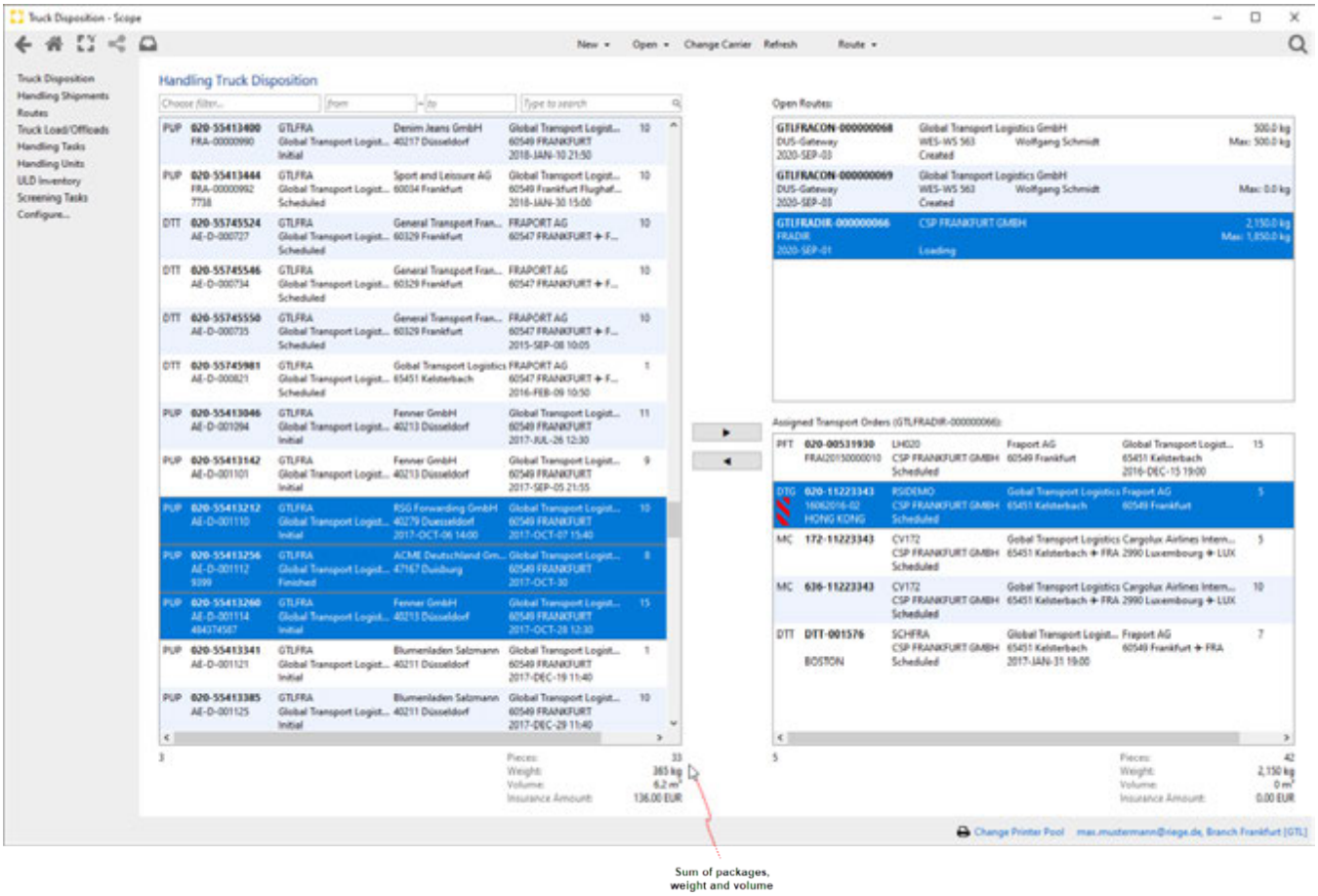

Transport order types

Type	Description	Explanation in context to the handling module
MC	Main Carriage	Export Carrier/Airline Handling Shipments
DTT	Deliver to Terminal	Export Forwarder shipments at the "Transit Airport", that will be transferred directly to the airline
DTG	Deliver to Gateway	Export Forwarder Shipments, die am "Transit Airport" that will be delivered at the transit airport (e.g. Consoidation Center)
DLV	Delivery	Carrier or forwarder import shipments, that will be delivered to the final consignee at the place of delivery.
PUP	Pick Up	Carrier or Forwarding Export Shipments to be picked up.
PFT	Pick Up from Terminal	Airfreight or Seafreight LCL Shipments
PUPC	Empty Container Pickup	Sea Export: Pick up empty container and deliver to the place of loading
DLVC	Import Container delivery	Sea Import: Delivery of the container

Search- and Filter function

By using the filter option and search field, transport orders can be searched by order date, order type or shipment reference. If the mouse cursor is held for a few seconds on the respective transport order, the exact shipment details are displayed in a pop-up window.

The search for Transport Orders:

- by Filter function: Shipments can be selected by predefined filters. In the input field choose filter, a specific filters can be defined and existing filters can be organized.
- by Data range (from-to)
- by Type to search: Keyword search for e.g. the airwaybill number (Mawb,Hawb), shipment number.

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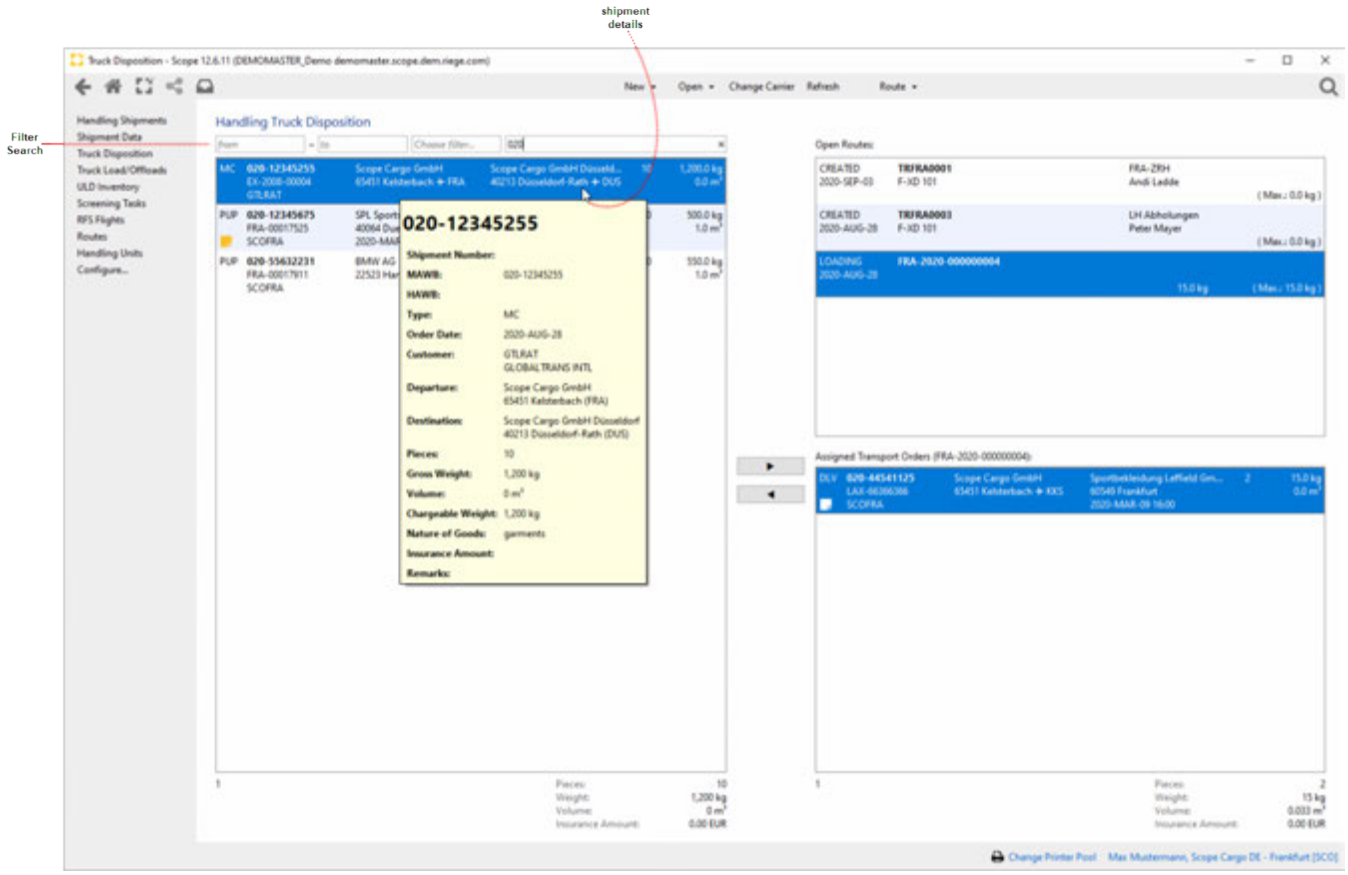

Program action

New

A **new route** is created by using the program action *New* in the handling truck disposition. To create a route, at least one tour template in the Handling master data must be maintained in advance. Addresses of involved business partners, or addresses of haulage companies for tour start and stops can be preassigned via the tour template.

Before using the program action New, (left side of the screen) that are to be loaded onto the new route should be marked. The shipments can be marked individually with CTL + mouse click or together with SHIFT + "arrow-up" or "arrow-down" keys.

Routes with Status *Created,* have no transport orders been added yet. Routes with Status *Loading* transport orders have already been scheduled. Closed routes will not be displayed here in the Truck Disposition.

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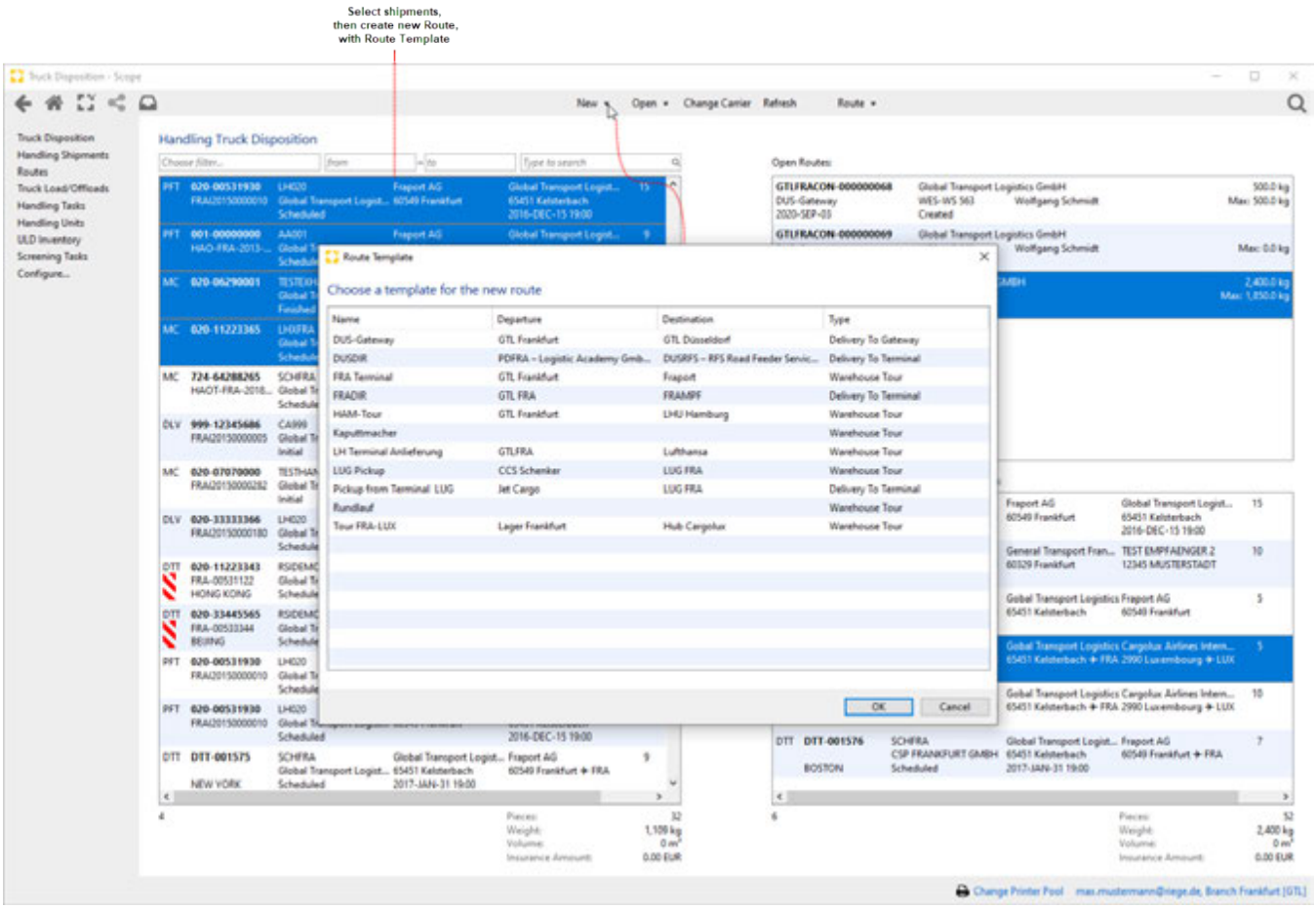

Open

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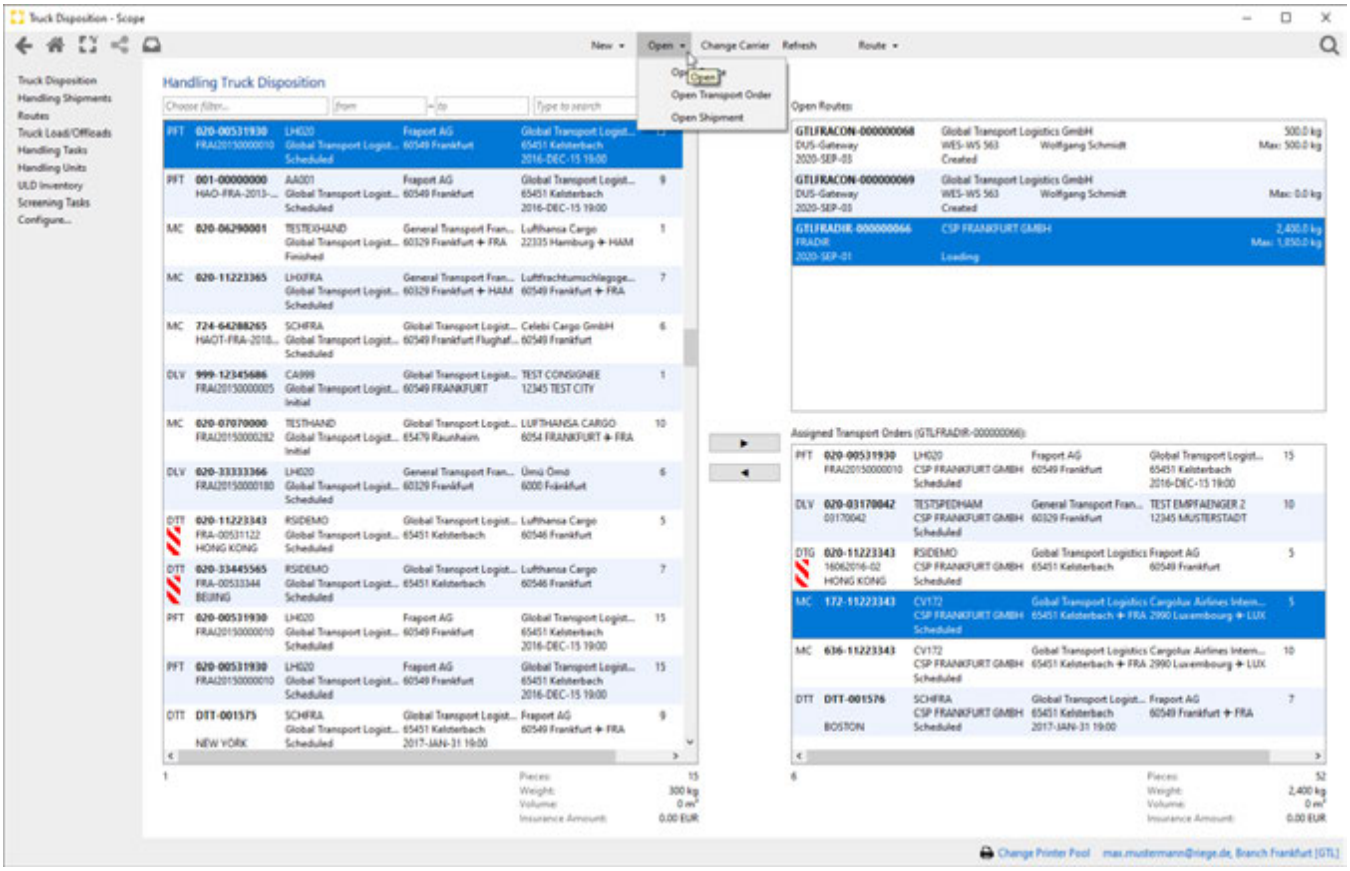

- **Open Route**

The program action Open Route opens a route marked in the overview.

- **Open Transport Order**

The program action Open Transport Order opens a transport order marked in the overview and data can also be edited.

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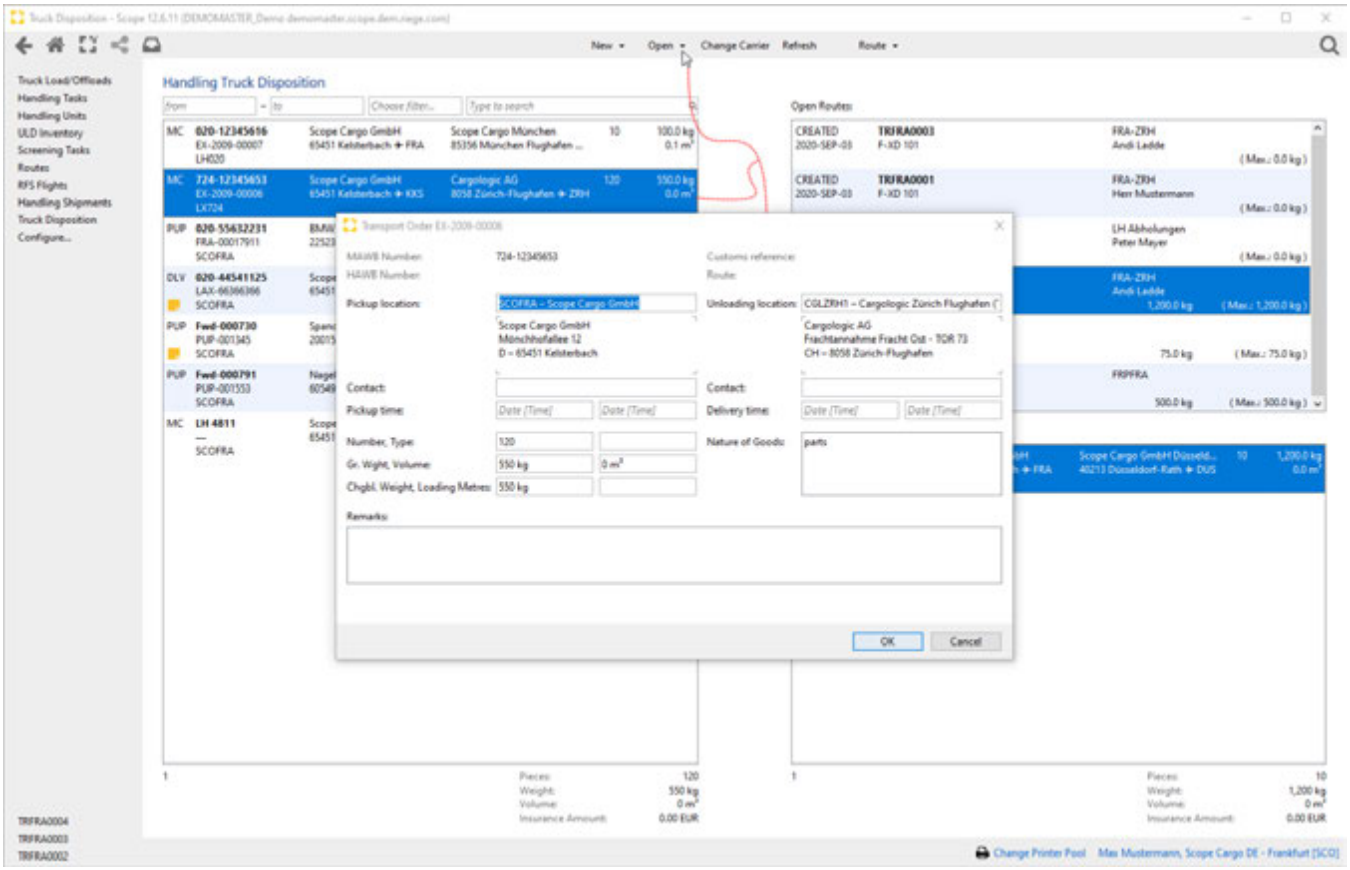

- **Open Shipment**

If a transport is marked in the overview, this program action will open the original handling shipment (Carrier Export or Forwarder Export)

Change Carrier

With the program action *Change Carrier*, the current road carrier within an order can be changed.

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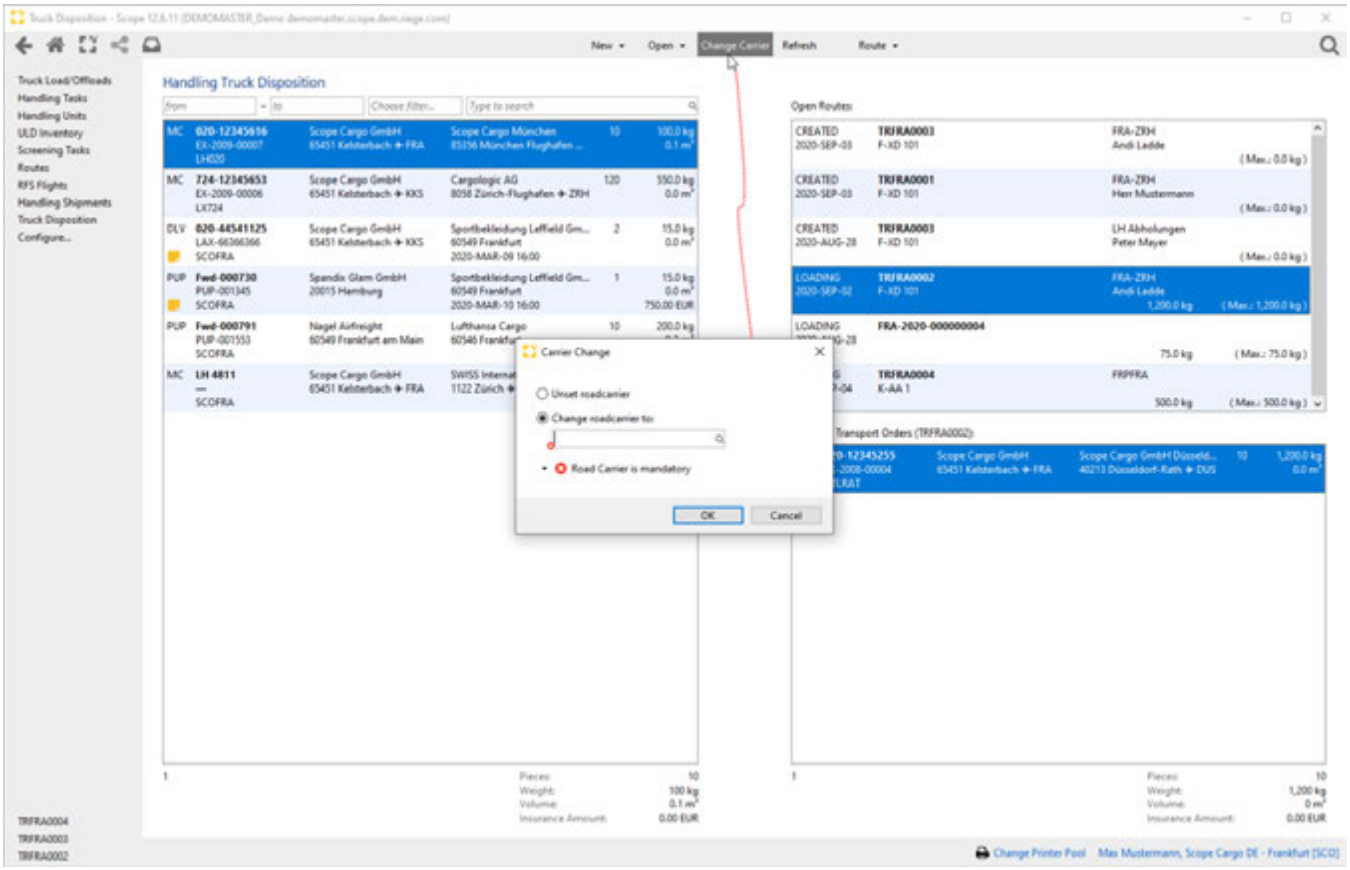

Refresh

This link will refresh the list in the overview

Route

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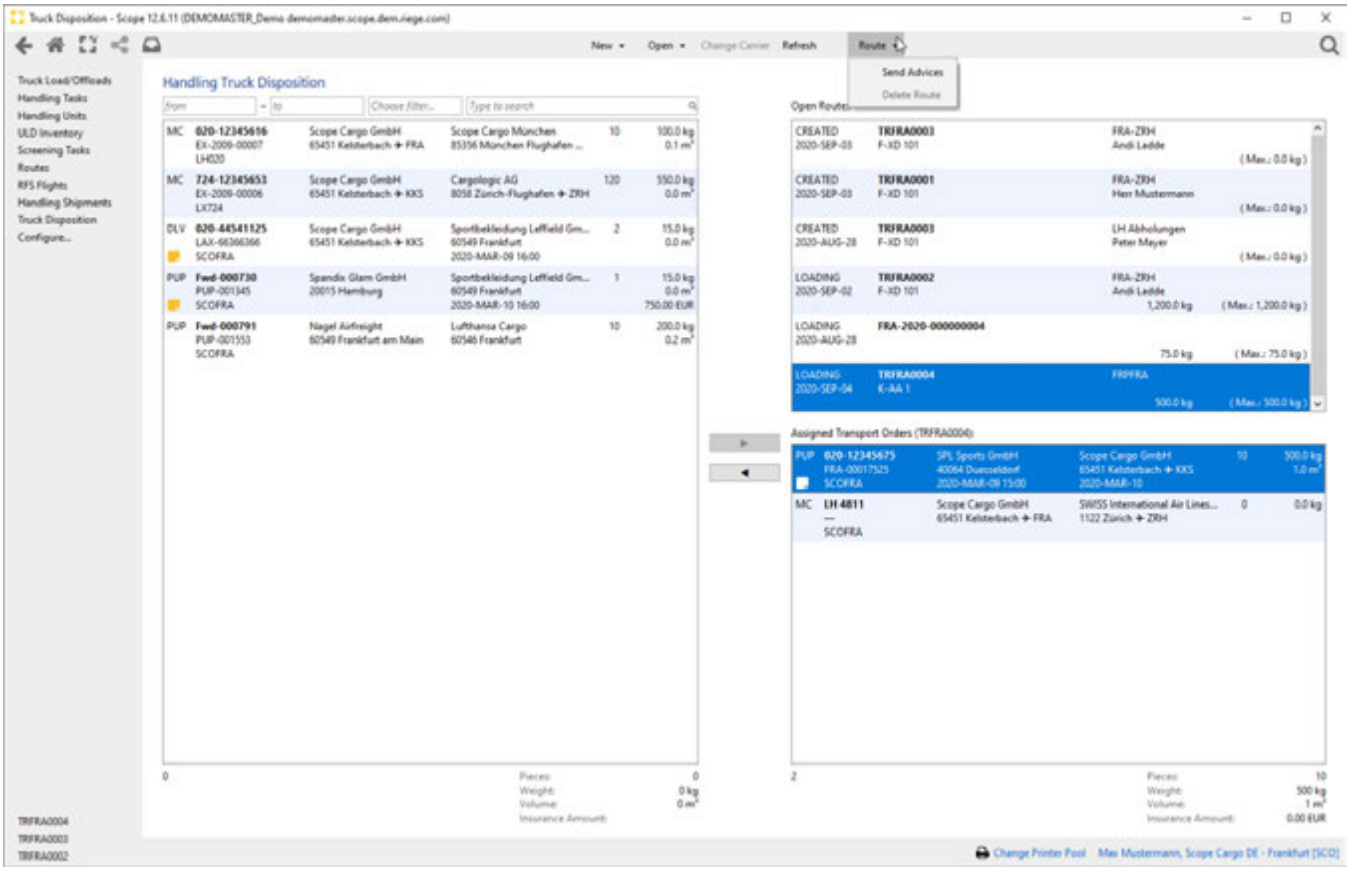

- **Route - Send Advises**

An email is sent to the clerk of corresponding partner. When warehouse systems is involved, a truck load is also created.

- **Route - Delete Route**

Selected Route can be deleted

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(d) RFS Flights - Handling

- Introduction
- Description

Introduction

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description

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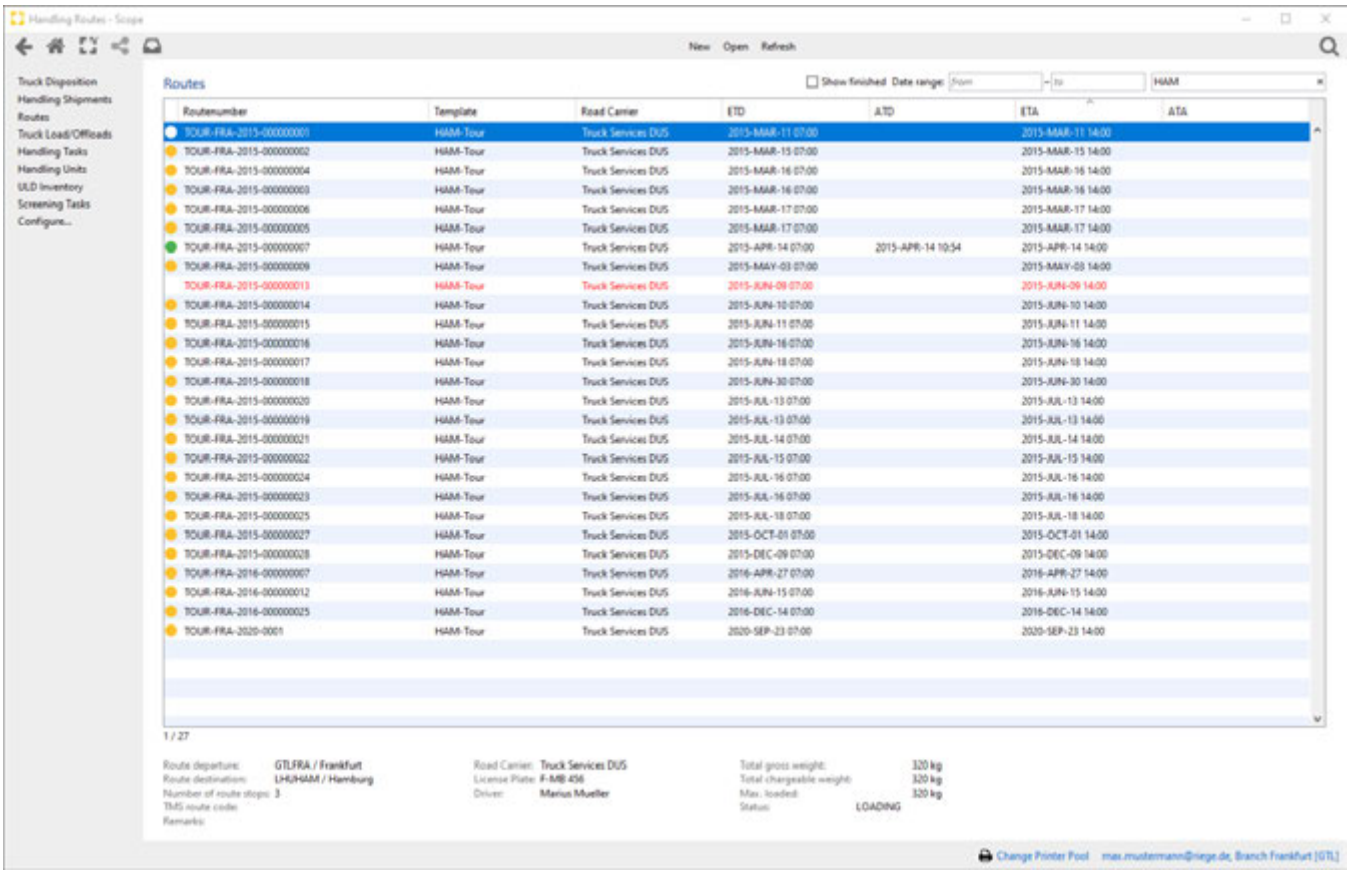
(e) Routes - Handling

- Introduction
- Description

Introduction

In the application Handling Routes, transport orders for pick up or delivery scheduled on a route, are displayed. Jobcosting is available in the Handling Routes Application, as well as the possibility of the breakdown of charges to the single transport order issues can be done. A route can be created via the Handling Truck Disposition Module or the program action New in the application Handling Routes.

Description



Program Action

New

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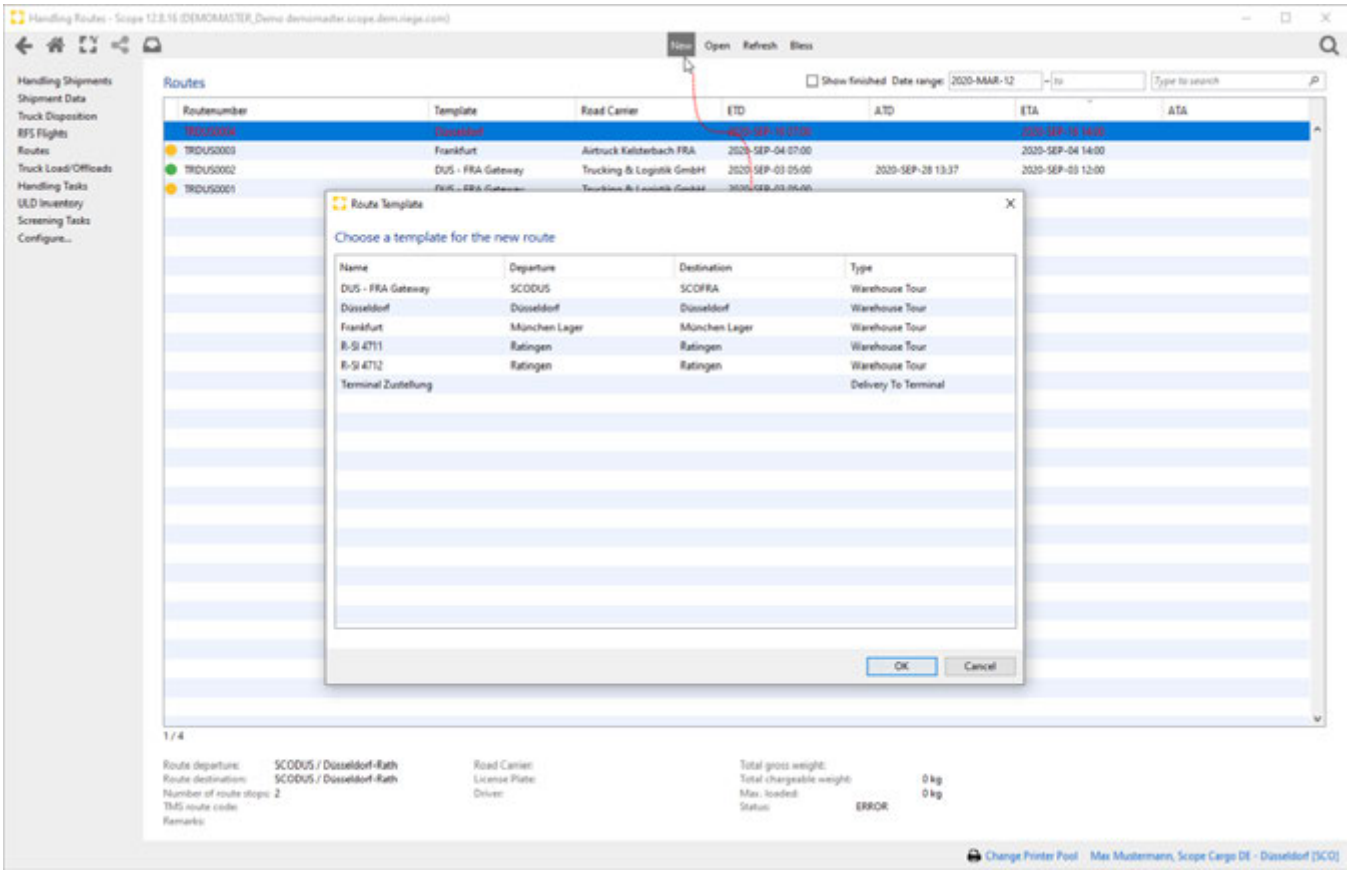
Creates a new handling tour from the list of tour templates.



Open

Opens the handling tour marked in the overview for further processing. It can also be opened by double-clicking on the corresponding Tour in the overview.

Refresh

Updates the overview

Search- and Filter function



- Show finished

If the checkbox is activated only the finished tours are displayed

- Date range

The tours to be displayed can be limited by entering a certain date range.

- Full text search

By entering of one or more search terms, the tours displayed can be filtered accordingly.

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(a) General - Handling - Routes

- Introduction
- Description

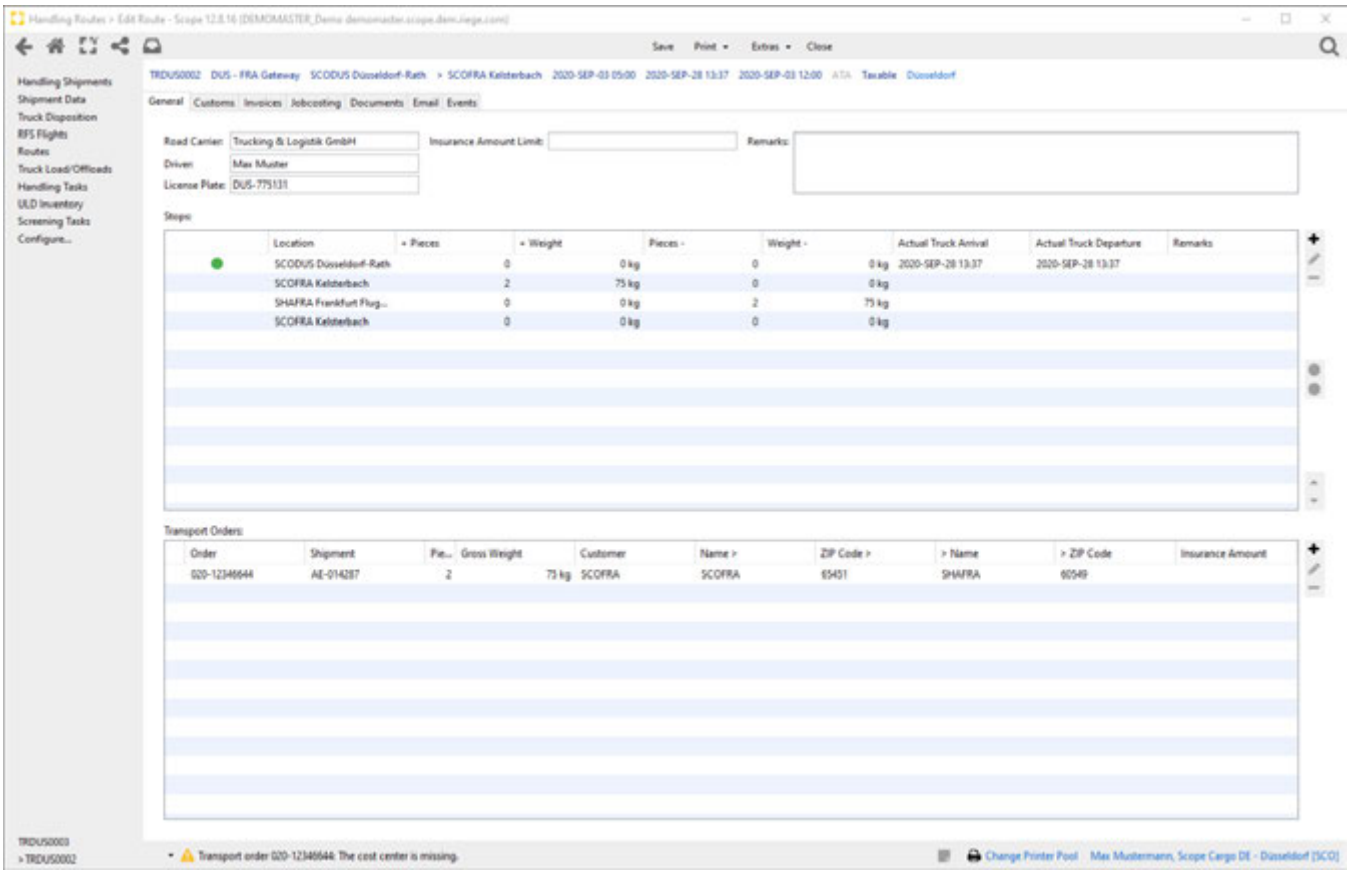
Introduction

A handling tour is created either in the Handling Truck Disposition application or in the Handling Route application. In the General Tab, the assigned transport orders are displayed and the details regarding the driver identity, truck, etc. The scheduling of transport orders for a tour can either be done in the Handling Truck Disposition or within this application in the transport orders area.

Description

- Program Action
- Title Bar
- Field Description
- Stops
- Transport Orders

The details regarding the driver identity in the header data can be taken from the master data, but this must be maintained in a corresponding tour template.



Program Action

Save

Saves the recorded tour data or assigns a tour number when creating a new one.

Print

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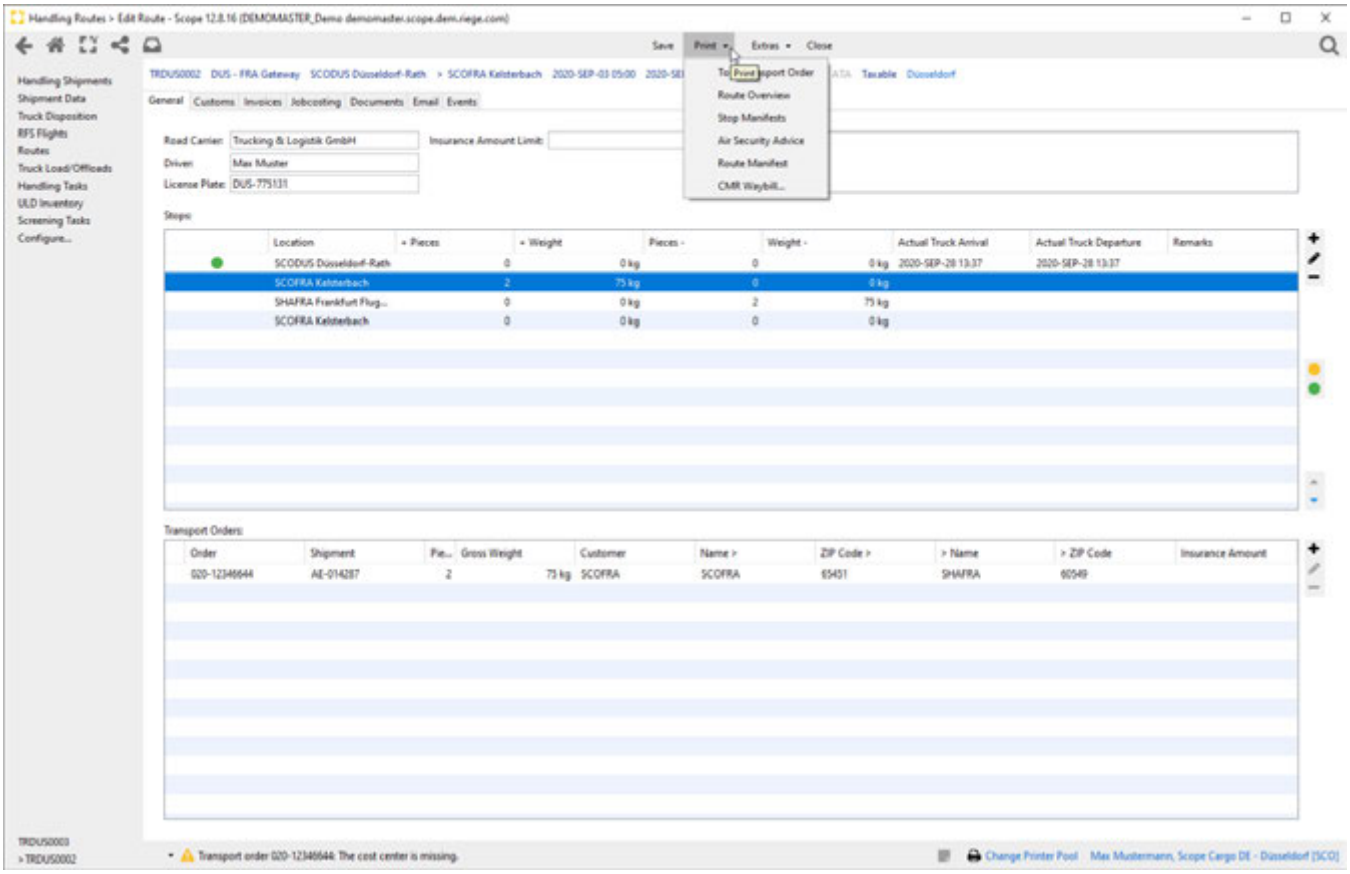

With the program action Print the following documents can be created:

- Tour Transport Order

A printout is generated that shows the respective tour stops and the corresponding sum of these.

- Route Overview

Generates a Route Overview document

- Stop Manifest

Generates a Tour Stop To do List with the overview regarding Pick Up and Delivery Stops

- Air Security Advice

Printout of the Air Security Advice Note

- Route Manifest

Creates a Tour Manifest printout. Transport orders to be included can be selected before printing.

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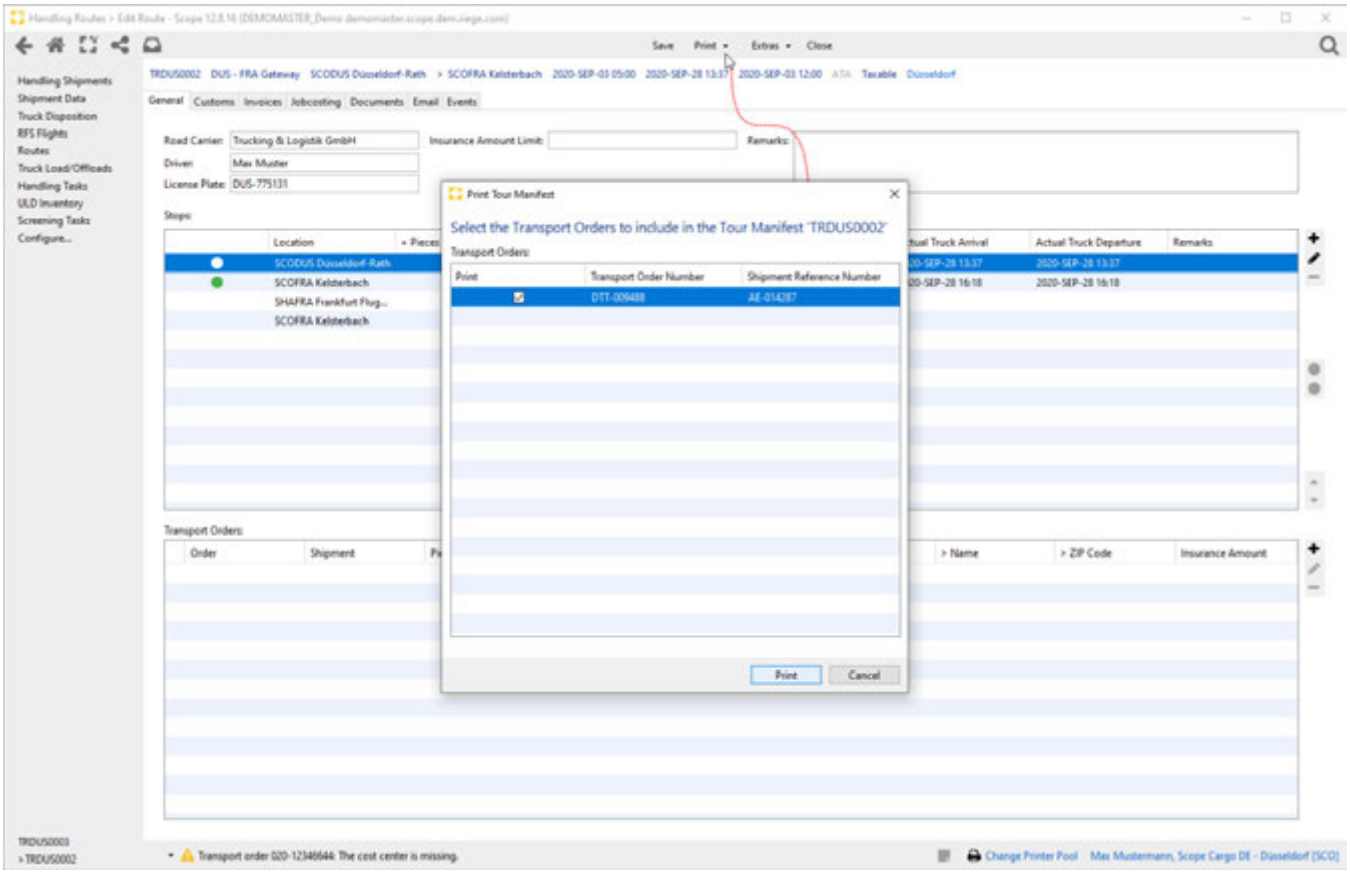
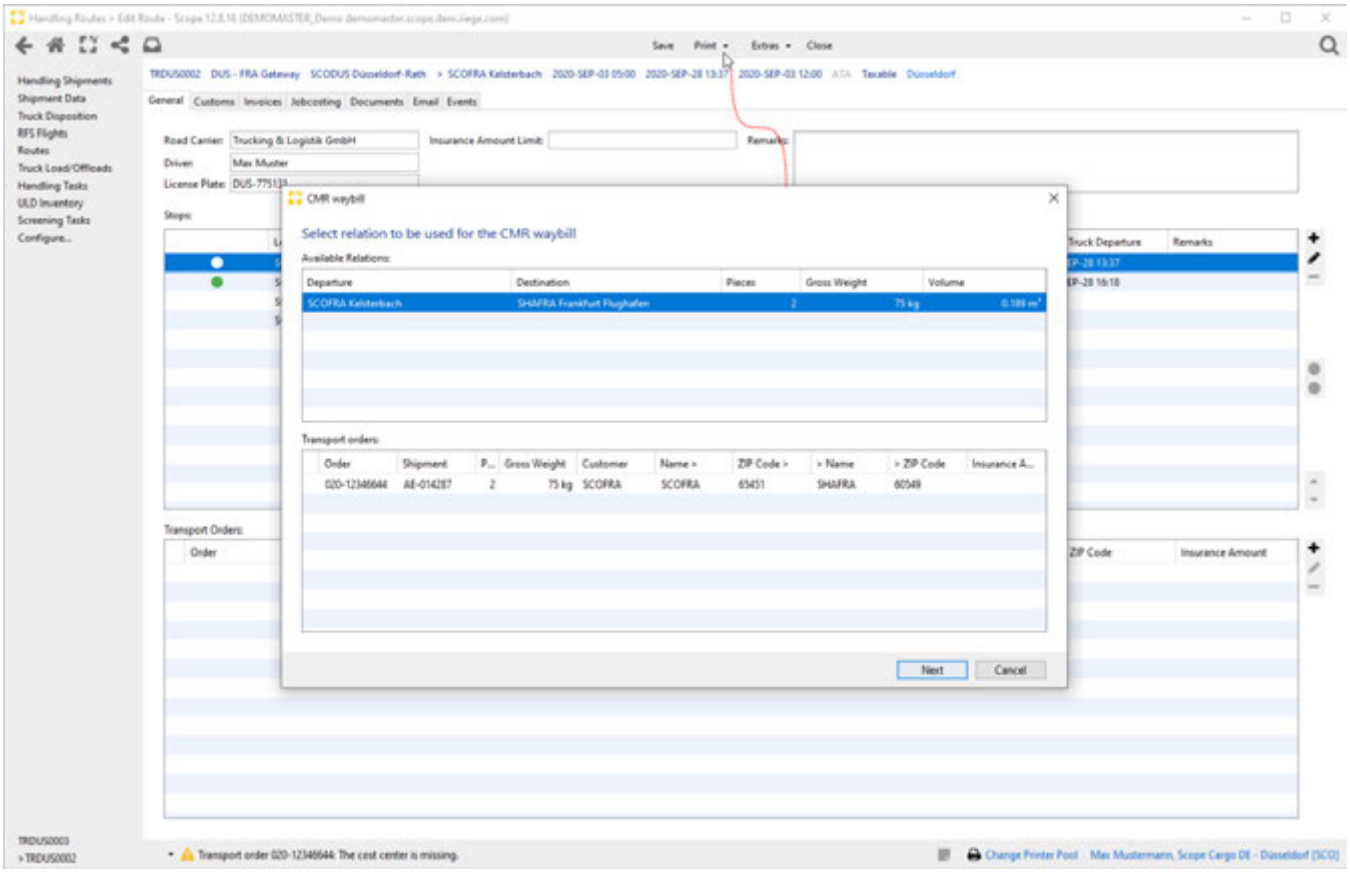


- CMR Waybill

CMR waybill can be printed. Relation to be used can be selected before printing.



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Extras

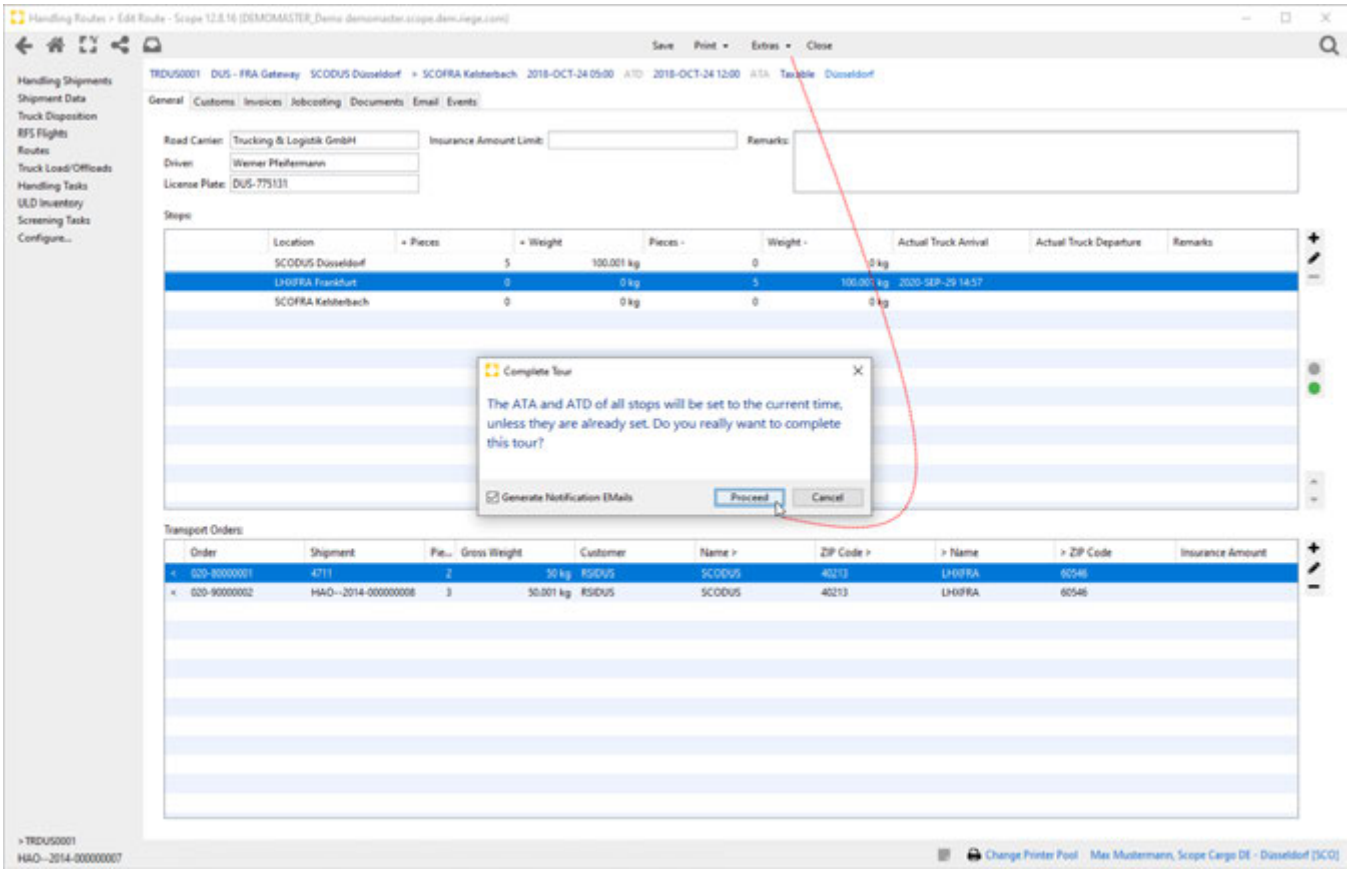
If all shipments have been scheduled for the tour and all customs procedures have been recorded or transmitted to customs, the tour can be completed.

- Extras - Send Warehouse advices:

If the first tour stop is the own branch, a truck load with all the shipments included on the tour is created, by using this program action. Furthermore, by activating this action, other EDI communications may also be triggered.

- Extras - Complete the tour Complete tour:

With the program action Extras - Complete Tour the current time is automatically recorded in the fields ATD and ATA. These time stamps are also synchronized in the transport order of the handling shipment. By executing this program action, Scope assumes that the scheduled tour has arrived at the destination and the transport has been completed. There is also the option of notification emails (delivery receipts / PODs) to send automatically to the respective customer of the transport order. Completed tours are marked with the status "Completed". Invoicing can be done.



- Extras - Reopen Tour

A subsequent change of the time is only possible via the program action *Extras - Reopen Tour* in the tour editor.

- Change Economic date

This function opens the screen economic date, where the economic date can be changed.

Close

Closes the input dialog

Title Bar

TRDUS0001 DUS - FRA Gateway SCODUS Düsseldorf > SCOFRA Kelsterbach 2018-OCT-24 05:00 ATD 2018-OCT-24 12:00 ATA Taxable Düsseldorf

- Shipment Type

Tour, shows the tour number

- Tour Name

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Name of the tour, name of the tour template used

- Warehouse Departure

Partner of the departure warehouse of the tour template used

- Warehouse Destination

Partner of the destination warehouse of the tour template used

- ETD

Expected time of Departure

- ATD

Actual time of Departure

- ETA

Estimated time of arrival

- ATA

Actual time of arrival

- Taxability

Actionlink indicates the Taxability type and can also be used to change to a new taxability type

- Cost Center

By clicking on this action link, the user will be able to change the Cost Center of the shipment.

Field Description

Road Carrier

The desired partner may be found with the search field. The drop-down menu will open a list of partners with partner role Road Carrier.

Insurance Amount Limit

Amount for an insurance Limit can be entered here.

Driver

Name of the Driver. The name of the driver should be entered in the partner data of the Road Carrier, this is important, among other things, to serve for security control. If the driver has not yet been created, this can also be done directly via the drop-down menu in the screen. The driver details are displayed for review using the F3 key or the corresponding line in the drop-down menu.

License Plate

License Plate data can also be entered in the partner data of the Road Carrier.

Remarks

A text remarks can be entered here.

Stops

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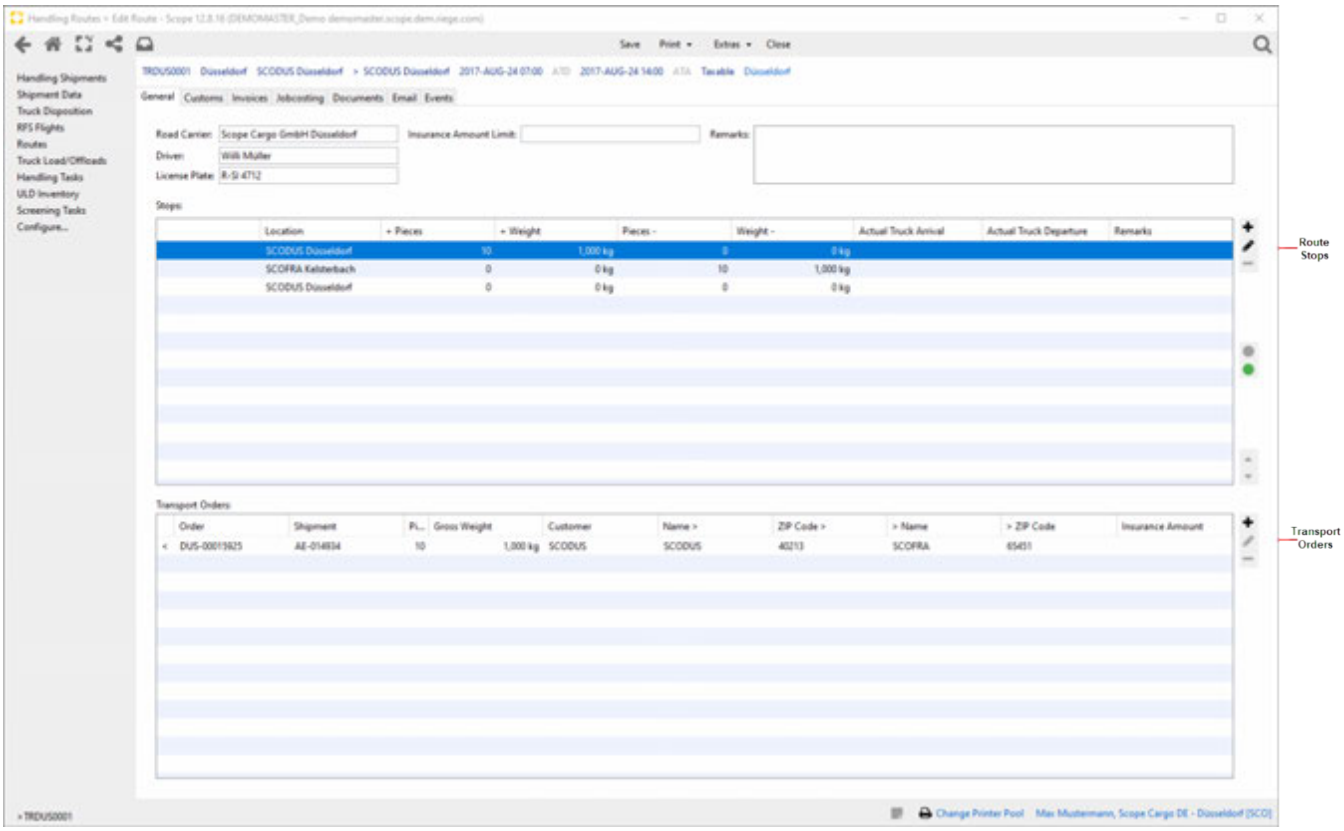

The first and last stop of a route is specified via the route template and cannot be changed afterwards. In the further process, intermediate stops are added to the tour for each pick-up address and unloading point of the assigned transport orders. The buttons for editing the route stops are on the right edge of the screen.

- 
  Add a Tour Stop
- 
  Edit a Tour Stop
- 
  Delete a Tour Stop
- 
  
  Set Date, Time for Arrival, or Departure for the specific Tourstop
- 
  
  Moves the selected Tour Stop up or down in the overview

Transport Orders

If a route stop is selected in the stops overview the program shows the associated transport orders in the lower part of the screen. The handling shipment or the TMS shipment registration can be opened by double-clicking.

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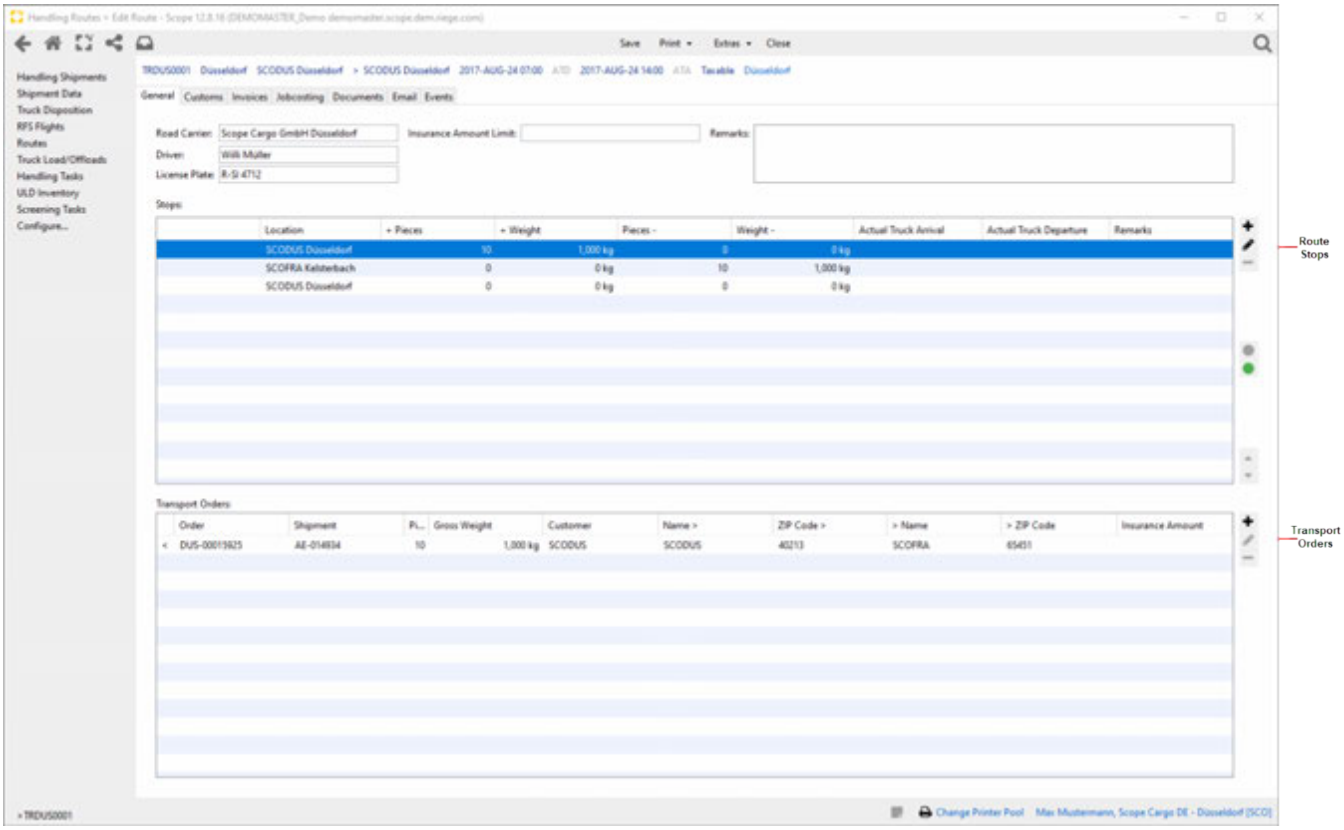

- 
  Adds a new Transport Order

- 
  Opens a selected handling shipment or the TMS shipment registration

- 
  Deletes a Transport Order

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(b) Customs - Routes - Handling

- Introduction
- Description

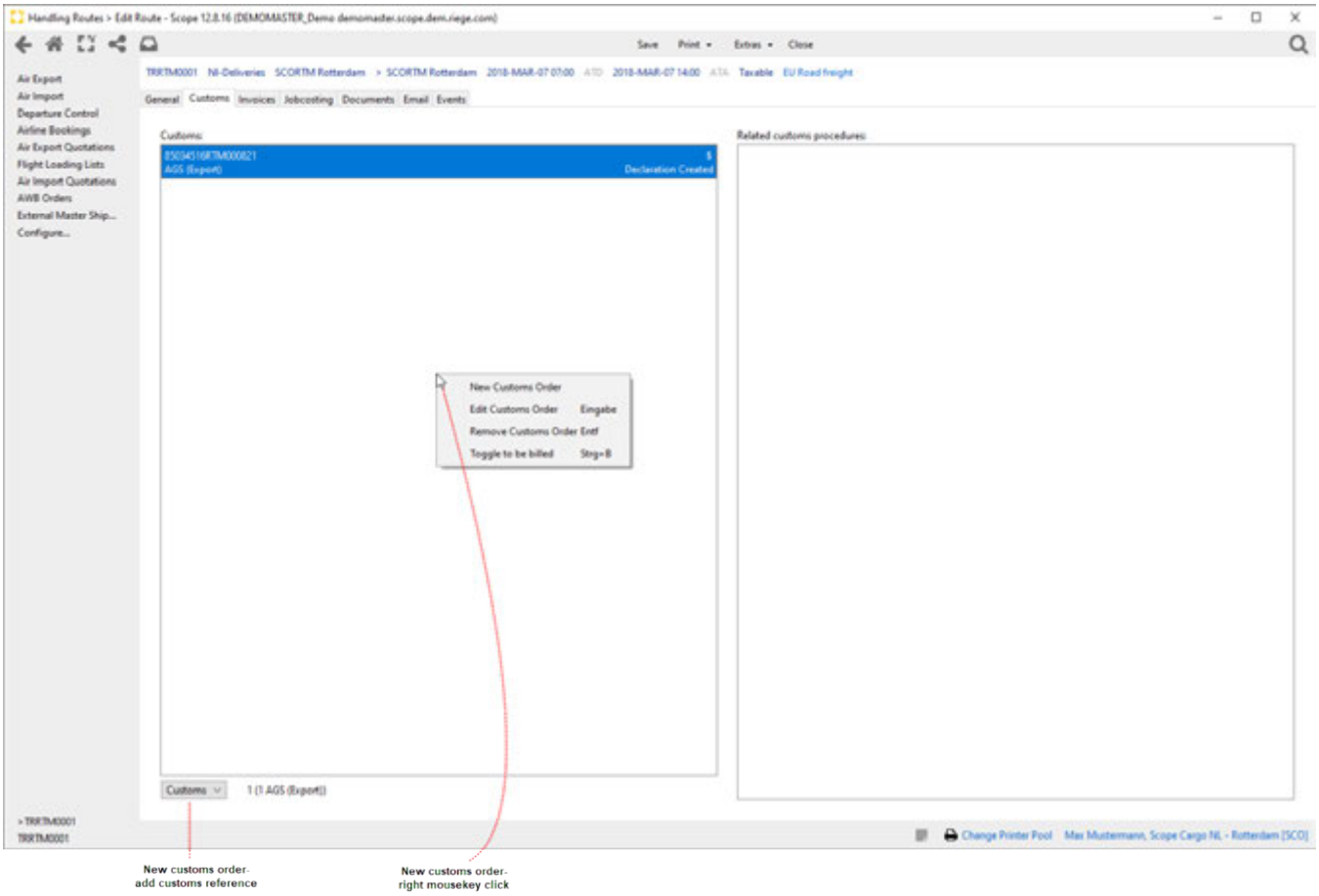
Introduction

Under the Tab *Customs* in the tour editor, new customs procedures based on the tour data can be created. The tour data is then automatically preassigned in the respective customs process. Furthermore, all customs references recorded on the handling shipments are displayed here, for control and further processing. With the Button *Customs* or a click with the right mouse key the editor for choosing a customs procedure, or adding a customs reference opens. The customs procedures are available for the country specific process. For e.g. Germany the following customs procedures are available:

ATLAS NCTS (Export/Import), ATLAS AES (Export), ATLAS Zolllager (Import), ATLAS Einfuhr (Import), ATLAS SumA (Import)

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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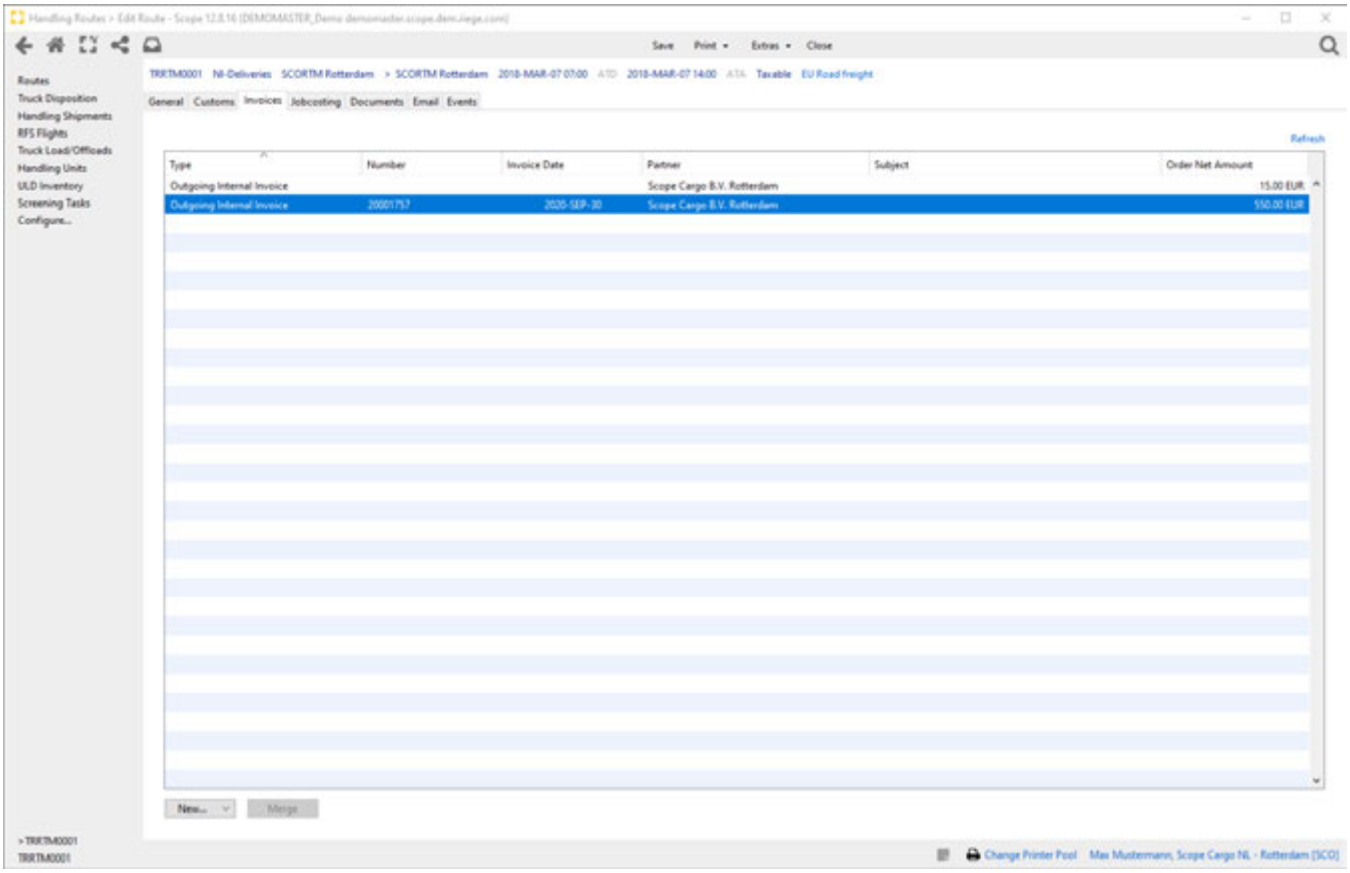
(c) Invoices - Routes - Handling

Introduction

The Invoices tab is available in all order-related applications. All documents belonging to an order (incoming or outgoing invoices or credit notes) can be created or opened for processing here. This enables quick and clear handling of order-related accounting.

Description

- Program Action
- Title Bar
- Field Description
- New...



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Refresh

This Action link refreshes the list of vouchers.

New...

The actions available with the New... Button are described in detail in chapter Vouchers - Functions - General.

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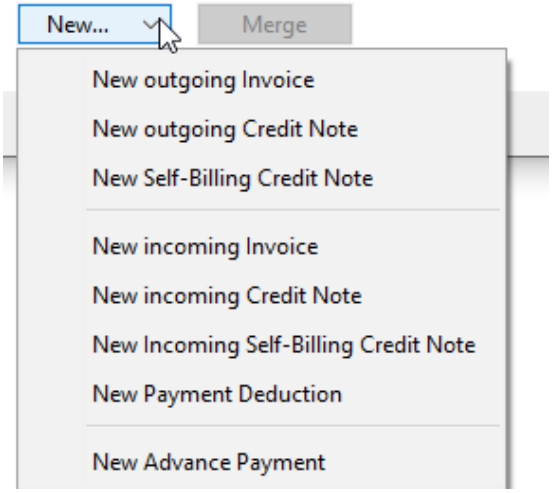

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Self Billing Credit Note

Opens the Self-Billing Credit Note editor to create a new Self Billing Credit Note credit.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

New Incoming Self- Billing Credit Note

Opens the editor for Fast Incoming Self-Billing Credit Note Entry.

New Payment Deduction

```
Opens the editor for recording service credits for this shipment. Before the editor Payment Deduction is opened,
a window Fast Payment Deduction Entry for quick entry of the service credit appears.
```

New Advance Payment

Opens the New Advance payment Editor

Merge

Function to merge invoices

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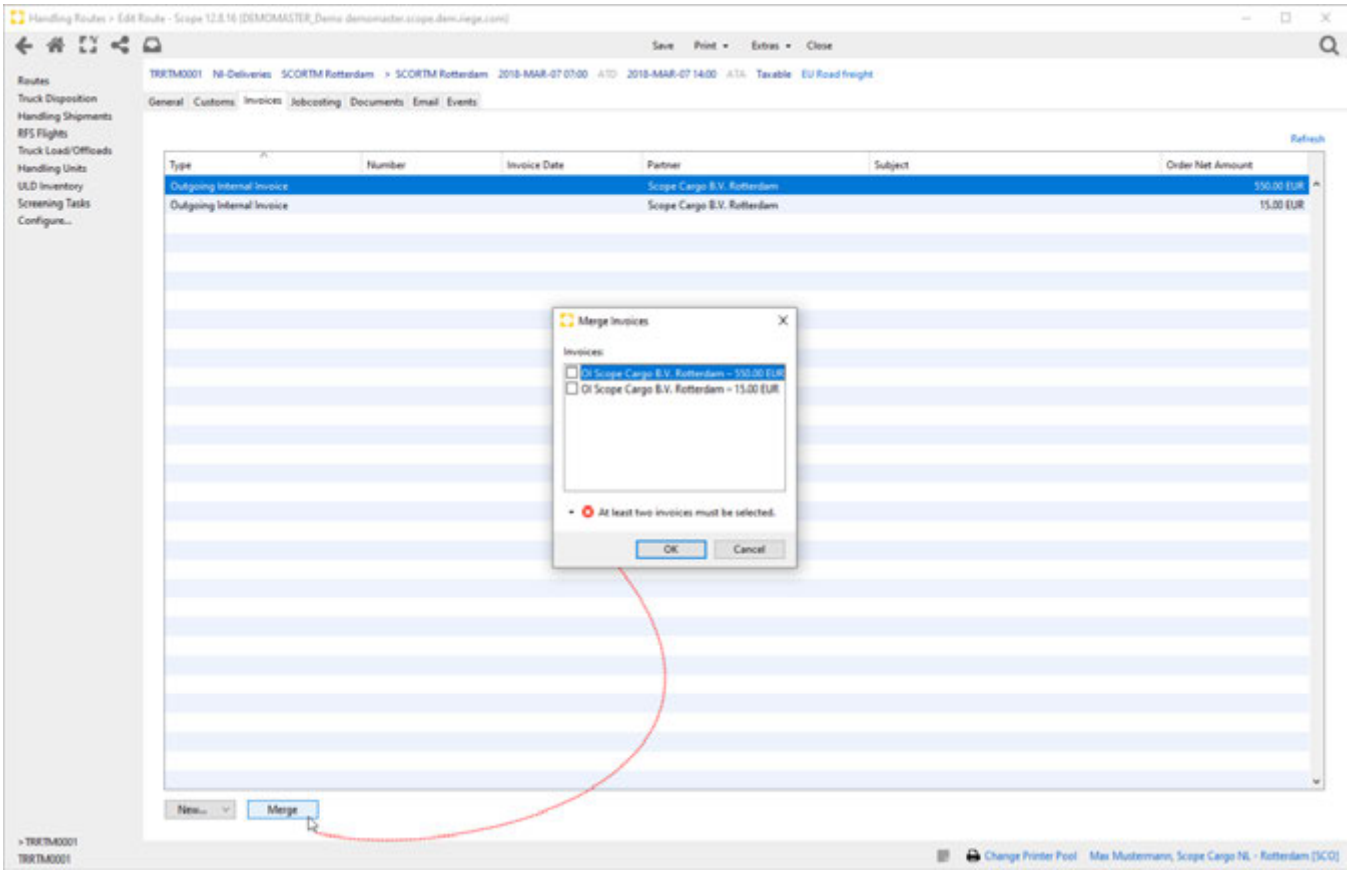

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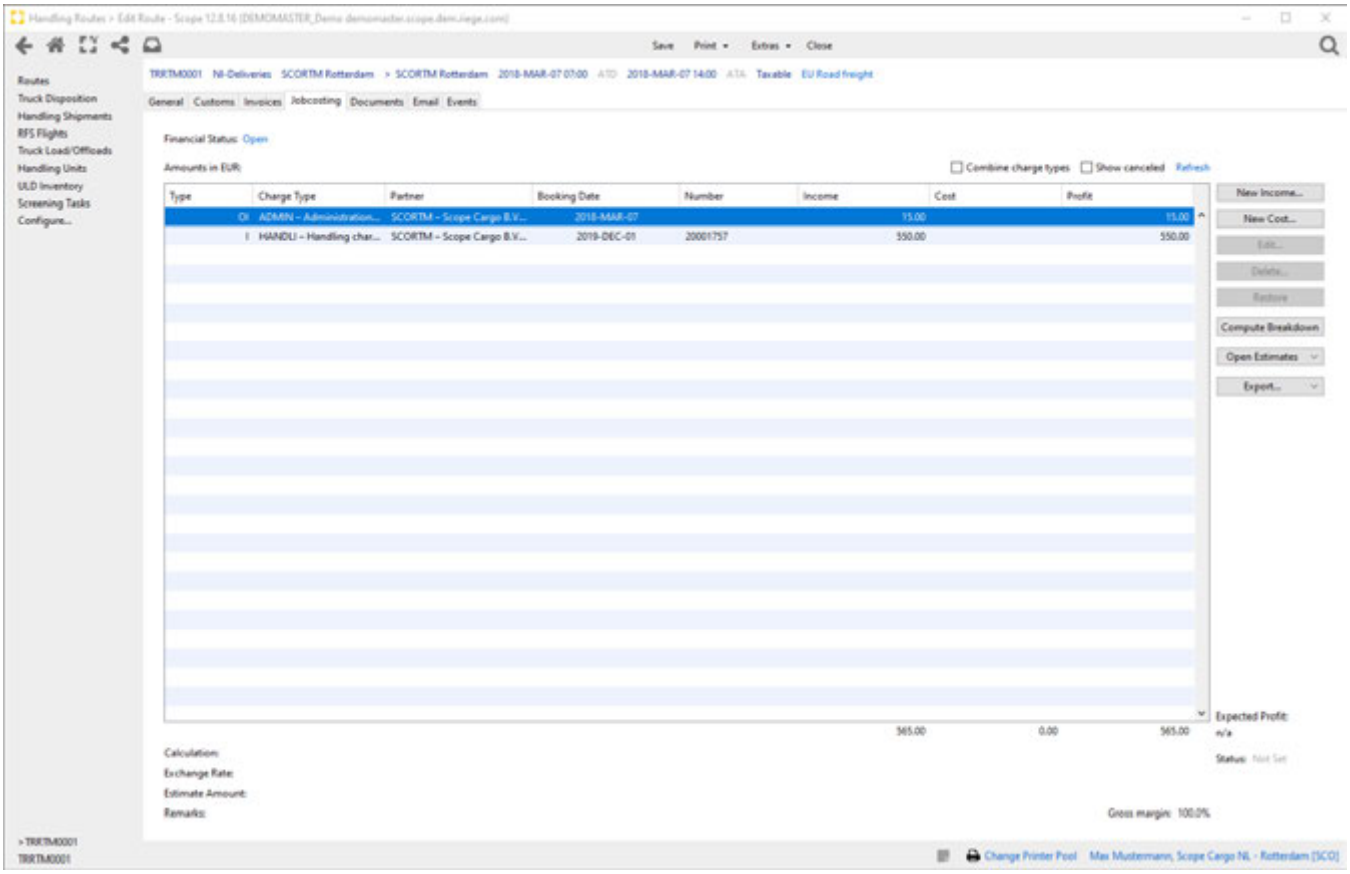
(d) Jobcosting - Routes - Handling

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated. See also chapter Jobcosting - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Financial Status

Shows the current financial status of the Route. Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window.

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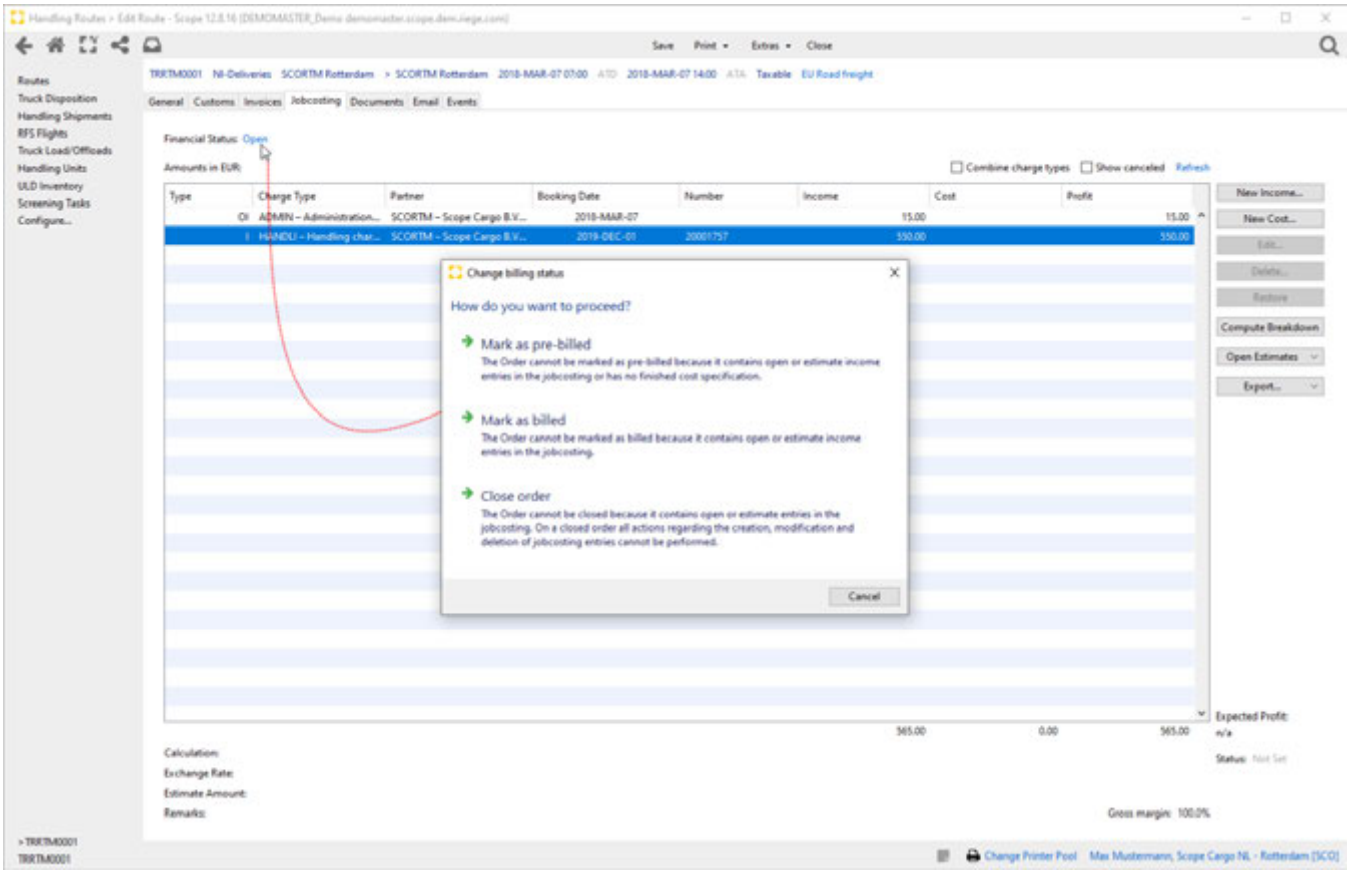

Combine charge types

If the box is checked this will combine several items that belong to one charge type in order to get a better overview.

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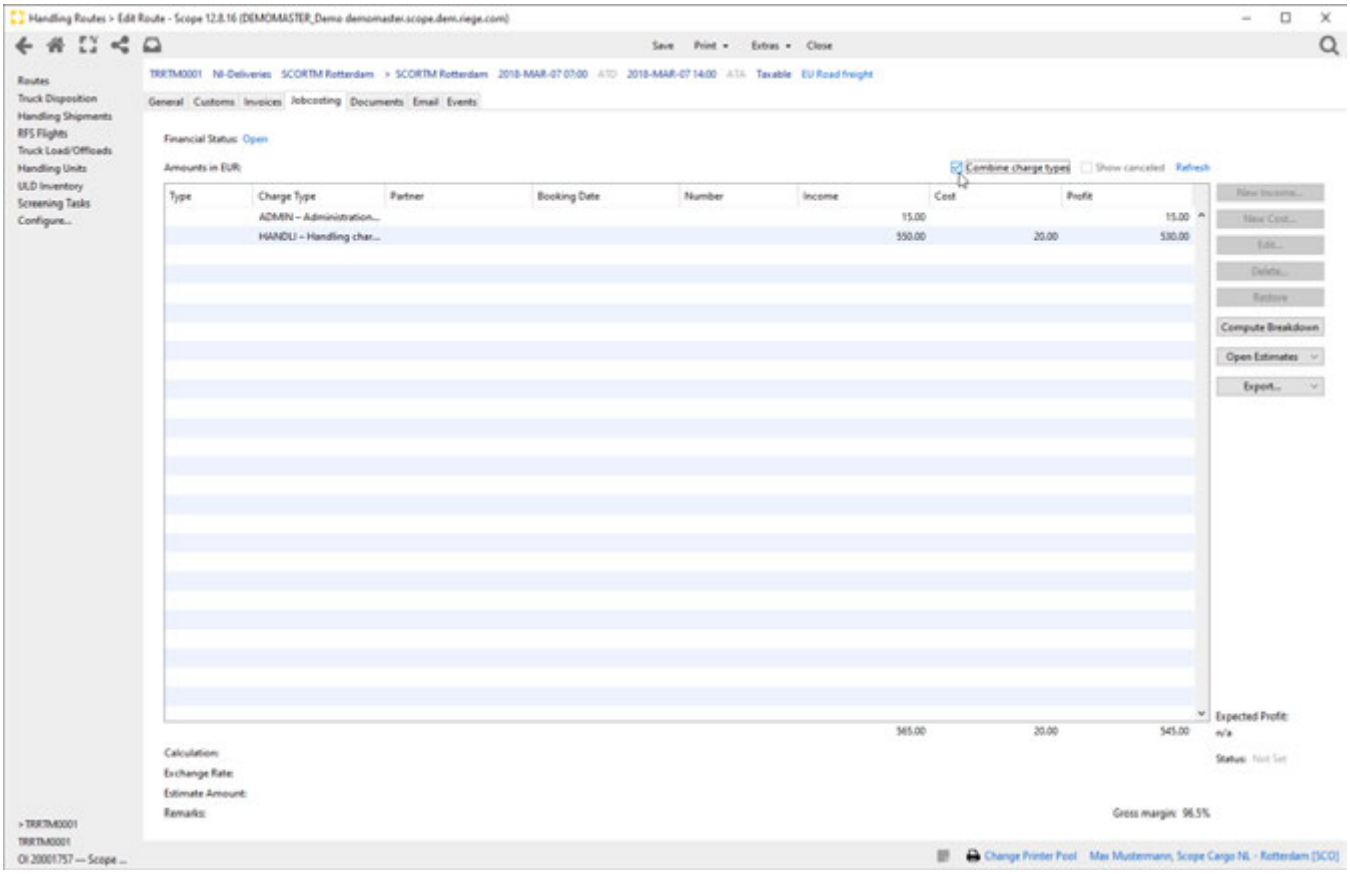

Show Cancelled

If this box is checked all cancelled documents in the overview are shown. Box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income...

Opens the Edit Estimate Income editor and allows entry of a new income.

New Cost...

Opens the Edit Estimate Cost editor an allows entry of a new expense.

Edit...

Opens the Edit Estimate Cost editor and allows to adjust the data entry.

Delete...

Deletes the charge highlighted in the overview of charges.

Restore...

Restores a cancelled voucher

Compute Breakdown

Clicking this button recalculates the cost transfers to the associated shipments.

Open Estimates

Opens the actions Update Exchange Rates and Calculate Tariff

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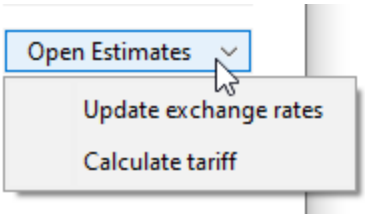
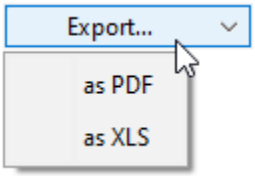


Export

Enables the export of costs and revenues as an XLS file or as a PDF file.



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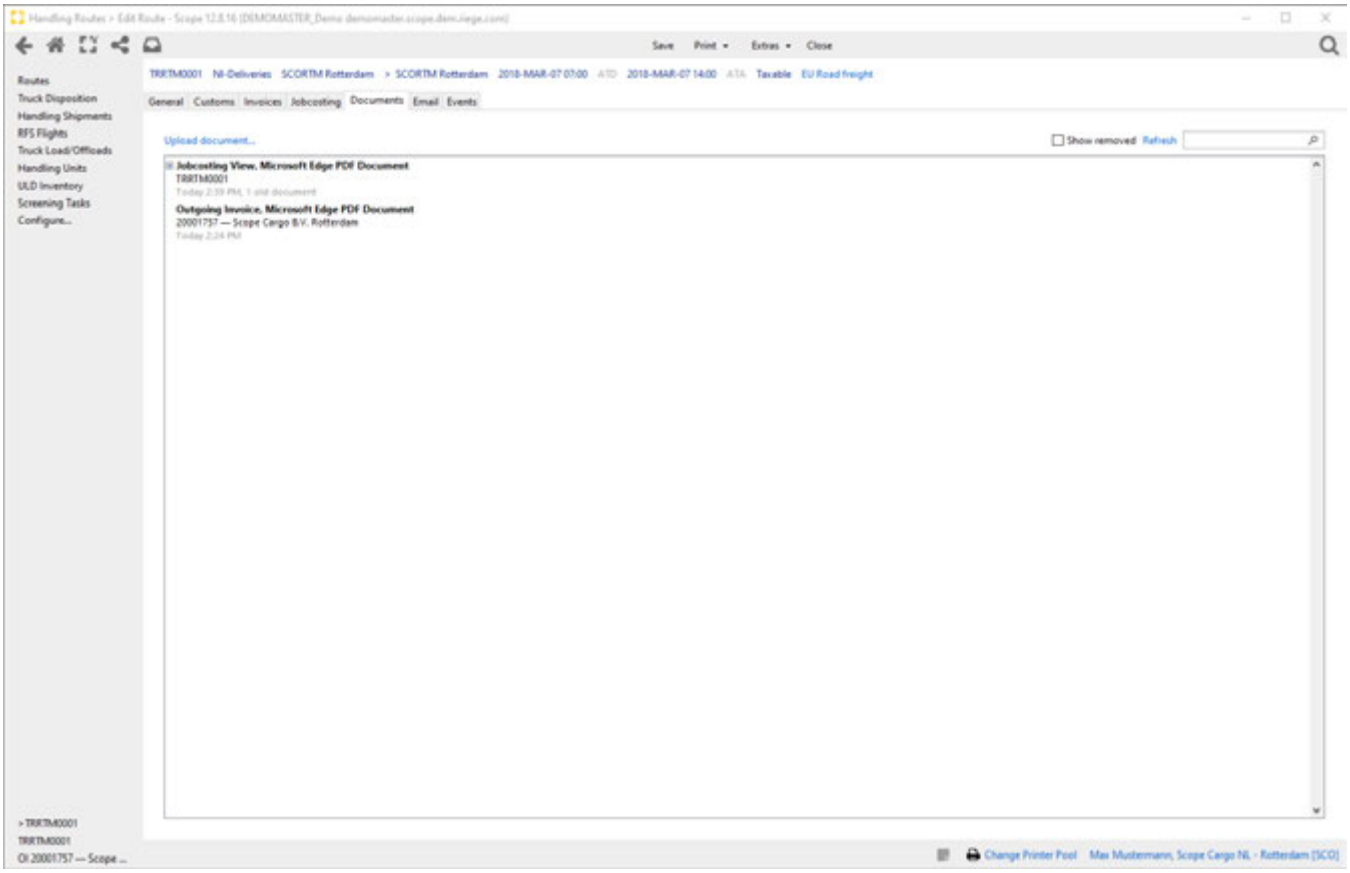
(e) Documents - Routes - Handling

Introduction

The documents tab shows all documents that have been created and printed for the current Route. Uploaded documents are also displayed. See also Documents - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Upload document...

Opens a file dialog window with which an external file (e.g. PDF file, Excel list) can be added to the current shipment. Alternatively, the desired file can also be uploaded by clicking and dragging (e.g. from Windows Explorer) into the corresponding document tab.

Show removed

If the box is checked all removed documents will be shown

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Refresh

This link will refresh the list of documents

Search

Allows the Search for documents

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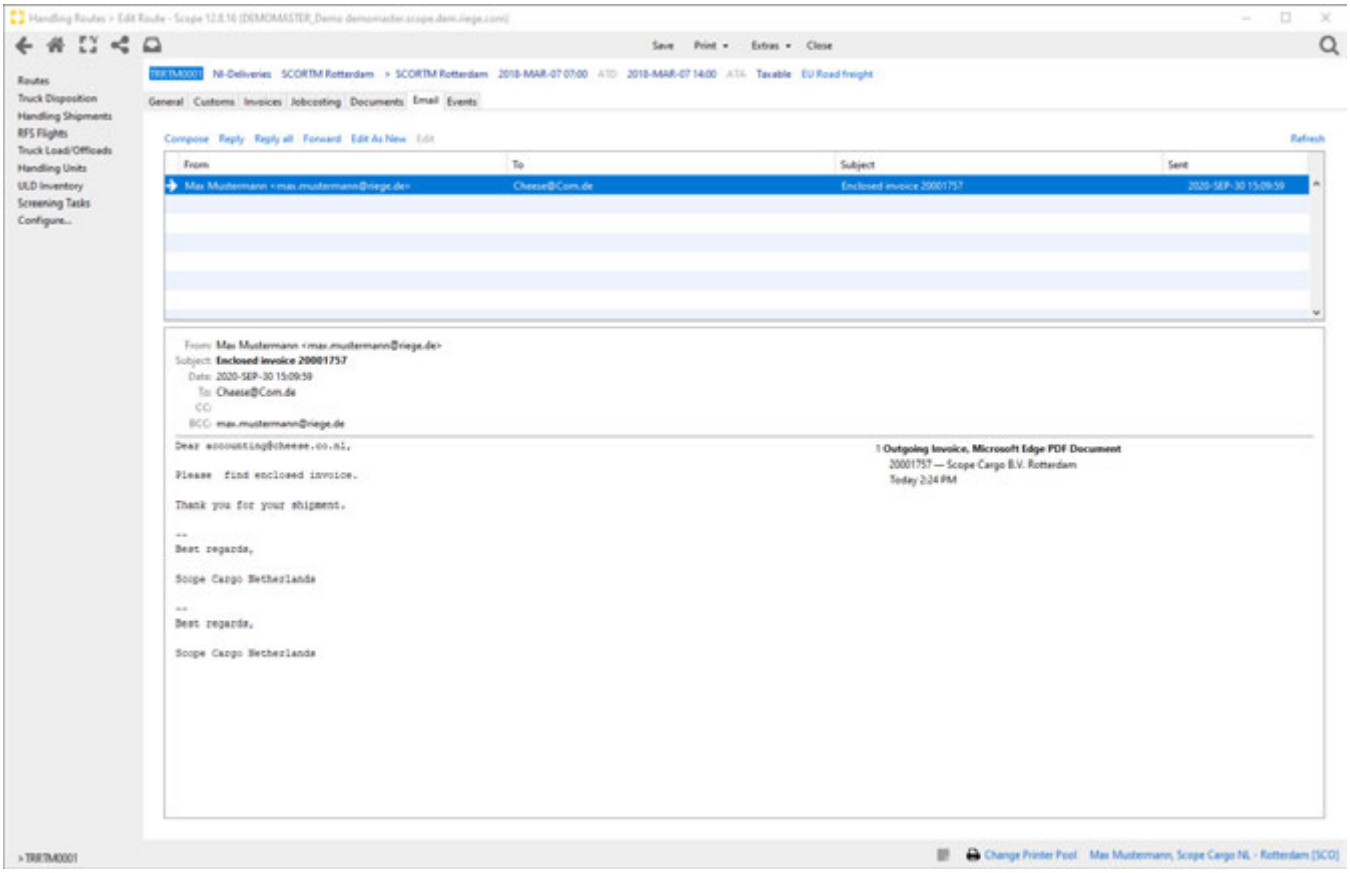
(f) Email - Routes - Handling

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the route and to easily attach documents stored within the route. See also E-Mail - Functions - General.

Description

- Program Action
- Title Bar
- Field Description



Program Action

see General Tab

Title Bar

see General Tab

Field Description

Compose

Opens the e-mail editor to create a new e-mail and send it.

Reply

Opens the e-mail editor to create a reply

Reply all

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Opens the e-mail editor to create a reply to all

Forward

Opens the email editor to forward the email to another recipient.

Edit as new

Opens the e-mail editor to create the e-mail. As the recipient address, the address from the standard settings is used as for "New e-mail". The attachments and the text are taken from the previously selected email.

Edit

Opens the e-mail editor to edit the e-mail.

Refresh

Updates the overview.

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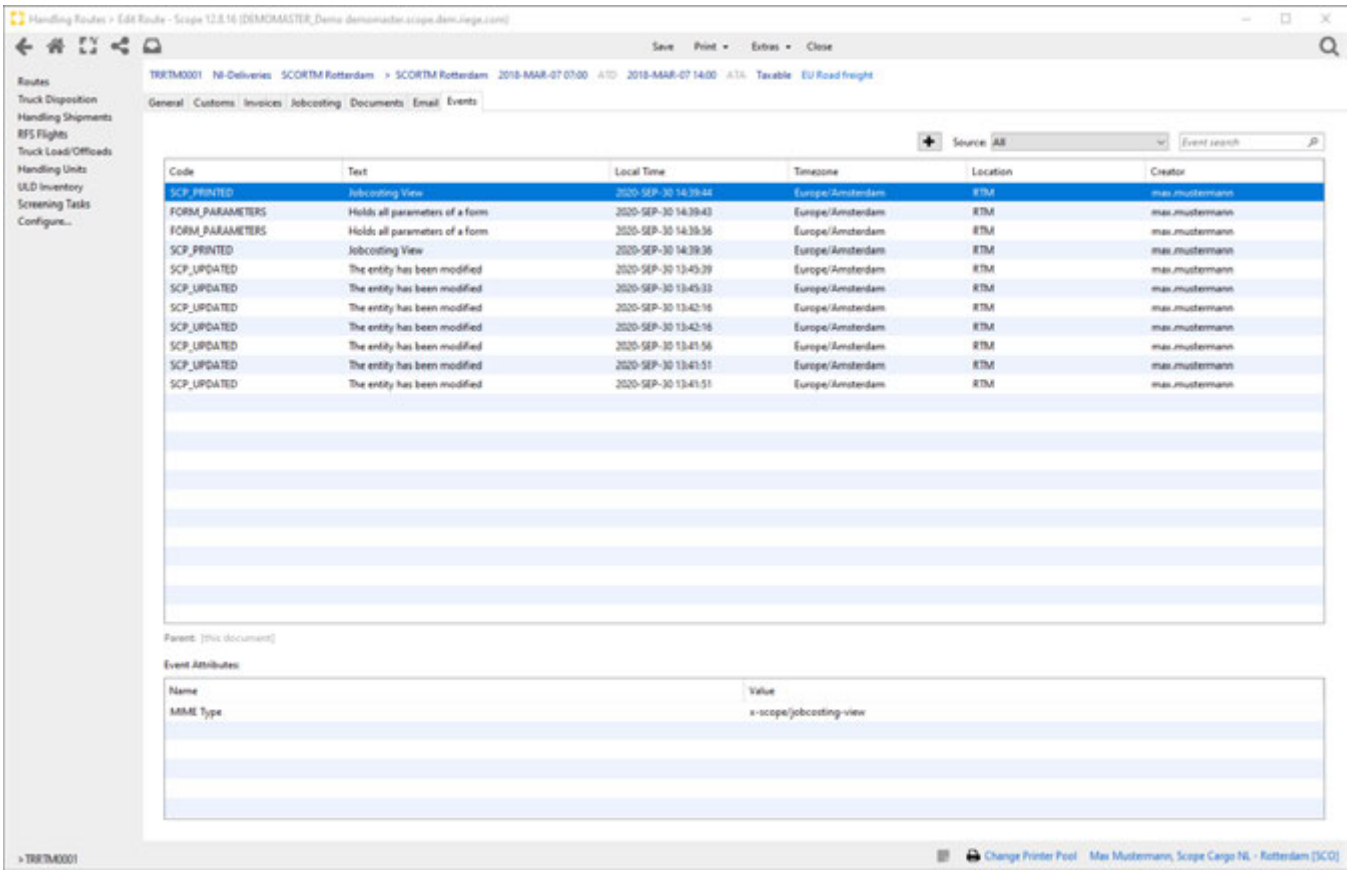
(g) Events - Routes - Handling

Introduction

The event tab shows all events that have been created for the current route.

Description

- Program Action
- Title Bar



Program Action

see General Tab

Title Bar

see General Tab

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(f) Truck Load/Offloads - Handling

- Introduction
- Description

Introduction

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description

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(g) Handling Tasks - Handling

- Introduction
- Description

Introduction

The fully **description** of **all available Handling applications** is currently only available in the German version of the Scope User Manual.

Description

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(h) Handling Units- Handling

- Introduction
- Description

Introduction

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Description

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(i) ULD Inventory - Handling

- Introduction
- Description

Introduction

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Description

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(j) Screening Tasks - Handling

- Introduction
- Description

Introduction

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Description

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(k) Workflows - Handling

- Introduction
- Description

Introduction

- Export - Workflow - Handling
- Import - Workflow - Handling

Description

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Export - Workflow - Handling

- Introduction
- Description

Introduction

In this chapter you will learn how to process export handling shipments in the Scope Handling application.

Description

- 1.Truck Offload Export
  - Data Entry Airline, Forwarder shipments
  - Link to Shipments
  - Create Screening Task
  - Create Transport Order
  - Dangerous Goods
  - Integrated online verification of the security status (automatic security validation)
  - Finish Truck Unloading
- 2. Handling Shipments
  - General
  - Transport Orders
  - Print Transport Order
  - Edit CMR text
  - FWB/FHL Data Entry & Transmission
  - Create Declaration for Dangerous Goods (DGD), FDD transmission
  - Print and Send FDD
  - Screening Order
  - Link Warehouse Position and Airwaybill
  - Calculate Open Orders
- 3. Screening Tasks
  - Dunkelalarm - dark alarm (X-ray density alert)
  - Add Services to Screening Task
- 4. RFS Flights
  - New RFS Flight
  - Add shipment to RFS Flight
  - Status
  - ULDs
  - Invoicing and Breakdown
  - Printing
  - Finish RFS Flight
- 5. Truck Disposition
  - New Route
  - Scheduling Transport Orders and RFS Flights
- 6. Routes
  - Route Stops
  - Customs
  - Printing
  - Send warehouse advices and complete the tour
- 7. Truck Load
  - Create Truck Load
- 8. ULD Inventory
  - Booking air freight containers
  - Stock Control Message SCM

1.Truck Offload Export

In the Scope Handing Truck Load/Offloads application, shipments from Truck Offloads and Truck Loads can be processed. The program action *Truck Offload Export* opens the editor *Truck-Unloading Export* where export shipment data can be entered.

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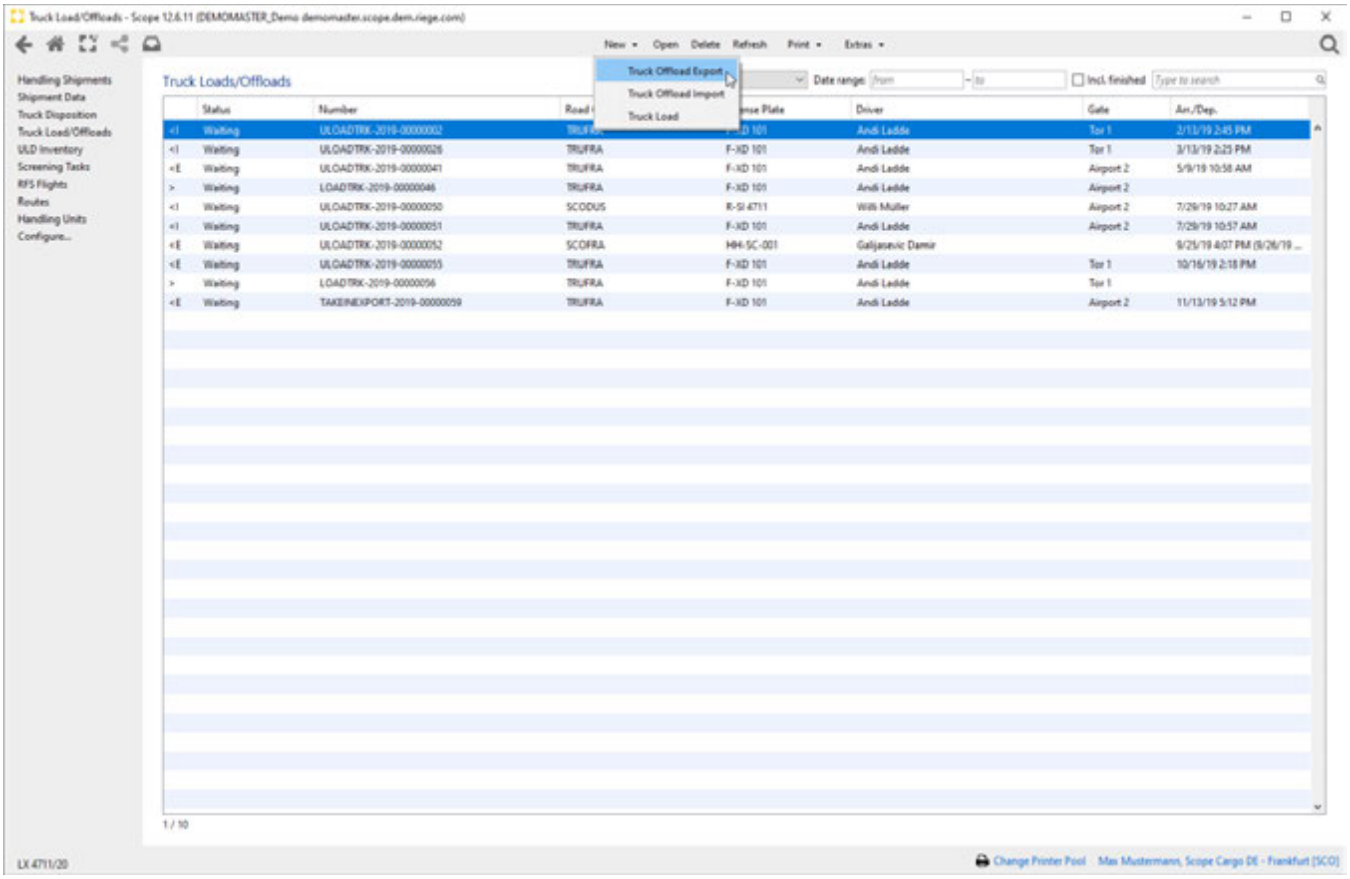

First all mandatory input fields (marked with a red validation of the header data of the *Truck-Unloading Export* editor must be filled, such as information regarding security control, driver identity etc.. Then the data regarding the shipment entry can be entered via the button new receipt. There are three possible receipt types. New Receipt (Forwarder), New receipt (Airline) or New Free Receipt.

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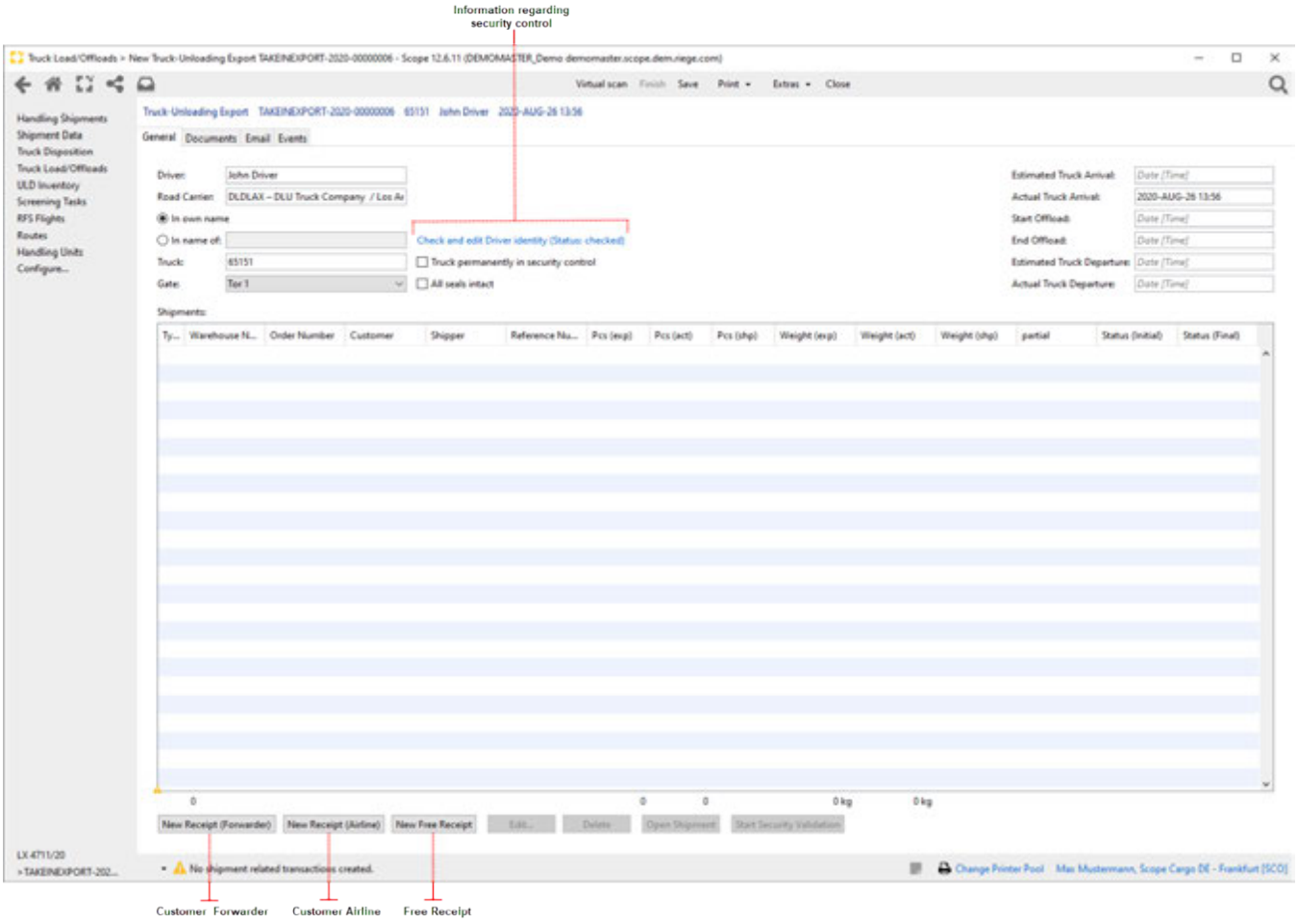

A distinction is made between different shipment types based on the customer. The customer entered here is always used as the invoice recipient.

If the **customer** is a **freight forwarder**, the following action must be selected:

- New Receipt (Forwarder)

If the **customer** is an **airline**, the following action must be selected:

- New receipt (Airline)

Data Entry Airline, Forwarder shipments

Depending on the type of shipment, further processing of the shipments and available program actions can differ. For example, an FWB or a DGD can only be recorded for airline shipments and also only this type of shipment can be booked on an RFS flight.

- **New Receipt (Forwarder)**

To enter the data for a new Forwarder Shipment entry, use the button *New Receipt (Forwarder).* It opens the input dialog *New Warehouse Entry,* where the customer partner address can be entered. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

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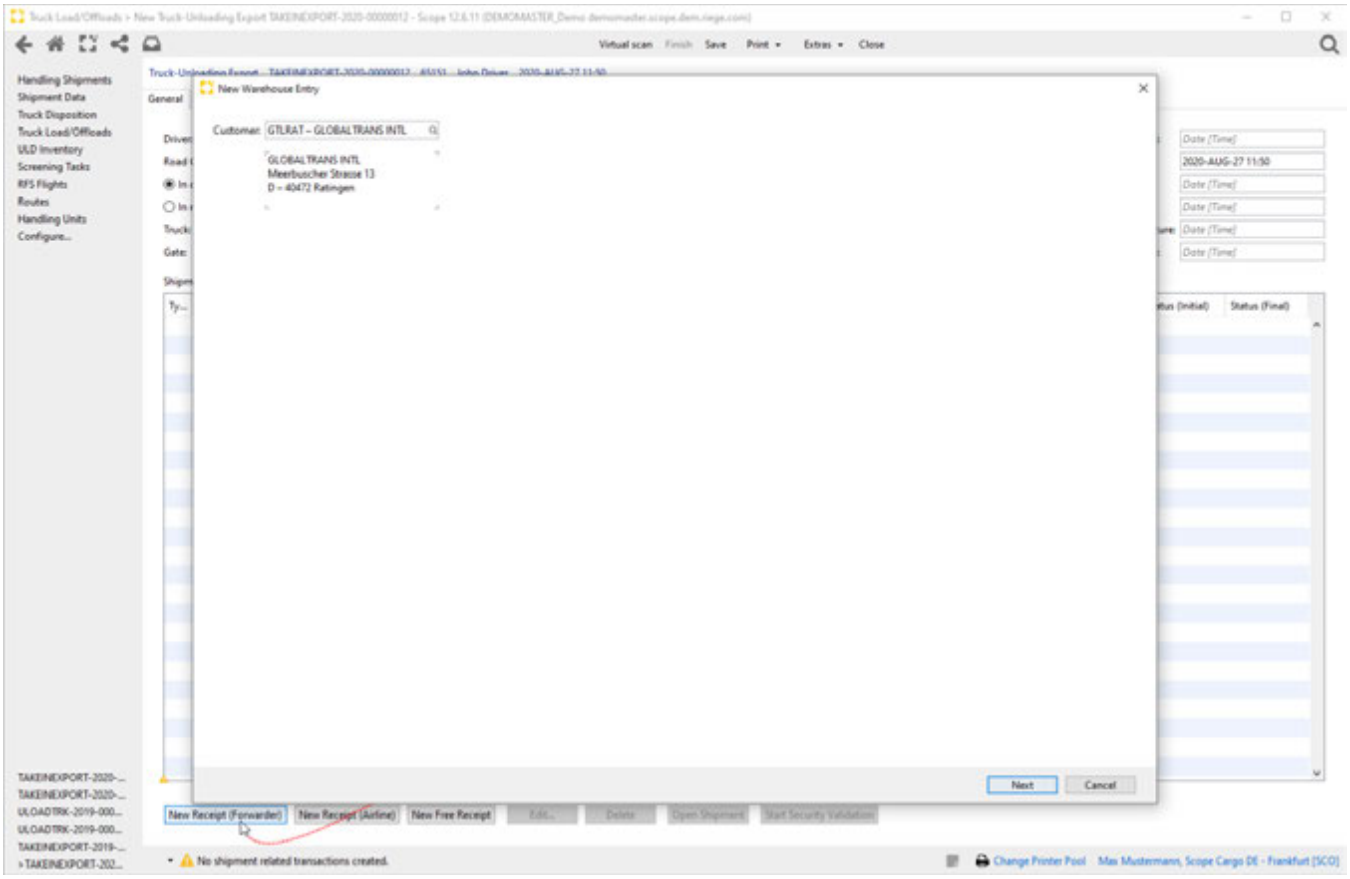
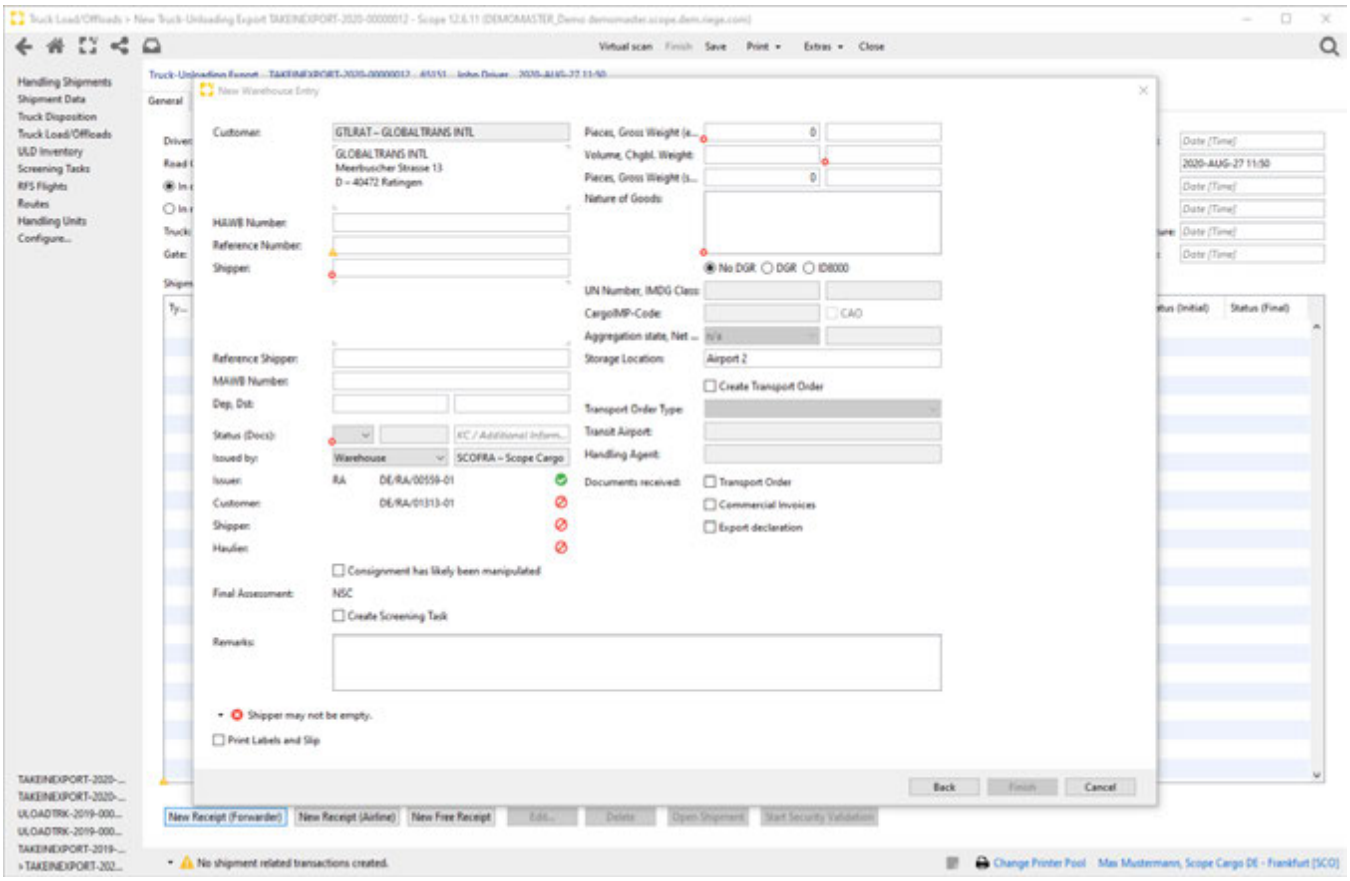


With the button Next data entry can be confirmed and the shipment data can be entered in the editor New Warehouse Entry. First all mandatory input fields (marked with a red validation) must be filled in the editor.



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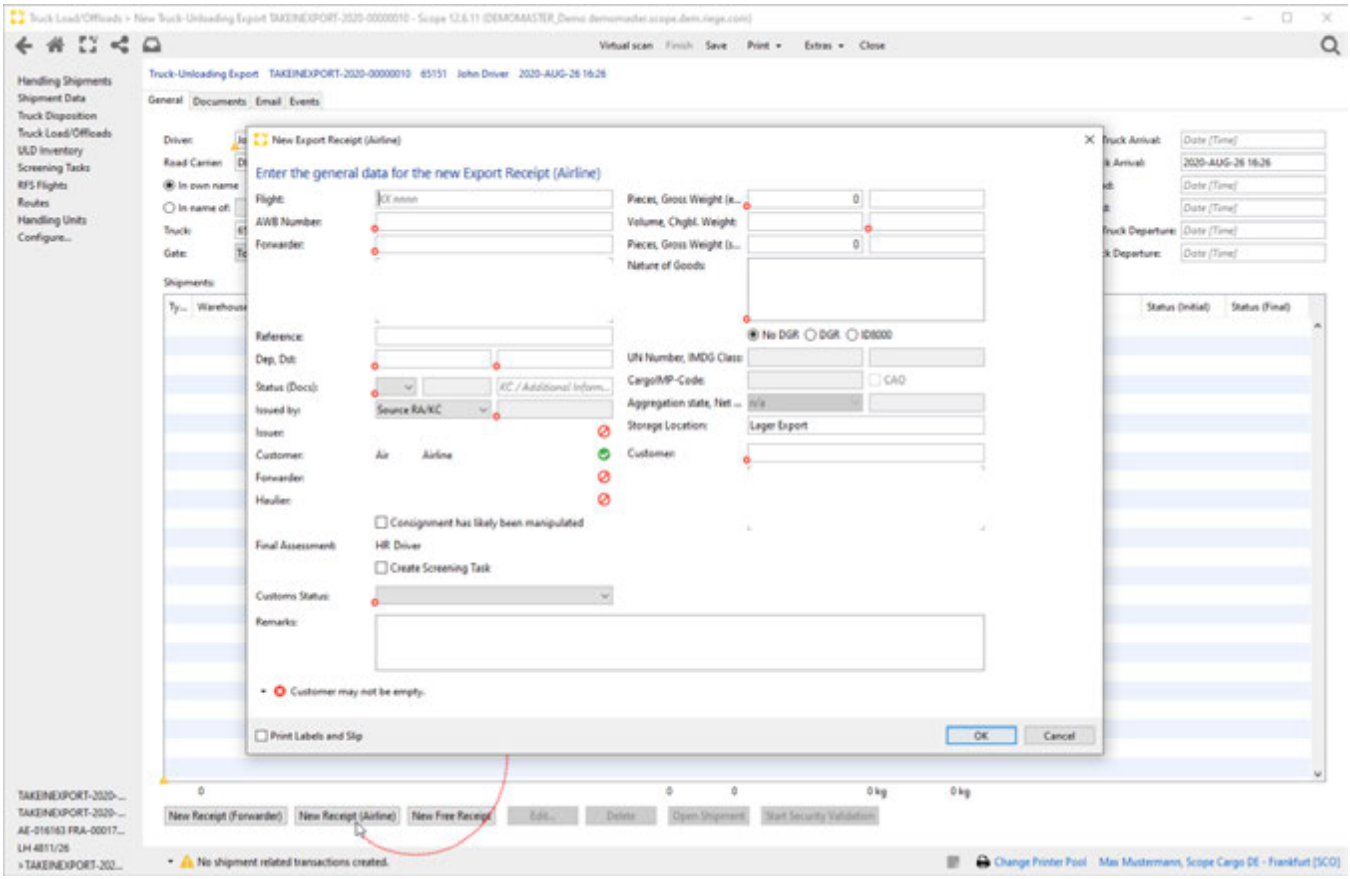
- **Data Entry New Receipt (Airline)**

To enter the data for a new Airline Shipment entry, use the button *New Receipt (Airline).* It opens the input dialog *New Export Receipt (Airline).* First all mandatory input fields (marked with a red validation) must be filled in the editor.



Link to Shipments

Data of shipments that have already been entered in an RFS flight or have been received by an interface file (FWB / FHL), are automatically linked to the shipment data, when referred to in the truck unloading. After a successful link, input fields are automatically filled with available data. These can still be edited depending on the actual nature of the freight.

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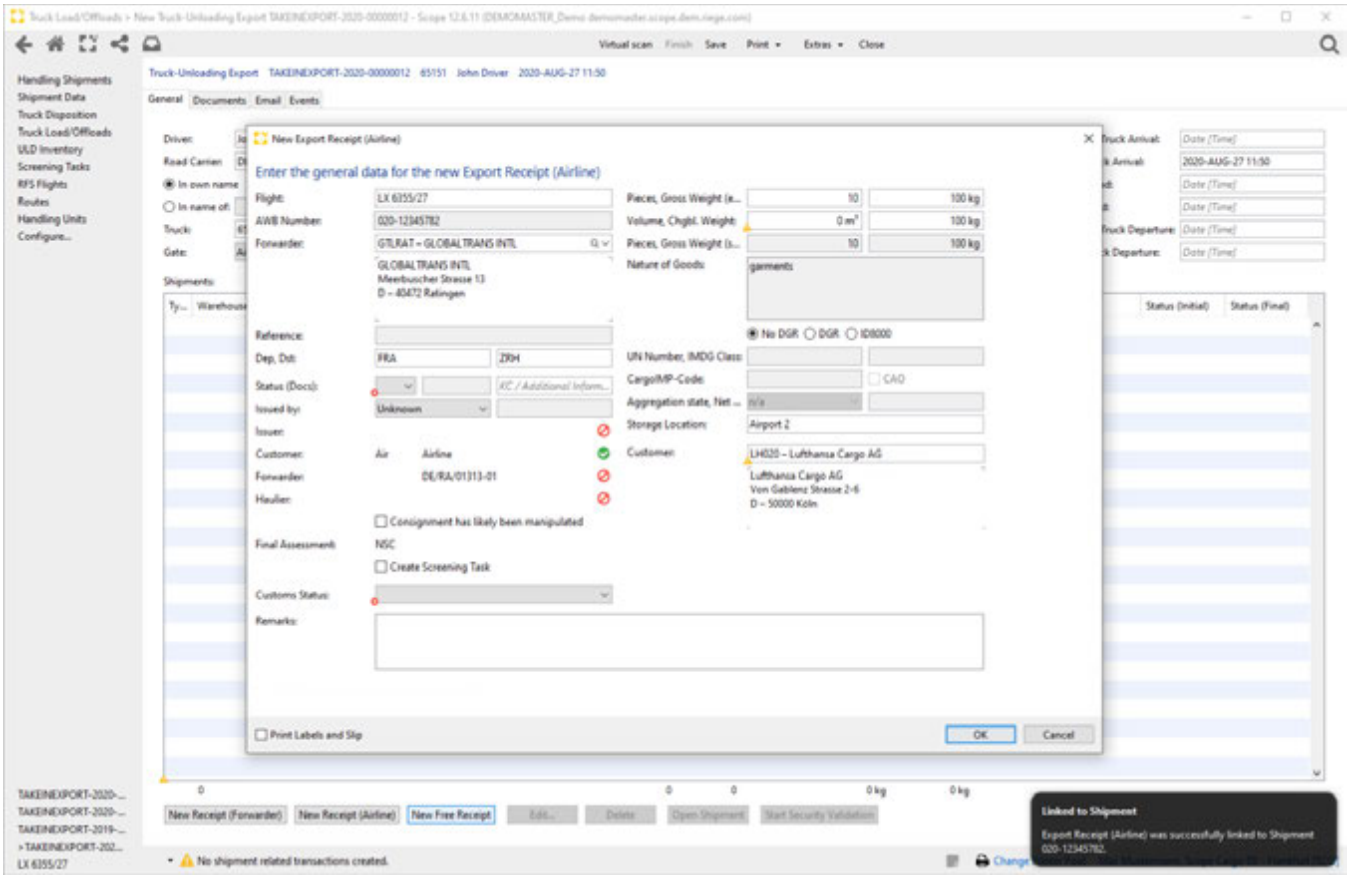

Create Screening Task

If necessary, a screening order can be created while processing a shipment in the truck unloading. Just mark the checkbox *Create Screening task*. If a shipment is recorded with the status "NSC", the checkbox "Create Screening task" is set automatically. All recorded shipment data are then transferred to a screening order, created for further processing by the LSKK in the corresponding module. An additional recording is therefore no longer necessary (but possible at any time).

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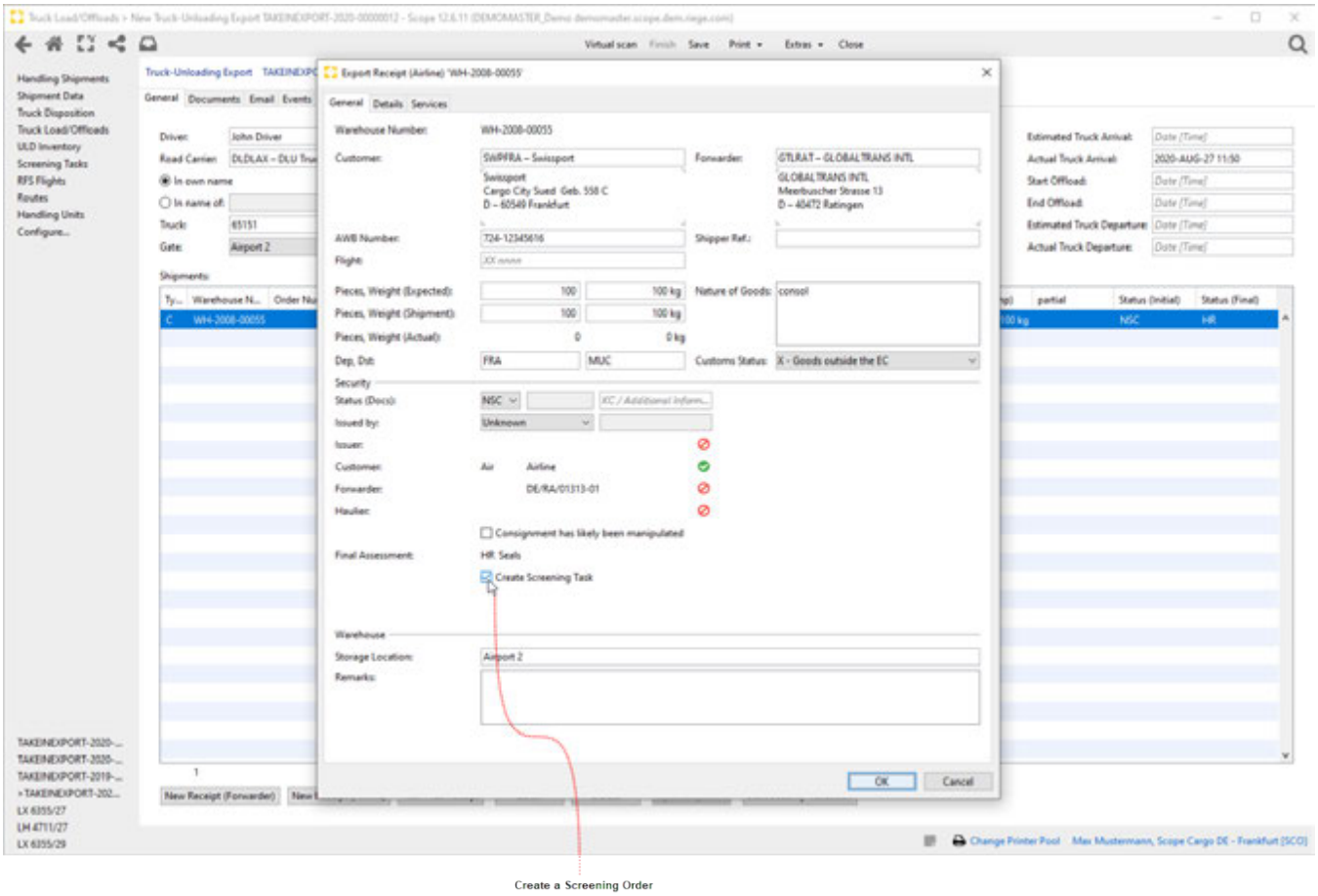

Create Transport Order

In case that a transport has to be done for a Warehouse Entry of a forwarder shipment, a transport order can be created by marking the checkbox *Create Transport Order.* The automatically created transport order is then visible in the handling application *truck disposition* and can be assigned to the respective route. Furthermore, the data are available then in the corresponding handling shipment, for the purpose of billing or the creation of a forwarding service slip and CMRs.

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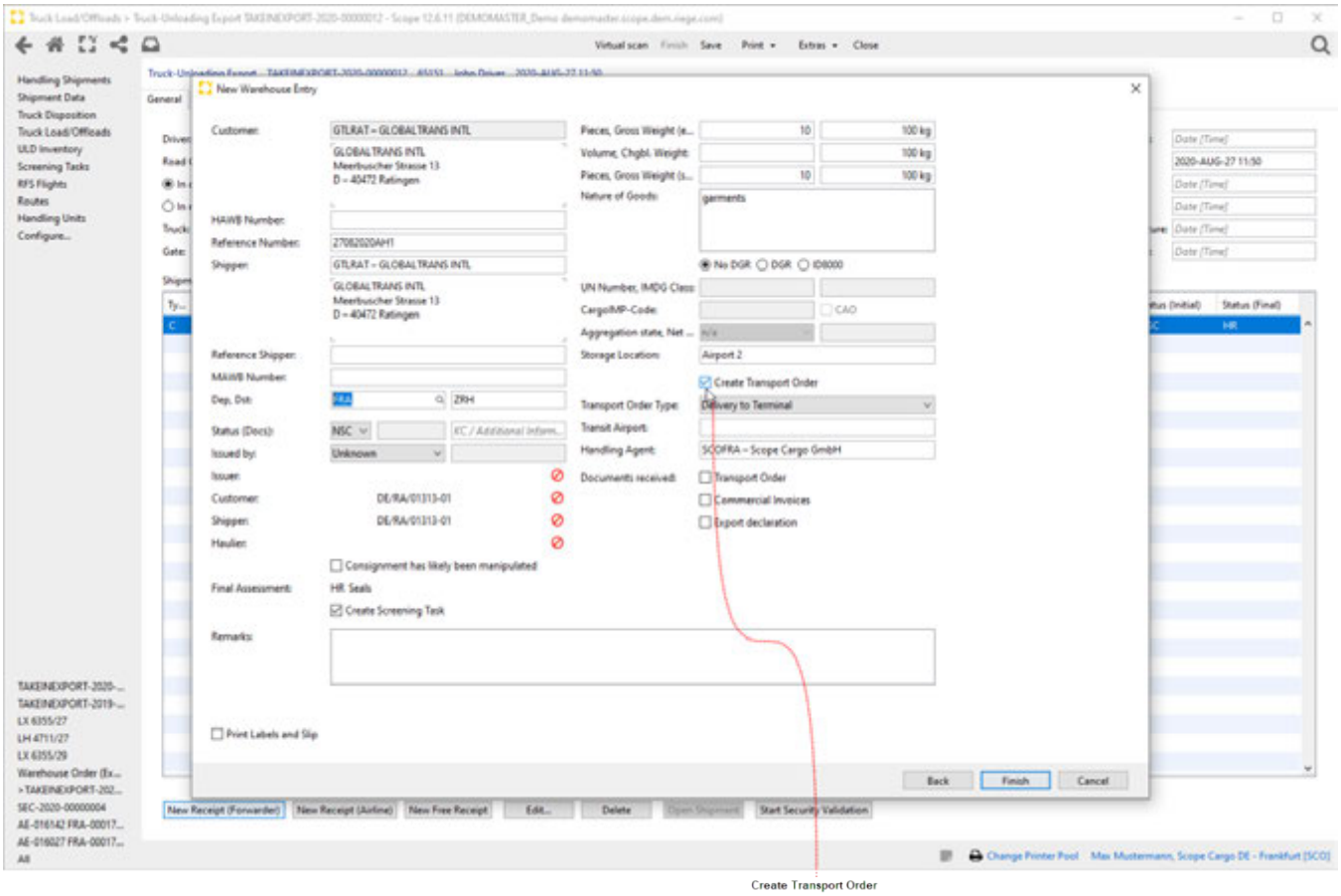

Create Transport Order

Dangerous Goods

If the consignment received is dangerous goods, this information can be recorded within the truck unloading in the warehouse entry editor. This information is also printed on the warehouse receipt.

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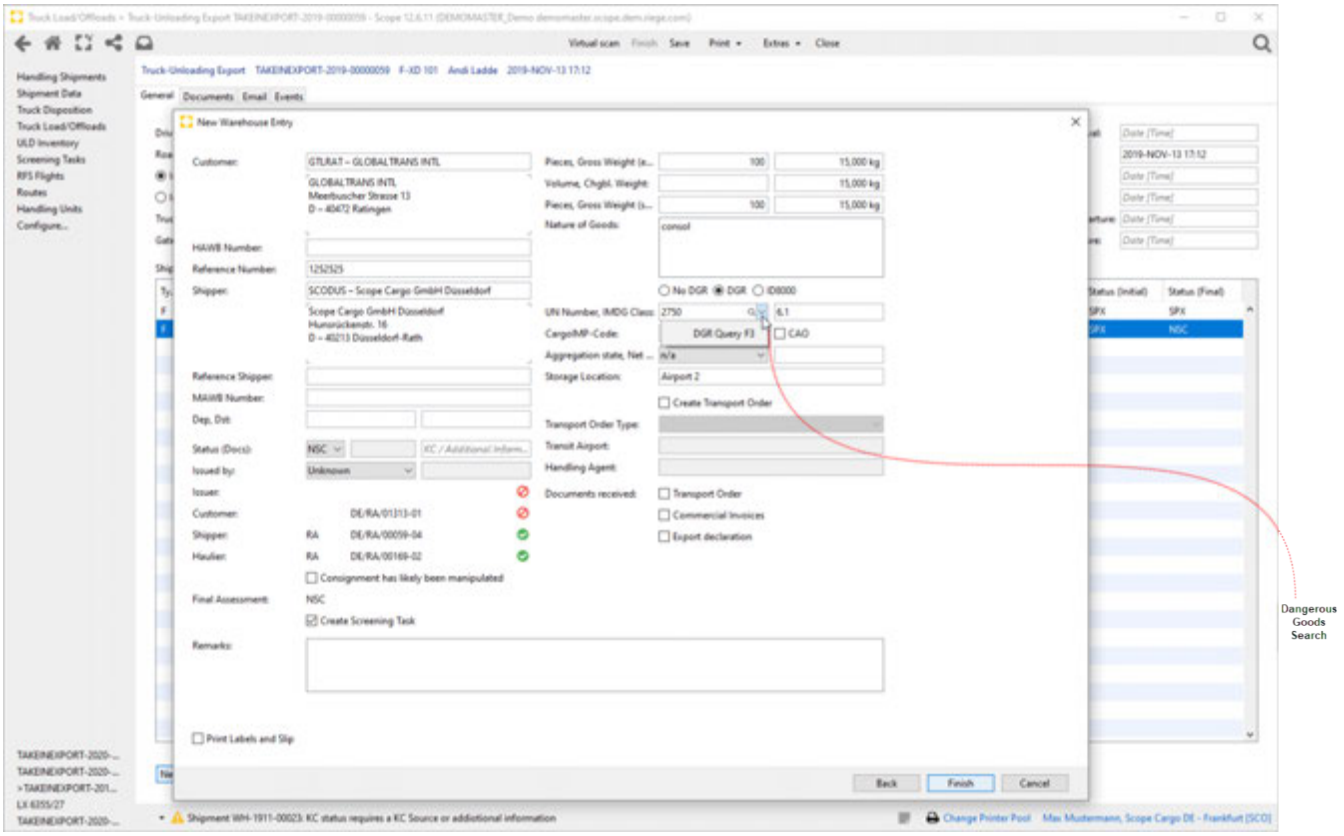

If the checkbox DGR is marked, detailed information regarding the dangerous goods can be entered. There is a dangerous goods information search for Class, Packing Group integrated in the input field *UN Number, IMDG Class*. Just use the drop-down menu or press F3 and the editor for a DGR query opens.

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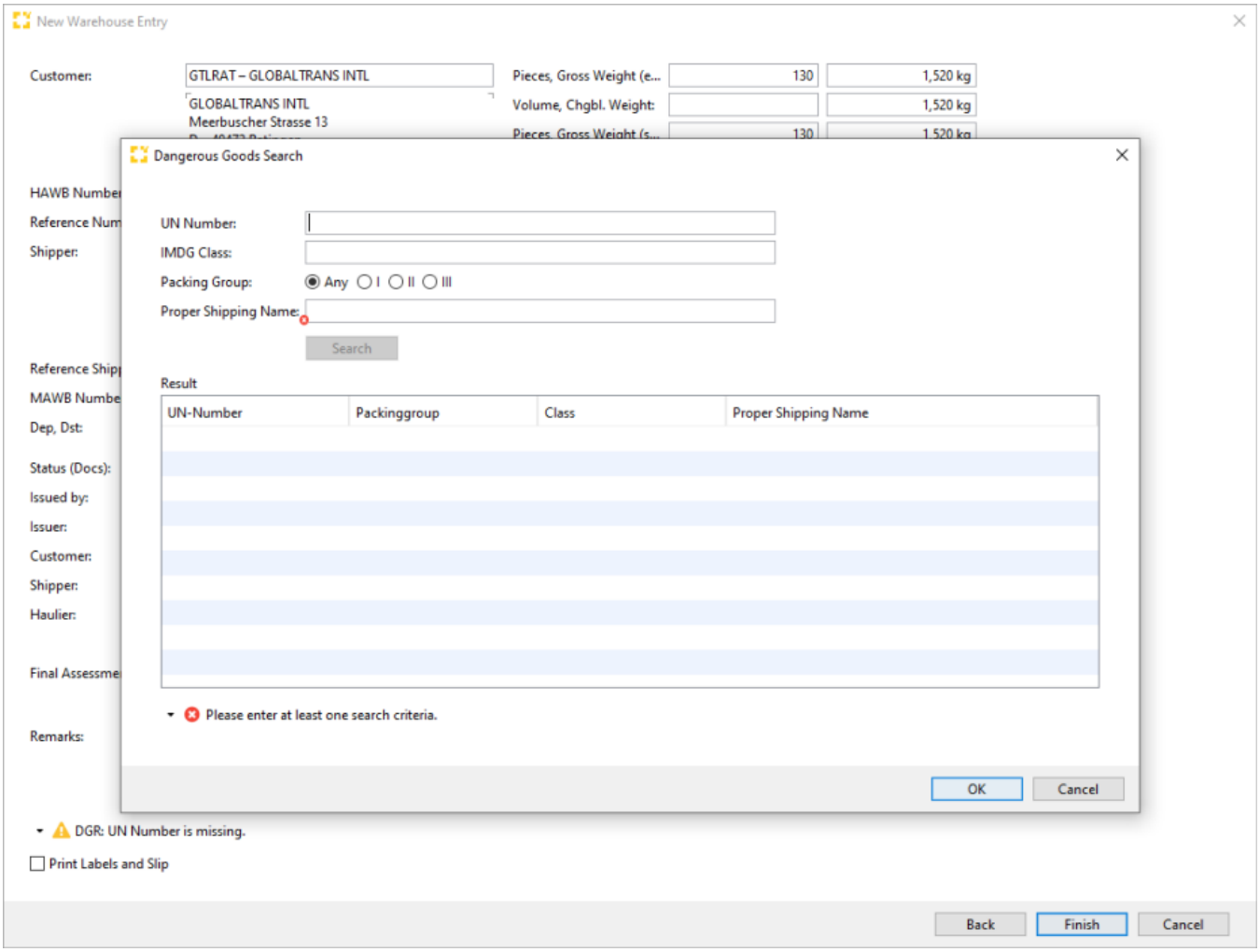

You need to at least to enter one search criteria and the result of the search will be displayed in the screen.

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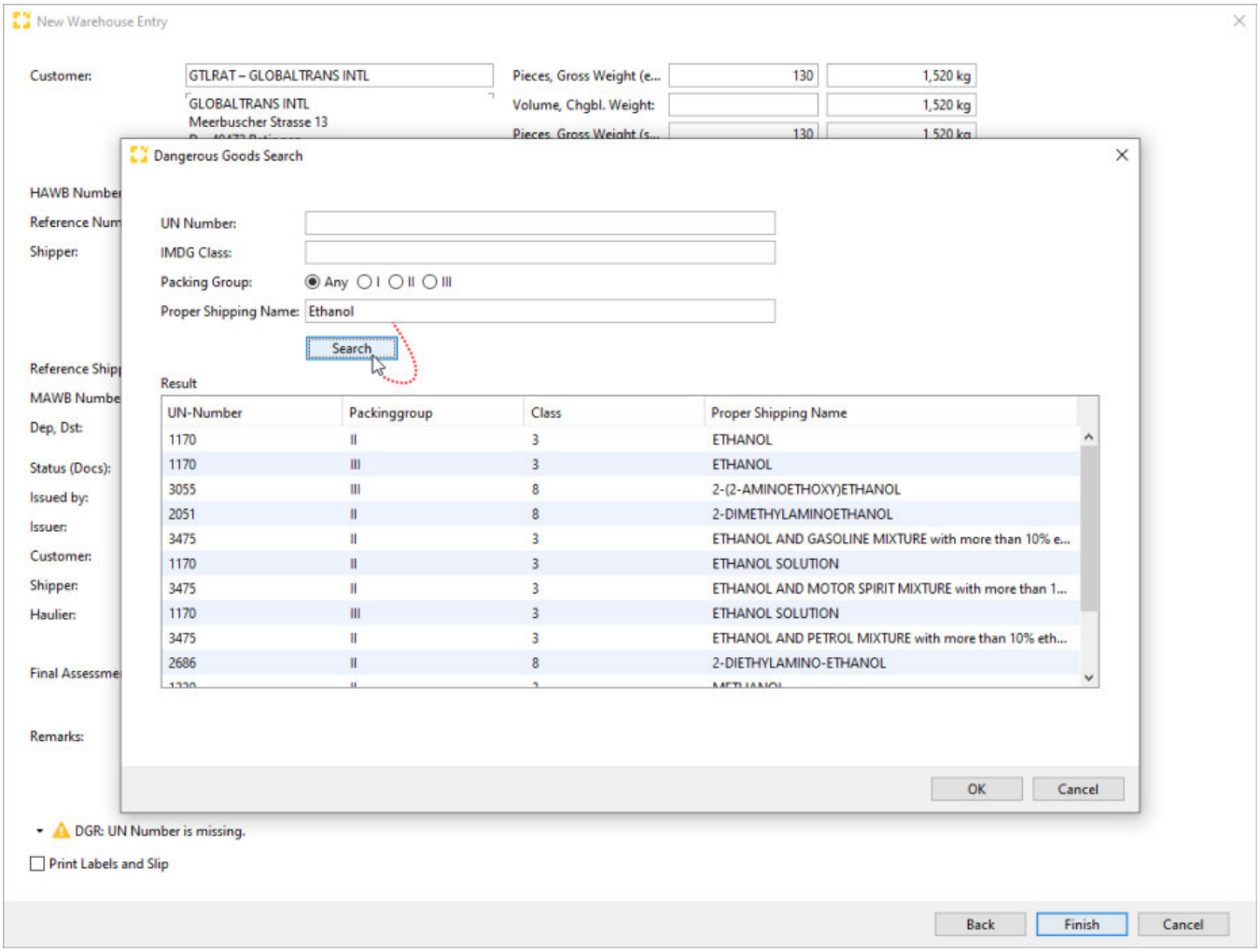

If an existing UN number is entered in the input field *UN Number, IMDG Class.* all other DGR values are filled in corresponding input fields automatically. These data can still be changed manually afterwards if it does not match the nature of the shipment.

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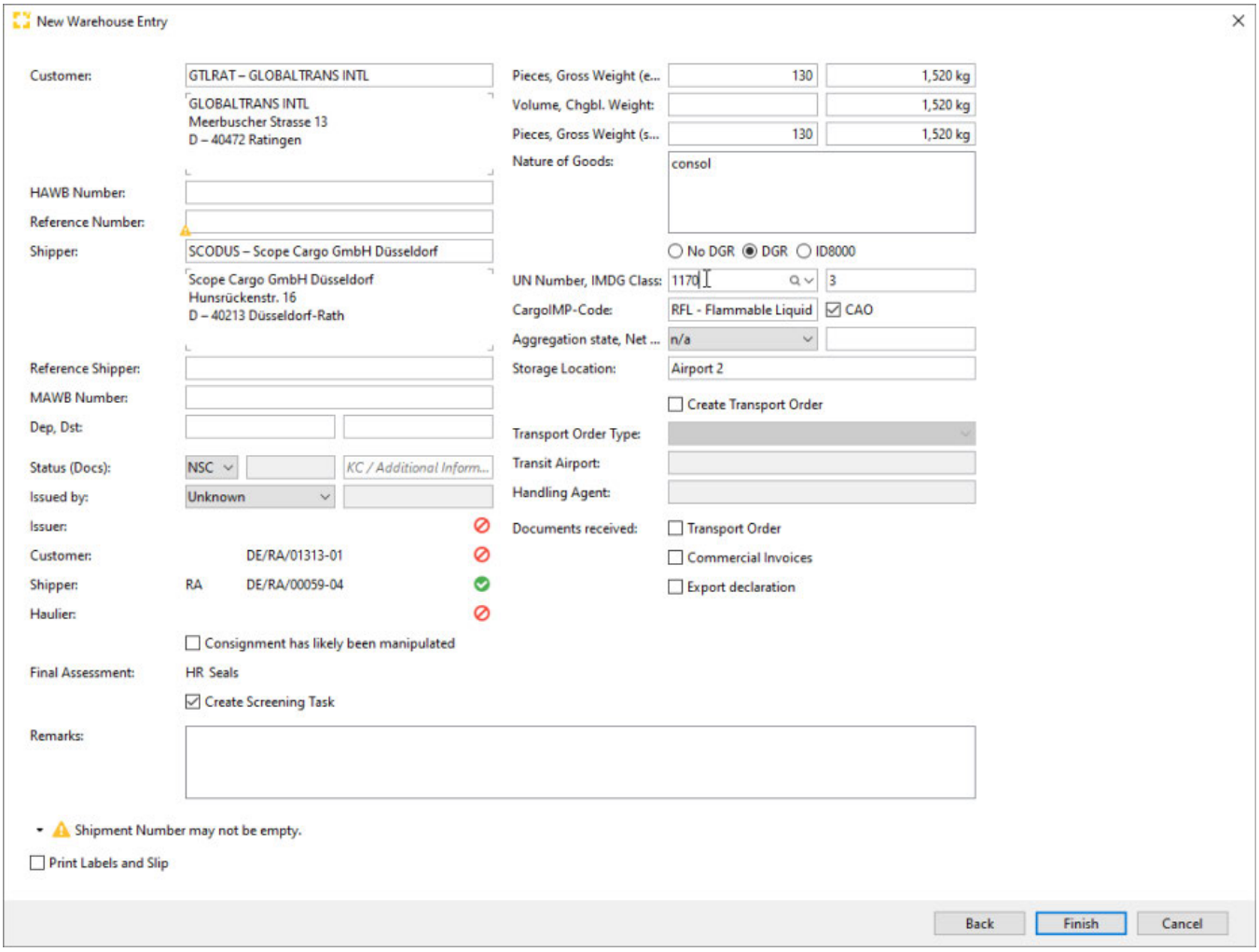

Attention!

The information entered here is **not** included in the shipper's declaration, but in the handling shipment and in the RFS flight, for the purpose of transmitting the FSUs, stored on the package level.

Integrated online verification of the security status (automatic security validation)

When entering data of a warehouse entry, Scope validates the partner addresses against the Union database on supply chain security (RA/KC database) automatically. As soon as the automatic query is carried out, the security status of a shipment is recalculated. The result of the query is automatically printed on the warehouse receipt and also included in the handling shipment.

The query directly provides the user with information as to whether the security status of the shipment may be endangered by one of the business partners involved. If one of the addresses (shipper, customer, trucker) in a new warehouse entry is not classified as secure - If maybe no RA/KC number is recorded in the master data (Regulated Agent - Roles - Business Partner - Maintenance and Secure Shipper - Roles - Business Partner - Maintenance), then the security status is set to not secure and this result will be displayed in the warehouse entry editor at once.

See detailed information regarding security set up and functions in Scope here: Air Freight Security.

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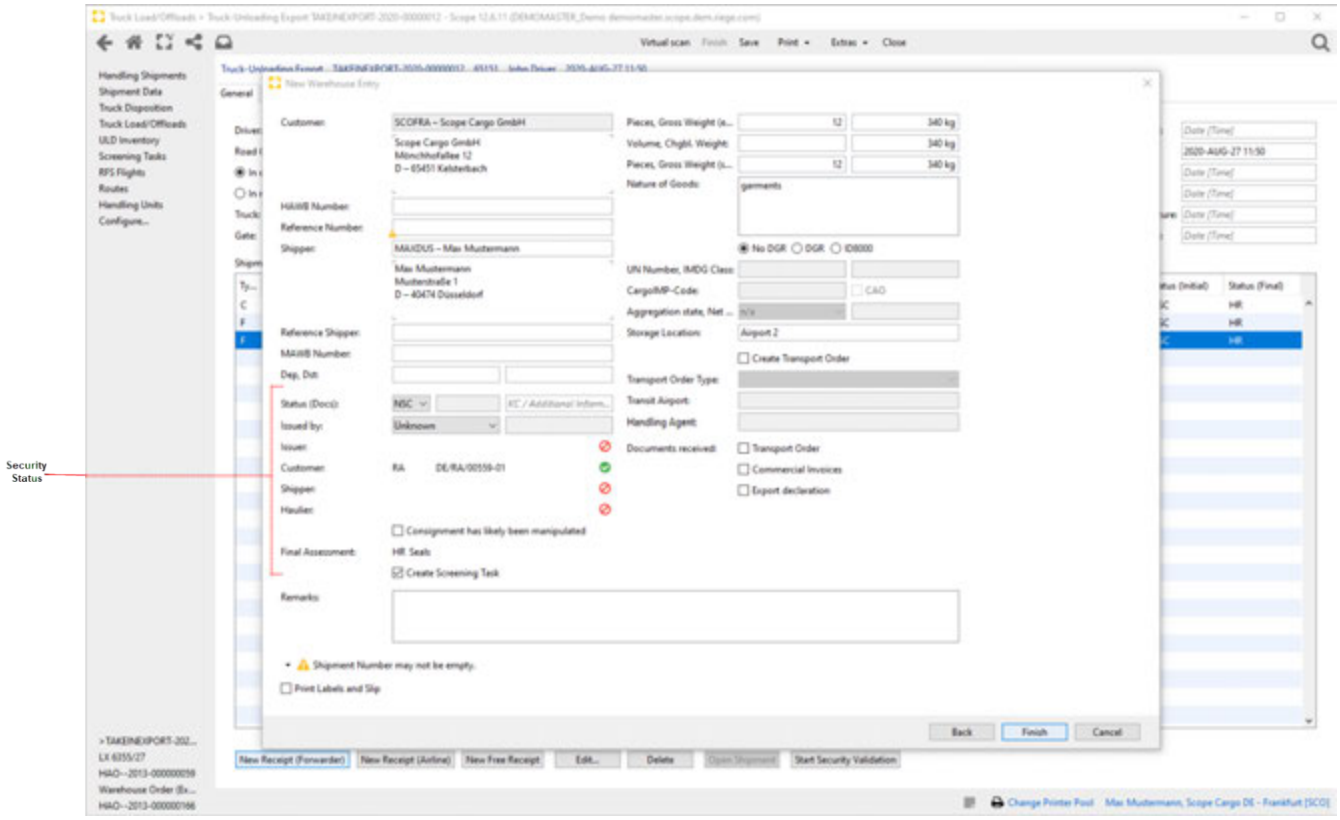
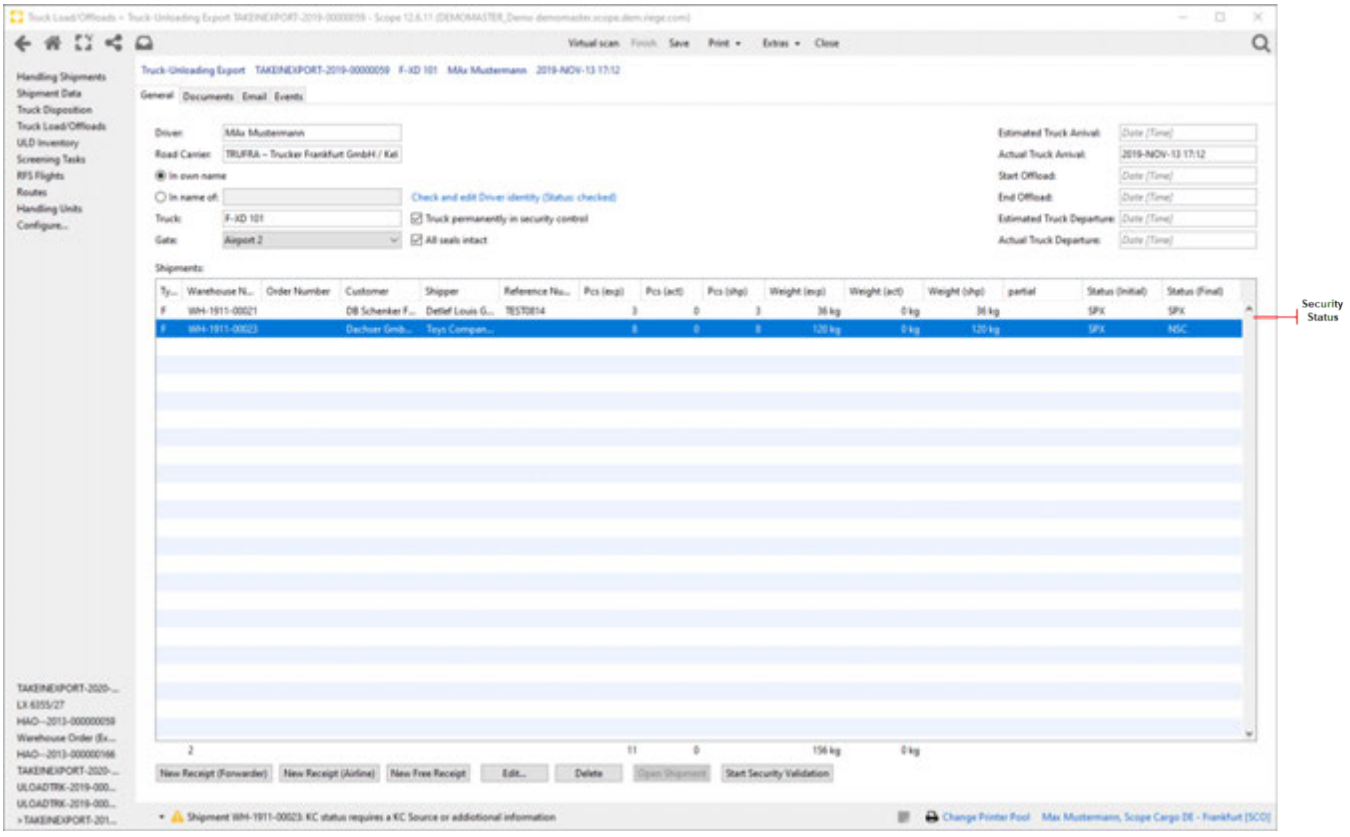


The security status is also displayed in the overview of all shipments in the truck unloading.



Finish Truck Unloading

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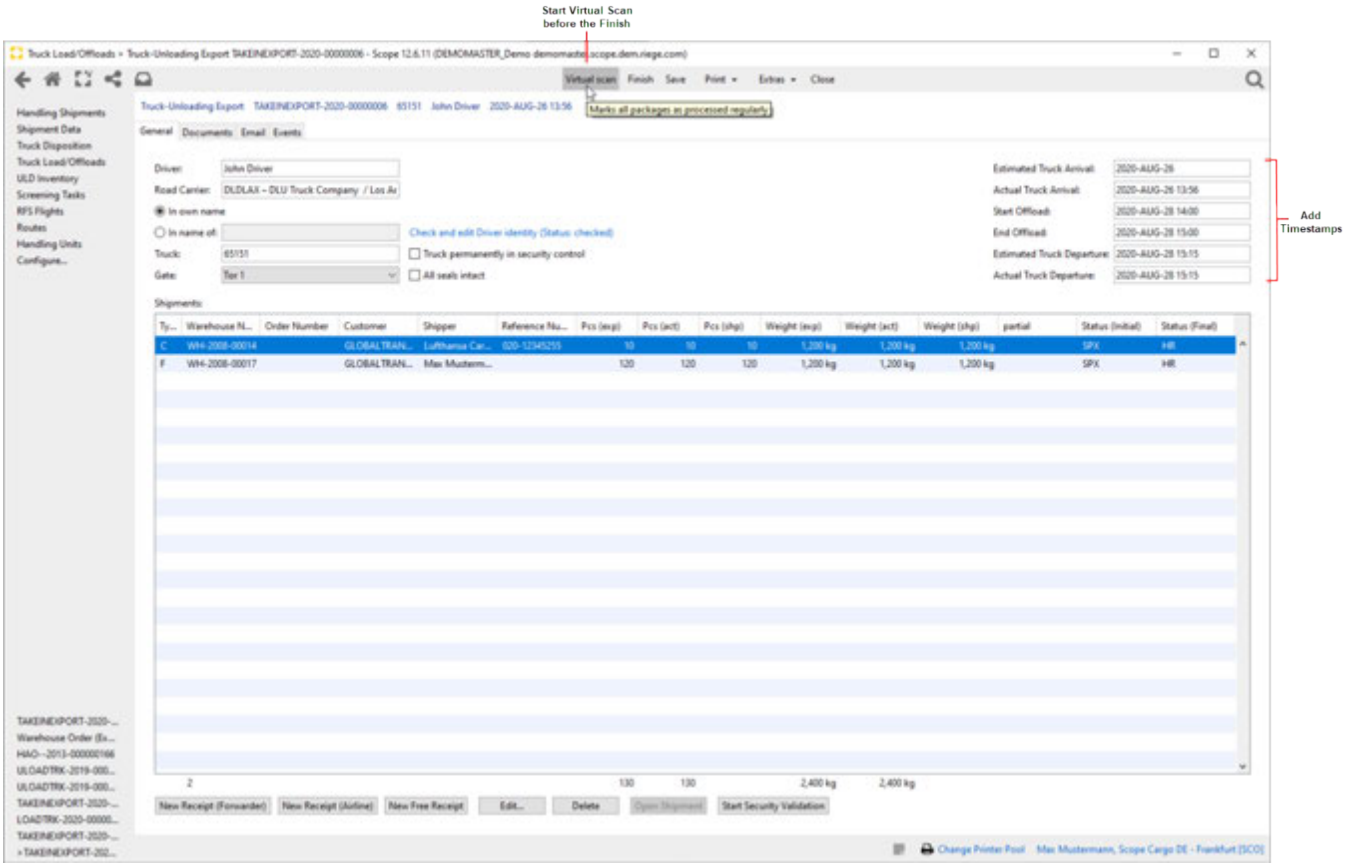
With the program action *Finish* the Truck Unloading in Scope can be completed. Before the Finish can be done, all data must be checked for correctness. The *Virtual Scan* must be carried out with the corresponding program action. All time Stamps must be entered. Only if all these data are entered, the Finish button will be active. After the Finish is done, the corresponding handling shipments are created in the handling application part Handling Shipments.

> **Attention!**
>
> Important: After the truck unloading has been finished, the number and weight of the booked packages can no longer be changed. If necessary, incorrect shipments must be canceled or incorrectly booked packages must be entered again with an additonal Warehouse entry or taken out of the warehouse issuing a Truck-Loading entry.

- **Virtual Scan - Add Time Stamps**



- **Finish**

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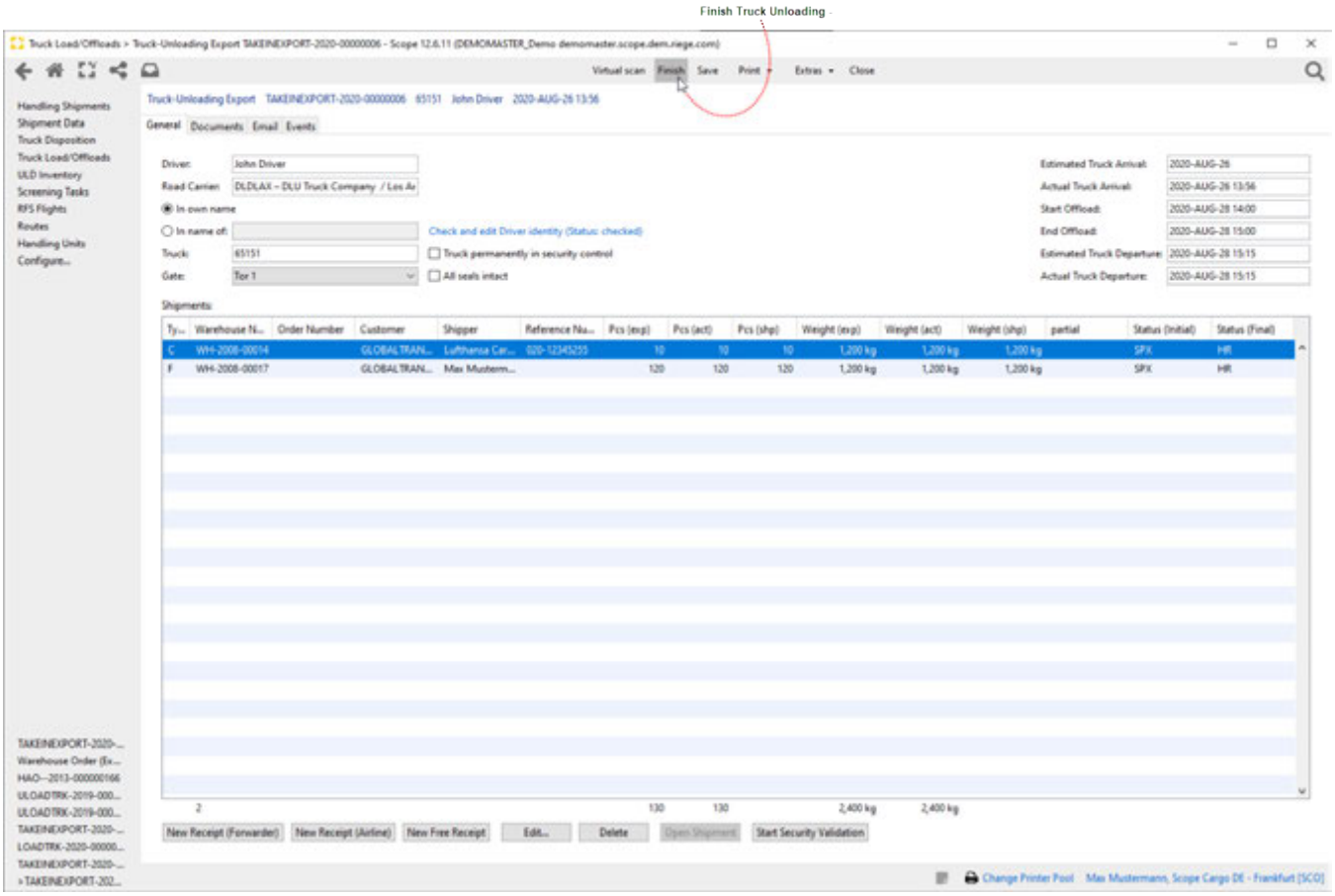
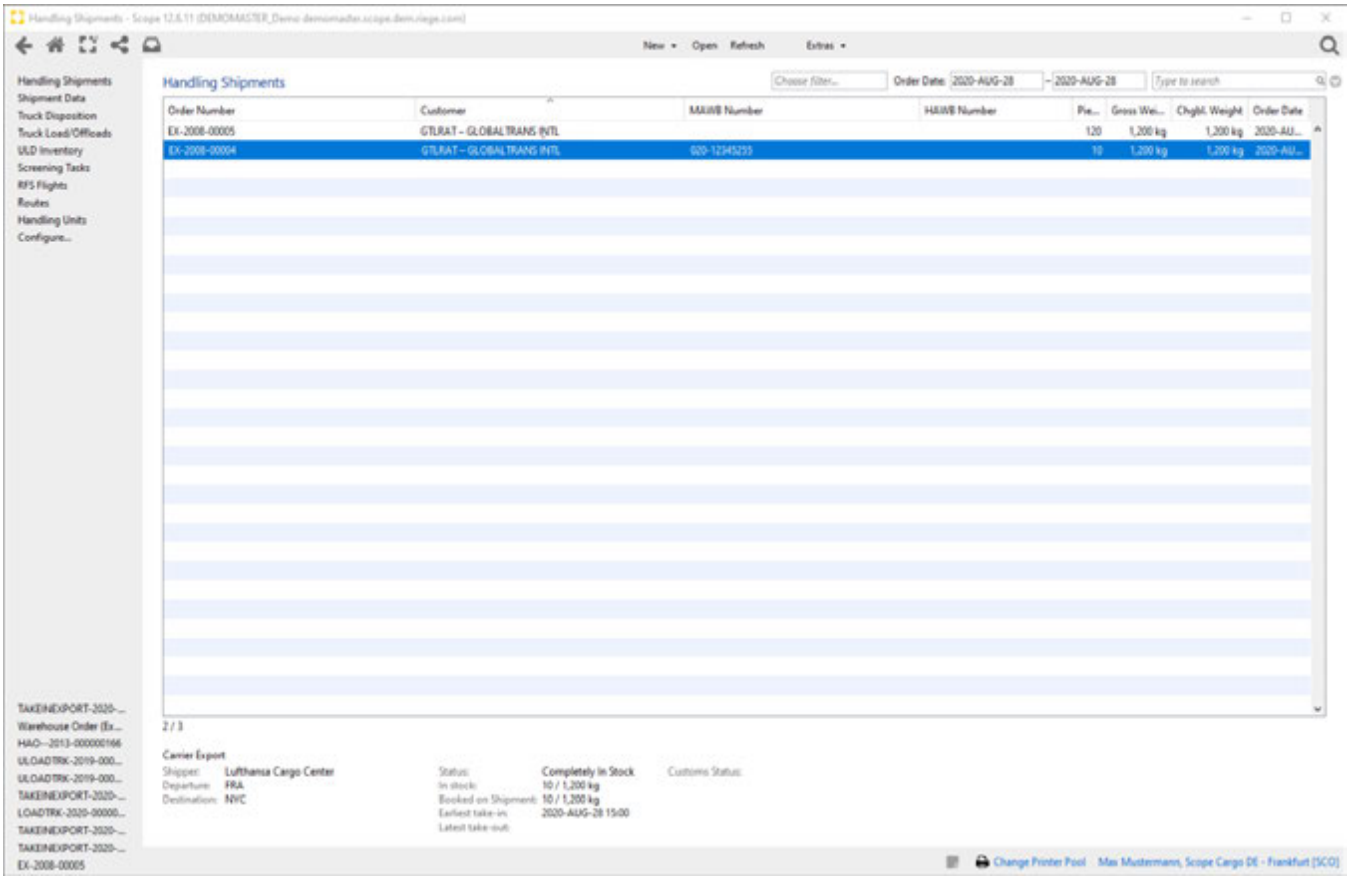


Finish creates Handling Shipments



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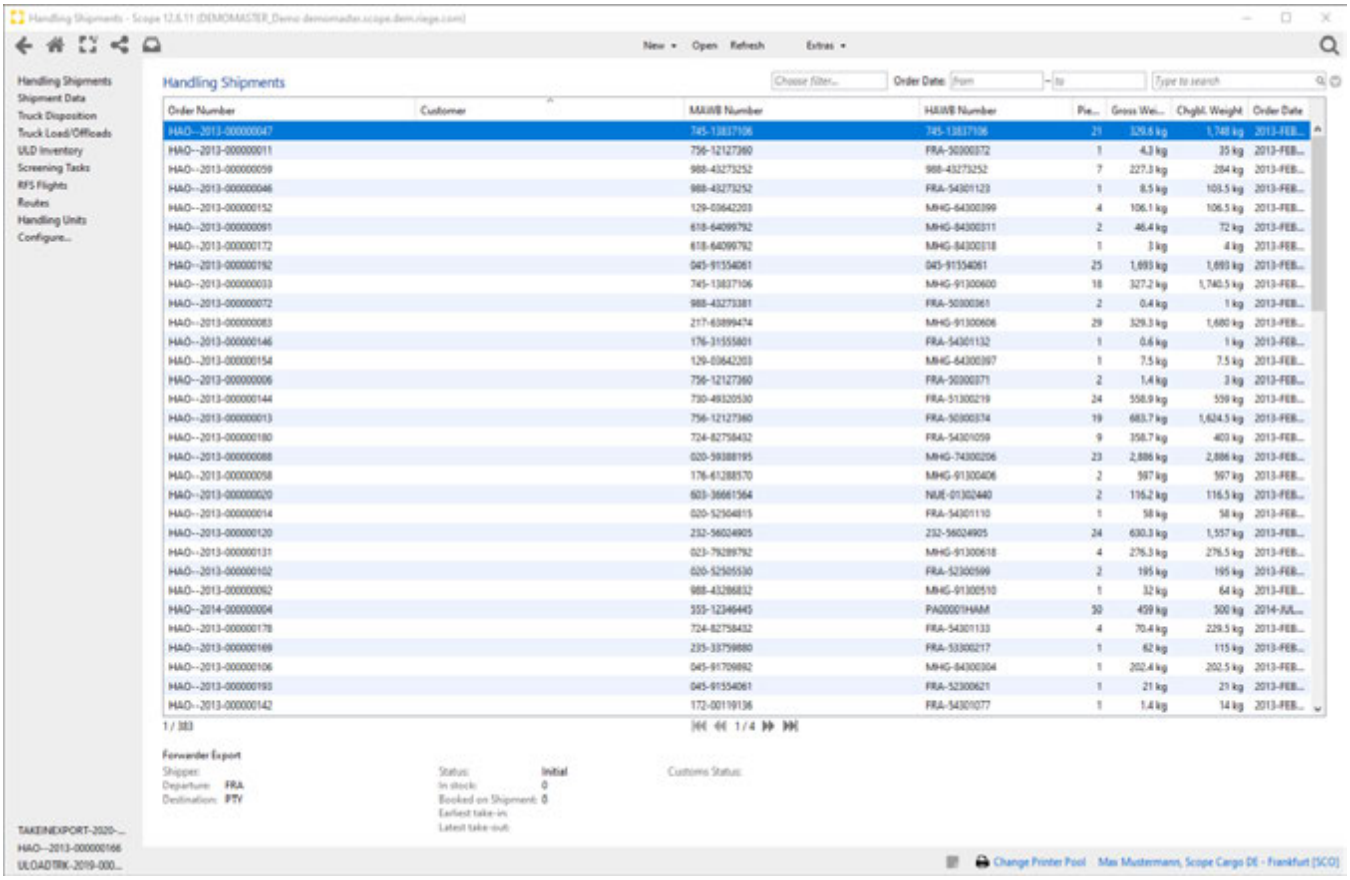
2. Handling Shipments

In the home view all current handling shipments are displayed.



General

The General tab of the handling shipment shows all recorded handling shipment data. Additional information such as the customs status, procedures, reference numbers or additional services can be added here. Once additional services have been added here, they will be automatically included in the invoicing. Customs references recorded on the shipment can be processed in the integrated ATLAS modules and be cleared in the Route application of the Handling Module.

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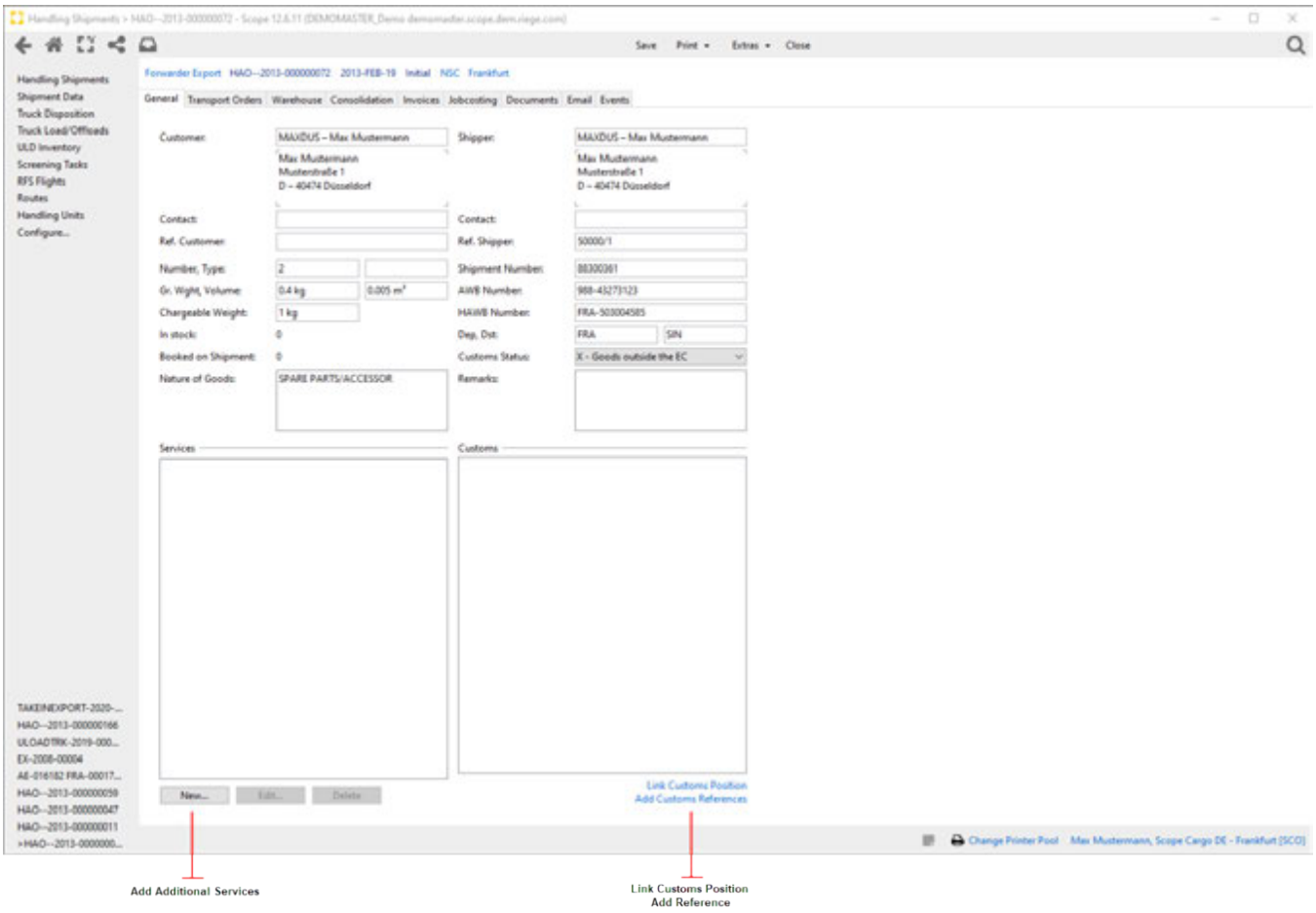

Transport Orders

In the Tab *Transport orders* of the handling shipment, new transport orders can be directly entered and also the orders that have been created during truck unloading will already be displayed and be available here. If the transport order has already been scheduled on a Route, the status and a link to the respective route are displayed here. If the route is completed, the time stamp ATA is automatically set in the transport order. This is used for traceability in case of queries from the customer.

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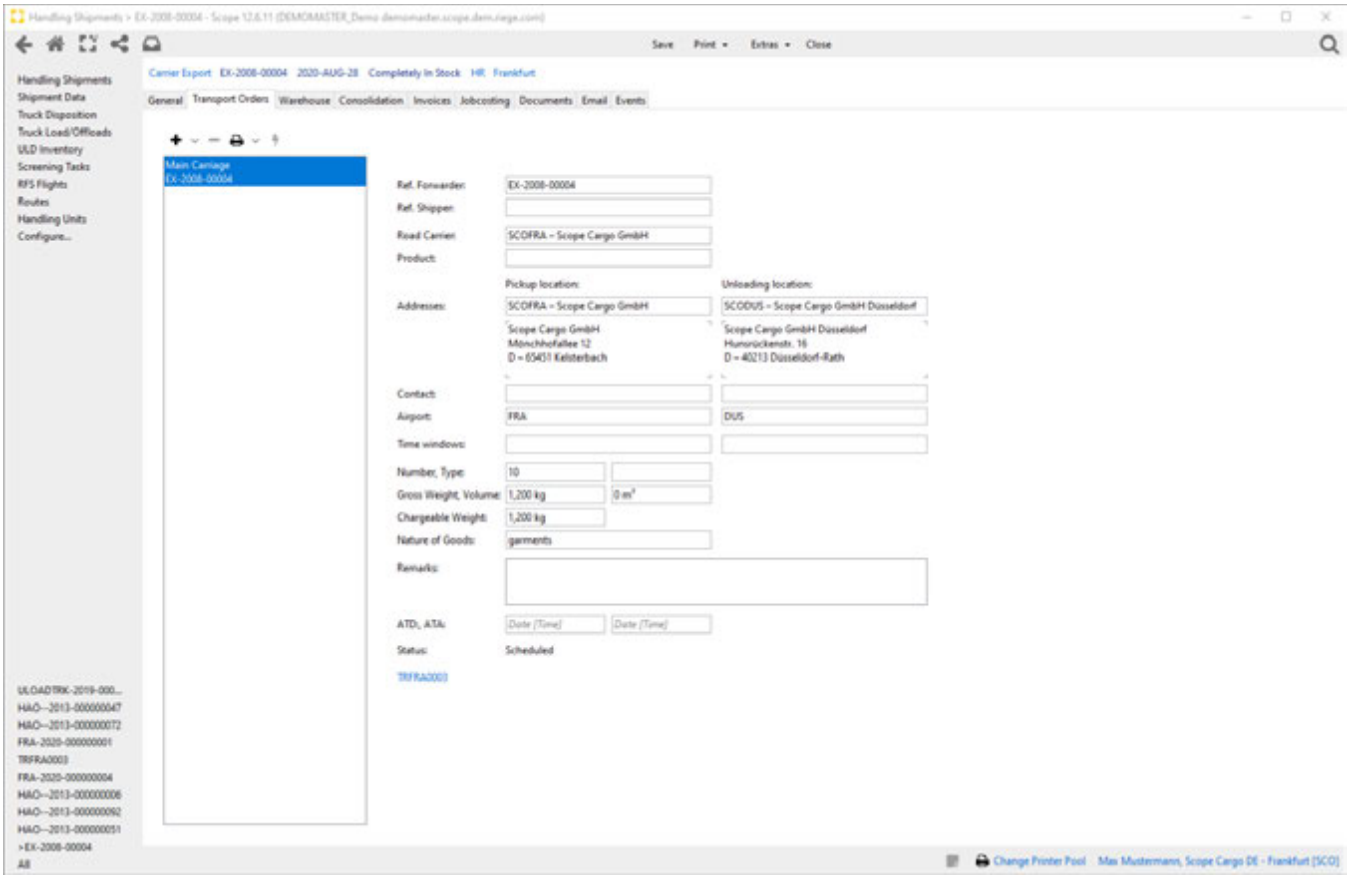

Attention!

The transport order only appears in the Truck Disposition of the Handling Module, if the haulier recorded is its own branch.

Print Transport Order

For the documentary processing of the handling shipment, a printout of the transport order can be made by using the "Print" symbol shown in the transport order overview. In addition to the transport order also a CMR waybill can be printed here. Usually there is no additional data input or information required for this action, as all data from the existing handling shipment will be used for the creation of the print out.

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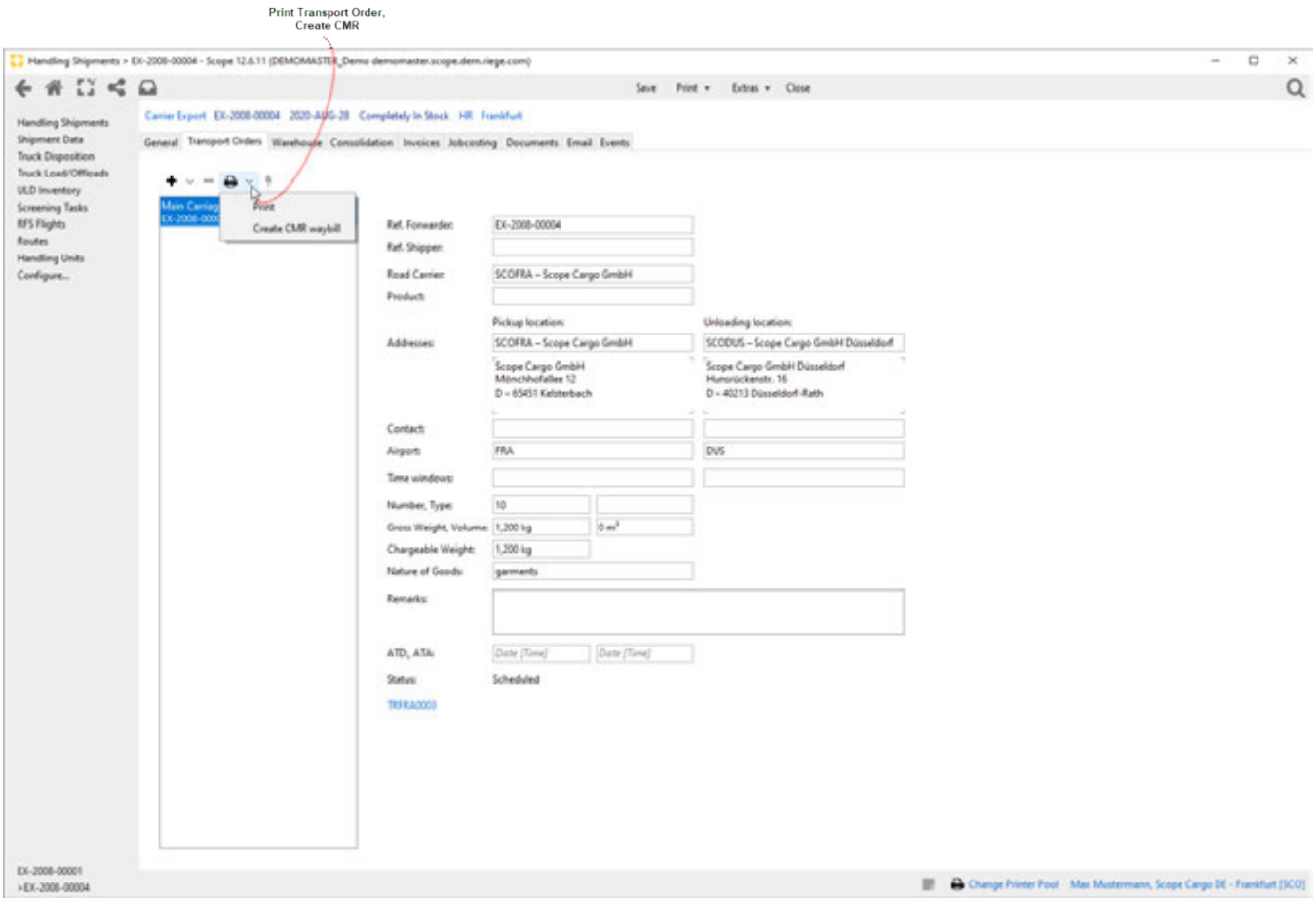

Edit CMR text

The TAB Text of the CMR provides a visual representation of the printed CMR. The box *synchronize CMR Paper* is checked by default and causes that the text shown in the CMR paper cannot be edited. If the box is unchecked, the CMR paper may be freely edited and the text blocks can be accessed and inserted into the text fields.

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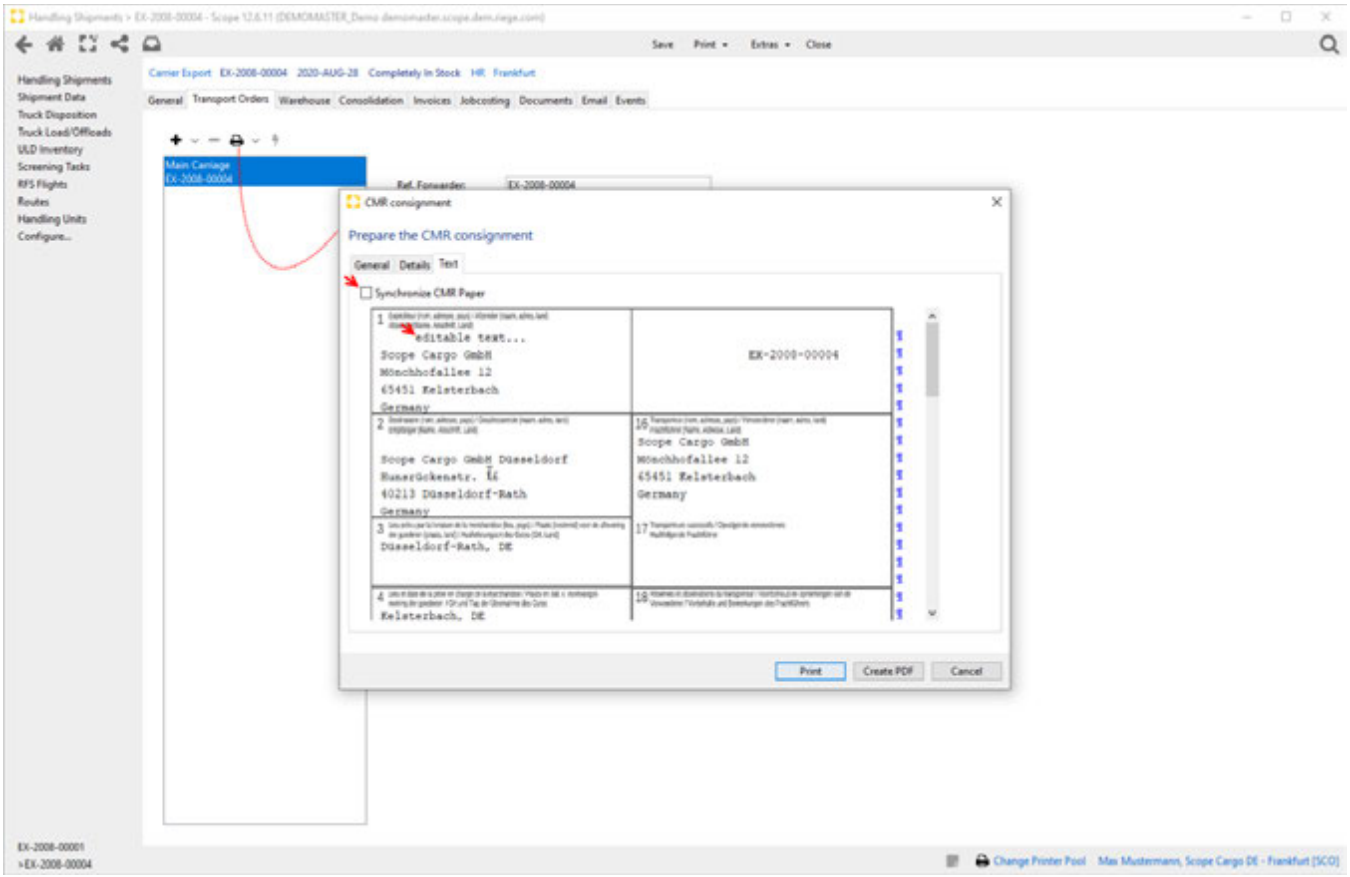

FWB/FHL Data Entry & Transmission

In the handling shipment, an FWB and the associated FHL data can be entered via the menu item “Extras” within a carrier shipment.

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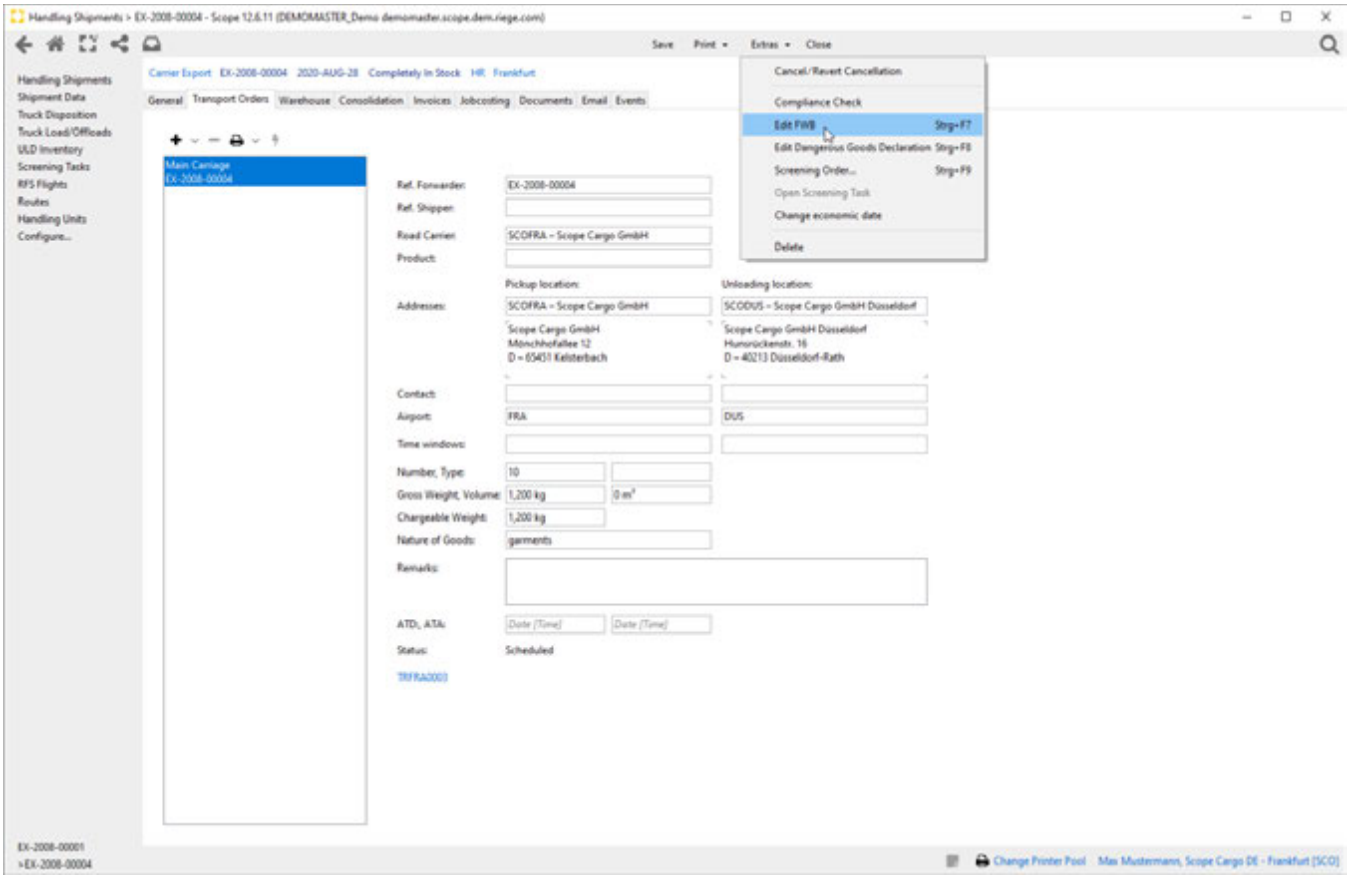

If FWB and FHL data have already been transmitted in advance, all data will automatically be preassigned here. Otherwise the available data from the corresponding handling shipment are displayed here. First all mandatory input fields (marked with a red validation) in the FWB Editor must be filled, before a data transmission to the airline is possible.

In the *General* Tab of the FWB general shipment details can be edited.

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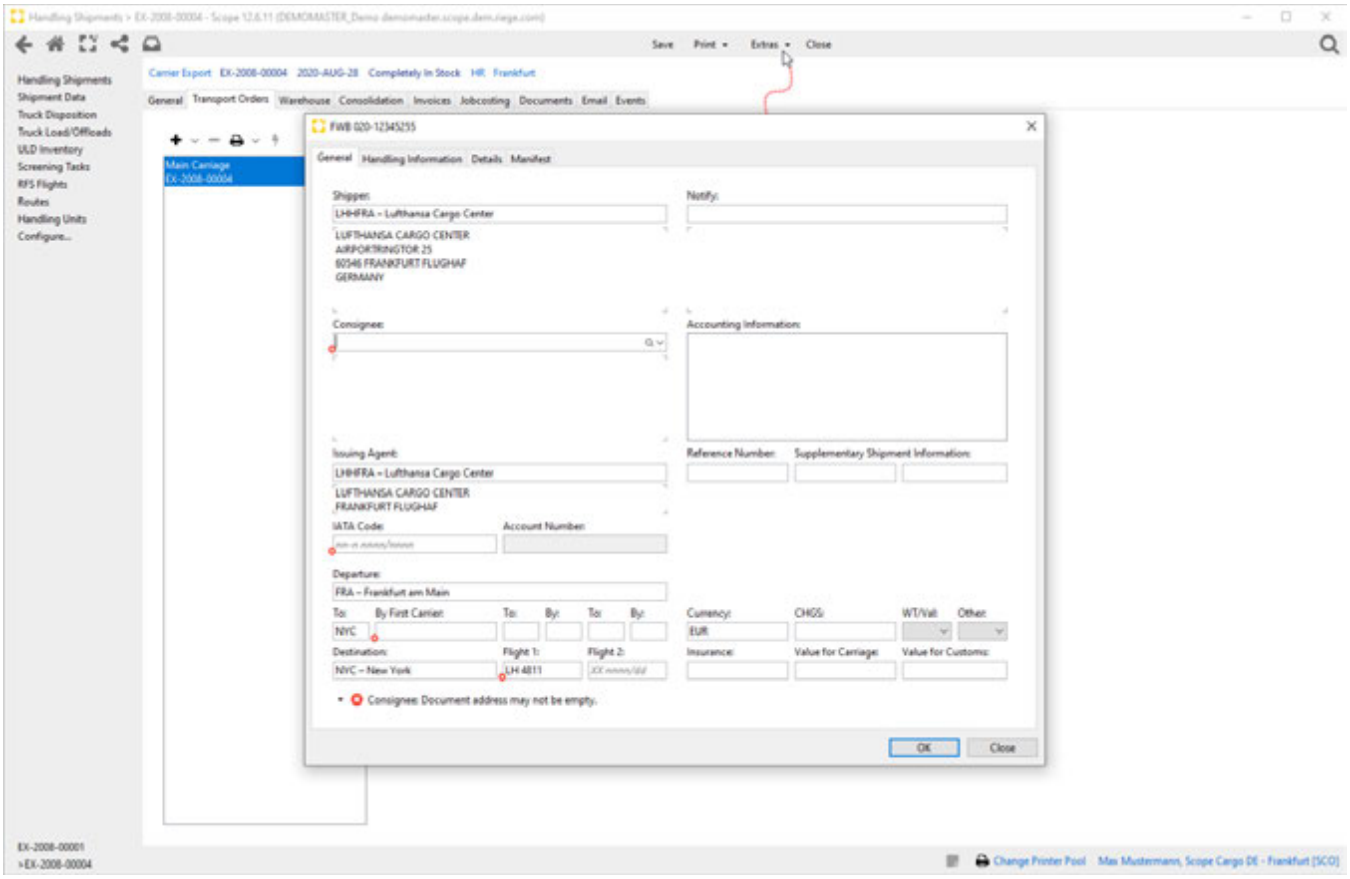
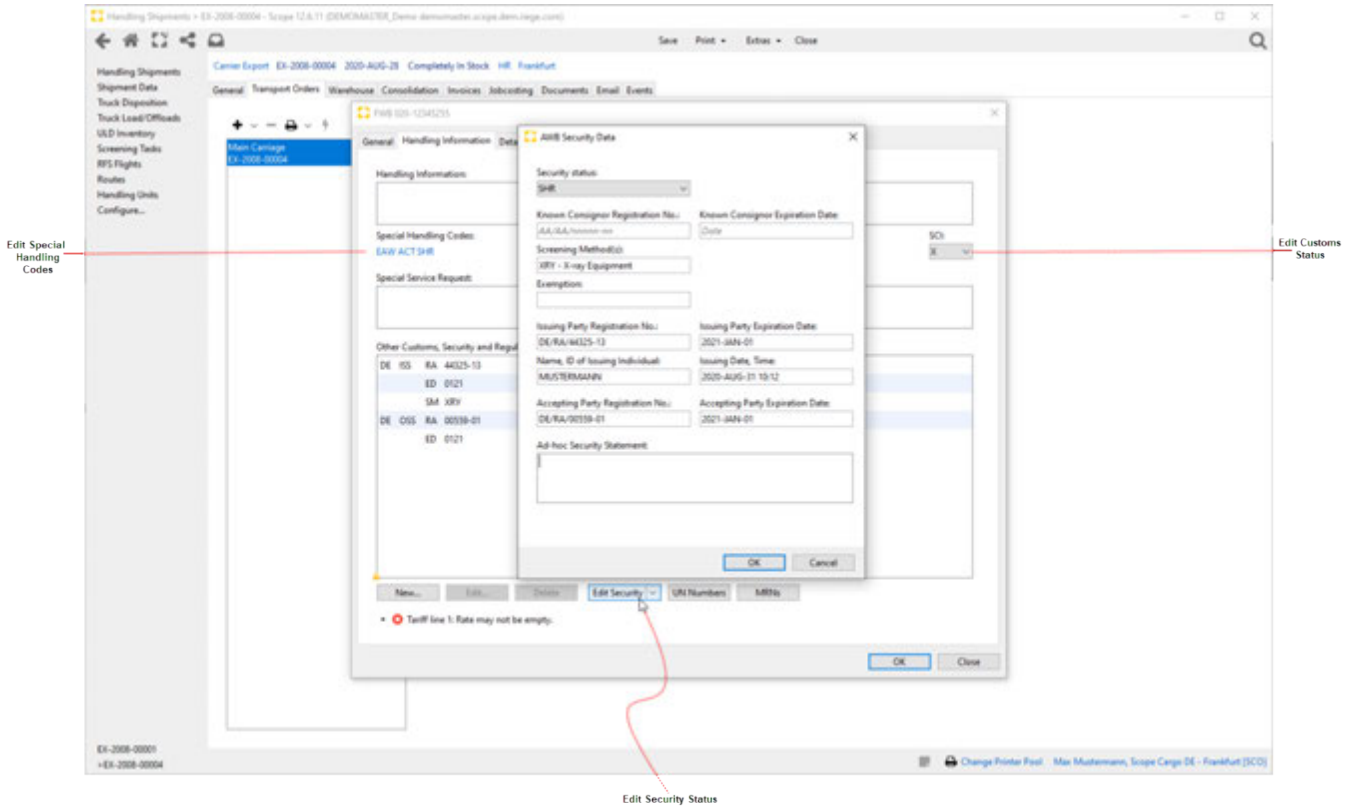


In the Tab *Handling information* of the FWB Editor, all shipment details can be entered that are important to the Airline, such as special handling codes, security and customs status. These data will not be preassigned from the Handing shipment. If FWB and FHL data have already been transmitted in advance, there is no data entry necessary.



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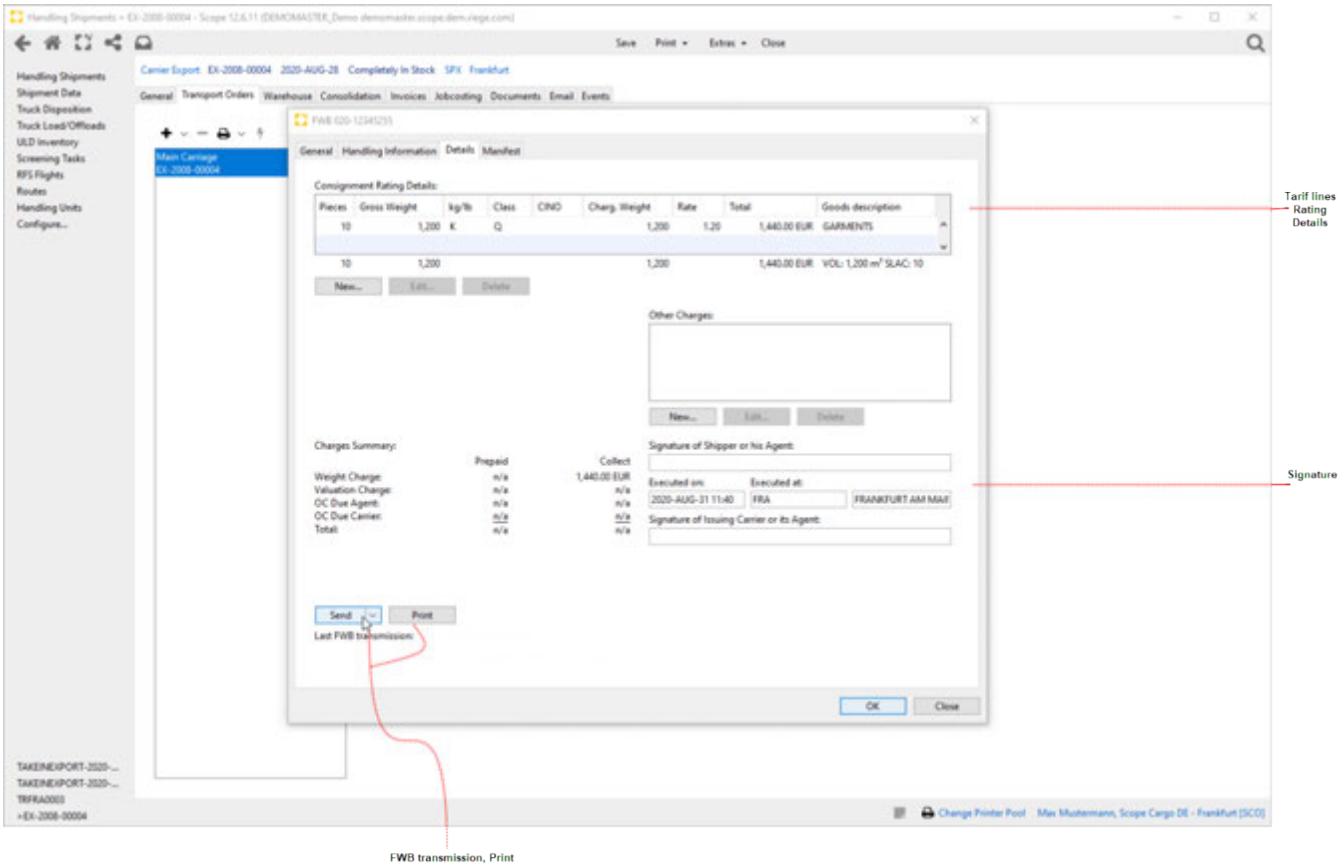
In the Tab *Details* of the FWB Editor, the consignment rating details and other charges can be entered, as well as the signature of shipper or agent, date and place. If all mandatory fields are filled, the FWB data can be transmitted to the airline with the *Send* button or printed out with the *Print* button.



If necessary, the House AWB data (FHL) can be entered in the "Manifest" tab. By ticking the box “Consolidation”, the program button “New” is activated. The New button opens the editor for editing FHL data. After the data has been entered, the transmission of the FHL data can be triggered using the “Send” button in the “Details” tab. together with the FWB data.

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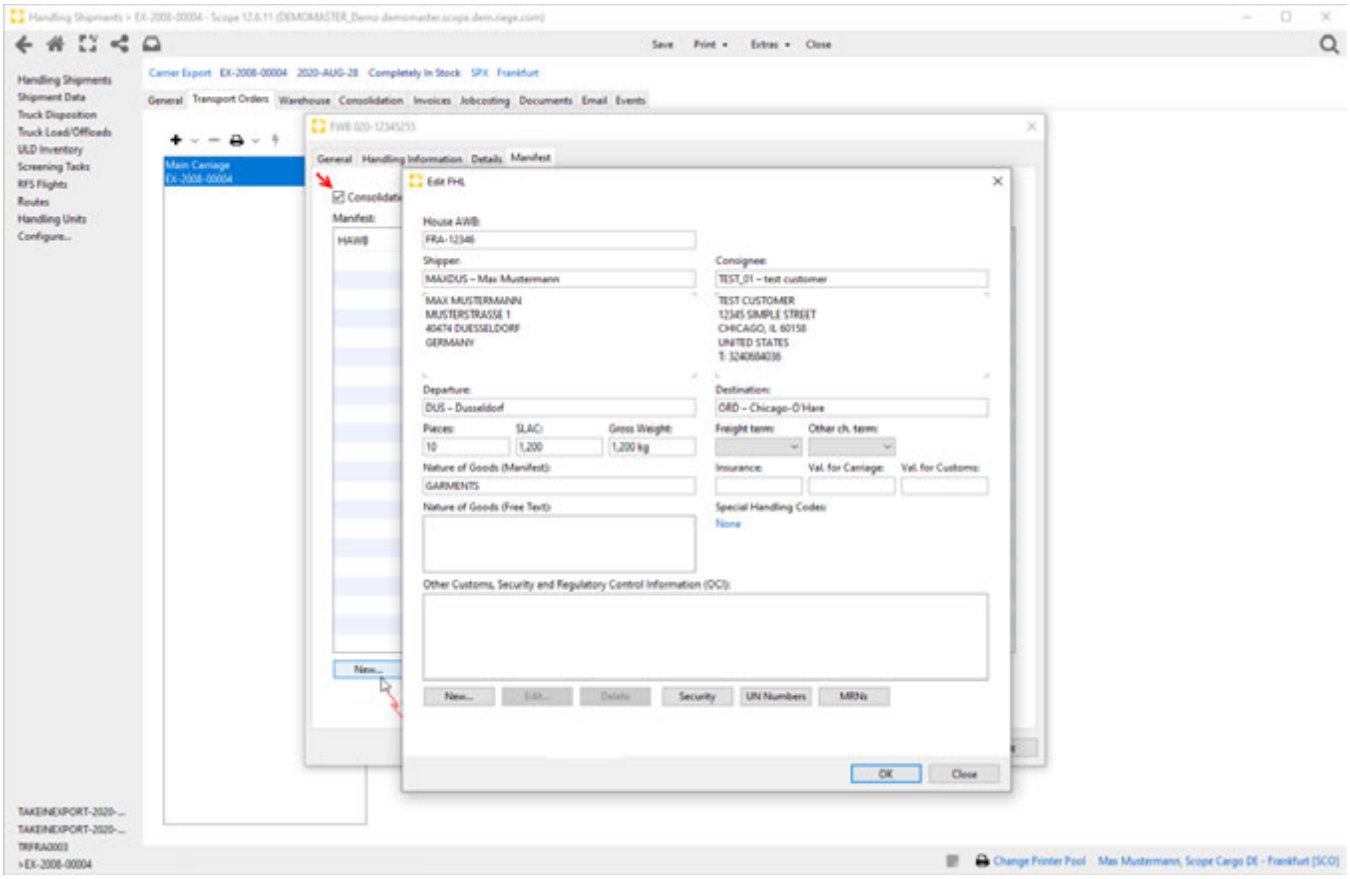

Create Declaration for Dangerous Goods (DGD), FDD transmission

In the handling shipment, a shipper's declaration for dangerous goods (FDD =Declaration for Dangerous Goods Data) can be entered. With the program action *Extras - Edit Dangerous Goods Declaration* the editor *shipper`s declaration for dangerous goods* can be opened within an airline shipment.

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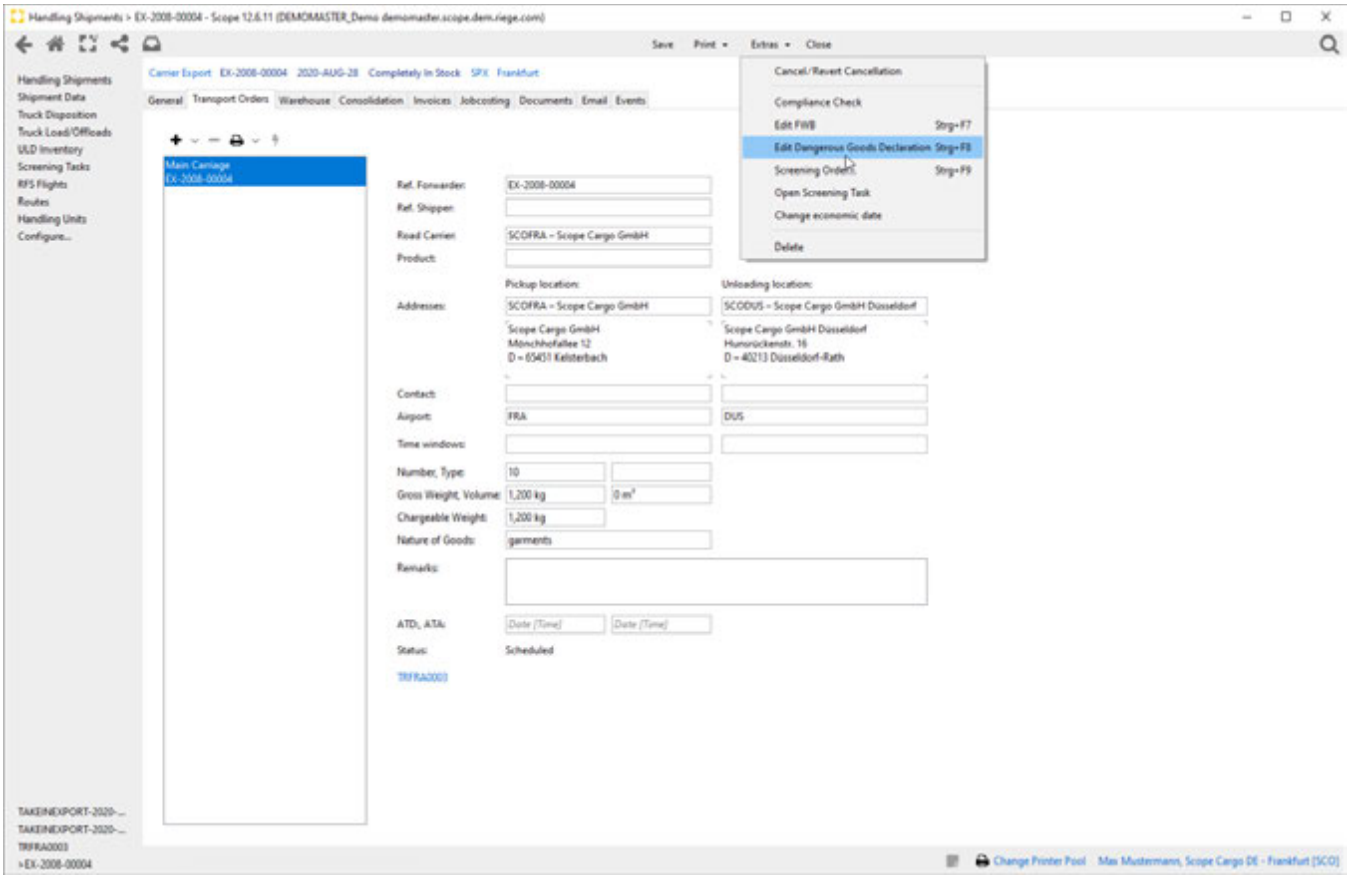
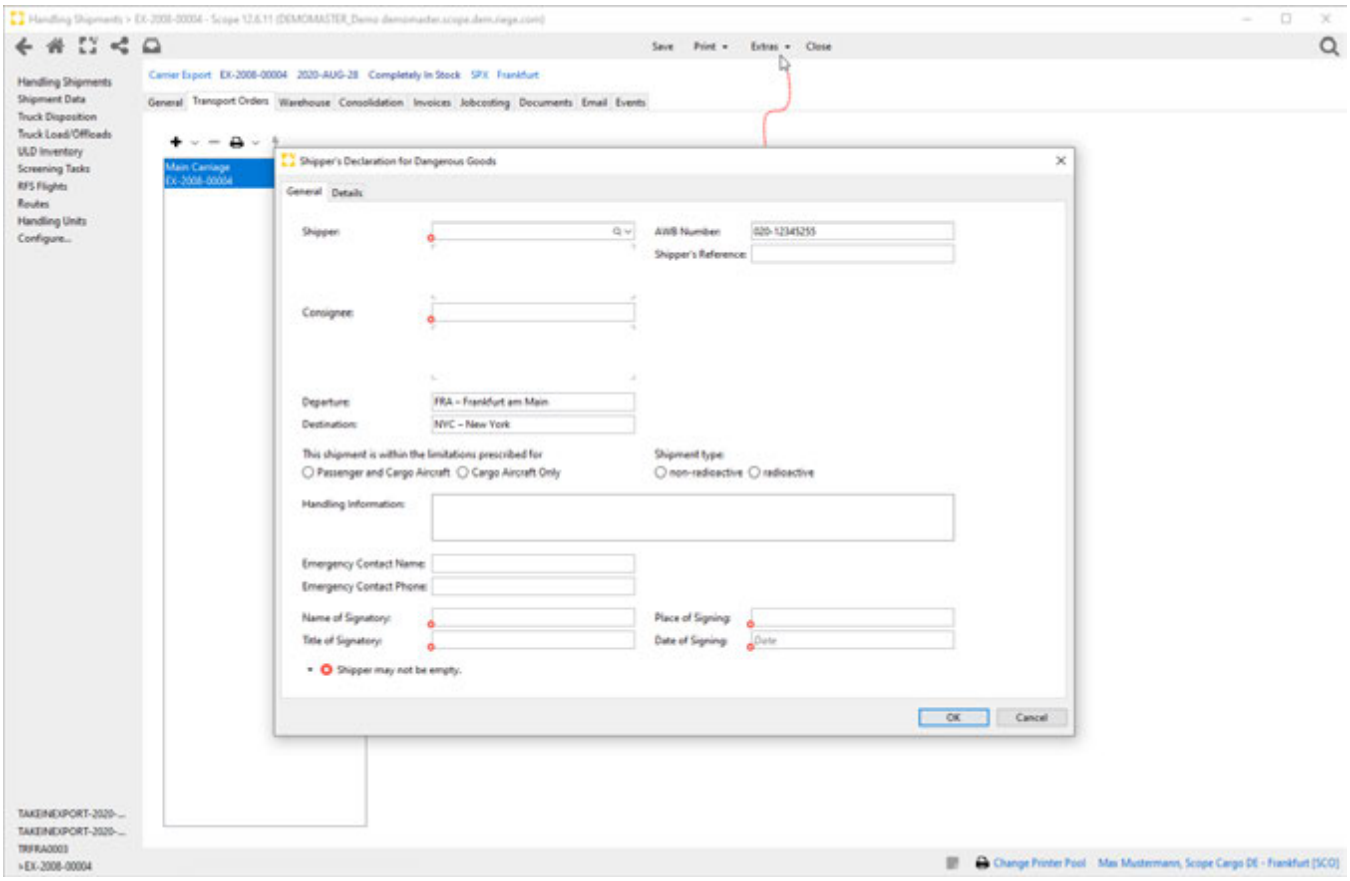


If a FDD data record has already been transmitted in advance, all data from this is automatically preassigned in the input fields. If not, first all mandatory input fields (marked with a red validation) in the DGD Editor must be filled, before a data transmission to the airline is possible, or a printout can be done.



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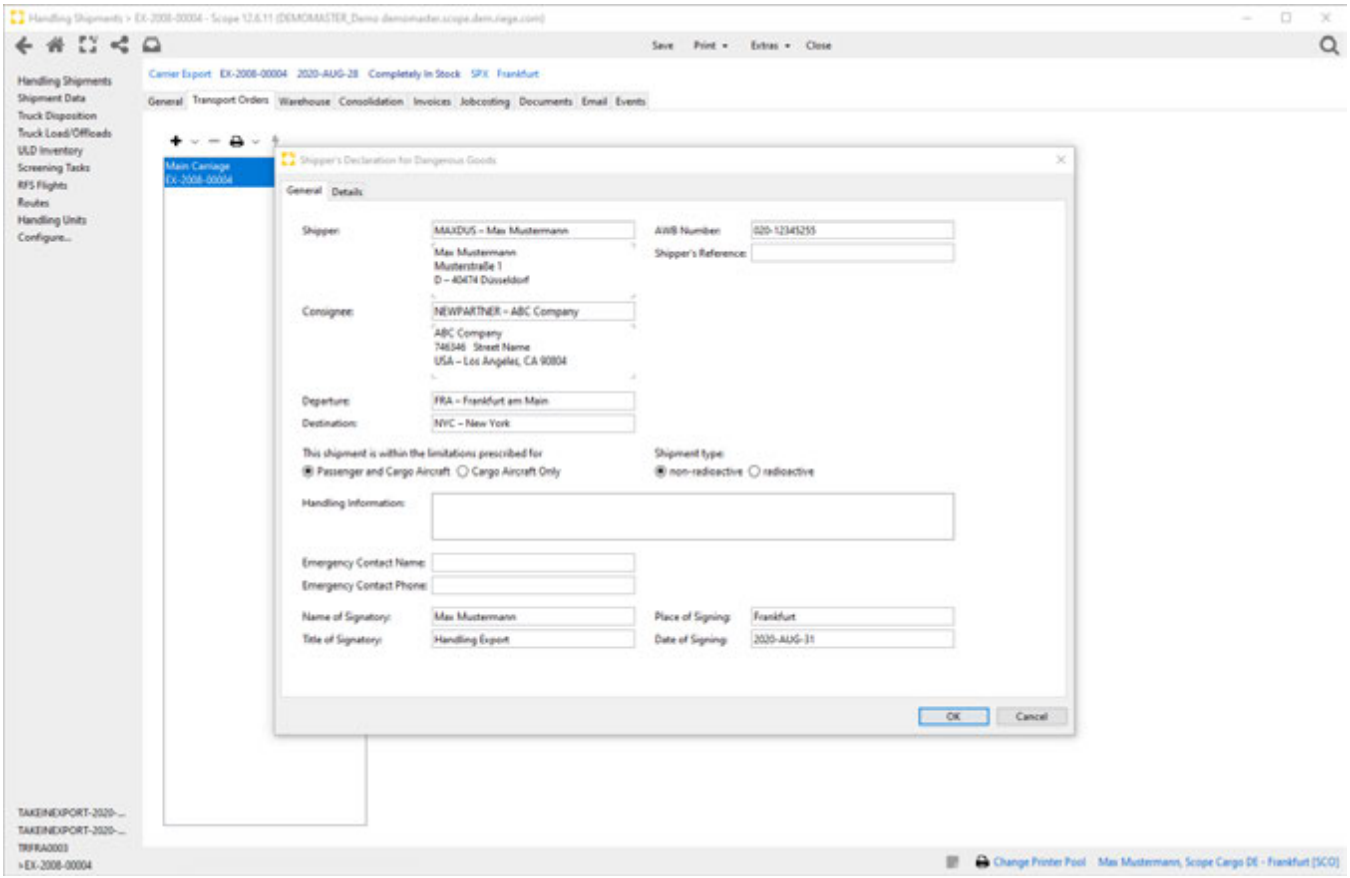
In the *General* Tab the general header data of the DGD can be entered.



In the *Details* Tab of the DGD editor the individual dangerous goods lines of the shipper's declaration can be entered. With the button *Add...* a new UN Line can be added.

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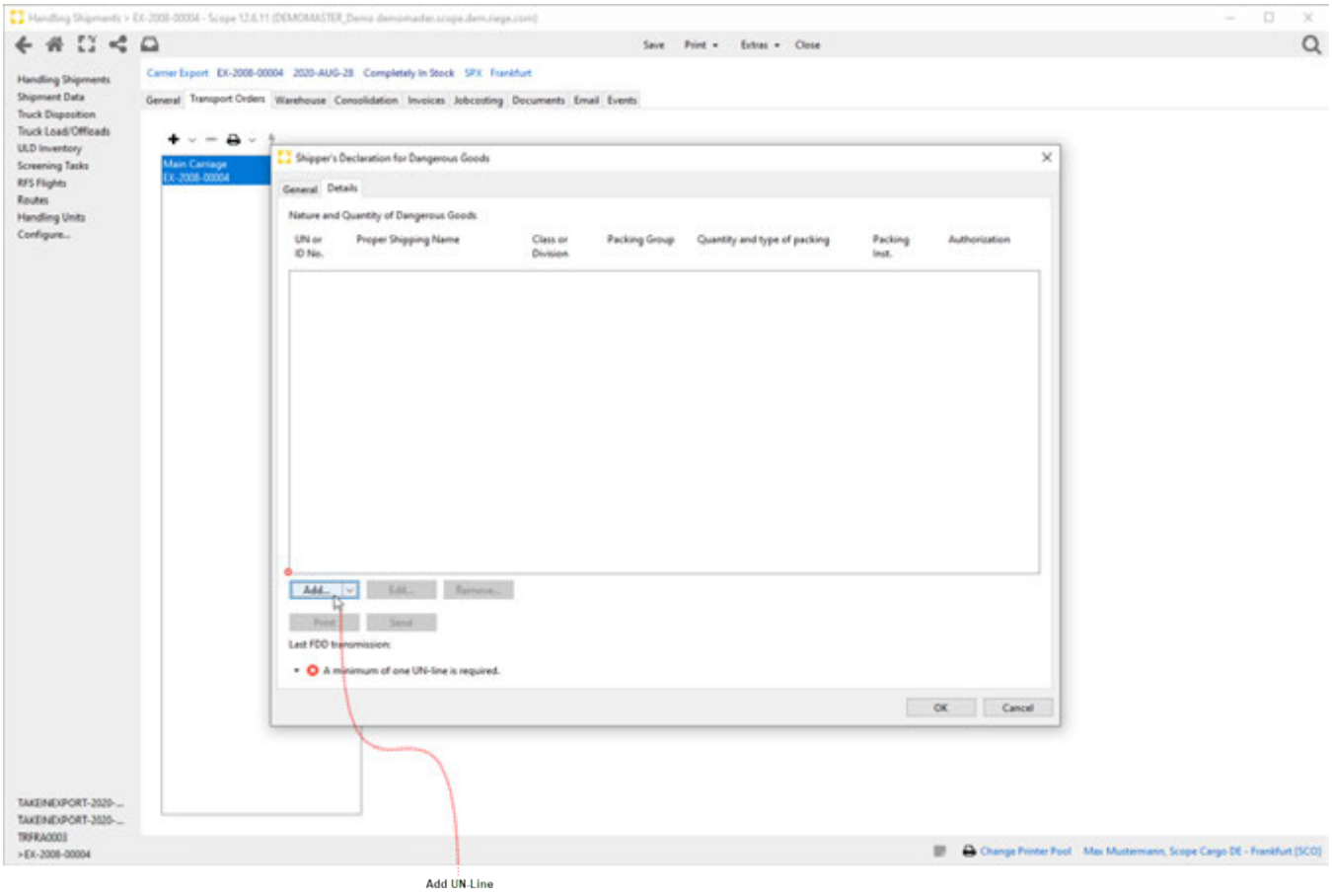

There is a dangerous goods information search for Class, Packing Group integrated in the input field *UN No.:* Just use the drop-down menu or press F3 and the editor for a DGR query opens. If an existing UN number is entered here in the input field *UN No.* all corresponding DGR values are filled in the following input fields automatically. These data can still be changed manually. Only the input fields " net quantity" and "packing instruction" need to be filled manually with the appropriate values.

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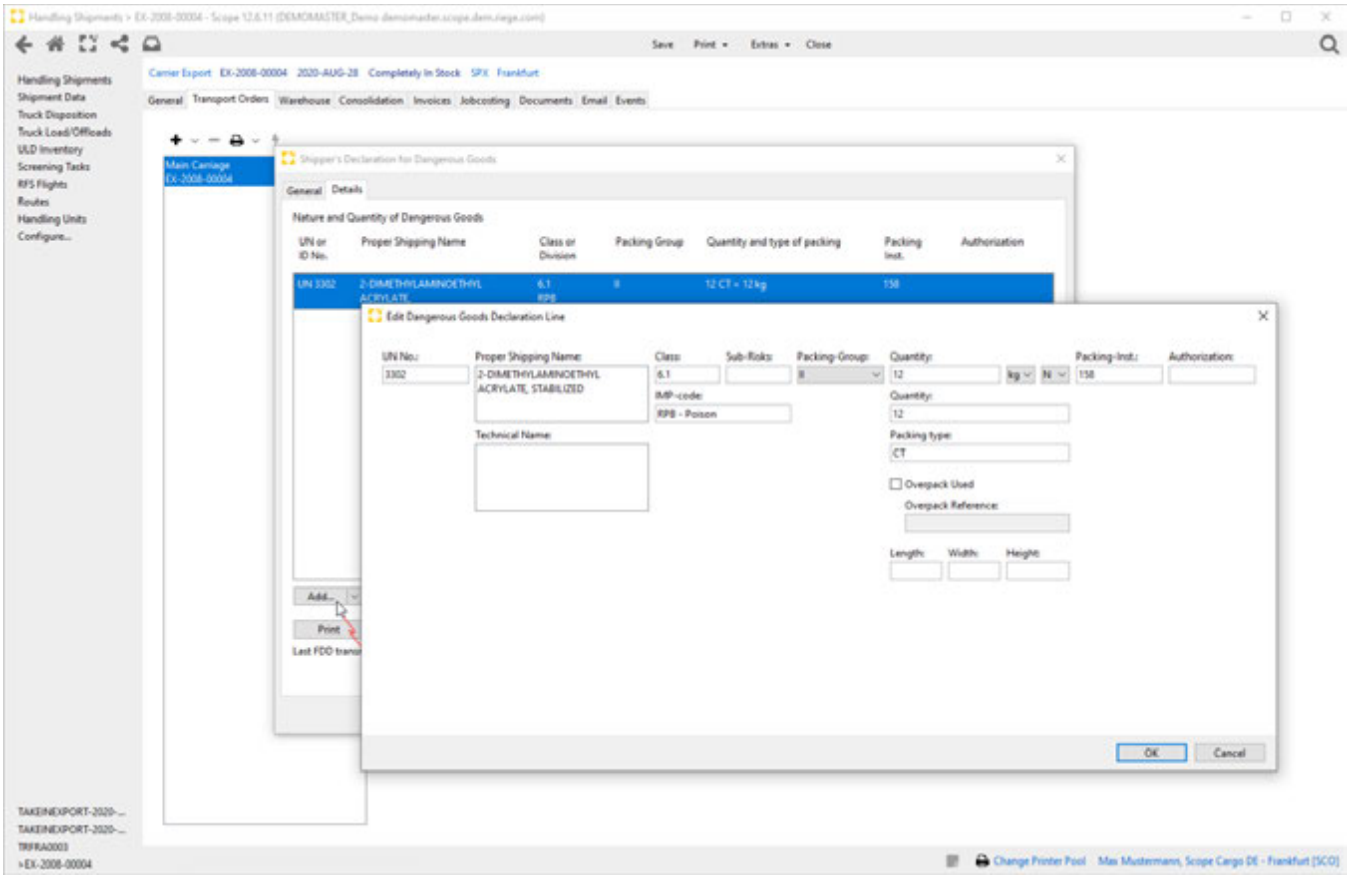

- All Packed In One + Overpack Use

When entering an "All Packed In One" package, the following rule applies:

If the "Quantity" field in a dangerous goods line is filled with a quantity, but not in the previous UN Lines, this will automatically result in the note on the shipper´s declaration for dangerous goods : "All Packed In One - Packing type"

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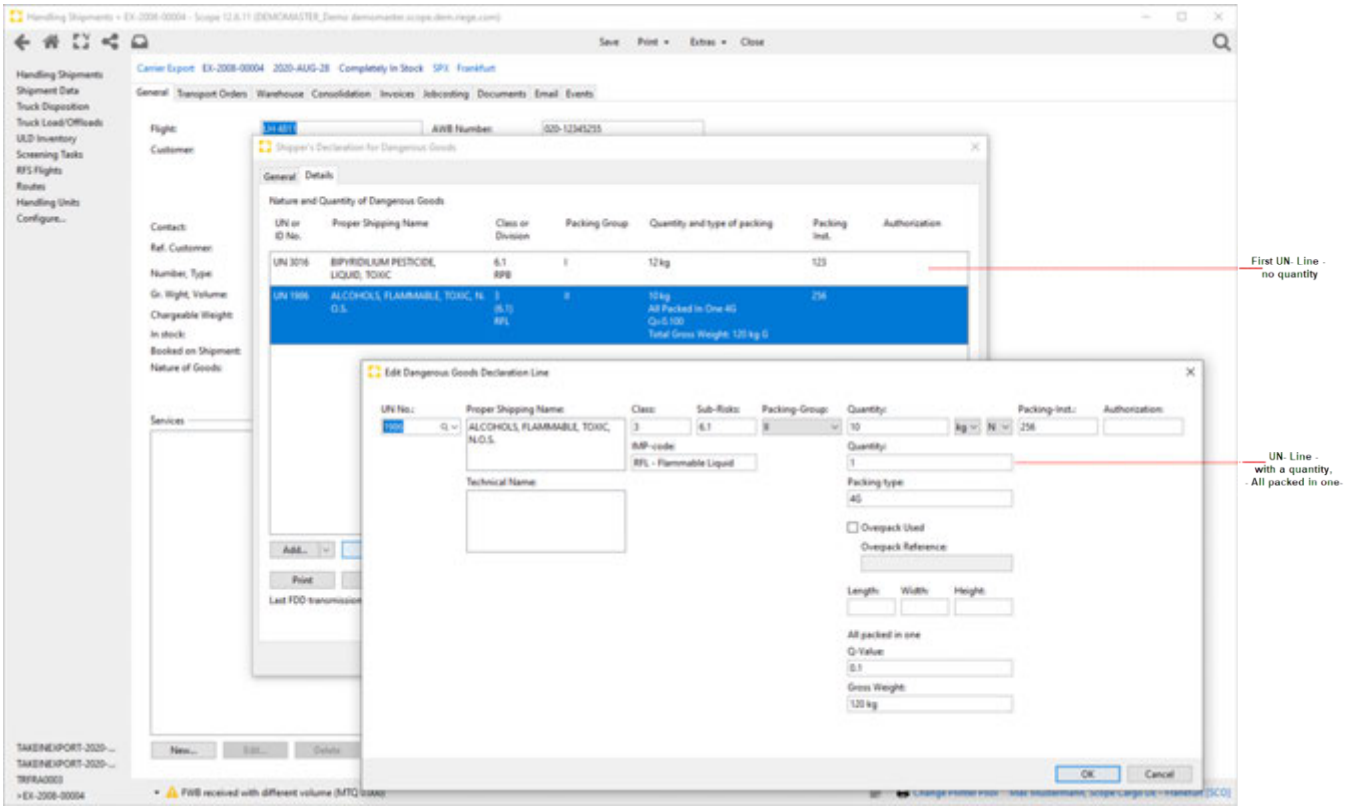

All packed in One - Packing Type

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			
UN 3016	BIPYRIDILIUM PESTICIDE, LIQUID, TOXIC	6.1	I	12kg	123	
UN 1986	ALCOHOLS, FLAMMABLE, TOXIC, N.O.S.	3 (6.1)	II	10kg All Packed In One 4G Q=0.100 Total Gross Weight: 120 kg G	256	

When entering an "Overpack Used" package, the following rule applies:

If the checkbox "Overpack Used" is set, when a dangerous goods declaration line is recorded, the following note will be shown on the shipper´s declaration for dangerous goods: "Overpack Used - Overpack Reference"

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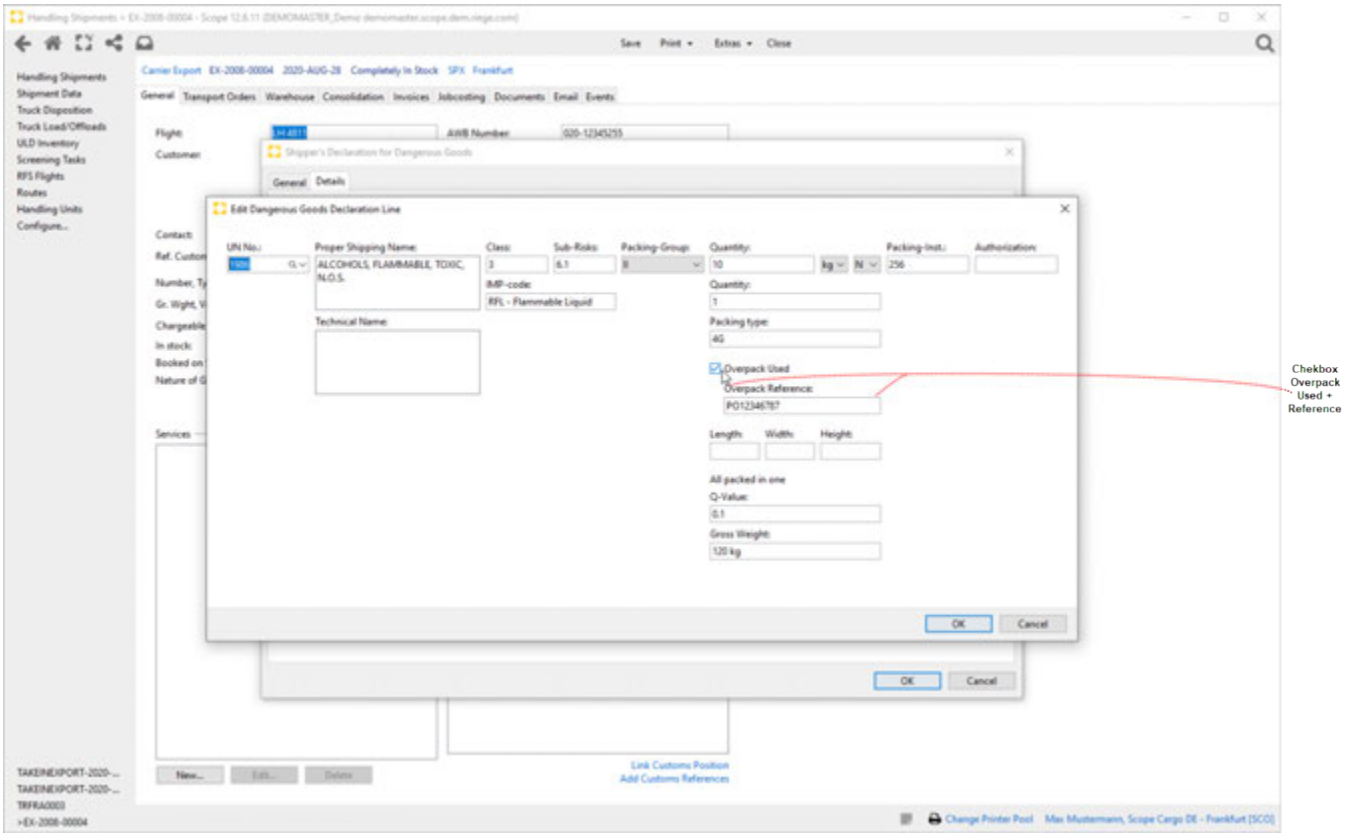
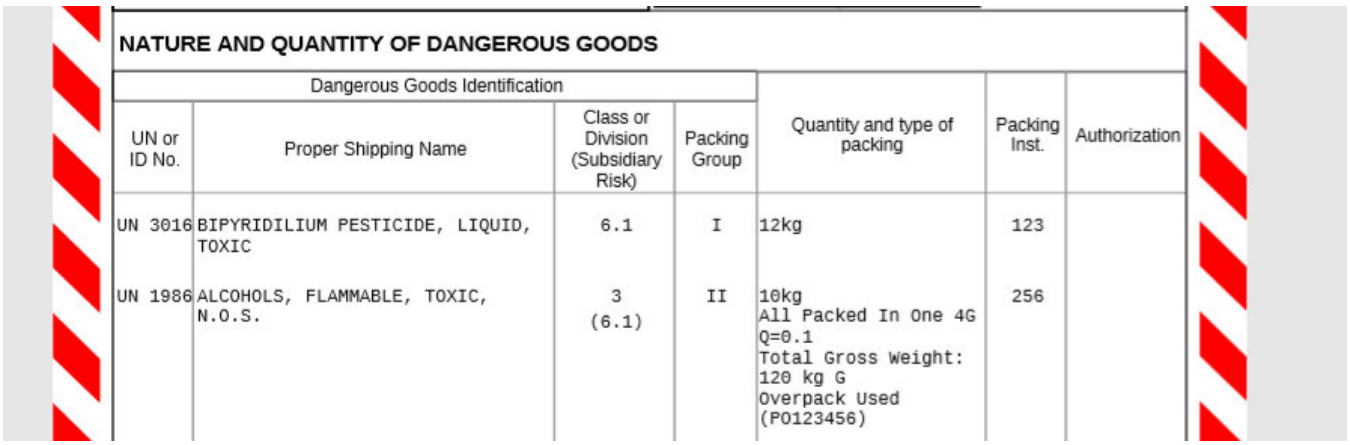


Overpack Used - Overpack Reference



NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			
UN 3016	BIPYRIDILIUM PESTICIDE, LIQUID, TOXIC	6.1	I	12kg	123	
UN 1986	ALCOHOLS, FLAMMABLE, TOXIC, N.O.S.	3 (6.1)	II	10kg All Packed In One 4G Q=0.1 Total Gross Weight: 120 kg G Overpack Used (PO123456)	256	

Print and Send FDD

After the data has been entered, the transmission of the FDD data can be triggered using the *Send* button. Printout of the shipper`s declaration for dangerous goods can be triggered with the *Print* button.

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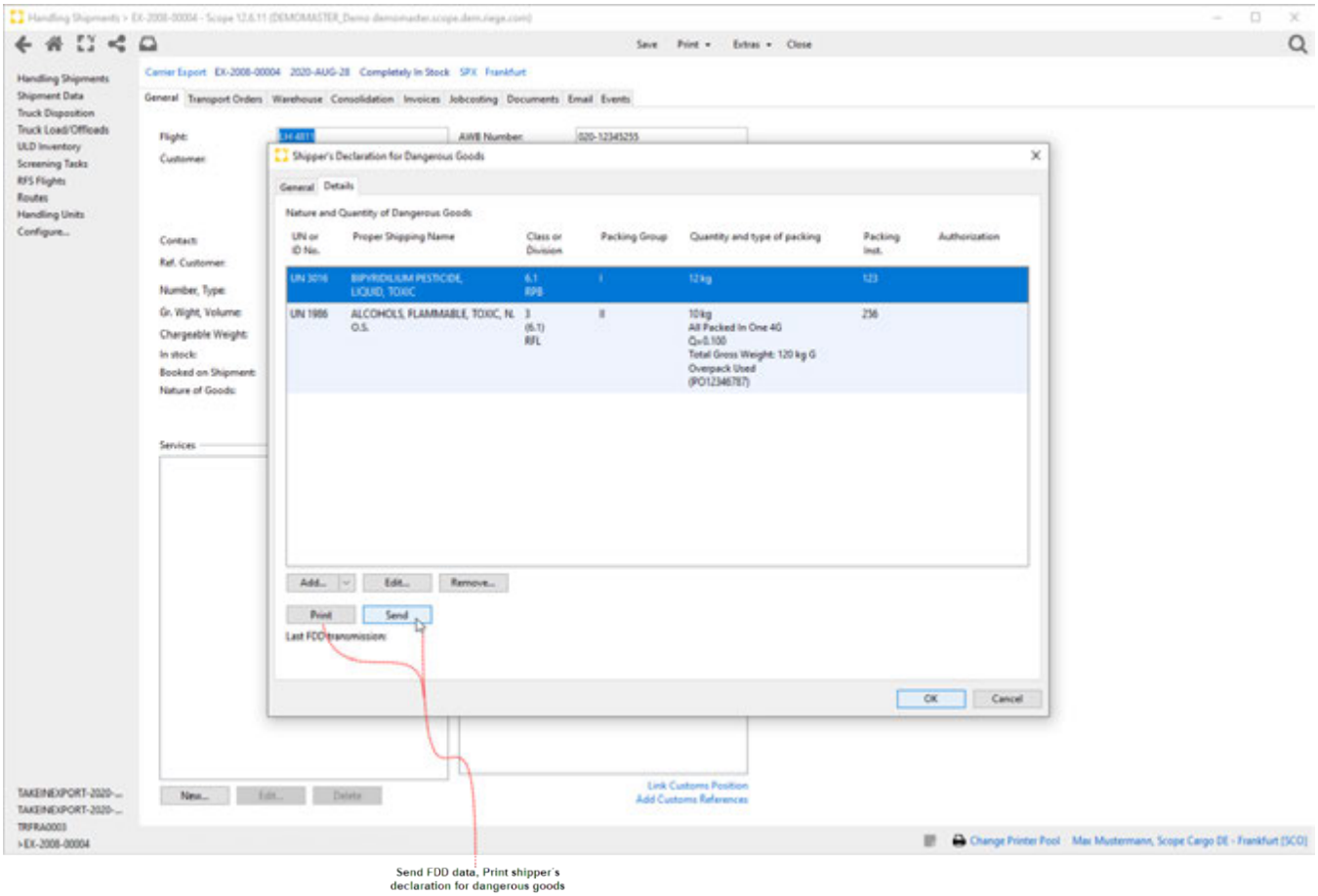

Screening Order

If not yet issued during Truck Offloads, the security status of a handling shipment can be updated by applying a security measure by using a *screening order*. Via program action *Extras - Screening order* in the handling shipment or with the keyboard shortcut Ctrl-F9, the editor to enter the data for a *Screening Order* can be opened.

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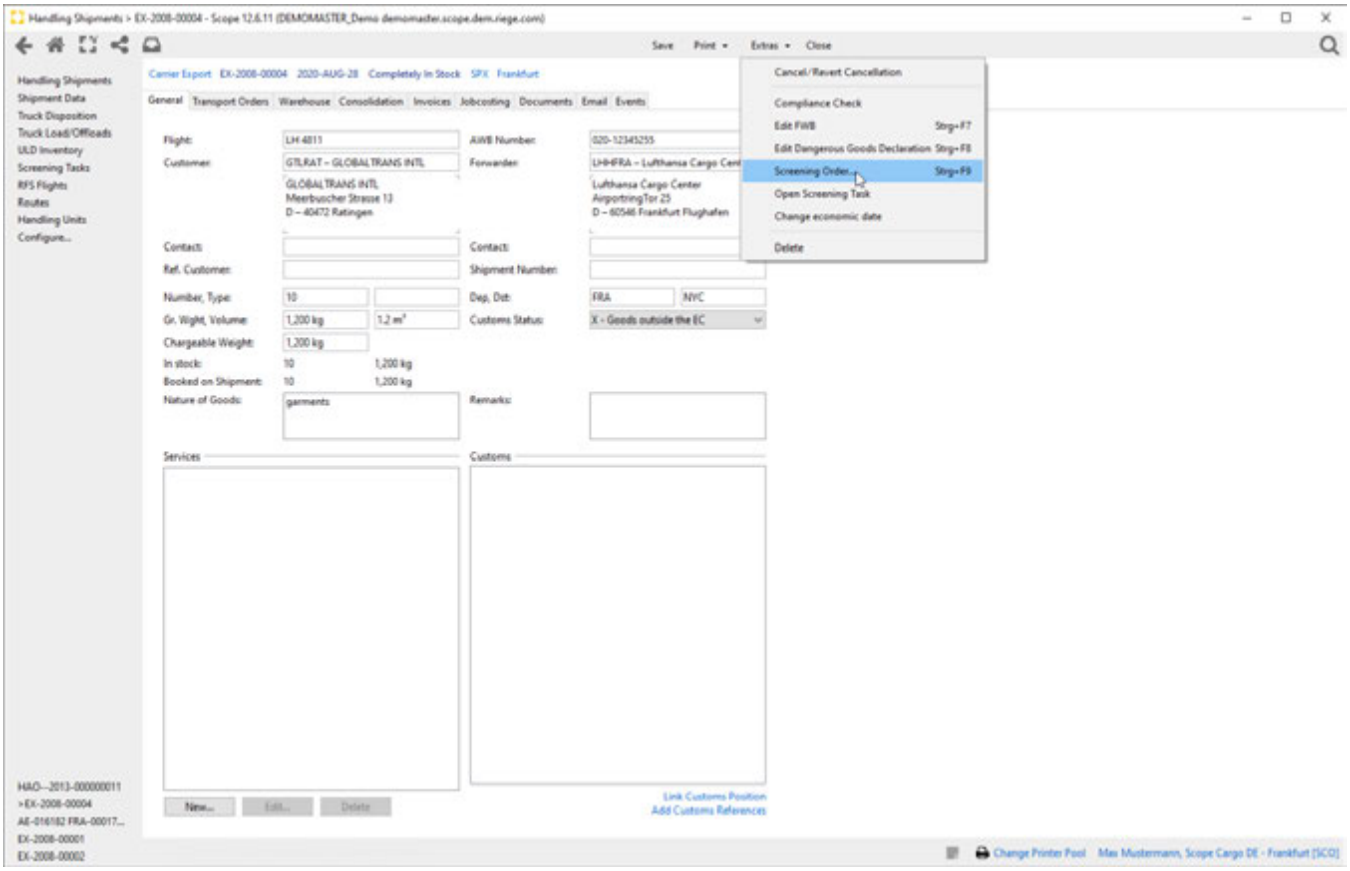

If a security measure has been done by an external partner, the information about this must be entered manually in the *Screening order editor.* If a security measure is carried out by own staff via the handling module Screening task, data are already displayed here, and the security status of the handling shipment is automatically updated. The security measure as a special service is automatically shown in the tariff line, when the charge type is set in the tariff settings accordingly.

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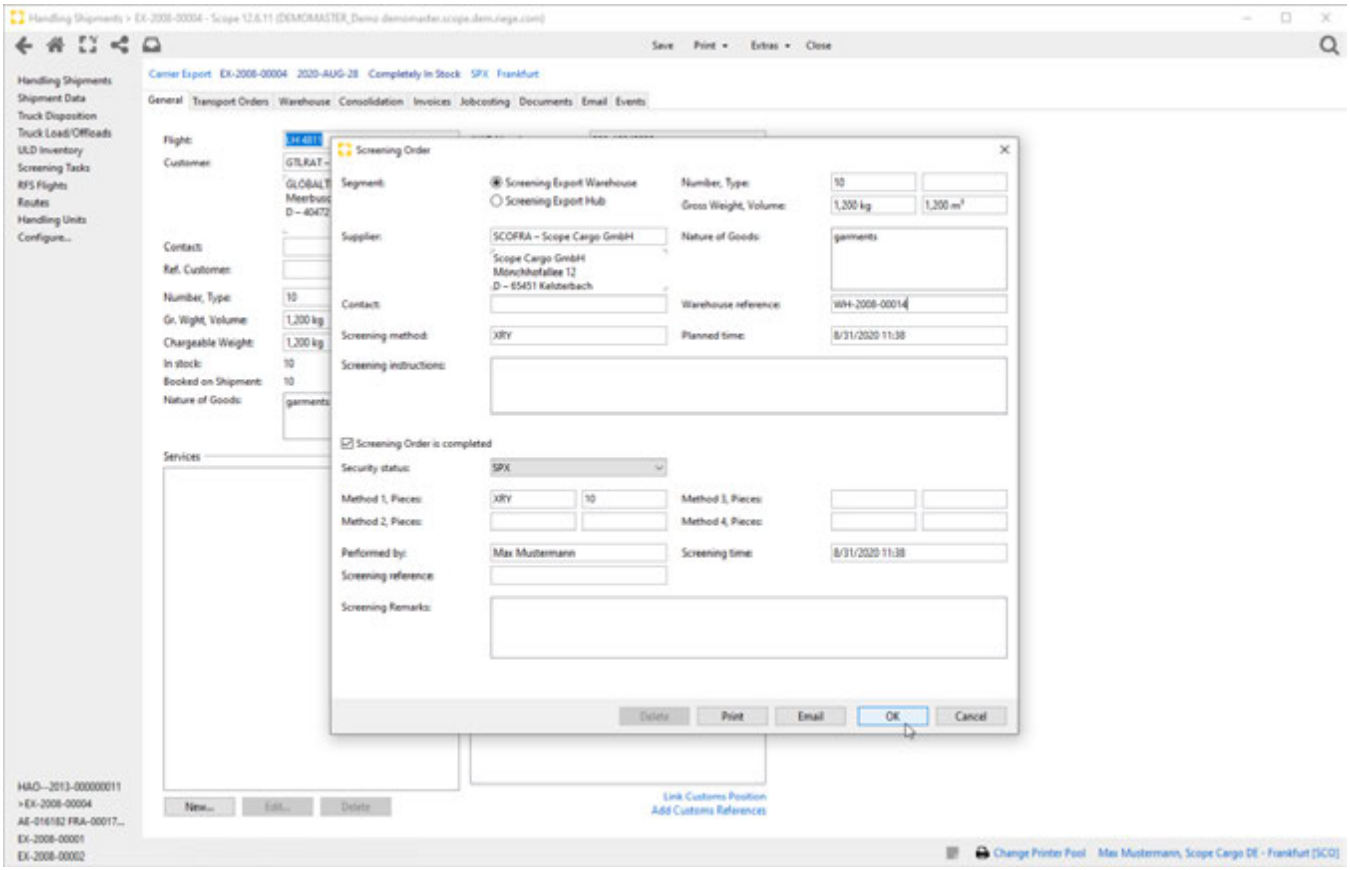

Link Warehouse Position and Airwaybill

If a handling shipment is received and the Aiwaybill number is not known yet, the shipment number or shipper´s reference can be used instead for a start. The aiwarybill number can later be entered manually or via label Scan by using the program action Extras - *Link Warehouse Position and Airwaybill* in the home view of the handling shipments.

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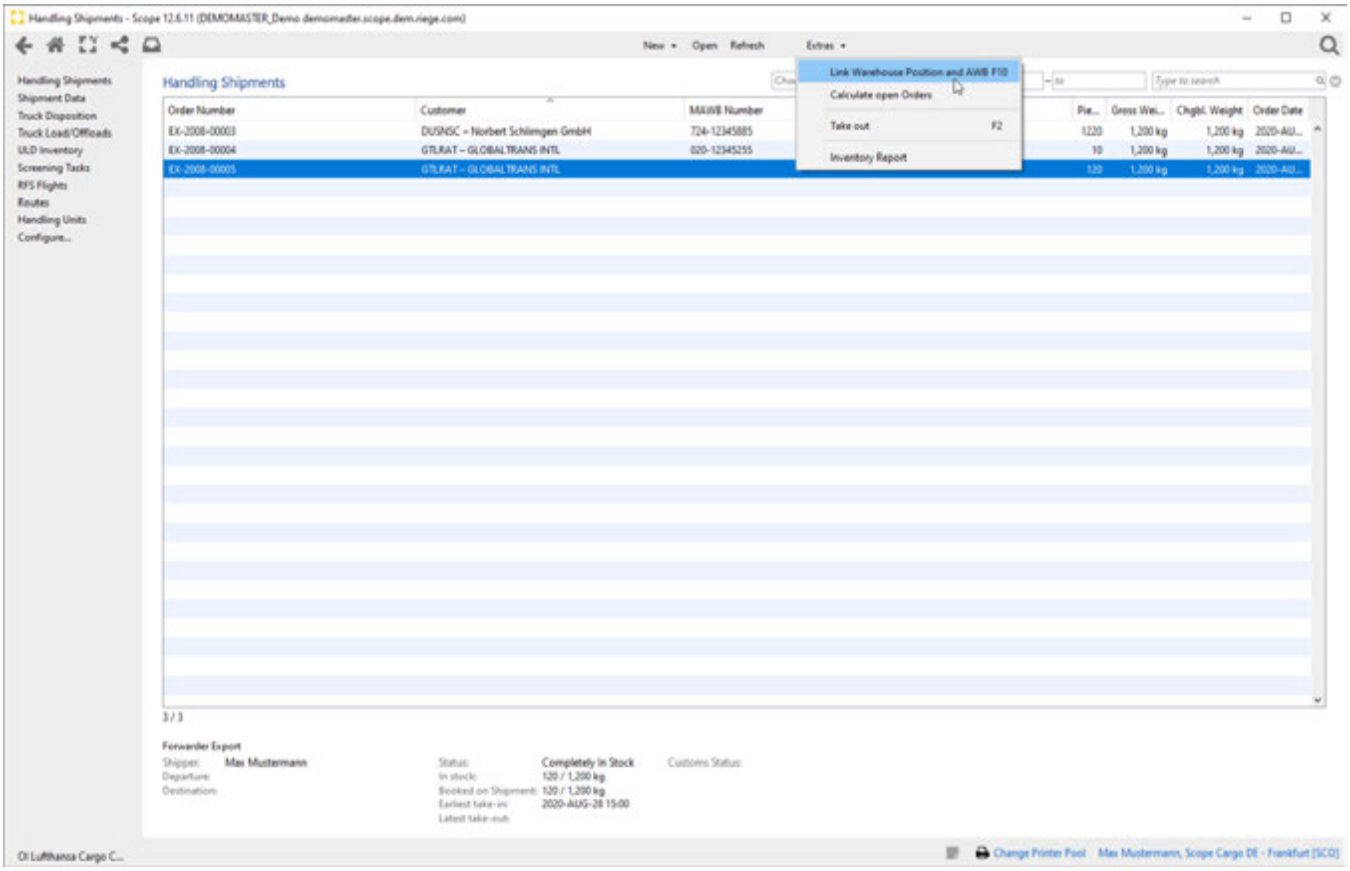

Scope automatically can determine from the format whether it is a House Airwaybill Number or a Master Airwaybill Number that has been entered and enters the value in the respective field.

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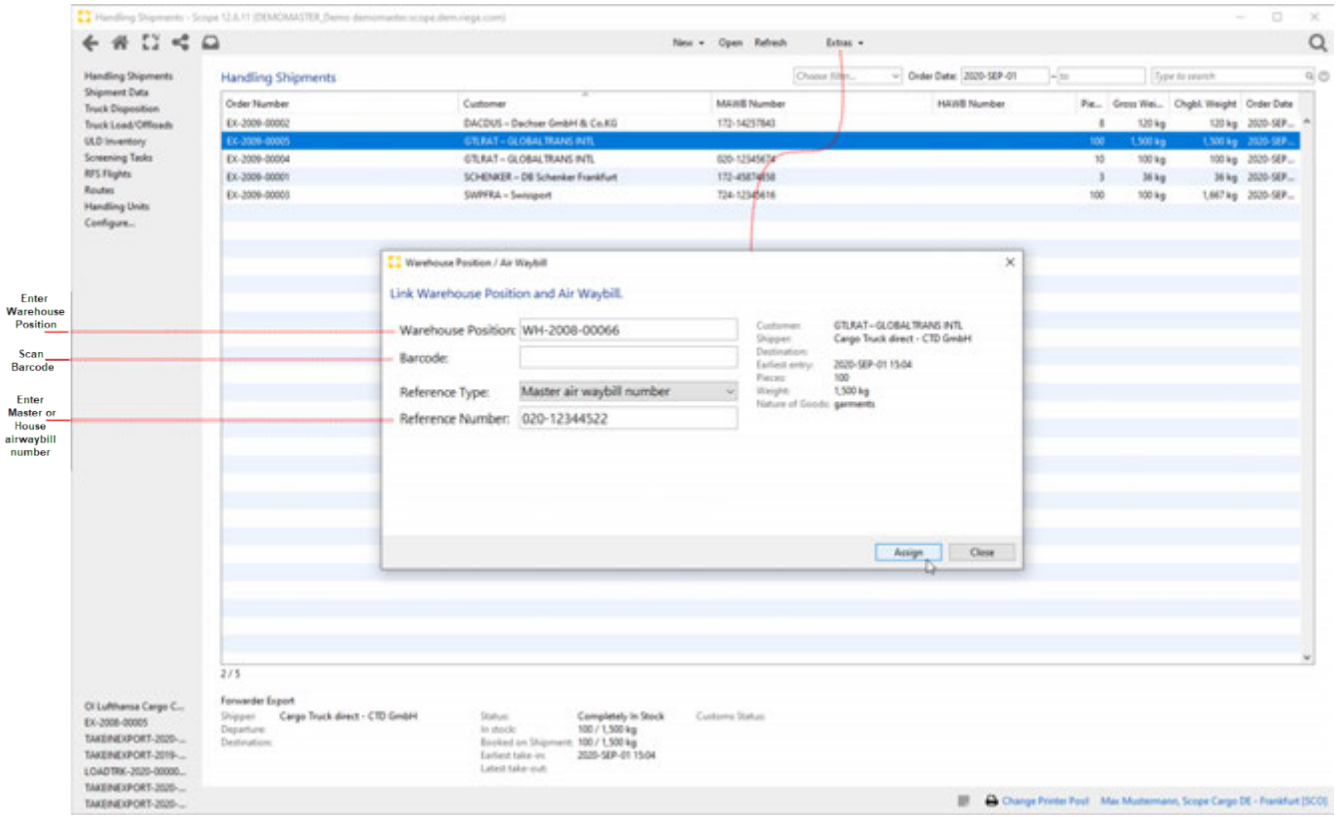

Calculate Open Orders

At the end of a billing period, it is possible to trigger an automatic billing of all handling shipments from the respective billing period, by using the program action *Extras - Calculate open orders* in the home view of the application Handling Shipments. Before applying the action, select a date range for the billing period,

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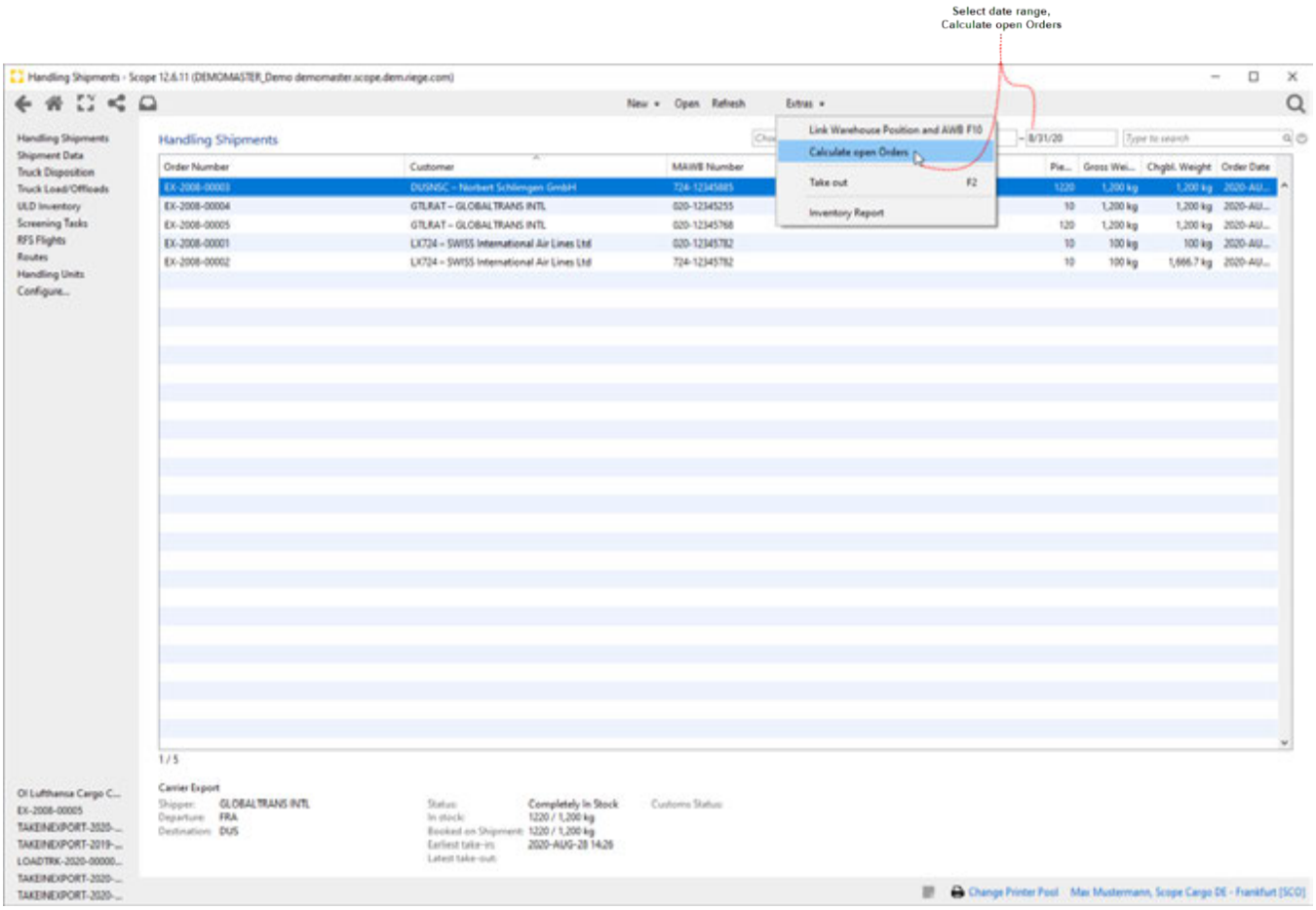

Attention!

After the program action has been applied successfully, the accounting status of the handling shipments change from open to billed. This shall avoid a double automatic billing.

3. Screening Tasks

If a security measure has been issued while processing the Truck Offload or in the handling shipment itself by own staff and by the company's own branch, this screening orders can be found in the home view of the handling S*creening Tasks* application

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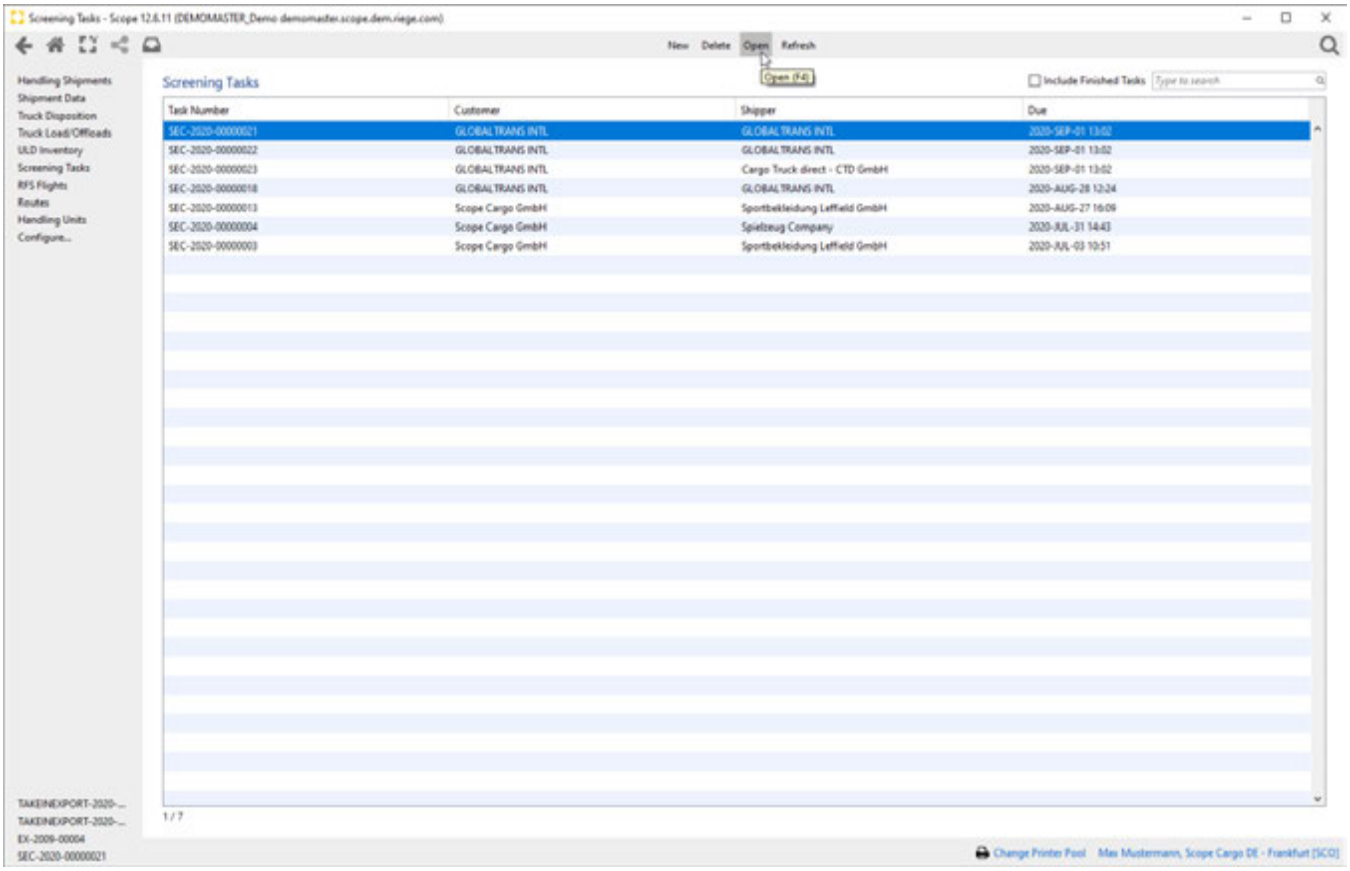
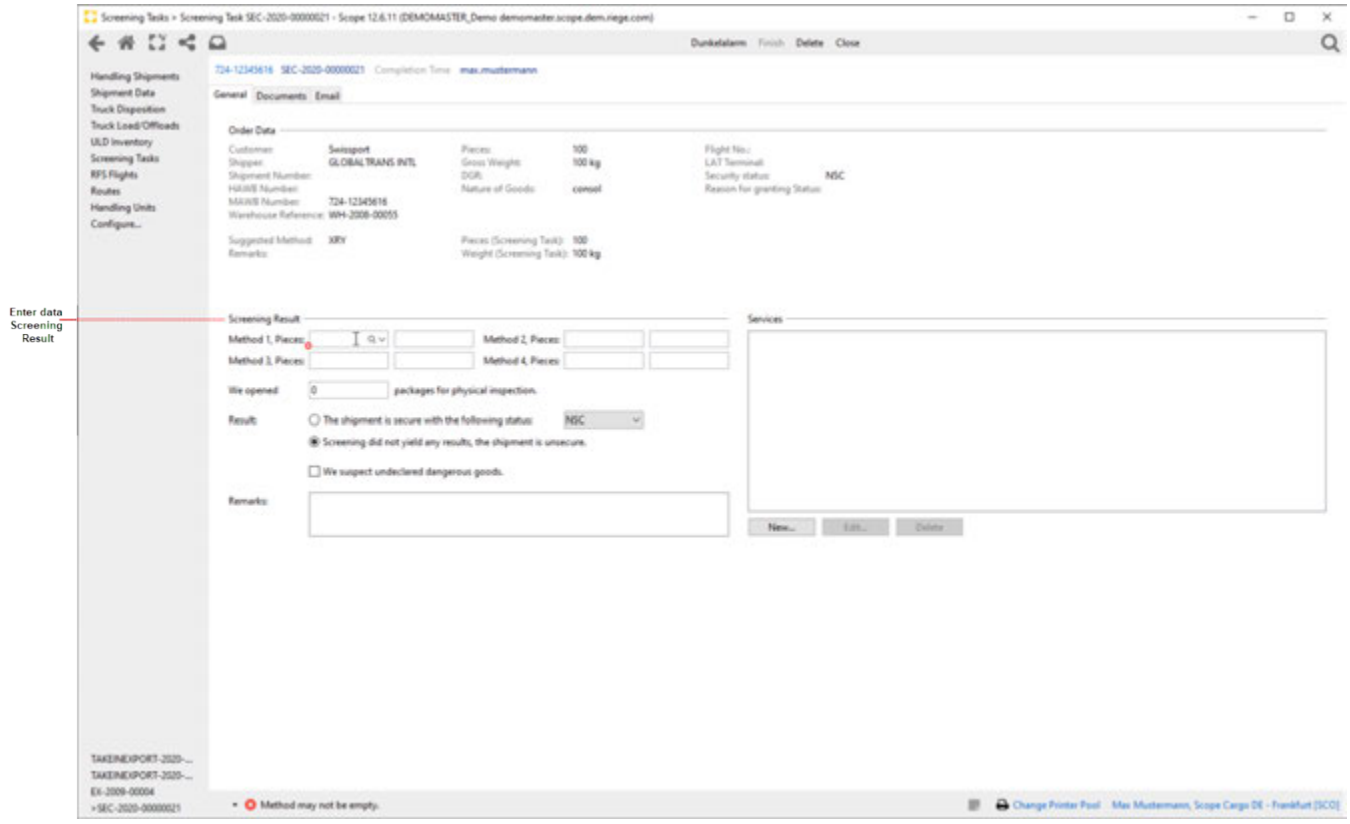


With the program action the screening task can be opened and the data can be edited and completed by the LSKK (german air security control personnel).



After entering data and editing the Screening task it can be completed with the program action *Finish.* After this the IATA CSD is automatically printed and sent to the respective client by email.

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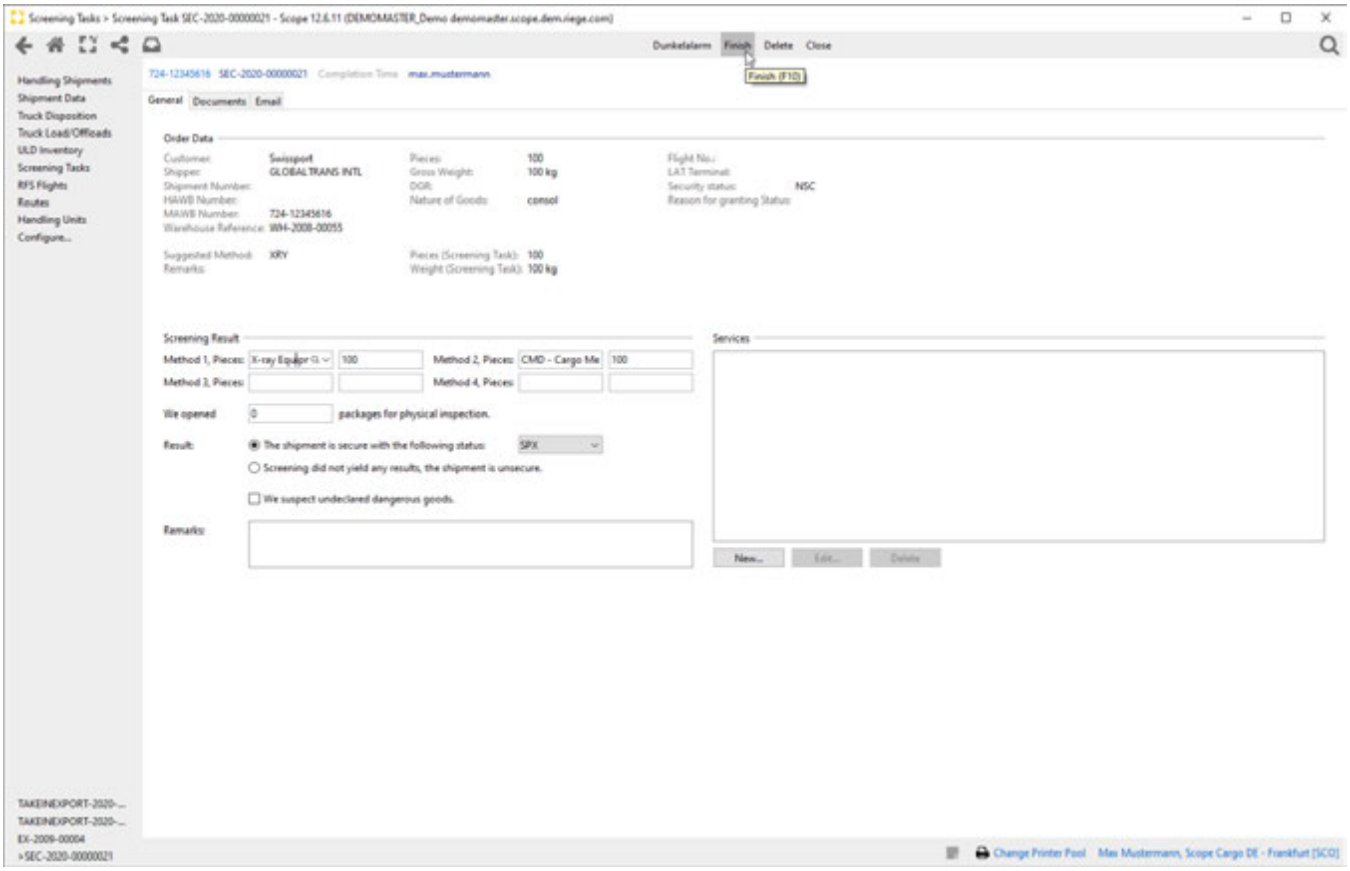

Dunkelalarm - dark alarm (X-ray density alert)

Should a dark alarm be triggered by x-ray equipment during the security measure (due to too high a density of the shipment or similar), this can also be recorded in the respective screening task. With the program action *Dunkelalarm* the editor *Dunkelalarm* can be opened to enter the information in the Remarks text box. If the checkbox *Send e-mail notification to customer* is marked, an e-mail to the customer will be send automatically with the recorded comment.

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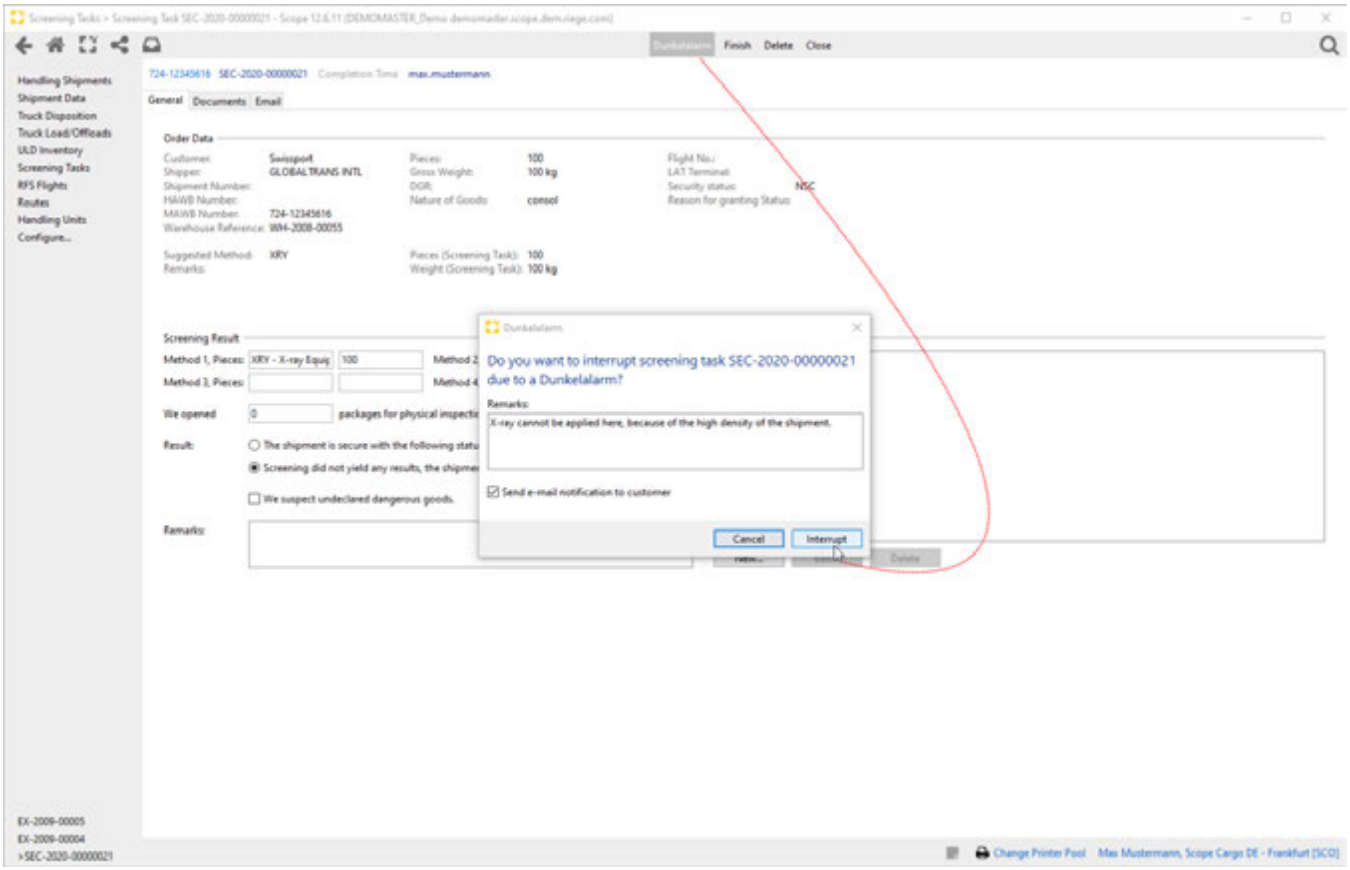
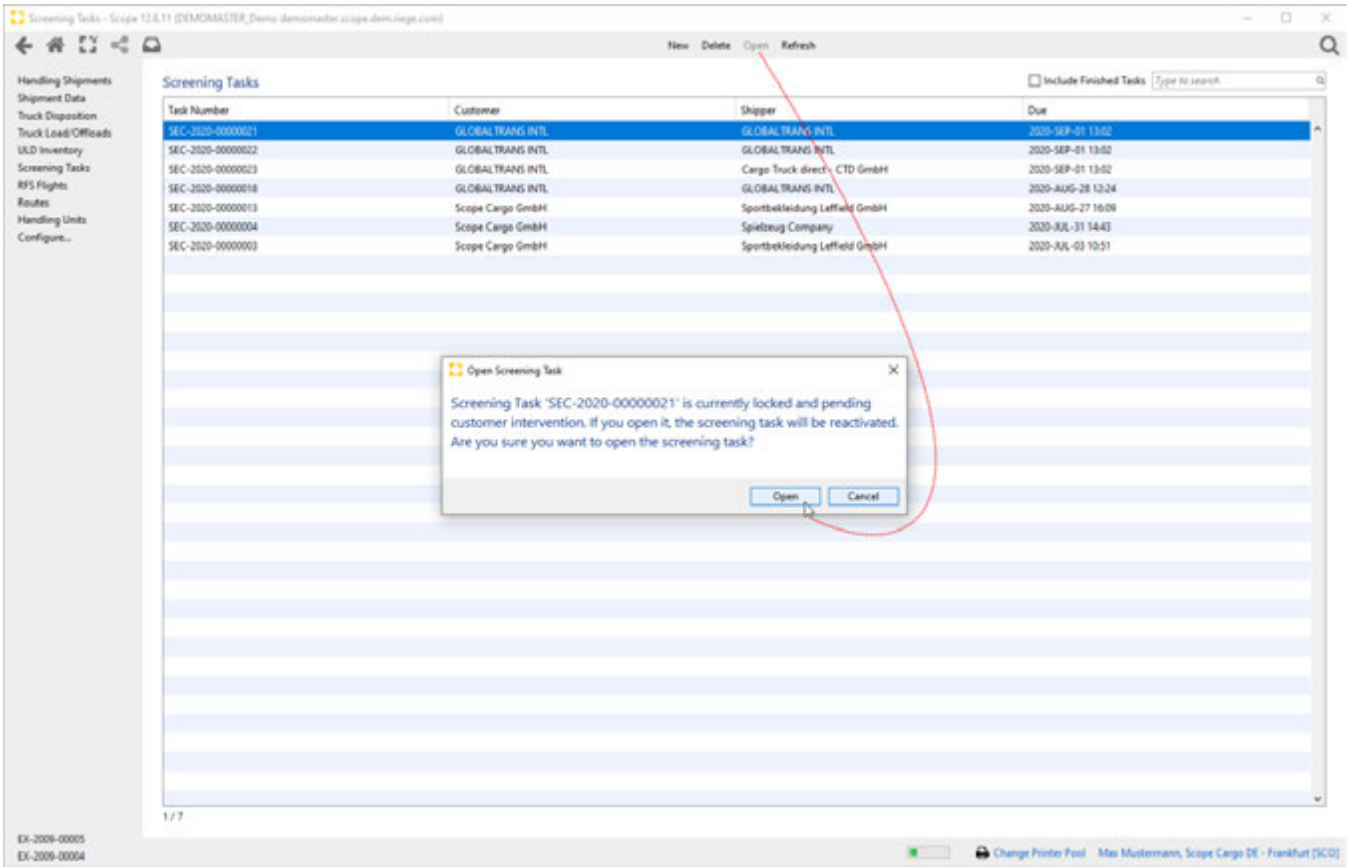


To complete the Screening Task, an air security control personnel (LSKK in Germany) needs to reopen the Screening Task and change the result of the Screening Task to SPX or SHR.



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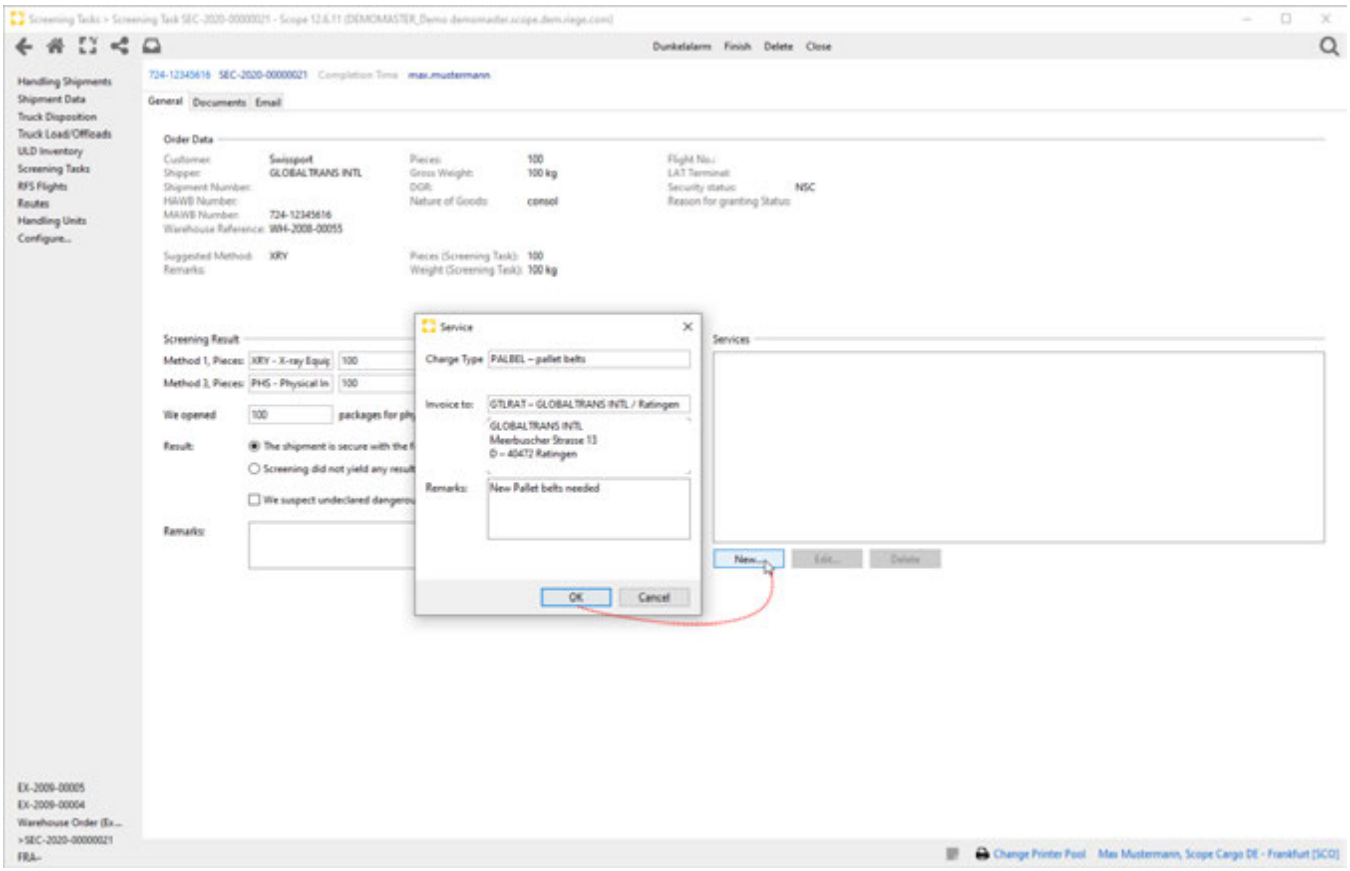
Add Services to Screening Task

If additional services need to be applied during a security measure, or consumables are used, there is the option to enter these costs as services in the screening task. The special services recorded here are automatically included in the handling shipment and be available there for the invoicing.



4. RFS Flights

New RFS Flight

In the handling module *RFS Flights* Carrier handling shipments can be added to an existing flight or a new data entry can be done.

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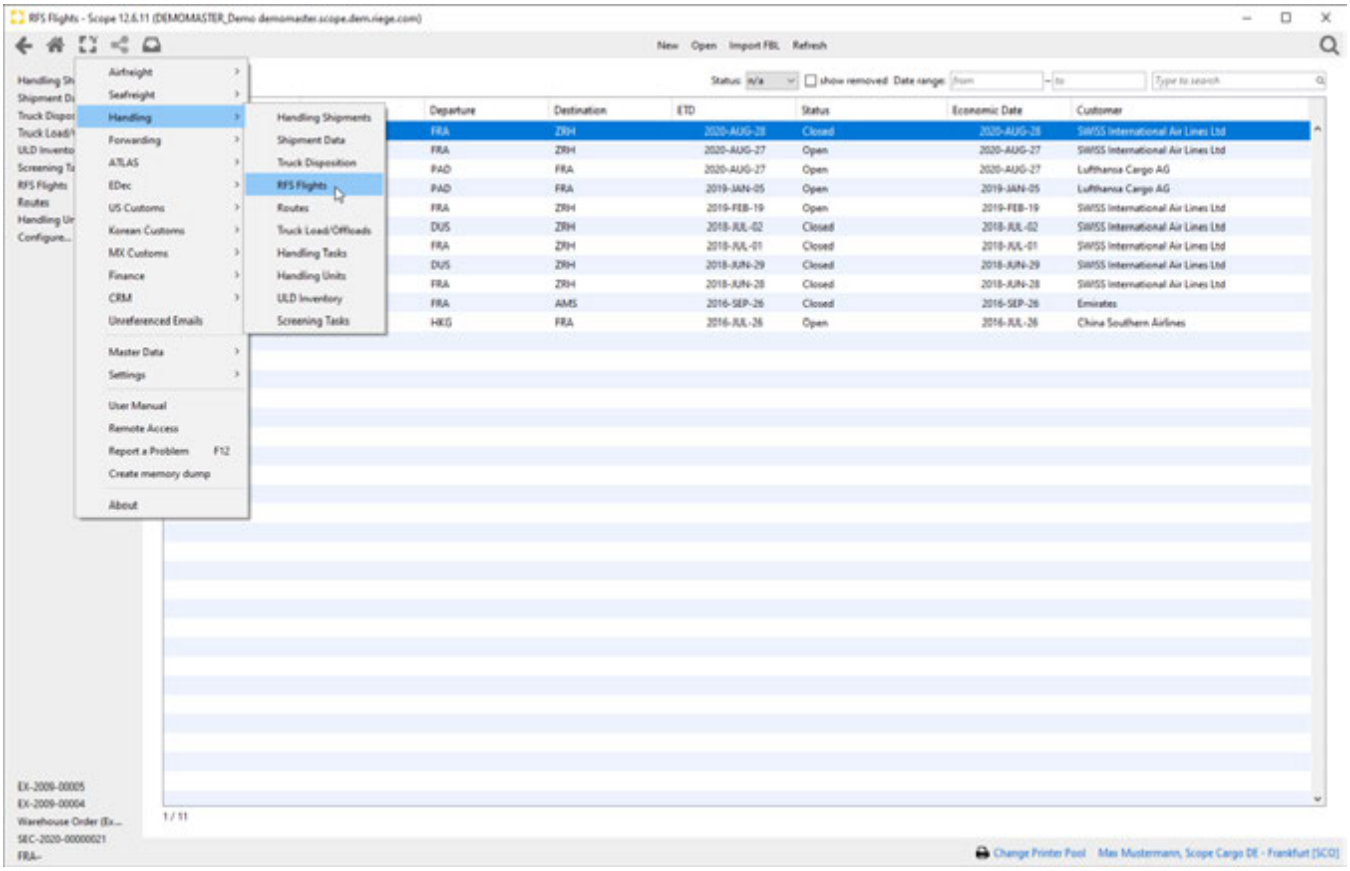

A new RFS flight is automatically created with the shipment data it contains, if the respective airline sends FBL messages and the associated updates. If no FBL messages are transmitted by the respective airline, the RFS flight must be created manually. For the manually entered RFS flights there is a template function that can be used.

With the program action *New* a dialog window *New RFS Flight* opens and a template for the new RFS flight can be selected. Flight Details. SITA Messages and SITA addresses are contained in the templates.

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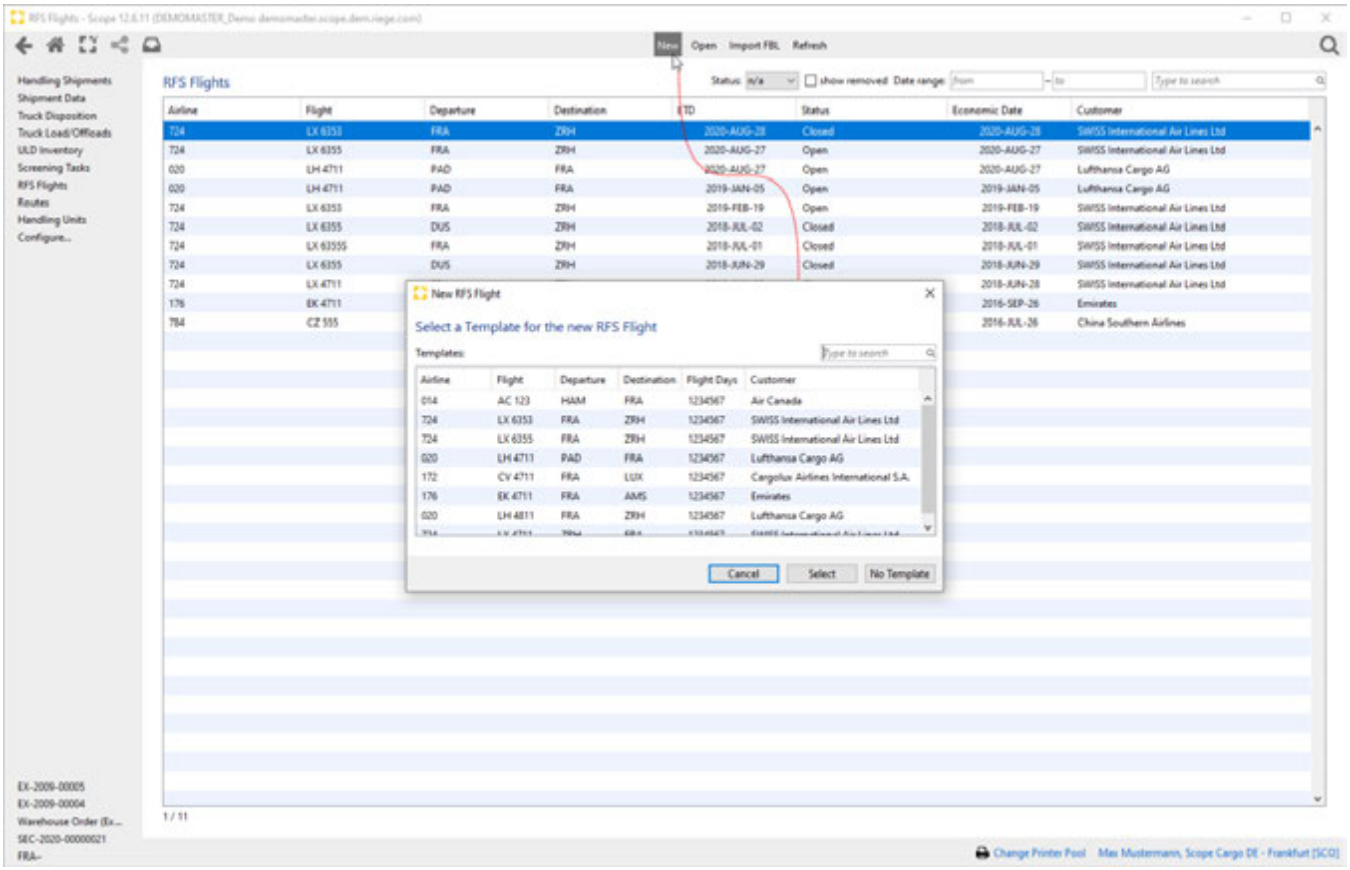

Attention!

If an RFS flight is created without a valid template (or fallback template), the SITA messages to be sent and the SITA addresses must be entered manually, otherwise no SITA messages can be sent to the airline.

Add shipment to RFS Flight

After the header data of the respective RFS flight has been completed, the data of the associated shipments can be recorded on them. If there are no shipment data have yet been received by a truck offloading or if there is still no flight number assigned, the shipment data must be entered by using the button *New*. All requested data have to be entered here.

- **New...**

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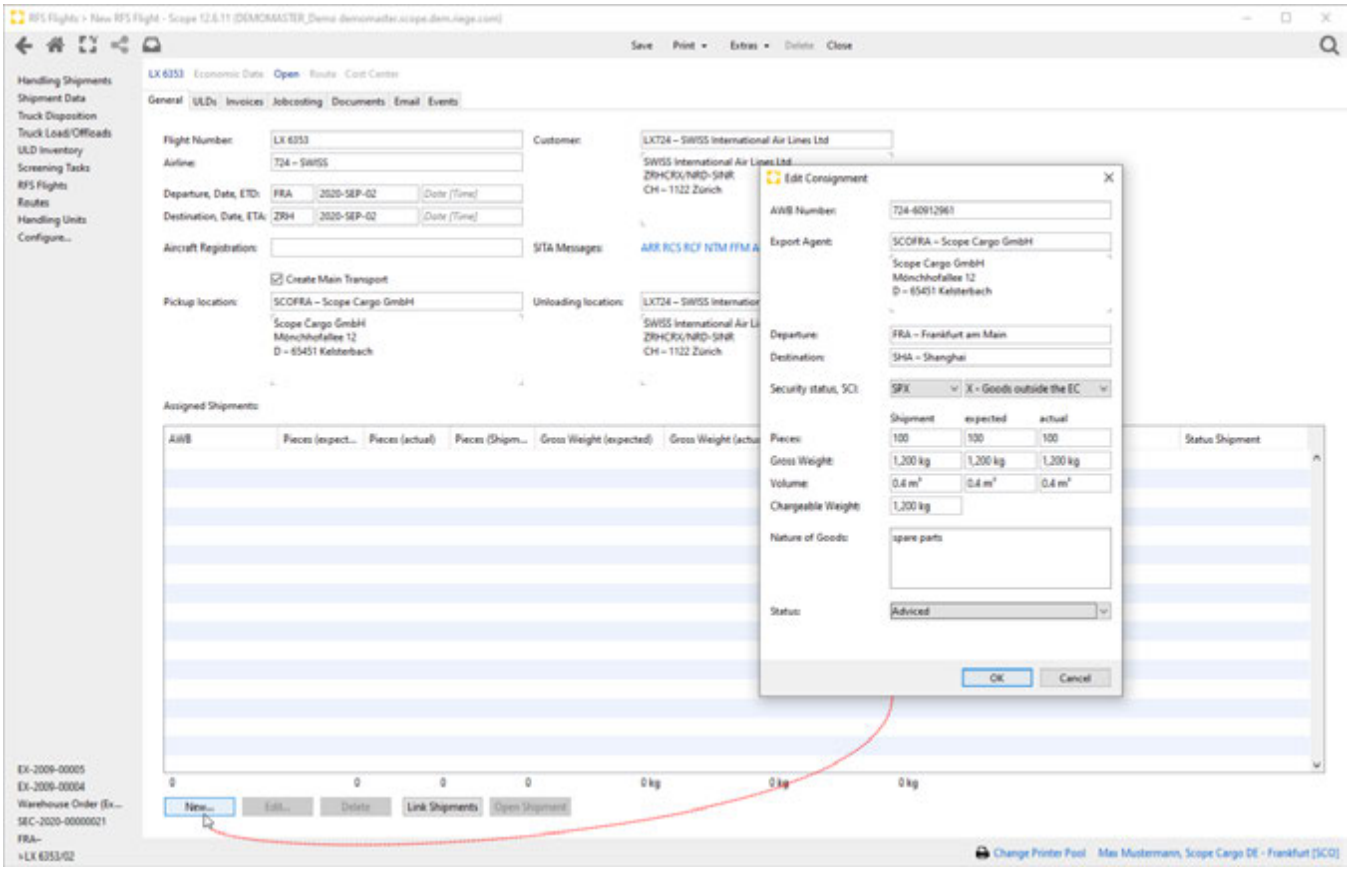

- **Link Shipments...**

If the shipment has already been recorded by a Truck Offloading and been assigned to a Flight Number the shipment can be linked to the RFS Flight by using the button *Link Shipments*.

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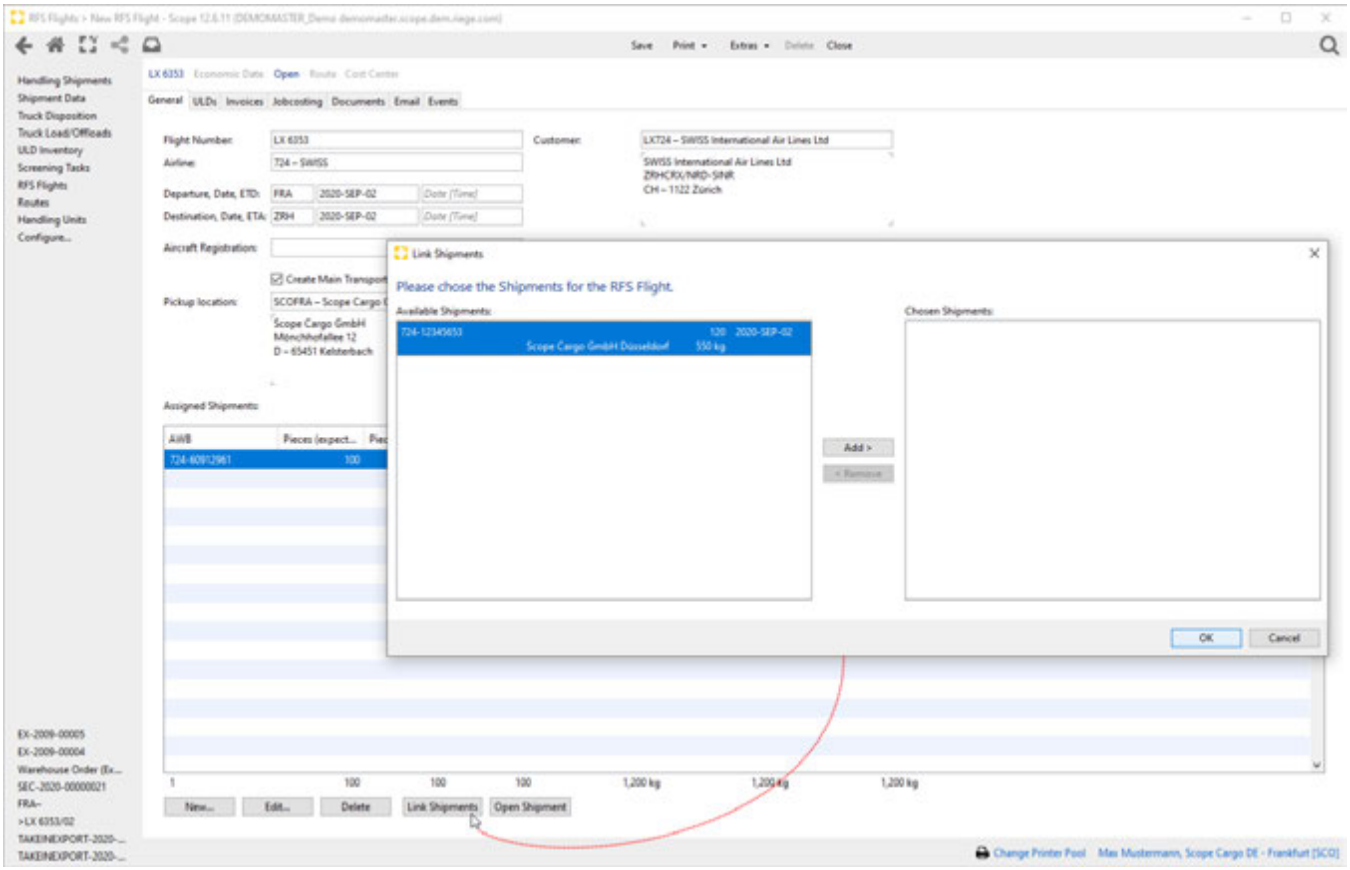
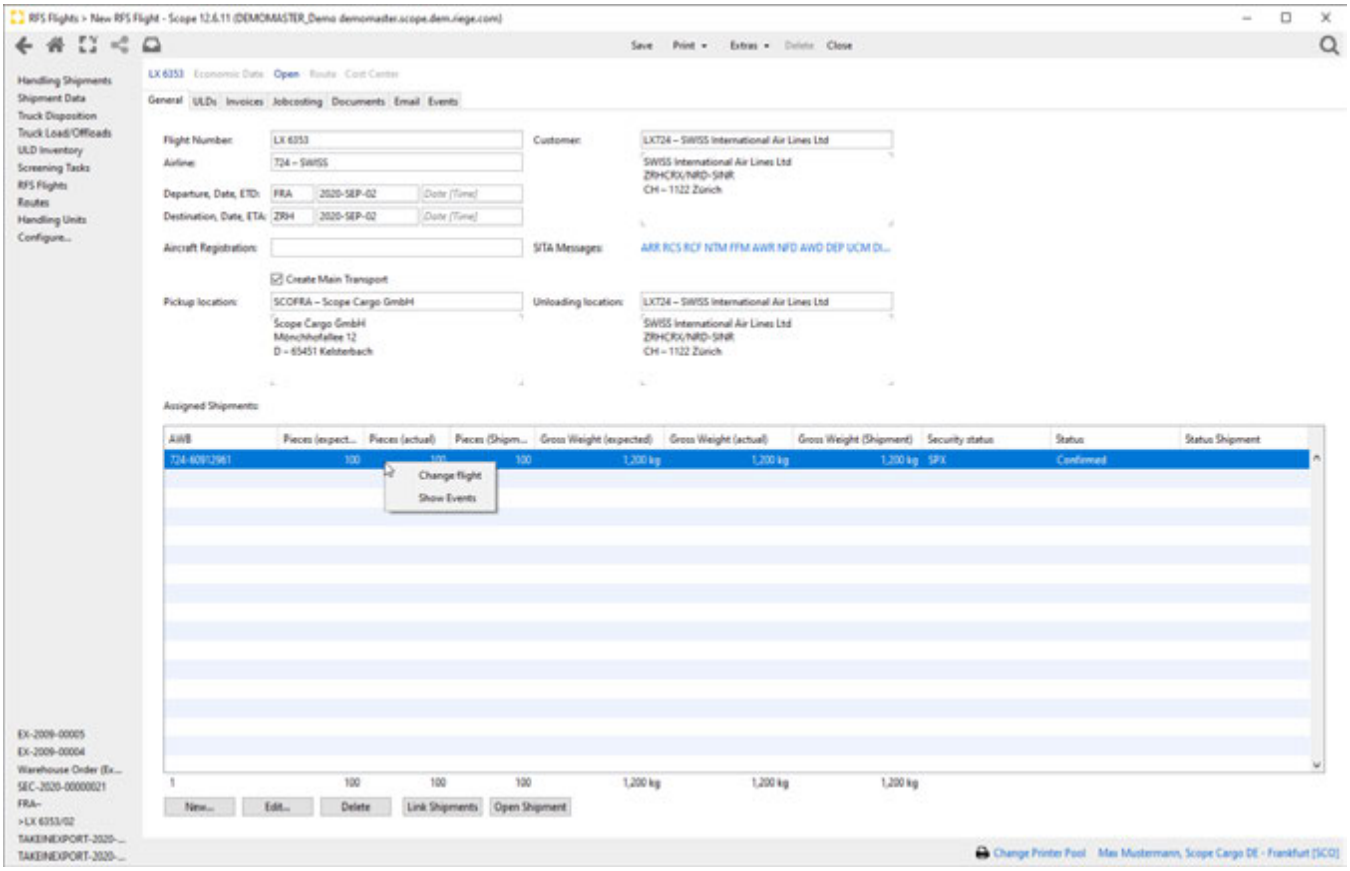


If the shipment was already added to on an RFS flight, but should be rescheduled to another flight, this can be done by using the context menu *Change Flight* (use the right mouse button). This is only possible, if there is an additional, open RFS flight available on the same day.



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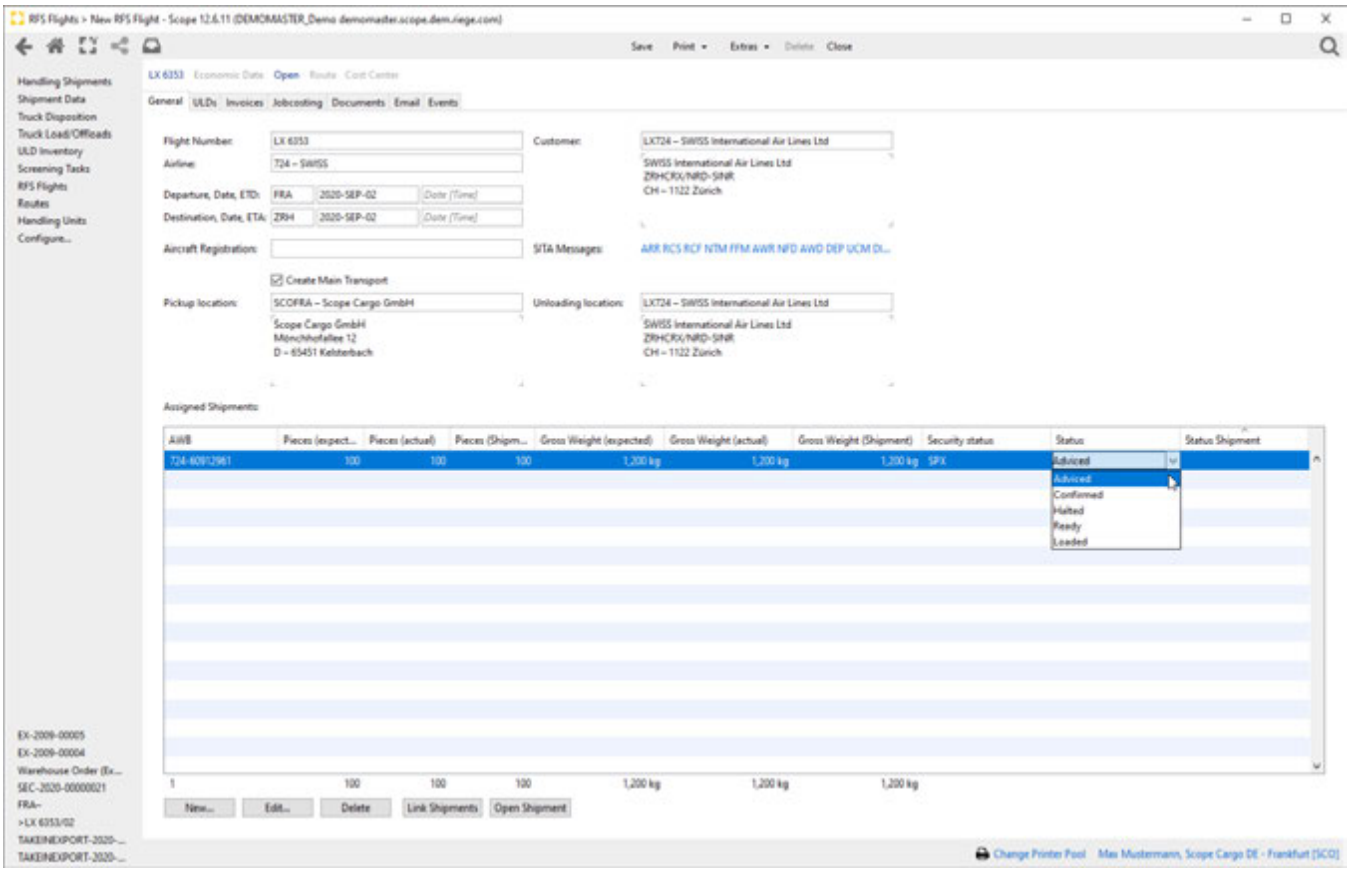
Status

For each assigned shipment in the RFS flight a status can be assigned to the shipment. This status determines whether the shipment is included in the SITA messages and documentation or not.



- **Advised:**

The shipment has been advised, but has not yet arrived in the warehouse.

- **Confirmed:**

The shipment has already been recorded on the RFS flight and is expected, but no receipt in the warehouse has yet been posted.

- **Halted:**

A loading stop was reported for the shipment

- **Ready:**

The shipment is recorded on the RFS flight and has already arrived at the warehouse

- **Loaded:**

The shipment was loaded on the planned RFS flight.

ULDs

In the *ULDs* tab of the RFS flight, the recorded shipments can be dispatched to air freight containers. The containers used here must be recorded in the ULD (Unit Load Device) inventory in advance so that they are available for disposition. With the *Add* or *Remove* button, shipments can be dispatched to or removed from the respective ULD unit. Shipments can also be divided into different ULD units using the *Split* button. After the disposition has been completed, the documentation or SITA messages can be created.

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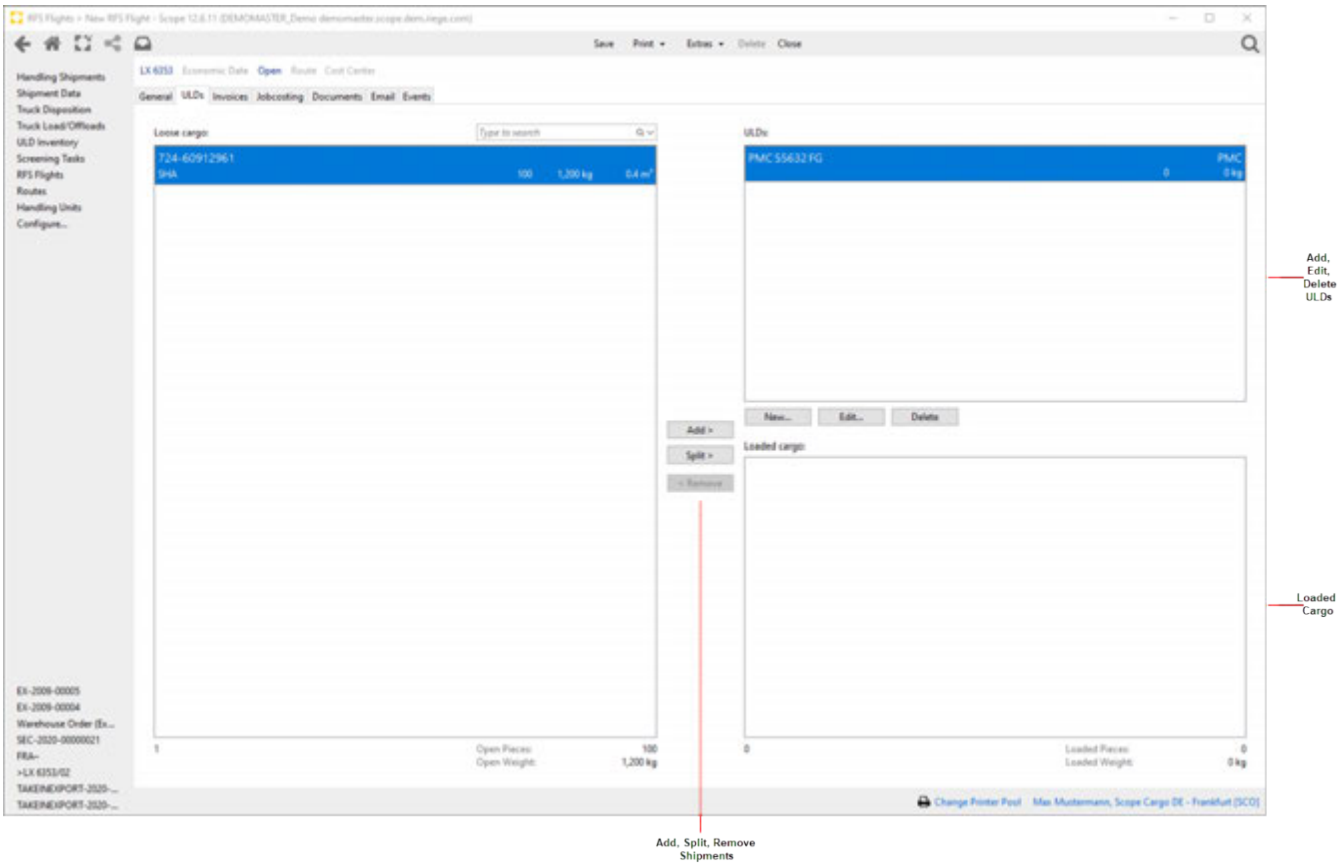

Invoicing and Breakdown

It is possible to create invoices and do jobcosting control within the RFS Flight application. There is a Tab Invoices and a Tab Jobcosting included in the RFS Flight editor. For the automatic billing a special activity type is available. After outgoing invoices have been created, there is a breakdown of the costs into the individual handling shipment. This is usually done automatically, after the RFS flight das been completed, but the process can also be carried out manually via the button *compute breakdown*.

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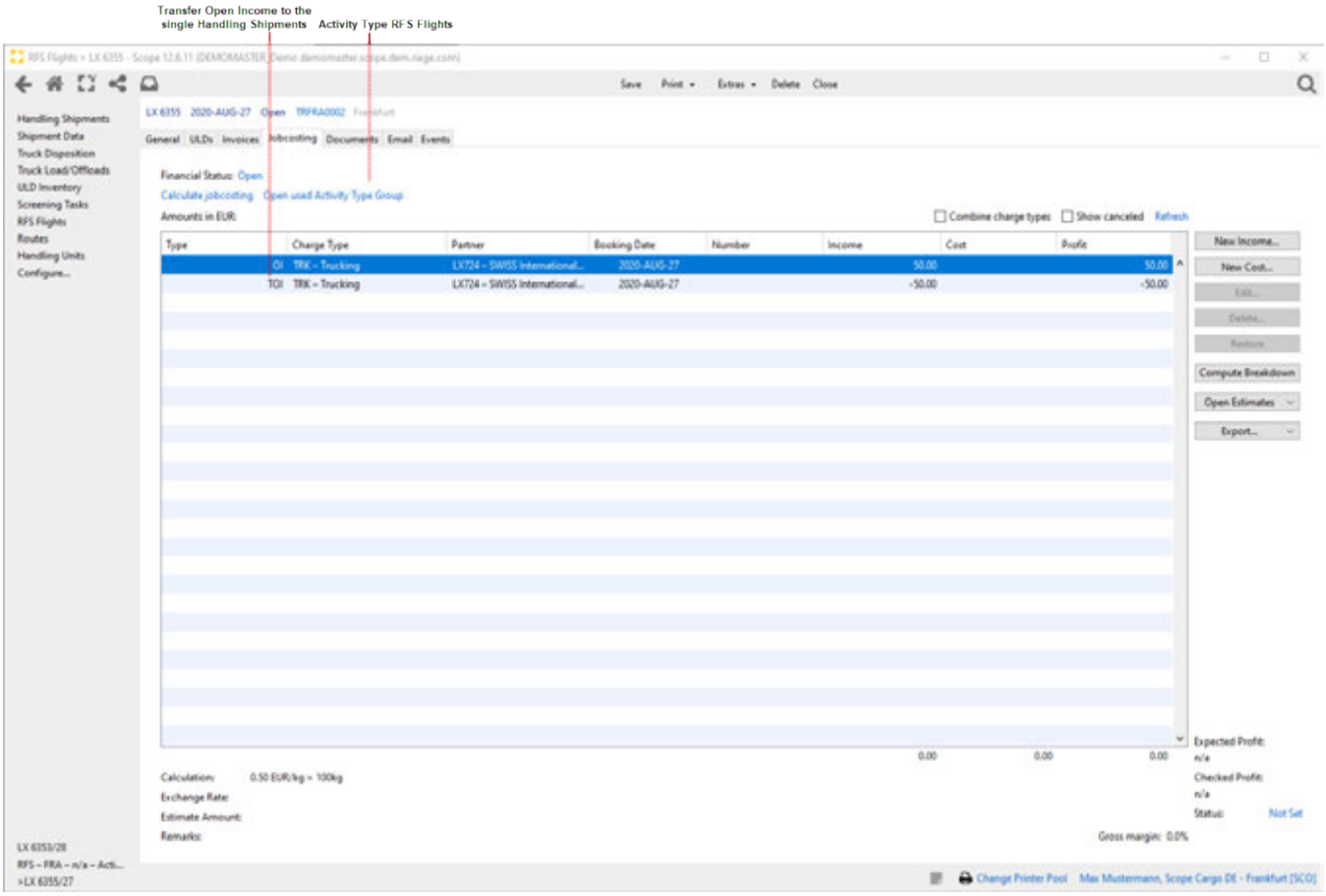

Printing

As soon as the data input of the RFS Flight has been completed, including the status, all important documents to process the flight can be printed by using the program action Print. Currently the following documents are available:

- Loading List

Printout of the Loading List of the RFS Flight

- RFS Cargo Manifest

Official Cargo Manifest to hand over to the Airline. This document will be printed automatically.

- Notification to Captain (NOTOC)

Official Dangerous Goods Documentation to hand over to the Airline. All DGR information that have been entered in a shipper´s declaration of dangerous goods in a handling shipment will be printed on that document. Information regarding dangerous goods entered on package level, will not be printed on the NOTOC.

- ULD Manifest

A ULD Manifest can be printed and hand over to the warehouse for the packing of the loading units or can be attached to the container

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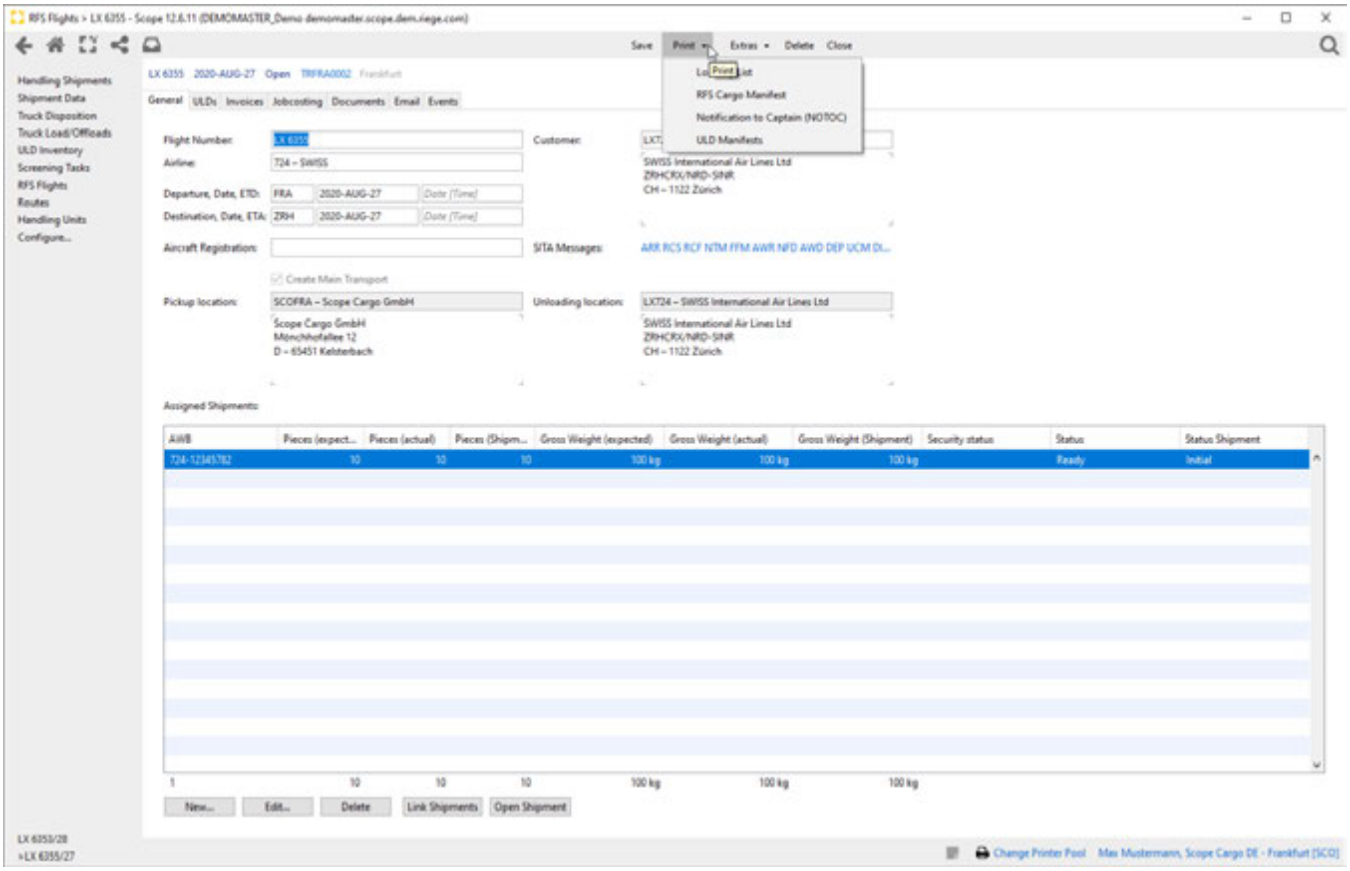

Finish RFS Flight

The RFS Flight can be completed by using the program action *Finish (Extras -Finish)*. This triggers the following actions:

- Transmission of the SITA message
- Automatic billing and transfer to handling shipments
- Printing RFS Cargo Manifest

Furthermore a transport order (main leg) is created., that must be scheduled on a route.

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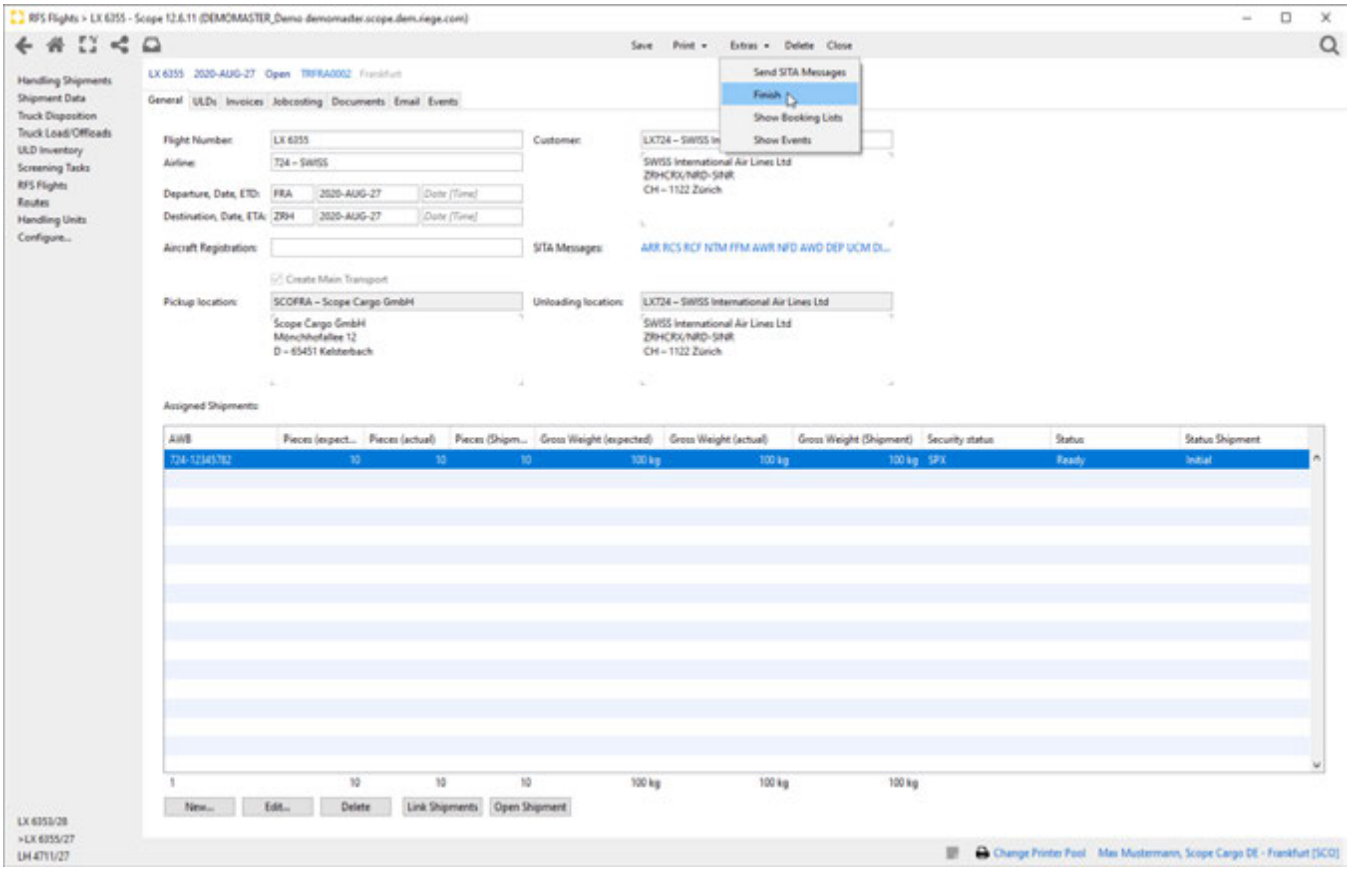
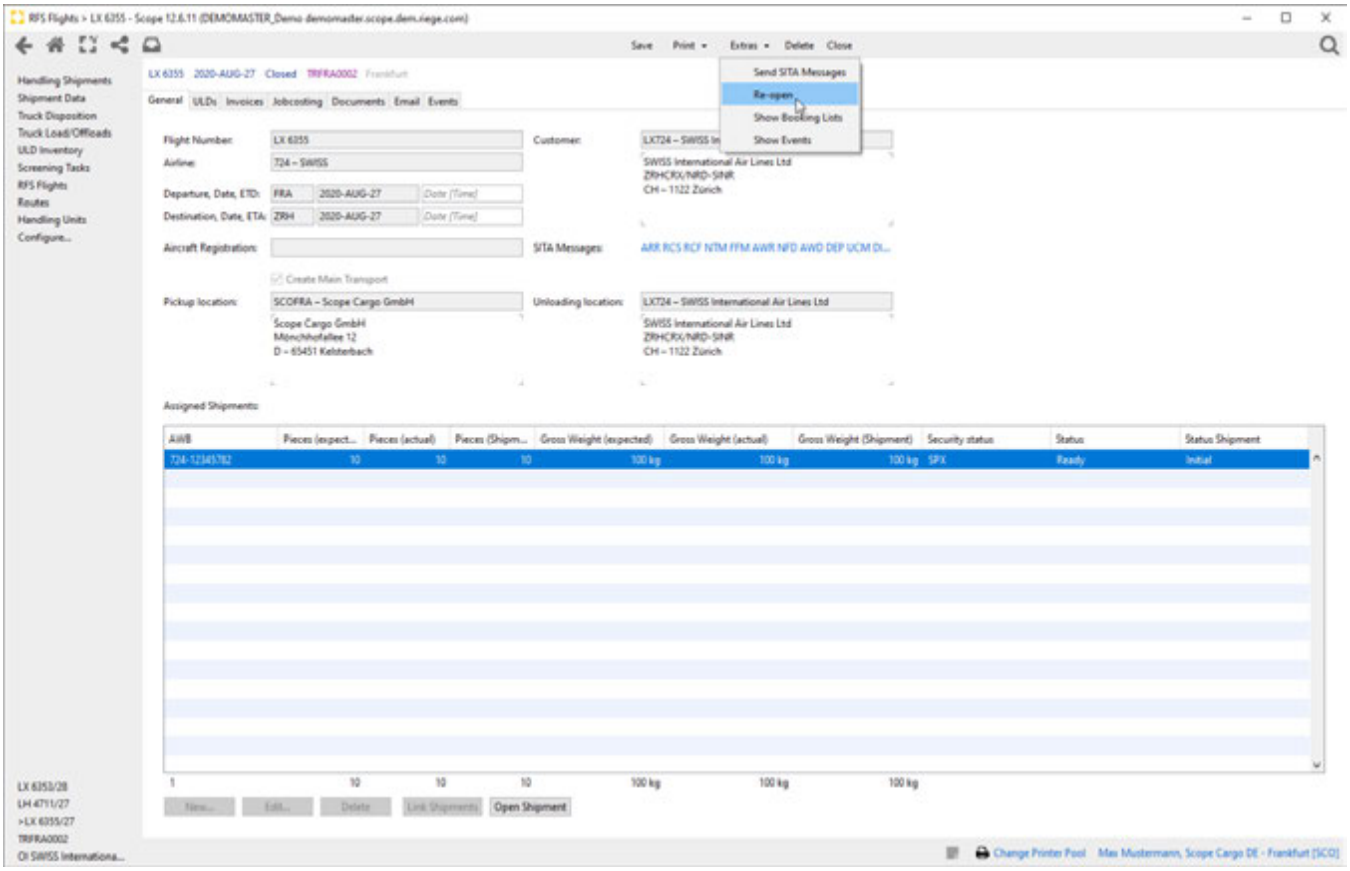


If changes need to be made to the RFS flight, after the Finish has been carried out, the RFS Flight can be activated again. By using the program action Extras-*Re-open* the RFS Flight can be edited again. Please note that the above mentioned actions, will be triggered again when the completing the flight again after changes haven been made.



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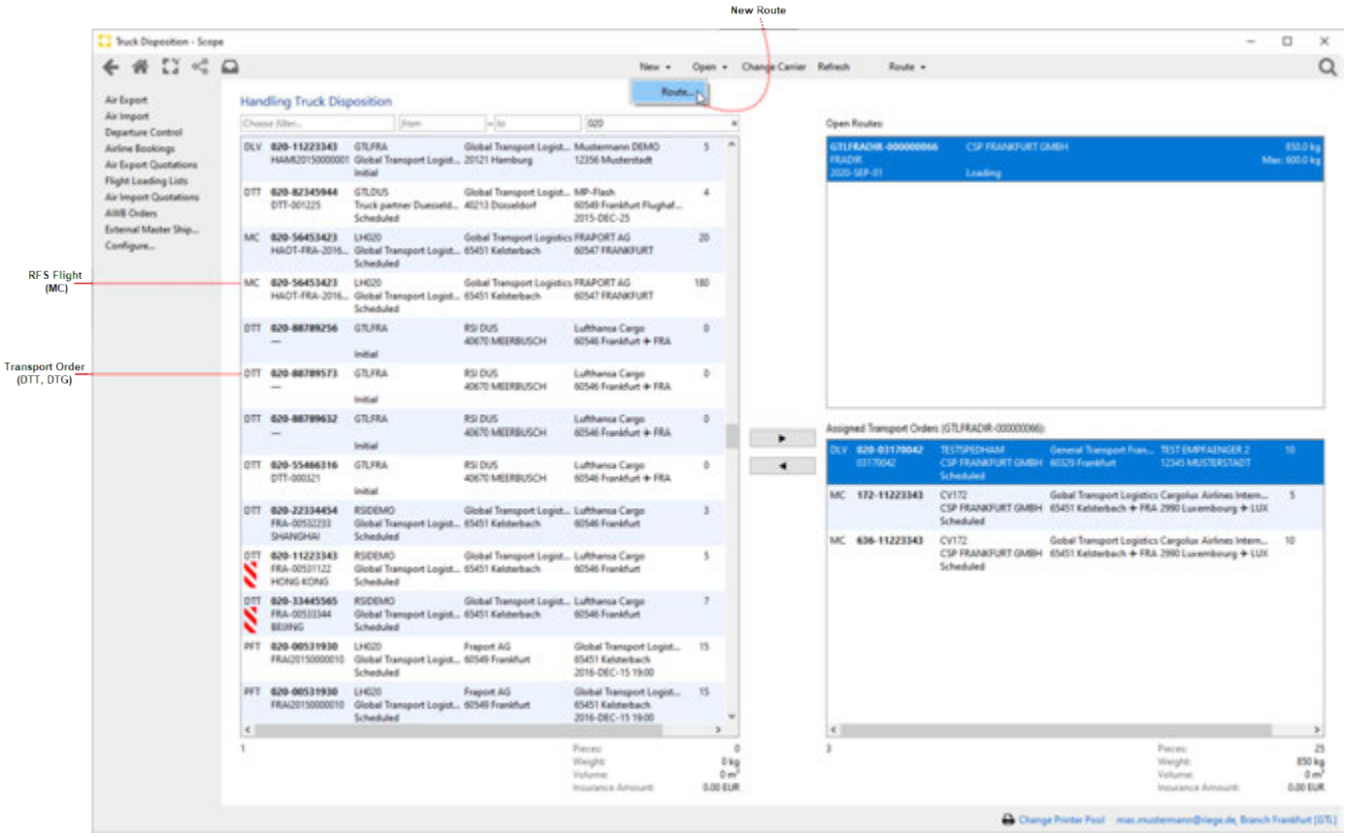
5. Truck Disposition

New Route

All recorded transport orders, including the completed RFS flights, are displayed in the truck disposition. These can be scheduled on a tour. A new route is created using the program action *New* in the handling truck disposition. To create a route, at least one tour template in the Handling - master data must be maintained in advance. Addresses of involved business partners, or addresses of haulage companies for tour start and stops can be preassigned via the tour template.

Routes with Status *Created,* have no transport orders been added yet. Routes with Status *Loading* transport orders have already been scheduled. Closed routes will not be displayed here in the Truck Disposition.



Scheduling Transport Orders and RFS Flights

After a new route has been created, the respective transport orders can be added or removed by using the buttons *Add transport order to Route* or *Unassig n transport order from Route*. By using the filter option and search field, transport orders can be searched by order date, order type or shipment reference. If the mouse cursor is held for a few seconds on the respective transport order, the exact shipment details are displayed in a pop-up window. With a double click on the respective tour, it will be opened automatically.

- *Add transport order to Route*

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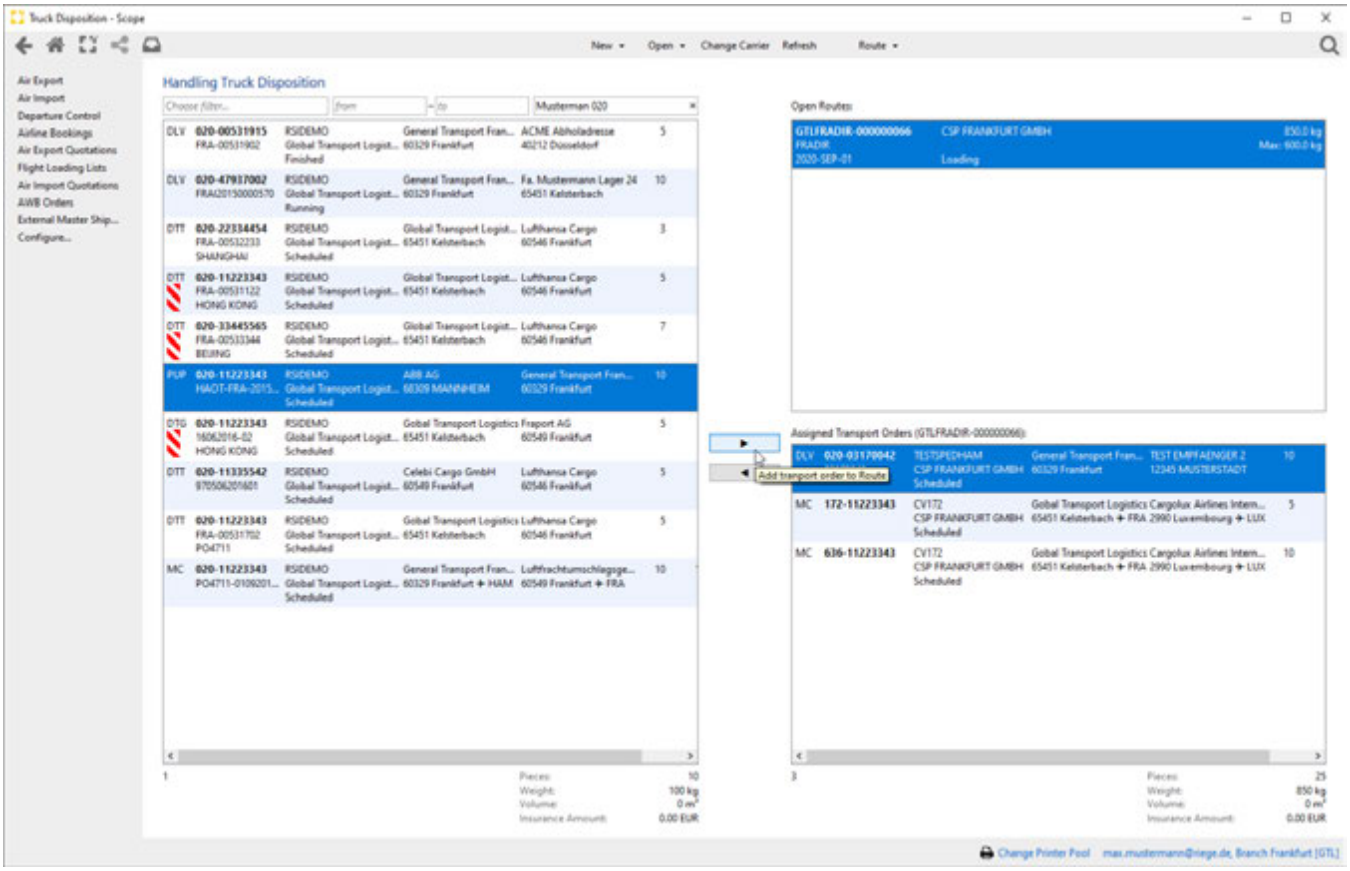
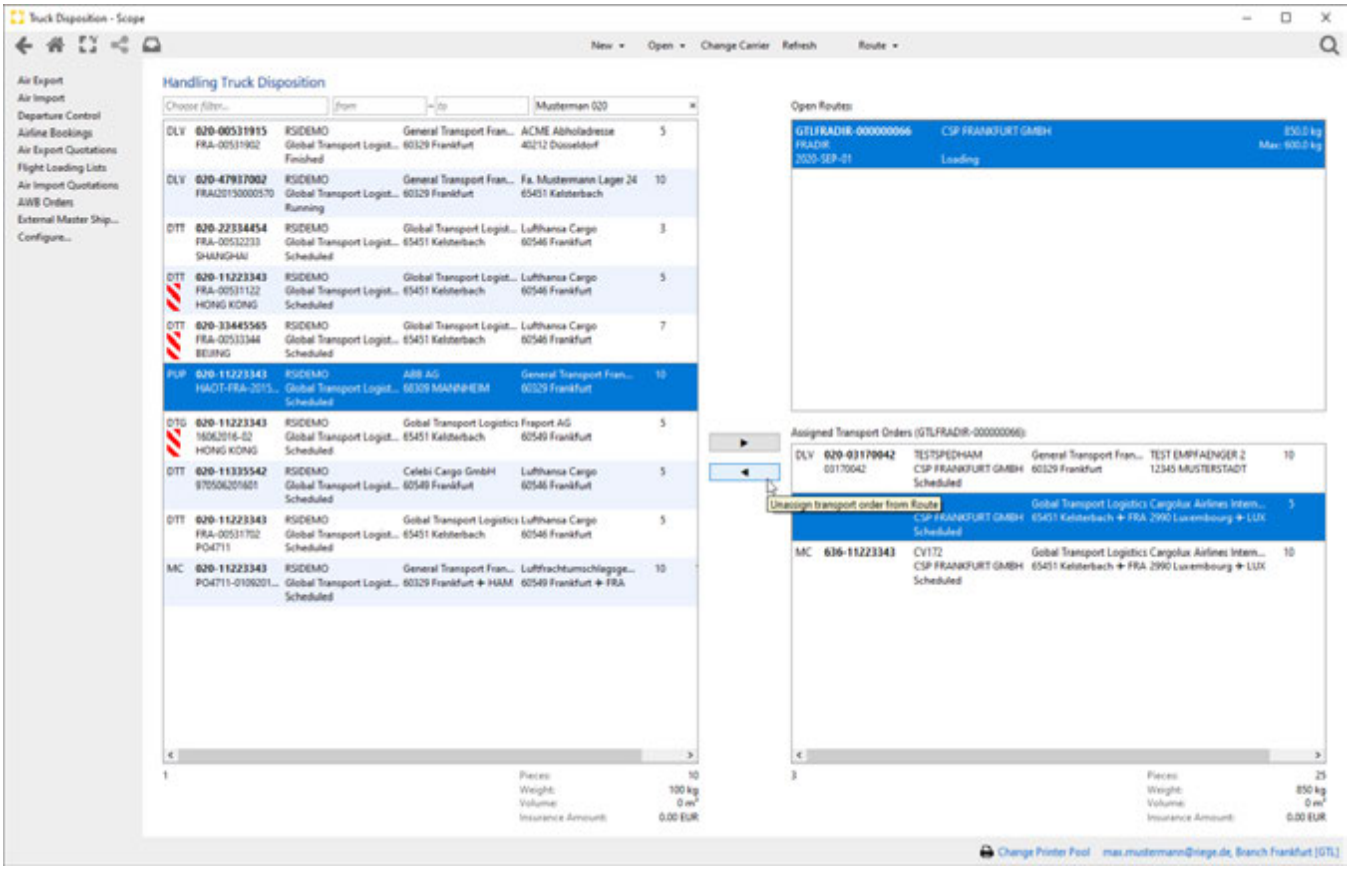


- *Unassign transport order from Route*



- Filter, Shipment Details

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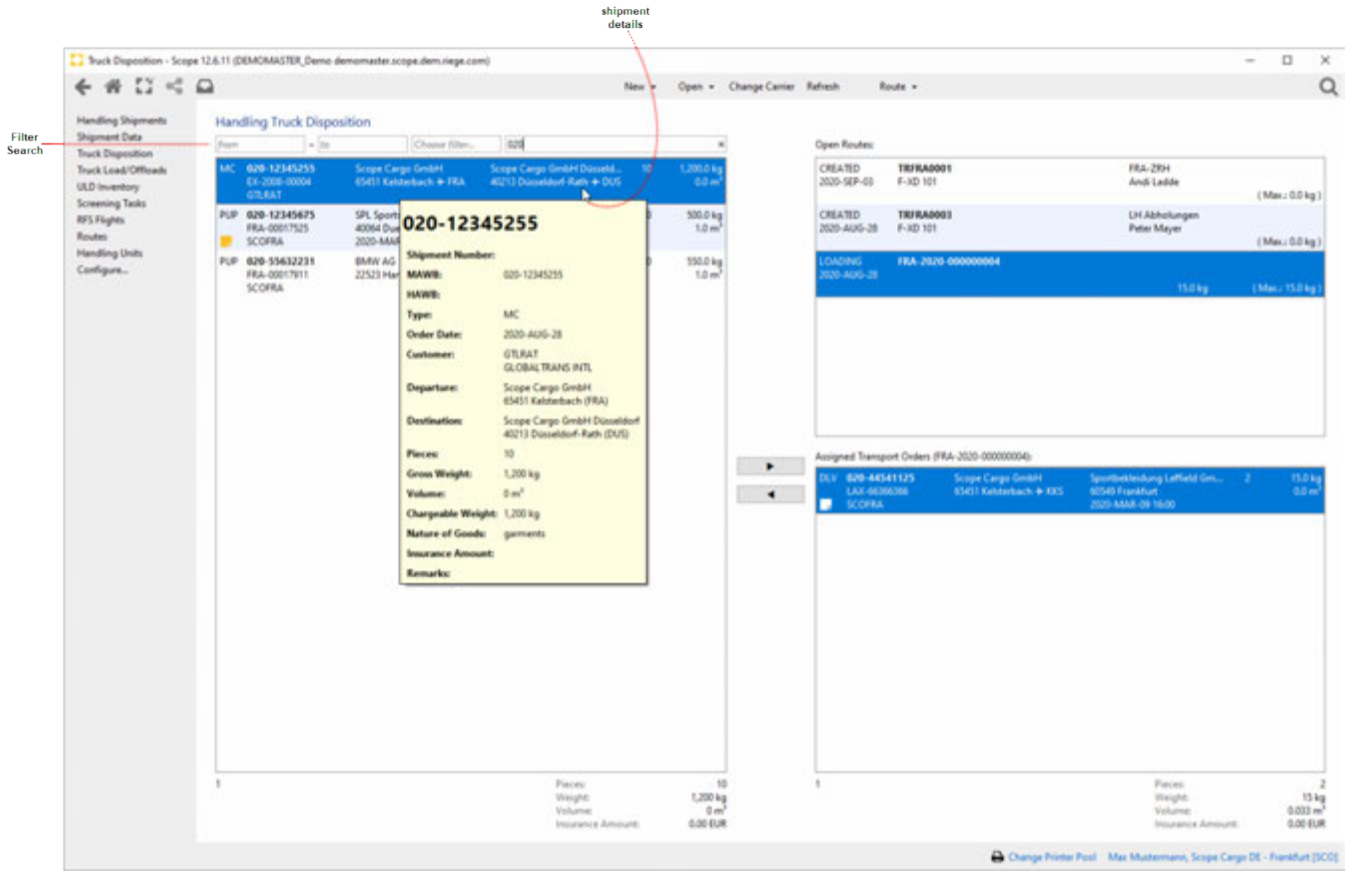

6. Routes

Route Stops

The transport orders scheduled on a route are automatically sorted according to route stops or unloading points within the tour. The single route stop items can be edited manually by double-clicking on the respective route stop item. As soon as the time stamps ATD and ATA are entered the tour stop is completed.

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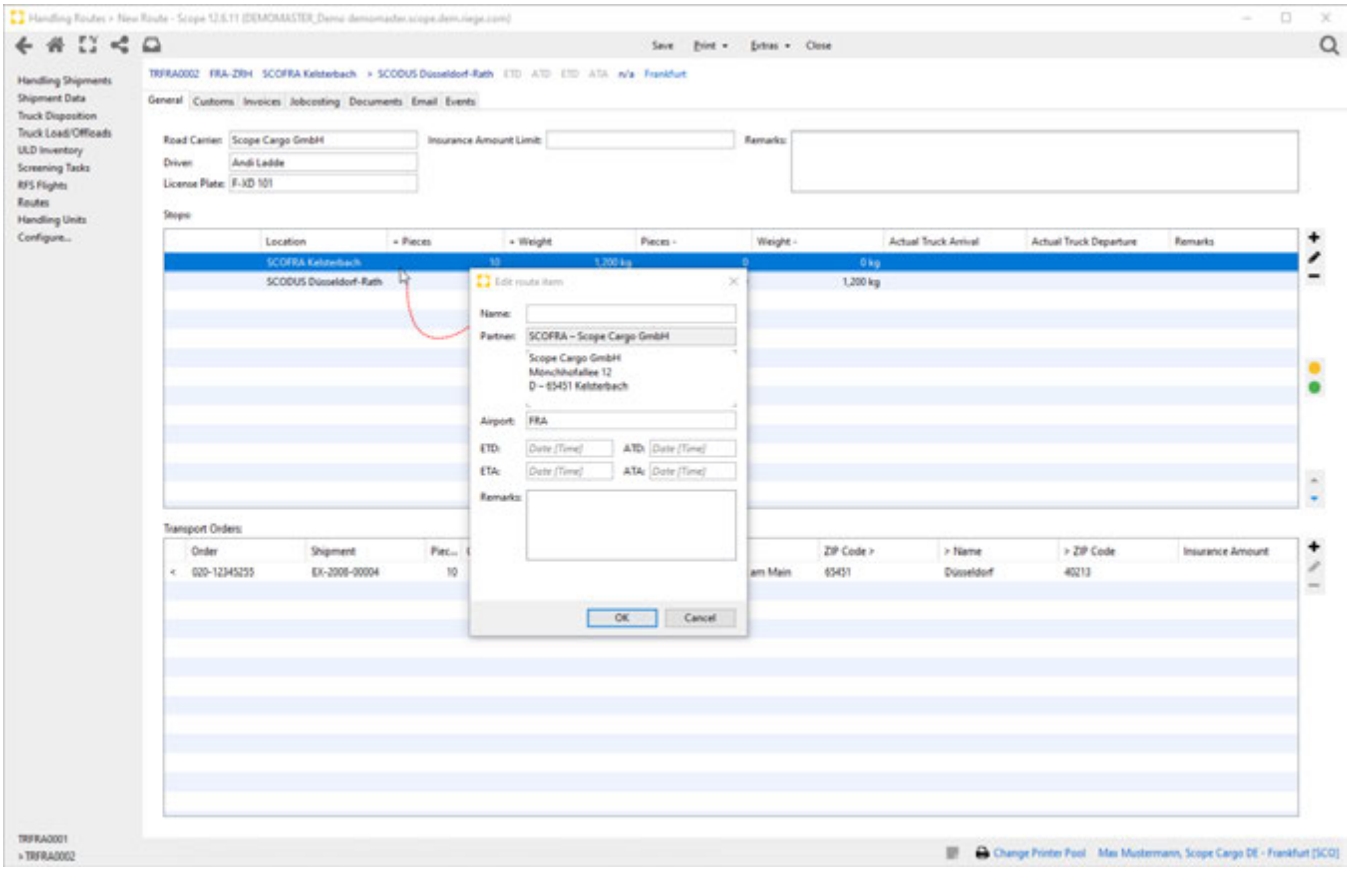
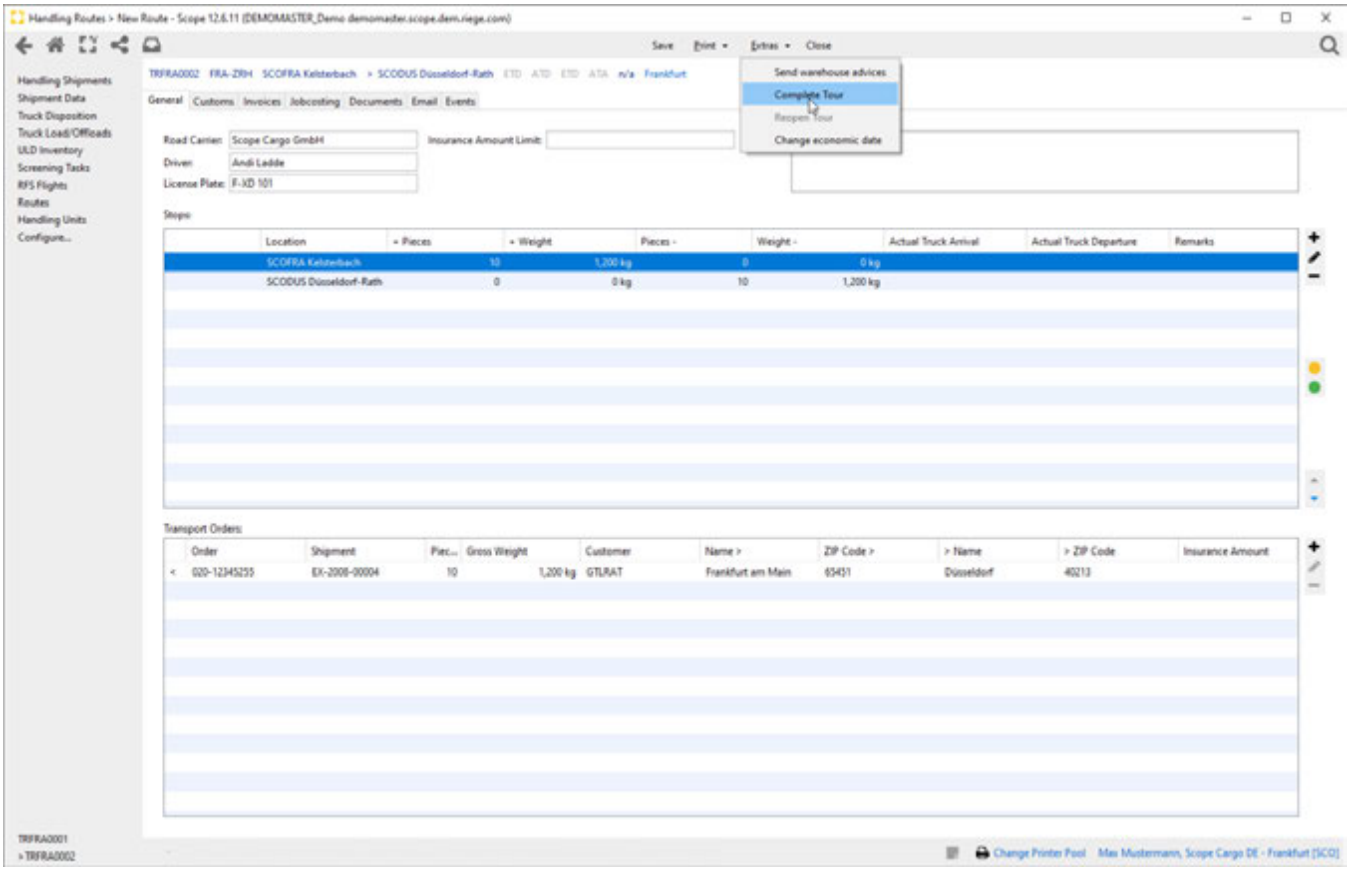


With the program action Extras - Complete Tour the current time is automatically recorded in the fields ATD and ATA. These time stamps are also synchronized in the transport order of the handling shipment.



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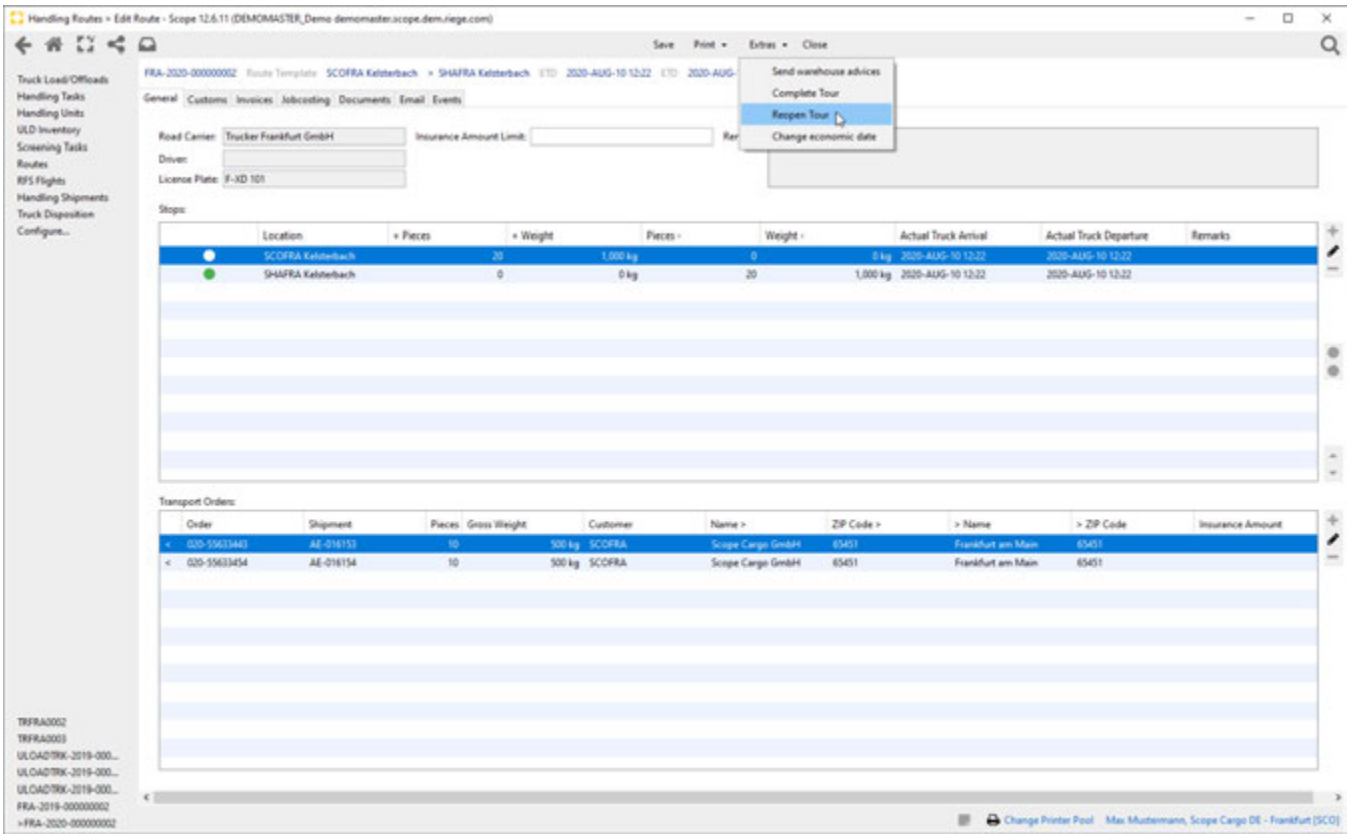
A subsequent change of the time is only possible via the program action *Extras - Reopen Tour* in the tour editor.



Customs

Under the Tab *Customs* in the tour editor, new customs procedures based on the tour data can be created. The tour data is then automatically preassigned in the respective customs process. Furthermore, all customs references recorded on the handling shipments are displayed here, for control and further processing. With the Button *Customs* or a click with the right mousekey the editor for choosing a customs procedure, or adding a customs reference opens. The customs procedures are available for the country specific process. For e.g. Germany the following customs procedures are available:

ATLAS NCTS (Export/Import) , ATLAS AES (Export), ATLAS Zolllager (Import), ATLAS Einfuhr (Import), ATLAS SumA (Import)

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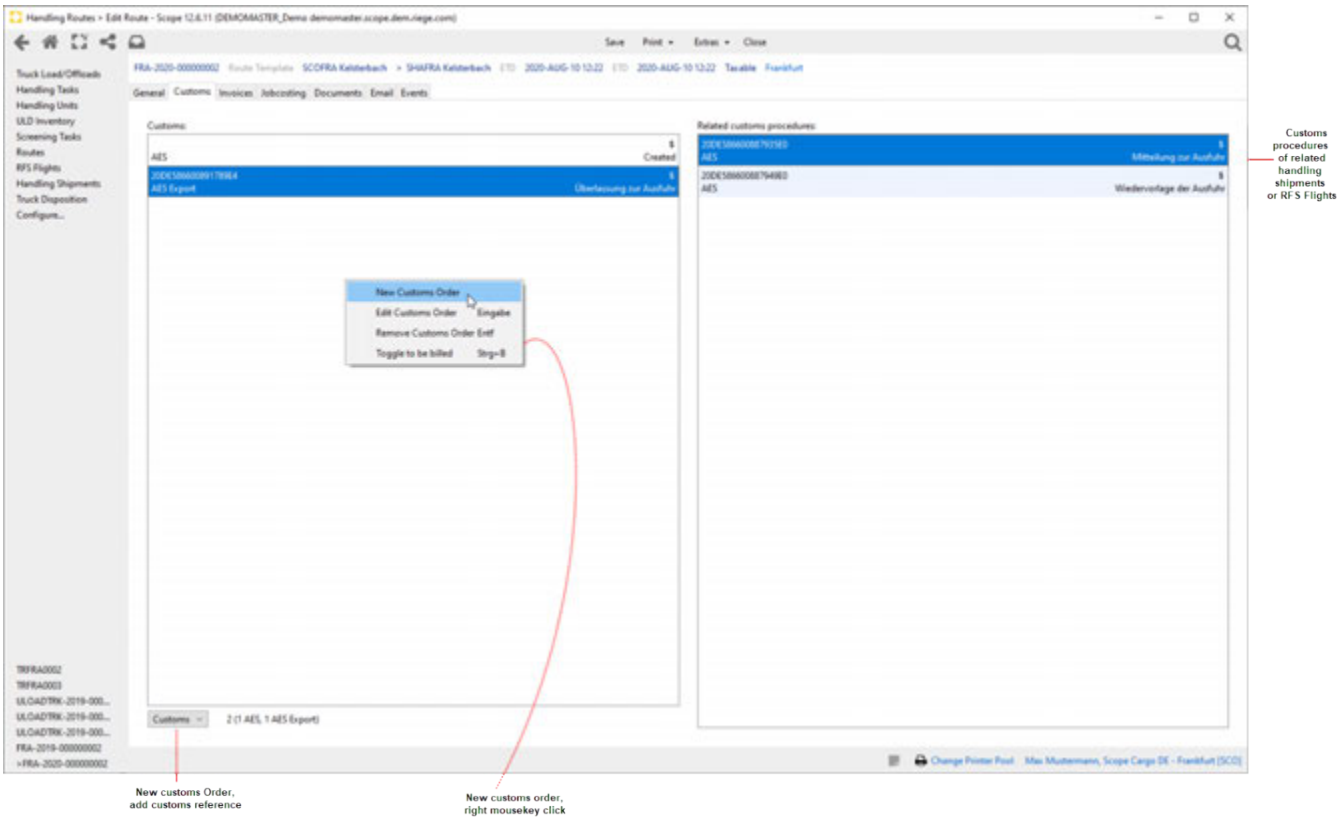

Printing

All important documents for the transport can be issued by the program action *Print* in the tour editor, like transport order, manifest, Air Security Advice or a CMR Waybill. After printing, the documents are available in the *Document* tab and can be send per mail via the E-mail function.

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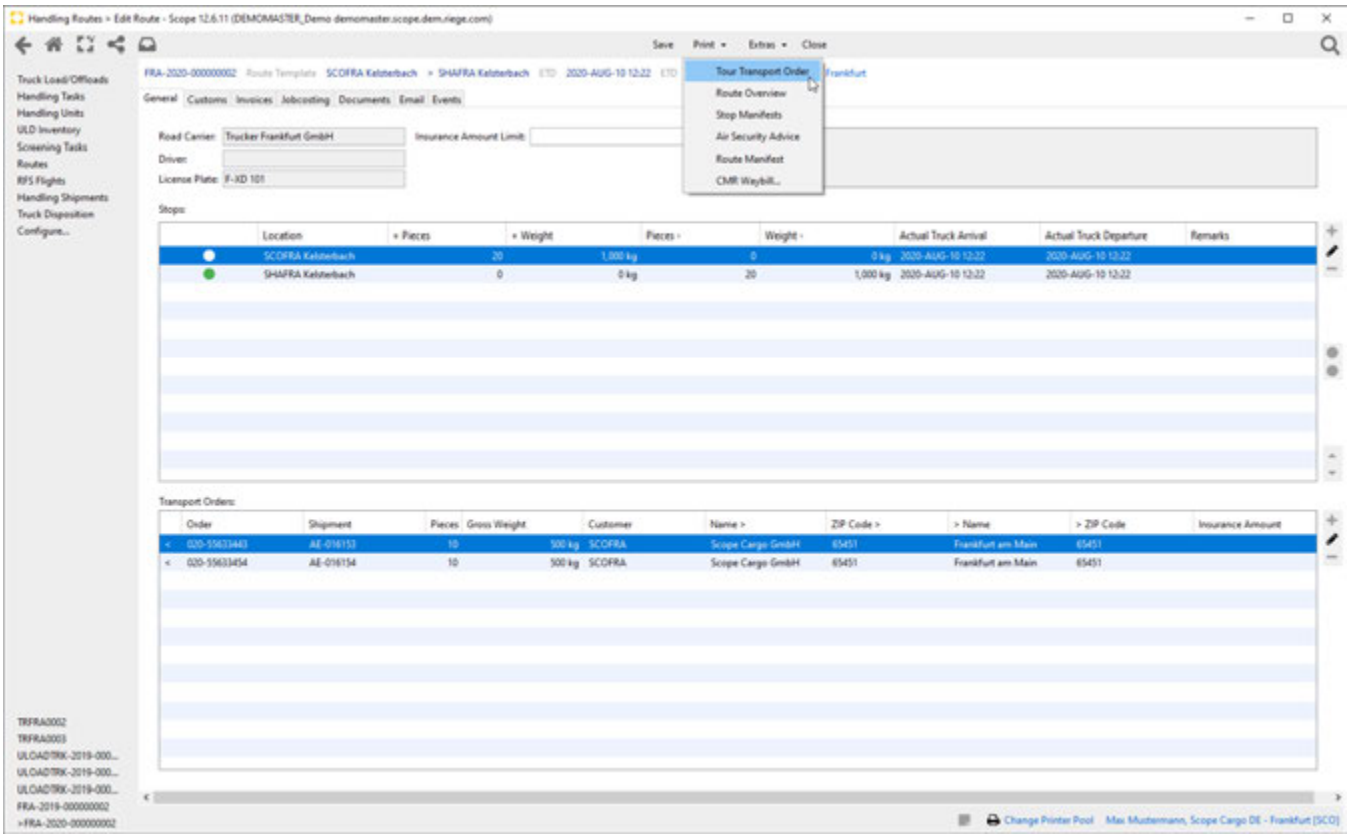

Send warehouse advices and complete the tour

If all shipments have been scheduled for the tour and all customs procedures have been recorded or transmitted to customs, the tour can be completed.

Two program actions are available for this.

- Extras - Send Warehouse advices:

Using this program action, a truck load with all the shipments included on the tour is created. Furthermore, by activating this action, an interface file is created for the purpose of Slot assignment generated at the place of destination.

- Extras - Complete the tour Complete tour:

With the program action Extras - Complete Tour the current time is automatically recorded in the fields ATD and ATA. These time stamps are also synchronized in the transport order of the handling shipment. By executing this program action, Scope assumes that the scheduled tour has arrived at the destination and the transport has been completed. There is also the option of notification emails (delivery receipts / PODs) to send automatically to the respective customer of the transport order. Completed tours are marked with the status "Completed".

7. Truck Load

Create Truck Load

In the home view of the Handling Truck Load/Offloads application, a *Truck Load* can be created using the program action *New*. This is only necessary if the loading is not carried out by using the program action *Send Warehouse advices* when completing the route, or not by a Warehouse Take out in the handling application Handling Shipments (Extras - Take out). In these cases, a Truck-Loading will be issued automatically.

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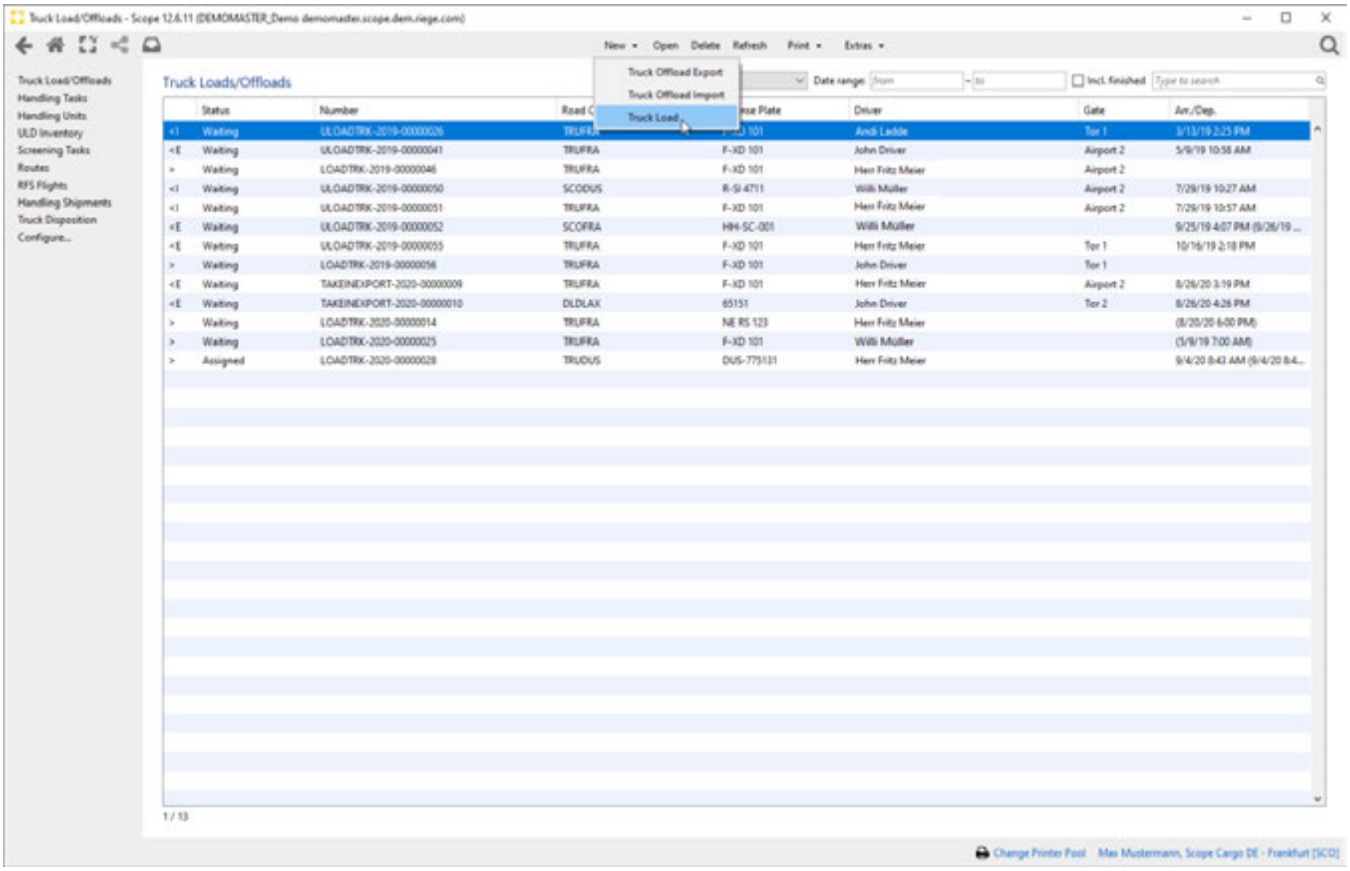

- New Shipment Take-Out

In the Truck Loading editor, a take out for a complete handling shipment can done by using the button *New Shipment Take-out.* The editor *New take out for shipments* opens and in the search field it is possible to look for the by entering a shipment reference, e.g. Mawb, Hawb, shipment number.

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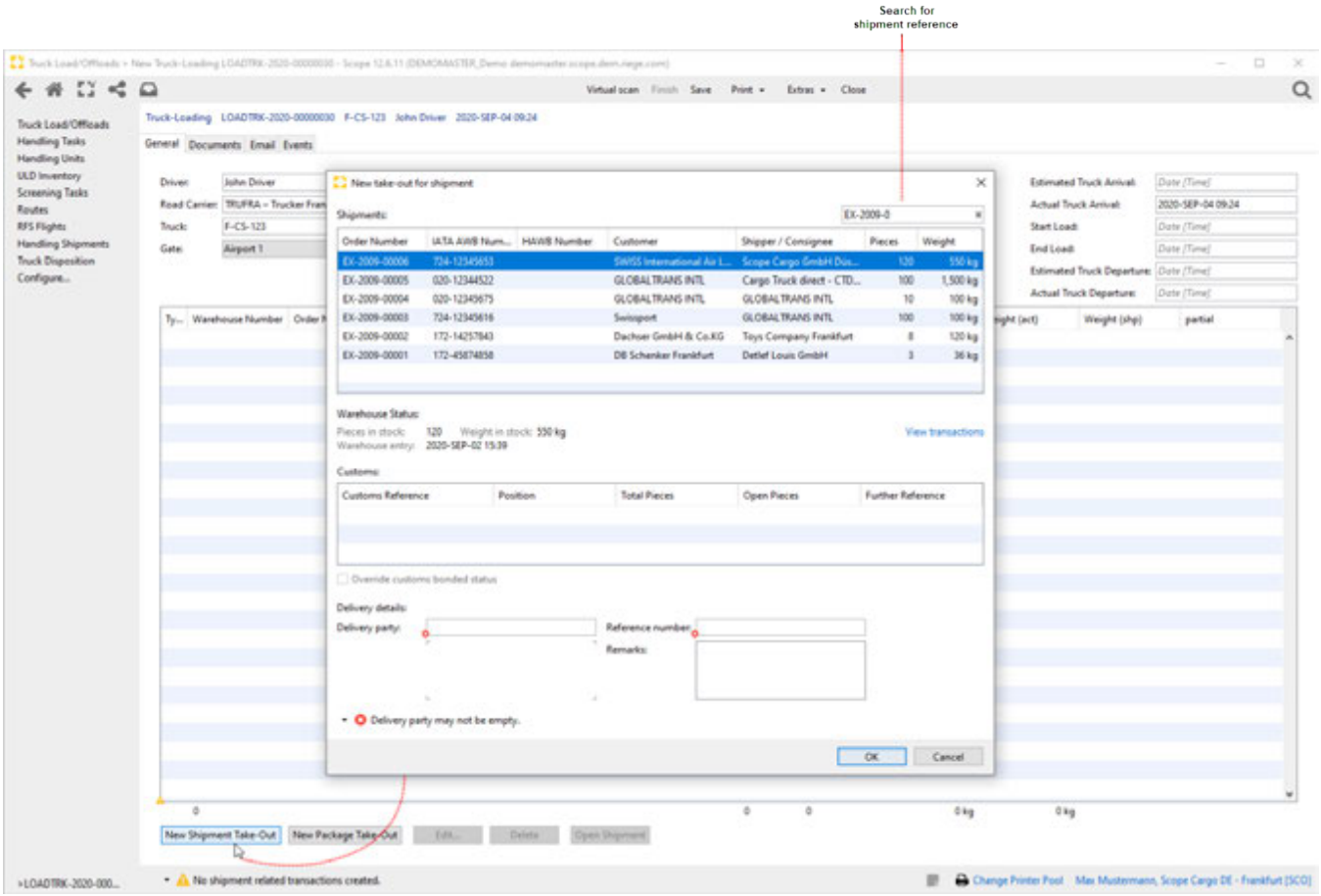

- New Package Take-Out

If necessary, a take out can be done for single packages of a shipment by using the button *New Package Take-out.* The editor *New Take-Out (Packages)* o pens and in the search field it is possible to do a search with the package labels to find the corresponding packages.

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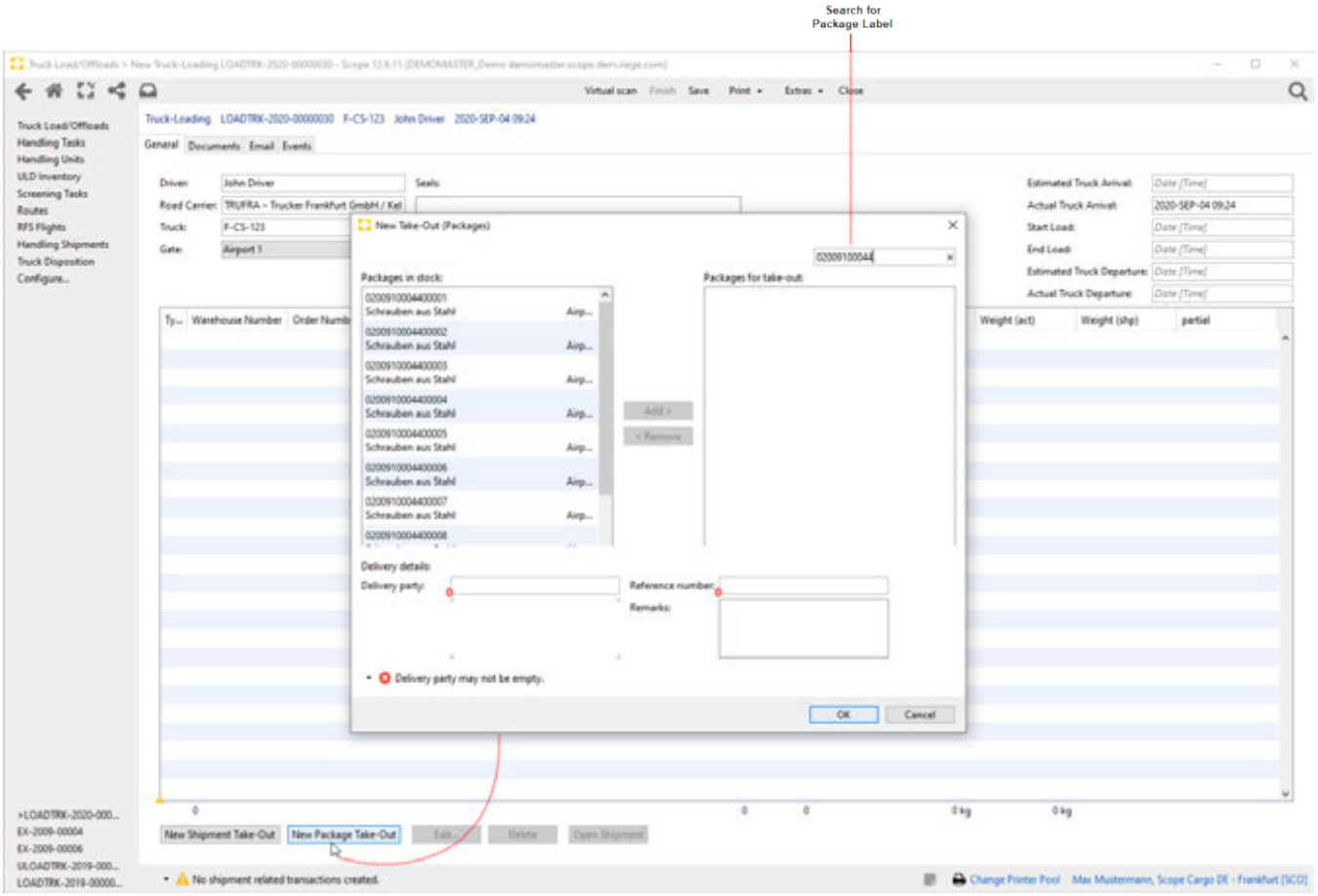

8. ULD Inventory

Booking air freight containers

There are two options for booking air freight containers in the ULD inventory.

1. Registration of empty ULDs in the Truck-Unloading Import

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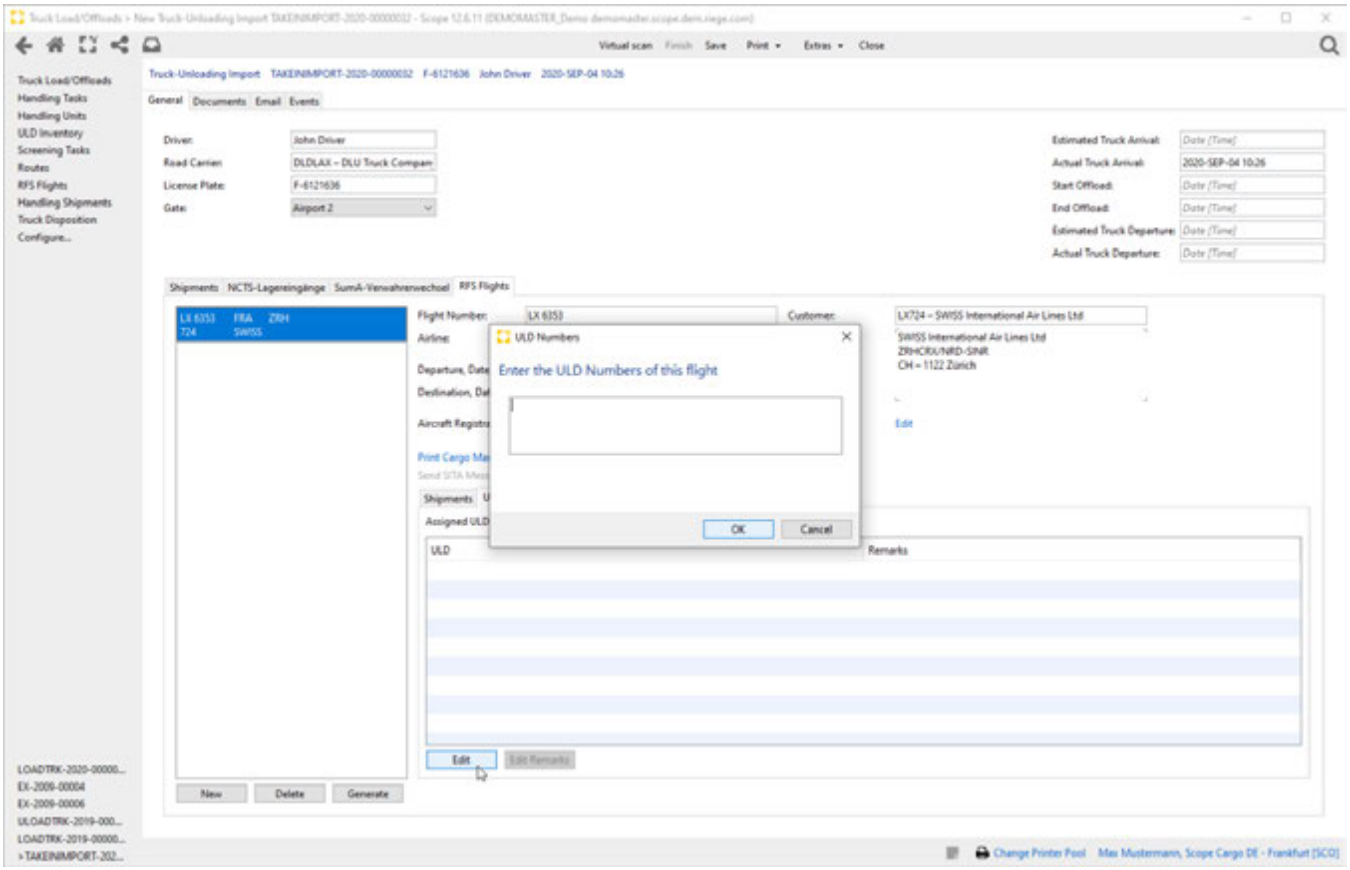
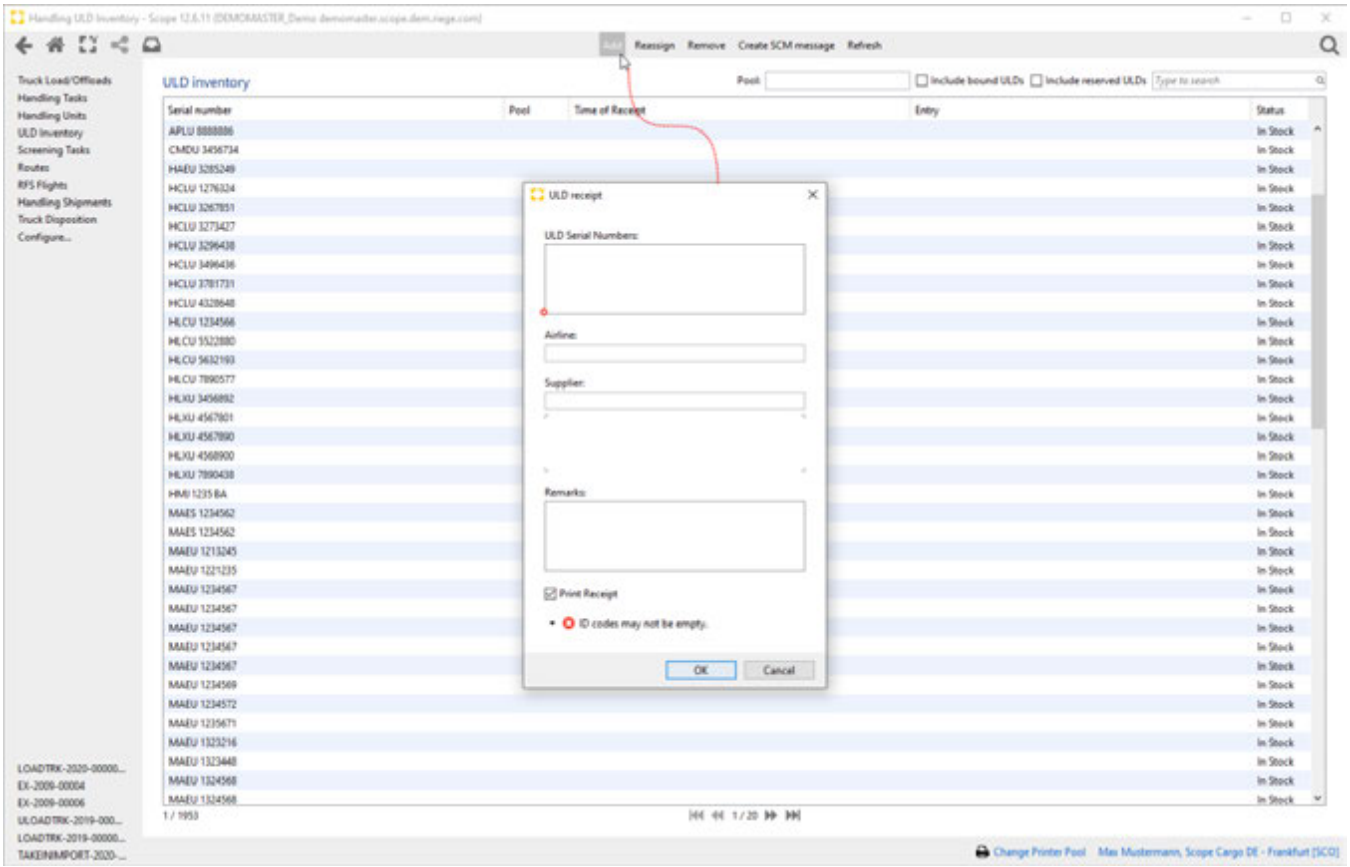


2. Manual ULD data entry in the Handling application ULD Inventory



Enter ULD data and confirm with OK. ULD is then shown as available in stock with status In Stock.

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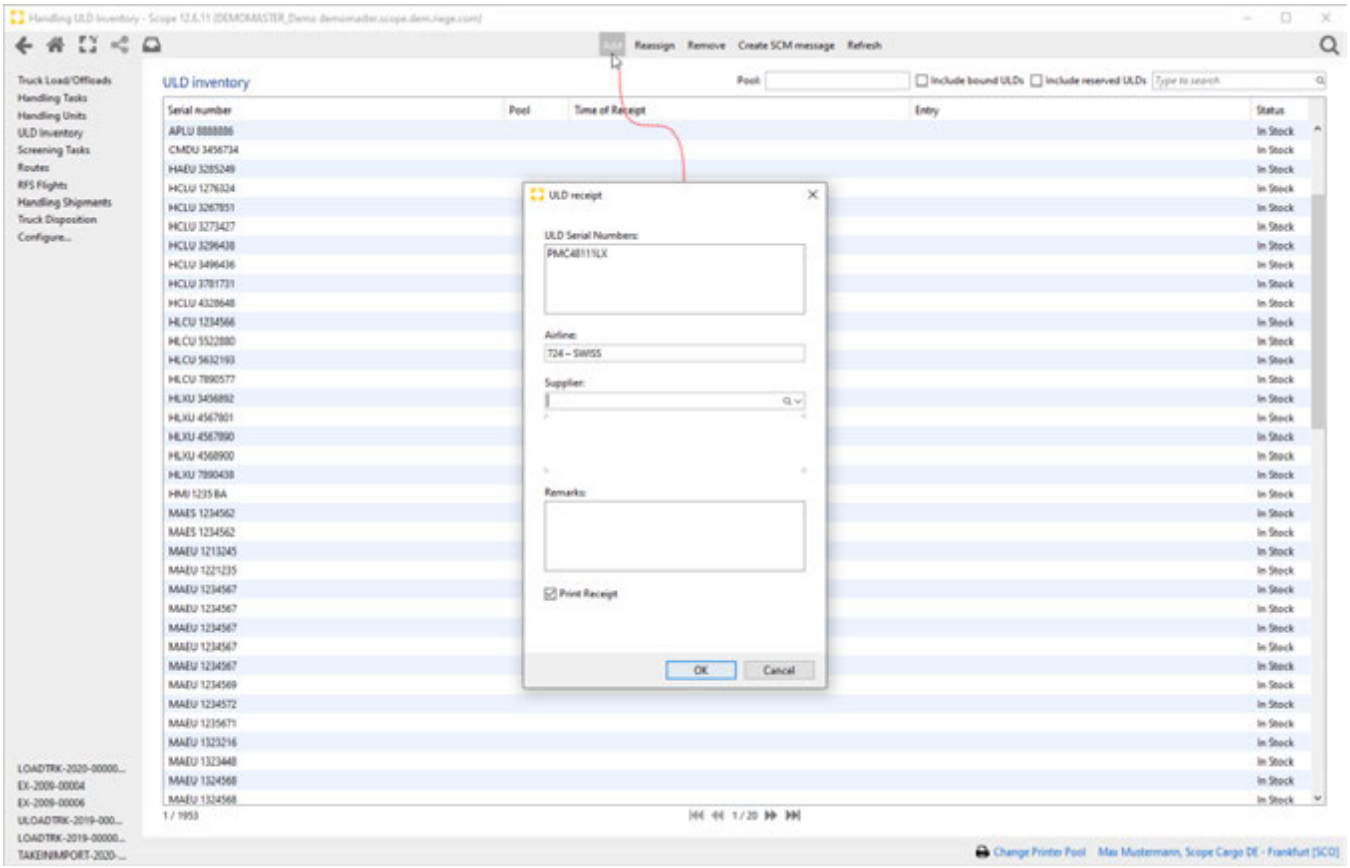

All booked ULDs are listed in the ULD inventory with a corresponding status.

- Initial - ULD is available for planning
- Reserved -ULD was recorded on a RFS flight
- Bound - ULD has already been installed

Stock Control Message SCM

In the ULD inventory, a SCM message can be triggered as required., by using the program action *Create SCM message*. When creating the SCM message, the respective address of the Airline and the associated SITA address of the Recipient of the message must be entered manually. In addition, comments can be sent to the airline in a text box Remarks. After the transmission has been completed, the SCM message can be accessed at any time in the Scope application Airfreight - Airline messages to be checked or do a printout for proof.

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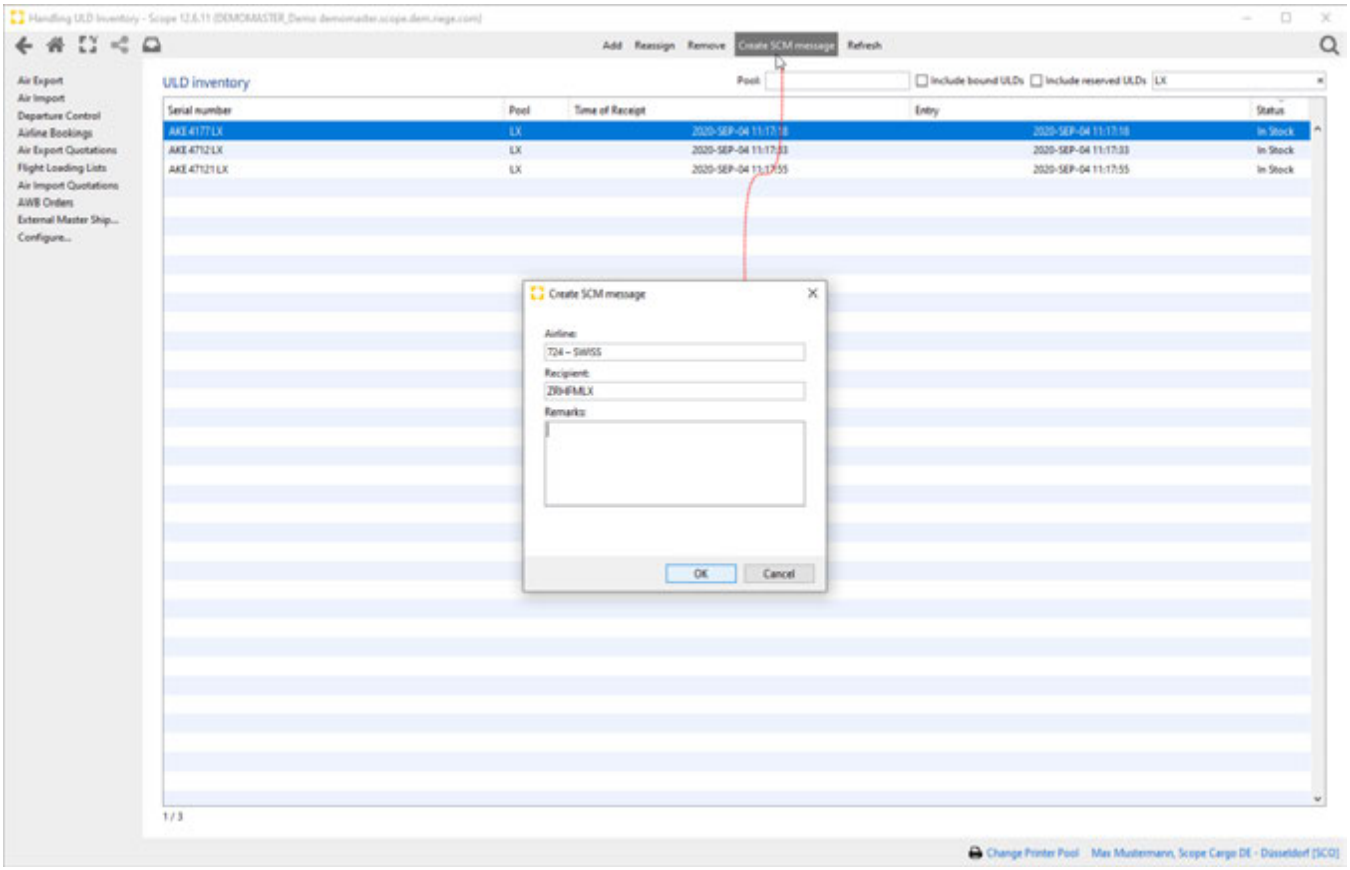

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Import - Workflow - Handling

- Introduction
- Description

Introduction

In this chapter you will learn how to process import handling shipments in the Scope Handling application.

Description

- 1.Truck Offload Import
  - Edit & Add Shipment data
  - Generate RFS Flights
  - Finish Truck Unloading
  - Missing Packages
  - Part Shipment
- 2. Handling Shipments
  - General
  - Transport Orders
  - Print Transport Order
  - Warehouse
  - Deconsolidation
  - Invoices
  - Jobcosting
  - Documents
  - Email
- 3.Take Out
  - Take Out - Handling Shipment
  - Truck-Loading
  - Take Out Part Shipment

1.Truck Offload Import

In the Scope Handing Truck Load/Offloads application, shipments from Truck Offloads and Truck Loads can be processed. The program action *Truck Offload Import* opens the editor *Truck-Unloading Import* where export shipment data can be entered.

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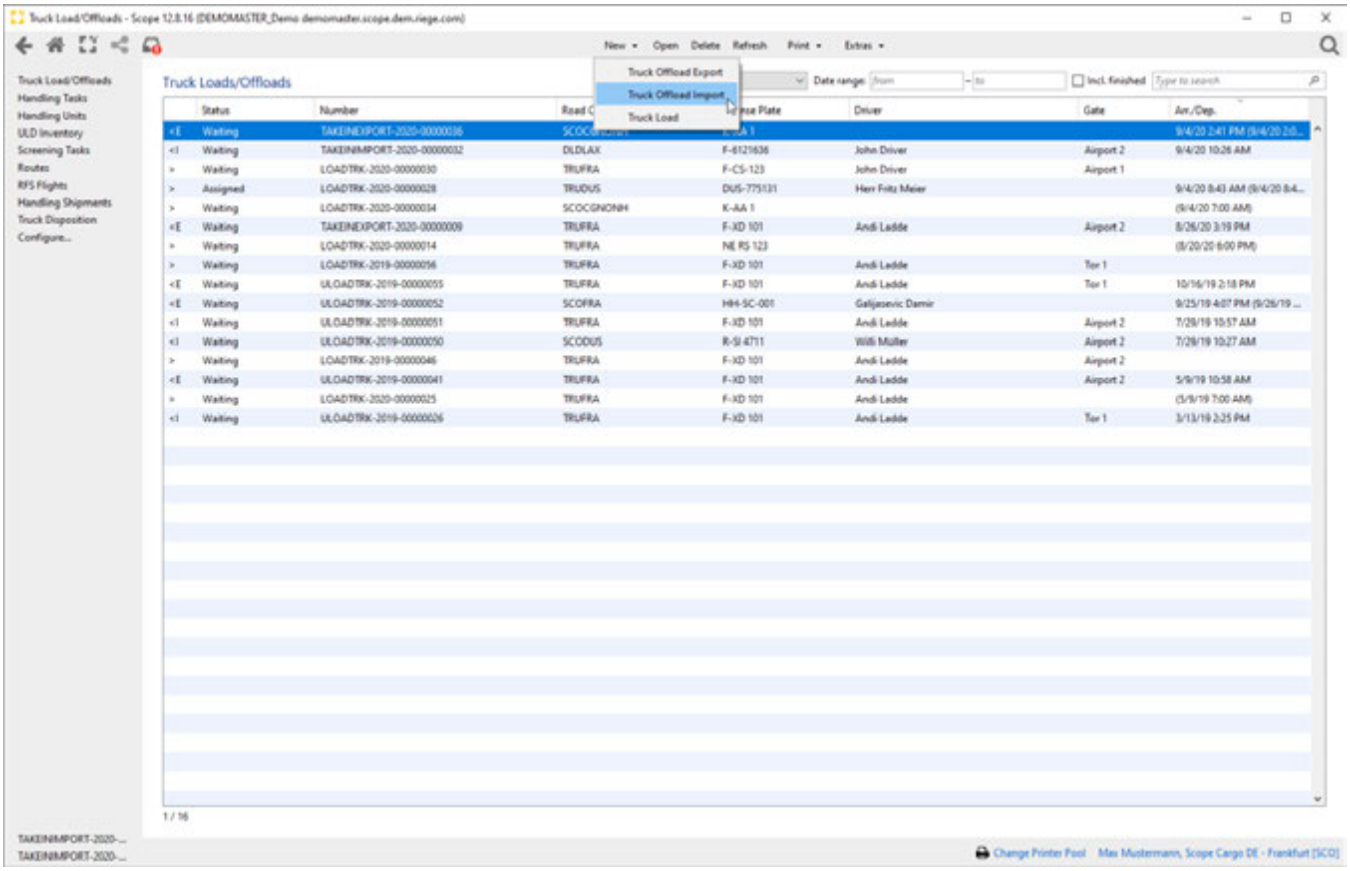

First all mandatory input fields (marked with a red validation of the header data of the *Truck-Unloading Import* editor must be filled, such as information regarding driver identity, etc. .Data regarding the shipment entry can be entered via the button new receipt. There are three possible receipt types. New Shipment (Forwarder), New shipment (Airline).

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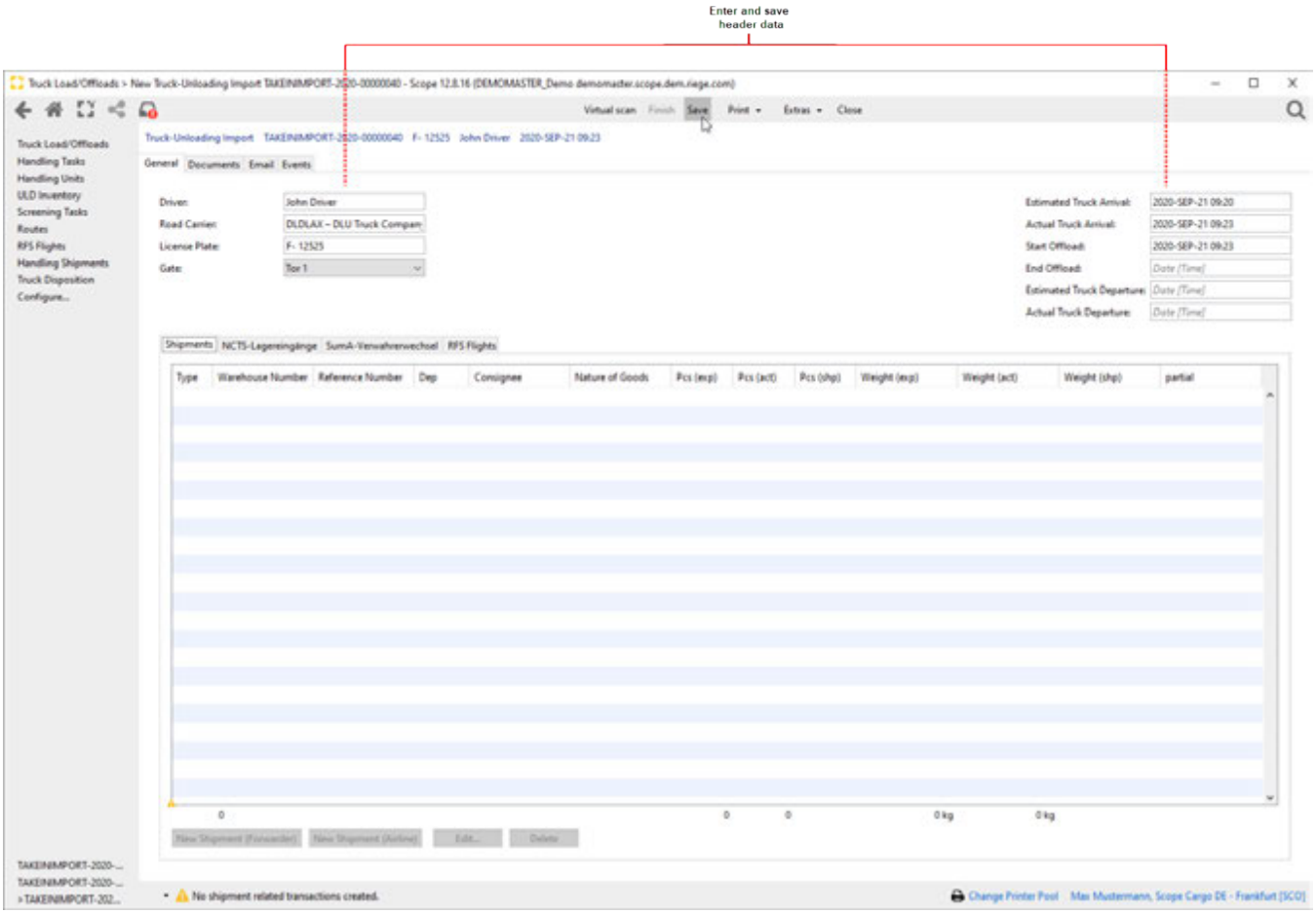

- **Data Entry New Shipment (Forwarder)**

To enter the data for a new Forwarder Shipment entry, use the button *New Shipment (Forwarder).* It opens the input dialog *New Warehouse Entry,* where the customer partner address can be entered. The desired partner may be found with the search field. The drop-down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

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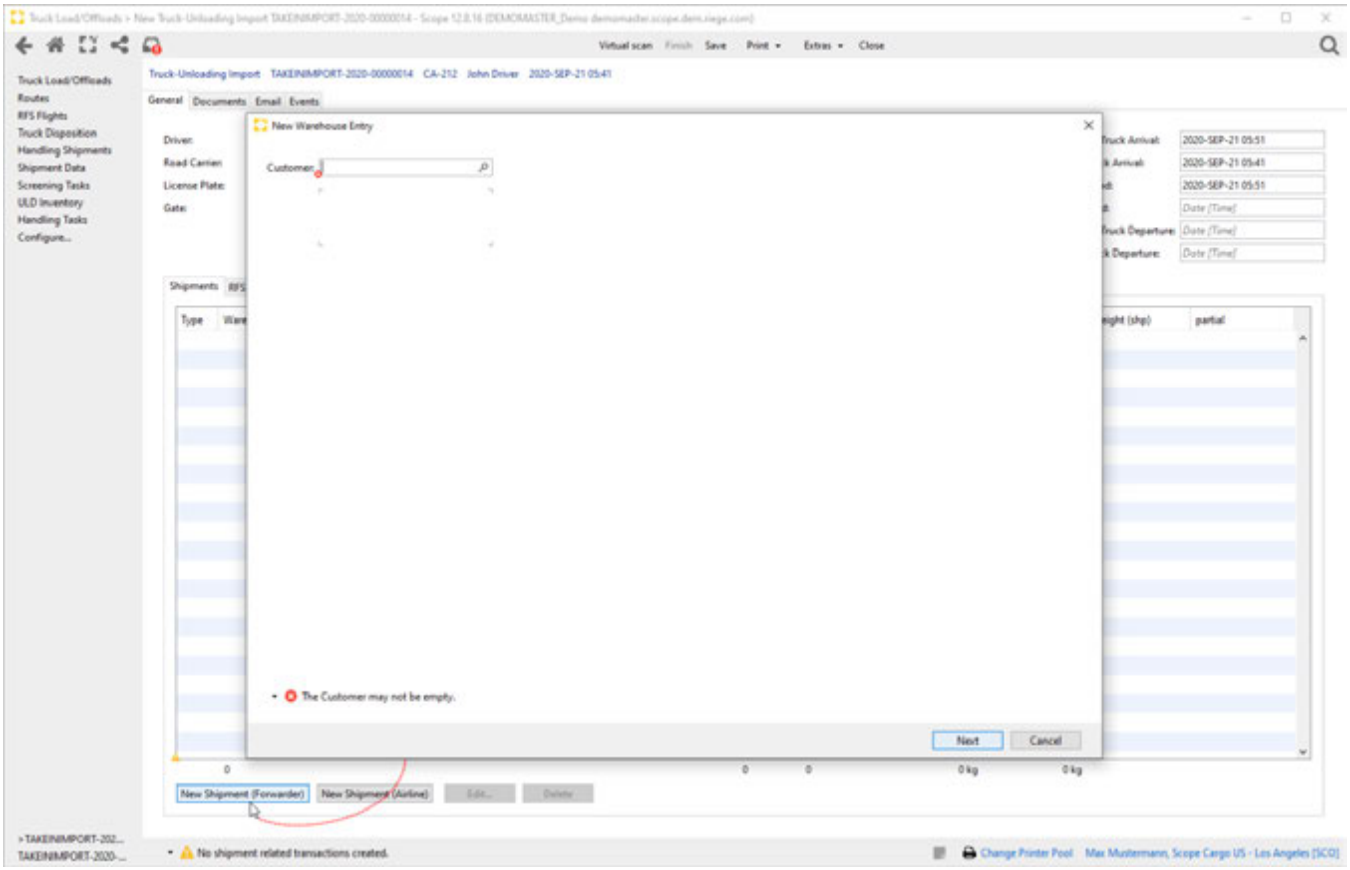
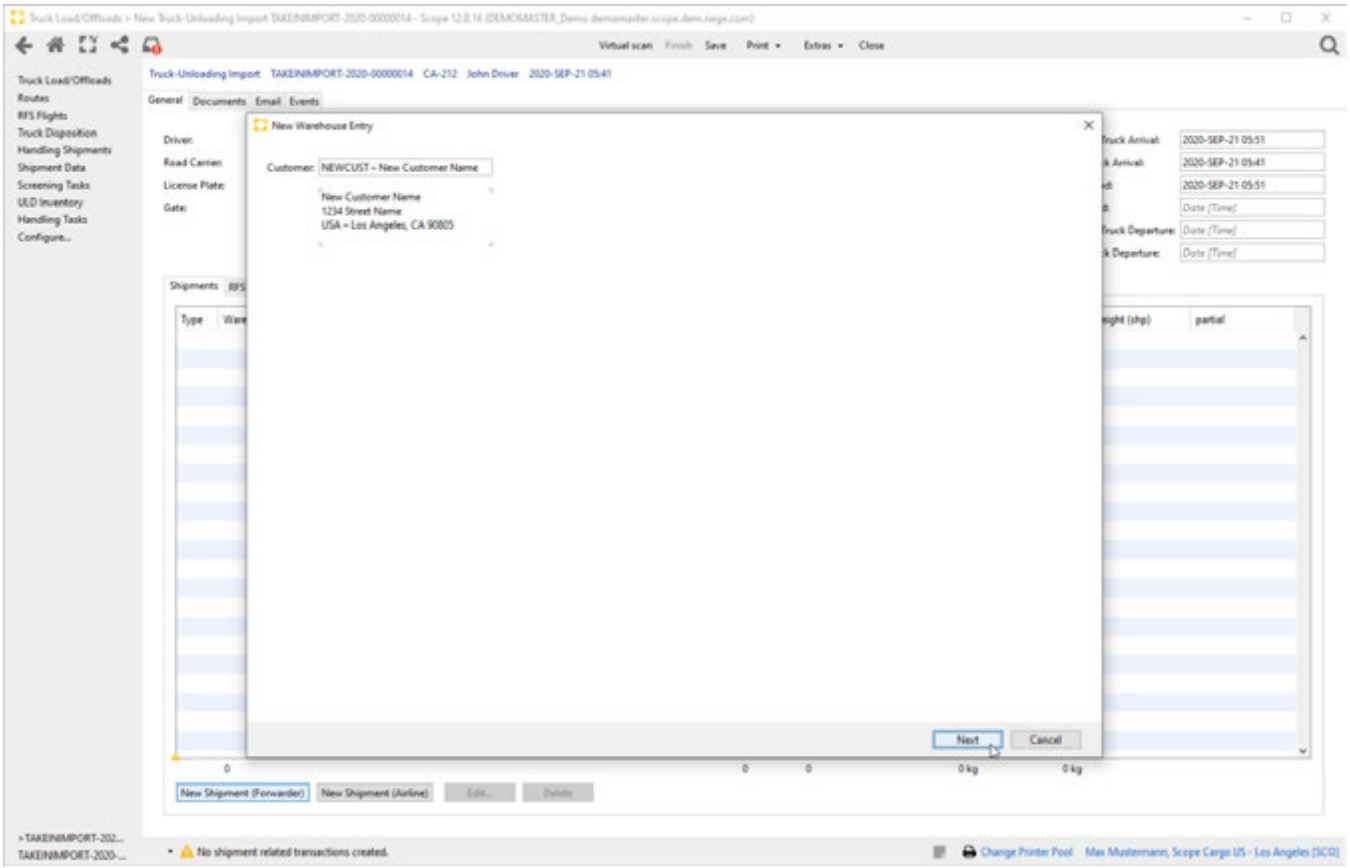


With the button Next data entry can be confirmed and the shipment data can be entered in the editor New Warehouse Entry.



First all mandatory input fields (marked with a red validation) must be filled in the editor. With the button *Finish* data entry can be confirmed.

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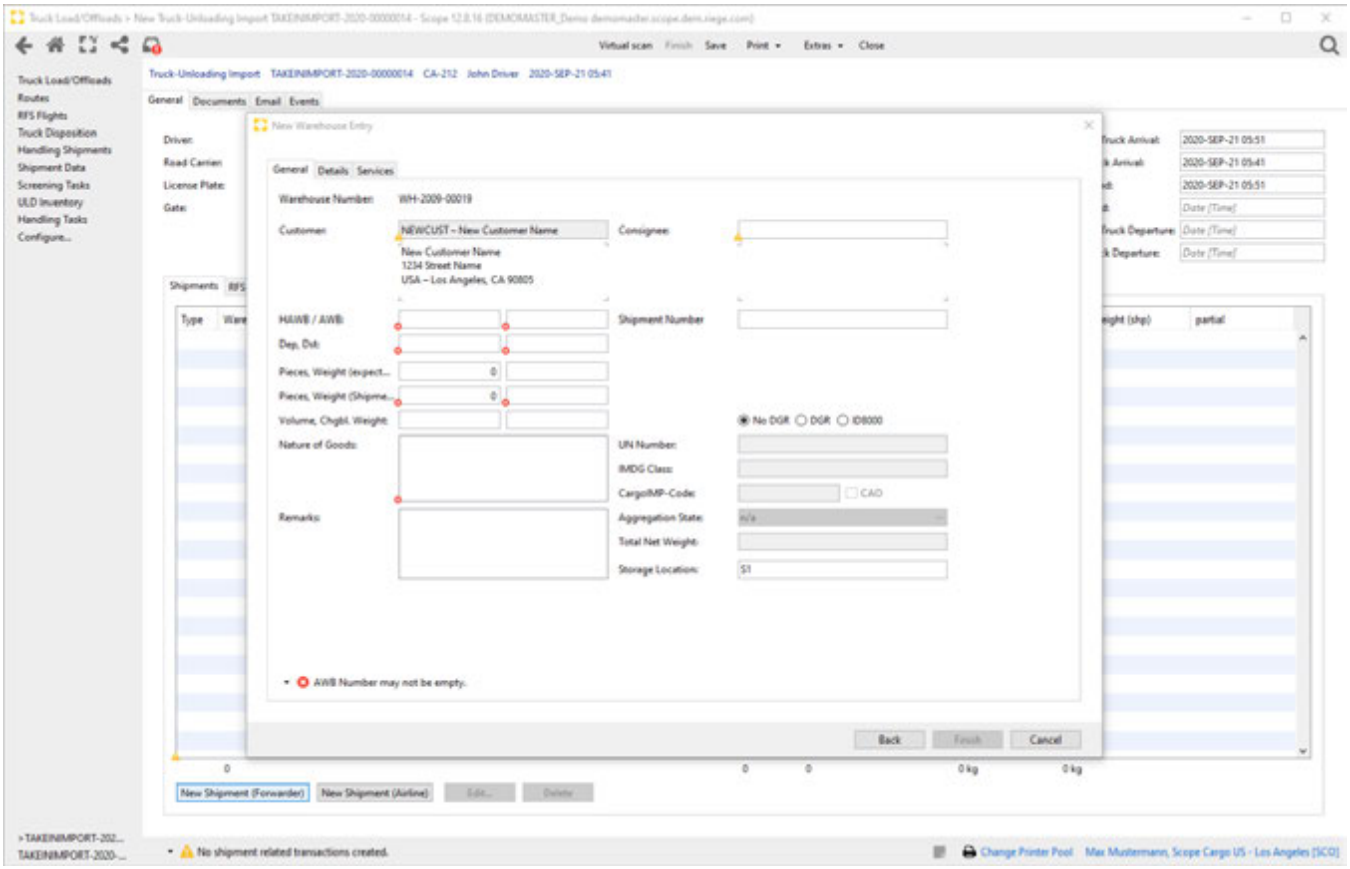

- **Data Entry New Shipment (Airline)**

To enter the data for a new Airline Shipment entry, use the button *New Shipment (Airline)*. It opens the input dialog *Import Receipt (Airline): New Shipment.* First all mandatory input fields (marked with a red validation) must be filled in the editor. With the button *OK* data entry can be confirmed.

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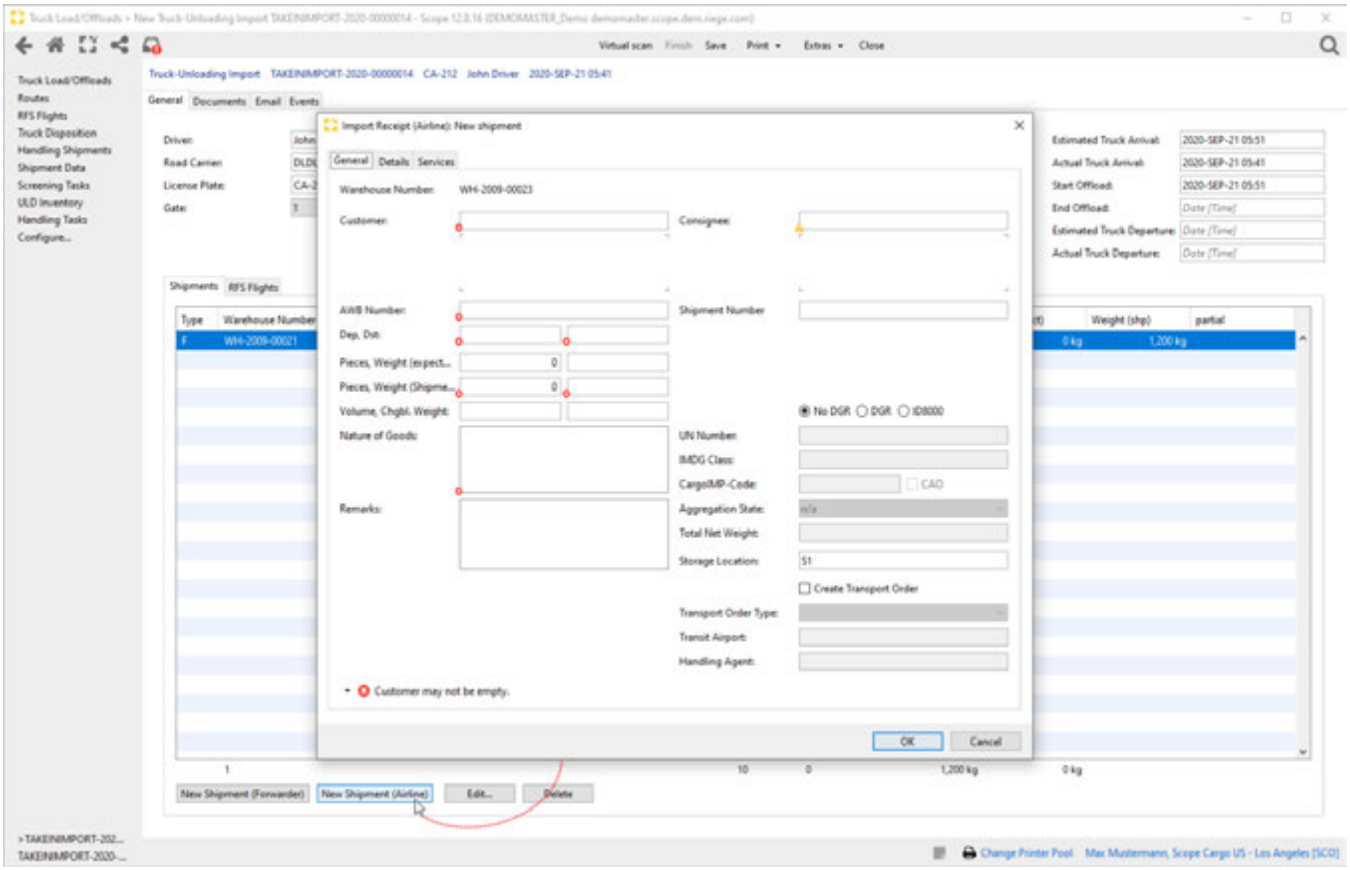

Edit & Add Shipment data

In the Shipments TAB, shipment data can be edited or changed by clicking into the corresponding column (Reference Number, Dep,Consignee,Nature of Goods, Pcs shp, Weight shp).

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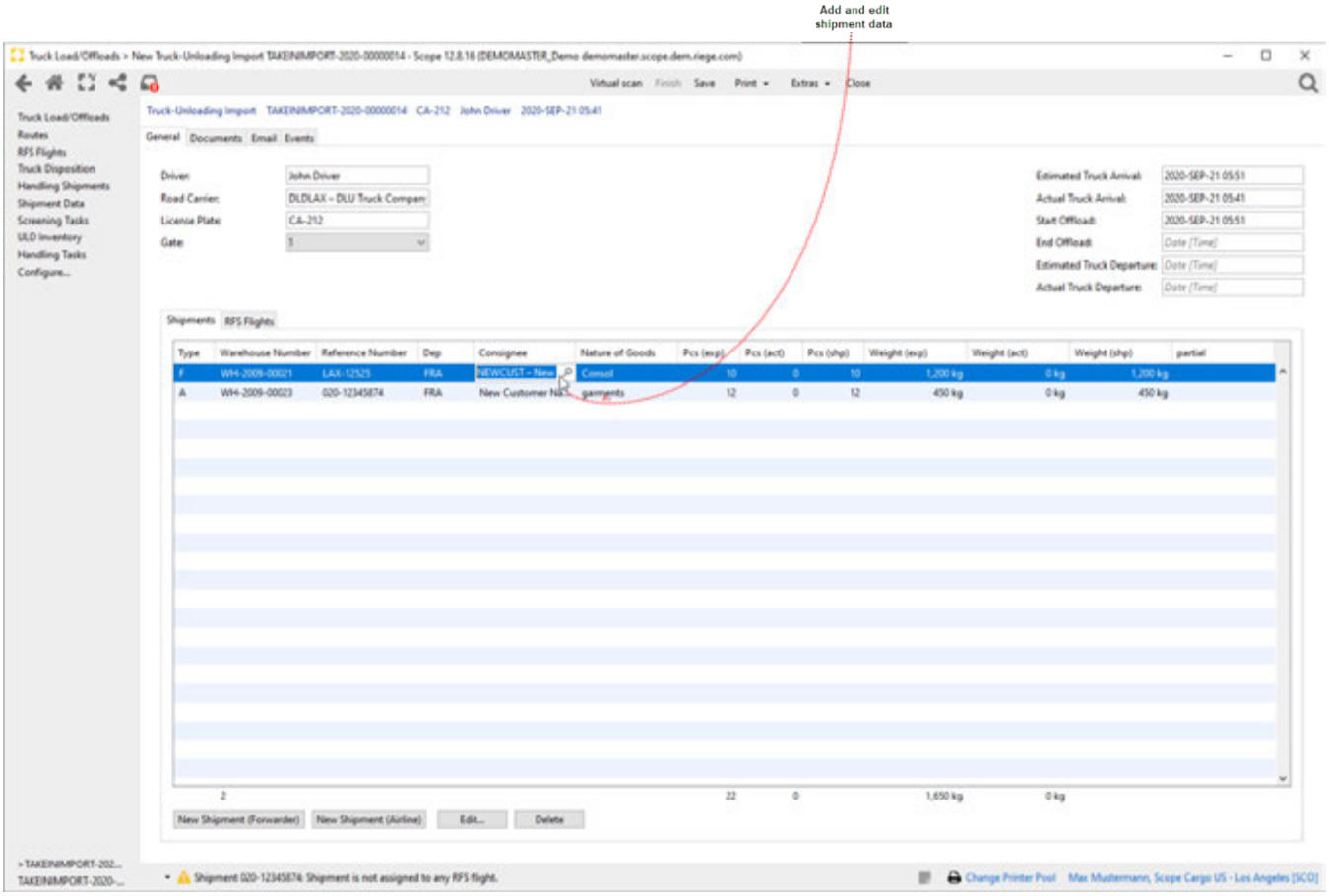

Generate RFS Flights

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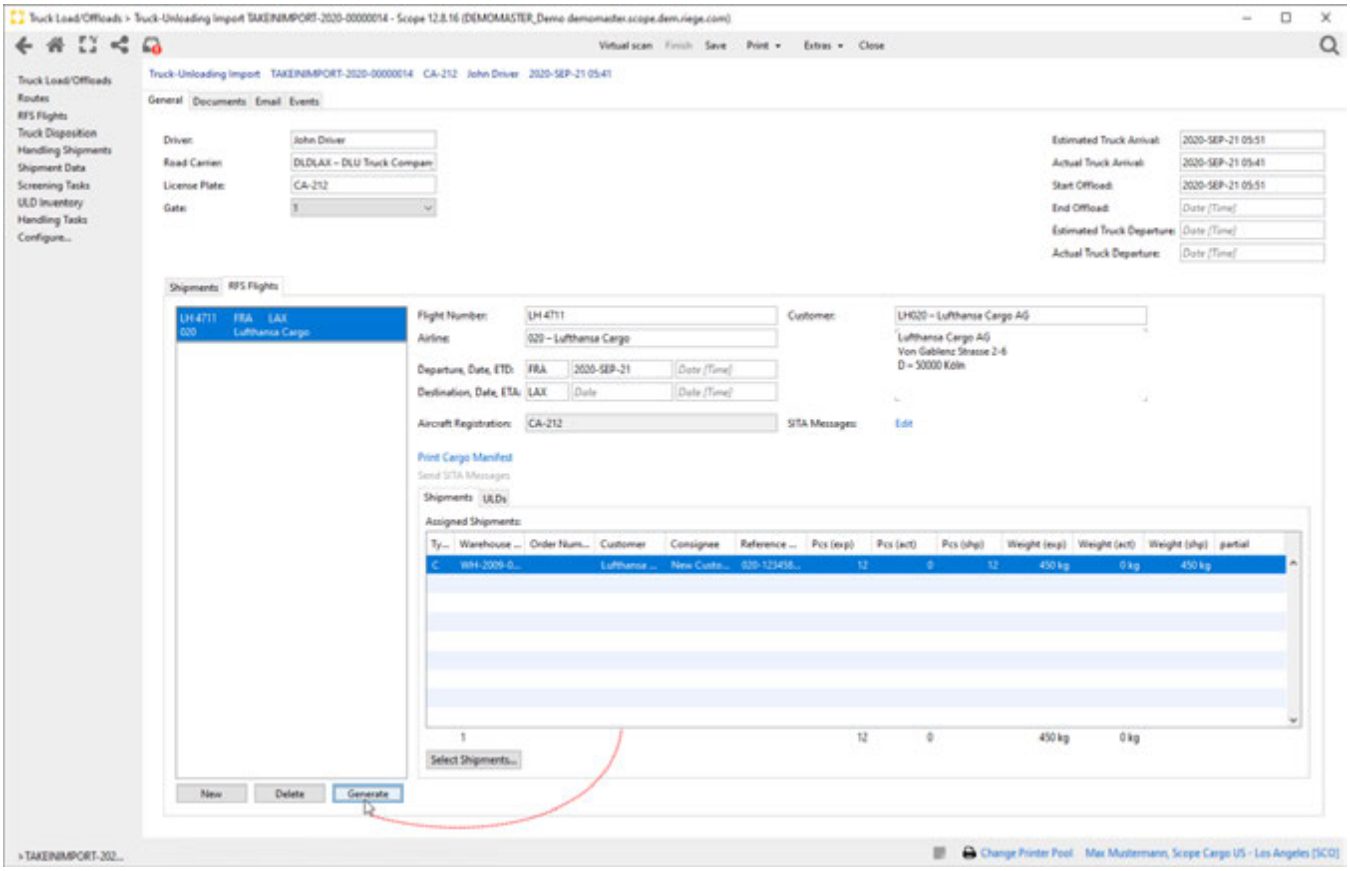
With the RFS flight it can be defined, which SITA messages will be sent to a defined recipient. If the shipment is entered manually, an RFS flight can also be created using "New" and then be added.



Finish Truck Unloading

With the program action *Finish* the Truck Unloading in Scope can be completed. Before the Finish can be done, all data must be checked for correctness. The *Virtual Scan* must be carried out with the corresponding program action. All time Stamps must be entered. Only if all these data are entered, the Finish button will be active. After the Finish is done, the corresponding handling shipments are created in the handling application part Handling Shipments.

> **Attention!**
>
> Important: After the truck unloading has been finished, the number and weight of the booked packages can no longer be changed. If necessary, incorrect shipments must be canceled or incorrectly booked packages must be entered again with an additional Warehouse entry or taken out of the warehouse issuing a Truck-Loading entry.

- **Virtual Scan - Add Time Stamps**

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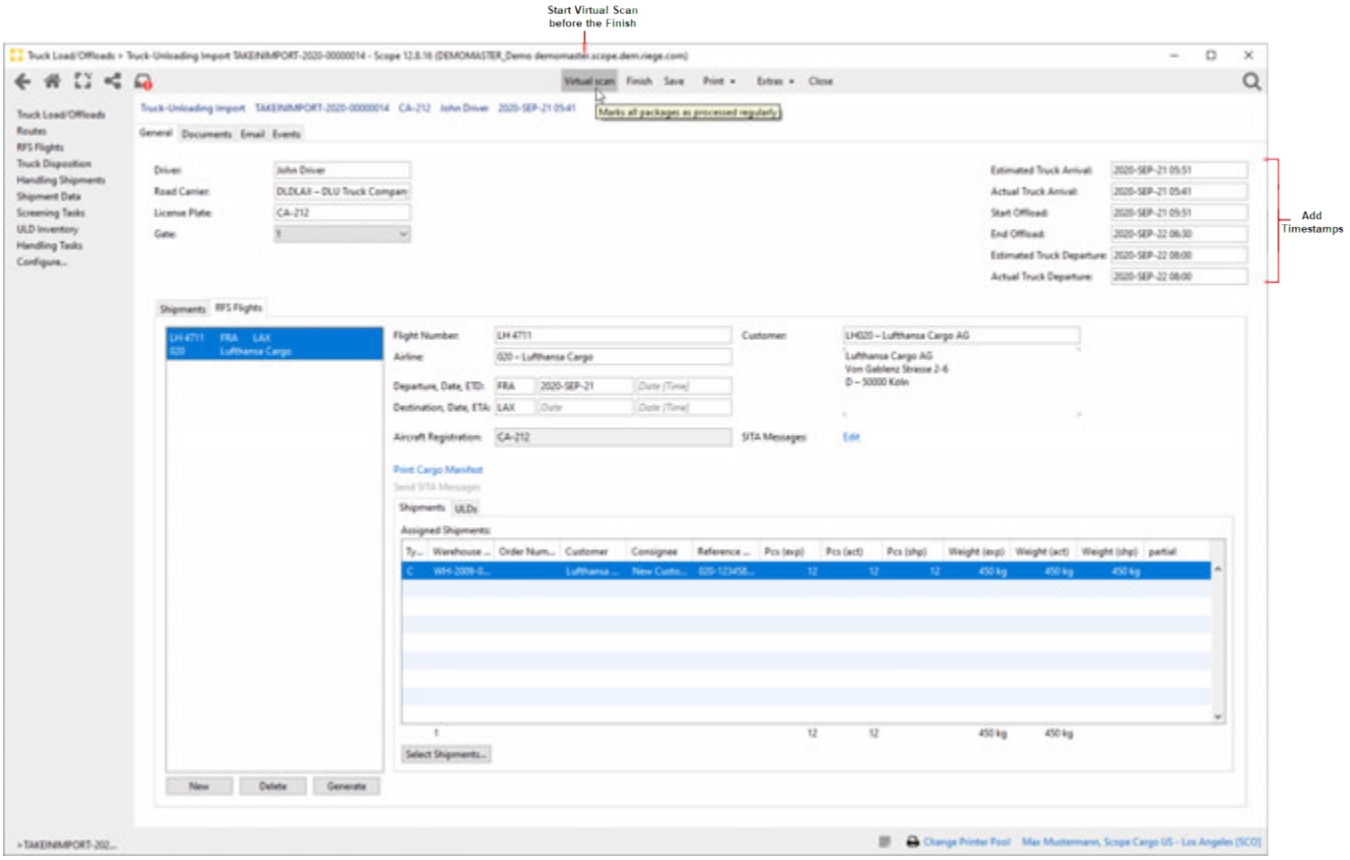
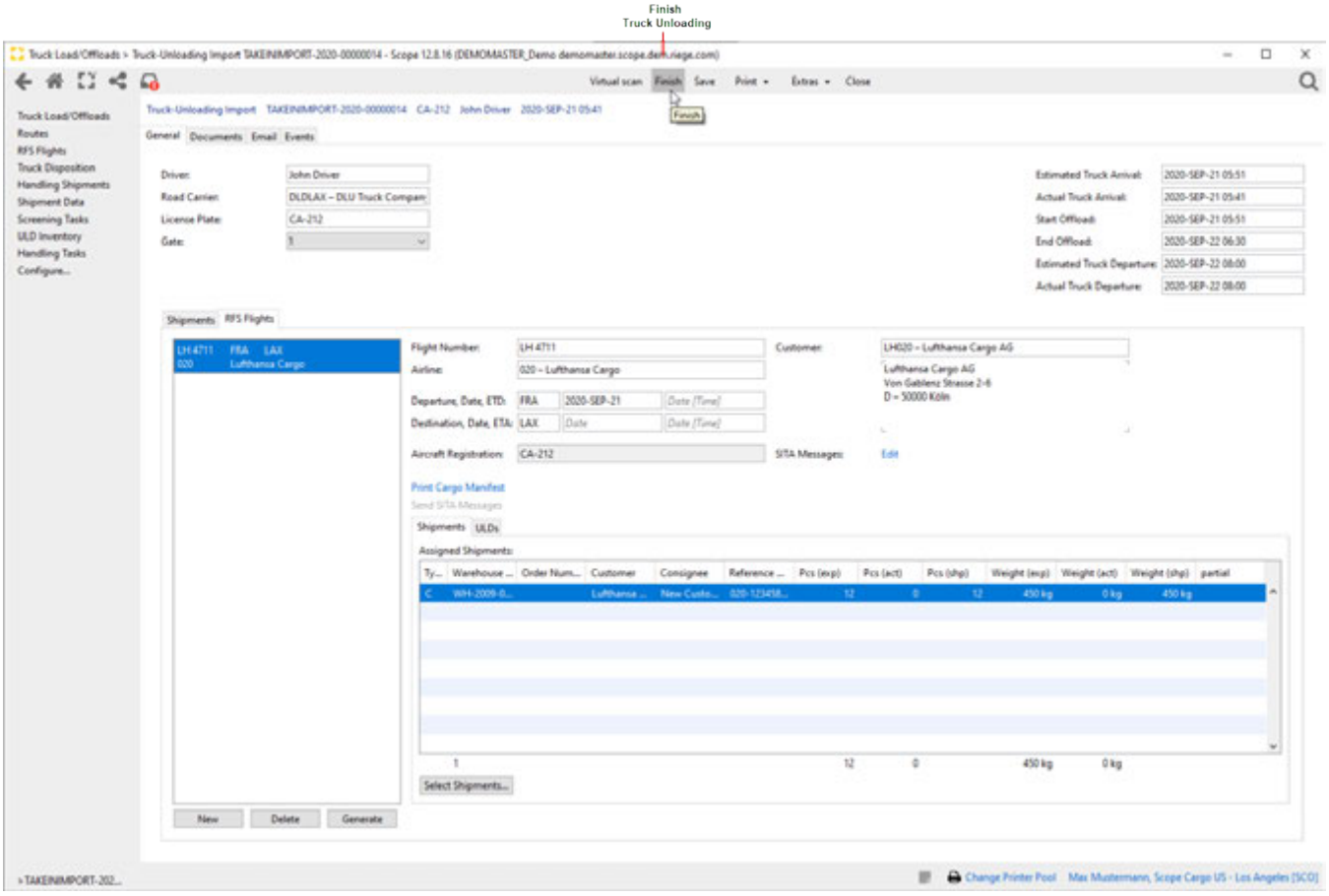


- **Finish**



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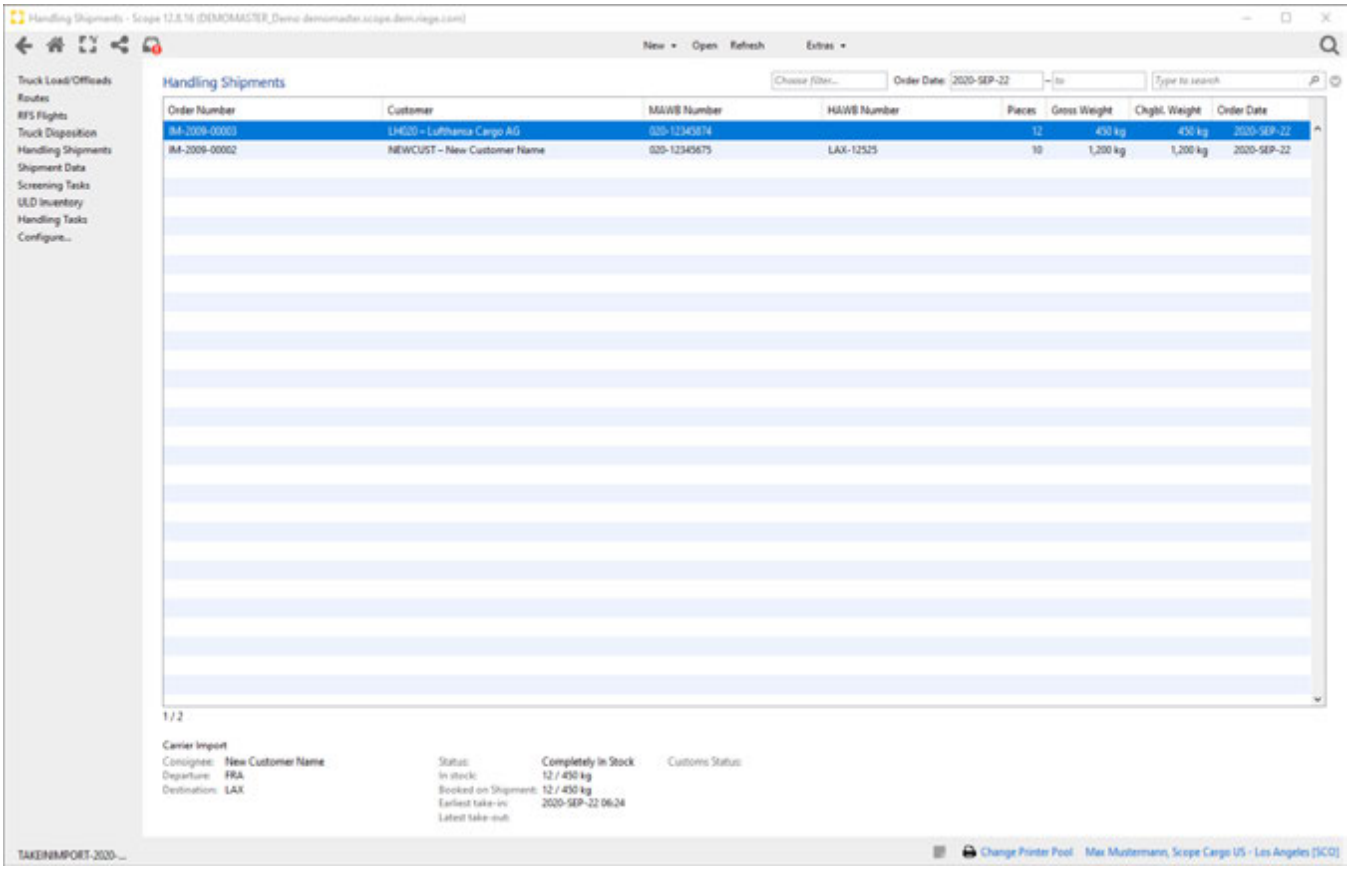
Finish creates Handling Shipments



Missing Packages

If packages are found missing during the truck unloading, the respective shipment data must be edited, and the missing packages can be marked as "expected".

1.Edit Shipment data

With the button *Edit*... the shipment data can be entered.

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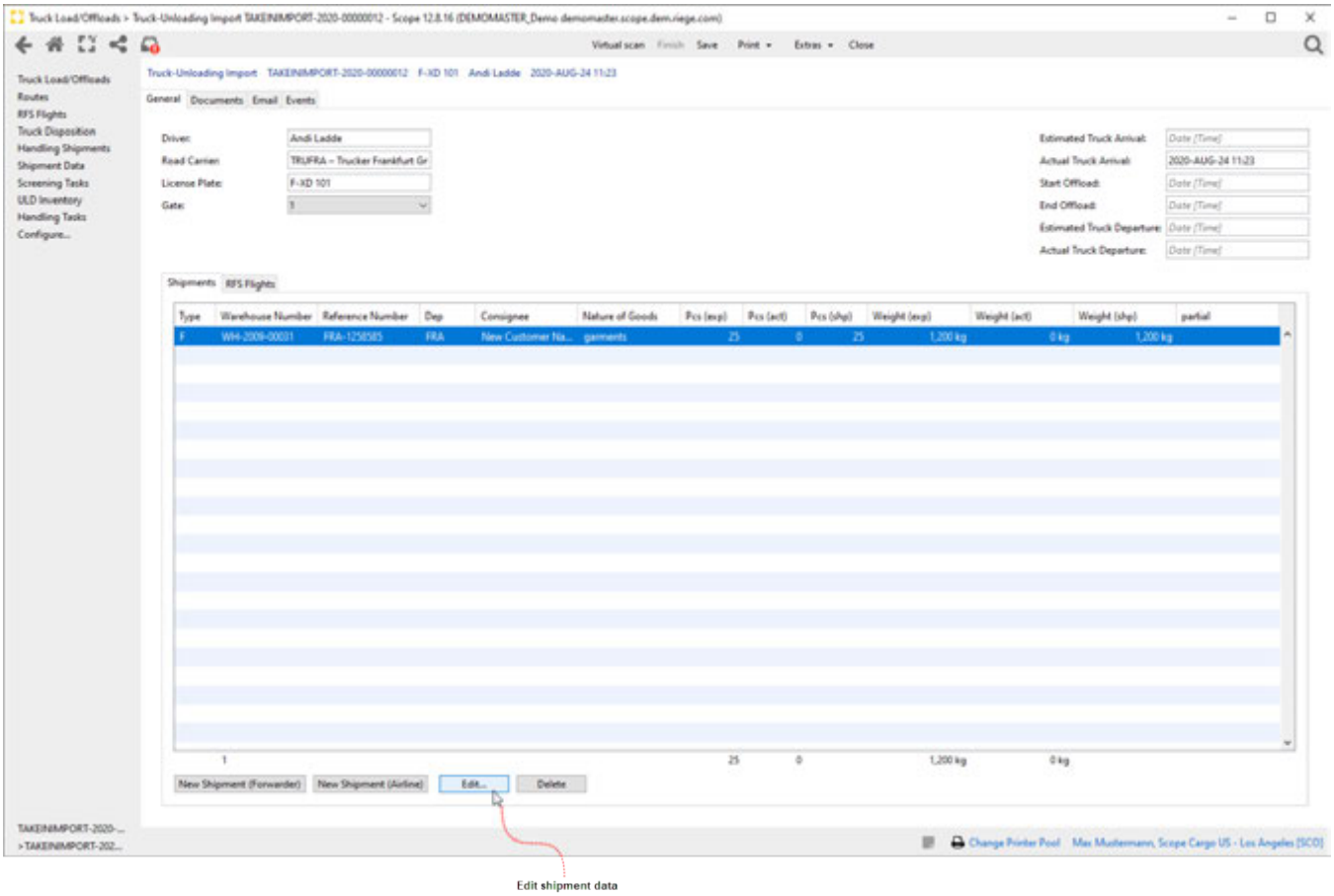

2. Change Status

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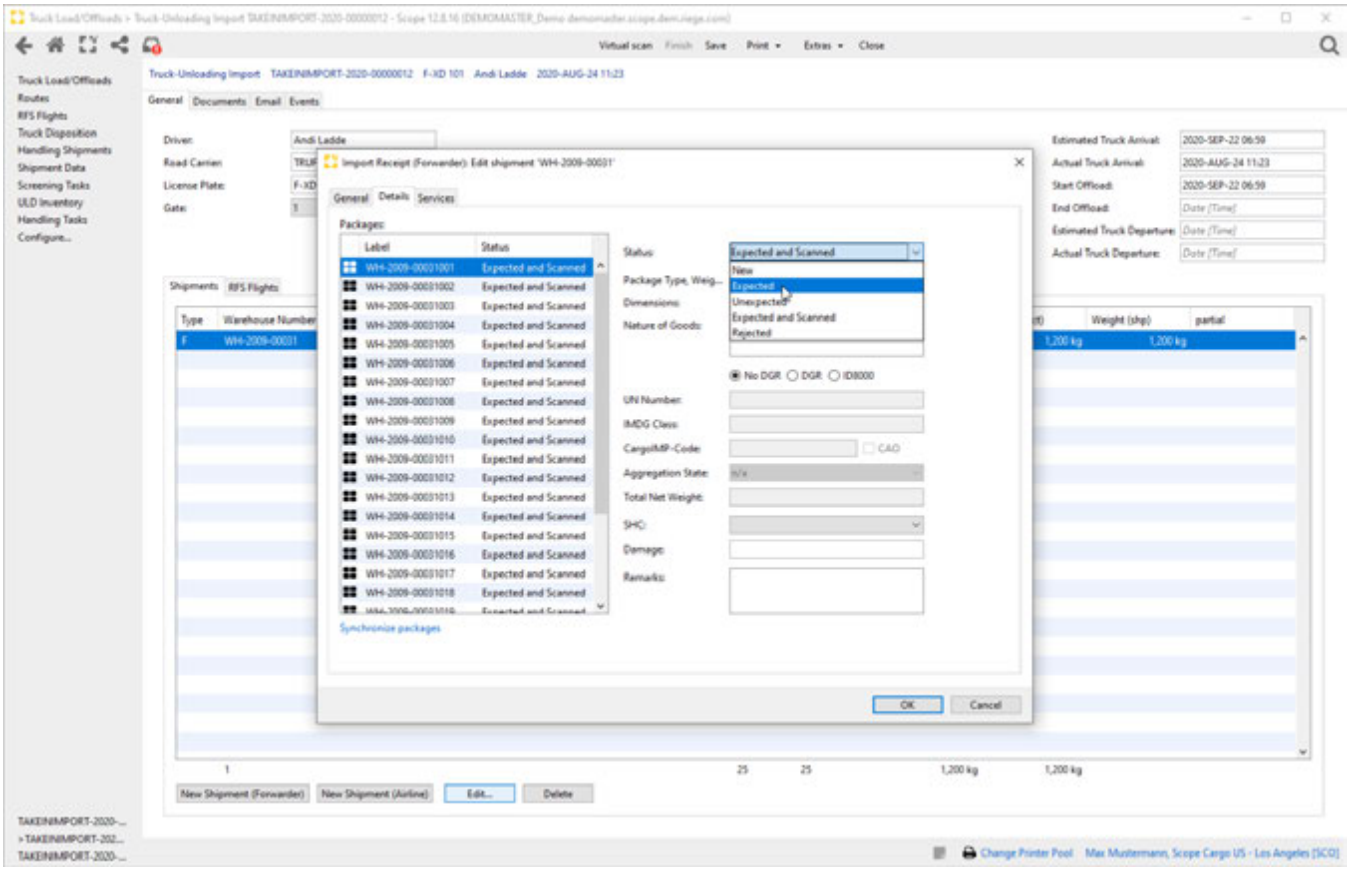
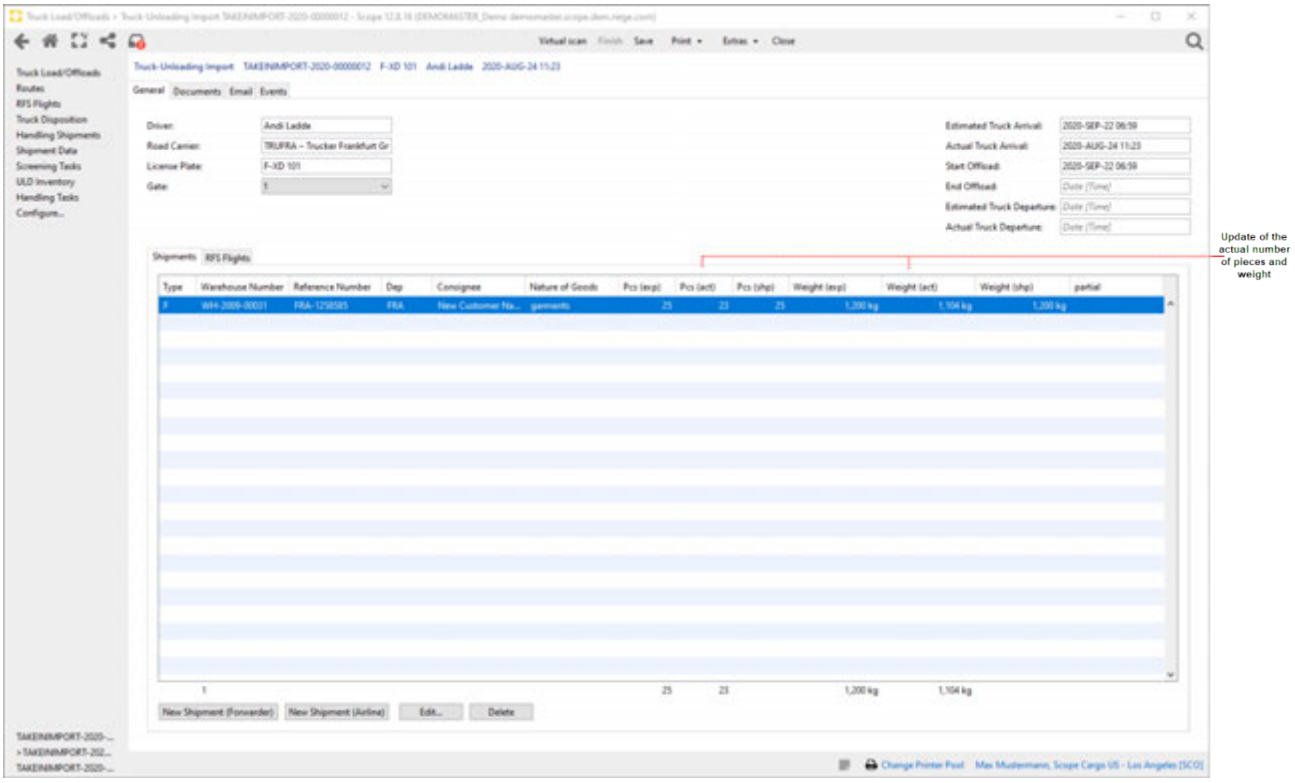
In the Tab Details of the shipment data, the status of the respective packages must be changed from "Expected and Scanned" to status "Expected".



3. Update Pcs and weight (act)

After all missing packages have been recorded, Scope automatically updates the actual number and weight of the pieces in the shipments overview.



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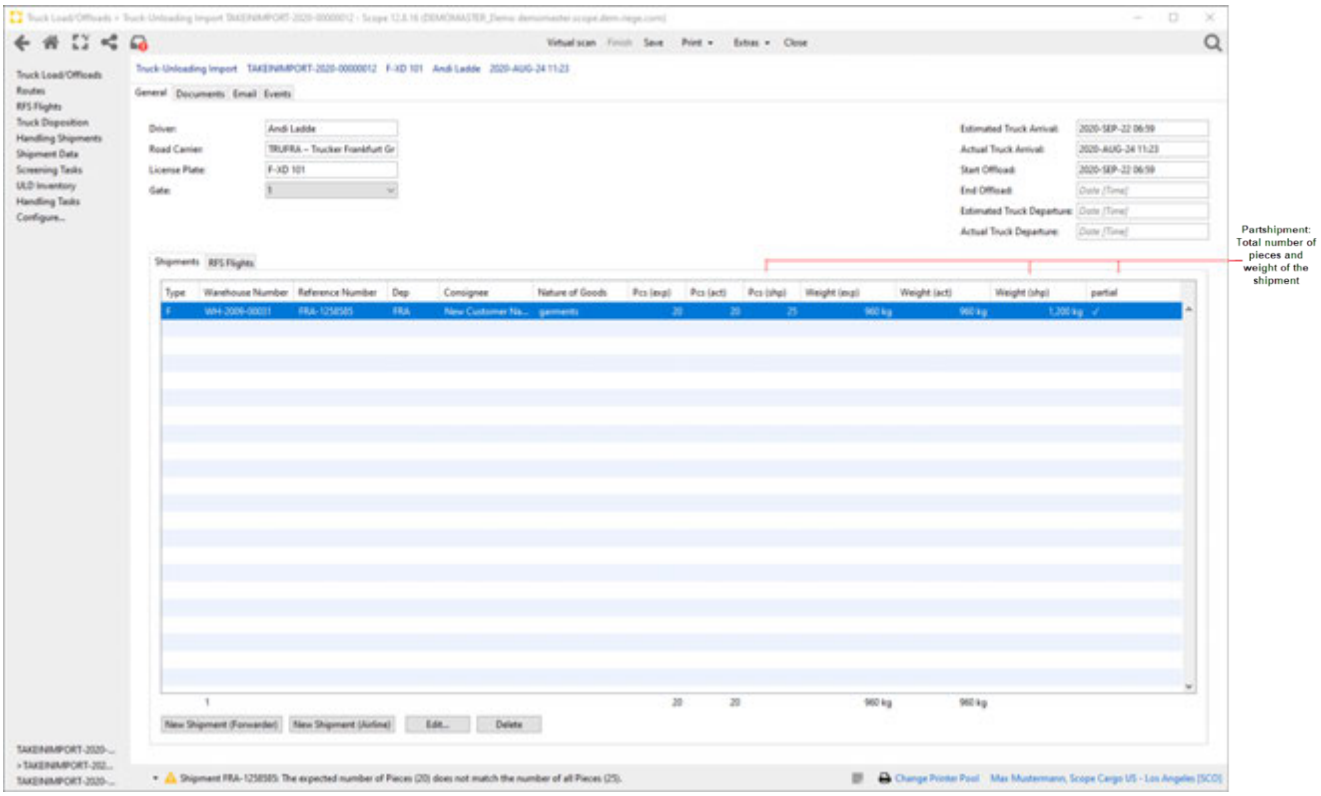
Part Shipment

In the case of a part shipment, the expected total number of packages and weight of the shipment must be entered before the truck is unloaded. With this data entry, all other parts for this shipment will be booked, and the shipment data is automatically preassigned for all subsequent parts of the shipment.



2. Handling Shipments

In the home view all current handling shipments are displayed.

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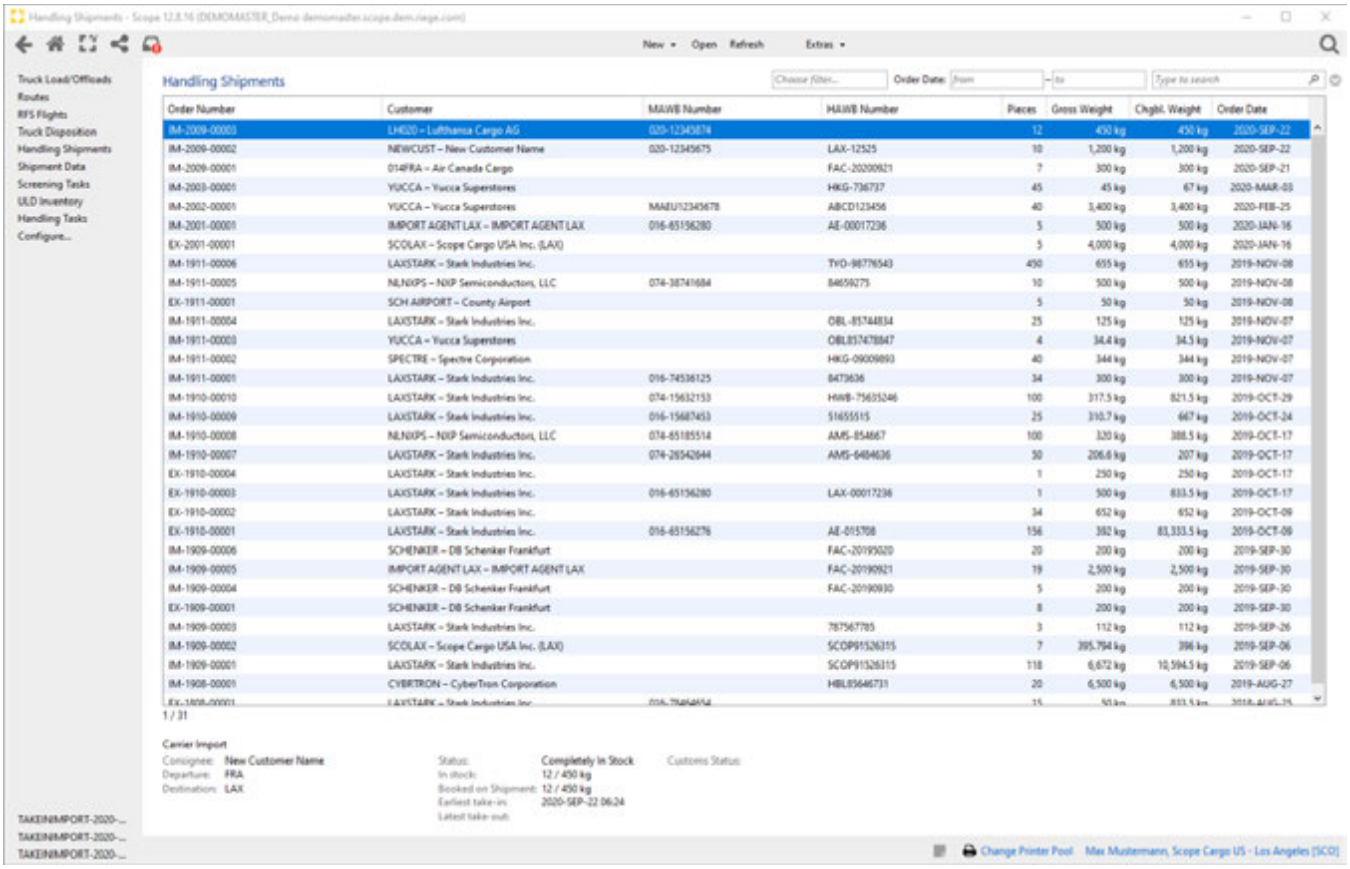

General

The General tab of the handling shipment shows all recorded handling shipment data. Additional information such as the customs status, reference numbers or additional services can be added here. Once additional services have been added here, they will be automatically included in the invoicing.

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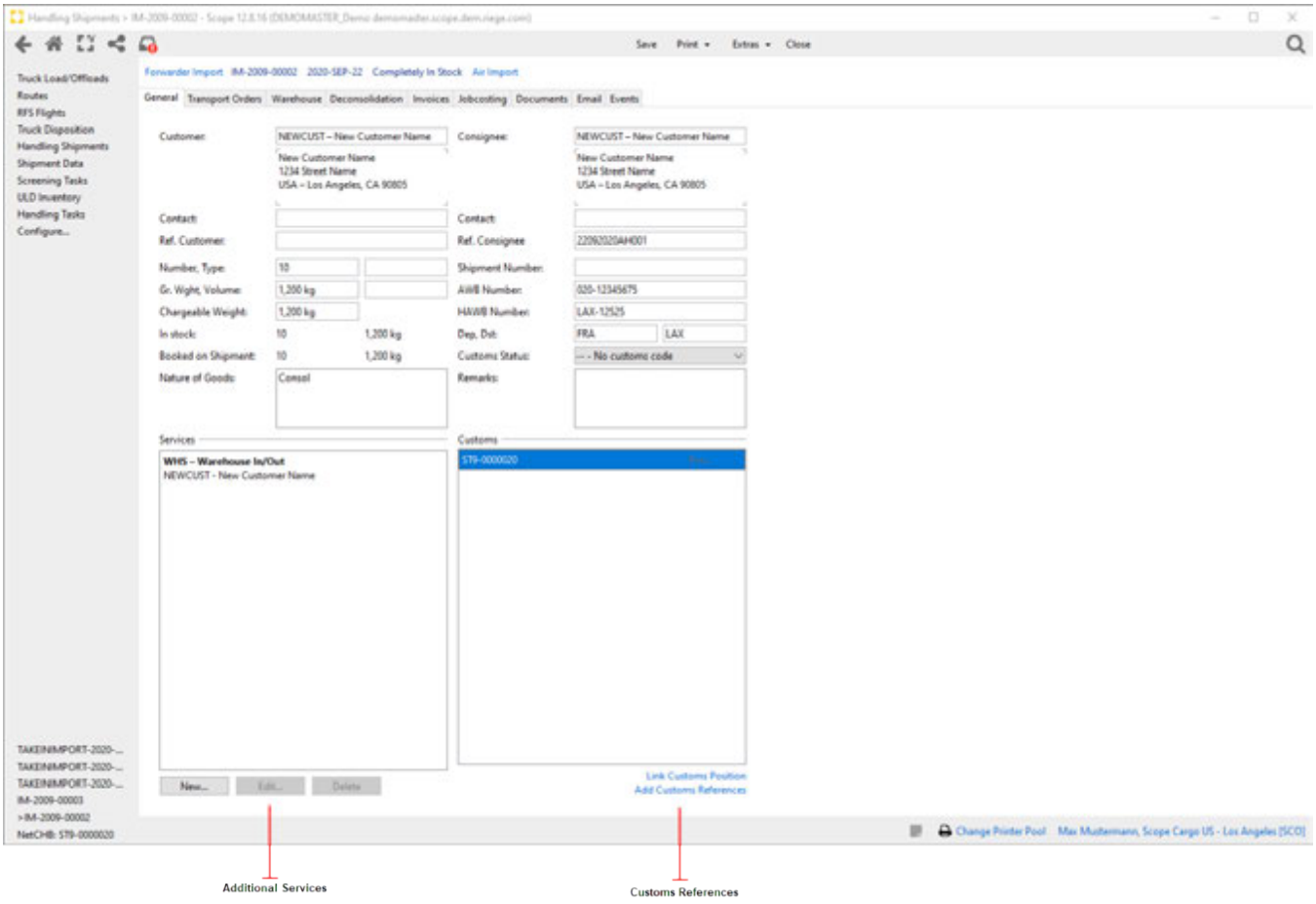

Transport Orders

In the Tab *Transport orders* of the handling shipment, new transport orders can be directly entered, printed and subsequently be scheduled on a Route.

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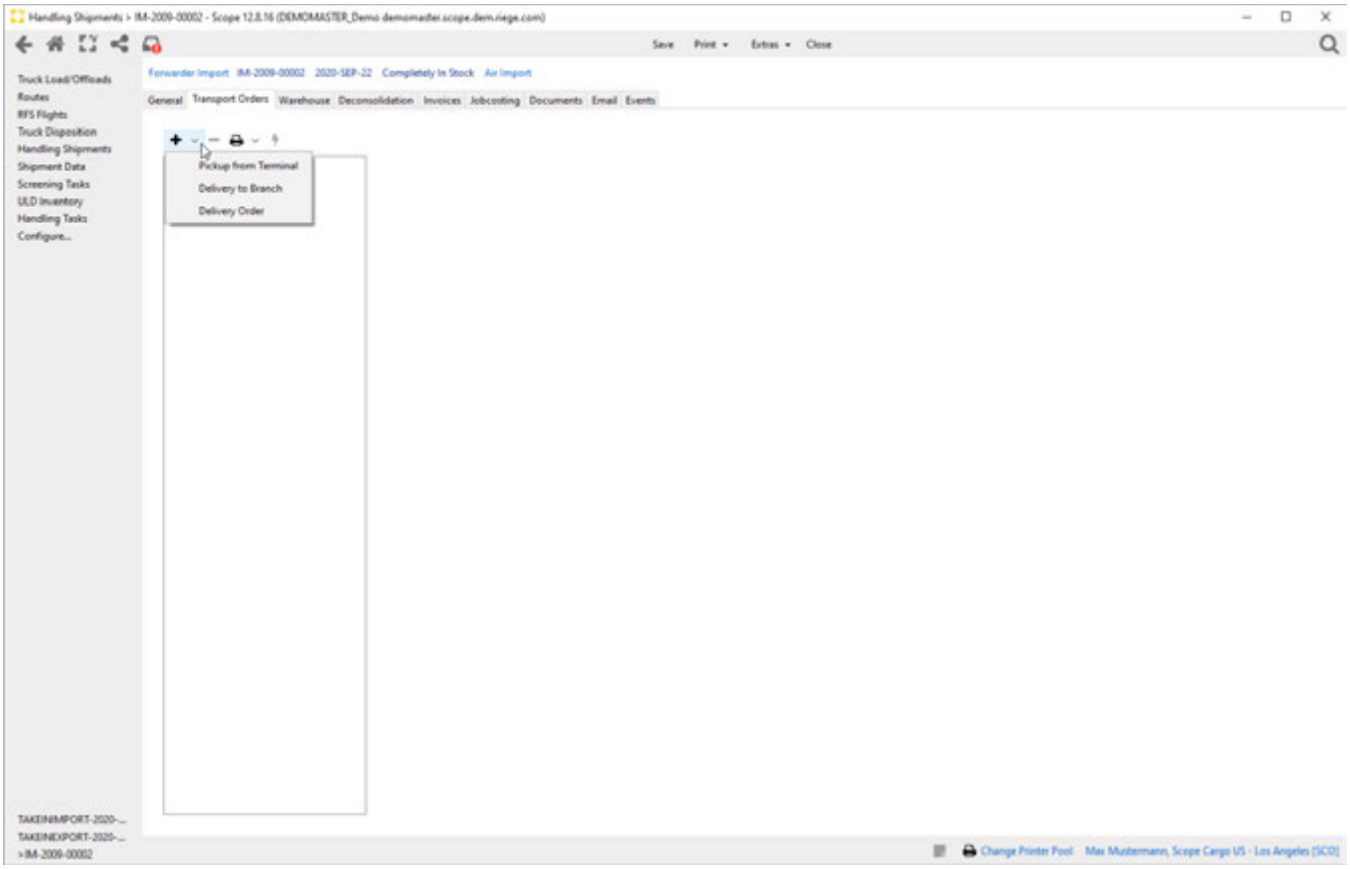

Attention!

The transport order only appears in the Truck Disposition of the Handling Module, if the haulier recorded is its own branch.

Print Transport Order

For the documentary processing of the handling shipment, a printout of the transport order can be made by using the "Print" symbol shown in the transport order overview. In addition to the transport order also a CMR waybill can be printed here. Usually there is no additional data input or information required for this action, as all data from the existing handling shipment will be used for the creation of the printout.

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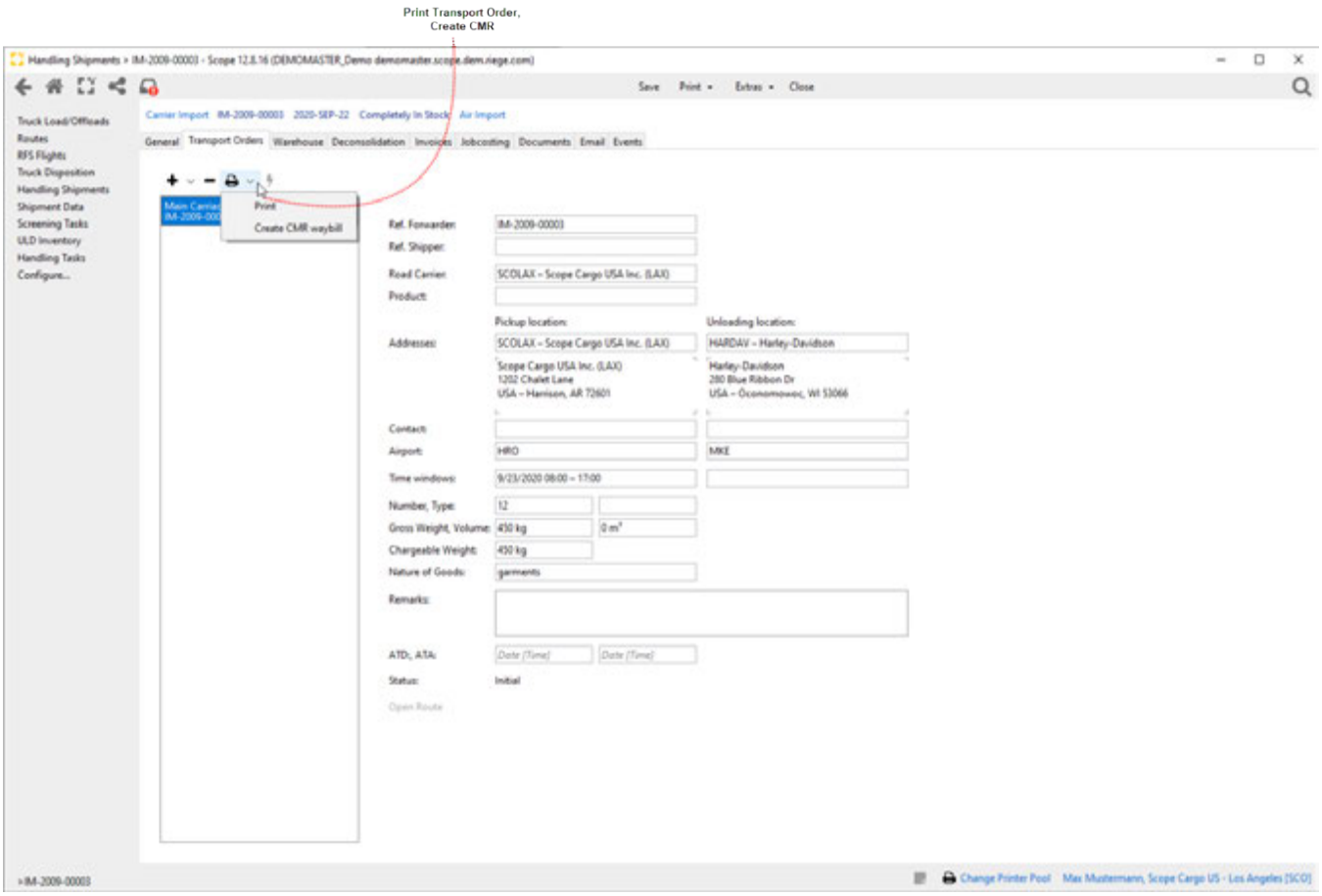

Warehouse

In the Warehouse Tab all inventory booking can be traced. It is shown exactly when the shipment was taken in and out of the warehouse. The storage fee is calculated on the basis of the storage days calculated there.

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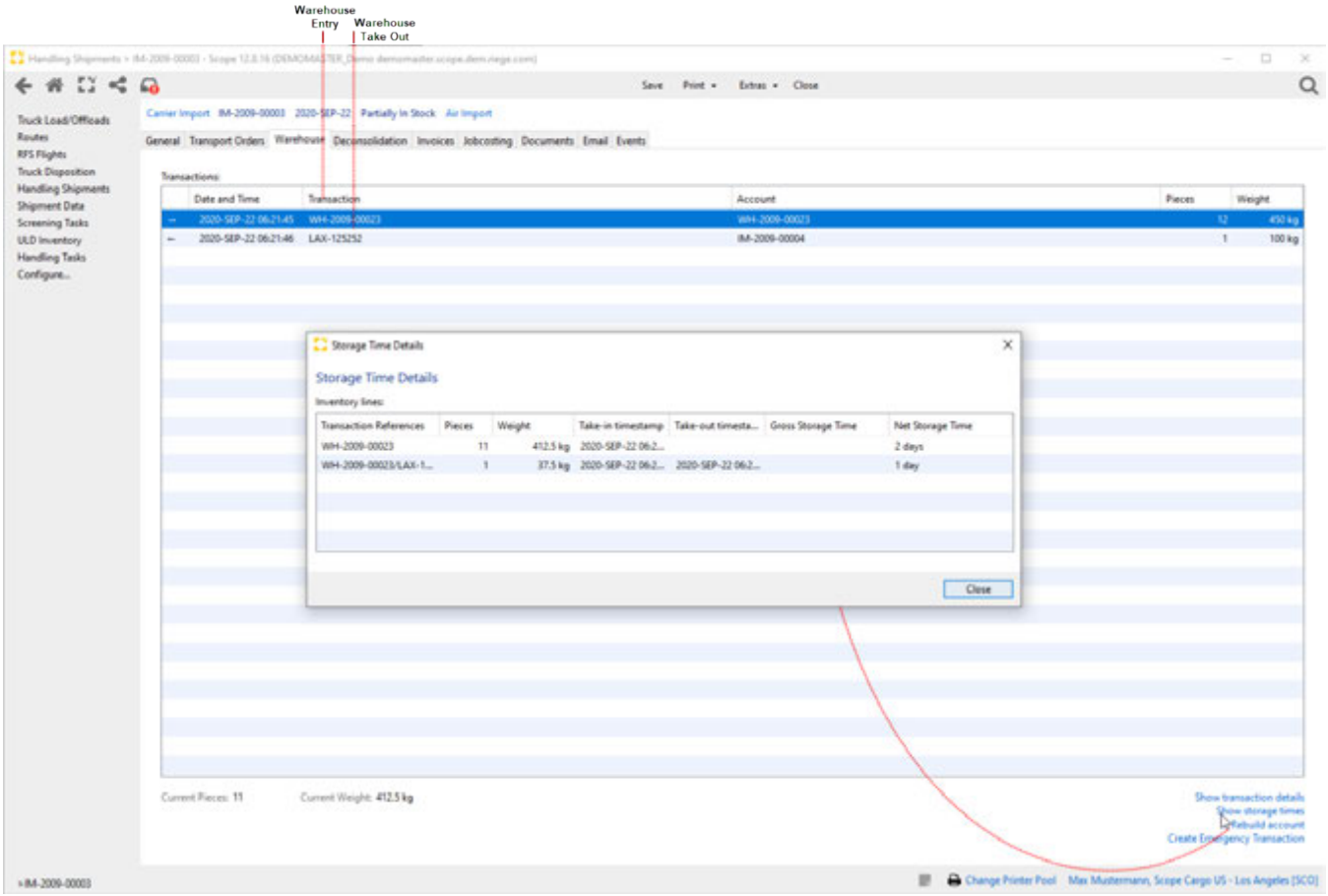

Deconsolidation

In case a Deconsolidation on the shipment must be done, the data of the house shipments can be entered by clicking on the button *ADD*.

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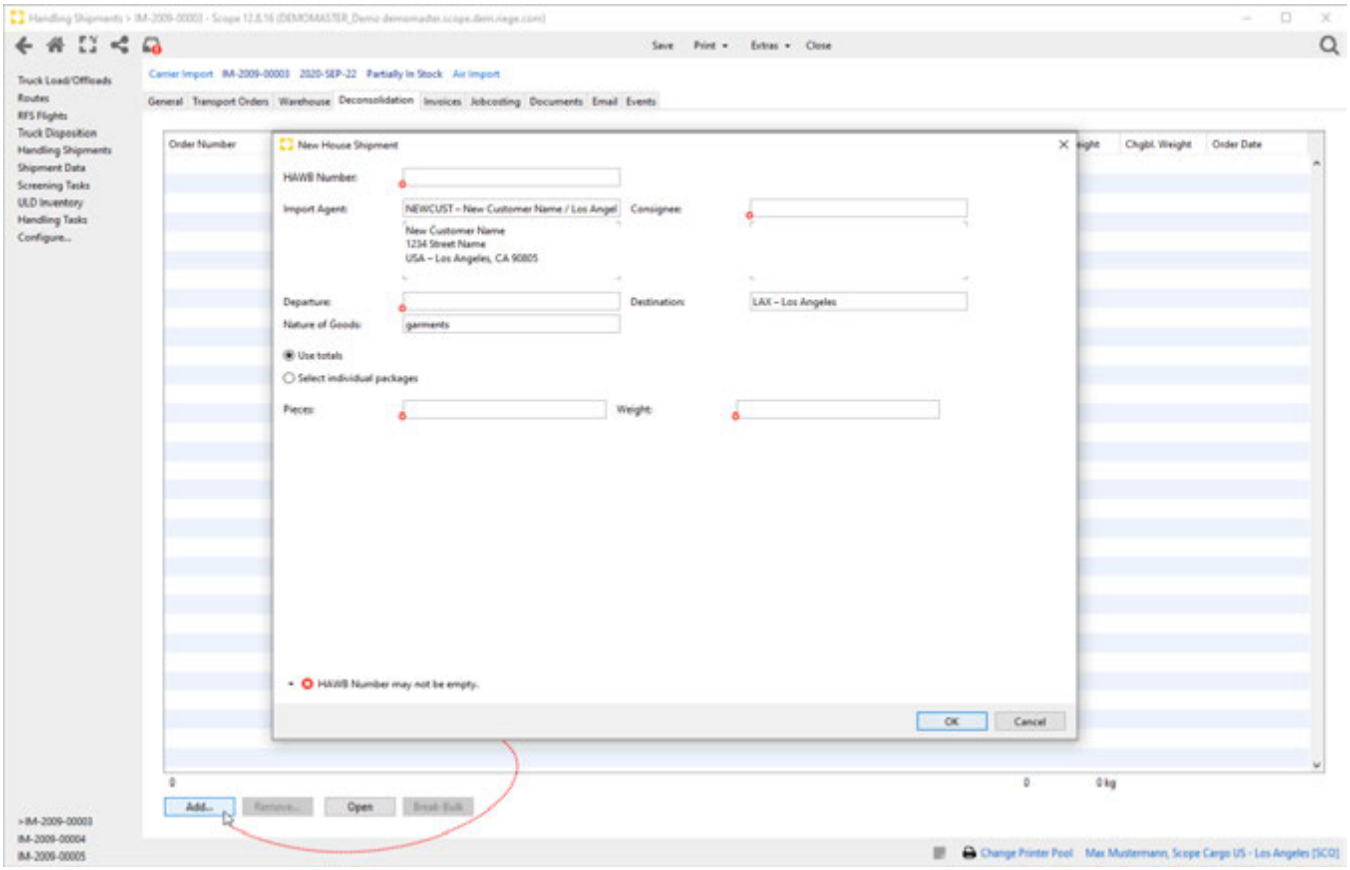
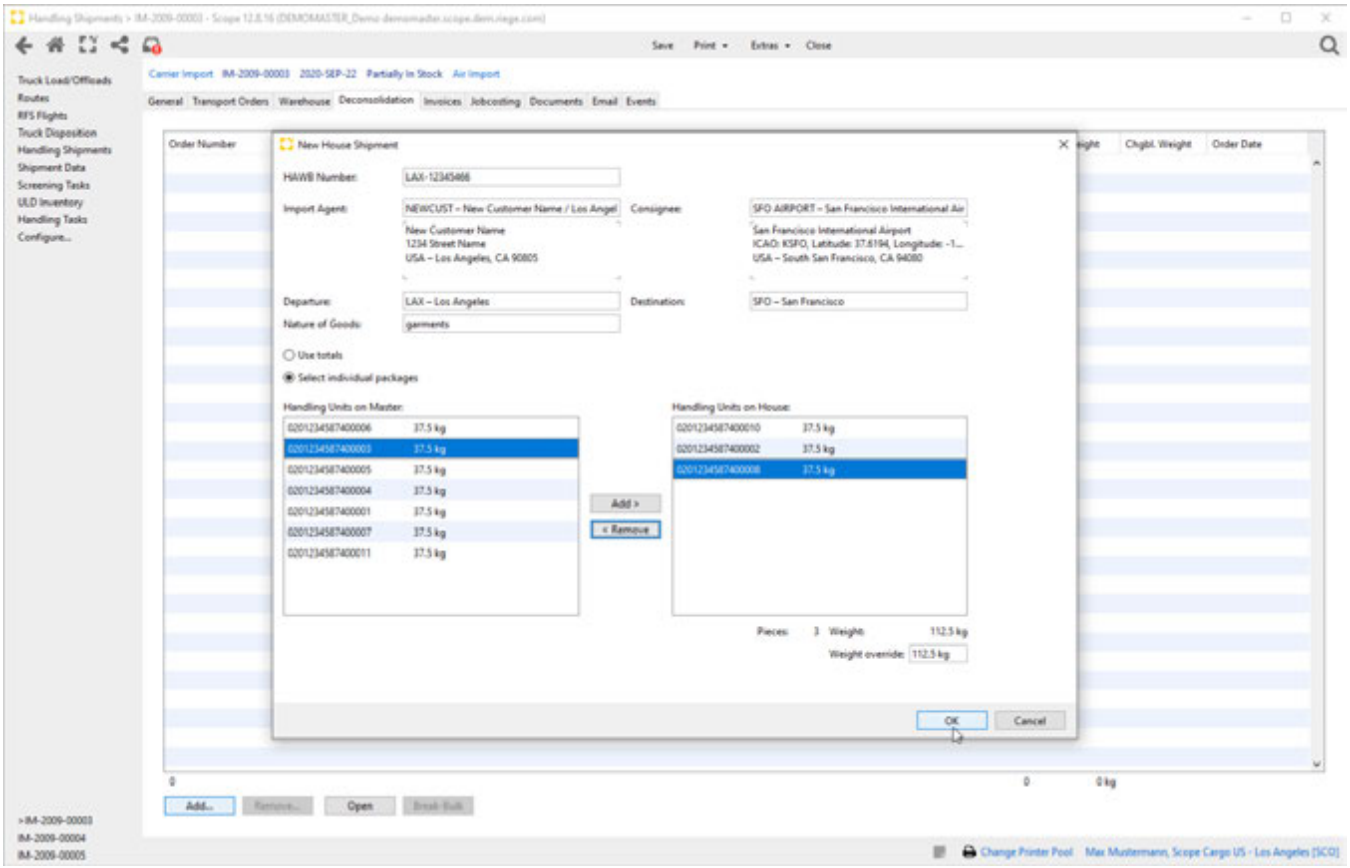


Data entry can be confirmed with button *OK*.



As soon as the Deconsolidation is finished, the shipment status changes to Completed.

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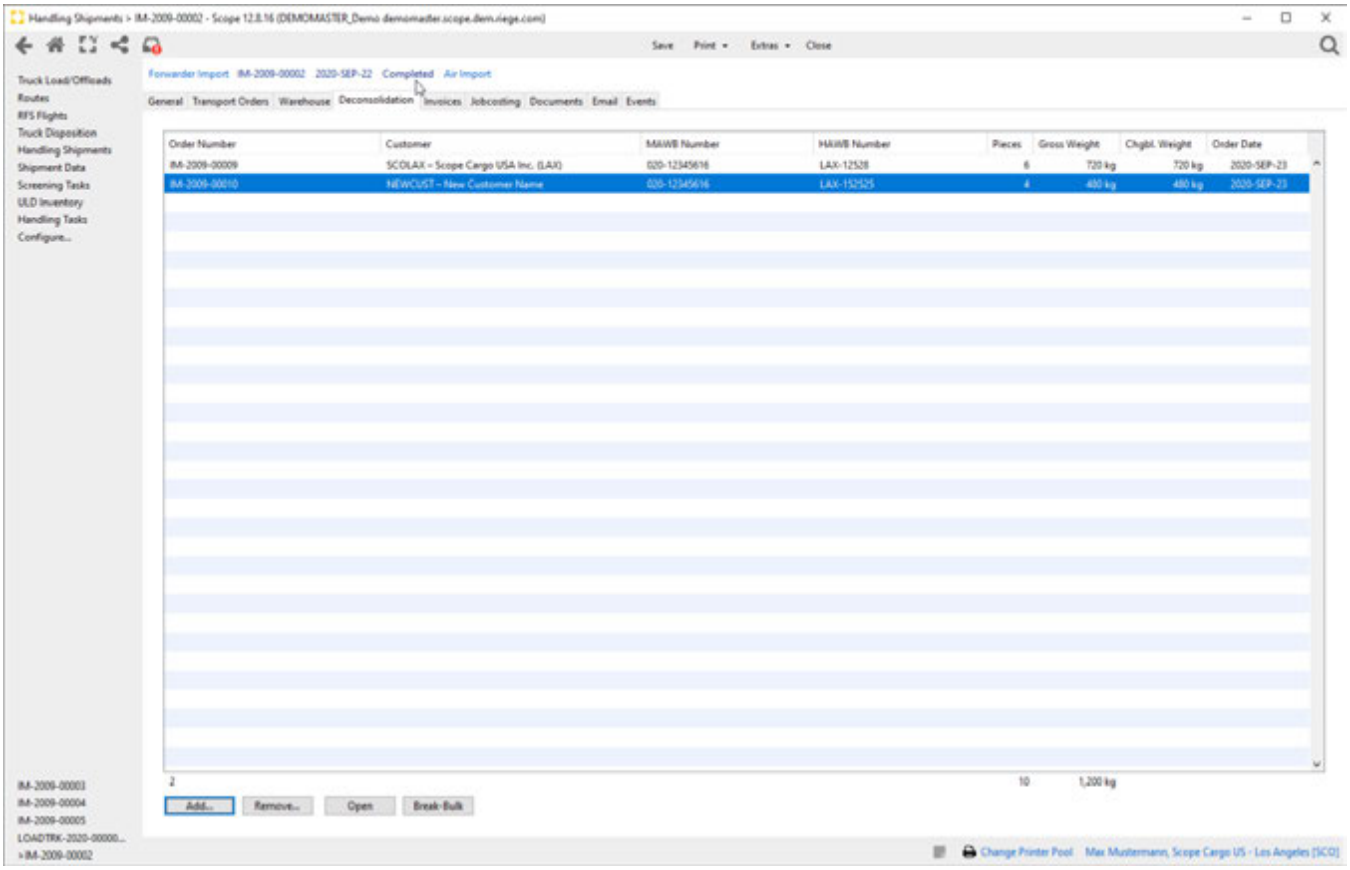
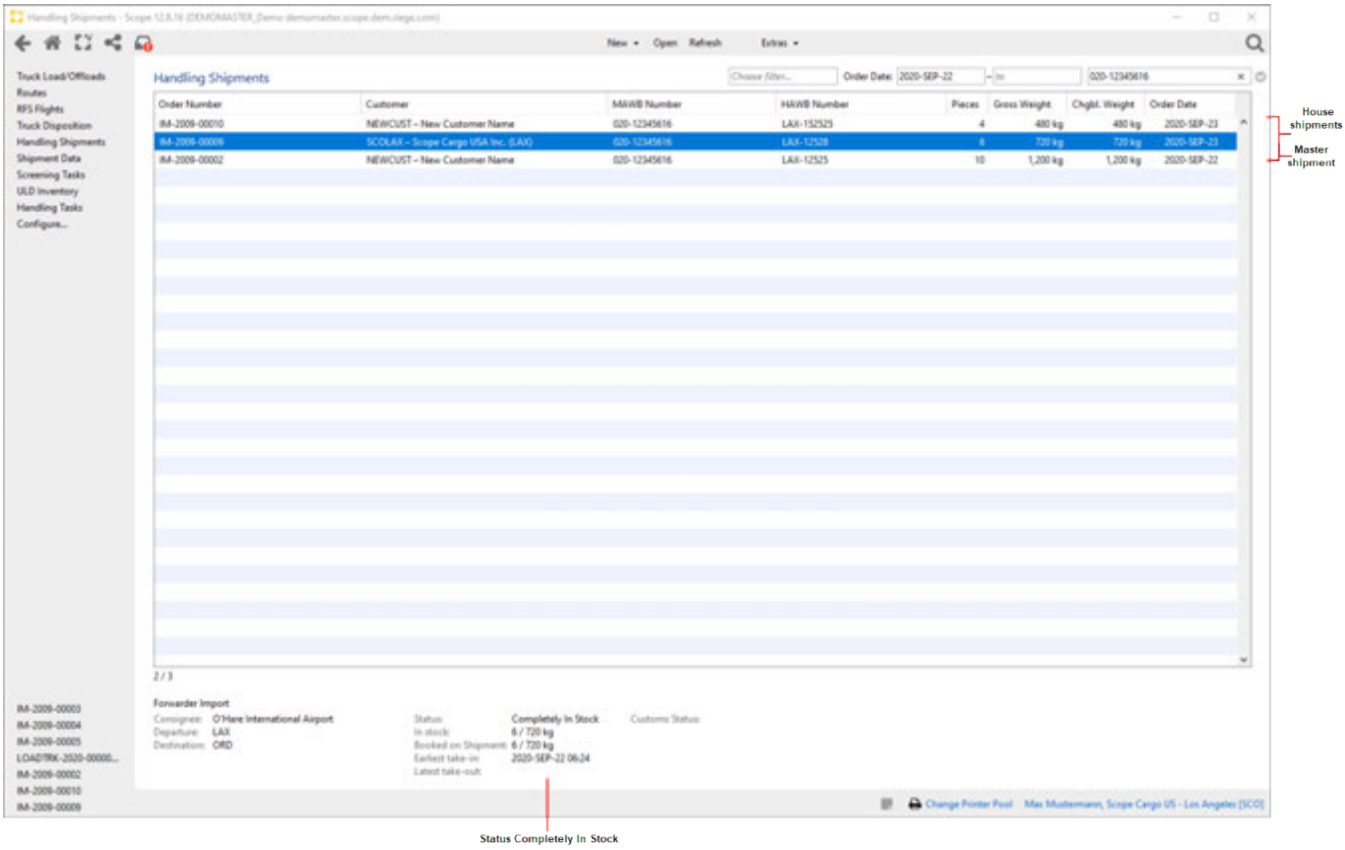


The new House shipments added, will also be displayed in the handling shipment overview, with shipment status Completely In Stock.



Invoices

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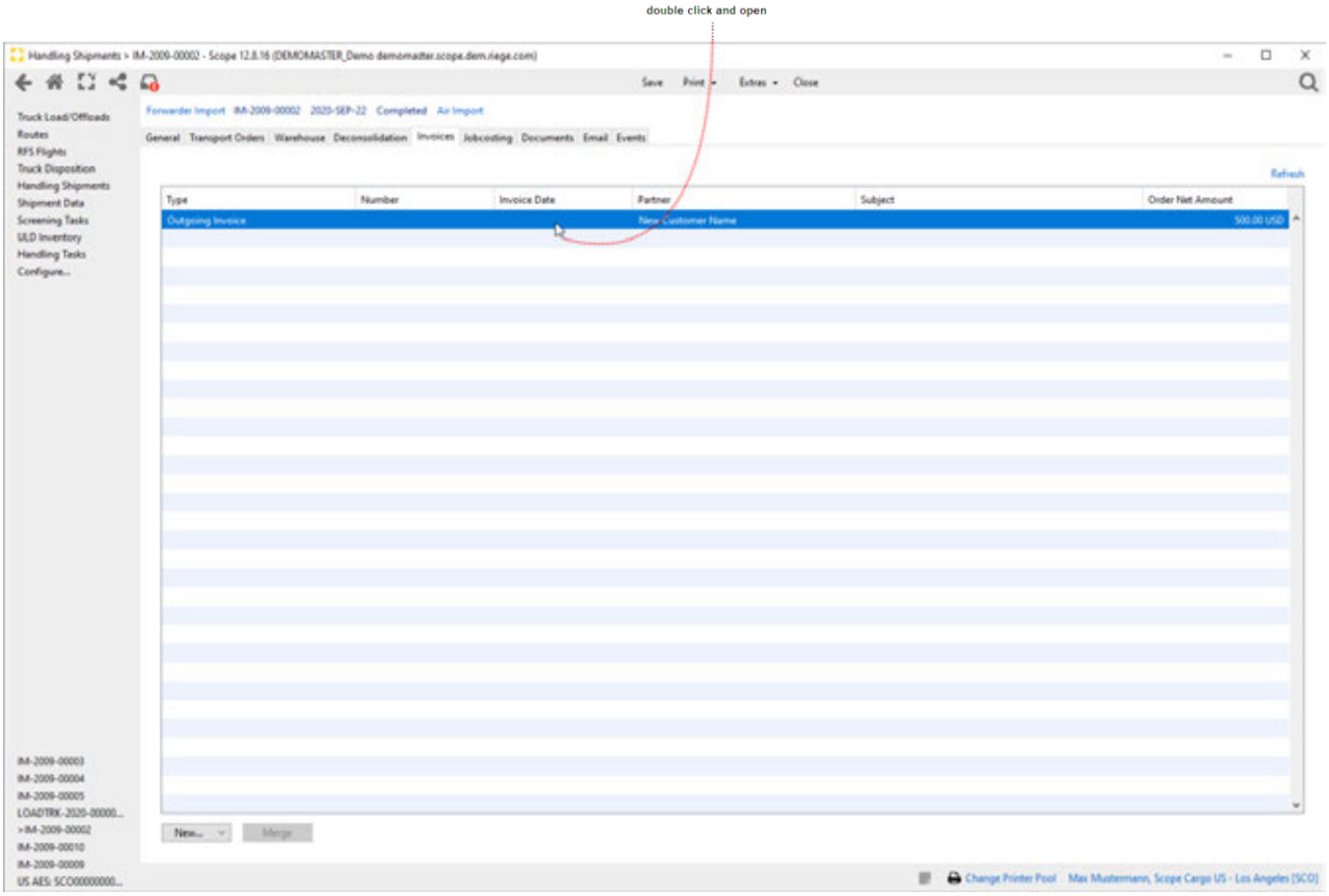
In the TAB Invoices it is possible to create invoices. All outgoing invoices for this shipment are displayed in this tab.



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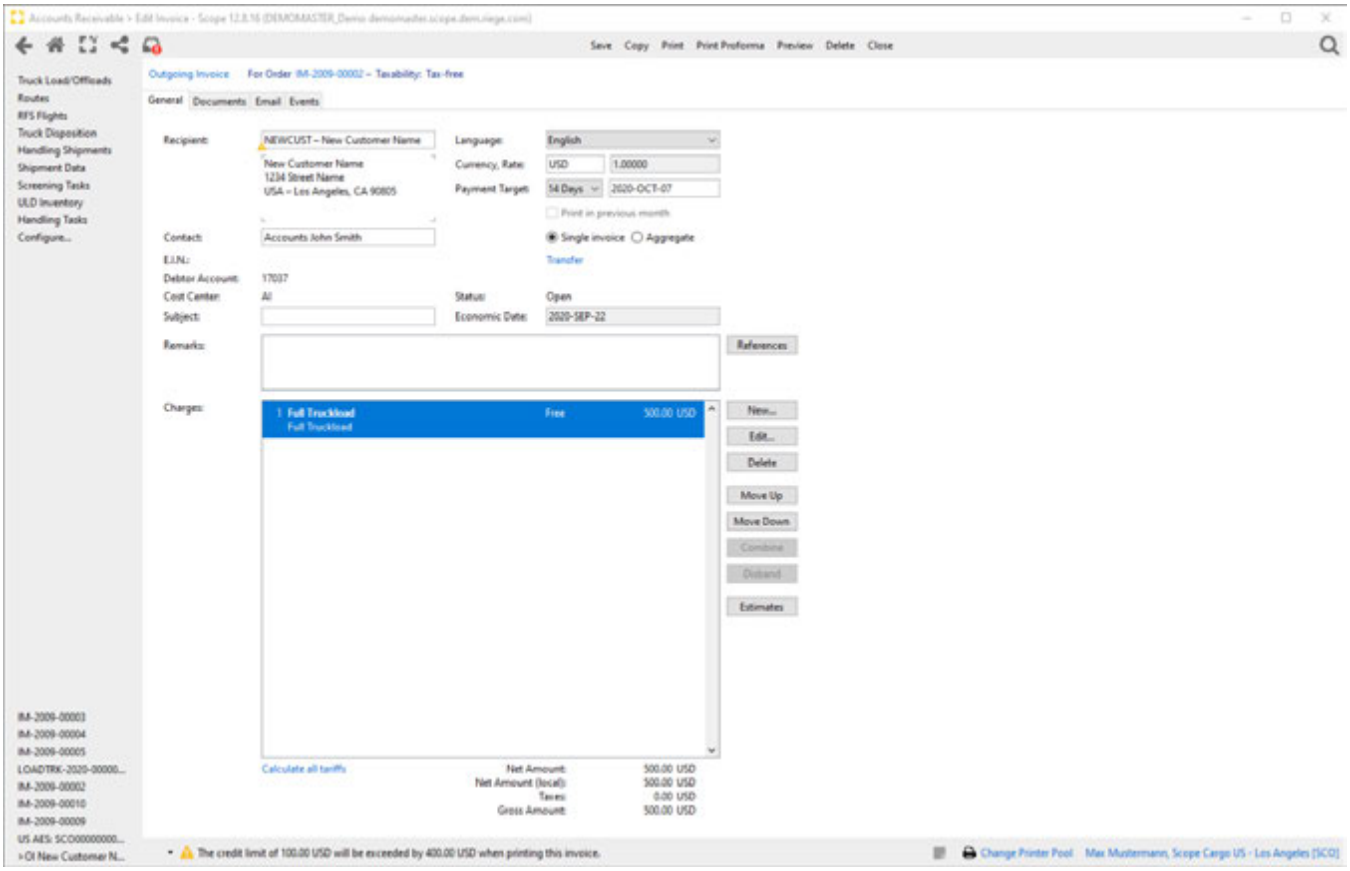
Invoices can be opened with a double click to be edited manually.



Jobcosting

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. If the outgoing invoice or collective invoice has already been completed, the financial status automatically changes to the Status Billed. The Status can be adjusted by clicking on the shown status actionlink. This will *open* the change billing status window. For example, if no more outgoing invoices are created for the respective shipment or an existing invoice is no longer to be changed, e.g. after the monthly closing, the financial status can be manually set to Closed.

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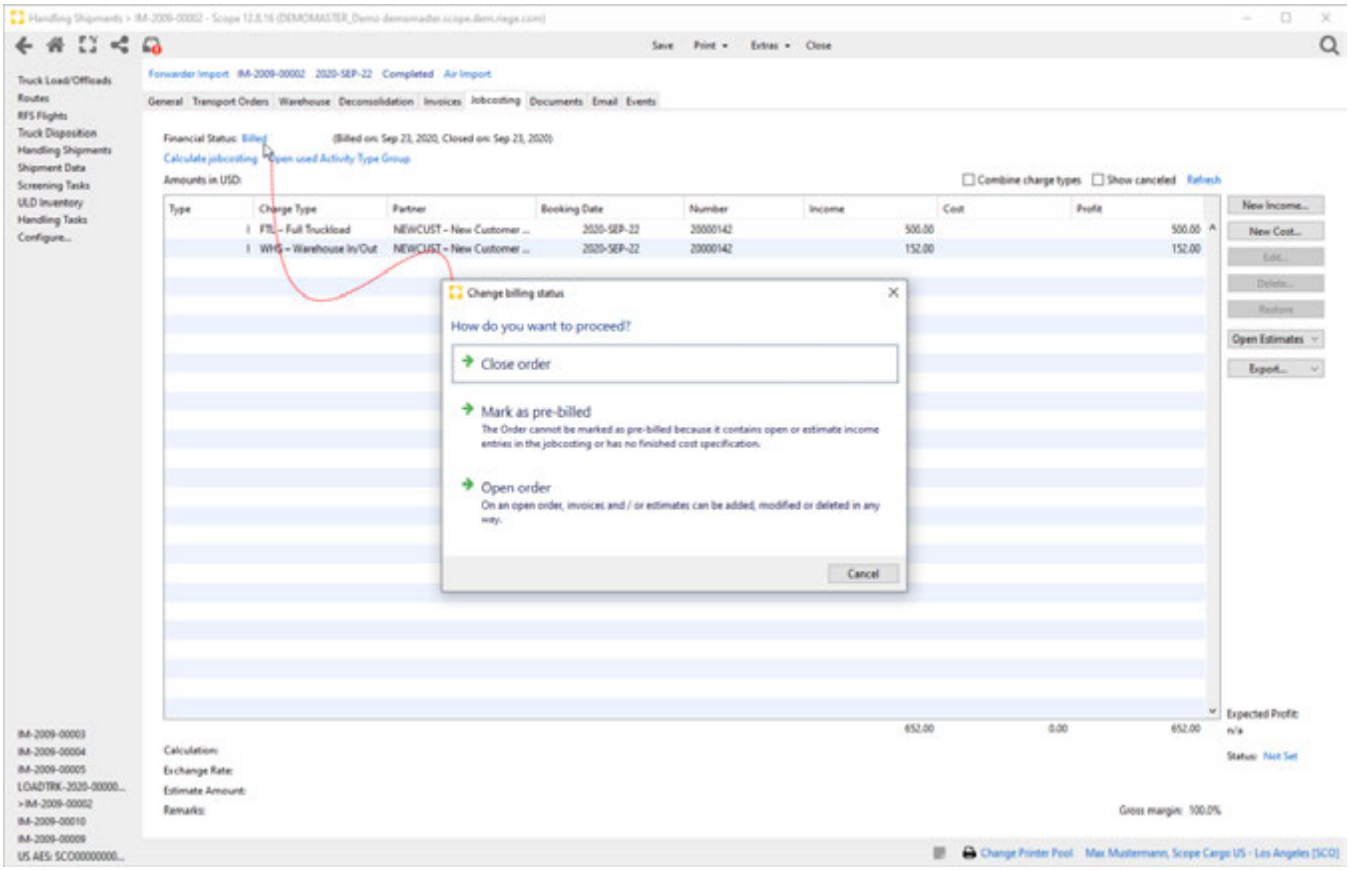

Documents

The documents tab shows all documents that have been created and printed for the current shipment. Uploaded documents are also displayed. See also Documents - Functions - General.

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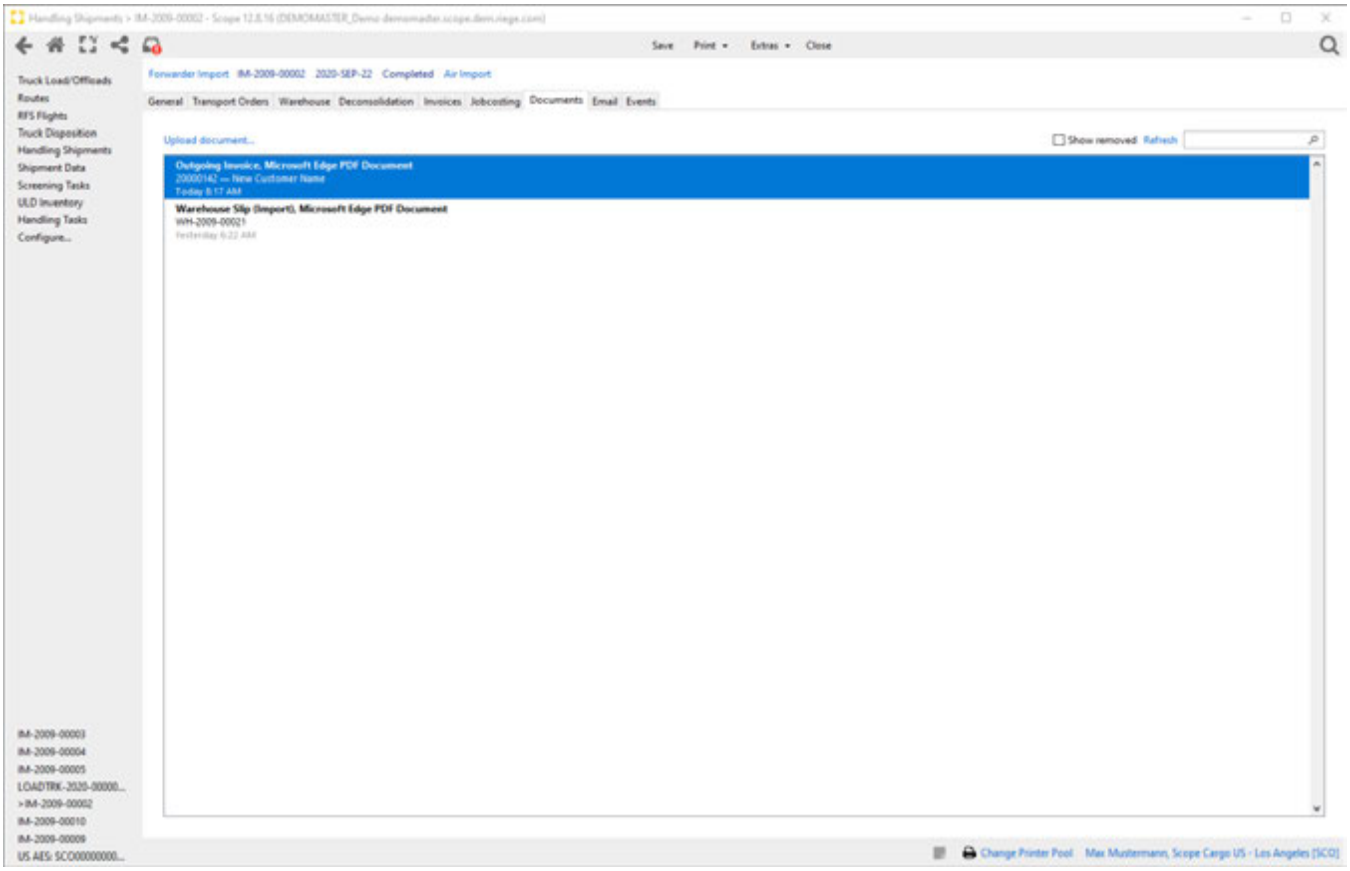

Email

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment. See also E-Mail - Functions - General.

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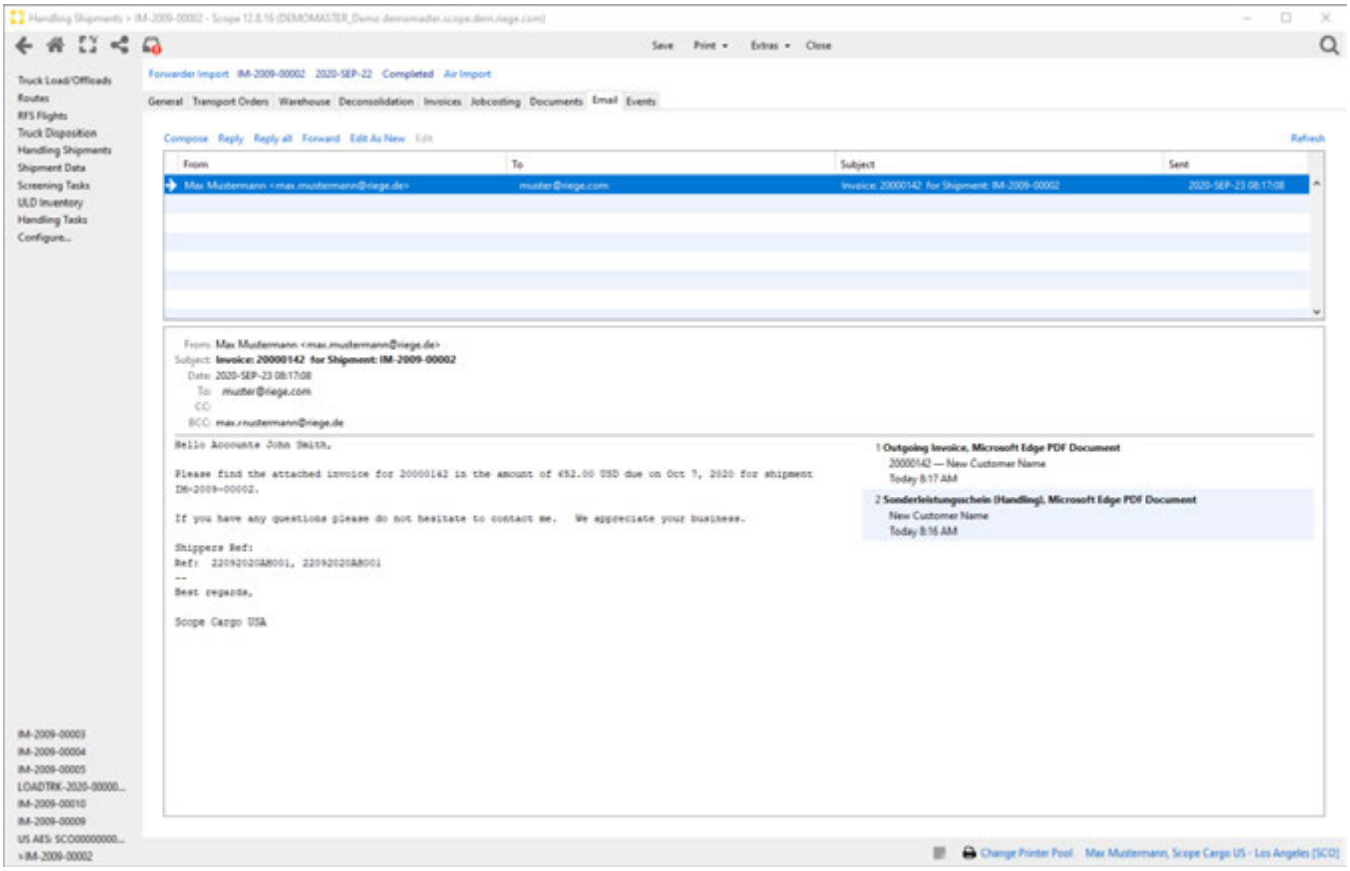

3.Take Out

Take Out - Handling Shipment

A shipment can be taken out of the warehouse using the program action *Take Out* in the Scope handling shipment application.

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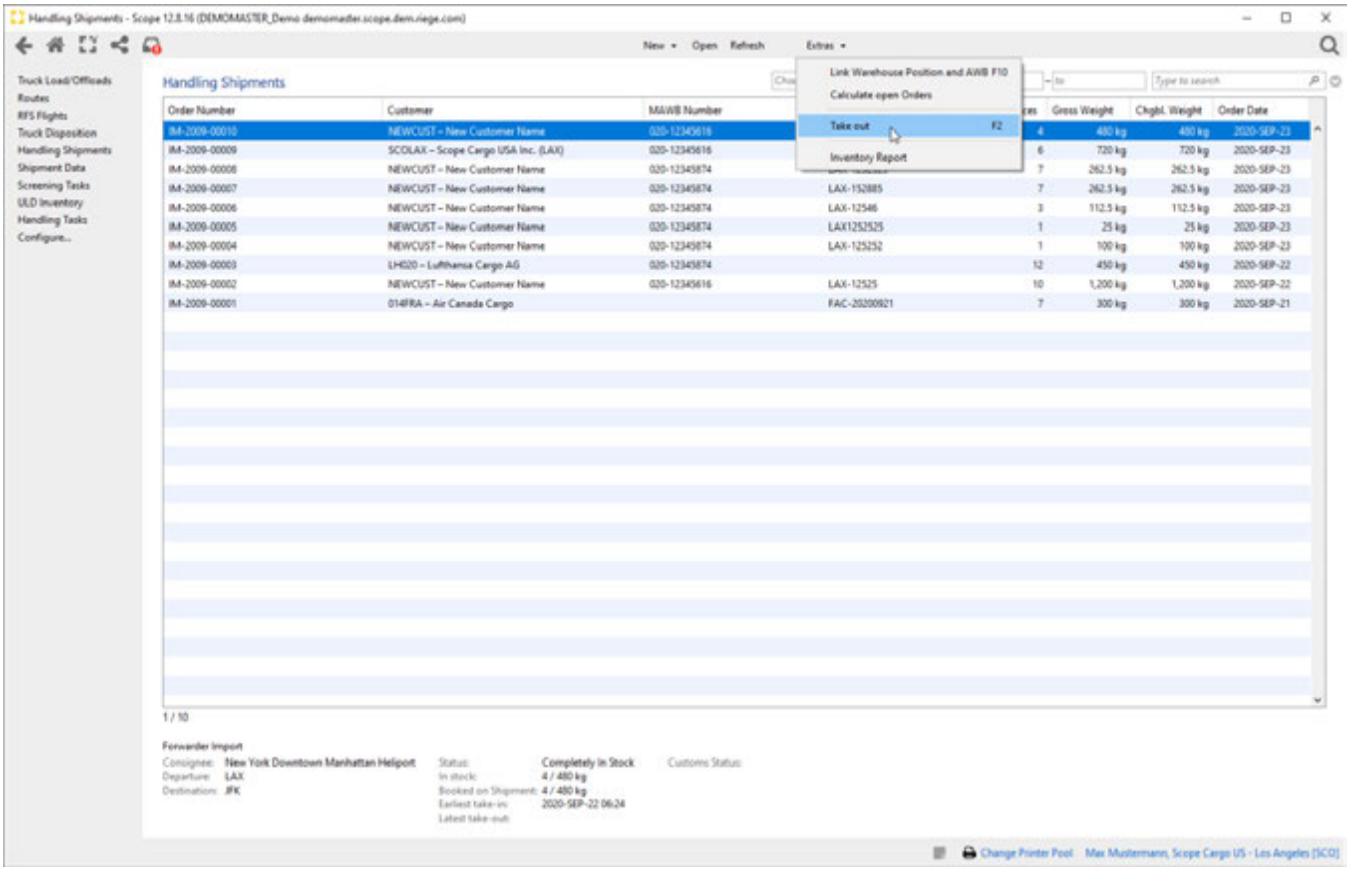
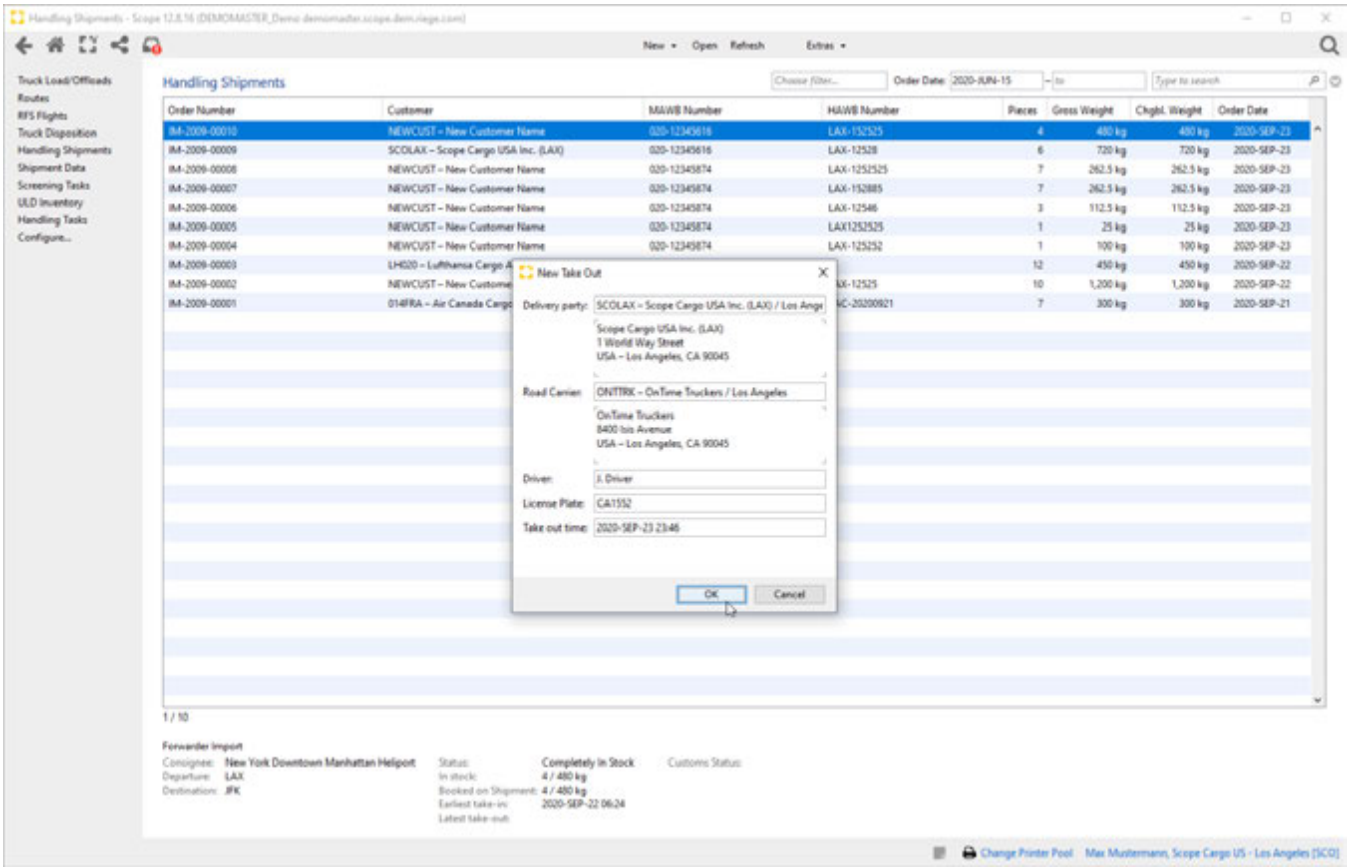


The program action *Take Out* opens the New Take Out Editor. If there is a customs status to be considered, there is a check in Scope wether the goods have a status that allows a take out.



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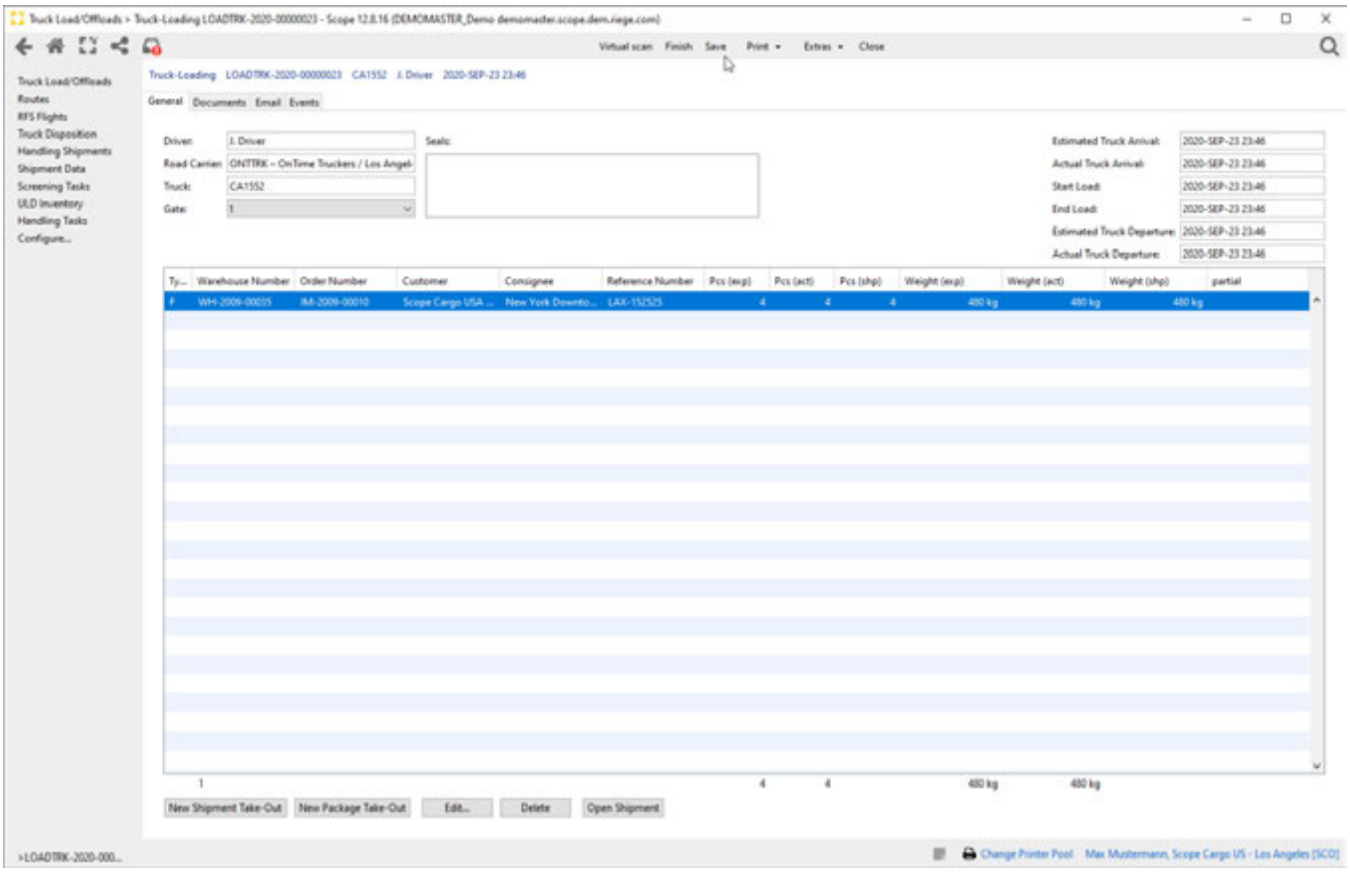
Truck-Loading

As soon as the entry of the Take out data is confirmed with the OK button, the editor for a new Truck-Loading will be opened automatically. These data just need to be saved and Truck-Loading can be finished afterwards.



Take Out Part Shipment

In case that only a part of a shipment should be taken out, the shipment data in the Truck-Loading editor must be edited. With the button *Edit... the* shipmen t data will be displayed, and the corresponding packages need to be set to the status Expected.

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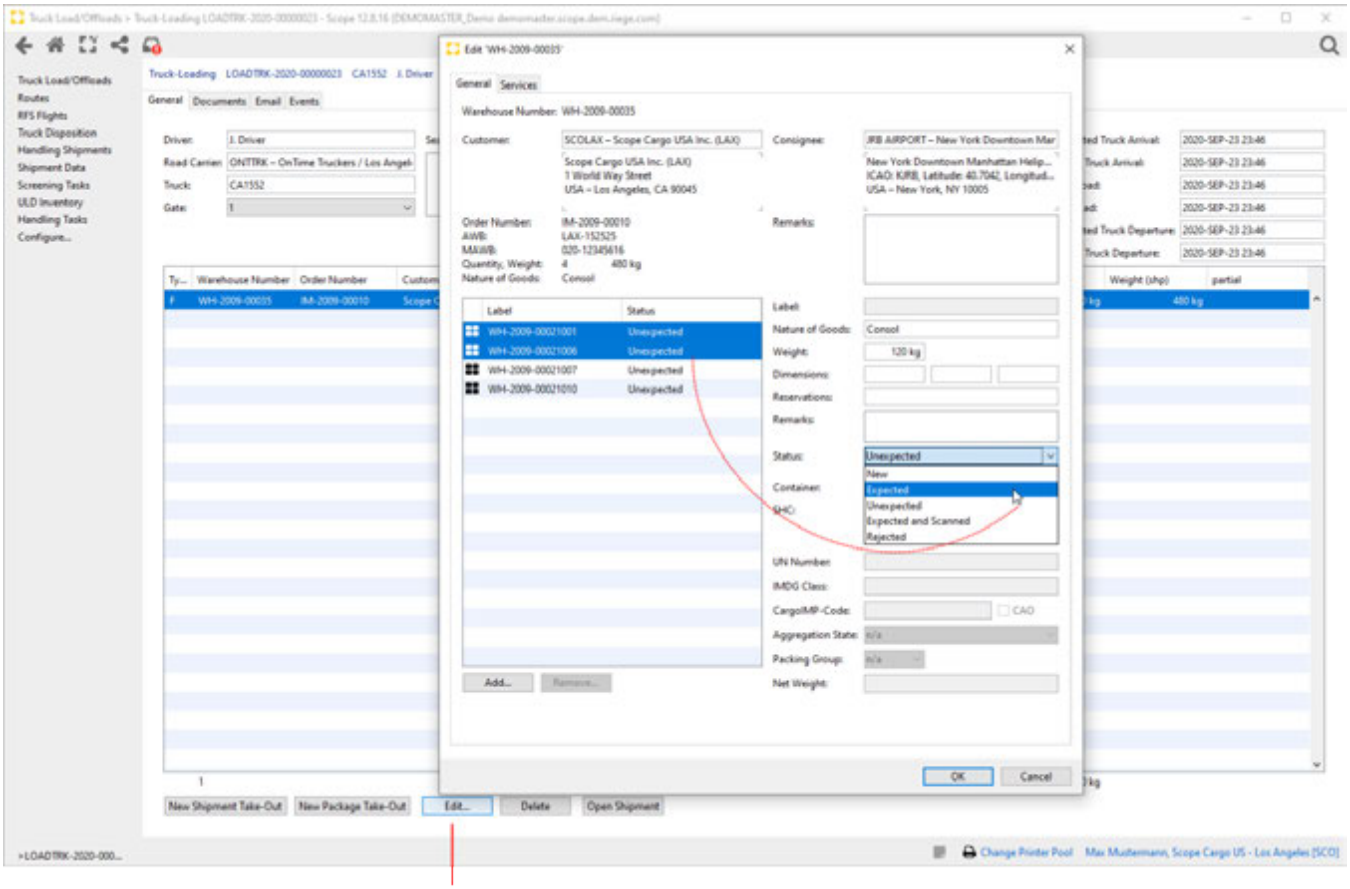

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(I) Set Up - Handling

- Introduction
- Description

Introduction

- Security - Set up - Handling
- Services - Handling

Description

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Security - Set up - Handling

- Introduction
- Description

Introduction

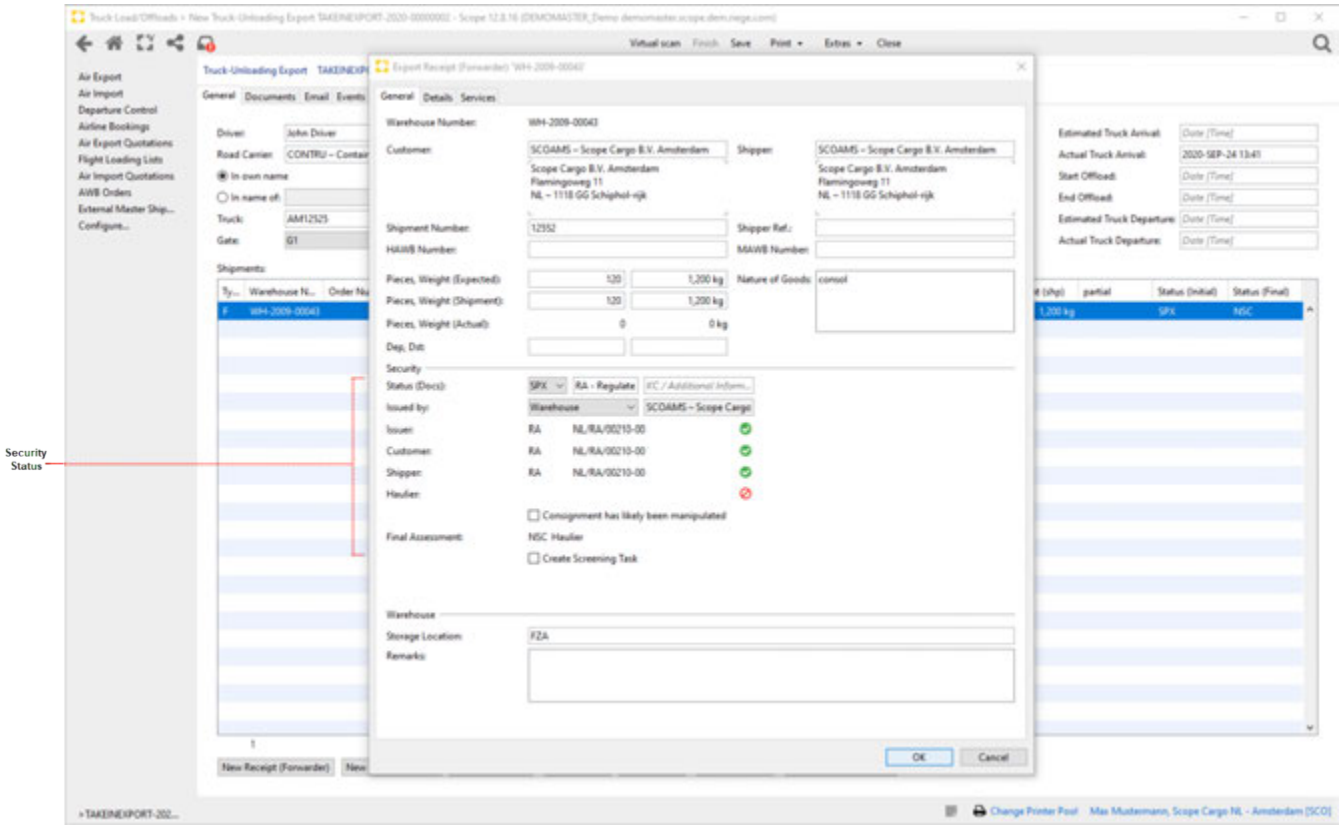
Scope offers various program functions to ensure the careful validation and documentary requirements when processing air freight shipments regarding air freight security. The security set up must be set up for each branch.

Description

When entering data of a warehouse entry, Scope validates the partner addresses against the Union database on supply chain security (RA/KC database) automatically, or if necessary, a manual validation can also be done. As soon as the automatic query is carried out, the security status of a shipment is recalculated. The result of the query is automatically printed on the warehouse receipt and also included in the handling shipment. The query directly provides the user with information as to whether the security status of the shipment may be endangered by one of the business partners involved. If one of the addresses (shipper, customer, trucker) in a new warehouse entry is not classified as secure - If maybe no RA/KC number is recorded in the master data (Regulated Agent - Roles - Business Partner - Maintenance and Secure Shipper - Roles - Business Partner - Maintenance), then the security status is set to not secure and this result will be displayed in the warehouse entry editor at once. See detailed information regarding security set up and functions in Scope here: Air Freight Security. For Haulier ID`s the check must be done manually.

- New Entry Forwarder
- New Entry Airline

New Entry Forwarder



Issued by			
Unknown	column issuer	⛔	not secured, security status is not comprehensible
Customer	column issuer	✅ or ⛔	✅ customer is RA or KC ⛔ customer is no RA or KC

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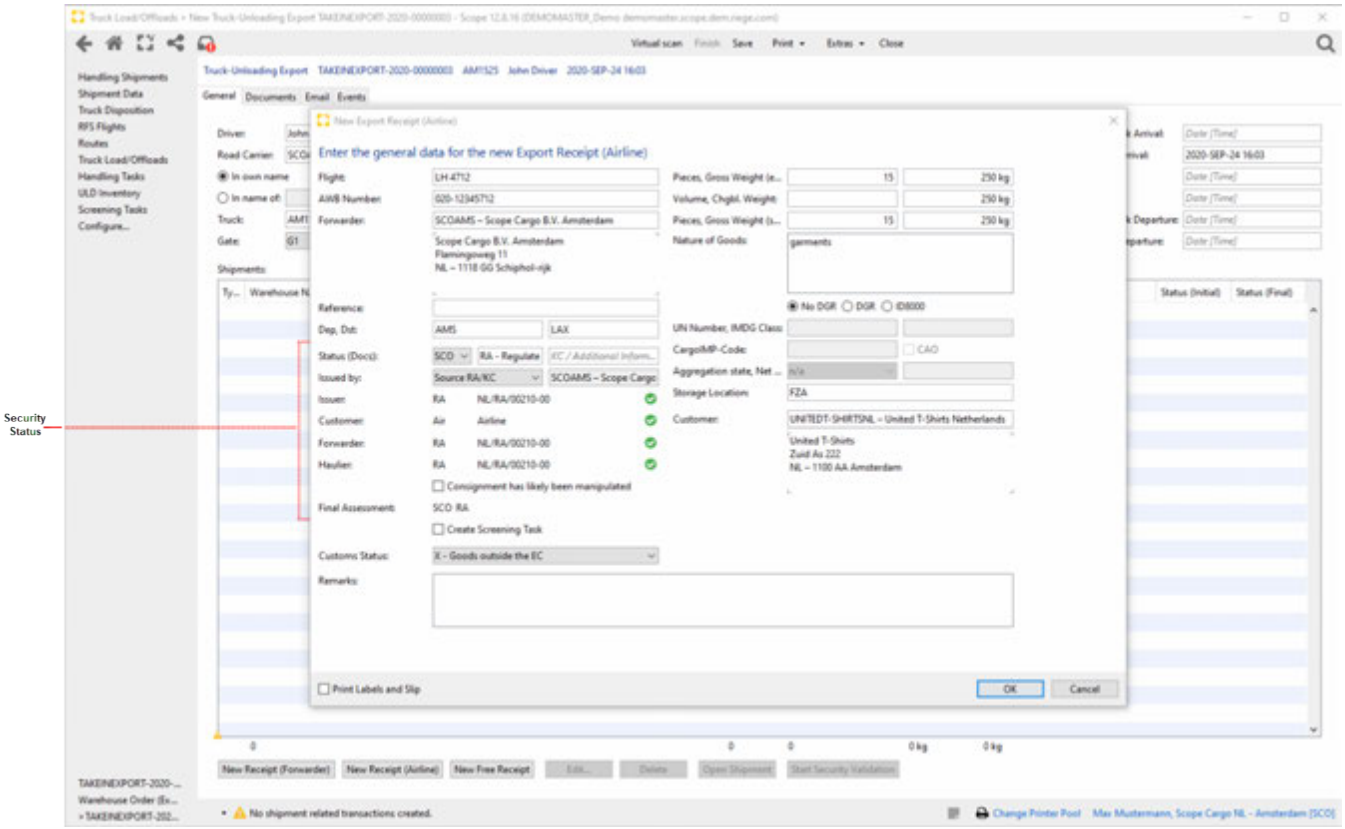
		⛔	
RA / KC	Shipper is RA or KC	✅	For example: The shipper is a forwarding company , with RA Status For example: The shipper is the original shipper of the goods with KC
	Versender ist *kein* RA oder KC	⛔	Shipment is not secured
Warehouse	Warehouse of the aHandling Agnt (RA Status)	✅	For example: A shipment es delivered to the warehouse with status not secured. Handling Agent applies a security measure.
Others	other RA`s	✅	For example: A forwarding company forwards a shipment to a 3rd party, that applies a security measure, for having the goods delivered afterwards to the Airline with Status SPX.

New Entry Airline



Issued by			
Unknown	column issuer	⛔	not secured, security status is not comprehensible
Customer	column issuer	✅	With Airline Shipments the customer is **always** an Airline und therefore the shipment status is secured
RA / KC	Shipper is RA or KC	✅	For example: The shipper is a forwarding company , with RA Status For example: The shipper is the original shipper of the goods with KC
	Versender ist *kein* RA oder KC	⛔	Shipment is not secured
Warehouse	Warehouse of the aHandling Agnt (RA Status)	✅	For example: A shipment es delivered to the warehouse with status not secured. Handling Agent applies a security measure.
Others	other RA`s	✅	For example: A forwarding company forwards a shipment to a 3rd party, that applies a security measure, for having the goods delivered afterwards to the Airline with Status SPX.

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Services - Handling

- Introduction
- Description

Introduction

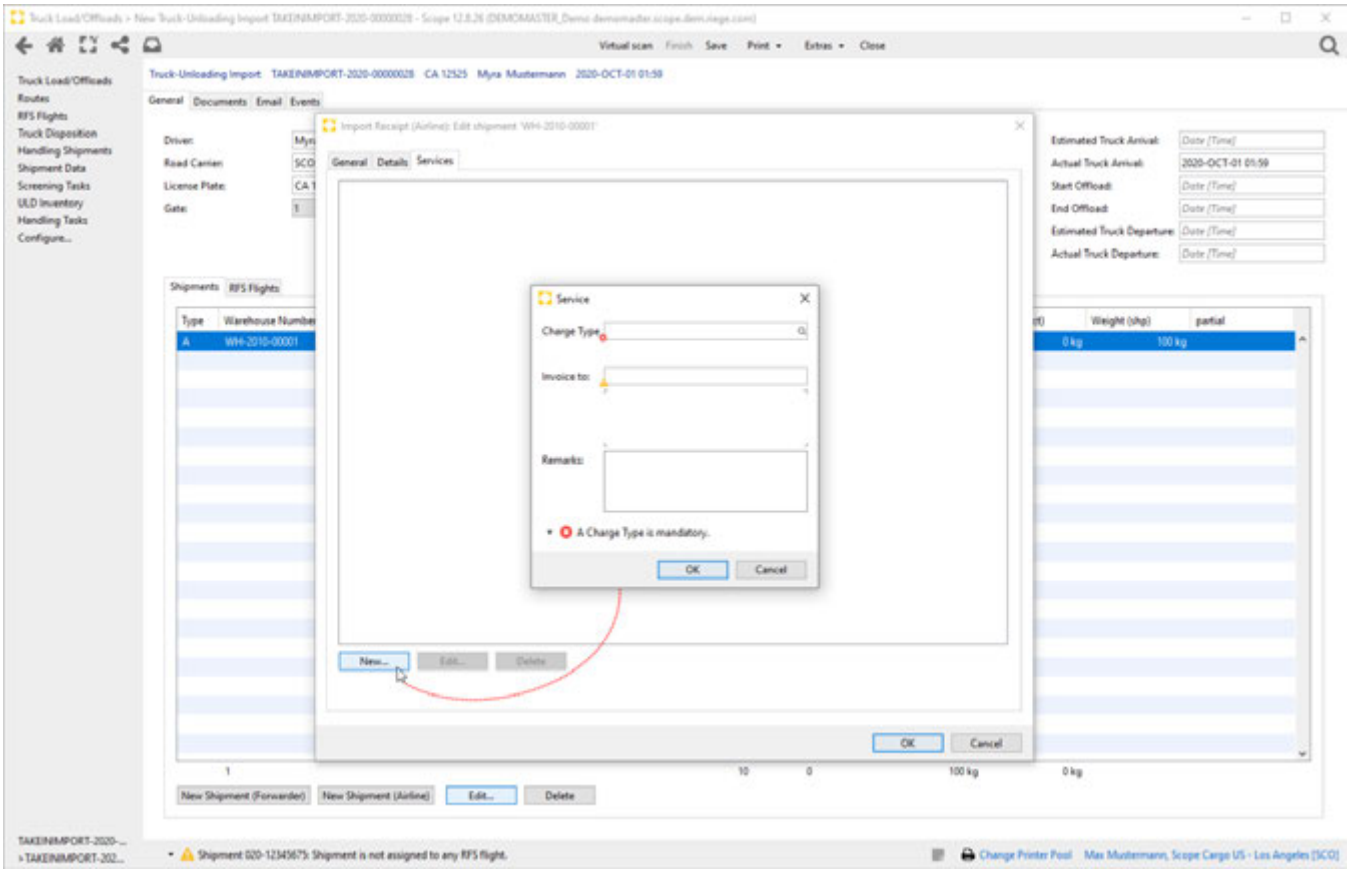
When handling a shipment in a warehouse, Special Services are types of costs that must be considered for the billing. In the TAB Services the user has to state that a special service has occurred. To whom the special service is billed and how high the costs are, is either determined automatically on the basis of the stored master data or must be added manually to the invoice. A proper setup of charge types is essential to obtain accurate job costing from the system.

Description

- New...
- Charge Type
- Invoice to
- Remarks

With the button *New...* , e.g. in the input dialog *Import Receipt (Airline)* for the handling of a shipment in the Handling Truck Load/Offloads application, the information regarding special services can be entered in the input dialog *Service*.

New...



Charge Type

The user can choose from a list of charge types that are defined as special services.

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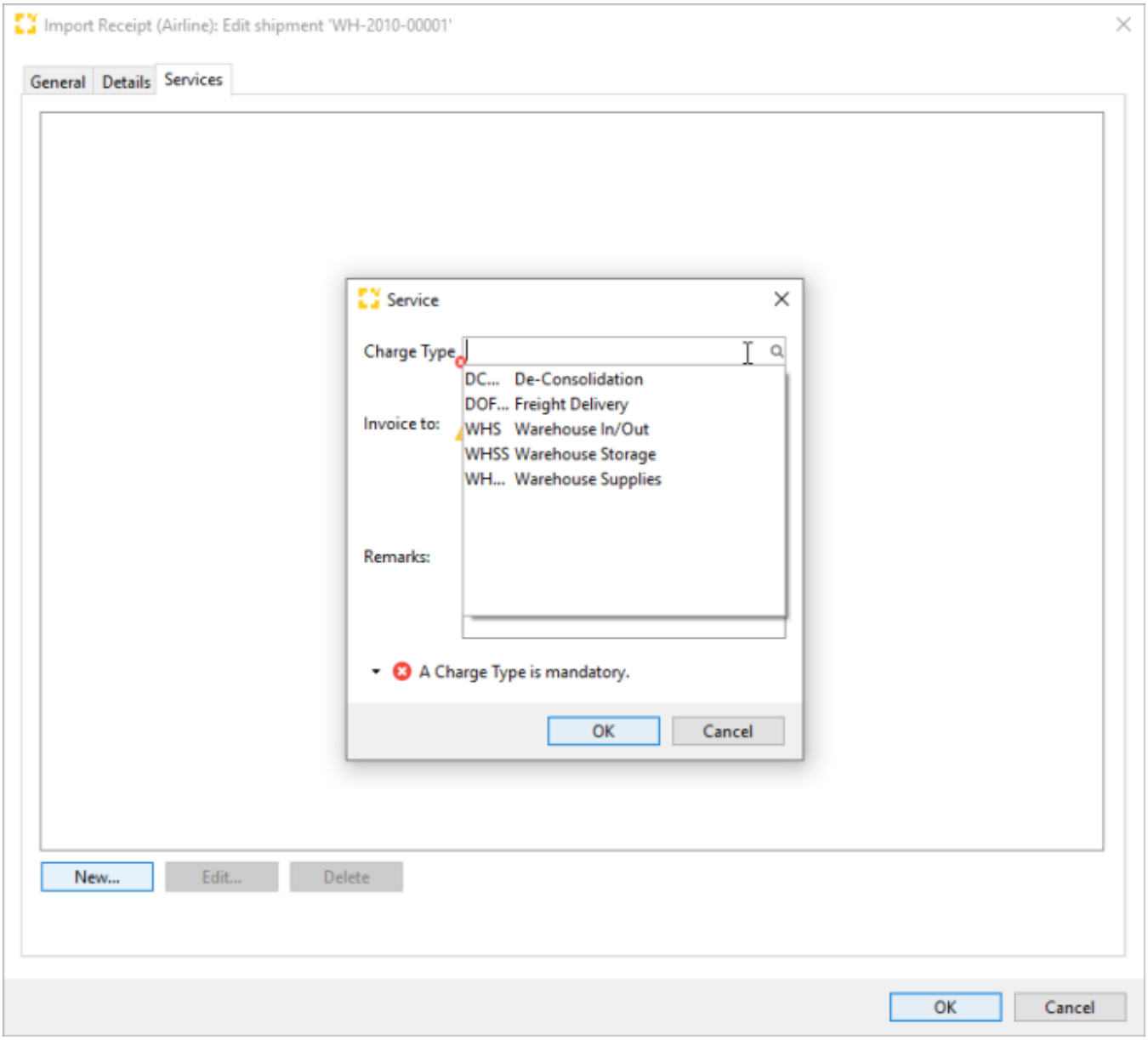

Invoice to

The user can indicate here to whom this special service is to be charged. Since the user often does not know at this point in time to whom the service is to be calculated, a standard value can be stored in the charge type profile. This standard value can be overwritten at this point.

Remarks

This text field can be used for comments that will be printed in the forms.

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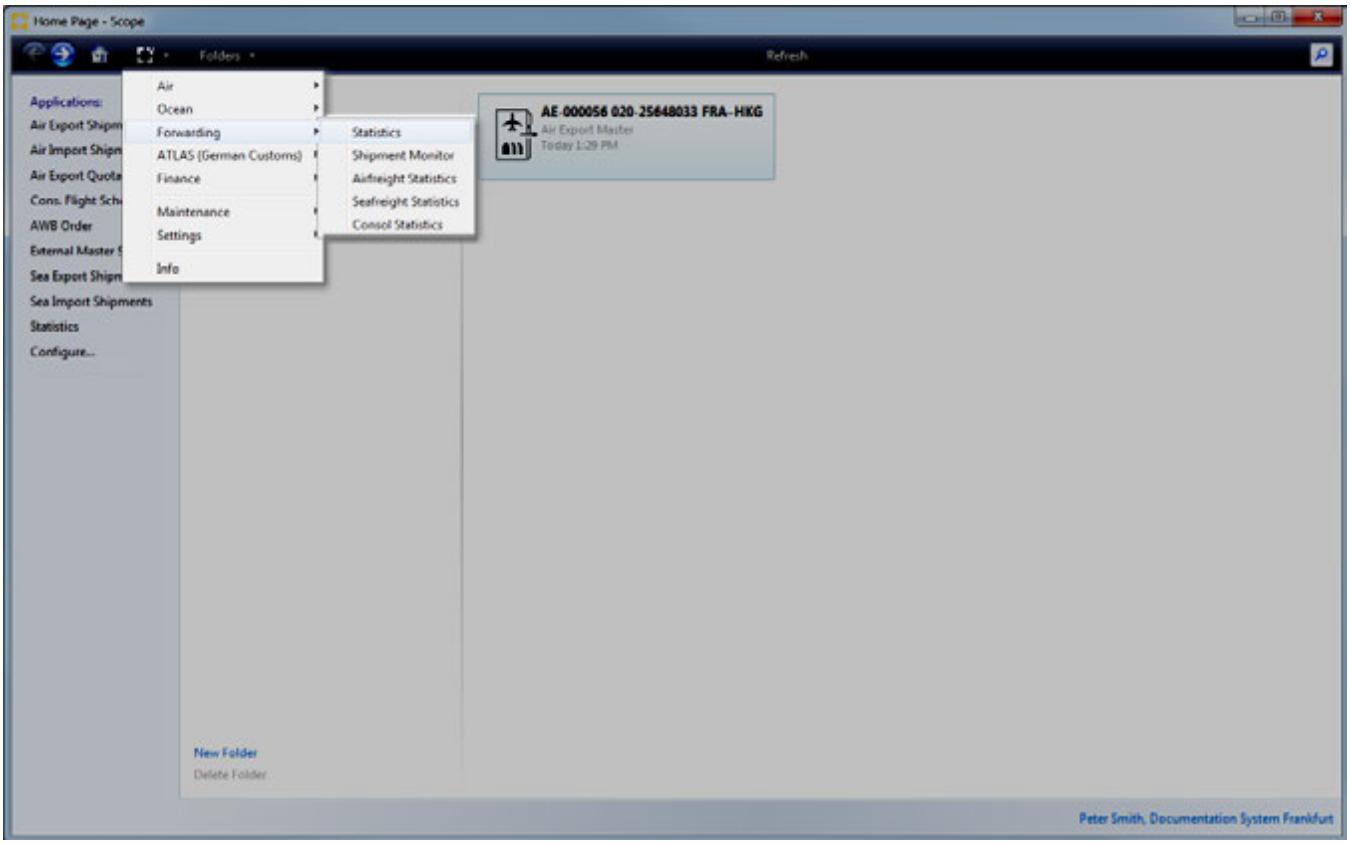
Forwarding

- Introduction
- Description

Introduction

Operational activities that are not specific to air or sea are grouped in the *Forwarding* section.
Additionally, all shipment relevant statistics can be found here. For financial reporting please choose the menu "Finance" and then "Reporting".

Description



The overall functionality of filtering data and narrowing the search runs are described in the section Advanced Filter Functions in detail.

The *Forwarding* applications are described in detail in the dedicated pages as attached below.

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Aircraft On Ground

- Introduction
- Description

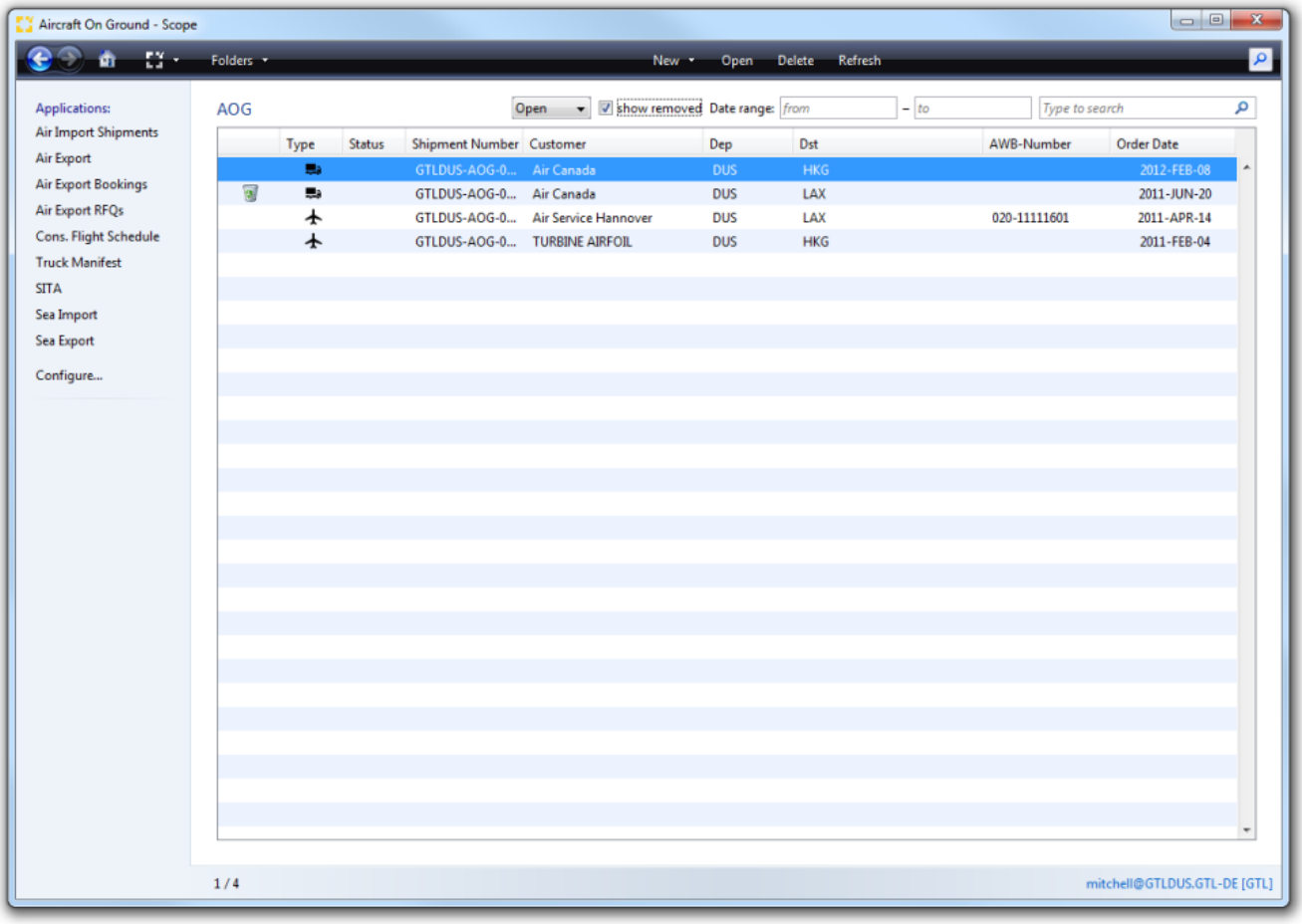
Introduction

The term Aircraft On Ground (AOG) is an aviation term used by pilots to indicate that an aircraft is not in airworthy condition and must be grounded. Non-operational commercial aircraft incur substantial expenses and inconveniences for the owner and must be restored to active service swiftly. A sector of the freight industry has become established to meet the requirements of the aviation industry in expediting aircraft parts to their destination. These **AOG** shipments are set apart from regular freight shipments since AOG shipments generally receive maximum priority regardless of cost by all carriers.

Scope provides an application designed for AOG operations which allows AOG shipments to be quickly and easily cleared. During creation of an AOG shipment the best and fastest method of shipment is frequently uncertain and the AOG module allows shipments to easily migrate from air to trucking modes of transport as circumstances dictate.

Description

The AOG module presents the standard overview of AOG shipments, comprising a menu bar with actions, a search and sort header and a main window displaying shipments in summary form.



New



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With ***New - Air*** a new AOG Airfreight shipment can be created.
With ***New - Road*** a new AOG truck shipment can be created.

Open

Opens the AOG shipment highlighted in the overview. Alternately, the shipment may be *double clicked* to open it.

Delete

Deletes the AOG shipment highlighted in the overview. The shipment will not be physically deleted, but is marked as inactive. Note the show removed optio n described below. A deleted AoG shipment may be restored by editing it.

Refresh

Updates the index to ensure the latest AOG shipments are visible in the overview.

Show deleted

This box may be checked to include previously deleted AOG shipments in the overview. These deleted shipments may be restored by opening them.

Date rage: from / to

These date fields are used to search for AOG shipments according to the date they were created. If left blank, all AOG shipments matching other search criteria will appear.

Type to search

This is a full text search field. Any detail of the AOG shipment may be entered to narrow the search for the required shipment.

AOG Summary table

The listing shows all *air* shipments using the  icon and *road* shipments using the  icon in the left hand column. In addition the status, shipment number, customer, departure (Dep), destination (Dst), AWB number and order date are displayed.

When creating or changing AOG shipments the functions of the AOG editor are described in the following chapters:

- Documents - AOG - Forwarding
- E-Mail - AOG - Forwarding
- General - Air - AOG - Forwarding
- General - Road - AOG - Forwarding
- Jobcosting - AOG - Spedition
- Vouchers - AOG - Forwarding

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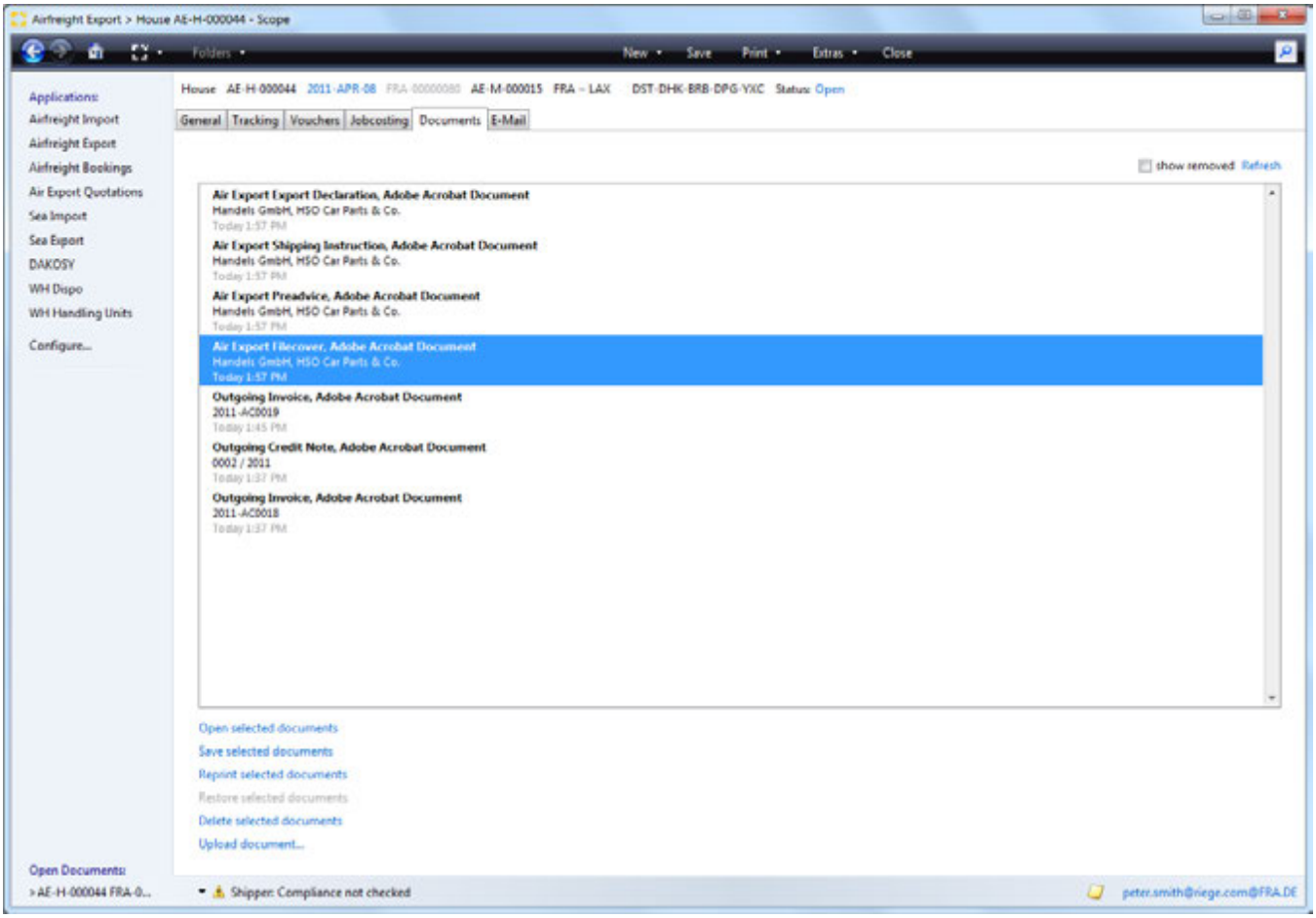
Documents - AOG - Forwarding

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. These documents can be opened, downloaded, reprinted, deleted and some documents may be uploaded to web-tracking. Uploaded documents are also displayed.

Description



Document Overview

This area displays all documents that are associated with this shipment or order. The name of the document together with the type of document and creation date are shown. The current version of a document is always displayed. By selecting the show deleted check box, all previous or deleted versions of a document will be shown. These are displayed in ~~strike-through~~ text.

Show removed

Documents that have been previously deleted will be displayed.

Refresh

Updates the current list of documents.

Open selected documents

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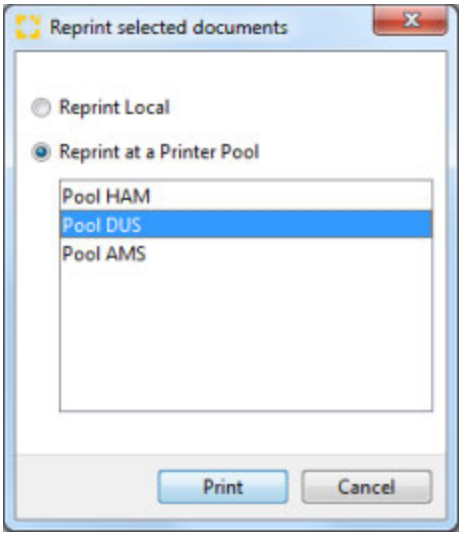
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Delete/Restore selected document

The document highlighted in the list will be deleted from view. Documents are not physically deleted but marked as inactive and therefore not visible. To view all documents including inactive documents, check the show removed box to the right above the document listing. If a document has been deleted, it can be restored by using the show removed check box, highlighting the inactive document and then selecting the *Restore selected documents* action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment. Alternately, navigate to the document on the desktop and drag and drop the document into the documents tab.

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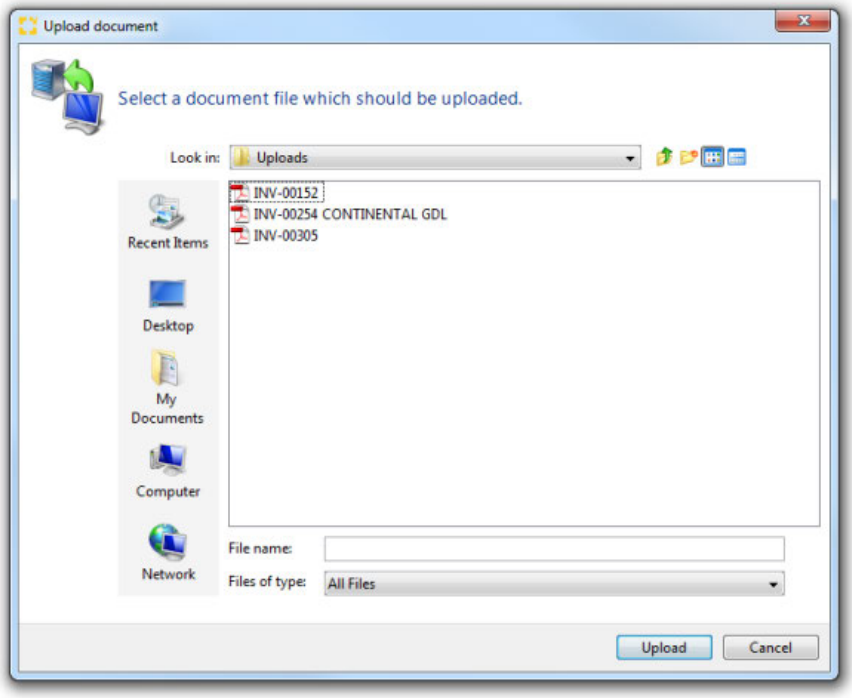

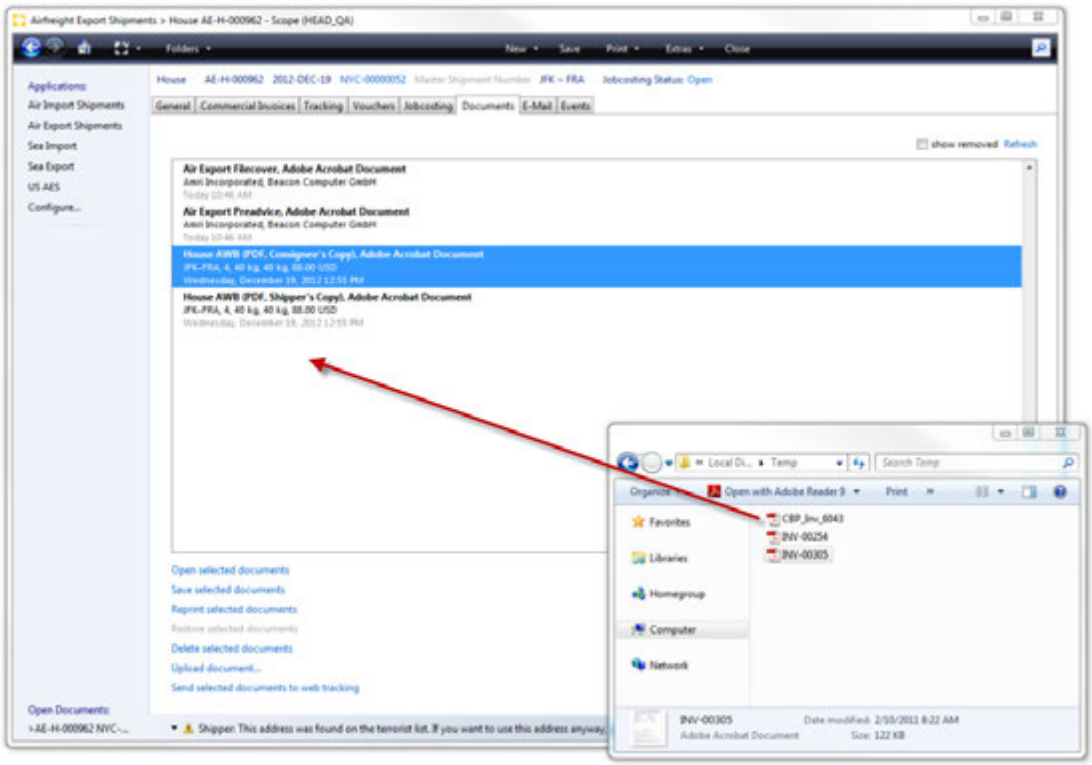

Assign Kind of Document type

During upload or via a right mouse click ,it is possible to set a document kind to the uploaded documents
when a uploaded document has a proper kind set, it will be available to automated email processes (invoices, prealerts)

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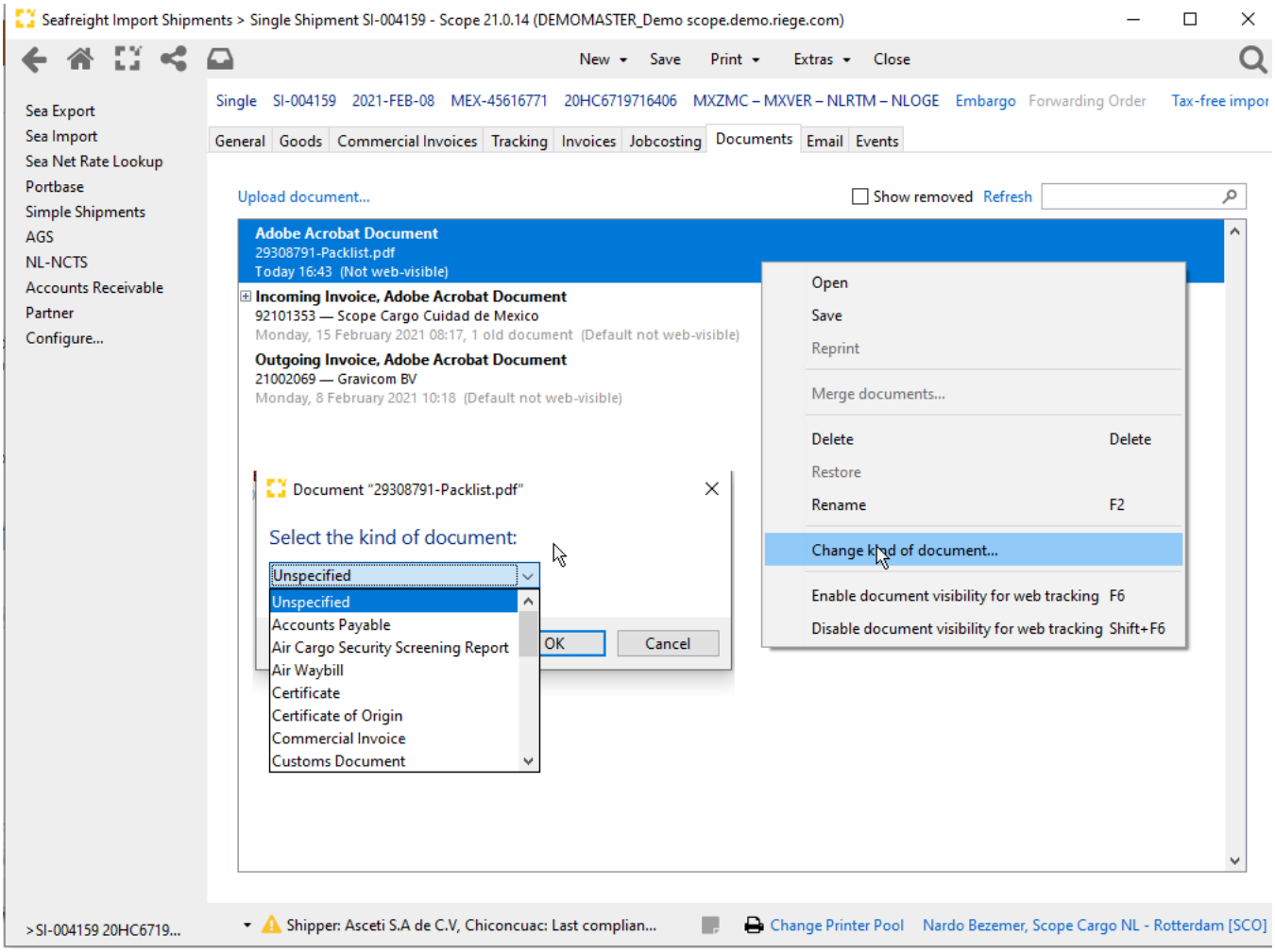

Available kinds are :

- Accounts Payable (incoming invoice)
- Air Cargo Security screening report
- Air Waybill
- Certificate
- Certificate of Origin
- Commercial Invoice
- Customs document
- Dangerous Goods Declaration
- Forwarding instructions
- Goods receipt
- House Bill of lading
- Image
- Insurance Certificate
- Master Air Waybill
- Master B/L (Draft)
- Master B/L
- Packing List
- Proof of delivery
- Shipping documents
- Shipping Instructions
- Waybill

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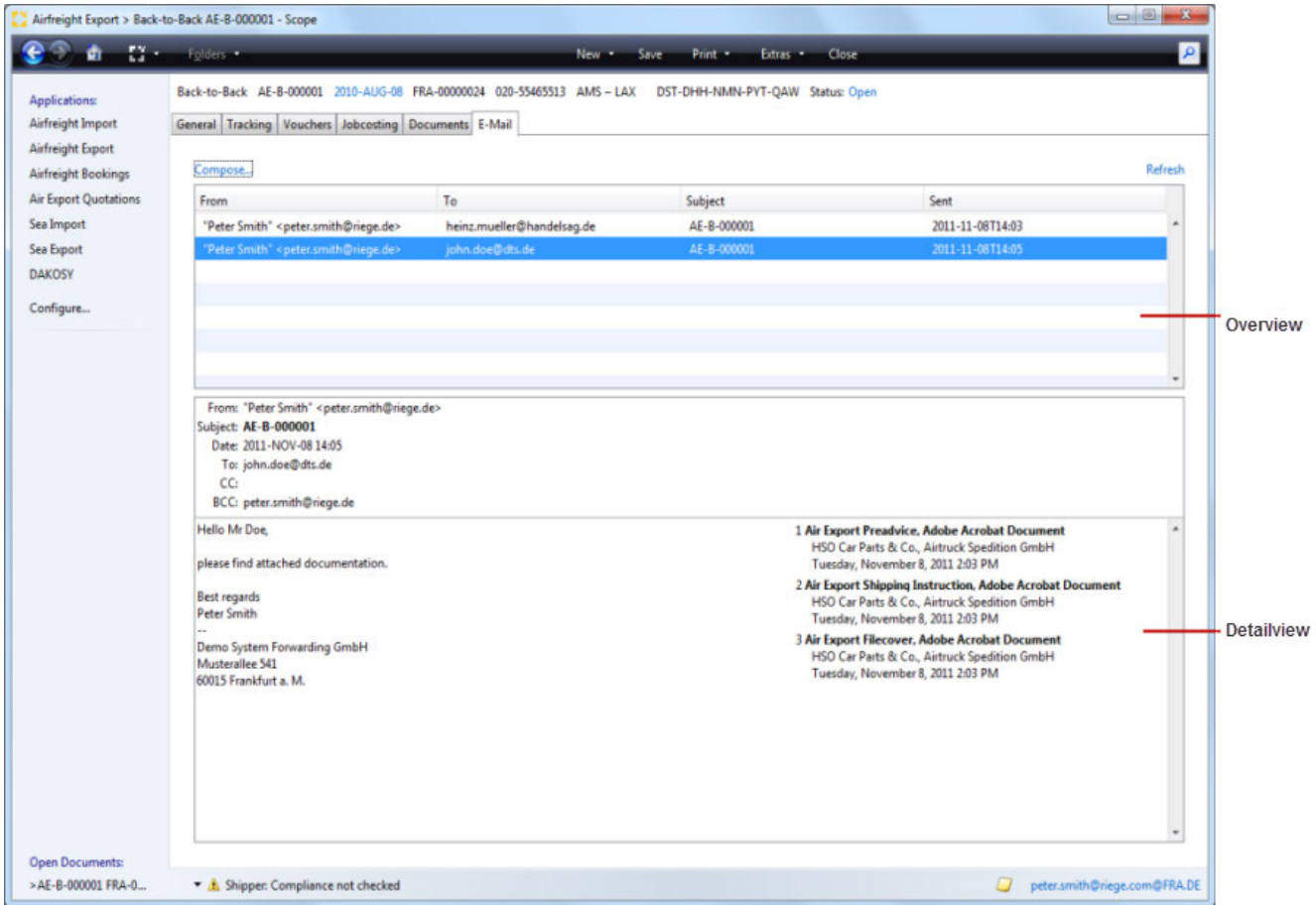
E-Mail - AOG - Forwarding

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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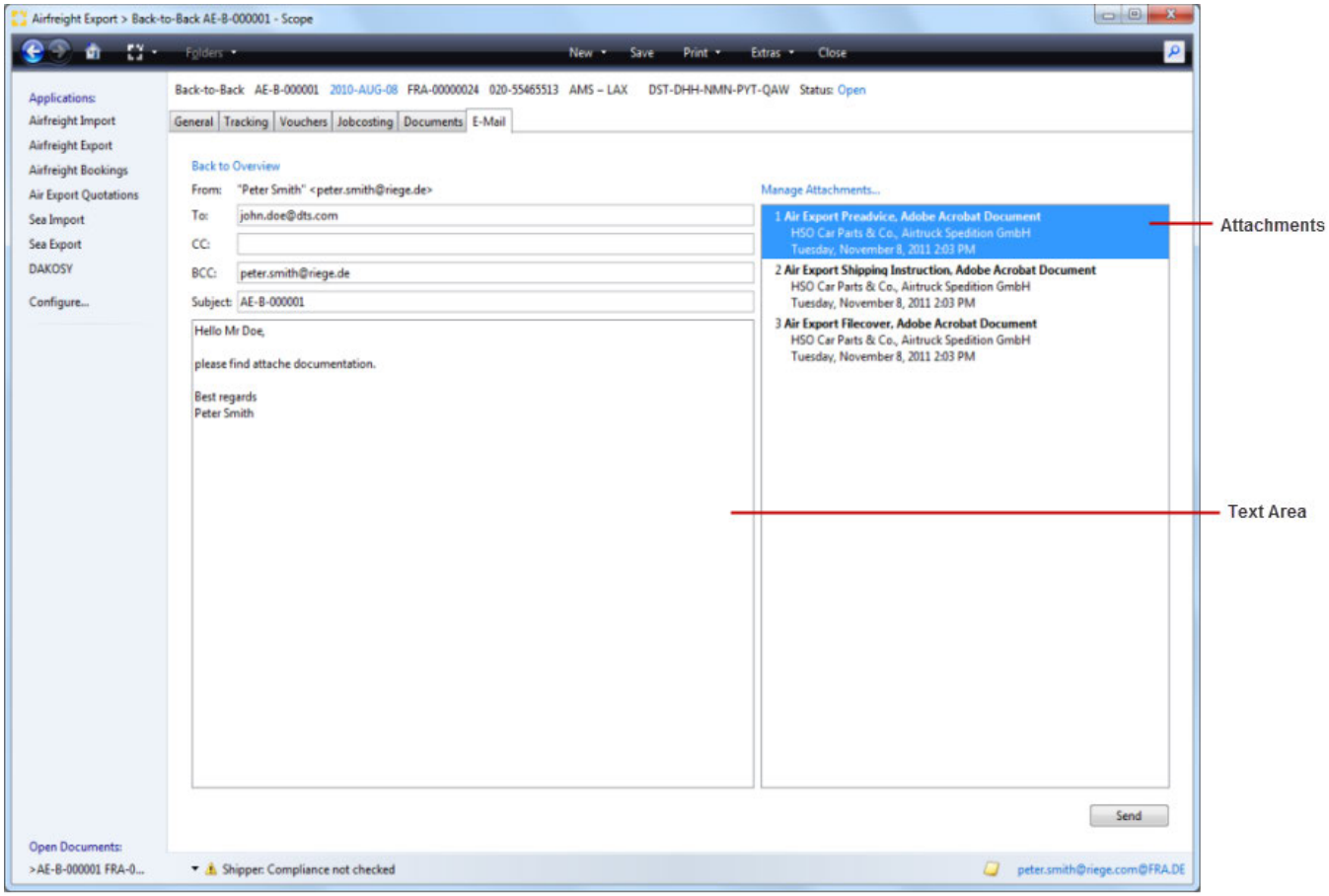
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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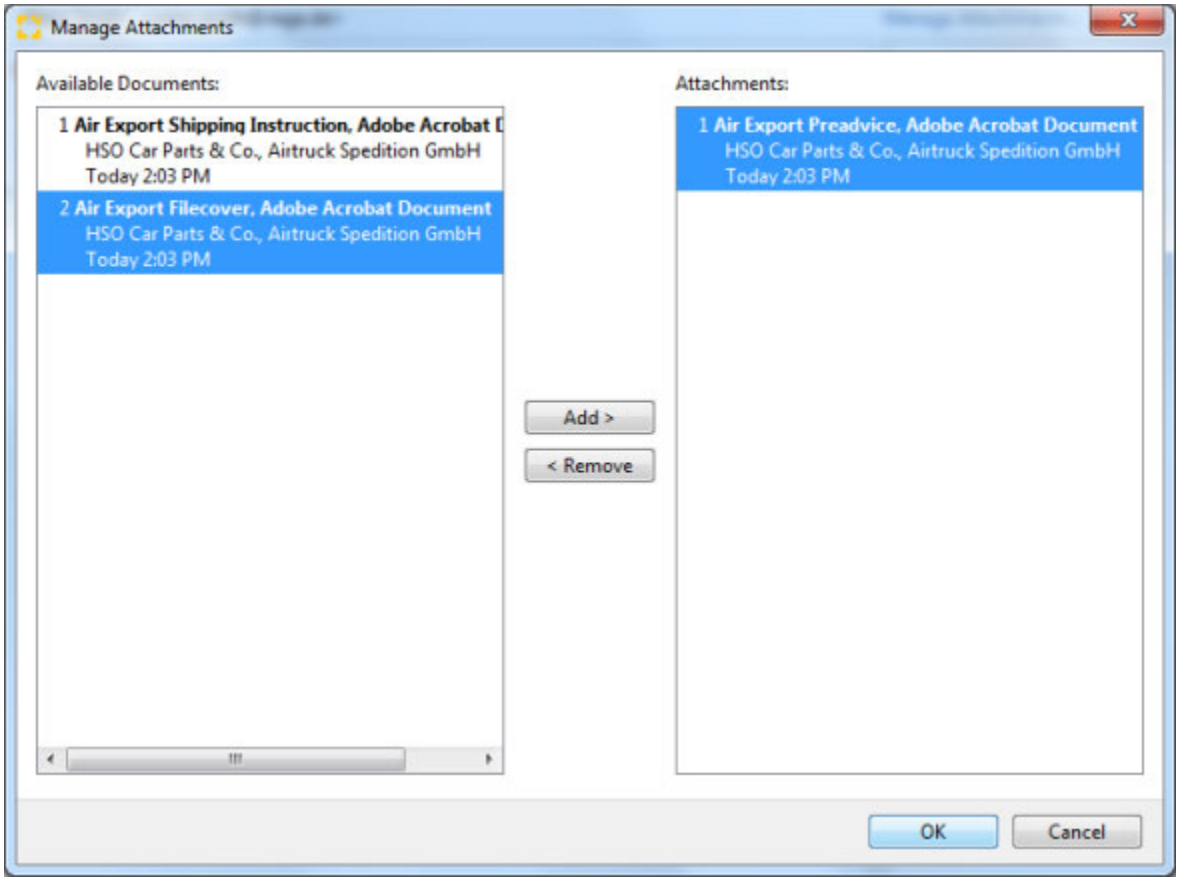
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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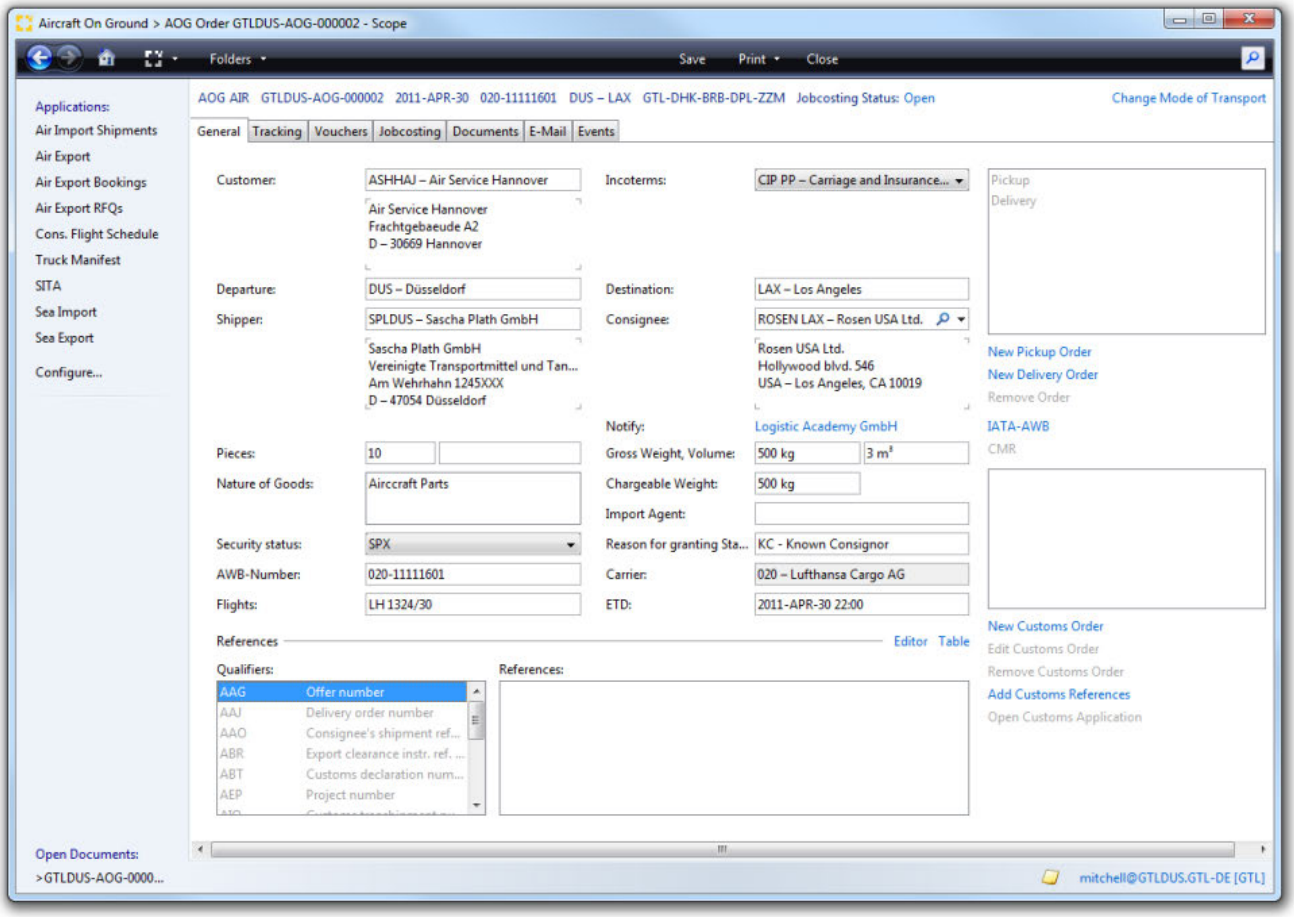
General - Air - AOG - Forwarding

- Introduction
- Description

Introduction

The **General** tab of the AOG shipment editor is where information such as the bill of lading number, sender, recipient, number of packages and the weight of the shipment can be stored and edited. The data entry is very similar to a regular air export direct shipment since an AOG shipment is a direct shipment. In addition pickup and [delivery orders|] can be created. An IATA-AWB can also be created and printed. AOG shipments can also be created as road shipments and this is detailed in the chapter on AOG Road Shipments.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command , the required documents can be printed.
Currently the following documents are available:

- File cover
- Preadvice
- Release Note (or Shipment Certificate)
- Export Certificate
- Master Labels (waybill labels)

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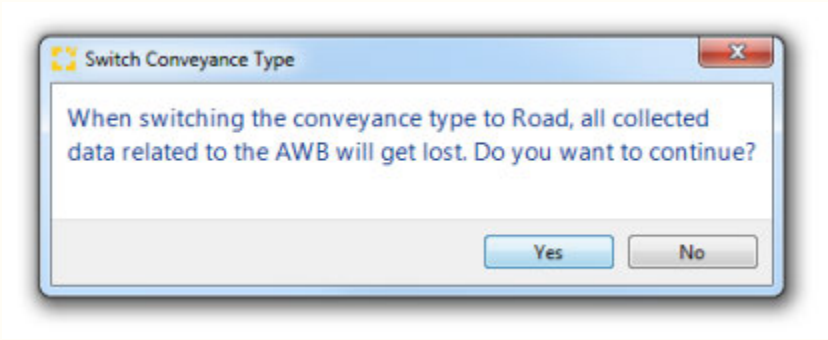
Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment. For an AOG air shipment this is *AOG AIR*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The service date of a shipment is set as follows:
  When present, ETD (Estimated Time of Departure / Expected Time of Departure)
  -otherwise
  If an air waybill has been printed, date of air waybill (AWB) printing.
  -otherwise
  The current date when the shipment is first saved.
  The date will not change unless it is clicked (popup-window) and will update/ revise the actual correct date. (This can be necessary if the shipment number contains the service/ settlement period)
- **Air Waybill number**
  Air Waybill number entered or pulled from the pool of Air Waybill numbers.
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Jobcosting Status**
  An indication if income and costs on the shipment have been finalized.
- **Change Mode of Transport**
  This action link will convert the shipment to an AOG Road shipment.

When a shipment is changed from *air* to *road*, all existing AWB information will be deleted. If an AWB number has been assigned, this will be restored to the airline pool . To prevent accidental changs, a pop-up dialogue appears to confirm changes:



Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

The delivery terms for the shipment

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic full text search that will display all matching airports.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

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Consignee

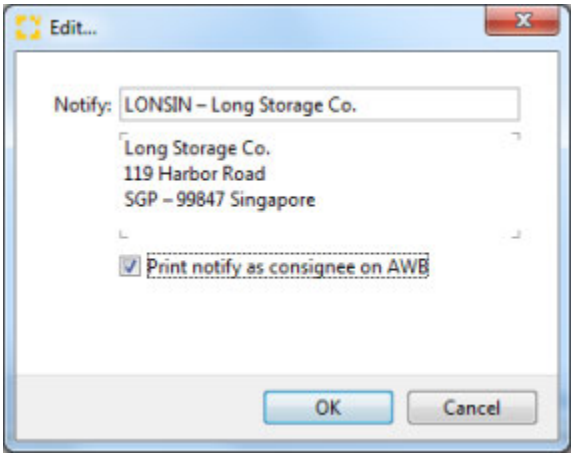
Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor



Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

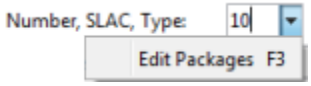
> In the master data of the (partner / Role - Airfreight Export), if the partner has the role "Forwarding Customer" applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

Enabling this option in the Notify pop-up will cause the notify address to be printed in the consignee box of the air waybill and the recipient (consignee) address will print in the accounting information box of the air waybill. If the option is disabled, the receiver is print as normal in the consignee box and the Notify address is printed in the accounting information box.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

> If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

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Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Import agent

The station that will receive the cargo at the arrival airport. The field search function can be used to locate an alternative agent.

The Import Agents available at the destination will vary according to the following:

- If no destination has been entered, then all agents are offered for selection
- If a destination is entered and the master data for that destination has only one agent assigned to it, then that agent will be used as the import agent for the shipment.
- If a destination has more than one agent assigned by the master data then the field will be blank but it is only possible to select one of the assigned agents.
- If a destination is assigned where no agent has been assigned in the master data , then it is not possible to select an agent until an agent is assigned in the master data

Security status

The security status of the consignment (of a shipment) according to Regulation (EC) No 300/2008. The following status are currently possible:

- not secured (NSC)
- secure for all-cargo and all-mail aircraft only (SCO)
- secure for passenger, all-cargo and all-mail aircraft (SPX)

Reason for granting the security status

If the security status of the shipment is set as "SCO" or "SPX", then the reason for granting these statuses is required as per Regulation (EC) No 300 /2008. The following status are currently possible:

- AC - Account Consignor
- HS - Handsearch
- KC - Known Consignor
- SC - Simulation Chamber
- TD - Trace Detection
- XR - Secured by XRAY

Non-secure items (not secured) do not require a reason security code. The safety data for Business or private shippers can be maintained in the partner master data.

Further information about security is available in the role descriptions RegB UAN and secure shipper.

AWB-Number

Fundamentals of the AWB-Nummer

Airlines use IATA compliant tracking numbers (AWB) numbers. These consist of 11 numbers. The first three numbers are referred to as a prefix, and also indicate the airline. The remaining 8 numbers are the actual bill number where the last number is a check digit which is calculated from the previous figures. The AWB number is usually represented as follows: aaa-nnnnnnnp (a prefix = / n = number / check digit p =) Example: 020-12345675

AWB These numbers must be allocated by the respective airline. There are three ways to enter this one AWB number.

1. Manual Input

- A single MAWB number assigned by the carrier may be manually input. (This should only be required for airlines that are rarely used.)
  Enter the AWB number in the manner of a normal text box. The number will be automtically be checked to ensure it is valid (correct check digit).

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The number can be entered with or without a hyphen after the prefix of AWB. For valid AWB numbers the hyphen will automatically be added if not already present and the prefix will be used to determine the airline used in the "Carrier" field.

2. Automatic MAWB number from the pool

- MAWB numbers can be pulled automatically if they have been stored in a pool of AWB numbers that have been assigned to the airline. (Usually batches of 100 or more AWB numbers are assigned to a carrier).
  To pull from the pool, instead of inserting the whole MAWB number, only the prefix is entered and then exit the field. The result is the system will pull the next available AWB number from the pool of the relevant airline. The two-letter airline code may also be used, example: 020 or LH.

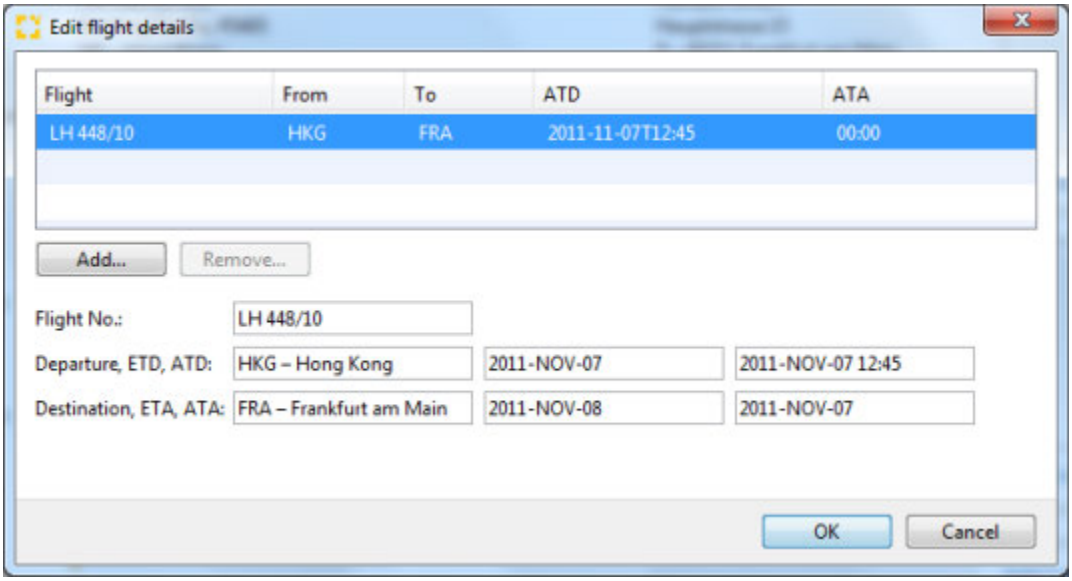
AWB-number pools must be maintained in the master carrier data

- If an AWB number has been drawn from the pool or entered manually, this number is "reserved" for a period of 30 minutes. During this time, this number may be used in any other program while the shipment remains unsaved. As soon as the shipment is saved, the number is permanently marked as "used" and cannot be used in any other shipment.
- If a MAWB number is removed from the field, or replaced by another MAWB number, the original number is automatically released and returned to the pool of MAWB numbers (restock). The number can then be reused in another shipment.

Carrier

This field will display the name of the carrier based on the MAWB number selected. This field cannot be edited.

Flights



Enter the flight data for the shipment. Use the drop-down menu or press F3 to access the flight data editor. This allows detailed flight and routing data to be entered.

ETD

Estimated time of departure

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New Pickup Order / New Delivery Order

These action links will open the transport order editor where pickup notes or delivery orders may be created.

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New delivery to gateway

this action link will allow a transport order to be created in order to haul the goods to the gateway. Clicking the link opens the gateway delivery order application.

Remove order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

All transport orders that have been created will be visible in the transport orders window. These may be re-opened by *double clicking* them. They may then be re-edited and printed again if necessary.

IATA-AWB

Opens the IATA AWB editor to enter information about the freight bill and to print the IATA AWB.

New Customs order

Opens a Customs order editor to create a new customs order

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

- More information on individual customs applications see the chapter on Customs.

Tip

Use the key combination **Ctrl + I** to see details about the user session including email address and phone number. It is also possible to take over the session from the existing user.

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IATA-AWB - AOG - Forwarding

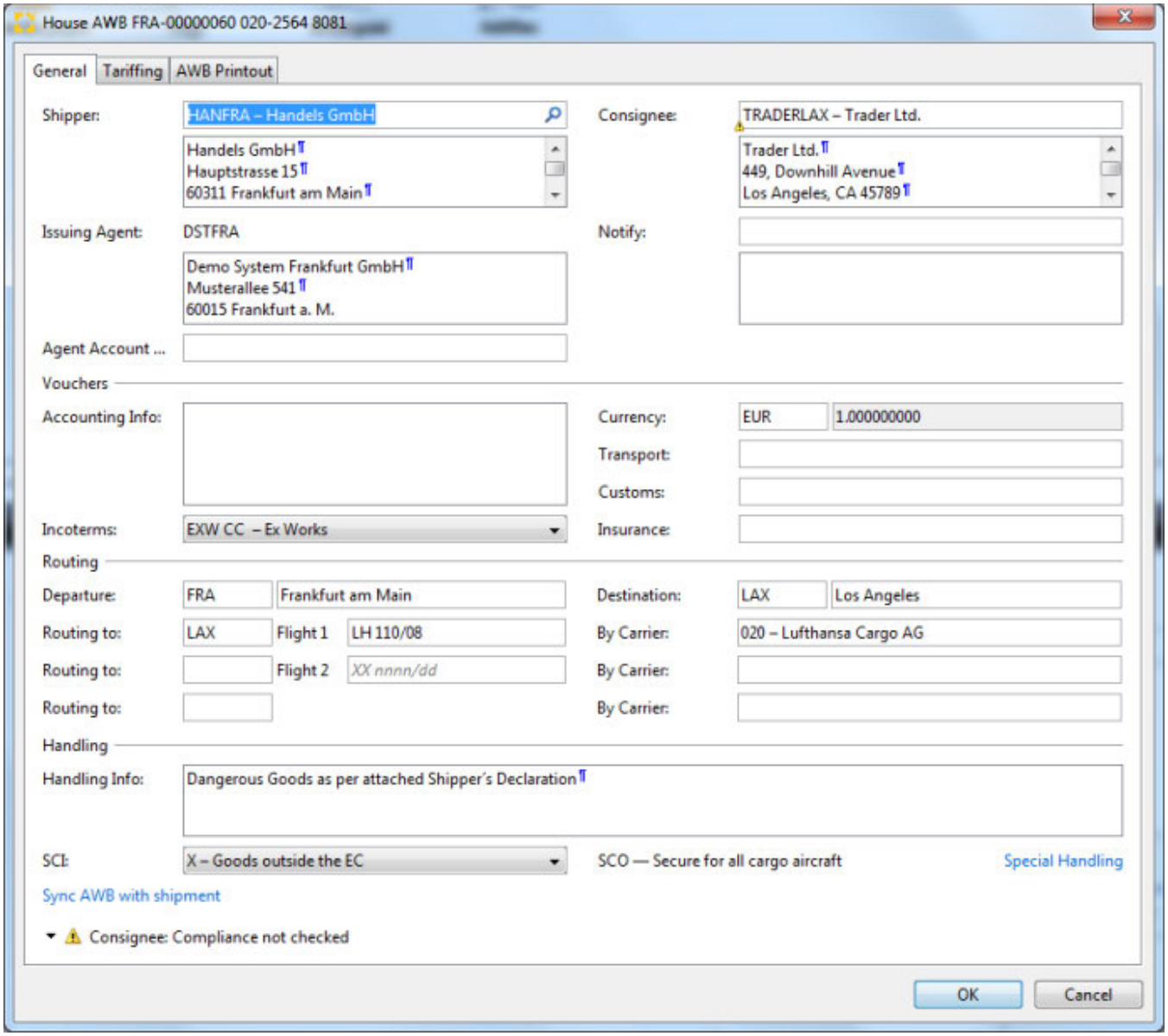
- Introduction
- Description

Introduction

The AWB editor allows all actions necessary to edit, customize and print AWBs. The editor offers great flexibility; much of the shipment data can be defaulted from the main shipment entry and master data, however these can be over-ridden without changing the data entered in the main shipment entry. The editor allows complete visualization of the AWB on screen before it is actually printed.

Description

General



Shipper / Consignee

Shipper and Consignee for shipment. These may be found with the field search or can be entered directly. Predefined text blocks may also be inserted.

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Issuing Agent

Here the address of the issuing agent (own address) is used. If required, the field can be also adjusted manually or predefined text blocks can be inserted.

Agent Account

This field is used for master, Back2Back and direct shipments for the Cass-Acount number of the agent.

Notify

Notify from shipment editor (if available). The notify address can be replaced by using the search field function or entered manually. In addition, it is also possible, in this address field, to insert predefined text modules.

Accounting Info

This field is for any accounting information which is to print on the AWB in the accounting information box. If a notify has been entered, it will be inserted here by default. Iit is also possible to insert in the area othere addresses and predefined text blocks.

Incoterms

The incoterms are taken from the shipment editor, but can be replaced as needed by an entry from the drop down menu.

Currency / Transport / Custom / Insurance

Insert the airway bill currency (by default, local currency) and any transport, customs or insurance costs that should print on the airway bill.

Departure / Destination

This information will default from the shipment editor (departure / destination), but can be changed manually as needed. The field is also a search field that can find any IATA location code by entering the airport name or even the country code. This will produce a drop-down list of possibilities.

Routing to / Flight / Carrier

The flight data (routing, flight numbers and carriers) is taken from the shipment editor. If these have not been assigned they will appear blank but can be completed manually. The **Routing to** and **By Carrier** fields are also search fields for easy location of IATA location codes and carrier, respectively.

Handling Info

Handling information can be entered if required and will print in the appropriate box on the airwaybill. In addition, it is also possible to insert predefined text blocks .

SCI (Special Customs Information)

Select the custom status (if any) from the drop down menu.

Security Status (without field description)

In addition to the SCI field, the security status of the shipment is displayed for user information. The value of this field can not be changed.

synchronize AWB with shipment

If new data has been entered into the shipment editor, this can be pulled into the AWB editor with this action-link.

Any data in the AWB editor that is overwritten during synchronization with the shipment editor will be lost.

Special Handling

This action link opens the Special Handling Editor. The information inserted will be used by the handling functions of e-freight. This is a method for creating a *paperless* airwaybill. This is not supported by all carriers in addition to this extra data, additional technical implementation is required. For more information, please contact your RSI customer support.

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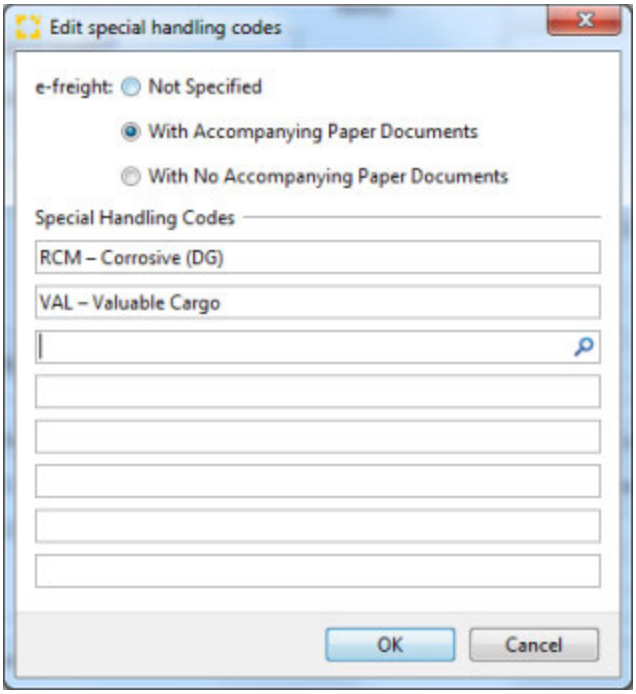

Not specified

Will not create a paperless AWB.

With accompanying Paper Documents

Additional paper documents such as certificates will accompany the shipment. A paperless AWB is created and sent with the EAP code.

Without accompanying Paper Documents

There are no accompanying paper documents. A paperless AWB is created and transmitted with code EAW in the FHL message.

Special Handling Codes

Extra handling codes can be recorded. A list of available codes is provided. The corresponding codes can be found using the search field.

OK

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

Tariffing

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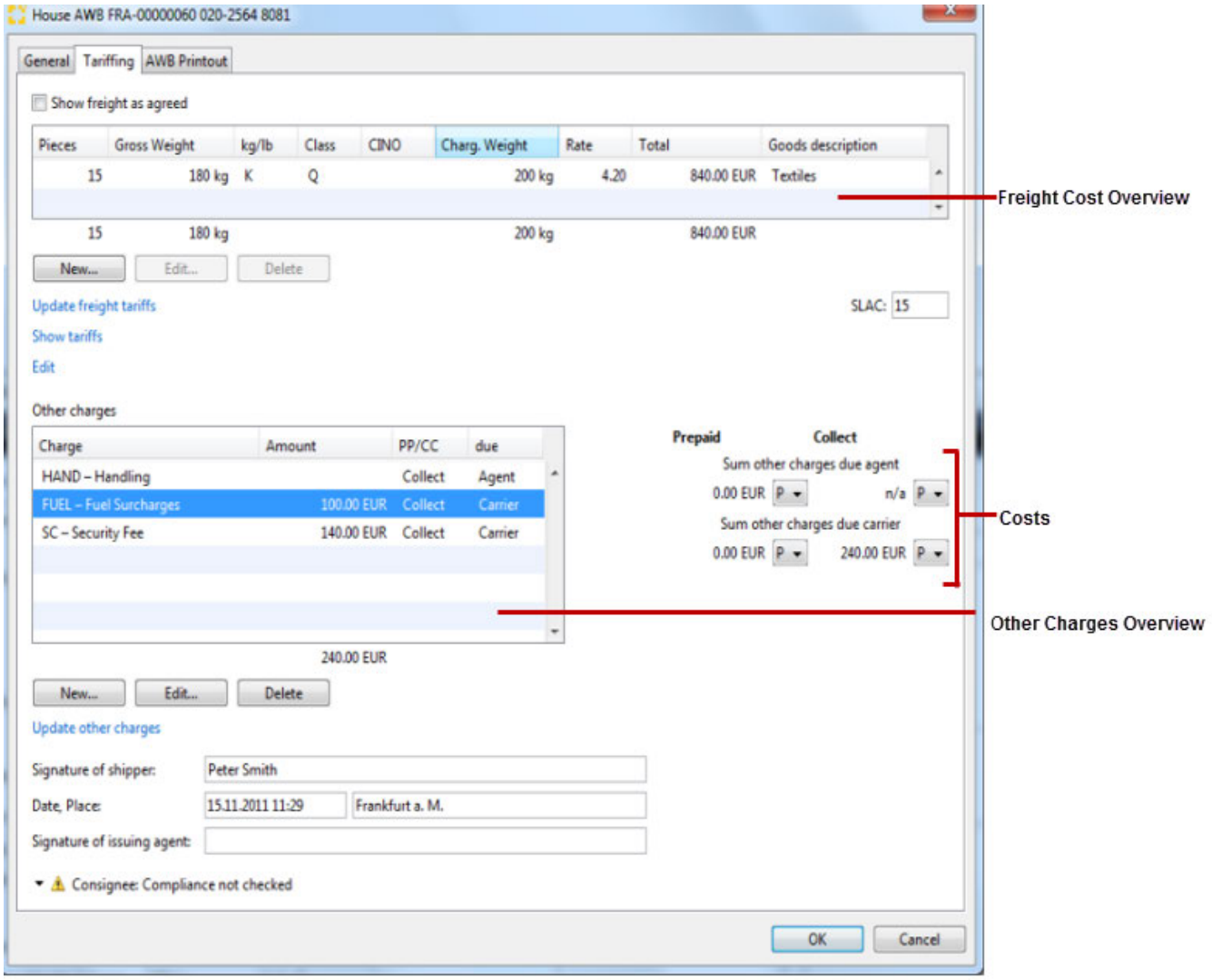

Shown freight as agreed

By checking this box, the amount of freight charges are not printed on the air waybill and are replaced with the statement *AS AGREED*.

Freight charges overview

In this table the calculated and collected tariff lines for the current program are shown. If part of the shipment is dangerous goods (DGR), these will appear as a separate tariff line. The following columns are displayed:

Pieces

Number of packages. This is automatically taken from the shipment editor.

Gross weight

The gross weight of the shipment. This is also imported from the shipment editor.

kg/lb

Indicates whether the weight is in kg or lbs. Kilograms are shown as *K*, and Lbs. as *L*.

Advice/ Class

The Class of tariff rate applied. The available rate classes are:

rate type	rate class
Simple Rate	M, N, O, Q

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Euro Charge Rate	B, K
Specific Commodity Rate	C
Percent Rate	R, S

CINO

CINO number (Commodity Item Number). This is only displayed if a corresponding tariff has been determined. The Commodity Item Number must be applied in the appropriate tariff master data.

Chargeable weight

The chargeable weight which has been calculated using the gross weight and volume.

Rate

The airfreight rate as per tariff master data, or manual input.

Total

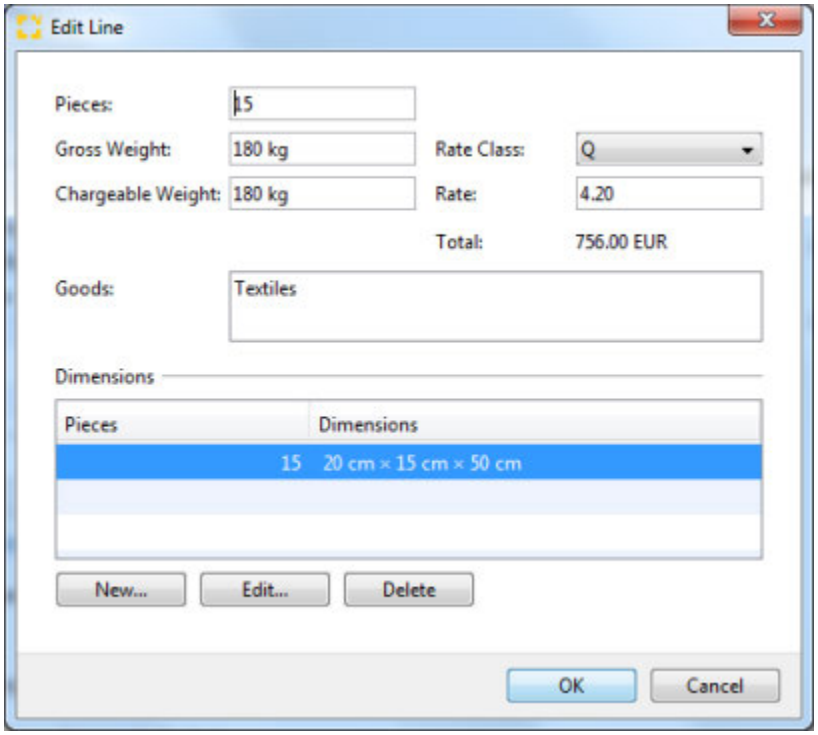
Total airfreight amount calculated from chargeable weight, weight and airfreight rate.

Goods

This information is defaulted from the field *description* in the shipment editor, but can be (if necessary) amended as described below.

New

This button creates a new freight cost line. First the type of rates must be selected from a pop-up window and then the freight cost line editor opens.



Pieces

Number of packages.

Gross weight

Gross weight of packages.

Chargeable Weight

chargeable weight of packages.

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Rate class

The appropriate selection dropdown list, the desired rate class will be selected.

Rate

Here the required airfreight rate can be entered.

Total

The total freight amount, calculated from chargeable weight and airfreight rate displayed.

Goods

Description (contents of the packages).

Pieces / Dimensions

With *new*, a new line with the number and dimensions of packages can be entered. With *Edit* the highlighted row in the table is opened for editing. Alternatively, it can also be opened with a double click on the appropriate line. *Delete* removes a selected line.

- The data in the freight-line editor will automatically be updated with the new data entered.
- The entered number of packages and their dimensions are NOT included in the shipment editor.

Edit

Opens the tariff entry highlighted in the freight cost overview highlighted with the freight costs-line editor. Alternatively, double clicking on the appropriate line will also open it.

- The number of packages and their sizes are defaulted from the shipment editor. These data, as described above, regardless of the data shipment editor can be modified, supplemented or deleted.

Delete

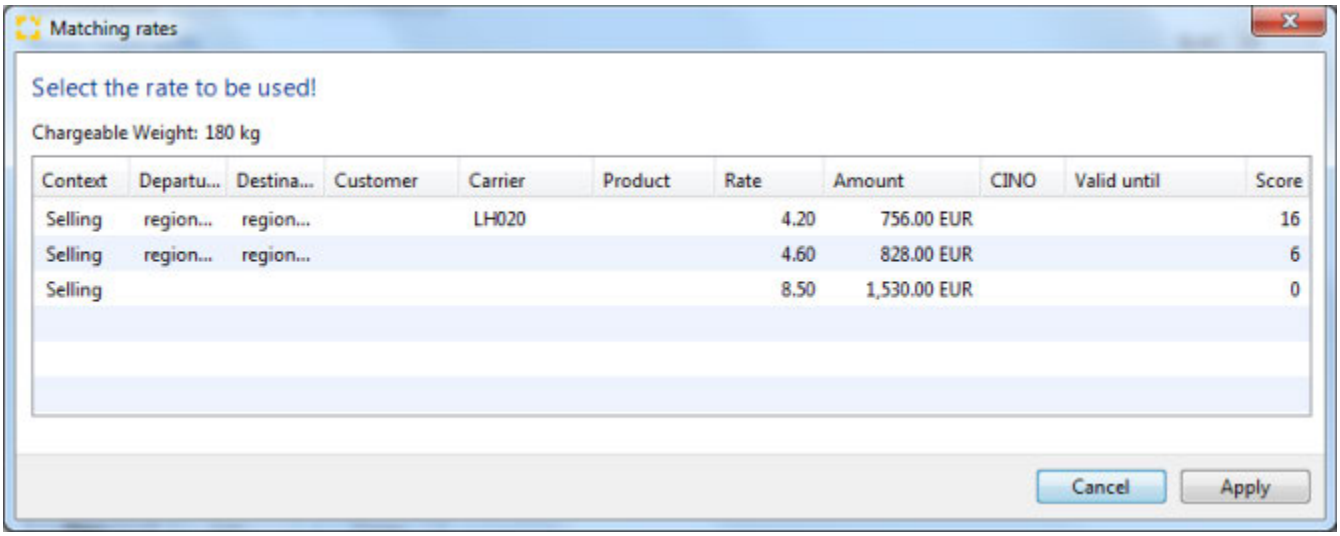
Deletes a marked line in the freight cost overview.

Update freight tariffs

With this action, the freight costs will be updated using the master tariff data. At the same time, any changes to the values of the number of packages and weights in the shipment editor are also updated in the AWB editor.

Shows Tariffs

This action link will display all tariffs that have been stored in the master data and which meet the criteria of the shipment. This information will appear in a separate pop-up window.



Chargeable Weight

The chargeable weight will be displayed from the tariff lines.

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Context

Shows the tariff context (type of tariff) to. Only *IATA* tariffs are shown for direct shipments.

From / To / Customer / Carrier

This information will display depending on how a tariff has been created in the master data. Departure, destination, departure country, destination country, customer, carriers may all appear if they are part of a rate the matches the current shipment.

Rate / Amount

Shows the relevant tariff stored in the airfreight rates and the calculated amount based on the chargeable weight.

CINO

Shows the corresponding tariff where a CINO-number (Commodity Item Number) is used, if available.

Valid up to

Validity date of the displayed tariff.

Score

Each tariff is weighted by matching the elements of the tariff with the shipment data in order to calculate a point score. The more points a tariff has, the more closely it fits to the current shipment. For example a general tariff of *departure* to *destination* will score lower than a tariff that is specific to the shipper where the *departure* and *destination* also match those of the shipment.

OK

Uses the highlighted tariff in the overview as the tariff for the line item in the tariff editor.

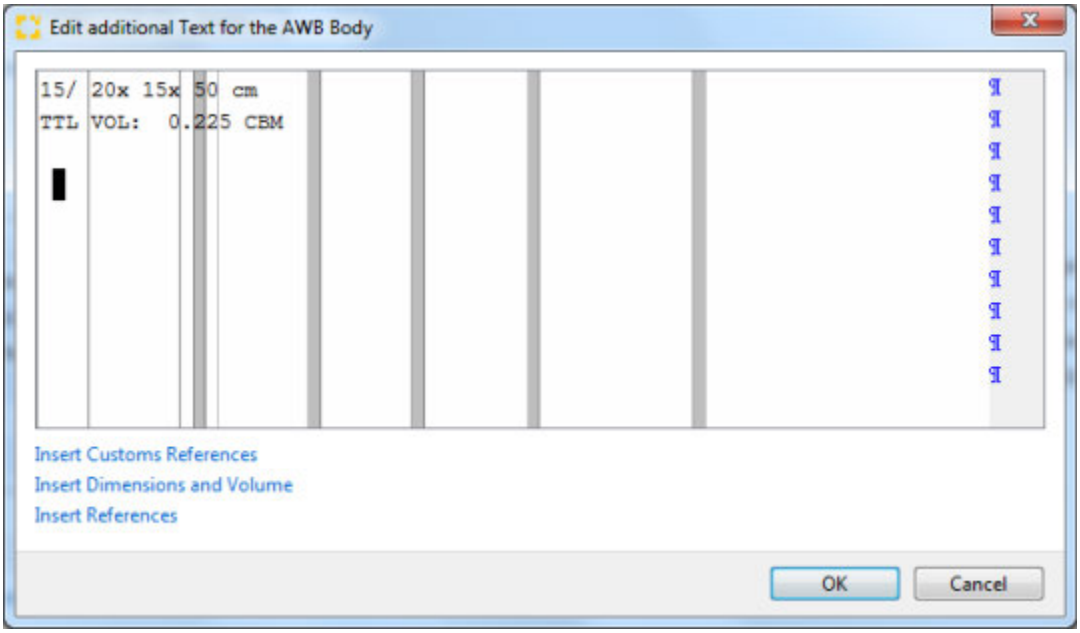
Cancel

Closes the tariff overview without further action.

> More information on tariffing is available in the section Automatic tariffing.

AWB additional text.....

This action creates a separate pop-up window which shows the central part of the air waybill. This can be entered as free text which is then printed in the corresponding area of the air waybill. In addition there is the possibility to insert predefined text blocks. By default, the dimensions and the volume of tariff lines from the editor are inserted.



Insert Customs References

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This action link will automatically insert any existing customs references at the position of the cursor.

Insert Dimensions and Volume

Adds any existing dimensions and volume at the position of the cursor.

Insert References

Opens the selection of references screen from which the desired references can be chosen and inserted at the position of the cursor.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Other Charges

All associated costs such as collection, handling, surcharges, etc. are present in the ancillary charges table. The charge types are based on the master data (activity types , master data rates)) combined with the shipment data (Incoterms , chargeable weight). Totals are therefore automatically determined and proposed for settlement.

Charge

The charge for which the amounts are calculated.

Amount

the amount of the charges. These are entered manually, or are automatically calculated from the master data

PP/CC

Depending on the incoterms selected in the general tab of the shipment this field indicates if the charge is prepaid or collect. The payment terms can be as per the following table:

Code	Designation	Explanation
PP	Prepaid	Costs are paid by the sender
CC	Collect	Costs are paid by the recipient

Due

Indicates to whom the costs should be paid:

Designation	Explanation
Agent	The agent or carrier who issues the Air Waybill (PP) and who is defined as the receiving agent (import agent) or carrier (CC).
Carrier	The carrier or airline who transported the shipment

New

The button opens the **New Other Charge** editor which allows new charges to be inserted.

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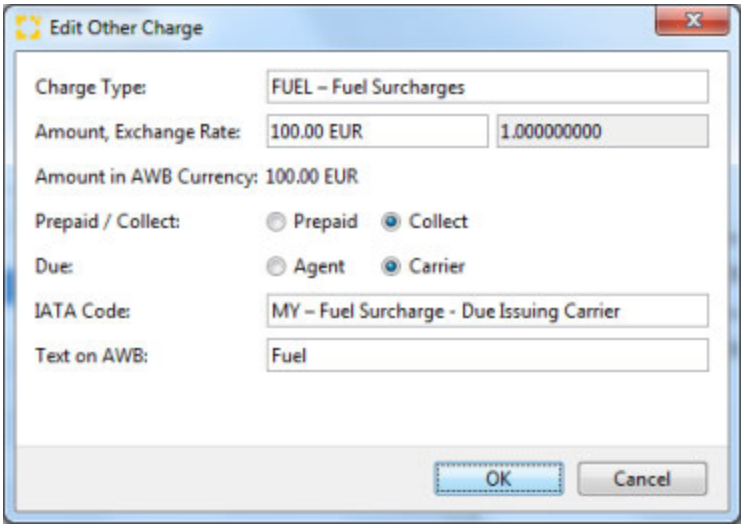

Charge Type

New charges can be found using the search function.

Amount, Exchange Rate

If a valid tariff has been found for the charge code, the total amount of the charge will automatically be calculated and inserted. Use the dropdown menu or the F5 function key if the tariff needs to be recalculated. The amount can also be manually entered or changed. The currency of the charge will default to the local currency but it may also be entered or changed. In the adjacent field the exchange rate for the charge will appear. If the local currency is used the rate will be 1.0000, if a foreign currency used the rate will appear automatically or can be entered or changed.

Amount in AWB Currency

If the charge has been enter in a foreign currency, this field will show the amount converted to the local currency.

Prepaid/Collect

Indicates whether the charge is prepaid or collect. The default value will be based on the inco terms (see the *general tab*) but this default can be changed.

Due

Defines if the charge is *due Agent* or *due Carrier*. The default value for charges can be stored in the air cargo master data

Text on AWB

This will be the code used on the AWB to describe the charge type. By default the first 2 digits of the IATA code are used.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

Edit

Open the other charge editor to edit the highlighted charge.

Delete

Removes the highlighted ancillary charge.

Update other charges

This action link will recalculate all ancillary charges according to current tariffs.

Distribution of costs

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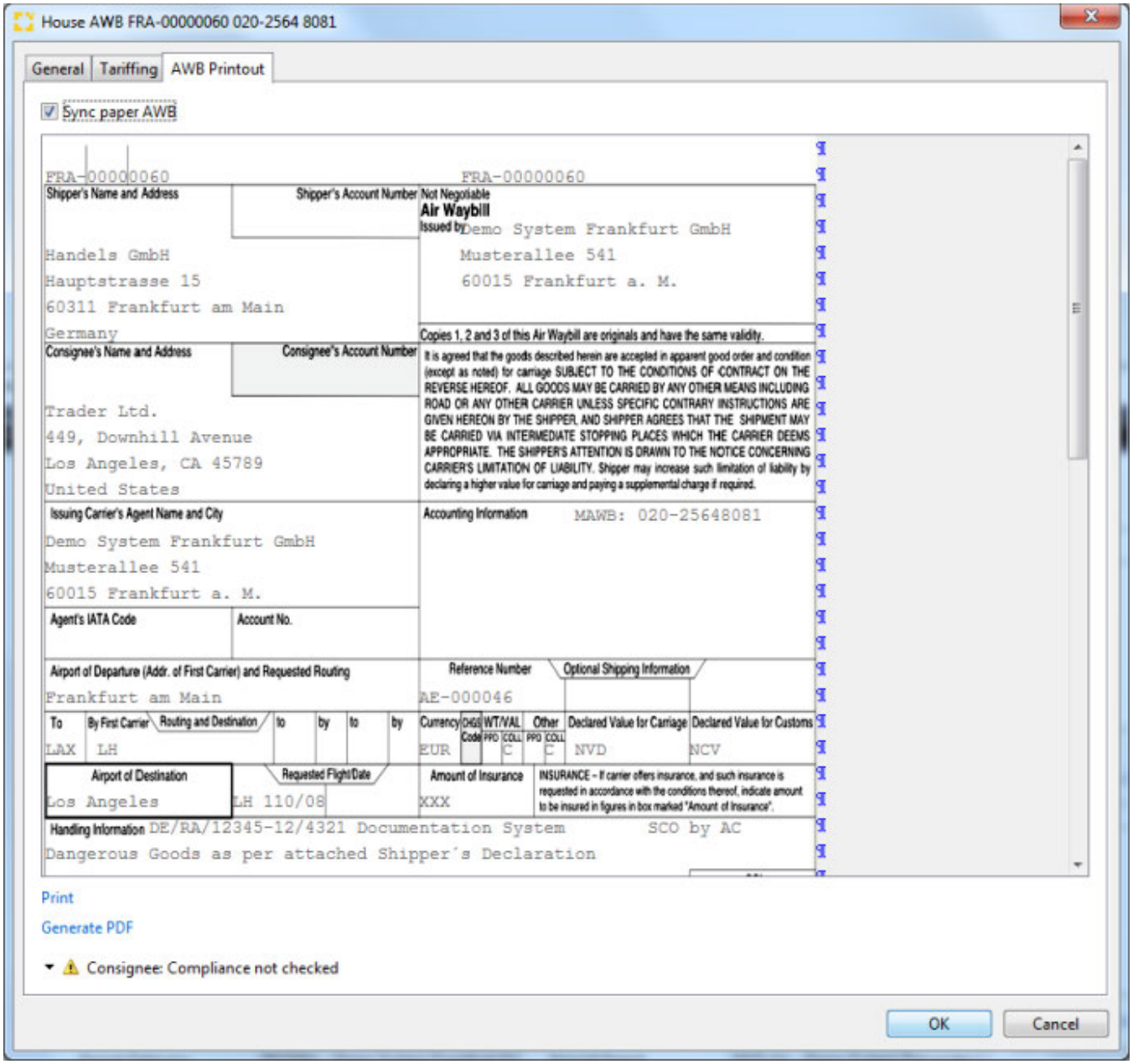
the charges are summed into 4 separate totals; total prepaid due agent, total collect due agent, total prepaid due carrier and total collect due carrier. How the costs will be presented on the AWB can be controlled using the drop down menus which will present the option shown below:

Code	Explanation
P	Costs will be printed on the AWB
X	Costs will NOT be printed on the AWB
T	The costs will be shown only as a total on the AWB

AWB Printout

This tab provides a visual representation of the printed AWB.



Sync paper AWB

This box is checked by default and causes the AWB to be shown as per all the data entered in the *general* and *tariff* tabs. When check the representation of the AWB cannot be edited. If the box is unchecked, then the AWB may be freely edited and the text blocks can be accessed and inserted into the AWB.

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If the box is checked again after editing the AWB, all changes will be lost because the document will once again be regenerated according to the data stored in the *general* and *tariff* tabs.

Print

Prints the AWB exactly as it appears in the representation to the predefined printer. The document will also appear as a text document and pdf document in the documents tab of the shipment. The pdf version may then be sent attached to an email.

Generate PDF

Only a pdf version of the document is created which also appears in the documents tab of the shipment.

Print and send FWB

Prints the AWB as described above and sends a copy to TRAXON Global Cargo Communications System in the form of an FWB.

Send FWB

Sends the shipment electronically in the form of an FWB to TRAXON Global Cargo Communications System. There is no print of the document.

OK

Stores the data and closes the editor.

Cancel

Closes the editor without further action.

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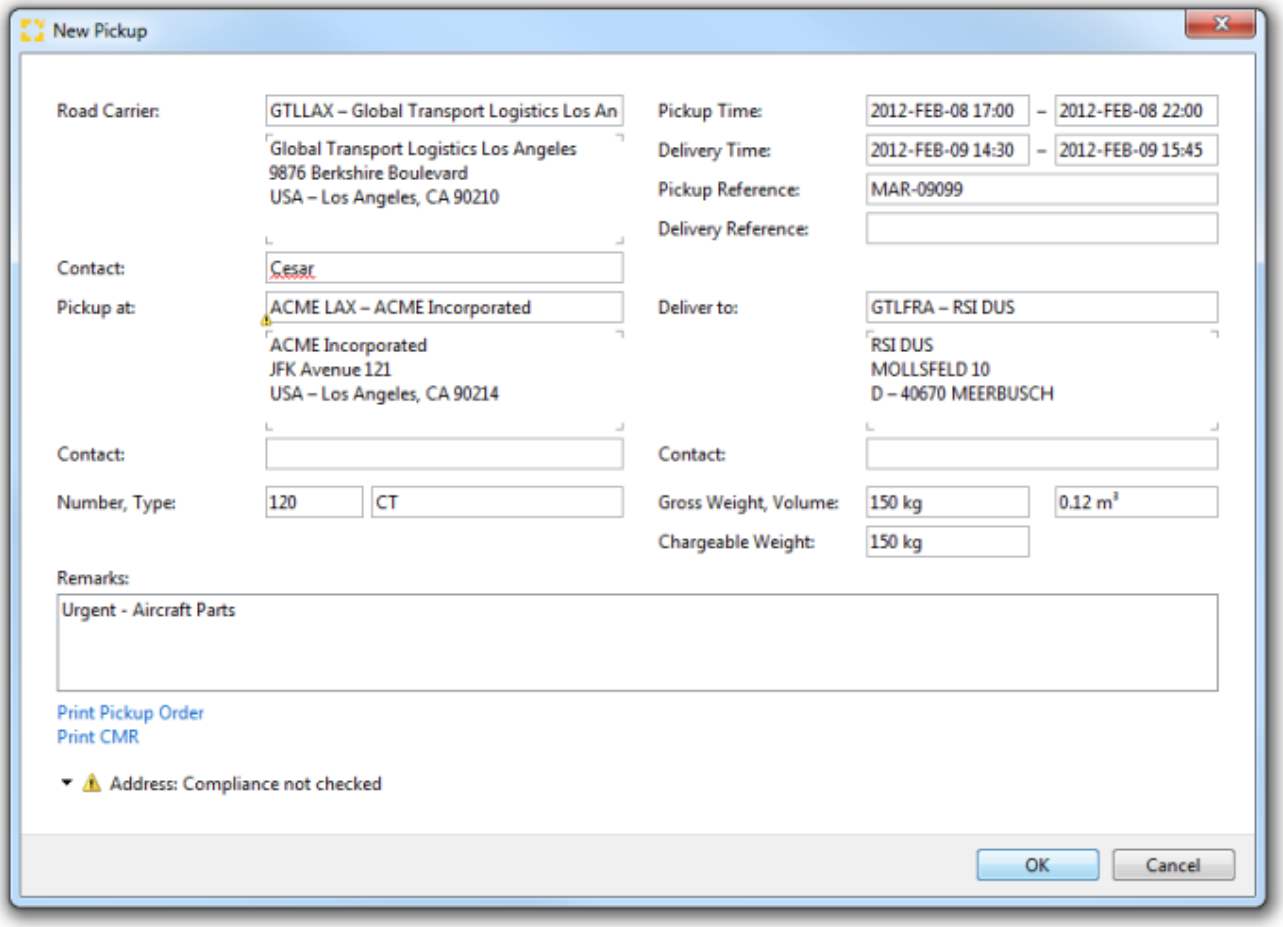
Transport Orders - AOG General - AOG - Forwarding

- Introduction
- Description

Introduction

Create and print pickup notes for collection of goods and delivery orders for transport of goods to the terminal. Additionally, a CMR (International waybill for road freight transport) may also be printed.

Description



Road Carrier

The trucking company who will transport the consignment. Locate the desired carrier using the search field. The **contact name** for the carrier may be entered or selected from the list of contacts for this partner. If a pickup address has been stored for this partner, this may also be used when completing the delivery order. If a set of pickup or delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Contact (Road Carrier)

The name of the contact person at the road carrier. If used on a regular basis, the contact person should be stored in the contacts section of the partner maintenance , this will allow automatic entry of the contact name.

Pickup time window from/to

The period in which the consignment may be picked up. These are date and time fields.

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Delivery time window from /to

The period in which the consignment may be delivered. These are date and time fields.

Pickup Reference

The reference used by the shipper for the shipment.

Delivery reference

The reference used by the receiver of the shipment.

Pickup at

The address at which the item should be picked up. The desired partner can be located with the search field. The default address will be the address of the shipper. The **contact name** for the pickup location may be entered or selected from the list of contacts for this partner. If a set of pickup addresses have been stored for this partner, these may also be used when completing the delivery order.

Contact (at pickup address)

The name of the contact person where the goods are to be collected. If used on a regular basis, the contact person should be stored in the contacts section of the partner maintenance , this will allow automatic entry of the contact name.

Deliver to

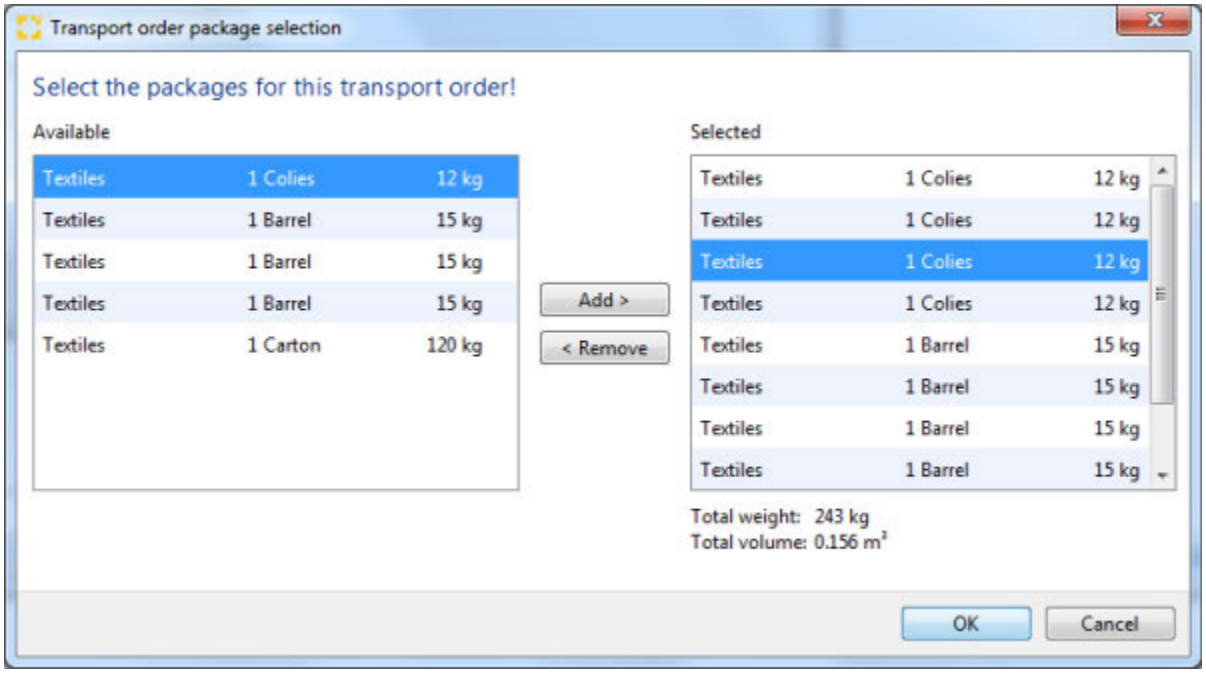
The address to which the consignment is to be delivered. The desired partner can be located with the search field. The **contact name** for the delivery location may be entered or selected from the list of contacts for this partner. If a set of delivery addresses have been stored for this partner, these may also be used when completing the delivery order.

Contact (at place of delivery)

The name of the contact person at the place where the goods will be delivered. If used on a regular basis, the contact person should be stored in the contacts section of the partner maintenance , this will allow automatic entry of the contact name.

Amount

The total number of pieces on this delivery order. The field has a drop down menu or F3 function key to access the package selection tool.



By default, all packages are proposed for delivery.

Gross weight, Volume

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The gross weight and volume of the pieces will appear. If the package editor has been used to select the pieces then these fields will adjust to show the correct volume and gross weight of the selected pieces.

Chargeable Weight.

The gross weight and volume from the main editor or the package editor is defaulted. This information can be further adjusted if necessary,.

Remarks

Comments or instructions entered in this field will be printed on the delivery order.

Print

Print the pickup / delivery order. The document will be created as a PDF document that can be viewed in the *Documents* tab.

CMR...

Open the CMR editor to create in international road transport order.

OK

Save the data and close the transport order editor.

Cancel

Close the transport order editor without taking any further action.

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CMR - Pickup Order - General - Air - AOG - Forwarding

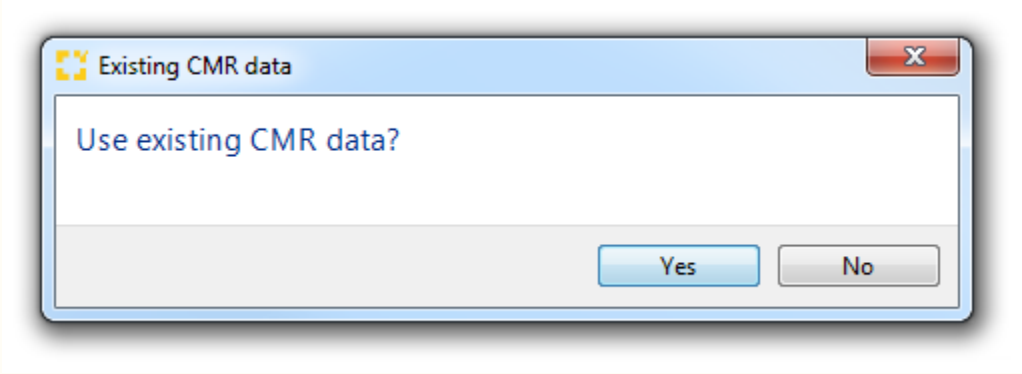
- Introduction
- Description

Introduction

The CMR editor is used to create a CMR waybill according to the Convention on the Contract for the International Carriage of Goods by Road. These may be printed and stored as PDF copies.

Description

When a CMR has already been printed, on selecting the *CMR* option a dialogue will appear asking if existing CMR data should be used.



Yes

Opens the existing CMR in the editor.

No

Creates a new CMR.

CMR Editor

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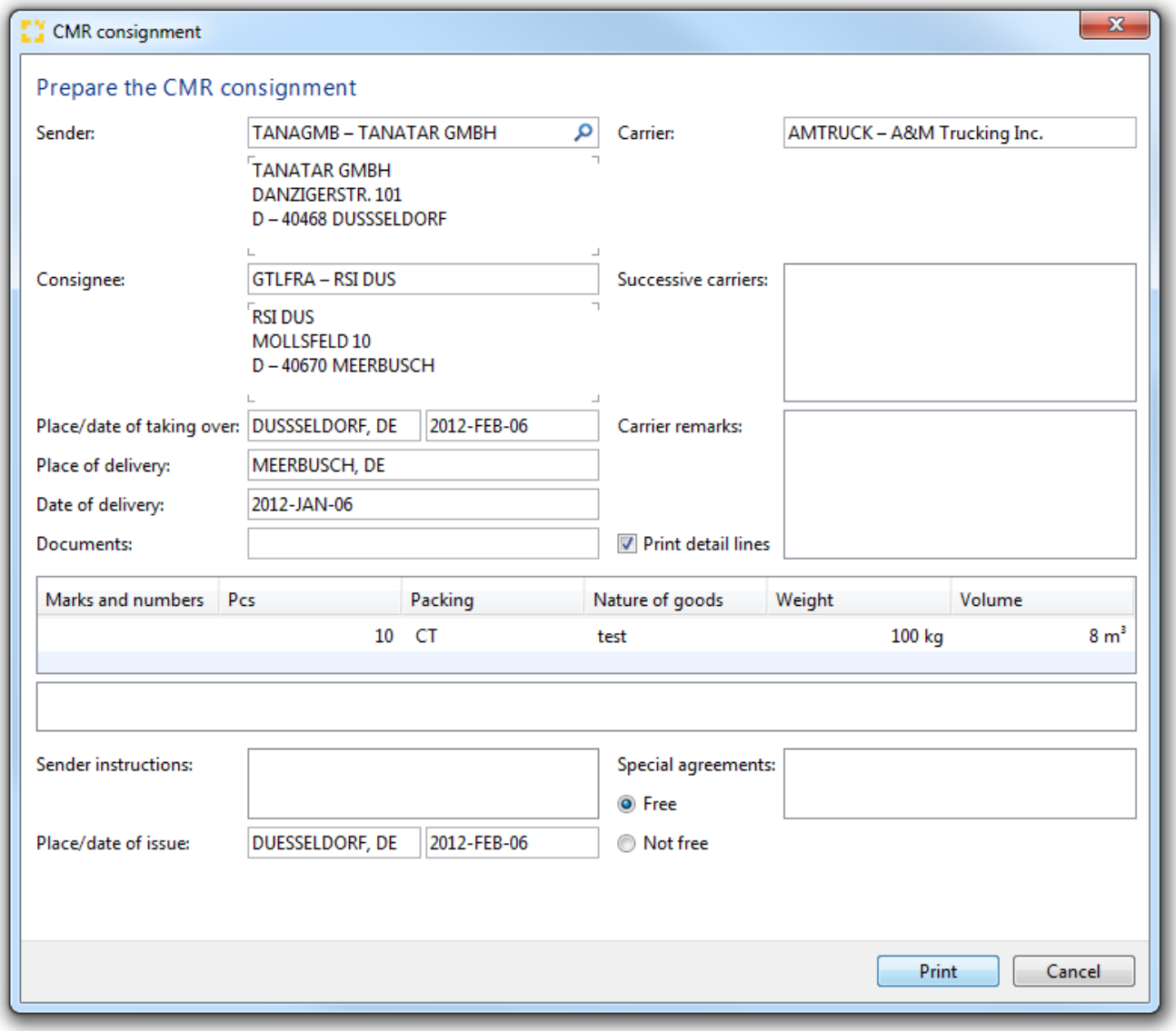

Sender

This is the sender of the shipment. This is a search field that can be used to locate the correct partner.

Carrier

The carrier who will transport the shipment. This is a search field that can be used to locate the correct carrier.

Consignee

The recipient of the shipment. This is a search field that can be used to locate the correct partner.

Successive Carriers

A free text area where the names of carriers who will transport the goods subsequent to the first carrier may be recorded.

Place of Pickup

The location where the goods will be picked up. This will default to the city and state of the sender.

Date of Pickup

The date when the goods are to be picked up. This is a date field .

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Place of Delivery

The city where the and state where the goods will be delivers. This will default to the city and state of the consignee.

Date of delivery

The date the goods are to be delivered. This is a date field .

Documents

Any documents included with the shipment should be listed here.

Carrier remarks

Any remarks from the carrier.

Print detail lines

The details of the cargo are shown in a summary table, being the marks and numbers, the number of pieces, packing type, nature of goods, weight and volume. If these are to print on the CMR then the *Print details lines* box should be checked.

Remarks

The shipment number appears in the general remarks area below the detail line. Further remarks may be added.

Sender Instructions

Special instructions from the sender may be recorded here.

Special Agreements

If special arrangements have been made, these may be recorded here.

Place (of issue)

The place where the CMR is issued.

Date of issue

The date the CMR is issued. This is a date field .

Free/Not free

Payment instructions for the CMR:

- Free = The sender has paid the freight charges.
- Not free = The recipient must pay the freight charges.

Print

Prints the CMR documents. PDF copies of these documents will appear in the *documents* tab of shipments. The Editor is then closed and the data is stored.

The following PDF documents are created:

- CMR 1 (Sender)
- CMR 2 (Receiver)
- CMR 3 (Carrier)
- CMR 4 (Carrier)

Example CMR consignment note

Cancel

Closes the CMR editor without further action.

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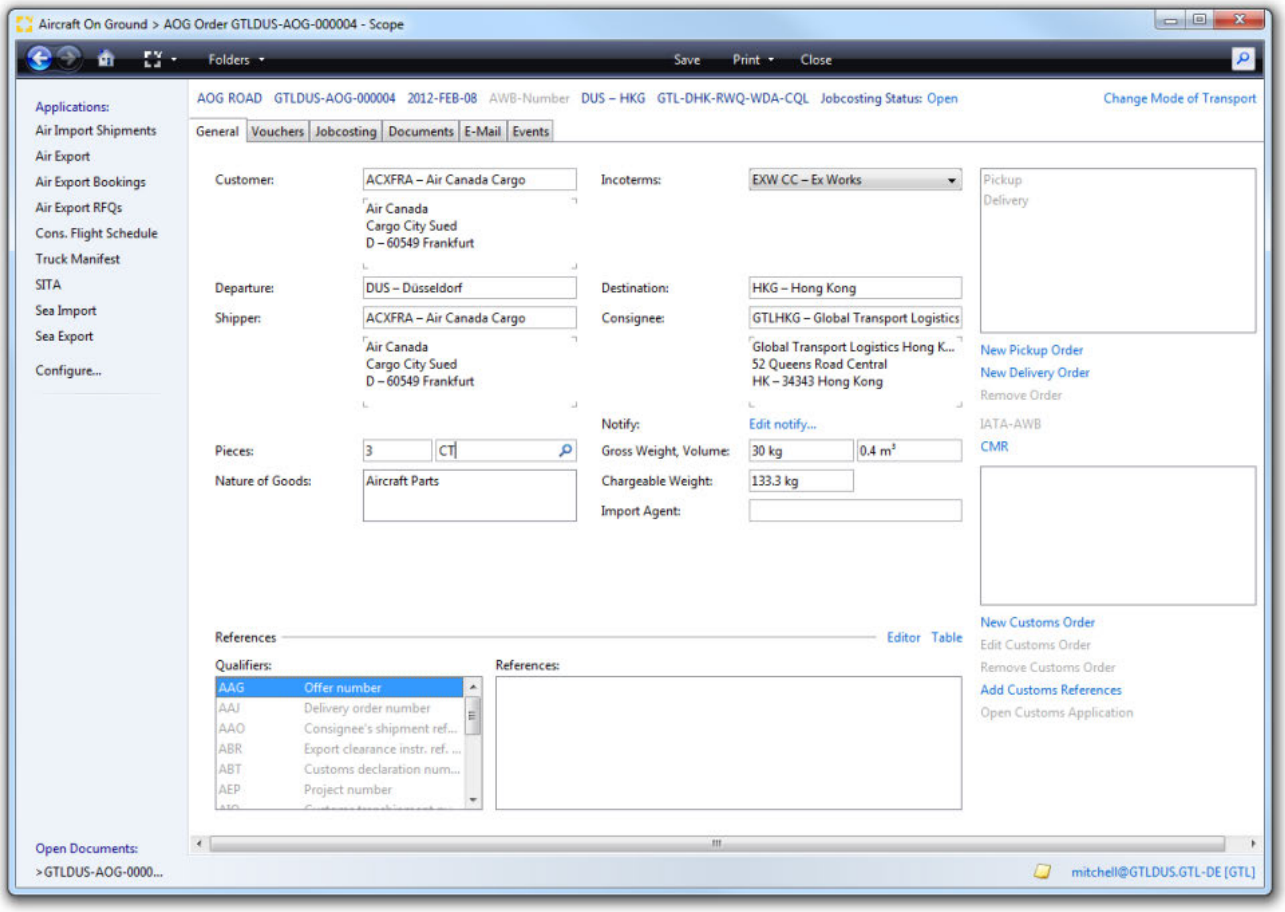
General - Road - AOG - Forwarding

- Introduction
- Description

Introduction

The General tab of the AOG shipment editor is where information such as the sender, recipient, number of packages and the weight of the shipment can be stored and edited. Pickup and delivery orders and CMR consignment notes (non-USA) can be created. AOG shipments can also be created as air shipments and this is detailed in the chapter on AOG air Shipments .

Description



Save

The *save* function will store the new Road AOG details. The function is only available if all the Validation symbols have been cleared indicating all mandatory fields have been completed. When incomplete the relevant error messages will indicate which fields need completion.

Print

The print option presents a list of documents that may be printed:

- File Covers
- Preadvice
- Release Note (or Shipment Certificate)
- Export Certificate
- Master Labels (waybill labels)

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Master-Labels are mainly used in AOG air shipments. Further information is available in AOG Air shipments

Close

Closes the current shipment. If new details have not been saved, a dialogue box appears to confirm exit without saving.

Title Bar

The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

- **Type of shipment**
  Type of shipment. For a road shipment this is *AOG ROAD*
- **Shipment number**
  Assigned by the system after the shipment has been saved for the first time.
- **Service date**
  The date the shipment was first saved.
- **Departure airport - Destination airport**
  Departure and destination of the shipment.
- **USI number**
  Unique shipment identification number (Unique Shipment Identifier). When the shipment is first saved this identifier is automatically generated by the system and is used for internal purposes.
- **Jobcosting Status**
  An indication if income and costs on the shipment have been finalized.
- **Change Mode of Transport**
  This action link will convert the shipment to an AOG Air shipment.

Customer

Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

The delivery terms for the shipment

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic f ull text search that will display all matching airports.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Notify

The party to be Notified when the shipment arrives. Typically, consignment is addressed to the recipient but actually delivered to the Notify.

If a notify has not been entered, the action link *Edit* will be displayed. Once a Notify is recorded it will display the first line of notify address. Clicking on this action link will open the Notify editor.

Notify Editor

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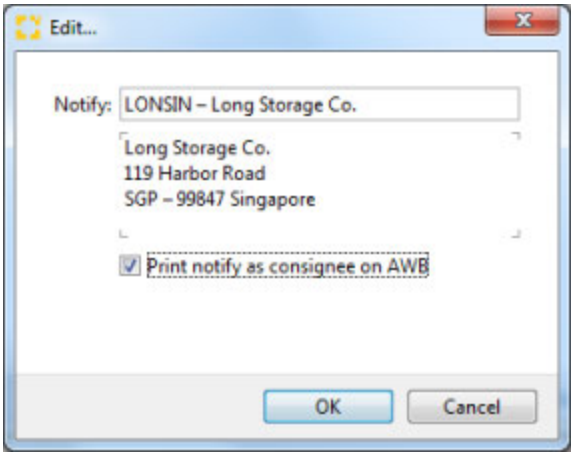


Notify

The notify address can be located by using the search field. The context menu of the Partner field provides options for new partner addresses to be created or existing partners may be edited.

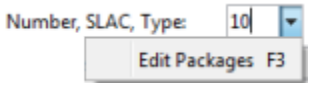
> In the master data of the (partner / Role - Airfreight Export), if the partner has the role "Forwarding Customer" applied, this role allows a permanent Notify address for the partner to be saved. This will be used automatically when this partners is used in any shipment where this partner is the recipient (consignee).

Print Notify as Consignee on AWB

This function should only be used in AOG Air shipments where an air waybill is being printed.

Number

Total number of packages in the consignment



The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

> If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

Import agent

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The station that will receive the cargo at the point of arrival. The field search function can be used to locate an alternative agent.

The Import Agents available at the destination will vary according to the following:

- If no destination has been entered, then all agents are offered for selection
- If a destination is entered and the master data for that destination has only one agent assigned to it, then that agent will be used as the import agent for the shipment.
- If a destination has more than one agent assigned by the master data then the field will be blank but it is only possible to select one of the assigned agents.
- If a destination is assigned where no agent has been assigned in the master data , then it is not possible to select an agent until an agent is assigned in the master data

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New Pickup Order / New Delivery Order

These action links will open the transport order editor where pickup notes or delivery orders may be created.

Remove order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

CMR

Opens the CMR editor where a new CMR road transport order can be created.

All transport orders that have been created will be visible in the transport orders window. These may be re-opened by *double clicking* them. They may then be re-edited and printed again if necessary.

New Customs order

Opens a Customs order editor to create a new customs order

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

- More information on individual customs applications see the chapter on Customs.

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CMR - AOG - Forwarding

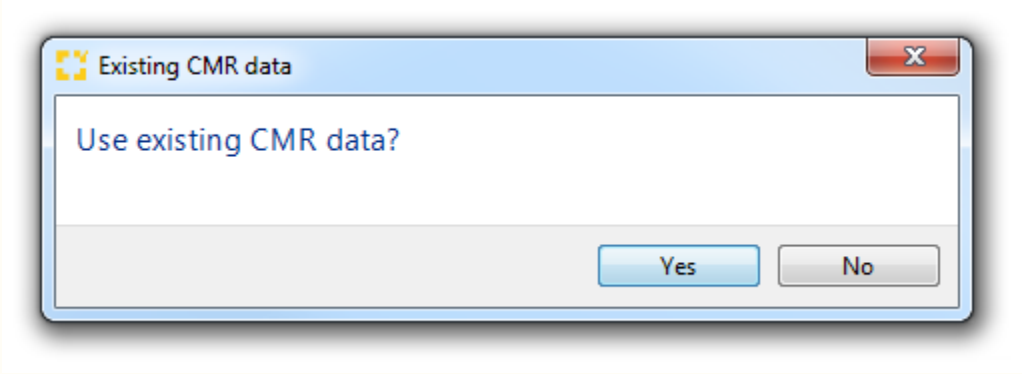
- Introduction
- Description

Introduction

The CMR editor is used to create a CMR waybill according to the Convention on the Contract for the International Carriage of Goods by Road. These may be printed and stored as PDF copies.

Description

When a CMR has already been printed, on selecting the *CMR* option a dialogue will appear asking if existing CMR data should be used.



Yes

Opens the existing CMR in the editor.

No

Creates a new CMR.

CMR Editor

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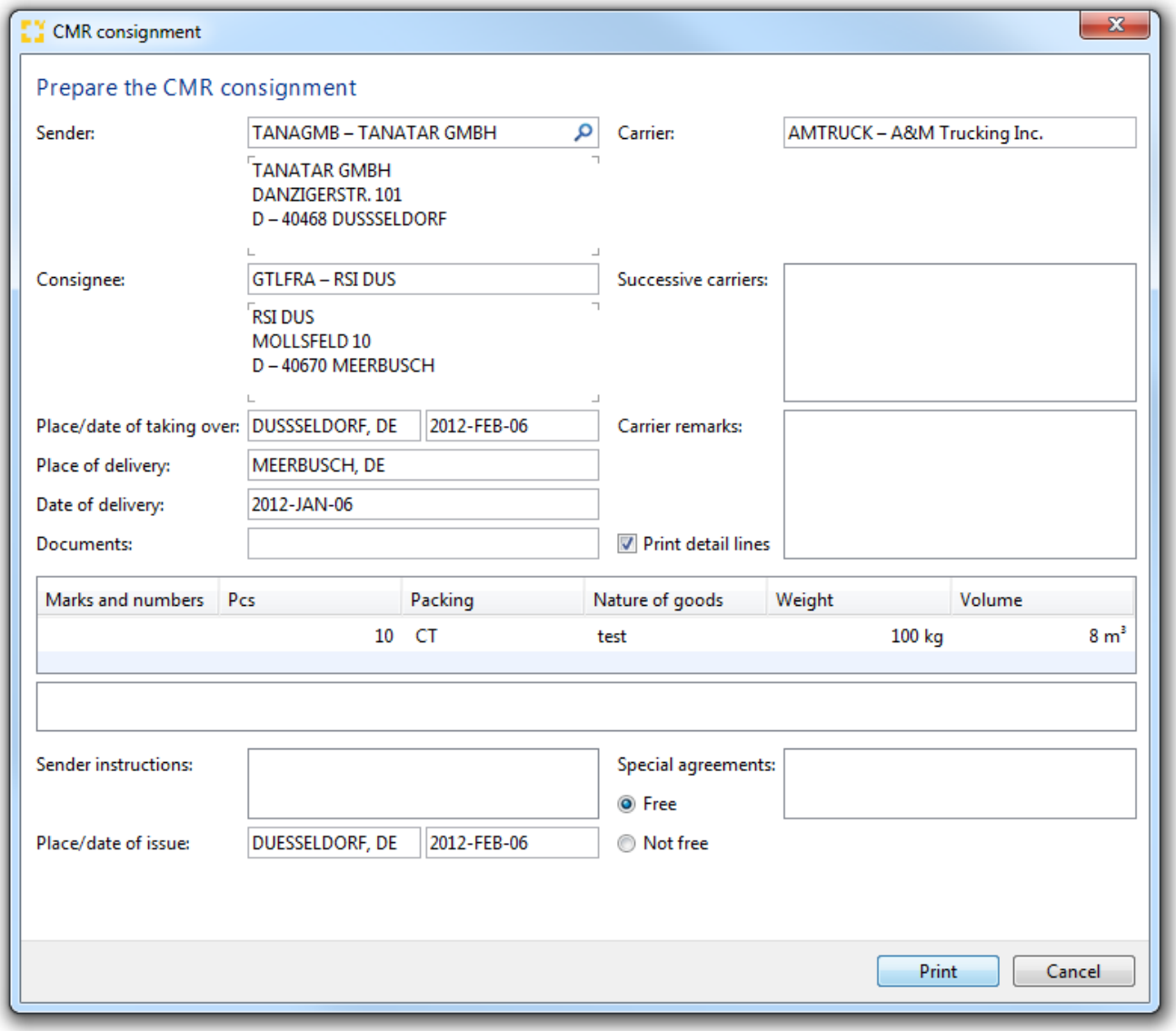

Sender

This is the sender of the shipment. This is a search field that can be used to locate the correct partner.

Carrier

The carrier who will transport the shipment. This is a search field that can be used to locate the correct carrier.

Consignee

The recipient of the shipment. This is a search field that can be used to locate the correct partner.

Successive Carriers

A free text area where the names of carriers who will transport the goods subsequent to the first carrier may be recorded.

Place of Pickup

The location where the goods will be picked up. This will default to the city and state of the sender.

Date of Pickup

The date when the goods are to be picked up. This is a date field .

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Place of Delivery

The city where the and state where the goods will be delivers. This will default to the city and state of the consignee.

Date of delivery

The date the goods are to be delivered. This is a date field .

Documents

Any documents included with the shipment should be listed here.

Carrier remarks

Any remarks from the carrier.

Print detail lines

The details of the cargo are shown in a summary table, being the marks and numbers, the number of pieces, packing type, nature of goods, weight and volume. If these are to print on the CMR then the *Print details lines* box should be checked.

Remarks

The shipment number appears in the general remarks area below the detail line. Further remarks may be added.

Sender Instructions

Special instructions from the sender may be recorded here.

Special Agreements

If special arrangements have been made, these may be recorded here.

Place (of issue)

The place where the CMR is issued.

Date of issue

The date the CMR is issued. This is a date field .

Free/Not free

Payment instructions for the CMR:

- Free = The sender has paid the freight charges.
- Not free = The recipient must pay the freight charges.

Print

Prints the CMR documents. PDF copies of these documents will appear in the *documents* tab of shipments. The Editor is then closed and the data is stored.

The following PDF documents are created:

- CMR 1 (Sender)
- CMR 2 (Receiver)
- CMR 3 (Carrier)
- CMR 4 (Carrier)

Example CMR consignment note

Cancel

Closes the CMR editor without further action.

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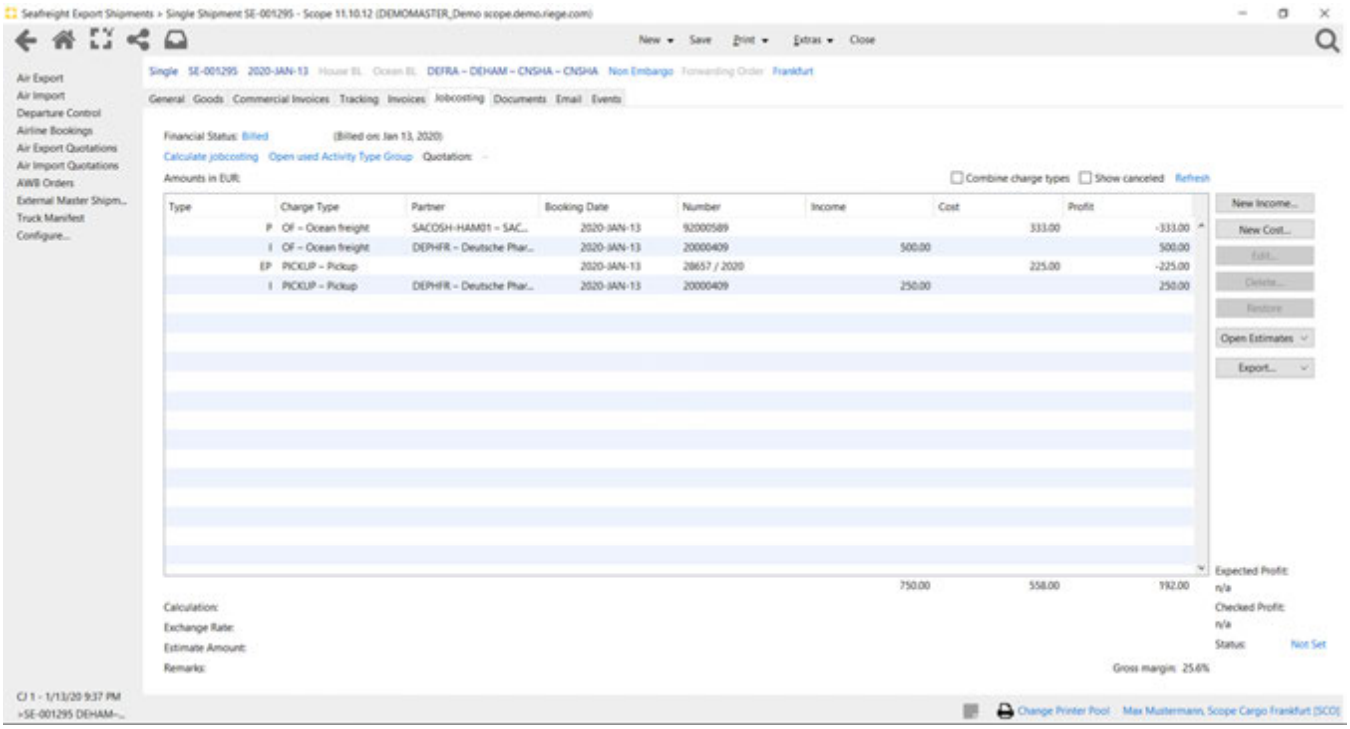
Jobcosting - AOG - Spedition

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

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Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

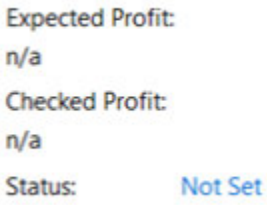
Deletes the charge highlighted in the overview of charges.

Compute Breakdown

The button will recalculate the breakdown of all master to charges to the house shipments on the consolidation. Normally this action occurs automatically, but this button can be used to force the process.

Expected Profit

Set an expected profit



By clicking button "Not Set" a new window opens and the actual profit can be set as expected profit. Previously all expected income and expected costs have to be added to jobcosting.

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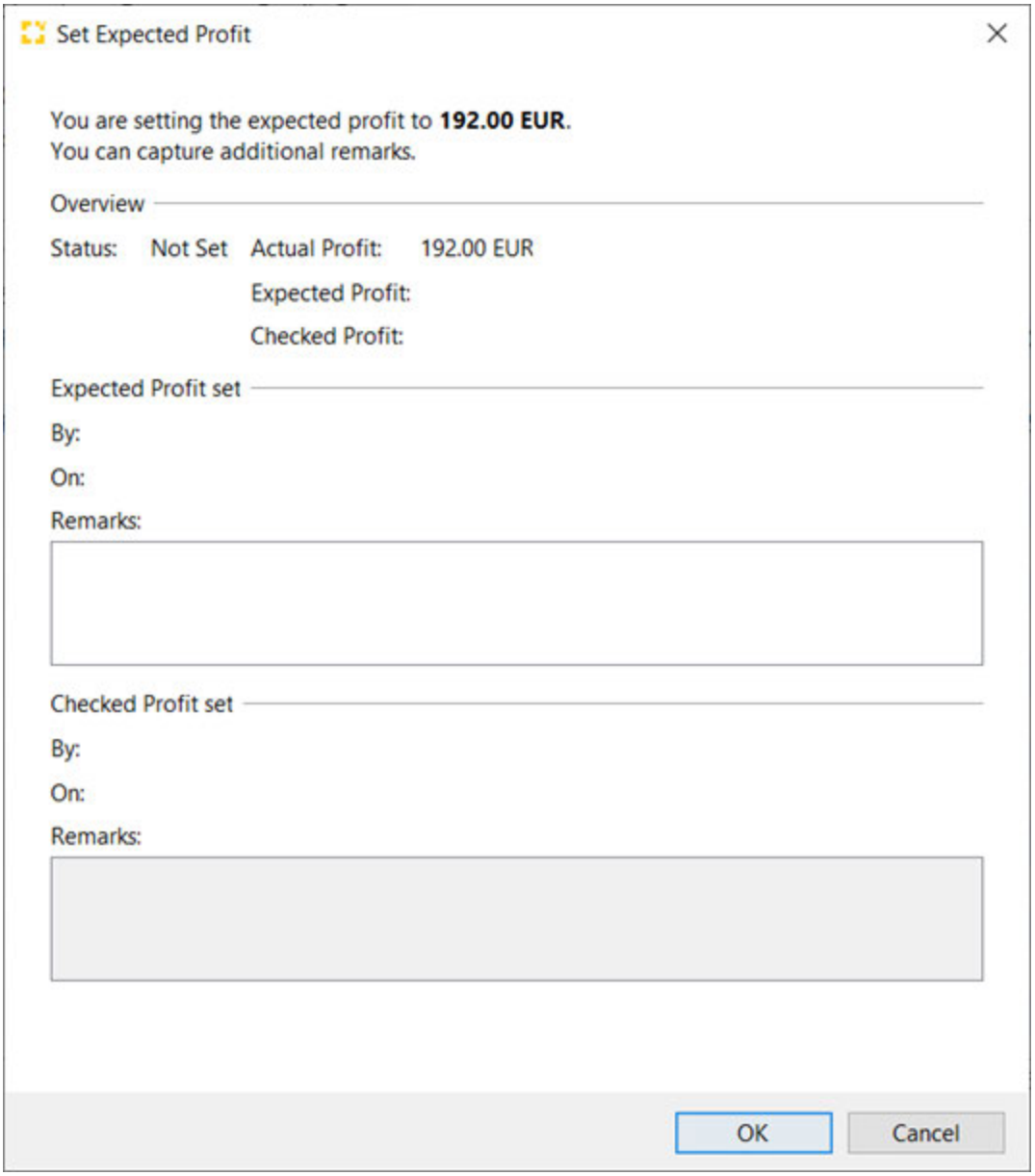

After confirming expected profit status changes at jobcosting tab.

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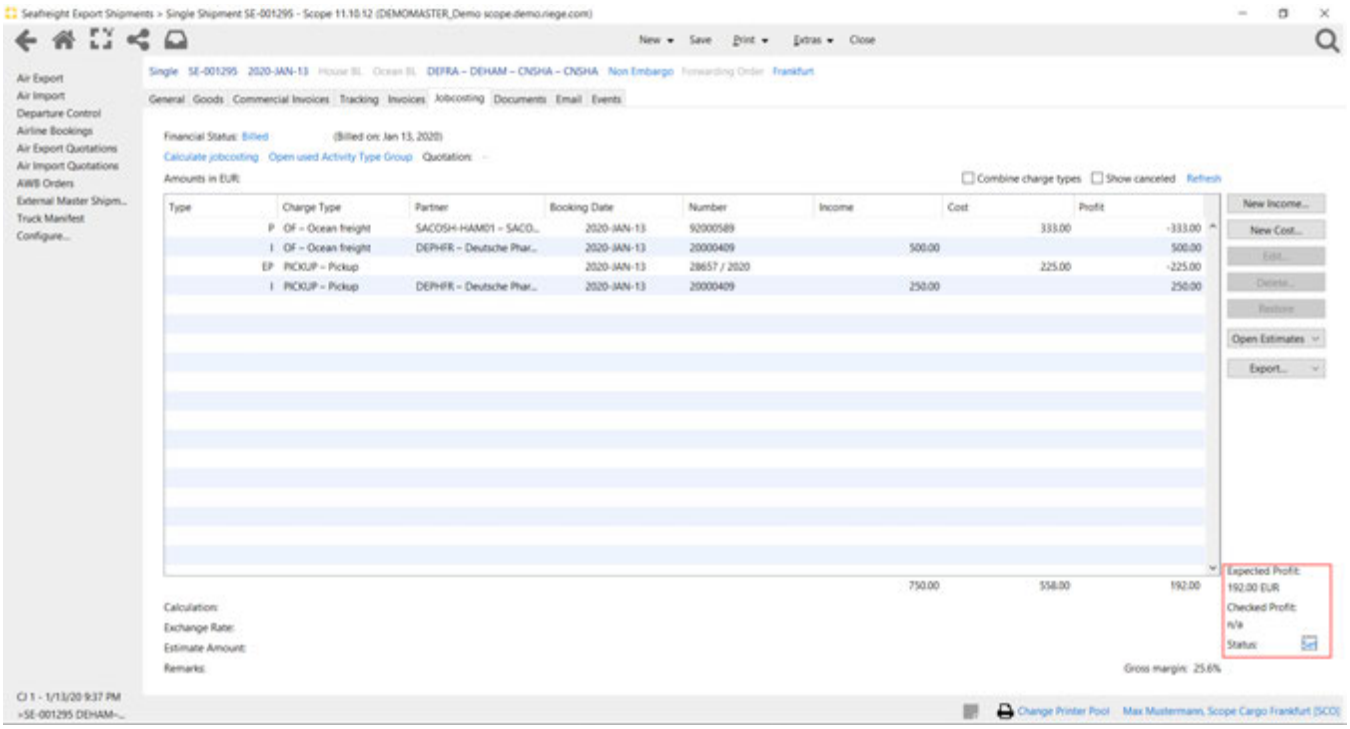

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

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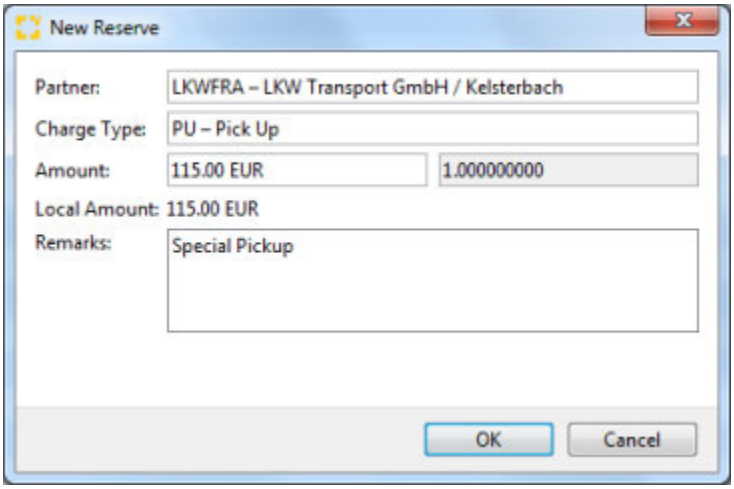
Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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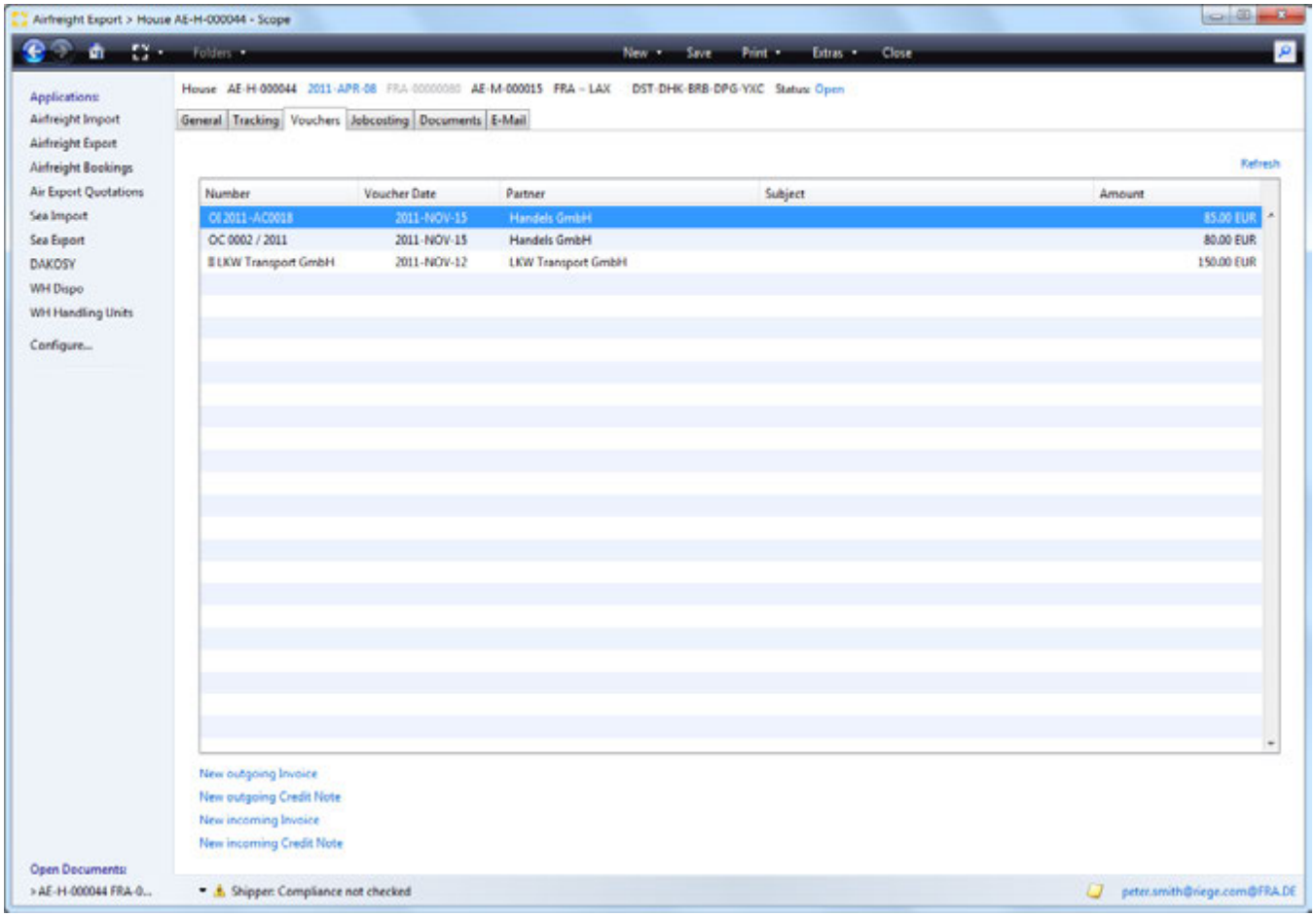
Vouchers - AOG - Forwarding

- Introduction
- Description

Introduction

For all shipments and orders, the **voucher** tab displays all billings associated with the job. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Consol Profit Analysis (For air export master shipments)

Opens the application to make master shipment profit analysis .

Refresh

refreshes the list of vouchers.

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Shipment Monitor

- Introduction
- description
- Tracking diagram editor
- Notifications

Introduction

The shipment monitor is used to monitor the status of shipments. An overview of all shipments is shown with options to filter these. This provides an immediate view of the status of each shipment in terms fulfillment of each milestone specified for the shipment. Any shipment can be opened showing its milestone performance in detail and the shipment itself can be opened if required.

tracking plan

A *tracking plan* represents the planned and actual flow of a program in the form of a list of *milestones* with planned and actual times. The order of the milestones within a tracking plan is fixed and is on the tracking template defined, from such a plan for each mission was created. Milestones, which are in a tracking plan above, go Milestones, which are listed below, are normally required. A tracking plan is *completed* when all of its milestones are met.

Milestone

A *Milestone* represents a point in the transport of a consignment. Each Milestone has a name, a place, a *plan period* and an associated *tolerance window* within which applies the fulfillment of the milestones as planned. A Milestone can either automatically (eg by an EDI message, an action in Scope) or manually be met (see below Manual handling). If the fulfillment of a time Milestones outside the tolerance window, this is considered *failed* . Such failed Milestones it applies to analyisieren and judge.

Some milestones are automatically activated by Scope or disabled depending on which segment they are located. Does the tracking template as a Milestone *pickup* before the pick-up segment, we of this, when the scope of the mission hidden *Port to Door* is.

exception

An *Exception* (exception) represents an event in the forwarding of a consignment, which does not match the planned schedule. As a result, exceptions differ from Milestones. Exceptions are used to draw the attention of an agent on the air, which is likely to act. This must not be any current program "controls" continuously, but only those for which such exceptional situation is detected. Exceptions have two states: *open* and *finished* (treated). Solange has not yet responded to an exception, it is open in the state, then settled in the state.

Exceptions may occur either in a transport section, or in a concrete Milestone. Example: An event *FNA* can normally the concrete Milestone *FWB* be assigned as exception, at a *FSU DIS* message Scope can not automatically detect where the shortfall has occurred (departure, transit airport, destination), therefore this exception can only badly a concrete Milestone assign. Instead, it is in the transport section *Main Carriage Air* situates (main run airfreight).

description

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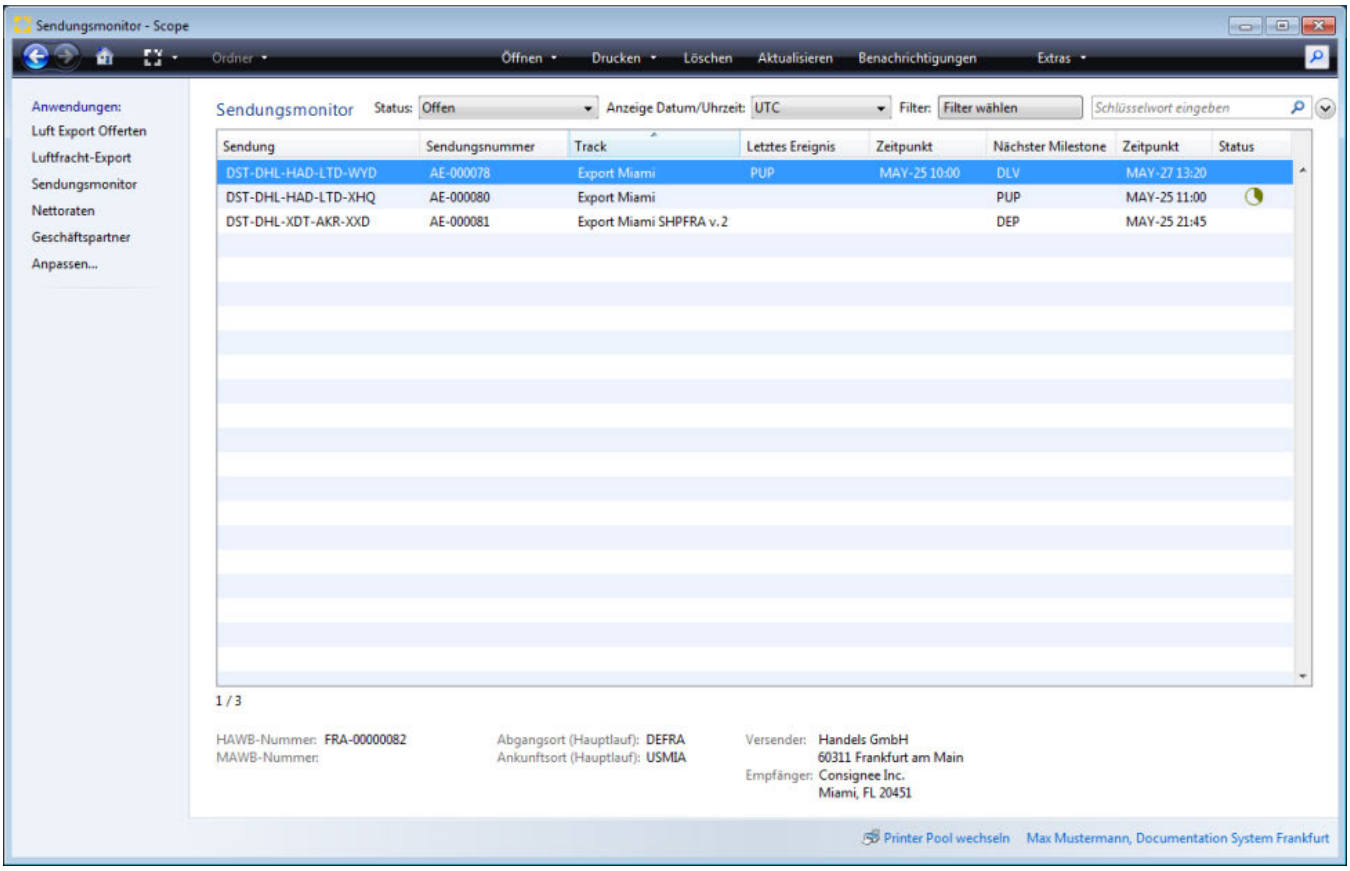

In the overview all open tracking plans are displayed. In the preview area is a brief summary of the selected program appears.

The following columns are visible in the overview:

column name	explanation	Standard visibility
broadcast	Unique consignment ID	visible
tracking number	Item number in the current branch	visible
track	Name of the Tracking template from which the plan is developed	visible
section	Section, where the consignment is located just, eg. B. Pickup or Main Carriage Air. *This column is hidden by default. You can activate it by right-clicking on the table heading.*	hidden
Last event	Code of last met Milestones	visible
time	Date and time of the last milestone fulfillment	visible
Last Charge	Responsible party for the past met Milestone	hidden
Next Milestone	Code of the next to be fulfilled Milestones	visible
time	Plan date and time of the next to be fulfilled Milestones	visible
Next Responsible	Responsible party for the next to be met Milestone	hidden
Next confirmation	Code of the first to be confirmed Milestones. *This column is hidden by default. You can activate it by right-clicking on the table heading.*	hidden

In broadcast monitor only selected status are identified, these are:

symbol	status Description
◯	Tolerance window of the next open Milestones has begun, but not yet reached schedule time

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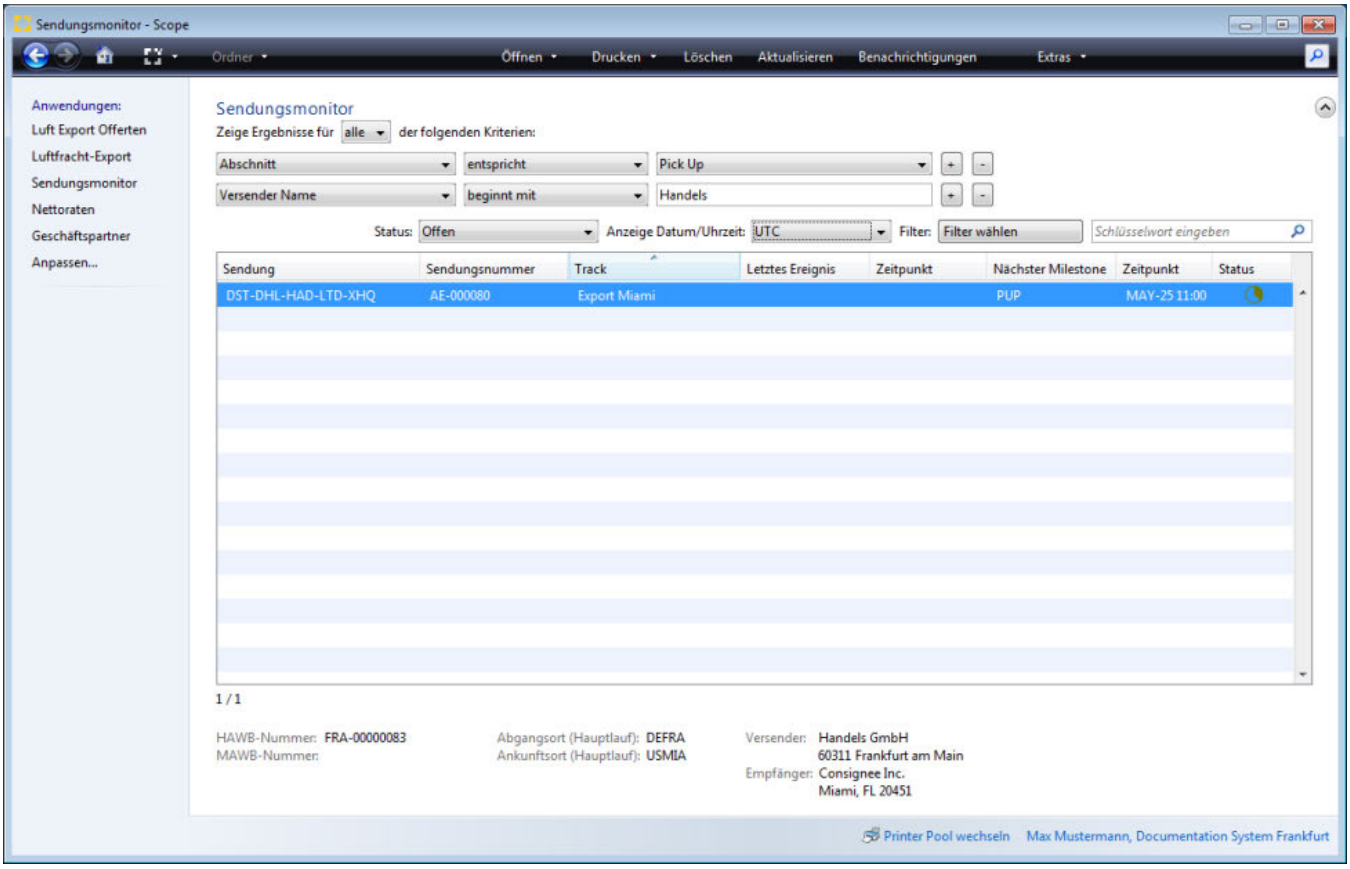
	Planned time of the next open Milestones is exceeded, but the time window allowed for completion is still open
	The planned time and allowed time window for complete of the next open Milestone is exceeded, the shipment is out of plan

The *status list* allows tracking plans to be filtered by status. The following statuses are provided in Scope:

filter value	description
Incomplete	All tracking plans, which still have at least one open milestone, regardless of its status
Due	The allowed time window for the next milestone has started and so the milestone is due to be resolved, but it is still within the allowed time window and the exact planned time for completion is not yet reached
Critical	The planned time for the next milestone is exceeded, but the time window for completion is still open, so the milestone can still be resolved in time
Out of Plan	The time window allowed for completion of the next milestone has been exceeded, hence the shipment is out of plan.
To be approved	Milestones are open that need manual approval to resolve them.
Failed Actions	Tracking plans with failed milestones that have not yet been confirmed



The broadcast monitor also offers a search can be entered via the individual search criteria. Searches can be saved as a filter. The following criteria are currently supported:

name	description
departure	Annahmeort or departure HAWB
Departure (main run)	Port of Departure
section	Section, where the consignment according to tracking plan is currently

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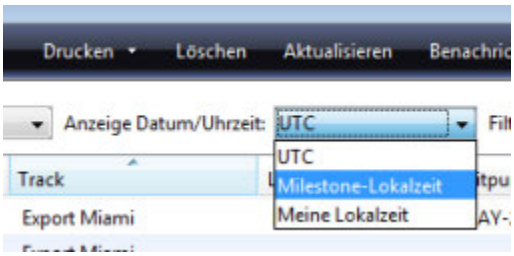
destination	Delivery, Final Destination, destination HAWB
Destination (main run)	Port of Destination
recipient name	Name of the addressee
Export Agent Name	Name of Export agents or the export branch
Import Agent Name	Name of the import agent or the import branch
cost Center	Cost Center of the shipment (date of establishment)
Next Milestone (Code)	Code of the first unfinished Milestones
Next Milestone (Schedule time)	Schedule time of the first unfinished Milestones
Open exceptions	Tracking plans have unhandled exceptions
clerk	Clerk of the program (current branch)
track	tracking template
mode of transport	Luffracht, freight etc.
responsible party	Which party is responsible for the next unfulfilled Milestone?
shipper name	Name of the consignor.
Competent office	Which branch is currently responsible for this mission?

Information

Tip: Set up a filter for your shipments to, ie "clerk corresponds John Doe".



The selection list *Date / Time* to display dates and times for the entire table can be switched. UTC contains all information in the UTC time zone (as Greenwich Mean Time), Milestone local time shows planned and actual hours each in the time zone of the Milestone-map and My local time converts all information in the time zone of the currently logged in user.

The program Action *Update* downloads the tracking plans again. About the program action *opening* can be opened for the selected entry in the list, either the tracking map (default behavior) or the corresponding broadcast. The program Action *Print ...* opens a dialog box in which a quality report can be created as a PDF document or an Excel workbook.

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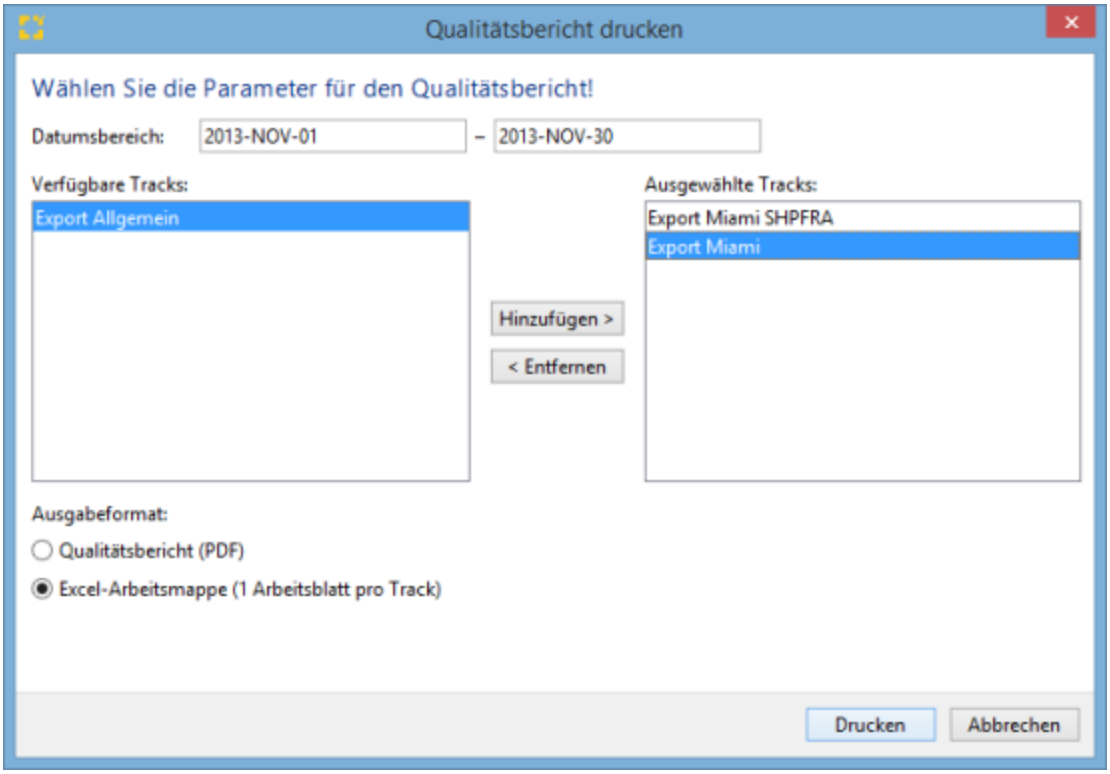

The Excel workbook is structured as follows:

- A worksheet per track and version
- An additional worksheet "Exceptions", which contains detailed information on all exceptions.

The worksheet per track and version contains one row per shipment. The column specifications are as follows (columns C, D, E, F and G are per Milestone repeated):

column	content
A (Shipment)	Unique ID of the program
B (References)	shipment numbers
C (Code)	Code of Milestones
D (Planned Time)	Schedule time of Milestones
E (Actual Time)	Handle Time of Milestones
F (Responsible)	Responsible party for Milestone
G (confirmation)	If a Milestone was confirmed in this cell is the basic of confirmation
...	
exceptions	*true* if the shipment has experienced an exception, otherwise *false*

The exceptions worksheet is structured as follows:

column	content
A (Track)	Name and version of the track (the tracking template)
B (USI)	Unique ID of the program
C (Date, Time)	Time at which the exception occurred
D (Time Zone)	Time zone of the date in which the exception occurred
E (Code)	Short Name of Exception
F (Name)	Expanded Name of Exception

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G (Response Time)	When was responding to the exception?
H (Response Time Zone)	When was the exception responding (time zone)?
I (Response User)	Which clerk has responded to the exception?
J (Response code)	What was the response to the exception or what caused the exception?
K (Response Remarks)	Free text detection in response to an exception

Datums- und Uhrzeitangaben in Excel-Arbeitsblättern

The dates and times in Excel Quality Report are always in Milestone or Exception local time. It is possible to automate the difference between planned and actual time of Milestones to calculate and evaluate, but the current format is not suitable for run-time analysis, since the information is not normalized to a time zone. A cell of the type "Date / Time" is not an exact time stamp unfortunately in Excel data model.

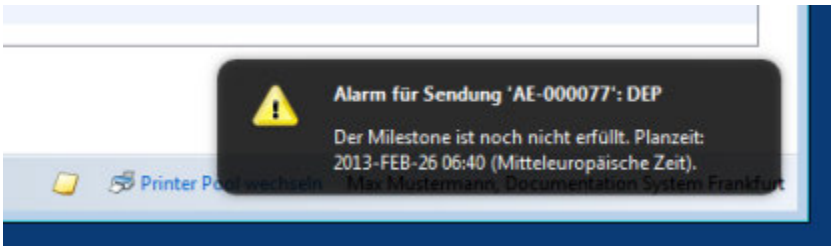
Tracking diagram editor

During transport an item passes through various stations. To track these stations, so-called tracking events are used. These events are the Riders **Tracking** listed individually. This allows a detailed Sendungsnachverfolgung.

{include} konnte nicht gerendert werden Die eingeschlossene Seite konnte nicht gefunden werden.

Notifications

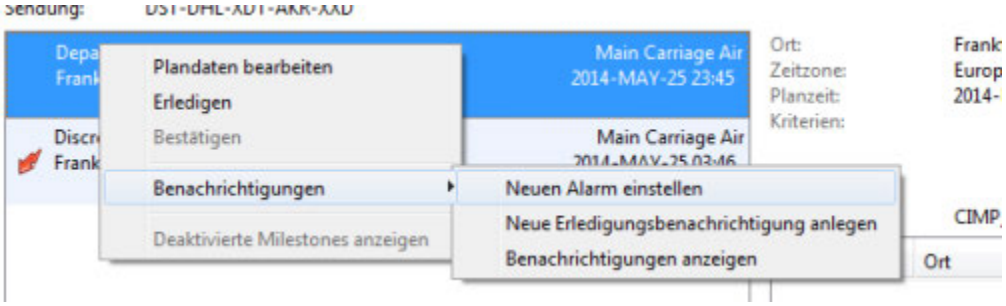
The broadcast monitor application, with the aid of tracking templates are set so that users are notified when certain events occur or in case of deviations. D epending on how the administrator receives an email or a notification Scope (see screenshot) or the file is in the folder *Inbox* moved the agent.



There are two possible triggers for a notification:

1. A Milestone was done.
2. A Milestone was within a specified period (usually the schedule time window) is not done, so that the agent must take care of this case (alarm).
3. A new exception has been registered.

Edit notifications



All notifications of milestones can be viewed from the context menu in the Milestone list. Notifications that have been set manually, can also be deleted.

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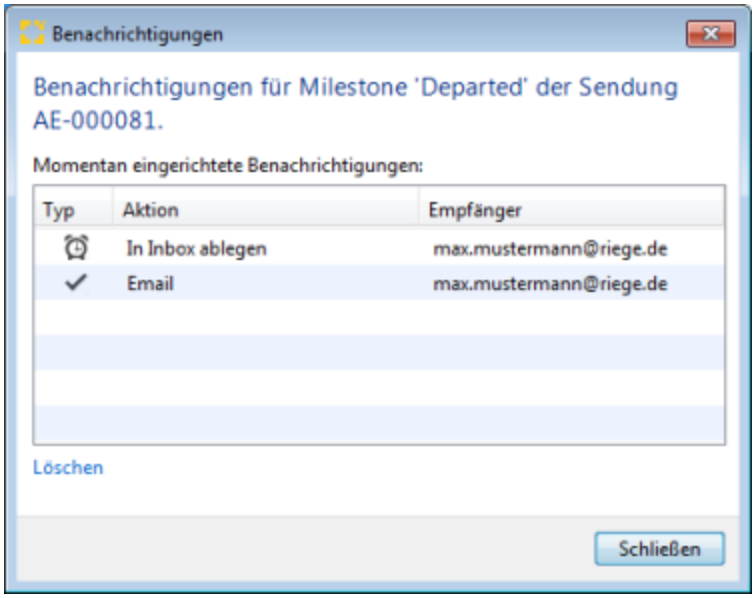
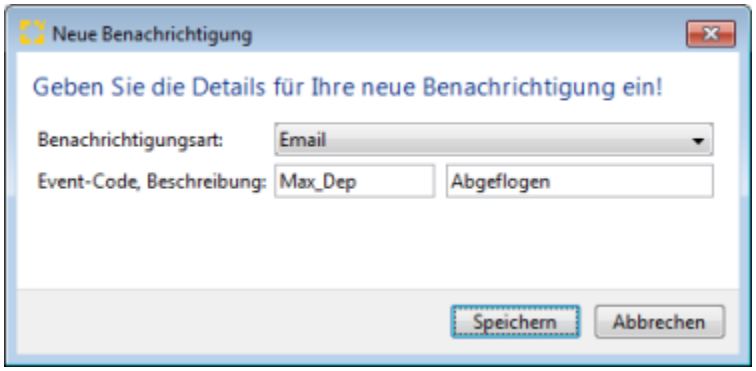


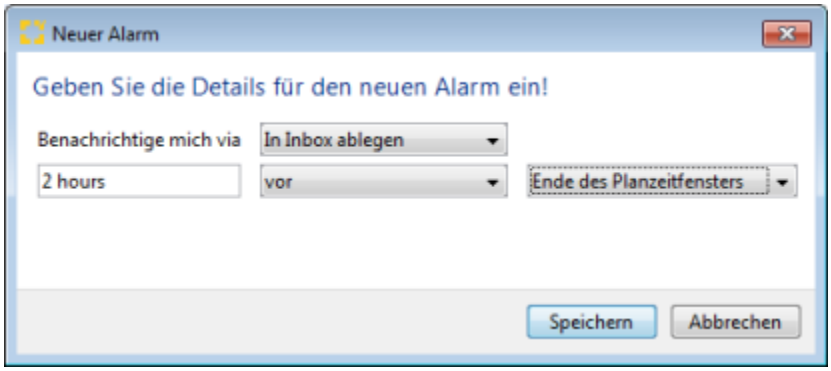
column	description
Type	Completion notification (hook), Alarm (Alarm)
action	What should happen when the notification is carried out?
receiver	Who is the recipient of the notification? This column is not always filled.

Setting a new completion notification



In Type field Benachrichrigungsmethode (Email, Scope alert Move to Inbox folder) must be entered. In the fields of event code and description can also be adapted for the notification of the text.

Create a new alarm



The first line of the notification method (email, Scope alert Move to Inbox folder) must be entered. The second line is set when the alarm is to be triggered.

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Email templates for notifications and alerts

When an email notification or alert is to be sent, it is critical that email templates for both these kinds of alerts have been created.

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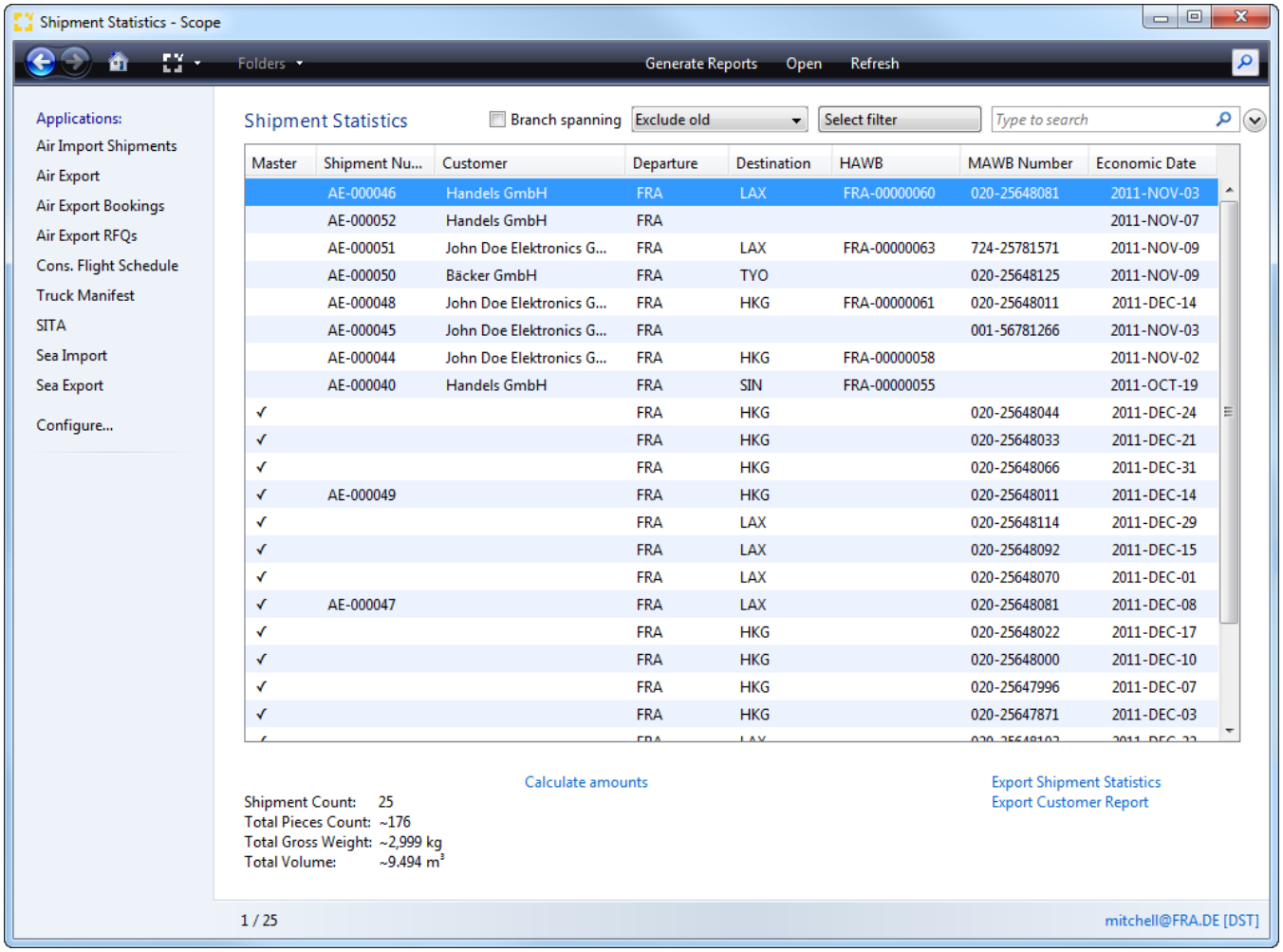
Shipment Overview

- Introduction
- Description

Introduction

The shipment statistic application is used to generate statistics from all shipment data. These reports will include related revenues and expenses. Extensive filter functions are available to drill down the shipment data and there is instant output to spreadsheets for further processing. In addition a set of predefined reports are available for month-end and open estimates reporting.

Description



Generate Reports

This action opens a generate reports pop-up window in which pre-defined reports for the month-end and open estimates can be generated.

Open

To view a shipment listed in the report, highlight the shipment and select **Open**. The shipment will open in the application used to created it. On closing the shipment, the shipment statistics screen will be restored.

Refresh

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Updates the index to ensure that the latest shipment details are present and will be included in the report.

Shipment Statistics

A summary table showing all the shipments that will be included in the report. The filter and search functions can be used to revise this listing.

Branch spanning

By default only the shipments in the current branch are included in the report. This check box can be used to include shipments from all branches

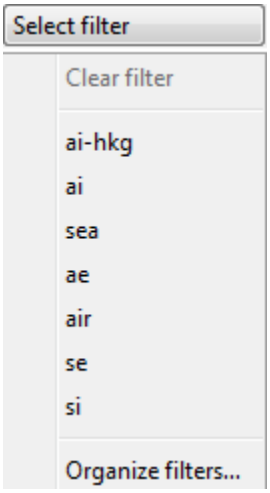
Exclude Old

This is a a drop-down filter. By default it displays *Exclude Old* and it can be changed to *Show All*. These options operate as follows:

Selection	Result
Show All	All existing records are included
Exclude Old	Records older than 3 months will be excluded

Select Filter

This drop-down menu will display filter management options and any filters that have been created:



Clear filter

If a filter has been selected, remove it using this option. The summary table will then include shipments that were previously excluded by the filter.

Saved filters

This is a list of previously stored filters. To apply a filter to the summary table, click the desired filter.

Organize filters

To edit existing filters and create new filters, select this option to launch the Organize filters application.

Text to search

This is a full text search field. Enter a keyword or text to restrict the summary table to those shipments that match the keywords or texts.

Advanced Search

Using the and buttons, the advanced search function is activated.

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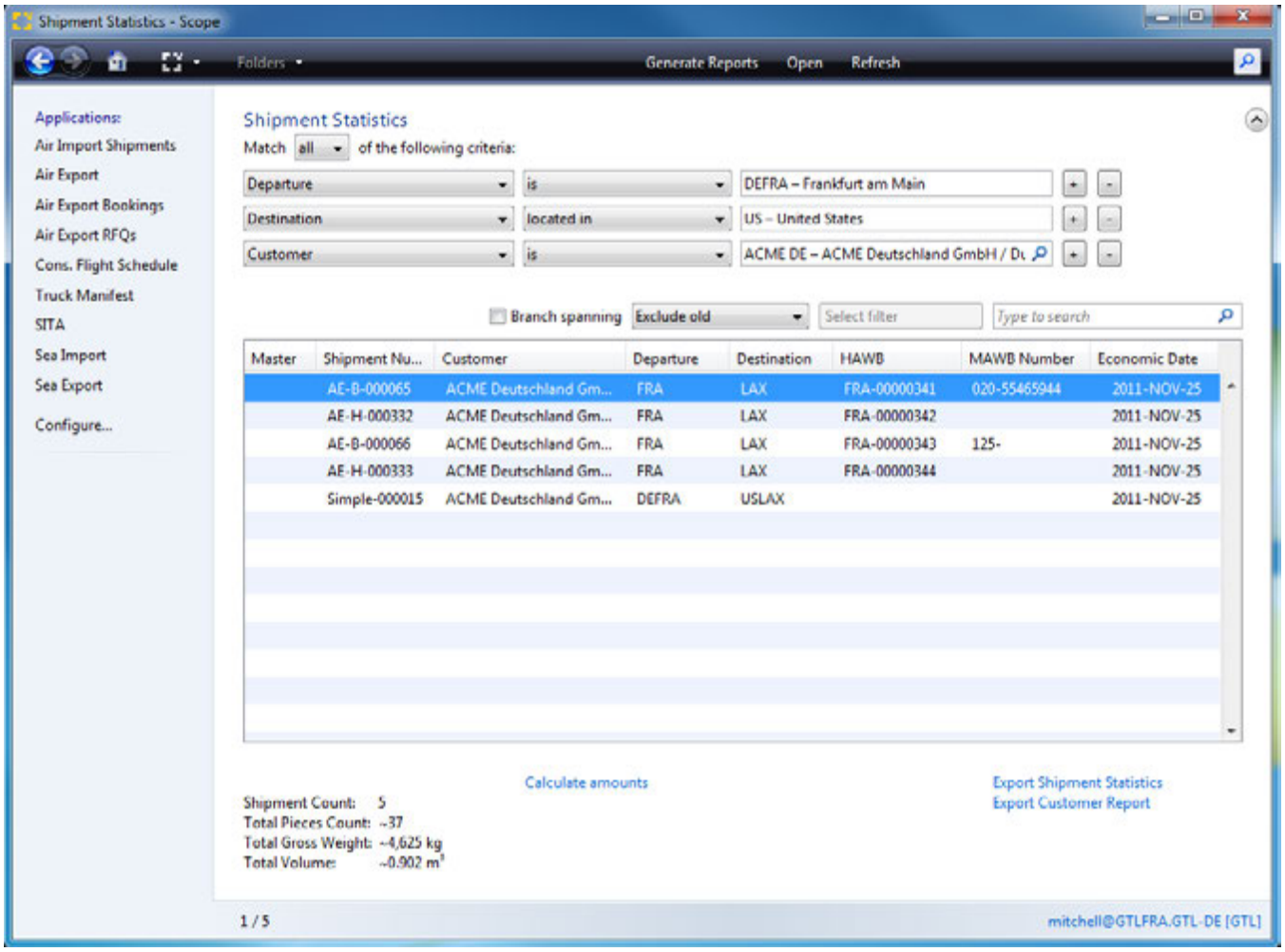

The advanced search introduces an expanded set of filter options to the summary table. Multiple rows of these filter options can be added using the + button, or removed using the - button. Each row of filter options comprises the following:

Match All/One of the following Criteria

This first option indicates how multiple filter rows are to be applied:

Option	Description	Example	Result
All	records must match all of the criteria in all filter rows	Departure=DEFRA, destination=USA	All records where both the Departure is DEFRA **and** the Destination is USA are produced.
One	records need to match only one of the criteria in all filter rows	Departure=DEFRA, destination=USA	All records where the Departure is DEFRA **or** the Destination is USA are produced.

Definition of Criteria

The filter row is comprised of three elements; the object of the search, the comparison criterion and the value of the object itself which may be a date, a location, a time period or a mode of transport. A complete description of the filter row is in the table below:

Object of the search	Comparison criterion	value of the object
Cost center	is	Cost center (search field)
Customer	is	Business partners (search field)
Economic date	is equal to is greater (than) is less (than) is between in the last	Date Date Date Date and Date No. of days, weeks or months
Economic Month	is *or* is not	

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		Current month Last month before last month
Transport Conveyance	is *or* is not	Airfreight Export Airfreight Import Seafreight Export Seafreight Import Airfreight Seafreight Import Export
Departure	is *or* is not Located in *or* not located in	UNLocodes (search field) Country code (search field)
Destination	is *or* is not Located in *or* not located in	UNLocodes (search field) Country code (search field)

As the above filter rows are applied, the summary table will immediately show the results of the filters in terms of the list of matching shipments.

Advanced searches cannot be saved unless the they are created using the organize filters option found in the select filter button.

Calculate amounts

This action link at the bottom of the summary table will produce a financial summary of the shipments displayed in the summary table:

	Income	Cost	☐ Include transit charges
Estimated:	0.00 EUR	258.49 EUR	
Open:	2,705.00 EUR	0.00 EUR	
Booked:	462.50 EUR	2,035.70 EUR	
	3,167.50 EUR -	2,294.19 EUR =	873.31 EUR

Include Transit

Ongoing items that do not represent profit or loss figures such as VAT charges and customs duties are excluded from the financial summary. Check this text box to include these items.

In order to include income and costs in the spreadsheet reports described below, the **Calculate amounts** action must be activated.

Export Shipment Statistics

The data in the summary table will be produced in spreadsheet format. The report will open in the default spreadsheet application (Excel, iWork, Calc etc.) on the local computer. The report provides the following columns:

- Branch
- HAWB Number
- MAWB Number
- Economic Date
- Departure
- Destination
- Customer
- Shipper
- Consignee
- Import Agent
- Export Agent
- Incoterms
- ETD
- ETA
- Pieces
- Gross Weight
- Chargeable Weight
- Volume
- Salesperson
- Open Income
- Income
- Estimate Income
- Open costs

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- Cost
- Estimate Costs
- Profit

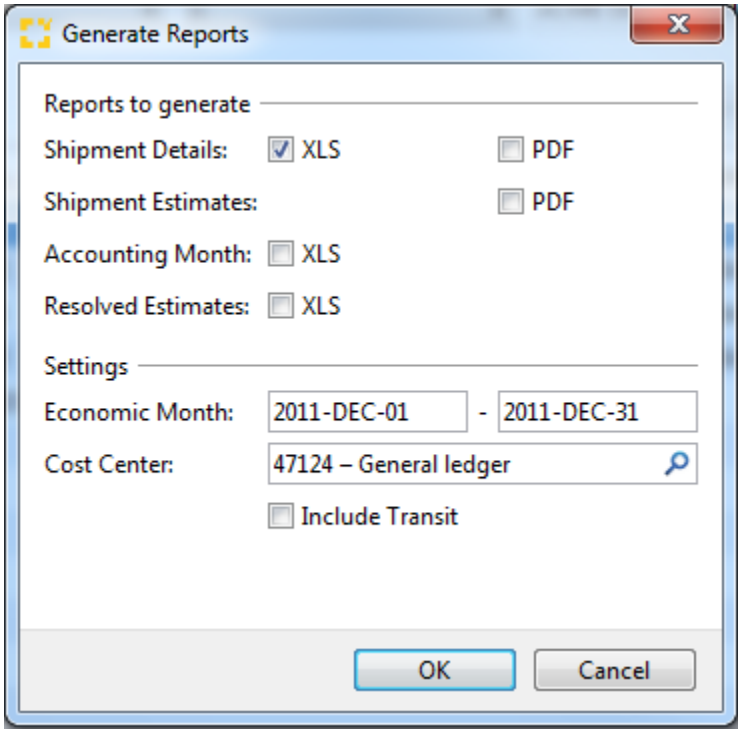
Export Customer Report

The data in the summary table will be produced in spreadsheet format. The report will open in the default spreadsheet application (Excel, iWork, Calc etc.) on the local computer. Prior to opening, a dialogue pop-up appears where the customer can be identified, this can be: the actual customer, the salesperson, the shipper or the consignee. The report provides the following columns:

- Customer
- Shipments
- Pieces
- Gross Weight
- Chargeable Weight
- Volume
- Turnover
- Profit

Reports to Generate

This application is launched via the Generate Reports option on the menu bar.



The first section of the pop-up presents a list of reports that are available. To the right are check boxes to choose the report and in some cases to generate the report in XLS and/or PDF format the options are:

Report Type	XLS (Spreadsheet)	PDF
Shipment Details	✓	✓
Shipment Estimates	✗	✓
Accounting Month	✓	✗
Resolved Estimates	✓	✗

Shipment Details

A shipment report including income, costs, estimates and profit in XLS (spreadsheet) or PDF format.

- Branch
- HAWB Number

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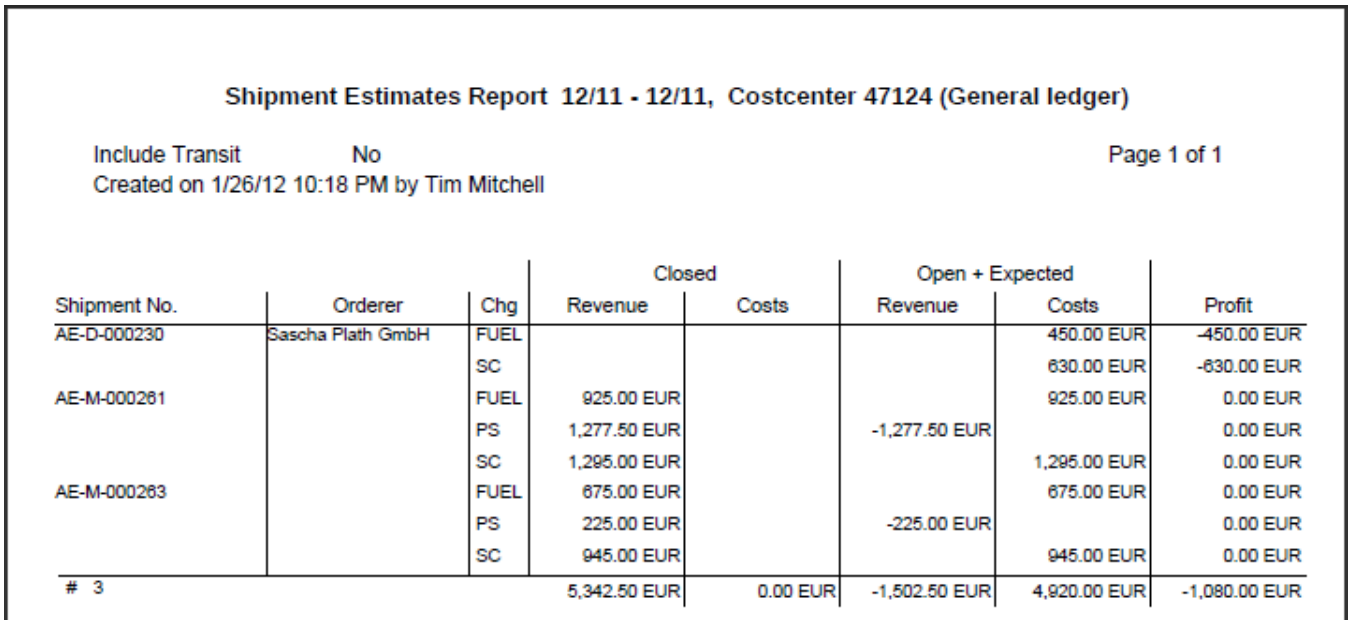
- MAWB Number
- Economic Date
- Departure
- Destination
- Customer
- Shipper
- Consignee
- Import Agent
- Export Agent
- Incoterms
- ETD
- ETA
- Pieces
- Gross Weight
- Chargeable Weight
- Volume
- Open Income
- Income
- Estimate Income
- Open costs
- Cost
- Estimate Costs
- Profit

Shipment Estimates

A report showing shipment open estimates in PDF format



Shipment Estimates Report 12/11 - 12/11, Costcenter 47124 (General ledger)

Include Transit No Page 1 of 1
Created on 1/26/12 10:18 PM by Tim Mitchell

			Closed		Open + Expected		
Shipment No.	Orderer	Chg	Revenue	Costs	Revenue	Costs	Profit
AE-D-000230	Sascha Plath GmbH	FUEL				450.00 EUR	-450.00 EUR
		SC				630.00 EUR	-630.00 EUR
AE-M-000261		FUEL	925.00 EUR			925.00 EUR	0.00 EUR
		PS	1,277.50 EUR		-1,277.50 EUR		0.00 EUR
		SC	1,295.00 EUR			1,295.00 EUR	0.00 EUR
AE-M-000263		FUEL	675.00 EUR			675.00 EUR	0.00 EUR
		PS	225.00 EUR		-225.00 EUR		0.00 EUR
		SC	945.00 EUR			945.00 EUR	0.00 EUR
# 3			5,342.50 EUR	0.00 EUR	-1,502.50 EUR	4,920.00 EUR	-1,080.00 EUR

Accounting Month

Month end report as an XLS spreadsheet listing.

- Shipment Number
- Income
- Cost
- Accruals
- Profit

Resolved Estimates

A spreadsheet report showing:

- Shipment Number
- Charge Type
- Voucher Date
- Voucher Amount
- Estimate Amount
- Estimate Date

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Settings

Economic Month

The economic period for the report. This is a date and time field

Cost Center

The cost center for the report. This is a text search field that can be used to locate the correct valid cost center.

Include Transit

Ongoing items that do not represent profit or loss figures such as VAT charges and customs duties are excluded from the report. Check this text box to include these items.

OK

Runs the report. XLS and PDF files will open in the default spreadsheet program and pdf viewer on the local computer.

Cancel

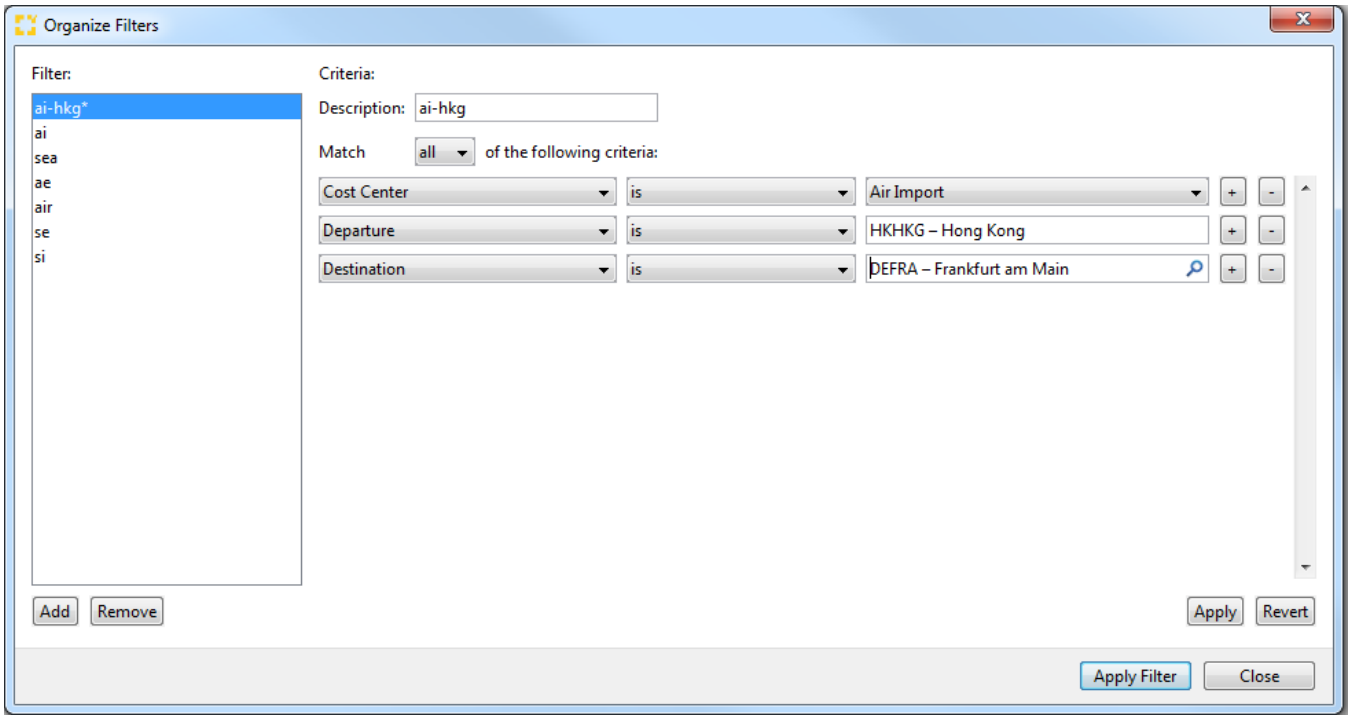
Exits this report generator and returns to the statistics application without further action.

{anchor:organize filters]

Organize Filters

The select filter button in the statistics application includes the option organize filters, this is used to create and store advanced searches that can be reused.

The organize filters application lists existing filters on the left and the contents of each filter on the right with options to add and remove filters.



Filter

This is a listing of all existing filters. As each filter is highlighted, the details of the filter appear to the right.

Add

Creates a new filter. All the fields to the right are cleared so that the process of building a new filter can begin.

Remove

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Removes the highlighted filter from the list.

Criteria

The criteria is the area where details of existing filters are shown, or new filters can be defined.

Description

This will be the name of the filter. It should be descriptive of the filter so that it can be readily identified from just this short description.

Match All/One of the following Criteria

This first option indicates how multiple filter rows are to be applied:

Option	Description	Example	Result
All	records must match all of the criteria in all filter rows	Departure=DEFRA, destination=USA	All records where both the Departure is DEFRA **and** the Destination is USA are produced.
One	records need to match only one of the criteria in all filter rows	Departure=DEFRA, destination=USA	All records where the Departure is DEFRA **or** the Destination is USA are produced.

Definition of Criteria

The filter row is comprised of three elements; the object of the search, the comparison criterion and the value of the object itself which may be a date, a location, a time period or a mode of transport. A complete description of the filter row is in the table below:

Object of the search	Comparison criterion	value of the object
Cost center	is	Cost center (search field)
Customer	is	Business partners (search field)
Economic date	is equal to is greater (than) is less (than) is between in the last	Date Date Date Date and Date No. of days, weeks or months
Economic Month	is or is not	Current month Last month before last month
Transport Conveyance	is or is not	Airfreight Export Airfreight Import Seafreight Export Seafreight Import Airfreight Seafreight Import Export |
Departure	is *or* is not Located in *or* not located in	UNLocodes (search field) Country code (search field)
Destination	is *or* is not Located in *or* not located in	UNLocodes (search field) Country code (search field)

Multiple rows of these filter options can be added using the  button, or removed using the  button.

Apply

Active when a new filter is being created. This button will save the new filter.

Revert

Active when a new filter is being created. This button will clear all the criteria so that the new filter can be rebuilt.

Apply

Applies the selected filter to the summary table so that only matching results are present.

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Close

Closes the **Organise Filters** application and returns to the summary table.

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Statistics

- Introduction
- Description

Introduction

Scope offers four types of shipment statistics:

- Statistics
  including all shipment types
- Airfreight
  including only air export and air import shipments
- Seafreight
  including only sea export and sea import shipments
- Consol
  including only consolidated shipments

Because all these types of applications are working in the same way, only the general statistic is described in detail here.
The differences and additional functionalities are described in the appropriate sections below.

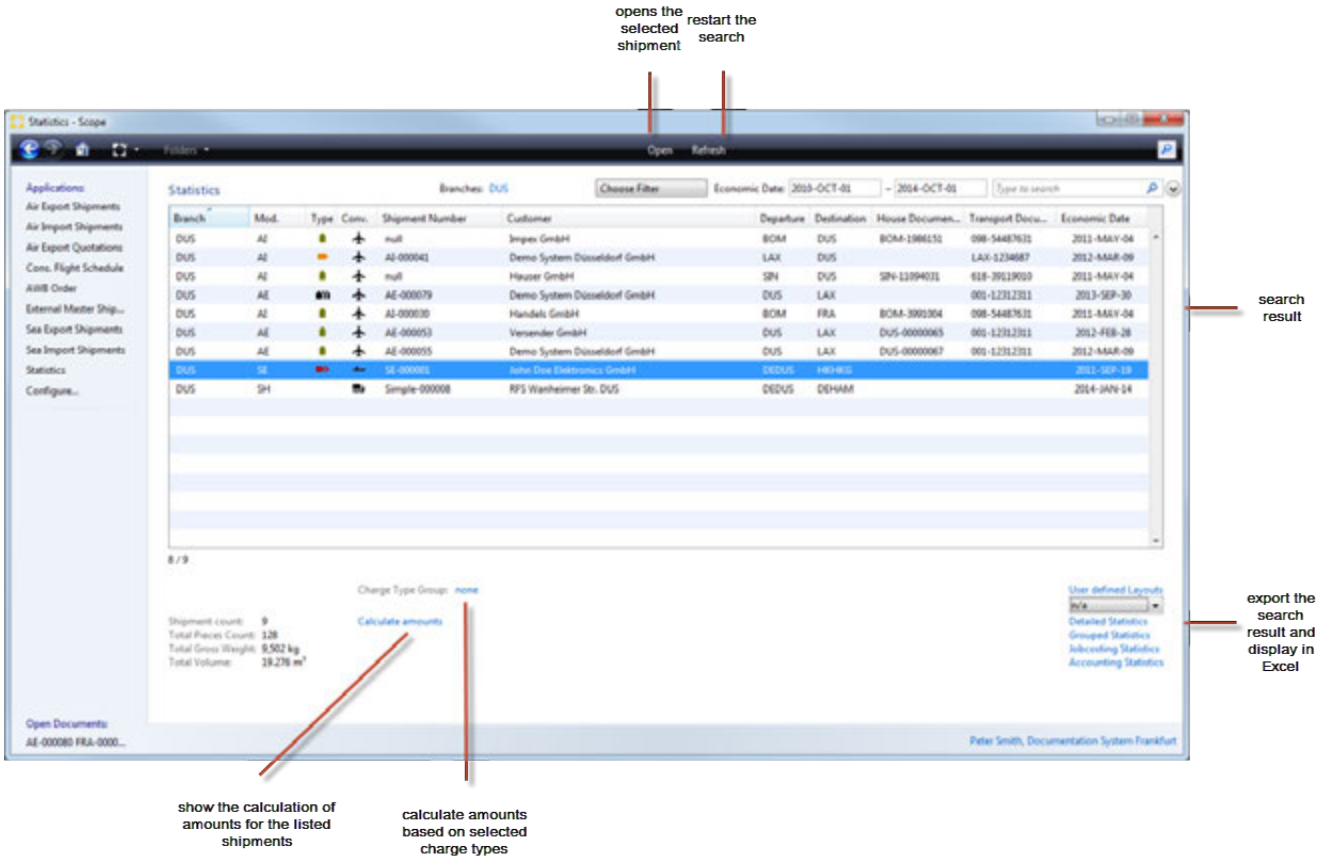
Description

Statistics

The example mentioned below shows the result of a search run over all shipment types. Users interested only in seafreight, airfreight or consol statistics should choose the appropriate application from the menu.

To open a shipment which is selected in the result table, the user just click onto the *open-button* in the title bar.

The search run can be started again by clicking onto the *refresh-button* in the title bar. The list of the found shipments, depending on the search criteria, will be displayed immediately.



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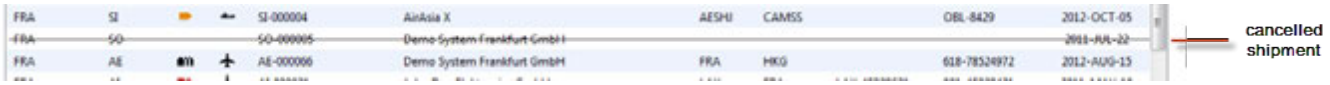
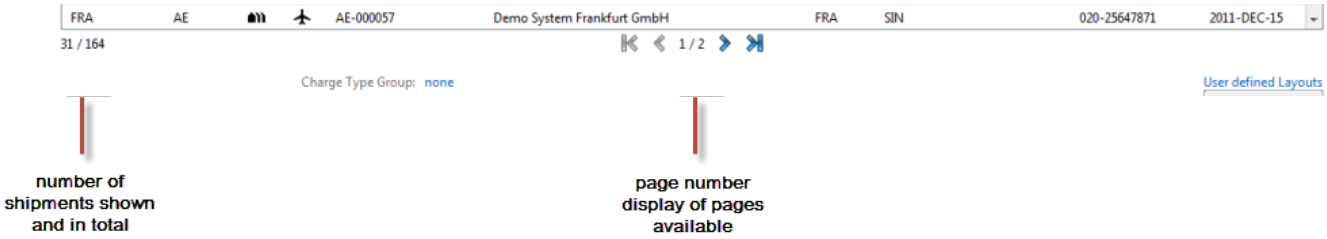
If a shipment was cancelled it appears in the result list but striked through. The *open-button* in the title bar is still available but will not work with cancelled shipments.

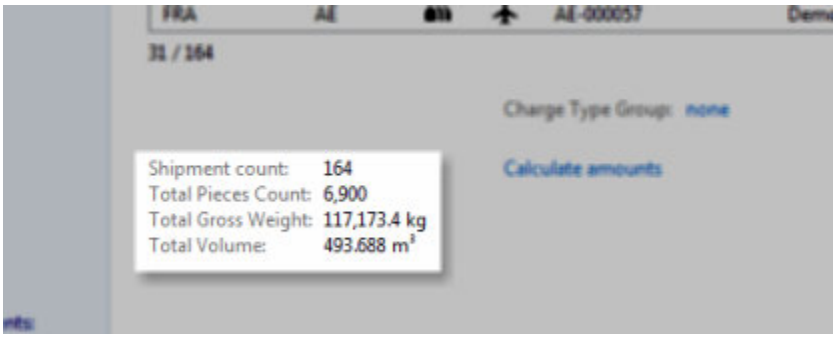


If the search result is too big to be displayed onto one page, one may browse through the pages by using the buttons shown below:



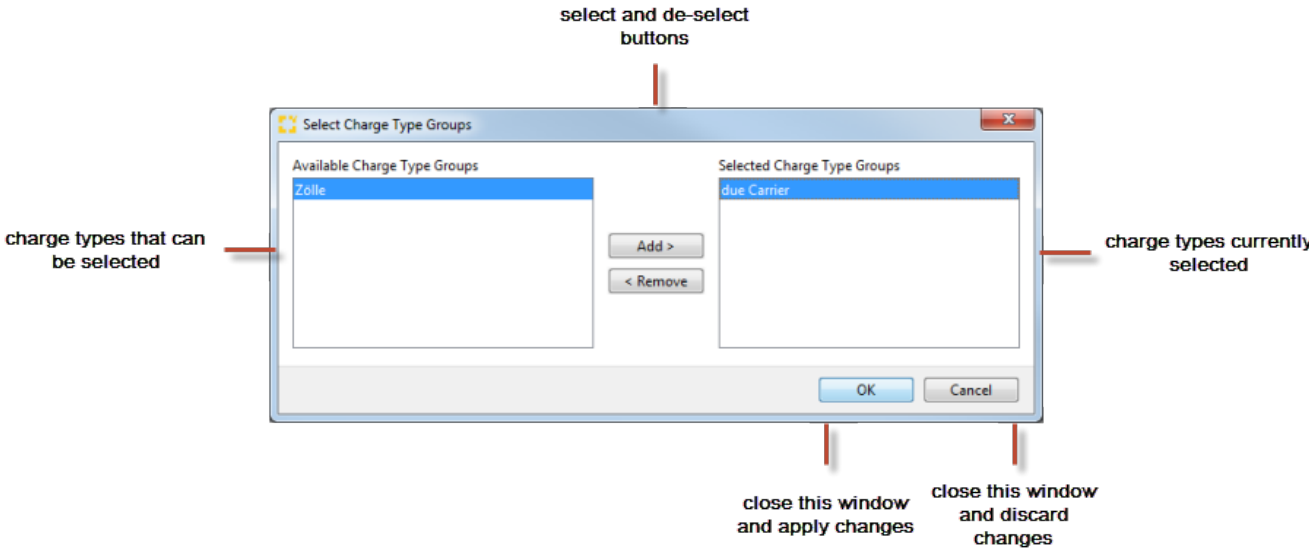
On the lefthand of the page the currently selected row in the displayed list is shown and the number of available rows in the result list.

Below this information a short summary is displayed which shows the totals of all shipments included in the result list.



This calculation is not filtered in any way. It just shows the totals overall.

The user may group charge types to display only amounts for the included charge types. A group can be created by clicking onto the value shown beside the *Charge Type Group* Label:



To add an item to the group of selected charge types, the user clicks on the appropriate row in the lefthand list and then onto the Add button. The item will disappear from the list of available items and is shown in the list of selected charge types.
Vice versa the user may remove a charge type from the list of selected charge types by selecting this charge type and clicking onto the Remove button. The item will disappear from the list of selected items and is shown in the list of available charge types again.

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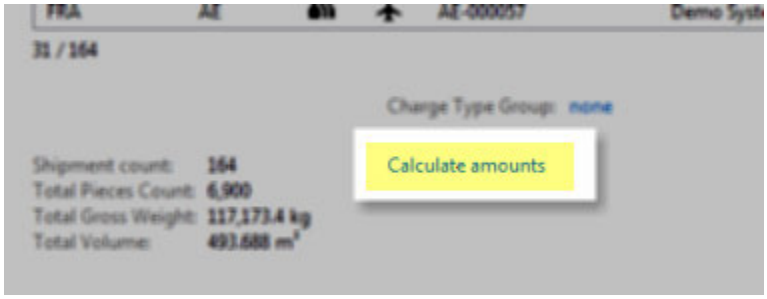
Discarding all changes is done by clicking onto the Cancel button. The windows will get closed and no changes applies to the statistic screen.

By saving the changes - use the OK button - the window is closed and the changes comes into effect:

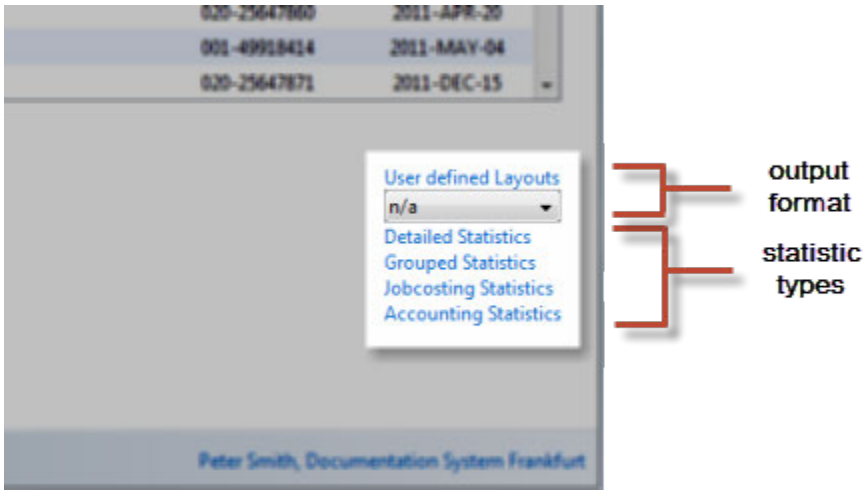


The displayed calculation will disappear by clicking on the Refresh button.

Basically, the option *Calculate amounts* will do the same, considering an eventually selected filter by grouping charge types as described above.
This option offers a fast access to recently used statistics over frequently used charge types.
The user should be aware that this option does not show the overall amounts if a charge type group is selected.



The application offers an export function to be able to work on the displayed shipments in another system, e.g. Excel:



If no user defined output format is stored the export application will send all shipment data to the external editor, e.g. Excel:

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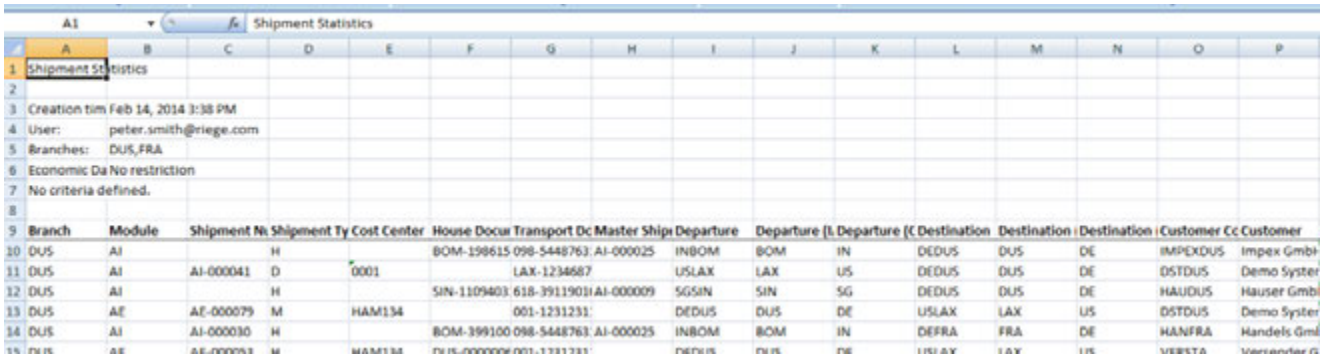
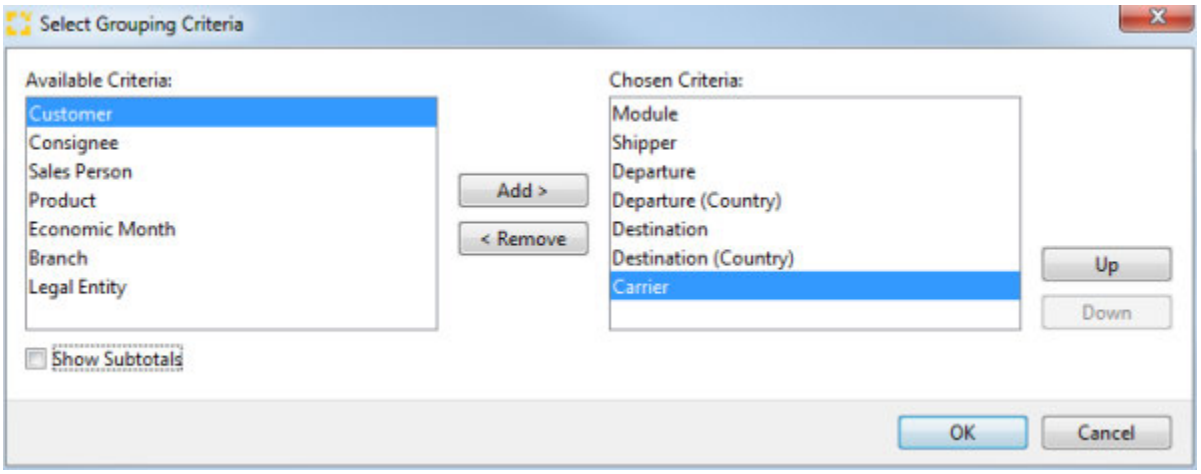


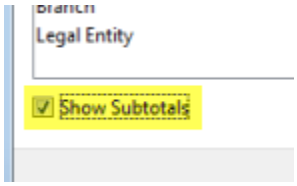
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Shipment Statistics															
2																
3	Creation tim	Feb 14, 2014 3:38 PM														
4	User:	peter.smith@riege.com														
5	Branches:	DUS,FRA														
6	Economic Da	No restriction														
7	No criteria defined.															
8																
9	Branch	Module	Shipment Nu	Shipment Ty	Cost Center	House Docu	Transport Dc	Master Ship	Departure	Departure (L	Departure (C	Destination	Destination	Destination	Customer Cc	Customer
10	DUS	AI		H		BOM-198615	098-5448763	AI-000025	INBOM	BOM	IN	DEDUS	DUS	DE	IMPEXDUS	Impex GmbH
11	DUS	AI	AI-000041	D	0001		LAX-1234687		USLAX	LAX	US	DEDUS	DUS	DE	DSTDUS	Demo Syster
12	DUS	AI		H		SIN-1109403	618-3911903	AI-000009	SGSIN	SIN	SG	DEDUS	DUS	DE	HAUDUS	Hauser Gmbl
13	DUS	AE	AE-000079	M	HAM134		001-1231231		DEDUS	DUS	DE	USLAX	LAX	US	DSTDUS	Demo Syster
14	DUS	AI	AI-000030	H		BOM-399100	098-5448763	AI-000025	INBOM	BOM	IN	DEFRA	FRA	DE	HANFRA	Handels Gmb

The above example shows the cutout of the output if the users had choosed *Detailed Statistics*.

To receive an output where the data is grouped, the user may click the function *Grouped Statistics*. A windows opens from where the user may arrange a grouping by several criteria:



The functionality is the same as described in similar selection applications. Additionally the user is able to sort the choosen criteria and therefore the grouping itself by using the up- and down-buttons.



If the option Show Subtotals is selected, the generated output contains a sub totals row at the end of every group as shown below:

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A1 | Grouping report

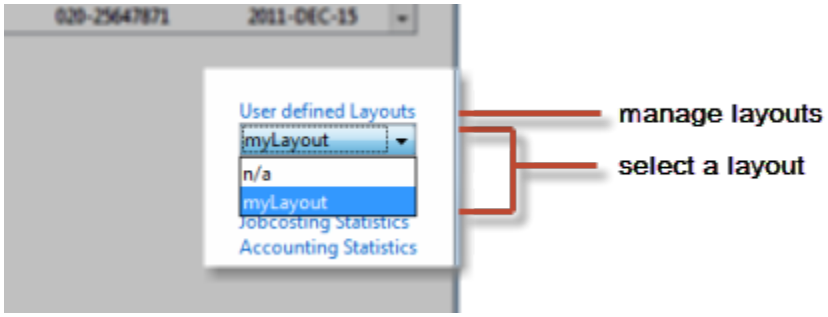
	A	B	C	D	E	F	G	H	I	J
1	Grouping report									
2										
3	Creation time:	Feb 14, 2014 3:54 PM								
4	User:	peter.smith@riege.com								
5	Branches:	DUS,FRA								
6	Economic Date:	No restriction								
7	No criteria defined.									
8										
9	Currency	EUR								
10										
11	**Module**	**Carrier**	**# Shipments**	**Pieces**	**Gross Weight**	**Chargeable Weight**	**Volume**	**Income**	**Cost**	**Profit**
12	AIR_EXPORT		8	70	2.211,50	2.226,50	5,563	4.803,20	1.660,80	3.142,4
13	AIR_EXPORT	001	9	157	6.240,00	6.460,00	13,662	31.789,00	3.515,00	28.274,0
14	AIR_EXPORT	020	38	1.555	24.599,50	25.254,50	91,194	73.968,45	70.341,60	3.626,8
15	AIR_EXPORT	618	17	453	8.968,00	12.275,50	68,280	34.249,90	24.955,86	9.294,0
16	AIR_EXPORT	724	9	2.210	5.702,00	9.292,00	36,045	39.666,40	28.399,64	11.266,7
17	AIR_EXPORT	Subtotal	81	4.445	47.721,00	55.508,50	214,744	184.476,95	128.872,90	55.604,0
18	AIR_IMPORT		43	1.932	36.689,40	22.645,50	106,581	54.523,82	627,53	53.896,2
19	AIR_IMPORT	Subtotal	43	1.932	36.689,40	22.645,50	106,581	54.523,82	627,53	53.896,2
20	AOG_ORDER		5	14	1.840,00	2.235,00	1,837	0,00	0,00	0,0
21	AOG_ORDER	020	7	54	5.443,00	9.255,00	43,310	0,00	0,00	0,0
22	AOG_ORDER	724	1	18	120,00	120,00	0,216	0,00	0,00	0,0
23	AOG_ORDER	Subtotal	13	86	7.403,00	11.610,00	45,363	0,00	0,00	0,0
24	FORWARDING_SIMPLE_ORDER		8	0	0,00	0,00	0,000	0,00	0,00	0,0
25	FORWARDING_SIMPLE_ORDER	Subtotal	8	0	0,00	0,00	0,000	0,00	0,00	0,0
26	SEA_EXPORT		2	10	18,00	18,00	0,000	25,00	0,00	25,0
27	SEA_EXPORT	MAEU	1	10	500,00	3.000,00	3,000	1.510,00	0,00	1.510,0
28	SEA_EXPORT	Subtotal	3	20	518,00	3.018,00	3,000	1.535,00	0,00	1.535,0
29	SEA_IMPORT		3	0	0,00	0,00	0,000	0,00	0,00	0,0
30	SEA_IMPORT	AACR	1	1	14,00	10.000,00	10,000	0,00	0,00	0,0
31	SEA_IMPORT	MAEU	4	20	88,00	33.000,00	33,000	0,00	0,00	0,0
32	SEA_IMPORT	Subtotal	8	21	102,00	43.000,00	43,000	0,00	0,00	0,0
33	SIMPLE_SHIPMENT		8	396	24.740,00	80.900,00	81,000	3.935,00	3.785,00	150,0
34	SIMPLE_SHIPMENT	Subtotal	8	396	24.740,00	80.900,00	81,000	3.935,00	3.785,00	150,0
35	Sum		164	6.900	117.173,40	216.682,00	493,688	244.470,77	133.285,43	111.185,3

Another example shows the generated output for the *Accounting Statistics*:

F517 | Customer

	A	B	C	D	E	F	G	H	I	J	K	L
484												
485	**Shipment**	**House Document No.**	**Transport Document No.**	**Departure**	**Destination**	**Customer**	**Shipper**	**Consignee**	**Economic**	**Gross Weight**	**Chargeable Wei**	
486	AI-000042		020-44528912	ESMAD	DEFRA	Handels G	Jose Lope	Handels G	#########	588,00	588,00	
487												
488		**Invoice Number**	**Date**	**Partner**	**Income**	**Cost**	**Profit**					
489		000016	Okt 11, 2012	HANFRA	5.042,10	0,00	5.042,10					
490					5.042,10	0,00	5.042,10					
491												
492												
493	**Shipment**	**House Document No.**	**Transport Document No.**	**Departure**	**Destination**	**Customer**	**Shipper**	**Consignee**	**Economic**	**Gross Weight**	**Chargeable Wei**	

To not deliver all columns to the external editor everytime, the user is able to select the columns which are to be exported:



The user may select a previously stored layout by clicking on the drop-down list. If the option *n/a* is selected, all columns will be exported.

To create, delete or edit a previously defined layout, the function labeled *User defined Layouts* may be used:

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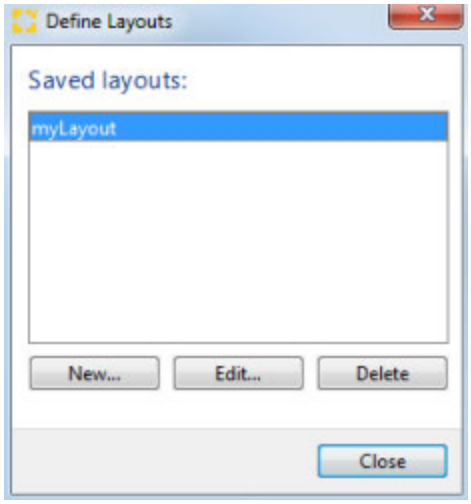
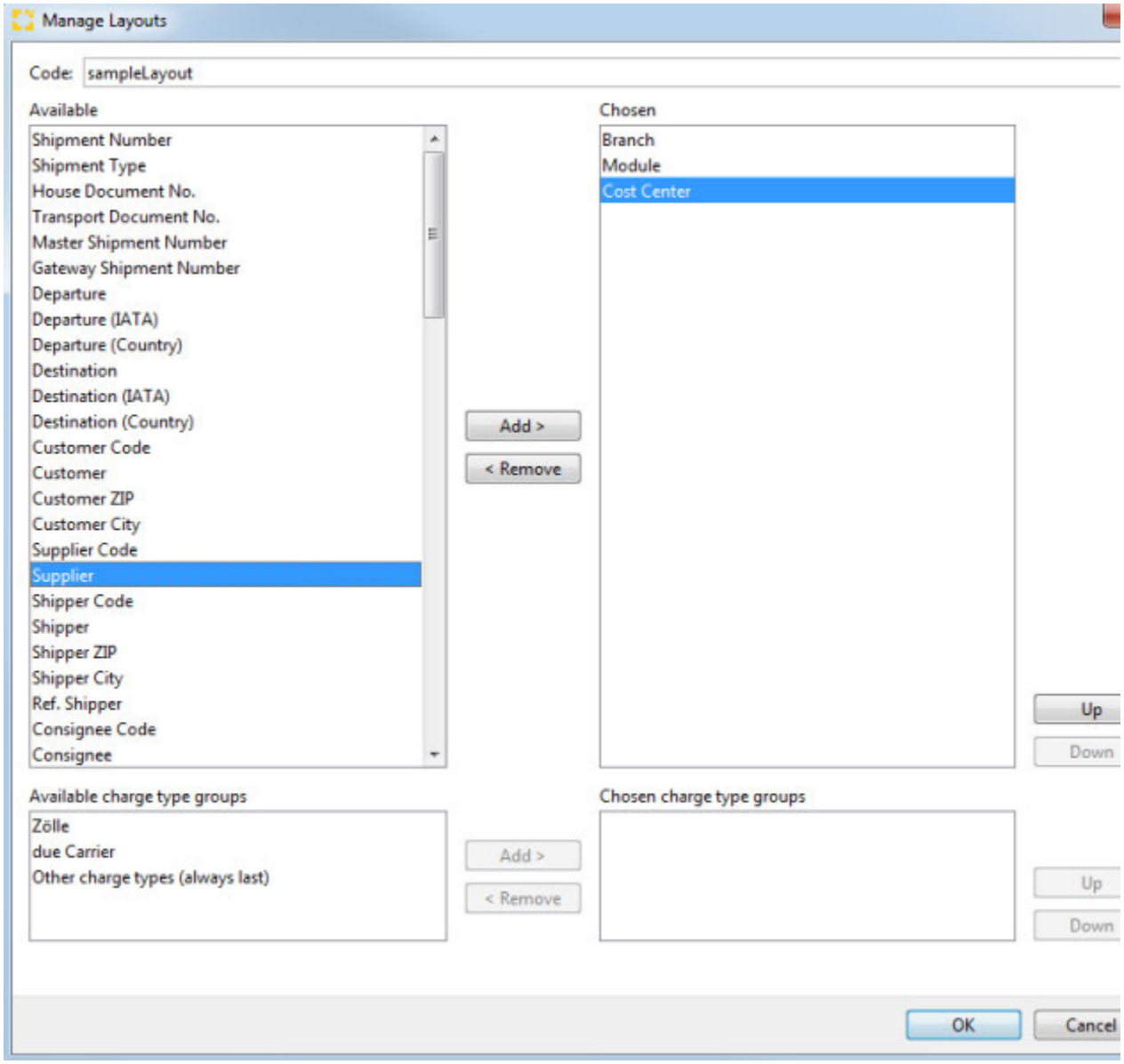


From here one can edit or delete an existing layout or create a new one:



The name of the layout is entered in the text field labeled as *Code*.
The exported statistic output will contain all the columns mentioned in the righthand list *Chosen*.

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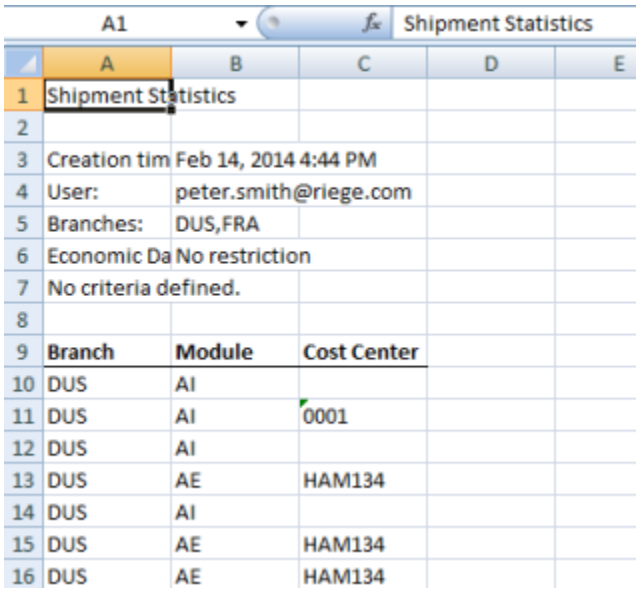
The sample shown below displays the output for the above described selection:



	A	B	C	D	E
1	Shipment Statistics				
2					
3	Creation tim	Feb 14, 2014 4:44 PM			
4	User:	peter.smith@riege.com			
5	Branches:	DUS,FRA			
6	Economic Da	No restriction			
7	No criteria defined.				
8					
9	**Branch**	**Module**	**Cost Center**		
10	DUS	AI			
11	DUS	AI	0001		
12	DUS	AI			
13	DUS	AE	HAM134		
14	DUS	AI			
15	DUS	AE	HAM134		
16	DUS	AE	HAM134		

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Statistics Overview

The following reports are available from the Shipment Overview.Some of these reports are only available for certain filter conditions. These conditions are mentioned in (*italics*) after the name of the respective report.

Name	Purpose	Example
Detailed	A complete list of all operational and financial detail of the selected transactions. It can be used to further analyse the data in a spreadsheet program.	
Grouped	This report allows to group the selected data by certain parameters (e.g. destination country). It delivers the respective subtotals of operational and financial data	
Jobcosting	An detailed overview of al charges billed and payed per shipment. This report can be used to drill down on certain shipments to identify reasons for extraordinary financial figures (e.g. loss or unusually high profit	
Jobcosting	This report shows all financial transactions per shipment separated into	

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(Invoices)	receivables and payables.	
Jobcosting (PDF)	This report shows all financial transactions per shipment separated into receivables and payables.	
Partner Turnover	The report lists all shipments related to a certain partner with all their operational and financial data. It can be used to evaluate the profiatbility of a given partner	
Container (*Seafreight only*)	A report of the container types used for the given set of shipments. A detailed version and a version grouped by certain data (e.g. destination country) is available	

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Consol (PDF) (*Master and Air Export Master only*)	The report lists operational and financial figures for each master shipment and it's respective house shipments. It allows to analyse profitability of the consolodations and allows to drill down in case the expected profit is not met. Delivered as PDF to share a non-modifyable copy with others	
Consol (Excel) (*Master and Air Export Master only*)	The report lists operational and financial figures for each master shipment and it's respective house shipments. It allows to analyse profitability of the consolodations and allows to drill down in case the expected profit is not met. Delivered as spreadsheet to further analyse the data.	

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Average Rate Report (*Air Export Master only*)	This report shows all master shipments with their achieved average rate .	
Tour Report (*Tour only*)	A list of all tours performed showing their respective operational and financial figures	

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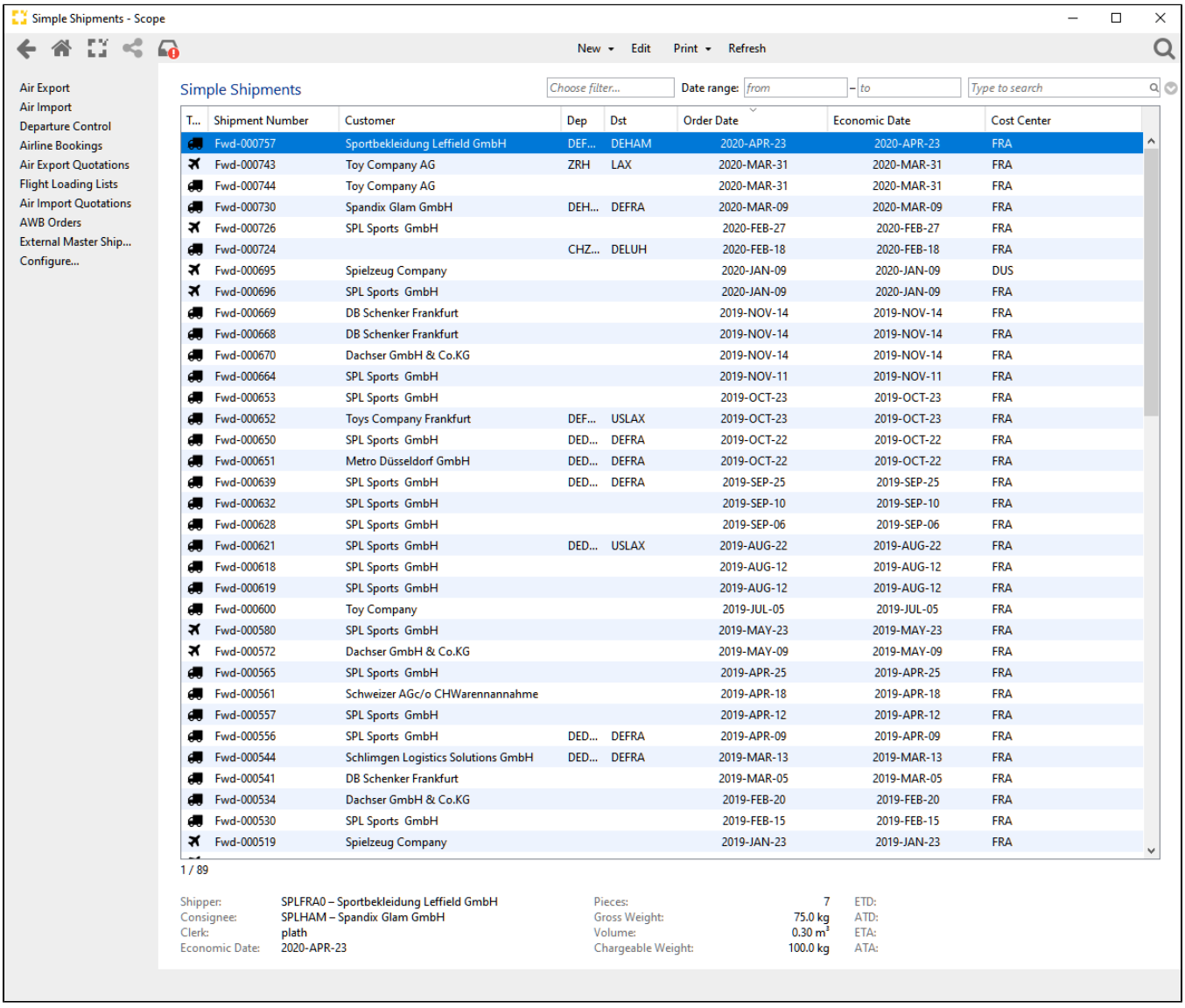
Simple Shipments

- Introduction
- Description

Introduction

Simple shipments are created for shipments that have limited transport information and for this reason simple shipments are the fastest method for recording shipment. Complete invoicing, jobcosting and some print options are provided for simple shipments. Typically simple shipments are created for shipments that are not handled by the local branch and occurred between remote parties.

Description



New

The ***New*** option offers the choice of creating a new air, sea or road simple shipment as well as the option to create a new shipment from template:

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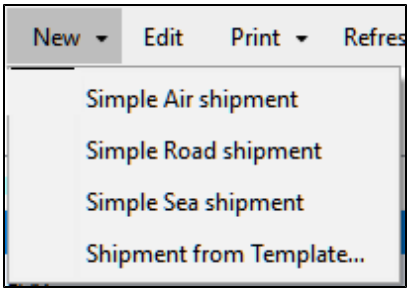

Edit

Opens the shipment highlighted in the overview. Alternatively, double click the shipment to open it.

Refresh

Updates the index to ensure the latest simple shipments are visible in the overview.

Date range From / To

The shipments displayed can be limited to a specific time period using these date fields

Type to search

This is a full text search field. Any detail of a shipment or set of shipments may be entered to restrict results to that keyword.

Advanced filter options

For advanced filter options, see https://wiki.riege.de/display/SCOPEEN/Advanced+Filter+-+Functions+-+General

Simple Shipments (summary table)

The summary table displays all the shipments matching the search terms. Orders are shown in rows displaying the shipment type, customer, departure, destination, order date, economic date and cost centre.

Shipment Type

The symbols in the left most column represent the shipment types:

Symbol	Shipment Type
	Airfreight
	Seafreight
	Road Transport

On opening an order further functions are available as described in the following chapters:

- Documents - Simple Shipment - Forwarding
- E-Mail - Simple Shipment - Forwarding
- General - Simple Shipment - Forwarding
- Jobcosting - Simple Shipments - Forwarding
- Vouchers - Simple Shipments - Forwarding

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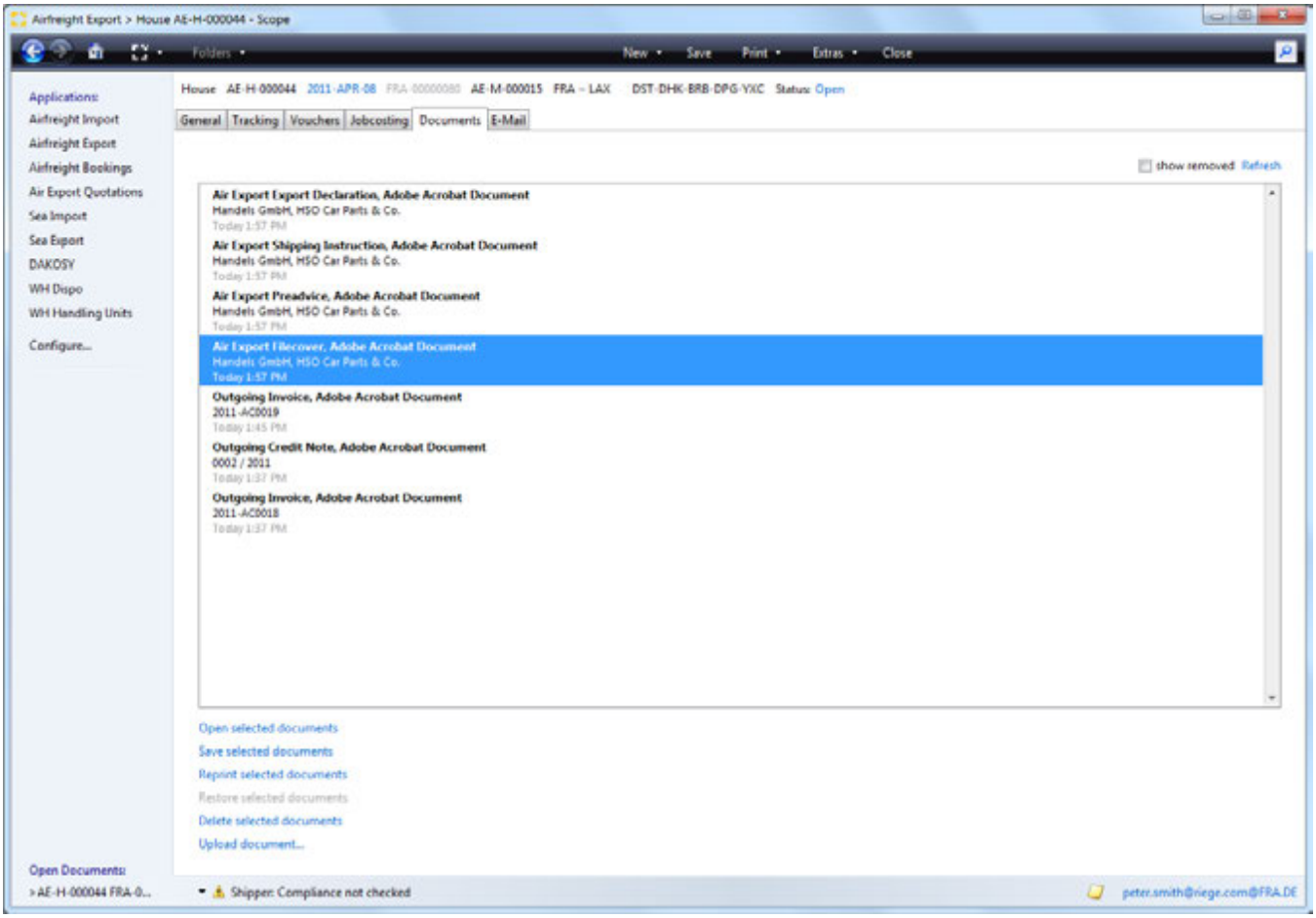
Documents - Simple Shipment - Forwarding

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. These documents can be opened, downloaded, reprinted, deleted and some documents may be uploaded to web-tracking. Uploaded documents are also displayed.

Description



Document Overview

This area displays all documents that are associated with this shipment or order. The name of the document together with the type of document and creation date are shown. The current version of a document is always displayed. By selecting the show deleted check box, all previous or deleted versions of a document will be shown. These are displayed in ~~strike-through~~ text.

Show removed

Documents that have been previously deleted will be displayed.

Refresh

Updates the current list of documents.

Open selected documents

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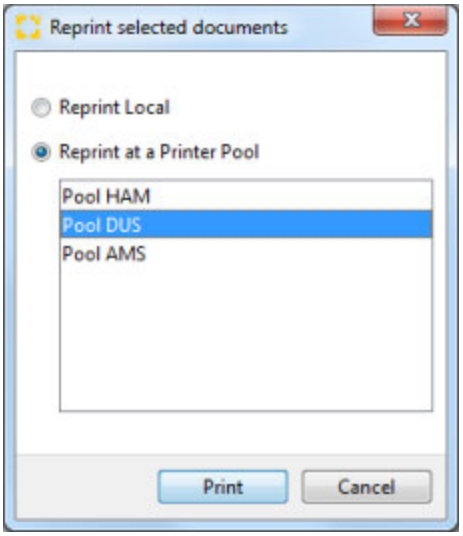
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Delete/Restore selected document

The document highlighted in the list will be deleted from view. Documents are not physically deleted but marked as inactive and therefore not visible. To view all documents including inactive documents, check the show removed box to the right above the document listing. If a document has been deleted, it can be restored by using the show removed check box, highlighting the inactive document and then selecting the *Restore selected documents* action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment. Alternately, navigate to the document on the desktop and drag and drop the document into the documents tab.

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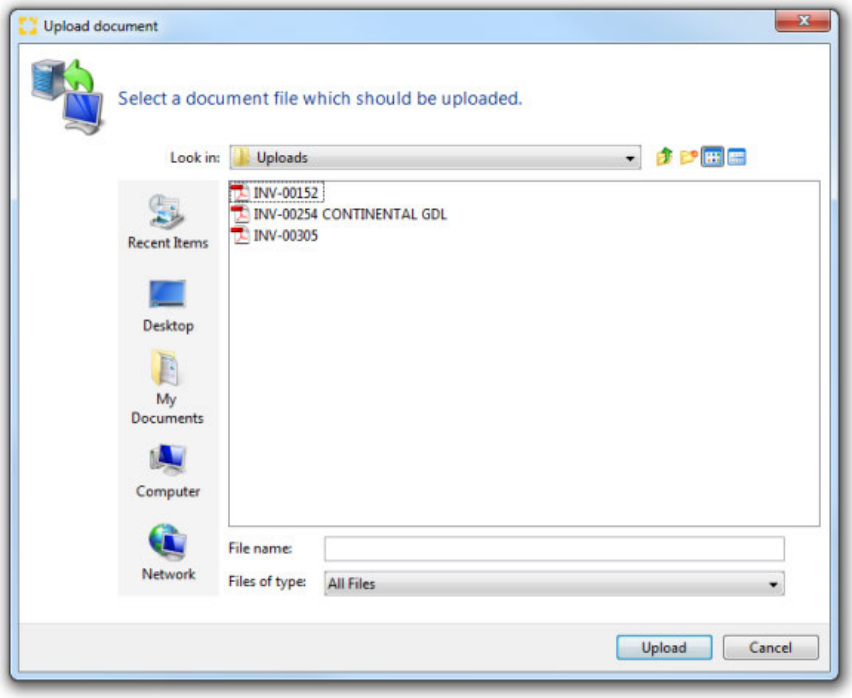

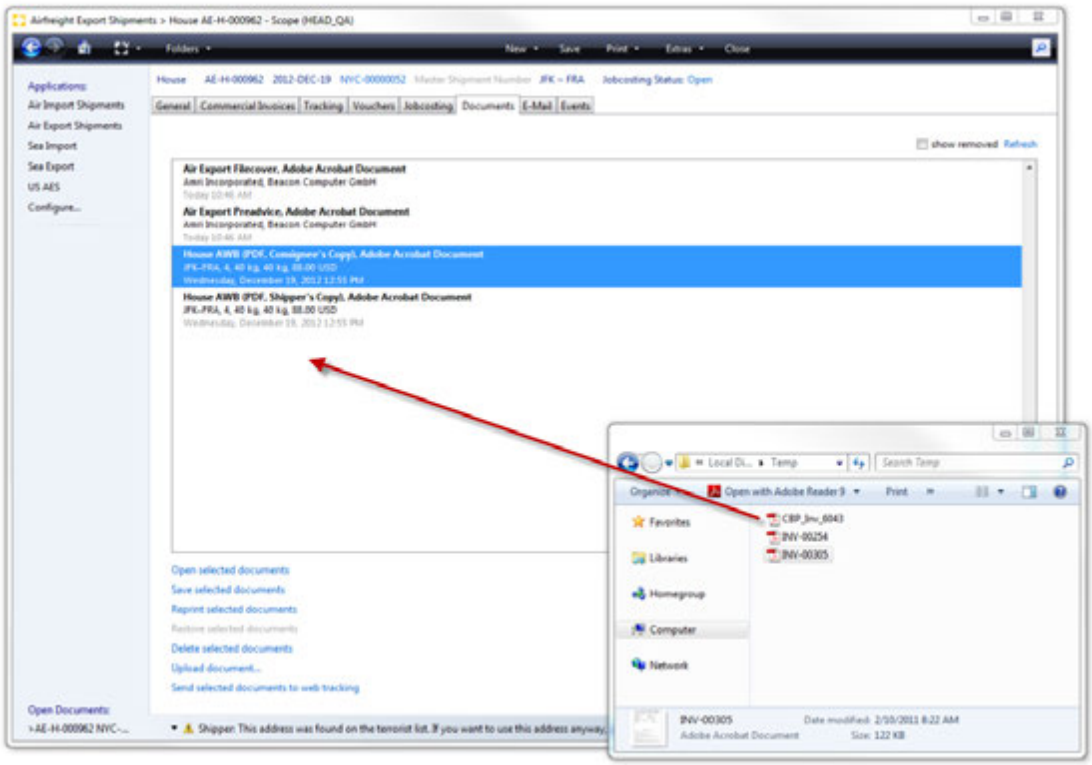

Assign Kind of Document type

During upload or via a right mouse click ,it is possible to set a document kind to the uploaded documents
when a uploaded document has a proper kind set, it will be available to automated email processes (invoices, prealerts)

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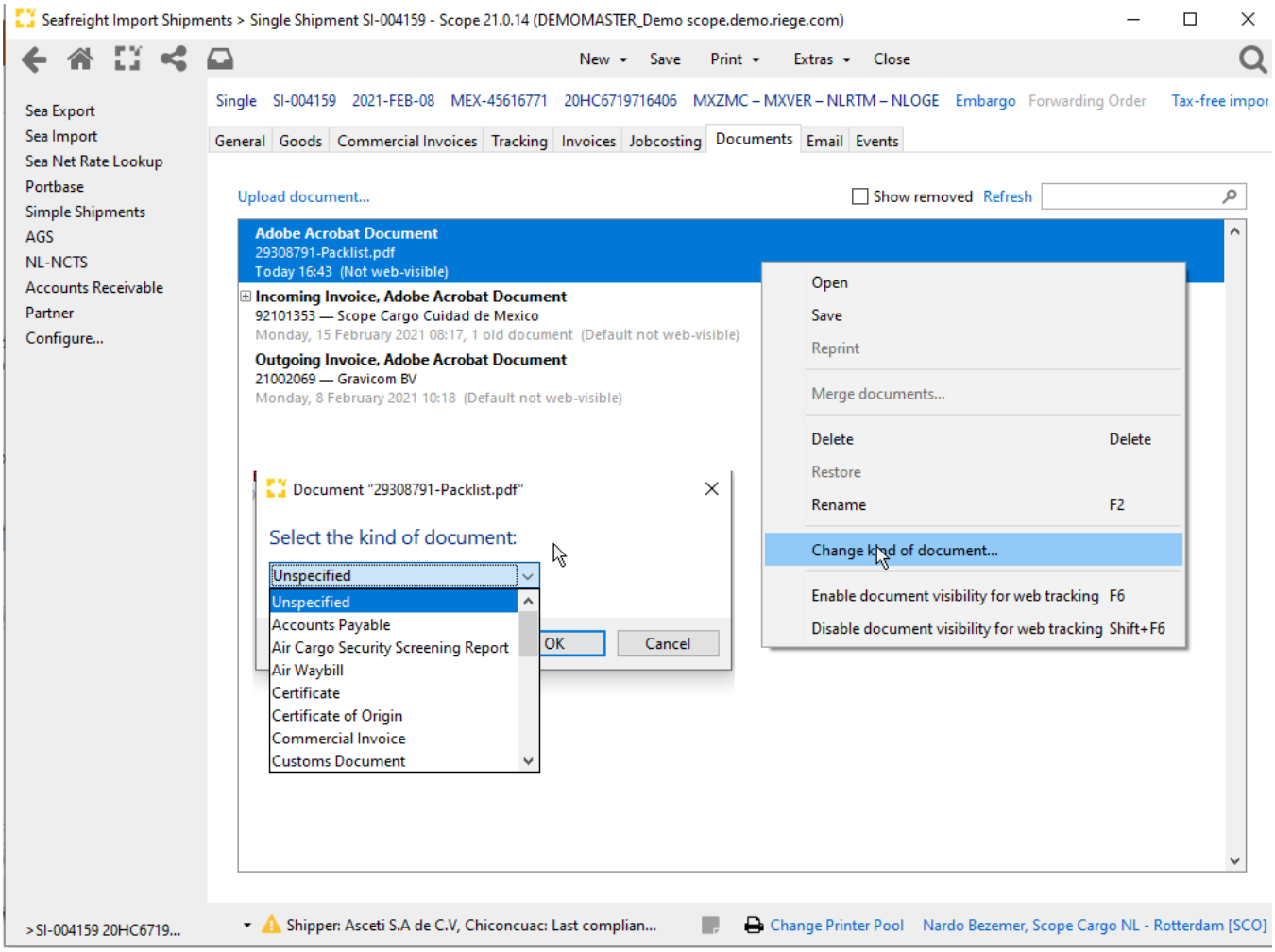

Available kinds are :

- Accounts Payable (incoming invoice)
- Air Cargo Security screening report
- Air Waybill
- Certificate
- Certificate of Origin
- Commercial Invoice
- Customs document
- Dangerous Goods Declaration
- Forwarding instructions
- Goods receipt
- House Bill of lading
- Image
- Insurance Certificate
- Master Air Waybill
- Master B/L (Draft)
- Master B/L
- Packing List
- Proof of delivery
- Shipping documents
- Shipping Instructions
- Waybill

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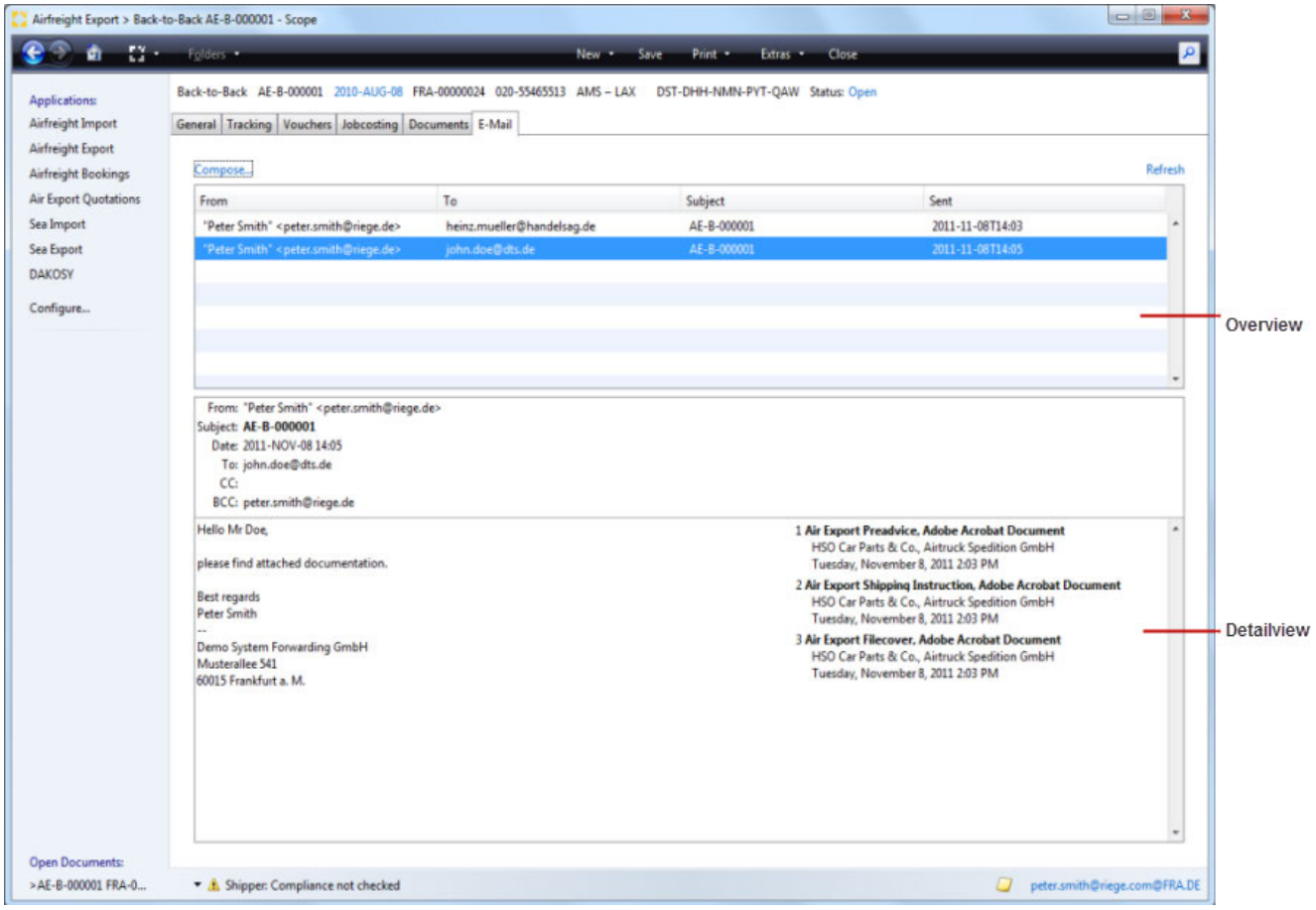
E-Mail - Simple Shipment - Forwarding

- Introduction
- Description

Introduction

In most application there is an E-mail function. This allows the quick creation of emails related to the shipment and to easily attach documents stored within the shipment.

Description



New E-Mail...

Opens the e-mail editor to create a new e-mail and send it.

Refresh

Refreshes the list of existing emails

Overview

An overview of all pre-generated e-mails with sender, recipient, subject and date of shipment all displayed. The marked email will be displayed in detail in the lower part of the screen.

Detail section

In this area, displaying the marked email in the overview shows, all parties receiving the mail, the body text of the mail and any attachments.

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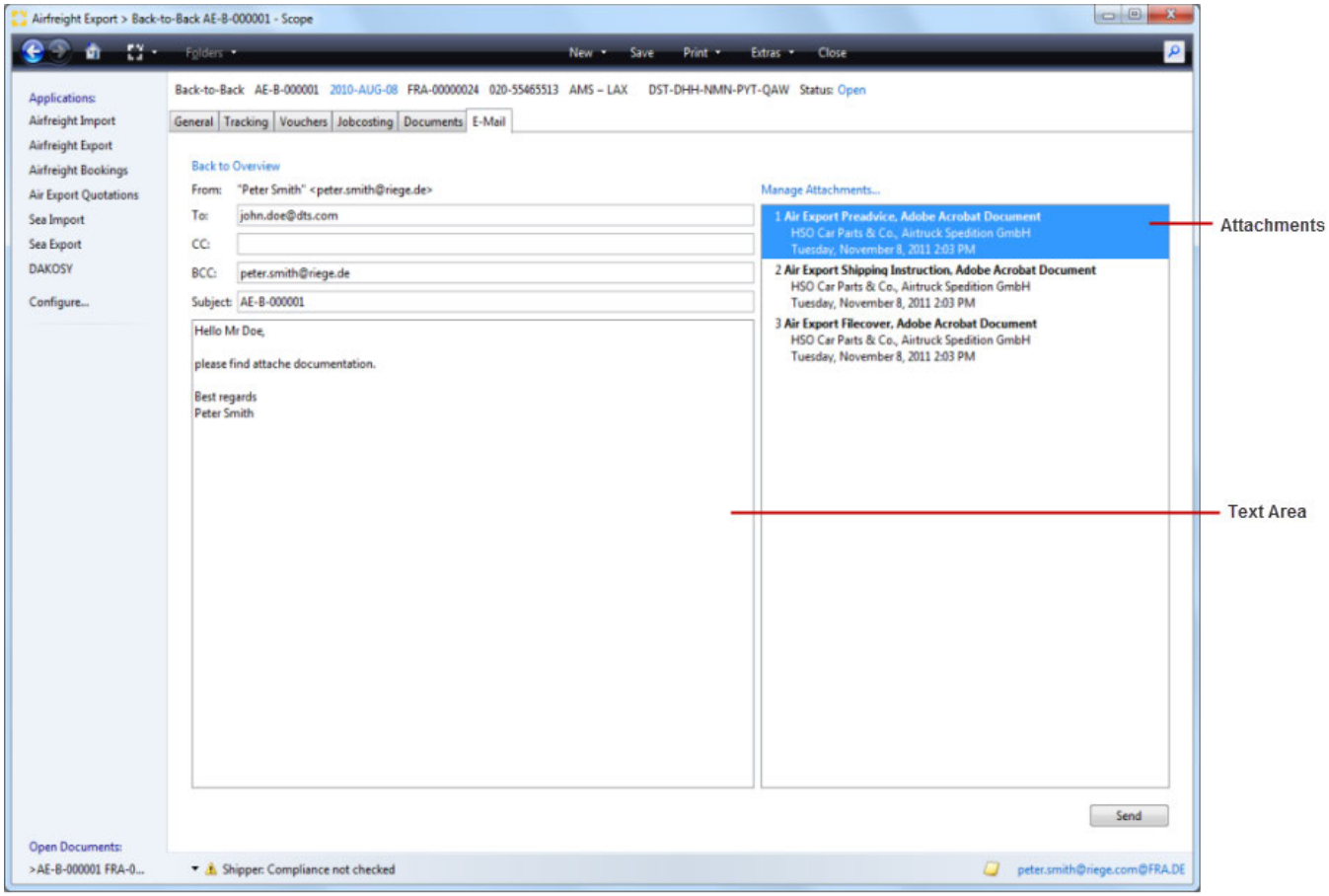
E-Mail Editor

selecting the "compose" option produces the email editor.



Back to overview

this will return the view to the e-mail overview screen.

From

E-mail sender. The sender name and e-mail address is taken from the user profile of the current user.

To

E-mail recipients. The e-mail address of the recipient can be entered here. Multiple e-mail recipients can be entered if separated by commas.

Copy

E-mail recipient or recipients to which a copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas.

Blind Copy (BCC)

E-mail recipient or recipients to which a blind copy of the e-mail will be sent. Multiple e-mail recipients can be entered if separated by commas. By default, the e-mail address of the sender or logged on user is used so that the user will automatically receive an e-mail copy in their external e-mail program.

Subject

The subject of the email that is being composed.

Text area

The area where the content of the email is written.

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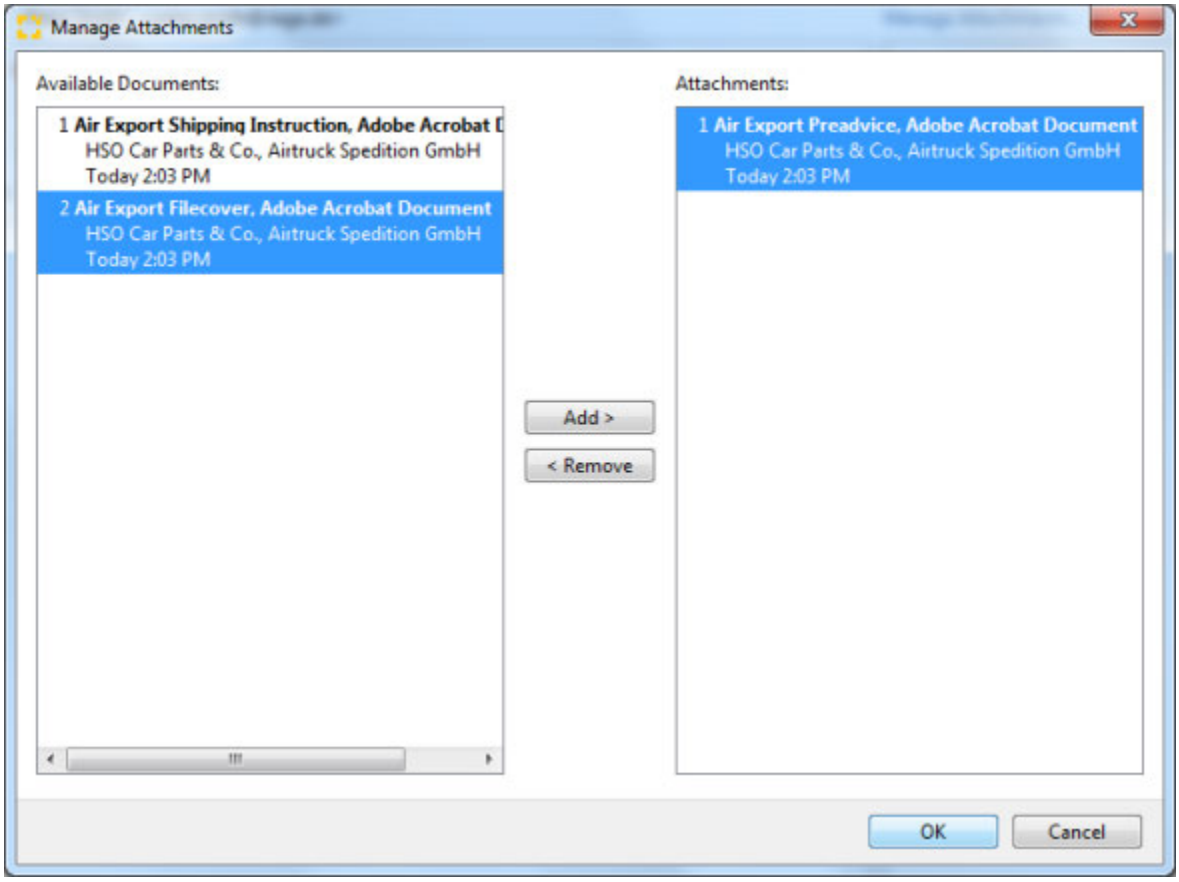
Manage Attachments...

This action will open a popup window in which the attachments to this e-mail can be added or removed.



Available Documents

This area will display all documents that are currently in the documents tab of the shipment. Only these may be included as attachments.

Attachments

This area will display documents that are already attached.

Add

Moves one or more selected documents from the list of available documents and adds these to the e-mail as an attachment.

Remove

Moves one or more of the selected documents form the **attachments** area back into the **available documents** areas. This removes the document from the email.

> **External Documents**
>
> External documents such as those stored locally on a hard disk or a network drive can be uploaded to the **documents tab of the application using the *Upload documents* option in the *document tab**. Once this is done, these documents will now be available as documents that can be attached to emails.

OK

Confirms the documents to be attached and closes the pop-up window.

Cancel

Closes the attachments pop-up without any further action.

Attachements

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This areas displays all the documents that have been attached to the email.

Send

Send the E-Mail.

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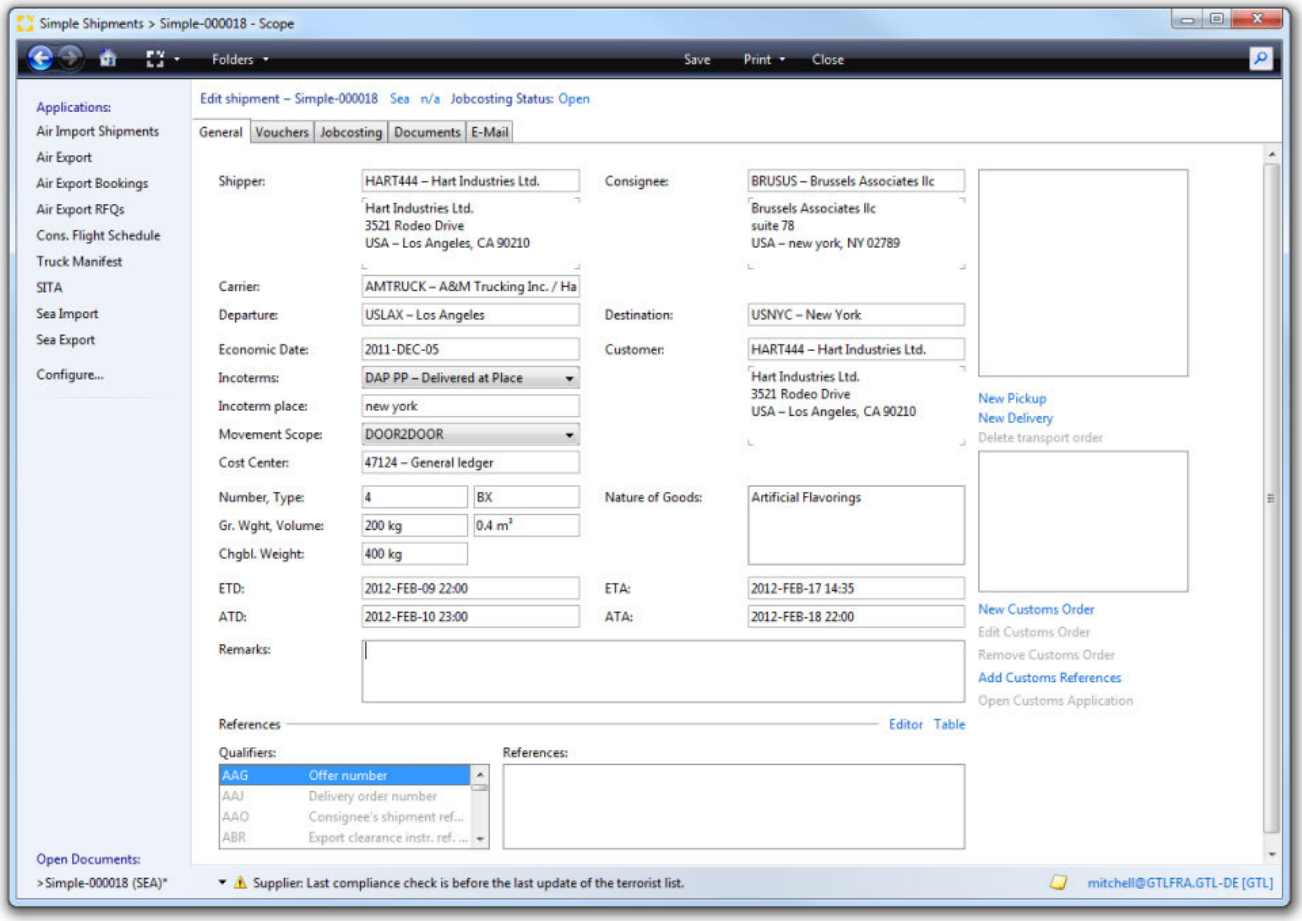
General - Simple Shipment - Forwarding

- Introduction
- Description

Introduction

The **General** tab records the basic shipment details, the customer, the shipper, the consignee, the transport details, cargo description and references.

Description



Save

The save option will ensure the entered data is stored. Saving is only possible if all required fields are filled and the corresponding validation icons are not present. If this is not the case then an error message will appear in the corresponding display.

Print

By clicking on the appropriate item in the list under the print command, the required documents can be printed.

Currently the following documents are available:

- File cover
- Export Declaration
- CMR..

Close

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Closes the simple shipment. If changes have been made, a dialogue appears requesting confirmation if changes should be saved.

Title Bar

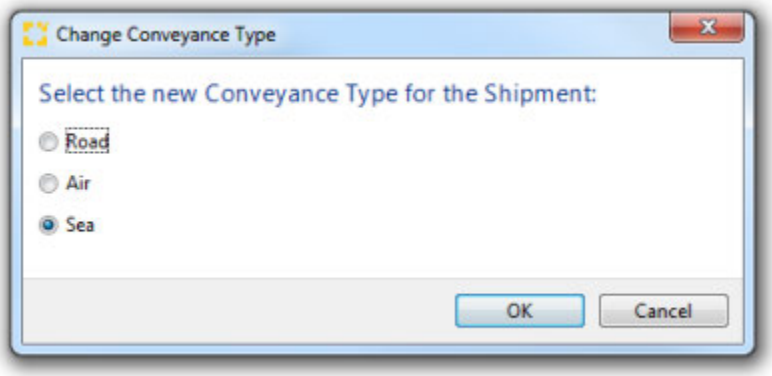
The following information and actions appear in the title bar for a shipment. Blue text indicates that the text has an action link and offers further activities.

Simple Shipment number

Assigned by the system after the shipment has been saved for the first time.

Type of shipment

The type of shipment can be clicked to change the simple shipment to any of the three available types; air, sea or road.



Jobcosting Status

An indication if income and costs on the shipment have been finalized.

Shipper

Shipper of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Consignee

Consignee of the shipment. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Carrier

The air carrier who transported the goods. This is a full text search field any part of the carrier address may be entered to locate the correct carrier.

Incoterms

The delivery terms for the shipment

Departure

Airport of departure of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic [full text search|Full Text Search - Field Types - User Interface - General#feldsuche] that will display all matching airports.

Destination

Airport of destination of the shipment. The IATA-Code and the full name of the airport are displayed. Either of these can be entered to launch an automatic f ull text search that will display all matching airports.

Economic Date

The economic {date | Date and time - Field types - User desktop - General] that should be applied to the system.

Customer

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Generally the customer is the business partner who is responsible for generating the shipment and for the transportation costs. The desired partner may be found with the search field. The drop down menu will open the business partner context menu where amongst other things, a new partner may be created or an existing partner may be edited.

Incoterms

Incoterms identify the costs risks and tasks associated with international transportation of commercial goods. They are 3 letter codes issued by the International Chamber of Commerce (ICC).

The current version of the list is Incoterms 2010. This field is used to record the Incoterms that will be applied to the shipment.

Choose from the following Incoterms using the drop-down menu (click on the arrow):

Incoterm 2010	Description
EXW	Ex Works
FCA	Free Carrier
FAS	Carriage Paid To
FOB	Free on Board
CFR	Cost and Freight
CIF	Cost, Insurance & Freight
CPT	Carriage Paid To
CIP	Carriage and Insurance Paid to
DDP	Delivered Duty Paid
DAP	Delivered at Place

Incoterm Place

The field will default to the city of the shipper or consignee, depending on the Incoterms chosen.

Movement Scope

The type of transport being arranged. These can be selected via the drop-down menu (click on the down-arrow), the following movement orders are available:

Type of order	Description
Door2Door	The shipment is picked up at the customer / plant ("front door") in the exporting country and delivered to the customer / plant ("front door") in the importing country.
Door2Port	The shipment is picked up at the customer / plant ("front door") in the exporting country and transported to the port of loading or port of discharge.
Port2Door	The shipment is received at the port of loading or port of discharge and delivered to the customer / plant ("front door") in the importing country.
Port2Port	The shipment is received at the loading port and transported to the port of discharge.

Cost Center

This field will display the cost center that has been determined according to the cost center filter for the current shipment. If no cost center can be determined this field is a full text search field that can be used to select a valid cost center.

Number

Total number of packages in the consignment

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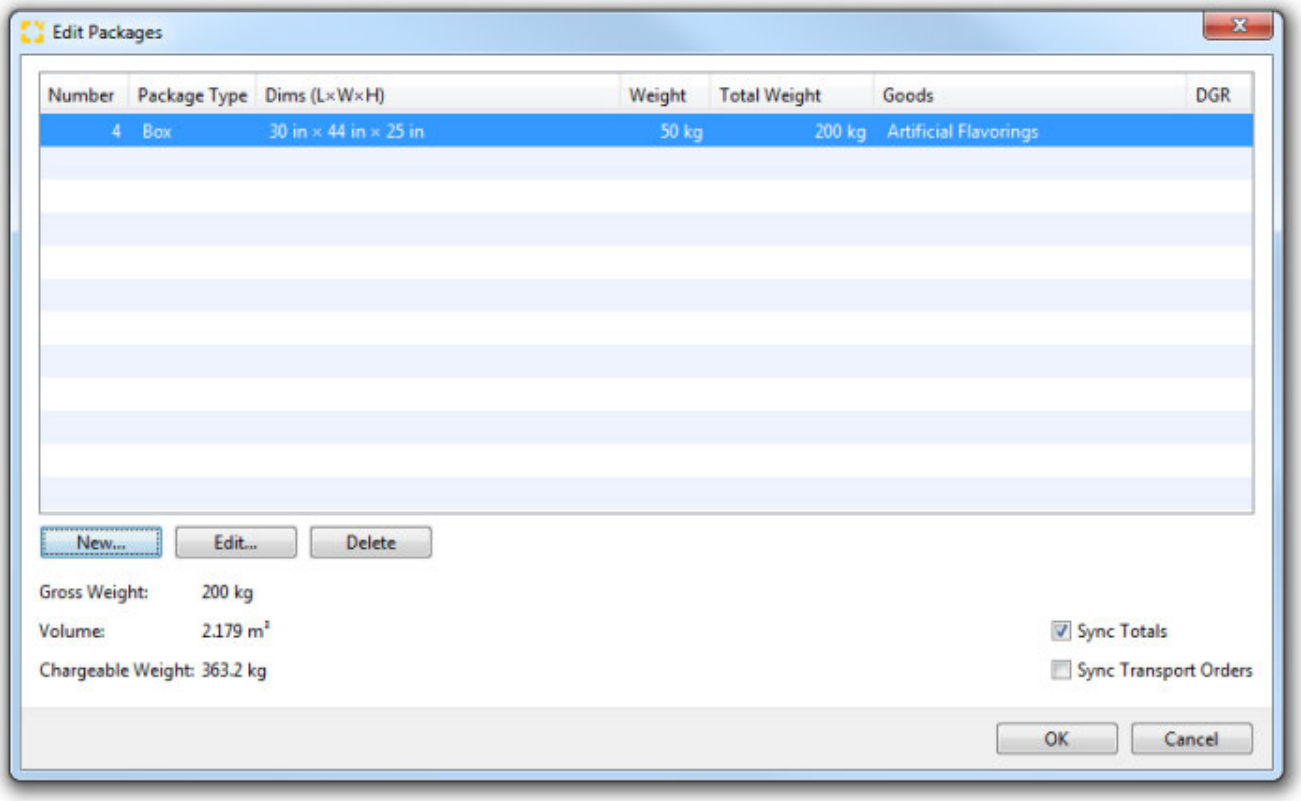

The total number of packages, packaging type, gross weight and volume can be entered at this stage in the appropriate fields starting with the total number of packages. Within the number field, press F3 or select the drop down menu for access to the package editor. The package editor allows much greater detail to be entered about individual packages.

If the package editor has been used to capture details about the packages, then the package fields are disabled and any additions or changes to packages must be made using the package editor. If required, all packages and their details can be removed from the package editor and this will release the package fields in the general shipment entry, allowing package totals to be entered instead of details.

Type (Packing type)

The type of packages used for the cargo. The available packing types are maintained in the master data packing types maintenance program . (If the package editor has been used to enter a variety of packing types, this field is blank.)

Gross weight, volume

Total gross weight and volume of the shipment

Nature of Goods

The description of the goods. It is possible to select from predefined text blocks. If the packages editor has been used to enter multiple descriptions of goods, then these product descriptions will appear in this field as comma separated values)

Chargeable Weight

Total chargeable weight of the shipment.

ETD

Estimated time of departure

ETA

Estimated time of arrival

ATD

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Actual time of departure

ATA

Actual time of arrival

Remarks

A free text area where additional information about the shipment may be recorded.

References

This section records various types of references and the references themselves. These can then be printed or transmitted electronically to other destinations. More information about the function of the references editor is available here.

New Pickup Order / New Delivery Order

These action links will open the transport order editor where pickup notes or delivery orders may be created.

Delete transport order

This option will delete any delivery or pickup note that has already been created. The document highlighted in the pane showing existing delivery/pickup notes will be deleted. It is only possible to delete a pickup note or transport order if it has not been printed and if there are no entries in the costs and revenue section of the shipment.

All transport orders that have been created will be visible in the transport orders window. These may be re-opened by *double clicking* them. They may then be re-edited and printed again if necessary.

New Customs order

Opens a Customs order editor to create a new customs order

Edit Customs order

Opens the customs order editor to edit an existing customs order highlighted in the pane showing customs orders.

Remove Customs order

Remove an existing customs order highlighted in the list of created customs orders.

Add Customs references

Opens the Add Customs references application. Up to 10 additional customs references may be added.

- More information on individual customs applications see the chapter on Customs.

Tip

Use the key combination **Ctrl + I** to see details about the user session including email address and phone number. It is also possible to take over the session from the existing user.

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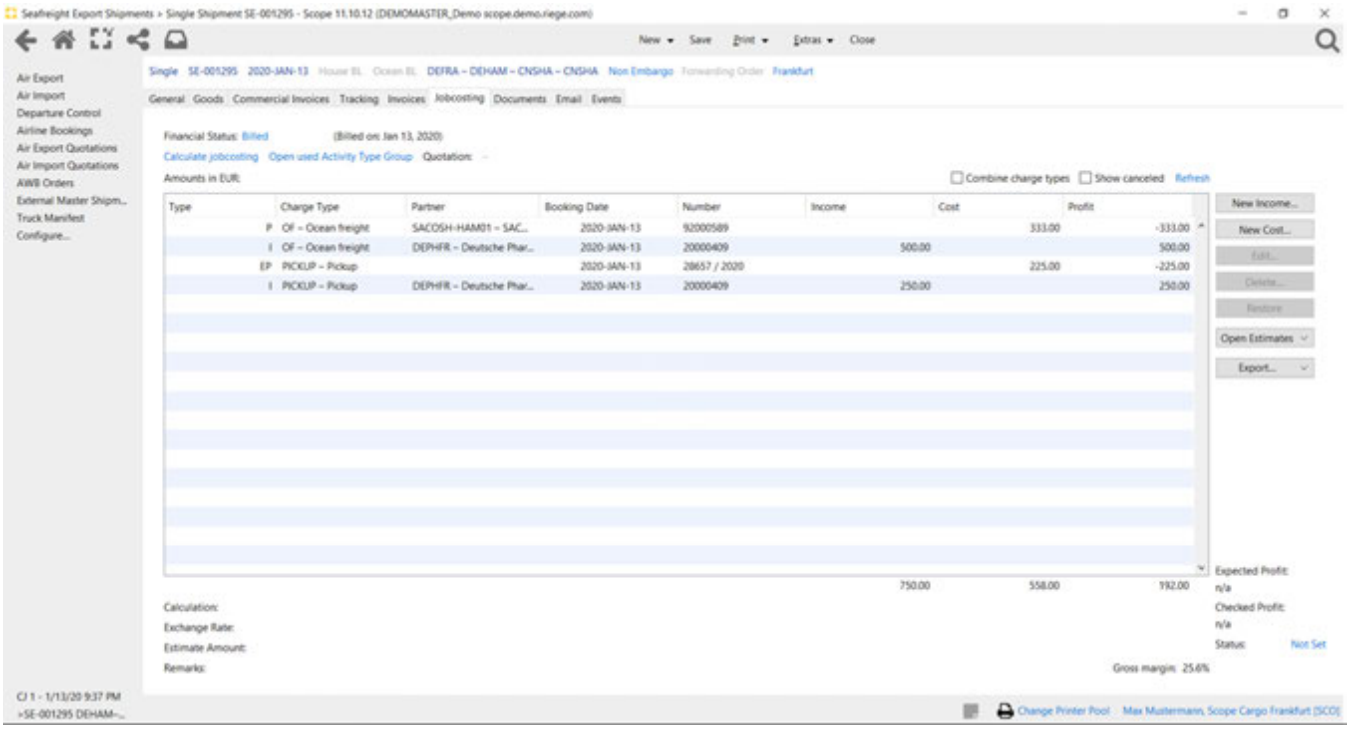
Jobcosting - Simple Shipments - Forwarding

- Introduction
- Description

Introduction

The tab jobcosting displays all costs and revenues. This enables an overview of the profitability of the shipment. Cost and revenue is based on the master data sets; activity type, charge type and tariff rates, and these are applied according to the nature of the shipment for example the Incoterms used and the chargeable weight of the shipment. Jobcosting figures are generated automatically by input of payable vouchers and output of invoices and credit notes (More information is available in the section on Automatic tariffing). Expenditure and revenue accruals may also be manually inserted into job-costing, but it is intended that jobcosting should be largely automated.

Description



Main menu bar and title bar

see General tab

Calculate jobcosting

By clicking on this link, any predefined the action costs and revenues are based on the master data (activity types , master data rate) in connection with the shipment data (Incoterms , chargeable weight generates). In addition, an initial invoice with the relevant cost categories and stored as a draft which tariffs will be applied after the initial account application process, can be printed and completed.

Show Cancelled

Check this box to show cancelled documents. This box is unchecked by default.

Refresh

This link will refresh the list of transactions and include the latest.

New Income

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Opens charges editor and allows entry of a new income.

New Expense

Opens charges editor and allows entry of a new expense.

Edit

Opens the charges editor and allows the charge highlighted in the overview of charges.

Delete

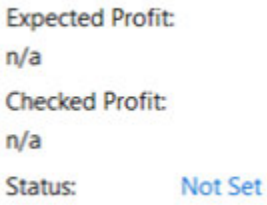
Deletes the charge highlighted in the overview of charges.

Compute Breakdown

The button will recalculate the breakdown of all master to charges to the house shipments on the consolidation. Normally this action occurs automatically, but this button can be used to force the process.

Expected Profit

Set an expected profit



By clicking button "Not Set" a new window opens and the actual profit can be set as expected profit. Previously all expected income and expected costs have to be added to jobcosting.

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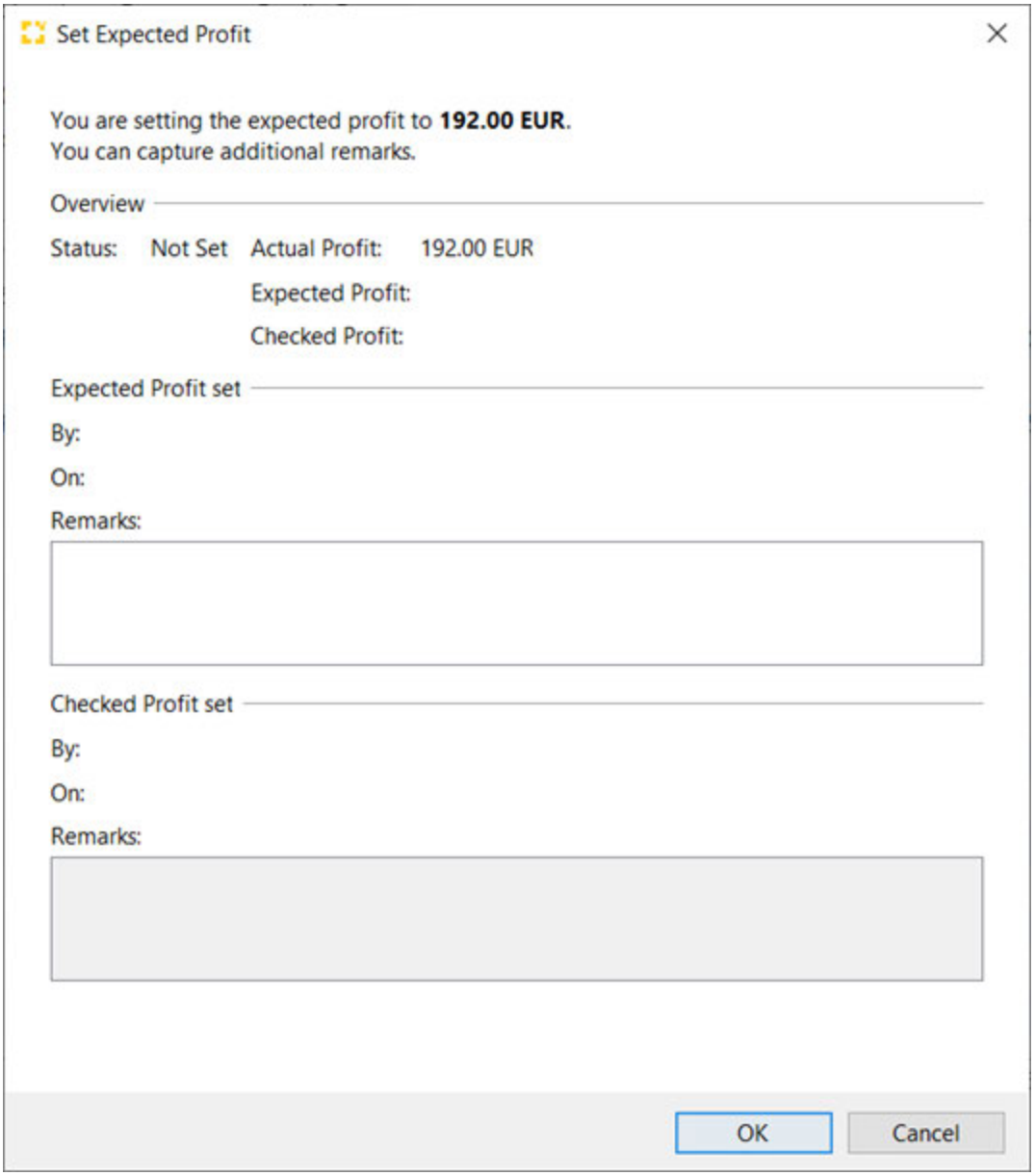

After confirming expected profit status changes at jobcosting tab.

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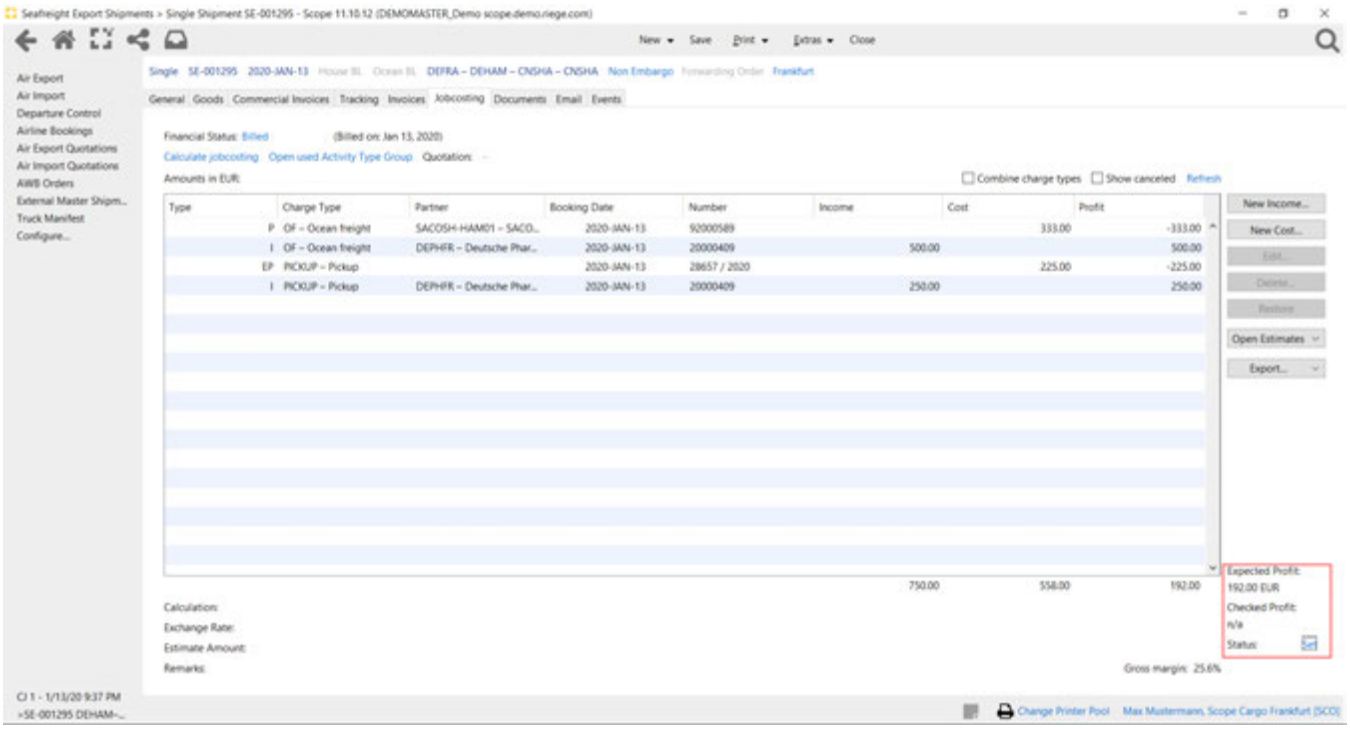

Only certain entries may be edited or deleted. Entries that cannot be edited or deleted can be adjusted here

Turnover in local currency

individual charges are shown in local currency. Double click an entry to open it or highlight the entry and then select the Edit button to open the charges editor.

Type

The type of charge line.

Charge type

Charge type of the current line.

Partner

Partner code of the business partner to whom the charge was applied or from whom the charge was received.

Booking date

The date of the document that contains the charge.

Number

The voucher number for the voucher that contains the charge.

Income

Income or revenue amount.

Cost

Cost or expenses amount.

Profit

The profit of the line item.

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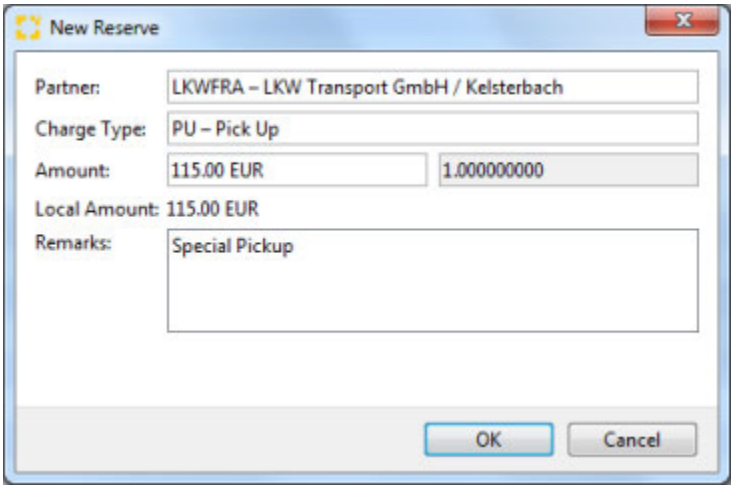
Charges Editor



Partner

The party who billed or received the charge. The partner search function is available to locate a different partner.

Charge Type

Charge type of the item.

Amount, Exchange Rate

the amount of the item in local currency. If in foreign currency an exchange rate is shown.

> In addition to manual adjustment of the value of the item, the field also provided a drop down menu to access an on screen calculator (F3) or refresh of tariffs (F5) to apply any new tariffs to the line item.

Total

The total amount in local currency.

Remarks

Any remarks relevant to the line item may be recorded. Right click to access text blocks .

OK

Store the line item and any changes made.

Cancel

Exits the application without any changes.

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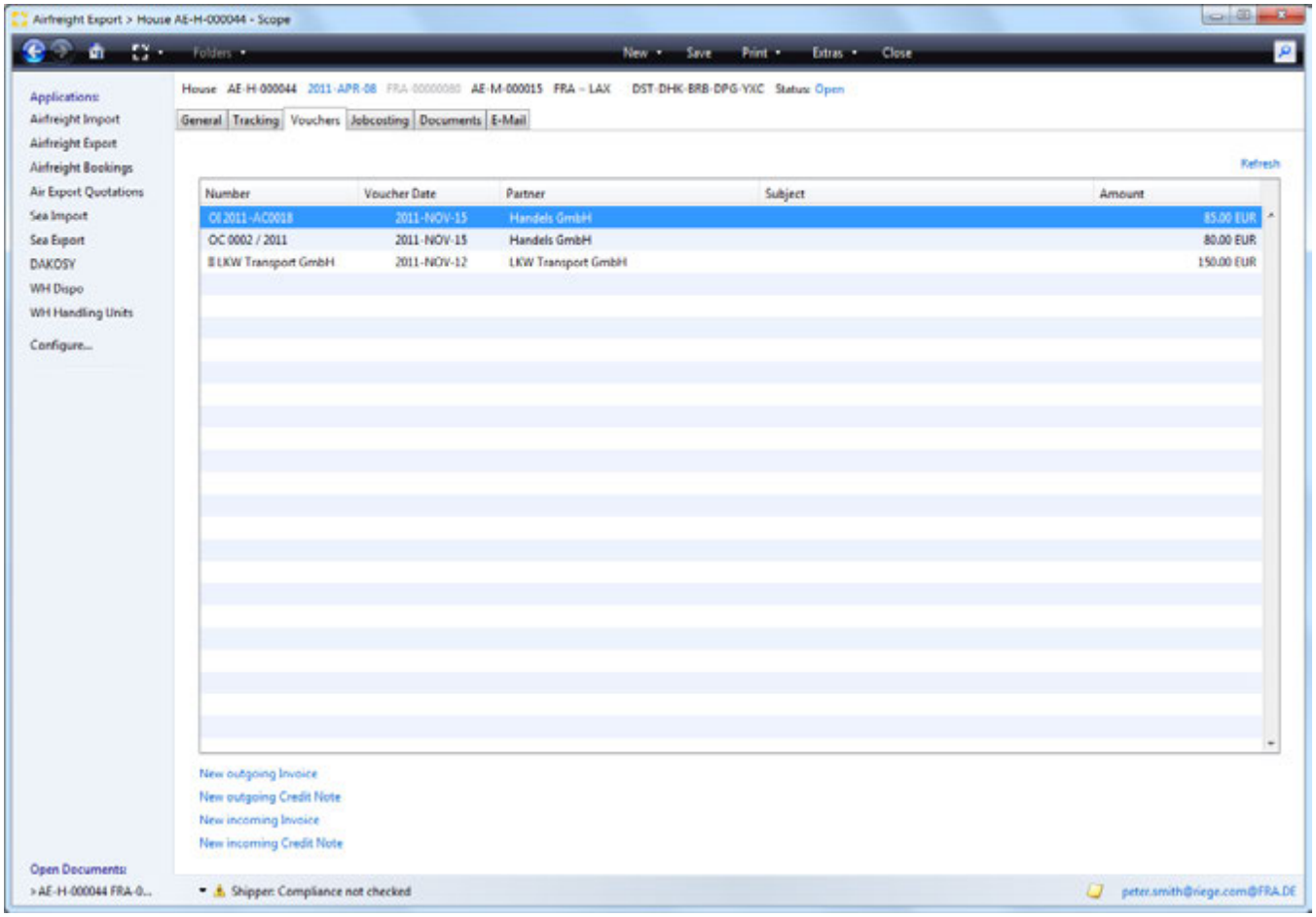
Vouchers - Simple Shipments - Forwarding

- Introduction
- Description

Introduction

For all shipments and orders, the **voucher** tab displays all billings associated with the job. Single outgoing and incoming invoices or credit notes can be created or opened for further editing. This allows quick and simple access to the shipment related accounting.

Description



Main menu bar and title bar

see Tab **General**

Overview

All prepared or completed billing related documents will appear in the overview. The voucher type, invoice number, issue date, business partner, subject and total voucher amount will be displayed.

- The list of documents can be sorted by clicking on the column titles, a second click will reverse the order.
- Double clicking the desired entry in the list will open the voucher.

New Outgoing Invoice

Opens the application to create a new outgoing invoice.

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New Outgoing Credit Note

Opens the application to create a new outgoing credit note.

New Incoming Invoice

Opens the application to create a new incoming invoice.

New Incoming Credit Note

Opens the application to create a new incoming credit note.

Consol Profit Analysis (For air export master shipments)

Opens the application to make master shipment profit analysis .

Refresh

refreshes the list of vouchers.

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Customs

- Introduction
- Description

Introduction

Scope offers several integrated customs applications for different countries.

Description

The following customs applications are currently available in Scope.

Country	System	Import	Export
Germany	ATLAS	Yes	Yes
Switzerland	e-dec	Yes	Yes
Netherlands	Sagitta	Yes	Yes
USA	AES	No	Yes

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Customs Germany

- Introduction
- Description

Introduction

Scope offers several applications for German customs.

Description

The description of the German customs applications is currently only available in the German version of the Scope User Manual.

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Customs Netherlands

- Introduction
- NL Specific Customs Systems

Introduction

In Scope the following NL Customs procedures are supported. They are explained in the linked pages.

NL Specific Customs Systems

AGS Import - Export
DMS Import - Export (new)
NL NCTS
NL ECS
Client PD
Client VWA
PDE - RTO - PGTS

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AGS

- Introduction
- Description

Introduction

This section of the manual describes the implementation of AGS (NL Customs new system "AanGifteSysteem"). AGS is the Customs system, implemented by NL Customs from 2013, 2014 onwards for all storage, export and import declarations, including periodical declarations (pending).

Attached is a Power-point slide show recapping the key elements of AGS Imports

Description

AGS supports both the import and export stream and are running in the same application but have their own declaration entry and permission set.

AGS Imports Description

AGS Exports Description

AGS Supplemental Information

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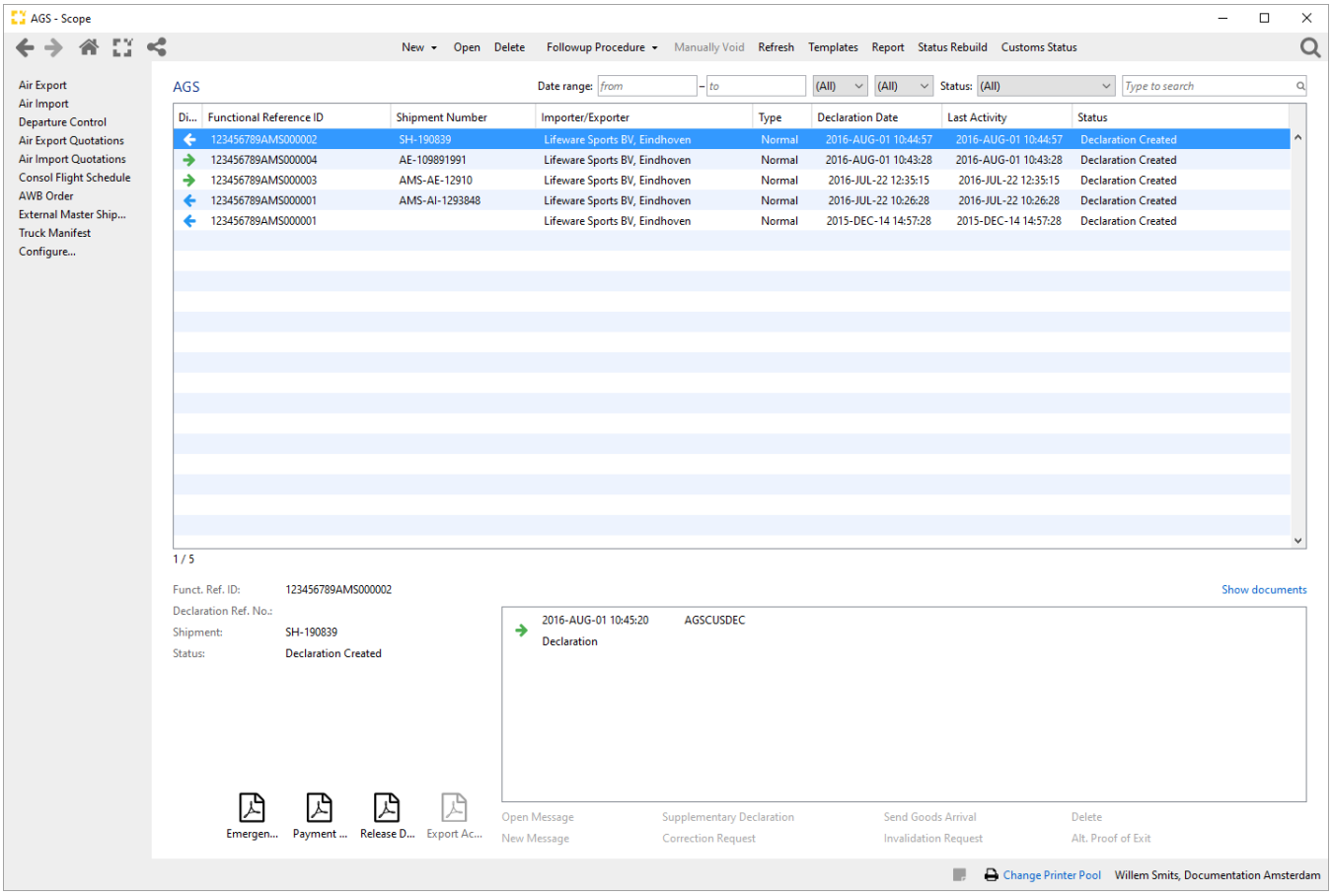
AGS - Homeview

- Introduction
- Description

Introduction

Description

The General overview of AGS is started via the path NL Customs \ AGS.



Application Actions

New

Option to create a stand-alone new AGS declaration not linked to a shipment.

AGS Export : Create an AGS Export declaration
AGS Import : Create an AGS import declaration

Depending on the permissions you will see only one or both types, if you do not have permission to create either an AGS export declaration or import declaration they will be hidden from you view.

Open

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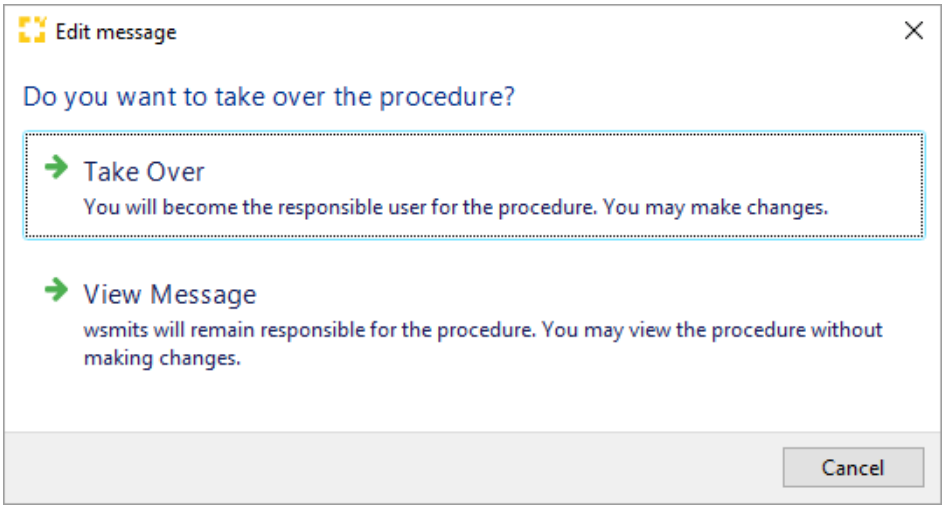
Opens the selected AGS declaration depending on the status of the declaration in write enable modes or display only.
If the declaration is in write enabled status but the user was not last user to update the declaration, a question will be asked whether the user wants to edit, and so take over responsibility of the declaration,
or only open the declaration in read only modes for review without taking over the responsibility.

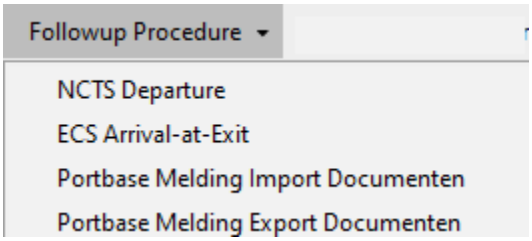


Delete

Allows the delete of a AGS declaration, this option will only be available for AGS declaration with the status "Declaration Created".
In other cases the declaration can not be deleted and has not yet been preceded by a rejection message

Followup Procedure

With this option the details of the selected AGS declaration can be re-used to create a applicable following procedure.
If the follow-up module is available.



AGS Imports

- Portbase Melding Import Documenten: Notification to the container terminal regarding the customs document (AGS imports) with which a container will be retrieved from the terminal.

AGS Exports

- Portbase Melding Export Documenten: Notification to the container terminal regarding the customs document (AGS exports) and booking number with which a container will be delivered to the terminal
- NCTS Departure : NCTS Produce used to the a virtuel "Exit from EU" triggering the Confirmation of Exit on the AGS Export shipment
- ECS Arrival at Exit : ECS Procedure to notify NL Customs about the fact that a Export shipment has arrived at the last warehouse before leaving the EU

Manually Void

Option to give declarations which are not finished, hanging on send due to NL customs communications disruption or error, a Manual void status in order to filter out these declarations from the regular views,
a reason for setting this status is required.

Refresh

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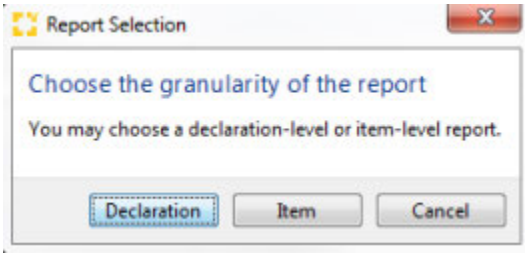
Option to refresh the homeview to ensure the latest information is displayed.

Templates

Changes the homeview from actual declarations to an view of existing templates with the option to create new or modify existing templates.

Report

option which allows to export the details of the declarations which meet the active filter criteria



The report can be produced either:

- one line per declaration and all items details consolidated, in the linked sample all exported fields are shown,
- one line per item of each declaration, in the linked sample all exported fields are shown.

Search & filter

in the search and filter bar AGS declarations can be filtered and searched for with the following options.

Date range (from / to)

Filter declarations where the create or accepted date of the declaration is within the entered date range.

Direction

Filter between Import, export or all declarations,

Type

Filter Declaration on basis of the declaration method

description
Normal Import Declarations
Temporary Imports
Storage(imports)
Normal Export declarations
Storage (exports)
Re-Exportation
Outward Processing

Search Box

Search box to filter declarations on entered details. The search box allow searching (filtering) on de the following items

- Shipment number
- Importer Partner
- Exporter Partner
- User id (responsible user)
- Article code
- Consignee
- HS Code
- VAT number - OB responsible

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Homeview Columns

In the homeview columns the following columns can be displayed

Functional refererence ID

The functional reference Id is the indentification assigned by Scope to the declaration. this is a unqiue number for the Netherlands and consists of the following logic

Position	Details
1 - 9	LRN number from the Branch Partner License Holder Role
10-16	The branch code
17-22	6 digit counter

Declaration reference number (MRN)

The declaration number as assigned by NL customs after the declaration has been accepted.

Shipment number

The shipment number on which the declaration has been created

Importer/Exporter

The exporter / importer of the declaration,

Type

description
Normal Import Declarations
Temporary Imports
Storage(imports)
Normal Export declarations
Storage (exports)
Re-Exportation
Outward Processing

Declaration date

The date the last outgoing message has been created on the declaration.

Last Activity

The date the last activity took place on the declaration.

Status

The current status of the declaration.

Declaration detailed information

In the section of the detailed information more information regarding the selected declaration is displayed.

In the left corner there are some reference of the declaration, These references can be selected and put the clipboard using CTRL - C

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Functional refererence ID

The functional reference Id is the indentification assigned by Scope to the declaration. this is a unqiue number for the Netherlands

Declaration reference number (MRN)

The declaration number as assigned by NL customs after the declaration has been accepted.

Shipment number

The shipment number on which the declaration has been created

Status

The current status of the declaration.

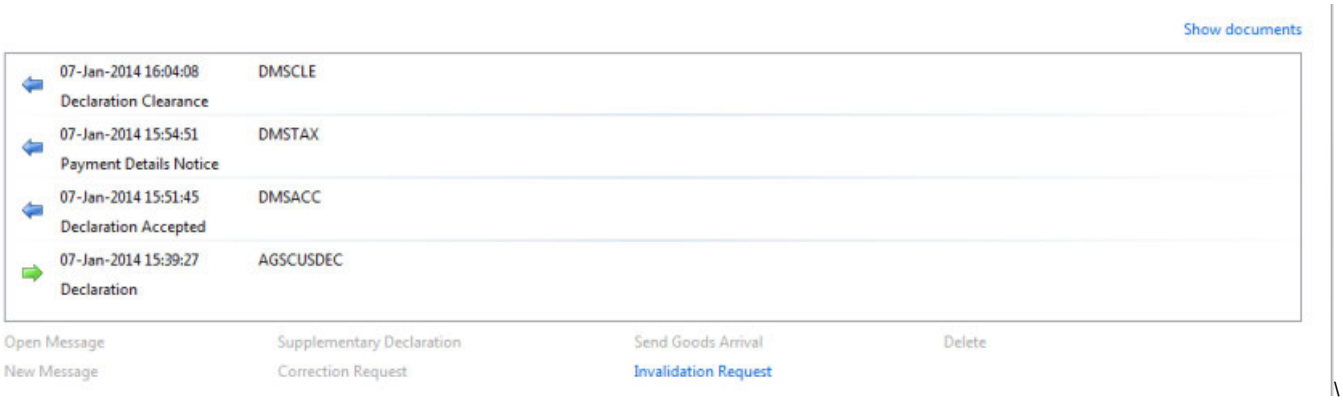
Documents

The following documents can be produced on a declaration

Document	Details	sample
Emergency Procedure document	Document to print in case communication with customs is not possible& customs have given the approval to use the emergency procedure.	AGS_Noodprocedure.pdf
Payment Details	Overview of the Payments due on declaration	AGSPayment.pdf
Release document	Release document with all details of the declaration,Note: There is no official NL customs Layout and application is free to create own layout, untill NL customs has decided upon a official layout this is the layout Scope will be using.	AGSRelease.pdf
Export EAD	Export Accompany document	AGS-EAD-SAMPLE.pdf

Message

In the messages box a chronological overview of all incoming and outgoing message are displayed



Action Links

Under the message are shown the available action links, if an action link is enabled or disabled depends on the state of the declaration and if a message is selected.

Action link	Module	Active	description
Open Message	Import /Export	Whenever a message has been selected	opens the declaration message related to the selected message.

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New Message	Import /Export	When on the last outgoing message (regardless of the type) an rejection has been received	Allows modification and sending of a new message
Supplementary Declaration	Import /Export	When a declaration with method set to "B" is in the correct state (Goods released)	Allow creation and sending of the supplementary details on a incomplete declaration
Correction	Import /Export	When a declaration is in the correct state to allow corrections. Status must be higher then "Accepted" but lower then "Cleared"	Allow creation and sending of the correction on the declaration.
Send Goods Arrival	Import /Export	When a declaration with method set to "B" is in the correct state (Pre-declaration received)	Allow creation and sending of the Goods Arrival Message
Delete	Import /Export	When a Correction or Invalidation Request, Supplemental declaration or Goods Arrival has been created but not send	Allow the deletion of the created additional message and return the declaration to the previous state of the original declaration
Alt	Export	When the message "DMSGER" notification has been received	Send information about alternative proof available showing actual export from the EU if the normal ECS procedure was not followed, found by NL Customs

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AGS Export

- Introduction
- Description

Introduction

This section of the manual describes the implementation of AGS Export declarations.

Description

This section described the general flow, business logic and declaration status of AGS Exports declarations.

General Business rules.

Declarant / Importer logic (AGS3)

In AGS the roles of Partners consist of the following Roles:

Exporter : Partner, who is legally Responsible for the information in the Declaration.
Declarant: Partner, who is financially responsible for the declaration
Customs Agent: Partner, who is doing the actual creation and sending of the message.

Partner Validation and defaulting Schema

From Shipment Defaulting

Consignee Declaration	exporter
Has no NL customs Partner Role	Empty, the NL customs Partner Role is mandatory for the partner used as exporter. This has been decided to ensure a record of DV is created.
Has NL customs Partner with "acts as exporter" active	The consignee Partner
Has NL customs Partner with different partner as exporter	The exporter Partner from the consignee

Validation

Exporter Partner setup	RS in the declaration	allowed	Action
no NL customs Partner Role	1,2 or 3	✗	Update or creation of the NL customs Partner Role required
NL customs Partner Role without exporter setting,	1,2,3,	✗	Update of the NL customs Partner Role required
NL customs Partner Role with RS 1	1	✓	
NL customs Partner Role with RS 2	2	✓	
NL customs Partner Role with RS 2	3	✗	RS code in de Partner setting must be equal to the RS code in the declaration
NL customs Partner Role with RS 3	2	✗	RS code in de Partner setting must be equal to the RS code in the declaration

Actually Send in the message

RS in Declaration	Declarant	Agent	Exporter
1	✓	✗	✓
2	✓	✓	✓
3	✓	✓	✓

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Definition of "Aangever"

Aangever http://www.belastingdienst.nl/bibliotheek/handboeken/html/boeken/HD/toepassingsgebied_en_basisdefinities-de_douanewetgeving_omvang_en_begrippen.html#HD-d117e672

Onder "aangever" verstaat het CDW de persoon die op eigen naam aangifte doet of in wiens naam een aangifte gedaan wordt (de zogenaamde directe vertegenwoordiging, zie ook onderdeel 2.00.00, paragraaf 2.2.1 van dit Handboek).

Wie mag als aangever optreden? Dit kan iedere persoon zijn die de goederen bij de douane aan kan brengen (zie voor het begrip "aanbrengen" hierna) of kan laten aanbrengen en alle bescheiden kan overleggen die voor de toepassing van de betreffende regeling zijn voorgeschreven. Dat wil dus zeggen ieder die de (juridische of feitelijke) beschikkingsmacht over de goederen heeft. (artikel 64 CDW)

Statistical Value Calculation

Under AGS the statistical value should be transmitted to NL Customs, Scope is able to calculate the Statistical Value
On basis of the Commodity value, inco terms and possible freight details.

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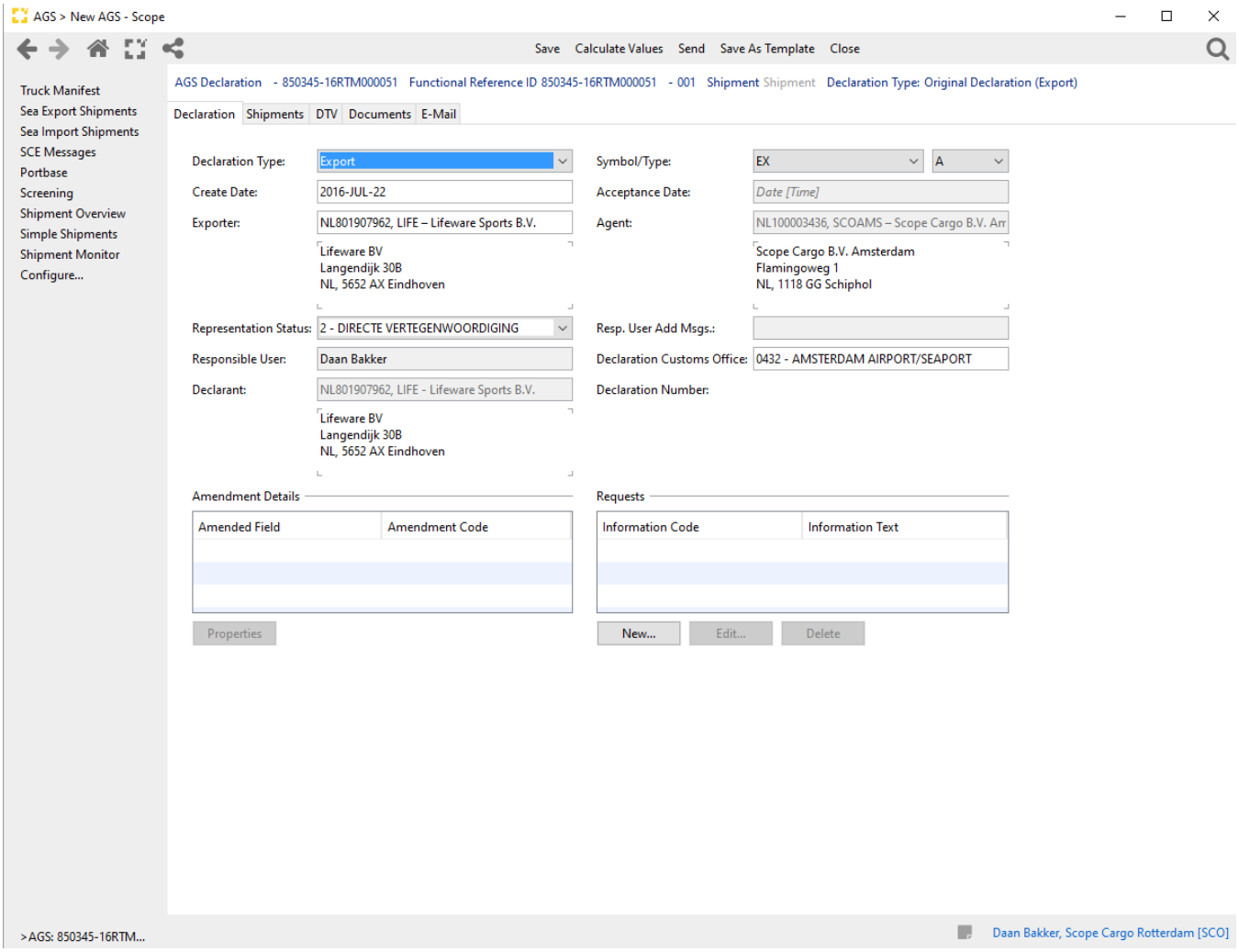
AGS Export - Declaration (original)

- Introduction
- Description

Introduction

In this entry an AGS Export declaration is prepared and send to customs ,to register Free EU goods to be exported outside the EU.

Description



Declaration Type

The declaration Type determines the set of allowed "Requested Regulation"

Declaration type (EN)		Declaration type (NL)	Allowed Symbol	Allowed regulations	Matrix (Apendix 37 - CDW)
Export	Normal	Normaal	EX, EU, CO	10,11,23	A
Export	Storage	Opslag	EX, EU, CO	76,77	B
Export	Re-exportation	Wederuitvoer	EX, EU, CO	31,	C/D
Export	Outward processing	Passieve veredeling	EX, EU, CO	21,22	E

Symbol

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The symbol of the declaration (EX, EU,CO)

Type

The type / method of the declaration

code	description
A	Normal declarations
B	Incomplete declarations
D	Pre-arrival declaration
E	Incomplete - pre-arrival declaration
Y	Afterwards declarations (used after emergency procedure) or selected Venue declarations

Create Date

The date the declaration is created will be defaulted with today.

Acceptance Date

Date when NL customs accepted the original declaration. This field is enabled and mandatory when the type is set to "Y/afterwards declaration".

Exporter

Partner for whom the export declaration is created. See the separate section where the logic of a exporter is described.

Agent

The partner mentioned in the field AGS Export Declarant of the branch Partner's NL Customs License Holder role.
Field is disabled and will be defaulted by the system as described.

Representation Status

The representation status of the declaration.

Resp. User Add. Message

Auditing field in which the last user who changed / sent an additional message is registered.

Responsible User

Auditing field in which the last user who changed / sent the declaration is registered.

Declaration Customs Office

The Customs office where the declaration will be handled

Declarant

The financially / legally responsible partner of the declaration. See the separate section where the logic of a exporter is described.

Requests

Enter requests: At this moment the only request possible is the "C1" request for an extended period of incomplete declarations.

Information Code

Select the appropriate code.

Information Text

Enter applicable details, in case of C1 mention the extended period in weeks with a maximum of 12.

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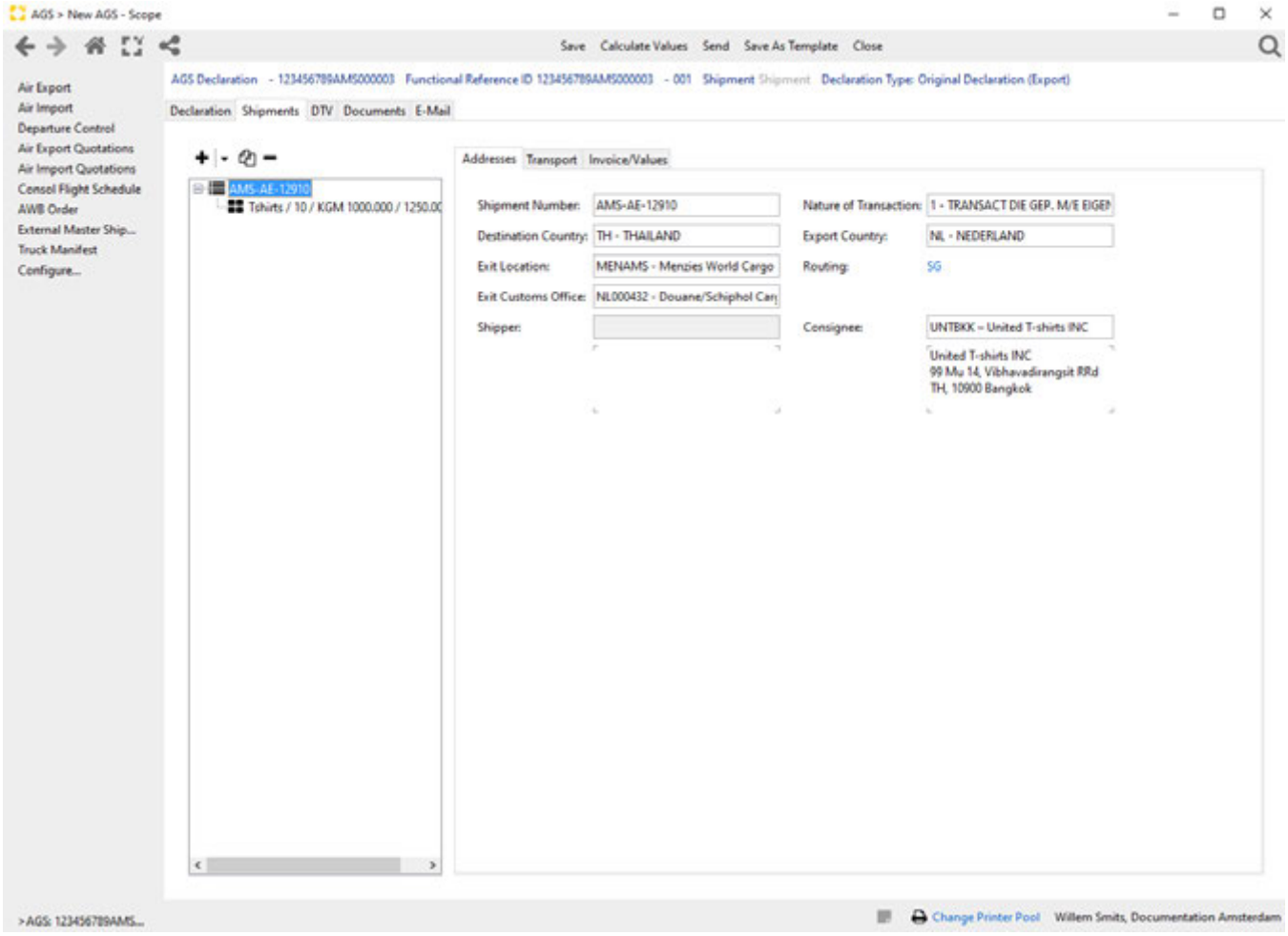
AGS Export - Declaration - Shipments - Addresses

- Introduction
- Description

Introduction

In the shipments section of an AGS declaration the details regarding the actual shipment and involved partners are registered. AGS in principle supports multiple shipments under one declaration. However, this is not yet supported by EU - UCC Customs laws. Until that time the option to add multiple shipments will stay disabled.

Description



Shipment number Reference

The shipment reference number which will be transmitted to AGS the defaulting rules are set by the configurarion in the role NL Customs License Holder of branch partner

Nature of Transaction

Nature of transaction code, indicating the financial transaction linked to the goods (Customs code list A22)

Destination country

Final destination country code where the export is going to

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Export Country

The code for the EU country where the transport originates from

Exit Location

NL Customs goods location where the goods will be loaded / depart from the EU

Exit Customs Office

The Customs office where the export declaration will be handled for actual exportation (ECS)

Shipper

The actual shipper of the shipment is not used/mentioned in the AGS export declaration

Consignee

The receiver of the goods as indicated in the transport documentation.

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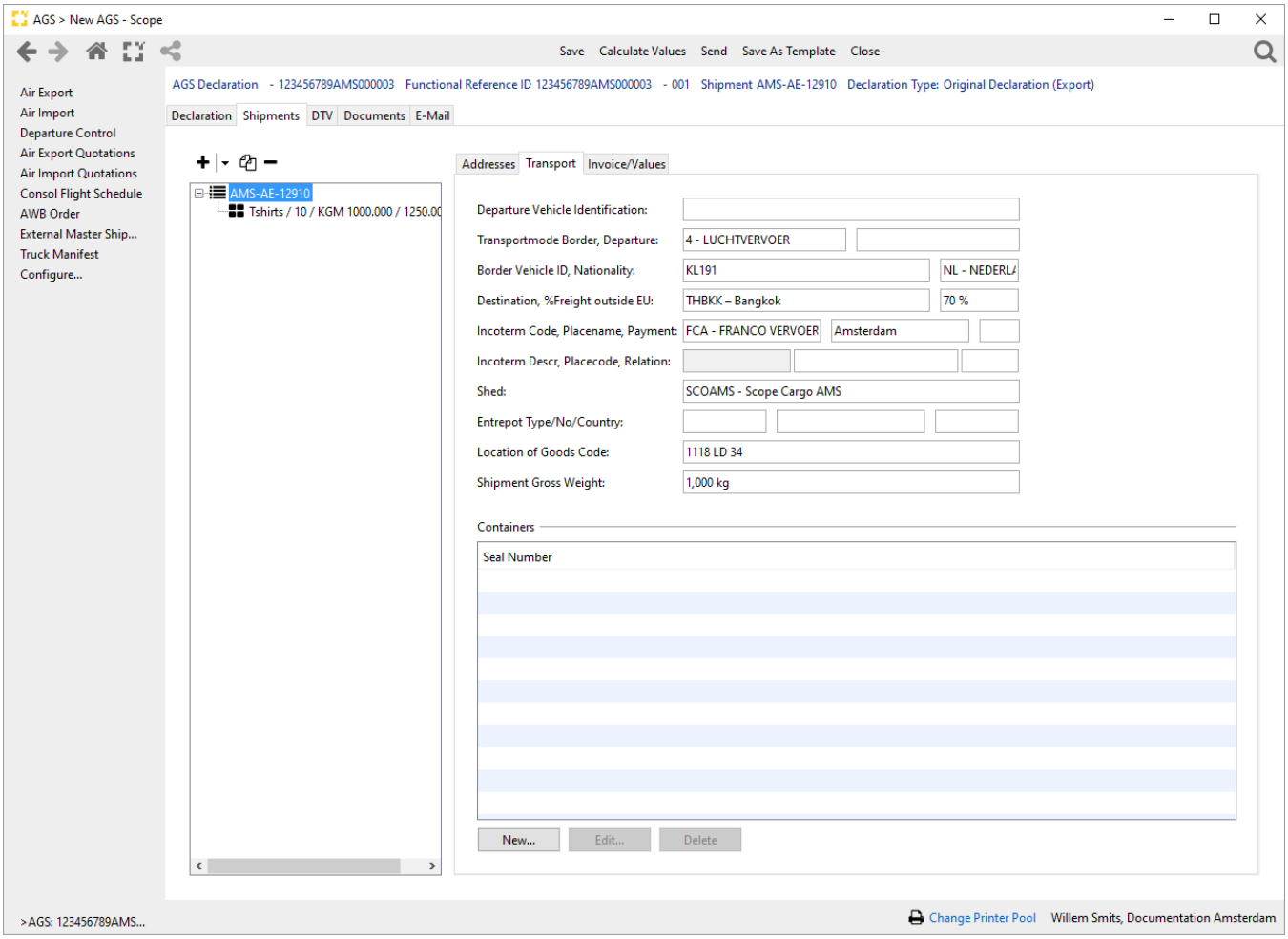
AGS Export - Declaration - Shipments - Transport

- Introduction
- Description

Introduction

Description



Departure Vehicle Identification

Identification of the transport means in which the goods depart from the declaration's location

Transport Mode Border

The coded type of transport means in which the goods will cross the EU border

Transport Mode Departure

The coded type of transport means in which the goods will depart from the clearance location.

Border Vehicle Nationality

The nationality of the transport means in which the goods will cross the EU border

Origin, %freight Outside EU

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The destination code (IATA airport code) to determine the applicable airfreight discount percentage

Incoterms

The Incoterms under which the goods have been sold, shipped.

Code

The Incoterms code as listed in the code list

Place

The place name corresponding with the Incoterms, most commonly used in declarations.

Description

Textual description of the Incoterms applicable, only enabled when the code is set to XXX

Place Code

The UNLO-code for the place applicable on the Incoterms, either the name or the code is used, not both together

Relation

The relation between the entered place name / place code and the location where the declaration is done, this field is optional.

Shed

The partner where the goods are stored at the moment of the declaration, the actual AGS details are defaulted from this partner.

Entrepot Details

The entrepot (Custom warehouse details) where the goods are stored, these details are listed below, the entrepot details must be correct since they are validated in AGS and should only be used if the previous regulation requested equals 71 or 78.

- Entrepot Type
- Number
- Country code

Location of Goods Code

The textual description of the location where the goods declared are located at the time of Customs clearance, validated formatting by Customs:
9999 XX 99999 XXXXXXX

Position	Value
1 - 4	Digits of the postal code
5	space
6 - 7	Letters of the postal code
8	space
9 - 13	Digits of the house number (no letters)
14	space
15 - 35	Additional information

Shipment Gross Weight

Total gross weight of the shipment, this is validated against the sum of the gross weight of the individual items

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Container / Seal Grid

List of seal numbers used on the containers to seal them after loading

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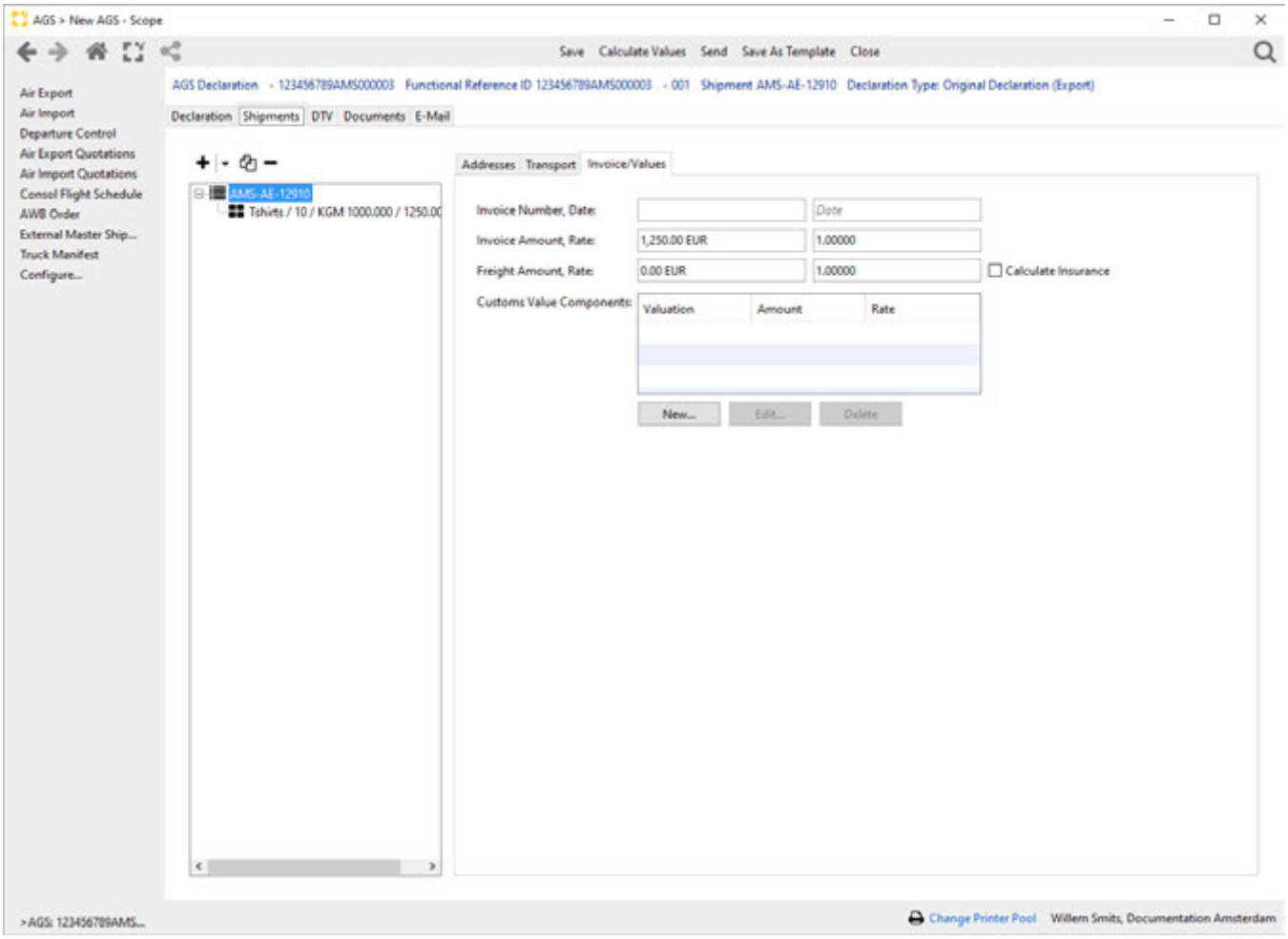
AGS Export - Declaration - Shipments - Invoice Values

- Introduction
- Description

Introduction

On the tab "Invoice/values" the financial details of the whole shipment are registered and will be used as the base amounts for calculation the values on item level



Description

Invoice number

The invoice number of the commercial invoice, which uniquely belongs to the shipment covered in the declaration, mandatory in case (use DV1 is active) where NL Customs should calculate the customs value else it should remain empty.

invoice date

The invoice issue date of the commercial invoice, which uniquely belongs to the shipment covered in the declaration, mandatory in case where NL Customs should calculate the customs value else it should remain empty.

Invoice Amount

The invoice amount applicable for the whole declaration, the full amount will be validated against the sum the commodity value of the items.

Invoice Exchange rate

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Applicable exchange rate for the entered currency value, The exchange rate is determined by NL customs and will be updated in Scope automatically through a system background process.

Freight Amount

The total freight amount applicable for the whole declaration, not adjusted for the discount

Freight Amount exchange rate

Applicable exchange rate for the entered currency value

Calculate insurance

Flag to indicate whether of not insurance should be calculated, the status of the flag will be determined by Scope on basis of the selected inco-term.

Customs value components

Additional components which influence the customs value of the items, the components can be entered on shipment level to be prorated down to individual items,

Value adjustment Code

Drop-down list with the available codes, as per customs code list A11

Value adjustment amount

The applicable amount for the selected value adjustment codes, in case of freight amount this will reflect the full freight amount adjusted against the applicable freight discount percentage.

Value adjustment rate

Applicable exchange rate for the entered currency value

System calculated values

The application will calculate the following values automatically when the "calculate values" option is used.

Code	What	How
VK	The freight charge part calculated on basis if the discount value when the incoterm used dictate that freight cost should be added.	Freight Amount * (100% - %freight outside EU)
VZ	The Insurance charge, if the flag "Calculate insurance" is active and on the NL customs partner Role of the importer a Percentage is entered	SUM(invoice amount + calculated freight amount (VK)) * Insurance percentage.

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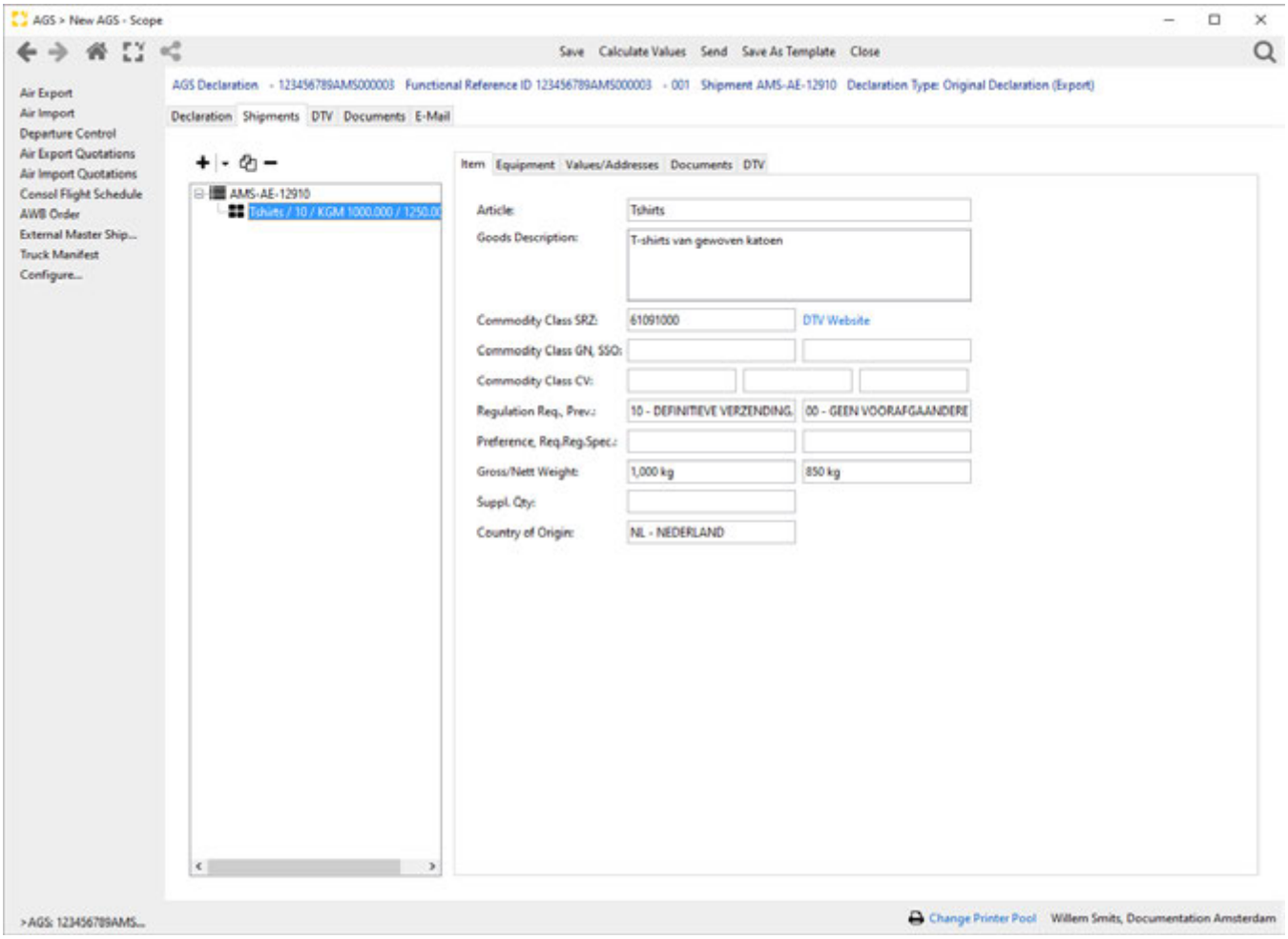
AGS Export - Declaration - Shipments - Items - Item

- Introduction
- Description

Introduction

In the items section the details per declared goods item are entered. In AGS declarations a maximum of 99 items per declaration is applicable.
In the item tab of the items, the item declared will be specified.



Description

Article

Optional selection of a master data article and the corresponding defaulting
This field also allows to enter a new article code and store it in Article Maintenance.
Save actions when available will be indicated by a icon.

Goods Description

The textual description of the goods, defaulted from Article Maintenance, if an article is used.

Commodity Class SRZ

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The goods classification code (EU) applicable in AGS, minimum length 8 positions, maximum length 18 positions, replaces the old HS number from Sagitta.
The new NL customs website for the SRZ numbers is DTV (tarief.douane.nl/tariff/index.jsf)

Commodity Class GN

The commodity class GN indicates national regulations for the item and specifications can be found at DTV (tarief.douane.nl/tariff/index.jsf)

Commodity Class SSO

Specification of the UNDG code

Commodity Class CV

Specification for Category / Item number as published, linked to import and/or export licenses (CDIU)

Requested Regulation

The requested regulation under which the declaration is done, only displayed here, actual value set on declaration level.

Previous regulation

The code for the previous customs regulation, will determine whether the entrepot details are mandatory (71,78) or to be left empty (00)

Exemption Regulation

The possible exemption regulations applicable on the item declared.

Gross Weight

Gross weight for the item, will be defaulted by the total gross weight registered on the declaration of the first item and on additional items by the remainder of the gross weight.

Nett Weight

Nett weight for the item, can be defaulted as 85% of the entered gross weight.

Supplemental Quantity

The supplemental quantity of the item, if required for the selected commodity classification code SRZ.

Country of Origin

The country of origin applicable for the goods declared

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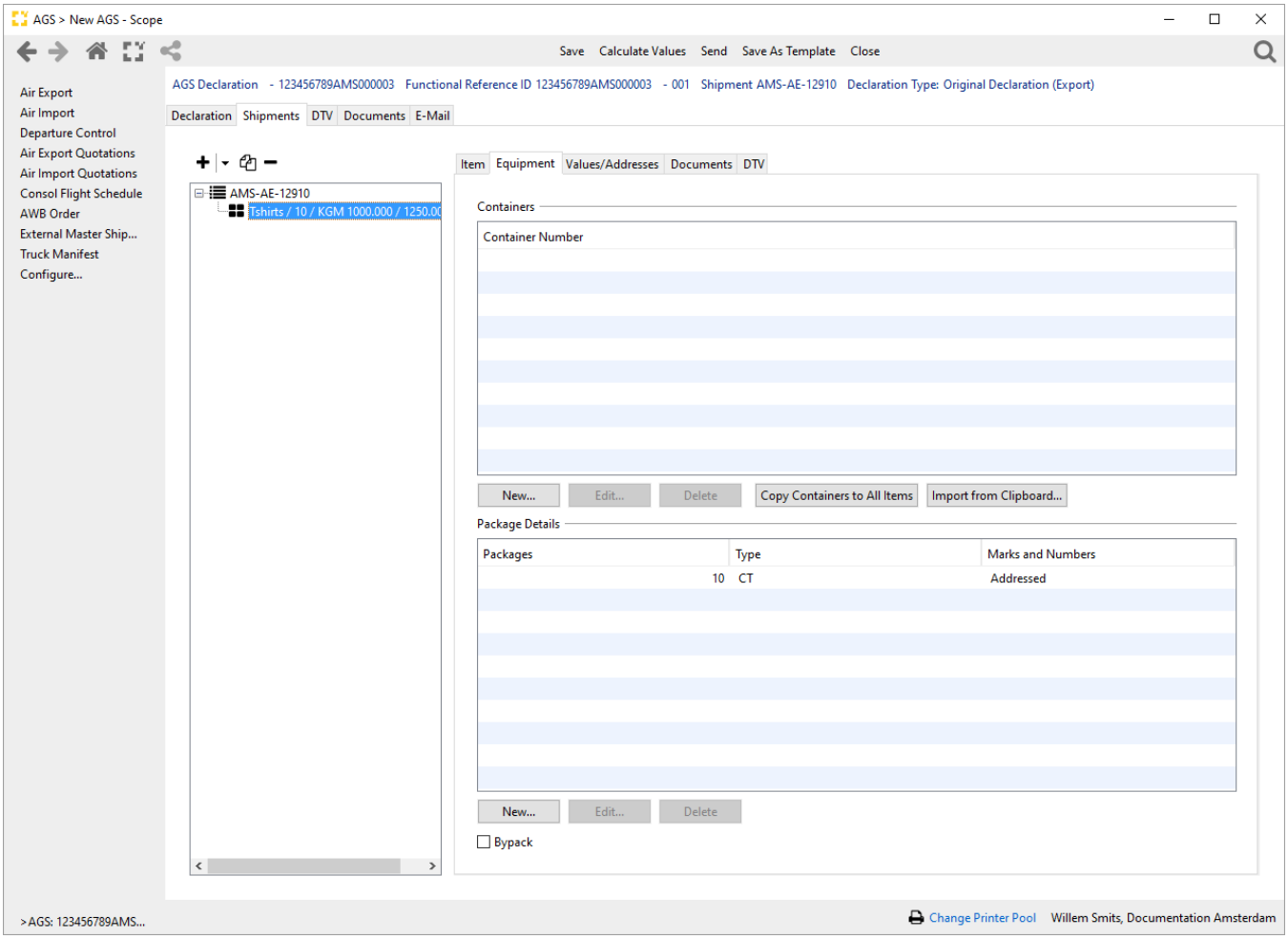
AGS Export - Declaration - Shipments - Items - Equipment

- Introduction
- Description

Introduction

On tab Equipment, the details of the used equipment, containers and packaging information are registered.



Description

Containers

Grid where the applicable container numbers are registered. The total number of container to be registered in AGS per declaration is 99.

New

Add a container number

Edit

Change a container number

Delete

Delete a container number

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Copy Container to All items

Option to copy all container numbers to all items, should it be required as such

Import from Clipboard

Using the option import from clipboard allows to copy container numbers from workstation clipboard.

This option will check whether there are container details in the active windows clipboard (CTRL-C) and if so paste them in the grid.
The format of the clipboard details should be:
<container number> as per below sample

Sample Clipboard Value

AMZU4973612
TCKU3053279
TCLU5860678
YMLU8754628
SUDU6512934
HJCU8423064
SUDU5807355

Packaging Details

The packaging details of the specific item with the following details

Packaging Type	Codes
Unpacked	All packaging type codes starting with N
Bulk	All packaging type codes starting with V
Packed	All other packaging type codes

Number of Packages

Total number of packages applicable for the selected item, a mandatory value for packed cargo.

Type of Packages

Code to indicate the type of packaging

Marks and Numbers

Identifying markings on packaged goods, a mandatory value for packed cargo.

Multiple Goods Identification Codes in One Package (OMIH)

If multiple Customs goods identification codes (HS codes, commodity classification details) are combined in a package, you can mention the number and type of packages on the first item of your AGS import declaration. On all other items of the declaration you can check "OMIH/BYPACK" option (OMIH = onder meer inhoudende). This will disable the packaging details for manual editing and generate the packaging line according to NL Customs specification.

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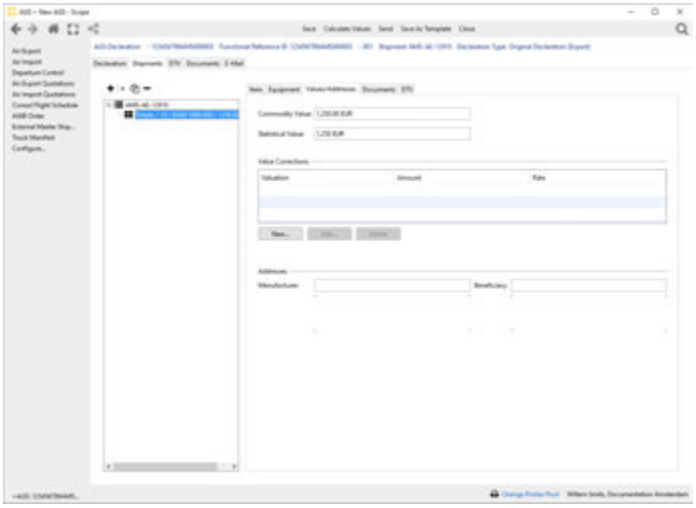
AGS Export - Declaration - Shipments - Items - Values

- Introduction
- Description

Introduction

The monetary specification for 1 single item within a declaration.



Description

Commodity Value

The value of the goods specified in the item.

Statistical Value

Statistical value applicable for the item, calculated by Scope as the FOB/FCA EU border value of the goods.

More details regarding customs values etc. can be found in the Customs manual (Handboek Douane).

Value Correction

Value correction items influence the calculation of the Customs value. Below overview comes from Customs code list A11, adding in the last column the impact on the Customs
value calculation. Only the items VK, KN and VZ are also dependent of the applicable Incoterms.

CODE	NL Description	EN Description	Operator
AK-103	ANDERE KOSTEN	Other Cost	"+"
CM-265	Commissie	Commisions	"+"
CT-18	Courtage	Brokerage	"+"
IK-45	Constructie/Installatie kosten	Construction/installation charges	"+"
IR-162	Invoerrechten & Belastingen	Duties & Taxes	"-"
KN-158	Kosten na aankomst	Charges after arrival	"-"
KV-107	KOSTEN TEN LASTE VAN KOPER IHB VERPAK.MIDDELEN EN HET VERPAK	Charges for packaging	"+"
LK-81	LEVERINGSKOSTEN TOT PLTS VAN BIN.KOMST IHB LADEN+HANDVERVOER	Delivery charges origin	"+"
LO-152	OPBRENGST VAN LATERE WEDERVERKOOP	Revenue on later sales	"+
NB-65	Niet rechtstreekse betalingen	Indirect payments	"+"
RL-4	Royalties & licenties	Royalties & Licenses	"+"

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VK-71	LEVERINGSKN TOT PL VAN BINNENKMST VERVOER DV1 VAK 17A	Charges till point of arrival	"+"
VZ-145	LEVERINGSKN TOT PL VAN BINNENKMST VERZEK DV1 VAK 17C	Insurance charges	"+"
WE-49	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK 14D DV1	Charges for engingeering, development	"+"
WM-108	GOEDEREN+DIENSTEN GRATIS/VERMIND.PRIJS IVM... VAK14A DV1	Value used materials	"+"
WV-84	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14C DV1	Value consumed materials	"+"
WW-127	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14B DV1	Value used tools, dies	"+"

Addresses

Additional address required for NL Customs under certain conditions / for certain goods

Manufacturer

Partner / address details of the company producing the goods

Beneficiary

Partner / address details of the company who should receive applicable export subsidies

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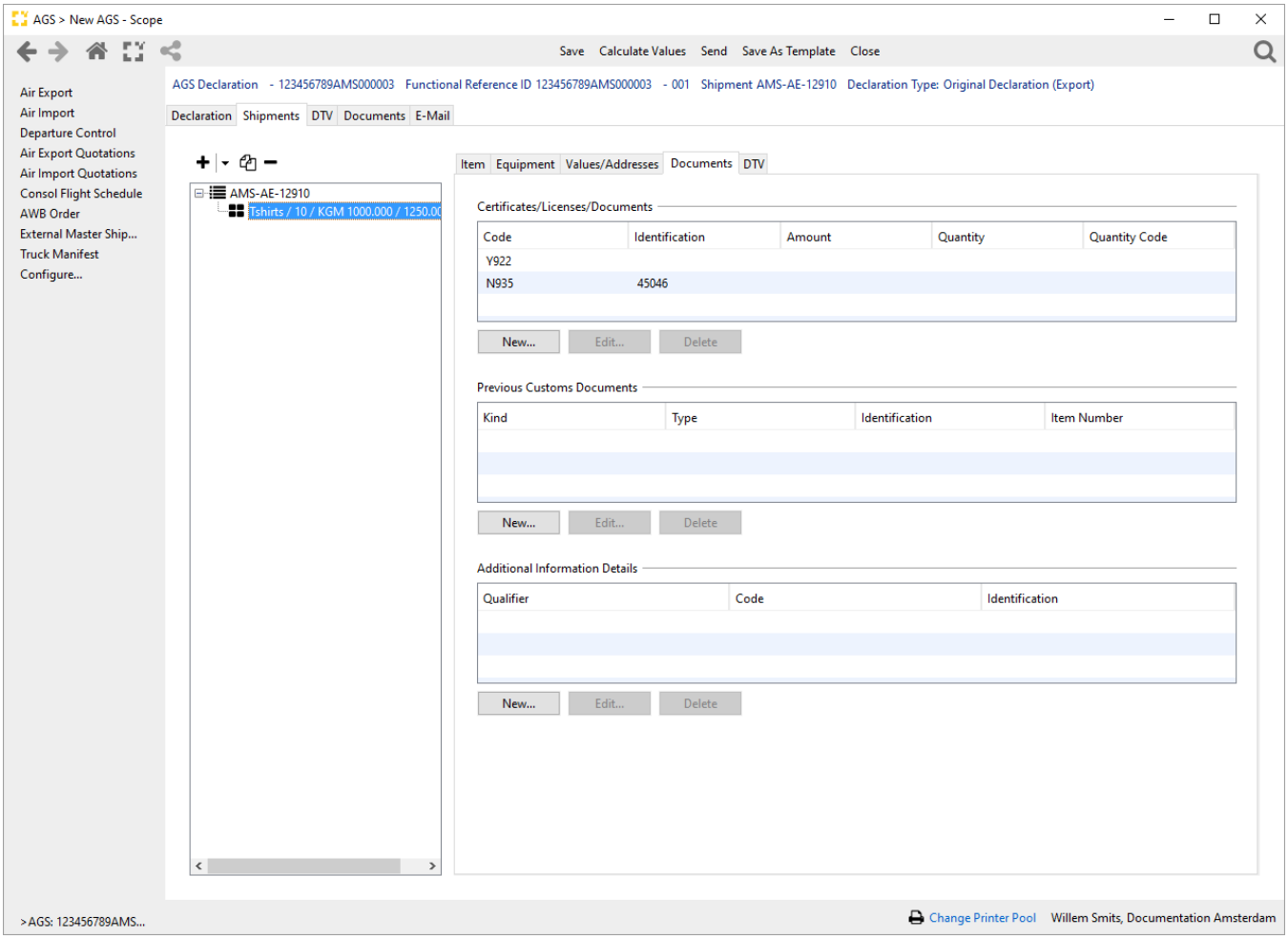
AGS Export - Declaration - Shipments - Items - Documents

- Introduction
- Description

Introduction

On the documents tab of the AGS declaration, all applicable regulations, preceding documents and certificates are registered.



Description

Certificates / Licenses / Documents

In this segment documents accompanying the shipment are listed.

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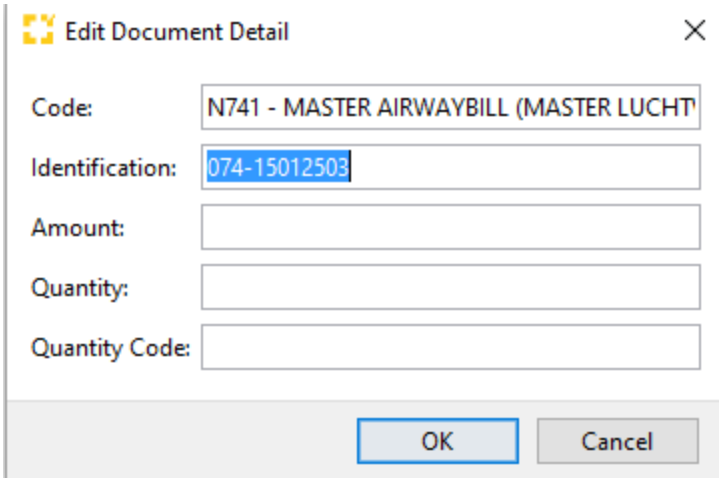


Label	Description
Code	Code of the reported certificate or licence
Identification	The number identifying the document, in case of a "fictitious (Fictief)" document the identification field must remain empty, NL customs does not specify which codes are "fictitious" and which codes are not so not validation is available
Amount	Monetary value for the document, optionally required
Quantity	Non-monetary value for the document, optionally required
Quantity code	Code identifying the non-monetary quantity type, optionally required

Note: As per request of NL Customs, in case of air shipments, the AWB number (if available) will be defaulted here. In case no linked shipment is available, the user will have to manually fill in these details:
(M)AWB number code is N741 and HAWB number code is N703.

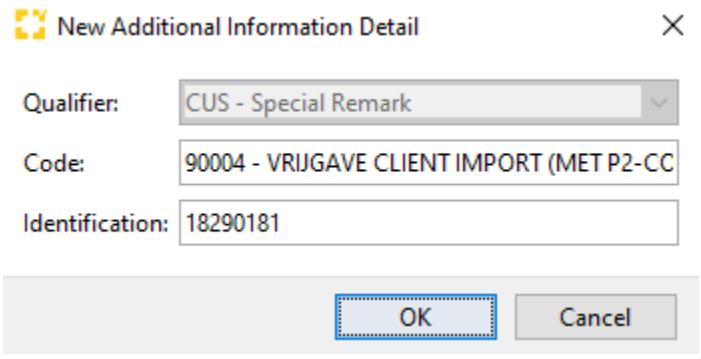
Previous Document Details

In this section reference is made to the preceding Customs document details of goods which are currently registered with NL customs, such as an original import declaration number in case of re-exportation.

Label	Description
Kind	Kind of the previous document (X, Y or Z)
Type	Type / code of the previous document
Identification	The number of the preceding document
Item	Item number on the previous document, mandatory in case of a the type is set to 705

Additional Information Details

In the this box any other applicable regulations are to be registered.



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Label	Description
Qualifier	Identify the type of additional information, e.g. a special remark (CUS)
Code	Code to identify the special remark
Identification	Further details regarding the special remark (CUS)

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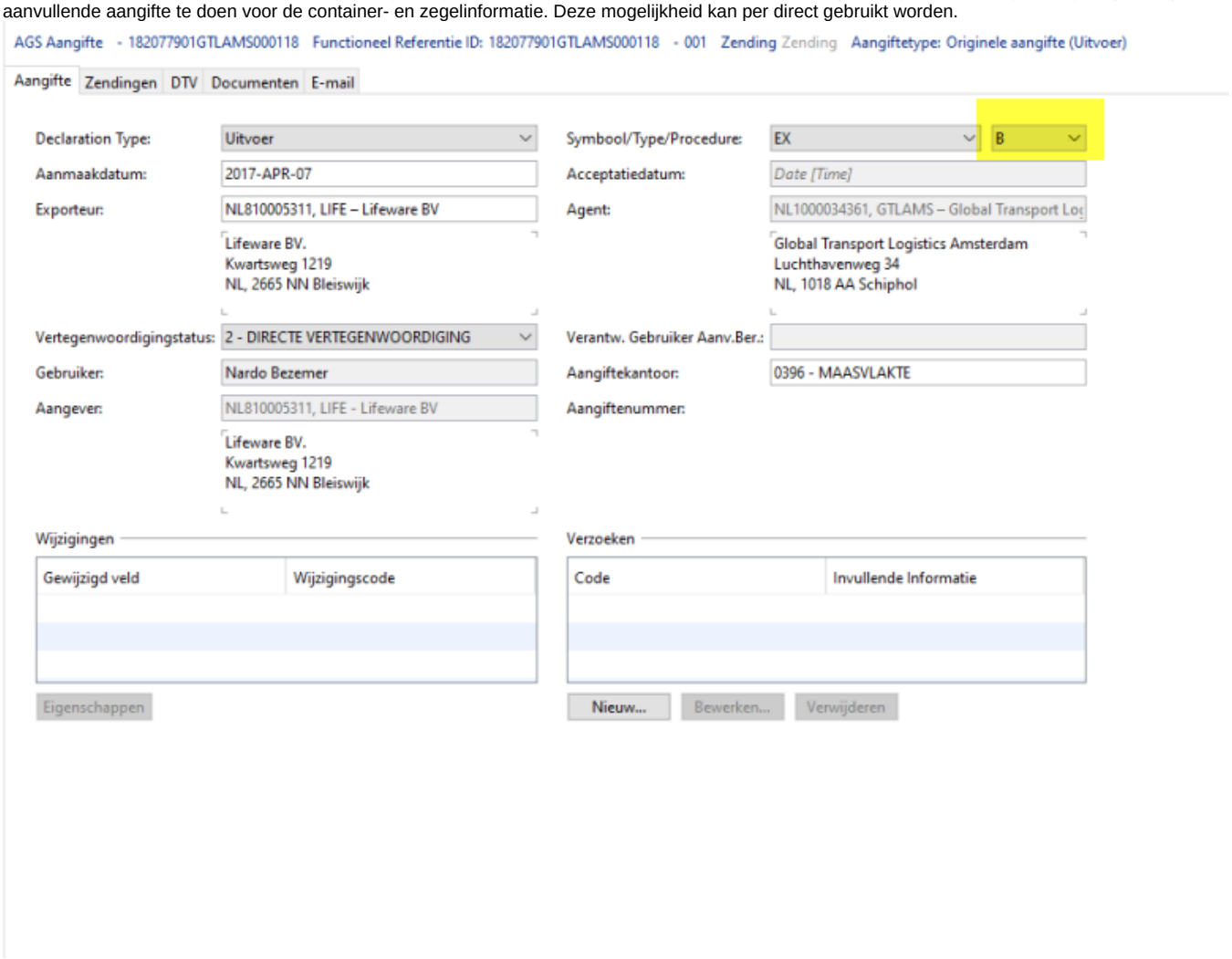
AGS - Exports Containers

Onvolledige AGS-uitvoeraangifte gevolgd door aanvullende aangifte met containergegevens

De Douane heeft in AGS uitvoer een aanpassing doorgevoerd waarmee het mogelijk is om na een oorspronkelijke "onvolledige" aangifte ("EX-B") een aanvullende aangifte te doen voor de container- en zegelinformatie. Deze mogelijkheid kan per direct gebruikt worden.



Hiermee is het mogelijk om een AGS-uitvoeraangifte onvolledig te doen voordat de container daadwerkelijk is aangekomen, zolang de goederen maar beschikbaar zijn. Met deze methode kan een AGS-uitvoeraangifte volledig worden afgehandeld, inclusief fysieke controle van de goederen. Het risico op wachturen kun je hiermee terugbrengen.

Na de daadwerkelijke belading kunnen aanvullende gegevens gemeld worden via de aanvullende aangifte, het betreft dan gegevens zoals :

- Containernummer
- Zegelnummer
- Exact beladen gewicht
- ...

Na verwerking van deze gegevens kan er een hernieuwd EAD geprint worden met de aanvullende gegevens. Scope genereert automatisch een nieuwe EAD-PDF-bestand op TAB Documenten en als er een e-mail adres is ingesteld voor de exporteur (NL Douanepartner rol van de Partner, veld Exportdocumenten aan) zal het nieuwe EAD automatisch gemaild worden.

Het proces in Scope ziet er als volgt uit:

- Een AGS-uitvoeraangifte wordt aangemaakt waarbij de procedure wordt gezet op "B"of op "E".
- Let op: geen dummy-zegel- en/of containernummers vermelden in de oorspronkelijke aangifte; het is niet mogelijk om deze nummers aan te passen, alleen toevoegen van de nummers is toegestaan.
- AGS-uitvoeraangifte versturen naar de Douane en de reactie van de Douane afwachten:
    - DMSDOC: Overleg de gevraagde bescheiden aan de Douane, volgens de normale procedures.
    - DMSCTL: Fysieke inspectie: volg de richtlijnen van de Douane om de fysieke controle te regelen.
    - DMSROG: De aangifte is geaccepteerd en de goederen mogen beladen en weggevoerd worden.

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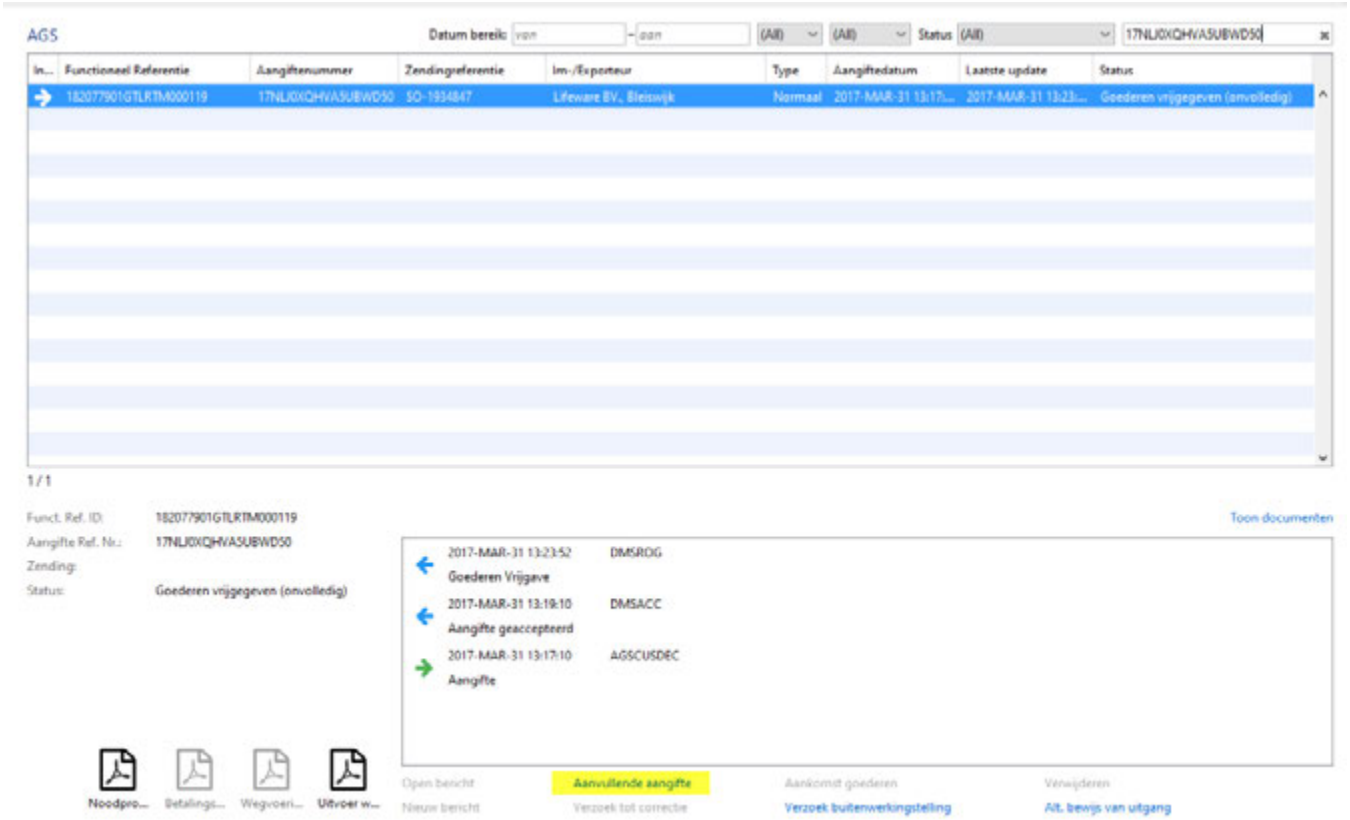
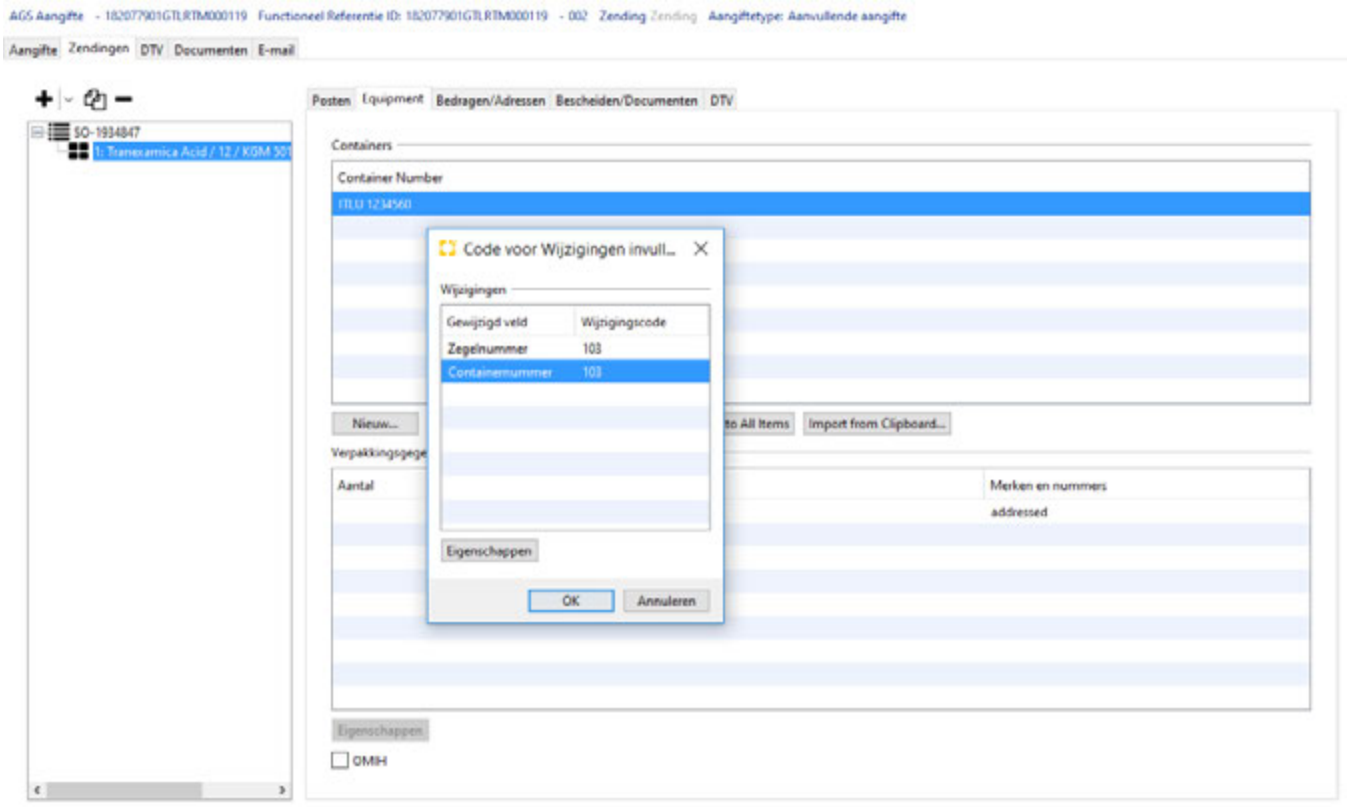


- Na de belading van de container dient het aanvullende bericht verzonden te worden (blauwe link "Aanvullende aangifte"), waarbij het containernummer en zegelnummer worden vermeld. Tijdens het versturen wordt om een wijzigingscode gevraagd; voor deze aanvullingen dient code "103" gebruikt te worden.
- Na vrijgave door de Douane kan de EAD nogmaals geprint worden. Deze is dan voorzien van de aangevulde container- en zegelinformatie.



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AGS Import

- Introduction
- Description

Introduction

This section of the manual describes the implementation of AGS Import declarations.

Description

This section described the general flow, business logic and declaration status of AGS Import declarations.

General Business Rules

Declarant / Importer Logic (AGS3)

In AGS the roles of Partners consist of the following roles:

Importer: Partner, who is legally responsible for the information in the declaration.
Declarant: Partner, who is financially responsible for the declaration.
Customs Agent: Partner, who is doing the actual creation and sending of the message.

Partner Validation and Defaulting Schema

From Shipment Defaulting

Consignee Declaration	Importer
Has no NL Customs Partner Role	The consignee Partner
Has NL Customs Partner with "acts as importer" active	The consignee Partner
Has NL Customs Partner with different Partner as importer	The importer Partner from the consignee

Validation

Importer Partner Setup	RS in the Declaration	Allowed	Action
no NL customs Partner Role	1	✓	
no NL customs Partner Role	2 or 3	✗	Update of the NL customs Partner Role required
NL customs Partner Role without Importer setting,	1,2,3,	✗	Update of the NL customs Partner Role required
NL customs Partner Role with RS 1	1	✓	
NL customs Partner Role with RS 2	1 or 2	✓	
NL customs Partner Role with RS 2	3	✗	RS code in de Partner setting must be equal to the RS code in the declaration
NL customs Partner Role with RS 3	2	✗	RS code in de Partner setting must be equal to the RS code in the declaration

Actually Sent in the Message

RS in Declaration	Declarant	Agent	Importer
1	✓	✗	✗
2	✓	✓	✗
3	✓	✓	✓

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Definition of "Aangever"

Aangever http://www.belastingdienst.nl/bibliotheek/handboeken/html/boeken/HD/toepassingsgebied_en_basisdefinities-de_douanewetgeving_omvang_en_begrippen.html#HD-d117e672

Onder "aangever" verstaat het CDW de persoon die op eigen naam aangifte doet of in wiens naam een aangifte gedaan wordt (de zogenaamde directe vertegenwoordiging, zie ook onderdeel 2.00.00, paragraaf 2.2.1 van dit Handboek).

Wie mag als aangever optreden? Dit kan iedere persoon zijn die de goederen bij de douane aan kan brengen (zie voor het begrip "aanbrengen" hierna) of kan laten aanbrengen en alle bescheiden kan overleggen die voor de toepassing van de betreffende regeling zijn voorgeschreven. Dat wil dus zeggen ieder die de (juridische of feitelijke) beschikkingsmacht over de goederen heeft. (artikel 64 CDW)

Customs Value Calculation

Under AGS the user has the choice with regards to the Customs Value Calculation.
In Scope this has been indicated by the "Use DV1" indicator. The following validation is active in the AGS declaration for the options.

Field	AGS to Calculate Customs Value	Customs Agent to calculate Customs Value
Use DV1	not active	active
Seller Partner	must be empty	mandatory, will be defaulted from shipment
Buyer Partner	must be empty	mandatory, will be defaulted from shipment
Invoice Number	must be empty	mandatory
Invoice Date	must be empty	mandatory
Invoice Amount	mandatory	mandatory
Commodity Value	mandatory	mandatory
Customs value	will be sent to AGS	will be calculated but not sent
Statistical value	mandatory	mandatory
DV1 - invoice Nett Price	disabled	mandatory, defaults with the commodity value
Seller/Buyer Relation	disabled	enabled, activate if applicable
Price affected by relation	disabled	enabled, activate if applicable
Comparable transaction value	disabled	enabled, activate if applicable
Limited use of goods	disabled	enabled, activate if applicable
Price affected by imponderables	disabled	enabled, activate if applicable
Royalties	disabled	enabled, activate if applicable
Profit afterwards	disabled	enabled, activate if applicable
Document references	disabled	enabled, optional

Customs Value Components

The following codes are available as Customs Value adjustment components and the impact they have on the customs value calculation.

CODE	DV1 Number	AGS Message code	NL Description	EN Description	Operator (import)
AK	21	103	ANDERE KOSTEN	Other cost	**"-"**
CM	13a	265	Commissie	Commisions	**"+"**
CT	13b	18	Courtage	Brokerage	**"+"**
IK	20	45	Constructie/Installatie kosten	Construction/Installation charges	**"-"**
IR	22	162	Invoerrechten & Belastingen	Duties & taxes	**"-"**

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KN	19	158	Kosten na aankomst	Charges after arrival	**"-"**
KV	13C	107	KOSTEN TEN LASTE VAN KOPER IHB VERPAK.MIDDELEN EN HET VERPAK	Charges for packaging	**"+"**
LK	17b	81	LEVERINGSKOSTEN TOT PLTS VAN BIN.KOMST IHB LADEN+HANDVERVOER	Delivery charges origin	**"+"**
LO	16	152	OPBRENGST VAN LATERE WEDERVERKOOP	Revenue on later sales	**"+**
NB	11b	65	Niet rechtstreekse betalingen	Indirect payments	**"+"**
PG	11a	66	Nettoprijs in factuur valuta	Nett price in invoice currency	**"+"**
RL	15	4	Royalties & licenties	Royalties & licenses	**"+"**
VK	17a	71	LEVERINGSKN TOT PL VAN BINNENKMST VERVOER DV1 VAK 17A	Charges till point of arrival	**"+"**
VZ	17c	145	LEVERINGSKN TOT PL VAN BINNENKMST VERZEK DV1 VAK 17C	Insurance charges	**"+"**
WE	14d	49	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK 14D DV1	Charges for engingeering, development	**"+"**
WM	14a	108	GOEDEREN+DIENSTEN GRATIS/VERMIND.PRIJS IVM... VAK14A DV1	Value used materials	**"+"**
WV	14c	84	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14C DV1	Value consumed materials	**"+"**
WW	14b	127	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14B DV1	Value used tools, dies	**"+"**

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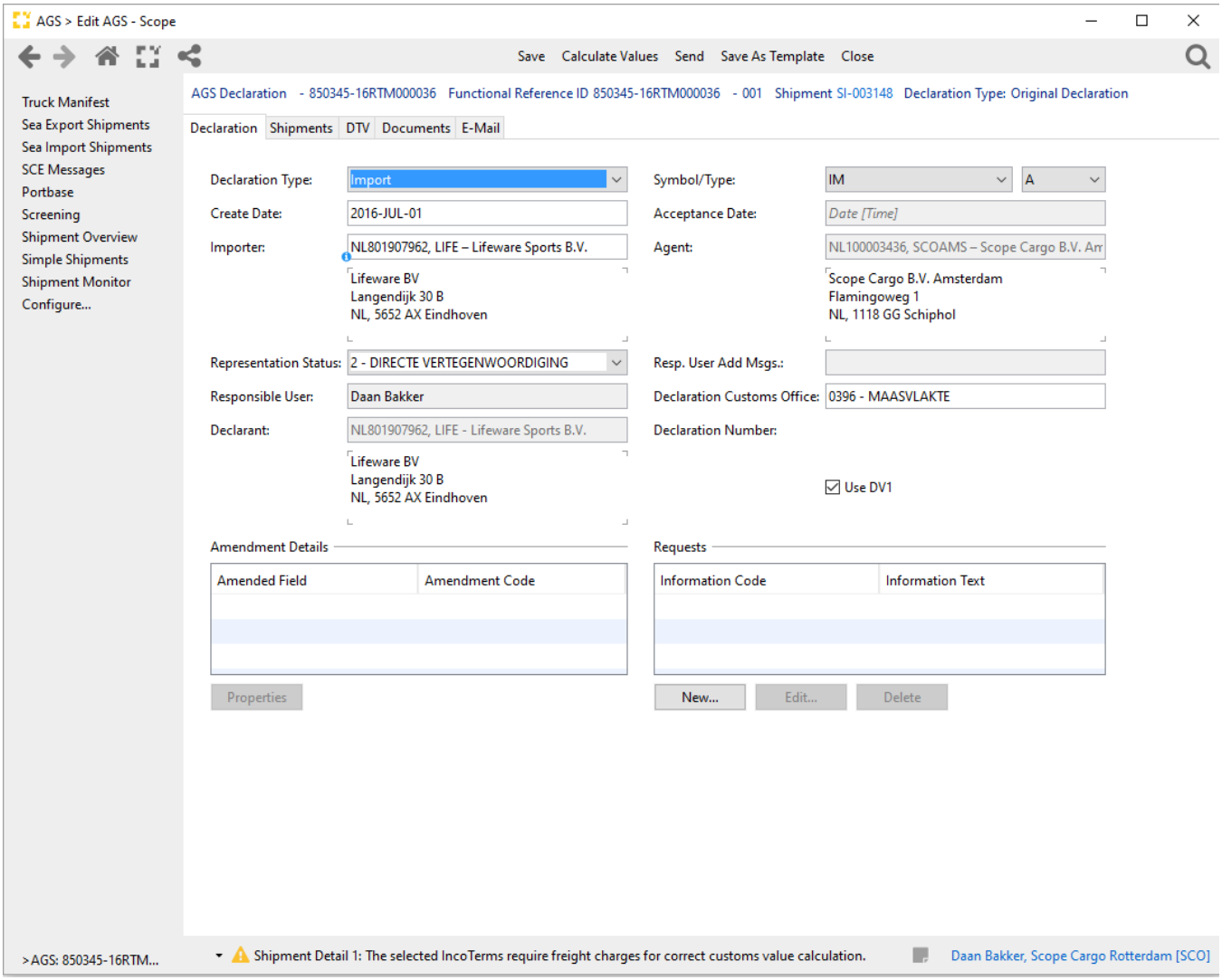
AGS Import - Declaration (original)

- Introduction
- Description

Introduction

In this entry an AGS Import declaration is prepared and send to customs ,to allow goods free trade in EU Region.

Description



Declaration Type

The declaration Type determines the set of allowed "Requested Regulation"

Declaration type (EN)	Declaration type (NL)	Allowed Symbol	Alowed regulations	Matrix (Apendix 37 - CDW)
Normal	Normaal	IM, EU, CO	40 41, 42, 43, 45, 48, 49, 61, 63, 68	H
Temporary	Tijdelijke invoer	IM, EU, CO	51,53,91	I
Storage	Opslag	IM, EU, CO	71,78	J - (R, S, T U ,V - entrepot) K- (D entrepot)

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Symbol

The symbol of the declaration (EU,CO, IM)

Type

The type / method of the declaration

code	description
A	Normal Declarations
B	Incomplete declarations
D	Pre-arrival declaration
E	Incomplete - pre-arrival declaration
Y	Afterwards declarations (used after emergency procedure), of Selected Venue Declarations

Create date

The date the declaration is created will be defaulted with today

Acceptance Date

Date when NL customs accepted the original declaration, Field is enabled and mandatory when the type is set to "Y/afterwards declaration"

Importer

Partner for whom the import declaration is created and depending on the conditions, transmitted as such to NL customs
an will be displayed if the importer is only for internal reference and defaulting and not will be transmitted to Customs.
We refer to the separate section where the logic of a importer is described.

Agent

The Partner mentioned in the Field "AGS Import declarant

Representation status

The representation status of the declaration.

Resp. user Add Message.

Auditing field where the last user to change / send an additional message is registered.

Responsible user

Auditing field where the last user to change / send the declaration is registered

Declaration Customs office

The customs office where the declaration will be handled

Declarant

The Financial / Legal responsible partner of the declaration.
We refer to the separate section where the logic of a importer is described.

Use DV1

Indicates that the DV1 Details are to be sent. Validation in the application is depending on this setting, as described in the main chapter of AGS Import

Requests

Enter requests, at this moment only request possible is "C1" request extended period incomplete declarations.

Information Code

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Select the appropriate code

Information text

Enter applicable details, in case of C1(IM-B) , Extended period in weeks between 5 and 18 weeks

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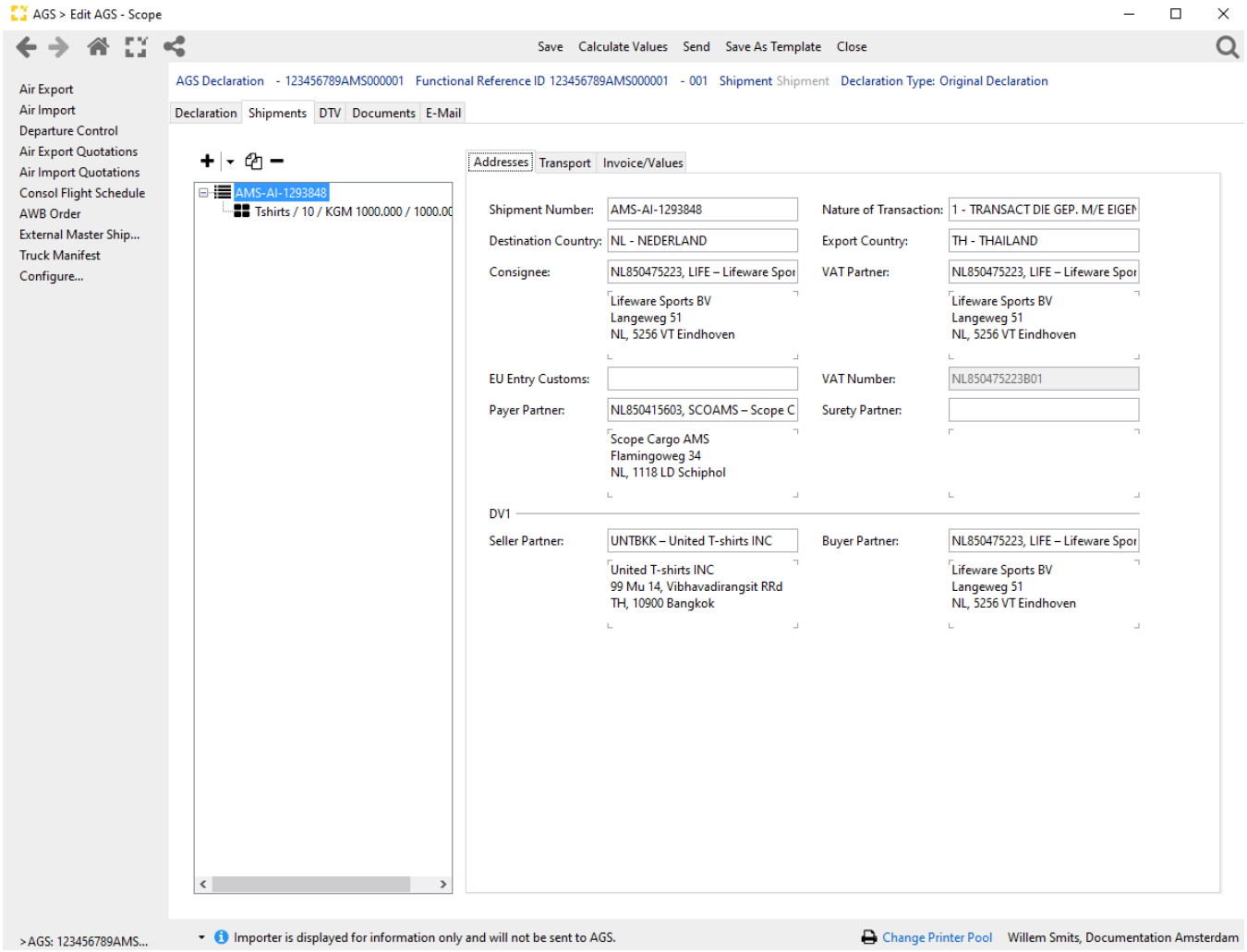
AGS Import - Declaration - Shipments - Addresses

- Introduction
- Description

Introduction

In the shipments section of a AGS declaration the details regarding the actual shipment involved partners are registered, AGS in principle supports multiple shipment under one declaration,
however this is not yet supported by EU - UCC customs laws. Until that time to option to add multiple shipments has been disabled.

Description



Shipment number Reference

The shipment reference number which will be transmitted to AGS the defaulting rules are set by the configurarion in the role NL Customs License Holder of branch partner

Nature of transaction

Nature of transaction code, indicating the financial transaction linked to the goods (customs code list A22)

Destination country

Final destination country code in the EU

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Export Country

The code for the country where the transport originated.

Consignee

The Receiver of the goods as indicated in the transport documentation, Consignee will be validated against the importer as described the general section.

EU Entry Customs

Under certain conditions it might be needed to indicate the customs office code where the goods first entered the EU, only allowed when the EU entry offfice is different from the declaration office.

VAT Partner

The Partner responsible for the payment / listed of the VAT applicable upon imports. will be defaulted from the Importer settings, only the following partners are allowed.

- Any partner without "Article 23 license" is allowed as it has no impact on the declaration, and applicable VAT with be payable on the declarartion.
- The same partner as the importer.
- The same partner as the consignee.
- The partner mentioned in the field "OB responsible" of the customs partner role of the importer.
- The partner mentioned in the field "OB responsible" of the customs partner role of the consignee.

Not allowed is:
- An unrelated Partner with Art 23 licence.

VAT Number

The Vat number of the the VAT partner when the VAT indication of "Art 23, diversion" is active.
If the "Art 23" is not active the VAT number is not defaulted.
Since AGS does not validate the "Art 23" in the declaration no manual input of VAT numbers is allowed, forcing users the update the Partner details.

Payer Partner

The payer partner specifics the partner (EORI number) who is responsible for the payments of import duties and taxes. Is only required when the payer party is different from the importer,
and the payer partner has a bond posted at customs. For cash payments this field is not used.

Surety Partner

The Surety partner specifics the partner (EORI number) who is responsible for the surety for temporary imports etc from the importer, and the partner has a bond posted at customs.

Seller Partner

The actual seller for the goods covered by the shipment, must be supplied in case of DV1, else it should remain empty.

Buyer Partner

The actual seller for the goods covered by the shipment, must be supplied in case of DV1, else it should remain empty.

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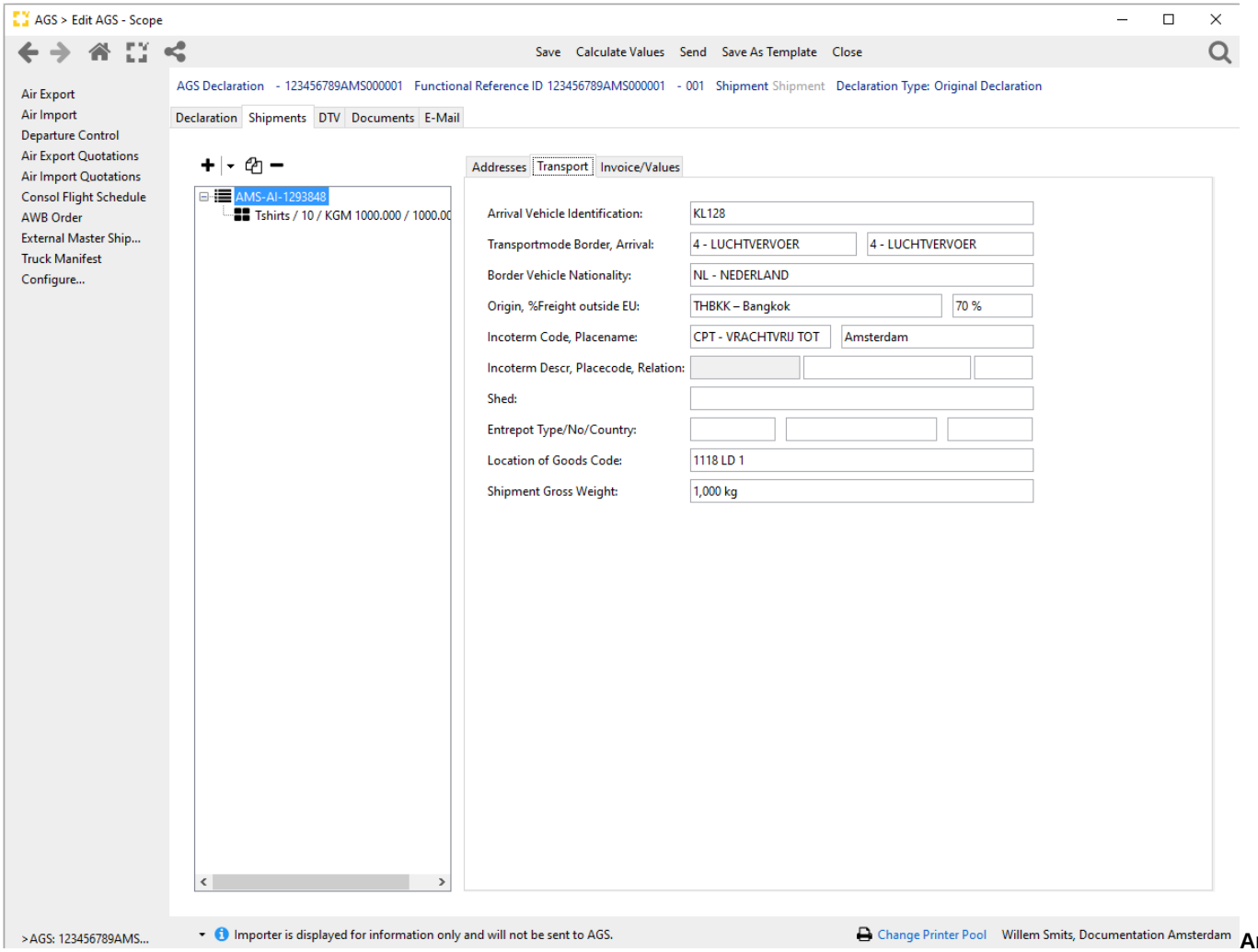
AGS Import - Declaration - Shipments - Transport

- Introduction
- Description

Introduction

Description



Arrival Vehicle Identification

Arrival Vehicle identification

Identification of the transport means with which the goods arrive

Transport mode Border

The coded type of transport by which the goods crossed the EU border

Transport mode arrival

The coded type of transport by which the goods arrived at the clearance location.

Border Vehicle Nationality

The nationality of the transport means by which the goods crossed the EU border

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Origin, %freight outside EU

The origin code (IATA airport code) to determine the applicable airfreight discount percentage

Inco terms

The inco terms under which the goods have been sold, shipped.

code

The inco-term code as listed in the code list

place

The place name corresponding with the inco-term, most common used in inco-term declarations.

description

Textual description of the incoterm applicable, only enabled when the code is set to XXX

placecode

The UNLO-code for the place applicable on the inco terms, either the name or the code is used, not both together

relation

The relation of between the entered place name / place code and the location where the declaration is done, this field is optional.

Shed

The Partner where the goods are at stored at the moment of the declaration, the actual AGS details are defaulted from this partner.

entrepot details

The entrepot (custom warehouse details) where the goods are stored, these details are listed below, the entrepot details must be correct since they are validated in AGS and should only be used if the previous regulation requested equals 71 or 78.

- Entrepot Type
- Number
- Country code

Location of goods code

The textual description of the location where the goods declared are located at the time of customs clearance, validated formatting by customs
9999 XX 99999 XXXXXXX

Position	Value
1 - 4	Digits of the postal code
5	space
6 - 7	Letters of the postal code
8	space
9 - 13	Digits of the house number (no letters
14	space
15 - 35	Additional information

Shipment Gross weight

Total Gross weight of the shipment, is validated against the sum of the gross weight of the individual items

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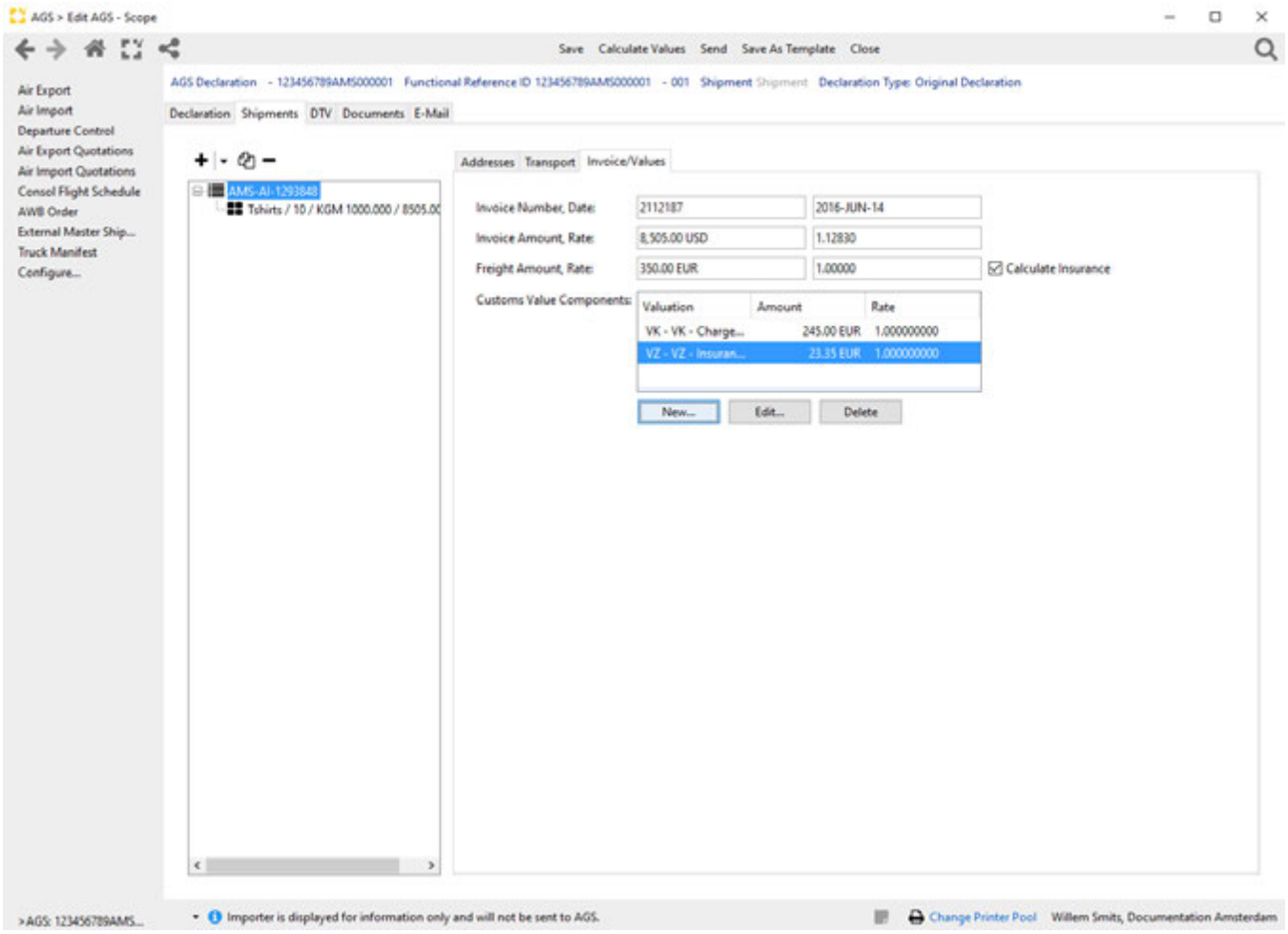
AGS Import - Declaration - Shipments - Invoice Values

- Introduction
- Description

Introduction

On the tab "Invoice/values" the financial details of the whole shipment are registered and will be used as the base amounts for calculation the values on item level



Description

Invoice number

The invoice number of the commercial invoice, which uniquely belongs to the shipment covered in the declaration, mandatory in case (use DV1 is active) where NL Customs should calculate the customs value else it should remain empty.

invoice date

The invoice issue date of the commercial invoice, which uniquely belongs to the shipment covered in the declaration, mandatory in case where NL Customs should calculate the customs value else it should remain empty.

Invoice Amount

The invoice amount applicable for the whole declaration, the full amount will be validated against the sum the commodity value of the items.

Invoice Exchange rate

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Applicable exchange rate for the entered currency value, The exchange rate is determined by NL customs and will be updated in Scope automatically through a system background process.

Freight Amount

The total freight amount applicable for the whole declaration, not adjusted for the discount

Freight Amount exchange rate

Applicable exchange rate for the entered currency value

Calculate insurance

Flag to indicate whether of not insurance should be calculated, the status of the flag will be determined by Scope on basis of the selected inco-term.

Customs value components

Additional components which influence the customs value of the items, the components can be entered on shipment level to be prorated down to individual items,

Value adjustment code

Drop-down list with the available codes, as per customs code list A11

Value adjustment amount

The applicable amount for the selected value adjustment codes, incase of freight amount this will reflect the full freight amount adjusted against the applicable freight discount percentage.

Value adjustment rate

Applicable exchange rate for the entered currency value

System calculated values

The application will calculate the following values automatically when the "calculate values" option is used.

Code	What	How
VK	The freight charge part calculated on basis if the discount value when the incoterm used dictate that freight cost should be added.	Freight Amount * %freight outside EU
VZ	The Insurance charge, if the flag "Calculate insurance" is active and on the NL customs partner Role of the importer a Percentage is entered	SUM(invoice amount + calculated freght amount (VK) * Insurance percentage.

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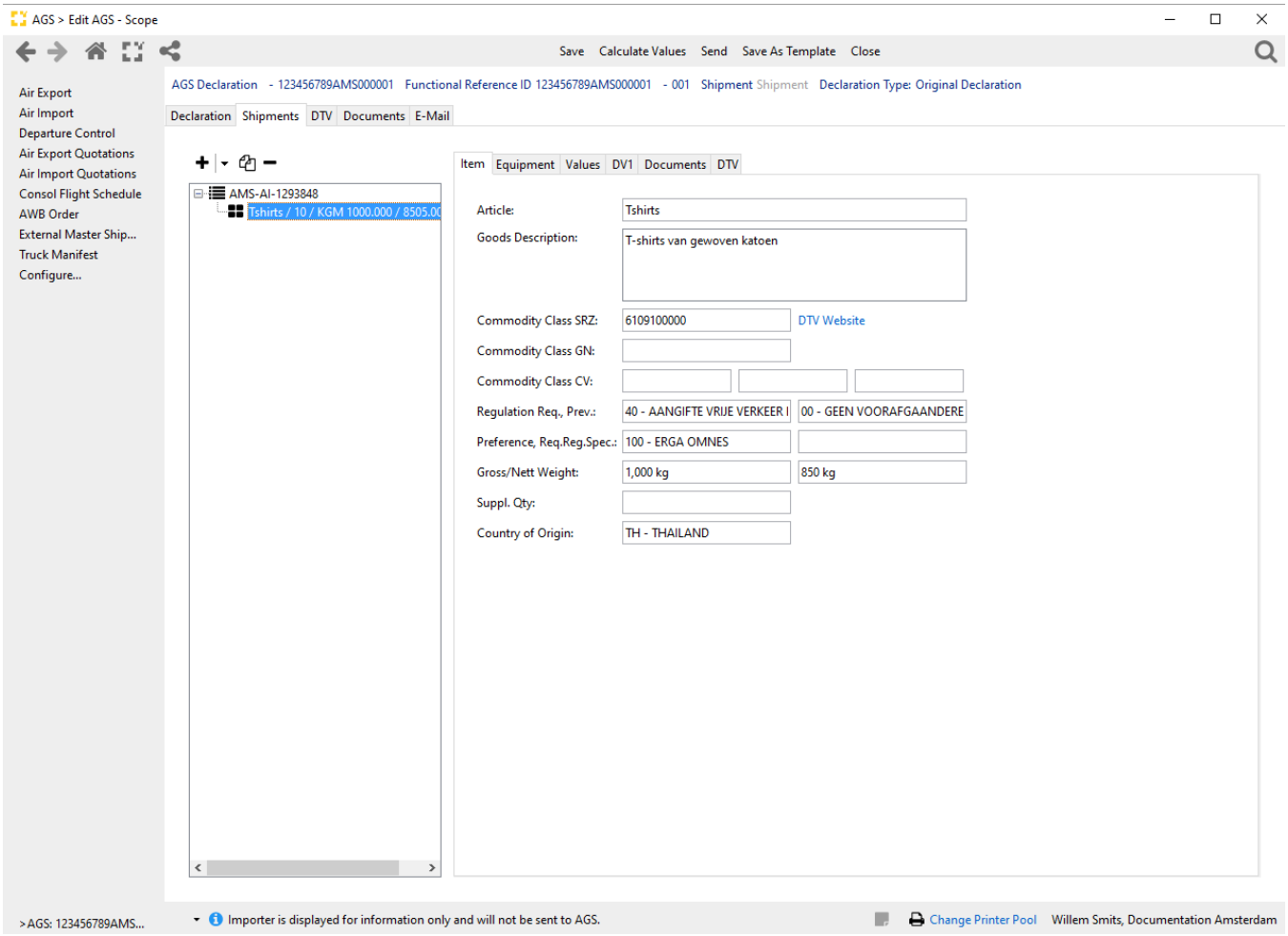
AGS Import - Declaration - Shipments - Items - Item

- Introduction
- Description

Introduction

In the items section the details of each declared goods item are provided. AGS declarations can contain a maximum of 99 items per declaration.
In the item tab of the items, the specification of the items declared is given.



Description

Article

Selection of a master data article and the corresponding defaulting
This field also allows to enter a new article code and store it in the master data base.
Save actions when available will be indicated by a icon.

Goods Description

The textual description of the goods, can be defaulted from Article Maintenance.

Commodity Class SRZ

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The goods classification code (EU) applicable in AGS, minimum length 10 positions , maximum length 18 positions, replaces the old HS number from Sagitta Import.
The new NL Customs website for the SRZ numbers is DTV (tarief.douane.nl/tariff/index.jsf)

Commodity Class GN

The commodity class GN indicates national regulations for the item and specifications can be found at DTV (tarief.douane.nl/tariff/index.jsf)

Commodity Class CV

Specification for Category / Item number as published, linked to import and/or export licenses (CDIU)

Requested Regulation

The requested regulation under which the declaration is done, only displayed here, actual value set on declaration level.

Previous Regulation

The code for the previous customs regulation, will determine whether the entrepot details are mandatory (71,78) or left empty (00)

Preference

The possible preferential community code, mandatory field, when no preference applicable then the value 100 - Erga Omnes should be used.

Exemption Regulation

The possible exemption regulations applicable on the item declared.

Gross weight

Gross weight for the item, will be defaulted by the total gross weight registered on the declaration of the first item and on additional items by the remainder or the gross weight.

Nett weight

Nett weight for the item, will be defaulted at 85% of the entered gross weight.

Supplemental Quantity

The supplemental quantity of the item, if so specified for the selected SRZ commodity class code.

Supplemental Unit

The unit in which the supplemental quantity is to be specified, not required to be sent to Nl customs, can be defaulted from the article details and serve as a validation aid.

Country of Origin

The country of origin applicable for the goods declared.

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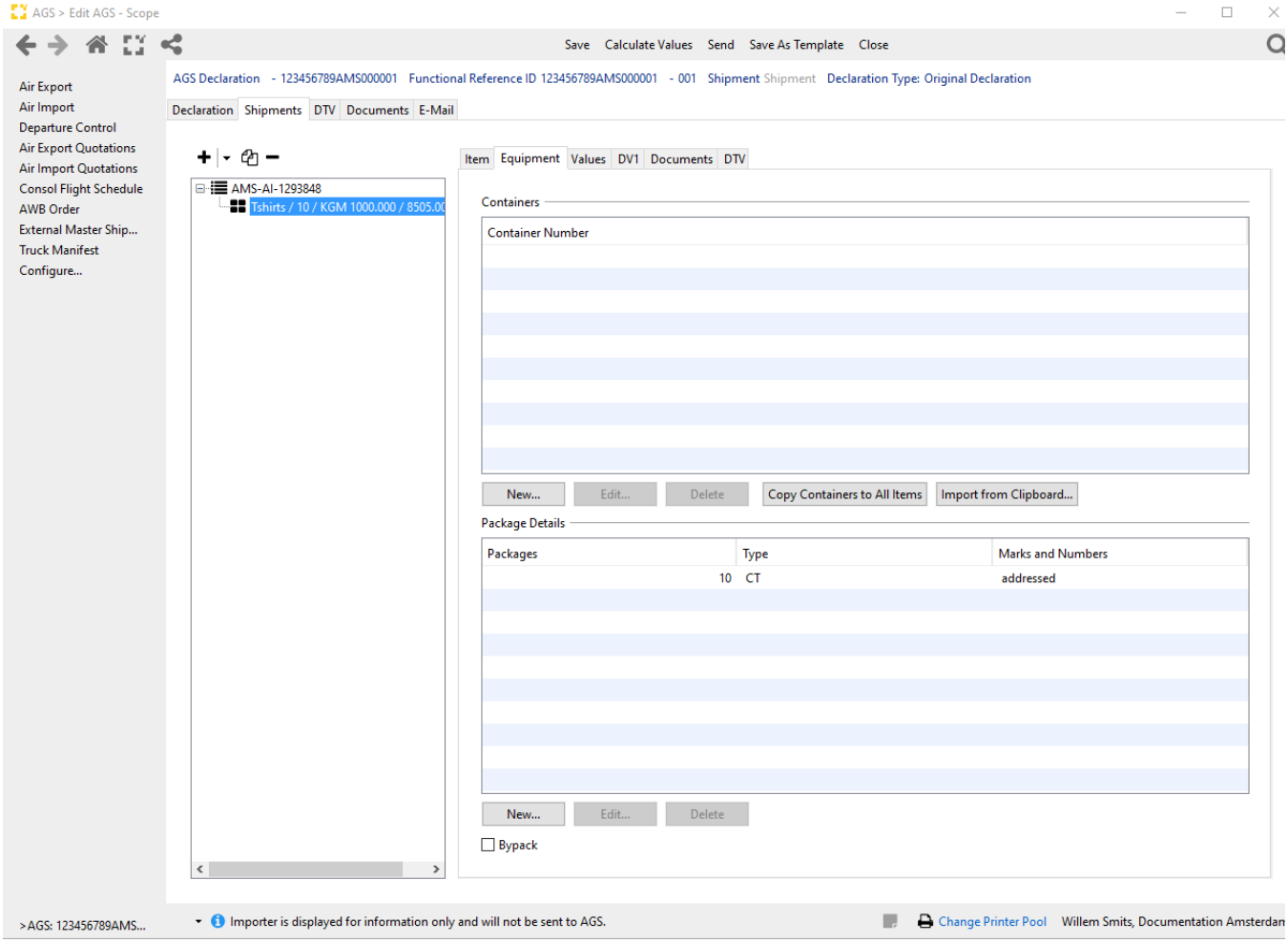
AGS Import - Declaration - Shipments - Items - Equipment

- Introduction
- Description

Introduction

On the tab of the Equipment, the details of the used equipment, Containers and packaging information is registered.



Description

Containers

Grid where the applicable containers are registered. for each container the following details can be registered.
The total number of container to be registered in AGS per declaration is 99.

- Container number

New

Add a container number

Edit

Change a container number

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Delete

Delete a container number

Copy Container to All items

Option to copy all container numbers to all items, should it be required as such

Import from Clipboard

Using the option import from clipboard.allows copy container numbers from workstation clipboard

This option will check if there are container details in the active windows clipboard (CTRL-C) and if so paste them in the grid.
The format of the clipboard details should be:
<container number> as per below sample

Sample Clipboard Value

AMZU4973612
TCKU3053279
TCLU5860678
YMLU8754628
SUDU6512934
HJCU8423064
SUDU5807355

Packaging details.

The packaging details of the specific item with the following details

Packaging Type	codes
Unpacked	All packaging type codes starting with N
Bulk	All packaging type codes starting with V
Packed	All other packaging type codes

Number of packages

Total number of packages applicable for the selected item, a mandatory value for packed cargo.

Type of packages

Code to indicate the type of packaging

Marks and numbers

Identifying markings on packaged goods, a mandatory value for packed cargo.

Multiple Goods Identification Codes in One Package (OMIH)

If multiple Customs goods identification codes (HS codes) are combined in a package, you can mention the number and type of packages on the first item of your AGS import declaration. On all other items of the declaration you can check "OMIH/BNYPACK" option (onder meer inhoudende).
This will disable the packaging details for manual editing and generate the packaging line according to NL Customs specification.

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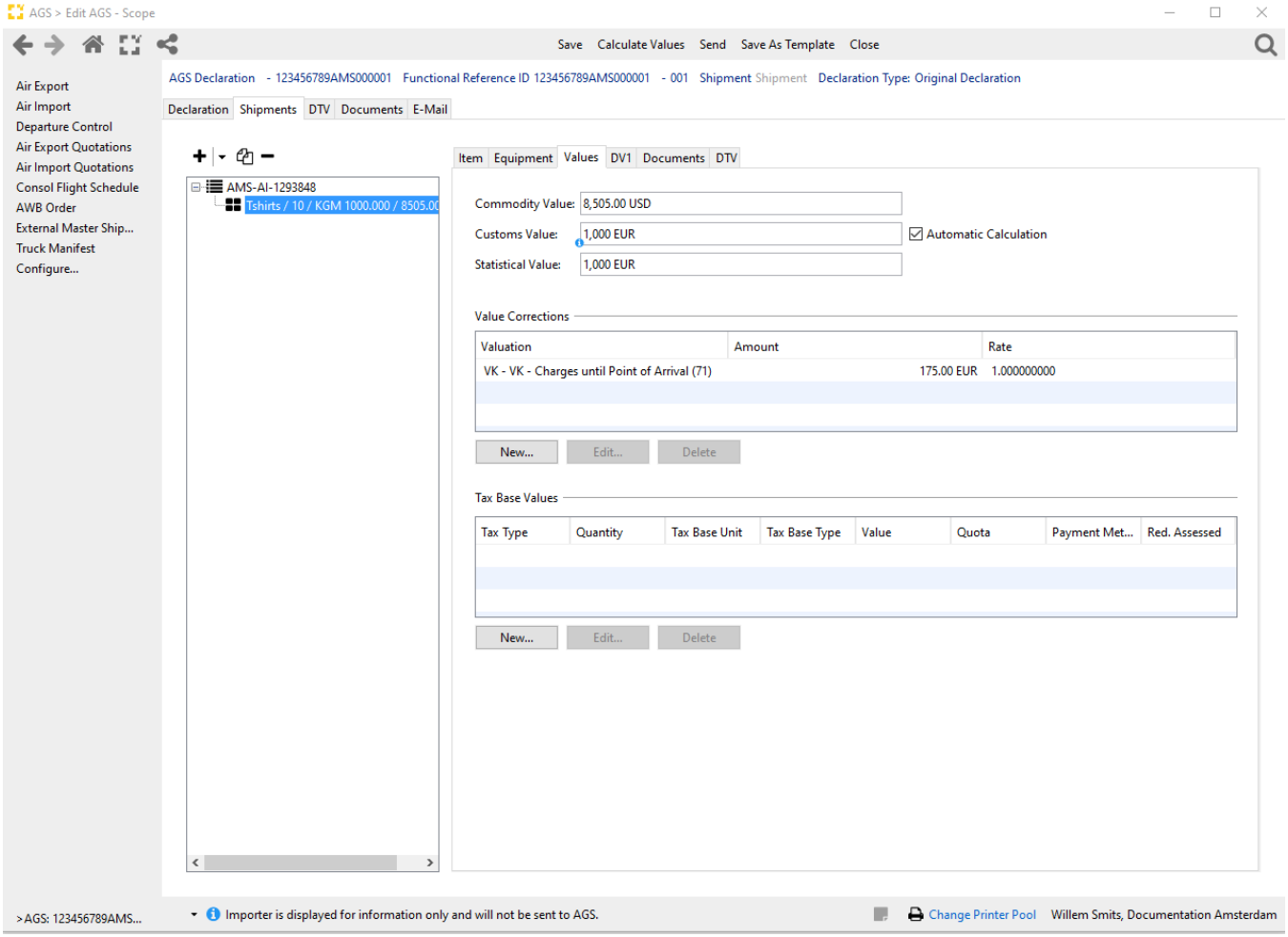
AGS Import - Declaration - Shipments - Items - Values

- Introduction
- Description

Introduction

The monetary specification for 1 single item within a declaration.



Description

Commodity Value

The value of the goods specified in the item.

Customs Value

The value calculated and used as basis of the import duties calculations. The Customs value can either be calculated by the declarant or by customs, as explained in the main page of the AGS main details

Statistical Value

Statistical value applicable for the item, defaulted in Scope with the customs value when it is an Import declaration with the "nature of transaction" code "1" and requested regulation "40", in all other cases, it should be entered manually.

More details regarding customs values etc can be found in the customs manual (Handboek Douane)

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Value Correction

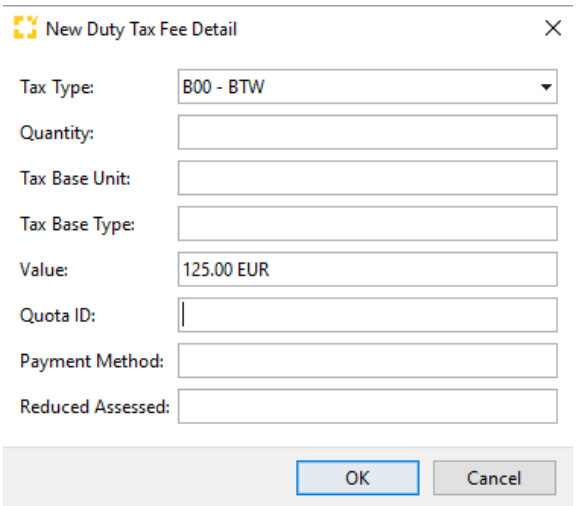
Value correction items that will influence the calculation of the customs value. Below over from Customs code lost A11, where in the last column the impact on the customs
value calculation is added. Only the items VK, KN and VZ are also depended on the applicable inco-terms

CODE	NL Description	EN Description	Operator (import)
AK-103	ANDERE KOSTEN	Other Cost	"+"
CM-265	Commissie	Commissions	"+"
CT-18	Courtage	Brokerage	"+"
IK-45	Constructie/Installatie kosten	Construction/Installation Charges	"+"
IR-162	Invoerrechten & Belastingen	Duties & Taxes	"-"
KN-158	Kosten na aankomst	Charges after arrival	"-"
KV-107	KOSTEN TEN LASTE VAN KOPER IHB VERPAK.MIDDELEN EN HET VERPAK	charges for packaging	"+"
LK-81	LEVERINGSKOSTEN TOT PLTS VAN BIN.KOMST IHB LADEN+HANDVERVOER	Delivery charges origin	"+"
LO-152	OPBRENGST VAN LATERE WEDERVERKOOP	Revenue on later sales	"+
NB-65	Niet rechtstreekse betalingen	indirect payments	"+"
RL-4	Royalties & licenties	Royalties & Licenses	"+"
VK-71	LEVERINGSKN TOT PL VAN BINNENKMST VERVOER DV1 VAK 17A	Charges till point of arrival	"+"
VZ-145	LEVERINGSKN TOT PL VAN BINNENKMST VERZEK DV1 VAK 17C	Insurance charges	"+"
WE-49	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK 14D DV1	Charges for engineering , development	"+"
WM-108	GOEDEREN+DIENSTEN GRATIS/VERMIND.PRIJS IVM... VAK14A DV1	value used materials	"+"
WV-84	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14C DV1	value consumed materials	"+"
WW-127	GOEDEREN+DIENSTEN GRATIS/VERMIND. PRIJS IVM... VAK14B DV1	value used tools, dies	"+"

Tax Base values

In the tax base values additional tax details are reported, should they be required, according to the tariff information or other settings, most common usage is the additional values to be reported where OB (VAT at import) is applicable.

The grid contains following fields



Label	Description	In Case of OB/VAT	In Case of a Quota	In Case of Excise Both Columns	
Tax Type	The tax type applicable to the additional line	B00	A00	066	066
Quantity	A non-monetary quantity that might be required	-	-	-	-
Tax Base Unit	Specification of the quantity / value reported	-	-	060	ASV

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Tax Base Type	A further specification of the quantity / value reported	-	-	-	-
Value	A monetary value that might be required	The additional amounts over wich VAT at import is to be calculated, which are not yet part of the customs value calculation	-	Number of liters	Alcohol percentage
Quota ID	Number of the quota ID	-	The applicable number of the Quota	-	-
Duty	Duty rate, applicable to the goods / tax type reported	-	-	-	-
Payment Method	How the payment of the specific item should be done	-	-	-	-
Reduced Assessed	-	-	-	-	-

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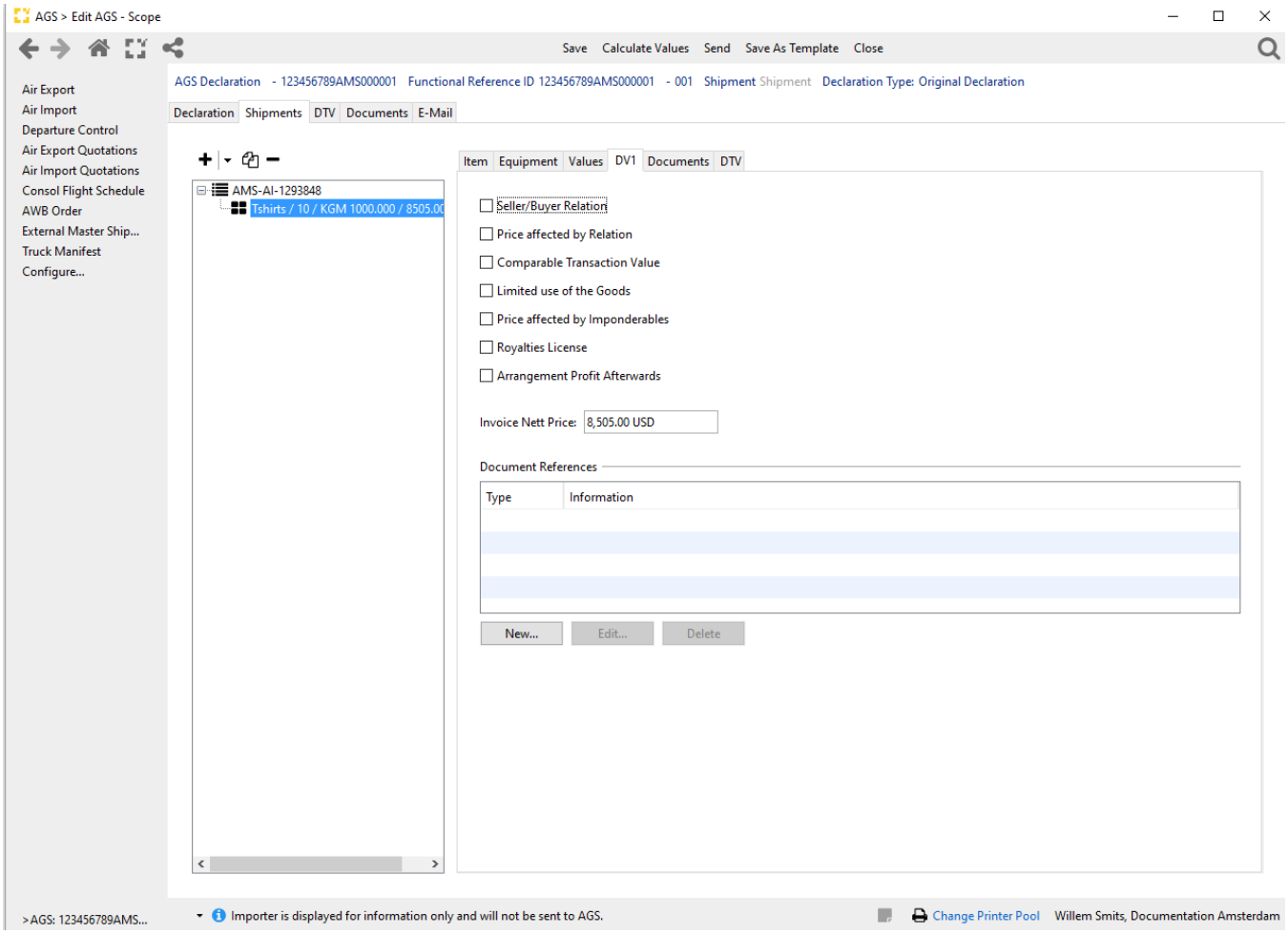
AGS Import - Declaration - Shipments - Items - DV1

- Introduction
- Description

Introduction

On the tab of the DV1, the additional specification is made in case that AGS should calculate the customs value.these fields will only be enabled when the " Use DV1" flag is set to active



Description

DV1 Checkboxes

The individual details to provide NI customs with additional information, each line will be send as a negative when the check box is not active and when active that the situation description is applicable.

Options "Seller/Buyer Relation" and "Price affected by Relation" will be set on additional items equal to the first item of a declaration, all other option might be defaulted using Article master data

Invoice Nett Price

The nett price of the goods as mentioned on the commercial invoice. will be initially defaulted from the Commodity value field.

Document references Grid

In this additional Grid, additional information, which could influence the customs value of the goods are to be listed here.

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Label	Description
Type	Referencing to the type of information • Invoice, additional invoicing applicable • Contracts, agreeing in special circumstances • previous customs decisions
Information	Additional information to the selected type, such as unique references etc.

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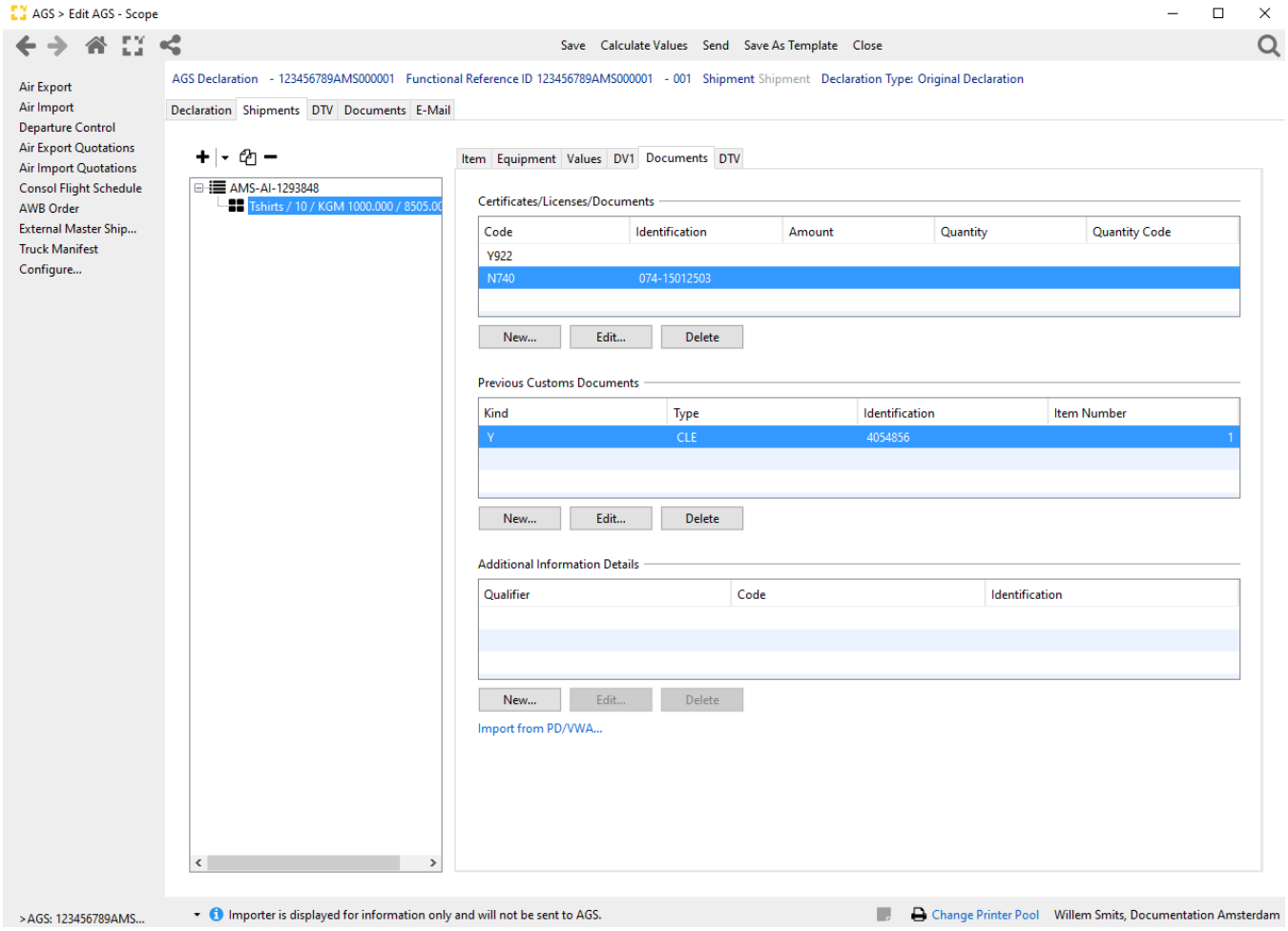
AGS Import - Declaration - Shipments - Items - Documents

- Introduction
- Description

Introduction

On the documents tab of the AGS declaration, all applicable regulations, preceding documents and certificates are registered.



Description

Certificates / Licenses / Documents

In this segment document accompanying the shipment are listed here.

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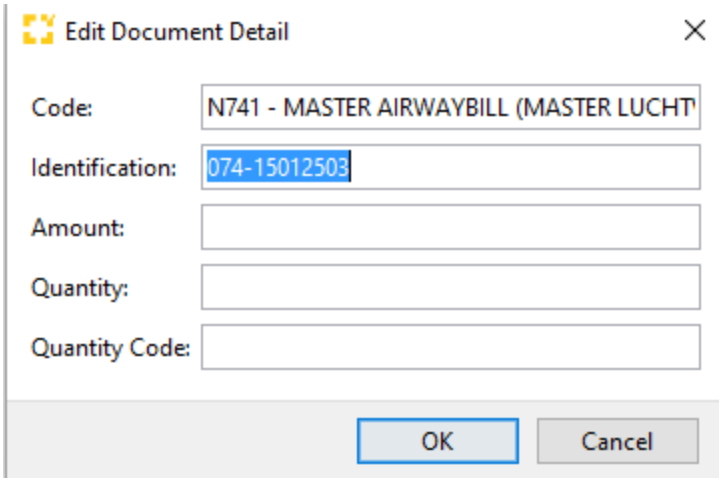
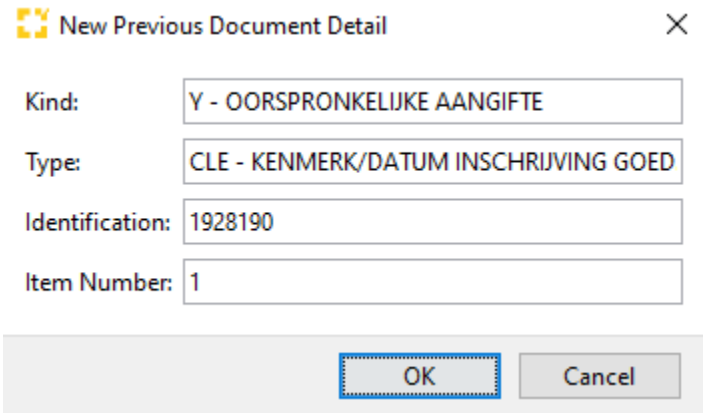


Label	Description
Code	Code of the reported certificate or licenses
Identification	The number identifying the document, in case of "fictitious (Fictief)" document the identification field must remain empty, NL customs does not specify which codes are "fictitious" and which are not so not validation available.
Amount	Monetary value optionally required for the document
Quantity	Non-Monetary value optionally required for the document
Quantity code	Code identifying the non-monetary quantity type

Note: As per request of NL customs, in case of air shipments, the AWB number (if available) will be defaulted here, in case there is no linked shipment manually fill in the details
(M)AWB number code is N741 and HAWB number code is N703

Previous Document Details

In this section reference is made to the preceding customs document details are which goods are currently registered with NL customs, At least one previous customs declaration is required.



Label	Description
Kind	Kind of the previous document (X,Y or Z)
Type	Type / code of the previous document
Indentification	The number of the preceding document
Item	Item number on the previous document, Mandatory in case of a the type is set to 705

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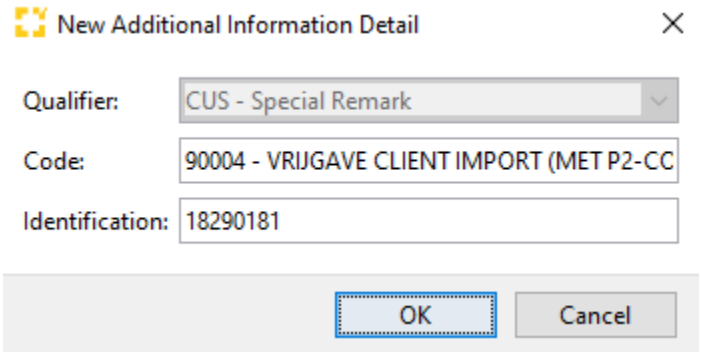
Additional Information details

In the this box any other details are registered, being regulations or quota contract numbers



Label	Description
Qualifier	Identify the type of additional information either a Special remark (CUS)
Code	Code to identify the special remark
Identification	Further details regarding the special remark (CUS)

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AGS Additional Messages

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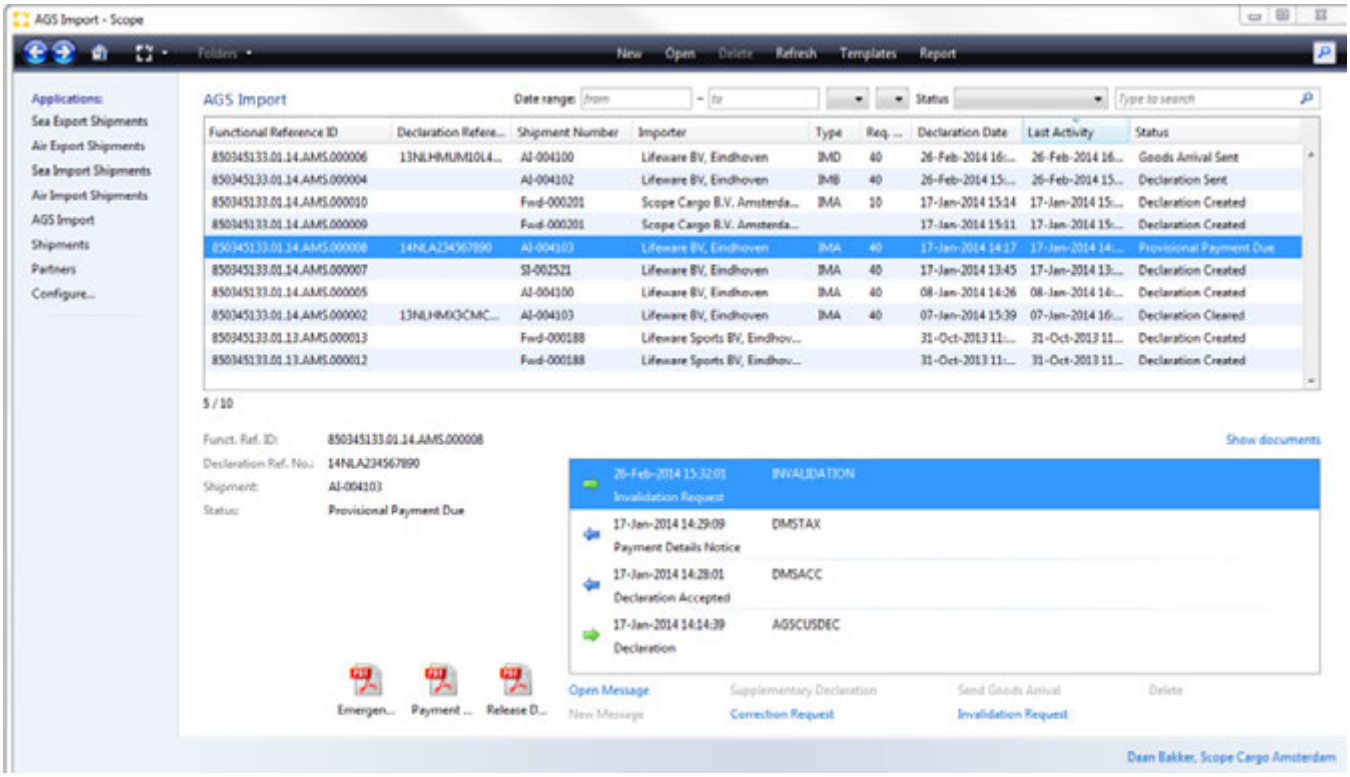
AGS - Additional message - Supplemental

- Introduction
- Description

Introduction

When a AGS declaration with the type is IM-B and in the proper state the link to send a supplemental message will be active. the supplemental message will open
the declaration in a separate state where the fields that are allowed for supplementation will be enabled.



Description

Any detail that is to be supplemented can be adjusted by simply entering the correct required details.
When the supplemental details have been added the message can be send, prior to sending the actual message,the user is asked per changed item to indicate a
reason why the data has been Supplemented .

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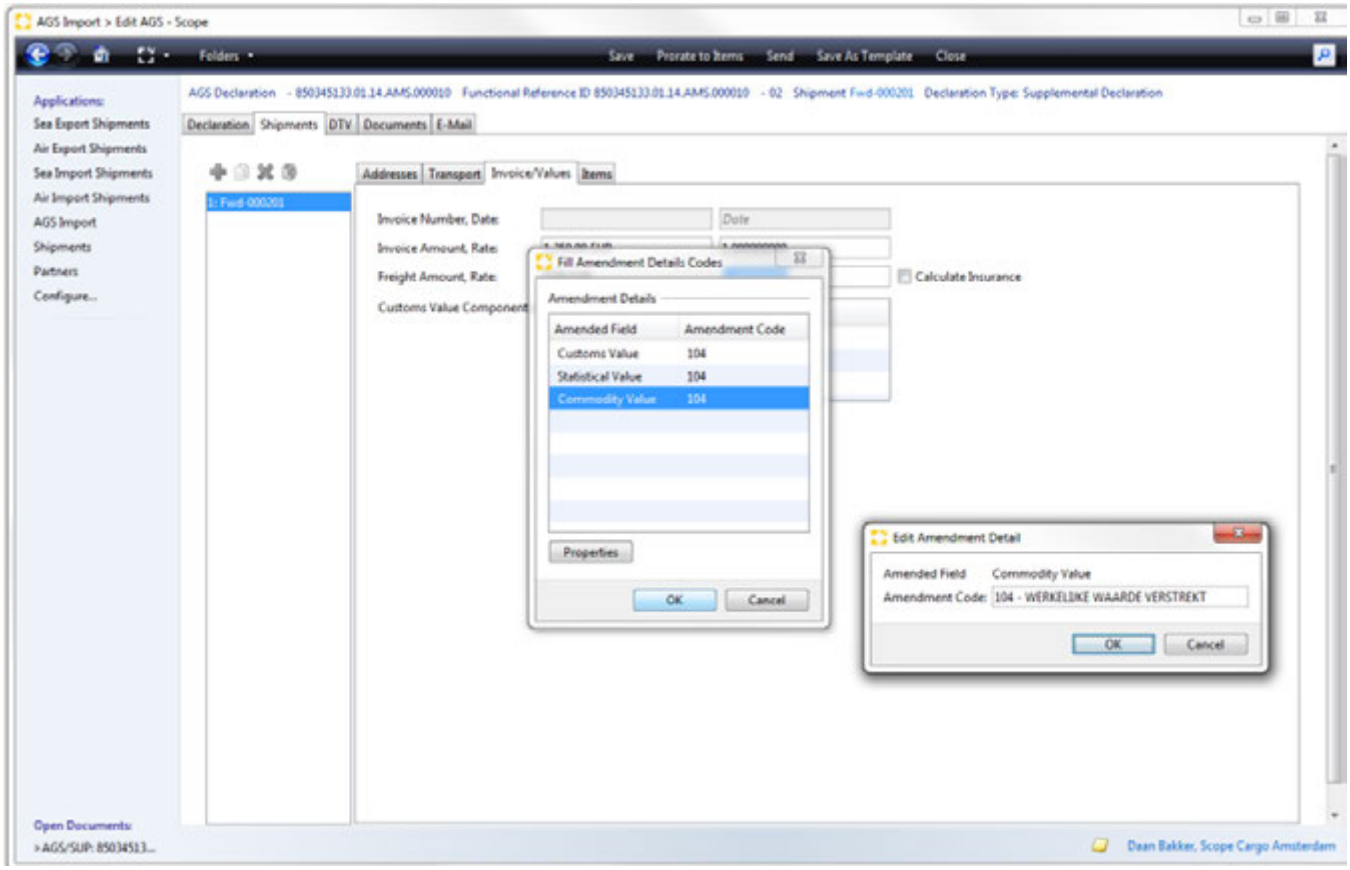

Values to be updates

The following values may be updated in the ADDSUP message

Value	Comments
Vehicle ID (Border)	
Mot of Transport (Border)	
Vehicle Nationality (Border)	
Customs Value	If send the customs
Statistical Value	
Document Identification	Documents may not be removed or added
Invoice Date	
Invoice Number	
Item \ Commodity Value	
Item \ Gross Weight	
Item \ Nett Weight	
Item \ Supplemental Quanity	
Item \ Number of packages	Only number of packages, not the packaging code or shipping marks
Item \ Value Correction	Only the amount may be changes , no correction to be added / removed

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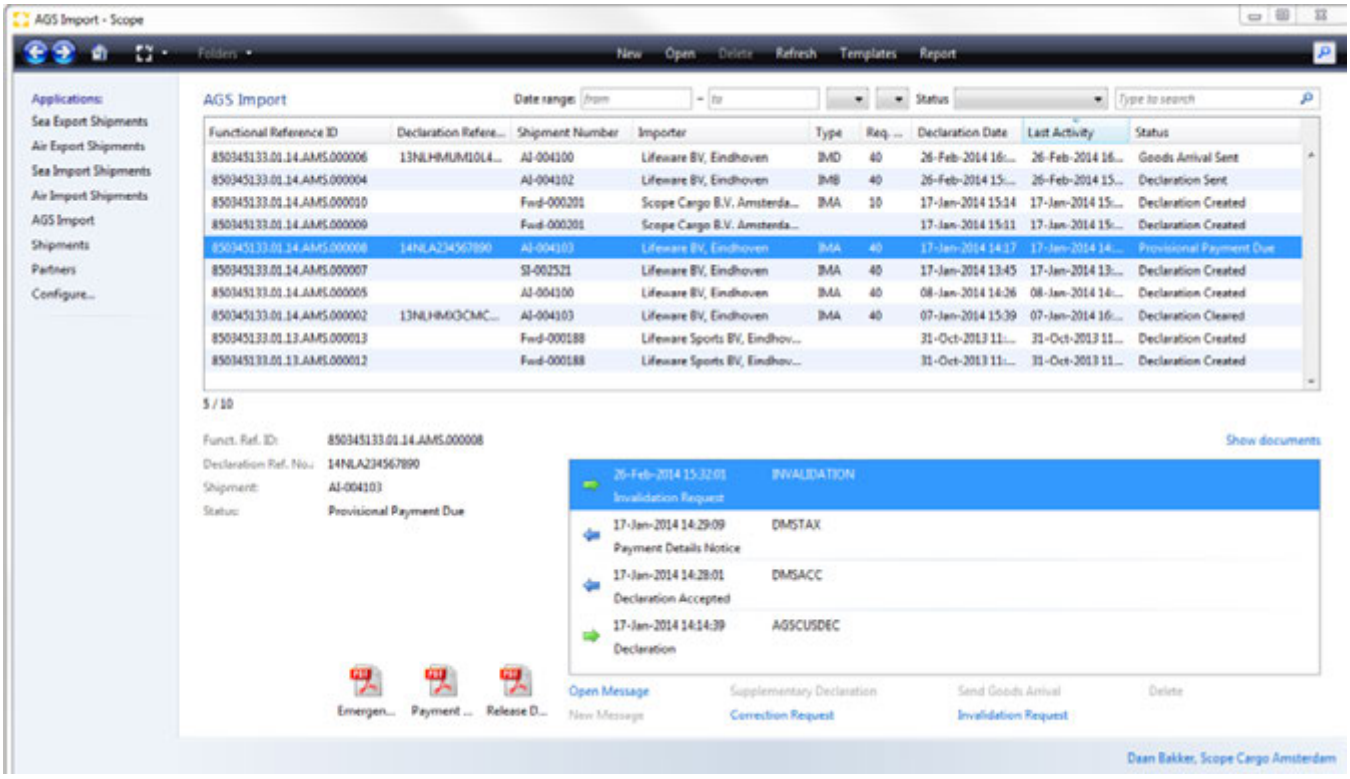
AGS - Additional message - Correction Request

- Introduction
- Description

Introduction

When a AGS declaration is in the proper state the link to send a correction will be active. the correction message will open the declaration in a separate state where the fields that are allowed for correction.



Description

Any detail that requires correction can be corrected by simply entering the correct required details.
When the declaration corrections have been made the message can be send, prior to sending the actual message,the user is asked per changed item to indicate a
reason whey the data has been amended.

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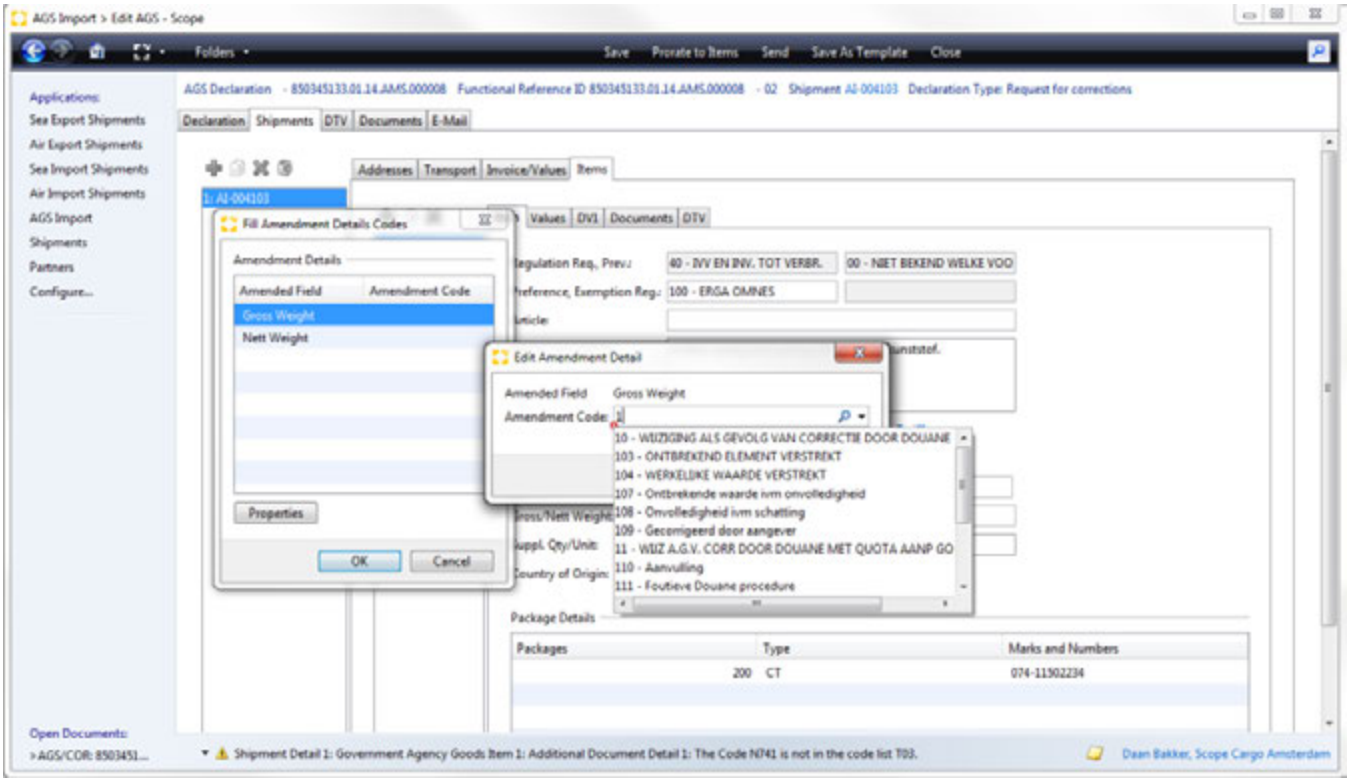

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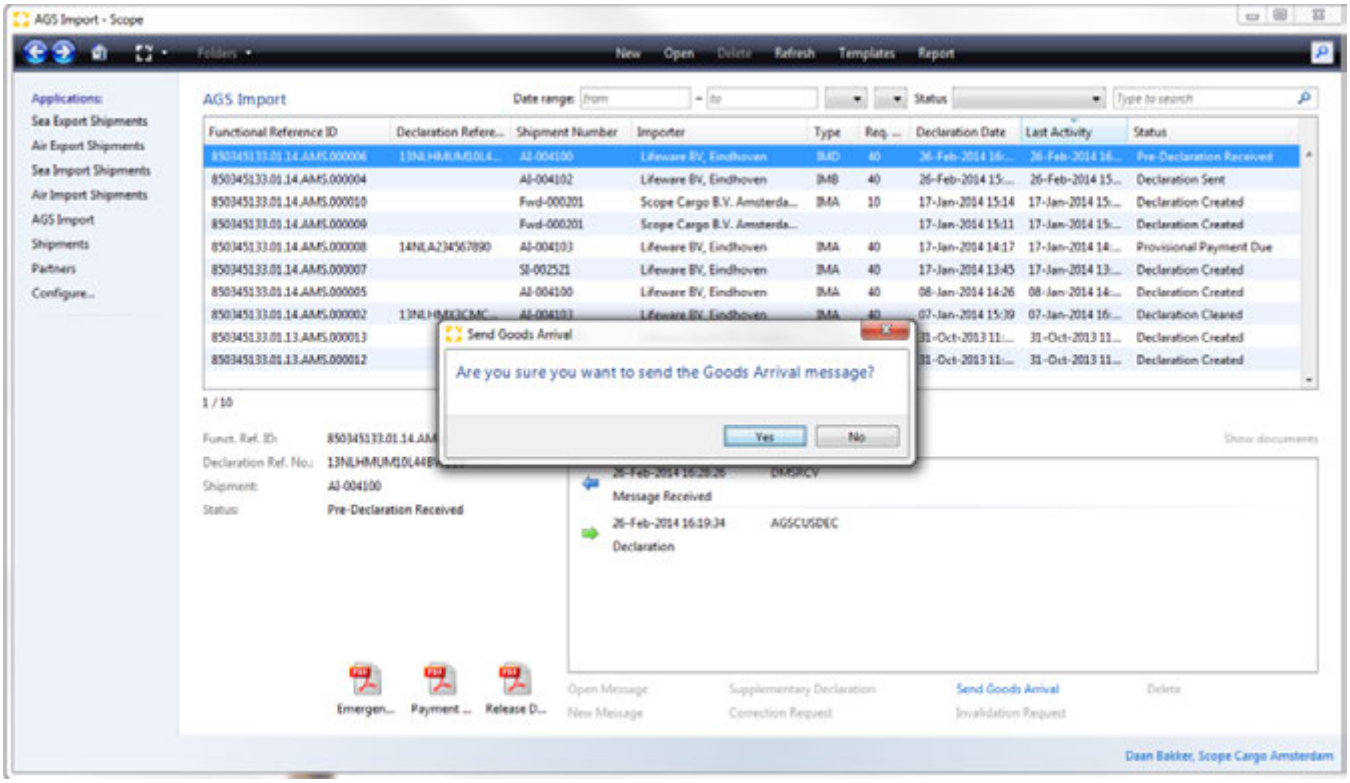
AGS - Additional message - Goods Arrival

- Introduction

Introduction

When a declaration is send as a IM D - Pre-arrival declaration, then proceed in the process flow of the declaration, the goods arrival Additional message is to be send.
Since there is no additional information to be entered a declaration in the proper state will have the link Send Goods arrival Activated and the message will be send



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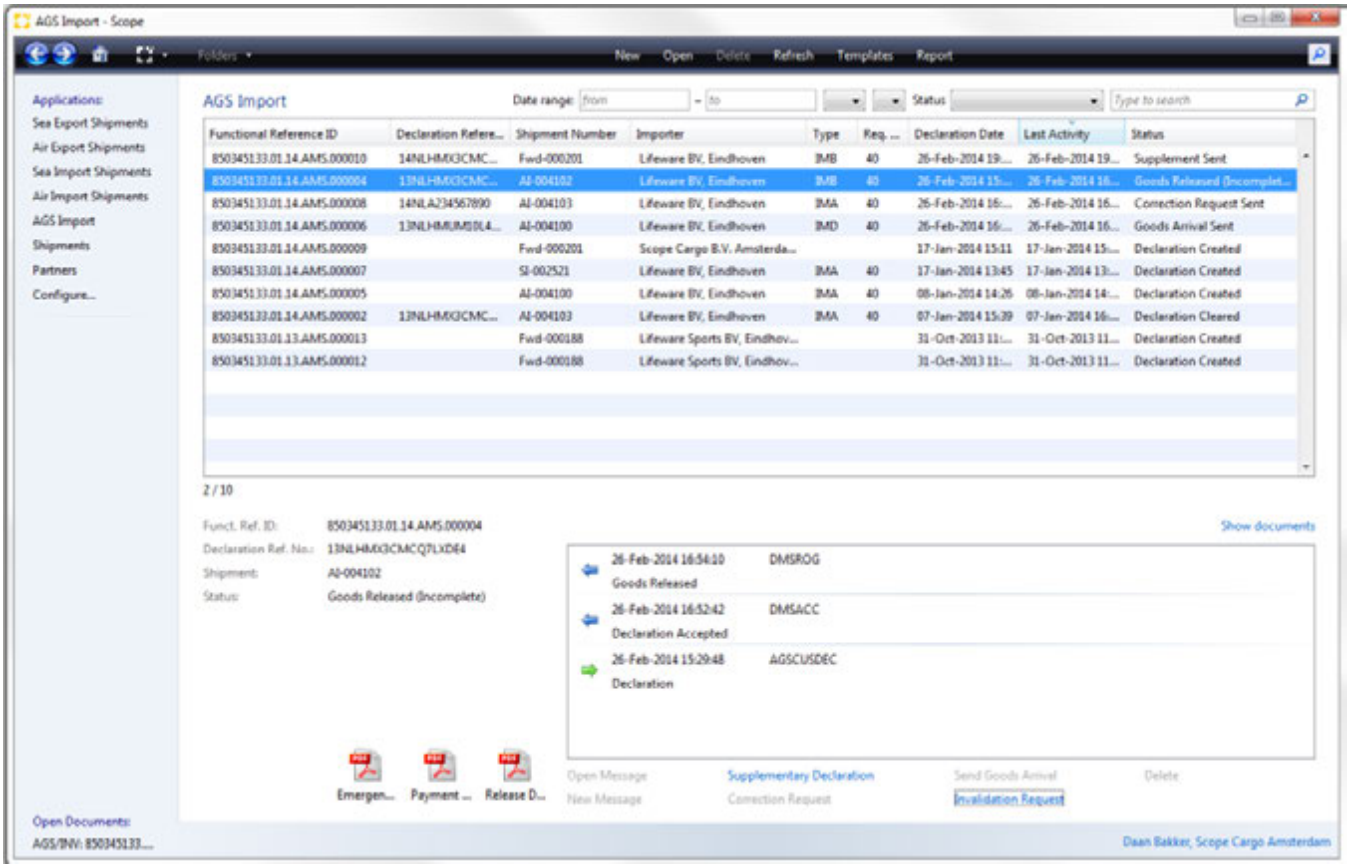
AGS - Additional message - Invalidation

- Introduction
- Description

Introduction

When a AGS declaration is in the proper state the link to send a invalidation request will be active. the invalidation request will open a separate dialog where the invalidation request can be motivated.



Description

In the invalidation request reason code(s) are supplied in the amendment codes grid, identified the grounds for the invalidation request and in the information text
additional motivation can be provided.

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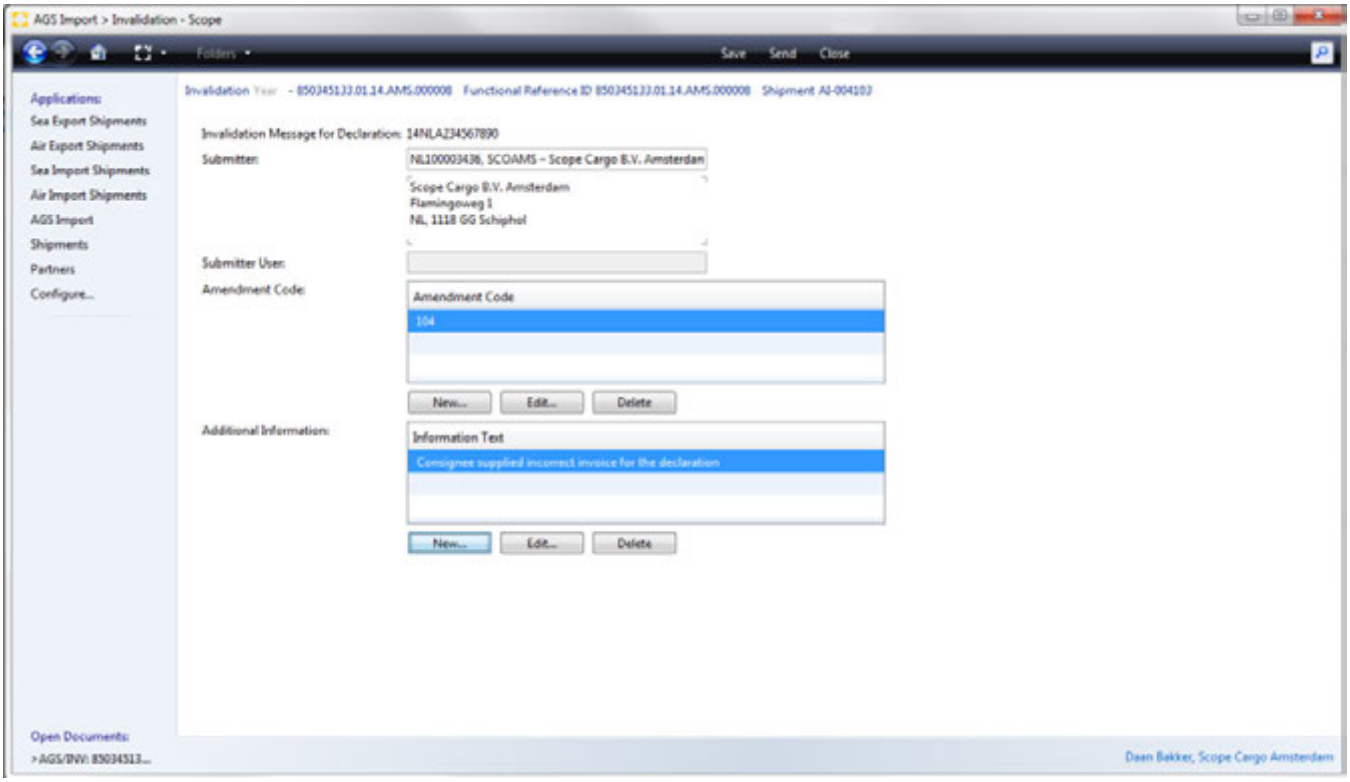

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AGS from Excel - CSV

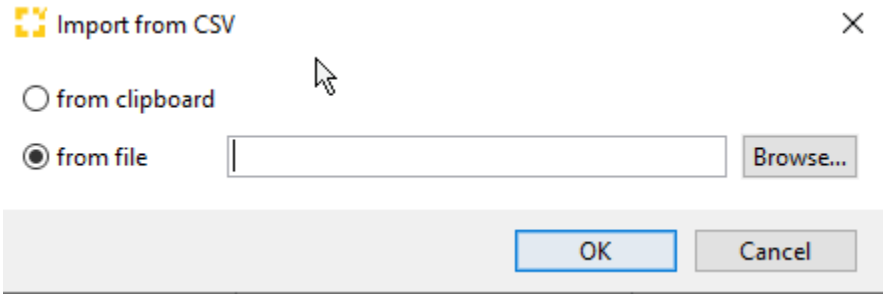
Introduction

This page described how the option AGS from Excel/CSV works

Description

When, payable, add-on AGS from Excel has been activated the this function can be started via the Customs option in a Shipment.

In the window the first action is to select a Excel/CSV file or paste values from your clipboard.



In the second Window the actual mapping is done between the selected file and Scope AGS .

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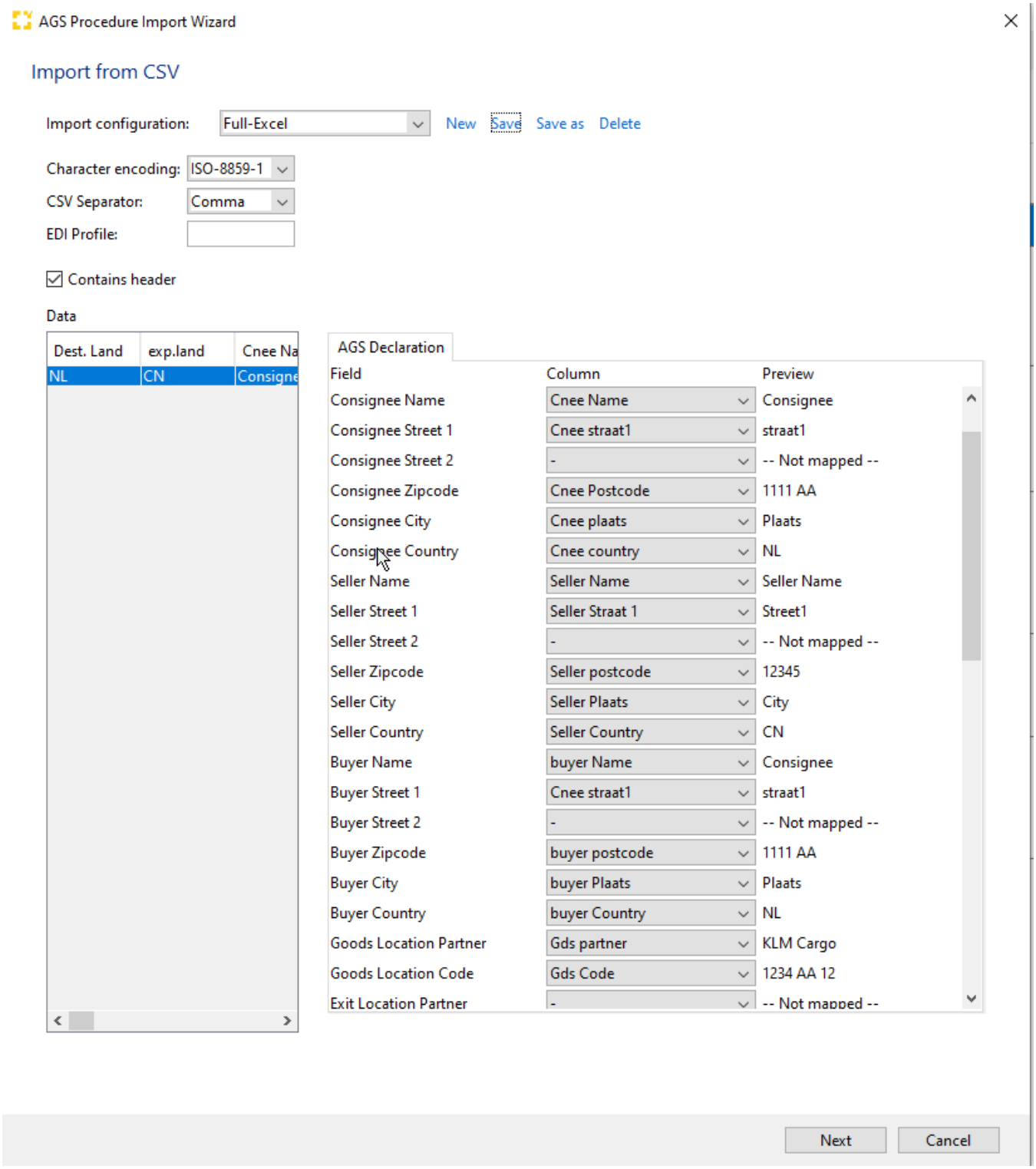

Import Configuration

it is possible to save a definition in order for efficient re-use of the mapping

New

Create a new definition

save

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Save a definition after making a change

Save as

Save a changed definition with a new name

Delete

Remove a definition

Character Encoding

Define which character-set is used in the selected file

CSV Separator

Sets the character which determines that a new field begins, Comma, Tab , Semicolon or Vertical Bar,
when selecting an excel sheet it depends on your localisation settings.

EDI Profile

Link to a Masterdata \ EDI profile where mappings between codes used in the selected file and the appropriate codes in Scope.

Contains Header

When activated the first row of the selected file will be used as column headers in the data mapping

Data

The available columns for mapping from the originating file to the corresponding field in AGS declarations, Mapping for each column is Optional, the regular AGS validation will take place in
the created AGS declaration.

Description NL	Description EN	AGS Import	AGS Export	Consolidation field Import*	Consolidation field Export*	Comments
Bestemmingsland	Destination Country	✓	✓			
Export land	Export Country	✓	✓			
Importeur/Exporteur Partner	Importer/Exporter Partner	✓	✓	✓	✓	
Importeur/Exporteur Naam	Importer /Exporter Name	✓	✓	✓	✓	
Importeur /Exporteur straat 1	Importer /Exporter street 1	✓	✓			
Importeur /Exporteur straat 2	Importer /Exporter street 2	✓	✓			
Importeur /Exporteur postcode	Importer/Exporter Postal code	✓	✓			
Importeur /Exporteur Plaats	Importer/Exporter City	✓	✓			
Importeur /Exporteur landcode	Importer/Exporter Country Code	✓	✓			
Ontvanger Naam	Consignee Name	✓	✓	✓	✓	
Ontvanger straat 1	Consignee street 1	✓	✓			
Ontvanger straat 2	Consignee street 2	✓	✓			
Ontvanger postcode	Consignee Postal code	✓	✓			
Ontvanger Plaats	Consignee City	✓	✓			
Ontvanger landcode	Consignee Country Code	✓	✓			
Verkoper Naam	Seller Name	✓				
Verkoper Straat 1	Seller Street 1	✓				

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Verkoper Straat 2	Seller Street 2	✓				
Verkoper Postcode	Seller Postal code	✓				
Verkoper Plaats	Seller City	✓				
Verkoper landcode	Seller Country Code	✓				
Koper Naam	Buyer Name	✓				
Koper Straat 1	Buyer Street 1	✓				
Koper Straat 2	Buyer Street 2	✓				
Koper Postcode	Buyer Postal code	✓				
Koper Plaats	Buyer City	✓				
Koper landcode	Buyer Countrycode	✓				
Goederenlocatie Partner	Goods Location Partner	✓	✓			
Goederenlocatie Code	Good Location Customs Code	✓	✓			
Uitgangslocatie Partner	Exit Location Partner		✓			
Douanekantoor Uitgang	Exit customs office code		✓			
Vervoerswijze Vertrek /Aankomst	Mode of transport Departure/Arrival	✓ Arrival	✓ Departure			
Identificatie vervoermiddel aankomst/vertrek	Identification Vehicle Departure /Arrival	✓ Arrival	✓ Departure			
Vervoerswijze grens	Mode of transport Border	✓	✓			
Identificatie vervoersmiddel grens	Identification Vehicle Border	✓	✓			
Nationaliteit vervoersmiddel grens	Nationality Vehicle Border	✓	✓			
Locatie code Aankomst/Vertrek	Location code Arrival/Departure	✓ Departure	✓ Arrival			
Incoterms code	Incoterms Code	✓	✓			
Incoterm Plaats	Incoterm Plaats	✓	✓			
Factuur Nummer	Invoice number	✓	✓ N935 Document	✓	✓	
Factuur datum	Invoice date	✓	✓ N935 Document			
Vrachtkosten	Freight-cost	✓	✓			
Vrachtkosten Valuta	freight-cost Currency	✓	✓			
Artikel code	Article code	✓	✓			
Omschrijving van de goederen	Description of Goods	✓	✓			
Bruto gewicht	Gross weight	✓	✓			
Netto gewicht	Nett weight	✓	✓			
Aanvullende eenheden	Supplemental Quantity	✓	✓			
Land van oorsprong	Country of origin	✓	✓			
Aantal verpakkingen	Number of packages	✓	✓			
verpakkingscode	Packaging code	✓	✓			
Merken & Nummers	Marks and Numbers	✓	✓			

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Waarde van de goederen	Value of the Goods	✓	✓			
Waarde van de goederen Valuta	Value of goods Currency	✓	✓			
Binnenlandse vracht	Inland Freight	✓	✓			
Binnenlandse vracht Valuta	Inland Freight Currency	✓	✓			
Document nummer	Document Number	✓	✓			
Zending Referentie	Shipment Reference	✓	✓		✓	
Voorafgaand document categorie	Previous document Category	✓	✓			
Voorafgaand document code	Previous document Code	✓	✓			
Voorafgaand document nummer	Previous document Number	✓	✓			
Voorafgaand document post	Previous document Post	✓	✓			
Comm Code SRZ	Comm Code SRZ	✓	✓			
Comm Code GN	Comm Code GN	✓				
Preference	Preference	✓				
Gevraagde regeling	Requested Procedure	✓	✓			
Voorafgaande regeling	Preceding Procedure	✓	✓			
Bescheiden	Documents	✓	✓			Multiple documents can be uploaded using the following format in an excel cell 'documentcode:documentid, documentcode:documentid' for example N864:ABC2126636;Y901:,N935:1234AB would result in the following documents: ▪ N864 with number ABC2126636 ▪ Y901 without a number ▪ N935 with number 1234AB

*For Each combination of the marked fields a new Declaration will be created

AGS Procedure Wizard

After the mapping has been created or selected the option "next" is used to continue,
which will show the next dialog.

Select Template

Indicate that no template is required or a select the required template

Automatically Send Declaration

Scope will validate and directly send the created declaration when not validation errors are found,
Note, validation warnings will be ignored.

Apply Special Regulation code

Indicate, when applicable, Scope should set the special regulation code 107/C07,
Note, applicable to "real e-commerce" AGS declaration, Consignee / importer must be an private person.

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AGS Supplemental Information

Gebruikstarief versus DTV

With the introduction of AGS, NL customs will also implement a new system for the goods identification (Nomenclatuur).

In AGS the goods identification will no longer exist as separate fields as in the Sagitta but 1 single number of 18 positions and an additional field for national (VAT / Excise) regulations.
A direct link from Scope / AGS to DTV has been established, Description of the system integration of DTV can be found in this manual

The new DTV details can be consulted at tarief.douane.nl/tariff/index.jsf.

In AGS the goods classification is divided over 2 fields:

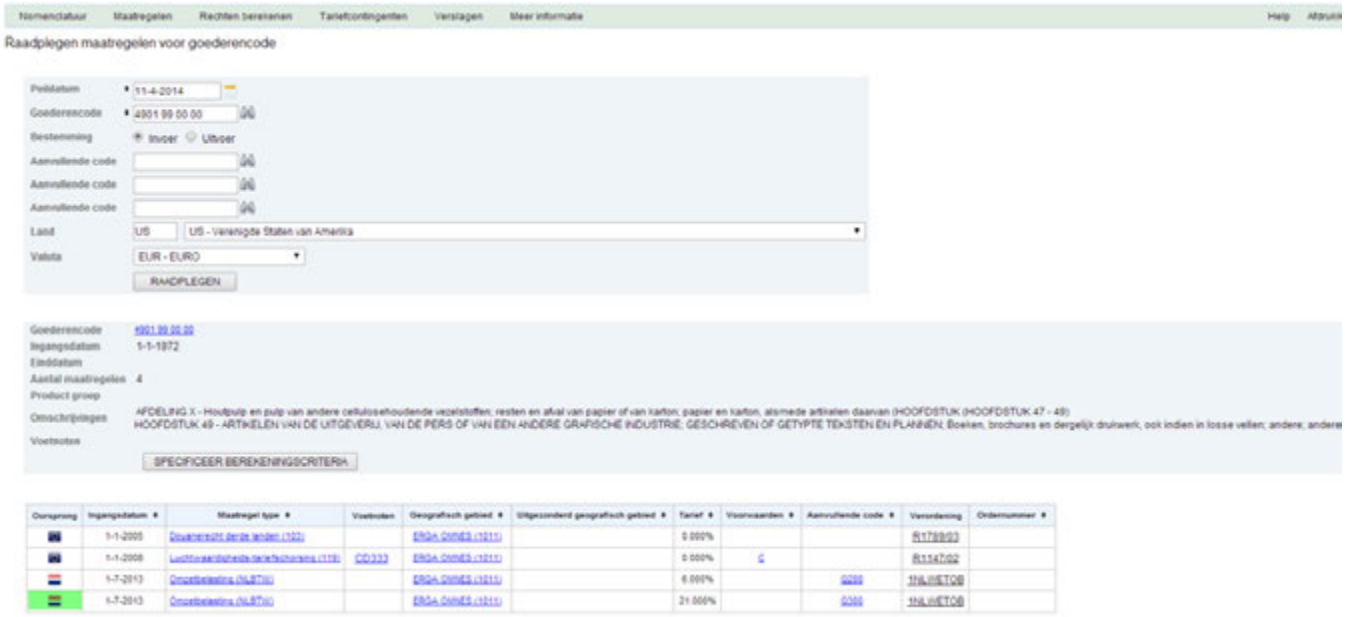
Goods Classification SRZ : Being the generic EU number as found in the DTV, Listed on the DTV as "Commodity Code" , main number of 10 digits for imports and 8 digits for Exports

Goods Classification GN ： Being the national additional codes, for instance VAT regulations, listed on the DTV as "Additional code".

Additional Codes

The additional codes need to be used on two different places, depending of the kind of regulation.

If the line containing the additional code has the Dutch flag, it needs to be populated in the Goods Classification GN.



if the line containing the additional code has the EU flag, it needs to be populated in the Goods Classification SRZ.

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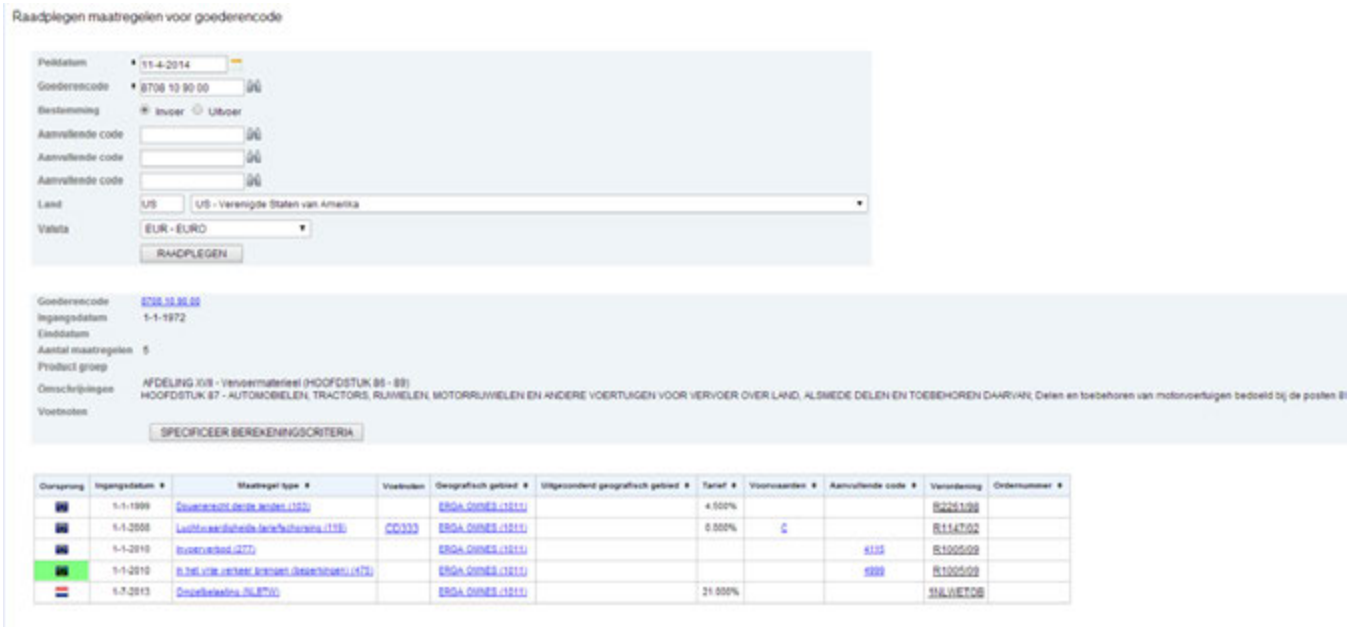

Multiple Goods Identification Codes in One Package (OMIH)

If multiple Customs goods identification codes are combined in a package, you can mention the number and type of packages on the first item of your AGS import declaration. On all other items of the declaration you can check "bypack" (NL "OMIH" is an abbreviation of "onder meer inhoudende"). Scope will send this to Customs in the proper way.

AGS Declaration Statuses Explained

Status	Description	Message Code	User Action
Accepted	The declaration has been accepted by NL Customs and is awaiting the next message	DMSACC	No action possible - declaration awaits next message from NL customs
Alternative Proof Created	The declaration received notice of non-Exit and message with alternative proof has been created	-	Send the Alternative Proof message, Delete the alternate proof message
Alternative Proof Sent	The declaration received notice of non-Exit and message with alternative proof has been sent	ADDALT	No action possible - declaration awaits next message from NL customs
Created	The declaration has been created but not yet sent	-	Declaration can be modified, deleted or sent
Confirmation of Exit	The declaration has been processed in ECS and goods have left the EU correctly	DMSEOG	No Action Possible - Declaration completely handled
Correction request Created	A Correction Request has been created but not yet sent	-	Correction request can be modified, deleted or sent
Correction request Sent	A Correction Request has been sent	ADDCOR	No action possible - declaration awaits next message from NL customs
Correction request Honored	A Correction Request has been honored and the corrections will be applied to the declaration	DMSRES	No action possible - declaration awaits next message from NL customs
Finished	The declaration has been Cleared, the whole procedure has been finalized	DMSCLE	A invalidation request can be send to NL customs
Rejected	The preceding outgoing message has been rejected by NL customs	DMSREJ	Correct the last message and resend to customs
Sent	The declaration has been sent to NL customs	AGSCUSDEC	No action possible - declaration awaits next message from NL customs
Definite Payment Due	The definite payment details due on a declaration	DMSTAX	No action possible - declaration awaits next message from NL customs
External Declaration	The declaration will be finished / further handled outside AGS	DMSEXT	No action possible - final stage of an declaration
Goods Arrival Created	A Goods Arrival has been created but not yet sent	-	Message can be modified, deleted or sent
Goods Arrival Sent	A Goods arrival has been sent	ADDGRP	No action possible - declaration awaits next message from NL customs
Goods Released	The goods covered by the declaration have been released but the declaration has not yet been finalized	DMSROG	A invalidation or correction request can be sent to NL customs

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Goods Release (incomplete)	The goods covered by the incomplete declaration have been released but the declaration has not yet been finalized	DMSROG	The supplemental declaration can be created or A invalidation or correction request can be sent to NL customs
Invalidated	The declaration has been invalidated by NL Customs	DMSINV	No action possible - final stage of an declaration
Invalidation Request Created	A request to invalidate the declaration has ben created but not yet sent	-	Request can be modified, deleted or sent
Invalidation Request Honored	A Correction Request has been honored and the declaration will be invalidated by customs	DMSREQ	No action possible - declaration awaits next message from NL customs
Invalidation Request Sent	A Invalidation Request has been sent	ADDINV	No action possible - declaration awaits next message from NL customs
Manually Voided	The declaration will not be finished technically and has been invalidated by Scope Admin	-	No action possible - final stage of an declaration
Not Exited	Special Filter (not an actual status) All declarations which have one of the following statuses: DMSROG, DMSCLE,DMSEOG	-	Check documentation whether ECS process was followed correctly, if status is DMSGER send ADDALT message with alternative proof of exit.
Notification of Not Exited Goods	The Goods registered in this declaration have not yet been registered correctly as having been exported outside the EU	DMSGER	Check documentation if ECS process was followed correctly, and send ADDALT message with alternative proof of exit.
Payment Instructions	Request by customs for payment due to insufficient funds on the guarantee	DMSCPI	Arrange payment (outside the system) and declaration awaits next message from NL customs
Payment Reminder	A previous payment instruction has not yet been fulfilled	DMSCPR	Check / Arrange payment (outside the system) and declaration awaits next message from NL customs
Physical Inspection	The declaration has been selected for physical inspection by NL customs	DMSCTL	No action possible - declaration awaits next message from NL customs
Pre-Declaration Received	The pre-declaration has been received and validated by customs	DMSRCV	Goods arrival message is to be sent to NL Customs upon arrival of the goods
Pre-Declaration Sent	A Declaration of the type Pre-declaration has been sent to NL Customs	AGSCUSDEC	No action possible - declaration awaits next message from NL customs
Produce Documents	Customs has requested to receive a physical copy of the documentation mentioned in the declaration	DMSDOC	A invalidation or correction request can be send to NL customs
Provisional Payment Due	The provisional payment details due on a declaration	DMSTAX	No action possible - declaration awaits next message from NL customs
Reminder Incomplete	On the incomplete declaration, the supplemental details are overdue	DMSINC	The supplemental declaration is to be created
Supplemental Created	A Supplemental declaration has been created but not yet sent	-	Message can be modified, deleted or sent
Supplemental Sent	A Supplemental declaration has been sent.	ADDSUP	No action possible - declaration awaits next message from NL customs
Syntax Error	A technical error has been found in the preceding message of the declaration	CTRL	Correct the last message and resend to customs

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AGS Voorafaangiften

- Aangeven voor aankomst van de goederen
  - AGS vooraf-aangiften
  - Meerdere aangiften selecteren om tegelijk in te sturen
- AGS - Exports Containers

Aangeven voor aankomst van de goederen

Recente aanpassingen bij de Nederlandse Douane, in AGS en in Scope - NL Douane maken het mogelijk om efficiënter AGS-aangiften te maken. De Douane kan bij vooraf-aangiften eerder informatie geven wat de planning bij import kan vergemakkelijken. In Scope kun je meerdere voorbereide aangiften tegelijk selecteren om in te sturen en voor meerdere vooraf-aangiften tegelijkertijd de aankomst melden. Daarnaast kun je op een onvolledige uitvoeraangifte een aanvullende aangifte doen om de containergegevens aan te vullen.

AGS vooraf-aangiften

De Douane heeft met enkele douane-aangevers een pilot gedraaid met vooraf-aangiften. De Douane informeert de aangever vooraf over een eventuele selectie voor document- en/of fysieke controle. De pilot is officieel geëindigd per 1 april 2017. Neem contact op met uw KLACO om u aan te melden voor deze faciliteit.

De huidige berichtenstroom is:

Douane-agent	richting	NL Douane
Originele AGS-vooraf-aangifte IM - D of IM - E	->	
Aangifte is correct gevalideerd in AGS	<-	DMSRCV
Aankomst goederen	->	
	<-	DMSACC
Optioneel: kennisgeving overleggen bescheiden	<-	(DMSDOC)
Optioneel: goederen dienen te worden geïnspecteerd	<-	(DMSCTL)
Vrijgave		

De nieuwe berichtenstroom is:

Douane-agent	richting	NL Douane
Originele AGS-vooraf-aangifte IM - D of IM - E	->	
Optioneel: kennisgeving overleggen bescheiden	<-	(DMSDOC)
Optioneel: goederen dienen na aankomst te worden geïnspecteerd	<-	(DMSCTL)
Aangifte is gecontroleerd en niet voor controle geselecteerd	<-	DMSRCV
Aankomst goederen	->	
	<-	DMSACC
De normale stroom van de aangifte is verder: fysieke controle, indien zo aangegeven, anders vrijgave		

Dit nieuwe scenario betekent dat een invoeraangifte kan worden verzonden naar de Douane voorafgaand aan de aankomst van de goederen.
Het is dan direct duidelijk:

- Of de aangifte nog fouten bevat en gecorrigeerd dient te worden.
- Of de aangifte correct is maar bescheiden dienen overlegd te worden aan de Douane; indien reeds beschikbaar, kan ook dit al gedaan worden voorafgaand aan de fysieke aankomst van de goederen.
- Of de aangifte correct is, maar geselecteerd is voor fysieke controle na aankomst, zodat de klant, voor aankomst van de goederen, geïnformeerd kan worden dat de goederen niet direct bij aankomst beschikbaar zullen zijn in verband met controle.
- Of de aangifte correct is en niet geselecteerd is voor inspectie; de goederen zullen direct na aankomstmelding vrij worden gegeven, de aflevering kan aansluitend ingepland worden.

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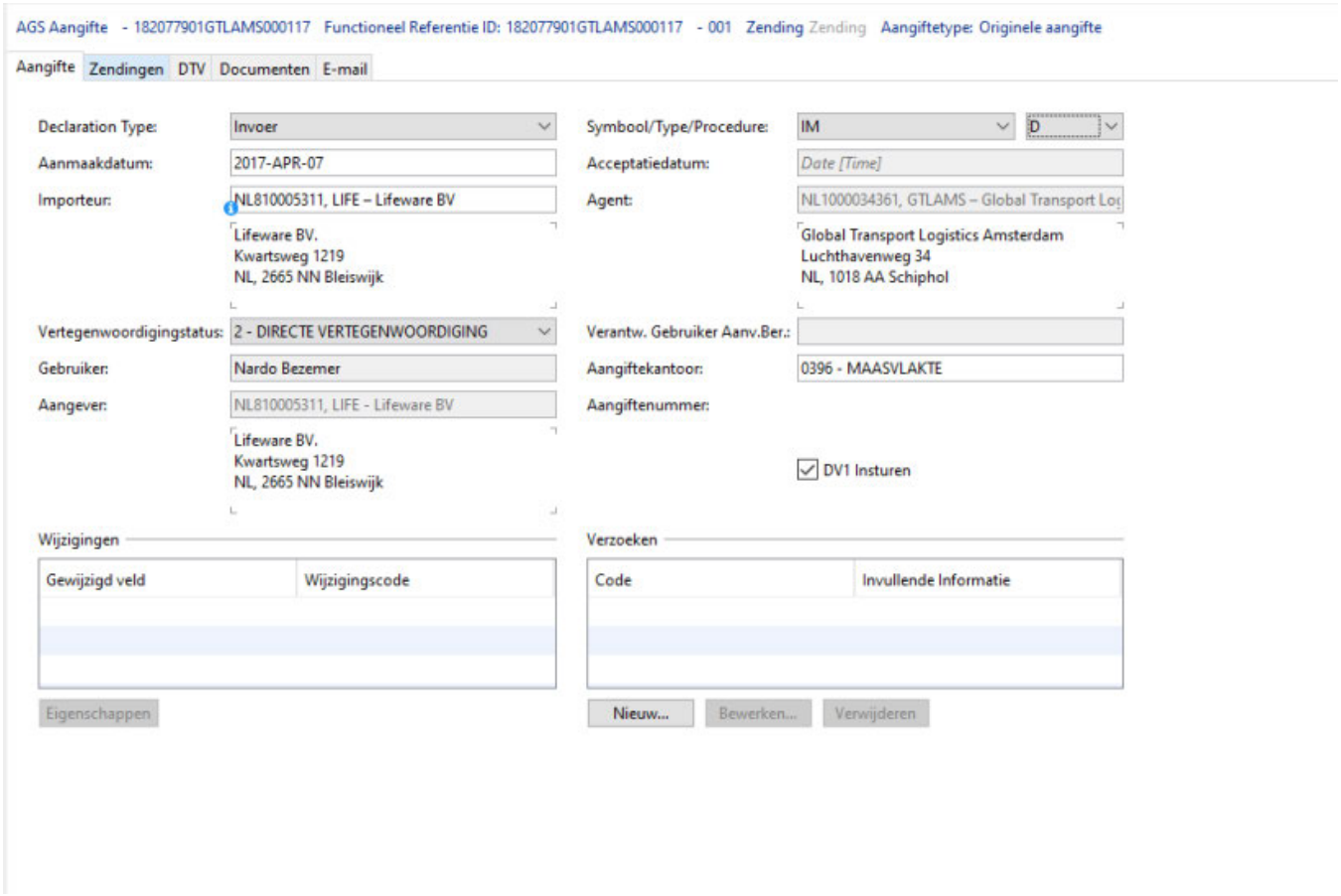
Een AGS-aangifte wordt als een "vooraf-aangifte" gezien als het veld voor Aangifteprocedure gevuld is met:

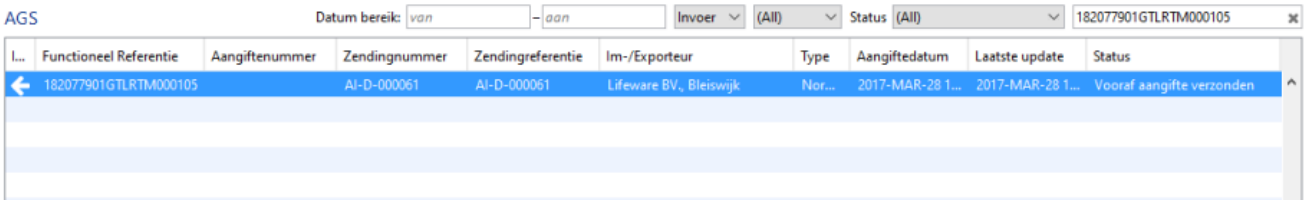
"D" = Een reguliere vooraf-aangifte.

"E" = Een onvolledige vooraf-aangifte, na aankomst dienen er nog aanvullende ontbrekende gegevens te worden ingezonden.



Na het versturen van een vooraf-aangifte naar de Douane, waarbij de aangifte niet geselecteerd is voor fysieke of documentcontrole, zal het statusverloop van de aangifte zijn :

Verzonden:



Ontvangen :

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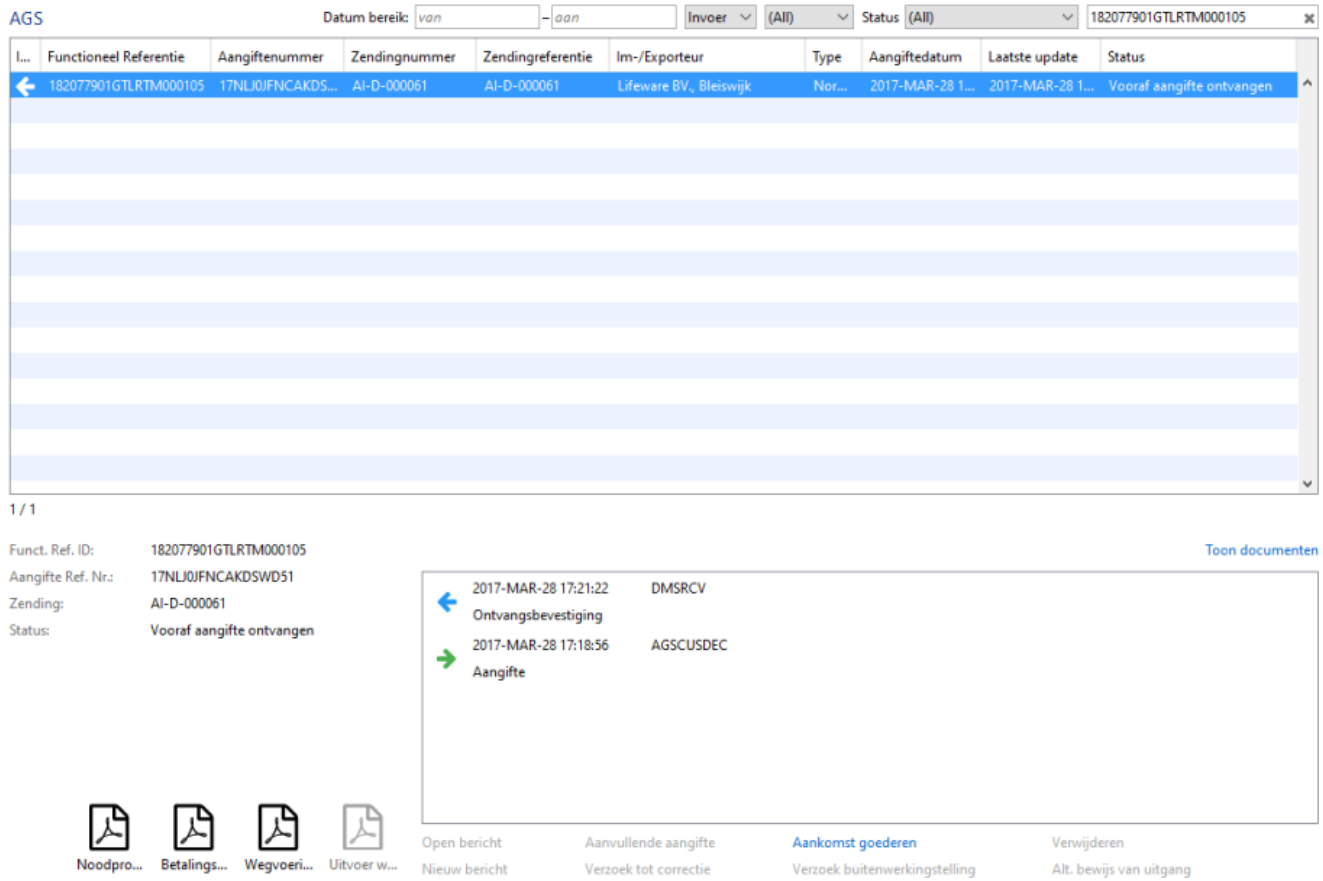

Na de ontvangst van de DMSRCV, DMSDOC of DMSCTL wordt de optie voor het verzenden van het goederenaankomstbericht ("Aankomst goederen") actief. Zodra de goederen daadwerkelijk zijn aangekomen is een enkele klik zonder verdere invoer van gegevens voldoende om de aankomst te melden en zal de aangifte zijn normale gang vervolgen (vrijgave of fysieke inspectie).

Omdat er voor het goederenaankomstbericht geen verdere gegevens geregistreerd dienen te worden is het door middel van permissies (NL Customs: Send AGS Goods Presentation) mogelijk om "niet-declaranten" een op zichzelf staande permissie te geven om de aankomst te melden.

Meerdere aangiften selecteren om tegelijk in te sturen

Naast bovengenoemde aanpassing is er ook een aanpassing gedaan waarmee je vanuit het beginscherm van AGS meerdere tegelijkertijd geselecteerde aangiften in één keer kunt versturen. Deze optie kan gebruikt worden om eerder voorbereide AGS-aangiften in één keer in te sturen. De optie kan ook gebruikt worden om voor AGS-vooraf-aangiften de aankomst van de goederen te melden.

Bij het versturen van nieuwe aangiften voert Scope eerst een validatie per aangifte uit. Wanneer er fouten worden geconstateerd zullen deze specifieke aangiftes niet verzonden worden.

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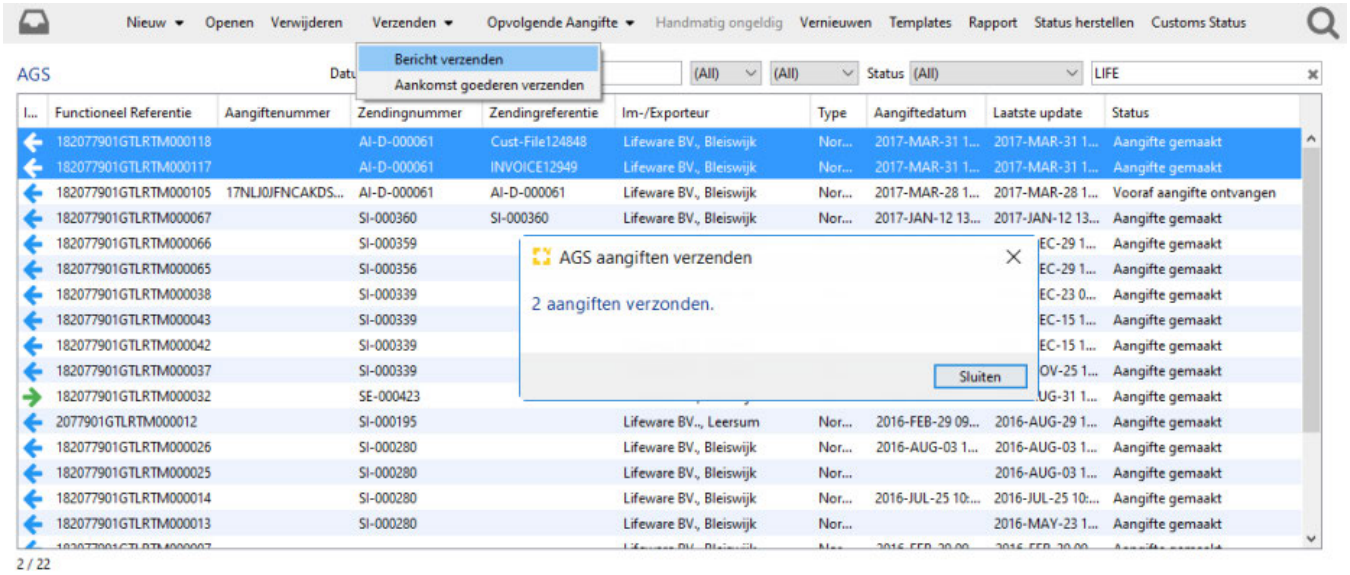

Een mogelijk scenario om deze functionaliteit voor invoer te gebruiken is als volgt:

- Gedurende de week kunnen AGS-aangiften voor goederen die gedurende het weekend aankomen, worden voorbereid met procedure "IM-D".
- Vrijdagmorgen kunnen alle voorbereide aangiften in één keer worden verzonden naar de Douane.
- Na het versturen kunnen de benodigde acties worden ondernomen:
  - Aangiften met fouten corrigeren
  - Voor aangiften met melding tot bescheiden overleggen de documentatie versturen naar de Douane
  - Voor aangiften met fysieke controle de klant informeren over de fysieke controle en aangepaste aflevering
  - Aangiften met ontvangstbevestiging kunnen definitief ingepland worden voor aflevering
- Gedurende het weekend of op maandagmorgen kunnen alle "vooraf-aangiften", welke zijn aangekomen, in één keer geselecteerd worden om de aankomst te melden. waarmee in een zeer korte periode veel AGS-aangiften vrij kunnen vallen.

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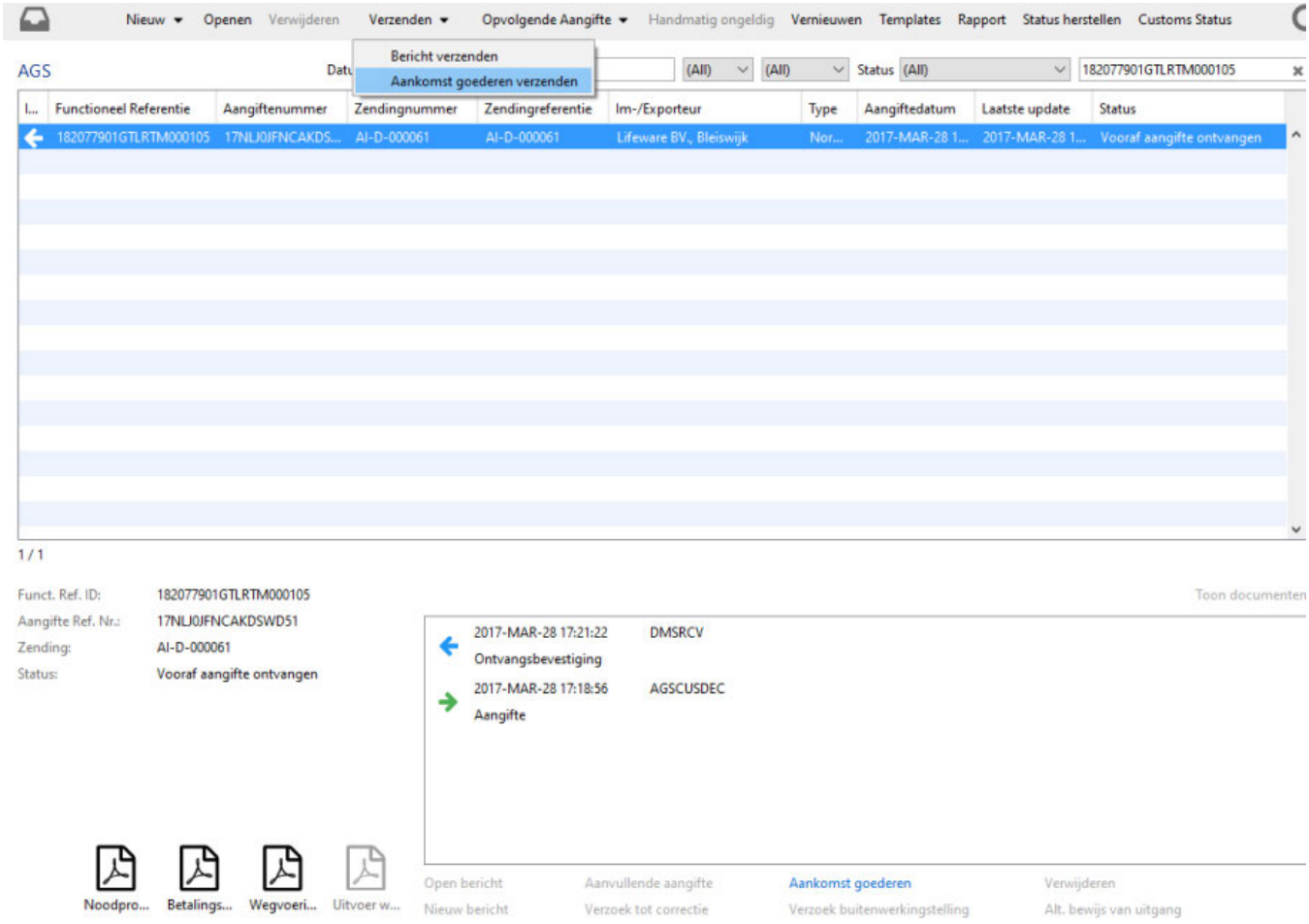

AGS - Exports Containers

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DTV

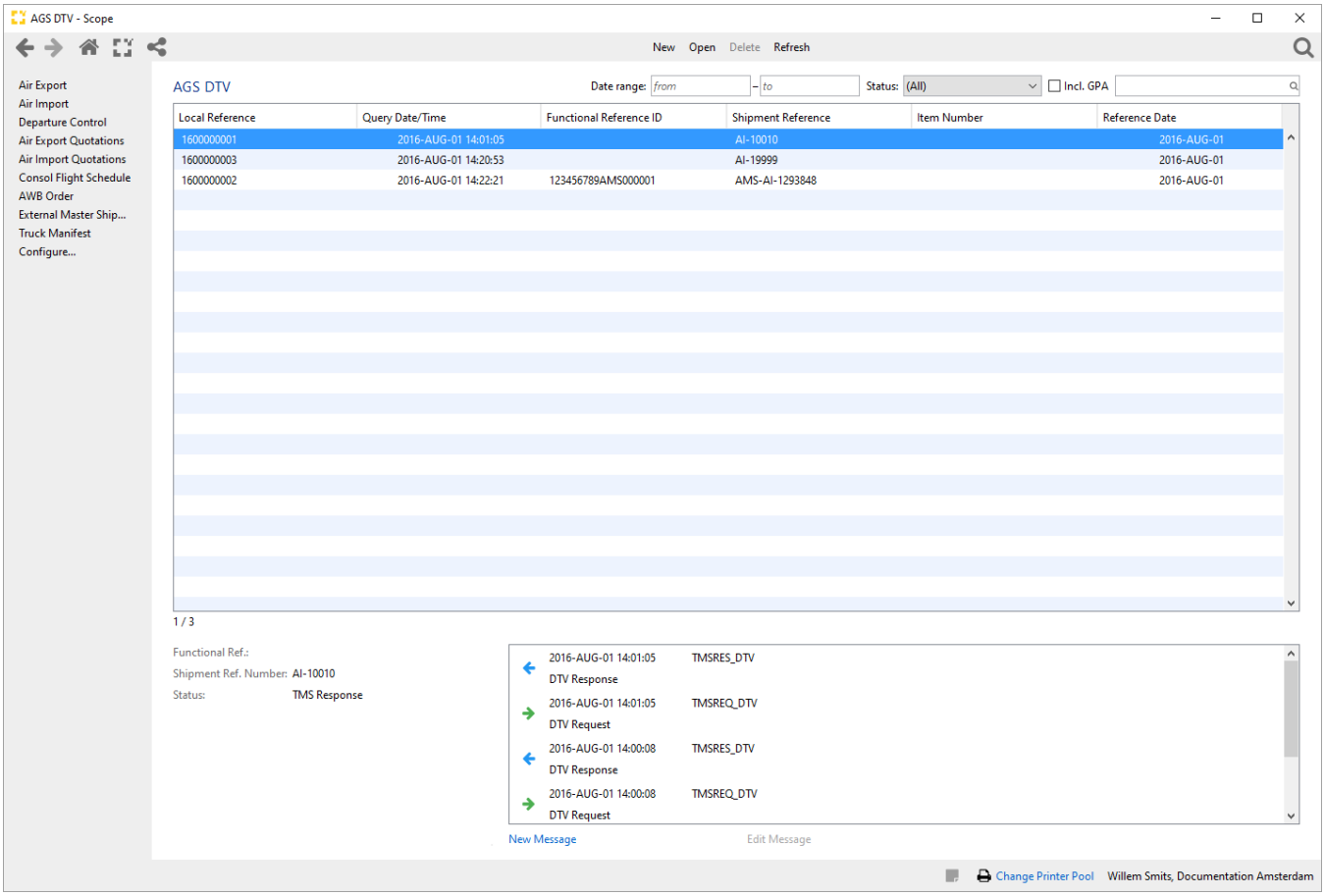
Introduction

With the introduction of AGS, NL customs also release a new Tariff website, to retrieve import duty and regulatory information, this new DTV is also accessiable via a webservice, which is integrated into Scope.
this section describes the DTV option of Scope.

Note: At this moment only Import information is availble via the webservice, Details of regulations for export goods is to be retrieved via the website.

Description

The DTV function is availble as standalone option and integrated in the AGS declaration.



Application Actions

New

Option to create a new stand-alone DTV request

Open

Opens the selected DTV request.

Delete

Option to delete a not sent DTV Request

Refresh

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Option to refresh the screen

Search Bar

in the search bar filtering for DTV request can used to find a specific DTV request

Date Range

To filter DTV requests from a certain period.

Status

Filter on the Status of DTV request

Incl GPA

This indicator, if active, will show also all DTV request send from the GPA application

Quick search

Search field to filter on data in the DTV request

Homeview

In the homeview of the DTV the following columns will be displayed

Local reference

Local reference Id to identify the DTV request

Query Date/Time

Date time when the response message on a query was processed

Functional Reference ID

The local reference of a AGS declaration if the DTV request was created from within AGS declaration

Shipment Reference

Reference number of the shipment, Free field in case of a stand alone request for administrative purposes, defaulted with shipment number of AGS declaration

Item Number

The item number of AGS declaration should the DTV request be created from a specific item instead of the full declaration

Reference Date

The date used in the DTV request to determine the calculation date.

Declaration detailed information

In the section of the detailed information more information regarding the selected Request is displayed.

Functional refererence ID

The functional reference Id is the indentification assigned by Scope to the declaration. this is a unqiue number for the Netherlands

Shipment number

The shipment number on which the declaration has been created

Status

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The current status of the Request.

Message

In the messages box a chronological overview of all incoming and outgoing message are displayed



Action Links

Under the message are shown the available action links, if an action link is enabled or disabled depends on the state of the declaration and if a message is selected.

Action link	Active	description
Edit Message	Whenever a message has been selected	opens the declaration message related to the selected message.
New Message	When on the last message is DTV response and a update request is to be send	Allows modification and sending of a new message

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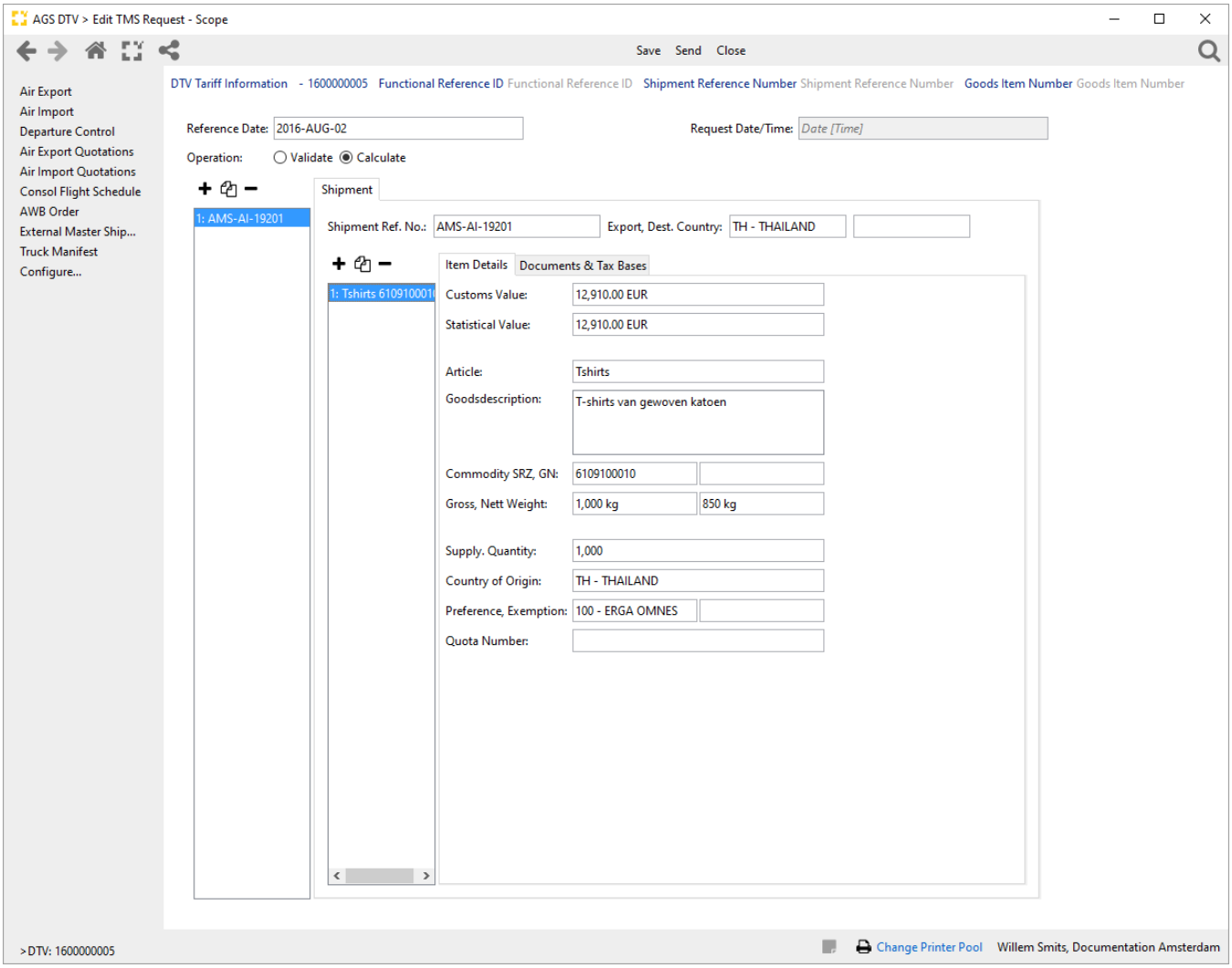
DTV Request

Introduction

This page described the possibilities of a DTV Request

Description



Reference date

The validity date for which you issue your request, the DTV request allows both historical information, or future information although future information is subject to change by Customs.

Operation

Choice between **validate**, check if all information and required documentation is correct or, **calculate,** check and calculate the applicable duties and taxes.

Shipment Ref.No.

Field where a reference number, such as a shipment number can be entered for future reference and tracebility

Export Country

Country where the goods have been/will be shipped from

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Destination Country

Destination country, should remain and for correct results

Customs Value

The Customs value which should serve as basis for the calculation of duties by customs

Statistical Value

The statistical value of the goods

Article

Selection of a master data article and the corresponding defaulting
This field also allows to enter a new article code and store it in the master data base.
Save actions when available will be indicated by a icon.

Goods Description

The description of the goods, not required for the actual request

Commodity class SRZ

The EU Common commodity class (HS) code

Commodity class GN

the NL specific coding for the goods concerning VAT or excise

Gross weight

The gross weight of the item, in the DTV request optional

Nett Weight

The nett weight of the item,

Supplemental Quantity

Additional quantity if required for the specific Commodity class

Preference

The Preference code, either ERGA OMNES (full duties) or deduction reason

Exemption

Exemption reason why duties / taxes should not be applicable

Quota number

The quota number is applicable to the Commodity Class

Documents Tab

In the Document Tab additional document and tax items which are needed for the duties calculation are registered here, for the documents only a document code is required.

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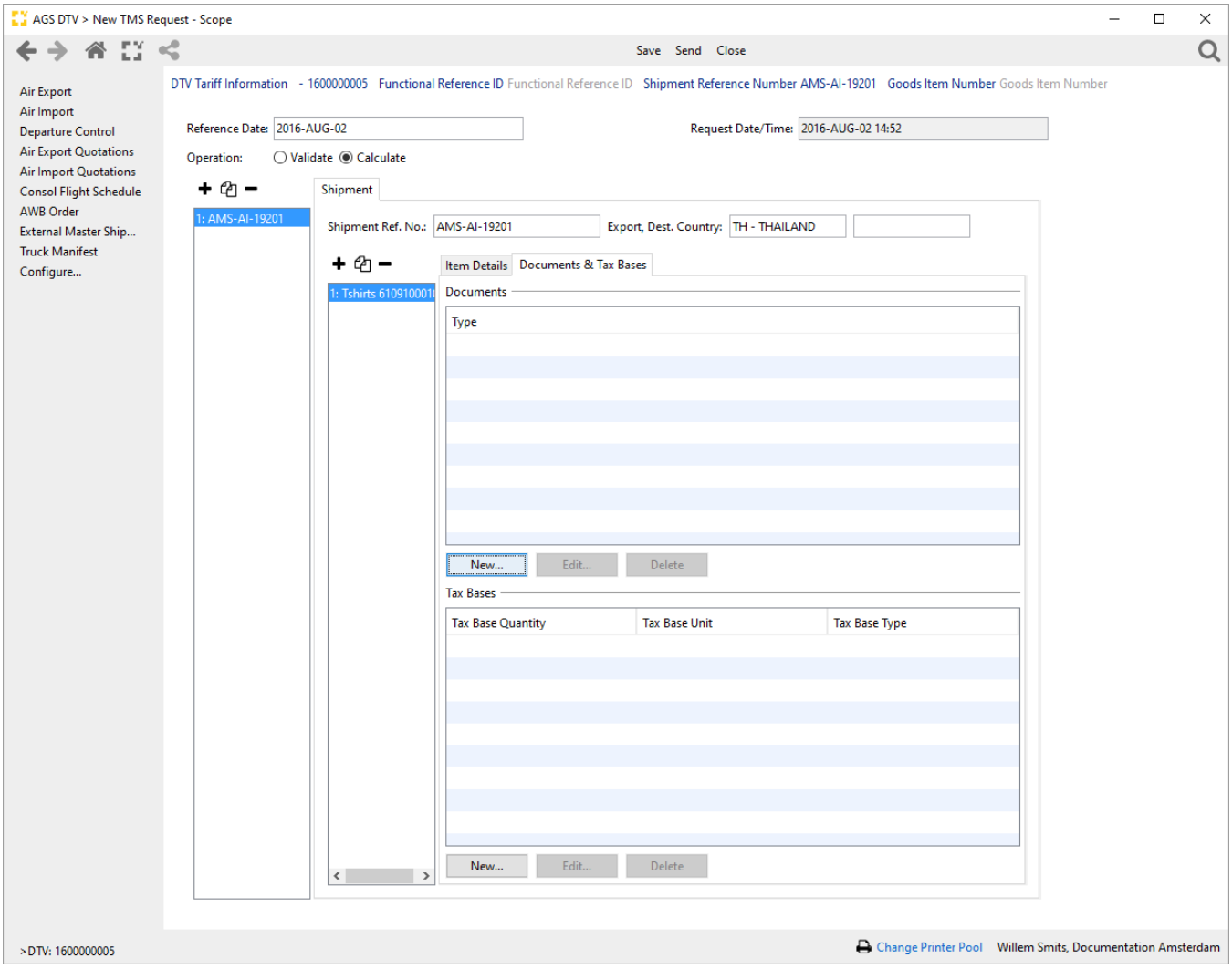

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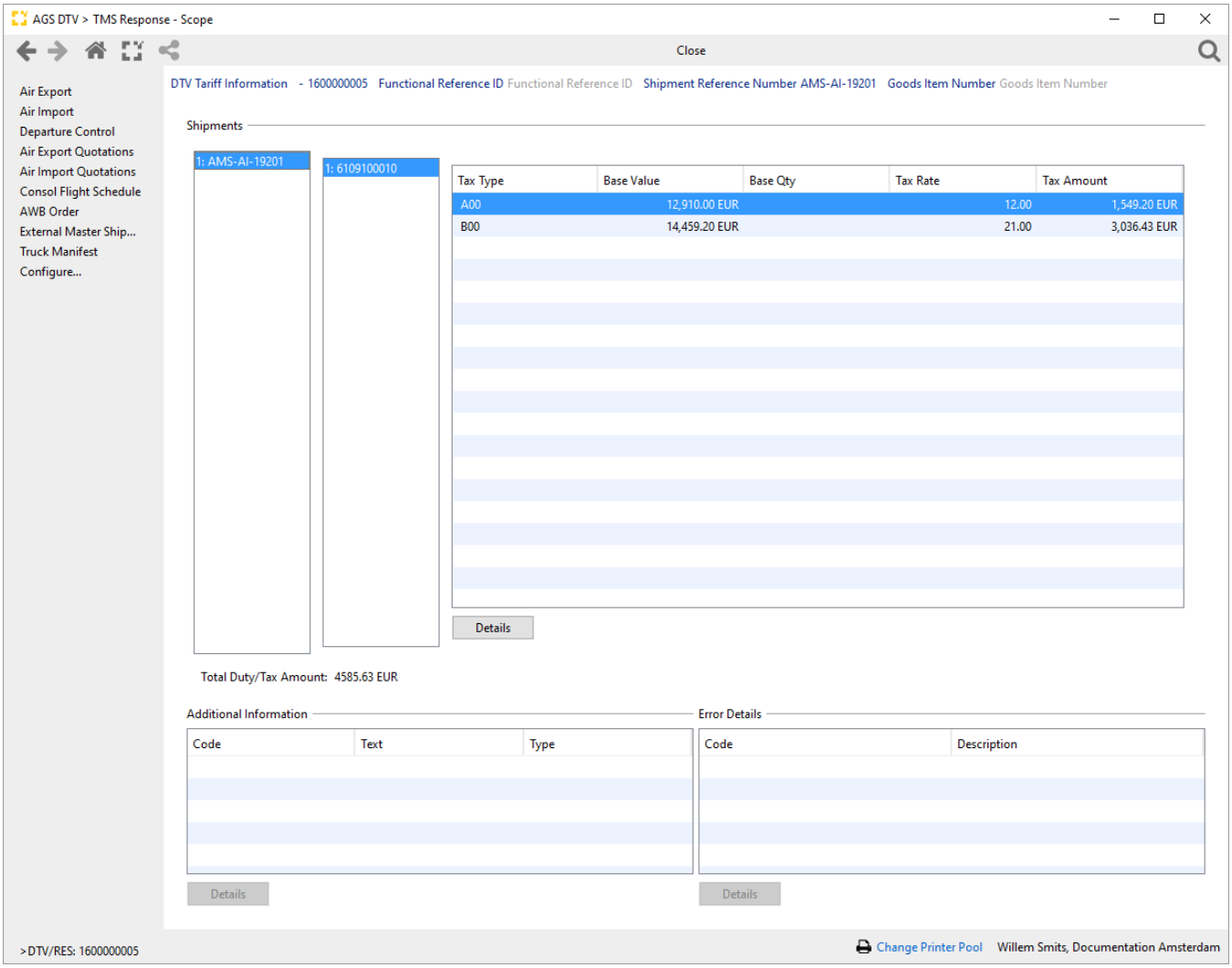
DTV Response

Introduction

In the response screen the reaction from NL customs can be viewed

Description



In the response message the result of the DTV request is shown, if the option calculate was chosen including the the calculated duties and taxes and if possible addditional information,
such as missing additional codes, The DTV response will also include the amount of VAT applicable as in the DTV request no information about importer, and so about the art 23 license is included.

Sample Error missing additional codes :

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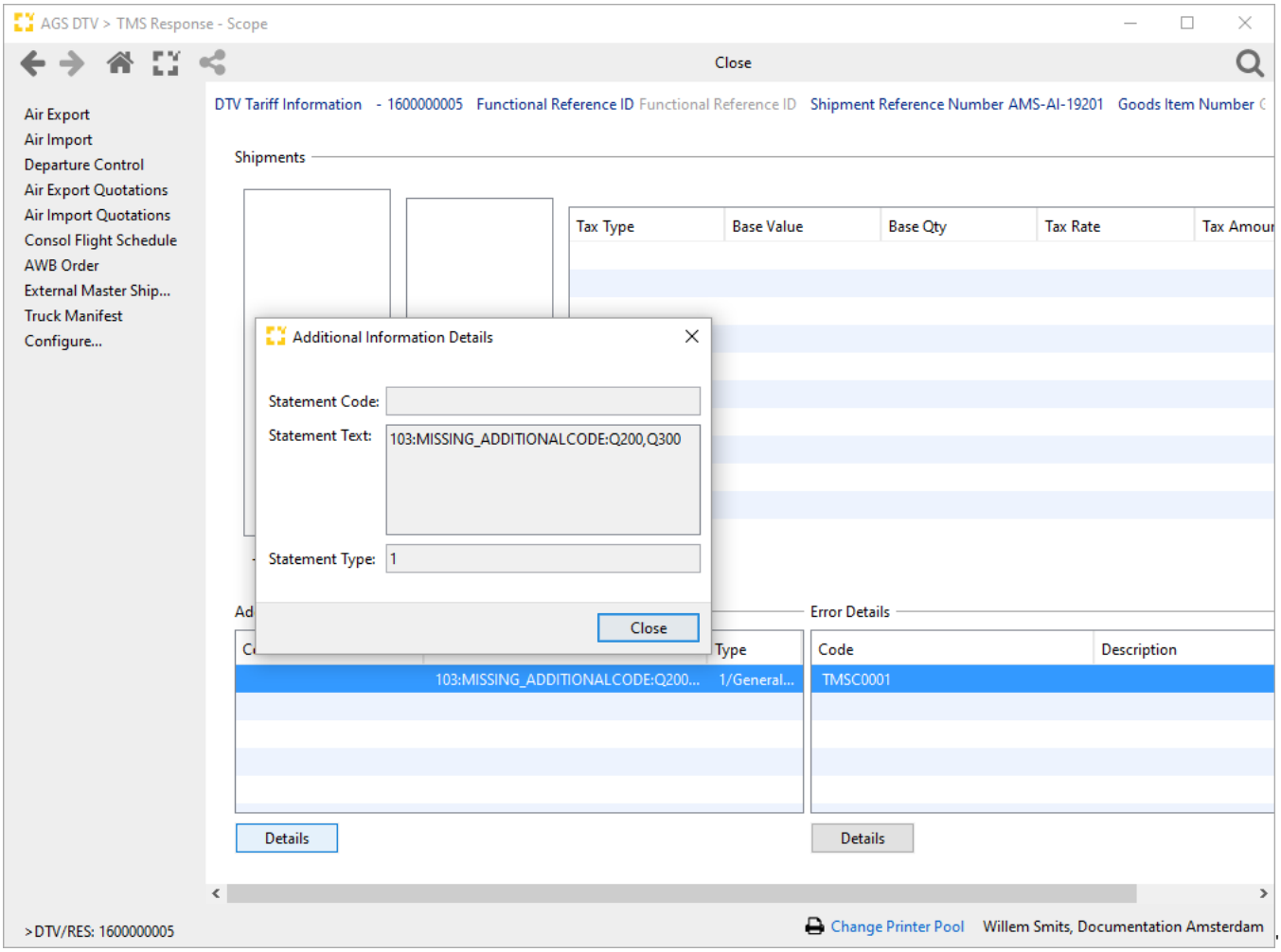

Sample Error missing Document codes

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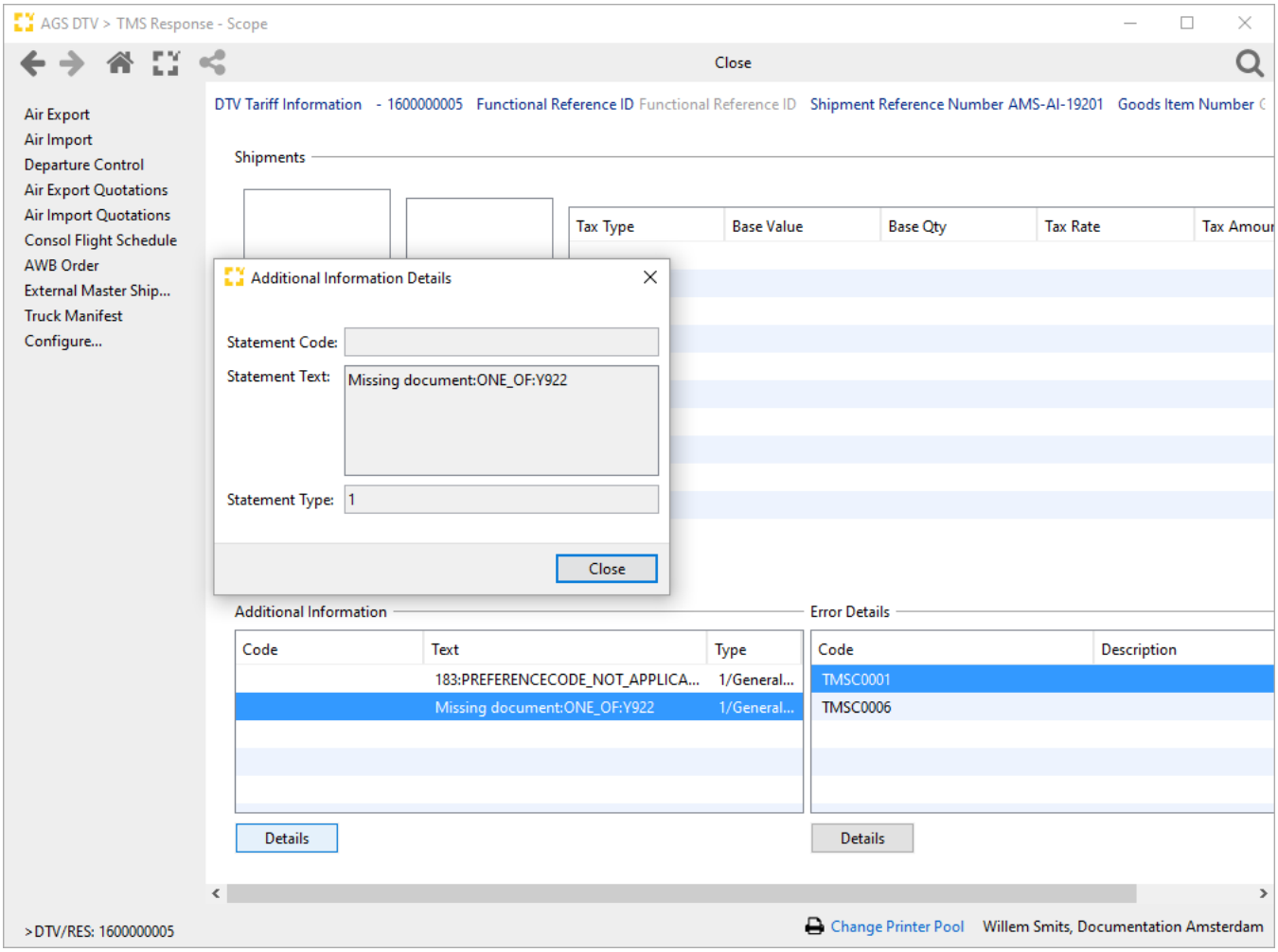

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Client PD

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DMS

Introduction

This section of the manual describes the implementation of DMS. DMS replaces the AGS system.

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Global overview of changes in Scope for DMS

In many ways DMS looks similar as AGS. However DMS has extra data elements. DMS offers also the ability to specify details on shipment level in case these are the same for all items. Also the codelists are different from AGS, so the user will have to search again for the correct codes.

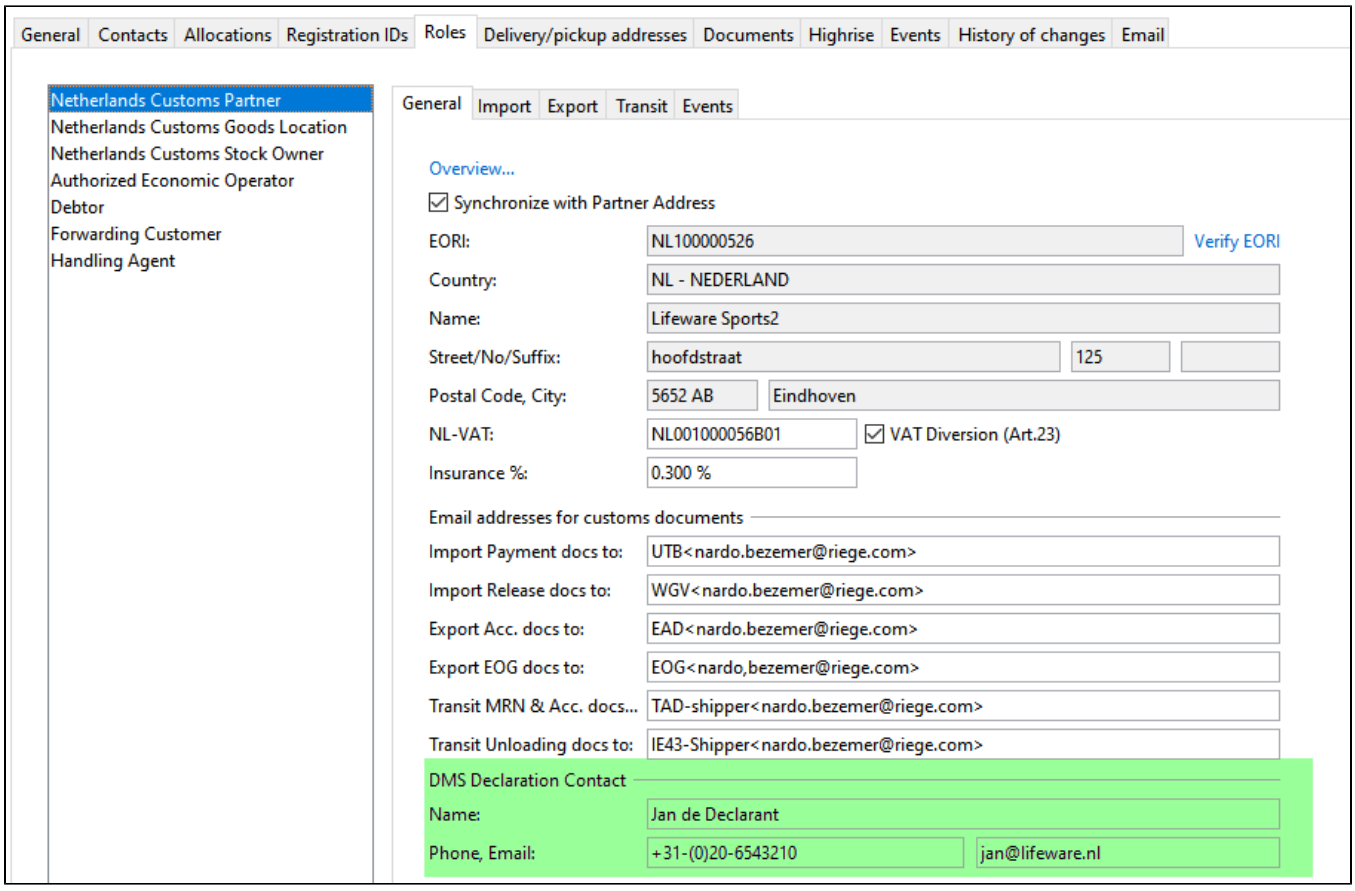
The following changes for DMS have been implemented in Scope.

- Partner
  - Role NL Customs Partner
  - Role NL Customs Goodslocation
- DMS-module
  - DMS Declaration Screenlayouts
    - DMS Home/Overview
    - Details on declaration level
    - Details on shipment level
    - Details on Item level
    - Templates
  - Reporting import-/export declarations

Partner

Role NL Customs Partner

For import and export the user can now define several standard values for authorisations and additional references. It are details that can be specified in the declaration itself, but when these are re-occurring for specific Partners, these can be defined in the Partner file and will be automatically takenover into the declaration when that partner is used.



When the partner acts as a declarant in the declaration, its possible to define a standard contact person for this partner. It will be copied into the declaration when this partner is used as declarant.

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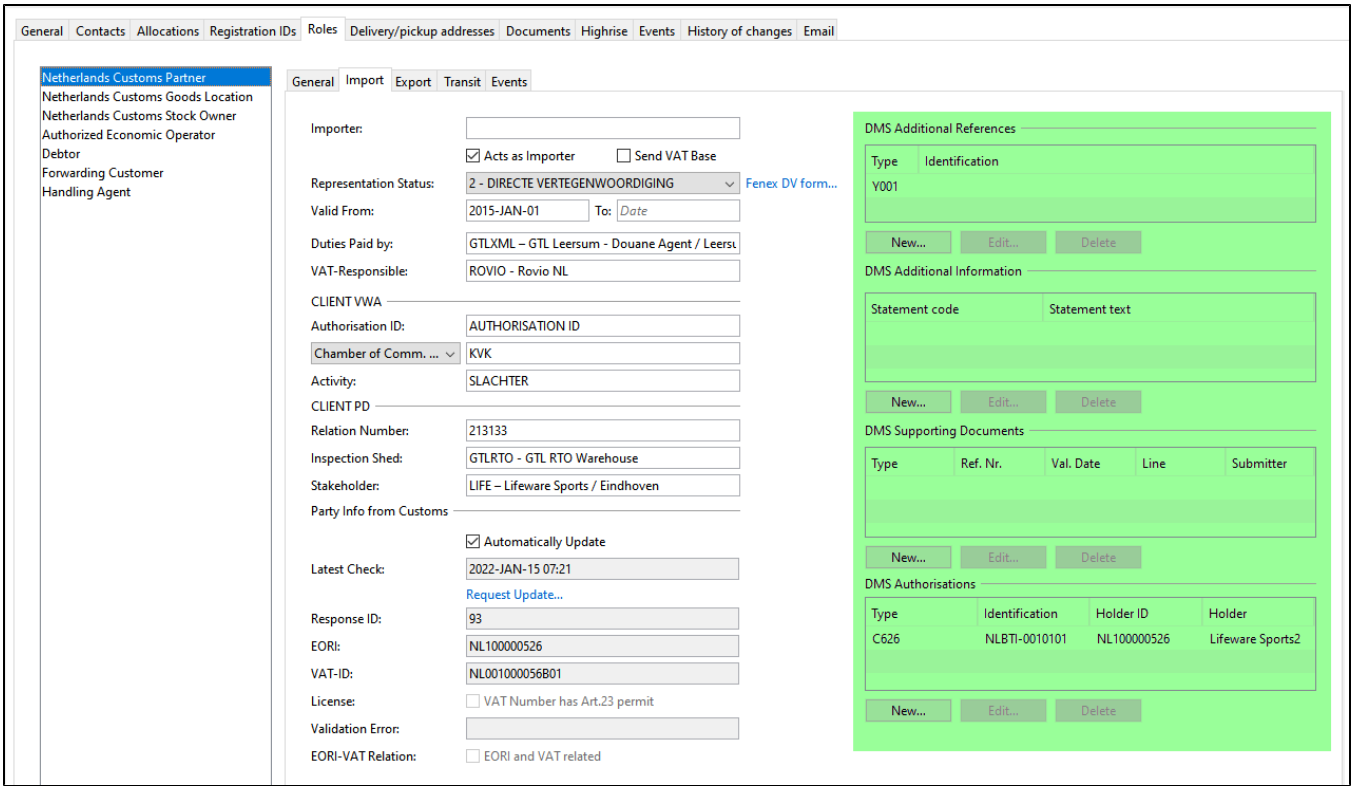
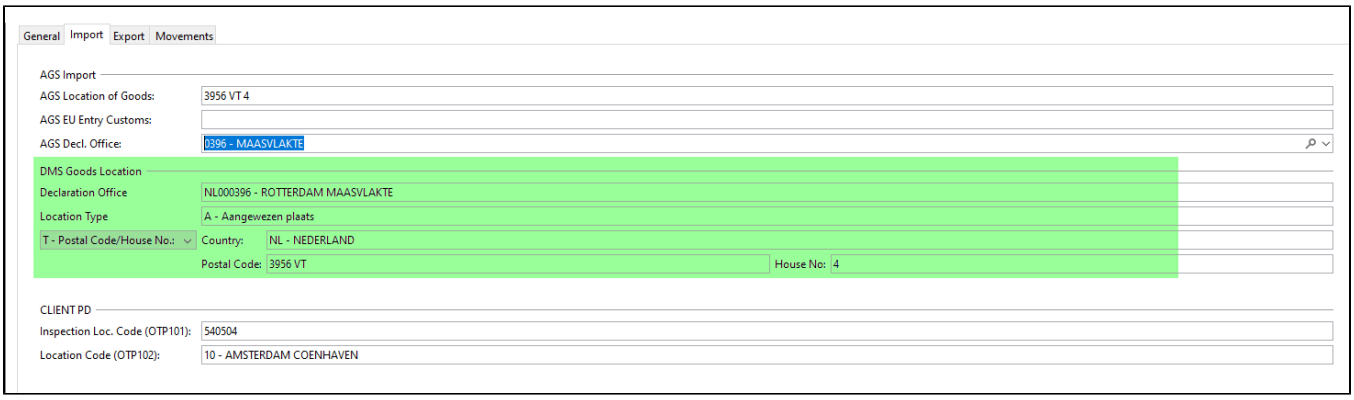


Role NL Customs Goodslocation

The format of how the goods location is specified in the declaration is changed. There are now several ways to indicate the location. Customs will still use the well-known Postalcode + housenumber in most cases. However for DMS these fields are now split in separate fields: country, postal code and housenumber. In Scope these DMS goods locations will be migrated from the AGS goods location.



DMS-module

A new DMS module/appliance will be visible, next to the existing AGS module. It will have the same look-and-feel as the existing declaration appliances.

DMS Declaration Screenlayouts

The screens of the DMS declaration will be as mentioned below.

DMS Home/Overview

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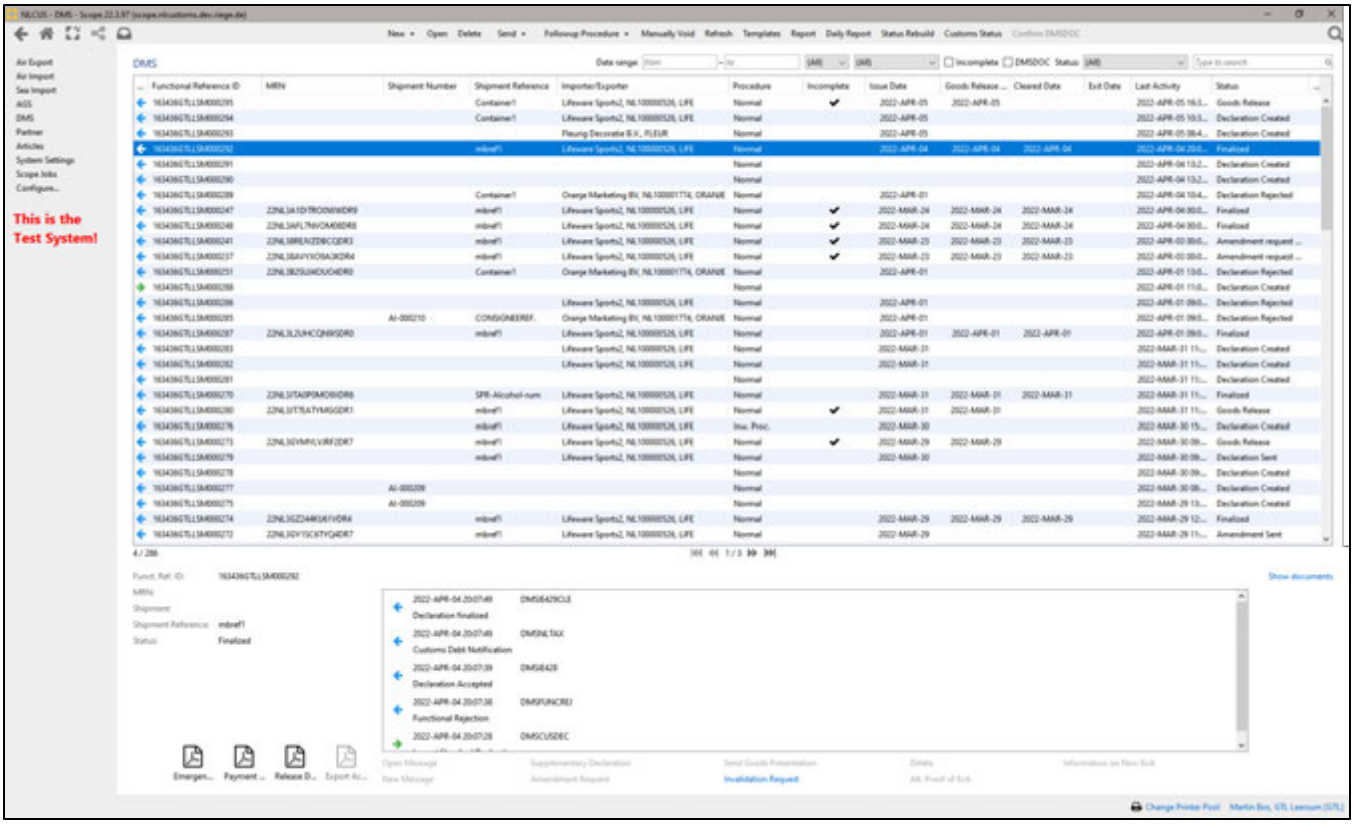

- There will be an extra filter field to filter on "Incomplete" declarations. The user can see and filter on declarations for which a supplemental declaration still has to be made. Once the supplemental declaration is accepted, the Incomplete indicator will disappear.
- DMS uses new message codes:
  - DMSCUSDEC = Normal import declaration
  - DMSCUSDEC_INC = Incomplete import declaration
  - DMSCUSDEC_PRE = Advance declaration
  - DMSCUSDEC_SUP = Supplemental declaration
  - DMSCUSDEC_AMD = Declaration with changes
  - DMSIE428 = Acceptance (procedure will gets its MRN)
  - DMSNLTAX = Duty and Taxes (for the UTB/Paymentdetails form)
  - DMSIE429CLE = Cleared/Released
  - DMSIE429ROG = Goods released. Declaration not finalized yet.
  - DMSFUNCREJ = Declaration rejected due to functional errors

Details on declaration level

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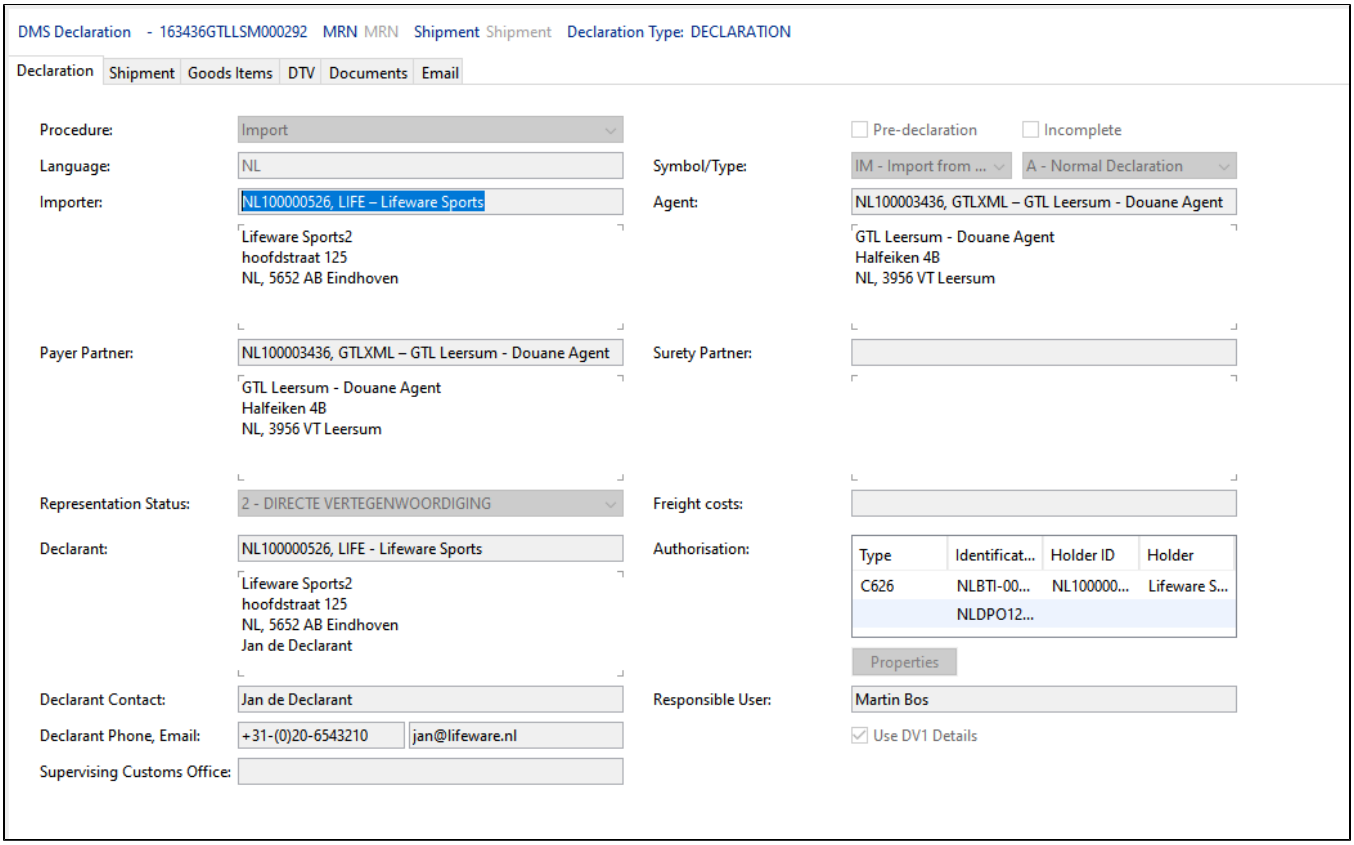
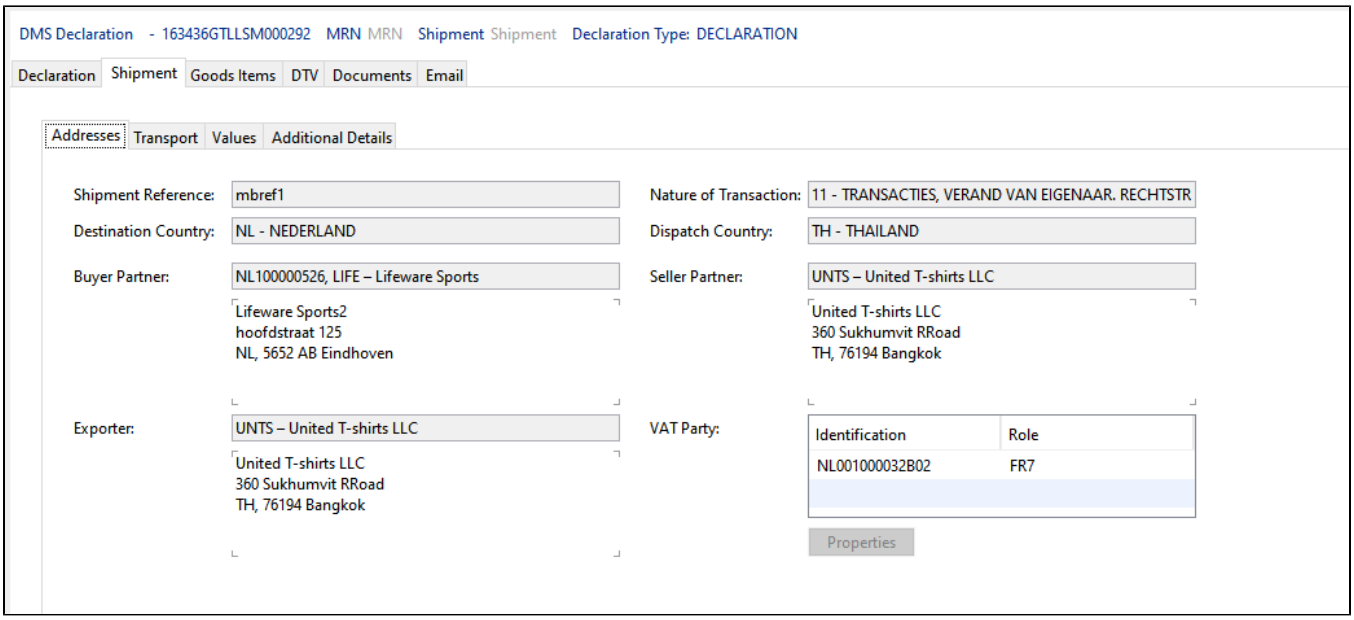


- Seperate fields to indicate a pre-declaration and/or a incomplete declaration
- Authorizations: permits/licenses. F.e. for deferred payment

Details on shipment level

Like in AGS, a DMS declaration will also have only 1 shipment level.



- Nature of Transaction: This has now different codes than in AGS.
- VAT Partner: Its possible to define multiple, although the use case is not clear yet.

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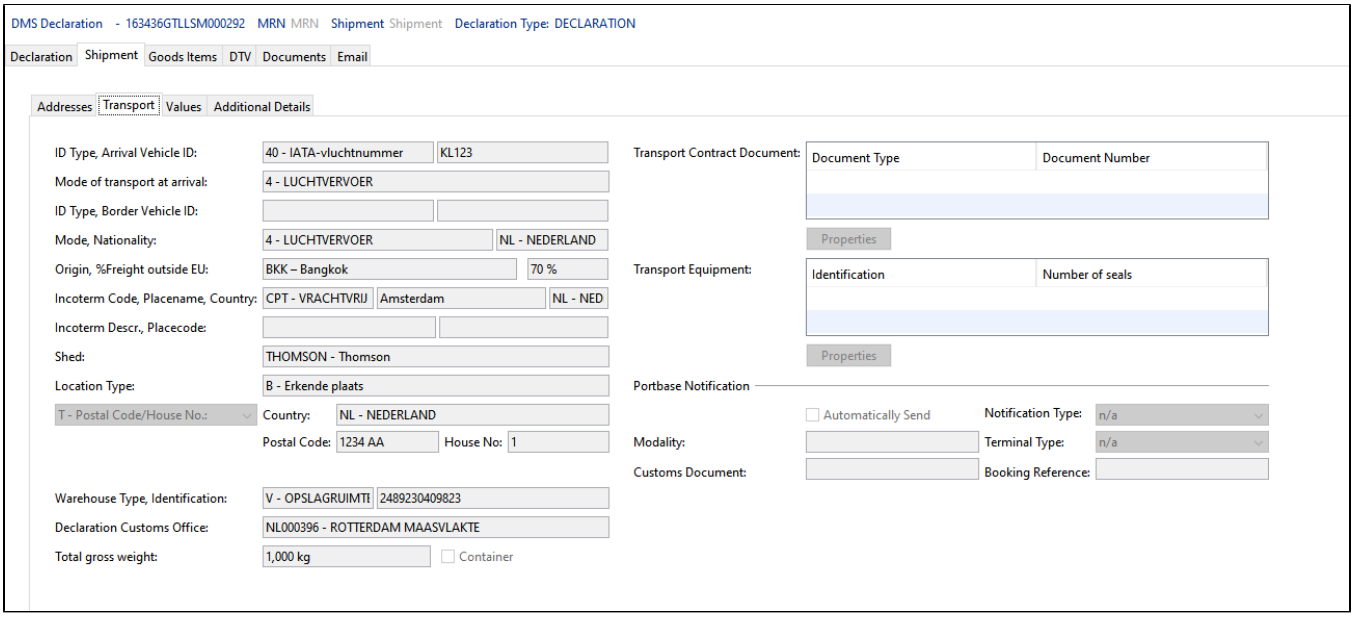
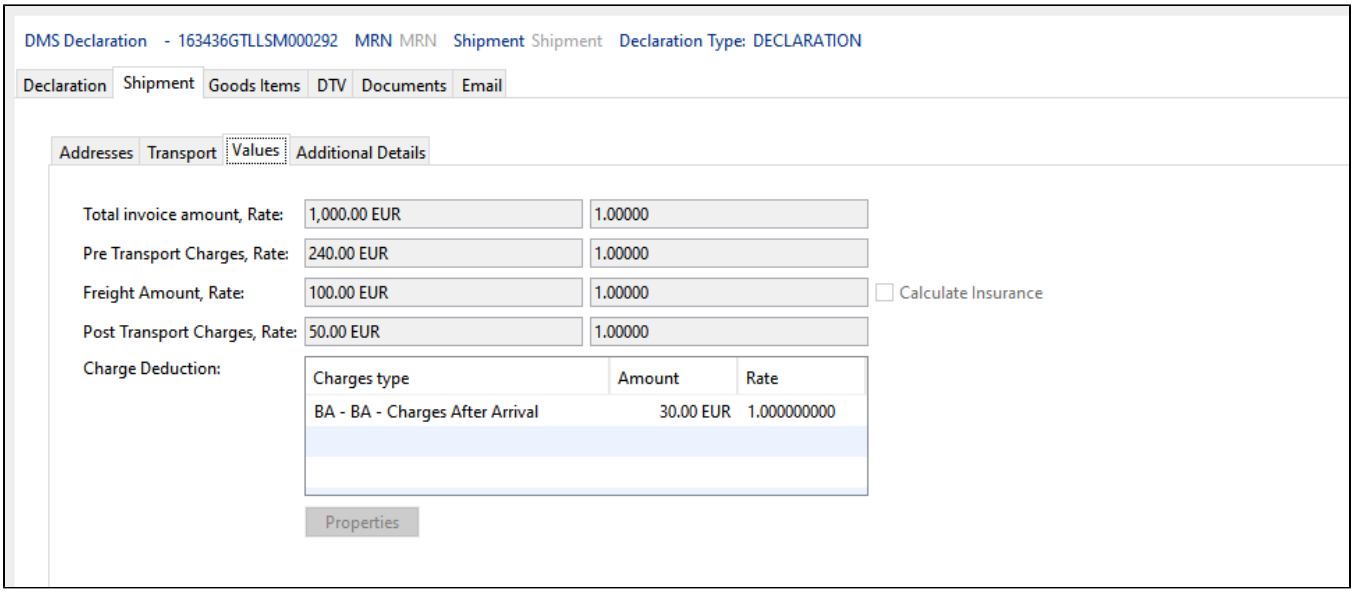


- Transports Means: Extra field to indicate the type of identification (like Vesselname or Flightnumber)
- Goods Location: Now split in separate fields.
- Transport Documents: Transport documents that are applicable for a items, can now be specifed once on shipment level instead of the first item
- Transport Equipment(Containers); Containers for this shipment. On item level the user can select in which container(s) the item is stored.



- Codes (Charge Deduction/type) for valuation adjustments are different than in AGS.

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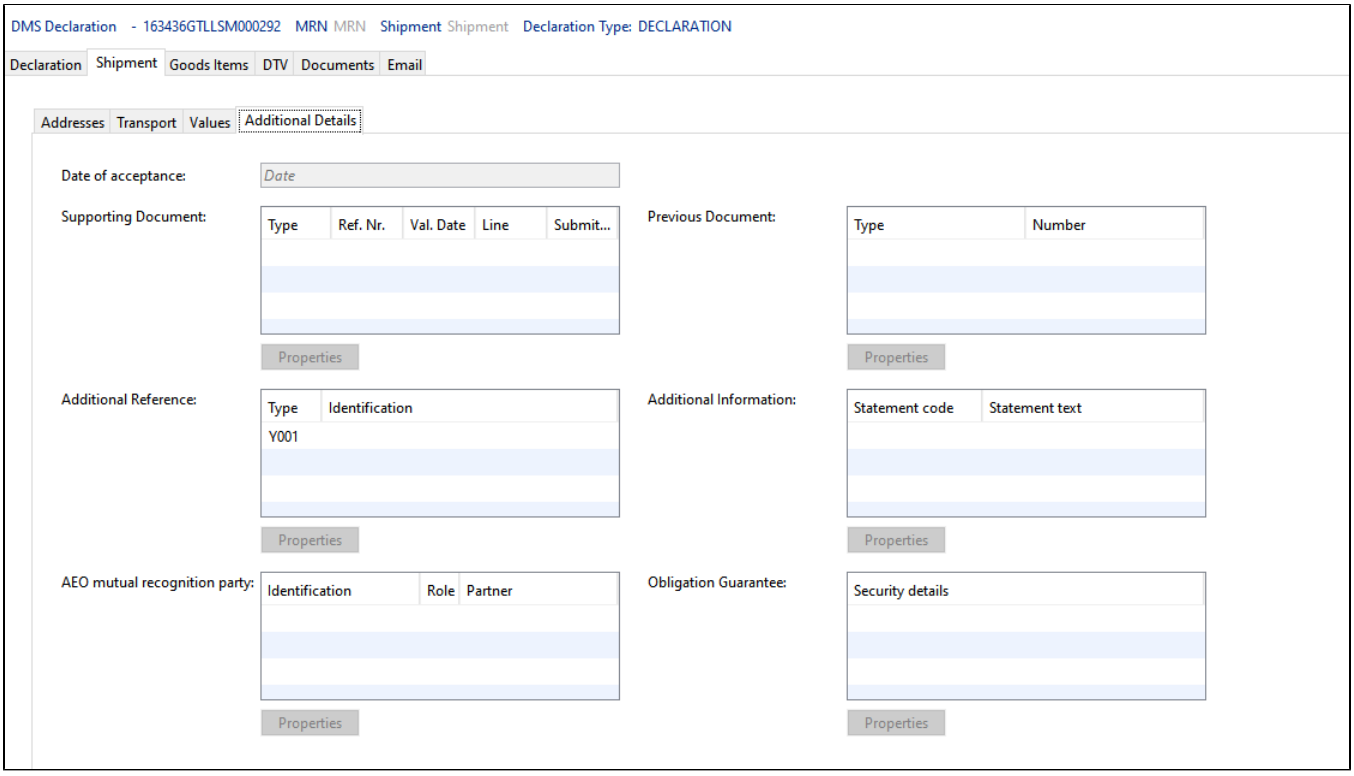
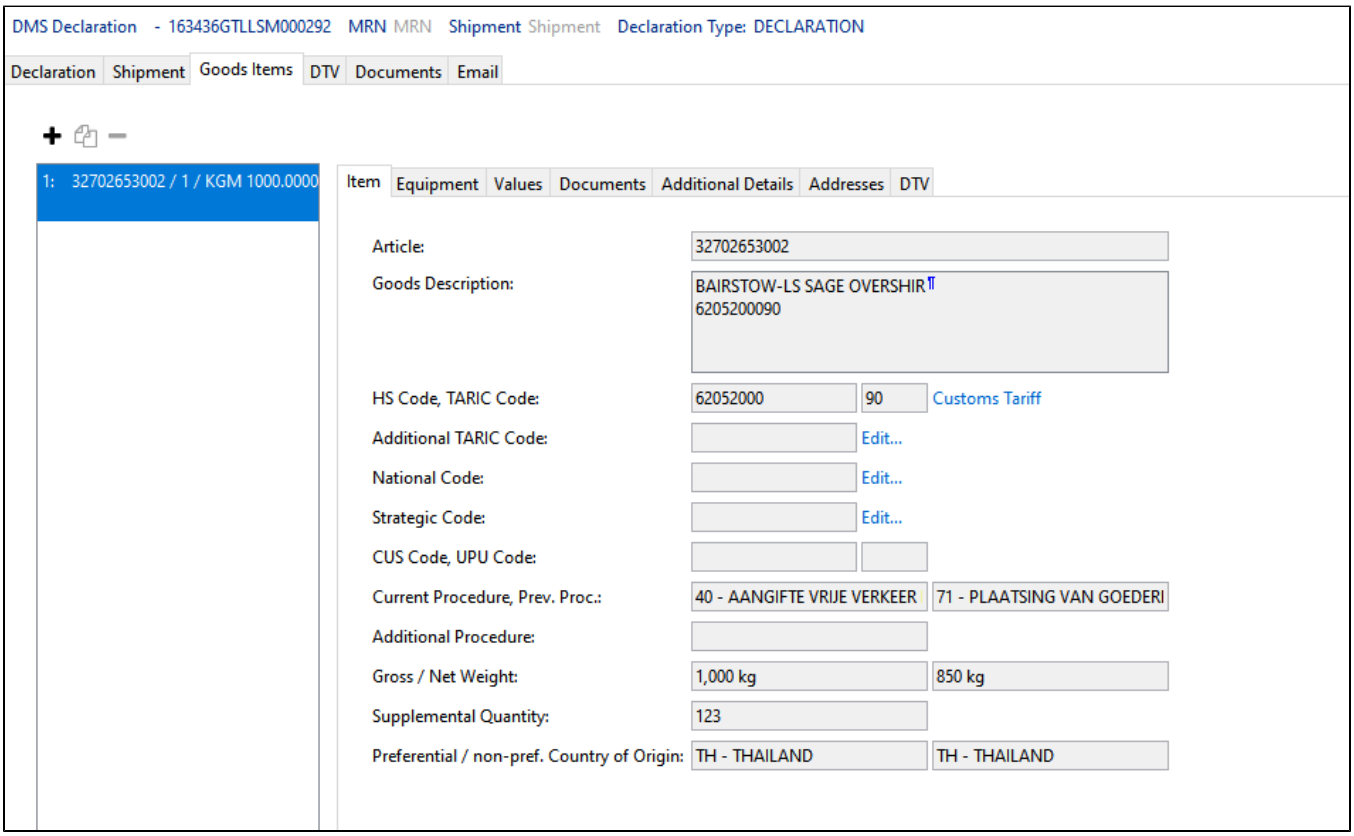


- Previous documents: Its now possible to define these on shipment level in case these are the same for all items.
- Certificates/Documents in AGS are in DMS split into 3 types:
  - Transport Documents
  - Additional References
  - Supporting Documents
- Its now possible to define these on shipment level in case these are the same for all items.

Details on Item level



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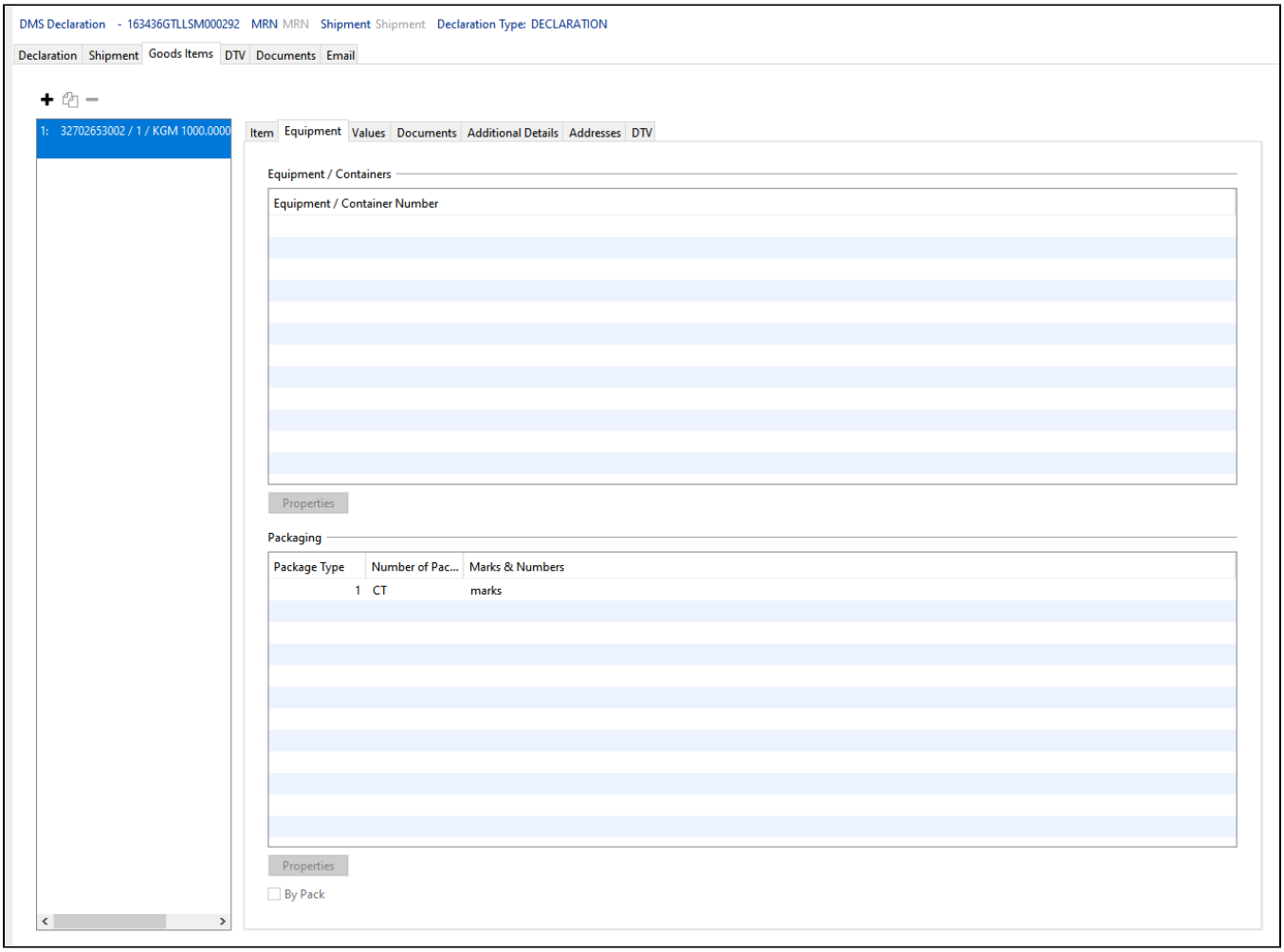
- The commodity code in DMS is now split in separate fields:
    - HScode (8 positions)
    - Taricccode (2 positions)
    - Additional Taric codes (multiple: each 4 positions)
    - National code (multiple: each 4 positions)
    - Strategic Codes (multiple)
    - CUS and UPU codes: used for special purposes like postal shipments
- There are now 2 types of country of origin: preferential and non-preferential



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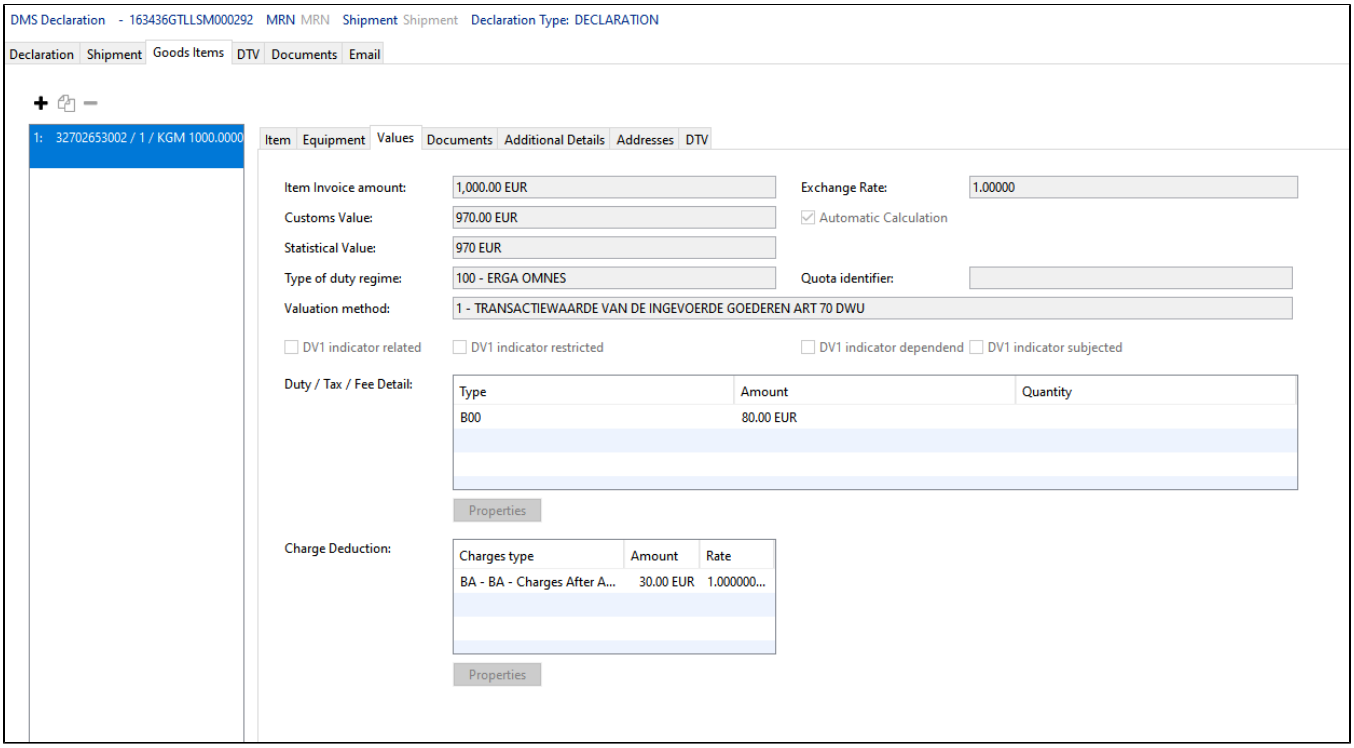
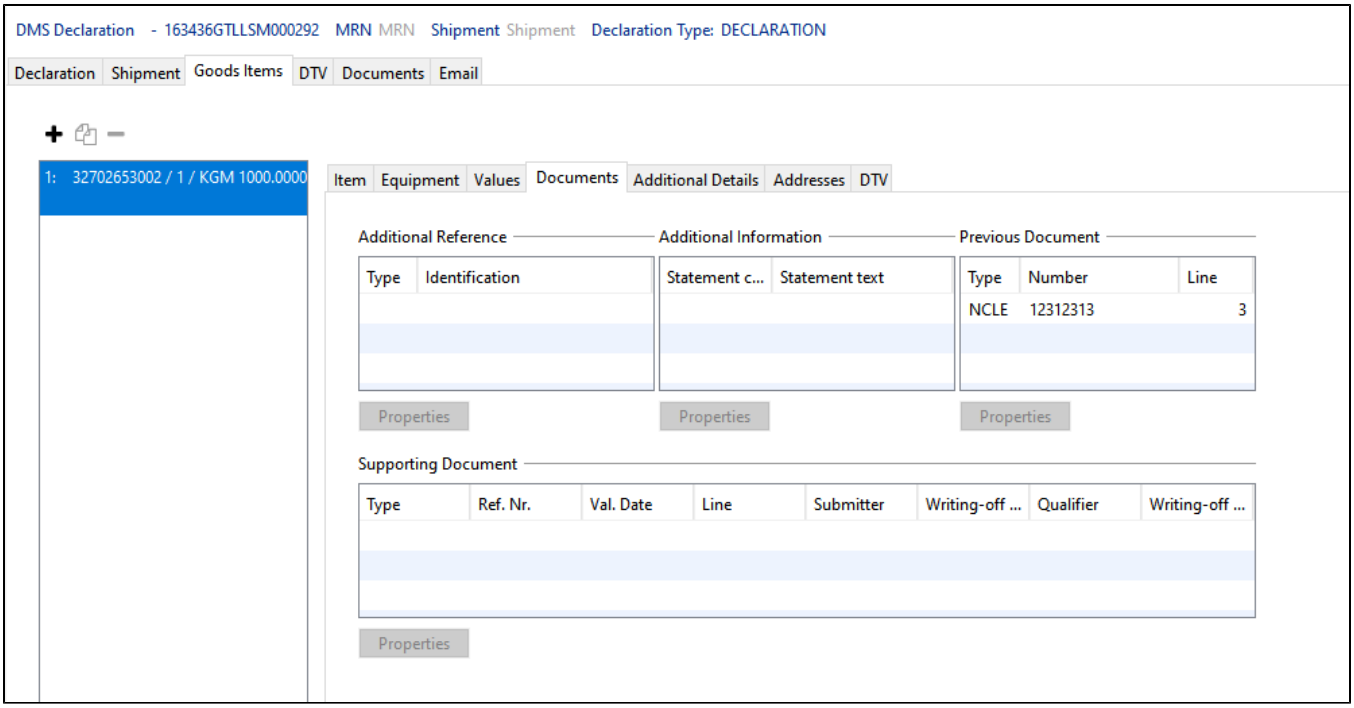


- Valuation method is a new field in DMS
- DV1-indications are now limited to 4 fields



- Certificate/Documents on item level are now split into 2 different groups
  - Additional Reference
  - Supporting Document
  - Transport Document

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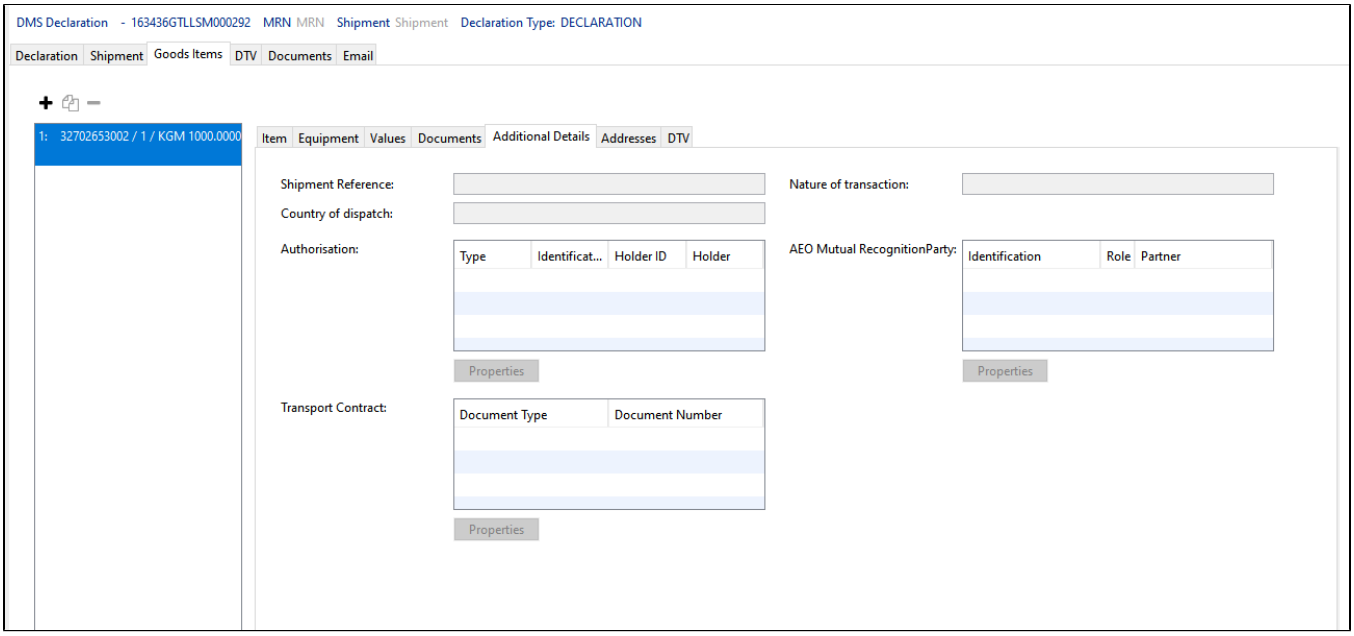

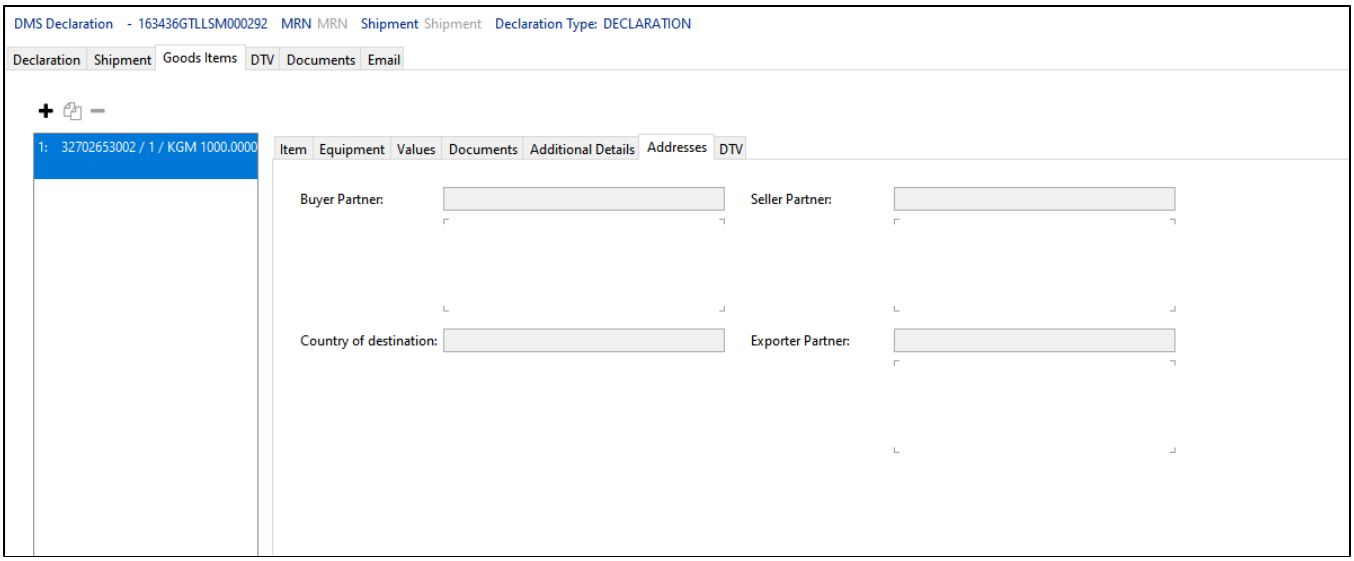

- Like in NCTS, the buyer, seller and exporter can now differ per item

Templates

AGS-templates will not be converted to DMS templates. Like in AGS, the user can save DMS declarations as template

Reporting import-/export declarations

With DMS, there will be a separate reporting/statistics appliance for import/export declarations. This will include both the AGS and DMS declarations. This new appliance also supports creation of layouts so the user can define which columns will be in the report.

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NL Customs Basetables

- Introduction
- FAQ

Introduction

Besides the NL Customs modules several base tables consist of NL Customs specific details, such as partners & Articles, the specifics for this can be found in the Maintenance Chapter of the user guide.

Base table	Description	Link
Nl Customs Partner Roles	details of shippers / Consignees in Declarations	Nl Customs Partner
NL Customs Goods Location	details of warehouse / shed where used in declarations	NL Goods Location
NL Customs Declarant	details of the declarant (local branch details for customs declarations	NL Declarant
NL Customs Article Details	Product details with NL customs specifics	NL Customs Profile

FAQ

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NL - Customs - Templates

- Introduction
- Description
- FAQ

Introduction

Description

FAQ

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NL - ECS - Export Control System

- Introduction
- Description

Introduction

ECS, Export Control System, is a European Customs Communications module under which EU customs verifies, controls and confirms all actual exports from the EU.

Description

Each mode of transport or exit location have created their own local system to efficiently handle the ECS requirements, Using specific or generic functions in the flow.

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ECS Functions

- Introduction
- Description

Introduction

Description

Applications Functions

ECS Hub - Cargonaut - 755 Message

ECS Arrival at Exit

ECSRTM Export notification

ECS Exit Summary declaration

MRN Registration - Export

MRN Registration - NCTS

Provisioning - On board deliveries

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Ecs Arrival at Exit Message

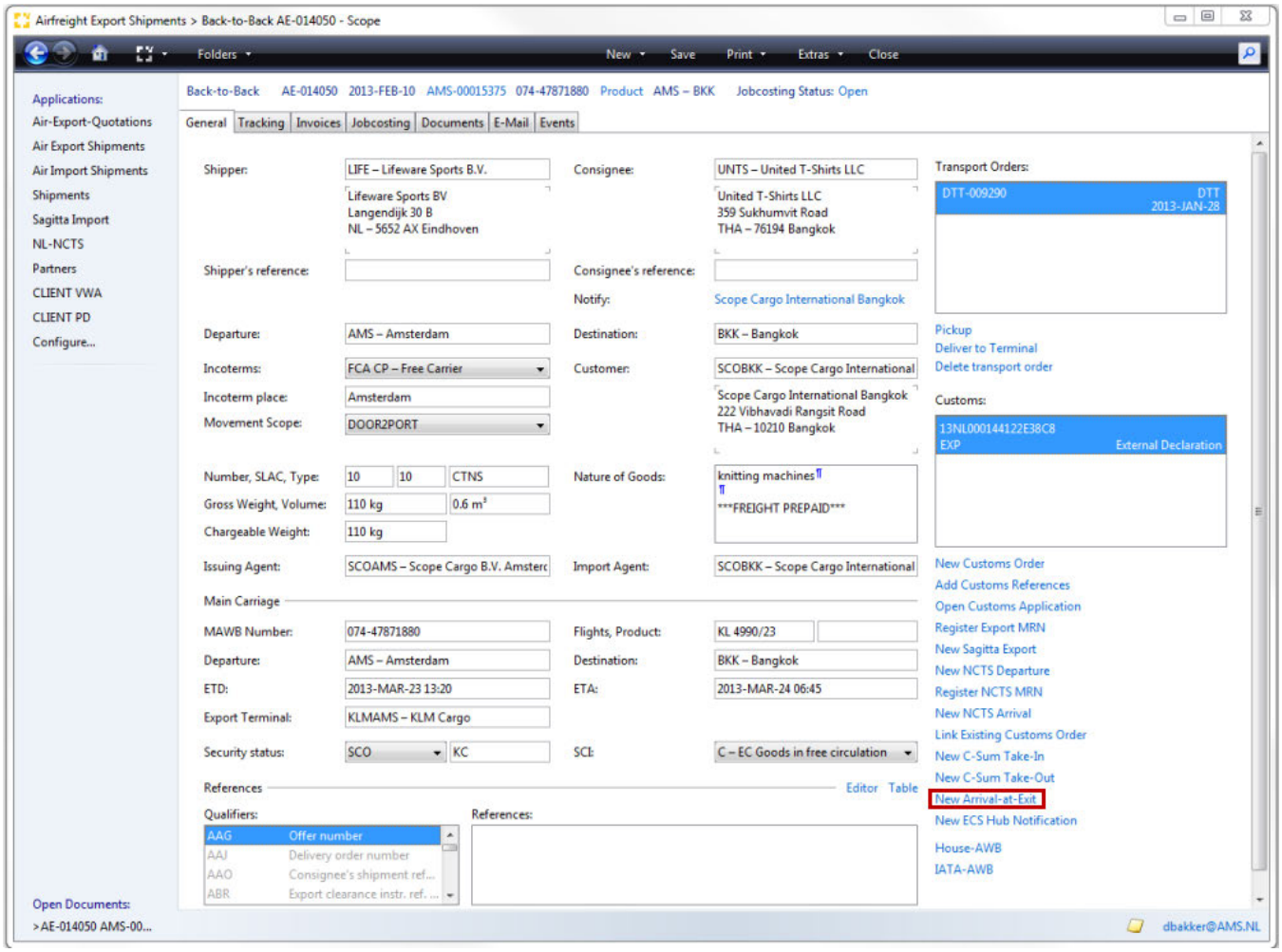
- Introduction
- Description

Introduction

The Arrival at Exit message is used the inform NL Customs that a shipment under coverage of an EU Export Declaration, with valid MRN number, \has arrived at the final goods location prior to leaving the EU via Air, Road or Seafreight.

Description

Sending ECS-AaE from Shipment



ECSAaE Procedure window

The ECSAaE function is also available as a stand - alone application, started via Netherlands Customs \ Ecs Arrival at Exit.
This gives a total overview of all the ECSAaEprocedures/messages sent to NL Customs

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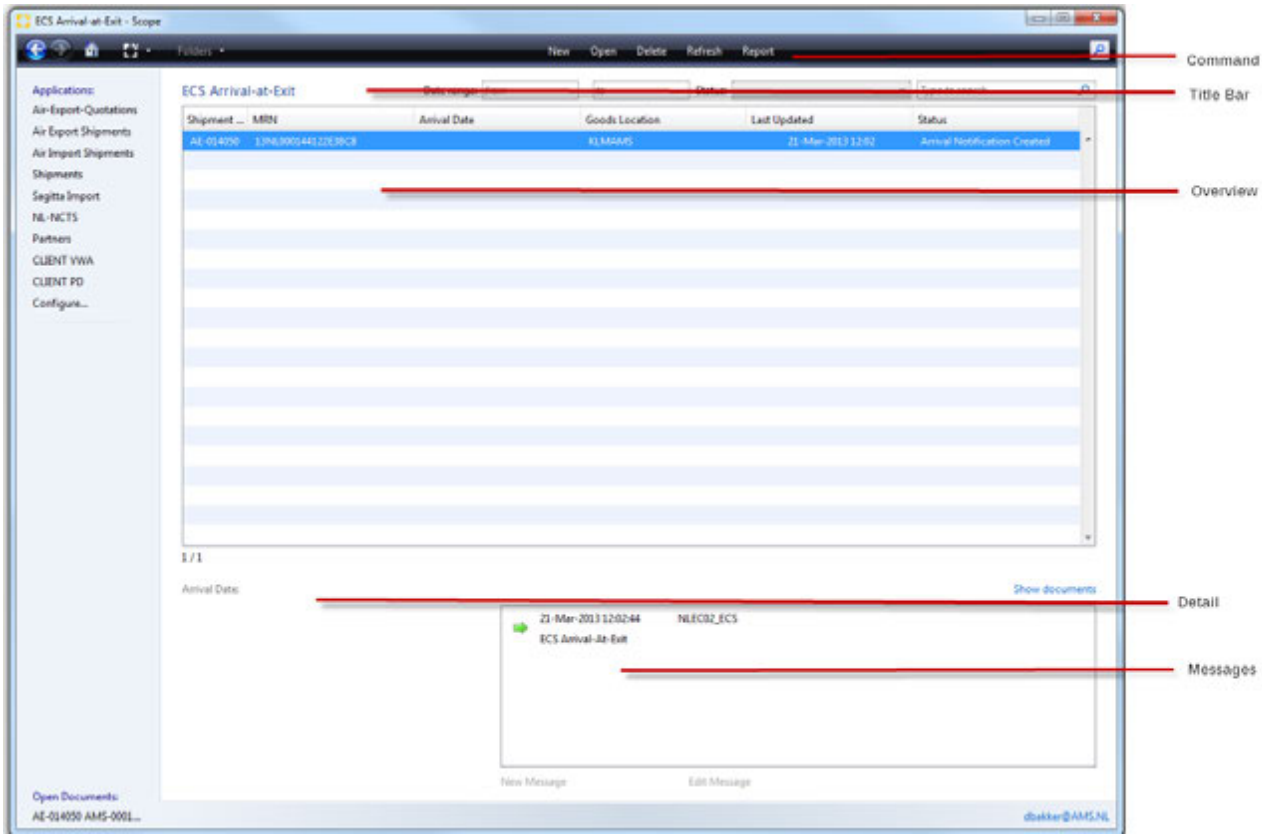

Application commands

New

Creates a new manual ECSAaE message

Open

Opens an existing ECSAaE messsage

Refresh

Updates the status of the declarations in the window

Delete

Deletes an existing ECSAaE message, if this is still has only the status Created

Report

Exports the active Selection as an CSV file which will be opened in the default defined editor for CSV.

Title bar

Date Range

Selection of a period, will select the Exit date time as selection criteria

Status

Allows filtering on specific states of ECS HUB message

Status	Meaning
Arrival Notification Created	The entry only has been created and not send

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Arrival Notification Sent	The entry has been sent but no response has yet been received
Arrival Notification Accepted	The message has been accepted by NL customs
Arrival Notification Rejected	The message contained an error and has been rejected by NL Customs further Action of the user is required
Control Notification	The shipment under the MRN number has been selected for ECS compliance control
Release Notification	The shipment previously selected for ECS compliance control has been release for departure
Syntax error	A technical message error has occurred

Overview

Shipment Number

Shipment number to which the arrival at exit message has been linked

Reference Number

Arrival date, the date entered as date/time when the goods have arrived at the goods location

Goods Location

Partner code of the location of goods where the shipment is located

Last Updated

Date/time the last update in the message has been received, this is also the default sorting in a descending order display the last updated declaration first

Status

The current status of the ECSHUB Declaration.

Detail

in the detail section the arrival date is displayed

Message

In the message overview the applicable message are displayed in a chronological order.

In case the declaration is in rejected state, the edit message will be active allowing to correct the error, if possible, and resubmit the message.

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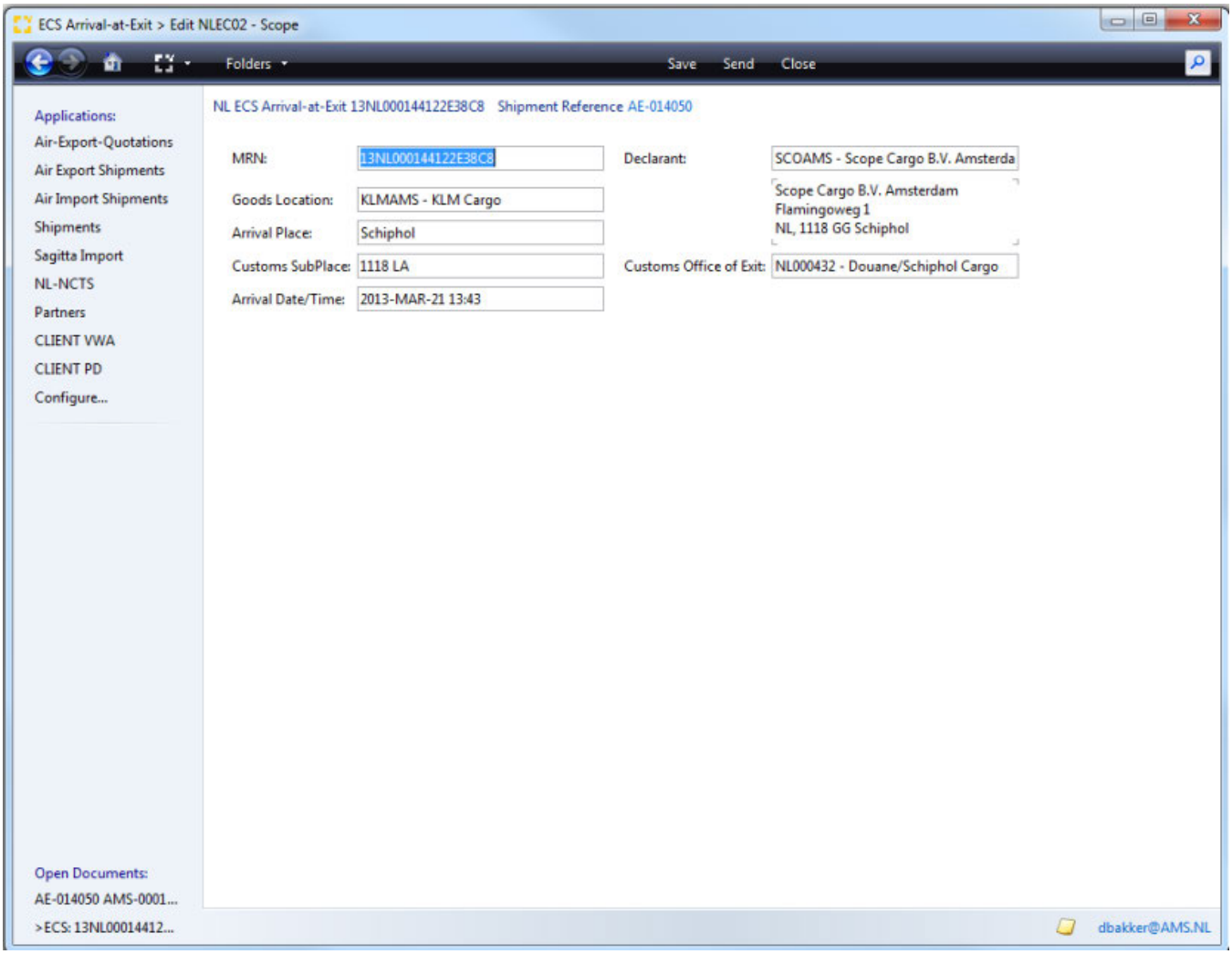
ECS Arrival at Exit Entry

Description

The entry for the ECS Arrival at Exit message requires the following details to be entered, when the entry is is created from the shipment most fields will be populated directly.



MRN

The Applicable MRN number for which the arrival at exit is done.

Goods Location

The Partner code of the goods location, will be defaulted to the exit terminal

Arrival Place

The City name of the arrival location, will be defaulted with the master data details of the Goods location Partner

Customs Sub Place

The applicable customs code for the arrival location, will be defaulted with the master data details of the Goods location Partner

Arrival Date / Time

The date/time the goods are available for inspection at the entered goods location, this date/time should not be in the future at the time of sending.

Declarant

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The partner who is acting as Trader at Exit (declarant) for this entry, will be defaulted with the Branch declarant partner.

Customs office of exit

The customs office responsible for the ECS handling at the goods location.

Save

Will save the entry and will allow closing with out losing data

Send

Will send the message to NL Customs for further processing

Close

Will close the entry, if unsaved details are present will ask the user to save the changed details of discard them

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ECS-hub Procedure

Introduction

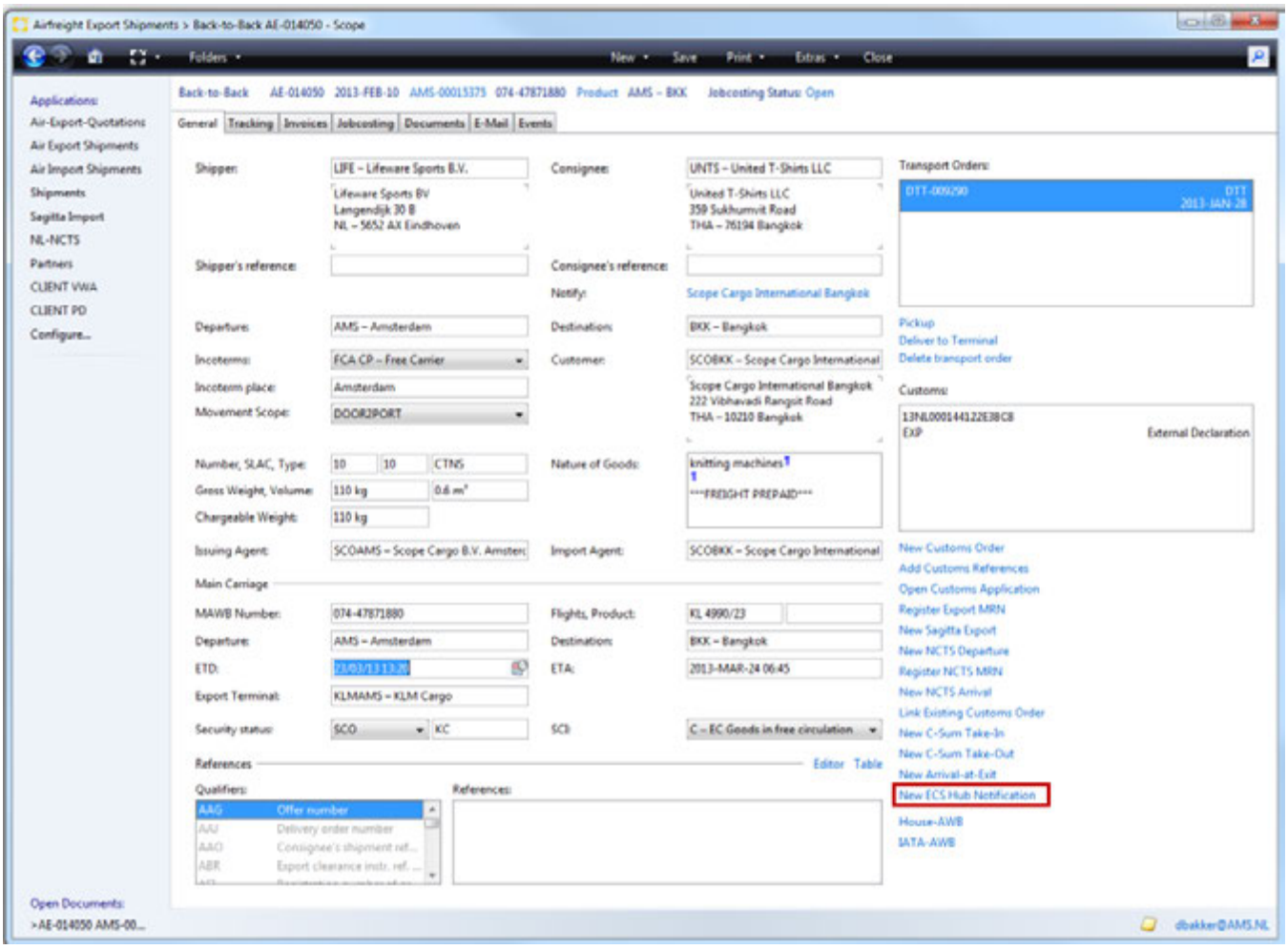
To inform Cargonaut about the export MRN's related to an AWB, a ECSHUB (755) message needs to be sent to Cargonaut for each AWB.

This is normally done from the Air Export Shipment entry, for Master, Direct and Back-to-Back shipments.

- Introduction
- Description
  - Sending ECSHUB from Shipment
  - ECSHUB Procedure window
    - Homeview
    - ECSHUB General

Description

Sending ECSHUB from Shipment



ECSHUB Procedure window

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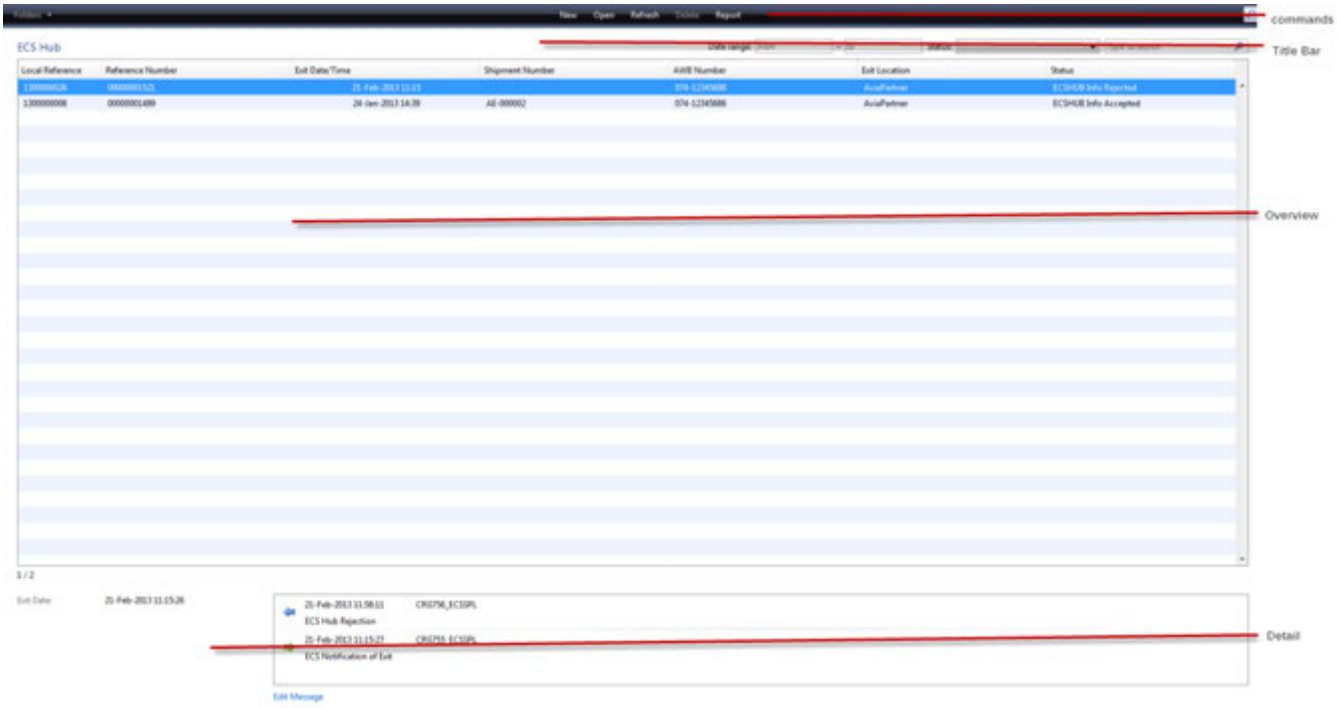
The ECSHUB function is also available as a stand - alone application, started via Netherlands Customs \ ECSHUB.
This gives a total overview of all the ECSHUB procedures/messages sent to Cargonaut.

Homeview



Application commands

New

Creates a new manual ECSHUB message

Open

Opens an existing ECSHUB messsage

Refresh

Updates the status of the declarations in the window

Delete

Deletes an existing ECSHUB message, if this is still has only the status Created

Report

Exports the active Selection as an CSV file which will be opened in the default defined editor for CSV.

Title bar

Date Range

Selection of a period, will select the Exit date time as selection criteria

Status

Allows filtering on specific states of ECS HUB message

Status	Meaning
ECSHUB	The entry only has been created and not send

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Created	
ECSHUB Sent	The entry has been sent but no response has yet been received
ECSHUB Accepted	The message has been accepted by cargonaut and will be further processed
ECSHUB Rejected	The message contained an error and has been rejected by Cargonaut, further Action of the user is required
ECSHUB Notification Alert	The message has been accepted by cargonaut but in the further processing it is found that 1 or more MRN documents mentioned in the ECSHUB message is missing additional information such as FHL, DGVS USL etc.

Overview

Local Reference

Local Reference only used in the application to identify the ECSHUB declaration

Reference Number

Unique message reference number, will be populated at time of sending

Exit Date Time

Exit date / time , will be populated at / with the date / time of sending

Shipment number

The shipment number on which the ECSHUB declaration has been created

AWB number

The AWB number which was used in the ECSHUB declaration.

Exit Location

The Exit Location (airline shed) which was used as addressee in the ECSHUB declaration

Status

The current status of the ECSHUB Declaration.

Detail

In the detail overview the applicable message are displayed in a chronological order.

In case the declaration is in rejected state, the edit message will be active allowing to correct the error, if possible, and resubmit the message.

ECSHUB General

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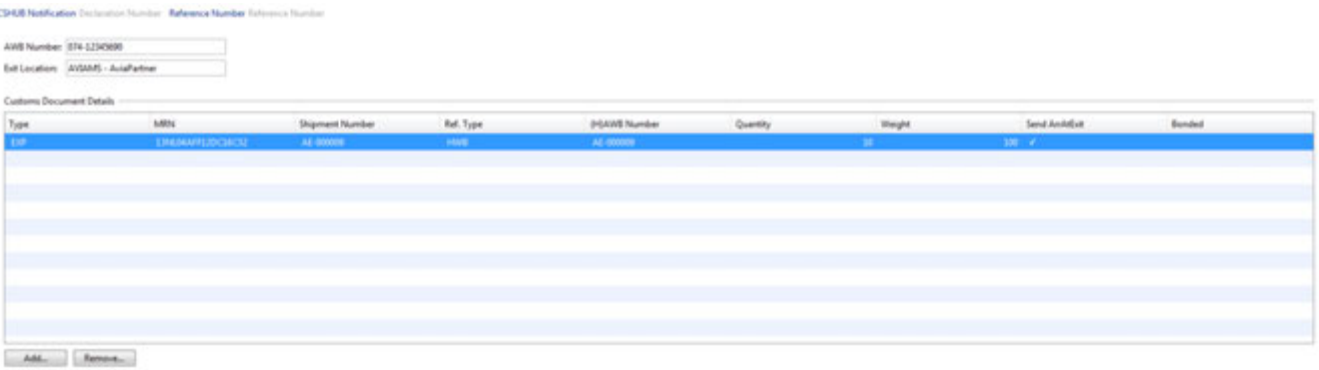
ECSHUB General

Description

This will start the ECSHUB Procedure, where the collected information is displayed and can be verified before sending.



AWB Number

If the ECSHUB is created from a shipment it will be defaulted with the shipment AWB number, else the AWB number is to be entered manually.

Exit Location

The Exit location will contain the Airline shed where the goods will be delivered for departure, when created from a shipment it will defaulted with the export terminal, if this export terminal has the role NL Customs Goods Location and
is the flag "first line shed" set to active. The Exit location can also be manually entered, available are only first line shed Locations.

Customs Document Details

In this grid the selected customs document that will be send in the ECSHUB message to cargonaut.

Type

The type of the selected customs document number, this can be either EXP or NCTS,

MRN

The mrn number of the selected customs document number

Shipment Number

The shipment number on which the selected document was created

Ref. Type

The reference code type of the selected shipment, either HWB or AWB. will be used to link MRN number to electronic AWB messaging (FWB / FHL)

Ref. Number

The reference number of the selected shipment, will be used to link MRN number to electronic AWB messaging (FWB / FHL)

Quantity

Sum of number of packages mentioned the selected document.

Weight

Sum of weight mentioned the selected document.

SendArrAtExit

Indicator whether or not Cargonaut is to send the Arrival at Exit message to NL Customs or not,
When the is set then a M will be send in the message, indicating that the Arrival at Exit message is to be send,
In principle this field will be set to unless Scope detects that the Arrival at Exit Message has been send from scope directly.

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ECSRTM Export notification

Introduction

To inform the terminal in advance about the ECS EU Export declaration a ECSRTM message send via Portbase to the appropriate Terminal per declaration

Description

The message is send from the Shipment entry or the Sagitta Export Home view. There is no additional function for THE ECSRTM messaging and the statuses will be linked to the corresponding EU Export declaration.

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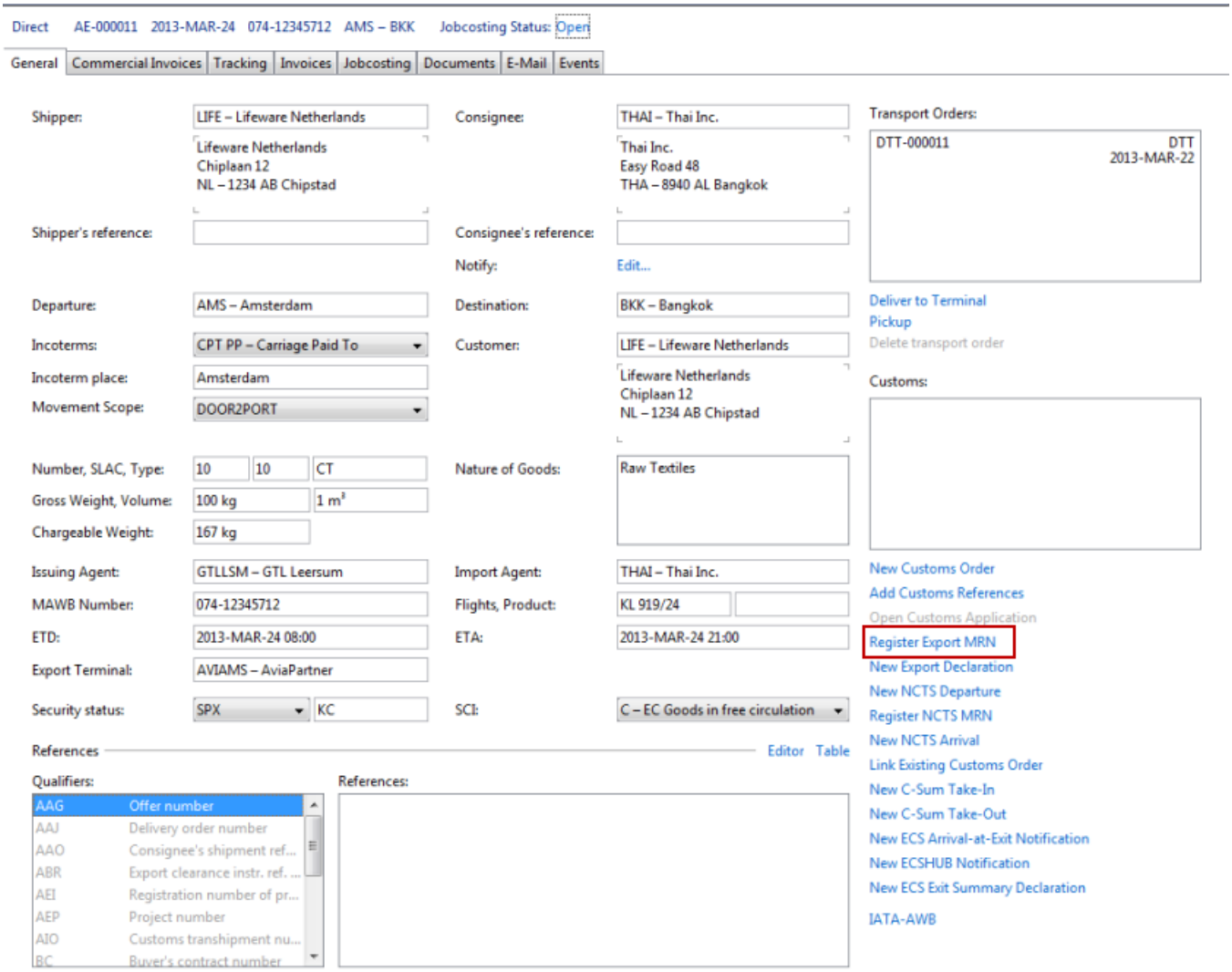
MRN Registration - Export

Introduction

ECS handling actions should not only be done performed on own created EU Export declarations but also for EU Export declarations issued by third parties.
This page described the prodecure in Scope how to register a third party EU Export declartion, with a valid MRN, to a shipment.

Description

To register a third party EU Export Declartion , the action link "register Export MRN" in the shipment entry is used.



This action link will open the following Dialog

Export MRN registration

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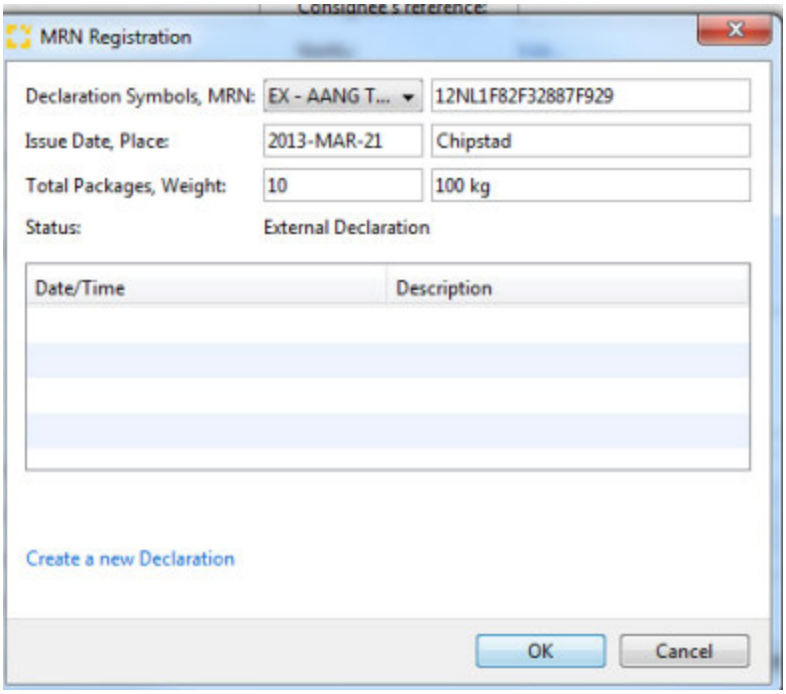

Declaration symbol

The type of export declartion, EU, CO or EX, is to be selected.

MRN

Registration of the MRN number of the Export declaration, the MRN number will be validated for its uniqueness and the correct check-digit.

Issue Date

Date of Issue of the Export declaration

Issue Place

Place of Issue of the Export declaration

Total Packages

Total number of packages covered by the export declaration

Total Gross Weight

Total Gross Weight covered by the export declaration

OK

Store the details of the 3rd party export declaration.

Cancel

Cancel the registration of the 3rd party export declaration

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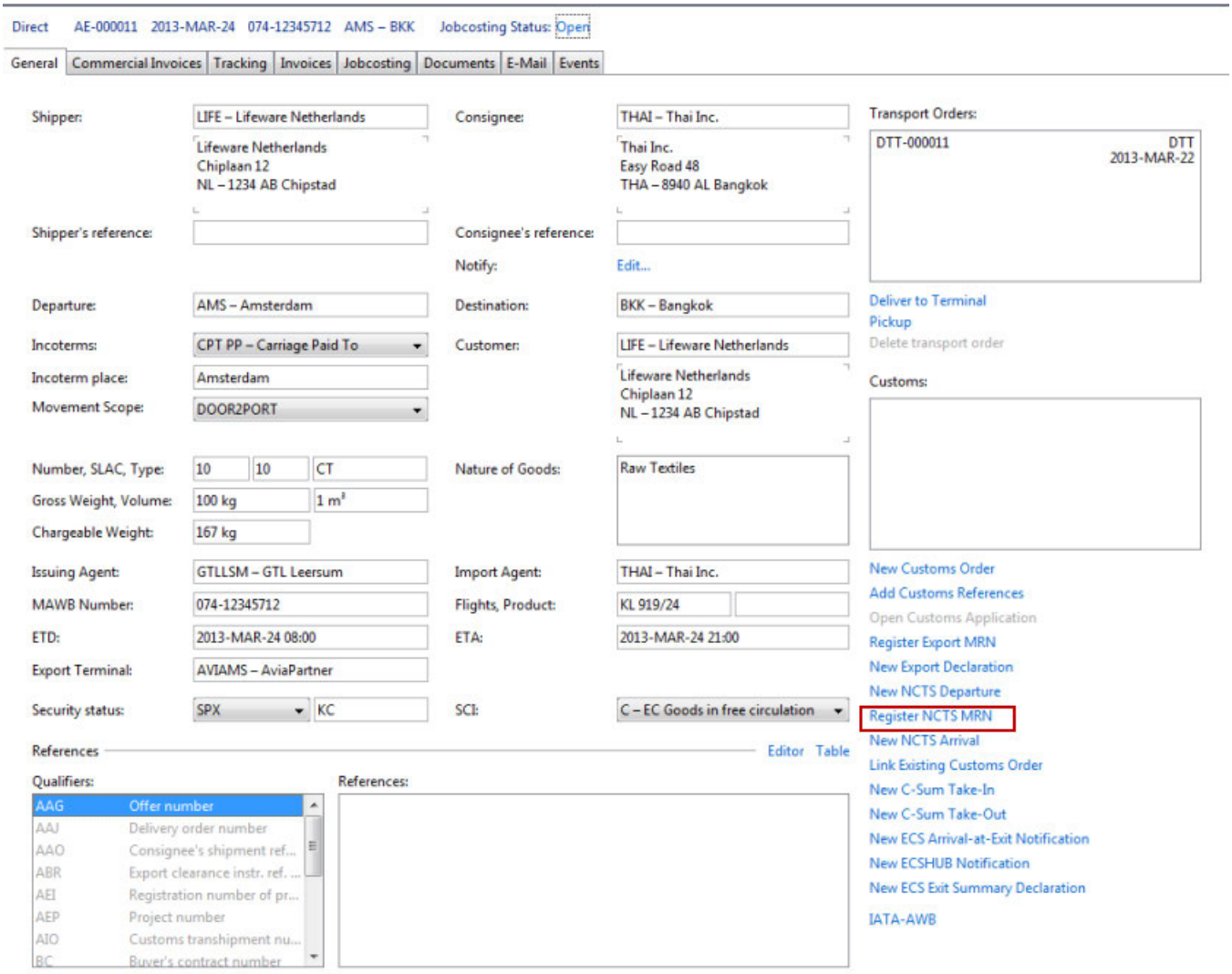
MRN Registration - NCTS

Introduction

ECS handling actions should not only be done performed on Export declarations but also on bonded goods arriving under NCTS coverage.

Description

To register NCTS Declartion , the action link "register NCTS MRN" in the shipment entry is used.



This action link will open the following Dialogue

NCTS MRN registration

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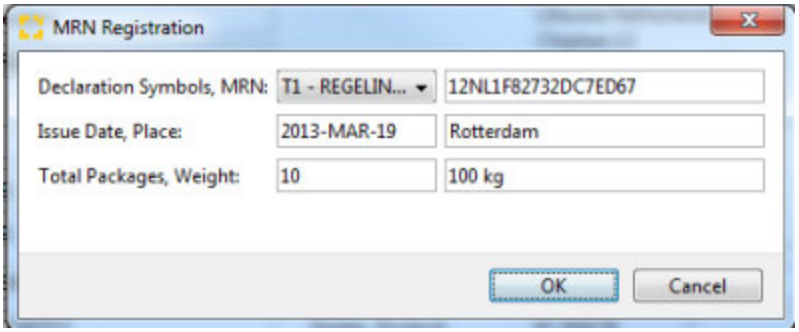

Declaration symbol

The type of NCTS Declaration, T1, T2 , TIR. etc.. is to be selected.

MRN

Registration of the MRN number of the NCTS declaration, the MRN number will be validated for its uniqueness and the correct check-digit.

Issue Date

Date of Issue of the NCTS declaration

Issue Place

Place of Issue of the NCTS declaration

Total Packages

Total number of packages covered by the NCTS declaration

Total Gross Weight

Total Gross Weight covered by the NCTS declaration

OK

Store the details of the NCTS declaration.

Cancel

Cancel the registration of the NCTS declaration

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Provisioning - On board deliveries

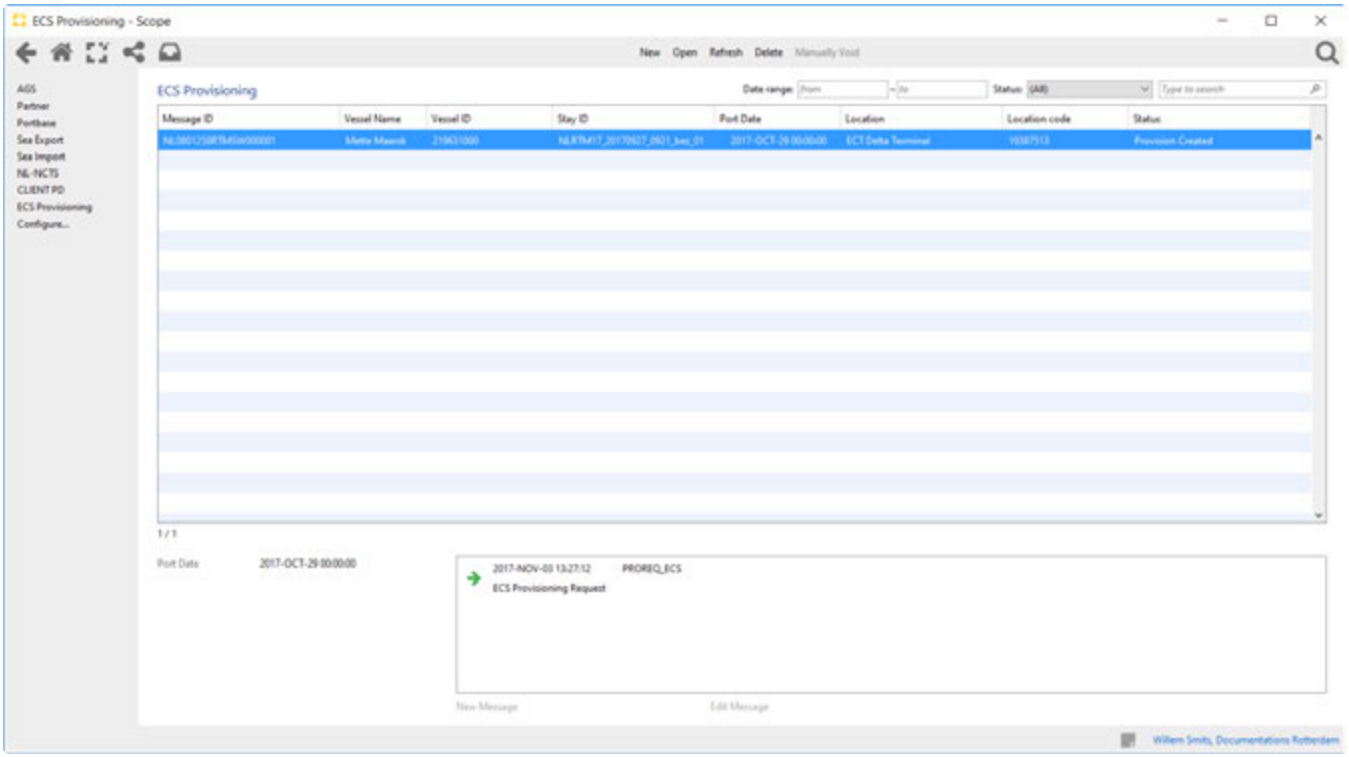
Introduction

With the introduction of "Single Window" based on EU-Guideline Richtlijn 2010/65/EU, provisioning (Proviandering) is no longer possible without formal notification to NL customs.
To report the delivery of goods and the correct clearing of the accompanying document(s), being either NCTS or AGS Export, Scope has the function ECS Provisioning to provide the users with the option to arrange a correct provisioning notification.

Description

This page will describe to usage of the provisioning procedure.

Homeview



Title Bar

New

The option to create a new Provisioning procedure

Open

The option to open an existing Provisioning procedure

Refresh

The option to refesh the homeview

Delete

The option to delete a provisioning procedure, only allowed for procedures which have the status "Created" and have never been sent to customs.

Manually Void

The option to manually void a provisioning procedure that will for some reason never reach the end status.

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Search Bar

Date Range

The date range search for all procedures of which the In Port Date is within the given range.

Statuses

Manually voided

User has set the status of an uncompleted procedure to void.

Provision created

Message has been created but not been sent to Single Window / NL Customs yet.

Provision sent

Message has been sent to Single Window / NL Customs.

Provision accepted

Message has been accepted by Single Window / NL Customs.

Provision not accepted

Message has been not been accepted by Single Window / NL Customs, errors were reported and need to be corrected before sending again.

Provision not processed

Message has been not been processed by Single Window / NL Customs, errors were reported and need to be corrected before sending again.

Provision notification received

Procedure has received a notification.

Quick Search

Quick Search will allow searching a procedure on the following items

- Vessel name
- Stay ID
- Message ID
- MRN mentioned in the procedure
- Ship chandler in the procedure
- Location name

Columns

Message ID

The local reference number assigned to the prcoedure by Scope

Vessel Name

The name of the vessel to which the goods are delivered

Vessel ID

The unique identification of the vessel to which the goods are delivered

Stay ID

The unique identification of the arrival in port assigned by the port authorities

Port Date

Date / Time the goods will be delivered on board

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Port Location

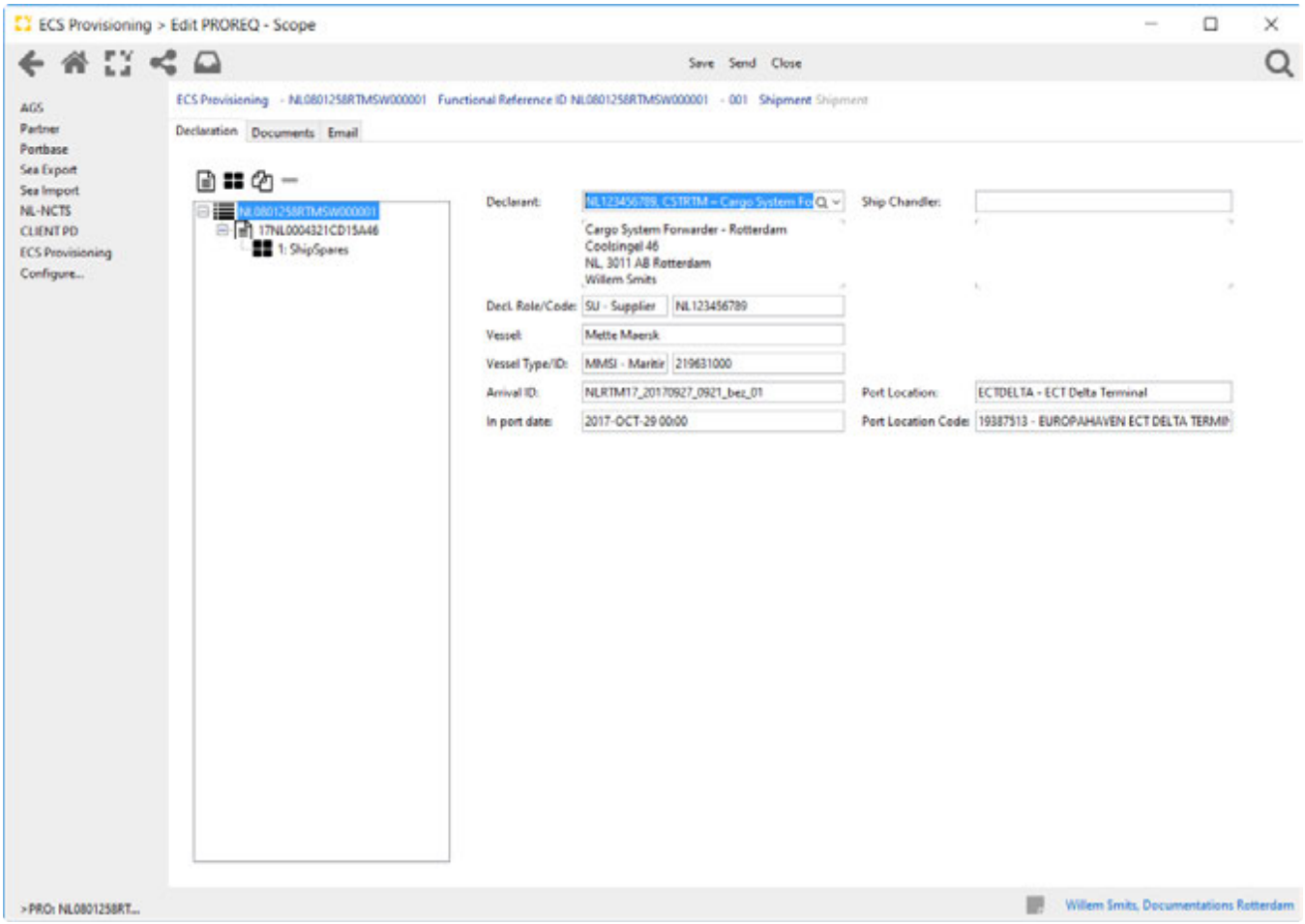
The partner name of the location where the vessel is berthed.

Port Location Code

The unique code assigned by Single Window to the location where the vessel is berthed.

Declaration

In the declaration screen the general details of the provisioning are registered.



Declarant

The partner responsible for sending the message to Single Window, should have a Single Window registration that can be obtained from NL Customs. It is defaulted with the branch partner.

Contact Details

Contact details for the declarant are mandatory, and they are defaulted with the details of the user creating the registration. The contact details can be added through the edit partner options.

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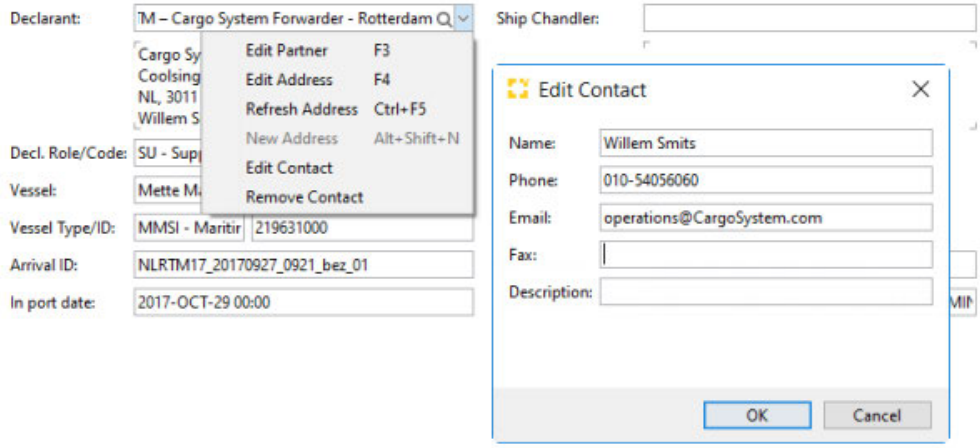

Decl. Role (declarant)

The declarant role indicates in which capacity the declarant is acting,
AG as Agent for a ship chandler or SU as Supplier himself.

Decl. Code (declarant)

The EORI number of the declarant

Ship Chandler

The ship chandler who is requesting the on board delivery. If a Ship Chandler is to be added, the Declarant Role should be AG.

Vessel

The name of the vessel to which the goods are provided, only mandatory if the Arrival ID is not known.

Vessel ID Type

The type of the unique ID number, and its corresponding validation:

Type	Validation
MMSI	a code of exactly 9 digits
CSI	a code between 2 and 7 digits
EXT	a code of exactly 6 digits, without spaces
ENI	a code of exactly 8 digits

Vessel ID

Identifying code unique for the applicable vessel. Type and ID are mandatory if the Arrival id is not known.

Arrival ID

Arrival or Stay ID is a unique code assigned to a vessel stay in the port assigned by the port authorities of the actual port (Rotterdam, Amsterdam, Flushing..)

In Port Date

The date when this specific arrival started.

Port Location

The partner corresponding to the location where the vessel is berthed.

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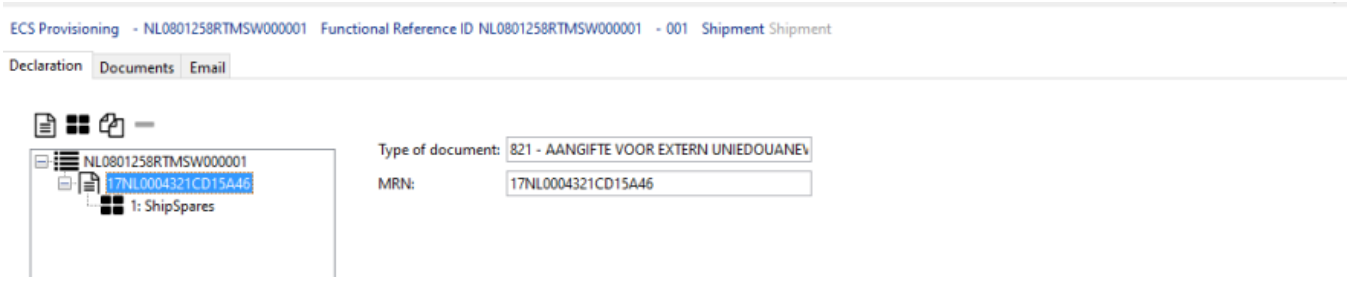
Port Location Code

The unique code assigned to the port location by the Single Window authorities, this value can be stored and defaulted from the Port location partner.

Document details

On the next level of the tree structure all documents to be reported in a provisioning messages are registered.



Type of Document

Code identifying the type of customs document which is being reported

Clearance Procedure

Please note following procedures to clearance reported Customs documents

Export :

Confirmation of Exit will be triggered automatically, either by departure of the vessel or automated timers.

NCTS :

For NCTS documents 2 procedures are available

- TG Procedure : If there is a TG licence available for the delivery location of the vessel then the NCTS arrival procedure should be followed. (sending IE07 / IE044)
- Normal Procedure : IF there is no TG licence available then the NCTS declarations can be cleared by NL Customs,
  The document should be send by mail to : NL Douanepost Maasvlakte, afdeling Proviand, Bosporusstraat 5, 3199 LD, Rotterdam Maasvlakte

Please note following procedures to clearance reported Customs documents

Export Documents : Confirmation of Exit will be triggered automatically, either by departure of the vessel or automated timers.

NCTS Documents : For NCTS documents 2 procedures are available

- TG Procedure : If there is a TG licence available for the delivery location of the vessel then the NCTS arrival procedure should be followed. (sending IE07 / IE044)
- Normal Procedure : IF there is no TG licence available then the NCTS declarations can be cleared by NL Customs,
  The document should be send by mail to : NL Douanepost Maasvlakte, afdeling Proviand, Bosporusstraat 5, 3199 LD, Rotterdam Maasvlakte

MRN

The MRN number of the document being reported

Items

On the third level of the tree structure the items of an MRN are specified, these are not the exact items of the corresponding MRN but a consolidation of the items on an MRN according to their classification in Provisioning Single Window.
Goods are classified in Provisioning and within one MRN document each Classification Type/Goods Classification combination may only appear once.

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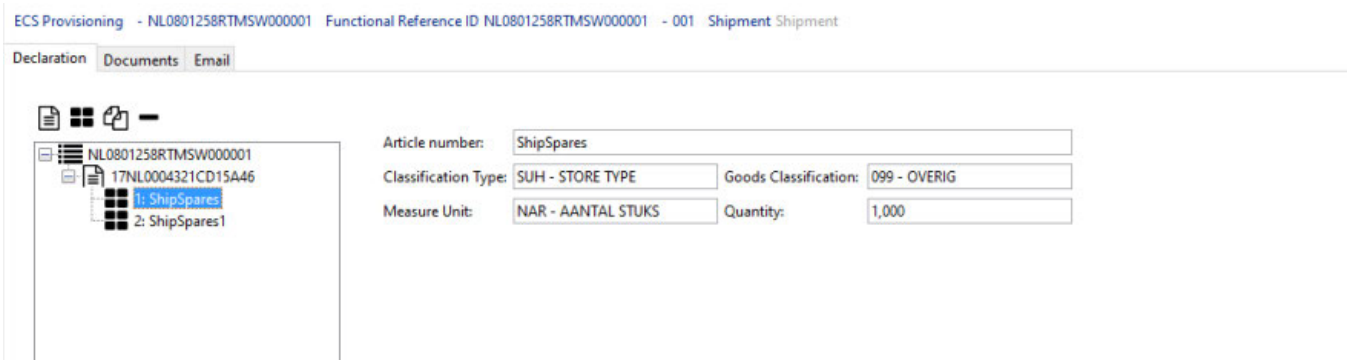

Article Number

Field linked to the master data - article for defaulting details of the goods classification

Classification Type

Code to identify the type of goods classification

Goods Classification

Code to identify the type of goods delivered to the vessel

Measure Unit

The qualifier to identify the quantity delivered to the vessel
Only 3 qualifiers are allowed:

- NAR - total number of pieces
- KGM - total number of kilos
- LTR - total number of liters

Quantity

The total actual quantity of the goods delivered to the vessel.

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ECS Process Flows

- Introduction
- Description

Introduction

Description

Process Flows

ECS- Seafreight : Seafreight - Rotterdam & Amsterdam sea ports
ECS- Airfreight : Airfreight - Amsterdam airport
ECS- Road freight : Roadfreight exports

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ECS - Airfreight - Schiphol

Introduction

For the ECS handling at Amsterdam Airport the trade association has designed a system where Cargonaut will be the hub for collection and sorting of the data for ECS and sending the required messages to Customs.
The freight forwarder is expected to send the ECSHUB message (755) to inform Cargonaut about the Export MRN's related to each AWB.

This page the describes the implementation of this function in Scope.

Description

The basis for the ECSHUB message is the registration of export declarations with MRN number on the shipment. This registration can happen in 3 different ways:

- Create and finish an Export declaration on the shipment - AGS Export
- Register a 3rd party issued Export declaration on the shipment - Export MRN Registration

- Optional on both own export declarations and registered third party export declarations it is possible to do an own Arrival at Exit notification if the proper customs authorisations have been given.
  This option is used by Freight Forwarders for which their warehouse location has been added as an ECS control location.

- After the correct registration of MRN numbers the ECS-hub Procedure is started to inform Cargonaut with the MRN numbers applicable on a (m) Awb number.
  Depending on the preceding details Cargonaut will do a Arrival at Exit notification to NL customs.

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ECS Road freight

Introduction

For the ECS handling for shipments which will be leaving the EU via a land border there are two options of handling the ECS procedure.

1. Present the EU Export Declaration with MRN number to the local EU customs office at the border, however this will cause delays and limited control of the actual proper handling.
2. Replace the EU Export Declartion with an NCTS declaration, after doing an Arrival At exit notification.

This page the describes the flow implemented in scope for the second scenario.

Description

Create / Link EU Export declartion to shipments

- Create and finish an Export declaration on the shipment - AGS Export
- Register a 3rd party issued Export declaration on the shipment - Export MRN Registration

ECS Arrival Registration

- On the applicable EU MRN create and send Arrival at Exit notification

ECS clearance

- Create a NCTS declaration for the shipment of the previous steps whereby the following details are import to be followed
  - The Location of goods in the NCTS declaration should be the same as the Location of goods in the Arrival at Exit
  - The MRN number of the Export declartion mentioned in the Arrival at Exit should be listed as previous customs document
  - For each Arrival at Exit declaration one NCTS declaration should be created, no consolidation on Arrival at Exit messages in the NCTS declaration.

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ECS - Seafreight

Introduction

For the ECS handling at the Dutch seaports Rotterdam and Amsterdam, the container terminals will arrange the proper ECS notification and handling for EU Export Declarations however
in order to expedite the actual arrive of the containers at the terminal, a message containing the MRN number can be sent to the terminals.

This page the describes the implementation of this function in Scope.

Description

The basis for the ECSHUB message is the registration of export declarations with MRN number on the shipment. This registration can happen in 3 different ways:

- Create and finish an Export declaration on the shipment - Sagitta Export (DSU)
- Register a 3rd party issued Export declaration on the shipment - Export MRN Registration

- After the correct registration of MRN numbers the ECSRTM Export Notification is started to inform the Terminal with the MRN numbers applicable on a container/booking number.

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Noodprocedure - ECS

Introductie

Op basis van de, door de douane, beschreven noodprocedure's DSU en ECS wordt hier een toelichting gegeven over de ondersteuning van deze nood-procedures in Scope.

Sagitta Uitvoer

In geval van een storing bij Sagitta uitvoer dient men een Enig document per email naar de douane te sturen.
Om dit te ondersteunen print je in Scope het E.D. enig document zoals beschikbaar in de functie Sagitta Uitvoer (Sagitta export).

? Unbekannter Anhang

Vervolgens zal deze E.D. ook beschikbaar zijn op de zending, in het tabblad Documenten. Vanuit de zending, tabblad Email kan nu de email verzonden worden
met het E.D. als bijlage..

De email dient verstuurd te worden naar Douane.noodprocedure.dsu@belastingdienst.nl met als onderwerp het storingsnummer en het kantoor van aangifte.

In versie 5.6 (gepland eind 2013) is het mogelijk om direct vanuit de export aangifte te mailen.

ECS

In de ECS Noodprocedure is het niet nodig om een document te sturen. Het volstaat om een email naar Douane.noodprocedure.ecs@belastingdienst.nl te sturen met als onderwerp het storingsnummer en het kantoor van aangifte.
In versie 5.4 (oktober 2013) kan de email automatisch vanuit Scope worden verzonden. Dit kan vanuit de volgende functies:

- SAGITTA Export, indien deze de status "Toestemming tot vertrek" of hoger heeft en geen MRN toegekend heeft gekregen.
- ECSHUB, Indien de geselecteerde ECSHUB niet de status geaccepteerd heeft.
- ECS Arrival at Exit, Indien de geselecteerde Arrival niet de status geaccepteerd heeft.

? Unbekannter Anhang

Cargonaut

Let op, de ECS Noodprocedure is ook voor U van toepassing als de ECS meldingen normaal gesproken via Cargonaut gaan, of wanneer er een storing is bij Cargonaut op de ECSHUB functionaliteit

http://download.belastingdienst.nl/douane/docs/noodprocedure_sagitta_uitvoer_dsu_do1651z4pl.pdf
http://download.belastingdienst.nl/douane/docs/noodprocedure_ecs_do1541z3pl.pdf

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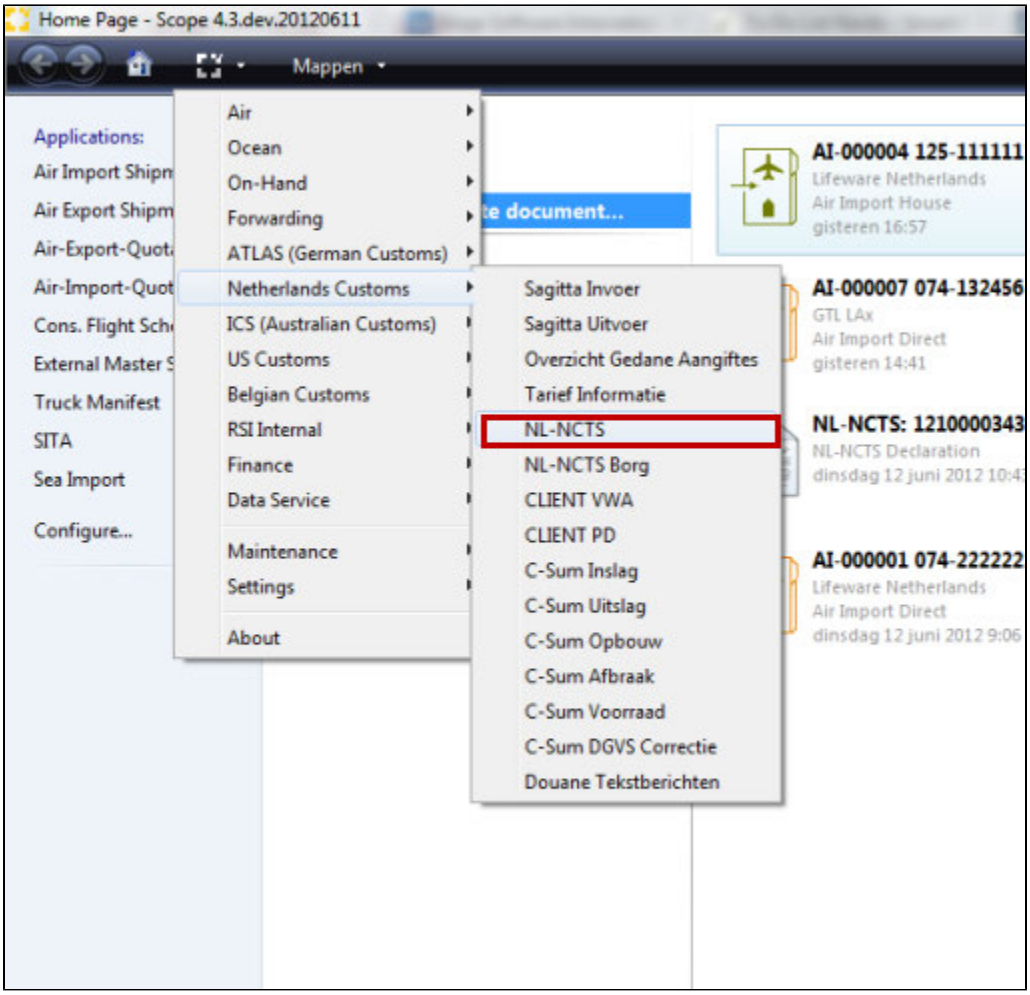
NL NCTS

- Introduction
- Description
  - Homeview
- FAQ

Introduction

The NL NCTS Application can be found as a child in the NL CUSTOMS menu option. In the NL NCTS application the options for NCTS Arrival, clearing a received NCTS declaration under the TG license and NCTS Departure are integrated into one single function .



Description

Application Actions
Filter- and searchfunction(s)
Details of Selected Declaration

Homeview

In the Home view of the NL NCTS the consist of following details

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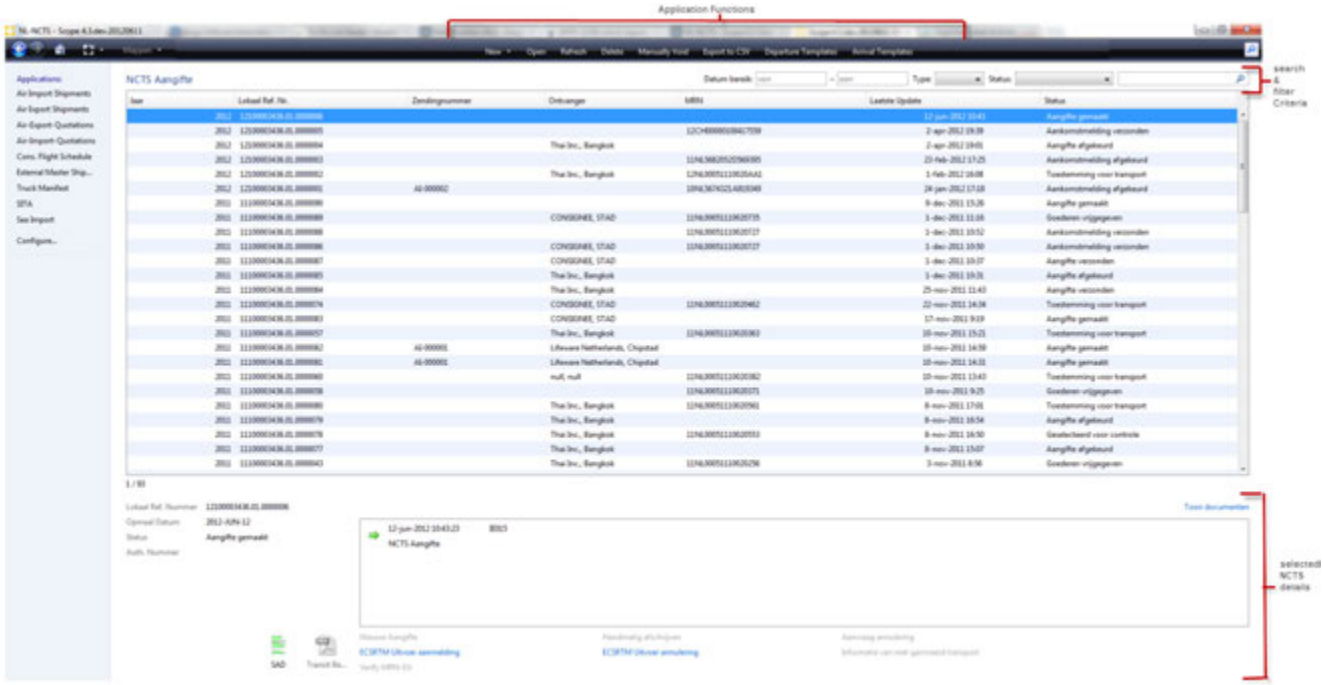

Application Actions

New

Under the action new a choice can be made between creating a new Departure NCTS declaration or a new Arrival NCTS declaration, where it should be noted that a NCTS arrival message on a previously in the system created NCTS Departure message, should not be done as a new option but on the original procedure.

Open

With the option new, the selected declaration can be open, the system will then open the last version of the procedure.

Refresh

Refresh will update the home-view with the latest status, in principle not required since scope home-view are being refreshed automatically.

Delete

Through the delete option it is possible to remove procedures (NCTS Arrival only) from the application. Deletion is only possible for those procedures, which have not yet been send or only a error message has
been received.

Manually Void

With the manually void option, selected declaration can be voided (declared invalid by the user), this option can be used to close,incorrect. not accepted, departure declarations.

Export to CSV

Using the option "export to csv" will create/open excel with an report showing the details of the NCTS declarations available in the current selection.
The export will contain the following columns

Column
Shipment Number
Local Reference Number
Movement Reference Number
Issue/Arrival Date
Shipper Code
Shipper Name

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Consignee Code
Consignee Name
Reference
Number of Items
Total Pieces
Total Gross Weight
Customs Value
Reference Amount
Goods Location
Departure Customs Office
Destination Customs Office
Master Document Number
House Document Number
Status

Departure Templates

Under this option template(s) for NCTS declaration departure(s) can be created and maintained.

Departure Templates

Under this option template(s) for NCTS declaration arrival can be created and maintained.

Filter- and searchfunction(s)

The NCTS home-view offers several methods of filtering on NCTS declarations



Date Range

The date range allows the selection of NCTS declarations on basis of the create date.

Type

Through the filter option Type the declaration can be filtered on the type:

- NCTS Arrival
- NCTS Departure

Status

It is also possible to filter the declarations on basis of the status of the declaration.

The following statusses are available

Status	Description	Message	Departure / Arrival Process
Arrival Advice Created	NCTS Arrival created / not send	-	Arrival
Arrival Advise Send	NCTS Arrival send	IE007	Arrival
Arriival Advise Rejected	NCTS Arrival Rejected	IE008	Arrival
Arrival Advise Issues	NCTS Arrival started by the Consignee	IE006	Departure
Cancellation Requested	NCTS Departure Cancellation Requested	IE014	Departure
Declaration Canceled	NCTS Departure Procedure has been canceled	IE009	Departure
Cancellation Denied	NCTS Departure Cancellation has been denied	IE009	Departure

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Declaration Rejected	NCTS Departure Rejected	IE016	Departure
Declaration Send	NCTS Departure Send	IE015	Departure
Declaration Submitted	NCTS Departure Accepted by customs. Normal procedure (no TG) with out a customs Sub Place	IE928	Departure
Declaration Created	NCTS Departure Created / not send	-	Departure
Expired Documents	This selection will filter all NCTS depature documents with MRN which are not yet finalized and the expiry date on the declaration is earlier then today	-	Departure
Goods released	NCTS Arrival process has been closed	IE025	Arrival
Guarantee Invalid	NCTS departure fails the Guarentee validation at Customs	IE055	Departure
Information on Non-Arrived Movement	NCTS departure answer on a Request for information on a Non-Arrived Movement has been send	IE141	Departure
Information on Non-Arrived Movemen Rejected	NCTS departure answer on a Request for information on a Non-Arrived Movement has been rejected	IE141	Departure
Request for information on a Non-Arrived Movement	The Arrival Process on a NCTS departure has not yet stared, whilst departure document has expired	IE140	Departure
MRN Allocated	NCTS Departure is accepted and has been assigned a MRN number	IE028	Departure
Manual Write off	NCTS Departure has been manually set to the status Write Off	-	Departure
Manual Voided	NCTS procedure has been manually voided	-	Departure/Arrival
Not released for transport	NCTS Departure has been halted by customs and not allowed to departure	IE051	Departure
Release Request Rejected	NCTS Depature release request has been rejected by customs	IE062	Departure
Release For Transit	NCTS Departure is released for transit	IE029	Departure
Request for Release	NCTS Departure request customs for a release	IE054	Departure
Selected for Control	NCTS Departure Customs wants to physically inspect the shipment	IE060	Departure
Syntax Error	Technical Error found in message	IE917	Departure/Arrival
Unloading Permission	NCTS Arrival permission to start unloading	IE043	Arrival
Unloading Remarks Created	NCTS Arrival Unloading remarks created	-	Arrival
Unloading Remarks Rejected	NCTS Arrival Unloading remarks contained functional errors	IE058	Arrival
Unloading Remarks Send	NCTS Arrival Unloading remarks send	IE044	Arrival
Write-off Movement	NCTS Departure cleared	IE045	Departure

Details of Selected Declaration

In the lower half of the screen, the details of a selected NCTS declartion are being displayed and consist of the following items



Field / Link	Description
Local Ref. Number	The unique local reference number assigned to the declaration by Scope
Issue Date	Date the declaration was created / accepted
Status	The last status of the declaration
Auth. Number	
SAD	Hard copy print of the NCTS declaration, Also to be used in the emergency Procedure. When double clicking on the document , Scope will ask if the SAD to be printed in Final state. If chosen for Final state (to be used when Customs have announced an emergency procedure) the SAD document will be stamped and assigned with a document number. This will be then the final state of a declaration.

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Transit Accompanying document	Print of the NCTS - accompanying document
Message box	in the message box the flow of message are displayed in a chronological order. When double clicking on a outgoing message will open the corresponding entry, if an double click is done on a incoming message the corresponding (if applicable) print will be outputted to the PDF reader.
New Declaration	The "new declaration" option will be enabled for those declarations on which a error message has been received and will open the procedure screen in enabled state, in order to correct and resend the declaration.
New Arrival	on a NCTS declaration in a goods release state (IE029) the option "new arrival" is enable on the position where normally the option "New declaration" is found. The new arrival option must be used to create a Arrival Notification (IE007) for NCTS departure procedures created in the system. For these declaration a new "Arrival" declaration is not possible.
Manual Write-off	The option manual write-off allows , authorized users, to set the state of a declaration to finished, with-out actual message from customs, this option is used to allow correct status of declarations after disruption of communications with Customs.
Cancellation request	A NCTS declaration for which only a MRN allocated (IE028) has been received a cancellation message (IE009) can be send to void the declaration.
Information on Non-arrived movement	NCTS declarations for which Customs did not receive an IE007 within the timed period , a Request for non-arrived movement will be send and this option is then used to send a reply to customs
ECSRTM Export Notification	With the ECSRTM message a Notice will be send to PortInfoLink to pre-advise the terminal of delivery of an export shipment with the corresponding customs documentation.
ECSRTM Export Cancellation	Through this option a previously pre-advised delivery message can be cancelled.
Verify MRN-EU	This link will open a browser link to the EU website allowing the verification of status of a MRN as known in the EU NCTS Database. Verification of MRN numbers is only possible for declarations which are covering a border crossing transport. http://ec.europa.eu/taxation_customs/dds2/tra/transit_home.jsp?Lang=en
Show Documents	Under the option show document, the box with message will be changed into an overview of all documents generated on the declaration.
Show Message	Under the option show messages, the box with documents will be changed into an overview of all messages, in chronological order, on a declaration.

FAQ

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NCTS Arrival

- Introduction

Introduction

Under NCTS Arrival a new NCTS Arrival declaration can be created.An NCTS Arrival enables an TG-License holder to self-declare the receipt of goods under customs bond without direct supervision of customs This chapter describes to specifics for creating such a declaration.

The Arrival Process consist of 2 steps

The registration of the arrival upon arrival of the goods.

The registration of the Unloading Remarks after unloading of the shipment

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Arrival Notice

- Introduction
- Description
- FAQ

Introduction

The arrival Process registration is the first step in the process

Description

- Introduction
- Description
  - Important Note
  - Applications functions
  - NCTS declaration information
  - Templates.
- FAQ

A NCTS declaration can be created by using the new option in the home-view, using the customs order option in the shipment entry, or directly from a Take -in

⚠ Important Note

A NCTS Arrival Declaration which is to be created for an NCTS declaration created under the same branch in the same entity should not be as a new declaration but using the option "New Arrival" on the original NCTS departure declaration.



Applications functions



In the NCTS declaration the following application functions are available.

Save

Save the application , storing the details entered in the application.

Save as Template.

Allows the active NCTS declaration to be stored as a template.

Send

The NCTS declaration will be validated and if successful will transmit the message to NL Customs

Close

With close the entry will be closed, after the user has indicated that all last changes are to be saved or discarded, when the entry should be saved, Scope will validate if any details deemed mandatory are missing, for proper save.

NCTS declaration information

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In top of the NCTS declaration screen the following information, regarding the declaration.

Year

The year in which the NCTS declaration was created

Declaration number

The unique number (LRN) identifying the declaration at customs, generated by the system after the first save.

Shipment reference

The shipment number on which the declaration has been created, if the customs order option was used.

Templates.

During the creation of a new NL-NCTS declaration, the system will validate if a applicable template is available, if this is the case the template will be offered to be used, and default the details from the template, or skipped and only use the details from the shipment, when created through the customs order.

FAQ

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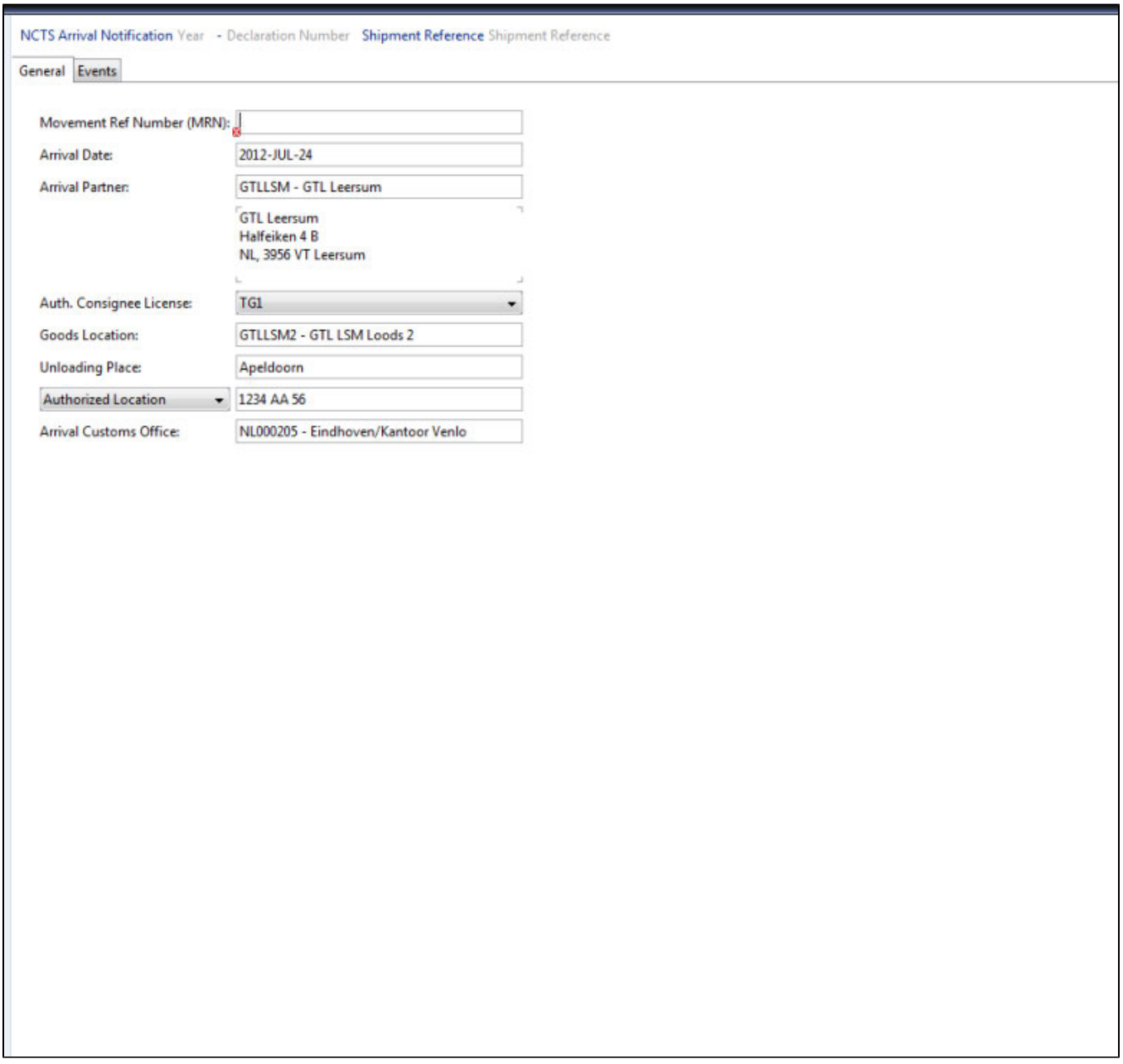
Tab 1 - General - Arrival - NL NCTS

- Introduction
- Description
- FAQ

Introduction

After starting the arrival process the details of the arrived NCTS declaration are to be registered .

Description



Movement MRN Number (MRN)

The MRN number of the NCTS declaration has it has been received,
Will be defaulted if the NCTS Arrival has been created from a Csum/DGVS Take-in

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Arrival Date

The actual date of arrival of the goods covered by the NCTS declaration.
Will be defaulted with the Take in receipt date if created from a Csum/DGVS Take-in.

Arrival Partner

The Partner Code (declarant) for the NCTS arrival messages,
Will be defaulted on basis of the branch declarant settings

Auth. Consignee License.

The code created for the TG licence to be used on the declaration, under which the NCTS declaration will be cleared.

Goods location Partner

The partner code for the goods location where the goods have been received, will be defaulted with the warehouse partner if created from a take-in

Unloading place.

City name of the location , will be defaulted with the details registered on the Goods location Partner

Location type

The type of location under which the declaration will be received, will be defaulted with the details registered on the Goods location Partner

Location of goods code

the in the TG license assigned code linked to the location type for the goods location , will be defaulted with the details registered on the Goods location Partner.

Arrival Customs office

The customs Office responsible for the goods location will be defaulted with the details registered on the Goods location Partner.

FAQ

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Tab 2 - Events - Arrival - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the events tab an irregularities registered by customs during the movement or found upon arrival should be registered as an event.
Irregularities upon arrival are:

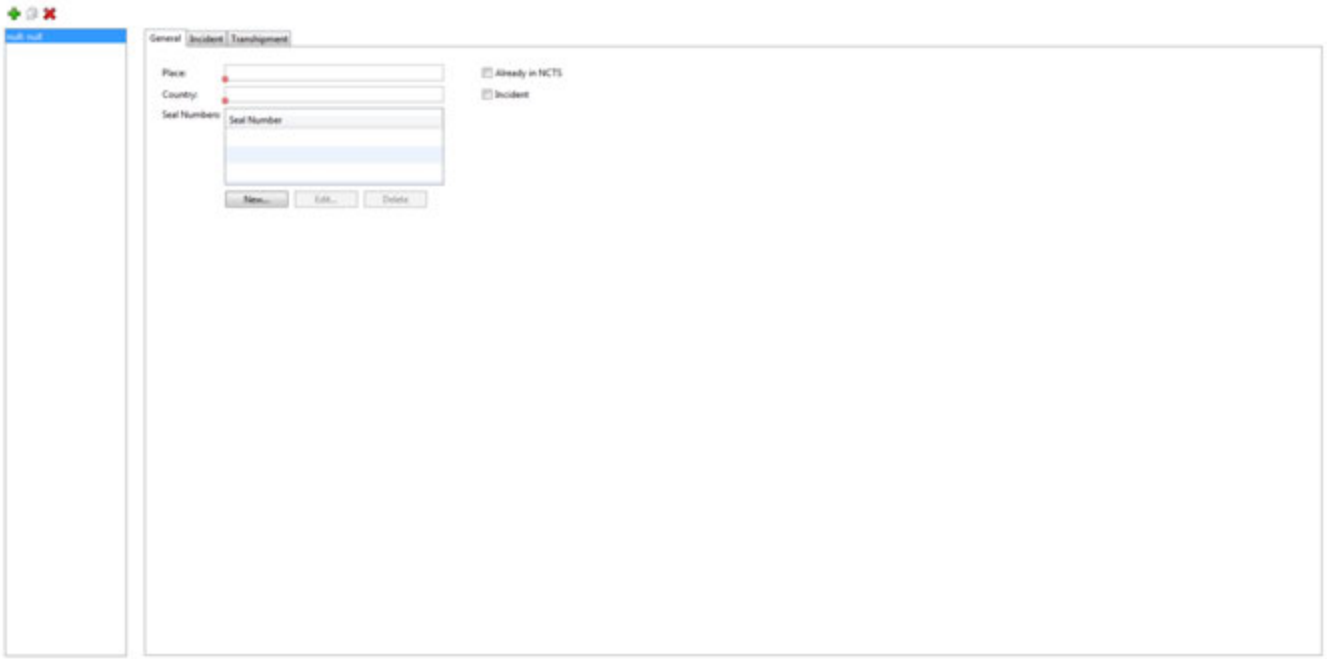
- Seal Broken / missing
- Document already expired upon arrival

Fill instruction - Irregularities is supplied in the FAQ

Other Irregularities such as missing documents , pieces etc, should be registered in the unloading remarks

Description

General



ADD 

with the plus sign an event can be registered

Place

place where the event has taken place

Country

The country where the event has taken place

Seal numbers Grid

Changed or new seal numbers (not registered in the NCTS declaration) are to be registered here

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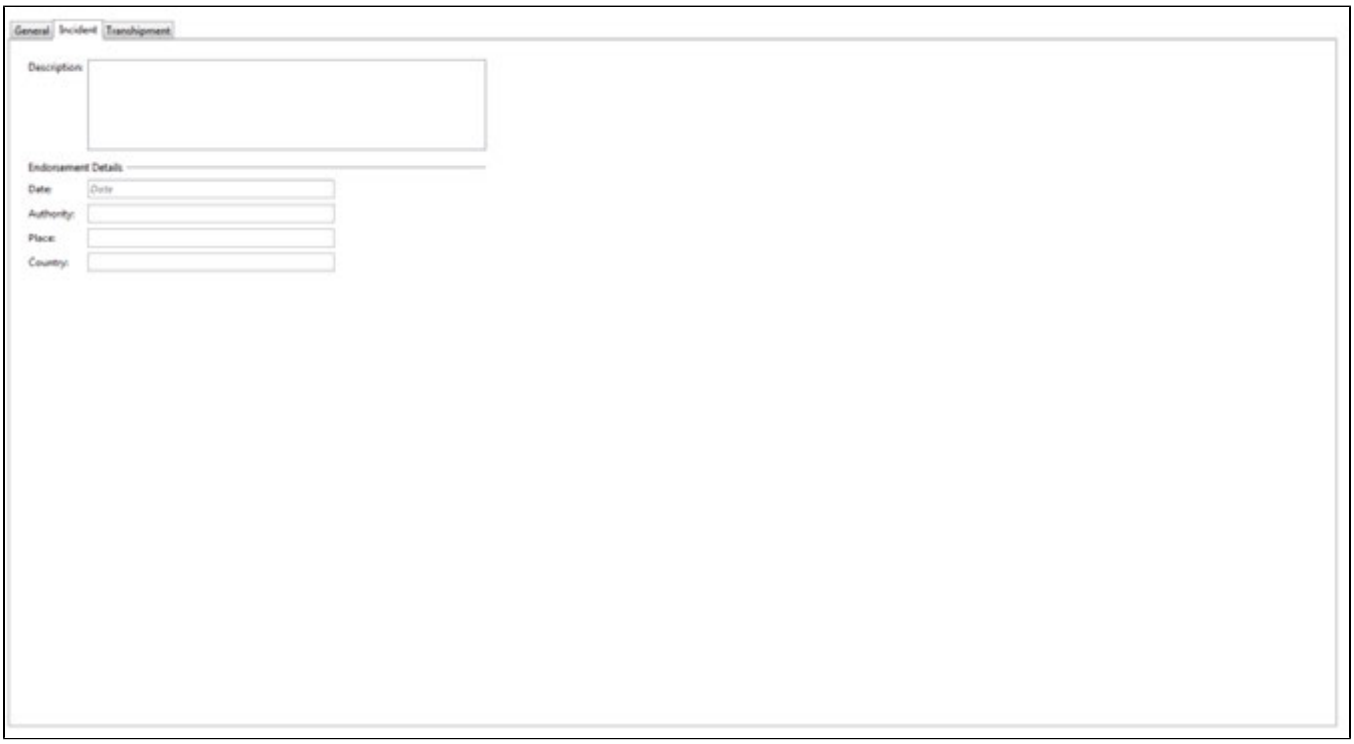
Already in NCTS

Indication if the incident is already registered in NCTS

Incident

Indication if it is an incident or an other event.

Incident



Description

Description / information regarding the incident

Date

Date of registration of the incident

Authority

The authority registering the incident

Place

place where the incident is being registered

Country

County code of the country where the incident is being registered.

Transshipment

To be filled when a transshipment has taken place.

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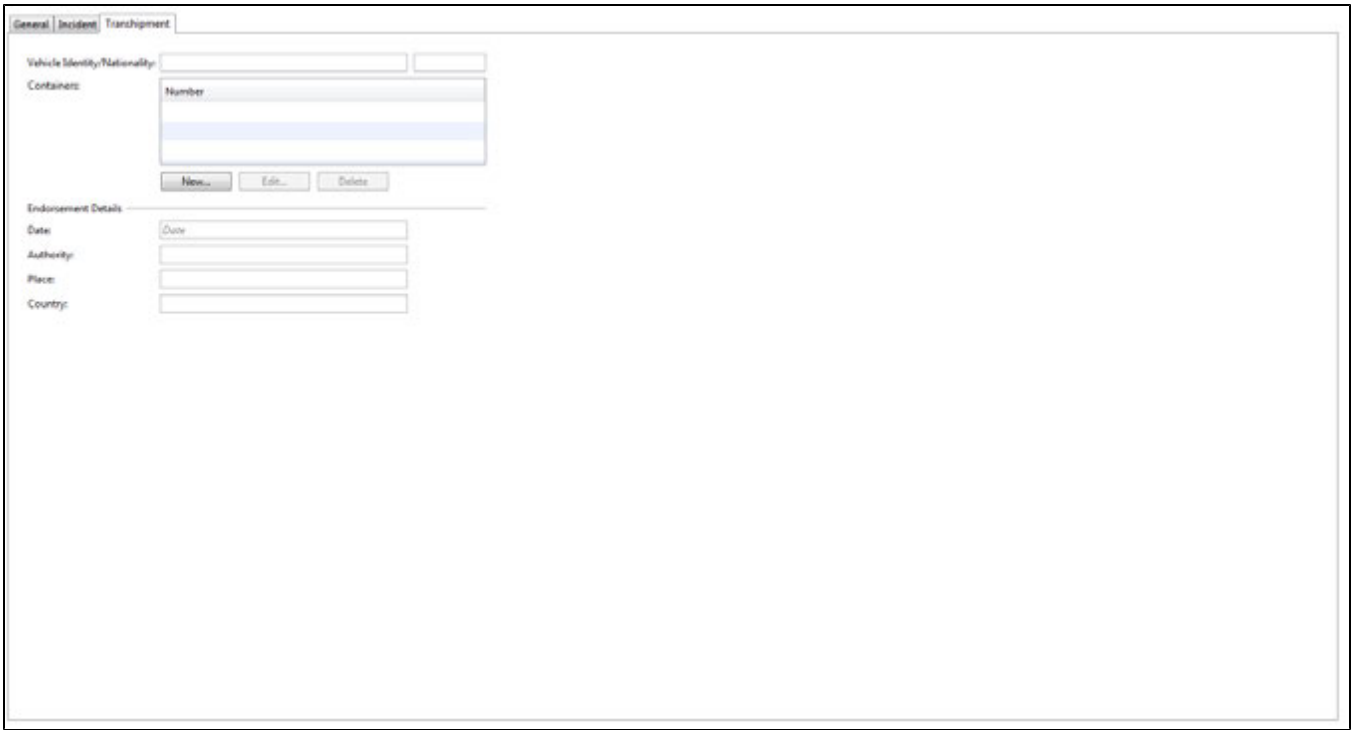

Vehicle Identity

Identification of the new vehicle the shipment has been loaded in

Nationality

Nationality of the new vehicle the shipment has been loaded in

Containers

New container numbers (if applicable)

Date

Date of registration of the incident

Authority

The authority registering the incident

Place

place where the incident is being registered

Country

County code of the country where the incident is being registered.

FAQ

register an Arrival Irregularity

To register an irregularity the following details should be entered.

tab General

Place : The city name of the place of receipt
Country Code : Country code of the place of receipt

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Already in NCTS : Should be set to active
incident : should be set to active

tab incident

Description : enter the details of the irregularity found.

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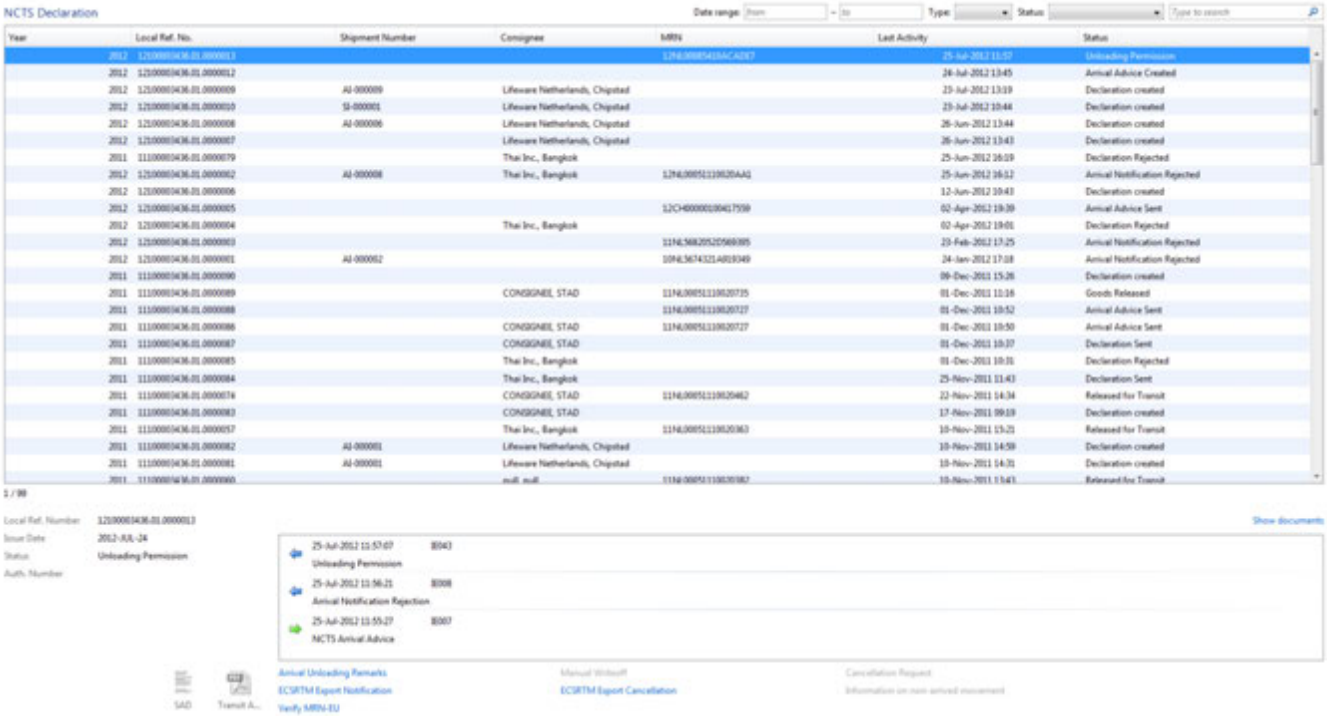
Unloading Remarks

- Introduction
- Description
- FAQ

Introduction

After the NCTS arrival message has been send an customs has responded with a the unloading permission , the actual unloading can take place.
When the unloading has finished the unloading permission remarks can be entered.

Description



Unloading remarks

Use the hyperlink Arrival unloading remarks to start the procedure for the unloading remarks

FAQ

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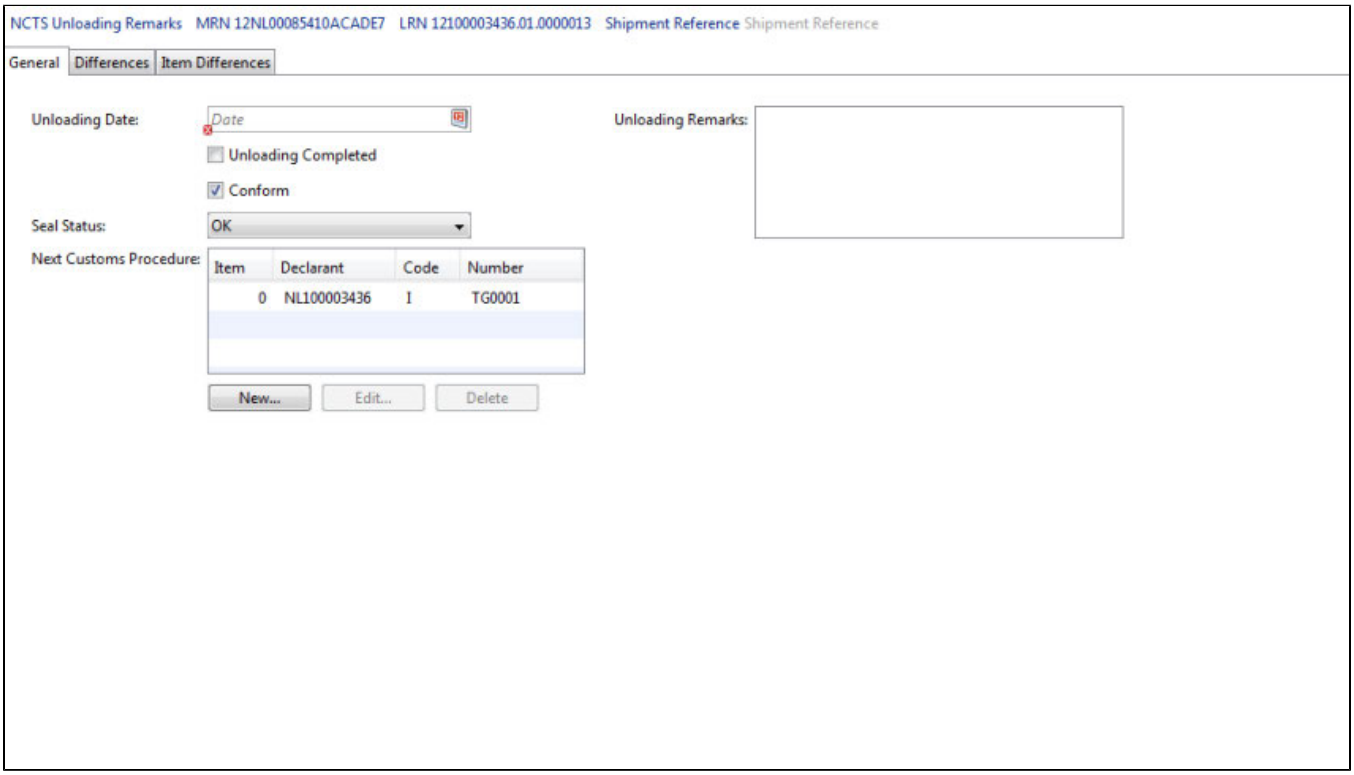
Tab 1 - General - Unloading - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the tab general the main details of the Unloading remarks are registered.

Description



Unloading date

The date the actual unloading was finished.

Unloading completed

Indication that the unloading was completed at time of sending the remarks

Conform

Indication whether the unloaded goods and documentation are conform to the details indicated in the NCTS document.
If all is conform the option must be activated, else it should be de-activated and the differences must be noted in the applicable tabs.

Seal Status

Details confirming the status of the seal when the unloading process was started.

Seal Status codes	description
OK	the seal was present and untouched
Damaged	

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	the seal was present but not complete condition
Missing	the seal was no longer present

If seal exemption is applicable the seal status must be set to "OK".

Next Customs procedure grid.

In this Grid the next customs procedure must be registered with the following details

field	description
item	item number for which the customs procedure is applicable, if only 1 procedure applicable for all items then set to 0
Declarant	the EORI number of the party liable for issuing the customs procudure , will be defaulted with branch eori number
Code	either I or O depending on the applicable customs license under which the customs procedure is issued
Number	depending on the agreement with customs, will be defaulted with the TG license number of the declarant + in case of CSUM the take in number

Unloading remarks

Additional remarks regarding the unloading

FAQ

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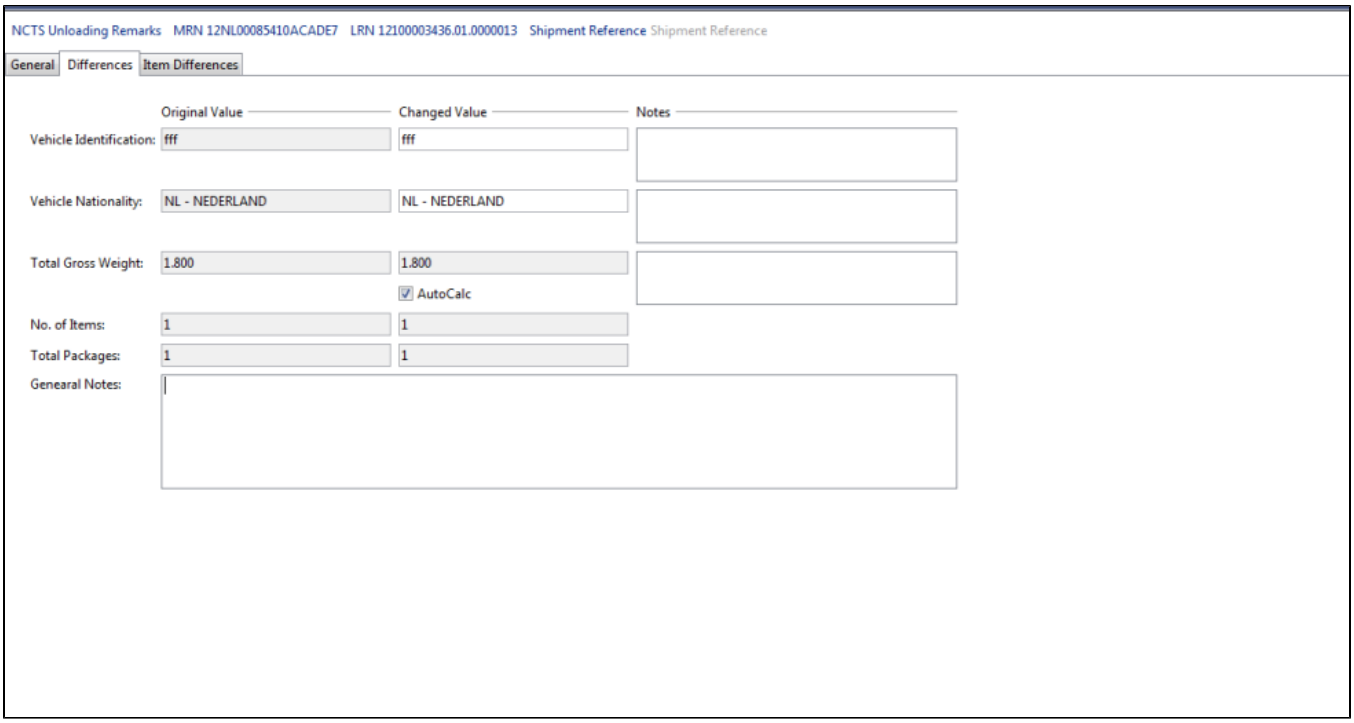
Tab 2 - Differences - Unloading - NL NCTS

- Introduction
- Description
- FAQ

Introduction

If the Unloading remarks are set to not being conform on this tab the differences , if applicable on header level, are registered here.

Description



Vehicle Identification

The original value will display the Vehicle indentification as registered in the original declaration and the changed value can contain the new (changed Value) indentification

Vehicle Identification Notes

Notes regarding the registered difference in the vehicle identification

Vehicle Nationality

The original value will display the Vehicle nationality as registered in the original declaration and the changed value can contain the new (changed Value) nationality

Vehicle Nationality Notes

Notes regarding the registered difference in the vehicle nationality

Total Gross Weight

The original value will display the gross weight as registered in the original declaration and the changed value can contain the new (changed) value

Gross weight Notes

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Notes regarding the registered difference in the total gross weight

Auto Calc.

If the option is active the new (changed) value will be calculated on basis of the details corrected on the item tab, if deactivated then the value can be entered manually

No of items

The original value will display the number of items as registered in the original declaration and the changed value can contain the new (changed) value, will be calculated on basis of the item tab.

No of packages

The original value will display the number of packages as registered in the original declaration and the changed value can contain the new (changed) value, will be calculated on basis of the item tab.

General Notes

General notes / information regarding the found differences.

FAQ

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Tab 3 - General - Item Differences - NL NCTS

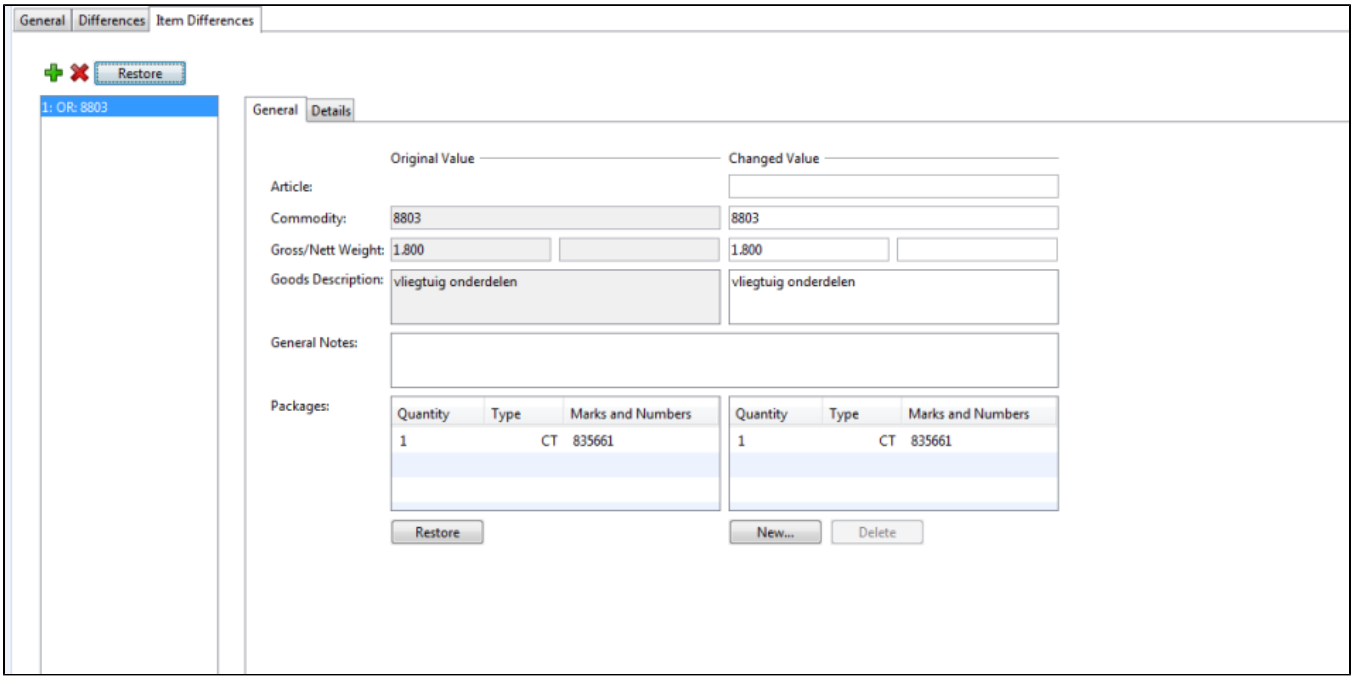
- Introduction
- Description
- FAQ

Introduction

If the Unloading remarks are set to not being conform on this tab the differences , if applicable on item level, are registered here.

Description

- Introduction
- Description
  - General tab
  - Details
- FAQ



General tab

ADD

to add an un-registered item to the NCTS arrival

Remove

to remove an not un-loaded but registered item, only to be used to remove a not-found, not to be used to correct and mistakenly added item.

Restore

If an item has been added or removed by mistake then restore option will bring back/remove the item from the declaration.

Article

Only change value present to select an article from the Article maintenance appliance, for defaulting of the commodity code.

Commodity

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The original value will contain the commodity code as registered in the original declaration and the new (changed) value can contain the corrected commodity code.

Gross Weight

The original value will contain the Gross Weight code as registered in the original declaration and the new (changed) value can contain the corrected Gross Weight.

Nett Weight

The original value will contain the nett Weight code as registered in the original declaration and the new (changed) value can contain the corrected nett Weight.

Goods description

The original value will contain the Goods description code as registered in the original declaration and the new (changed) value can contain the corrected Goods description.

General notes

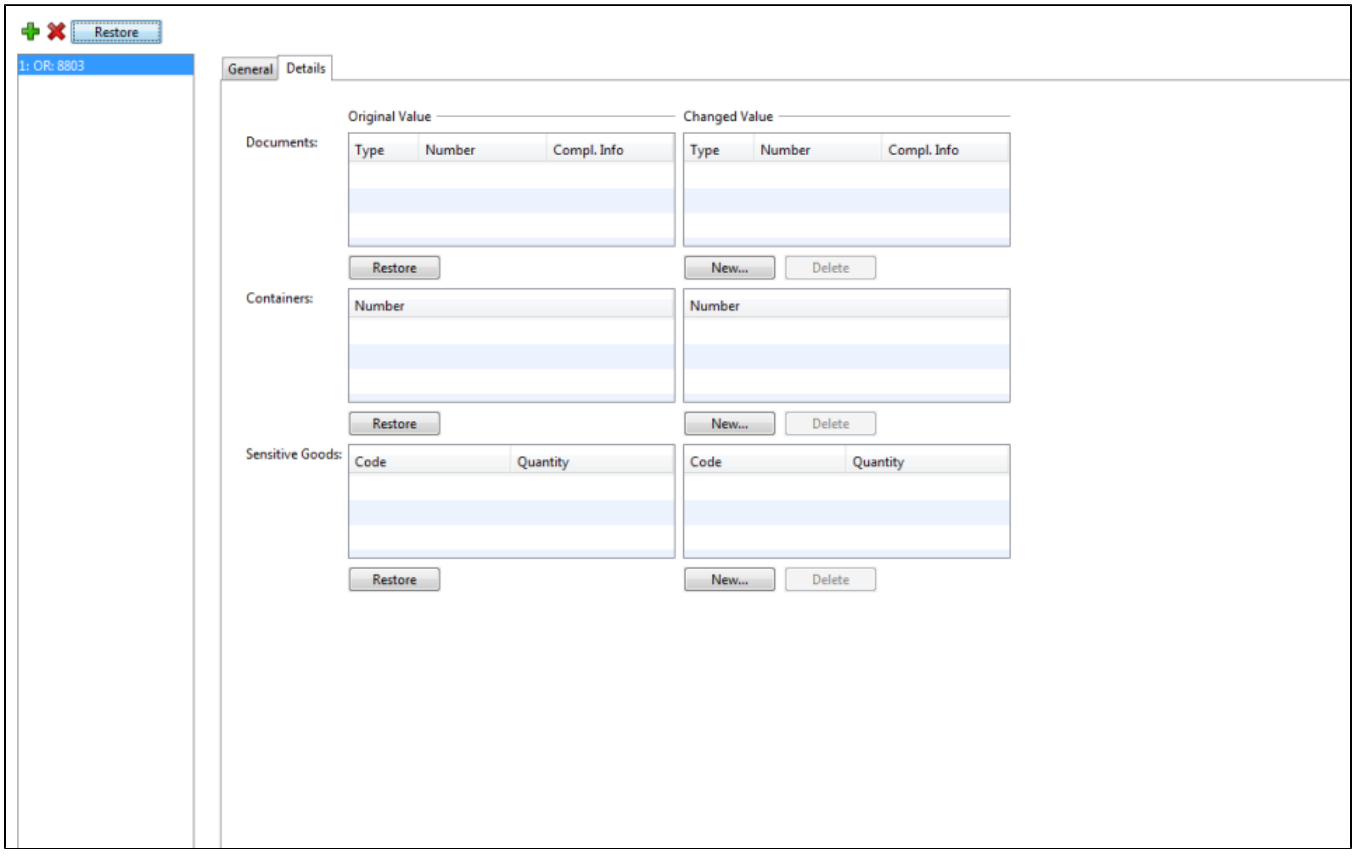
General notes / information on the differences of the selected item

Packages Grid.

The original packages grid will show the registered number of packages
The restore option will allows the packaging information of the item to be restored to the original values if the correction was made incorrectly.

The changed value grid can be updated to reflect the actual found number of packages by using the option new and delete.

Details



Documents grid

The original documents grid will show the registered document accompanying the NCTS declaration, in the changed value grid
documents can be deleted/added by using the buttons, the restore button will allow the unloading documents details to be reset to the original value.

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Container grid

The original container grid will show the registered containers in the NCTS declaration, in the changed value grid
Containers can be deleted/added by using the buttons, the restore button will allow the container details to be reset to the original value.

Sensitive Goods grid

The original Sensitive Goods grid will show the Sensitive Goods information of the NCTS declaration, in the changed value grid
Sensitive Goods information can be deleted/added by using the buttons, the restore button will allow the Sensitive Goods information to be reset to the original value.

FAQ

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NCTS Departure

- Introduction
- Description
- FAQ

Introduction

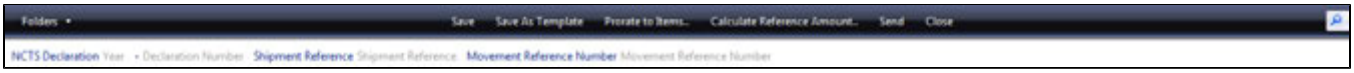
Under NCTS Departure a new NCTS document, to transport goods through the Netherlands or destined for any of the other member countries under customs bond. This chapter describes to specifics for creating such a declaration.

Description

- Introduction
- Description
  - Applications functions
  - NCTS declaration information
  - Templates.
- FAQ

A NCTS declaration can be created by using the new option in the home-view or by using the customs order option in the shipment entry

Applications functions



In the NCTS declaration the following application functions are available.

Save

Save the application , storing the details entered in the application.

Save as Template.

Allows the active NCTS declaration to be stored as a template.

Prorate to items..

The prorate option divides the freight charges over the items on basis of gross weight.

Calculate Reference Amount..

This option will calculate the reference amount applicable on the NCTS declaration on basis of either :
Invoice amounts , import duty and vat rate.
or
selected reference amount forfait rule.

Send

The NCTS declaration will be validated and if successful will transmit the message to NL Customs

Close

With close the entry will be closed, after the user has indicated that all last changes are to be saved or discarded, when the entry should be saved, Scope will validate if any details deemed mandatory are missing, for proper save.

NCTS declaration information

In top of the NCTS declaration screen the following information, regarding the declaration.

Year

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The year in which the NCTS declaration was created

Declaration number

The unique number (LRN) identifying the declaration at customs, generated by the system after the first save.

Shipment reference

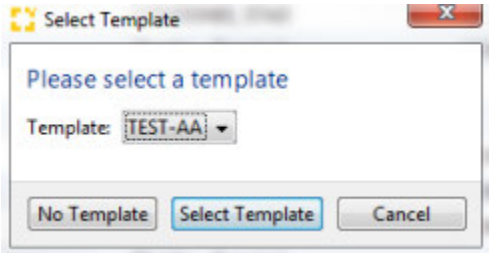
The shipment number on which the declaration has been created, if the customs order option was used.

Movement Reference Number

The MRN number assigned by customs on the NCTS declaration.

Templates.

During the creation of a new NL-NCTS declaration, the system will validate if a applicable template is available, if this is the case the template will be offered to be used, and default the details from the template, or skipped and only use the details from the shipment, when created through the customs order.



FAQ

Mapping to NCTS error Pointers
Code Description (EN)
. . . . . .

Code	Description	Common Error
ACC	ACCESS CODE 199,	
ACO	PRINCIPAL ACCESS CODE (OLD)	
AR2	PREVIOUS ADMINISTRATIVE REFERENCES	
CAC	CUSTOMS OFFICE(COMPETENT AUTHORITY OF DEPARTURE	
CAN	PRINCIPAL ACCESS CODE (NEW)	
CE1	TRADER(CONSIGNEE)	
CE2	TRADER(CONSIGNEE)	
CL1	CTL_CONTROL 1 x, Optional	
CO1	TRADER(CONSIGNOR)	
CO2	TRADER(CONSIGNOR)	
CON	TRADER(CONSIGNOR-SECURITY)	
COS	TRADER(CONSIGNOR-SECURITY)	
CTC	TRADER(CARRIER)	
CTL	CTL_CONTROL	
DC2	PRODUCED DOCUMENTS/CERTIFICATES	
DDC	CUSTOMS OFFICE(DESTINATION DECLARED)	
EPT	CUSTOMS OFFICE(DEPARTURE)	

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ERS	CONTROL RESULT	
EST	CUSTOMS OFFICE(DESTINATION)	
GDS	GOODS ITEM	
GQY	GUARANTEE QUERY	
GR2	COUNTRY (GUARANTEE)	
GRR	GUARANTEE REFERENCE	
GS2	PACKAGES	
GUA	GUARANTEE	
HEA	HEADER	HEA.TIN, most common problem is a TA - Simplefied procedure is requested for a non-licenced location.
INC	INCIDENT	
ITI	ITINERARY	
LIM	VALIDITY LIMITATION NON EC	
MT2	SPECIAL MENTIONS	
NR2	CONTAINERS	
NR3	CONTAINERS	
OCP	CUSTOMS OFFICE (RETURN OF COPIES)	
OTG	TRADER (OWNER PRINCIPAL)	
PC1	TRADER(PRINCIPAL	
RAD	TRADER(CONSIGNEE-SECURITY)	
RC1	TRADER (REQUESTER PRINCIPAL)	
REF	GUARANTEE REFERENCE	
REM	UNLOADING REMARK	
REP	REPRESENTATIVE	
RES	CUSTOMS OFFICE(PRESENTATION)	
RNS	CUSTOMS OFFICE(TRANSIT)	
ROC	RESULTS OF CONTROL	
SD2	SGI CODES	
SF1	SEALS INFO	
SHP	TRANSHIPMENT	
SI1	SEALS ID	
SID	SEALS ID	
SLI	SEALS INFO	
TEV	EN ROUTE EVENT	
TOC	RESULTS OF CONTROL	
TRA	TRADER(AUTHORISED CONSIGNEE)	
TRD	TRADER(DESTINATION)	
TSC	TRADER(CONSIGNEE-SECURITY)	
VLE	VALIDITY LIMITATION EC	

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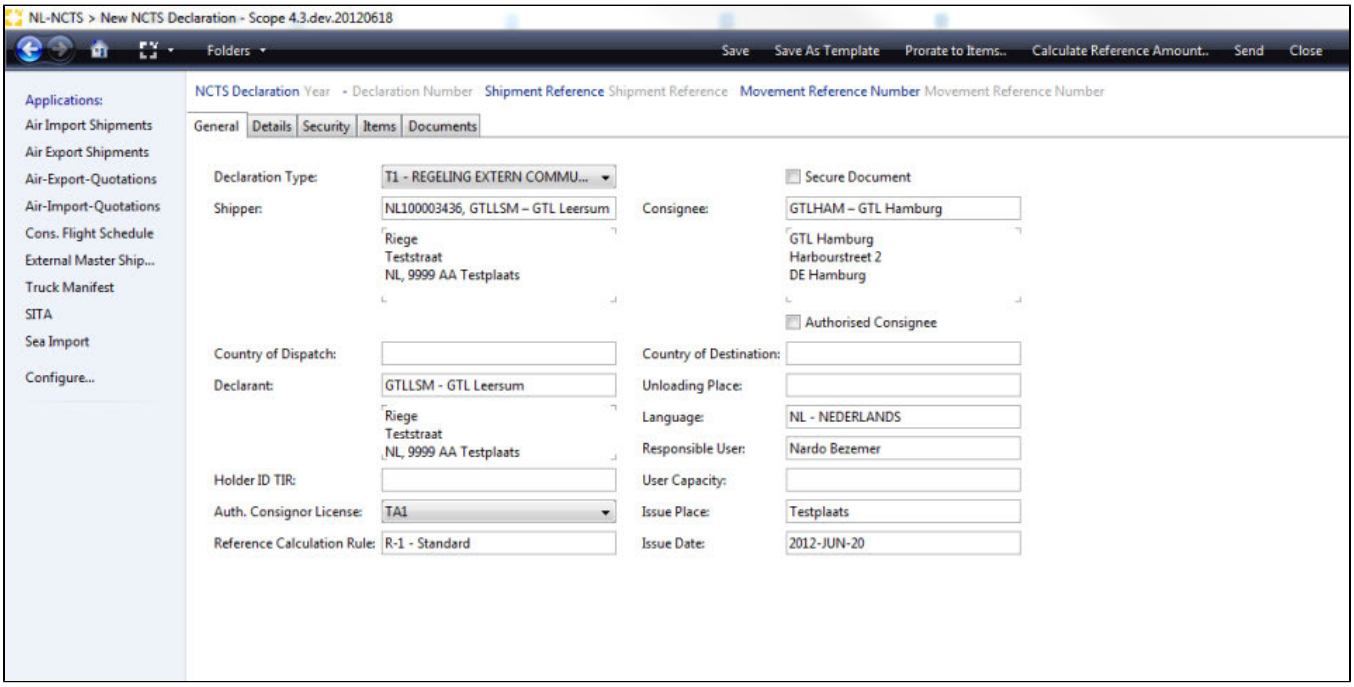
Tab 1 - General - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

In the first tab of the NCTS depature declaration general details regarding the sender, receiver and declarant of the NCTS declaration are registered.

Description



Declaration Type

The type of declaration applicable in the NCTS declaration, The supported types are:

Type	Description
T1	General T1 Document
T2	Transit document for European goods
T-	NCTS declaration which contains T1 & T2 goods
TIR	TIR declaration
T2F	NCTS declaration consigned to the French Fiscal regions
T2SM	NCTS declaration consigned to San Marino

Shipper

The loading partner of the NCTS declaration.

Country of Dispatch

Country code of the country where the NCTS declaration movement will start.

Declarant

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The partner responisble for the NCTS declaration, This partner requires the role Declarant

Holder ID TIR

License number assigned by customs allowing the declarant to issue NCTS - TIR declarations.

Auth Consignor License

The licence number applicable when the declaration is done under the "Toegelaten Afzender" licence, the license numbers are maintained at Declarant

Reference Calculation Rule

The calculation rule to be applied for the calculation method of the reference amount (forfait), when the declaration does not hold all relevant information to calculate the reference amount specified.

secure document

Indication if the NCTS declaration is to be issued as an secure document. An secure document can be used for NCTS declaration which will be the last EU customs movement document before leaving the EU.

Consignee

The recipient, delivery address for the shipment under the NCTS Movement

Authorised Consignee

Indication if the consignee has a valid authorisation to receive the goods directly on the indicated address.
For authorised consignees the EORI number is mandatory.

Country of Destination

Country code of the destination of the movement

Unloading place

Address details where the shipment will be unloaded , only relevant in secure declarations.

Language

Language code indicating in which language addresses, city names, goods description etc.. will be send in the message.

Responsible user

The user name of the user bearing the responsibility of issuing the NCTS declaration

User Capacity

The function held by the responsible user

Issue place

City name of the place where the NCTS declaration is issued.

Issue date

Date of issuing the NCTS declaration.

FAQ

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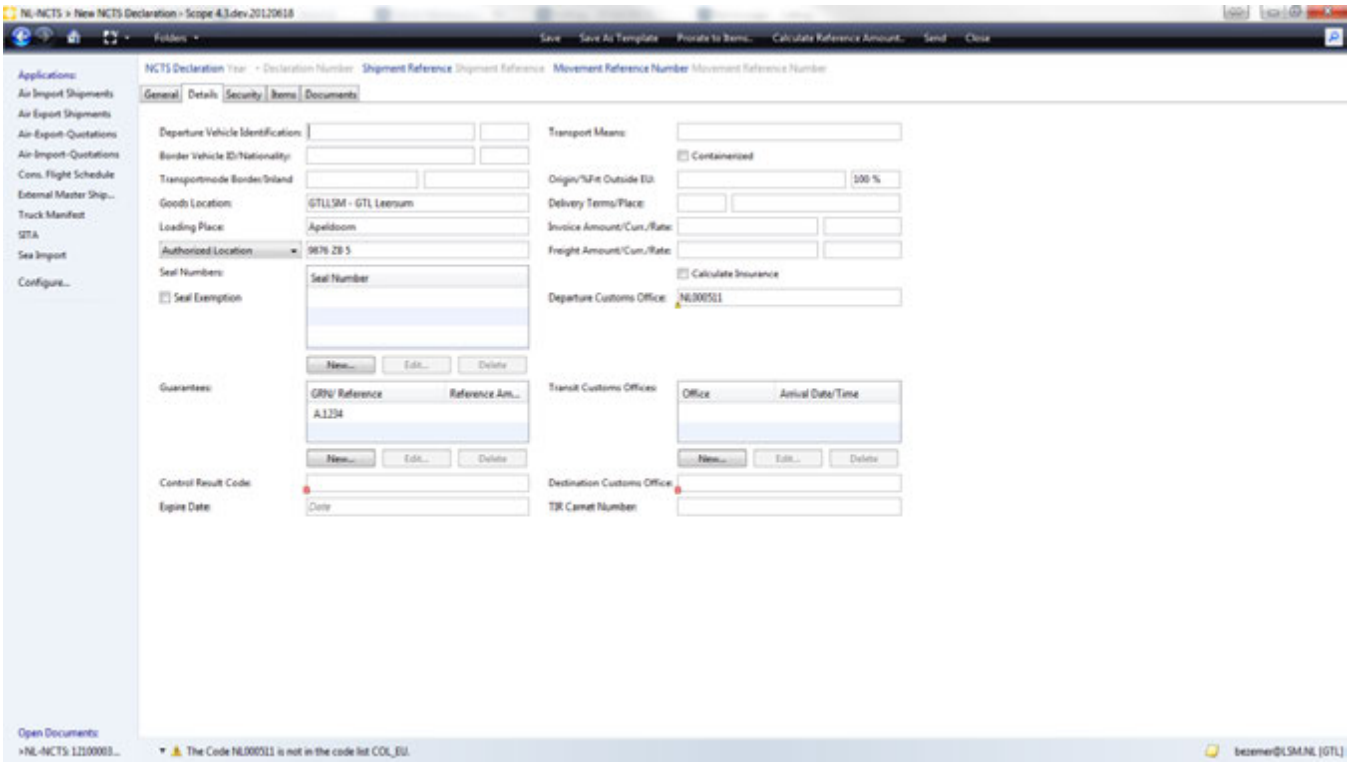
Tab 2 - Details - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

In details more specific information regarding the shipment to be covered by the NCTS declaration.

Description



Departure Vehicle Identification

Identification of transport means with which the NCTS declaration will start the movement and the corresponding nationality

Border Vehicle Identification

Identification of transport means with which the NCTS declaration will cross a border between EU and other NCTS member states and the corresponding nationality

Transport Mode Border / Inland

The code identifying the type of transport is applicable at departure and / or border crossing.

Goods Location

The partner code identifying the location of the goods where the shipment covered in the NCTS declaration are stored before departure.
The partner can store defaulting information under Goods Location

Loading place

City name of the location where the NCTS declaration will start, can be defaulted from the Goods location partner.

Location type.

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Type of location on basis of the Customs licence applicable for the NCTS declaration

Type	description
AUT	Authorized Location Code - Code applicable for TG declarations
CUS	Customs sub place - Code Applicable for normal procedure declarations
AGR	Agreed location name - name of the location agreed.
ALC	Agreed location code - Code for the agreed location.

The location type can be defaulted from the Goods location partner.

Location code

The location code applicable for the selected type on the goods location.
The location code can be defaulted from the Goods location partner.

Seal Numbers

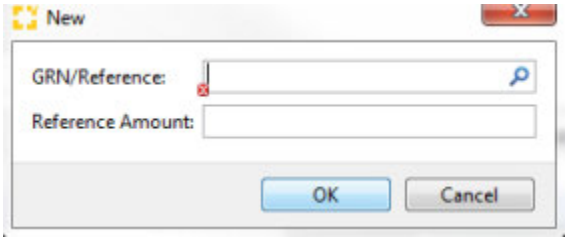
Grid which allows the registration of seal-numbers with which the transport means has been closed.

Seal Exemption

Indication,to be set to active when the declarant holds permission to load consignments without closing the transport means with a seal

Guarantees

In the Guarantee Grid, the applicable Guarantee Reference numbers (GRN) or other Guarantee references.
The Grid also contains the field where the reference amount is stored (when calculated automatically), manual entry of a reference amount is allowed.



Control Result

Code for the type of control which is/has been enforced on the NCTS declaration, this field is populated with the code A3 under TA otherwise the field remains empty.

Expiry date

The Expiry date of the NCTS declaration, the time frame in which the declarant expects the declaration to be cleared by the consignee.

Transport Means

Further specification of mode of transport.

Containerized

Indicator which needs to be activated when the declared shipment is loaded into a container

Origin

The port code of departure, used to calculate the EU freight discount as applicable on airfreight shipments.

Freight Discount percentage

The percentage of freight discount default on basis of the origin.

Delivery Terms & Place

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The applicable incoterm code and the corresponding place

Invoice Amount / Curr. / Rate

The total invoice amount for the shipment covered in the declaration and the corresponding currency,
to be used as basis for the reference amount calculation.

Freight Amount / Curr. / Rate

The total Freight amount for the shipment covered in the declaration and the corresponding currency
to be used as basis for the reference amount calculation.

Calculate Insurance

Check box, indicating whether an percentage of insurance should also be incorporated in the reference amount calculation.

Departure Customs Office

Customs office where the declaration is to be done.

Transit Customs offices

List of customs offices which will be pasted when the movement crosses the border between the EU and any of the other member states.
Additionally the expected arrival date/time at the transit offices, only applicable in case of an secure NCTS declaration.

Destination Customs office.

The code for the customs office where it is expected that the NCTS declaration will be cleared.

TIR Carnet number

The TIR carnet corresponding with the declaration, when the declaration type is "TIR".

FAQ

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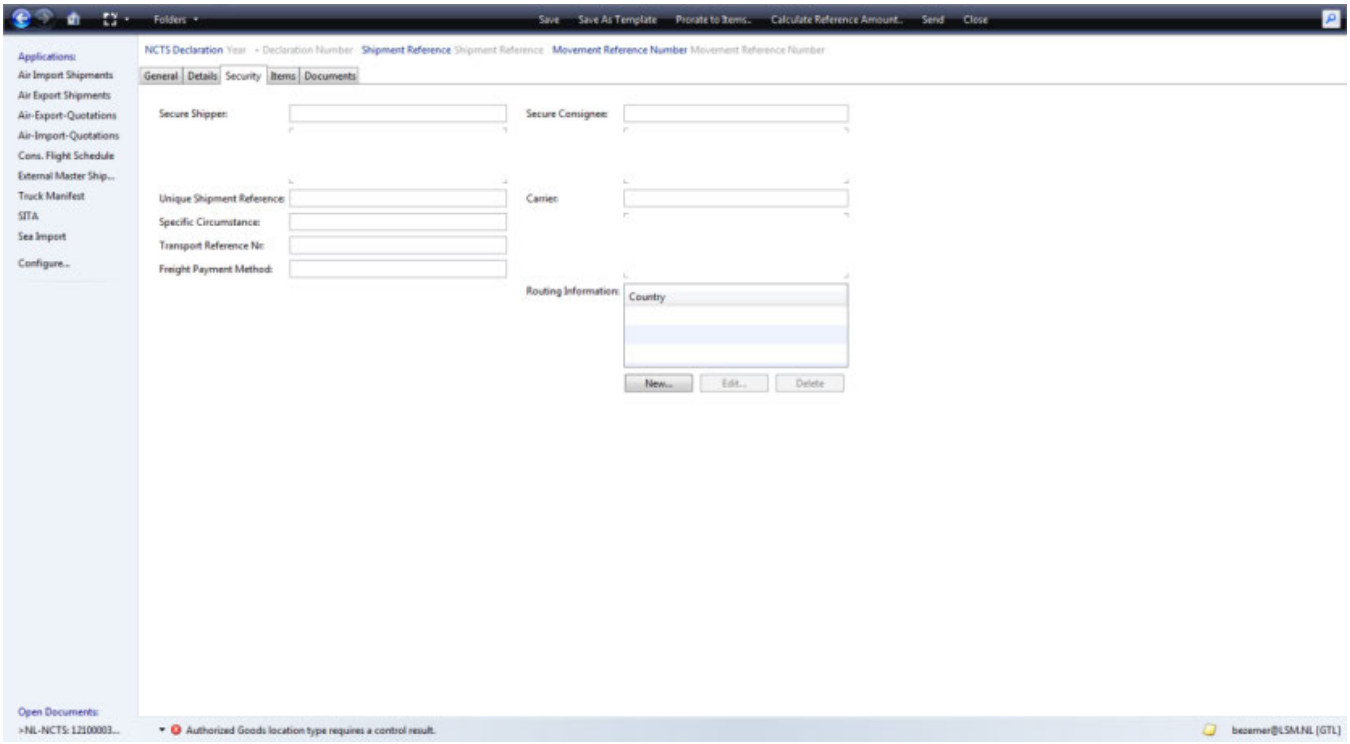
Tab 3 - Security - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the Security page specific details, only required for NCTS declaration which will be done in a secure state.

Description



Secure Shipper

Details of the actual origination shipper of the consignment in the NCTS declaration.

Secure Consignee

Details of the actual final consignee of the consignment in the NCTS declaration.

Unique Shipment reference (UCR)

Unique code identifying the shipment, only be entered when an official recognized UCR has been issued.

Specific Circumstance

Code identifying specific circumstances are applicable in the NCTS declaration.

Transport Reference number

The transport document relevant for the shipment in the declaration.

Freight Payment Method

Code indicating the method by which the transport orderer is paying the declarant / transporter.

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Carrier

The details of the carrier

Routing Information

All countries which will be crossed during the full transport, beyond the movement covered by the NCTS declarant.

FAQ

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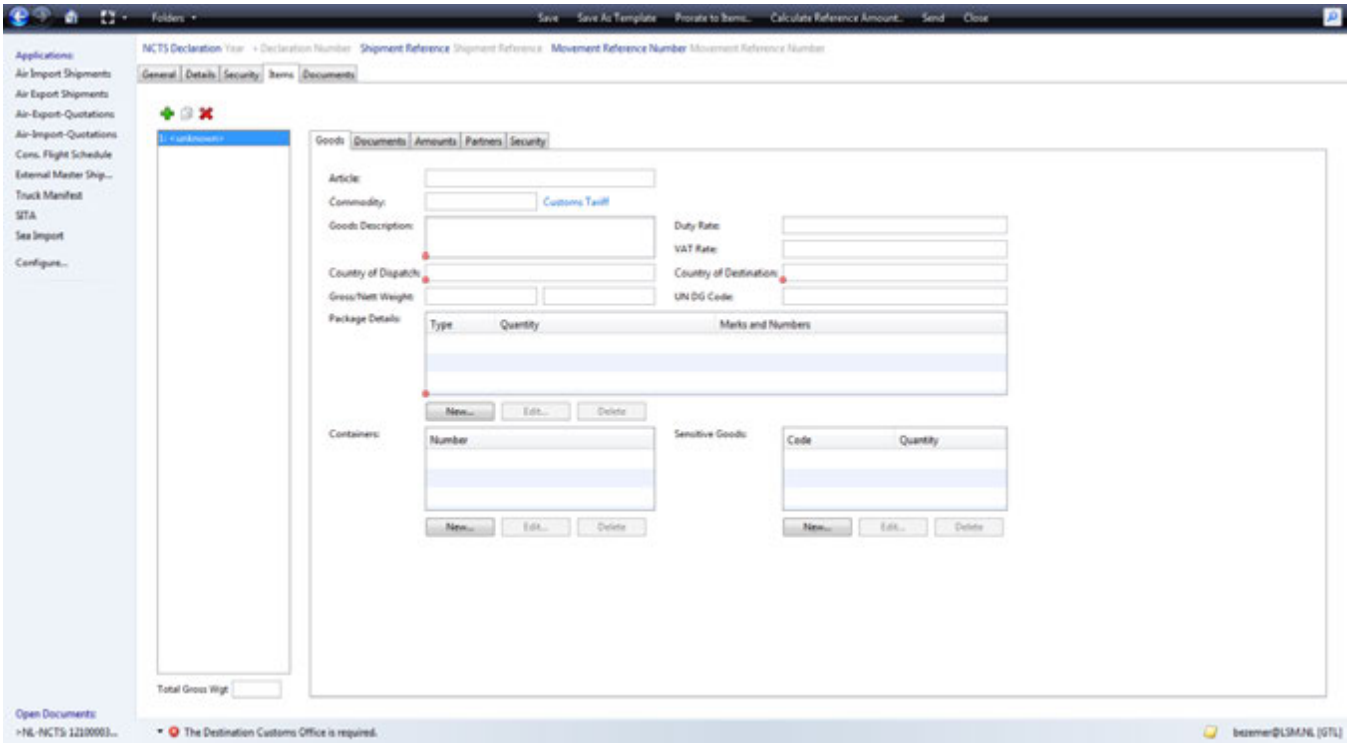
Tab 4 - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On this sub-level the specifications of the individual articles of the NCTS declaration are to specified.

Description



Add

To add a additional item to the declaration.

Copy

To copy the selected item to create a new item with copied details.

Delete

To remove the selected item from the NCTS declaration.

Gross weight

The total gross weight for the NCTS declaration, will be used to validate whether the full gross weight is declared in the separate items.

FAQ

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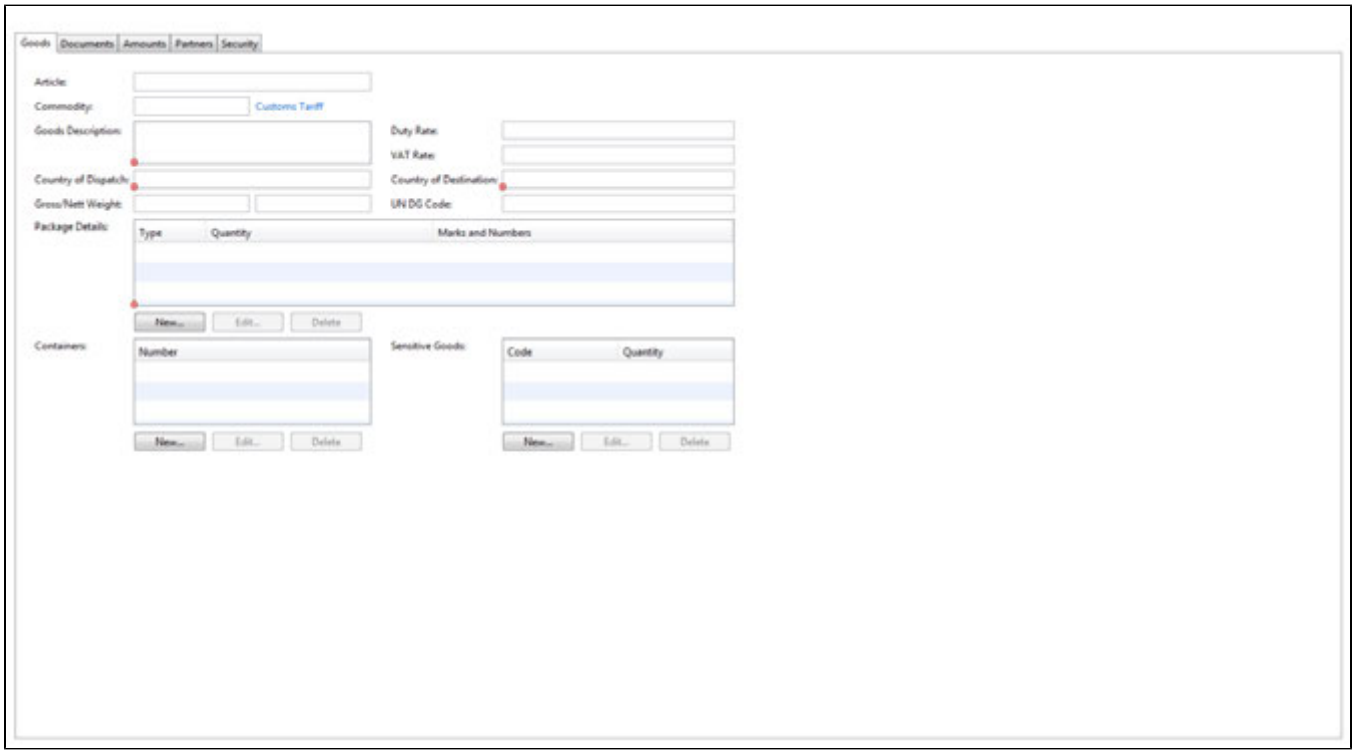
Tab 1 -Goods - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the Goods tab of the NCTS items the specific details of the products to be declared are being specified.

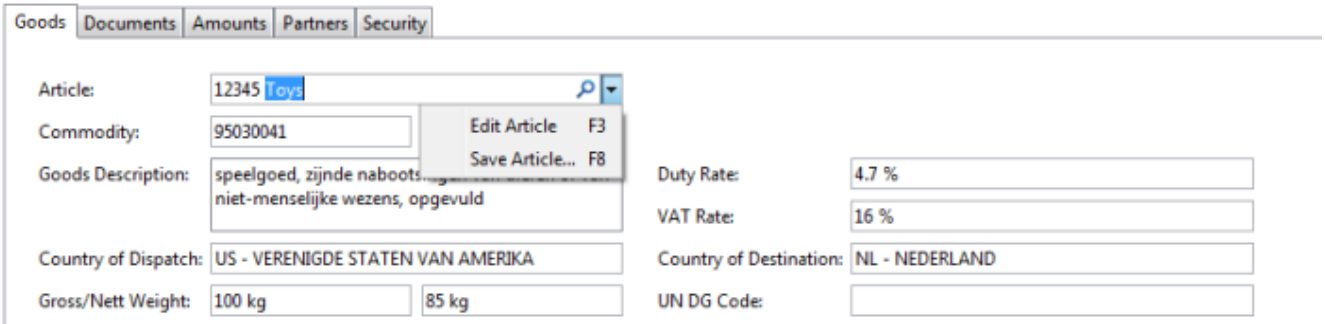
Description



Article

in the field Article a selection from the base table article maintenance can be selected, the
generic search method of Scope is active. any data will be searched part of the article will be part of the search.

It is possible to store details of an non-registered article directly from the entry by using the function key F8, when in the field article.
A choice, between all partners found in the declaration, needs to be made to which partner the article is to be assigned and the article will be saved.



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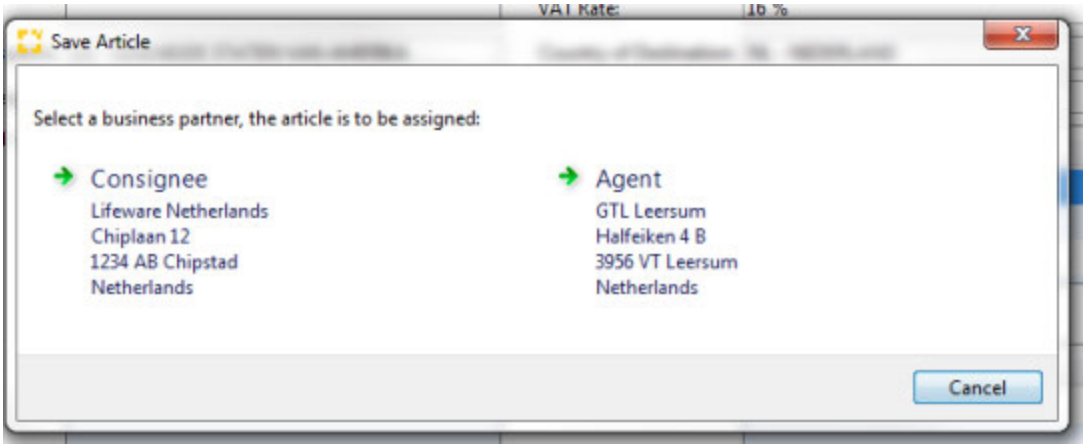

Commodity

Customs HS code of the article, if selected, else manual input of the HS code, with a maximum of 8 positions

Customs Tariff

A hyperlink to gebruikstarief.douane.nl , the website of NL Customs publishing the HS codes and corresponding information. If the commodity code field is empty at the time of using the link, the site will be opened at the start of the tariffs, else it will
open at level of the entered commodity.

h3 Goods Description

The description of the goods for customs purposes, this will be defaulted with the article goods description if a selected article is used.

Country of Dispatch

The country code where the goods originated originally.

Gross Weight

The gross weight of the article

Nett Weight

The nett weight of the article, defaulted at 85% of the gross weight

Packaging details

The packaging information of the shipment consisting of three parts.

field	description
number of packages	total number of packages/pieces, depending on the selected packaging code
Code of packaging	the applicable, NCTS code for the packaging of the shipment
Marks & Numbers	identifying details of the shipment

Containers

The details (container-number) of the containers to be transported under this NCTS movement

Duty Rate

Import percentage applicable for the commodity code entered, percentage will be used to calculate the reference amount.
The percentage will be defaulted from the article, if set.

Vat Rate

VAT percentage applicable for the commodity code entered, percentage will be used to calculate the reference amount.
The percentage will be defaulted from the article, if set.

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Country of Destination

The country code where the goods are destined finally

UN DG Code

Dangerous goods UN-code applicable in a secure NCTS declaration, when the movement covers hazardous products.

Sensitive Goods Code

In the sensitive goods grid the indicator is set when the NCTS declaration covers goods deemed sensitive (vulnerable to fraud) and and the quantity corresponding to the customs rules to be entered.

FAQ

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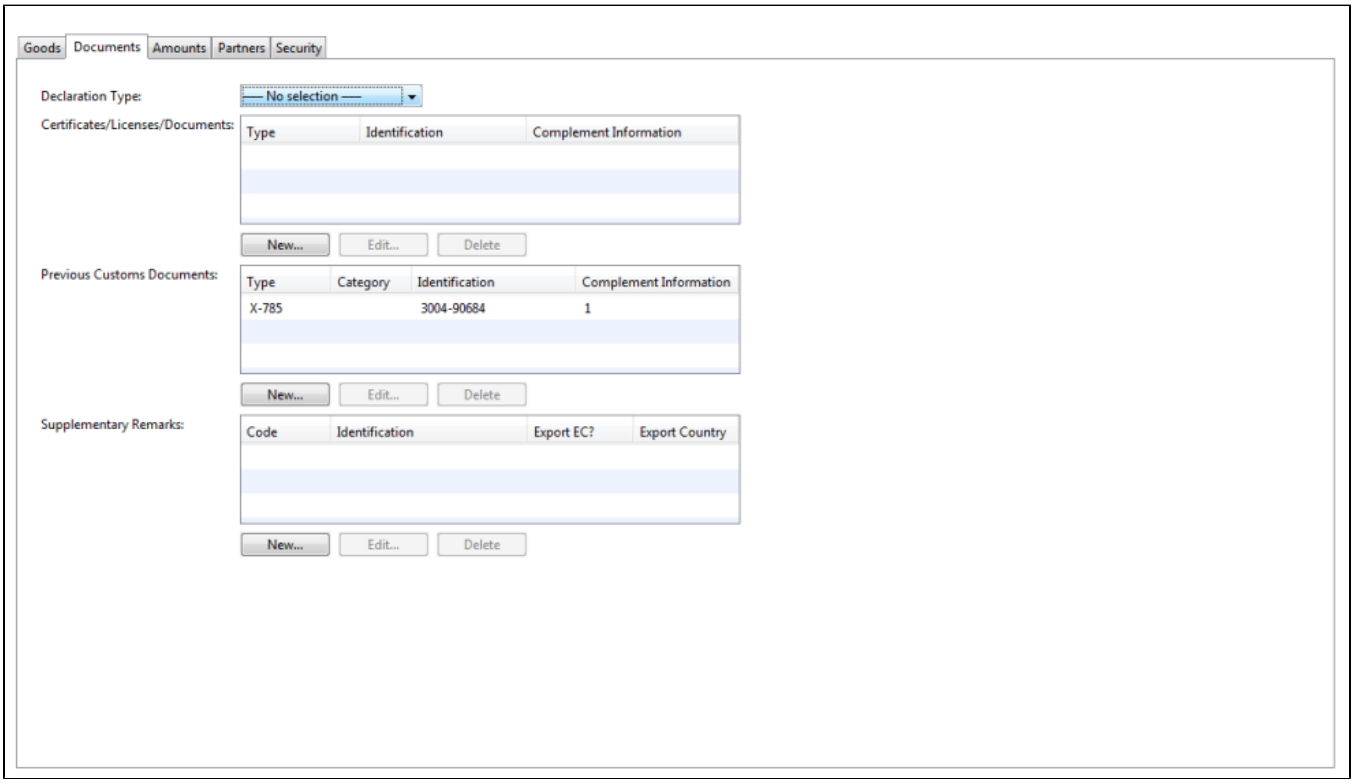
Tab 2 -Documents - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the tab Document of the item level, details regarding documentation and appicable special arrangements are registered.

Description



Declaration Type

Declaration type applicable for the selected item, to be set if the the declaration type on the general tab has been set to "T-".

Certification/Licenses/Documents

Grid where documentation required or optional to accompany the shipment / NCTS movement are to be registered in this grid with the following details.

Field	Description
Type	The code to identify the type of documentation
Identification	details to identify the document
Complement Information	Additional information regarding the document

Previous Customs Documents

Grid where the customs document details, preceding the NCTS declaration, are being listed with the following information

Field	Description

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Type/Category	The code to identify the type of preceding customs document
Identification	details to identify the document
Complement Information	Additional information regarding the document

Supplementary remarks

Grid where additional regulations / requirements are to be notified to customs when applicable for the goods or destination covered by the NCTS declaration

Field	Description
Info code	The code to identify the applicable regulation
additional Information	Additional information regarding the document
Export EC	indicator that the NCTS declaration will be used to export from the EU
Export Country	indicator that the NCTS declaration will be used to export from the a NCTS member state not in the EU

FAQ

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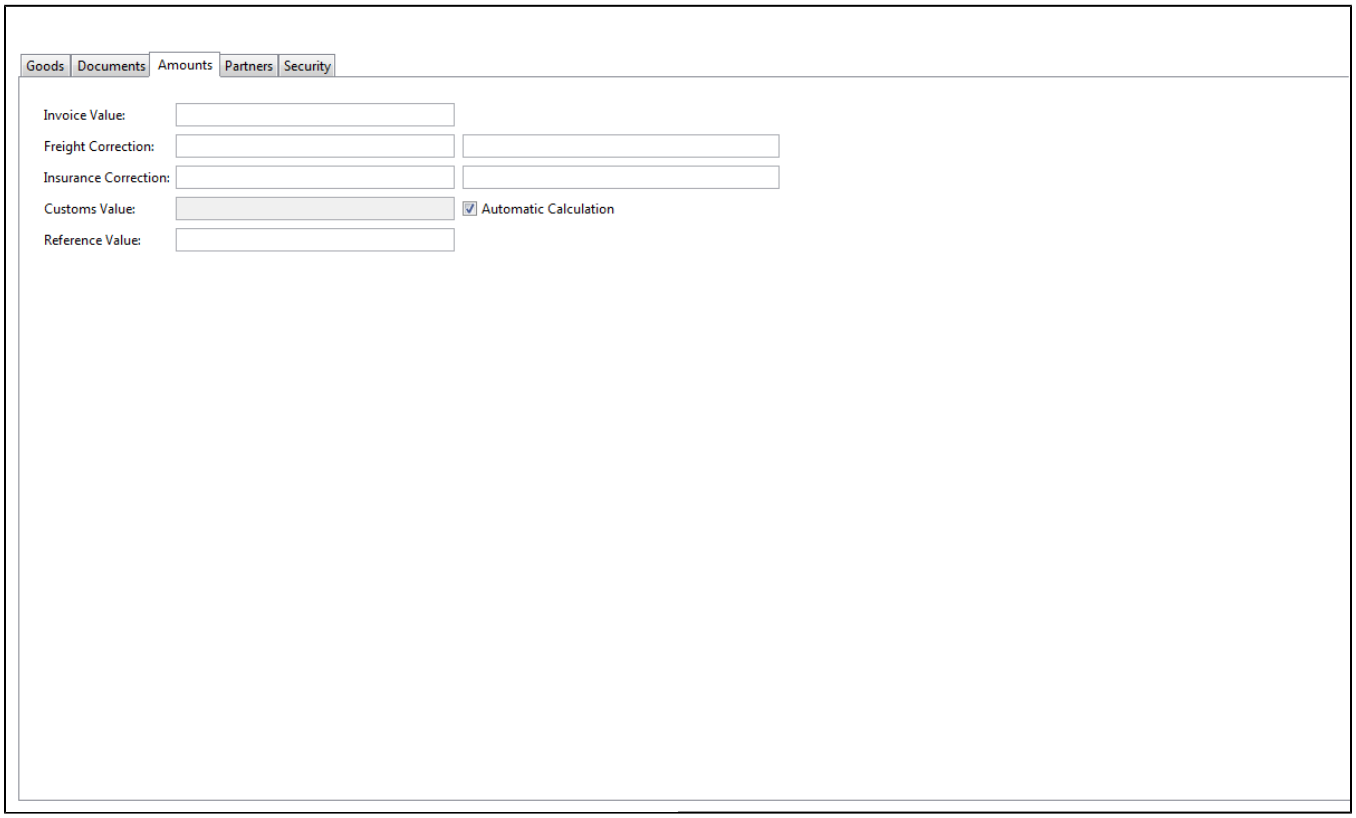
Tab 3 -Amounts - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the tab amounts details regarding invoice value , freight cost etc can be stored, in order to calculate the correct reference amount, for a "specific" NCTS declaration. Freight details can be prorated down from the details tab on basis of the gross weight.

Description



Invoice Value

The value of the goods of the item as listed on the commercial invoice accompanying the shipment.

Freight Correction

The prorated freight amount to be used to correct the invoice value to a match the EU Border value.

Insurance Correction

The insurance amount calculated on basis of the registered insurance percentage of the partner

Customs Value

The calculated customs value which will be the base amount for the calculation of the reference amount.

Automatic Calculation

The check box for automatic calculation of the customs office is by defaulted active and the customs value is calculated automatically, it can be deactivated in order to manually key in a customs value.

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Reference amount

The in the NCTS declaration reported reference amount, which will be deducted from the NCTS Guarantee, until the NCTS declaration has been cleared.

The reference amount will be calculated when the following details have been supplied :

- Commodity Tariff
- Gross Weight
- Import duty percentage
- VAT percentage
- Invoice Value

If The reference amount is not calculated or not entered manually, the reference amount will be determined by the selected reference calculation rule.

FAQ

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Tab 4 -Partners - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

Under NCTS it is possible to create a consolidated Declaration with different shippers, consignee's per item,
if this is used the details on header level should be left blank and populated here.

Description



Shipper

If different shippers, then the shipper per item is entered here

Consignee

If different Consignee, then the Consignee per item is entered here

FAQ

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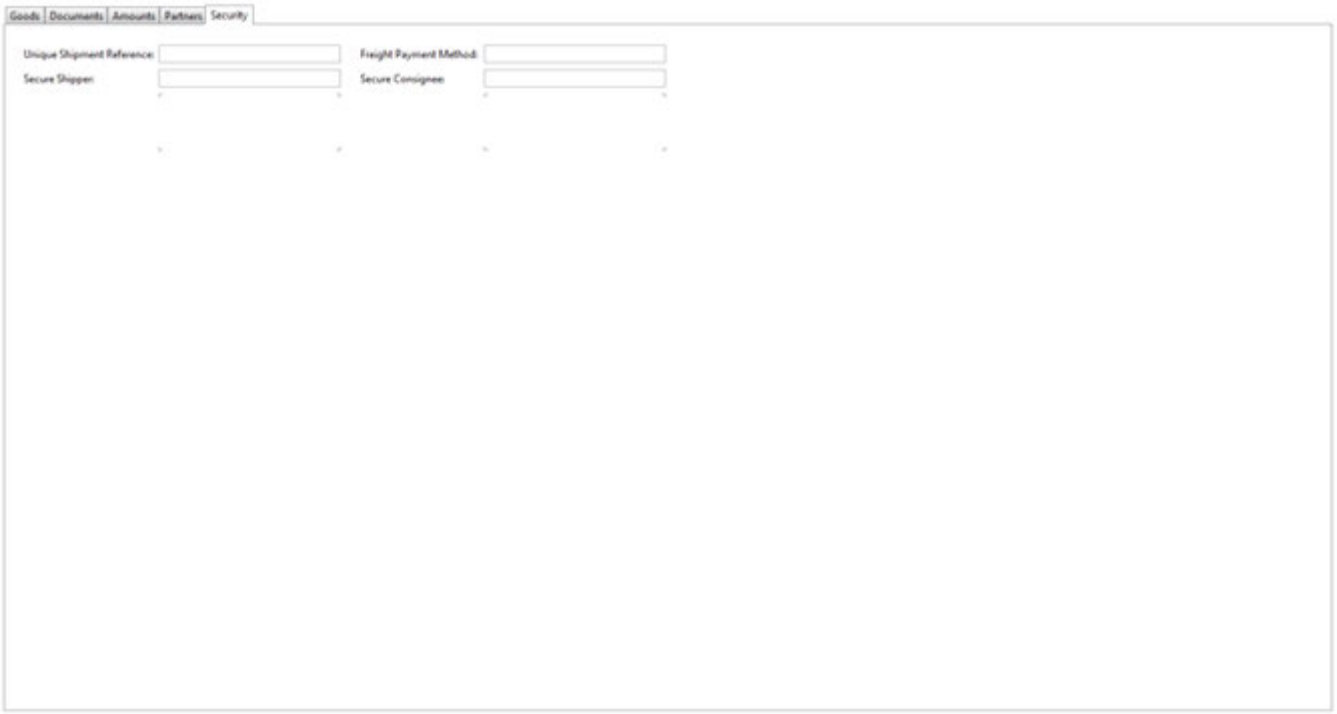
Tab 5 -Security - Items - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

If a NCTS Security is to be issued, additional security details might be entered here, also if per item different details for security partners applies, then the security shipper and/or consignee is defined here. For the last fields applies that if to be used, then on header level to be left blank.

Description



Unique Consignment Reference

an Unique code identifying the shipment, only be entered when an official recognized UCR has been issued, per item, only be used if declaration covers multiple UCR's .

Freight Payment Method

Code indicating the method by which the transport orderer is paying the declarant / transporter.per item, only be used if declaration covers multiple shipments.

Security Shipper

Details of the actual origination shipper of the consignment covered in the item. only be used if declaration covers multiple Shippers.

Security Consignee

Details of the actual origination Consignee of the consignment covered in the item. only be used if declaration covers multiple Consignee.

FAQ

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Tab 5 - Documents - Departure - NL NCTS

- Introduction
- Description
- FAQ

Introduction

On the documents tab all document generated on the NCTS declaration are shown and documentation, relevant to the declaration can be uploaded here. All document generated and/or linked to the NCTS declaration will also be available on the documents tab of the original shipment (if declaration created on a shipment)

Description

The function of the documents tab is generic throughout Scope and described on General Functions - Documents

FAQ

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T2L - T2LF printing

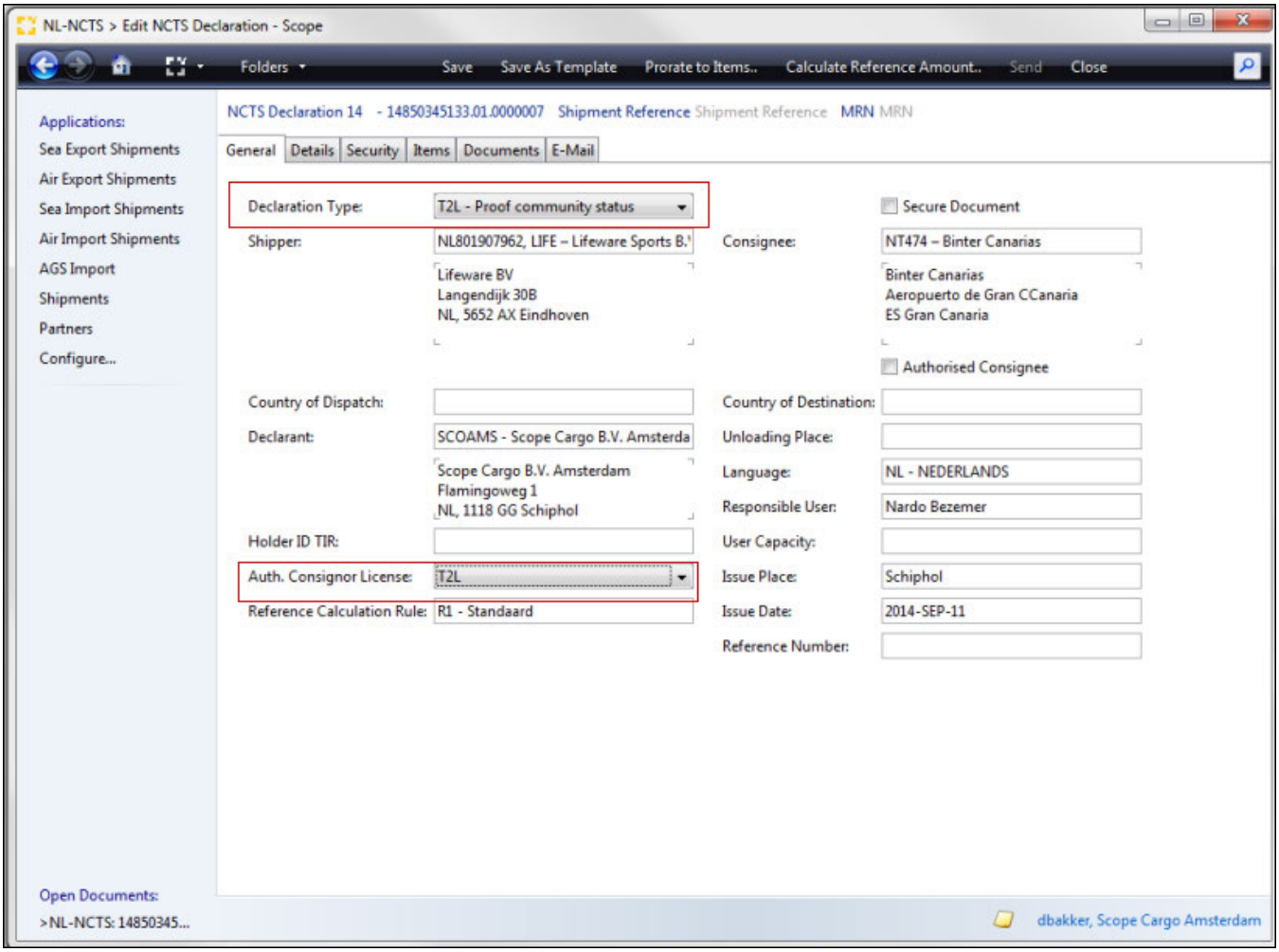
Introduction

In the NCTS module it is also possible to issue a T2L / T2LF document. Such documents are used to proof the status of the goods as "free EU Community goods" when transported between 2 EU countries (intra-community movements) in such as manner that during transport they actually are outside of the EU, for instance sea transport from the Netherlands to the Canary island.

Description

To issue a T2L document a new NCTS declaration entry is created whereby in the field declaration type the selection is set to either "T2L" or "T2LF". Setting the declaration to the selected type will also disable all validations and warnings, furthermore the send button will also be disabled.

Should the T2L(F) be issued under a self -issuance license then the licence field should be set to the correct licence,
the licence is set up under the partner role declarant



If all required data has been entered, the entry can be closed and the SAD document can be printed. If a license has been added the system will ask if a definitive print should be made. A definitive print will result in a print with stamp and can no longer be modified.

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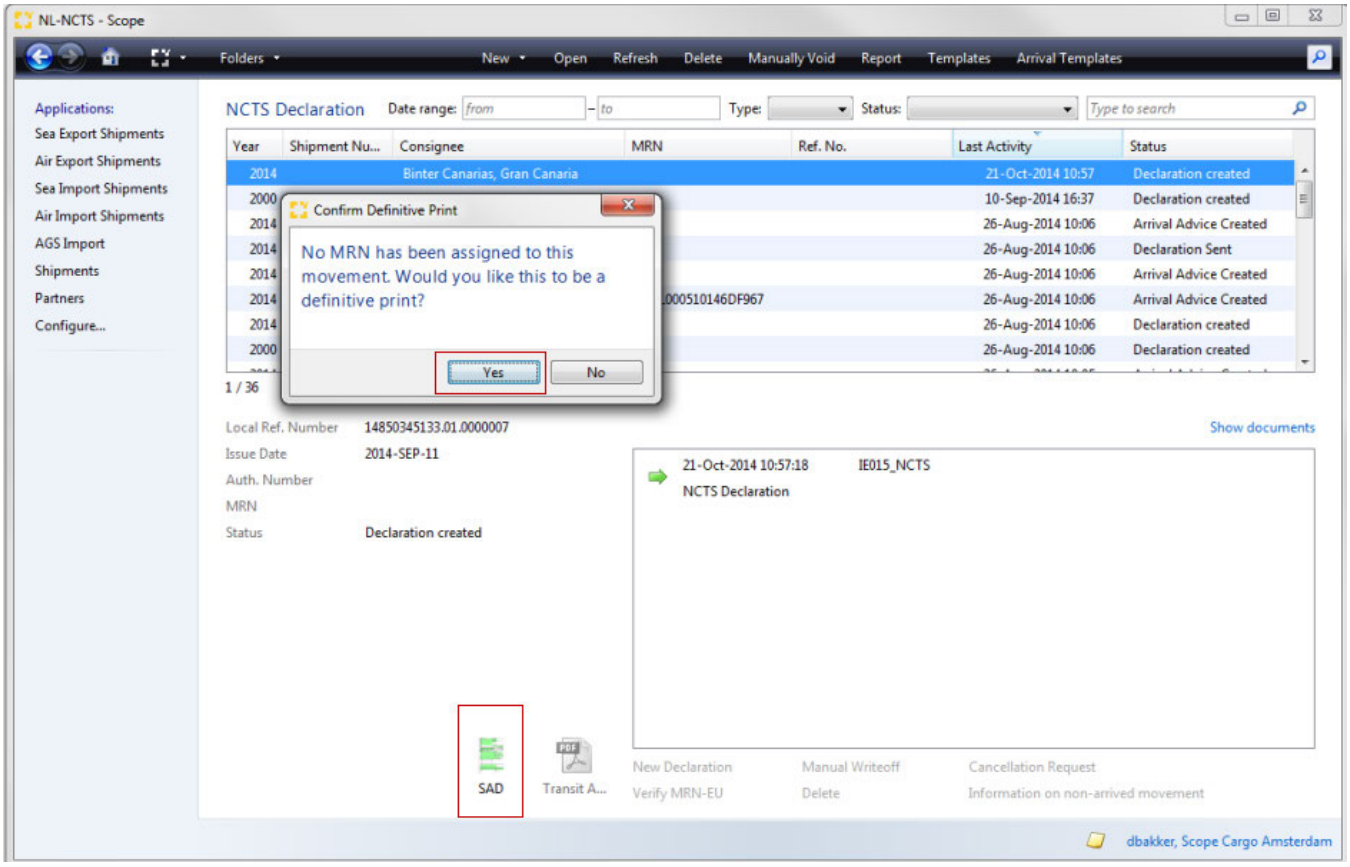

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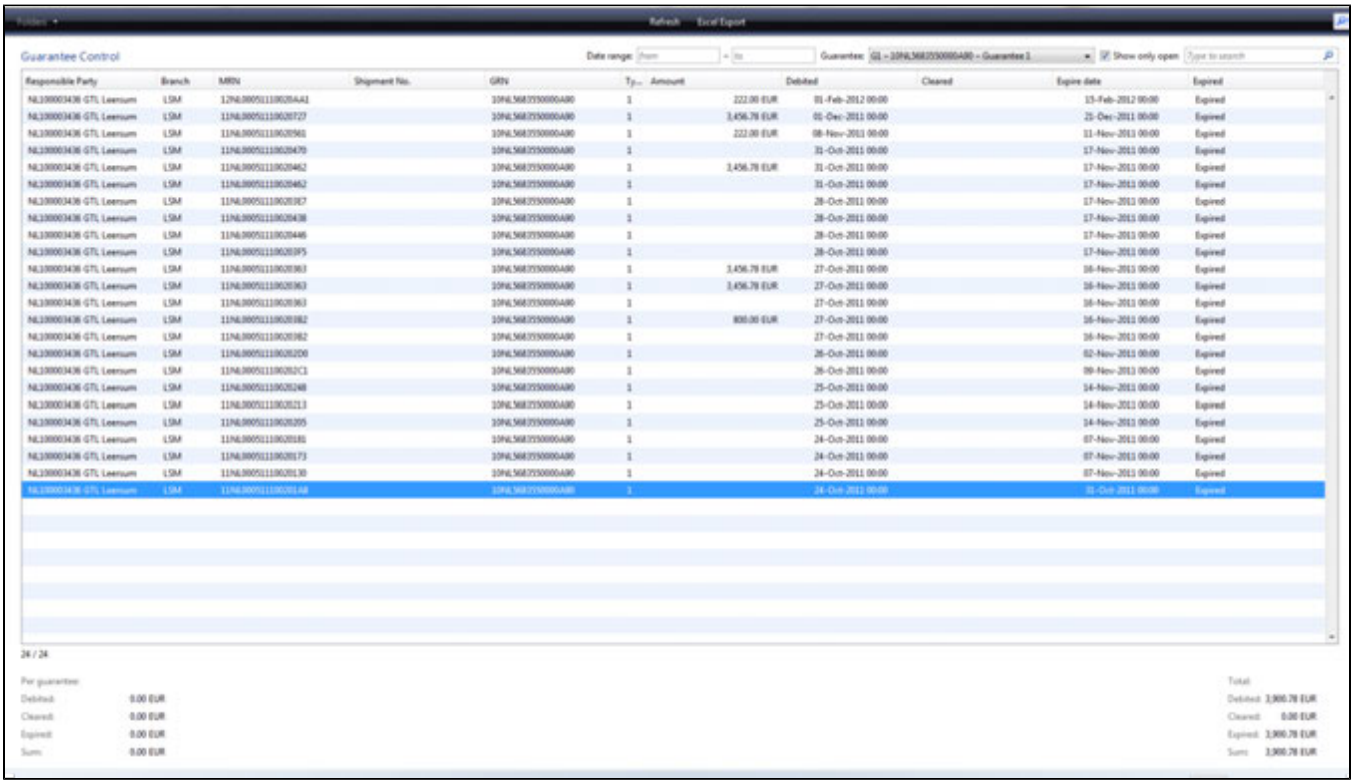
NCTS - Other Messages - Functions

- Introduction
- Description
- FAQ

Introduction

In the function "NCTS Guarantee Control" and overview is kept off all NCTS Departure Declarations and the outstanding impact of reference-amounts.

Description



Refresh

Option to refresh the displayed information

Excel Export

The existing filter will be exported to excel for for further manipulation and investigation.

	A	B	C	D	E	F	G	H	I
1	Guarantee control report								
2									
3	Responsible Party								
4									
5	**Branch**	**MRN**	**Shipment No.**	**Amount**	**Debited**	**Cleared**	**Expired**	**Value of Goo**	**GRN**
6	AMS	12NL00043210A98C13		7.200,00	2012-07-23 00:00		2012-07-30 00:00	0,00	
7	AMS	12NL00043210A99C26		7.200,00	2012-07-23 00:00		2012-07-28 00:00	10.250,00	
8	AMS	12NL00043210AA1251		43,76	2012-07-23 00:00		2012-07-28 00:00	0,00	
9	AMS	12NL00043210AA2074		28,21	2012-07-23 00:00		2012-07-28 00:00	75,00	
10	AMS	12NL00043210A825D2		87,52	2012-07-20 00:00		2012-07-27 00:00	0,00	
11	AMS	12NL00043210A4E9D9		2.985,85	2012-07-19 00:00		2012-07-26 00:00	0,00	
12	AMS	12NL00043210A2F540		7.200,00	2012-07-18 00:00		2012-07-25 00:00	0,00	
13	AMS	12NL00043210A38814		7.200,00	2012-07-18 00:00		2012-07-26 00:00	75,00	
14	AMS	12NL00043210A38AF5		7.200,00	2012-07-18 00:00		2012-07-26 00:00	0,00	

Responsible Partner.

The partner name on which the Guarantee has been registered in Scope.

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Branch

The Branch code where the NCTS declaration was issued

MRN

The by customs assigned MRN number

Shipment number

The Shipment number (if available) on which the NCTS declaration was issued.

Amount

The reference amount declared in the NCTS Declaration

Debited

The date when the declaration was accepted and the reference amount was debited against the Guarantee of the declaration.

Cleared

The date when the NCTS declaration was cleared (write of movement) and the reference amount is credited on the Guarantee

Expired

The Date when of the expiration date as entered during that process of the declaration.

Value of the goods.

The sum of the value of the goods (items) as entered in the declaration (optional)

GRN

The GRN number used in the NCTS declaration

Date range

To filter a criteria of a period on basis of the issue date

Guarantee

Option to filter declaration on basis of registered GRN numbers

Show only open

When active all non-cleared declaration will be shown, if not active all declarations clear/non cleared will be displayed.

search window

The standard scope search box allowing to select an declaration.

Totals per Guarantee

debited

Total open amount debited to the guarantee of the active filter.

Cleared

Total Amount debited and credited again to the guarantee of the active filter.

Expired

Total amount debited on expired documents to the guarantee of the active filter.

Sum

Sum of debited and cleared.

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Totals

debited

Total open amount debited of the active filter.

Cleared

Total Amount debited and credited again of the active filter.

Expired

Total amount debited on expired documents of the active filter.

Sum

Sum of debited and cleared.

FAQ

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NCTS - Guarantee

- Introduction
- Description
- FAQ

Introduction

Description

FAQ

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NCTS - Request for Non-arrived movements

- Introduction
- Description
- FAQ

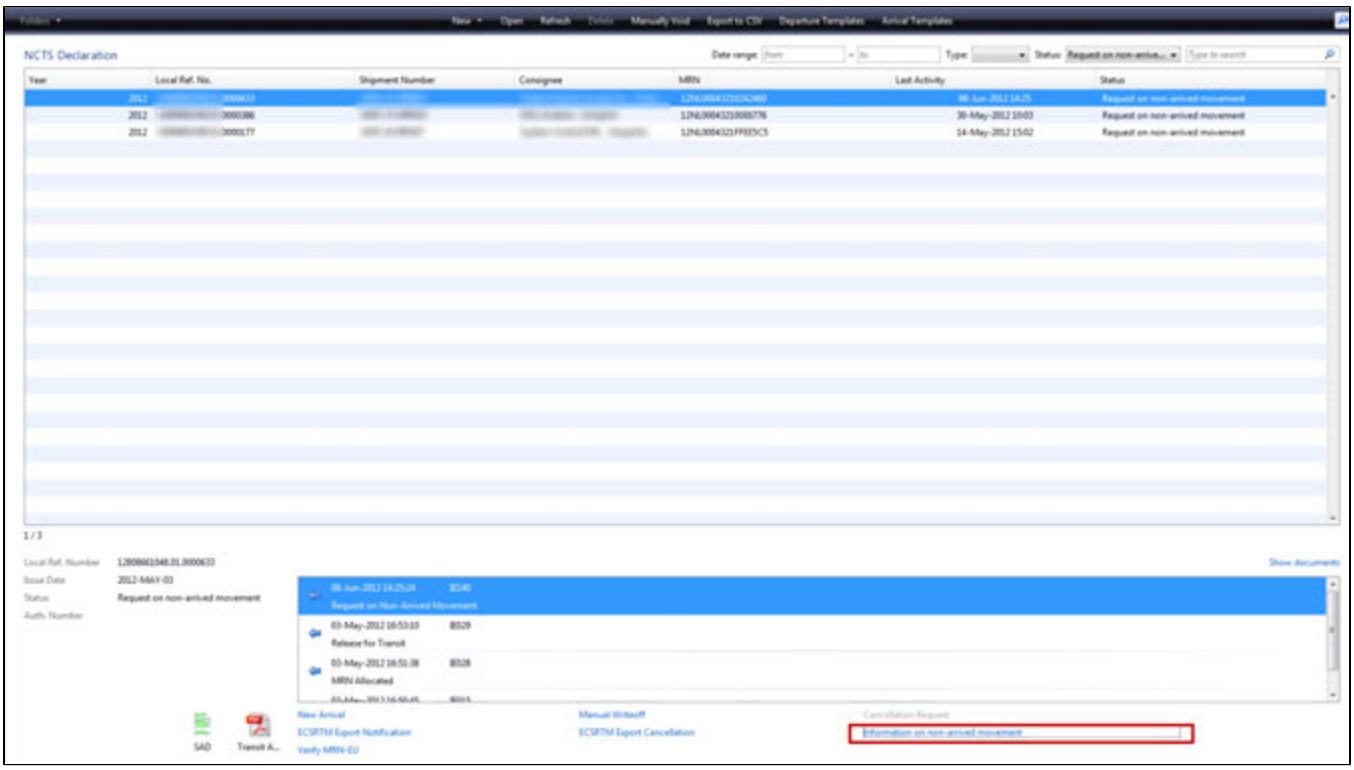
Introduction

If an NCTS declaration has not been cleared with in the given period, Customs can send a request to supply a an explanation for non-Arrived Movements, The chapter describes how to respond to such a request.

Description

Create a response

The Homeview with the status on request on non-arrived movement , activate the indicated link to open the response dialog



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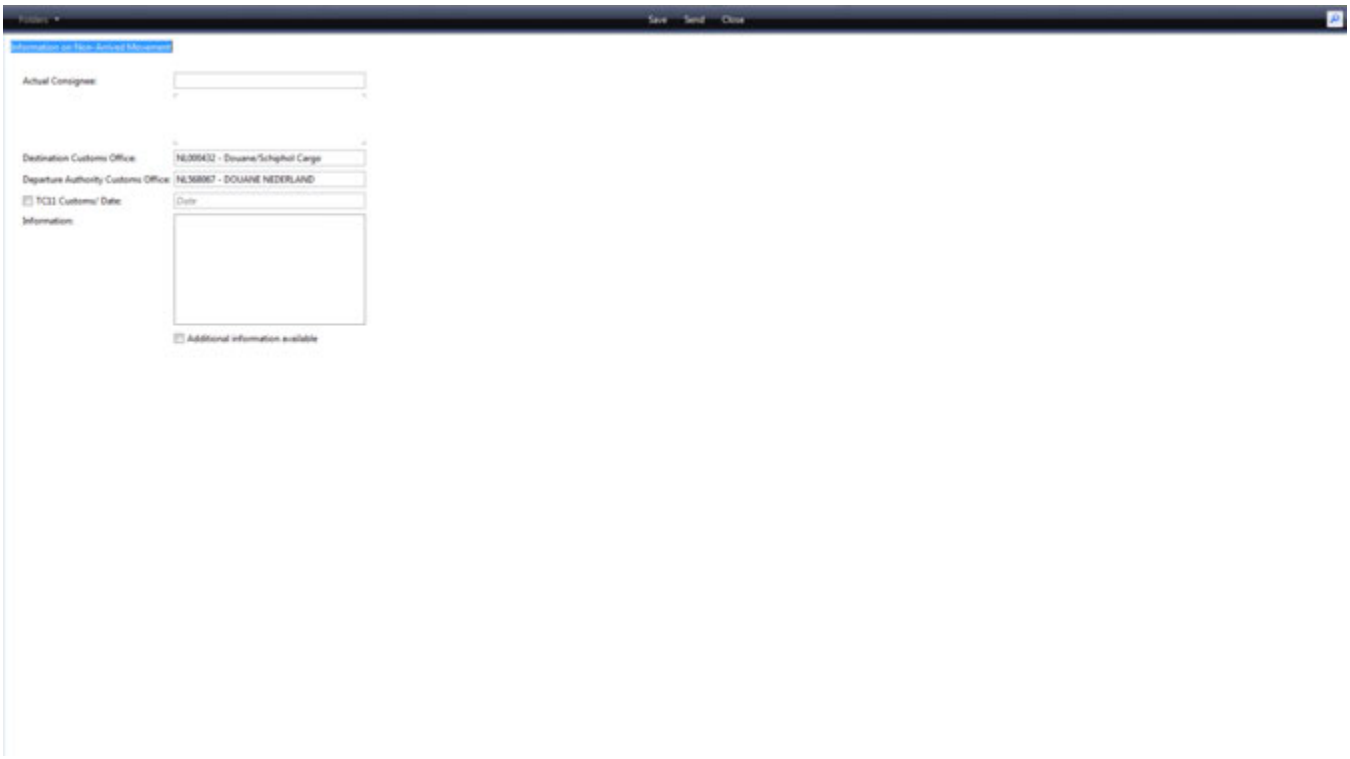

Response Dialog

Actual Consignee

In this field the partner or document address of the actual receiver of the NCTS declaration

Destination customs office

Customs office of destination which issued an TC11 to confirm receipt of the declaration

Departure Authority Customs Office

The customs office responsible for the investigation of non-cleared NCTS declarations (customs office mentioned in the original message) should not be changed, For reference on NL declarations this will be NL568067.

TC Customs

to be activated when a TC11 has been issued by Customs

TC Date

The date on which the TC11 has been issued

Information

Textual information about the reasons why the NCTS declaration has not yet been submitted for arrival

Additional information available on Paper

Indication that any other proof of arrival (on paper) is available and can be provided to Customs upon request.

Response entry Schedule

field	actual consignee	Destination Customs office	Departure Authority	TC11	TC 11 Date	Information	Additional Info
allowed combination							
with TC11	Optional						

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		✓	✓	✓	✓	✓	✗
without TC11	✗	✓	✓	✗	✗	✓	✓
without TC11	✓	✗	✓	✗	✗	✓	✓

FAQ

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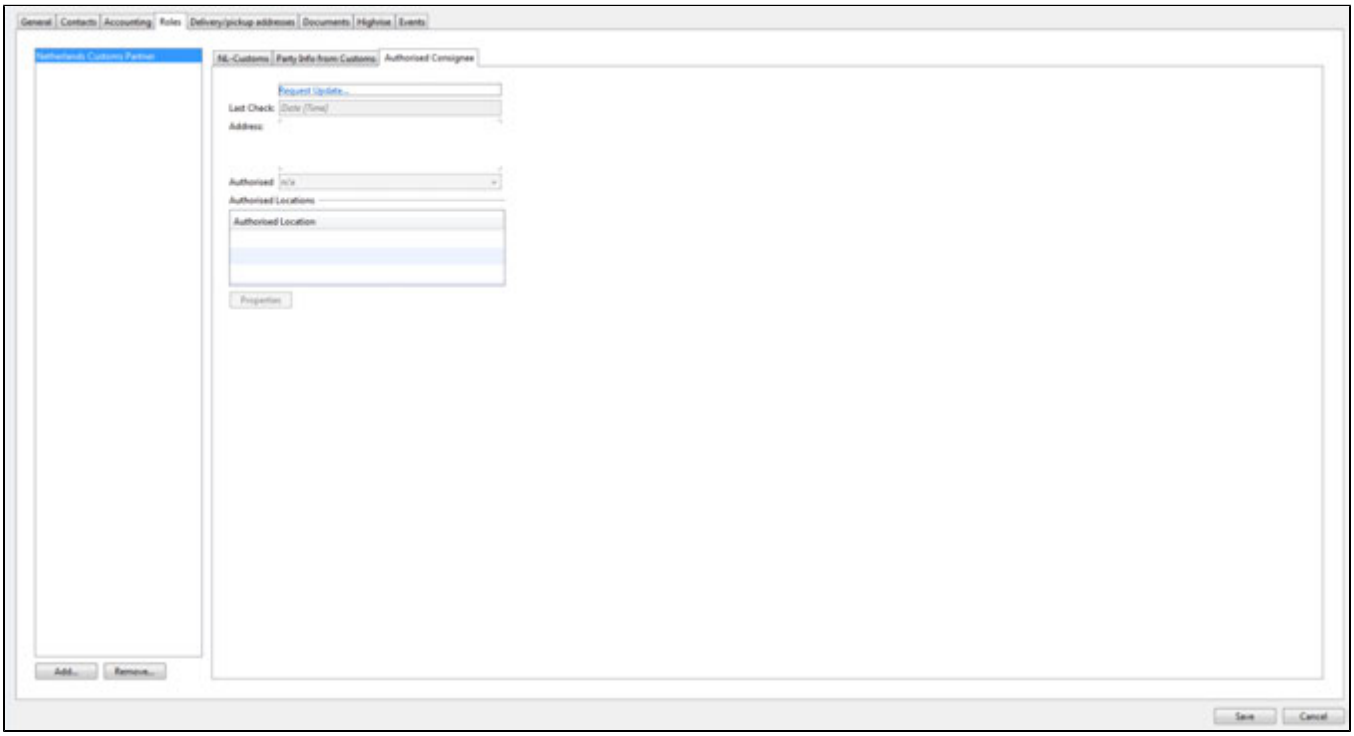
NCTS - TG validation

- Introduction
- Description
- FAQ

Introduction

Under NCTS a message is available with which the user can verify the TG locations are available under a EORI number. This message is send and stored on partner - NL Customs Partner

Description



Request Update

With the link Request update the message can be send. Requirements for the message to be send is that the partner has an Eori Number and a valid customs office transit on the tab NL-Customs.

Last Check

Will display the last date / time the check was successfully performed

Address

The address details as provided by NL customs as the address details of the send EORI number.

Authorised

Will be updated with the status if the send EORI number has a license TG or not

Authorised Locations

Will be populated with the codes assigned to the TG locations.

Properties

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Under the button Properties, there will be displayed the full address details of the TG location code.

FAQ

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PDE - RTO - PGTS

- Introduction
- Description
- PGTS Prenotification
- Background information

Introduction

The PDE/RTO module is used to maintain a summarized administration for Public Douane Entrepots(PDE) and RTO warehouses.
This administration maintains on shipment level the in- and outgoing movements and related customs declarations.
For RTO warehouses that participate in PGTS, the system updates the PGTS system with the transactions taken place in this module.

NOTE: PGTS was formerly known as: DGVS

Description

The basic operations in this module are:

- PGTS Prenotification
  This function is only used in case the RTO is participating in PGTS.
  Using this function the user can inform the handling agent (or any other PGTS participant) via which customs procedure a shipment will be picked up.
  This function is accessible from the menu (seeing all PGTS Prenotifications) and via de Air Import Master, Direct and Back-to-back shipments.
- Take In
  The TakeIn appliance allows the registration of goods received in the entrepot.
  In case of PGTS this includes the messaging for receiving goods from both PGTS -participants (ISL) and non-PGTS-participants (ISC).
  A Take-In can be combined with a Breakdown.
- Breakdown
  The Breakdown appliance allows the split of a master shipment into house shipments.
- Buildup
  The Buildup appliance allows the merge of 1 or more house shipments into a single master shipment.
- TakeOut
  The TakeOut appliance allows the registration of goods shipped from the entrepot.
  In case of PGTS this includes the messaging for shipping goods to both PGTS-participants (USL) and non-PGTS-participants (USC).

In addition the following functions are available:

- Inventory
  Shows the current (and past) inventory and allows the user to export it to XLS.
- PGTS Corrections
  This appliance allows the user to do corrections that are not directly related to a TakeIn or Takeout. It will be used in case of loss or damage of goods or special corrections after consulting Customs.

PGTS Prenotification

Compared to old system DGVS, PGTS has an additional message: Prenotification to inform the other party (mostly ground handlers) about the goods that will be picked up.

PGTS Prenotification - Home View

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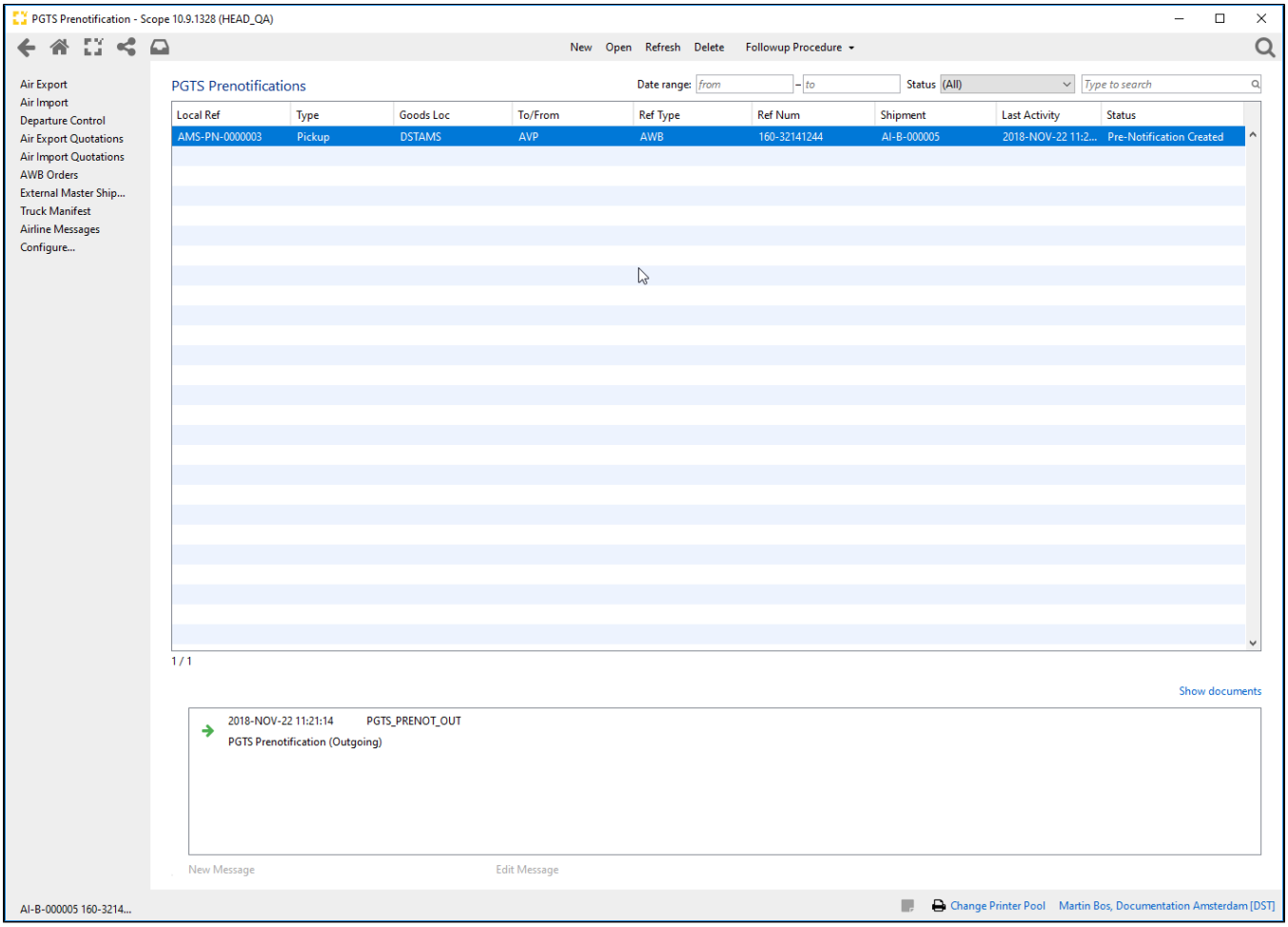


Application Actions

New

Allows the creation of a new Prenotification procedure and starts the editor so the details can be supplied.

Open

Opens the selected Prenotification to view/edit the details.

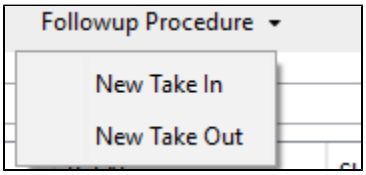
Refresh

Refreshes the screen with the latest information.

Delete

Allows the deletion of a non-sent Prenotification

Followup Procedure



Allows the user to create a Take In or Take Out on the selected Prenotification.

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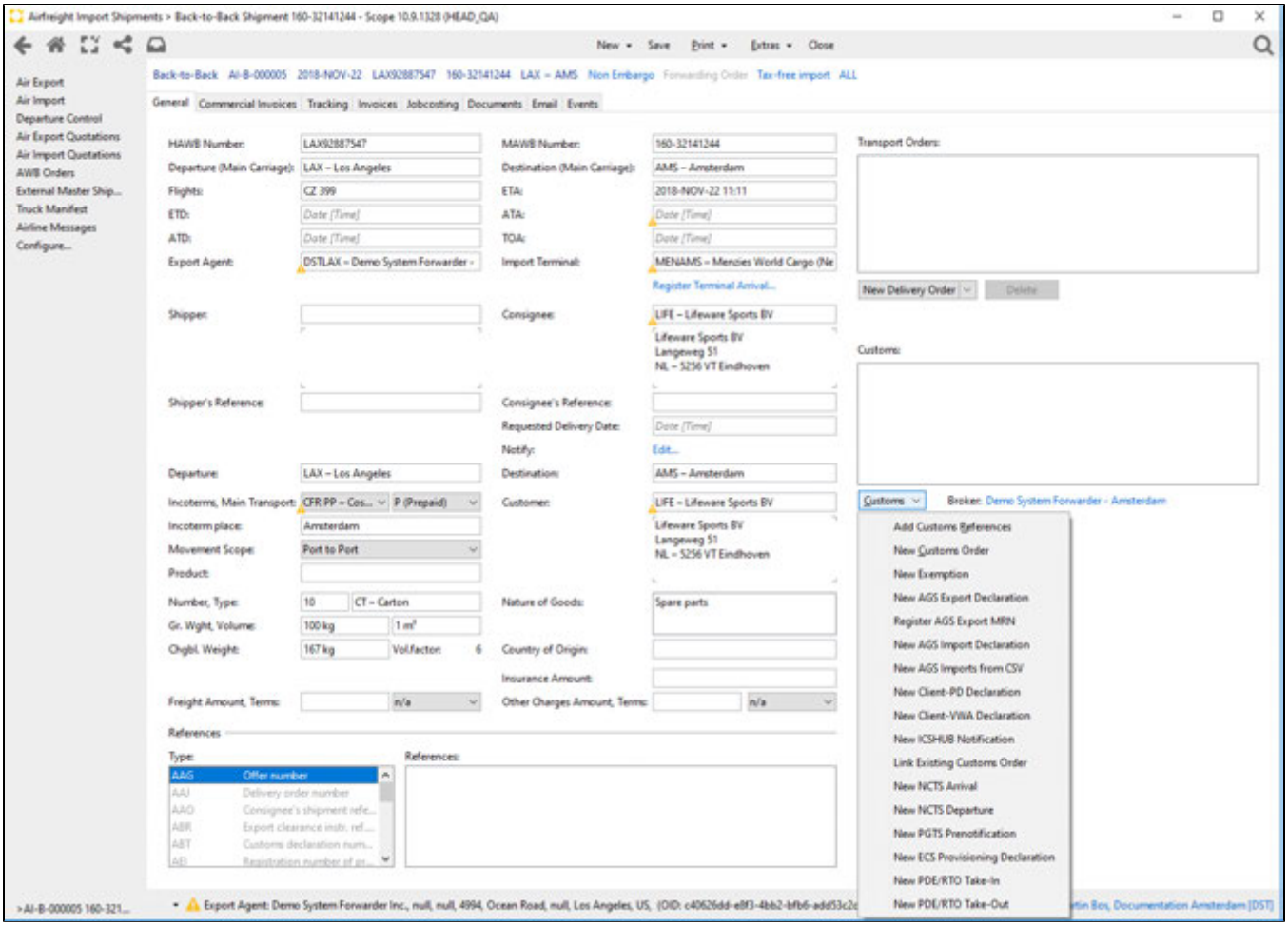
By creating the Take In from the Prenotification, you can make sure the Take In contains the same details as the Prenotification.

From Air Import shipment

The Prenotification can also be created directly from the Air Import Shipment screen, via de Customs drop-down menu.



This brings you to the Prenotification editor.

Prenotification Editor

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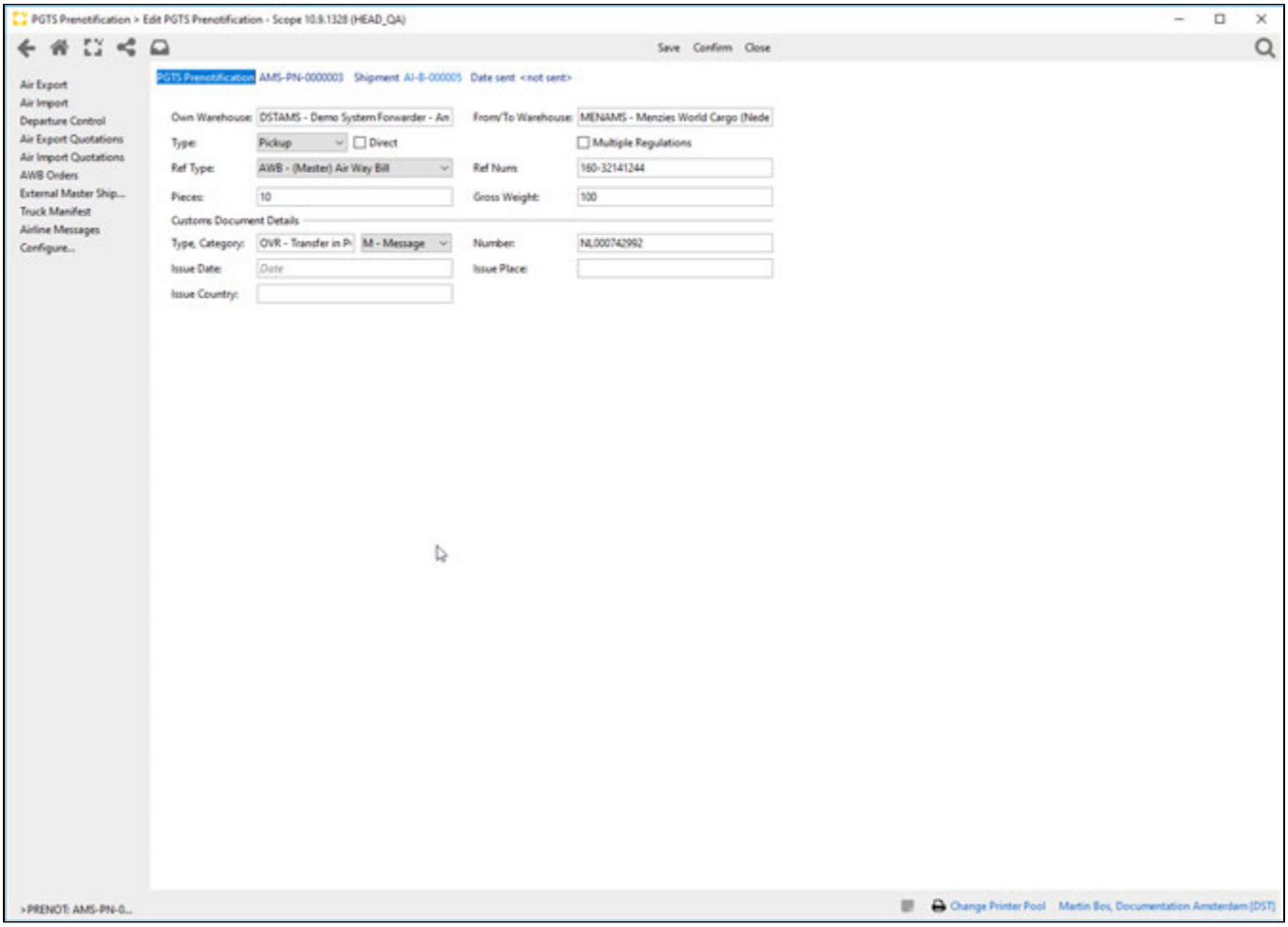

Own Warehouse

This is the Partner code of your own RTO warehouse.

From/To Warehouse

For Pickup: this is the warehouse where you want to pick up the shipment (import)
For Delivery: this is the warehouse where you want to deliver the shipment (export)
In most cases it will be the ground handler/terminal.
When the Prenotification is created from an Air Import shipment, this field is defaulted with the Terminal of the shipment.

Type

A Prenotification can be made to either Pickup(import) or Deliver(export) the goods.
Because the PGTS system will automatically send the Prenotification(Delivery) for export, these will hardly be used from Scope; it will be Pickup(import) in most cases.
See the Cargonaut manual for PGTS.

Direct

Indicates that the goods are not picked up by the forwarder/agent but by the customer directly. This means that no Take In (import) will follow.
In the customs document details the type and number of the customs document used should be specified. Most probably an Import Clearance or NCTS declaration.

Multiple Regulations

In case the shipment is directly picked up with multiple customs declarations this toggle needs to be set and an ICSHUB(755-INO) message should be separately created.
This can be done in the ECS/ICS Hub Appliance.

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Reference Type / Number

In this field the reference to the shipment should be mentioned. This should be the same reference as in the Take In that will follow (import).

Pieces / Gross weight

These are the fields that indicate how many pieces and how much weight will be picked up(import). When created from a shipment, the system defaults with the total pieces and weight of the shipment.

Customs Document Details

Type / Number

The type and number of Customs Document used to transfer the goods. Special options here:

- OVR
  Means bringing goods over using the PGTS Take In.
  The Customs Document Number must be the RTO entrepot number.
- DPU (=Direct Pickup)
  Used when a Pickup is Direct and multiple regulations are involved.
  The Customs Document Number should contain "755" indicating that an ICSHUB message will be sent separately.
- DDL (=Direct Delivery)
  Used when a Delivery is Direct and multiple regulations are involved.
  The Customs Document Number should contain "755" indicating that an ECSHUB message will be sent separately.

Issue Date and Place

Optional fields indicating the issue date and place of the customs document.

Background information

Here some information about what messages have to be sent in what case.

Entrepot Type	PGTS member	=>	Send PGTS Prenotification?	Send PGTS RTO-messages (ISL,ISC,USL,USC,OPB,AFB,COR)
RTO	No		✗	✗
RTO	Yes		✓	✓
PDE	No		✗	✗
PDE	Yes		✓	✗
None	No		✗	✗

Forwarders in the last category, can still get their goods from the ground handler, but they will probably issue an instant Prenotification when truck arrives at the ground handler desk to pickup the goods.
Depending on the ground handler, additional charges might be applicable.

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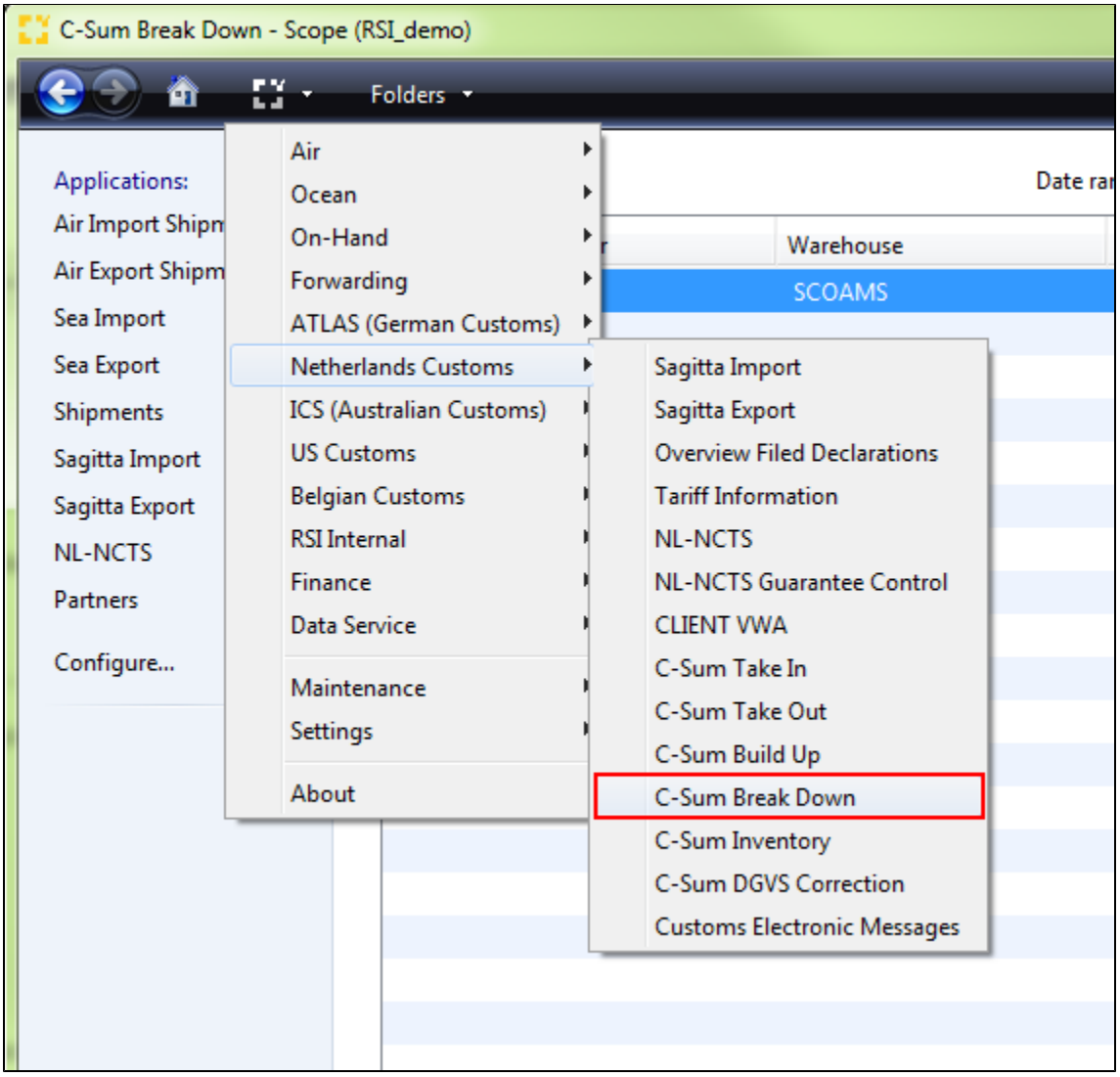
BreakDown - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the BreakDown Appliance of the DGVS/C-sum module, a shipment of the inventory can be selected and split into multiple shipments.



Description

Application Actions
Filter- and searchfunction(s)

Homeview

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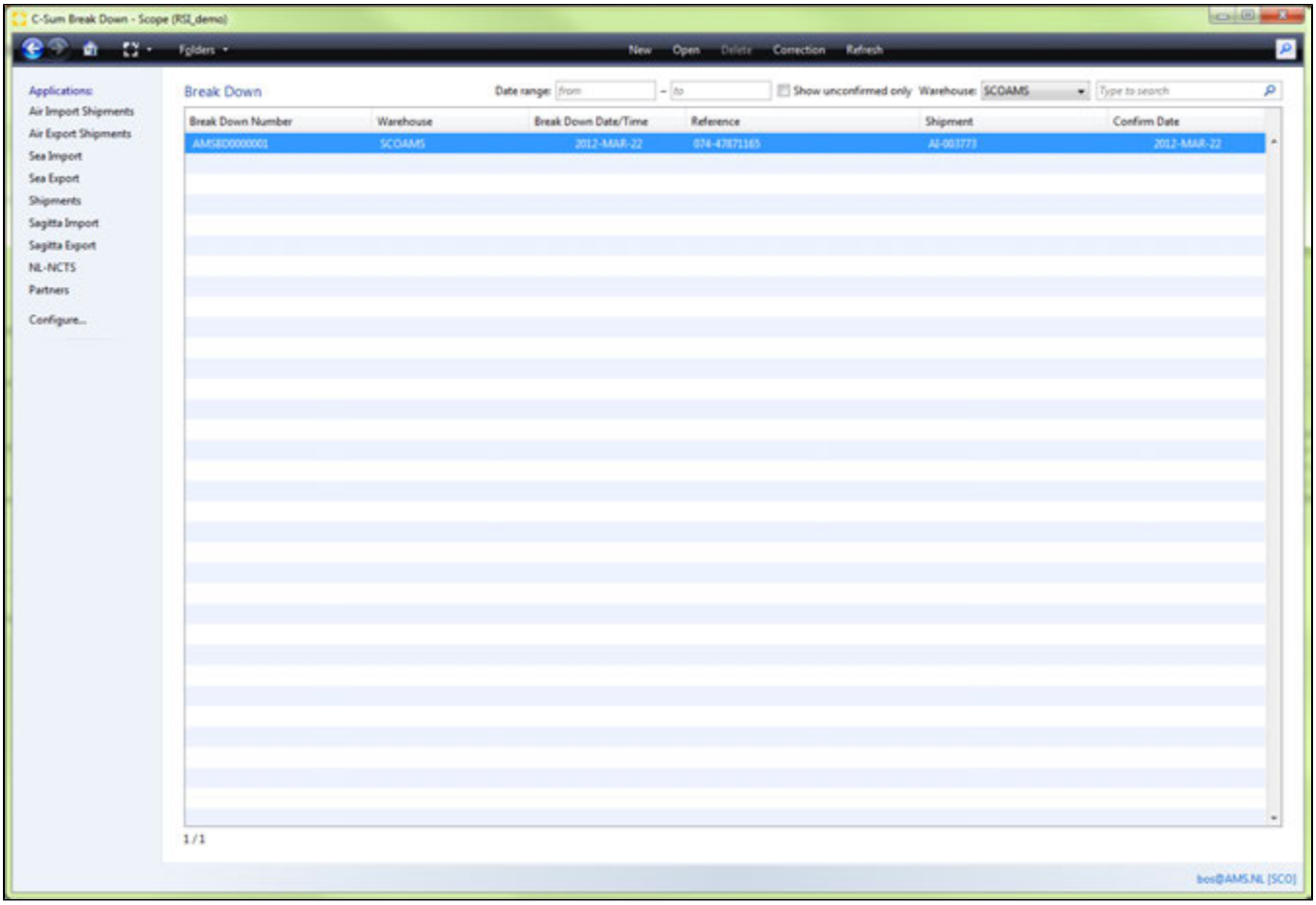


Application Actions

New

Creates a new BreakDown transaction.

Open

Opens selected BreakDown transaction for editing. In case the BreakDown was already confirmed the BreakDown is opened readonly. When changes are needed after confirmation, the Correction action must be used.

Delete

Deletes the selected transaction. This is only possible when the transaction was not confirmed yet.

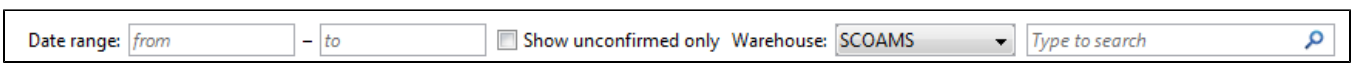
Correction

Allows the user to correct the transaction that was already confirmed.

Refresh

Refreshes the grid from the database.

Filter- and searchfunction(s)



Date Range

Filters the record on BreakDown Date

Show unconfirmed only

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When ticked, the system shows only transactions that are not confirmed.

Warehouse

Shows only the transactions for the selected Warehouse-partner. By default this is the Branch-Partner of the branch the user is logged in to.

FAQ

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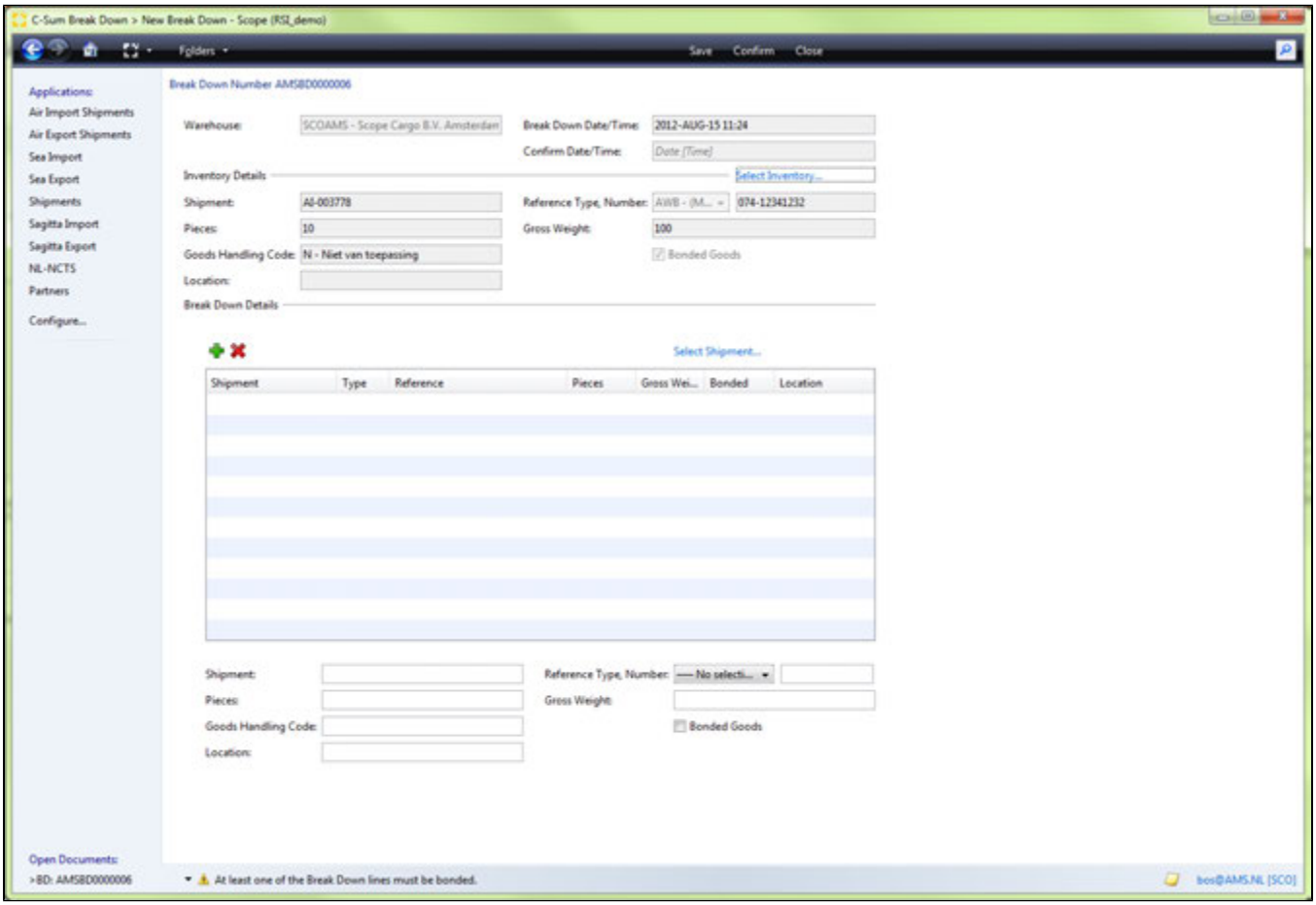
General - BreakDown - DGVS/C-sum

- Introduction
- Description

Introduction

In this tab of the BreakDown appliance the user can select the Inventory that has to be split and specify the details of the house shipments.

Description



Editor Actions

Save

Saves the current transaction in case all required fields are specified.

Confirm

Confirms the transaction. After Confirmation the record cannot be changed; only Corrections can be done.
In case the Warehouse participates in DGVS, related DGVS messages will be sent:

- AFB (BreakOff)

Close

Closes the current transaction. System will prompt when there are unsaved changes.

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Editor Fields

Warehouse

Warehouse-partner where this transaction takes place. Defaulted with the Branch-partner the user is logged in to.

BreakDown Date/Time

Date and time the transaction is created.

Confirm Date/Time

Date and time the transaction is confirmed.

Inventory Details

Select Inventory

Opens a popup where the user can select what Inventory needs to be split.

Shipment

Readonly field showing the Shipment of the Inventory to be split.

Reference Type, Number

Readonly field showing the Reference Type and number of the Inventory to be split.

Pieces

Pieces of the selected Inventory that will be split.

Gross Weight

Gross Weight of the selected Inventory that will be split.

Goods Handling Code

Indication of the type of treatment of the goods of the selected Inventory.

Bonded Goods

Indication whether the goods of the selected Inventory are bonded or free.

Location

Location of the goods of the selected Inventory.

Grid with BreakDown lines

This grid shows the house shipments.
Using the buttons above the grid the user can add and remove records.

BreakDown Detail

Select Shipment

Using this action the user can select a shipment from the Scope Air, Ocean and Simple shipments.

Shipment

Readonly field to show the shipment number to which this TakeIn is related.

Reference Type, Number

Type of reference and number.

Pieces

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Pieces of the shipment received.

Gross Weight

Gross weight of the shipment received.

Goods Handling Code

Indication of the type of treatment of the goods.

Bonded Goods

Indicates whether the goods are bonded or in free circulation.
In case the shipment on the general tab (master shipment) is marked as Bonded Goods, at least one of the shipments in the BreakDown tab should be bonded.
In case the shipment on the general tab (master shipment) is marked as free Good (Bonded Goods unchecked), all shipments in the BreakDown tab should also be free Goods.

Location

Free format field to enter a location where the goods are stored in the warehouse.

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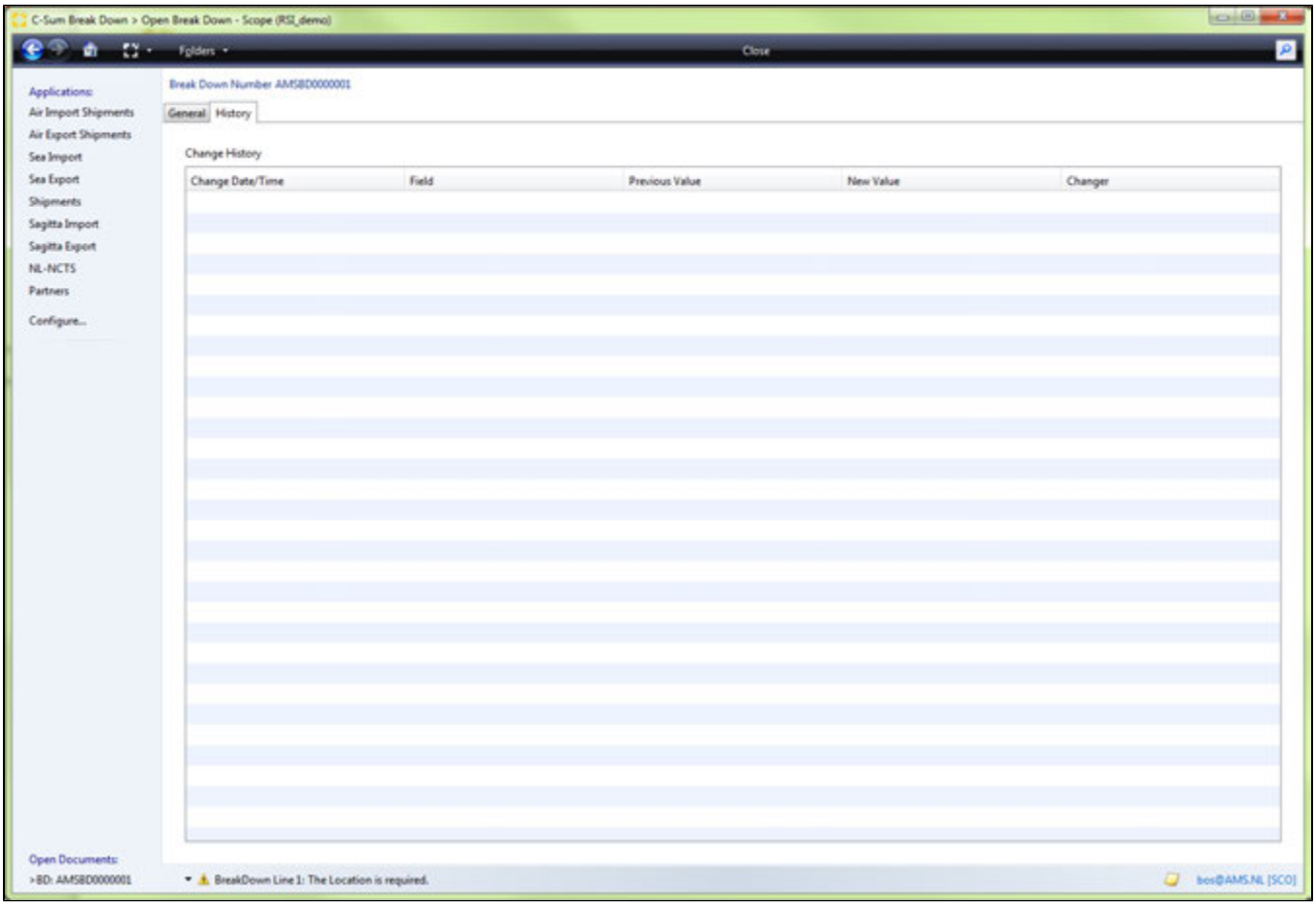
History - BreakDown - DGVS/C-sum

- Introduction
- Description

Introduction

In this tab of the BreakDown appliance shows the user all the corrections that have been made after confirmation of the BreakDown.

Description



Grid Fields

Change Date/Time

Date and time the correction was done

Field

Attribute/field that was changed

Previous Value

Old value

New Value

The new value after correction

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Changer

User that did the change

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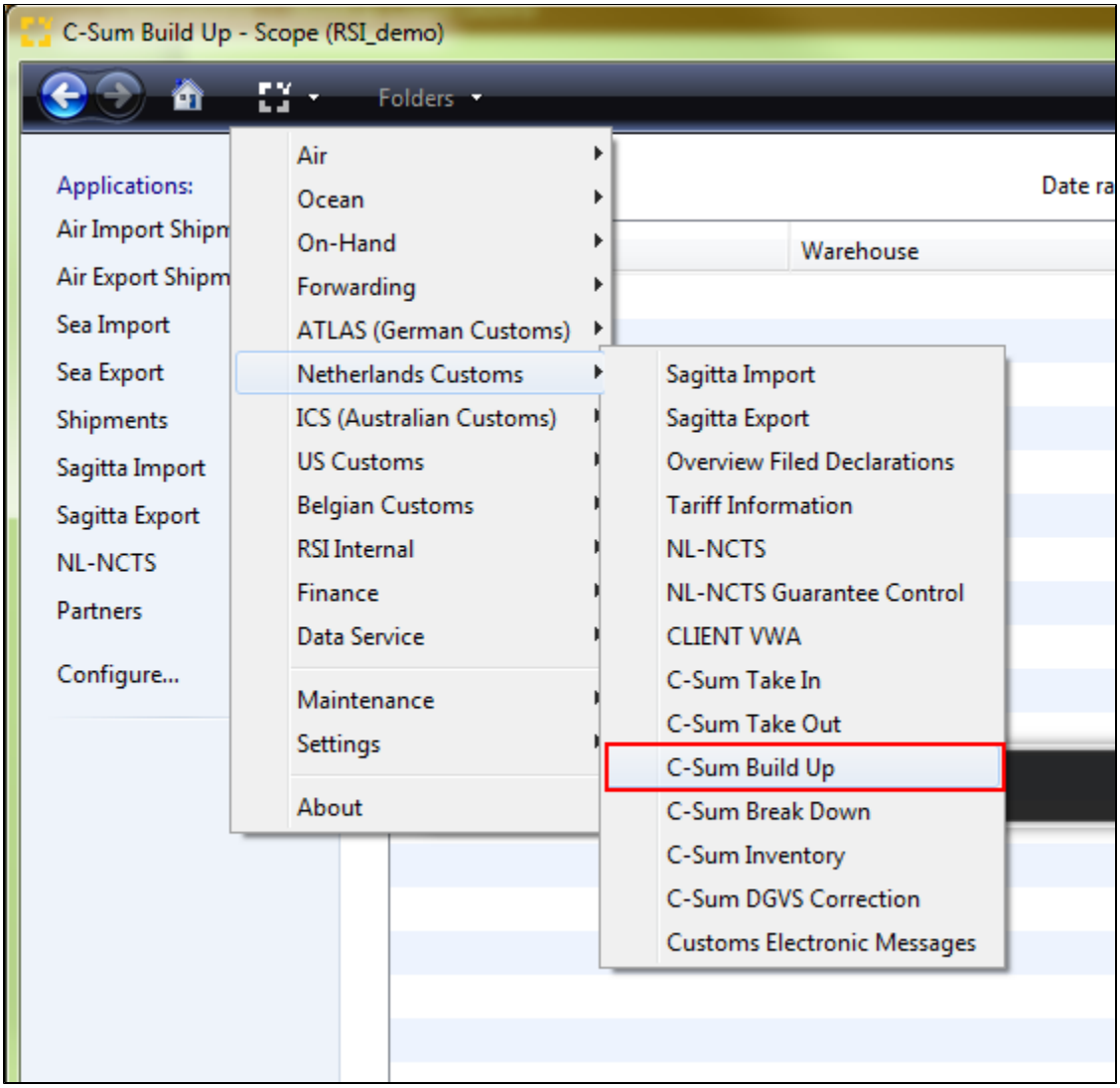
BuildUp - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the BuildUp Appliance of the DGVS/C-sum module, shipments from the inventory can be merged into 1 Inventory.



Description

Application Actions
Filter- and searchfunction(s)

Homeview

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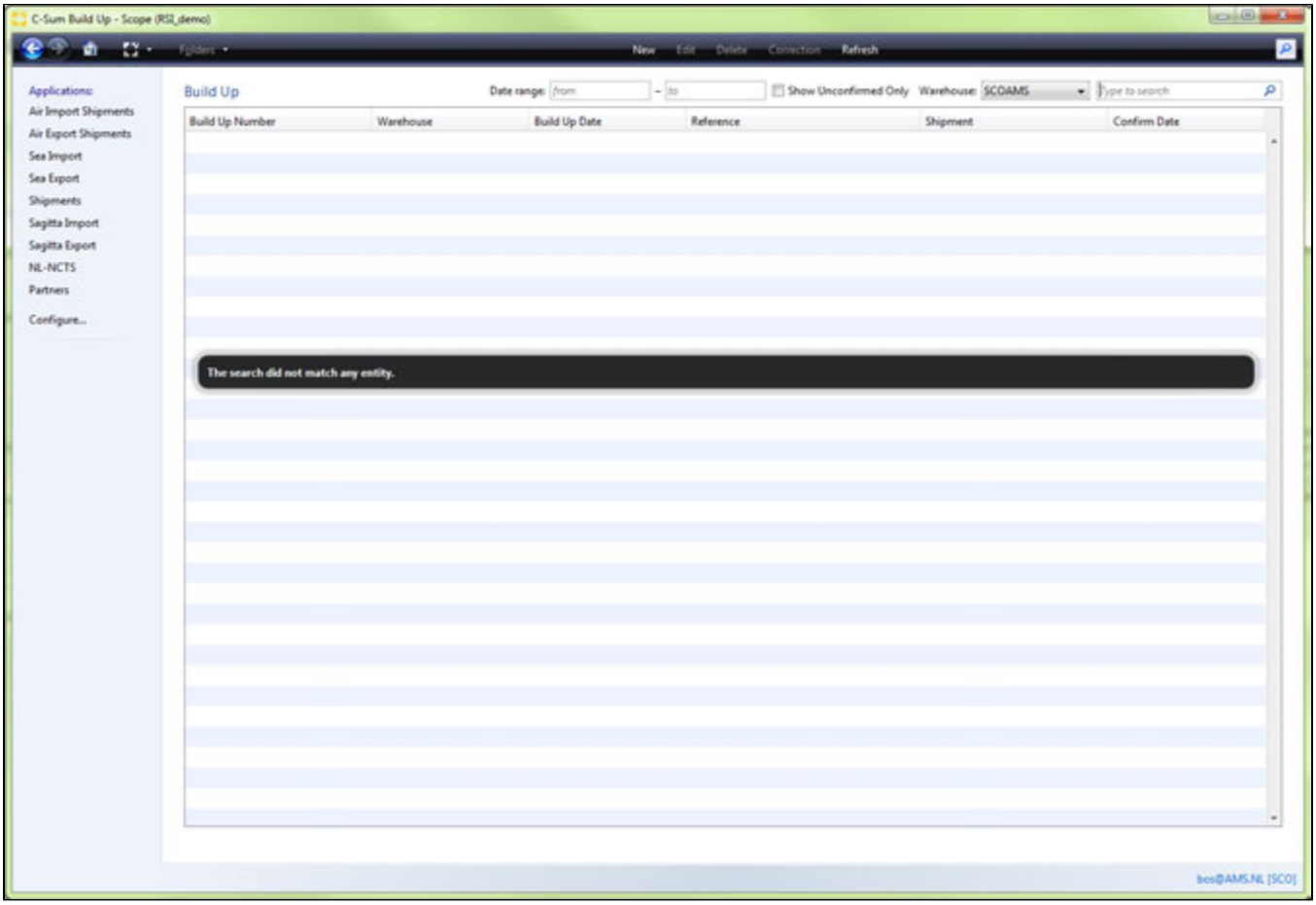


Application Actions

New

Creates a new BuildUp transaction.

Open

Opens selected BuildUp transaction for editing. In case the BuildUp was already confirmed the BuildUp is opened readonly.
When changes are needed after confirmation, the Correction action must be used.

Delete

Deletes the selected transaction. This is only possible when the transaction was not confirmed yet.

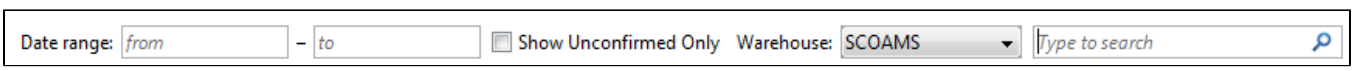
Correction

Allows the user to correct the transaction that was already confirmed.

Refresh

Refreshes the grid from the database.

Filter- and searchfunction(s)



Date Range

Filters the record on BuildUp Date

Show unconfirmed only

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When ticked, the system shows only transactions that are not confirmed.

Warehouse

Shows only the transactions for the selected Warehouse-partner. By default this is the Branch-Partner of the branch the user is logged in to.

FAQ

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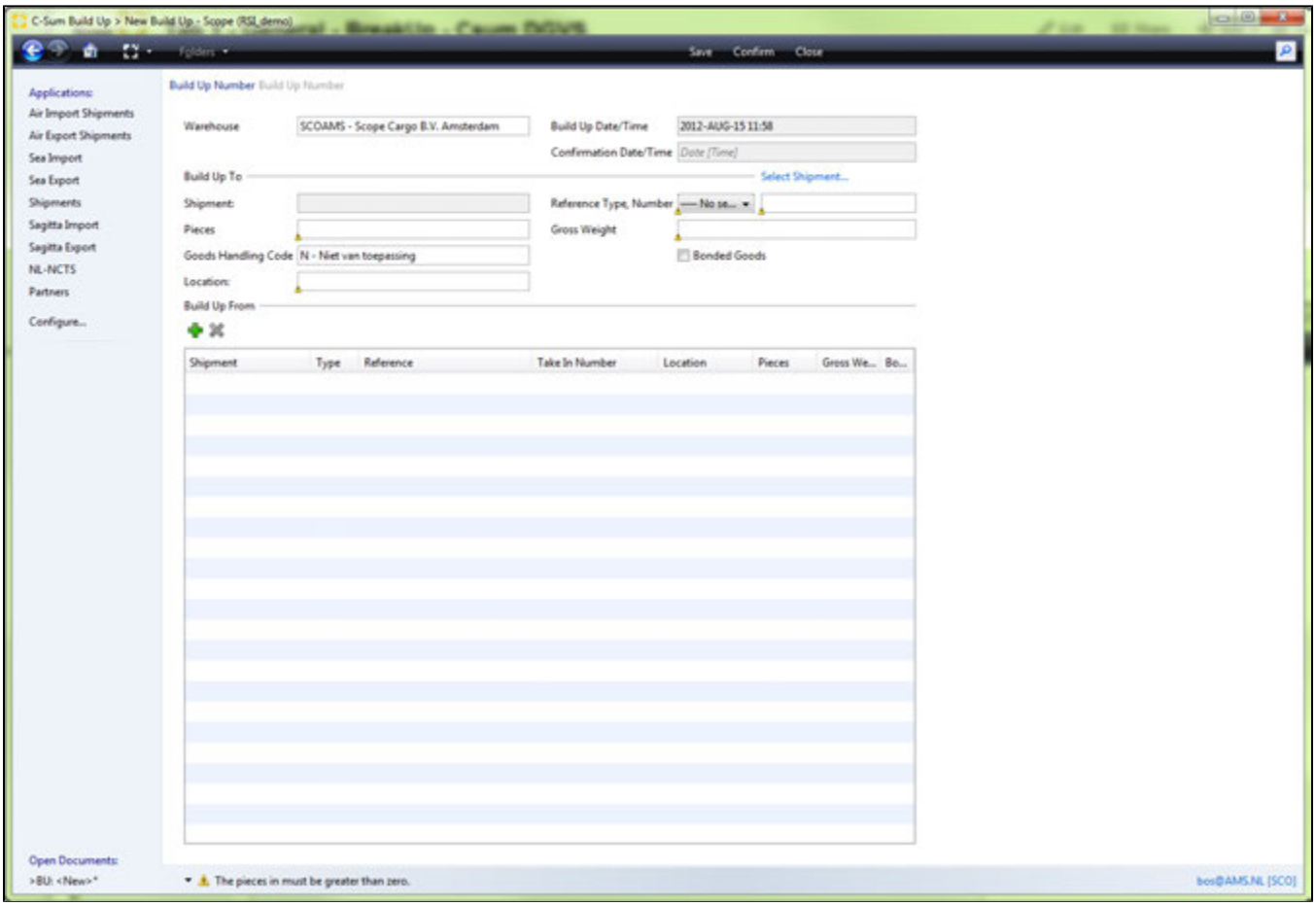
General - BuildUp - DGVS/C-sum

- Introduction
- Description

Introduction

In this tab of the BuildUp appliance the user can create a new Inventory item and specify from what existing Inventory records this new Inventory has to be created.
Normally the new Inventory item is related to a Master shipment and the existing Inventory items (where the inventory is build up from) are related to house shipments.

Description



Editor Actions

Save

Saves the current transaction in case all required fields are specified.

Confirm

Confirms the transaction. After Confirmation the record cannot be changed; only Corrections can be done.
In case the Warehouse participates in DGVS, related DGVS messages will be sent:

- OPB (BuildUp)

Close

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Closes the current transaction. System will prompt when there are unsaved changes.

Editor Fields

Warehouse

Warehouse-partner where this transaction takes place. Defaulted with the Branch-partner the user is logged in to.

BuildUp Date/Time

Date and time the transaction is created.

Confirm Date/Time

Date and time the transaction is confirmed.

BuildUp To

This block shows the details of the new Inventory to be created.

Select Shipment

Opens a popup where the user can select a shipment from Scope Air, Ocean or Simple shipments.
In case a master shipment is selected, the system will check whether it can find inventory for the related house shipments and automatically create the buildup lines.

Shipment

Readonly field showing the Shipment of the new Inventory.

Reference Type, Number

Reference Type and Number of the new Inventory. Normally this will refer to an AWB number.

Pieces

Pieces of the new Inventory.

Gross Weight

Gross Weight of the new Inventory.

Goods Handling Code

Indication of the type of treatment of the goods of the new Inventory.

Bonded Goods

Indication whether the goods of the new Inventory are bonded or free.

Location

Location of the goods of the new Inventory.

BuildUp From grid

This grid shows the inventory records of the house shipments that are merged into the new Inventory.
Using the buttons above the grid the user can add and remove records.

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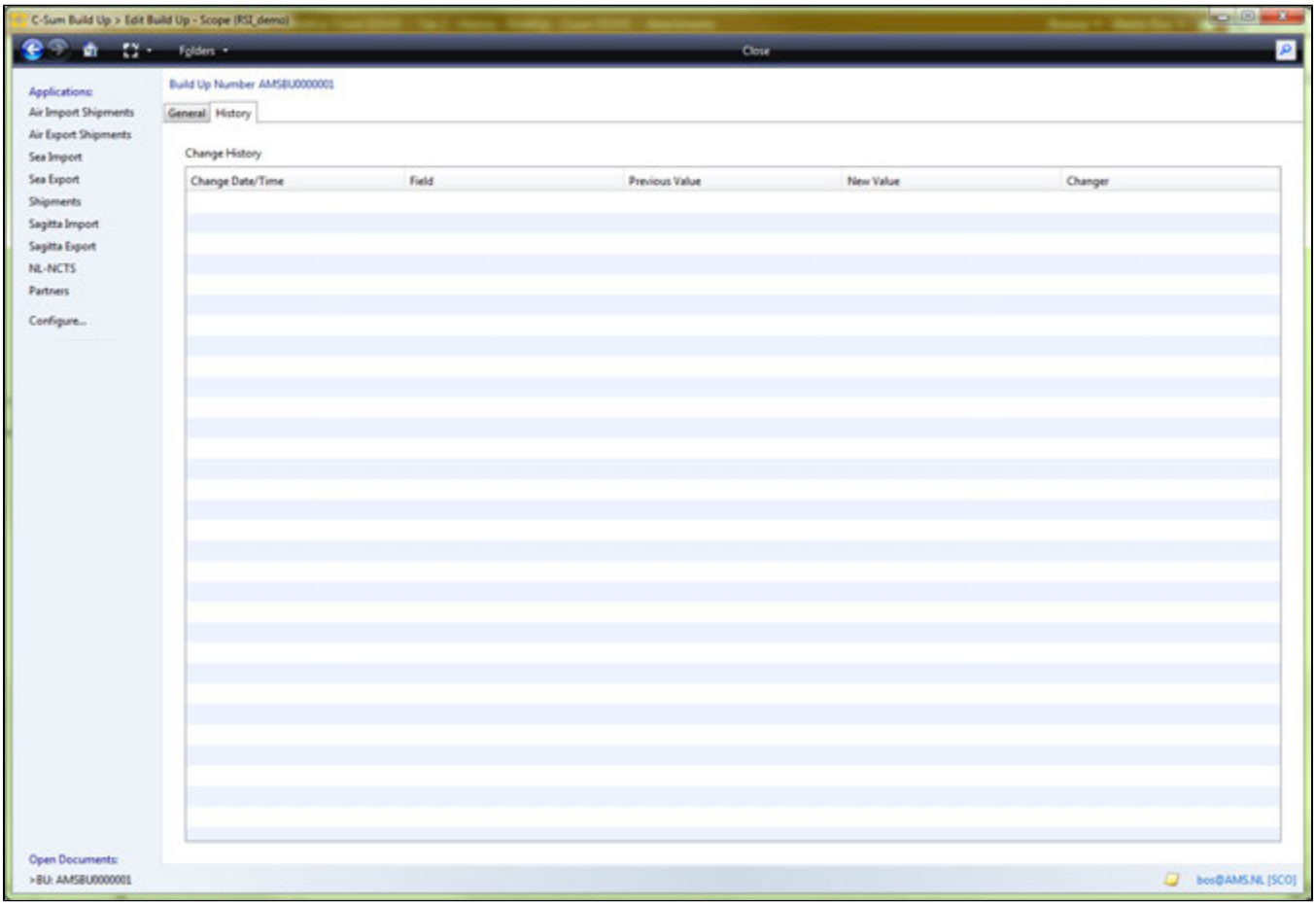
History - BuildUp - DGVS/C-sum

- Introduction
- Description

Introduction

In this tab of the BuildUp appliance shows the user all the corrections that have been made after confirmation of the BuildUp.

Description



Grid Fields

Change Date/Time

Date and time the correction was done

Field

Attribute/field that was changed

Previous Value

Old value

New Value

The new value after correction

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Changer

User that did the change

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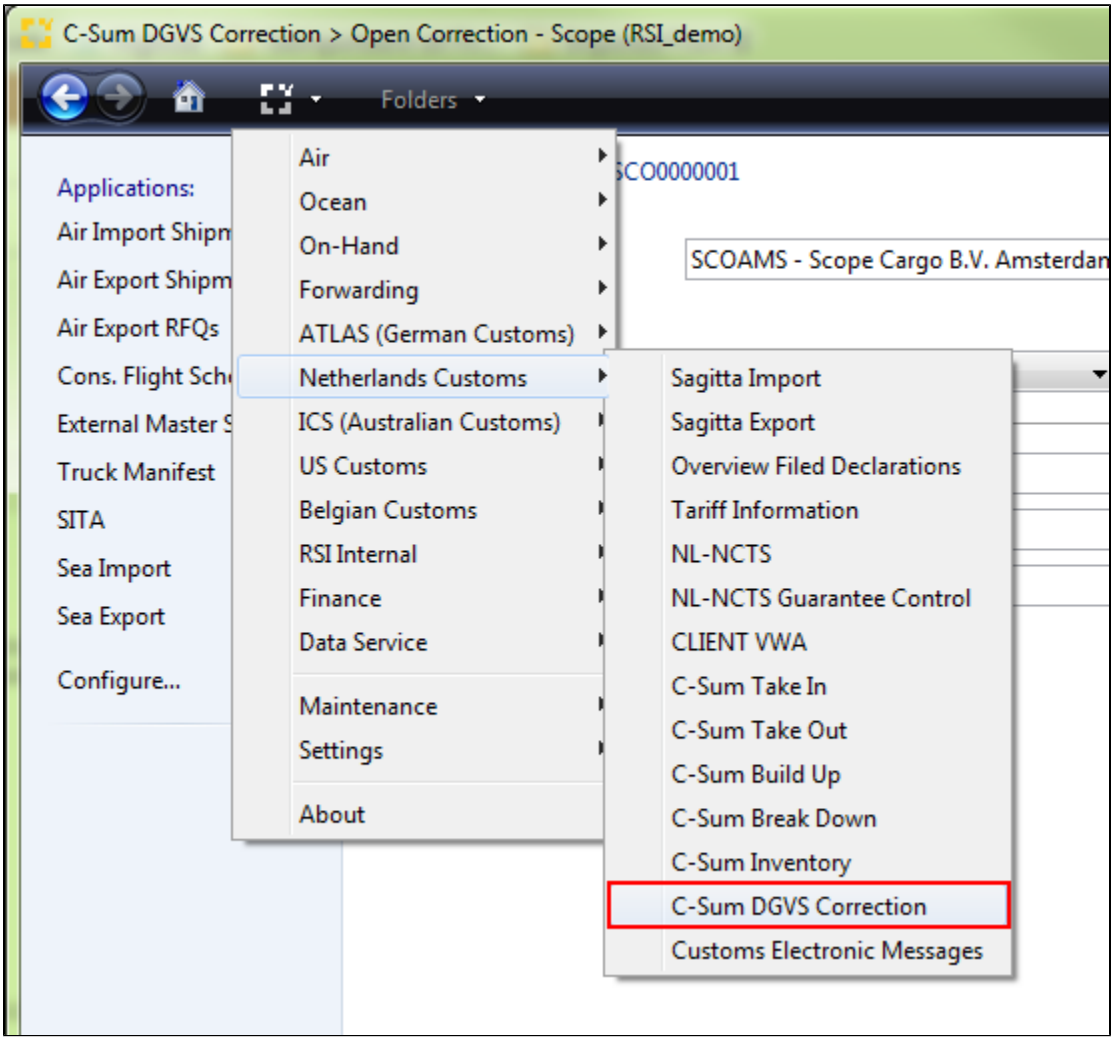
Corrections - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the Correction Appliance of the DGVS/C-sum module, you can register additional corrections that are not directly related to mistakes in transactions. This is typically used in case inventory items are lost or found but its unknown to where it belongs to.



Description

Application Actions
Filter- and searchfunction(s)

Homeview

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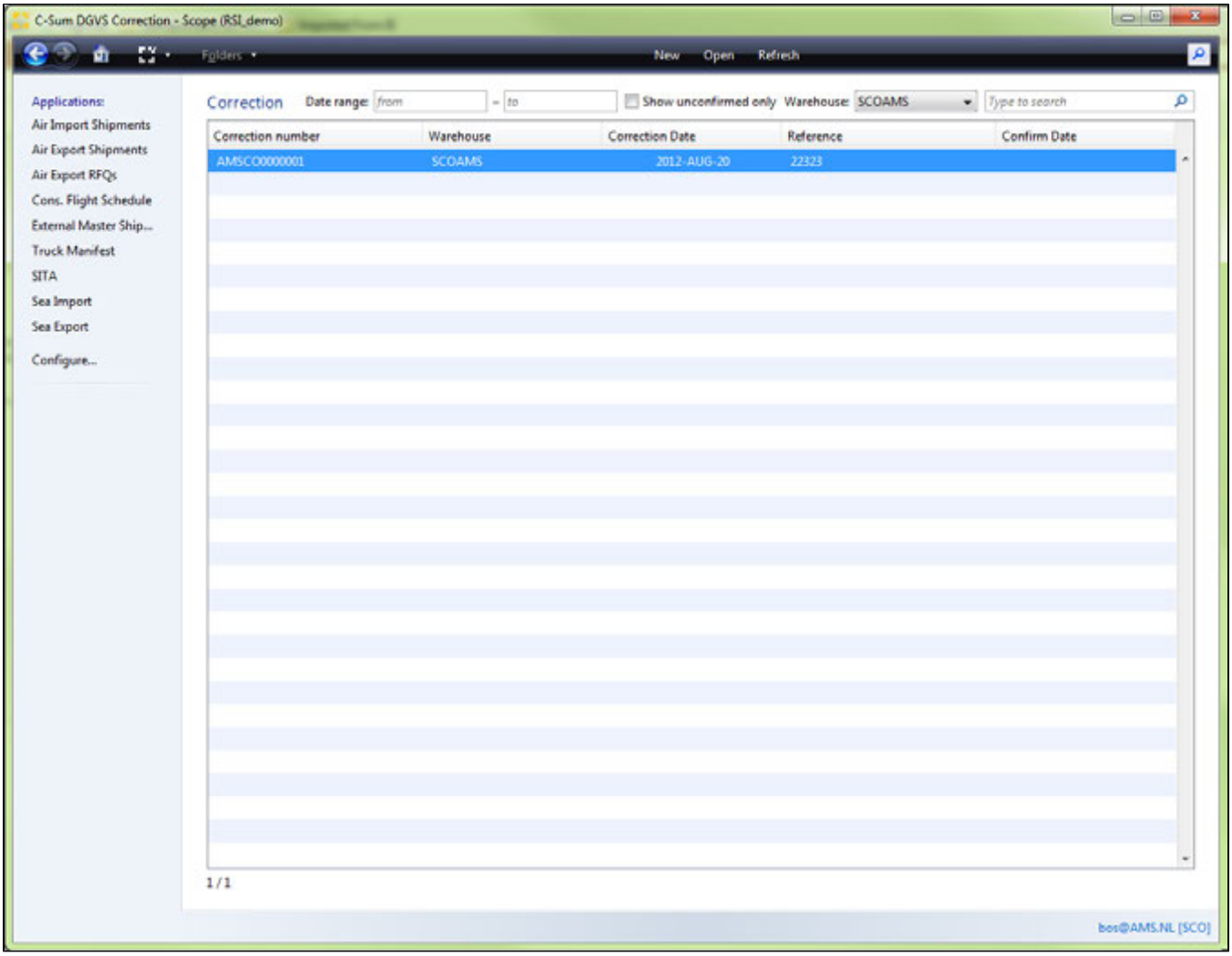


Application Actions

New

Creates a new Correction transaction.

Open

Opens selected transaction for editing. In case the transaction was already confirmed the transaction is opened readonly.

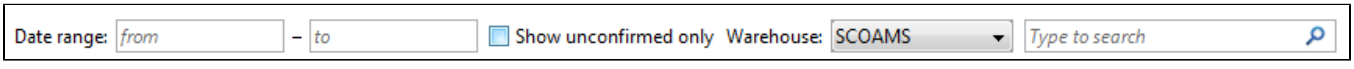
Delete

Deletes the selected Correction. This is only possible when the Correction was not confirmed yet.

Refresh

Refreshes the grid from the database.

Filter- and searchfunction(s)



Date Range

Filters the record on Correction Date

Show unconfirmed only

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When ticked, the system shows only Correction records that are not confirmed.

Warehouse

Shows only the Corrections for the selected Warehouse-partner. By default this is the Branch-Partner of the branch the user is logged in to.

FAQ

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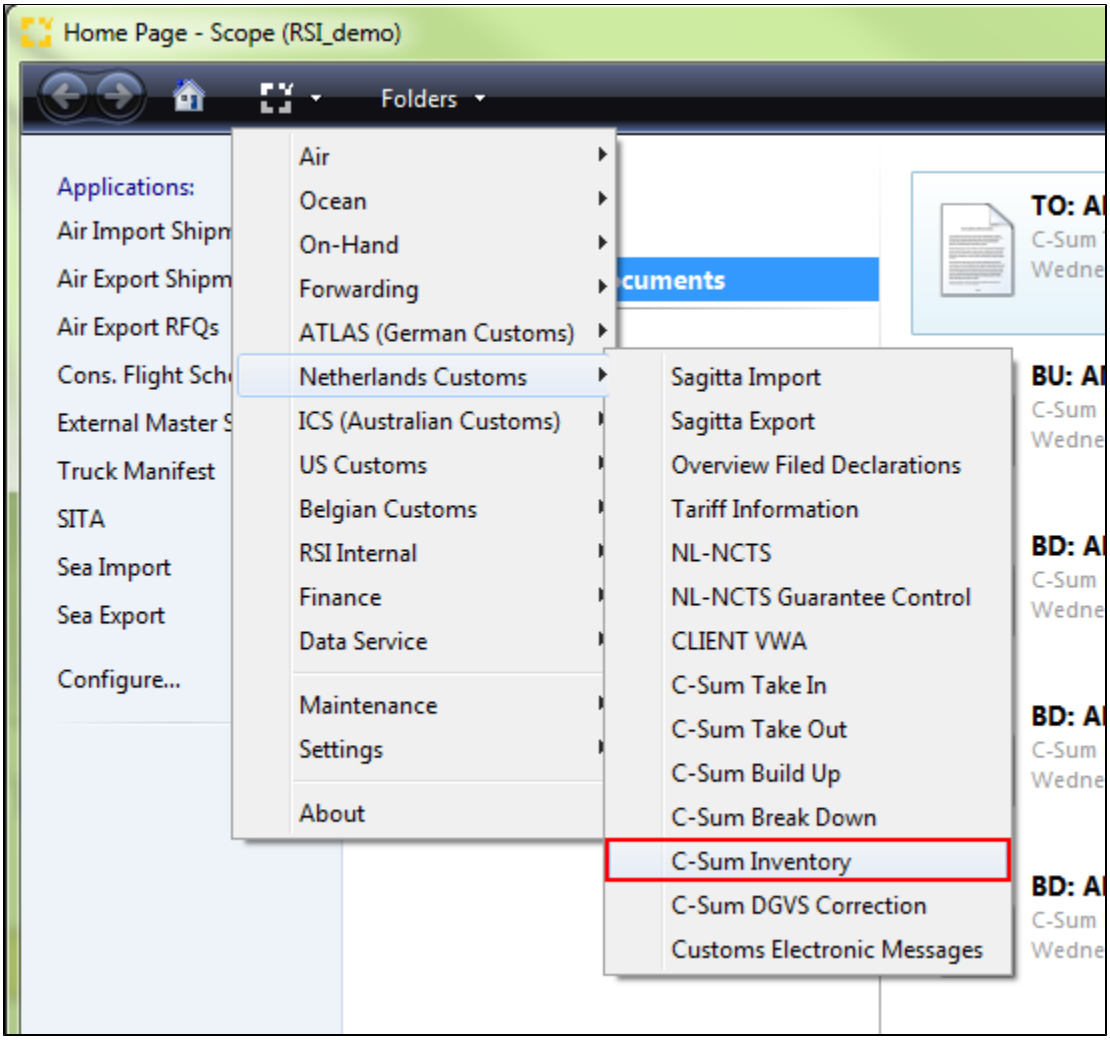
Inventory - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the Inventory Appliance of the Csum-DGVS module, you can see the current and past state of the Csum/DGVS inventory.



Description

Application Actions
Filter and Search
Inventory Transactions

Homeview

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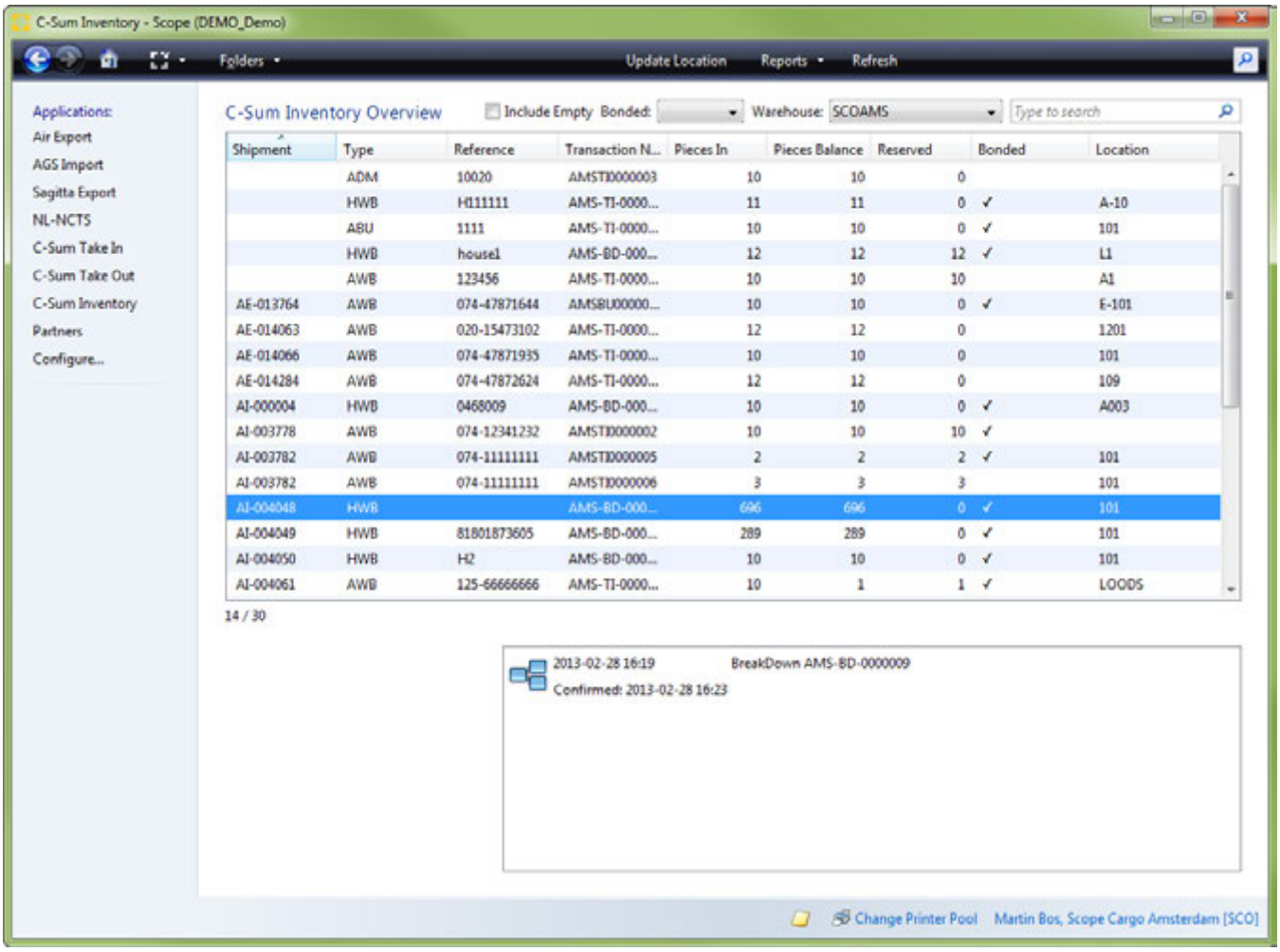

Application Actions

Update Location

Allows the user to update the location of the selected Inventory record.

Reports

From the Inventory Home view, the user can select the Report menu and run the following reports:

Inventory Report

This report gives an overview of the current Inventory in C-sum/DGVS. The following columns are listed:

- Warehouse
- Receipt Number
- Shipment Number
- Reference Type / Number
- Customs Document
    - Type
    - Category
    - Number
    - Date
    - Place
- Pieces in Stock
- Gross Weight in Stock
- Bonded (EU / NEU)
- Location
- Creator (user that created the inventory record)

DGVS Comparison Report

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Compares the current Inventory with an inventory report created from the DGVS portal.
As the new DGVS portal uses a different format than the old DGVS portal there are 2 options.

Once this DGVS Comparison Report is chosen, it prompts for the file with from the DGVS portal.

The result report shows the discrepancies between the Scope Csum/DGVS inventory and inventory from the DGVS portal.

Inventory Comparison Report

This function produces a report with the differences between the Scope Csum/DGVS inventory and a cycle-count report.

The cycle-count report (XLS) should have the following columns:

- Transaction : The number of the transaction creating the stock in Scope (Take-in, Break-down, Buildup)
- Number of pieces : The count of packages for that transaction number.

The result is a report with the following columns:

- Scope transaction : The transaction where Scope still has balance not equal to the reported stock in the uploaded file
- Scope number of pieces : The balance of the Scope transaction
- Inventory transaction: The transaction where the uploaded file still has balance not equal to the balance is Scope
- Inventory Number of pieces : The number of pieces reported by the uploaded file.

History Report

Based on a given date-span, this report shows all the Scope Csum/DGVS transactions within that period.

The excelsheet with the results contains the following tabs: Take In, Breakdown, Buildup, Takeout
For each of the different transactions the relevant columns are shown.

- Take In
    - Take In number
    - Confirm Date
    - Shipment
    - DGVS Reference Type/Number
    - Departure (from Shipment)
    - Pieces
    - Gross Weight
    - Bonded (J/N)
    - Customs Docuiment
        - Type
        - Number
        - Date
    - From Warehouse/Code
- Breakdown
    - Breakdown Number
    - Confirm Date
    - Previous Transaction
    - Shipment
    - DGVS Reference Type/Number
    - Pieces
    - Gross Weight
    - Bonded (J/N)
    - Details of breakdown:
        - Line
        - Shipment
        - DGVS Reference Type/Number
        - Pieces
        - Gross Weight
        - Bonded (J/N)
- Buildup
    - Buildup Number
    - Confirm Date
    - Shipment
    - DGVS Reference Type/Number
    - Pieces
    - Gross Weight
    - Bonded (J/N)
    - Details of buildup:
        - Line
        - Previous Transaction
        - Shipment
        - DGVS Reference Type/Number

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        - Pieces
        - Gross Weight
        - Bonded (J/N)
- Take Out
    - Take Out number
    - Confirm Date
    - Previous Transaction
    - Shipment
    - DGVS Reference Type/Number
    - Destination (Shipment)
    - Pieces
    - Gross Weight
    - Bonded (J/N)
    - Customs Docuiment
    -
        - Type
        - Number
        - Date
    - To Warehouse/Code

Refresh

Refreshes the grid

Filter and Search



Include Empty

Use this checkbox to view also the inventory items that are already taken out completely.

Warehouse

Shows the inventory records of the selected Warehouse

Inventory Transactions

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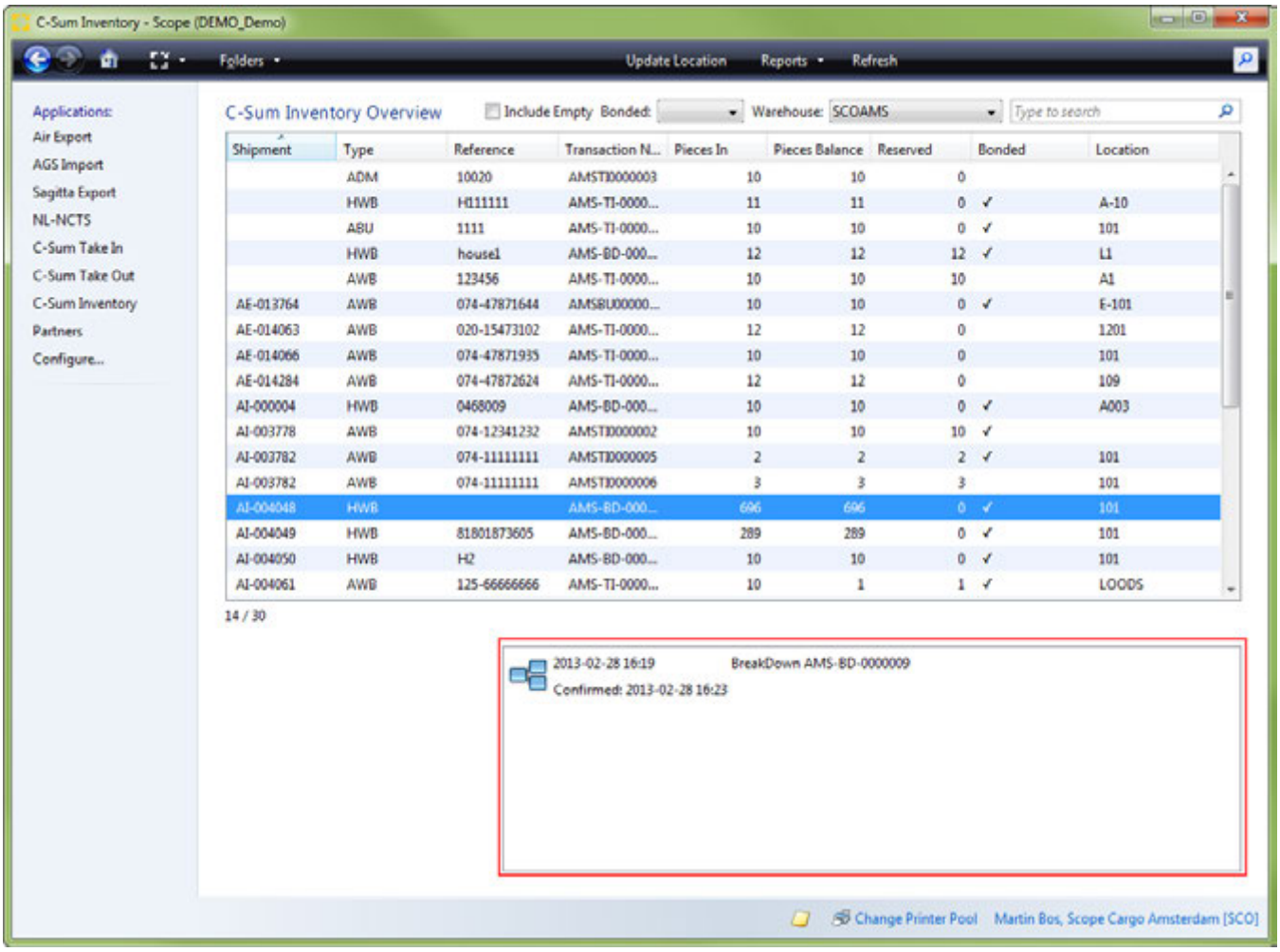

This section of the Home view shows the transactions related to the selected Inventory record.
It shows the transaction that created this inventory, but also the transaction(s) that reduced this inventory.

Double click on the transaction, opens the corresponding transaction.

FAQ

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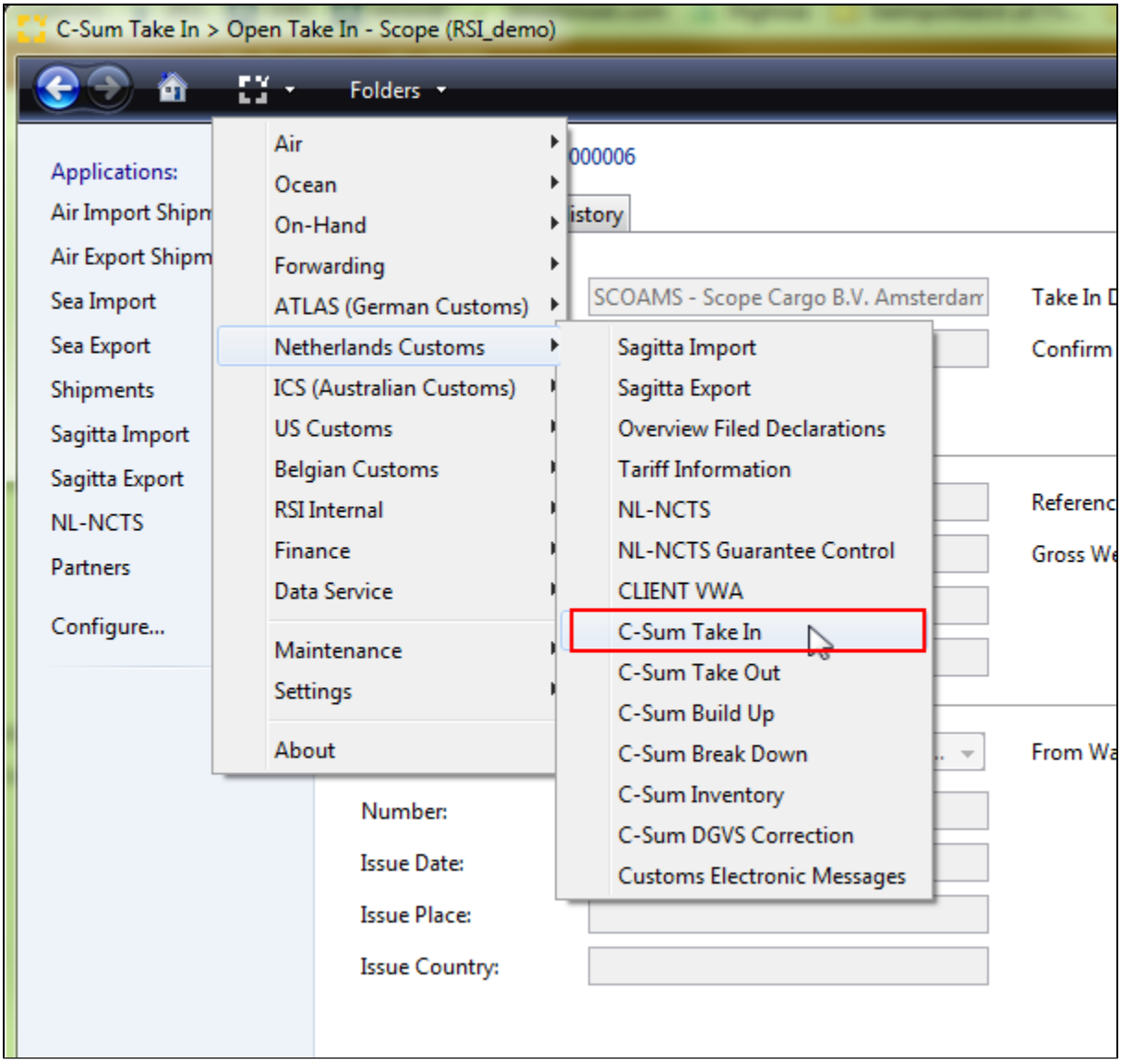
TakeIn - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the TakeIn Appliance of the Csum-DGVS module, you can register goods that are received in the entrepot.
Optionally you can directly break it down into a lower level (house).



Description

Application Actions
Filter- and searchfunction(s)

Homeview

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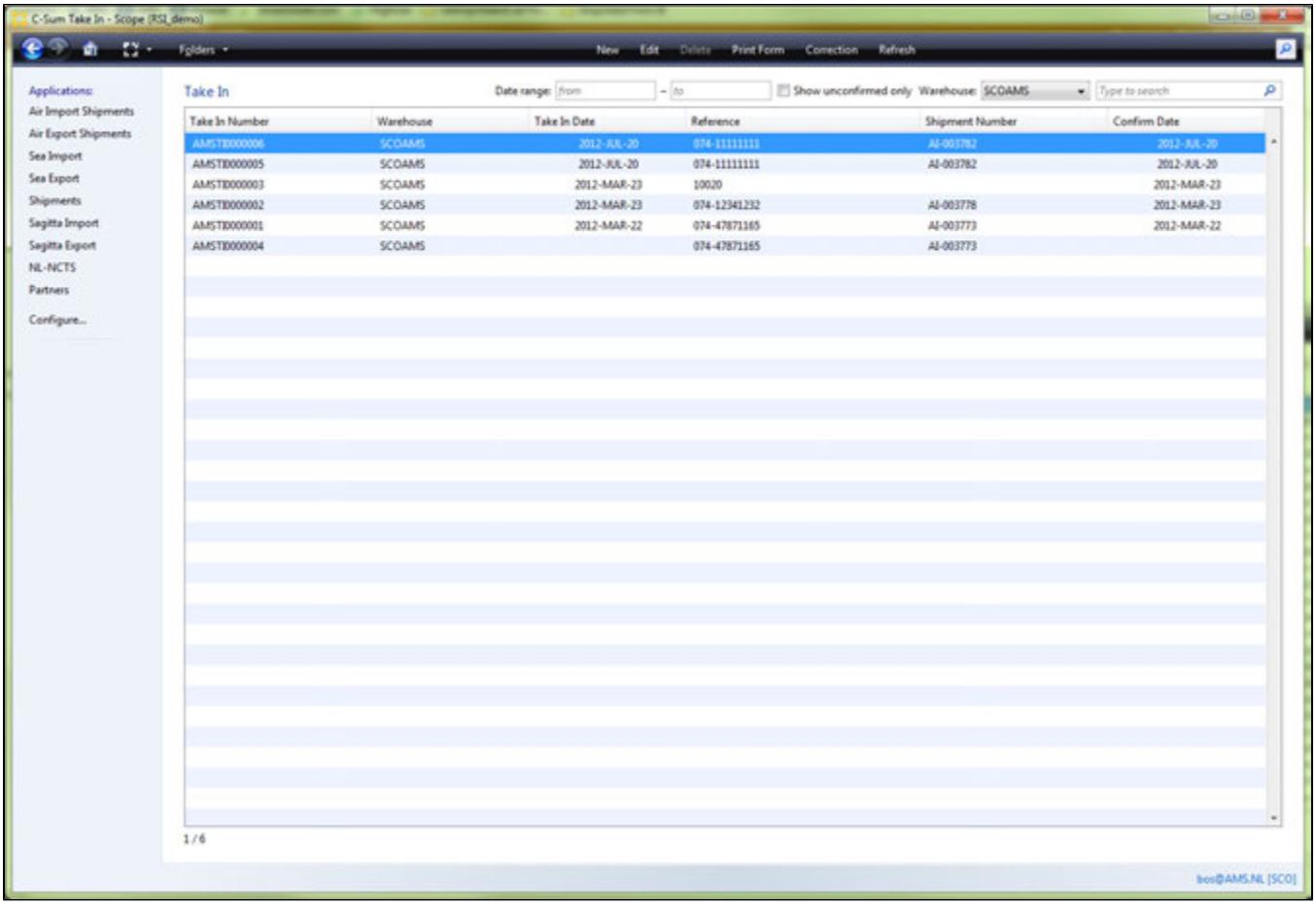


Application Actions

New

Creates a new TakeIn of incoming goods.

Edit

Opens selected TakeIn for editing. In case the TakeIn was already confirmed the TakeIn is opened readonly.
When changes are needed after confirmation, the Correction action must be used.

Delete

Deletes the selected TakeIn. This is only possible when the TakeIn was not confirmed yet.

Print Form

Prints a TakeIn Form, showing the details of this TakeIn.

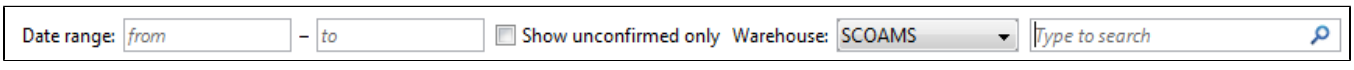
Correction

Allows the user to correct a TakeIn that was already confirmed.

Refresh

Refreshes the grid from the database.

Filter- and searchfunction(s)



Date Range

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Filters the record on TakeIn Date

Show unconfirmed only

When ticked, the system shows only TakeIn records that are not confirmed.

Warehouse

Shows only the TakeIn for the selected Warehouse-partner. By default this is the Branch-Partner of the branch the user is logged in to.

FAQ

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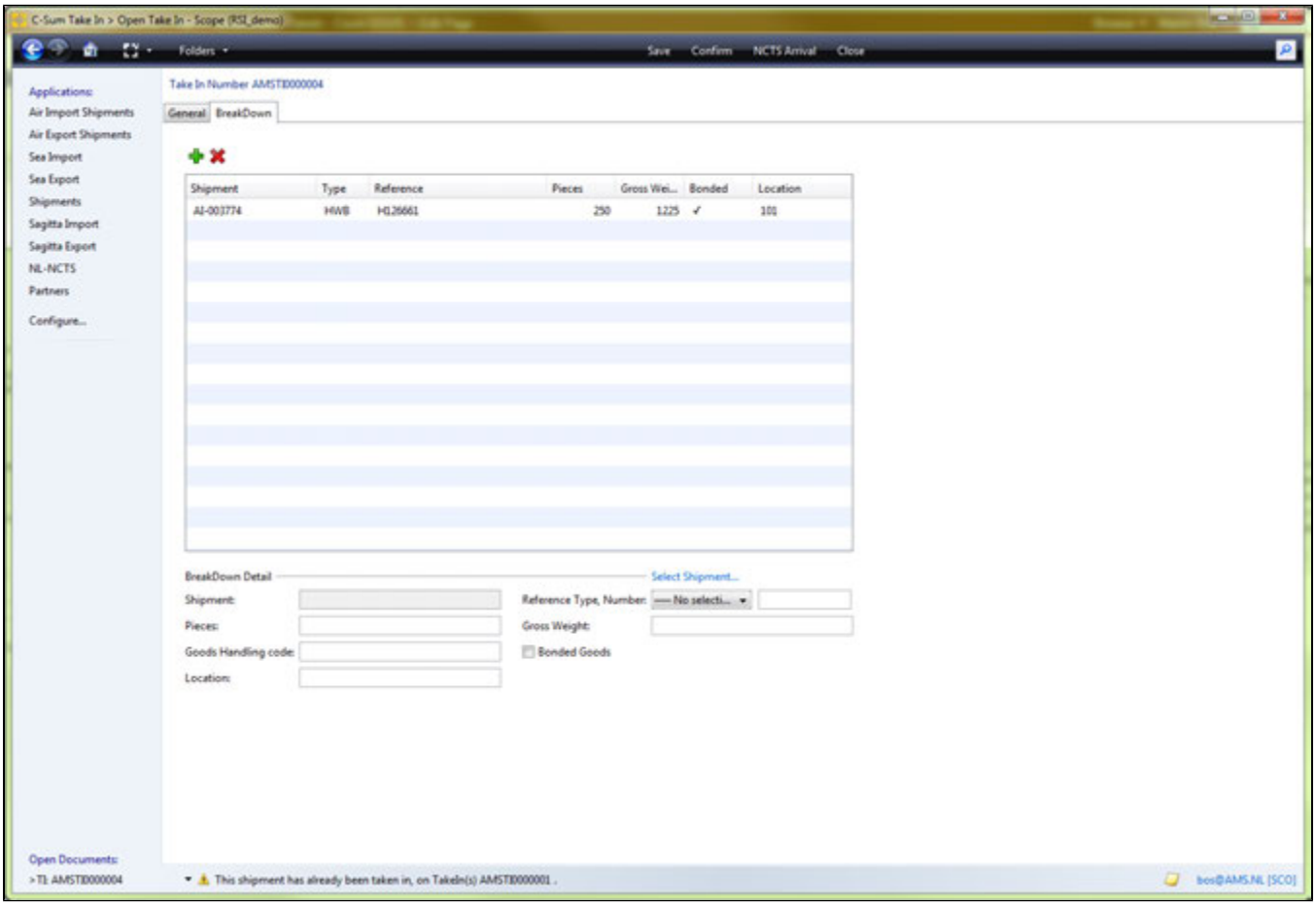
BreakDown - TakeIn - DGVS - C-sum

- Introduction
- Description

Introduction

In this tab of the TakeIn appliance the user can include a BreakDown transaction and specify the details of the house shipments.

Description



Editor Fields

Grid with BreakDown lines

This grid shows the house shipments.
Using the buttons above the grid the user can add and remove records.

BreakDown Detail

Select Shipment

Using this action the user can select a shipment from the Scope Air, Ocean and Simple shipments.

Shipment

Readonly field to show the shipment number to which this TakeIn is related.

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Reference Type, Number

Type of reference and number.

Pieces

Pieces of the shipment received.

Gross Weight

Gross weight of the shipment received.

Goods Handling Code

Indication of the type of treatment of the goods.

Bonded Goods

Indicates whether the goods are bonded or in free circulation.
In case the shipment on the general tab (master shipment) is marked as Bonded Goods, at least one of the shipments in the BreakDown tab should be bonded.
In case the shipment on the general tab (master shipment) is marked as free Good (Bonded Goods unchecked), all shipments in the BreakDown tab should also be free Goods.

Location

Free format field to enter a location where the goods are stored in the warehouse.

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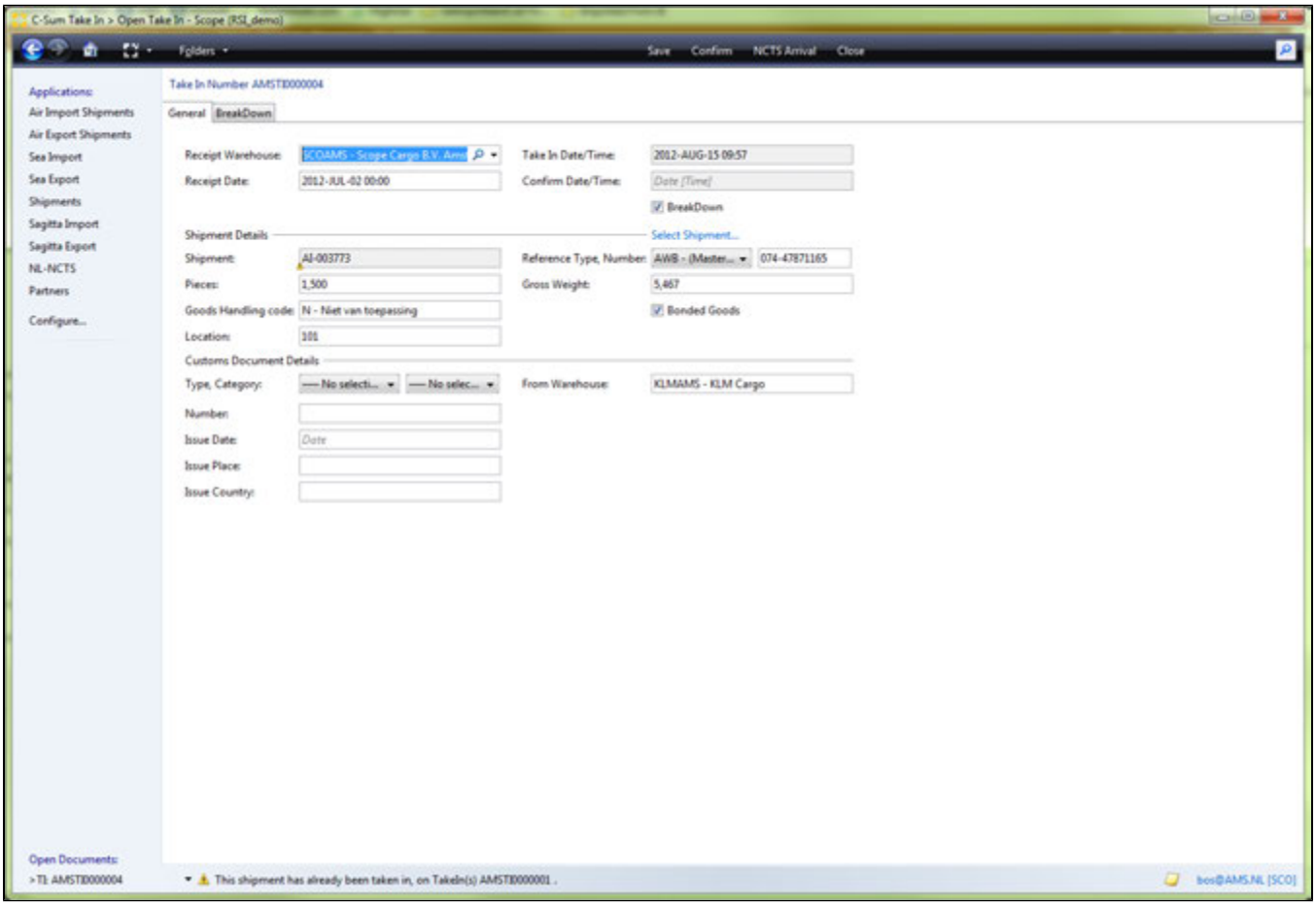
General - TakeIn - DGVS - C-sum

- Introduction
- Description

Introduction

In this tab of the TakeIn appliance the details of shipment that is received in the entrepot.

Description



Editor Actions

Save

Saves the current TakeIn record in case all required fields are specified.

Confirm

Confirms the TakeIn. After Confirmation the record cannot be changed; only Corrections can be done.
In case the Receipt Warehouse participates in DGVS, related DGVS messages will be sent:

- ISC (WriteIn)
  or
- ISL (TransferFrom)

NCTS Arrival

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Using the entered Customs Document Details, the system opens the NCTS arrival appliance to allow the user to immediately sent the NCTS arrival notification to Customs.

Close

Closes the current TakeIn record. System will prompt when there are unsaved changes.

Editor Fields

Receipt Warehouse

TakeIn Date/Time

Date and time this TakeIn is created. This field is readonly and automatically filled by the system.

Receipt Date

Date (and optionally time) the goods (will be) received in the warehouse.

Confirm Date/Time

Date and time this TakeIn is confirmed. This field is readonly and automatically filled by the system when the user selects the action: Confirm

BreakDown

When this toggle is checked, this TakeIn transaction will also include a Breakdown transaction. The fields on the tab: BreakDown become enabled.
This is typically used in cases where a master shipment is received, which needs to be split into the individual houses. This is typically for the Import flow.

Shipment Details

Select Shipment

This action link allows the user to select a shipment from the Scope Air, Ocean or Simple shipments.
In case the breakdown toggle is checked and a master shipment is select, the system will automatically fill the lines on the BreakDown tab with the corresponding house shipment details.

Shipment

Readonly field to show the shipment number to which this TakeIn is related.

Reference Type, Number

Type of reference and number.
In case the reference type is "AWB" any dashes will be removed while sending the DGVS message.

Pieces

Pieces of the shipment received.

Gross Weight

Gross weight of the shipment received.

Goods Handling Code

Indication of the type of treatment of the goods.

Bonded Goods

Indicates whether the goods are bonded or in free circulation.

Location

Free format field to enter a location where the goods are stored in the warehouse.

Customs Document Details

In these fields the user can enter the details of the Customs Document that relates to this shipment.

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Type, Category

Type and Category of the Customs document.

Number

Number of the Customs Document

Issue Date

Issue date of the Customs Document

Issue Place

Issue place of the Customs Document

Issue Country

Issue country of the Customs Document

From Warehouse

In case the goods come from another DGVS warehouse, that warehouse should be specified here.

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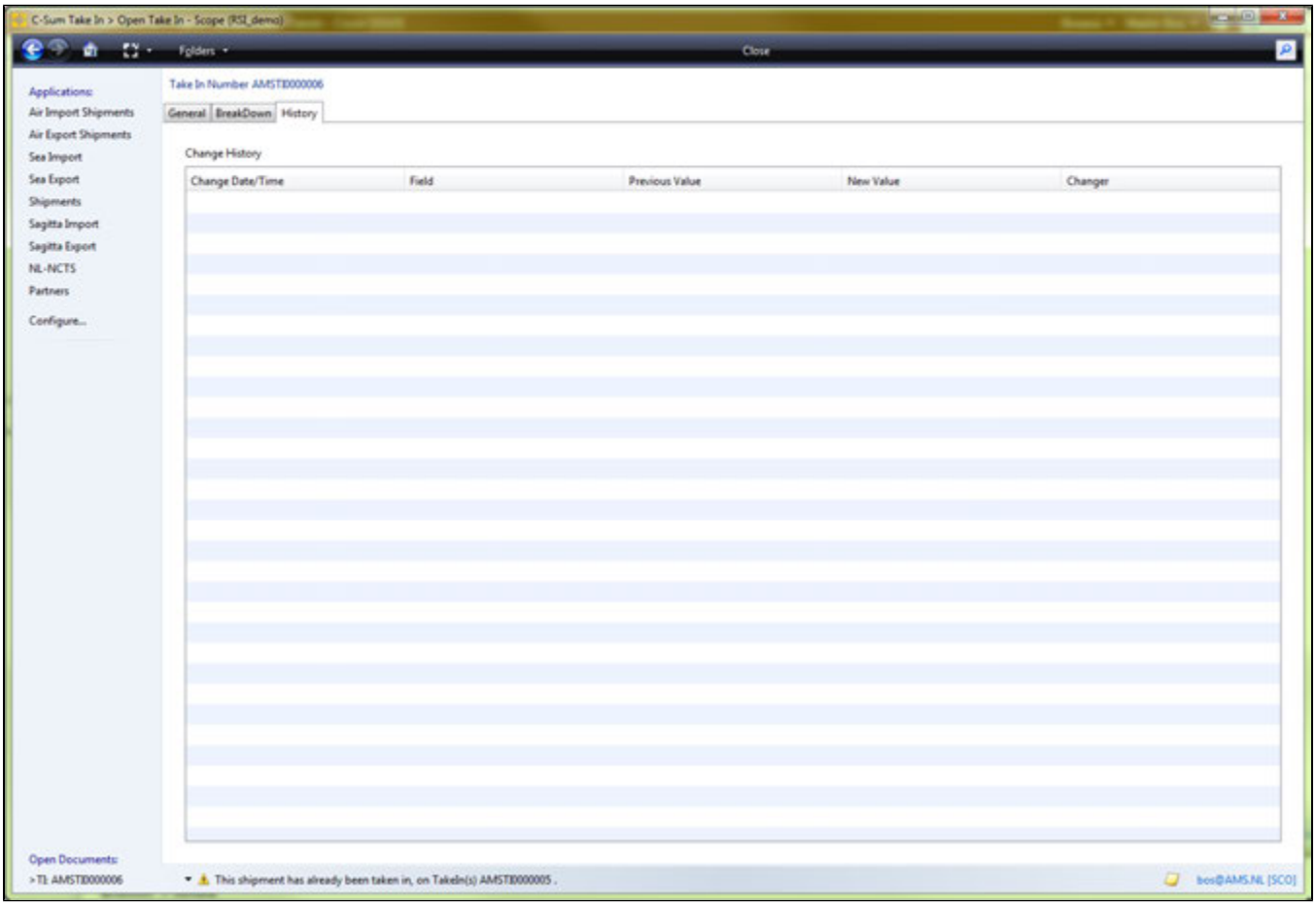
History - TakeIn - DGVS - C-sum

- Introduction
- Description

Introduction

In this tab of the TakeIn appliance shows the user all the corrections that have been made after confirmation of the TakeIn.

Description



Grid Fields

Change Date/Time

Date and time the correction was done

Field

Attribute/field that was changed

Previous Value

Old value

New Value

The new value after correction

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Changer

User that did the change

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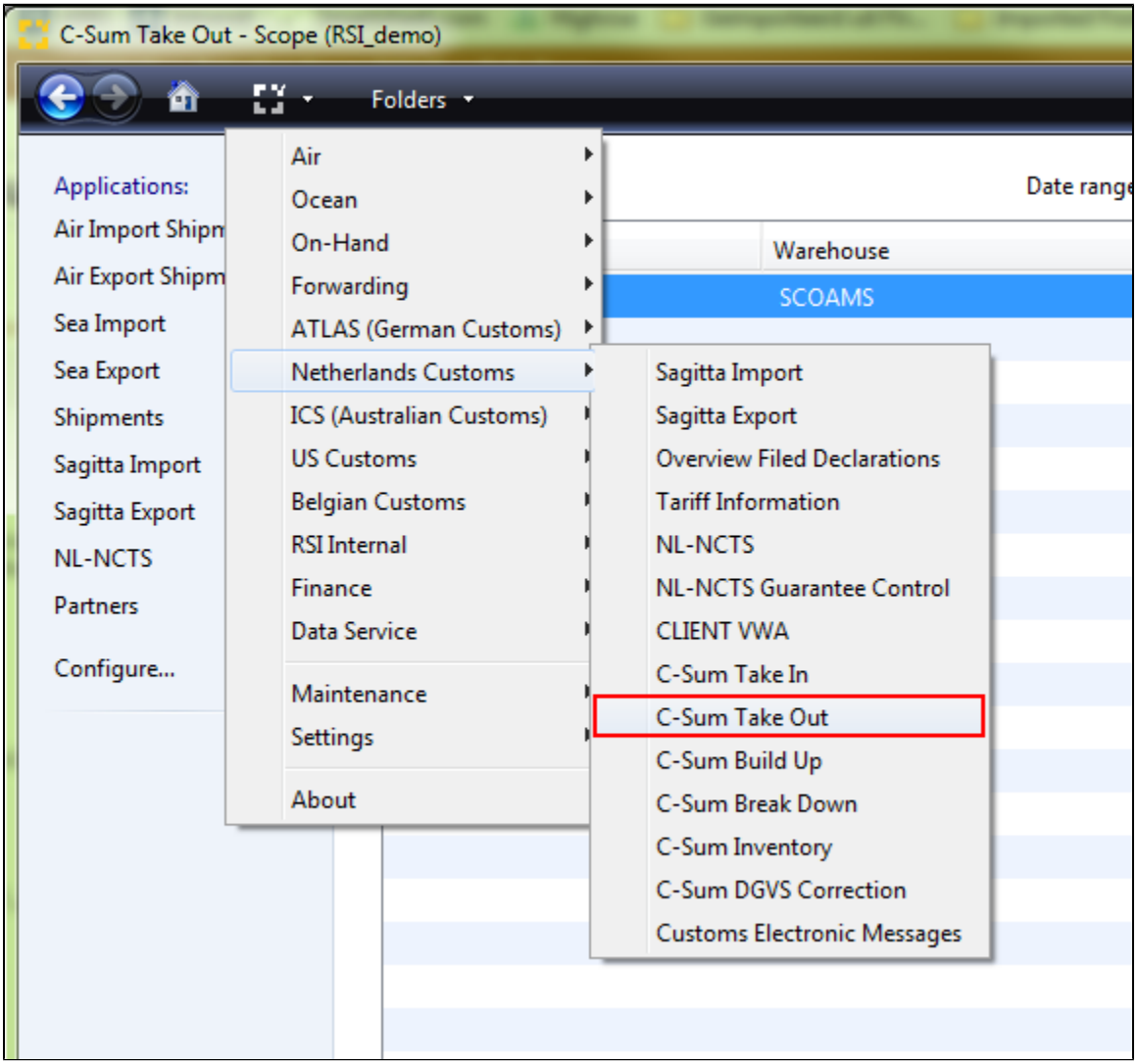
TakeOut - DGVS - C-sum

- Introduction
- Description
- FAQ

Introduction

In the TakeOut Appliance of the Csum-DGVS module, you can register goods that are shipped from the entrepot.
Optionally you can include a buildup to first buildup multiple inventory items into 1 new before that is taken out.



Description

Application Actions
Filter- and searchfunction(s)

Homeview

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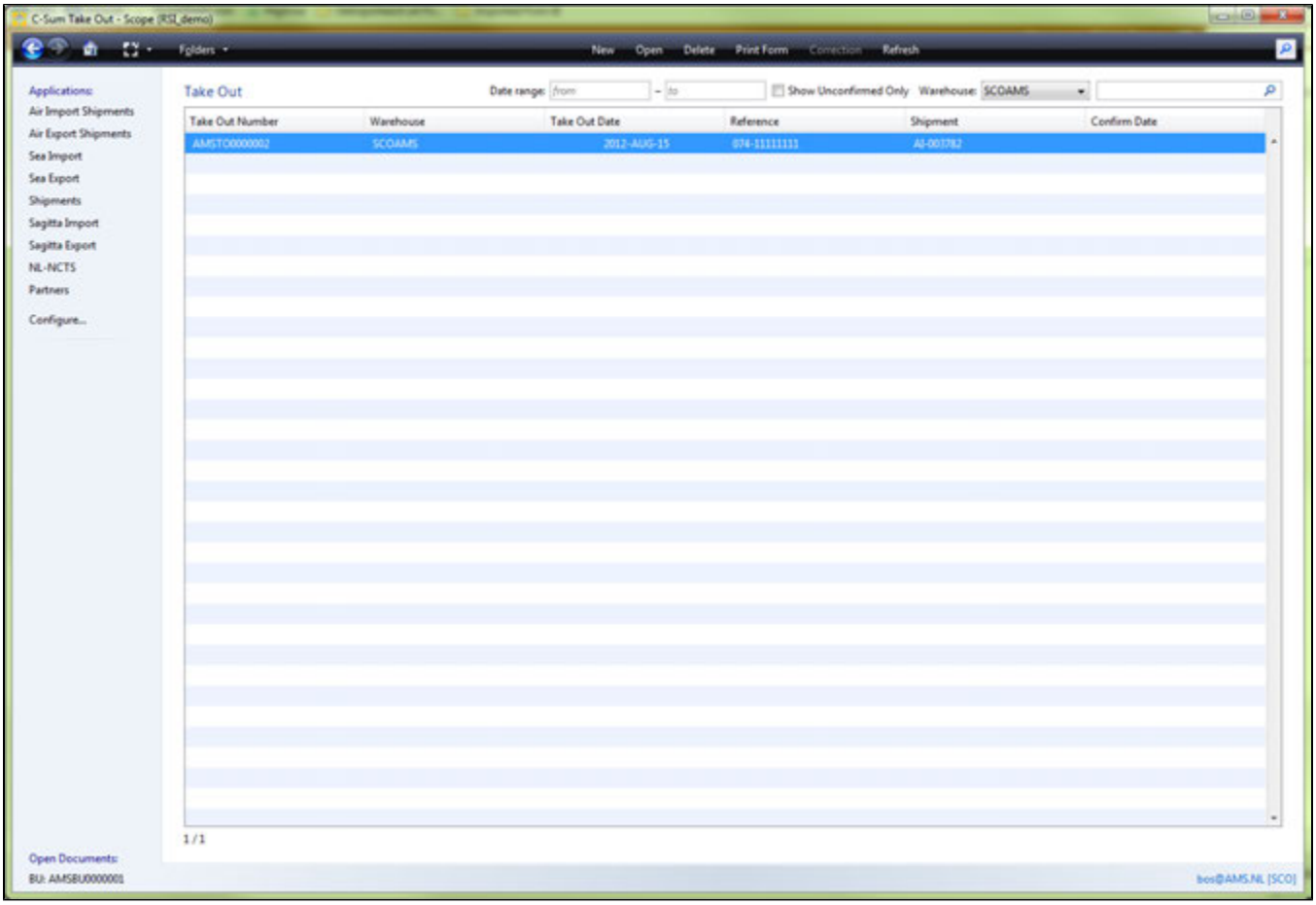


Application Actions

New

Creates a new TakeOut transaction.

Edit

Opens selected transaction for editing. In case the transaction was already confirmed the transaction is opened readonly.
When changes are needed after confirmation, the Correction action must be used.

Delete

Deletes the selected TakeOut. This is only possible when the TakeOut was not confirmed yet.

Print Form

Prints a TakeOut Form, showing the details of this TakeOut.

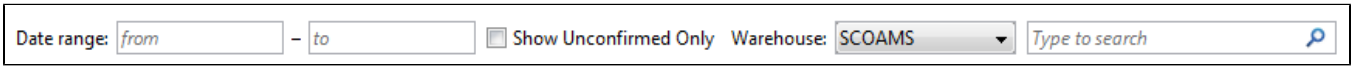
Correction

Allows the user to correct a TakeOut that was already confirmed.

Refresh

Refreshes the grid from the database.

Filter- and searchfunction(s)



Date Range

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Filters the record on TakeOut Date

Show unconfirmed only

When ticked, the system shows only TakeOut records that are not confirmed.

Warehouse

Shows only the TakeOut for the selected Warehouse-partner. By default this is the Branch-Partner of the branch the user is logged in to.

FAQ

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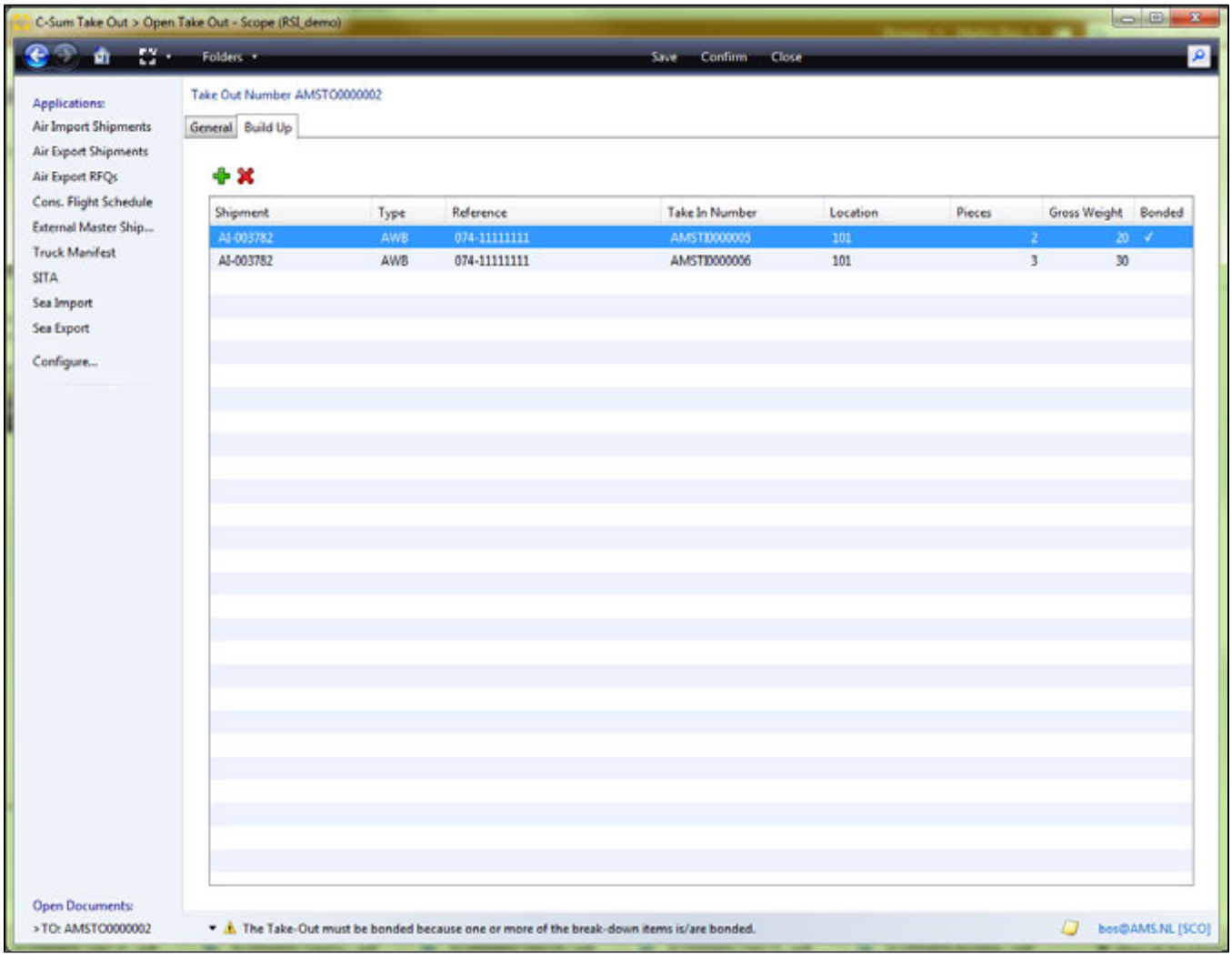
BuildUp - Takeout - DGVS - C-sum

- Introduction
- Description

Introduction

In this tab of the TakeOut appliance the user can prepare a BuilUp first before taking it out of the Warehouse.

Description



Editor Fields

Grid with BuildUp lines

This grid shows the house shipments.
Using the buttons above the grid the user can add and remove records.

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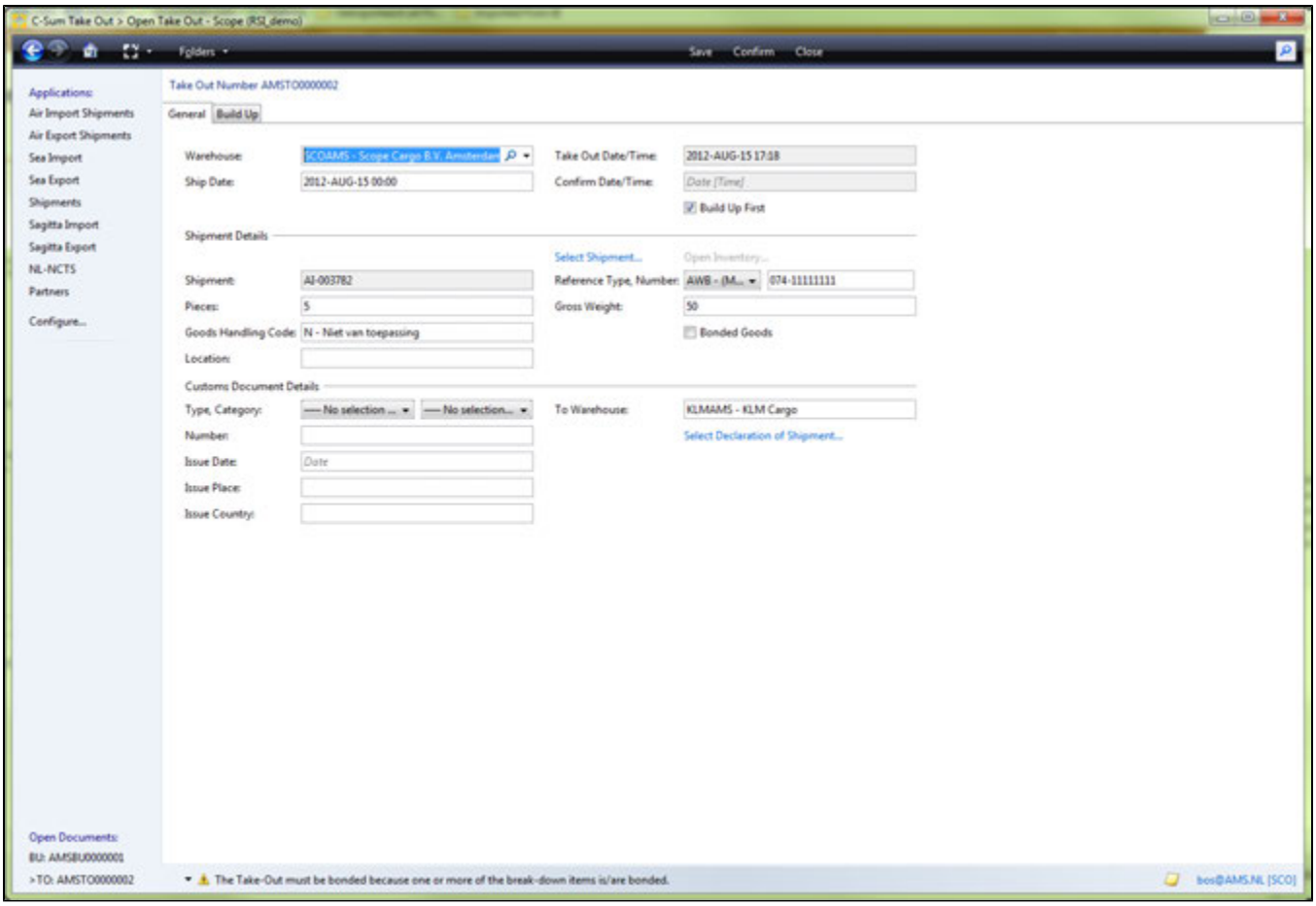
General - TakeOut - DGVS - C-sum

- Introduction
- Description

Introduction

In this tab of the TakeOut appliance the user can select the Inventory which has to be taken out.
Optionally the user can include a BuildUp first which is then taken out.

Description



Editor Actions

Save

Saves the current TakeOut record in case all required fields are specified.

Confirm

Confirms the TakeOut. After Confirmation the record cannot be changed; only Corrections can be done.
In case the Warehouse participates in DGVS, related DGVS messages will be sent:

- USC (WriteOut)
  or
- USL (TransferTo)

Close

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Closes the current TakeOut record. System will prompt when there are unsaved changes.

Editor Fields

Warehouse

TakeOut Date/Time

Date and time this TakeOut is created. This field is readonly and automatically filled by the system.

Ship Date

Date (and optionally time) the goods (will be) shipped.

Confirm Date/Time

Date and time this TakeOut is confirmed. This field is readonly and automatically filled by the system when the user selects the action: Confirm

BuildUp First

When this toggle is checked, this TakeOut transaction will also include a BuildUp transaction. The fields on the tab: BuidlUp become enabled.
This is typically used in cases where a master shipment is shipped, which needs to be buildup first from the individual houses. This is typically for the Export flow.

Shipment Details

Select Shipment

Only active in case BuildUp First is checked.
This action link allows the user to select a shipment from the Scope Air, Ocean or Simple shipments.
In case a master shipment is selected, the system will create the BuildUp Lines for the inventory of the the related houses.

Select Inventory

Only active in case BuildUp First is unchecked.
This action link allows the user to select the Inventory that is taken out.

Shipment

Readonly field to show the shipment number to which this TakeOut is related.

Reference Type, Number

In case BuildUp First is unchecked:
It shows the reference type/number of the Inventory takenout.

In case BuildUp First is checked:
It allows the user to specify the reference type/number of the Inventory that is build up (and taken out).

Pieces

Pieces of the shipment shipped.

Gross Weight

Gross weight of the shipment shipped.

Goods Handling Code

In case BuildUp First is unchecked:
Indication of the type of treatment of the goods from the selected Inventory.

In case BuildUp First is checked:
The user can indicate the Goods Handling Code of the Inventory created by the build up.

Bonded Goods

In case BuildUp First is unchecked:
Indicates whether the goods of the selected Inventory are bonded or in free circulation.

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In case BuildUp First is checked:
The user can indicate whether the goods of the Inventory created by the BuildUp are bonded or free.

Location

In case BuildUp First is unchecked:
Free format field to enter a location where the goods are stored in the warehouse.

In case BuildUp First is checked:
The user can specify the location for the goods of the inventory created by the build up. Please note that the goods are also taken out immediately, so location is not very important here.

Customs Document Details

In these fields the user can enter the details of the Customs Document that relates to this shipment.
In order to TakeOut bonded goods either:

- the To Warehouse must be a DGVS warehouse
- or the Customs Document Fields have to be specified

Type, Category

Type and Category of the Customs document.

Number

Number of the Customs Document

Issue Date

Issue date of the Customs Document

Issue Place

Issue place of the Customs Document

Issue Country

Issue country of the Customs Document

To Warehouse

In case the goods are shipped to another DGVS warehouse, that warehouse should be specified here.

Select Declaration of Shipment

This action link allows the user to select an Import or NCTS declaration of the related shipment. After selection the Customs Documents Fields are defaulted from the selected Declaration.

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Customs Order

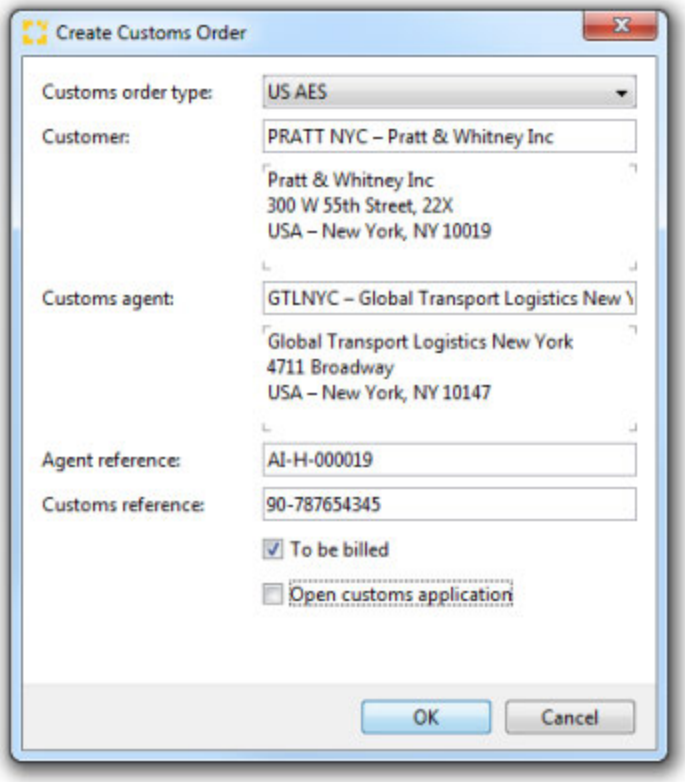
- Introduction
- Description

Introduction

This application appears as an action link in the various shipment editors and this action link serves as a means launch the Customs Order editor and enter customs specific information or to launch a customs application where a specific customs operation may be undertaken.

Description

Create Customs Order



Customs Order Type

This is a drop down list that will display all possible types of customs orders. The application will try to default the correct customs order based on the type of shipment and the location of the branch office.

Customer

The customer is defaulted from the main shipment entry and will be the shipper or the consignee depending on if the shipment is an import or export shipment. This is a text search field and any partner details may be entered to locate the correct partner alternately the context menu can be used to add or edit partner details.

Customs Agent

The name of the customs agent or customs broker who is responsible for creating any customs entries required by the customs authorities. This is a text search field and any customs partner details may be entered to locate the correct customs partner alternately the context menu can be used to add or edit customs partner details.

Agent Reference

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The reference number created by the the import agent to identify the shipment. This will default to the shipment number.

Customs reference

When the shipment is processed by the customs authorities, they will issue a customs reference for the shipment which should be stored in this field.

To be billed

Check this field if charges for customs processing the shipment are to be billed to the invoice party for the shipment.

Open customs application

If there is a Scope module to customs process the shipment, check this field. On clicking *OK* this application will be started in order for further customs processing to be completed. The application to be launched will be based on the *Customs order type* that has been selected earlier.

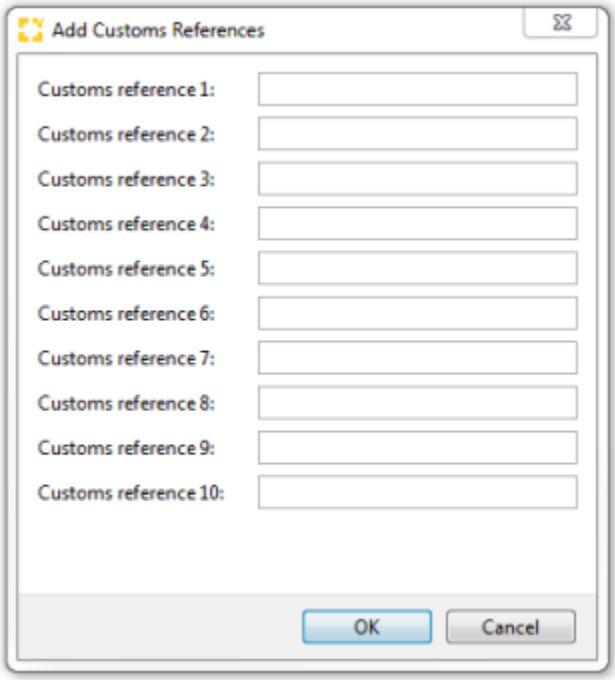
OK

Save the data and exits the editor. If the the *Open customs application* has been checked, the required application will launch.

Cancel

Exits the customs order without saving any data.

Additional Customs References



Customs References 1 - 10

Up to 10 additional customs references may be entered using the application. Typically these are additional customs references provided by third parties.

OK

Saves the data and exits the application, returning to the main shipment entry.

Cancel

Exits the application without saving any data and returns to the main shipment entry.

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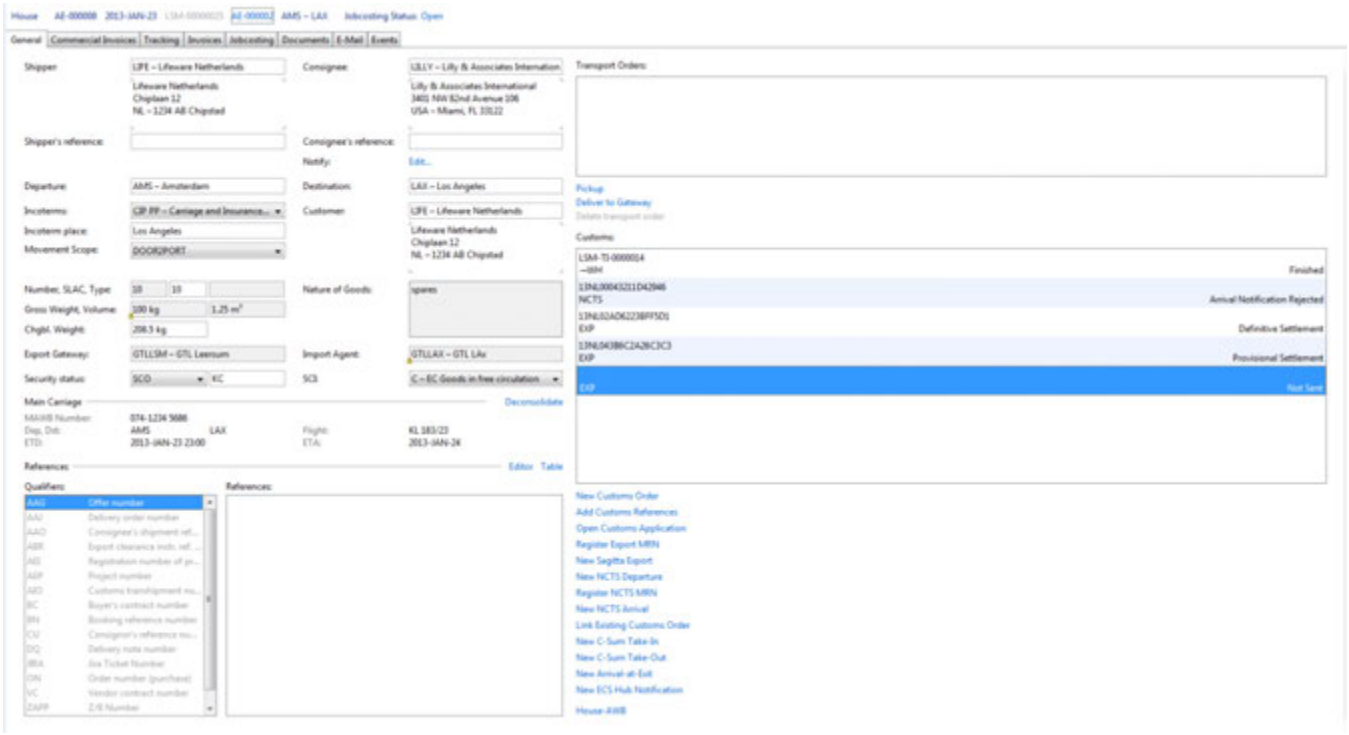
NL Customs Order Action Links

Introduction

This page describes the available Customs Order Action links as available for the Netherlands.

Description

In Sea and Air Shipment entries of Scope the following customs action links are available (depending on the user permissions)



Action Link	Direction	Actual action	comments
New Customs Order	Import / Export	Print of the Clearance instruction form requesting the actual clearance to be done by an 3rd party customer broker or the creation of any of the selected declaration types but below listed action links will do the same.	
Link Existing Customs Order	Import / Export	Allows the linking of an existing Customs Declaration (not yet linked to another shipment) to the shipment	
New Sagitta Import	Import	Create and opens a new Sagitta Import declaration on this shipment using the shipment details as default	
New NCTS Departure	Import / Export	Create and opens a new NCTS Departure declaration on this shipment using the shipment details as default	
New NCTS Arrival	Import / Export	Create and opens a new NCTS Arrival declaration on this shipment using the shipment details as default	
New Client VWA	Import	Create and opens a new Client VWA declaration on this shipment using the shipment details as default	
New Client PD	Import	Create and opens a new Client PD declaration on this shipment using the shipment details as default	
New C-Sum take in	Import / Export	Create and opens a new CSUM Take in on the shipment using the shipment details as default	
New C-Sum take in	Import / Export	Create and opens a new CSUM Take out on the shipment using the shipment details as default	
New RTM Document Notification	Import / Export	Create and opens a new RTM import document for all documents created on the shipment	
Register Export MRN	Export	Opens the registration window where a 3rd party Export declaration can be registered on the Shipment	
Register NCTS MRN	Export	Opens the registration window where a 3rd party NCTS declaration can be registered on the Shipment	
New Sagitta Export	Export	Create and opens a new Sagitta Export declaration on this shipment using the shipment details as	

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		default	
New ECS Hub Notification	Export	Create and opens a new ECS HUB Notification for all relevant documents on the shipment	

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Customs Switzerland

- Introduction
- Description

Introduction

Scope offers several applications for Swiss customs.

Description

The description of the Swiss customs applications is currently only available in the German version of the Scope User Manual.

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Customs USA

- Introduction
- Description

Introduction

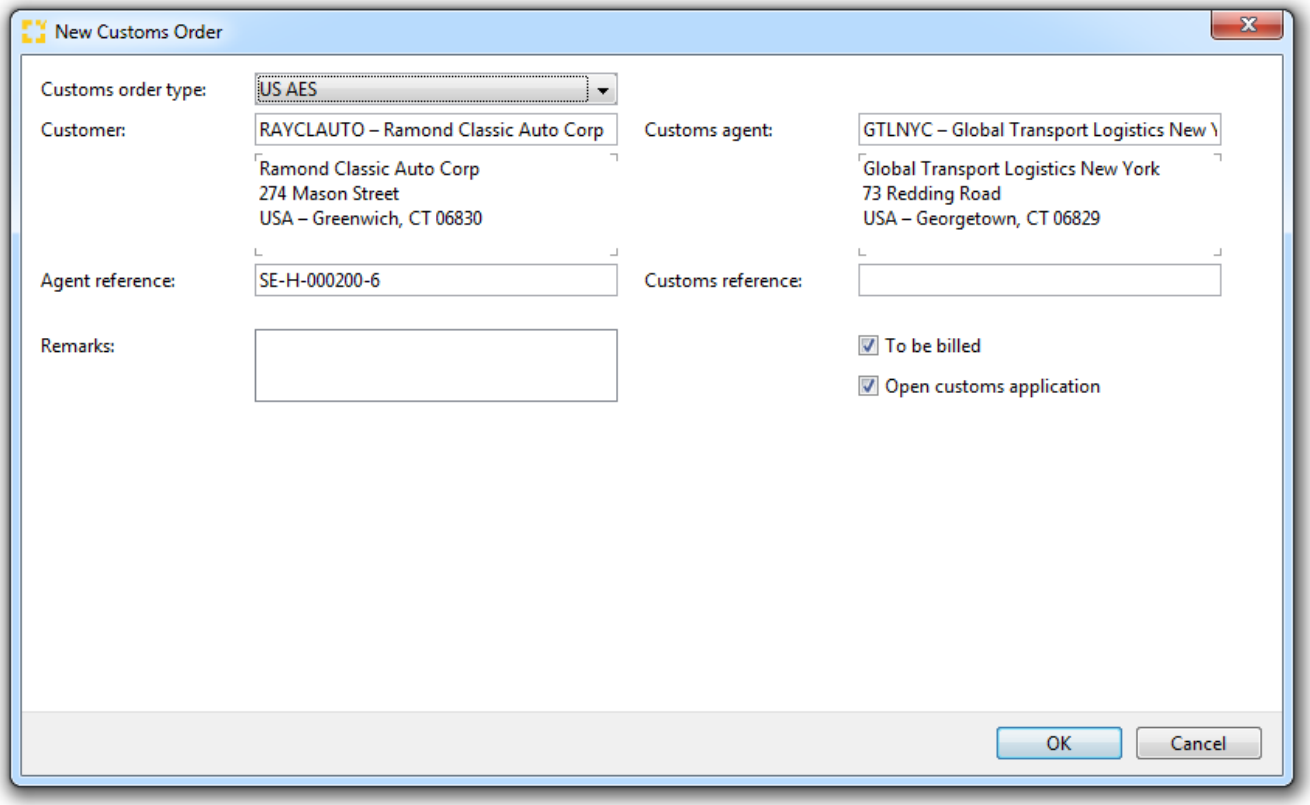
Scope has a USA electronic export declaration (AES/EEI) integrated within the air and sea export applications. This allows the export declarations to be created and transmitted during the creation of the export shipment. By the time the shipment is complete a response should be available from CBP indicating if the export entry or multiple export entries are successful and the required ITN numbers available for printing on export documentation.

Description

To open the USA AES application from the menu, select **US Customs, US AES** from the main menu. This application can also be added to the list of frequently used applications on the left of the screen by using the **Configure** option.

Alternatively the application can be opened by selecting the New Customs Order link within an air or sea export shipment. This will launch the New Customs Order dialogue:

New Customs Order



Customs order type

Only the default *US AES* should be available and can be selected.

Customer

The customer used in the air or sea export shipment will default to this field. This is a full text search field and a different customer address can be used by simply entering in any part of the customers name or address to locate the new customer to be used.

Customs Agent

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The agent for the branch will default as the Customs Agent. This is a full text search field and a different Customs Agent address can be used by simply entering in any part of the agent name or address to locate the new agent to be used.

Agent Reference

The shipment number will automatically appear in this field and should be used as the agent reference for the EEI.

Customs reference

Once the entry has been submitted to customs and accepted, the customs reference will appear in this field.

Remarks

Any remarks to be associated with this EEI should be entered in the remarks field.

To be billed

Check this box if a charge is to be billed for creating this EEI entry.

Open customs application

This box will be check by default to ensure that on clicking OK, the next step of the customs entry is completed.

OK

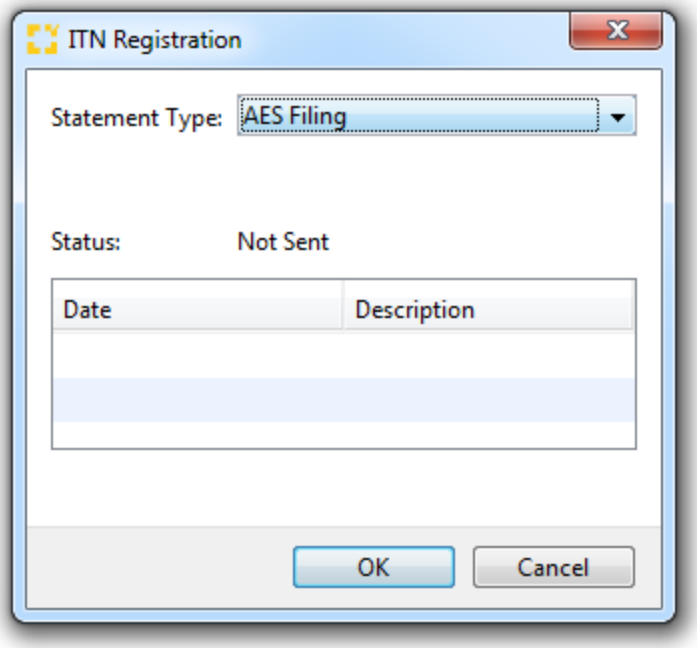
Click *OK* to proceed with the new customs entry.

Cancel

Click *Cancel* to terminate the new customs entry and return to the shipment.

ITN Registration

Once a new customs order dialogue has been completed, the *ITN Registration* appears:



Statement Type

The statement type drop down menu will offer a list of ITN entry types:

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- **AES Filing** - Full EEI entry
- **EEI Option 2** - ITN number provided by option 2 filer
- **FTSR** - FTSR exemption for low value shipments for example
- **EEI Option 4** - ITN number provided by option 4 filer
- **In Transit** - Goods transiting the USA
- **Domestic** - no AES required, domestic goods
- **Split Shipment** - goods already on an existing ITN shipment was split.
- **AES Down** - exemption statement for when customs system is down

AES filing will be offered as the default option and should be selected when creating a new EEI.

Status

The current status of the EEI will be displayed.

Date

The date the last time the EEI was modified.

Description

A brief description of the last activity on the EEI.

OK

Select *OK* to begin EEI creation.

Cancel

Select *Cancel* to return to the air or sea export shipment .

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Importer Security Filing

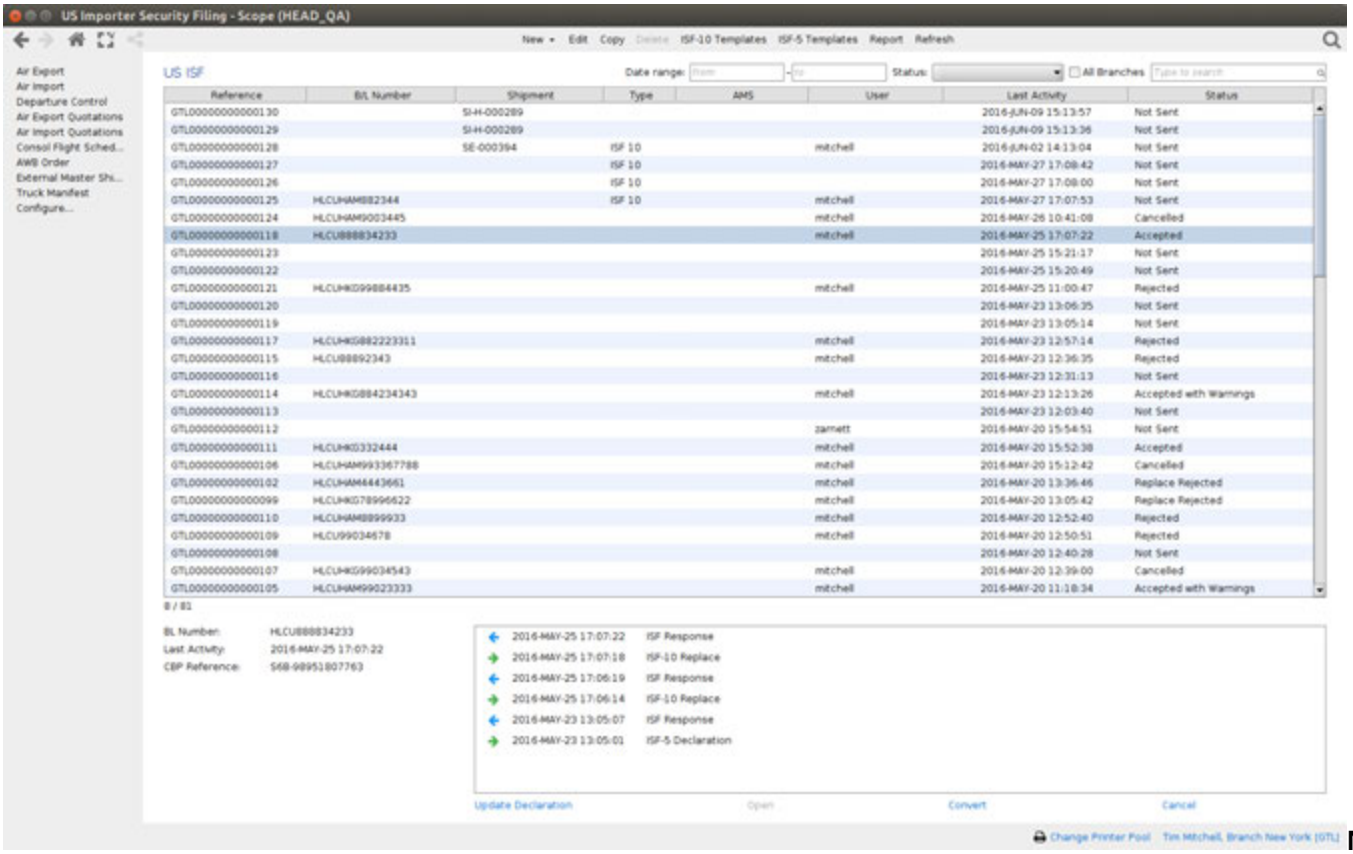
- Introduction
- Description

Introduction

In the US Customs sub-menu, the Import Security Filing (ISF) menu option opens a overview of all ISF entries in an application called **US ISF** and this is used to create, edit and monitor importer security filings which are required for all ocean import shipments arriving at US ports.

Description

Program Actions



New

The **New** action will allow the creation of a new US ISF entry.

There are 4 possible ISF entry types:

- New ISF-10 - These are full ISF entires
- New ISF-5 - These are ISF entries for FROB (Foreign on Board), I.E. and T&E. These entries require only 5 data elements.
- New ISF-10 (Late) - These are ISF-10 entries submitted after the required deadline.
- New ISF-5 (Late) - These are ISF-5 entries submitted after the required deadline.

Select Template

On selecting any of the **New** functions, the *Select Template* pop-up shown below will appear.

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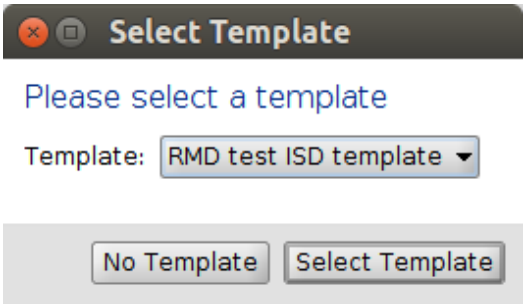

Template

If a template is to be used to create the ISF, then select the desired template using the the drop-down menu to show as list of available templates.

No Template

When the ISF is to be created from scratch, choose the *No Template* option.

Select Template

When a template is highlighted from the drop-down list, click *Select Template* to launch the ISF editor. This ISF entry will use the template to prefill the required data.

The ISF editor will open for entry of the ISF details.

Edit

Select Edit from the menu bar to make changes to the ISF entry highlighted in the overview. Only edit ISF entries that have not been sent or have been rejected by US Customs.

Copy

Copy the ISF entry highlighted in the overview and use it as the basis for a new ISF entry.

Delete

Delete the ISF entry highlighted in the overview. Only ISF entries that have not been sent to CBP can be deleted and this option will not be available for ISF entries with other status'. To cancel an ISF entry that has been accepted by US Customs, use the Cancel option in the status window at the bottom of the ISF overview.

ISF-10 Templates

This will list all templates for ISF-10 shipments and these ISF-10 templates can be managed here with the menu options:

- New - make a new ISF-10 template
- Edit - Edit the highlighted ISF-10 template
- Delete - Delete the highlighted ISF-10 template
- Refresh - Refresh the list of ISF-10 templates
- Close - Close the view of ISF-10 templates and return to the overview of ISF entries.

ISF-5 Templates

This will list all templates for ISF-5 shipments and these ISF-5 templates can be managed here with the menu options:

- New - make a new ISF-5 template
- Edit - Edit the highlighted ISF-5 template
- Delete - Delete the highlighted ISF-5 template
- Refresh - Refresh the list of ISF-5 templates
- Close - Close the view of ISF-5 templates and return to the overview of ISF entries.

Report

Use the Report option to generate a spreadsheet of the entries listed in the overview.

Refresh

The refresh option will update the overview with the latest ISF entries available.

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Filter and Search Functions

Date Range

An ISF entry creation date range may be entered in order to restrict the listed ISF entries to a defined period.

Status

By default ISF entries of all status' will be listed. This is a drop down menu that will allow the user to filter the results according to the status of the ISF entry. The types of status' available from the drop-down menu are:

Satus	Meaning
Accepted	Entry successfully reported US Customs without any warnings. The ISF entry will have an ISF transaction number.
Accepted with warnings	The entry has been accepted but with warnings. An error code may be shown indicating the information that must be updated in a timely manner.
Accepted; No Bill	Entries that have been accepted but have not been matched to a Bill of Lading.
Cancellation Denied	The entry has been accepted and an attempt to cancel it has been denied.
Cancellation Request	The entry has been accepted and a request ahs been made to cancel it.
Cancelled	Entries that have been successfully cancelled with CBP
External declaration	Shipments that either have additional statements in lieu of AES entries or where some other agency had made the AES entry.
FR Accepted	An Entry with a flexible range of data (FR) has been accepted. The entry should be updated to a complete transaction (CT) as soon as better information is available.
FT Accepted	An Entry with a flexible timing (FT) has been accepted. The entry should be updated to a complete transaction (CT) as soon as better information is available.
FX Accepted	An Entry with a flexible timing (FT) and flexible data (FR) has been accepted. The entry should be updated to a complete transaction (CT) as soon as better information is available.
Not Sent	The ISF entry has not been transmitted to CBP
Rejected	The ISF entry has been rejected by CBP and therefore is not on file with them.
Replace Rejected	The user has tried to replace an accpeted ISF entry and this has been rejected by CBP
Sent	Transmitted to CBP but still awaiting a response from them
Update Sent	A change has been made to an accepted ISF entry and is awaiting a CBP response

All Branches

By default only the ISF entries created in the current branch will be listed. Check the *All Branches* box to show all entries made by all branches.

General Search

The **Type to search** field can be used to find an ISF entry or to filter the ISF entries shown in the overview. Most of the information used when creating an ISF entry can be used as a search term. For example the carrier code or name can be entered to restrict the list of ISF entries to only those shipped on the defined carrier.

Entry Overview

The application by default presents the most recent entries and displays a summary of their contents in each of the columns described below. The Search function can be used to filter the entries displayed and the columns can be clicked to change the sort order of the displayed results.

Reference

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The system generated reference number for the entry. There is no access to this reference number.

B/L Number

The house or ocean bill of lading number on the ISF entry.

Shipment

The shipment number of the linked Scope Ocean Export or Import shipment.

Type

The type of ISF entry. These can be:

- ISF-10
- Late ISF 10
- ISF 5
- Late ISF 5

AMS

The AMS bill of lading number

User

The name of the user who created the ISF entry.

Last Activity

The last time any update was made to the ISF entry.

Status

The status of the ISF entry.

ISF entry detail information

As each ISF entry in the list is highlighted, additional information about the entry will be shown in the lower section of the screen.

BL Number

The BL of the ISF entry

Last Activity

The last time any update was made to the ISF entry.

CBP Reference

The CBP assigned unique ISF id issued for accepted ISF entries.

Transmission Log

As ISF entries are created, transmitted, updated, converted or cancelled, a log of these activities is shown on the bottom right of the screen. This screen is important since it will display CBP responses, including dates and times of the responses.

Update Declaration

If the ISF entry has been accepted by CBP then the *Update Declaration* action will be available

Open

The entry log shows a summary of of the transmissions to and from CBP. The **Open** function can be used to obtain complete details of each transmission.

CBP Responses

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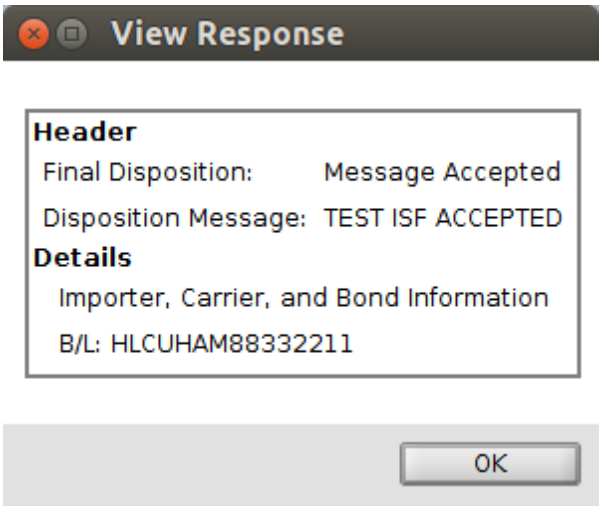
When a *Response* is highlighted in the transmission log and the **Open** function is selected, the full response including any warnings, errors or information will be displayed in a pop-up window.



Convert

USe the Convert option to convert an ISF-10 into and ISF-5, or to convert and ISF-5 to and ISF-10.

Cancel

If the status of an entry is **Accepted** the *Cancel* action may be used to send a notice of cancellation to CBP.

- Additional Parties - ISF10
- Parties - ISF10
- References & Containers - ISF10
- Shipment & Bond - ISF10

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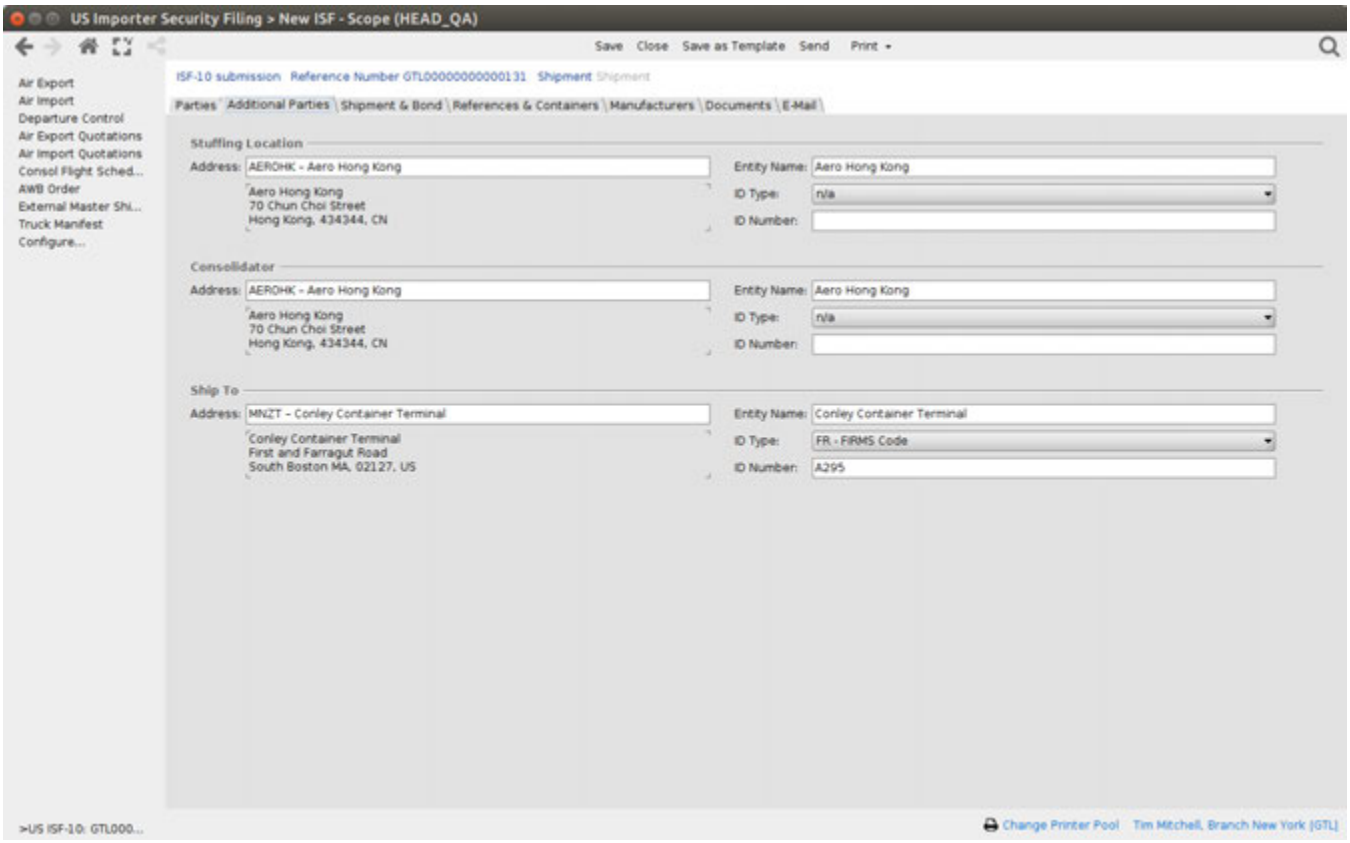
Additional Parties - ISF10

- Introduction
- Parties

Introduction

When an ISF entry is created, the additional parties screen is where the 2nd set of parties are entered.



The menu bar of the application provides a set of actions:

Save

Any changes to the ISF will be saved and the application will return to the Overview of ISF entries. This action is only available if:

- The ISF has not been sent to CBP
- The Update Declaration has been used to open an ISF.
- The ISF entry has been rejected by CBP

Close

This action will close the ISF and return to the Overview of ISF entries. If changes have been made to the ISF that have not been saved, a prompt will appear asking if changes should be saved, discarded or if the close action should be cancelled.

Save as Template

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Any ISF entry can be used as the basis of a template. If this option is selected, the Edit Template application will launch to create a new template using all the fields from the ISF as the basis of the new template.

Send

If the ISF has not been sent to CBP or if changes have been made to an existing ISF, once all required fields are correct, the **Send** option will be available to transmit the ISF to CBP.

Print

Print the 10+2 form. This is a printed version of the ISF entry. Once printed, this document will appear as a pdf in the Documents tab of the ISF entry.

Parties

The application lists three additional parties whom must be declared to CBP when making an ISF-10 entry.

Stuffing Location

The **Stuffing Location** is name and address of the location where the goods were stuffed into a container. When goods are not containerized, provide the details of the final location where the goods were prepared for loading aboard the vessel. If stuffing has not occured, then the best estimate of the stuffing location can be provided but the ISF entry must be updated with the correct location as soon as available.

When the Action Reason Code of the ISF entry is FT or FX, this indicates flexible timing for the ISF entry and the Stuffing Location can be omitted if it is not yet known. Complete details should be provided as soon as these are available.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the Stuffing Location in the ISF entry.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Stuffing Location)

The name of the Stuffing Location will default as the Stuffing Location entity name and this will be sent to CBP. This can be manually edited if the Stuffing Location is not the same as the partner name.

ID Type (Stuffing Location)

The Stuffing Location can have any of the following ID types selected from the drop-down menu, select N/A is there is not ID number available:

Code	Description	Notes
N/A	No ID	No ID available
DUNS	DUNS Number	
DNS	DUNS+4 Number	

ID Number (Stuffing Location)

This is the ID number of the Stuffing Location and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is DUN, then the ID number must be in the format NNNNNNNNN. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

This field will be blank if there is no ID type available.

Consolidator

The **Consolidator** is the party who stuffed the goods into the container. For non-containerized goods, this is the party who prepared the goods immediately prior to loading aboard the vessel.

When the Action Reason Code of the ISF entry is FT or FX, this indicates flexible timing for the ISF entry and the Consolidator can be omitted if it is not yet known. Complete details should be provided as soon as these are available.

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When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the Consolidator in the ISF entry.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Consolidator)

The name of the Consolidator will default as the Consolidator's entity name and this will be sent to CBP. This can be manually edited if the Consolidator's name is not the same as the partner name.

ID Type (Consolidator)

The Consolidaor can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
N/A	No ID	No ID available
DUN	DUNS Number	
DNS	DUNS+4 Number	

ID Number (Consolidator)

This is the ID number of the Consolidator, and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is DUN, then the ID number must be in the format NNNNNNNNN. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

This field will be blank if there is no ID type available.

Ship To

The **Ship To** is the first party to receive the goods as soon as they are released by US Customs.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the buyer of the goods in the ISF entry.

When the Action Reason Code of the ISF entry is FR, this indicates the Ship To party may be the best available information at the time of ISF filing. The final Ship To party should be submitted to Customs in a full CT (complete transaction) filing no later than 24 hours prior to arrival.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Ship To)

The name of the Ship To will default as the Ship To's entity name and this will be sent to CBP. This can be manually edited if the Ship To's name is not the same as the partner name.

ID Type (Ship To)

The Ship To can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
FR	FIRMS Code	
DUN	DUNS Number	
DNS	DUNS+4 Number	

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ID Number (Ship To)

This is the ID number of the Ship To and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is DUN, then the ID number must be in the format NNNNNNNNN. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

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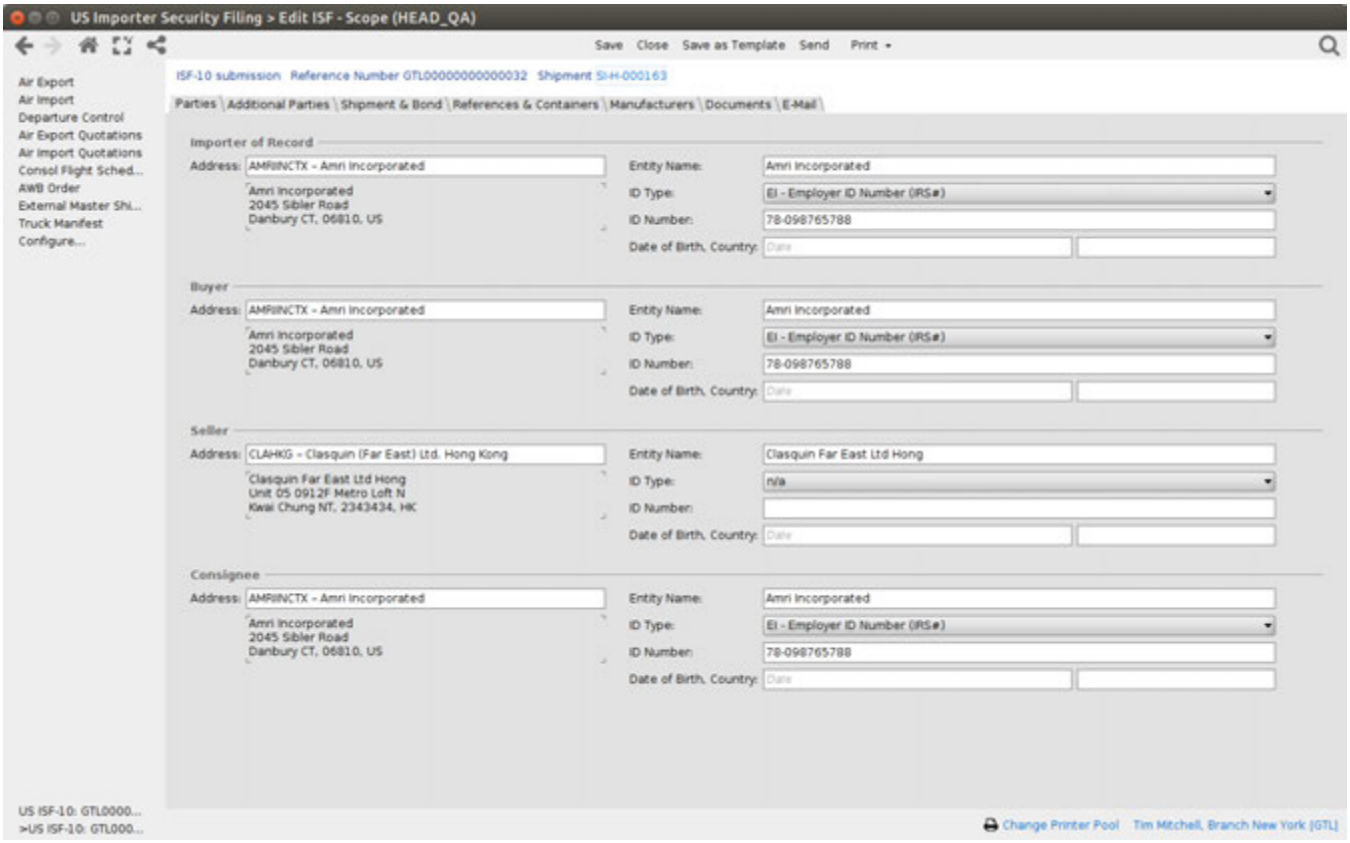
Parties - ISF10

- Introduction
- Parties
- Basic Information

Introduction

When an ISF entry is created, the parties screen is where the first set of parties are entered. On completion of this screen, there are further parties to be entered in the additional parties tab. This will be followed buy the shipment and bond information, the reference details and finally the manufacturers and goods tab.



The menu bar of the application provides a set of actions:

Save

Any changes to the ISF will be saved and the application will return to the Overview of ISF entries. This action is only available if:

- The ISF has not been sent to CBP
- The Update Declaration has been used to open an ISF.
- The ISF entry has been rejected by CBP

Close

This action will close the ISF and return to the Overview of ISF entries. If changes have been made to the ISF that have not been saved, a prompt will appear asking if changes should be saved, discarded or if the close action should be cancelled.

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Save as Template

Any ISF entry can be used as the basis of a template. If this option is selected, the Edit Template application will launch to create a new template using all the fields from the ISF as the basis of the new template.

Send

If the ISF has not been sent to CBP or if changes have been made to an existing ISF, once all required fields are correct, the **Send** option will be available to transmit the ISF to CBP.

Print

Print the 10+2 form. This is a printed version of the ISF entry. Once printed, this document will appear as a pdf in the Documents tab of the ISF entry.

Parties

The application lists four parties whom must be declared to CBP when making an ISF-10 entry.

Importer of Record

The I**mporter of Record** is the party liable for payment of any duties on the import and meeting all statutory and regulatory requirements for the import.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the importer of record in the ISF entry.

Often the Importer of Record is the final owner of the goods.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Importer of Record)

The name of the Importer of Record will default as the Importer of Record entity name and this will be sent to CBP. This can be manually edited if the Importer of Record Entity Name is not the same as the partner name.

ID Type (Importer of Record)

The Importer of Record can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
EI	Employer Identification Number or IRS Number	
ANI	CBP assigned number	
CIN	CBP encrypted Consignee ID	
34	Social Security Number	Check current CBP rules before submitting this ID
AEF	Passport Number	Only for shipment types 03,05,06

ID Number (Importer of Record)

This is the ID number of the Import of Record and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is EI, then the ID number must be in the format NN-NNNNNNNXX. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

Date of Birth (Importer of Record)

When the ID type **AEF** or **34** is used this indicates a passport number or SSN is being provided as the ID type of the importer of record. When a passport number or SSN is the ID Type, the date of birth of the passport holder or SSN holder must also be provided in this field.

Country (Importer of Record)

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When the ID type **AEF** is used this indicates a passport number is being provided as the ID type of the importer of record. When a passport number is the ID Type, the county that issued the passport must be provided in this field.

Buyer

The **Buyer** is the last known party to who the goods are sold or who has agreed to buy the goods. If the goods are not to be sold, the the name and address of the current owner must be entered. If the buyer of the goods changes while the shipment is en-route, then the ISF entry must be amended to show the new buyer.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the buyer of the goods in the ISF entry.

Often the Importer of Record is the same as the buyer of the goods.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Buyer)

The name of the Buyer will default as the Buyer's entity name and this will be sent to CBP. This can be manually edited if the Buyer's name is not the same as the partner name.

ID Type (Buyer)

The Buyer can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
EI	Employer Identification Number or IRS Number	
ANI	CBP assigned number	
CIN	CBP encrypted Consignee ID	
34	Social Security Number	Check current CBP rules before submitting this ID
DUN	DUNS Number	
DNS	DUNS+4 Number	

ID Number (Buyer)

This is the ID number of the Buyer and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is EI, then the ID number must be in the format NN-NNNNNNNXX. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

Date of Birth (Buyer)

When the ID type **34** is used, this indicates an SSN number is being provided as the ID type of the importer of record. When an SSN number is the ID Type, the date of birth of the SSN holder must also be provided in this field.

Country (Buyer)

This field will not be used for the buyer and should remain blank.

Buyer

The **Buyer** is the last known party to whom the goods are sold or who has agreed to buy the goods. If the goods are not to be sold, then the name and address of the current owner must be entered. If the buyer of the goods changes while the shipment is en-route, then the ISF entry must be amended to show the new buyer.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the buyer of the goods in the ISF entry.

Often the Importer of Record is the same as the buyer of the goods.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

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The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Buyer)

The name of the Buyer will default as the Buyer's entity name and this will be sent to CBP. This can be manually edited if the Buyer's name is not the same as the partner name.

ID Type (Buyer)

The Buyer can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
EI	Employer Identification Number or IRS Number	
ANI	CBP assigned number	
CIN	CBP encrypted Consignee ID	
34	Social Security Number	Check current CBP rules before submitting this ID
DUN	DUNS Number	
DNS	DUNS+4 Number	

ID Number (Buyer)

This is the ID number of the Buyer and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is EI, then the ID number must be in the format NN-NNNNNNNXX. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

Date of Birth (Buyer)

When the ID type **34** is used, this indicates an SSN number is being provided as the ID type of the importer of record. When an SSN number is the ID Type, the date of birth of the SSN holder must also be provided in this field.

Country (Buyer)

This field will not be used for the buyer and should remain blank.

Seller

The **Seller** is the last known party who sold the goods. If the goods being imported are not to be sold, then the name and address of the current owner must be entered.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the buyer of the goods in the ISF entry.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Seller)

The name of the Seller will default as the Seller's entity name and this will be sent to CBP. This can be manually edited if the Seller's name is not the same as the partner name.

ID Type (Seller)

The Seller can have any of the following ID types selected from the drop-down menu. If there is no ID type then select **N/A**.:

Code	Description	Notes
N/A	No ID	Seller does not have an ID

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EI	Employer Identification Number or IRS Number	
ANI	CBP assigned number	
CIN	CBP encrypted Consignee ID	
34	Social Security Number	Check current CBP rules before submitting this ID
DUN	DUNS Number	
DNS	DUNS+4 Number	

ID Number (Seller)

When the ID type of the seller is not **N/A** (no ID) and one of the other ID types is used, the ID number is entered in this field and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is EI, then the ID number must be in the format NN-NNNNNNNXX. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

Date of Birth (Seller)

When the ID type **34** is used, this indicates an SSN number is being provided as the ID type of the seller. When an SSN number is the ID Type, the date of birth of the SSN holder must also be provided in this field.

Country (Seller)

This field will not be used for the seller and should remain blank.

Consignee

The **Consignee** is the party in the USA on whose account the goods were shipped.

When the partners Identifying details are stored in the US Partner Profile within the tab **ISF**, these details will default as the identity details of the consignee for the goods in the ISF entry.

Often the Importer of Record is the same as the Consignee of the goods.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Entity Name (Consignee)

The name of the Consignee will default as the Consignee's entity name and this will be sent to CBP. This can be manually edited if the Consignee's name is not the same as the partner name.

ID Type (Consignee)

The Consignee can have any of the following ID types selected from the drop-down menu:

Code	Description	Notes
EI	Employer Identification Number or IRS Number	
ANI	CBP assigned number	
CIN	CBP encrypted Consignee ID	
34	Social Security Number	Check current CBP rules before submitting this ID
AEF	Passport Number	Only for shipment types 03,05,06

ID Number (Consignee)

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This is the ID number of the Consignee and the format of this number must correspond to the format specified by the ID Type, for example if the ID type is EI, then the ID number must be in the format NN-NNNNNNNXX. All ID numbers will be checked to ensure the conform to the correct structure and an indication of the correct structure is shown when the wrong format is entered.

Date of Birth (Consignee)

When the ID type **34 or AEF** is used, this indicates an SSN number or passport number is being provided as the ID type of the Consignee and therefore the date of birth of the SSN holder or passport holder must also be provided in this field.

Country (Consignee)

When the ID type AEF is used as the Consignee's ID type, this indicates a passport is being used as the ID type and the country that issued the passport must be entered in this field.

Ultimate Consignee

The party who will ultimately receive the goods. Normally this is the consignee and so the partner who is the consignee on the export shipment will default to this field. This address can be changed if required.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

When the goods are sold en route the ultimate consignee may not be known and the address may be entered as:

Ultimate Consignee Name: SOLD EN ROUTE
Address 1: SEA
City: City of First Port of Call
Country: Country of First Port of Call (ISO Code)

Forwarder

The Name and address of the forwarder who is submitting the AES entry to CBP. There is no access to this field and the address shown will normally be the Forwarders own name and address.

Intermediate Consignee

The party who acts as an agent for a principal party of interest in order to effect the delivery of the goods to the ultimate consignee.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Basic Information

Dates of export, and transport details are entered in the basic information section of the application.

Estimated Export Date

Estimated export date and time of the commodity.

To Be Sold en Route

If the ultimate consignee is unknown because the goods will be sold while in transit, then this box should be checked. In addition the ultimate consignee for the AES entry should be shown as:

Ultimate Consignee Name: SOLD EN ROUTE
Address 1: SEA
City: City of First Port of Call
Country: Country of First Port of Call (ISO Code)

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US State of Origin

The 2 letter state code where the goods originated. This is a search field that will search all valid US states and presents a drop down list of matching states as the state codes or names or part-thereof are typed.

Destination Country

The declared 2 digit ISO country code of final destination for the commodity. This is a search field that will search all valid country codes and presents a drop down list of matching countires as the country codes or names or part-thereof are typed.

Routed

If the goods are controlled by an FPPI (Foreign principle party of interest) then the goods are deemded to be routed and this box should be checked to indicate this.

Hazardous Materials

Check this box when the goods are classed as hazardous goods.

Filing Option

An AES entry can either of the 2 options shown below:

Type	Description
Option2	Full details are to be submitted on export of the goods
Option 4	Post departure. Partial details are submitted on export of the goods. With full details to follow within 10 days of export. Only CBP approved parties can be option 4.

This field will automatically default the correct options according to the details stored in the role US Partner Profile that must be created for the USPPI's. If the USPPI's is may submitted both option 2 and option 4 entries, then both will be offered and the correct method should be selected.

Items on the USML cannot be declared as Post-Departure (option 4).
If any of the commodities being declared on the EEI are on the USML (United States Munitions List) and are therefore being exported using any of the following DDTC license type codes, SAG, SAU, SCA, SGB, S00, S05, S61, S73, S85, S94, then the EEI cannot be option 4 and must be option 2.

Related company

This box is to be checked to if either the USPPI's or the ultimate consignee own 10% or more of the other's voting securities.

Method of Transport

The type of transport on which the cargo will leave the last US port that it departs from. This is a 2 digit numeric code followed by the actual description of the method of transport. The application will default the most appropriate code according to the mode of the export shipment, an air export shipment for example will result in the code **40 - Air** defaulting to this field.

This is a search field in which either the code or a description of the type of transport can be entered. A corresponding matching list will automatically be shown from which the correct code can be selected. The complete list can be shown by pressing **F3** or selecting this option from the drop-down list on the right of the field. This will display the following transport types:

Code	Transport Type
10	Sea
11	Sea Containerized
12	Sea (Barge)
20	Rail
21	Rail Containerized
30	Truck
31	Truck, Containerized
32	Auto

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33	Pedestrian
34	Road,Other
40	Air
41	Air containerized
50	Mail
60	Passenger,Hand-carried
70	Pipeline,Powerline

Carrier ID

For Air shipments which are method of transport type 40 and 41, the carrier ID will be the 3 digit ICAO code. For All other methods of transport, the 4 digit SCAC code should be entered. This is a search field that will search for results to any data entered by referring to the ICAO code database or the SCAC code database.

Carrier/Vessel Name

If the shipment is an air export shipment and the transport type is 40 or 41, the carrier name will automatically be shown in this field according to the IATA ICAO code that has been selected as the carrier ID and there is no option to change this.

For sea export shipments where the transport type is 10, 11 or 12 this field should be the name of the vessel Transporting the goods.

Truck and rail shipments with are transport types 20, 21, 30 and 31, this field will be filled with the carrier name according to the SCAC code selected, and there is no option to change this unless the transport type is changed.

Port of export

The last port of exit in the USA. This is a full text search field that will search the Schedule D database for port codes or names that match the user input. A port can only be used if it is valid for the method of transport.

Port of Unlading

The port of unlading is only required for sea export shipments where the mode of transport is 10 or 11. It is also required for air export shipments where the Destination Country is Puerto Rico. This is a full text search field that will search the Schedule K database for port codes or names that match the user input.

Inbond Code

The Ibond field can be used to indicate if the export goods are bonded goods. This field defaults to 70 which indicates the the goods are not bonded since this is the most common condition and CBP do not use AES entries to close out in bond shipments.

This field offers a drop down menu from which a bond type can be selected:

Code	Description
36	Warehouse Withdrawal for IE
37	Warehouse Withdrawal for T&E
67	IE from a (FTZ) Foreign Trade Zone
68	T&E from a (FTZ) Foreign Trade Zone.
70	Not In Bond

If the in bond codes 36, 37, 67 or 68 are used, then it will be mandatory to also complete the Import Entry field. Additionally the code 67 and 68 will require the Foreign Trade Zone ID to be entered.

Import Entry

If the export goods being transported under bond, then this should be indicated in the Inbond Code field using the appropriate in bond code. It is also necessary to enter the import entry number in the import entry number field. For in bond codes 67 and 68 which indicate the goods are held in a Foreign Trade Zone, the import entry number will be the entry admission number of the e214 on which the cargo was admitted to the Foreign Trade Zone.

Foreign Trade Zone ID

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Goods being exported from a Foreign Trade Zone will have the Inbond Code 67 or 68. For these types of cargo the ID of the Foreign Trade Zone must be entered in the Foreign Trade Zone field. The foreign trade zone ID should be 5 digits, the first 3 digits of the ID should be numeric and the last 2 should be alphanumeric.

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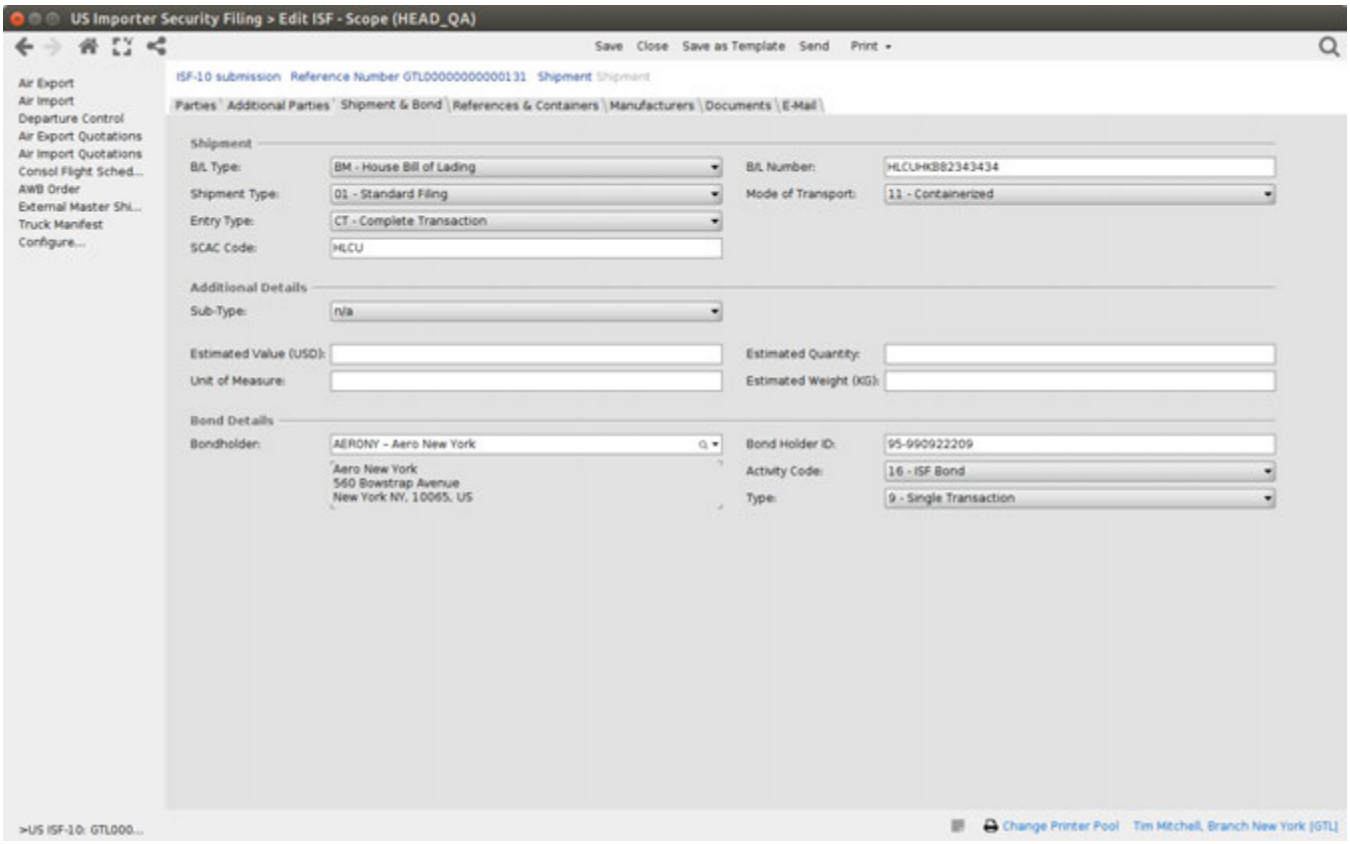
References & Containers - ISF10

- Introduction
- Shipment
- Additional Details
- Bond Details

Introduction

When an ISF entry is created, the Shipment and Bond screen is where transport, entry type and bond holder details are entered.



The menu bar of the application provides a set of actions:

Save

Any changes to the ISF will be saved and the application will return to the Overview of ISF entries. This action is only available if:

- The ISF has not been sent to CBP
- The Update Declaration has been used to open an ISF.
- The ISF entry has been rejected by CBP

Close

This action will close the ISF and return to the Overview of ISF entries. If changes have been made to the ISF that have not been saved, a prompt will appear asking if changes should be saved, discarded or if the close action should be cancelled.

Save as Template

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Any ISF entry can be used as the basis of a template. If this option is selected, the Edit Template application will launch to create a new template using all the fields from the ISF as the basis of the new template.

Send

If the ISF has not been sent to CBP or if changes have been made to an existing ISF, once all required fields are correct, the **Send** option will be available to transmit the ISF to CBP.

Print

Print the 10+2 form. This is a printed version of the ISF entry. Once printed, this document will appear as a pdf in the Documents tab of the ISF entry.

Shipment

The Shipment section requires entry of transport and ISF entry type details.

B/L Type

The **B/L Type** must be selected from the drop-down list:

Code	Description	Notes
BM	House Bill of Lading	This type of bill will be issued under a Master Bill of Lading
OB	Ocean Bill of Lading	This is a non-Master Bill of lading with no underlying house bills of lading. Also known as a Straight Bill or Simple Bill

B/L Number

The B/L Number of the house or ocean bill of lading

Note that either of the B/L types must start with a valid SCAC code. If the B/L from the shipment does not start with a valid SCAC code, then add it to the B/L Number . The B/L Number cannot be transmitted unless it has a valid SCAC code

Shipment Type

Select the shipment type from the drop down menu. Each type is described below along with some additional requirements for each type.

Code Type	Description	Bond Required	Additional
01	Standard or Regular filings	YES	
02	To Order Shipments	YES	Shipments not yet sold to a US buyer. Normally commodities like coffee beans etc.
03	Household Goods /Personal Effects	NO	ISF Import and ISF Importer of Record can use an IRS# or CAN# provided these are registered with CBP using form 5106. HTS may be : 8703.21, 8711.30, 9804.00, 9805.00
04	Military, Government	NO	
05	Diplomatic Shipment	NO	HTS: 9806.00
06	Carnet	NO	Requires carnet issuing country and carnet number
07	US Return Goods	YES	
08	FTZ Shipments	YES	
09	International Mail Shipments	NO	

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10	Outer Continental Shelf Shipments	YES	
11	Informal - see sub codes	NO	

Mode of Transport

The mode of transport for the ISF filing can be selected from the drop down menu and can be:

Code	Description	Notes
10	Break-Bulk	Goods are not containerized
11	Containerized	

Entry Type

The **Entry Type** is also known as the **Action Reason Code.** An entry type must be selected from the drop-down menu and each type is explained in the table below:

Action Reason Codes:

Code	Description
CT	Complete Transaction –All data is present, no special flexibility rules apply. If “CT” is used, the ISF can be updated if necessary, but CBP does not require the ISF to be updated.
FR	Flexible Range – A range of data for the Manufacturer, Ship To party, Country of Origin, or Commodity HTSUS number has been provided. The ISF must be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If “FR” is used, CBP expects to receive a timely update.
FT	Flexible Timing –The CS (Consolidator) and or LG (Stuffing location) has not been provided. The ISF must be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If “FT” is used, CBP expects to receive a timely update.
FX	Flexible Range and Flexible Timing - A range of data as described in “FR” has been provided and the CS (Consolidator) and or LG (Stuffing location) has not been provided. The ISF must be updated at a later date as soon as better information becomes available, but in no case later than 24 hours prior to arrival. If “FX” is used, CBP expects to receive a timely update.

SCAC Code

The SCAC code of the vessel operator that is transporting the goods.

Additional Details

For some kinds of shipments some additional details will be required. This section is only required for these special shipments.

ISF entries using the Sub-Types shown below must be shipment type 11

Sub-Type

The Sub-Type field is used to indicate which of the 3 special shipment types is being transmitted. Use the drop-down menu to identify this sub-type:

Code	Description
01	Section 321 (Value Under USD 200.00)
02	Informal Shipments - Value under USD 2,000.00)
03	General Note 3(e) of the Harmonized Tariff

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Estimated Value (USD)

The total monetary value of the shipment in whole US Dollars.

Estimated Quantity

The quantity of the smallest external packing unit of the goods

Unit of Measure

The type of unit the goods are being supplied in. This is a search field.

Estimated Weight (KG)

The whole weight of the cargo in full Kgs.

Bond Details

Bond details must be completed when the shipment type is 01,02, 07, 08, 10 and the ISF submission type is not 5 (Late ISF-5 without bond details) or 6 (Late ISF-10 without bond details). Leave this section empty for all other types of transactions.

Bondholder

The **Bondholder** is the party whose bond is being obligated for the ISF entry.

When the partners bond details are stored in the US Partner Profile within the tab **Bond**, these details will default as the bond details for the ISF entry.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Bond Holder ID

The identification number of the Bond Holder. This Bond Holder ID must be on file with US Customs. This field will accept 3 types of bond holder ID's:

- Internal Revenue Service (IRS) Number
- CBP Assigned Number
- Social Security Number

Activity Code

The CBP code identifying the activity of the code being used for the ISF entry. Select from the drop-down list:

Code	Description
01	Importer or Broker
02	Custodian of Bonded Merchandise
03	International Carrier
04	Foreign Trade Zone Operator
16	ISF Bond

Bond Type

The type of bond that is being used. Select from the drop-down list of available types:

Code	Description

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8	Continuous Bond
9	Single transaction for ISF

Bond type 9 may only be used with the Activity Code 16.

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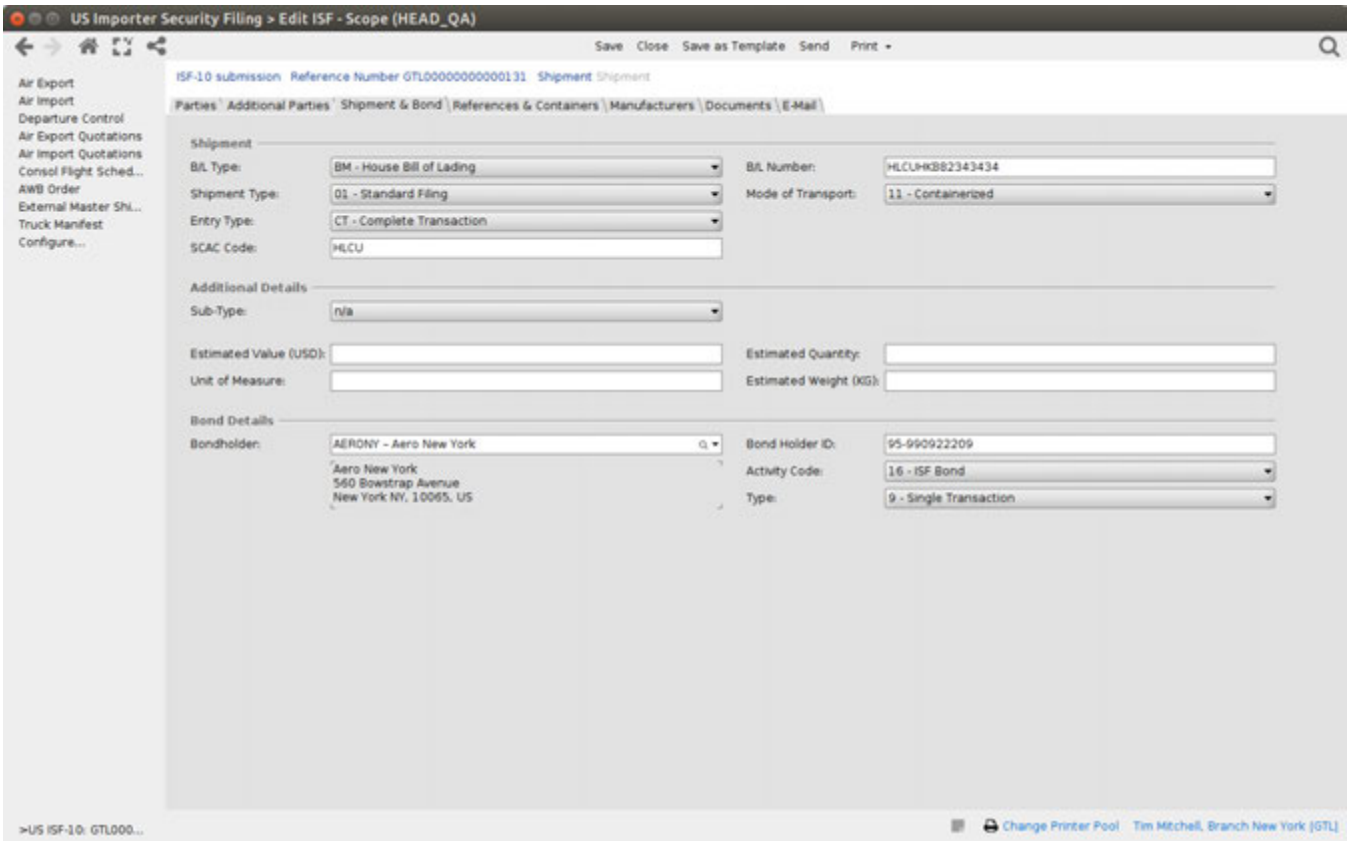
Shipment & Bond - ISF10

- Introduction
- Shipment
- Additional Details
- Bond Details

Introduction

When an ISF entry is created, the Shipment and Bond screen is where transport, entry type and bond holder details are entered.



The menu bar of the application provides a set of actions:

Save

Any changes to the ISF will be saved and the application will return to the Overview of ISF entries. This action is only available if:

- The ISF has not been sent to CBP
- The Update Declaration has been used to open an ISF.
- The ISF entry has been rejected by CBP

Close

This action will close the ISF and return to the Overview of ISF entries. If changes have been made to the ISF that have not been saved, a prompt will appear asking if changes should be saved, discarded or if the close action should be cancelled.

Save as Template

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Any ISF entry can be used as the basis of a template. If this option is selected, the Edit Template application will launch to create a new template using all the fields from the ISF as the basis of the new template.

Send

If the ISF has not been sent to CBP or if changes have been made to an existing ISF, once all required fields are correct, the **Send** option will be available to transmit the ISF to CBP.

Print

Print the 10+2 form. This is a printed version of the ISF entry. Once printed, this document will appear as a pdf in the Documents tab of the ISF entry.

Shipment

The Shipment section requires entry of transport and ISF entry type details.

B/L Type

The **B/L Type** must be selected from the drop-down list:

Code	Description	Notes
BM	House Bill of Lading	This type of bill will be issued under a Master Bill of Lading
OB	Ocean Bill of Lading	This is a non-Master Bill of lading with no underlying house bills of lading. Also known as a Straight Bill or Simple Bill

B/L Number

The B/L Number of the house or ocean bill of lading

Note that either of the B/L types must start with a valid SCAC code. If the B/L from the shipment does not start with a valid SCAC code, then add it to the B/L Number . The B/L Number cannot be transmitted unless it has a valid SCAC code

Shipment Type

Select the shipment type from the drop down menu. Each type is described below along with some additional requirements for each type.

Code Type	Description	Bond Required	Additional
01	Standard or Regular filings	YES	
02	To Order Shipments	YES	Shipments not yet sold to a US buyer. Normally commodities like coffee beans etc.
03	Household Goods /Personal Effects	NO	ISF Import and ISF Importer of Record can use an IRS# or CAN# provided these are registered with CBP using form 5106. HTS may be : 8703.21, 8711.30, 9804.00, 9805.00
04	Military, Government	NO	
05	Diplomatic Shipment	NO	HTS: 9806.00
06	Carnet	NO	Requires carnet issuing country and carnet number
07	US Return Goods	YES	
08	FTZ Shipments	YES	
09	International Mail Shipments	NO	

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10	Outer Continental Shelf Shipments	YES	
11	Informal - see sub codes	NO	

Mode of Transport

The mode of transport for the ISF filing can be selected from the drop down menu and can be:

Code	Description	Notes
10	Break-Bulk	Goods are not containerized
11	Containerized	

Entry Type

The **Entry Type** is also known as the **Action Reason Code.** An entry type must be selected from the drop-down menu and each type is explained in the table below:

Action Reason Codes:

Code	Description
CT	Complete Transaction –All data is present, no special flexibility rules apply. If “CT” is used, the ISF can be updated if necessary, but CBP does not require the ISF to be updated.
FR	Flexible Range – A range of data for the Manufacturer, Ship To party, Country of Origin, or Commodity HTSUS number has been provided. The ISF must be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If “FR” is used, CBP expects to receive a timely update.
FT	Flexible Timing –The CS (Consolidator) and or LG (Stuffing location) has not been provided. The ISF must be updated as soon as better information becomes available, but never later than 24 hours prior to arrival. If “FT” is used, CBP expects to receive a timely update.
FX	Flexible Range and Flexible Timing - A range of data as described in “FR” has been provided and the CS (Consolidator) and or LG (Stuffing location) has not been provided. The ISF must be updated at a later date as soon as better information becomes available, but in no case later than 24 hours prior to arrival. If “FX” is used, CBP expects to receive a timely update.

SCAC Code

The SCAC code of the vessel operator that is transporting the goods.

Additional Details

For some kinds of shipments some additional details will be required. This section is only required for these special shipments.

ISF entries using the Sub-Types shown below must be shipment type 11

Sub-Type

The Sub-Type field is used to indicate which of the 3 special shipment types is being transmitted. Use the drop-down menu to identify this sub-type:

Code	Description
01	Section 321 (Value Under USD 200.00)
02	Informal Shipments - Value under USD 2,000.00)
03	General Note 3(e) of the Harmonized Tariff

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Estimated Value (USD)

The total monetary value of the shipment in whole US Dollars.

Estimated Quantity

The quantity of the smallest external packing unit of the goods

Unit of Measure

The type of unit the goods are being supplied in. This is a search field.

Estimated Weight (KG)

The whole weight of the cargo in full Kgs.

Bond Details

Bond details must be completed when the shipment type is 01,02, 07, 08, 10 and the ISF submission type is not 5 (Late ISF-5 without bond details) or 6 (Late ISF-10 without bond details). Leave this section empty for all other types of transactions.

Bondholder

The **Bondholder** is the party whose bond is being obligated for the ISF entry.

When the partners bond details are stored in the US Partner Profile within the tab **Bond**, these details will default as the bond details for the ISF entry.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Bond Holder ID

The identification number of the Bond Holder. This Bond Holder ID must be on file with US Customs. This field will accept 3 types of bond holder ID's:

- Internal Revenue Service (IRS) Number
- CBP Assigned Number
- Social Security Number

Activity Code

The CBP code identifying the activity of the code being used for the ISF entry. Select from the drop-down list:

Code	Description
01	Importer or Broker
02	Custodian of Bonded Merchandise
03	International Carrier
04	Foreign Trade Zone Operator
16	ISF Bond

Bond Type

The type of bond that is being used. Select from the drop-down list of available types:

Code	Description

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8	Continuous Bond
9	Single transaction for ISF

Bond type 9 may only be used with the Activity Code 16.

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US AES

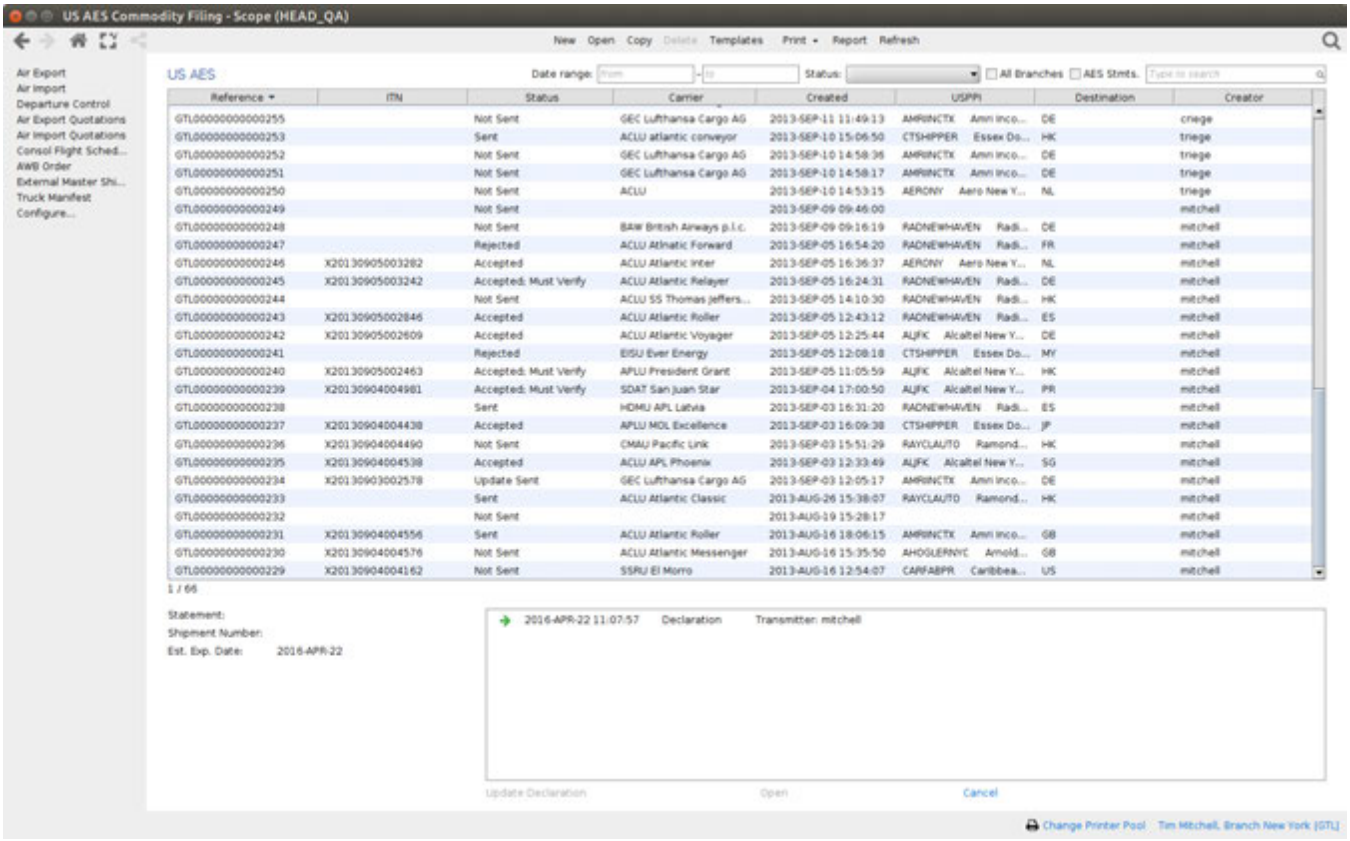
- Introduction
- Description

Introduction

The US AES menu option opens a overview of all EEI entries in an application called **US AES** and this is used to create, edit and monitor commodity filings.

Description

Program Actions



New

The **New** action will allow the creation of a new US EEI (Electronic Export Information) entry for a single USPPI.

Select Template

On selecting the **New** function, the *Select Template* pop-up shown below will appear.

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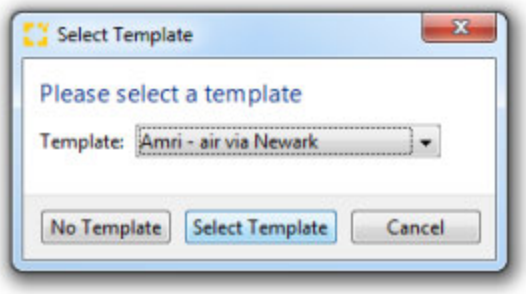

Template

If a template is to be used to create the EEI, then select the desired template using the the drop-down menu to show as list of available templates.

No Template

When the EEI is to be created from scratch, choose the *No Template* option.

Select Template

When a template is highlighted from the drop-down list, click *Select Template* to launch the EEI editor. This EEI will have use the template to prefill the required data.

Cancel

Exit the **New EEI** creation process and return to the overview of EEI's.

The EEI editor will open for entry of the EEI details.

Open

The entry highlighted in the list of export declarations will be opened when the **Open** option is selected. The EEI editor will open in order to edit an EEI entry that has not been sent to CBP. Once and EEI is submitted to CBP the **Open** function will only allow the EEI to be opened in view mode and it is not possible to make any changes to the entry. When changes are required to an EEI that has been transmitted to CBP, the Update Declaration function should be used.

Copy

To create a new EEI entry from an existing EEI, choose the EEI that is to be used as the basis of the new EEI and select the *Copy* function. The EEI editor will open a new EEI entry using the data from the existing EEI as the basis for the new entry. Not all data is copied to the new EEI, for example some transport details must be completed and the quantities of commodities must be entered.

Delete

When an EEI entry has not been sent or is rejected by CBP the **Delete** option will be active to remove the EEI entry.

Templates

Templates are used to generate EEI's from a standard set of data without having to rekey all of the entry data. Generating EEI's from a template can considerably speed up the process of entry creation. The template function will open the Declaration Templates application where templates are created and managed.

> **Example:** The same USPPI ships the same commodity out of LAX every week. A template can be created that stores the data that always repeats in these entries, when the next shipment departs, the EEI can very quickly be created using this template.

Print

Highlight the desired EEI and then click the Print option on the menu bar to print the desired output of the EEI:

- 7525v
- AES Shipment Record*
- Gas Letter
- Cover letter
- Vehicle Cover Letter

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Note: A PDF of the AES Shipment Record will automatically be generated in the documents tabs of the related shipment when the EEI is accepted by CBP. This serves to confirm the EEI is complete with easy access to this document should any party on the shipment require this record.

Report

The filter functions Date range, status, All Branches and General search can all be used to refine the list of EEI's shown in the overview. This list of EEI's can then be exported to a spreadsheet using the **Report** action. The default spreadsheet application (Excel, iWork, calc etc.) on the user's computer will automatically open and load the EEI list into a spreadsheet. This spreadsheet will contain all the information about each EEI that can be included on a single line. This means if there are multiple commodities on an EEI, only the first commodity and it's details will be shown. Similarly, for sea freight entries, if there are multiple containers, only the details of the first container will be shown.

Refresh

Clicking the **Refresh** option will ensure that the latest export entries and responses from CBP are shown in the list displayed.

Filter and Search Functions

Date Range

An AES entry creation date range may be entered in order to restrict the listed AES entries to a defined period.

Status

By default AES entries of all status' will be listed. This is a drop down menu that will allow the user to filter the results according to the status of the AES entry. The types of status' available from the drop-down menu are:

Satus	Meaning
Accepted	Entry successfully reported to AES and without any warnings. This status means the entry has an ITN (Internal transaction number) which is proof of successful transmit.
Accepted with warnings	The entry has been accepted and has an ITN number, but there are warnings which means additional required information must be provided within 4 days of the original transmission.
Accepted; Compliance Alert	Entries that have been accepted and have an ITN number, but these entries are potentially in violation of export reporting requirements. These violations can be reporting the export late or making changes to the accepted entry after the shipment has departed
Accepted; informational message	The entry has been accepted and has an ITN number, but CBP have responded with a message on the entry. The user should read the informational message and respond as necessary
Accepted must verify	The entry has been accepted and has an ITN number, but CBP would like the user to check the data submitted is correct since it is unusual in some way. If necessary the data should be updated but may be left as is if the original details submitted are correct
Cancelled	Entries that have been successfully cancelled in AES
External declaration	Shipments that either have additional statements in lieu of AES entries or where some other agency had made the AES entry.
Not Sent	Entries that have not yet been transmitted to AES
Rejected	Entries that have been reject by AES and therefore have fatal errors. These must be corrected before the shipment may depart from the USA
Sent	Transmitted to AES but still awaiting a response from them

All Branches

By default only the AES entries created in the current branch will be listed. Check the *All Branches* box to show all entries made by all branches.

AES Stmts.

Check this box if AES statements which are not full EEI entries are to be included in the search

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General Search

The **Type to search** field can be used to find an AES entry or to filter the AES entries shown in the overview. Most of the information used when creating and AES entry can be used as a search term. For example the carrier code or name can be entered to restrict the list of AES entries to only those shipped on the defined carrier. By contrast, searching for an ITN number will produce only the AES entry with that ITN number since these are unique.

Entry Overview

The application by default presents the most recent entries and displays a summary of their contents in each of the columns described below. The Search function can be used to filter the entries displayed and the columns can be clicked to change the sort order of the displayed results.

Reference

The system generated reference number for the entry, also known by CBP as the XTN number. There is no access to this reference number.

ITN

The ITN number provided by CBP when an EEI is accepted.

Status

The state of the entry from the perspective of US Customs. These are detailed above.

Carrier

The 3 digit ICAO airline code or for sea and truck shipments, the 4 digit SCAC code. The carriers name will also be present.

Created

The date the entry was first created. There is no access to this date.

USPPI

The name of the United States Principle Party of Interest for the entry.

Destination

The declared country of final destination for the commodity.

Creator

The surname of the user who created the AES entry.

Entry Count

At the bottom left of the overview of AES entries is a count of the total number of AES entries. The numeric position of the currently highlighted entry within the list of entries will be displayed first.

AES entry detail information

As each AES entry in the list is highlighted, additional information about the entry will be shown in the lower section of the screen.

Statement

When the entry is a statement (not a full EEI) The complete AES exemption statement will appear for the highlighted item.

Shipment Number

The export shipment linked to the highlighted entry. This is an active link and clicking it will open the linked shipment.

Est. Exp. Date

The estimated date of export of the shipment.

Entry Log

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As AES entries are created, transmitted, changed or cancelled, a log of these activities is shown on the bottom right of the screen. This screen is important since it will display CBP responses, including dates and times of the responses.

Update Declaration

If the AES entry has been accepted by CBP either as Status 3 (Accepted) or Status 2 (Must verify) Then the *Update Declaration* action will be available

Open

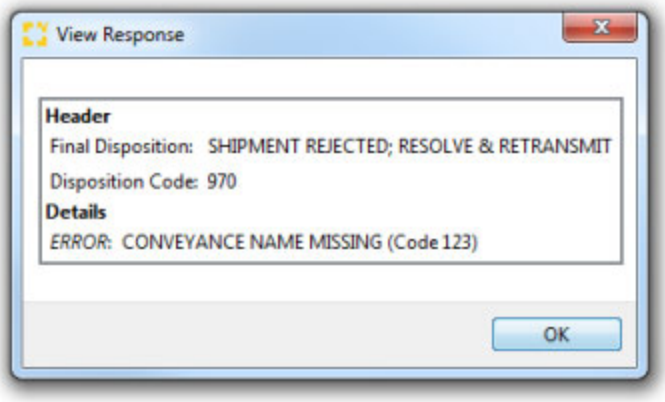
The entry log shows a summary of of the transmissions to and from CBP. The **Open** function can be used to obtain complete details of each transmission.

Initial Declarations

When an *Initial declaration* is highlighted in the list and then the **Open** function is selected, the user will see the complete EEI as it was submitted to CBP. This means it provides a historical record of exactly what was sent to CBP and when.

CBP Responses

When a *Response* is highlighted in the transmission log and the **Open** function is selected, the full response including any warnings, errors or information will be displayed in a pop-up window.



Cancel

If the status of an entry is **Sent** or **Updated** the *Cancel* action may be used to send a notice of cancellation to CBP.

- Commodity Lines - Manage Commodity Filings - US AES - Customs USA
- Container Details - US AES - Customs USA
- Declaration Templates - US AES
- Parties and Basic Information - US AES - Customs USA

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Commodity Lines - Manage Commodity Filings - US AES - Customs USA

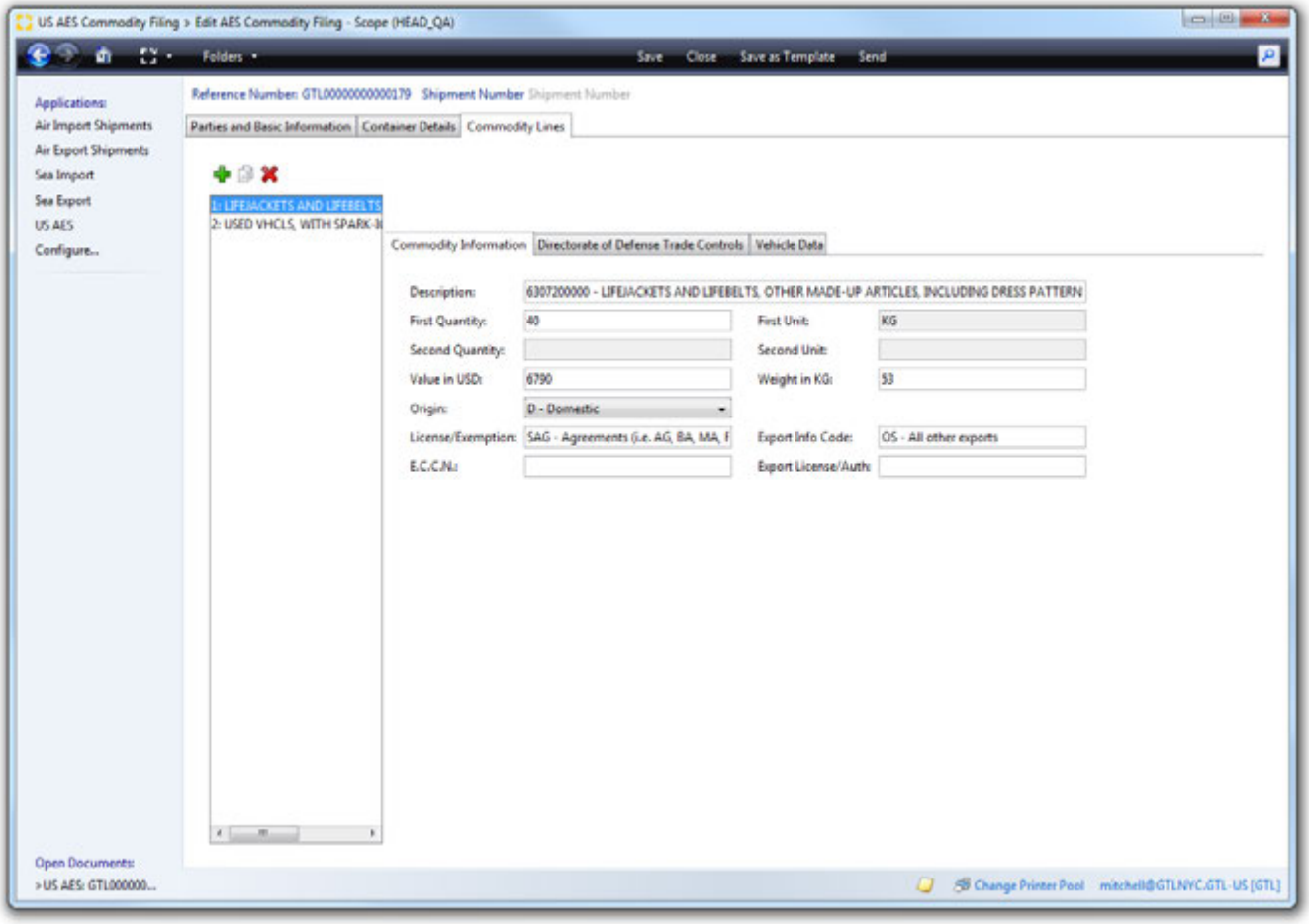
- Introduction
- Commodity Information
- Kimberly Process
- Directorate of Defense Trade Controls
- Vehicle Data
- Vehicle Detail Application

Introduction

Once the parties and basic transportation details have been entered for the AES entry, all the commodities and their associated information can be entered using the *Commodity Lines* tab. Because multiple commodities can be entered, the left hand side of the application has a vertical listing where all commodity lines will be shown and where *add* and *delete* icons can be used to make new commodity line entries or delete existing commodity lines. As each commodity is highlighted in the left hand listing, the details of the commodity will appear to the right in the *Commodity information* tab. In addition to the *Commodity information* tab, there are 2 less used tabs which are the *Directorate of Defense Trade Controls* and the *Vehicle Data* tabs. These will only require completion in special circumstances described for each tab.

The fields to be completed within the *Commodity information* tab will depend on the commodity code selected and the License Exemption and Export Info Codes.

Commodity Information



Save

The menu bar of the application provides the **Save** option. This is available in all areas of the EEI entry and will save all information entered to date. the user may continue editing the EEI after saving it.

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Close

The menu bar of the application provides the **Close** option. This is available in all areas of the EEI entry and will close the EEI entry and return the user to the overview of EEI entries. If any changes have been made that have not been saved, a pop-up window will appear where the user will be reminded to save, discard or cancel the *close* operation.

Save as Template

If further EEI's will be created that use much of the same information in the current EEI, then the current EEI can be used as the basis for the creation of a new template. Selecting the *Save as Template* will launch the Declaration Template application where the new template can be created for future use.

Send

Once the EEI has been completed and there are no error messages, the *Send* function will be active and can be used to transmit the EEI to CBP.

Description

The first item that should be entered is the Schedule B number of the commodity since this will begin the process of determining what associated information must be submitted with the commodity. It is possible to enter the Schedule B number directly into the *Description*. If this is not known, then part of the Schedule B number may be entered or the description of the commodity (or part description) may be entered. The application will present a list of matching Schedule B commodities showing both the schedule B number and the commodity description. It should be noted that HTS tariff codes are also included in the search and may be used if no appropriate Schedule B number exists.

First Quantity

The amount of the commodity. The units for this amount will be automatically shown in the field to the right called *First Unit*. "KG" is a fairly common example of the type of unit for the first quantity.

First Unit

As above, when the schedule B code is selected the type of units to be reported as the *First Quantity* will automatically appear in the *First Unit* field

Second Quantity

Some commodities require that a 2nd quantity should be reported. If this is the case, the *Second Quantity* field will be active and the *Second Unit* field to the right will show the type of units to be reported for the 2nd quantity.

Second Unit

As above, if the schedule B code requires a 2nd quantity to be reported, this field will show the type of unit that is to be reported.

Value in USD

The value of the goods should be in excess of USD 2500.00 since anything less than this value does not require an AES entry and can be declared using an additional statement and FTSR 30.37(a).

In general, the amount to be declared as the value of the goods is the value of the commodity itself, any insurance, plus all costs incurred transporting the goods to the last US port of export. The figure should be in dollars. If cents are included in the value, less than 50 cents will be ignored and 50 cents or more will be rounded up to the next dollar.

Determining the correct value of the goods can be complex and where doubt exists part 30.6 item 17 of the foreign trade regulations should be consulted.

Weight in KG

The weight of the commodity including any normal packaging to the nearest full kilo. If the commodity is contained in a substantial outer container such as a shipping container, the weight of this substantial container should not be included. A weight in KG is not required where the method of transport is mail (Code 50) or fixed transport (70).

Origin

The origin of all commodities must be declared, the only exception to this is household goods (Export Code HH). This is a drop down menu that presents the 2 options "Domestic" or "Foreign"

Domestic

These are goods grown, produced or manufactured in the USA. If the commodity contains foreign parts but is assembled in the USA, then it is classified as "Domestic".

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Foreign

These are goods grown, produced or manufactured outside the USA and which have not undergone any change within the USA.

License/Exemption

All entries require a *License type* to be selected. The license type will in turn determine if an export license number or ECCN is required. The license code will be cross checked against the method of transport and the export information code to ensure they are compatible.

The license and license exemption type codes are issued in the Appendix F of the AESTIR. Enter in the field either the code or part of the code or description of the code. This is a search field and it will list all results that match the search terms entered. Clicking the drop-down option to the right produces the option to *Show the code list panel*, if selected this will display the complete listing of license and license exemption type codes and their descriptions. The desired code can be selected from this listing.

Export Info Code

All entries require an *export information code* to be selected. The *export information code* will determine which elements of the entry must be reported, for example the code *ZD* will require foreign trade zone ID and Entry Number, *HV* will require additional vehicle details, *HH* will require only a limited data set. In addition the application will check if the **export information code** is compatible with the License type selected.

The export information codes are issued in the Appendix E of the AESTIR. Enter in the field either the code or part of the code or description of the code. This is a search field and it will list all results that match the search terms entered. Clicking the drop-down option to the right produces the option to *Show the code list panel*, if selected this will display the complete listing of export information codes and their descriptions. The desired code can be selected from this listing.

E.C.C.N.

This field is the *Export Control Classification Number* and is used to identify items that are on the Commerce Control List (CCL). This field will depend on the license type used for the entry. When required, the ECCN is a 5 digit alpha-numeric.

Export License/Authorization Symbol

This field is only required for entries that require and export license. Shipments may require export license's for a number of reasons; the type of commodity may require and export license, the country where the goods are being exported, the end user of the goods and the final use of the goods may all have licensing requirements. The license type code will also determine if an export license or authorization symbol are required.

If there is any doubt about licensing of a shipment, the user should refer to the Bureau of Industry and Security at the U.S. Department of commerce.

Kimberly Process

Export of diamonds is checked to ensure conformance with the Kimberly Process:

If the first 6 digits of the Commodity code are 7102.10, 7102.21 or 7102.31, or if the License type used is T12, then the commodity will be subject to Kimberly Process edit checks:

- The Export Info Code must be "OS" or "OI"
- The Export license must be completed. It must be 4-12 numeric positions with no leading spaces.
- The ECCN can be blank or "EAR99"
- The country of destination of the shipment can only be a country on the "Kimberly Process Countries" list.
- License value is required for T12

Directorate of Defense Trade Controls

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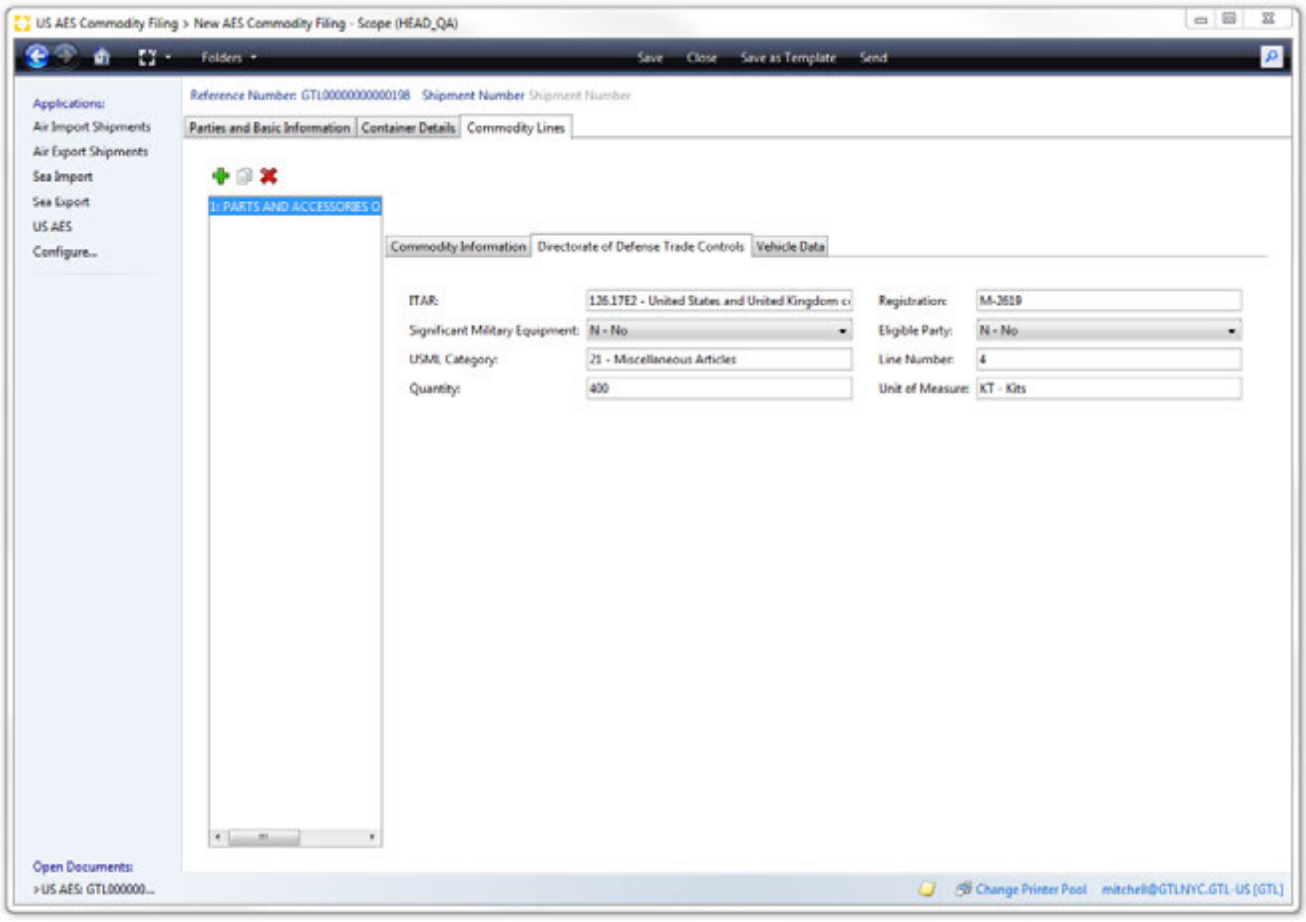

Shipments that fall under the control of the Directorate of Defense Trade Controls (DDTC) require additional data to be submitted in the AES entry. Shipments of this type must be declared using the correct Department of State/ Directorate of Defense Trade Control (DDTC) License Type codes.

The table below shows these License Type codes and the additional data elements that must be reported for each (These should be checked since they are subject to change). R indicates the field is required and N indicates the field is not required:

License Code	License Type	Export License Number/ ACM#	DDTC ITAR Exemption Number	DDTC Registration Number	DDTC SME Indicator	DDTC Eligible Party Certification Indicator	DDTC USML Category Code	DDTC Unit of Measure Code	DDTC Quantity
SAG	Agreement	N	R	R	R	N	R	R	R
SAU	Australia ITAR Exemptions	R	R	R	R	R	R	R	R
SCA	Canadian ITAR Exemption	N	R	R	R	R	R	R	R
SGB	United Kingdom ITAR Exemptions	R	R	R	R	R	R	R	R
S00	ITAR Exemption	N	R	R	R	R	R	R	R
S05	DSP-05 Permanent export of unclassified defense articles and services	R	N	R	R	N	R	R	R
S61	DSP-61 Temprorary import of unclassified articles	R	N	R	R	N	R	R	R
S73	DSP-73 Temporary export of unclassified articles	R	N	R	R	N	R	R	R
S85	DSP-85 Temporary or permanent import or export of classified articles	R	N	R	R	N	R	R	R
S94	DSP-94 Foreign Military Sales	R	N	R	R	N	R	R	R

ITAR

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A DDTC ITAR exemption number. The specific citation (exemption number) under the International Traffic in Arms Regulations (ITAR) from the Code of Federal Register (see 22 CFR 120-130) that exempts the shipment from the requirements for a license or other written authorization from DDTC. This should be an alpha numeric identifier of up to 12 digits.

Enter in the field either the ITAR number or part of the number or description of the exemption. This is a search field and it will list all results that match the search terms entered. Clicking the drop-down option to the right produces the option to *Show the code list panel*, if selected this will display the complete listing of ITAR exemption numbers and their descriptions. The desired number can be selected from this listing.

Registration

The registration identifier assigned by DDTC to the registered manufacturer or exporter that has authorization from DDTC (through a license or exemption) to export the article. This should be a 6 digit alpha numeric identifier.

Significant Military Equipment

This is a drop down menu used to indicate if the articles reported warrant special export controls because of their capacity for substantial military utility or capability (see 22 CFR 121.1 for SME articles). According to the table above this information must always be reported. Therefore select from the following options:

Status	Meaning
No	No. Articles do not warrant special export controls.
Yes	Articles do warrant special export controls.

Eligible Party

This is a drop down menus that is used as a self certification by the exporter for the exemption and a self certification by the exporter that they are an eligible party (per 22 CFR 120.1(c)). As per the table above, this information is not required for some License Type codes. Therefore select from the following options:

Status	Meaning
No	No. The exporter has not both self certified for the exemption and is an eligible party.
Yes	Yes. The exporter has both self certified for the exemption and is an eligible party.
n/a	Not required for this License Type codes

USML Category

The DDTC U.S. Munitions List (USML) category of the article, service, or related technical data as it applies to the article reported.

This is a search field, either the 2 digit numeric category number may be entered or the description or part of the category description may be entered. The application will display a list of matching USML category codes and their descriptions and the correct code can be selected. To the right of the field is the option to show the complete list of USML category codes and these are from the Appendix L of the AESTIR.

Line Number

As per 15 CFR § 30.6 (b)(15)(viii), this field is to be filled with the correct commodity line item number from the list of items shown on the Department of State export license. Each commodity that may be exported using the declared export license will be listed on the export license and will have an item number shown in the **Item** column of the license.

Quantity

The total number of units being reported. These will be in the unit of measure used in the field Unit of Measure

Unit of Measure

The unit of measure for the article being shipped. The correct unit of measure will be provided on the export authorization. This is a search field and the code or name of the unit of measure or part thereof may be entered. The application will produce a list of matching results from which the correct unit of measure may be selected. To the right of the field is the option to show the complete list of possible unit of measure codes and these are from the Appendix W of the AESTIR.

Vehicle Data

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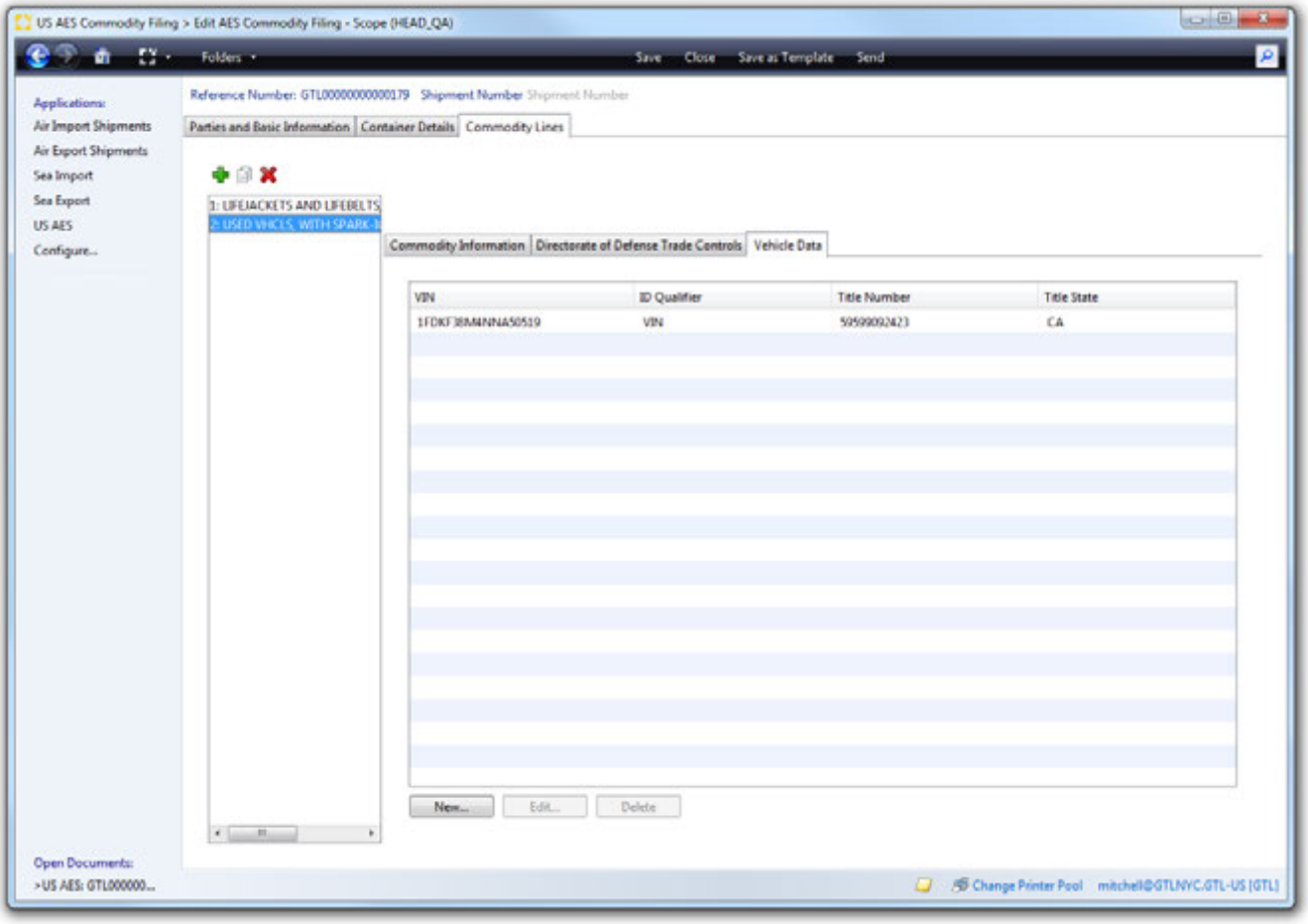

When the commodity being exported is a *used* vehicle, all information in the *Vehicle Data* tab must be completed. A *vehicle* may be any of the following:

- Automobile
- Truck
- Tractor
- Bus
- Motorcycle
- Motor home
- Self-propelled agricultural machinery
- Self-propelled construction equipment
- Self-propelled special use equipment
- Any other self-propelled vehicle used or designed for running on land but not rail

If the export information code *HV* is used, then the *Vehicle Data* tab is mandatory, in addition, the HTS/Schedule B code used in the description field must be from the Census Schedule U.

The *Vehicle Data* tab appears in the form of a listing since multiple vehicles may be declared for each vehicle commodity line. All vehicles entered will be shown.

VIN

The Vehicle Identification Number or Product ID. If the used vehicle does not have a VIN number then the Product ID may be used instead.

ID Qualifier

This is used to indicate what kind of identifier is being used, if the VIN number is being used this will be a **V** and if the product ID is being used, it will be a **P**.

Title Number

Title number issued by the Motor Vehicle Administration. If a product ID had been reported and there is in title number, then re-enter as much of the product ID as will fit in the title number field. (ASKAES recommended work-around).

Title State Code

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The title state issued by Motor Vehicle Administration. If a product ID had been reported then the title state code may be left blank. If a VIN has been reported but a title state issued by the Motor Vehicle Administration is not available, then the state from which the vehicle is being exported may be reported.

New...

The *New* function button will launch the Vehicle Detail application where vehicle identification details may be entered.

Edit

The vehicle highlighted in the listing will be opened using the Vehicle Detail application in order to make changes.

Delete

The vehicle highlighted in the listing will be deleted from the entry.

Vehicle Detail Application

In order to add or change vehicle details the *New* or *Edit* fucntions are used in the vehicle data listing. This will launch the Vehicle Detail application.

Vehicle ID Number (VIN)

The Vehicle Identification Number or Product ID. If the used vehicle does not have a VIN number then the Product ID may be used instead.

Vehicle ID Qualifier

This field offers a drop down menu and this is used to indicate what kind of identifier is being used, if the VIN number is being used then **V** should be selected. If the product ID is being used, then **P** should be selected.

Title Number

Title number issued by the Motor Vehicle Administration. If a product ID had been reported then the title field may be left blank.

Title State Code

The title state issued by Motor Vehicle Administration. If a product ID had been reported then the title state code may be left blank. If a VIN has been reported but a title state issued by the Motor Vehicle Administration is not available, then the state from which the vehicle is being exported may be reported.

OK

Saves the vehicle data and return to the listing of vehicle information.

Cancel

Exit the Vehicle Detail application editor without saving any changes and return to the listing of vehicle information.

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Container Details - US AES - Customs USA

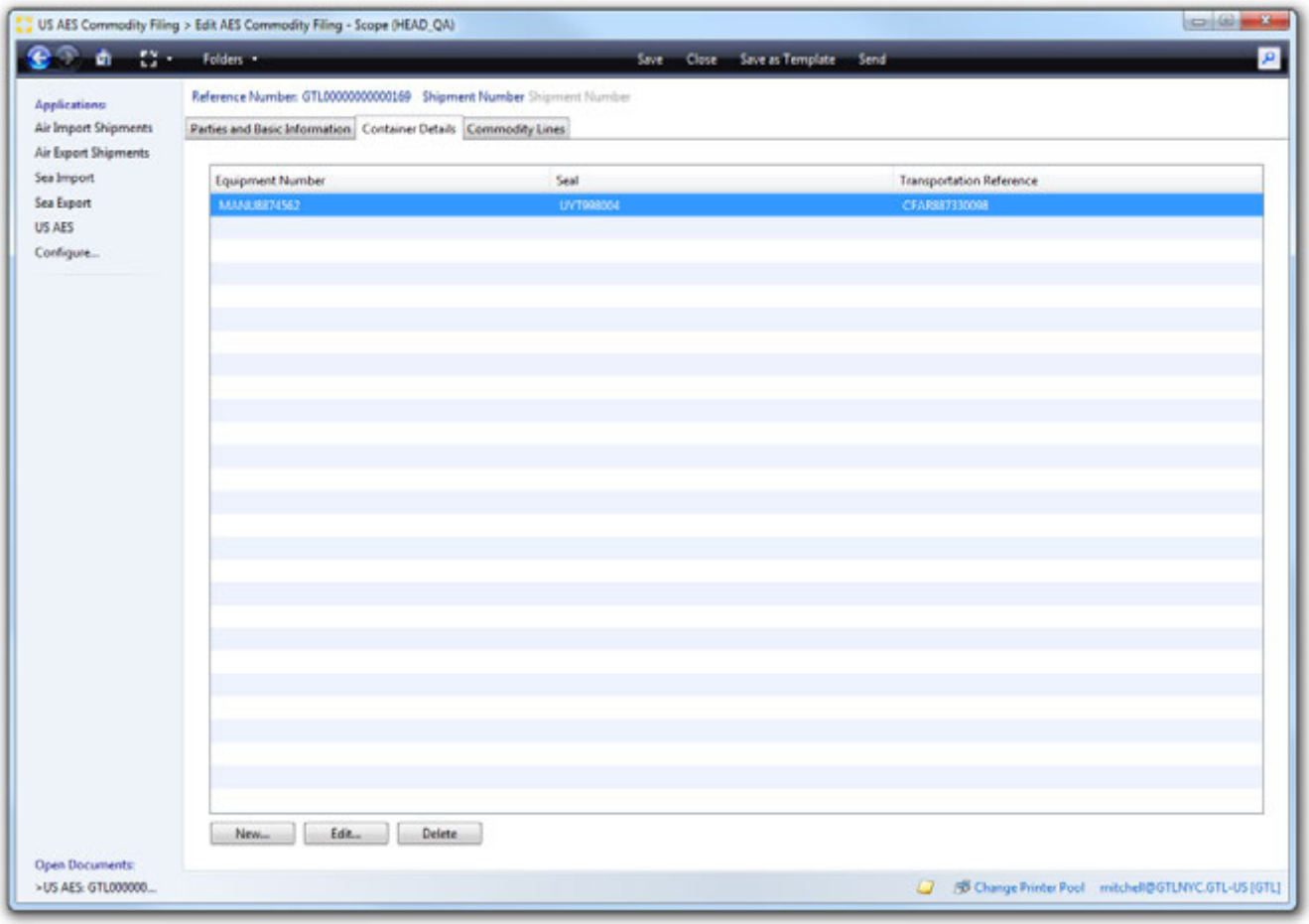
- Introduction
- Overview of container details
- Transportation Details Editor

Introduction

The container details tab allows multiple containers, their seal numbers and transportation references to be entered for sea export shipments (method of transport types 10, 11 and 12). At least one of these 3 elements must be included in the AES entry. These elements are not mandatory for other types of shipments and are generally left blank for these non-vessel shipments.

Overview of container details

Any containers, their seal numbers and transportation references entered in the sea export shipment will automatically appear in the overview.



Equipment Number

This is the container number or equipment that contains the cargo

Seal

Any seal numbers that have been issued for the equipment or containers that contain the cargo. If the seals have been affixed to the containers then they should be recorded on the same line as the container. If not yet affixed they should be reported on lines separate from the containers.

Transportation Reference

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For vessel shipments, this must be the transportation reference issued by the carrier. Only a single transportation reference must be transmitted, this will generally be the ocean bill-of-lading or the carriers booking reference for the cargo. The AES entry for method of transport types 10 (Vessel), 11 (Vessel Containerized) and 12 (Barge) cannot be transmitted unless a valid single transportation reference has been entered.

New

The *New* function key will launch the Transportation Details Editor which is used to add additional Container Numbers, Seal Numbers or a Transportation Reference.

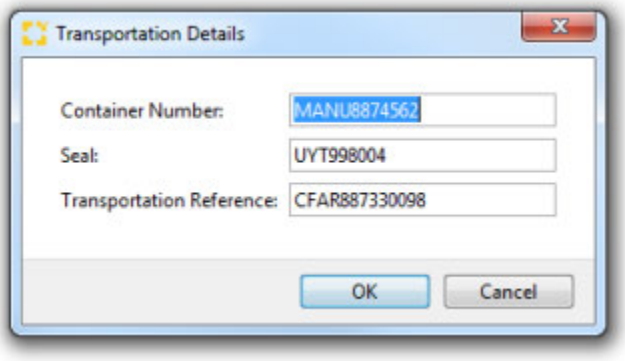
Edit

To change existing Container Numbers, Seal Numbers or a Transportation Reference, highlight the desired entry in the overview and select the *Edit* button to launch the Transportation Details Editor.

Delete

To delete existing Container Numbers, Seal Numbers or a Transportation Reference, highlight the desired entry in the overview and select the *Delete* button

Transportation Details Editor



Container Number

This is the container number or equipment that contains the cargo. The application will check the container number is valid and report any discrepancies in the check-digit.

Seal

If the seal is affixed to the container, it should be entered with the container number. If not affixed, it should be entered separately from the container number.

Transportation Reference.

The carriers Ocean Bill-of-Lading or booking reference for the cargo. Only a single transportation reference may be entered per AES entry. If a transportation reference already exists, it is not possible to add further transportation references.

OK

Saves the transportation details and exits back to the *Container Details* tab.

Cancel

Exits the transportation details without saving any information and returns to the *Container Details* tab.

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Declaration Templates - US AES

- Introduction
- Overview
- New Template

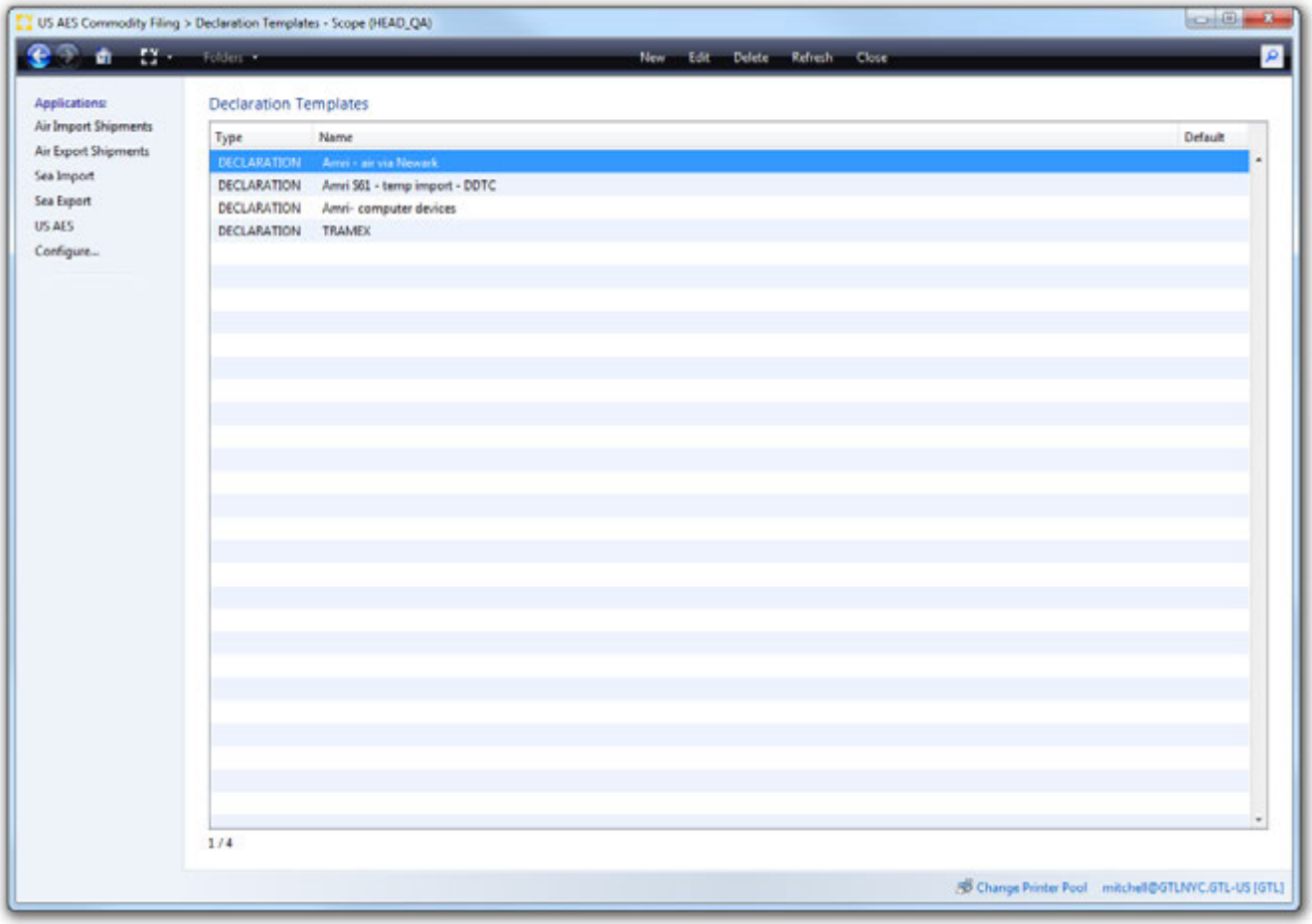
Introduction

Templates used to create EEI entries for shipments where much of the EEI information repeats on a regular basis and only transport or other minor changes occur. The **Declaration Templates** application is used to create, edit and manage templates for declarations.

The **Declaration Templates** application is opened from the US AES application by selecting the item **Templates** from the menu bar.

Overview

On opening the **Declaration Templates** application presents a complete listing of all existing templates, with options to edit, delete or add new templates.



New

When a template is to be created from scratch, the **New** option is selected. This will open the Parties and Basic Information screen of an EEI with further access to the Container Details and Commodity Lines. Apart from the Forwarder Name and inbond code, all fields will be blank and the user can fill in all fields with the data that should automatically appear when the template is used to create an EEI.

In most cases it is simpler to start with and existing EEI and use the Save as Template function as the basis for a new template.

Edit

The template highlighted in the overview will be opened, fields of the template can then be edited and saved.

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Delete

The template highlighted in the overview will be deleted.

Refresh

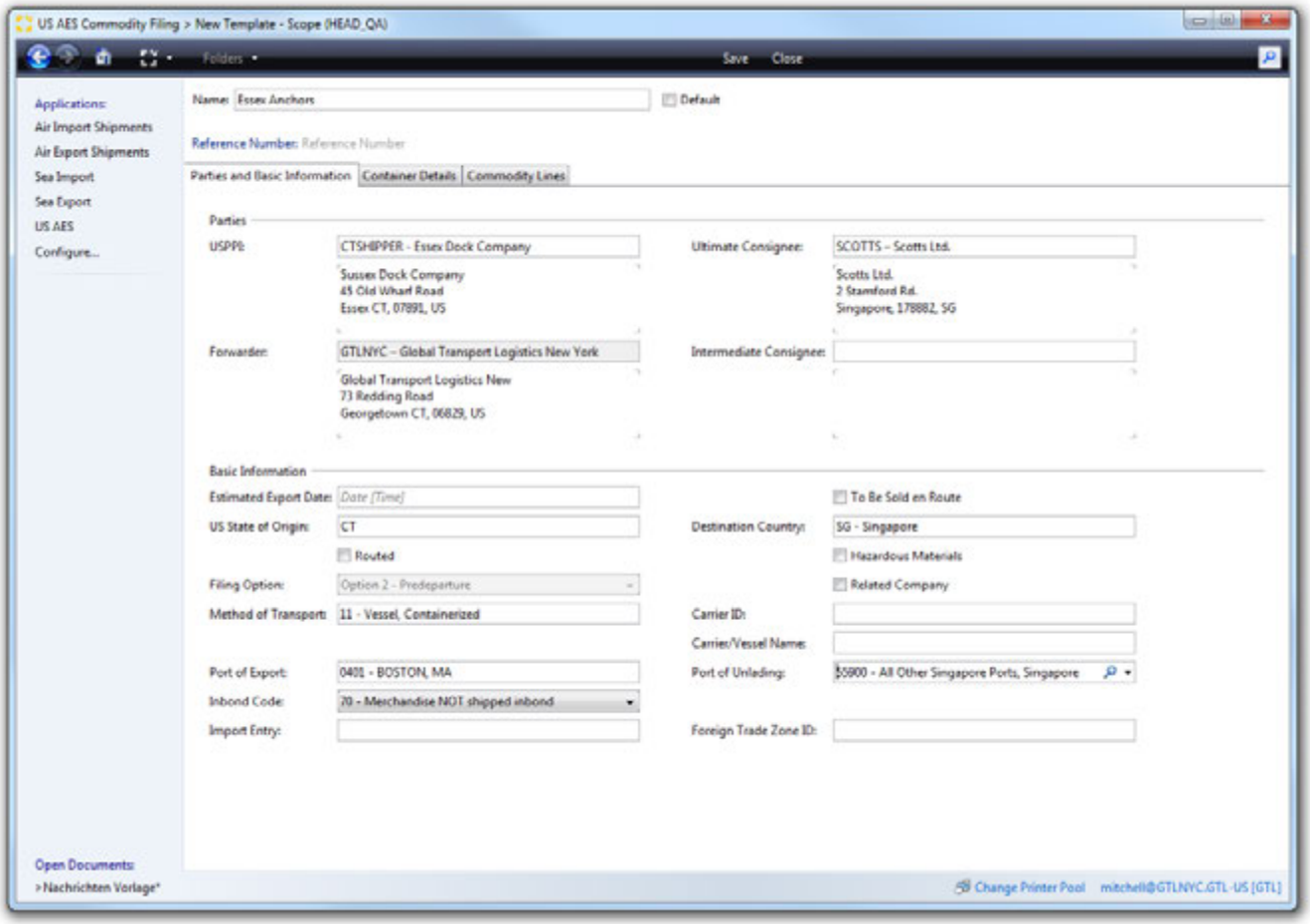
The list of existing templates with be refreshed to ensure all templates are visible.

Close

The **Declaration Templates** application will close and return to the US AES overview of EEI entries.

New Template

When the New option is selected from the overview of templates, the Parties and Basic Information screen of an EEI will open, with further access to the Container Details and Commodity Lines. Apart from the Forwarder Name and inbond code, all fields will be blank and the user can fill in all fields with the data that should automatically appear when the template is used to create an EEI.



Save

Once all details of a new template and been entered, use the **Save** option to save the template and return to the Declaration Template overview.

Close

To close a template, select **Close**. If there are changes to the template that have not been saved, a prompt will appear for confirmation if changes should be saved, discarded or if the **Close** action should be cancelled, this will return the user to the template.

Name

In order to be saved, a template must be given a name. Choose a name that is descriptive of when the template should be used, such as the name of the USPPI it was created for, or perhaps the kind of commodities it contains.

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Default

When creating a new EEI a prompt will appear that asks if the EEI should be created using a template and a default template will be shown. This check-box can be used to indicate if a template is to be used as the default template for creating EEI's.

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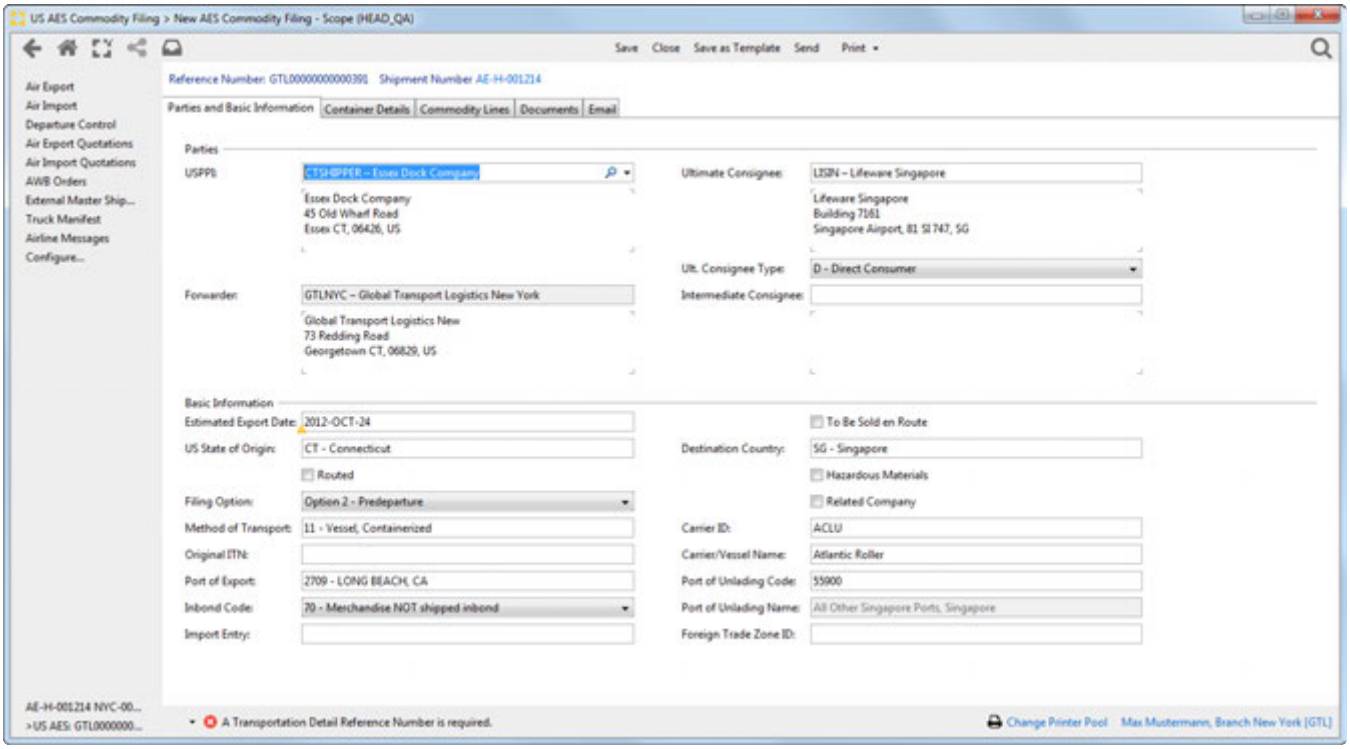
Parties and Basic Information - US AES - Customs USA

- Introduction
- Parties
- Basic Information

Introduction

When an AES entry is created, the parties and basic information screen is where the essential and non-repeating information for the entry is created. On completion of this screen, greater transport details can then be added in the container details and commodity information can be inserted in the commodity lines



The menu bar of the application provides a set of actions:

Save

Any changes to the EEI will be saved and the application will return to the Overview of EEI entries. This action is only available if the EEI has not been sent to CBP, or if the the Update Declaration has been used to open an EEI.

Close

This action will close the EEI and return to the Overview of EEI entries. If changes have been ade to the EEI that have not been saved, a prompt will appear asking if changes should be saved, discarded or if the close action should be cancelled.

Save as Template

Any EEI entry can be used as the basis of a template. If this option is selected, the Declaration Template will launch to create a new template using all the fields from the EEI as the basis of the new template.

Send

If the EEI has not been sent to CBP or if changes have been made to an existing EEI, once all required fields are correct, the **Send** option will be available to transmit the EEI to CBP.

Parties

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The application lists the four possible parties whom must be declared to CBP when making an AES entry.

USPPI

The **USPPI** is the **United States Principle Party of Interest**. This is the party on behalf of whom the AES entry is being created and who takes responsibility for the cargo being transported.

Only Partners who have full complete US Partner Profile can be used as USPPI's.

Normally the USPPI is the shipper of the goods.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Ultimate Consignee

The party who will ultimately receive the goods. Normally this is the consignee and so the partner who is the consignee on the export shipment will default to this field. This address can be changed if required.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

When the goods are sold en route the ultimate consignee may not be known and the address may be entered as:

Ultimate Consignee Name: SOLD EN ROUTE
Address 1: SEA
City: City of First Port of Call
Country: Country of First Port of Call (ISO Code)

Forwarder

The Name and address of the forwarder who is submitting the AES entry to CBP. There is no access to this field and the address shown will normally be the Forwarders own name and address.

Intermediate Consignee

The party who acts as an agent for a principal party of interest in order to effect the delivery of the goods to the ultimate consignee.

This is a full text search field. Any part of a partner name or address may be entered in order to find the partner in the database of stored partners.

The Menu drop-down to the right of the field will provide further actions:

- Edit Partner
- Edit Address
- Refresh Address

Basic Information

Dates of export, and transport details are entered in the basic information section of the application.

Estimated Export Date

Estimated export date and time of the commodity.

To Be Sold en Route

If the ultimate consignee is unknown because the goods will be sold while in transit, then this box should be checked. In addition the ultimate consignee for the AES entry should be shown as:

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Ultimate Consignee Name: SOLD EN ROUTE
Address 1: SEA
City: City of First Port of Call
Country: Country of First Port of Call (ISO Code)

US State of Origin

The 2 letter state code where the goods originated. This is a search field that will search all valid US states and presents a drop down list of matching states as the state codes or names or part-thereof are typed.

Destination Country

The declared 2 digit ISO country code of final destination for the commodity. This is a search field that will search all valid country codes and presents a drop down list of matching countires as the country codes or names or part-thereof are typed.

Routed

If the goods are controlled by an FPPI (Foreign principle party of interest) then the goods are deemded to be routed and this box should be checked to indicate this.

Hazardous Materials

Check this box when the goods are classed as hazardous goods.

Filing Option

An AES entry can either of the 2 options shown below:

Type	Description
Option2	Full details are to be submitted on export of the goods
Option 4	Post departure. Partial details are submitted on export of the goods. With full details to follow within 10 days of export. Only CBP approved parties can be option 4.

This field will automatically default the correct options according to the details stored in the role US Partner Profile that must be created for the USPPI's. If the USPPI's is may submitted both option 2 and option 4 entries, then both will be offered and the correct method should be selected.

Items on the USML cannot be declared as Post-Departure (option 4).
If any of the commodities being declared on the EEI are on the USML (United States Munitions List) and are therefore being exported using any of the following DDTC license type codes, SAG, SAU, SCA, SGB, S00, S05, S61, S73, S85, S94, then the EEI cannot be option 4 and must be option 2.

Related company

This box is to be checked to if either the USPPI's or the ultimate consignee own 10% or more of the other's voting securities.

Method of Transport

The type of transport on which the cargo will leave the last US port that it departs from. This is a 2 digit numeric code followed by the actual description of the method of transport. The application will default the most appropriate code according to the mode of the export shipment, an air export shipment for example will result in the code **40 - Air** defaulting to this field.

This is a search field in which either the code or a description of the type of transport can be entered. A corresponding matching list will automatically be shown from which the correct code can be selected. The complete list can be shown by pressing **F3** or selecting this option from the drop-down list on the right of the field. This will display the following transport types:

Code	Transport Type
10	Sea
11	Sea Containerized
12	Sea (Barge)
20	Rail
21	Rail Containerized

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30	Truck
31	Truck, Containerized
32	Auto
33	Pedestrian
34	Road,Other
40	Air
41	Air containerized
50	Mail
60	Passenger,Hand-carried
70	Pipeline,Powerline

Carrier ID

For Air shipments which are method of transport type 40 and 41, the carrier ID will be the 3 digit ICAO code. For All other methods of transport, the 4 digit SCAC code should be entered. This is a search field that will search for results to any data entered by referring to the ICAO code database or the SCAC code database.

Unknown Carriers

The following codes can be used to identity unknown carriers

- UNMT — unknown Mexican trucker
- UNFA — unknown foreign air carrier
- UNUA — unknown U.S. air carrier
- UNCA — unknown Canadian air carrier
- UNKN — unknown carrier (Only for ocean, rail and truck shipments)
- 99O — Use this code if the aircraft is the item being exported. Indicate “Flyaway Aircraft” as the Conveyance Name.

Carrier/Vessel Name

If the shipment is an air export shipment and the transport type is 40 or 41, the carrier name will automatically be shown in this field according to the IATA ICAO code that has been selected as the carrier ID and there is no option to change this.

For sea export shipments where the transport type is 10, 11 or 12 this field should be the name of the vessel Transporting the goods.

Truck and rail shipments with are transport types 20, 21, 30 and 31, this field will be filled with the carrier name according to the SCAC code selected, and there is no option to change this unless the transport type is changed.

Unknown Carriers

When any of the unknown carrier codes are used, the actual name of the carrier should be entered. The carrier name cannot include the word UNKNOWN

Port of export

The last port of exit in the USA. This is a full text search field that will search the Schedule D database for port codes or names that match the user input. A port can only be used if it is valid for the method of transport.

Port of Unlading

The port of unlading is only required for sea export shipments where the mode of transport is 10 or 11. It is also required for air export shipments where the Destination Country is Puerto Rico. This is a full text search field that will search the Schedule K database for port codes or names that match the user input.

Inbond Code

The Ibond field can be used to indicate if the export goods are bonded goods. This field defaults to 70 which indicates the the goods are not bonded since this is the most common condition and CBP do not use AES entries to close out in bond shipments.

This field offers a drop down menu from which a bond type can be selected:

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Code	Description
36	Warehouse Withdrawal for IE
37	Warehouse Withdrawal for T&E
67	IE from a (FTZ) Foreign Trade Zone
68	T&E from a (FTZ) Foreign Trade Zone.
70	Not In Bond

If the in bond codes 36, 37, 67 or 68 are used, then it will be mandatory to also complete the Import Entry field. Additionally the code 67 and 68 will require the Foreign Trade Zone ID to be entered.

Import Entry

If the export goods being transported under bond, then this should be indicated in the Inbond Code field using the appropriate in bond code. It is also necessary to enter the import entry number in the import entry number field. For in bond codes 67 and 68 which indicate the goods are held in a Foreign Trade Zone, the import entry number will be the entry admission number of the e214 on which the cargo was admitted to the Foreign Trade Zone.

Foreign Trade Zone ID

Goods being exported from a Foreign Trade Zone will have the Inbond Code 67 or 68. For these types of cargo the ID of the Foreign Trade Zone must be entered in the Foreign Trade Zone field. The foreign trade zone ID should be 5 digits, the first 3 digits of the ID should be numeric and the last 2 should be alphanumeric.

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Return of Events from Scope Customs to Partner applications

As part of an interface integration Scope is able to send events back which occur during the declaration process.These events are being triggered by a customs response message.

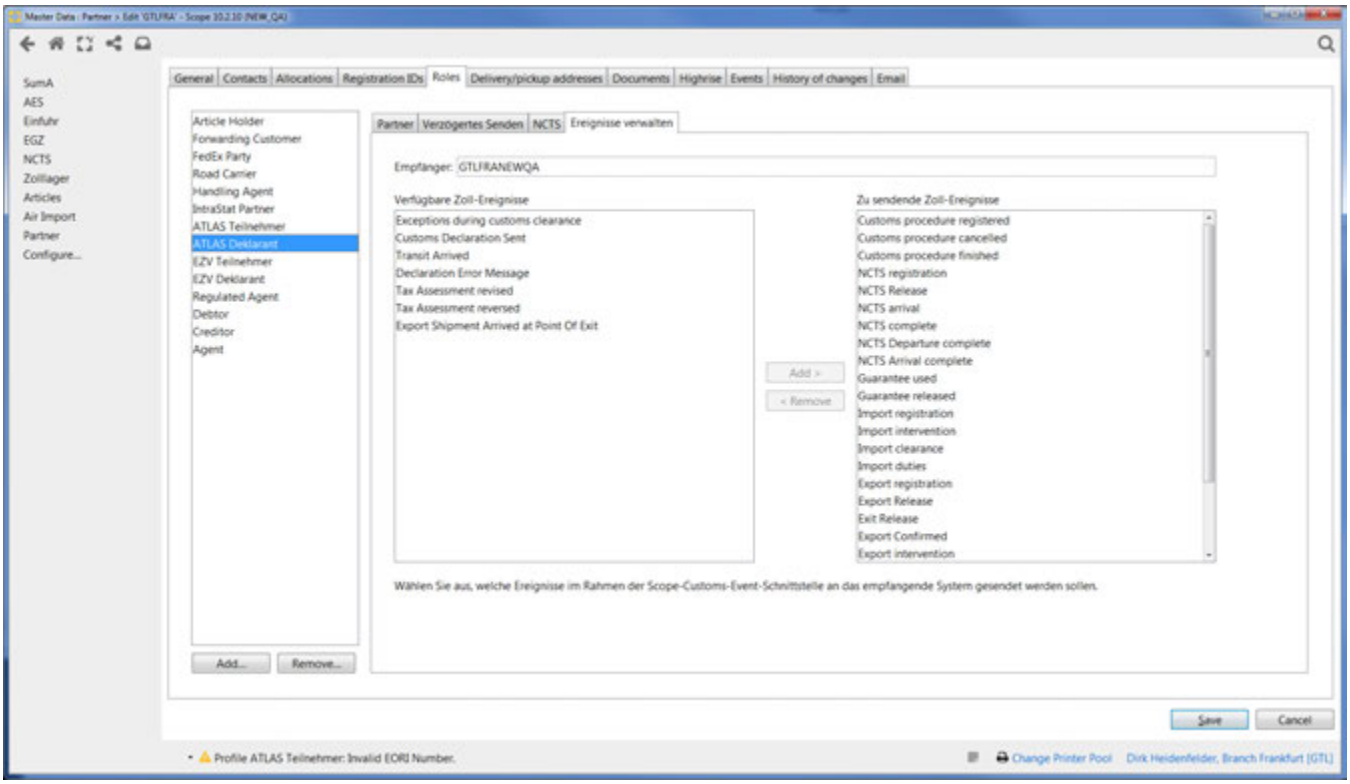
These message will alway be returned real-time directly after the event occured.

The format of the messages is the same like the already known "Scope Event" interface in Forwarding. Für customs purposes there are only additional codes, and some addition reference information.

Active and Configure in Scope

The return of the desired events can be defined in the Scope partner profile:

- for Customs-DE in the role "ATLAS-Declarant"
- for Customs-NL in the role "Netherlands Customs Partner"
- for Customs-CH in the role "EZV Declarant.



In this screen you can choose, Which Events shall be returned to your system; assiging / de-assigning is done by selecting an event then click "Add", or "Remove" respesctively. Multi-seletion via CTRL-Click is possible.

The receiving system needs to be entered as receiver in the top field. It must be the same like the one which send in the interface messages; if not, Scope does not have a valid remote links to this system.

Available Events / Codes

Scope can return the following events. Boxes in YELLOW are the same in all customs procedures, and hence universally valid. BLUE events are by nature only available in dertain processes. Which processes is mentioned in the rightmost column.

Code	Short Description	Relates To	Long Description	Only in

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CDS	Customs Declaration Sent	Declaration	A customs declaration has been sent to customs. This signals that Scope will not accept updates or cancellations to the related shipment any longer.	
CAP	Customs Declaration Accepted	Acceptance	This event is sent when a customs declaration has been accepted by customs.	
COK	Customs Declaration Registered	Registration	This event is sent when a customs declaration has been successfully transmitted to customs and has thus gained a customs entry number. This event can occur multiple times if the customs entry number changes.	
CLD	Customs cleared	Release	The declaration is cleared and OK.	
CGL	Guarantee loaded	Guarantee load	My guarantee has been charged after a release of a Transit	Transit
CRR	Declaration Error Message	Error	The declaration received a customs error message. Usually means that it must be reset.	
CPR	Exceptions during customs clearance	Exception	This event is sent if exceptions have occured during the clearance process. In particular rejections or document / goods inspections.	
CTX	Tax Assessment received	Tax assessment	Tax assessment has been issued initially.	Import, incl, Bonded Warehouse
CRV	Tax Assessment reversed	Tax assessment	The tax assessment has been cancelled by customs. However, the declaration is not necessarily rejected. This event may contain a new customs entry number.	
CDR	Customs Duties Re-assessed	Tax assessment	New / Corrected Tax assessment submitted (SRATAX)	
CCE	Customs Examination	Inspection	Customs has ordered an examination of the goods	
CCL	Customs Declaration Cancelled	Cancellation	This event is sent when a customs declaration has been cancelled.	
CTA	Transit Arrived Export Shipment Arrived at Point Of Exit	Presentation	An NCTS declaration has received an Unload Permission after sending the Arrival Notification An Export Shipment has received an Allowance for Exit after Presentation	Transirt, Export
CFN	Customs Procedure Finished	Finishing	This event is sent when a customs procedure has been completed.	Transit, Export, SumA
CGL	Guarantee released after finishing	Guarantee load	My guarantee has been cleared after a finishing of a Transit	Transit

Information Content in the Event message

The following Reference Informationen is returned:

Field	contains
scopeCode	Event code
description	Event description
location/name	Scope-Partner's Branchcode
customsReferenceNumber	Declaration reference number
customsRegistrationNumber	Declaration registration number
customsItemNumber	Number of the goods item line, if required
customsGRN	Guarantee number (for Transit procedures)

In addition, further information is returned in the event, provided it is available:

Field	contains
shipper	Consignor
consignee	Consignee

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shipmentNumber	Shipment Number
shipmentReference	Shipment Identification
houseDocumentNumber	House-BL / HAWB
transportDocumentNumber	Nr. of the Transport Document
mutuallyAgreed	Agreed Reference
invoiceNumbers	invoice number(s)

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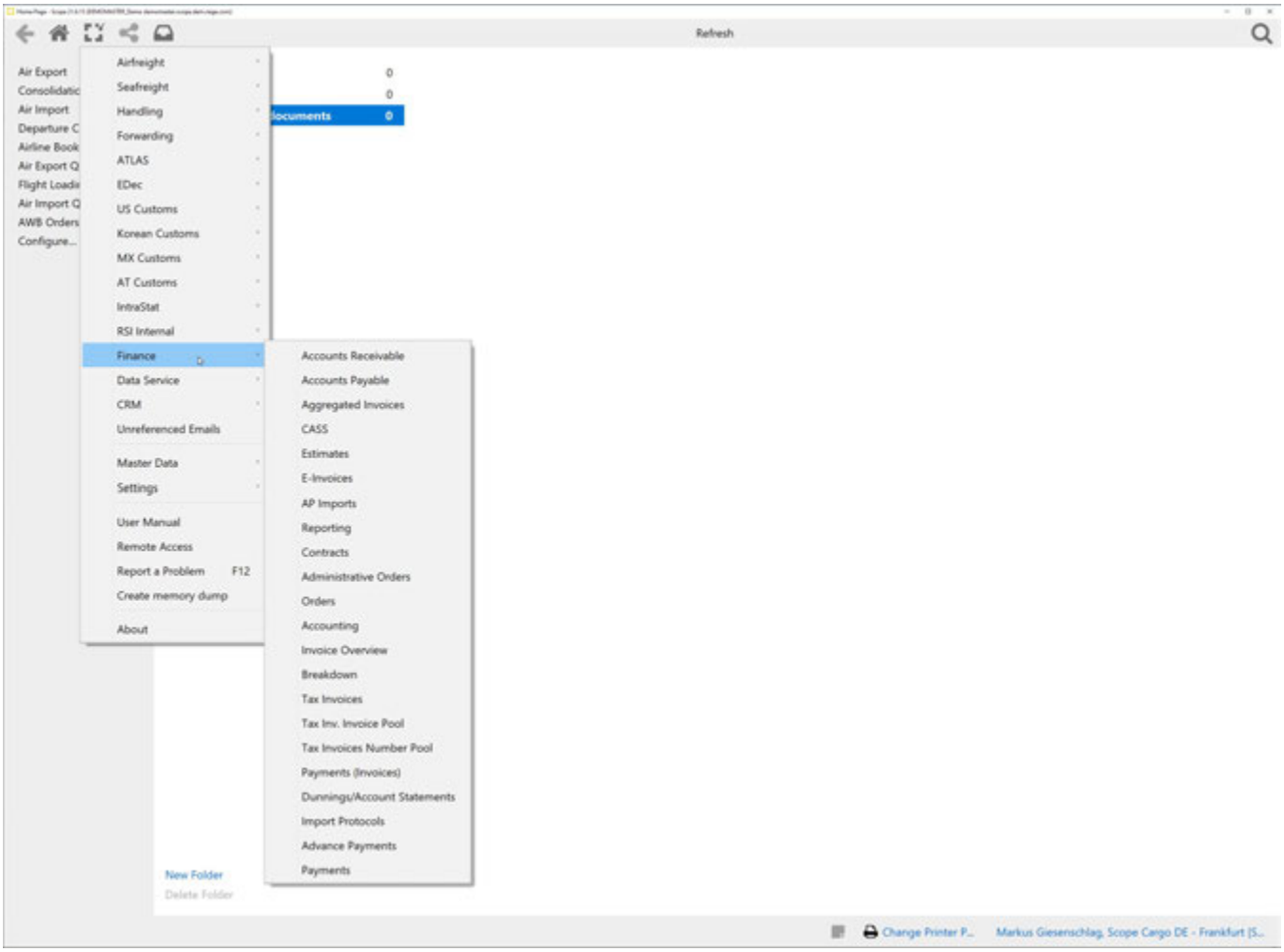
Finance

- Introduction
- Description

Introduction

The accounting area provides access to all functions associated with financial transactions.

Description



The functions of each application are described in the following sections:

- Accounting
- Accounts Payable
- Accounts Receivable
- Account Statements
- Administrative Order
- Aggregated Invoices
- AP Imports
- Breakdown
- CASS
- Contracts
- Mexican Specifics
- Monthly Settlement
- Payments
- Reporting

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- RSI Billing
- Voucher Types

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Accounting

- Accounting Interface
- Consistency Scope - Accounting

Accounting Interface

Introduction

This application is used to transfer accounting data per legal entity (=country) from the Scope system to an accounting system. In addition, the latest credit limits may be imported from the accounting application into the Scope system. We have interfaces to the following accounting systems:

- Abacus
- AccPac
- AccountMate
- Account View
- Afas
- Contpaqi
- Control 2000
- Datev (CSV + XML)
- eGecko
- Exact (Globe + Online)
- Fmuta (6 + Afas)
- PEBE Finance
- Proffix
- Quickbooks (Desktop + Online)
- SQl Accounting
- Scope Standard CSV
- Simba
- Twinfield FMUTA
- Varial (World Edition ASCII + XML)
- YonYou U8
- Zensoft

Description

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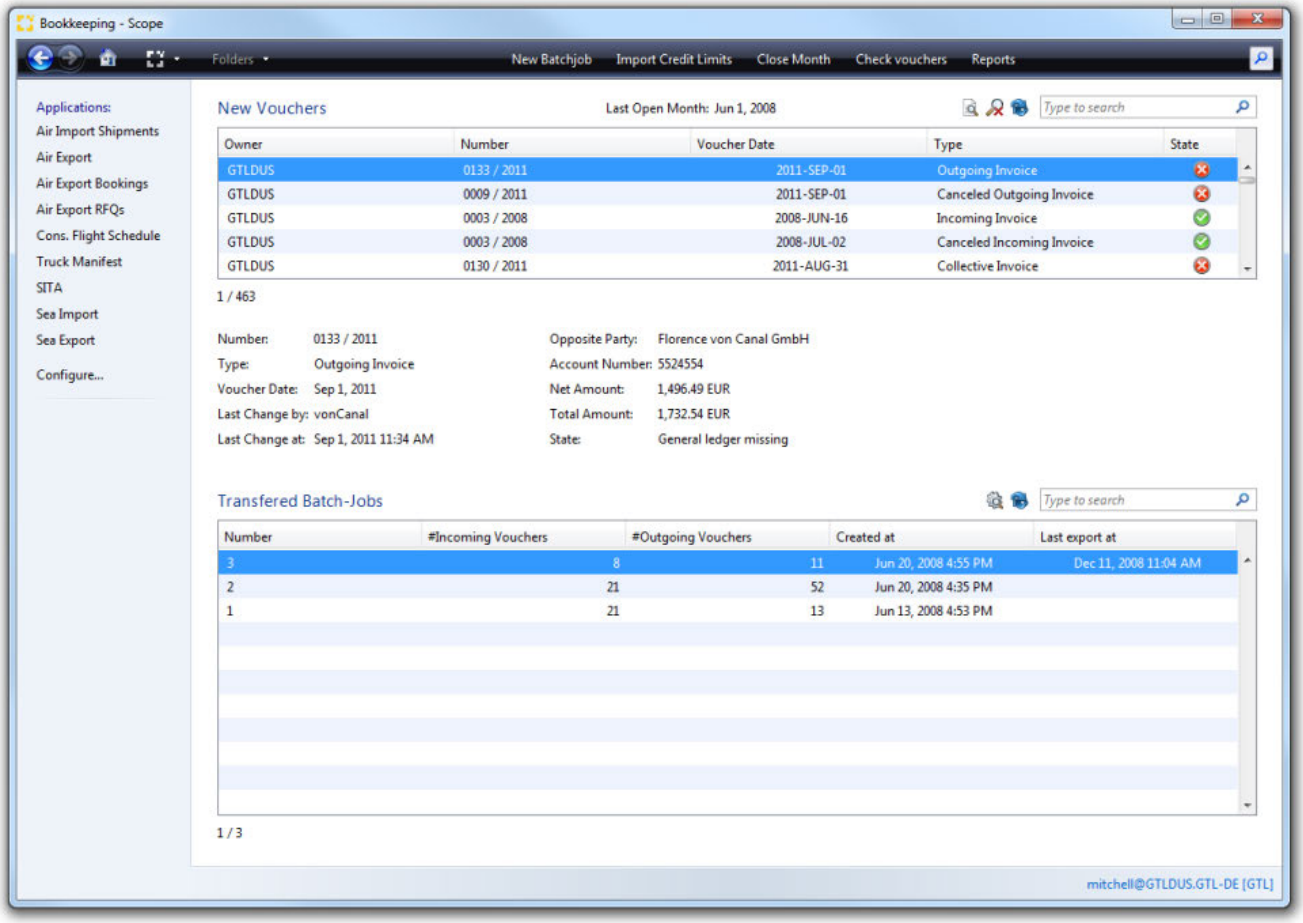

New Batchjob

This action will initial the transfer of vouchers from Scope to the accounting system. The summary table will display all completed vouchers, but only those with the status *Ready to transfer* will be included in the batch.

Import Credit Limit

Opens a file browser to locate the CSV file with the latest credit limits. This may then be selected and imported into Scope for automatic update of business partners' credit limits

Close Month

If you work with monthly bookings for the estimates, this function performs the month end close of accounting. See Monthly Settlement.

If you work with the "fixated estimates" method, closing the period will prevent outgoing invoices, estimates and purchase invoices to be booked into an old period.
The procedure then is:

- Close month in Scope in [Finance|Accounting] in the top bar: Month - Close month
- Run accounting interface batch in [Finance|Accounting]
- Import in the accounting package
- Close same period in the accounting package (at least for the journals used by Scope)

Check vouchers

All vouchers will be rechecked to determine which are ready for transfer to the accounting system. Voucher that have all details required by the accounting system are accordingly marked with the  icon.

Reports

The reports function will launch a booking reports application where booking specific reports can be generated.

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New Vouchers

An summary table of all vouchers not yet transferred to the accounting system. The summary table shows the following details of each voucher:

Summary Table Details

- **Owner** - The branch where the voucher was created.
- **Number** - The voucher number and the year it was created.
- **Voucher Date** - The date the voucher was created
- **Type** - The voucher type
- **Status** - An icon indicating if the voucher is ready to transfer. = ready and = indicates the voucher will not transfer due to a problem. Highlight the voucher to see a full description of the problem in the voucher details section below the voucher.
- **Count** - As each voucher is highlighted, it's current order in the total number of non-transferred vouchers is shown at the base of the summary table.

Last Open Month

Above the summary of vouchers the date of the last open accounting month is displayed.

View vouchers

As vouchers are highlighted in the summary table, the icon can be used to view the full voucher.

Jump to error source

Vouchers in the summary table that have the *not ready* icon can be highlighted, then click the icon to jump to the application where the error causing the problem can be fixed. For example of the charge code is missing a general ledger, the system will jump to the charge code maintenance application simultaneously loading in that application the charge code that needs attention.

Refresh voucher

When changes have been made that may impact a voucher, the icon can be used to refresh the voucher to ensure the latest status of the voucher is present.

Type to search

Enter keywords in the search field to filter the list of vouchers.

Voucher Details area

As each voucher is highlighted in the summary table, greater details of the voucher are shown below the summary table:

- **Number** - The voucher number and the year it was created.
- **Type** - The voucher type .
- **Voucher Date** - The date the voucher was created.
- **Last Change by** - The last user to make any changes to the voucher.
- **Last Change at** - The last date any changes were made to the voucher.
- **Opposite Party** - The recipient of the voucher
- **Account number** - The recipient of the voucher's account number.
- **Net Amount** - The total voucher amount less any taxes.
- **Gross Amount** - The total voucher amount including any taxes.
- **State** - The status of the voucher.
  Voucher that are **ready** will be notes as *Ready to transfer*.
  When **not ready** to transfer, a fuller description of the reason is provided.

Transferred Batch-Jobs

This section of the application shows batch jobs that have already been created and transferred. The table displays:

- **Number** - This is the number applied to the batch job for identification purposes.
- **#Incoming Vouchers** - the number of incoming vouchers that were in the batch.
- **#Outgoing Vouchers** - the number of outgoing vouchers that were in the batch.
- **Created at** - the date the batch was created.
- **Last export at** - The last time output of the batch was created.

Open Batch

Transferred batches may be opened by highlighting them in the summary table and then clicking the icon. The View Batchjob application will then open.

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Refresh transferred batch jobs

Click the  icon to ensure the latest list of transferred batch jobs is shown in the table of transferred batch jobs.

Type to search

Enter keywords in the search field to filter the list of transferred batch jobs.

Consistency Scope - Accounting

Ascertain completeness Scope - Financial Interface and Accounting Package

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Ascertain completeness Scope - Financial Interface and Accounting Package

As financial transactions are transferred from Scope to the external accounting package there is a procedure to check the completeness of the interfaced transactions in Scope and in the accounting package.

Warning
We strongly advise you to make NO changes on any bookings, created through the interface, in the accounting package directly. Do not change period, ledgers or amounts at all.
We strongly advise not to create any additional bookings in the accounting package directly on ledgers used by Scope.
If you choose to do so, please be aware that this has a big impact on the procedures followed to ascertain the completeness of the interfaced transactions. It will work against you later when identifying and looking for differences between the two systems.
All corrections should be done by crediting and debiting from Scope by booking additional sales or purchase invoices.

NOTE: Before checking the completeness of the Scope and the accounting package interface, make sure all batches that have been created in Scope are successfully imported in the accounting package.

Please note that if you are making use of Exact Online the Period-date check (a setting which can be found in the Exact Online settings) should be set to no, else Exact Online will overrule the booking date (period) coming from Scope and you cannot do any booking date (period) comparisons.



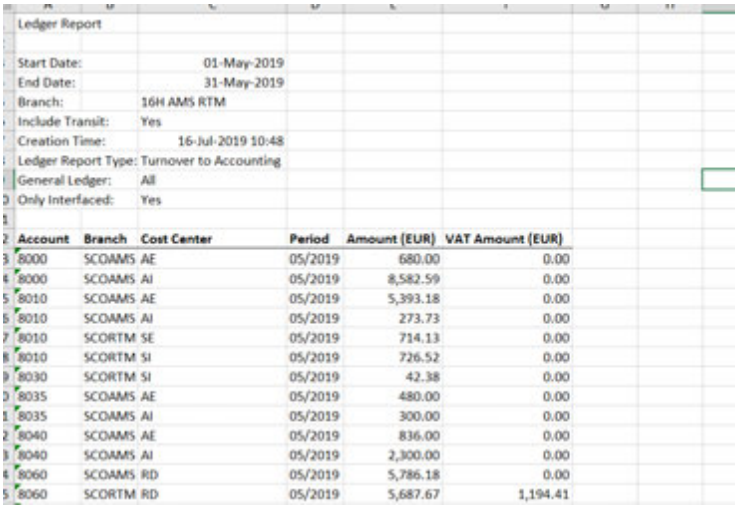
Scope Ledger Reports

[FinanceReporting] - Ledger reports

The ledger reports should match with the ledgers in the accounting package.
The ledger report can be run for a time span on Booking date (that equals the financial period in the accounting package). Check boxes for 'Include Transit' and 'Interfaced only' should be checked both.

The ledger report types you can choose are:

Turnover – Gives the total per ledger per cost center per financial period. The figures per ledger should match the figures on the same ledger in the accounting package (turnover ledgers of the P&L). At the bottom of the report a total per ledger (for all cost centers) is given;



Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	16H AMS RTM
Include Transit:	Yes
Creation Time:	16-Jul-2019 10:48
Ledger Report Type:	Turnover to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Branch	Cost Center	Period	Amount (EUR)	VAT Amount (EUR)
8000	SCOAMS	AE	05/2019	680.00	0.00
8000	SCOAMS	AI	05/2019	8,582.59	0.00
8010	SCOAMS	AE	05/2019	5,393.18	0.00
8010	SCOAMS	AI	05/2019	273.73	0.00
8010	SCORTM	SE	05/2019	714.13	0.00
8010	SCORTM	SI	05/2019	726.52	0.00
8030	SCORTM	SI	05/2019	42.38	0.00
8035	SCOAMS	AE	05/2019	480.00	0.00
8035	SCOAMS	AI	05/2019	300.00	0.00
8040	SCOAMS	AE	05/2019	836.00	0.00
8040	SCOAMS	AI	05/2019	2,300.00	0.00
8060	SCOAMS	RD	05/2019	5,786.18	0.00
8060	SCORTM	RD	05/2019	5,687.67	1,194.41

You can compare this with the turnover ledgers on the P&L in the accounting package for the same period. The values should match exactly.
In case there is a difference on a ledger, you can go one deeper step in detail by running this report in Scope;

Turnover details – Gives all transactions per turnover ledger. Optionally you can specify an account number to just run it for one specific ledger;

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Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:32
Ledger Report Type:	Turnover to Accounting Details
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Booking Date	Currency	Amount	VAT Amount	Rate	Amount (EUR)	VAT Amount (EUR)	Period	Partner
8000	19000463	AE-015477	SCOAMS	AE	06-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000471	AE-015482	SCOAMS	AE	09-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000472	AE-015483	SCOAMS	AE	09-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000491	AE-015489	SCOAMS	AE	13-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000496	AE-015490	SCOAMS	AE	14-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000497	AE-015491	SCOAMS	AE	14-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000500	AE-015508	SCOAMS	AE	20-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000510	AE-015509	SCOAMS	AE	20-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000511	AE-015510	SCOAMS	AE	20-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000520	AE-015516	SCOAMS	AE	23-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000535	AE-015523	SCOAMS	AE	28-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000536	AE-015524	SCOAMS	AE	28-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E

All transactions on a ledger should match with the same ledger-card in the accounting package.

Turnover VAT – Shows all bookings made on the turnover ledger(s) with the VAT code as used in the accounting package. Optionally you can specify an account number to just run it for one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:33
Ledger Report Type:	Turnover VAT to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Period	Tax Key	Currency	Amount	Amount (EUR)	VAT Amount (EUR)
8000	19000463	AE-015477	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000471	AE-015482	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000472	AE-015483	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000491	AE-015489	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000496	AE-015490	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000497	AE-015491	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000500	AE-015508	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000510	AE-015509	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000511	AE-015510	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000520	AE-015516	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000535	AE-015523	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000536	AE-015524	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00

Cost - Gives the total per ledger per cost center per financial period. The figures per ledger should match the figures on the same ledger in the accounting package (cost ledgers of the P&L). At the bottom of the report a total per ledger (for all cost centers) is given;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:35
Ledger Report Type:	Cost to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Branch	Cost Center	Period	Amount (EUR)	VAT Amount (EUR)
6050	SCOAMS	AE	05/2019	16,288.55	0.00
7000	SCOAMS	AI	05/2019	2,990.55	0.00
7010	SCOAMS	AE	05/2019	5,062.19	0.00
7010	SCOAMS	AI	05/2019	164.83	0.00
7040	SCOAMS	AE	05/2019	760.00	0.00
7040	SCOAMS	AI	05/2019	2,000.00	0.00
7040	SCOAMS	RD	05/2019	1,120.00	0.00
7060	SCOAMS	RD	05/2019	3,270.90	0.00
7062	SCOAMS	AI	05/2019	121.67	0.00
				31,778.69	**0.00**

You can compare this with the cost ledgers on the P&L in the accounting package for the same period. The values should match exactly.
In case there is a difference on a ledger, you can go one step deeper in detail by running this report in Scope;

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Cost details - Gives all transactions per cost ledger. Optionally you can specify an account number to run it for just one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:36
Ledger Report Type:	Cost to Accounting Details
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Booking Date	Currency	Amount	VAT Amount	Rate	Amount (EUR)	VAT Amount (EUR)	Period	Partner
6050		AE-015510	SCOAMS	AE	20-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015510	SCOAMS	AE	28-May-2019	EUR	-212.50	0.00	1.000000000	-212.50	0.00	05/2019	Air Franc
6050		AE-015523	SCOAMS	AE	28-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015524	SCOAMS	AE	28-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015429	SCOAMS	AE	13-May-2019	EUR	-170.34	0.00	1.000000000	-170.34	0.00	05/2019	KLM Roy
6050		AE-015471	SCOAMS	AE	06-May-2019	EUR	-977.63	0.00	1.000000000	-977.63	0.00	05/2019	KLM Roy
6050		AE-015477	SCOAMS	AE	06-May-2019	EUR	2,640.00	0.00	1.000000000	2,640.00	0.00	05/2019	KLM Roy
6050		AE-015477	SCOAMS	AE	13-May-2019	EUR	-2,640.00	0.00	1.000000000	-2,640.00	0.00	05/2019	KLM Roy
6050		AE-015489	SCOAMS	AE	13-May-2019	EUR	5,060.00	0.00	1.000000000	5,060.00	0.00	05/2019	KLM Roy
6050		AE-015489	SCOAMS	AE	20-May-2019	EUR	-5,060.00	0.00	1.000000000	-5,060.00	0.00	05/2019	KLM Roy
6050		AE-015508	SCOAMS	AE	20-May-2019	EUR	351.05	0.00	1.000000000	351.05	0.00	05/2019	KLM Roy

All transactions on a ledger should match with the same ledger-card in the accounting package.

Cost VAT - Shows all bookings made on the cost ledger(s) with the VAT code as used in the accounting package. Optionally you can specify an account number to run it for just one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:37
Ledger Report Type:	Cost VAT to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Period	Tax Key	Currency	Amount	Amount (EUR)	VAT Amount (EUR)
6050		AE-015524	SCOAMS	AE	05/2019		EUR	212.50	212.50	0.00
6050	91900317	AE-015471	SCOAMS	AE	05/2019	20	EUR	977.63	977.63	0.00
6050	91900321	AE-015465	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015466	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015472	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015473	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900331	AE-015429	SCOAMS	AE	05/2019	20	EUR	170.34	170.34	0.00
6050	91900331	AE-015477	SCOAMS	AE	05/2019	20	EUR	2,640.00	2,640.00	0.00
6050	91900334	AE-015482	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900334	AE-015483	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900346	AE-015489	SCOAMS	AE	05/2019	20	EUR	5,060.00	5,060.00	0.00
6050	91900350	AE-015490	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900350	AE-015491	SCOAMS	AE	05/2019	0	EUR	425.00	425.00	0.00
6050	91900352	AE-015508	SCOAMS	AE	05/2019	20	EUR	351.05	351.05	0.00

Example screen from Exact Online to compare Scope Ledger reports

The screens below show the option in Exact Online to be used to compare the general ledger reports from Scope with.

Please verify that the same period is used in both Exact Online and the Ledger Reports.

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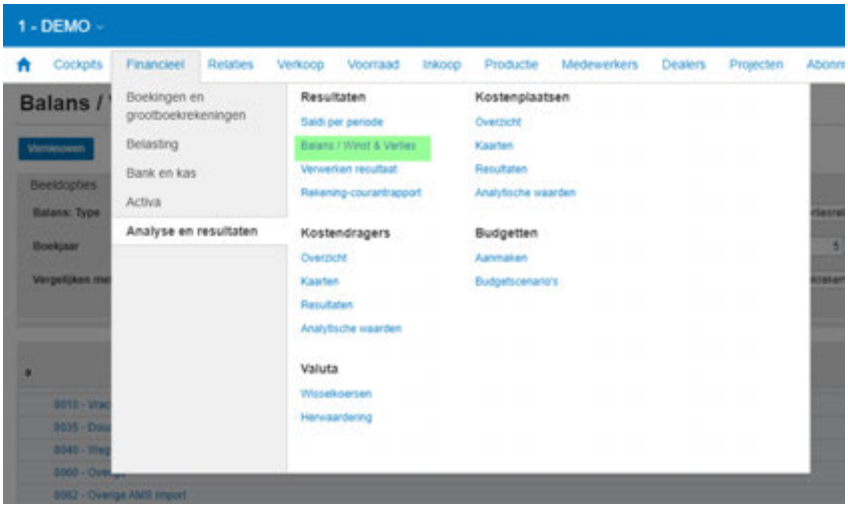

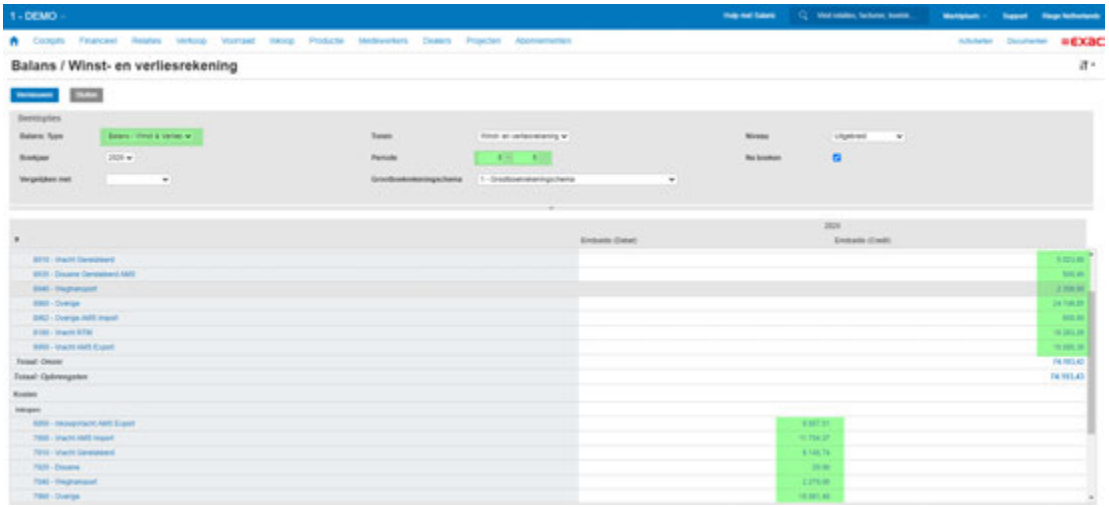

[FinanceReporting] - Estimates report

The estimates report shows the individual bookings made on all/the given accrual ledgers for the selected booking(=financial) period.
If you want to check the balance on the accrual ledger on a certain date (f.e. 31-DEC-2018), you should run this report from 01-JAN-1900 till 31-DEC-2018. This will give all the bookings in that period, made on that accrual ledger.The total of these bookings should match with the balance on the accrual ledger in the accounting package on 31-DEC-2018.

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:38
Estimate Account:	All
Only Interfaced:	Yes

Estimate Account	Cost Account	Shipment	Branch	Cost Center	Booking Date	Amount (EUR)
1912	6050	AE-015429	AMS	AE	13-May-2019	-170.34
1912	6050	AE-015465	AMS	AE	09-May-2019	-212.50
1912	6050	AE-015466	AMS	AE	09-May-2019	-212.50
2100	7040	AE-015465	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015466	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015472	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015473	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015482	AMS	AE	09-May-2019	95.00
2100	7040	AE-015482	AMS	AE	14-May-2019	-95.00
2100	7040	AE-015483	AMS	AE	09-May-2019	95.00
2100	7040	AE-015483	AMS	AE	14-May-2019	-95.00

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[FinanceReporting] - Financial Period Report

In [Finance->Reporting] you can run the Financial Period Report

A shipment in Scope has ONE **Economic Date**. By default this is the arrival date for import shipments and the departure date for export shipments. Financial bookings (turnover and estimated costs) on the shipments are booked in the **Booking Date**. The booking date is taken from the economic date of the related shipment. When that period is already closed, the booking date is adjusted to the first available date Scope can book in.

So this can lead to a shipment with financial bookings in different booking periods.

The reports from the Shipment Overview use the economic date of the shipment. So that might include amounts of financial bookings in different periods.

Just one example - create and print an additional invoice for 100€ in JUN for a shipment of MAY. If the MAY period has been closed in Scope, Scope is not allowed to book the additional invoice in MAY and it will be booked in JUN.
In operational reports the profit of the MAY shipment goes up with the 100€ even though this has been booked in the accounting package in JUN. The 100 € will not show in ledger reports ran over MAY but will show in the ledger reports ran over JUN. This, as explained above, to determine the correctness of the interface between Scope and the accounting package.
This is the reason that, apart from the [Finance->Reports] you cannot compare operational reports with figures in the external accounting package.

The Financial Period Report, however, does give you info on turnover or costs booked in periods where the booking period differs from the economic date of the shipment that invoice belongs to.
With the above example in mind, run the Financial Period Report like this:

Booking date: 2019-JUN-01 to 2019-JUN-30, [v] Include Transit, Economic date: ‘ Earlier’, Based on: ‘Order’.

This will show you the invoices booked in JUN for shipments with an economic date of MAY (or even earlier);

A	B	C	D	E
Financial Period Booking Report				
Start Booking Date	01-Jun-2019			
End Booking Date	30-Jun-2019			
Branch	AMS			
Include Transit	Yes			
Creation Time	16-Jul-2019 11:27			
Economic Date	earlier			
Based on	Orders			
Branch	**Shipment Number**	**Cost Center**	**Economic Date**	**Booking Period**
SCOAMS	AI-004635	AI	26-May-2019	6/2019
SCOAMS	Fwd-000581	RD	23-May-2019	6/2019

The option Invoice / Order determines whether Scope will only check Outgoing and Incoming Invoices(option: Invoice) or whether it will check estimate bookings as well (option: Orders).

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Credit Limits - Accounting- Finance

- Introduction
- Description

Introduction

Credit limit information can be imported into Scope to update the the credit limits available to debtors . As new outgoing vouchers are created for these debtors, their credit limit and current credit balance is checked. When a debtor exceeds their credit limit the user will be informed accordingly during the creation of the outgoing voucher.

Description

Structure of the credit limit file

Files must be CSV file with six columns:

1	Debit account number	The debit account number of the business as stored in the debtor role of the business partner
2	Name	ignored
3	Name 2	ignored
4	Credit Limit	New credit limit for the accounting group
5 *	Internal Credit Limit	New credit limit for the accounting group
6	Balance	The balance available to the accounting group

On import, the first line of the file (header) is always ignored.

Monetary amounts in columns 4.5 and 6 are given without a currency since the currency will always be the currency used by the debtor when setting accounts.
Monetary amounts should not have a "thousands" separator:

2.000,- EUR will be shown in the file as '`2000`'.
350,50 EUR will be shown in the file as '`350,50`'.

> Column 5 is only output by Buha accounting software

Performing the import

Credit limit files are imported by opening the Accounting Application and selecting the *Import Credit Limits* option. A file browser will appear and is used to locate the credit limit files on the local computer or network.

- Any number of files may be chosen for import
- The contents of the files may be mixed
  If a file contains the line:
  `14485;000649;;20000;;200`
  and another line contains:
  `14485;000649;;20000;;5000`
  The credit limit for accounting group "14485" will be 20,000 EUR and the balance will be 5.200 EUR.

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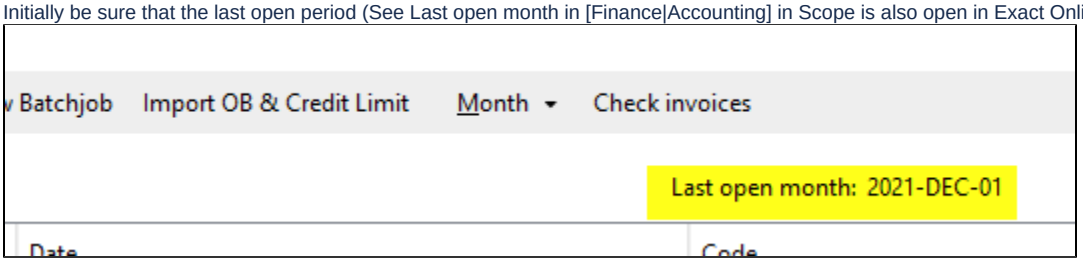
Exact online interface user manual - Interface procedure

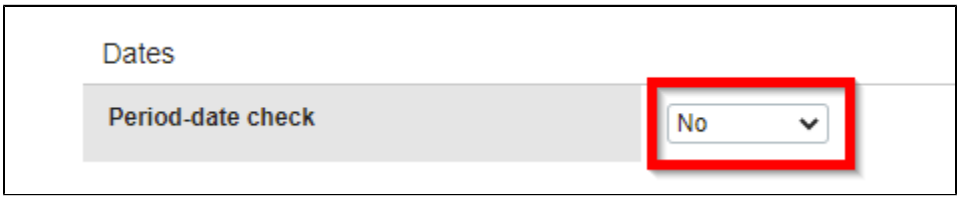
- Period closing in Scope and Exact
- Procedure Scope to Exact
  - Export Relations and Transactions from Scope
  - Import Relations and Transactions in Exact
    - Import Relations
    - Import Transactions
- Procedure from Exact to Scope
  - Export debtor balances from Exact
  - Import into Scope

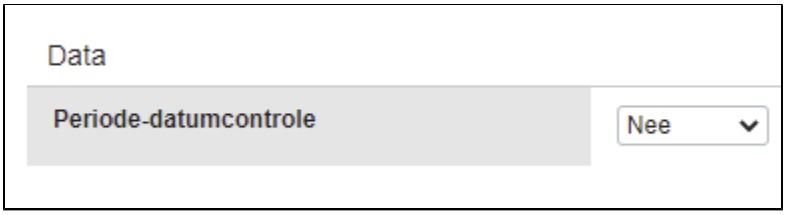
Period closing in Scope and Exact

Initially be sure that the last open period (See Last open month in [Finance|Accounting] in Scope is also open in Exact Online.



Please note that the Administration | Settings of Exact Online the "Period-date check"in the Exact Online settings MUST be set to No.





If you want to close a period so that Scope no longer books in that period in Exact, please use this sequence. It will prevent outgoing invoices, estimates and purchase invoices to be booked into an old period.

- Close month in Scope in [Finance|Accounting] in the top bar: Month - Close month]
- Run accounting interface batch in [Finance|Accounting]
- Import in the accounting package
- Close same period in the accounting package (at least for the journals used by Scope)

Procedure Scope to Exact

This procedure covers 2 types of data:

- Changes in Debtors/Creditors (=Relations in Exact Online)
- Outgoing Invoice, Incoming Invoices and Cost Estimates (=Transactions in Exact Online)

Export Relations and Transactions from Scope

Start Finance-Accounting

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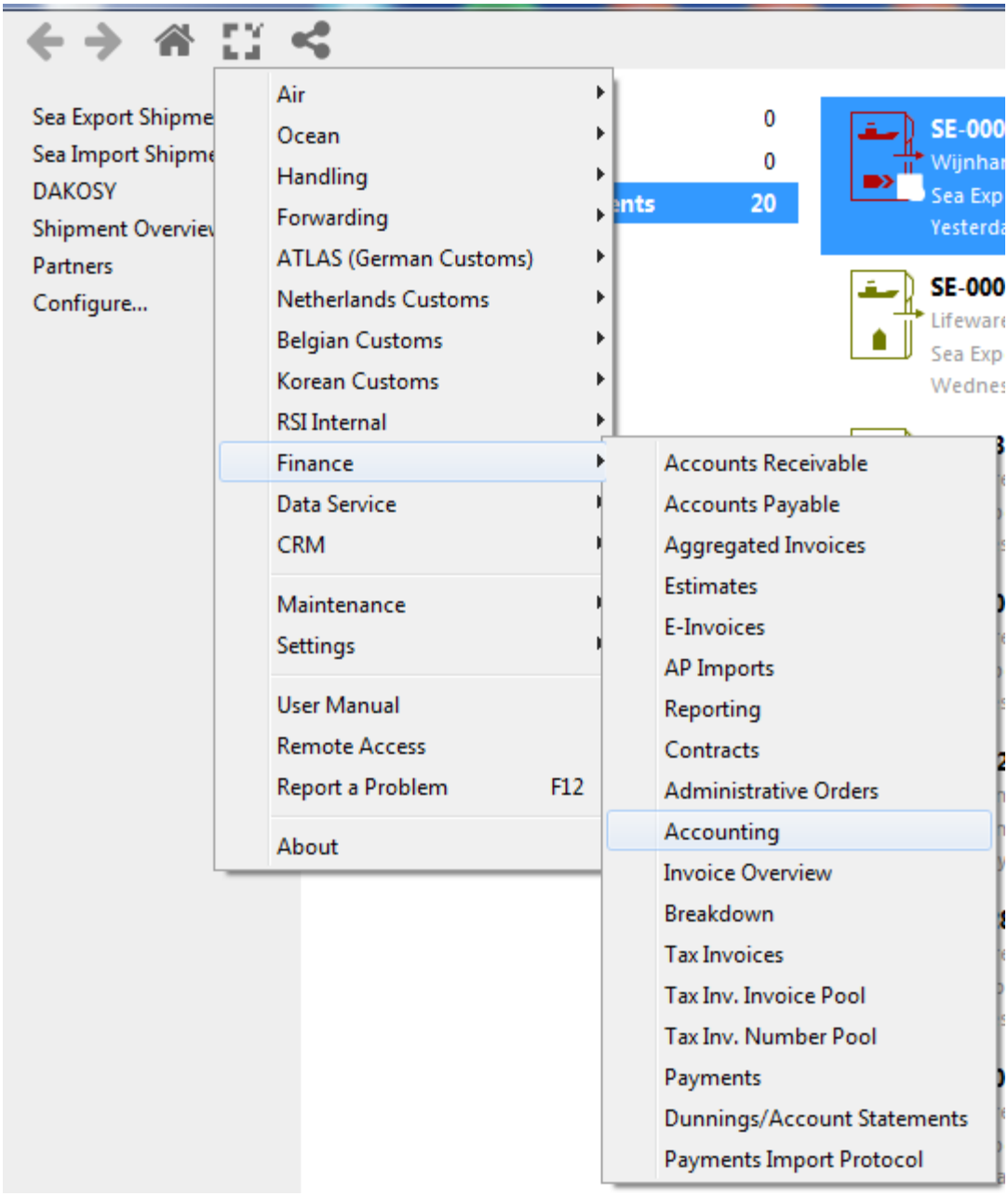

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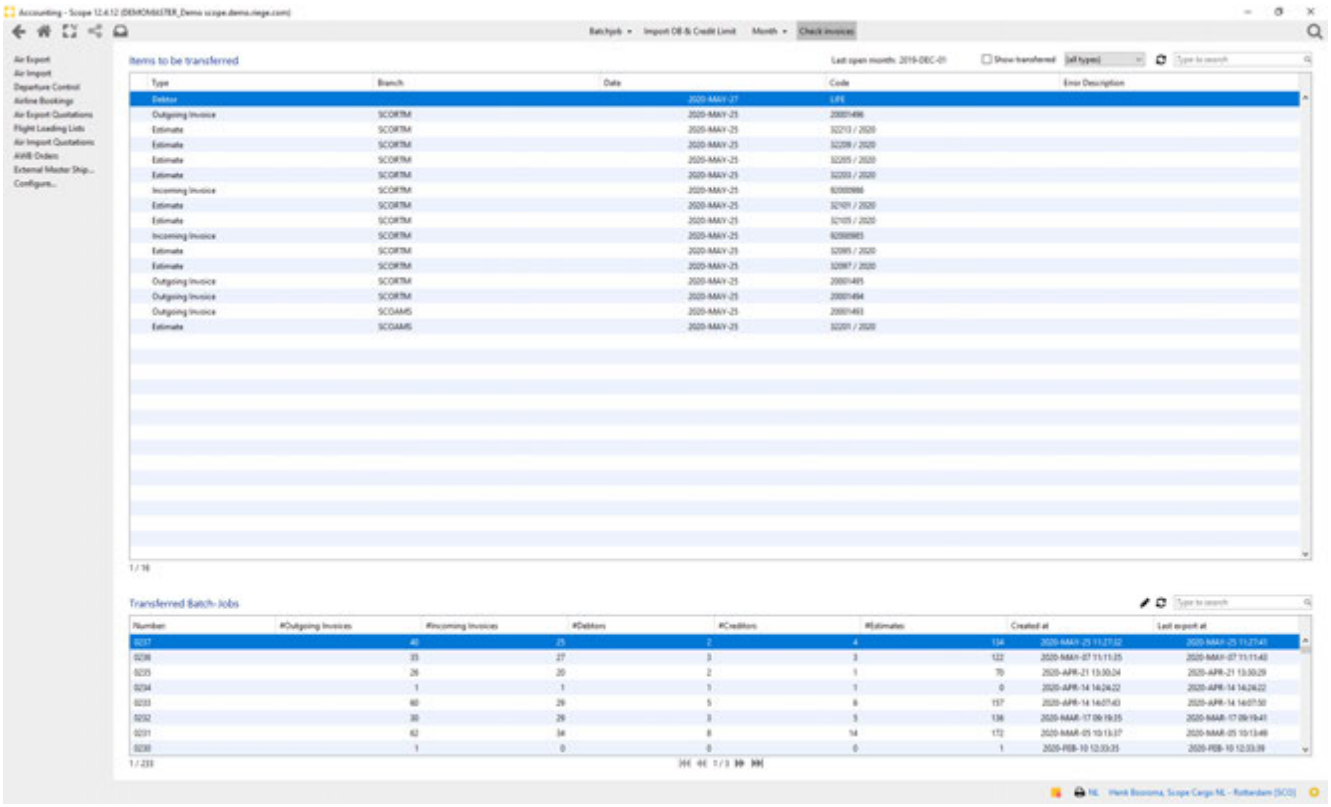
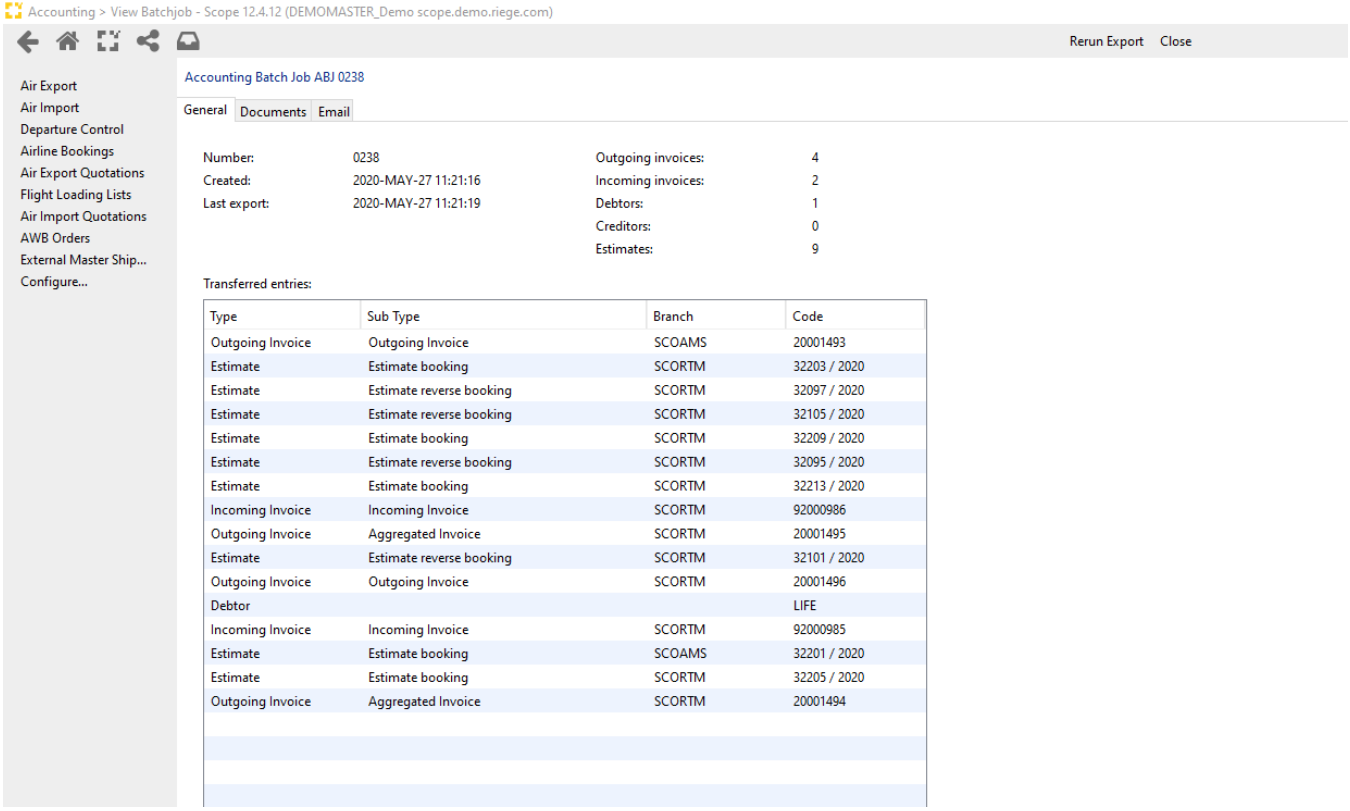


Press Batchjob > New Batchjob
All new or modified debtors and creditors will be placed into a file.
All new vouchers (sales and purchase) shown will be placed into a new interface batchfile. General bookings (cost estimates) are transferred as well.
After the batch is created, the New Vouchers section is empty and a new Batch job is shown at the lower part of the screen.
The new batchjob containing the relations and transactions is opened automatically.

The General TAB shows the details of transactions that are in the batch.



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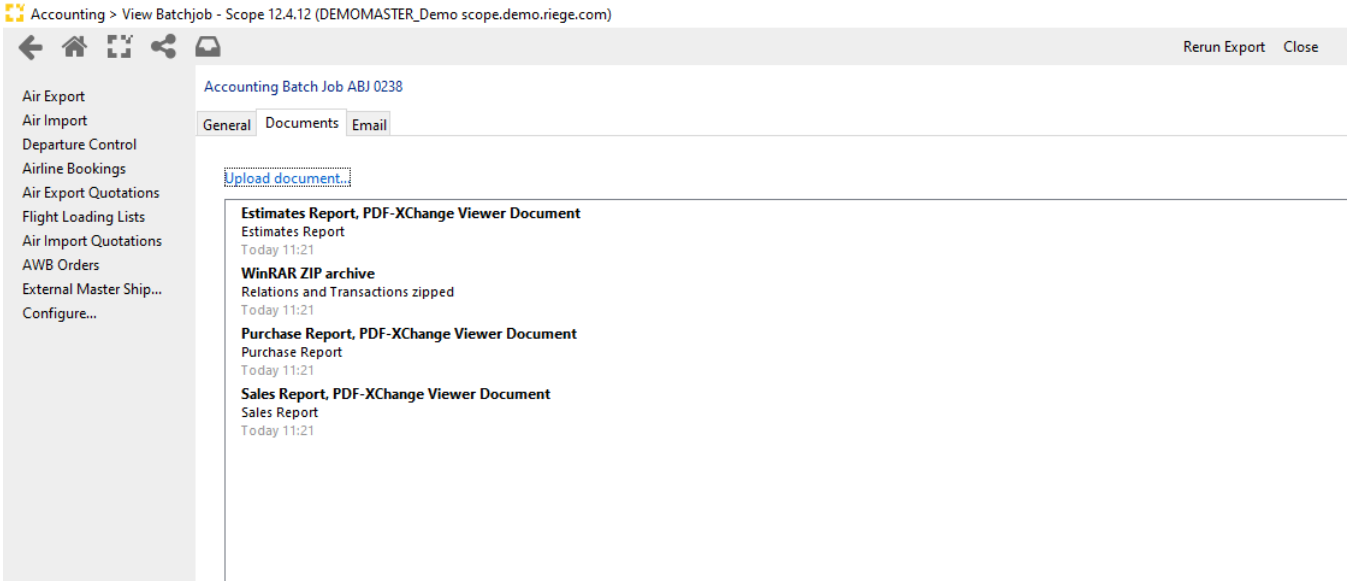
Go to the Documents TAB to save the batch files to your local machine.



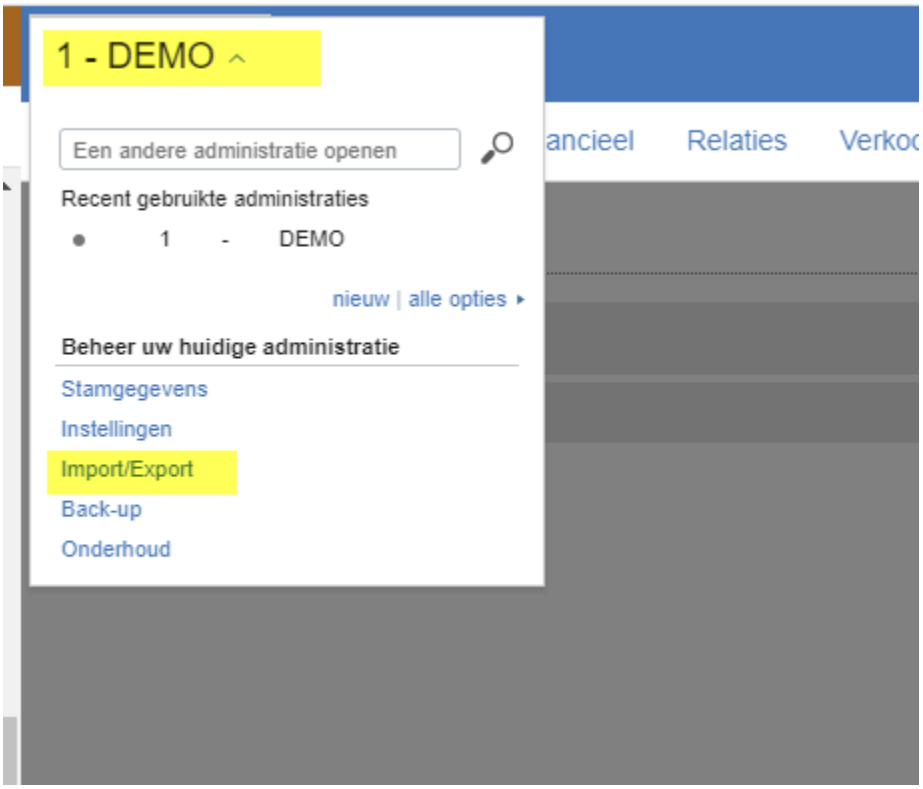
The relations and transaction files are zipped into one archive file. The 3 report files are pdf's showing the exported sales, accruals and purchase bookings. They can simply be opened by double clicking them.

Double click the ZIP archive to open it and then save all the files inside to a directory on your local machine.

Now you are all set to start importing in Exact.

Import Relations and Transactions in Exact

Login to Exact Online.
In the top left, click on the administration number.
Choose Import/Export



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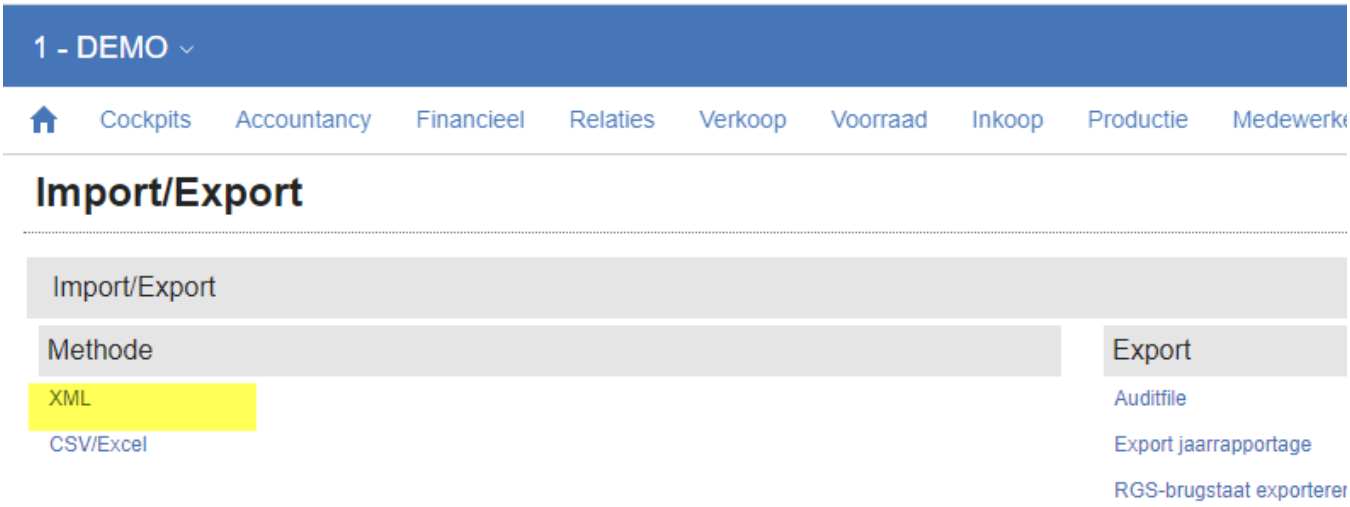
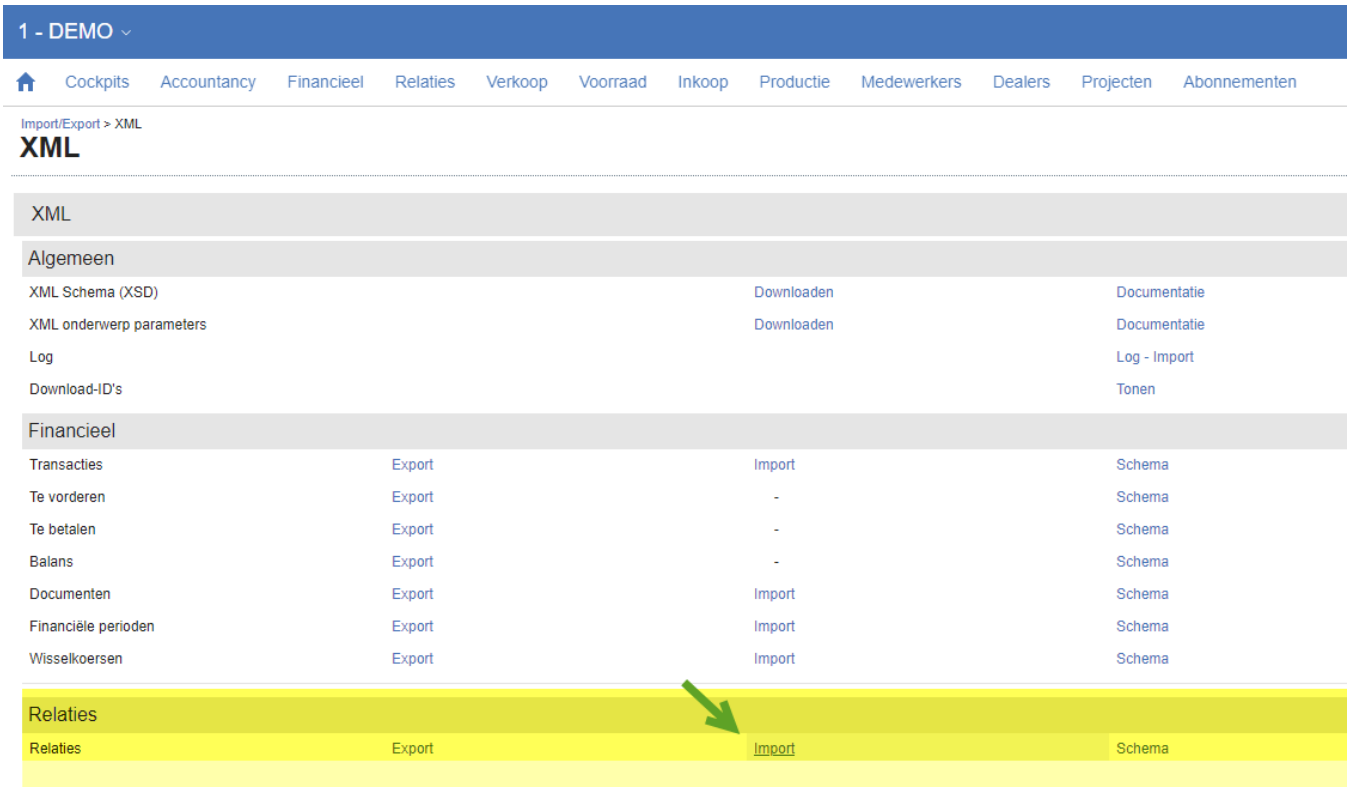
In the next screen select XML;



First import Relations before(!) importing the Transactions.



Import Relations

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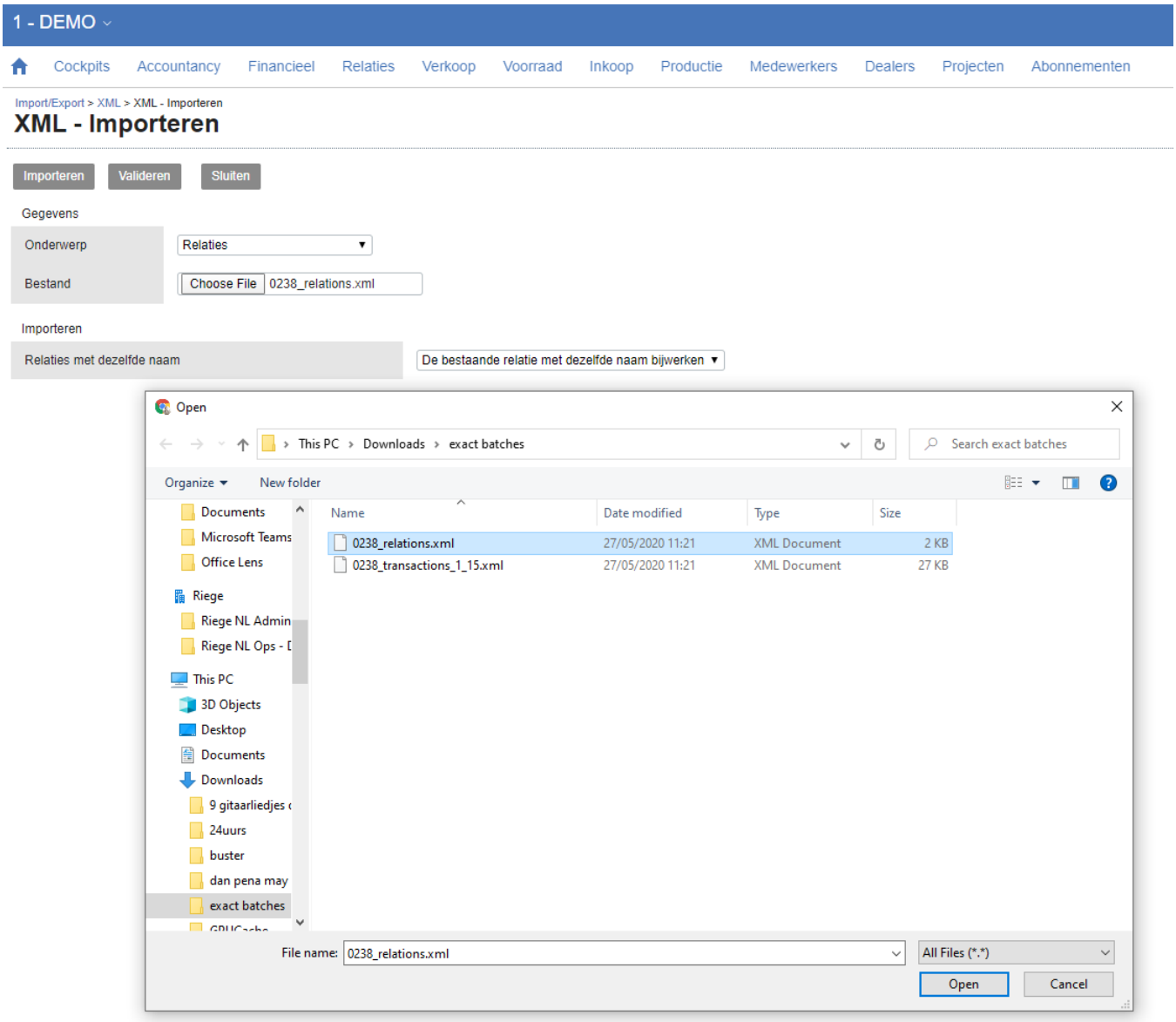

Select the path to the relations.xml file created by and saved from Scope.
Press Import to start the import process.

After that, please check for errors and warnings by selecting Error/Fout and Warning/Waarschuwing and then press Refresh/Vernieuwen.

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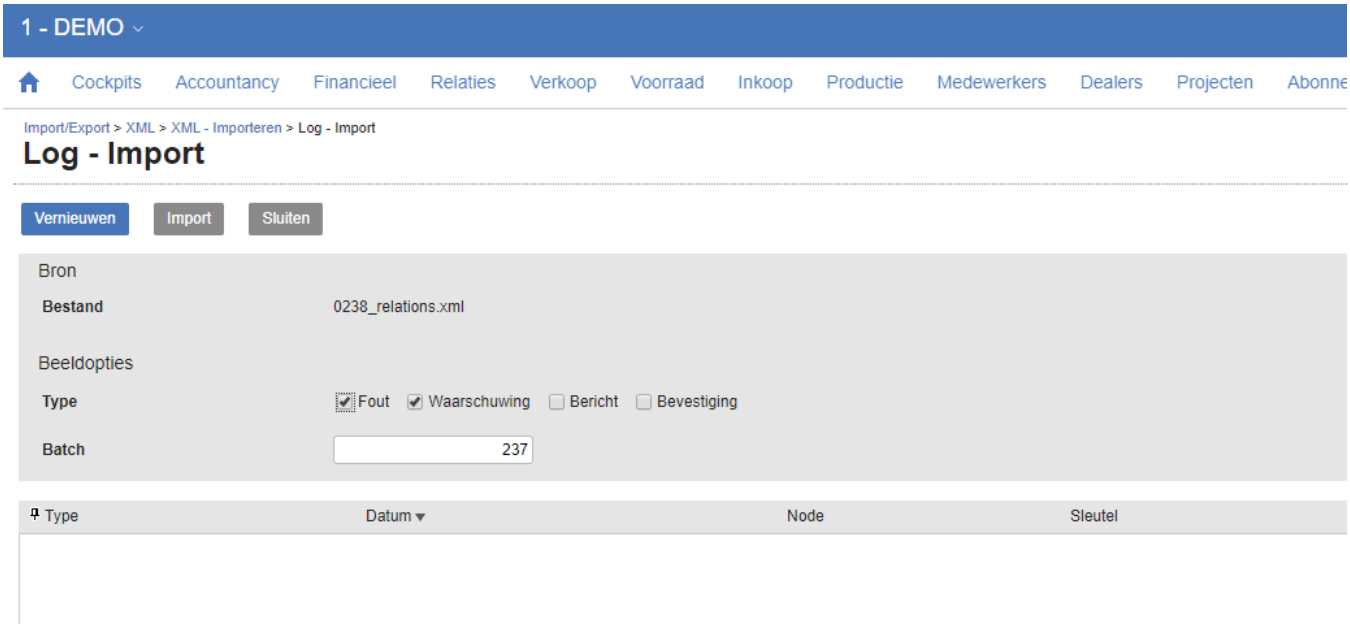
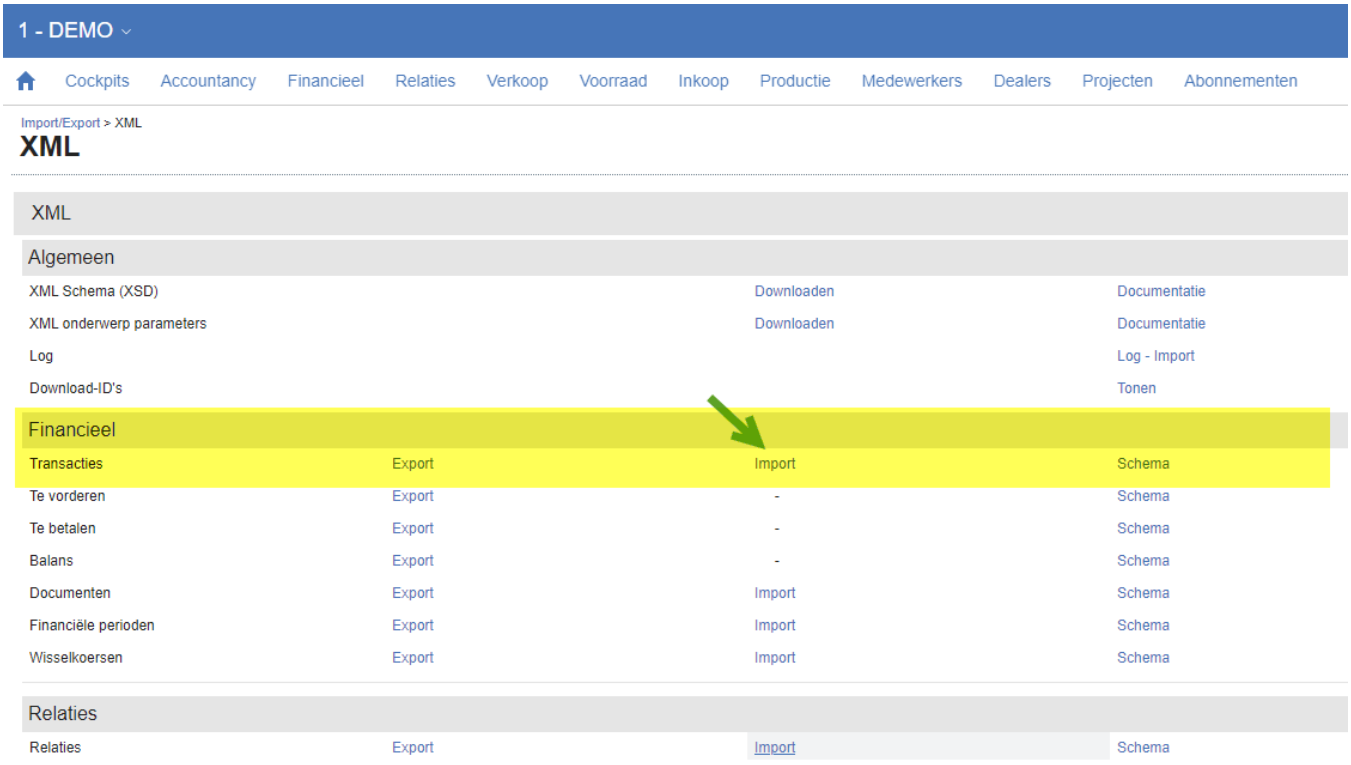


If any errors or warnings are shown on the screen, please contact Riege support so we can help you with the error or warning and see how it can be corrected & avoided in a next batch.

Import Transactions



Select the path to the transactions.xml file created by and saved from Scope.
Press Import to start the import process.

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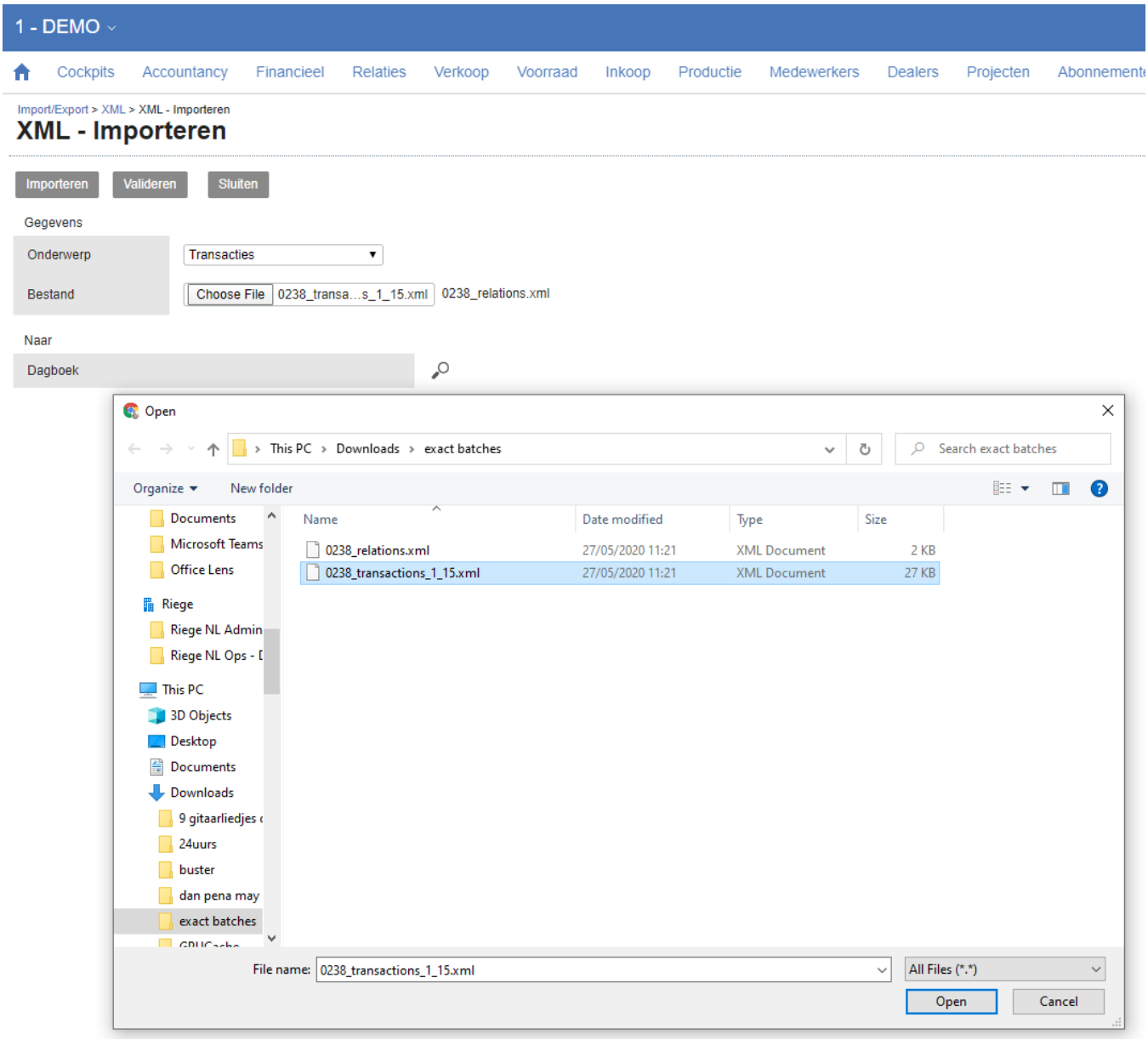
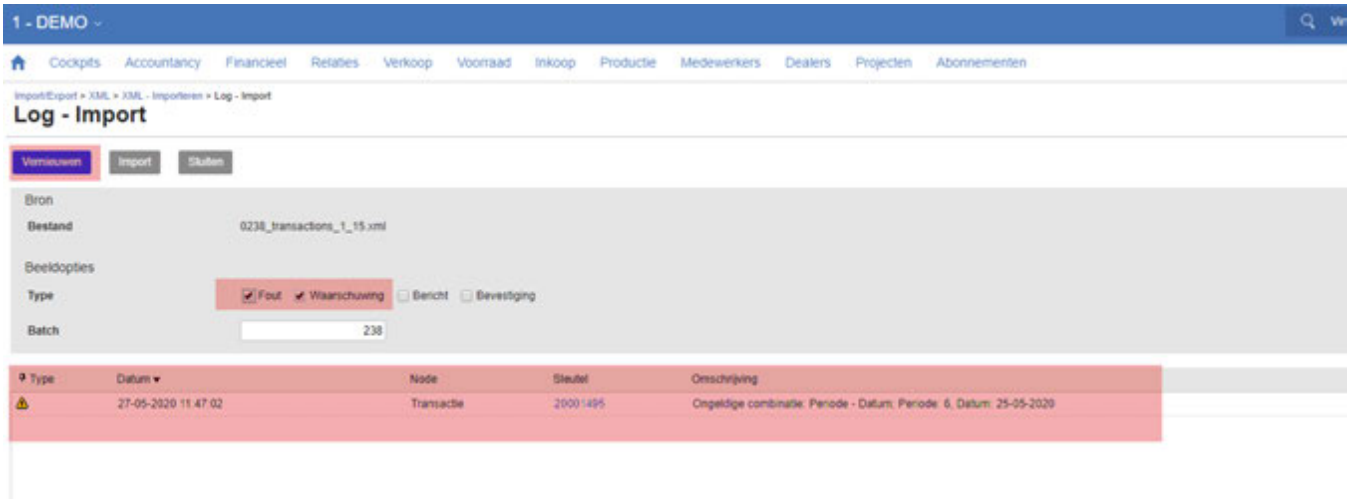


Press Import to start the import process.

After that, please check for errors and warnings by selecting Error/Fout and Warning/Waarschuwing and then press Refresh/Vernieuwen.



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If any errors or warnings are shown on the screen, please contact Riege support so we can help you with the error or warning and see how it can be corrected & avoided in a next batch.

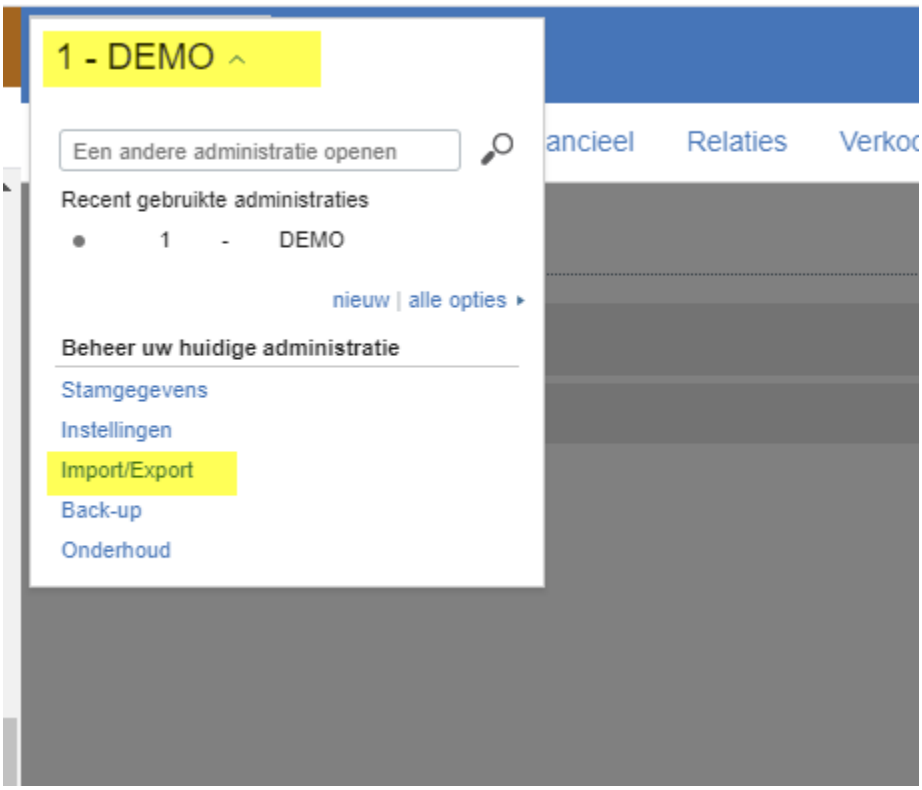
If Scope generated more than one transaction file, make sure you repeat this step for every transaction file.

Procedure from Exact to Scope

This procedure describes the steps for updating the outstanding debtor balance in Scope using the outstanding invoices from Exact.

Export debtor balances from Exact

In the top left, click on the administration number.
Choose Import/Export



In the next screen select XML;

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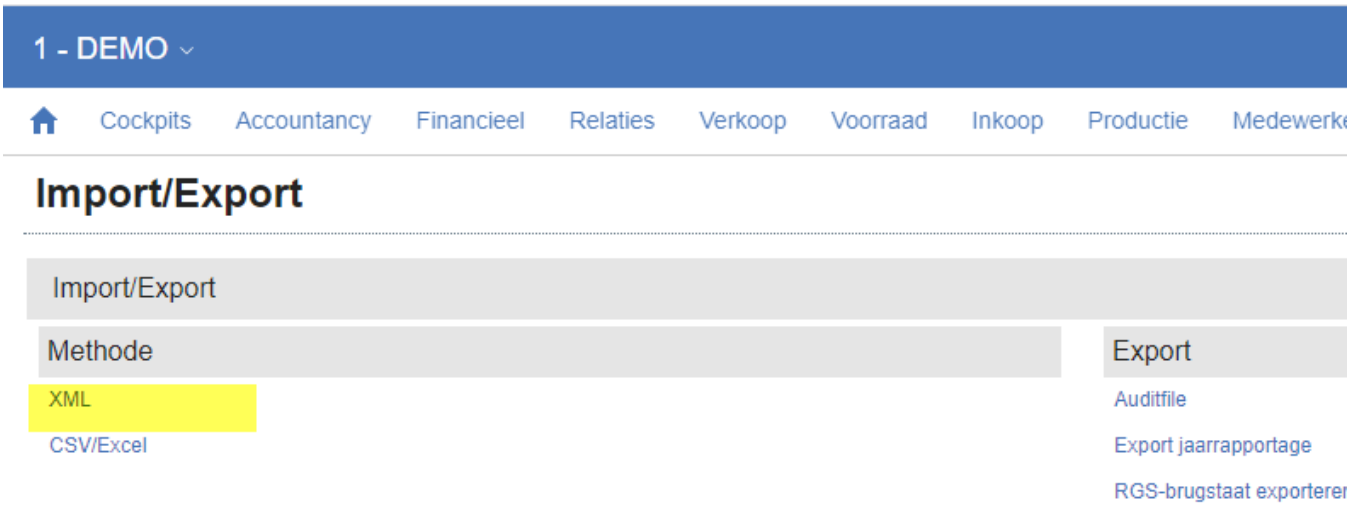
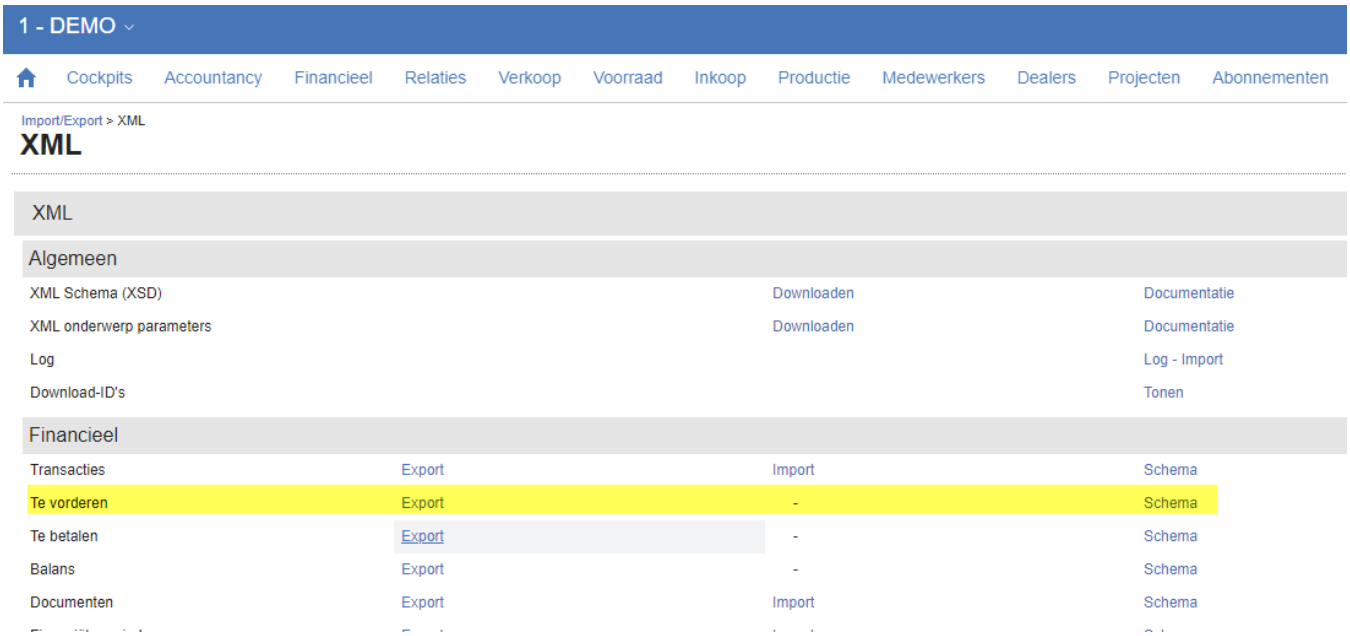


Select the Export option under Financial/Te vorderen:



Choose the option "Export(eren)", in the next screen, select Export(eren) again, in the next pop-up choose Volgende and then remember where the export AR xml file is saved on your system.

You can repeat the same steps for the creditor balances by exporting de "Te betalen" option from the same Import/Export XML screen in Exact. This will create an AP xml file.

Import into Scope

If you have the Dunning module in Scope, open balances are calculated by keeping track open invoices instead of open balances. If that is the case, The AR and AP files must be imported in the function 'FinancePayments (Invoices)'. In this case, don't read further here.

If you don't have the Scope Dunning module, Scope can keep track of Open balances. These can be updated from Exact using the following procedure.

In Scope go to: Financial / Accounting:

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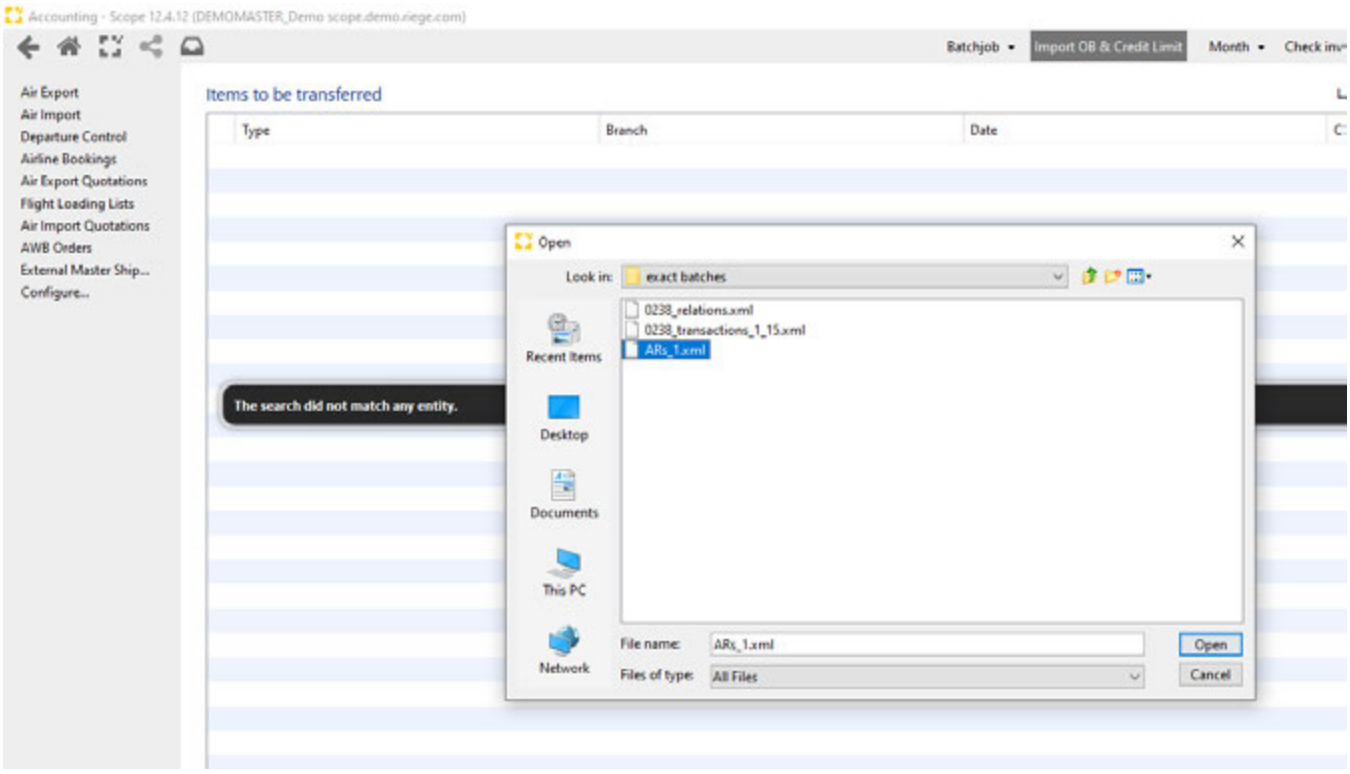

Select the option: Import OB & Credit limit

Select the file, just exported/downloaded from Exact.(Debtors: ARs_1.XML)

After the file has been selected and processed by Scope, the Debtor open balances are updated. You can check that in: Maintenance / Partners / Role: Debtor:



- Open Balance (import)
  This is the amount last imported from Exact
- Open Balance (invoices)
  This is the amount of invoices not interfaced to Exact yet
- Open Balance (total)
  Sum of the 2 above.

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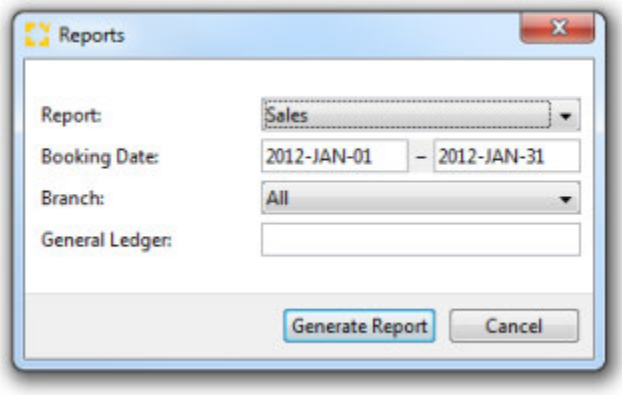
Reports - Bookkeeping - Finance

- Introduction
- Description

Introduction

From the menu bar of the bookkeeping application the **Reports** option can be selected. This is an application to produce accounting specific reports.

Description



Report

From the drop-down menu, the following report types are available:

- **Sales**
- **Sales Details**
- **Sales VAT**
- **Purchase**
- **Purchase Details**
- **Purchase VAT**
- **Financial Period Booking**

Examples of each report a shown at the end of this section.

Booking Date(s)

The Dates within which the voucher was generated.

Branch

The branch for which the report should be generated. This field will default to *All* meaning all available branches, however the drop down menu can be used to restrict the report to any of the listed branches.

General Ledger

The report may be further restricted to a particular general ledger . If left bank, *all* general ledgers will be included.

Generate Report

The report will be generated according to the criteria selected. The report will open in the default spreadsheet application of the local computer.

Cancel

Exits the application without report generation.

Report examples

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Sales

Sales to Accounting

Start Date: 2012-01-01
End Date: 2012-01-31
Branch: ALL
General Ledger: ALL
Creation Time: 2012-02-13 19:16

General Ledger	Branch	Period	Currency	Amount	Amount (EUR)
1234	GTLDUS	01/2012	EUR		455.00
123450	GTLDUS	01/2012	EUR		4,017.00
	GTLFRA	01/2012	EUR		20.00
123450	GTLFRA	01/2012	EUR		513.08
					20.00
1234					455.00
123450					4,530.08
				Totals:	5,005.08

Sales Details

Sales to Accounting Details

Start Date: 2012-01-01
End Date: 2012-01-31
Branch: ALL
General Ledger: ALL
Creation Time: 2012-02-13 19:17

General Ledger	Invoice Number	Shipment	Branch	Book. Date
1234	0157 / 2011	AE-D-000233	GTLDUS	2012-01-05
123450	0157 / 2011	AE-D-000233	GTLDUS	2012-01-05
123450	0167 / 2012	AE-D-000240	GTLDUS	2012-01-03
123450	0168 / 2012	AE-D-000240	GTLDUS	2012-01-03
1234	0169 / 2012	AE-B-000078	GTLDUS	2012-01-05
123450	0169 / 2012	AE-B-000078	GTLDUS	2012-01-05
	0085 / 2012	AE-B-000076	GTLFRA	2012-01-02
123450	0086 / 2012	AE-B-000076	GTLFRA	2012-01-02
123450	0087 / 2012	AE-B-000077	GTLFRA	2012-01-02
123450	0090 / 2012	AI-D-FRA-0122	GTLFRA	2012-01-21
123450	0091 / 2012	AI-D-FRA-0122	GTLFRA	2012-01-21
123450	0092 / 2012	AE-B-000077	GTLFRA	2012-01-02
123450	0096 / 2012	AE-D-000241	GTLFRA	2012-01-18
123450	0097 / 2012	AE-D-000241	GTLFRA	2012-01-18
			GTLDUS	
			GTLFRA	

Sales VAT

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Sales VAT to Accounting

Start Date: 2011-10-01
End Date: 2012-01-31
Branch: ALL
General Ledger: ALL
Creation Time: 2012-02-13 21:00

General Ledger	Invoice Number	Shipment	Branch	Period	Tax Key
	0060 / 2011	AI-D-FRA-0097	GTLFRA	10/2011	
456465	0060 / 2011	AI-D-FRA-0097	GTLFRA	10/2011	
	0061 / 2011	SI-D-000015	GTLFRA	11/2011	
456465	0081 / 2011	AI-D-FRA-0119	GTLFRA	12/2011	
456465	0082 / 2011	AI-H-FRA-12-11-0120	GTLFRA	12/2011	
456465	0003 / 2011	SE-H-000020	GTLHAM	11/2011	
456465					
			GTLFRA		
			GTLHAM		

Purchase

Purchase to Accounting

Start Date: 2011-10-01
End Date: 2012-01-31
Branch: ALL
General Ledger: ALL
Creation Time: 2012-02-13 20:59

General Ledger	Branch	Period	Currency	Amount	Amount (EUR)
4564654	GTLDUS	10/2011	EUR		100.00
456780	GTLDUS	12/2011	EUR		26.00
456780	GTLDUS	11/2011	USD	1,000.00	666.67
	GTLFRA	12/2011	EUR		1,662.50
2314234	GTLFRA	10/2011	EUR		39,130.27
2314234	GTLFRA	11/2011	EUR		213.16
2314234	GTLFRA	12/2011	EUR		2,450.00
456780	GTLFRA	10/2011	EUR		22,260.13
456780	GTLFRA	11/2011	EUR		108.98
456780	GTLFRA	12/2011	EUR		9,350.00
456780	GTLFRA	11/2011	USD	100.00	68.97
4564654	GTLHAM	01/2012	EUR		0.00
					1,662.50
2314234					41,793.43
4564654					100.00
456780					32,480.75
				Totals:	76,036.68

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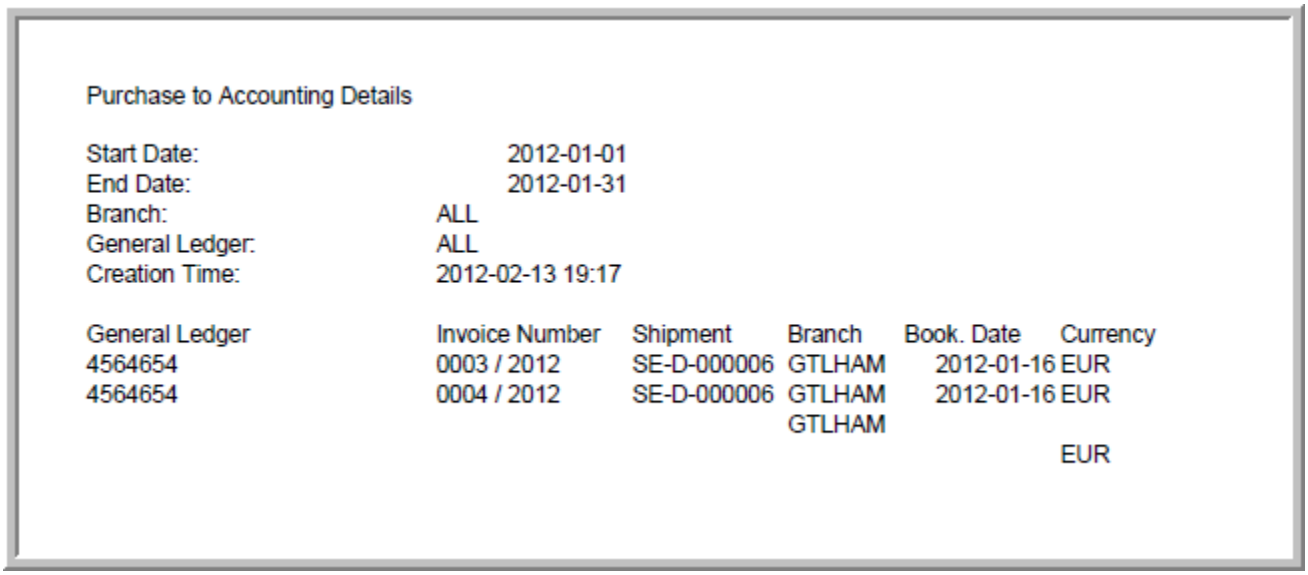
Purchase Details

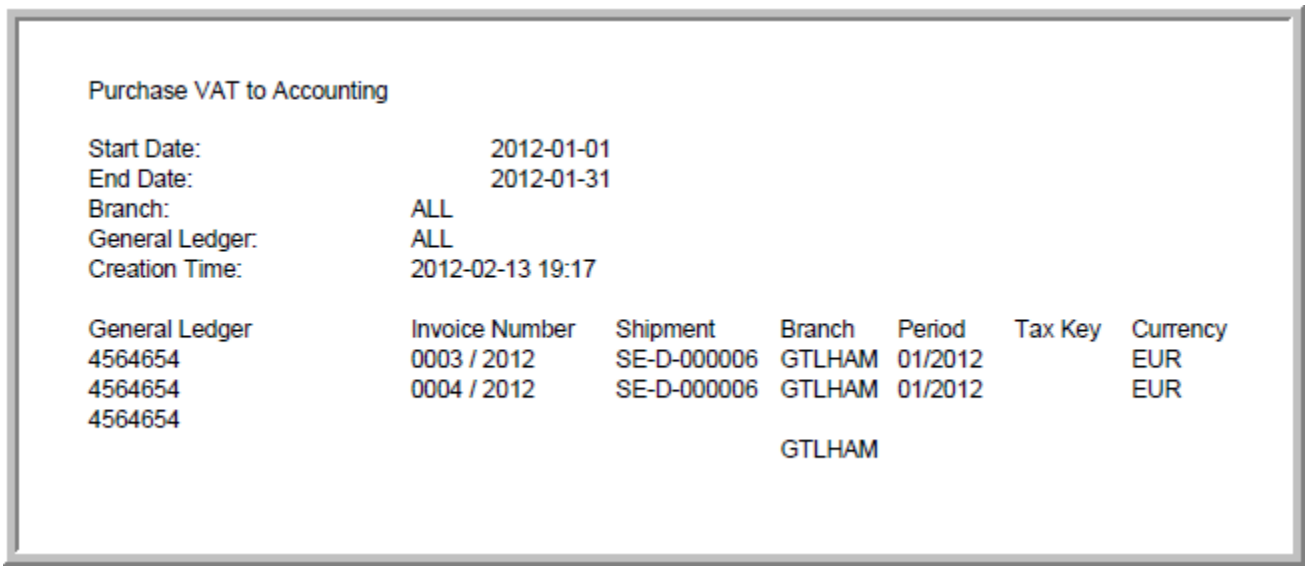


Purchase to Accounting Details

Start Date:	2012-01-01
End Date:	2012-01-31
Branch:	ALL
General Ledger:	ALL
Creation Time:	2012-02-13 19:17

General Ledger	Invoice Number	Shipment	Branch	Book. Date	Currency
4564654	0003 / 2012	SE-D-000006	GTLHAM	2012-01-16	EUR
4564654	0004 / 2012	SE-D-000006	GTLHAM	2012-01-16	EUR
			GTLHAM		
					EUR

Purchase VAT



Purchase VAT to Accounting

Start Date:	2012-01-01
End Date:	2012-01-31
Branch:	ALL
General Ledger:	ALL
Creation Time:	2012-02-13 19:17

General Ledger	Invoice Number	Shipment	Branch	Period	Tax Key	Currency
4564654	0003 / 2012	SE-D-000006	GTLHAM	01/2012		EUR
4564654	0004 / 2012	SE-D-000006	GTLHAM	01/2012		EUR
4564654						
			GTLHAM			

Financial Period Booking

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Financial Period Booking Report

Start Booking Date: 2012-01-01
End Booking Date: 2012-01-31
Economic Date: ALL
Branch: ALL
Creation Time: 2012-02-13 19:18

Branch	Shipment Number	Eco Date	Booking Period
GTLDUS	AE-B-000078	2012-01-05	01/2012
GTLDUS	AE-D-000233	2012-01-05	01/2012
GTLDUS	AE-D-000240	2012-01-03	01/2012
GTLFRA	AE-B-000076	2012-01-02	01/2012
GTLFRA	AE-B-000077	2012-01-02	01/2012
GTLFRA	AE-D-000241	2012-01-18	01/2012
GTLFRA	AI-D-FRA-0122	2012-01-21	01/2012
GTLHAM	SE-D-000006	2011-01-11	01/2012

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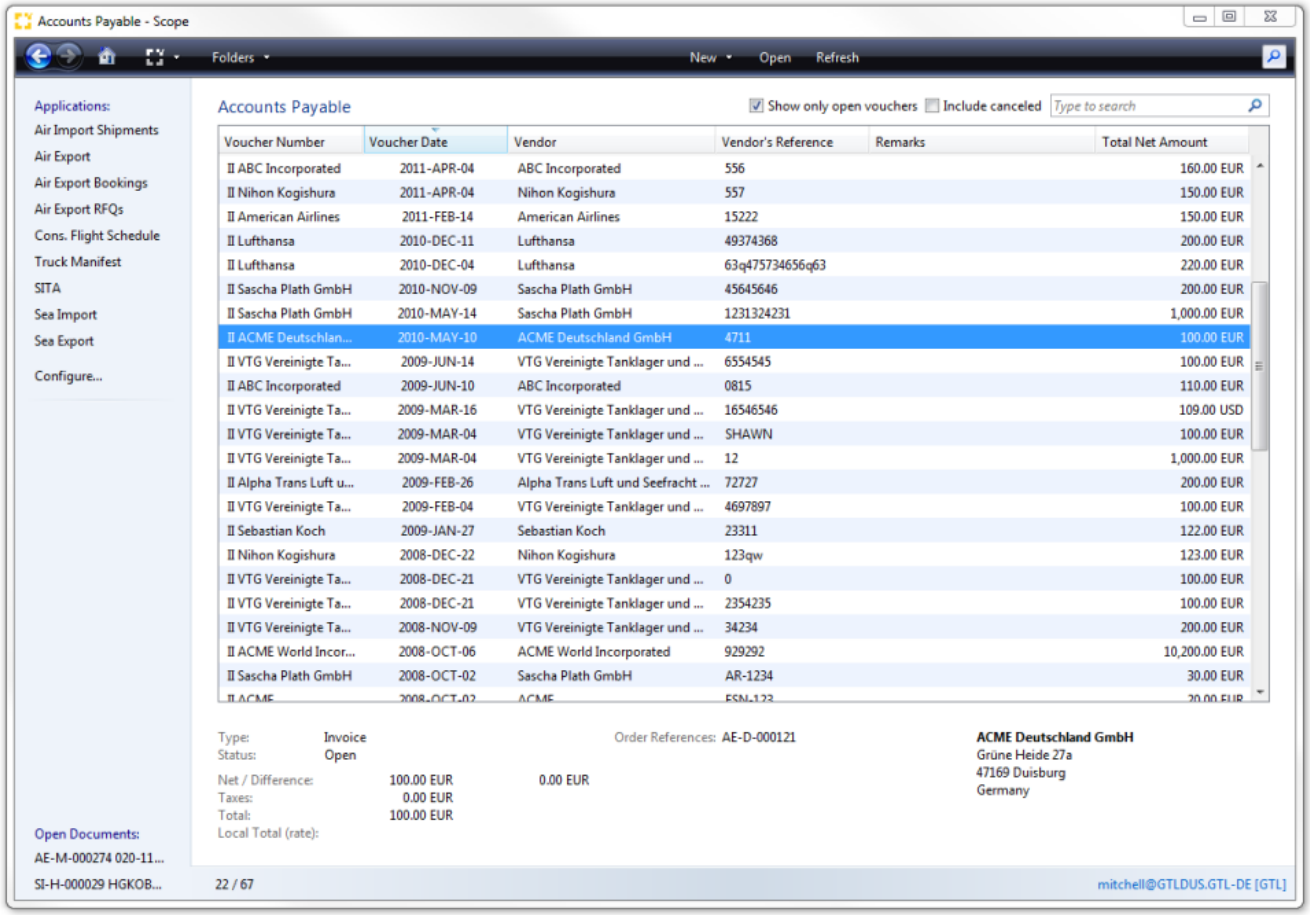
Accounts Payable

- Introduction
- Description

Introduction

This accounts payable application is used to record incoming invoices or credit notes and apply them to the shipments that incurred these incoming costs. This application should be used when recording incoming vouchers that apply to multiple different types of shipments. For incoming documents that apply to a single shipment, it is preferable to use the fast incoming invoice/credit note entry programs found in the voucher tab of all shipments.

Description



New

The *New* action is a drop-down menu that offer the choice of making a new incoming invoice a new incoming credit note or a new customs invoice

Open

This action will open the incoming invoice/credit note highlighted in the summary table.

Refresh

Updates the index to ensure the last incoming vouchers are visible.

Accounts Payable

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The summary table displays all incoming vouchers according to the search options used. As each voucher is highlighted in the table, further detail about the voucher are visible below the summary table.

Show only open vouchers

This box is checked by default so that when the application is started, the summary table shows only incoming vouchers that have the status *Open*. Uncheck the box to see all vouchers.

Include canceled

Check this box to include in the summary incoming vouchers that may have been canceled.

Type to search

This is a full text search field. An part of the voucher number, vendor, vendors reference or remarks may be entered to search for the desired vouchers.

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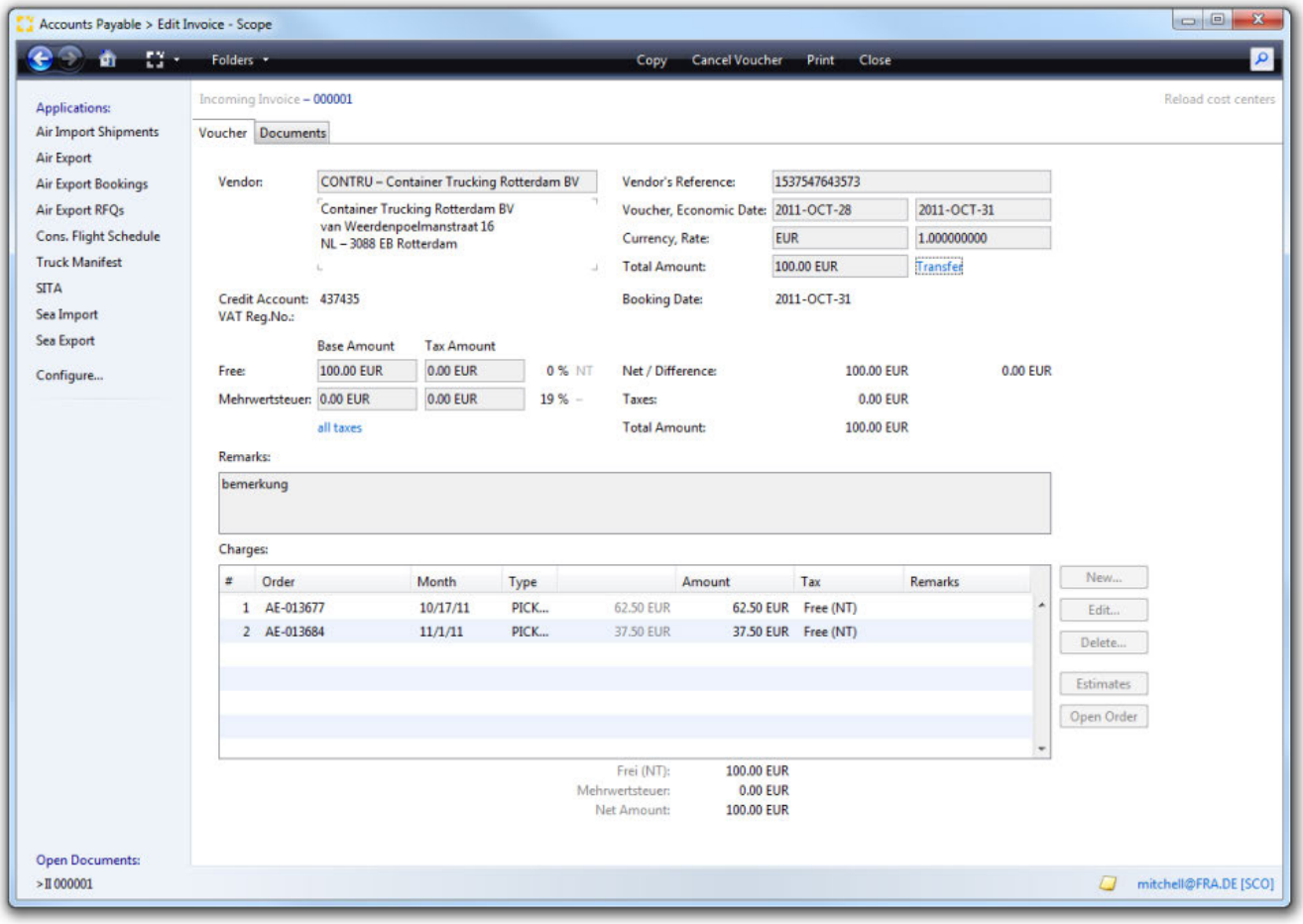
Completed Incoming Vouchers - Accounts Payable - Finance

- Introduction
- Description

Introduction

On completing an incoming voucher, the status of the voucher is set to *Finished*. The voucher is given a voucher number and transferred to the accounting system, in addition the cost figures are posted to the jobcosting of the shipments and orders to which the voucher relates. These finished documents cannot be modified and may only be cancelled and re-issued.

Description



The following actions are available for a finished voucher:

Copy

Uses the current voucher as the basis of a new voucher which is the available for processing. When the copy function is activated, a dialogue will appear for confirmation that charge lines from the original voucher should be included in the copy. If the charge lines are excluded, then only the header of the voucher is copied to the new voucher.

Cancel Voucher

Creates a cancellation receipt for the current voucher. A dialogue appears to confirm a replacement for the voucher should be issued. If this is selected, then in addition to the cancellation receipt a copy of the voucher is opened as a new voucher and can be processed accordingly.

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Print

Prints a copy of the voucher.

Close

Closes the voucher and returns to the accounts payable overview.

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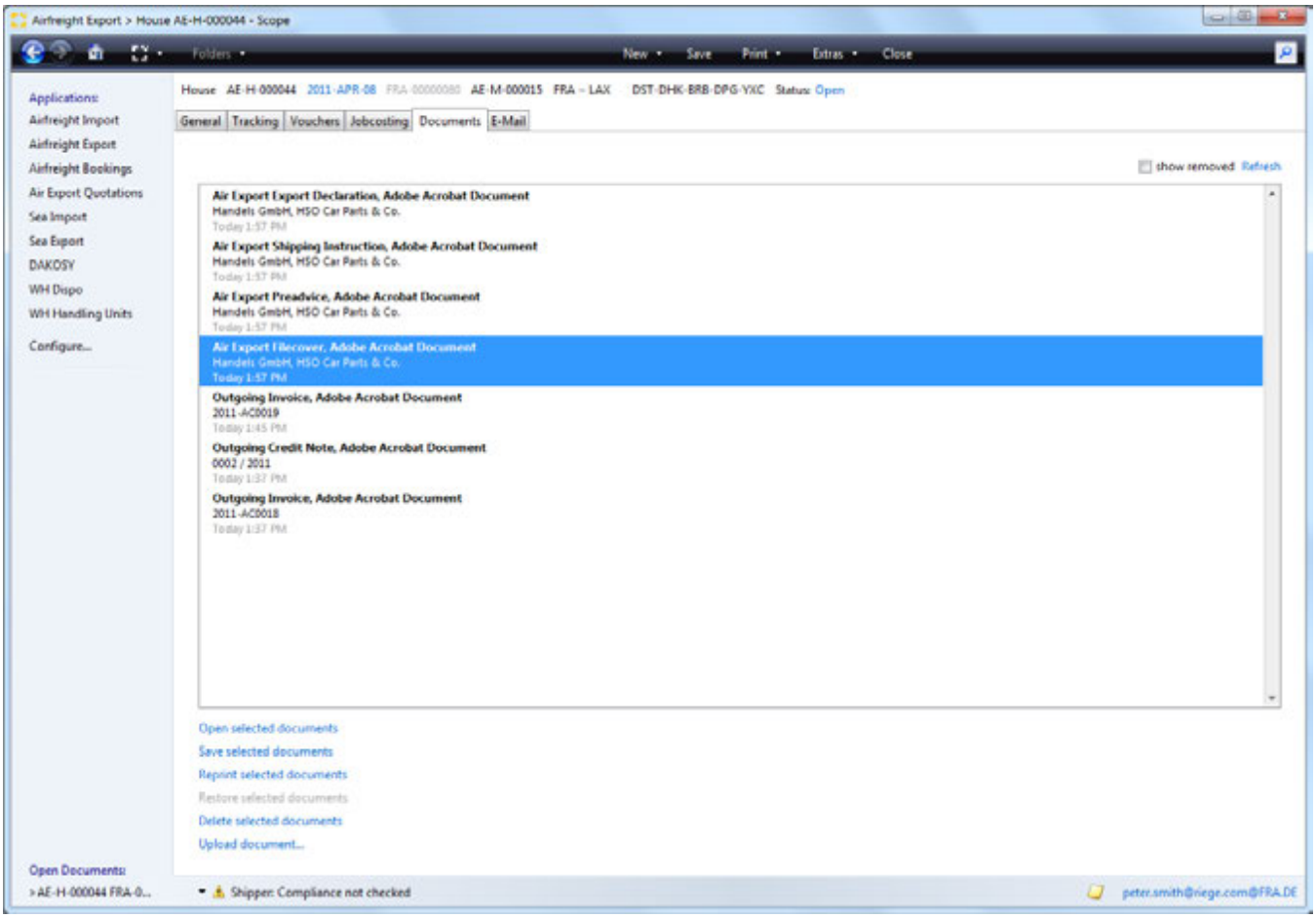
Documents - Accounts Receivable - Finance

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created and printed for the current shipment. These documents can be opened, downloaded, reprinted, deleted and some documents may be uploaded to web-tracking. Uploaded documents are also displayed.

Description



Document Overview

This area displays all documents that are associated with this shipment or order. The name of the document together with the type of document and creation date are shown. The current version of a document is always displayed. By selecting the show deleted check box, all previous or deleted versions of a document will be shown. These are displayed in ~~strike-through~~ text.

Show removed

Documents that have been previously deleted will be displayed.

Refresh

Updates the current list of documents.

Open selected documents

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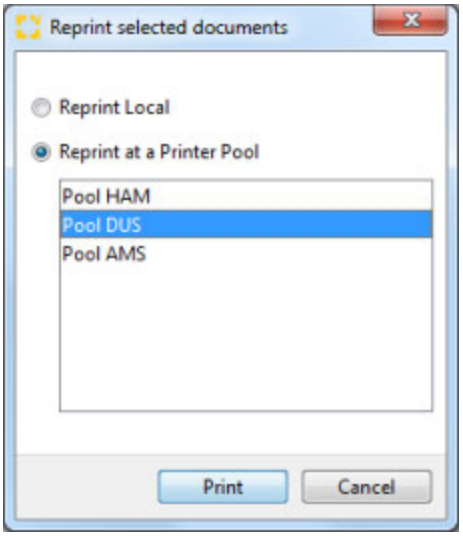
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

Delete/Restore selected document

The document highlighted in the list will be deleted from view. Documents are not physically deleted but marked as inactive and therefore not visible. To view all documents including inactive documents, check the show removed box to the right above the document listing. If a document has been deleted, it can be restored by using the show removed check box, highlighting the inactive document and then selecting the *Restore selected documents* action.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment. Alternately, navigate to the document on the desktop and drag and drop the document into the documents tab.

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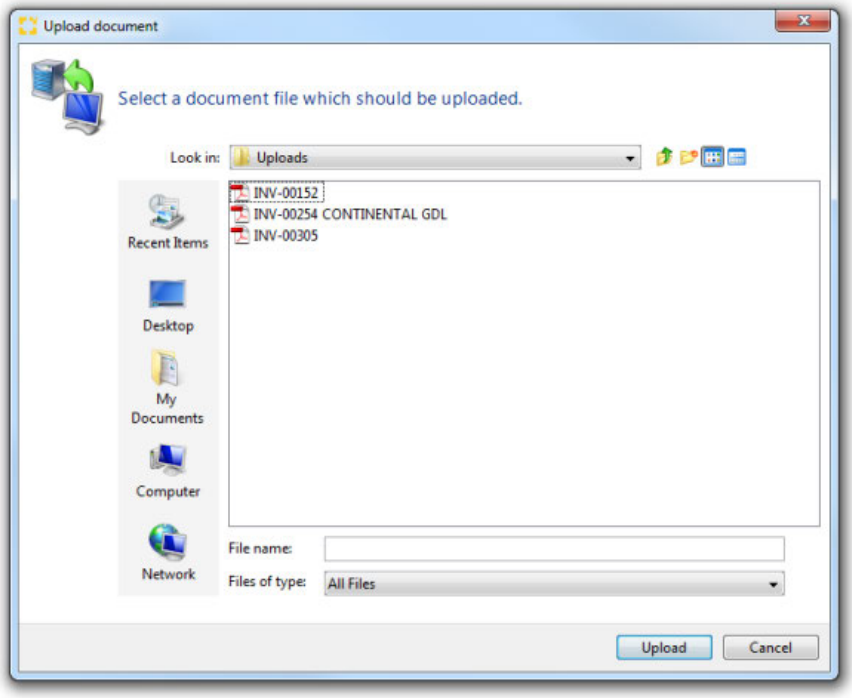

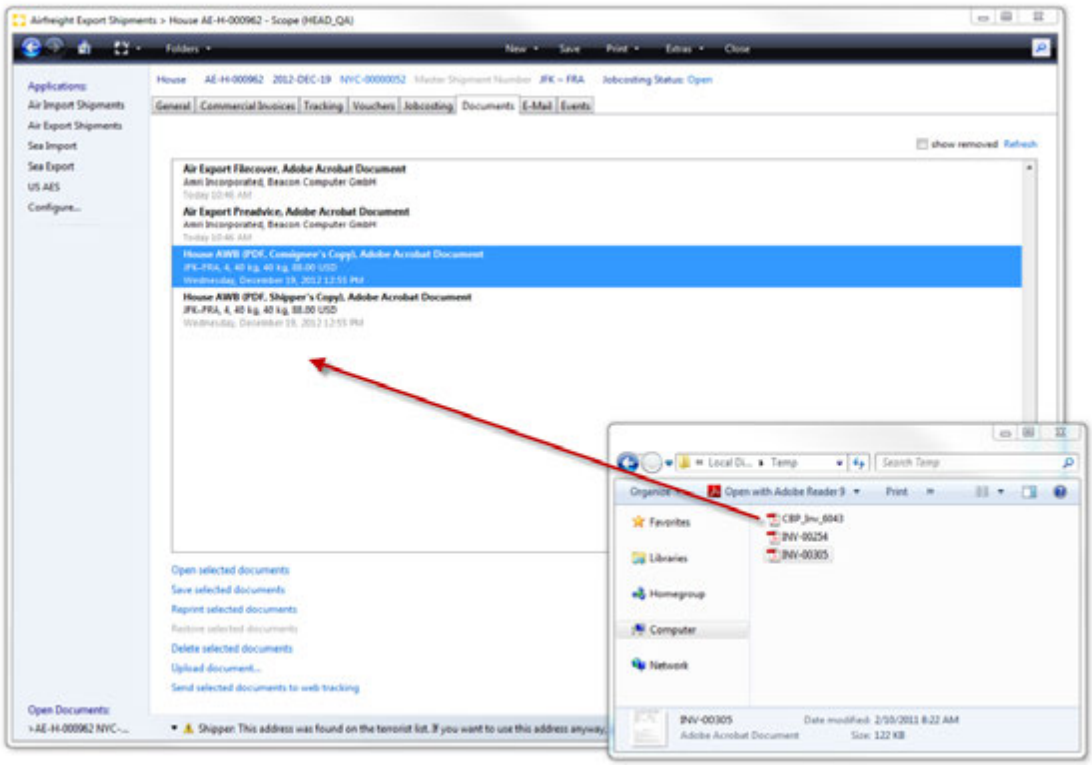

Assign Kind of Document type

During upload or via a right mouse click ,it is possible to set a document kind to the uploaded documents
when a uploaded document has a proper kind set, it will be available to automated email processes (invoices, prealerts)

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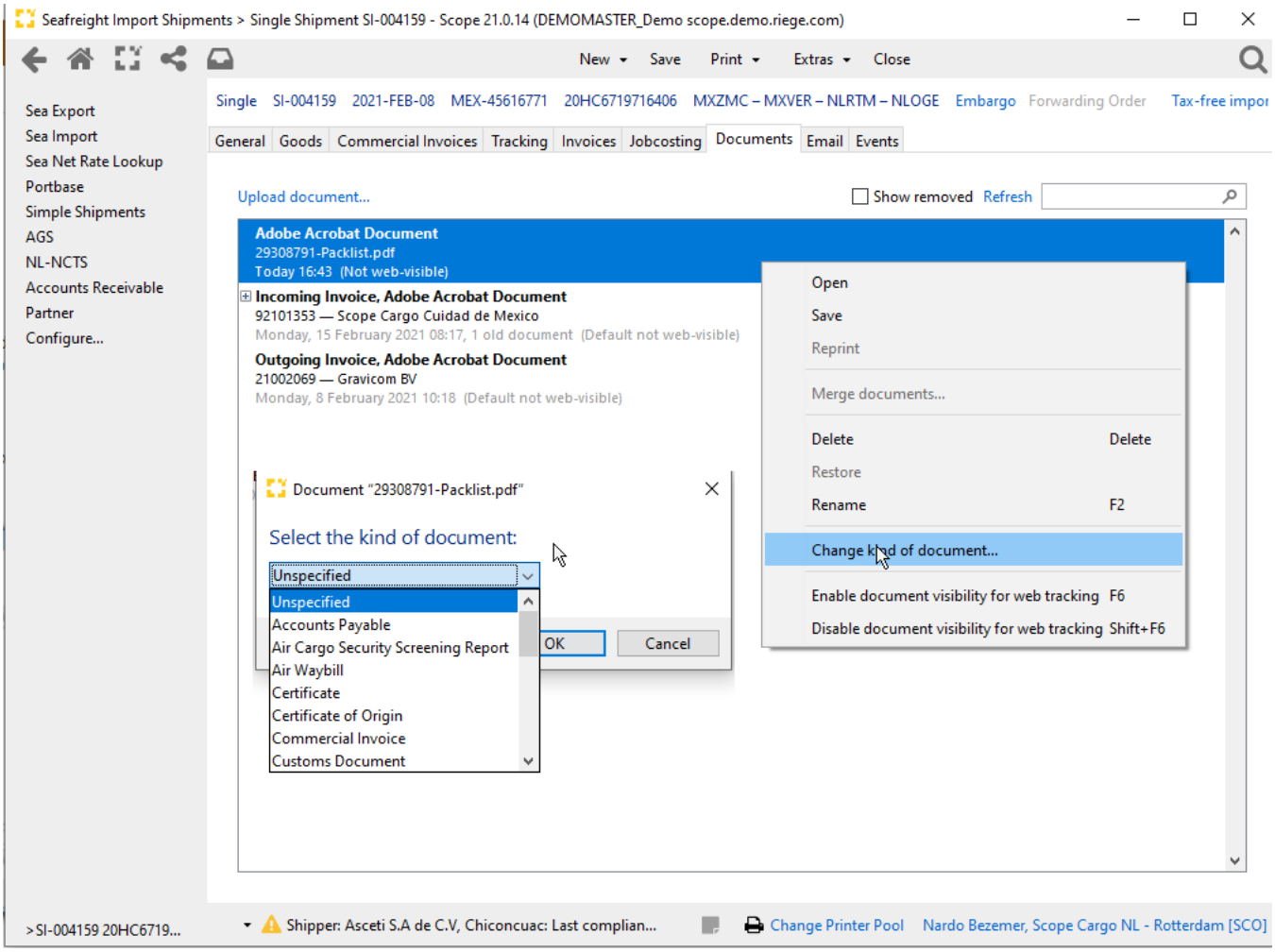

Available kinds are :

- Accounts Payable (incoming invoice)
- Air Cargo Security screening report
- Air Waybill
- Certificate
- Certificate of Origin
- Commercial Invoice
- Customs document
- Dangerous Goods Declaration
- Forwarding instructions
- Goods receipt
- House Bill of lading
- Image
- Insurance Certificate
- Master Air Waybill
- Master B/L (Draft)
- Master B/L
- Packing List
- Proof of delivery
- Shipping documents
- Shipping Instructions
- Waybill

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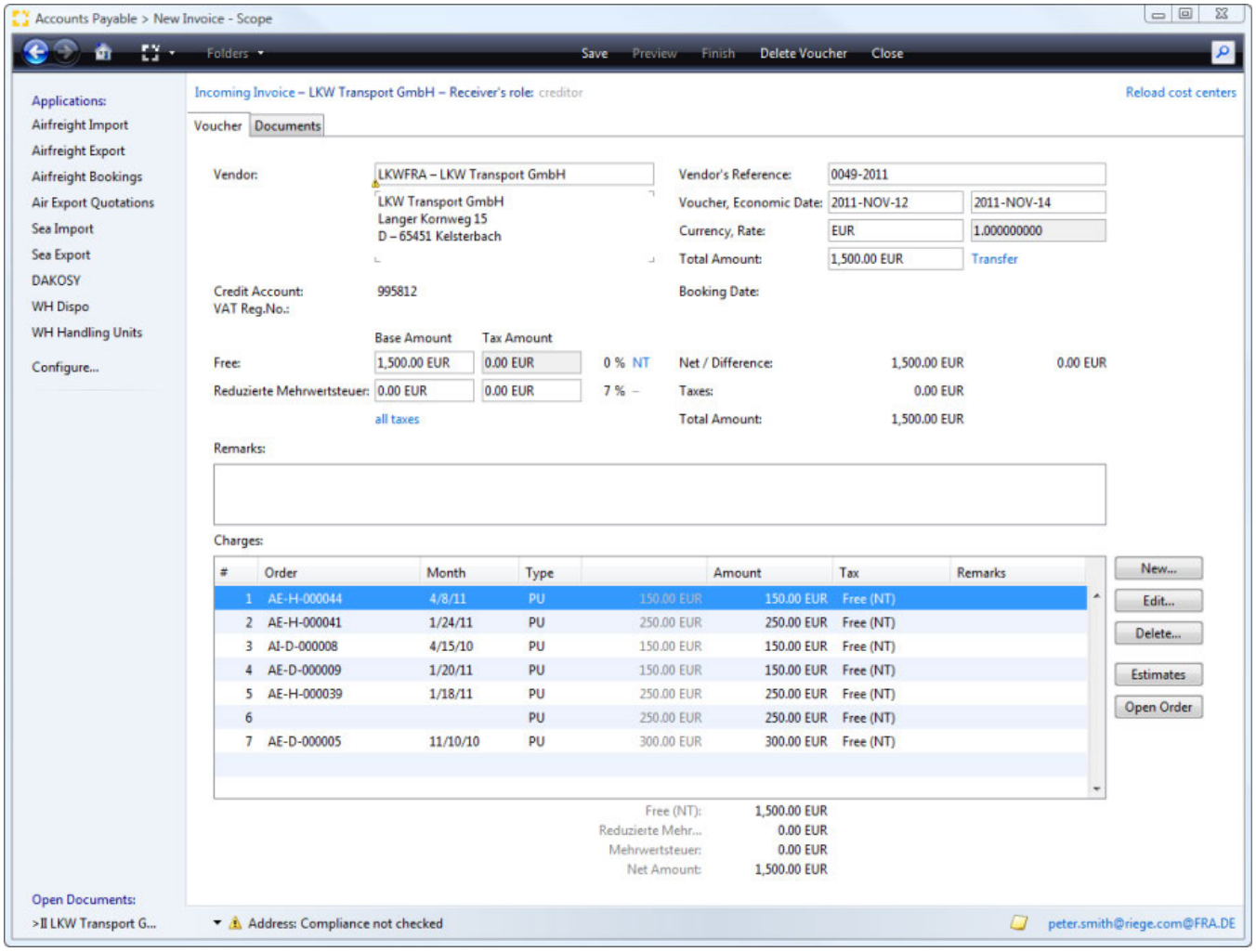
New Incoming Vouchers - Accounts Payable - Finance

- Introduction
- Description

Introduction

The new incoming voucher application registers incoming invoices and credit notes. Amounts on the incoming invoices or credit notes are allocated to shipments and orders and any cost estimates for the incoming charges are resolved. At this stage the voucher has the status *open* which indicates the voucher has been created but is incomplete.

Description



Save

Saves the current voucher

Preview

Opens the voucher as a PDF on the local computer.

Finish

Completes the voucher. If data has not yet been saved, it is automatically saved when the voucher is finished.

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If there are cost estimates that have not been resolved when the voucher is finished, the estimates editor is launched to resolve these outstanding figures.

Delete Voucher

Deletes the current voucher (Only available for open vouchers)

Close

Closes the voucher and exits back to the voucher summary table. If changes have been made to the voucher, a dialogue appear to confirm if these changes should be saved.

Title Bar

The title bar displays the following information about the current voucher:

- The type of voucher - this can be an incoming invoice or and incoming credit note
- The Vendor who issued the incoming voucher.

Vendor

The vendor who issued the incoming voucher (invoice or credit note). This is a full text search field and any part of the vendor's name or address can be entered to locate the correct partner from the database of maintained partners. The context menu is also available to create a new vendor or access other partner details functions.

Vendor's Reference

This is the reference for the incoming voucher provided by the vendor. This is normally the invoice or credit note number on the incoming document.

Voucher Date

The date the incoming voucher was issued by the vendor. This is a date field

Economic Date

The date to be used as the date when the incoming voucher was received. This will default to the current date. This is a date field

Currency

The currency of the incoming voucher. This is a currency field

Rate

The rate for the currency used on the incoming voucher. If the local currency is used then the rate is 1.0000000. When a foreign currency is used, the rate will be determined from the master currency data . This rate may be over-written if necessary.

Total Amount

The total amount to be paid on the incoming voucher including any taxes. The amounts entered in the *tax free*, *taxable* and actual tax amounts must add up to the *total amount* figure in this field.

Transfer

This field indicates how payment of the voucher will be made. Normally most vendors are paid via bank transfer and so the field defaults to *Transfer*, however this is an action link and when clicked the change payment type dialogue will appear and allow the payment type to be changed to a *check* or *cash* transaction.

Credit Account

This is the credit account of the selected vendor. This information comes from the creditor of the master business partner data.

Tax ID

The tax ID number used by the vendor. This information comes from the accounting tab of the master business partner data.

Booking Date

This is the date the incoming voucher is registered and will be applied automatically as soon as the current document is finished.

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Base Amount

The base amount can include amounts that are tax free and taxable. Therefore beneath the *Base amounts are 2 fields to capture these figures:

Free (Tax free)

The total amount on the incoming voucher that is free of taxes

Taxable

The total amount on the incoming voucher that is taxable

Tax Amount

Associated with the base *tax free* and base *taxable* amounts are fields where the actual tax amounts for these figures are stored.

Tax Amount (Free) and reason code.

The taxes on the *tax free* amount will of course be 0.00, however to the right of this figure is the reason code which indicates why there are zero taxes to pay on this amount. This reason code will default to *NT* meaning "no taxes". However if a different reason can be determined for a charge being free of taxes then the reason code will automatically display that alternate reason code. For example, if the incoming voucher is being created in the EU but the vendor is locates in the USA, then the reason code zero taxes will automatically change to *3C* meaning "third country". The reason code can be changed by clicking the code. A dialogue will appear and offer the following list of reason codes:

Reason Code	Description
EX	Export
IM	Import
NT	Not Taxable
3T	Third Country Transport
DT	Duties
3C	Third Country
OS	Offshore
IN	Internal
BG	Bonded Goods

Tax Amount and tax type

The figure on the incoming invoice that is deemed to be taxable is entered in the *Taxable* field, the application then tries to determine the actual taxes that should be paid on this figure using the tax regimes stored in the country master data. To the right of the tax amount the tax percentage figure will appear.

all taxes

If the voucher contains more than two different tax rates, this action link can be used to launch an *edit tax amounts* application in which all tax methods, rates, figures and reason codes can be adjusted.

Net/Difference

The *Net* amount is the total of the tax and taxable amounts on the incoming document (exclusive of tax). The difference is the net amount less the charges currently booked on the voucher in the charges table . These figures are automatically calculated.

Taxes

The amount of tax on the incoming voucher.

Total Amount

The sum of the *net* amount and the *taxes* on the incoming voucher which should also equal the total amount of the voucher.

Remarks

This is a free text area where any additional information about the incoming voucher may be recorded.

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Charges

The charges table show details of all the charges that have been booked on the voucher using the charges Editor.

Charge table line details

The following information about each charge is shown

- # - The number where the charge falls in the sequence of all charges.
- *Order - The shipment or order number to which the charge is allocated.
- **Month** - The month the shipment or order was created. (if several charge lines refer to the same shipment or order, then only the month only appears on the 1st line with the shipment or order)
- **Type** - The charge code of the charge line
- **Amount** - The amount of the charge in both the local and document currency.
- **Tax** - The tax code and tax reason code for the charge.
- **Remarks** - Any additional remarks made on the charge line.

Charge Table Totals

At the base of the charge table, all the charges are summed:

- **Free(NT)** - The total of the tax free charges
- **Taxable** - The total of the taxable charges
- **Net Amount** - The total of the taxable and tax free charge lines.

New

Once all required elements of the voucher header have been entered the **New** button becomes active and is used to start the charge line editor in order to search for shipments or orders and apply incoming charges to them.

Edit

When existing charges are highlighted in the charges table, the **Edit** button becomes active and is used to start the charge line editor in order to edit existing charge lines.

Delete

This function button will delete the charge line highlighted in the charges table.

Estimates

Opens the estimates editor

The functions *New, Edit, Delete* and *Estimates* are only available when the document is first saved.

Open Order

Opens the shipment or order on which the charged is allocated.

Tip

Use the key combination **Ctrl + I** to display the following information about the charge line highlighted in the charges table:

- The name of the user who created the shipment or order
- The date the shipment or order was created.

Charge Line Editor

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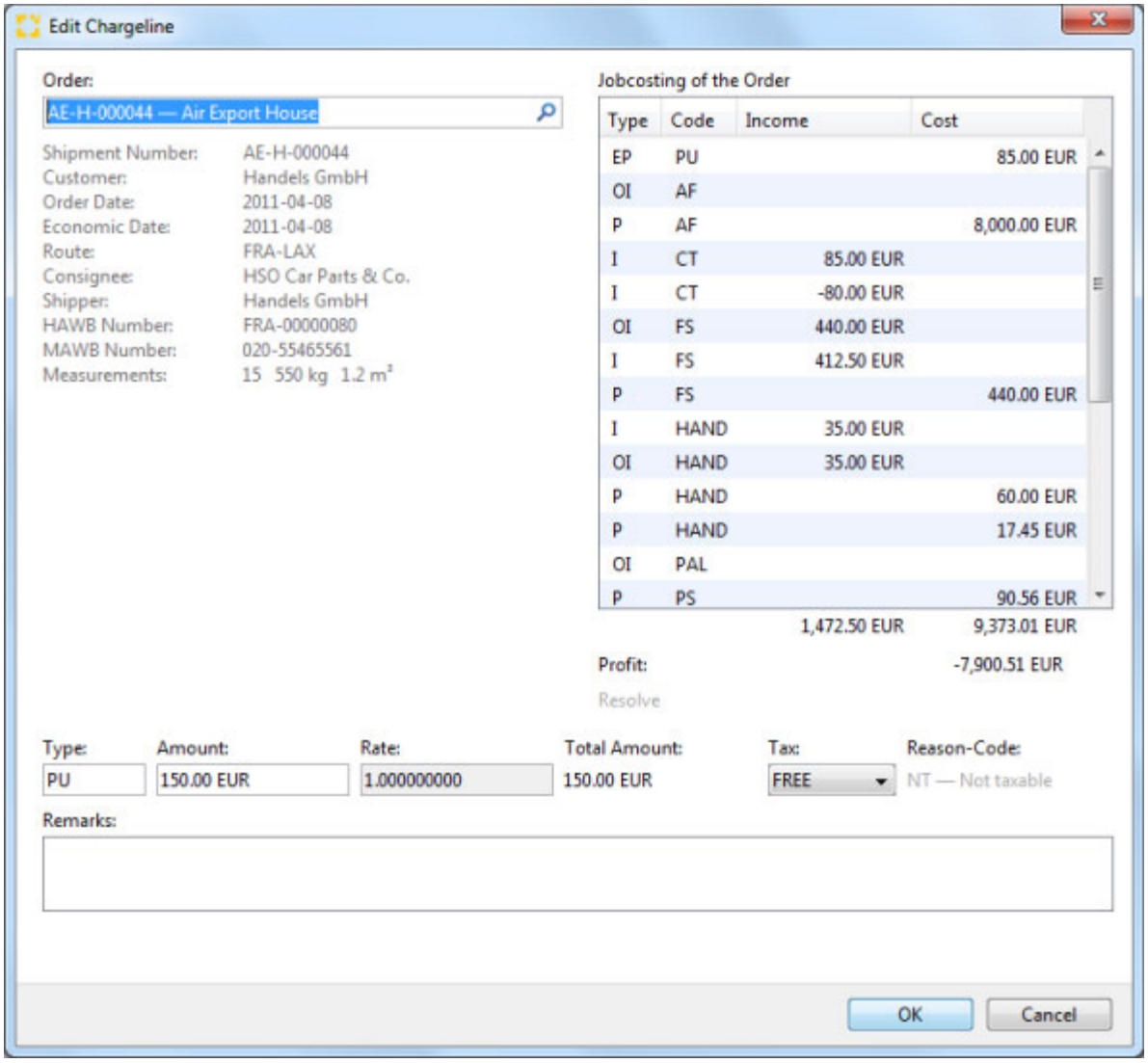

Order

The shipment or order to which the charge should be applied. This is a full text search field. Enter details specific to the shipment in order to find the shipment or order. This can be the shipment number, bills of lading, the references of the shipper or consignee. The customer name, shipper or consignee names may also be used.

Once the shipment or order has been selected, a selection of shipment or order details are shown beneath the order field.

Jobcosting of the Order

This is a table showing the jobcosting of the shipment or order selected, the table shows:

- **Type** - The voucher type on which the charge line occurs.
- **Code** - The charge code of the charge.
- **Income** - If the charge is income, the amount will appear in the *income* column.
- **Cost** - If the charge is a cost, the amount will appear in the *cost* column.

At the base of the table the totals are shown for the *income* and *cost* columns

Profit

The profit field shows the difference between the *income* and *cost* columns of the jobcosting table.

Resolve

By highlighting a a cost estimate (EP) in the costs column of the jobcosting table and then clicking the *Resolve* action, the amount of the cost estimate will be booked as the cost for this charge line. This resolves this estimate.

Type

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The charge code for the amount being entered. This is a search field that tries to match input data with the available charge codes . Therefore the charge code or name or part thereof may be entered to locate the correct charge type.

Amount

the amount and currency of the charge line. This may be complete by clicking the *resolve* action described above.

Rate

If the currency of the charge line is a foreign currency then the **rate** field will refer to the maintained exchange rates to determine the correct rate for the currency. This may be over-written. If the local currency is used then the rate defaults to 1.0000000.

Total Amount

The total amount of the cost in the local currency.

Tax

The tax type for the charge. This is a drop down field that can be used to select the tax types available in the country where the charge is being processed.

Reason Code

The reason for the tax type.

Remarks

This is a free text field where any remarks about the charge line may be recorded.

OK

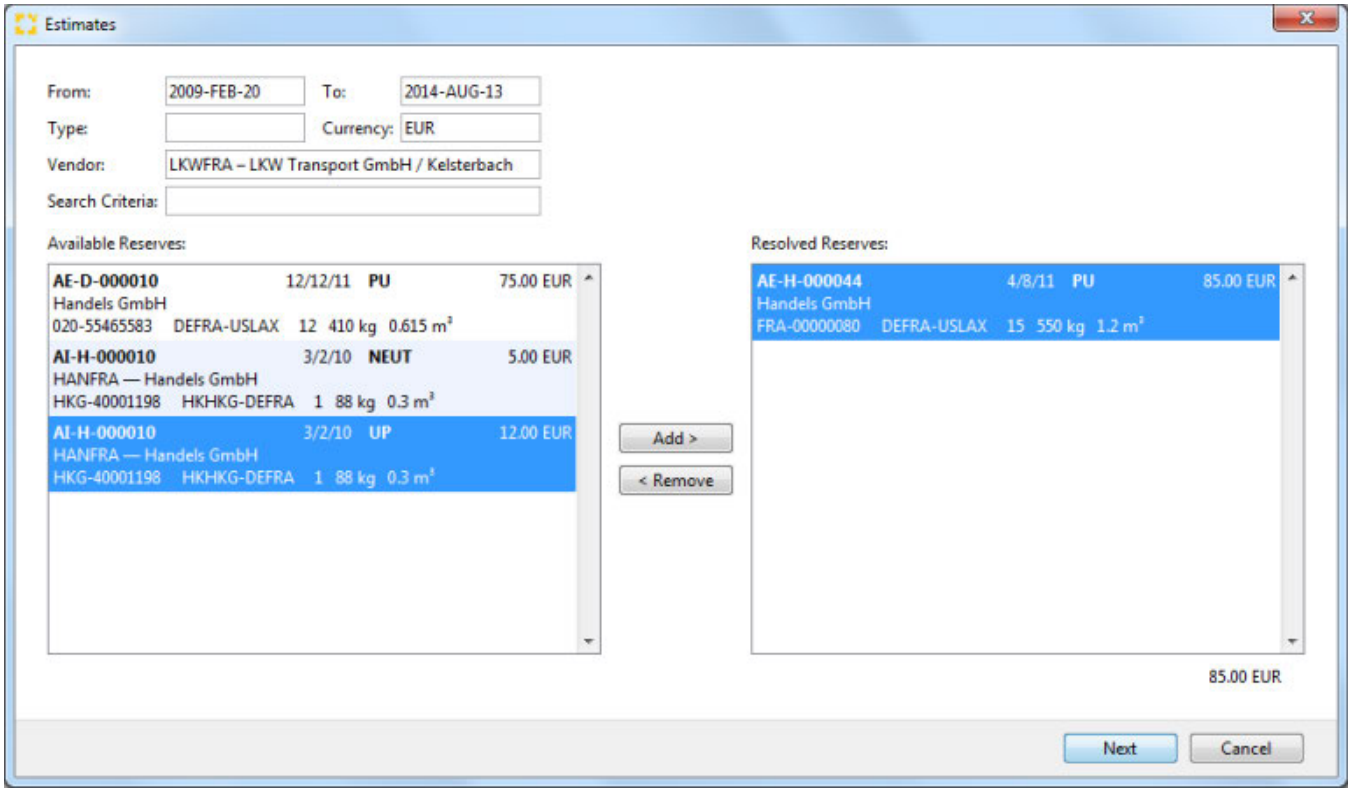
Save the charge line information and returns to the incoming voucher editor.

Cancel

Closes the **Charge Line Editor** without saving any changes made.

Estimate Editor (Part 1.)

Estimates can be resolved on a charge line basis, but it is also possible to use the **Estimate Editor** to process estimates. The **Estimate Editor** is generally used in situations where it is preferable to identify outstanding estimates based on values such as a date range, a charge type, a vendor name or some other search criteria. This approach can be preferable to processing estimates using the shipment or order option available in the charge line editor.



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The *Estimates editor provides a set of search fields to help defined exactly which cost estimates are to be located:

From

The date from which to search for estimated payments.

To

The date to which to search for estimated payments.

Type

The charge type of the estimated payments

Currency

The currency of the cost estimate.

Vendor

The name of the vendor against whom the cost estimated has been booked. The vendor used in the voucher will be used by default.

Search Criteria

Additional search criteria can be entered in this field such as the departure, destination, customer etc.

Available reserves

Once the search details have been completed, the application will list all matching cost estimates in the **Available reserves** table which will display:

- **Shipment number**
- **Shipment creation date**
- **Charge Code** - (for the estimate cost)
- **Charge amount & currency** - (for the estimate cost)
- **Customer**
- **Bill of Lading**
- **Departure - Destination**
- **Pieces**
- **Weight**
- **Volume**

Add

The cost estimate highlighted in the *Available Reserves* table will be moved to the *Resolved Reserves* table when the **Add** button is clicked.

Remove

The cost estimate highlighted in the *Resolved Reserves* table will be moved to the *Available Reserves* table when the **Remove** button is clicked.

Resolved Reserves

Cost estimates that have been *added* from the *Available Reserves* table. At the base of the **Resolved Reserves** table, the total of the records in the **Resolved Reserves** table is shown.

Next

Continues on to the 2nd part of the estimate resolution process in which estimates may be further processed or distributed.

Cancel

Closes the estimates editor without further action.

Estimate Editor (Part 2.)

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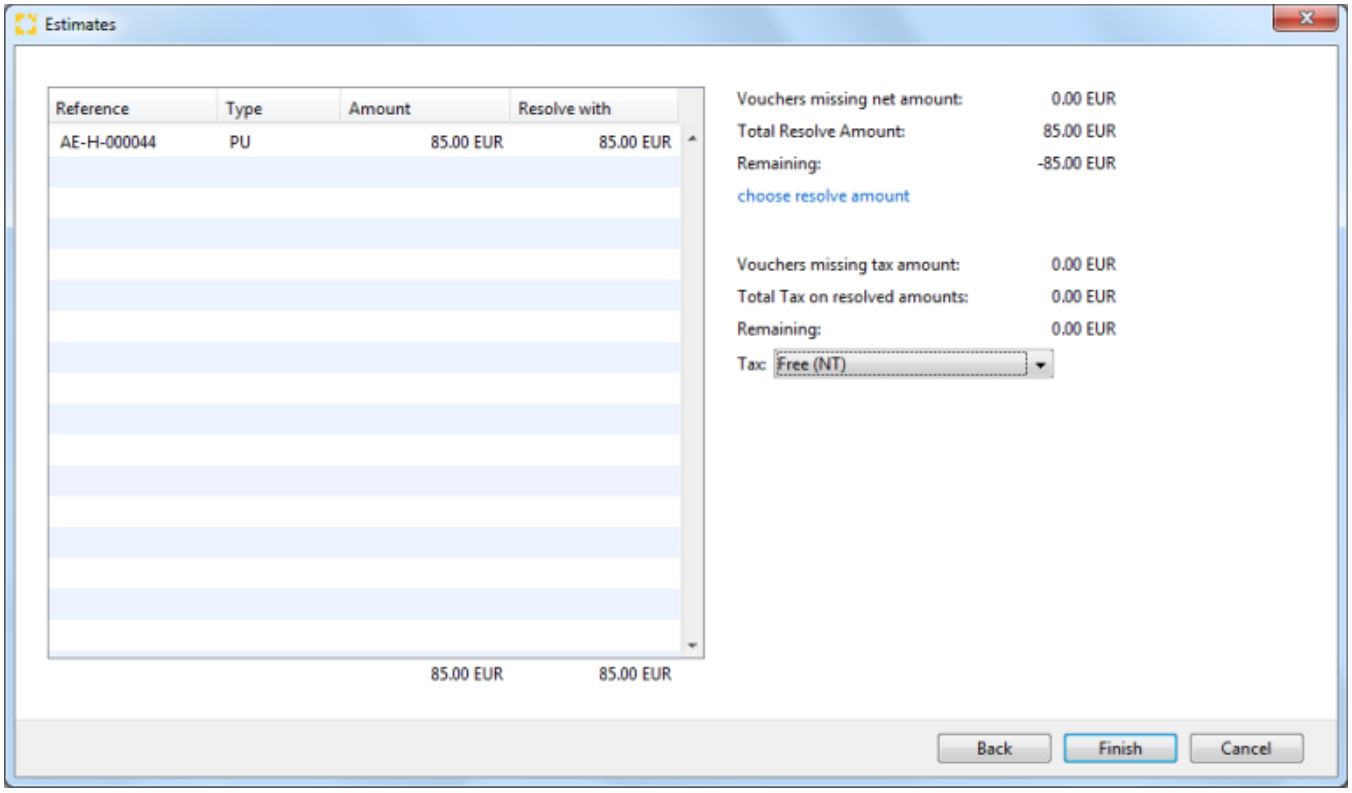

Resolution Table

The resolution table displays the following:

- * Reference* - The reference number of the order or shipment
- **Type** - The charge code of the amount
- **Amount** - The amount of the estimate
- **Resolve with** - The amount allocated to resolve the estimate.

Vouchers missing net amount

The amount on the incoming voucher that still needs to be allocated.

Total resolve amount

The shows the total of cost estimates currently assigned to resolve amounts

Remaining

The difference between the cost estimates currently assigned and the total amount of the incoming voucher.

choose resolve amount

The action link launches a pop-up where the amounts may be resolved. If multiple estimates are to be resolved with a single figure, then there is the option to select how the charges will be distributed.

The following distribution methods can be used:

- Equally
- By chargeable weight
- By gross weight
- By volume
- By quantity
- By profit share

Tax

The tax code is displayed. If no tax code could be determined, it may be set manually.

Back

returns to the first part of the estimate editor process.

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Finish

Save the voucher and replaces cost estimates with the figures from the incoming voucher.

Cancel

Closes the editor without further action

Additional Estimates Editor

On finishing an incoming voucher, if cost estimates in orders and shipments have not been fully accounted for by the incoming voucher, the **additional estimates editor** appears and displays the shipments or orders where these partial estimates still occur in order for new cost estimates to be created if necessary.

Select All

all the charges list will be marked for change automatically. Alternately charges can be selected on an individual basis by checking the box next to each line.

New Cost Estimate

The difference between the allocated payable amount and the original cost estimate is shown. If the line is checked, this figure will be used to create a new cost estimate. The figure may be manually adjusted.

Ok

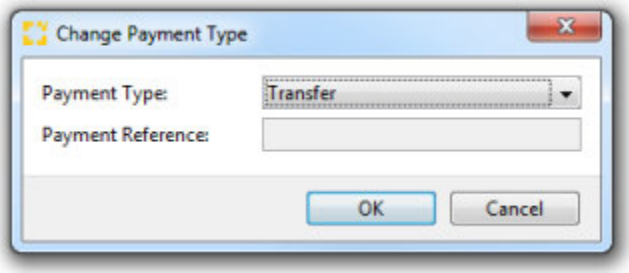
Creates the new cost estimates and exits the application

Cancel

Exits the application without creating new cost estimates.

Change Payment Type

This application is used to indicate how the vendor will be paid for the invoice



Payment type

This is a drop down menu with the options:

Type	Description	Payment Reference
Transfer	Bank transfer of funds	Not required
Cash	Cash amount	Optional
Check	Bank Check	Optional

Payment Reference

In the case of cash or check payments a payment reference may be recorded. For checks this will normally be the check number.

OK

Stores the payment type details and returns to the incoming voucher details.

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Cancel

Exits without change to the payment type.

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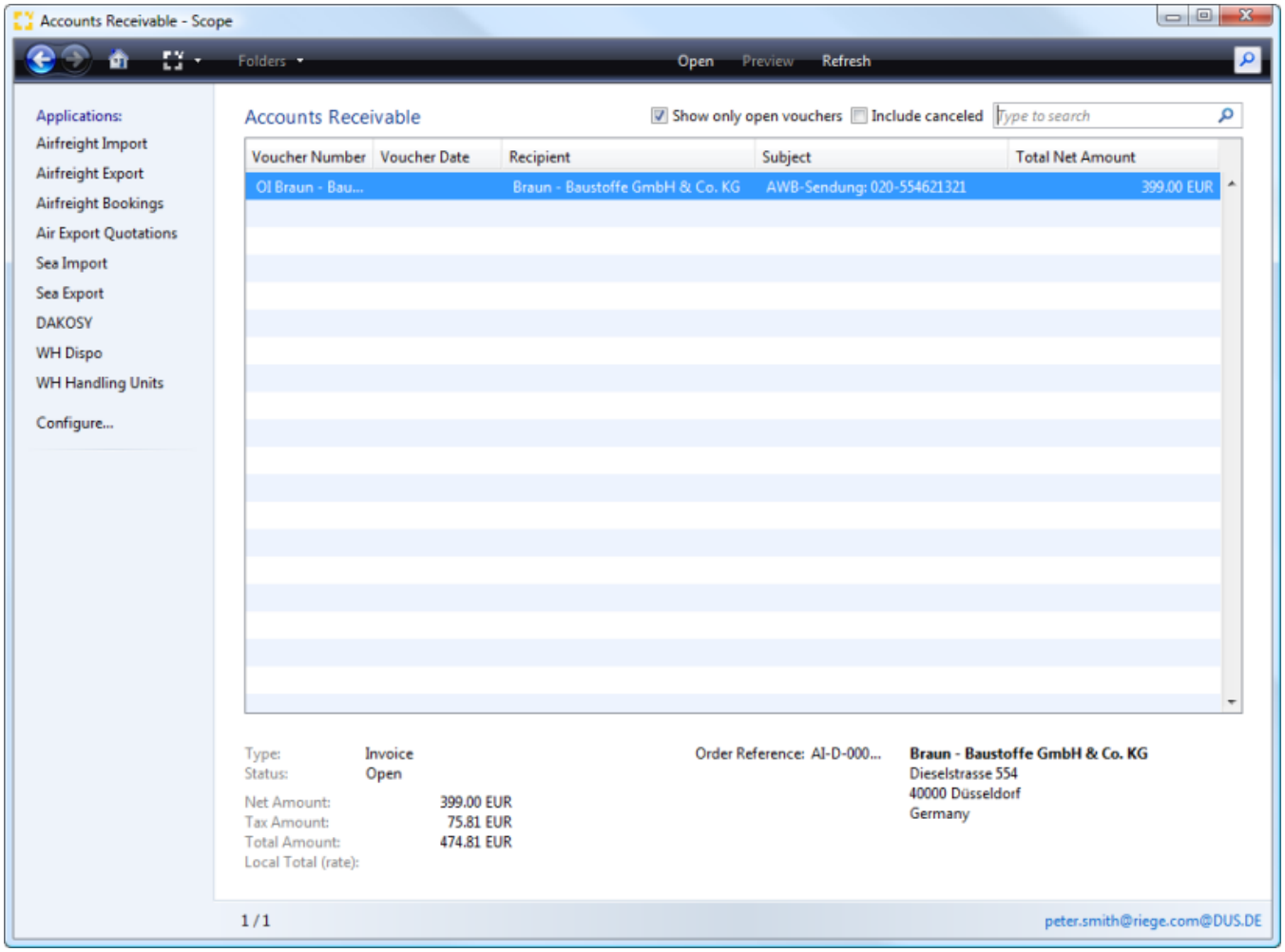
Accounts Receivable

- Introduction
- Description

Introduction

This application will display all outgoing vouchers, these can be invoices, credit notes or invoice cost estimates. These documents may then be invidually viewed, cancelled, corrected or printed.

Description



It is not possible to create new vouchers in this application. This can only be done in the various job applications.

Open

This option will open the voucher highlighted in the overview using the invoice editor . Alternately the voucher can be double-clicked to open it.

Preview

This option will generate a PDF version of the document. A PDF can be generated even when no invoice number exists.

Refresh

Updates the index to ensure the latest vouchers are visible.

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Show on open vouchers

This box is checked by default and therefore only unfinished vouchers will appear in the overview. By unchecking this box, all vouchers will appear, regardless of status.

Include cancelled

To include vouchers that have been cancelled, check this box.

Type to search

This is a full text search field. An part of a recipient or subject may be entered to find the desired vouchers.

Accounts Receivable - Summary Table

The summary table displays the following information about each voucher:

Voucher number

If the voucher is finished then this column will display the voucher number. If the voucher is still open then this column will display the kind of voucher, such as OI (Outgoing invoice) and the recipients name. If no recipient is present, then only the kind of voucher is shown.

Voucher date

The date the voucher was printed.

Recipient

The recipient of the voucher.

Subject

The subject of the voucher (if any).

Total Net Amount

The total amount of the voucher including any taxes.

Details

As vouchers in the overview are highlighted, their details are shown in the lower part of the application:

Type

The document type, invoice or credit note.

Status

Displays the current status of the document

Status	Description
Open	The document is still open and can be edited
Finished	The document has been print and is therefore finalized
Canceled	The document has been cancelled

Net Amount

Total amount without any taxes

Tax Amount

Total of any taxes

Total Amount

Total voucher amount including any taxes

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Local Total (rate)

If the invoice has been raised in a foreign currency, this total amount including any taxes is displayed in the local currency.

Order Reference

The shipment number or order reference to which this voucher belongs.

Recipient address

To the right is the full recipient address.

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Edit Invoice - Accounts Receivable - Finance

- Introduction
- Description

Introduction

This application enables existing outgoing invoices or credit notes to be edited, printed or cancelled. Depending on system settings, costs and revenues may be automatically calculated in order to simplify calculation of amounts.

Description

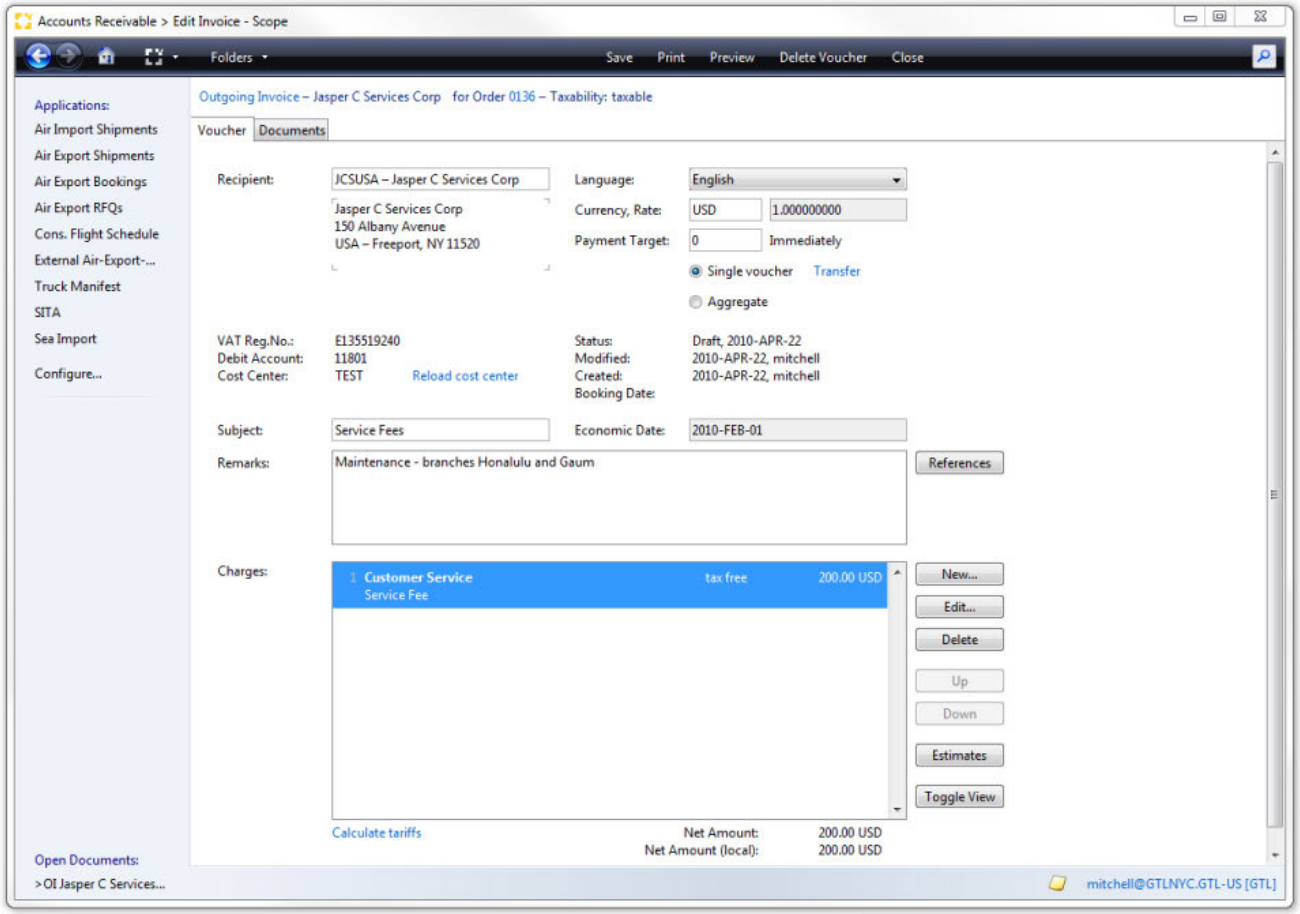
documents in the voucher overview screen may be in either of 2 states:

- **New/Open documents**
  These documents have not yet been printed and are therefore not complete. New documents may be created and edited and existing open documents may be edited. New documents may be saved but are not considered closed until they are printed.
- **Completed documents**

Once printed, the status of a voucher is set from *open* to *closed*. On printing vouchers are given a valid document number (Invoice number) and the financial data they contain is transferred to the accounting department. Printed documents therefore cannot be modified, they can only be cancelled /credited and replacements created.

New /Open documents

the following functions and fields are available when a voucher has the *open* status.



Save

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the document will be saved but an invoice number is not assigned.

Print

The action will print and complete the document, setting the status to completed. It is only possible to print a voucher if no red error/validation messages are present. If only yellow warnings are present, then the document may be printed.

Preview

this action is only possible if there are no red error/validation messages present. The preview will generate a pdf version of the document that has no document number. This provides a view of the current state of the document.

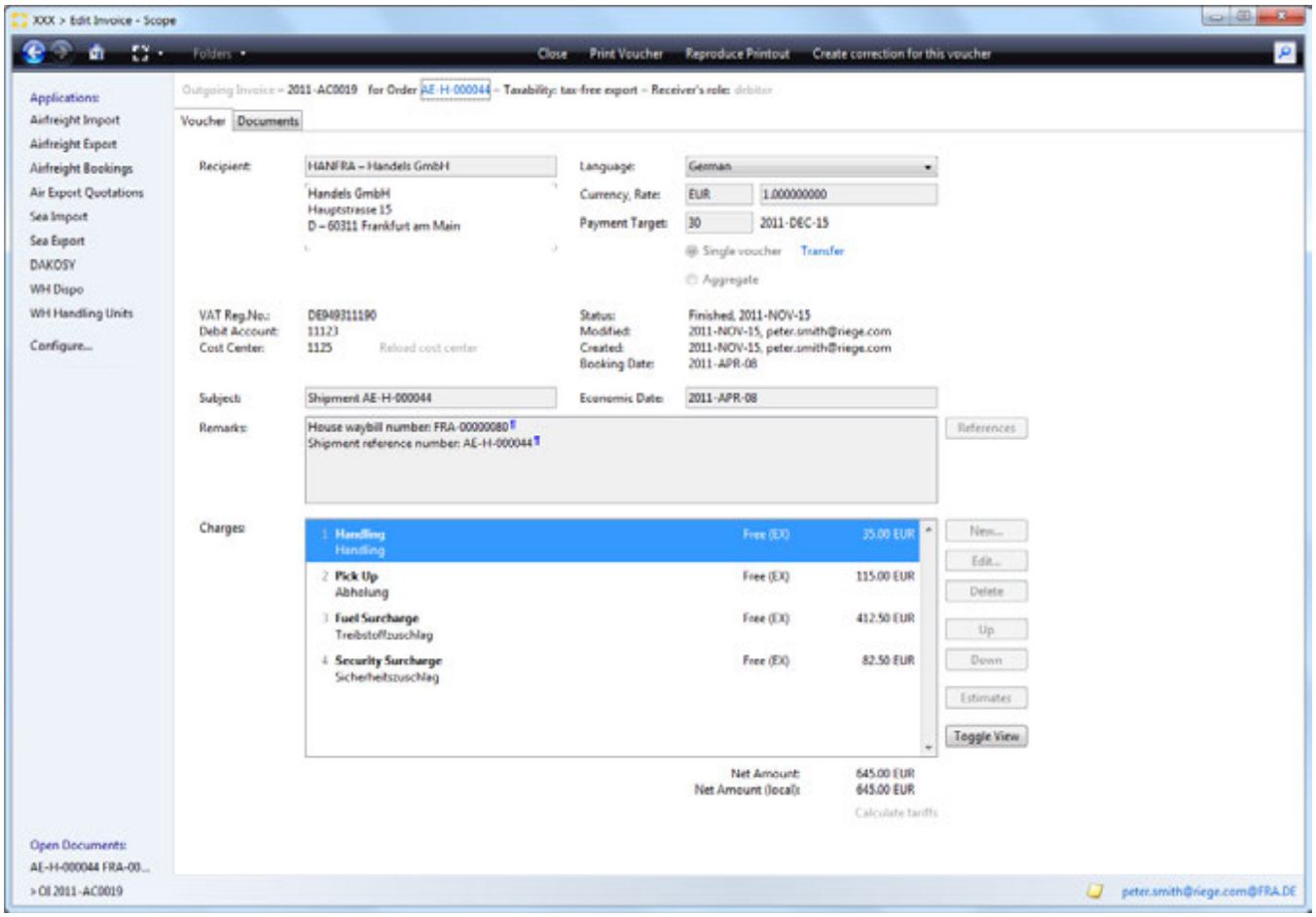
Delete Voucher

This action will completely remove the document. Only open documents may be deleted. Completed (printed) documents must be cancelled (see completed documents).

Close

Close the document. If changes have been made, the system will ask if any changes are to be stored or ignored.

Finished documents



If a voucher is finished, then when it is opened in the invoice editor, the following menu bar options are available

Print Voucher

Prints a new copy of the voucher.

Reproduce printout

Create corrections for this voucher

Cancels the voucher but uses the cancelled voucher as a basis for a new voucher.

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Cancel Voucher

Cancels the voucher.

Close

Closes the voucher and returns to the overview.

Title Bar

The following information and available actions are displayed on the title bar.

- Document type
  By clicking this link a document may be reversed from invoice to credit and vice versa). On clicking the link a security prompt will appear to confirm the action and offer the additional option to "additionally negate charge line amounts". This option will invert the charge line amounts from positive to negative figures (and vice versa). The action is only available for new / open documents.
- Voucher recipient
  Displays the voucher recipient's name.
- Order
  The shipment to which this document is assigned. Clicking this link will open the shipment.
- Taxability

Displays the tax status of the document.

Receiver

The recipient of the document. By default the customer specified in the shipment will be used. The search box can be used to locate a different address for the recipient. The context menu or the corresponding function keyscan be used to further processes the recipient address.

Language

Indicates the language being used on the document. Clicking the language button will produce a list of languages available on the system. By changing the language, the printed output of the document will change accordingly. The exception to this is the charge lines; Once the charge lines have been inserted in the document and the document has been saved, the language of the charge lines will not change if a new language is selected. To match the charge line language to the rest of the document, any existing charge lines must be deleted and re-inserted to reflect the correct language choice. It is also important to note that a translation to the desired language must exist in the Charge Types maintenance.

The default language is maintained in the master business partner data

Currency

Displays the currency of the invoice. A default currency can be stored for the customer using the master partner maintenance program . If no currency is stored then the local currency is used. The field offers a search function to locate alternative currencies for the document.
The currency shown here will determine the currency shown on the invoice for total amounts.

Exchange Rate

The rate at which local currency amounts are converted to foreign currency amounts and vice versa. The exchange rate will transfer from the master exchange rate data, but it may be changed manually. The exchange rate is always required since the entries in costs and revenues of job costing must always be shown in the local currency. If the local currency is used as the invoice currency then the exchange rate will show as 1.0000000 and cannot be modified.

Payment Target

The date the invoice should be paid by. Enter the number of days from the current date, the actual payment date will be shown automatically to the right.

Single Voucher

If selected, this check box indicates that upon completion/printing a single document number (invoice number) is to be issued and applied to the document. The document is then ready for the accounting department.

Aggregate

If selected, the single voucher is automatically unchecked. Upon completion/printing, no document number (Invoice number)is issued. The document is to be grouped with other documents that will become an aggregated invoice.

Transfer

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This action link will open a pop-up window where the payment method can be indicated. The payment method can be bank transfer, cash or check. A payment reference for the latter 2 options may be entered.

Tax ID

The tax identification number of the recipient of the document. This data will appear according to the master data. of the recipient.

Debit Account

The accounts receivable account number of the document recipient as stored in the partner's master data .

Cost Center

Every order is assigned to a cost center. If this changes in the course of document creation, it can be reloaded by clicking the **reload cost center** action link.

Status / Modified / Created

The status of the document is shown and the date that this status was set. In addition the date the document was last changed appears in the **Modified** field and the data the document was created appears in the **Created** field.

Subject

The subject of the document that is to be printed on the document.

Economic Date

The service date of the document used to determine the economic month of the document.

Remarks

Additional information to be printed on the document. By clicking the **References** button, any shipment references such as shipper's references or P.O. numbers will automatically appear in the remarks field.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. If tariffs and rates have been stored for the customer, then the charges window may be automatically filled with system calculated charges. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

Up

The selected item will be moved one position up in the list of charges.

Down

The selected item will be moved one position down in the list of charges.

Estimates

Estimate income that exist for the shipment can be seen and selected from a pop-up window. This action converts an estimate into a final charge.

Toggle View

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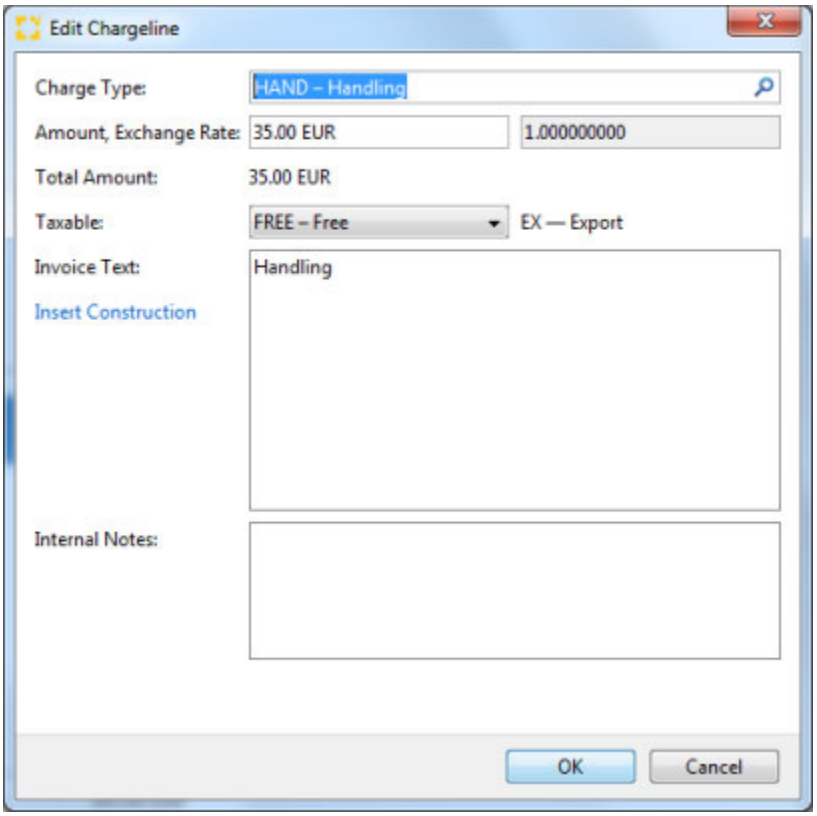
Change the way the charge line information is displayed from 1 line entries to 2 line entries and vice versa. This action has no impact on the final printed document.

Calculate tariffs

If tariffs have been created for the items in the charge lines, this action link will reprocess all charge lines again against all tariffs to show charges as per the current tariffs.

Charge Code Editor



Charge Type

The charge code and description of the service being billed. Charge codes can be located by entering the code or charge description or part thereof. Only charges defined in the master data are available.

Amount / Exchange rate

Amount and currency code for this line item.

> The field *value* can also be adjusted using the drop-down menu which present the calculator option (or use the function keys F3) or the tariff re-calculation (function key F5) this will automatically recalculate any available tariffs.

Exchange Rate

Exchange rate for the item line. If the local currency has been used as actual currency, the exchange field is not modified because the exchange rate in this case is 1.0000000.

Tax

Depending nature of the consignment and the tax rates for the voucher recipient country, the appropriate tax rate is proposed.

Invoice Text

A full description of the line item. The description may be edited as desired and multiple line can be used. Right click to get the context menu which will offer access to Text blocks or press Ctrl + T to access this function.

Remarks

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Optional details about the charge which are not printed and not sent to accounting.

Close

Closes the document and returns to the overview of vouchers.

Print

Print the document which will now appear in the Documents tab.

Preview

Produces a pdf version of the document that can be checked for correctness prior to finalizing the voucher.

Cancel

a cancellation of the voucher is generated (invoice or credit note). A replacement voucher is issued that may be re-edited.

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Scope EU VAT defaulting rules

Introduction

This page describes the VAT defaulting rules as implemented in Scope for a legal entity located in the EU.

Description

The matrix outlines how Scope looks at a shipment and determines the applicable tax status, FREE or VAT, and the corresponding reason code.

Origin	Destination	Customer	Valid Vat Number	VAT or FREE	Reason Code	VAT Percentage	Exception Rules
EU	EU	Local	-	VAT	-	Registered Country VAT percentage	1, 2
EU	EU	EU	✓	VAT	RC	0,00%	1, 2
EU	EU	non-EU	-	FREE	3C	-	
EU	non-EU	Local	-	FREE	EX	-	
EU	non-EU	EU	-	FREE	EX	-	
EU	Non-EU	non-EU	-	FREE	3C	-	
Non-EU	EU	Local	-	VAT	-	Registered Country VAT percentage	3 **(NL&BE)**,4
Non-EU	EU	EU	✓	VAT	RC	0.00 %	3 **(NL&BE)**,4
Non-EU	EU	non-EU	-	FREE	3C	-	
non-EU	non-EU	local	-	FREE	3T	-	
non-EU	non-EU	EU	-	FREE	3T	-	
non-EU	non-EU	non-EU	-	FREE	3T	-	

Exception Rules	Description
1	If on Air Import, simple shipments taxability is not set to automatic or taxable then the tax will be set to FREE.
2	If on Air Exports the SCI code begins with "T" then tax will be set to FREE.
3	If the legal entity issuing the invoice is located in the Netherlands or Belgium then for non-EU imports the tax will always be set to FREE.
4	If the charge type has the flag "Tax-free in imports/export" set to active then the tax will be set to FREE.
VAT-Group	When the receiver of the invoice is part of a VAT group for the country of the legal entity where the invoice is issued then VAT status will be overruled taking into account that both parties belong to the same financial holding.
Embassy	When the receiver of the invoice has the business type set to "embassy" then the VAT status will be overruled and always considered FREE.
Private Person	When the receiver of the invoice has the business type set to "private person" then the above matrix will be treated as a local partner, regardless of the country of the private person.
DT, ET , VT	When the charge type is of the type DT, VT or ET, then the tax status will always be free with the reason code DT.

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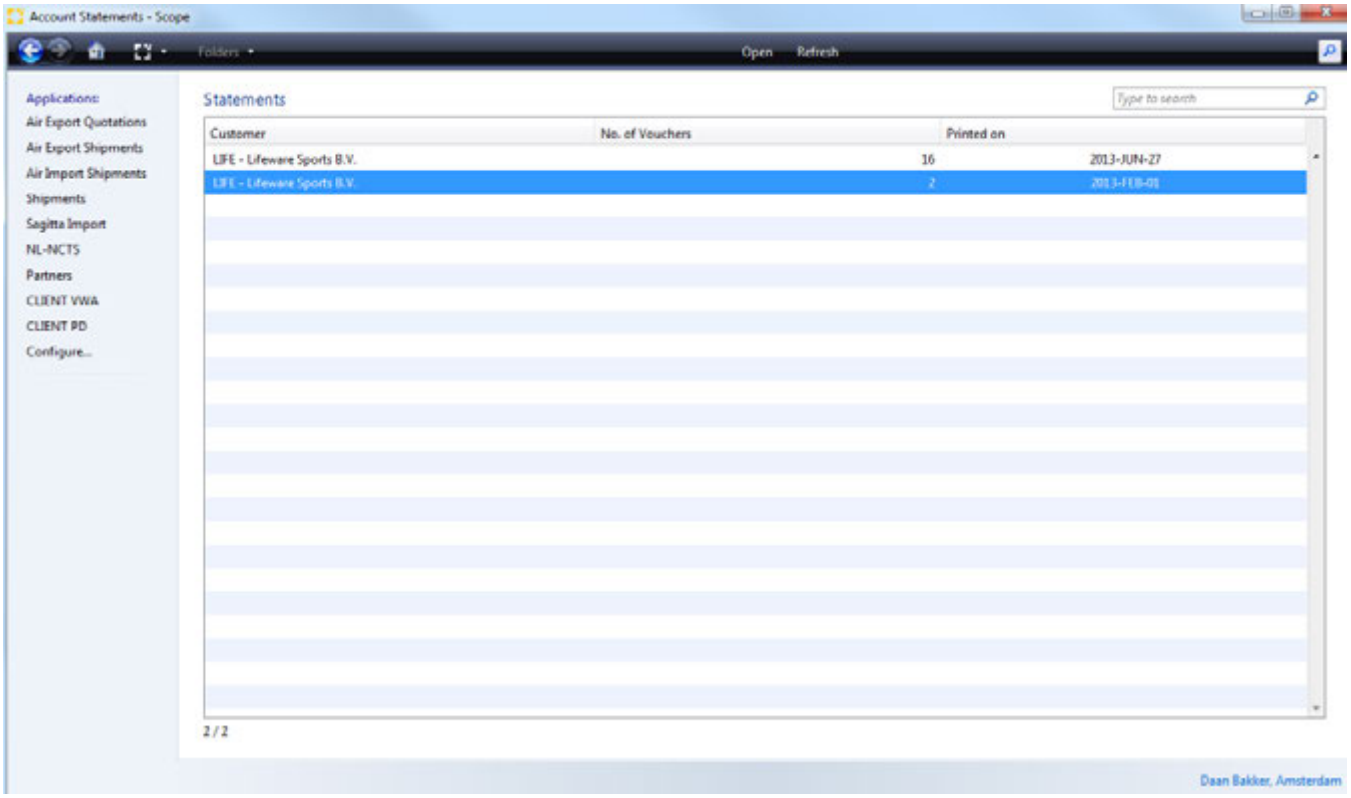
Account Statements

- Introduction
- Description

Introduction

This application shows the statements that have been created.

Description



Homeview

Open

Opens the actual statement

Refresh

rebuilds the display to the latest state

Customer

The Partner Code - Name to whom the Statement was issued.

No of vouchers

The number of invoices listed in the statement

Printed on

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The date the statement was generated.

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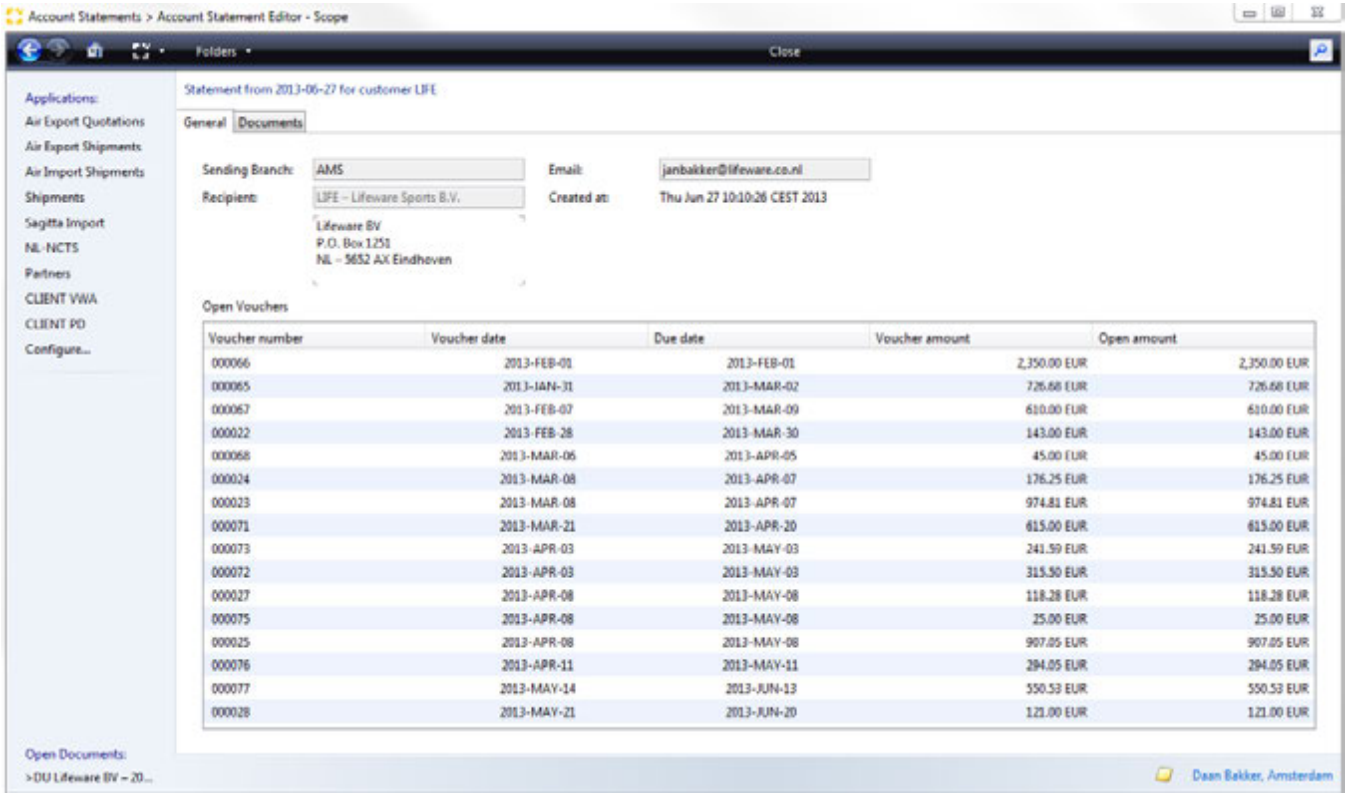
Statement

- Introduction
- Description

Introduction

The details of one created statement are displayed in this dialog

Description



Sending Branch

The branch code of the branch which was used as the sending branch details

Email

The email address the statement was send to.

Recipient

Address details of the Partner of the invoices

Created at

Date / time when the statement was created

Voucher number

Issued invoice number

Voucher date

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Date of issue of the invoice

Due Date

The due date set on the invoice

Voucher amount

Total invoice amount in original currency

Open amount

Total open (unpaid) amount in original currency

Close

Closes the active statement and returns to the statements homeview.

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Administrative Order

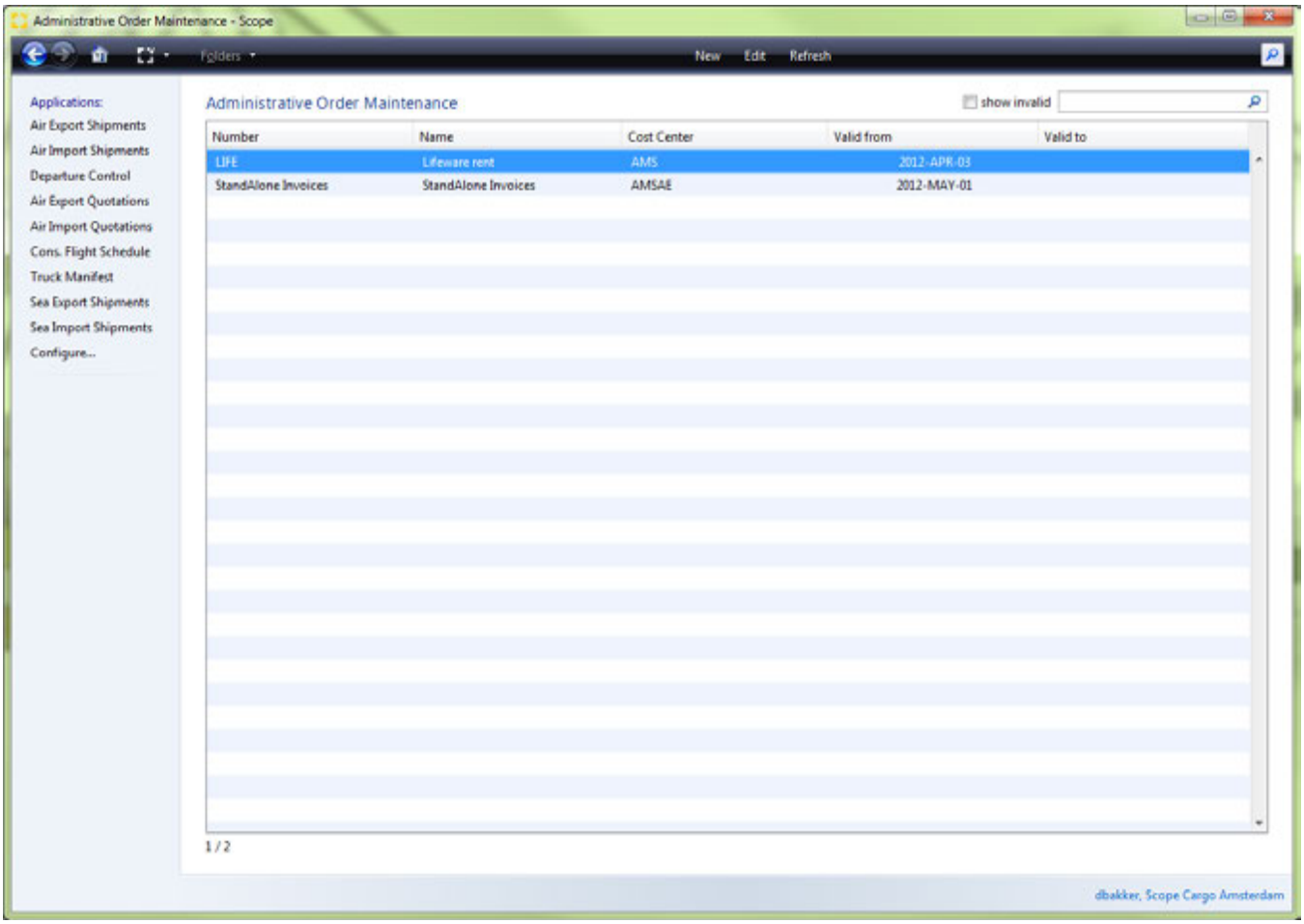
- Introduction
- Description

Introduction

In this function it is possible to maintain Administrative Orders. Administrative Order are orders that are created for administrative purposes. Typical use for Administrative Orders is:

- an Administrative Order is needed for the processing of the CASS invoice. All costs that cannot be matched to a shipment(order), will be booked on this administrative order.
- an Administrative Order can be used to produce a monthly invoice to customer that rents a part of your warehouse, or any other non-shipment related invoicing.

Description



New Administrative Order

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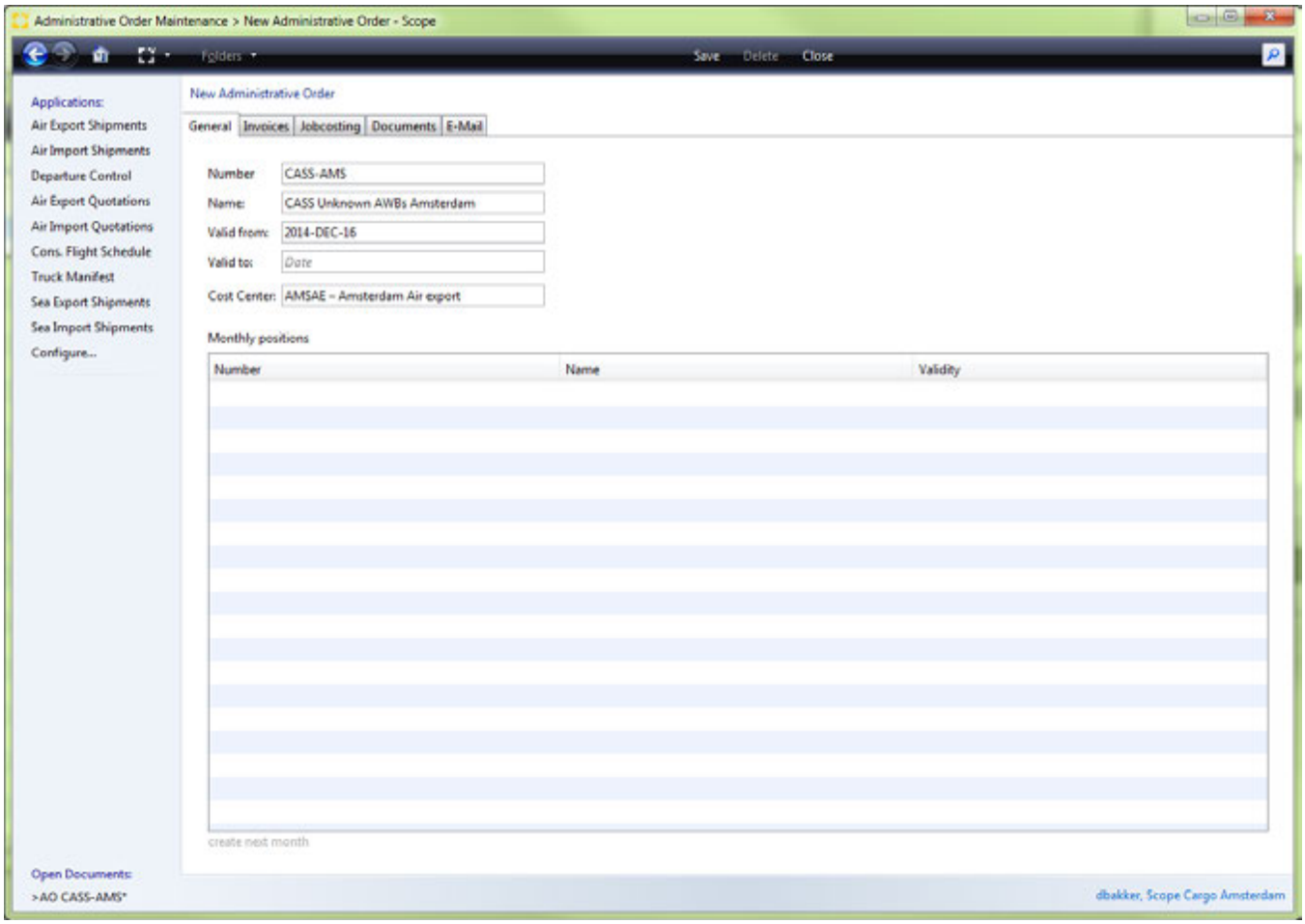

In this screen, you define the header details for the Administrative Order. Once the header details are defined, a monthly position/occurrence of will be used to book the charges on.

NOTE: The contents of the 2nd, 3rd,... tab is based upon the selection of the monthly position, made in the first (General) tab.

Tab (General)

Number

This number will be the basename for all underlying positions/occurrences of this Administrative Order as for each month a new position/order will be created.

Name

A short descriptive name for the Administrative Orders. It normally describes the purpose of this Administrative Order.

Valid from/to

This field defines for which period the monthly positions can be generated. The valid-to is optional.

Cost Center

This defines the Cost Center to be used for the monthly positions. Scope always uses a Cost Center for each Order. Select one of the Cost Centers defined under Maintenance/Finance/Cost Center.

Monthly Positions

Each monthly order appears here in the list. The number it gets, will be constructed from the number (in top) of the Administrative Order, combined with YYYY/MM. For Example: CASS-AMS-2014/02.

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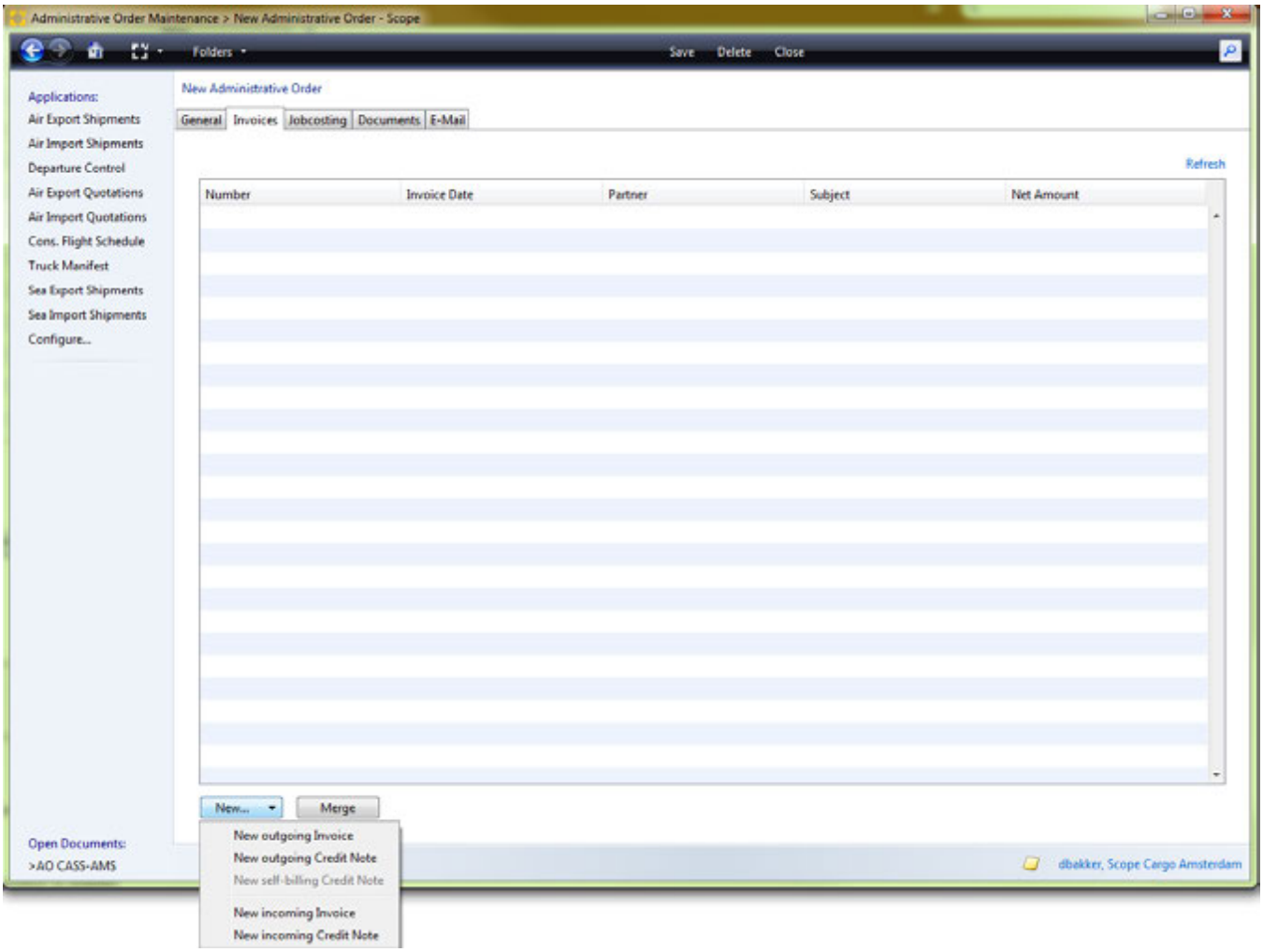
Action link: create next month

This link will create a new position/occurrence of the Administrative Order for the next month.

Tab (Invoices)

This shows the invoices made for the monthly position, selected in the first tab.



Action: New...

In this dropdown box, you can choose what invoice or credit note you want to create for this Administrative Order/position. This could be a Outgoing Invoice (Sales Invoice or Credit Note) or an Incoming Invoice (Purchase Invoice or Credit Note).

The creation of the Outgoing Invoice is done in same screen as in Finance/Accounts Receiveable.
The creation of the Incoming Invoice is done in same screen as in Finance/Accounts Payable.

Action: Merge

This action allows the user to select 2 or more invoices and merge them into 1 invoice. This is only possible as long as the invoice is not finalized yet.

Tab: Jobcosting

This screen gives an overview of all Income and Costs entered for the selected Administrative Order/position. As with Jobcosting screens in all entries, here you can also enter new Estimated Income and Estimated Costs.

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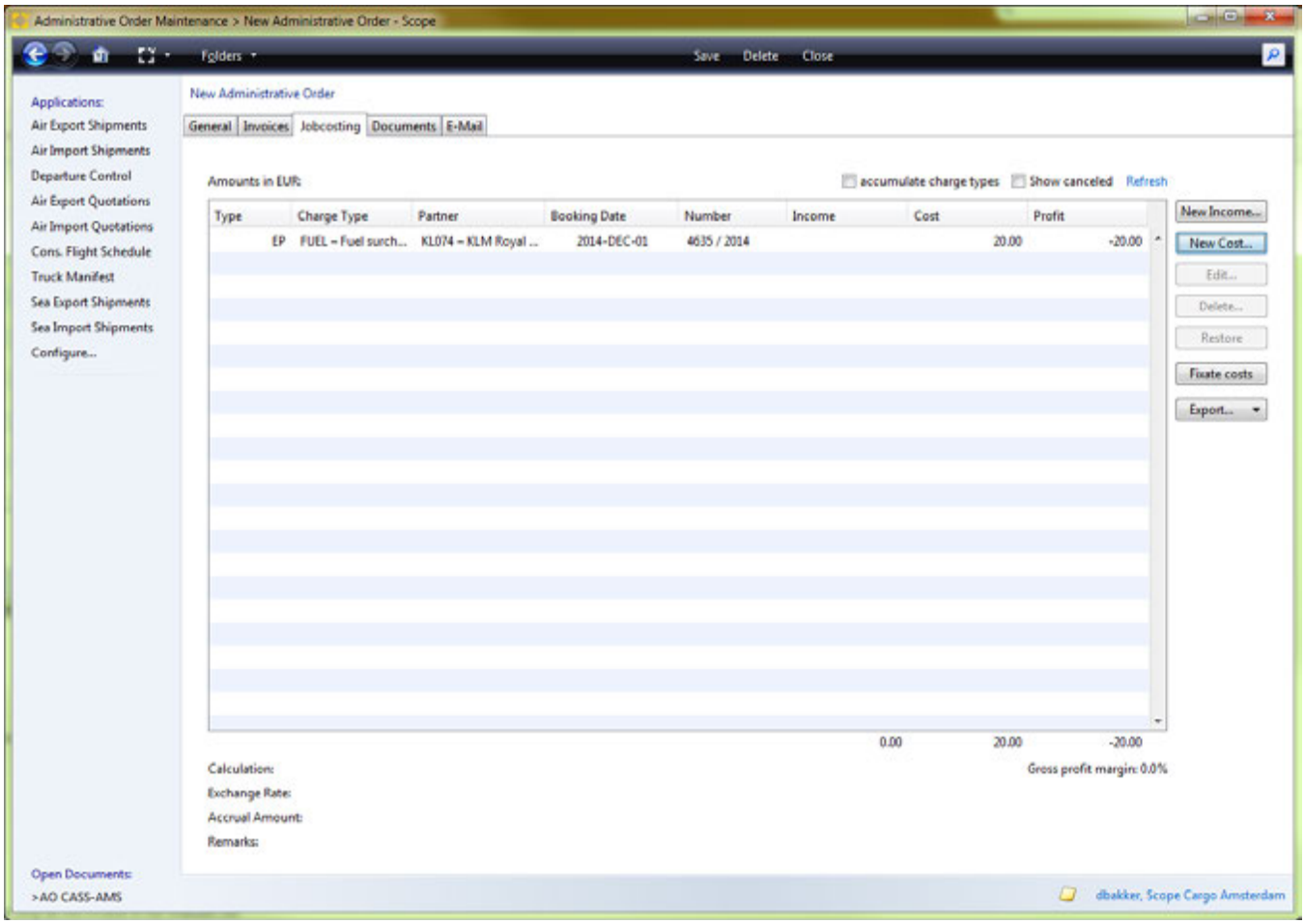

See: Jobcosting - Functions - General

Tab: Documents

This tab shows the documents linked to the selected Administrative Order. See: Documents - Functions - General

Tab: E-mail

This tab shows the emails sent for the selected Administrative Order. See: E-Mail - Functions - General

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Aggregated Invoices

Scope allows for two different ways of creating aggregated invoices

- Aggregated Invoice by Estimate
- Aggregated Invoice per Cost Specification

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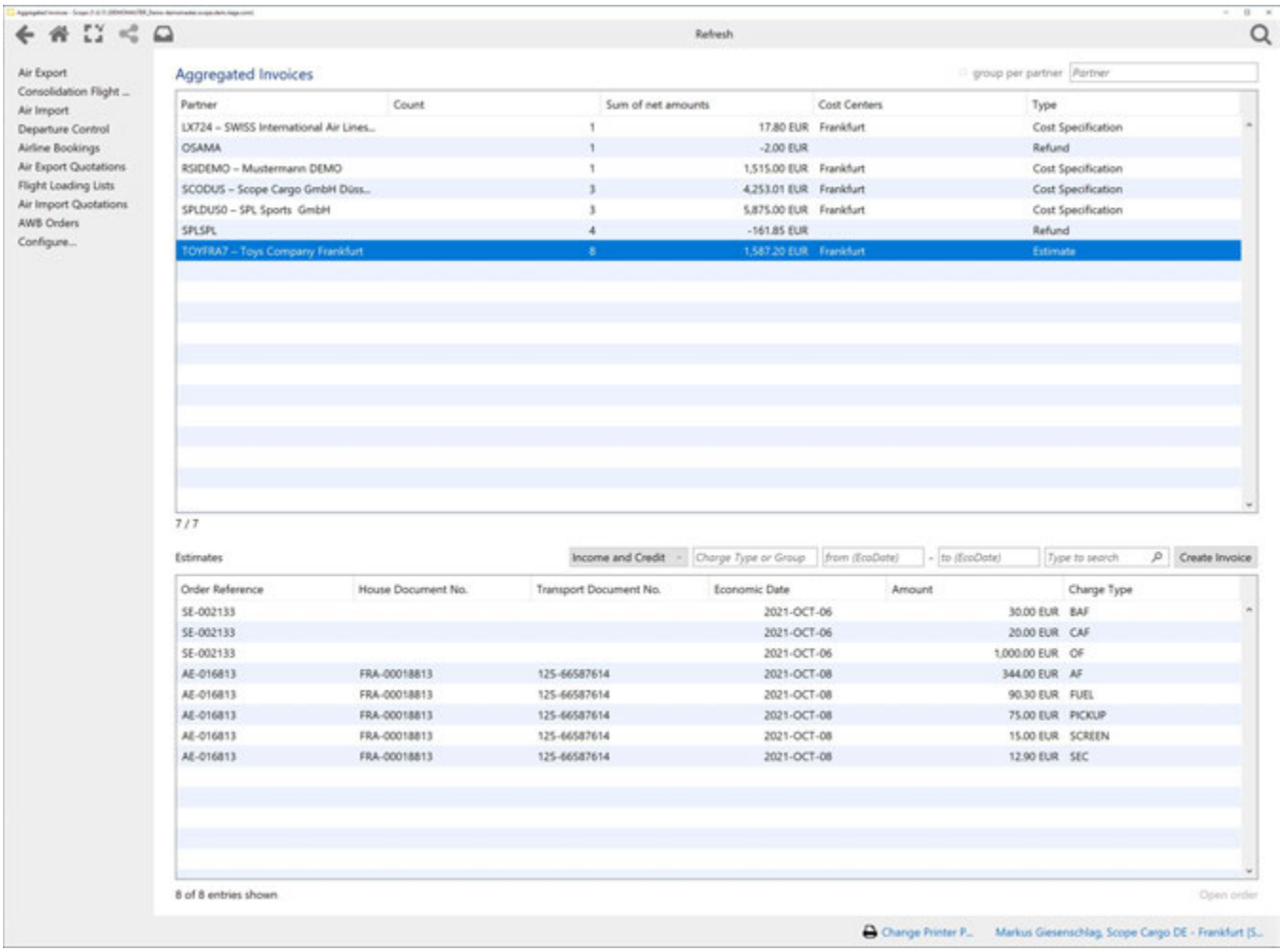
Aggregated Invoice by Estimate



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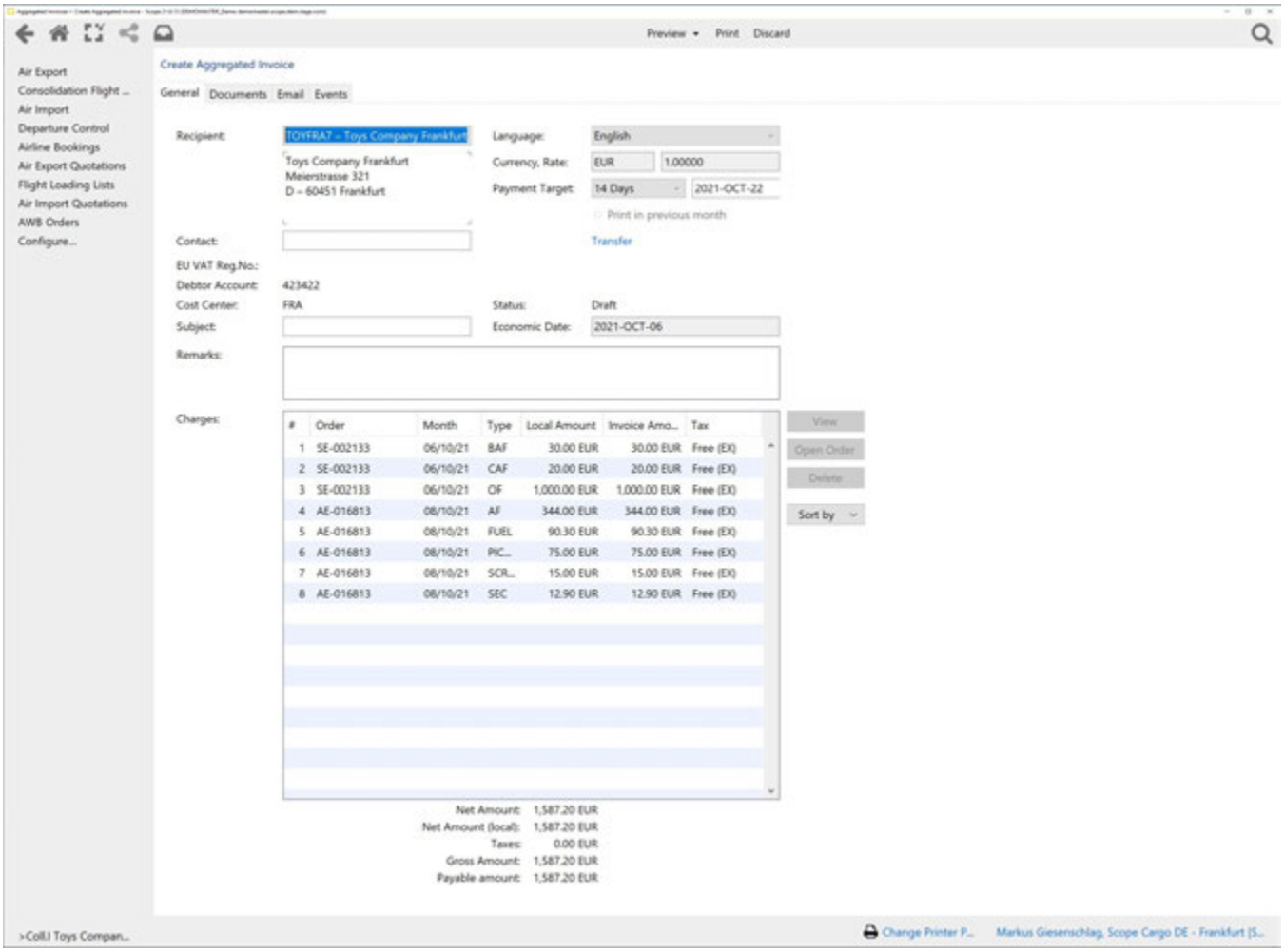
When selecting a line with Type "Estimate", clicking on "Create Invoice" will take the user to the invoice editor for aggregated invoices by estimate.



The button "Sort by" allows the user to change the order of the charge lines on the invoice.

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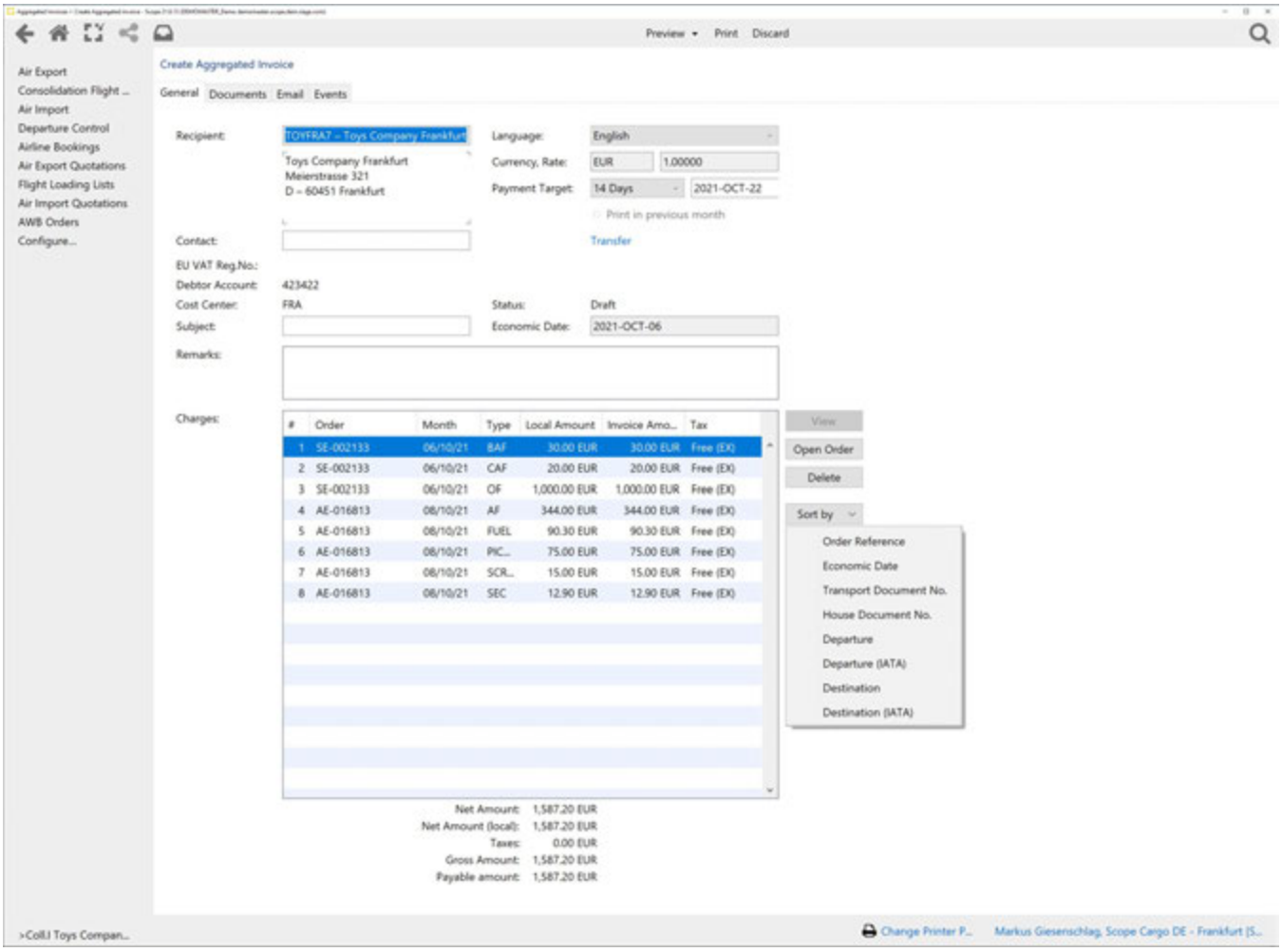

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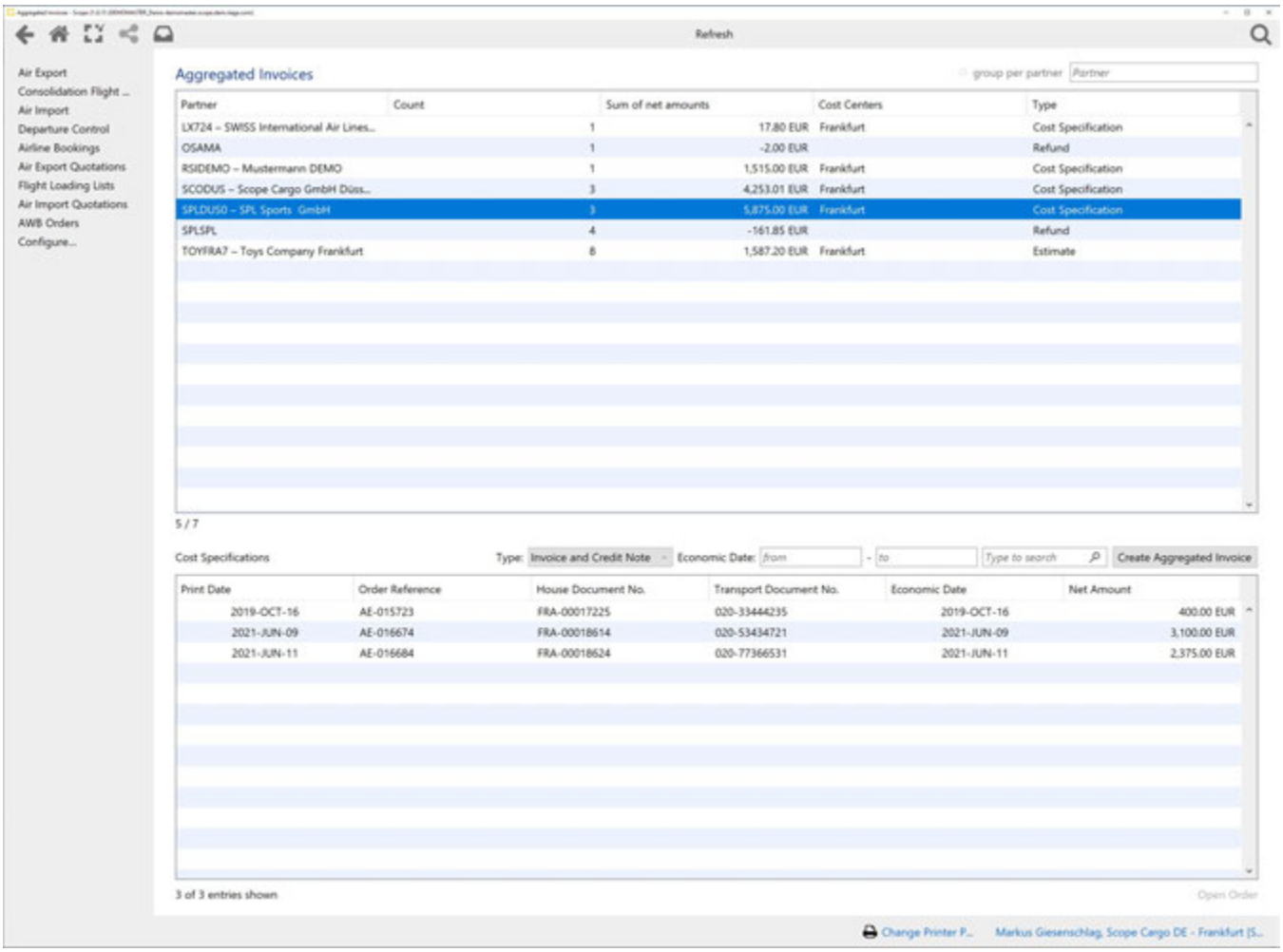
Aggregated Invoice per Cost Specification



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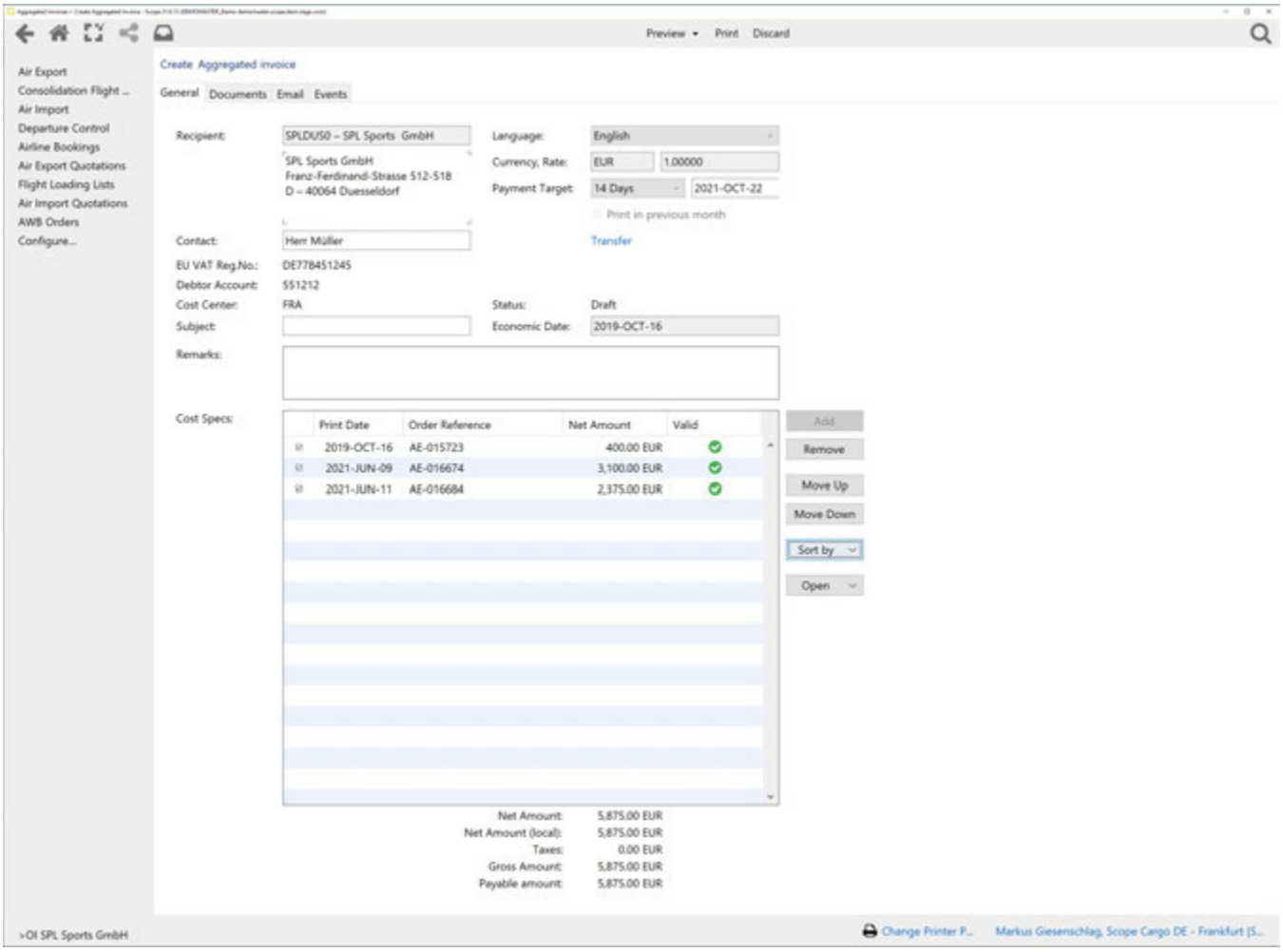
When selecting a line of Type "Cost Specification" clicking on "Create Aggregated Invoice" will take the user to the invoice editor for aggregated invoices by cost specification.



The button "Sort by" allows the user to change the order of the charge lines on the invoice.

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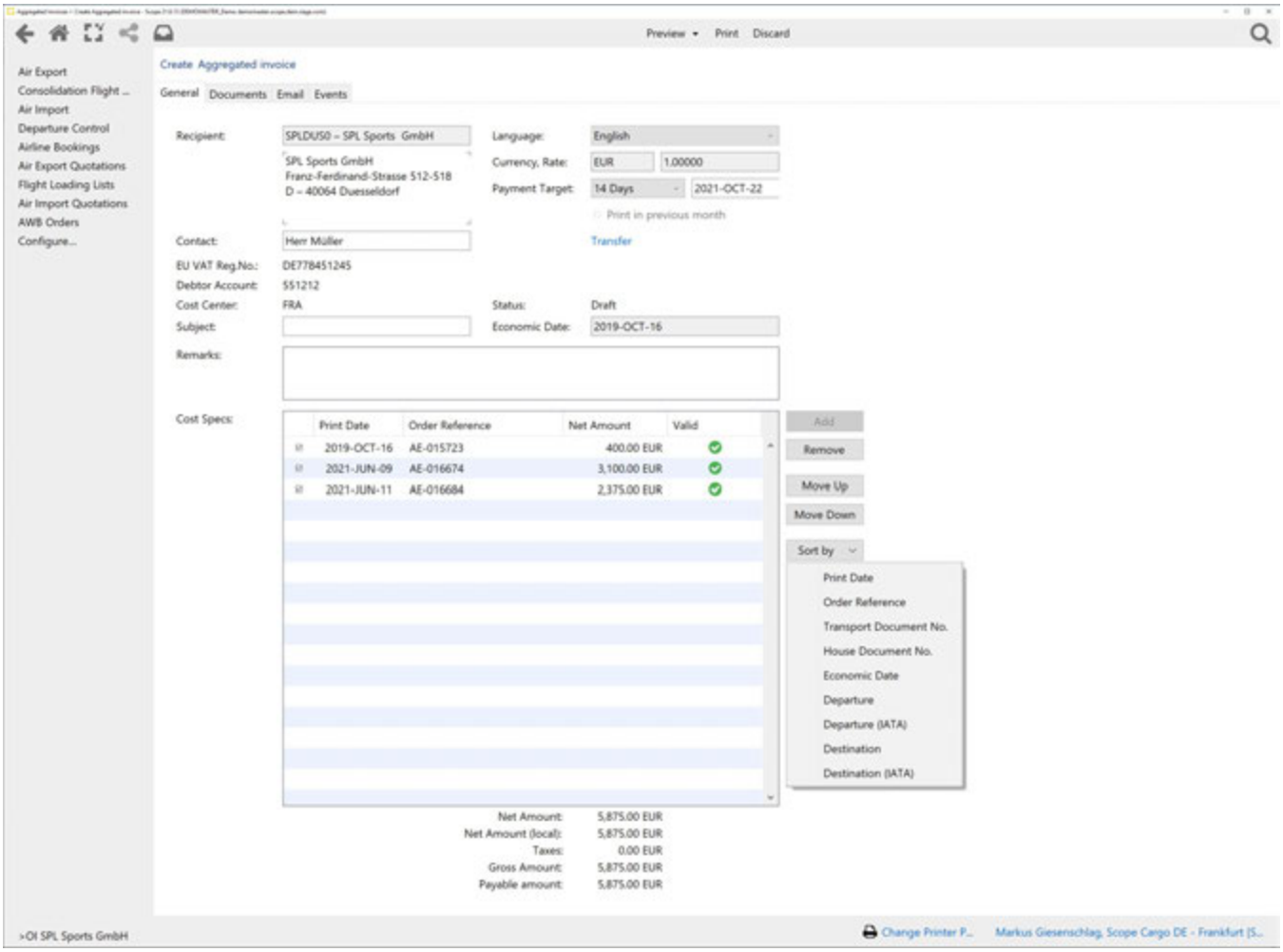

The button "Open" allows the user to add orders or cost specifications to the invoice that had not been selected before.

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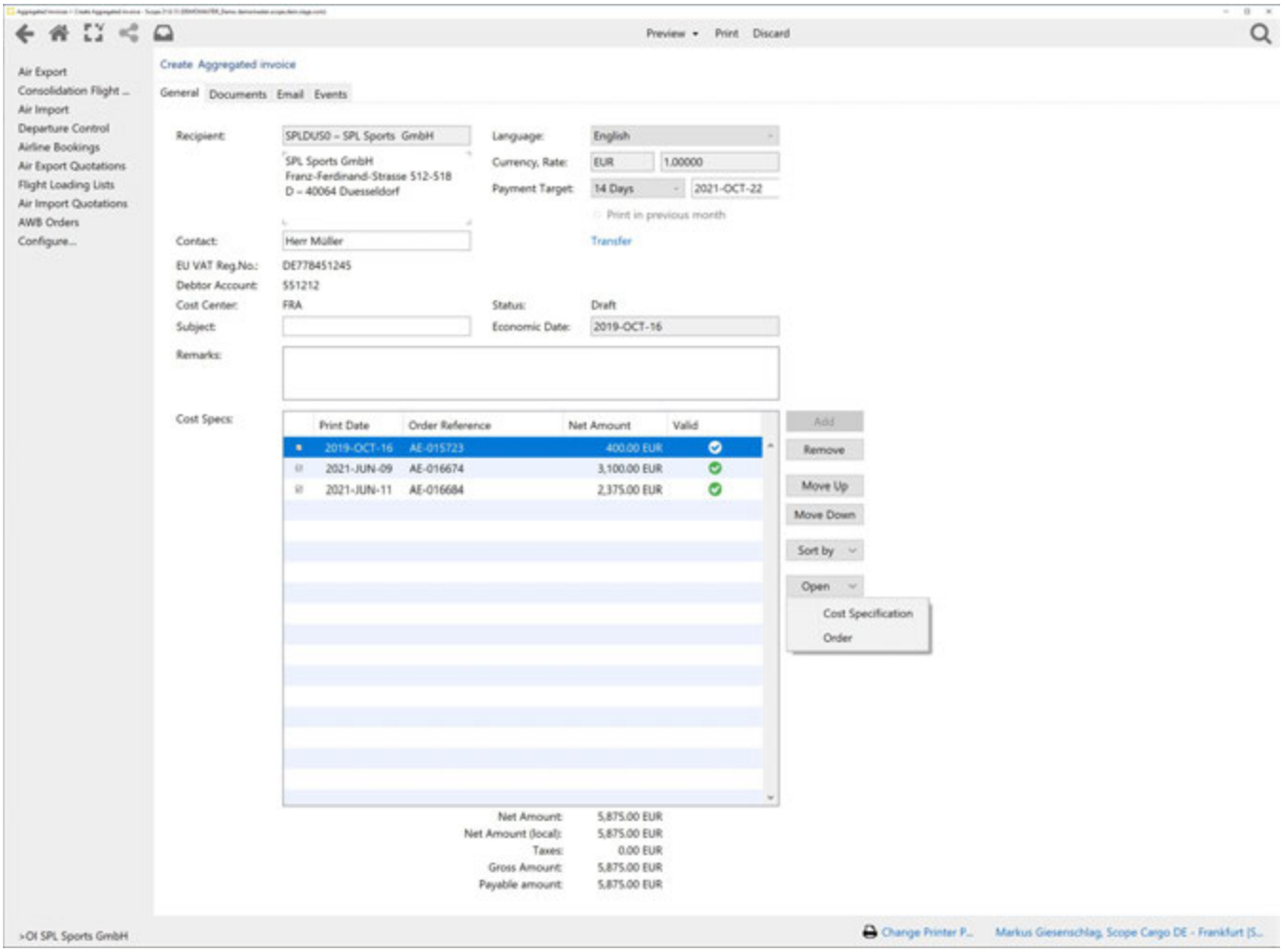

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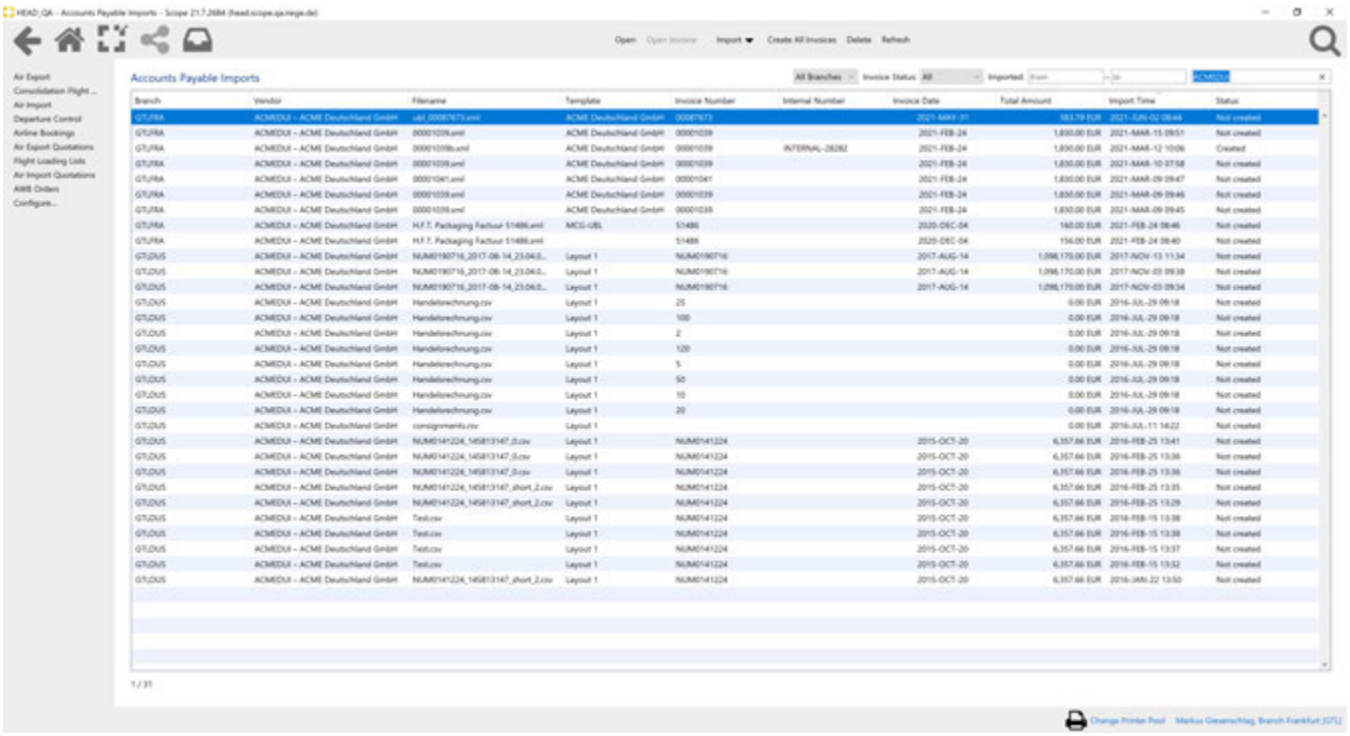
AP Imports

- Introduction
- Description
  - CSV/Excel
    - File
    - Template
  - UBL XML
    - File
    - Template

Introduction

The AP Imports appliance allows to import electronically provided payable information into Scope and create the resulting incoming invoices and credit notes.



Description

To import a given file, the user selects "Import" from the menu bar.

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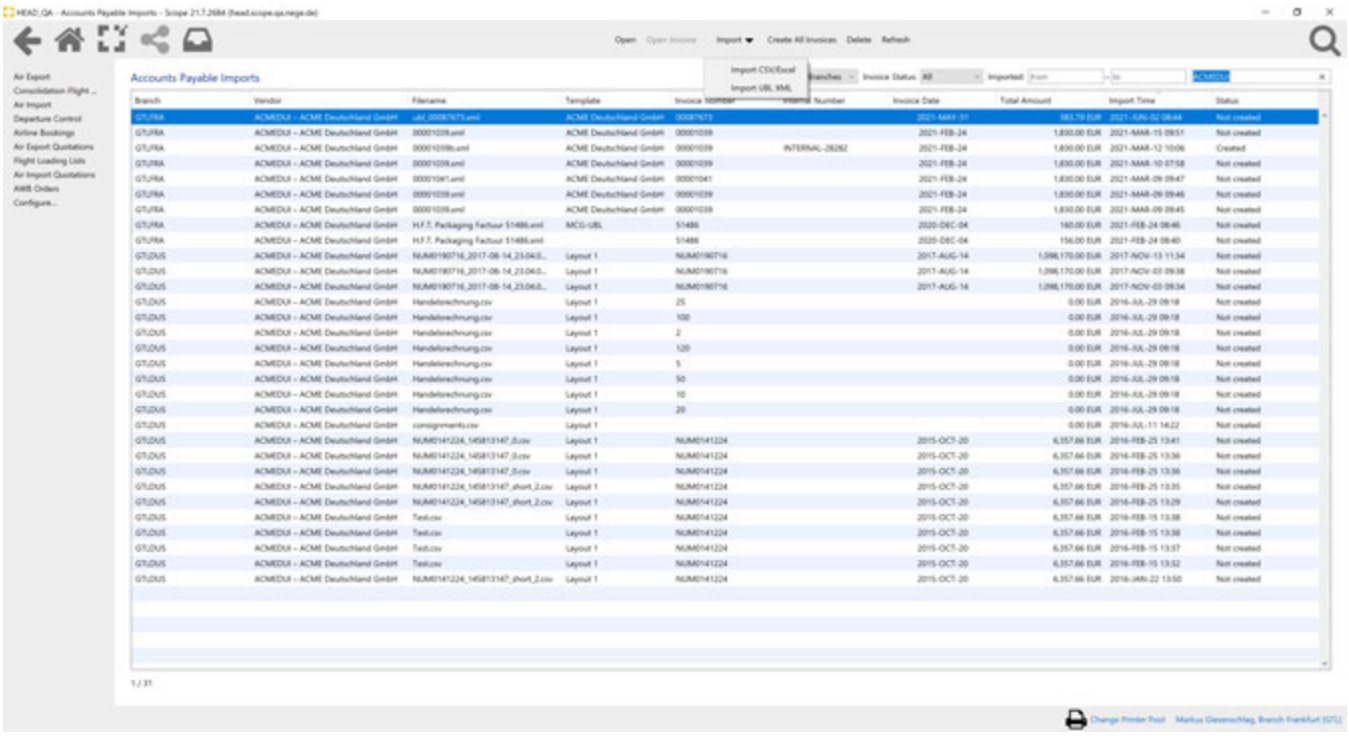
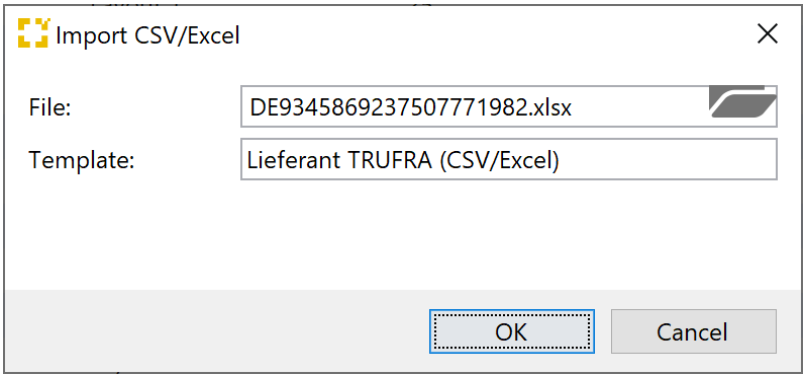


Two technically different formats are supported: CSV/Excel and UBL XML.

CSV/Excel



File

The user selects the respective CSV/XLS file containing the electronically provided payable information from his computer.

Template

For CSV/Excel-format selecting an AP Import Template is mandatory.

When Scope has completed processing the file the user will be taken to the AP Imports Editor.

UBL XML

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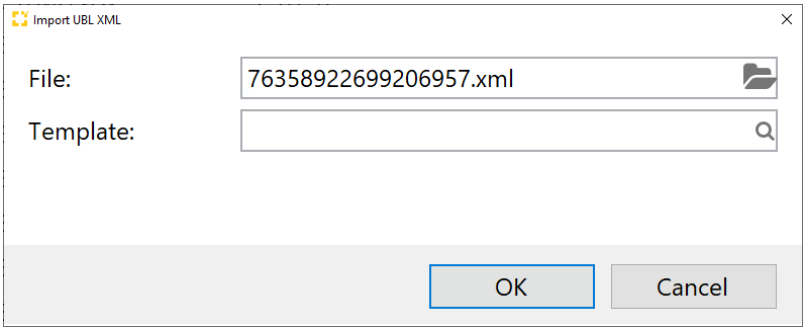

File

The user selects the respective XML file containing the electronically provided payable information from his computer.

Template

Due to the structure provided in the UBL-format selecting an AP Import Template can be left blank.

When Scope has completed processing the file the user will be taken to the AP Imports Editor.

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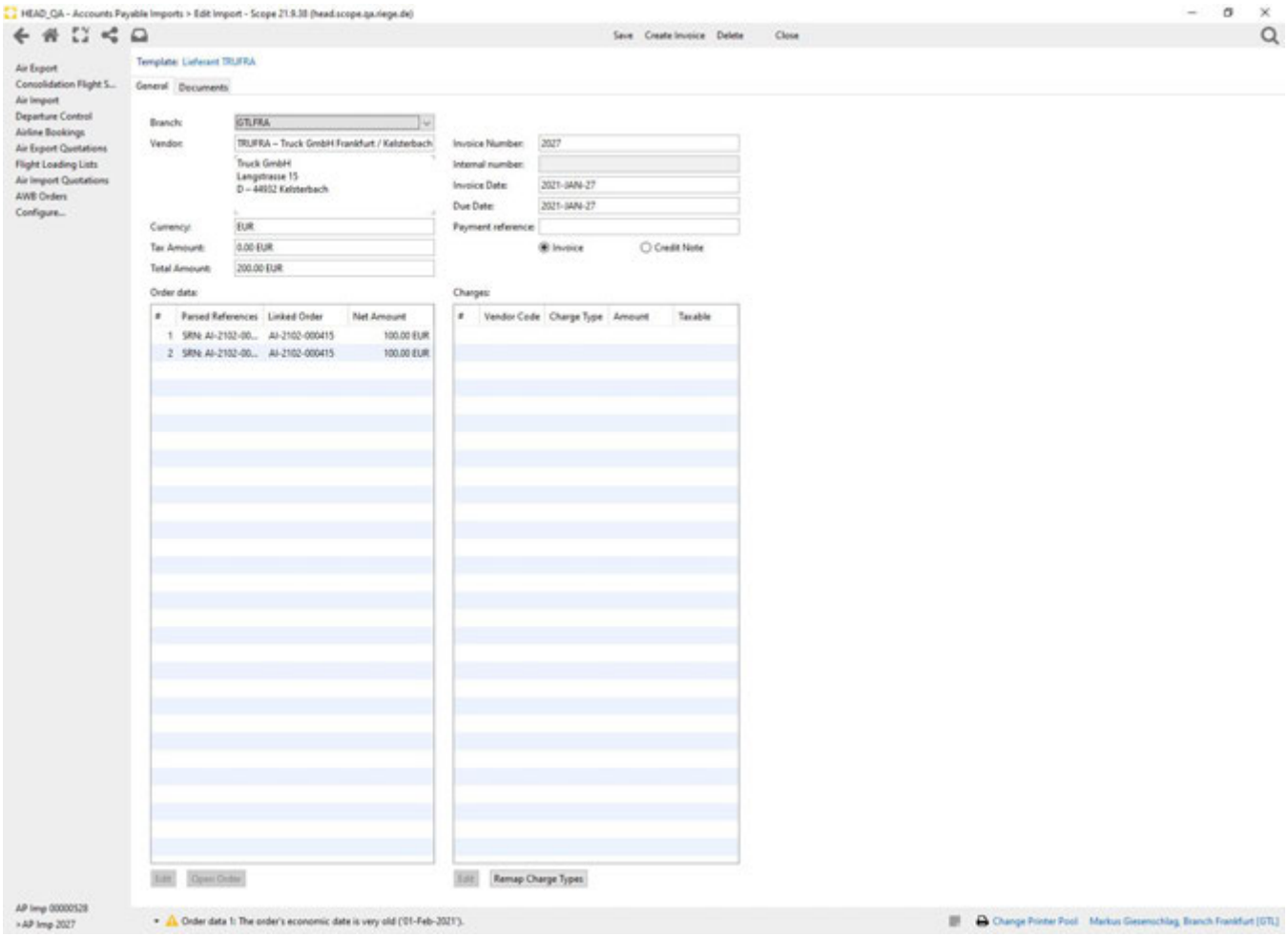
AP Imports Editor (CSV/Excel)

The editor shows all details taken from the imported file and their respective matches with Scope's own details.

In contrast to the UBL-Import the assigned template cannot be changed.

Matching the vendor

The vendor is matched by the definition in the template.



Matching the orders

Scope tries to find the order matching the references given in the UBL-file. In case Scope can't find a match the user has to select the correct order manually.

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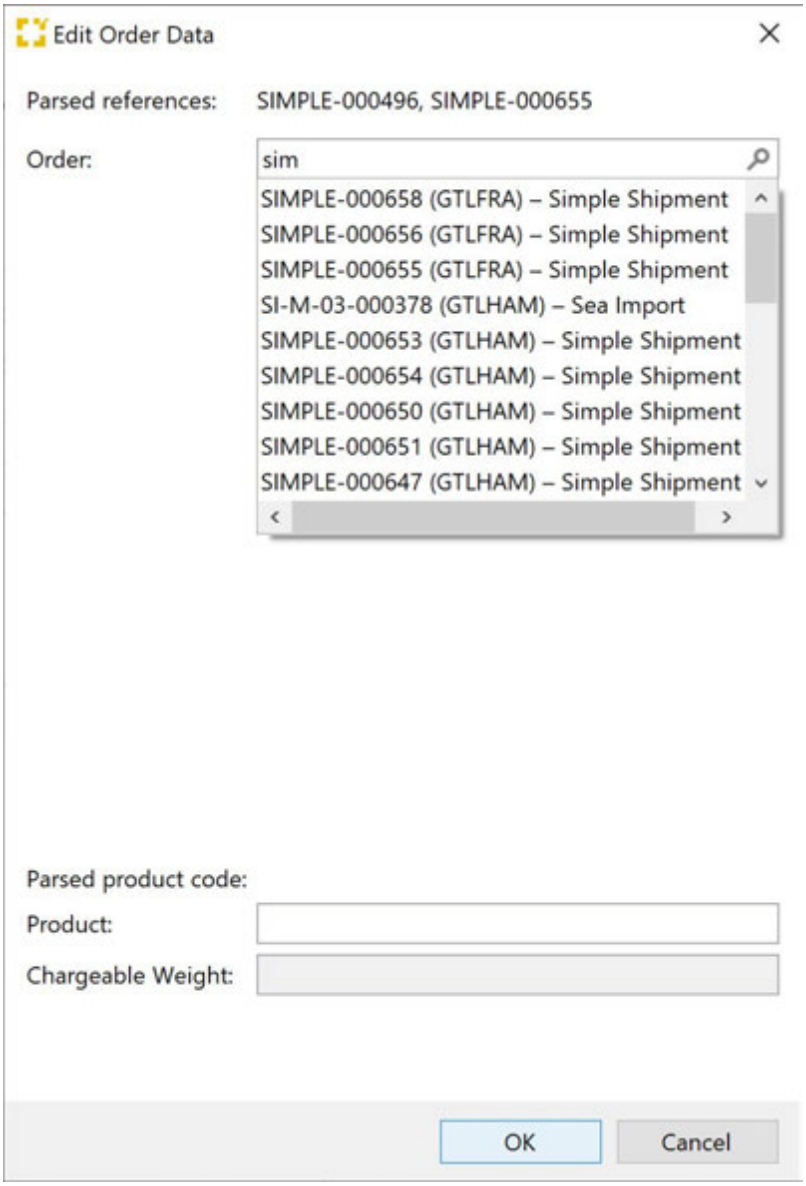

Matching the charges

Scope tries to match the charge codes given in the file with Scope's own charge codes. In case Scope can't find a match the user has to select the correct charge code manually.

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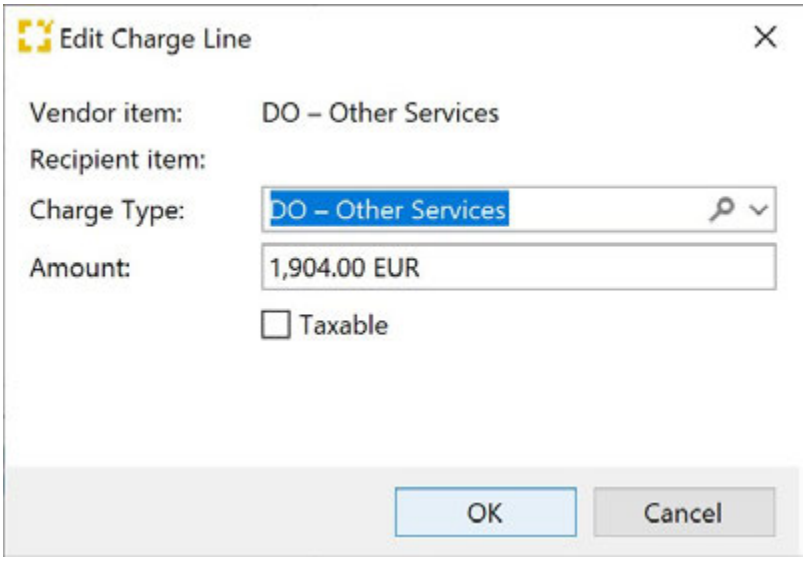

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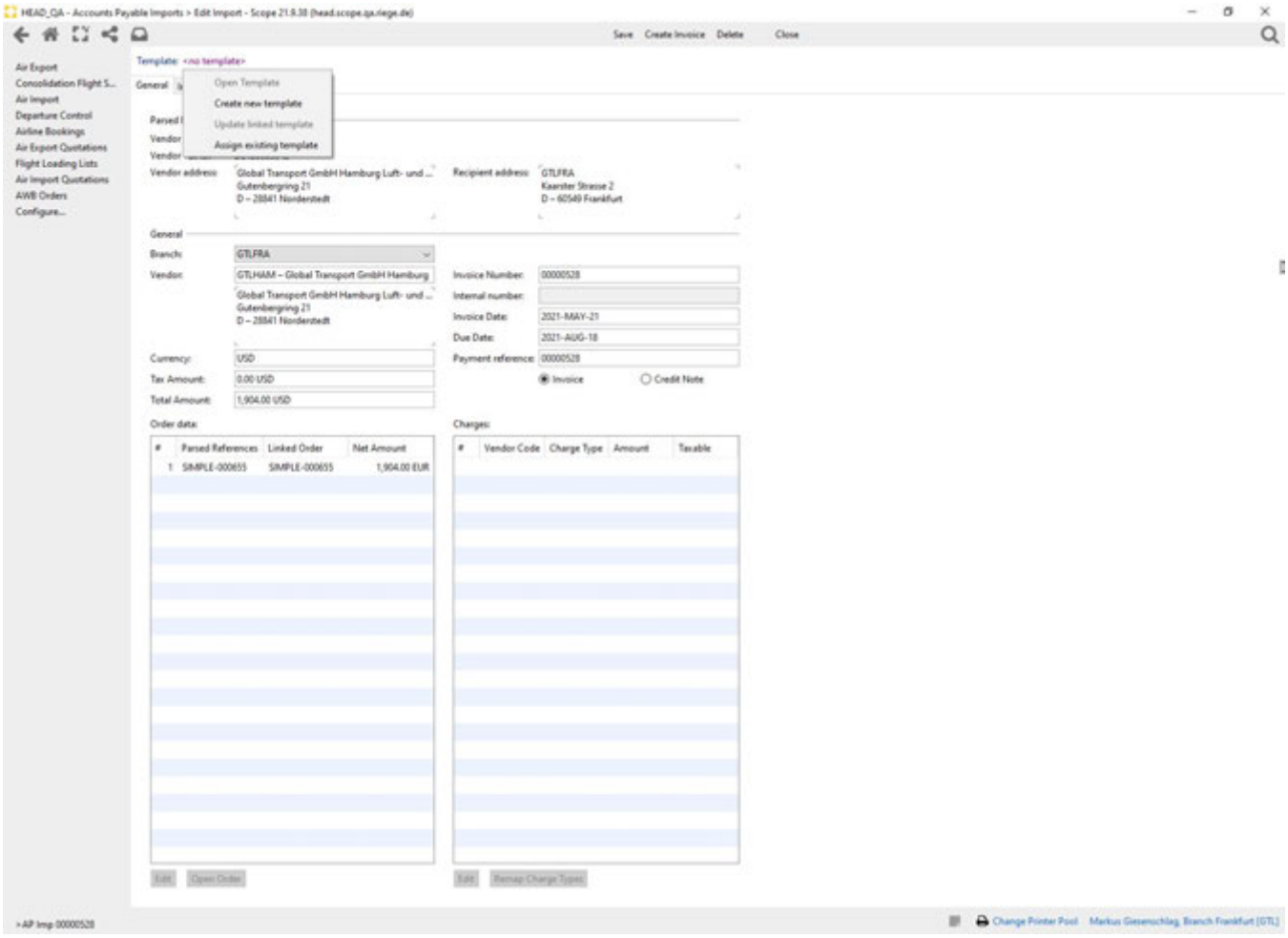
AP Imports Editor (UBL)

The editor shows all details taken from the imported file and their respective matches with Scope's own details.

The user can assign an existing template or create a template from the current import.



Matching the vendor

The vendor is matched by creditor account number or if the creditor account number is not contained in the UBL-file by tax-id and address.

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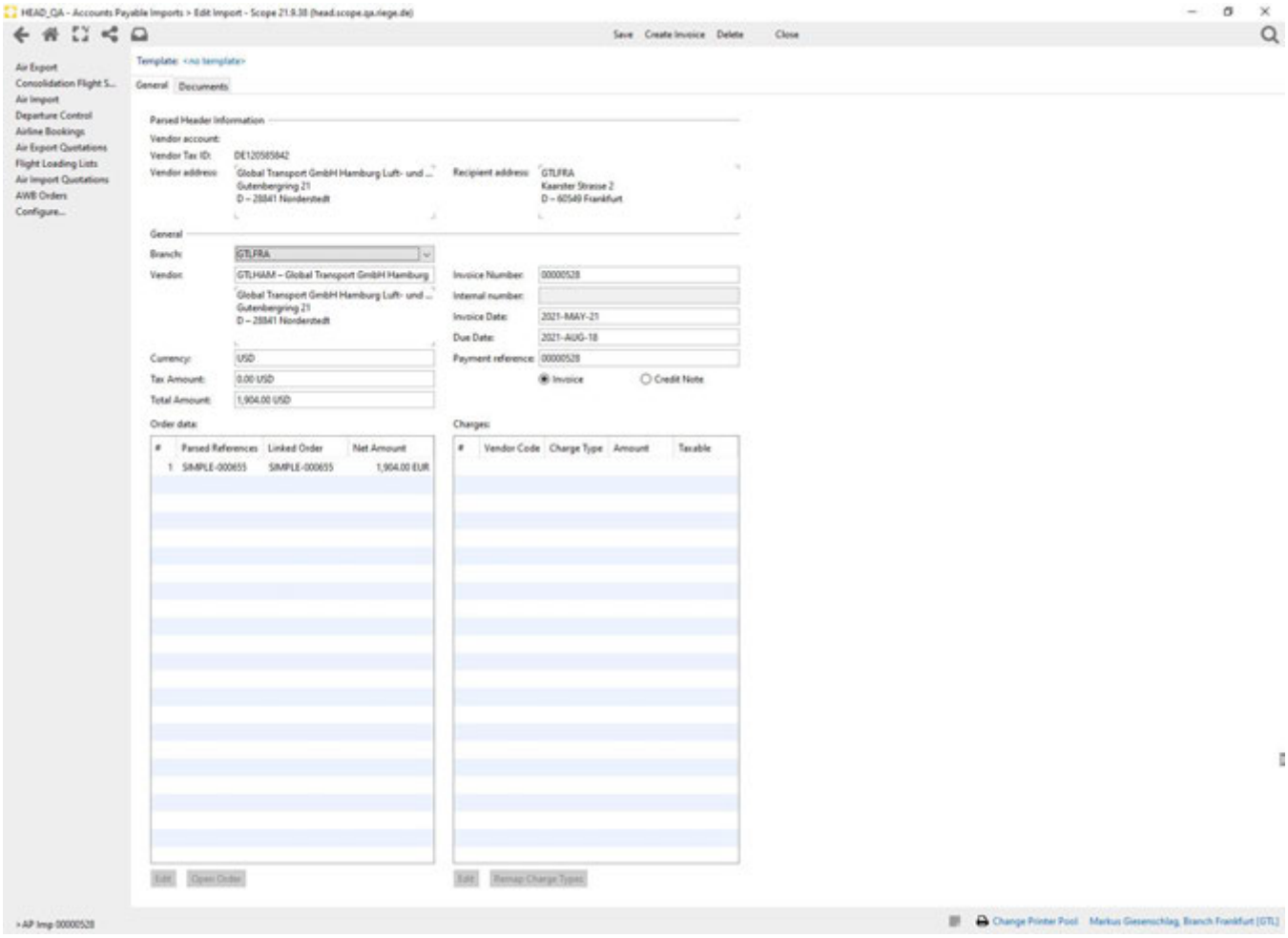

Matching the orders

Scope tries to find the order matching the references given in the UBL-file. In case Scope can't find a match the user has to select the correct order manually.

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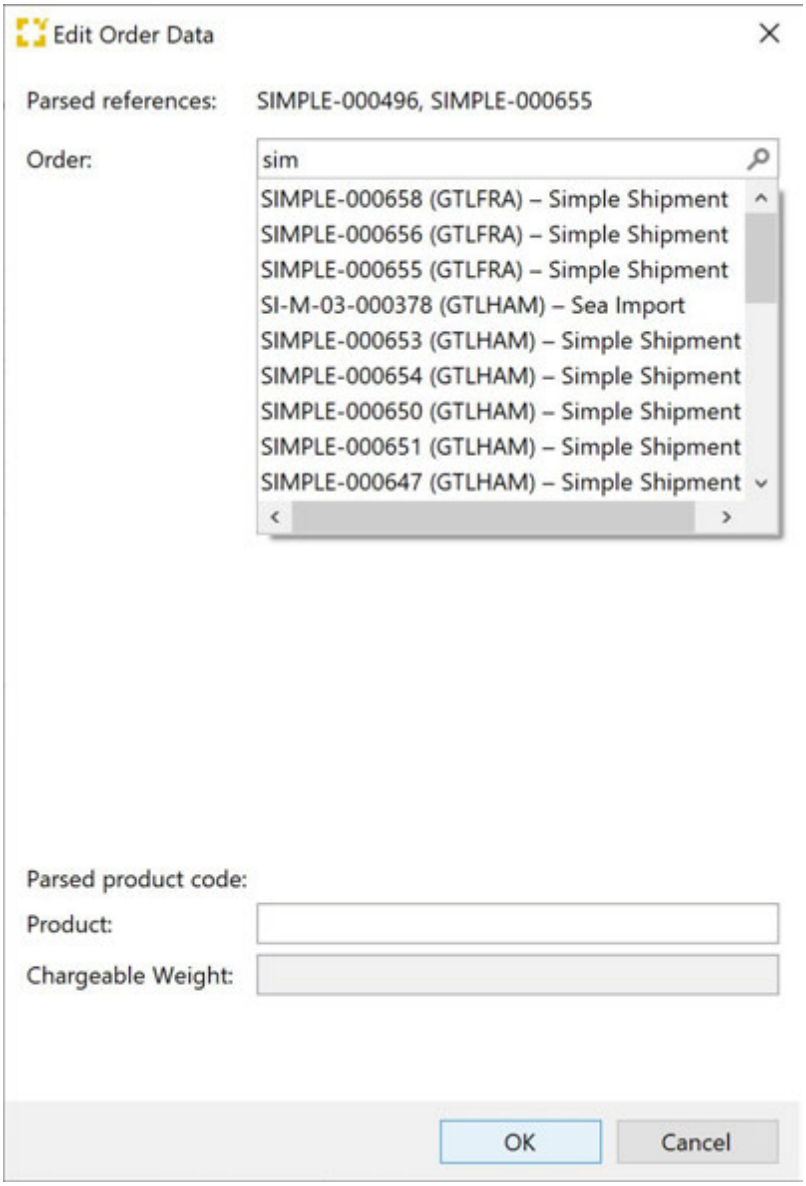

Matching the charges

Scope tries to match the charge codes given in the file with Scope's own charge codes. In case Scope can't find a match the user has to select the correct charge code manually.

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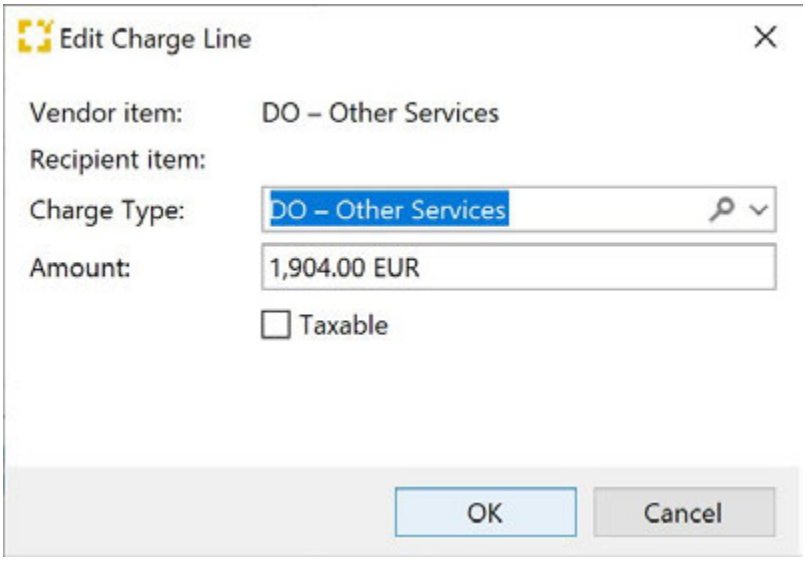

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Breakdown

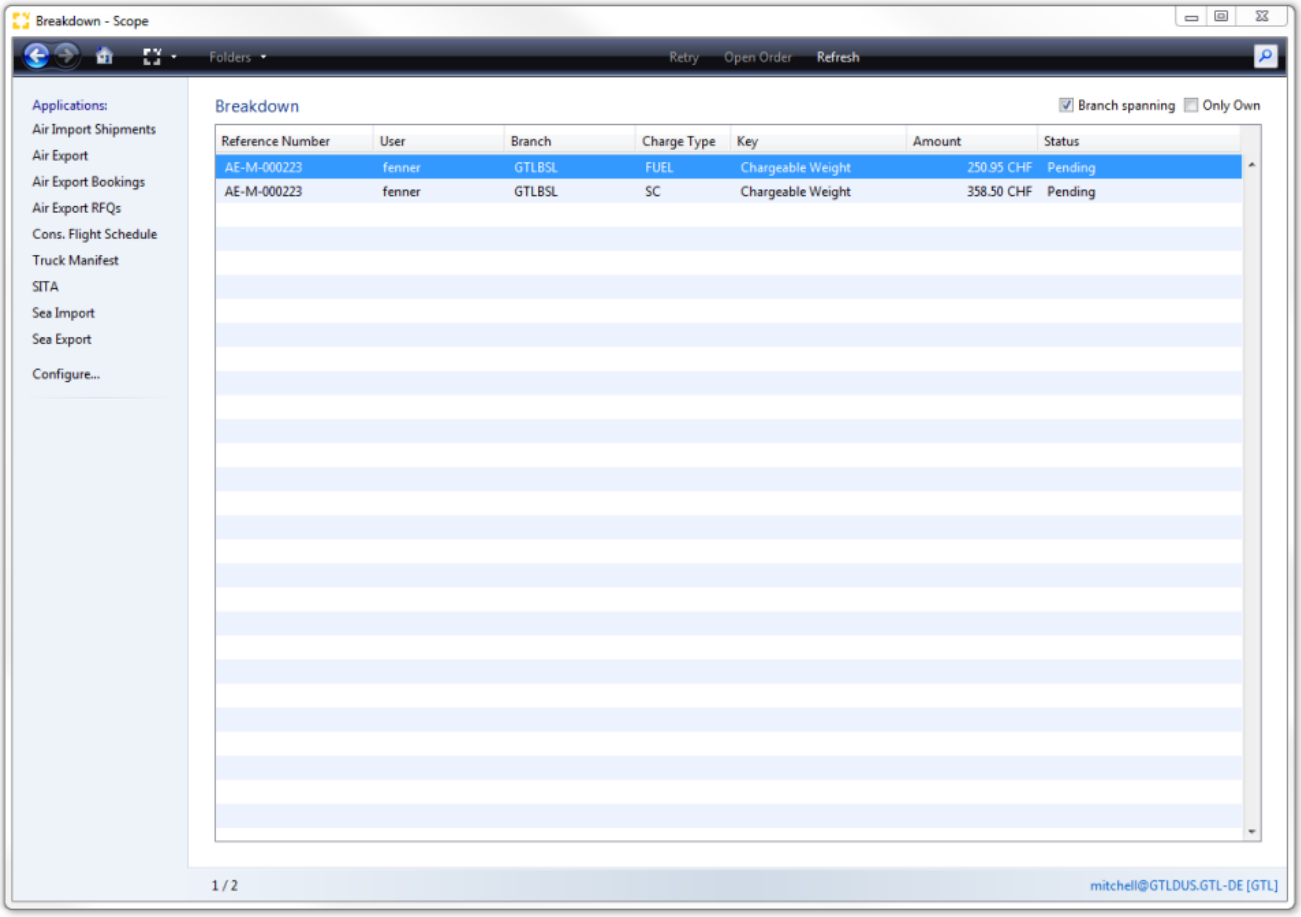
- Introduction
- Description

Introduction

Breakdown refers to the breakdown of charges on master shipments to all the house shipments on the master. Depending on how the charge code is defined, the figure may be broken down equally across all the houses, or it may use any of the other possible breakdown methods such as by chargeable weight, by gross weight, by volume, by number of pieces or by profit share. When viewing figures in jobcosting , the *Type* column will indicate any transferred charges as *charge type* "TEP" or "TEI". For jobcosting purposes it is always assumed that profit is not viewed at master level, but at house level and therefore master charges will always be transferred to house shipments to ensure master shipment show zero profit.

The purpose of the **Breakdown** finance application is to show jobs that have not broken down correctly with the option to retry the breakdown.

Description



Retry

This action will restart the transfer process for the shipment highlighted in the overview.

Open Order

The order highlighted in the overview is opened to show the full jobcosting entries.

Refresh

The index is updated to ensure all orders with transfer errors will be displayed.

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Branch spanning

Check this box to view all orders in all branch offices that have transfer errors.

Only own

This box is checked by default and therefore when the application starts, only the orders that have transfers initiated by the current user will be displayed. Uncheck the box to see error transfers for all users.

Breakdown (Summary table)

The breakdown summary table displays the following information

Reference Number

The reference number for the transfer which will normally be the shipment number.

User

The user who created the transfer job.

Branch

The branch office where the transfer was created.

Charge Type

The charge code, for the charge that failed to transfer.

Key

The method by which the charge is to be broken across the house shipments.

Amount

The amount of the charge that is to be broken across the house shipments.

Status

The status of the transfer job.

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CASS

- Introduction
- Description

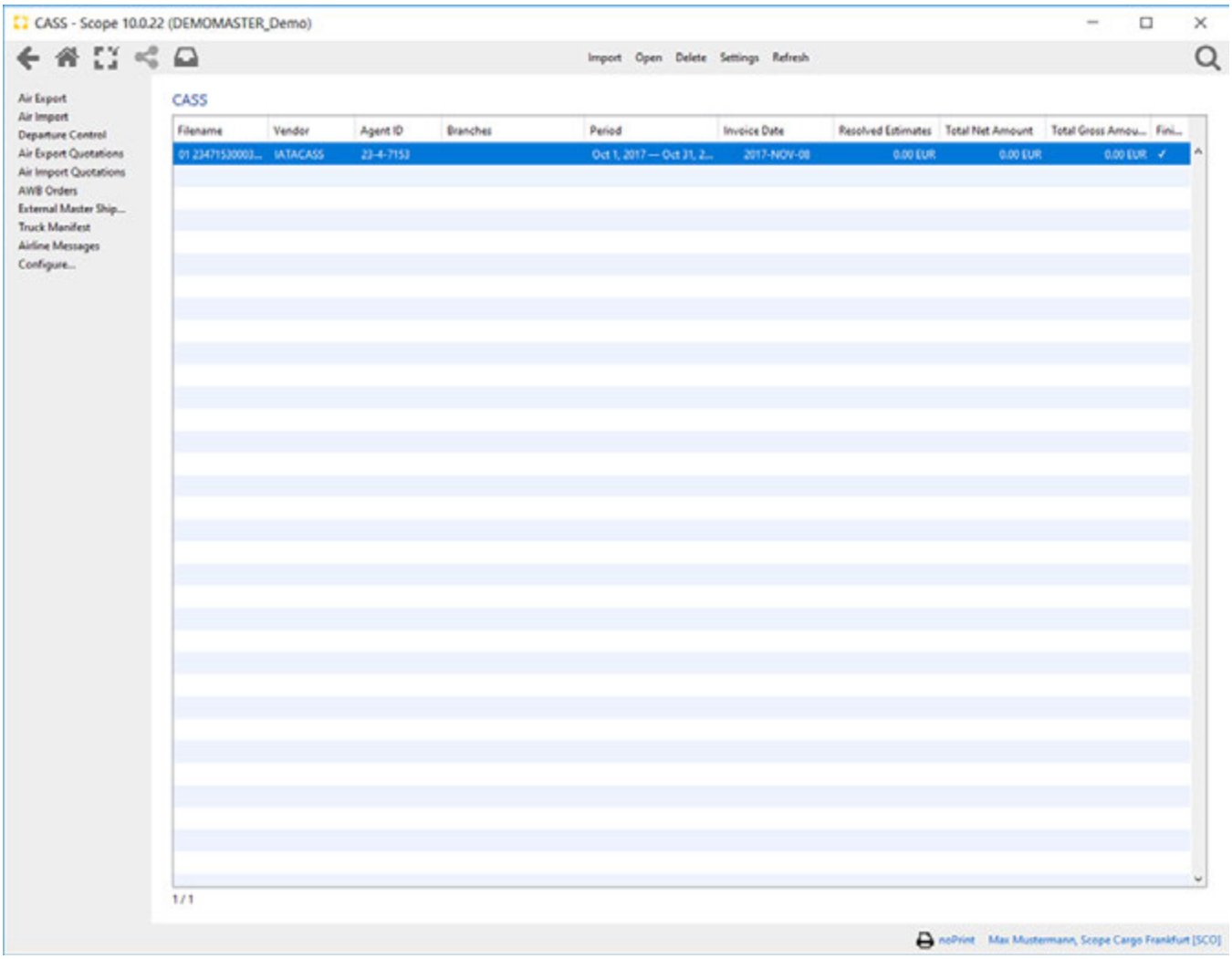
Introduction

Cargo Account Settlement Systems (CASS) is a system for billing and settling of accounts between airlines and freight forwarders. CASS files are generated monthy bei IATA and are available as hardcopy or electronic file (Excel-file or HOT-file). Through using CASS application it is not necessary to check the hardcopy manually. Instead Scope will check the CASS automatically and issue a voucher for accounts payable.

Description

CASS files (HOT-file) containing financial information from the airline can be imported into the Scope system using the CASS application (*Finance - CASS*). Estimated due-Carrier (like Airfreight, Fuel-/Security-Fee) will be resolved by a voucher (accounts payable)

Please note, it is necessary to request HOT-file at your IATA office.



Import

This action opens a file browser in order to select the files on the local computer or local network that is to be imported into Scope

Open

Opens the CASS file highlighted in the overview

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Delete

Delete the CASS file highlighted in the overview

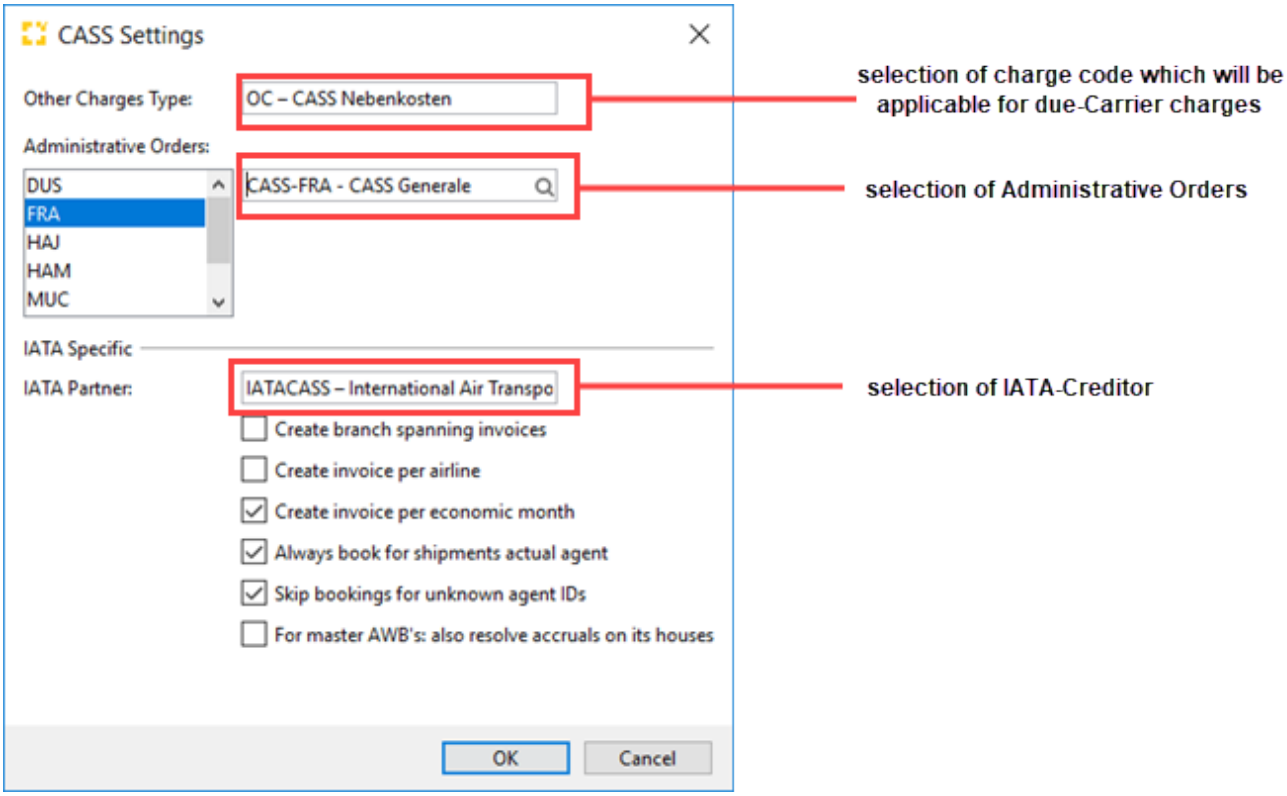
Settings

Opens the CASS parameters setup.

Refesh

Updates the index to ensure the latest CASS details are visible in the overview.

Configure parameters application



IATA partner

The name of the IATA partner. This is the vendor to whom CASS payments are made. This partner should be created in advance of entering the CASS settings. Partner needs the role vendor.

Create branch spanning invoices

When selected, a single voucher to the vendor will be created. When not selected, the vouchers to the vendor will be on a per branch basis.

Voucher per airline

This check box is used to indicate if there is one voucher per airline.

Create invoice per economic month

Vouchers will utilize the economic month of the shipments. In the instance where the CASS vendor sends an additional charge or credit months after the shipment, the charge will be booked to the current economic month. If not checked, then the charge will be booked to the economic month of the shipment.

Always book for shipments actual agent

The shipment will be booked against the agent (branch) who originally registered the MAWB. Thus if a MAWB registered by LAX is used by NYC, the shipment will be booked against LAX.

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Skip bookings for unkown agent IDs

If the CASS hot file contains bookings for unknown agent IDs, these bookings will be skipped.

For master AWB's; also resolve accruals on its houses

This can be left unchecked since accruals are always resolved to the house level when processing CASS charges.

Cass Other Charges Type

The charge code for the CASS other charges.

Since the CASS file does not contain individual other charges such as Fuel and Security, but only a total of such charges, this CASS other charge code should be used to represent these charges. Typically "OC" is used.

Branches

All of the branches of the organization should be visible. For each branch, administrative orders should be created.

Administrative orders

From the "Finance" menu option of each branch, Administrative Orders should be selected. Within this application, for each branch, a CASS administrative order should be defined. The can be chosen freely and the appropriate cost center applied. A set of monthly positions for each order should be created so that monthly CASS figures can be applied to the appropriate administrative order. This should be done in advance of applying CASS settings, so that there is a valid administrative order to select when finalizing settings. The purpose of administrative orders is so that unknown CASS charges can be stored in these orders and subsequently resolved by the user who will manually apply them to the correct shipments.

CASS Charge Type

CASS consist of two amounts: AF (Airfreight) + sum of Due-Carrier Other Charges. AF will be dissolved by the same charge type, all other charge type (e. g. Fuel, Security, DGR, X-ray) will be dissolved by the Due-Carrier Other Charges.

Pay attention while importing CASS

- Import is only allowed with HOT-file
- Settings must be set up correctly
- Administrative order must be generated for each month

Pay attention after importing CASS

- **Check Warnings**

  While importing CASS Warnings will be created if an error occured:

Warning	Meaning
Unknown IATA code% 1 $ s% 2 $ s at AWB Booked on% 3 $ s from% 4 $ s	The line item could be assigned to any branch (% 1 $ s is then the IATA code for which no suitable treasury agent was found). These amounts are recorded anyway, on the administrative order of the branch that carries out the CASS-Import .
AWB Unknown% 1 $ s Booked on% 2 $ s% 3 $ s	No shipment could be found for the AWB-number. It is therefore posted to the administrative order of the corresponding branch (IATA code could be assigned in the case of a branch.)
Wrong AWB% 1 $ sf \ u00fcr% 2 $ s Program go \ u00f6rt% 3 $ s Booked on% 4 $ s% 2 $ s	The IATA code was assigned to a branch, and the shipment of specified AWB was also found, but the shipment is not one of the assigned branch. It is then posted to the administrative order of the identified settlement
Number of scanned records% s (% s) does not match the number specified in the footer (s%) agreed	The checksum at the end of the file has not agreed. This warning has no effect.
An AWB% s,% s, gives way to the specified tax amount (% s) from the expected (% s)	The calculation of the VAT amounts are not in accordance with, or oppose the sum.
An AWB% s has been found to be a cancellation (DCO / CCO), no edition (DCR / CCR). At AWB +% s has been found for a Revised (DCR / CCR) No cancellation (DCO / CCO).	These warnings are usually created together: The previous CASS run had incorrect amounts (eg, total 100, - USD, instead of 80, - USD, it would be). The current CASS run corrects the amounts with a DCO with 100, - USD and a DCR of 80, - USD. If either the DCO or lacking the DCR is still recorded, with DCO - normal, DCR ' .

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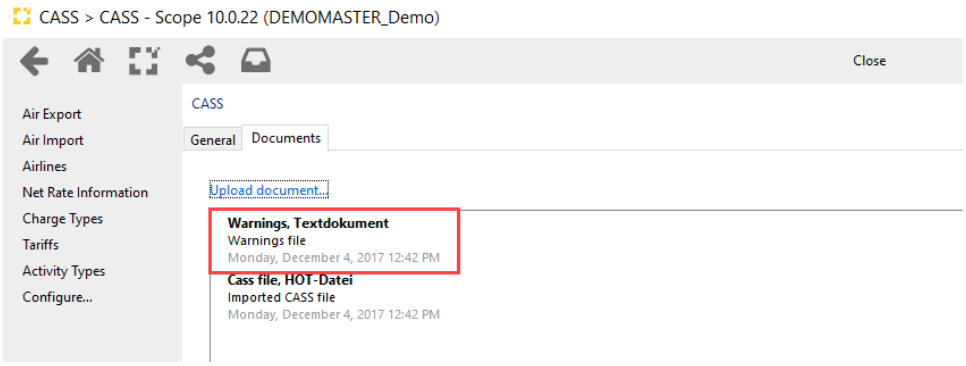
In addition, a report is created as a CSV, which can be seen and checked in the documents tab of the CASS.
The report will be generated if the sum of reserves is consistent with the amount of the CASS per shipment.



The CSV has the following columns and is produced per branch:

1. AWB-number
2. Shipment Number
3. charge code (AF or CASS-charge-code)
4. Expected (total accruals amount)
5. In fact (amount CASS)
6. difference
7. %
8. Tax (VAT or FREE)
9. Weight (CASS) (weight of the shipment in the CASS-file)
10. Weight (self) (weight of the shipment in scope)

The third document number is generated as follows:
CASS <branch-code><zeitraum-start><zeitraum-ende>
The data is in the format 'dd / mm / yyyy'
So, for example, 'CASS-RSIDUS-01/03/2018-31/03/2018' . This number can be modified in the accounts payable program.

- **Balance list**

  Besides Warning list a second list will be created, called Balance list. You can use this list to check which accrual was not issued or issued incorrectly. This such case you have two possibilites: Acknowledgement of this amount or claim at CASS **afterwards**. Please note, CASS must be booked as received. It is possible to change the amounts after importing, but not advised.
- **Estimates / Accruals**

  in Estimates application you can generate a report with all resolved accruals, so you can reconstruct how accruals (Airfreight and due-Carrier-charges) were resolved
- **Account payable**

  CASS-voucher can be opened at accounts payable application and exported to xls-file to check the administrative orders

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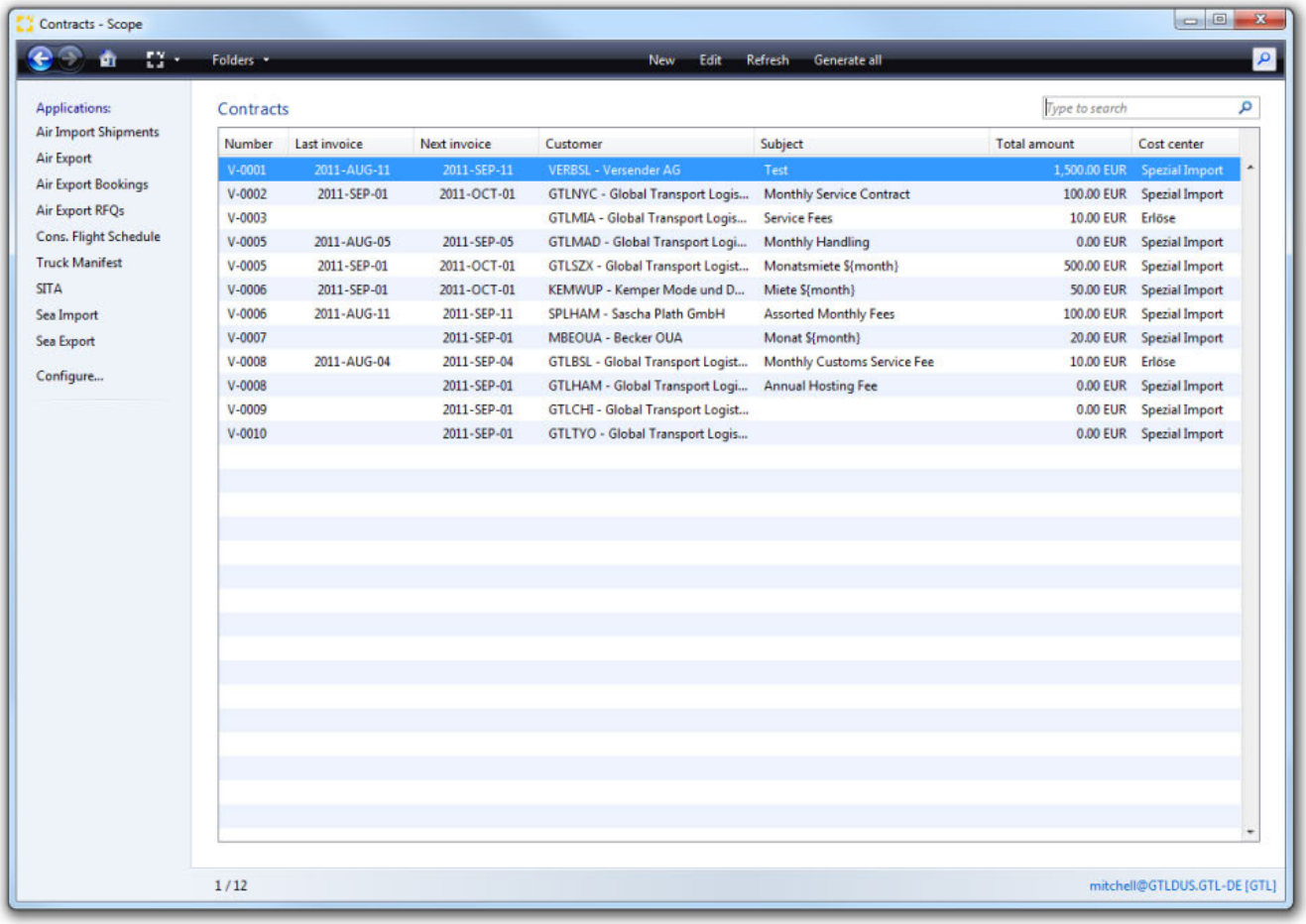
Contracts

- Introduction
- Description

Introduction

The Contacts application is used for legal agreements that require invoices to be issued on a recurring basis at regular intervals. Each contract therefore contains the items that are to be automatically charged and invoices are automatically generated at the required intervals with these items.

Description



The overview will show all contract created, these may be active or terminated contracts.

The following functions are available:

New

Opens the contract editor to create new contracts

Open

The contract highlighted in the overview will be opened using the contract editor. Changes may then be made to the contract.

Refresh

Updates the index to ensure the latest contracts are present.

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Generate All

This function will automatically generate all due vouchers for all the active contracts listed in the overview. As the vouchers are generated, the *last invoice* and *next invoice* date columns will be automatically updated.
The new vouchers will also be present in the accounts receivable application.

Contracts (summary table)

The following information is available about each contract in the summary table. Contracts information can be sorted by clicking the title of the table columns:

Column	Description
Number	A unique reference for the contract, generated automatically when the contract is first saved.
Last Invoice	The last date on which an invoice was issued for the contract
Next invoice	The next date on which an invoice is due to be issued for the contract
Customer	The Name of the partner to whom the invoice will be issued.
Subject	A summary description of the contract
Total Amount	The total amount that is billed on each invoice for the contract
Cost center	The cost center to which the contract charges will be applied

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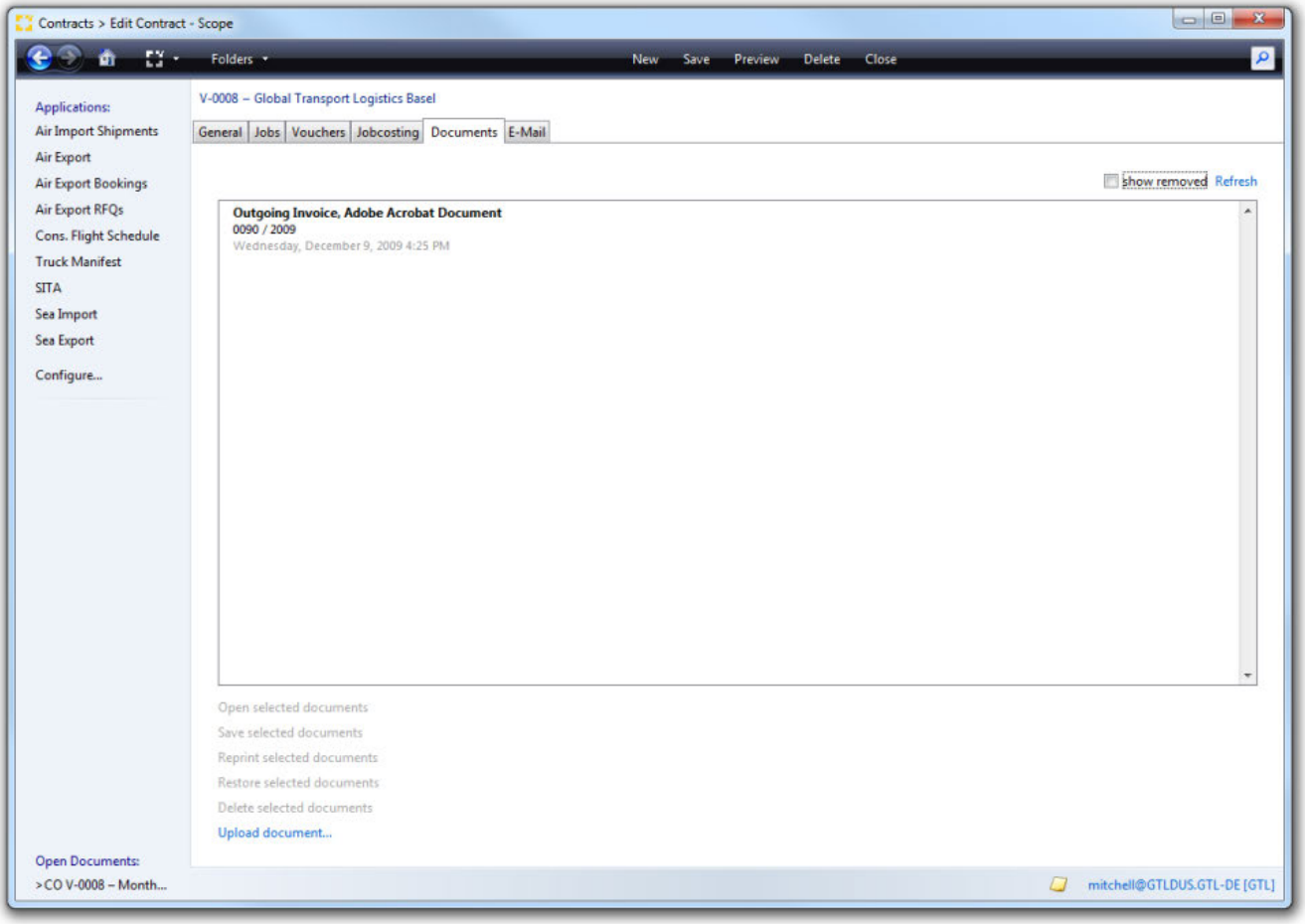
Documents - Contracts - Finance

- Introduction
- Description

Introduction

The documents tab shows all documents that have been created for the job selected in the jobs tab. If no job is selected, then documents generated for all jobs are shown.

Description



The following functions are available in the menuu bar:

New

Creates a new contract.

Save

Saves the currently open contract.

Preview

Opens an example of the invoice in PDF format on the local computer. This is a sample document and no financial changes occur.

Delete

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This action is only available if a new contract has not been saved. Once a contract is saved, it is not possible to delete it, however a contract can be terminated by setting the *Ends on* date to a date in the past.

Close

Closes the current contract without saving any changes.

Show removed

Displays any document that may have been removed from the listing of available documents.

Refresh

Updates the index to ensure the latest documents are visible.

Open selected documents

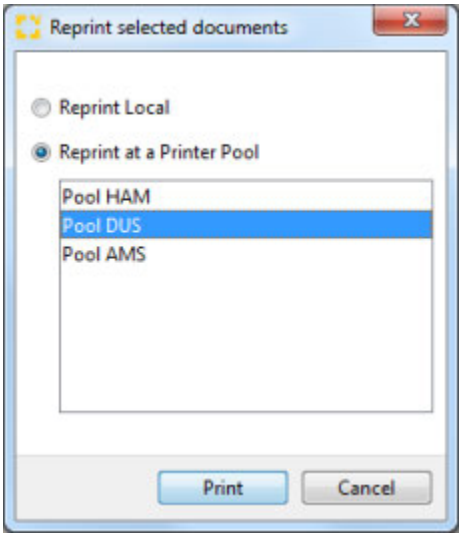
Opens any document currently highlighted in the list. Documents will open according to the file type associations of the local pc. For example Adobe Acrobat Reader will be used to open PDFs if that is the program associated with PDFs on the local pc.

Save selected document

Save the selected document to a drive on the local PC. A folder navigator will appear to allow navigation to the correct folder.

Reprint selected documents.

Opens a print application that allows the document to be printed to the local printer, or to a printer in an available print pool. It is possible to setup the print pools of remote offices to be accessible for printing to these remote offices.



Local printer

Print the document on the predefined default printer.

Print to printer pool

Allows selection of a printer pool from the list displayed.

Printer-Pools (List)

The desired printer pool can be selected from the list. Documents can be set to print to particular printers automatically.

Print

Print the document to the selected printer.

Cancel

Cancel the operation without further action.

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Restore selected documents

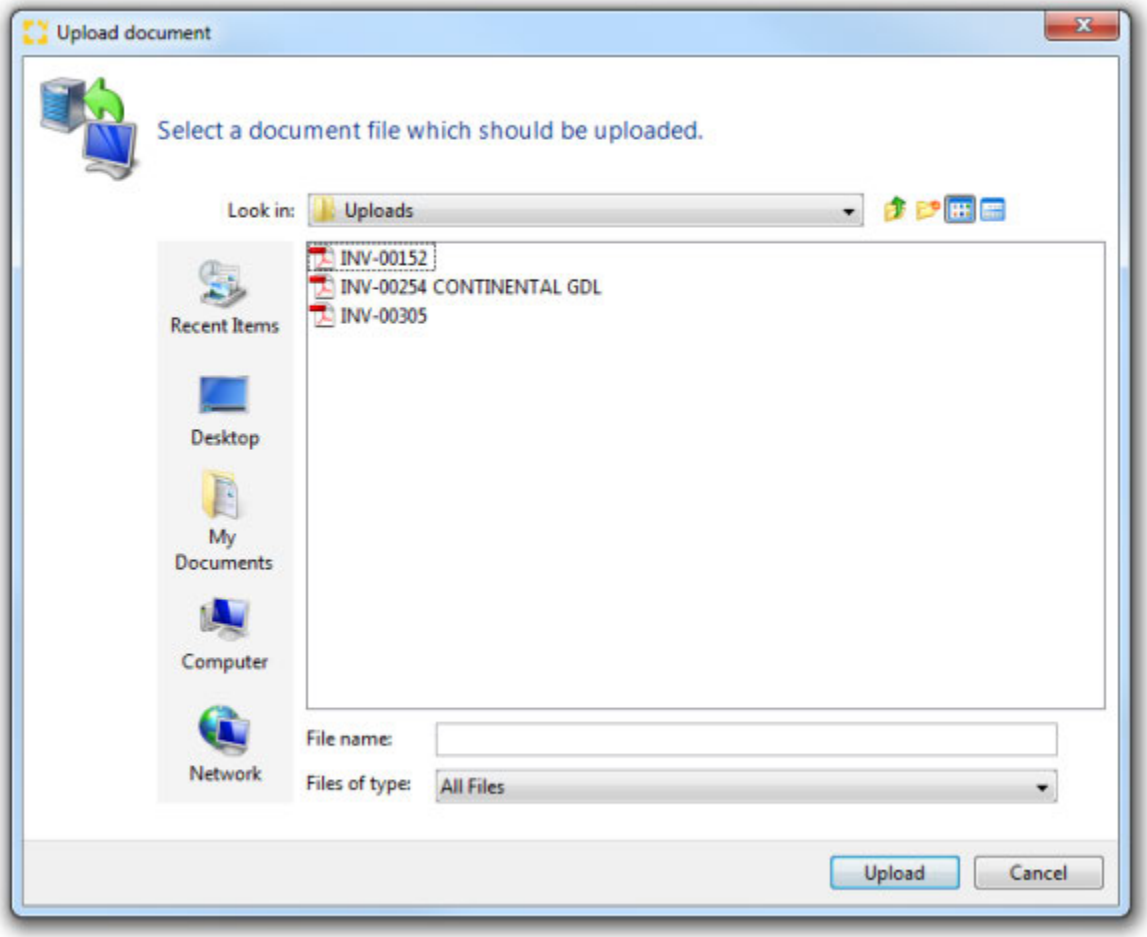
Previously deleted documents can be seen by checking the *show removed* box. This will then be shown in ~~strike thru~~ text. They may be restored by highlighting them and choosing this **restore selected documents** option.

Delete selected documents

Documents highlighted in the listing will be deleted.

Upload document...

Opens a file dialogue window which can be used to upload an external file to the current shipment.



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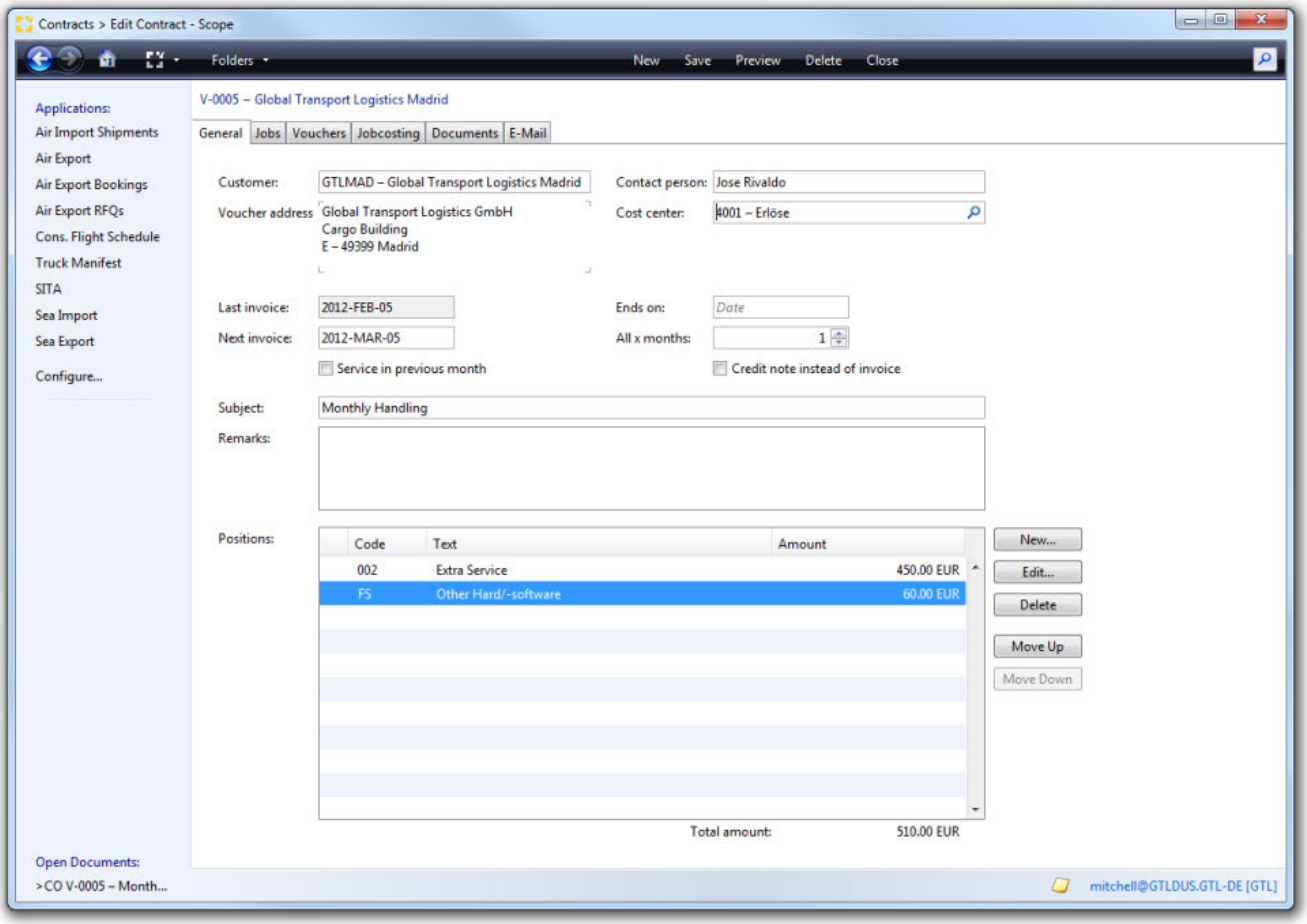
General - Contracts - Finance

- Introduction
- Description

Introduction

When a new contract is created or an existing contracted is opened, the contract editor open at the **General** tab of the contract. This tab is used to define all the billing related information required to issue regularly repeating invoices.

Description



New

Creates a new contract.

Save

Saves the currently open contract.

Preview

Opens an example of the invoice in PDF format on the local computer. This is a sample document and no financial changes occur.

Delete

This action is only available if a new contract has not been saved. Once a contract is saved, it is not possible to delete it, however a contract can be terminated by setting the *Ends on* date to a date in the past.

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Close

Closes the current contract without saving any changes.

Customer

The party with who the contract is agreed and to whom the invoices will be issued. This is search field that will search for stored partners

Contact person

The name of the person at the contrating party who should be contacted in relation to this contract. Any contacts currently stored for the business partner will be available in this search field.

Cost center

The cost center to which charges should be applied by the accounting department for this contract.

Last invoice

The date on which the last invoice for this contract was generated.

Ends On

The date on which this contract will end. After this date, no further invoices will be issued.

Next invoice

The date on which the next invoice is due to be issued.

All x months

The monthly interval on which the next invoice is to be issued.

Service in previous month

This indicates that the service performed is done in the previous month and the invoice issue date is adjusted accordingly.

Credit note instead of invoice

This check box is used to indicate that a credit note should be issued instead of an invoice.

Subject

The subject of the contract.

Remarks

Additional information about the contract be printed on the document.

Charges

Displays charges to be billed to the recipient. At least 1 charge must be present if the document is to be printed. These may be doubled clicked or opened with the edit function if further adjustments are required.

New

Creates a new line item.

Edit

Opens the highlighted item for further editing.

Delete

The highlighted item will be removed.

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Up

The selected item will be moved one position up in the list of charges.

Down

The selected item will be moved one position down in the list of charges.

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Invoices - Contracts - Finance

- Introduction
- Description

Introduction

Description

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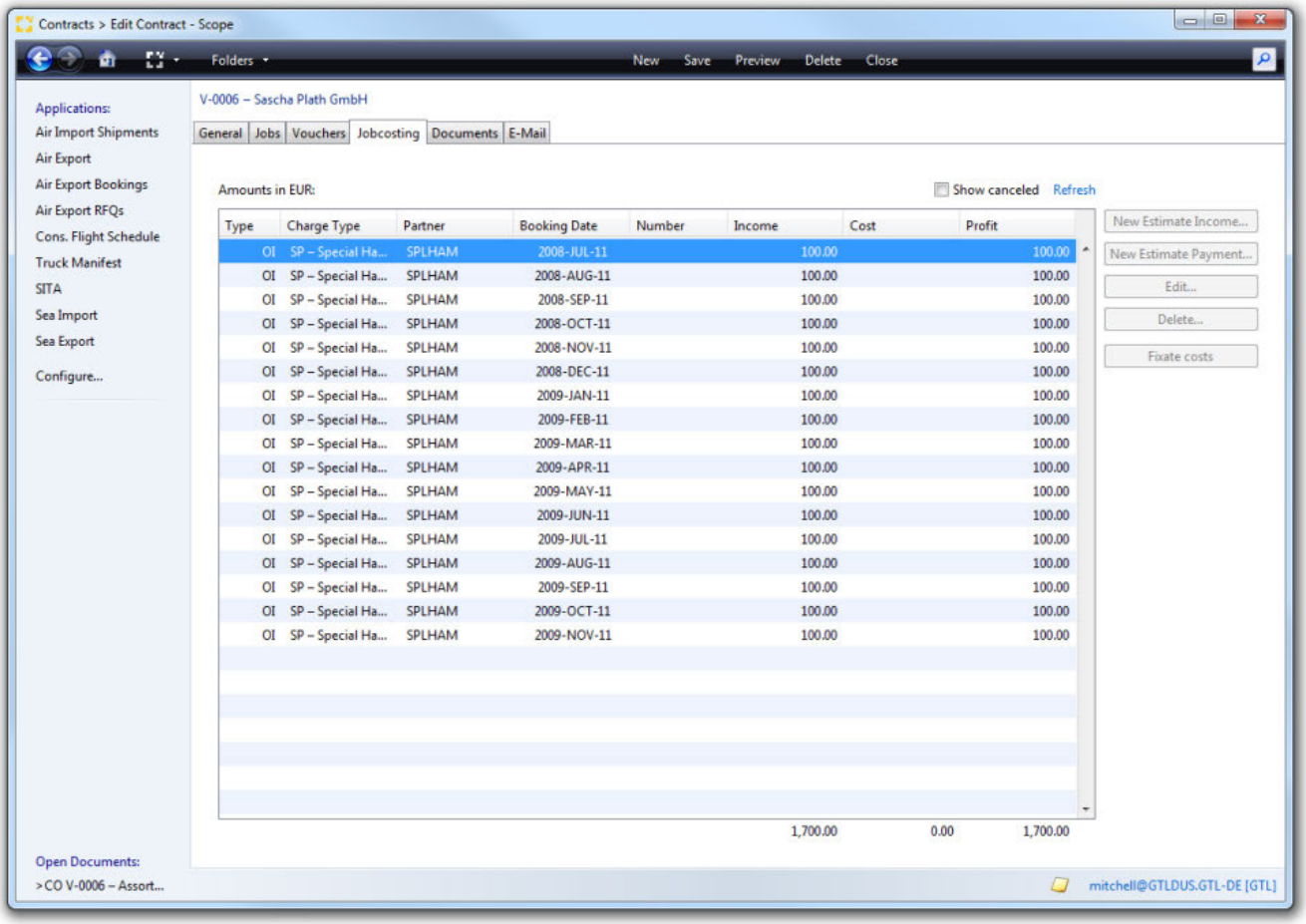
Jobcosting - Contracts - Finance

- Introduction
- Description

Introduction

The **Jobcostng** tab shows the complete profit and lost for the contract. If a job is highlighted in the jobs tab, then only the job costing for that record will be displayed.

Description



Show cancelled

jobs that may have been cancelled will be included in the listing of charges.

Refresh

Updates the index to ensure the latest jobs are listed in the table.

Amounts in local currency

The actual charges on each invoice are shown in the job costing table. The following details about each charge are available:

Column	Desciption
Type	The type of charge line.

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Charge type	Charge type of the current line.
Partner	Partner code of the business partner to whom the charge was applied or from whom the charge was received.
Booking date	The date of the document that contains the charge.
Number	The voucher number for the voucher that contains the charge
Income	Income or revenue amount
Cost	Cost or expenses amount
Profit	The profit of the line item

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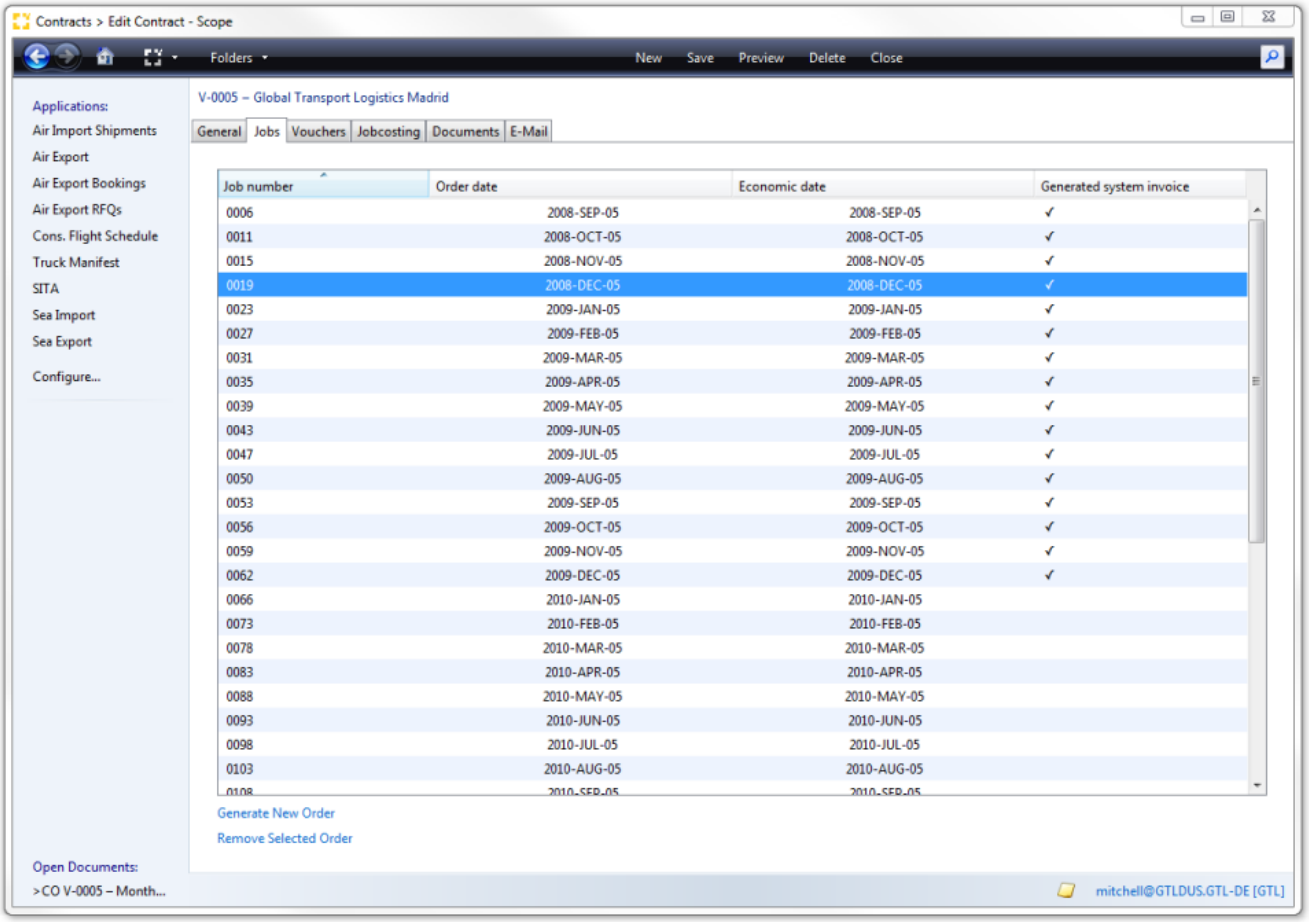
Jobs - Contracts - Finance

- Introduction
- Description

Introduction

The **Jobs** tab shows all regular jobs that have already been processed for the contract.

Description



The menu bad provides the following functions:

New

Creates a new contract.

Save

Saves the currently open contract.

Preview

Opens an example of the invoice in PDF format on the local computer. This is a sample document and no financial changes occur.

Delete

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This action is only available if a new contract has not been saved. Once a contract is saved, it is not possible to delete it, however a contract can be terminated by setting the *Ends on* date to a date in the past.

Close

Closes the current contract without saving any changes.

Jobs summary table

The following details about the completed jobs are shown in the summary table. The table can be sorted by clicking the title of each column:

Column	Description
Job number	The invoice number issued to the job by the system
Order Date	The date the iinvoice was issued
Economic date	The economic period within which the invoice was issued.
Generated system invoice	If the generate all function was used to create the invoice, a check mark will appear in this column.

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Mexican Specifics

Setup

Accounts Receivable

Accounts Payable

Payments

Payments (Invocies)

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Monthly Settlement

- Introduction
- Description

Introduction

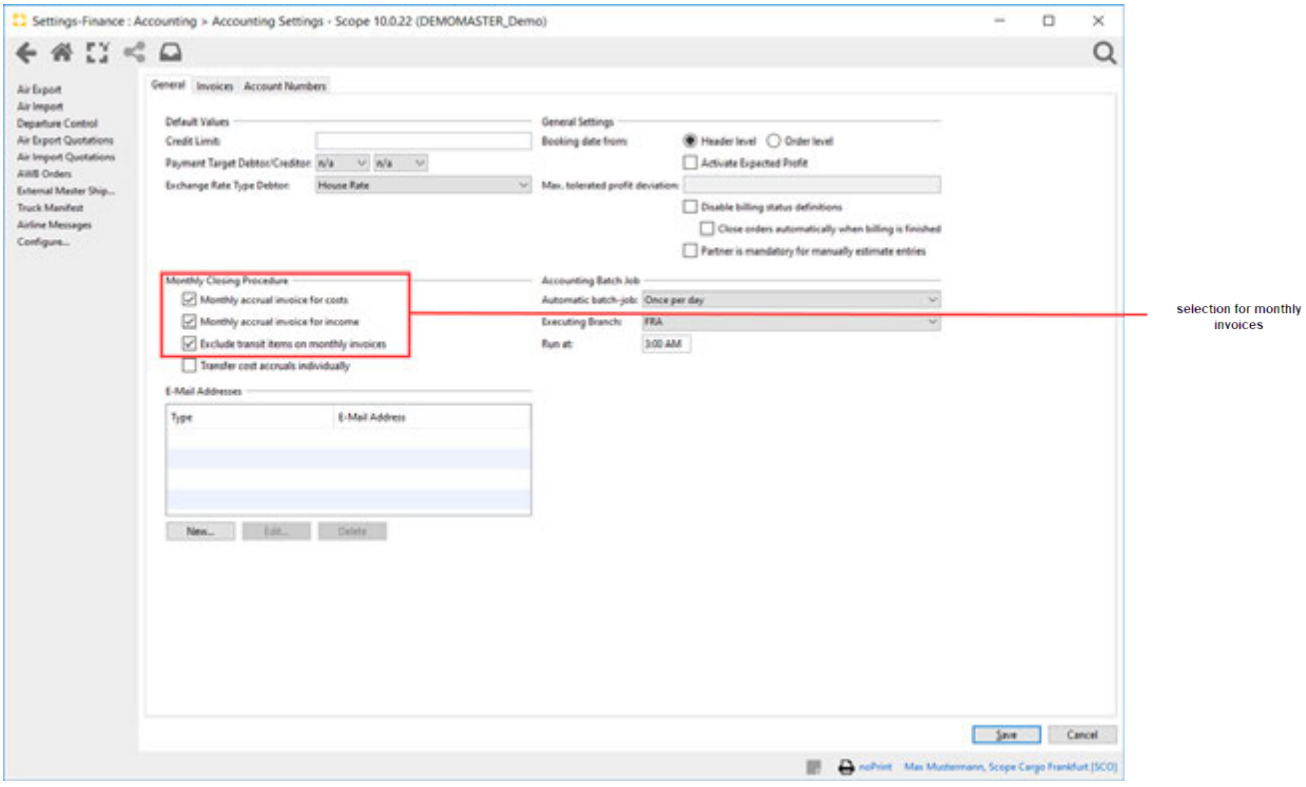
The Monthly Settlement application will allow you to close a month from the accounting side. This is done by choosing the date for the last booking on the month you would like to close. Once the date is set any new accounts receivables will be booked to the actual month. Monthly Settlement can be used to generate reports, which are "fixed" and will not changed after a month is closed. Any new items created are added to the actual report for all open months, leaving the closed month unchanged.

Please note that Monthly Settlement is only valid for the whole entity, it is not possible to create a monthly settlement per branch on different times.

example of setting the close date: The last possible day of booking for the Month of February is set to 16.03.2018. Then assume that you are working on a February shipment and you create an accounts receivable on 16.03.2018. From the accounting point of view this will be added to the month of February. However, if you create an accounts receivable on the same shipment but after the close date, for example on 19.03.2018, this amount will be booked on the month March because February is closed and nothing can be added to it.

Description

Before starting the Monthly Settlement application it is necessary to setup the Accounting settings (*Settings - Finance - Accounting - Edit Accounting Settings*). On the below image you can see the settings need to be set so Scope will issue a monthly accrual for income and costs. Additionally, you can choose "*exclude transit items on monthly invoices*", so no transit items (like duty + taxes) will be considered for monthly accruals.



The next step is to adjust the General Ledge Filter for Month closing and accruals accounts (*Master Data - Finance - General Ledge Filter - Month closing and accruals accounts*)

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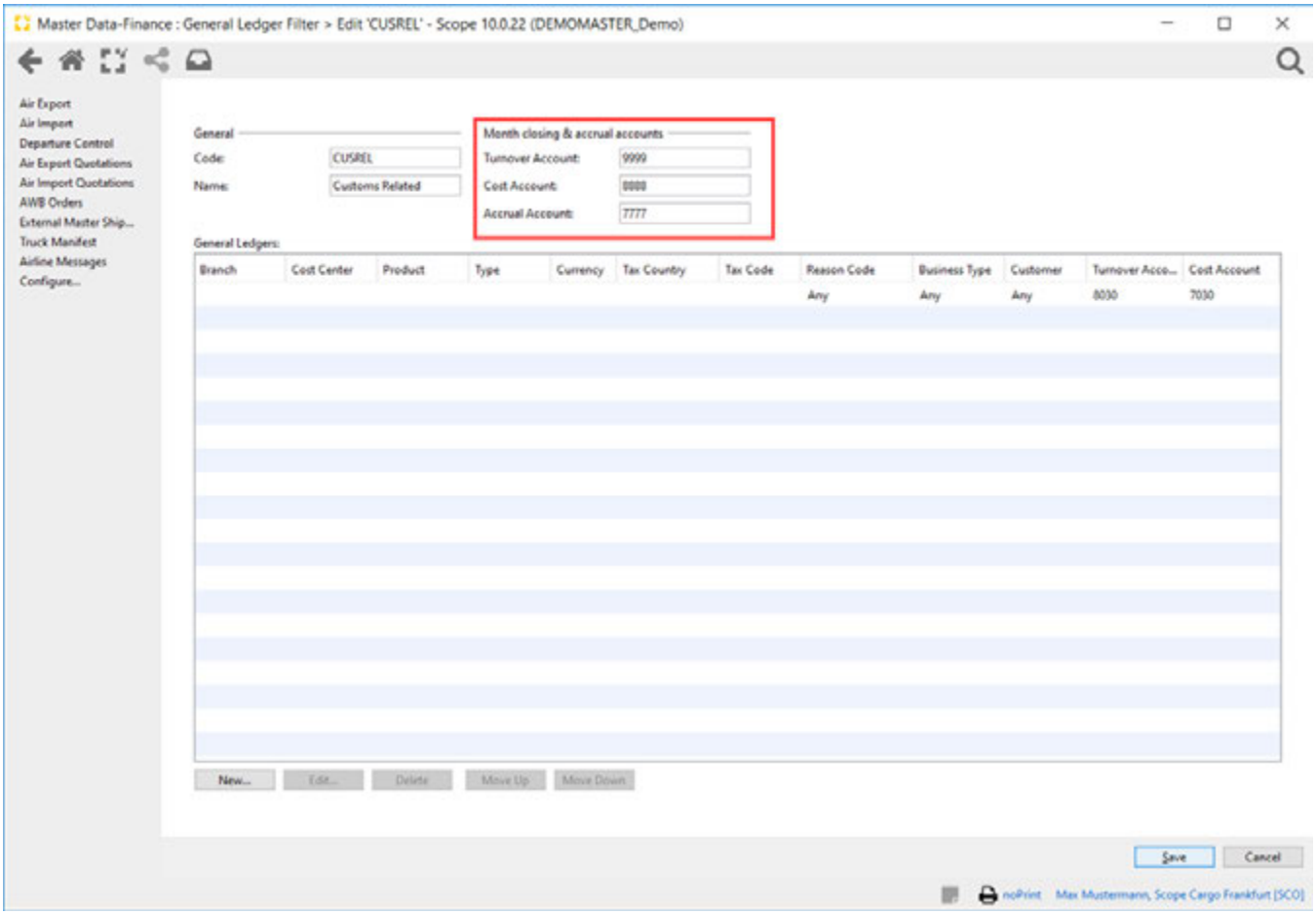
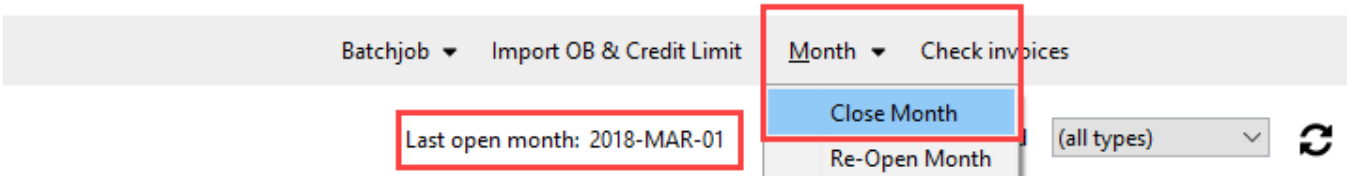


Month closing (Monthly Settlement)

To close the actual month you have to go to application *Finance - Accounting*. There you can see the last open month and you can start monthly settlement by choosing "Close Month".



Close Month

Close last open month

Re-Open Month

Re-Open the last closed month. Keep in mind that any reporting issued before re-opening of the month may now be invalid from any changes and you may have to re-create them.

Monthly Accruals Invoice

If you have closed a month, Scope then creates a monthly accruals invoice for any new items created after the close date. The number of accruals added to this monthly invoice is limited to 250 items per default, but this limit can be raised up (as needed). Scope will create one invoice with all these accruals, but in some cases, if more than one invoice is need this will be created.

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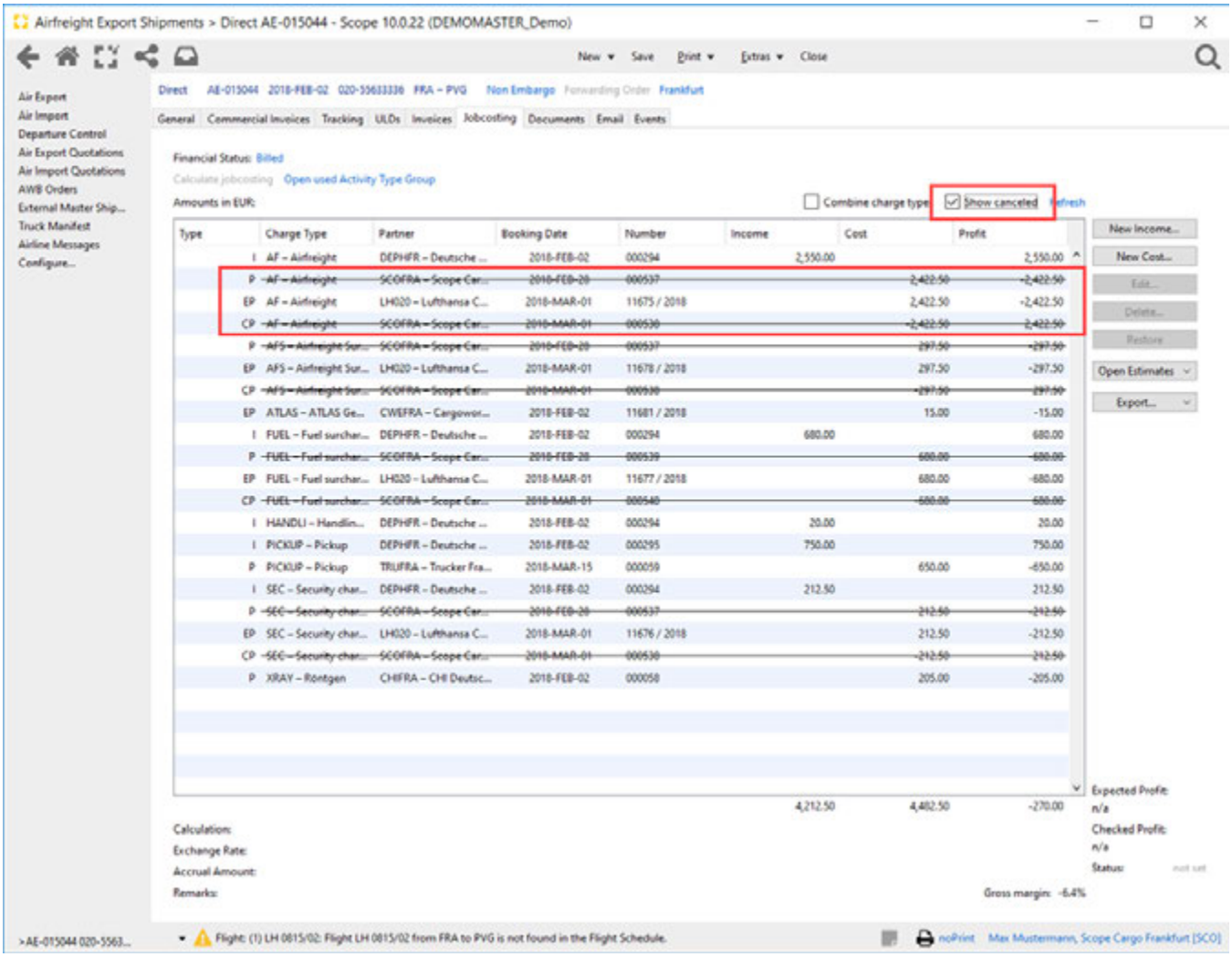
All accruals of the closed month will be terminated in the closed month and transferred to the next open month. To review this workflow in a shipment you have to go to Jobcosting tab and choose "*Show canceled*". Monthly accruals invoice can be selected at Accounts Payable Application.



example charge type AF:

In the above mentioned example you can see the accrual Airfreight (AF), mentioned as EP - Estimated Payment. Through monthly settlement the accruals must terminated in the month of February and transferred to the month of March. Scope dissolved EP AF with an invoice, called P AF (Payment) - now the accrual is terminated in February. But for accounting, the accrual must be transferred to March, so Scope will cancel payment by CP - Cancellation Payment and issue EP AF for month March.,

If you receive the accounts payable from your supplier for charge type AF in March, accrual EP AF will be terminated. If you receive no bill in March, this accrual we be transferred to month April.

Estimates

For an overview of all open and dissolve accruals go to the application "Estimates" (*Finance - Estimates*)

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Payments

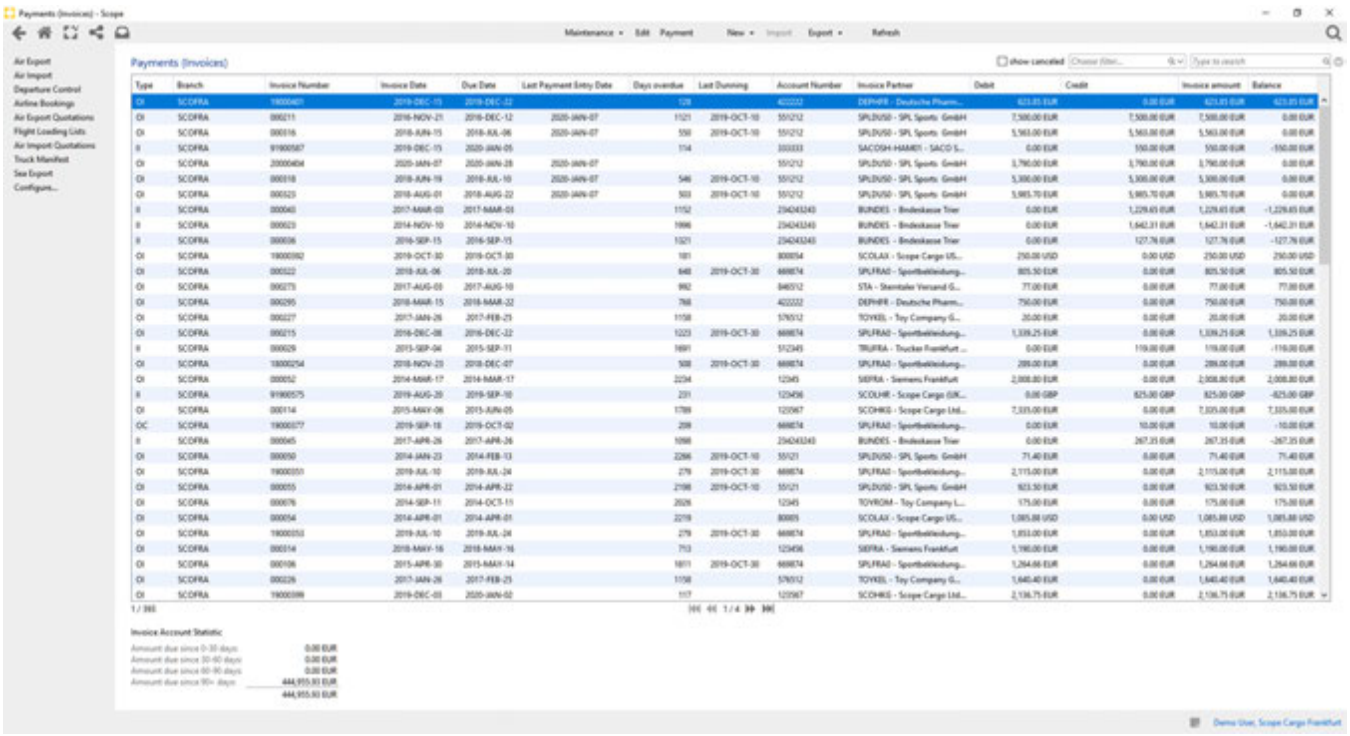
- Introduction
- Description

Introduction

In the payments application, which is a separate module named Payments(Invoices), an overview is given over open (unpaid) outgoing / incoming invoices. When activated every printed accounts receivable and every finished accounts payable appears in the payments application.

This function allows the registration of payments, either manual or via an import and generate account statements or dunning for debtors which can be send directly via email to the predefined contacts of the applicable debtor.

Description



Settings

Under settings the payment module is activated and set-up, details of the settings can be found on the linked page, but will be maintained by RSI Support Staff.

Edit

Under edit a selected invoice can be opened and the payment details can be reviewed, if the actual payments are not imported by interface but maintained manually, payments can be entered here.

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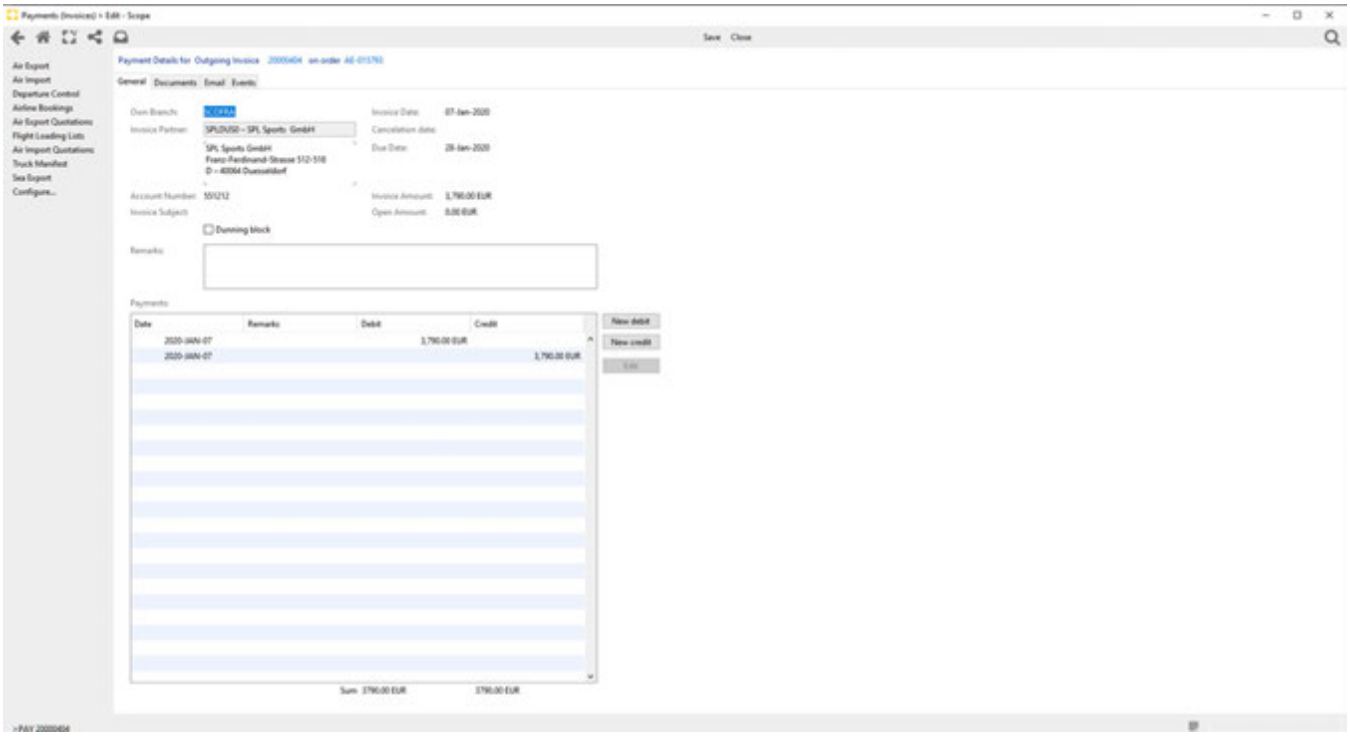

Invoice Partner

Address details as printed on the actual invoice

Invoice Amount

The original full invoice amount in the currency of the invoice

Open Amount

The open amount of the invoice

Dunning block

If this option is set to active, this invoice will not be listed in the statements

Remarks

Any remarks regarding the payment of this invoice can registered.

Entries

Under entries, previously registered payments are displayed

Column	Description
Date	Date Payment was registered
Remarks	Any remarks entered, in case payment created via Import , It will contain date/time and user doing the import
Amount	Amount Paid
Payment Type	Selected payment type, will remain as unknown when payments are imported.

Payment

Payment details on an invoice can be registered here. Either via the button 'Payment' on the overview screen (for the full amount only) or - when in edit-mode - with the buttons 'New debit' or 'New Credit'.
This is only available when the setup is for manual payments.

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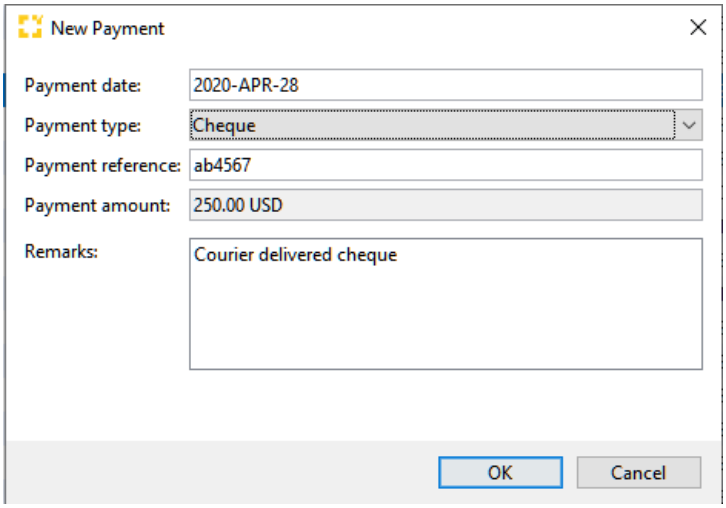

Payment type

Method of how the payment is done

- Transfer
- Cash
- Cheque
- Direct debit
- Credit card
- Debit Card
- Unknown
- Correction

Payment date

Date of the payment

Remarks

Any remarks regarding the payment.

Payment Amount

The amount which is being paid on the invoice, if less than the full amount, the balance will reflect a corrected amount.

New Statement

Under New, a statement or dunning can be generated for the debtor of a selected outgoing invoice.

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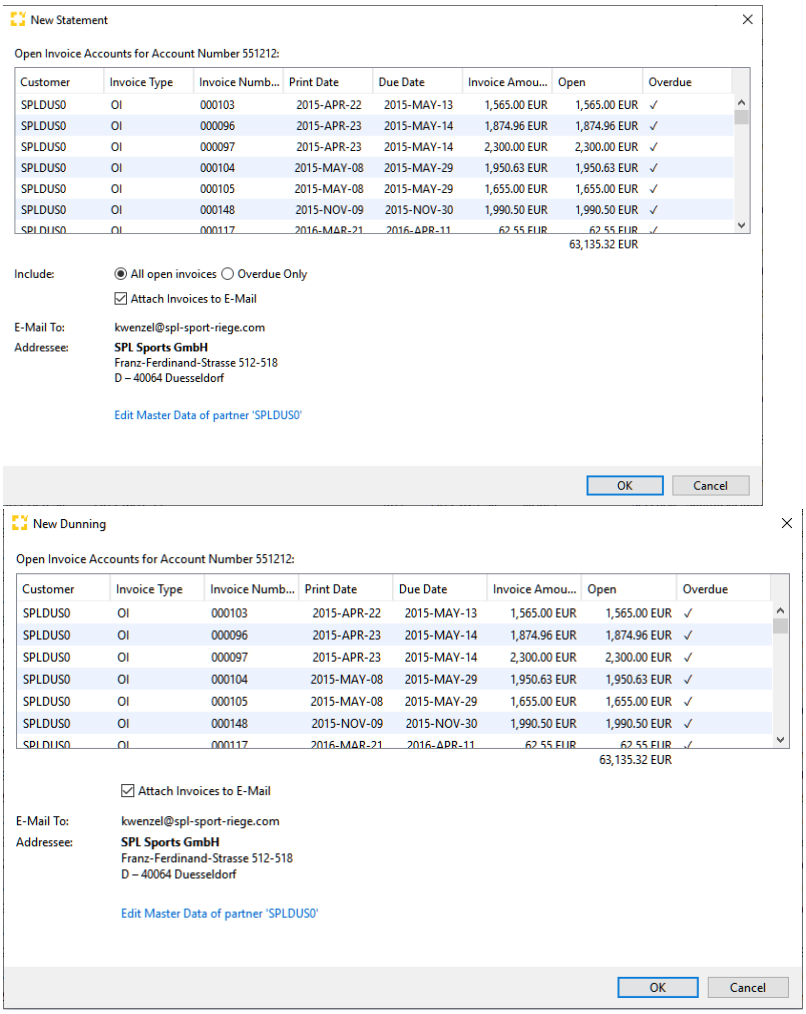

In the New Statement dialog all applicable invoices, which will be shown on the statement are displayed and the details as set-up in the master data Debtor .

Voucher type

Type of invoice displayed

Type	description
OI	Outgoing invoice
OC	Outgoing Credit note
Coll.I	Collective invoice
II	Incoming invoice
IC	Incoming credit note

Invoice number

The assigned invoice number of the reminded invoice.

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Print date

The print date of the reminded invoice.

Due date

The due date of the reminded invoice, calculated on basis of the selected payment terms.

Invoice Amount

The total invoice amount in the actual invoice currency of the reminded invoice.

Open Amount

The total unpaid invoice amount in the actual invoice currency of the reminded invoice.

Overdue

Indication whether the reminded (outgoing!) invoice (not credit note!) is already past the due date or not.

Include

Radio setting whether the statement should include **ALL** invoices or only the invoices which are **OVERDUE.** Via this setting the statement type is determined:

- if all open invoices are included, the statement type is STATEMENT
- if only overdues are included, the statemen type is DUNNING

Incoming Invoice included

Indication whether any incoming invoice should be included in the statement.

E-mail to

The to-addressee of the account statement e-mail, as set-up in the master data.

E-mail cc

The cc-addressee of the account statement e-mail, as set-up in the master data.

Edit master data

This action link will directly open the master data partner to add or edit the master data details.

Statement e-mail sample

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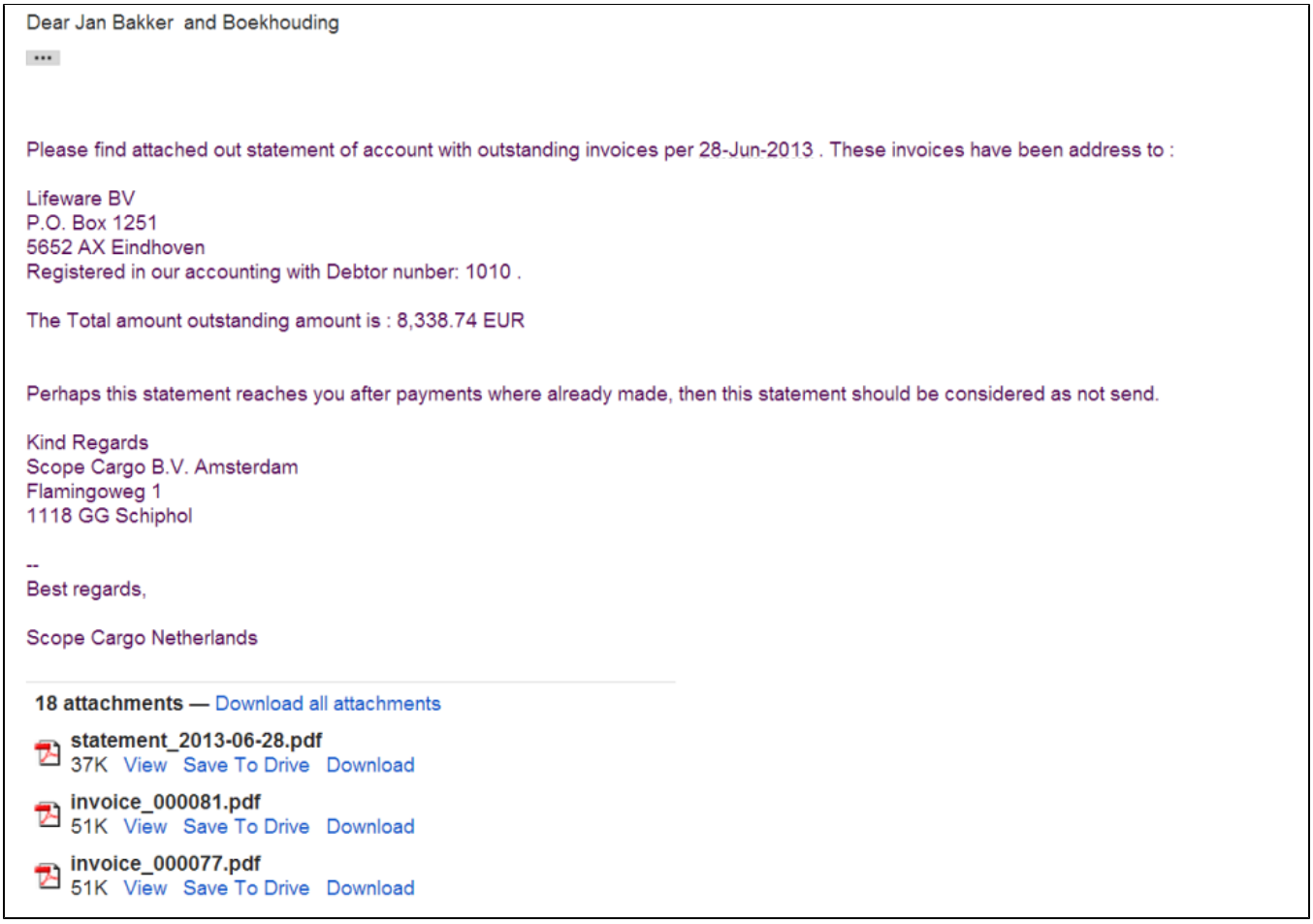
Dear Jan Bakker and Boekhouding

...

Please find attached out statement of account with outstanding invoices per 28-Jun-2013 . These invoices have been address to :

Lifeware BV
P.O. Box 1251
5652 AX Eindhoven
Registered in our accounting with Debtor nunber: 1010 .

The Total amount outstanding amount is : 8,338.74 EUR

Perhaps this statement reaches you after payments where already made, then this statement should be considered as not send.

Kind Regards
Scope Cargo B.V. Amsterdam
Flamingoweg 1
1118 GG Schiphol

--
Best regards,

Scope Cargo Netherlands

18 attachments — Download all attachments

statement_2013-06-28.pdf
37K View Save To Drive Download

invoice_000081.pdf
51K View Save To Drive Download

invoice_000077.pdf
51K View Save To Drive Download

Export

With the export option it is possible to create 2 different reports:

1. Detailed report - an excel report of all outstanding invoices of the current active filter, allowing grouping, sorting and further excel modifications
2. Aging report - an excel report specifying amounts not overdue and amounts overdue per: 1-30 days/31-60 days/61-90 days/91+ days period

Import

In the import function the payment details are imported from an interface file, The import functions will be activated when the accounting software can deliver a predefined format.
The status and result of an import run, can be seen in the function "Import payments protocol".

For details of our standard CSV/XLS Import format please check here: Payments - Standard Import file

Refresh

Rebuilds the screen to the latest information.

Show Closed

Include paid invoices where the balance is 0/zero and which are no longer outstanding.

Show canceled

Include canceled invoices in the overview. They are displayed striked through in the overview. In the invoice number column you see the cancellation number and the original invoice number in brackets.

Filter

The Filter option in payments allow the set-up of filters with the following criteria

Criteria	options	description

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Account Number	begins with is contains is not	Selection on the Account Number
Branch	is	Branch the invoice belongs to
Country of invoice partner	is is not Located in region	Country or region the invoice partner is located
Due Date	is equal is greater is less in the last x days x weeks x Months	All invoices where the due data matches the entered criteria are selected same date After entered date Before entered date In between the first and the second date in the last number of days in the last number of weeks in the last number of months
Dunning Block	yes no	Allows filtering on partners/invoices where the statement has been disabled
Invoice amount	is equal is greater is less is between	All invoices where the invoice amount matches the entered criteria Exact amount Higher then entered amount Lower then entered amoun In between the lowest and the highest amount
Invoice Date	 is equal is greater is less is between in the last .. in the next .. x days x weeks x Months Is in the current month Is in the last month	All invoices where the due data matches the entered criteria are selected: same date After entered date Before entered date In between the first and the second date in the last/next number of days in the last/next number of weeks in the last/next number of months Is in the current month Is in the last month
Invoice/CreditNote in debit column	yes no	selection on the invoice/creditnot in debit column
Last payment entry date	 is equal is greater is less is between in the last .. in the next .. x days x weeks x Months Is before today Is older than	All invoices where the last payment entry matches the entered criteria are selected: same date After entered date Before entered date In between the first and the second date in the last/next number of days in the last/next number of weeks in the last/next number of months Is before today After entered date
Legal entity	is	legal entity the invoice belongs to
Only dunnable	is is not	selection on the dunning status
Outgoing / incoming	is is not	selection on the direction of the invoice.
Partner	is is not is part of the group	Selection on the partner name
Status	is	Selection on the status of an invoice - open or paid

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	is not	
Unregistered Payments	yes no	Selection on unregistered payments

Voucher Account statistic

A summary of amounts in the active filters per
Due since: 0-30 days Due date is less then 30 days before today or not yet past.
Due since: 30-60 days Due date is between 30 and 60 days before today.

Due since: 60-90 days Due date is between 60 and 90 days before today.

Due since: 90+ days Due date is longer than 90 days before today,

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Payments Import Protocol

- Introduction
- Description

Introduction

Description

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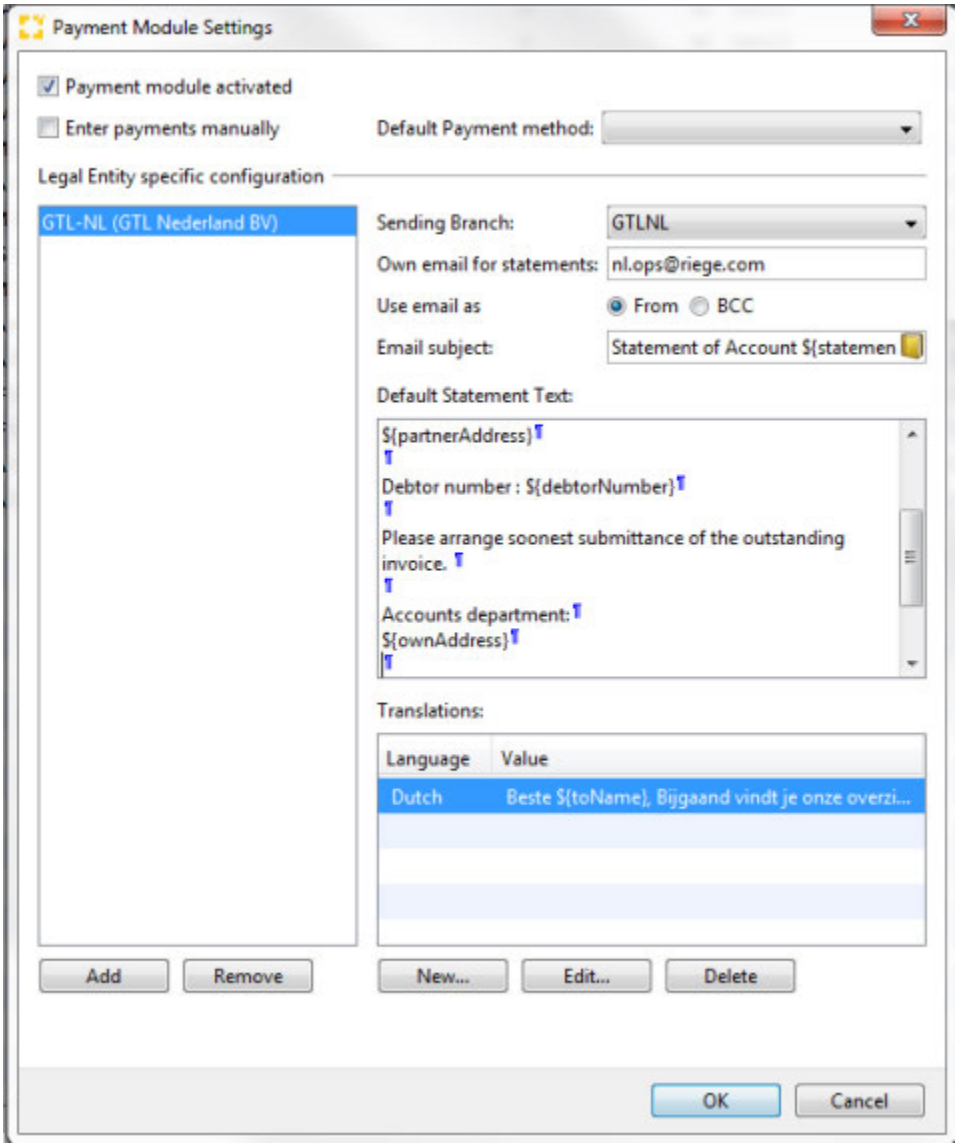
Payments - Settings

- Introduction
- Description

Introduction

In the option payment settings the activation and set-up of the payments module is done. This set-up will be done by RSI staff and will be charged.

Description



Payment module activated

When active the payments module has been activated and all printed incoming and outgoing invoices are registered in this module to track their payment status.

Enter Payments manually

When active the payments will be registered manually, if not active the payments can only be registered via predefined import interface files.

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Default Payments method

When the payments are being registered manually a default method of payment can be registered here.

Legal Entity Set-up

For each legal entity available in the organisation the statement details are to be defined

Sending Branch

The branch which will be used as sending branch of the statement.

Own e-mail address for statements (From / BCC)

Additional e-mail address used by the outgoing statement, depending on the setting From / BCC.
Emails will be using the email address according to following schedule

setting	Sending email address	Bcc emailaddress
From	will be the entered email address will be used as from email address	will be the email address from the user sending the statement of account
BCC	will be the email address from the user sending the statement of account	will be the entered email address will be used as from email address

Subject

The subject of the email containing the statement of account can be set up here, place holders (as per below overview) can be used here.

Statement Text

The text to be defined for the outgoing email, the Text allows for the following placeholders(variables).

Placeholder	Description
${statementDate}	The date the statement is generated
${partnerAddress}	The full address of the receiver of the statement
${partnerCode}	The partner code of the receiver of the statement
${totalsPerCurrency}	Total amount on the statement per currency
${ownAddress}	Address details of the sending branch
${debtorNumber}	The assigned debtor number of the statement addressee
${toName}	Name of the contact(s) setup as to email address
${ccName}	Name of the contact(s) setup as cc email address

Statement Text translations

The translated statement text to be used when the available translation language equals the partner language.

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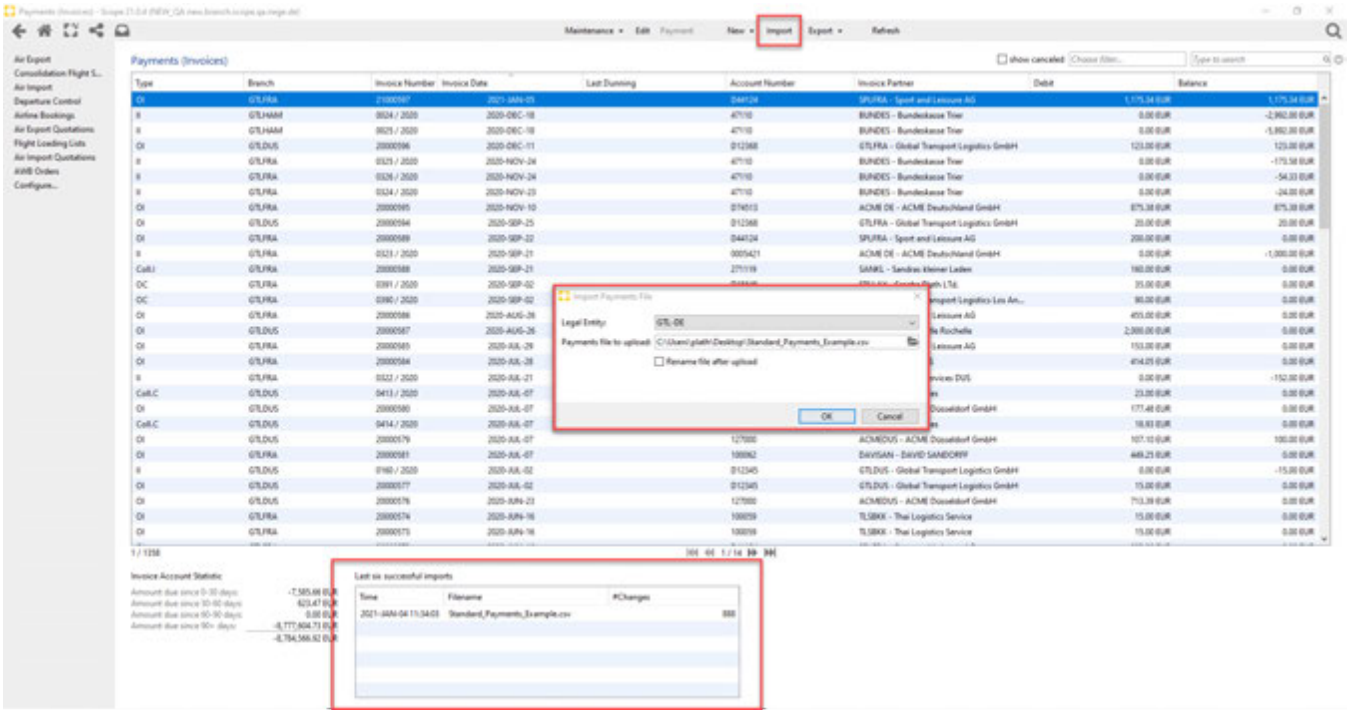
Payments - Standard Import file

Introduction



This interface allows to synchronize open balances per invoice between the accounting system and Scope. Based on the current open balances in Scope and the reported balances in the import file payments are identified. Invoices not contained on the open balance list will be regarded as fully paid.

> ⚠ The Usage of this module might be chargeable. Therefore please contact our Scope Helpdesk via support@riege.com for activation.

File Format

Supported file types

- CSV with separator ';'
- Excel (xls and xlsx)

Column headers are mandatory as they describe the content of the file and determine the import mode in Scope.

Different import modes exist for

- Account receivables AND account payables
- Account receivables only
- Account payables only

The import mode is determined by the naming of the column holding the debtor or creditor account number:

- Header name *Account Number* import mode "Account payables & receivables"
- Header name *Customer* import mode "Account receivables"
- Header name *Vendor* import mode "Account payables"

When importing open balances a complete list of all applicable invoices with an open balance different to zero is required. Applicable Invoices not contained in that list will be treated as paid. Applicability of invoices is determined by the import mode.

Import Modes

Account Receivables & Payables

Use one of the following formats:

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- Signed amounts
  Account Number;Voucher Number;Voucher Date;Open Balance;Currency;
  Example: Accounts receivables & payables with sign.csv
- Unsigned amounts with D/C identifier
  Account Number; Voucher Number;Voucher Date;Open Balance;Type;Currency;
  Example: Accounts receivables & payables with DC.csv

Account Receivables only

Open account payables will not be marked as paid when using this import mode.

Use one of the following formats:

- Signed amounts
  Customer;Voucher Number;Voucher Date;Open Balance;Currency;
  Example: Accounts receivables only with sign.csv
- Unsigned amounts with D/C indicator
  Customer; Voucher Number;Voucher Date;Open Balance;Type;Currency;
  Example: Accounts receivables only with DC.csv

Account Payables only

Open account receivables will not be marked as paid when using this import mode.

Use one of the following formats:

- Signed amounts
  Vendor;Voucher Number;Voucher Date;Open Balance;Currency;
  Example: Accounts payables only with sign.csv
- Unsigned amounts with D/C indicator
  Vendor; Voucher Number;Voucher Date;Open Balance;Type;Currency;
  Example: Accounts payables only with DC.csv

Open Balance Currencies

The open balance may either be reported in invoice currency or in local currency of the Scope legal entity.

In case the open balance is reported in legal entity currency the exchange rate on invoice header level is used to converted the open balance into invoice currency. This option is only recommended to be used, if the accounting interface transfers all invoices to the accounting system in legal entity currency.

Debit Indicator

The default debit indicator to be used with column *Type* is "D".

Alternative Column Names

To simplify the integration of this interface with different accounting systems alternative column names and debit indicators may be used.

Default Column Name	Alternative Column Names
Account Number	• Konto • Kontonummer
Customer	• Debtor • Debitor
Vendor	• Creditor • Kreditor
Voucher Number	• Rechnungsnummer • Rechnungs-Nr. • Rechnungs-Nr
Voucher Date	• Rechnungsdatum • Datum

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Open Balance	• Saldo • Betrag
Type	• Credit Debit Indicator • Credit/Debit Indicator • Soll-Haben-Kennzeichen • Soll-/Haben-Kennzeichen • S/H Betrag
Currency	• Währung • WKZ (Eingabebetrag)

Alternative debit indicators to the default "D":

- S

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Statements - Payments

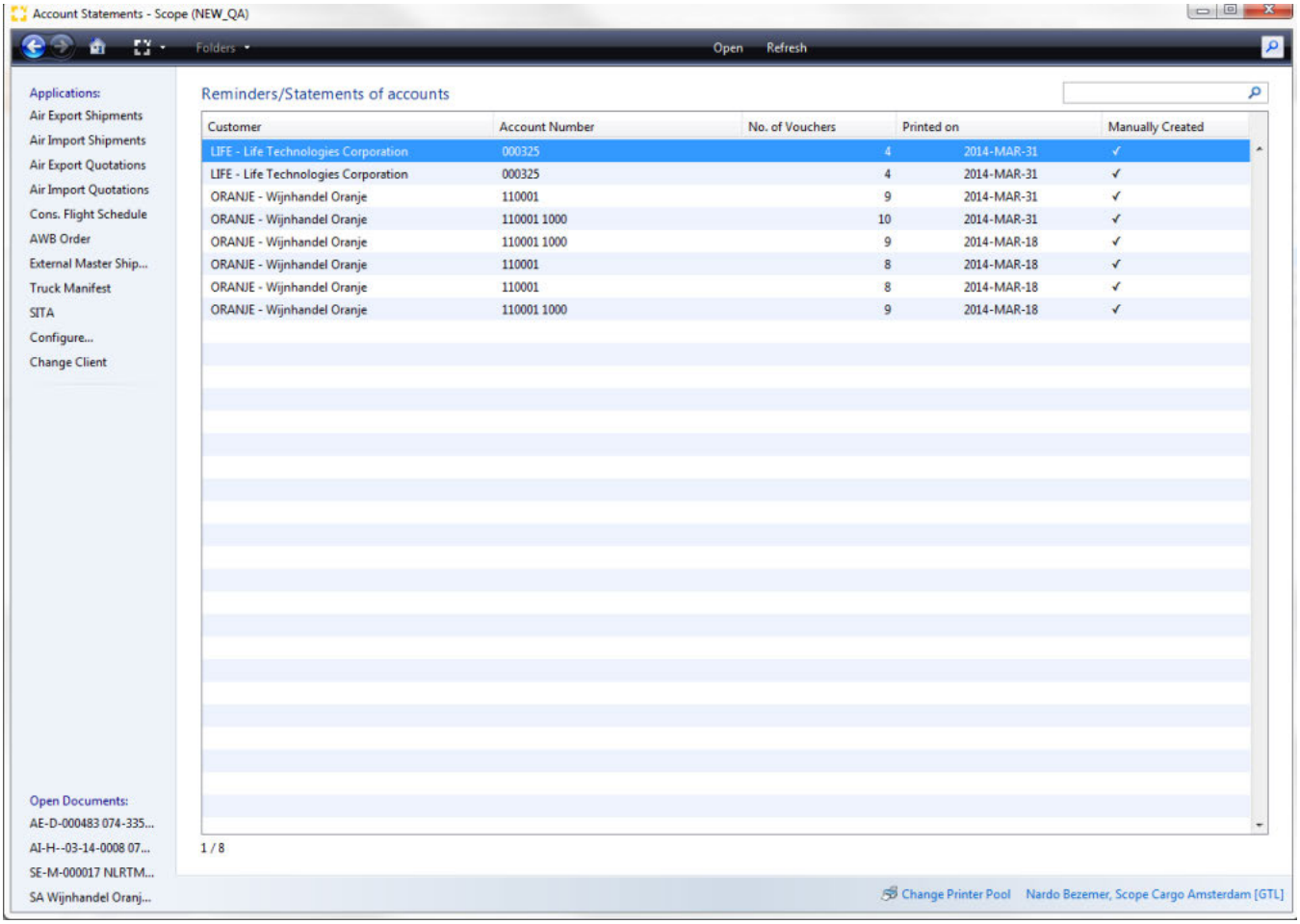
- Introduction
- Description

Introduction

In the function Payments the statements are generated and in the function statements (finance \ statements) and overview of all previously created statements can be found for verify if and when statements where created and
if need be can be reproduced

Description

Homeview



Customer

The customer to whom the Statement was sent.

Account number

The debtor number of the customer

Number of Vouchers

The number of invoices mentioned on the statement

Printed on

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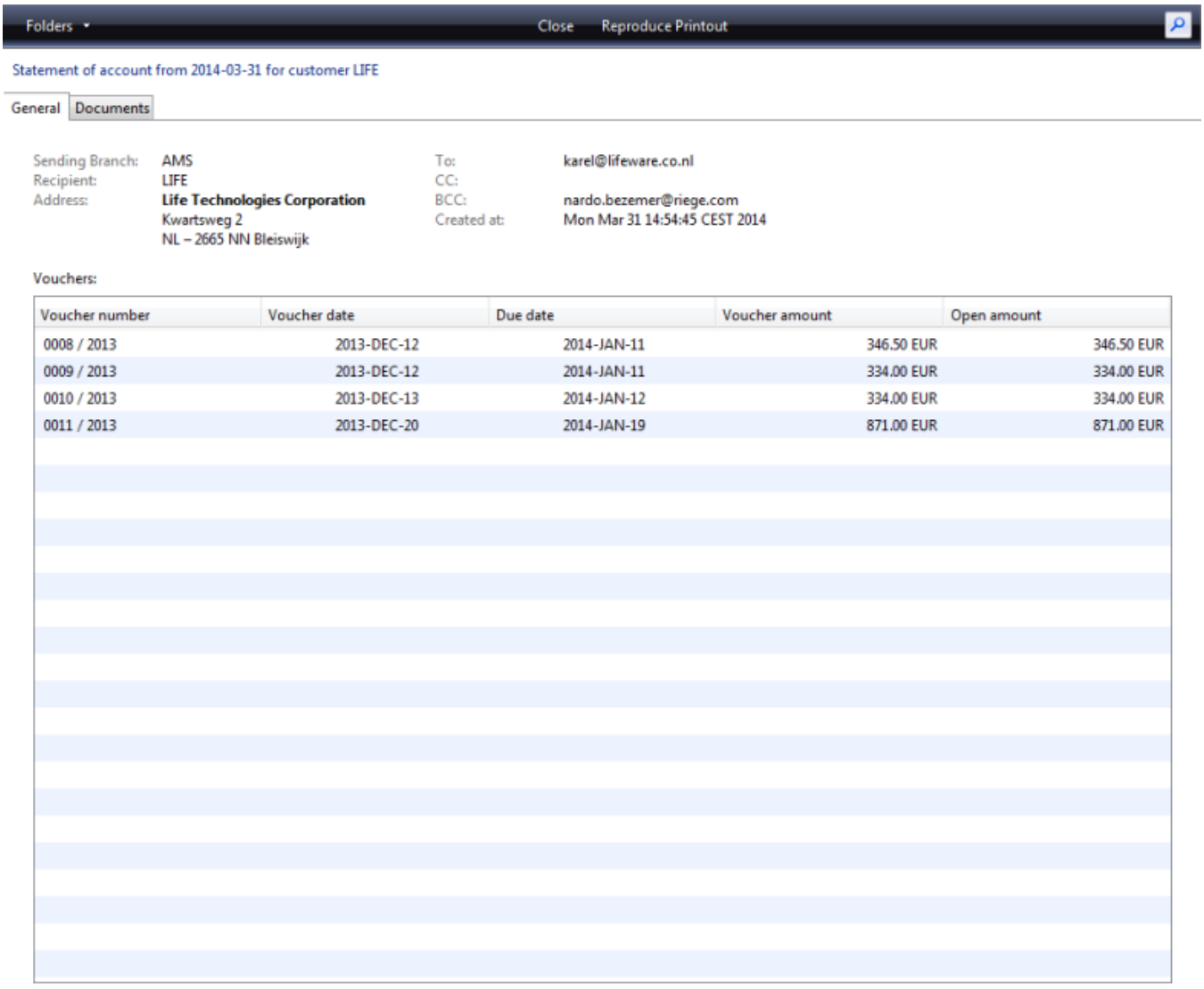
Date when the statement was originally generated.

Statement

With in a created statement the following information is available



Sending Branch

Details of the branch under which this statement was created.

Recipient

The partner code of the partner receiving the statements

Address

Name and address details of the receiver of the statement

To

The email addressee to whom the statement was send

CC

The email addressee to whom the statement was send as copy

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Bcc

The email addressee to whom the statement was send as a blind copy

Voucher number

The number of the invoice listed in the statement

Voucher date

The issue date of the invoice

Due Date

The calculated due date of the invoice

Voucher amount

Total Invoice amount (including taxes) on the invoice.

Open Amount

The registered open amount on the invoice

Documents

On the tab documents the printed statement can be seen.

Reproduce print out

WIth the option reproduce print out can be generated using new information and possibly update layout.

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Reporting

Name	Purpose	Example
Ledger Report	Evaluate the turnover per general ledger to evaluate profitable and less profitable parts of the company.	
Estimates Report	List of open estimates, i.e. items that are calculated based on stored buying or selling rates or manual entry by a user but that are not part of a finalized invoice. They are not current financial figures with regards to accounting but need to be evaluated to get a clear picture of the brnach'sa financial situation.	
Financial Period Report	Evaluate actual financial figures (i.e. finalized invoices) per shipment. It delivers a breakdown of the financial figures in the given period.	
Month Closing Report	Overview financial figures both actuals (finalized invoices) and estimates (open invoices). Apart from the general finacial figures for the given month, it shows open receivables that will be billed in the coming month but relate to transactions performed in the given month. It will show furthermore all cost estimate where no actual payable has been received yet, hence costs that will occur in the following month but relate to transactions performed in the given month.	
NBB Report	List of payables and receivables per invoicing partner ad their respective turnover. This will allow to evaluate the turnover of certain partners and to identify increase/ decrease in business with given partners.	
SNB Report	List of invoicing partners (both payables and receivables) per shipment and their respective turnover. This will allow to evaluate the turnover of certain partners and to identify increase/ decrease in business with given partners.	

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CBS Report	List of all shipments by transport mode with income and cost. Needed in some countries to report these figures per transport mode to the government (for statistical purposes).	
Profit-Loss Report	List of profit or loss per shipment. Filter criteria allow easily to identify shipments where the company made a loss and by analysing the respective shipments to identify possible patterns for non-profitabel transactions.	
Chargetype Report	List of turnover per chargetype and invoicing partner (both payables and receivables). This allows to identify services where the company earns or losses money on and therefore gives an indication where adjustemnts to selling rates might be advisable.	
Economic Month Report	List of turnover per economic month and branch. This will allow to evalute each branch's financial status in particular in comparision to previous months.	
Invoice Report	List of all finalized invoices	

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Customer Invoice Report	List of invoices to a certain partner including paymnet details related to the particular invoice. It allows an evaltuation of the given partner with regards to his turnover and in particular his payment morale. Hence allow possible danger to the finacial situation e.g. regarding partners with high turnover but low payment morale	
Work in Progress Report	List of all payables and receivables (actuals and estimates) on open shipments. It delivers an finacial overview of all transactions that are still being worked on by operations.	

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RSI Billing

- Introduction
- Contract billing
  - Creating a new contract
  - Creating invoices for a contract
  - Additional manual invoices
- Project billing
  - Creating a new project
  - Creating an invoice for a project
- Payments
  - Overview Riege Entities usage Accounting

Introduction

This documentation is about the RSI billing process as every RSI branch is creating outgoing vouchers to their clients using this Scope system.

There are two types of billing:

Type	Description	Example	Scope module
Recurring Fees	Monthly SaaS and transactional fees	Monthly SaaS, transactional fees, eg. airline messages	Contracts
One-Time Fees	Project-, Service- and Implementation costs	Project work, Implementation, Trainings, Form adjustment	Projects

Depending on the type of billing you need to create a new entry in contracts or projects. This documentation will describe both type processes.

Contract billing

As stated before, contract billing is a reoccurring process: fees and costs, which have been agreed on being charged monthly, will be automatically put on a monthly system invoice to the customer. The contract module is also used by our customers to bill their customers for warehouse rent and other service in the same way as we bill our customers. Therefore a general documentation is published here.

Since there are no shipments, the repeating invoices will be linked to the corresponding "job", which will be shown in tab "Jobs": every month a new job will created automatically while creating the next invoice and linked to the corresponding contract. The job will also determine the economic date of the invoice!

Creating a new contract

Once the customers signed the quotation for Scope, you can maintain it as a new contract in Scope. Tab "General" is used to define all the billing related information required to issue regularly repeating invoices:

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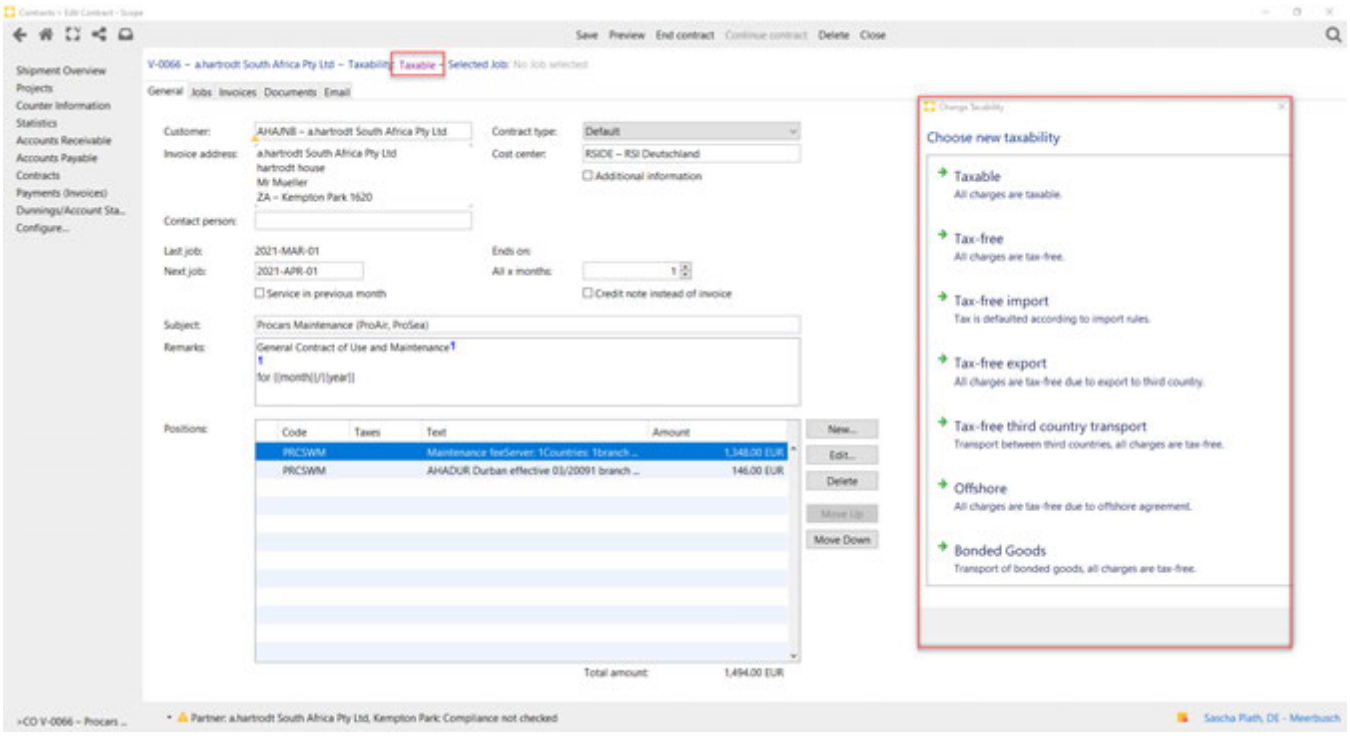

Taxability

Choose the type of taxability, the future invoices will have to use for billing.

Customer

The party, who the contract is agreed and to whom the invoices will be issued. This is a search field that will search for stored partners.

Cost center

The cost center to which charges should be applied by. For RSI-DE we use the corresponding branch, who is billing the customer. In other branches you might just have one general cost center or just cost centers to determine, whether it is a "project" or a "software as a service" income.

Last invoice

The date on which the last invoice for this contract was generated.

Ends On

The date on which this contract will end. After this date, no further invoices will be issued. You have to use the action "End Contract" in order to fill this field and also add a reason/description for the termination.

Next invoice

The date on which the next invoice is due to be issued. If the date is set in the past and you press "Create all" in the homeview, a new invoice will be created and the field "last invoice" will be updated.

All x months

The monthly interval on which the next invoice is to be issued.

Service in previous month

This flag determines the economic date of the invoices: it indicates that the performed service is done in the previous month and the invoice issue date is adjusted accordingly. It will determine, which "jobs" will be created for this contract.

Example: transactional fees are usually billed for the previous month (as you have to collect the number of transactions for the month first), user accounts might be billed for the current/upcoming month. Therefore you might need to create 2 contracts for the same customer: one for the fees of the previous month and another contract for the fees of the current month, so the customer will receive 2 invoices each month as you also have 2 different economic months to bill for.

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Credit note instead of invoice

This check box is used to indicate that a credit note should be issued instead of an invoice.

Subject

The subject of the contract. You might want to use parameters, such as {{month}} or {{year}} to allocate specific information on every invoice.

Remarks

Additional information about the contract be printed on the document.

Charges

Displays charges to be billed to the recipient. At least one charge must be present if the document is to be printed. These may be doubled clicked or opened with the edit function if further adjustments are required.

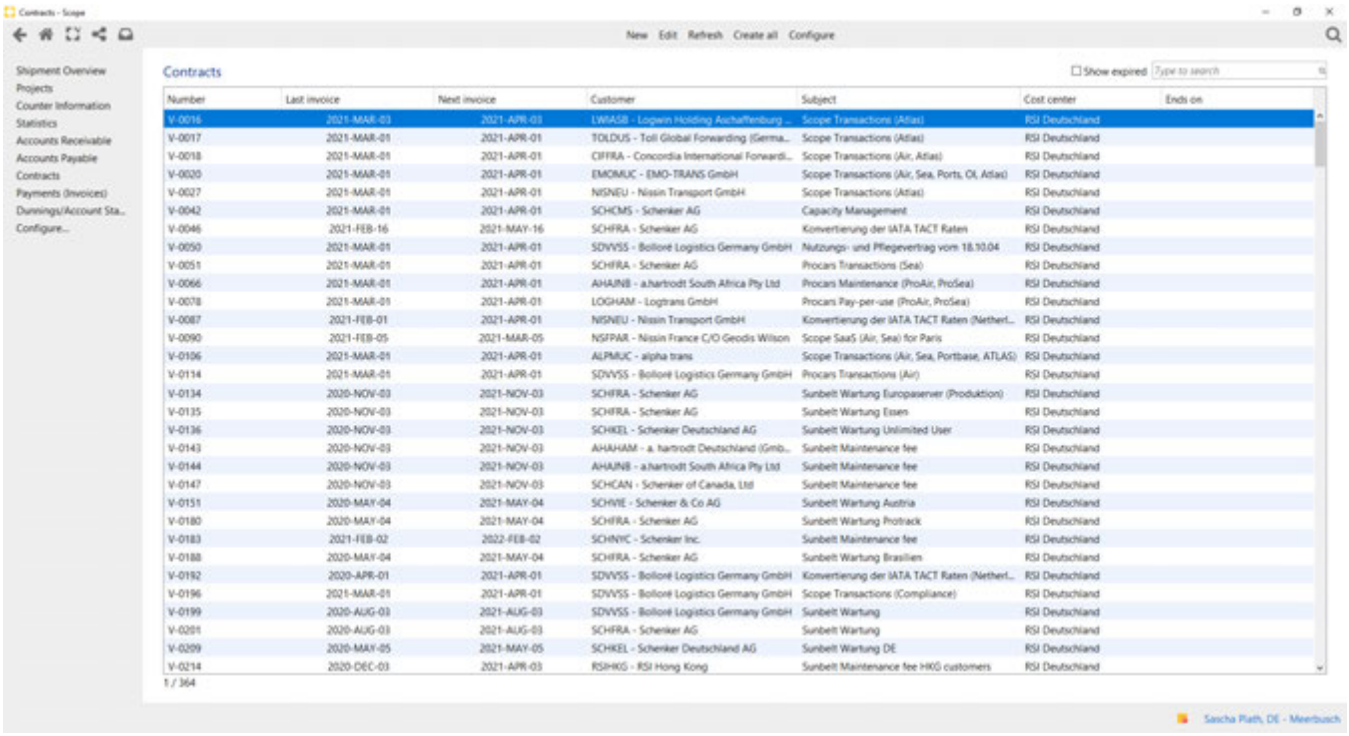
The available RSI charge codes are listed here. The amount doesn't have to be set as it might be calculated by a tariff while creating the invoice.

Notes

Similar to our Scope shipment entry, you can also add a note to the contract to inform users and give details additionally to the Remarks field.

Creating invoices for a contract

Once the contract is saved and a contract number is generated, you can find the new entry in the homeview:



The column "Next Invoice" will indicate, which invoices are due. By selecting "Create all" the system will generate the corresponding due invoice for each contract. Those new invoices can be reviewed and printed/finished eventually.

If the new invoice is created for a new economic month, the system will automatically create a new "job" for the invoice, which is an administrative order. You can look up the corresponding jobs linked to the contracts in tab "Jobs":

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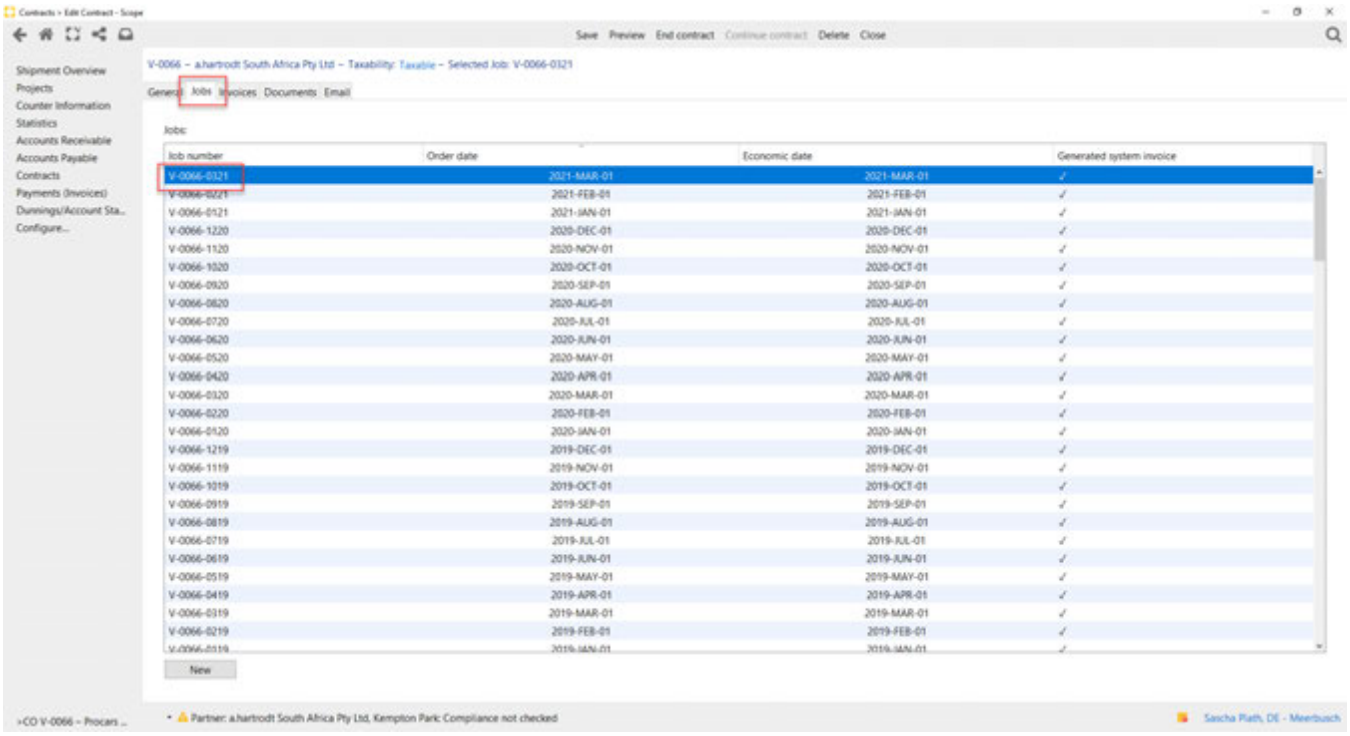


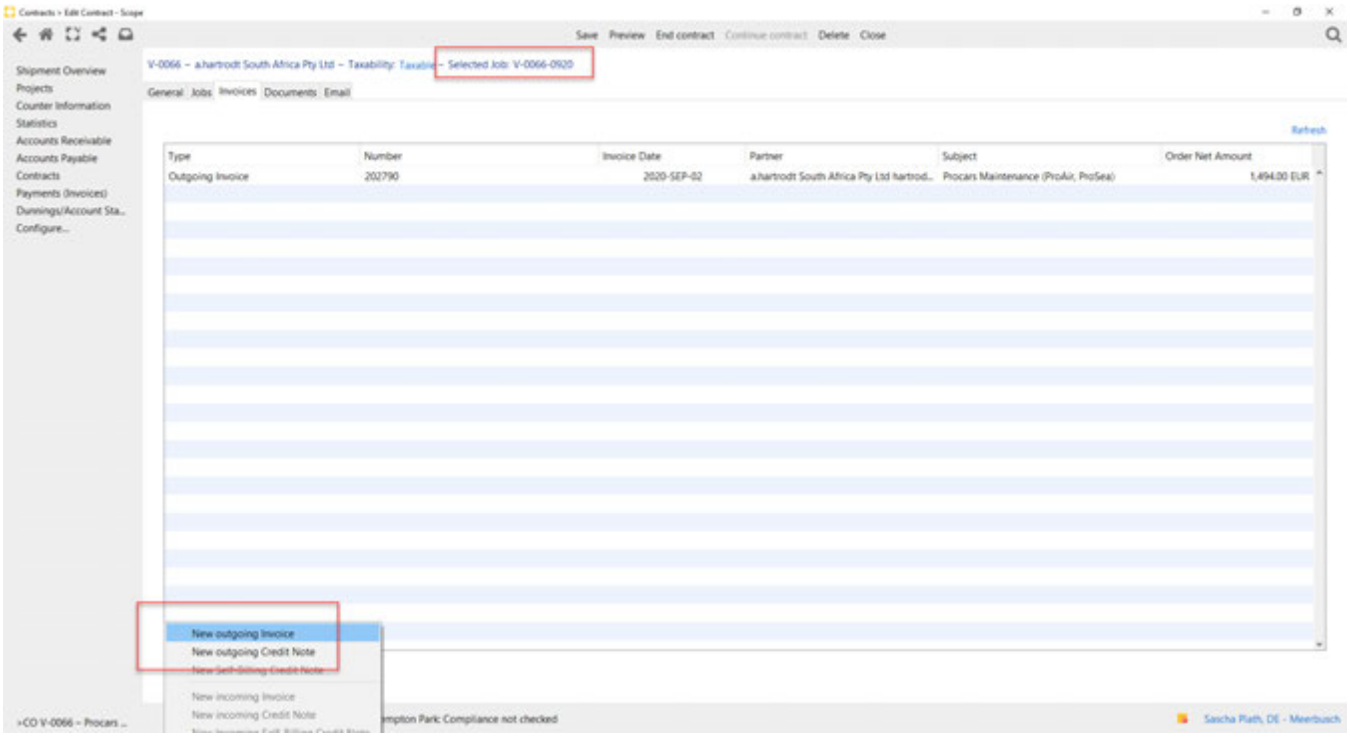
The job number is the contract number + economic month MM + economic year YY.

Additionally to the automatically created jobs by generating the system invoices via "Create all", you can also add new jobs manually, with order date of today and economic date of the next available month.

The tab "Invoices", "Documents" and "Email" will only showcase the entries, which are linked to the selected job. So if you want to have an overview of ALL created invoices for this contract, you **must not** mark any job or mark all jobs in tab "Jobs".

Additional manual invoices

As described above you have to open the corresponding contract, select the job with its economic date you like to create the additional invoice for and then select in tab "Invoices" the corresponding voucher type:



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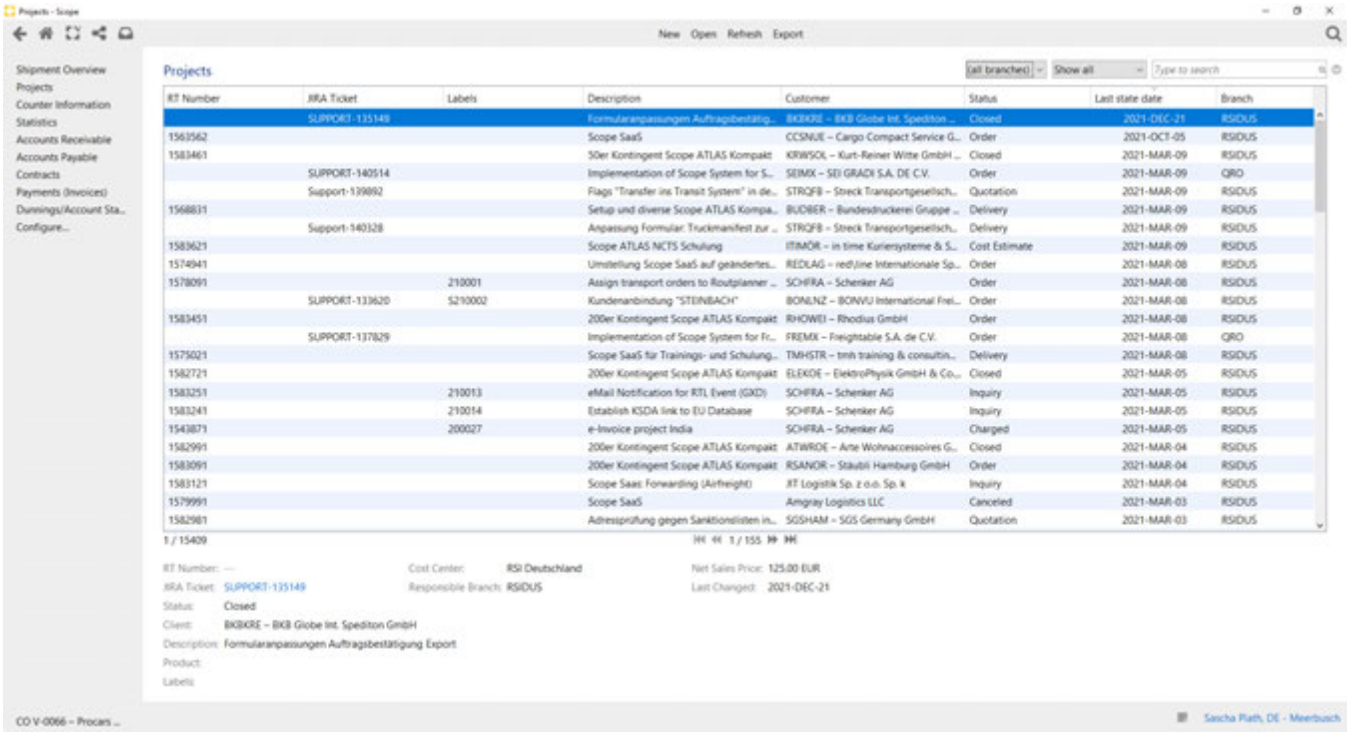
The creation of the outgoing invoice is described here.

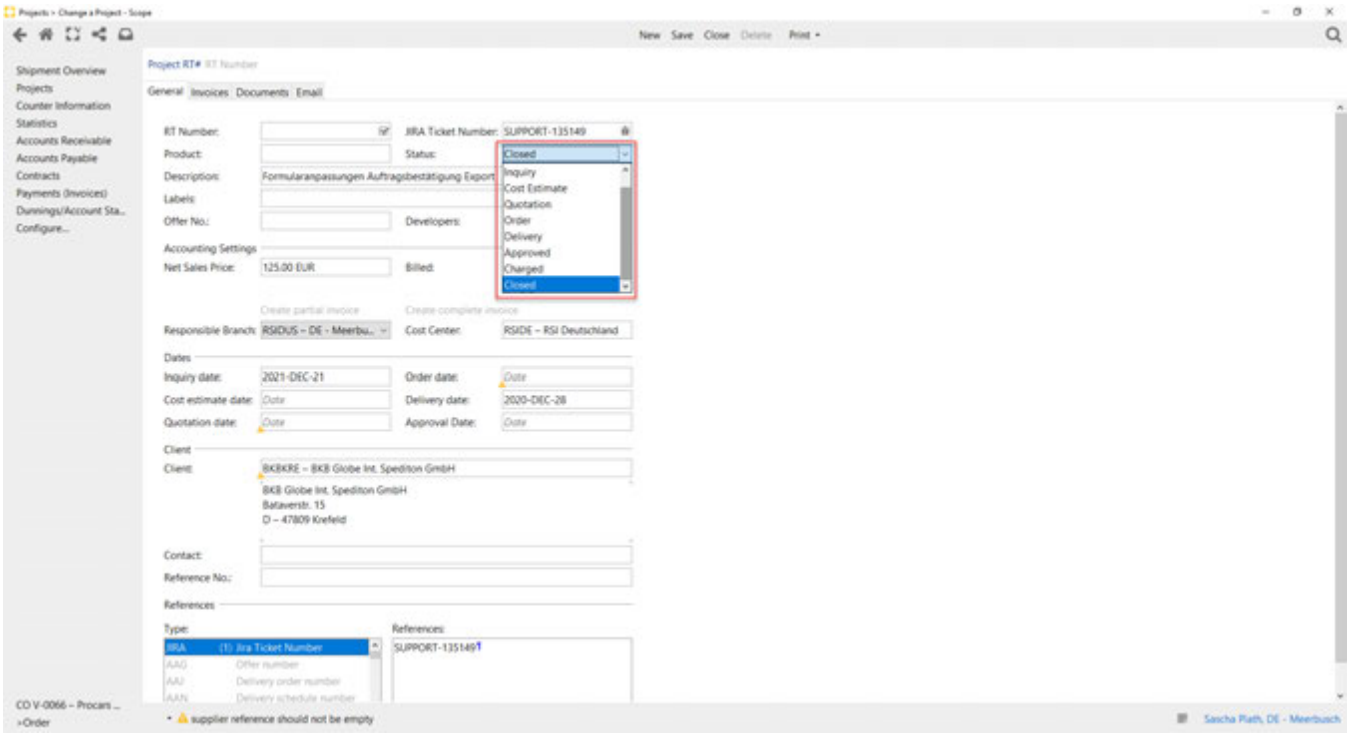
Project billing

Project billing is a one-time process to charge customers individually for a project or service. There is no re-occurrence once the project or service is finished. Therefore you need to create an administrative order (similar to a "job" in contracts) and just create the outgoing voucher. The administrative order can be generated in different modules, however the official RSI-internal module is "Projects" creating project orders:



Creating a new project

While pressing "New" in the Homeview of Projects you can create a new project order:



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RT number

Ticket number out of https://rt.riege.com/

JIRA ticket number

Ticket number out of https://jira.riege.com

Please not that you either have to have a RT number or a JIRA number in order to save a project.

Product

Product code - can be ignored internationally

Status

The following status can be selected:

- Canceled
- Inquiry
- Cost Estimate
- Quotation
- Order
- Delivery
- Approved
- Charged
- Closed

Important

Make sure to have entered the corresponding dates in the project before changing the status to "Delivery", "Charged" or "Closed"!

Description

Detailed subject of the project or service, which will lead to an invoice

Labels

additional references and keywords, which can be used to search for this project

Offer No

Quotation number

Developer

Developer or service lead, who will execute the project

Net Sales Price

Net Quotation amount

Billed

Total amount of invoices, which have been already created for this project

Paid

Mark as paid, if the amount as been already paid the customer before issuing the last invoice for this project

Responsible branch

The RSI branch, who is going to create the invoice

Cost Center

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The cost center to which charges should be applied by. For RSI-DE we use the corresponding branch, who is billing the customer. In other branches you might just have one general cost center or just cost centers to determine, whether it is a "project" or a "software as a service" income.

Dates

The following date fields are available:

- Inquiry date
- Cost estimate date
- Quotation date
- Order date
- Delivery date
- Approval date

> **Important**
>
> Make sure to enter at least the **order date** and **delivery date**. Scope will determine by those dates the **economic date**, which is important for the invoice process!

Client

The party with who the project is agreed and to whom the invoices will be issued. This is a search field that will search for stored partners.

Contact

Contact person of the client, who ordered this project or service

References

Additionally references (e.g. customer's reference)

Creating an invoice for a project

Create partial invoice

Once the project has been entered and saved, you can create a partial invoice. For some projects it is agreed to bill the customer in 3 parts: first invoice is to be billed when the quotation is signed, the second when the project has been delivered and the third part is to be billed when the project is closed.

Create complete invoice

Once the project has been entered and saved, you can create an invoice. If you bill services and to not charge partially, you should use this function.

The creation of the outgoing invoice is described here.

The available RSI charge codes are listed here.

Payments

Billed invoices can be marked with payments, which have been made by the invoice receiver. For more details of this function, please look here.

Overview Riege Entities usage Accounting

The following table gives an overview of the accounting functions used per Riege entity.

Entity	Accounts Receivable	Accounts Payable	Accounting Interface	Payment Module manual (m) / automatic (a)
Riege CH	✓	✓	⛔	✓ m
Riege DE	✓	✓	Datev	✓ m
Riege HK	✓	⛔	⛔	✓ m
Riege MX	✓	⛔	⛔	✓ m
Riege NL	✓	✓	Exact	✓ a

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Riege SG	✓	⛔	⛔	⛔
Riege US	✓	⛔	Quickbooks Online	✓ a

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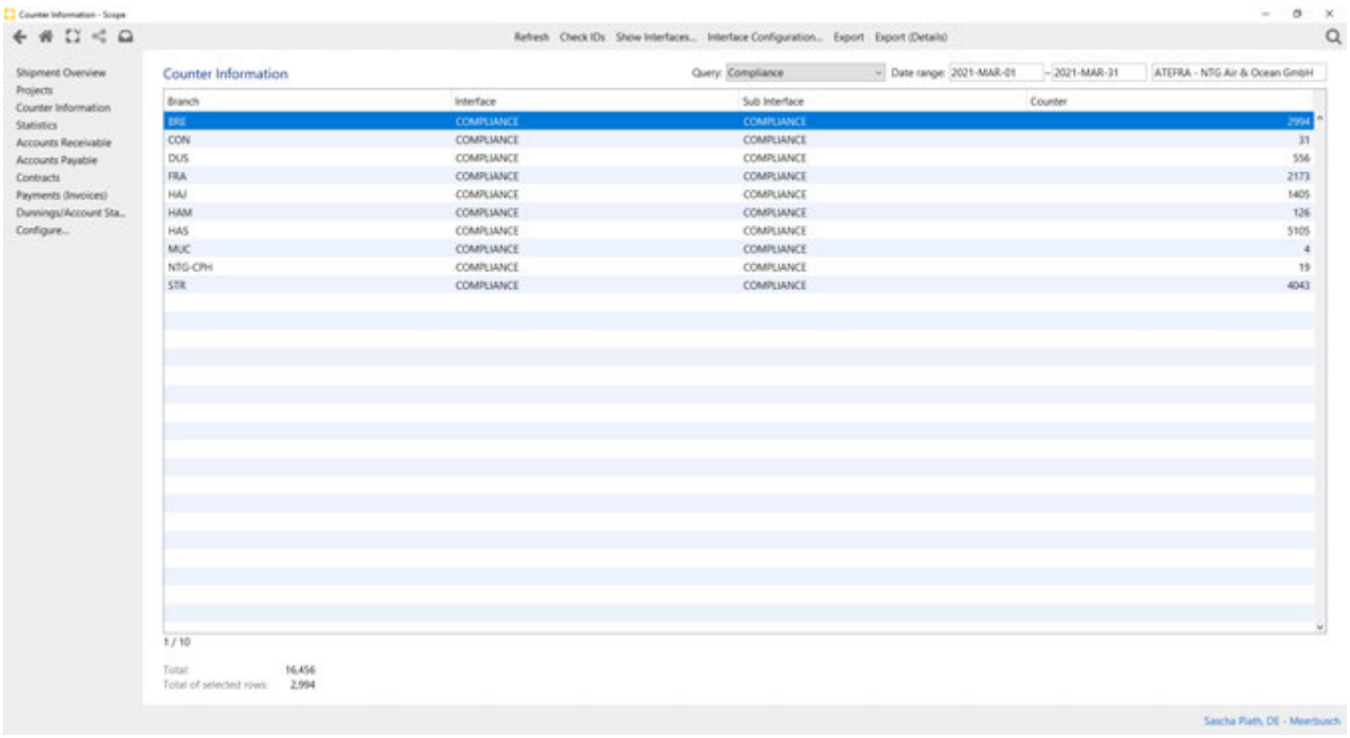
Counter Information - RSI Billing

- Introduction
  - Description
    - Homeview
      - Query
      - Date range
      - Selection key field
    - Refresh
    - Check ID's
    - Interface Configuration
    - Show Interfaces
    - Export
    - Export Details

Introduction

This module gives you an overview of the messages/counts of the corresponding interfaces and is currently used to create centrally, monthly reports for each branch of all customers and their transactions. The sheet will be sent to each branch, so the transactions can be billed by inserting the corresponding figures in the Scope invoices via Contracts. However this module becomes also handy for checking current transactions of a customer individually for a specific daterange.



Description

Homeview

Query

Query is a saved counter query, which can be maintained via action "Interface Configuration...". For more details please look further down.

Date range

Time selection for the handled transactions of that time period

Selection key field

Corresponding partner of transactions to be counted. Only partners with role "Billing Partner" can be selected here.

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Refresh

To update the entries of your selection and the screen

Check ID's

to create a sheet showcasing all IDs including "wrong" entities, which couldn't be found in the counting to allocate the corresponding partner. Those wrong entities belong to "wrong" mapped values as "External ID" in role "Billing Partner".

The monthly check will be done by RSI-DE, which include a check by receiving ALL IDs from all transactions used for ALL interfaces for the corresponding date-range (month) and comparing all values with the entries of the "External IDs" from all partners in our database. The once, that are only found in the transactions/counters, but not in any partner, will be listed and need to be maintained for the corresponding customer eventually.

Interface Configuration

Not everybody is allowed to create new queries as you have to have a deep understanding of the corresponding interface and its counters. Therefore do not simply create a new query, but consult with Christoph Knolle and management before.

Currently the following filters/queries have be maintained and therefore can be selected in the overview:

Query	Interface	Description
AHP Merkle	EXTERNAL_TRACKING	Customer specific (STR) sending certain "Cargo IMP" Events as IFTSTA status message from Scope to customer via Edibooking CC
AIRLINE-BOOKING	AIRLINE-BOOKING	All messages from Sub-Interface "AIRLINE-BOOKING" collecting the FFR and FFA messages
ATLAS Komplett	ATLAS	German-customs
ATLAS Komplett (Exit Kunden)	ATLAS	German-customs
Airline Messaging C3XCCS	C3XCCS	ACE (Air Carrier EDI) from CHAMP, Descartes and SITA, more details here: Air Carrier EDI (ACE)
Airline Messaging CATS	CATS	Old query
BHT	BHT	Ocean port messaging for Bremen (DEBRE) including all messages via Sub-Interface "ALPO"
C3XCCS FHL	C3XCCS	Air Carrier EDI (ACE) : only House-Data messages sent to airlines
C3XCCS FNA	C3XCCS	Air Carrier EDI (ACE) : only Rejection messages from airlines
C3XCCS FSU	C3XCCS	Air Carrier EDI (ACE) : only Status update messages from airlines
C3XCCS FWB	C3XCCS	Air Carrier EDI (ACE) : only Master-Data messages sent to airlines
CH	EZV	Swiss-customs
CH Customs	CH_CUSTOMS	Swiss-customs
CH Customs (ohne S+T)	CH_CUSTOMS	Swiss-customs
Cargo2K	CATS	Cargo 2000 quality report counting airline messages
Chain.IO	PURCHASE_ORDER	US specific EDI Booking - connection with Chain.IO (for customer Green)
Champ	CATS	ACE (Air Carrier EDI) connection via CHAMP
Compliance	COMPLIA	Denied party screening messages

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	NCE	
DLH AWB	CARGOX ML2SCI	Customs-specific
Dakosy	DAKOSY	Ocean port messaging of Hamburg (DEHAM) - more details here: Dakosy
EDI Booking Complete	BOOKING	All EDI-Bookings
EMO USA (XML 1_2)	EXTERNAL_TRACKING	customer specific EDI (EMO) for generic XML event messages
KHD-BASF-EInvoice	Finance	Customer specific (KHD)
KHD-BASF-IFCSUM	BOOKING	Customer specific (KHD)
KHD-DAIMLER	BOOKING	Customer specific (KHD)
KHD-DAILMER-DVV	BOOKING	Customer specific (KHD)
KHD-Kundenanbindungen	BOOKING	Customer specific (KHD)
KHD-SIEMENS-IFCSUM	BOOKING	Customer specific (KHD)
KHD-UNIFY	BOOKING	Customer specific (KHD)
MSE-TOCS	MSE-TOCS	Customer specific (MSE Europe) counting received shipment data: for each TOCS shipment this data will be passed once to Scope and will result in a house shipment and HAWB document using the provided information. More details: MSE TOCS - Scope Interface
MTU/Diesel	EXTERNAL_TRUCKING	Customer specific (STR) to keep track of consignments as seen from the MTU / Tognum P.O. Management System in place at Streck - more details: Streck Axit MTU
NL	NL_CUSTOMS	Dutch-customs
NL-AWB-FHL	CATS	Airline messaging counting for AMS: only House-Data messages sent to airlines
NL-AWB-FMA	CATS	Airline messaging counting for AMS: only Airline confirmation messages received from airlines
NL-AWB-FNA	CATS	Airline messaging counting for AMS: only Airline rejection messages received from the airlines
NL-AWB-FWB	CATS	Airline messaging counting for AMS: only Master-Data sent to airlines
Oceaninsight	SCE	Ocean carrier messaging: to count Ocean Insights events flowing in additionally to the events received from INTTRA / GT-Nexus and Cargosmart as they will be charged independent of the default SCE counting. More details: OCE Counting
PORTBASE	PORTBASE	counting EDI messages to the harbour system of Rotterdam (NLRTM) (Portbase).
Penrod	EXTERNAL_TRACKING	US Customer specific (GWS for Penrod): Generig event messaging, more details: Scope Event Outbound
Ryder	Finance	customer specific (STR) counting outgoing invoice transactions, more details: Scope Interface - Ryder
SCI Interface	SCI	Customs interface to provide a universal customs declaration interface into all customs procedures in all countries we offer. More details: SCI - Scope Customs Integration
SITA	HANDLING_SITA	Airline messaging: counting FWB messages for later retrieval of shipment, warehouse entry data in the warehouse - onhand module. More Details
SUMADRITTER	ATLAS	German-customs
Scope Exit	Scope exit	German-customs for EXIT AES messages (AES (Automated Export System). More details: https://wiki.riege.de/display

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		/EXIT
Seafreight EDI	SCE	All ocean carrier messages including INTTRA, CARGOSMART, GTNEXUS and INTTRA-VGM
US Customs (AES)	US_CUSTOMS	American-customs
VGM	SCE	Ocean carrier: counting only Vermas messages (VGM)
W3Coach	WINK	customer specific (STR) for warehouse interface counting shipments
WINK	WINK	All Transport messages

Show Interfaces

Pop up with an overview of all current interface counters and their message types:

Area	Code	Counter group	Counter
Customs	ATLAS	ATLAS	• SUMA • NCTSEINGANG • GUTSCHRIFT • ZOLLLAGEREINGANG • AVUVEINGANG • EINFUHR • ZOLLLAGERAUSGANG • EXQ • SUMADRITTER • EXT • NCTSSTATUS • EXP • NCTSVERSAND
Customs	SCI	SCI_SCOPE_TO_EXTERNAL	• customsIntegration
Customs	SCI	SCI_EXTERNAL_TO_SCOPE	• customsIntegration
Customs	CARGOXML2SCI	--	• CHGOFF • NCTSOUT • VSA • ESA • REXDIS
Customs	EZV	edec	▪ edec
Customs	EZV	ncts	▪ ncts
Customs	CH_CUSTOMS	chcustoms_ncts	• AnnahmeAnforderungAAR • AnforderungAAR • AnnahmeAbladebemerkungen • Annahme Ausfuhrabmeldung • Abladebemerkungen • Transitabmeldung • Ausfuhrabmeldung • Annullationsentscheid • Abladebewilligung • Statusmeldung • Annahme Ausfuhrdeklaration • Annullationsantrag • Ankunftsanmeldung • Ausfuhrdeklaration • Technische Ablehnung • AnnahmeTransitabmeldung
Customs	CH_CUSTOMS	chcustoms-edec	• Acceptance • Selection&TransitAcceptance • Status • Declaration • Selection&Transit • Rejection

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Customs	NL_CUSTOMS	ECS_HUB	• 757
Customs	NL_CUSTOMS	NCTS_ARRIVAL	• 643 • IE043
Customs	NL_CUSTOMS	DGVS	• TR000005925 • ORDER 802822 • RAD1403001 • SE/BC/826 • FELBDE-018/14 • TR000005707 • 0000032174 • TR000005777 • TR000005932 • TR000005949 • TR000005731 • TR000005776 • COR • C14 043 • JI1401-09 • PF140111AX5005 • TR000005732 • 14680 • 14010069 • WB049 2014 • TR000005806 • INV0002 • LL140316 • TR000005737 • TGC-14004 • TR000005803 • 1114001 • CON • PTHPGS1403/110065 • TR000005969 • TR000005935 • EZYCLEAR 14-03-14 • 5163362886 • TR000005757 • 1101 • FMD-14021001 • TR000005729 • VAB • TB10303111 • TR000005933 • TR000005691 • TR000005823 • 14.321 • GI000002473/2478 • US 001341 • TR000005967 • 1005406, 1005430 • ISL • 100 • TR000005836 • TR000005934 • EM14020501 • 1205016 • TR000005708 • AFB • 14ZN1P0312 • TR000005728 • TR000005931 • 0000004180 • TR000005820 • 0101021485 • TR000005868 • 14012401 • 798141444674 • TR000005971 • ATCI 140106-B • TR000005695 • TR000005727 • GI000002318/2330 • 0101020666 • TR000005734 • TR000005752 • TR000005919 • 22245171 • HW140312 • UVR72543 • TR000005831

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			• PHS000000121 • TR000005948 • MBI-002 • TR000005748 • TR000005735 • 799459 • OPB • TR000005929 • X20140312031487 • KEL033 13 14 • TR000005710 • TR000005805 • TR000005968 • TR000005571 • TR000005739 • TR000005730 • TR000005733 • 338729 • TR000005688 • USC • ORDER 789 • S02351 • TR000005683 • TR000005946 • TR000005711 • TR000005854 • TR000005738 • TR000005843 • TR000005905 • TR000005822 • P/L 140112A • 12269 • TR000005712 • TR000005958 • VAH • GI000002451/2456 • 33745 • TR000005947 • TR000005945 • 470000920 • TR000005961 • EX141000010 • LL40312 • 470000896 • TR000005723 • TR000005963 • USL • ISC • TR000005904 • 0101019429 • TR000005756 • TR000005715 • TR000005838 • TR000005842 • TR000005863 • TR000005702
Customs	NL_CUSTOMS	AGS_EXPORT	• DMSACC
Customs	NL_CUSTOMS	CLIENT_PD	• CPD101
Customs	NL_CUSTOMS	NCTS_DEPARTURE	• 629 • IE028
Customs	NL_CUSTOMS	AGS	• DMSACC
Customs	NL_CUSTOMS	CLIENT_VWA	• CPD201
Customs	NL_CUSTOMS	ECS_ARRIVAL_AT_EXIT	• ARX • NLEC02
Customs	NL_CUSTOMS	SAGITTA_IMPORT	• SAGDMA
Customs	NL_CUSTOMS	SAGITTA_EXPORT	• 728

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			• SAGTVT
Customs	NL_CUSTOMS	AGS_IMPORT	• DMSACC
Customs	NL_CUSTOMS	ECS_Provisioning	• DEC/PRO
Customs	US_CUSTOMS	NetCHB	• Upload Response
Customs	US_CUSTOMS	AES	▪ Response
Customs	US_CUSTOMS	ISF	▪ Response
Compliance	COMPLIANCE	COMPLIANCE	COMPLIANCE
Airline Messaging	C3XCCS	--	• FMA • XFNM_FNA • FSU • FFA • FNA • FSA
Airline Messaging	C3XCCS	SITA_HND_VERHIGH	• FHL • FWB
Airline Messaging	C3XCCS	EDIFLY_O	• FWB
Airline Messaging	C3XCCS	CCNLWI	• FMA • FNA • FWB • FFA • FSU • FHL
Airline Messaging	C3XCCS	SKY	▪ FWB
Airline Messaging	C3XCCS	CIQRIE	▪ FWB
Airline Messaging	C3XCCS	SITA_VERHIGH	• FWB • FHL
Airline Messaging	C3XCCS	TRX	• FHL • FNA • XFNM_FMA • FFR • FMA • FFA • FSA • FSU • XFNM_FNA • FSR • FWB
Airline Messaging	C3XCCS	DIRECT_SWISS	• FWB • FHL • FSR • FFR
Airline Messaging	C3XCCS	SITA_SJC_VERHIGH	• FHL • FWB
Airline Messaging	C3XCCS	CXMLQR	

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			• FWB • FHL
Airline Messaging	C3XCCS	SJC_MEX	▪ FHL
Airline Messaging	C3XCCS	CXMLTDV	• FWB • FHL
Airline Messaging	C3XCCS	EASY	▪ FSU
Airline Messaging	C3XCCS	MAILCOPY	▪ FHL
Airline Messaging	C3XCCS	EDIFLY_VERHIGH	• FWB • FHL
Airline Messaging	C3XCCS	TDVFWD	• FHL • FWB
Airline Messaging	C3XCCS	AMS_TRUCKING_CDM	• FWB
Airline Messaging	C3XCCS	NIRVANA	• FWB • FHL
Airline Messaging	C3XCCS	CCNSJC	• FHL • FWB
Airline Messaging	C3XCCS	EDIFLY	• FHL • FWB
Airline Messaging	C3XCCS	SJC_KLAAS	• FHL
Airline Messaging	C3XCCS	SITA_VERLOW	• FWB • FHL
Airline Messaging	C3XCCS	SJC_BR	• FHL
Airline Messaging	C3XCCS	GLSSJC	• FHL • FWB • FFR • FSR
Airline Messaging	C3XCCS	TDV	• FFA • FHL • FNA • FSU • FSA • FMA • FFR • FWB • FSR
Airline Messaging	C3XCCS	TRXFWD	• FWB • FFR • FHL
Airline Messaging	C3XCCS	CXMLTRX	• FWB • FHL

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Airline Messaging	C3XCCS	TRXFTP	• FWB • FFR • FHL
Airline Messaging	C3XCCS	CGN	• FNA • FHL • FMA • FWB • FSU
Airline Messaging	C3XCCS	SITA_FWD_VERLOW	• FHL • FWB
Airline Messaging	C3XCCS	PACT	• FWB • FHL
Airline Messaging	C3XCCS	ACAS	• PHL • PWB
Airline Messaging	C3XCCS	CXMLAC	• FHL • FWB
Airline Messaging	C3XCCS	SJC_PH	▪ FHL
Airline Messaging	C3XCCS	SJC_MUM	• FHL • FWB
Airline Messaging	C3XCCS	CMDXML	• XFSU • FHL • XFNM_FMA • FWB • FSU • XFNM_FNA
Airline Messaging	C3XCCS	EDIFLY_VERMED	• FSR • FHL • FFR • FWB
Airline Messaging	C3XCCS	KTN	• FHL • FWB
Airline Messaging	C3XCCS	CCNPAL	• FWB • FHL
Airline Messaging	C3XCCS	SJC_HU	• FWB • FHL
Airline Messaging	C3XCCS	COPY_SKOPP	• FHL • FWB
Airline Messaging	C3XCCS	SJC_MAILCOPY	• FWB • FHL
Airline Messaging	C3XCCS	SJC_DXB	• FWB • FHL
Airline Messaging	C3XCCS	SJC_CA	• FHL

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Airline Messaging	C3XCCS	TRXCIQ	▪ FWB
Airline Messaging	C3XCCS	GLSLWI	• FNA • FHL • FWB • FFR • FSU
Airline Messaging	C3XCCS	CMDCCS	• FNA • FHL • FSU • FWB • FSR
Airline Messaging	C3XCCS	TRX.2	• FWB • FHL
Airline Messaging	C3XCCS	TKR	• FFR • FHL • FNA • FSR • FSU • FSA • FMA • FWB
Airline Messaging	C3XCCS	SITA_SJC_VERLOW	• FHL • FWB
Airline Messaging	C3XCCS	SITA_FWD_VERHIGH	• FSR • FFR • FHL • FWB
Airline Messaging	CATS	C2K	• PHL • PWB • FFR • FHL • FNA • FWB • FSU
Airline Messaging	CATS	MEX	• PHL • FHL
Airline Messaging	CATS	FLY	• FFR • FHL • PHL • PWB • FNA • FSA • FWB • FSU • FMA • FFA • FSR
Airline Messaging	CATS	TDV	• FNA • FSR • FFA • FSU • PHL • FFR • FMA • FSA • PWB • FHL • FWB

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Airline Messaging	CATS	1:1	• FMA
Airline Messaging	CATS	TKR	• PWB • FWB • PHL • FHL • FFR • FSA • FNA • FSR • FFA • FSU • FMA
Airline Messaging	CATS	BSB	• FHL
Airline Messaging	CATS	DXB	• FHL • FWB
Airline Messaging	CATS	CAN	• PHL • FHL
Airline Messaging	CATS	PCT	• FWB • FHL
Airline Messaging	CATS	ASC	• FSU • FFR • FMA • FSR • FHL • FNA • FSA • FWB
Airline Messaging	CATS	GLS	• FMA • PWB • FSR • FWB • FNA • FFR • FSA • FFA • PHL • FSU • FHL
Airline Messaging	CATS	AMS	• FZB • FNA • FSU • FHL • PWB • PHL • FFA • FMA • FWB
Airline Messaging	CATS	KTN	• FHL • FWB
Airline Messaging	CATS	MNL	• FHL • PHL
Airline Messaging	CATS	GHU	• FHL • PHL • PWB • FWB

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Airline Messaging	CATS	TRX	• FFR • PWB • FSU • FWB • FHL • FSA • PHL • FFA • FMA • FSR • FNA
Airline Messaging	CATS	FLB	• PHL • FWB • FFR • FSR • FHL • PWB
Airline Messaging	CATS	MUM	• FWB • PWB • FHL • PHL
Airline Messaging	CATS	CCN	• PWB • FHL • FNA • FFA • FSR • FSU • FWB • FMA • PHL
Airline Messaging	CATS	USA	• PHL • FHL • FWB • PSN • PER • PWB
Airline Messaging	C3X-CC3	TDV	• FHL • FFR • FWB • FSR
Airline Messaging	C3XCCS	EDIFLY_O	▪ FWB
Airline Messaging	C3XCCS	CXMLAC	• FHL • FWB
Airline Messaging	C3XCCS	TRX	• FFR • FHL • FWB • FSR
Airline Messaging	C3XCCS	GLSLWI	• FHL • FWB
Airline Messaging	C3XCCS	CXMLQR	• FHL • FWB
Airline Messaging	C3XCCS	KTN	• FHL • FWB

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Airline Messaging	C3XCCS	--	• FNA • FMA • FSU • FFA
Airline Messaging	C3XCCS	CMDXML	• FHL • FWB
Airline Messaging	C3XCCS	CGN	• FWB • FHL
Airline Messaging	C3XCCS	EDIFLY	• FWB • FHL
Airline Messaging	C3XCCS	CCNPAL	• FHL • FWB
Airline Messaging	C3XCCS	CMDCCS	• FHL • FWB
Airline Messaging	C3XCCS	CCNLWI	• FWB • FHL
Airline Messaging	AIRLINE-BOOKING	AIRLINE-BOOKING	▪ BOOKING
Booking	BOOKING	EDI Booking	• Generic Scope Shipping Order XML
Booking	BOOKING	EPCOS	▪ IFTMIN
Booking	BOOKING	TRUMPF	▪ IFTMIN
Booking	BOOKING	SIEMENS-ENERGY-IFCSUM	• IFTMIN
Booking	BOOKING	UNIFY-IFTMIN	▪ IFTMIN
Booking	BOOKING	DAIMLER-DVV	• IFTMIN
Booking	BOOKING	SCHLATTERER-IFTMIN	• IFTMIN
Booking	BOOKING	ZIMMER	• IFTMIN
Booking	BOOKING	BASF-IFCSUM	• IFTMIN
Booking	BOOKING	DAIMLER	• IFTMIN
Booking	BOOKING	SIEMENS-IFCSUM	▪ IFTMIN
Booking	edibooking-cc3	KHD-UNIFY	• UNIFY-IFTSTA-IFCSUM
Booking	edibooking-cc3	KHD-DAIMLER_IFTSTA	• DAIMLERDVV-IFTSTA

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Booking	edibooking-cc3	KHD-SIEMENS_IFTSTA	• SIEMENS-IFTSTA
Booking	edibooking-cc3	EMA.MSE	• MSE-TOCS (Air) • MSE-TOCS (Road)
Booking	edibooking-cc3	KHD-BASF_IFTSTA	• BASF-IFTSTA
Booking	edibooking-cc3	DAIMLERGLC-IFTSTA	• IFTSTA
Booking	edibooking-cc3	STRECK-MTU	• X12 856
Booking	edibooking-cc3	XML-EVENT-1_2	• Generic XML Event Message (Version 1.2)
Booking	edibooking-cc3	STRECK-AHPMERKLE	• IFTSTA
Booking	edibooking-cc3	XML-EVENT-1_4-CONTAINER	• Generic XML Event Message (Version 1.4)
Booking	edibooking-cc3	NIS-TRACKEVENT	• NISTRACK
Booking	edibooking-cc3	ZAV.MSE	• MSE-TOCS (Air) • MSE-TOCS (Road)
Booking	PURCHASE_ORDER	EDI Booking	• Chain.IO PO XML
Booking	DAIMLER	DAIMLER	• IFTMIN
Booking	DAIMLER-DDV	DAIMLER-DDV	▪ IFTMIN
Booking	SIEMENS-IFCSUM	SIEMENS-IFCSUM	▪ IFTMIN
Booking	UNIFY-IFTMIN	UNIFY-IFTMIN	• IFTMIN
Booking	TRUMPF	TRUMPF	▪ IFTMIN
Booking	Shipping order	EDI Booking	• Generic Scope Shipping Order XML
External Tracking	External Tracking	KHD-BASF_IFSTA	• BASF-IFTSTA
External Tracking	External Tracking	XML Event	• Generic XML Event Message
External Tracking	External Tracking	DAIMLERGLC-IFTSTA	• IFTSTA
External Tracking	External Tracking	KHD-SIEMENS-ENERGY_IFTSTA	• SIEMENS-ENERGY-IFTSTA
External Tracking	External Tracking	KHD-DAIMLER_IFTSTA	• DAIMLERDVV-IFTSTA
External Tracking	External Tracking	NIS-TRACKEVENT	• NISTRACK

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External Tracking	External Tracking	KHD-SIEMENS_IFTSTA	• SIEMENS-IFTSTA
External Tracking	External Tracking	STRECK-AHPMERKLE	• IFTSTA
External Tracking	External Tracking	FFF-TESLA	• Tesla Shipment Tracking Update
External Tracking	External Tracking	STRECK-MTU	• X12 856
External Tracking	External Tracking	XML-EVENT-1_5	• Generic XML Event Message (Version 1.5)
External Tracking	External Tracking	XML-EVENT-1_2	• Generic XML Event Message (Version 1.2)
External Tracking	External Tracking	KHD-BASF-ELEMENTUM_IFTSTA	• BASF-ELEMENTUM-IFTSTA
External Tracking	External Tracking	KHD-UNIFY	• UNIFY-IFTSTA-IFCSUM
External Tracking	External Tracking	KWE-CSS-MILESTONES	• KWECSS-MILESTONE
External Tracking	External Tracking	XML-EVENT-1_4-CONTAINER	• Generic XML Event Message (Version 1.4)
External Tracking	External Tracking	KHD-EPCOS_IFTSTA	• EPCOS-IFTSTA
Ocean	BHT	ALPO	• hafenauftrag
Ocean	PORTBASE	MID	• M2400 • M198
Ocean	PORTBASE	MED	• M114
Ocean	PORTBASE	MLI	• M1002 • M1001
Ocean	portbase	--	• M198 • M114
Ocean	DAKOSY	TCSO	• HDS • BILL_OF_LADING
Ocean	DAKOSY	FAFO	• A09 • HDS • BILL_OF_LADING • A08 • A18
Ocean	DAKOSY	DATW	• A06 • HDS • A08
Ocean	DAKOSY	JDAS	• HDS • A08
Ocean	DAKOSY	KTNO	

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			• A08 • A18 • A09 • BILL_OF_LADING • HDS • A15
Ocean	DAKOSY	ALTH	• HDS • BILL_OF_LADING • A18 • A15 • A08
Ocean	DAKOSY	RDLG	• HDS • BILL_OF_LADING • A18
Ocean	DAKOSY	TTLG	• A08 • IMP_VERFUEGUNG
Ocean	DAKOSY	XXXX	• A18
Ocean	DAKOSY	ALXV	• A15 • HDS • BILL_OF_LADING • A18
Ocean	DAKOSY	BOLG	• A09 • A15 • HDS • A08 • BILL_OF_LADING
Ocean	DAKOSY	ATGL	• BILL_OF_LADING • A08 • A09 • HDS
Ocean	DAKOSY	NIST	• A18
Ocean	DAKOSY	SEBR	• HDS
Ocean	DAKOSY	TSGH	• HDS • BILL_OF_LADING
Ocean	DAKOSY	TETR	• IMP_VERFUEGUNG
Ocean	DAKOSY	JETR	• A08 • A06 • A15 • BILL_OF_LADING • HDS
Ocean	DAKOSY	JEDCS	• A18 • HDS • BILL_OF_LADING
Ocean	DAKOSY	TEST	• A18 • A08
Ocean	DAKOSY	JETF	• A15

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			• HDS • BILL_OF_LADING • A09 • A08
Ocean	DAKOSY	BKBK	• HDS • IMP_VERFUEGUNG • BILL_OF_LADING
Ocean	DAKOSY	EMTR	• A15 • A08 • A09 • BILL_OF_LADING • A18 • A22 • HDS • IMP_VERFUEGUNG
Ocean	DAKOSY	PRDO	• HDS • A08
Ocean	DAKOSY	0000	• A18
Ocean	DAKOSY	RDLI	• A18 • BILL_OF_LADING • IMP_VERFUEGUNG • A08 • A15 • A09 • HDS
Ocean	DAKOSY	ATG	• A15 • BILL_OF_LADING • A18 • IMP_VERFUEGUNG • HDS • A08 • A09
Ocean	DAKOSY	ZUFA	• HDS • BILL_OF_LADING • A08 • IMP_VERFUEGUNG
Ocean	DAKOSY	JETN	• BILL_OF_LADING • A18 • A08 • A09 • A15 • A06 • HDS
Ocean	DAKOSY	STRF	• A18 • A08
Ocean	DAKOSY	GEIA	• HDS • A08 • IMP_VERFUEGUNG • A15 • BILL_OF_LADING • A18
Ocean	DAKOSY	DATG	• HDS • A08 • A06
Ocean	DAKOSY	JETO	• A18

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			• BILL_OF_LADING • HDS • A15 • A09 • A08
Ocean	DAKOSY	ISEW	• HDS
Ocean	DAKOSY	ALXG	• BILL_OF_LADING
Ocean	DAKOSY	DTRG	• A15 • A18 • A08 • A09 • BILL_OF_LADING • HDS
Ocean	DAKOSY	TTRA	• BILL_OF_LADING • A08 • A18 • IMP_VERFUEGUNG • HDS • A15
Ocean	DAKOSY	ZFLA	• A09 • A18 • IMP_VERFUEGUNG • BILL_OF_LADING • HDS • A08
Ocean	DAKOSY	ATGS	• BILL_OF_LADING • A08 • A15 • HDS • A18
Ocean	DAKOSY	CASP	• A08 • A18 • BILL_OF_LADING • A15 • HDS
Ocean	DAKOSY	STRE	• A08 • HDS • BILL_OF_LADING • A18
Ocean	DAKOSY	CHRL	• A18 • HDS • A08 • A22 • A09 • A15 • BILL_OF_LADING
Ocean	DAKOSY	UAU	• A15 • A08 • A09 • HDS • BILL_OF_LADING
Ocean	DAKOSY	SABO	• A15 • BILL_OF_LADING • A09 • HDS • A08 • A18

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Ocean	DAKOSY	URBT	• A15 • A18 • HDS • BILL_OF_LADING
Ocean	DAKOSY	TASF	• A09 • HDS • A08 • A18 • BILL_OF_LADING
Ocean	DAKOSY	GLOT	• A15 • HDS • A18 • IMP_VERFUEGUNG • A22 • BILL_OF_LADING • A09 • A08
Ocean	SCECC	INTTRA-VGM	• vermas
Ocean	SCECC	CARGOSMART	• event • vermas • shipi
Ocean	SCECC	INTTRA	• event • shipi • vermas
Ocean	SCECC	GTNEXUS	• vermas • event • shipi
Ocean	SCECC	OCEANINSIGHTS	• event
Ocean	SCE	INTTRA	• si • event • shipi • vermas
Ocean	SCE	CARGOSMART	• shipi • vermas • event
Ocean	SCE	GTNEXUS	• shipi • event • vermas
Ocean	SCE	INTTRA-VGM	• vermas
Ocean	SCE	OCEANINSIGHTS	• event
Handling	HANDLING_SITA	EDIFLY	• AMS • FWB • MISC • NTM • SCM • FDD • FFM • UCM • STM • FBL

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			• FSU
Handling	handling-cc	EDIFLY	• FDD • FSU • STM • UCM • FFM
Scope Exit	SCOPE_EXIT	SCOPE_EXIT	SCOPE_EXIT
Finance	FINANCE	EInvoice	• BASF_IFTFCC • EDI_110_DATA2LOGISTICS • EVA • ASSIST4 • TRAXTECH • SCOPE_XML • RYDER
Finance	Finance_CC	EInvoice	• EVA • TRAXTECH • EDI_110_DATA2LOGISTICS • BASF_IFTFCC • SCOPE_XML
	MSE-TOCS	EMA.MSE	• MSE-TOCS (Road) • MSE-TOCS (Air)
	MSE-TOCS	ZAV.MSE	• MSE-TOCS (Road) • MSE-TOCS (Air)
	MSE-TOCS	BRU.MSE	• MSE-TOCS (Air)
	MSE-TOCS	IST.MSE	• MSE-TOCS (Air)
	MSE-TOCS	PRG.MSE	• MSE-TOCS (Air) • MSE-TOCS (Road)
Transport	WINK	GENERIC_TO_1_5	• pickup • deliverToTerminal • deliverToGateway • containerDelivery • delivery • pickupFromTerminal • containerPickup
Transport	WINK	--	• containerDelivery • delivery • booking • deliverToGateway • pickupFromTerminal • loadTruck • valueAddService • partners • unloadTruck • buildUld • containerPickup • pickup • shipment • deliverToTerminal
Transport	WINK	GENERIC_TO_1_5_OTX	• pickup • delivery • containerDelivery • containerPickup
Transport	WINK	GENERIC_WH	▪ shipment

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Transport	WINK	ALH4	• delivery • pickup
Transport	WINK	SE2XML	▪ shipment
Transport	WINK	SOVEX	• deliverToTerminal • delivery • pickup
Transport	WINK	FCL_LOGISTIK	• containerPickup • containerDelivery
Transport	WINK	UNION_LOGISTIK	• unloadTruck
Transport	WINK	BLI	• shipment
Transport	WINK	GENERIC_TO_1_4	• deliverToGateway • pickup • delivery • deliverToTerminal • pickupFromTerminal
Transport	WINK	CARGOSTEPS	• delivery • pickup • deliverToTerminal
Transport	WINK	SVEX_SPECIAL	• deliverToTerminal
Transport	WINK	GENERIC_TO_1_7	• containerPickup • containerDelivery • pickup • delivery • deliverToGateway • deliverToTerminal
Transport	WINK	UNKNOWN	• delivery • booking • containerPickup • handlingPreAlert • pickupFromTerminal • partners • unloadTruck • loadTruck • containerDelivery • deliverToTerminal • pickup • deliverToGateway
Transport	WINK	FRACHTAG	• shipment
Transport	WINK	TNT_GL_PLUS	• delivery • pickup
Transport	WINK	GENERIC_TO_1_3	• pickup • delivery • containerDelivery • containerPickup
Transport	WINK	GENERIC_TO_PIONIRA	• pickupFromTerminal • pickup • containerPickup • delivery

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			• deliverToTerminal
Transport	WINK	CARLO	• delivery • deliverToTerminal • pickup • deliverToGateway
Transport	WINK	GENERIC_TO_1_2	• delivery • pickup • containerPickup • containerDelivery
Transport	WINK	KUEHNE_UND_NAGEL	• partners • unloadTruck
Transport	WINK	GENERIC_TO_1_1	• pickupFromTerminal • containerPickup • deliverToTerminal • pickup • delivery • containerDelivery • deliverToGateway
Transport	WINK	GENERIC_TO_1_6	• delivery • pickup • pickupFromTerminal • deliverToTerminal • deliverToBranch
Transport	WINK	SCP_XML	• shipment • valueAddService • delivery • deliverToTerminal • buildUld • label • pickup • deliverToGateway • handlingPreAlert
Transport	WINK	GENERIC_TO_1_0	• pickupFromTerminal • deliverToBranch • containerDelivery • containerPickup • pickup • delivery • deliverToTerminal
Transport	WINKCC	TNT_GL_PLUS	• pickup
Transport	WINKCC	CARLO	• pickup • deliverToTerminal • delivery • deliverToGateway
Transport	WINKCC	GENERIC_WH	• shipment
Transport	WINKCC	GENERIC_TO_1_1	• pickup • delivery • deliverToTerminal • deliverToGateway
Transport	WINKCC	GENERIC_TO_PIONIRA	• deliverToTerminal • pickup • containerDelivery • delivery

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Transport	WINKCC	GENERIC_TO_1_3	• delivery • pickup • containerPickup • containerDelivery
Transport	WINKCC	ALH4	• pickup • delivery
Transport	WINKCC	UNKNOWN	• booking • delivery • pickup • unloadTruck • partners • deliverToTerminal
Transport	WINKCC	GENERIC_TO_1_2	• containerPickup • deliverToTerminal • containerDelivery • delivery
Transport	WINKCC	SOVEX	• pickup • delivery
Transport	WINKCC	SE2XML	• shipment
Transport	WINKCC	BLI	• shipment
Transport	WINKCC	GENERIC_TO_1_0	• containerPickup • containerDelivery • deliverToTerminal • delivery • pickup
Transport	WINKCC	SCP_XML	• deliverToGateway • deliverToTerminal • valueAddService • buildUld • label • shipment
Transport	WINKCC	FCL_LOGISTIK	• containerDelivery • containerPickup

Export

This is an old version of Export and not really used anymore.

Export Details

To create a sheet with numbers of all specified counters with all transactions from all customers.

> **Specific counters**
>
> Only the counters, which have been linked to the customer via Master data - RSI Billing role "Billing partner" - tab "Interface filter". If not maintained, the export function will not support the counter for the customer.

This might take a while before the sheet is created, also there is no time-out if the process takes more than 30 minutes. Once finished the numbers of the corresponding daterange/month will be exported to a local directory chosen by the user divided with sub-directories for each customer/organization code.

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Master data - RSI Billing

- Introduction
- Partners
  - Contacts
  - Role "Debtor"
  - Role "Creditor"
  - Role "Billing Partner"

Introduction

In order to simplify the billing process as well as set up the counters for customers' transactions, master data is essential.

Partners

Contacts

Please add the contacts with their email addresses and assign role "Invoice recipient" to them, if the customer requires receiving invoices automatically emailed to them while printing the voucher. However please make sure, that the email template (System Email Settings Templates) is set up and you also need to maintain the corresponding fields in tab "Email Sending options" in role "Debtor" for this partner after inserting the contacts. You can see more details in Role "Debtor".

Role "Debtor"

Customers to be billed need to have role "Debtor". If not set, you will not be able to print the voucher.

Role "Creditor"

Vendors need to have role "Creditor" to finish an accounts payable.

Role "Billing Partner"

This role is exclusively designed for the internal RSI billing process and needs to be maintained for every customer regardless, wether he will be charged by counters or not. This role is divided in two tabs:

Billing Partner IDs

This will define the global organization code of the (new) customer and the corresponding mappings of the customer's IDs for the counters.

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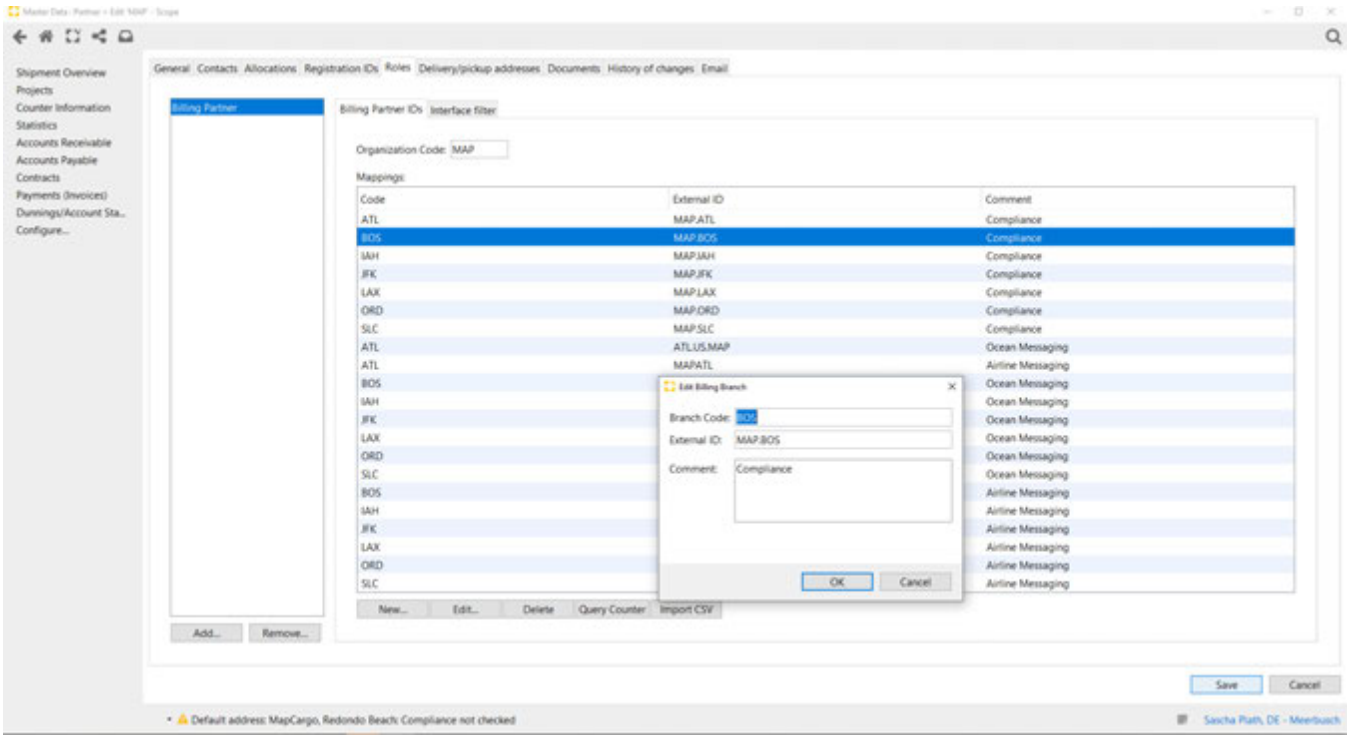

Organization Code

Insert the corresponding 3-letter-code of the organization used in Organizational Structure and will automatically be published on Customer 3-Letter Organisation Code List. Since you can bill different branches of the same organization, the code doesn't have to be unique. However please make sure to insert the correct 3-letters.

If your customer does not have any counters or interfaces to be billed, you can just enter the Organization Code and save the role. However the code is mandatory to be filled!

Mappings

Insert the corresponding mappings to setup the counters and identify the customer's transactions:

Field	Description
Code	Branch or Legal entity code as maintained in organizational structure. Depending on the interface, it might vary between branch or the legal entity-code.
External ID	Corresponding ID, which will be used in the corresponding CC to identify the message-receiver. When creating the reports of the counters every month, the not-identifyable IDs of transactions will be listed via this function and need to corrected eventually.
Comment	Description to give details of the mapping

With function New, Edit and Delete you can modify the entries accordingly.

Import CSV allows you to import the mappings via a csv/txt-sheet.

Query counter

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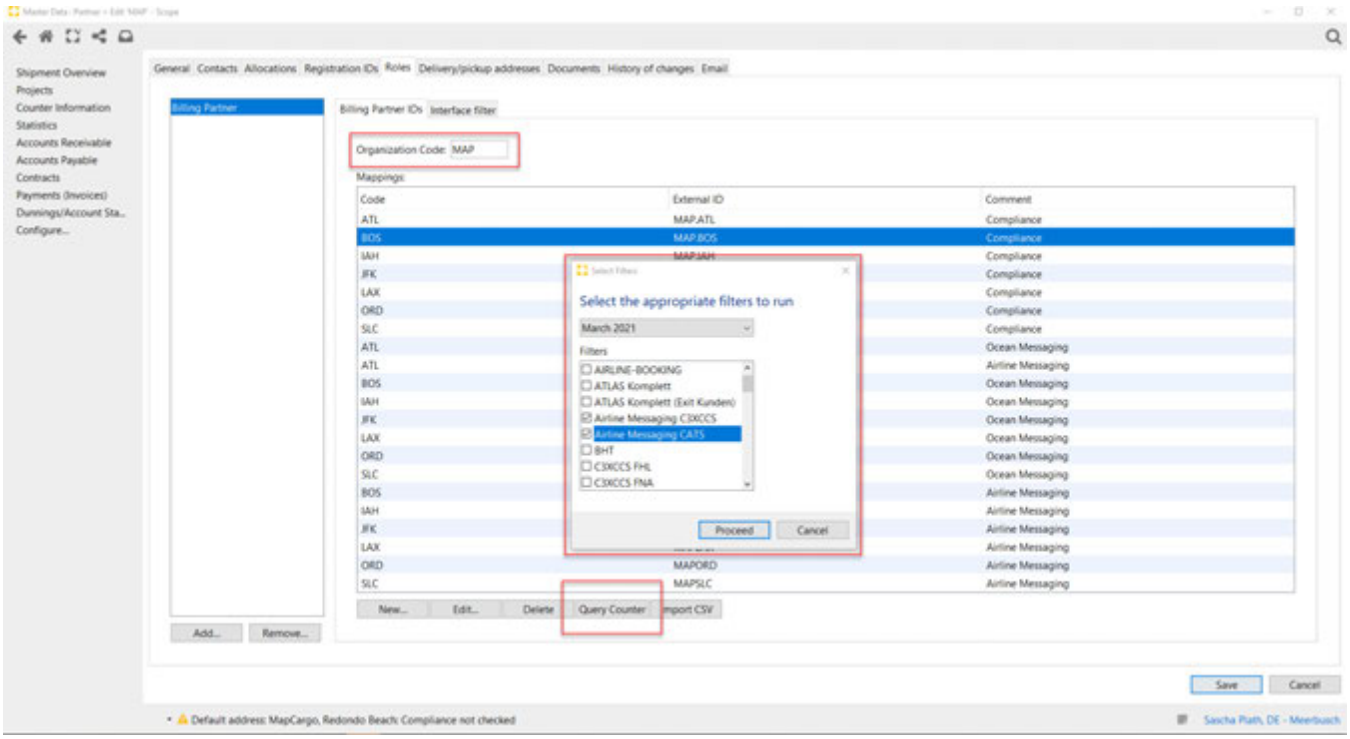
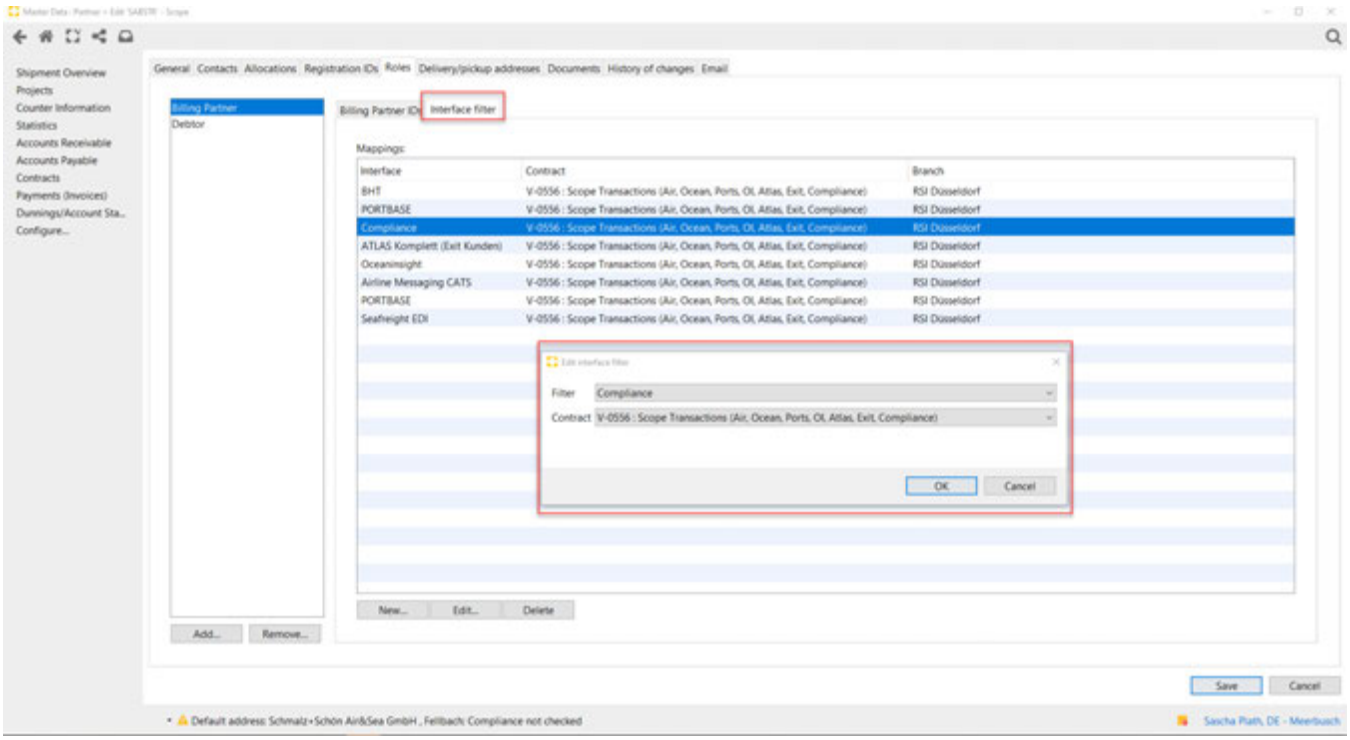


You can select the corresponding month as well as the corresponding filters, you like to create the reporting for.

You can find a detailed overview of the filters here: Counter Information - RSI Billing

Interface filter

This tab is implemented to link a counter to a contract for counting the transactions respectively:



In order to export the transactions via Counter Information - RSI Billing you need to maintain the corresponding interface mappings. Otherwise the counters will not be used for the export.

Also this feature is not completed yet, so the calculations of the amount by transactions needs to be done manually. You can use tariffs to calculate the amounts by the figures. However since there is no direct link to the counters, you needs to insert the numbers of transactions manually in your customer invoices.

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Voucher Types

- Introduction
- Description

Introduction

Financial documents can be grouped according to types and for each type of financial document a code is used and will be present when viewing the document to assist in identifying it and to ensure it is processed correctly during accounting operations.

Description

List of voucher types:

Type	Description in English	Description in German
EI	Estimate Income	Reserve für einen Ausgangsbeleg
OI	Open Income	offener Ausgangsbeleg
I	Income	Ausgangsbeleg
EP	Estimate payable	Reserve für einen Eingangsbeleg
OP	Open payable	offener Eingangsbeleg
P	Payable	Eingangsbeleg
TEP	Transfer Estimate Payable	Transfer Aufwands-Rückstellungen
TEI	Transfer Estimate Income	Transfer Erlös-Rückstellungen

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CRM

Introduction

Application CRM (Customer relationship management) is used to create Sales Activities, Quotations and Rate Sheet Templates

- Quotations
- Rate Sheet Template
- Rate Text Blocks
- Sales Activities
- Customers and Prospects

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Quotations

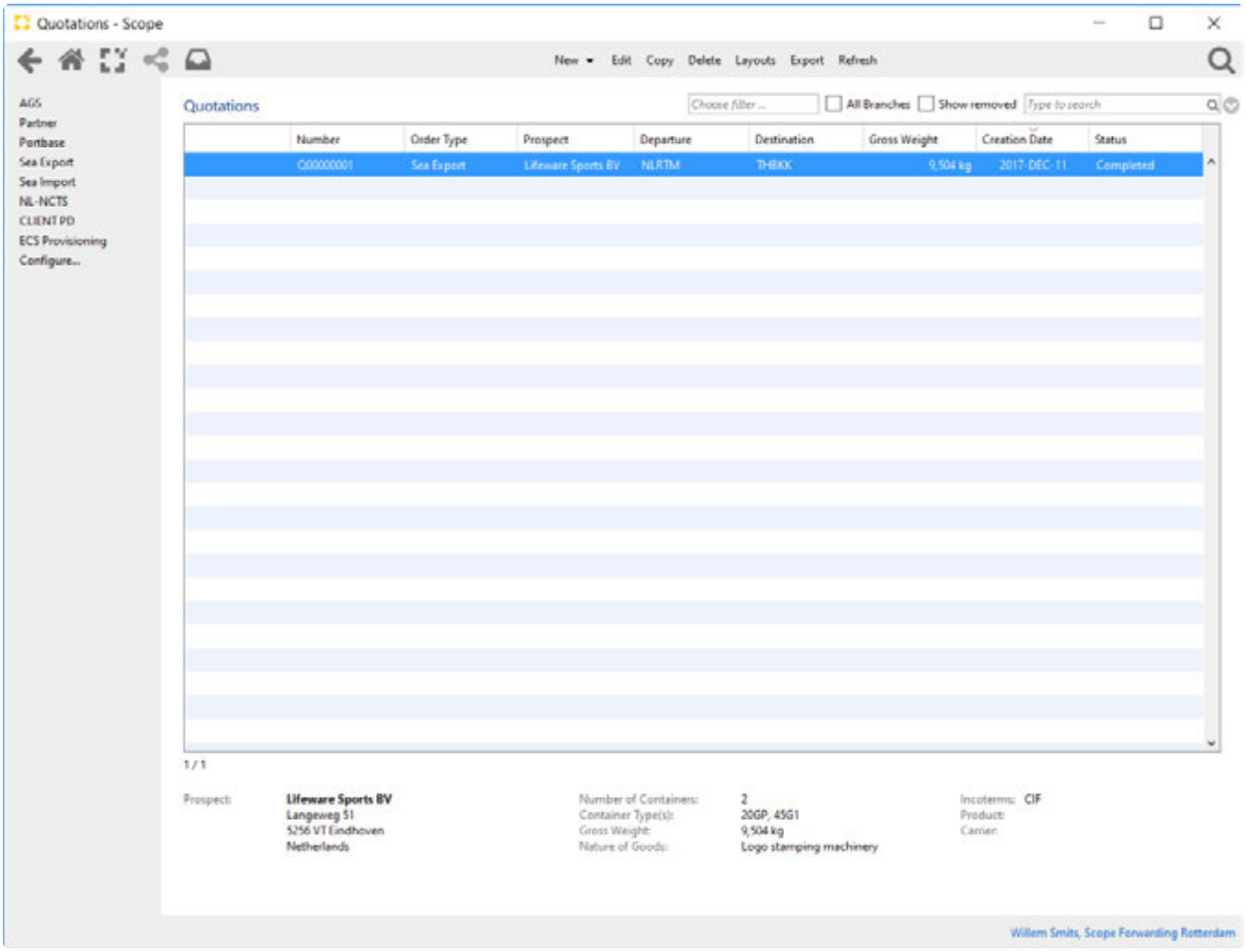
Introduction

In the function Quotations it is possible to create and monitor sales quotations for one-off shipments. For continuing shipments to multiple destinations, the tariffs can be registered in the corresponding function and
overviews can be provided to customers using the rate sheet template application. The quotation function supports all modules including simple shipments, overviews can be produced via the export functions allowing review in Excel.
A shipment can be created based on the created quotation using the entered tariffs and rates.

Description

- Introduction
- Description
- General tab
- Calculations
- Charge Type Line Dialog
- Layout Tab
- Generic Tabs

Homeview



Titlebar

In the title the main functions of the quotation application can be found.

New

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In the drop-down of the New button a selection can be made for the type of declaration to be made:

- Air Export
- Sea Export
- Air Import
- Sea Import
- Simple shipment

Edit

The Edit function will open the quotation.

Copy

As a quotation may only be used once, a copy function is available if a comparable quotation is to be used.

Delete

With the Delete option a quotation can be set to invalid. It will not be removed but hidden from the default view.

Layouts

Shortcut option to start the Layout application where the users can define Excel sheet layouts by selecting available columns.

Export

Exports the information of the active qoutations to an Excel sheet, using optionally a predefined layout.

Refesh

Reload the page with the last statuses.

Search Bar

In the search bar search criteria can be defined or a filter can be activated for finding a specific quotation or a group of quotations to be exported.

Sorted Filters

In the stored filters predefined filters can be stored, system delivered filters are :

- Expired quotations: quotations having the status completed and quotations having an expiry date before Today
- Quotations to be processed: quotations having the status New or Reopened that require action (coming from an external source).

All Branches

With the proper permissions it is possible to see quotations of all branches within an organisation.

Show Removed

Show all quotations that were previously removed.

Quick Search Box

Search a qoutation based on text data within a quotation.

Qualified Search Box

In the qualified search the following criteria are present.

Criterion	Operators	Description
Clerk	is / is not	User creating the quotation
Creation date	is / is greater / is less / is between in the last / in the current month / in the last month	Actual date search creation of the quotation Relative date search creation of the quotation
Departure	is / is not / located in / not located in / part of region	Main carriage departure of the quotation
Destination	is / is not / located in / not located in / part of region	Main carriage destination of the quotation
Last status change	is / is greater / is less / is between in the last / in the current month / in the last month	Actual date search last status change of the quotation Relative date search last status change of the quotation
Latest shipping date	is / is greater / is less / is between	Actual date search last shipping date of the quotation

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	in the last / in the current month / in the last month	Relative date search last shipping date of the quotation
Module	is / is not	Module for which the quotation was made
Place of delivery	is / is not / located in / not located in / part of region	Place of delivery in the quotation
Place of receipt	is / is not / located in / not located in / part of region	Place of receipt in the quotation
Product	is / is not	Sales product of the quotation
Prospect	is / is not / is part of group	Search for the partner
Rejections reason	is / is not	the reason code entered for rejecting the quotation
Sales person	is / is not	The sales person registered on the quotation
Send out before	is / is greater / is less / is between in the last /in the next / in the current month / in the last month	Actual date search due date of the quotation Relative date search due date of the quotation
Shipment type	Is / is not	LCL or FCL only applicable for sea quotations
Status	is / is not	The status of the quotation

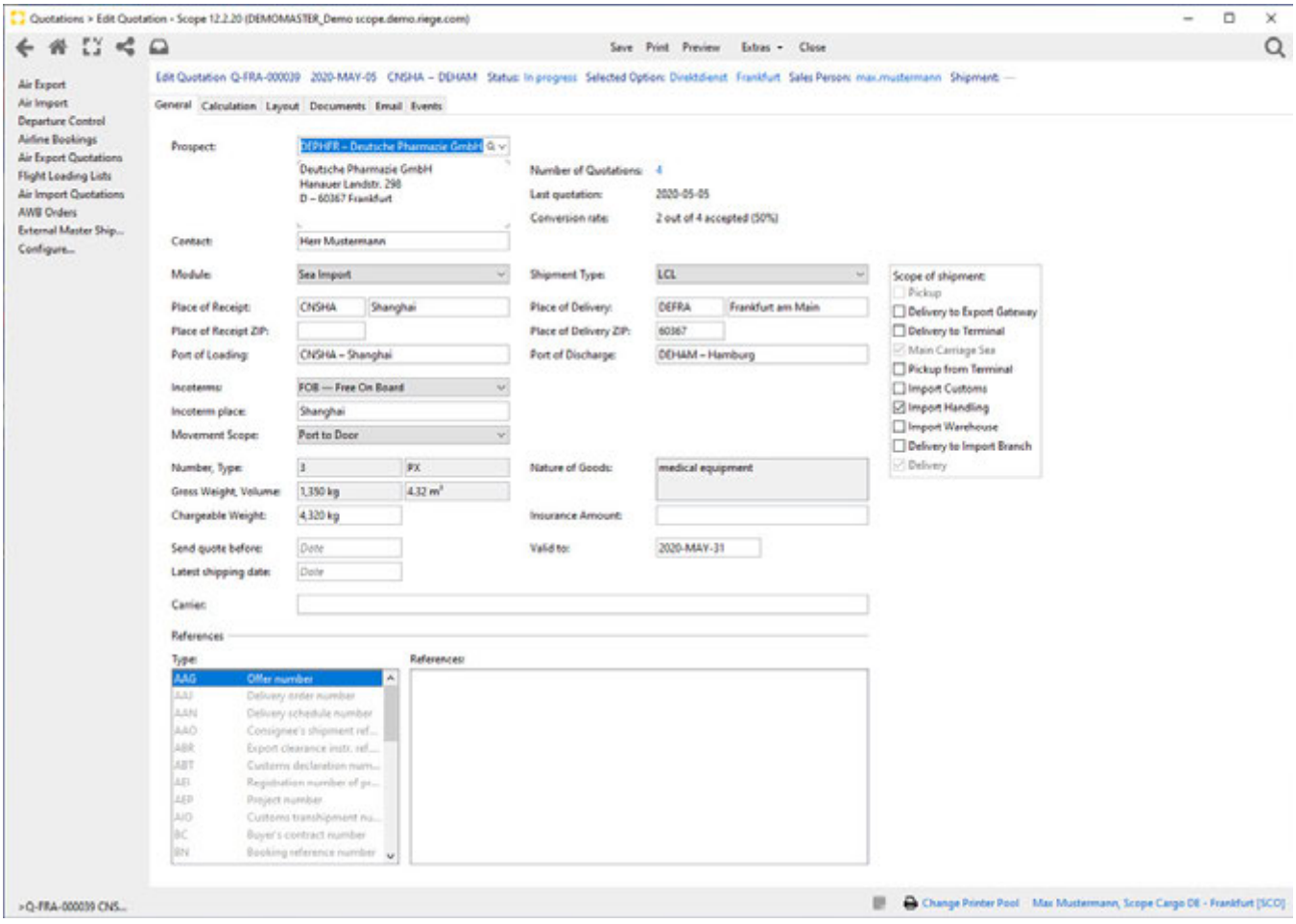
Grid

In the grid all records which meet the criteria of the filter will be shown, most fields of the quotation are available as columns, which can be activated /deactivated with a right mouse-click.

Preview

In the preview most relevant details of a quotation can be reviewed in the preview without actually opening the quotation.

General tab



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Menu Bar

Save

Option to save the quotation

Print

The option to finally print the quotation and set to status to completed.

Preview

Opens a preview of the generated quotation pdf.

Extra \ Create shipment

The option to generate a shipment based on the quotation.

Extra \ Print filecover

Generate a hardcopy quotation pdf.

Extra \ Generate new quotation number

In case a new quotation number is needed because there were major changes made to the existing quotation (or quotation numbering has changed significantly) this option can be used the generate a new number.

Title Bar

In the title bar the following items are displayed:

Quotation number

The quotation number as assigned by the system, the format of the number can be changed by means of a request to Scope Support (F12).

Create date

The date the quotation was created

Main Carriage Leg

The origin and destination of the main carriage

Status

The status of the quotation, the following statuses are available:

Status	Description	Remark	Fields Enabled
In progress	Initial status of the quotation when work is still to be done by the user	If it has a different status, a quotation can be reset to "In progress".	✓
Waiting for	Status which can be manually set by the user, indicated the user needs information from a third party before being able to finish the quotation		✓
Completed	The quotation has been printed definitely and been sent to the customer.	Status can be manually changed to "In progress" , "Accepted" or "Rejected".	✗
Accepted	The quotation has been accepted by the customer but a shipment has not yet been created. Status must be set manually by the user.		✗
Rejected	The quotation has been rejected by the customer. Status must be set manually by the user. If reas on codes have been set up, the choice for a reason code is mandatory.	Status can be manually changed to "In progress", or "Completed".	✗
Shipment created	The quotation has been used to create a shipment.	No more status changes are allowed.	✗

Selected Option

A quotation can contain multiple options now: it can have different calculations depending on the products the prospect is interested in or if the prospect requires different suppliers for the transport.

Sales Person

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The sales person responsible for this quotation, if applicable, Scope will try to determine the sales person automatically, but it also can be set manually.

Shipment

If already linked to a shipment the quotation will show the linked shipment number as an action link

Prospect

In the field prospect the partner who requested the quotation, and who would be the expected customer on the related shipment, is entered in this field. Having the proper permissions, it is possible to enter a document address on the quotation.

Contact

The person to whom the quotation is to be addressed, either an existing contact from a partner or a new contract entered via the "Edit contact" option.

Module

The selected module, once a module has been chosen, the direction can be selected (import / export) but the module (air, sea, simple) cannot be changed anymore.

Incoterms

The incoterms applicable to the requested quotation

Incoterms place

The corresponding place of the incoterms

Movement Scope

The movement scope on which the quotation should be based

Place of Receipt

Place of receipt for the quotation. If a UN location code is selected, Scope will search for applicable tariffs available in the master data and add them to the quotation.

Place of Delivery

Place of delivery for the quotation. If a UN location code is selected, Scope will search for applicable tariffs available in the master data and add them to the quotation.

Place of Receipt Zip

Place of receipt zip code for the quotation. Scope will search for applicable tariffs based on registered zipzones available in the master data tariffs and add them to the quotation.

Place of Delivery Zip

Place of delivery zip code for the quotation. Scope will search for applicable tariffs based on registered zipzones available in the master data tariffs and add them to the quotation.

Module / Shipment Type Dependent Fields

Per selected shipment module there will be different fields available in the quotation and become available in the quotation basis calculation.

Module	Shipment Type	Available Fields						
		number of packages	package type	gross weight	volume	chargeable weight	number of container /types	container type
Air	-	✓	✓	✓	✓	✓	-	-
Sea	LCL	✓	✓	✓	✓	✓	-	-
Simple		✓	✓	✓	✓	✓		
Sea	FCL	-	-	✓	-	-	✓	✓

When the number of packages is available, the regular edit packages option (F3) with the standard dialog is available.

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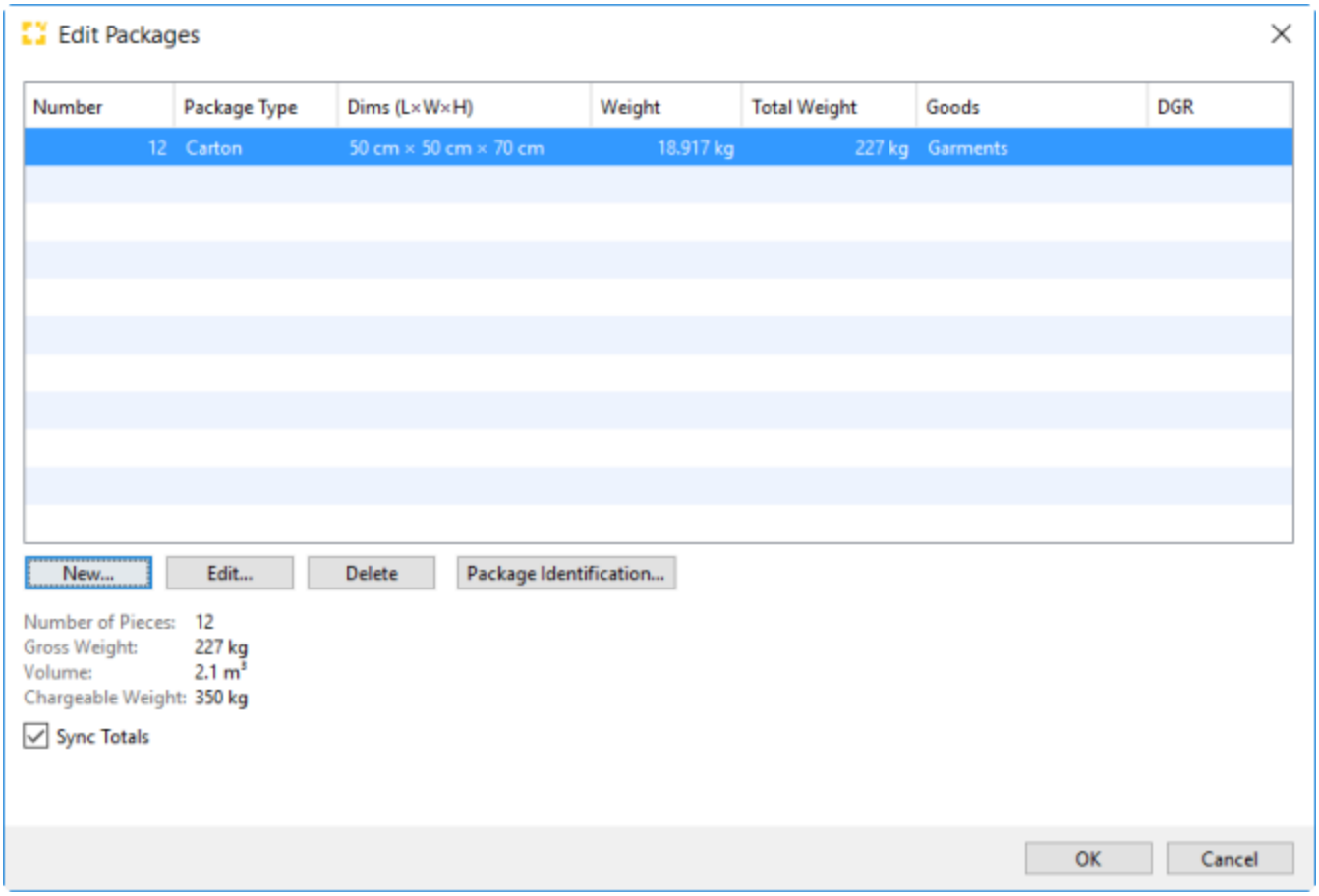
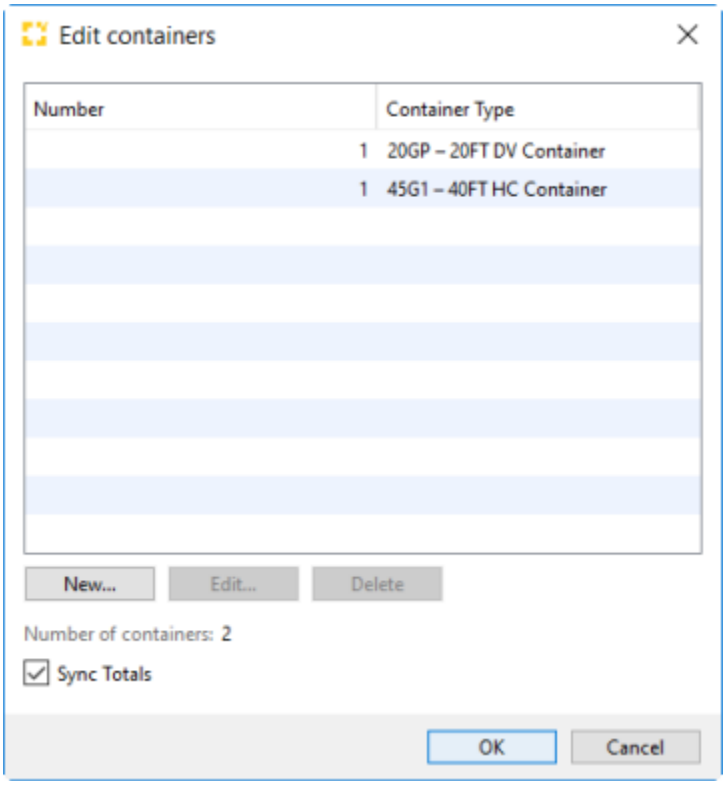


When the number of containers is available, the entry for multiple containers for only 1 type can be entered in the mainscreen and using the edit containers (F3) option, a dialog can be started where multiple container types can be registered.



Send Quote Before

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Date before which the quotation should be sent to the customer.

Valid to

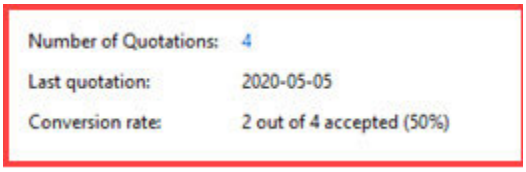
Last date of validity of the qoutation

Latest shipping date

The last date that the shipment should depart, this date value is also used to search for applicable tariffs.

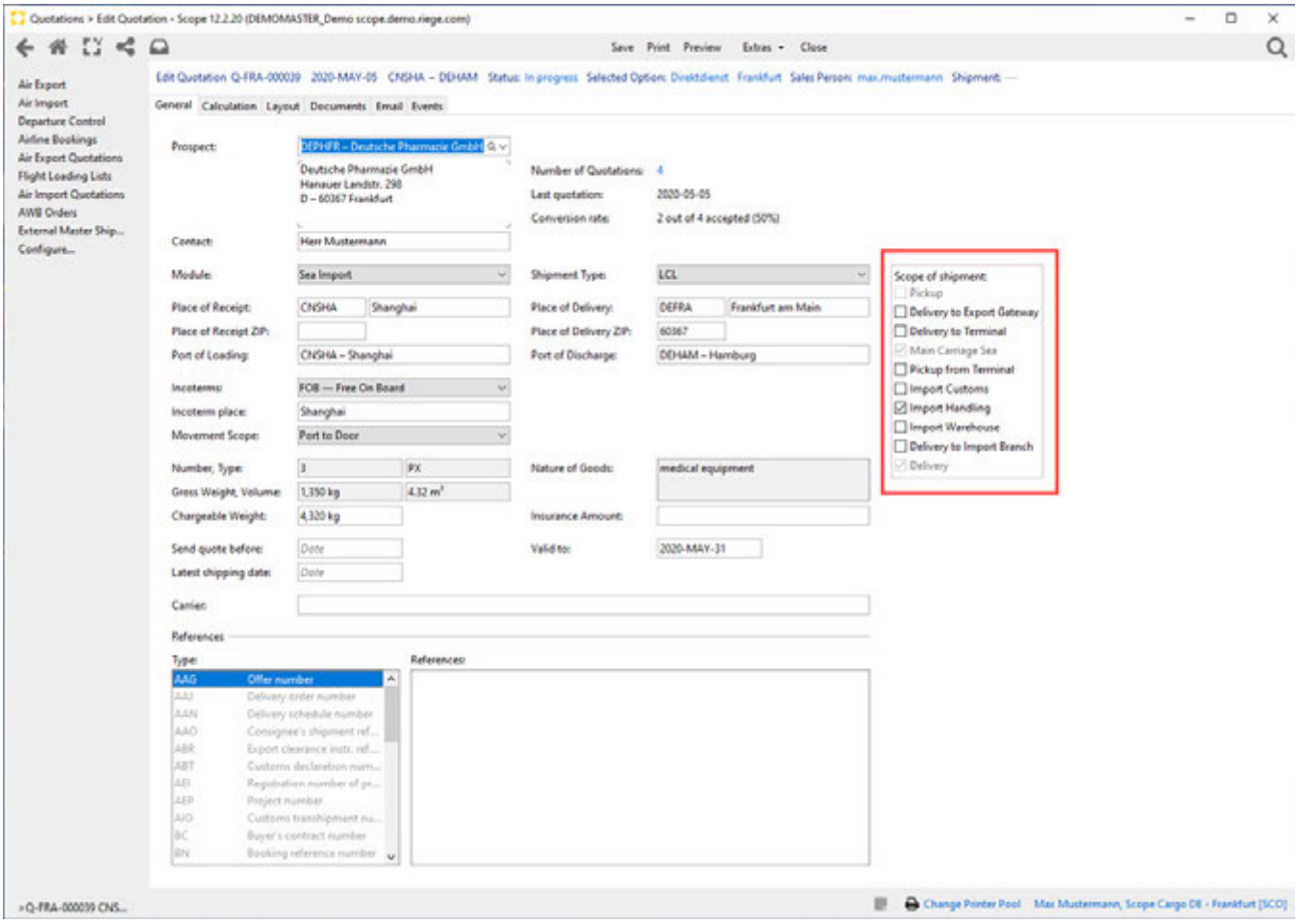
conversation rate

When a quotation is created or edited and the prospect has been assigned, you will see the total number of quotations created for him as well as a conversion- and percentage rate of accepted quotations by him. If you click on the number of quotations, you will get an overview of them.



Scope of System

Besides the defined order types based on movement space the user can use additional order types. In this case defined charges codes/tariffs will take place at calculation tab (calculation quotation)



Calculations

On the tab Calculation all the actual rates are registered.

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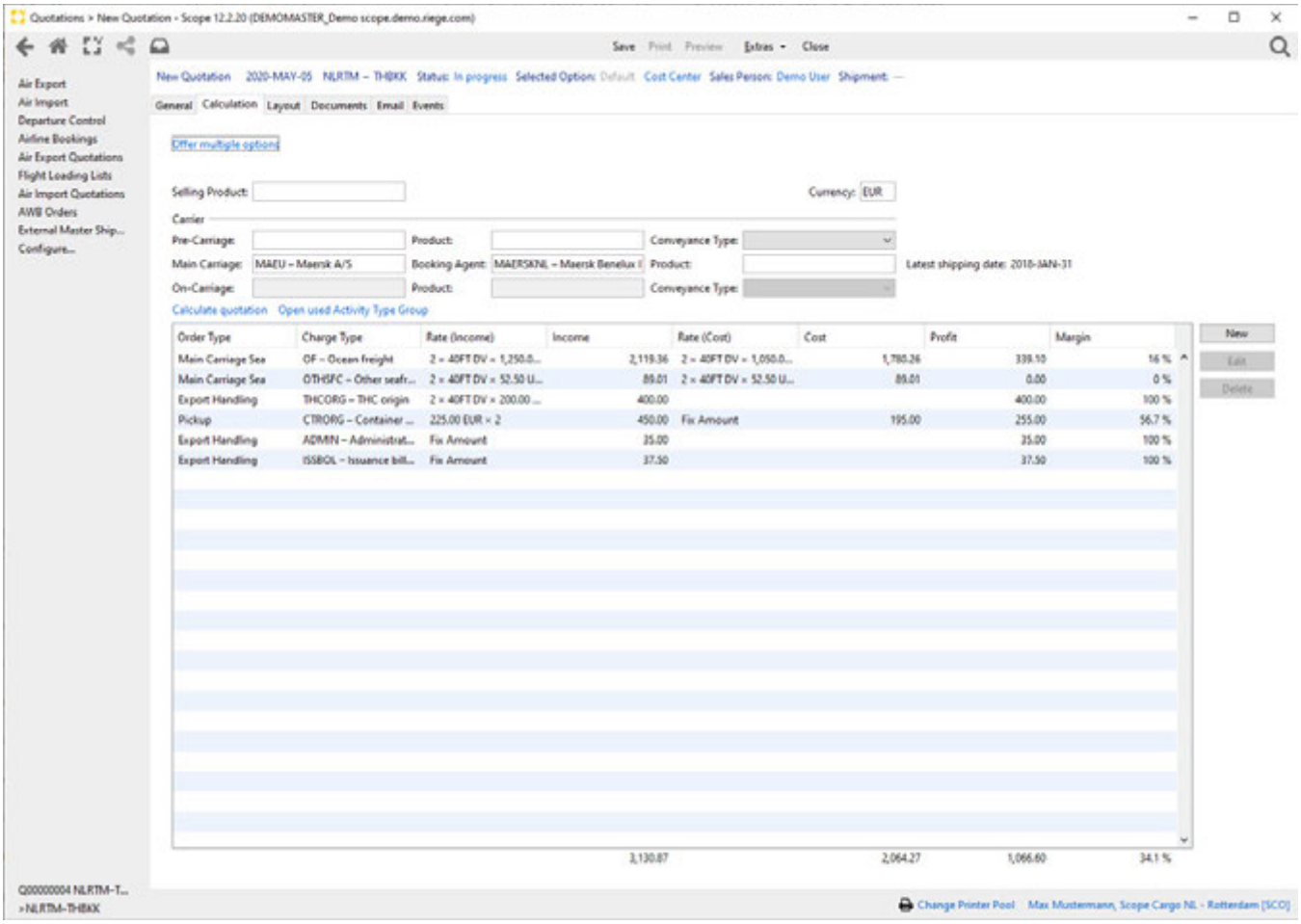

Offer multiple options

A quotation can be divided in different option, e.g. direct service or transshipment, airline Lufthansa or Cargolux. By checking "Offer multiple option the actual view will be fixed as a option.

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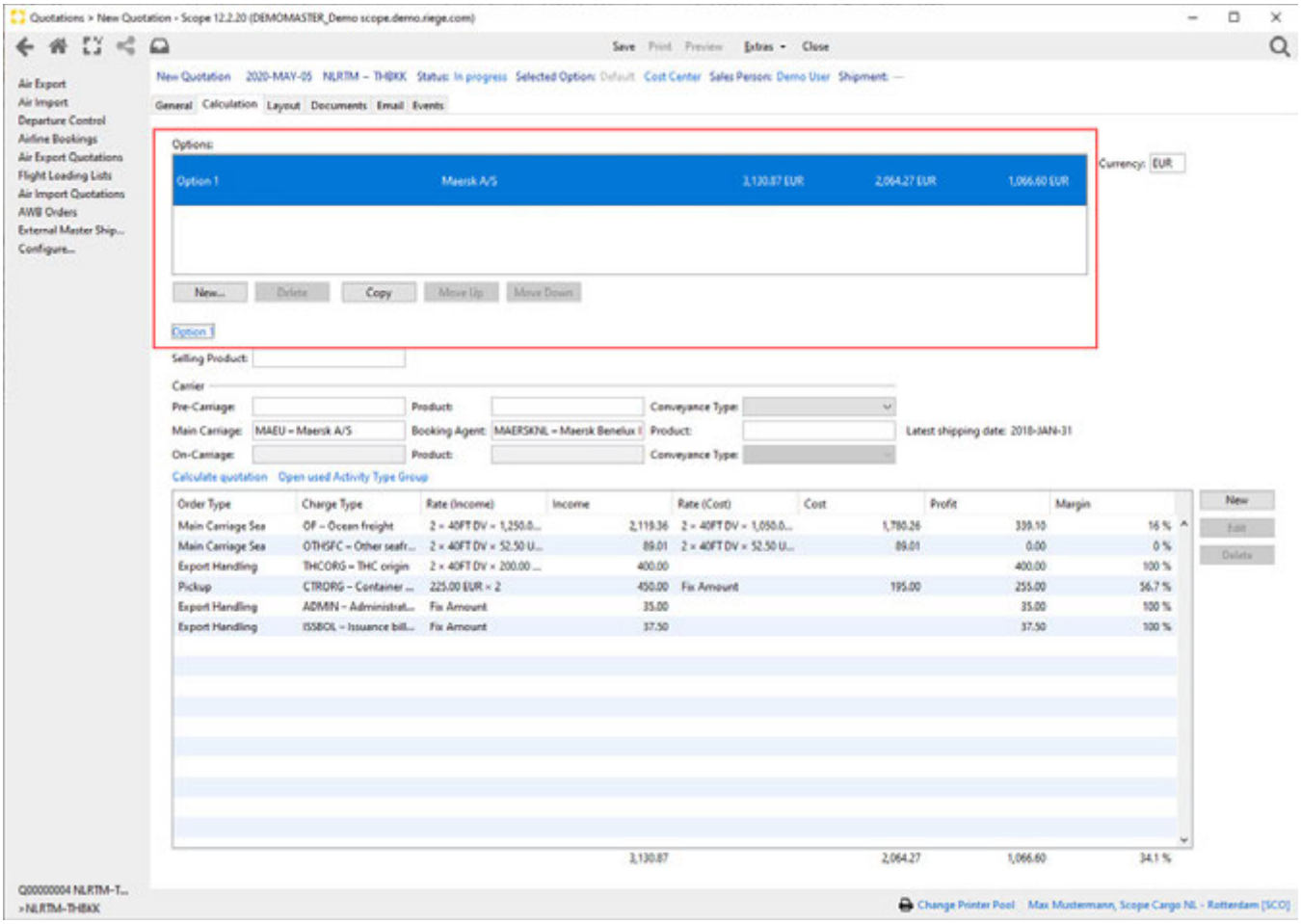

You can re-name options by clicking on the marked button.

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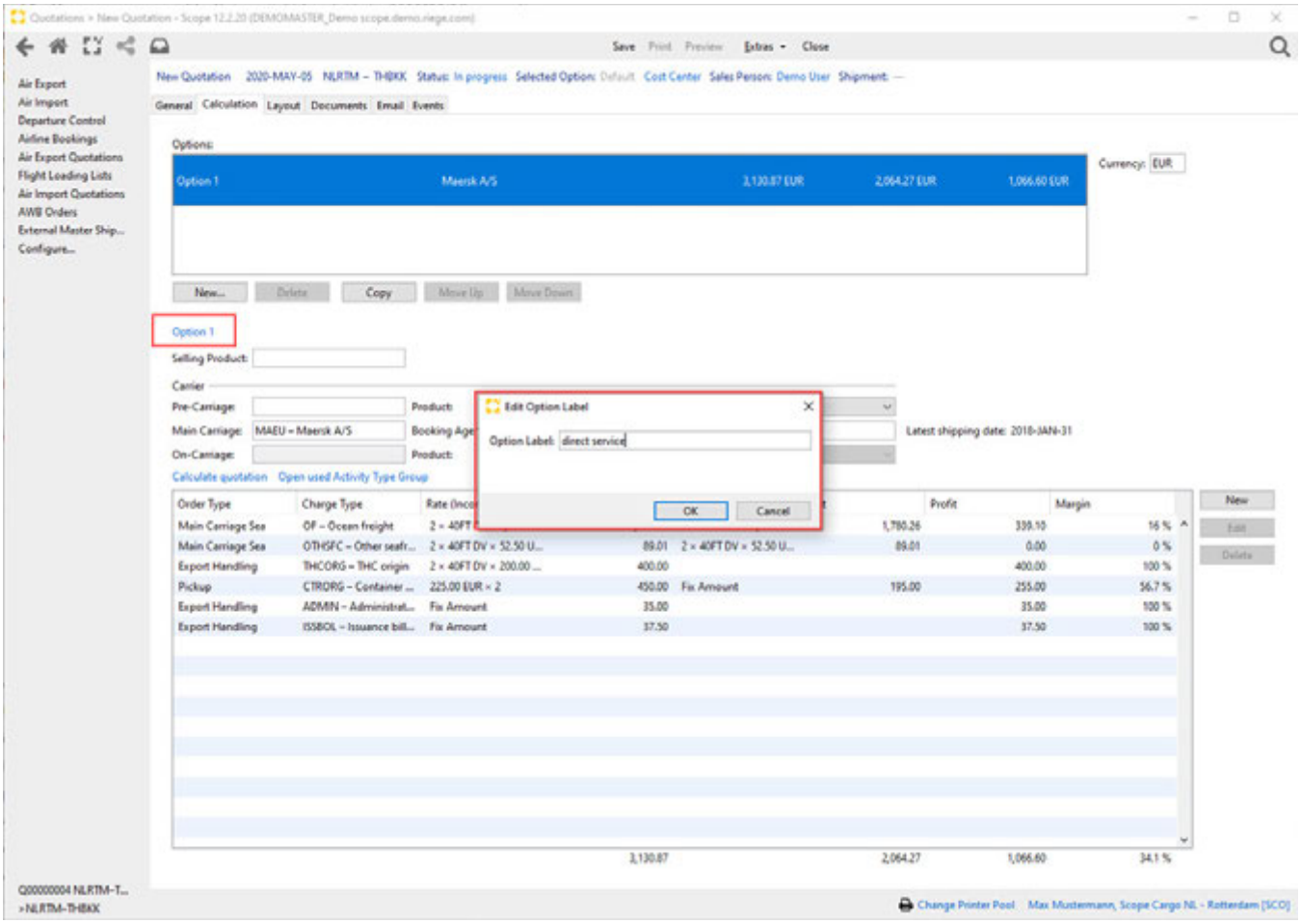

New options can be added by "New" or "Copy". Also they can be deleted and moved up/down for Layout tab.

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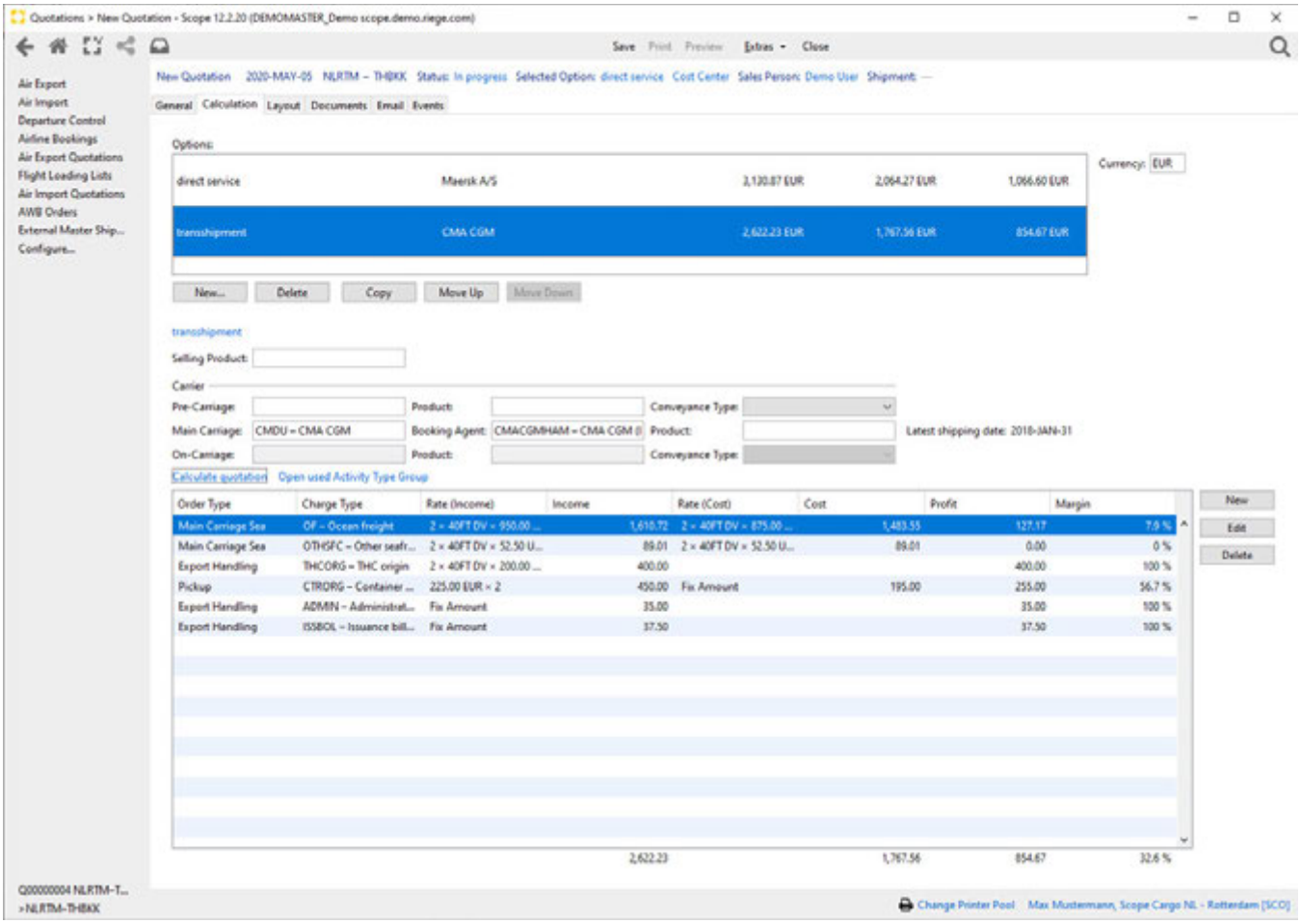

Selling Product

Buying product will be used to find corresponding selling tariffs.

Currency

The currency in which the quotation will be offered, any tariffs found in different currency will be converted using the current valid exchange rate.

Main Transport Carrier

The carrier of the main transport can be added optionally and will be used to find corresponding buying and/or selling tariffs.

Booking / Arrival Agent (not visible for Air / Simple quotations)

The partner serving as booking/arrival agent in the Seafreight modules can be added optionally and will be used to find corresponding buying and/or selling tariffs.

Product

Buying product will be used to find corresponding buying tariffs.

Calculate Quotation

Will trigger the base calculation on an applicable activity type, if found. If the link is used more than once, system will ask whether existing lines are to be replaced or the action should be canceled.

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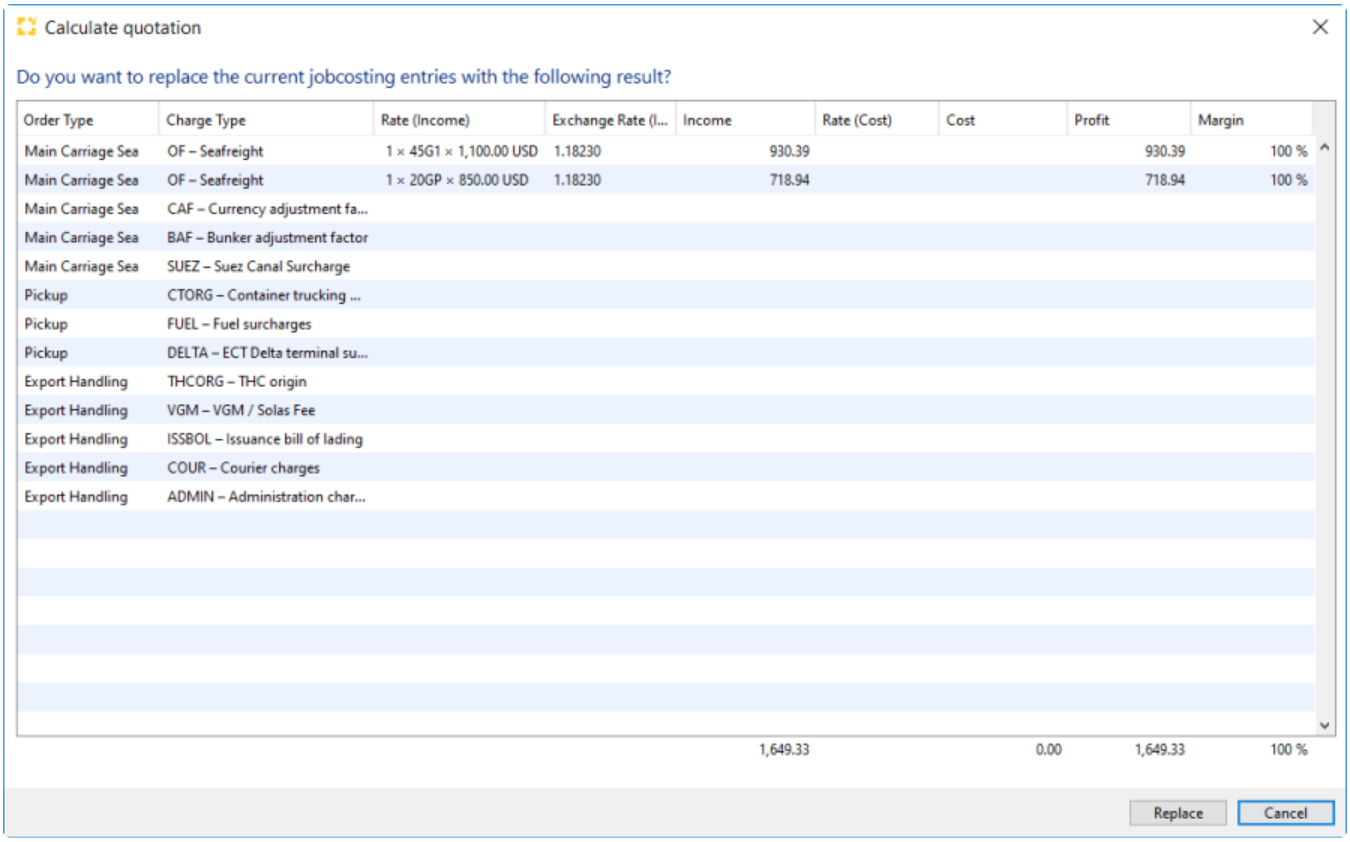

Open Used Activity Type

Will open the Activity Type found during the calculation, if the user has sufficient permissions he can adjust it.

New Button

Option to add a new charge type line to the quotation

Edit

Option to edit a charge type line of the quotation

Delete

Option to delete a charge type line of the quotation

Charge Type Line Dialog

When using the add or edit option a new dialog will be opened where the selling and buying details for the quotation can be registered.

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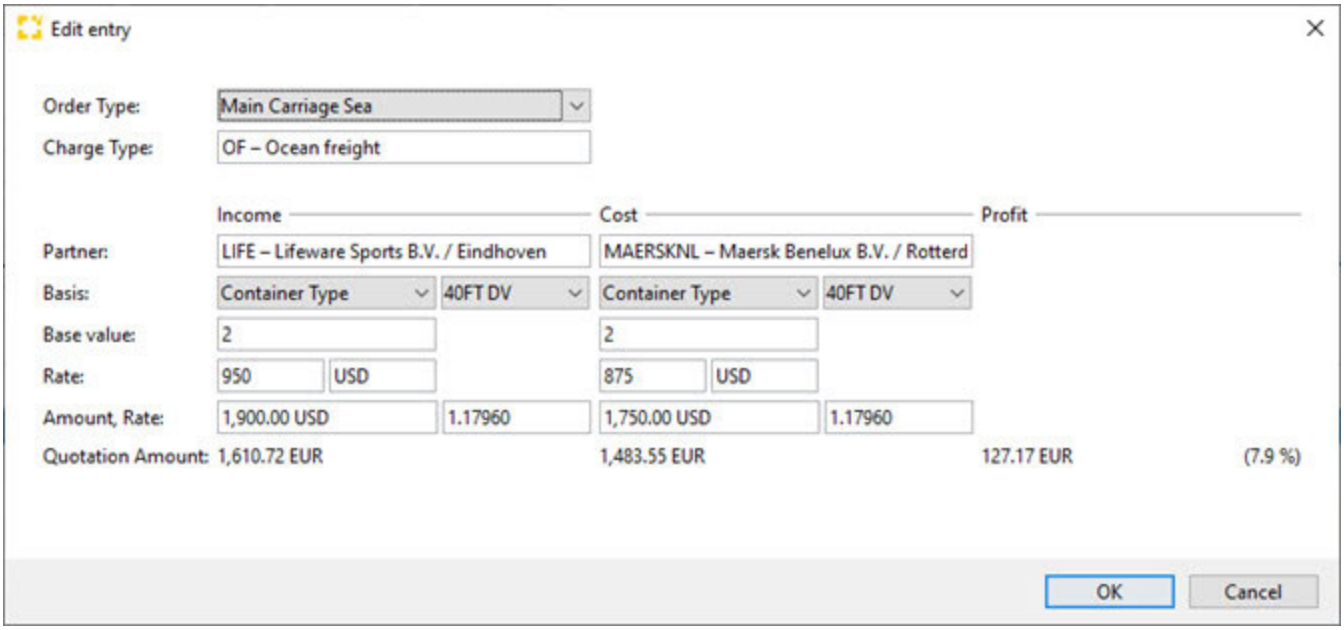

Order Type

The activity to which the calculation belongs, being either handling, Pickup (export), Delivery (import) or Main Carriage.
This is used to determine applicable tariffs and values to be calculated with.

Charge Type

The charge type as to be mentioned on the quotation

	Income	Cost	Profit
Partner	The partner for whom the selling rates are registered	The partner of whom the buying rates might be registrered	-
Basis	basis for calculation	basis for calculation	
Basis value	value for calculation	value for calculation	
Amount, Rate	The amount and currency and the exchange rate to be used	The amount and currency and the exchange rate to be used	
Quotation Amount	Converted to local currency amount	Converted to local currency amount	Profit & profit percentage

In the amount rate box there are 3 functions available.

F3 - Calculator : Standard job costing calculator allowing to select a basis and number, defaults the basis if possible and the rate

F5 - Recalculate Tariff : Standard job costing option to perform the tariff calculation again based on the tariff found and the details available in the quotation

F7 - Show Tariff : Standard job costing option to display the details of the tariff found and the details used to calculate the amount.

Column Overview

In the column overview of the calculation the following columns are available:

Column	Description	Totals Shown
Order type	The activity type for which the quotation line is registered	
Charge type	The charge type of the quotation	
Rate (income)	Display of the calculation construction	
Exchange rate (income)	Exchange rate used for the income of the quotation line, in case the rate is in a foreign currency	
Income	Total calculated amount in the currency of the quotation	✓
Rate (cost)	Display of the calculation construction	
Exchange rate (cost)	Exchange rate used for the income of the quotation line, in case the rate is in a foreign currency	

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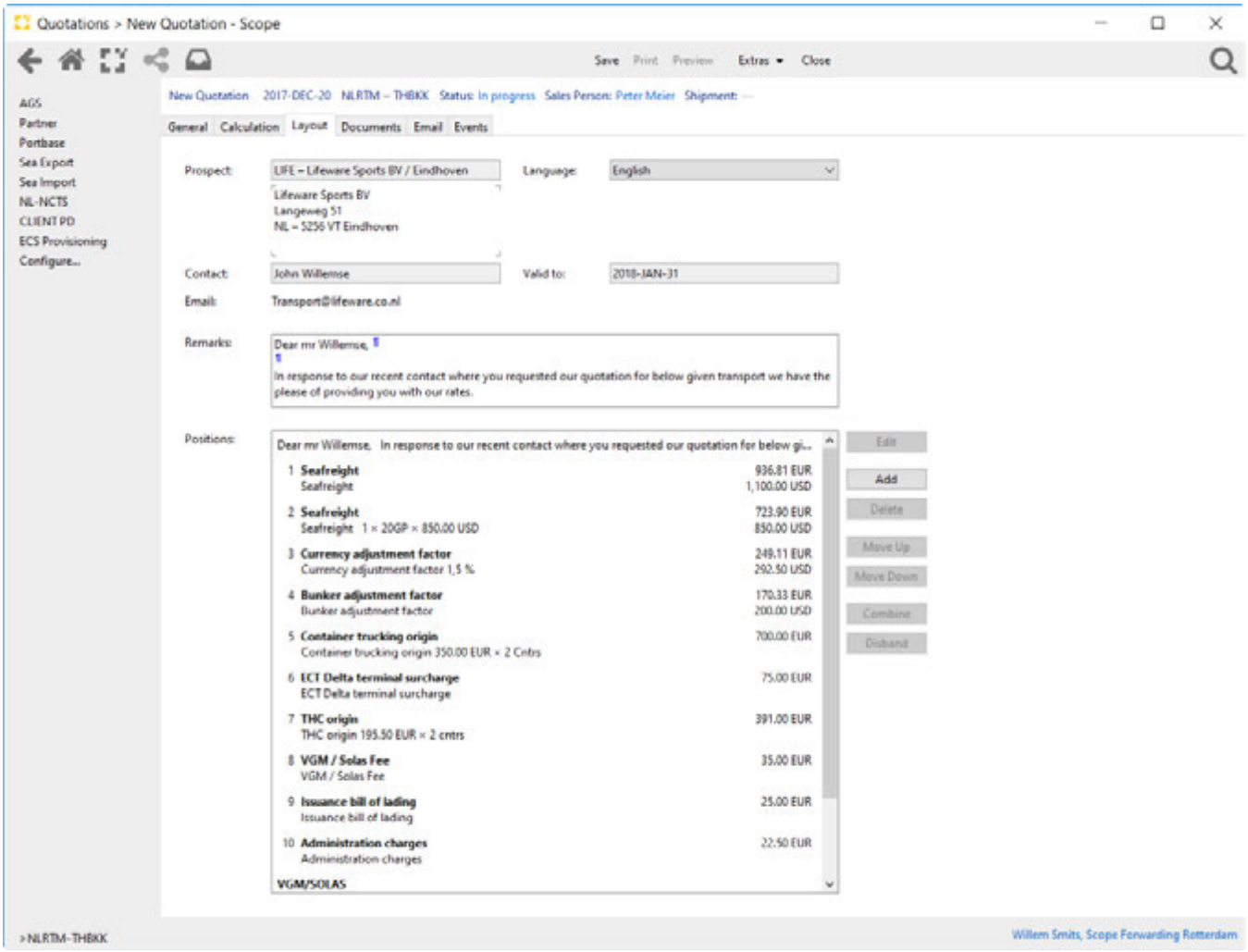
Cost	Total calculated amount in the currency of the quotation	✅
Profit	Profit amount per QT line	✅
Margin	Profit margin in percentage	✅

Layout Tab

On the layout tab of the quotation, the details of the actual print are added.



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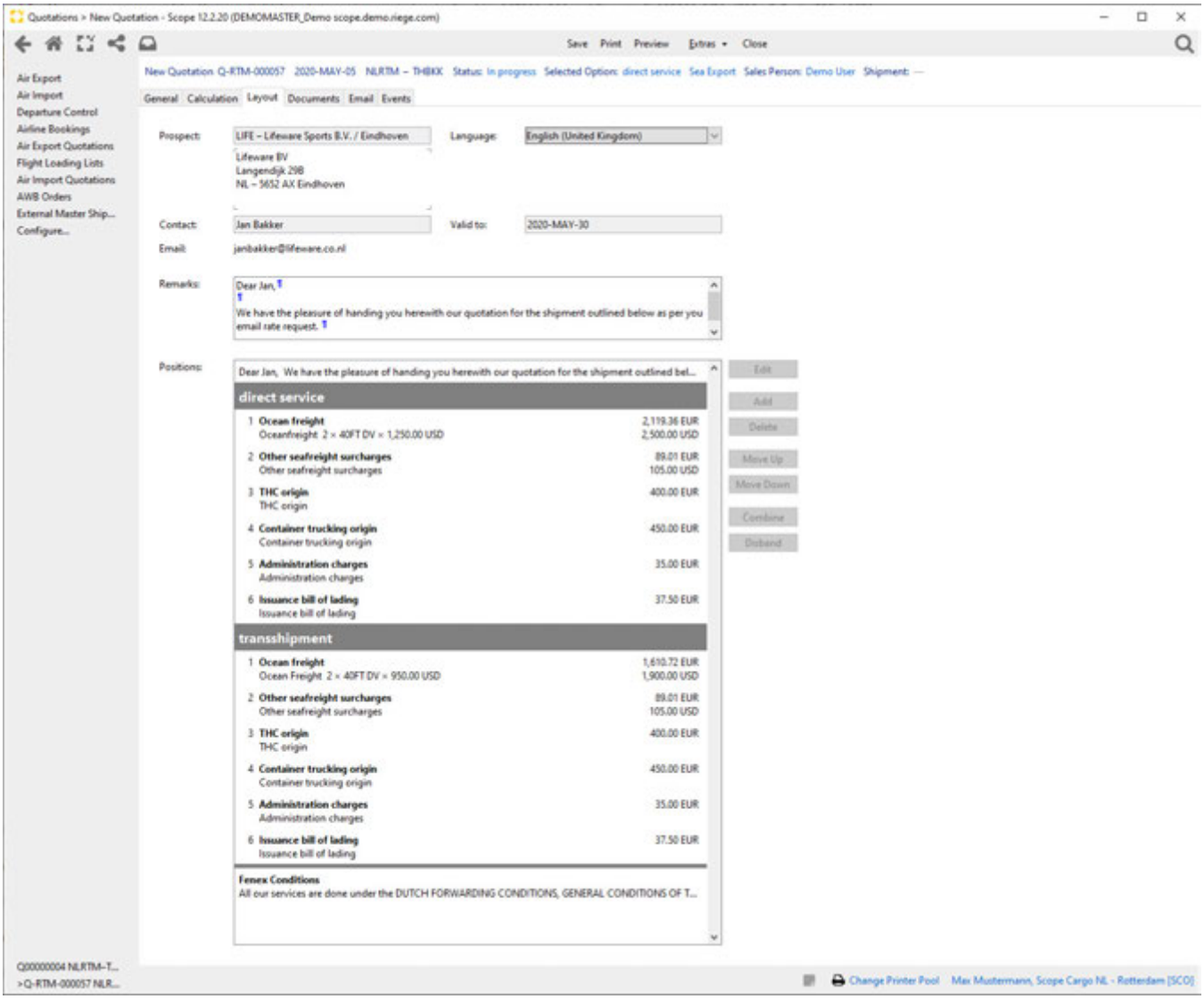

Prospect

The partner receiving the quotation, display only, changes are to be made on the general tab.

Language

The language in which the quotation will be sent to the partner, defaulted with the language of the partner

Contact

Addressee of the quotation, display only, changes are to be made on the general tab.

Valid to

The date till when the quotation is valid, display only, changes are to be made on the general tab.

Email address

The email addresses to which the quotation will be sent, display only, changes are to be made on the general tab.

Remarks

The remarks box is the header of the quotation, will appear as the top line in the positions grid.

Positions Grid

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In the positions grid the body of the quotation can be adjusted. All income lines of the Calculation tab will be shown.

Edit

Using the Edit option depending on the type of line selected the following can be done:

Calculation line: Quotation text and construction of calculation can be added and or updated to fit the details.
Rate text blocks: The default rate text block can be overwritten with specific text for the single quotation.

Add

Using the Add option, standard created rate text blocks can be added to the quotation. The defaulted text can be updated for the specific quotation.

Move Up/Down

Using the Move Up/Move Down buttons, the position of the individial lines can be adjusted. Calculation lines can be moved respective to all the available calculation lines.
Rate text blockes can either be moved to the bottom or to the top (below the Remarks). They cannot be positioned in between calculation lines.

Combine / Disband

Allows the consolidation of multiple calculation lines into one quotation display line, or the reversal of the same

Generic Tabs

The Scope generic tabs Documents, Email and Events are also available in the quotation. Please note that at this moment no automatic email of a quotation is sent to the recipients.

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Reason code - Master data

Introduction

For different actions it is possible to set Reason Codes which have chosen by user.

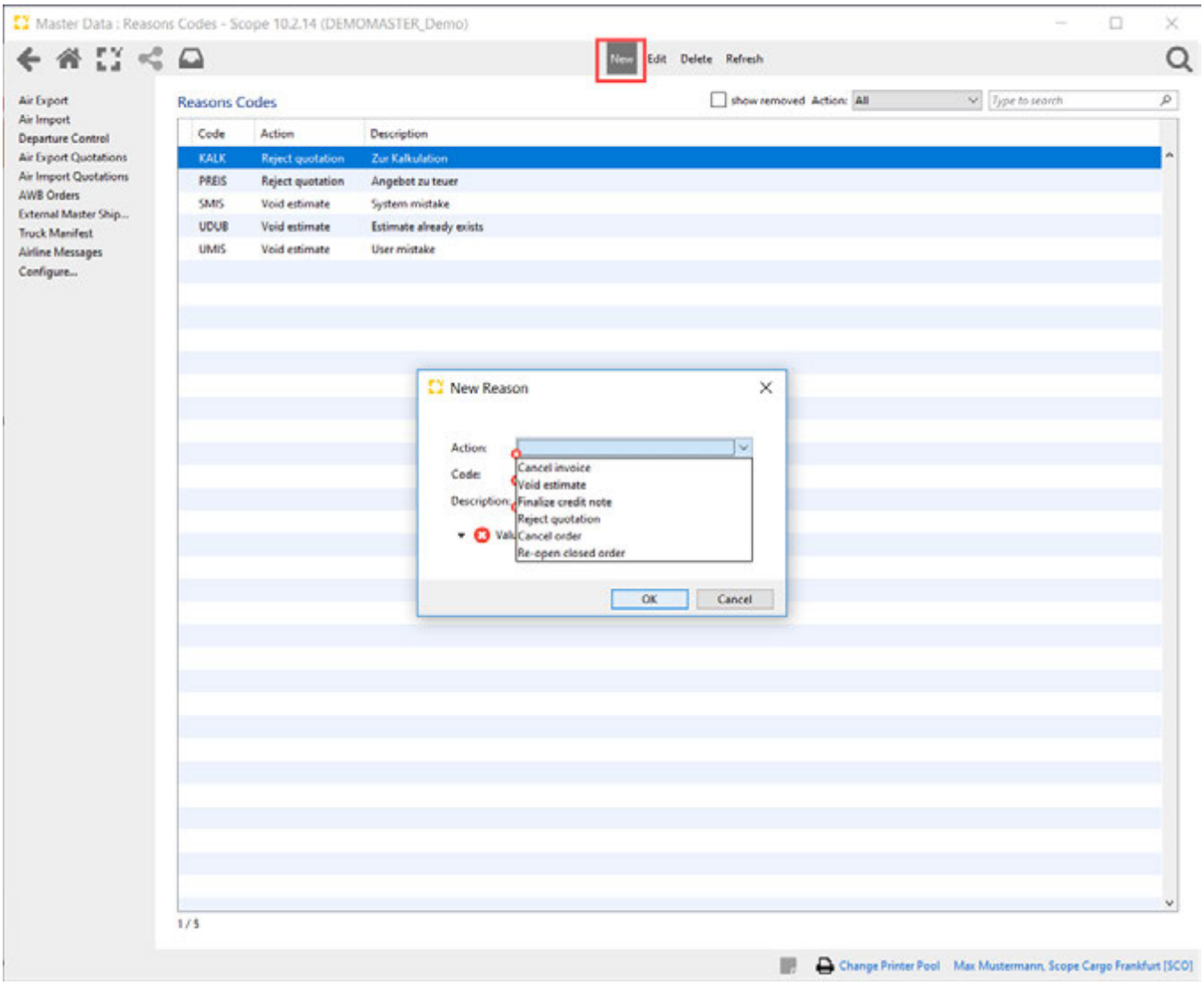
Description

Reason Codes can be set up in application Master data - Reasons.

For the following actions a reason code can be set:

- Cancel invoice
- Void estimate
- Finalize credit note
- Reject quotation
- Cancel order
- Re-open closed order

For above mentioned action the user have to choose an reason code and can add a comment.



Action

Drop-down of actions

Code

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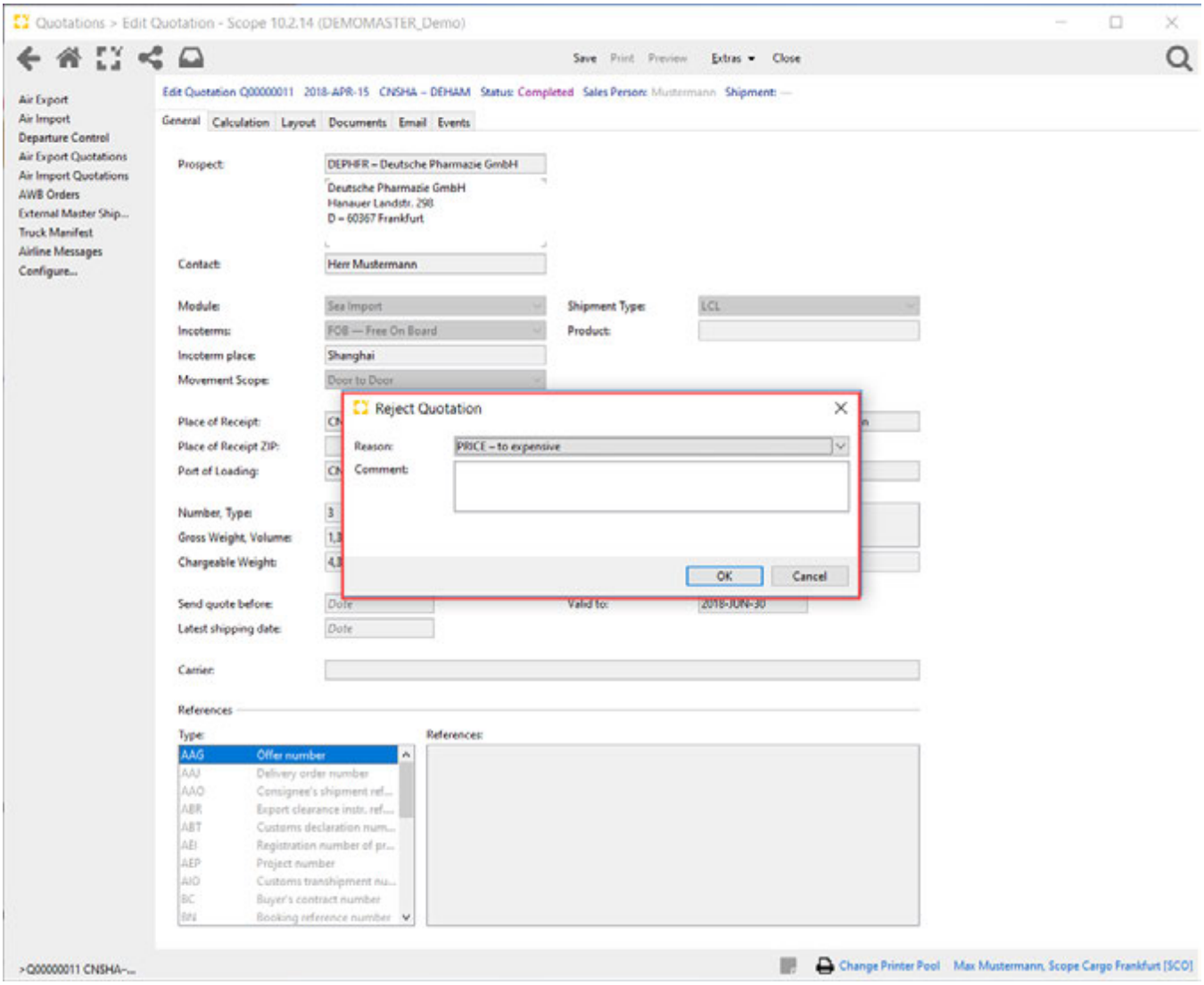
Code for reason

Description

Description of reason

example:

Quotation is rejected by customer - Reason Code necessary and comment optional



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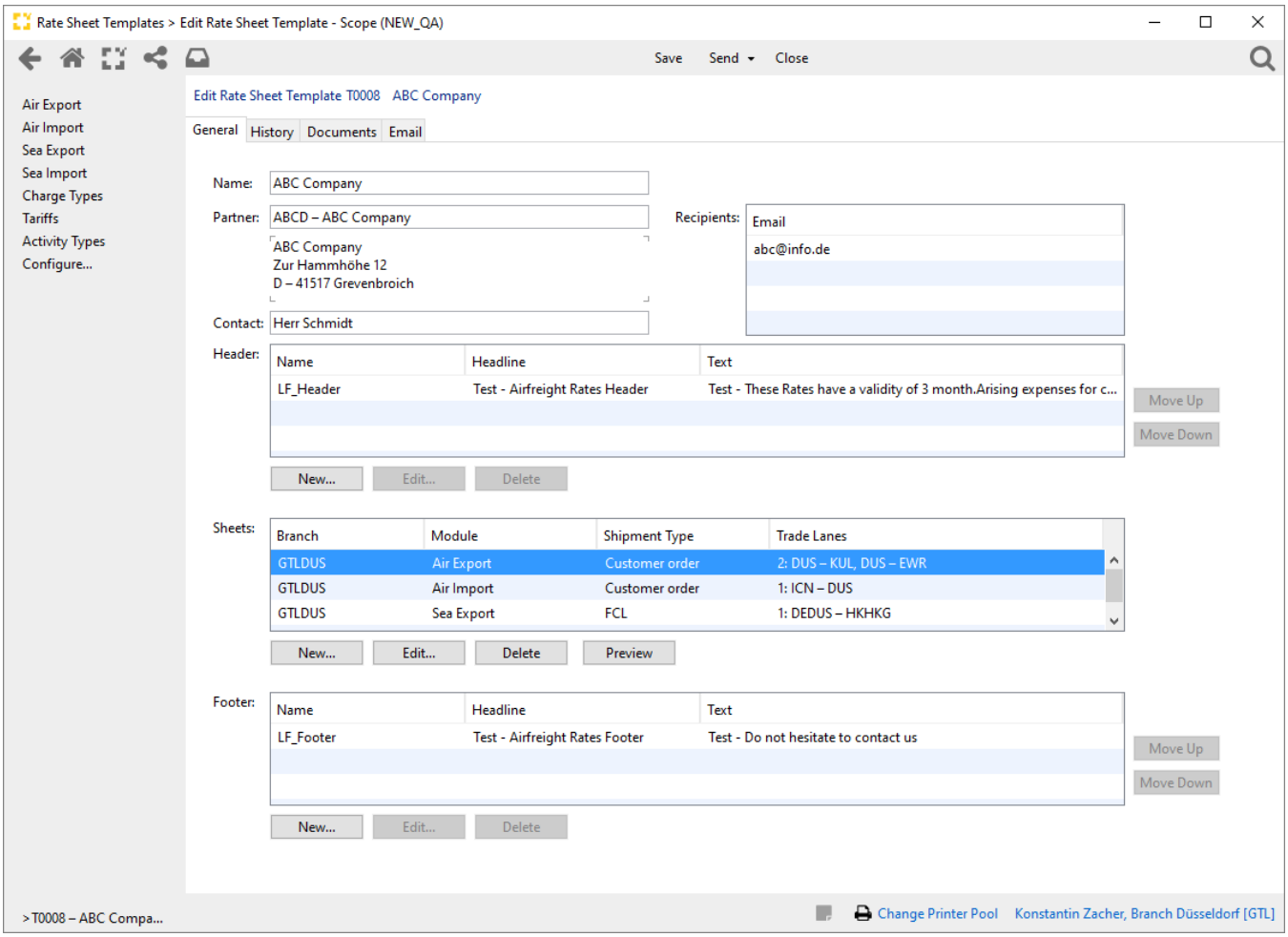
Rate Sheet Template

General

The application Rate Sheet Template gives your Partner an overview about your current (related, as well as general) sales tariffs for certain destination areas.

Choose between the modules Air Export / Import and Sea Export / Import - LCL / FCL, and define a branch as calculation base.

Beside the main carriage scope matches any charge type for the relevant activity type. (e.g. Pickup, Delivery to terminal, ...) + Fuel & Security



Name

The titel name for the description for your Rate Sheet Template in the overview

Partner

Customer to whom the corresponding tarrifs refer to.

Contact

A contact person with a linked email address

Header / Footer

In **Maintenance > Master Data > CRM > Rate Text Blocks** you maintain templates for Header and Footer.

These contain for example general business conditions or excluded services

Sheets

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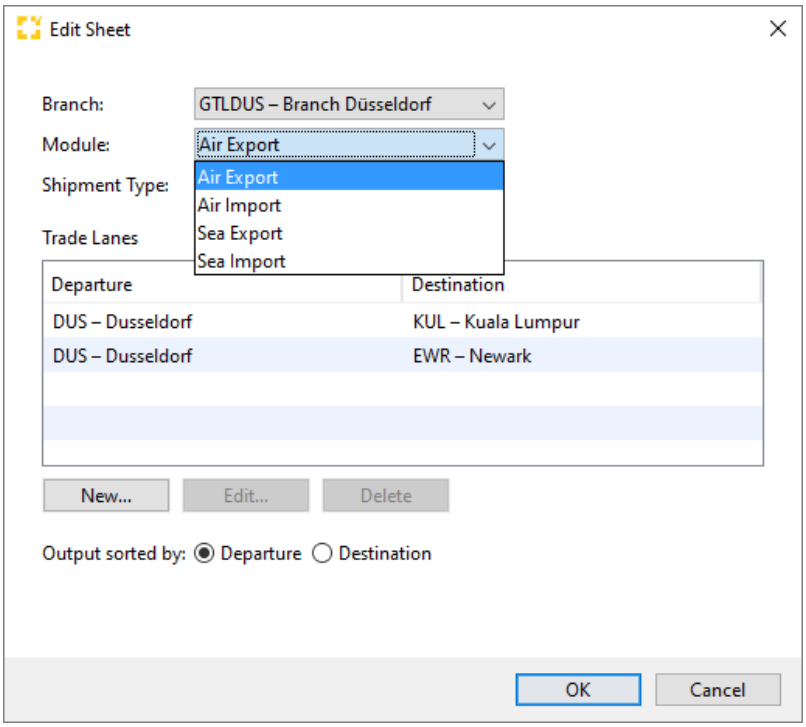
Define a "new sheet" per module.
It generates a document for every module !

In this way you display/cover various processes for a partner in one central template



Preview

Via this button you can get a preview on the one selected sheet

Send

By sending your Rate Sheet Template **all Sheets** are attached as single files

Choose between "To Myself" or directly "To Partner"

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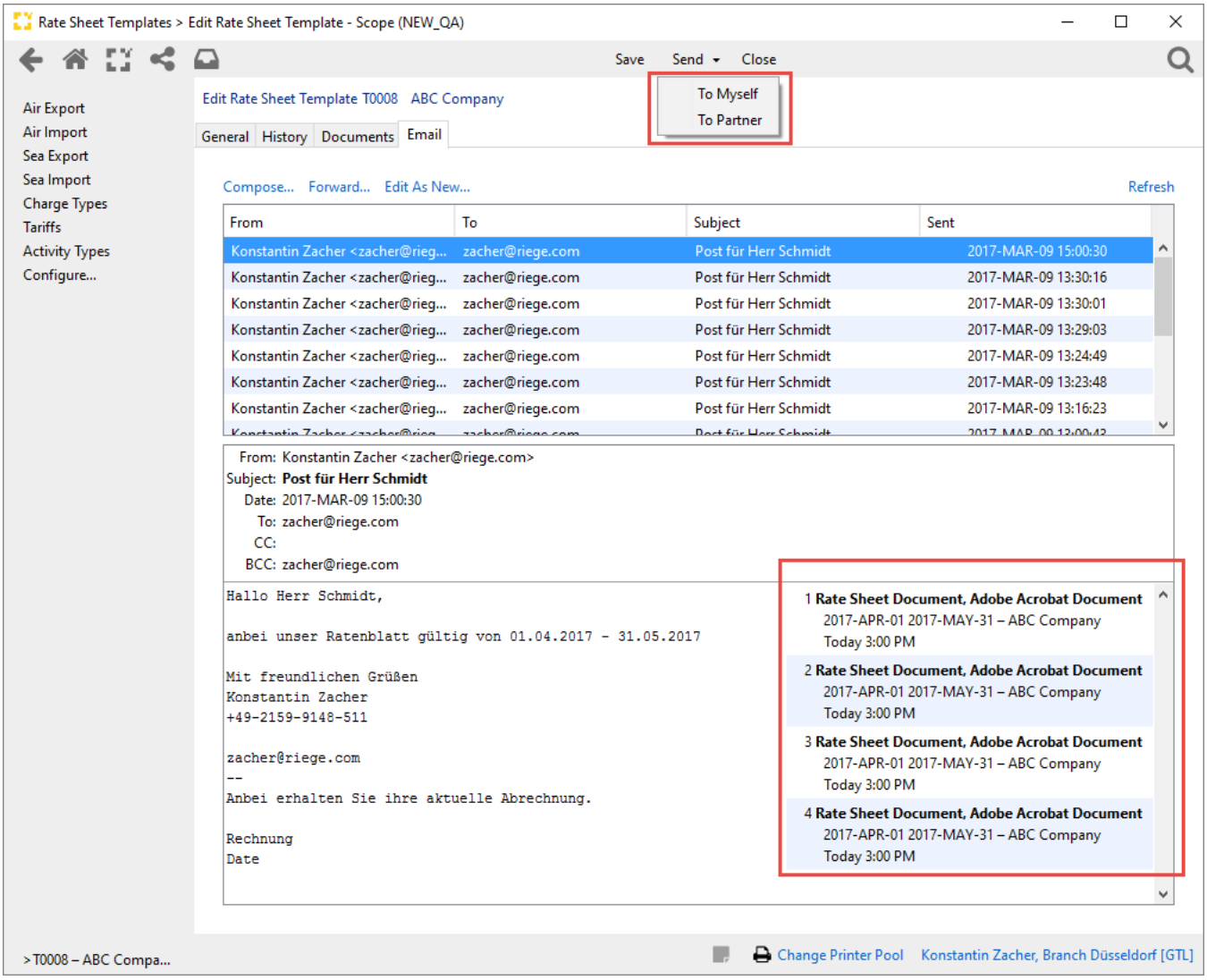

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Rate Text Blocks

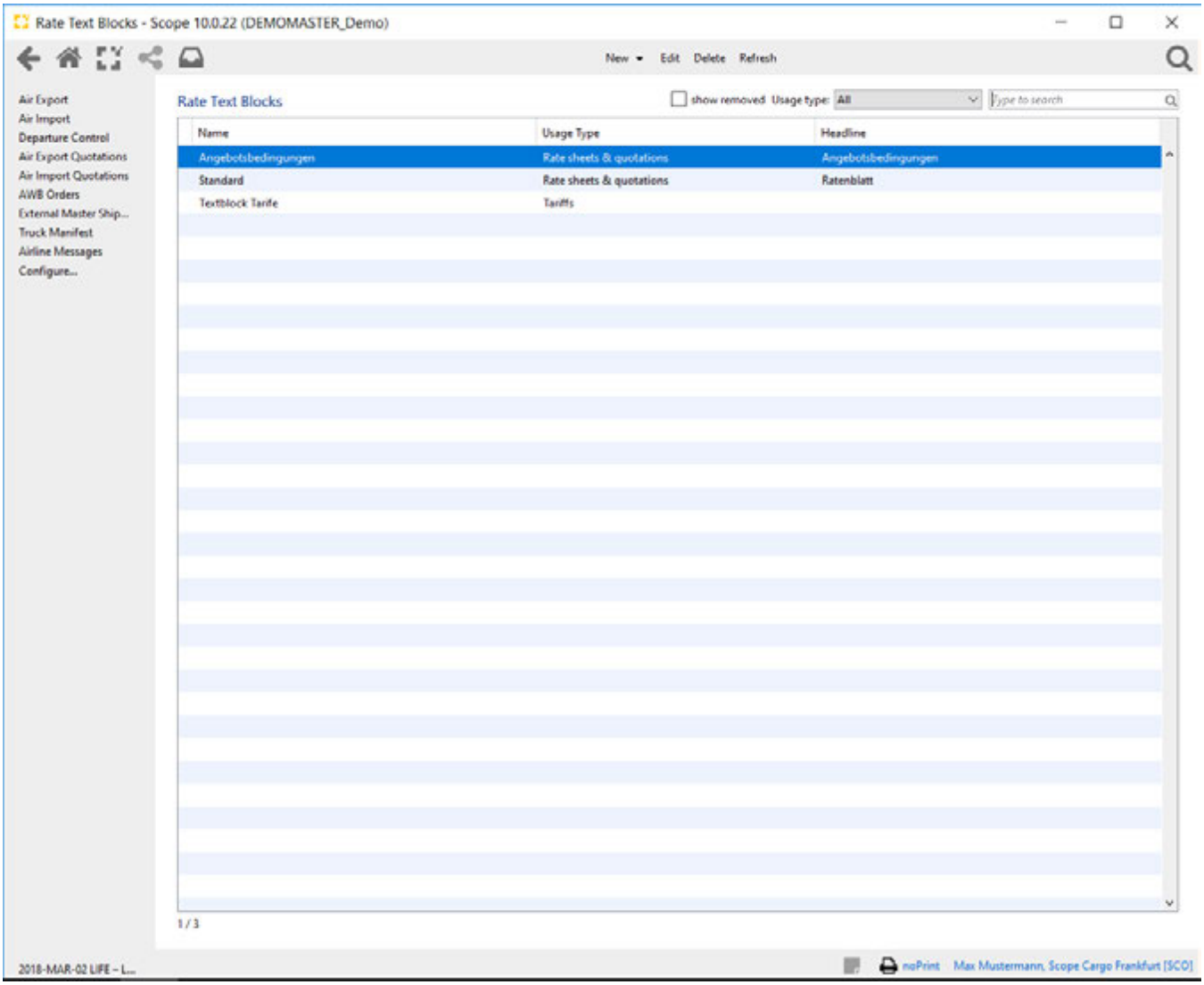
- Introduction
- Description

Introduction

Rate Text Blocks are used to create individual text blocks which can be inserted at rate sheets & quotations and tariffs. Through using Rate Text Blocks the user can create rate sheets and quotation which match his corporate design guidelines regarding to his business conditions or additional charges.

Description

The application Rate Text Blocks is started via *Master Data - CRM - Rate Text Blocks*.



New Text Block

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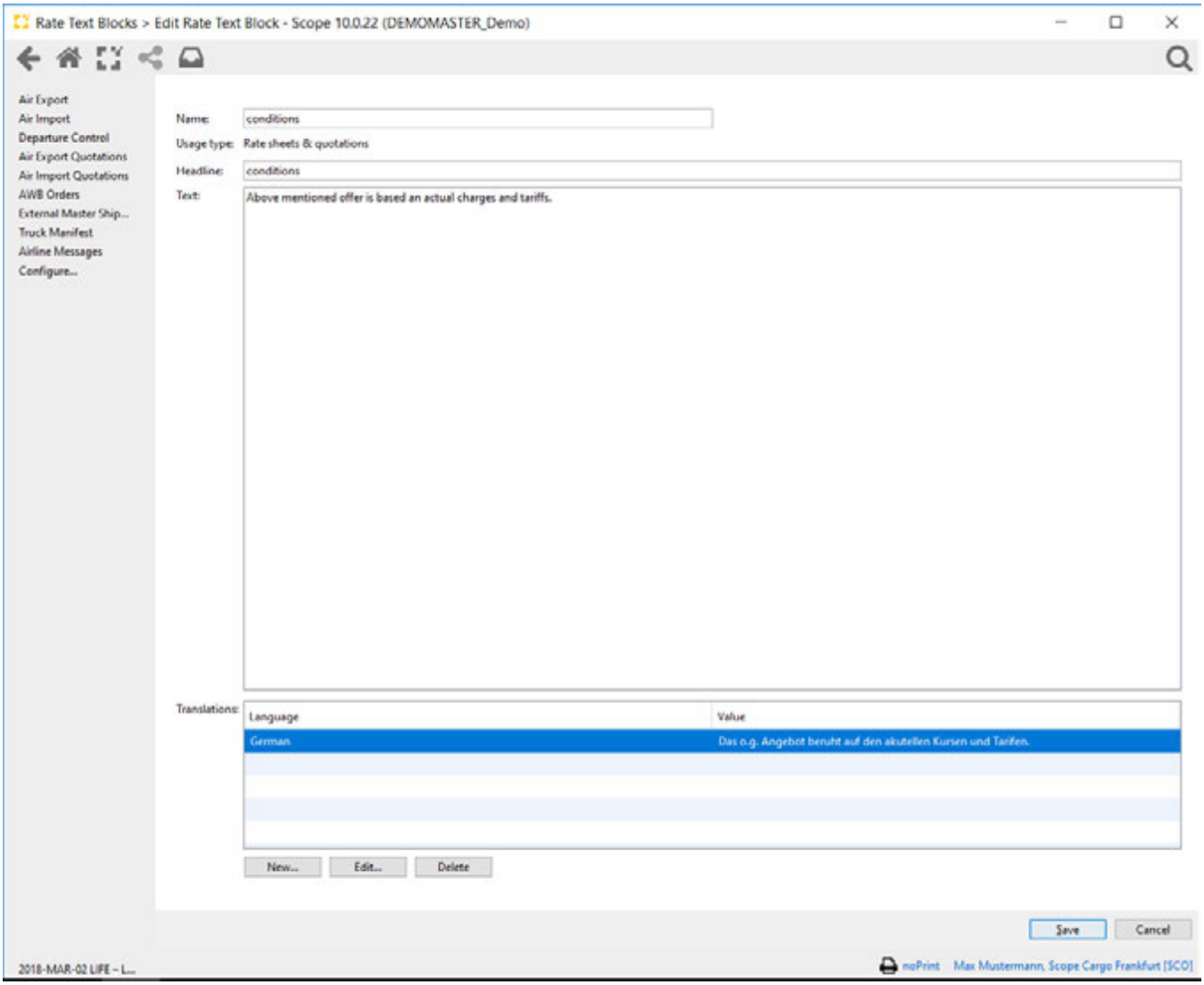

To create a text block the user has to complete the following items:

- **Name:** Name of text block which can be selected at rate sheets & quotations and tariffs
- **Headline:** Headline is printed above the text block
- **Text:** content of text block
- **Translations:** After choosing a language the text block can be translated into another language. When a translation exists, Scope uses the translated text block by itself, e.g. changing the language of a quotation from English to German and the text block will be translated as well

New

text block for rate sheets & quotations

Text block can be used for rate sheets & quotations

- **rate sheets** text block can be used by application rate sheet templates at Header and/or Footer. The user can select a text block by using "New"

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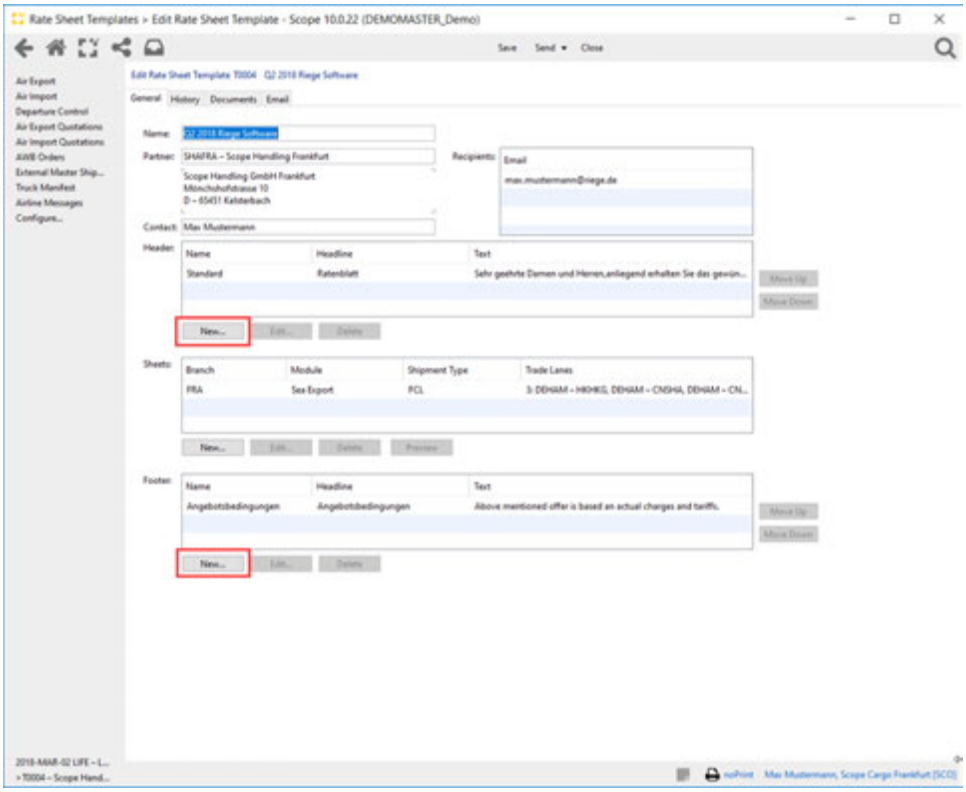

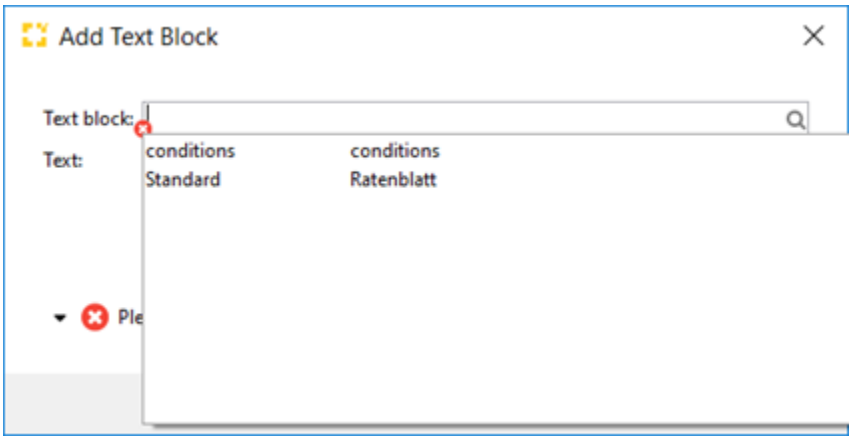

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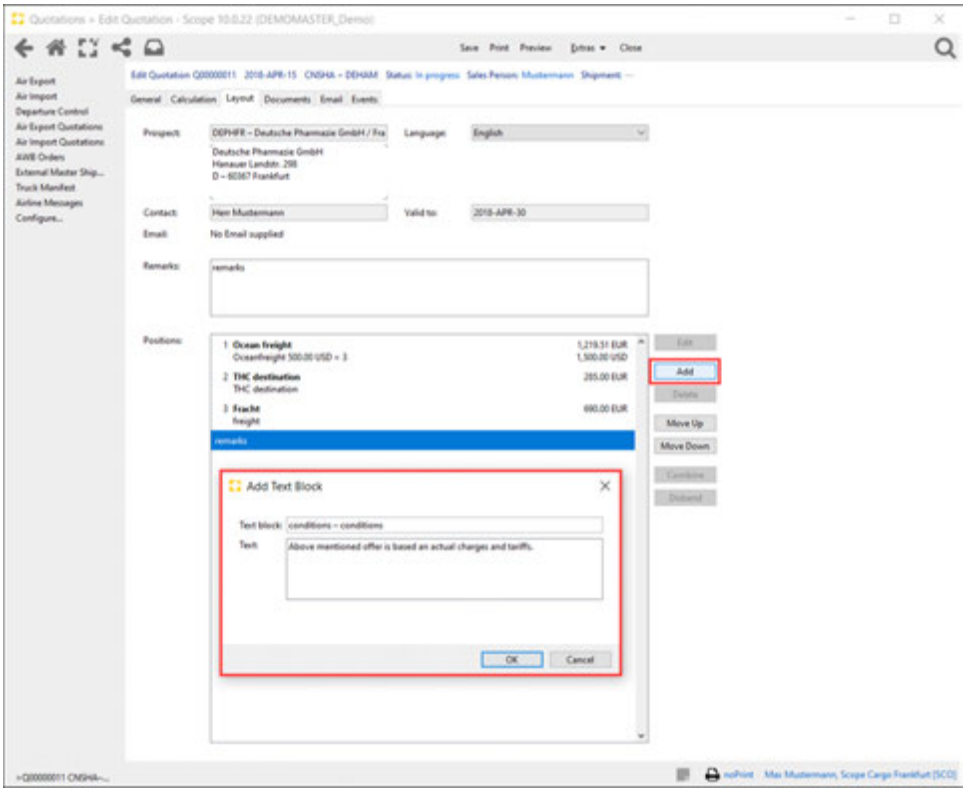
- **quotations**: text block can be used by application Quotations at tab Layout



text block for tariffs

Text block can be used for tariffs. The text block can be selected at application Tariffs (Master Data - Finance - Tariffs) and the text block will be printed at rate sheet templates

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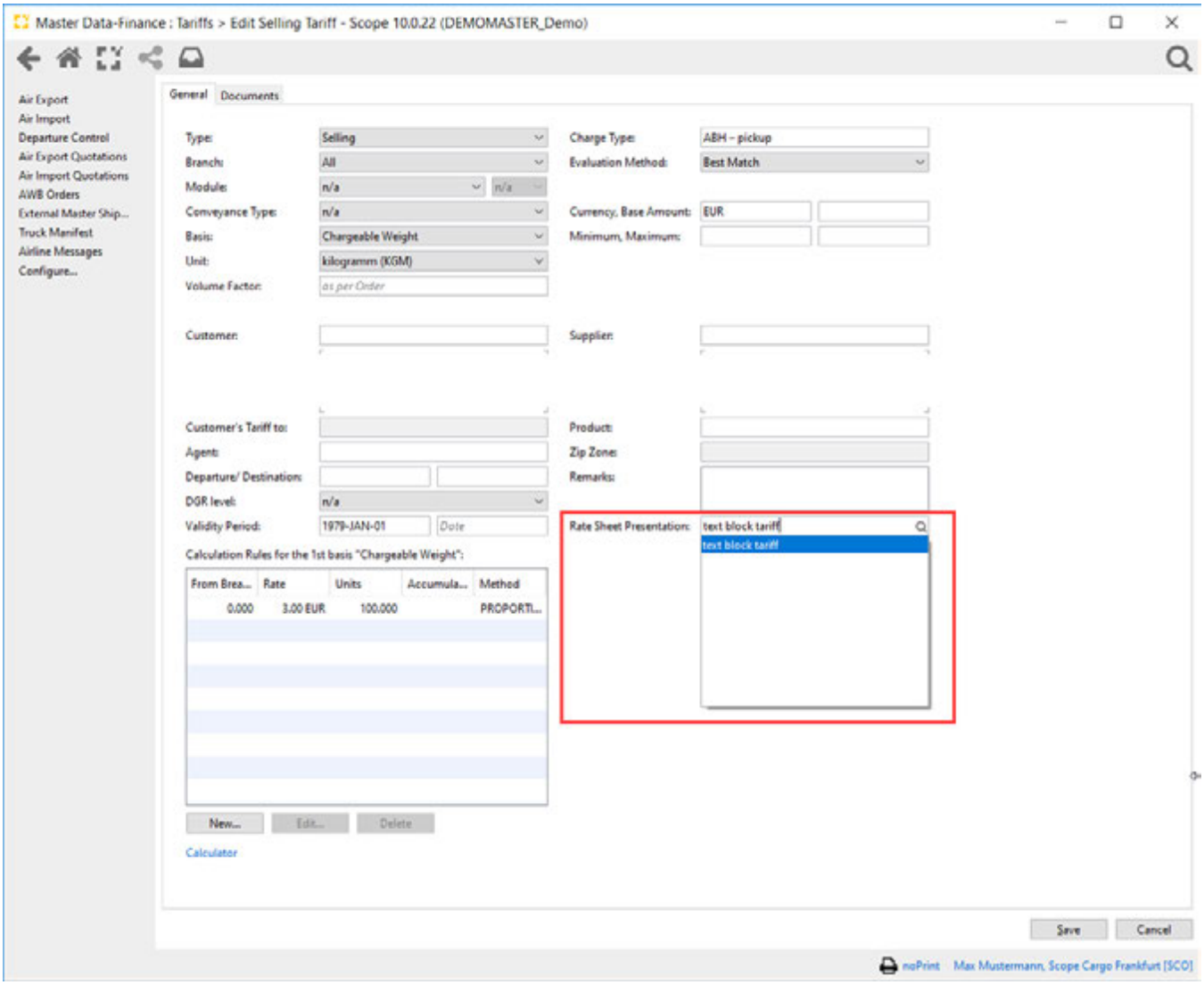

Edit

Opens the selected text block to edit

Delete

Deletes the selected text block

Refresh

Updates the index to ensure the latest text blocks created are visible.

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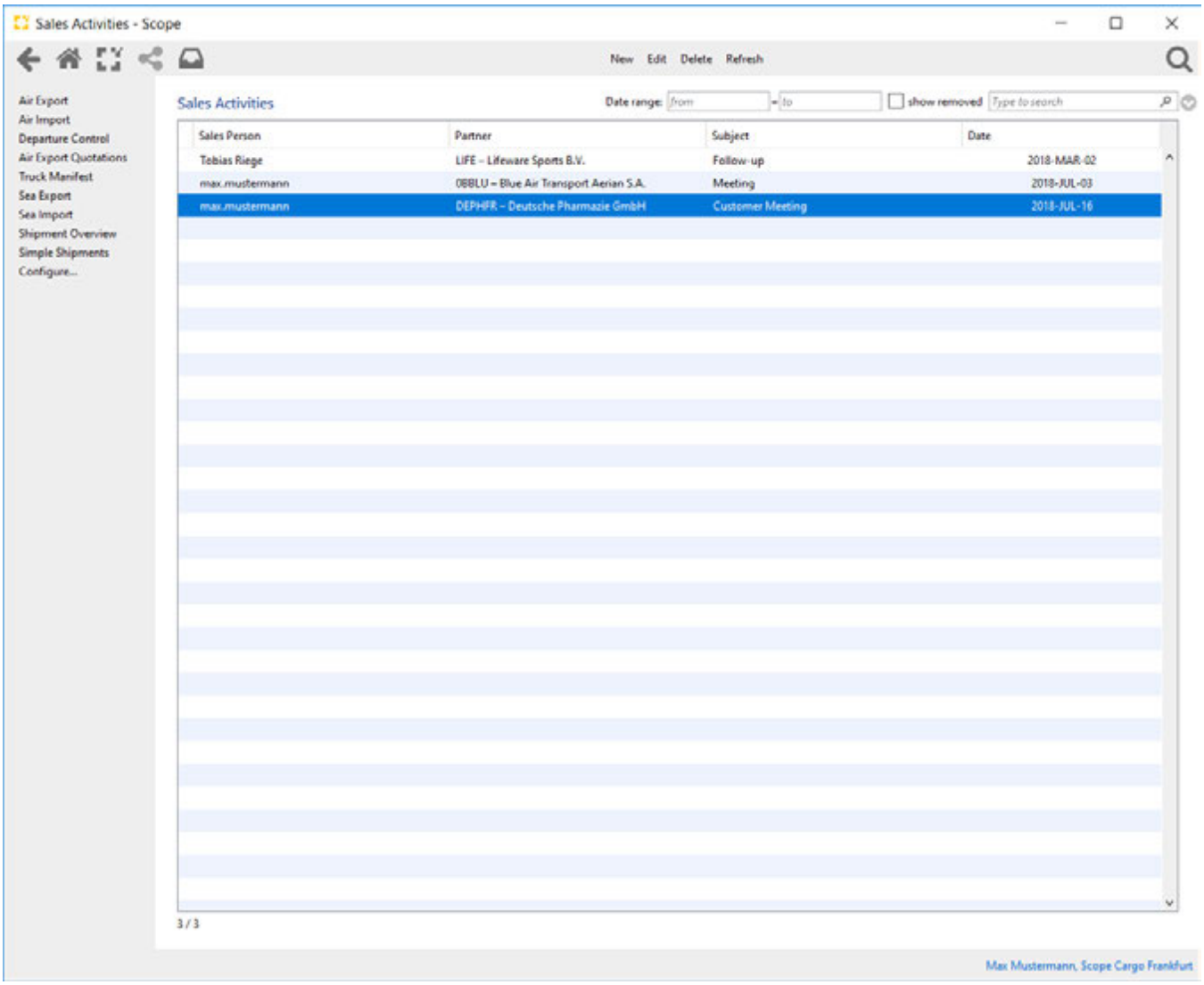
Sales Activities

Introduction

In application Sales Activities the user can create, edit und delete sales activities. By using this application the user can fix agreements with his customers and save them in Scope.

Description

Run Sales Activities application by **Maintenance > CRM > Sales Activities**



Overview

Displays all actual sales activities which can be opened by double click or by using "Open" in the bar.

New

Creates a new sales activity.

Edit

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Opens a selected sales activity.

Delete

Deletes a selected sales activity.

Refresh

Refreshes the overview.

Sales Activities

Checkbox "show removed"

Removed sales activities will be shown in the overview by activating the checkbox.

Date range from / to

Overview of sales activities will be limited by using a date range.

Search field

By typing in this field overview will be filtered by key words.

General

In tab "General" a new a sales activity can be created.

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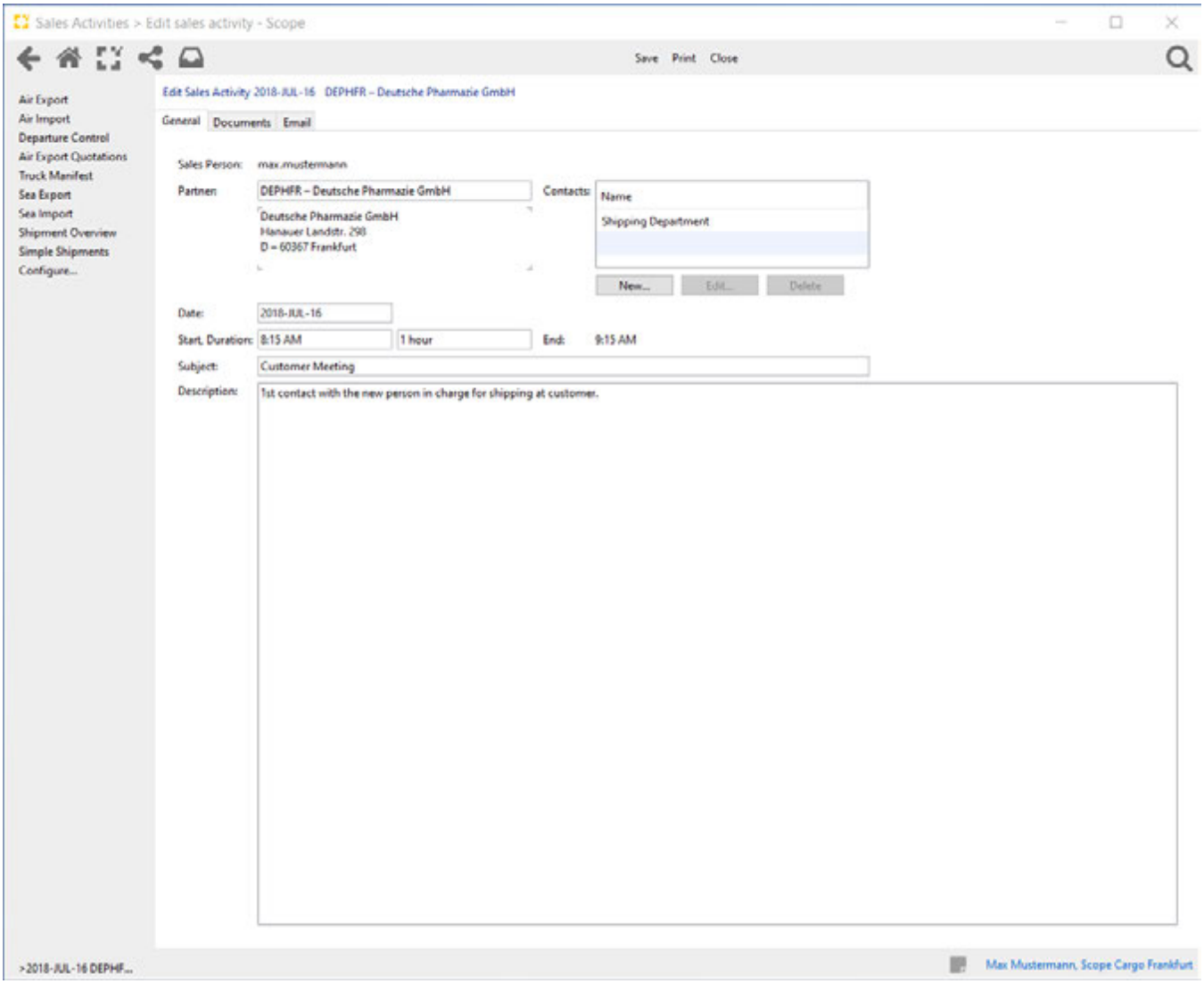

Save

Saves sales activity.

Print

Prints sales activity and creates a pdf-file at tab documents.

Close

Closes this sales activity.

Sales Person

Selection of Sales Person. Sales Person are maintained at Master Data Application > CRM

Partner

Selection of partner.

Date

Date of Sales Activity.

Start, Duration

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Start and Duration of the Sales Activity. End will be set automatically by duration.

Description

Description of the sales activity.

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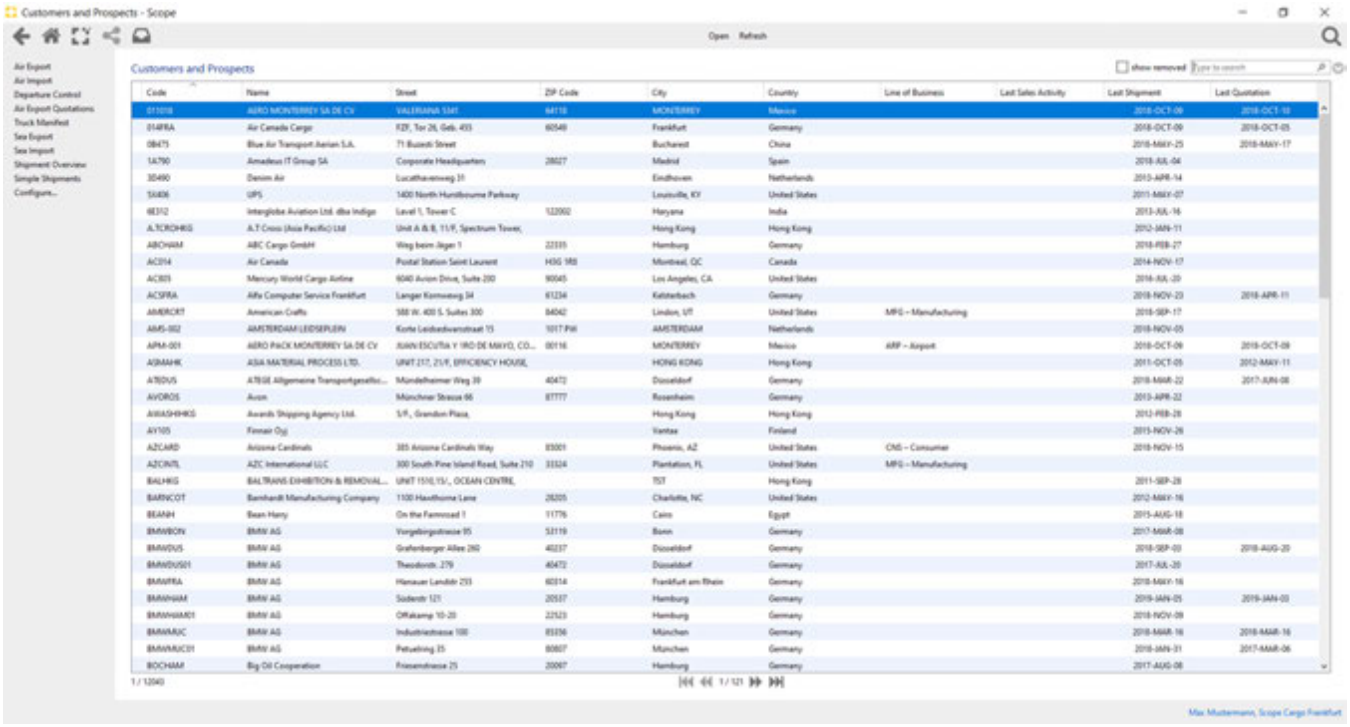
Customers and Prospects

- Introduction
- Description

Introduction

The application "Customers and Prospects" (CRM - Customers and Prospects) provides an overview of customers and prospects.

Description



Overview

In the overview, only the existing customers and prospects are displayed. Business partners are automatically flagged as those for whom a shipment, offer or sales activity has been created. Other business partners who have not yet created a shipment or quotation must be manually marked as prospects.

If a business partner is flagged as a prospect or customer, you can define the service type (line of business). A filter by service type in the overview can be used to find those prospects and customers for which no service type has been entered.

Open

Open the marked line

Refresh

Refresh the actual overview

General

Overview of the partner including the line of business, as well as the shipments, quotations and sales activities of the last 30 days, including the financial data. In each case, a comparison is made of the currently selected period with the previous period.

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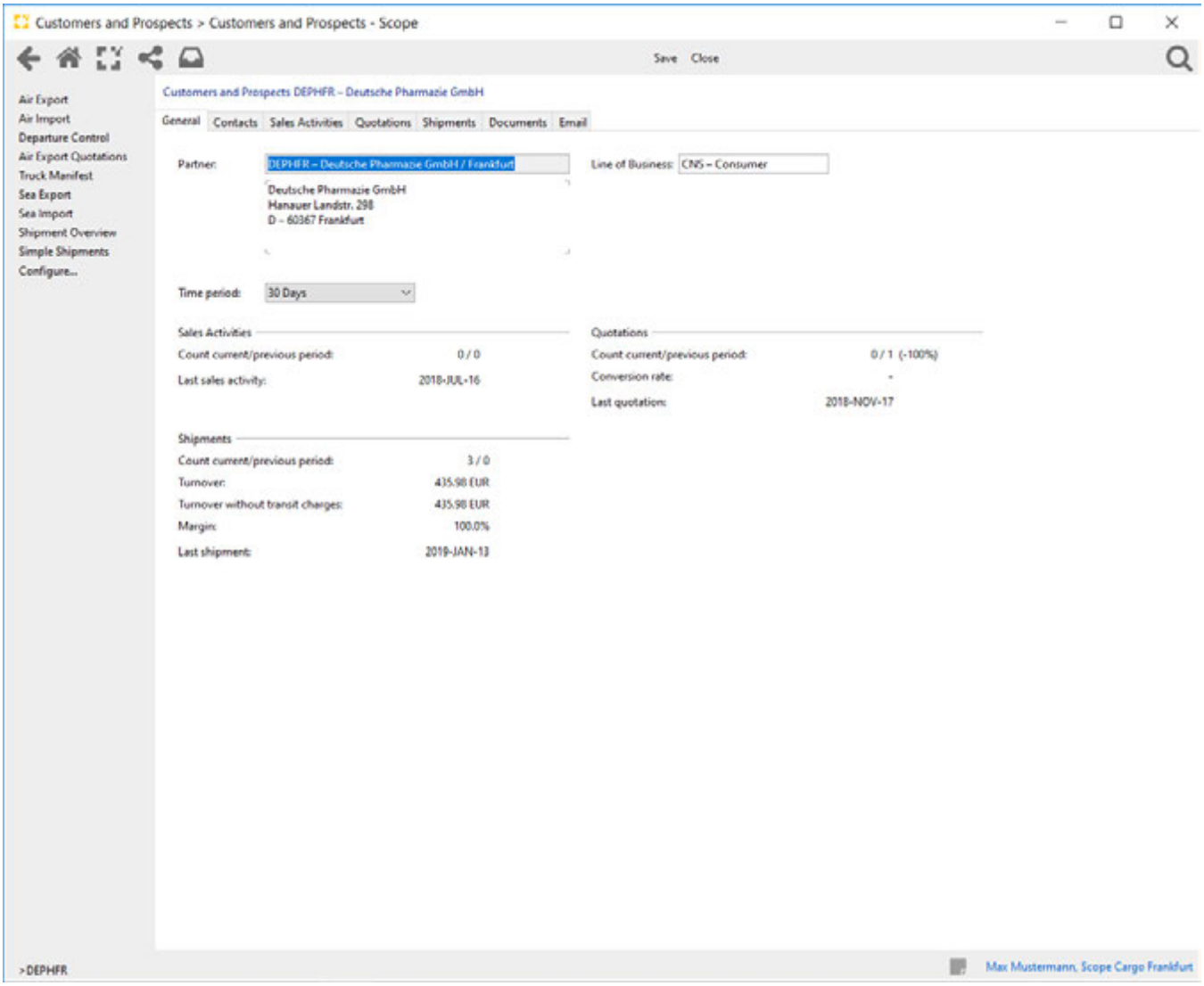

Line of Business

Display of the current service type (line of business) - a change in the line of business is possible in this screen.

Time period

Adjustment of the period - the interval 30 days is set by default. Further intervals are 90 days, 180 days, 360 days.

Contacts

The displayed contact details are linked to the application Partners (Master Data - Partners). Changes of contacts are not possible in this screen.

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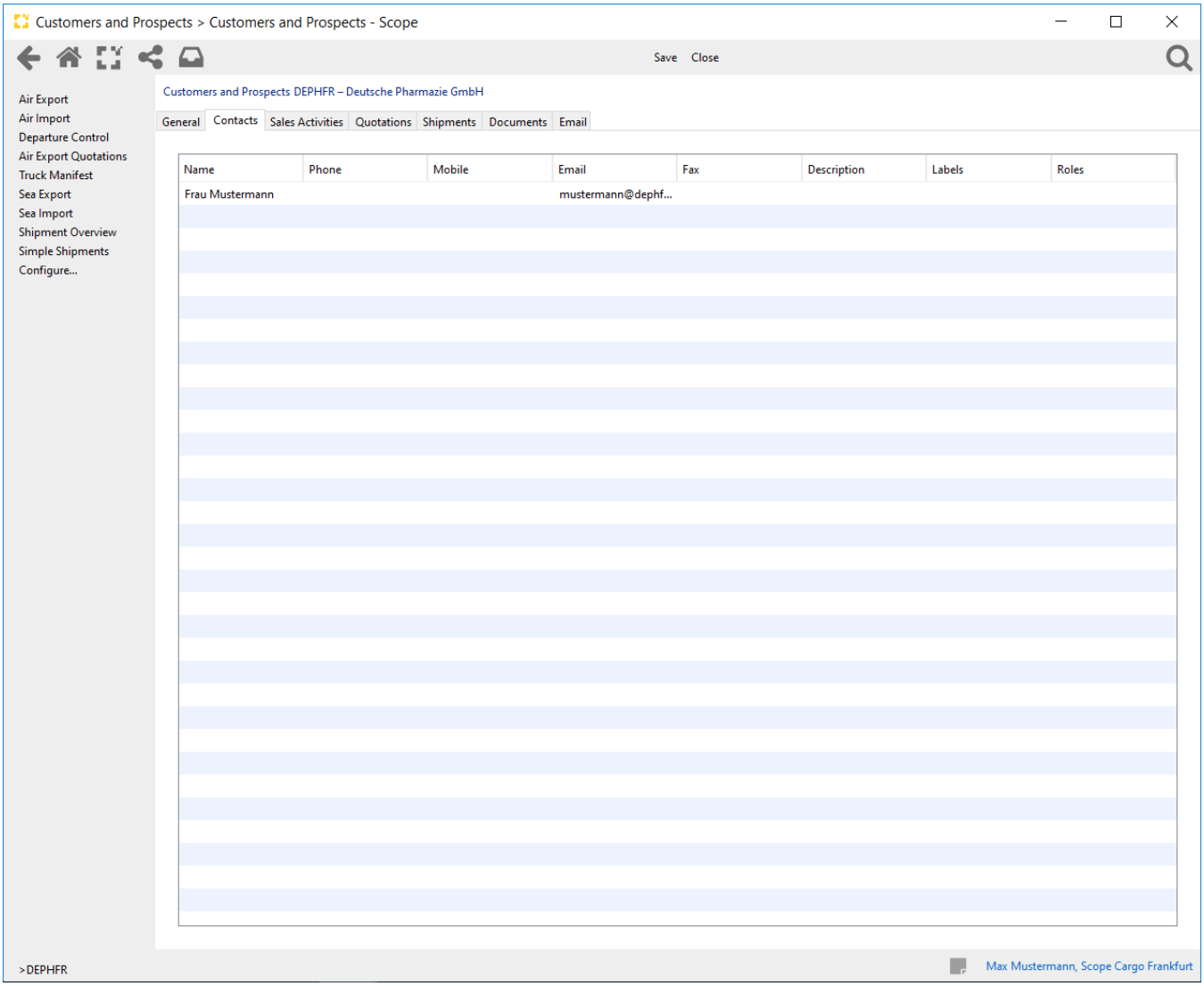

Sales Activities

Overview of sales activities with the customer in the selected time period. Switching to application Sales Activities is possible by clicking on the selected line.

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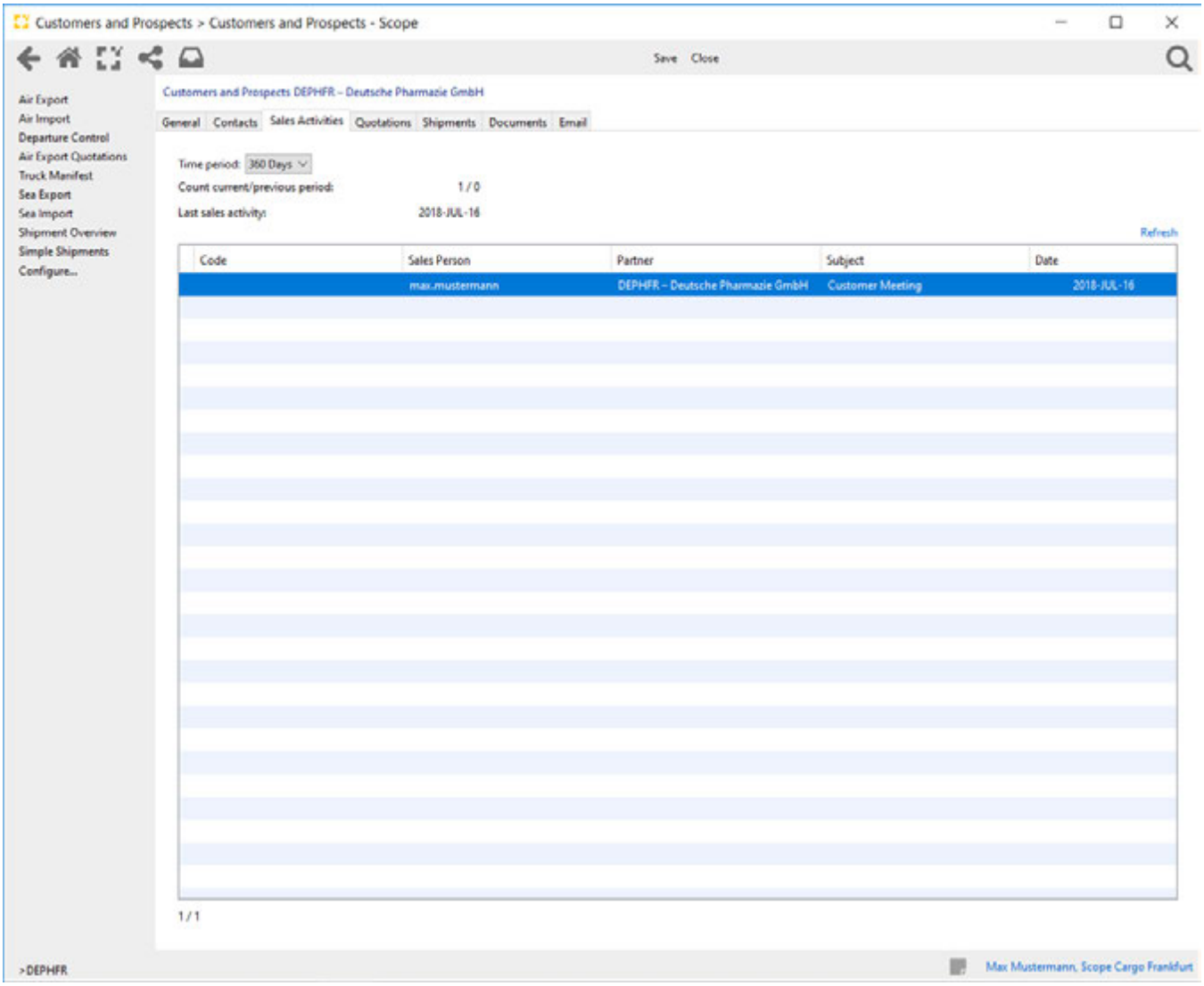

Quotations

Overview of all quotations for the customer in the selected time period. Switching to the quotations application and opening the quotation is possible by clicking on the selected line.

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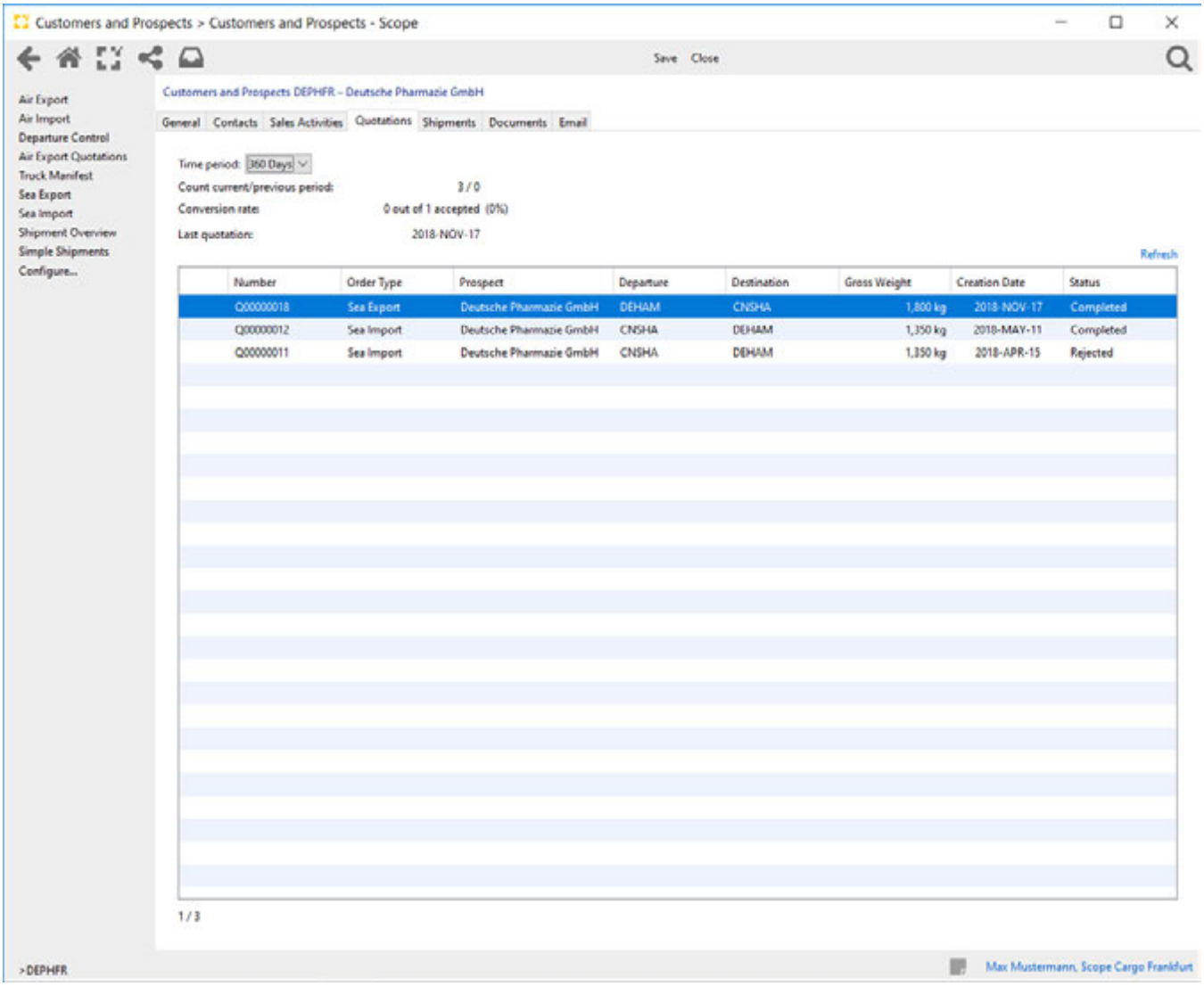

Shipments

Overview of shipments for the customer in the selected time period. The financial key figures are shown in comparison with the previous period. Switching to the shipment is possible by clicking on the selected line.

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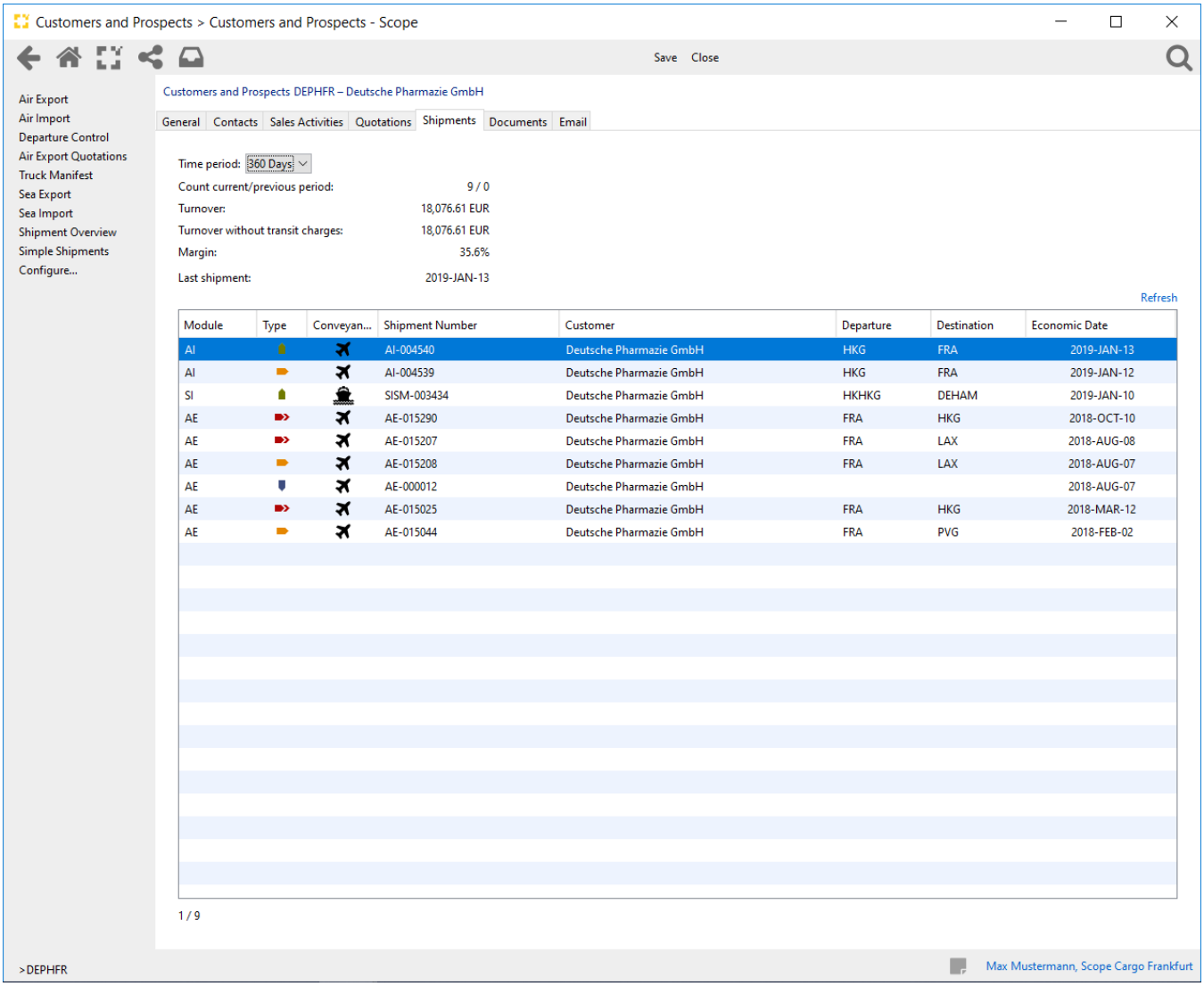

Documents

The displayed documents are linked to the application Partners (Master Data - Partners). Additionally new documents can be uploaded in this screen.

Email

The displayed Emails are linked to the application Partners (Master Data - Partners). Additionally new Emails can be created in this screen.

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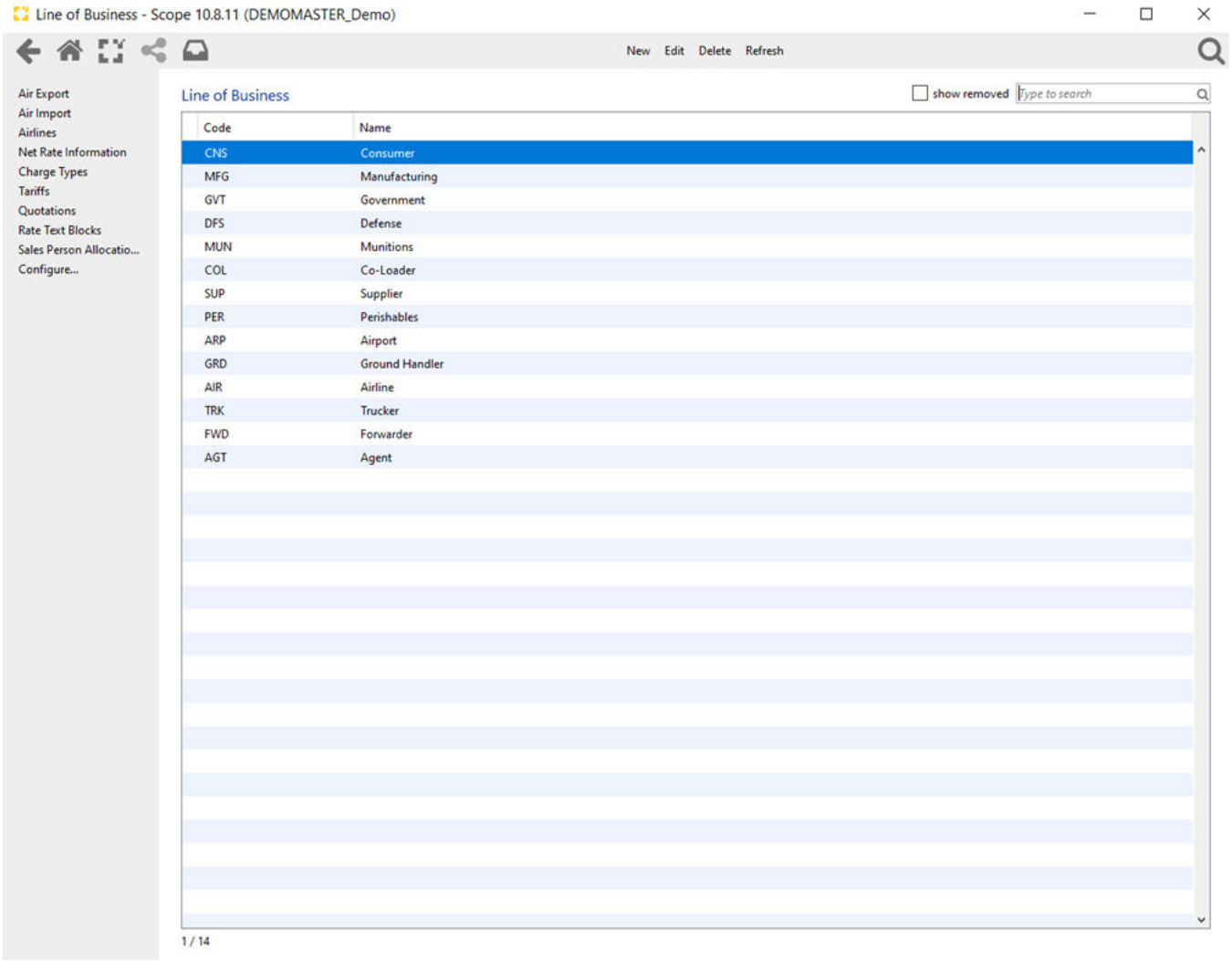
Line of Business

Starting with Scope Release 10.8 a new Master Data-Application is available, calling Line of Business. Due the new application different service-types (line of business) can be adjusted, e.g. different kinds of industry or areas like automotive, chemicals, defense, agents or co-loader

To adjust different service-types please switch to *Master Data - CRM - Line of Business.*



New

Create a new Line of Business

Edit

Edit the selected Line of Business

Delete

Delete the selected Line of Business

Refresh

Refresh the overview

New Line of Business

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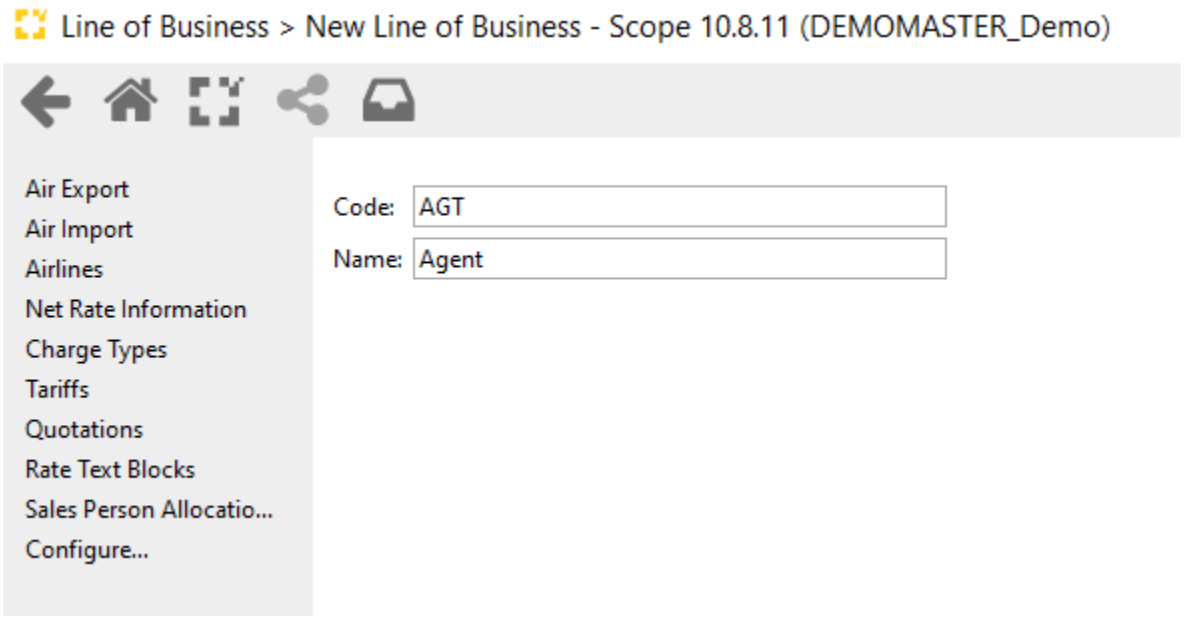
Code

Code for Line of Business

Name

Name of Line of Business



Add a Service-Type (Line of Business) to a Partner

For setup a Line of Business to a Partner switch to *Master Data - Partners*

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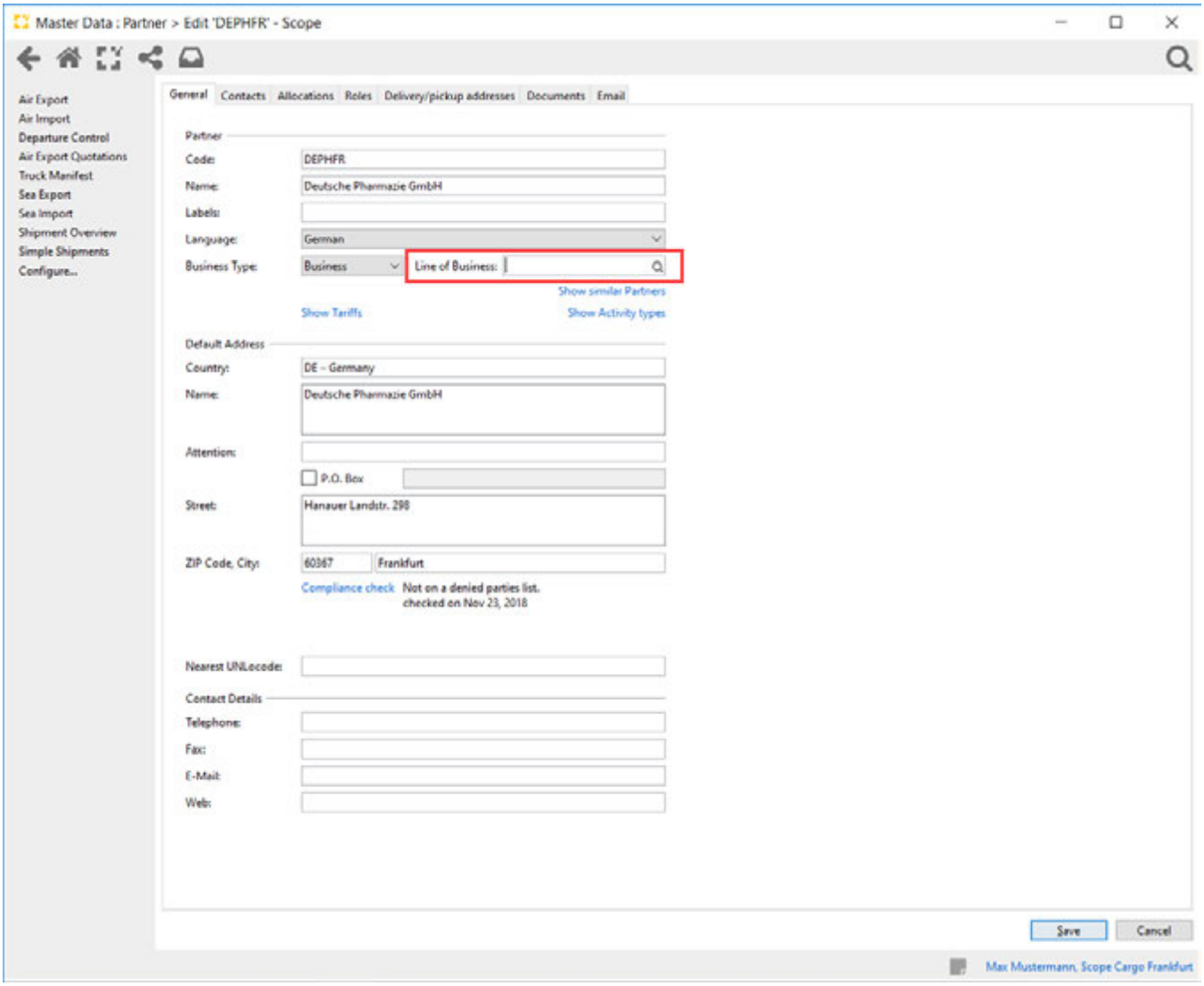

Viewing service type at Shipment Overview

At application Shipment Overview a filter for service types / line of business can be set up. Also line of business is part of the reports.

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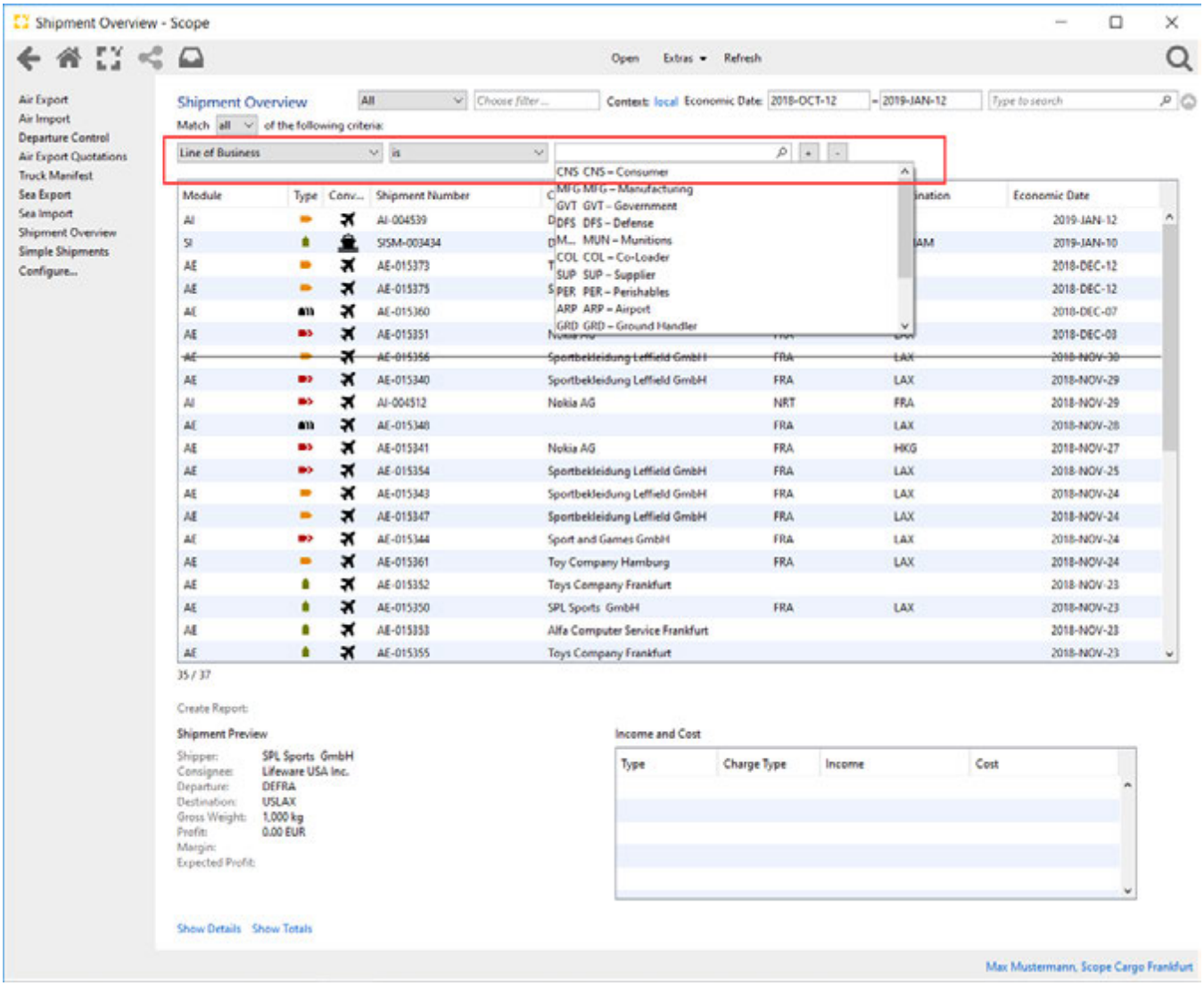

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Connect

- Introduction
- Description
  - Login
  - Tracking
  - New Booking
  - Pre-Alert
  - Shipmentmonitor

Introduction

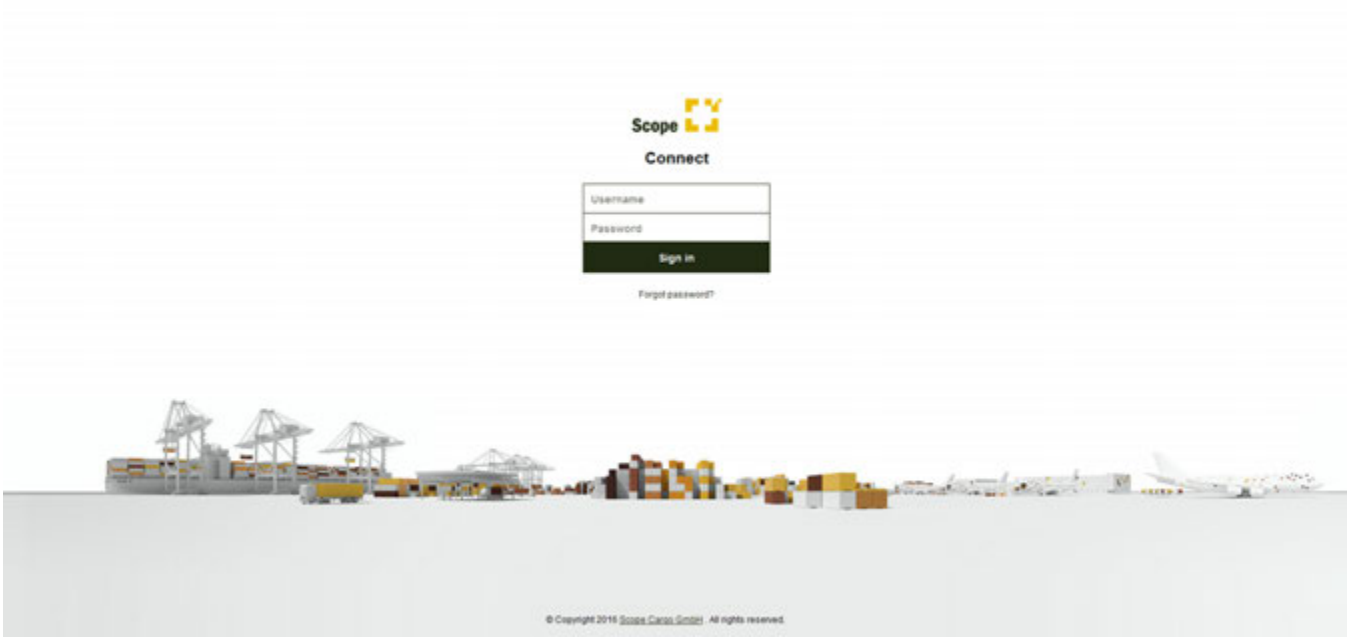
Scope Connect is used to provide third parties such as business partners, agents, customers and employees with information about air and sea consignments. These partners can search for shipments, see status events or create and submit bookings. There is no delay between activities on the web and Scope. Web information and Scope are always 100% up to date and synchronized. This is because the Scope system and the web services it provides utilize the same database.

Give access rights to third parties to add events in Scope Connect using their web browser. These are immediately visible to all users with permissions to view the shipment. You control the information your Scope Connect users can see on the web.

Bookings created by users in Web Connect are immediately available in Scope for conversion to full shipments. The ability to create bookings is of course managed via the Scope Connect user's access rights.

Description

Login



Tracking

Selection

After successful Login, the user has various options to search for shipments:

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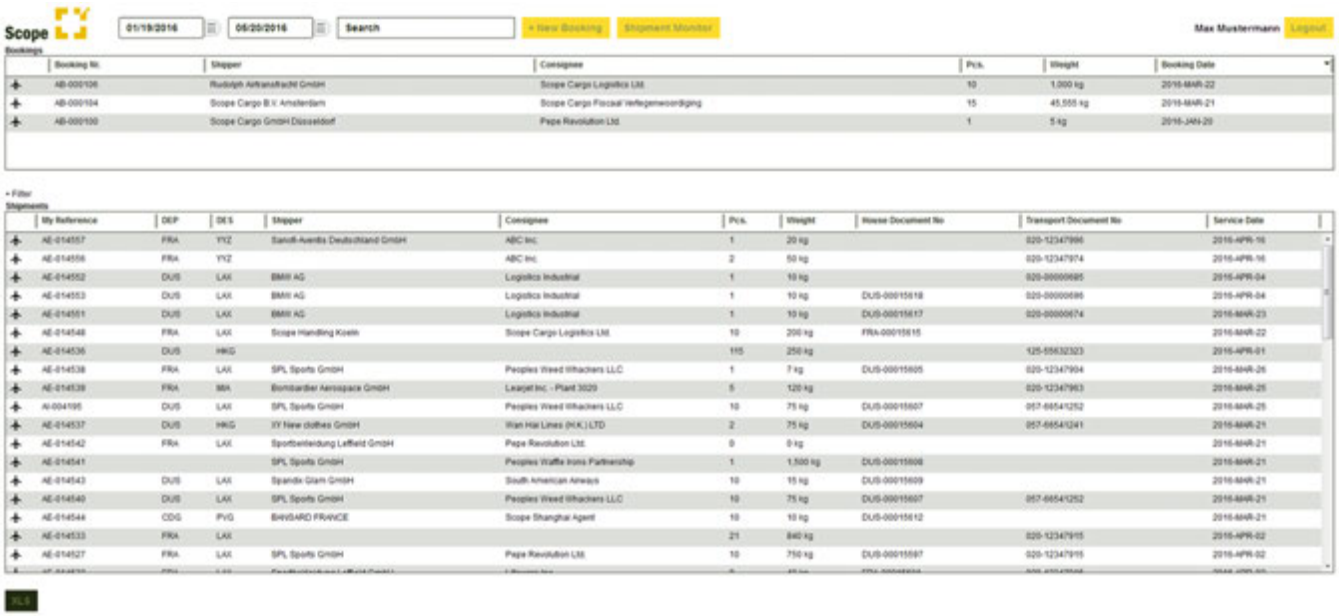

In the upper action bar, the user can set search criteria, they can specify a time frame (4 months is the default). If they have the permissions, they can make a booking or view a shipment with the shipment monitor.

The date range field is always available for shipment search in Web tracking. The default 4 months is: from (today -3 months) to: (today +1 months)



The date range can be changed if necessary. The date range will also include booking (bookings must not be converted into shipments and not older than three month). The date range refers to the economic date.

The following searching criteria can also be used in the "Search" box:

Title	Description
Shipment number	Shipment number
Booking number	Booking number
From country or location	Add the UNLocode or the country of departure. e.g USLAX or HKG
To country or location	Add the UNLocode or the country of departure. e.g USLAX or HKG
Shipper	Name of the shipper
Consignee	Name of the consignee
HAWB/ BL-Number	Add the HAWB-No (Airfreight) or BL-Number (Seafreight)
MAWB / MBL-Number	Add the IATA AWB (Airfreight) or Master BL-Number (Seafreight)

The result can be further sorted: Click on the column headline, the data will be sorted using that column, click again to change ascending or descending sort.

Booking overview



The following columns are available

Column	Description

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Booking-Nr.	Air and Seafreight
Shipper	Shipper
Consignee	Consignee
Pcs.	No. of pieces
Weight	total weight of the shipment in KG
Booking date	Booking date

The result can be further sorted. With a click on the column headline, the data will be sorted using that column, click again to sort ascending or descending.

By clicking a selected line, the shipment details and the events will be displayed.

Additionally, there is the option to extract the records as a CSV file which can be opened with a spreadsheet like MS Excel.

Shipment overview



The following columns are available

Column	Description
My Reference	Shipment number Air / Seafreight
DEP	Departure (air)port
DES	Arrival (air)port
Shipper	Shipper
Consignee	Consignee
Pcs.	Number of pieces
Weight	Total shipment weight
House Document No	No of house document HAWB (air) or BL (sea)
Transport Document No	No of transport document (Master AWB (air) or Master BL (sea)
Service Date	Economic date

The result can be further sorted, click on the column headline, the data will be sorted using that column, a further click will sort ascending or descending.

By clicking a selected line, the shipment details and the events will be displayed.

Additionally, an option to extract the records as a CSV file which can be opened as a spreadsheet by MS Excel for example.

+Filter allows additional filters to be applied to the selected shipments. The drop-down menu in the filed field shows the filter options and one or more of these can be applied to the existing search results.

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Filter Type	1. Criteria	2. Criteria
Conveyance Type	Air/ Sea/ Road/ Rail	./.
Origin	3-Letter Code	./.
Destination	3-Letter Code	./.
ETD/ETS	After	Before
ATD/ATS	After	Before
ETA	After	Before
ATA	After	Before

OK The filter is applied to the search results.

Cancel The action is canceled and all available shipments will be displayed.

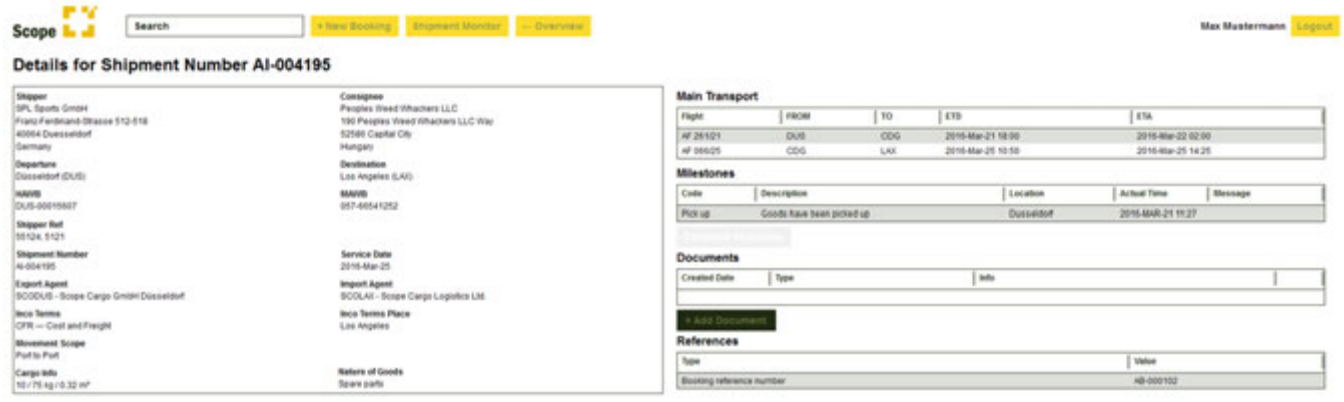
Further filters can be applied as required. To remove a filter, click the "X" which is beside the filter. The shipments in the overview will automatically adjust as filters are applied or removed.
If all filters have been removed, all shipments are displayed.



Shipment overview and Milestones

Double click on a shipment to open it. The shipment details, events, documents and references will be shown.

If the user has the permission, they can add documents or can complete milestones.



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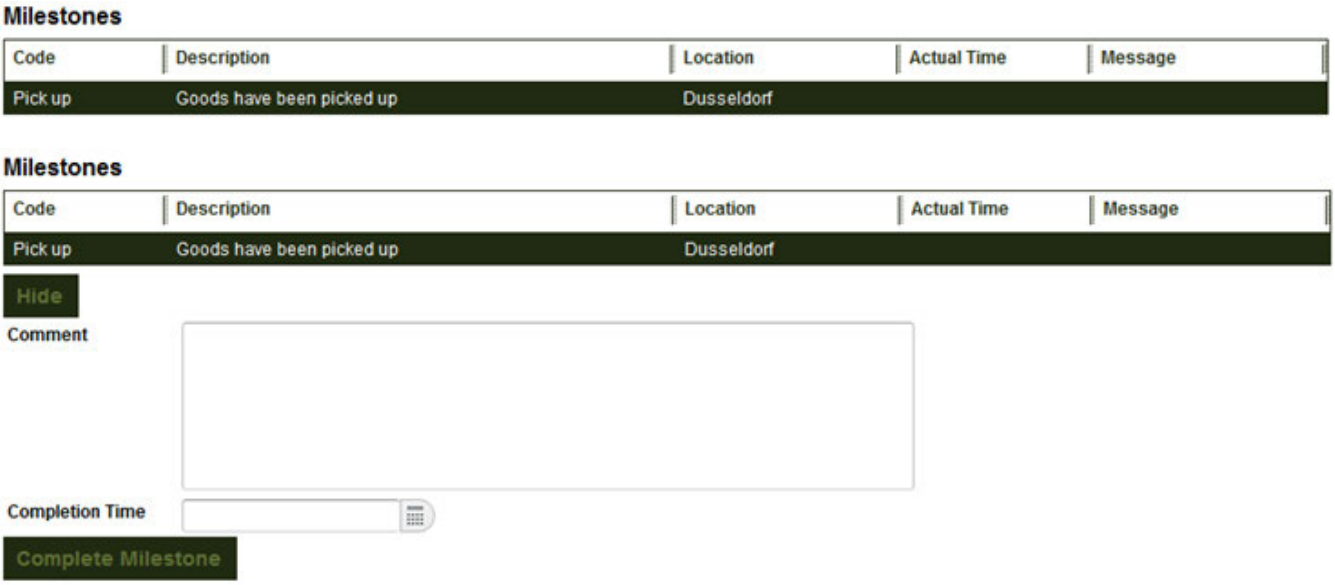
Completion of a milestone manually

To complete a milestone, the user must use the action button **complete Milestone**. The action is only available if the selected shipment has a valid tracking-plan template.



A field will appear where a comment can be added and a field to set the completion time. The date can be set manually, or by pressing the calender button .

Hide The data entered will not be shown in the event overview and the fields will be hidden.

Add Document + Documents can be added by uploaded by clicking the add document button. The explorer will appear to select the documents.

New Booking

At New Booking will be shown how to create bookingsdirectly over Web at Scope.

Pre-Alert

At Pre-Alert will be shown how to create Air or Sea Pre-Alerts directly over Web at Scope.

Shipmentmonitor

The Shipmentmonitor is a overview from tasks which has to be performed in a predefined time frame by the responsiple staff.

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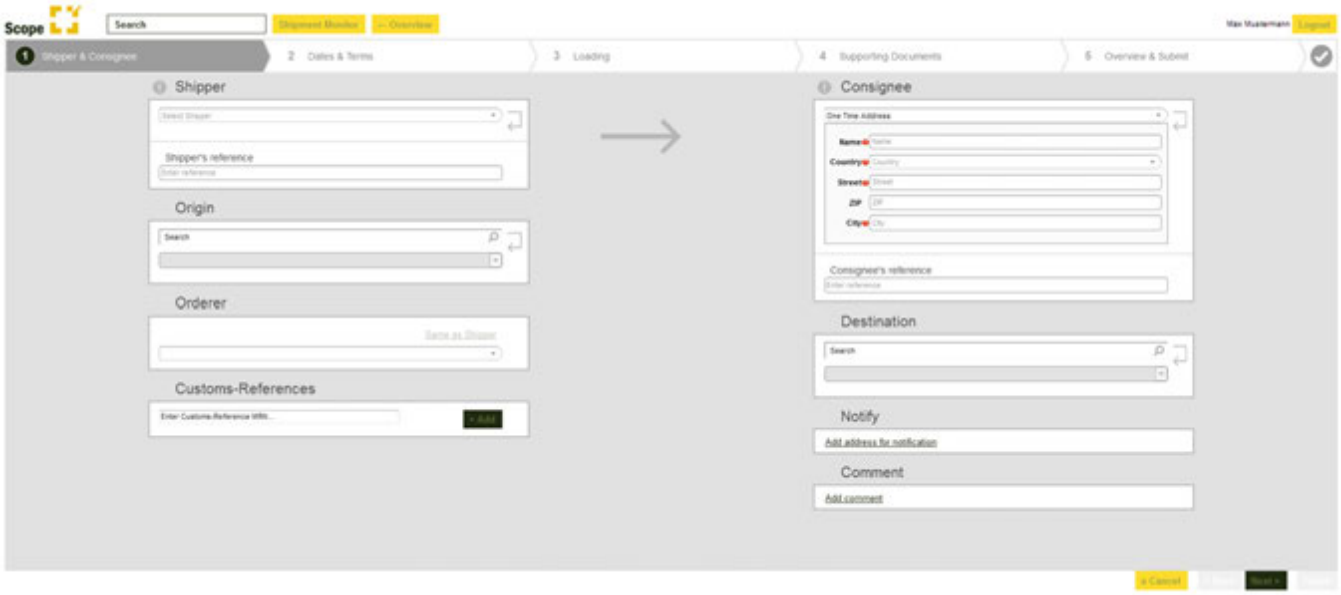
New Booking

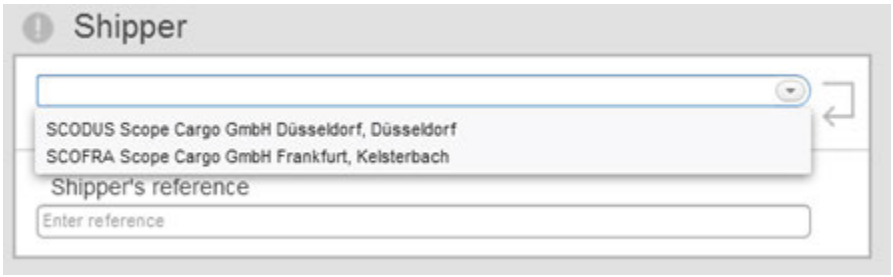
Customer bookings can be done via Web. The booking will appear in Scope automatically. Bookings can be done for air and seafreight shipments. Existing bookings can be used as templates.

Shipper and Consignee (page 1)

On the first page, enter the information for the shipper and consignee.



Shipper

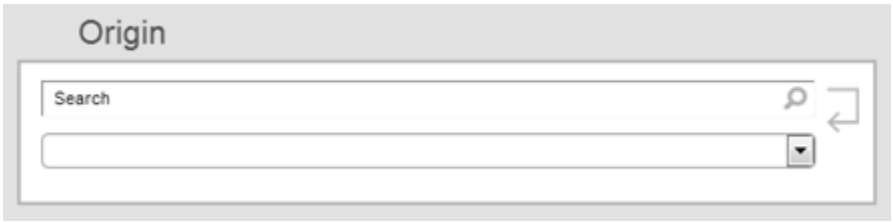


Add the shipper first. A shippers reference can also be added.

This is followed by entries for departure, customer and customs references if available.

Origin

Entered the origin here.



Orderer

Entered the orderer address. If the order is the same as the shipper, then click the the action link " Same as Shipper" , the address is automatically filled with the previously entered shipper details.

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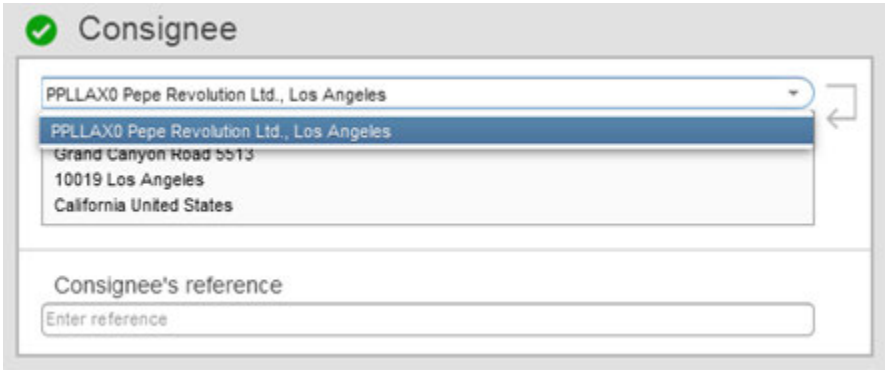
Customs reference

Enter customs references here.



Consignee

On the right the consignee can be entered . The consignee can be selected from a drop-down menu or can be created as a one time address . To enter a one time address, the name , the country , the road , the postcode and the city must be entered manually. In addition, a reference can be recorded.



This is followed by entries for destination, notify and comments.

Destination

Enter the destination.



Notify

Here you can enter the address of any Notify party.

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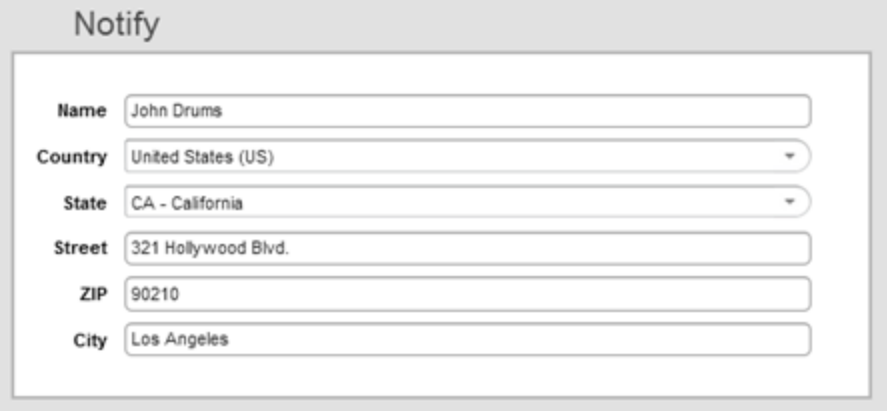
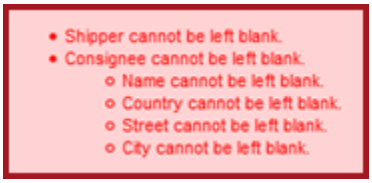


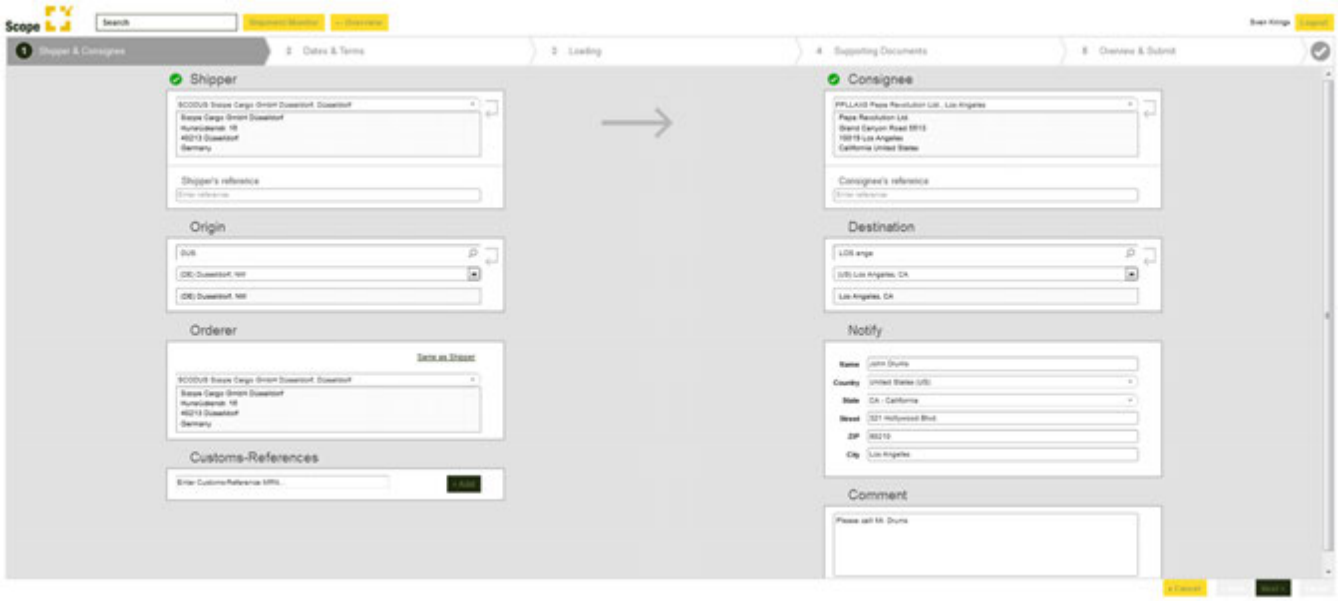
Comment

Enter and store comments in the comment field.



If mandatory fields are not completed, a message will appear.





Dates & Terms (page 1)

On the second page times and terms can be entered.

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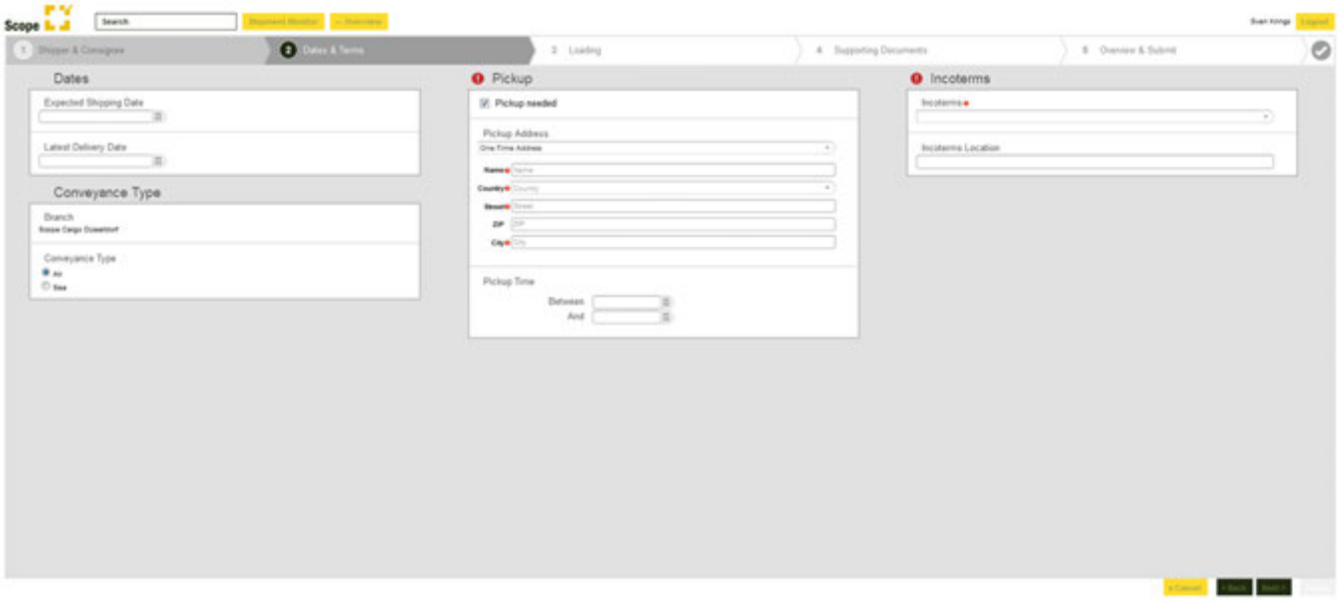
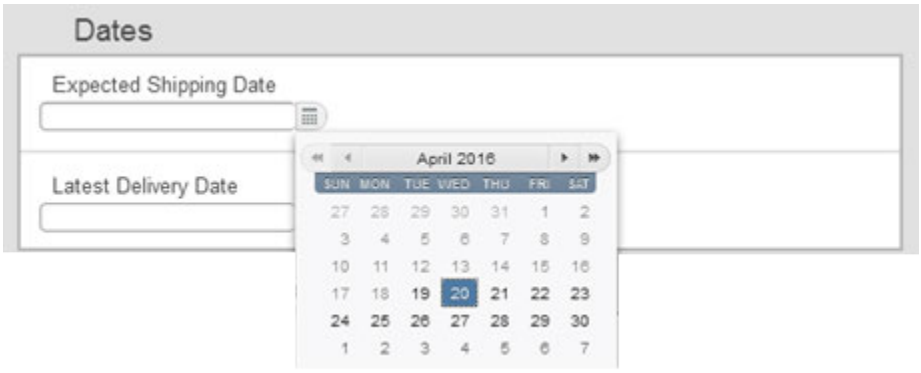


Dates

Entered an expected shipment date and a latest delivery date . A calendar function is available.



Conveyance Type

In the field Conveyance Type it is possible to select the shipment type.



Pickup

If a pickup is desired, the address and the date can be set here.

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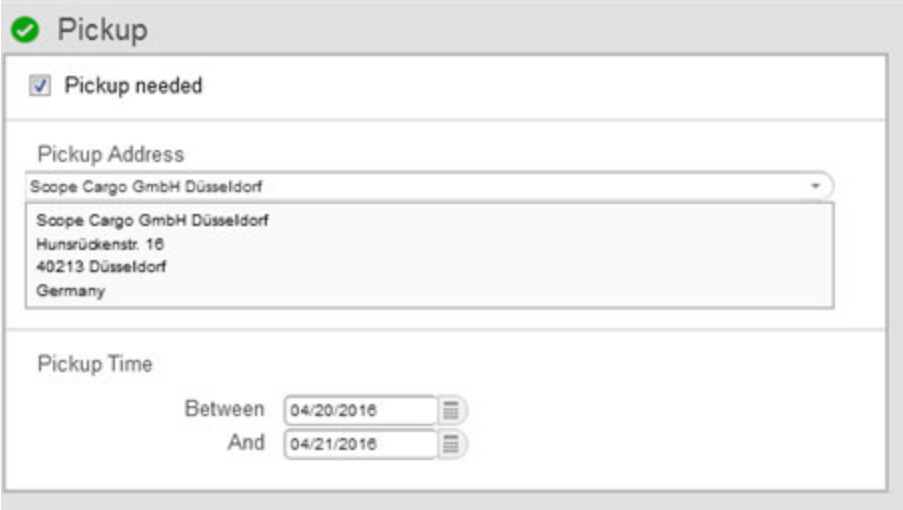
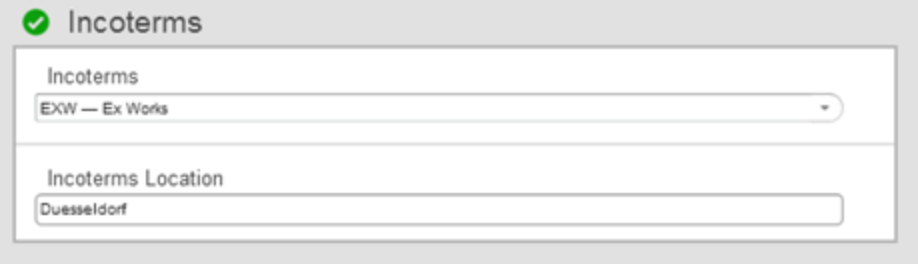


Incoterms

An Incoterm and incoterm location can be selected from a drop-down menu.



The following incoterms are available:

INCOTERM	Beschreibung
EXW	Ex Works
FCA	Free Carrier
FAS	Free Alongside Ship
FOB	Free On Board
CFR	Cost and Freight
CIF	Cost, Insurance and Freight
CPT	Carriage Paid To
CIP	Carriage and Insurance Paid To
DAF	Delivered At Frontier
DES	Delivered Ex Ship
DEQ	Delivered Ex Quay
DDU	Delivered Duty Unpaid
DDP	Delivered DUTY Paid
DAP	Delivered at Place
DAT	Delivered at Terminal

Once all fields are completed, go to the next page.

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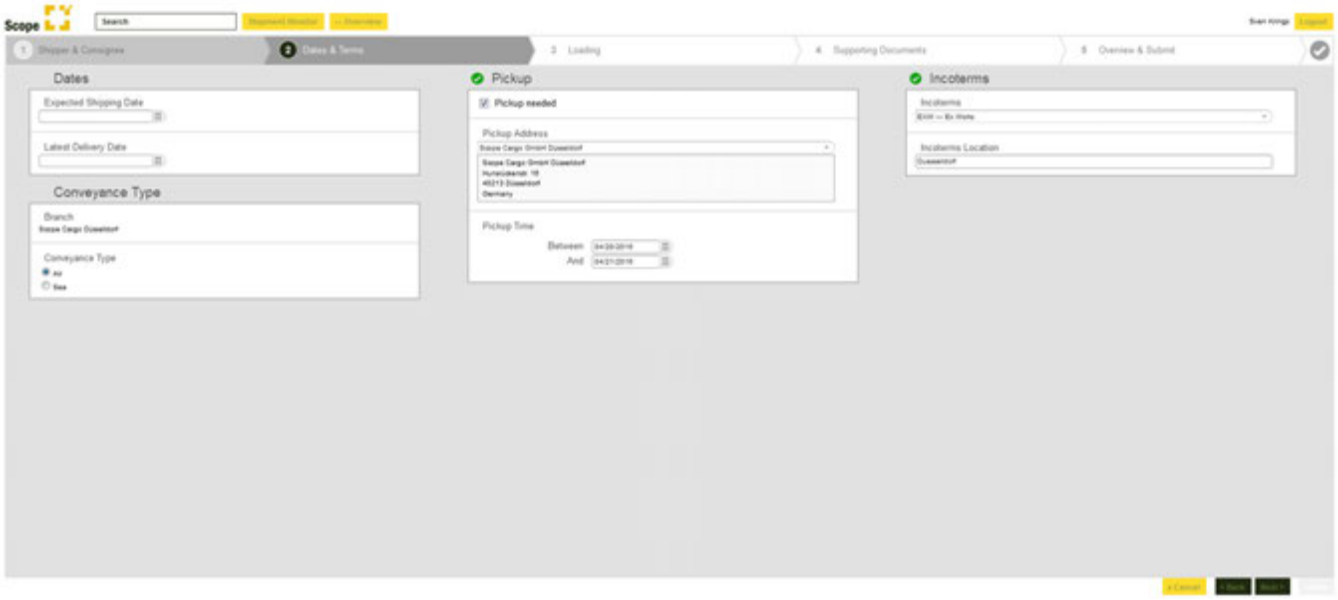
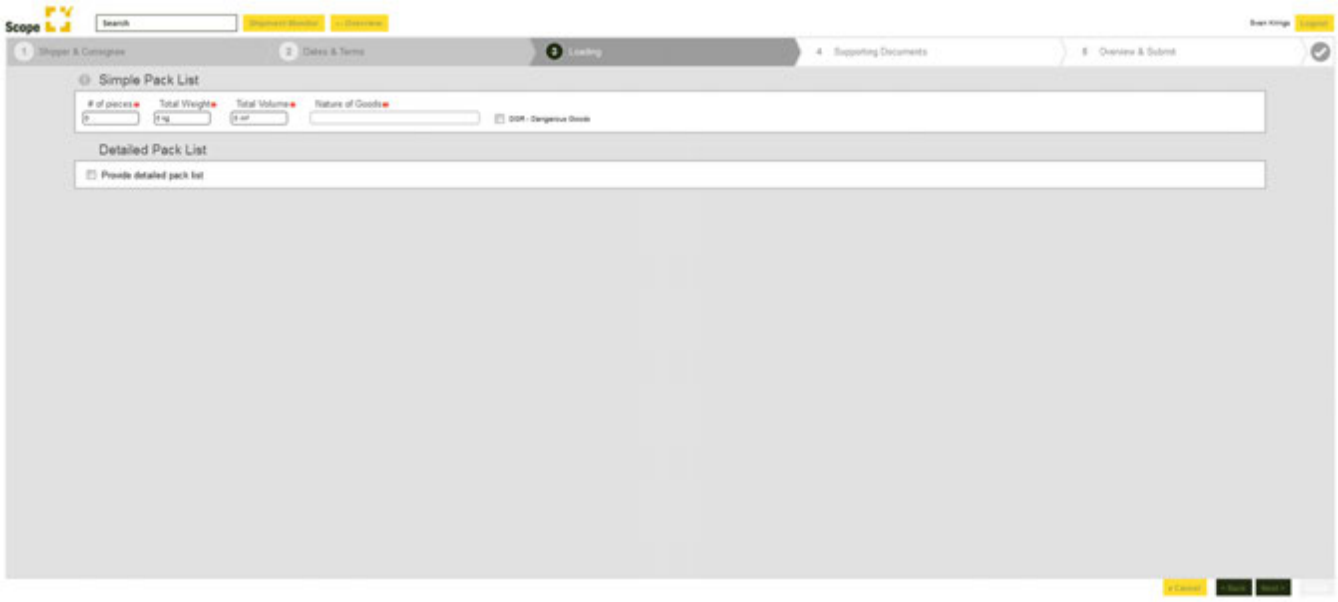


Loading (page 3)

On page three, cargo information can be entered.

The shipment details can be added as a simple list or detailed packing can be provided.



Simple pack list



of pieces

Record the total number of pieces here.

Total weight

Total weight is entered here.

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Total volume

Total volume can be added here.

Nature of goods

Summary of goods can be added here.

If the goods are DGR goods, use the checkbox "DGR- Dangerous Goods"



Detailed pack list



of pieces

Total number of pieces can be added here.

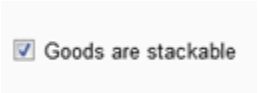
Type

Add the packing type. This can be selected from the following list:

Type	Description
Barrel	Barrel
Bag(s)	Bags
Carton(s)	Boxes
Drum(s)	Drums
Package	Package
Pallet(s)	Pallets

Nature of goods

Summary of goods. This can indicate if the goods are stackable.



Length, width, height

Detecting the dimensions of packages.

Volume

The volume is calculated from the dimensions previously entered.

Total Volume

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The total volume is calculated from the dimensions previously entered.

Weight

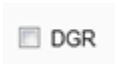
Add the weight per item.

Total weight

The total weight is automatically calculated according to the weight and number of pieces.

DGR (Dangerous goods)

If the goods are DGR goods, use the checkbox "DGR- Dangerous Goods"





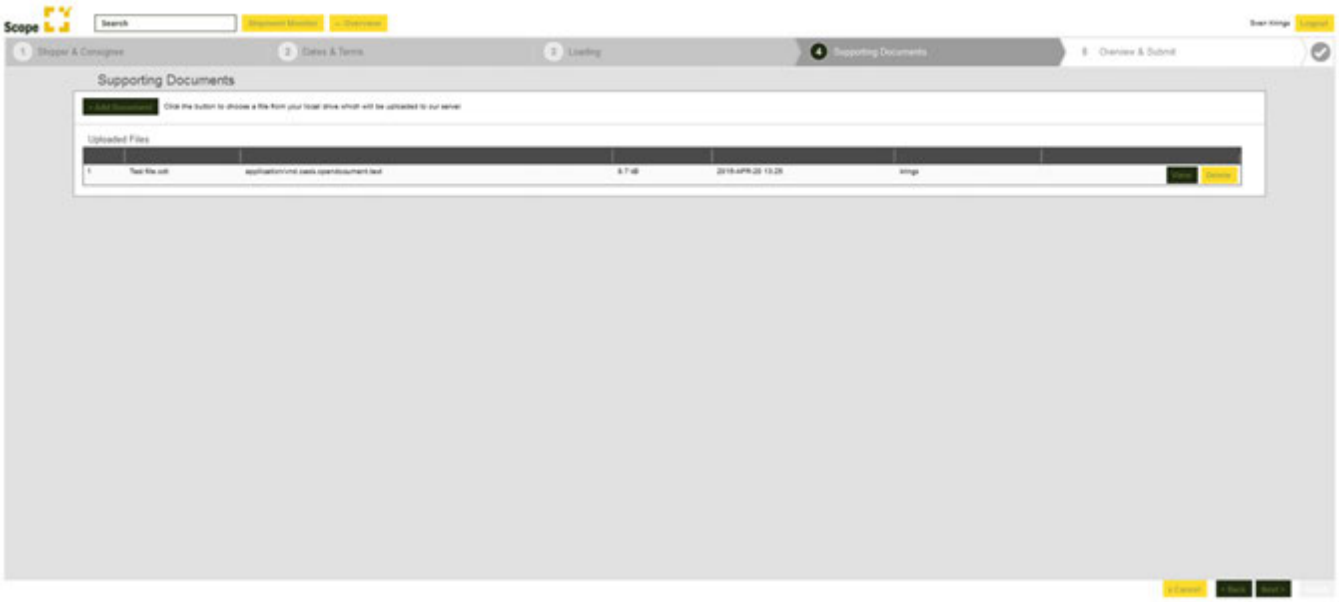
+ Add

By clicking **+ Add**, the entered details are transferred to the packing list.



Documents (page 4)

In the penultimate step , the supporting documents are shown including the document type. If necessary, add further documents.



Overview & Submit

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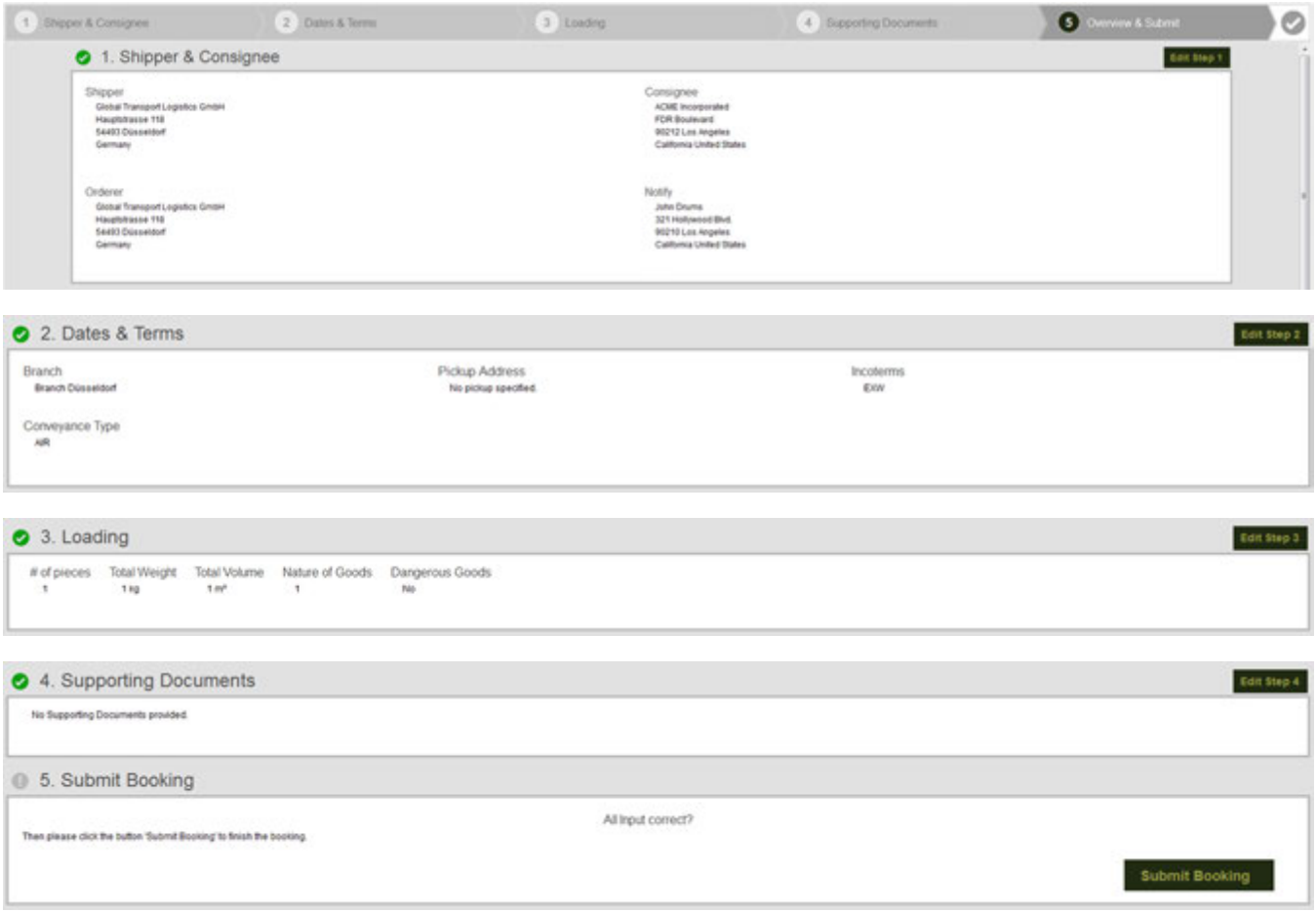
In the final step, all data entered is displayed for for final check that the information is correct. When ready, create the booking in scope by pressing the "Submit" button.



To confirm the booking, press the button " Submit Book ". The booking is received and the entered data will display a detail view including the shipment number.



Similarly, the new booking will appear immediately in the general overview.



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Pre-Alert

- Introduction
  - New Pre-Alert
  - Step 1: Shipper and Consignee
    - Shipper
      - Existing address
      - One Time Address
    - Shipper's Reference
    - Origin
    - Export Agent
    - Consignee and Consignee Reference
    - Destination
    - Notify
  - Air Pre-Alerts
    - Step 2, Main Transport - Keyin a Air Pre-Alert
      - Branch
      - Incoterms
      - Incoterm Place
      - MAWB
      - HAWB
      - Carrier
    - Add flights to a Air Pre-Alert
    - Step 3, Loading - Air Pre-Alert
      - Simplyfied Input of the goods
      - Detailed Packlist
    - Step 4, Supporting Documents - Air Pre-Alert
    - Step 5, Overview and Submit - Air Pre-Alert
  - Sending the Pre-Alert
  - Sea Pre-Alerts
    - Step 2, Main Transport - Keyin of a Sea Pre-Alert
      - Branch
      - Incoterms
      - Incoterm-Place
      - OBL
      - HBL
      - BookingNo.
      - Carrier
      - Tour
    - Step 3, Loading
      - LCL Simplyfied Input, optional 1 Container
      - LCL Detailed Packlist, optional 1 Container
      - FCL Simplyfied Input, 1 Container mandatory
      - FCL Detailed Packlist, Container mandatory
      - Add Packing Pieces / Goods into a Container
  - Consolidation of a House Shipment into a Master
    - Master - Shipper and Consignee
    - Master - Main Transport
    - Master - Consolidation
  - Conversion of a Pre-Alerts into Scope Import

Introduction

Scope Connect allows the user to creat Air- or Sea- Pre-Alerts.

A Pre-Alert contains details of an Air Cargo or Sea Cargo Shipment which ordinarily has been created from the Export Agents immediately before the export of the shipment.

The Export Agent or the Sender is able to handle the Import Agents by creating the Pre-Alerts at Scope Connect long before arrival of the shipment, information. These Pre-Alerts can be also converted by the Import Agents in Scope into a shipment which saves time and exactness improved.

At this document will be explained:

- how to create a Air Pre-Alert
- how to create a Sea Pre-Alert
- how to consolidate House Pre-Alerts to a Master Pre-Alert
- how to transmit a Pre-Alert
- how to convert a incoming Pre-Alert at Scope into a Import shipment

New Pre-Alert

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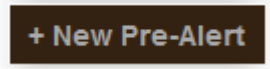
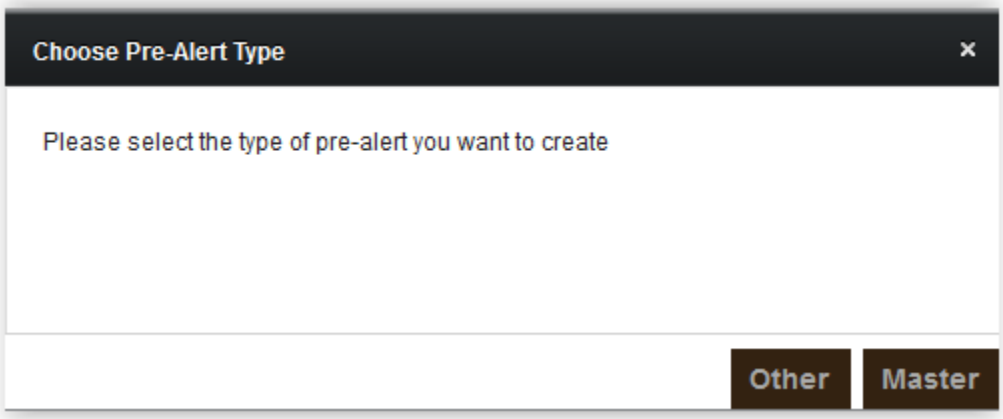
Pre-Alerts can directly created at Scope Connect.

At the starting page at the top the user findes the option: 



If you like to create a new Pre-Alert you have the following choice. The following example will be a "Other", so any kind of shipment without a "Master":



The new Pre-Alert open the first step to create Shipper and Consignee:

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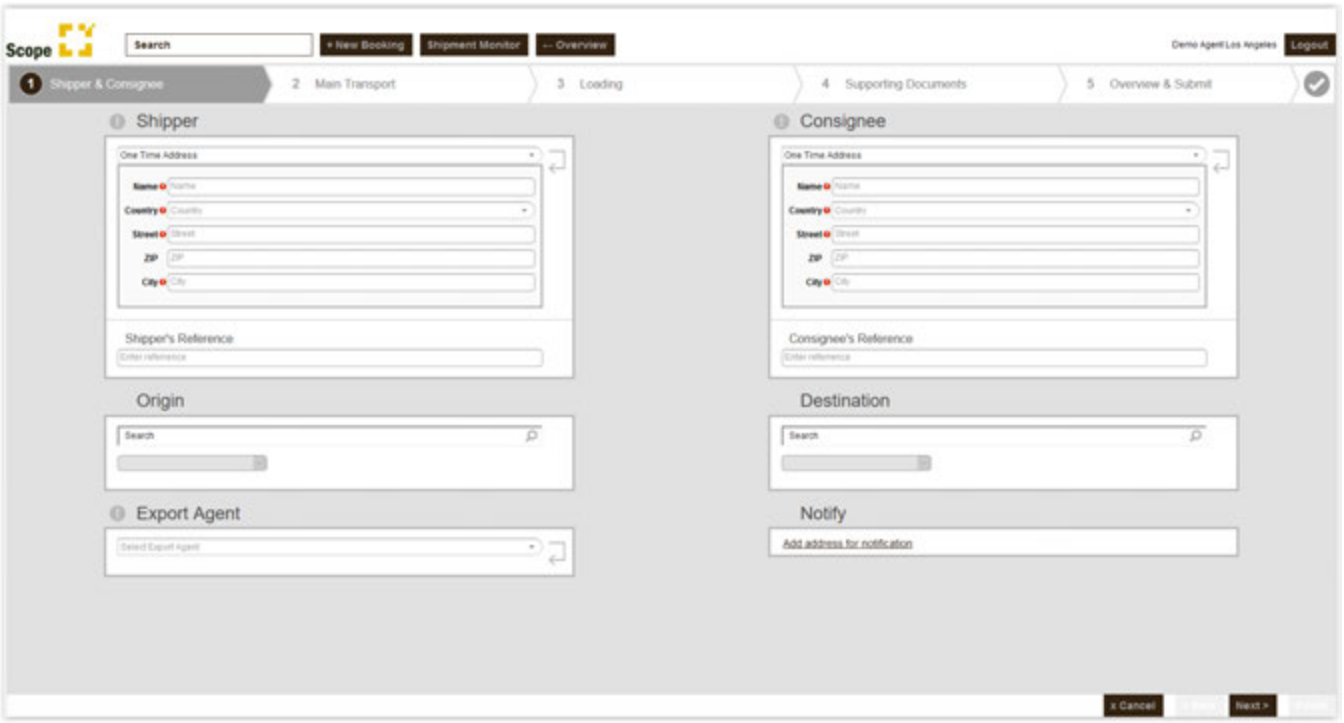
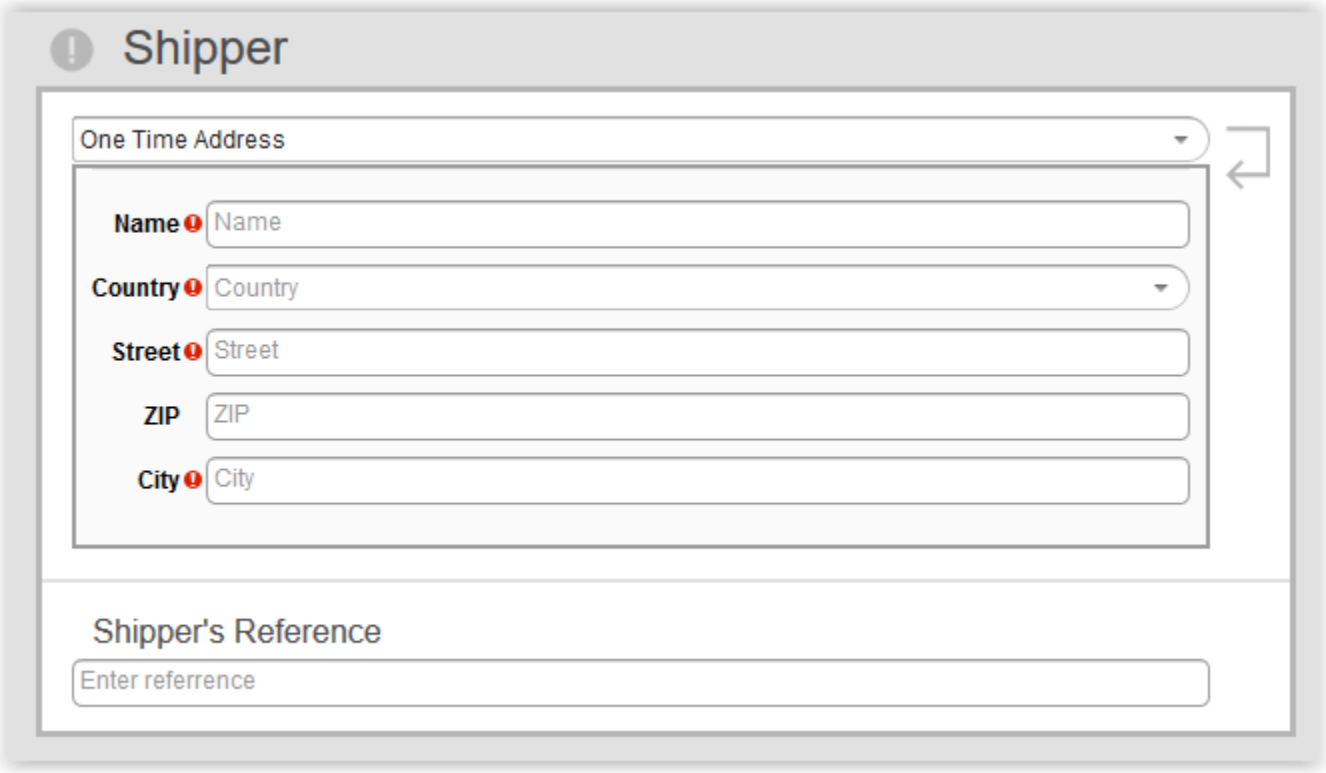


Step 1: Shipper and Consignee

Shipper



You have 2 modes to keyin the shipper details:

1. from a existing Address
2. as "One Time Address"

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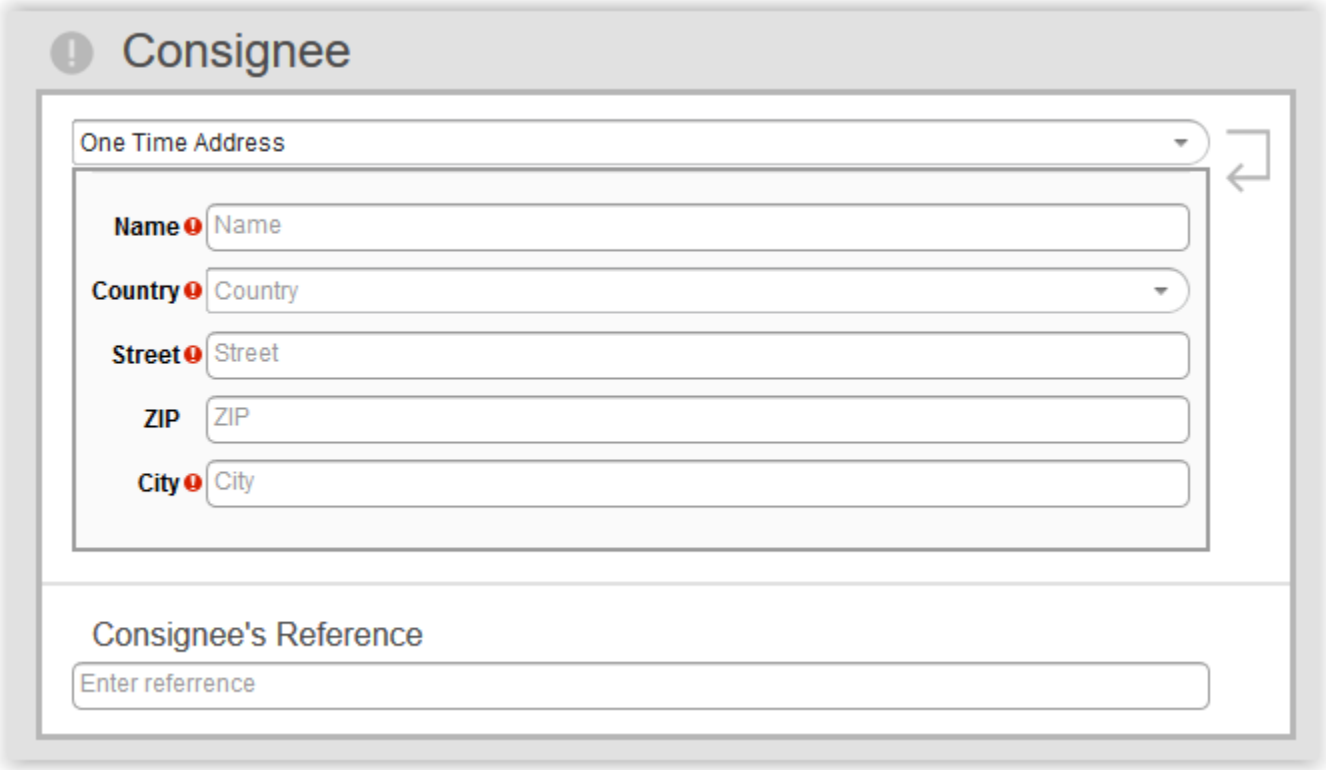
Existing address

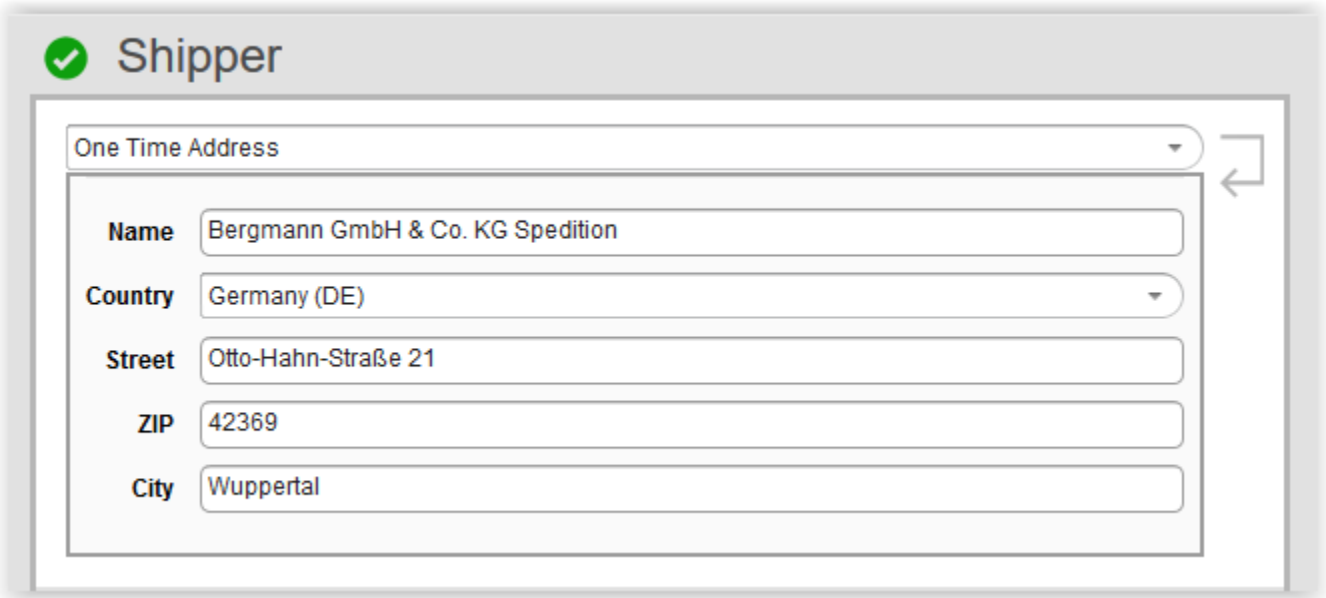
If the Scope Connect user will use a existing Scope Partner the field "One Time Address" can be overwritten. The founded addresses/business partner will be shown and proposed:



When the wanted partner has been found you can transmit the address.

One Time Address

Here you can keyin the new address into the regarding fields:



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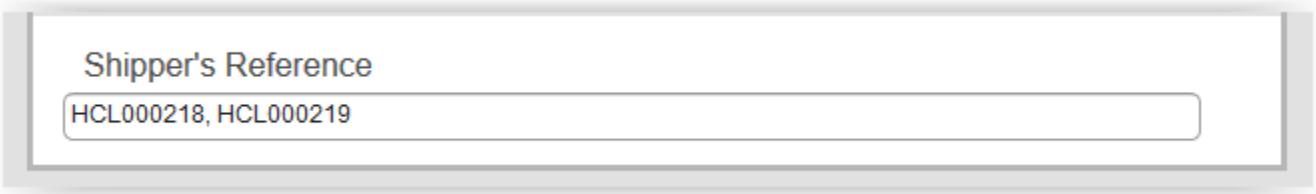
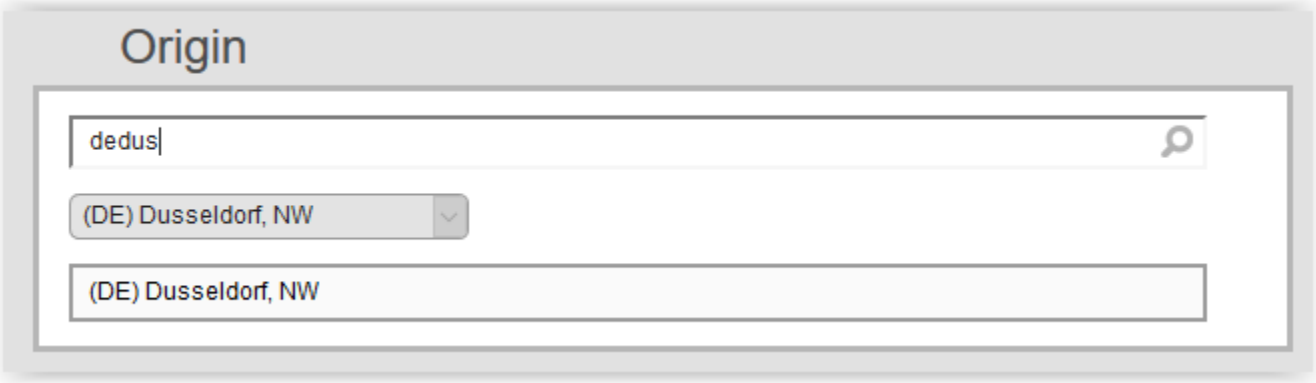
Shipper's Reference

Please keyin a note of the carrier if available. If there more than one notes seperate them with a decimal point. This notes will be transmitted to the shipment.



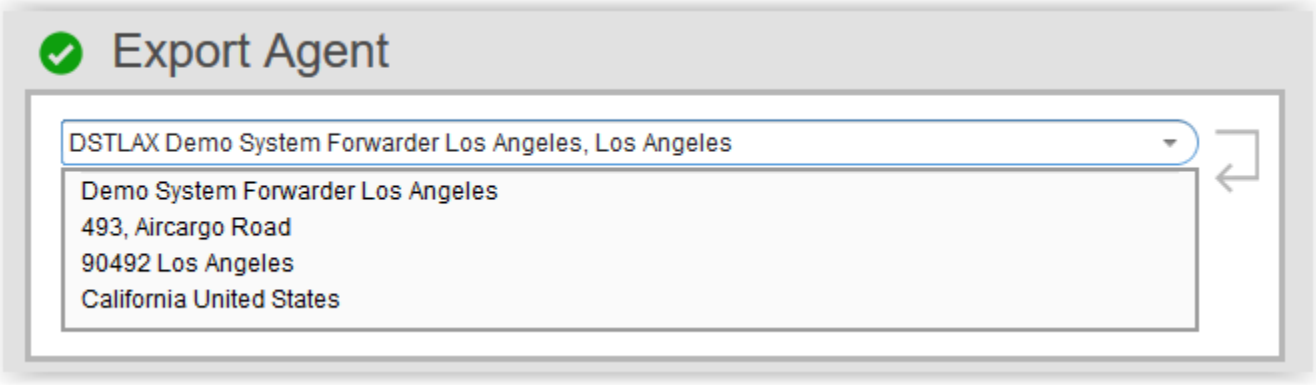
Origin

This is the place or airport, where from the goods come originally. Please keyin the name of the town, airport or code of the harbour to insert the correct origin:



Export Agent

Here the Export Agent will be stored who is responsible for the Pre-Alert. There are only Export Agents allowed which are assigned to the regarding Scope Connect user at his user profile. Usually is of the Scope Connect user an employee of the agent who is selected:



Consignee and Consignee Reference

Here applies the same method as at the Shipper. Please keyin the informations for the Consignee and also References and Notes:

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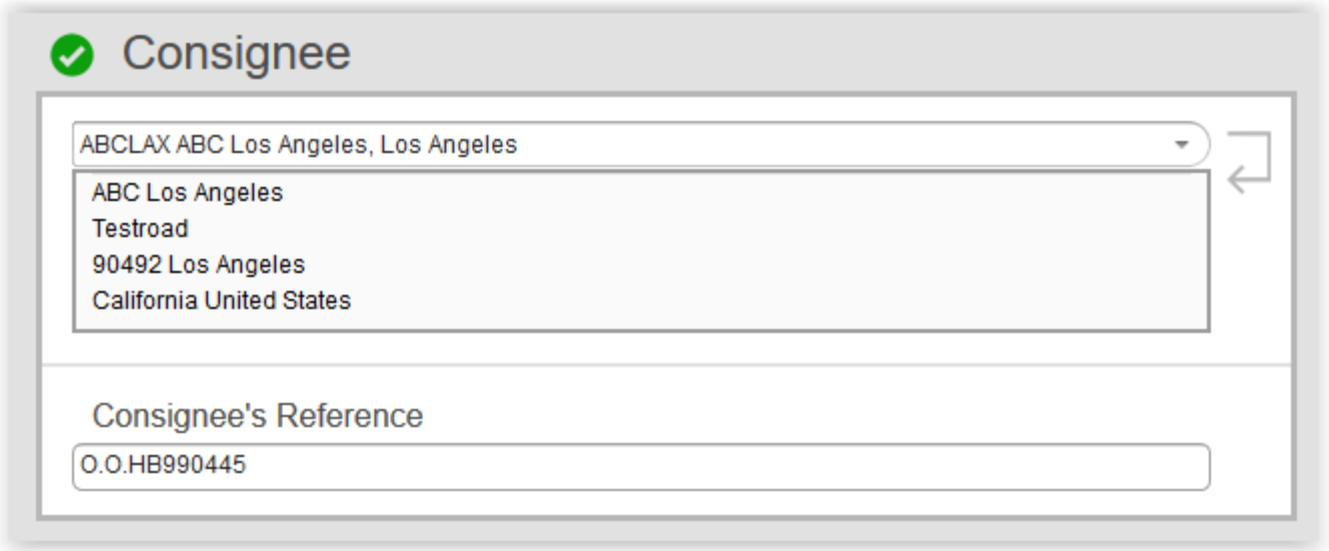
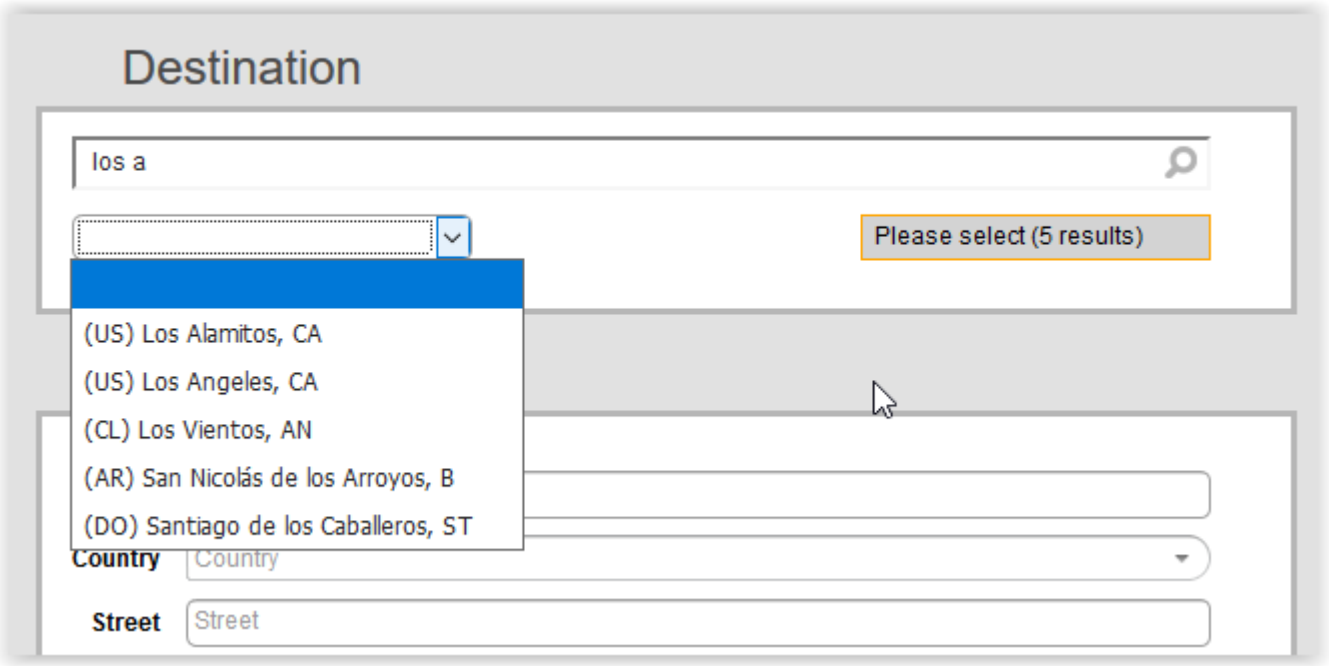


Destination

This is the destination harbour or airport of the shipment. Start typing the name or code of the harbour or airport to find the correct destination.

The number of the successful searching results is indicated on the right and is able with a click on the dropdown list indicated and the desired harbour or airport can be selected.



:

Notify

Here you can add a notify to the Pre-Alert. In addition you have to keyin a One Time Address:

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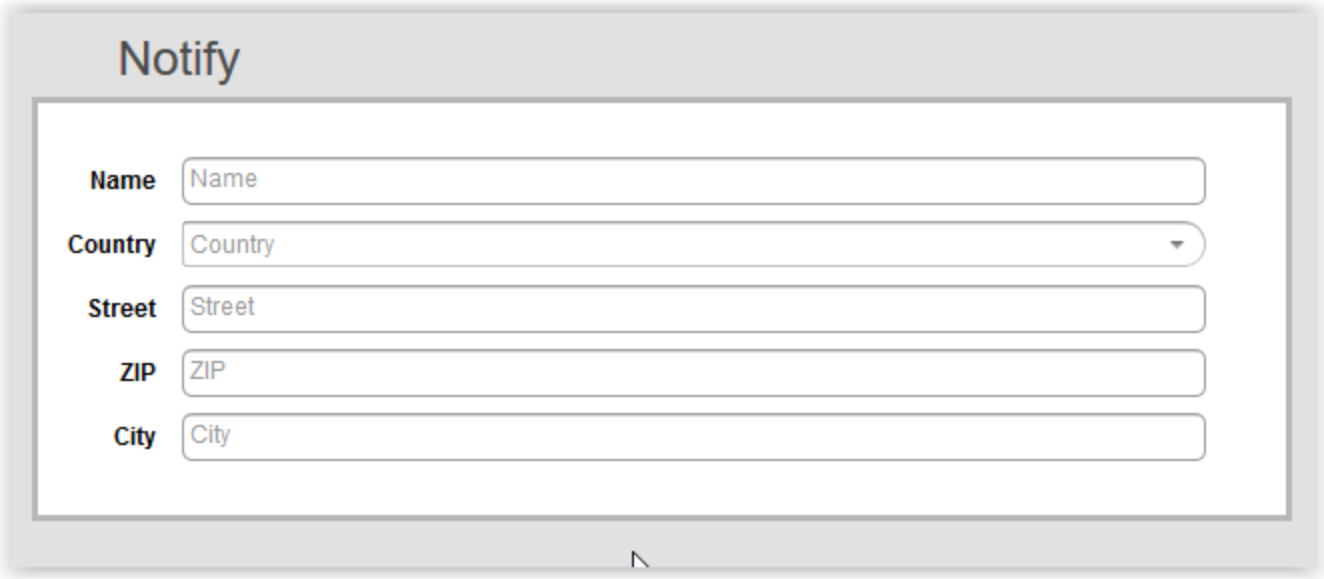
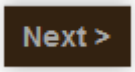
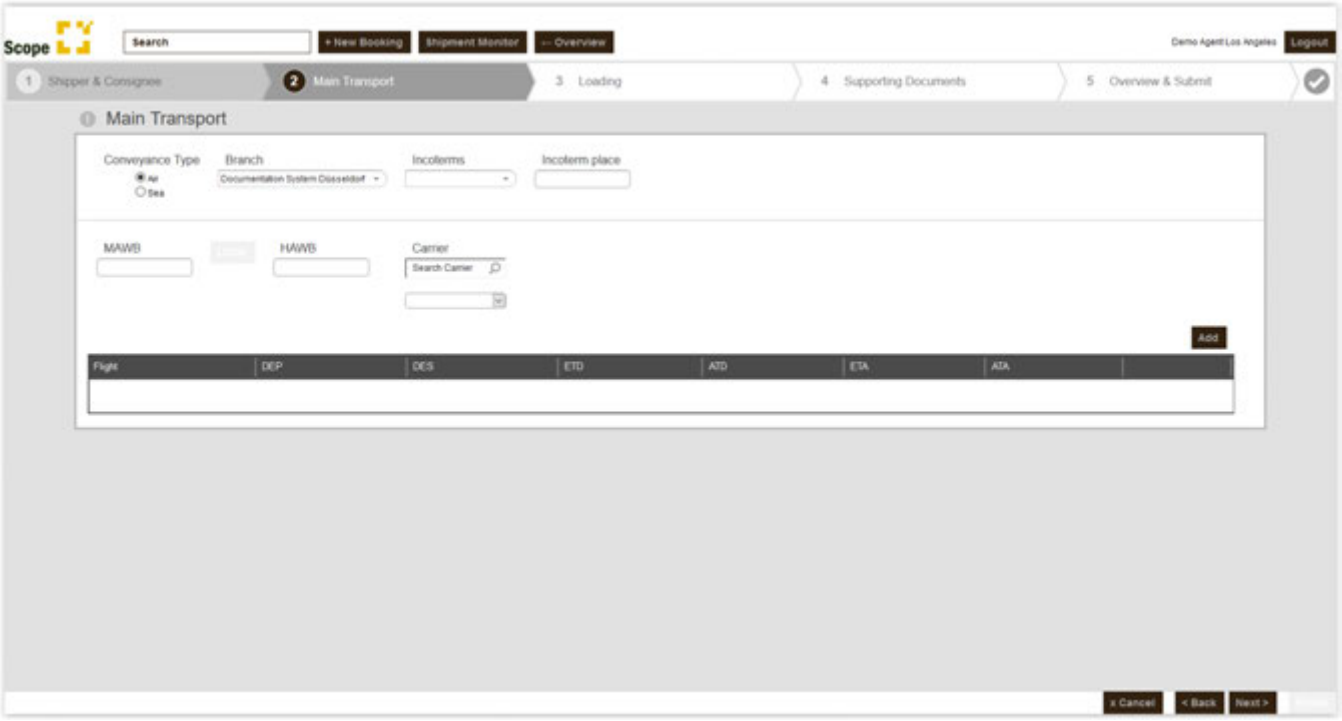


After completion of step 1, Shipper and Consignee click 

Air Pre-Alerts

Step 2, Main Transport - Keyin a Air Pre-Alert

The Main Transport Screen open and the first step ist to choose the means of the transport "Air" or "Sea". At this example we take "Air".



Branch

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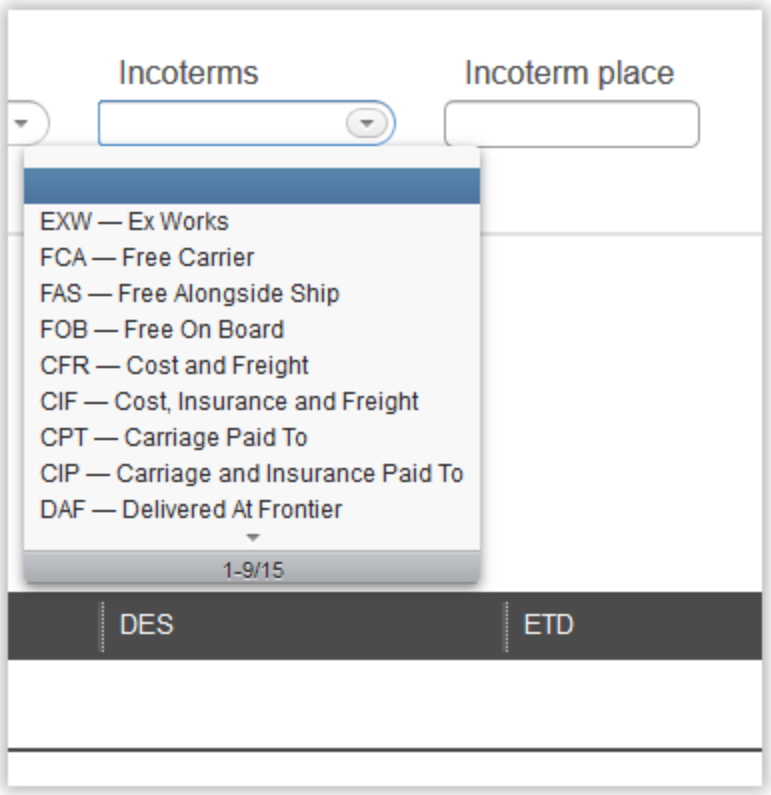
The branch will be shown, where to the Pre-Alert will be send.

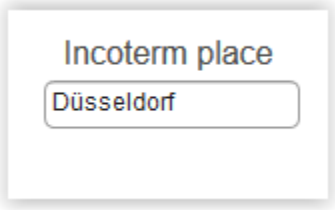
Incoterms

At Incoterms start writing at the regarding field or use the arrow key to choice. Then take the correct one:



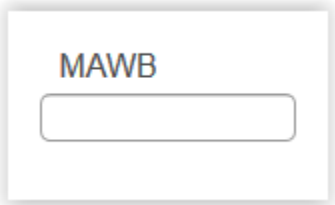
Incoterm Place

Here you can take the correct Incoterm place :



MAWB

If the MAWB is already known, it can be keyined there. If it is a House Shipment and the MAWB number is not know, just leave the field blank. The MAWB will be filled automatically when the shipment will be consolidated to the Master.



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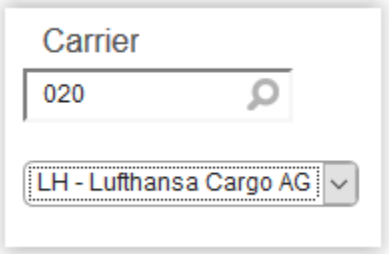
HAWB

Here the HAWB of the Air Pre-Alerts will be inserted.



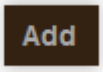
Carrier

Please insert the Carrier of the transport. You can insert the name of the airline, the two digit airline code or the three digit AWB prefix.

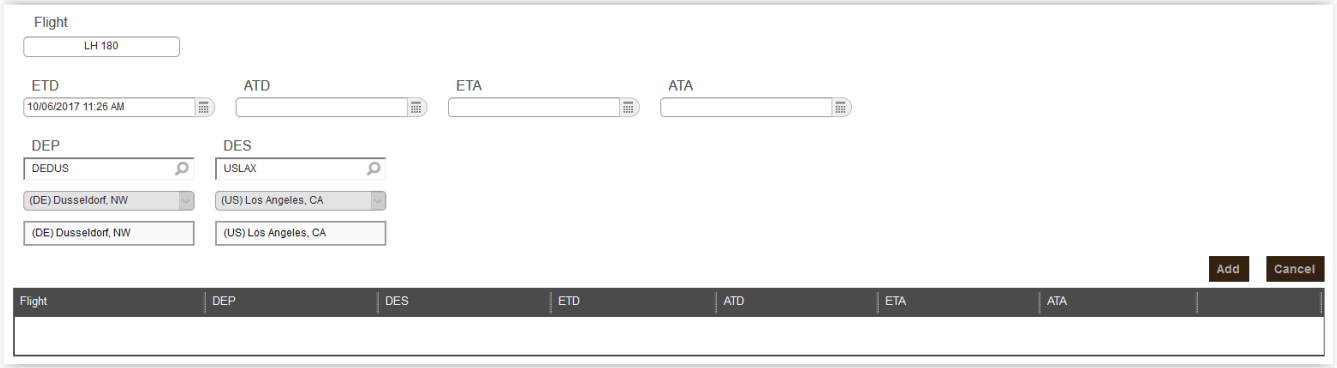


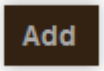
Add flights to a Air Pre-Alert

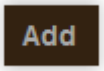
If the flights of a air export shipment are known you can add them to the Pre-Alert. If you create a Pre-Alert for a House shipment the flights will be overwritten by the Master Pre-Alert as far as the House will be consolidated to the Master.

To add a flight, click 

Now you can add the details of the flight:



Click 

if you finished the entry. The finished Main Transport could be like the example below. To add more flights please the 

button.

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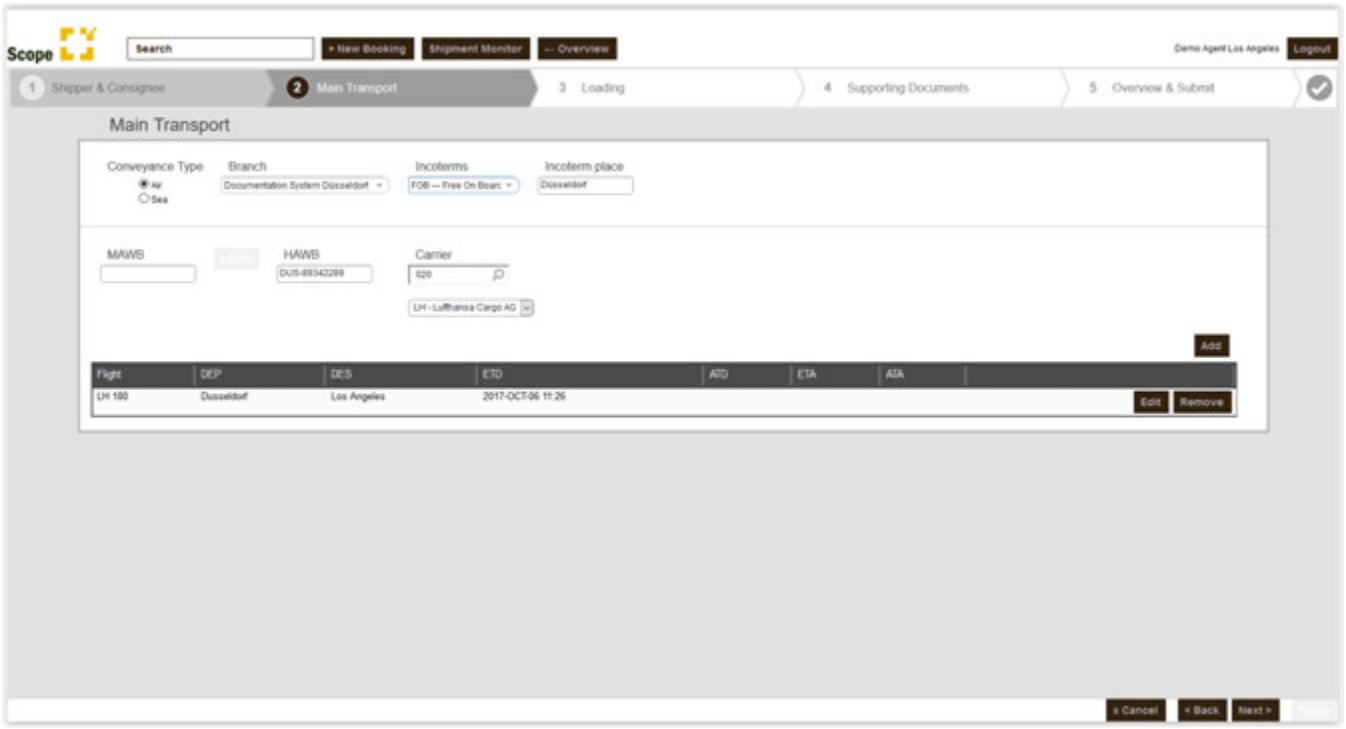
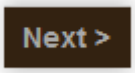
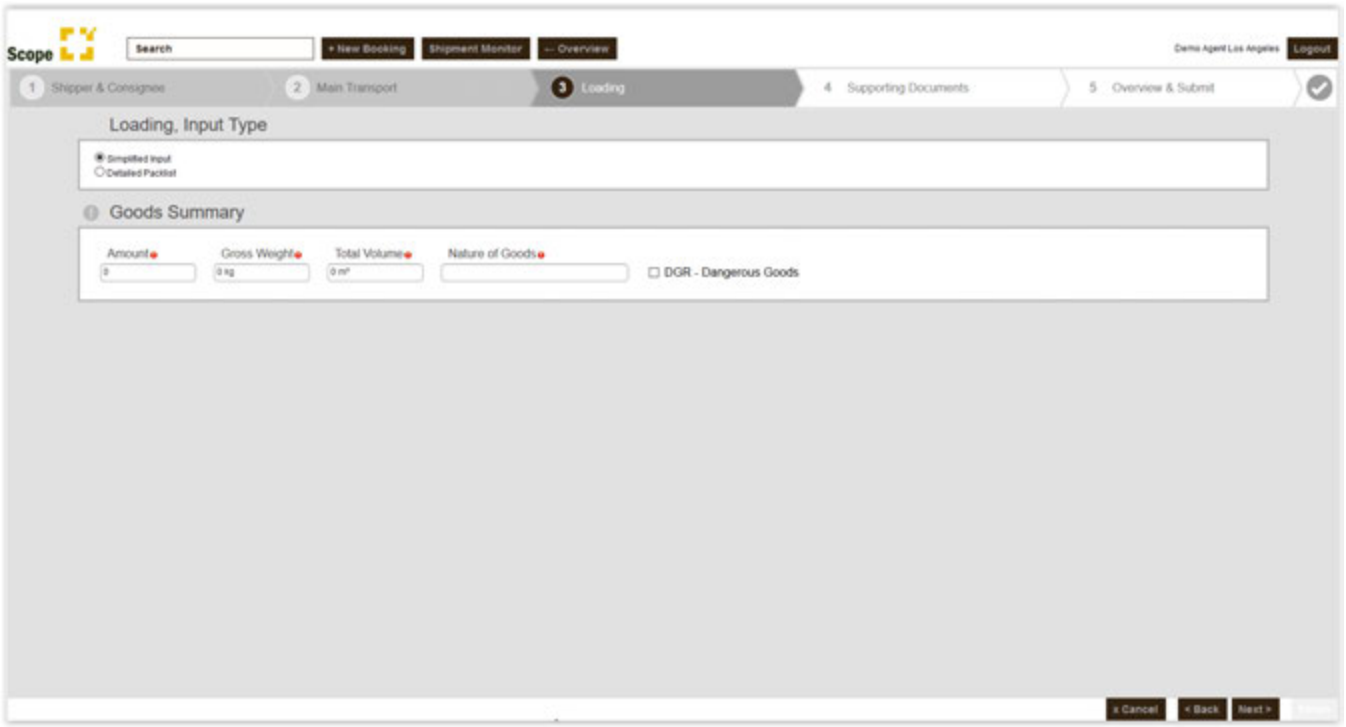


Click  to turn up to step 3 - Loading.

Step 3, Loading - Air Pre-Alert



You use the Loading screen to add details of the goods for the Pre-Alert:

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- Quantity
- Gross Weight
- Total Volume
- Nature of Goods
- DGR - Dangerous Goods

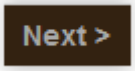
There are two ways to add the specifications of the goods:

1. Simplyfied Input
2. Detailed Packlist

Simplyfied Input of the goods

Direct entry into the fields with to total values of the goods and the description. If dangerous goods please turn on the DGR Box.

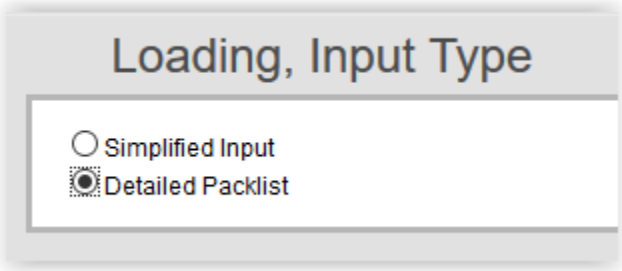


If the entry of the goods has been fininshed you can go on to the next step of the Pre-Alert. With 

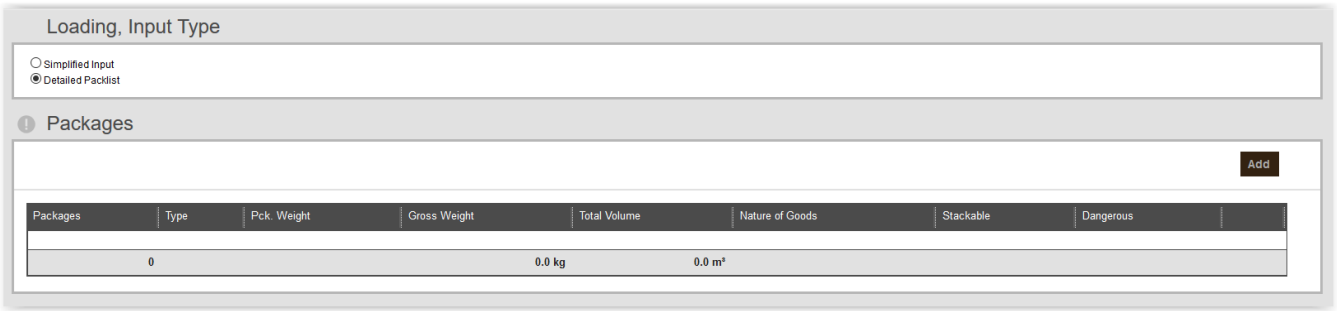
you'll reach step 4, "Documents"

Detailed Packlist

Alternativ you can add a detailed Packlist. Instead of total values of the good you can add here detailed specifications:



The "Loading, Input Type" screen will be opened:



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Click Add and the detailed entry of the goods will be opened:



If the first enty has been finished pull Add

To add more goods pull again Add and repeat the process.

The following example shows 2 different kind of goods on one shipment. With the Edit button you can change the details and with the Remove button you delete a row from the Pre-Alert.



If you finished the enty of the goods for the Pre-Alert please pull the Next > button to come to the next step "Documents".

Step 4, Supporting Documents - Air Pre-Alert

If you want to add additional documents, for example a commercial invoice, to the Pre-Alert you can do that the screen "Supporting Documents".

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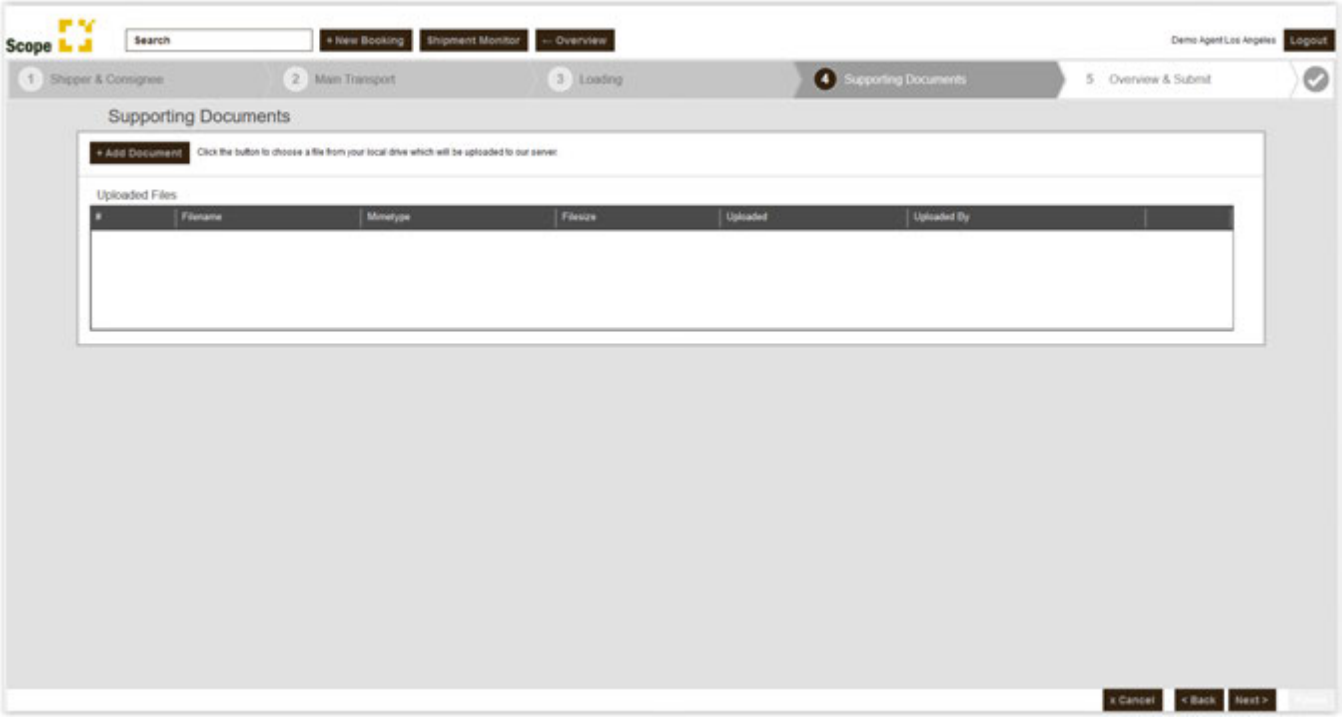
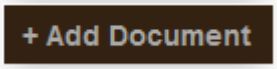


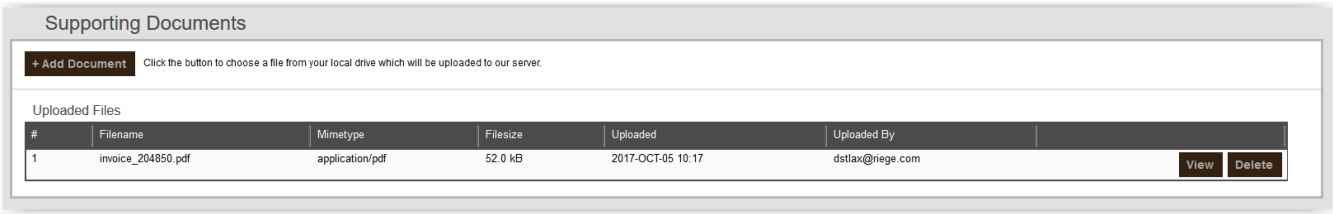
Click 

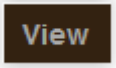
to upload a document.

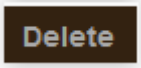
The file browser opens and you can choice the wanted document for the Air Pre-Alert and upload it.



The uploaded document appears at the overview "Uploaded Files":



With the 

button you can see the uploaded document and with the 

button again delete from the Pre-Alert.

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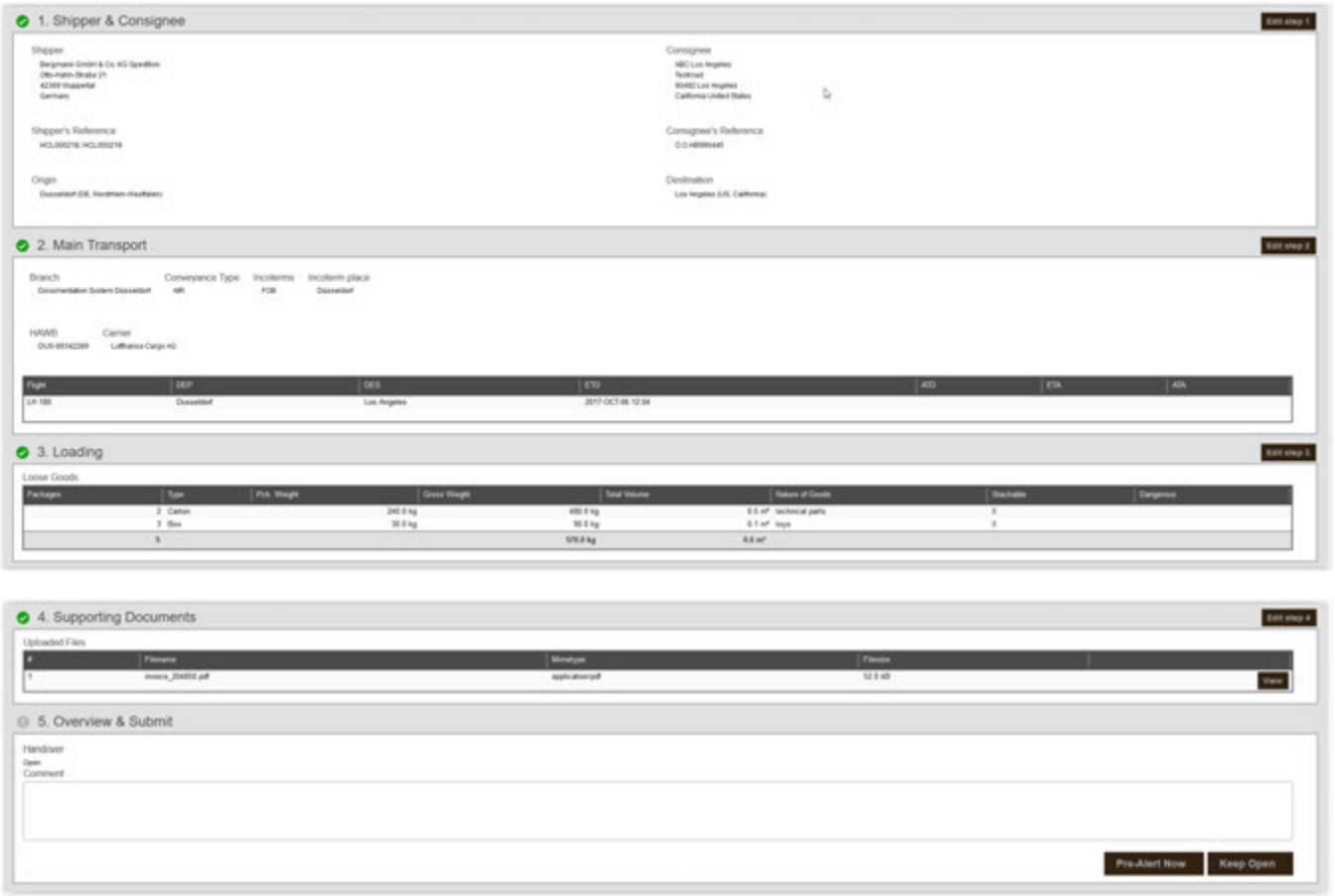
To add more documents to the Pre-Alert please use the + Add Document button.

If you finished adding all wanted documents to the Pre-Alert you can press the Next > button to the next step "Overview and Complete".

Step 5, Overview and Submit - Air Pre-Alert

The last step shows with a overview all added informations of the current Pre-Alert. All available dates can be executed again with the regarding buttons.



Sending the Pre-Alert

If all necessary informations has been finished and acceptably the current Pre-Alert can be completed with the button

Pre-Alert Now .

If you don't want the Import agent see the Pre-Alert please click Keep Open .

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Sea Pre-Alerts

Step 1 of the Pre-Alerts works identical for Air and Sea. At step 2, Main Work, if the type of transport now is "Sea" you'll keyin a Seafreight Pre-Alert.

Step 2, Main Transport - Keyin of a Sea Pre-Alert

At the Main Transport screen the first step is to define the type of the Pre-Alerts which has to be created. You choice between Air- and Sea-Pre-Alert. At next example we create a "Sea-Pre-Alert".

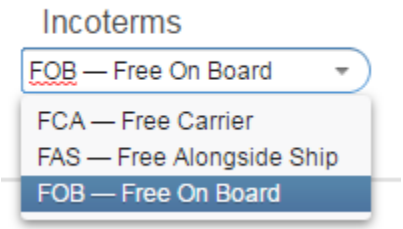


Branch

The branch will be shown, where the Pre-Alert will be send to.

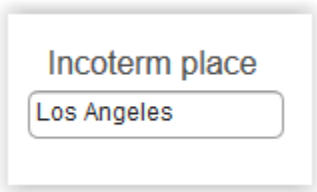
Incoterms

If you keyin the correct incoterm for das Pre-Alert the Incoterms will be proposed. Then you can choice the correct incoterm:



Incoterm-Place

Keyin the correct incoterm place.



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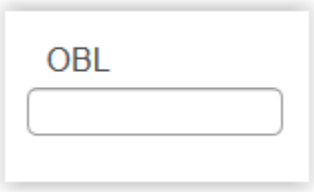
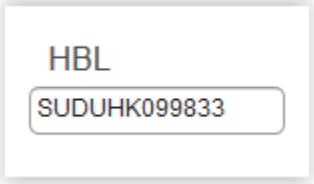
OBL

If the OBL is known, you can add it. If it is a House shipment, which already doesn't have a OBL, you can skip the regarding field empty. The OBL field will be filled automatically if the shipment will be consolidated later to a Master.



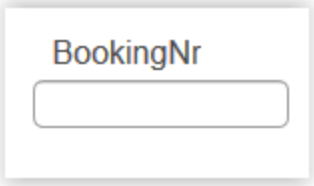
HBL

Add the HBL at the Pre-Alert



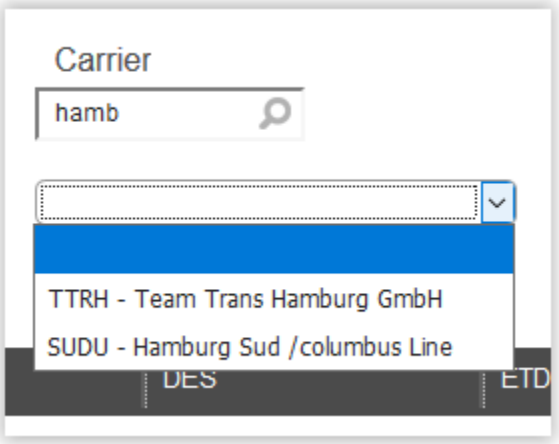
BookingNo.

If the Liner Agent provided a booking number for the shipment you can add this at the field "BookingNo".



Carrier

Here please add the Carrier, which transport the shipment. You can keyin the name of the carrier or the four-digit SCAC code. Scope Connect search the correct carrier.



Tour

You can add one or several voyages to the Pre-Alert.

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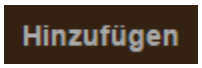
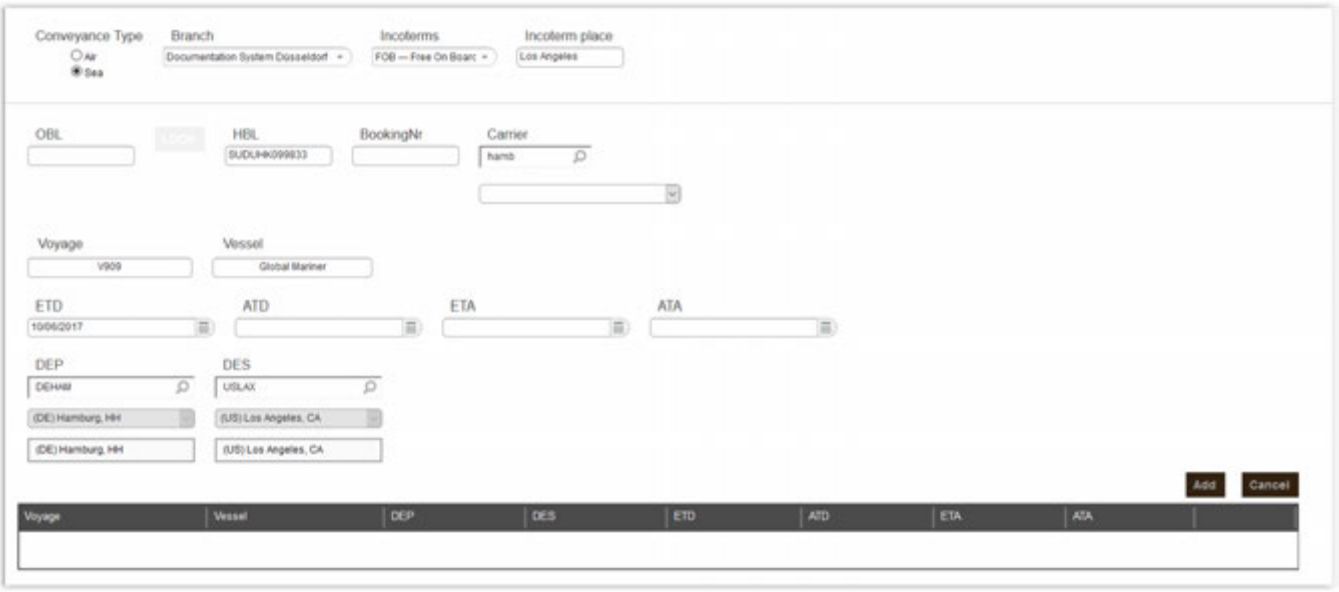
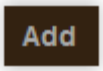
To add a voyage please press the button 

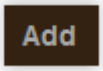
.

Then add the following fields:

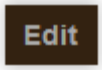
- Voyage Number
- Vessel
- Port of departure
- Port of destination
- ETD of the voyage
- ATD of the voyage (if known)
- ETA of the voyage
- ATA of the voyage (if known)

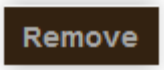


Are the informations of the voyage complete then again press the button 

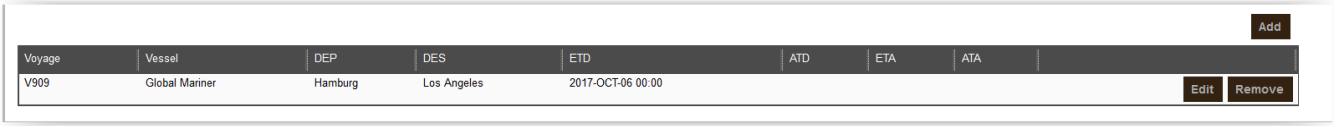
If you have more voyages please add them after pressing the 

button.

To change or delete a existing voyage use the buttons 

and/or 

.



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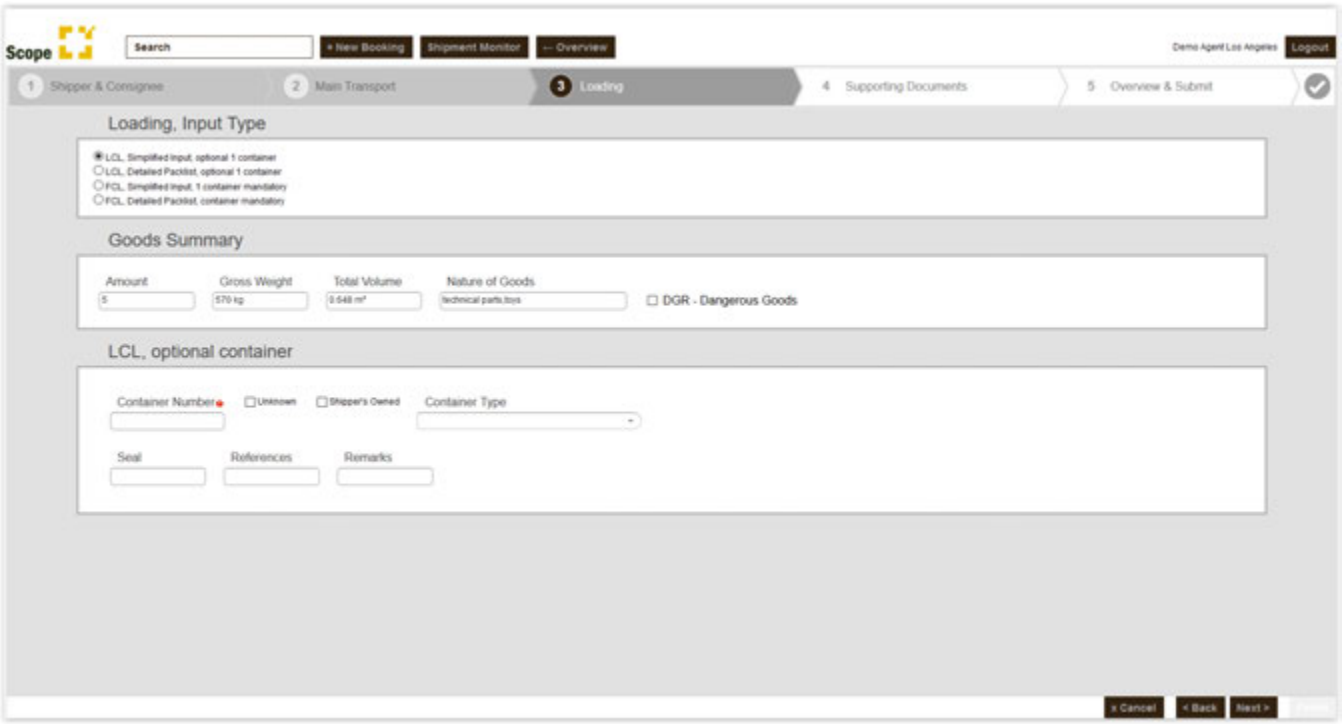
If all the informations of the Main Work are complete click Next > , to reach the next step "Loading".

Step 3, Loading

There are two ways to add the specifications of the goods (each for LCL and FCL):

- Simplyfied Input - this is a simple total of all the goods and an overall description
- Detailed Packlist - Loose goods and container details - this is a detailed description of all the goods and the containers the goods are in



LCL Simplyfied Input, optional 1 Container

- Number of the goods
- Gross Weight
- Total Volume
- Nature of Goods
- if DGR - Dangerous Goods - please click the regarding checkbox



Optional you can add the following informations to a container.

- Container Number - Scope connect verifies the container check digit.
- Unknown or Shipper's Owned
- Container Type - in this field there is a list of the container types available. You can choice the correct type.
- Seal
- References
- Remarks

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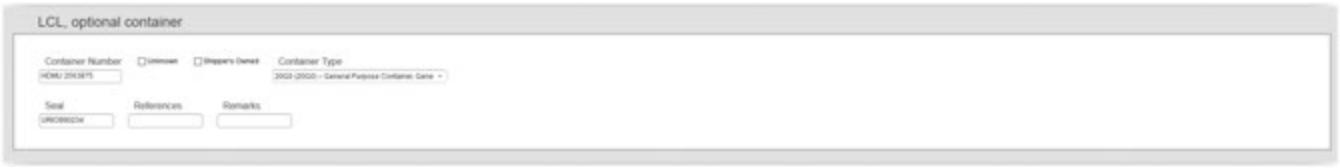
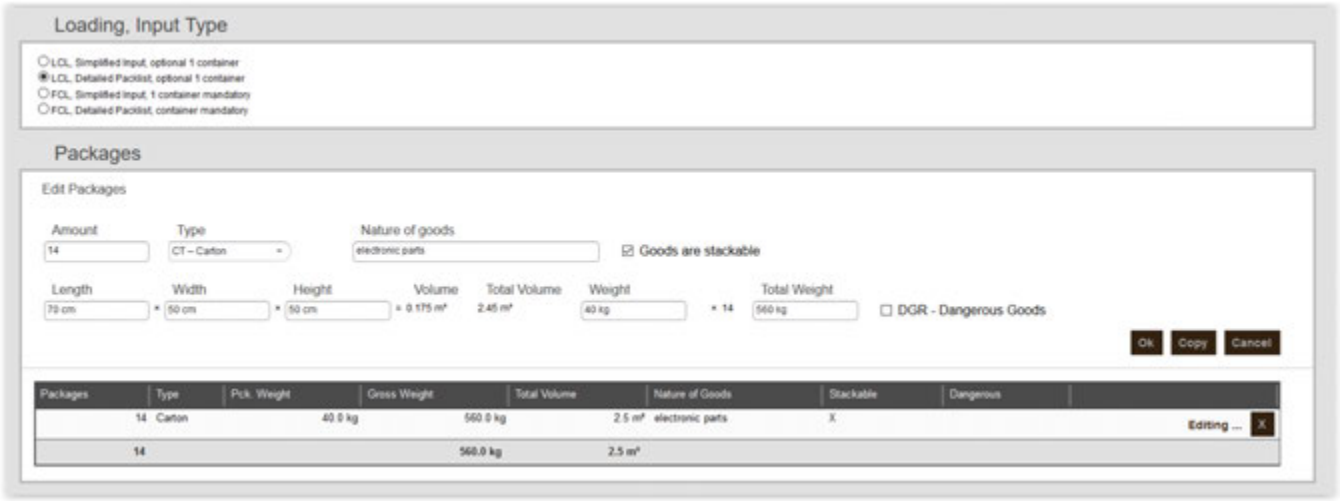


LCL Detailed Packlist, optional 1 Container

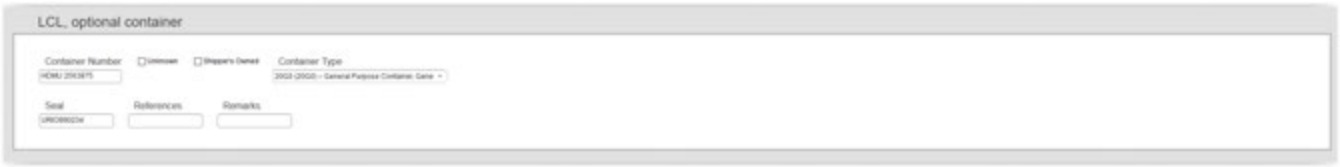
If you want a detailed packing list you can add the follwoing values:

- Number of the goods
- Type - kind of package - can be choosen from a list of available packages.
- Nature of Goods
- Goods can be stacked or not - relevant can be marked.
- Volume/Total Volume
- Weight/Total Weight
- if DGR-dangerous goods - please click the regarding checkbox



Optional you can add the following informations to a container.

- Container Number - Scope connect verifies the container check digit.
- Unknown or Shipper's Owned
- Container Type - in this field there is a list of the container types available. You can choice the correct type.
- Seal
- References
- Remarks



FCL Simplyfied Input, 1 Container mandatory

- Number of the goods
- Gross Weight
- Total Volume
- Nature of Goods
- if DGR-dangerous goods - please click the regarding checkbox

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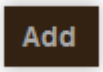
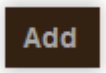
Optional you can add the following informations to a container.

- Container Number - Scope connect verifies the container check digit.
- Unknown or Shipper's Owned
- Container Type - in this field there is a list of the container types available. You can choice the correct type.
- Seal
- References
- Remarks



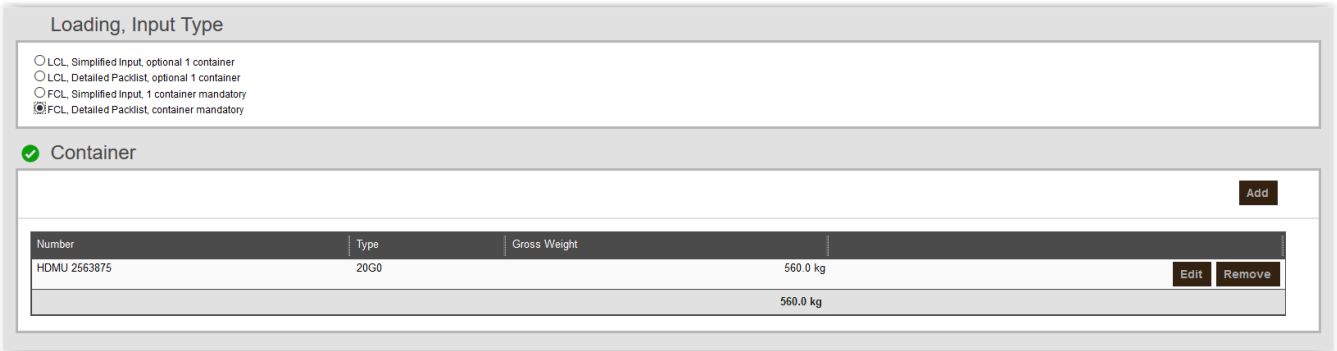
If the goods first are complete, press the  button

If you want to add some more goods also press  .

FCL Detailed Packlist, Container mandatory

Here you can add informations to several container.

- Container Number - Scope connect verifies the container check digit.
- Unknown or Shipper's Owned
- Container Type - in this field there is a list of the container types available. You can choice the correct type.
- Seal
- References
- Remarks



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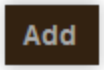
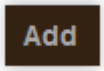
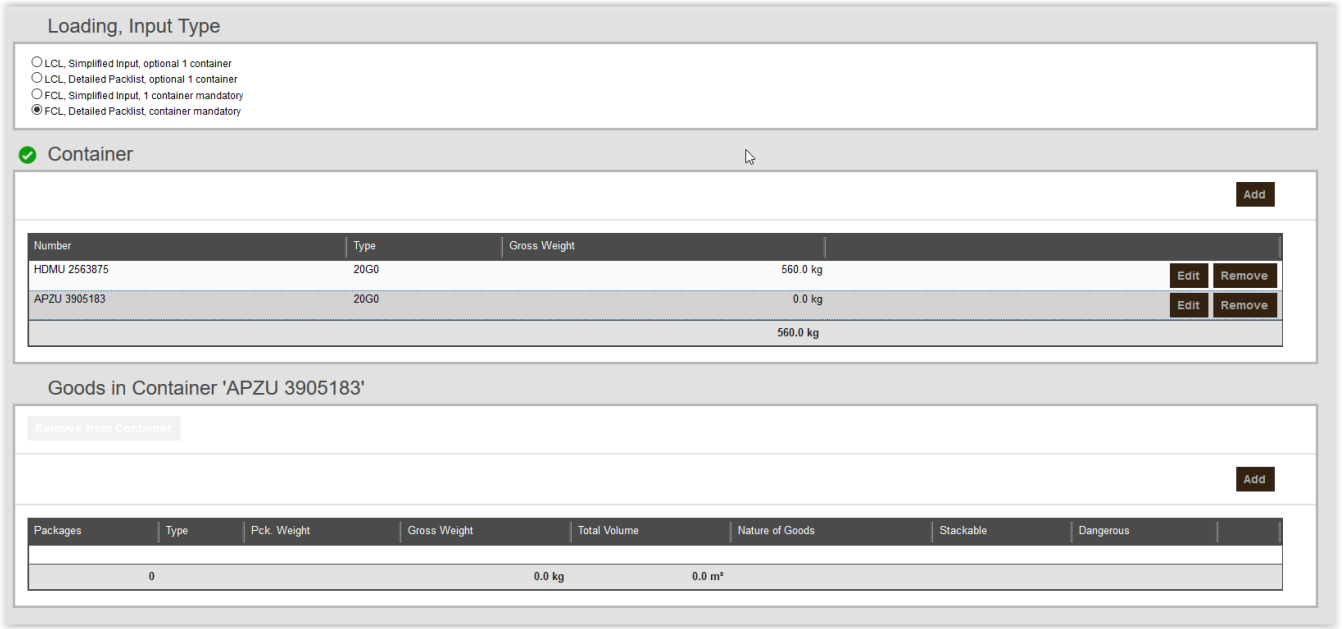
If the Container Details are complete click the 

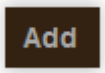
button

Add Packing Pieces / Goods into a Container

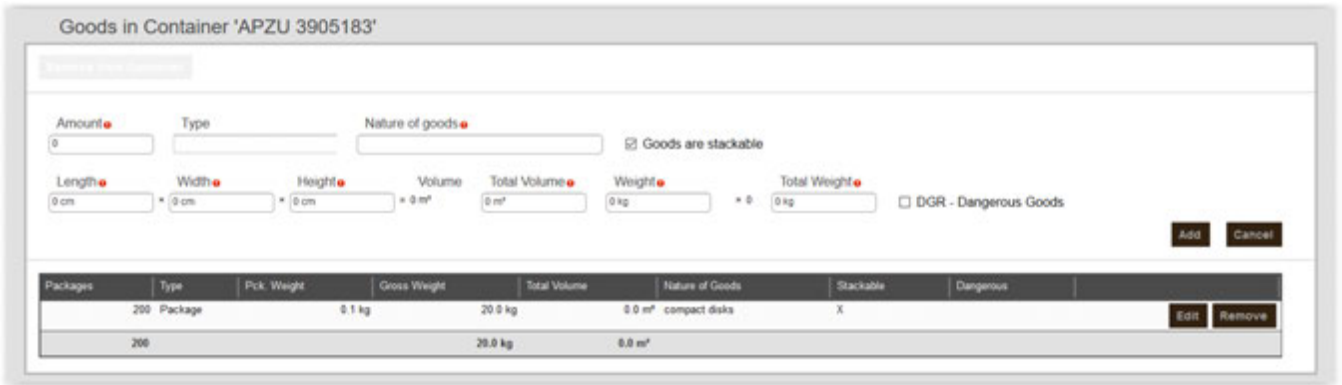
If you wand to add some more packing pieces into a existing container again use the 

.button.



The wanted packing pieces can be added with button 

.



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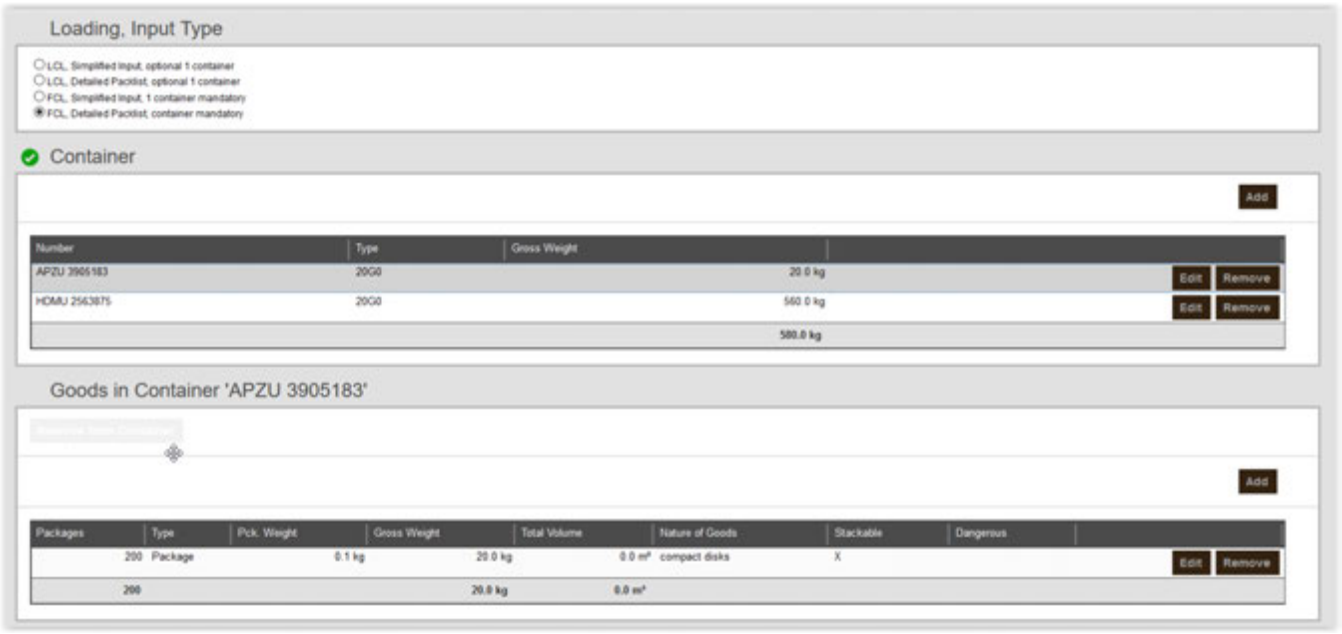
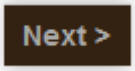
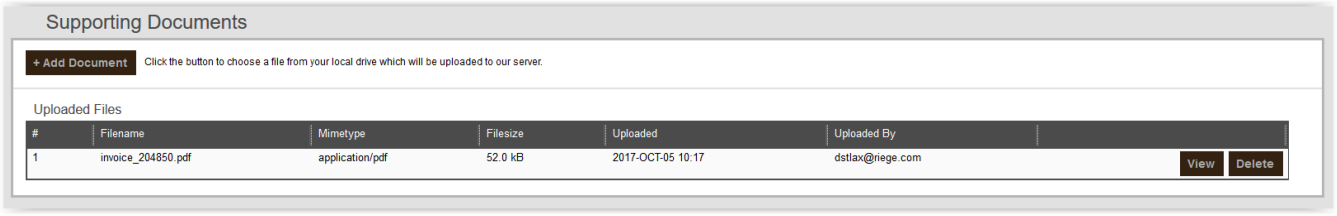


If all packing pices/goods are added complete they will be shown with total numbers of the goods, total weight and total volume and you can go to the next step with  to "Supporting Documents".



This can be done like described before, in the sam way also the last step "Overview and Submit".



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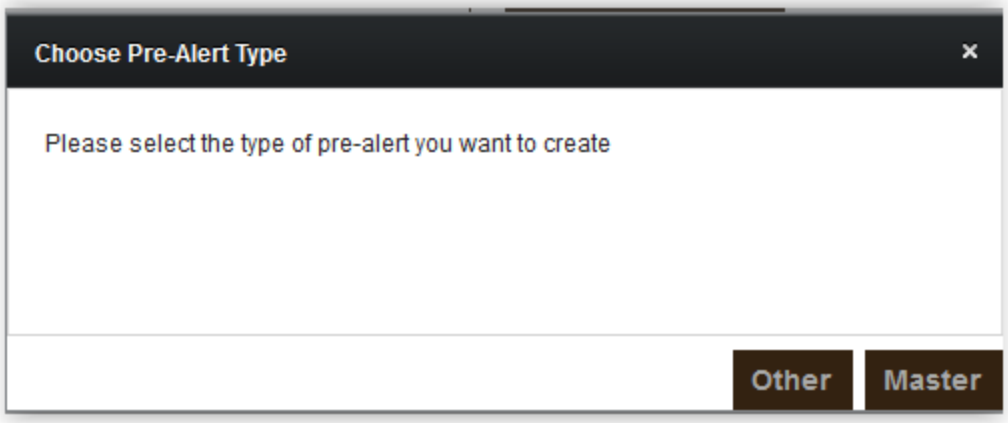
Consolidation of a House Shipment into a Master

Creating a House Shipment Pre-Alerts as described before, but now be sure to choice the MAWB or OBL in the shiment:



If the House Pre-Alert(s) are ready you can create a Master Shipment with the buttons 

and then Master:



Master - Shipper and Consignee

Here you can add Shipper, Consignee and Export Agent of the Master:

- Shipper - here the Export Agent, who sends the Pre-Alert.
- Consignee - here the Import Agent, who gets the Pre-Alert.
- Export Agent - here the Export Agent, who sends the Pre-Alert.

Complete the place of Departure and Destination of the Master.

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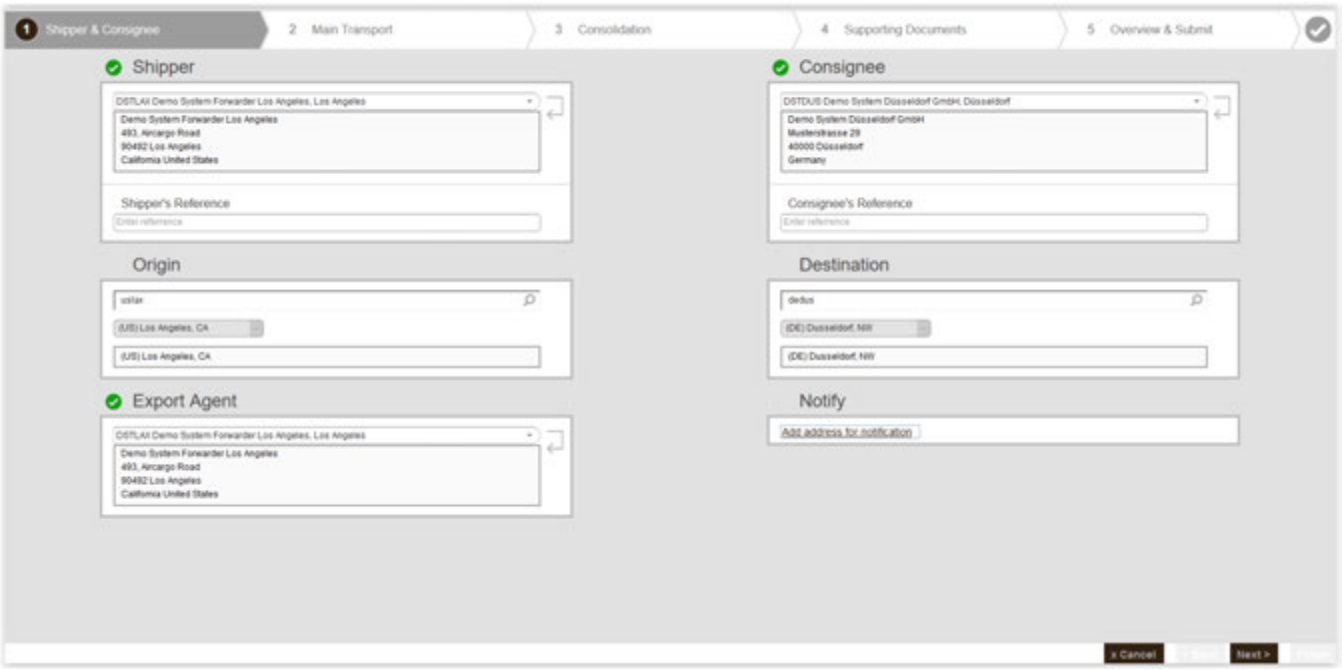
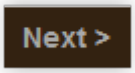


If all has been finished,  to the main work of the Master Pre-Alert

Master - Main Transport

Please choice again between Air and Sea.

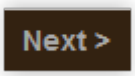


Keyin of the MAWB or OBL number and the carrier for the Master



Here the flight dates has to be added.



I ready, then click the  button to get the screen Consolidation of the Master Pre-Alerts

Master - Consolidation

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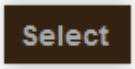
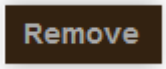
The screen Consolidation shows at the bottom all House Shipments which can be added to the Master Pre-Alert. This ones will be displayed as "Available Pe-Alerts".

Please mark the House shipments, which will be added to the Master and use the 

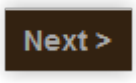
button, to add them to the Master. They will bew transfered to the upper part of the screen as "Consolidated Pre-Alerts".

To remove a House from a Consol, mark the House at the window "Consolidated Pre-Alerts" and then use the 

button.





As described before now finish with 

the step "supplementary documents" and also the last step "Overview and Complete".

Conversion of a Pre-Alerts into Scope Import

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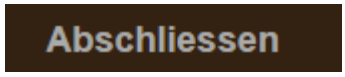
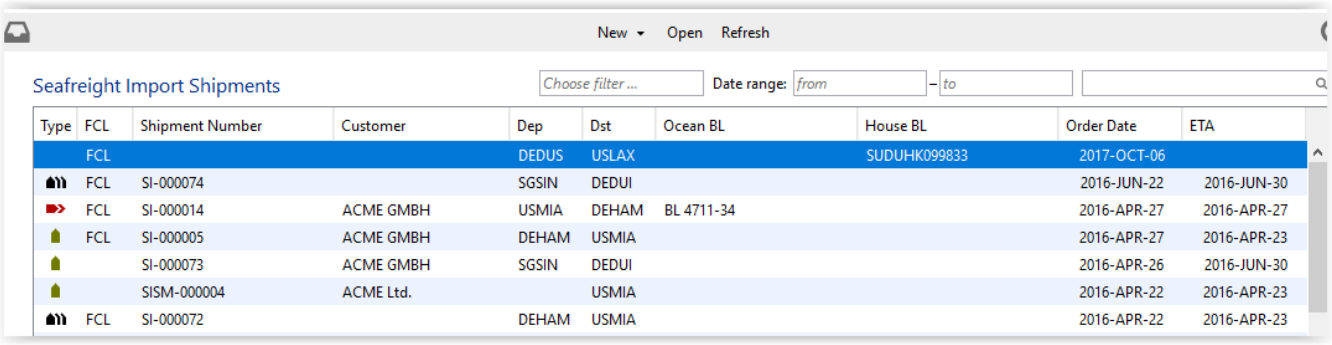
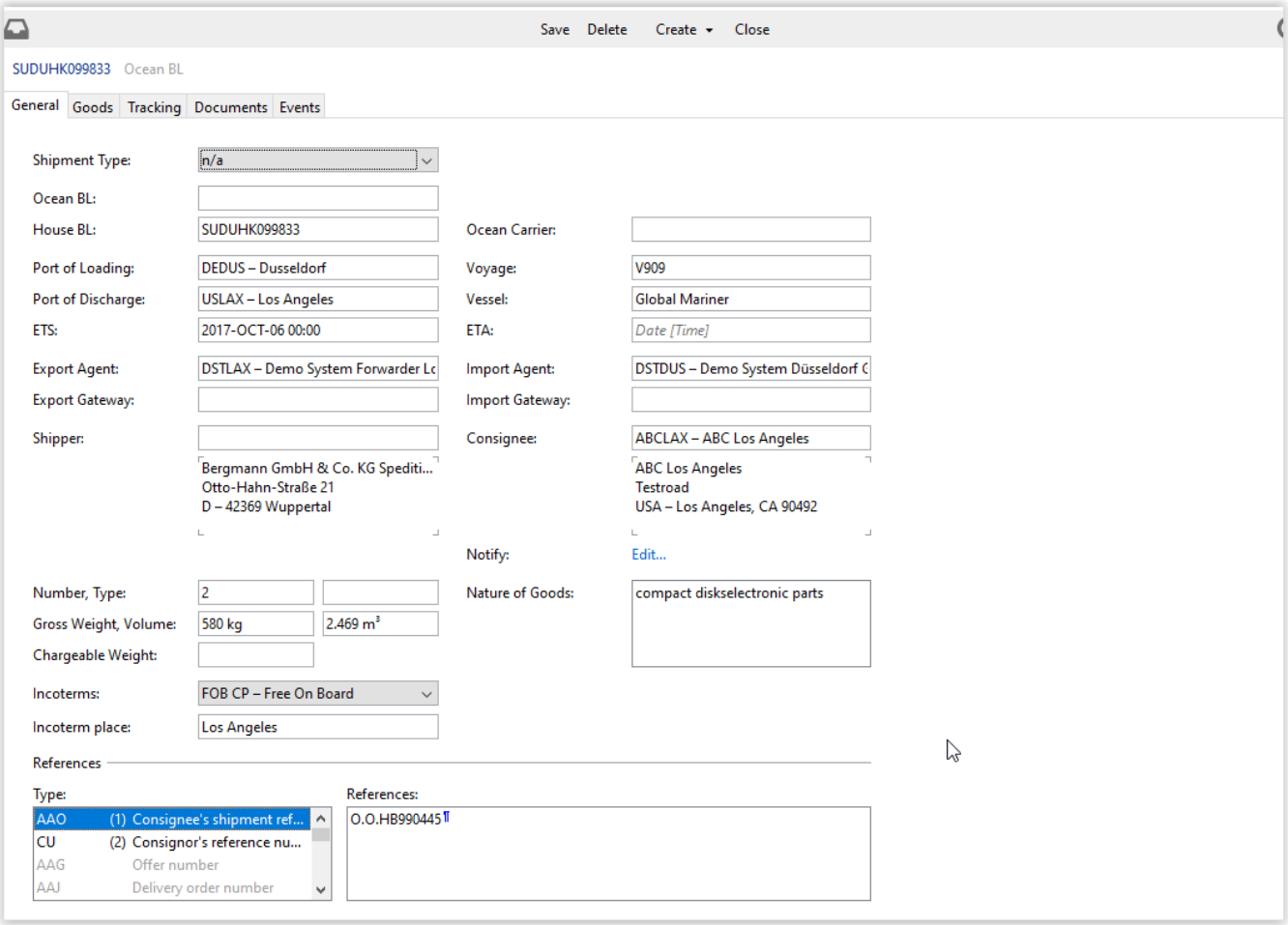
If the Export Agent press the button 

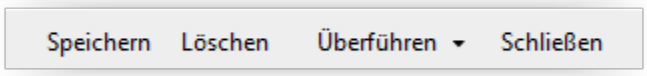
, to finish the Pre-Alert, the Pre-Alert will be visiable AT ONCE in Scope at Air- or Sea-Import Shipment overview.

The follwoing example shows a Pre-Alerts, which is ready for the convertion to a Sea Import Shipment by the Sea Import Agent. You see that it is a Pre-Alerts because the fields "Type" and "Orderer" are empty.





This Pre-Alerts can easily converted by choicing "Überführen" into "Shipment" from the menu.



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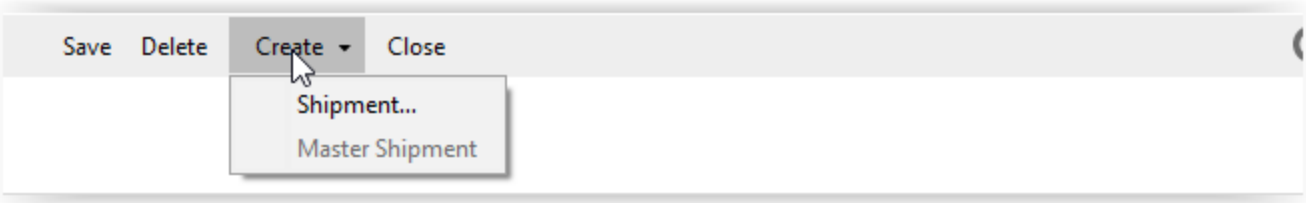
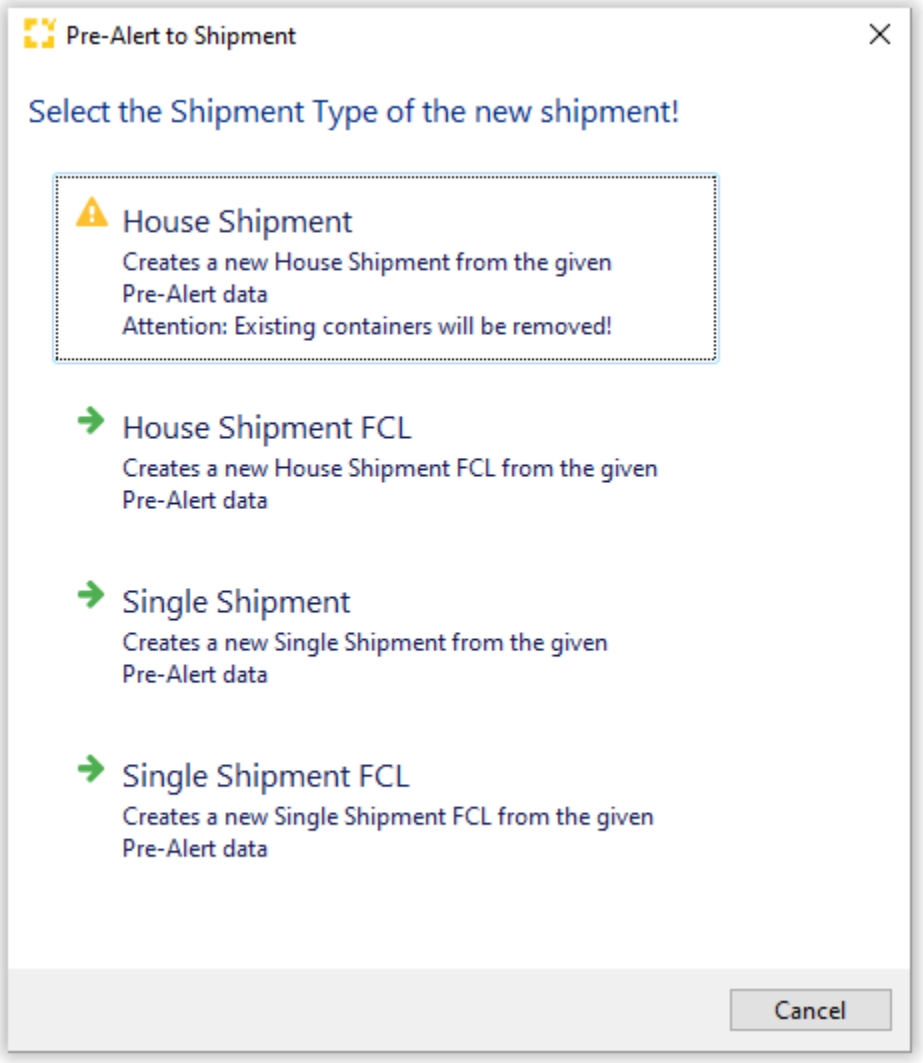


Next step is to choice the shipment type, as at the "normal" Shipment Entry.



Once the Import Clerk converted the Pre-Alert into a shipment it is not any longer visible as Pre-Alert at Scope Connect but as a Shipment.

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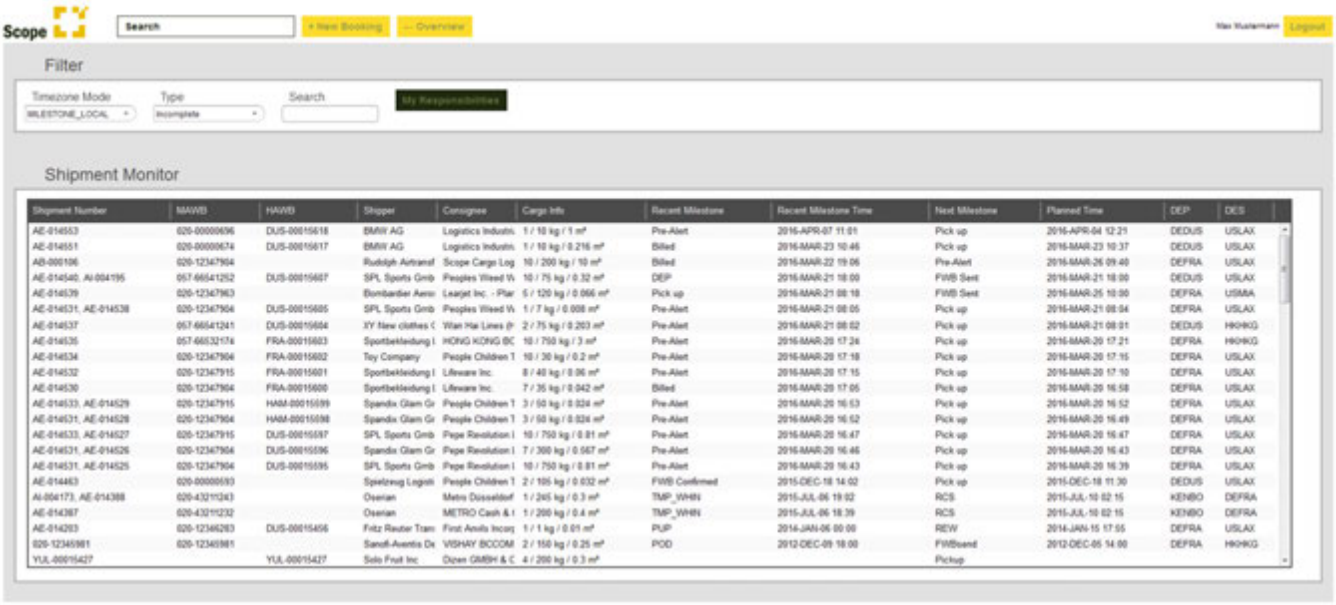
Shipmentmonitor

The shipment monitor is an overview of tasks performed by the participants responsible for shipment milestones and which must be completed within a predefined time frame . For example the Carrier can show, which pickups and transfers have been done or are yet to be done, together with the dates and times for these activities. .

Once the milestones in Scope Connect are completed with timestamps (time) and remarks (comment), they are marked as done. They are then evaluated within Scope to determine whether fulfillment has been carried out within the allowed time frame. This in turn allows Scope to determine if the entire chain of processes is jeopardized by any delay.



Filter

Timezone Mode

The overview of shipments can be displayed using different timezones, this allows a better overview of the various participants. There are currently three time zones:

Timezone	Description
UTC	Universal Time Coordinated
Milestone_Local	Local time for to do
Local	Local time from the user

Type

Selection of the particular status of the milestone. If nothing is selected, all the milestones are displayed in the overview. The following types of status are available:

Type
Incomplete
Due
Critical
Out of Plan
To be approved
Failed actions
Any

After selection, only the shipments with the appropriate status will displayed.

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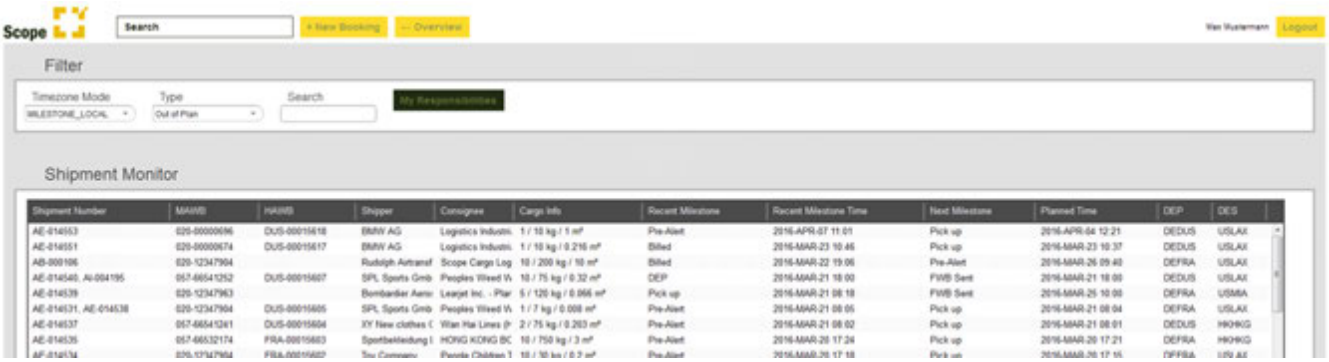
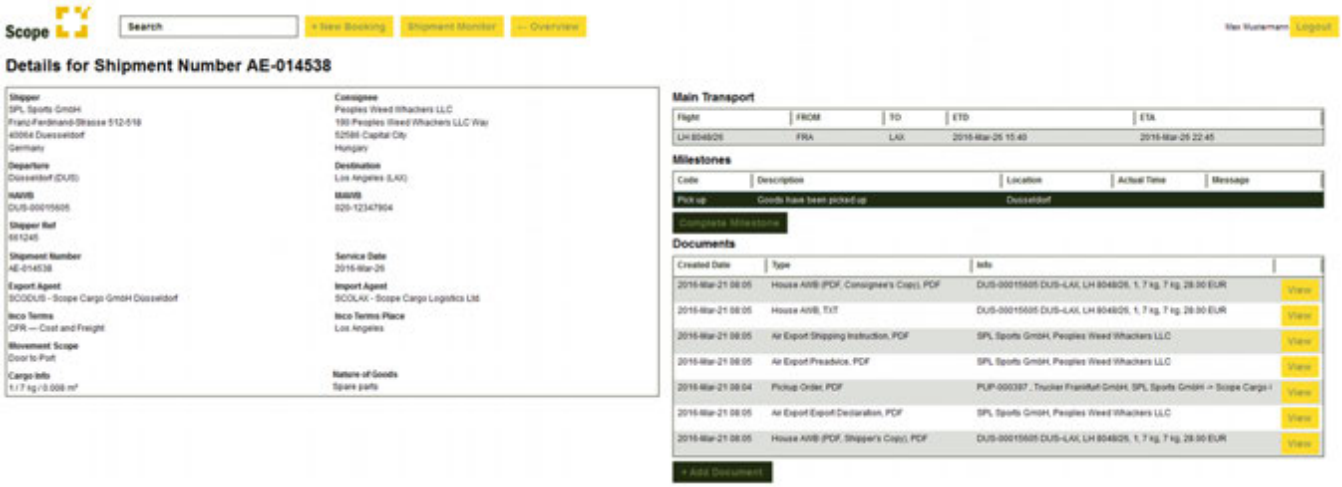


By ticking the shipment, the shipment opens to add or finalized the milstone.



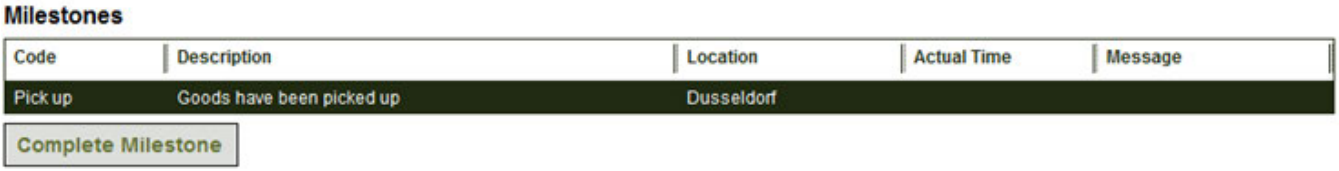
Shipment details are on the left and on the right the milestones can be add or finalized. Furthermore documents can be add.

Main Transport

Overview from the main transport of the shipment.

Milestones

Overview of the open and finishes milestones. To finalize a milestone, mark the milestone and press **complete milestone**.



Comment

Add a comment and a completion time to finished the milestone.

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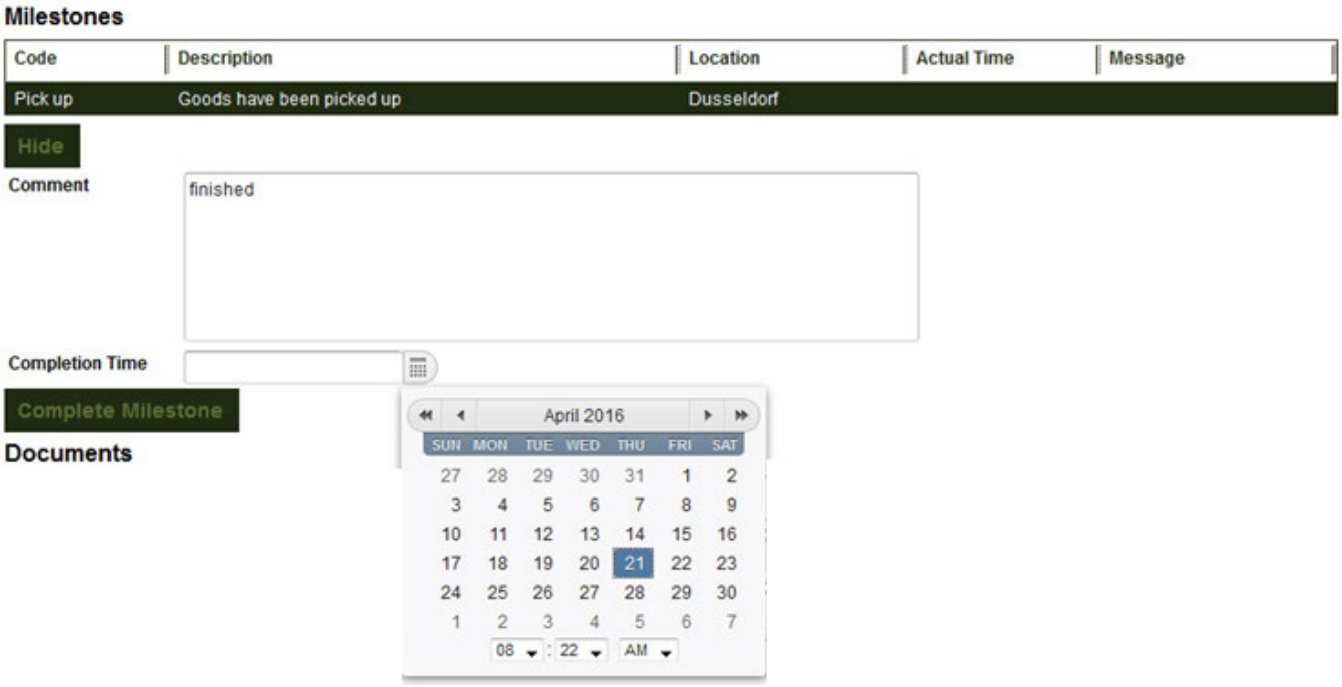

Hide

Close the comment filed without any action. The milestone can be finished later.

Complete Milestone

Finalized the Milestone. The shipment will not displayed in the shipment monitor longer.

Documents

By ticking **add documents**, documents can be uploaded.

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Master Data

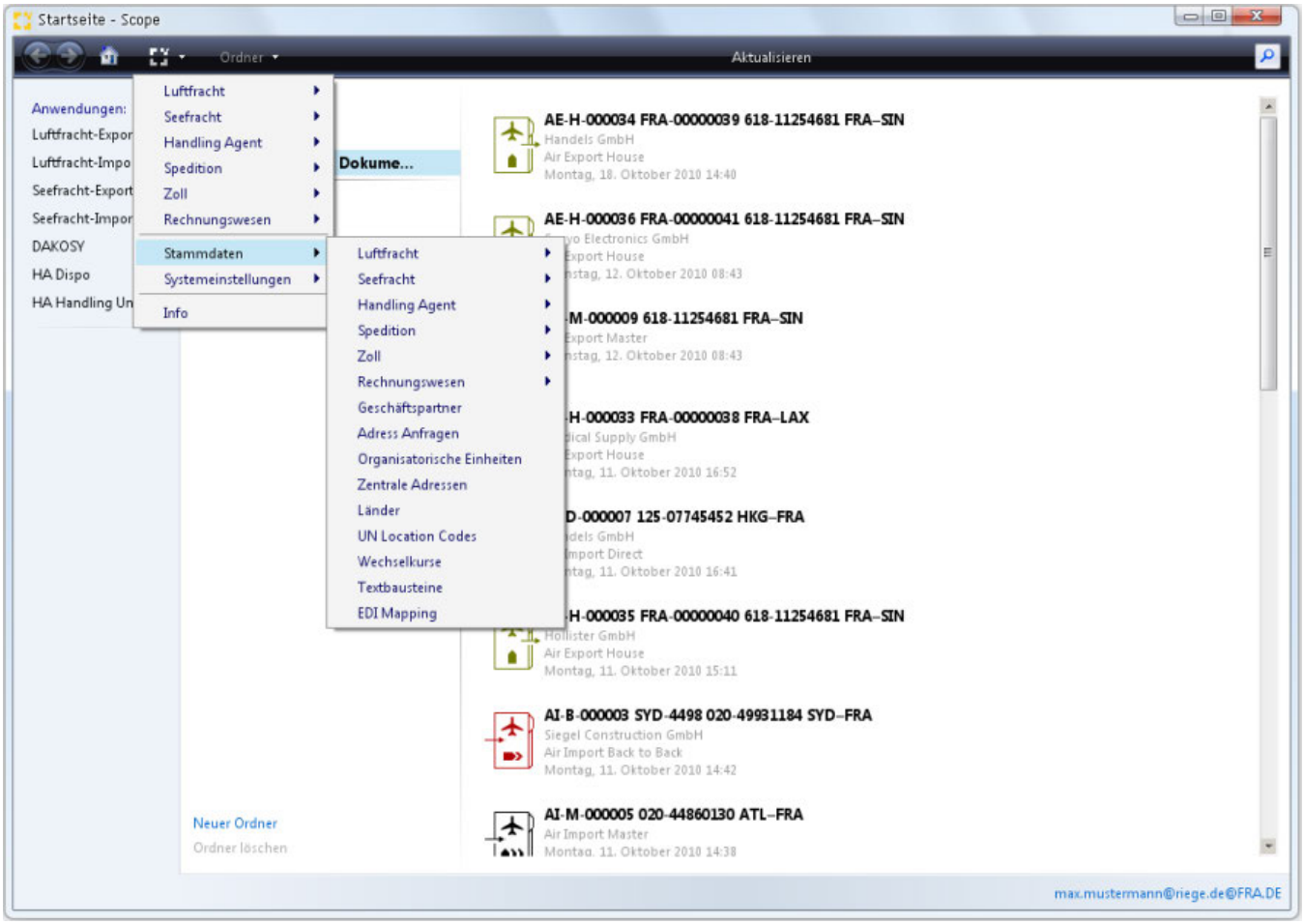
- Introduction
- Description

Introduction

Maintenance is also know as base data and is information that is used repeatedly within various Scope applications. In contrast, transactional data such as shipment data is not general used on a permanent like master data but is created for one-time usage and only sporadically amended or supplemented. Probably the most known type of master data are addresses which are often referred to as an address master. Within Scope of this type of master data is referred to as a business partner called because in addition to the address itself other data about the business partner is collected and managed. Other examples of master data are charge types, tariffs, country data and exchange rates. For most master data there are management applications where the data can be edited or enhanced. Some master data cannot be managed in this way by the user and instead may be maintained by Riege Software. This is necessary in instances where the master data is standardized internationally and in order to exchange data with other systems it is essential to maintain the integrity of this data. Examples of this kind of data is country codes or UN location codes.

Description

The applications menu has a Maintenance section that provided access to applications used to manage master data. Some master data such as business partner information can be managed within shipment applications by using the context menu in the address fields.



In the following chapters master data managment applications are described in detail:

- Airfreight - Maintenance
- Article Maintenance - Maintenance
- ATLAS - Stammdaten
- Countries - Maintenance
- EDI Profiles
- Exchange Rates - Maintenance
- Finance - Master Data
- Forwarding - Maintenance

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- Holiday Maintenance - Maintenance
- Organizational Structure - Maintenance
- Partners - Maintenance
- Reasons - Master Data
- Seafreight - Maintenance
- Text Blocks - Maintenance
- UNLocodes - Maintenance
- Webtracking
- Handling - Master Data

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Airfreight - Maintenance

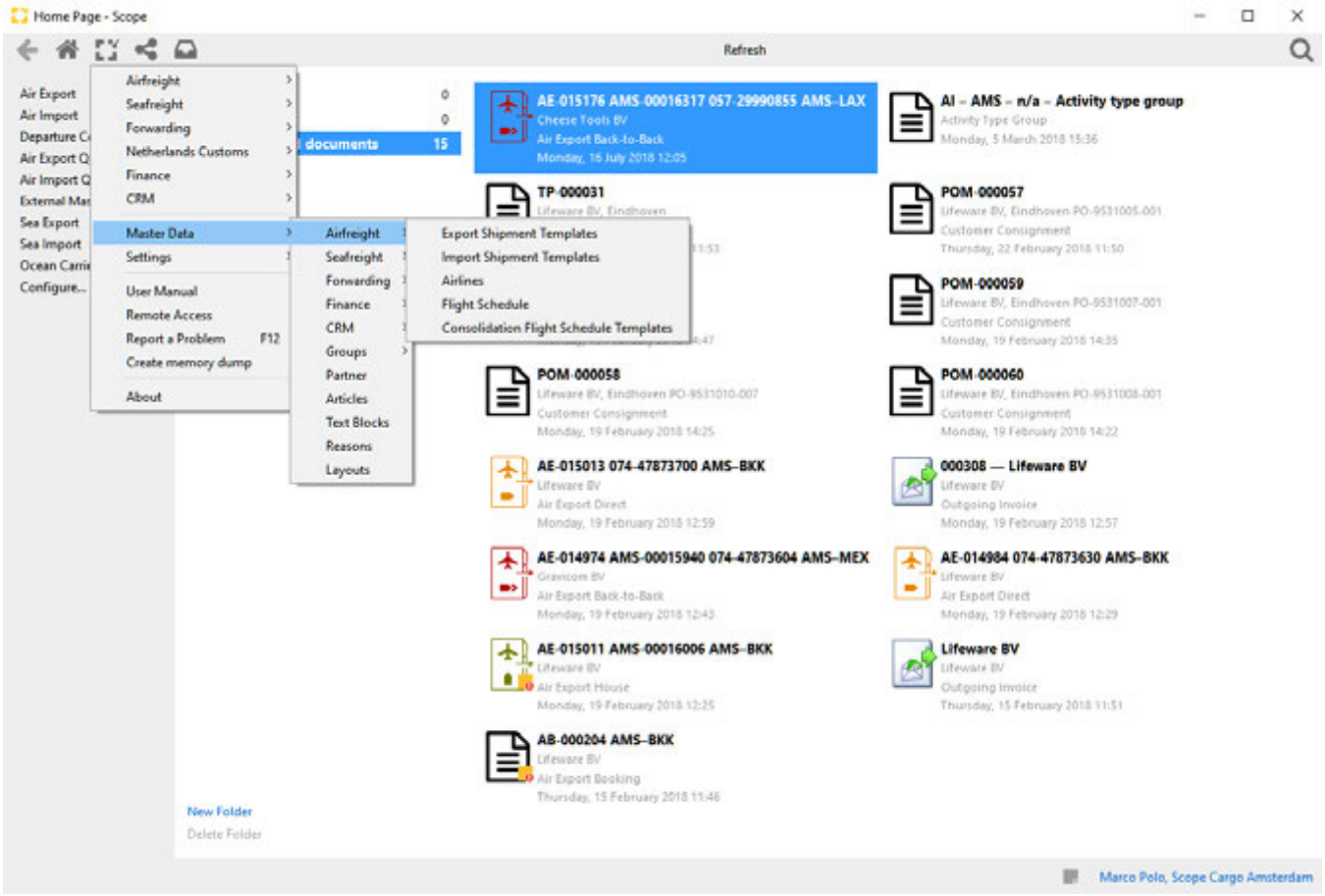
- Introduction
- Description

Introduction

Master data that is specific to airfreight is managed in this area, for example Net Rates and Flight Schedules.

Description

Air master data management applications are accessed from the "applications" list by selecting "Master Data" and then "Airfreight".



In the following chapters air master data management applications are described in detail:

- Airline Maintenance - Airfreight - Maintenance
- Consol Flight Schedule - Airfreight - Maintenance
- CPA Templates - Airfreight - Maintenance
- e-Rates - Airfreight - Maintenance
- Flightschedule - Airfreight - Master Data
- Net Rate Info - Airfreight - Maintenance
- Shipment templates - Airfreight Export
- TACT-Rates - Airfreight - Maintenance

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Airline Maintenance - Airfreight - Maintenance

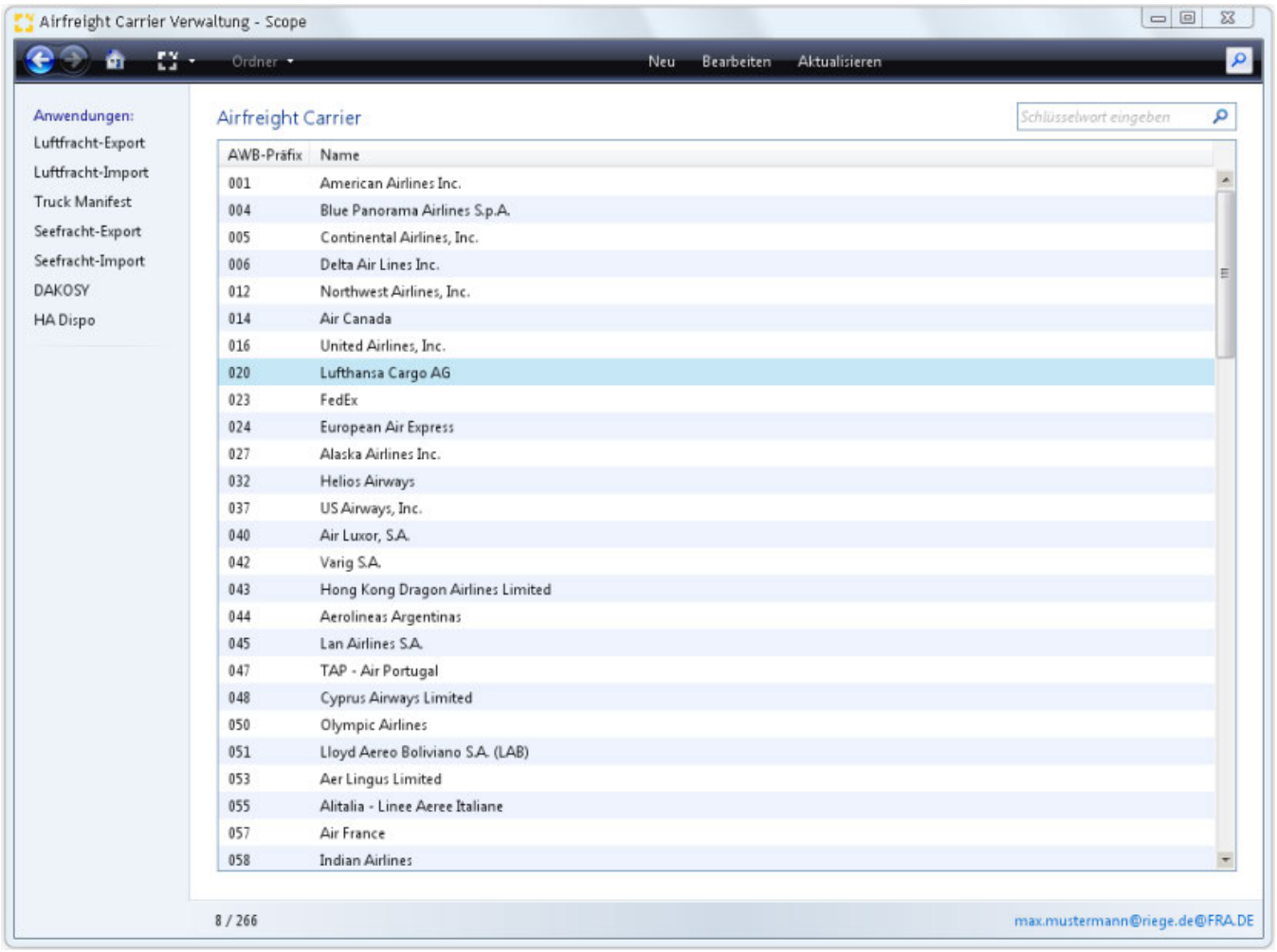
- Introduction
- Description

Introduction

This application is used to create and store airlines and their details, this included related information such as AWB pools and ULD pools. This airline information is then available in many areas of the air import and air export applications.

> Airline codes are internationally standardized. To ensure error free data exchange with other systems, this airline data is managed entirely by **Riege Software International** and automatically distributed to all Scope systems, ***adding, deleting or changing this information is therefore not possible for ordinary users. Management of AWB and ULD pools is only available to users with special permissions.***

Description



New

> This button is not visible to the ordinary user - see the *introductory* note.

This action is used to create a new airline with the airline editor.

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Edit

Opens the airline highlighted in the list of airlines using the editor. Alterniatively the airline can also be opened in this way by clicking any airline in the list.

Refresh

refreshes the list of airlines to ensure the latest data is present.

AWB Info

Produces a dialogue box that allows search by AWB number and then produces results specific to that AWB.

Keyword Search

Enter one or more keywords to filter the list of displayed airlines.

Summary Table Airlines

The summary table displays the airline prefix followed by the airline name.

Editor

Carrier

The **Carrier** tab maintains the airline name, codes, account details and pools.

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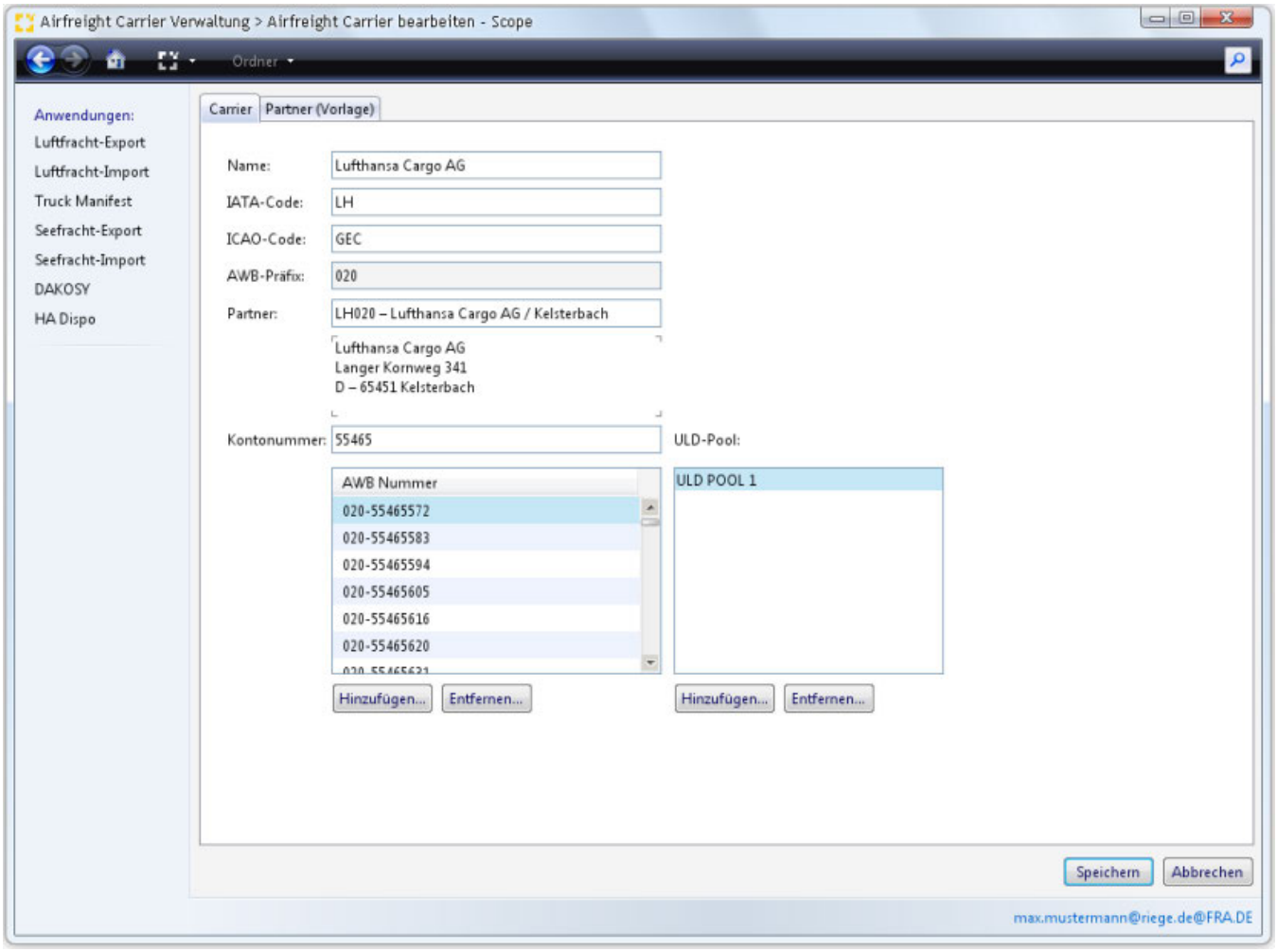

Name

The name of the carrier

IATA Code

The 2 digit alpha-numeric carrier code as issued by IATA.

ICAO Code

The 2 digit alpha-numeric carrier code as issued by ICAO (International Civil Aviation Organization).

AWB-Prefix

The 3 digit numeric carrier prefix as issued by IATA.

Partner

The partner address is created when the airline is added to the list of available airlines. The code for the partner will always be a combination of the airline IATA code and AWB-prefix, for example LH020.

The address printed on the AWB can be maintained using the *Partner* tab of the carrier maintenance program.

The fields ***Name***, ***IATA Code***, ***ICAO Code***, ***AWB-Prefix*** and ***Partner*** are not editable for the user.

Account Number

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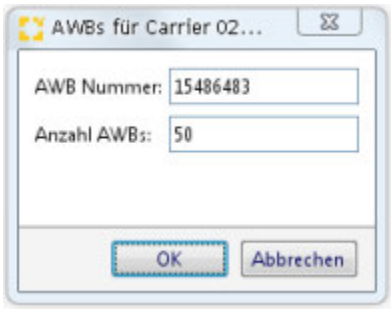
The CASS account number issued by CASS (IATA - Cargo Accounts Settlement Systems).

AWB Pool

AWB numbers already issued by the airline and entered in the system will be visible.

Add

Opens a pop-up window where a new AWB number or range of numbers can be entered.



The first AWB number can be entered (last 8 digits), followed by the number of AWB's to be automatically created following the first AWB. Alternatively the last AWB number can be entered. If the AWB has been lent by another agent, the address of the lendee can be stored. Click *OK* to store the new AWB data or click *Cancel* to exit with changing the AWB pool.

> If a large number of AWB's are added to the pool, the process of generating these may take some time.

Remove

Removes the AWB highlighted in the pool of AWB's.

Partner Template

> This tab is not visible to the general user, see *Introduction*.

The partner tab stores the address for the airline. New partner details here automatically updates the Scope master partner data. This is required to maintain the tariffs associated with the airline.

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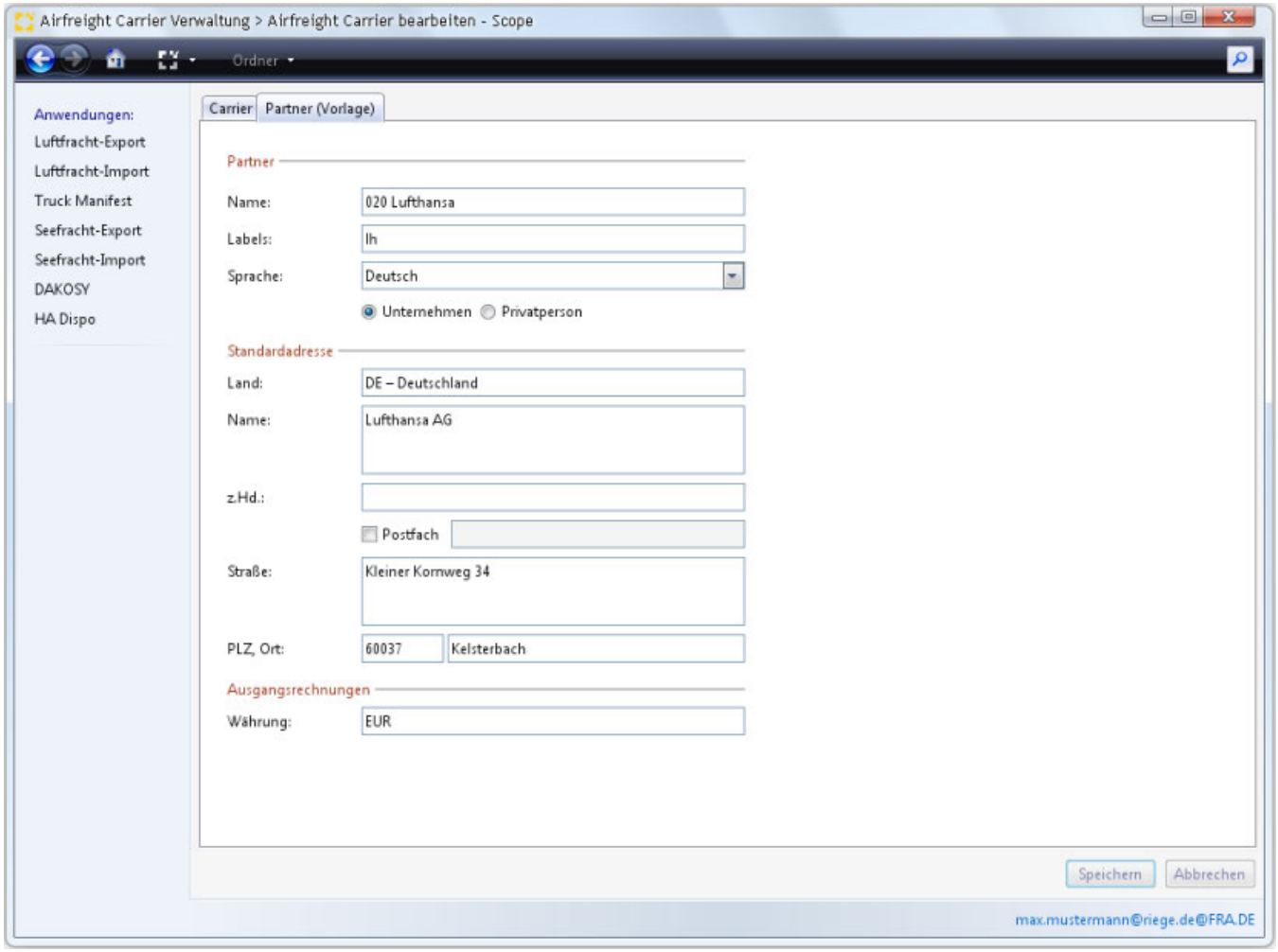

Name

The name of the carrier.

Labels

Any keywords to be associated with the airline to assist in locating the airline during a full text search.

Language

This drop-down list allows a language to be selected for use when printing documents associated with this carrier.

Country

The search field can be used to locate the country of the carrier.

Name

The name of the carrier - to be used for the postal address.

C/O

The name of any "Care of" party.

P.O. Box

The post office box number (if any).

Street

The street address, (street name and number etc.)

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ZIP, City

The postal code and city of the address.

Currency

The 3 digit currency code for the currency to be used with this airline. Currency codes can be found using the field's search function

Questions

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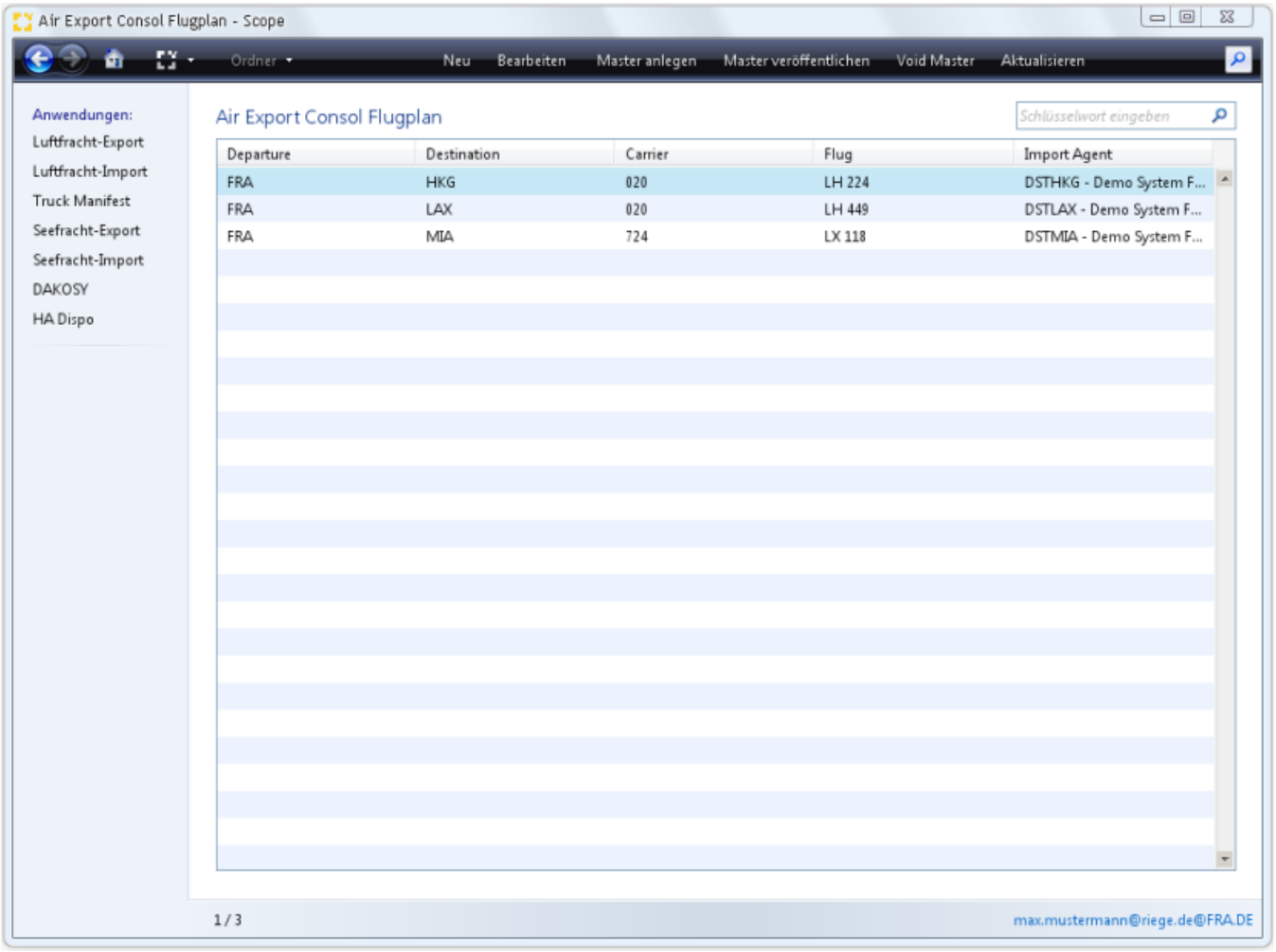
Consol Flight Schedule - Airfreight - Maintenance

- Introduction
- Description

Introduction

Airlines issue flight schedules and airfreight forwarding and logistics companies use these to develop their own consol flight schedules. These record the details of a flight which is identified by a flight number and always departs from and arrives at the same airports. The flight may occur at any interval from once a week to all days of the week. The amount of space allocated to the agent by the airline is recorded and this assists the agent in keeping track of space availability as consolidations are created. The agent flight schedule data is available during the creation of export shipments.

Description



New

Opens the flight schedule editor to create a new flight schedule.

Edit

Opens an existing flight schedule, highlighted in the list of flight schedules using the flight schedule editor, in order to adjust the flight schedule.

Create Master

Create a new master shipment based on the flight schedule highlighted in the overview.

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Refresh

Updates the summary table

Enter keyword

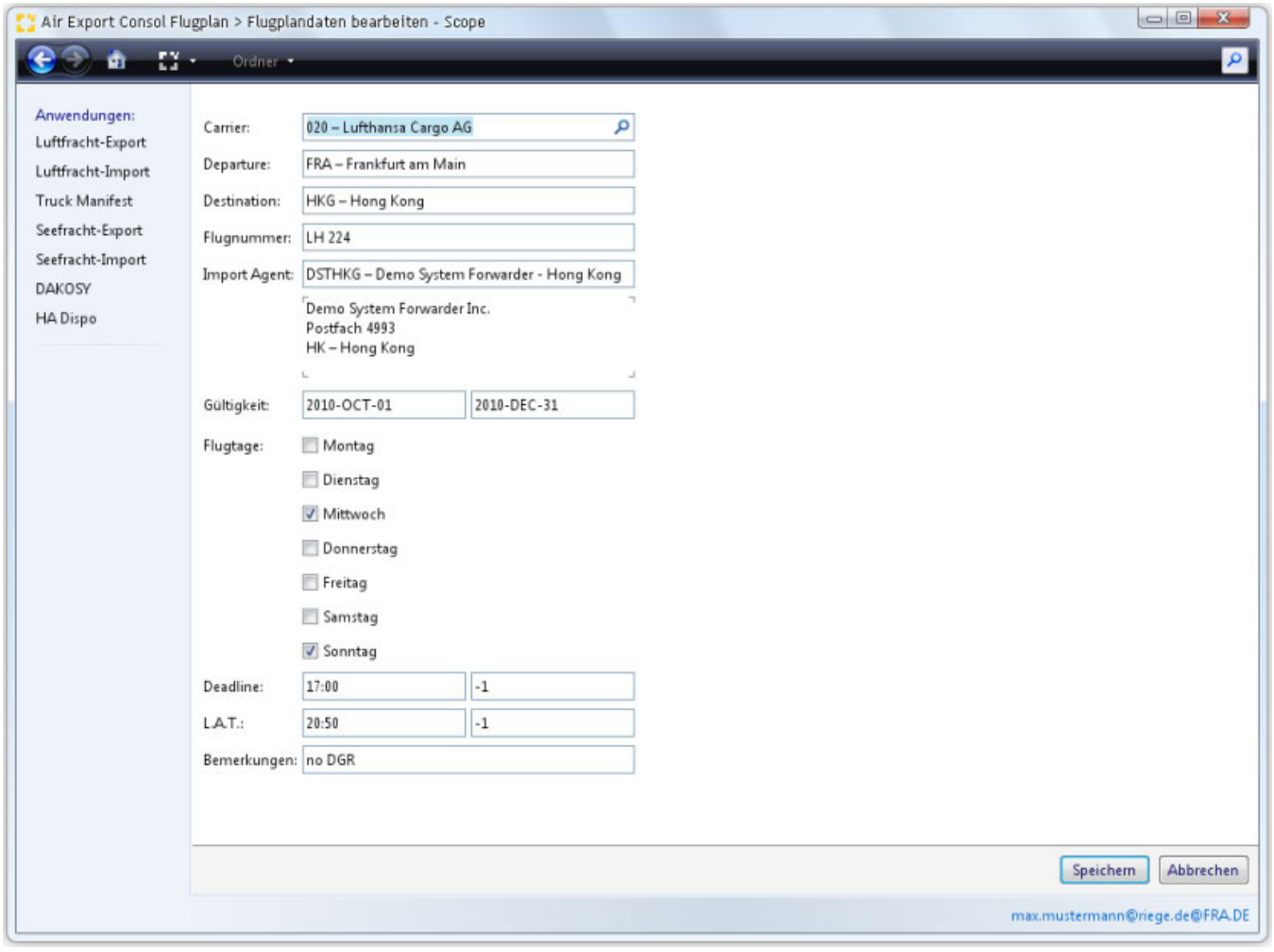
enter keywords to filter the list of displayed flight schedules. This is a full text search field.

Table *Air Consols Export Flight Schedules (Templates)*

The summary table displaying an overview of flight schedules with departure, destination, carrier, flight and import agent.

Flight Plan Editor

Opens a pop-up window showing the flight schedule selected from the summary table. This may be used as the basis of a new flight schedule.



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Master flight schedules are created using the following data:

- Issuing Agent (own office)
- Import agent (according to flight schedule entry)
- Departure (according to flight schedule entry)
- Destination (according to flight schedule entry)
- MAWB number (from the AWB Pool of the carrier)
- Flight number / date (according to flight schedule entry)
- Incoterm CFR (default value)
- Deadline visitors (according to flight schedule entry)
- LAT (according to flight schedule entry)
- Remarks (according to flight schedule entry)

Tracking numbers are not generated. These are generated on consolidation during master exports.
The shipments are automatically created in the air freight export index and the Consol Flight Schedule is displayed and can be edited there.

Date Range

The date and time on whihc the new master shipments should be created.

Status

The status to be applied to the master shipments when they are created.

The master shipments may have three difference statuses:

Status	Description
Prepared	The master shipment is not available for consolidation with any house shipments
Open (Local)	The master shipment is available for consolidation only with house shipments from the local branch
Open	The master shipment is available for consolidation with any house shipments

These restrictions apply only to consolidation from the perspective of house shipments . From the perspective of the master shipment additional house shipments may be consolidated on the master.

OK

Save the master shipment data and closes the pop-up window.

Cancel

Closes the pop-up window without saving any changes.

The functions of the flight plan editor are described in the following chapters:

- General - Consol Flight Plan - Airfreight - Maintenance
- Airline Booking - Consol Flight Plan - Airfreight - Maintenance

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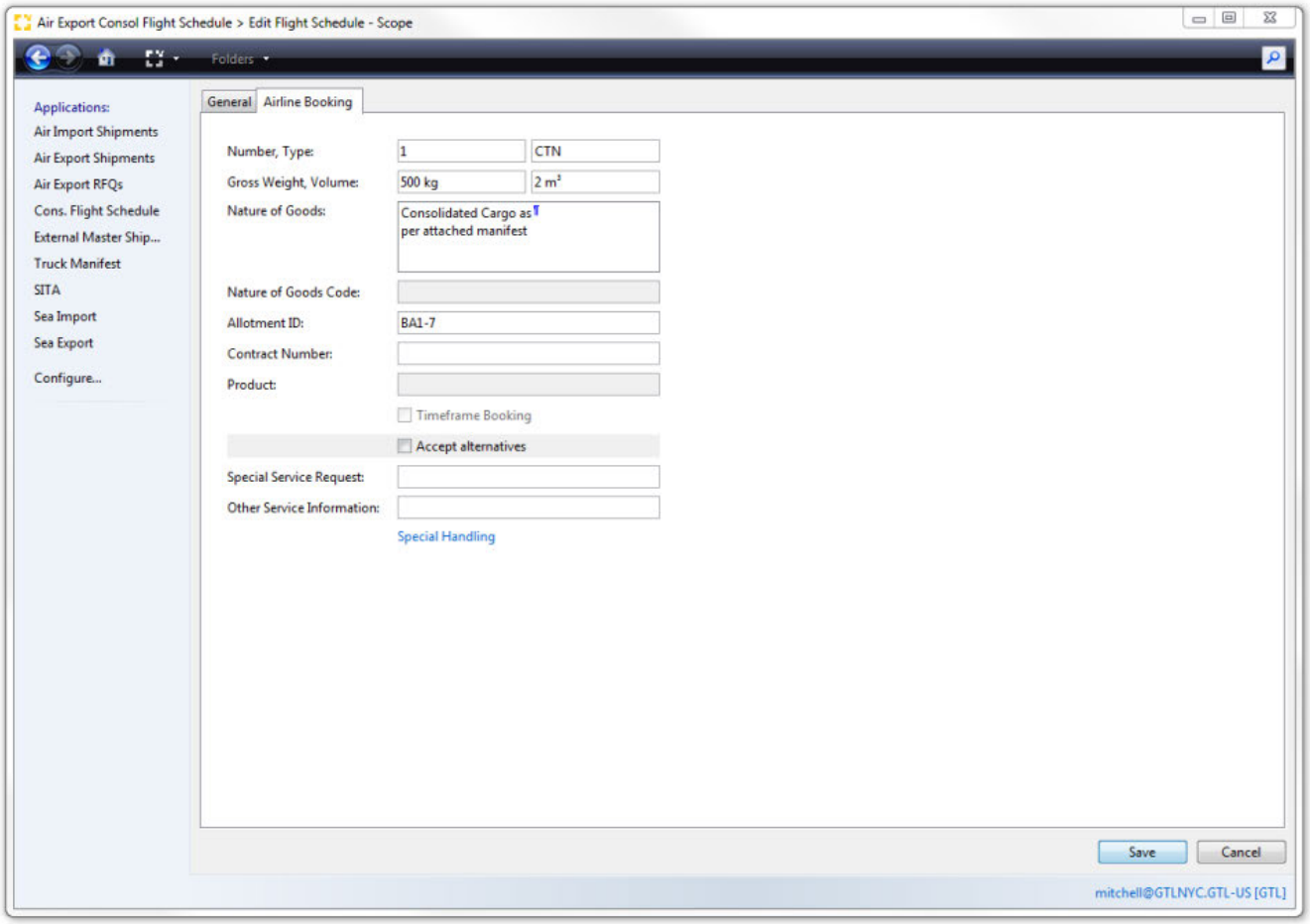
Airline Booking - Consol Flight Plan - Airfreight - Maintenance

- Introduction
- Description

Introduction

When a regular allotment of space on a flight is offered by an airline, the details of this allotment are stored in the **Airline Booking** Tab. This will include the amount of space/weight allocated and the identifiers of this allocation.

Description



Number

The number of packages that are allocated for the flight.

Type

The type of packages allocated for the flight. This is a search field .

Gross Weight

The total gross weight allocated by the airline to the forwarder for the flight.

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Volume

The total volume allocated by the airline to the forwarder for the flight.

Nature of Goods

A standard description of the consolidated cargo. This will default to the description: _Consolidated Cargo as per attached manifest_

Nature of Goods Code

This field is not currently active

Allotment ID

Depending on arrangements with the airline, cargo on this flight may need to be identified by an ID issued by the airline.

Contract Number

Depending on arrangements with the airline, cargo on this flight may need to be identified by the contract number agreed with the airline.

Product

This field is not currently active

Timeframe Booking

Indicates if bookings must be made within a given time frame.

Accept Alternative

This check box indicates that alternatives to the current flight are acceptable.

Special Service Request

This text field stores any special service request information.

Other Service Information

This text field stores any other special service information.

Special Handling

This action link opens the Special Handling editor where information about *paperless air waybills* (e-freight) may be recorded.

Save

Saves the airline booking information and closes the application.

Cancel

Exits the airline booking information application without saving any changes.

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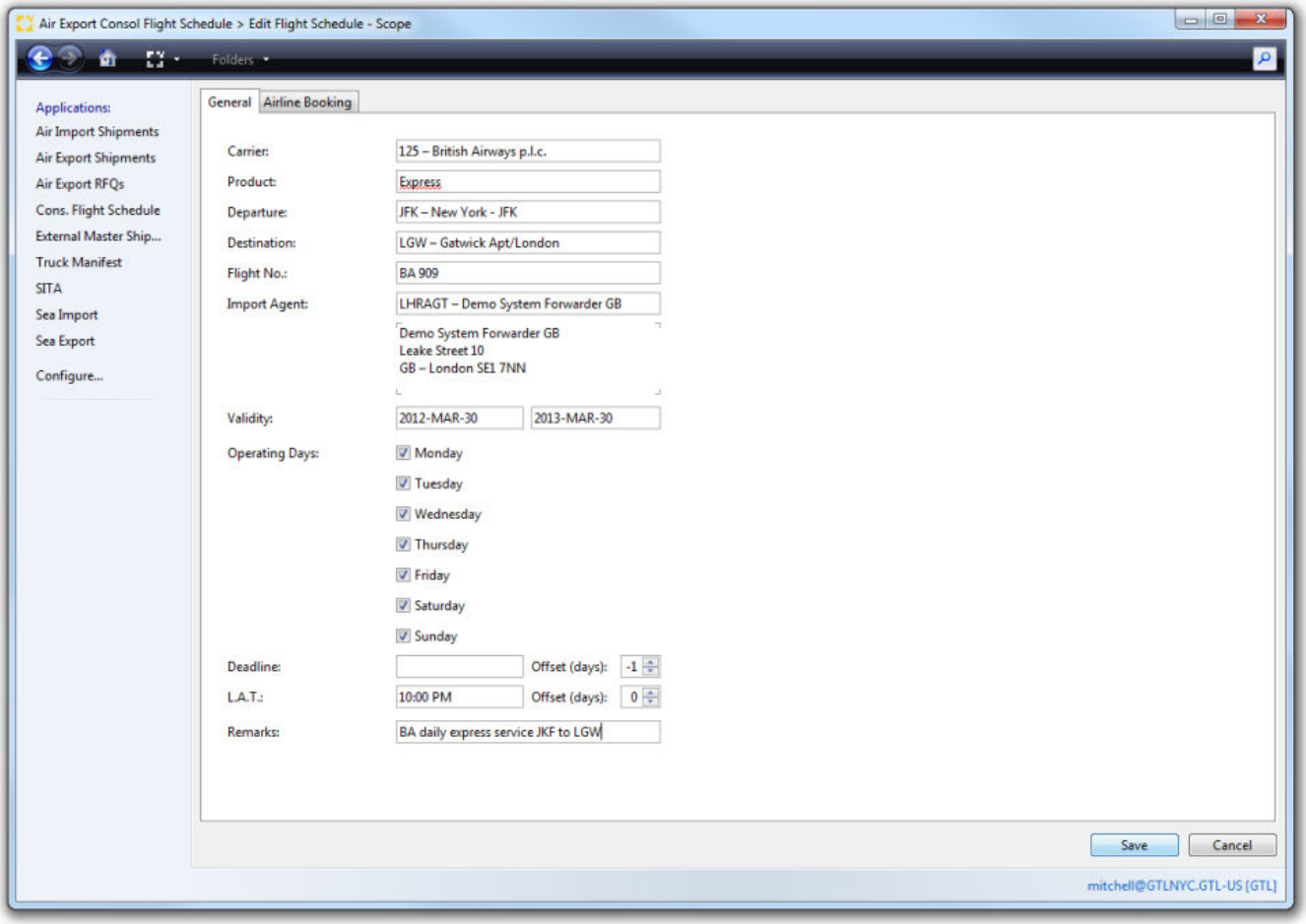
General - Consol Flight Plan - Airfreight - Maintenance

- Introduction
- Description

Introduction

The **General Tab** is were all the basic data about the flight schedule is stored, this will be the carrier, departure, destination, flight number, agents, references, valid from and to dates. Days of the week when the flight operates, deadlines and last available delivery times (LAT).

Description



Carrier

The carrier who operates the flight. This is a full search text field . Start typing the name or carrier codes to see a list of available air carriers.

Departure

The airport of departure for the flight. By default this is set as the airport of the current branch. Alternately, use another depart airport by typing in the name or code of the departure airport in the search field .

Destination

The airport of destination for the flight. Search of the correct destination airport by typing in the name or code of the airport in the search field .

Flight Number

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The flight number of the scheduled flight. (The flight number is entered without a tag or date as this will change when the shipment is created.)

Import Agent

The import agent who will be responsible for receiving cargo on this flight. The agent can be found. by typing the name or address of the agent.

> ⚠ This is an agent field which will behave according to this description.

Validity

The date range during which the flight schedule is valid.

Deadline

The last possible time at which the cargo may be delivered to the gateway. It is also possible to indicate on off-set in days to the right of the time using relative days .

LAT (Latest Acceptance Time)

The last possible time at which the cargo may be delivered to the airline terminal. It is also possible to indicate on off-set in days to the right of the time using relative days .

Remarks

Comments related to the flight schedule.

Save

Saves changes to the flight schedule and exists the application

Cancel

Exits the application without saving any changes.

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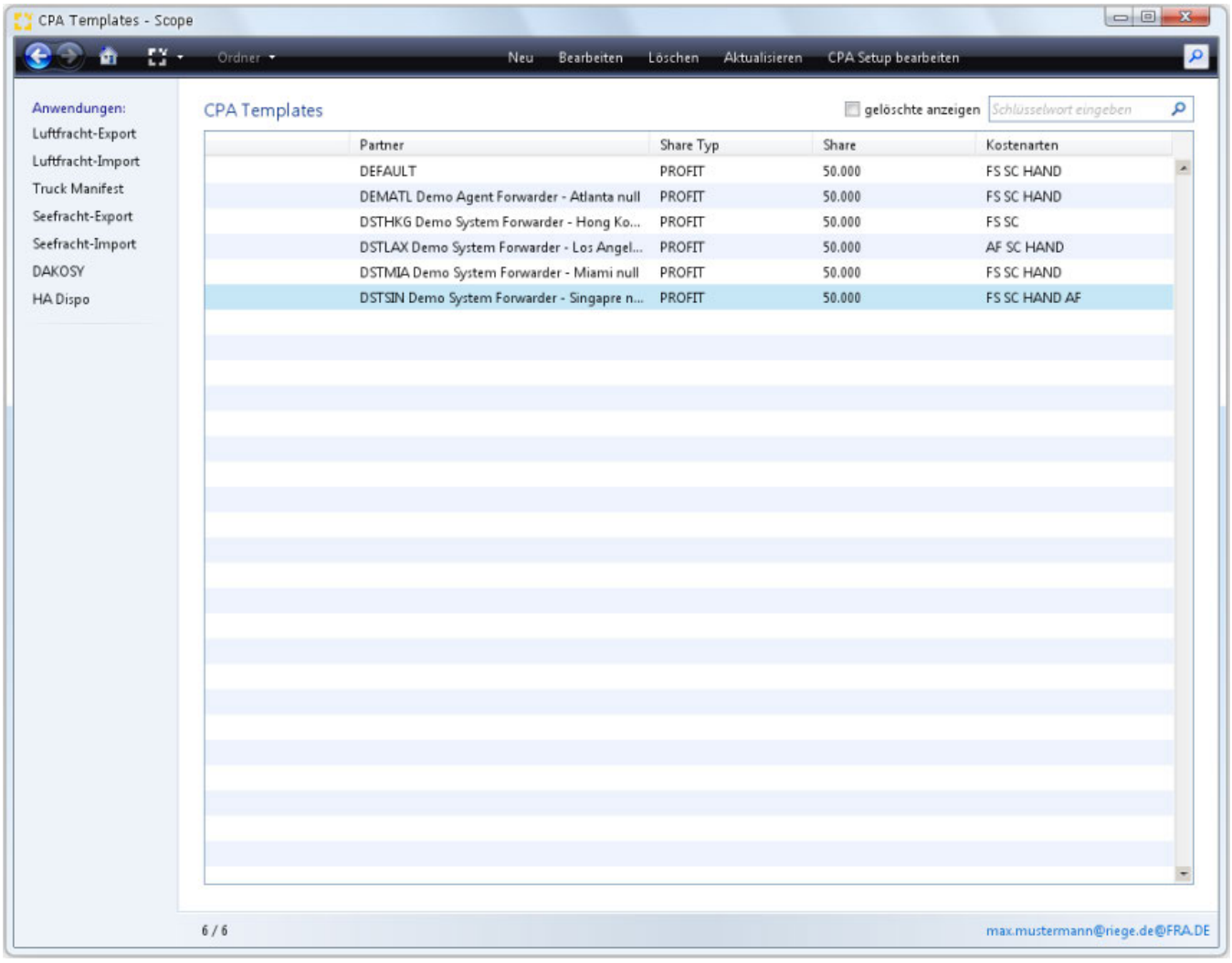
CPA Templates - Airfreight - Maintenance

- Introduction
- Description

Introduction

CPA templates are used for automatic calculation of profit share and the branch consol profit analysis per house bill. These templates are used to highly automate the profit share process. A "default" template can be created which serves as the basis for new, more specific CPA templates. The "default" template can also be use in the Consol profit analysis for agents who have no specific templates.

Description



New

This function is used to create a new CPA template and pops-up a dialogue window where the partner for the CPA template can be inserted or searched for. Only partners who are agents will be available. If the field is left blank, this indicates the default template is being created and only one instance of this default CPA template may exist.

Click "OK" to proceed and the CPA template editor opens.

> ⚠ Multiple instances of CPA templates for the same partner or multiple instances of the default template cannot be created and will produce an error message.

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Edit

Opens the highlighted CPA template in the CPA Template Editor.

Delete

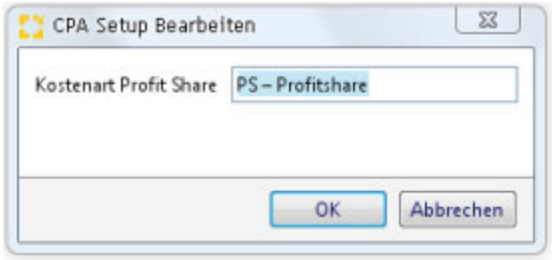
Removes the highlighted CPA template from the overview. This is not permanently deleted, but marked as inactive and removed from the field of view.

Refresh

Refreshes the list of CPA templates to ensure the latest information is visible.

Edit CPA-Setup

A pop-up window appears where the charge code to use for profit share can be defined.



Charge Type Profit Share

A search field to find and store the charge code to use for profit share.

OK

Saves the selected charge code and exits.

Cancel

Cancels any selection and exits with no changes.

CPA Templates

The summary list of CPA templates displays the CPA partner name, the type of share, the amount of share - percentage or actual amount and the charge codes include in the profit share calculation.

Show removed

include any deleted CPA templates. This will be shown with the "trash" icon to the left. If clicked, they can be restored.

Type to search

enter keywords in the search field to filter the list of CPA templates.

CPA Template Editor

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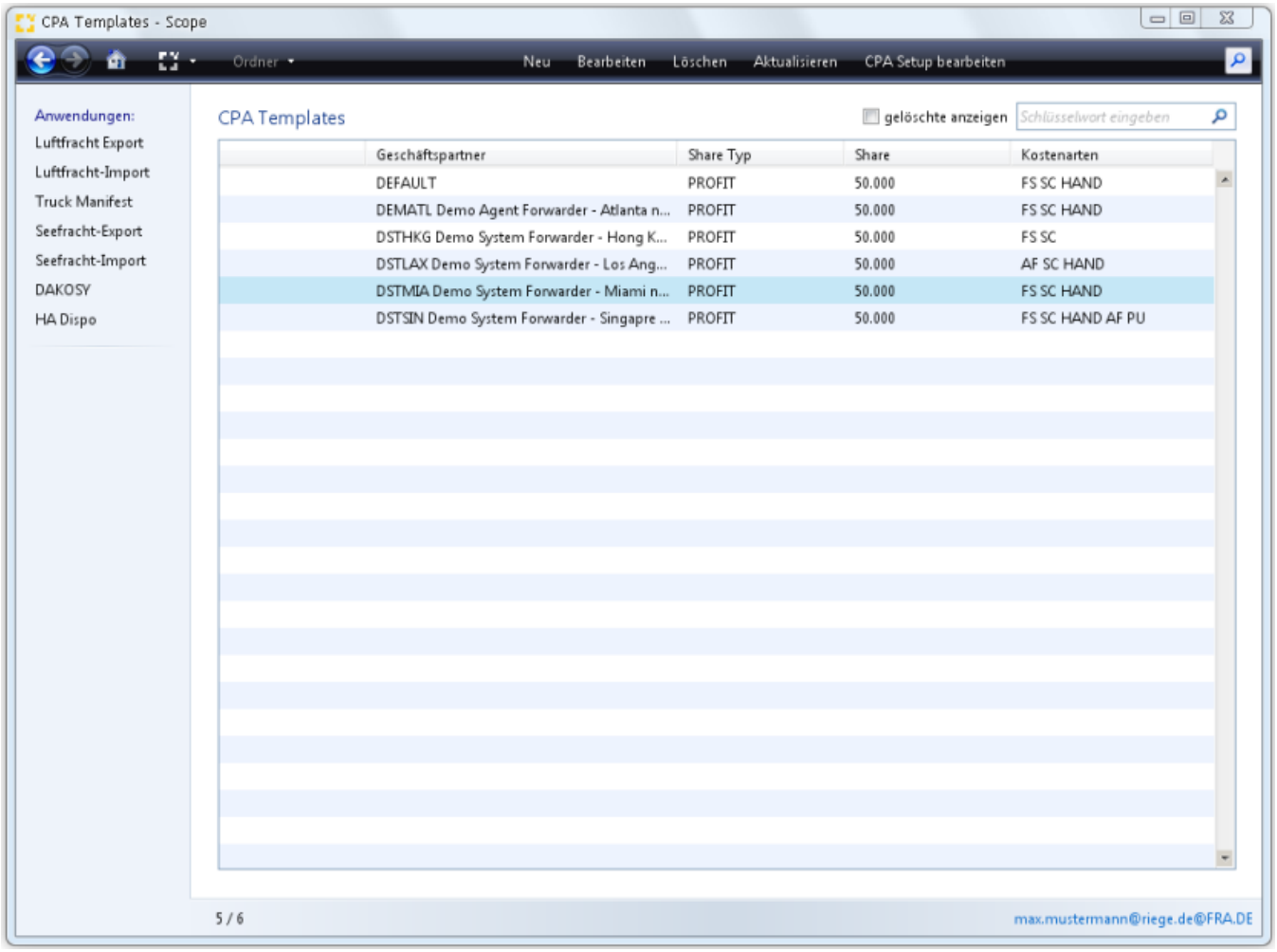

Partner

The name of the partner for whom the profit sharing arrangement is being created.

Share Type

The type of profit share arrangement with the partner selected from a drop down list:

Type	Description
Profit	Participation in profits
Income	Participation in revenue
Fixed amount	Participation via a fixed amount

Share

The "profit" or "income" share must be expressed as a percentage of the total in this field. A "Fixed Amount" will be recorded here as a fixed figure. The normal arrangement is a "Profit" participation with a 50% share for the partner.

Charge types

The table displays the type of charges to be included in the profit share arrangement.

New

Opens a charge type editor where details of the charge code for the profit arrangement can be stored.

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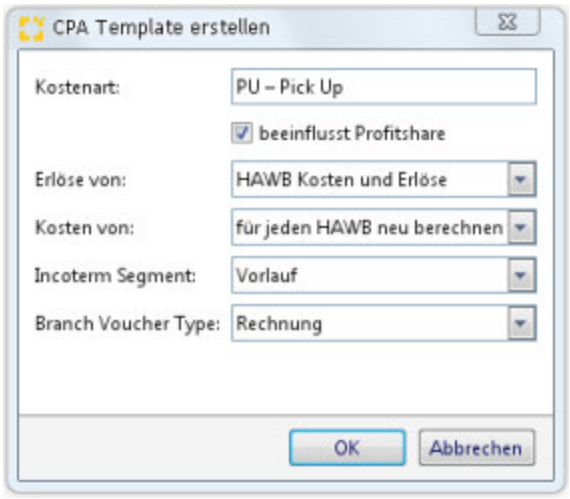

Charge Type

The Charge code to be used, this can be found using the field search function

Incoterm Segment

The segment to which the charge applies:

Segment	Departure	Destination
Pre-carriage	HAWB departure	MAWB departure
Main-carrige	MAWB departure	MAWB arrival
On-carriage	MAWB arrival	HAWB arrival

Example:

HAWB: STR Stuttgart -> BOS Boston
MAWB: FRA Frankfurt -> JFK New York

Pre-carriage:	HAWB departure = STR Stuttgart	->	MAWB departure = FRA Frankfurt
Main-carrige:	MAWB departure = FRA Frankfurt	->	MAWB Arrival = JFK New York
On-carriage:	MAWB Arrival = JFK New York	->	HAWB Arrival = BOS Boston

Settings to recalculate MAWB and HAWB_

- These setting are used primarily for imputed costs which do not appear on the MAWB or HAWB (eg. Pre-Carriage, Pallet etc.)
- Automatic calculation of these costs is done using internal tariffs .

Effects Profitshare

Indicates if the charge is to be used in the profit share or if to be used only for billing. By default this option is enabled.

Income from

Specifies how the costs are to be calculated:

Menu Item	Description	Standard
No automatic calculation	No amounts are calculated automatically but can be entered manually.	
HAWB Jobcosting	Proceeds are calculated from the area of costs and revenues of the HAWBs	✓

Cost vs. Agent From.

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Menu Item	Description	Standard
No automatic calculation		
Master Jobcosting		
Recalculate on Mawb		
Recalculate for each HAWB		

OK

Save the CPA template and exits the editor.

Cancel

Cancels the entry and exits without changes.

Edit

Opens the highlighted charge in the charges editor for changes to be made.

> ⚠ In edit mode codes cannot be changed. Costs can only be changed by deleting a template and recreating it.

Delete

Removes the charge.

Move Up

moves the charge up the list.

Move Down

Moves the charge down the list.

Questions

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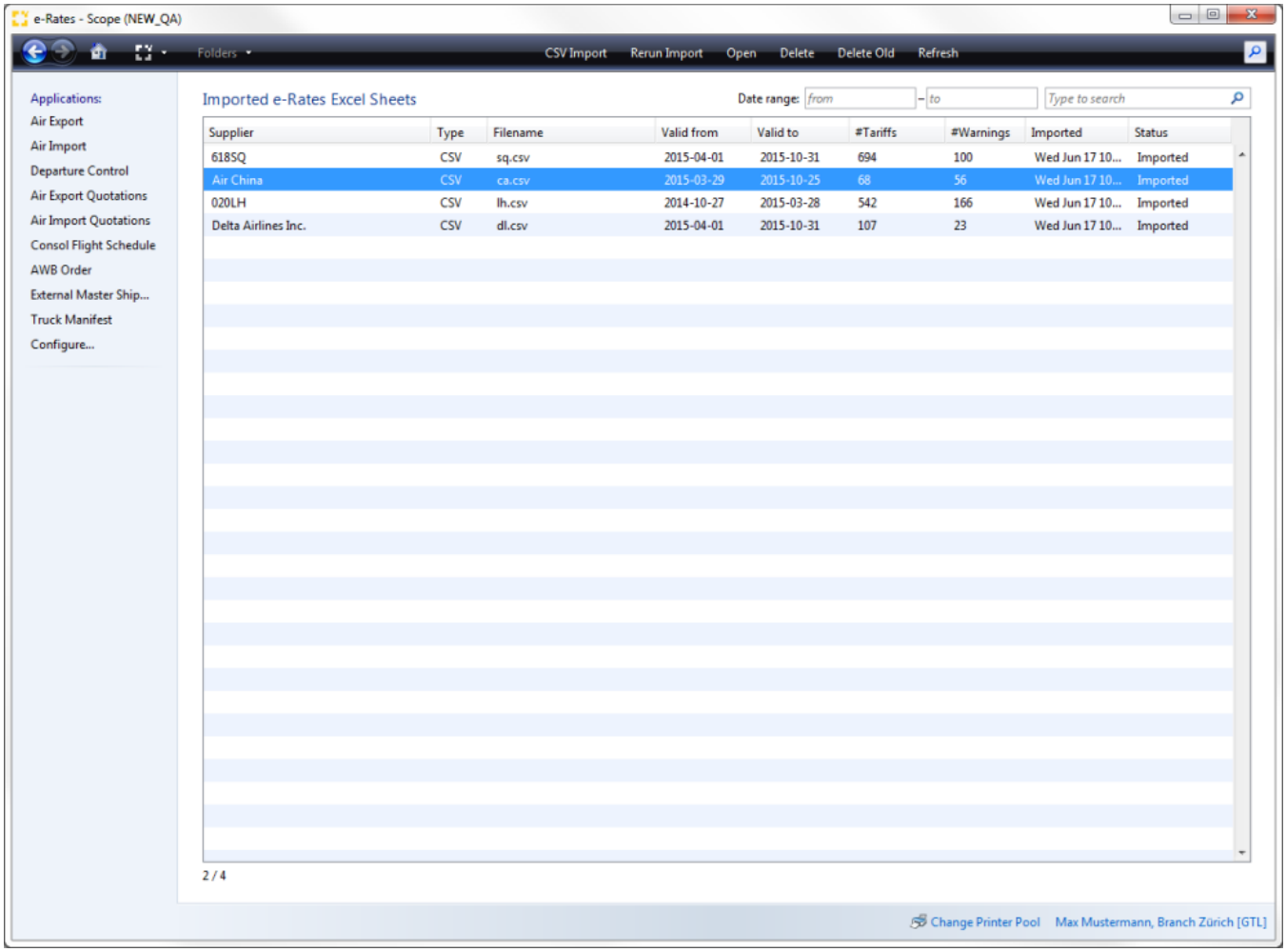
e-Rates - Airfreight - Maintenance

- Introduction
- Description

Introduction

Some airlines provide customers with spreadsheets that contain their services and the rates for these services. These are generally referred to as e-Rate sheets. The e-Rates maintenance application can import the data from these spreadsheets and post the rates automatically to the air export tariffs. During the creation of air export master and direct shipments, these rates are then available for automatic calculation of costs.

Description



CSV Import

This option will open a file browser that can be used to navigate to the file on the local computer that contains the e-Rates supplied by the airline.

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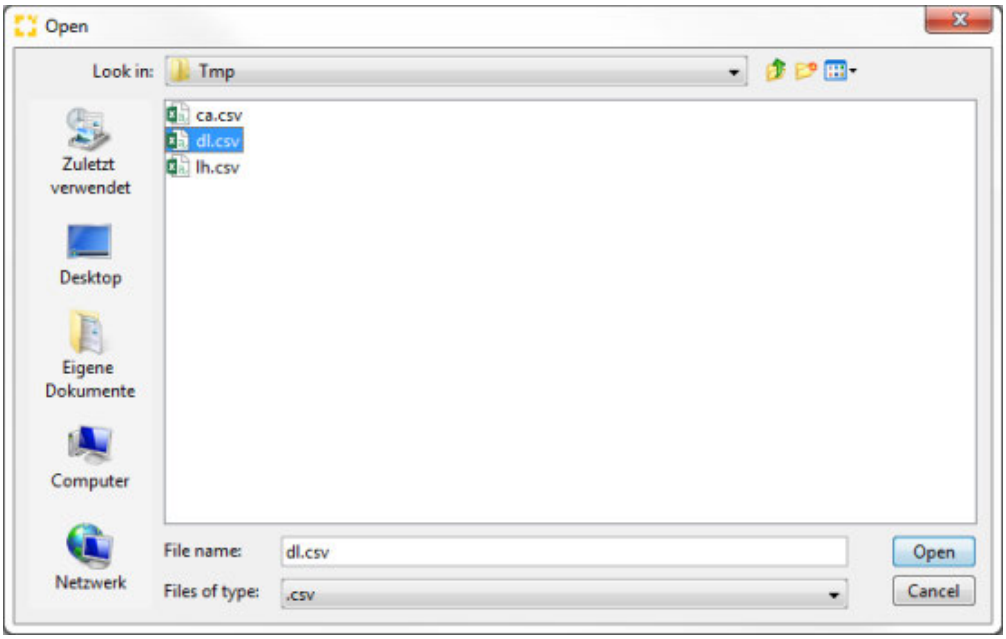


After selecting the desired file, click the *Open* button to start the import of the file.

Data format

- The old format as well as the new format of e-rates-sheet provided by Airlines is supporter
- The Excel-File needs to be saved in CSV Format to import the data.

Rerun Import

If corrections or supplements are issued to existing e-Rates, the file may be re-imported.

Existing tariffs that are correct will not be replaced by rerunning an import file.

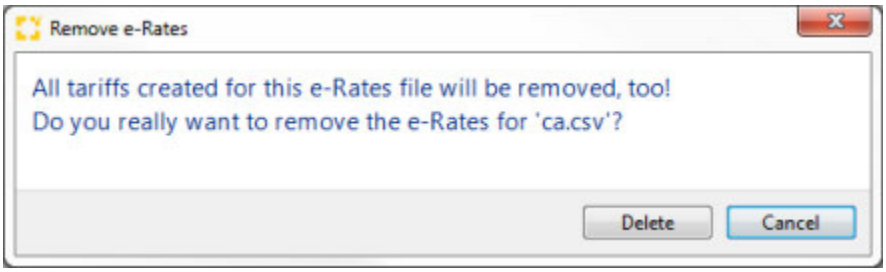
Open

Opens the product highlighted in the overview using the e-Rates import editor

Delete

Deletes the selected summary table record.

When deleting a record, **all related tariffs may also be deleted**. To prevent accidental erasure, a pop-up window will appear with a scurity question:



Delete

Deletes the record and it's rates.

Cancel

Closes the pop-up window without deletion of any records.

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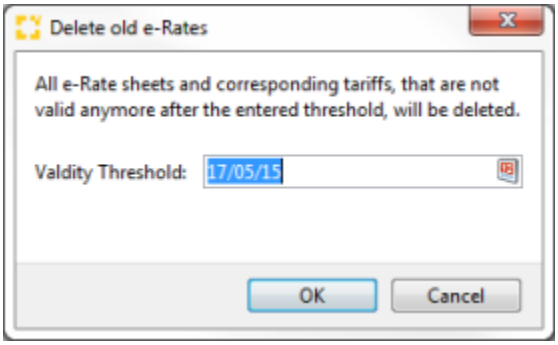
Delete old

With this action, a pop-up window is opened where the date of validity threshold can be defined.



OK

Deletes all rates where the valid to date is before the defined validity threshold.

Cancel

Close the pop-up window without any further actions.

Refresh

Updates the list of records shown in the overview.

Date range

A date range (from/to) can be defined. The data in the overview are then filtered based on this date range.

Keyword Search

Keywords may be entered in the search field
to filter or find the desired e-Rates product.

Imported e-Rates Excel Sheets

A summary table displaying all imported e-rates, listing the supplier, filename, type, valid date range, tariff numbers, warnings, processing date and status.

- During the file import, the line is shown with the status 'importing....'. When completed, the status changes to 'Imported'
- Warnings can be reviewed in the e-Rates import editor.
- Successful imported e-Rates are available in the tariff master data.

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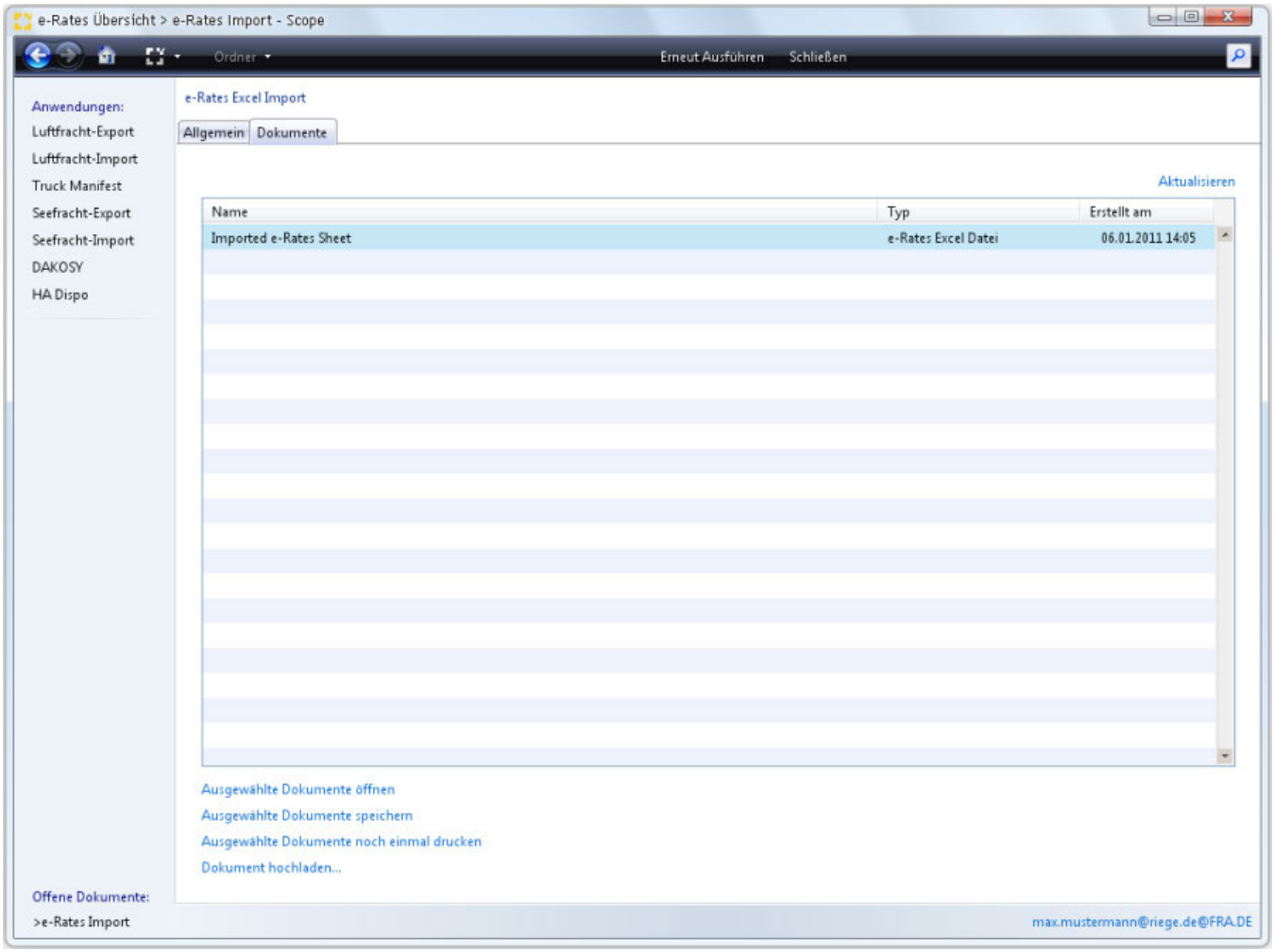
Documents - e-Rates - Airfreight - Maintenance

- Introduction
- Description

Introduction

The **Documents** tab of the e-Rates application displays all documents created or stored that relate to the selected e-Rates. The documents may be opened and printed, deleted and restored. Documents may also by uploaded from or downloaded to the local machine.

Description



Show deleted

When checked, this check box will ensure that any previously deleted documents are also visible. (See also: Restore selected deleted documents).

Refresh

updates the list of documents to ensure the latest documents are visible.

Documents Overview

This area displays all documents; the document name, type, creation date and time are all shown. By default only the latest version of a document is shown, but by clicking the appropriate icon it is possible to switch to the previous version of a document. Deleted documents are displayed with ~~strikethru~~ text. (See also: Restore selected deleted documents).

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Open selected document

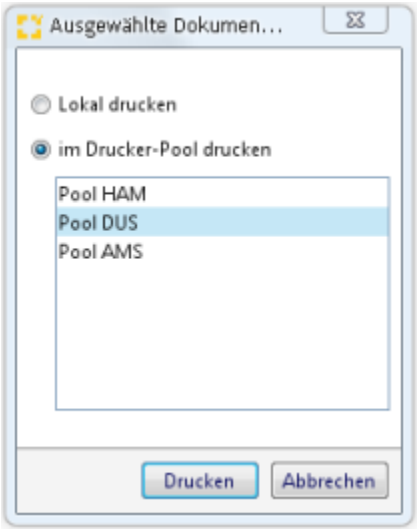
Opens the document highlighted in the overview. Alternately the document can be double clicked to open it.

Save selected document

Downloads the highlighted document to the hard-drive of the local pc.

Reprint selected documents

This action link opens a new pop-up window to manage where the document is to be printed



Local print

Prints the document on the predefined local printer.

Print to printer pool

Allows selection of the desired printer pool from the corresponding list.

Printer pools (List)

This window displays a list of available printer pools . These could be printer pools in other offices. With the selection of a printer pool, the document is printed to that pool immediately.

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Print

Print the document to the selected printer.

Cancel

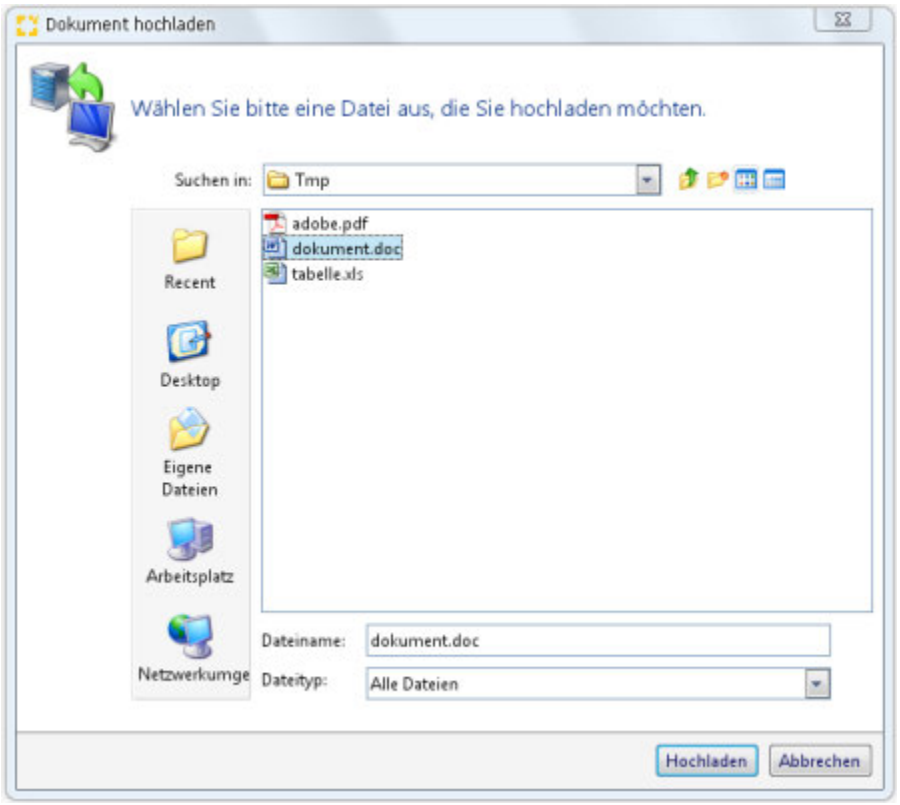
Close and exit the print pop-up window without further action.

Delete selected documents / Restore selected documents

When a documents or set of documents are highlighted and the action link **Delete selected Documents** is chosen, the documents are not physically deleted, but removed from view. By checking the **Show deleted** option described above, these documents can be included in the list of available documents. By highlighting *deleted* documents (those shown in ~~strikethru~~ text) and selecting **Restore selected documents**, the highlighted documents will be undeleted.

Upload document

On selecting the **Upload docuemtn** action link, A file browser will appear in order to navigate to the file that is to be uploaded from the local hard-drive. Alternatively, the file may be dragged and dropped from the local hard drive to the **Documents tab**.



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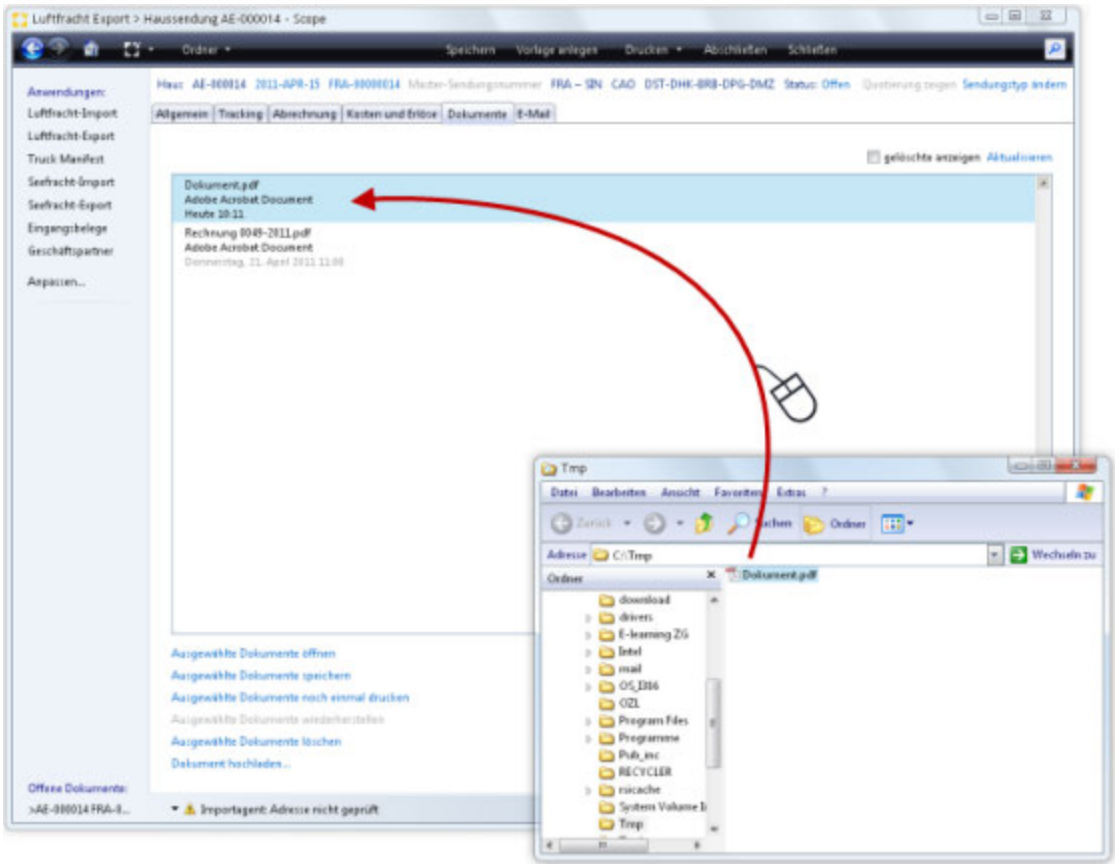

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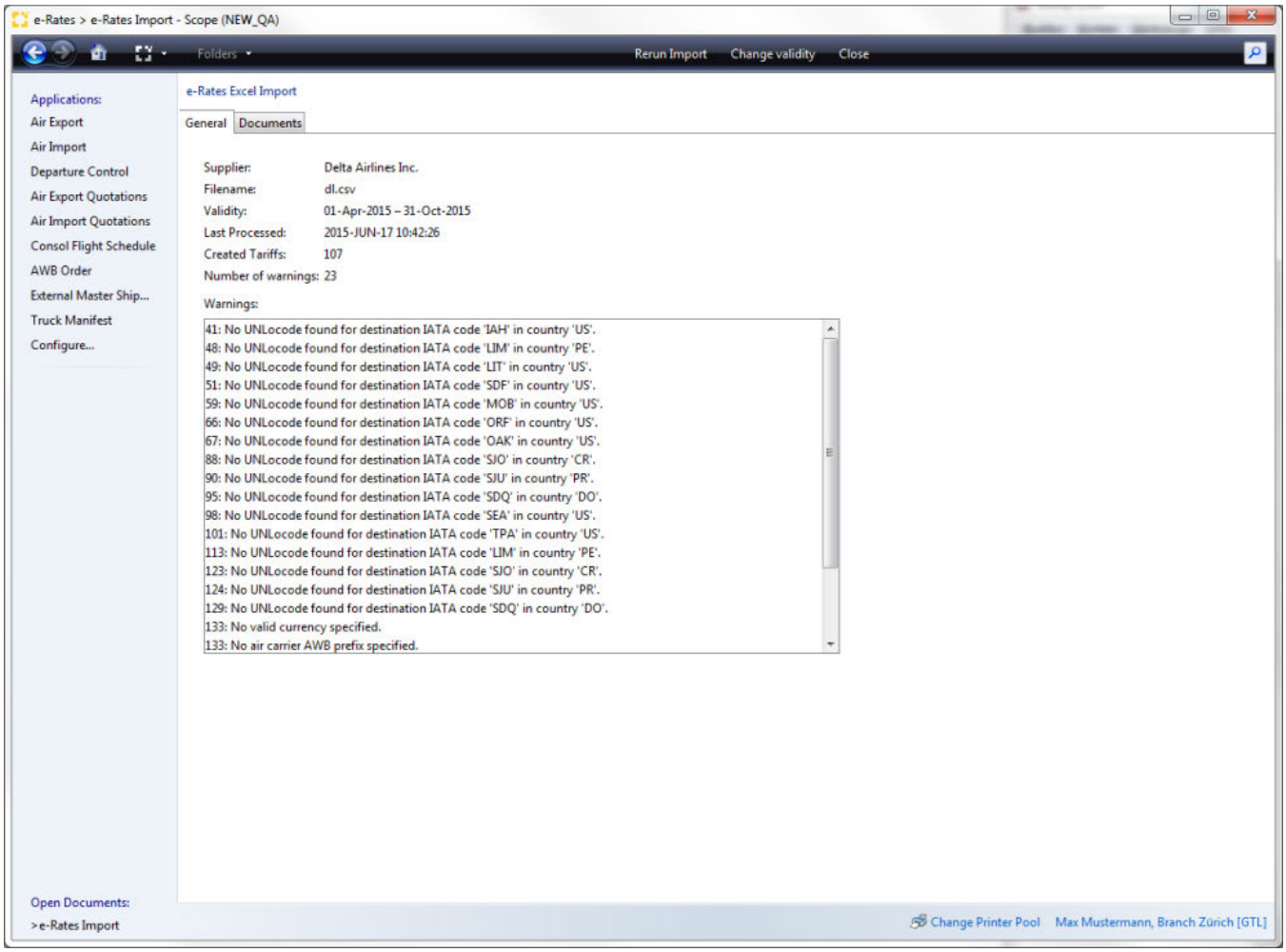
General - e-Rates - Airfreight - Maintenance

- Introduction
- Description

Introduction

When an e-Rates data file has been successfuly imported, the e-Rates Editor opens. The **General** tab displays details about the e-Rates file and the *Warnings* table will show any records that could not be successfully processed. Once action has been taken to correct errors, such as the creation of missing port codes, the e-Rates data file may be reprocessed.

Description



Rerun Import

When errors are reported during the import of an e-Rates data file, once the errors are resolved, such as missing UNLOCODES , the data file may be rerun with this option.

> tariffs that have been created correctly will *not* be duplicated.

Change validity

Opens a pop-up window where a new validity date range (from/to) can be defined.

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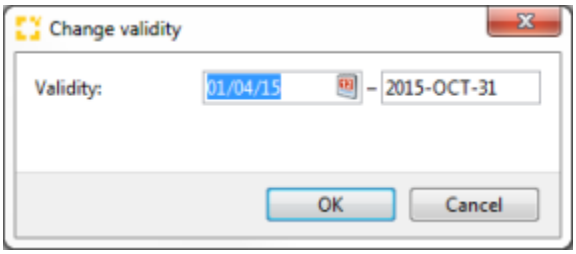

OK

Changes all validity date in the related tariffs as defined.

Cancel

Close the pop-up window without further action.

Close

Closes the e_rates editor.

Supplier

The airline to whom the e-Rates belong.

File name

The name of the e-Rates data file.

Validity

The period for which the e-Rates are valid.

Last Processed

The most recent date on which the e-Rates file was processed.

Created tariffs:

The Number of rates created using the e_Rates data file.

Number of Warnings

The number of errors or warnings that have occurred during the import of the e-Rates file.

Warnings

A listing of the actual errors and warnings that occurred with line number of the line in the e-rates-sheet and and a detailed description of the error.

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Flightschedule - Airfreight - Master Data

- Introduction
- Description

Introduction

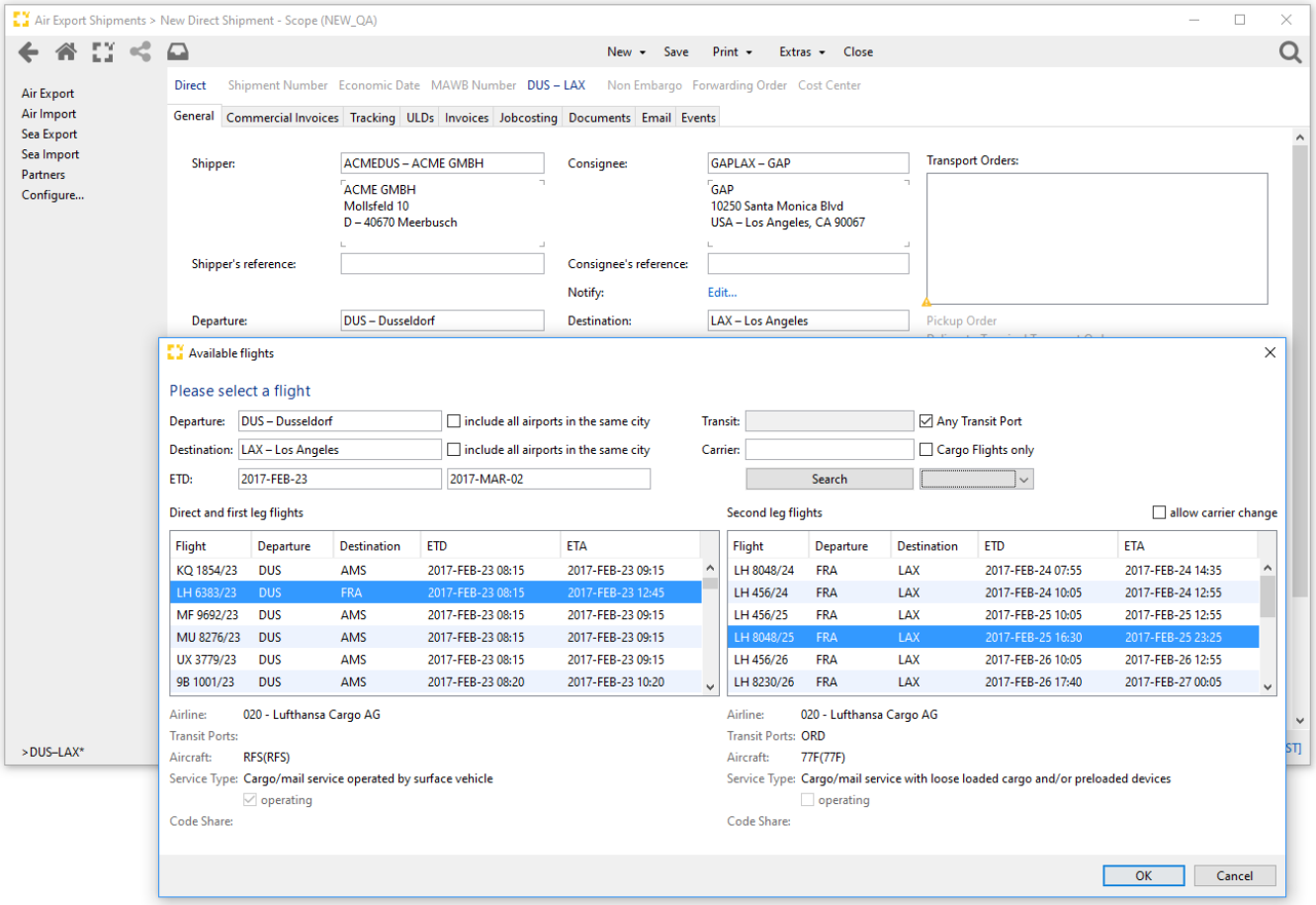
In this module you have an overview of all imported flight schedules from airlines provided by OAG or Innovata.

> **Remark**
>
> The flight schedule module is chargeable. Please contact your Scope Support Team, if you would like to order this feature.

Description

This module can be used as an overview of all available flights in maintenance --> airfreight or directly in the air shipment entry (export and import) via field "flights":

Via shipment entry the corresponding entries (such as departure, destination and carrier) will be automatically pulled in the pop-up screen in order to find the requested flights for this shipment:



Departure

Airport of departure

Destination

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Airport of final destination

ETD

Estimated time of departure

Transit

Airport, which is required as a transit stop to reach the final destination.

Carrier

Airline, which is used for the transport with its corresponding AWB

Cargo Flights only

For security status "SCO" only cargo flights are allowed to be selected for this transport, no PAX flight (= transport with passengers and cargo)

Aircraft

type of air plane

Service Type

Service type, which is provided by this carrier

Code Share

Flight number of other carriers, which are also providing this flight

OK

To save the selected data into the shipment and to exit the pop-up screen

Cancel

To exit the pop-up screen without saving

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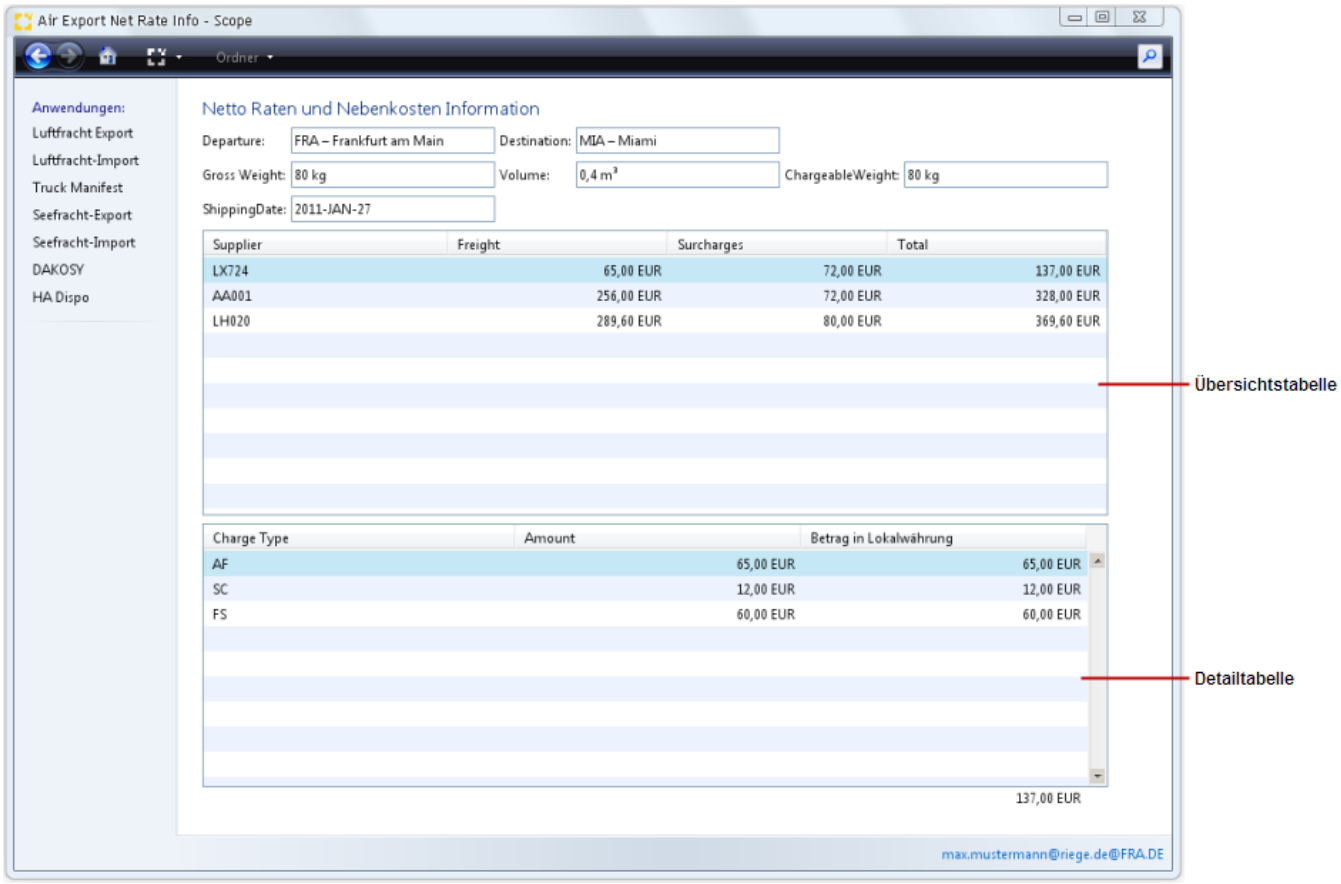
Net Rate Info - Airfreight - Maintenance

- Introduction
- Description

Introduction

This application enables quick and easy search for air cargo net rates (buying rates). The application will use the chargeable weight, flight dates and departure and destination details from the master shipment to create a listing of all airlines and their services for the desired route. This listing will also display the net rate freight costs. This allows a comparison of costs between different airlines.

Description



Tariff selection

The following rates and types of costs are used in this application

Rates	Tariffs	Buying Rates
Cost types	Activity types	Context: *Direct/Standard* order: *Main Air Carriage* Activity type (example): *Standard for Export* Table: *Cast*

Departure

Departure airport of the shipment.

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Destination

Destination airport of the shipment.

Gross Weight

Shipment gross weight

Volume

The volume of the consignment in cubic meters.

Chargeable Weight

Volume Weight of the shipment. This is usually calculated automatically based on the volume and gross weight of the shipment, but it may also be entered manually.

Date

The estimated depart date of the shipment. This is required to determine the tariffs valid for the period of the shipment.

> The rate data in the summary and detail tables are updated automatically after entering or changing the search criteria.

Summary table

This table will display all rates, airlines, the product name, total surcharges and total net rate amount for the cargo.

Details table

As each net rate is highlighted in the summary table, the details table shows a full breakdown of how the net rate is calculated, by showing all the charges included in each net rate tariff.

Net rate information within a shipment

The field master AWB or the AWB field of an IATA direct , back-to-back, and Master shipment provides a context menu with the option to call up net rate information using the *F2* function key or by clicking the option.



Header details

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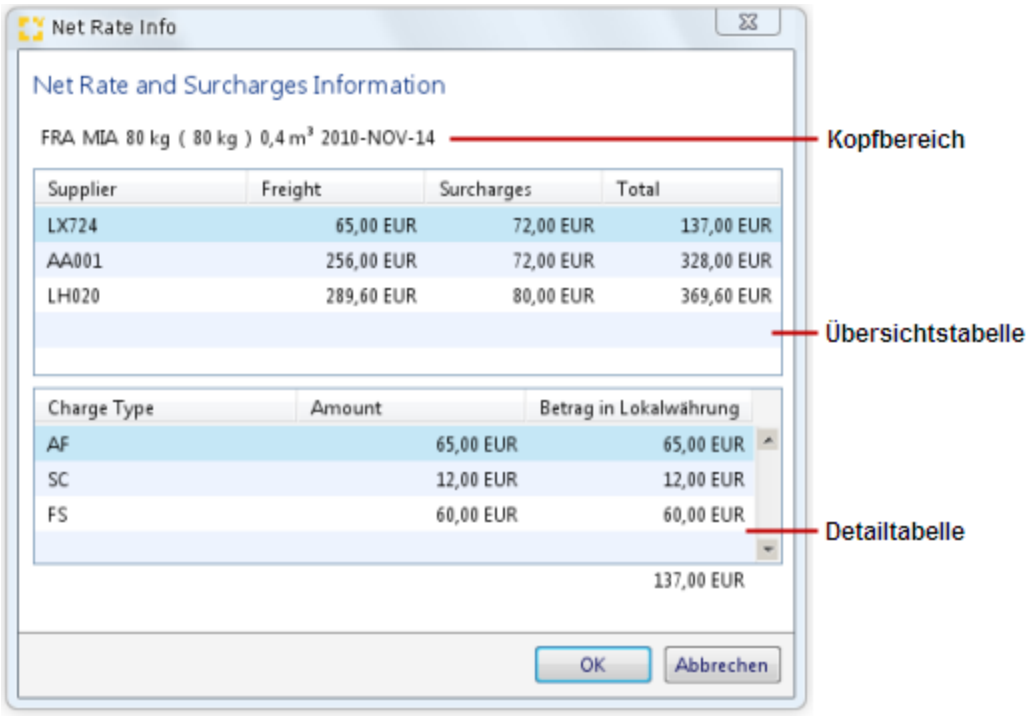

The header details of the pop-up window will display the departure, destination, weight, volume and date of the shipment.

Summary table

This table will display all rates, airlines, the product name, total surcharges and total net rate amount for the cargo.

Details table

As each net rate is highlighted in the summary table, the details table shows a full breakdown of how the net rate is calculated, by showing all the charges included in each net rate tariff.

OK

By highlighting one of the net rates displayed in the summary table and selecting *OK*, the net rate will be applied to the shipment.

Cancel

Cancels the net-rate lookup without further action.

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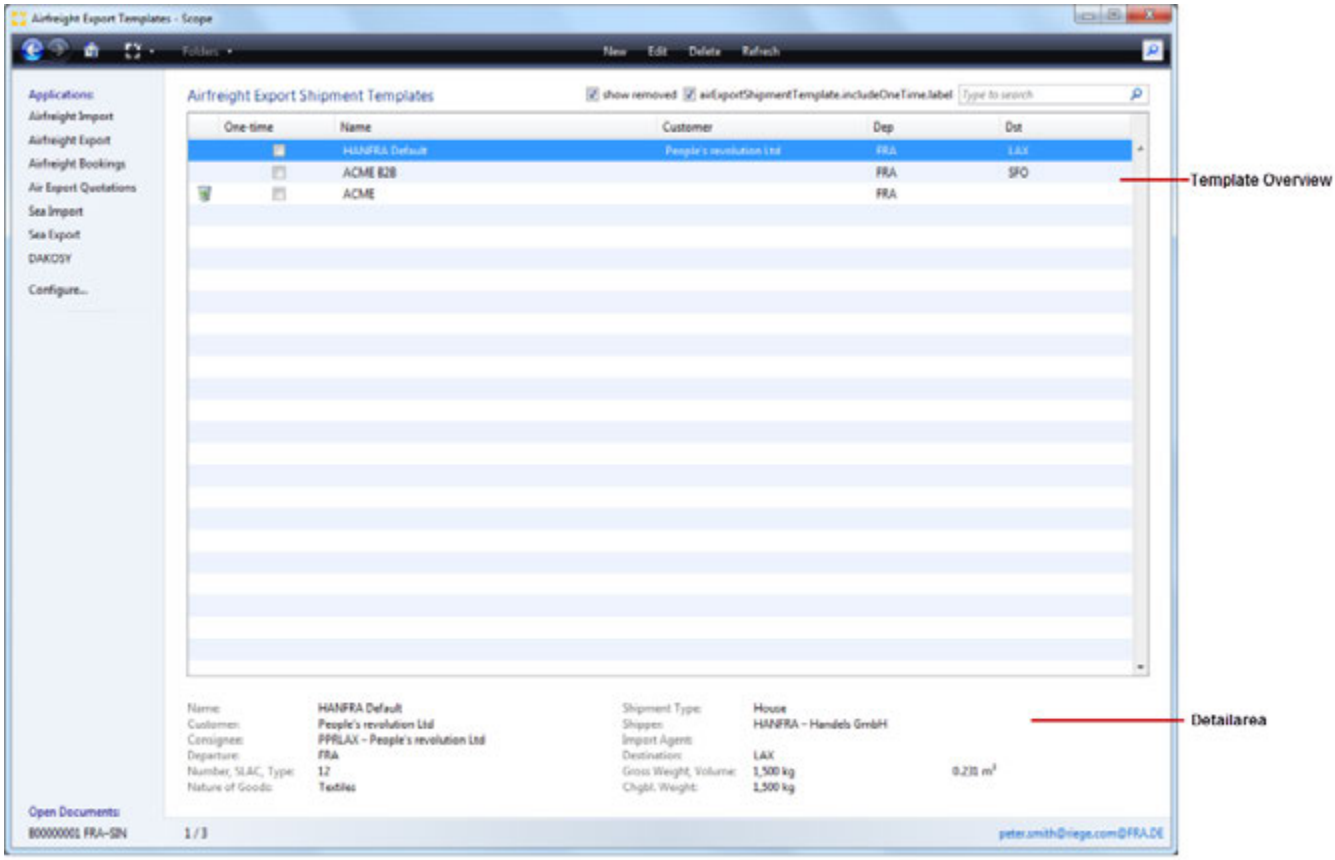
Shipment templates - Airfreight Export

- Introduction
- Description

Introduction

The air export shipment templates application enables templates to be created which can then be used as the basis for House Direct- and Back-to-Back shipments. These template are available in the airfreight Export overview where they can be selected to create new shipments. *Permanent templates* can be created or *temporary templates* can be created for use only in particulate shipments. There is no template option for master shipments since there is no business case for this requirement.

Description



Template Overview

An overview of all existing templates showing the name of the template, the customer and departure destination airports.

Detail Section

The details pane shows the most important information about the template highlighted in the template overview.

New

Opens the {tempate editor |#editor] to create a new editor.

Open

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Opens the template highlighted in the overview for editing.

Delete

Deletes the template highlighted in the overview.

Update

Updates the list of templates.

Close

Closes the application and returns to the {airfreight export index|Airfreight Export].

Show removed

Displays deleted or inactive templates. These appear with the trash icon in the left hand column. These deleted or inactive templates can be restored by double clicking them to open them again.

Include one time templates.

Templates created for single use will be included in the list of templates.

Search field

entering a search term in the search field will filter the list of matching templates accordingly.

Template Types

Permanent Templates

Permanent templates are stored indefinitely and intended to be used repeatedly. Shipments can be made from these templates both from within the template editor and by choosing the corresponding template function in the the air export shipment overview

One time templates

One time templates are intended to be used once for a single shipment. They are created within an existing shipment and are normally used immediately and for this reason they do not appear in the overview of templates. This kind of template can also be viewed as a shipment copy function, to copy the data from an existing shipment into another shipment as a one-off exercise.



If an unused one time template is opened with the template editor, it is converted into a permanent template when stored. The user is informed of this action.

Templates

Template Editor

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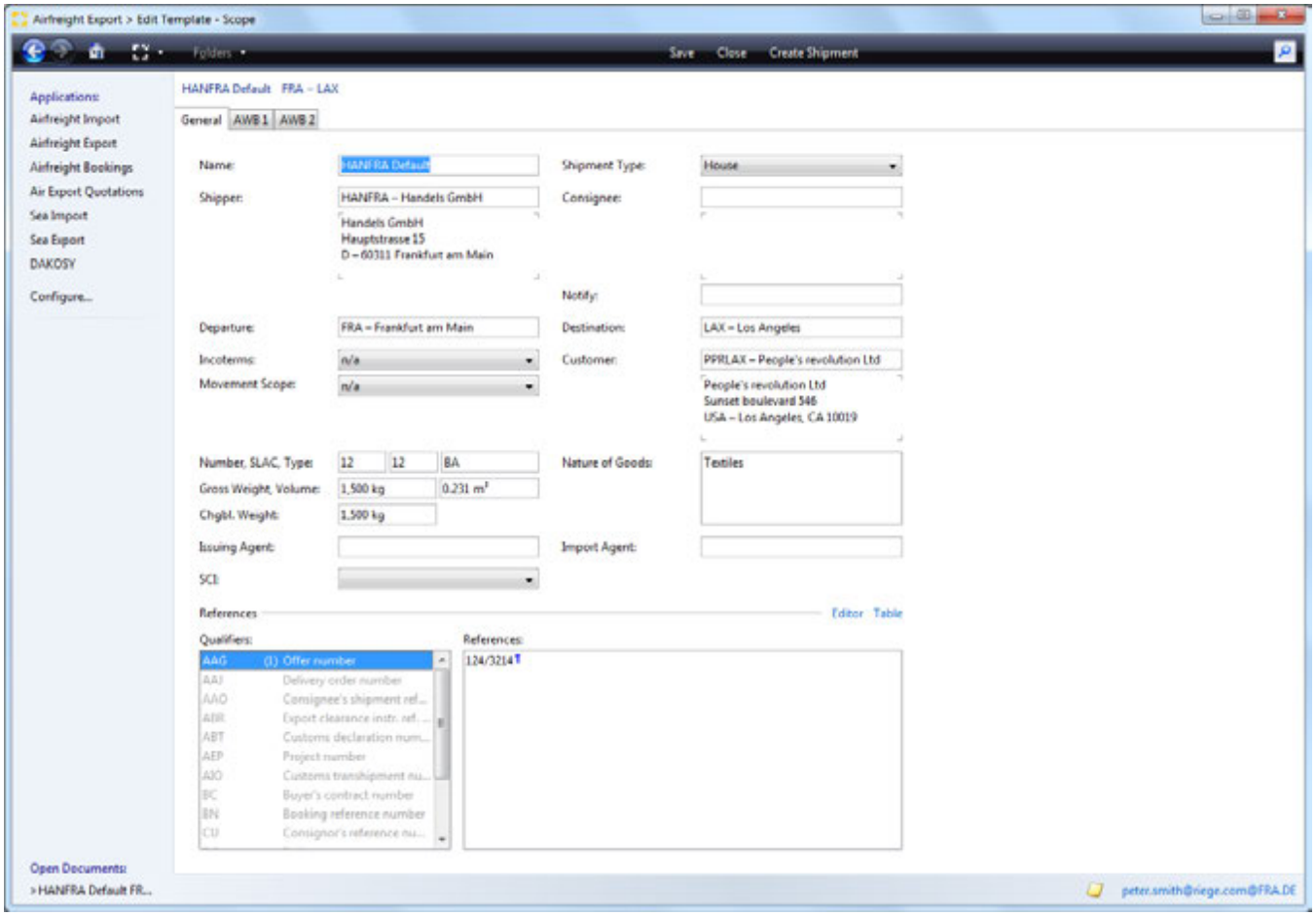


Save

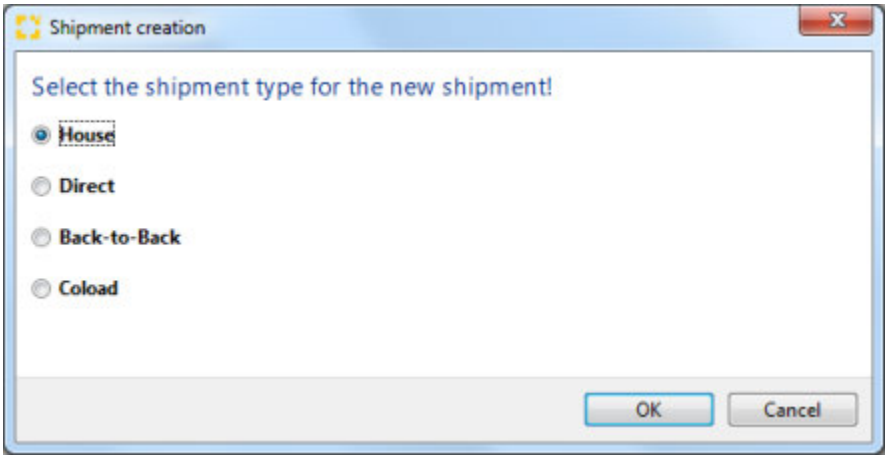
Saves the current template.

Close

Closes the current template.

Create Shipment

This action allows the open template to be used as the basis for a new shipment. On selecting this option a pop-up window appears where the correct shipment type must be selected. This can be a house , direct, or back to back house shipment .



General

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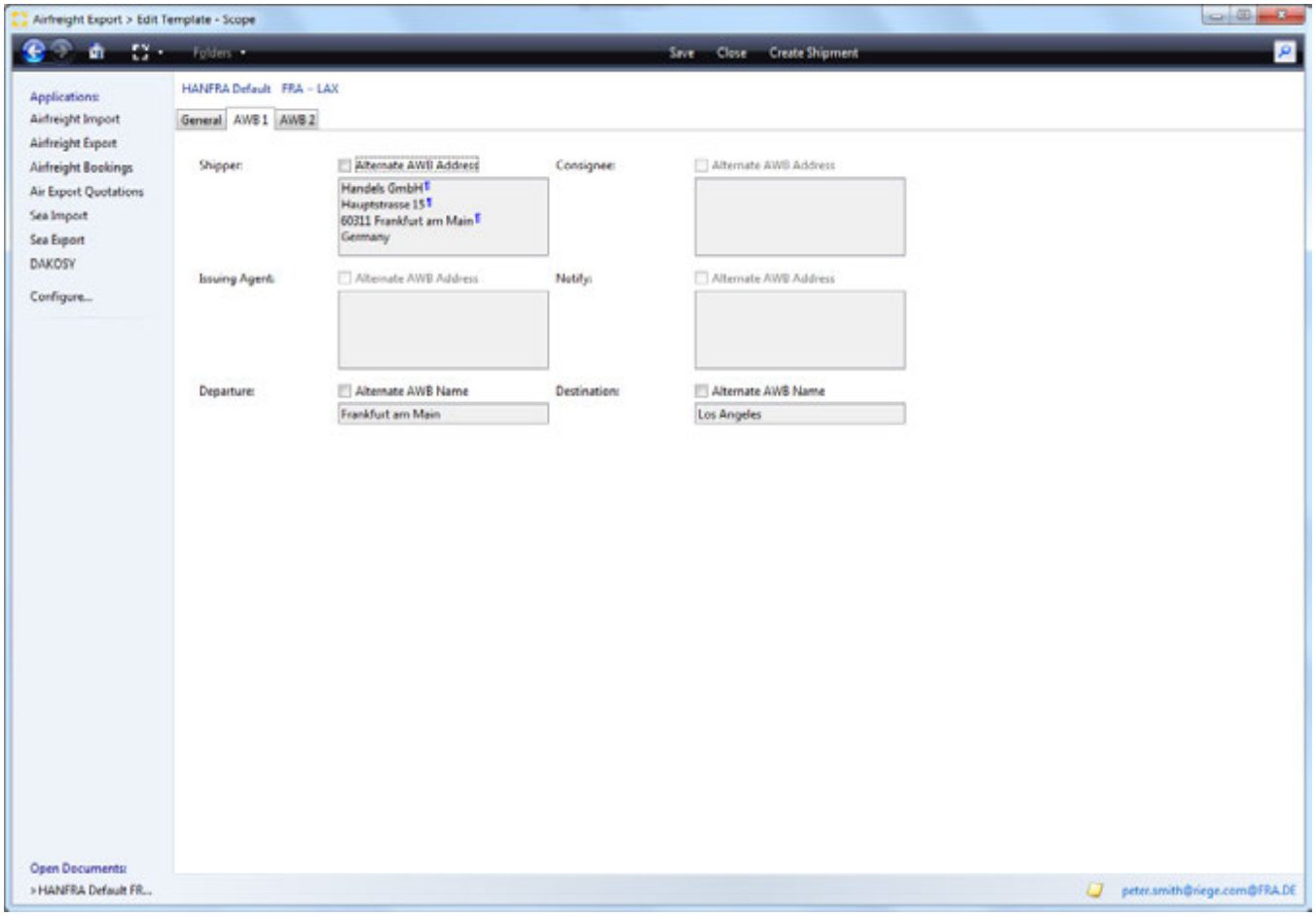
Here house information similar to that in a house shipment is collected. The flight details and shipment numbers are not included as these will change with every shipment.



AWB 1

This tab will collect data similar to the kind of data entered in the AWB editor. This can be edited and deleted as desired.

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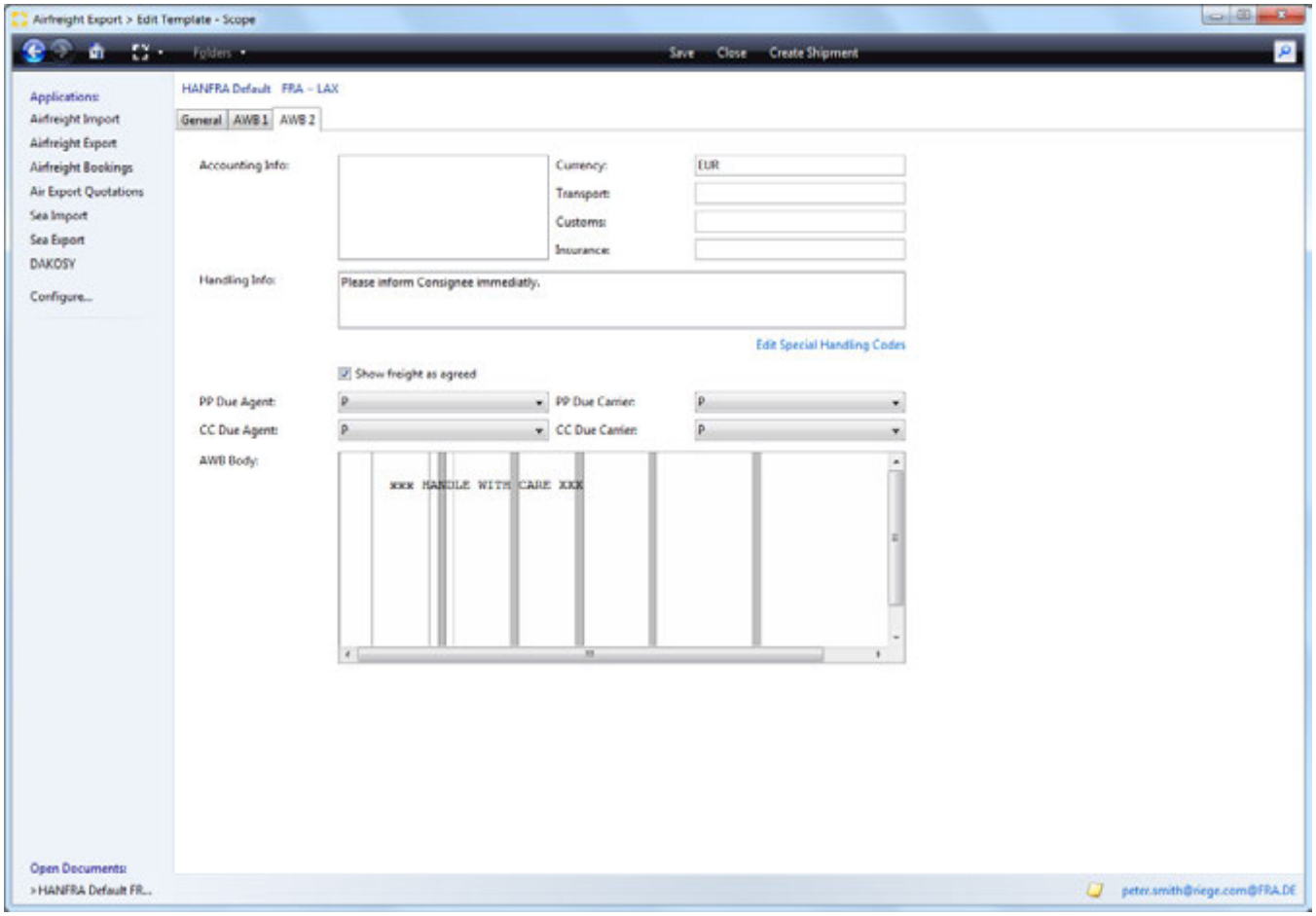


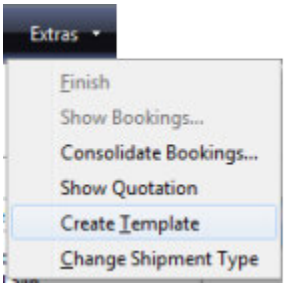
AWB 2

The AWB 2 tab collects all data typically found in the middle portion of an AWB for a house shipment

⚠ Normally templates are created using existing shipments.

Creating a template within an existing shipment

In the shipment editors for House ,Direct and Back-to-Back shipments an action exists to *create template*. This will quickly create a template using the details from the open shipment.



On clicking this action, a dialogue appears where the type of data to include in the template can be selected.

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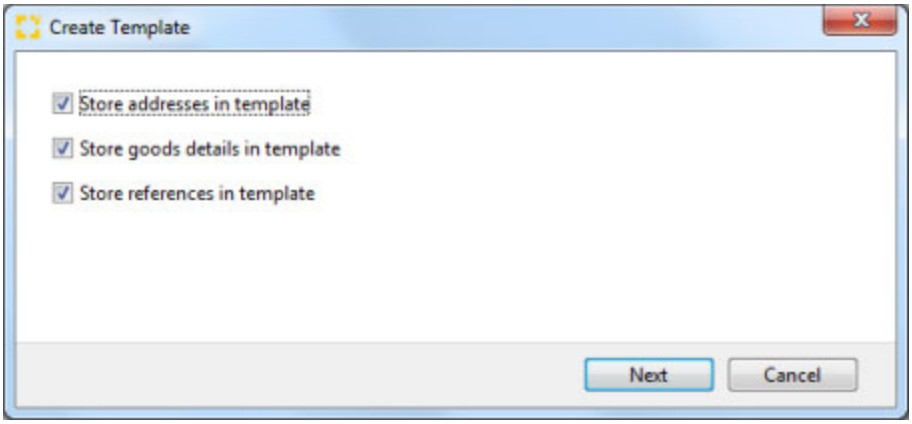


The check box are used to indicate if address details, packages and references from the open shipment should be included in the new template.

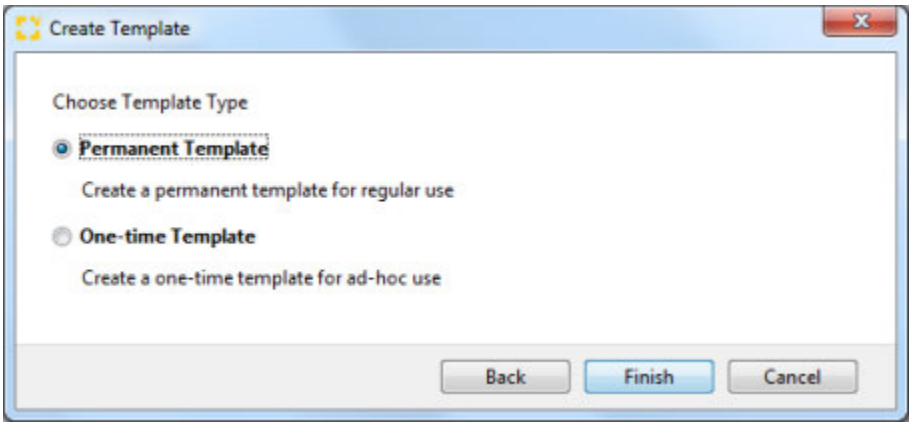
Next

Select the *Next* button when the type of data to included has been included.

Cancel

Cancel the creation of the template without further action.

If *next* has been selected the diaglogue below appears where the type of template can be selected.



Back

Return to the first step in creating a template.

Finish

Opens a permanent template in the template editor where it may be further edited if necessary. In the case of a One time template, the shipment editor is opened where the new shipment (based on an existing shipment) may be completed.

Shipment from template

Shipment creation from the template editor

A shipment can be created directly from the template editor and this process is described here.

Shipment creation using a template from the airfreight export overview.

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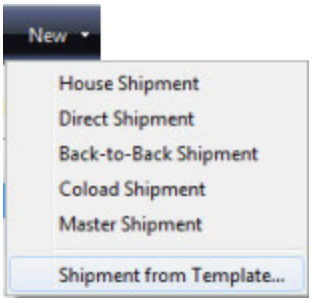
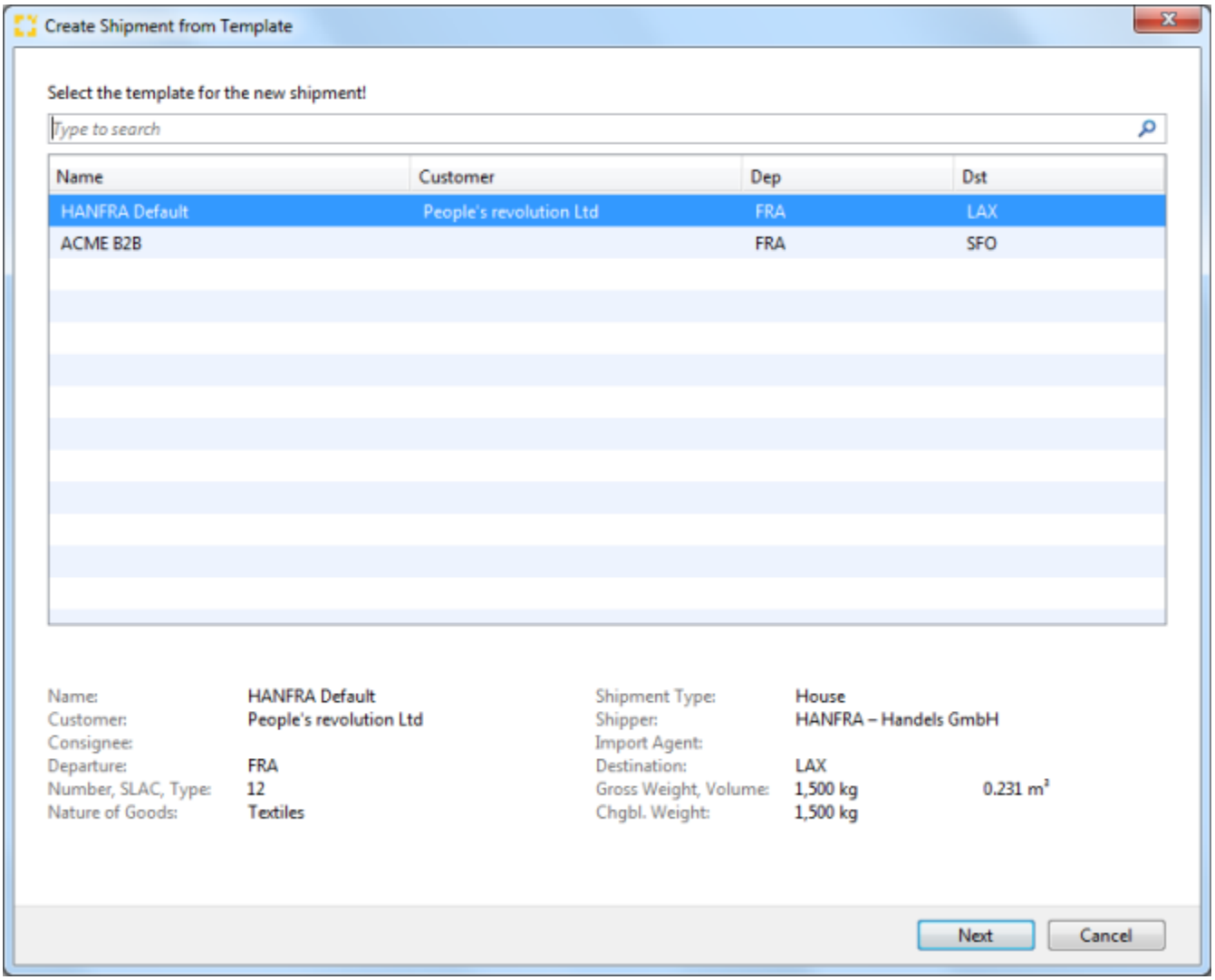


Using the action *New* and *Shipment from template* in the air export overview, a new shipment can be created using a template.



After selecting the *shipment from tempate* option, a pop-up window appears listing available templates. The lower pane shows further important information about the template highlighted in the list.

Keyword search

Entering a keyword in the search field will filter the list of available templates accordingly.

Next

After selecting the desired template from the list, the next button activates the next step in creating a shipment from the template. (See below)

Cancel

Closes the pop-up window without further action.

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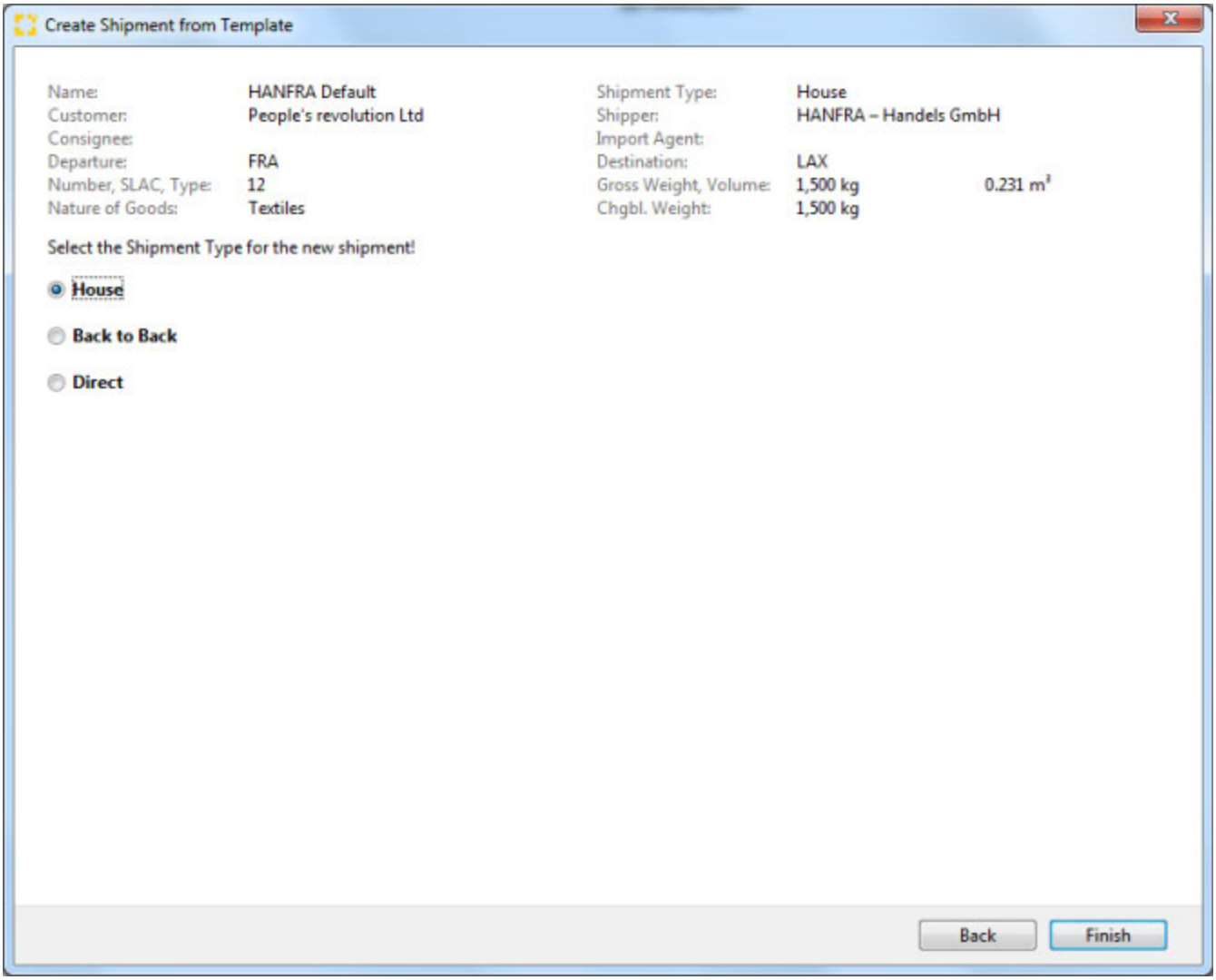

When the *Next* option has been selected, a pop-up window appears where the type of new shipment can be selected. This can be a House Direct or Back-to-Back Shipment. In addition the the upper portion of the window shows greater detail about the new shipment.

Back

Returns to the previous step showing the overview of available templates.

Finish

Closes the pop-up window and opens the shipment in the appropriate shipment editor where it can be further processed and completed.

Detecting templates during shipment creation

When a shipment is created a check is done to find if templates already exist for the the client.



If one or more templates for the shipment is found, the notification shown above appears. Clicking the message text will open a pop-up window from which the desired template can be selected. If only a single template exists for the client, then the new shipment is created immediately using the existing template.

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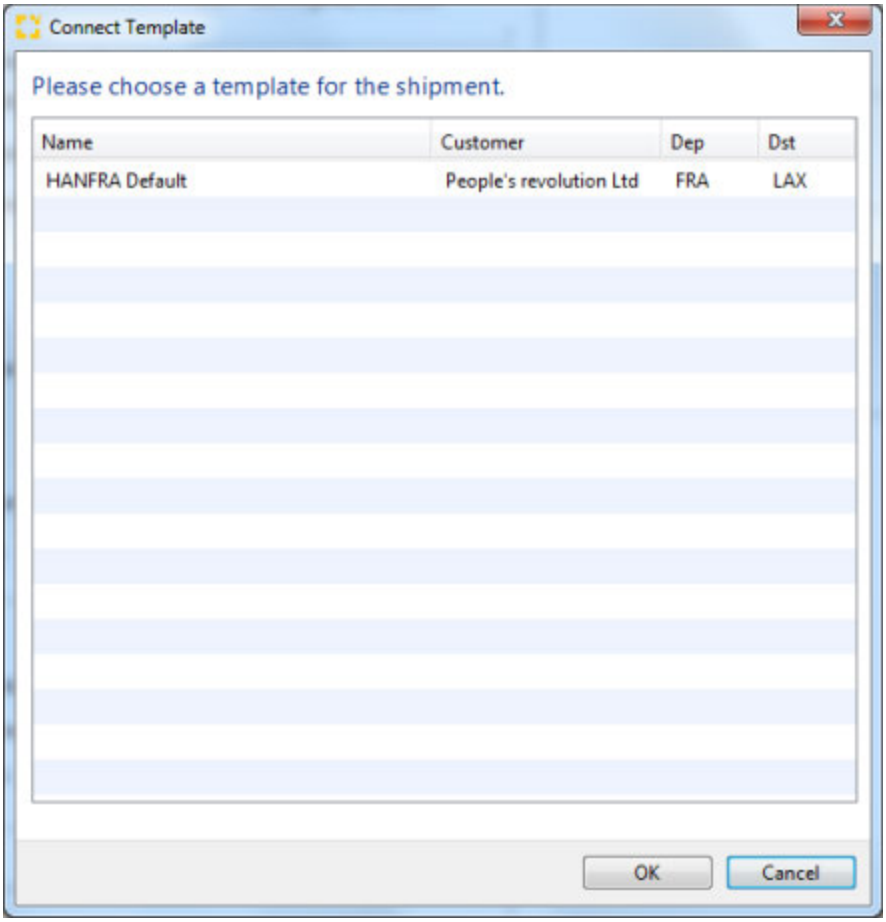

OK

Creates a new shipment using the selected template and closes the pop-up window.

Cancel

Closes the pop-up window without further action.

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TACT-Rates - Airfreight - Maintenance

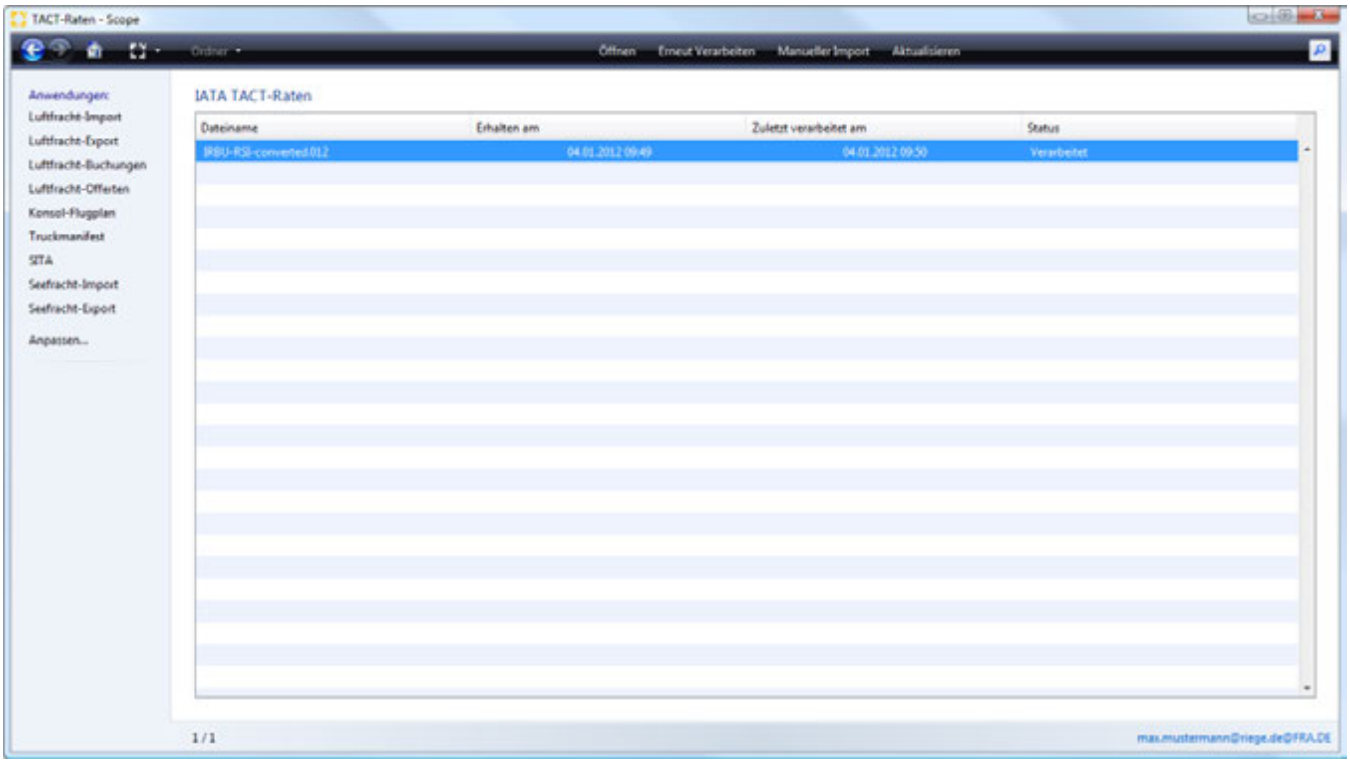
- Introduction
- Description

Introduction

When TACT rates are maintained for the branch, IATA rates become available during AWB creation. If TACT rates are required, this should be reported to the support team in order for these to be imported into the Scope application. These rates are shown in the rates maintenance as the type "IATA" and are used automatically during the preparation of a MAWB. IATA rates can be manually inserted on one-off basis within the rates maintenance application

> ⚠ Due to the large number of records an considerable processing time required, Scope TACT rates are only maintained after consultation with customers and outside of agreed Scope support hours.

Description



The following actions are available:

Open

Opens the TACT rates Editor to edit a currently resident TACT file.

Re-processing

Repeats the processing of a selecting file. This function should only be used after consultation with your scope support team.

Manual import

Import a new data file into the Scope system. This function should only be used after consultation with your scope support team.

Update

Update the summary table and include any newly imported files or changes.

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Editor - TACT Rates - Airfreight - Maintenance

- Introduction
- Description

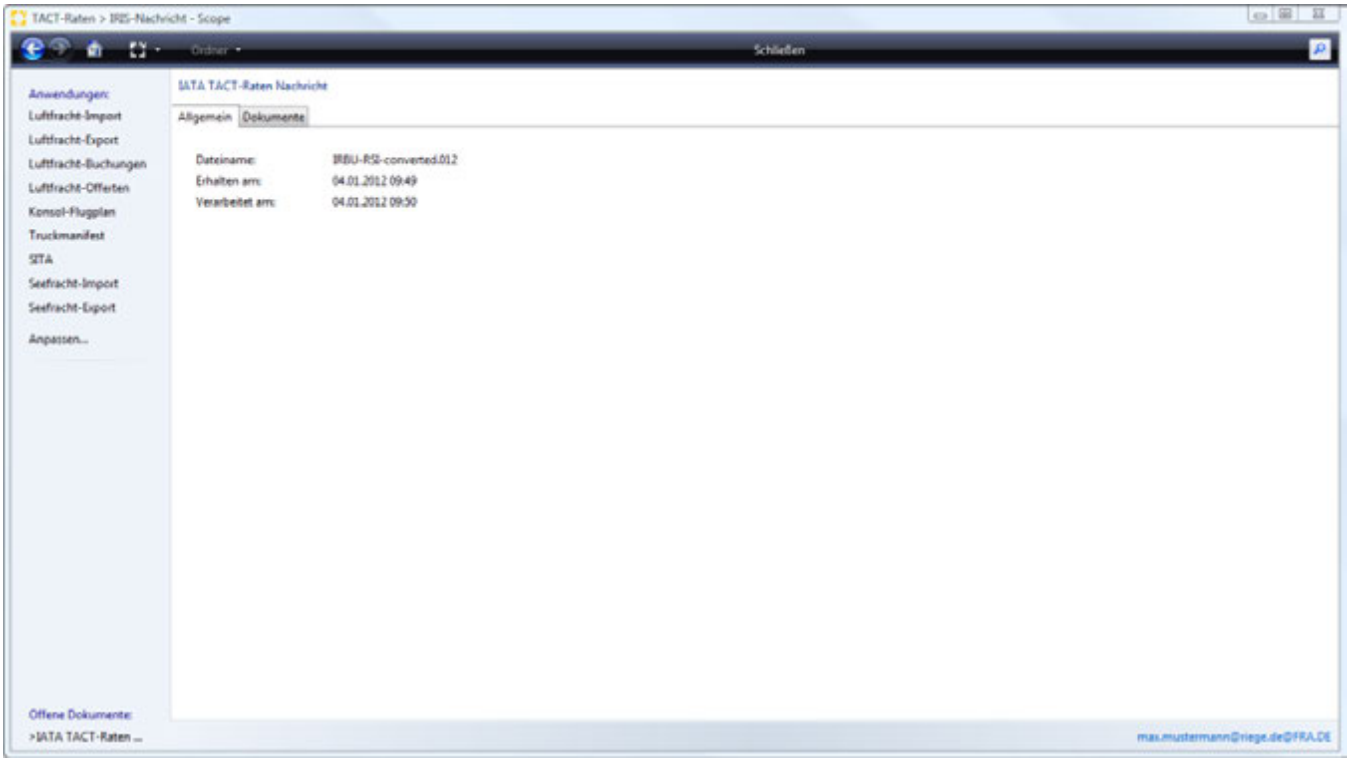
Introduction

The TACT rate editor opens existing TACT rate files.

Description

The TACT rate editor has two tabs:

General



The general tab displays details about the selected file; the file name, date of installation and the date and time when processing the file was completed.

Documents

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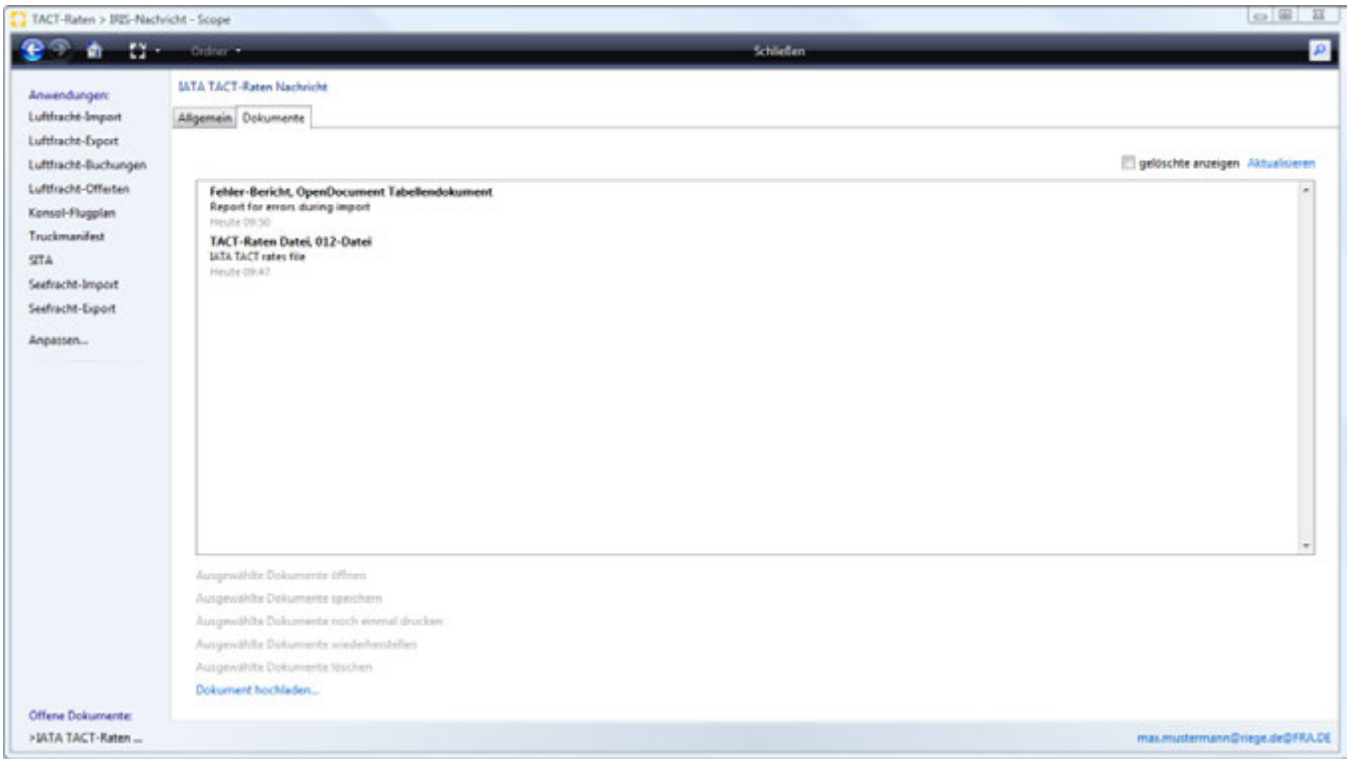

The documents tab stores two possible documents for the selected file

Report errors

A report listing all data records from the file that could not be read, for example if an airport is unknown.

TACT rates file

The original file that was used to generate the rates.

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Article Maintenance - Maintenance

- Introduction
- Description

Introduction

Article management is used to store information about articles. This information is the commodity codes, description and other customs data for the article. Business partners who use these articles may also be stored. This information is then used when creating new export or import declarations.

Description

The maintenance of articles consist of 2 parts, the first part is the global maintenance and the second part consists of the various profiles for different customs system. The options and requirements of Global details and the individual customs profilesare described in the following pages:

- Global Details
- ATLAS (Germany)
- e-dec (Switzerland)
- NL Customs

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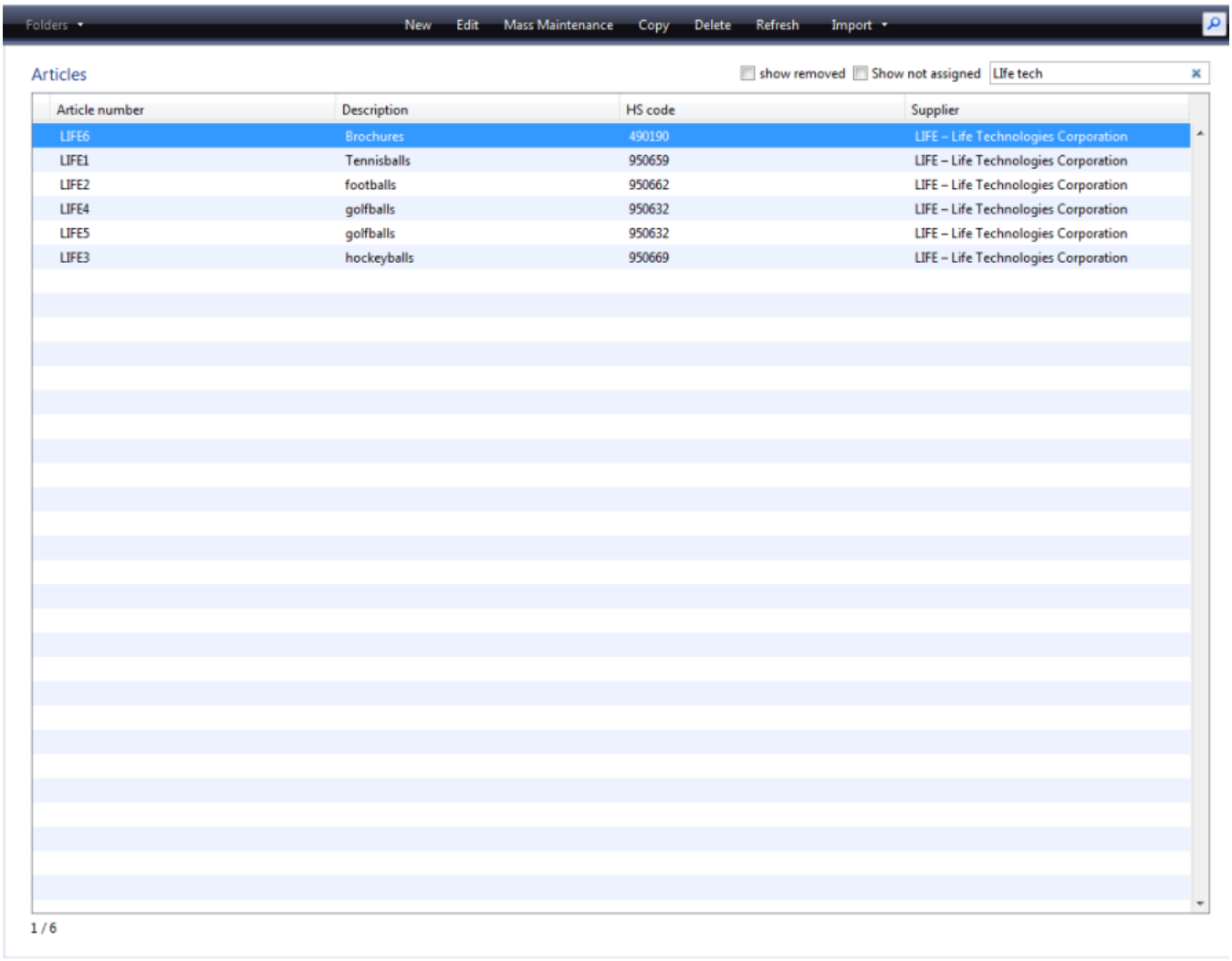
Homeview - Article Maintenance - Maintenance

- Introduction
- Description

Introduction

Under the base table "article maintenance" the creation and modification of a customized list of goods is maintained.
An article is a customer specific description of a product combining the customer (article code and description) and customs information (Taric-number, Duty rate,etc), Through this function the articles are maintained although the maintenance and creation can also be done dynamically through the customs entries.
Functionality for importing or mass maintenance of articles are also available.

Description



New

Add a new article to the basetable through the option "new"

Edit

Use Edit (or double click) to modify the details of an article

Mass Maintenance

The option Mass Maintenance allows for a quick method to update the selected column(s) for specific profile for selected articles.

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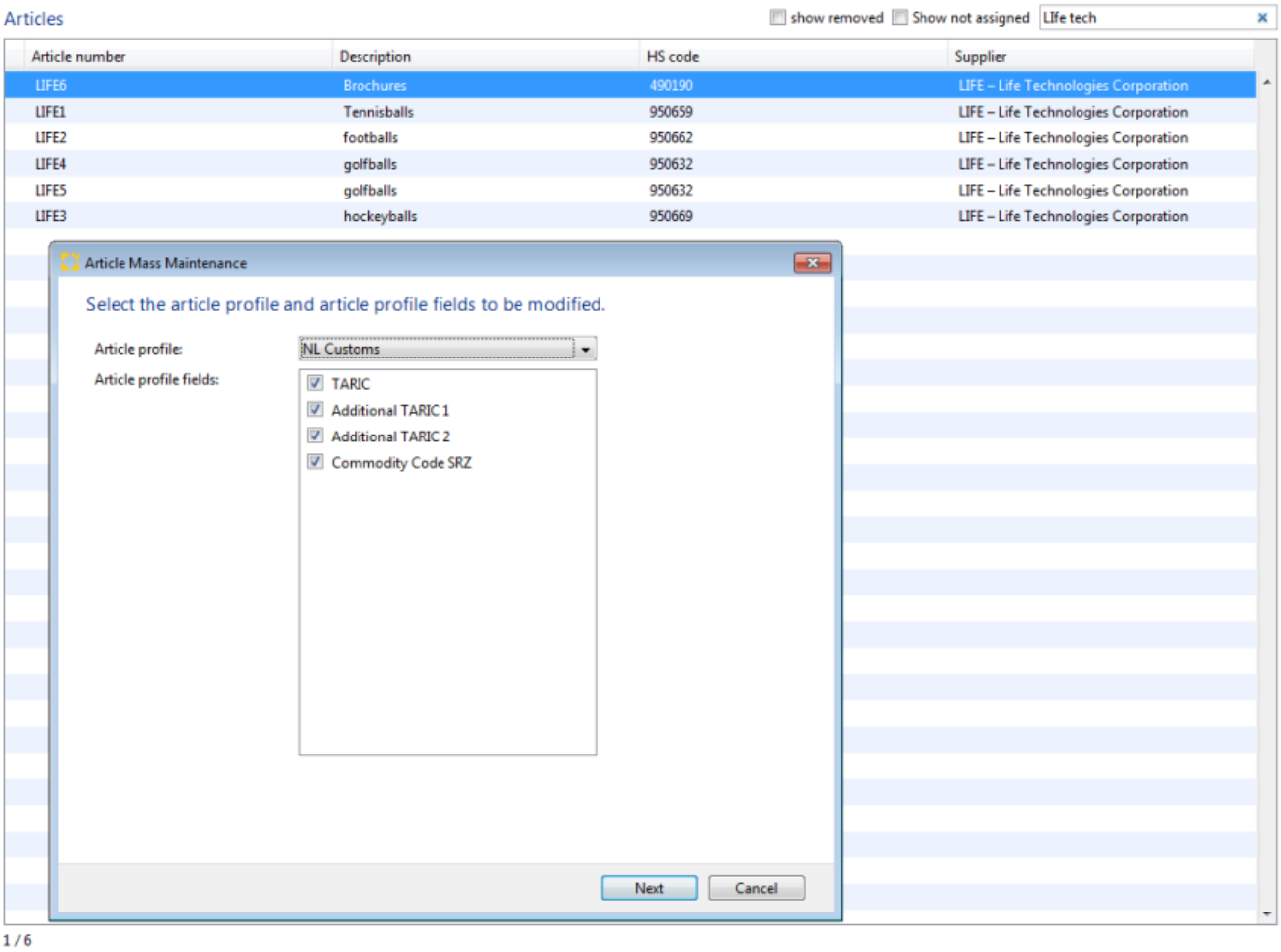

Only the checked columns will be available for modification, after the next option the articles are available for in-grid updates

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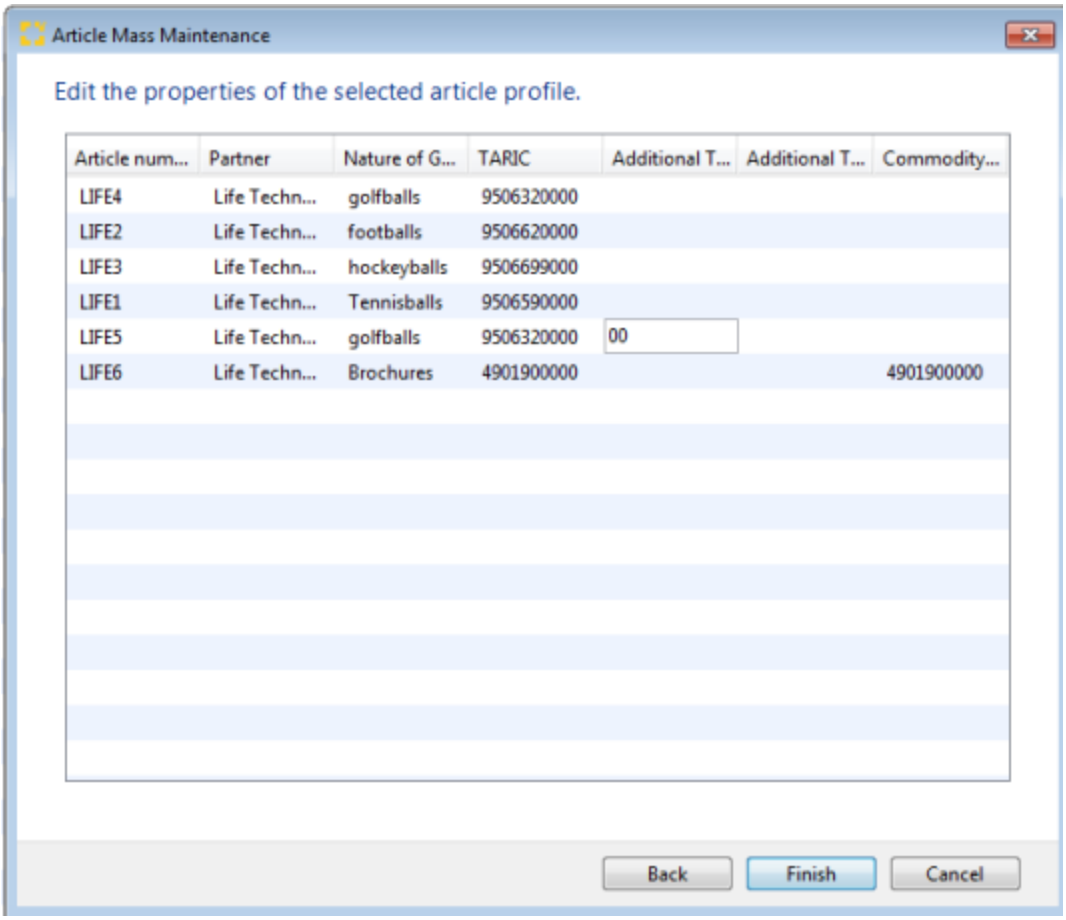

Copy

To create a copy on an existing article, after using the option the newly created article is opened for modification.

Delete

To remove an article from the active article list

Refresh

To refresh the displayed homescreen with the latest details available

Import

Under the import function to options are available, to import an article base file, being :

- Import from CSV

Show removed option

With the option "show removed" activated, previously deleted article records are also displayed and can be restored if required.

Show not assigned.

When the "show not assigned" filter option is selected, only the article codes without a Partner are displayed.

Search

in the search option it is possible to search any article on basis of any detail of the article itself.

Homeview Columns

In the homeview screen the following columns are being displayed.

Column Header	description

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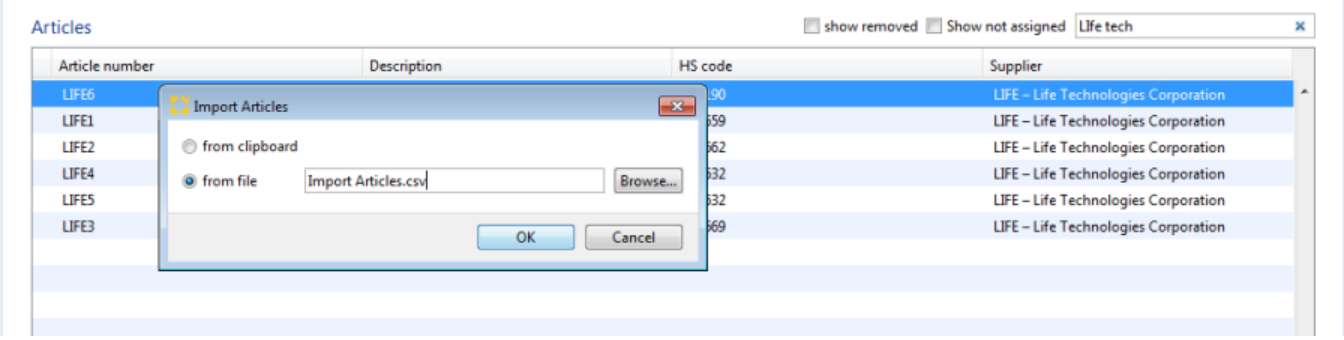
Article number	the in scope assigned article code / number
Description	Description of the article
Tariff Numnber	Customs HS code (the international HS code)
Supplier	Partner to which the article has been assigned

Import from CSV

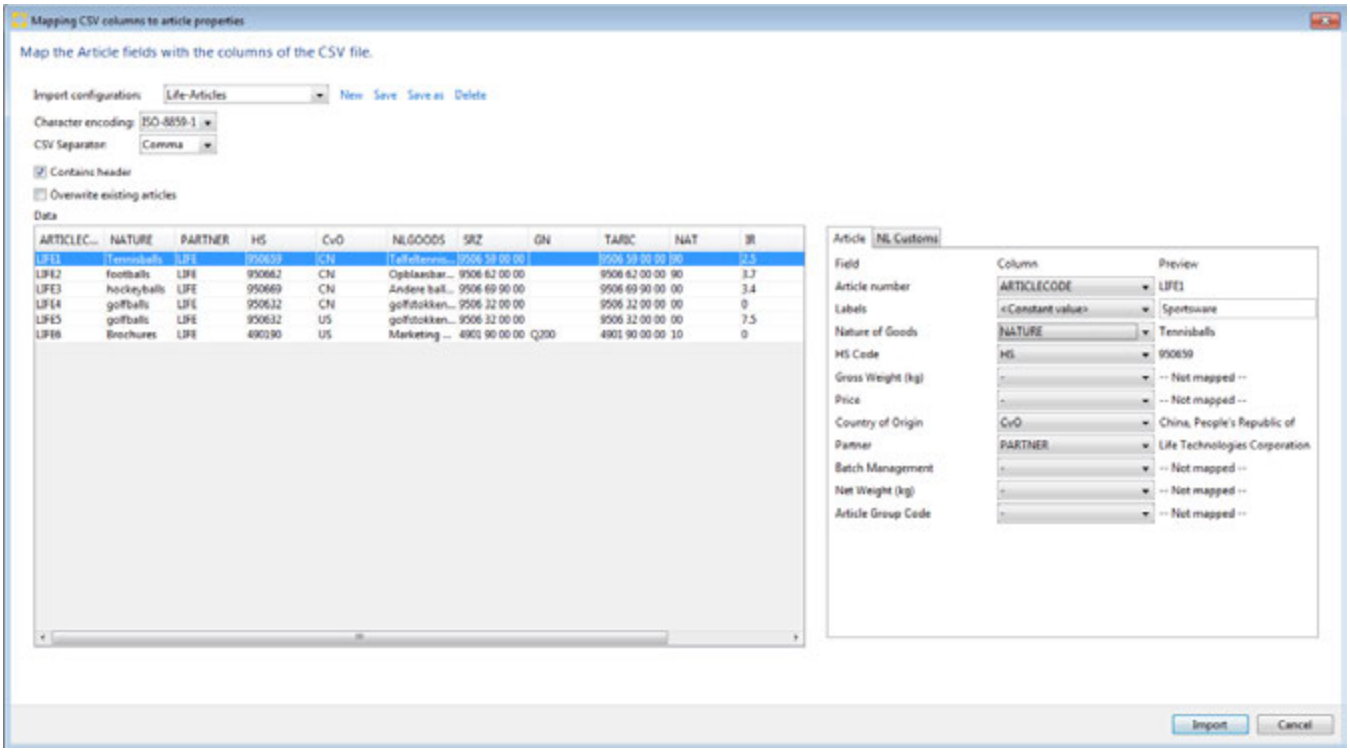
Scope supports the upload of articles through the import of a CSV-file, it is not necessary to confirm to a specific format for the csv-file as the system offers remap functionality linking columns to the available article fields .

Start the function and select the option "Import from CSV" and set the option to "from csv file" and point the field to the applicable CSV file. After ok, the file will be processed and show in the dynamic mapping screen.



Dynamic Mapping

The imported data is shown in columns with either a column header (incase so indicated) or a column letter assigned to each column,



Import Configuration

- New : Stores the created mapping under the entered name for later re-use
- Save: Stores the existing changed mapping under the entered name
- Save As: Stores the existing changed mapping under a new name
- Delete : Removes the existing mapping from the system

Character encoding

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Determines the character set used in the CSV file, choice between ISO-8859-1 or UTF-8.

CSV Separator

The option sets the separator used in the, to be imported, CSV file. The choice being:

- Comma
- Semi-Colon
- Tab

Document Grid

In certain profiles there exist grids with 2 columns, 1 column for the code and 1 column for additional information and/or identification, this can also be upload in the CSV when 2 columns of the grid are between the chosen csv separator
and separated from each other by a colon (:)

Contains Header

Check box to indicate if the first row of the CSV file is an header row or actual data.

Overwrite existing articles

Check box to indicate that in case an existing article code-supplier combination is found, the details are to be overwritten or the imported details should be skipped.

Mapping

In the left half of the screen a preview of the read clipboard or csv file is seen and on the right half the actual mapping between the system field and column can be created.

Field

This column shows the scope field available to be mapped.

Column

In this drop down box the scope field can be linked to a column of the CSV file, the column is recognizable be the column letter of column header, if so indicated. If the csv does not offer the column it can be skipped "-" or populated with an <constant value>. Selecting the last option will open the field in the preview column and allow or a value to be entered.

Preview

In the preview column the mapped value of the first data row will be displayed, if a mapped or constant value is linked to a coded field in scope, such as partner, country of origin, a validation will take place and a indication "invalid value" will be displayed.

The mapping exists of all tabs available to your organisation being NL customs, Atlas-AES, -NCTS and -AFV (DE customs) and EZV (Swiss Customs)

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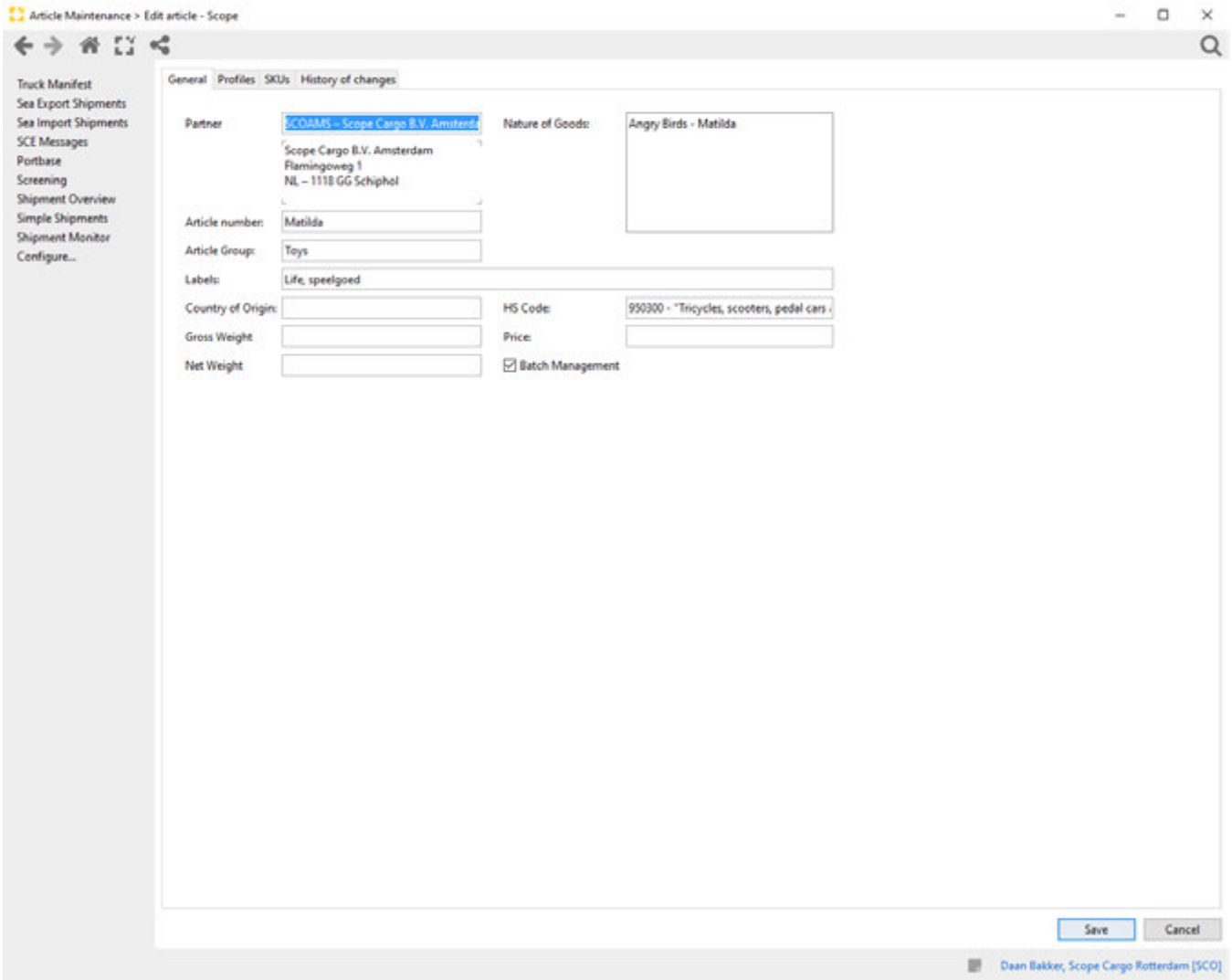
General Details - Article Maintenance - Maintenance

- Introduction
- Description

Introduction

In the general Part of the article, the details of an article which are available globally, throughout 1 organisation, are registered.

Description



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NL Customs Profile

- Introduction
- Description

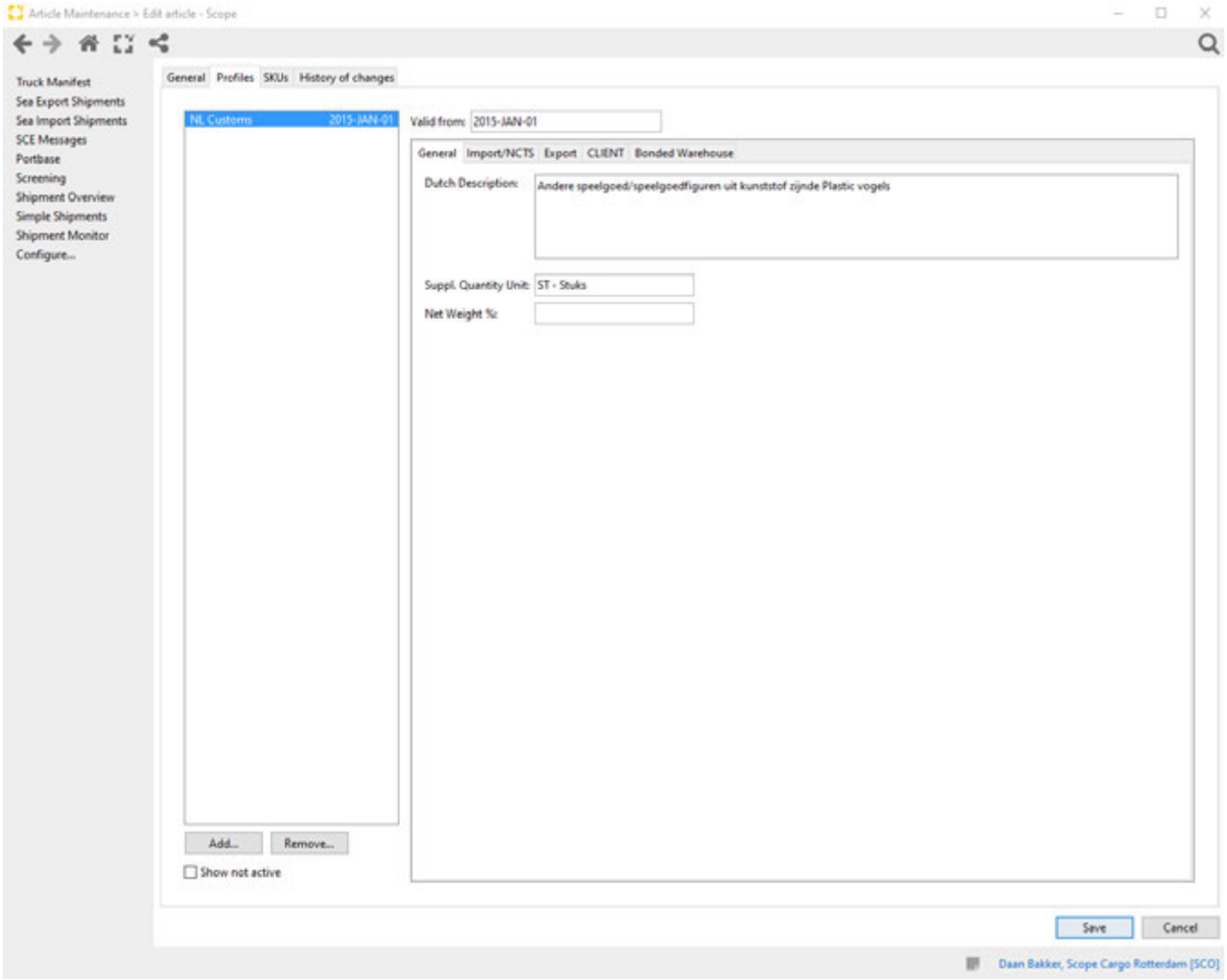
Introduction

In the NL customs profile the specific details applicable for this article in NL Customs entries is registered.

Description

General
Import / NCTS
Export
CLIENT
Bonded Warehouse

After adding the NL Customs profile the specifics for NL Customs can be added which has a validity start date the defaulting can be entered, The valid profile at the time of making the declaration will be used, a next profile date will be considered the end date of the previous profile.



General

Profile details that are valid for all NL customs modules.

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Dutch Description

The goods description as used in NL Customs Entries.

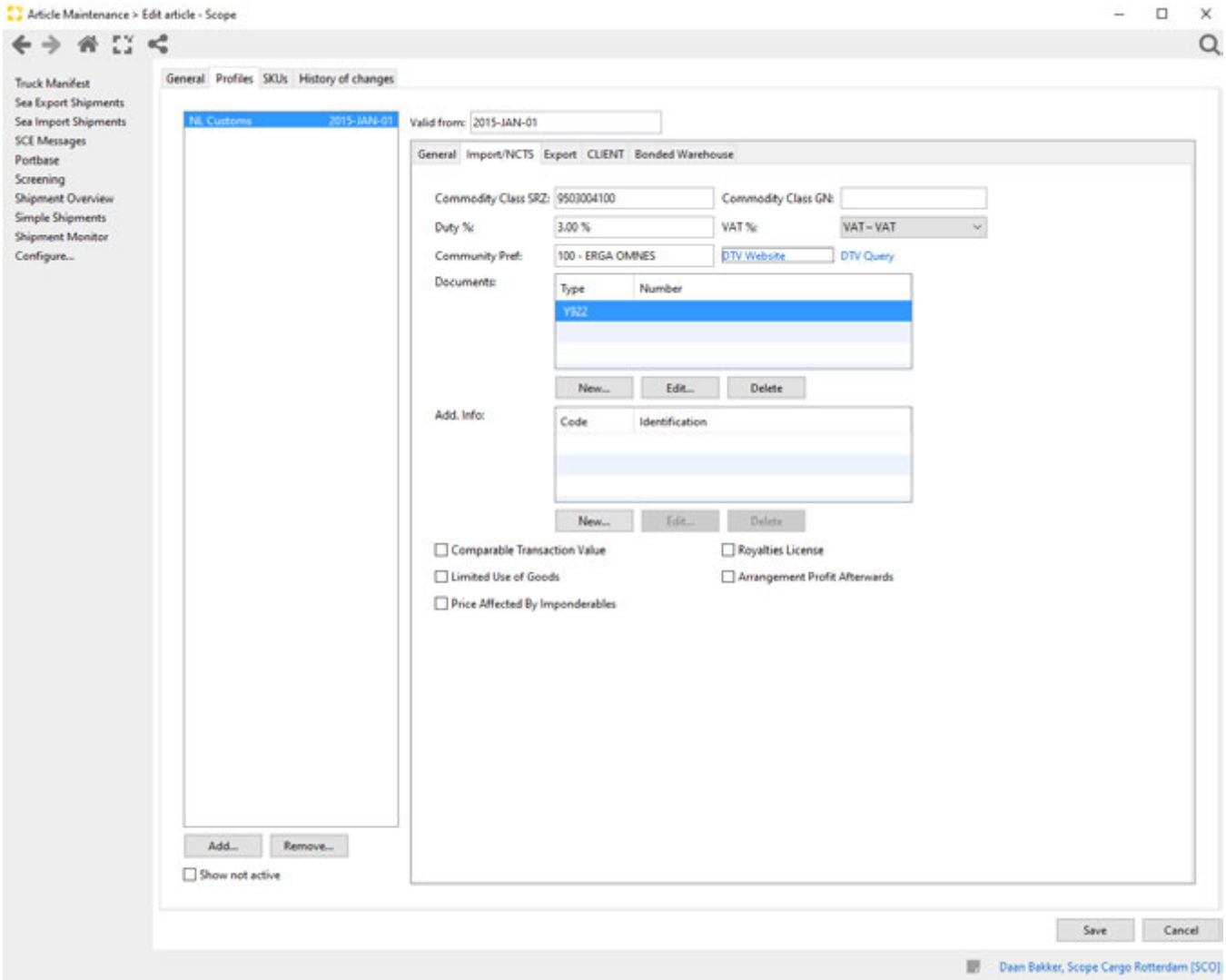
Supplemental quantity unit

Indication, if and what type of supplemental quantity is required for this HS code, if populated then the field supplemental quantity will be validated in AGS declarations

Net weight %

Optional the net weight calculation can be stored in the article, so it can calculate the net weight on the entered gross weight of a customs entry.

Import / NCTS



Commodity Class SRZ

The HS code as applicable in AGS declarations, minimal 10 positions extended with the EU applicable additional codes (as per NL Customs Tariff information)

Commodity Class GN

The NL applicable additional code (as per NL Customs Tariff information), exactly 4 positions long letters in CAPS, commonly used for National regulations such as VAT.

Duty %

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Duty percentage applicable for the selected HS code, will be used to calculate reference amount on Specific NCTS declarations.

VAT %

Indication which default VAT regime is applicable for this HS code, will be used to calculate reference amount on Specific NCTS declarations.

Community Pref:

Optional defaulting of Community preference code

DTV Website

Action link which opens the website for NL Customs Tariff information

DTV Query

Action link to activate the webservice interface with NL Customs Tariff information website to retrieve the base import duty percentage (100 ERGA OMNES) and applicable VAT percentage.

Documents grid

In the document Grid it is possible to register documents (bescheiden) which always need to be used for this article in a AGS declaration, when this article is then used in a AGS declaration the Document code and number (if entered) will be defaulted to the documents grid in the AGS declaration.

Additional info Grid

In the additional info code Grid it is possible to register additional info code which always need to be used for this article in a AGS declaration, when this article is then used in a AGS declaration the Document code and number (if entered) will be defaulted to the additional info code grid in the AGS declaration.

DV1 Field

The check boxes of the DV1 for an AGS import declaration can be predefined on a article.

Export

The details applicable for the article in Export declarations.

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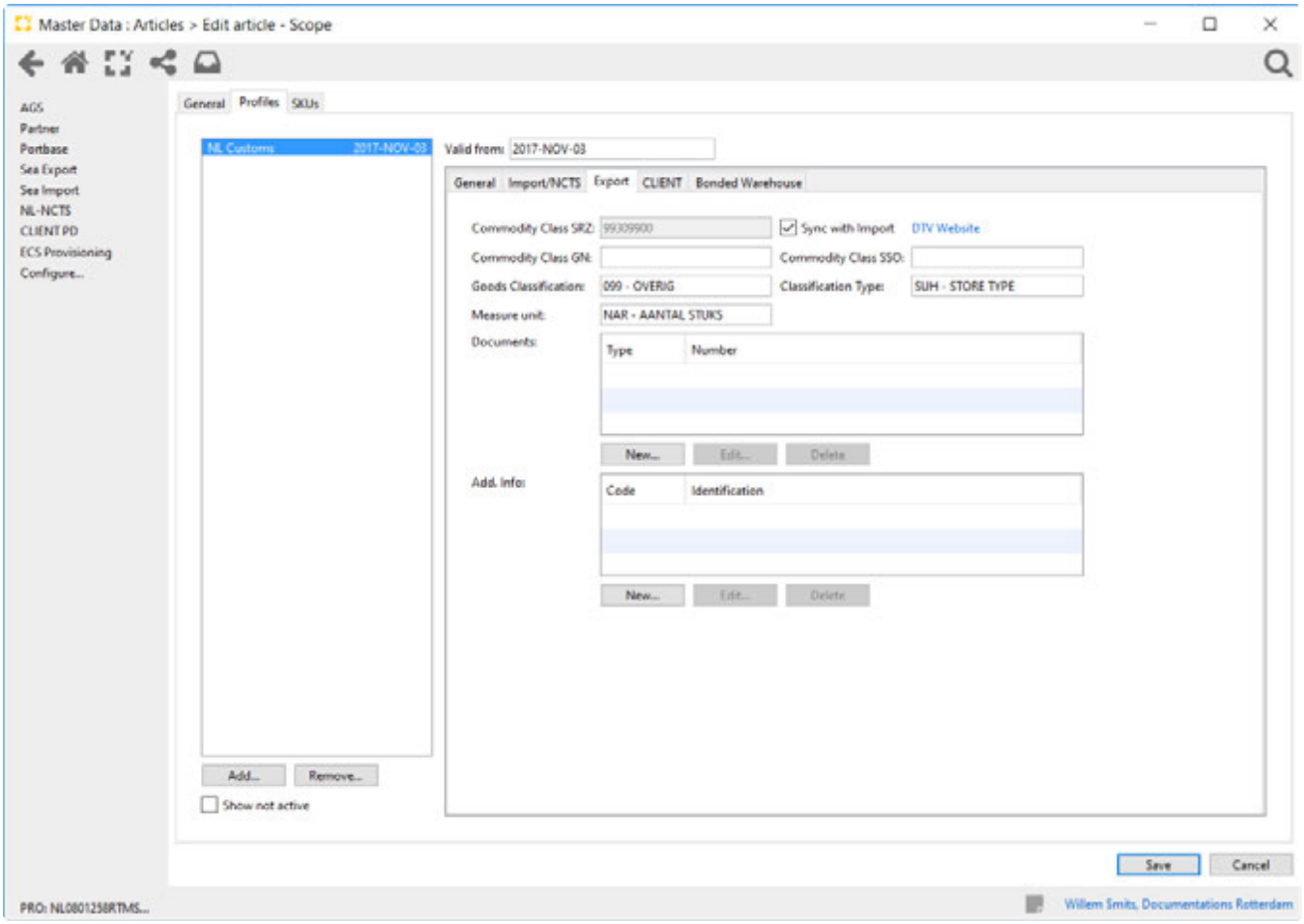

AGS Exports

Commodity Class SRZ

The HS code as applicable in AGS declarations, minimal 8 positions extended with the EU applicable additional codes (as per NL Customs Tariff information)
If a additional code is applicable it should be entered on position 11 and further, so 2 additional zero's should be added.

So an SRZ with out additional codes is : 95030041
So an SRZ with additional codes is : 95030041004099

Sync with import

When this check box is activated the AGS export SRZ code will be the first 8 positions of the Import SRZ code,
This check box should be de-activated when export specific additional code are applicable.

Commodity Class GN

The NL applicable additional code (as per NL Customs Tariff information), exactly 4 positions long letters in CAPS,

Commodity Class SSO

This class field is used to store the DG - UN code. (4 digits)

Goods Classification (provisioning)

The Goods classification code applicable for provisioning.

Classification Type (provisioning)

The type of classification applicable in provisioning

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Measure Unit (provisioning)

The reporting unit of quantity required for provisioning

Documents grid

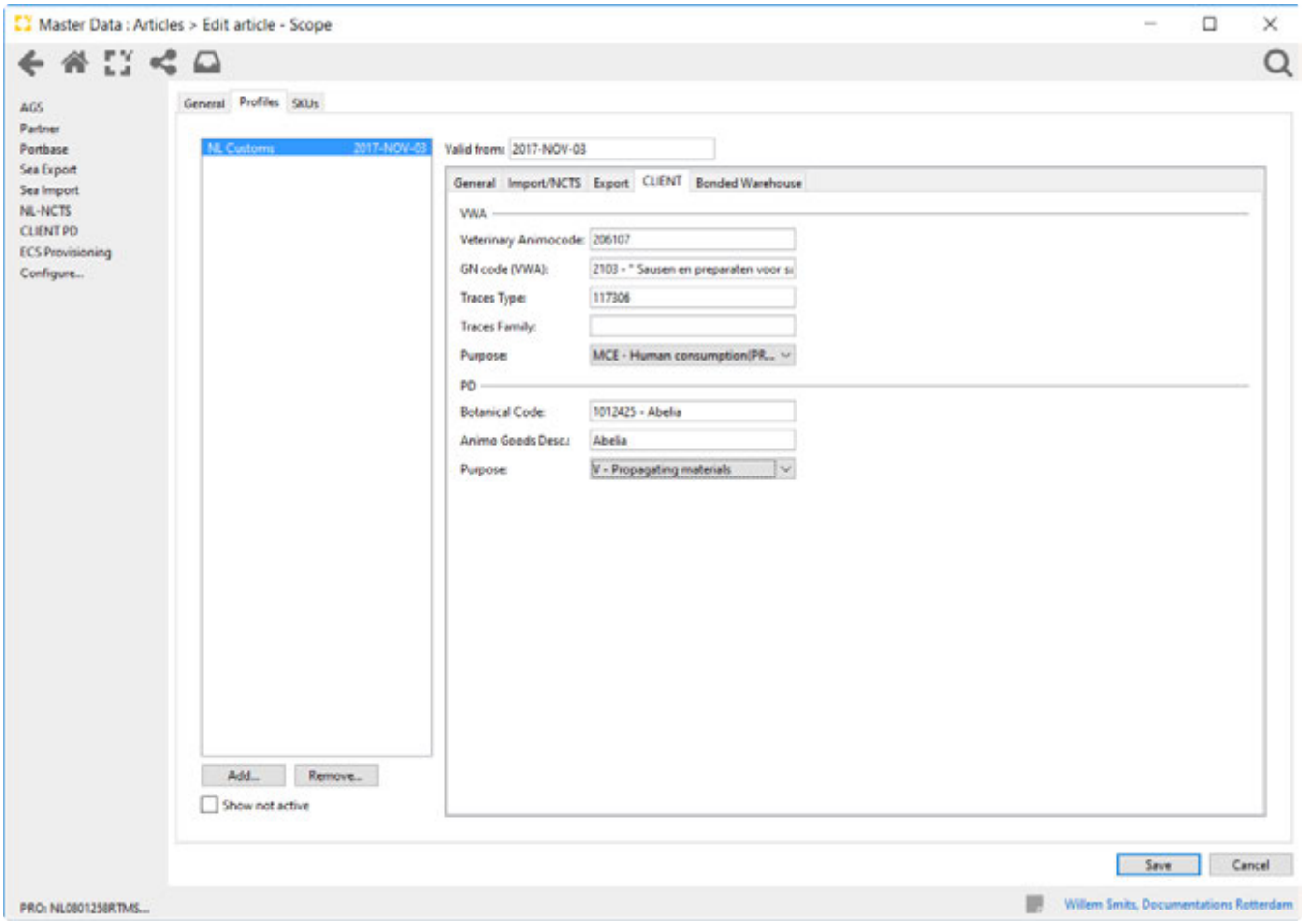
In the document Grid it is possible to register documents (bescheiden) which always need to be used for this article in a AGS declaration, when this article is then used in a AGS declaration the Document code and number (if entered) will be defaulted to the documents grid in the AGS declaration.

Additional info Grid

In the additional info code Grid it is possible to register additional info code which always need to be used for this article in a AGS declaration, when this article is then used in a AGS declaration the Document code and number (if entered) will be defaulted to the additional info code grid in the AGS declaration.

CLIENT

In the client tab of the profile the specific details of an article in PD/VWA declarations is stored.



Client VWA

Veterinary Animo code

VWA assigned product codes, as per documentation in found in specification of code by the VWA .

Number to be found in nVWA webservice (#6)

VWA - GN Code

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The GS code linked to the article as assigned by the EU Traces organisation
Number to be found in nVWA webservice (#5)

Traces Type

The Traces Type linked to the article as assigned by the EU Traces organisation
Number to be found in nVWA webservice (#5) - Column "Comp-ID"

Traces family

The Traces Family linked to the article as assigned by the EU Traces organisation
Number to be found in nVWA webservice (#5) - Column "Species-ID"

Purpose

The purpose of the defined article , purpose codes are related to the selected Goods classification.

Client PD

Botanical code

The Botanical code assigned to the article by the PD

Animo Goods Description

The goods description as to be used in Client - PD declarations, Will be defaulted with the description of the selected Botanical Code

Purpose

The Purpose of the product, propegation of human consumption.

Bonded Warehouse

In the bonded warehouse tab some additional details required for GPA administration.

SKU Unit

The GPA code for the unit in which the stock is counted

Validated by Customs

Indication whether the details of this article have been
Submitted to customs for approved: Pending
Have been approved by NL customs : Yes
Not reviewed by NL Customs : No

Last review date

Date when the details have last been reviewed by internal user.

Last review user

The name of the user who last reviewed the article details

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ATLAS - Stammdaten

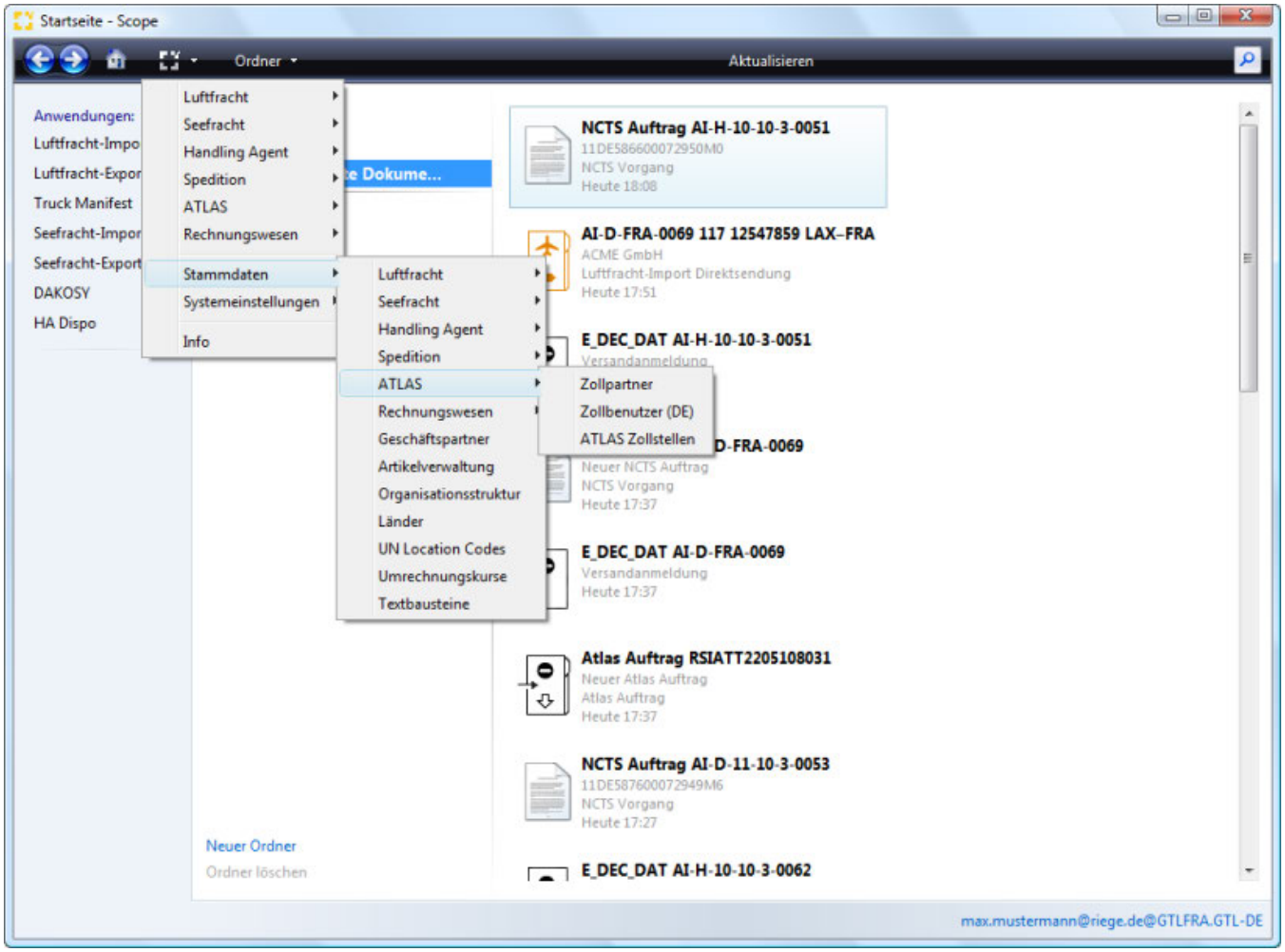
- Einleitung
- Beschreibung

Einleitung

Die Scope Anwendung Stammdaten-ATLAS , bietet die Möglichkeit zollspezifische Stammdaten zu hinterlegen, die dann automatisiert bei der Bearbeitung von Zollanträgen übernommen werden können. Neben Stammdaten zu vereinfachte Zollverfahren (Bewilligungsnummern/Ladeorte) können ein Tydensealstamm, Aufschubkonten, sowie BIN und TIN, oder Benutzerdaten und Informationen zu Zollstellen gepflegt werden.

Beschreibung

Über die Menüabfolge Scope Anwendungen - Stammdaten - Zoll, gelangt man zu den zollspezifischen Stammdaten.



In folgenden Kapiteln sind diese Anwendungen detailliert beschrieben.

- Zollbenutzer - ATLAS - Stammdaten
- Zollpartner - ATLAS - Stammdaten
- Zollstellen - ATLAS - Stammdaten

Fragen

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Zollbenutzer - ATLAS - Stammdaten

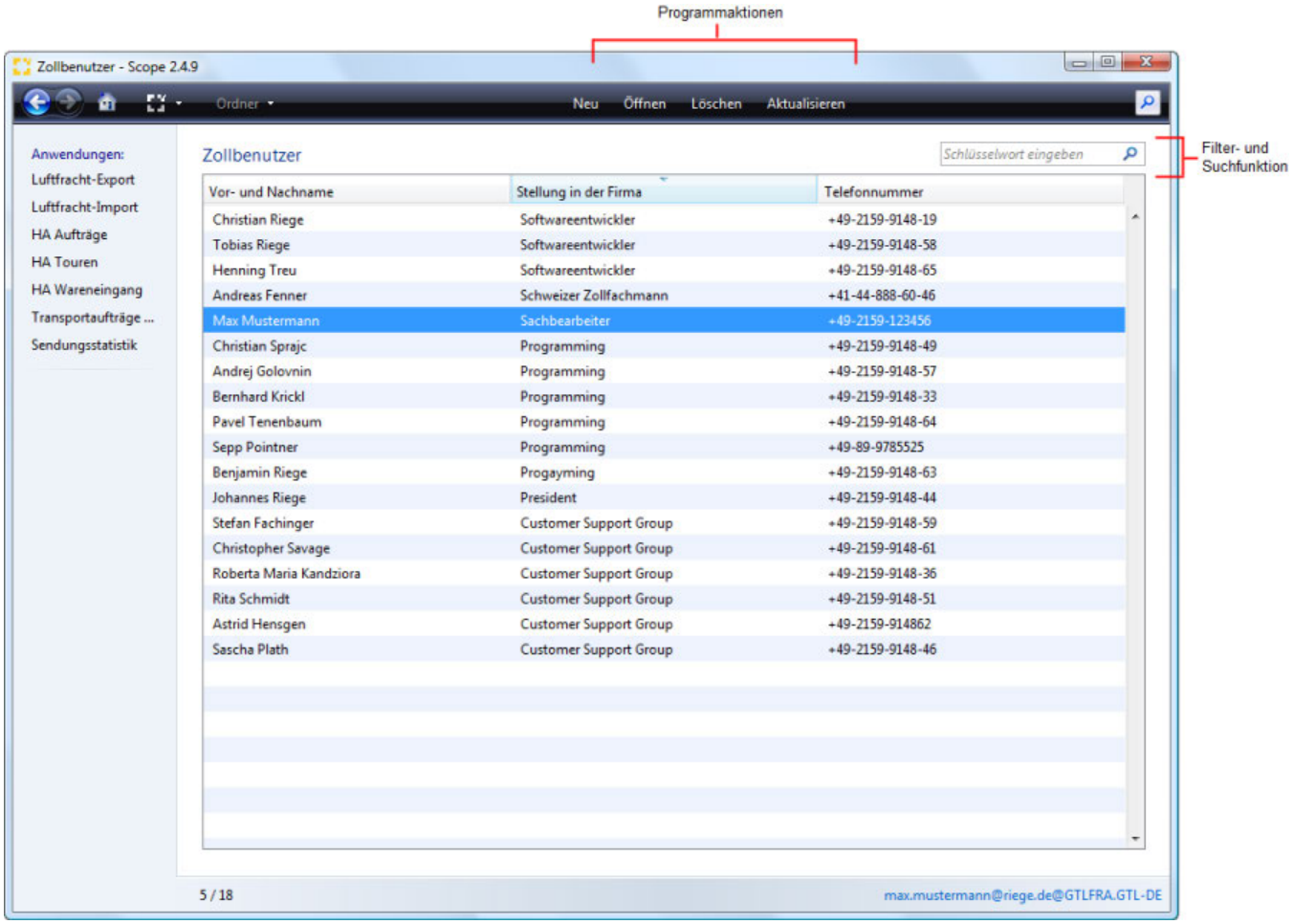
- Einleitung
- Beschreibung

Einleitung

Die Applikation "Zollbenutzer" erlaubt das Erstellen, Modifizieren und Löschen von Zollbenutzern.

Beschreibung

Neuer Zollbenutzer



Neu

Der Dialog zur Erfassung der Daten eines neuen Zollbeutzers kann mit der Programmaktion "Neu" aufgerufen werden.

Öffnen

Mit der Programmaktion "Öffnen" kann ein in der Übersicht markierter Stammdatensatz zu einem Zollbenutzer geöffnet werden.

Löschen

Mit der Programmaktion "Löschen" können die Daten zu einem in der Übersicht markierten Zollbenutzer gelöscht werden.

Aktualisieren

Mit der Programmaktion "Aktualisieren" kann ein Refresh auf die Übersicht Zollbenutzer gemacht werden.

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Schlüsselwort eingeben

In diesem Feld kann ein Suchbegriff erfasst werden, um nach den Daten eines Zollbenutzers zu suchen (Name, Stellung in der Firma).

In der Tabellenübersicht Zollbenutzer können darüberhinaus zu jeder Spaltenüberschrift die Daten auf- und absteigend sortiert werden, durch linken Maustasten"klick" auf die Spaltenüberschrift.

Vor- und Nachname

Anzeige des Vor- und Nachnamen des Zollbenutzers

Stellung in der Firma

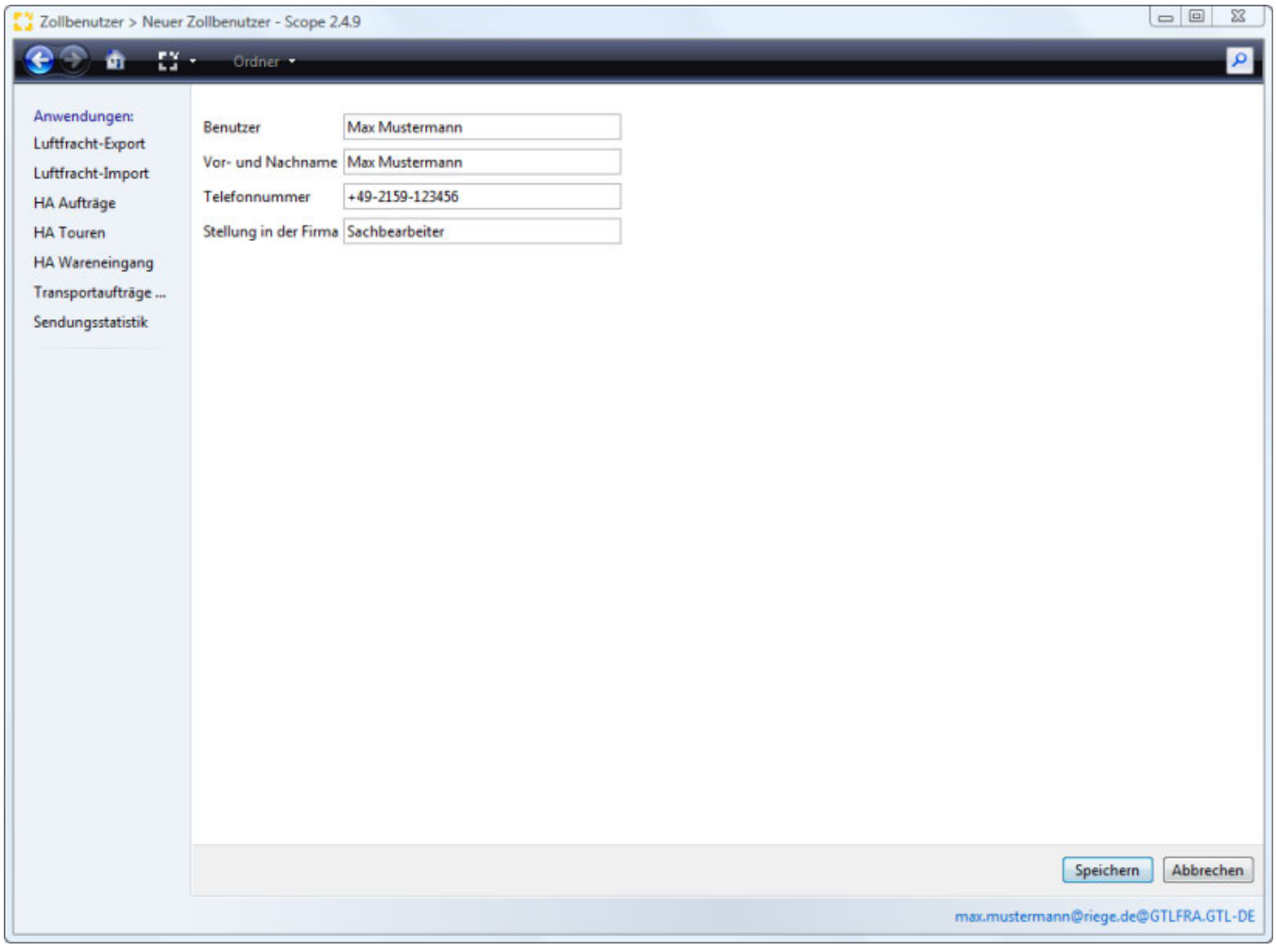
Anzeige der Stellung des Zollbenutzers in der Firma

Telefonnummer

Anzeige der Telefonnummer des Zollbenutzers

Neuer Zollbenutzer

Mit der **Schaltfläche "Neu"** kann der Dialog zur Erfassung eines neuen Zollbenutzers aufgerufen werden.



Benutzer

In diesem Feld können die Daten (Name, Telefonnummer) eines Benutzer aus den globalen Stammdaten ausgewählt werden.

Vor- und Nachname

Vor- und Nachname des Zollbenutzers werden in diesem Feld aus den globalen Stammdaten gefüllt.

Telefonnummer

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Die Telefonnummer des Zollbenutzers wird in diesem Feld aus den globalen Stammdaten gefüllt.

Stellung in der Firma

Die Stellung des Zollbenutzers in der Firma muss in diesem Feld eingetragen werden.

Speichern

Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollbenutzers gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Anleitungen

Fragen

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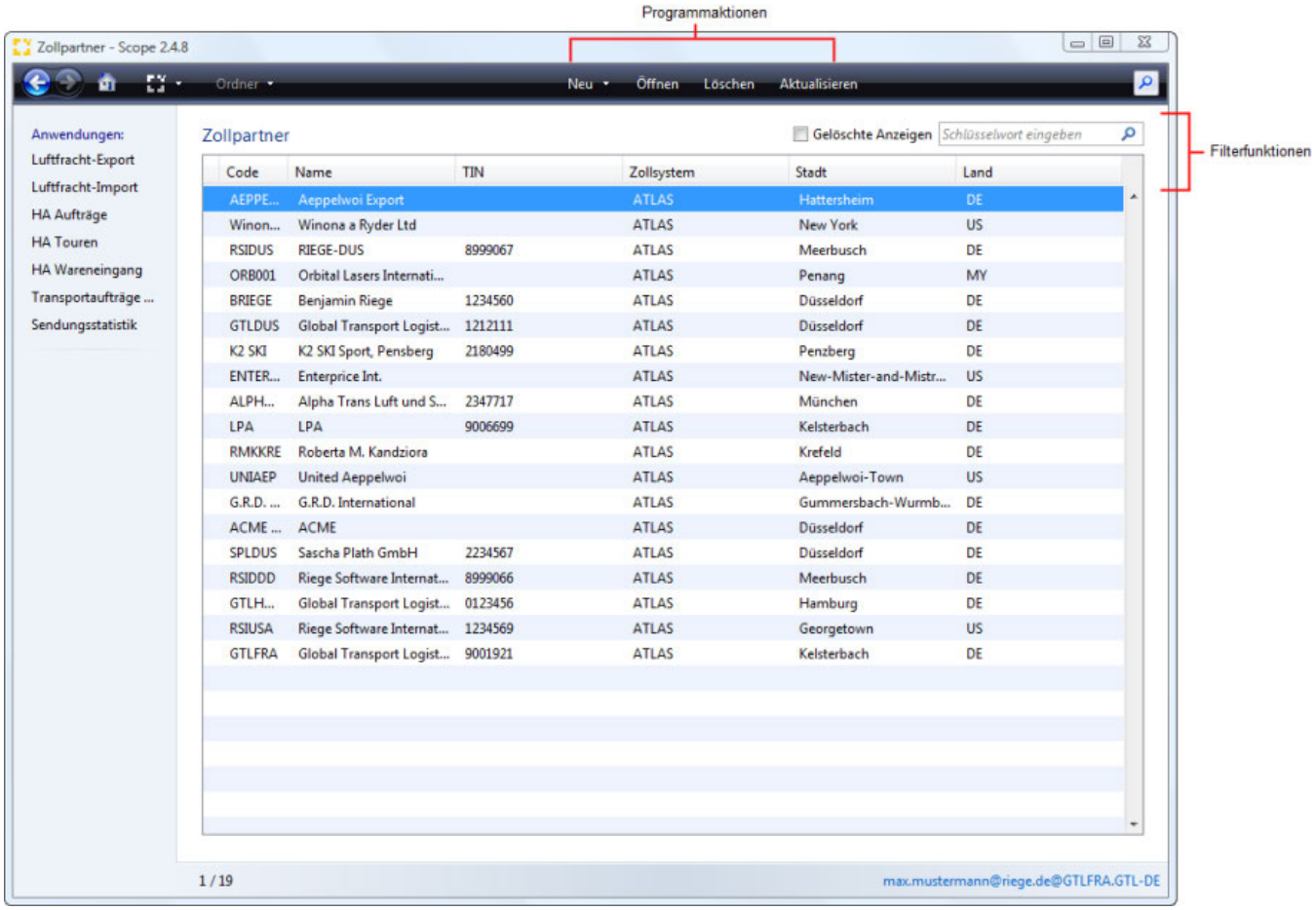
Zollpartner - ATLAS - Stammdaten

- Einleitung
- Beschreibung

Einleitung

Die Applikation "Zollpartner" erlaubt das Hinterlegen von zollspezifischen Stammdaten für Geschäftspartner, die häufig bei der ATLAS-Verzollung benutzt werden.

Beschreibung



Neu

Der Dialog zur Erfassung der Daten eines neuen Zollpartners kann mit der Programmaktion "Neu" aufgerufen werden.

Öffnen

Mit der Programmaktion "Öffnen" kann ein in der Übersicht markierter Stammdatensatz zu einem Zollpartner geöffnet werden.

Löschen

Mit der Programmaktion "Löschen" können die Daten zu einem in der Übersicht markierten Zollpartner gelöscht werden.

Aktualisieren

Mit der Programmaktion "Aktualisieren" kann ein Refresh auf die Übersicht Zollpartner gemacht werden.

Gelöschte Anzeigen

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Wird hier das Flag gesetzt, werden gelöschte Datensätze angezeigt.

Schlüsselwort eingeben

In diesem Feld können Suchbegriffe erfasst werden, um nach den Daten eines Zollpartners zu suchen (Code und Name).

In der Tabellenübersicht zum Zollparter können darüberhinaus zu jeder Spaltenüberschrift die Daten auf- und absteigend sortiert werden, durch linken Maustasten"klick" auf die Spaltenüberschrift.

Code

Der PartnerCode, der in den Stammdaten zum Geschäftspartner festgelegt wurde.

Name

Name des Zollpartners, der in den Stammdaten zum Geschäftspartner festgelegt wurde.

TIN

Die TIN (Teilnehmer Identifikations Nummer) die dem Zollpartner zugeordnet wurde.

Zollsystem

Das Zollsystem, das dem Zollpartner zugeordnet wurde (z.B. ATLAS - IT Verfahren der deutschen Zollbehörden).

Stadt

Ortsangabe, zur Adresse zu Zollpartners.

Land

Länderkennzeichen der Nationalität (Staatszugehörigkeit) des Zollpartners.

Fragen

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Aufschubangaben - Zollpartner

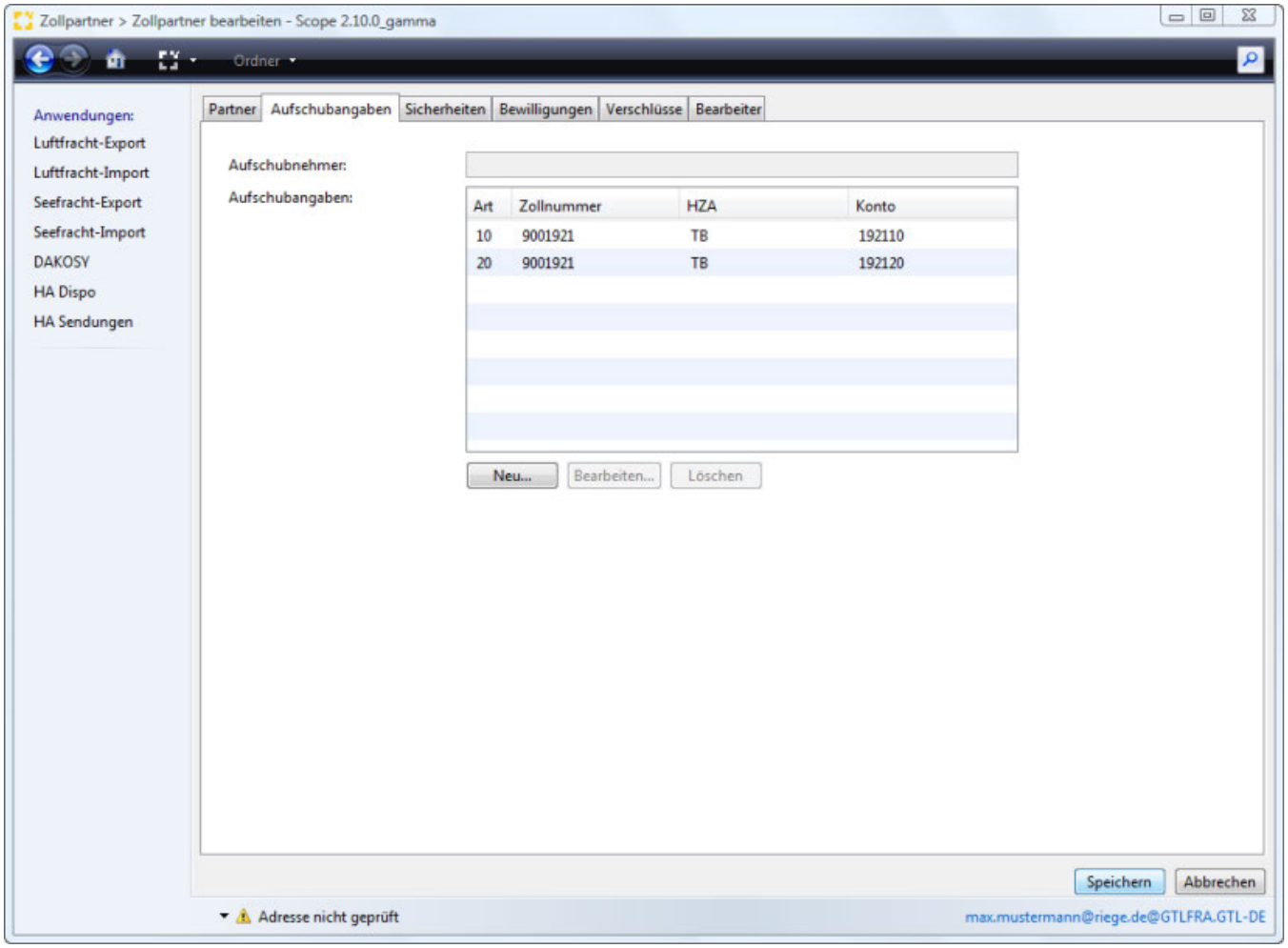
- Einleitung
- Beschreibung

Einleitung

Unter dem Reiter Aufschubangaben, werden fremde und eigene Aufschubkonten gepflegt. Diese Daten werden dann beim Zollantrag i.d.R. vollautomatisch aus den Zollpartnerstammdaten bestimmt. Die Pflege der Aufschubkonten im Zollpartnerstamm ist daher auch eine unabdingbare Vorraussetzung für eine korrekte Anmeldung. Durch die Nutzung eines laufenden Zahlungsaufschub müssen die Einfuhrabgaben nicht sofort bei der Zollabfertigung entrichtet werden. Die Zahlung erfolgt erst zu einem späteren Zeitpunkt, wobei alle Einfuhren, die in diesem Zeitraum getätigt wurden, zusammengefasst werden.

Beschreibung

Bearbeite Aufschubangabe



Aufschubnehmer

Da der Zoll nur unternehmensbezogen und nicht niederlassungsbezogen Aufschubkonten gewährt, kann man hier den entsprechenden Zollpartner (in diesem Fall sollte das die Hauptniederlassung sein) angeben, dessen Aufschubangaben auch für den anzulegenden Zollpartner gültig sind. Hat man einen Aufschubnehmer ausgewählt, kann man keine weiteren Aufschubangaben/neue Aufschubkonten hinterlegen.

Aufschubangaben - Art der Abgaben

Schlüssel für die Art des Zahlungsaufschubs

Aufschubangaben - Zollnummer Aufschubnehmer

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Zollnummer (von der Bundeszollverwaltung vergebene Nummer, unter welcher Name und Anschrift des Aufschubnehmers gespeichert sind) des Kontoinhabers

Aufschubangaben - Konto-Bew. HZA

Bezeichnung des den Zahlungsaufschub bewilligenden Hauptzollamts

Aufschubangaben - Konto

Kontonummer des Aufschubnehmers bei der Bundeskasse.

Neu

Der Dialog zur Erfassung der Daten eines Aufschubkontos kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten", kann ein markierter Aufschubeintrag zur Bearbeitung geöffnet werden.

Löschen

Mit der Schaltfläche "Löschen" kann ein markierter Aufschubeintrag gelöscht werden

Speichern

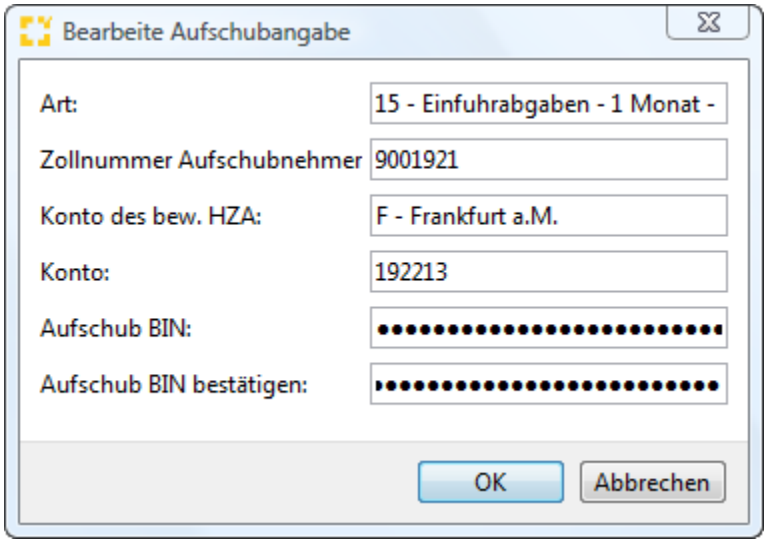
Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollpartner gespeichert werden.

Abbrechen

Mit der Schaltfläche Abbrechen, kann ein Eingabevorgang abgebrochen werden.

Bearbeite Aufschubangabe

Der Dialog zur Erfassung der Daten eines Aufschubeintrags (Bearbeite Aufschubangabe) kann unter dem Reiter Aufschubangaben mit der **Schaltfläche "Neu"** geöffnet werden.



Art der Abgaben

Schlüssel für die Art des Zahlungsaufschubs

Zollnummer Aufschubnehmer

Zollnummer (von der Bundeszollverwaltung vergebene Nummer, unter welcher Name und Anschrift des Aufschubnehmers gespeichert sind) des Kontoinhabers

Konto

Kontonummer des Aufschubnehmers bei der Bundeskasse. Diese Angaben werden dann bei der Antragserfassung aus den Stammdaten Zollpartner vorbelegt.

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Aufschub BIN

Die Aufschub BIN des Aufschubkontos. Diese Angaben werden dann bei der Antragserfassung aus den Stammdaten Zollpartner vorbelegt.

Aufschub BIN bestätigen

Bestätigung der Aufschub BIN des Aufschubkontos.

Anleitungen

Fragen

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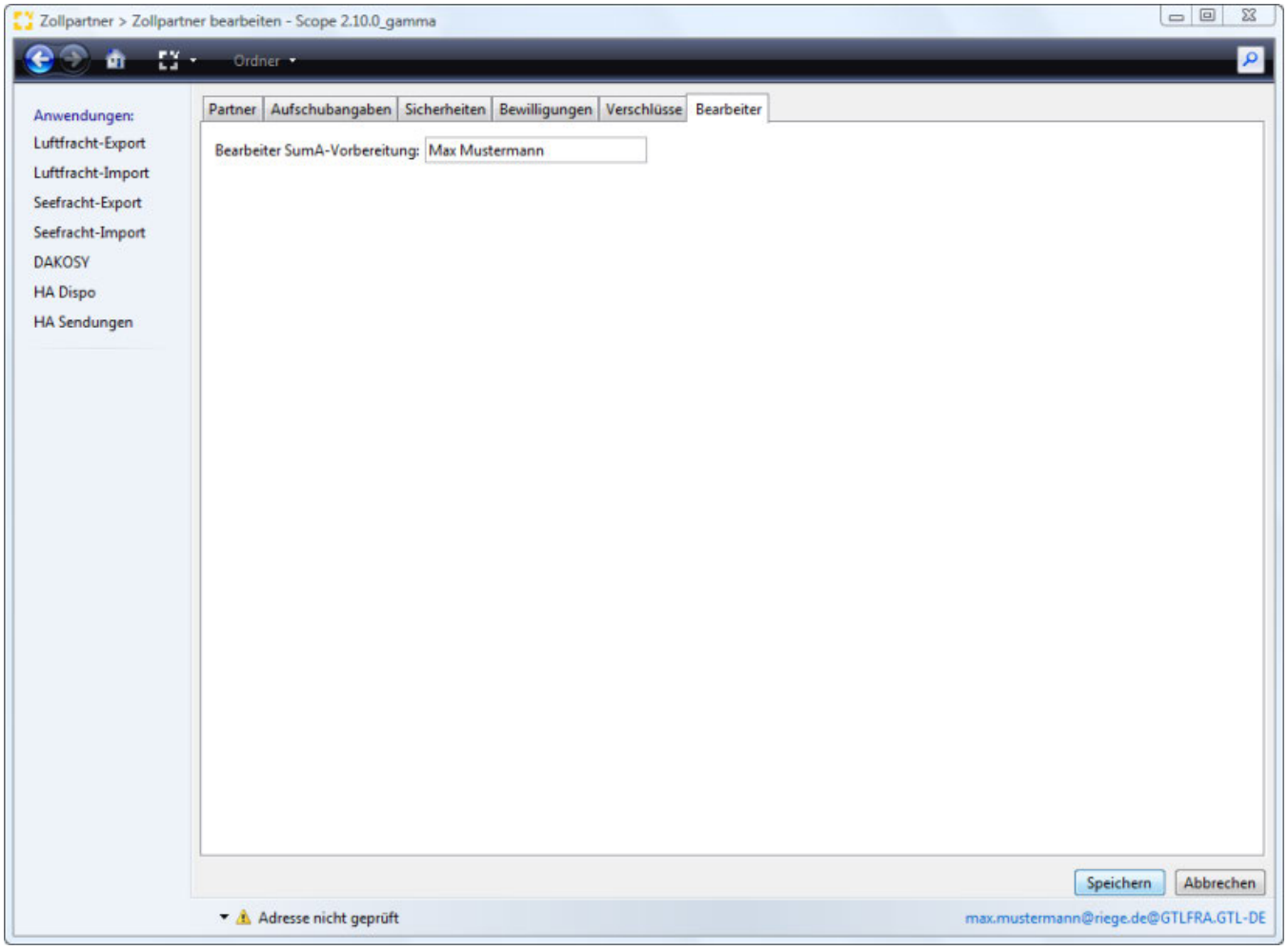
Bearbeiter - Zollpartner

- Einleitung
- Beschreibung

Einleitung

Unter dem Reiter Bearbeiter kann der Bearbeiter für die Anwendung SumA Vorbereitung hinterlegt werden. Es ist ist der Zollbenutzer, der für die SumA Nachrichten verwendet wird, die automatisch über die Anwendung SumA Vorbereitung erstellt werden.

Beschreibung



Bearbeiter SumA-Vorbereitung

In diesem Feld können die Daten (Name) eines Benutzer aus den globalen Stammdaten ausgewählt werden.

Anleitungen

Fragen

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Bewilligungen - Zollpartner

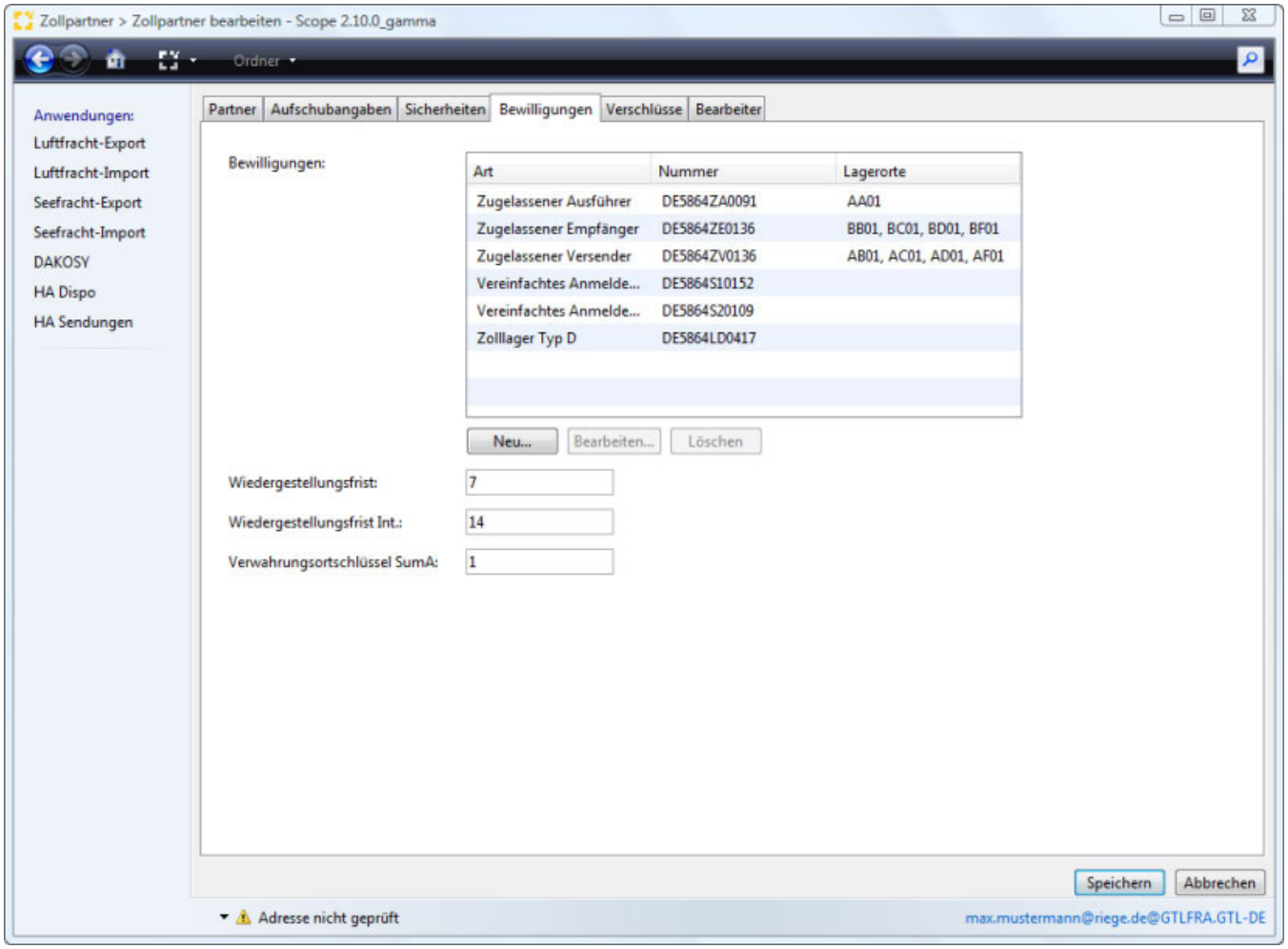
- Einleitung
- Beschreibung

Einleitung

Die Zollbehandlung von Waren bei der Ein- und Ausfuhr kann durch vereinfachte Verfahren wesentlich vereinfacht und, je nach Art des Verfahrens, beschleunigt werden. I.d.R. muss für die Inanspruchnahme einer solchen Vereinfachung eine Bewilligung beim zuständigen HZA beantragt werden. Unter dem Reiter Bewilligungen können die Daten zur Art, der Nummer, sowie zugeteilte Lageortcodierungen zum Zollpartner hinterlegt werden.

Beschreibung

Eigenschaften von Bewilligung
Eigenschaften von Lagerort



Bewilligungen - Art

In diesem Feld wird die Art der Bewilligung angezeigt.

Bewilligungen - Nummer

In diesem Feld wird die Nummer der Bewilligung angezeigt.

Bewilligungen - Lagerorte

In diesem Feld wird die Codierung des/der Lagerorte(s) angezeigt.

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Neu

Der Dialog zur Erfassung der Daten einer Bewilligung kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten" kann ein markierter Bewilligungseintrag zur Bearbeitung geöffnet werden.

Löschen

Mit der Schaltfläche "Löschen" kann ein markierter Bewilligungseintrag gelöscht werden.

Wiedergestellungsfrist (Nat.)

Hier kann eine Wiedergestellungsfrist (national) in Tagen für das Verfahren NCTS (ZV) hinterlegt werden. Die Gestellungsfrist wird dann in Abhängigkeit zum Bestimmungsland Code automatisch gezogen.

Wiedergestellungsfrist (Int.)

Hier kann eine Wiedergestellungsfrist (international) in Tagen für das Verfahren NCTS (ZV) hinterlegt werden. Die Gestellungsfrist wird dann in Abhängigkeit zum Bestimmungsland Code automatisch gezogen.

Verwahrungsortschlüssel SumA

Hier kann der Standardverwahrungsortschlüssel SumA hinterlegt werden. Der Standardverwahrungsortschlüssel wird dann in der Antragserfassung (z.B. Verwahrerwechsel) automatisch vorbelegt.

Speichern

Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollpartner gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Eigenschaften von Bewilligung

Der Dialog zur Erfassung der Daten einer Bewilligung (Eigenschaften von Bewilligung) wird unter dem **Reiter Bewilligungen** mit der **Schaltfläche "Neu"** aufgerufen. Hier wird zunächst die Art der Bewilligung ausgewählt und die Bewilligungsnummer wird erfasst.

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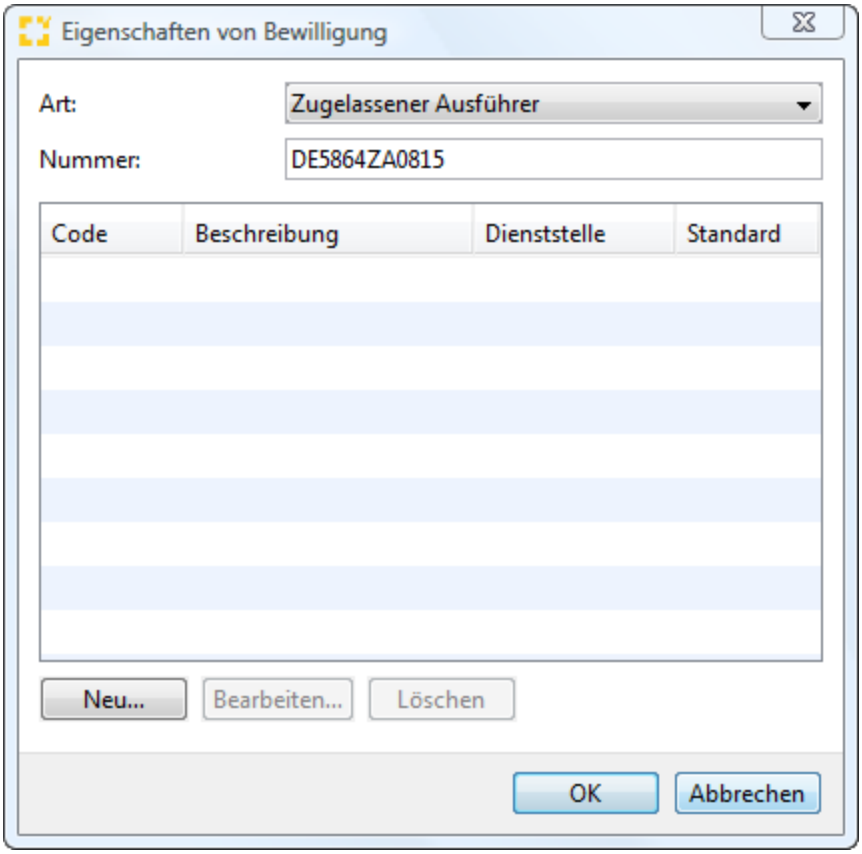

Art

In diesem Feld wird die Art der Bewilligung erfasst.

Nummer

In diesem Feld wird die Nummer der Bewilligung erfasst.

Neu

Der Dialog zur Erfassung der Daten des Lagerort Codes kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten" können erfasste Daten zu einem Lageortcode zur Bearbeitung geöffnet werden.

Löschen

Mit der Schaltfläche "Löschen" können erfasste Daten zu einem Lageortcode gelöscht werden.

Eigenschaften von Lagerort

Nachdem die Daten zur Bewilligung im Dialog Eigenschaften von Bewilligungen erfasst wurden, kann mit der **Schaltfläche "Neu"** der Dialog zur Erfassung der Daten des Lagerortes aufgerufen werden (Eigenschaften Lagerort).

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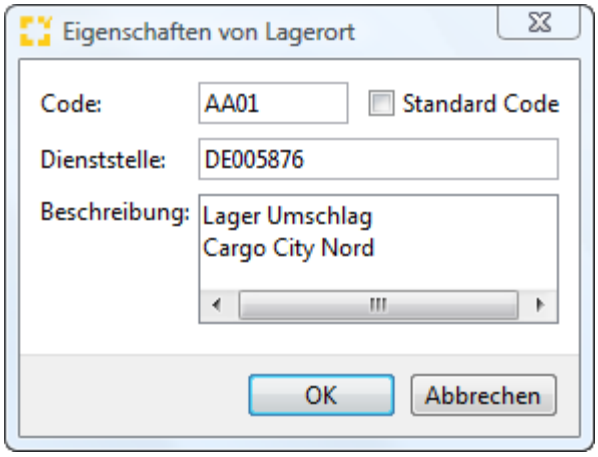

Code

In diesem Feld wird die Codierung des Lagerortes erfasst.

Standard Code

Hier kann durch das Setzen des Flags ein Lagerort Code als Standard Code hinterlegt werden.

Dienststelle

Dienststellennummer der zuständigen Zolldienststelle.

Beschreibung

In diesem Feld kann eine textuelle Beschreibung des Lagerortes hinterlegt werden.

Anleitungen

Fragen

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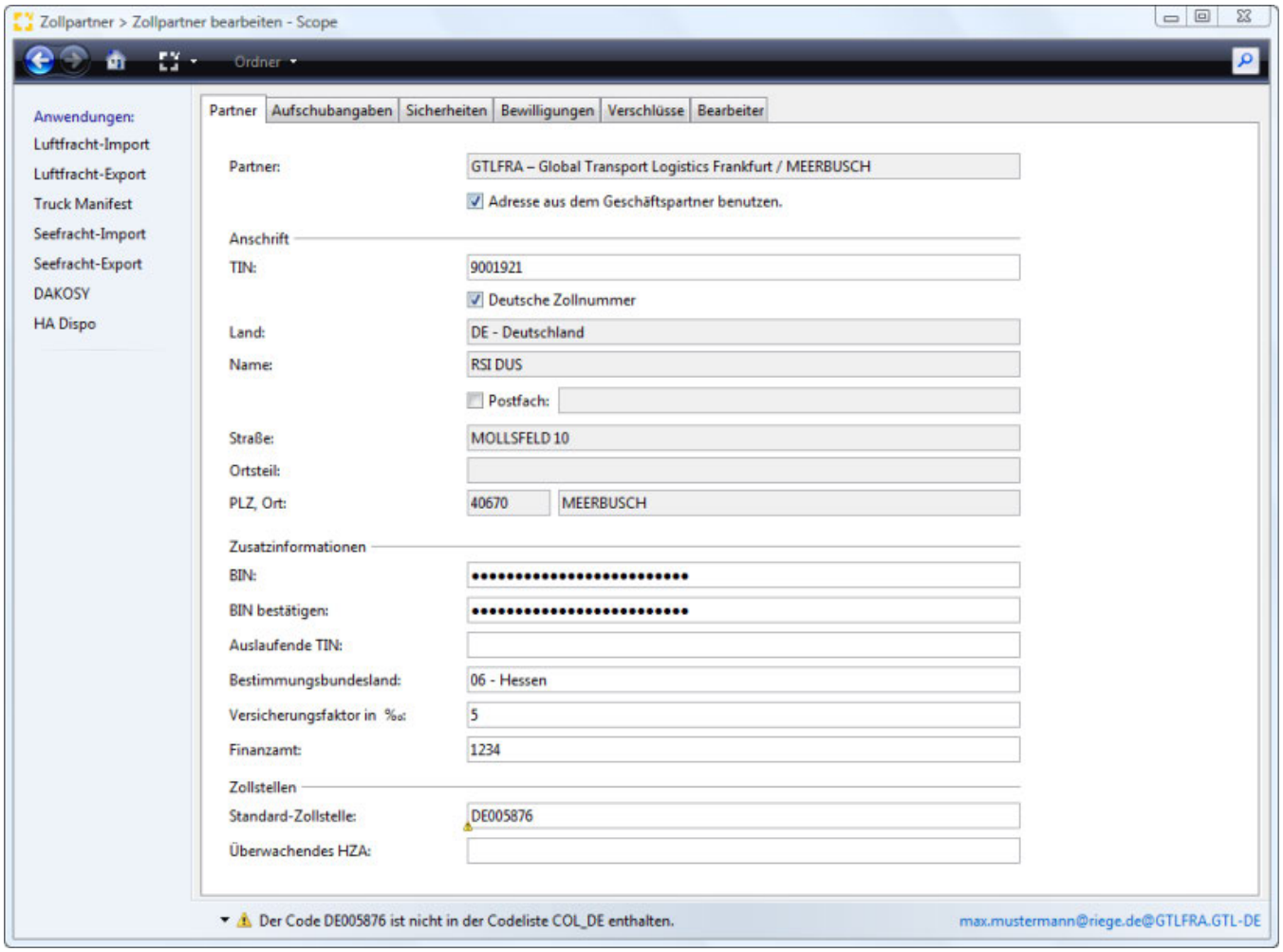
Partner - Zollpartner

- Einleitung
- Beschreibung

Einleitung

Unter dem Reiter Partner können die Adressdaten und wichtige Daten zur Zollkommunikation (TIN und BIN) zum Zollpartner hinterlegt werden.

Beschreibung



Partner

Die Adressdaten zum Zollpartner müssen in den Stammdaten Geschäftspartner hinterlegt sein. Sie können im Feld Partner über die Suchfunktion aus den Stammdaten Geschäftspartner übernommen werden.

Adresse aus dem Geschäftsparter benutzen

Das Flag wird bei der Erfassung eines neuen Zollpartners als Default gesetzt. Die aus den Stammdaten Geschäftspartner übernommenen Adressdaten können dann nicht geändert werden, da die entsprechenden Felder deaktiviert sind. Wird das Flag entfernt, sind die Felder wieder aktiv und es können abweichende Adressdaten erfasst werden.

TIN

Teilnehmer Identifikations Nummer des Zollpartners

Kennzeichen Deutsche Zollnummer

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Das Kennzeichen Deutsche Zollnummer wird als Default nach der Übernahme der Daten aus den Geschäftspartner Stammdaten gesetzt.

Land

Länderkennzeichen der Nationalität (Staatszugehörigkeit) des Zollpartners

Name

Name oder Firmenbezeichnung des Zollpartners

Postfach

Wird das Flag hier gesetzt, kann eine Postfachadresse ergänzt werden.

Postfachadresse

Postfachadresse des Zollpartners

Straße und Hausnummer

Straße und Hausnummer des Zollpartners

Ortsteil

Ortsteil zur Hausanschrift des Zollpartners

Postleitzahl

Postleitzahl zur Adresse des Zollpartners

Ort

Ortsangabe zur Adresse des Zollpartners

BIN

Beteiligten-Identifikations-Nummer des Zollpartners

BIN bestätigen

Feld zur Bestätigung der Beteiligten-Identifikations-Nummer

Auslaufende TIN

Gelegentlich kommt es vor, dass eine Geschäftsstelle eine neue Zollnummer beantragt. Es lässt sich nicht vermeiden, dass in diesem Fall die Geschäftsstelle nach Umstellung auf die neue Zollnummer noch Antwortnachrichten zu alten Vorgängen unter der alten Zollnummer zollseitig empfangen können muss. Man kann also hier eine zweite, "alte" Zollnummer "Auslaufende TIN" hinterlegen. Bei der Suche eines Zollpartners nach der alten Zollnummer wird der Zollpartner auch gefunden. Die auslaufende TIN muss eindeutig einer Branch gehören, sie darf in keiner anderen Branch als erste oder zweite Zollnummer eingetragen sein.

Bestimmungsbundesland

Wird hier der entsprechende Wert zum Zollpartner erfasst, wird das Bestimmungsbundesland automatisch in der Zollanmeldung vorbelegt.

Versicherungsfaktor in Promille

Muss eine Versicherung in der Zollanmeldung angegeben werden, kann hier ein Versicherungsfaktor in Promille hinterlegt werden und Scope berechnet die Versicherungskosten. Der Promilleanteil wird aus dem zum Anmelder (bzw. Empfänger, falls "Anmelder ist Empfänger" gesetzt) hinterlegten "Berechnungsfaktor für Versicherung" bestimmt (Das Flag „Versicherung automatisch berechnen" muss im Antrag gesetzt sein).

Finanzamt

Beim Verfahren 42XX und 63XX wird dieser Eintrag auf das entsprechende Feld auf dem Tab Abgaben gezogen.

Zollstellen - Standard Zollstelle

In diesem Feld kann die Standardzolldienststelle für die Verfahrensbereiche SumA, Einfuhr und NCTS als Default hinterlegt werden. Der Wert in diesem Feld wird automatisch in der Zollanmeldung vorbelegt.

Zollstellen - Überwachendes Hauptzollamt

In diesem Feld kann die Dienststellennummer des überwachenden HZA für die vereinfachten Verfahren im Bereich ATLAS Einfuhr und für das Zolllagerverfahren als Default hinterlegt werden. Der Wert in diesem Feld wird automatisch in der Zollanmeldung vorbelegt.

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Speichern

Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollpartner gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Anleitungen

Fragen

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Sicherheiten - Zollpartner

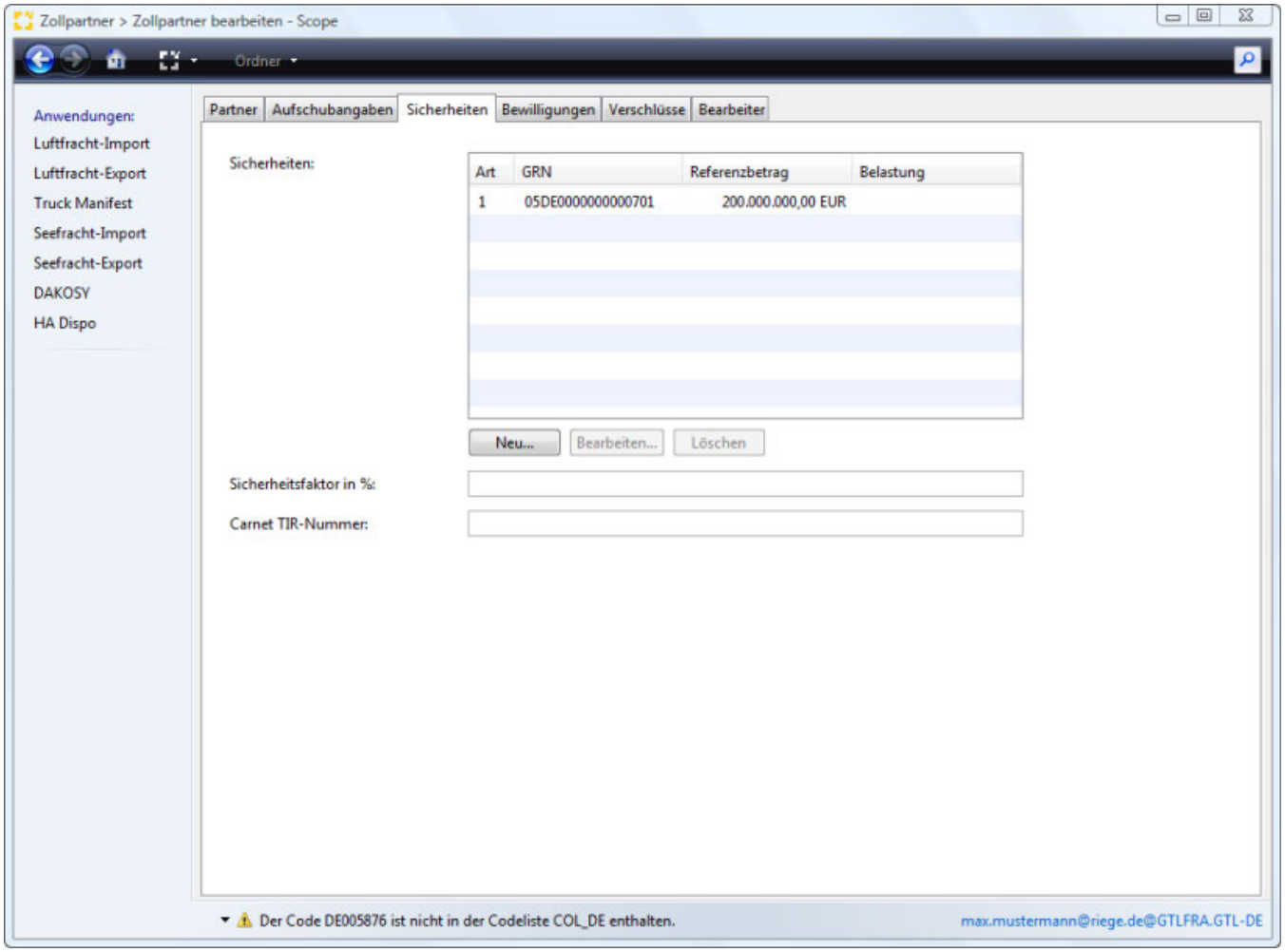
- Einleitung
- Beschreibung

Einleitung

Unter dem Reiter Sicherheiten können die Daten zu der im gemeinschaftlichen/gemeinsamen Versandverfahren und TIR - Verfahren verwendeten Sicherheit hinterlegt werden. Bevor die Daten erfasst werden können, muss der Datensatz des Zollpartners in Scope hinterlegt und gespeichert werden.

Beschreibung

Sicherheit bearbeiten



Sicherheiten - Art

Verschlüsselte Anzeige der Art der Sicherheit

Sicherheiten - GRN

Anzeige der Guarantee Reference Number

Sicherheiten - Referenzbetrag

Anzeige der Höhe der Sicherheitsleistung

Sicherheiten - Belastung

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Anzeige der Höhe der Belastung der Sicherheitsleistung

Neu

Der Dialog zur Erfassung der Daten einer Sicherheit kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten", kann ein markierter Eintrag zur Bearbeitung geöffnet werden.

Löschen

Mit der Schaltfläche "Löschen", kann ein markierter Eintrag gelöscht werden.

Sicherheitsfaktor in %

Der Faktor Sicherheit NCTS (E_DEC_DAT) ist systemseitig standardmässig auf 25% gesetzt. Dieses Feld ermöglicht den Faktor Sicherheit in Prozent für den Zollpartner zu definieren. Der hier definierte Faktor wird dann anstatt der 25% als Default in die Versandanmeldung (E_DEC_DAT) gezogen.

Carnet TIR-Nummer

Carnet TIR-Nummer zu einer Carnet TIR-Sicherheit

Speichern

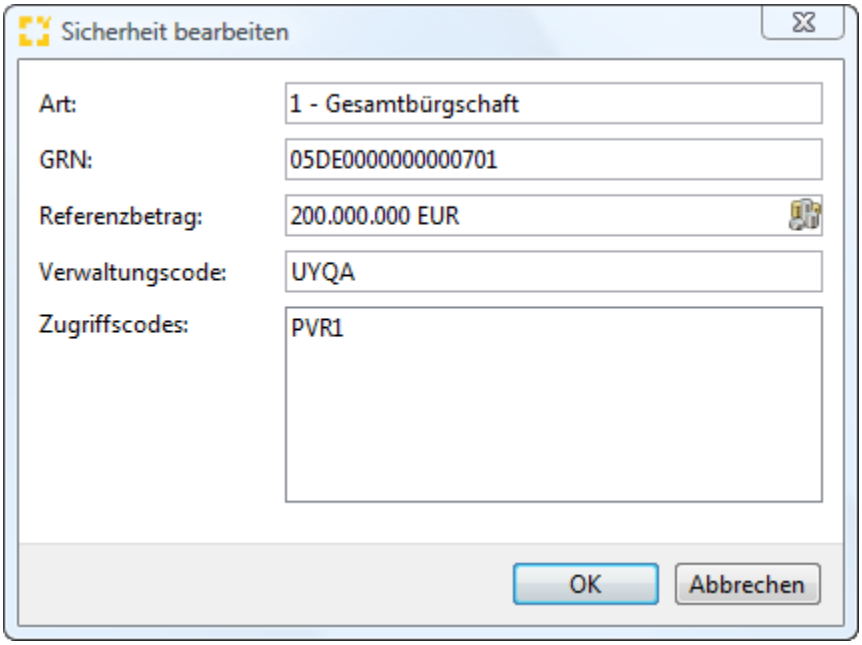
Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollpartner gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Sicherheit bearbeiten

Der Dialog zur Erfassung der Daten einer Sicherheit (Sicherheit bearbeiten) kann unter dem Reiter Sicherheiten mit der **Schaltfläche "Neu"** geöffnet werden.



Art

In diesem Feld wird die verschlüsselte Angabe zur Art der Sicherheit erfasst.

GRN

In diesem Feld wird die Guarantee Reference Number (GRN) hinterlegt.

Referenzbetrag

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In diesem Feld wird die Höhe der Sicherheitsleistung angegeben.

Verwaltungscode

Der Verwaltungscode wird vom HZA für registrierte Sicherheiten der Codes 0, 1 und 9 vergeben. Er wird für die Änderung, Ergänzung oder Löschung des Zugriffscodes sowie für die Änderung des Verwaltungscodes im Rahmen eines Nachrichtenaustauschs zwischen dem HV und dem HZA benötigt.

Zugriffscode

Der Zugriffscode stellt die Berechtigung dar, die Sicherheit in Anspruch zu nehmen. Abhängig von der Art der Sicherheitsleistung wird der Zugriffscode vom HZA, vom Bürgen oder vom HV festgelegt.
Er ist bei der Überführung in das Versandverfahren anzugeben. Im Rahmen der Benutzereingabe stellt die Abgangsstelle die verdeckte Eingabe des Zugriffscodes in geeigneter Weise sicher.

Anleitungen

Fragen

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Verschluesse - Zollpartner

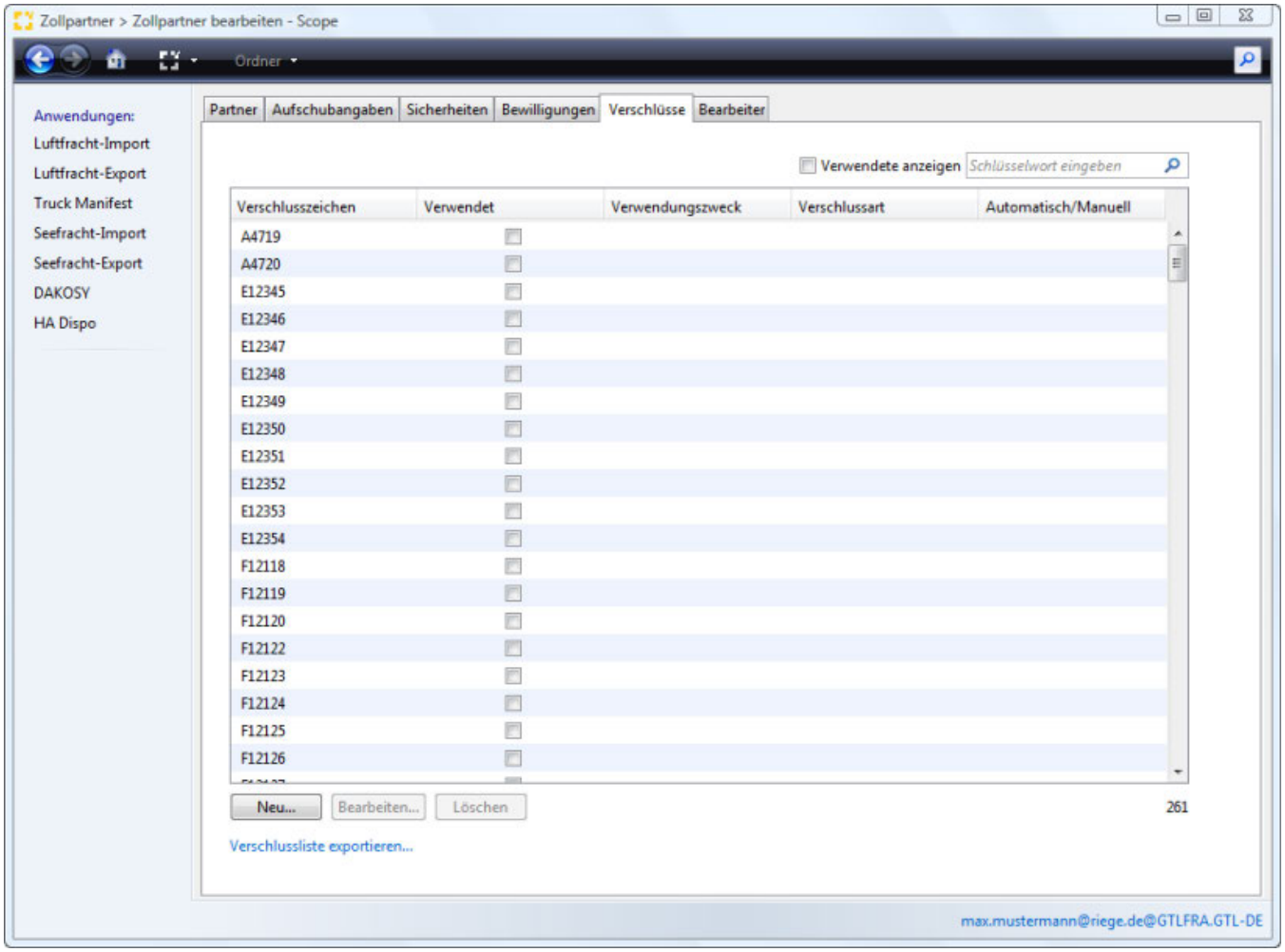
- Einleitung
- Beschreibung

Einleitung

Unter dem Reiter Verschlüsse werden die Verschlüsse (Tydenseals) angelegt und verwaltet. Eine Verschlussliste kann als Excel Datei exportiert werden.

Beschreibung

Verschlüsse anlegen
Verschluss manuell blockieren
Verschlussliste exportieren



Verwendete anzeigen

Ist in diesem Feld das Flag gesetzt, werden auch bereits verwendete Verschlusszeichen angezeigt.

Schlüsselwort eingeben

In diesem Feld kann nach einem Schlüsselwort gesucht werden (Verschlusszeichen).

Verschlusszeichen

In diesem Feld wird die Tydensealnummer angezeigt.

Verwendet

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Das Flag kennzeichnet in der Übersicht bereits verwendete Verschlusszeichen.

Verwendungszweck

In diesem Feld wird der Verwendungszweck angezeigt. Bei einer manuellen Erledigung, wird hier der händisch eingetragene Verwendungszweck angezeigt.

Verschlussart

In diesem Feld wird die Verschlussart angezeigt. **"R"** steht für einen Raumverschluss (Container/Truck), **"P"** steht für einen Packstückverschluss (Paket /Kiste).

Automatisch/Manuell

In diesem Feld wird angezeigt ob der Verschluss automatisch gezogen oder manuell eingetragen wurde.

Neu

Der Dialog zur Erfassung neuer Verschlusszeichen kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten" kann ein in der Übersicht markiertes Verschlusszeichen manuell blockiert werden.

Löschen

Mit der Schaltfläche "Löschen" kann ein in der Übersicht markiertes Verschlusszeichen gelöscht werden.

Speichern

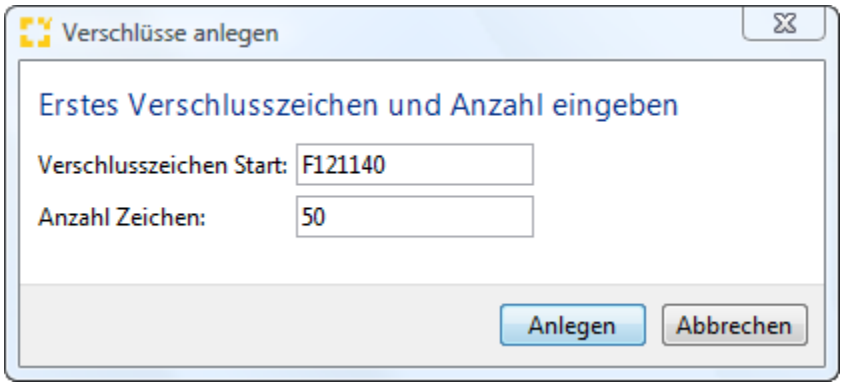
Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen zum Zollpartner gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Verschlüsse anlegen

Der Dialog zur **Erfassung neuer Verschlusszeichen** wird mit der **Schaltfläche "Neu"** aufgerufen. Sobald die Nummer des ersten Verschlusszeichens und die Anzahl erfasst wurden, kann der Dialog mit der **Schaltfläche "Anlegen"** bestätigt werden. Das System legt daraufhin den neuen Verschlusszeichenstamm an.



Verschlusszeichen Start

Codierung des ersten Verschlusszeichens, das im Verschlusszeichenstamm hinterlegt werden soll.

Anzahl Zeichen

Anzahl der Verschlüsse, die nachfolgend zum "Verschlusszeichen Start" angelegt werden sollen.

Verschluss manuell blockieren

Um ein in der Übersicht markiertes Verschlusszeichen manuell zu blockieren, muss der entsprechende Dialog mit der **Schaltfläche "Bearbeiten"** aufgerufen werden.

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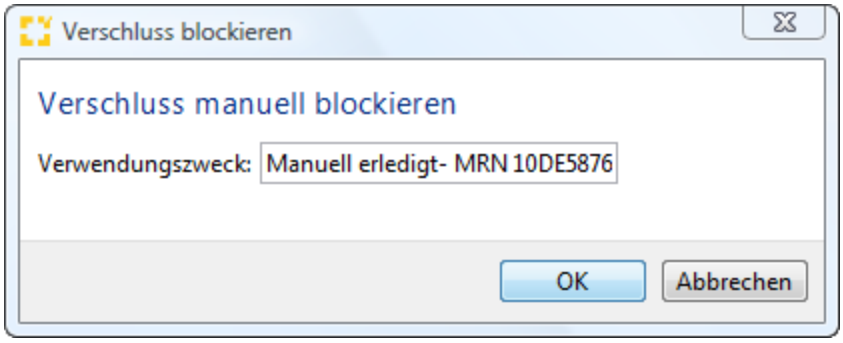
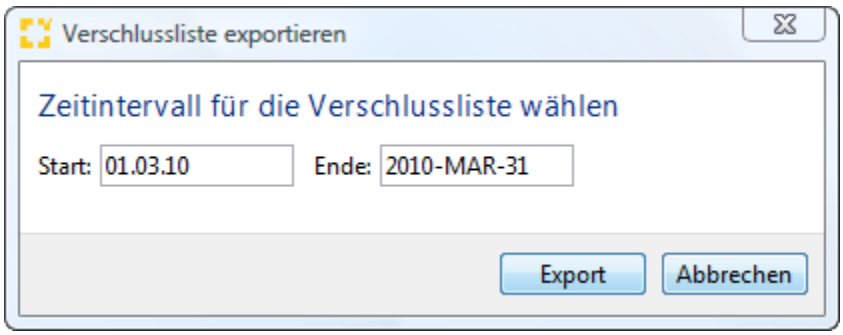


Verwendungszweck

Angabe des Verwendungszwecks (z.B. MRN, oder textuelle Beschreibung).

Verschlussliste exportieren

Aktiviert man diesen Link, kann einen Verschlussliste als Excel Datei exportiert werden. Der Dialog kann mit der **Schaltfläche "Export"** bestätigt werden und die Verschlussliste für den ausgewählten Zeitraum wird als Excel Datei generiert.



Start

Startdatum für den Zeitraum der Daten der Verschlussliste.

Ende

Enddatum für den Zeitraum der Daten der Verschlussliste.

Anleitungen

Fragen

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Zollstellen - ATLAS - Stammdaten

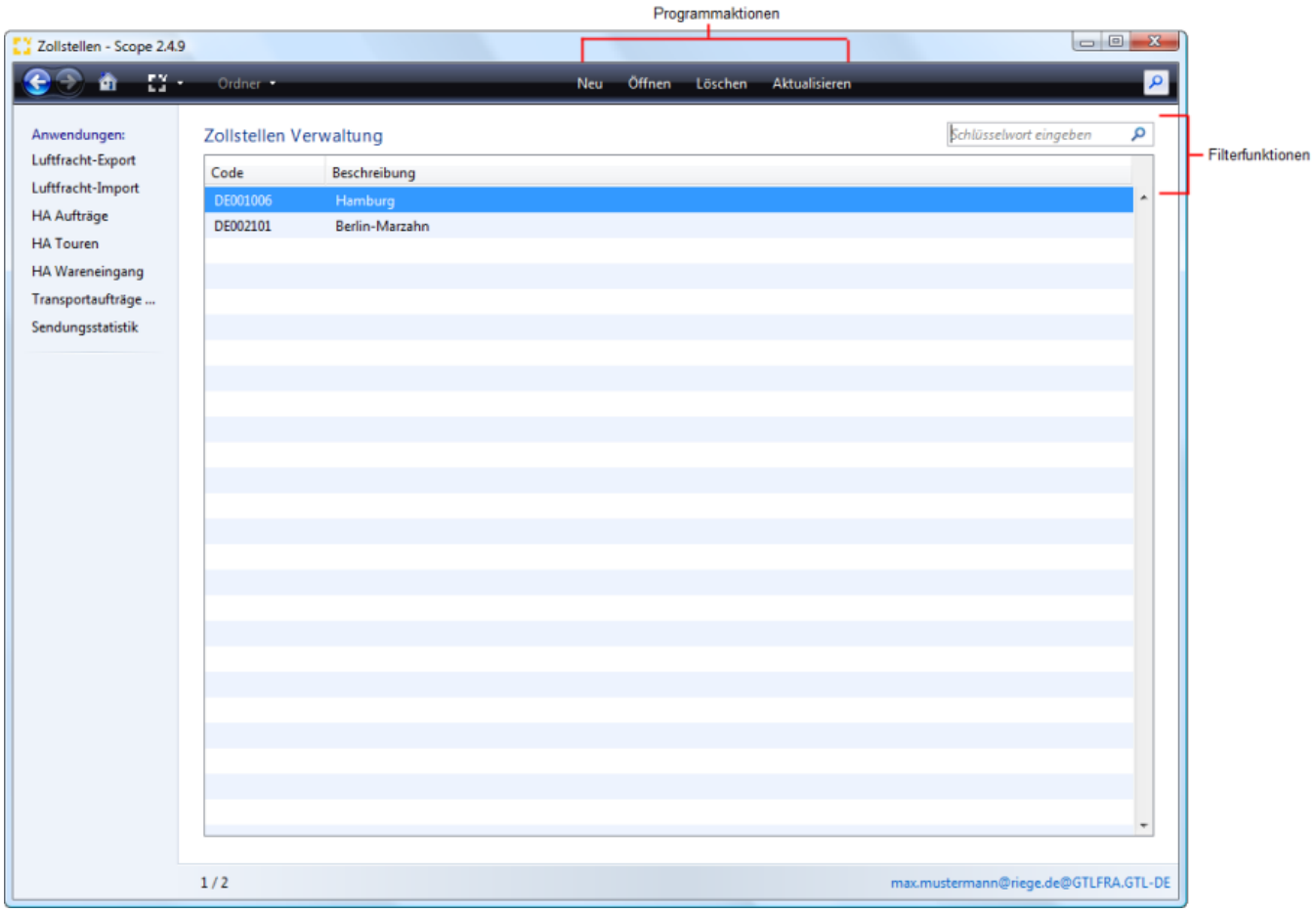
- Einleitung
- Beschreibung

Einleitung

Bei der Abwicklung einer Zollanmeldung wird die Anmeldung unterschiedlicher Typen von Unterlagen verlangt. Es kommt vor, dass dabei manche Zollstellen die Anmeldung bestimmter Unterlagen auf Positionsebene verlangen, obwohl diese auch auf Kopfebene angemeldet werden könnten. Diese Vorgaben können in den Zollstellenstammdaten hinterlegt werden und werden dann von Scope in ATLAS Einfuhr (EZA,vZA/AZ) automatisch gezogen. Die Automatik greift jedoch nicht, wenn bereits Unterlagen auf Kopf- oder Positionsebene existieren.

Beschreibung

Zollstelle bearbeiten
Unterlage bearbeiten



Neu

Der Dialog zur Erfassung von spezifischen Unterlagen zu einer Zollstelle kann mit der Programmaktion "Neu" aufgerufen werden.

Öffnen

Mit der Programmaktion "Öffnen" kann ein in der Übersicht "Zollstellen Verwaltung" markierter Datensatz geöffnet werden.

Löschen

Mit der Programmaktion "Löschen" kann ein in der Übersicht "Zollstellen Verwaltung" markierter Datensatz gelöscht werden.

Aktualisieren

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Mit der Programmaktion "Aktualisieren" kann ein Refresh auf die Übersicht "Zollstellen Verwaltung" gemacht werden.

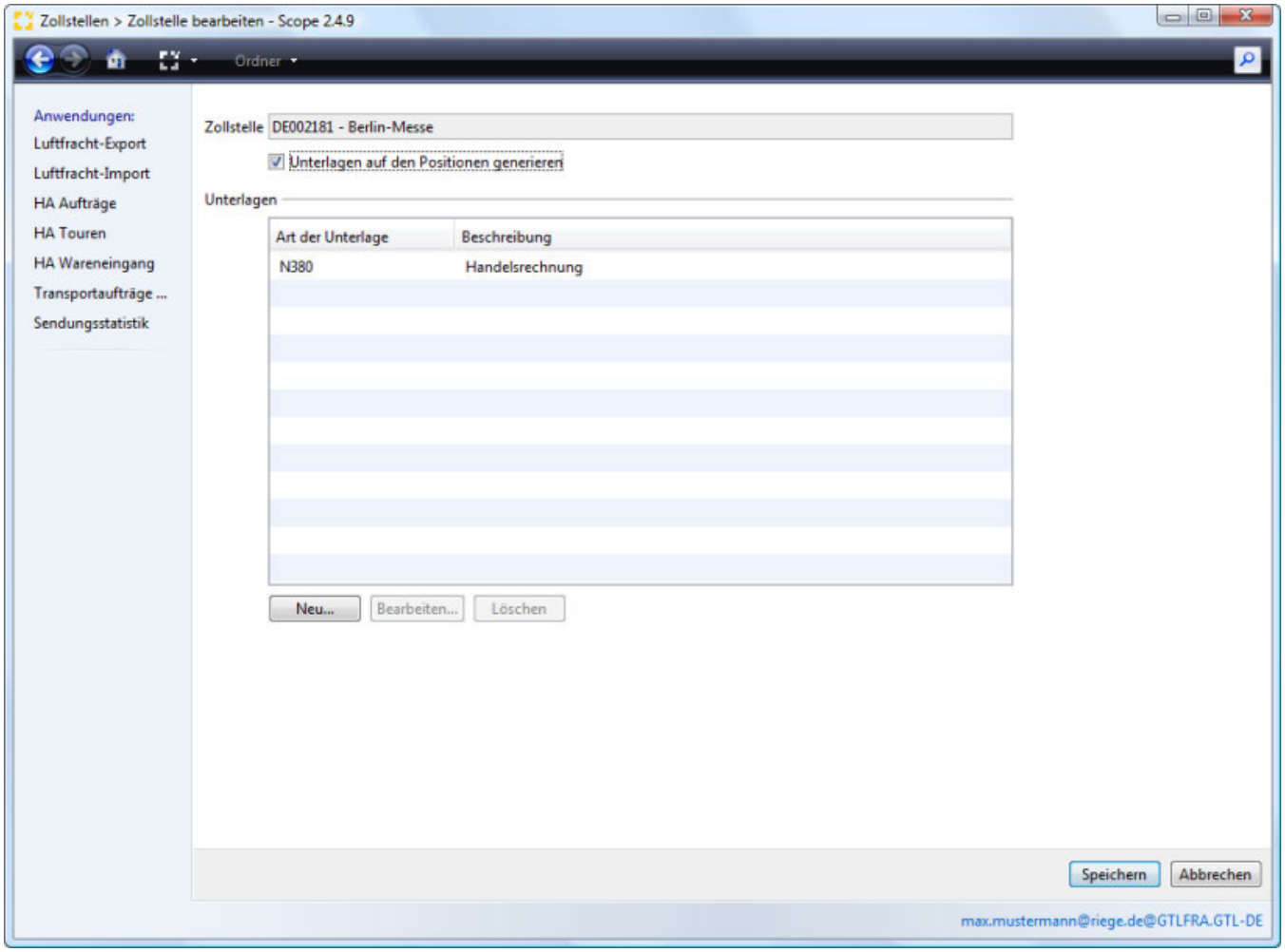
Schlüsselwort eingeben

In diesem Feld kann ein Suchbegriff erfasst werden, um nach einem Datensatz in der Zollstellen Verwaltung nach einer bestimmten Zollstelle zu suchen (Code und Beschreibung).

In der Tabellenübersicht "Zollstellen Verwaltung" können darüberhinaus zu jeder Spaltenüberschrift die Daten auf- und absteigend sortiert werden, durch linken Maustasten"klick" auf die Spaltenüberschrift.

Zollstelle bearbeiten

Mit der **Programmaktion "Neu"** kann der Dialog zur Erfassung von spezifischen Unterlagen zu einer Zollstelle aufgerufen werden.



Zollstelle

In diesem Feld kann die Dienststellennummer aus den globalen Stammdaten übernommen werden.

Unterlagen auf den Positionen generieren

Wird hier Flag gesetzt, werden die hier eingetragenen Unterlagencodierungen auf allen vorhandenen Warenpositionen hinzugefügt. Es wird die Art und der Bereich der Unterlage sowie der Haken "Vorhanden" gesetzt. Alle übrigen Daten müssen manuell hinzugefügt werden. Wird das Flag nicht gesetzt, werden die hier eingetragenen Unterlagencodierungen in die Kopfdaten geschrieben.

Unterlagen

In der Tabelle "Unterlagen" können die anzumeldenden Unterlagen hinterlegt werden.

Art der Unterlage

Die Codierung der anzumeldenden Unterlage, wird in diesem Feld angezeigt.

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Beschreibung

Die Beschreibung der anzumeldenden Unterlage, wird in diesem Feld angezeigt.

Neu

Der Dialog zur Erfassung der Daten der anzumeldenden Unterlage kann mit der Schaltfläche "Neu" aufgerufen werden.

Bearbeiten

Mit der Schaltfläche "Bearbeiten", kann ein markierter Eintrag zur Bearbeitung geöffnet werden.

Löschen

Mit der Schaltfläche "Löschen", kann ein markierter Eintrag gelöscht werden.

Speichern

Mit der Schaltfläche "Speichern" können Daten, bzw. Änderungen gespeichert werden.

Abbrechen

Mit der Schaltfläche "Abbrechen" kann ein Eingabevorgang abgebrochen werden.

Unterlage bearbeiten

Der Dialog zur Erfassung der Daten der anzumeldenden Unterlage wird mit der **Schaltfläche "Neu"** aufgerufen.



Art der Unterlage

Die Codierung der anzumeldenden Unterlage, kann hier aus den globalen Stammdaten übernommen werden.

Anleitungen

Fragen

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Countries - Maintenance

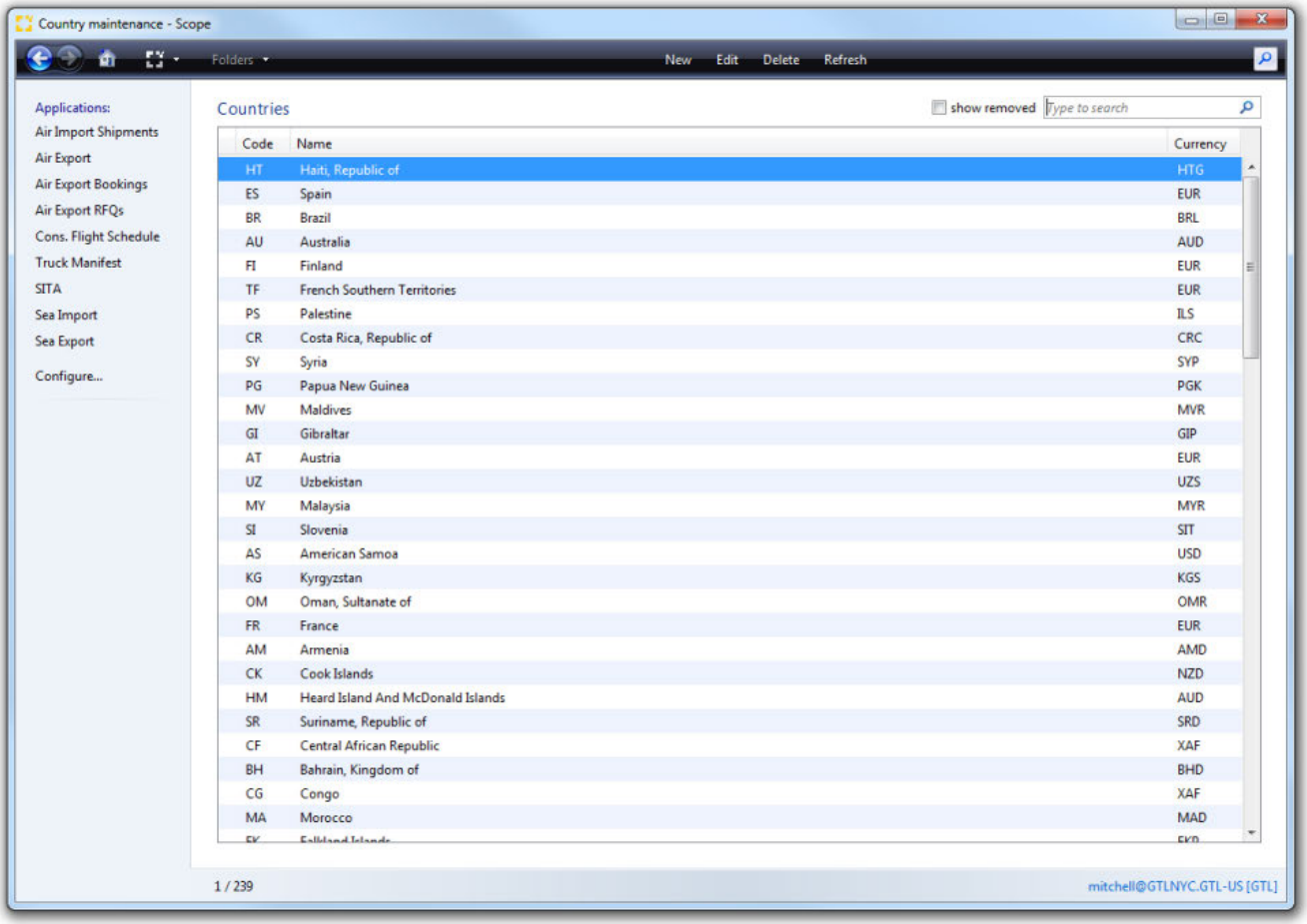
- Introduction
- Description

Introduction

This application is used to create and store details about countries that are used in many other areas of the Scope system. Country codes, currency, postcode format and tax details are all stored in country maintenance.

> This data is standardized internationally. To ensure error free operation, country data is therefore maintained by **Riege Software International** via the SDS master system and distributed to all customer systems. ***Users should not have access to, nor change in any way this data.***

Description



New

This action opens the Editor in order to create a new country.

Edit

This action opens the county highlighted in the overview using the Editor in order to change the country details.

Delete

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This action will delete the country highlighted in the overview. Countries are not physically deleted, but set to inactive and removed from view. Deleted countries may be view as shown below.

Refresh

Updates the index to ensure the latest country data is present.

Countries

An overview of all existing countries showing country code, name and currency.

Show removed

When checked, this check box will ensure that any previously deleted countries are included in the overview. Deleted countries will appear with the *Trash* Icon in the left hand column. They may be restored by editing them.

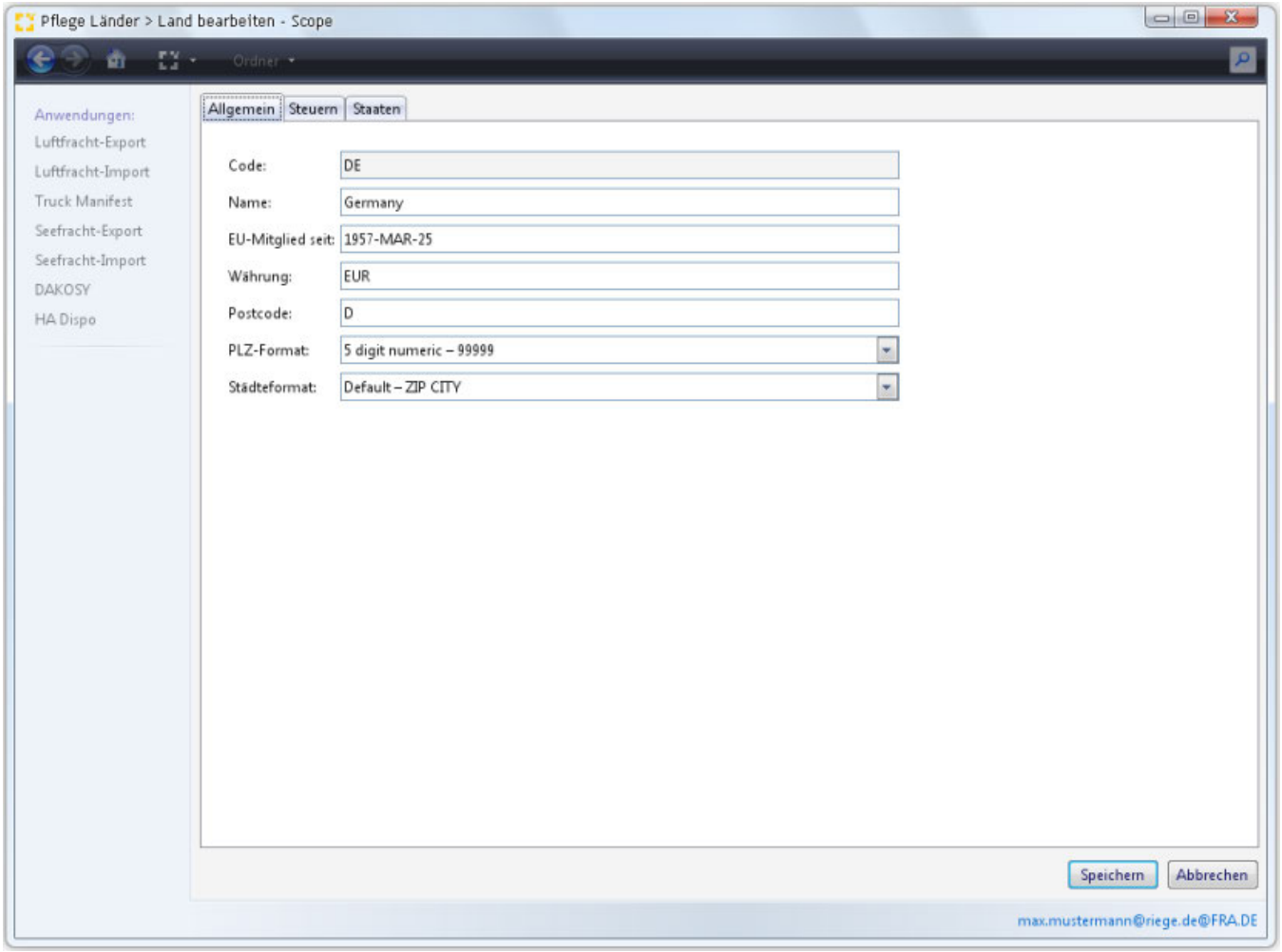
Type to search

This is a full text search field. An part of a country code or name may be entered in order to find that country in the list.

Editor

General

The **General** tab maintains the following information:



Code

The two- character ISO 3166 Alpha-2 country code.

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Name

The country name.

EU Member since:

If the country is a member of the EU, the date of the countries accession to the EU.

Currency

The ISO 4217 currency code of the country.

Postal Code

The postal code, eg **D**-44030 Ort

Zip Format

This field will present a drop-down list of possible postal formats. The format selected will then be used in all {partner addresses |General - Business Partner - Master Data] which are located in that country.

City Format

This field will present a drop-down list of possible city format. This controls the order in which, the zip code, the country code and the city name will appear when printed.

Save

Saves the country information and returns to the overview.

Cancel

Exits the country editor without saving any changes.

Taxes

The **taxes** tab is used to maintain tax details for the selected country.

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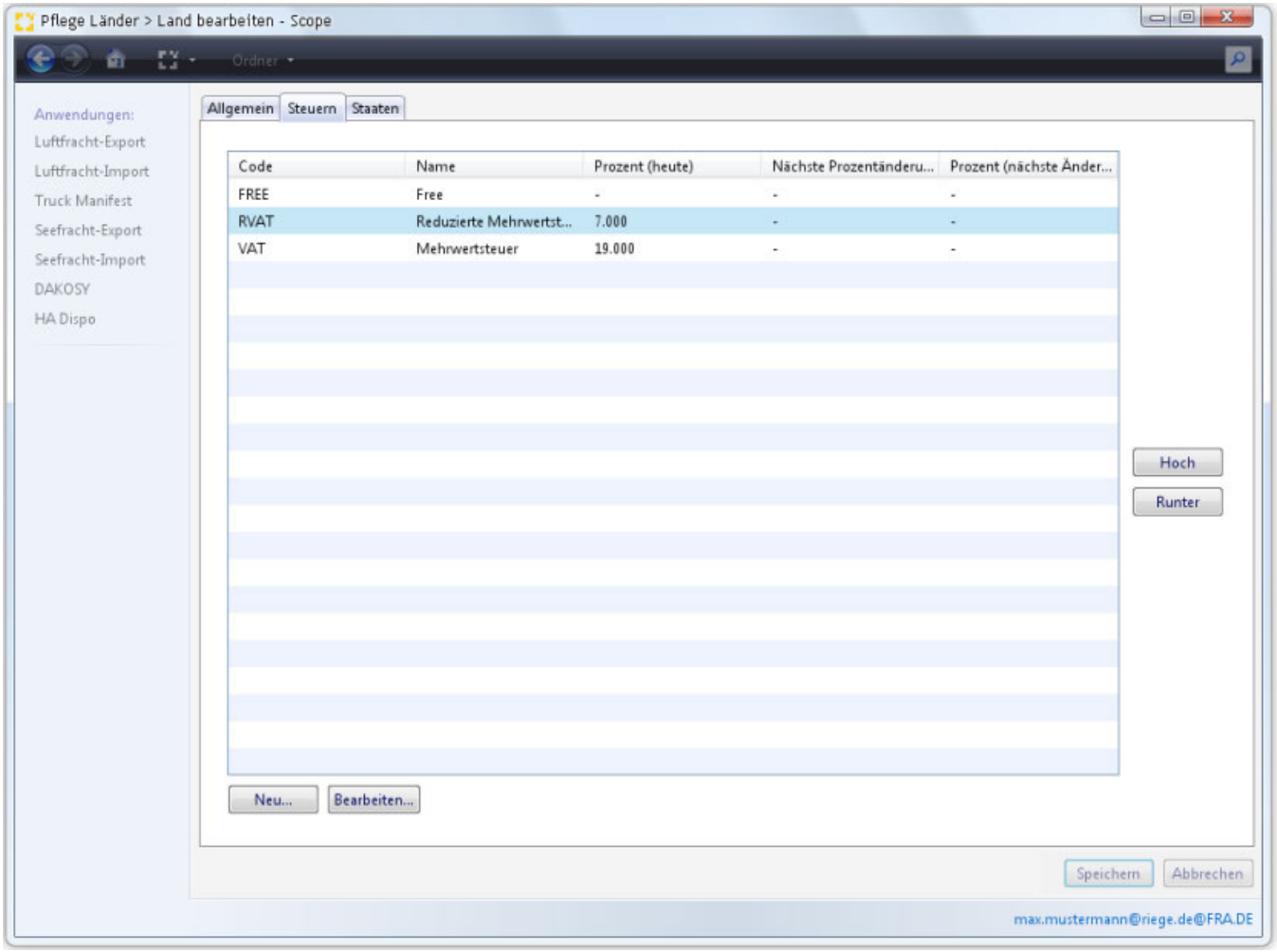
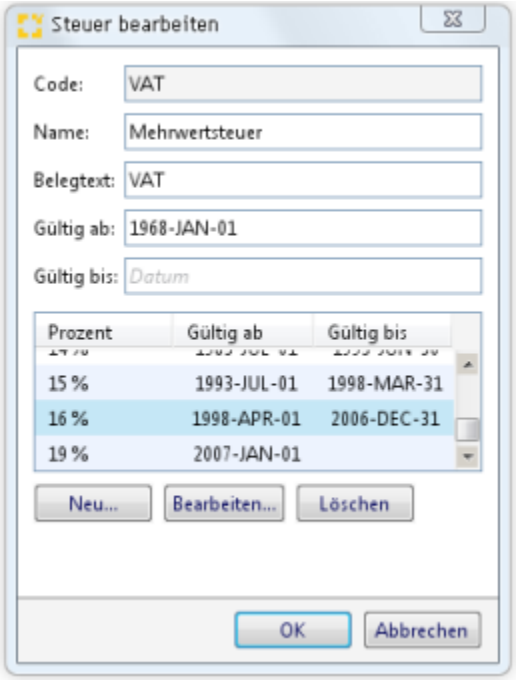


The summary table shows the existing tax entries.

New / Edit



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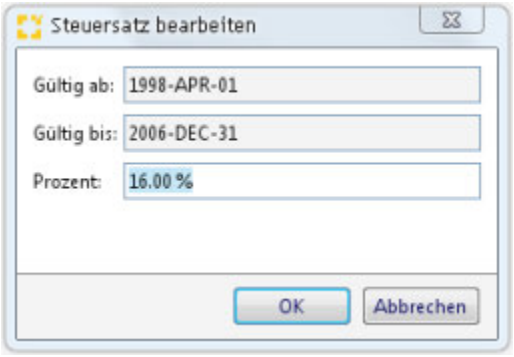
Opens a pop-up window where the code, name, Voucher text, valid dates and type of tax detail may be stored. Various tax percentages and their valid dates may be stored for each tax code. Use the *New* or *Edit* functions to adjust these percentages.

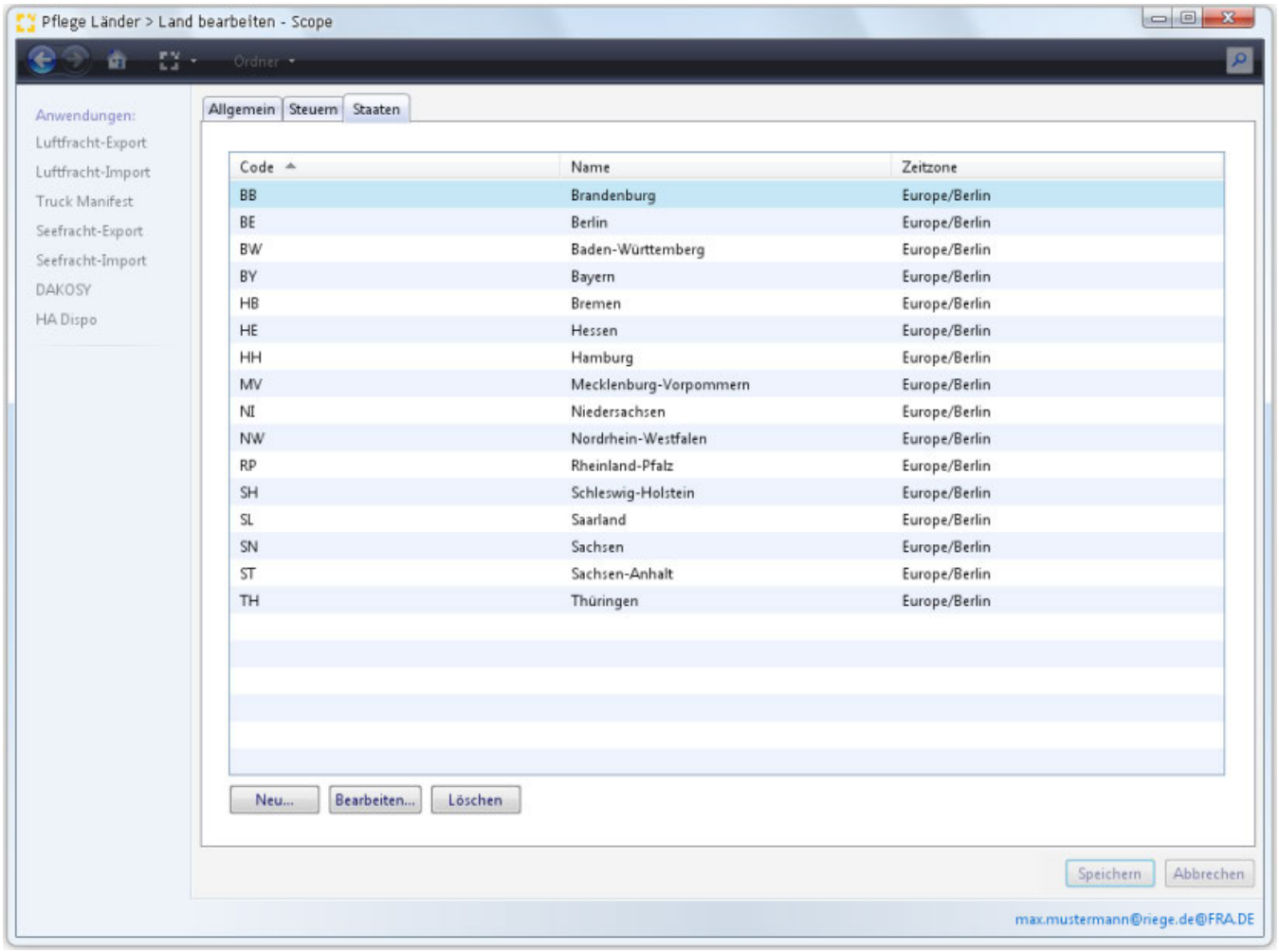


Move Up / Move Down

These control buttons are used to move the tax highlighted in the tax table, up or down the list of taxes.

States

The **states** tab is used to maintain states, cantons or federal districts that make up the country.



The summary table of states shows the state codes, names and the timezones where they are located.

New / Edit

Create a new state or edit an existing state. A pop-up window appears where the state code, name and timezone can be stored.

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Delete

Deletes the state highlighted in the overview.

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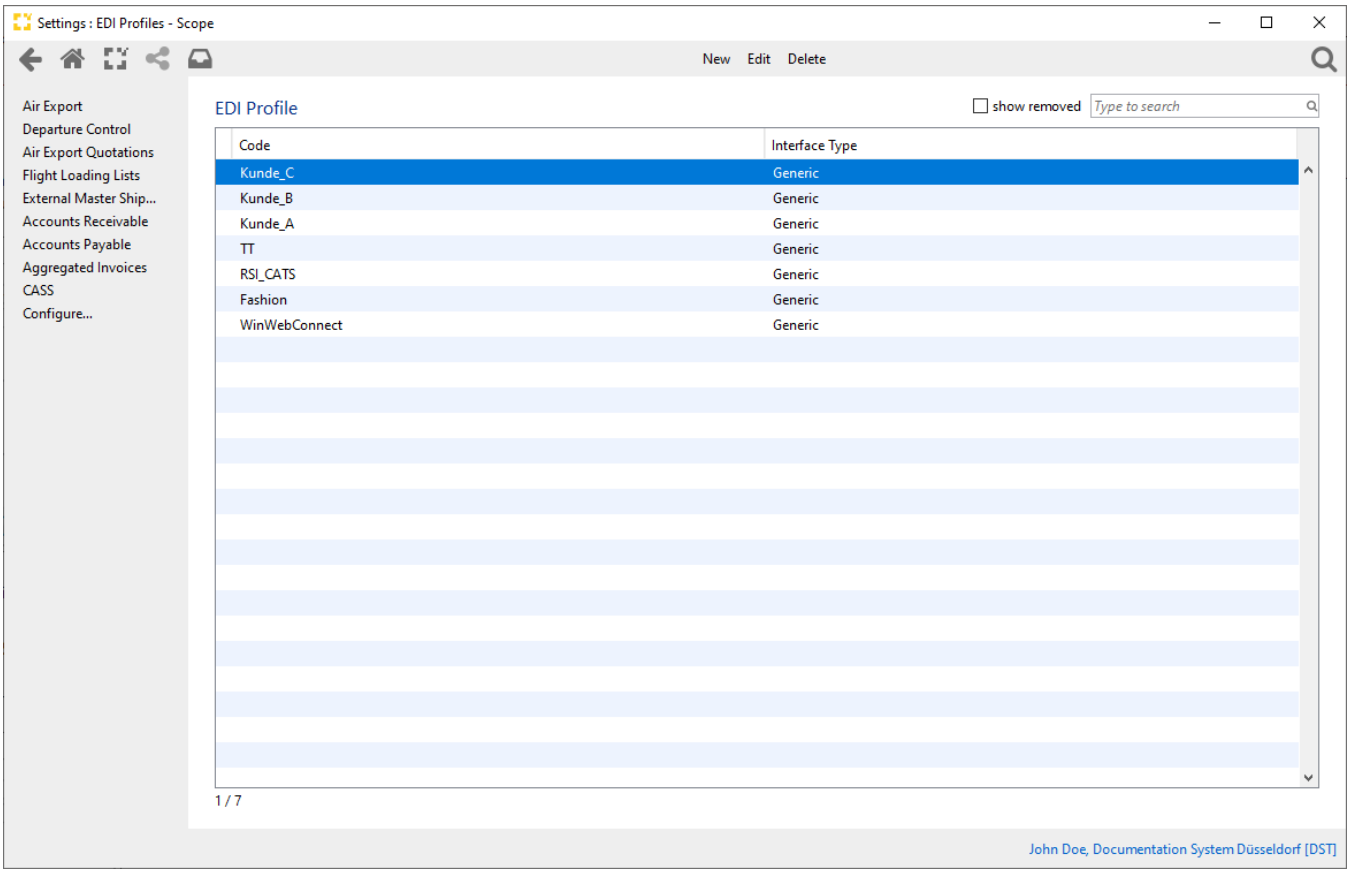
EDI Profiles

- Introduction
- Description

Introduction

Application *EDI-Profiles* enables activation, configuration and mappings of EDI interfaces. Depending on the interface, the mappings can be set for partners, charge types, UNLocode, containers or products.

Description



The overview displays maintained entries with their respective interface type. Using *New* and *edit* entries can be modified.

EDI Profile edit

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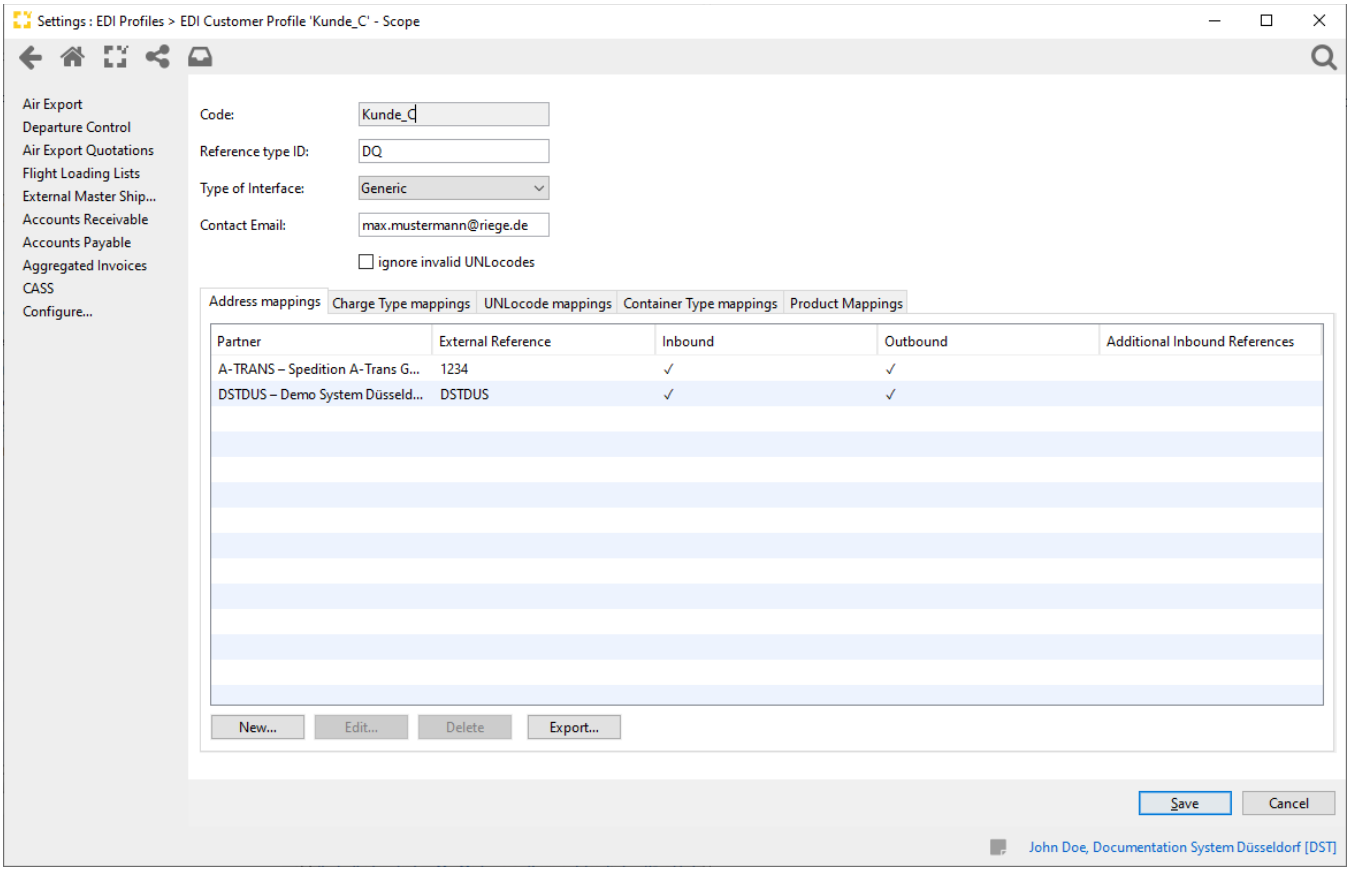

Code

Unique codes to identify the EDI profile. The code can mostly be chosen freely, but some interfaces require a specific code.

Reference type ID

The reference type ID determines which kind of data serves as identifying reference. In this example, DQ is an external reference so incoming data is selected by this reference. Another example can be PTT which selects by shipment number. Which reference type ID is selected depends on the interface.

> **Attention**
>
> There is no validation regarding spelling or availability of the reference type. Setup of the initial EDI profile should only be done by users trained in Scope EDI communication.

Type of Interface

The kind if interface can be selected per Drop-Down. The following interface are currently available:

- n/a
- Generic
- FCL Logisitk
- WinWeb Connect
- alH4
- TOCS Interface
- Aramex
- TNT GL+
- Sovex
- Sovex Line Haul
- Sovex Special
- TTH/TTL

Most of these interfaces are customer specific interfaces, for our Scope generic interfaces the option Generic is used.

Contact EMail

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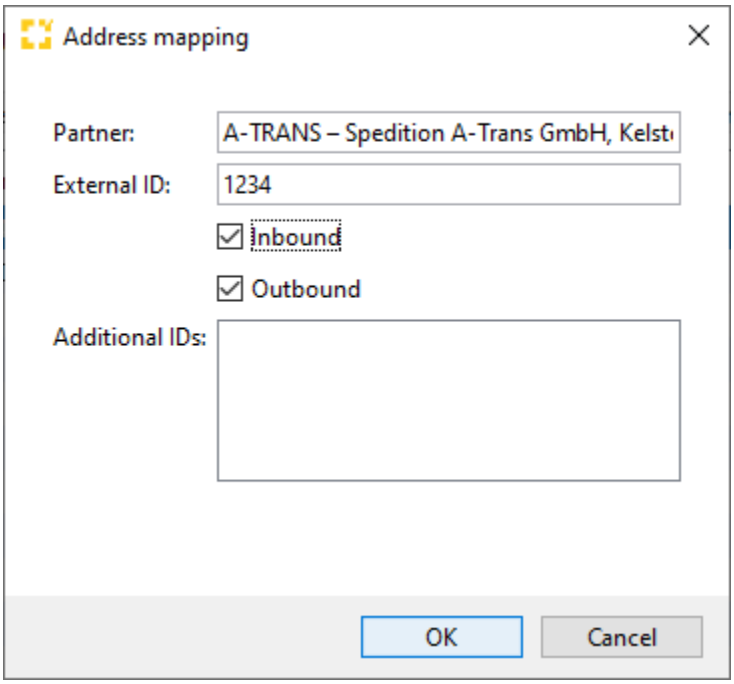
In case an interface creates an error job in Scope, an email can be sent to the contact email address maintained in this field. One example would be missing EDI mappings.

Address mappings

Table ad*dress mappings* displays maintained partner mappings for interface. New partner can be mapped using the Scope partner selection and the external ID. External ID is the ID known by the recipient of the interface.

In this example, Scope Partner A-TRANS is mapped to value 1234. 1234 is the "name" of the partner in the recipients interface.



A mapping can be used for Inbound (incoming) or Outbound (outgoing) data. At least one type must be selected. Additional IDs are only used for inbound data.

Charge Type Mappings

If the interface supports transmission of charge types, the charge types can be mapped in this dialog. Scope charge type can be selected from the search (here: Airfreight) and mapped to an external value (here: 1234).

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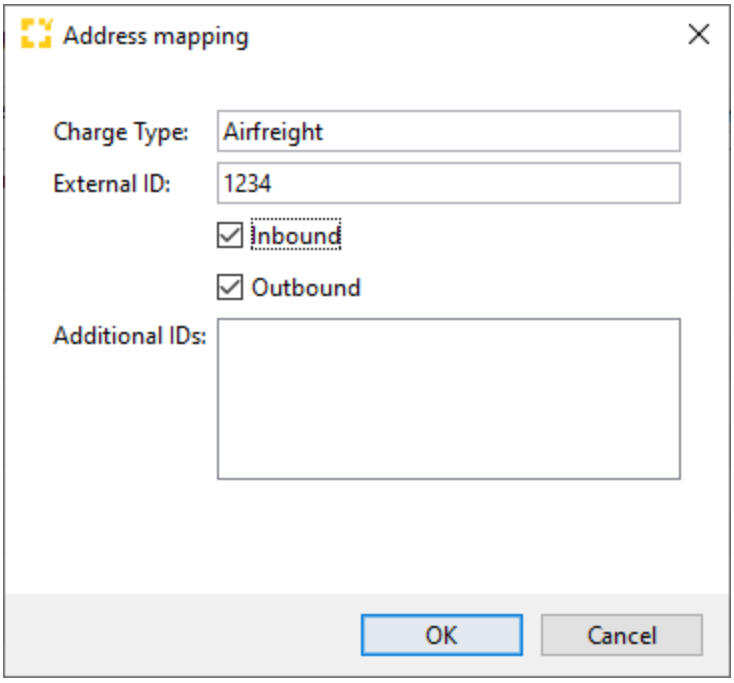
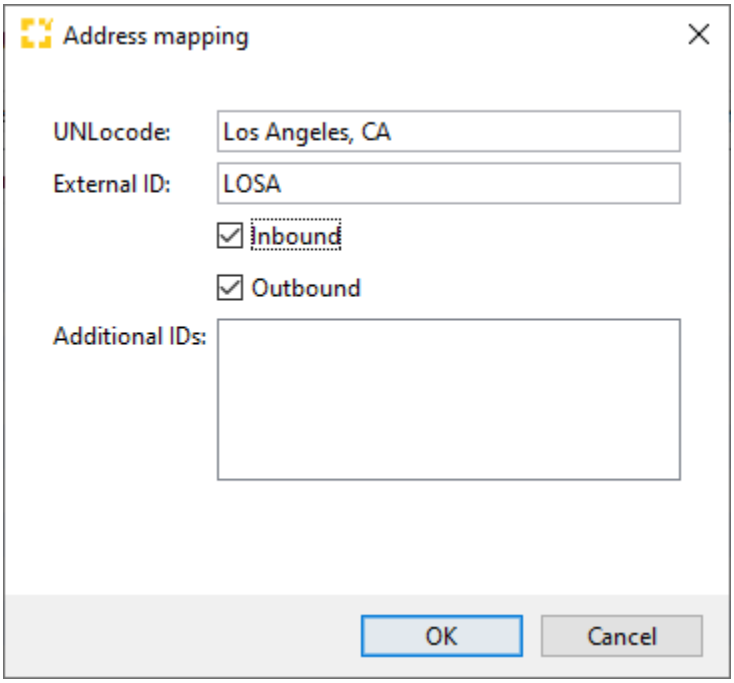


A mapping can be used for Inbound (incoming) or Outbound (outgoing) data. At least one type must be selected. Additional IDs are only used for inbound data.

UNLocode Mappings

If the interface supports transmission of UNLocodes, the UNLocodes can be mapped in this dialog. Scope UNLOcodes can be selected from the search (here: USLAX) and mapped to an external value (here: LOSA).



A mapping can be used for Inbound (incoming) or Outbound (outgoing) data. At least one type must be selected. Additional IDs are only used for inbound data.

Container Type mappings

If the interface supports transmission of container codes, the container codes can be mapped in this dialog. Scope container codes can be selected from the search (here: HARDTOP CONTAINER) and mapped to an external value (here: 40UP).

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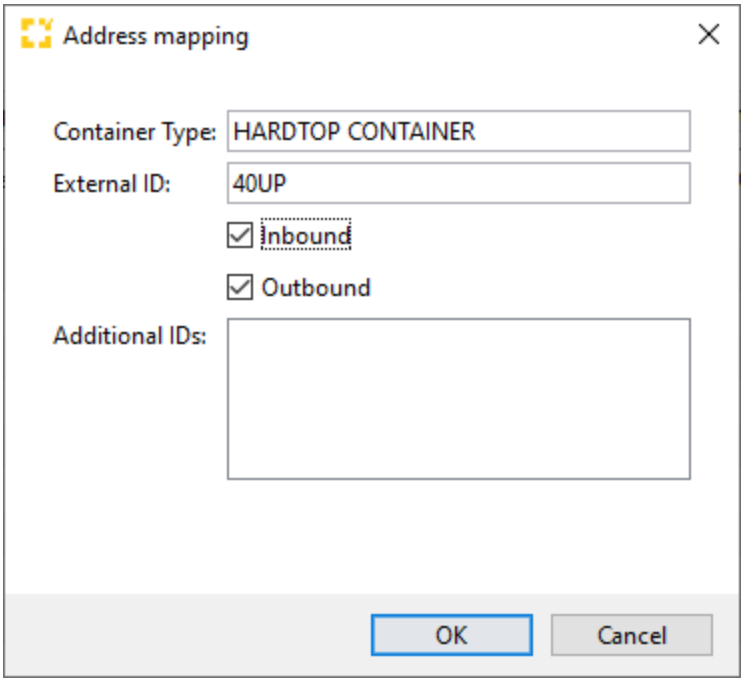
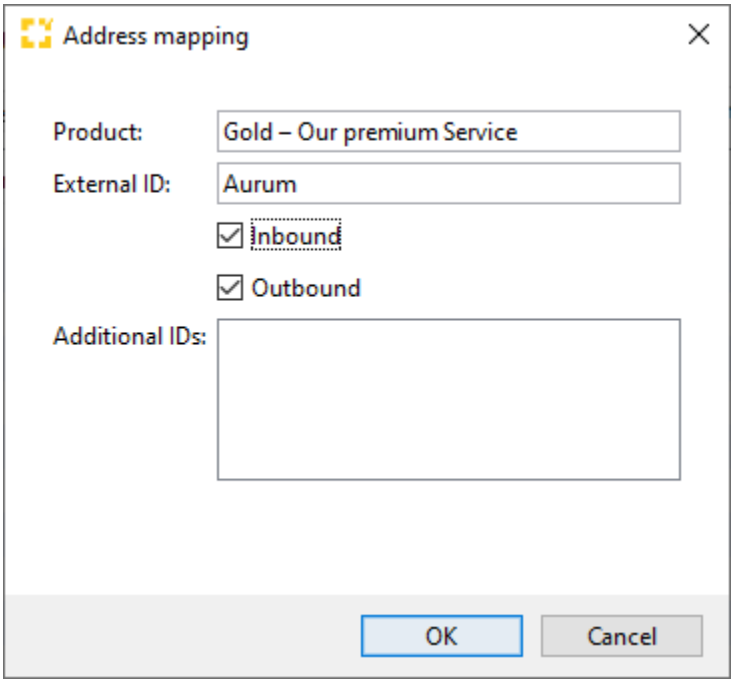


A mapping can be used for Inbound (incoming) or Outbound (outgoing) data. At least one type must be selected. Additional IDs are only used for inbound data.

Product mappings

If the interface supports transmission of products, the products can be mapped in this dialog. Scope selling products can be selected from the search (here: Gold) and mapped to an external value (here: Aurum).



A mapping can be used for Inbound (incoming) or Outbound (outgoing) data. At least one type must be selected. Additional IDs are only used for inbound data.

Export

Using function 'Export' a MS Excel file is created with the entries of the EDI profile.

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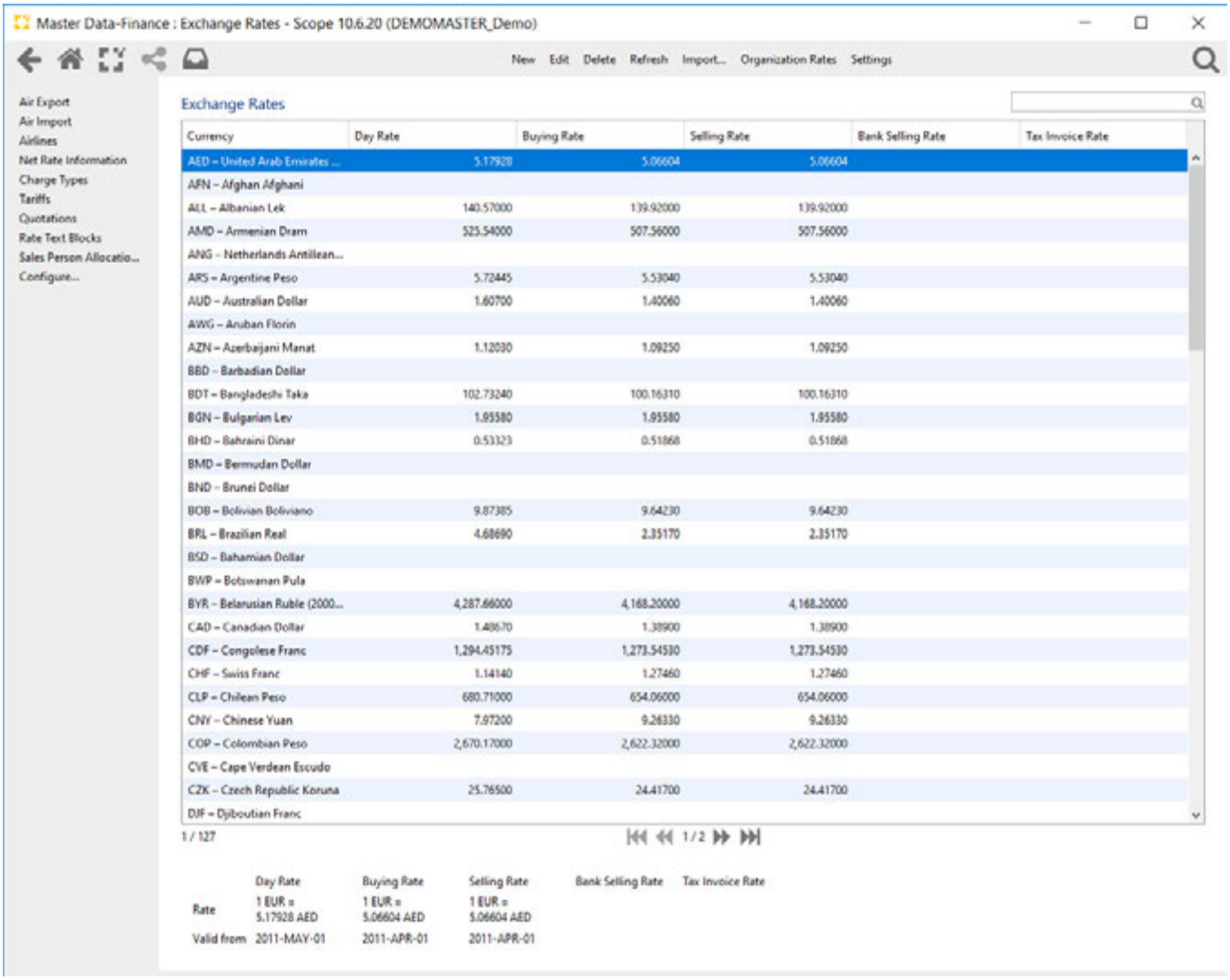
Exchange Rates - Maintenance

- Introduction
- Description

Introduction

Currency exchange or conversion rates are maintained in this application. This data is used in multiple areas of the Scope system such as billing, payables and tariffs.

Description



New

Opens a pop-up window in which a new currency can be created.

Edit

Opens the currency highlighted using the currency editor in order to edit the currency details.

Delete

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Deletes the highlighted currency.

Refresh

Updates the index to ensure the latest currencies and their rates are displayed.

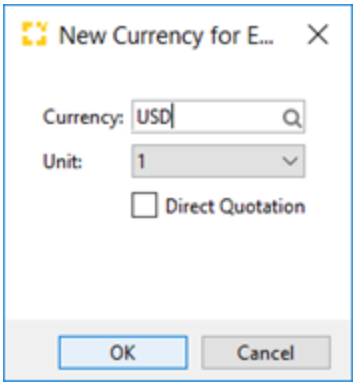
Import...

Opens a popup window that allows import of external exchange rates into the application.

Table - Exchange Rates

A complete list of currencies and their rates.

New Currency



Currency

The 3 digit currency code of the new currency. This is a search field that can be used to find currencies available on the system.

Unit

The drop-down list provides a list all possible units:

Local currency unit	=	Units of foreign currency
1		1
1		10
1		100
1		1000

Direct Quotation *(Parity)*

This checkbox is used to determine if the currency is quoted *directly* or *indirectly*.

Quotation	Description	Example
direct	The exchange rate is expressed per unit of foreign currency	Local currency = EUR 1 USD = 0.8084 EUR
indirect	The exchange rate is expressed per unit of local currency	Local currency = EUR 1 EUR = 1.273 USD

OK

Saves the currency and exits the popup window.

Cancel

Exits the pop-up window without saving any changes.

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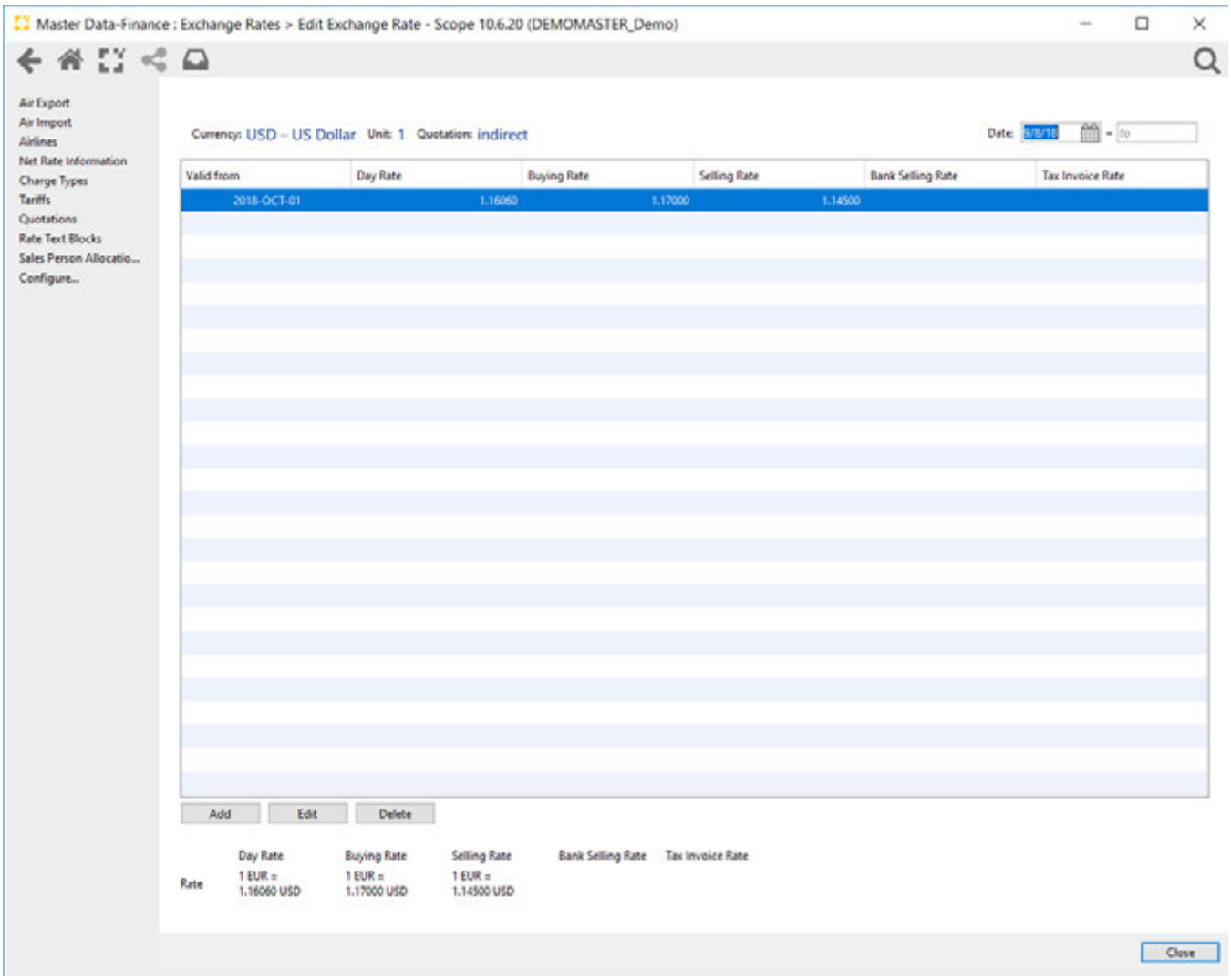
Currency Editor



Currency Table: Code Units and Quotation type

The title of the currency table show the details of the currency and the listing beneath shows the actual exchanges rates. No rate is highlighted in the table, but any row may be selected and the details of this row will appear in the area below the table. This valid date and rates may then be adjusted. On selecting the *Apply* option, the new rates will appear in the table while the rates on which they were based will still be present.

> ⚠ Exchange rates should be maintained regularly. By appending new rows, an exchange rate *history* is created. This is useful since currency conversions are performed retrospectively. It is not necessary to maintain all the rate types of a currency, some may be left blank. *(See also the table exchange rates / rate types)*

Valid from

The Date, from which the exchange rate is valid.

Exchange rates / _Rate Types _

For each currency it is possible to maintain different types of exchange rates:

Rate Type	Description	Used In	Alternatively, if not maintained
Day Rate	Exchange rate at invoice level	Incoming and Outgoing vouchers	
Buying Rate *	Exchange rate on a single charge code line in foreign currency for a voucher in local currency	Incoming and Outgoing vouchers	

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Selling Rate *	Exchange rate on a single charge code line in local currency for a voucher in foreign currency	Incoming and Outgoing vouchers	
Bankselling Rate	Exchange rate for Airfreight netrates	Airfreight export	
Country specific tariff rate	Exchanges rates specified by customs	Customs applications	

note:

For reduction of risk regarding business with foreign currencies it was normal to add a mutual buffer at the house rate.

This mutual buffer had some different effects:

example: official exchange rate EUR-USD 1.17 and rates with a small addition (1.20) or rather a small reduction (1.10)

local currency of forwarder = EUR.

Invoice in EUR with a line about 100 USD

rate on line	total amount (EUR)	result
1,10	90,91	good
1,17	85,47	~
1,20	83,33	bad

Invoice in USD with a line about 100 EUR

rate on line	total amount (EUR)	result
1,10	110,00	bad
1,17	117,00	~
1,20	120,00	good

To optimize above mentioned cases the house rate is split into a "buying rate" and "selling rate". At the setup of ECB-Download (https://www.ecb.europa.eu/stats/eurofxref/eurofxref-daily.xml) an addition or reduction can be adjusted.

Apply

Stores the rates and updates the summary table.

Close

Closes the currency editor.

Import of CSV-file

Exchange rates can be imported vis CSV file. Each exchange rate type must be imported seperately (see file format)

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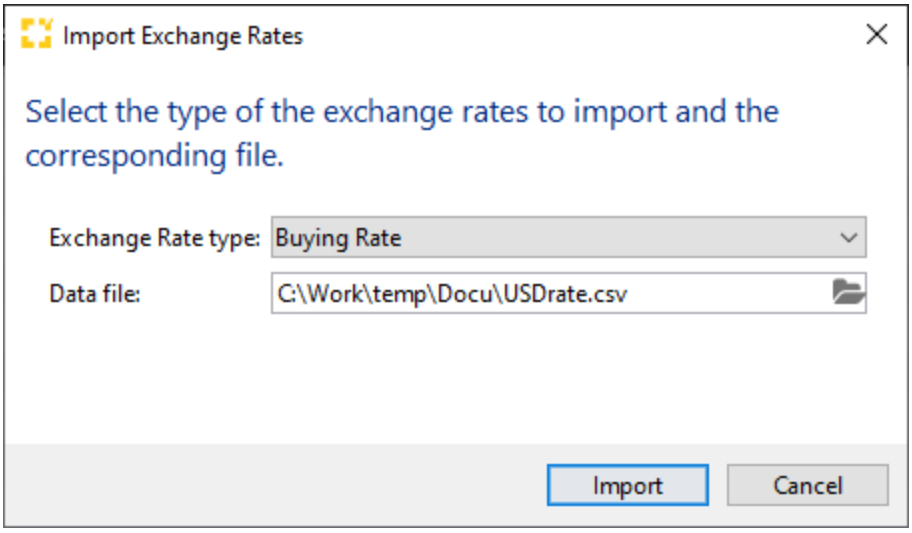
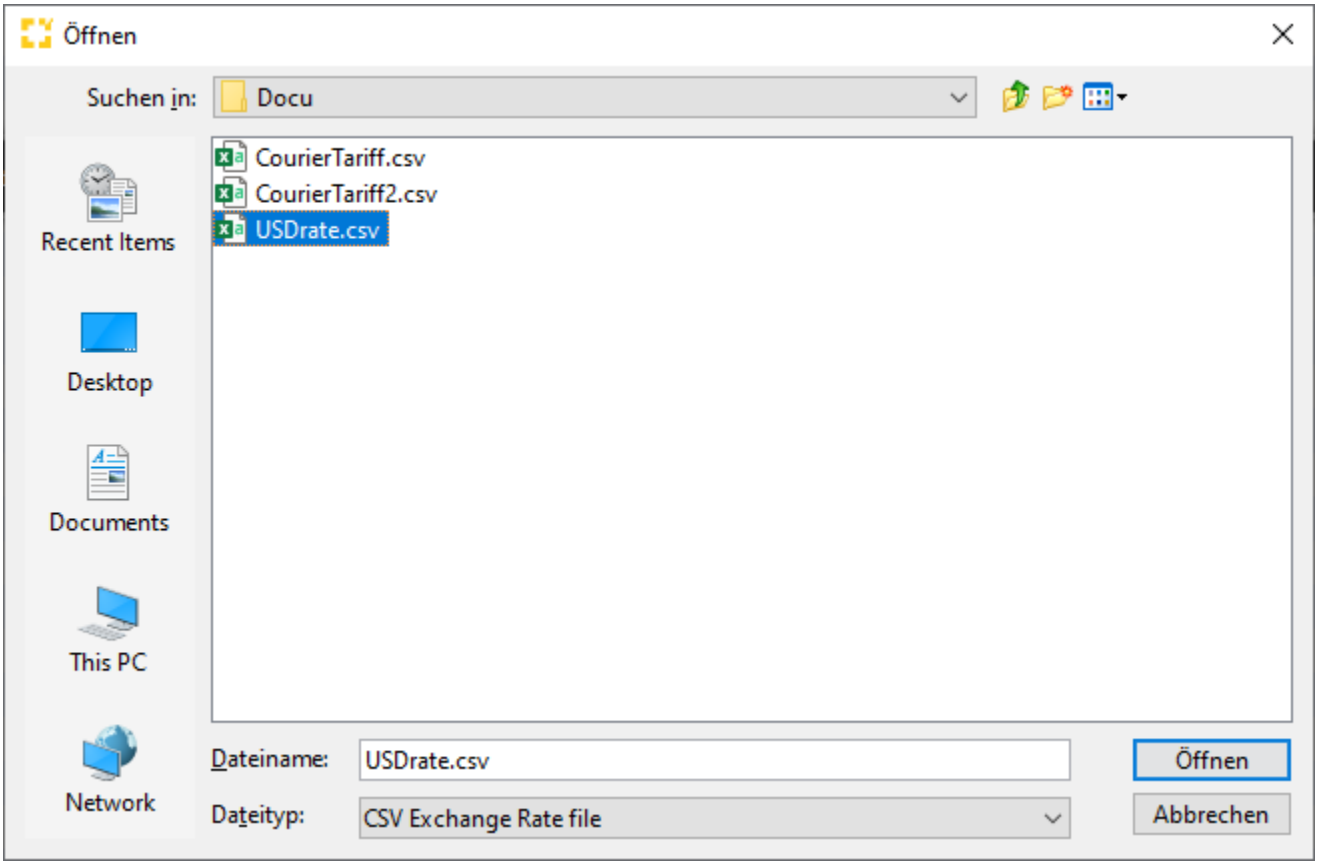


Exchange Rate type

Select the exchange rate type from the drop down.

Data file

Select the file from the directory. Enter the path or use  to open the search dialogue.



Mark the file and select *open*.

Import

Starts the file import and closes the pop-up.

Cancel

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Closes the popup without import.

File format

The import file needs to have the following criteria:

- CSV-Format (Semikolon separated file)
- column names need to match the following list:

Column #	Name	*description*
1	baseCurrency	Three-digit currency code
2	rate	rate using , as a separator
3	unit	unit
4	directQuotation	Indirect quotation = 0 / Direct quotation = 1
5	validFrom	valid from date in format DD.MM.JJJJ

Example:

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ECB - Exchange rate download

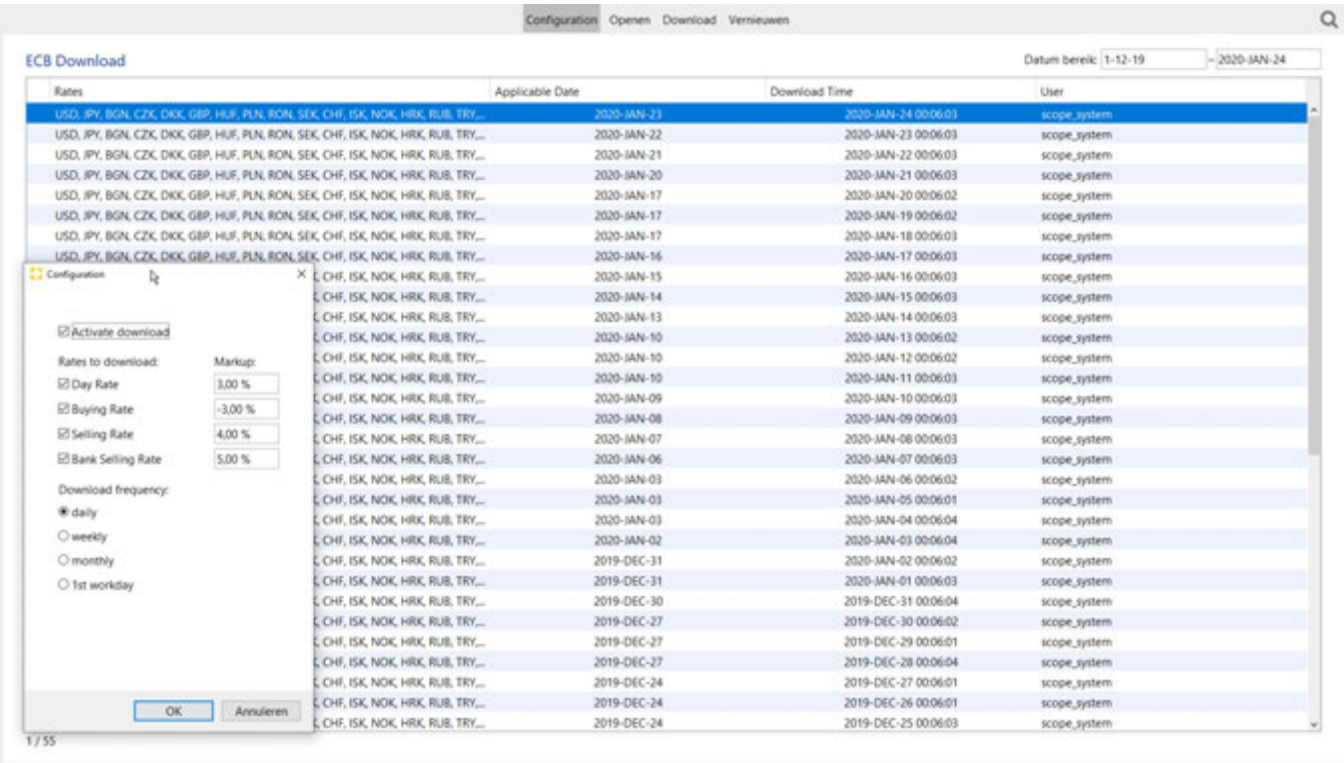
- Introduction
- Description

Introduction

As an additional feature it is possible to download the exchange rates as published by the ECB (European Central Bank) directly into scope.

Description

To review and maintain the download feature start the appliance Maintenance \ Finance \ ECB Download



Configuration

Under the configuration option (available under separate permission) the download is activated and the desired schedule is maintained.

Activate Download

Whether the download is active , yes or no

Rates to download :

Daily Rate	Update the daily rate when downloading the exchange rates, yes or no.
House Rate	Update the house rate when downloading the exchange rates, yes or no
Bankers Rate	Update the bankers rate when downloading the exchange rates, yes or no.

Download Frequency :

Daily	The exchange rate will be downloaded each day at 23:00 CET	
Weekly	The exchange rate will be downloaded on the selected day of the week at 23:00 CET	

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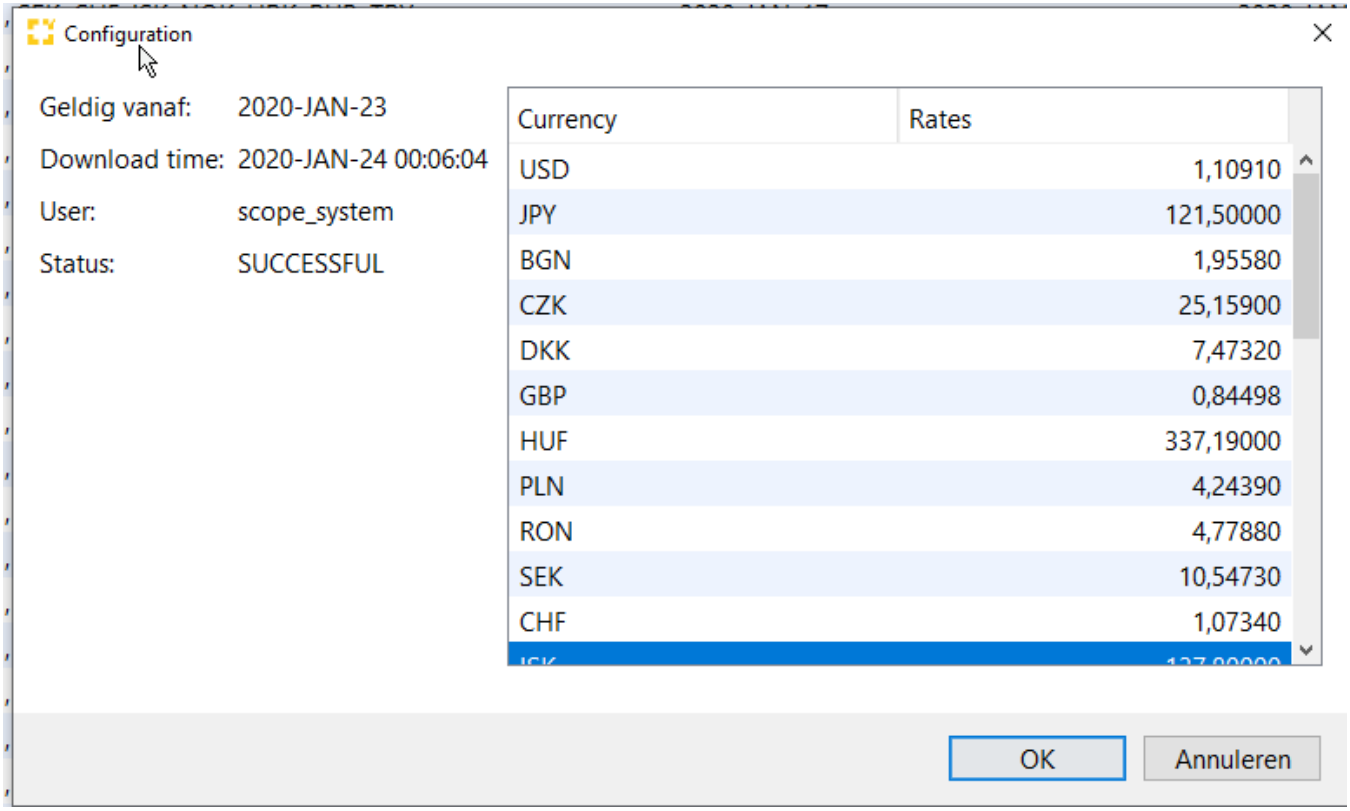
Monthly	The exchange rate will be downloaded on the selected day of the month at 23:00 CET	

Open

Open the selected download to review the retrieved data. a successful download will also update the exchange rate application for the included currencies.



Download

Download the latest version of the ECB rates. (only active when the configuration has been performed)

The following currencies are included in the Download: USD, JPY, BGN, CZK, DKK, GBP, HUF, PLN, RON, SEK, CHF, ISK, NOK, HRK, RUB, TRY, AUD, BRL, CAD, CNY, HKD, IDR, ILS, INR, KRW, MXN, MYR, NZD, PHP, SGD, THB, ZAR
Other currencies should be maintained manually.

Homeview Grid

In the application homeview the displayed downloads can be filtered on basis of a date range, linked to the publication date.

Rates

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The list of currencies downloaded from the ECB

Applicable date

The publication date of the exchange rates by the ECB

Download time

Date / Time the download was retrieved from the ECB

User

The user who actually did the download

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Import exchanges rates from CSV

- Introduction
- Description

Introduction

Exchanges rates can be imported from a CSV file.

Description

Import CSV Data

Exchanges rates can be imported from a CSV file. Each type of rate must be imported separately.

Exchange rate type

Select from the drop down list the type of rates that will be imported.

Data file

The location of the data file. The can be used to open a file browser to navigate to the file location.

OK

Starts the import and closes the pop-up window.

Cancel

Closes the pop-up window and cancels the importation of the file.

File Format

The import file must have the following format:

- CSV-Format (Semi-colon delimited file)
- with column headings according to the following description

Column	Column heading	Description
1	baseCurrency	The tree didgit alpha-numeric currency code
2	rate	Exchange rate with a decimal place.
3	unit	Unit size
4	directQuotation	Indirect Quotation = 0 / Direct Quotation = 1
5	validFrom	valid date in the format DD.MM.YYYY

Example:

```
baseCurrency;rate;unit;directQuotation;validFrom
USD;1,2370;1;0;15.11.2010
```

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Finance - Master Data

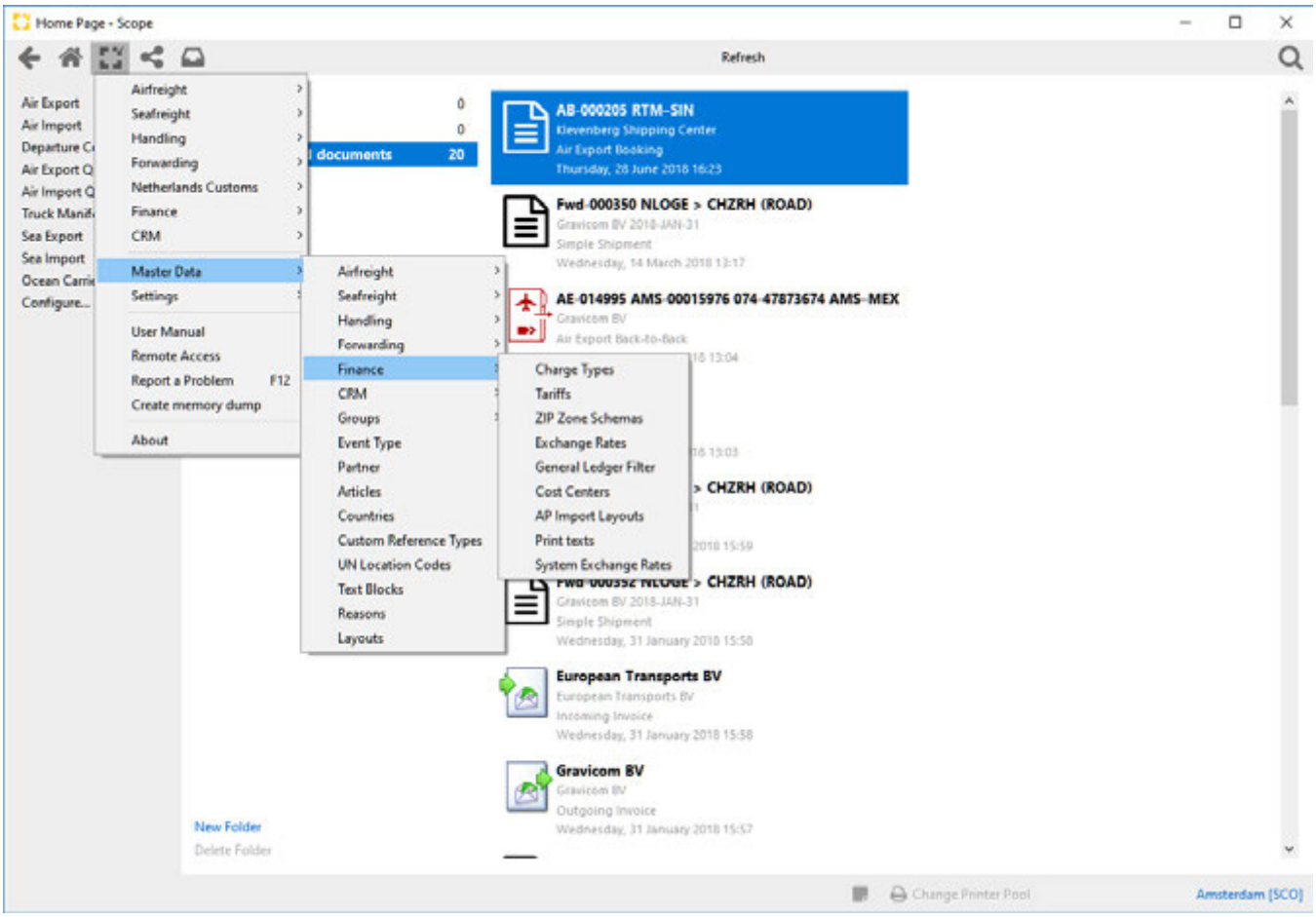
- Introduction
- Description

Introduction

Applications within this section are used to manage master data for financial operations and includes Charge Types and Tariffs.

Description

From the *Master Data* menu, the *Finance* sub-menu can be selected and when the cursor hovers over this option a set of sub-menu items will appear.



The following applications are available.

- AP Import Templates - Finance - Masterdata
- Charge Types - Accounting - Maintenance
- Cost Center Filter - Accounting - Maintenance
- Cost Centers - Accounting - Maintenance
- General Ledger Filter - Accounting - Maintenance
- Rate Imports
- Regions - Accounting - Maintenance
- Tariffs - Accounting - Maintenance
- Zip Zones - Accounting - Maintenance

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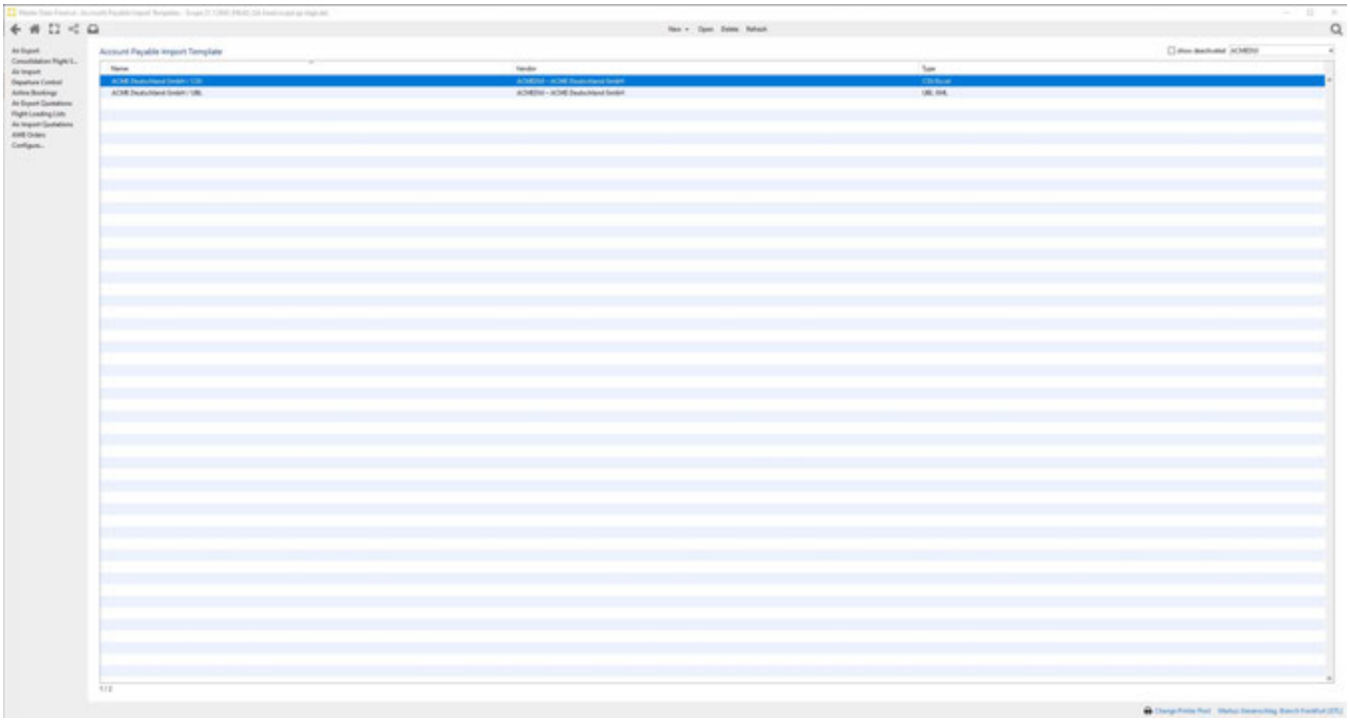
AP Import Templates - Finance - Masterdata

Introduction

Scope provides a function to create an Account Payable by importing a CSV-file. To properly map the data contained in the CSV-file a template needs to be defined beforehand.

Description



Actions

New

This action will create a new AP Import Template

General Tab

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General

- Type Determine whether the template is for CSV-files or UBL-files
- Template name Name of the template, in order to select it when processing the actual file

Vendor

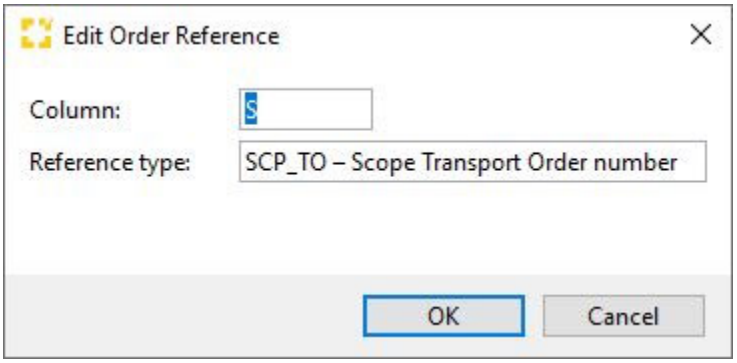
- Fix vendor / Determine Vendor Indicator account number" listed in the csv file Whether the layout definition applies to a fixed vendor or if the vendor is determined on basis "creditor
- Vendor Account number contains the account number In case the previous radio is set to the creditor account number, insert the column letter which

Note: the matching is done on creditor accounting number and not on partner code

Reference Columns

New

Opens a window to register a new AP Import Template



- Column: The respective column in the CSV to read the reference from
- Reference type: The type of reference. The type can be chosen from the list of available references.

Edit

Opens the marked entry for editing.

Delete

Deletes the marked entry

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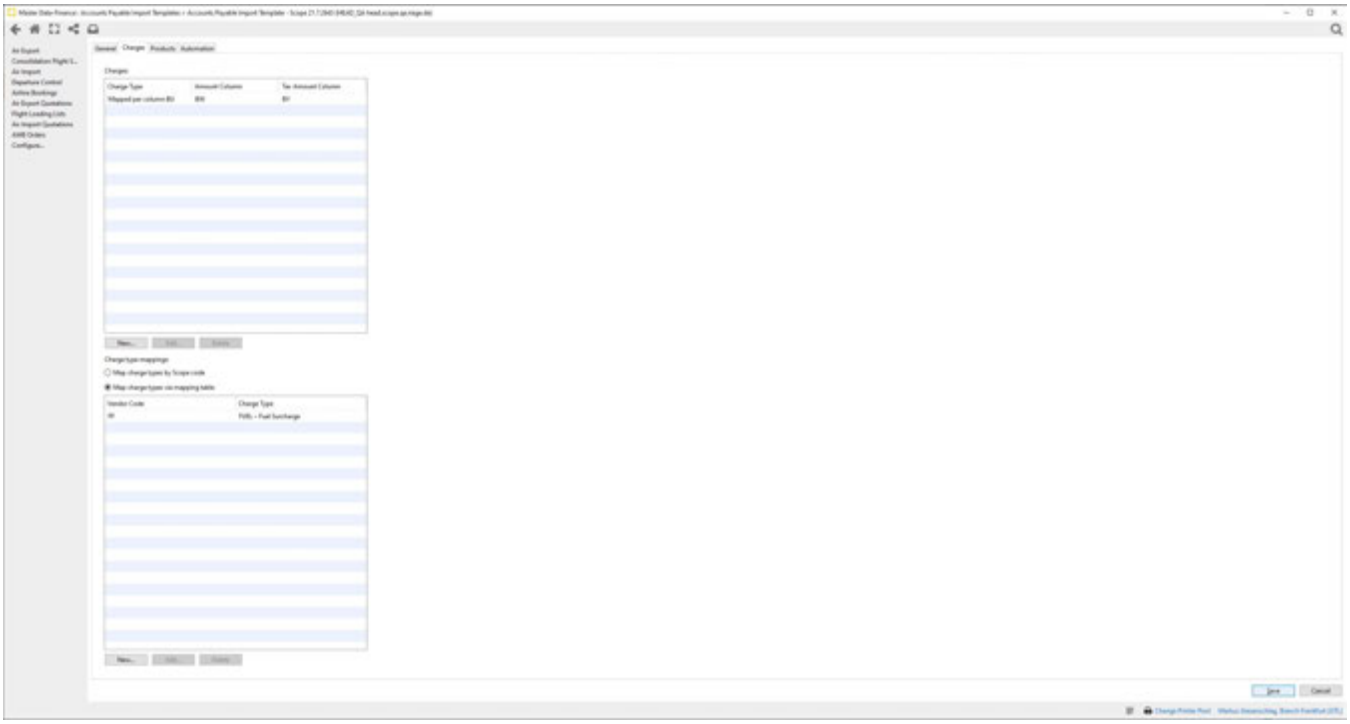
- Additional parsing information
- Skip Header: If active, the first line in the csv file will be interpreted as Header. To skip other lines see 'Lines to Parse'
- Field Seperator: Identifies the character used as field separator
- Decimal point: Indicate which character is used as "decimal"
- Date Format: Indicate the format in which the date fields are populated
- Lines to Parse: Indicate if lines should be skipped during processing (for instance header or file start/end lines)
    - All data lines : All data lines should be processed (all lines are equally formatted)
    - Identify lines by column value: Lines that should be processed are recognized by value (indentifier) in the indicated column
    - Skip lines by column value: Lines that should not be processed are recognized by value (indentifier) in the indicated column

Data

- Invoice number: The invoice number of the supplier,
- Internal number: The booking number assigned to the purchase invoice
- Invoice type: Indication of type of Invoice (normal or credit invoice)
- Credit Note id: If the previous column is used, this additional field is mapping to the column where the credit-invoice number is registered
- Invoice date: Invoice issue date
- Invoice due date: Due date of the invoice when it should be paid
- Currency: The currency of the invoice
- Total Amount Line: Total amount per Taxable type (sum of VAT basis amount per VAT type (taxable / free)
- Total Vat amount line: Total amount TAX per Taxable type (sum of VAT basis amount per VAT type (taxable / free)
- Total Invoice amount: Total invoice amount including VAT
- Total invoice VAT: Amount Total Invoice VAT amount

Charges Tab



Charges

New

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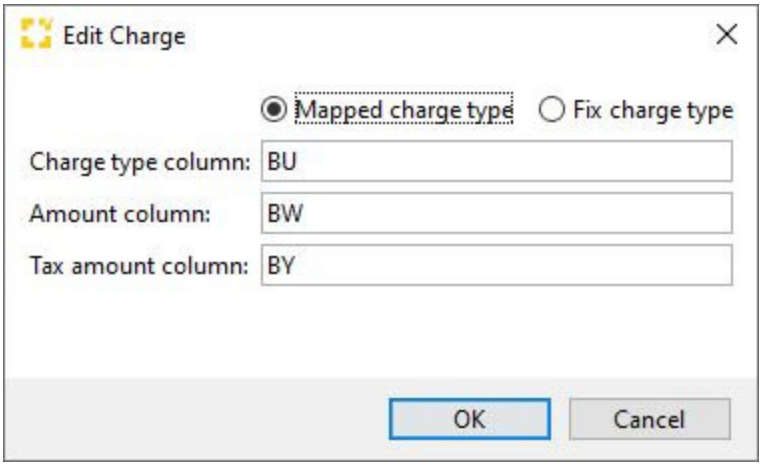


- Charge type column: The respective column in the CSV to read the charge type from.
- Amount column: The respective column in the CSV to read the charge amount from
- Tax amount column: The respective column in the CSV to read the tax amount from if applicable

Edit

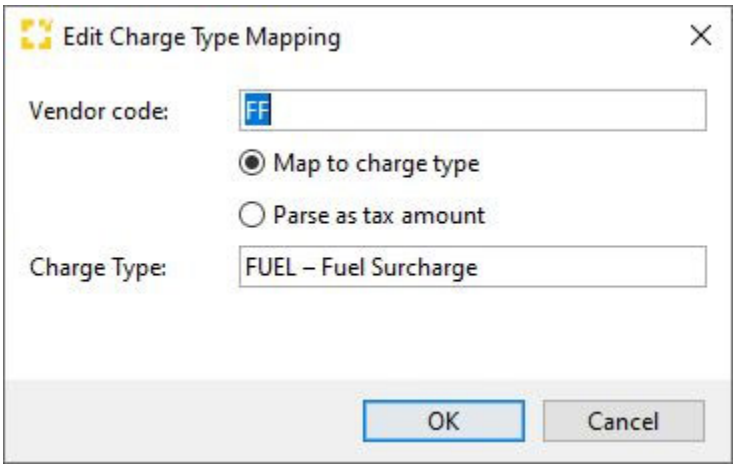
Opens the marked entry for editing.

Delete

Deletes the marked entry

Charge type mapping

New



- Vendor code: The respective column in the CSV to read the charge reference from
- Charge Type: The Scope charge type to map to
- Radio button "Map to charge type": The provided reference is mapped to the Scope charge type provided
- Radio button "Parse as tax amount": A line with the provided reference is treated as a tax amount

Edit

Opens the marked entry for editing.

Delete

Deletes the marked entry

Product Tab

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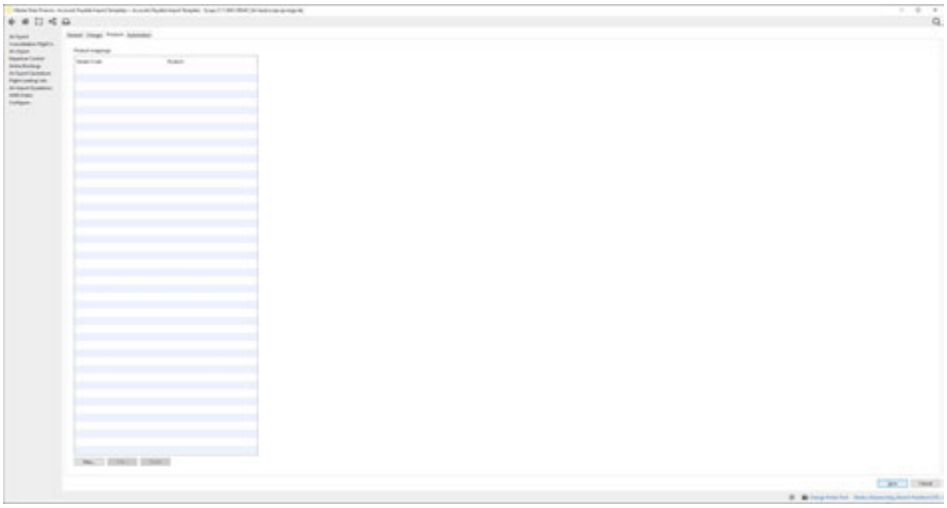
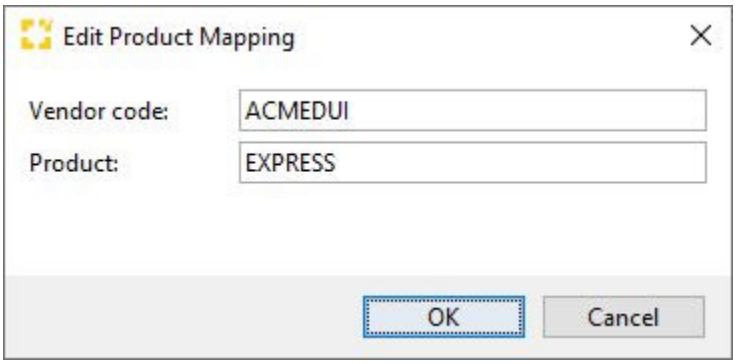


New



- Vendor code: The vendors code for the product involved in the billed service
- Product: Scope code for the product involved in the billed service

Edit

Opens the marked entry for editing.

Delete

Deletes the marked entry

Cancel

Exits from the action without saving

Automation Tab

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- Create accounts payable: Tick this box if you want the accounts payable to be created automatically
- Finalize accounts payable: Tick this box if you want to finalize the accounts payable automatically providing the following conditions are met.
- Absolute amount: Maximum deviation of charge amounts between previously registred estimate amounts and amounts charged in the import
- Percentage (%): Percentage deviation of charge amounts between previously registred estimate amounts and amounts charged in the import

Edit

Opens the highlighted AP Import Template for editing. Alternatively the AP Layouts can be opened and edited by double clicking it.

Refresh

Refreshes the index to ensure the latest AP Import Templates are visible.

Show removed

Check this box to include AP Import Templates that may have been removed.

Type to Search

This is a full text search field. Enter the AP Import Template code, name or part thereof to search for the desired AP Import Template

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Charge Types - Accounting - Maintenance

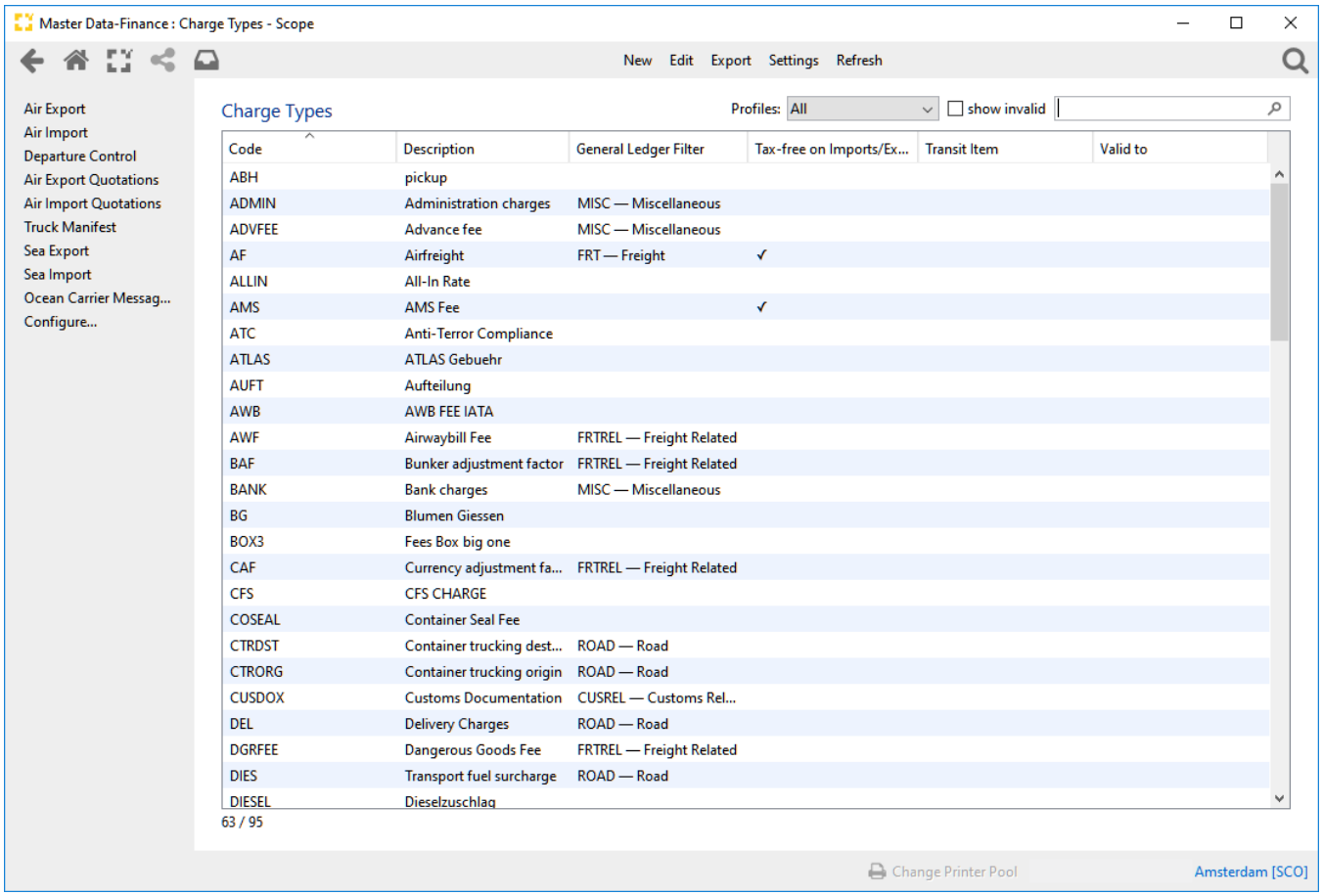
- Introduction
- Description

Introduction

Cost types represent individual services that are billed to the customer or billed by a supplier. There are many elements of a charge type that can be defined which enables advanced automation of the behavior of the charge type during accounting operations such as issuing invoices or calculating profit shares. Proper setup of charge types is essential to obtain accurate job-costing from the system.

Charge types are assigned a unique code of up to 6 characters. This code is shown as the reference for the charge during jobcosting operations.

Description



New

Opens the charge type editor where a new charge type can be created.

Edit

Opens the charge type highlighted in the list using the charge type editor in order for adjustments to be made. Alternatively a charge type can be opened for editing by double clicking it.

Export

Exports the listed charge types to a spreadsheet that may be opened on the local computer.

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Setting

Customs charge type setting (if any) for the highlighted charge type can be added here

Refresh

Updates the list of displayed charge types to ensure the latest charge type information is visible.

Profiles

Special profiles can be applied to charge types that allow additional information to be appended to them for use in specific applications. For a charge type can be given the profile **AWB Other Charge** which allows special information to be applied to the charge when it is used in an air export shipment. The *Pro files* drop down menu shows a list of currently available profiles and selecting a profile will filter the list of charge types to include only those that possess the selected profile.

Show removed

Includes charge types that have been deleted.

Type to search

Enter keywords in the search field to filter the list of charge types.

Charge Types

Charge types are listed in the table showing:

- **Code** - the code of the charge type
- **Description** - Full description of the charge type
- **General ledger filter** - The general ledge code for the charge type
- Tax free on imports - Tax fee item
- Transit item - Costs identical to charges
- **Valid from - valid to** the validity date range for the charge type

Charges types may be sorted by column if the desired column header is clicked.

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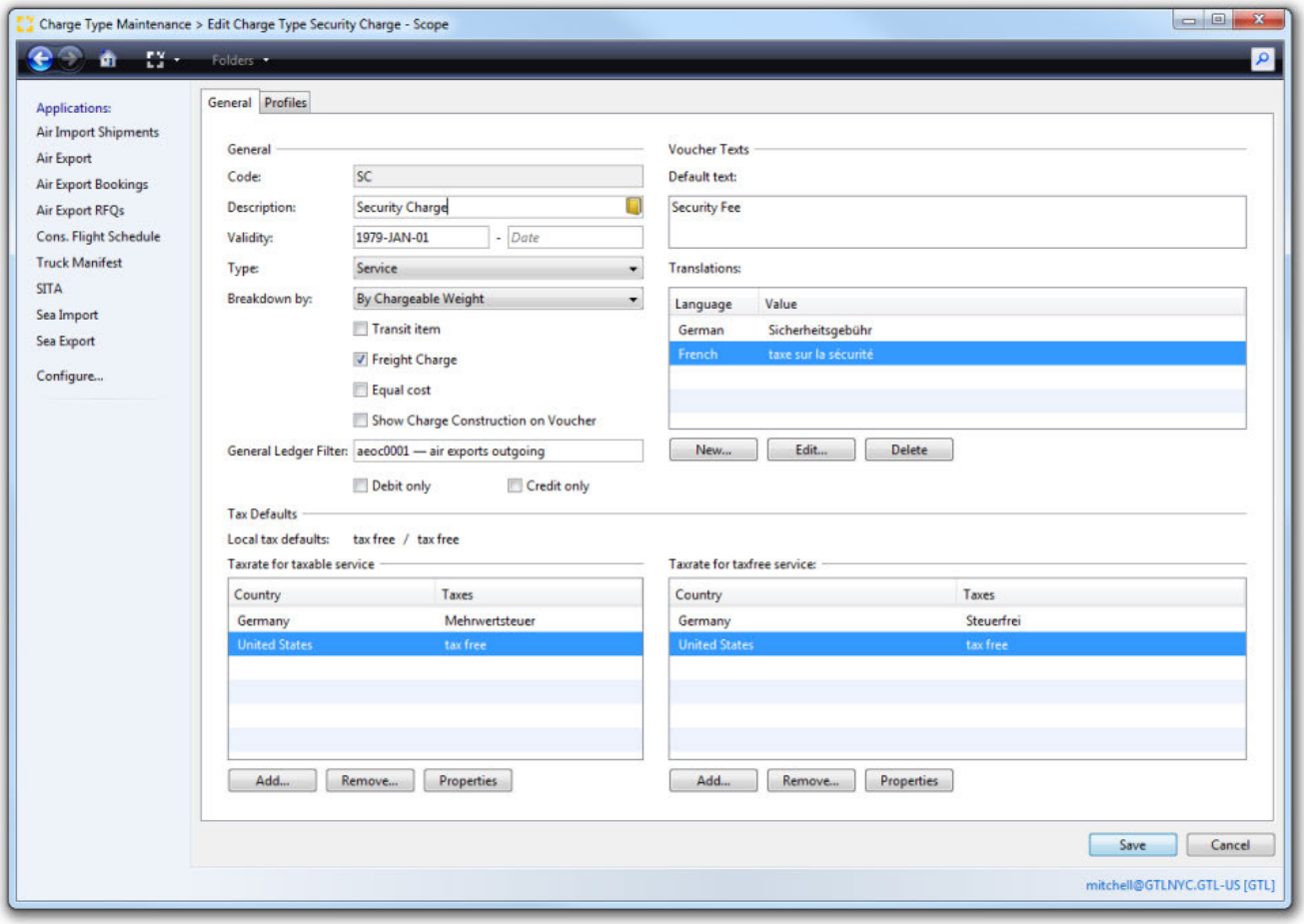
General - Charge Types - Accounting - Maintenance

- Introduction
- Description

Introduction

The **General** tab is where detailed information about the charge type is stored. Careful maintenance of this area is required to ensure accurate and efficient finance operations.

Description



Code

Any code can be chosen to represent the charge type, but it must be unique and up to 6 digits long. Once saved, this code cannot be changed.

Description

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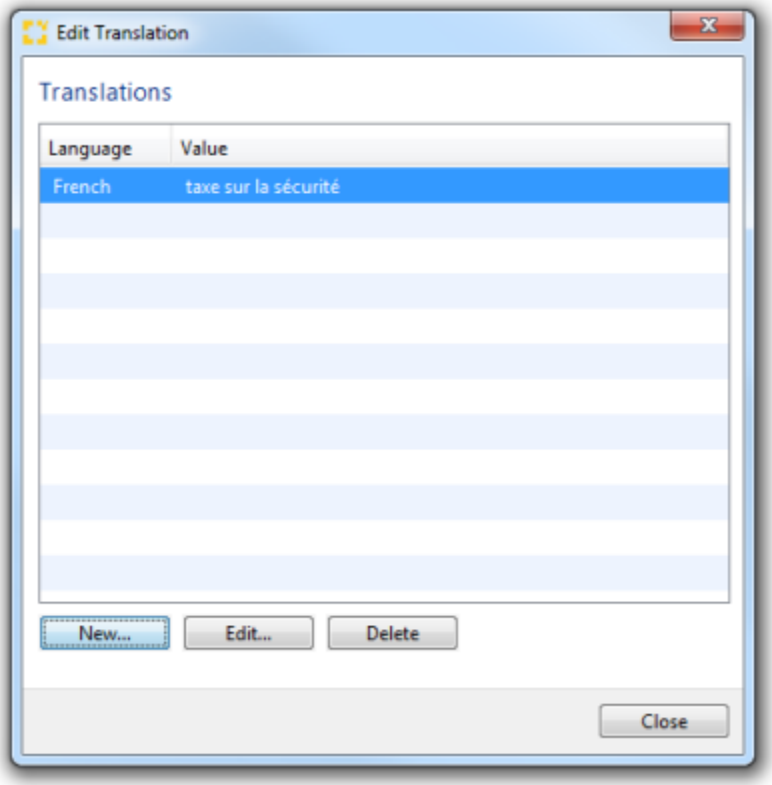
The description of the charge type. Clicking the  icon will launch the translation editor. This is used to translate the description into different languages. This enables automatic translation of a charge type description to a different language when a foreign language document is produced.



New

Opens the language selection popup where the language and translation may be entered.

Edit

Opens the selected translation in the language selection popup in order for the translation to be changed.

Delete

Deletes the selected translation.

Close

Closes the translation editor.

Validity

The date from which the charge type is valid, to the date on which it expires. If the "to" date is left blank it is assumed the charge type has no expiry date.

Type

It must be defined if the charge type is for:

- Services
- Goods
- Duties

This is important for statistical purposes.

Breakdown by:

When a charge is applied at a master level, in order to obtain jobcosting figures for the houses on that master, the master charges must be apportioned among the house shipments. This drop down menu enables the method of apportioning the charge from master to house to be selected:

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- **No Breakdown** The charge is never broken down.
- **Equally** The charge will be divided equally amongst all the house shipments.
- **By chargeable weight** The charge will be pro-rated according to the chargeable weight of each house shipment.
- **By gross weight** The charge will be pro-rated according to the gross weight of each house shipment.
- **By volume** The charge will be pro-rated according to the volume of each house shipment.
- **By number of pieces** The charge will be pro-rated according to the number of pieces on each house shipment.
- **By Profit share** The charge will be pro-rated using the Profitshare (CPA) applied to each house shipment.

Costs can only be broken down to house shipments.

Transit Item

The check box is used to exclude a charge code from profit reporting. This may be desirable for some charges whose income and costs are equal and therefore there will be no profit or loss on this charge type. This can simplify profit reports by presenting only charges that positively or negatively impact final profit figures.

Freight Costs

This field is of importance in countries where taxes are charged on freight forwarding operations. In these countries, normally taxes are not charged on freight charges that occurred outside of the country where the shipment will be billed. For example on an air import shipment, any charges that occurred outside of the country where the charges will be billed will be marked as freight charges in order for them to appear as tax free charges when the shipment is billed to the responsible party.

Equal Cost

These are charges whose costs will always be the same as the income amount. Finance applications will automatically create cost reserves for these charges that match the income amount. These charges will also appear on profit reports.

Show Charge Construction on Voucher

The method used to construct the total amount of the charge code will be printed on the voucher.

General Ledger Filter

A general ledger code must be applied to the charge type.
General ledger codes can be found using the Field search function

debit only

The charge type can only be used on outgoing documents

Credit only

The charge type can only be used on incoming documents

Voucher Texts

Texts to be included on documents when the charge type is used.

Translations

Translations of voucher texts used on documents.

New

Opens a pop-up window to create a new translation

Edit

Edits the text highlighted in the translations list.

Deletes

Deletes the selected text

Language

Use the Field search to find the desired language.

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Value

The test translation

OK

Saves the translations and exits.

Cancel

Closes the pop-up window without making any changes.

Tax Defaults

Define taxes for the charge type

Add

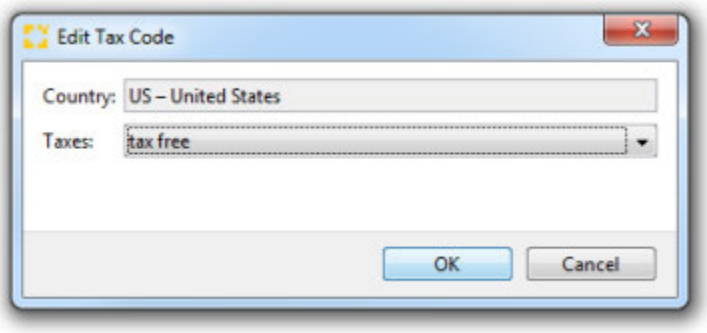
Opens a pop-up window where the taxes applied to this charge type for a specific country can be recorded.

Remove

Removes the highlighted tax entry

Properties

Opens a tax editor to change the tax properties of the charge type.



Country

The country where the taxes apply. Use the field search function to locate the desired country.

Taxes

The drop down list will present tax types for the country selected. These are maintained in the country master data.

OK

Saves the tax entry.

Remove

Removes the tax entry

Properties

Opens the tax entry in an editor.

Save

Saves the general details of the charge type.

Cancel

closes the general tab of the charge type without any changes.

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More specific charge type details are stored using the profiles tab .

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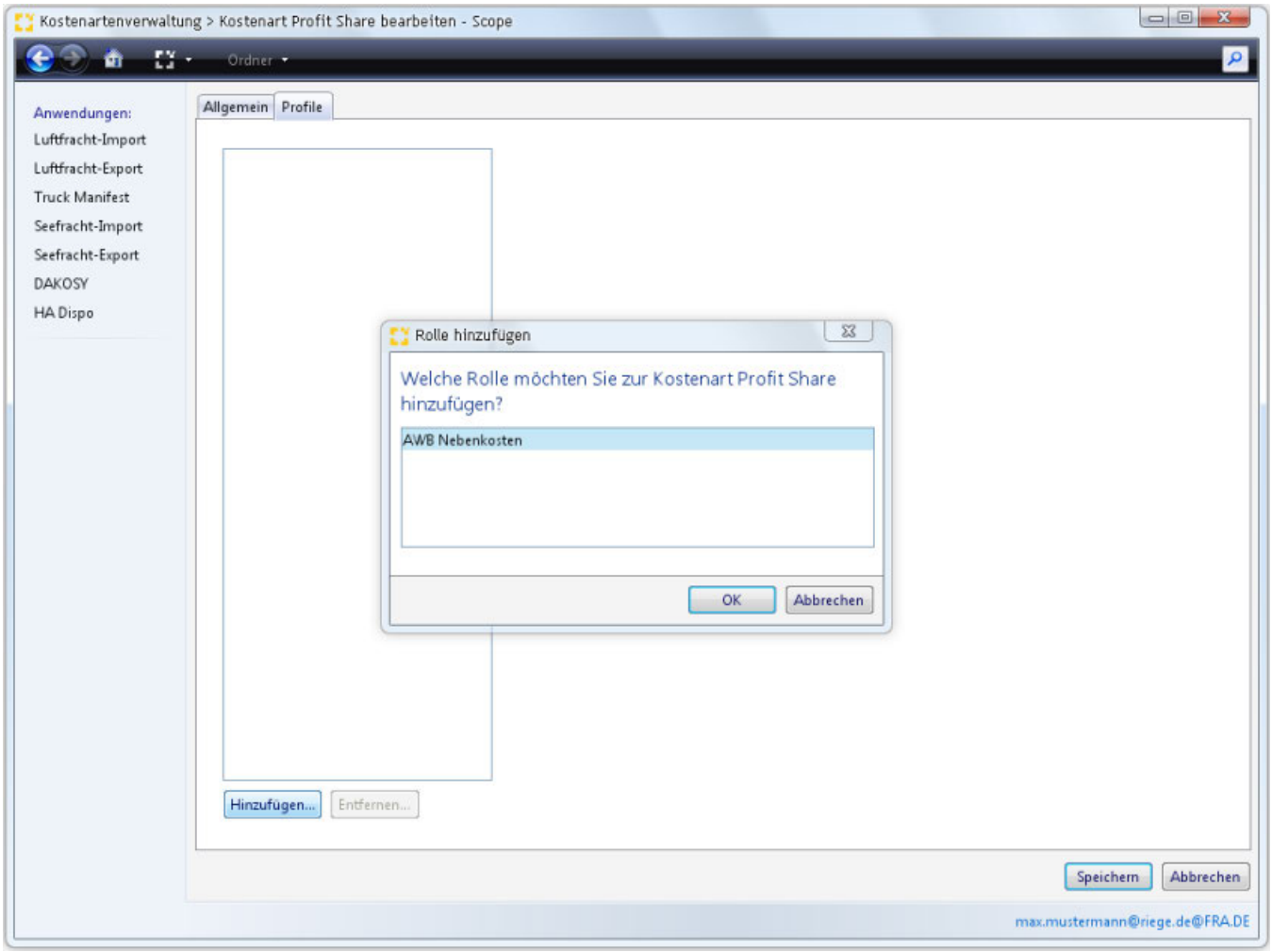
Profile - Charge Types - Accounting - Maintenance

- Introduction
- Description

Introduction

Profiles for charge types are similar to roles for partners in that they contain additional data to be used only in specific activities. This application allows profiles to be added, removed and managed.

Description



Add

Opens a pop-up window from where the desired profile can be selected. By clicking *OK* the selected profile will be added to the charge type. *Cancel* will close the pop-up window without further action.

Currently the following profiles are maintained:

- AWB Other Charges

Remove

Removes the highlighted profile.

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Save

Saves the changes to the charge type and exits the editor.

Cancel

Closes the editor without any changes.

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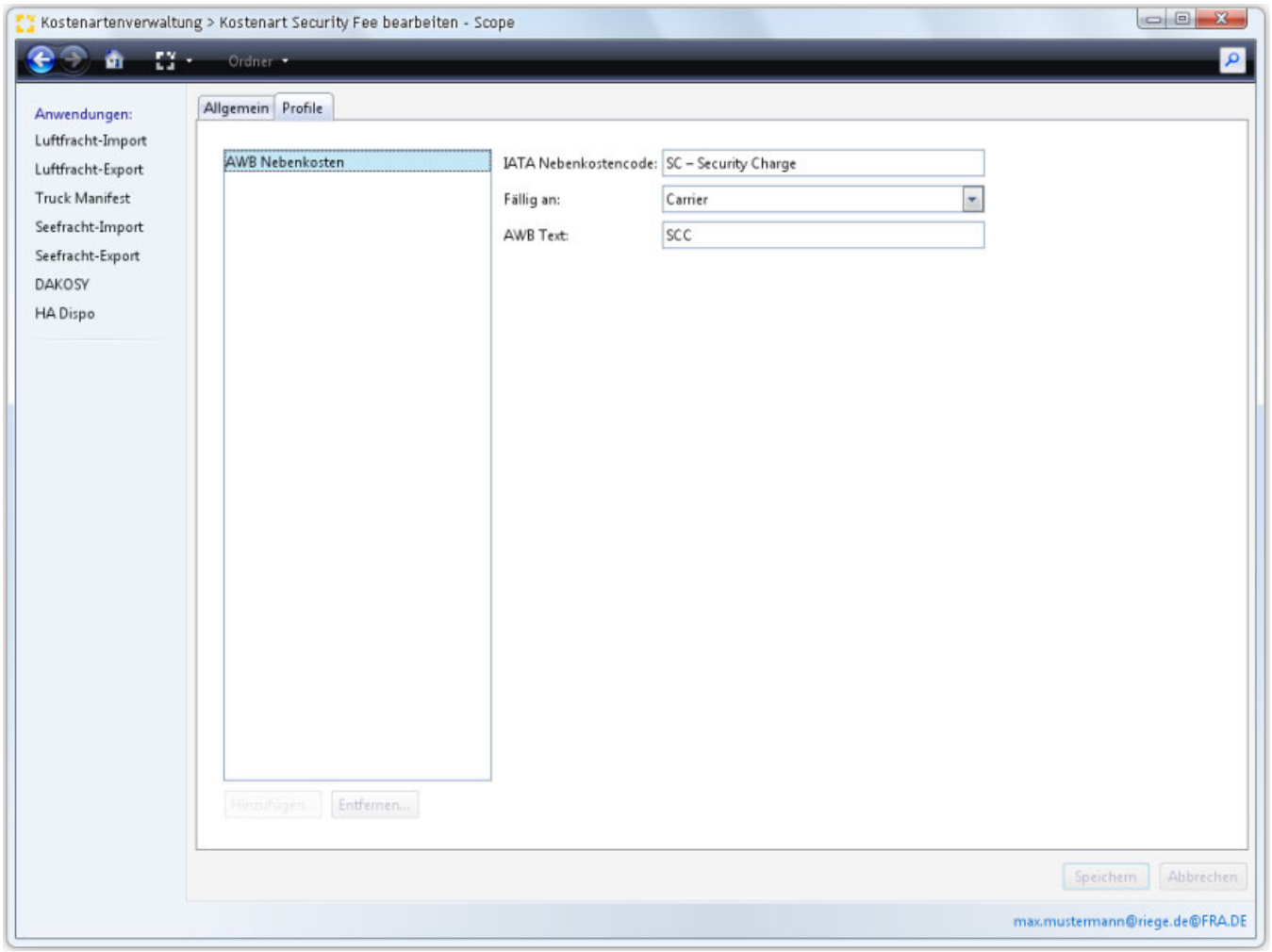
AWB Other Charges - Profile - Charge Types - Accounting - Maintenance

- Introduction
- Description

Introduction

The AWB Other Charges profile is used when the charge code is one that is used in air export shipments and is included in AWB charges. Air export specific information about the charge type is stored.

Description



IATA-Other Charge Code

The corresponding IATA other charge code for the charge type. The field search function can be used to find valid codes.

Payable to:

A drop down menu where the party to whom the charge is payable can be chosen. The options are *due Carrier*, or *due Agent*.

AWB Text

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This field will accept a maximum of 9 characters, and this text will appear on the AWB when the charge is used. If left blank the 2 digit IATA codes is used instead.

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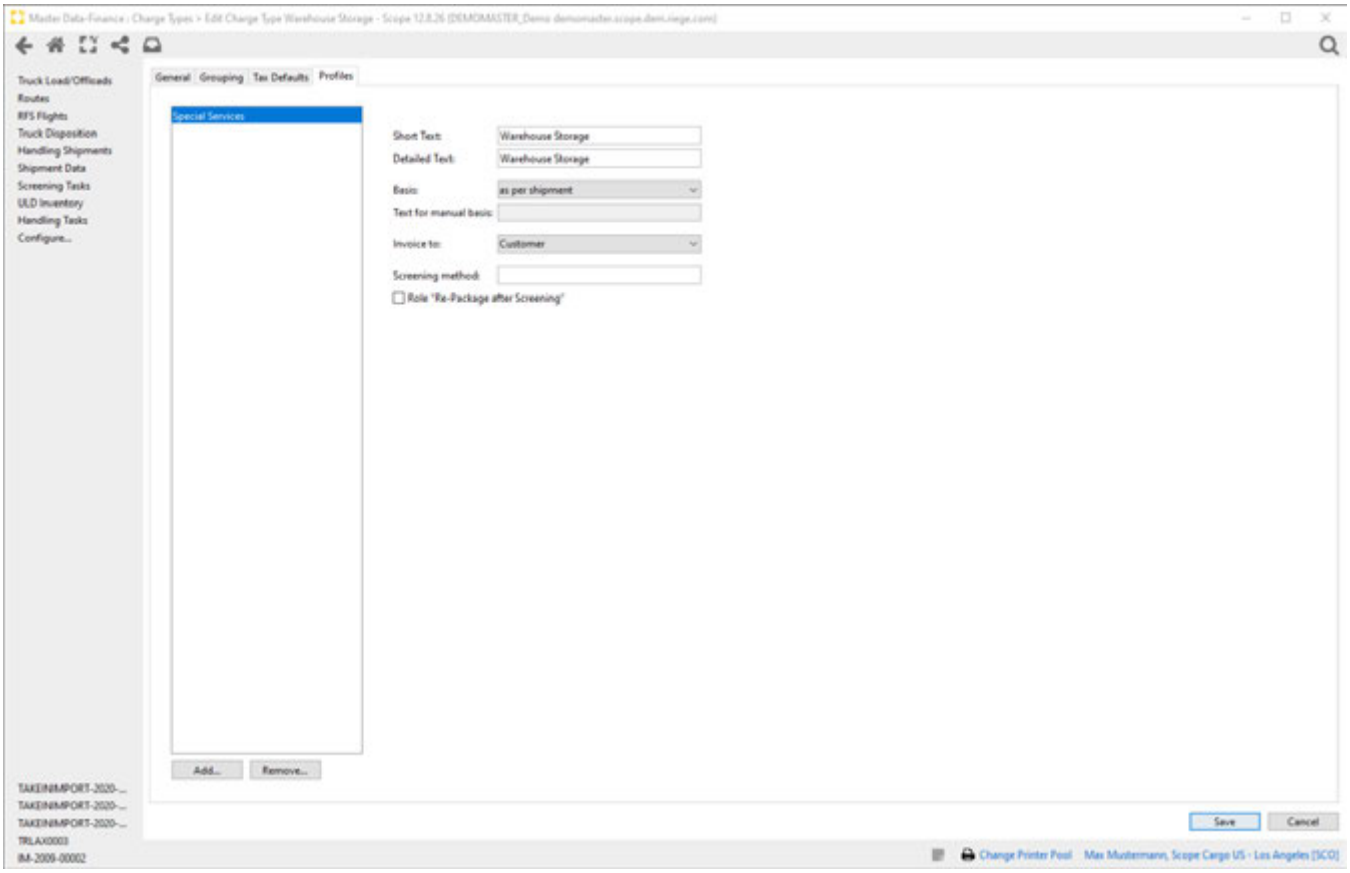
Special treatments - Profile - Charge Types - Accounting - Maintenance

- Introduction
- Description

Introduction

In the charge type profile special treatments, charges can be recorded that need to be recorded in the scope handling product under special services.

Description



Short Text

Name of the special treatment

Detailed Text

A detailed description that will also be displayed as a help, when the profile of the charge type is used.

Basis

The following possible billing bases are available to define.

Type	Description
As per shipment	Calculation based on the shipment data
Number of Pieces	Calculation per package

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Gross Weight	Calculation per kilo of actual weight
Resource Time	Specification in minutes that was required to provide the service
Manual Entry	Entry is done manually by the user

Text for manual basis

Only to be filled if manual entry was entered as the basis. The user fills the field individually as required.

Invoice to

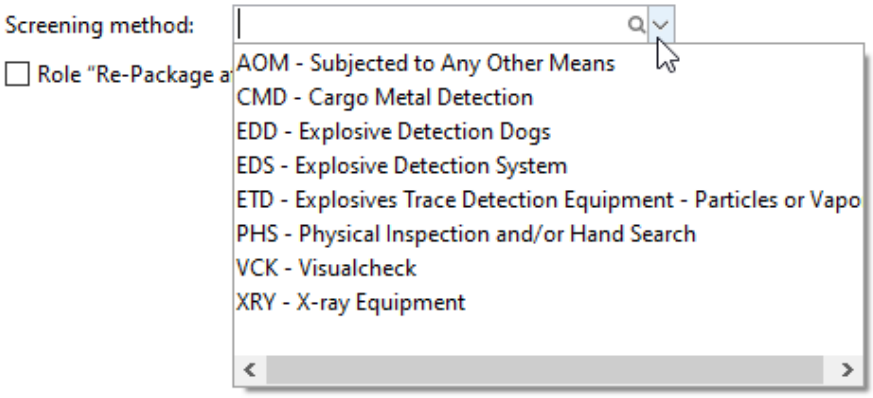
partner to whom the special treatment will be charged

The following possibilities are available:

- Customer
- Consignee
- Collector

Screening method

A screening method can be chosen here.



Role Re-Package after Screening

Re-Package after Screening can be defined here.

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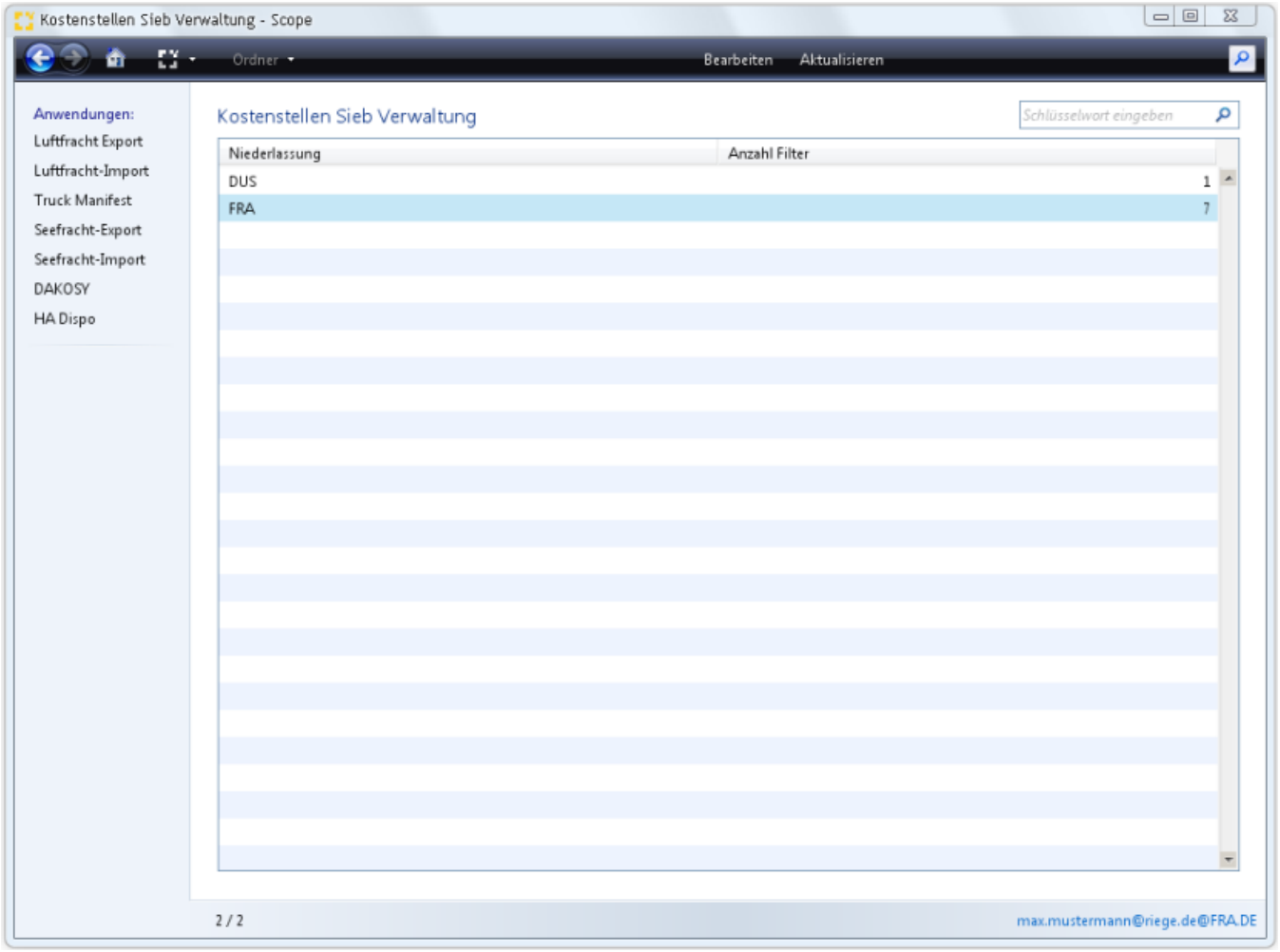
Cost Center Filter - Accounting - Maintenance

- Introduction
- Description

Introduction

This application is used to combine cost centers under branches. Cost centers can be assigned to these branches according to criteria such as type of transport, mode, departure, destination, customer and user.

Description



New

Edit

Opens the branch highlighted in the overview with the filter editor .

Refresh

Refreshes the index to ensure the latest cost center filters are visible.

> ⚠ Only the filter for the branch where the user is logged in will be displayed.

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Type to search

This is a full text search field.

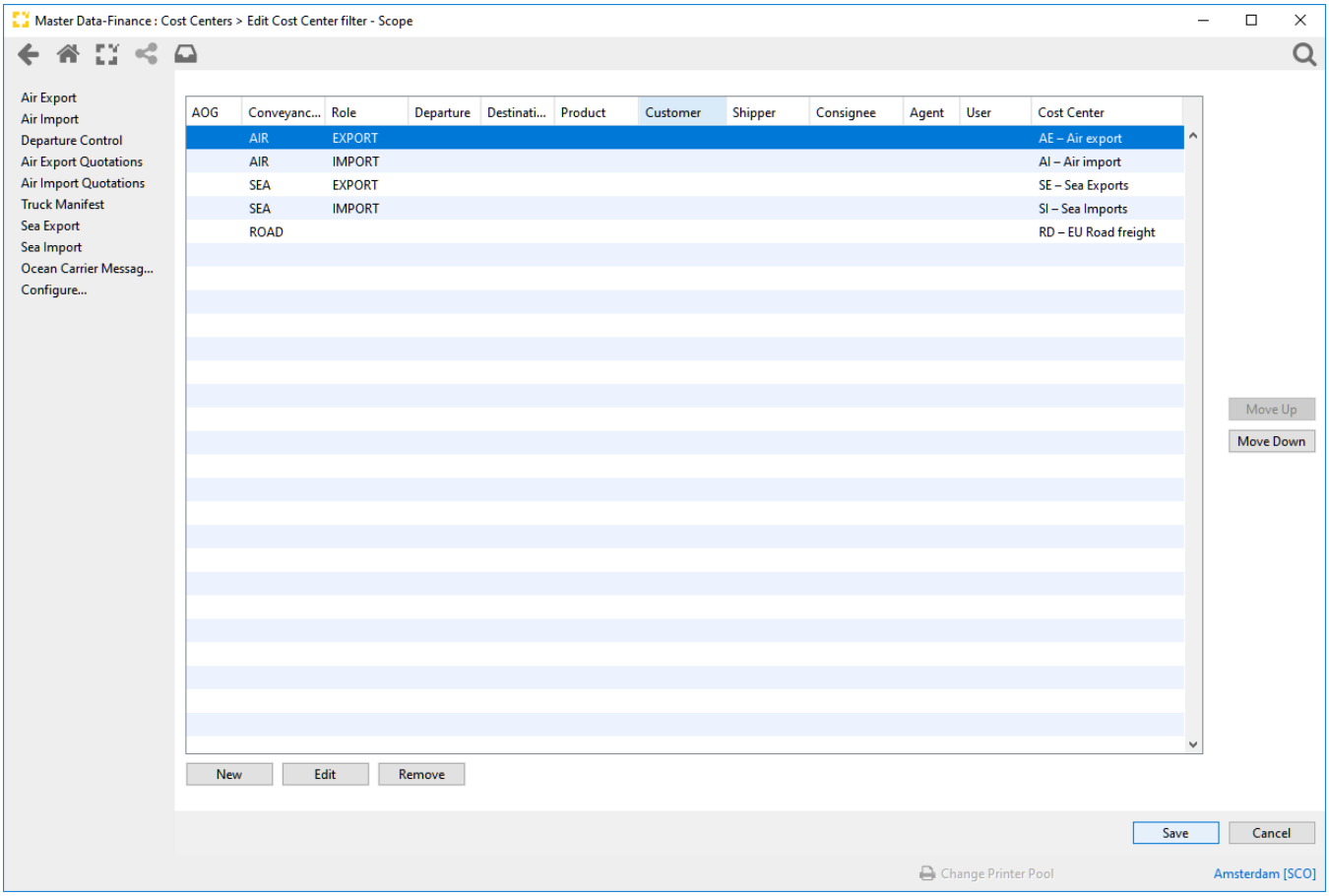
Cost center filter - Summary table

The summary table display the names of the branches and the number of filters applied to each.

Filter

The filter display the individual filters applied to the branch in table format. Each filter is comprised of the elements from which is it constructed:

- AOG - Aircraft on ground
- Conveyance - air, sea or road
- Role - Import or export
- Departure
- Destination
- Product
- Customer
- Shipper
- Consignee
- Agent
- User
- Cost center name



New

Opens the Filter Editor to capture a new filter.

Edit

Opens the filter highlighted in the summary table with the Filter Editor in order to make adjustments to the filter.

Remove

Deletes the filter highlighted in the summary table.

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Move up

Moves the filter highlighted up the list of filter.

Move down

Moves the filter highlighted down the list of filter.

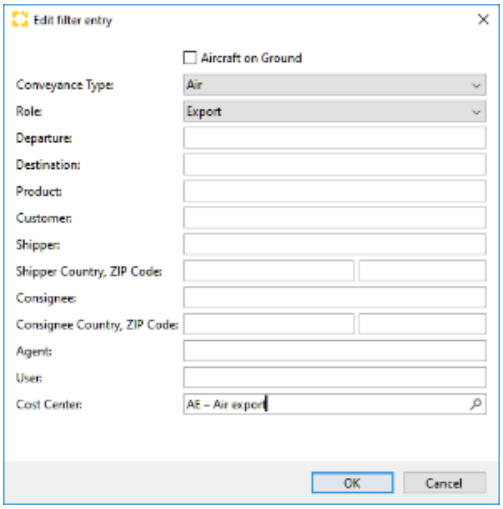
> **Order**
>
> Cost center filters are processed sequentially. This means they are read from top to bottom. The first filter in the branch that matches the financial transaction will be used without reference to other filters. It is therefore important that the most specific cost center filters are at the top of the listing and the most general are at the bottom.

Save

Saves the branch details and exits.

Exits the branch details without saving.

Filter Editor



Aircraft on Ground (AOG)

This check box is used to indicate the this is a cost center specifically for use with AOG shipments which are created using the AOG Module.

Conveyance type

The cost will be determined using the mode by which the shipment is travelling, this can be:

- **All** - (n/a)
- **Air**
- **Sea**
- **Road**

Role

The cost will be determined using the role of the shipment, this can be:

- **All** - (n/a)
- **Import**
- **Export**

Departure

The cost will be determined using the departure region, country or UNLocode. The field is a full text search field, that will search all of these kinds of geographic locations for the correct match.

Destination

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The cost will be determined using the destination region, country or UNLocode. The field is a full text search field, that will search all of these kinds of geographic locations for the correct match.

Product

The cost will be applied only to a specific product. The field is a full text search field, offers search of all products

Customer

The cost will be applied only to a specific customer. The field is a full text search field, offers search of all partners

Shipper

The cost will be applied only to a specific shipper. The field is a full text search field, offers search of all partners

Consignee

The cost will be applied only to a specific consignee. The field is a full text search field, offers search of all partners

Agent

The cost will be applied only to a specific agent. The field is a full text search field, offers search of all partners

User

The cost will be applied only when the transaction is created by a specific user. The field is a full text search field, and offers search of all user names.

Cost Center

The Field search function can be used to search all cost centers and apply the desired cost center.

OK

Save the new filter and closes the editor.

Cancel

Closes the editor without saving.

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Cost Centers - Accounting - Maintenance

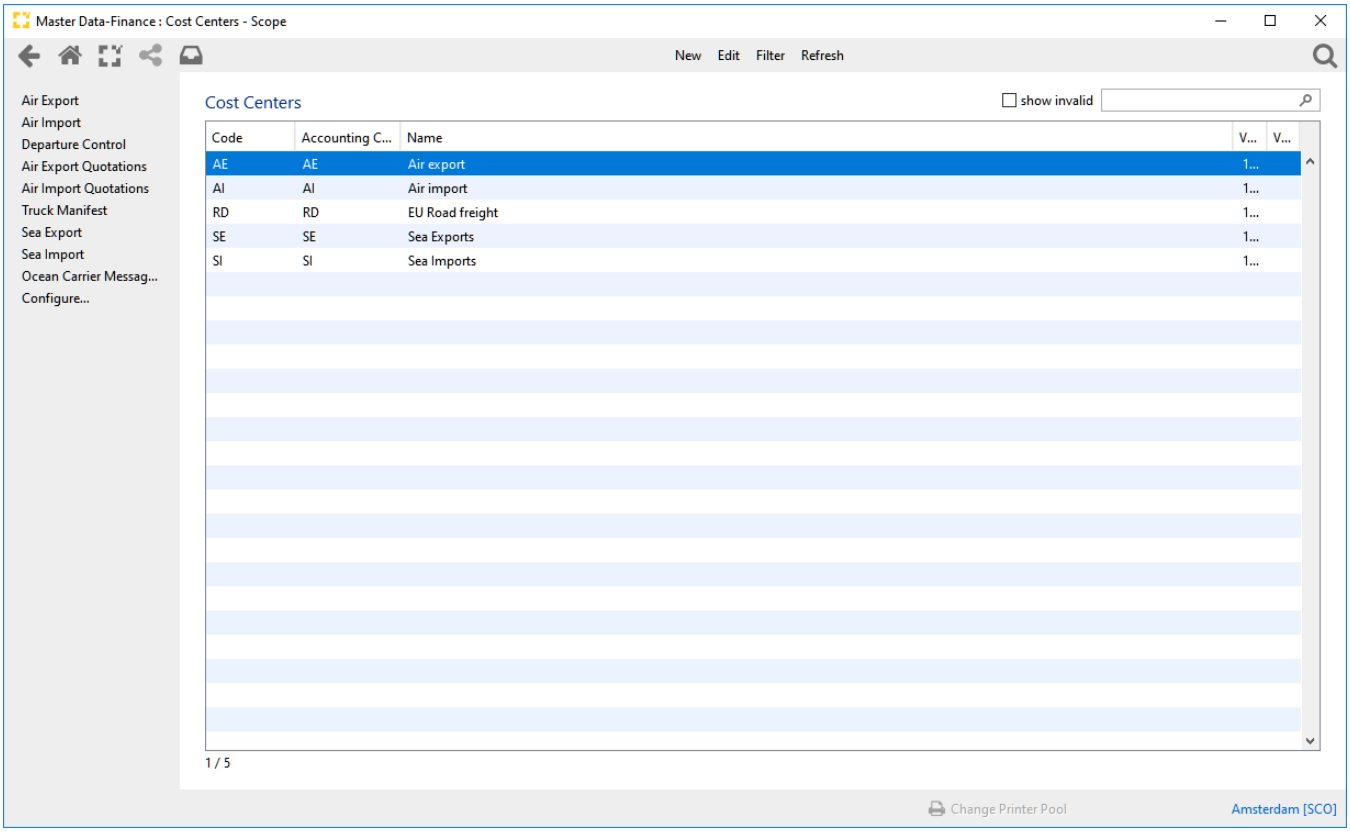
- Introduction
- Description

Introduction

This applications creates and maintains the cost centers required for accounting purposes.

A cost center is where the costs for a service are applied.

Description



New

This action will create a new cost center using the cost center Editor.

Edit

Opens the cost center highlighted in the overview for editing using the cost center editor. Alternatively the cost center can be opened and edited by double clicking it.

Filter

Cost centers are automatically assigned to shipments by the system based on Cost Center Filter settings

Refresh

Refreshes the index to ensure the latest cost centers are visible.

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Show removed

Check this box to include cost centers that may have been removed.

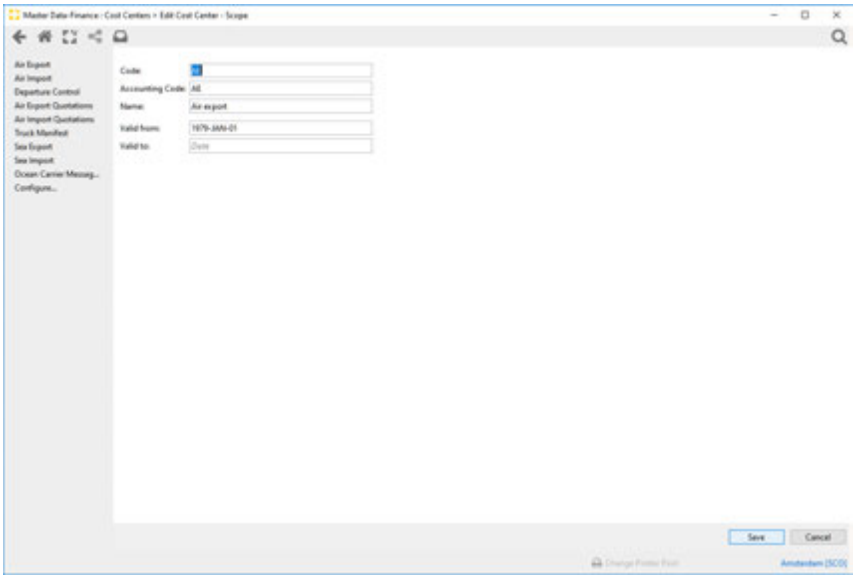
Type to Search

This is a full text search field. Enter the cost center code, name or part thereof to search for the desired cost center.

Summary table - Cost centers

The summary table displays a listing of all cost centers, the code, name and validity dates of the cost centers.

Cost Center Editor



Code

The code for the cost center. This may be freely selected, but must be unique.

Name

The name of the cost center.

Accounting code

The accounting code

Valid from

The Date the cost center is valid from.

Valid to

The Date the cost center is valid to.

> ⚠ Cost centers that have passed their expiry date will not be displayed in the summary table.

Save

Saves the cost center details and exits to the cost center summary table.

Cancel

Exits the cost center editor without saving changes and return to the cost center summary table.

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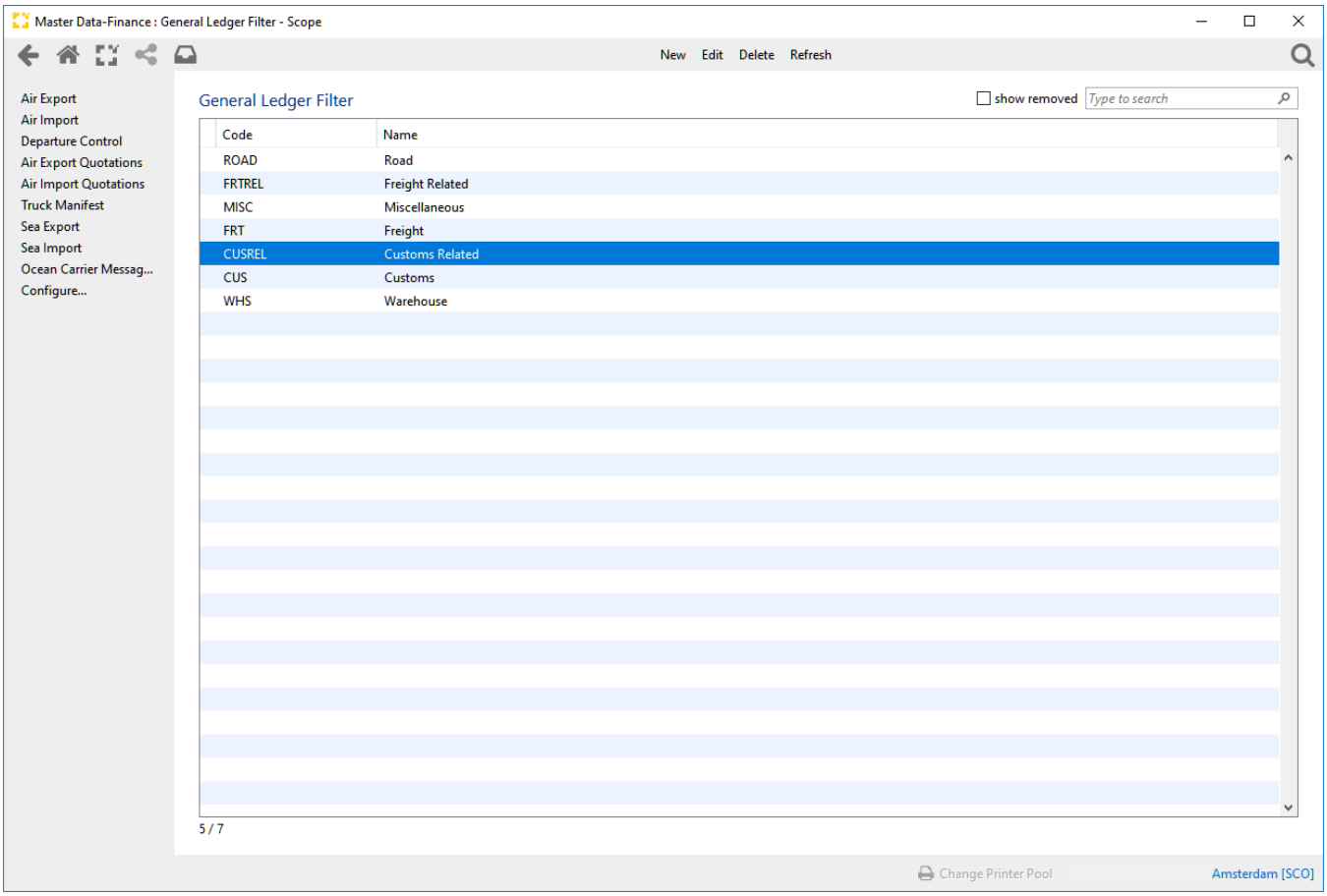
General Ledger Filter - Accounting - Maintenance

- Introduction
- Description

Introduction

This application is used to create and maintain general ledger accounts that are required for accounting purposes.

Description



New

The action creates a new entry in the general ledgers listing.

Edit

Opens the selected record in the overview for editing in the general ledger accounts filter. Alternatively the record can be opened by double clicking it.

Delete

The record highlighted in the overview will be deleted. The entry is not physically deleted and may be restored (see *show removed* below)

Refresh

updates the index to ensure the latest records are visible.

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Show removed

When this box is checked, any records that have been previously deleted will be included. These deleted records will have the trash icon in the left hand column. They can be restored by clicking them.

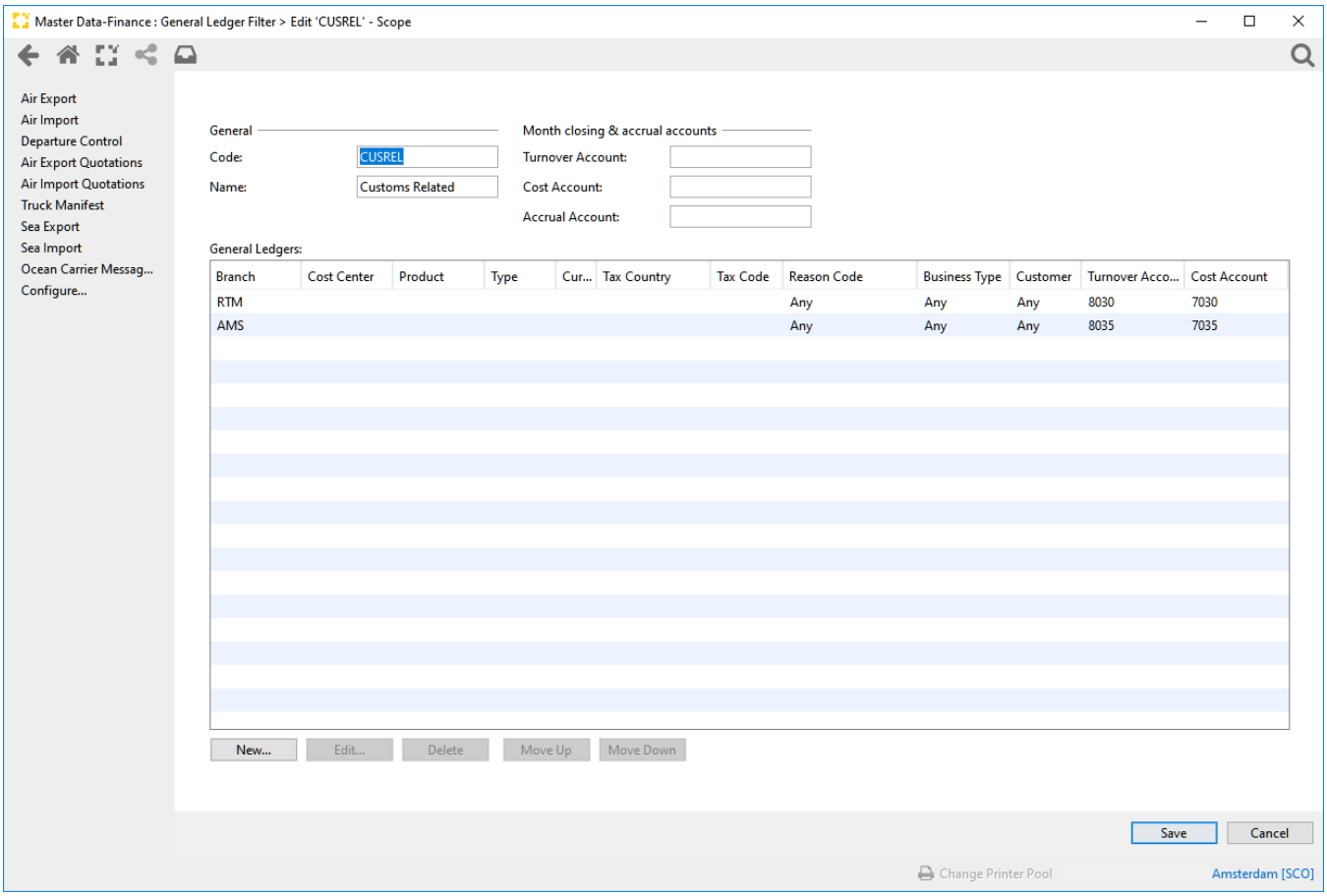
Type to search

This is a full text search field. Any part of the record code or name can be entered to assist locating the record.

Summary table - Accounts filter

The summary table displays all existing general ledger accounts, both the code and name of the account are visible.

Accounts Filter



Code

The code of the account filter, this can be freely selected, but it must be unique.

Name

The name of the general ledger account filter.

Accruals Account

This is the account where any estimates are recorded.

New

Opens the Filter Editor to create a new filter.

Edit

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Opens the selected filter in the summary table using the Filter Editor. Alternately double-click the record to open it.

Delete

Deletes the filter highlighted in the summary table.

Move up

moves the selected filter up the list in the summary table.

Move down

moves the selected filter down the list in the summary table.

> **Order**
>
> The general ledger accounts are processed sequentially. This means they are read from top to bottom. Once a filter corresponding to the desired ledger is found the ledger will be stored there and no other filters are considered. This means that the most specific filters should be stored at the top an the most general at the bottom.

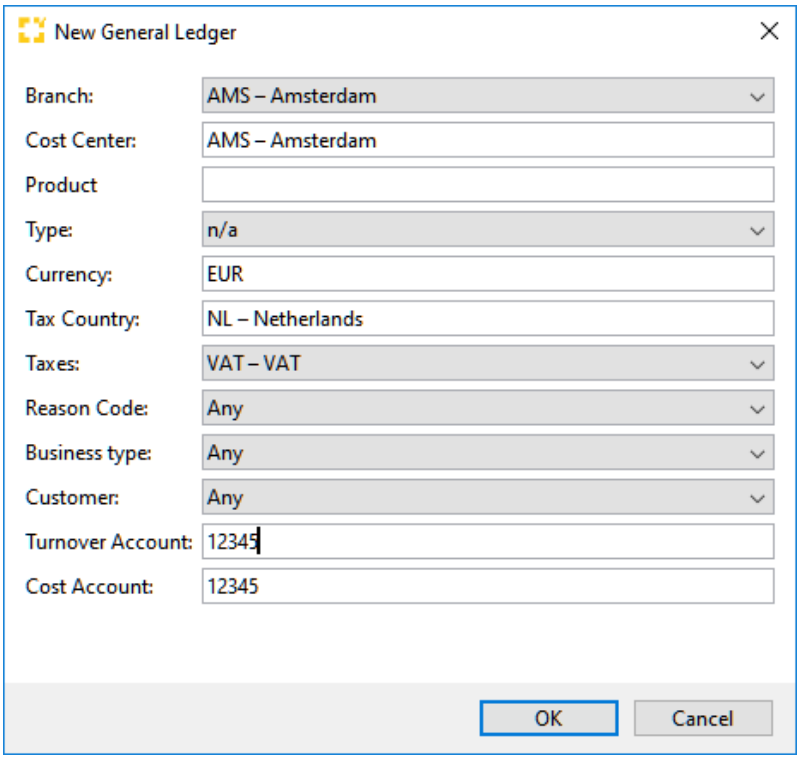
Save

Stores the filter and exits the accounts filter.

Cancel

Exits the accounts filter without saving changes.

General Ledger Editor



Branch

The branch where the general ledger may be used. Branches are defined in the Organizational structure. If no branch is inserted, then the general ledger account is valid for all branches.

Cost Center

The cost center for the general ledger. If no cost center is defined then the general ledger is valid for all cost centers.

Product

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Products (Sales products)for which the general ledger applies. If no product is defined then the general ledger is valid for all products.

Type

The invoice type (invoice or credit note) for which the general ledger applies. If no type is defined then the general ledger is valid for both invoices and creditnotes.

Currency

The currency for which the general ledger applies. If no currency is defined then the general ledger is valid for all currencies

Tax Country

The tax country where the general ledger applies. If no country is selected the the general ledger is valid for all countries. This is a full text search field, type the country name, code or part thereof to find the correct country.

Taxes

This is a drop-down field that will show the availble tax types for the country that has been selected.

Reason Code

This is a drop down menu that will offer reason why the general ledger code is subject to or not subject to taxes:

Taxable

- Any
- RC - Reverse Charge
- RC3 - Reverse Charge (Third country)
- RCI - Reverse Charge India

Tax Free

- Any
- EX - Export
- IM - Import
- 3T - Third country transport
- TR - Export /Import
- DT - Tariffs
- TX - Taxes
- 3C - Third Country
- OS - Offshore
- IN - Internal
- BG - Dutiable goods
- NT - Not taxable
- EMB -Embassy

Business type

This is a drop-down field that will show the types of business. If 'any' is defined then the general ledger is valid for all business types

Customer

This is a drop-down field that will show the types of customers. If 'any' is defined then the general ledger is valid for all customer types

Turnover Account

The account number to be used for outgoing documents.

Cost Account

The account number to be used for incoming documents.

OK

Saves the general ledger details and exits to the filter.

Cancel

Exits without saving.

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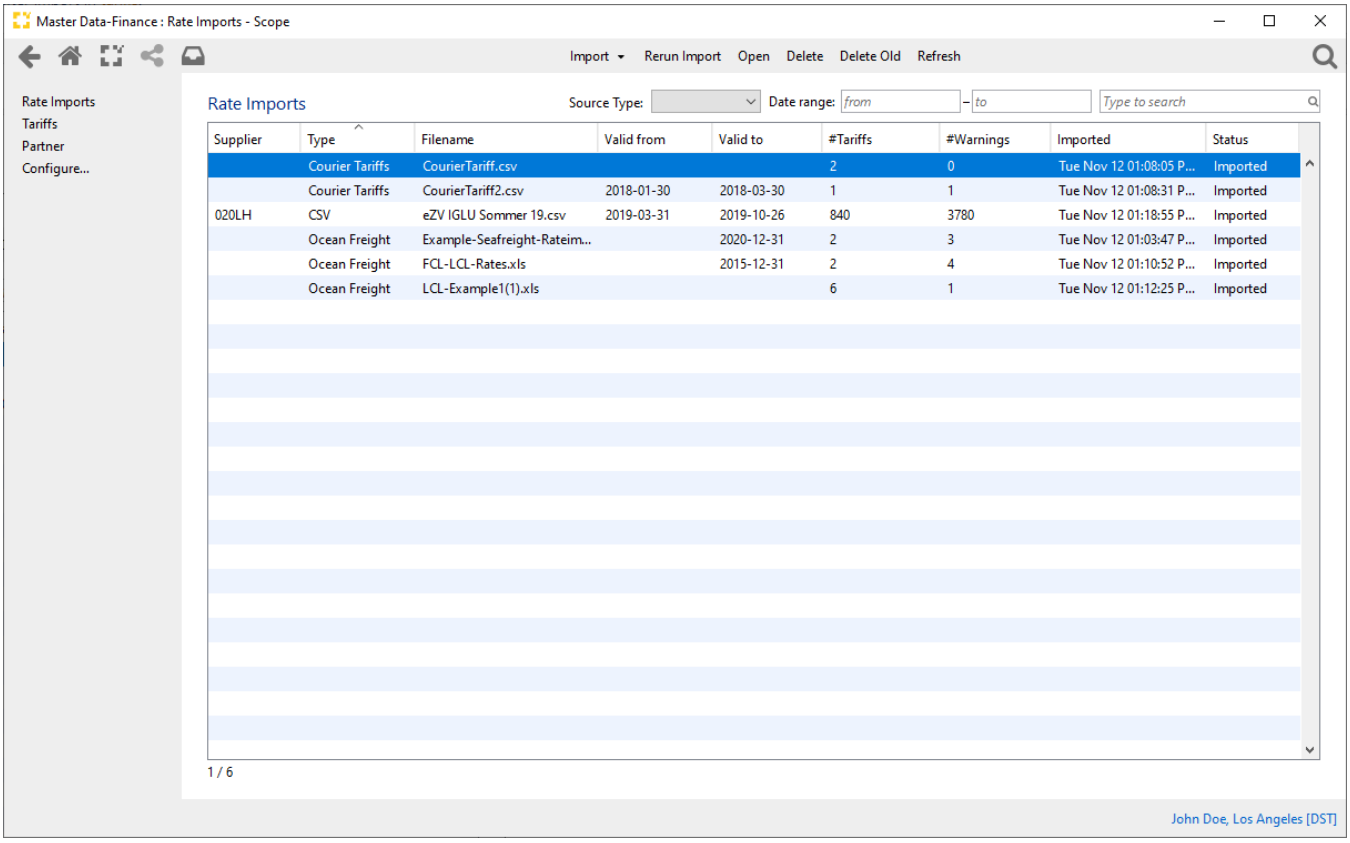
Rate Imports

Introduction

This application allows importing buying and selling tariffs as well as e-rates. The tariffs created can be viewed and changed after import in tariffs.

> Users needs a specific permission to import rates.

Description



Actions

Import

The import function enables importing four different kinds of tariffs. The following options are available:

- Ocean Freight
- Courier Tariffs
- CSV (e-rates)

Ocean Freight

Scope uses system charge code "Oceanfreight" to import rates.

Select the file for import:

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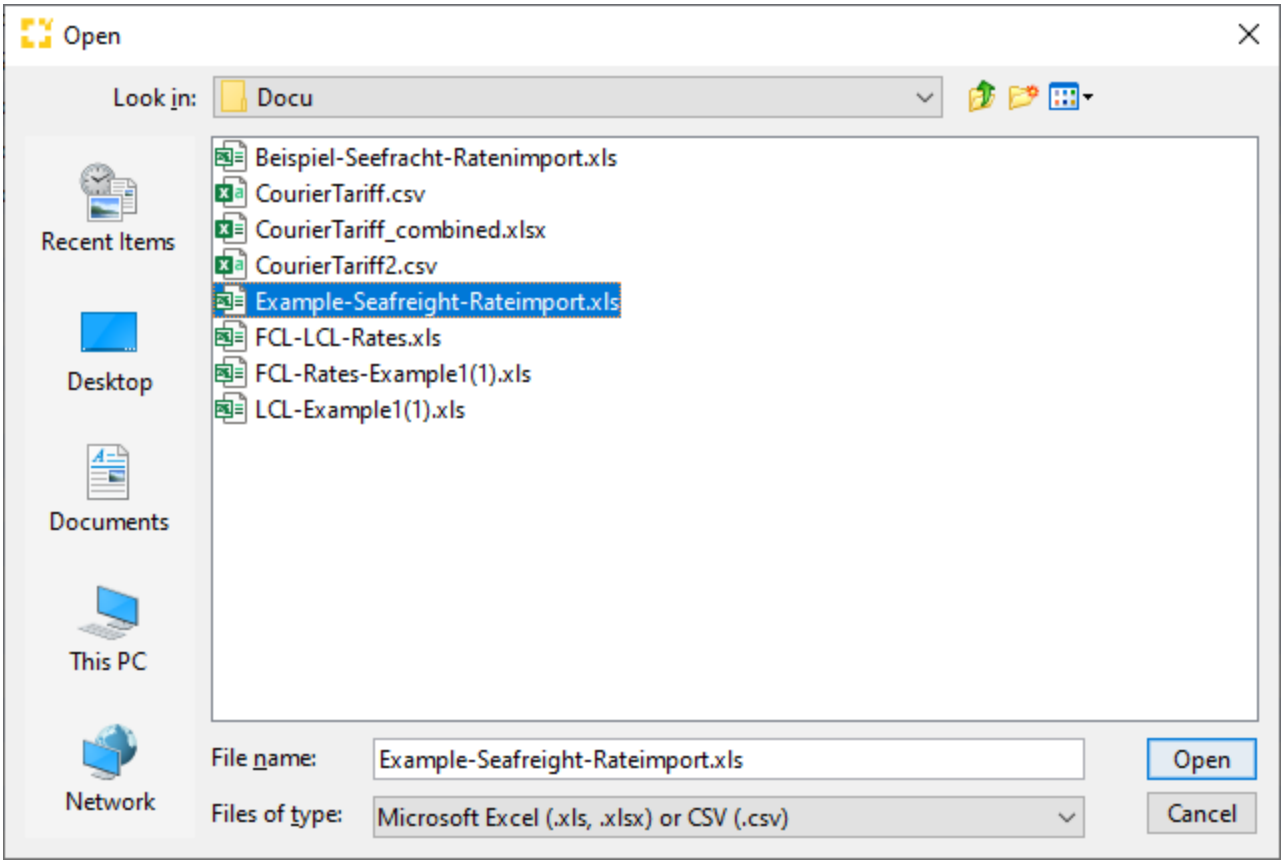

To import ocean tariffs, the following format is required:

Example: LCL

type	departure	destination	supplier	product	customer	currency	chargeType	LCL	LCL MIN	shipper*	consignee*	validityStart*	validityE
buying or selling	UNLocode of port of departure	UNLocode of port of destination	Partnercode of supplier	Product	Partnercode of customer	three digit currency	Charge Type	Rate per M/W	Minimum for LCL rate	shipper	consignee	validity start of tariff	validity end tariff

Example: FCL

type	departure	destination	supplier	customer	currency	chargeType	20DC	40G0	shipper*	consignee*	validityStart*	validityEnd*	co
buying or selling	UNLocode of port of departure	UNLocode of port of destination	Partnercode of supplier	Partnercode of customer	three digit currency	Charge Type	Containert ype	Container type	shipper	consignee	validity start of tariff	validity end of tariff	Air, R Barge

Example: TEU

type	departure	destination	supplier	product	customer	currency	chargeType	shipper*	consignee*	basis*	rate	base*	min*	max
buying or selling	UNLocode of port of departure	UNLocode of port of destination	Partnercode of supplier	Product	Partnercode of customer	three digit currency	Charge Type	shipper	consignee	calculation basis • W/M • Volume • Chargeable Weight	rate (for first breakpoint)	base amount	min amount	max amoun

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											• Gross Weight • Number of containers • TEU					

* these fields are not mandatory and can be left blank.

⚠ W/M (weight or measure) = 1m^3 = 1.000kg = 1 x w/m. LCL assumes chargeable weight is calculated at 1000 kg per volume factor.

ⓘ The columns of the file do not need to be in the order described. As long the the description of the columns matches, Scope can import the tariffs. Additional containertypes can be added in new columns. FCL and LCL tariffs can be imported in a single file or in different files.

ⓘ Please find examples for the files here: LCL / FCL / FCL/LCL / TEU

Courier Tariffs

Enables importing of selling or buying tariffs for any charge type in XLS or CSV format.

Here is an example of a selling tariff, here an example of a buying tariff.

Courier tariffs can be imported with multiple tables in Excel files. Please find an example here.

The format is as follows:

Column name	Optional / Mandatory	Description
Type	Mandatory	Type of tariff. Possible values: *selling*, *buying, internal*
ChargeType	Mandatory	Charge type as maintained in Scope
Currency	Mandatory	3-digit currency code, e.g. USD (ISO 4217)
Product	Optional	Code of the product
Module	Optional	Module, e.g. AE, AI, SE, SI
Branch	Optional	Branch Code
Basis	Optional	Basis (base amount only/gross weight/chargeable weight/volume/loading meter/number of pieces/number of pieces (dgr))
Volume Factor	Optional	Volume Factor
Base Amount	Optional/Mandatory	A base amount (mandatory for basis: Base amount only)
Min	Optional	Minimum Amount
Max	Optional	Maximum Amount
Departure	Optional	UN/Locode, country code or regioncode for tariff *Departure*
Destination	Optional	UN/Locode, country code or regioncode for tariff *Destination*
Supplier	Optional	Partner code or name of partner group of the *supplier*
Customer	Optional	Partner code or name of partner group of the *customer*
Shipper	Optional	Partner code or name of partner group of the *shipper*
Consignee	Optional	Partner code or name of partner group of the *consignee*
Agent	Optional	Partner code or name of partner group of the *agent*
Zip Zone	Optional	Zone from Zip Zone Schema

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Round	Optional	Default is no. When entering *yes* the rates of the breakpoint are rounded according to the setting of the currency.
BP FIX *x*	Mandatory/Optional	Describes a breakpoint with the following properties: • from Breakpoint: *x* kg • Method: FIX
BP STEP *x y*	Mandatory/Optional	Describes a breakpoint with the following properties: • from Breakpoint: *y* kg • Method: STEP • Option *accumulating*: not checked • Unit: x
BP STEP *x* ACC *y*	Mandatory/Optional	Describes a breakpoint with the following properties: • from Breakpoint: *y* kg • Method: STEP • Option *accumulating*: checked • Unit: x
BP PROP x *y*	Mandatory/Optional	Describes a breakpoint with the following properties: • from Breakpoint: *y* kg • Method: PROP • Unit: x
Valid From	Optional	valid from date
Valid To	Optional	valid to date
DGR level	Optional	DGR level of the shipment (DGR/PAX, CAO, limited or exempted Quantity)
Weekdays	Optional	days on which the tariff is applicable (1234567)
Remarks	Optional	Remarks

When the base is "base amount only", the line must not contain a BP-element. Otherwise one of the BP-elements is mandatory

CSV (e-rates)

Scope uses system charge code "Airfreight" to import rates as buying rates.

This option enables importing of e-rates. Scope allows the import of the old version as well as the new version of the official e-rates sheet, which have been defined by the airlines.

The corresponding file needs to be saved as format ".csv" in order to be imported into Scope correctly.

⚠ The first nine lines of the import file are ignored (they usually contain the header data of the e-rates file). When manually creating a file for upload, enter nine emtpy lines. ⚠

Rerun Import

Runs the import on the selected / marked file again.

Open

Opens the selected / marked entry and displays information of the import, e.g. how many tariffs were created and - in case of errors -why these tariffs were not created (missing data in this example).

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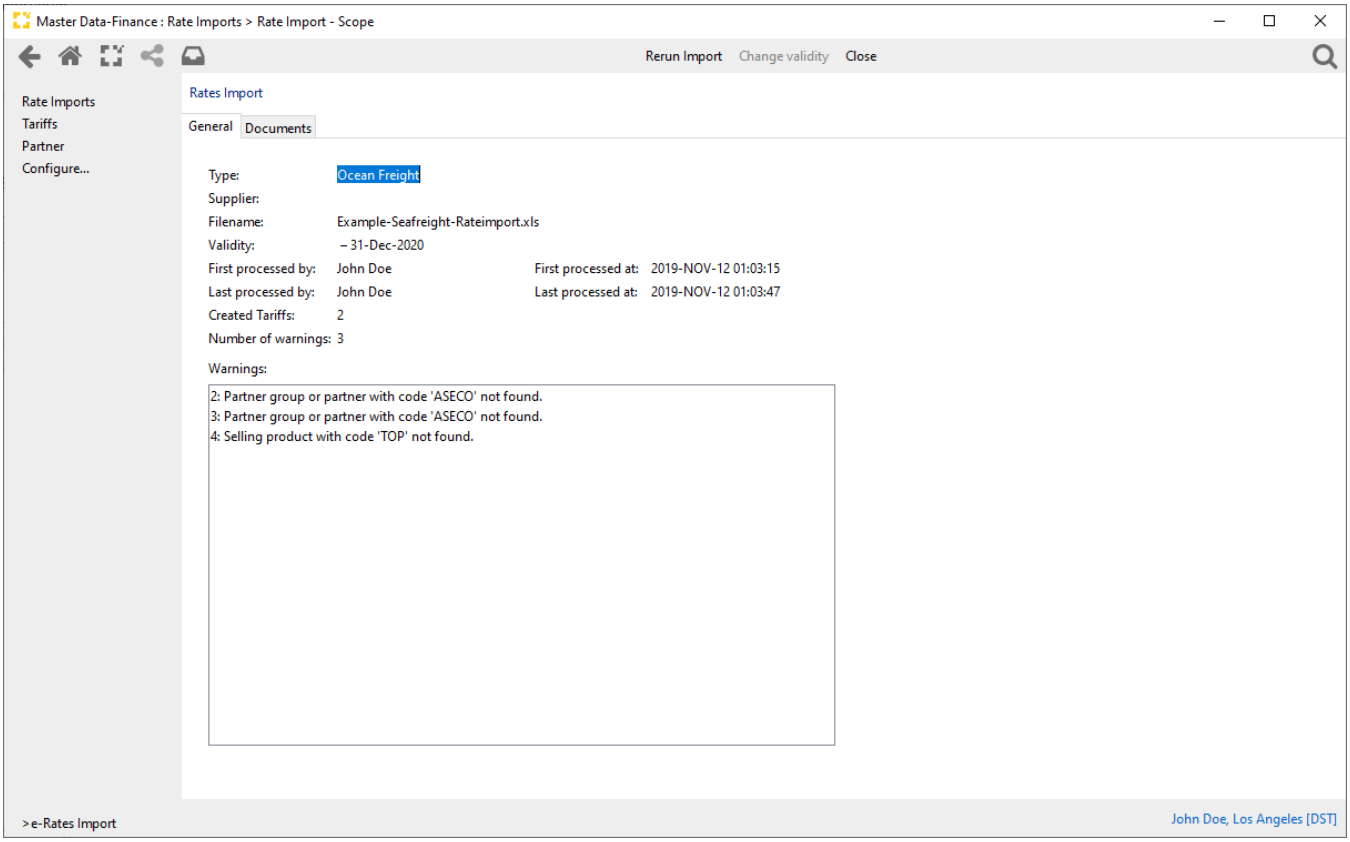

Rerun Import

Runs the import of this file again. This is used to add tariffs which could not be imported after master data has been maintained.

Change validity

If the file contains validity dates and the validity to is in the past, the user can change the validity of the tariffs from here without having to upload the file again.

General

Tab "General" displays information about the file imported and warnings.

Documents

Tab *"Documents"* displays the file used and the file can be downloaded from here.

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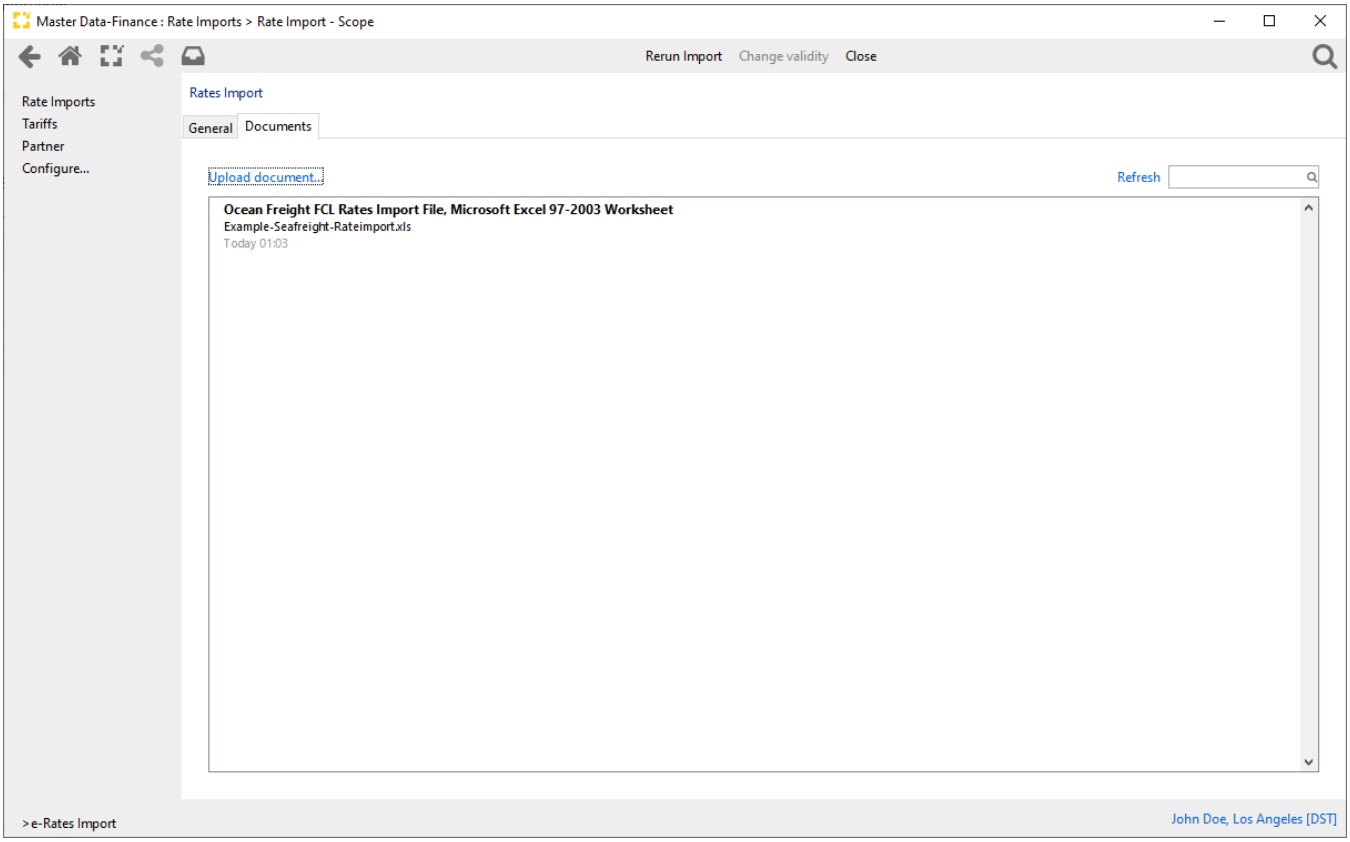

Delete

Deletes the selected file from the overview and the tariffs created from this file.

Delete Old

A new window with options is opened to select criteria for deletion:

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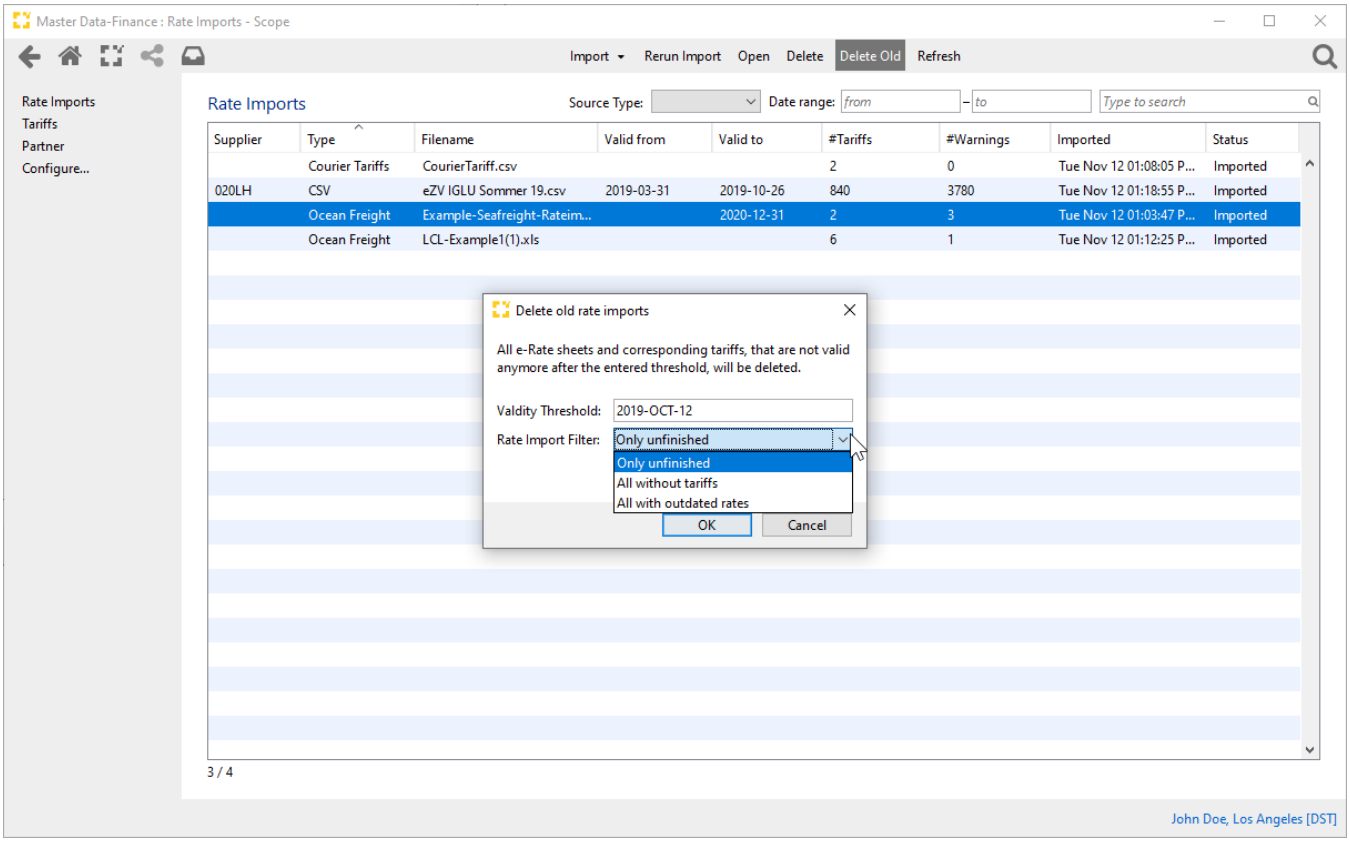

Validity Threshold

Date of validity.

Rate Import Filter

Select per Drop-Down which tariffs according to the previously selected validity threshold shall be removed.

- **Only unfinished**: deletes all entries which do not have the status "Imported"
- **All without tariffs:** deletes all entries with 0 tariffs and 1 warning
- **All with oudated tariffs**: deletes all entries where "valid to" is not in range of the entered validity threshold

OK

Confirms the selection and starts deletion of entries.

Cancel

Cancels the action and closes the window.

Refresh

Refreshes the home view.

Overview

The overview displays imported files which can be sorted by *"Supplier, Type, Filename, Valid from, Valid to, #Tariffs, #Warnings, Imported, Status"*.

Source Type

Filter per Drop-Down and type of entry.

Date range "from/ to"

Search for the date of import of certain entries.

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Type to search

Search for suppliers, types

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Regions - Accounting - Maintenance

- Introduction
- Description

Introduction

This application will group Countries and their UNLocodes into regions. A region may be comprised of Countries or UNLocodes or a combination of both. It is also possible to specifically exclude defined UNLocodes from a region even though such UNLocodes are located in Countries that are included in the region. Once regions have been created, it is then possible to create tariffs that can be applied to these regions and calculate charges for services automatically.

Description

The **regions** application provides a menu bar with standard functions such as *New*, *Edit* and *Delete*. An overview of all existing regions is shown and this can be searched using the search field . As each region is highlighted in the overview, the lower panes of the screen show full details of the region; the Countries in the region, the UNLocodes included in the region and any UNLocodes that are excluded from the region.

? Unbekannter Anhang

New

Opens the Regions Editor to create a new region and add Countries and UNLocodes to the region. UNLocodes may also be specifically excluded from the region.

Edit

Opens the Regions Editor to edit the region highlighted in the overview.

Delete

Deletes the region highlighted in the overview.

Refresh

Updates the index to ensure the latest regions are visible.

Regions

A table listing the existing regions

Type to search

full search text field used to find regions using the name of the region the Countries and UNLocodes in the region.

Region Editor

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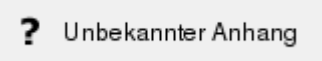
The region editor allows new or existing regions to be processed.



Regions

The name of the region

Country

Countries in the region

Add

Use the *Add* function to add a Country to the region. A dialogue will appear with a country search field , to assist locating the country.

Remove

Highlight a Country in the region and use the *Remove* function to delete it from the region.

Included UNLocode(s)

A listing of all the UNLocodes included in the region.

Add

Use the *Add* function to add a UNLocodes to the region. A dialogue will appear with a UNLocode search field , to assist locating the UNLocode.

Remove

Highlight a UNLocodes in the region and use the *Remove* function to delete it from the region.

Excluded UNLocode(s)

A listing of all the UNLocodes excluded from the region.

Add

Use the *Add* function to add a UNLocodes that is to be excluded from the region. A dialogue will appear with a UNLocode search field , to assist locating the UNLocode.

Remove

Highlight a UNLocodes excluded from the region and use the *Remove* function to delete it from the excluded list.

Save

Save the region and exits to the overview of regions

Cancel

Exits the region editor without saving any changes.

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Tariffs - Accounting - Maintenance

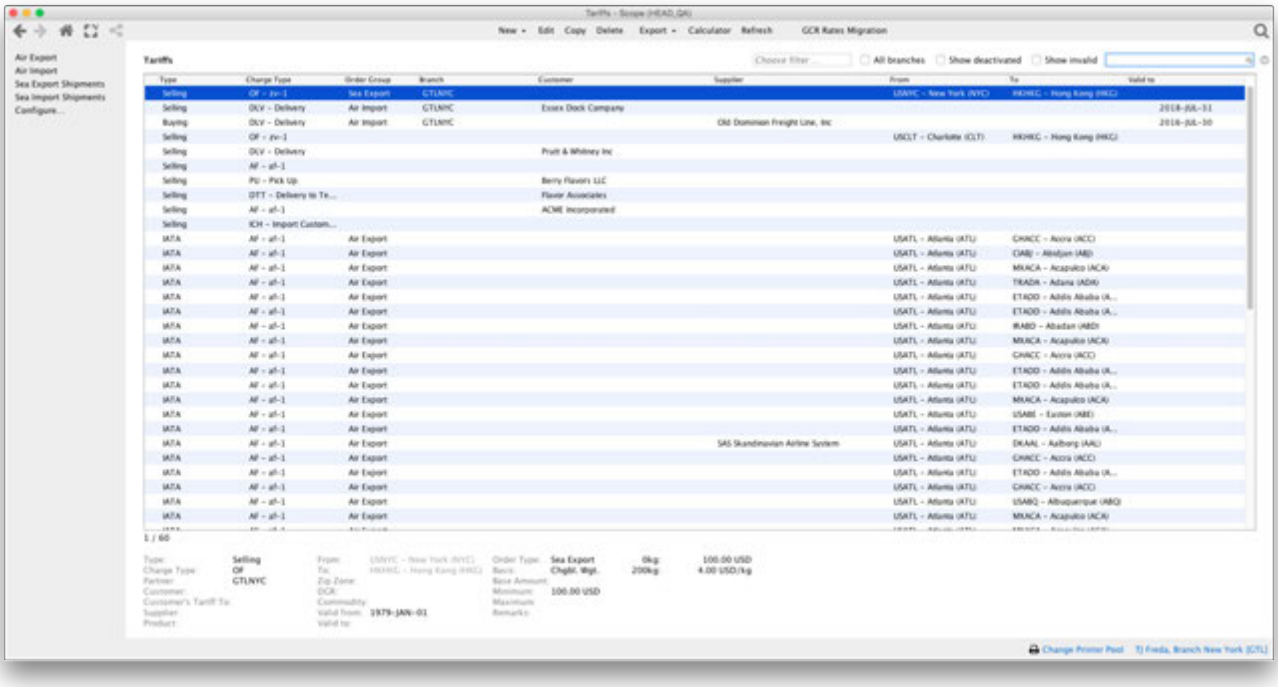
- Introduction
- Description

Introduction

In order to automatically determine charges for services, tariffs are created using the tariff maintenance application. Tariffs can be created to generate rates for both buying and selling activities. 3rd party rates such as IATA rates can be stored and internal rates (intra organization) rates can be created. Tariffs may be both general and customer specific. Maintaining rates, avoids manual entry of charges during invoicing and costing operations. Examples of tariffs are available here .

Description

The tariff maintenance applications presents a menu bar with functions with an overview of existing tariffs that may be searched and filtered using standard functionality.



The following actions are available from the menu bar:

New

A drop-down list appears where the type of new tariff to be created should be selected. Currently types are:

- **Selling**
- **Buying**
- **IATA**
- **Internal**
- **Agent**

Once the type of tariff has been selected, the Tariff Editor opens for the creation of the tariff.

Edit

Opens the tariff highlighted in the overview within the Tariff-Edtior. Changes may then be made to the existing tariff.

Copy

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Opens the tariff highlighted in the overview within the Tariff-Edtior. Changes may then be made to this tariff, but when saved it will be created as a new tariff while the original tariff that served as the model for the new tariff will remain unchanged. This provides fast duplication and reuse of existing tariffs for new purposes.

Delete

Deletes the tariff highlighted in the overview. This action produces a dialogue window where confirmation is requested that the tariff really should be deleted. Tariffs are not physically deleted but marked as inactive. They may be viewed by checking the *show removed* option described below. Inactive tariffs are displayed with the **trash** icon in the left hand column to indicate their inactive status. The may be restored to active status by highlighting them and then *editing* them as described above. This produces another dialogue requesting confirmation that the tariff is to be restored. On saving the tariff it becomes active again.

Export

Export of Air Freight additional costs - fuel surcharge and security charges - to an excel sheet.

Calculator

In order to test the output of a tariff, locate the tariff in the overview or using the search and filter functions. Once the desired tariff is highlighted in the overview, select the **Calculator** action, this will automatically produce a pop-up window that will request a figure to use for the test calculation, the pop-up window will advise what the basis of the figure should be using the tariff itself, for example if the tariff is based on **Chargeable Weight**, then the figure being entered represents the chargeable weight of the shipment. On selecting *Calculate* the result will be produced using the construction of the tariff. This may then be checked against a manual calculation of the tariff.

Refresh

Updates the index of tariffs shown in the overview to ensure that latest tariff details are visible.

Show Invalid

Tariffs are normally only valid for a period defined within the tariff itself. This is because charges for services are constantly changing and so an expiry date for tariffs must be set to prevent old tariffs from being used indefinitely. The *Show Invalid* check box is used to include display of expired tariffs in the overview. This is useful since these expired tariffs, while not available within shipments, may be edited, updated with new figure and a new validity period to restore them as active tariffs. This avoids the recreation of tariffs from scratch when they expire.

Show deactivated

When deleted, tariffs are not physically deleted but marked as inactive. They may be viewed by checking the *show deactivated* option. Inactive tariffs are displayed with the **trash** icon in the left hand column to indicate their inactive status. The may be restored to active status by highlighting them and then *edit ing* them as described above. This produces another dialogue requesting confirmation that the tariff is to be restored. On saving the tariff it becomes active again.

Charge type

In order to view tariffs that relate to a specific charge type , the charge type description or code may be entered in this search field. Once a specific charge type has been choosen, only tariffs relating to that charge will appear in the overview.

All Tariffs

This is a drop down search option that defaults to *All Tariffs*. This can be changed to any of the following types to restrict the list of tariffs in the overview to:

Tariff type	Description
All tariffs	Include all tariffs
Selling	Tariffs for outgoing documents on house shipments and direct shipments (Except Air freight)
Buying	These are tariffs used for the creation of reserves (Expected costs that will be resolved at a later date via payables processing.) They can also be *Due Carrier* charges for master shipments and appear as such on the master AWB
IATA	These tariffs are used by the activity type *AF - Air Freight* used in direct and master shipments
Internal	Internal rates used between branches

Selling Tariffs:

Activity	HAWB	Direct-AWB	B2B - HAWB	B2B - MAWB	MAWB
Airfreight (AF)	✓	✗	✓	✗	✗

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due Carrier charges	✓	✓	✓	✗	✗
due Agent charges	✓	✓	✓	✗	✗

Buying Tariffs:

Activity	HAWB	Direct-AWB	B2B - HAWB	B2B - MAWB	MAWB
Airfreight (AF)	✗	✗	✗	✗	✗
due Carrier charges	✗	✗	✗	✓	✓
due Agent charges	✗	✗	✗	✓	✓

IATA Tariffs:

Activity	HAWB	Direct-AWB	B2B - HAWB	B2B - MAWB	MAWB
Airfreight (AF)	✗	✓	✗	✓	✓
due Carrier charges	✗	✗	✗	✗	✗
due Agent charges	✗	✗	✗	✗	✗

Type to search

Keywords can be typed into this general search field and will restrict the list of tariffs to those matching the keywords. Keywords may be:

- Charge code
- Charge Description
- Customer name or address
- Supplier name or address
- Departure
- Destination

Tariffs

The overview of tariffs is presented in table form. The table may be sorted by clicking on the title of each column. The current columns shown are from left to right:

- **Trash** - If the trash icon appears in this column, the tariff has been removed. This column is blank for active tariffs.
- **Type** - The tariff type may be **Selling, Buying, IATA,** or **Internal**
- **Charge type** The charge code of the charge type .
- **Module** - The module for which the tariff is valid.
- **Basis** - The basis on which the calculation is being made.
- **Branch** - The Branch (if any) where the tariff is valid.
- **Customer** - The customer (if any) to whom the tariff applies
- **Supplier** - The supplier (if any) to whom the tariff applies
- **From** - The departure point (if any) to which the tariff applies
- **To** - The destination point (if any) to which the tariff applies
- **Zone** - The zone (if any) to which the tariff applies
- **Valid from** - The date (if any) from which the tariff is valid.
- **Valid to** - The date (if any) up to which the tariff is valid.



When a tariff is highlighted in the overview, full details of the tariff appear in the lower section of the screen.

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Automatic Calculation - Tariffs - Accounting - Maintenance

- Introduction
- Description

Introduction

In various applications, income and costs are calculated automatically and documents prepared and issued as a result of these calculations. The user may if necessary, adjust figures that are automatically calculated. The ideal setup is for charges to be automatically calculated wherever possible. Below, the types of data that are used to automate costs are described followed by an explanation of the logic and realtionships used in automatic charge calculation.

Description

Relevant master data

The following master data is used in the creation of tariffs and automatic calculation of charges:

- Tarffs
- Charge Types
- Business Partners
- Countries
- UNLocodes
- Exchange Rates
- Activity Types
- Airfreight Carrier
- Seafreight Carrier
- Organizational Structure
- Movement type and Incoterms

Determining the charges for the shipment

The system tries to determine the correct charges for the shipment using the the maintained charge types together with the Activity types that have been maintained. Certain charge will be associated with a particular Activity, for example if a pickup order is created for an export item charges types will be associated with this Activity and on generation of the pickup note the system uses these setting to calculate charges to be added to invoices or stored as estimate costs.

Determination of Tariffs

Airfreight and Seafreight Export

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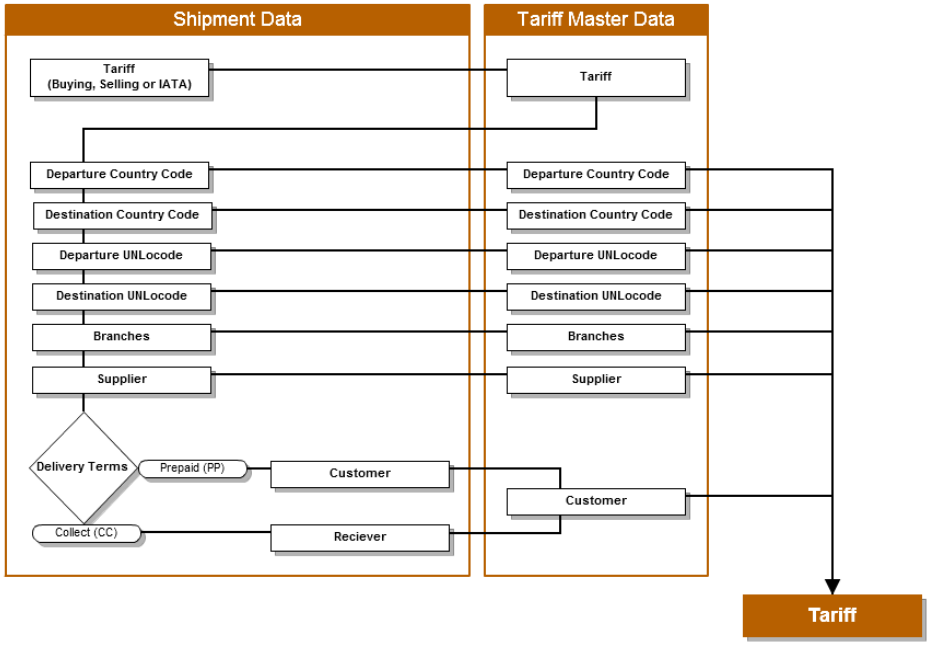
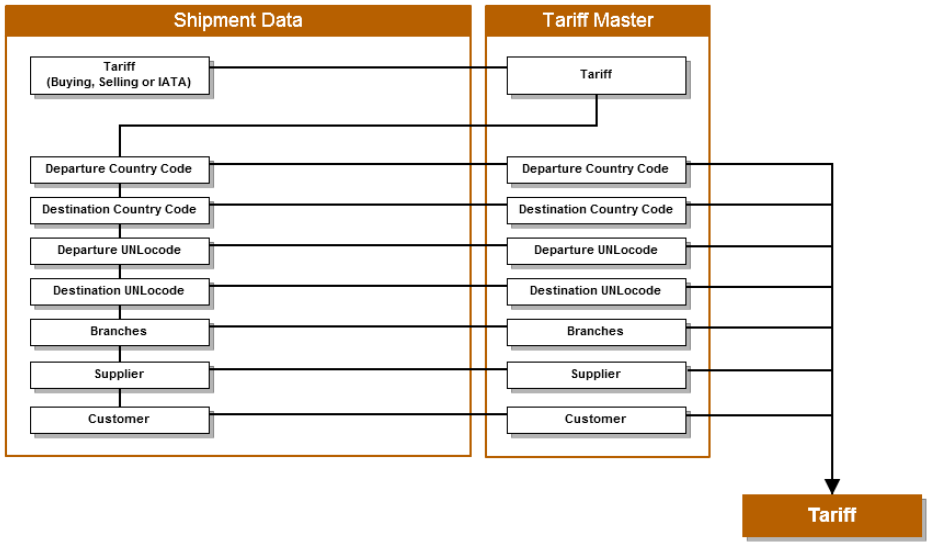


Airfreight and Seafreight Import



- If and item in the tariff base has not been maintained, it is assumed that the tariff is **generally valid**. For example if the country code is not maintained it is assumed the tariff is valid for all countries.
- If a part of the order / shipment data does not match the data entered in tariff, the tariff is not taken
- If a tariff is maintained without specific criteria (from, to, branch, customer etc) this tariff will be used as a default

⚠ Only one tariff with the same data may be stored at any time.

Tariff Weighting

When multiple tariffs are found containing combinations of elements that match a shipment, the application uses the most accurate combination. A weighting system is used to arrive at the most accurate tariff:

Element	Weighting (Point)
Country of Departure	1

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Country of Destination	1
Departure	2
Destination	2
Branch	5
Supplier	10
Customer	10

The tafiff with the most points according to the above table will be used to calculate the charge for the voucher.

Element exists in a consol master and is consistent with the house shipment data.

Dep. Country	Pts.	From Dep.	Pts.	Dest. Country	Pts.	Dest.	Pts.	Branch.	Pts.	Supplier	Pts.	Customer	Pts.	Total
		{center}	2			{center}	2	{center}	5	{center}	1	{center}	1	29
macro: {center}	1					{center}	2	{center}	5	{center}	1	{center}	1	28
		{center}	2	macro: {center}	1			{center}	5	{center}	1	{center}	1	28
macro: {center}	1			macro: {center}	1			{center}	5	{center}	1	{center}	1	27
						{center}	2	{center}	5	{center}	1	{center}	1	27
		{center}	2					{center}	5	{center}	1	{center}	1	27
				macro: {center}	1			{center}	5	{center}	1	{center}	1	26
macro: {center}	1							{center}	5	{center}	1	{center}	1	26
								{center}	5	{center}	1	{center}	1	25
			2				2				1		1	24

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		{center}				{center}				{center}		{center}		
macro: {center}	1					{center}	2			{center}	1	{center}	1	23
		{center}	2	macro: {center}	1					{center}	1	{center}	1	23
macro: {center}	1			macro: {center}	1					{center}	1	{center}	1	22
						{center}	2			{center}	1	{center}	1	22
		{center}	2							{center}	1	{center}	1	22
				macro: {center}	1					{center}	1	{center}	1	21
macro: {center}	1									{center}	1	{center}	1	21
										{center}	1	{center}	1	2
		{center}	2			{center}	2	{center}	5	{center}	1			19
		{center}	2			{center}	2	{center}	5	{center}	1			19
macro: {center}	1					{center}	2	{center}	5	{center}	1			18
		{center}	2	macro: {center}	1			{center}	5	{center}	1			18
macro: {center}	1					{center}	2	{center}	5	{center}	1			18
		{center}	2	macro: {center}	1			{center}	5	{center}	1			18
macro: {center}	1			macro: {center}	1			{center}	5	{center}	1			17
						{center}	2	{center}	5	{center}	1			17
			2						5		1			17

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		{center}						{center}		{center}				
macro: {center}	1			macro: {center}	1			{center}	5	{center}	1			17
						{center}	2	{center}	5	{center}	1			17
		{center}	2					{center}	5	{center}	1			17
				macro: {center}	1			{center}	5	{center}	1			16
macro: {center}	1							{center}	5	{center}	1			16
				macro: {center}	1			{center}	5	{center}	1			16
macro: {center}	1							{center}	5	{center}	1			16
								{center}	5	{center}	1			15
								{center}	5	{center}	1			15
		{center}	2			{center}	2					{center}	1	14
		{center}	2			{center}	2			{center}	1			14
macro: {center}	1					{center}	2					{center}	1	13
		{center}	2	macro: {center}	1							{center}	1	13
macro: {center}	1					{center}	2			{center}	1			13
		{center}	2	macro: {center}	1						1			13
macro: {center}	1			macro: {center}	1							{center}	1	12
							2						1	12

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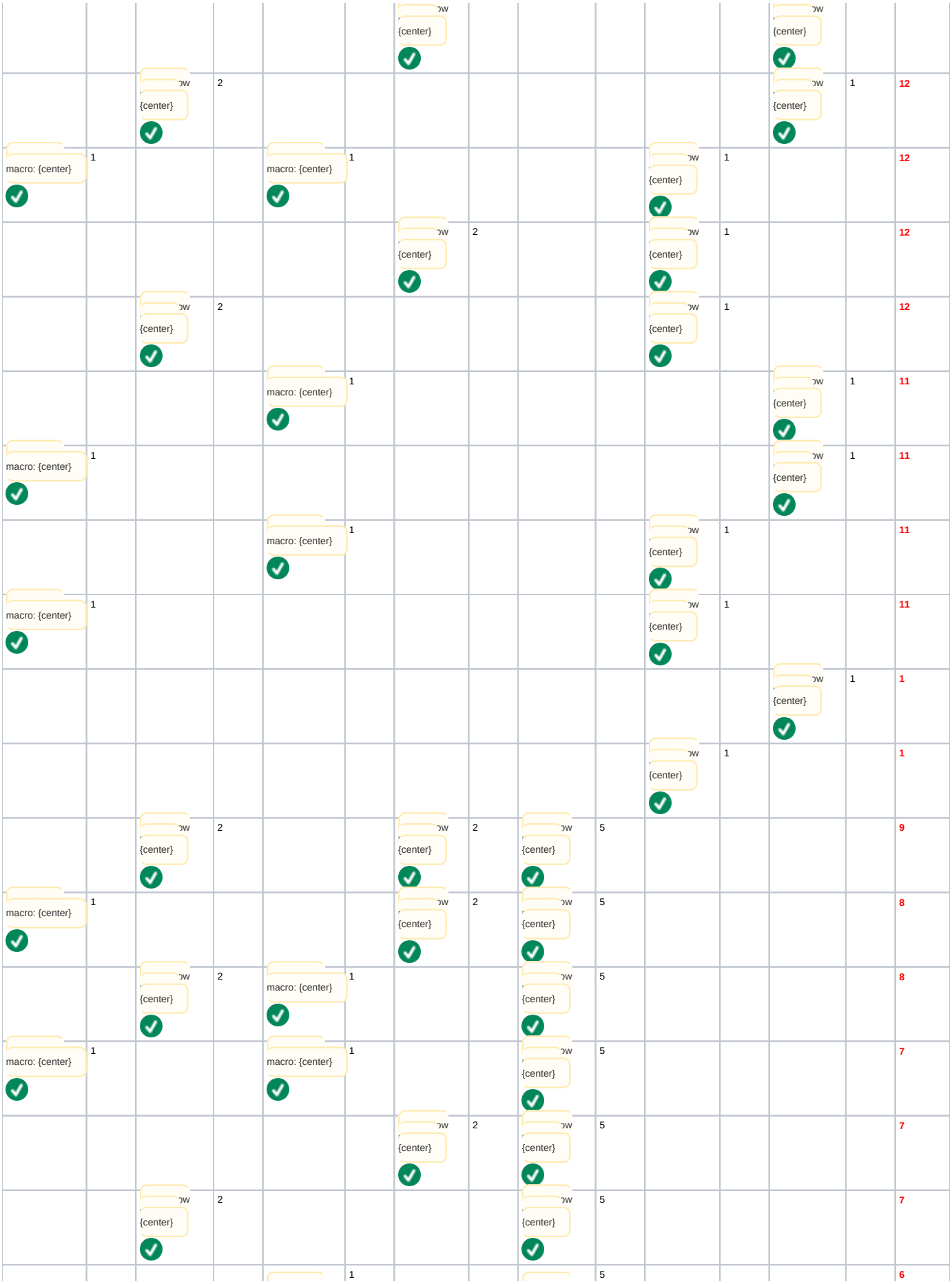

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				macro: {center}				{center}						
macro: {center}	1							{center}	5					6
								{center}	5					5
		{center}	2			{center}	2							4
macro: {center}	1					{center}	2							3
		{center}	2	macro: {center}	1									3
macro: {center}	1			macro: {center}	1									2
						{center}	2							2
		{center}	2											2
				macro: {center}	1									1
macro: {center}	1													1
														0

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Examples - Tariffs - Accounting - Maintenance

- Introduction

Introduction

The following are examples of tariffs together with a description of their construction and use.

Example 1:

For manual input of 0 - 8, the following values are used:

0 -> 50
1 -> 50
2 -> 75
3 -> 100
4 -> 125
5 -> 150
6 -> 170
7 -> 190
8 -> 210

The breakdown is as follows:

1 -> 25 (base amount) + 1x25 = 50
2 -> 25 (base amount) + 2x25 = 75
3 -> 25 (base amount) + 3x25 = 100
4 -> 25 (base amount) + 4x25 = 125
5 -> 25 (base amount) + 5x25 = 150

A value of "6" or higher shall be used, a rate of 20 EUR (in addition to the previously calculated x 25 EUR):

6 -> 25 (base amount) + 5x25 + 1x20 (additional) = 170
7 -> 25 (base amount) + 5x25 + 2x20 (additional) = 190
8 -> 25 (base amount) + 5x25 + 3x20 (additional) = 210

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Automatische berekening van Fuel - Security

Introductie

Naar aanleiding van recente veranderingen in de berekening van Fuel & Security charges, waarbij sommige airlines deze surcharges berekening omzetten van bruto (gross) gewicht naar belastbaar (chargeable) gewicht, maakten we deze Scope tip.

Met deze tip laten we zien hoe dit efficiënt in Scope ingericht kan worden.

Beschrijving

Deze Scope tip werkt voor directe en back to back airwaybills. Voor masters kunnen de kosten correct uitgerekend worden. De moeilijkheid zit hem nog in het chargeable weight van de houses. Hier is het totaal chargeable weight van de houses niet per definitie gelijk aan dat van de master. We kunnen dus niet de regel verkoop=(prorated) inkoop toepassen. Voor een oplossing hiervoor zijn we nog in overleg.

Voor deze uitleg baseren wij ons op het volgende voorbeeld.

Inkoop :

Airline : KLM

Regio US-W) USA - West coast (LAX, SFO, STL)	Fuel surcharge € 1,15 p/kgs Chargeable weight
Regio N-AM) North America (Canada, USA) - All except (LAX, SFO, STL)	Fuel surcharge € 1,00 p/kgs Chargeable weight
Regio EU) Europe	Fuel surcharge € 0,65 p/kgs Chargeable weight
Overige bestemmingen	Fuel surcharge € 1.25 p/kgs Chargeable weight

Verkoop :

De verkoop is gelijk aan de inkoop.

Set-Up

De setup wordt gedaan in de volgende functies

1. Regions, voor het vastleggen van de verschillende regio's
2. Activity Types, voor het registreren van de charge types, Trigger voor het defaulten op de AWB
3. Tariffs, voor het vastleggen van de inkoop en verkoop tarieven.

Regions

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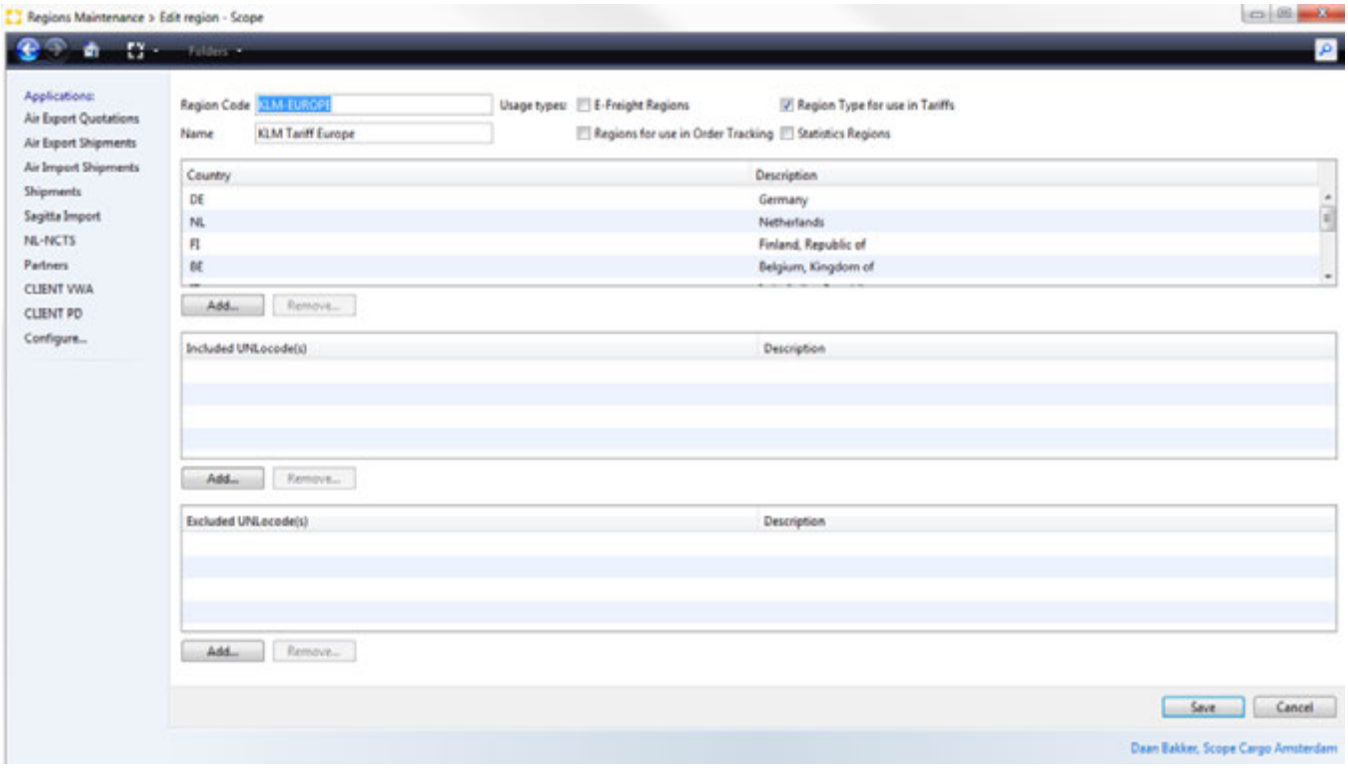

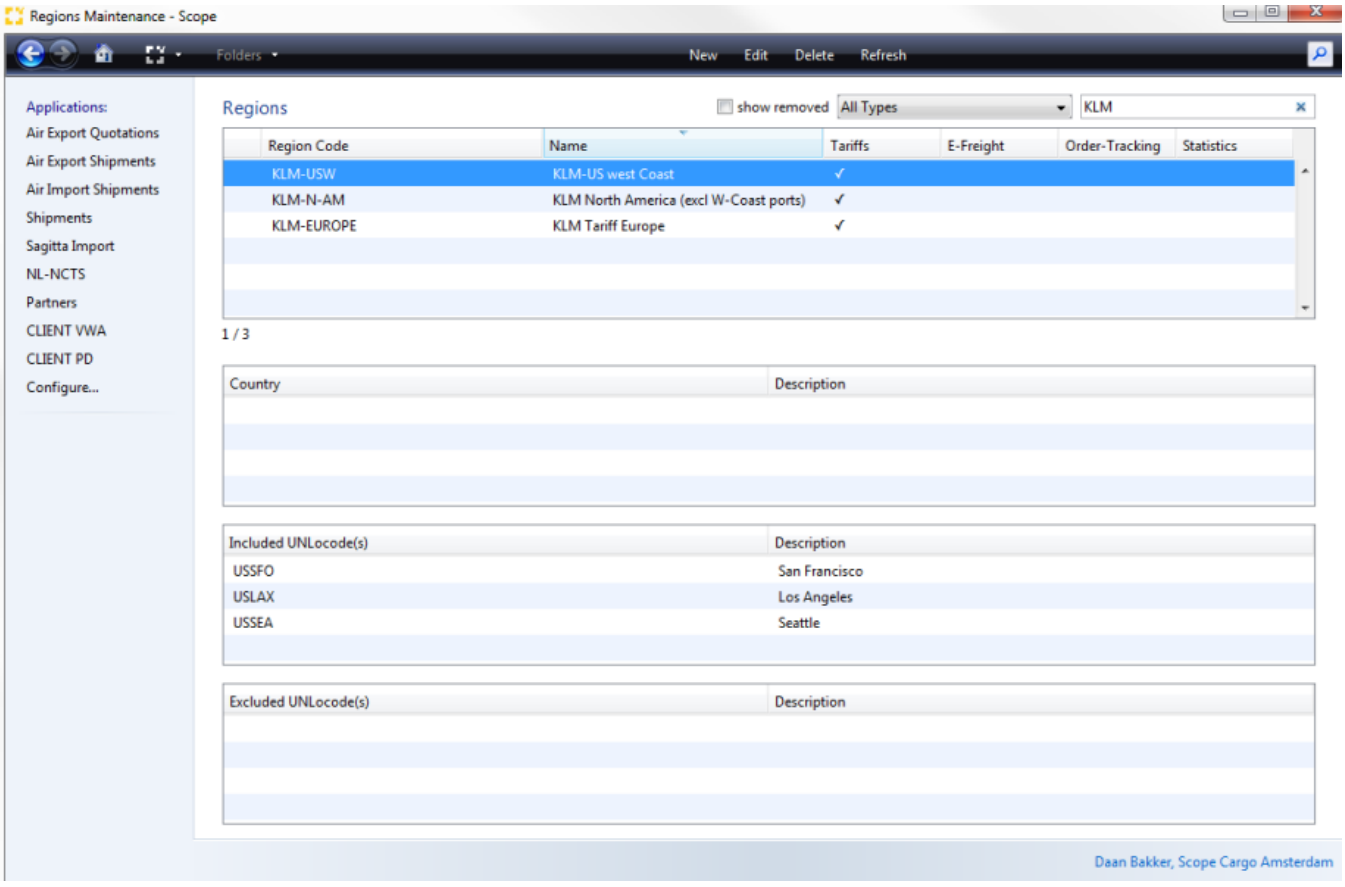

Activity types

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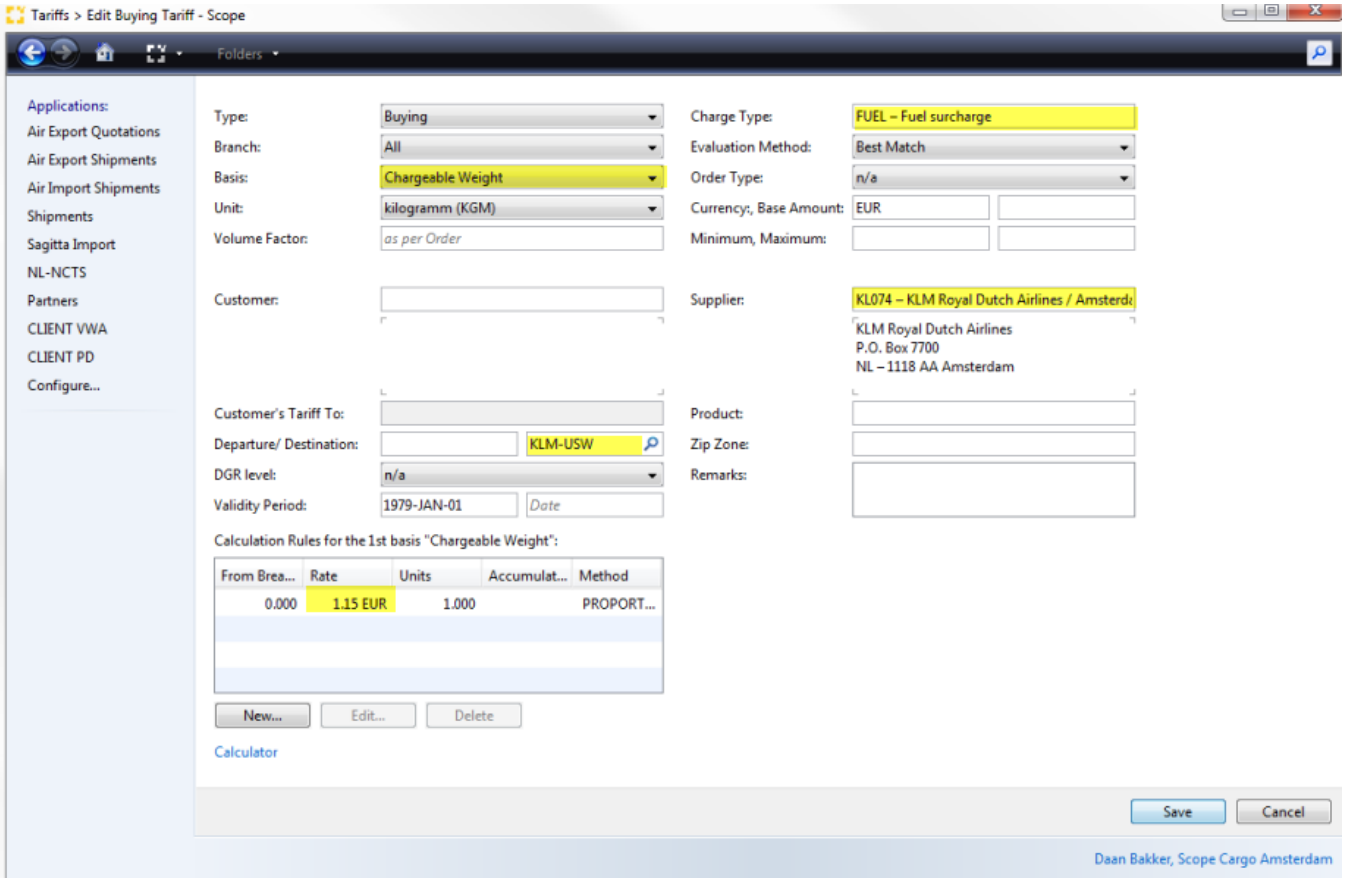
Indien er nu al automatisch Fuel Surcharge, eventueel zonder bedragen, worden gedefault op de AWB dan kan deze stap worden overgeslagen. Indien er nog geen charges types automatisch
op de AWB verschijnen, controleer dan de setup van activity types in Scope. De inrichting van activity types wordt verder uitgelegd in de handleiding.

Tariffs

In de Functie Tariffs worden nu de volgende zaken vastgelegd.

Inkoop

Voor inkoop komen er nu 4 regels voor de Supplier KL074 bij te weten één inkoop tarief per regio en één zonder regio voor de overige bestemmingen.



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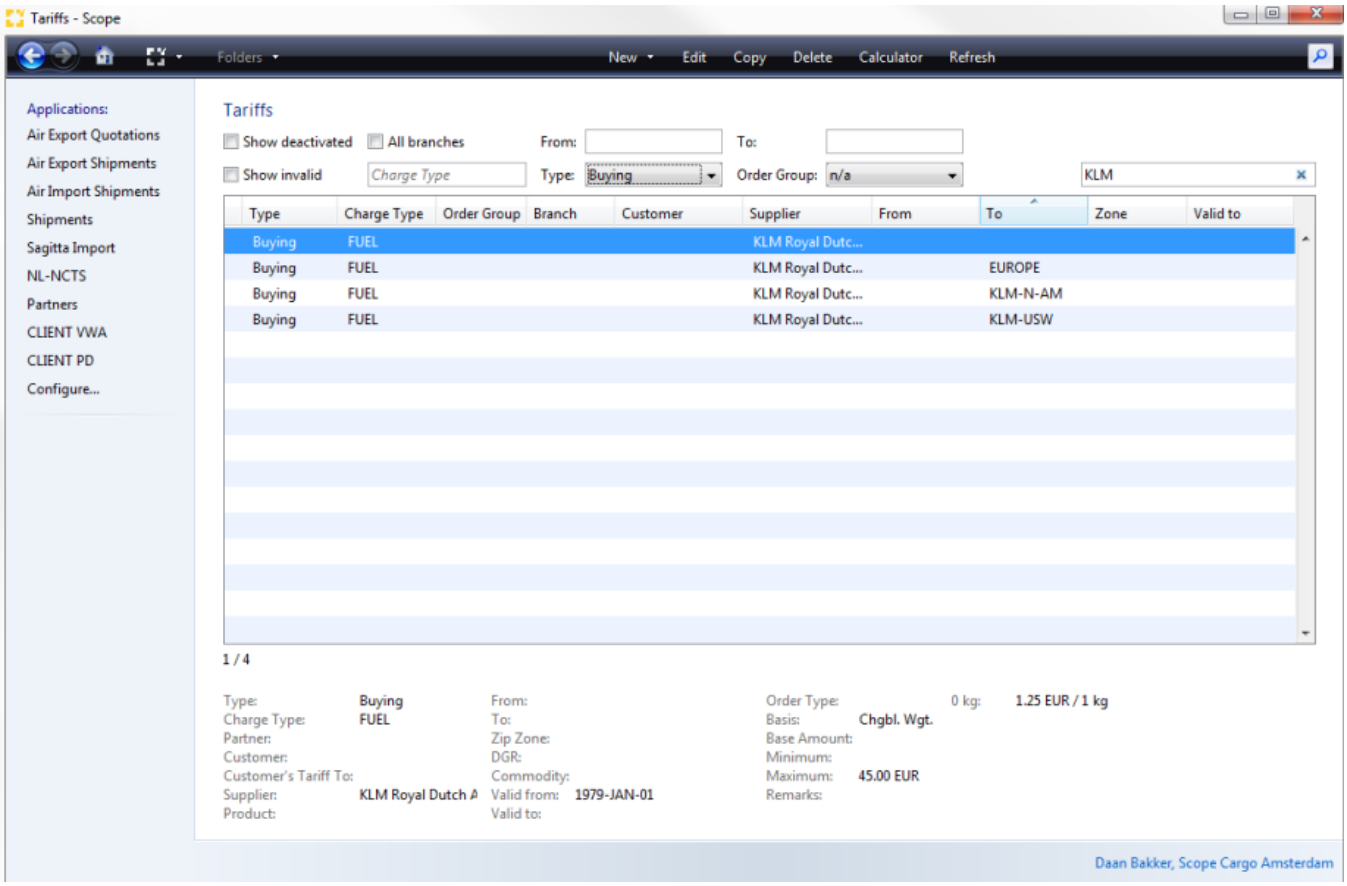

Verkoop

Voor verkoop is er slechts een regel nodig omdat er gebruik gemaakt wordt van de berekende inkoop, deze regel wordt opgemaakt zoals in onderstaand voorbeeld.

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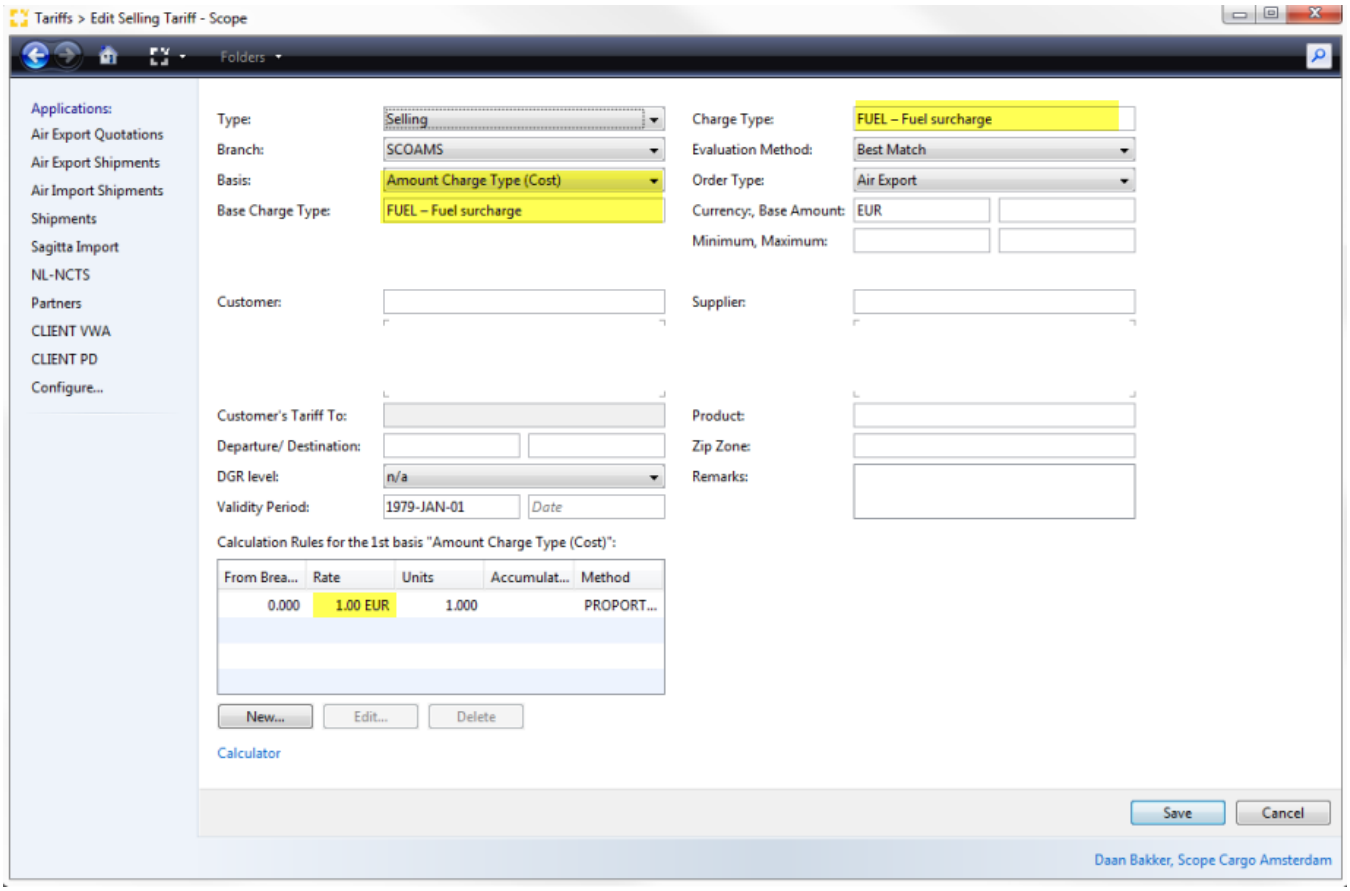

Veld	Waarde
Charge Type	De chargetype code van de te belaste verkoop
Basis	Amount Charge Type (Cost)
Rate	1 EUR indien de kosten één op één worden doorbelast (indien er een marge is dan wordt de 1 verhoogd met de gewenste marge-5% wordt dan 1,05 EUR)

Uitvoering

Dus wanneer er nu een directe of back to back zending wordt aangemaakt welke aan de gestelde criteria voldoet worden de bedragen op de IATA-AWB en de B2B HAWB en op het TAB Job costing van de air export entries automatisch berekend.

Back-to-Back

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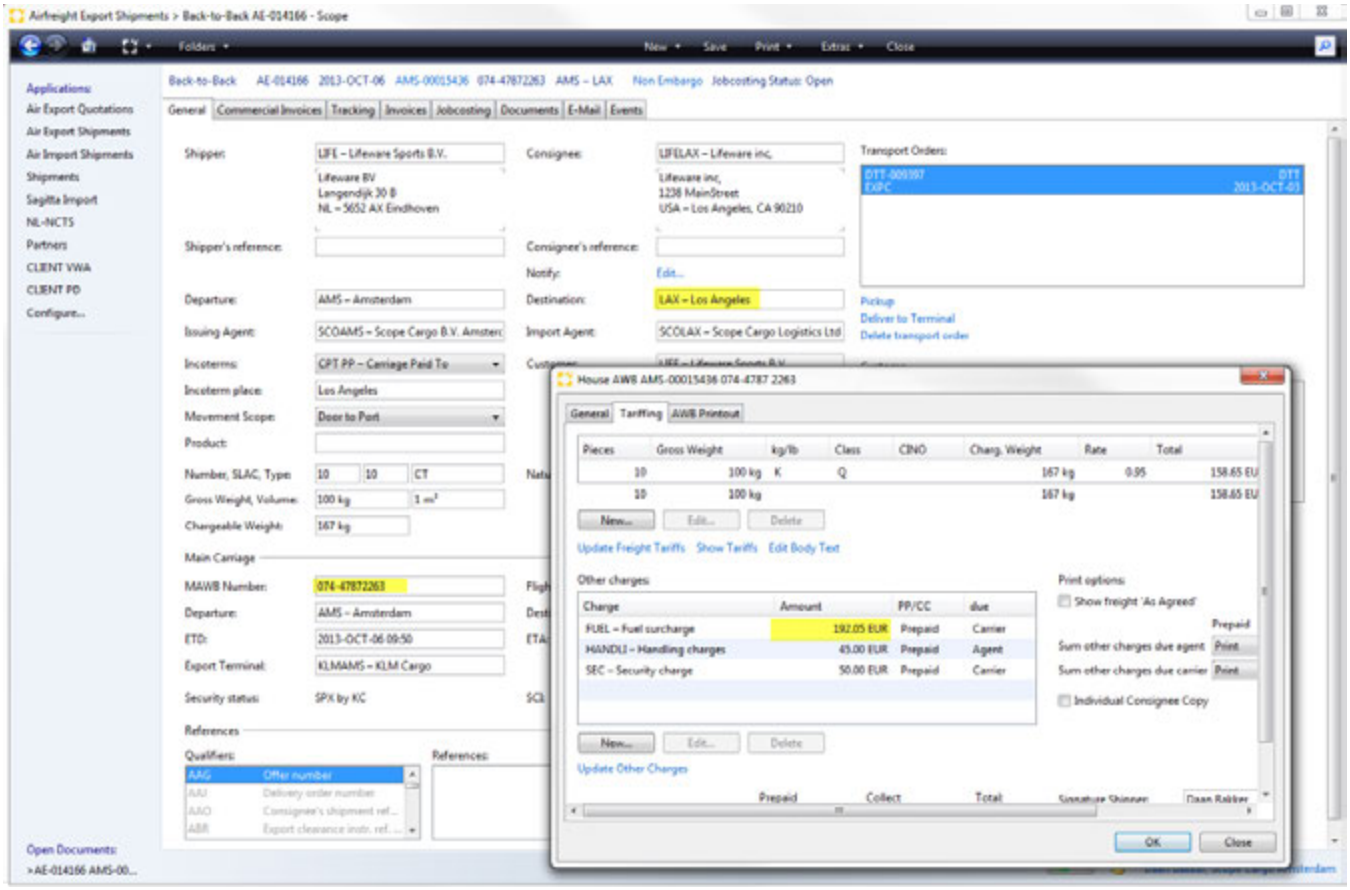

Job Costing

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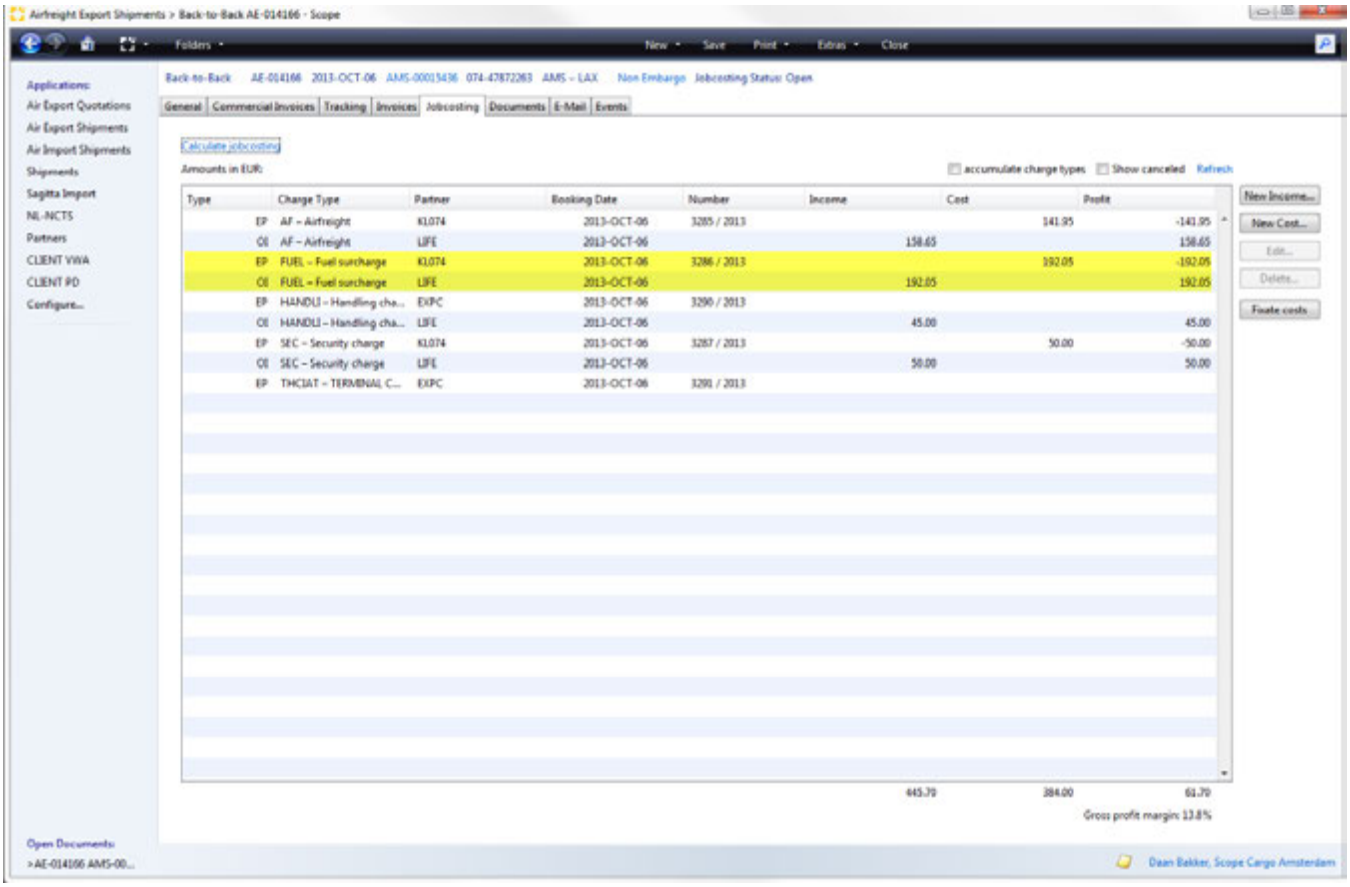

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Tariff Editor - Tariff - Accounting - Maintenance

- Introduction
- Description

Introduction

This application creates new, or edits existing tariffs.

Description

When creating a new tariff, the type of tariff must first be selected. Current tariff types are:

Tariff type	Description
Selling	This tariff type is for outgoing documents associated with House shipments and Direct shipments
Buying	These tariffs will be used to determine expected costs, also known as reserves which are later resolved when the real costs are billed by the vendor of the service. If these are airfreight charges billed by airlines then the air export applications will assume they are *Net Rates*.
IATA Tariffs	These tariffs are used by the activity type *AF - Air Freight* used in direct and master shipments
Internal Tariffs	This tariffs are used internally between branches and are used for Consol Profit Analysis

Criteria for Internal Tariffs

- Master shipment (MAWB): Criteria *Customer* and *supplier* will not be considered.
- House shipment (HAWB): Principle Criterion = Export Agent
- House shipment (HAWB: Criterion *supplier* is not considered.

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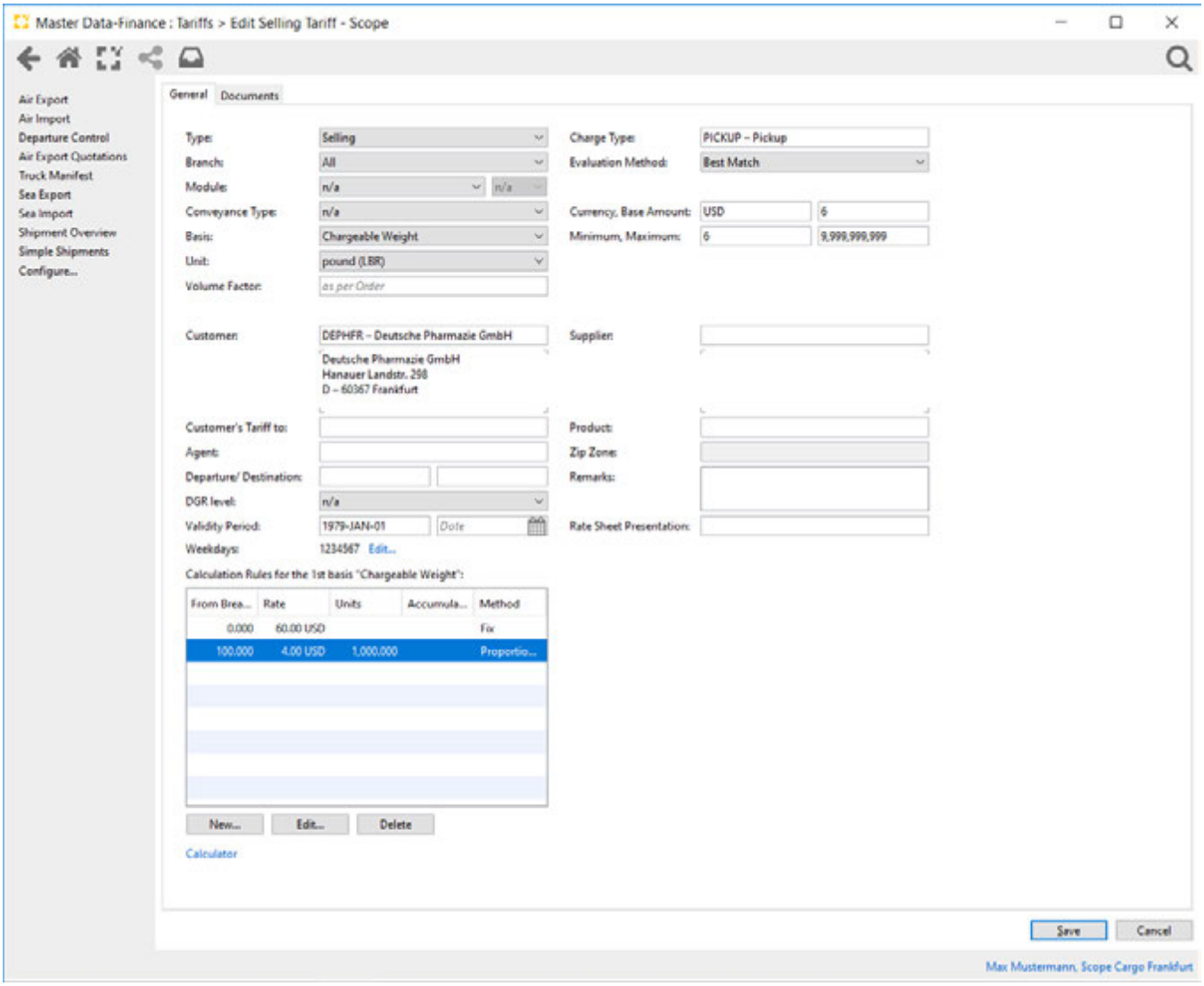

Charge Type

The field search function can be used to locate the charge type to which the tariff will apply.

Branch

The drop down list will display a complete list of branches to which the tariff may apply. Select a single branch to which the tariff should apply. When the tariff applies to all branches, the field may be left as *N/A*.

Evaluation Method

This is a drop-down option that provides three methods of applying the rate table:

Best Match

The system uses one rate line to calculate the total figure:

Example:

1. Shipments up to 100 Kg is a flat fee of EUR 150.00
2. Shipments over 100Kg and up to 200Kg are EUR 2.50 per Kg
3. Shipment over 200Kg and up to 300Kg are EUR 2.30 per Kg.

The actual shipment is 190 Kg. Therefore line 2 will be used exclusively to calculate the rate by dividing 190Kg by 1 and multiplying the result by EUR 2.50 for a figure of EUR 475.00.

Next Minimum

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This method can be used when more than 1 breakpoints are present in the rate table. In this calculation the application will calculate the rate using the appropriate breakpoint, however it will compare this breakpoint figure against the lowest figure that could be obtained from the next breakpoint and the lower of the 2 figures will be used as the final figure.

Example:

1. Shipments up to 100 Kg is a flat fee of EUR 150.00
2. Shipments over 100Kg and up to 200Kg are Eur 2.50 per Kg
3. Shipment over 200Kg and up to 300Kg are Eur 2.30 per Kg.

The actual shipment is 190 Kg. Therefore line 2 will be used to calculate the rate by dividing 190Kg by 1 and multiplying the result by EUR 2.50 for a figure of EUR 475.00. Because the evaluation method *Next Minimum* is being used, the application will evaluate the next breakpoint after line 2 which is line 3 and it will determine if a minimum shipment qualifying for line 3 will cost less than the actual shipment which is using line 2. In this case for line 3 a minimum shipment will be 200Kg divided by 1 and multiplied by EUR 2.30 for a final figure of EUR 460.00. Since this 2nd figure is lower than the EUR 475.00 derived from line 2, the minimum from line 3 of EUR 460.00 will be used.

Previous maximum

This method can be used when more than 1 breakpoints are present in the rate table. In this calculation the application will calculate the rate using the appropriate breakpoint, however it will compare this breakpoint figure against the highest figure that could be obtained for a shipment using the previous breakpoint and the higher of the 2 figures will be used as the final figure.

Example:

1. Shipments up to 100 Kg is a flat fee of EUR 150.00
2. Shipments over 100Kg and up to 200Kg are EUR 2.50 per Kg
3. Shipment over 200Kg and up to 300Kg are EUR 2.30 per Kg.

The actual shipment is 210 Kg which means that line 3 is used as the rate calculation, the sum being 210Kg divided by 1 and multiplied by 2.30. This produces a total of EUR 483.00. This figure is compared against the maximum cargo weight that would qualify for the previous line being line 2. This would be a shipment of 199 kg which would be charged at EUR 2.50 per kg resulting in a figure of EUR 497.50. In this case the higher of the figures, EUR 497.50 would be used.

Basis

Tariffs that use a rate table require a basis on which to calculate the rates, this basis may be the chargeable weight of the shipment, or it may be the the number of pieces on the shipment. The basis field is a drop-down field that allows selection from a list of available basis types:

- Only base amount
- Manual Entry
- Number of Pieces
- Chargeable Weight
- Gross Weight
- Amount Charge Type
- Amount all Charges
- Other Tariff
- Volume
- Container Type

When the *Manual Entry* basis is selected, the **Prompt** field is used to store the message that will appear in a pop-up window requesting the number of units for the custom basis. As an example if the charge is calculated based on the number of commodity items in a customs clearance, then the **Prompt** text area could be used to store the prompt text; *"Number of commodity items in customs entry?"*.

The basis *Only base amount* assumes a single fixed charge for the service, therefore the rate table is not available.

Unit / Base Charge Type / Tariff / Container type

Once the *Basis* has been determined, the type of units for the basis should be chosen. For example if *volume* is chosen as the basis, then volume units may be *cubic meters, cubic feet* etc. Because the units for each basis may differ considerably, the **Unit** field is flexible and will be labeled in accordance with the basis chosen with the complete listing of basis', units and their types shown in the table below:

Basis	Unit/Charge Type/Tariff/Container	Units
Only base amount	Not Active	None
Manual Entry	Not Active	Specified by *prompt*
Number of Pieces	Not Active	From shipment
Chargeable Weight	Unit	Gram, Kilogram, Metric Ton or Pound
Gross Weight	Unit	Gram, Kilogram, Metric Ton or Pound
Amount Charge Type	Base charge type	Selected from available charge types
Amount all Charges	Not Active	Rate table based on invoice total

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Other Tariff	Tariff	Selected from list of existing tariffs
Volume	Unit	Cubic centimeter, cubic decimeter, litre, millilitre, cubic meter, cubic inch or cubic foot
Container Type	Container type (code)	From standard container ISO codes

Prompt

When the **Basis** is *manual entry* the **Prompt** field is active and is used to describe the kind of units that should be entered when the tariff is in use.

Order Type

The tariff can be restricted to particular types of shipments using the **Order Type** field*. This is a drop down menu providing a list of possible order types:

- **N/A** - Not applicable and valid for any type of shipment
- **Air Export** - Only for use with air export shipments
- **Air Import** - Only for use with air import shipments
- **Sea Export** - Only for use with sea export shipments
- **Sea Import** - Only for use with sea import shipments
- **AOG Order** - Only for use with AOG shipments
- **Simple Shipment** - Only for use with simple shipments

Currency

The code of the currency for the tariff

Base Amount

If a base amount is present it will always be used in the tariff calculation as the basic charge for the shipment. If there are further figures maintained in the rates table, these will be added to the base amount. To calculate exclusively using the rate table, the **Base Amount** should be left empty.

Minimum / Maximum

The minimum figure that may be charged for this tariff. This ensures the charge billed is never less than the minimum. The Maximum figure sets a maximum amount that may be billed when using this tariff.

Customer

This is a full search text field , where the name of the invoice to party can be stored. This will restrict the tariff for use with only the specified invoice to party. If a general tariffs exists that matches a tariff which is specific to an invoice to party, then the tariff for the invoice to part will be used as a priority.

Supplier

When a tariff is specific to a supplier (vendor of services), this full search text field can be used to find and store the supplier.

Customer's Tariff To

This allows you to involve the shipper or consignee in the tariff. The system first checks the existence of a tariff and activity type with the corresponding customer and "tariff to" partner, in second priority it will check for a customer tariff without a "tariff to" partner and in third priority it will check for general tariffs and activity types.

Product

The product to which the tariff applies.

Agent

When a tariff is specific to a agent (export or import agent), this full search text field can be used to find and store the agent.

Departure

The departure field may be left blank to indicate the tariff is valid for departures from any location, or the the departure field can be used to indicate that the tariff is specific to:

- A UNLOCODE
- A country code
- Region code

Destination

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The destination field may be left blank to indicate the tariff is valid for destinations in any location, or the the destination field can be used to indicate that the tariff is specific to:

- A UNLOCODE
- A country code
- Region code

DGR-Level

In the case of a tariff for DGR shipments different options can be selected:

Options:

- n/a = not applicable (recommended for general tariffs)
- no DGR = the tariff is only valid for no DGR goods
- DGR/PAX = the tariff is valid for DGR and PAX goods
- CAO = the tariff is valid for DGR goods, which only can shipped out by cargo aircraft only (CAO)
- limited or excepted Quantity = the tariff is valid for DGR goods which applies under the regulations for limited or excepted quantities

Note: The tariffs for dangerous goods is specified for airfreight. Regarding a tariff for other modules like SEA you can use n/a, no DGR, DGR/PAX (shipments with dangerous goods)

Validity Period

These date and time fields are used to determine the period for which the tariff is valid. In the case of sea imports, the date used in the shipment's economic date.

Zip Zone

A specified zip zone may be applied to the tariff. This is a full search text field that will search for valid zip zones.

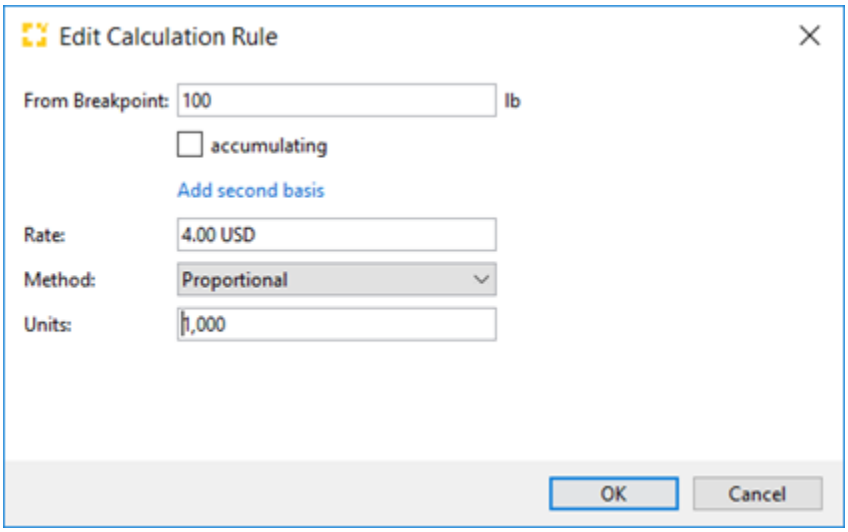
> The Zip Zone cannot be used in the following types of tariffs:
>
> - Tariffs that apply to more than 1 branch
> - Tariffs where a departure or destination are specified.

Remarks

This field allows you to fill in remarks for this tariff.

Calculation Rules (Rate Table)

Where a tariff is based on breakpoints (not a fixed fee), the rate table is used to build the calculation rules for the tariff



There are 3 functions available to manage a rate table:

New

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This function will add a new breakpoint to a rate table using the new calculation rule editor.

Edit

Highlight a breakpoint in the table and select this function to edit the rule using the new calculation rule editor.

Delete

Highlight a breakpoint in the table and select this function to delete the rule.

New Calculation Rule Editor

The **New Calculation Rule** editor appears when the *New* or *Edit* functions for the calculation rules are selected. This popup editor provides a set of features to define a new rule:

From Breakpoint

The breakpoint indicates the quantity at which a new rate is offered. For example when a rate is based on the chargeable weight of a shipment, breakpoints should be present to calculate rates for chargeable weights from 1 to the maximum possible number of chargeable Kgs (or Lbs). This means that a breakpoint representing the minimum figure must always be present and therefore this breakpoint is "0.000". This "0.000" breakpoint cannot be deleted since it must exist for the rate table to function correctly. There is no limit in the number of Breakpoints that may be created, but each Breakpoints must be unique.

Accumulating

This checkbox is used to indicate if the previous lines of the rate table should be used to calculate the rate.

Example

The rate table is based on chargeable weight (Kgs) and comprised of 3 rate lines:

1. 0.000 Kgs to 99.999 Kgs = Flat fee of EUR 50.00
2. 100.000 Kgs to 199.999 Kgs = Rate per kilo (proportional) of EUR 4.000 (accumulating)
3. 200.000 Kgs to 99999.999 Kgs = Rate per kilo (proportional) of EUR 3.800 (accumulating)

The example shipment has a chargeable weight of 220.000 Kgs. Using the **accumulating** method the total will be calculated as follows:

The first 100 Kgs = EUR 50.00
The next 100 Kgs = EUR 4.00 per Kg = EUR 400.00
The final 20 Kgs = EUR 3.80 per Kg = EUR 76.00

Total Rate for 220.00 Kgs using an accumulating rate table is EUR 526.00

Add second basis

When the calculation of the tariff is based on 2 different units, for example a rate for storing cargo in a warehouse may be based on both the volume of the cargo and the number of days stored. The **Add second basis** option allows this 2nd basis to be created and used during calculation of the total charge. Once created, this 2nd basis will appear in a table to the right of the 1st rate table.

Rate

the actual rate to be charged for the number of units on the shipment.

Method

This is a drop-down menu offering 3 methods to apply a rate:

- Fixed
- Step
- Proportional

Type	Description
Fix	This is a flat fee and does not depend on the number of units. If a fixed rate of EUR 15.00 is offered on chargeable weights between 0.000 Kgs and 100.00 Kgs, the fee for shipments in this size range will always be EUR 15.00
Step	In a step calculation, the number of units are always rounded to a full figure. Example: At the Breakpoint of "100 kgs" a figure of "20.00" EUR will be charged per 10 kgs of chargeable weight. The shipment has a chargeable weight of 118,0 kgs. The calculation will be 118 Kgs : 10 = 11.8 (rounded to the nearest whole unit = 12), 12 x 20.00 EUR = 240.00 EUR
Proportional	The rate is calculated by the units. Example: At the breakpoint "100 kgs" a figure of "20.00" EUR per 10 kgs is charged. The shipment has a weight of 118,0 kgs. Calculation: 118 : 10 = 11,8 x 20,00 EUR = 236,00 EUR

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Units

If the calculation rule is a *step* or *proportional* rule, then the number of units that the rate applies to must be provided.

OK

Saves the rule and exits the **Calculation Rule** editor.

Cancel

Exits the **Calculation Rule** editor without saving any changes.

Calculator

This action launches an application that allows the tariff to be tested. The calculator will request the number of units to be calculated and then produce a result, allowing the tariff to be checked.

Save

The tariff will be saved and the application will exit to the overview of all tariffs.

Cancel

Any changes to the tariff will not be saved and the application will exit to the overview of all tariffs.

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Quay Charges Calculator - Tariffs - Accounting - Maintenance

- Introduction
- Description

Introduction

Since Scope Release 10.8 a calculator for quay charges is included the Tariff-Editor.

Description

Normally quay charges are applicable for seafreight import shipments which arrive at port of Hamburg. The Hamburg Port Authorities published an official quay tariff which divides the calculation in different parts:

- Quay charges for packages greater than 20 kgs (measuring up to 5-fold) / Base: metric tons
- Quay charges for packages less than 20 kgs (measuring up to 5-fold) / Base: metric tons
- Quay charges for packages more than 5-fold measuring / Base: cubic meter
- Minimum

For calculation of quay charges Scope is checking if weight per package is greater or less than 20 kgs/Package and if the packages are measuring goods (x-fold measuring = cubic meter : metric tons).

Calculation of quay charges is available at Tariff-Editor (Master Data-Finance-Tariffs) at checkbox Basis (Quay Charges).

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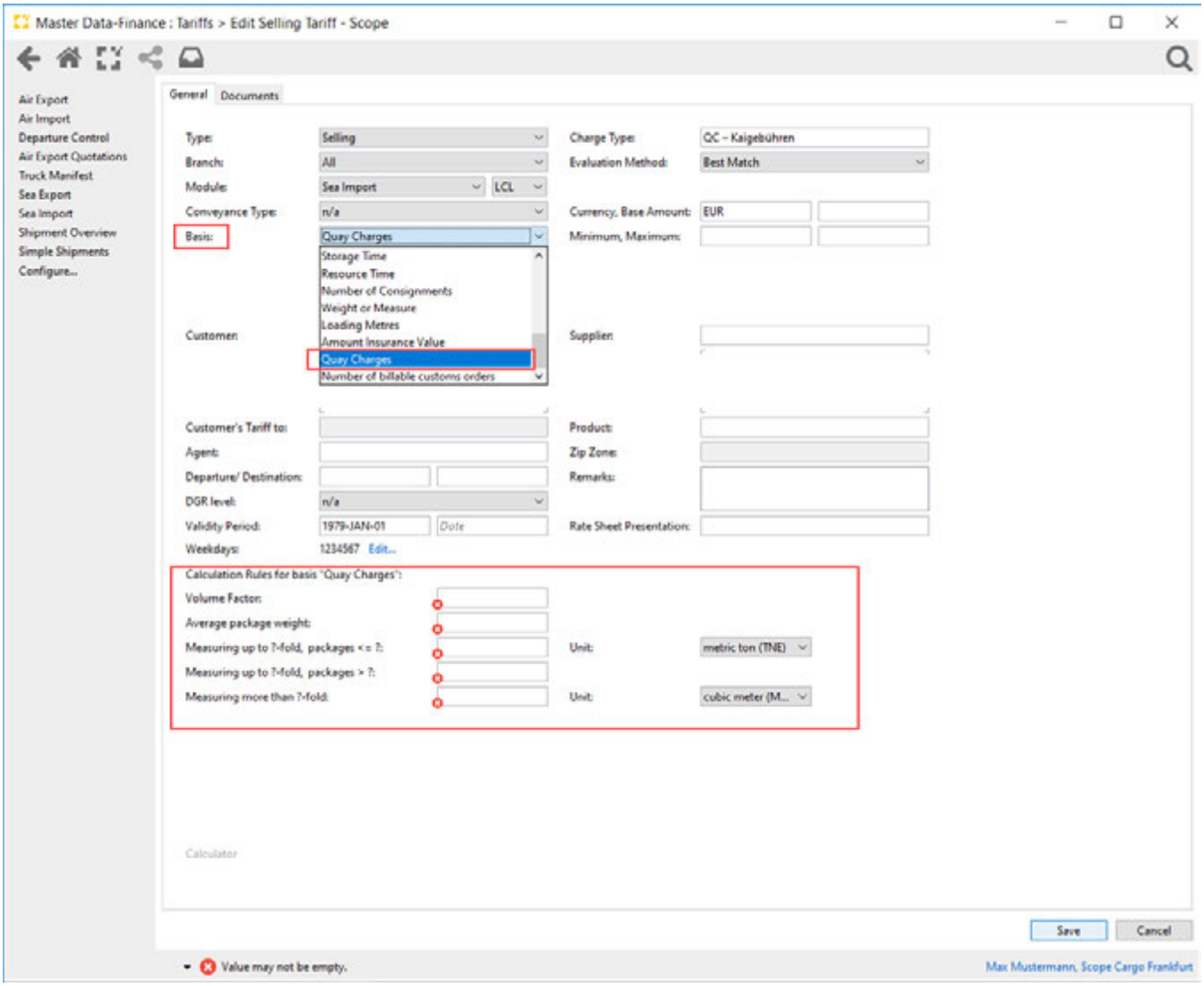

Calculation Rules for basis "Quay Charges"

Building up the quay tariff by different parameters.

Volume Factor

Selection of measuring-factor, e.g. quay tariff port of Hamburg = 5

Average package weight

Selection oof package weight, e.g. quay tariff port of Hamburg = 20 kgs

Measuring up to ?-fold, packages <= ?

By fullfilling the above mentioned fields it can called: Measuring up to 5-fold, packages <= 20 kgs. Adding amount for accounting. Unit normally "metric ton"

Measuring up to ?-fold, packages >?

By fullfilling the above mentioned fields it can called: Measuring up to 5-fold, packages > 20 kgs. Adding amount for accounting. Unit normally "metric ton"

Measuring more than ?-fold

By fullfilling the above mentioned fields it can called: Measuring more than 5-fold. Adding amount for accounting. Unit normally "cubic meter"

Unit

Selection of Unit for calcultion for different accounting types (measuring up to / measuring more than)

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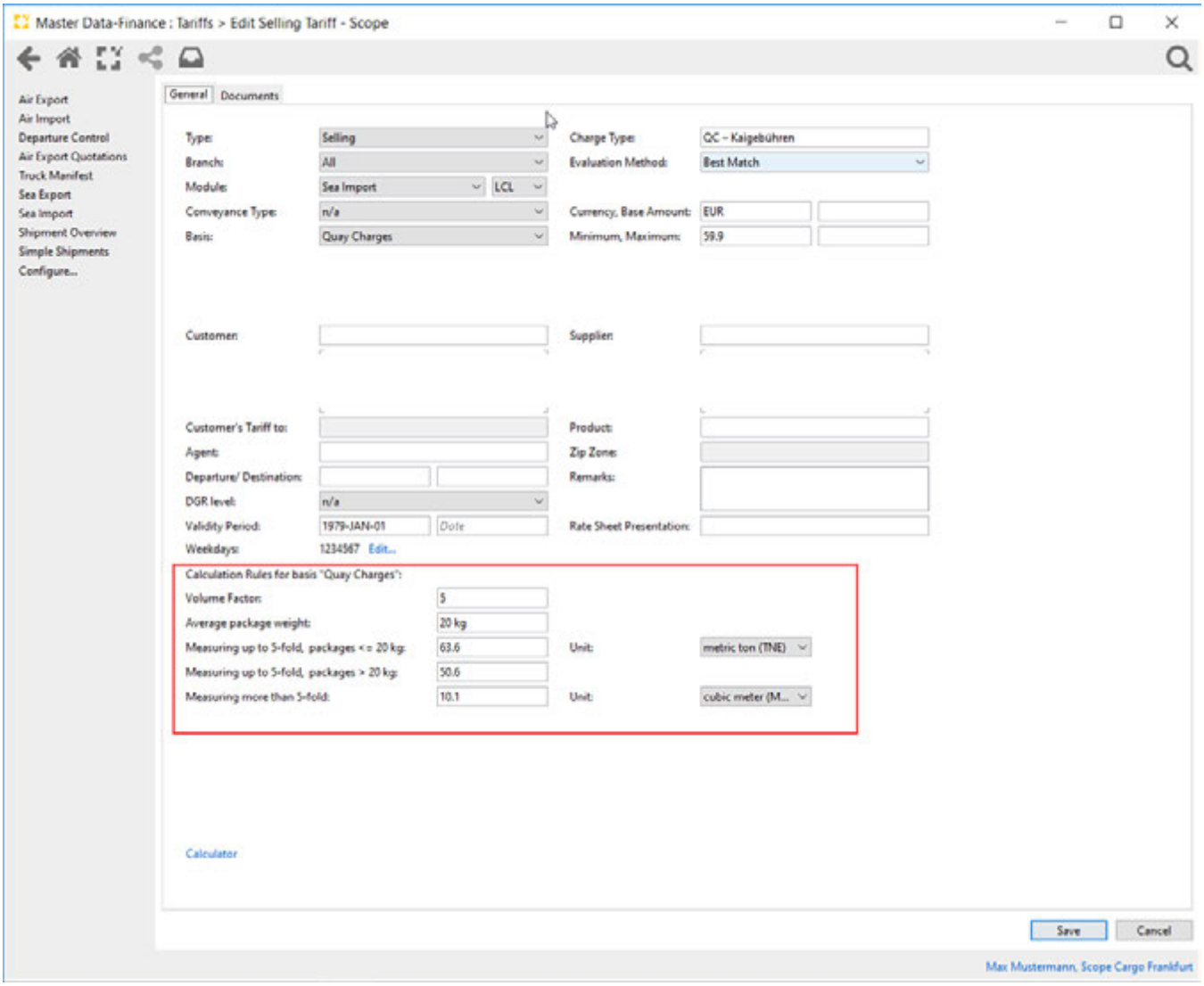
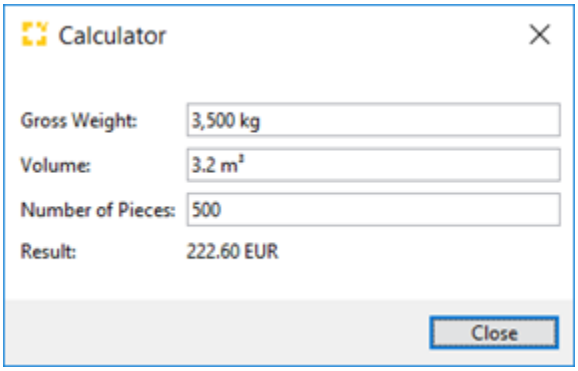


Calculator

This action launches an application that allows the tariff to be tested. The calculator will request the number of units to be calculated and then produce a result, allowing the tariff to be checked.



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Zip Zones - Accounting - Maintenance

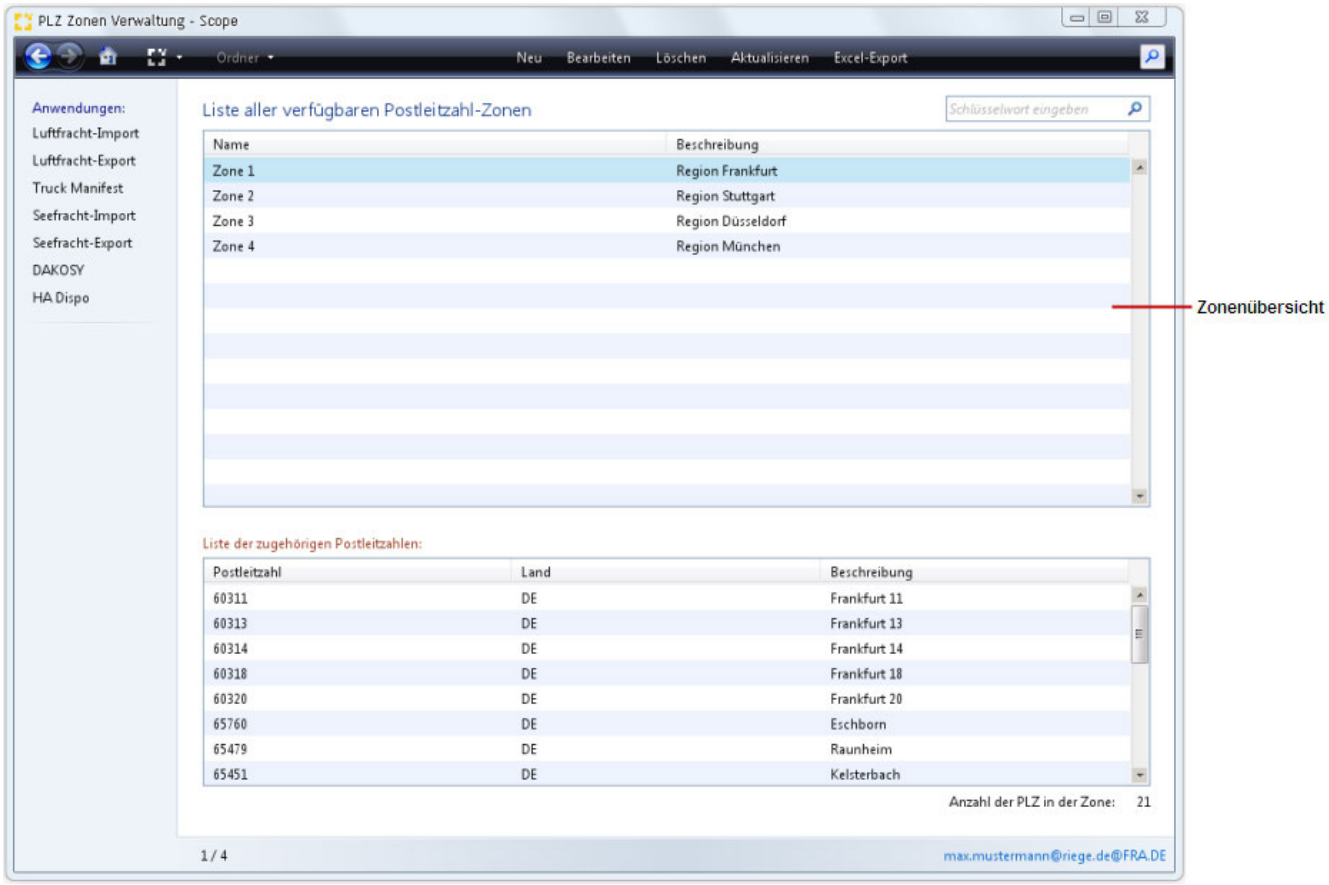
- Introduction
- Description

Introduction

Tariffs and their charge types may be based on zip codes. For example pickups and deliveries could be billed according to the the zip code of the pickup /delivery address. The **zip zones** application allows multiple zip/postal codes to be be grouped into zones and these **zip zones** may then be used when building a tariff to automatically calculate pickup/delivery charges for particular zip codes.

Description

The application provides a menu bar with action such as new, open, delete etc. There is an overview of all existing zip zones and a search field to locate zip zones.



New

Opens the Zone Editor in order to create a new zip zone.

Open

Opens the Zone Editor in order to edit the zip zone highlighted in the overview.

Delete

Deletes the zip zone highlighted in the overview.

Refresh

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Updates the index to ensure the latest zip zones are visible.

Export to Excel

Exports the zip zone highlighted in the overview to a spreadsheet and opens it on the local computer.

List of all available ZIP-Zones

A complete listing of all zip zones is shown in the overview, showing the name of the zip zone, the partner and the product. If the search field is used, the listing of zip zones will be restricted to those matching the search terms.

Type to search

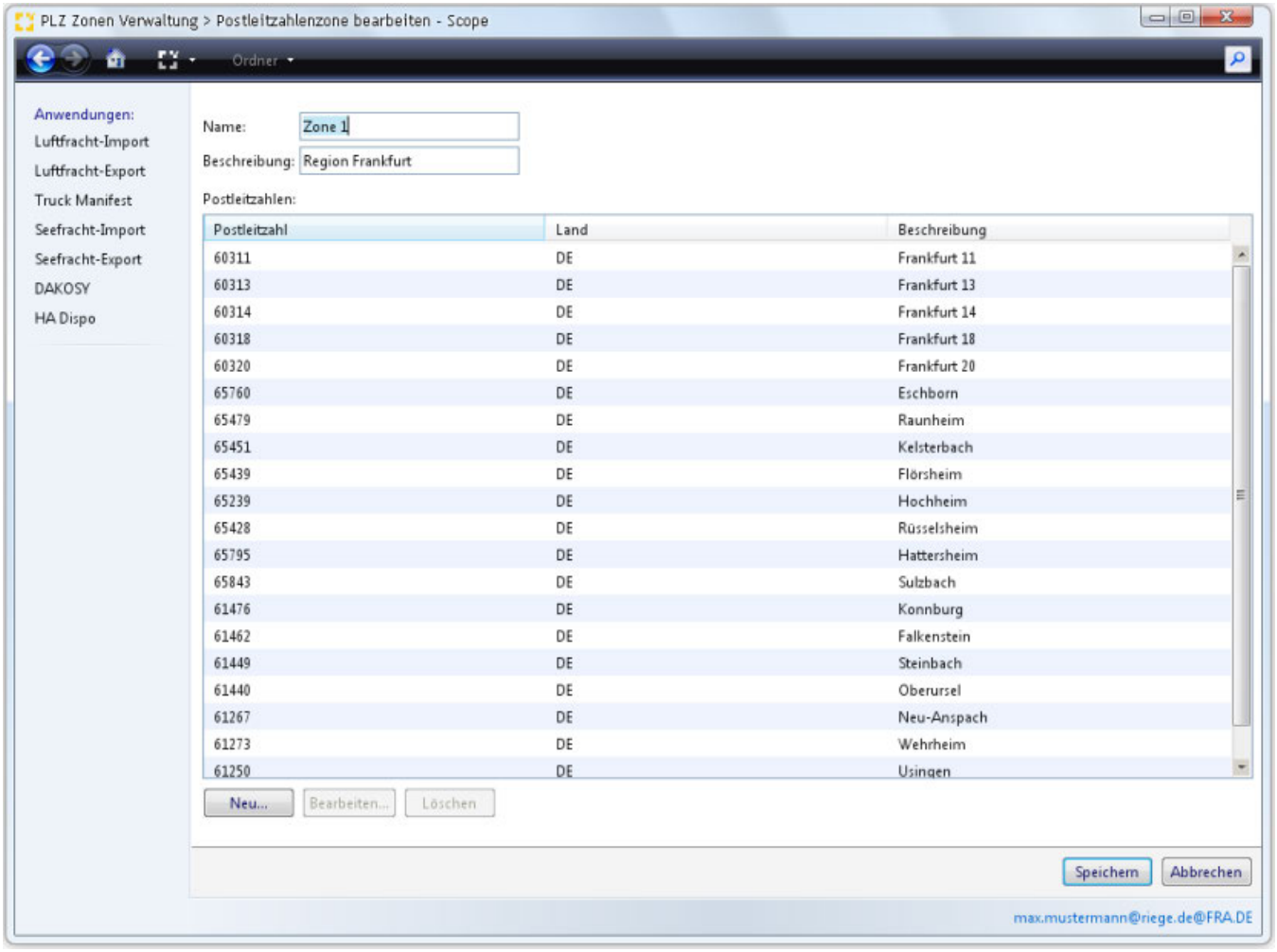
This is a full search text field . Keywords can be entered to locate ZIP zones. For example to find out which zip zones the zip code "07416" belongs to, simply type "07416" in the search field.

List of belonging ZIPS

Detail of the zip zone highlighted in the overview, showing the ZIP code, Country and description of the ZIP code. A total of all the ZIP code in the the ZIP zone is shown at the bottom right.

Zone Editor

When the *New* or *Edit* function are selected in the overview, the **Zip Zone Maintenance** application appears.



Name

The name of the ZIP zone. This may be freely choosen or can use generally established regions and example being "New York Tristate" which encompasses the greater New York metropolitan area.

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Description

A complete description of the ZIP zone.

ZIP codes

A list of ZIP codes in the ZIP zone, together with the country where the zip code is located and a full description of the ZIP code. Additional ZIP codes are added to the listing with the **New** function described below. Existing zip codes can be changed by highlighting then and selecting the **Edit** function or deleted with the **Delete** function.

New

Opens the New ZIP Code Editor to create a new ZIP code for the zone.

Edit

Opens the New ZIP Code Editor to edit a zip code highlighted in the list of ZIP codes.

Delete

Removes the zip code highlighted in the list of ZIP codes.

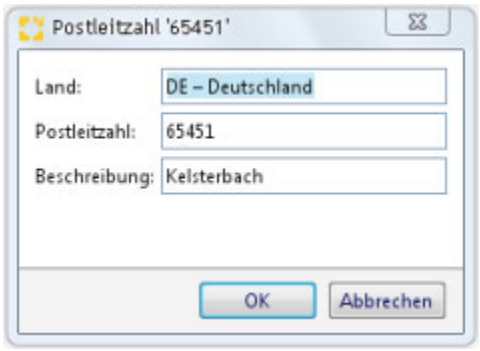
Save

Saves the ZIP zone and exits back to the overview of ZIP zones.

Cancel

Exits the ZIP zone editor without saving changes.

New ZIP Code Editor



Country

The country where the ZIP code is located. This is a search field and can be used to find valid countries and their country codes.

ZIP code

The actual ZIP or Postal code. The code used must be in the valid format of the country where the zip or postal code is located.

Description

A full description of the ZIP code.

OK

Saves the ZIP code details and returns to the ZIP zone application.

Cancel

Exits without saving any changes to the zip codes.

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Forwarding - Maintenance

- Introduction
- Description

Introduction

This sub-menu item contains all applications that maintain master data which is specific to forwarding operations.

Description

The forwarding master data sub-menu item can be accessed using the main menu and following the links, master data, forwarding. Selection can then be made from a sub-menu of forwarding master data applications.



The following chapters are available and describe master data maintenance applications for forwarding:

- Activity Types - Forwarding - Maintenance
- Carrier Handling Agents - Forwarding - Maintenance
- Code Lists for Order Tracking Approvals - Codelists - Forwarding - Maintenance
- Damage Code - Forwarding - Maintenance
- Equipment - Forwarding - Maintenance
- Handling Agents - Forwarding - Maintenance
- Products - Forwarding - Maintenance
- Tracking Templates - Forwarding - Maintenance

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Activity Types - Forwarding - Maintenance

- Introduction
- Description

Introduction

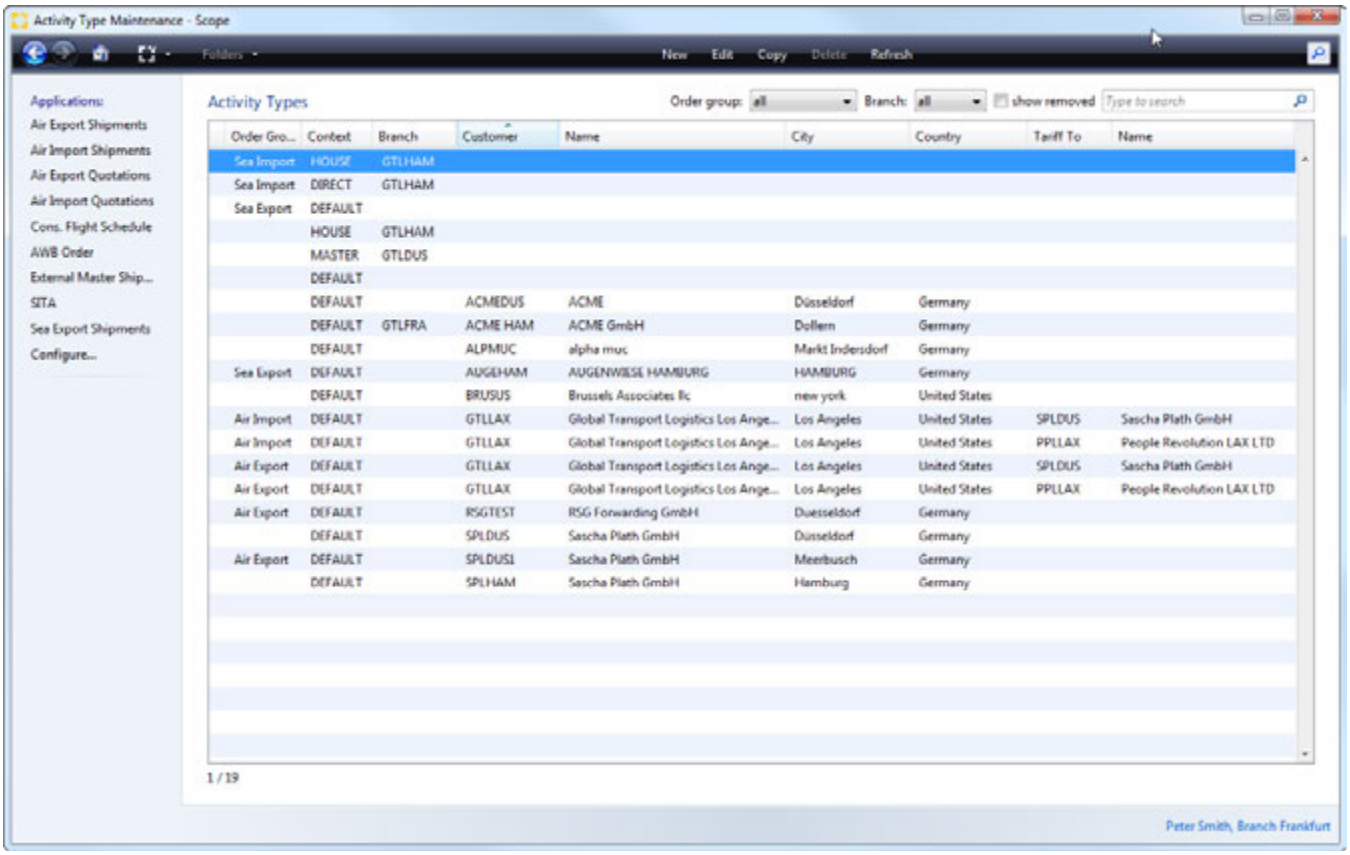
The purpose of the activity types maintenance application is to enable the automatic calculation of income and costs on shipments. These incomes and costs will automatically appear when invoices are created for shipment and as AWB charges when the AWB is printed. This process helps to ensure that all income and costs are accounted for and appear in the job costing records of shipments, leading to accurate profit figures. In order to achieve this automation, an order type exists for every step in the life of a cargo shipment from dispatch to final delivery. Income and cost charges can then be applied to each of these order types as soon as the order is executed such as the generation of a pickup note, the income and costs associated with that order will be automatically added to the shipment record.

Description

The application has a menu bar providing standard actions such as *new, edit* and *delete*. An overview of existing activity types is presented showing:

- **Order Group** (The activity takes place in the context of *Air Export, Air Import, Sea Export, Sea Import or Simple shipments* or if the activity occurs for all shipments and is therefore a default activity.)
- **Context** (The activity takes place in the context of *master, direct, house* shipments or if the activity occurs for all shipments and is therefore a default activity.)
- **Branch** (The branch to which the activity must occur)
- **Customer** (The specific customer code to which the activity must apply)
- **Name** (The full name of the customer to which the activity must apply)
- **City** (The city where the customer is located)
- **Country** (The country where the customer is located.)
- **Tariff to** (The specific customer code to which the activity must apply in combination with the original customer - also see documentation regarding customer in General --> User Interface --> Field types)

There are also filter/search options to limit the list of results shown in the overview.



New

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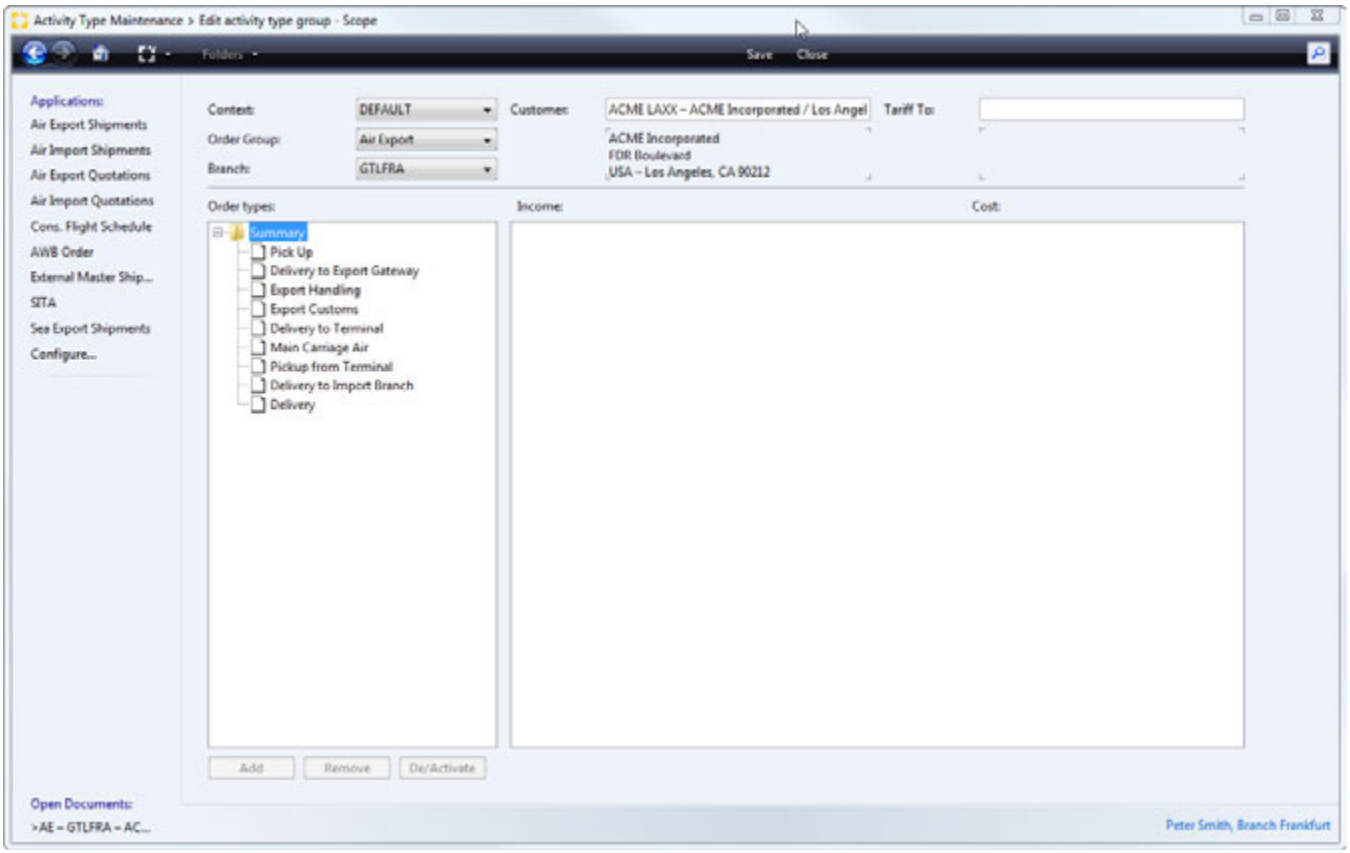
Starts the process of registering a new activity type.



Context

Define the context within which the activity should occur. This is a drop-down menu option that will offer the following contexts:

Context	Explanation
Master*	All consolidations
Direct	All direct shipments
House	All house shipments
Default	All shipments

* Back-to-Back shipments correspond to consolidations.

Order Group

Define the context within which the activity should occur. This is a drop-down menu option that will offer the following contexts:

Context	Explanation
Air Export	All Air Export shipments
Air Import	All Air Import shipments
Sea Export	All Sea Export shipments
Sea Import	All Sea Import shipments
AOG Order	All AOG shipments (from the module **NEW AOG**)
Simple shipment	All simple shipments (from the module **Simple shipments**)
n/a	All shipments

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Branch

If the activity is to apply exclusively to a particular branch , this field can be used to search for and store the appropriate branch code.

Customer

If the activity is to apply exclusively to a particular customer , this field can be used to search for and store the appropriate customer. When left blank the activity will apply regardless of the customer.

Tariff to

If the activity is to apply exclusively to a partner in combination to a particular customer , this field can be used to search for and store the appropriate partner. When left blank the activity will apply regardless of the partner. Also see documentation regarding "customer" in General --> User Interface --> Field types

Save

Saves the basic definition of the activity type and proceeds to the definition of income and costs to be applied to order types.

Close

Exits the new activity type definition without saving any data and returns to the overview.

Edit

Opens the activity type highlighted in the overview for editing.

Copy

Copies the activity type highlighted in the overview for a new activity type.

Delete

Deletes the activity type highlighted in the overview. Activity types are not physically deleted, but marked as removed. These removed items can be restored using the *show removed* option described below.

Refresh

Updates the index to ensure the latest activity type data is visible.

Show removed

Check this box to include any activity types that may have been deleted. These will appear in the list with the *Trash* icon to the left. The activity type can be restored by highlighting it and then choosing to edit it. This will generate a dialogue window that will ask to confirm the activity type should be restored.

Type to search

This is a search field. Enter one or more keywords to restrict the display of activity types to those containing the keywords.

Order Types Editor

The editor displays two panels, side by side. The Left hand displays the individual events in the life of the shipment as folders and these correspond to actions within Scope, for example *Pickup* corresponds to the generation of a pickup note and will generate the associated default income and costs accordingly. When income or costs are added to any of the events shown in the left hand column, the event in the left hand column will be presented with the *folder* icon and the income and costs will appear beneath the folder with the *document* icon. This enables multiple sets of income and costs to be associated with each event. Click the "+" sign to the left of a folder icon to see it's documents, or click "-" to hide them. When a folder is highlighted and opened in the left-hand pane, all the document sets and their charges associated with that event will appear in the right hand pane. Click on a *document* to view the full details of the document and to make changes in the right-hand pane.

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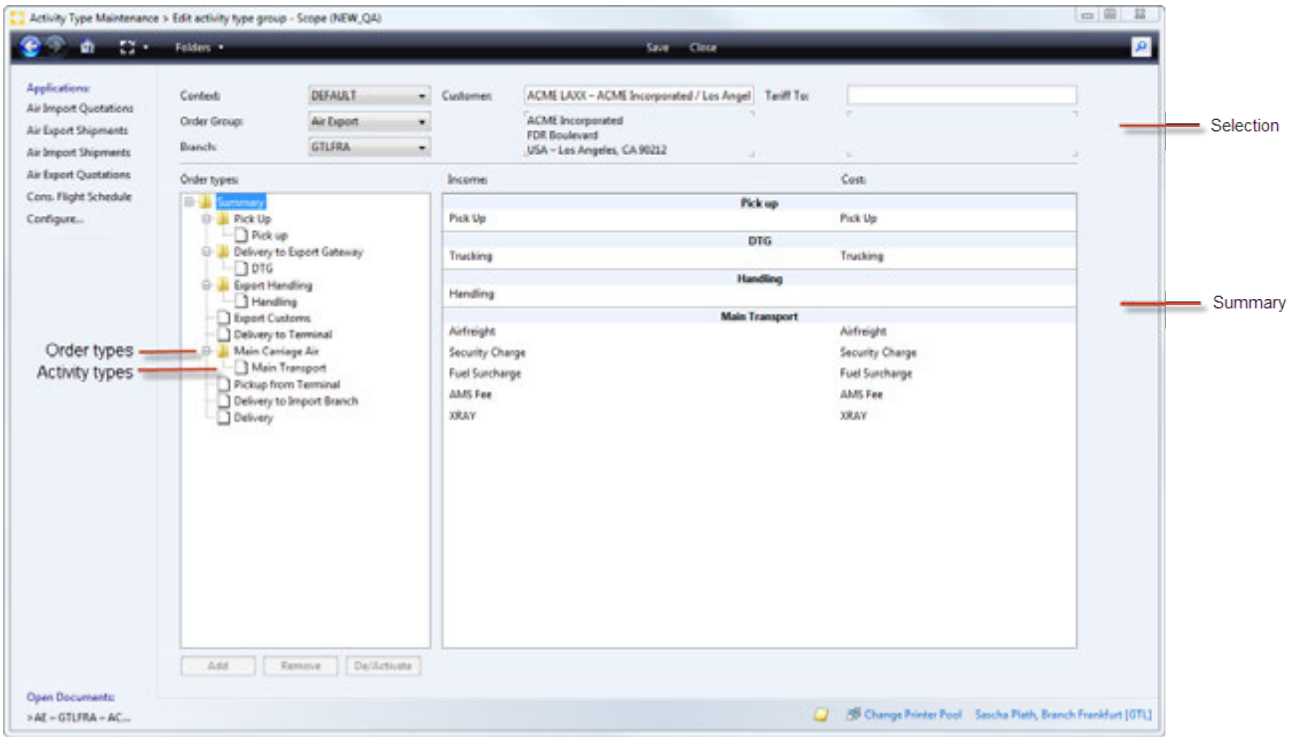

Order types and their triggers

Depending on the Order Group you may have the following Order types:

Order Type	Description	Trigger
Pickup	Pickup from the shipper	Creation of a pickup note for Airfreight Export or Seafreight Export Shipment
Delivery to Export Gateway	Delivery of the export goods from a satellite office to the gateway	Creation of a delivery to gateway transport order for an Air Export or Sea Master Export Shipment
Security Measure	Security Check	Creation of an Airfreight Export air export shipment and creation of a Screening Order
Export Handling	Export Handling	Creation of an Air Export or Sea Export Shipment
Export Customs	Export customs clearance	Creation of an export declaration for an Air Export or Sea Export Shipment
Delivery to Terminal	Delivery of cargo to the export terminal	*not yet implemented*
Main Carriage Air	main flight details	Finalization of master, back to back or direct flight details for Air Freight Export Shipments
Main Carriage Sea	main voyage details	Finalization of transport details for Seafreight Export Shipments
Main Carriage Road	main carriage simple shipment	Creation of a Simple Shipment
Pick up from Terminal	Collection from the arrival terminal	Creation of Air Export or Sea Export Shipment if these shipments are a prepaid (PP) shipments.
Import Customs	Import customs clearance	Creation of an import entry for an Air or Sea Import shipment. In addition if an Air shipment is Incoterm DDP, it will use this activity.
Import Handling	Import procedures	Creation of an air or Sea Import shipment, in addition Air Freight Export shipments will use this activity of they are "Prepaid" (PP).
	Import storage	

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Import Warehouse		Creation of an Air Freight Import or Seafreight Import shipment . Air Freight Export shipments will also use this activity type if they are "Prepaid" (PP).
Delivery to Import Branch	delivery of goods to the import branch	Creation of a "Delivery to Branch" transport order within an import shipment, or within Air Freight Export shipments if the shipment is "Prepaid(PP)" and the import agent and gateway are different.
Delivery	Delivery to the consignee	Creation of an air or sea delivery order for a shipment. In addition if an Air shipment is Incoterm DDP, it will use this activity.

Add

Adds a new activity type to the order type highlighted in the hierarchy of order types in the left-hand pane.

Remove

If an order type has been created and charges created, then if the order type is highlighted in the left-hand pane, the *Remove* function button will be active and can be used to remove the order type.

De/Activate

If an order type has been created and charges created, then if the order type is highlighted in the left-hand pane, the *De/Activate* function button will be active and can be used to activate and deactivate the marked order type. However this order type will only be enabled/disabled, but not removed from this activity type.

Save

Saves any changes and exits the editor.

Close

Any changes will not be save and the editor will be closed.

Activity types editor

When an activity type has been defined and selected in the left-hand pane, the details are displayed in the right-hand pane. The editor is used to define the name, description and under what circumstances the costs and incomes defined should be applied to the bills of lading, invoices and cost control for the shipment.

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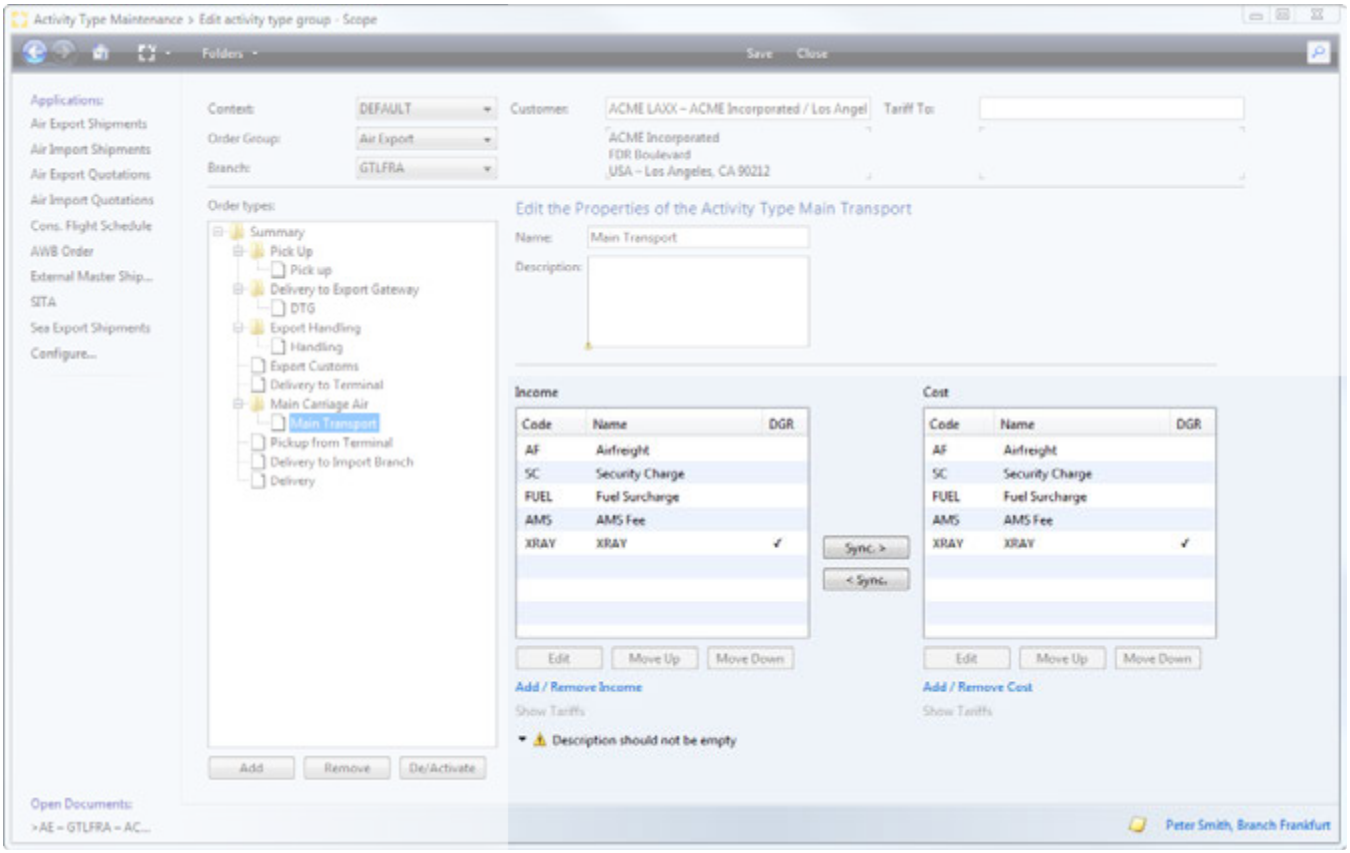

Name

The name of the highlighted activity type. This can be user defined.

Description

A complete description of the activity type.

Income / Cost

These two tables display income or cost charges that may have already been applied to the activity type. The columns of the tables show:

- **Code** - The Charge code
- **Name** - The full Charge code name
- **DGR** - Only for DGR shipments

Sync. > / < Sync.

Synchronizes all income charges with those in the cost table, or synchronizes all cost charges with those in the income table.

Edit

Opens a pop-up window for the highlighted charge where a check-box can be used to indicate if the charge is to be applied only to dangerous goods and /or for which Departure and/or Destination, if applicable (eg AMS fee).

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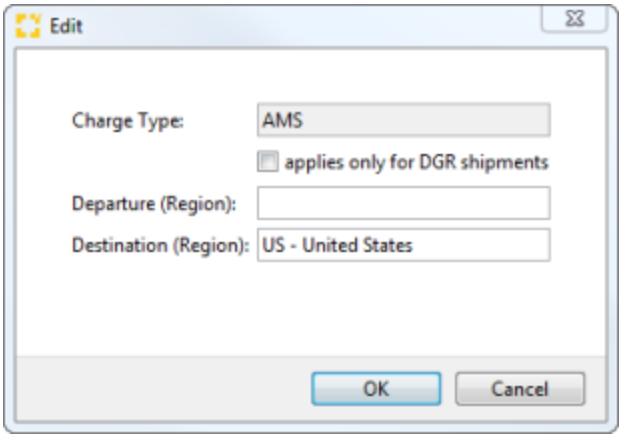


Move Up

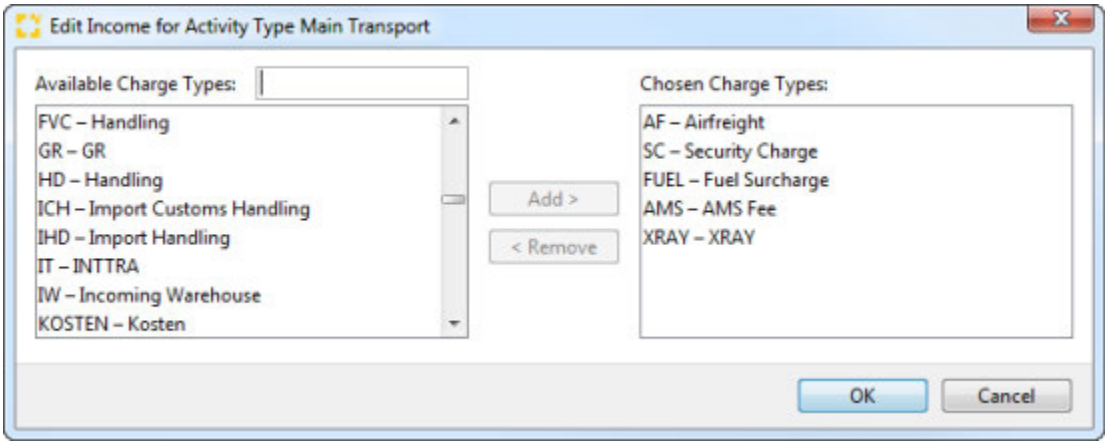
moves the highlighted charge up the list of charges.

Move Down

moves the highlighted charge down the list of charges.

Add / Remove Income / Costs

This action is used to search and select the charges that are to be included in the income or cost table for the activity type. Existing charges may also be removed from the income or cost tables.



Available Charge Types

This is a search field to find the desired charges using a keyword or code for the charge. If left bank, all available charges appear in the view below, but as search terms are added the list of charges will be filtered and display only those matching the search term.

Chosen Charge Types

All the currently selected charges appear in this display.

Add

Add the selected charge in the *available charges* view to the list of *Chosen Charge Types*

Remove

Remove the selected charge from the *Chosen Charge Types* list.

OK

Saves the list of *Chosen Charge Types* and exits.

Cancel

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Cancels selection of charges without saving changes.

Save

Saves any changes to the activity type and exits.

Close

Cancels any changes to the activity type and exits without saving.

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Carrier Handling Agents - Forwarding - Maintenance

- Introduction
- Description

Introduction

This application is used to define the ground handling agent for each airline at each airport. It is mainly used by the Scope handing agent module.

> This data is managed by **Riege Software International** via the SDS-master system. This application is not normally available to regular users and this data should not be changed in any way without the supervision of **Riege Software International**.

Description

The application provides a menu bar with actions such as *New* and *Edit*. Below this is a table showing an overview of existing ground handling agents and a search function to locate agents.

? Unbekannter Anhang

Refresh

Updates the index of agents to ensure the latest ground handling agent details are visible.

New

Opens a pop-up window for input of the following new ground handling agent information

Handling Agent

The code and name of the handling agent to be applied to this ground handling agent record. This is a full search text field , however only existing handling agents can be used.

Airline

The airline whom the ground handling agent serves. This is a full search text field , type the name or code of the airline to locate the correct airline.

Airport

The airport which the ground handling agent serves. This is a full search text field , type the name, code or country code of the airport to select the correct available airport.

Import

use this checkbox to indicate this agent is only for air import ground handling.

Export

use this checkbox to indicate this agent is only for air export ground handling.

Save

Save the new Carrier Handling Agent and returns to the overview.

Cancel

Exits the new Carrier Handling Agent application and returns to the overview without saving any changes.

Edit

Opens the Carrier Handling Agent highlighted in the overview in order to make changes to the party.

RSIXML2-Export

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Export the displayed list of carrier handling agents to an RSIXML2 format file on the local system. A pop-up window will appear asking if Procars compatible codes should be used for the nadId element.

Overview Carrier Handling Agents

The table displaying carrier handling agents lists:

- Airline (Code and name)
- Airport (Three letter code)
- Handles Import Cargo
- Handles Export Cargo
- Handling Agent (Name)

Type to search.

This is a search field . Enter one or more keywords to filter the list of matching agents shown in the table of agents.

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Code Lists for Order Tracking Approvals - Codelists - Forwarding - Maintenance

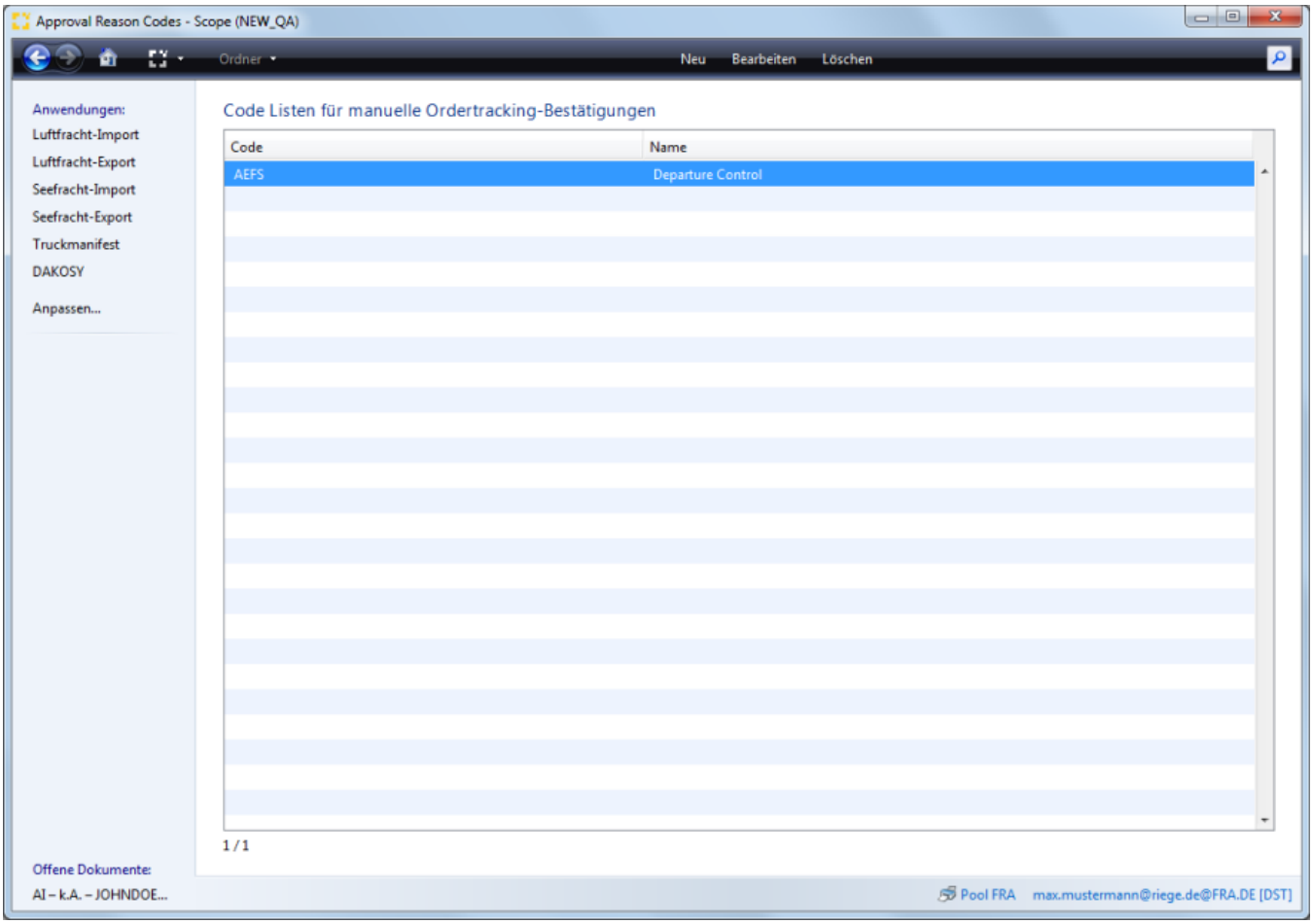
- Introduction

Introduction

This applications maintains codes that enable authorized confirmation of failed milestones (See Authorize failed milestones). The codes lists in the tracking templates application are used to define milestone templates.

Description

Verification code lists that are maintained here refer to either No or exactly one event type in Scope.



New

This action creates a new verification code list.

Edit

Opens the selected code for editing. Alternatively the code can be double-clicked in the table to open it.

Delete

Removes the highlighted record from the listing.

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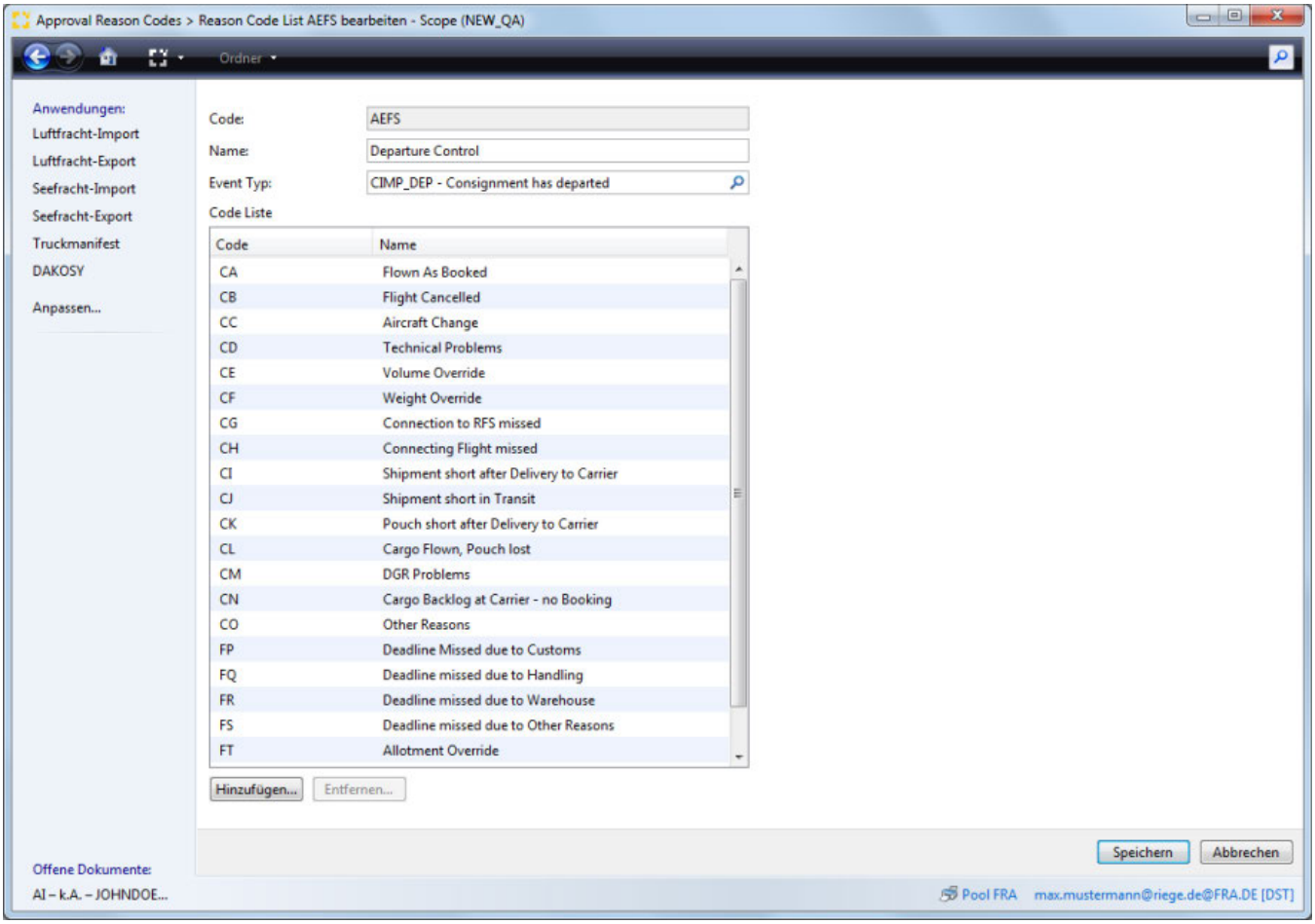


Code

The code, created by the user.

Name

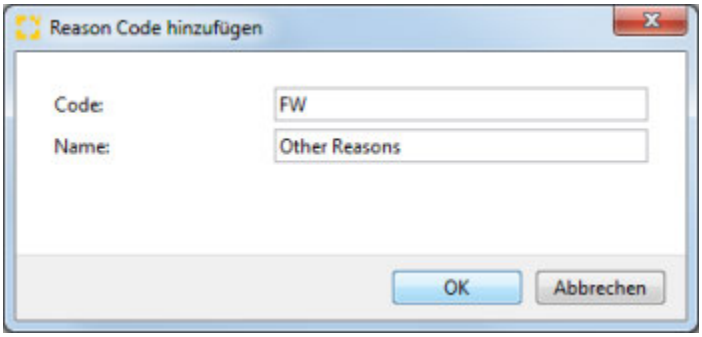
The name given to the code list.

Event Type

If the code applies only to a specific type of event, then this event type can be inserted here. This field offers a search function to locate the desired event from the complete list of available events.

Code List

The code list window shows the complete list of authorizations codes that are available for the selected codelist. Codes can be added or removed using the *Add* and *Remove* functions.



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Damage Code - Forwarding - Maintenance

- Introduction
- Description

Introduction

Description

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Equipment - Forwarding - Maintenance

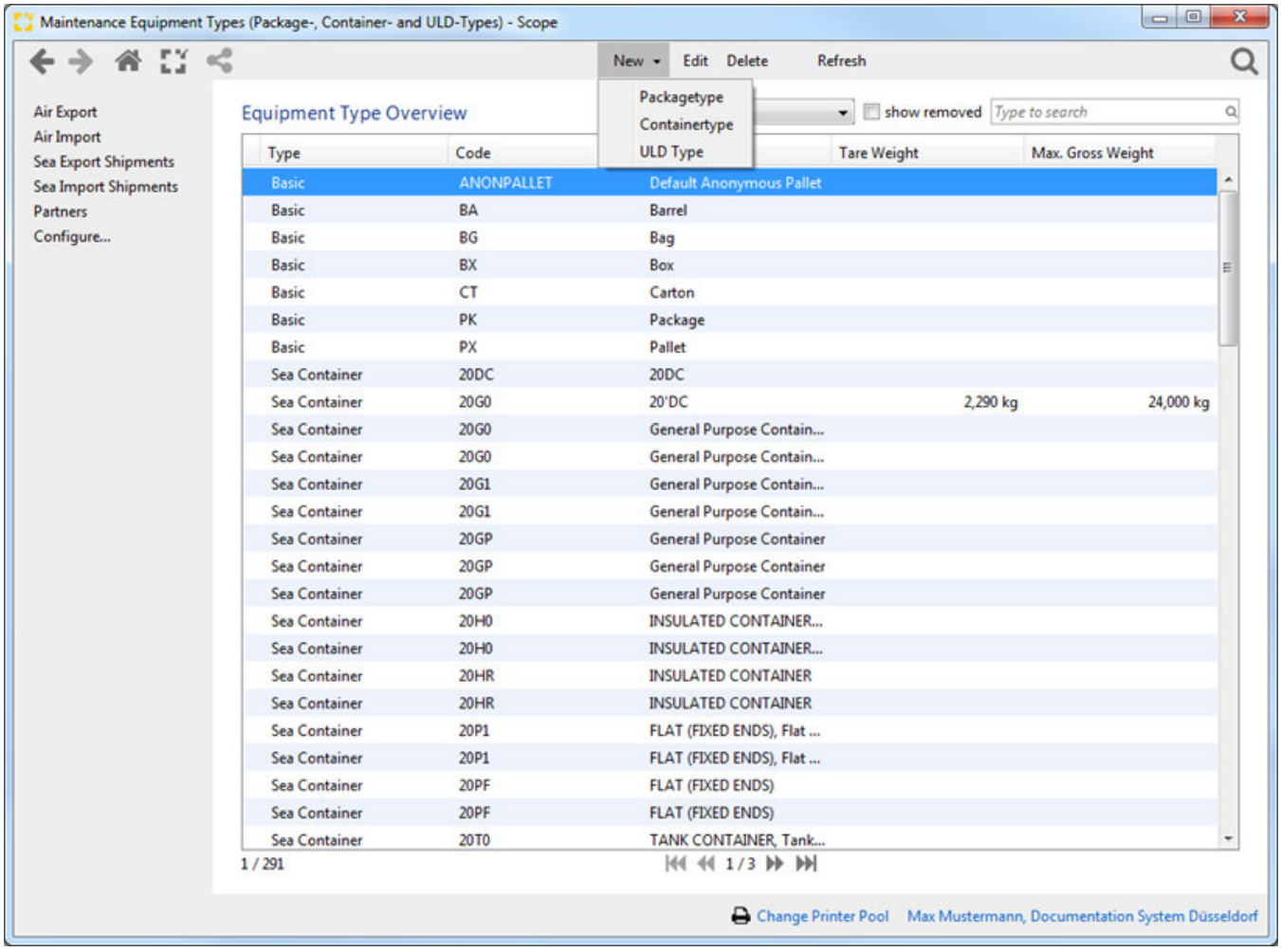
- Introduction
- Description

Introduction

Packing types for air and seafreight can be created using this application.

Description

The application presents a list of all existing items, options for adjusting these and search and filter options.



New

The *New* function key offers a list of types of container that may be created:

- New Package Type (These are "Basic" Packing types such as cartons, Pallets, crates etc. These Basic types are not standardized or subject to precise specifications.)
- New Container Type (Seafreight container types in accord with ISO6346.)
- New ULD Type (Airfreight containers in accord with IATA regulations.)

Edit

Opens the container type highlighted in the overview for editing. A previously deleted container can be restored to active status by editing it.

Delete

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Deletes the container type highlighted in the overview. Containers are not physically removed but marked as inactive and can be restored.

Refresh

Updates the index of container types to ensure the complete list of container types is present.

Equipment Type Overview

The overview displays all current container types or those matching the filter and search terms. The overview table will show:

- **Type** - Sea Container, ULD or Basic
- **Code** - Container code
- **Description** - Full description of container
- **Tare Weight** - Weight of the container
- **Max Gross Weight** - Maximum weight that can be stowed in the container.

Filter

The drop down filer allows the list of container to be restricted to:

- All
- Basic
- ULDs
- Sea Containers

Show removed

Check this box to include any previously deleted containers and then *edit* the container to restore it to active status.

Type to search

This is a search field enter keyword or codes, to search and filter the desired container types.

Basic Container types

When creating new "Basic" container types, only the code and description of the container type are required. The remainder of the container information is optional because "basic" container types are not standardized.

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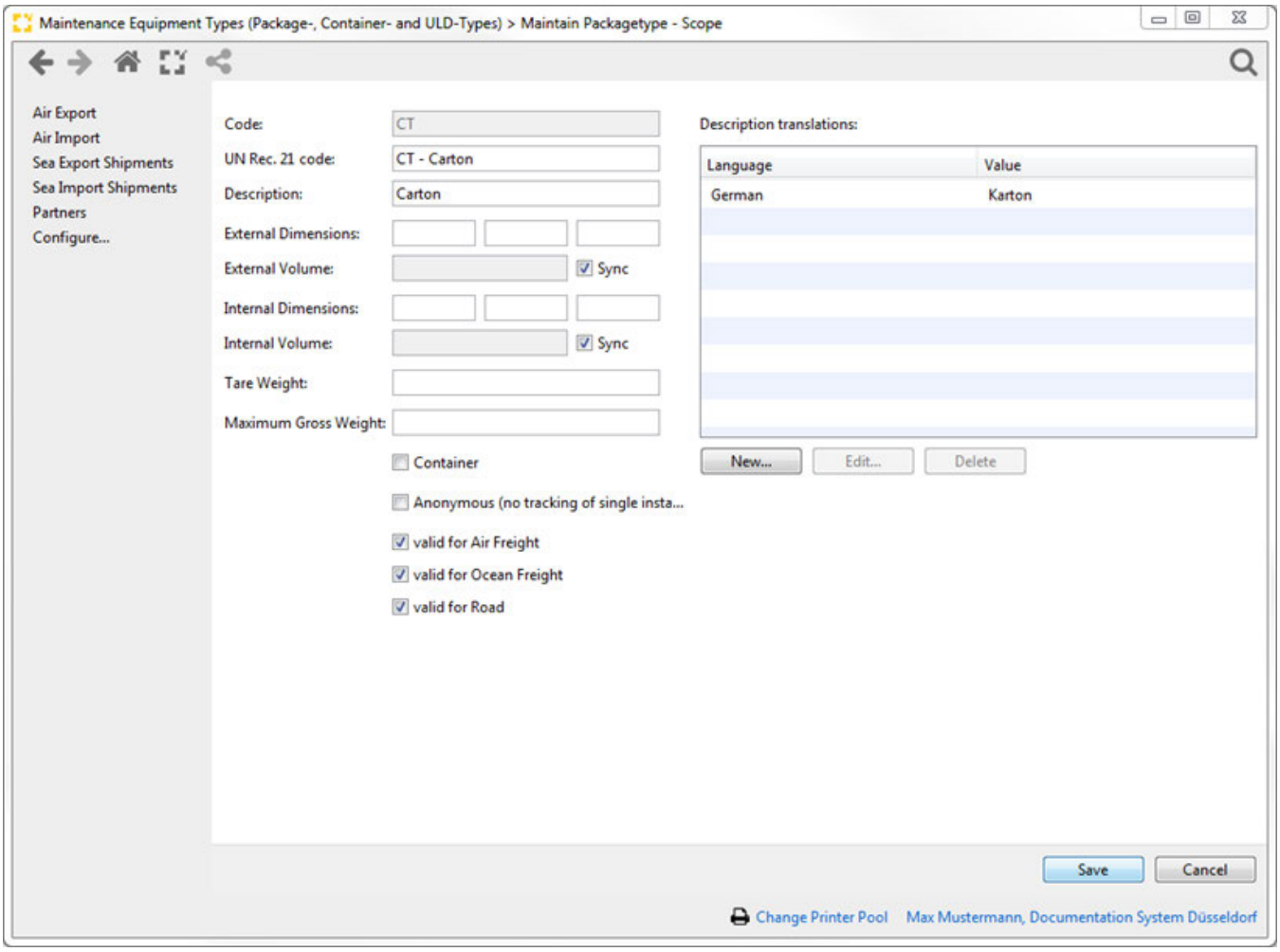

Code

Any code can be used for the basic container type but it must be unique. Duplicate codes are not permitted.

Un Rec. 21-Code

The UN assigned code (used by most customs organisations and other communication networks) for the packaging, Selected UN Rec. 21-Code can only be assigned to one packaging code.

Description

A description of the packing type.

External Dimensions / External Volume

External measurements of the container. If the "sync" option is checked, the external volume will be calculated automatically. If the "Sync" is unchecked, the external volume can be entered manually.

Internal Dimensions / Internal Volume

Internal measurements of the container. If the "sync" option is checked, the internal volume will be calculated automatically. If the "Sync" is unchecked, the internal volume can be entered manually.

Tare Weight

The weight of the container

Maximum Gross Weight

The maximum allowable weight of the container and it's contents.

Container

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Container-Flag.

Anonymous (no tracking of single instances)

When checked, this flag indicates it is not possible to track single instance of these Packages.

Valid for: Airfreight, Seafreight, Road Freight

These check boxes are used to determine if the packages type may be used in the various type of transportation.

Description translations

This section is used to create translations of the packing type description. This can then be used on foreign language documents. The function keys *new*, *e dit* and *delete* are used to manage these translations.

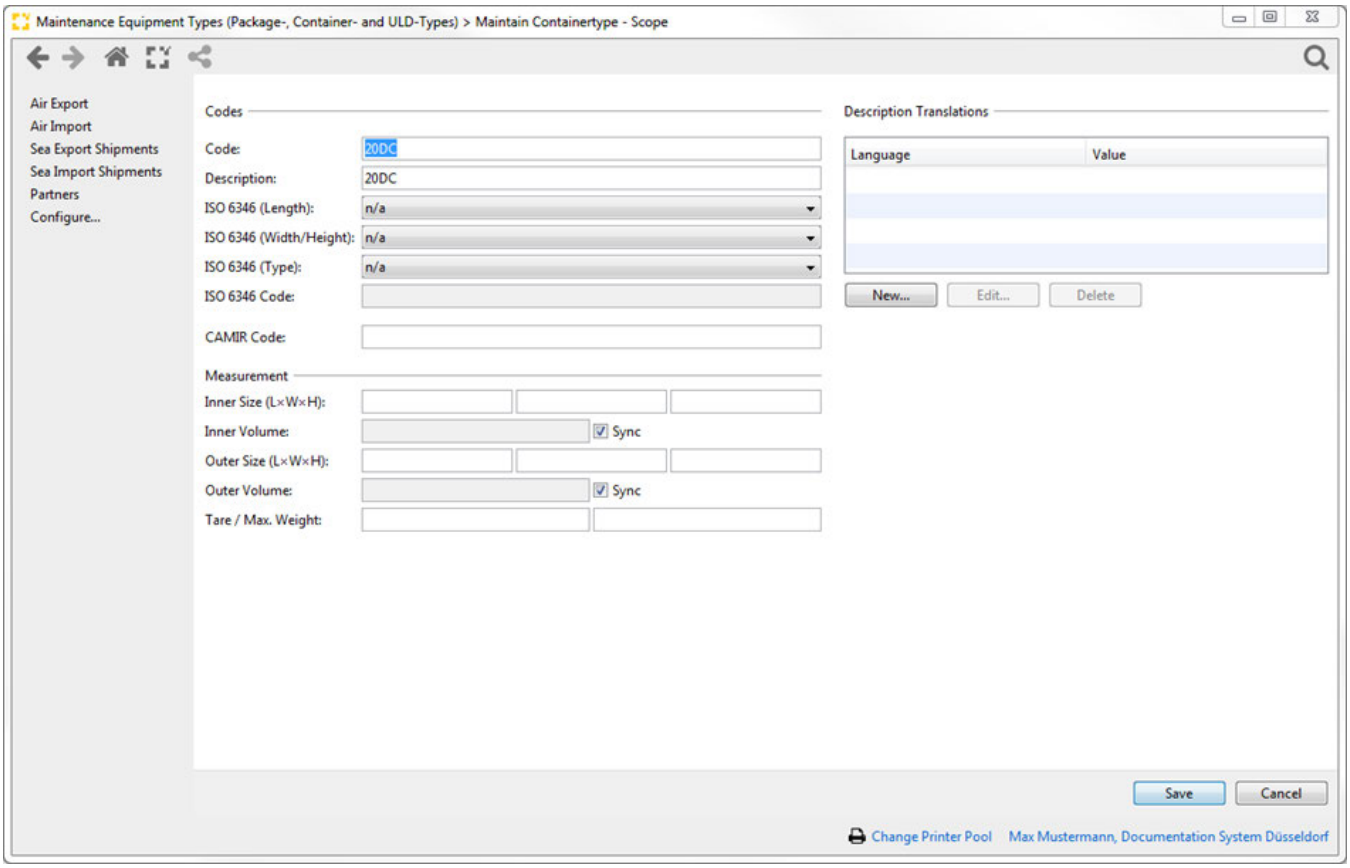
Save

Saves the package type and exits.

Cancel

Exits the package type without saving.

Container Types



If the package type is a seafreight container, the information show above should be entered

Code

Any code can be used for the basic container type but it must be unique. Duplicate codes are not permitted.

Name

The name or designation of the container. This field is mandatory and will be the printed information on Documents and bills of lading.

ISO6346 (Length)

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The length of the container, 20', 40' or 45' or other available length

ISO6346 (Width , Height)

The width and height of the container,in the possible combinations, such as 8' x 8', 8.6' x 8' etc.

ISO6346 (Type)

The type of the container, GP -(No ventilation), G0 - (openings at on or both ends), H0 - (Refrigerated with removable equipment..) ect.,

ISO6346 Code

The container code according to ISO6346. This code is used in communication with Inttra and other sea-freight portals, the ISO6346 code will be "calculated" on basis of the previous steps.

Inner Size (LxWxH) / Inner Volume

The internal dimensions of the container. If the "Sync" box is checked, the inner volume will be calculated automatically. Uncheck this box to manually enter the inner volume.

Outer Size (LxWxH) / Outer Volume

The external dimensions of the container. If the "Sync" box is checked, the external volume will be calculated automatically. Uncheck this box to manually enter the external volume volume.

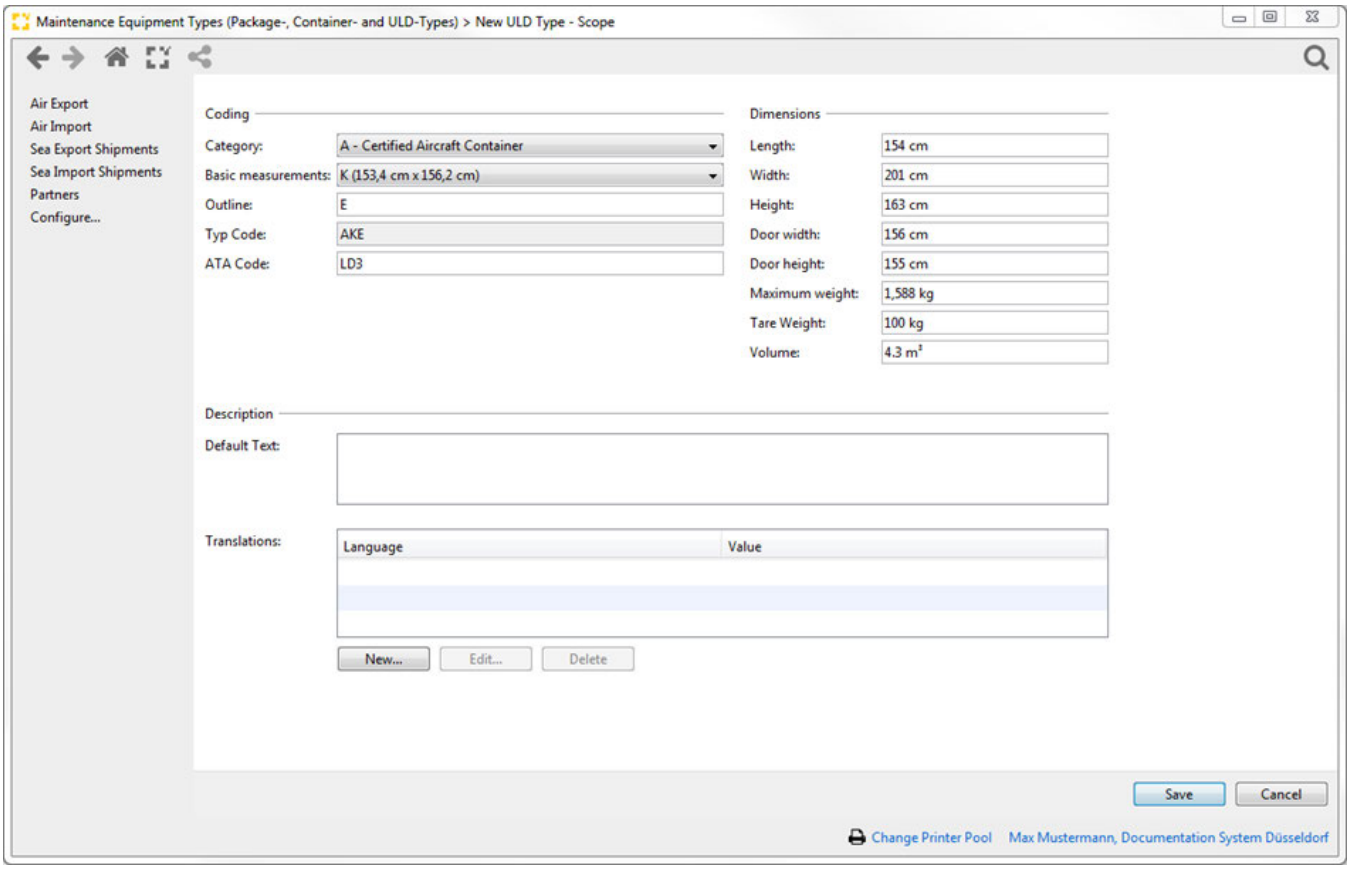
Tare Weight

The weight of the empty container.

Maximum Weight

The maximum allowed weight of the container and cargo.

ULD Types



Category

A drop-down list presents a complete listing of possible ULD categories.

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Basic Measurements

A drop-down list present a complete listing of possible basic ULD measurements for selection.

Outline

Description of the ULD contours

Type Code

The 3 digit code comprising the first digit of the category code, the basic measurement code and the outline code, plus the ATA code.

ATA Code

The standard ATA Code of the ULD Container.

Description

A full description of the ULD container.

Length / Width / Height

The dimensions of the ULD container.

Door Width / Door Height

The dimensions of the ULD loading door.

Maximum weight

Total allowed weight of the ULD and it's cargo.

Tare weight (KG)

Total empty weight of the ULD container.

Volume

Total volume of the ULD in cubic meters.

Description

Default text for the ULD.

Edit translations

The *Edit translations* action can be used to enter descriptions of the ULD container in different languages. These translations can then be printed on foreign language forms.



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Handling Agents - Forwarding - Maintenance

- Introduction
- Description

Introduction

The Handling Agents maintenance application is used to define for all airports the agents who handle freight at those airports. This information is used principally in the Scope Handling Agent module.

> ⚠ Handling agent data is managed by **Riege Software International** and this application is not normally available to the regular user.

Description

The application presents a menu bar of import functions such as *editing* or adding *new* handling agents. A complete listing of existing handling agents is shown which comprises the agent code, agent name and the airport they serve. There are search and filter functions to limit the list of agents shown.

? Unbekannter Anhang

New

Opens a pop-up window where a new handling agent may be created. This pop-up window comprises two tabs:

General

Enter the following information

Place of Loading

Airport

This is an airport search field, enter the airport code or name.

Procars-Export

Information related to Procars export operations

Procars-ID

Procars Name

Partner (Template)

The full address details of the new handling agent

Code

The code of the new agent.

Name

The new agents operating name

Country

The country where the agent is located. This is a search field. The country is identified ahead of the other address data since address data and the format of that data will depend on the country of the agent. For example the format of the postal code will differ by country.

Name

The full name of the partner. Any part of this name can later be used to search for the company.

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C/O

Care of. To be used where the partner uses another entities postal address.

P.O. Box

Check this box if the partner uses a post box number and enter the box number to the right.

Street

Street address

City

The city or town where the partner is located.

Save

Saves the new agent data and exits

Cancel

Cancels any changes and exits.

Edit

Opens the agent highlighted in the overview using the agent editor. Agent details may then be adjusted and saved.

Refresh

Updates the index to ensure that latest handling agents are present.

RSIXML2-Export

Export the displayed list of handling agents to an RSIXML2 format file on the local system. A pop-up window will appear asking if Procars compatible codes should be used for the nadId element.

Show removed

If agents have been removed, this box can be checked to ensure they are included in the listing of agents.

Type to search

This is a search field . Enter one or more keywords to filter the list of matching agents shown in the table of agents.

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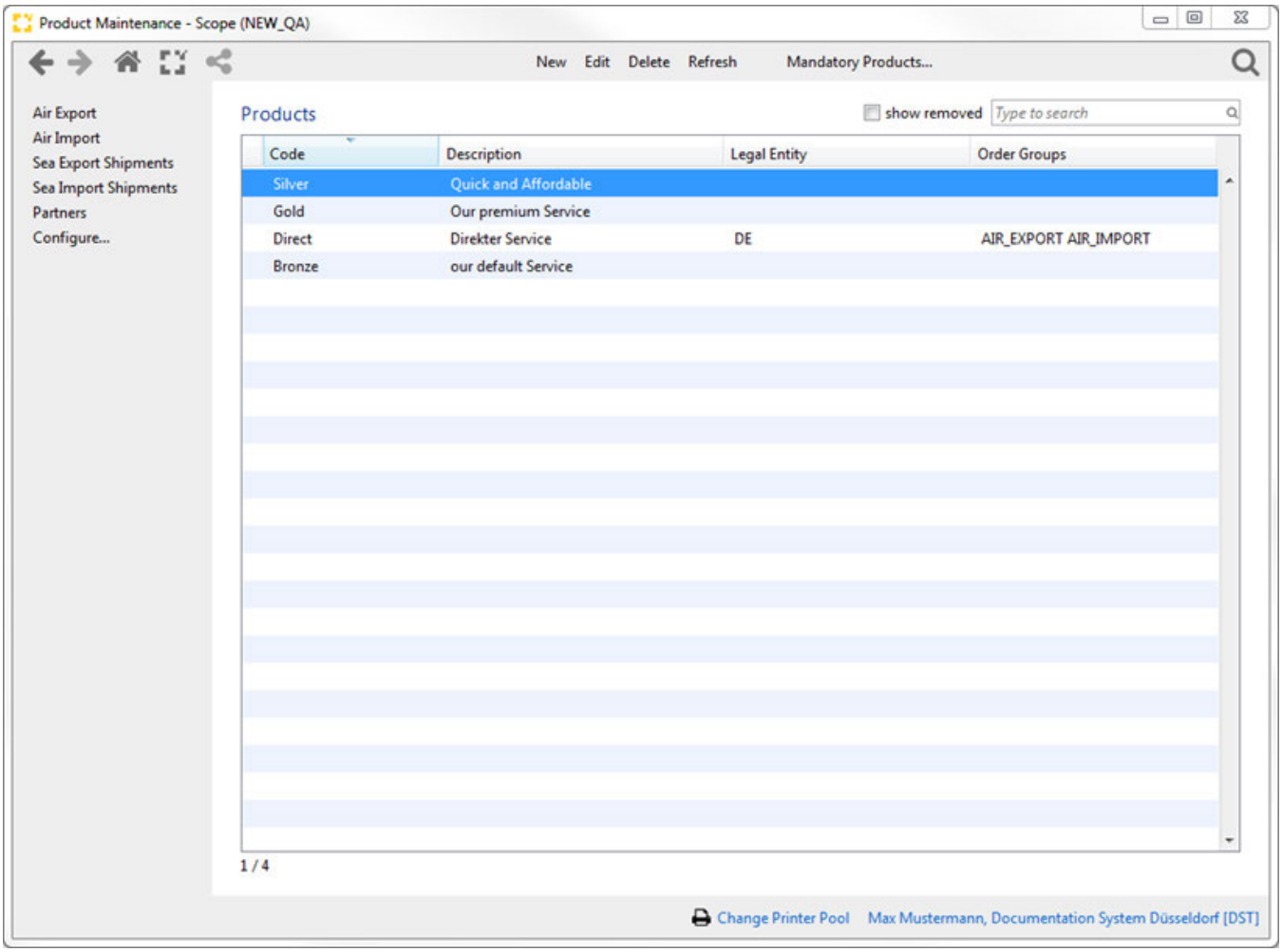
Products - Forwarding - Maintenance

Introduction

Products (Sales products) for all shipment types can be created for use within shipments.

Description

The application presents a list of all existing products, options for adjusting these, a search function and filter options.



New

Opens the product editor to add a new product.

Edit

Opens the marked product in the Product Editor to make changes on it. Alternatively it is possible to open the editor by double clicking the left mouse button.

Delete

Delete the marked Product from the overview.The product will not be completely deleted. By ticking the checkbox "show removed" any deleted Products will be displayed again.

Refresh

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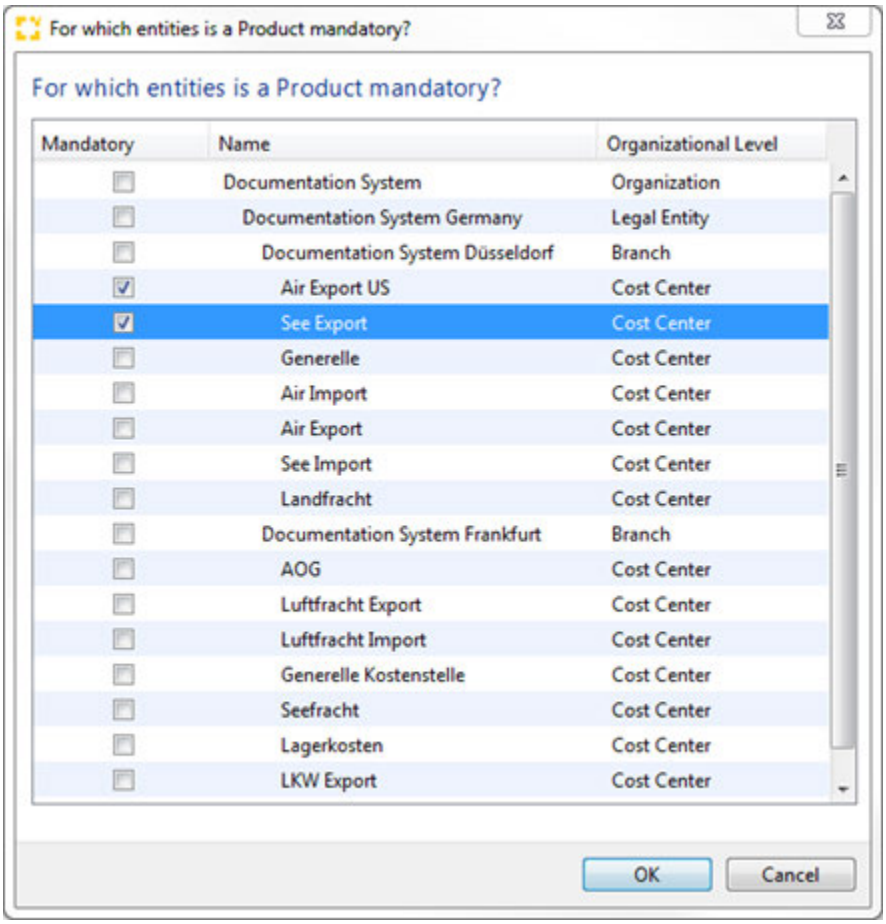
By clicking the Refresh-Button, the overview will be refreshed and changes will be displayed.

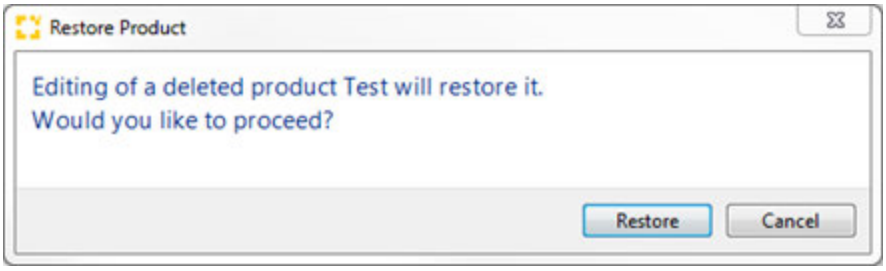
Mandatory Products...

By clicking the Button, a new window opens. In this window the settings will be set for which order types require a mandatory product entry in the shipment. The settings can be made at organization level, legal entity level, country level or branch level.



Show removed

On activating the checkbox, all removed (inactive) products will be displayed again. The inactive products can be recognize by a trashcan on the left side. By double clicking on the product a new window appears to restore the product or cancel the action.



Type to search

Enter a search term. Products corresponding to the search criteria are shown.

Product Overview

The product overview displays all products with their code, description, legal entity and order groups (when these are defined).

Product Editor

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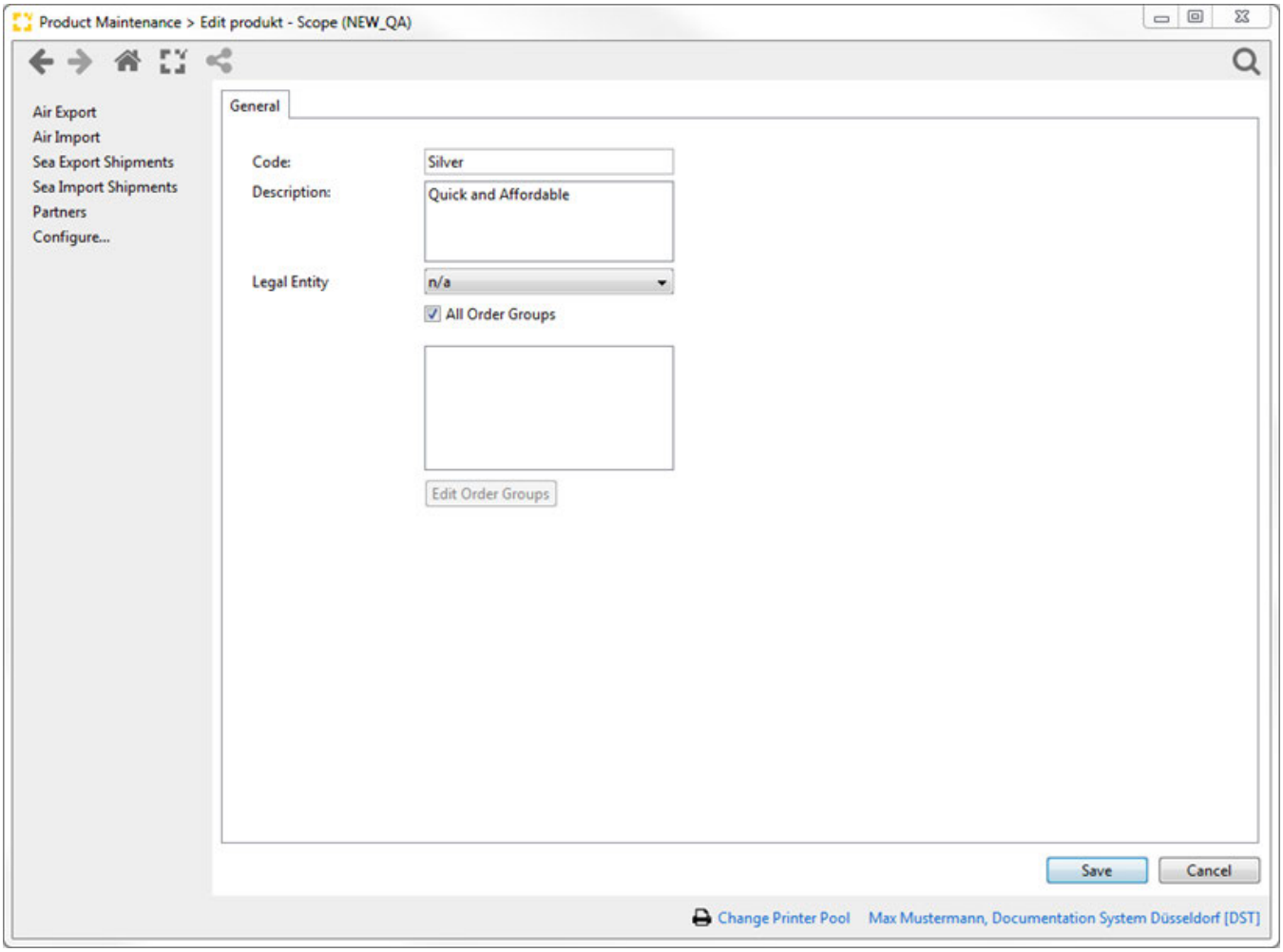

Code

Create a code for the product. There is no restriction on the structure of the code.

Description

This field is for the description of the product.

Legal entity

The product can be select for one legal entity. The legal entity can be selected using the drop-down menu

Checkbox "All Order Groups"

Generally a product is available for all shipment types. To restrict the product to selected shipment types, the checkbox must be deactivated.

Edit Order Groups

If the checkbox "All Order Groups" is deactivated, the "Edit Order Groups" button is active. By clicking this button, a new window appears.The product is only available for the selected order groups. For all other order groups, the product is not available in the shipment entry. Click OK to save changes and by clicking cancel, the window will be closed without any actions.

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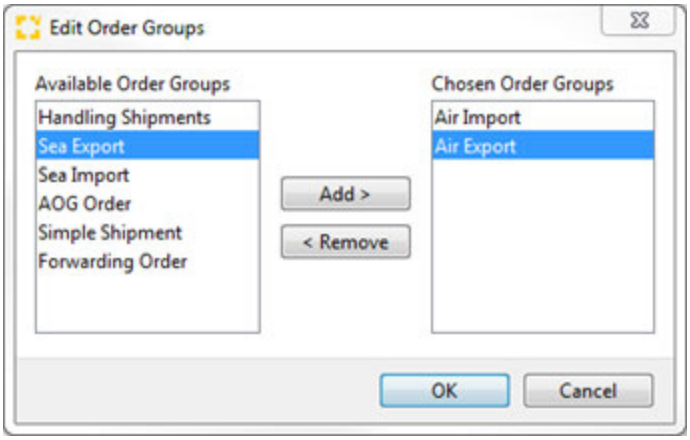

Save

Save the product and close the window.

Cancel

Close the window without any actions. The product is not stored and will not shown in the overview.

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Tracking Templates - Forwarding - Maintenance

- Introduction
- Overview
- Tracking Template Editor

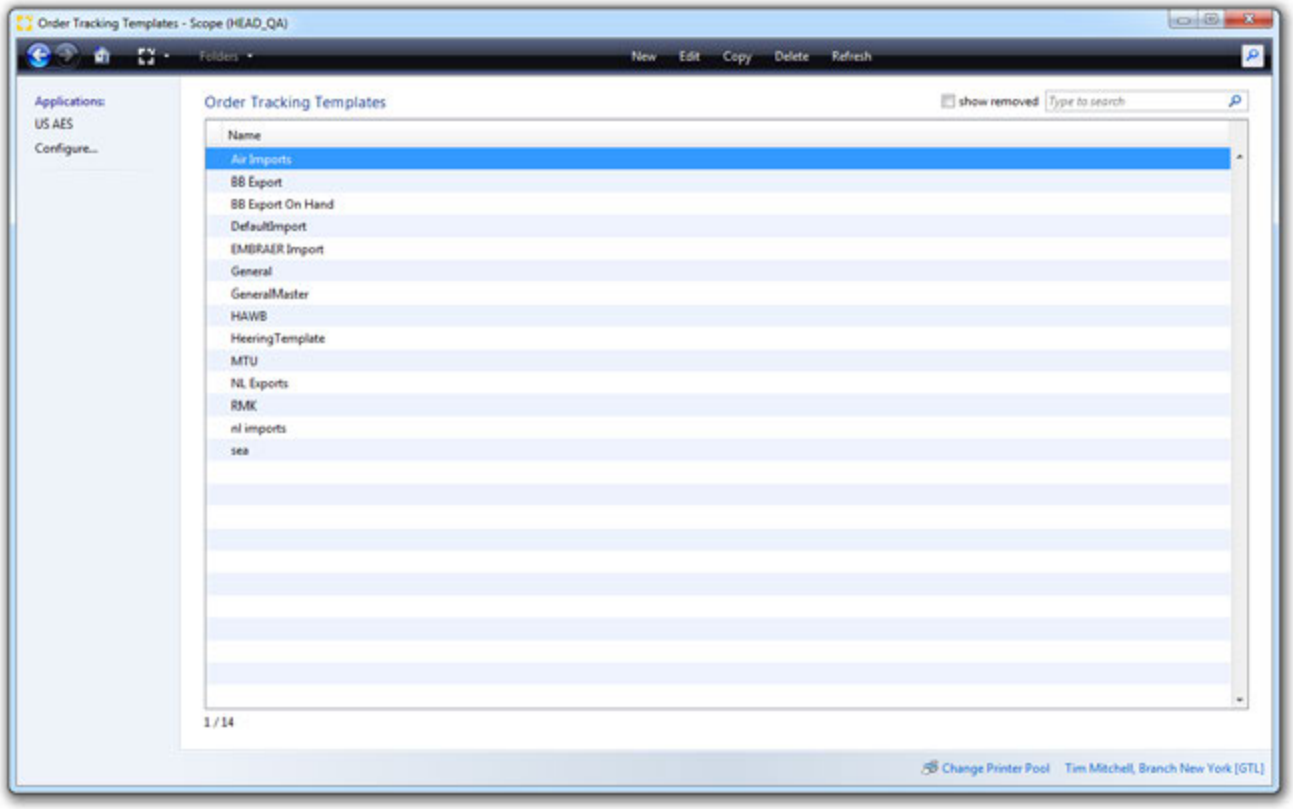
Introduction

The *Tracking Templates* Appliance enables users to maintain Tracking Templates. These templates define

1. To which shipments a tracking plan should be applied
2. The milestones a tracking plan should contain,
3. Under what conditions these milestones are considered "completed",
4. Which actions to execute for a milestones to reach completion.
5. Alerts to be issued when unexpected events occurs in a tracking plan.

> **Warning**
>
> This application is intended for experienced users who are acquainted with tracking events and EDI communication in Scope

Overview



The overview displays the names of all available tracking templates.

Program Actions

The task bar provides a set of actions and beneath this are search and filter options:

New

The *New* function launches the template editor and a new tracking template can be created.

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Edit

To modify an existing tracking template, highlight the desired template in the overview and either *double click* it or select *Edit* from the task bar. This will open the template and modifications can be made.

Copy

Tracking templates may contain an extensive set of information; attributes, milestones, schedules actions and alarms. Rather than creating a tracking template from scratch it may be easier to simply *Copy* and existing template and use it as the basis for a new template. Highlight the template to be copied and then select the *Copy* function from the task bar. The template editor will open showing the existing template, but it will require that a new name is given to the template to distinguish it from the existing template.

Delete

A tracking template can be removed by highlighting it in the overview of templates and selecting the *Delete* function from the task bar. A pop-up will appear asking for confirmation that the template should really be deleted. Confirm by selecting *Delete* in the pop-up or choose *Cancel* to cancel the delete operation. Templates are not permanently deleted and all templates including those removed can be seen by using the *show removed* filter described below.

Refresh

The *Refresh* command loads all available tracking templates from the database and updates the overview.

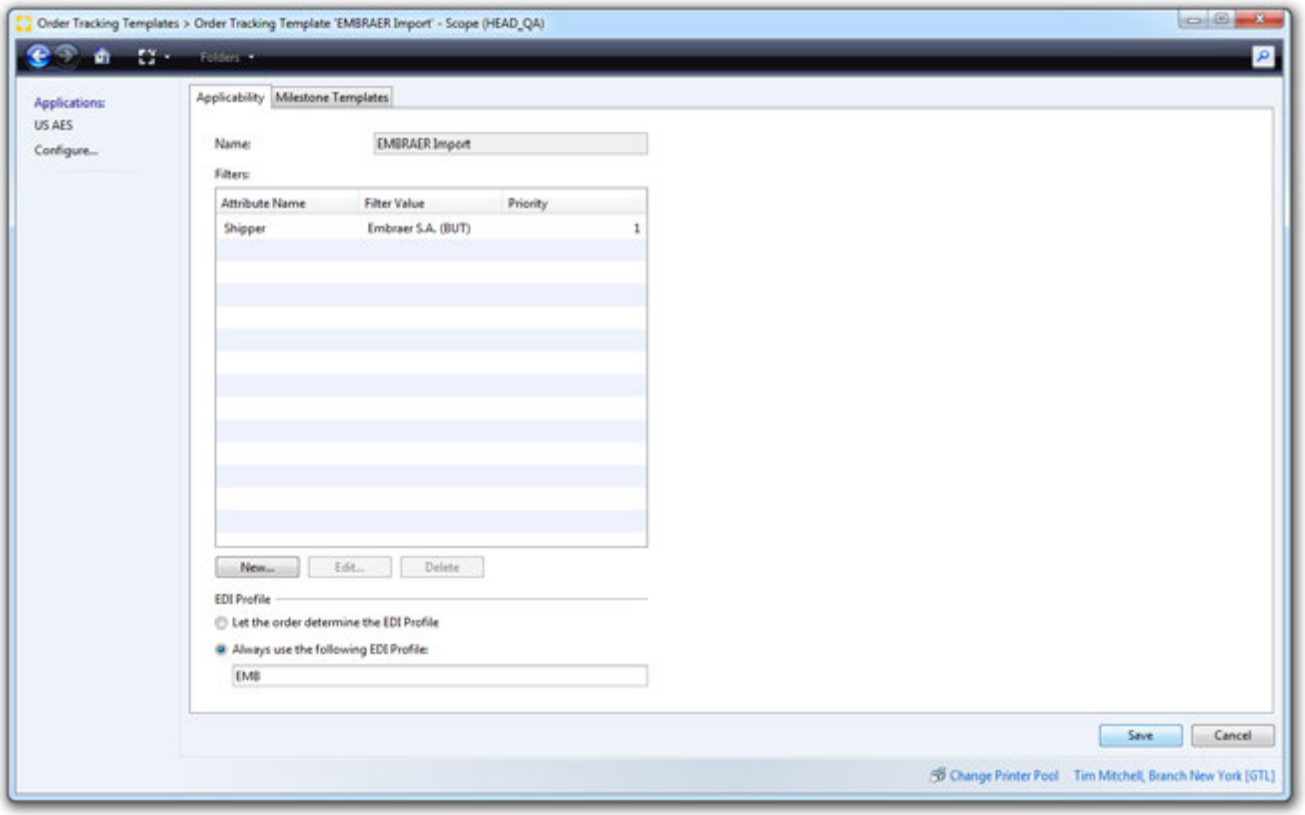
show removed

Below the task bar is the filter option *show removed*. When a tracking template is deleted, it is simply removed from view in the overview of templates. By checking the *show removed* option, all deleted templates will appear in the overview, but a *trash can* icon will appear in the column to the left indicating they are not active. A deleted template can be restored by highlighting it in the overview and then editing it. This will produce a pop-up window with a prompt to confirm the template is to be restored.

Type to search

To locate a particular template or filter the list of templates, enter the template name or part of the name in the *Type to search* field.

Tracking Template Editor



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The tracking template editor contains two tabs: *Applicability* and *Milestone Templates*

Applicability

Name

The text-field *Name* contains the unique name of the current tracking template.

EDI Profile

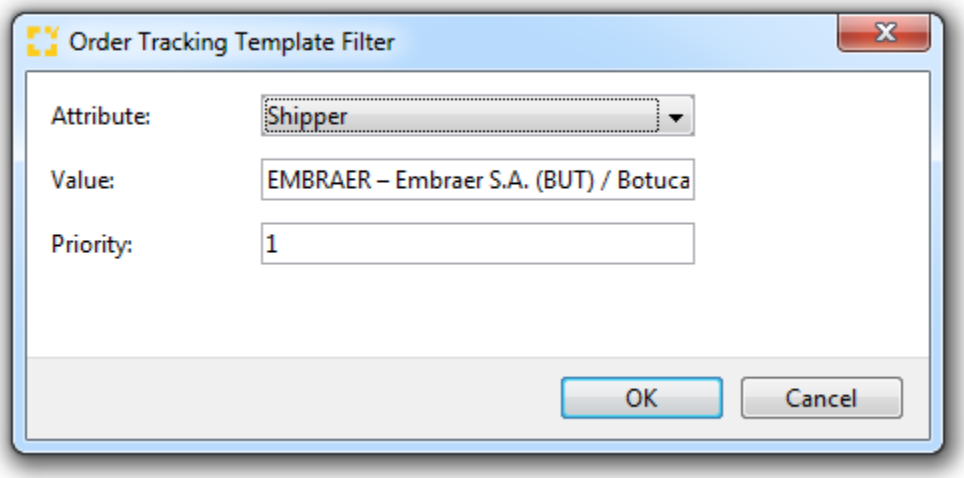
The order tracking module uses EDI Profiles for outgoing EDI communication. The EDI profiles determine how Scope partner addresses should be identified when communicating with external systems. The *EDI Profile* section provides 2 ways to select the appropriate EDI Profile:

1. *Let the order determine the EDI Profile*: Choose this alternative if Scope should try to determine the appropriate EDI Profile automatically by inspecting the order data (shipment data).
2. *Always use the following EDI Profile*: Choose this alternative to specify a static EDI Profile for all outgoing EDI communication from order tracking plans generated using this template. The search field will refer to all available EDI profiles.

Filters

Filters are created to help Scope determine the correct matching tracking template for a given order (shipment). The *New...* button brings up a pop-up dialogue box for creating a new filter. Depending on the order attribute selected on the first row of the dialogue box, the field on the second line is either a text, or a special field (e.g. a field specifically designed for entering weights) and a built-in search feature will automatically apply the correct format to the value. For example if the attribute is *Gross Weight* then the value entered will be assumed to be a figure in *Kgs*.

In the example displayed below, a new filter is being created that limits the current template's applicability to shipments for the customer "SHPFRA".



When a tracking template has a single filter, then the filter must match the shipment in order for the tracking template to be applied to that shipment. It is possible for a tracking template to have multiple filters. When multiple filters exist in a template they may utilize the same attributes (Import Agent, Export Agent, Consignee etc.) or they may utilize different attributes. When multiple filters have the same attribute, if any of these filters match the shipment, then the template is considered a match. Where multiple filters are present but have different attributes, then at least 1 of each attribute must match the shipment. This is best described in the example shown below:

The priority setting for the filter can be used to give a weighting to to the filter. This is used by the system to apply the most suitable tracking template to a shipment:

When the branch *DSTDUS* has an export consignment for the customer *MyCustomer* and going to *USLAX*, the tracking template 2 will be selected from the 2 templates shown above. Both templates are applicable to this shipment, but tracking template 2 has the greater weighting according to the priority settings.

Should several tracking templates apply to a particular shipment but the total weighting be the same for each of the possible templates, then Scope will arbitrarily apply a template until such time as a milestone may be applied to a shipment at which point the system may apply the most appropriate template for the shipment.

Milestone Templates

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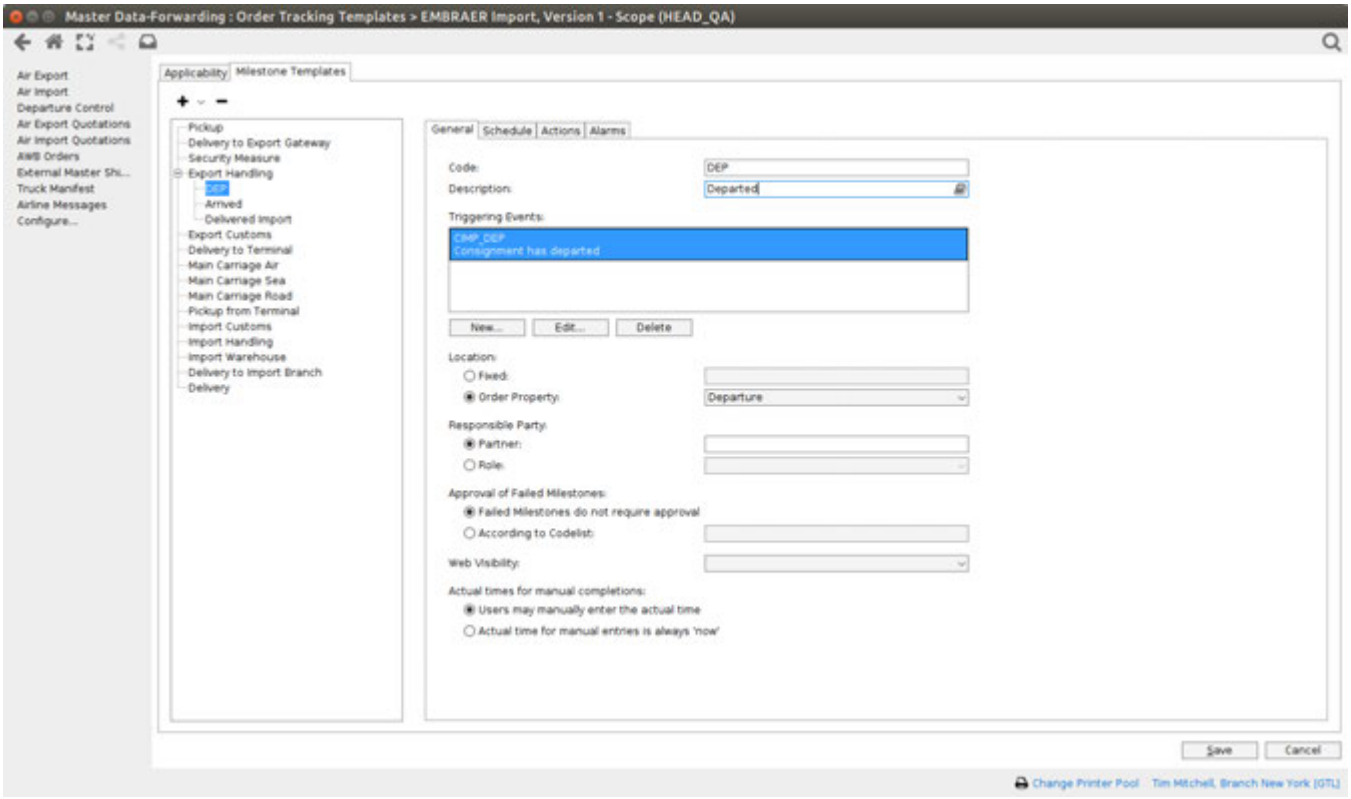
The Milestone Templates tab is divided into two sections: a list of all milestone (left) and the properties of each of these milestones is shown on the right when the milestone is selected. Using the buttons in the left-hand-side upper area, users can create new milestone templates (green cross symbol), delete the selected milestone template (red "X") or change the position of the selected milestone template in the list (arrow symbols).

> **Movement Scope and sections**
>
> In order for milestones within the "Delivery" section of a plan to be visible, the shipment itself must be "to door"



The following segments are available:

Pickup: This segment is active, if the shipment is Door2Port or Door2Door or if a pickup order is on the shipment
Delivery to Export Gateway: This segment is active, if the shipment can be consolidated and Exportgateway and Agent are filled in the shipment.
Security Measure: This segment is active, if the shipment is air.
Export Handling: This segment is always active.
Export Customs: This segment is always active.
Delivery to Terminal:This Segment is active if the shipment is a Master, Direct, B2B or all shipments which cannot be consolidated.
Main Carriage Air: This segment is active if the shipment is air.
Main Carriage Sea: This segment is active if the shipment is sea.
Main Carriage Road: This segment is active if the shipment is road.
Pickup from Terminal: This Segment is active if the shipment is a Master, Direct, B2B or all shipments which cannot be consolidated.
Import Customs: This segment is always active.
Import Handling: This segment is always active.
Import Warehouse: This segment is always active.
Delivery to Import Branch: This Segment is active, if the shipment can be consolidated and Importgateway and Importagent are filled in the shipment.
Delivery: This Segment is active, if the shipment is Port2Door or Door2Door ist or if a delivery order is on the shipment

The properties of milestone templates are grouped into four sections (tabs):

General

- Use Milestone-template-block
- Code
- Description
- Event Type
- Criteria
- Location
- Responsible Party
- Approval of Failed Milestones
- Web Visibility

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- Actual times for manual completion

Use Milestone-template-block

A standard set of milestones are maintained by Riege. This check-box is used to limit the milestones to only the standard set.

Code

The text-field *Code* sets the short name of the milestone template that will be used for all milestone instances on a shipment. The example used in the screenshots uses codes according to conventional air freight nomenclature, e.g. *PUP* for "Pick up at shipper", *REW* for "Received at Export Warehouse" and so forth.

⚠ When synchronising milestones from master to house level and shipments use different tracking plans, the Code needs to be the same on both plans. ⚠

Description

A longer description of the code may be stored in the description field to assist identifying the milestone. In some cases it may prove useful to store the description in a different language.

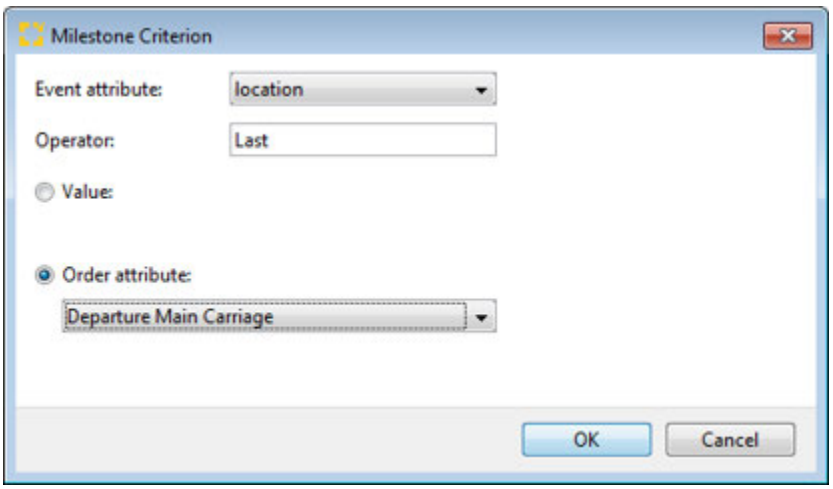
Event Type

The *Event Type* field is used to map Scope events to the milestone: whenever a Scope event of the selected type is registered for the shipment, the event properties it will be interpreted in order to meet the milestones. In this example the milestone is *DEP* and is enabled upon arrival of the airline message *CIMP_DEP*.

> **Reference**
>
> The list of possible event types is extensive. In deference to the general scope performance, not all places where an event may be created are trigger points. Top priority events are:
>
> - received via an interface (for example, all event types which start with `CIMP_`)
> - Workflow events are (eg "shipment completed", "invoice cancelled")
> - important communication between modules (eg all customs events)

Criteria

The *Criteria* table contains all event criteria that have to match in order to fulfill the milestone. Criteria can be added or deleted using the *New...* and *Delete* buttons.



An event-criteria-definition comprises the selection of an *Event attribute* (list of available attributes dependent on Scope Event Type selected above), the *Operator*, a static criterion value or, alternatively, an order property (drop-down-field containing suitable order properties). The operator determines whether Scope should use the first or the last Scope event's attribute value to determine milestone completion (comparison according to event time), or whether Scope should use the sum of all Scope events' attribute values for this purpose.

The example pictured above can be phrased as: The location attribute of the last *DEP* Scope event must match the main carriage port of departure property of the corresponding order to fulfill the milestone.

Location

A milestone's location (UN Location Code) can be determined statically (*Fixed Location*), or it can be derived from the shipment (*Location as per shipment Property*).

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Responsible Party

For each milestone, it should be determined who is responsible for completing this milestone. This can be specified with 2 methods

- Partner - here and existing partner is specified as the party responsible for completing the milestone
- Role - This is a dynamic assignment of the responsible party. Use the drop-down menu to see the possible parties from the shipment who can be set as responsible for the milestone.

Approval of Failed Milestones

There are 2 options offered in the event that a milestone fails to be completed and these appear as the check boxes:

- Failed Milestones require approval
- Failed Milestones do not require approval

When a failed milestone requires approval, the first option above should be checked. An Approval code will be required that can be applied to this event type.

For failed milestones that do not require approval, the second option above can be selected.

Web Visibility

The options here determin if a milestone will be made visible in Scope Connect. The options are:

- Invisible - cannot be seen in Scope Connect
- Visible - can be seen in Scope Connect, but not completable.
- Visible & Completable - Can be seen in Scope Connect and can be completed by anyone
- Visible & Completeable by Relevant Party - Can be seen in Scope Connect but can only be completed by the responsible party

Actual times for manual completion

There are two possibilities for determining the actual time:

Users may manually enter the actual time.

Actaul time for manual entries is always now - Where a milestone may be manually completed, the completion time will always be "Now".

Schedule

The milestone schedule is used to determine how a milestone is to be initiated and the sensitivity of the milestone to deviations from the specified timeframe for completion of the milestone.

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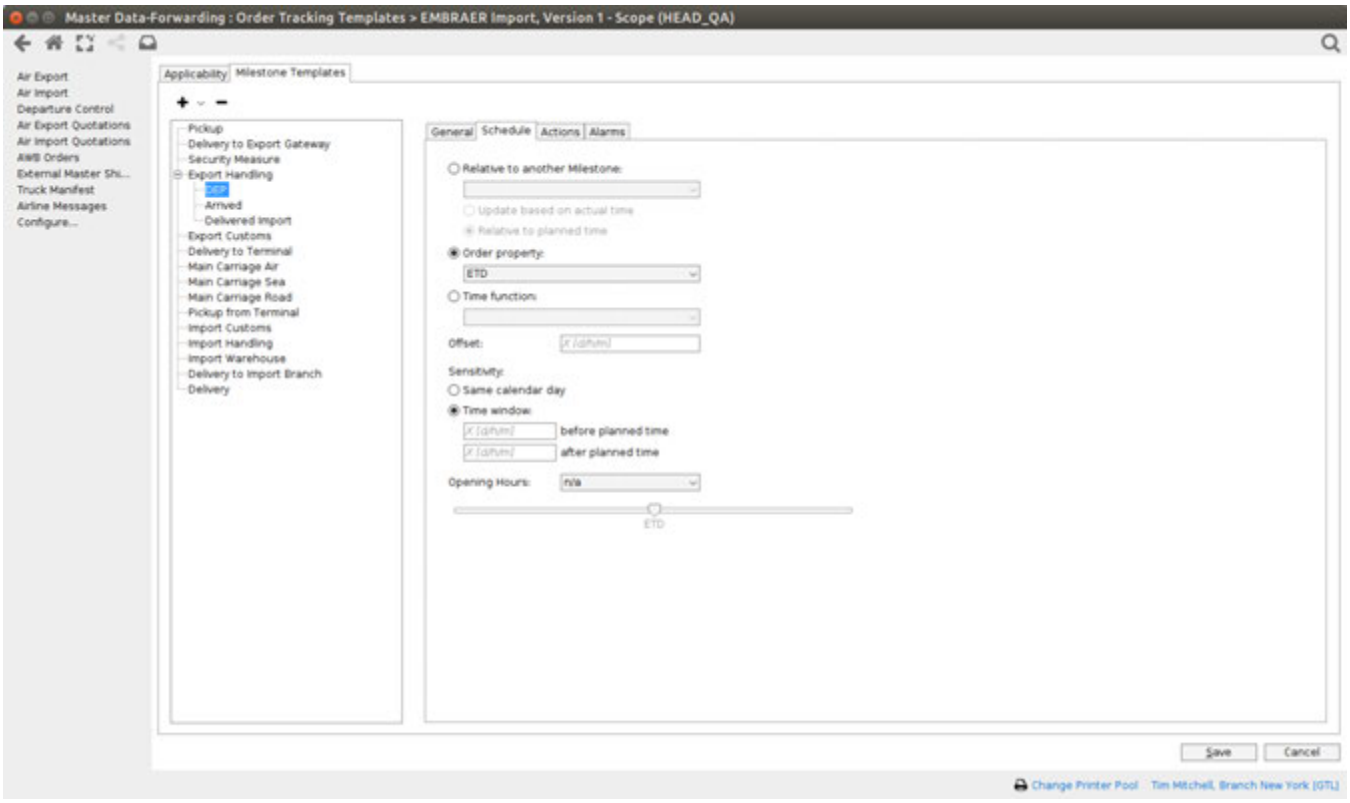

- Milestone initiation
  - Relative to another Milestone
  - Order Property
  - Time Function
  - Offset
- Sensitivity
  - Same calendar day
  - Time window (hours)
- Example Milestone "RCF"

Opening hours
- n/a
- Forward (Cutoff)
- Forward (Flex)
- Backward (Flex)
- Example

Milestone initiation

There are 3 methods to indicate how a milestone is to be initiated

Relative to another Milestone

The planned fulfillment time of milestone *A* is derived from the planned fulfillment time of milestone *B*. The offset is added using local time and therefore may vary, for example: schedule time M1 (DEFRA): 1.6.2012 22:00 Offset: +2 h -> Time Schedule M2 (GBLHR) 1.6.2012 23:00.

If the planned period is calculated using another Milestone, then further milestones can be calculated from the planned or actual time of these other milestones, for example:

	ARR	RCF	NFD	DLV
Schedule time	12:00	14:20	15:20	02:00
Adjustment	Order property ETD	Relative to ARR (actual) + 2h	Relativel to RCF (actual) + 1h	Relativel to ARR (plan) + 12h
Actual Time	12:20			

Order Property

The planned fulfillment time of a milestone is derived from a specific order property. The dropdown-field contains all suitable order properties.

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In the example pictured above, the planned fulfillment time of the *DEP* milestone is initialized from the *ETD* property of the corresponding order. Here is a list of all availalbe time fields.

Time Function

The planned fulfillment time of the milestone is initialized using a special built-in function. Currently, only the "Creation Time" function is available. Choosing this function will use the creation time of the tracking plan to initialize the planned fulfillment time.

Offset

the offset can be used to offset the panned time from the previous settings. For example, entering "2 H" will offest the planned time by 2 hours after the ETD. Using the minus symbol will cause the offset to be before the planned time.

Sensitivity

The *sensitivity* section is used to specify the time frame in which a milestone fulfillment counts as "according to plan" (marked *OK* in the shipment monitor). This time frame is given relative to the planned fulfillment time.

Same calendar day

Milestone fulfillment is OK, if it's on the same calendar day as planned. Scope uses the milestone location's timezone to compare these dates (see location above).

Time window (hours)

Users may specify allowed time deviations on either side of the planned fulfillment time. These allowed deviations may be specified in days, hours an minutes. The abbreviations "d", "h" and "m" may be used to specify the time unit, so for example if "1h30m" is entered, this will be interpreted as "1 hour and 30 minutes". Negative values are not allowed.

Example Milestone "RCF"

Schedule:

Order property	Estimated Time of Arrival (ETA)
Offset	+4 H
Time slot	-4 H +12 H

Shipment:

Destination	USLAX
ETA	2012-06-01 13:37

Result planed time window

lower limit	2016-06-01 11:37 (Pacific Time)
upper limit	20162-06-02 05:37 (Pacific Time)

Opening hours

This field can be used to define a strategy for considering the opening hours of the responsible party. The opening hours of the responsible party are taken from the delivery address used. These can be maintained for the partner on the Delivery/pickup address tab. The opening hours during holidays (see Holiday Appliance) are treated like Sundays. If the responsible party cannot be determined or at the responsible party has no opening times maintained, the plan time ascertained by Scope in the accompanying time function are used.

The user can choose between the following strategies:

- n/a
- Forward (Cutoff)
- Forward (Flex)
- Backward (Flex)

n/a

The opening hours will not be considered. Plan time and time window are used as they are determined by Scope. This can lead to the situation where an action is expected outside of the opening times and suitable alarms are generated.

Forward (Cutoff)

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If the plan time occurs within an opening hours interval, then this interval is used. If the responsible party has not opened at the planned time, the following opening hours interval is used. Plan time and time window are moved in the certain opening hours interval and the latest time stays the same and is shortened if necessary on the limit of the Intervals.

Forward (Flex)

If the plan time falls occurs within an opening hours interval, this interval is used. If the responsible party is not open at the planned time, the following opening hours interval is used. Plan time and time window are moved in the certain opening hours interval and the latest time is laid relatively at the new plan time (in the limit of the opening hours interval).

Backward (Flex)

If the plan time occurs during an opening hours interval, this interval is used. If the responsible party is not open at the planned time, the prior opening hours interval will be used. Plan time and time window are moved in this opening hours interval and the earliest time is laid relatively at the new plan time (in the limit of the opening hours interval).

Example

Opening hours of the responsible party: Monday - Friday 8 to 12 and 13 to 17 hundred hours

Planned time 4:00am, Time window - 3 hours / + 5 hours

Strategy	Adapted plan time	lower limit	upper limit
n/a	4:00am	1:00am	9:00am
Forward (cutoff)	8:00am	8:00am	9:00am
Forward (flex)	8:00am	8:00am	12:00pm
Backward (flex)	-1 5:00pm	-1 2:00pm	-1 5:00pm

Planned time 10:00am, Time window - 3 hours / + 5 hours

Strategy	Adapted plan time	lower limit	upper limit
n/a	10:00am	07:00am	3:00pm
Forward (cutoff)	10:00am	8:00am	12:00pm
Forward (flex)	8:00am	8:00am	12:00pm
Backward (flex)	10:00am	8:00am	12:00pm



The opening hours are always interpreted in the time zone of the milestone.

Actions

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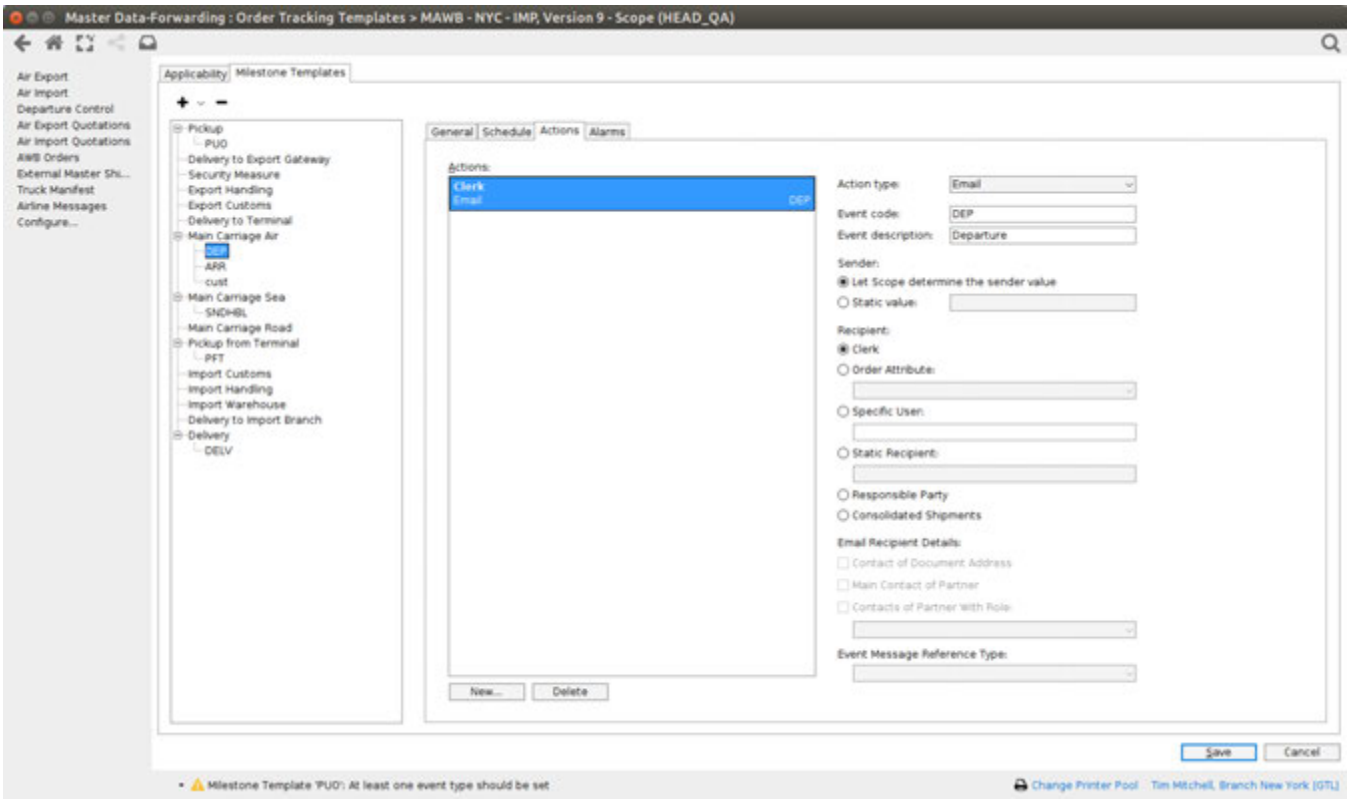

The actions tab is used to specify actions to perform upon milestone fulfillment. On the left hand side of the tab, all actions are listed, the right hand side of the tab contains an editor for the selected action. The *New...* button is used to add further actions and *Delete* is used to remove the highlighted existing action.

- Action Type
- Event Code
- Event Description
- Sender
- Recipient
- Email Recipient Details
- Event Message Reference Type
- Alarms
- Alarm Time
- Alarm Type
- Recipient
- Email Recipient Details

Action Type

Users can specify the *Action type* using the dropdown-field. The following action types are available:

- Event Message: Generate EDI event messages
- Email: Send a simple email notification
- Cargo 2000 Message: Send a Cargo 2000 message
- Move to Inbox: The associated shipment is stored in the Inbox folder of the responsible user.
- User Notification: The user will get a pop-up alert
- Synchronize Milestone: The synchronize function is used to "break down" an event from Master to House level. For example a departure event on a master shipment will automatically breakdown to any houses on the master.

Event Code

Particularly for EDI communication, it can be useful to use a special, client-specific code identifying milestone fulfillment. these special "mappings" can be maintained in the *Event code* field.

Event Description

Users may supply a specific description to be used for milestone fulfillment while performing the action. This can be entered into the *Event description* text-field.

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Sender

- Let Scope determine the sender value - for an alert like an email, Scope will determine who the sender of the alert should be shown as
- Static Value - for an alert like an email, the email address of the sender of the alert can be entered here.

Recipient

Recipients can be defined either statically or dynamically, corresponding to the options:

- Clerk - meaning the user who created or owns the shipment
- Order Attribute - use the drop-down menu to view the parties from the shipment who can be set as the recipient of the alert, for example the "Shipper" or "Condsignee".
- Specific User - enter the user name of the Scope user who should receive the alert.
- Static Recipient - enter the email address of anybody as the receipient of the alert
- Responsible party - the recipient of the alert is the same as the party resonsible for completing the milestone
- Consolidated shipments - simply complete the milestone for any house shipments on a master.

Email Recipient Details

When the alert is an email, and the email address is to be found stored with the partner, use these check-boxes to determine which email addresses from the partner should be used:

- Contact of Document Address - A contact stored againsed a document address in the shipment
- Main Contact of a Partner - this is the email address shown on the "General" tab of a partner
- Contacts of Partner with Role - Contacts can have roles. Select the role the contact must have in order to receive the alert
    - Dunning recipient
    - Export Clerk
    - Import Clerk
    - Invoice recipient
    - Rate sheet recipient
    - Warehouse Clerk

Event Message Reference Type

This is used when connected to 3rd party tracking systems. Only use as advised by Riege Software.

Attention!

Static recipient values are neither validated nor subjected to any other kinds of plausibility checks.

Alarms

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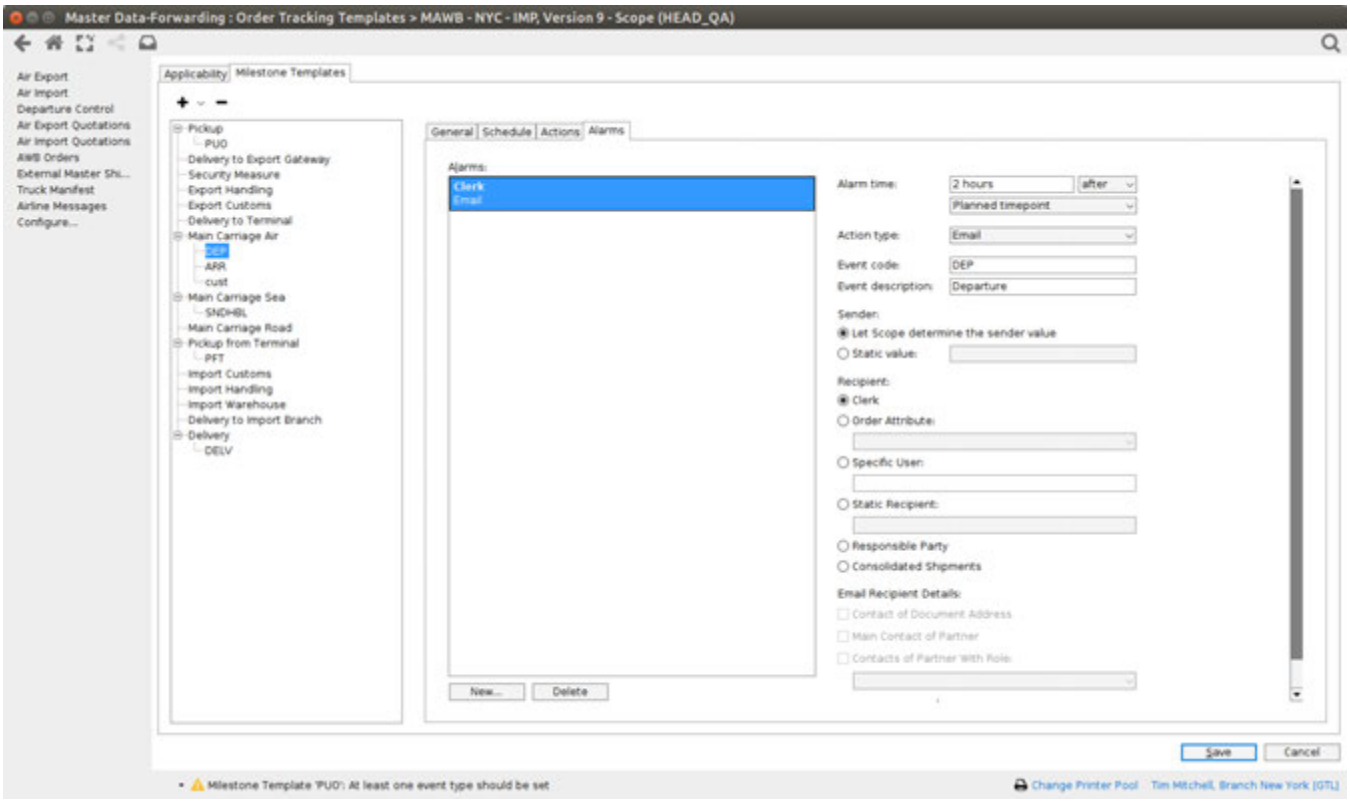

The tab Alarms is used to create automatic notifications when milestones fail to be achieved within the allowed period of time. The *New...* button can be used to add new alarms and the *Delete* button is used to remove the highlighted alarm. On creating an alarm, the name given to the alarm will initially be "Clerk", however, as the alarm is constructed this will change to automatically describe the alarm more accurately.

- Alarm Time
- Alarm Type
- Recipient
- Email Recipient Details

Alarm Time

The alarm time field is used to record the number of days, hours or minutes that an alarm should be issued before or after the beginning or end of a specified time period or relative to a specific time-point. The alarm time should be entered in days, hours or minutes. 2 options then exist to indicate how this alarm time is to be applied:

- before
- after

There are then 3 actual time-points that the alarm may be applied to, and therefore the alarm time may be *before* or *after* any of the following:

- Beginning of planned time window
- Planned time-point
- End of planned time window

The desired option should be checked.

Alarm Type

There are 6 possible types of alarms:

Alarm Type	Description
User notification	When the alarm time is reached, the alarm receiver will get a Scope "Growl" notification. The user can click this alert to open the relevant tracking plan
Move to inbox	When the alarm time is reached, the alarm is sent to the Scope inbox folder (see inbox folder in the User Interface section)
Email	Send an email to the specified email address with the alarm time is reached

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Event Message	This is used when connected to 3rd party tracking systems. Only use as advised by Riege Software.
Cargo 200 Message	Send a cargo 2000 message
Synchronize	The same tracking template must be used for all shipments so that milestone synchronization can be applied to all shipments. Here is an example: If a master shipment is created, all house shipments must have the same tracking template so that the synchronization can be carried out successfully. The milestones are then automatically transferred to the house mailings by the master program.

Recipient

Recipients can be defined either statically or dynamically, corresponding to the options:

- Clerk - meaning the user who created or owns the shipment
- Order Attribute - use the drop-down menu to view the parties from the shipment who can be set as the recipient of the alert, for example the "Shipper" or "Condsignee".
- Specific User - enter the user name of the Scope user who should receive the alert.
- Static Recipient - enter the email address of anybody as the receipient of the alert
- Responsible party - the recipient of the alert is the same as the party resonsible for completing the milestone
- Consolidated shipments - simply complete the milestone for any house shipments on a master.

Email Recipient Details

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- Contact of Document Address - A contact stored againsed a document address in the shipment
- Main Contact of a Partner - this is the email address shown on the "General" tab of a partner
- Contacts of Partner with Role - Contacts can have roles. Select the role the contact must have in order to receive the alert
    - Dunning recipient
    - Export Clerk
    - Import Clerk
    - Invoice recipient
    - Rate sheet recipient
    - Warehouse Clerk

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Eventtypes

⚠️ This is a list from 2018 which contains all events available in Scope at 2018. Displaying an event in this list does not mean that it will trigger a milestone. ⚠️

Bereich	Code	Beschreibung
Order Events	ORD_ECO_DATE_CHANGE	The economic date has been changed
Cargo 2000	BKD	Freight booked
Cargo 2000	PUP	Pick up
Cargo 2000	REW	Received at export warehouse
Cargo 2000	DEW	Departed at export warehouse
Cargo 2000	REH	Received at export hub
Cargo 2000	DEH	Departed at export hub
Cargo 2000	DOC	Arrived at departure airline warehouse
Cargo 2000	RCS	Received into departure airline warehouse
Cargo 2000	DEP	Flight departed
Cargo 2000	ARR	Flight arrived
Cargo 2000	RCF	Received at arrival airline
Cargo 2000	AWR	Documents received at destination airport
Cargo 2000	NFD	Consignee notified
Cargo 2000	AWD	Documents delivered
Cargo 2000	DLV	Consignment delivered
Cargo 2000	RIH	Received at import hub
Cargo 2000	DIH	Departed at import hub
Cargo 2000	RIW	Received at import warehouse
Cargo 2000	OFD	Out for delivery
Cargo 2000	POD	Proof of delivery
Forwarding Events	scp.fwd.HOUSE_MANIFESTED	Forwarding: House Shipment manifested
Forwarding Events	scp.fwd.HOUSE_DECONSOLIDATED	Forwarding: House Shipment deconsolidated
Forwarding Events	scp.fwd.MASTER_HOUSE_ADDED	Forwarding: Master Shipment HAWB added
Forwarding Events	scp.fwd.MASTER_HOUSE_REMOVED	Forwarding: Master Shipment HAWB removed
Forwarding Events	scp.fwd.SHIPMENT_FINISHED	Forwarding: Shipment finished
Forwarding Events	scp.fwd.MASTER_FINISHED	Forwarding: Master Shipment finished
Forwarding Events	scp.fwd.EMBARGO_APPROVED	Forwarding: Embargo Shipment Approved
Forwarding Events	scp.fwd.SHIPMENT_TYPE_CHANGED	Forwarding: Shipment Type changed
Forwarding Events	scp.fwd.MASTER_STATUS_CHANGED	Forwarding: Master Shipment Status changed
Forwarding Events	scp.fwd.COLOAD_IN_DELETED	Forwarding: Coload-In Deleted
Forwarding Events	scp.fwd.PROOF_OF_DELIVERY	Forwarding: Proof of Delivery
Forwarding Events	scp.fwd.AIRLINE_BOOKING_MESSAGE	Forwarding: Airline Booking
WCA	wca:DEL	Cargo delivered to consignee
WCA	wca:CDC	Cargo discharged by carrier
WCA	wca:CHC	Cargo handed over to carrier

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WCA	wca:CLC	Cargo loaded by carrier
WCA	wca:PCK	Cargo picked up from shipper
WCA	wca:CCD	Customs clearance done at destination
WCA	wca:DOT	Other activity of destination member
WCA	wca:OOT	Other activity of origin member
WCA	wca:IMP	Import message
Jobcosting	JC_CRED_WARN	Credit limit warning.
Jobcosting	JC_CRED_WARN_OVERRULED	Credit limit warning overruled.
Jobcosting	JC_MASTER_DEBTOR_CHANGED	Manually changed Master Debtor.
Jobcosting	JC_CRED_LIMIT_MANUALLY_CHANGED	Manually changed Credit limit.
Jobcosting	JC_CRED_LIMIT_IMPORTED	Imported Credit limit from file.
Invoice	scp.vou. OUTGOING_VOUCHER_FINALIZED	Outgoing invoice finalized
Invoice	scp.vou. OUTGOING_VOUCHER_CANCELLED	Outgoing invoice cancelled
Customs scp.	customs.GENERAL_REGISTRATION	Customs procedure registered
Customs scp.	customs.GENERAL_CANCELLATION	Customs procedure cancelled
Customs scp.	customs.GENERAL_FINISH	Customs procedure finished
Customs scp.	customs.NCTS_REGISTRATION	NCTS registration
Customs scp.	customs.NCTS_ARRIVAL	NCTS arrival
Customs scp.	customs.NCTS_COMPLETED	NCTS complete
Customs scp.	customs.GUARANTEE_USED	Guarantee used
Customs scp.	customs.GURARANTEE_RELEASED	Guarantee released
Customs scp.	customs.IMPORT_REGISTRATION	Import registration
Customs scp.	customs.IMPORT_INTERVENTION	Import intervention
Customs scp.	customs.IMPORT_CLEARANCE	Import clearance
Customs scp.	customs.IMPORT_DUTIES	Import duties
Customs scp.	customs.EXPORT_RELEASE	Export Release
Customs scp.	customs.EXPORT_CONFIRMED	Exit Confirmed
Customs scp.	customs.WAREHOUSE_RECEIPT	Warehouse Arrival
Customs scp.	customs.WAREHOUSE_DEPART	Warehouse Departure
Customs scp.	customs.MANIFEST_SENT	Manifest Sent
Customs scp.	customs.MANIFEST_ACCEPTED	Manifest Accepted
External Guarantee Control Events	cus.ext.grt.REQUEST	A request has been sent to the external guarantee control.
External Guarantee Control Events	cus.ext.grt.REQUEST_ERR	An error occurred when trying to sent a request to the external guarantee control.
External Guarantee Control Events	cus.ext.grt.RESPONSE_RECEIVED	A response has been received from the external guarantee control.
External Guarantee Control Events	cus.ext.grt.RESPONSE_RECEIVE_ERR	An error occurred when processing a response from the external guarantee control.
External Guarantee Control Events	cus.ext.grt.RESPONSE_HANDLED	A response has been handled from the external guarantee control.
External Guarantee Control Events	cus.ext.grt.RESPONSE_HANDLE_ERR	An error occurred when handling a response from the external guarantee control.

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External Guarantee Control Events	cus.ext.grt.PARSE_FAILED	An error occurred when parsing a response from the external guarantee control.
Events for breakdown shipments	customs.breakdown. MESSAGE_RECEIVED	Received a breakdown message.
Events for breakdown shipments	customs.breakdown.MESSAGE_FAILED	Failed to process a breakdown message.
Events for breakdown shipments	customs.breakdown.PARSE_FAILED	Failed to parse a breakdown message.
ATLAS filing events.	atlas.filing.ATLAS_FILING_RECEIVED	Received an ATLAS filing message.
ATLAS filing events.	atlas.filing.ATLAS_FILING_FAILED	Failed to process an ATLAS filing message.
ATLAS filing events.	atlas.filing.PARSE_FAILED	Failed to parse an ATLAS filing message.
ATLAS filing events.	atlas.filing.ATLAS_FILING_EVENT_SENT	An ATLAS filing event is sent.
ATLAS filing events.	atlas.filing. ATLAS_FILING_EVENT_FAILED	Failed to send an ATLAS filing event.
ATLAS filing events.	atlas.filing.ATLAS_FILING_DUTY_SENT	An ATLAS filing duty is sent.
ATLAS filing events.	atlas.filing.ATLAS_FILING_DUTY_FAILED	Failed to send an ATLAS filing duty.
ATLAS filing events.	atlas.filing. ATLAS_FILING_DOCUMENTS_SENT	An ATLAS filing documents are sent.
ATLAS filing events.	atlas.filing. ATLAS_FILING_DOCUMENTS_FAILED	Failed to send an ATLAS filing documents.
ATLAS filing events.	atlas.filing. ATLAS_FILING_GUARANTEE_SENT	An ATLAS filing guarantee is sent.
ATLAS filing events.	atlas.filing. ATLAS_FILING_GUARANTEE_FAILED	Failed to send an ATLAS filing guarantee.
AEXML events	atlas.aexml.RECEIVED	Received an AEXML message.
AEXML events	atlas.aexml.PARSE_FAILED	Failed to parse an AEXML message.
AEXML events	atlas.aexml.HANDLE_FAILED	Failed to handle an AEXML message.
Lading Information Events	PORTBASE.CI_UPD	Cargo Information Update received
Cargo-IMP	CIMP_RCS	Consignment received from Shipper.
Cargo-IMP	CIMP_RCT	Consignment physically received from another airline.
Cargo-IMP	CIMP_RCF	Consignment physically received from a flight known or not.
Cargo-IMP	CIMP_BKD	Consignment has been booked.
Cargo-IMP	CIMP_MAN	Consignment has been manifested.
Cargo-IMP	CIMP_DEP	Consignment has departed
Cargo-IMP	CIMP_PRE	Consignment prepared for loading
Cargo-IMP	CIMP_TRM	Consignment is to be transferred to another carrier.
Cargo-IMP	CIMP_TFD	Consignment has been physically transferred to another airline or surface transport party.
Cargo-IMP	CIMP_NFD	Consignee or his agent informed of arrival of shipment.
Cargo-IMP	CIMP_AWD	Arrival documents delivered to consignee or his agent.
Cargo-IMP	CIMP_CCD	Consignment cleared by customs.
Cargo-IMP	CIMP_DLV	Consignment has been physically delivered to consignee or his agent.
Cargo-IMP	CIMP_DIS	Consignment Discrepancy.
Cargo-IMP	CIMP_CRC	Consignment Information has been reported to Customs.
Cargo-IMP	CIMP_DDL	Consignment has been delivered to the consignee's door.
Cargo-IMP	CIMP_TGC	Consignment has been transferred to Customs/Government control.

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Cargo-IMP	CIMP_ARR	Consignment arrived on a flight known or not.
Cargo-IMP	CIMP_AWR	Consignment documentation received from flight.
Cargo-IMP	CIMP_FOH	Consignment is on hand.
Cargo-IMP	CIMP_FHL	Consol Manifest sent to airline
Cargo-IMP	CIMP_FWB	AWB sent to airline/ground handler
Cargo-IMP	CIMP_OSI	Other Service Information
Cargo-IMP	CIMP_ULD	ULD Identification
Cargo-IMP	CIMP_ETD	Estimates Time of Departure.
Cargo-IMP	CIMP_ETA	Estimated Time of Arrival.
Cargo-IMP	CIMP_FMA	Message acknowledged.
Cargo-IMP	CIMP_FNA	Error detected in message.
Air Export Security	ae.security.EU_RA_QUERY_SUCCESS	RA Valid
Air Export Security	ae.security.EU_RA_QUERY_FAIL	RA Failure
Air Export Security	ae.security.EU_KC_QUERY_SUCCESS	KC Valid
Air Export Security	ae.security.EU_KC_QUERY_FAIL	KC Failure
Air Export Security	ae.security. EU_XML_DOWNLOAD_SUCCESS	RA XML Download Success
Air Export Security	ae.security.EU_XML_DOWNLOAD_FAIL	RA XML Download Failure
Air Export events	scp.ae.FHL_SEND	FHL send
Air Export events	scp.ae.FWB_SEND	FWB send
Sea Carrier EDI	GTNEXUS:AE	On-Board Vessel
Sea Carrier EDI	GTNEXUS:AG	Shipment Delayed
Sea Carrier EDI	GTNEXUS:AL	Loaded On Rail
Sea Carrier EDI	GTNEXUS:AR	Rail Arrival at Destination Inter-Modal Ramp
Sea Carrier EDI	GTNEXUS:AV	Container Available Notice
Sea Carrier EDI	GTNEXUS:C	Estimated Time of Departure
Sea Carrier EDI	GTNEXUS:C1	Canada Customs Hold
Sea Carrier EDI	GTNEXUS:CO	Full Container Received at Place of Receipt
Sea Carrier EDI	GTNEXUS:CR	Carrier Released
Sea Carrier EDI	GTNEXUS:CT	Customs Released
Sea Carrier EDI	GTNEXUS:E	Estimated Time of Arrival
Sea Carrier EDI	GTNEXUS:FT	Free Time Expired
Sea Carrier EDI	GTNEXUS:HG	Held on Ground
Sea Carrier EDI	GTNEXUS:HR	Hold Released
Sea Carrier EDI	GTNEXUS:I	InGate at Ocean Terminal (CY or Port)/Inland or Interim Point
Sea Carrier EDI	GTNEXUS:L	Container Loaded
Sea Carrier EDI	GTNEXUS:OA	OutGate from Ocean Terminal (CY or Port)/Inland/Interim Point
Sea Carrier EDI	GTNEXUS:PA	Customs Hold at Port of Load
Sea Carrier EDI	GTNEXUS:PQ	Customs Hold at Port of Discharge
Sea Carrier EDI	GTNEXUS:RL	Rail Departed
Sea Carrier EDI	GTNEXUS:U	Container Unloaded

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Sea Carrier EDI	GTNEXUS:UV	Discharged from Feeder Vessel/Port of Discharge/Transshipment
Sea Carrier EDI	GTNEXUS:VA	Vessel Arrived at Port of Discharge/Transship Point
Sea Carrier EDI	GTNEXUS:VD	Vessel Departed
Sea Carrier EDI	GTNEXUS:X1	Container Delivery
Sea Carrier EDI	INTTRA:3	Returned to shipper
Sea Carrier EDI	INTTRA:2	Returned to carrier's terminal
Sea Carrier EDI	INTTRA:A	Arrived
Sea Carrier EDI	INTTRA:A1	Agriculture canada hold
Sea Carrier EDI	INTTRA:A2	Agriculture canada released
Sea Carrier EDI	INTTRA:A3	Agriculture canada refused entry
Sea Carrier EDI	INTTRA:A4	Agriculture canada conditional release
Sea Carrier EDI	INTTRA:AA	Pick-up appointment date and time
Sea Carrier EDI	INTTRA:AC	Awaiting clearance
Sea Carrier EDI	INTTRA:AD	Delivery appointment date and time
Sea Carrier EDI	INTTRA:AE	Loaded on vessel
Sea Carrier EDI	INTTRA:AF	Departed pickup location
Sea Carrier EDI	INTTRA:AG	Estimated delivery
Sea Carrier EDI	INTTRA:AH	Attempted delivery
Sea Carrier EDI	INTTRA:AI	Shipment has been reconsigned
Sea Carrier EDI	INTTRA:AJ	Tendered for delivery
Sea Carrier EDI	INTTRA:AL	Loaded on rail
Sea Carrier EDI	INTTRA:AM	Loaded on truck
Sea Carrier EDI	INTTRA:AN	Delivered to air carrier
Sea Carrier EDI	INTTRA:AO	Loaded on barge
Sea Carrier EDI	INTTRA:AP	Loaded on feeder vessel
Sea Carrier EDI	INTTRA:AR	Rail arrival at destination intermodal ramp
Sea Carrier EDI	INTTRA:AV	Available for delivery
Sea Carrier EDI	INTTRA:AW	Awaiting export
Sea Carrier EDI	INTTRA:B	Bad order (inoperative or damaged)
Sea Carrier EDI	INTTRA:BA	Set off at agent
Sea Carrier EDI	INTTRA:BC	Storage - in - transit
Sea Carrier EDI	INTTRA:BD	Recommitted delivery date
Sea Carrier EDI	INTTRA:BE	Est. time of arrival at scheduled pick-up location
Sea Carrier EDI	INTTRA:BF	Booking confirmed
Sea Carrier EDI	INTTRA:BR	Bill of lading released
Sea Carrier EDI	INTTRA:C	Estimated to depart terminal location
Sea Carrier EDI	INTTRA:C1	Canada customs hold
Sea Carrier EDI	INTTRA:C2	Canada customs inspection scheduled
Sea Carrier EDI	INTTRA:CA	Shipment cancelled
Sea Carrier EDI	INTTRA:CB	Chassis tie
Sea Carrier EDI	INTTRA:CC	Chassis un-tie

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Sea Carrier EDI	INTTRA:CD	Received at origin
Sea Carrier EDI	INTTRA:CI	Passing
Sea Carrier EDI	INTTRA:CO	Cargo received at contractual place of receipt
Sea Carrier EDI	INTTRA:CR	Carrier release
Sea Carrier EDI	INTTRA:CS	Container sealed
Sea Carrier EDI	INTTRA:CT	Customs released
Sea Carrier EDI	INTTRA:CU	Carrier and customs release
Sea Carrier EDI	INTTRA:CV	Container rehandled
Sea Carrier EDI	INTTRA:D	Completed unloading at delivery location
Sea Carrier EDI	INTTRA:DA	Repair authorization requested
Sea Carrier EDI	INTTRA:DC	Unit cleaned
Sea Carrier EDI	INTTRA:DN	Delivery not confirmed
Sea Carrier EDI	INTTRA:DP	Unit pre-tripped
Sea Carrier EDI	INTTRA:DR	Repair authorization received
Sea Carrier EDI	INTTRA:DS	Damage survey requested
Sea Carrier EDI	INTTRA:DT	Damage survey completed
Sea Carrier EDI	INTTRA:E	Estimated to arrive (en route)
Sea Carrier EDI	INTTRA:EA	Estimate approved
Sea Carrier EDI	INTTRA:ED	Early delivery appointment date and/or time
Sea Carrier EDI	INTTRA:EE	Empty equipment dispatched
Sea Carrier EDI	INTTRA:EI	Interchange information received
Sea Carrier EDI	INTTRA:EP	Early pickup appointment date and/or time
Sea Carrier EDI	INTTRA:ER	Estimate received
Sea Carrier EDI	INTTRA:F	In flight
Sea Carrier EDI	INTTRA:FP	Freight paid
Sea Carrier EDI	INTTRA:FT	Free time expired
Sea Carrier EDI	INTTRA:G	Repaired and/or released from bad order
Sea Carrier EDI	INTTRA:GI	Terminal gate inspection
Sea Carrier EDI	INTTRA:GO	General order
Sea Carrier EDI	INTTRA:H	Equipment shopped for heavy repair
Sea Carrier EDI	INTTRA:HA	Held - protective service
Sea Carrier EDI	INTTRA:HE	Held-awaiting shipper's export document
Sea Carrier EDI	INTTRA:HF	Held-awaiting recount/weight/description
Sea Carrier EDI	INTTRA:HG	Held on ground
Sea Carrier EDI	INTTRA:HH	Held-no booking number
Sea Carrier EDI	INTTRA:HI	Held-title clearance
Sea Carrier EDI	INTTRA:HR	Hold released
Sea Carrier EDI	INTTRA:I	In-gate
Sea Carrier EDI	INTTRA:IB	US customs in-bond movement authorized
Sea Carrier EDI	INTTRA:IR	Movement type changed from in-bond to not in-bond
Sea Carrier EDI	INTTRA:J	Delivered to connecting line

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Sea Carrier EDI	INTTRA:K	Arrived at customs
Sea Carrier EDI	INTTRA:L	Loading
Sea Carrier EDI	INTTRA:LD	Late delivery appointment date and/or time
Sea Carrier EDI	INTTRA:LP	Late pickup appointment date and/or time
Sea Carrier EDI	INTTRA:MT	Empty committed
Sea Carrier EDI	INTTRA:N	No paperwork received with shipment or equipment
Sea Carrier EDI	INTTRA:NC	Confirmation of notification
Sea Carrier EDI	INTTRA:ND	Technical charges due
Sea Carrier EDI	INTTRA:NF	Free time to expire
Sea Carrier EDI	INTTRA:NH	No hazardous material document received
Sea Carrier EDI	INTTRA:NO	Ocean charges paid
Sea Carrier EDI	INTTRA:NP	Terminal charges paid
Sea Carrier EDI	INTTRA:NR	Shipment information not received
Sea Carrier EDI	INTTRA:NS	No seal on load
Sea Carrier EDI	INTTRA:NT	Notification
Sea Carrier EDI	INTTRA:NU	Notification refused
Sea Carrier EDI	INTTRA:O	Paperwork rec'd-did not receive shipment or equipment
Sea Carrier EDI	INTTRA:OA	Out-gate
Sea Carrier EDI	INTTRA:OB	Original bill of lading received
Sea Carrier EDI	INTTRA:OF	Off-hire container
Sea Carrier EDI	INTTRA:OH	On hand
Sea Carrier EDI	INTTRA:ON	On-hire container
Sea Carrier EDI	INTTRA:P	Departed terminal location
Sea Carrier EDI	INTTRA:PA	US custom hold intensive examination
Sea Carrier EDI	INTTRA:PB	US custom hold insufficient paperwork
Sea Carrier EDI	INTTRA:PC	US custom hold discrepancy in paperwork
Sea Carrier EDI	INTTRA:PD	US custom hold discrepancy in piece count
Sea Carrier EDI	INTTRA:PE	US custom hold hold by coast guard
Sea Carrier EDI	INTTRA:PF	US custom hold hold by f.b.i.
Sea Carrier EDI	INTTRA:PG	US custom hold hold by local law enforcement
Sea Carrier EDI	INTTRA:PH	US custom hold hold by court imposed lien
Sea Carrier EDI	INTTRA:PI	US custom hold hold by food and drug
Sea Carrier EDI	INTTRA:PJ	US custom hold hold by fish and wildlife
Sea Carrier EDI	INTTRA:PK	US custom hold hold by drug enforcement
Sea Carrier EDI	INTTRA:PL	US dept. agr. hold for intensive investigation
Sea Carrier EDI	INTTRA:PM	US dept. agr. hold for unregistered producer
Sea Carrier EDI	INTTRA:PN	US dept. agr. hold for restricted commodity
Sea Carrier EDI	INTTRA:PO	US dept. agr. hold for insect infestation
Sea Carrier EDI	INTTRA:PP	US dept. agr. hold for bacterial contamination
Sea Carrier EDI	INTTRA:PQ	US customs hold at place of vessel arrival
Sea Carrier EDI	INTTRA:PR	US customs hold at in-bond destination

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Sea Carrier EDI	INTTRA:PS	US dept. of agric. hold at place of vessel arrival
Sea Carrier EDI	INTTRA:PT	US dept of agriculture hold at in-bond destination
Sea Carrier EDI	INTTRA:PU	Other US agency hold at place of vessel arrival
Sea Carrier EDI	INTTRA:PV	Other US agency hold at in-bond destination
Sea Carrier EDI	INTTRA:PW	US department of agriculture hold for fumigation
Sea Carrier EDI	INTTRA:PX	US dept. of agric hold for inspection or documentat
Sea Carrier EDI	INTTRA:R	Received from prior carrier
Sea Carrier EDI	INTTRA:RA	Pickup appointment requested
Sea Carrier EDI	INTTRA:RB	Delivery appointment requested
Sea Carrier EDI	INTTRA:RC	Reserve container against booking
Sea Carrier EDI	INTTRA:RD	Return container
Sea Carrier EDI	INTTRA:RI	Movement type changed from not in-bond to in-bond
Sea Carrier EDI	INTTRA:RL	Rail departure from origin intermodal ramp
Sea Carrier EDI	INTTRA:RN	Renotification
Sea Carrier EDI	INTTRA:S	Spotted at consignee's location
Sea Carrier EDI	INTTRA:SA	Shipment split
Sea Carrier EDI	INTTRA:SB	Shipment consolidation
Sea Carrier EDI	INTTRA:SC	Seals altered
Sea Carrier EDI	INTTRA:SD	Shipment delayed
Sea Carrier EDI	INTTRA:SI	Receipt of shipping instructions
Sea Carrier EDI	INTTRA:SN	Shipment not authorized
Sea Carrier EDI	INTTRA:T	At terminal
Sea Carrier EDI	INTTRA:TC	Held for terminal charges
Sea Carrier EDI	INTTRA:TM	Intra-terminal movement
Sea Carrier EDI	INTTRA:TO	Terminate to owner
Sea Carrier EDI	INTTRA:U	Unloading
Sea Carrier EDI	INTTRA:UA	Unit - leased to connecting line
Sea Carrier EDI	INTTRA:UB	Unit - returned from connecting line
Sea Carrier EDI	INTTRA:UC	Unit - shopped held at terminal
Sea Carrier EDI	INTTRA:UD	Unit - cofc/tofc service
Sea Carrier EDI	INTTRA:UE	Unit - pickup/delivery service
Sea Carrier EDI	INTTRA:UP	Unable to process shipment
Sea Carrier EDI	INTTRA:UR	Unloaded from a rail car
Sea Carrier EDI	INTTRA:UV	Unloaded from vessel
Sea Carrier EDI	INTTRA:UW	Intermodal unit weighed
Sea Carrier EDI	INTTRA:V	Vessel rehandle
Sea Carrier EDI	INTTRA:VA	Vessel arrival
Sea Carrier EDI	INTTRA:VD	Vessel departure
Sea Carrier EDI	INTTRA:W	Released by customer
Sea Carrier EDI	INTTRA:WH	Weight too heavy - highway
Sea Carrier EDI	INTTRA:WR	Weight too heavy - rail

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Sea Carrier EDI	INTTRA:X	Removed from customer dock or siding
Sea Carrier EDI	INTTRA:X1	Arrived at delivery location
Sea Carrier EDI	INTTRA:X2	Estimated time of arrival at consignee location
Sea Carrier EDI	INTTRA:X3	Arrived at pick-up location
Sea Carrier EDI	INTTRA:X4	Arrived at terminal location
Sea Carrier EDI	INTTRA:X5	Arrived at delivery location loading dock
Sea Carrier EDI	INTTRA:X6	En route to delivery location
Sea Carrier EDI	INTTRA:X7	En route to pick-up location
Sea Carrier EDI	INTTRA:X8	Arrived at pick-up location loading dock
Sea Carrier EDI	INTTRA:X9	Delivery appointment secured
Sea Carrier EDI	INTTRA:XA	Pick-up appointment secured
Sea Carrier EDI	INTTRA:XB	Shipment acknowledged
Sea Carrier EDI	INTTRA:Y	Constructively placed
Sea Carrier EDI	INTTRA:Z	Actually placed
Sea Carrier EDI	INTTRA:ZZ	Mutually defined
Shipping Portal Events	scp.sce.BOOKING_CONFIRMED	SeaCarrierEDI : Booking confirmed
Shipping Portal Events	scp.sce.BOOKING_REJECTED	SeaCarrierEDI : Booking rejected
Shipping Portal Events	scp.sce. SHIPPING_INSTRUCTIONS_CONFIRMED	SeaCarrierEDI : Shipping Instructions confirmed
Shipping Portal Events	scp.sce. SHIPPING_INSTRUCTIONS_REJECTED	SeaCarrierEDI : Shipping Instructions rejected
Warehouse	WET	Warehouse Event Type
Telematics	TM_TOUR_STARTED	Tour started
Telematics	TM_TOUR_PAUSED	Tour paused
Telematics	TM_TOUR_RESUMED	Tour started
Telematics	TM_TOUR_CANCELLED	Tour candelled
Telematics	TM_TOUR_FINISHED	Tour finished
Telematics	TM_TOUR_DELETED	Tour deleted
Telematics	TM_STOP_ARRIVED	Arrived at tour stop
Telematics	TM_STOP_STARTED	Tourstop started
Telematics	TM_STOP_PAUSED	Tourstop paused
Telematics	TM_STOP_RESUMED	Tourstop resumed
Telematics	TM_STOP_CANCELLED	Tourstop cancelled
Telematics	TM_STOP_FINISHED	Tourstop finished
Telematics	TM_STOP_DELETED	Tourstop deleted
Telematics	TM_PCK_UNFINISHED	Package unfinished
Telematics	TM_PCK_FINISHED_PRTLY	Package partly finished
Telematics	TM_PCK_FINISHED	Package finished
Telematics	TM_PCK_NEW	Package new
Telematics	TM_PCK_FINISHED_RSRV	Package finished under reserve
Telematics	TM_PCK_DELETED	Package deleted
CargoRent (SALT Mobile)	CR_IMPORT_STATE	Tour imported at cargoRent

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CargoRent (SALT Mobile)	CR_ORDER_POS_STATE	Order state-change
CargoRent (SALT Mobile)	CR_PACKAGING_STATE	Package state-change
CargoRent (SALT Mobile)	CR_TOUR_SENT Tour	sent to board computer
CargoRent (SALT Mobile)	CR_TOUR_POS_STATE	Tourstop state-change
CargoRent (SALT Mobile)	CR_TOUR_ACCEPTANCE	Tour accepted
CargoRent (SALT Mobile)	CR_TOUR_STATE	Tour state-change
CargoRent (SALT Mobile)	CR_VEHICLE_LOCATION	Vehicle location
CargoRent (SALT Mobile)	CR_RESTRICTION	Restriction
CargoRent (SALT Mobile)	CR_SIGNATURE	Signature
AddressTool Partner Scope Events	ADT_RQ_SENT	Sent partner request to address tool
AddressTool Partner Scope Events	ADT_RQ_RES_OK	Got reponse from address tool
AddressTool Partner Scope Events	ADT_RQ_ERR	Error sending of partner request to address tool
ILS Address Interface	scp.interface.ils.FILE_IMPORT_STARTED	ILS file import started.
ILS Address Interface	scp.interface.ils.FILE_IMPORT_FINISHED	ILS file import finished.
ILS Address Interface	scp.interface.ils. PARTNER_PARSING_ERROR	ILS file parsing error.
ILS Address Interface	scp.interface.ils. PARTNER_IMPORT_ERROR	Error while creating or updating a partner in scope.
ILS Address Interface	scp.interface.ils.PARTNER_CREATED	New partner created.
ILS Address Interface	scp.interface.ils.PARTNER_UPDATED	Partner updated.
TANGO Events	tango.START_ATLAS_MESSAGE	Start of ATLAS message processing.
TANGO Events	tango.RECEIVED_SHIPMENT	A TANGO shipment is received.
TANGO Events	tango.SHIPMENT_FAILED	Failed to process a TANGO shipment.
TANGO Events	tango.DUTY_MESSAGE_SENT	Duty message sent to TANGO.
TANGO Events	tango.DUTY_MESSAGE_FAILED	Failed to send a duty message.
TANGO Events	tango.INVOICE_MESSAGE_SENT	Invoice message sent to TANGO.
TANGO Events	tango.INVOICE_MESSAGE_FAILED	Failed to send an invoice message.
TANGO Events	tango.EVENT_MESSAGE_SENT	Event message sent to TANGO.
TANGO Events	tango.EVENT_MESSAGE_FAILED	Failed to send an event message.
TANGO Events	tango.FILE_TO_ODM_SENT	A PDF file is sent to ODM.
TANGO Events	tango.FILE_TO_ODM_FAILED	Failed to send a PDF file to ODM.
TANGO Events	tango.OM_RESPONSE_RECEIVED	Received an OMResponse message from ODM
TANGO Events	tango.OM_RESPONSE_FAILED	Failed to process an OMResponse message from ODM
TANGO Events	tango.DM_RESPONSE_RECEIVED	Received an DMResponse message from ODM
TANGO Events	tango.DM_RESPONSE_FAILED	Failed to process an DMResponse message from ODM
Ocean Insights	CPS	Container Pickup at Shipper
Ocean Insights	CGI	Container arrival at first POL (Gate in)
Ocean Insights	CLL	Container loaded at first POL
Ocean Insights	VDL	Vessel departure from first POL
Ocean Insights	VAT1	Vessel arrival at T/S port 1

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Ocean Insights	CDT1	Container discharge at T/S port 1
Ocean Insights	CTL1	Container loaded at T/S port 1
Ocean Insights	VDT1	Vessel departure from T/S port 1
Ocean Insights	VAT2	Vessel arrival at T/S port 2
Ocean Insights	CDT2	Container discharge at T/S port 2
Ocean Insights	CTL2	Container loaded at T/S port 2
Ocean Insights	VDT2	Vessel departure from T/S port 2
Ocean Insights	VAT3	Vessel arrival at T/S port 3
Ocean Insights	CDT3	Container discharge at T/S port 3
Ocean Insights	CTL3	Container loaded at T/S port 3
Ocean Insights	VDT3	Vessel departure from T/S port 3
Ocean Insights	VAD	Vessel arrival at final POD
Ocean Insights	CDD	Container discharge at final POD
Ocean Insights	CGO	Container departure from final POD (Gate out)
Ocean Insights	CDC	Container Delivery to consignee
Ocean Insights	CER	Container empty return to depot

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External Eventtypes - Airfreight EDI

Area	Code	Description
Cargo 2000	BKD	Freight booked
Cargo 2000	PUP	Pick up
Cargo 2000	REW	Received at export warehouse
Cargo 2000	DEW	Departed at export warehouse
Cargo 2000	REH	Received at export hub
Cargo 2000	DEH	Departed at export hub
Cargo 2000	DOC	Arrived at departure airline warehouse
Cargo 2000	RCS	Received into departure airline warehouse
Cargo 2000	DEP	Flight departed
Cargo 2000	ARR	Flight arrived
Cargo 2000	RCF	Received at arrival airline
Cargo 2000	AWR	Documents received at destination airport
Cargo 2000	NFD	Consignee notified
Cargo 2000	AWD	Documents delivered
Cargo 2000	DLV	Consignment delivered
Cargo2000	FOH	Freight on Hand
Cargo 2000	RIH	Received at import hub
Cargo 2000	DIH	Departed at import hub
Cargo 2000	RIW	Received at import warehouse
Cargo 2000	OFD	Out for delivery
Cargo 2000	POD	Proof of delivery
Cargo-IMP	CIMP_RCS	Consignment received from Shipper.
Cargo-IMP	CIMP_RCT	Consignment physically received from another airline.
Cargo-IMP	CIMP_RCF	Consignment physically received from a flight known or not.
Cargo-IMP	CIMP_BKD	Consignment has been booked.
Cargo-IMP	CIMP_MAN	Consignment has been manifested.
Cargo-IMP	CIMP_DEP	Consignment has departed
Cargo-IMP	CIMP_PRE	Consignment prepared for loading
Cargo-IMP	CIMP_TRM	Consignment is to be transferred to another carrier.
Cargo-IMP	CIMP_TFD	Consignment has been physically transferred to another airline or surface transport party.
Cargo-IMP	CIMP_NFD	Consignee or his agent informed of arrival of shipment.
Cargo-IMP	CIMP_AWD	Arrival documents delivered to consignee or his agent.
Cargo-IMP	CIMP_CCD	Consignment cleared by customs.
Cargo-IMP	CIMP_DLV	Consignment has been physically delivered to consignee or his agent.
Cargo-IMP	CIMP_DIS	Consignment Discrepancy.
Cargo-IMP	CIMP_CRC	Consignment Information has been reported to Customs.
Cargo-IMP	CIMP_DDL	Consignment has been delivered to the consignee's door.
Cargo-IMP	CIMP_TGC	Consignment has been transferred to Customs/Government control.

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Cargo-IMP	CIMP_ARR	Consignment arrived on a flight known or not.
Cargo-IMP	CIMP_AWR	Consignment documentation received from flight.
Cargo-IMP	CIMP_FOH	Consignment is on hand.
Cargo-IMP	CIMP_FHL	Consol Manifest sent to airline
Cargo-IMP	CIMP_FWB	AWB sent to airline/ground handler
Cargo-IMP	CIMP_OSI	Other Service Information
Cargo-IMP	CIMP_ULD	ULD Identification
Cargo-IMP	CIMP_ETD	Estimates Time of Departure.
Cargo-IMP	CIMP_ETA	Estimated Time of Arrival.
Cargo-IMP	CIMP_FMA	Message acknowledged.
Cargo-IMP	CIMP_FNA	Error detected in message.

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Tracking Templates Order Property times

Area	Shipment	ETD	ATD / ATS	ETA	Latest Pickup	Latest Delivery	LAT Terminal	TOA
AE	Booking	✓ (only if consolidated on Master) Field: Main Carriage ETD	⛔	✓ (only if consolidated on Master) Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	⛔	⛔
AE	House Shipment	✓ (only if consolidated on Master) Field: Main Carriage ETD	⛔	✓ (only if consolidated on Master) Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	⛔	⛔
AE	Super-House Shipment	✓ (only if consolidated on Master) Field: Main Carriage ETD	✓ (only if consolidated on Master) Field: Main Carriage ETD	✓ (only if consolidated on Master) Field: Main Carriage ETA	⛔	⛔	⛔	⛔
AE	Direct Shipment	✓ Field: Main Carriage ETD	✓ After Departure Control Field: ATD	✓ Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	✓ Field: LAT Terminal	⛔
AE	Back-to-Back Shipment	✓ Field: Main Carriage ETD	✓ After Departure Control Field: ATD	✓ Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	✓ Field: LAT Terminal	⛔
AE	Coload-Out Shipment	✓ Field: Main Carriage ETD	⛔	✓ Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	⛔	⛔
AE	Coload-In Shipment	✓ (only if consolidated on Master) Field: Main Carriage ETD	✓ (only if consolidated on Master) Field: Main Carriage ETD	✓ (only if consolidated on Master) Field: Main Carriage ETA	✓ PUP Field: Pickup time window	⛔	⛔	⛔
AE	Master Shipment	✓ Field: Main Carriage ETD	✓ After Departure Control Field: ATD	✓ Field: Main Carriage ETA	⛔	⛔	⛔	⛔
AI	Direct Shipment	✓ Field: ETD	✓ Field: ATD	✓ Field: ETA	⛔	✓ DLV Field: Delivery time window	⛔	✓ Field: TOA
AI	Back-to-Back-Shipment	✓ Field: ETD	✓ Field: ATD	✓ Field: ETA	⛔	✓ DLV Field: Delivery time window	⛔	✓ Field: TOA
AI	Coload-In-Shipment	✓ Field: ETD	✓ Field: ATD	✓ Field: ETA	⛔	✓ DLV Field: Delivery time window	⛔	⛔
AI	Super-House Shipment	✓ Field: ETD	✓ Field: ATD	✓ Field: ETA	⛔	✓ DLV Field: Delivery time window	⛔	⛔
AI	Master Shipment	✓ Field: ETD	✓ Field: ATD	✓ Field: ETA	⛔	⛔	⛔	✓ Field: TOA

Area	Shipment	ETD	ATD / ATS	ETA	Latest Pickup	Latest Delivery	LAT Gateway	LAT Terminal	TOA	Dokumentenschluss	Earliest Demurrage	Earliest Free Until	Equipment Return Deadline
OE	Booking (no Tracking Tab)	⛔	⛔	⛔	⛔	⛔	⛔	⛔	⛔	⛔	⛔	⛔	⛔
OE	House Shipment	✓ Field: ETS	✓ of main carriage Master	✓ of main carriage Master	✓ PUP Field: Pickup time window	⛔	✓ Field: CFS/CY Closing Time	⛔	⛔	⛔	⛔	⛔	⛔
OE	House Shipment FCL	✓ Field: ETS	✓ of main carriage Master	✓ Field: ETA	⛔	⛔	✓ Field: CFS/CY Closing Time	⛔	⛔	⛔	⛔	⛔	⛔
OE	Single Shipment	✓ Field: ETS	✓ Field: ATS	✓ Field: ETA	✓ PUP Field: Pickup time window	⛔	✓ Field: CFS/CY Closing Time	⛔	⛔	✓ Field: Document Closing	⛔	⛔	⛔
OE	Single Shipment FCL	✓ Field: ETS	✓ Field: ATS	✓ Field: ETA	⛔	⛔	✓ Field: CFS/CY Closing Time	⛔	⛔	✓ Field: Document Closing	⛔	⛔	⛔
OE	Super-House Shipment	✓ Field: ETS	✓ of main carriage Master	✓ Field: ETA	⛔	⛔	✓ Field: CFS/CY Closing Time	⛔	⛔	⛔	⛔	⛔	⛔

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OE	Super-House Shipment FCL	Field: ETS	of main carriage Master	Field: ETA			Field: CFS/CY Closing Time						
OE	Master Shipment	Field: ETS	Field: ETS	Field: ETA			Field: Deadline (Tab General)	Field: CFS/CY Closing Time		Field: Document Closing			
OI	House Shipment	of main carriage Master	of main carriage Master	of main carriage Master		DLV Field: Delivery time window			of main carriage Master			Field: in Goods - Terminal Entry	
OI	House Shipment FCL	of main carriage Master	of main carriage Master	of main carriage Master		DLV Field: Delivery time window			of main carriage Master		Field: Last free day inTerminal Entry		
OI	Single Shipment	Field: ETS	Field: ATS	Field: ETA		DLV Field: Delivery time window			Feld: Exp. Unloading Date			Field: in Goods - Terminal Entry	Field: Return empty by
OI	Single Shipment FCL	Field: ETS	Field: ATS	Field: ETA		DLV Field: Delivery time window			Feld: Exp. Unloading Date		Field: Last free day inTerminal Entry		Field: Return empty by
OI	Super-House Shipment	Field: ETS	Field: ATS	Field: ETA		DLV Field: Delivery time window			Feld: Exp. Unloading Date				Field: Return empty by
OI	Master Shipment	Field: ETS	Field: ATS	Field: ETS		DLV Field: Delivery time window			Feld: Exp. Unloading Date		Field: Last free day inTerminal Entry		Field: Return empty by

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Holiday Maintenance - Maintenance

- Introduction
- Description

Introduction

Description

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Organizational Structure - Maintenance

- Introduction
- Description

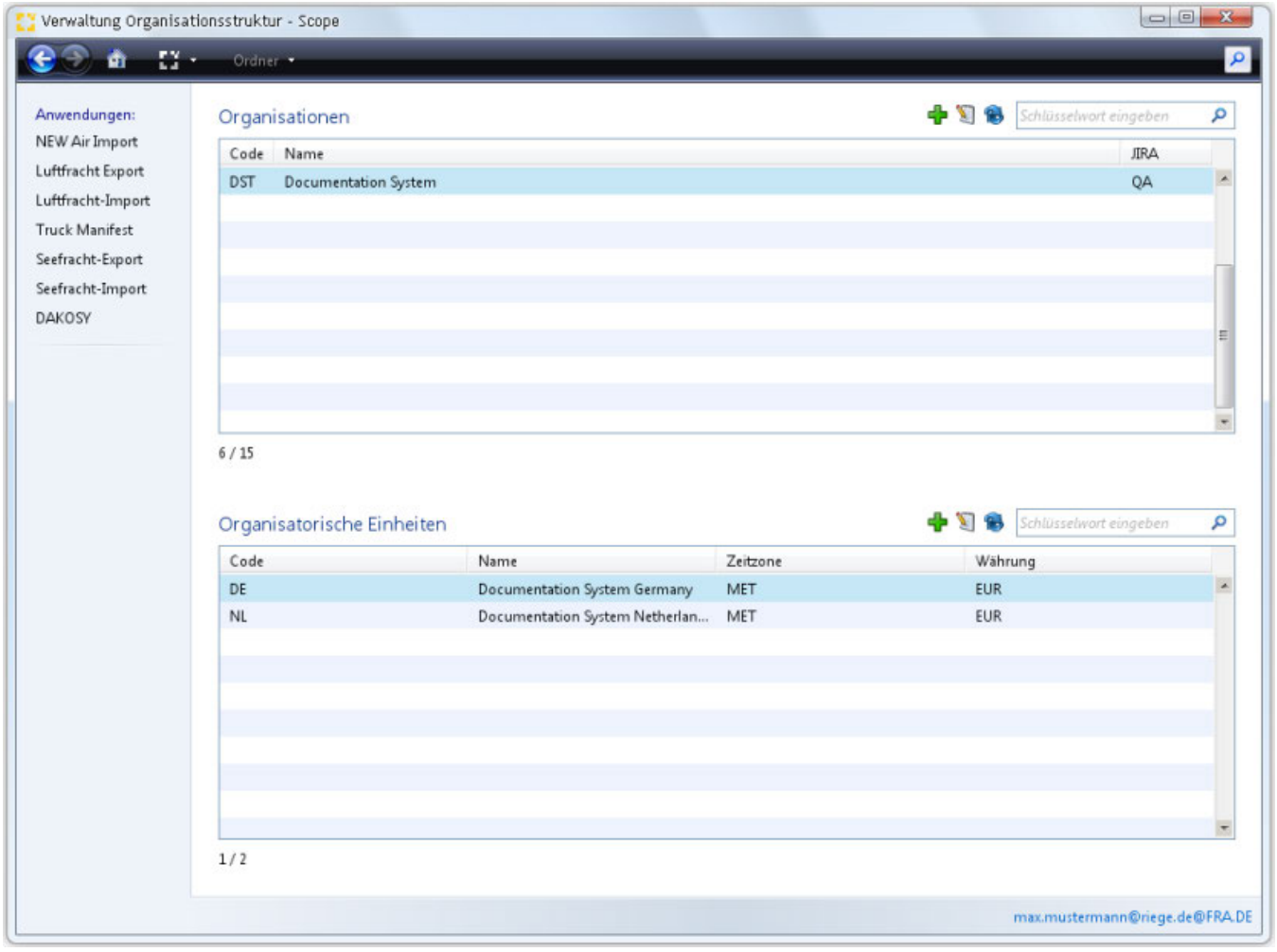
Introduction

Organizational units may be any of the following:

- A permanent branch office
- A company
- A group of companies
- A country where a company has multiple branches (unit=country)

The management of the data in this application can have a significant impact on the overall system configuration. Access to this application is very limited and should be adjusted exclusively by the **Riege Software International** support team.

Description



Organisations

A list of existing organizations.

Legal Entities

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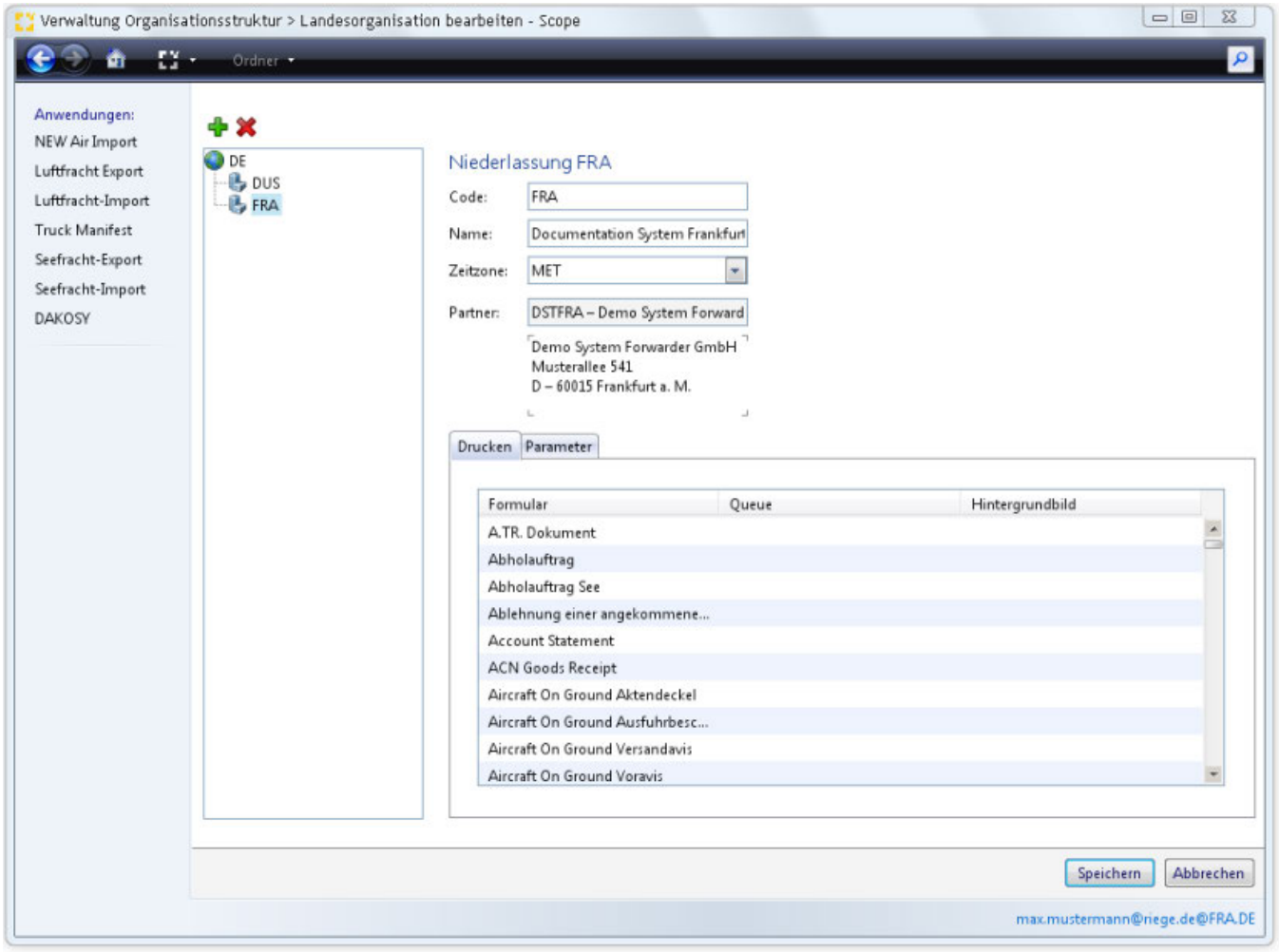
The legal entities that exist within the Organization highlighted in the overview. Typically these are countries. Legal entities can be opened in the Editor by double clicking them or using the "edit" icon. New legal entities can be created in the Editor by using the "Plus" icon.

Editor



The editor is used to maintain the individual offices of the national organizations. The following maintenance functions are also available:

- Parameter (at country and branch level)
- Printers (at branch level)

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Partners - Maintenance

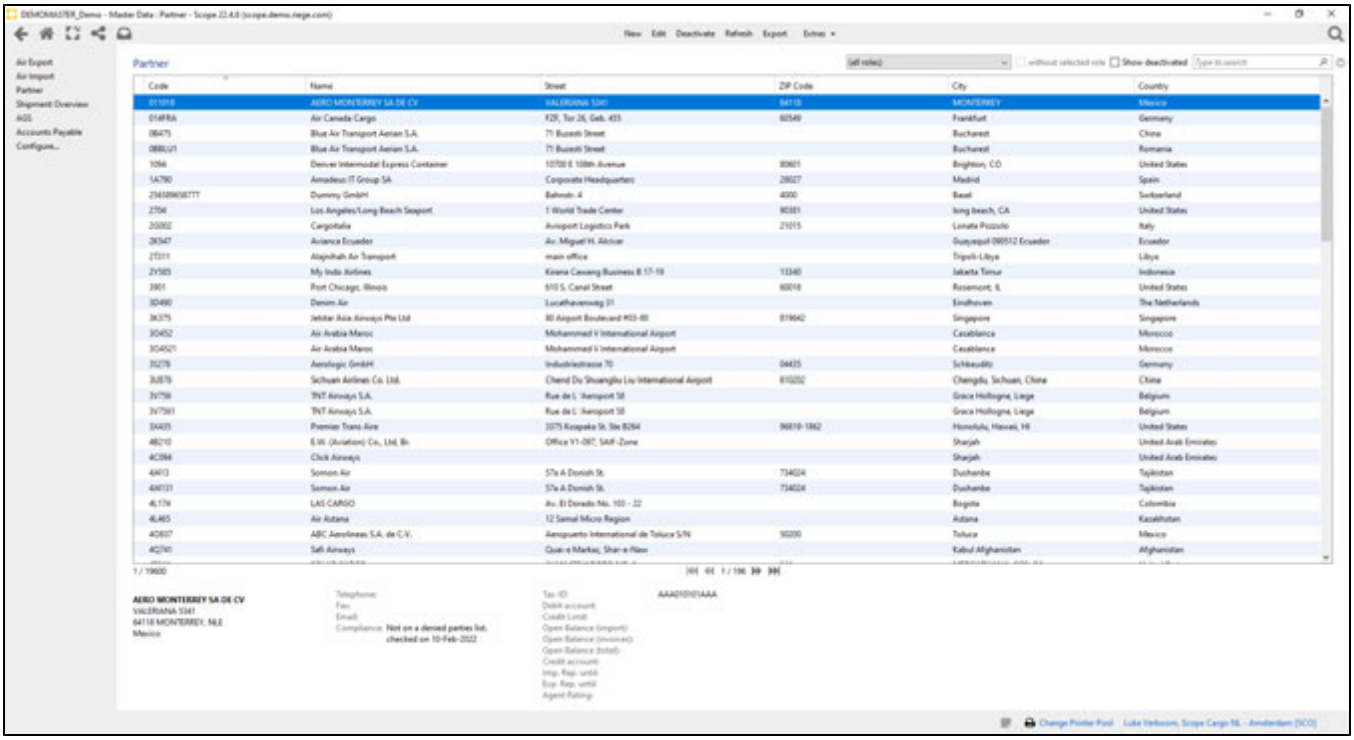
- Introduction
- Description

Introduction

All firms or individuals with whom the organization has business dealings are referred to in Scope as a business partners, regardless of whether these partners are a consignors, consignees, suppliers, agents or carriers, etc.

New business partners enetered in Scope using thee **Partner** application and are then available for business transactions within other Scope applications. Every new partner is given a code that uniquely identifies them

Description



New

Create a new business partner.

Edit

Open an existing business partner highlighted in the list of partners, or click a partner to open the partner in the partner editor application.

Deactivate

Deactivate the business partner highlighted in the list of partners. The partner will not be deleted, but set as "inactive" and removed from the field of view.

Refresh

refresh the list of business partners to ensure the latest data is visible.

Export

Export the list of business partners to a spread-sheet for external processing on the users PC.

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Role

From the drop down list select the role to use as a filter for the list of partners.

Show deactivated

Include partners who have been deactivated.

Type to search

Enter one or more keywords to use as search terms, these can be any element of a partner such as a postal code, or labels used when creating the partner or accounting information such as an account number.

Partner table

The partner maintenance home screen presents a list of partners in table format. Column headings are:

Column	Description
Code	Adress Code
Name	Adress Name
Street	Street/Road address
ZIP	Postlal code
City	City or town
Country	Country name

The address data can be sorted by column if the column title is clicked.

Detail Section

If a partner is highlighted in the overview, greater details about that partner will appear in the detail section of the lower part of the screen:

- Full name
- Complete address
- general contact details
- Tax ID
- Debit account
- Credit Limit
- Open Balance (import)
- Open Balance (invoices)
- Open Balance (total)
- Credit account
- Imp.Rep. until
- Exp.Rep. until
- Agent Rating

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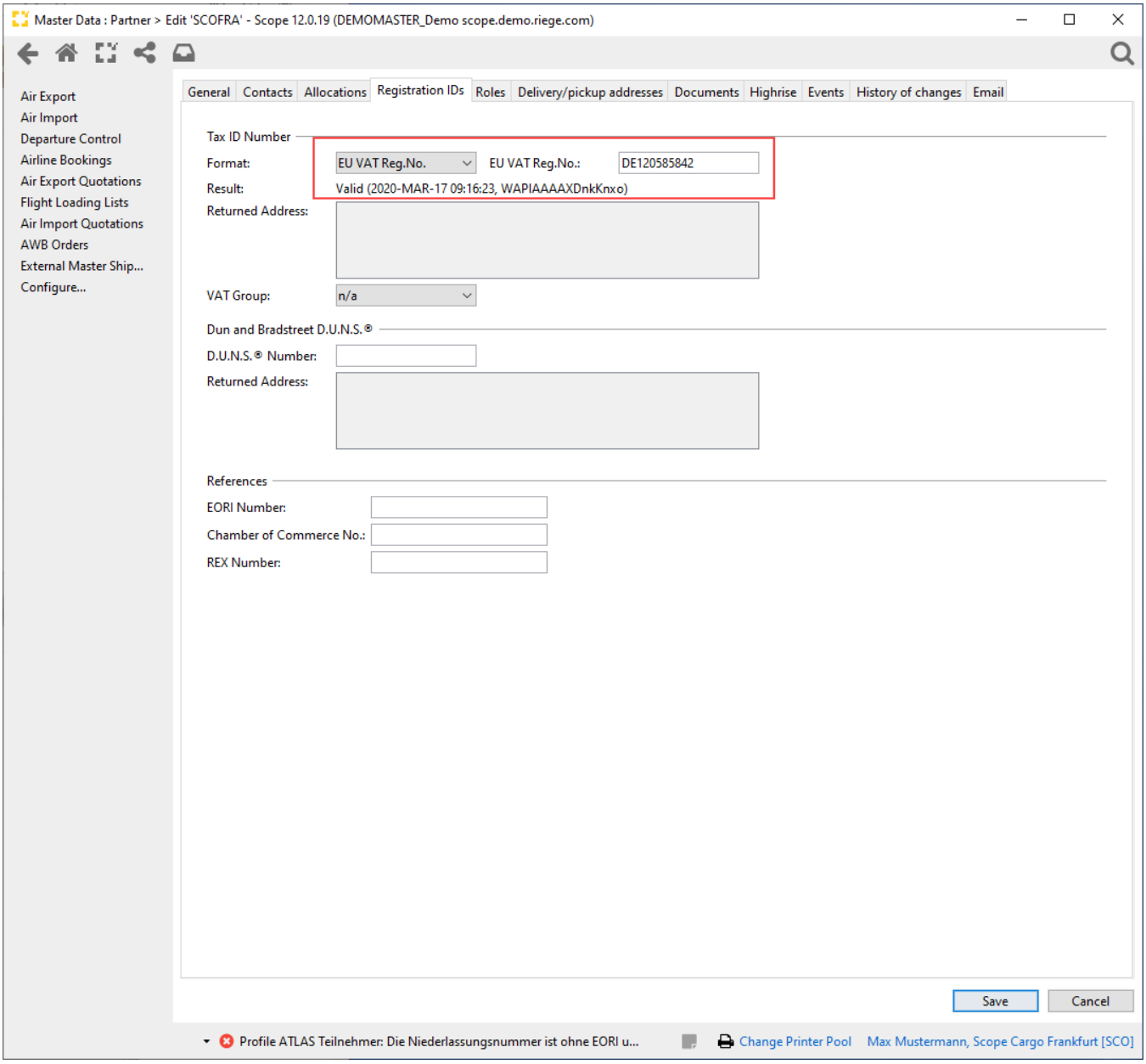
Accounting - Business Partner - Maintenance

- Introduction
- Description

Introduction

The Registration ID tab stores the tax details of the partner.

Description



Tax ID Number

The id to be used for official tax purposes. This is not required for a private individual

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Format

Tax ID

The tax id number. This is required for the preparation of financial documents and to confirm the partner is a business. After Tax ID is filled in this field it has to be verified by clicking on drop down button. If Tax ID is not valid Scope will inform you accordingly.



Dun and Bradstreet D.U.N.S.

Next to Tax ID the D.U.N.S. Number can be filled in

References

At Registraton tab all other IDs of partner can be listed as an overview, like

- EORI Number
- Chamber of Commerce No.
- REX Number

Remarks:

In prior releases all accounting information was listed here. Actual it can be edited at Roles tab

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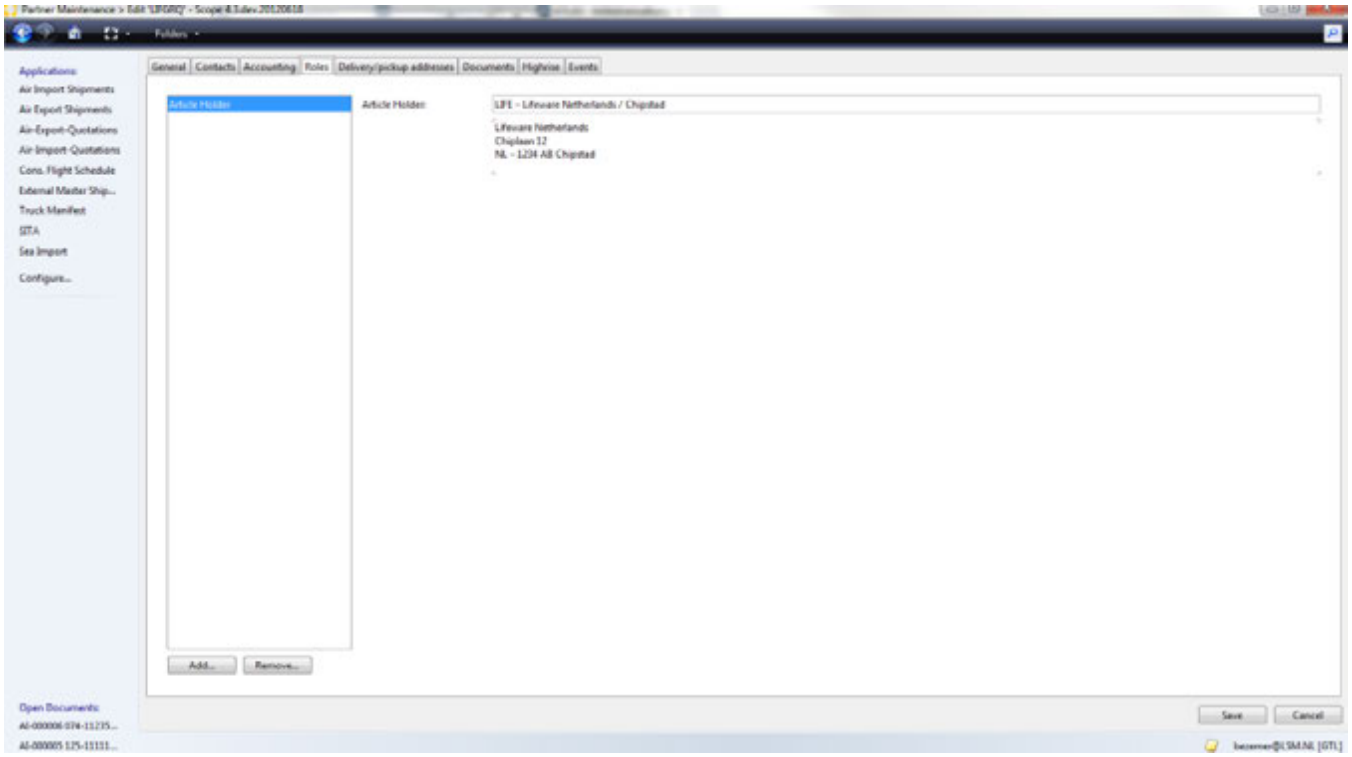
Article Holder - Roles - Business Partner - Maintenance

- Introduction
- Description
- FAQ

Introduction

As described in the Article Maintenance, any article can be assigned to a certain Partner, in order to avoid duplication of articles it, a link from any partner to a Partner with articles registered to them, can be set up using the role "Article Holder".

Description



When adding the role Article holder to any partner the partner, too which the article have been assigned, is to be selected as article holder.
After saving all articles registered on the article holder partner are available to the updated partner.

FAQ

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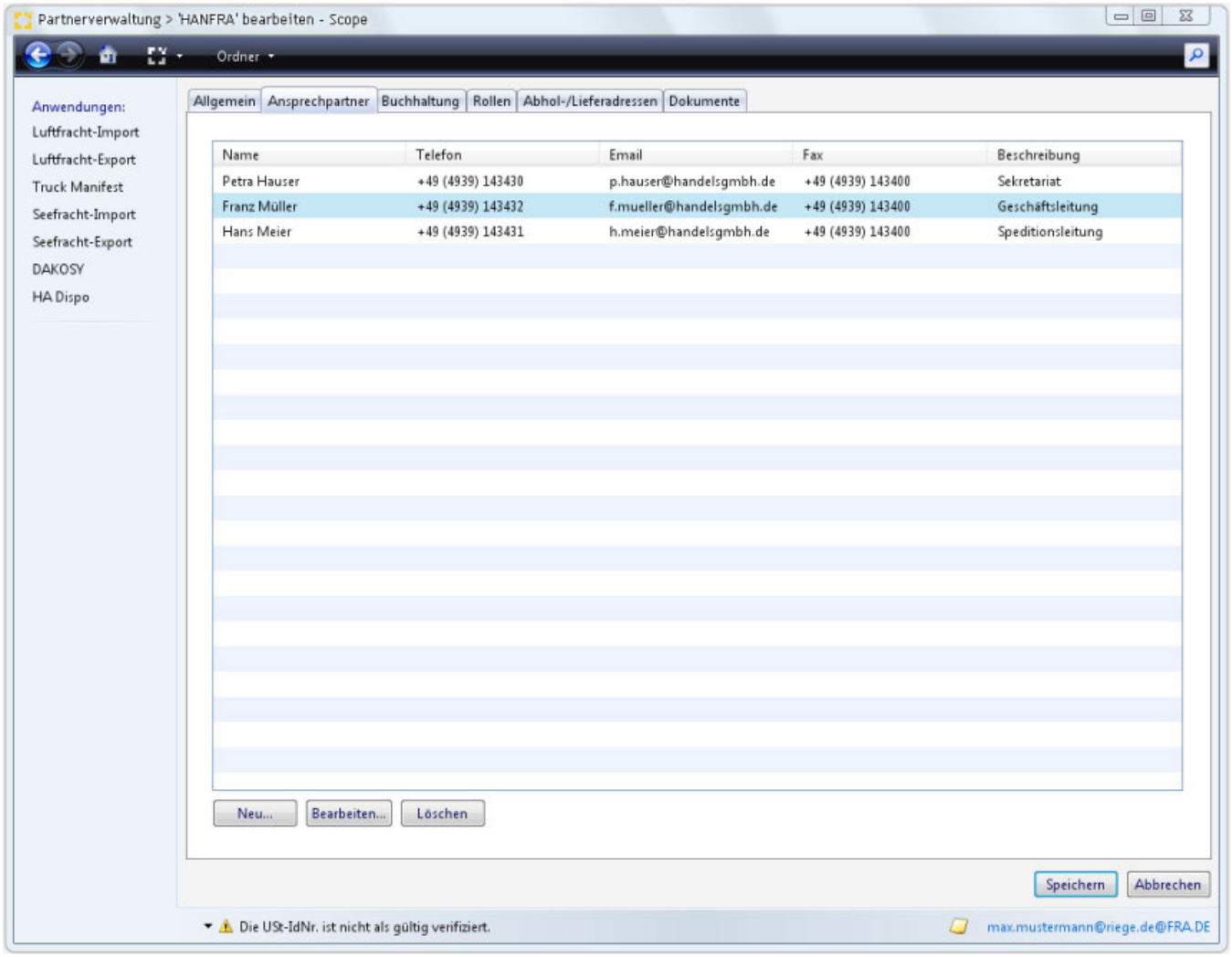
Contact - Business Partner - Maintenance

- Introduction
- Description

Introduction

The **Contact** tab is where various contact names and details for the partner can be stored.

Description



Contact

All contacts or contacts relevant to the address can be stored with name, phone, email, fax and description (for example, the department or the title). This data, especially name and e-mail address can then be used in the Air export application and automatically applied to shipping advices for example.

The following input fields are available on creating a new contact person:

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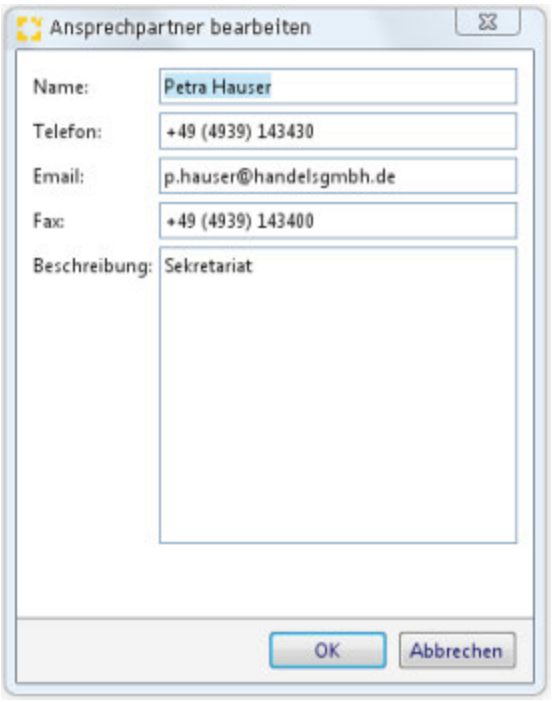

Name

The full name of the contact.

Telephone

The complete phone number for the contact including any extension.

Email

The Email-Address of the contact person.

Fax

The fax number of the contact person

Description

A description of the contact person, for example an indication of the role they play in the transport process.

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Delivery and Pickup Address - Business Partner - Maintenance

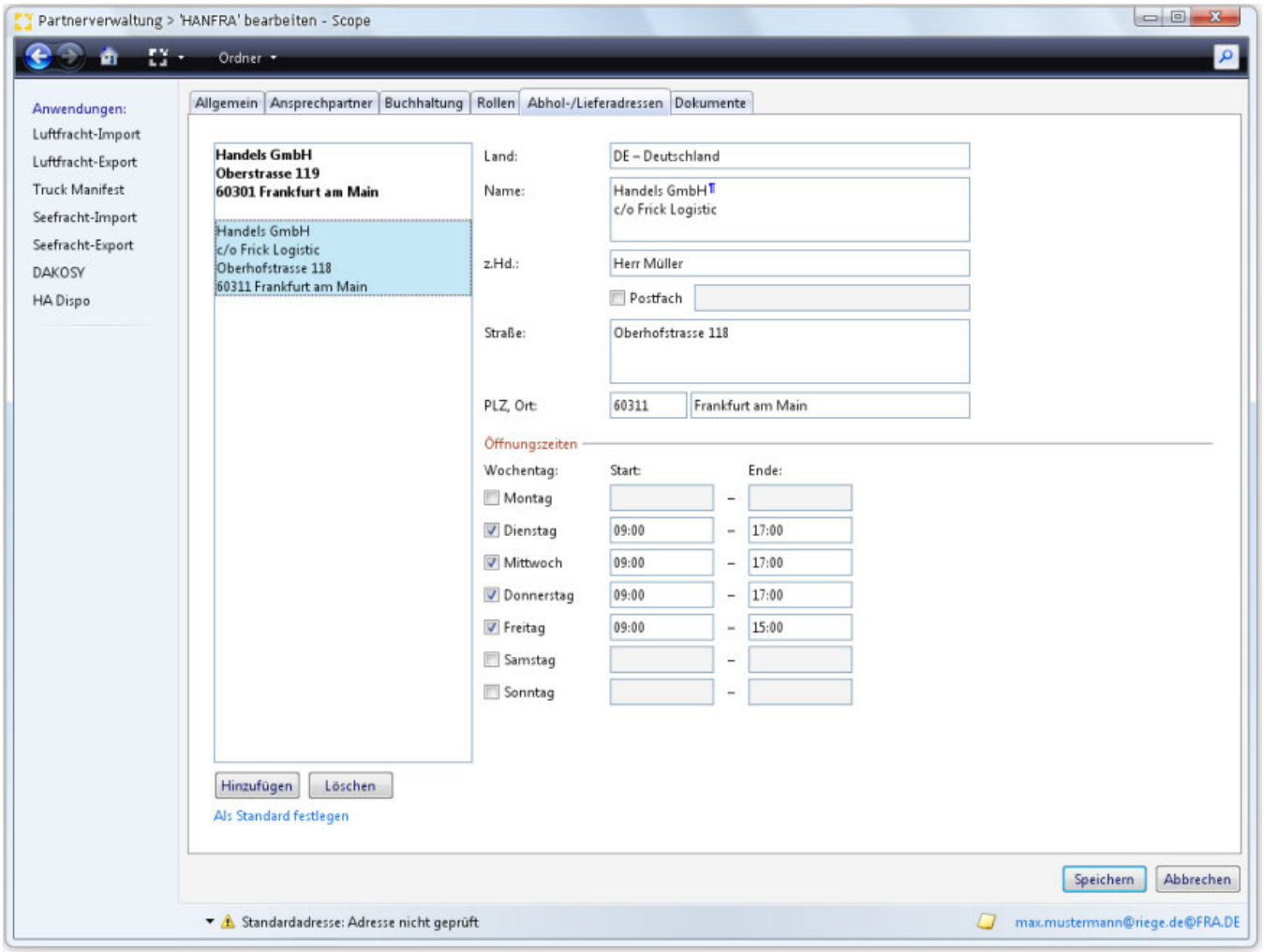
- Introduction
- Description

Introduction

The tab _Delivery/Pickup Address allows for the entry of pickup or delivery addresses that are different to the main partner address. This means that when a transport order is created for a partner, the transport order application will automatically apply the correct delivery or pickup address to the order. Opening hours for these addresses may also be stored.

Description

Address Area



Country

The country where the partner is located. This is a search field. The country is identified ahead of the other address data since address data and the format of that data will depend on the country of the partner. For example the format of the postal code will differ by country.

Name

The name of the company or individual

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C/O

Care of. To be used where the partner uses another entities postal address.

P.O. Box

Check this box if the partner uses a post box number and enter the box number to the right.

Street

Street address

Postal Code

the postal code of the partner.

City

The city or town where the partner is located.

Compliance Check

Checks the voucher address is not on the anti-terror list.

Opening hours area

the opening hours of the address may be recorded. The day of the week and the hours of operation may be entered. If not completed the applications assumes the location operates continuously.

Add

Add a new pickup or delivery address.

> ⚠ Additional addresses can only be added if the partner has been saved.

Delete

Delete the selected pickup or delivery address from the list.

Set as Default

This action link will set the selected address as the default address for pickup/delivery. This is only required when multiple addresses are possible. The default address is the first address in the list.

Questions

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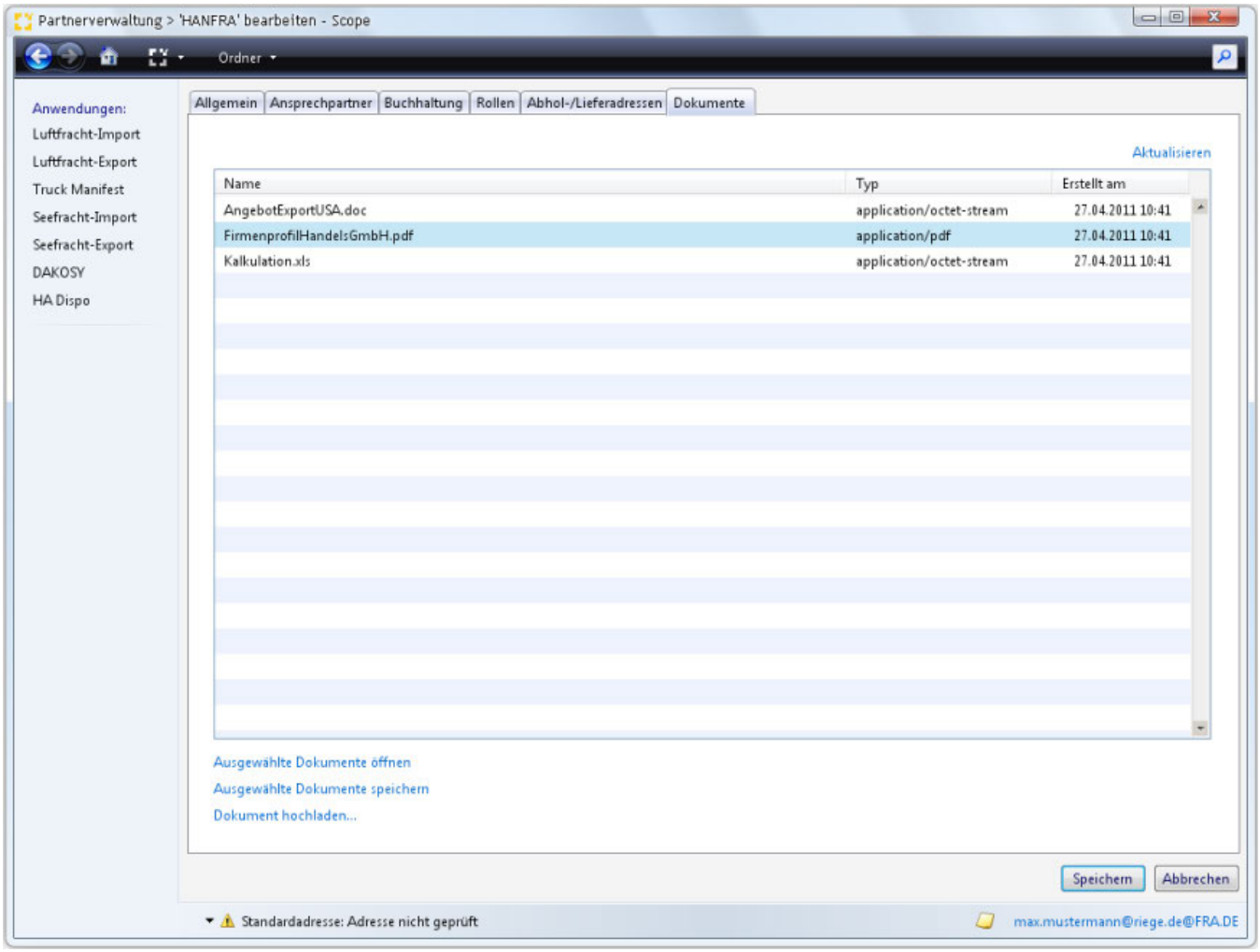
Documents - Business Partner - Maintenance

- Introduction
- Description

Introduction

Important documents for the partner can be uploaded to Scope and stored with the partner details in the *Documents* tab. These documents can be opened or downloaded to the local PC and new documents may be uploaded.

Description



The following cuntions are available:

Show removed

Check this box to view any documents that may have been removed.

Refresh

Refresh the list of documents to ensure the latest documents are visible.

Summary Table

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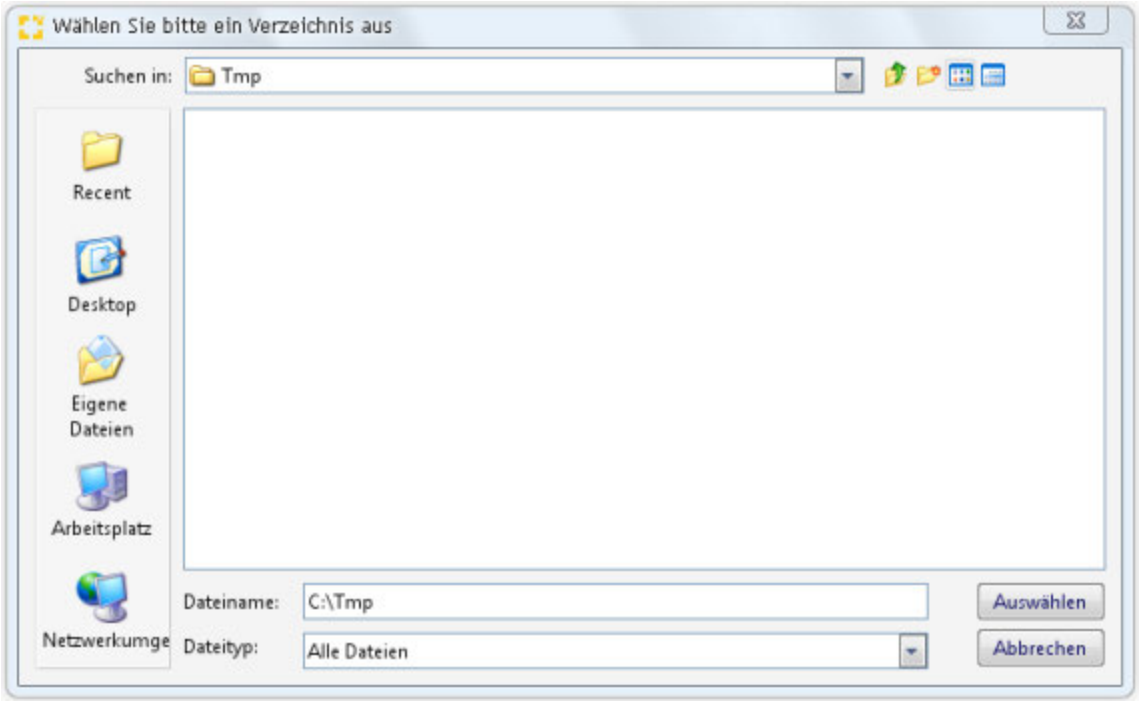
The summary table shows all the documents currently upload for the partner. The type of file, the name of the document and the date uploaded are all present.

Open selected documents

Open the document highlighted in the summary list. The Application opens the document using the associated program on the local PC. Clicking a document will also open it.

Save selected documents

This action downloads the selected document to the local PC. A dialogue box appears in order to choose the folder where the document should be saved.



Delete selected documents

The selected documents will be removed. These are not permanently deleted and only removed from view. If the *show removed* option is checked, they will reappear with ~~strikethrough~~ title text to indicate they have been deleted.

Upload document....

Launches a dialogue that allows documents to be selected from the local PC for upload to the *Documents* tab of the partner.

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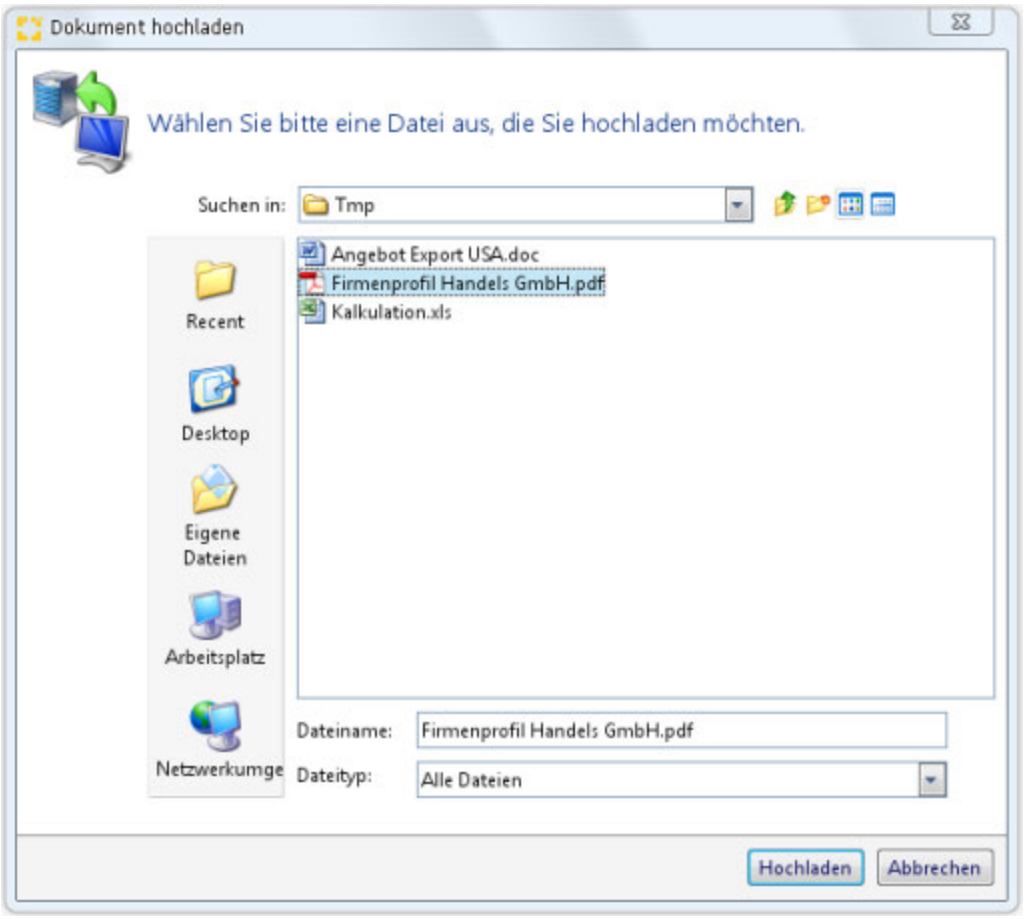

When the desired document is found with the dialogue, select "Upload" to upload the item or "Cancel" to exit without upload.

Questions

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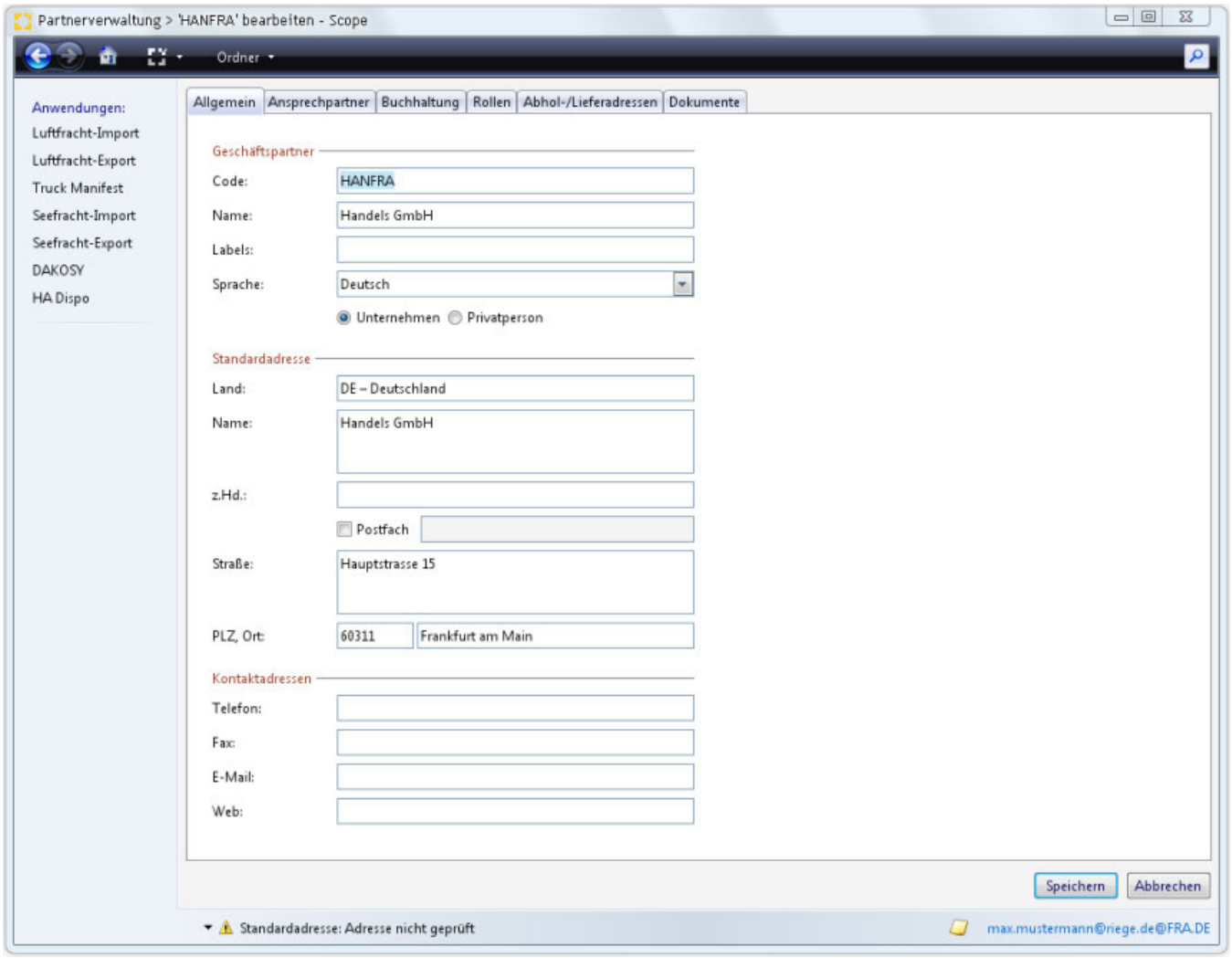
General - Business Partner - Maintenance

- Introduction
- Description

Introduction

The **general** tab stores the basic address and contact details for the partner.

Description



Partner

Code

A unique and human readable code to identify the partner. This can also be used to search for the address. The code can be alpha-numeric and up to 30 characters.
It is suggested that a 6 digit code be issued; the first 3 digits represent the company name and the last 3 represent the location of the company, example, Test Company LLC in New York would be --> TSTNYC.

Name

The full name of the partner. Any part of this name can later be used to search for the company.

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Labels

A label us used to define a partner and can later be used to find the partner or a group of partners with the same label. A partner could have the label "Consignee" or "Supplier". More than one label can be inserted by using a space between labels.

Language

This field offers a drop-down menu showing a list of possible languages. The language chosen will be the default language used when documentation is produced for this partner.

Business / Private Individual

This check-box indicates if the partner is a business entity or a private individual. This will ensure Tax identification is captured for business entities but is not required for private individuals.

Show Track and Trace ID

When a partner is created, the Scope application issues a unique ID for the new partner in order to identify them within the tracking application. This ID is not required for day-to-day operations but can be viewed by clicking this action link.

Default Address

This area records the standard address details for this partner that should always appear when the partner is used in other Scope applications. If a partner has been changed as a one-off edit in a Scope application, the context menu for the address will offer the option "Use default address" (or press F6) in which case the address will be restored the the default address of the master data.

Country

The country where the partner is located. This is a search field. The country is identified ahead of the other address data since address data and the format of that data will depend on the country of the partner. For example the format of the postal code will differ by country.

Name

The name of the company or individual

C/O

Care of. To be used where the partner uses another entities postal address.

P.O. Box

Check this box if the partner uses a post box number and enter the box number to the right.

Street

Street address

Postal Code

the postal code of the partner.

City

The city or town where the partner is located.

Contact Details

These are the general contact details for the partner. Further specific contact names can be entered in the Contacts tab.

Telephone

The general telephone number for the partner.

Fax

The general fax number for the partner.

E-Mail

The e-mail address for the partner.

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Web

The Web Address of the partner. (Internet)

Notes

Notes may be created and applied to partners. More information on notes is available here.

Questions

Fehler beim Ausführen des Makros 'contentbylabel'

parameters should not be empty

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Roles - Business Partner - Maintenance

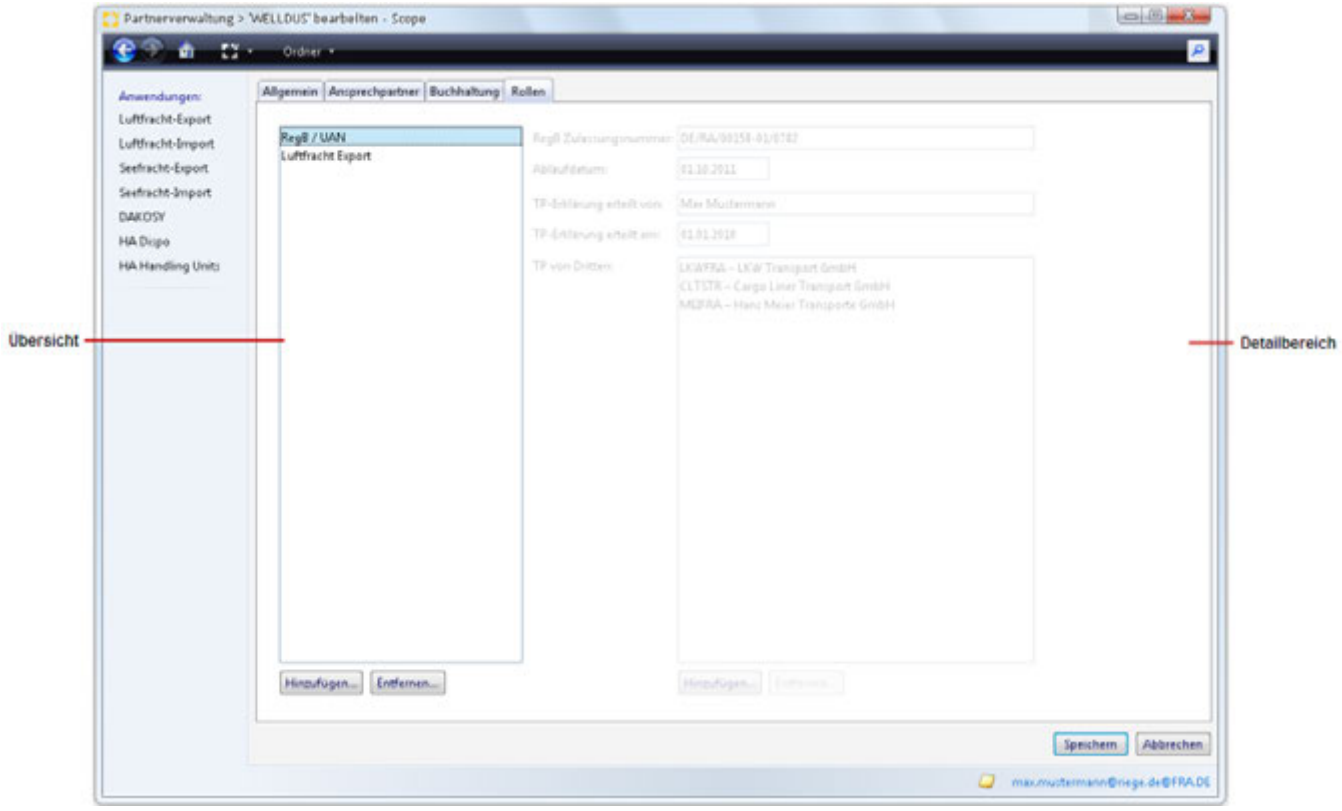
- Introduction
- Description

Introduction

The tab "Roles" allows various attributed to be applied to a partner. These attributes are then used in other Scope applications to improve and automate the process of creating new shipments. An example of this would be to apply the role "Secure shipper" to a partner. On adding this role to the partner, the full secure shipper details can then be included with the partner such as their AEO certificate number and the date their secure status expires. When an air export is subsequently created using this partner, the Scope application uses this secure shipper information to check the party is still a secure shipper and mark the shipment as secure. This removes the need for the user to constantly check the secure status of shippers.

There are a variety of roles available and this chapter describes each in detail.
These other roles include partners such as a haulage contractor or special functions that are used in other applications. In this chapter, the individual roles are described in detail.

Description



The overview screen shows a list of any roles currently applied to the partner. Clicking role in the role window will present a roles details area to the right where information specific to each role can be entered.

Add

Opens a pop-up window that displays a list of available roles:

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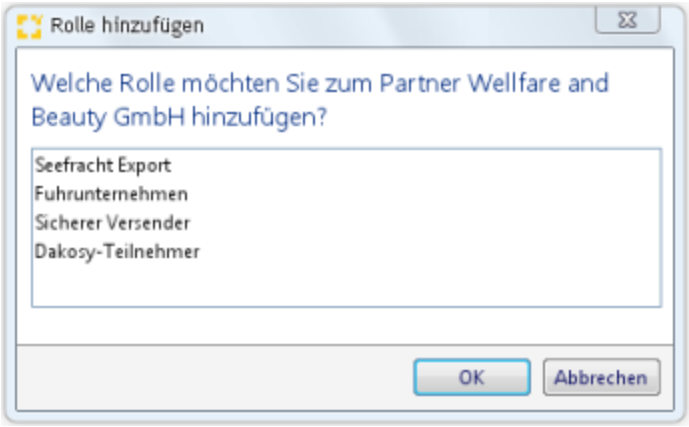

OK

Adds the role selected from the list to the partner and closes the pop-up window.

Cancel

Closes the pop-up window without further action.

Remove

Removes the selected role from the list of roles active for the partner.

> When a role is removed from a partner, it is not physically deleted but simply marked as inactive. If the same role is selected again at a later date, the original settings for the role will be restored.

Save

Saves any new role data and closes the editor.

Cancel

Closes the editor without saving any changes.

- The roles that a user may assign to a partner vary according to the permissions applied to the user. For example special permissions must be applied to a user in order for the user to add the role *Secure Shipper* to a partner. Not all users can see all roles.
- A user without permission to apply a role cannot see any information relating to that role in the *role* tab even if it has been applied by another user.
- A role may only be applied once.

Currently partners may be assigned the following roles:

- Agents - Roles - Business Partner - Maintenance
- Airline - Roles - Business Partner - Maintenance
- ATLAS Participants - Roles - Business Partner - Maintenance
- Creditor - Roles - Business Partner - Maintenance
- Dakosy User - Roles - Business Partner - Maintenance
- Debtor - Roles - Business Partner - Maintenance
- EZV Declarant - Roles - Business Partner - Maintenance
- EZV Participant - Roles - Business Partner - Maintenance
- Forwarding Customer - Roles - Business Partners - Maintenance
- ICS Declarant - Roles - Business Partners - Maintenance
- Liner Agent - Roles - Business Partner - Maintenance
- Netherland Customs Partner - Roles - Business Partner - Maintenance
- Netherlands Customs Goods Location - Roles - Business Partner - Maintenance
- Netherlands Customs License Holder- Roles - Business Partner - Maintenance
- Portbase Participant - Roles - Business Partner - Maintenance
- Regulated Agent - Roles - Business Partner - Maintenance
- Road Carrier - Roles - Business Partner - Maintenance
- Secure Shipper - Roles - Business Partner - Maintenance
- US Partner Profile - Roles - Business Partners - Maintenance
- US Principle Party In Interest - Roles - Business Partners - v

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Questions

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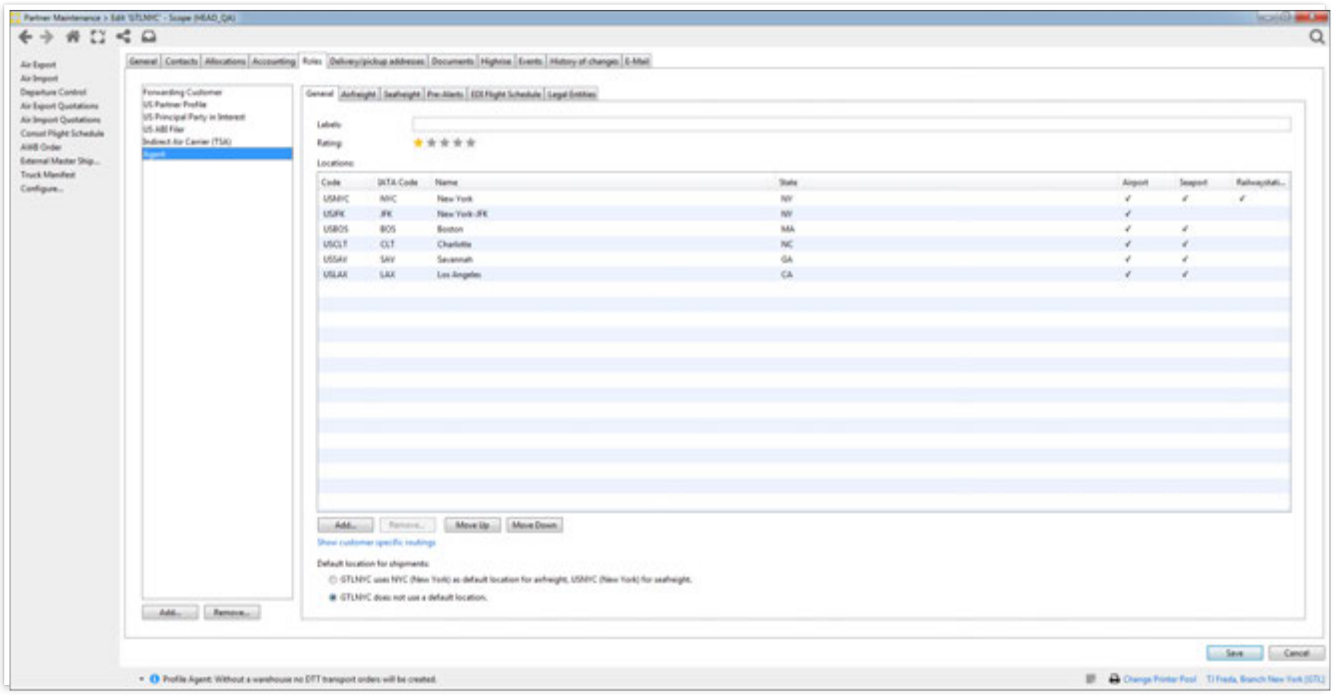
Agents - Roles - Business Partner - Maintenance

- Introduction
- Locations

Introduction

The role Agent is assigned to business partners who are engaged in the general management of freight. An agent can be a subsidiary, a freight forwarder or other logistics company. For each agent, one or more departure and destination locations can be assigned using UN Location Codes. These are set as locations where the agent operates. This information is then used by various applications to determine the correct agent to use for any point of arrival or departure.

Locations



Overview

An overview of all locations that have already been assigned to this agent.

Add

Opens a pop-up window in which a new location code can be inserted. The desired location can be found using the search function in the field.

Remove

Removes the location highlighted in the overview.

Move up

Moves the highlighted location code up the list.

Move down

Moves the highlighted location code down the list.

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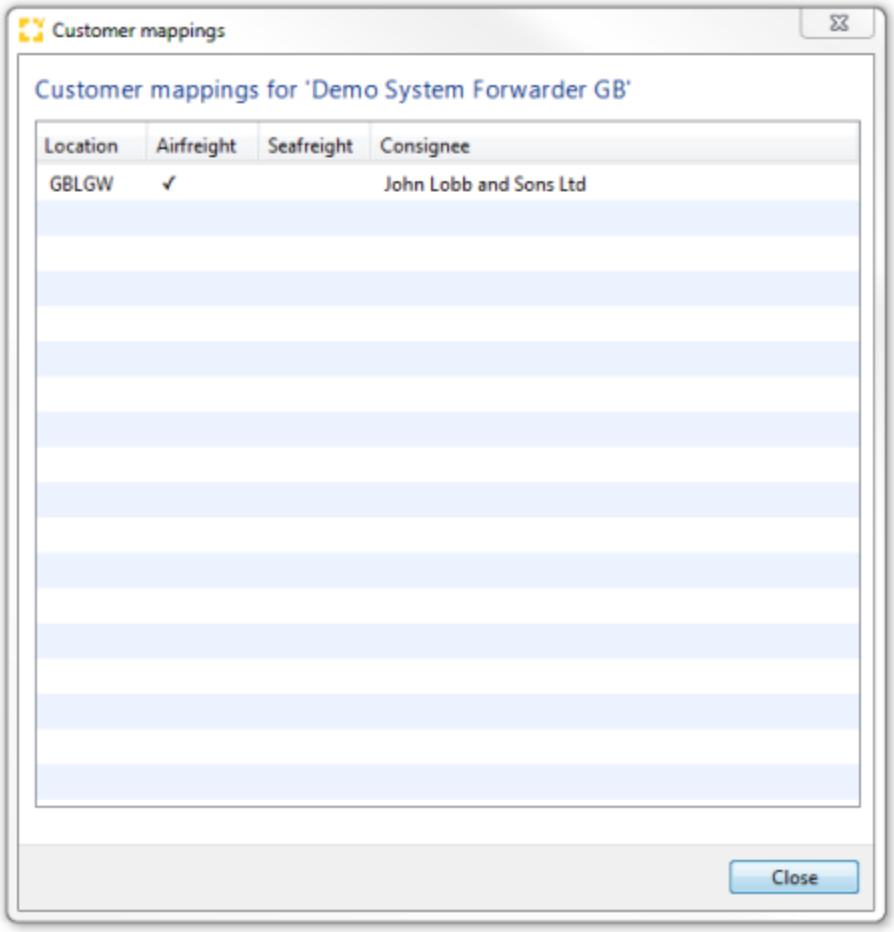
Show Customers



Opens a pop-up window that displays all the customers of this agent. In order to assign the agent to customer, the customer in question must be assigned the role Forwarding Customer and this agent must be applied to the customer using this role.

Close

Closes the pop-up window that displays customers.

Airfreight

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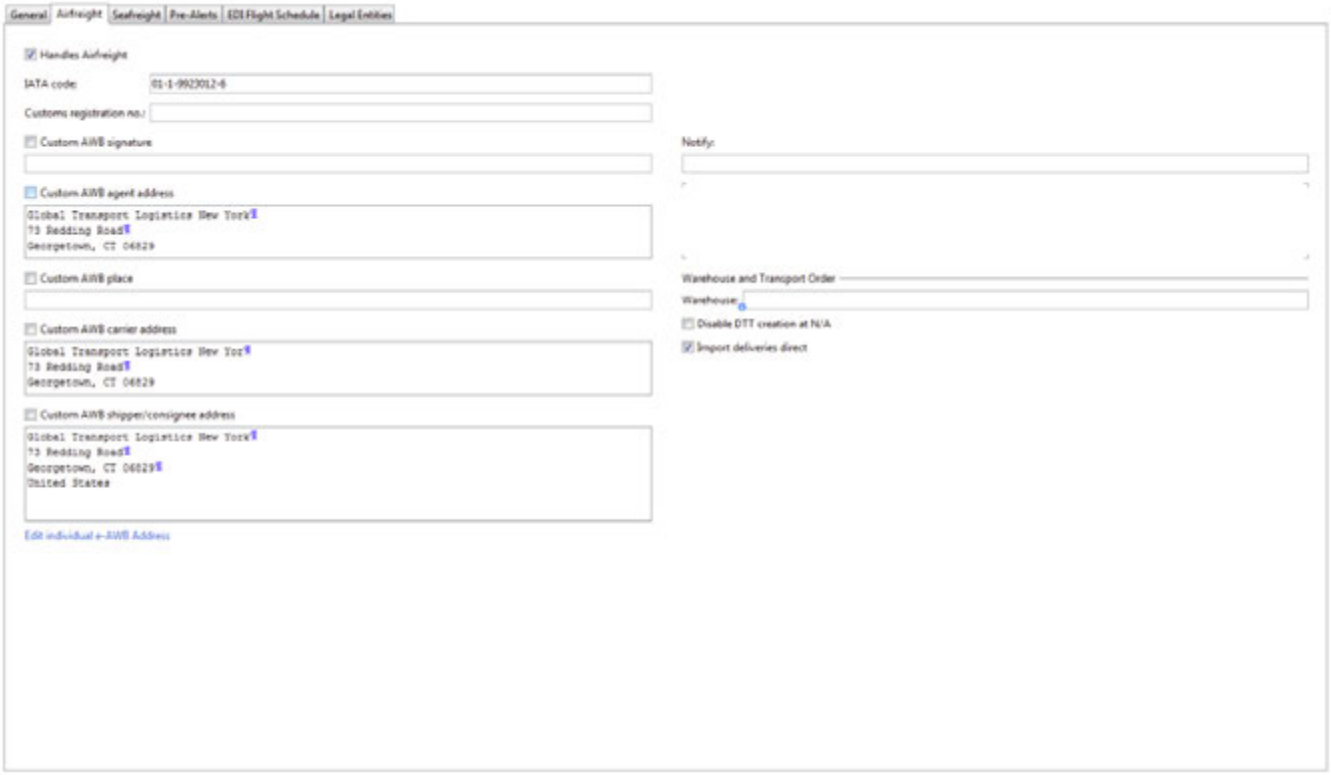

Handles airfreight

This field should be checked by default.

IATA Code

The IATA code of the agent using the format *nn-n-nnnnnnn-c*

Customs registration number

The customs registration number of the agent.

Custom AWB signature

The signature to be printed on airway bills that are produced on behalf of this agent.

Custom AWB agent address

The agents address that should print on the airway bill.

Custom AWB carriers address

The Carrier address to be printed on airway bills for this agent.

Custom AWB shipper/consignee address

The address to be used on airway bills when this agent is shown as a shipper or consignee.

Edit individual e-AWB Address

This blue link opens a sub-window where the agent's address for e-AWBs can be entered.

Notify

The default notify party to be used when creating airway bills for this agent. This is a partner address search field

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Warehouse and Transport Order

This section defines warehouse and transport order details for this agent

Warehouse

The default warehouse address for this agent. When creating delivery orders and transfer to or from terminal orders, this is the address that will be used as the pickup or delivery address. This is a partner address search field , locate the correct partner address by typing the name or part of the address of the partner.

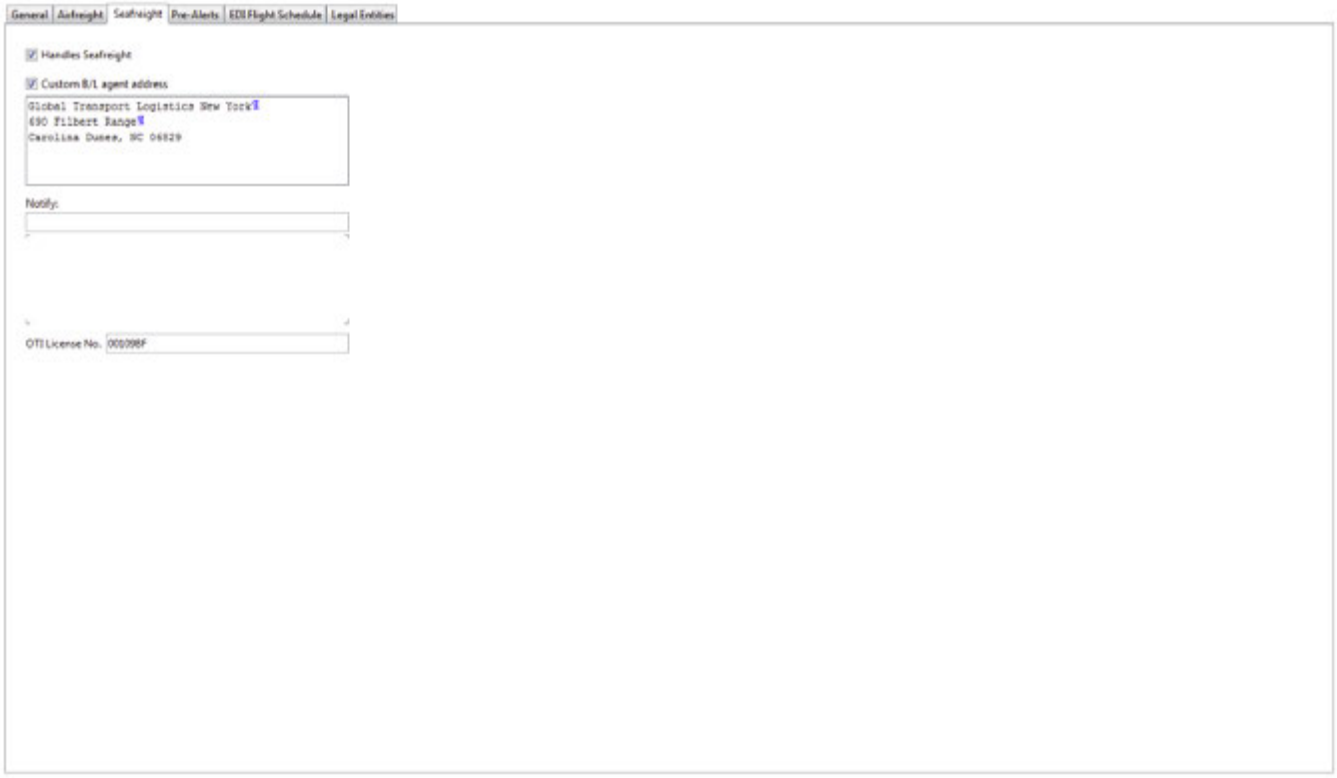
Disable DTT creation at N/A

When a warehouse address is entered for the agent, but deliveries to terminal should not be created with this warehouse as the pickup location, then this box should be checked.

Import deliveries direct

When the agent delivers arriving air imports directly from the import terminal, this box should be checked. This will ensure the import terminal in the shipment is used as the pickup address on the delivery note and not the location of the agent.

Seafreight



Handles Seafreight

This box should be checked if the agent handles seafreight cargo.

Custom B/L agent address

The address of the agent to be printed on any B/L's produced on behalf of the agent.

> On assigning the role *agent* to a partner, the check boxes for individual address to print on documents are not enabled and the address details themselves are the partner's address details from the general tab. If the individual address checkboxes are activated, this general address may be replaced with whatever alternate details are desired. However, if the checkbox is once again deactivated, any existing alternate address data in the custom address fields will be lost and replaced by the general address.

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Notify

The default notify party to be used when creating bills of lading for this agent. This is a partner address search field

OTI License number

This is a USA specific field where the FMC OTI number of the seafreight agent can be stored.

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Airline - Roles - Business Partner - Maintenance

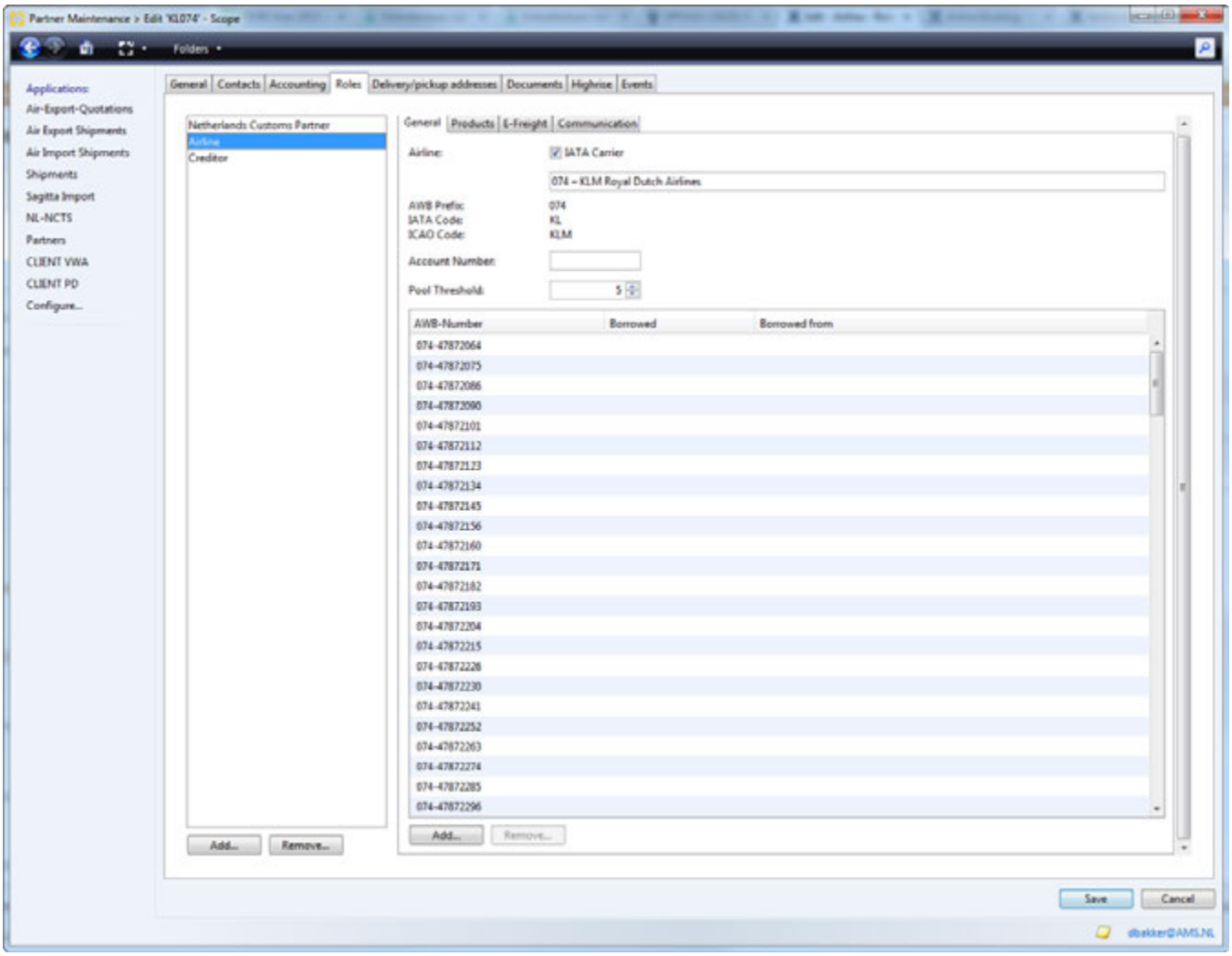
- Introduction
- Description

Introduction

Partners who are airlines agents will have various airline identity codes, and account numbers that may be stored in using the role *Airline*. In addition, the airline may issue a pool of master airway bill numbers to the forwarder and these should also be stored within the role.

During creation of air export and import shipments the applications will refer to this master data for the airline.

Description



Airline

Locate the correct airline using the search function. The name of the airline or the 3 digit prefix can be entered. All airlines should be present and are automatically stored in system data.

AWB-Prefix

The 3 digit numeric carrier prefix as issued by IATA.

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IATA Code

The 2 digit alpha-numeric carrier code as issued by IATA.

ICAO Code

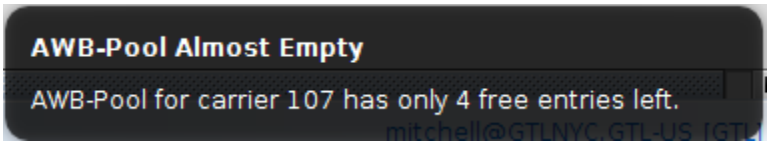
The 2 digit alpha-numeric carrier code as issued by ICAO (International Civil Aviation Organization).

Account Number

The CASS account number issued by CASS (IATA - Cargo Accounts Settlement Systems).

Pool Threshold

Enter the lowest number of remaining master air waybill numbers that may be available before a warning is triggered that there is a shortage of airway bills:



Pools

The table displays a list of master air waybill numbers that are currently available.

AWB-Number

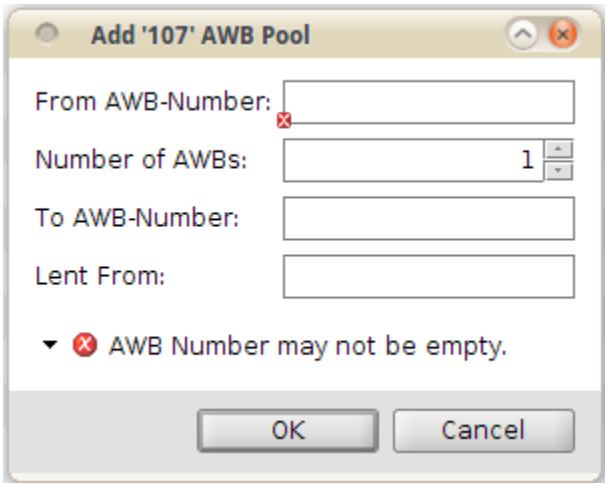
The number of the air waybill

Borrowed

Indicates if the air waybill has been borrowed from another forwarder.

Add

The add button is used to add new air waybill numbers to the pool of available air waybill numbers for the airline. The *Add* button will cause a pop-up window to appear where new the new air waybills can be defined.



From AWB-Number

Enter the new master air waybill number or the lowest master air waybill number if a range of numbers is to be created.

Number of AWB's

The *Up* / *down* arrows can be used to increase or decrease the number of master air waybills to be created starting with the first one entered in the previous field. Alternately the total number of master air waybill numbers can be entered directly into the field.

To AWB-Number

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If a a range of master air waybill numbers has been provided for example **107-00000022** to **107-00000055**, then the last number in the range is entered in this field. If a figure has been inserted in the *Number of AWB's* field, then this field may be left blank since the application will automatically calculate the correct final master air waybill number.

Lent From

If the master air waybill numbers have been lent from another forwarder, use the search field to locate the forwarding partner from whom the stock was borrowed.

OK

Saves the new master air waybill number details. If a range of number are to be generated, this will be calculated and will now appear in the overview.

Cancel

Exits the *add AWB application* with saving any changes.

Remove

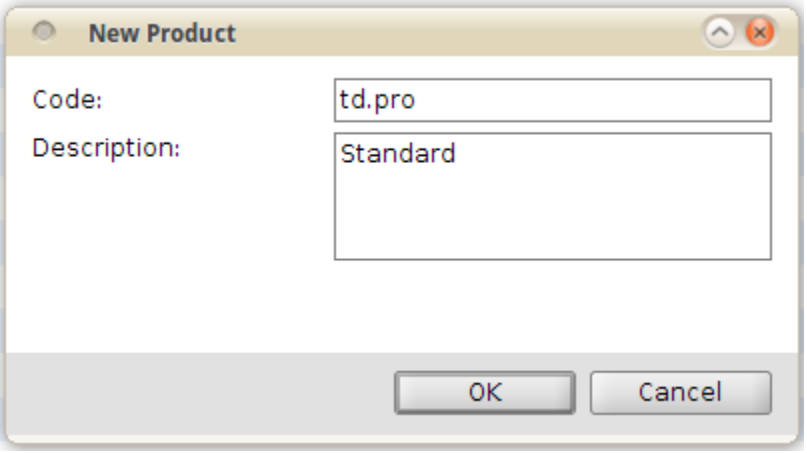
In the overview screen the *Remove* button will remove from the pool the master air waybill highlighted in the overview.

Products Tab

The products and service levels of the airline are stored in this tab. Airfreight tariffs can then be created which used these product codes to determine the correct rates for the service types offered by the airline.

Add

The add function opens a editor where a new product may be entered



Code

The code used to identify the airline product

Description

The description of the airline product.

Ok

Save the new product details and exits back the product overview

Cancel

Exits the new product editor without further action.

Properties

Opens the product highlighted in the overview in order to edit the product details

Remove

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Removes the product highlighted in the overview.

> ⚠ The product codes are also maintained by RSI in the master data server, Product code populated by the SDS updates can not be deleted by users.
> If the EDI airline bookings are implemented for an airline, the product codes used in the airline booking function are not maintained in on the airline but in a codelist, any changes to this code list should requested from RSI Support

E-Freight Tab

On the E-Freight tab defaults for agreed E-Freight origin / destination can be pre-configured, for each active E-Freight Trade lane a record can be added

Departure

The origin airport where the shipment departures under e-freight

Destination

The destination airport where the shipment destined to go to under e-freight

E-freight type

The type of E-freight agreed with the airline for the entered trade-lane.

Type	Explanation
e-freight consignment with Accompanying Paper documents	an pouch is accompanying the consignment containing documentation of the freight, such as Commercial invoice, certificates etc..
e-freight consignment with No Accompanying Paper documents	all documentation is provided to the appropriate parties in a digital manner, no physical documents are sent with the shipment

Ok

Save the new trade lane

Cancel

Exits the new trade lane without saving the details.

Communication Tab

The communications tab of the airline maintenance application stores the details required to exchange electronic details with the airline.

E-Booking

Check the E-booking box if it is possible to send electronic bookings to this carrier.

Email Booking

If electronic bookings are sent via email, then the correct carrier email for e-bookings should be inserted in this field,
When the PDF Booking form is to be emailed automatically to the airline (consol Flight template) then the email address should also be populated here.

Sita Address

The SITA address of the carrier. This address is used when SITA messages are created. the address will be 7 uppercase alpha characters.

SITA CC Recipients

This table lists SITA parties who are to be copied in to the SITA messages sent for this airline.

Add

This button will allow a new SITA CC recipient to be inserted.

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Remove

This button will remove the SITA CC recipient highlighted in the overview.

Save

Saves the airline details

Cancel

Exits the airline editor without saving any details.

Questions

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ATLAS Participants - Roles - Business Partner - Maintenance

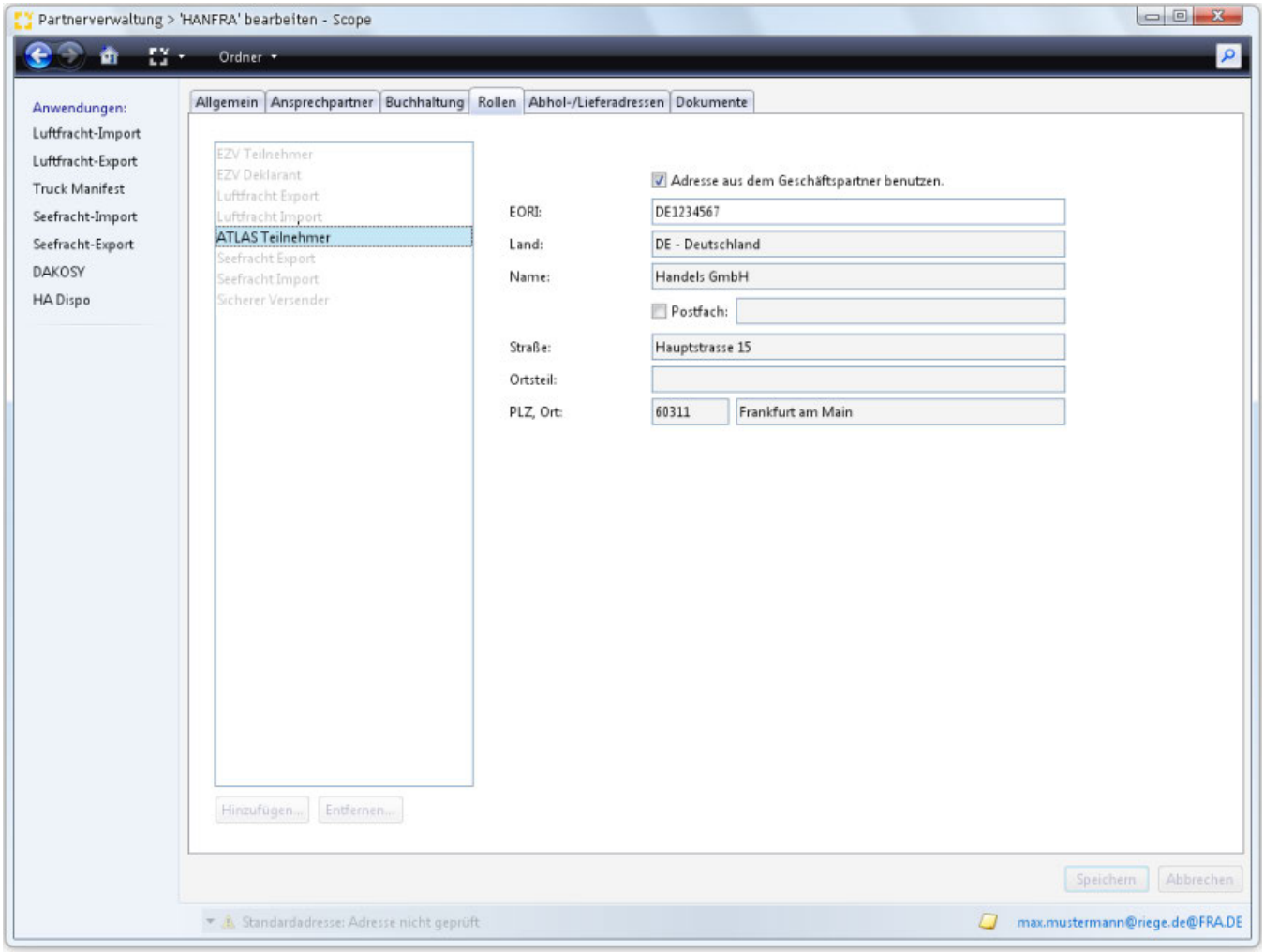
- Introduction
- Beschreibung

Introduction

The customs partner profile has been migrated to the business master partner master data. There are two

Atlas Teilnehmer sind Zollbeteiligte am Deutschen Zollverfahren. Diese Rolle wird im Zusammenhang mit dem Deutschen Zollpaket Atlas verwendet. Die in dieser Rolle definierte Adresse etc. wird für den aktuellen Geschäftspartner in die Zollanwendung übernommen.

Beschreibung



Adresse aus dem Geschäftspartner benutzen

Bei der ersten Zuweisung dieser Rolle ist dieses Kontrollkästchen deaktiviert. Die zugehörigen Textfelder sind mit den entsprechenden Standarddaten gefüllt und inaktiviert. Durch Aktivierung des Kontrollkästchens werden die zugehörigen Textfelder zur Bearbeitung frei gegeben und können beliebig geändert werden. ***Wenn eine Änderung vorgenommen worden ist und das Kontrollkästchen wieder deaktiviert wird, werden eventuelle Änderungen entfernt und der Inhalt der Felder wieder auf die ursprünglichen Standardwerte zurückgesetzt.***

EORI

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In diesem Feld kann die EORI Nummer (**E**conomic **O**perators' **R**egistration and **I**dentification) des aktuellen Geschäftspartners eingegeben werden. Die EORI-Nummer besteht in Deutschland aus der Zollnummer, ergänzt um ein zweistelliges Länder-Präfix (z.B. DE1234567). Die EORI-Nummer soll zukünftig nationale Zuordnungskriterien wie z.B. die deutsche Zollnummer ersetzen. Zollseitig soll die Anmeldung der EORI Nummer mit ATLAS Release 8.4 umgesetzt werden.

Land

Land des Geschäftspartners. Dieses kann mit der Feldsuchfunktion gefunden und eingesetzt werden.

Name

Name des Geschäftspartners.

Postfach

Gegebenenfalls, Postfach des Geschäftspartners.

Strasse

Strasse und Nummer des Geschäftspartners.

Ortsteil

Gegebenenfalls. Ortsteil des Geschäftspartners.

PLZ

Postleitzahl des Geschäftspartners.

Ort

Ort des Geschäftspartners.

Fragen

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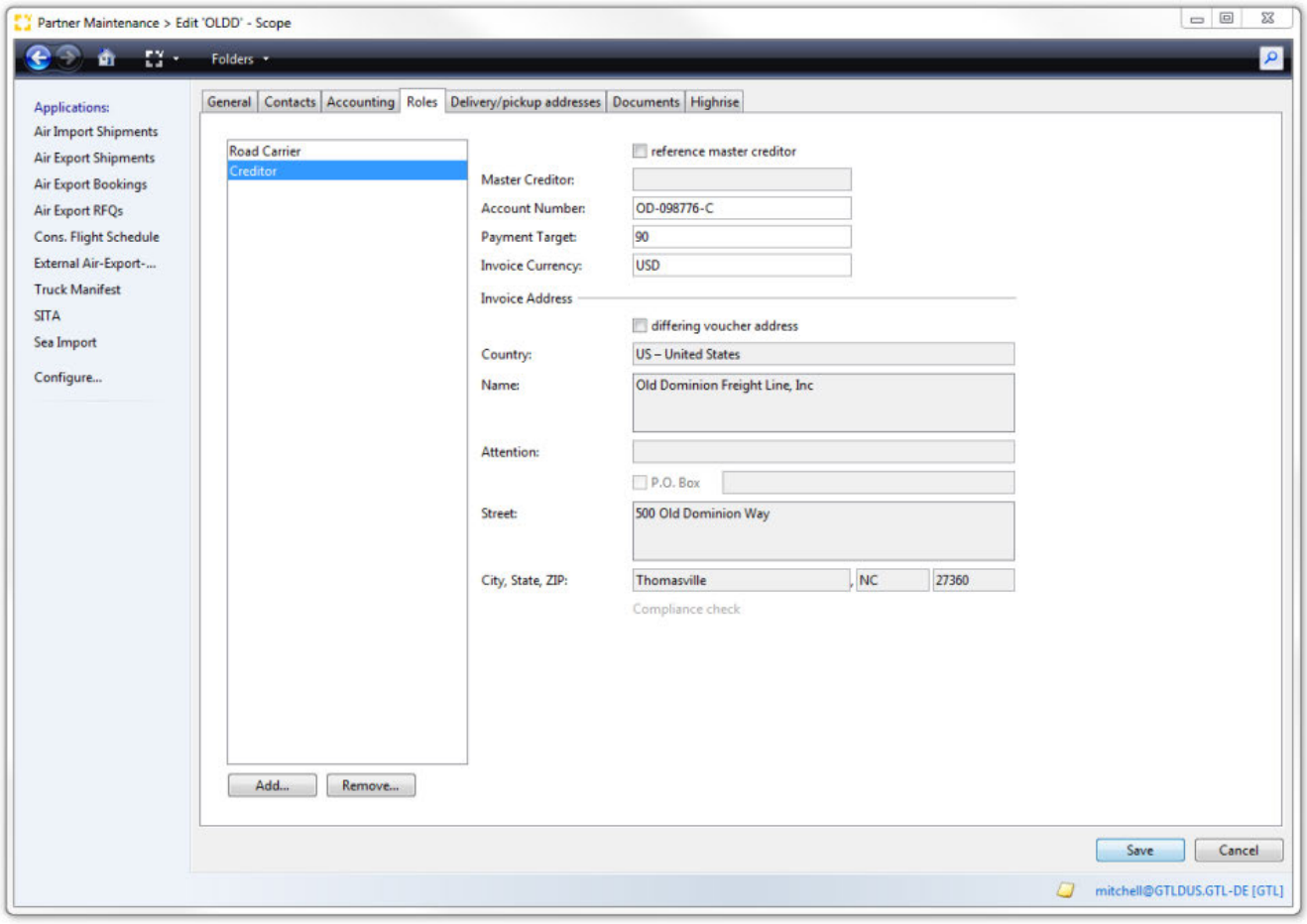
Creditor - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

When invoices are to be received from a partner, the role *creditor* should be added to the partner. This role records all relevant creditor information that is used automatically when registering incoming invoices or credit notes.

Description



reference master creditor

In some instances a master creditor may be created. If a master creditor is responsible for charges levied by this partner, then this box should be checked and the master creditor details may then be entered in the field described below. The box is left unchecked by default and this indicates that financial applications should apply finance details stored within this role to all creditor activities for this partner.

Master Creditor

When the *reference master creditor* box is checked, this means another partners creditor details should be used for all charges levied by the current partner. The master creditor field is only available when the *reference master creditor* box is checked. This is a search field, start typing the master creditor's details to find the correct master creditor.

Account Number

The account number issued by the accounting department for the creditor.

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Payment target

The number of days allowed by the creditor to make payment of invoices. The days are calculated from the date of the invoice issue.

Invoice Currency

The default currency used when registering vouchers from this creditor. This is a search field, start typing the 3 digit currency code to locate the correct currency. If left blank the local currency will be used as a default.

differing voucher address

If an address different to the partners general address is to be used, then this box should be checked.

Country

The country of the voucher address

Name

The name to be used on the voucher

C/O

Any "care of" details for the voucher address

P.O.

The P.O. Box number for the voucher address, if any.

Street

The Street details for the voucher address.

City

The City for the voucher address

State

The state code for the voucher address

ZIP

The zip code for the voucher address

Compliance check

This action link will activate a compliance check of the partner.

Save

Stores the data and closes the creditor role.

Cancel

Closes the creditor role without further action.

Instructions

Questions

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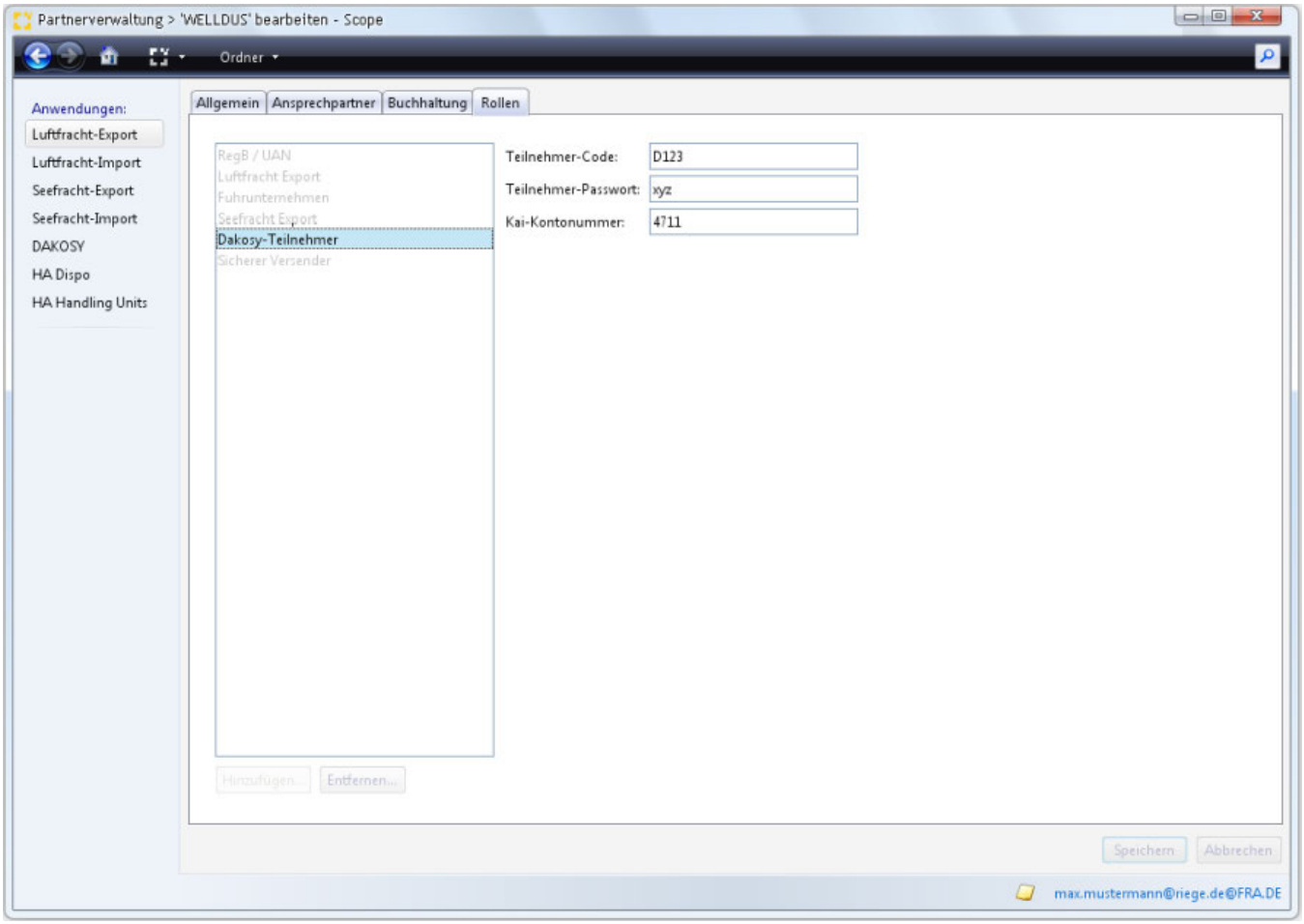
Dakosy User - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

This role is assigned to Dakosy participants. Dakosy is a major provider of data-exchange services in the port of Hamburg. The necessary subscriber data is supplied by Dakosy and stored with this role. This information is then used for Dakosy communications and connections.

Description



Participant Code

The code issued to the partner by Dakosy

Participant Password

The password used by the Dakosy user for Dakosy communications.

Quay Account Number

The Quay account number of the Dakosy partner.

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Debtor - Roles - Business Partner - Maintenance

Introduction

This role will be assigned to partners who are potential invoicees. The content of each tab is explained in the respective child pages.

- Debtor - Roles - Partner - Maintenance - (1) General
- Debtor - Roles - Partner - Maintenance - (2) Invoice Generation
- Debtor - Roles - Partner - Maintenance - (3) Email Sending Options
- Debtor - Roles - Partner - Maintenance - (4) Invoice Postal Address
- Debtor - Roles - Partner - Maintenance - (5) Dunnings
- Debtor - Roles - Partner - Maintenance - (6) Charges

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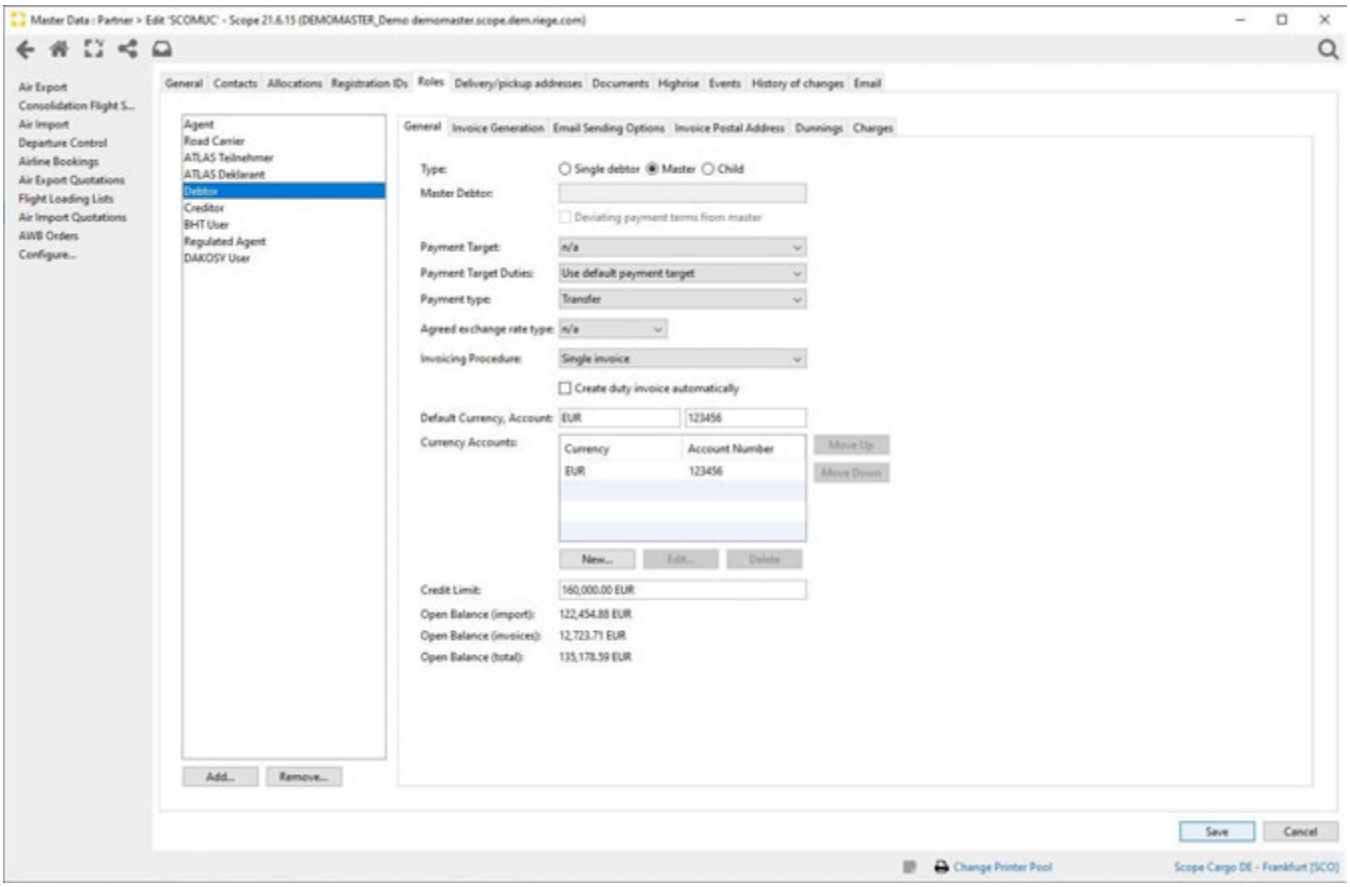
Debtor - Roles - Partner - Maintenance - (1) General

Description



Type

Select the debtor type

- **Single Debtor:**

  Information is registred as a single, independant debtor
- **Master-Debtor:**

  Information is registred as a master-debtor
- **Child-Debtor:**

  Selecting this option allows to select a correspondened master debtor in the box below.

Payment Target

The payment term is used to calculate the due date of an invoice. The due date is calculated upon invoice finalisation. The available payment targets are maintained in the accounting settings

> ⚠ In case no payment target is selected, Scope assumes the partner to be cash payer.

Payment Target Duties

A separate payment term for duty invoices is available. Functionality is the same as for the general payment term.

Payment type

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Select the payment type:

- Transfer
- Cash
- Cheque
- Direct debit
- Credit card
- Debit card
- Unknown
- Correction

Agreed exchange rate

Select the desired exchange rate type:

- Buying Rate
- Selling Rate
- Day Rate
- Bank Selling Rate
- IATA-Rate

Payment procedure

Select the desired payment procedure:

- Single invoice
- Aggregated invoice
- Self-billing credit note
- Aggregated invoice by charge type

Create duty invoice automatically

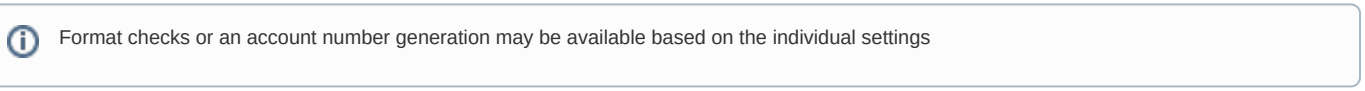
By activating this checkbox, Scope automatically creates receivable from incoming tax receipts.

Default currency

Default currency to be used when creating recevables to this partner. The currency can be changed manually for each invoice if desired. If no currency is selected, the local currency will be used instead.

Account

Debtor account number in accounting.



Currency Accounts

In case the debtor uses different currencies and these need to be reported on different accounts, this may be maintained here.

Credit limit

Credit limit and current balance are provided by accounting and imported into Scope, so the credit limit can be checked in operations. Only the credit limit can be amended manually. However the manually changed amount is not reported back to accounting.

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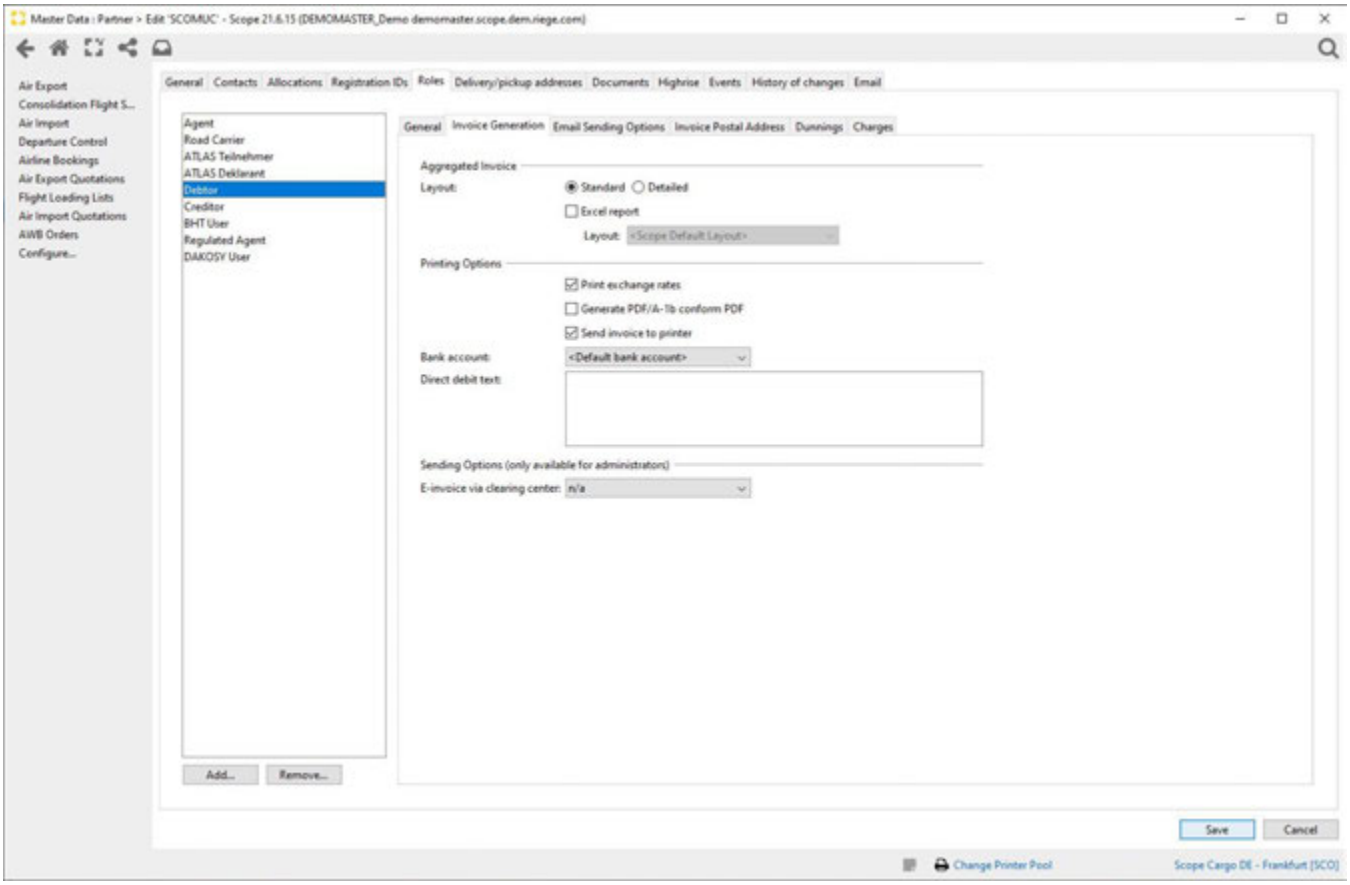
Debtor - Roles - Partner - Maintenance - (2) Invoice Generation

Description



Aggregated invoice

Layout

A Standard-layout and a Detailed layout are available.

Excel report

The aggregated invoice can be provided as an Excel file. This file can be in the standard layout or a user defined layout.

Printing Options

Print exchange rates

By activating this check box the applicable exchange rate at the point of invoice finalisation is printed on the invoice document.

Generate PDF/A-1b confom PDF

The PDF for the aggregated invoice is generated in the internationally accepted format for long time archiving.

Send invoice to printer

The invoice is physically printed on the assigned printer.

Bank account

A maintained bank account to be printed on the invoice.

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Direct debit text

A text to be printed on the invoice in case the invoice amount is settled by direct debit.

Sending Options

E-Invoice via clearing center

Several e-invoice formats can be selected here. There is no difference between external and internal invoices here. As transfer happens via a clearing center additional adjustments and settings need to be provided by Riege Software. Please contact our customer support.

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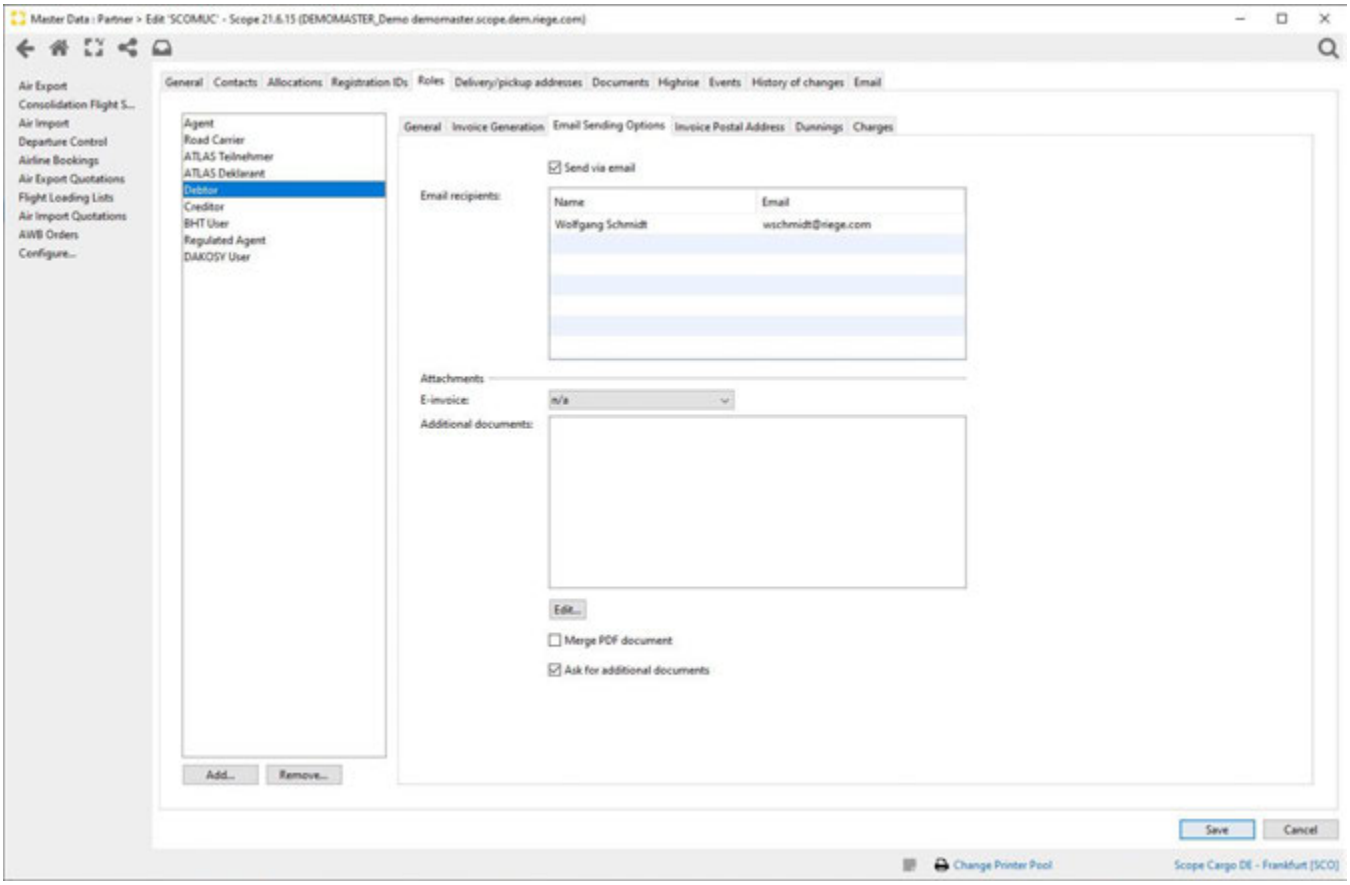
Debtor - Roles - Partner - Maintenance - (3) Email Sending Options

Description



Send via email

By activating this checkbox the invoice will be sent automatically via email upon finalisation. The recepients are all email recepients maintained as invoice recepient in the contact tab of the partner.

E-Invoice

An E-Invoice-format can be selected that is attached to the email.

Additional documents

Additional documents can be selected from a list. Those will be attached to the invoice email in case they are available on the particular shipment.

Checkbox "Merge PDF document"

By activating this checkbox all attached PDFs wil be merged into one single PDF document.

Checkbox "Ask for additional documents"

By activating this checkbox a dialog is opened upon finalisation to allow the selection of further documents available on the particular shipment.

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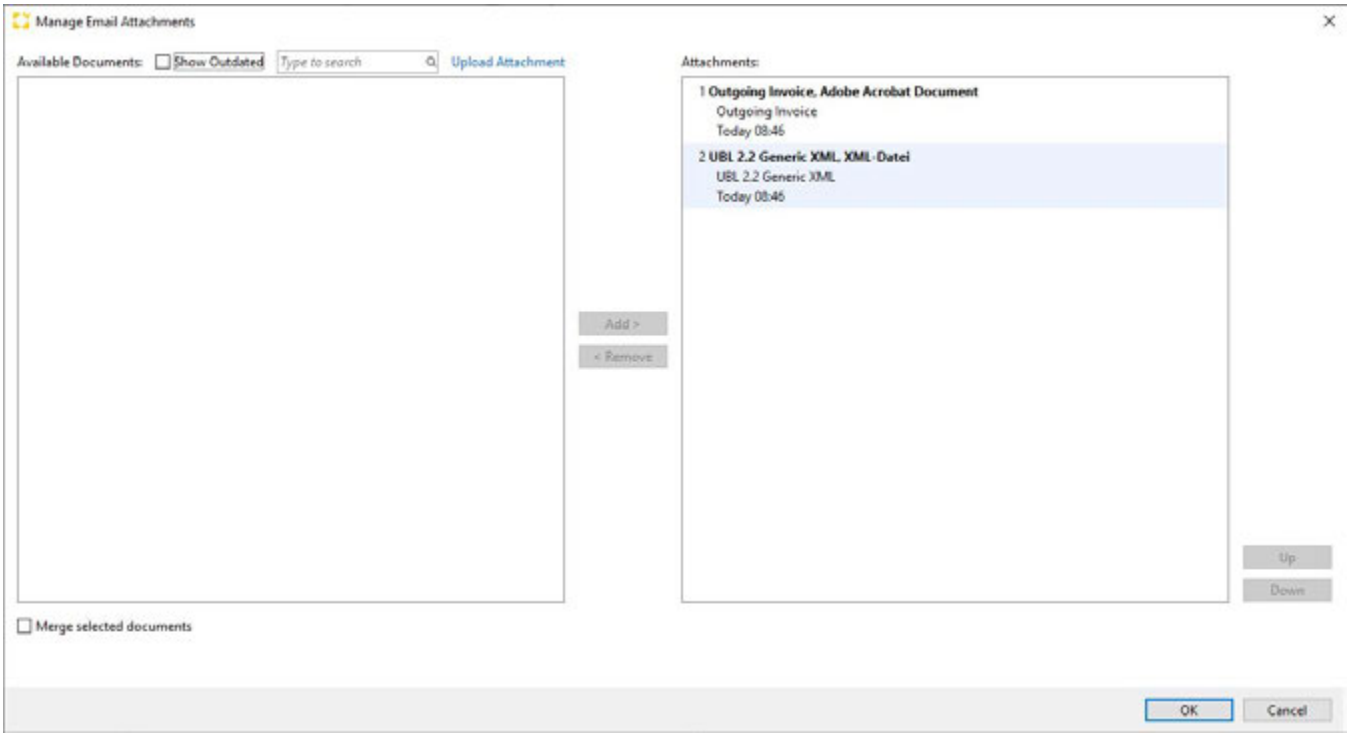

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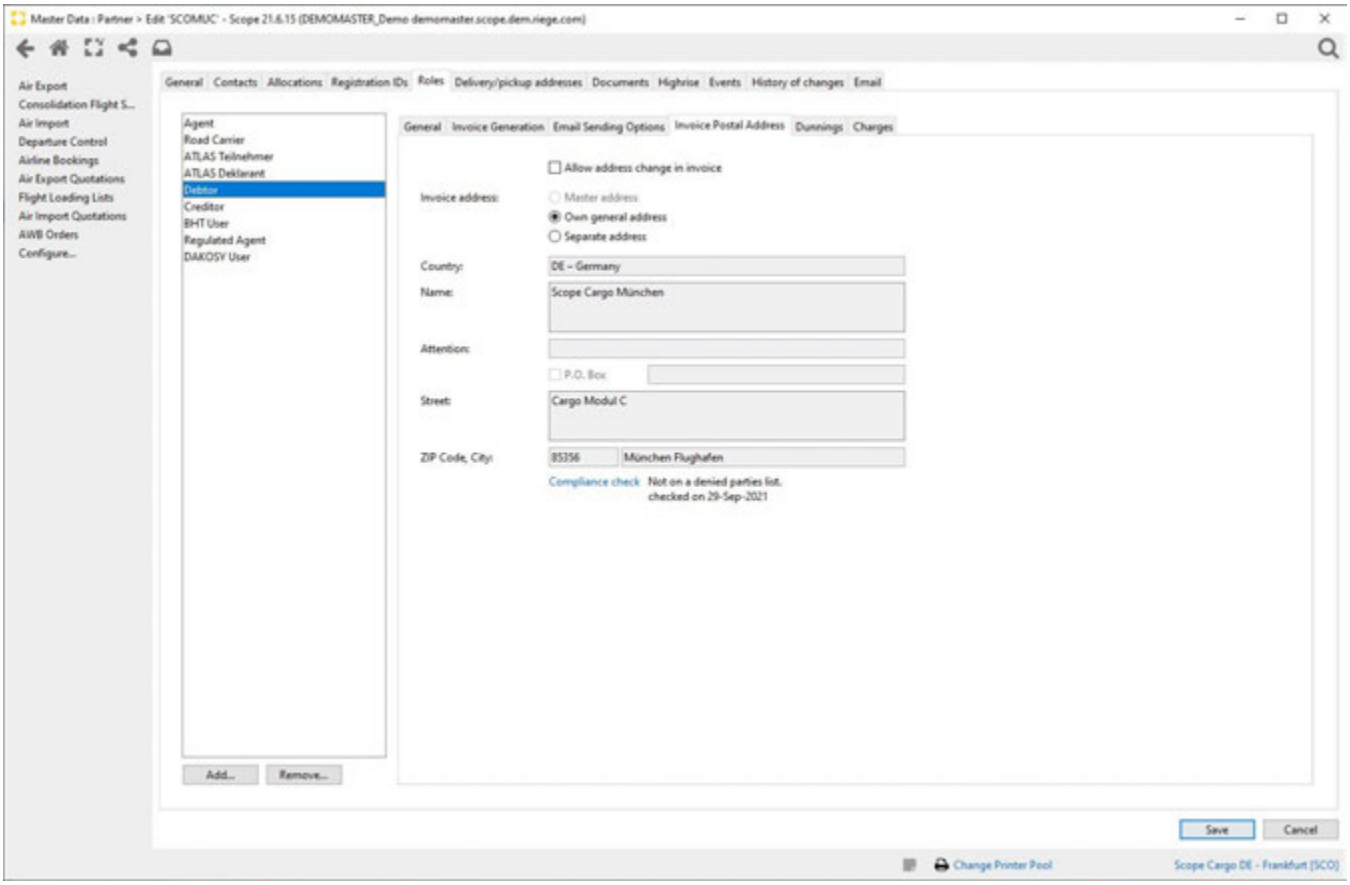
Debtor - Roles - Partner - Maintenance - (4) Invoice Postal Address

Description



Allow address change in invoice

By activating this checkbox the invoice address can be manually changed during invoice creation.

Invoice address

Using the radiobuttons an already maintained address of the partner can be selected.

By selecting "Separate address" the respective address can be maintained in the fields below.

Country

Country code of the address. Depending on the country, the system might ask for and validate additional information (e.g. ZIP code)

Name

Company name of the partner

Attention

Applicable person or department

P.O.Box

By activating the checkbox the field behind becomes available to maintain a P.O.Box address of the partner. In turn the field Street becomes unavailable.

Street

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Street and house number of the partner.

ZIP Code

ZIP Code of the partner

City

City of the partner

Compliance check

Does a compliance check for the partner. The result and date of the last compliance check is displayed.

As a compliance check is not mandatory in all countries the functionality is only available if activated on the system. Further information is available from RSI customer support.

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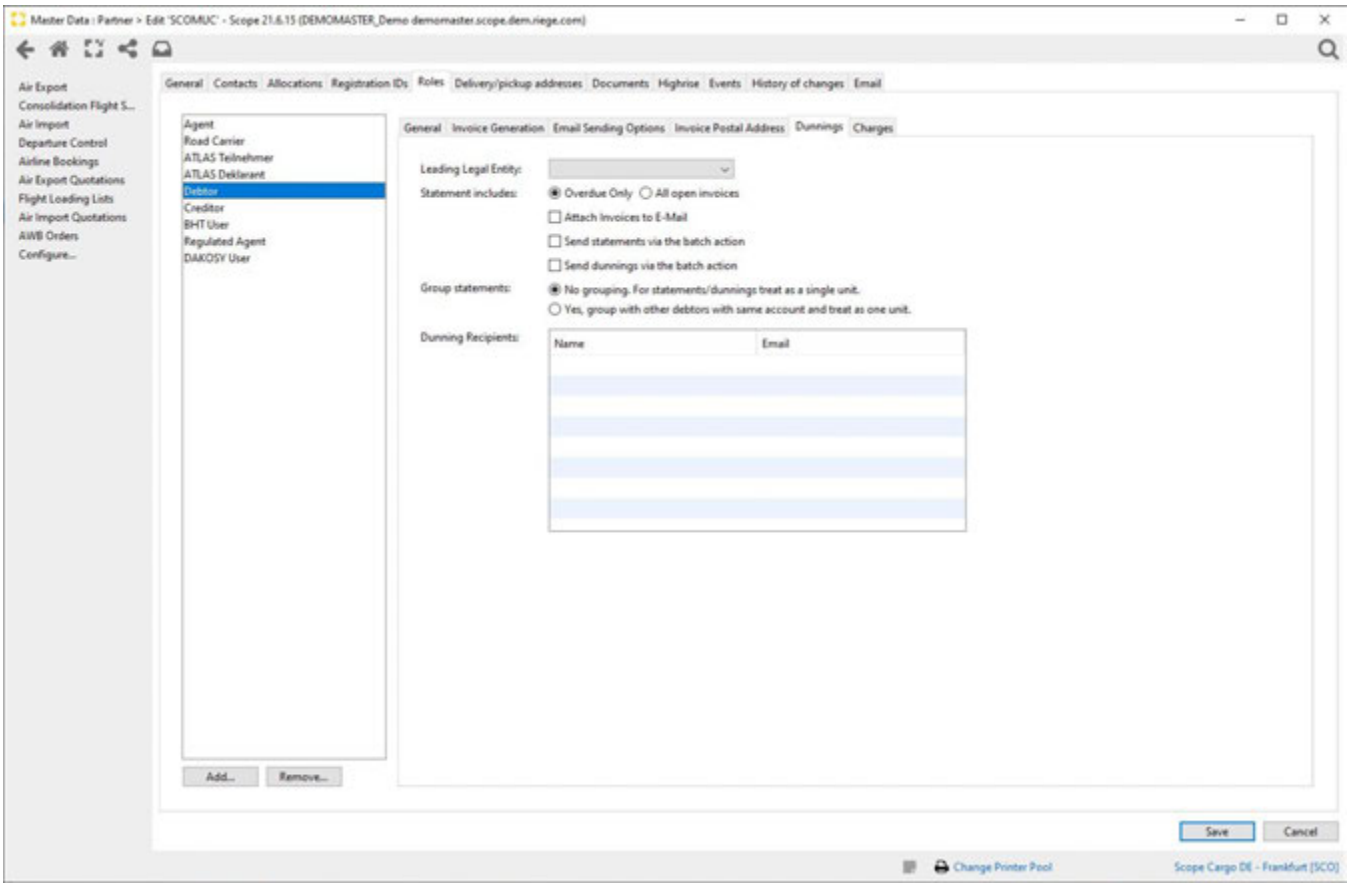
Debtor - Roles - Partner - Maintenance - (5) Dunnings

Description



Leading Legal Entity

Select the legal entity responsible for the dunning process of this partner . The field can be left empty where not applicable.

Statement includes

The statement can be created to contain only the overdue or all open invoices.

Attach invoices to E-Mail

By activating this checkbox Scope attaches the relevant invoices as PDF.

Send statements via the batch action

By activating this checkbox a statement for this debtor is created during the automatic generation from the Dunnings/Account Statements appliance

Send dunnings via the batch action

By activating this checkbox a dunning for this debtor is created during the automatic generation from the Dunnings/Account Statements appliance

Group statements

It can be selected whether different partners with the same debtor account number should receive individual statements or a combined single one.

Dunning Recipients

The recepient of the dunning needs to be maintained as "Dunning recipient" in the Contacts-Tab of the partner.

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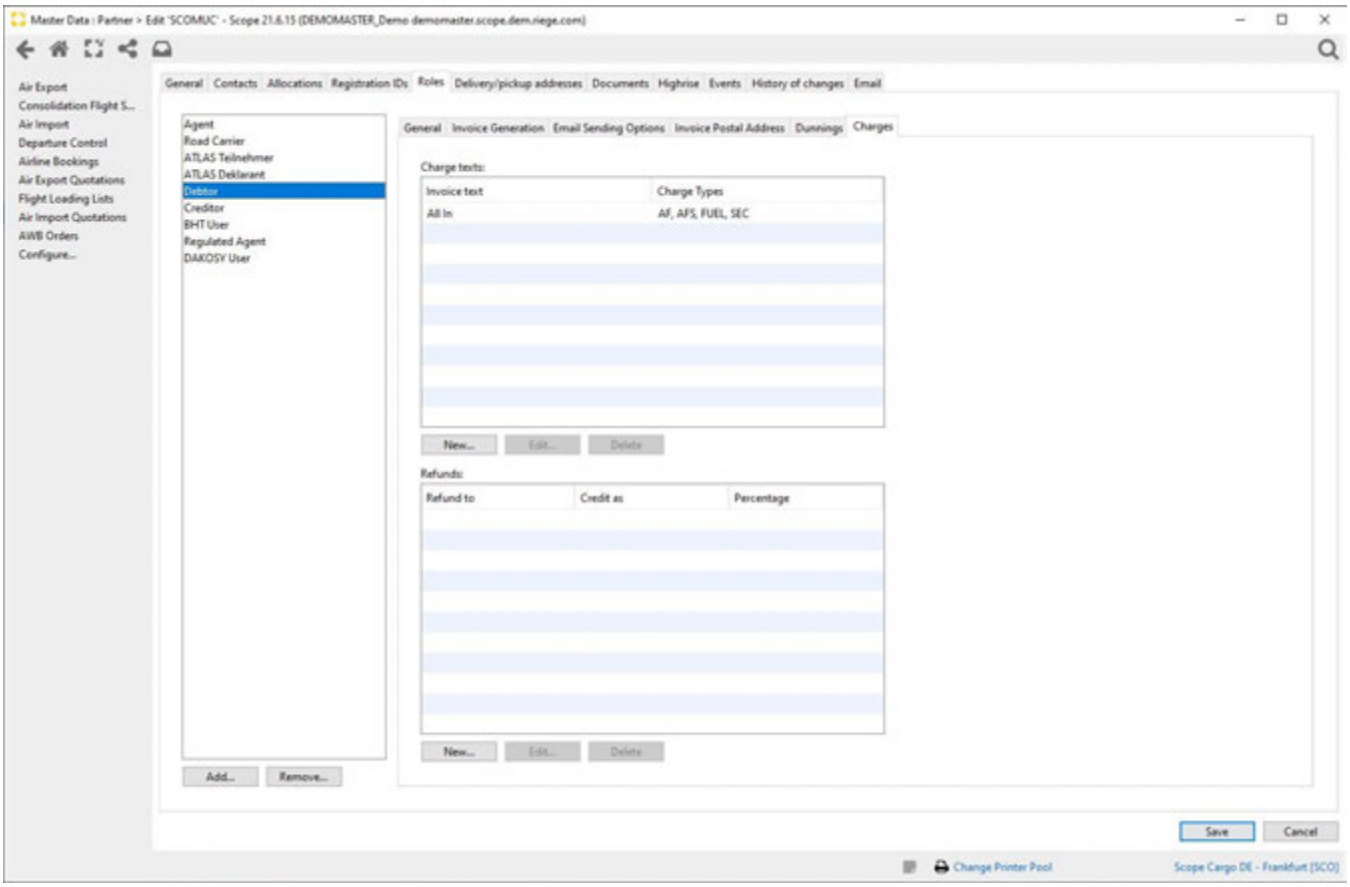
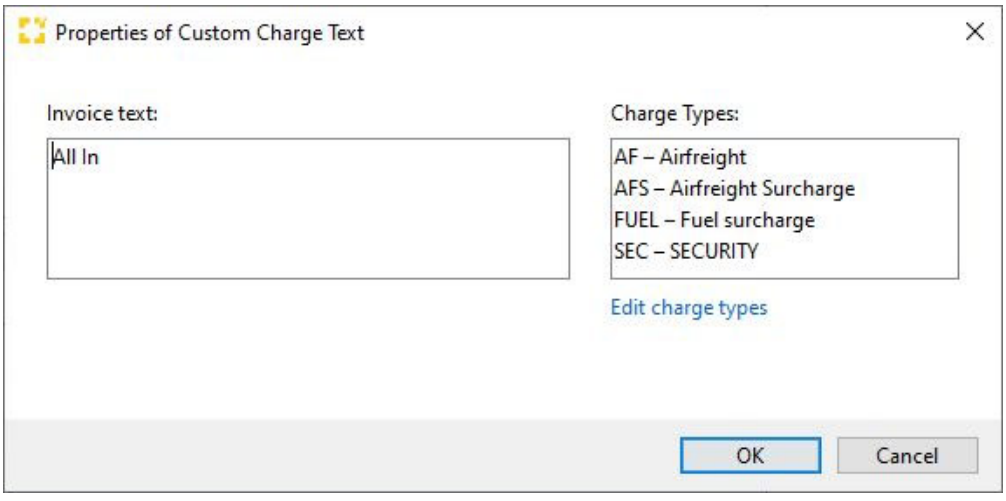
Debtor - Roles - Partner - Maintenance - (6) Charges

Description



Charge texts

Multiple charge types can be combined to show as single item on invoices.



Invoice text

Free text to appear on the invoice.

Charge Types

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Selection of charge types to be combined under this item. Charge types can be added and removed. Each charge type can be only member of one of these items.

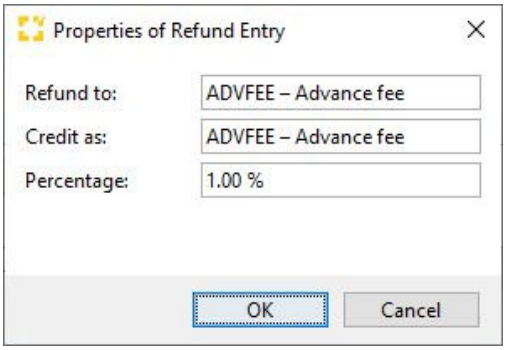
It is also possible to give one chsrge type an individual invoice text.

Refunds

Agreed refunds can be defined here. During invoice generation this refunds are applied automatically.

Refunds appear in jobcosting as open invoice with negative income.

All refunds can be settled as aggregated credit note.



Refund to

Charge type the refund is applied to

Credit as

Charge type the refund is credited as.

Percentage

Applicable percentage of refund.

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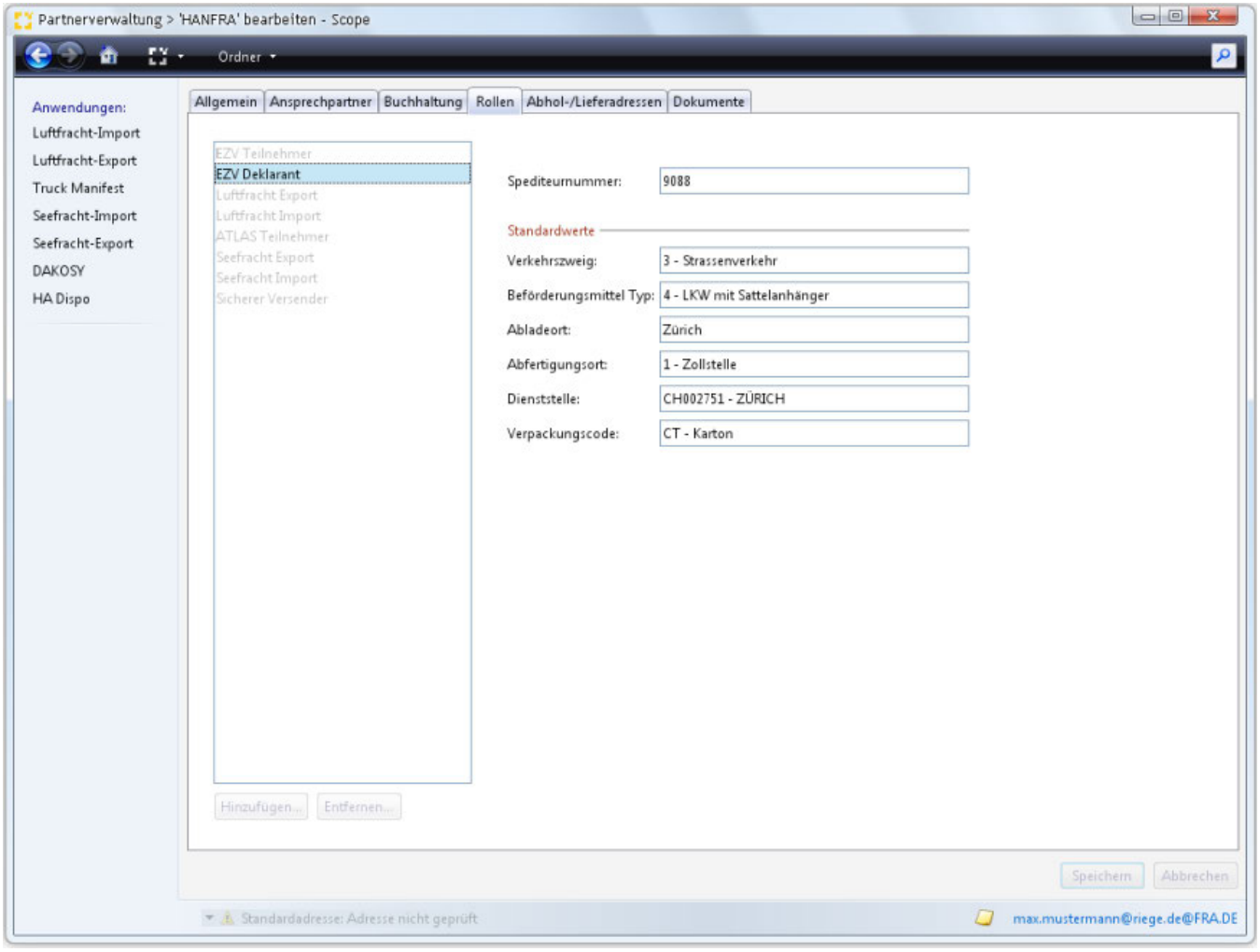
EZV Declarant - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

The EZV Declarant (Swiss Federal Customs Administration) is the declarant for Swiss customs procedures. This role is related to the Swiss Customs Module e-dec/NCTS. In general this role is also assigned it's own business partner who acts as the declarant in the e-dec/NCTS module.

Description



Spediteurnummer (Carrier number)

The 4-digit carrier number assigned by the Swiss Federal Customs Administration.

Standardwerte (Defaults)

Information to be included in declarations as defaults.

Verkehrszweig (Mode of transport)

Mode of transport for customs clearance. Search field.

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Beförderungsmittel Typ (Type of Transport)

Type of transport for customs clearance. Search field.

Verpackungscode (Packing code)

Type of packing used. Search field.

Abfertigungsort Import (Check-in Import)

Standard check-in for import Search field.

Dienststelle (Import Service)

Standard import customs department. Search field.

Abfertigungsort Export (Check-in export)

Standard check-in for export Search field.

Dienststelle Export (Export Service)

Standard export customs department. Search field.

Abladeort (Unloading)

Standard *unloading*

Bewilligter Warenort (Authorised location of goods)

Standard *Authorised location of goods*

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EZV Participant - Roles - Business Partner - Maintenance

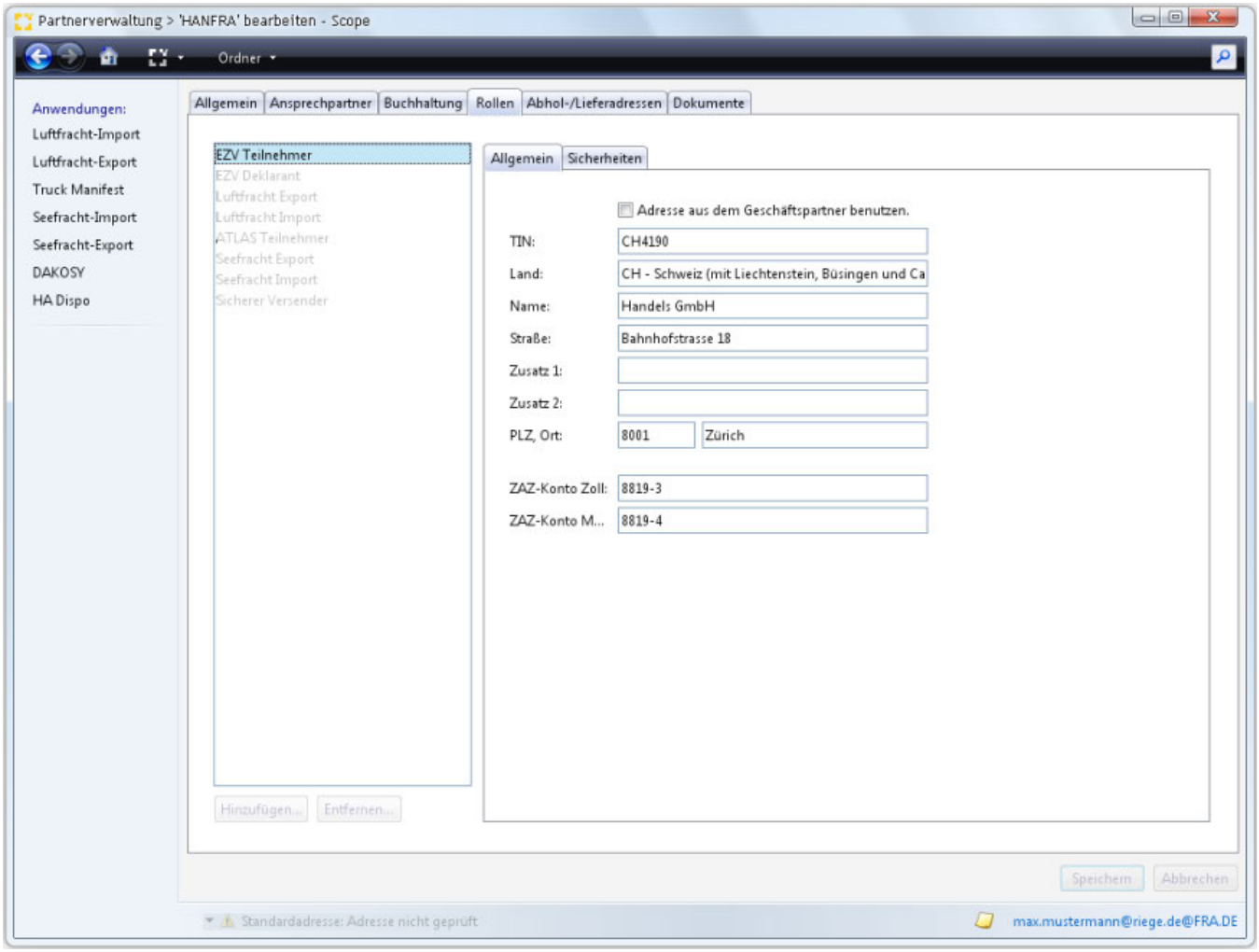
- Introduction
- Description

Introduction

EZV participants (Swiss Federal Customs Administration) are parties to the Swiss Customs procedures. This role is used by the Swiss Customs module eD ec/NCTS The data stored via this role is used by the appropriate Swiss Customs application.

Description

General



Use business partner address

By checking this box, the general address of the partner as stored in the general tab will be used as the address for Swiss Customs. If the box is unchecked, then the participants name, street address, city and post code may all be changed to free text values.

> ⚠ If free text has been entered for the participants address and the box is subsequently re-checked, the free text will be lost and replaced by the address details from the general tab

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TIN

The standard TIN number of the participant (Identification number)

Land

The county where the participant is located. This is a search field

Name

The name of the participant.

Strasse

The street address of the participant.

Zusatz 1 and 2

Additional address lines.

PLZ

Zip code of the participant

Ort

City where the participant is located.

ZE-TIN

The TIN of the business partner who is the authorized consignee.

ZAZ-Konto Zoll / ZAZ Konto MWST

The partner's ZAZ account numbers for customs and VAT.

Securities

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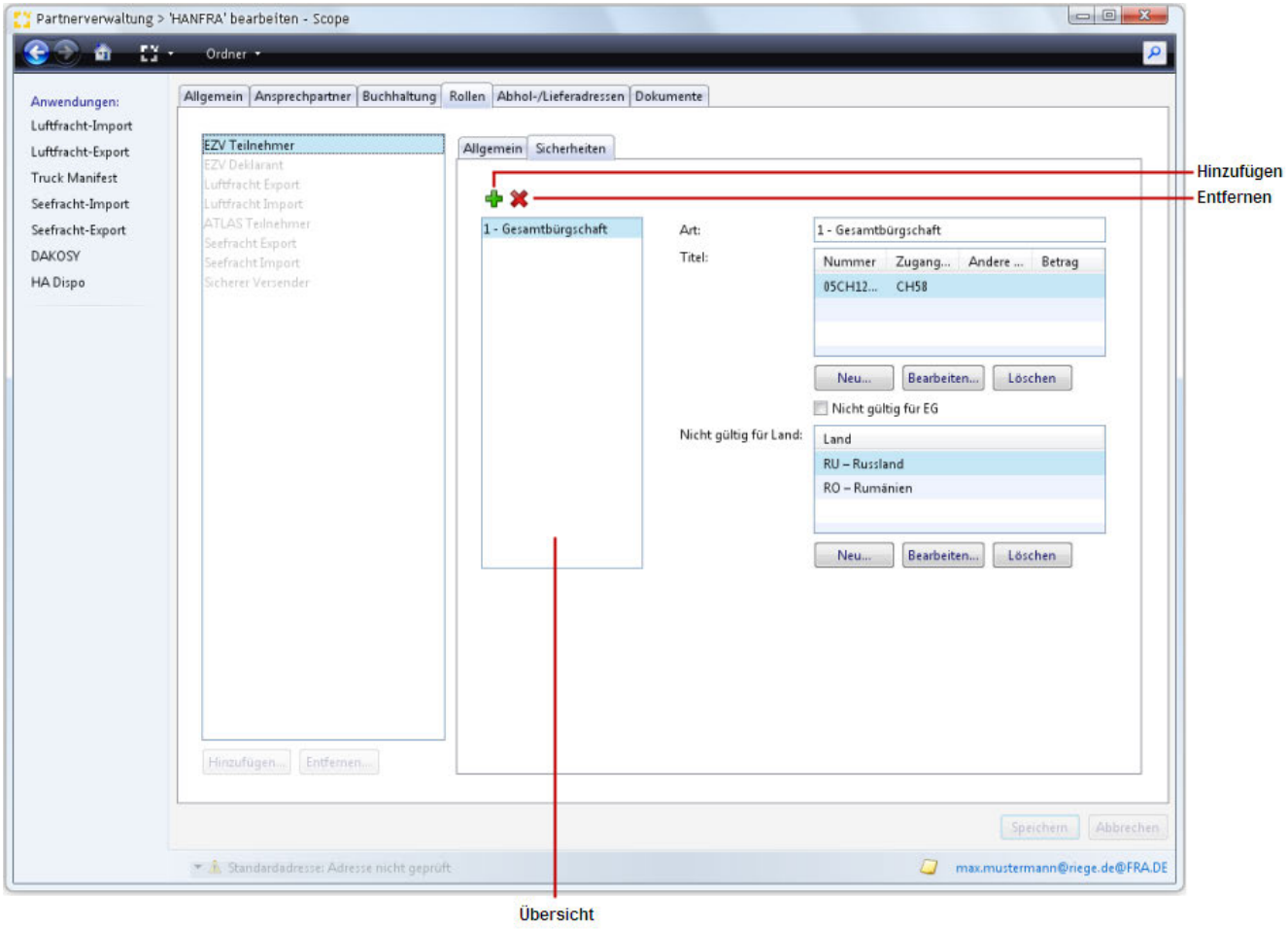

Add

This button is used to add security details

Remove

Removes the security details highlighted in the overview.

Art (Type)

The type of security is entered. This is a search field.

Titel (Title)

This table shows voucher details (number, access code, other collateral amount) The buttons *New Edit*, and *Delete*, can be used to maintain these title details.

Nicht gültig für EG (Not valid for EC)

This box should be checked if the current security is not valid for the ED. (Refer to each of the selected titles in the table of security titles)

Nicht gültig für Land (Not valid for country)

This table lists the countries that are to be excluded since they are not valid for the current security. The buttons *New Edit*, and *Delete*, can be used to maintain these country lists. When editing a country, the desired country can be found by using the search function of the field.

⚠ If there is no ZAZ account and / or securities have been collected, the *own* ZAZ account number or securites will be used in the declaration. (EZV details from the *own* EZV participant role in master partner data)

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Questions

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Forwarding Customer - Roles - Business Partners - Maintenance

- Introduction
- Airfreight

Introduction

When a partner is a shipper or consignee the *Forwarding Customer* may be applied to the partner to store airfreight, seafreight and routing information that is specific to the partner.

Airfreight

The airfreight tab stores information to be used when air shipments are created for this partner.

AWB Hardcopy

Custom details for the partner that are to be used when printing air export AWB's

Custom AWB shipper/consignee address

If the shipper address to be used on a AWB for the partner differs from the address stored in the General tab then this box should be checked in order to insert the custom address.

The text entry box below the check box will be greyed and contain the address from the General tab. Once the box is checked this general address may be replaced with the custom address. On printing an AWB, this custom address will appear as the shipper.

E-freight

For partners who book air export shipments via E-freight, this section of the airfreight tab can be used to specify the address of the partner that is to be used for E-freight purposes.

Custom FWB Address

The check box will be unchecked by default and the partners address details from the General tab will appear in the E-freight address fields.

By unchecking this box, it is possible to replace the the partner's general address for E-freight with custom address details the will by used in the FWB sent to the airline.

Name

The custom name for the partner to be used in the FWB

Street.

The custom street address for the partner to be used in the FWB

Place

The custom town or city name for the partner to be used in the FWB

State

The custom state for the partner to be used in the FWB

Zip

The custom zip code for the partner to be used in the FWB

Phone

The custom phone number for the partner to be used in the FWB

Fax

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The custom fax number for the partner to be used in the FWB

Shipment Defaults

Defaults to be used when creating air export or import shipments.

Notify

The name of the notify party that should default to air export or import shipments for this partner.

Export Vol.Factor

The volume factor calculation is used to determine the charge weight of a package. The normal method in airfreight is to multiply the dimensions of the packages (in centimeters) and then divide the total by 6000. This is referred to as a volume factor of 1:6 or *6*. To specify a different volume factor, insert a number, for example 5 would indicate a volume factor 1:5.

Import Vol.Factor

The volume factor calculation is used to determine the charge weight of a package. The normal method in airfreight is to multiply the dimensions of the packages (in centimeters) and then divide the total by 6000. This is referred to as a volume factor of 1:6 or *6*. To specify a different volume factor, insert a number, for example 5 would indicate a volume factor 1:5.

Seafreight

For partners involved in seafreight shipments, sea specific information for the partner may be stored.

Export

Sea export specific data

Custom B/L shipper/consignee address

Check this box if a custom address is to be used as the shipper address for sea export shipments on the bill of lading. Checking the box will allow the default address details from the General tab of the partner to be replaced with a custom address.

Vol. Factor Main

the volume factor to be used on the main transport.

Import

Sea import specific information for the partner

Vol. Factor Main

the volume factor to be used on the main transport.

Routing

The *Routing* tab of the *Forwarding Customer* role is used to specify which agents should be used for this partner for any departure or destination port. These pairings can be defined for air or sea export or imports.

Routing overview

The overview of agent routings shows

- **Location:** The unlocode to which the pairing applies
- **Airfreight:** A checkbox to indicate if the pairing is used for air export and import shipments
- **Seafreight:** A checkbox to indicate if the pairing is used for sea export and import shipments
- **Agent:** The name of the agent to be used in the pairing

New

The *New* function button launches a *new agent mapping* editor where a new paring may be created

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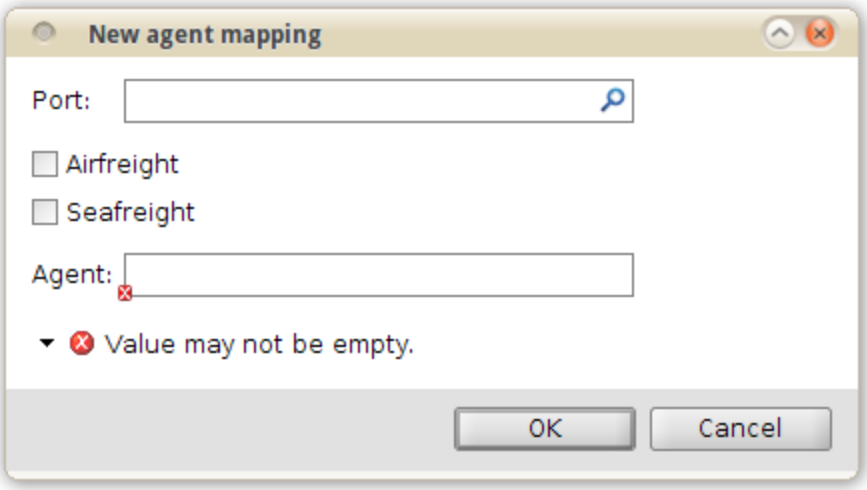

Port

The Unlocode to be used in the pairing. This is a search field and so the port code or name may be used as a search time to locate the correct code.

Airfreight

Check this box if this pairing is to be used for airfreight shipments

Seafreight

Check this box if this pairing is to be used for seafreight shipments

Agent

The name of the agent to be used for the pairing. This is a search field and so the agent name or address may be used to locate the correct agent.

> Note that only partners who have the Agent role and are assigned to be an agent in the port specified above, will appear in the search results.

OK

Save the new new pairing and exits back to the overview

Cancel

Cancels the operation without changes and returns to the overview.

Edit

The *Edit* function button will open the pairing highlighted in the overview and allow changes to be made.

Delete

the *Delete* function will delete the pairing highlighted in the overview.

Saving or Canceling

Once all sub-tabs of the *Forwarding Customer* role have be completed, they may be saved or discarded

Save

Save all new details in all sub-tabs of the *Forwarding Customer* and return to the partner overview.

Cancel

Cancel any changes in all sub-tabs of the *Forwarding Customer* and return to the partner overview.

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Questions

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ICS Declarant - Roles - Business Partners - Maintenance

- Introduction
- General

Introduction

ICS Declarants (also called Reporting Parties) are partners who are responsible for sending ICS inbound messages.

General

This paragraph describes properties relating to ICS Declarant and quoted in ICS inbound messages.

Partner Role

An ICS declarant may be:

- **An Agent**
- **An Owner**

Check the item that applies to the partner.

Branch ID

A Branch Identifier is a facility within the Client Register which enables clients to identify specific areas of their organization in dealings with Customs. The Branch Identifier may be used in ICS Exports, ICS Imports, or both.

Apply to Export

Check this box if the partner does ICS Exports

Apply to Import

Check this box if the partner does ICS Imports

Branch ID details

The 6 character ICS branch ID identifier

ABN

A number issued by the Australian Business Register that identifies an organization or an individual that operates a business like enterprise within Australia. Also issued for individuals who are able to claim GST Input Tax Credits.

The CCID

An identifier issued by the Australian Taxation Office to identify the type of activities (accounts) a client undertakes with the Australian Taxation Office (ATO). E.g. GST, WET, etc.

A partner may only have an ABN or a CCID and not both.

EDI Configuration

EDI communications information

Interchange Creator ID

A unique identifier for an EDI Site for a party creating EDIFACT messages sent to Customs. The EDI Site ID is assigned by Customs at the time the EDI Site is registered.

Interchange Owner ID

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A unique identifier for an EDI Site for a party responsible for the content of the EDIFACT messages sent to Customs. The EDI Site ID is assigned by Customs at the time the EDI Site is registered. If Interchange Owner Id is left blank, it defaults to the Interchange Creator ID.

Customs Site ID

A unique identifier for an EDI Site used by Customs.

Test

Check this option if ICS messages are to be send to Customs test system.

Production

Check this option if ICS messages are to be send to Customs production system.

Request Customs Acknowledgement

Check this option if each inbound message is to be acknowledged by Customs, by sending control acknowledgement message with appropriate status. Checking this option is recommended.

Save

Save changes made to the *ICS declarant* role and exit to the partner overview

Cancel

Discard changes made to the *ICS declarant* role and exit to the partner overview

Questions

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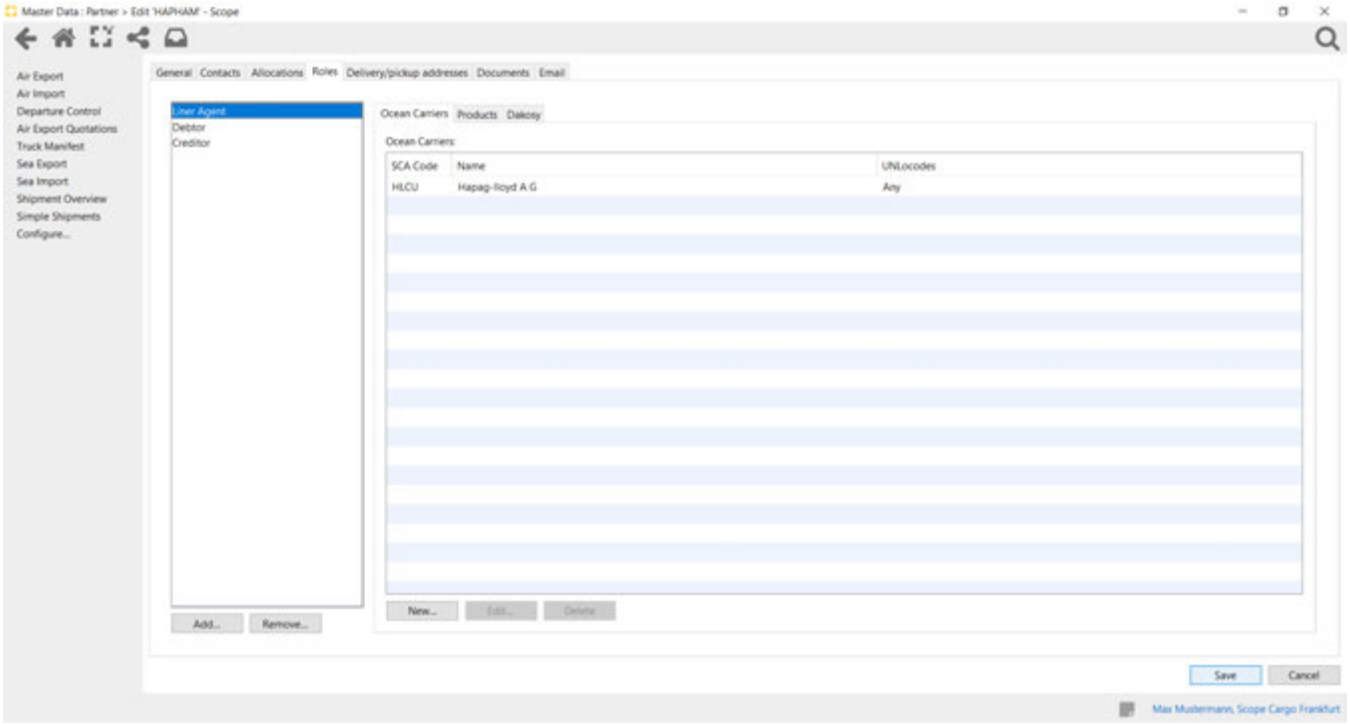
Liner Agent - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

Partners who are liner agents may be assigned a 4-digit Scac code, a Dakosy code and Products. These codes are then used in seafreight imports and exports.

Description



Ocean Carriers

Locate the correct carrier and SCAC code using the search function of the field

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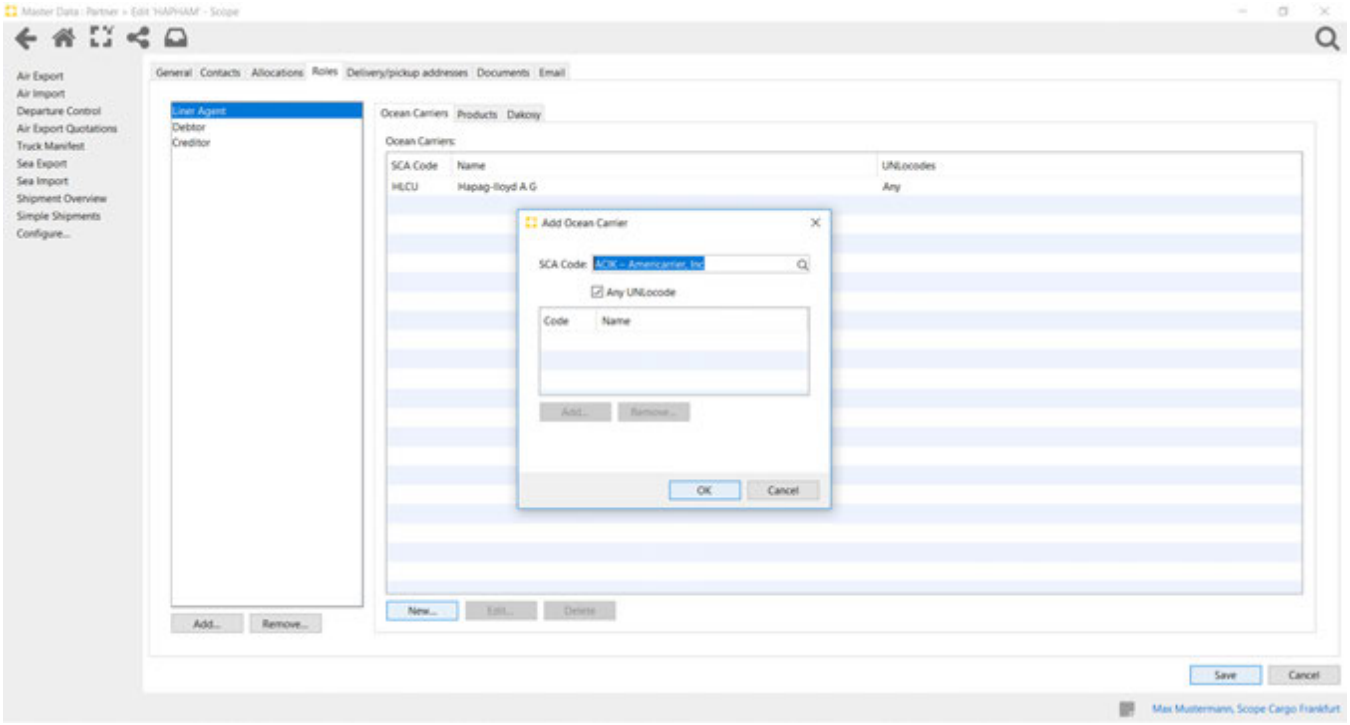
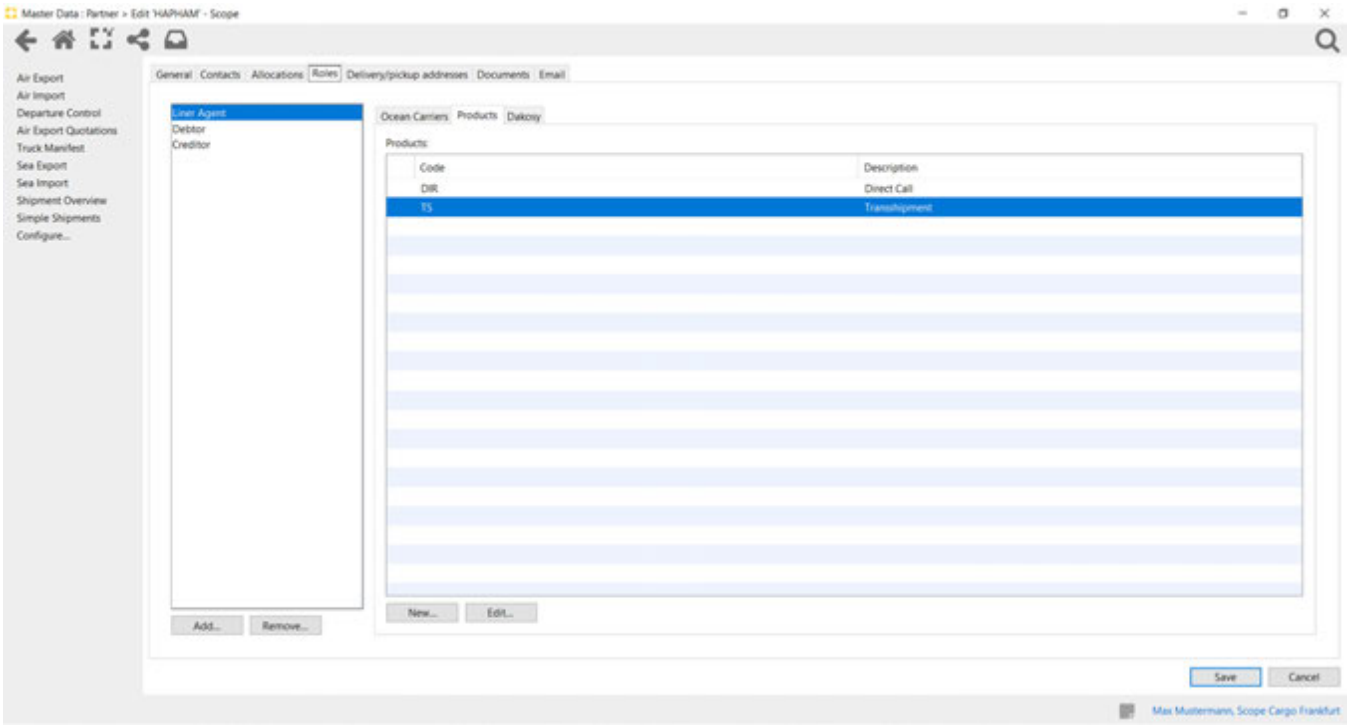


Products

Create products for the carrier



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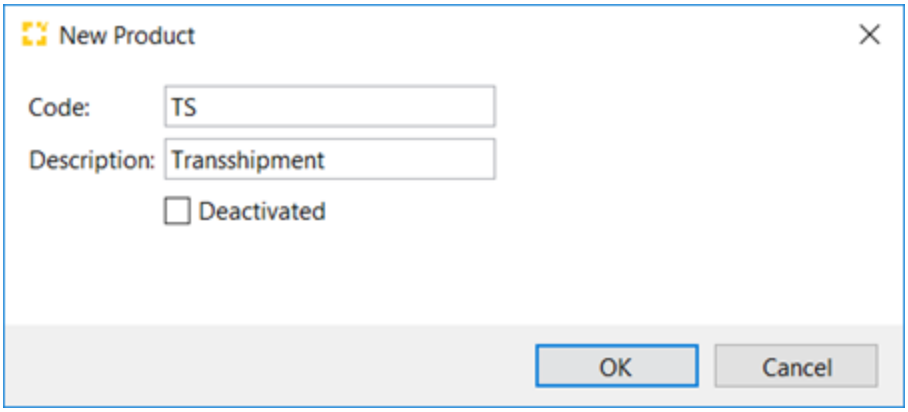
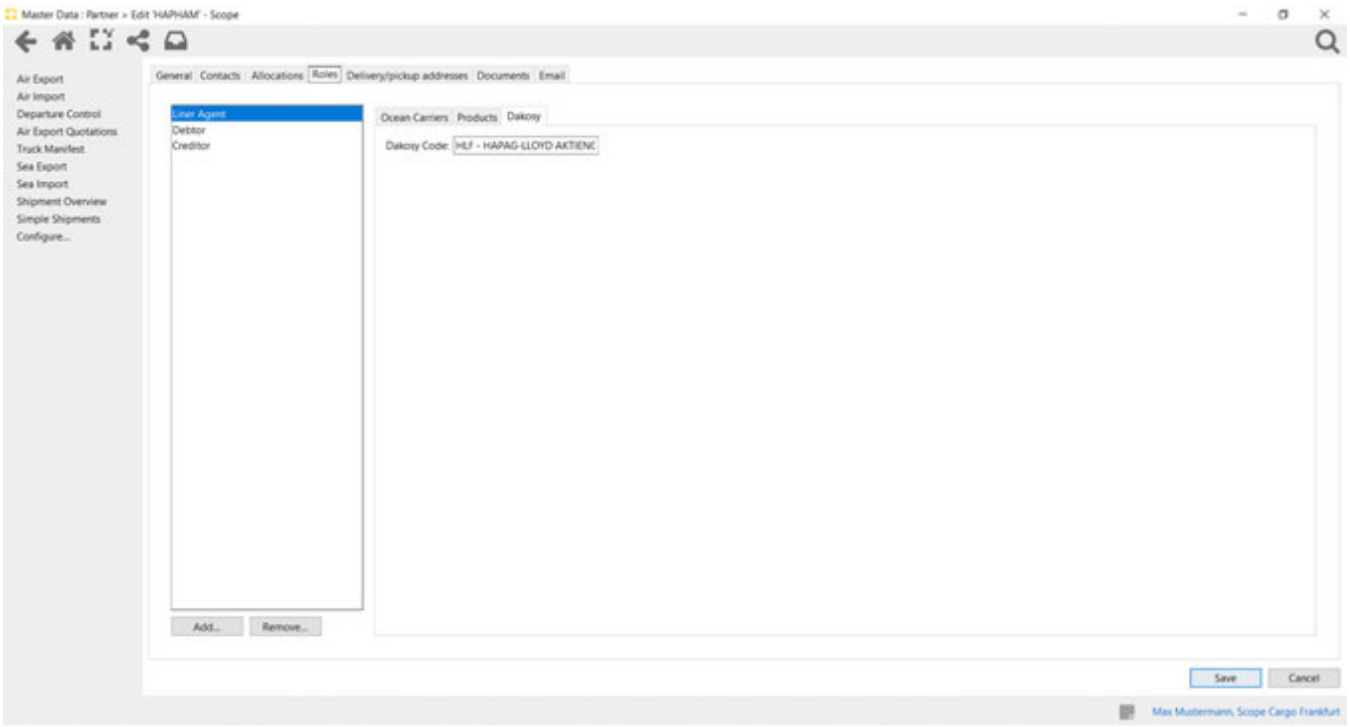


Dakosy Code

The 3-digit code issued to the partner by Dakosy. Use the search function of the field to find the correct code.



Save

Saves the Liner agent details

Cancel

Exits the liner agent role without saving any details.

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Netherland Customs Partner - Roles - Business Partner - Maintenance

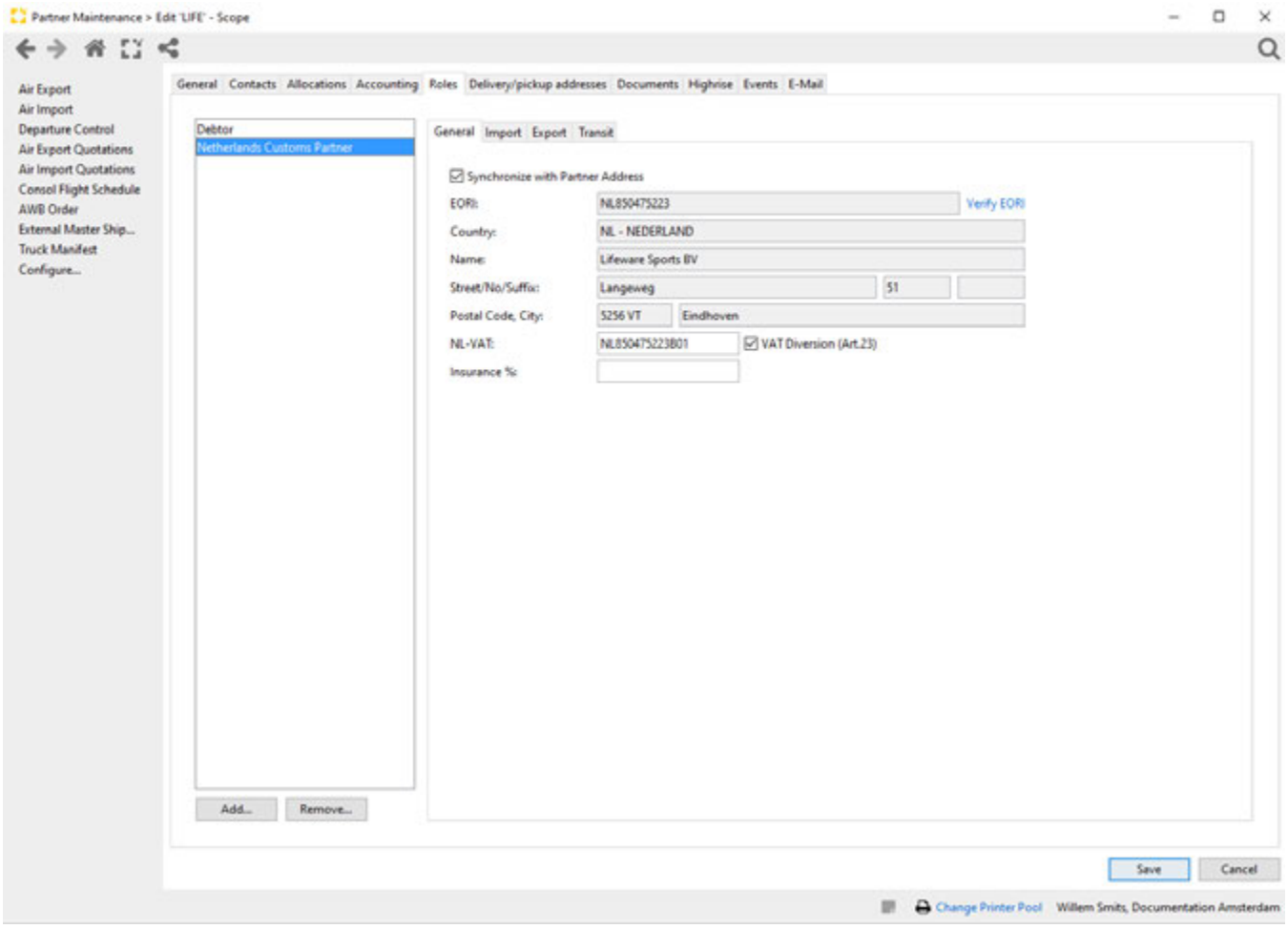
- Introduction
- NL-Customs

Introduction

Partners which will be used on Netherlands Customs modules, as shippers, consignees, ect.. using the Customs Netherlands system(s) should have their Netherlands customs details recorded using this role. The Customs Netherlands module will then automatically use these details for this partner.

NL-Customs

General



Synchronize with Partner Address

This box will be checked by default. As a result the partner address details from the general tab of the master will default to the *Country, Name, Street/No. /Suffix, Postal Code* and *City* fields. If this field is unchecked then these details may be entered as free text.

> ⚠ If the *synchronize with partner address* checkbox is deactivated and free text address details are entered, if the checkbox is subsequently rechecked, any free text address details will be lost and replaced by the address details from the general tab of the partner.

EORI

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The EORI is the partners economic operator's registration and identification, used throughout the EU.

Country

The country where the partner is located for the purposes of NL customs, This field uses the code lists from NL customs and may contain different codes as the general tab of the partner (for instance SR / XS for serbia).

Name

The partner's name for the purposes of NL customs

Street

the street name, of the partner for the purposes of NL customs.

Street No.

The street number of the partner for the purposes of NL customs.

Street Suffix

The street suffix (road, street, place etc.) of the partner for the purposes of NL customs.

Postal Code

The postal code of the partner for the purposes of NL customs

City

The postal city of the partner for the purposes of NL customs

NL VAT

Vat number applicable for this partner in NL Customs entries

VAT Diversion (art. 23)

Indicator if the registered VAT number has been approved for usage of Vat diversion under an article 23, license, This must be set to active else the VAT number will not be available in AGS declarations and the VAT is paid through the AGS declaration.
The value of the license switch will be set automatically if the response Party Information message has been processed.

Insurance %

Default percentage amount to calculate customs value insurance in NL customs declarations.

Import

On the tab Import the details for import customs actions are registered.

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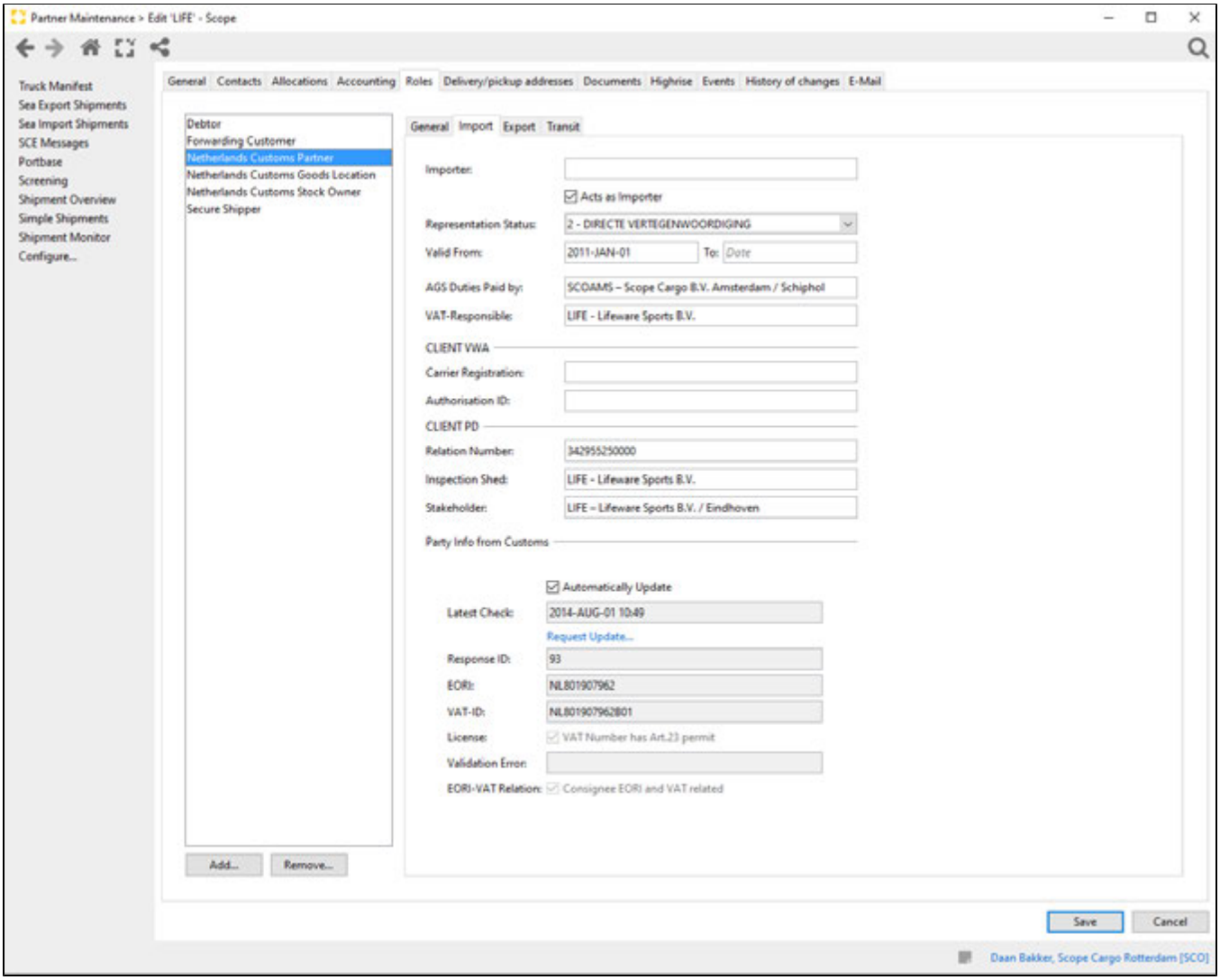

Importer

This field is populated with the partner that serves as the Importer for this partner when used as consignee in the declaration/shipment, If the partner itself is the importer then this field may remain empty.

Acts as Importer

Indication that this partner may be used as importer in the AGS import declaration.

Representation Status

Use the drop down option to select:

Type	Dutch	English
1	Aangever	Declarant
2	Directe Vertegenwoording	Direct Representation
3	Indirecte Vertegenwoording	Indirect Representation

Valid From - To

The period for which the agent may legally represent the partner.

AGS Duties paid by

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The partner responsible for the payment of duties, this field only needs to be populated when the representation status is set to 2 and the import duties are not to be paid the importer itself.
So in the most common situation, Representation status 2 whereby the customs agent will pay the duties using is bond, the Duties paid by partner needs to be set to the customs agent partner code.

VAT responsible

Select the partner on which the VAT number, to be used in Import declarations is to be used, for instance in cases of Fiscal Representation. This vat number overrules the VAT number of the general tab.

Client VWA

Some Partner defaults for VWA declarations can be stored in this section.

Carrier Registration

In this field the carrier registration as applicable in VWA declaration for the Carrier can be registered

Authorisation ID

When a partner is to be used as carrier in a VWA declaration it might also require a Authorization ID which is maintained in this field.

Client PD

Some Partner defaults for VWA declarations can be stored in this section.

Relation Number

The relation number as used in PD declarations either in the role of debtor number or stakeholder number can be stored here for defaulting.

Inspection Shed

The location where the inspections for this stakeholder (importer) take place can be maintained in this field,
the defaulting of the inspection shed itself is registered in the role NL Customs goods Location

Stakeholder

In this field de partner who should be used as stakeholder, in case it is not the customs agent, should be populated in this field, it might be the partners own code,
if this field is left empty it will be defaulted with the License holder partner code

Party Info from Customs

Automatically Update and Latest Check field

Check this box to ensure that the business partner's VAT status with NL Customs is updated automatically. This update will occur every week and the date of last update will appear in the **Latest Check** field.
If during the last check the VAT registration changes (Art 23, on or of) a note will be generate on the partner so in the next usage of the partner, the user is information about the change.

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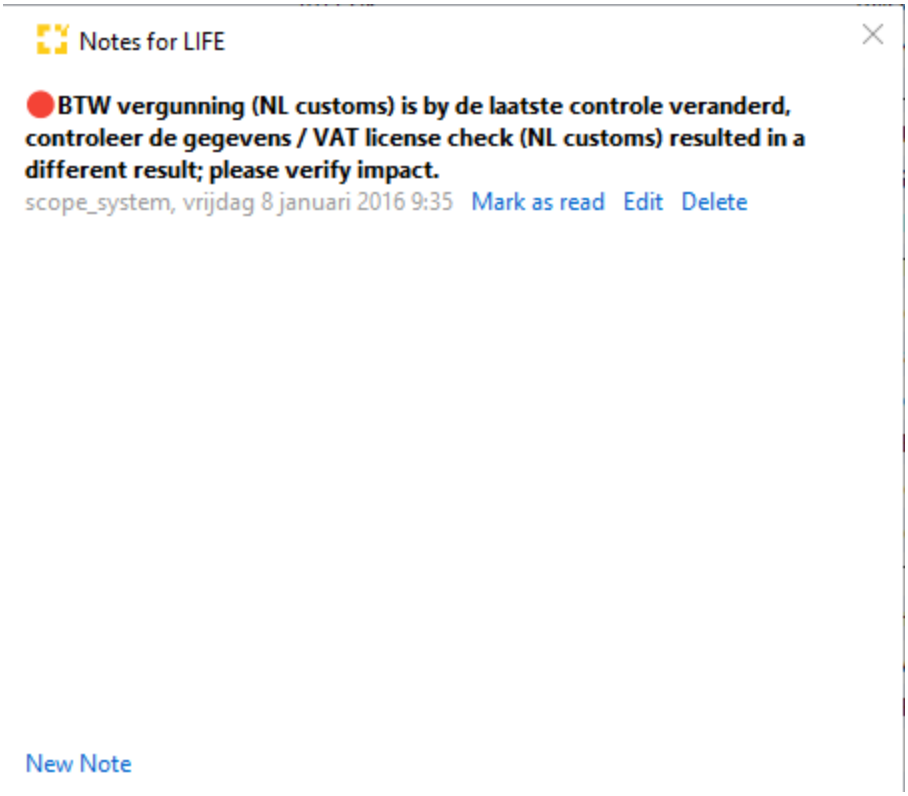
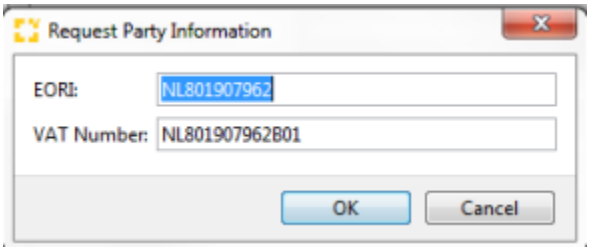


Request Update

Activates a pop-up window where the VAT number and EORI number of the partner may be inserted to check for update.



Address

When an update request is made, if the update is successful the full address of the partner being updated will appear.
The address details will no longer be populated with address details when the new AGS - Comfort messages will be activated.

VAT Status

On updating the VAT status this field will display the current VAT status of the partner:

AGS

Statement code	StatementTypeCode	Display Result text	Field	Additional Result
0	AIQ	Consignee Eori Number and VAT number are not related	eoriVatRelation	not valid
1	AIQ	Consignee Eori Number and VAT number are related	eoriVatRelation	Valid
0	AAX	Vat Number has no "Art.23" permit	vatLicArt23	de-active the NL customs Partner "VAT Diversion Art 23" checkbox
1	AAX	Vat Number has "Art.23" permit	vatLicArt23	activate the NL customs Partner "VAT Diversion Art 23"

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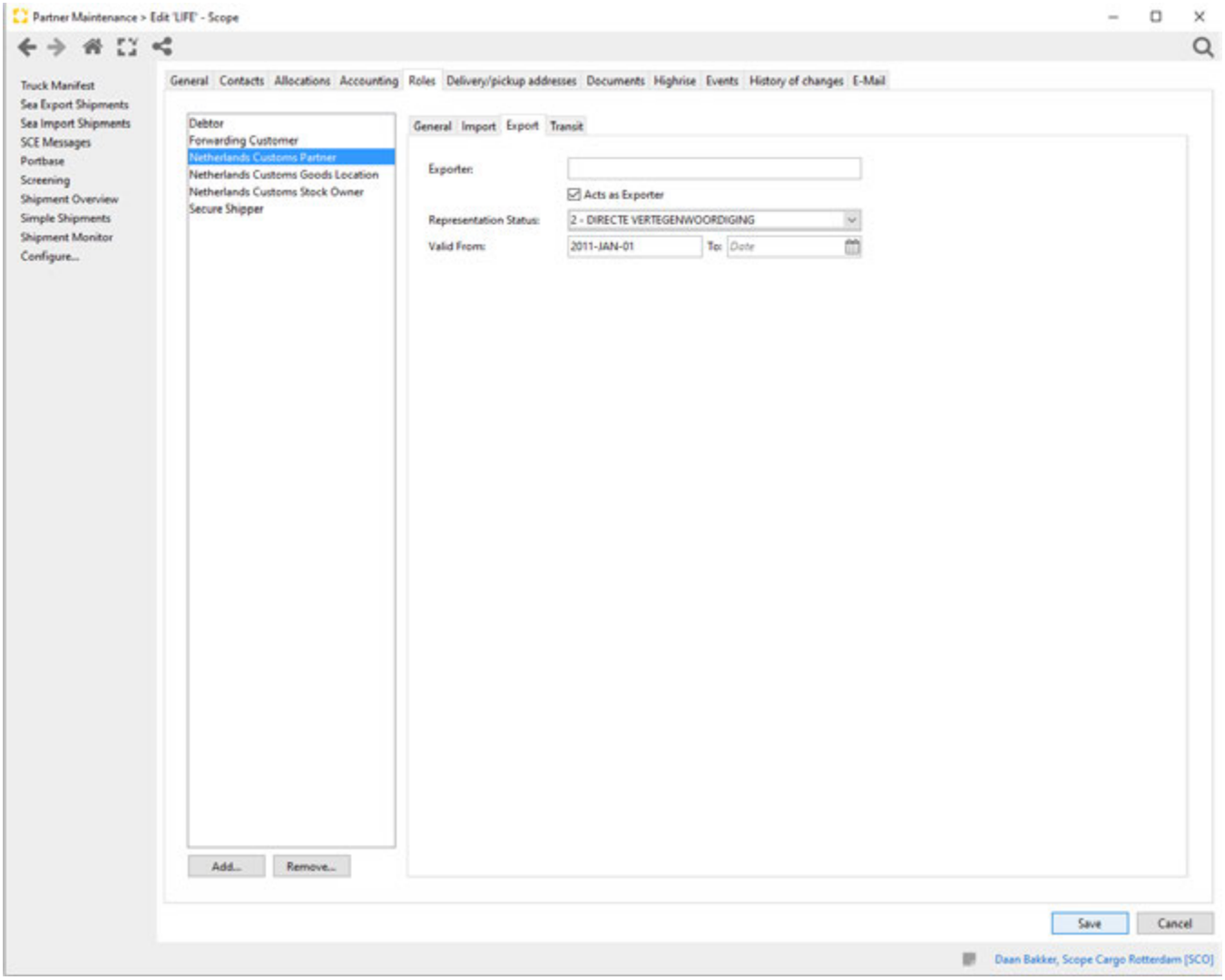
				checkbox

Note : If the VAT number and EORI number are not related to each other, AIQ = 0, then NL Customer will not provide information about the status of the Article 23 License.
If this happens and it is certain that the VAT number hold an art.23 licence, the Has Art 23 option in general tab may be activated. But the importer should be informed that their registration details
with NL customs is incomplete.

Export

On the tab export the details for import customs actions are registered.



Exporter

This field is populated with the partner that serves as the exporter for this partner when used as shipper in the shipment, If the partner itself is the exporter then this field may remain empty.

Acts as Exporter

Indication that this partner may be used as Exporter in the AGS import declaration.

Representation Status

Use the drop down option to select:

Type	Dutch	English

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1	Aangever	Declarant
2	Directe Vertegenwoording	Direct Representation
3	Indirecte Vertegenwoording	Indirect Representation

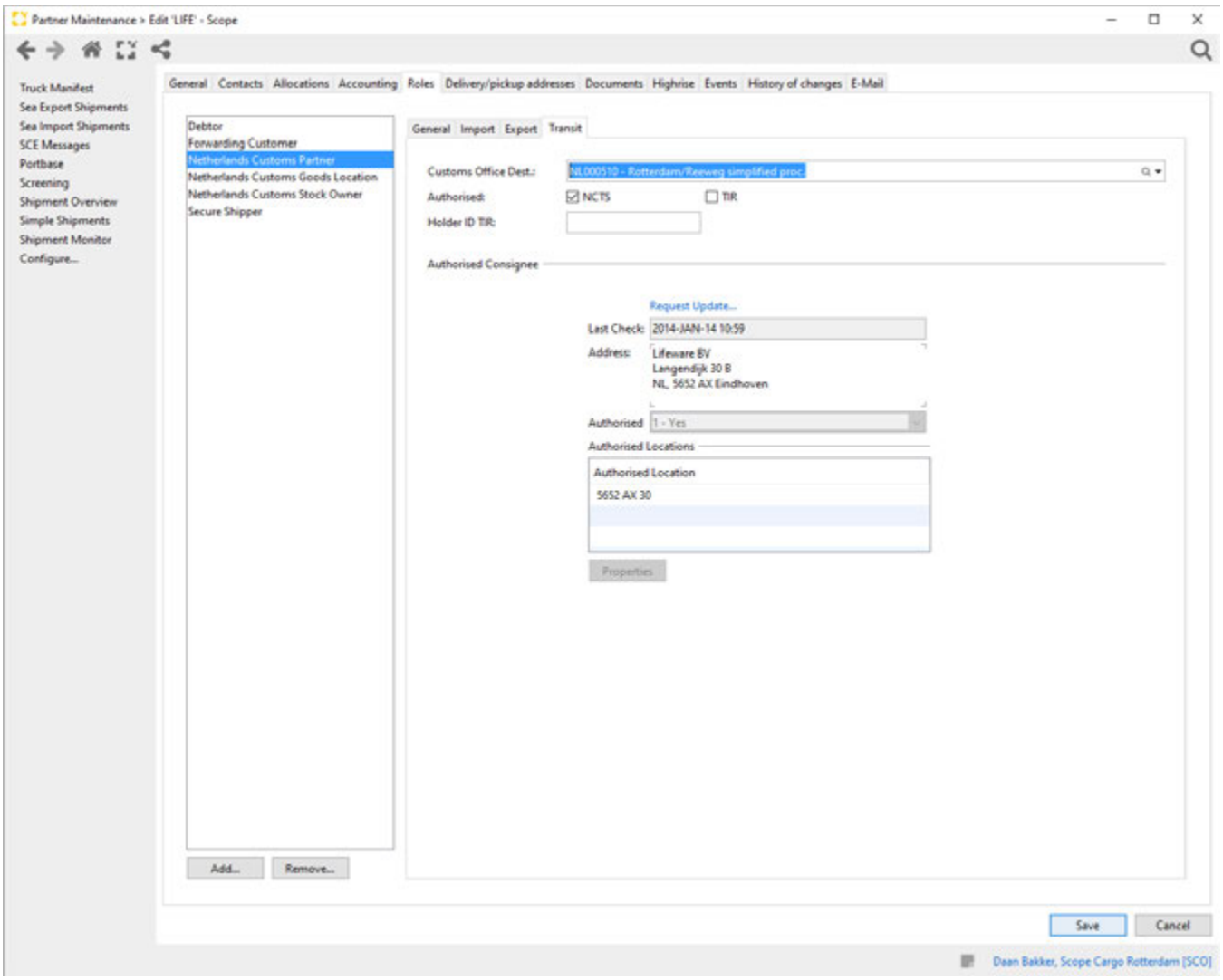
Note: Type 1 should only be used if the customs agent and exporter are the actual exporters of the goods. Freight forwarders/customs brokers are normally not the actual Exporters of the goods. The exception being re-exportation from Bonded warehouses.

Valid From - To

The period for which the agent may legally represent the partner.

Transit

In the transit tab the applicable details for the partner when used as Shipper or Consignee in a AGS declaration.



Transit Customs Office

The partner's local customs transit office.

Authorized - NCTS - TIR

The check boxes indicate if the partner is authorized for **NCTS** (New Computerized Transit System) and/or **TIR** (Transports Internationaux Routiers)

Holder ID TIR

IF the partner is authorized for **TIR**, the **TIR** id can be stored in this field.

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Authorized Consignee

An authorized consignee may receive goods that are placed under customs transit procedures directly into into his premises. This avoids the need to present the goods and their customs declaration at the customs office at the destination.

Authorized consignee's may only be enabled if the local branch is also a Netherlands Customs Declarant.

Request update

Check via an NCTS message the locations for which the partner holds a "authorized consignee" permission.

Last Check

The date the previous check of **authorized consignee** status was made.

Address

The address of the authorized consignee linked to the EORI number used in the request. \

Authorized

Details of the authorization.

Authorized locations

The locations where the **authorized consignee** may receive goods placed under customs transit procedures.

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Netherlands Customs Goods Location - Roles - Business Partner - Maintenance

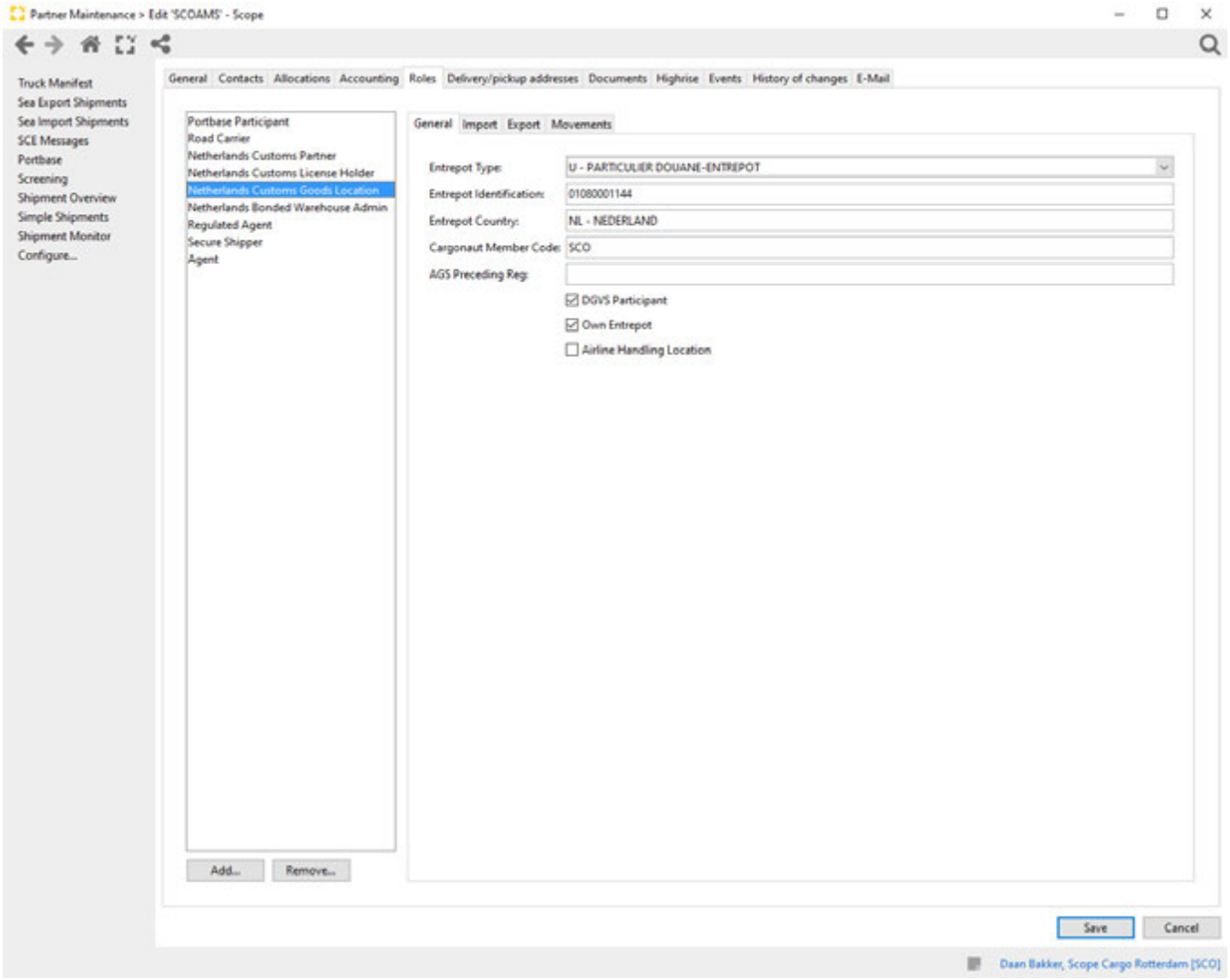
- Introduction
- NL Customs

Introduction

For terminals, sheds, which might be the goods location used in any of the Customs Netherlands modules, should have their Netherlands Customs details recorded using this role. The Customs Netherlands will then automatically use these details for the selected partner

NL Customs

General



Entrepot

The specifics for the customs bonded warehouse applicable for customs declarations, Sagitta Import / Export (box 49), the registered details consist of

Field	description

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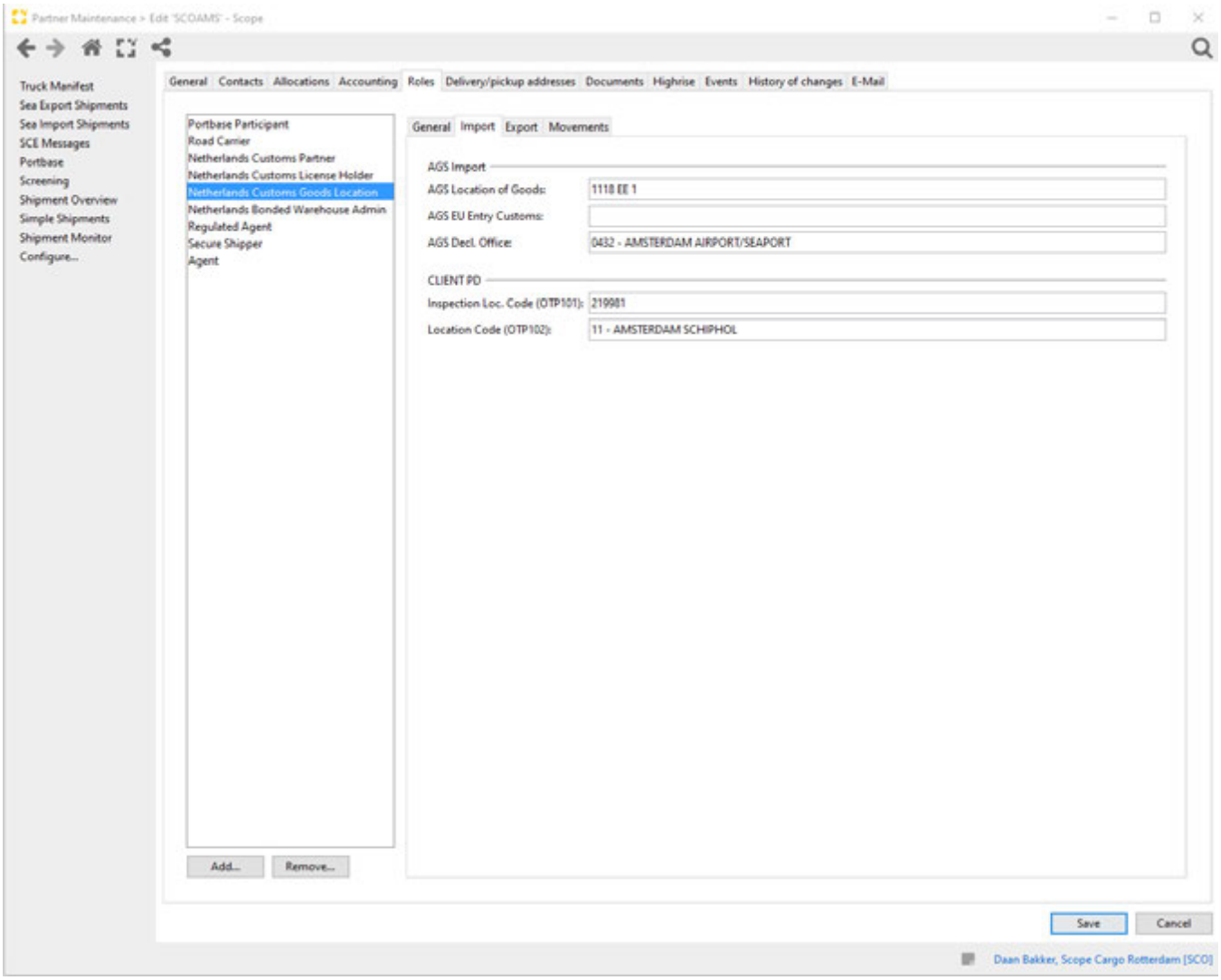
Type	The type of customs bonded warehouse
Identification	The license number of the customs bonded warehouse, The number entered must be a valid number as AGS will reject incorrect numbers. (in case the requested previous regulation = 71, 78)
Entrepot Country	Country code of the issuing country of the warehouse licence
Cargonaut Member Code	The Member code as assigned to this partner by Cargonaut, the Member code is validated as mandatory is case either DGVS participant, Airline handling location or both are set to Active
AGS Preceding Regulation code	The preceding regulation code for AGS import declaration, stored at this goods location code list A35 (71,78)
DGVS participant	Set to active if the Goods location is a member of DGVS, and the organisation itself also participates in DGVS
Own Entrepot	Set to active if the Goods location falls under the administration of the local branch
Airline Handling Locations	Set to Active if the Goods location acts as a airline handling location

Import

Details which will be used as defaults in import related declarations, such as :

- AGS (AanGifteSysteem)
- Client PD



Field	description
AGS Location of Goods	Description of Goods location, used the indicate the location of the goods at time of the AGS clearance

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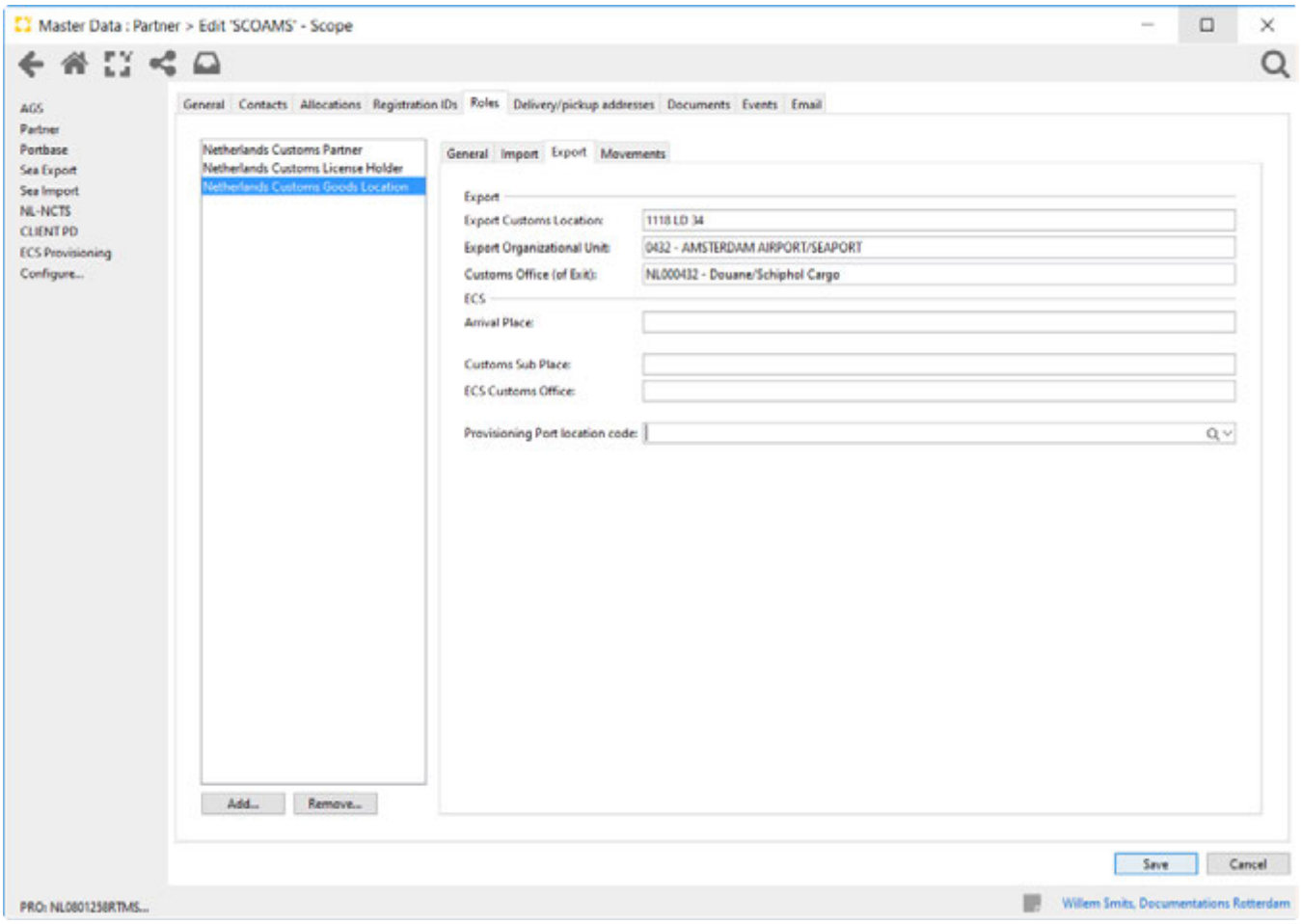
AGS EU Entry Customs	Code of the applicable EU COL customs office code, only applicable when different from declaration point
AGS Declaration Office	Code for the AGS Office of declaration responsible for this declaration (0396 - Sea) / (0432 - AIR)
Inspection Loc. code (OTP101)	The code linked to the certified inspections location as assigned by the nVWA (PD)
Inspection Loc. code (OTP102)	nVWa responsible regional office

Export

Details which will be used as defaults in export related declarations, such as :

- AGS Exports
- Ecs Arrival at Exit Message
- Provisioning Messages



Field	description
(AGS) Export customs location	Location details for export declarations (box 30), should be registered in the DSU electronic declaration license
(AGS) Export Organizational Unit	Declaration point export declarations (box A)
(AGS) Export Customs Office	The Customs office of Exit (ECS), Box 29 of an export declaration
(ECS) Arrival Place	City name related to the location of exit
(ECS) Customs Sub place	The Assigned customs code linked to the location of exit (code list Z01) Format must be postal code (as found in (Z01) and the house number with spaces between postal code and house numnber (e.g. 1118 LD34)
(ECS) Customs Office	The Customs office code which is ECS responsible to the goods location.
Provisioning Port Location code	The unique location code for the port location as applicable in Provisioning Single window (code list N24)

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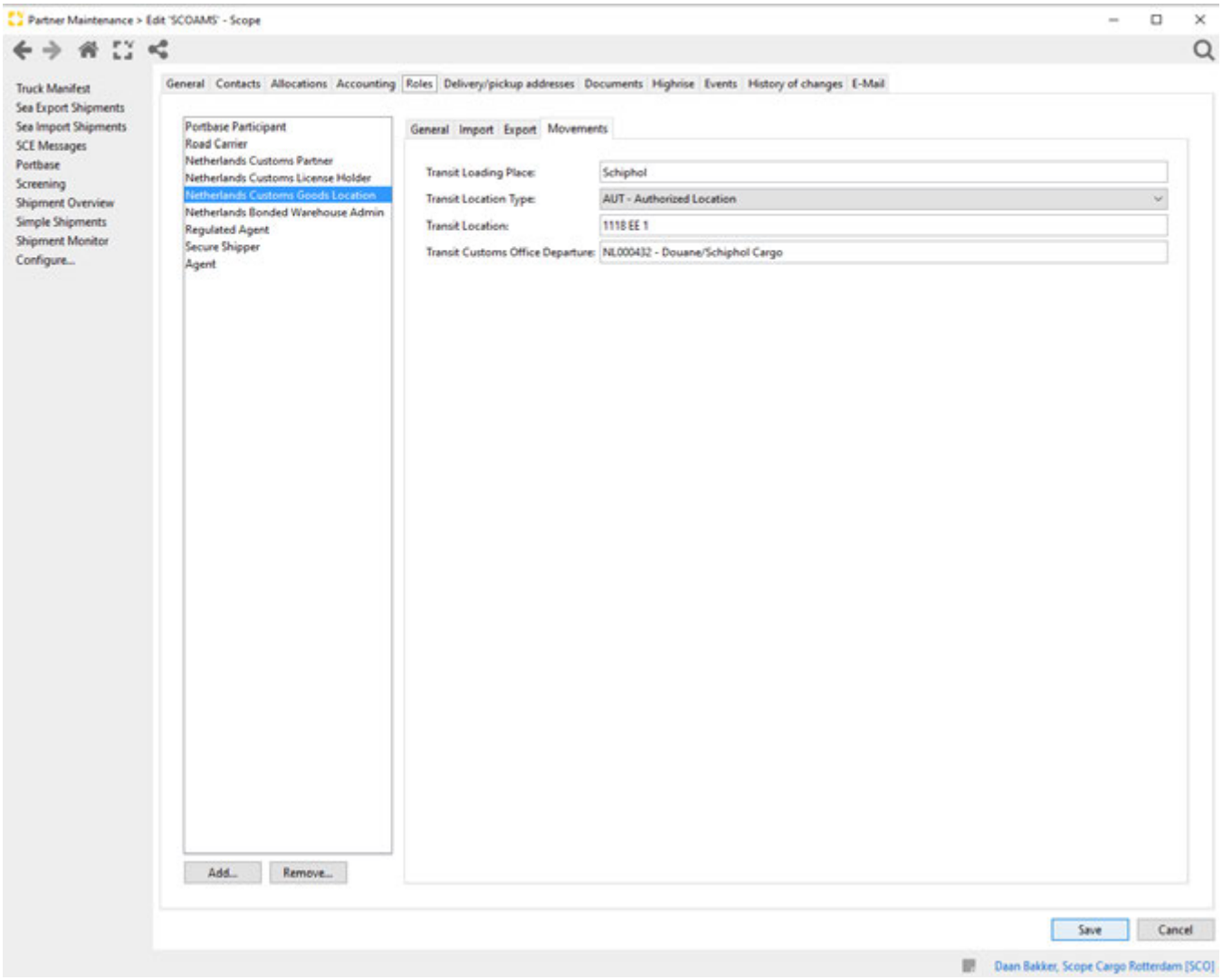
Movements



Details as applicable for NI NCTS declarations

Field	description
Transit Loading Place	City name of the location of the goods in Transit (box 27)
Transit Location Types	Type of location on basis of the Customs licence. n.a. - not applicable - location not used in transit declarations AUT - Authorized Location Code - Code applicable for TG/TA declarations CUS - Customs sub place - Code Applicable for normal procedure declarations AGR - Agreed location name - name of the location agreed. (not common used in NL) ALC - Agreed location code - Code for the agreed location. (not common used in NL)
Transit Location	Code / name for the location corresponding with the selected type
Transit Customs Office	Customs office code of the customs office responsible for the goods location

FAQ

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Netherlands Customs License Holder- Roles - Business Partner - Maintenance

- Introduction
- Description

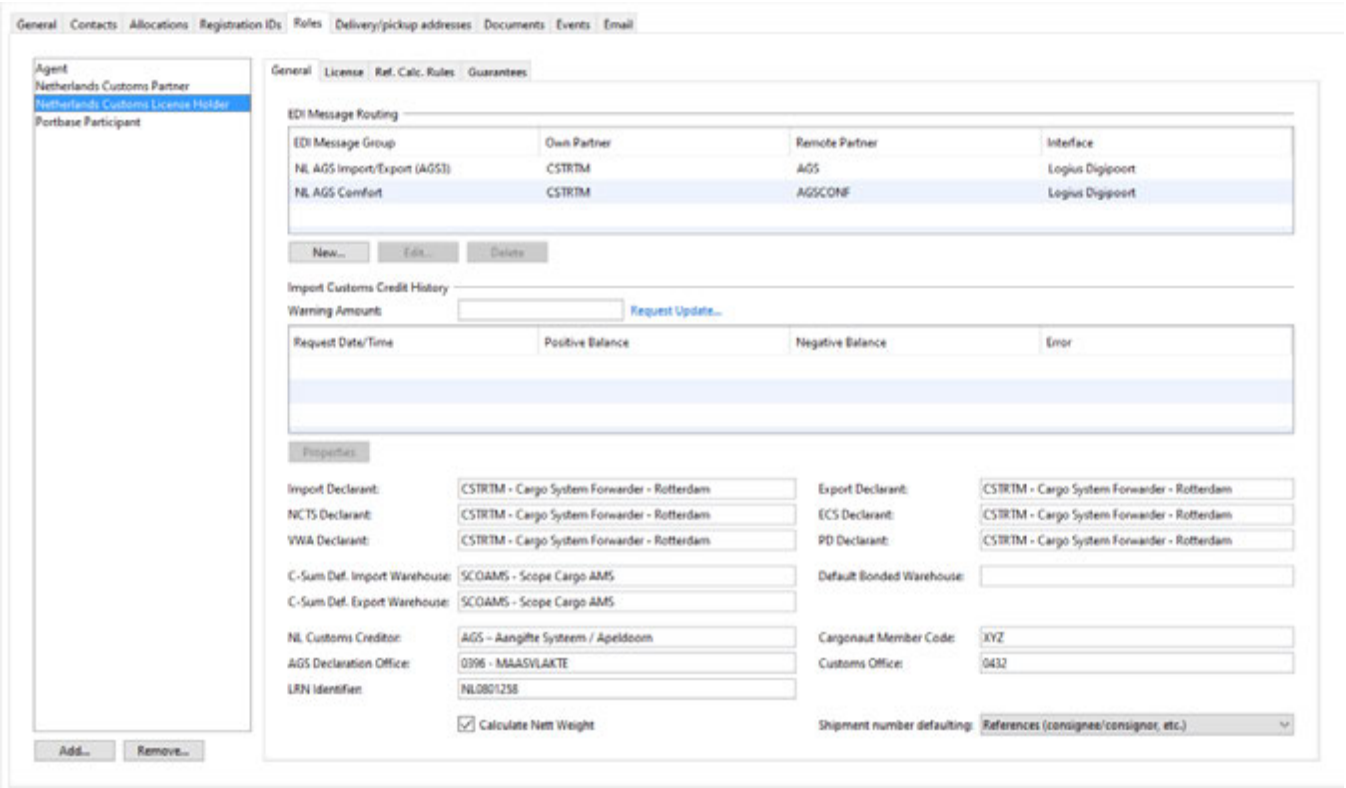
Introduction

The **Netherlands Customs Declarant** role is applied to parties that are permitted to create and transmit import, export or both types of customs entries to Netherlands Customs. This partner is most likely to also be the local branch. All details relating to the connection to Netherlands Customs including financial details are stored in this role. Updates from Netherlands Customs of financial details can also be accessed from within this role.

Description

This role comprises:

- **A general tab** - Edi messaging, Import customs credit history, customs offices and declarant details.
- **A license tab** - details of the licenses for the partner
- **Reference Calculation Rules** - Rules to calculate guaranteed Netherlands Customs amounts for NCTS shipments.
- **Guarantees** - Details of types of guarantees and actual amounts booked.



EDI Message Routing

> ⚠ Contact your local RSI office for configuration of EDI Message Routing, correct connection to Netherlands Customs can only be undertaken by RSI

The EDI message routing section presents a table that indicates how the partner will connect to Netherlands customs for the various EDI Message Groups that have been created, this table displays:

Column	Description

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EDI Message Group	RSI Maintains a set of message groups for each EDI routing
Own Partner	The sending partner (EDI ID)
Remote Partner	The receiving partner (EDI ID)
Interface	The interface being used, currently **Cargonaut, Logius Digipoort and Portbase**.

New (EDI Message Routing)

A popup dialogue appears where the items described in the table above can be selected to create a new EDI message routing.

Edit (EDI Message Routing)

To edit an existing EDI message routing, highlight it in the table and select **edit** or *double click*. A popup dialogue appears where the items described in the table above can be edited.

Delete (EDI Message Routing)

To delete an existing EDI message routing, highlight it in the table and select **delete**.

Import Customs Credit History

Whenever the declarant creates import entries where duties/VAT must be paid, these amounts are deducted from the total credit amount that Netherlands customs permit the declarant. This section can be used by the declarant to determine the current remaining credit balance.

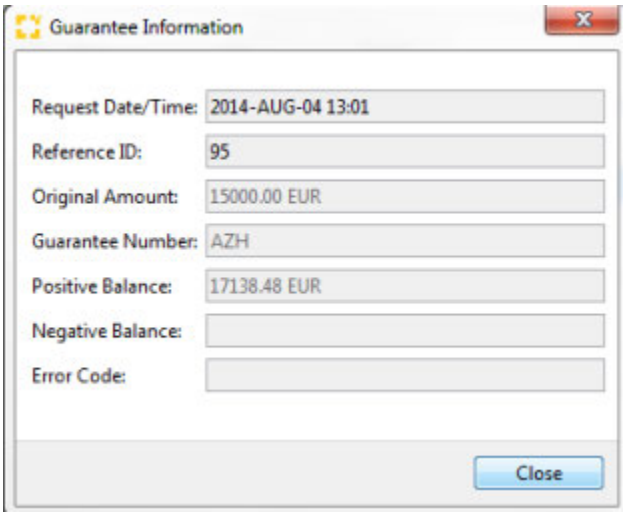
Warning Amount

In the warning amount the threshold for warnings to the user is registered, if the actual bond amount goes below the defined threshold, The user is warning when creating/sending a declaration.

Request Update

This action link will transmit a message to NL customs requesting the current credit balance available. The response from customs will be displayed in the credit history table.
Scope will automatically check the bond amount 3 times a day (06:00, 12:00 and 16:00) to keep a close realtime monitoring.

Import Customs Credit History Table Properties



The table contains response details from Netherlands Customs:

Column	Description
Request Time	The date and time when the balance request was made
Reference ID	Code linked to the response message
Original Amount	Original credit amount

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Positive Balance	Remaining credit amount
Negative Balance	Overdrawn debit amount
Error Code	If Netherlands customs report an Error an error code is shown

Customs offices and declarant partners

This section stores the partners local customs office. It is also possible to specify for a partner which declarant ID to use for imports, exports and NCTS. These details will be pre-defined by RSI support staff, details are related to the EDI Mapping requirements.

Import Declarant

The partner to use for import declarations, dominantly the branch partner code itself, could be a different partner in case a different EORI number or address is applicable.

Export Declarant

The partner to use for export declarations, dominantly the branch partner code itself, could be a different partner in case a different EORI number or address is applicable.

NCTS Declarant

The partner to use for NCTS declarations, dominantly the branch partner code itself, could be a different partner in case a different EORI number or address is applicable.

ECS Declarant

The partner to use for ECS (arrival at exit / summary exit declaration)

VWA Declarant

The partner to use for Client VWA declarations, dominantly the branch partner code itself, could be a different partner in case a different EORI number or address is applicable.

PD Declarant

The partner to use for Client PD declarations, dominantly the branch partner code itself, could be a different partner in case a different EORI number or address is applicable.

C-Sum Default Import warehouse

The Partner on which the default CSUM customs bonded warehouse administration has been registered, for Sea and Air Import and simple shipments, also the default for Inventory Homeview
and corrections.

C-Sum Default Export warehouse

The Partner on which the default CSUM customs bonded warehouse administration has been registered, for Sea and Air export shipments.

Default Bonded warehouse

The defaulted bonded warehouses used in the GPA module of Scope.

NL Customs Creditor

The partner code for the creditor on which the purchase invoices from customs (duties and taxes) is to be generated.

Cargonaut Member code

The cargonaut member code assigned by Cargonaut to be used in ECSHUB and/or DGVS messaging as sending party.

AGS Import Declaration office.

The default customer declaration office (S03)

Customs Office

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The local customs office for the partner

Calculate nett weight

Indicator of the nett weight of items in NL customs declarations should be automatically calculated at 85% (when active) or not.

Shipment number defaulting

A configuration by means of which the population of the shipment reference field in AGS can be manipulated.
This shipment reference field is sent to NL customs and will become available in the OGA reporting.

There are 2 options available:

1) Shipment number. If this option is chosen the shipment reference number in the AGS entry will be set to the linked shipment number.
This is also applicable when creating a followup AGS procedure.

2) References number logic (previously existing logic, will be automatically chosen for existing customers). If this option is chosen the following logic will be applied:
AGS Import
- CNE Reference
- House document number
- Master document number
- If linked to a shipment, shipment number
- If follow-up procedure to PD, the house number mentioned in the PD declaration

AGS Export
- SHP Reference
- House document number
- Master document number
- If linked to a shipment, shipment number

If the reference mentioned first appears available, this will be used, else the system will check the next reference possibility.

LRN Indentifier

In the LRN indentifier the first part of the LRN number for NCTS and AGS declarations is defined, Normally populated with the EORI or VAT number of the branch partner,
Be carefull in changing the number, Incorrect number could cause duplicate numbering at Customs resulting in message rejections.

License

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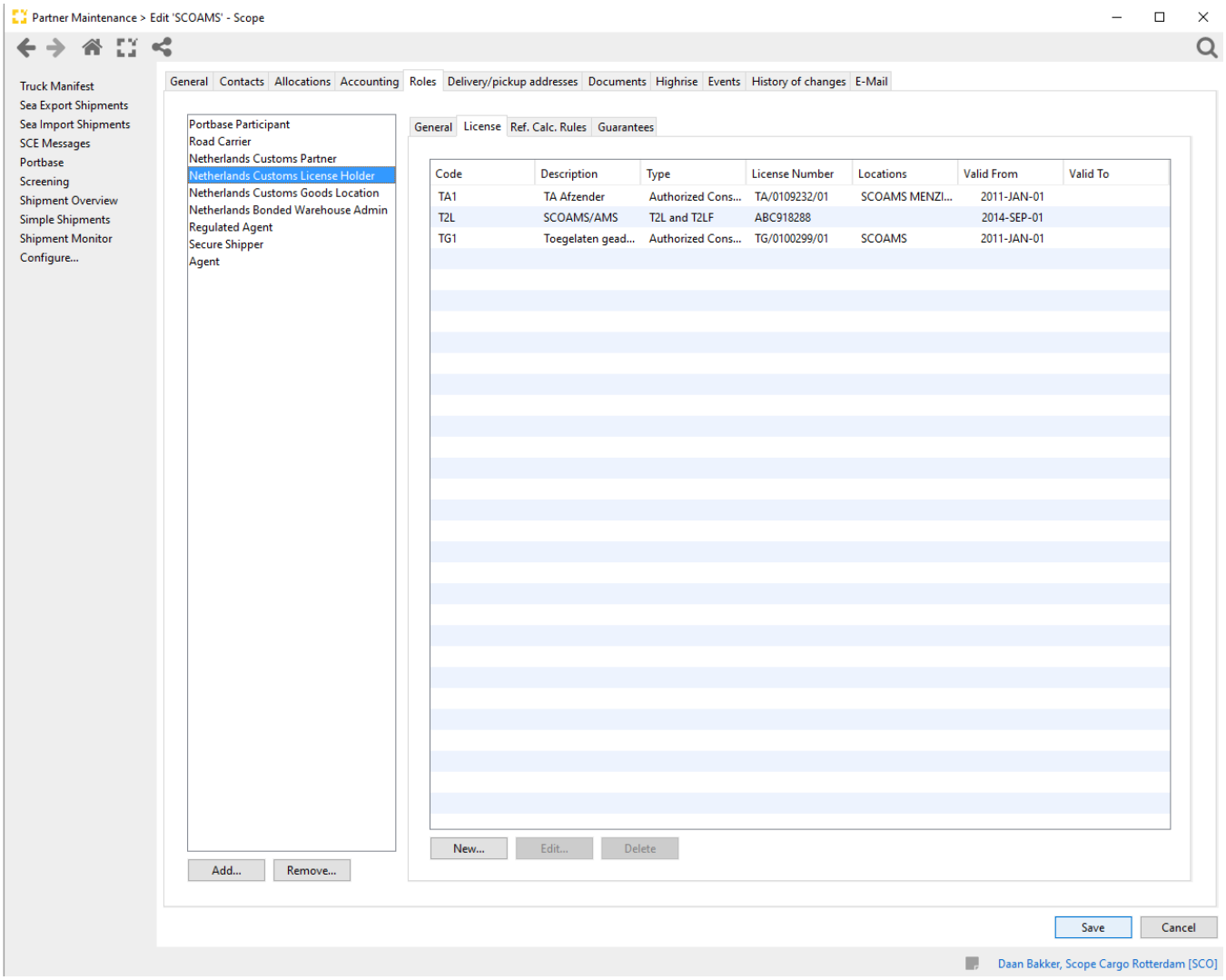

Under Licenses the details of available customs license can be registered, the current supported types are

TG : Registered Consignee NCTS - Allowed to registered the receipt of an NCTS Movement
TA : Registered Consignor NCTS - Allowed to do NCTS declarations and self printing of the accompanying document (Simplified Procedure)
T2L : Self-Issuance T2L(F) - Allowed to issue/activate T2L/T2LF documents for of EU - proof of origin

Field	Description	TA	TG	T2L
Code	Own created code to indentify the license	✓	✓	✓
Description	Description to specify the usage of the license	✓	✓	✓ (must be the name as prescribed in the licence)
Type	The type of license being registered	ACR	ACE	T2L
License number	The license number assigned by Customs to the license	Will be printed in the Emergency procedure Stamp	-	The licence number for the self issuance of T2L
Customs Office	Customs office responsible for the issuance of the License	Will be printed in the Emergency procedure Stamp	-	NL000074
Valid from	1st day of validity, license will not be used if declaration date is before this date	✓	✓	✓
Valid to	Last day of validity, license will not be used if declaration date is after this date	✓	✓	✓
Validity Period	Number of days, an issued NCTS declaration should be valid for	The number will be used to calculated the validity end date if the used location is used in the declaration	-	-
Locations	The Partners codes for all partners where this licences applies to .	Will ensure defaulting of the control	✓	-

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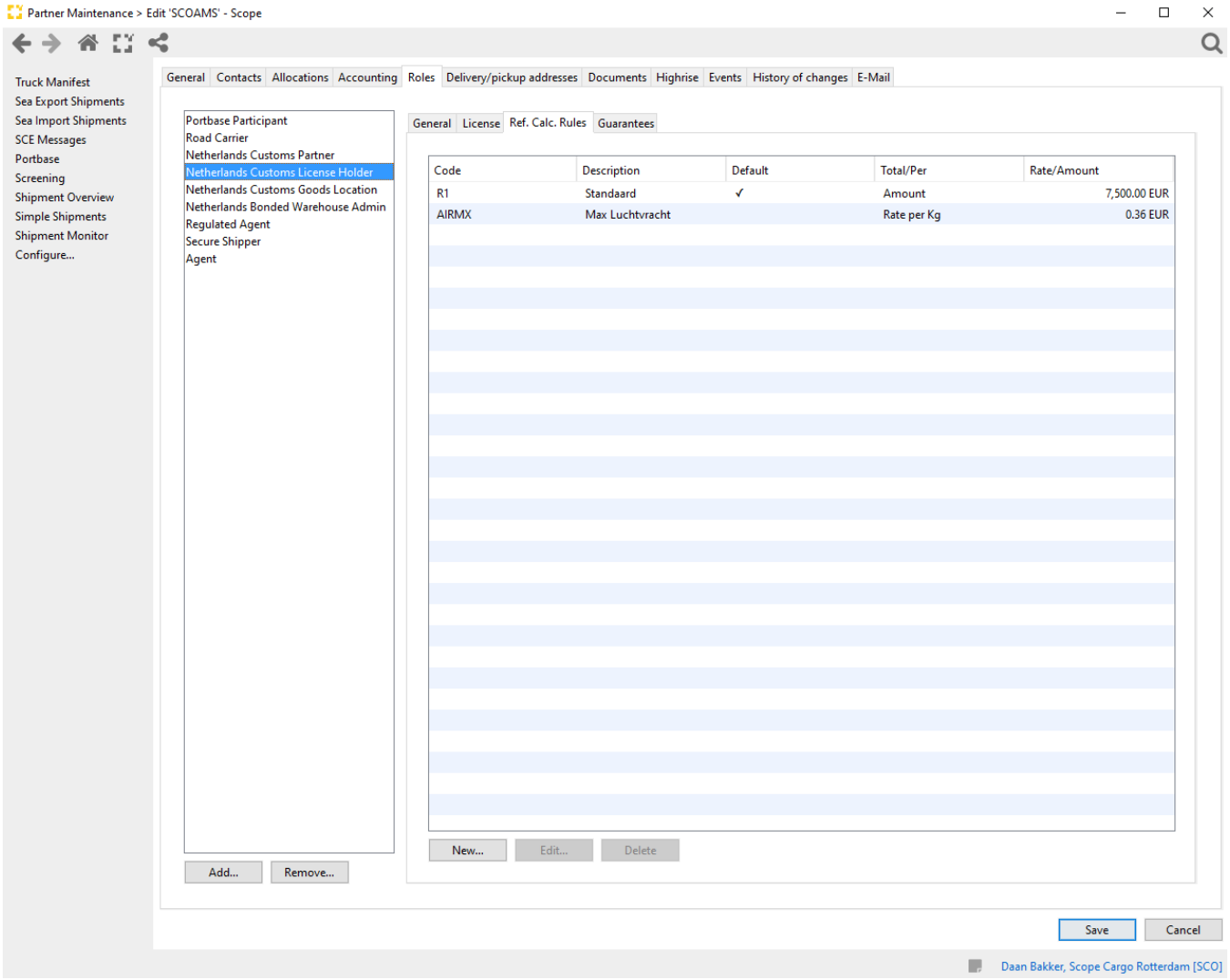
	The "STD" flag will default the partner as goods location Standalone NCTS declarations.	code A3 and the validity period on the NCTS declaration the "STD" flag will default the partner as goods location Standalone NCTS declarations.		

Ref. Calc. Rules

On this tab the NCTS forfait rules of calculation a reference amount for non-specific Transit declarations.



Field	Description
Code	Own assigned code to identify the registered calculation rule
Description	Description of the purpose of the specific Rule
Default	Indication if this is the standard to be used
Amount	The applicable amount for this rule
Rate per KG	Indication if the specified amount is per kilo gross weight or 1 fixed amount for the full NCTS declaration

Note: Forfait rules can be found in Paragraaf 27.000. Hoofdstuk 6: HD-DWU

Guarantees

In the Guarantee Tab, the details regarding NL NCTS guarantees are specified.

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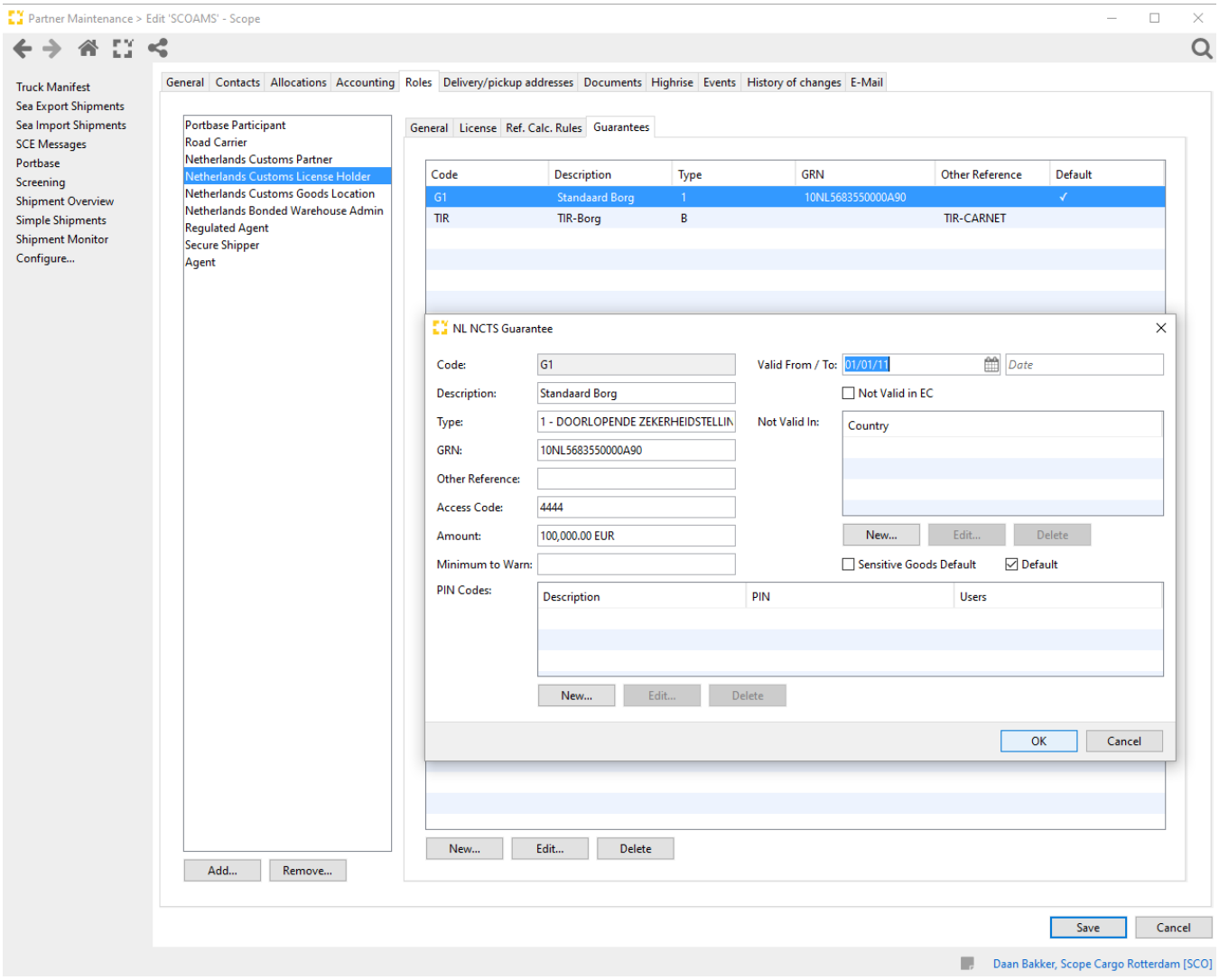

Field	Description	Regular Bond	TIR
Code	Own issued code to identify the specific Guarantee code	TA	TIR
Description	Description of the purpose of the specific Guarantee	TA Borg	TIR Borg
Type	The type of guarantee as specified by NL Customs	0,1,4,9	B
GRN	The GRN number of a guarantee, required by the types 0,1,4 and 9	10NL5683550000A90	-
Other reference	The Reference number assigned to the guarantee only be used in other then specified by GRN		TIR-CARNET to be replaced by actual carnet in NCTS declarartion
Access Code	The Acces code assigned by customs, in case not assigned per user	1324	-
Amount	The maximum outstanding amount on open NCTS declarations	any amount	-
Minimum to warn	The lowest amount when the system should alert users that the outstanding open amount is reaching a Critical level	any amount	-
Valid from / to	The period in which the Guarantee is applicable	issue date	-
Not valid in EC	Indication that the Guarntee is valid in the EU or not	False	-
Not valid in	Specify countries where the GRN can not be used	as per license	-
Sensitive goods Default	When active this guarantee will be used on NCTS declarations with sensitive goods	as per license	-
Default	When active this guarantee will be used on NCTS declarations	True	False

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Pin codes	If in uses, the registration of pincodes per user, This procedure also allows for the option to Prompt the user for a pincode at time of sending an NCTS Declaration	as required	-

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Additional Information - Netherlands Customs Declarant - Roles - Business Partner - Maintenance

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Portbase Participant - Roles - Business Partner - Maintenance

- Introduction
- Description

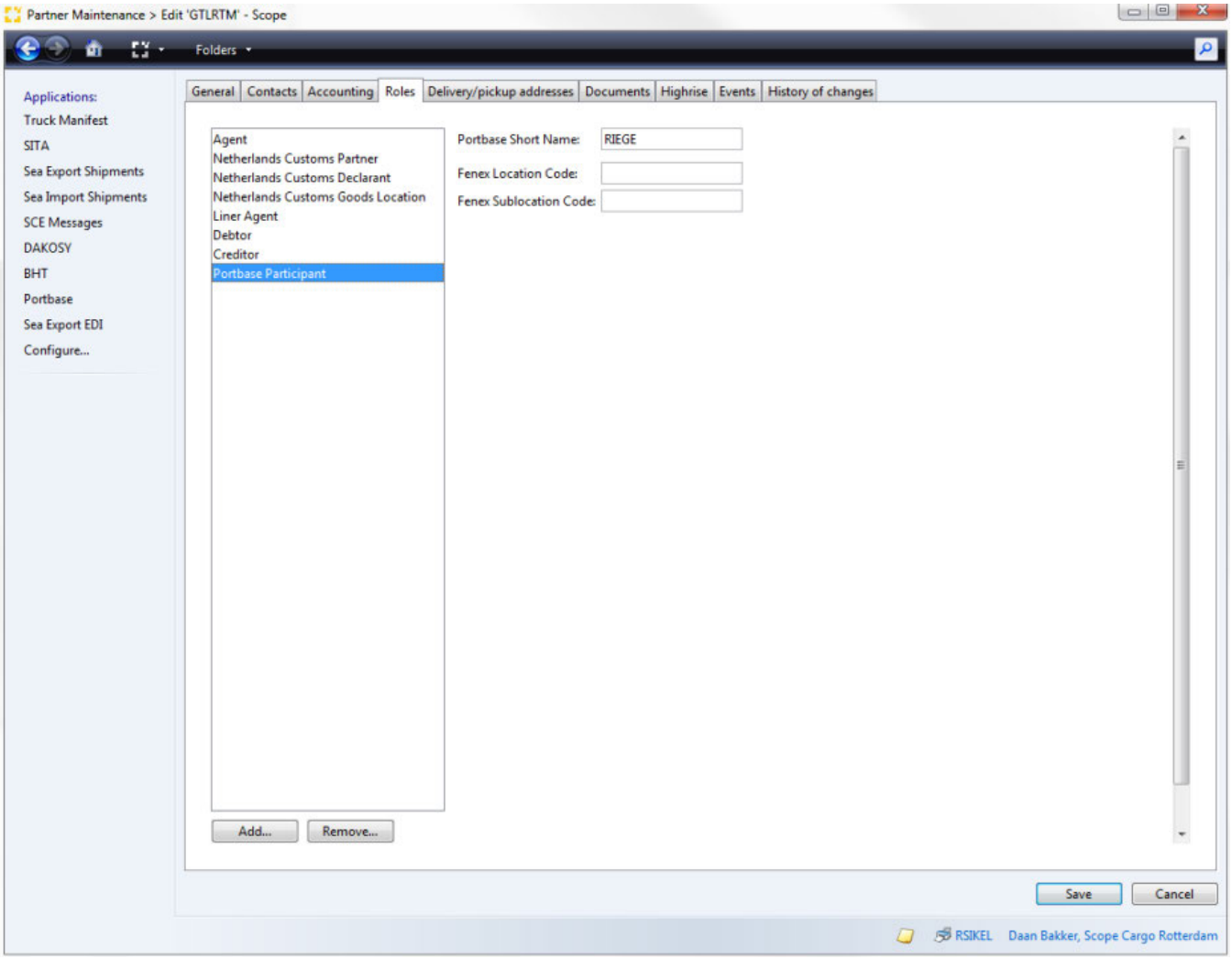
Introduction

The role portbase is assigned to partners when the active legal entity is subscribed to one or more services offered by portbase

Description

Activation of the role Portbase is required for the following partners.

Partner	Description	field to be populated	populate with
Branch Partner	Partner of the Branch if the branch is using one of the services from Portbase	portbase Shortname	With by portbase assigned company id
Goods Location	Partner of Container terminal participating in the portbase messaging	Fenex Location code - Fenex sublocation -	With the code assigned by Portbase to the specific terminal With the code assigned by Portbase to the specific sub location



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Regulated Agent - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

Agents and subcontractors in the EU may be certified as regulated agents according to EU REGULATION No 185/2010 (Section 6). This regulation dated 4th March 2010 requires data to be collected for the management of aviation security. If all parties involved in the transport chain meet the requirements of these regulations, then the export item may be classified as "safe".

This role is divided into three areas:

1. Regulated Agent Certificate and Expiry Date

The details of the certificate issued by the appropriate authorities which confirms the agent meets air safety regulations.

Example: Partner A (own branch) has a RegB license and stores it with himself.

2. Haulier Declaration Details

Details of the party who filed a declaration on behalf of 3rd party sub-contractors.

```
Example: Partner B (transporter/haulier) signs a haulier declaration with partner A (own branch).
```

3. Third Party Haulier Declarations

3rd parties with existing declarations can be filed here.

Example: Partner A (own branch) registers the security accreditations of partner B (transporter/haulier) with partners C (known consignor) and D (other carrier, regulated agent).

While the role of RegB / TP is mainly relevant for the area of air freight export shipments, the roles under points 2 and 3 are required in the handling agent area.

Description

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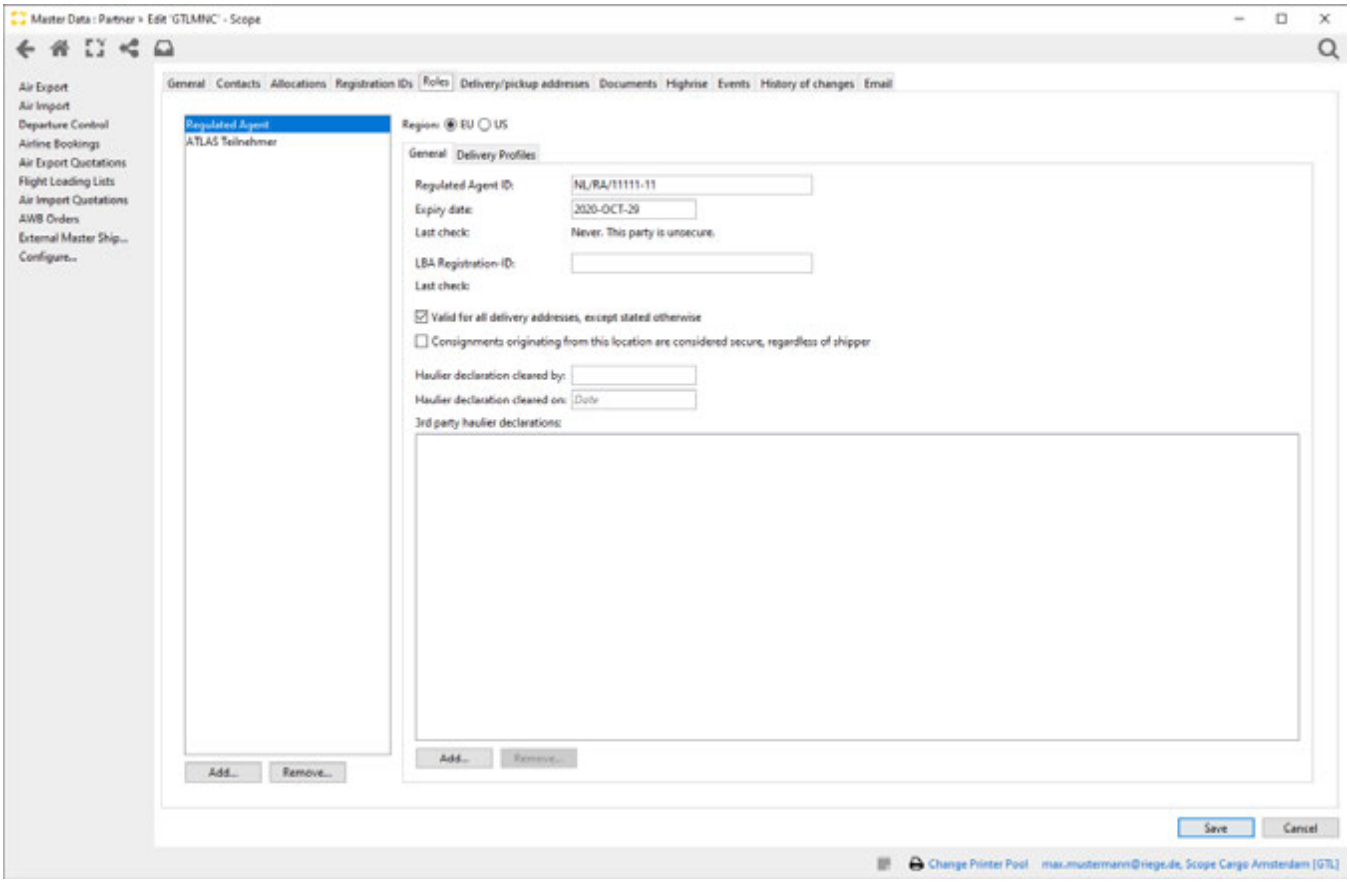

Regulated Agent ID

When the service provider is registered as a "regulated agent" their assigned ID may be entered here. It is possible to find a possible matching RA number in the EU / RAKC database,
if any address possible matching address if found then these will be listed and the applicable one can be selected and the KC number and expiry date will be copied to the corresponding fields.

Query Address, Validate, Invalidate

A dropdown menu can be used to open an address query against the Union database for security of the supply chain in order to check the validity of the registration number. The registration number can also be declared valid manually or the validation can be revoked.

query address

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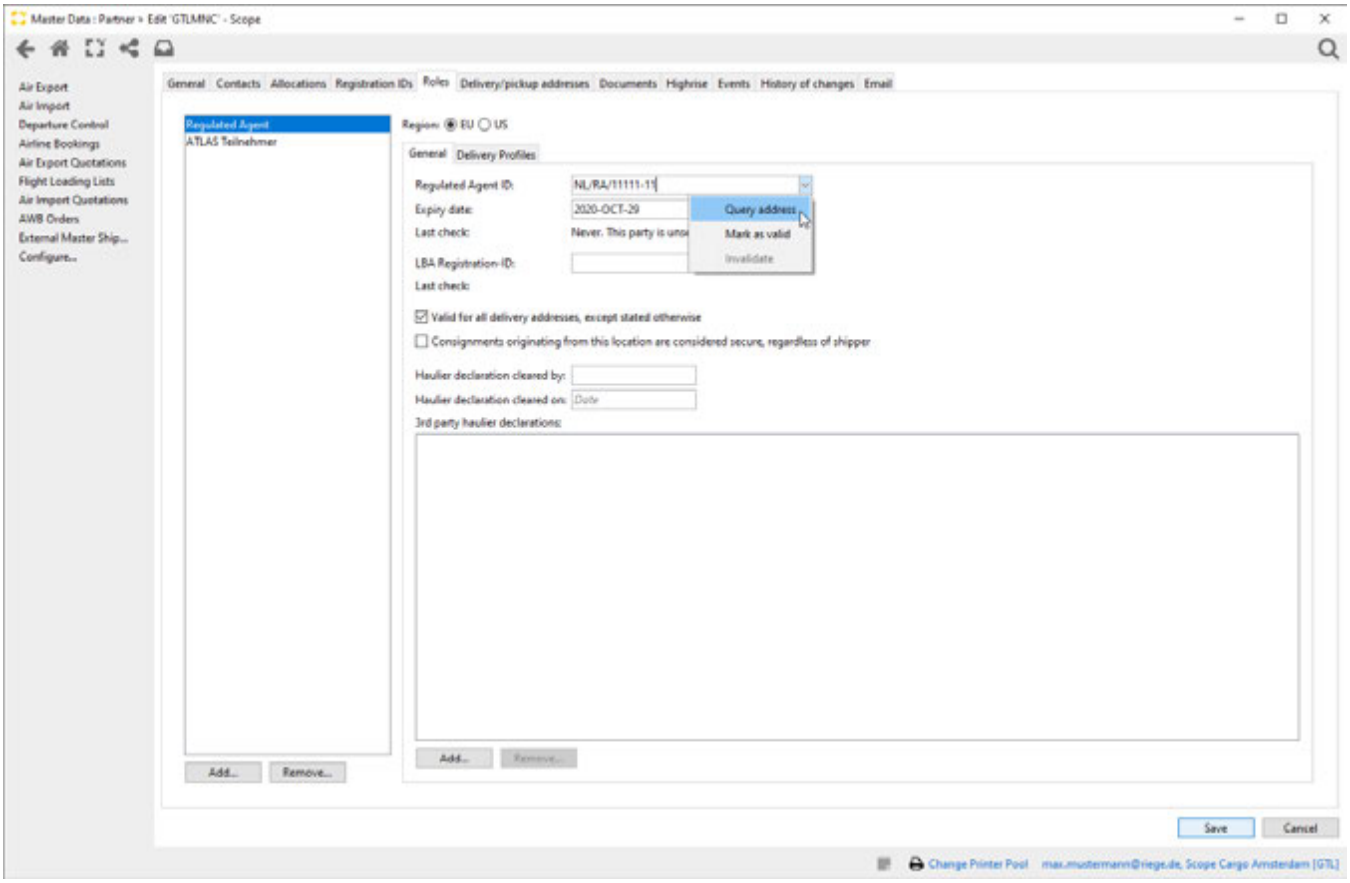
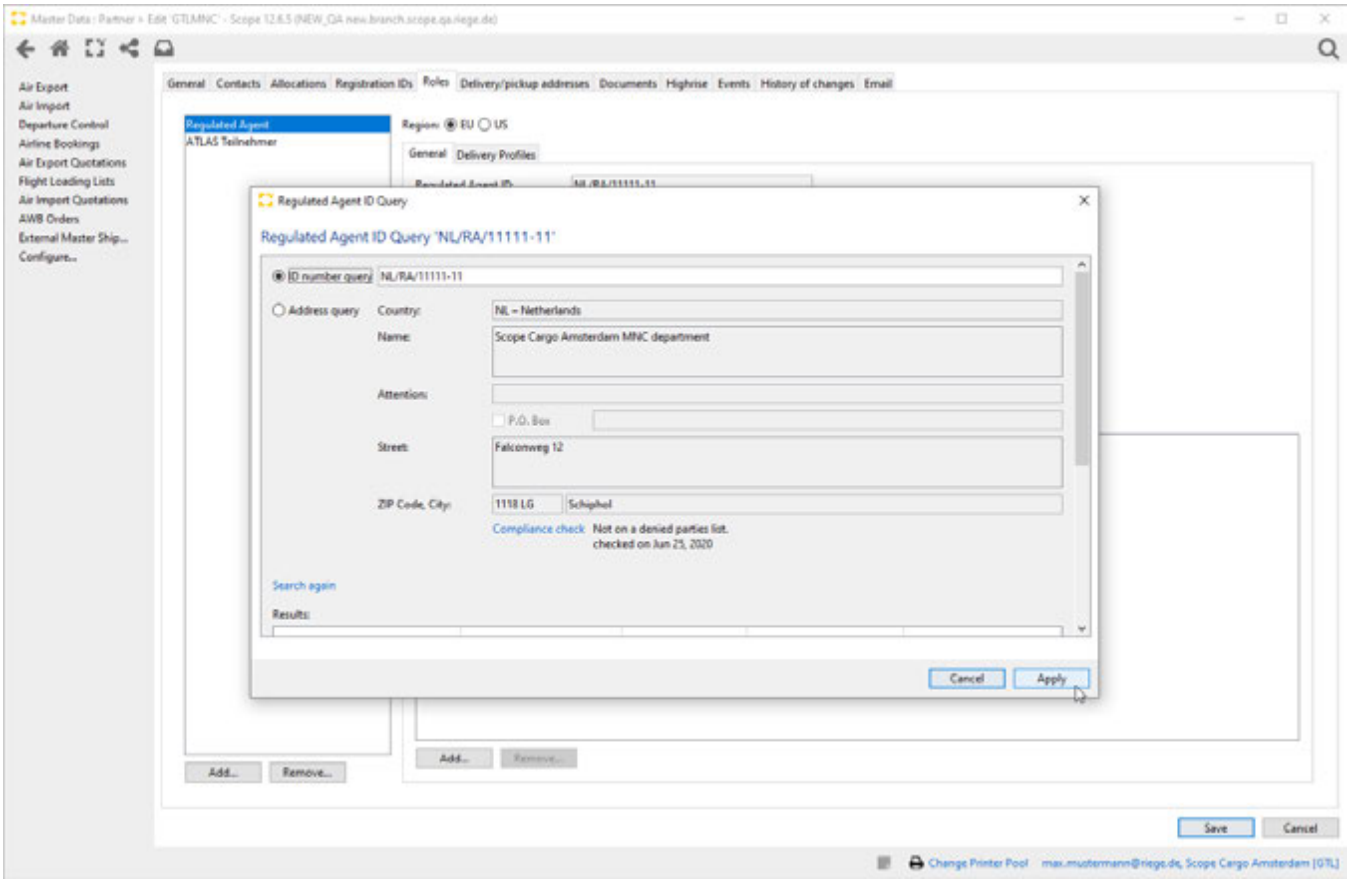


Once the access data for the EU Cargo DB user (EU Cargo DB user and EU Cargo DB password) has been entered under the menu item Air Export Security Setup - Airfreight - Settings, the ID query for the Regulated Agent opens directly via the address query.



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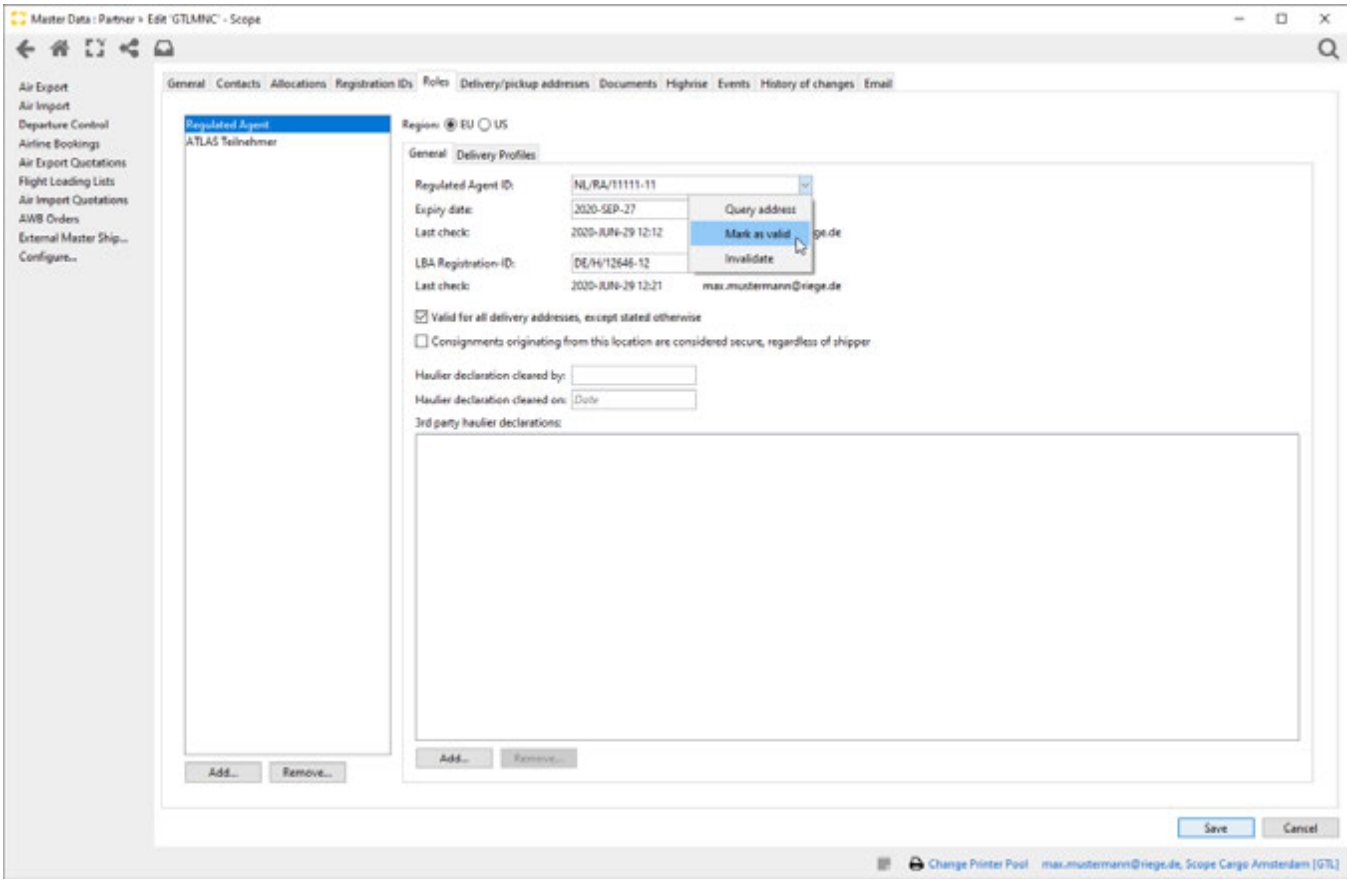
Mark as Valid

This function can be used to manually declare and check the registration number as valid.



The dialog window shown below opens. Manual validation can be confirmed with the Proceed button.

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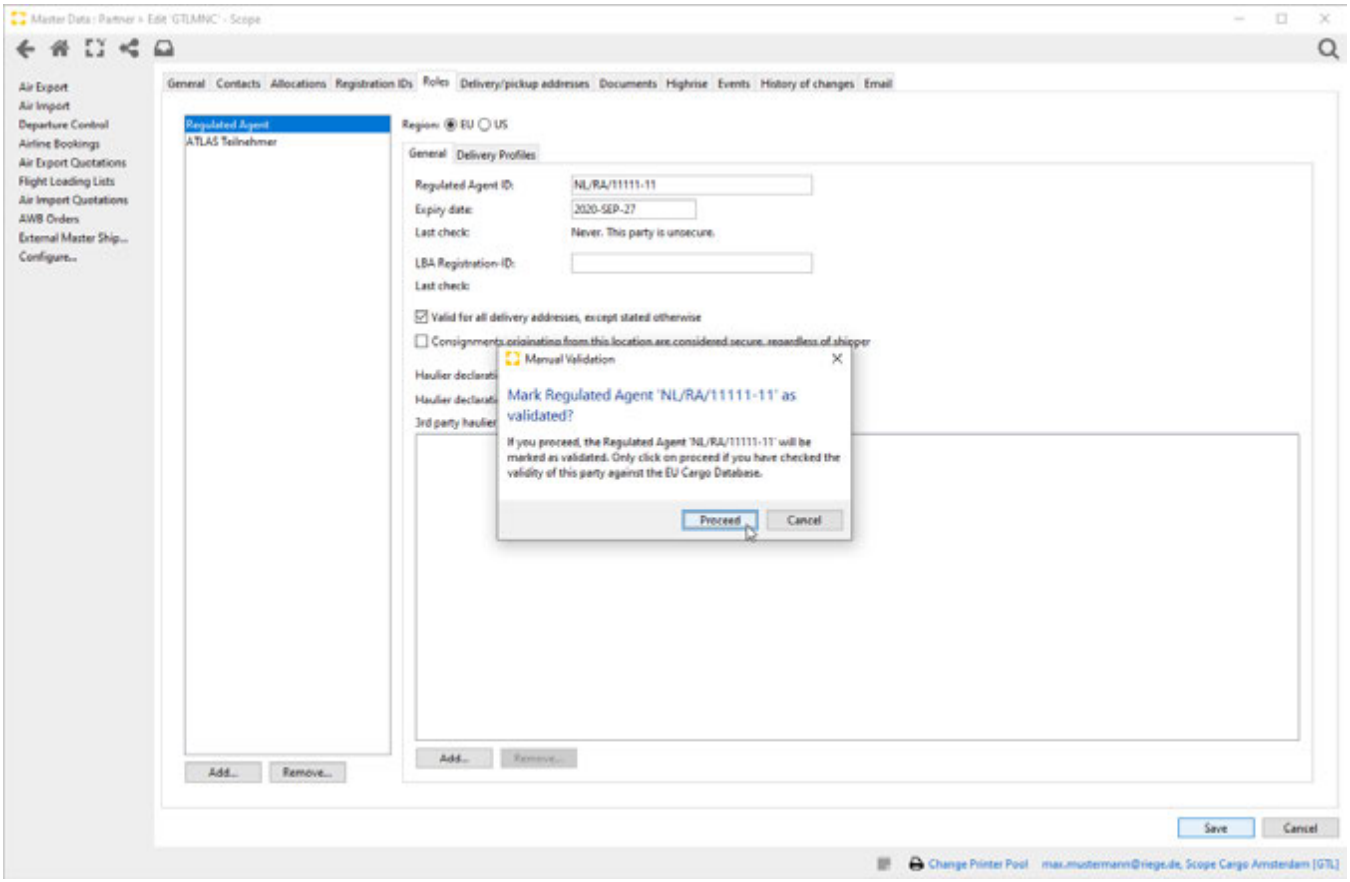

Invalidate

This function can be used to revoke the validation of the registration number for the Regulated Agent.

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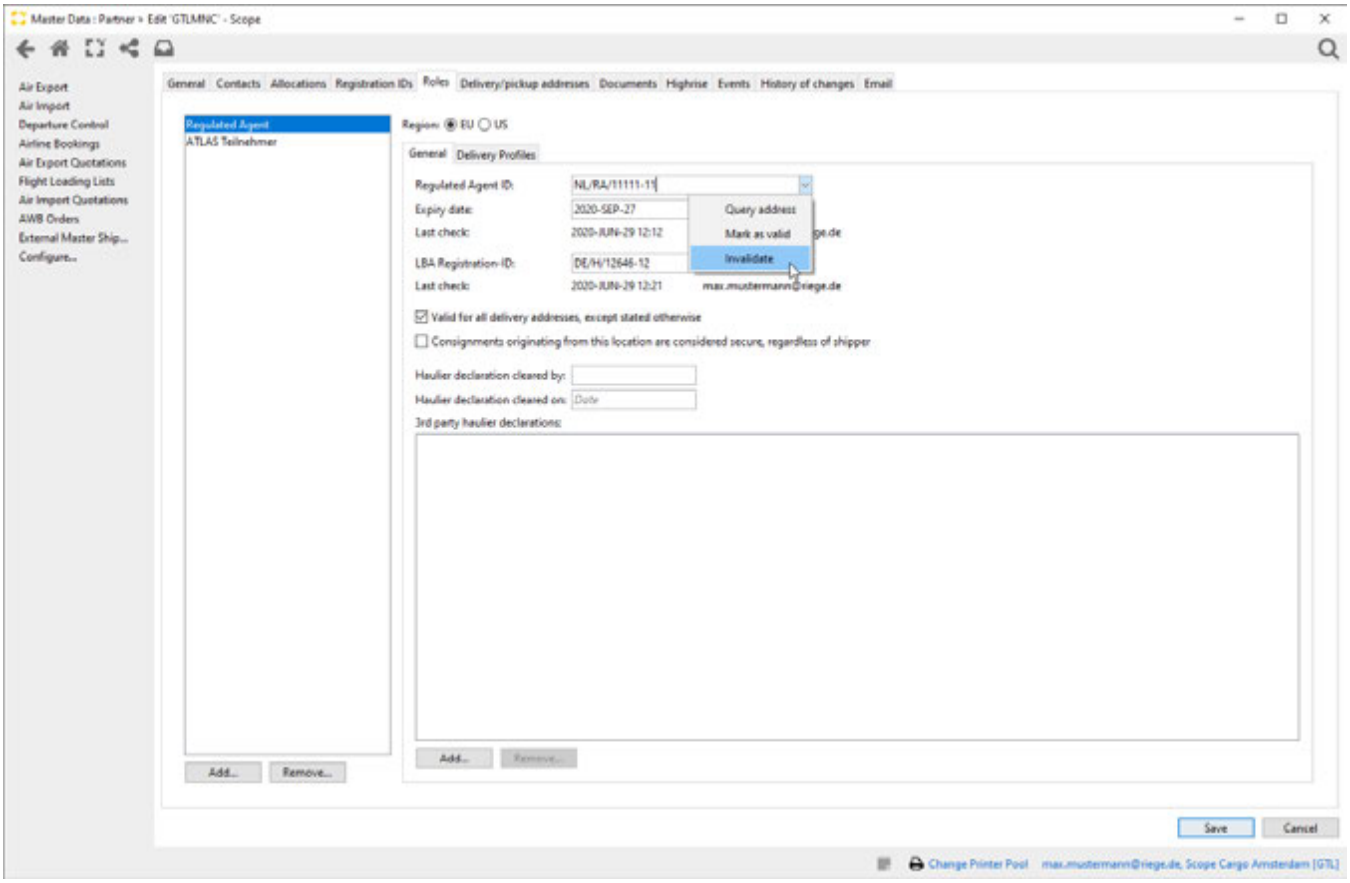
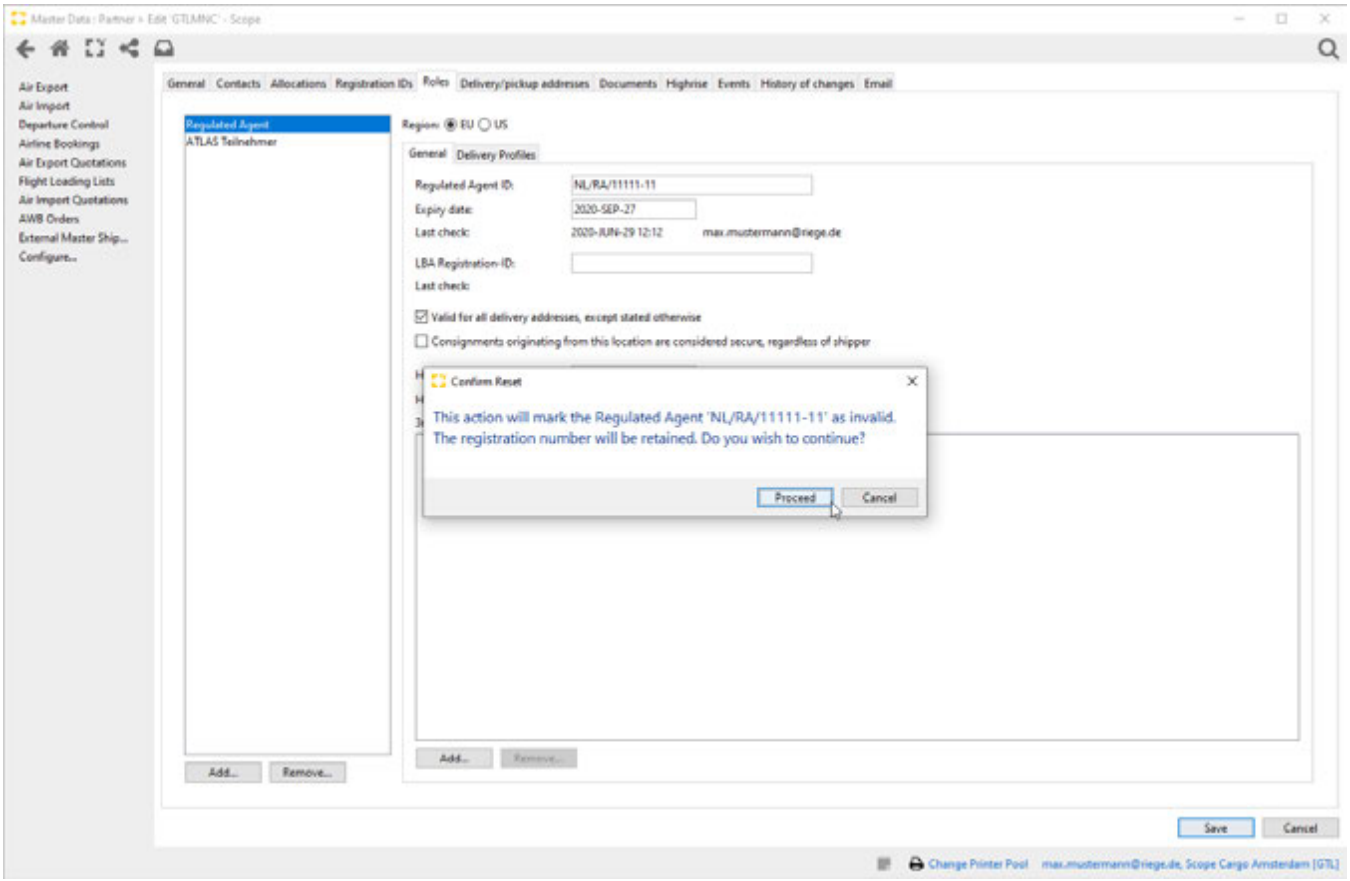


The dialog window shown below opens. The action to mark the RegB ID as invalid can be confirmed with the Proceed button.



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Expiry date

Expiry date of the RegB certificate has to be entered here.

Last check

Displays when and by whom the last EU database check was carried out.

LBA Registration-ID

The registration number is entered in this field. The Air Freight Security Act stipulates that hauliers in Germany must be officially approved. According to Section 22 (3) LuftSiG, the obligation to register begins on 04.03.2018.

Last Check

Displays when and by whom the last check of the Haulier-ID (LBA) was carried out.

Valid for all delivery addresses exept stated otherwise

Indication whether or not the registered RA details should be applied to all entered delivery / pickup addresses or not. When not set to active, each of the registered delivery addresses, needs to have its own RA registration else it
will be considered a non-secure address.

Consignments originating from this location are considered secure, regardless of shipper

Option to define the validity of the registration number for the pick-up and delivery addresses from the "Pick-up / delivery addresses" tab of the business partner. If the pick-up / delivery address has its own registration number, this can be stored in the second tab "Pick-up / delivery address" and checked separately.)

Haulier declaration cleared by

The name of the employee who filed the declaration for a subcontracted 3rd party.

Haulier declaration cleared on

The date the sub-contracted 3rd party's declaration was cleared.

3rd Party haulier declarations

Link to the regulated agent for whom this road carrier is part of the secure supply chain.

Add

Opens a pop-up window where new parties my be recorded. The desired business partners can be located with the search field.

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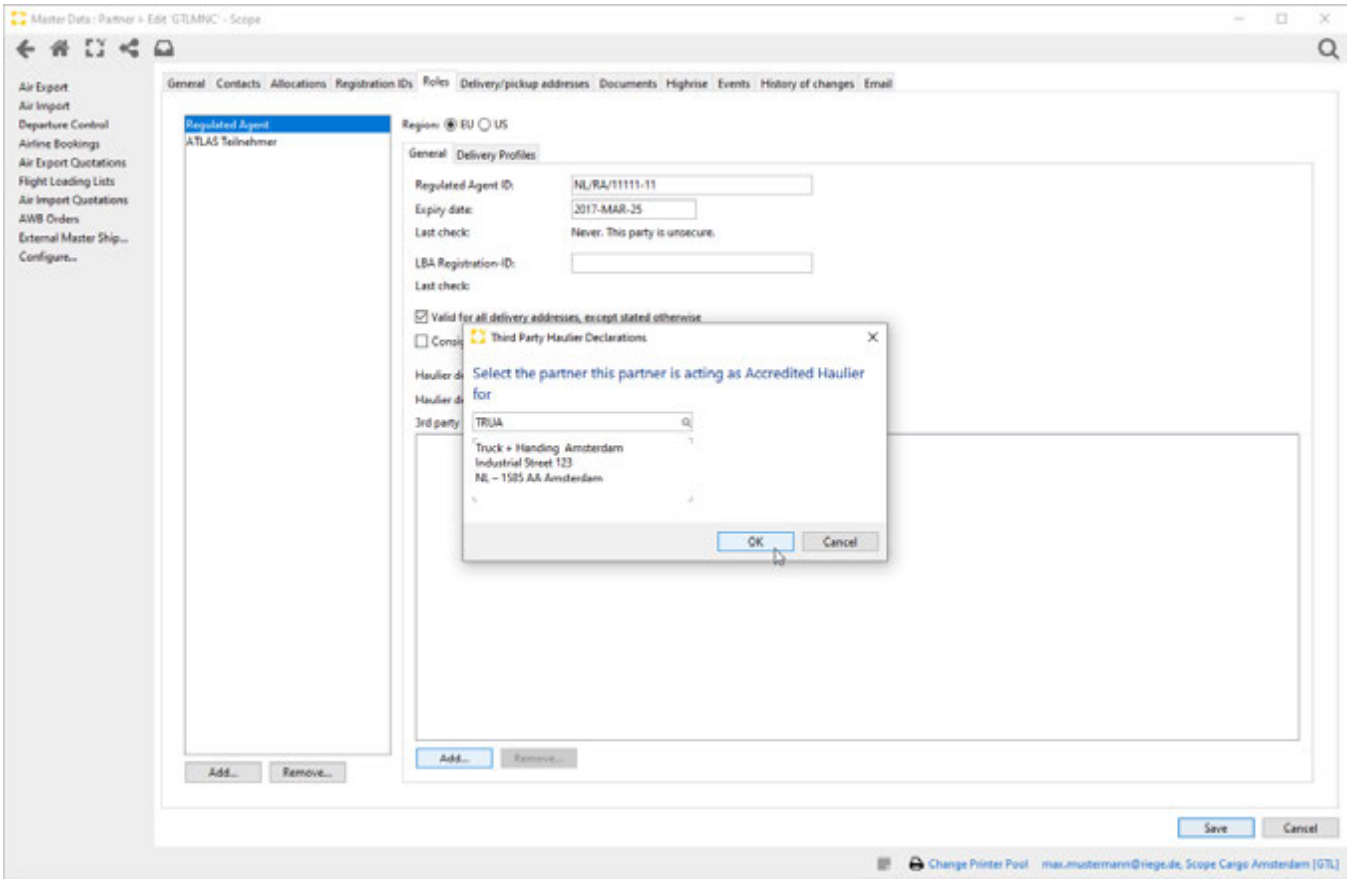

OK

Stores the data and closes the pop-up window.

Cancel

Closes the pop-up window without further action

Remove

The highlighted partner will be removed from the overview.

Delivery Profiles

Delivery addresses can be stored under the Delivery Profiles tab in order to define the validity of the registration number for delivery addresses from the "pick-up / delivery addresses" tab of the business partner. If the pick-up / delivery address has its own registration number, it can be stored here and checked separately.

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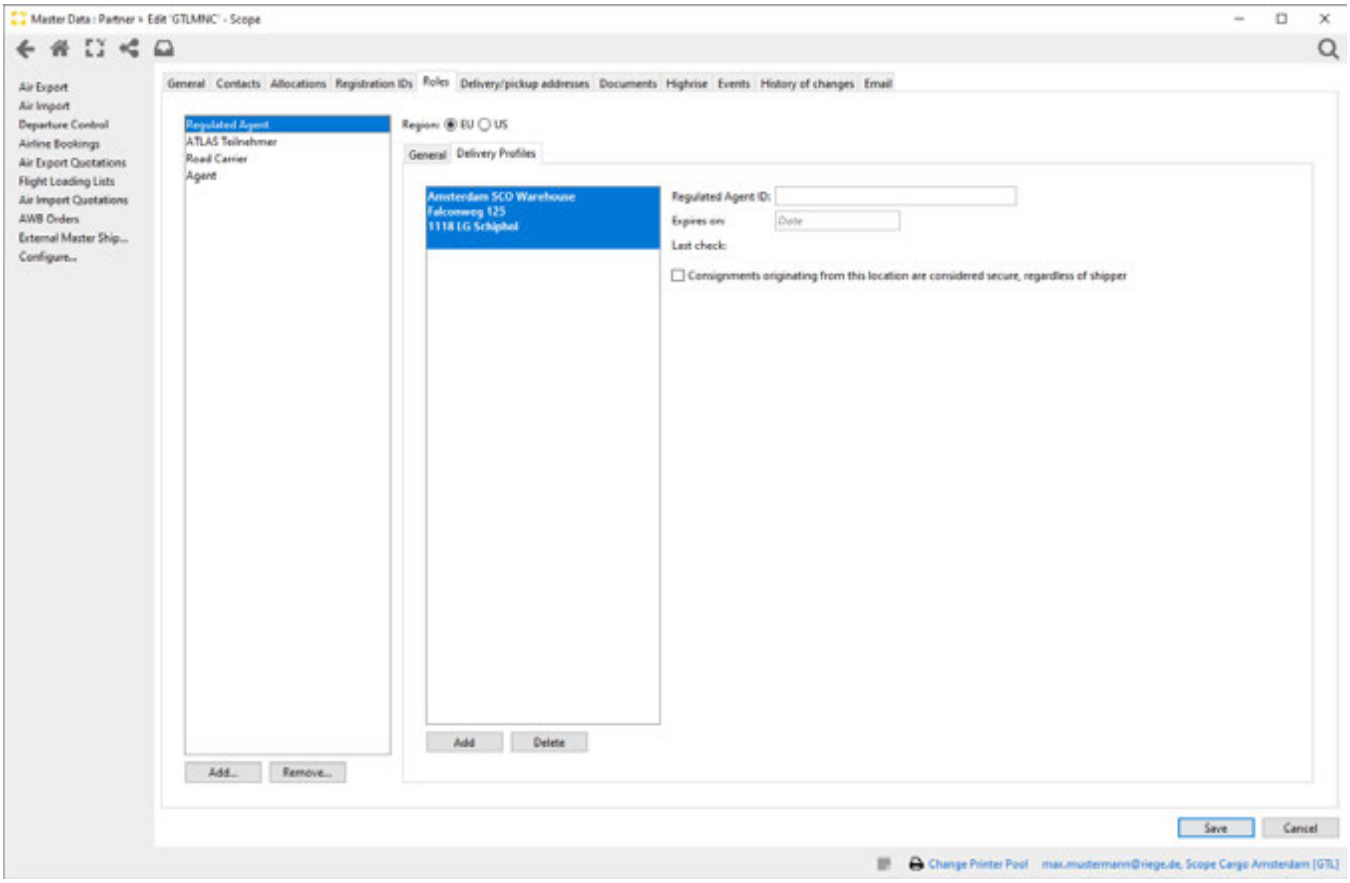

Relationship between regulated agents and secure shippers.

The security status of an air cargo export will automatically be determined by evaluation of the following:

Security status of the freight forwarder	Security status of the shipper	Security status of the consignment	Reason for issue
✖	✖	not sure	Irrelevant / not set
Regulated Agent	✖	not sure	Irrelevant / not set
Regulated Agent	Account consignor	SCO - full security for cargo aircraft	AC - Account Consignor
Regulated Agent	Known shipper or AEO	SPX - Safe for passenger aircraft	KC - Known Shipper
Regulated Agent	Regulated Agent	SPX - Safe for passenger aircraft	KC - Known Shipper

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Road Carrier - Roles - Business Partner - Maintenance

- Introduction
- Trucks

Introduction

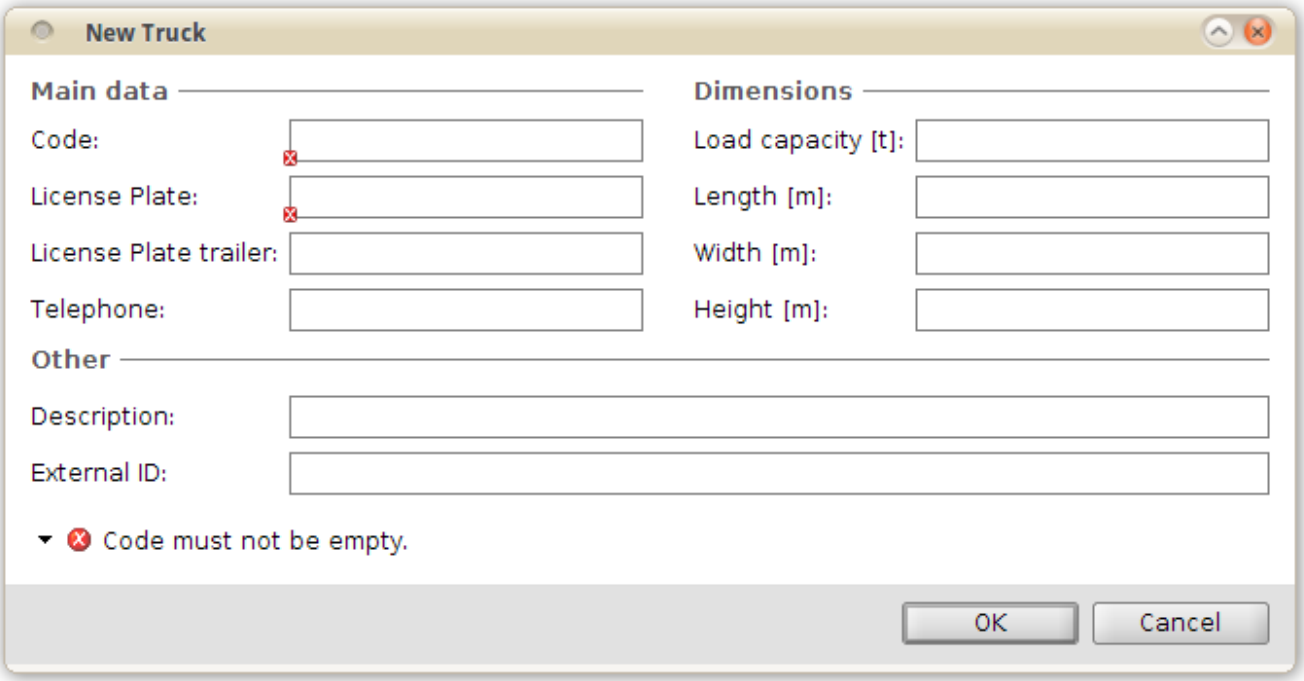
Partners who operate trucking operations should have the role *Road Carrier* applied to them. This role allows details of the partners trucks and drivers to be recorded.

Trucks

The overview of the *Trucks* section displays any existing truck codes and their license plates. The function buttons in this section allow new truck details to be added, edited or deleted.

New

The *New* function button launches and editor to capture full truck details:



Code

The code of the truck

License Plate

The license Plate of the truck

License Plate Trailer

The license plate of the trailer

Telephone

A phone number specific to the truck

Load capacity [t]

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The load capacity of the truck in tonnes

Length [m]

The length of the truck in meters

Width [m]

The Width of the truck in meters

Height [m]

The Height of the truck in meters

description

A description of the truck

External ID

The external ID of the truck

Edit

Edit the truck currently highlighted in the overview

Delete

Delete the truck currently highlighted in the overview

h2 Driver

The *Driver* section of the *Road Carrier* role captures complete details of drivers employed by the Road Carrier Partner. The overview displays any existing drivers and the *new, edit* and *delete* function buttons allow drives to be added, changed or removed.

New

The *New* function button launches a *New Driver* editor in order to store a drivers details:

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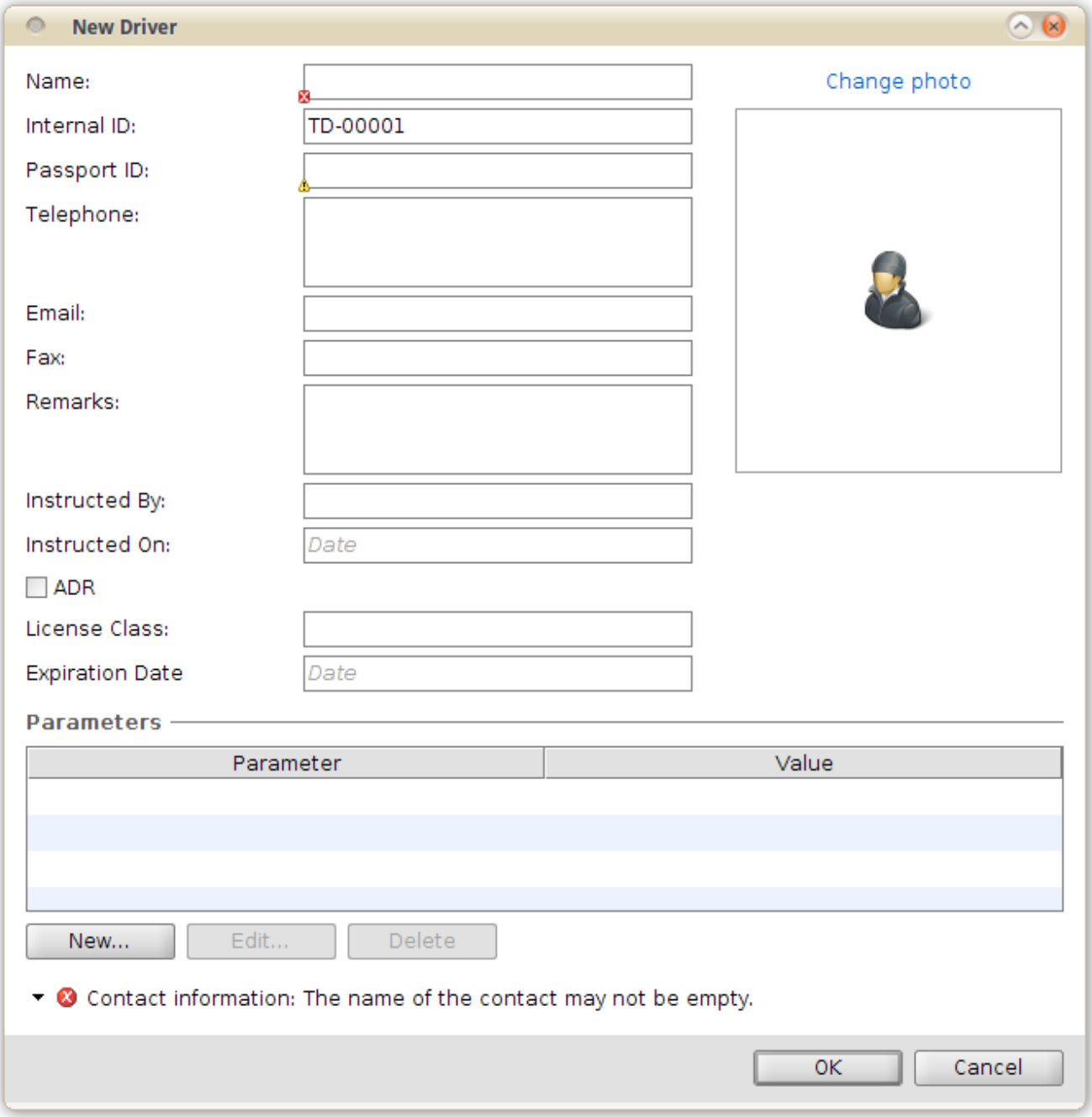

Name

The full name of the driver

Internal ID

A default internal ID number of the driver is generated by the application.

Passport ID

The Driver's passport number

Telephone

This is a text pad where multiple phone numbers for the driver may be stored with notes for each number if required.

Email

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The email address for the driver.

Fax

The fax number for the driver.

Remarks

Remarks relating to the driver.

Instructed By

Instructed On

This is a date and time field

ADR

Check this box if the driver is licensed to haul hazardous goods

License Class

Expiration date

This is a date and time field

Parameters

Change Photo

The driver's photo may be included. To update the image, select *Change photo* . A file browsing application will appear. Use this tool to navigate to the image file on the local computer and select *Open* to upload the image to the application. Select *Cancel* to exit the

OK

Select *Ok* to same the new driver details

Cancel

Select *Cancel* to exit the the new driver details editor and return to the *Road Carrier* role without changes.

Edit

Open the highlighted driver in the *Add Driver* editor to make changes to the driver's details.

Delete

Delete the highlighted driver in the overview from the *Road Carrier* role.

Save

Save any changes and exit the *Road Carrier* role.

Cancel

Cancel any changes and exit the *Road Carrier* role.

Questions

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Secure Shipper - Roles - Business Partner - Maintenance

- Introduction
- Description

Introduction

This role is used to record the security status of a shipper in order for this status to be evaluated during the creation of an air export shipment. Information regarding known consignors (ID known Shipper), security declarations and assigned pick-up and delivery addresses can be stored here.

1. Known Consignor

A business partner may be accredited by the appropriate authorities as a "Known Consignor" (EU Regulation 185/2010, Section 6.4.1). A known consignor registration number is issued with such an accreditation and is known as a "Known Consignor ID". This ID can be entered in the "ID Known shipper „field.

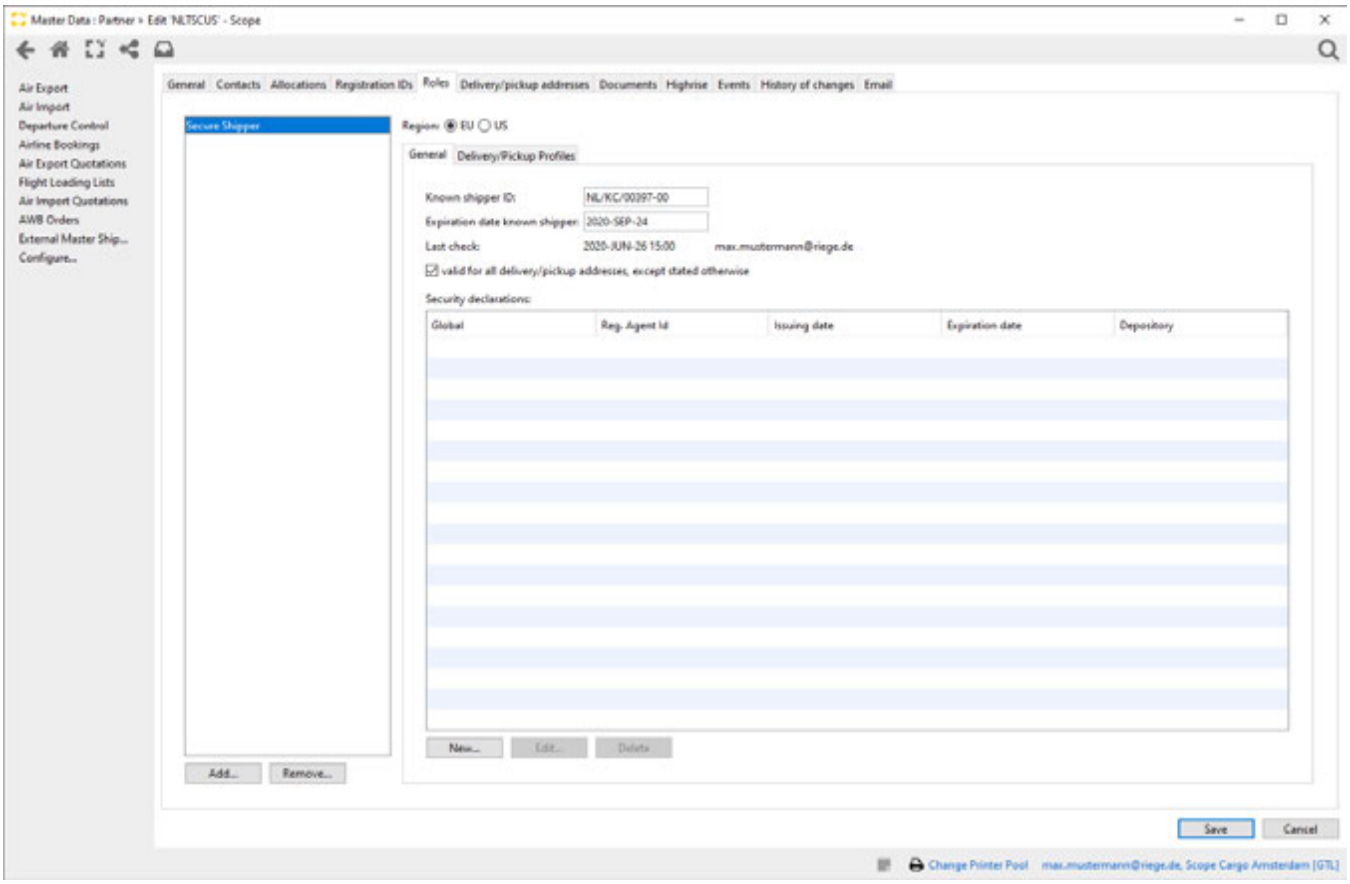
2. Security declaration via a regulated agent

The business partners of a regulated agent may have a security declaration (before 28th April 2010) or a "declaration of commitment - account consignor" in accordance with EU regulation 185/2010, Annex 6-D (after 28th April 2010). This confers the status of "Account Consignor".

Description

- Known Shipper - Region EU
- Known Shipper TSA - Region US

Known Shipper - Region EU



Known Shipper ID - Region EU

When the shipper is registered as a "known consignor" their Known shipper ID may be entered here.

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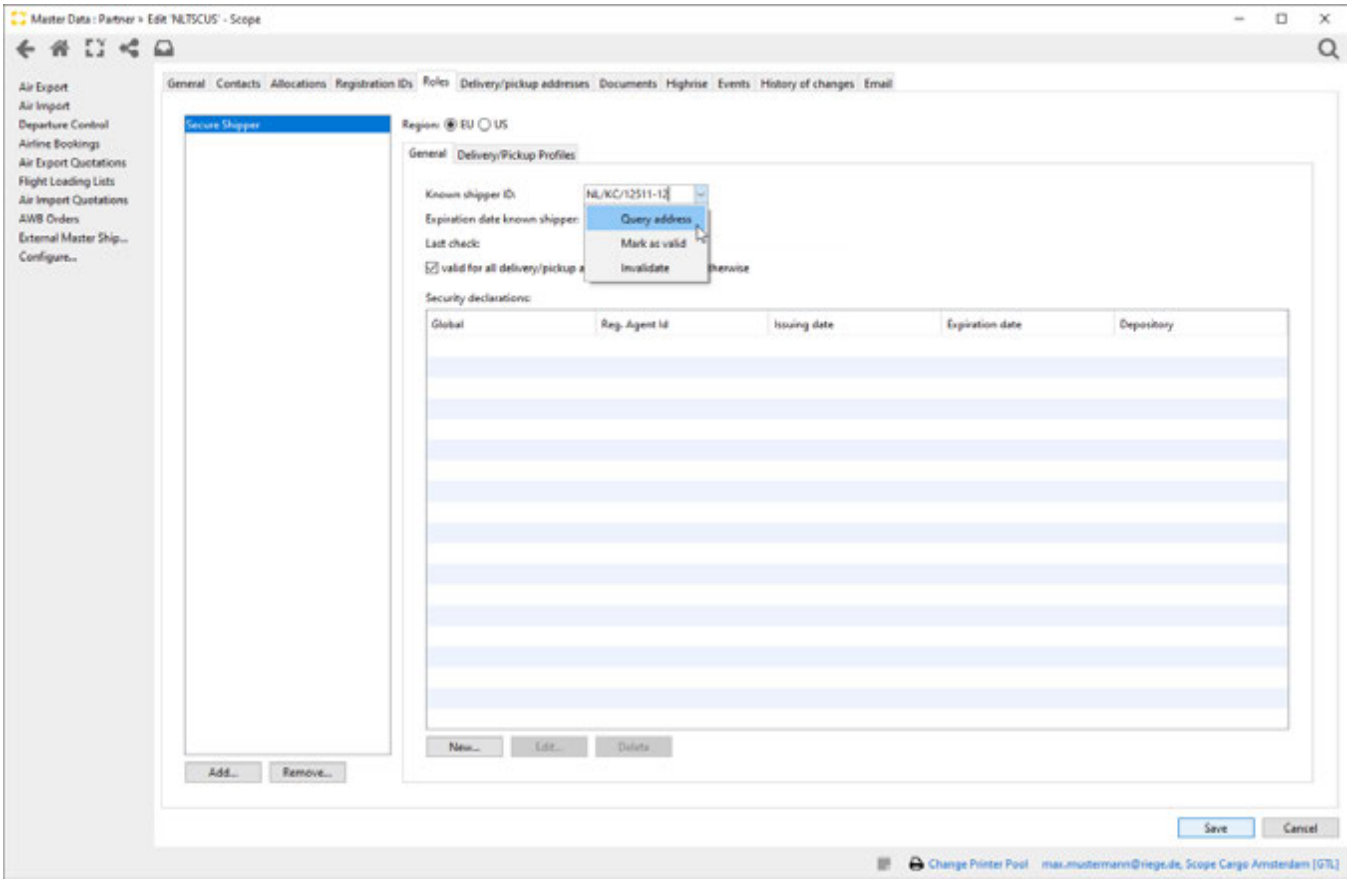
Query address, Validate, Invalidate

A dropdown menu can be used to open an address query against the Union database for security of the supply chain in order to check the validity of the registration number. The registration number can also be declared valid manually or the validation can be revoked.

Query address



Once the access data for the EU Cargo DB user (EU Cargo DB user and EU Cargo DB password) has been entered under the menu item Air Export Security Setup - Airfreight - Settings, the ID query for the known shipper opens directly via the address query.

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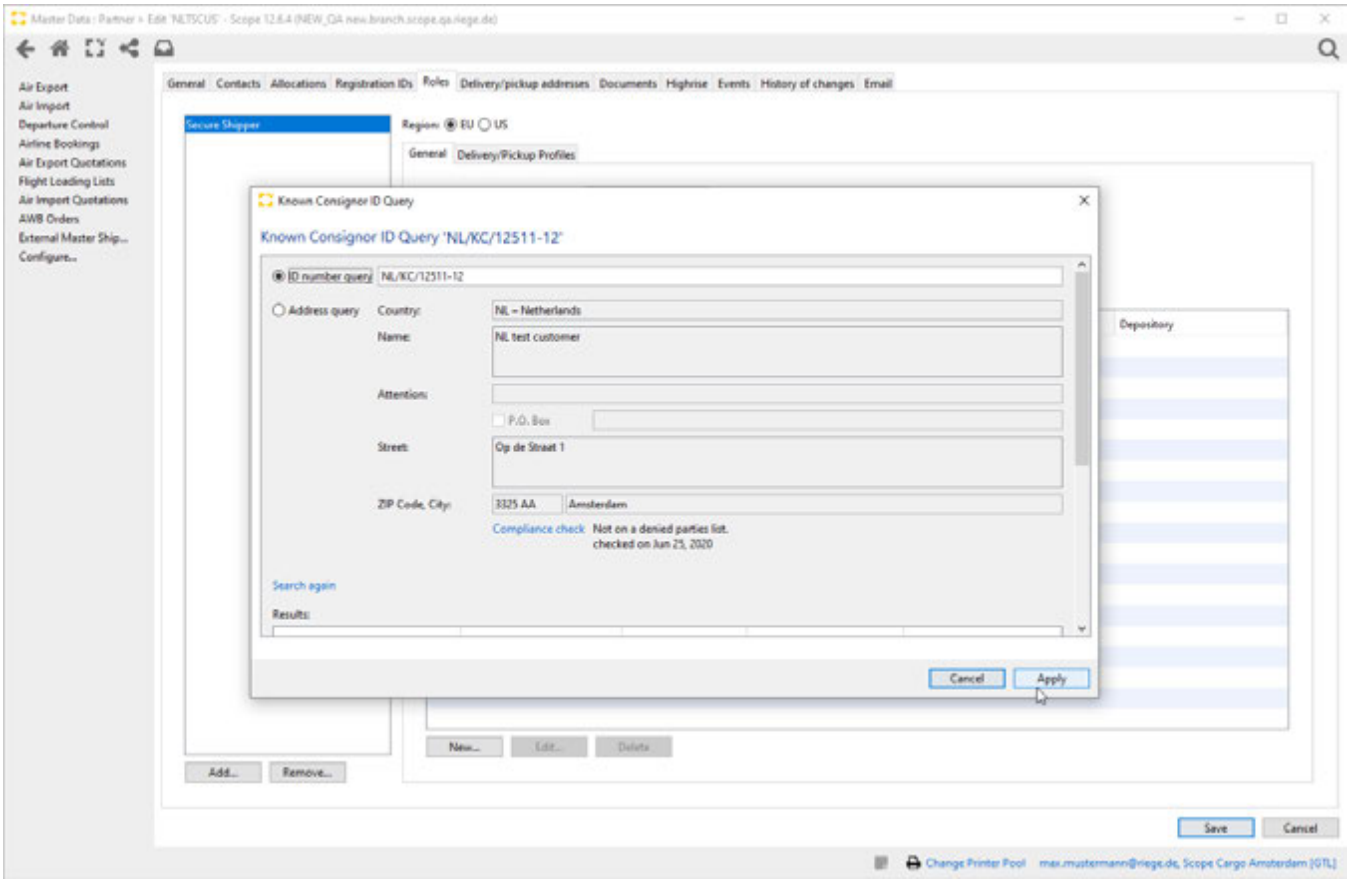

Mark as Valid

This function can be used to manually declare and check the registration number as valid.

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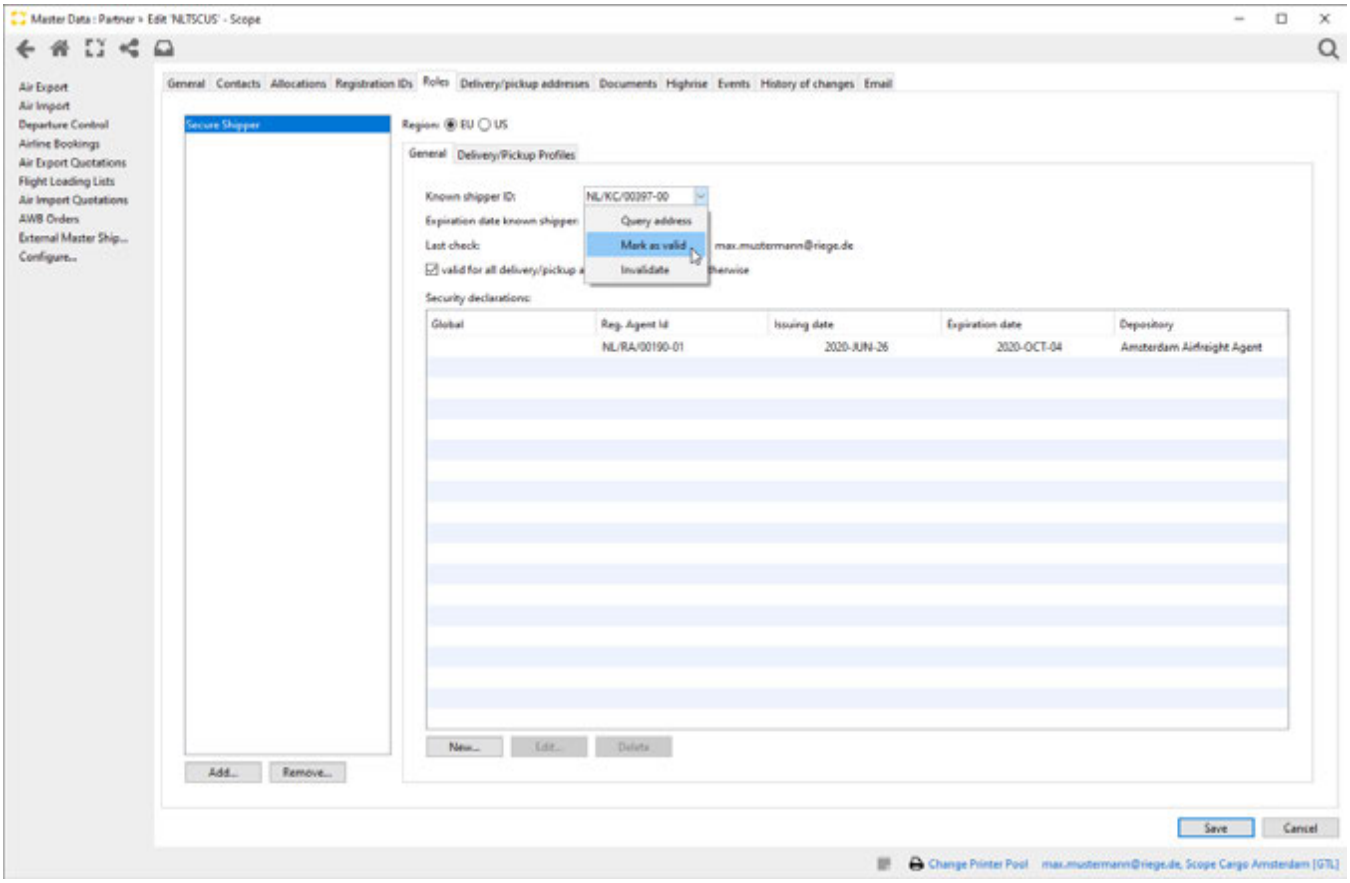
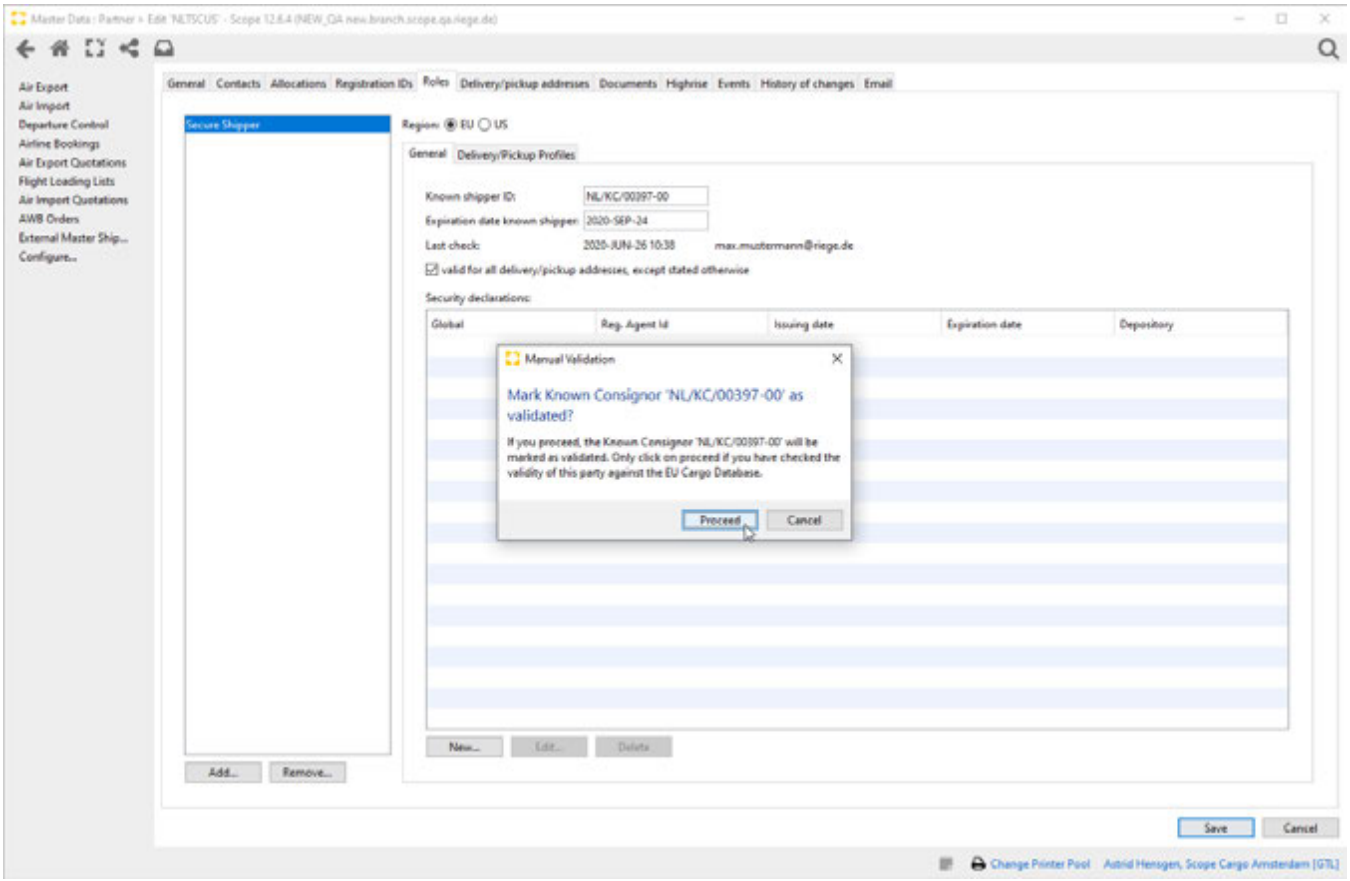


The dialog window shown below opens. Manual validation can be confirmed with the Proceed button.



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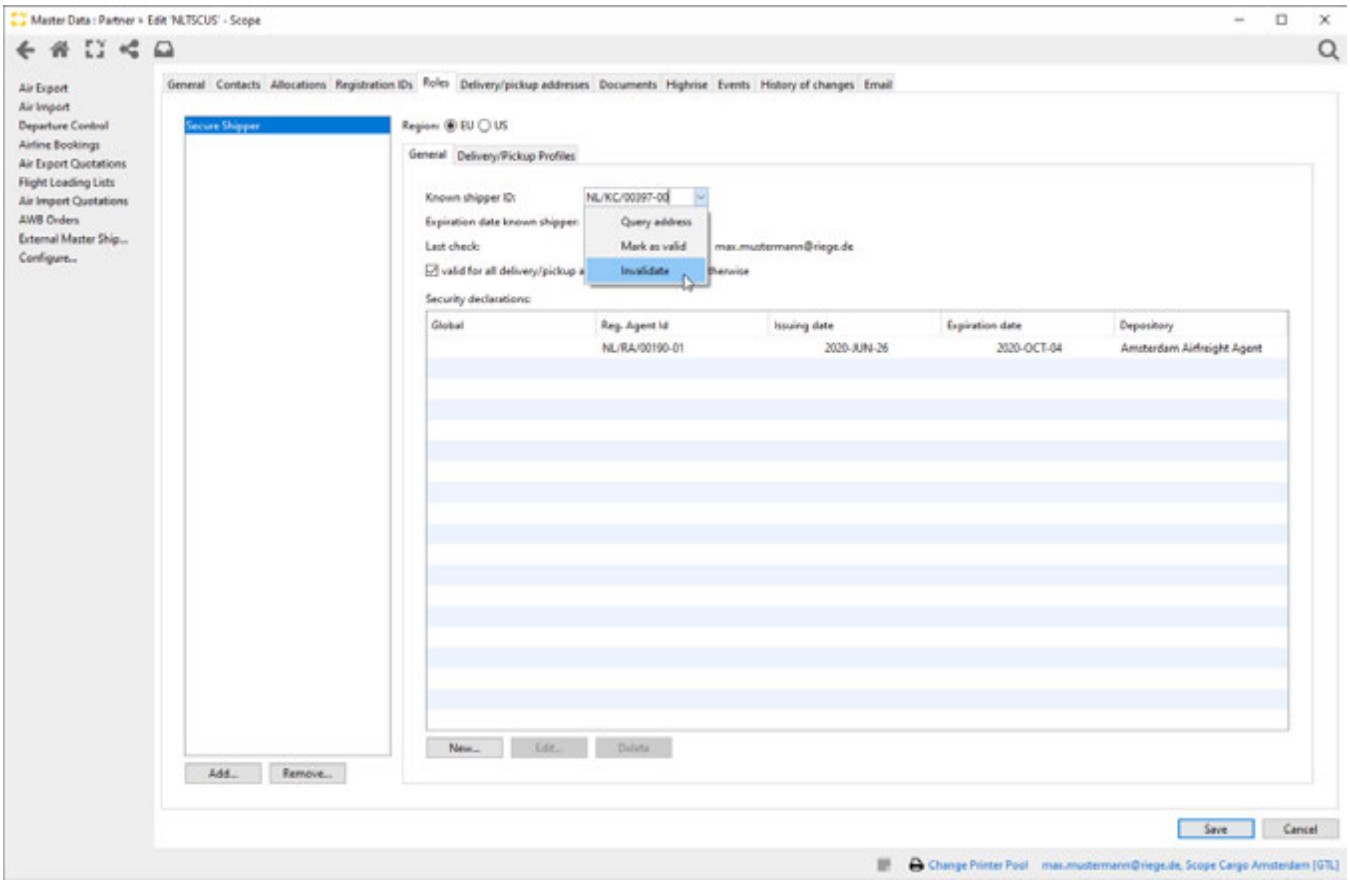
Invalidate

This function can be used to revoke the validation of the registration number for the known shipper (known consignor).



The dialog window shown below opens. Confirmation of the revocation can be completed with the Proceed button.

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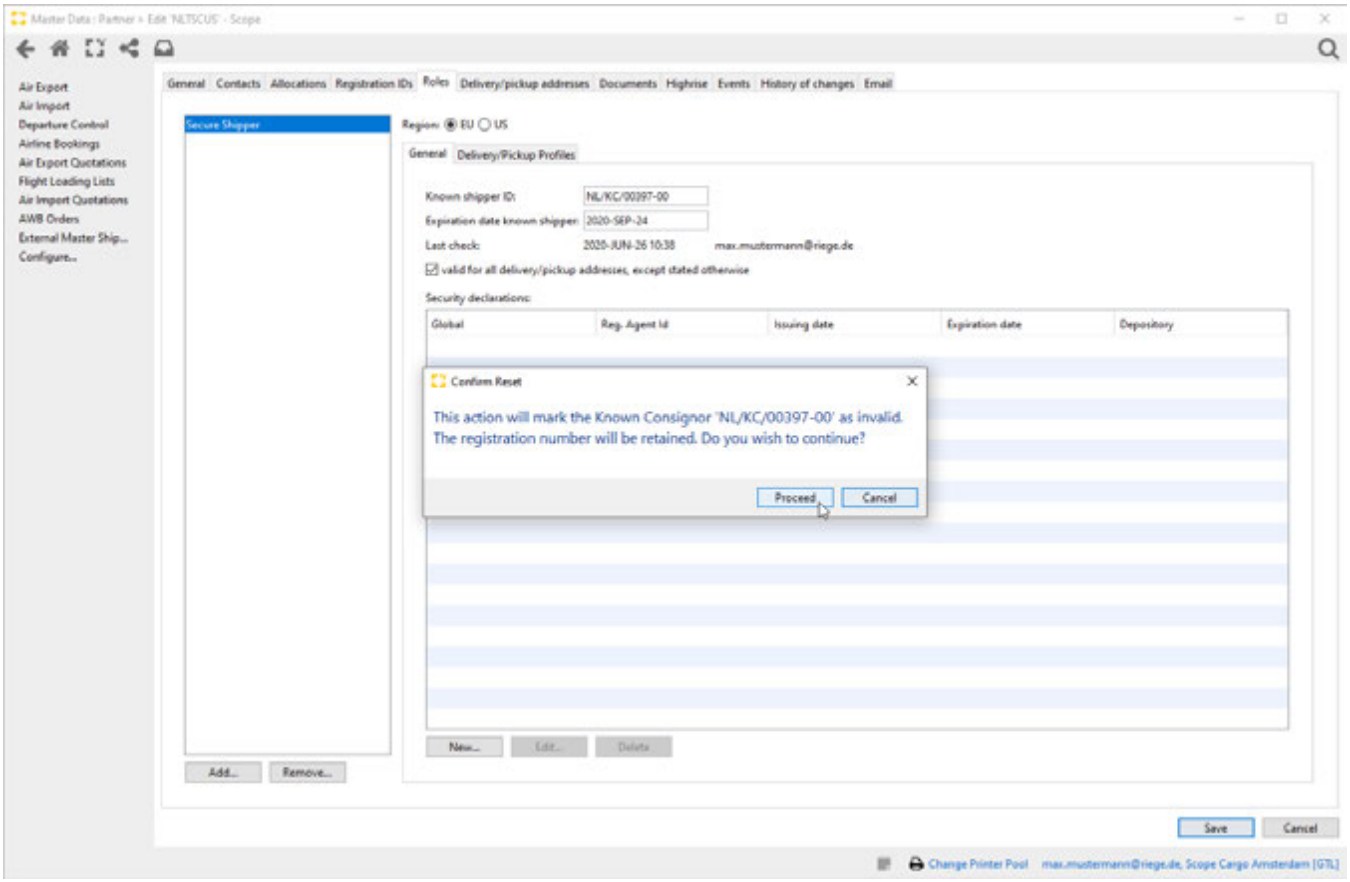

Expiration date known shipper

Shippers with a Known Shipper ID will also have an expiration date for their security status that must be entered.

Last check

This will be populated by the date / time and the user id when the details where last validated in the the EU-RAKC database of manually set to validated.

Valid for all Pickup / Delivery addresses

Indication whether or not the registered KC details should be applied to all entered delivery / pickup addresses or not. when not set to active, each of the registered delivery addresses, needs to have its own KC registration else it
will be considered a non-secure address.

Security Declarations:

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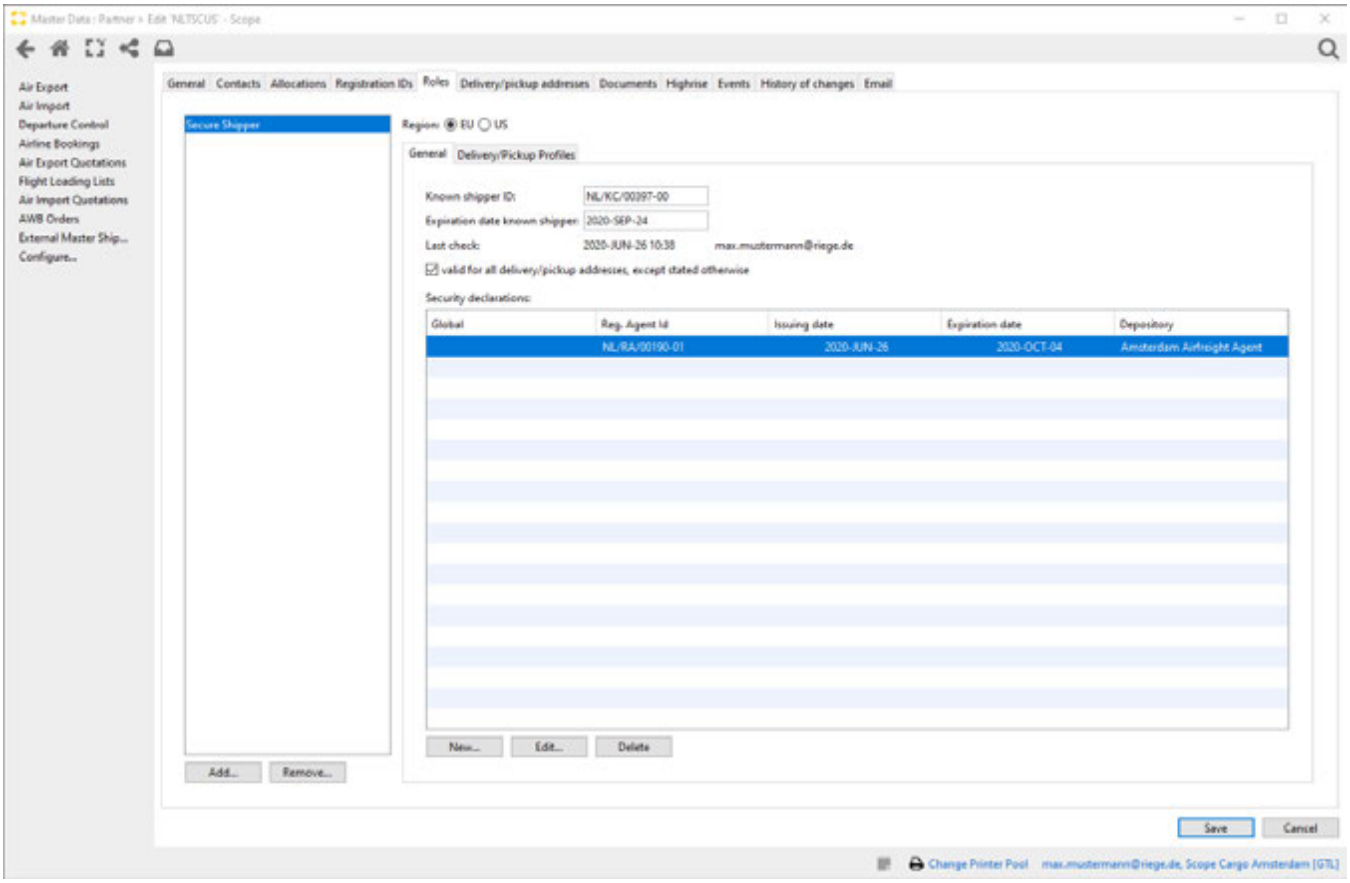
This table shows security statements that have already been entered.



Global

Here it is defined whether the security declaration applies to all branches of your company.

Reg. Agent Id

Registration number of the regulated agent

Issuing date

date the security declaration was issued

Expiration date

Date the security declaration will expire

Depository

Location of the physical document

New

The data on security declarations can be entered using the New button:

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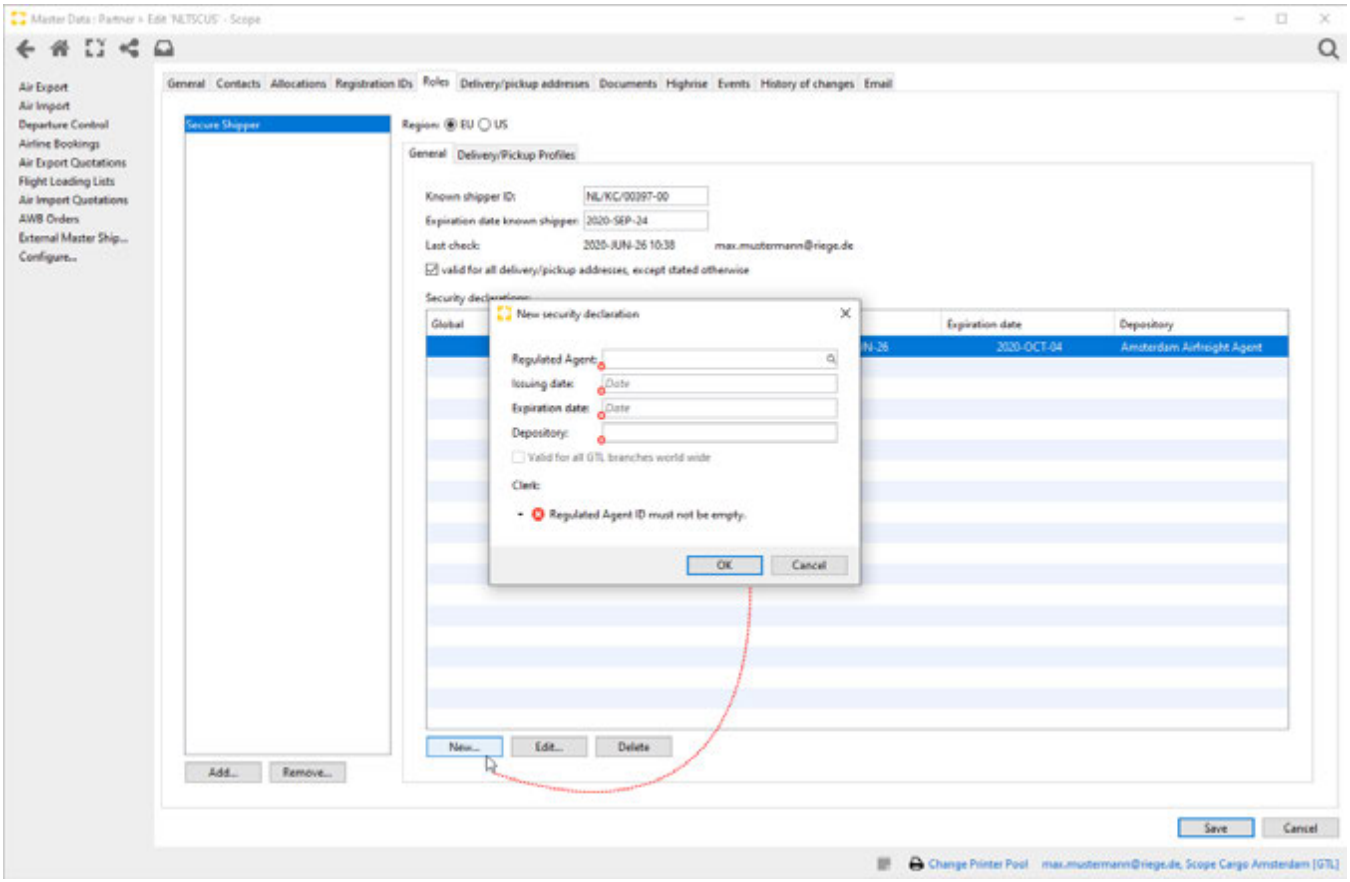

Regulated Agent

The registration number of the business partner who assigns "Account Consignor" status to the shipper.

Issuing Date

The date of issue of the "Account Consignor" status.

Expiration Date

The date of expiry of the "Account Consignor" status.

Depository

The location of the certificate identifying the shipper as an "Account Consignor"

Valid for all branches worldwide

This checkbox is used to indicate the security declaration may be used by all branches throughout the company. This option should only be used by organizations with centralized security management.

Clerk

The name of the user responsible for creating the security entry.

OK

Saves the data and exits the editor.

Cancel

Exits the editor without further action.

Edit

Opens the highlighted security declaration for editing.

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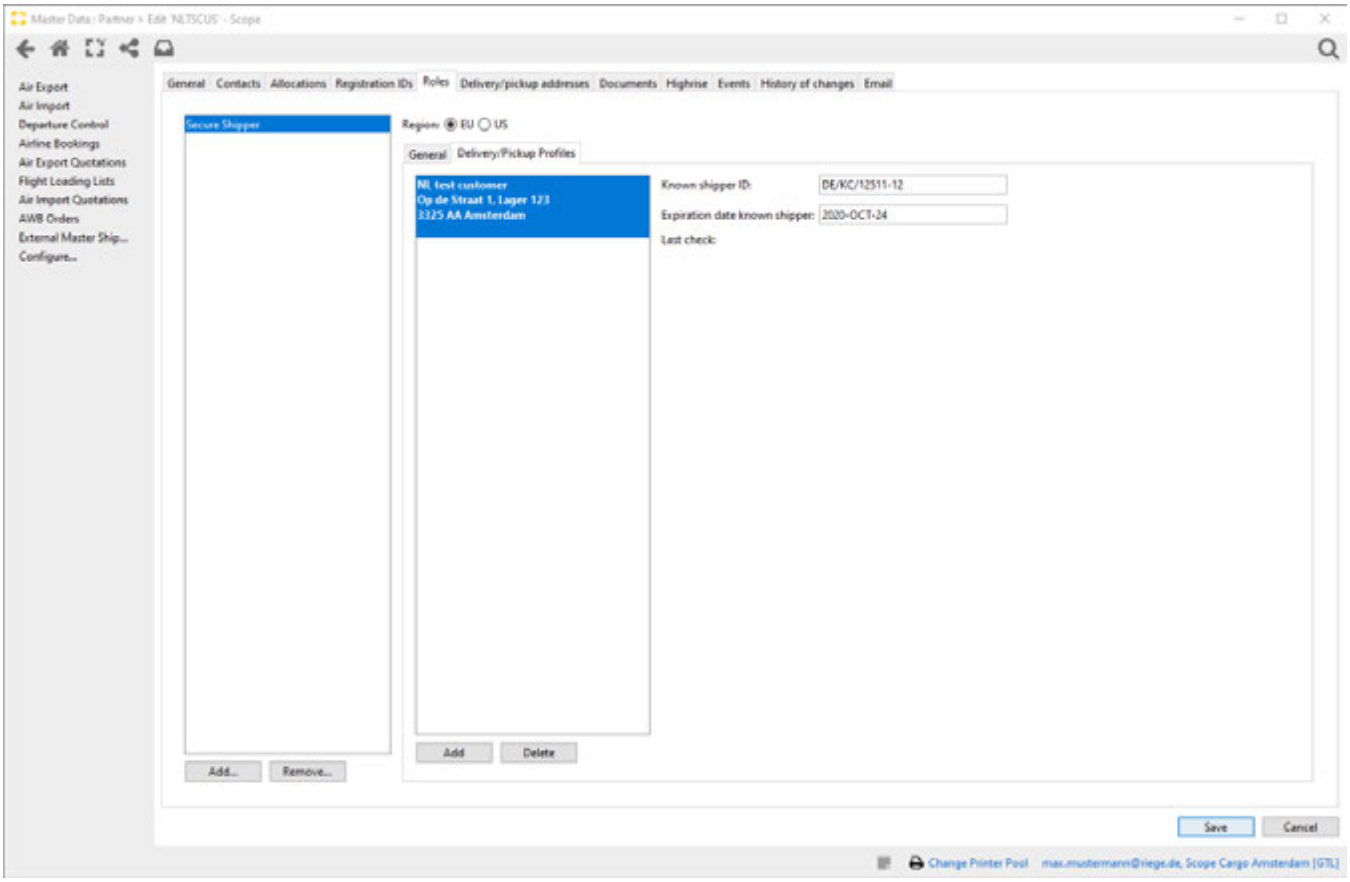
Delete

Deletes the highlighted security entry.

Delivery / Pick up Profiles

The Delivery Addresses KC details can be set on the tab delivery profiles. Assigned pick-up and delivery addresses can be stored under the pick-up / delivery addresses tab in order to define the validity of the registration number for the pick-up and delivery addresses from the "pick-up / delivery addresses" tab of the business partner. If the pick-up / delivery address has its own registration number, this can be stored here and checked separately.



Relationship between Regulated Agents and Secure Shippers

For the automatic determination of the security status of an export consignment, the information from the roles RegB / TP and Secure Shipper is determined as follows:

Security status of the freight forwarder	Security status of the shipper	Security status of the cargo	Reason for issue
✗	✗	not secure	Irrelevant / not set
Regulated Agent	✗	not secure	Irrelevant / not set
Regulated Agent	Account consignor	SCO - full security for cargo aircraft	AC - Account Consignor
Regulated Agent	Known Shipper	SPX - Safe for passenger aircraft	KC - Know shipper (known consignor)
Regulated Agent	Regulated Agent	SPX - Safe for passenger aircraft	RA - Regulated Agent (regulated agent)
Regulated Agent	Air Carrier	SPX - Safe for passenger aircraft	CA - airline (carrier)

Determining the security status of a shipper

If the shipper is accredited centrally, they may be used as a known consignor (KC).

If the shipper has a valid AEO certificate, they may be termed an Account consignor (AC)

Safety statements or commitments depend on their date of issue:

- If the date of issue of the safety declaration is before 28th April 2009, the security status is *KC* security status if the shipment is within the validity period of the Declaration of Security (1 year after date of issue) otherwise *UNSECURE*.

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- If the date of issue of the security of understanding is between the 28th April 2009 and 28th April 2010, the security status is *KC* if the shipment date is between the issue date and the closing date of 25th March 2013. Otherwise *UNSECURE*.
- If the date of the Declaration of Commitment is after 29th April 2010 and the shipment date is after the date of issue, the security status is *AC*.

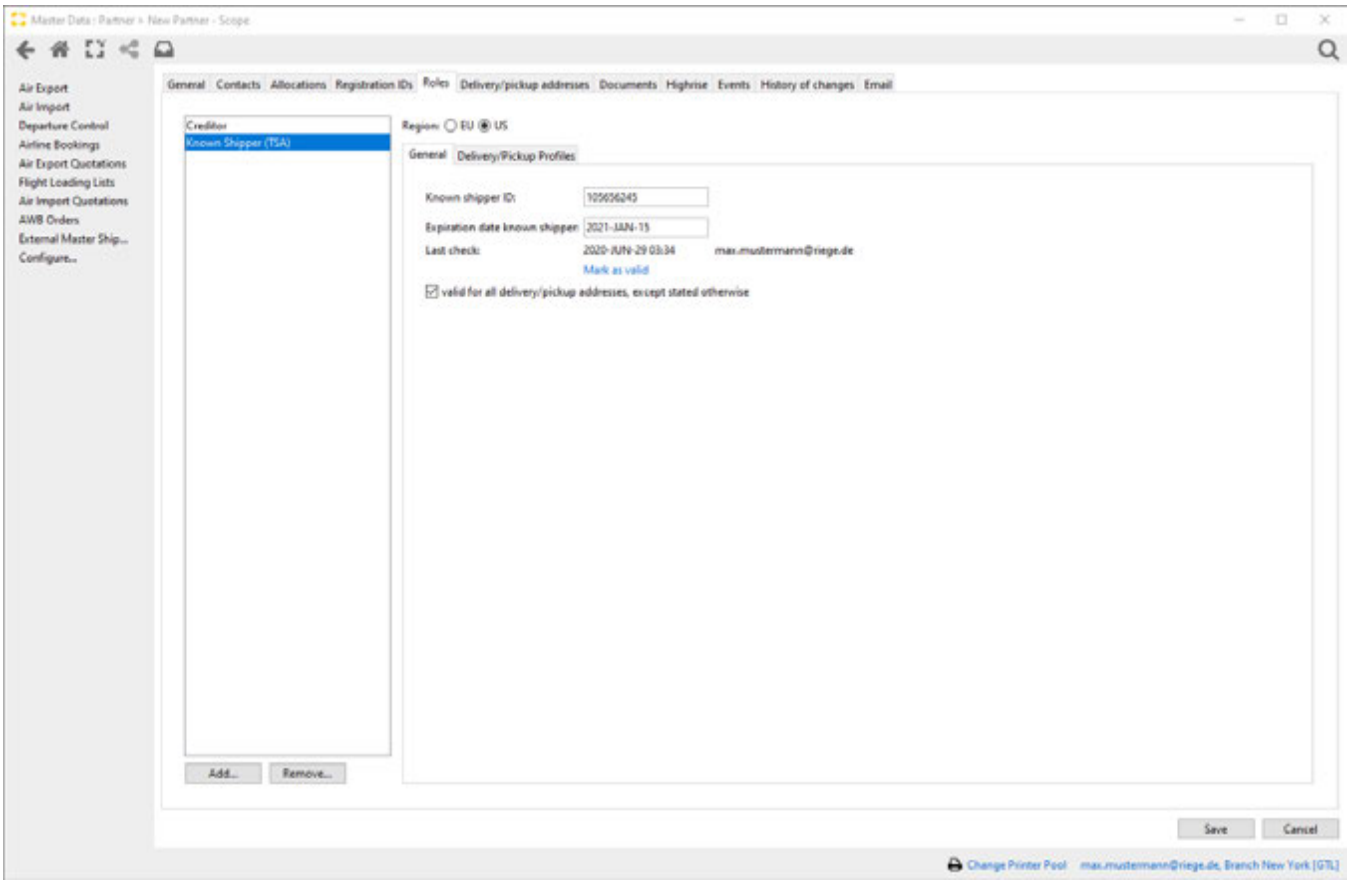
> According to EU regulation 185/2010, Section 6.5.4 the status "Account Consignor" is revoked if no shipments are handled for a period of 2 years. Scope does not automatically check this possibility.

Web-Links

- EU VO 185/2010
- LBA-Informationsseite Luftfrachtsicherheit

Known Shipper TSA - Region US

Through the Known Shipper Management System, TSA (Transport Security Administration) identifies and approves the known shipper status for qualified shippers in the U.S. Carriers (indirect air carriers and air carriers) must comply with a range of specific security requirements to qualify their clients as known shippers. Shippers interested in transporting goods by air may contact their transportation service provider and request to become a known shipper. In Scope this data can be entered in role known shipper TSA - Region US. A detailed description of the validation process in an export shipment can be found here https://wiki.riege.com/display/SCOPEEN/FAQ+How-To+make+an+Air+Export+a+known+shipper.



Known Shipper ID - Region US

ID number of the registered „known shipper „ be entered here.

Expiration date known shipper

Expiry for the ID date for to recheck this shipper's status

Last Check

Shows date / time and the user id of the last check

Mark as Valid

This function must be used to manually declare and check the registration number as valid.

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Valid for all delivery/Pickup addresses, except stated otherwise

This means any address you pick up from for this shipper is also considered a known shipper address. If you want to list individual pickup addresses that are considered "Known" use the tab "Delivery/Pickup Profiles

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US Partner Profile - Roles - Business Partners - Maintenance

- Introduction
- Description

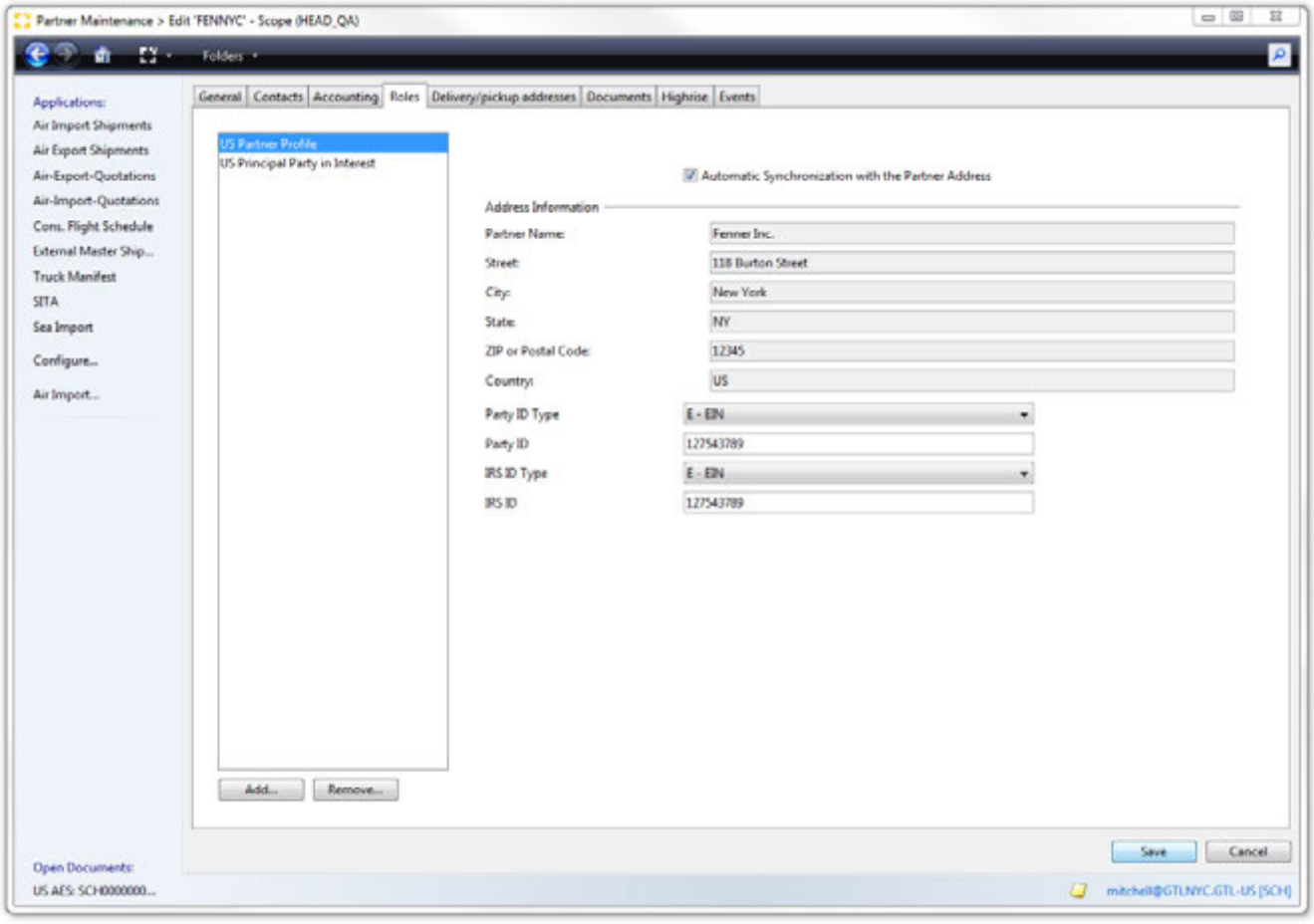
Introduction

This role is used for business partners for whom USA specific information must be stored, typically this will be partners located in the USA or Puerto Rico.

If the partner is a USPPI and requires EEI entries to be filed on their behalf for exports from the USA and Puerto Rico, then it is mandatory for the partner to be assigned the US Partner Profile role in order for a valid tax identifier to be stored.

In addition to identifying information for USPPI's, IRS (Inland Revenue Service) identifying information may also stored. This is useful where the partner requires customs clearance of cargo being imported into the USA. This IRS data is then readily available for Customs Broking operations.

Description



Automatic Synchronization with the Partner Address

This box is checked by default and indicates that the address to be used is the same as the address found in the general tab . This general address will also appear in the address fields below, but in a greyed out format, indicating the information cannot be changed. If the US partner requires that an address different to the general address should be transmitted as the USPPI address, then this box should be unchecked. This will allow different address details to be entered for the USPPI. If the "synchronize" box is subsequently re-checked, then any address details in this role will be lost and replaced by the general address details.

Partner Name

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The name of the USPPI to be sent to CBP.

Street

The street address of the USPPI

City

The city where the USPPI is located.

Zip or Postal Code

The ZIP or postal code of the USPPI

Country

The country of the USPPI (Should be USA or Puerto Rico only.)

Party I.D. type

The ID type to be used to identify the USPPI to CBP. This is a drop down list that offers 3 possibilities:

Type	Description
DUNS	DUNS Number
E.I.N.	EIN Number
Type T	Foreign Entity

Party ID

Depending on the ID type chosen, this should be the DUNS number, the E.I.N. or the I.D. issued to the foreign entity.

IRS ID Type

The type of IRS Identification used when customs clearing goods into the USA. This is a drop down list offering 2 types of IRS ID:

Type	Description
DUNS	DUNS Number
E.I.N.	EIN Number

IRS ID

The DUNS or EIN number of the partner.

Save

Stores the data and closes the US Partner Profile.

Cancel

Closes the US Partner Profile without further action.

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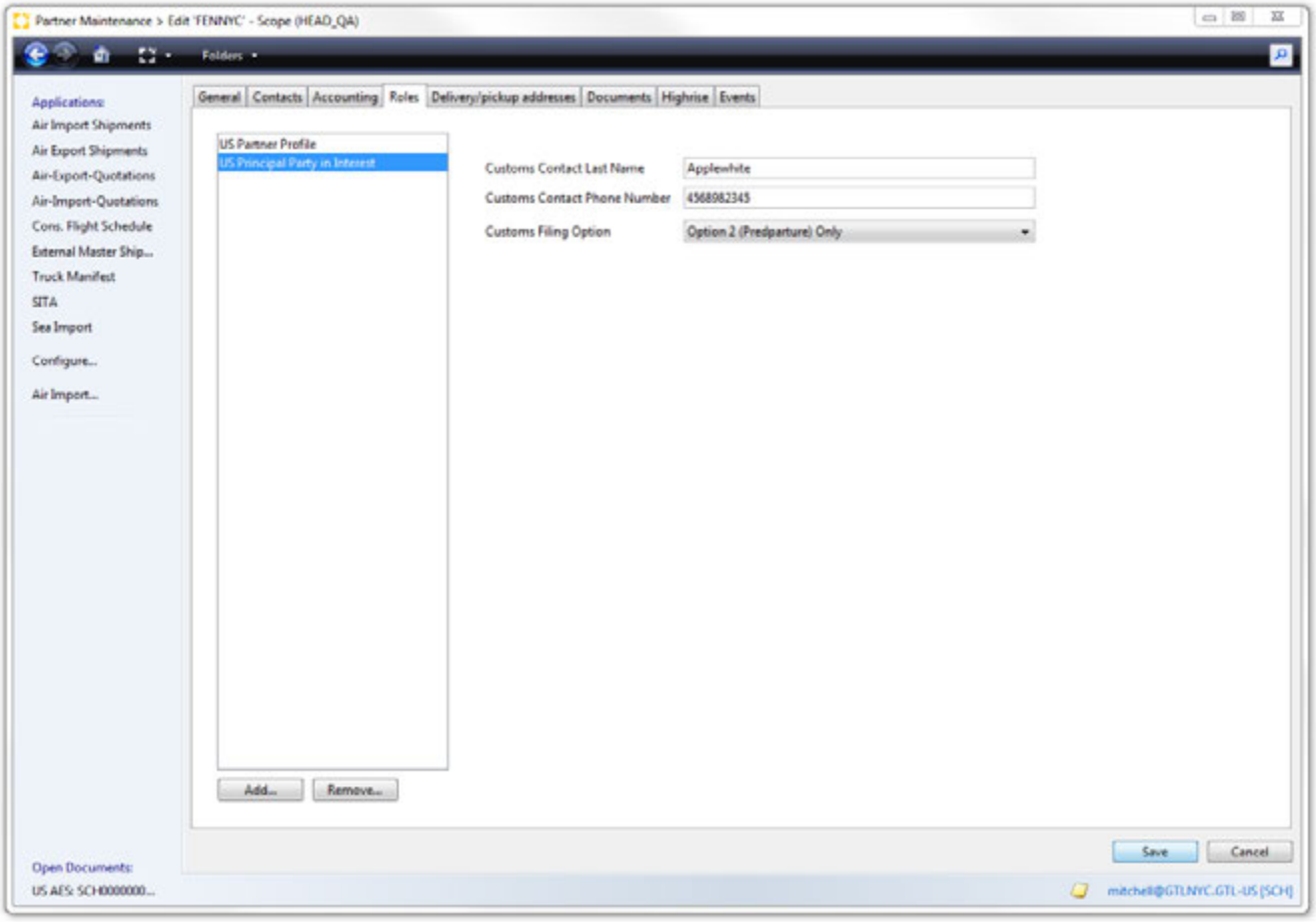
US Principle Party In Interest - Roles - Business Partners - v

Introduction

This role is used for business partners on whose behalf electronic entries will be submitted to the United States Customs and Border Protection for air and sea export shipments. The partner and the agent submitting the electronic export entries will also be required to have a US Partner profile.

When electronic export entries are created, the US AES application will use the data stored in this role to transmit the correct USPPI (United States Principle Party in Interest) details to the CBP. The USPPI may or may not be the shipper. It is not possible to transmit a US electronic export declaration unless this role is present for the USPPI.

Description



Customs Contact Last Name

When the Partner is a USPPI, the last name of the responsible person who is the USPPI or in the employ of the USPPI must be submitted to CBP. This information should be stored in this field.

Customs Contact Phone Number

When the Partner is a USPPI, the contact phone number of the responsible person who is the USPPI or in the employ of the USPPI must be submitted to CBP. This information should be stored in this field.

Customs Filing Option

Where the partner is a USPPI, the type of electronic export declarations made on their behalf should be stored in this field. This will then be used by the US Export declaration module to ensure the correct type of data is requested during creation of the export declarations and it will ensure the correct data is sent to CBP.

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This is a drop-down field offering 3 selections:

Type	Description
Option2	Full details are to be submitted on export of the goods
Option 4	Post departure. Partial details are submitted on export of the goods. With full details to follow within 10 days of export. Only CBP approved parties can be option 4.
Option 2 or 4	The party may submit both option 2 and option 4 EEI entries.

Save

Stores the data and closes the USPPI role.

Cancel

Closes the USPPI role without further action.

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Reasons - Master Data

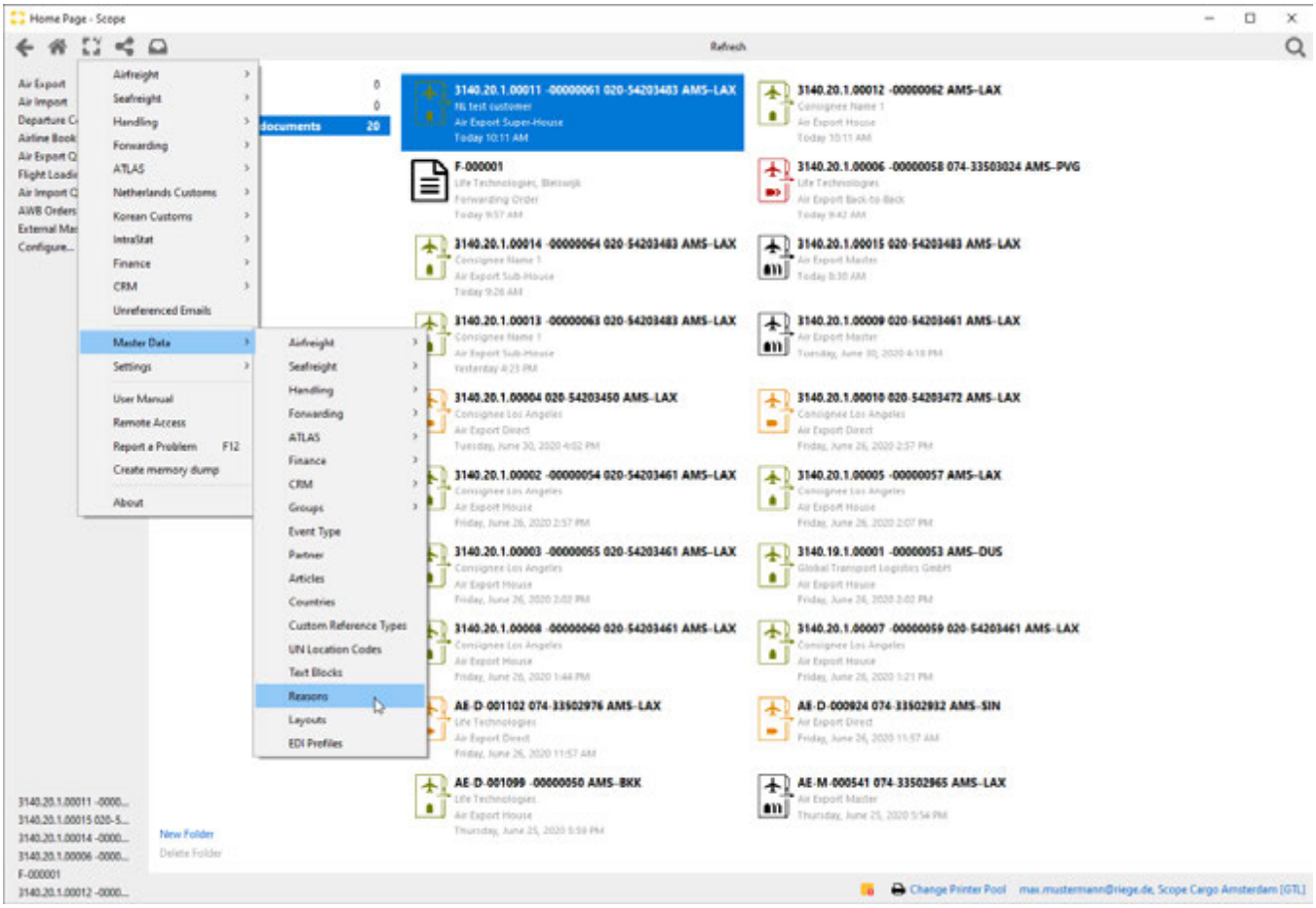
- Introduction
- Description

Introduction

Various applications in scope (e.g. credit control, notes, AWB pool etc.) send a notification to the user when certain events occur. These notifications are then displayed at the bottom right of the user interface as so-called growl or sticky messages.

Description

Depending on the application, notifications are e.g. displayed when using a business partner in a shipment entry, when opening a shipment or when obtaining a waybill number. Depending on the priority (notes) or meaning, these messages are automatically hidden again after a few seconds (Growl Nachrigt) or must be actively closed (Sticky message).



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Seafreight - Maintenance

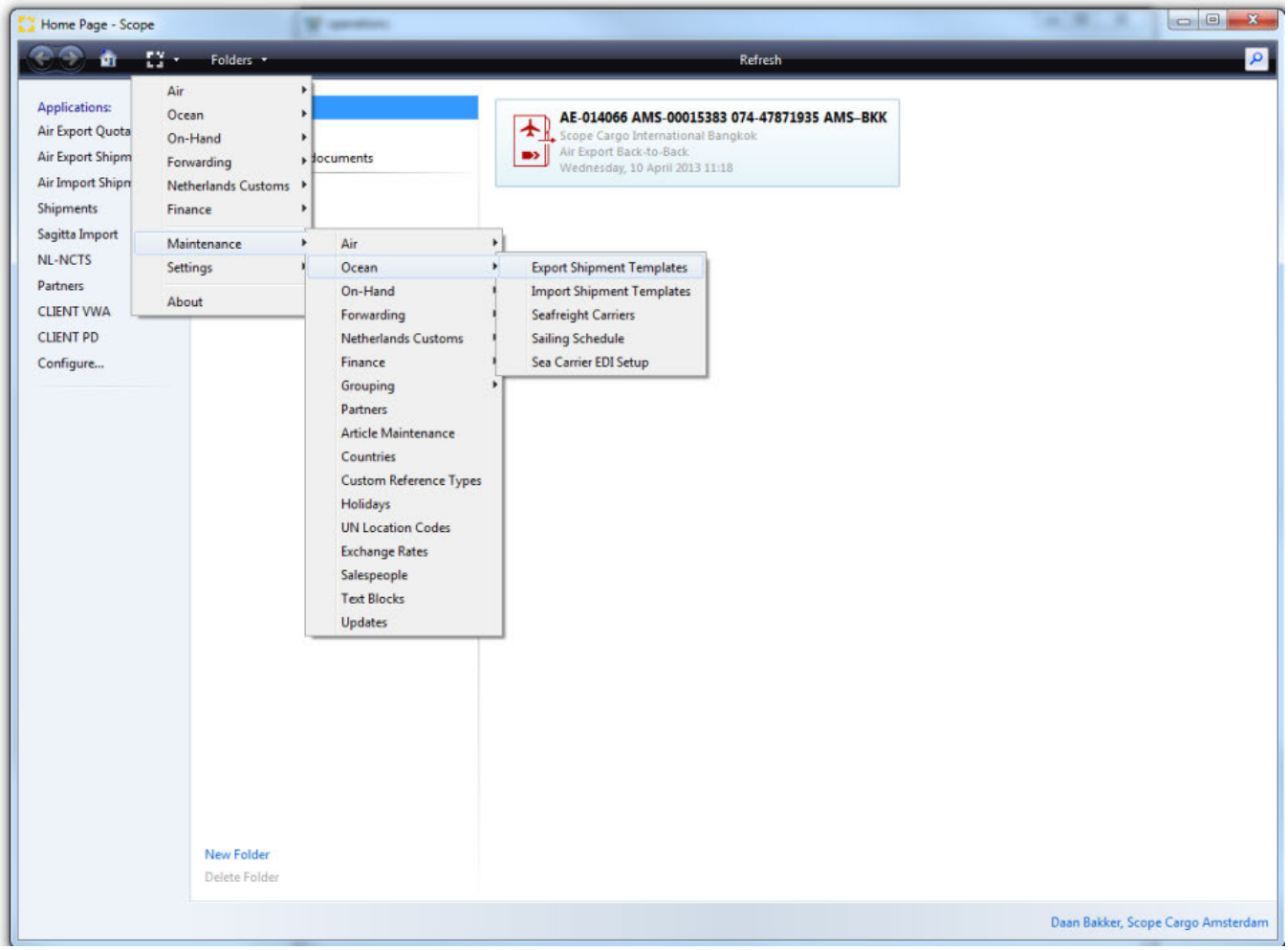
- Introduction
- Description

Introduction

Sea import and export shipment templates, Seafreight carriers, sailing schedules, DAKOSY messaging and Sea Carrier EDI Setup are maintained within seafreight master data.

Description

Applications within seafreight master data can be opened using the menu or sub-menu items.



The following chapters contain details of seafreight master data applications:

- CPA Templates - Seafreight - Maintenance
- Dakosy IFTSAI Messaging - Seafreight - Maintenance
- Sea Carrier EDI Setup - Seafreight Maintenance
- Sea Export Sailing Schedule - Seafreight - Maintenance
- Seafreight Carriers - Seafreight - Maintenance

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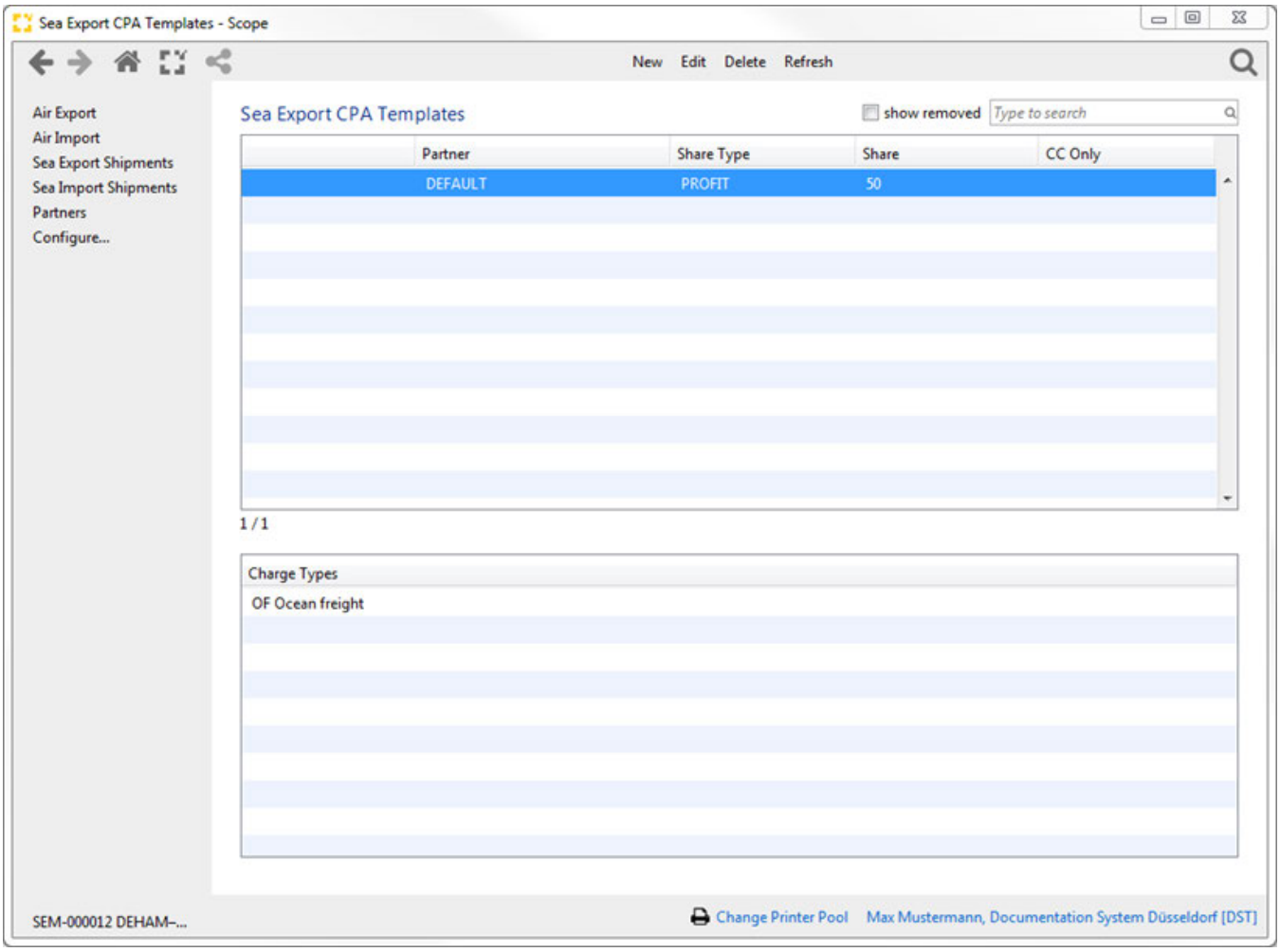
CPA Templates - Seafreight - Maintenance

- Introduction
- Description

Introduction

CPA templates are used for automatic calculation of profit share and the branch consol profit analysis per house bill. These templates are used to highly automate the profit share process. A "default" template can be created which serves as the basis for new, more specific CPA templates. The "default" template can also be use in the Consol profit analysis for agents who have no specific templates.

Description



New

This function is used to create a new CPA template and pops-up a dialogue window where the partner for the CPA template can be inserted or searched for. Only partners who are agents will be available. If the field is left blank, this indicates the default template is being created and only one instance of this default CPA template may exist.

Click "OK" to proceed and the CPA template editor opens.

> ⚠ Multiple instances of CPA templates for the same partner or multiple instances of the default template cannot be created and will produce an error message.

Edit

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Opens the highlighted CPA template in the CPA Template Editor.

Delete

Removes the highlighted CPA template from the overview. This is not permanently deleted, but marked as inactive and removed from the field of view.

Refresh

Refreshes the list of CPA templates to ensure the latest information is visible.

CPA Templates

The summary list of CPA templates displays the CPA partner name, the type of share, the amount of share - percentage or actual amount and the charge codes include in the profit share calculation.

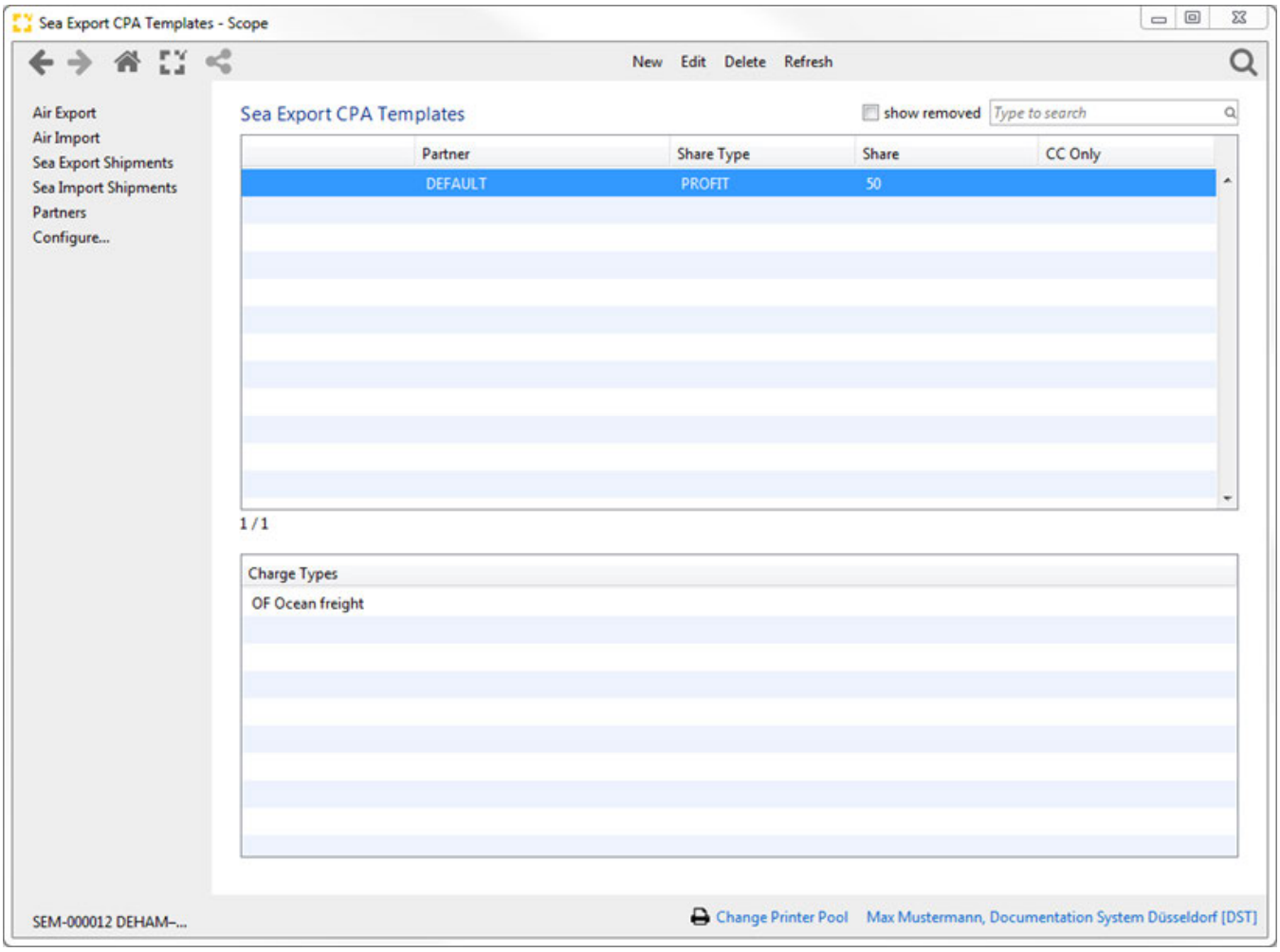
Show removed

Include any deleted CPA templates. This will be shown with the "trash" icon to the left. If clicked, they can be restored.

Type to search

Enter keywords in the search field to filter the list of CPA templates.

CPA Template Editor



Partner

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The name of the partner for whom the profit sharing arrangement is being created.

Share Type

The type of profit share arrangement with the partner selected from a drop down list:

Type	Description
Profit	Participation in profits
Income	Participation in revenue
Fixed amount	Participation via a fixed amount

Share

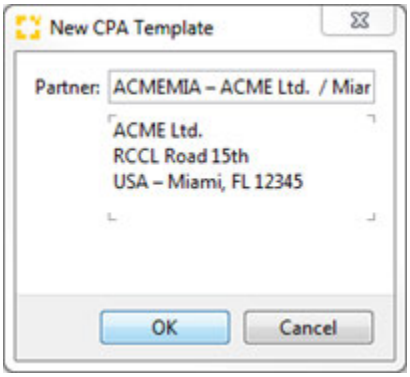
The "profit" or "income" share must be expressed as a percentage of the total in this field. A "Fixed Amount" will be recorded here as a fixed figure. The normal arrangement is a "Profit" participation with a 50% share for the partner.

Charge types

The table displays the type of charges to be included in the profit share arrangement.

New

Opens a window to enter a partner. The CPA template is only valid for this partner.



After ticking OK, a window opens where detials for the CPA template can be done.

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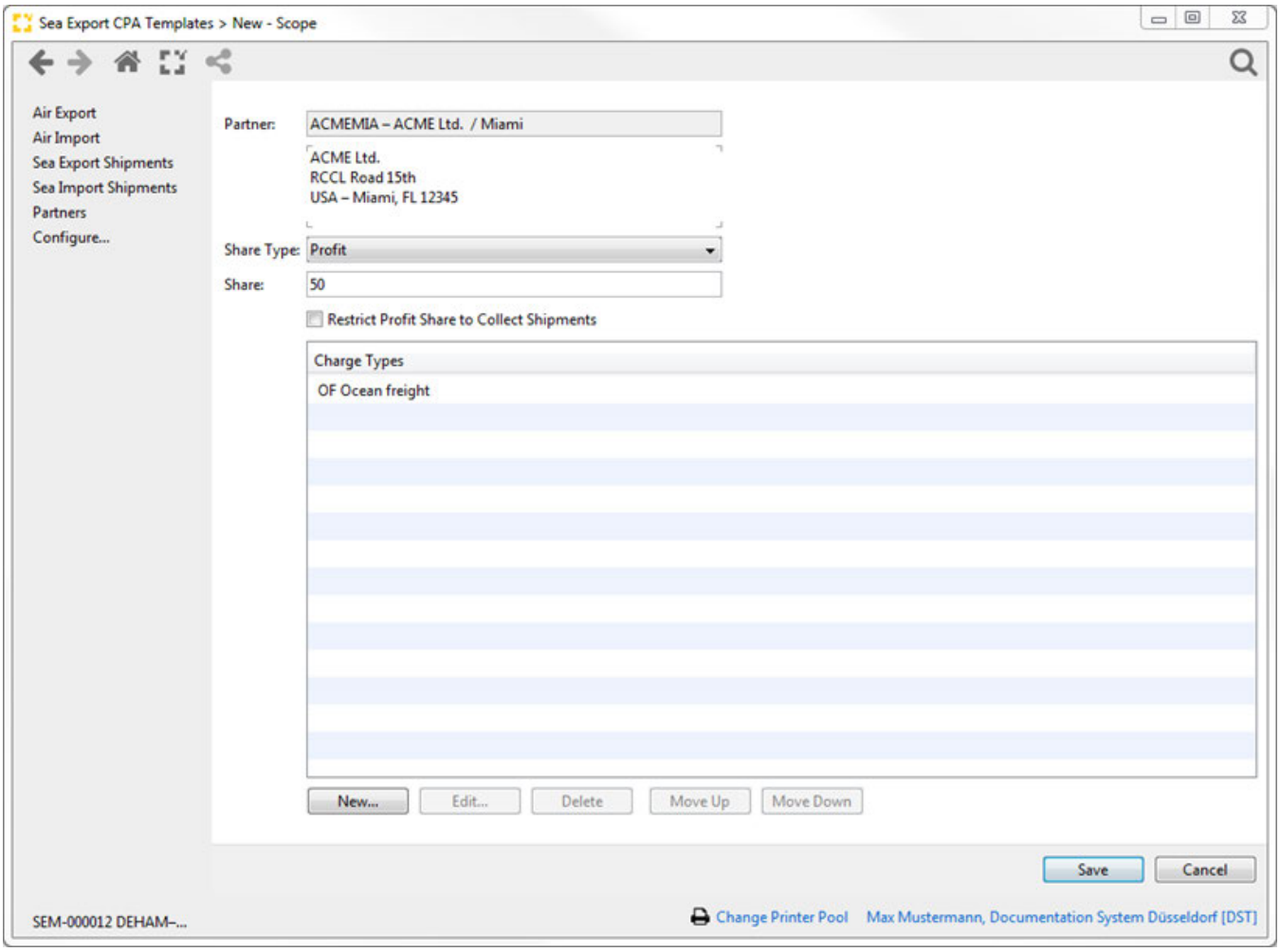

Partner

Partner address. The field cannot added.

Share Type

Here, the Share Type (type of profit sharing) are defined which will apply to this partner . Three options are available in the drop-down list

Type	Description
Profit	Share in profits
Income	Share in income
Fix amount	Share in fix amount

Share

The height of the participating is defined in this field. For " profit " and " income " a percentage is set here . For " fixed amount " may be a fixed amount in local currency will be deposited . In many cases , the profit share is set at 50% of profit.

Charge Type

This table shows the charge types are displayed on which a profit share to be calculated.

New

Opens a charge type editor where details of the charge code for the profit arrangement can be stored.

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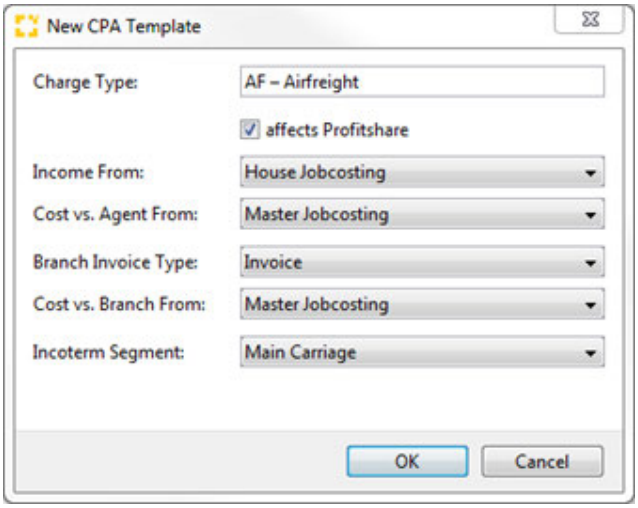

Charge Type

The Charge code to be used, this can be found using the field search function.

Effects Profitshare

Indicates if the charge is to be used in the profit share or if to be used only for billing. By default this option is enabled.

Income from

Specifies how the costs are to be calculated:

Menu Item	Description	Standard
No automatic calculation	No amounts are calculated automatically but can be entered manually.	
House Jobcosting	Proceeds are calculated from the area of costs and revenues of the HBLs	✓

Cost vs. Agent from

Specifies how the costs are to be calculated. The following options are available in the drop-down menu:

Menu item	Description	Standard
No automatic calculation	No amounts are calculated automatically but can be entered manually.	
Master Jobcosting	The costs will be covered from the jobcosting of B / L	✓
Recalculate on Master	The cost is calculated based on the stored in the accumulator internal tariffs	
Recalculate on Master (Agent tariff)	The cost is calculated based on the collector deposited agents tariffs.	
Recalculate for each House (internal tariff)	The cost is calculated based on the stored indoors internal tariffs .	

Branch invoice type

Here can be defined as the Branch account (Housing bill) to be created. The following options are available in the drop-down menu:

Menu item	Description	Standard
Empty	The cost is not taken into account only in the Profit Share in the Branch account	
Invoice	The cost will be charged as a invoice to the branches	✓
Credit note	The cost will be charged as a credit note to the branches	

Cost vs. Branch from

Menu item	Description	Standard

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No automatic calculation	No amounts are calculated automatically but can be entered manually.	
Master Jobcosting	The costs will be covered from the jobcosting of B / L	✓
Recalculate on Master	The cost is calculated based on the stored in the accumulator internal tariffs	
Recalculate for each House (internal tariff)	The cost is calculated based on the stored indoors internal tariffs .	

Incoterm Segment

The segment to which the charge applies:

Segment	Departure	Destination
Pre-carriage	HBL departure	MBL departure
Main-carrige	MBL departure	MBL arrival
On-carriage	MBL arrival	HBL arrival

⚠ **Settings to recalculate MAWB and HAWB_**

- These setting are used primarily for imputed costs which do not appear on the MAWB or HAWB (eg. Pre-Carriage, Pallet etc.)
- Automatic calculation of these costs is done using internal tariffs .

OK

Save the CPA template and exits the editor.

Cancel

Cancels the entry and exits without changes.

Edit

Opens the highlighted charge in the charges editor for changes to be made.

⚠ In edit mode codes cannot be changed. Costs can only be changed by deleting a template and recreating it.

Delete

Removes the charge.

Move Up

moves the charge up the list.

Move Down

Moves the charge down the list.

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Dakosy IFTSAI Messaging - Seafreight - Maintenance

- Introduction
- Description

Introduction

Description

Instructions

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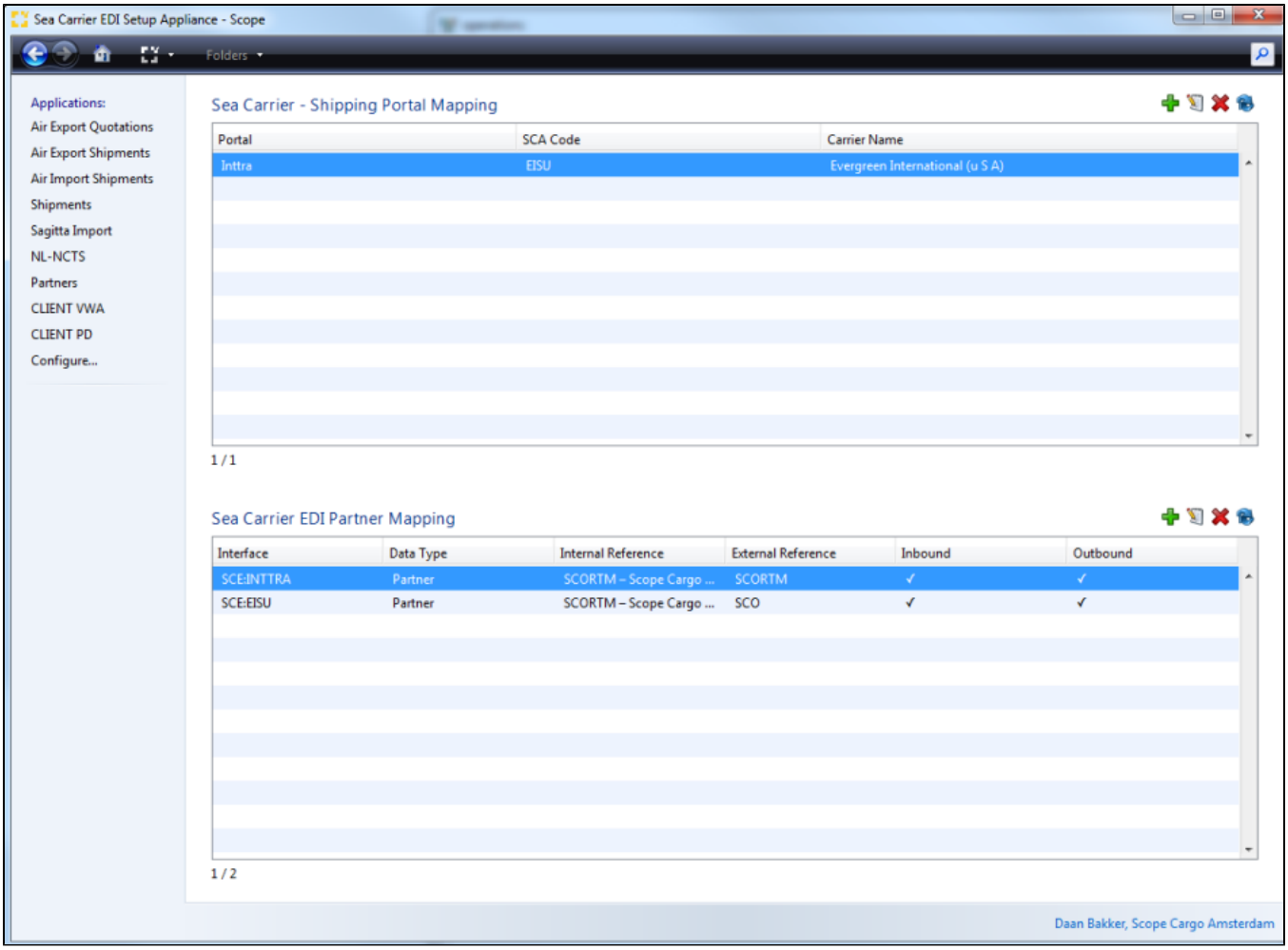
Sea Carrier EDI Setup - Seafreight Maintenance

- Introduction
- Description

Introduction

In the Sea Carrier EDI setup the communication between Scope and a seafreight portal such as INTTRA, GT-Nexus is configured, At this moment only Inttra is supported.

Description



The homeview consist of 2 grid:

- Sea Carrier - Shipping Portal Mapping
- Sea Carrier - EDI Partner Mapping

Each grid has the following options

Icon	Action
	Add a new record to the grid
	Edit an existing record
	Delete a record

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	Refresh data

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CC Setup - Sea Carrier EDI setup - Seafreight Maintenance

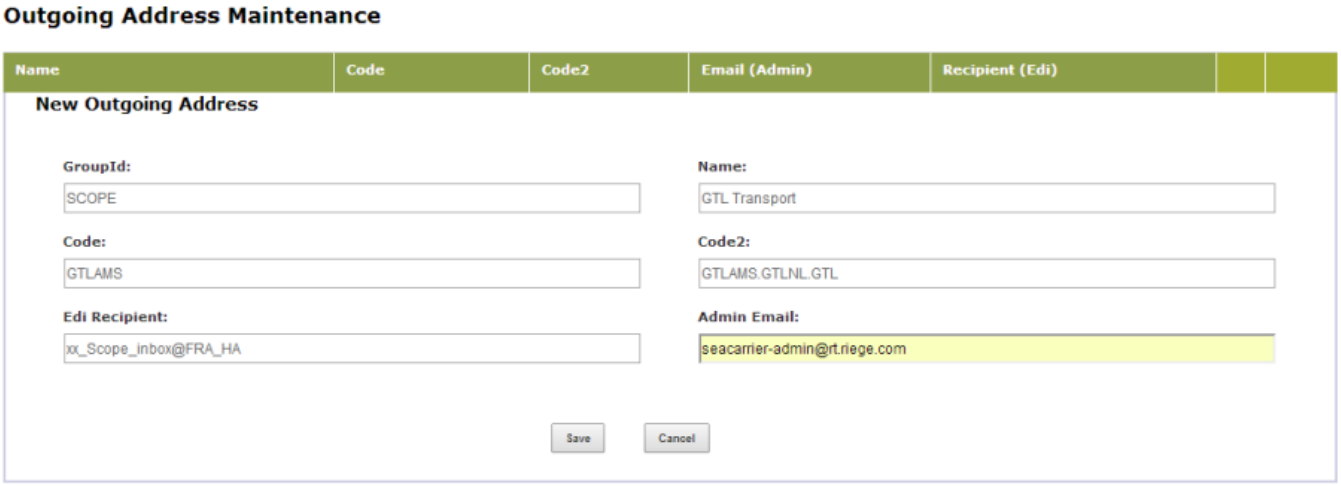
- Introduction
- Description

Introduction

This document describes the required setup in the clearance center for communication between scope and shipping lines communication channels

Description

Beside the setup in Scope a record is to be added to the Scope Clearance Center communication channel



Field	Description	Data
GroupID	The Group EDI under which the records are to be sorted	Fixed 'Scope'
Name	The name (description) for which customer is created	use the Name of the Branch for which this record is created
Code	The, with the portal, agreed Sender / Receiver ID of the branch	the exact code as agreed
Code2	The path from the server to the correct branch	<branchcode>.<legal-entity code>.<organisation code>
EDI Recipient	The JMS inbox applicable for the server where this branch is located	xx.Scope_inbox@FRA_HA whereby xx stands for the server code
Admin Email	The email address where error should be reported to	fixed "seacarrier-admin@rt.riege.com

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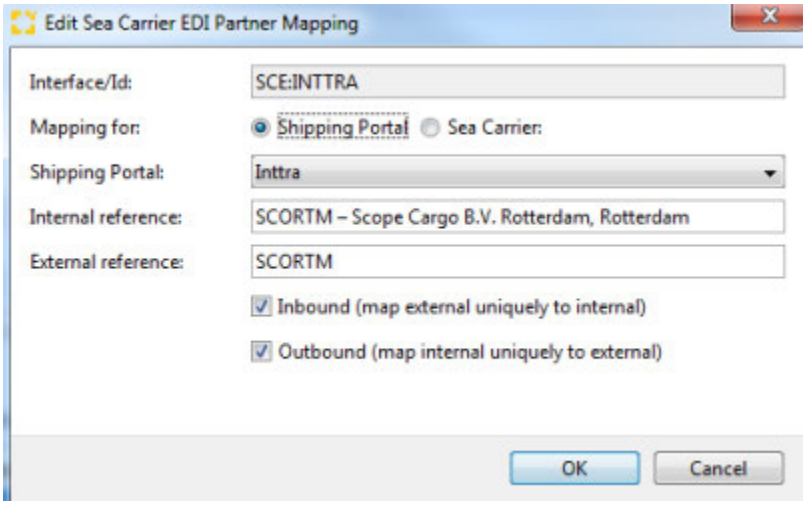
Sea Carrier - EDI Partner Mapping

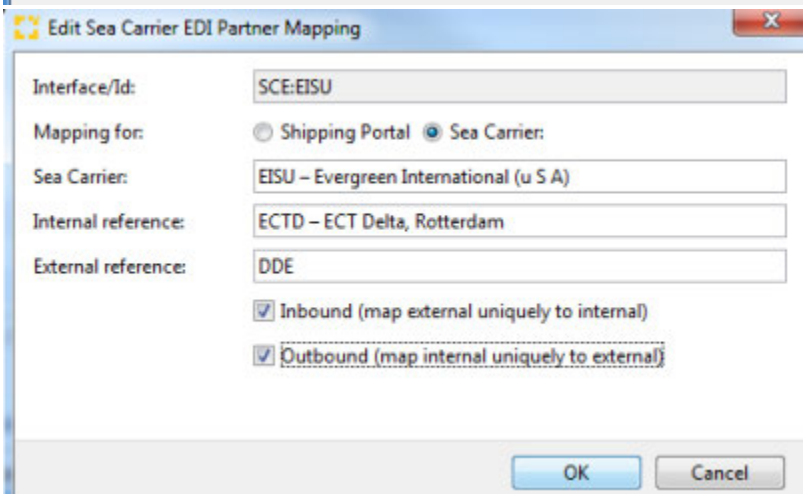
- Introduction
- Description

Introduction

In Sea Carrier EDI partner Mapping, the external codes for Scope Partners

Description





Interface/id:

The type of Partner mapping, Disabled field the value will be determined by the "mapping for/shipping portal" setting

Mapping For

With the mapping for it is indicated the purpose of the external reference

Type	Description
Shipping Portal	Set to shipping portal the mapping is done for a Scope Branch Partner and registration id of that partner in the shipping portal
Sea Carrier	Set to sea carrier the mapping can be used to map company code as used by the carrier for container depots, terminals etc, to possibly available Scope Partner

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Shipping Portal

Indication for which Portal where this coding is applicable ("Mapping for" is set to Shipping Portal)

Carrier

Indication for which Carrier this coding is applicable ("Mapping for" is set to Carrier)

Internal references

In internal reference the partner where this coding applies is selected

External Reference

WIth the external reference the code as applicable for the external party is registered

Inbound

When active a validation will be done the control wether for this partner only 1 unique code has been assigned, should only be used when multiple external codes link to the same partner (valid for inbound messages)

Outbound

When active a validation will be done the control wether for this partner only 1 unique code has been assigned, should only be used when multiple partners link to the same external code (valid for outbound messages)

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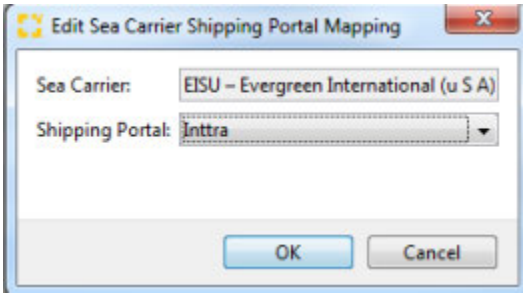
Sea Carrier - Shipping Portal Mapping

- Introduction
- Description

Introduction

In the Sea Carrier Portal Mapping a sea freight carrier is linked to a portal

Description



Sea Carrier

Select the required Carrier, only carriers with a correct SCAC code can be used, Carrier maintenance is done here

Shipping Portal

Select the portal which is to be used for the selected carrier

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Sea Export Sailing Schedule - Seafreight - Maintenance

- Introduction
- Description

Introduction

Seafreight carriers operate according to sailing schedules. The application allows these schedules to be created together with their related information. During sea export shipment creation, when entering the voyage details, it is then possible to view and select sailings from the schedule and apply these to the shipment.

Description

The sailing schedule application presents a table showing all existing sailings together with extensive details about these sailing. There is a menu bar to modify the sailings and search functions to find sailings based on ports, date ranges and keywords.

? Unbekannter Anhang

New

This function on the menu bar will open the sailing schedule editor where a new sailing schedule may be created.

Edit

This function on the menu bar will open the schedule highlighted in the overview using the sailing schedule editor . This will allow an existing sailing schedule to be edited.

Delete

This function on the menu bar will delete the schedule highlighted in the overview.

Refresh

This function on the menu bar will update the list of sailing schedules to ensure the latest information is visible.

Sailing Schedules

The sailing schedules window lists all available sailings or those matching any filter criteria. the table shows:

- Voyage number
- Departure port
- ETS (Estimated time of sailing)
- Liner Agent
- Vessel Name
- Destination port
- ETA (Estimated time or arrival)

The sailing schedules listed may be sorted by clicking the title of each column.

From Port

To view sailing from a particular port, type the name of the port or the port code. This is a full search text field that will search the database of all available sea ports.

To Port

To view sailing to a particular port, type the name of the port or the port code. This is a full search text field that will search the database of all available sea ports.

Earliest ETS

To search the list of sailings from a defined depart date, enter the earliest sailing date that should be used as the start point for the search. This is a date and time field and so the calendar function is available to the right. The results will include only sailings that occur on or after this depart date.

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Earliest ETA

To search the list of sailings up until a defined arrival date, enter the latest arrival date that should be used for the search. This is a date and time field and so the calendar function is available to the right. The results will include only sailings that arrive on or prior to this arrival date.

Type to search

This full search text field allows all tariffs to be searched using particular keywords such as vessel names, voyages, port names etc.

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Destinations - Sea Export Sailing Schedule - Seafreight - Maintenance

- Introduction
- Description

Introduction

For each sailing, multiple destinations and their associated details may be created using the **Destinations** tab.

Description

The application displays a list of existing destinations and functions to add new destinations, edit existing destinations or delete destinations.

? Unbekannter Anhang

The overview displays:

- Port (code)
- Name (Port Name)
- ETA (Estimated arrival date)
- B/L Form

New

Opens the **New Sailing Destination** editor to enter a new destination and details.

Destination Port

The port the sailing will arrive at. This is a full search text field and the port code or name may be entered to obtain the desired port.

E.T.A.

The Estimated time of arrival at the port. This is a date and time and so the calendar is available to the right.

B/L Form

The name of the bill of lading form that should be used for this sailing destination.

OK

Saves the new sailing destination and exits back to the **Destinations** application.

Cancel

Exits the new sailing destination without saving changes and returns to the **Destinations** application.

Edit.

Opens the destination highlighted in the overview using the **New Sailing Destination** editor in order to change the destinations details.

Delete

Deletes the destination highlighted in the overview.

Save

Saves any changes to the **Destinations** data and returns to the Sailing Schedule overview

Cancel

Exits the **Destinations** tab without saving any changes and returns to the Sailing Schedule overview

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General - Sea Export Sailing Schedule - Seafreight - Maintenance

- Introduction
- Description

Introduction

The general sailing schedule editor is used to create and edit sailing schedules. The **General** tab is used to capture the basic details about the schedule and the departures of the sailing. CFS and CY details that relate to the departure are also captured.

The application has a second tab which is the Destinations tab where destinations and arrival dates for the sailing may be stored.

Description

? Unbekannter Anhang

General

Voyage

The voyage number issued by the carrier for the sailing.

exDakosy

If the sailing is provided via Dakosy, this box will automatically be checked.

Liner Agent

The agent representing the carrier. This is a full search text field . The agent name or code may be entered to locate the desired Liner Agent. Only business partners who have the role Liner Agent assigned to them will be available in this field.

The Liner agents address will appear below the agent name.

Carrier

The carrier who operate the sailing. This is a full search text field . The carrier name or code may be entered to locate the desired carrier. Only entities created in the seafreight carrier maintenance will be available in this field.

Vessel

The name of the vessel used for this sailing.

Lloyds Number

The Lloyds vessel number

Flag

The country where the vessel is registered. This is a full search text field in which the country name or code can be entered to located the desired country.

Type of vessel

This is a drop down list that allows classification of vessels as:

- Container Ship
- Dry Bulk Carrier
- Ferry
- General Cargo Vessel
- Grain Carrier

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- Liquefied Natural Gas Carrier
- Liquefied Petroleum Gas Carrier
- Ocean Vessel

Remarks

Any remarks relevant to the sailing.

h2 Departures

Once general details for the sailing have been entered. The ports and related departure details may be stored in the departures section. This displays a list of all the departures for a sailing, comprising:

- Port (Code)
- Name (Port Name)
- ETS (Estimated Time of Sailing)
- CFS Location (Container Freight Station Location)
- CFS Closure (Container Freight Station closing data and time)
- CY Location (Container Yard Location)
- CY Closure (Container Yard closing data and time)

New

Create new departure details with the **New** function key. This will launch a **New Sailing Departure** editor:

? Unbekannter Anhang

Departure Port

This is a full search text field where the code or name of the departure port may be entered to locate the correct depart port.

E.T.S.

The estimated time of sailing from the departure port. This is a date and time field and so the calendar is available to the right.

CFS Location

The name of the container freight station that will be used for this sailing. full search text field .

CFS closing data and time

The date and time when the CFS closes for cargo on this sailing. This is a date and time field and so the calendar is available to the right.

CY Location

The name of the container yard that will be used for this sailing. full search text field .

CY closing data and time

The date and time when the CY closes for cargo on this sailing. This is a date and time field and so the calendar is available to the right.

OK

Saves the new sailing departure information and exits back to the **General** tab of the sea export sailing schedule.

Cancel

Exits back to the **General** tab of the sea export sailing schedule without saving any changes.

Edit

Opens the departure highlighted in the list using the **New Sailing Departure** editor. Changes may then be made to the departure.

Delete

Deletes the departure highlighted in the list

Save

Saves any changes to the sailing and exits.

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Cancel

Exits the sailing without saving any changes.

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Seafreight Carriers - Seafreight - Maintenance

- Introduction
- Description

Introduction

The seafreight carrier maintenance application is used to add, edit and delete seafreight carriers. Currently seafreight carrier information is limited to the carrier name and SCAC code.

Description

Th application displays a complete listing of existing carriers and their SCAC codes. This listing can be managed using the functions on the menu bar and the full search text field

New

The **new** menu option will present an editor with two text fields used to capture the new carriers details:

SCA Code

The 4 digit SCAC code of the carrier

Name

The full name of the carrier

Save

Saves the new carrier details

Cancel

Exists the new carrier editor without saving any information.

Edit

Opens the carrier highlighted in the overview using the carrier editor. This enables the carrier details to be edited.

Delete

Deletes the carrier highlighted in the overview. A warning message appears prior to deletion requesting confirmation that the deletion should be completed.

Delete

Select delete to delete the carrier.

> Carriers are not physically deleted, but simply removed from view

Cancel

Select cancel to exit without deleting the carrier.

Refresh

updates the overview of carriers to ensure the latest carrier details are present.

Seafreight Carrier

An overview window showing all carriers or carrier matching the keyword in the search field.

SCA code

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The carriers SCA code

Name

The carriers full name

Show removed.

When checked, this check-box will ensure that any deleted carriers are also displayed in the listing.

Type to search

A full search text field . Typing in the carrier code or keyword will restrict the list of visible carriers to those matching the search term.

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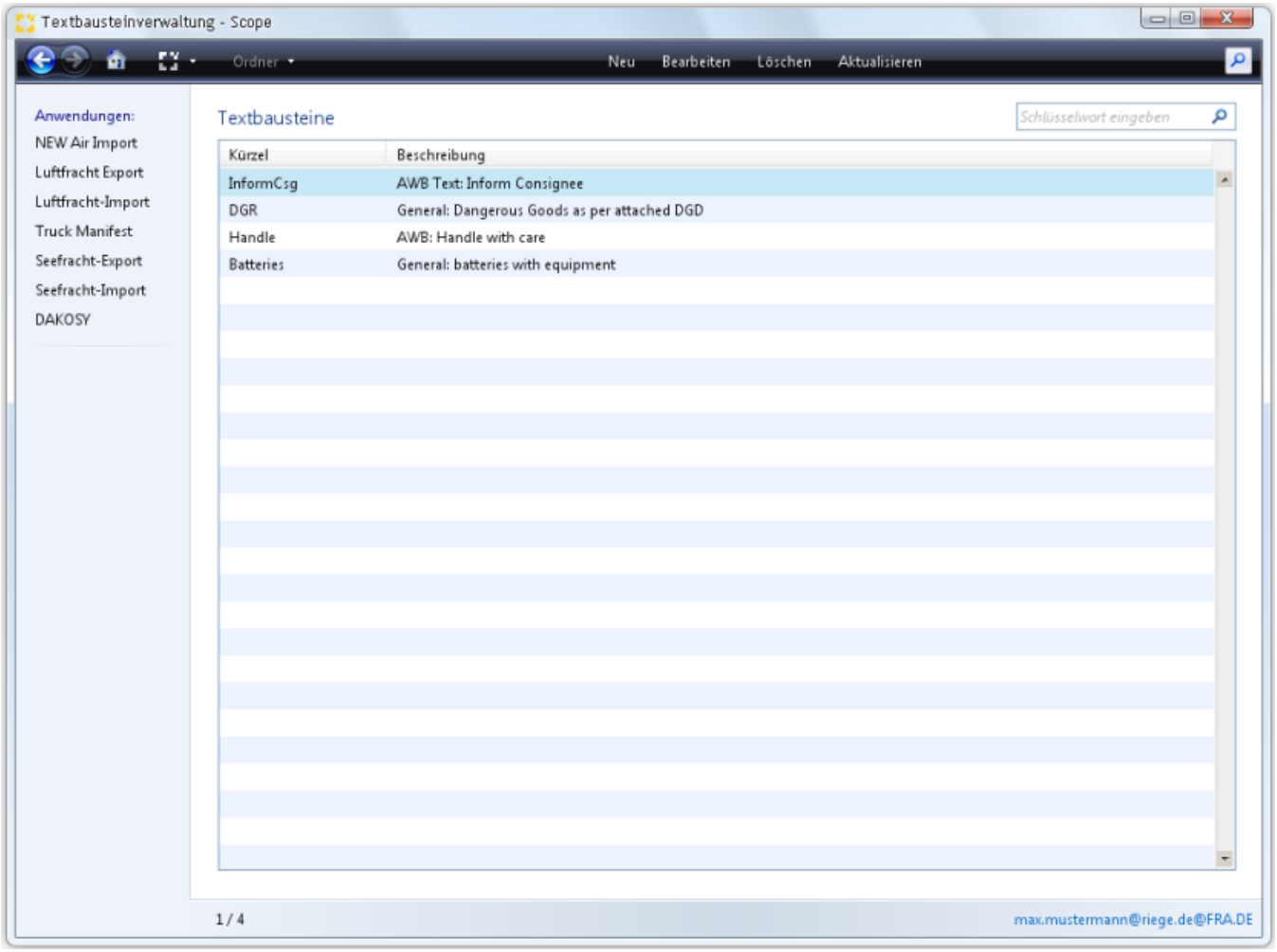
Text Blocks - Maintenance

- Introduction
- Description

Introduction

Text blocks are standard blocks of text that are used regularly and need to be stored within the application so that they can readily be called up when needed. This application is for the creation and maintenance of text blocks. Text blocks are defined entirely by the customer. They can be called up in other applications when in text fields, these text fields can be right clicked followed by the selection of "select text blocks" from the context menu. It is then possible to search for and select the appropriate text block and paste it into the current application.

Description



The following functions are available.

New

To create and store a new text block.

Edit

Open the text block highlighted in the overview and revise it if necessary.

Delete

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Delete the text block highlighted in the overview.

Refresh

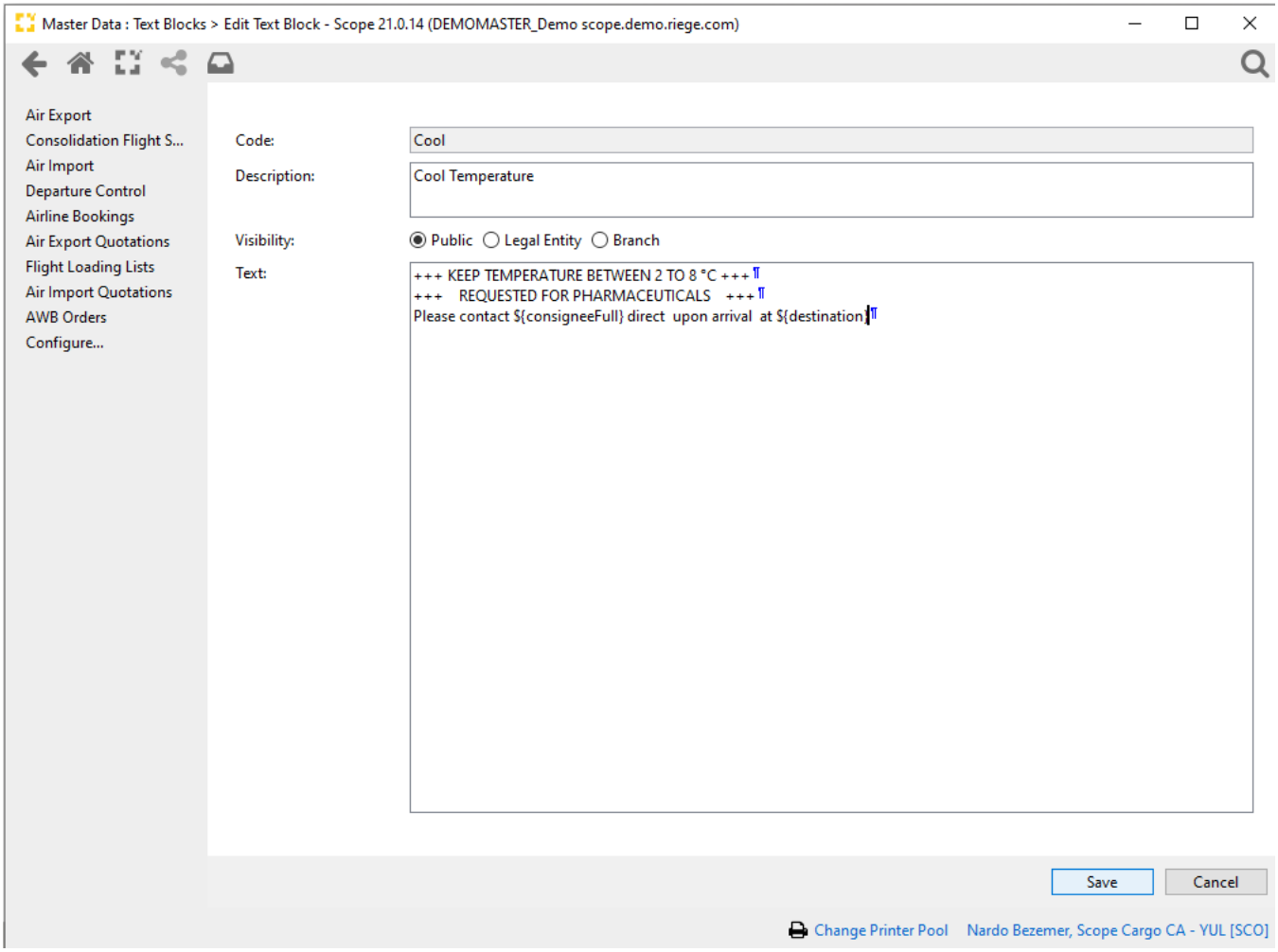
Update the index to ensure the latest text blocks are present.

Type to search

This is a full text search field. A part of a text block or code may be entered in order to find that text block in the list.

Editor

The *New* and *Edit* functions launch the text block editor.



Code

A unique alpha-numeric code that represents the text block.

Description

A short description of the code and perhaps it's use.

Visibility

Determine where the text-block should be available

Level	Meaning

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Public	Text block available everywhere in the organisation
Legal Entity	Text block available in the legal entity active when the block was created
Branch	Text block available in the branch active when the block was created

Text

The text of the text block. This may be one or multiple lines. It is possible to use placeholders in the text allowing the placeholder to be populated with shipment related data. You can double-click using your mouse in the text block text field to get a popup showing the placeholders you can select from.

Placeholder	Meaning
${user.name}	User name inserting the textblock
${user.phone}	Telephone number of the user
${branch.phone}	Telephone number of the Branch where the shipment belongs to
${orderer}	Customer Name
${ordererFull}	Customer Full address
${shipper}	Shipper Name
${shipperFull}	Shipper Full Address
${consignee}	Consignee Name
${shipmentnumber}	Scope Assigned shipment number
${transportnumber}	Transport document number (AWB - AIR / OBL - SEA)
${departure}	Departure Name
${destination}	Destination Name

Save

Saves the text block details and returns to the overview.

Cancel

Cancels the action without saving any changes.

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UNLocodes - Maintenance

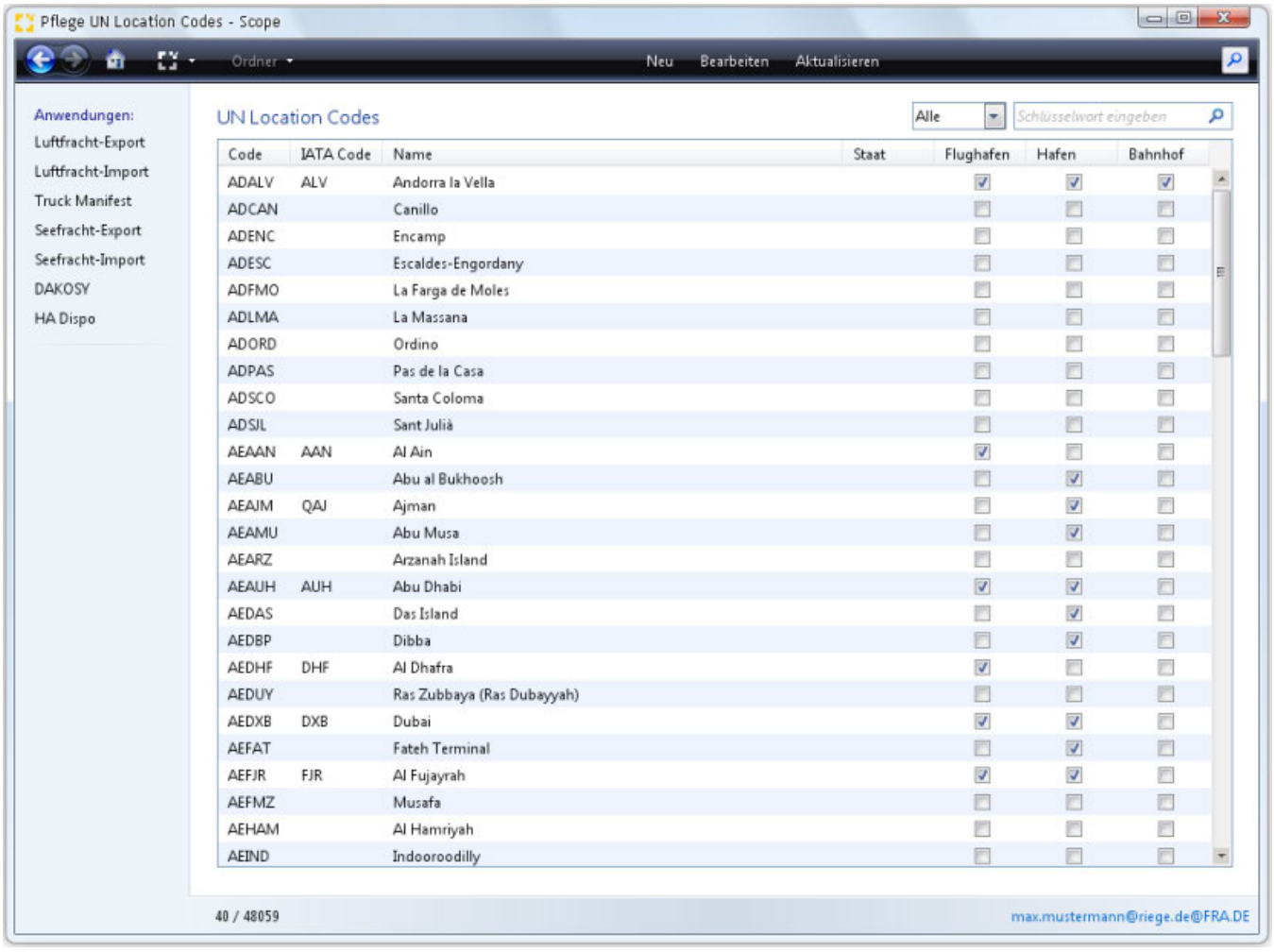
- Introduction
- Description

Introduction

The application maintains UN location codes and IATA airport codes. These codes are used in most freight applications to define the departure and destination points.

> This data is standardized internationally. To ensure error free operation, country data is therefore maintained by **Riege Software International** via the SDS master system and distributed to all customer systems. ***Users should not have access to, nor change in any way this data.***

Description



New

This action creates a new UN Location Code using the Editor.

Edit

Opens the location highlighted in the overview with the Editor for further adjustment.

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Delete

Removes the UN Location code highlighted in the overview. The recorded is not physically deleted, but marked as inactive and may be restored as described below.

Refresh

Updates the index to ensure the latest UN Location codes are visible.

UN Location Codes

An overview of existing UN Location codes, showing, code, IATA code, name. state and indicating if the the location is an airport, seaport or railway station.

Show removed

Check this box to display previously deleted locations. These deleted locations will appear in the listing with the *Trash* icon in the left hand column. Editing deleted items will restore them to active status.

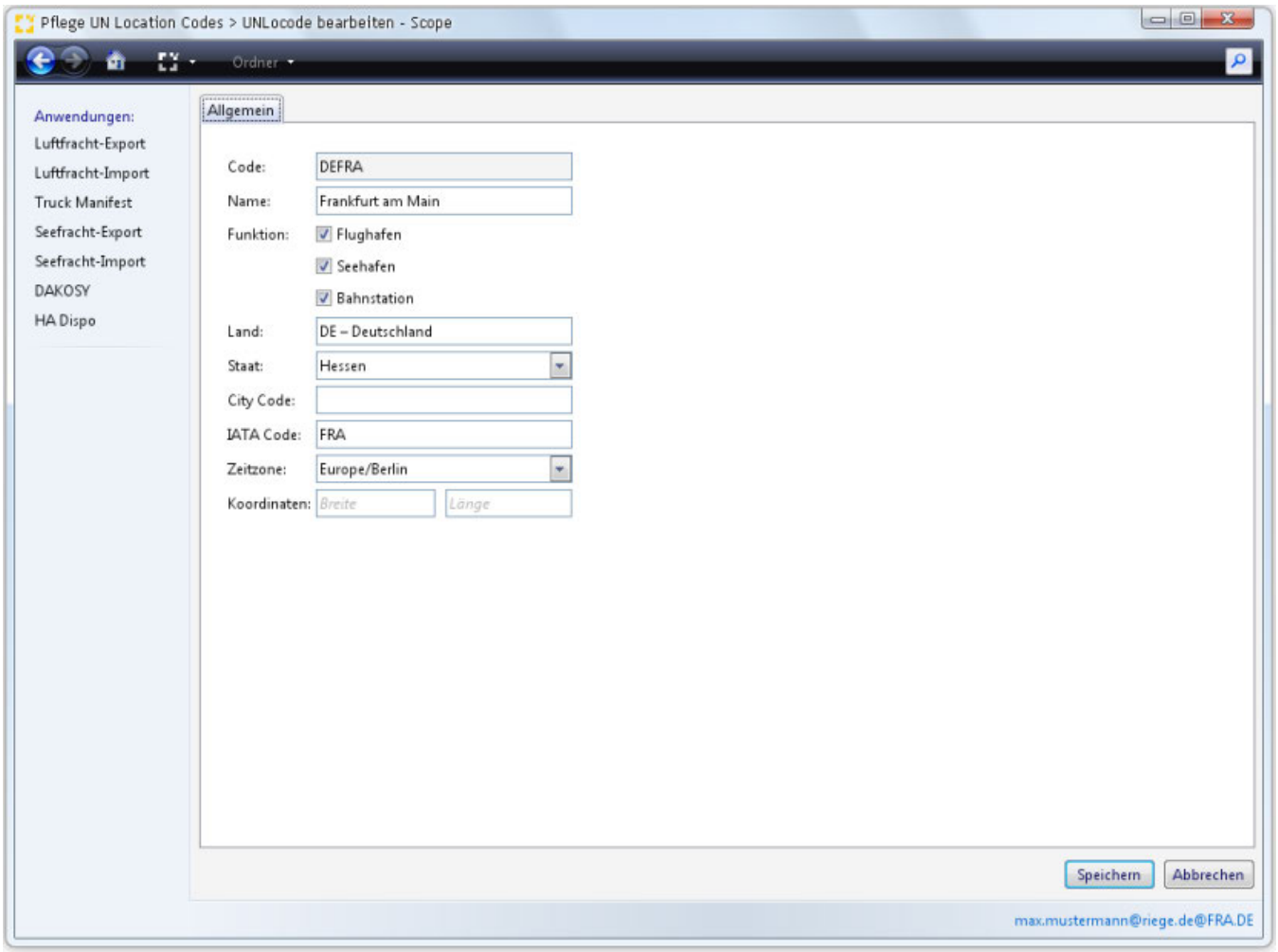
Filter (All, Airports, Port, Railway Stations)

The filter provides a drop down list to restrict the listing of locations to the desired type of location such as airports only. This field will default to *All* to ensure all locations are initially displayed.

Text to search

The full text search field can be used to search for locations using keywords, such as the UNLocode, the IATA code or the location name or part of the name.

Editor



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Code

The international standardized code (UN Location Code) for this location.

Name

Name of the location

Function

Three check boxes are present that are used to indicate if the location is one or more of the following:

- Airport
- Seaport
- Railway Station

> ⚠ This information is used in various applications. It should be noted that a location cannot be used as an airport in an air import application for example, if the location is not identified here as an airport.

Country

The country in which the location is found. The field search function can be used to find the country within the list of valid countries stored by the application.

State

Once the country has been selected, the drop down menu will show a list a states for the country selected. The state of the UNLOCODE must be selected.

City Code

A city code used to identify the UNLOCODE may be stored here,

IATA Code

The locations IATA Code. These codes are internationally standardized.

Timezone

The drop-down menu presents a complete listing of possible time zones for the location. The correct time zone should be selected.

Coordinates (Latitude / Longitude)

The latitude and longitude of the location.

Save

Saves the location details and exits back to the overview.

Cancel

Exits back to the location overview without saving any changes to the location.

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Webtracking

- Introduction
- Description

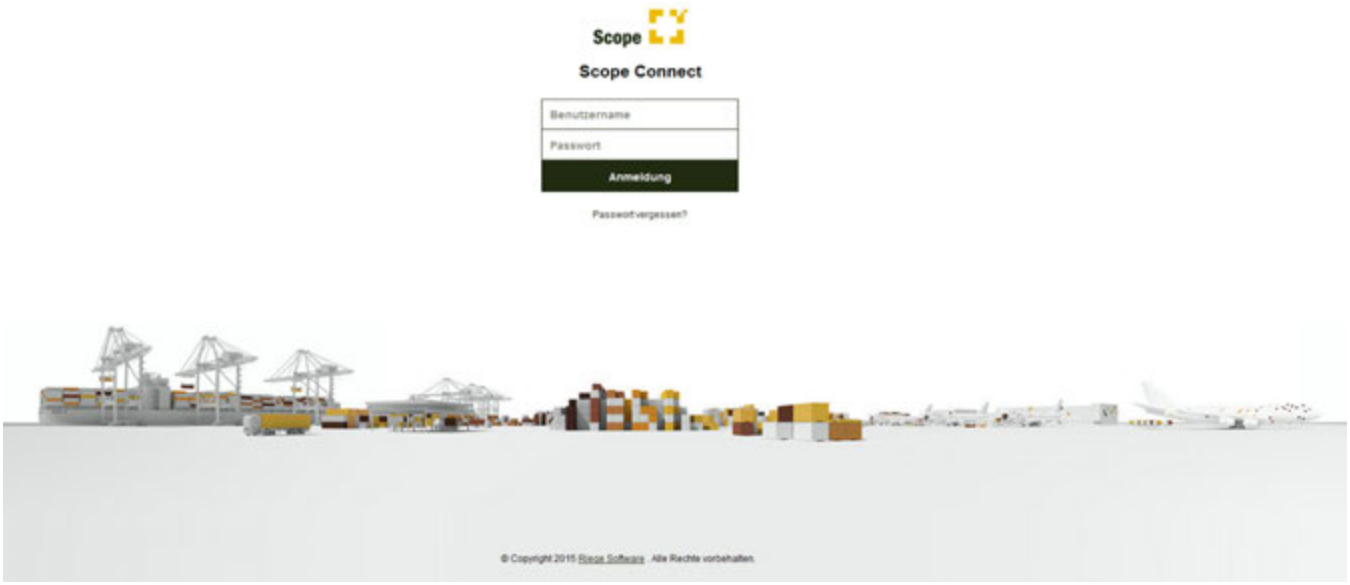
Introduction

To supply third parties (e.g., business partner, agents, customers and employees) with information about their air- and sea shipments, the T&T Webtracking main entrance from Riege can be used. There one can track and trace shipments, see or keyin status events and carry out web bookings which are available in Scope immediately. The advantage here is that the user works on the same database as the SCOPE system and therefore movements and changes to the shipments are visible immediately for the user.

With a suitable login on this T&T web main entrance the third who have no access to your Scope system can call away in such a way by web browser, the topical shipment data concerning them and status events of her shipments without detour - on a real-time basis-. In addition, can be added - according to access rights - by these third status events to shipments. With the login and the regarding rights is made sure with the fact that third receive only access to the information for which they became a free-switched before by you.

In addition the Riege T&T Webtracking gateway offer the option to carry out a booking on-line via web browser which flows in immediately automatically onto the Scope system and by which Scope user after confirmation to a shipment can be processed. The use of this enlarged possibility is also steered about access rights.

Description



Shipment Query

Selection

After successfully Login at the Riege T&T Webtracking-Portal the user has various possibilities of selection to locate the search of data:

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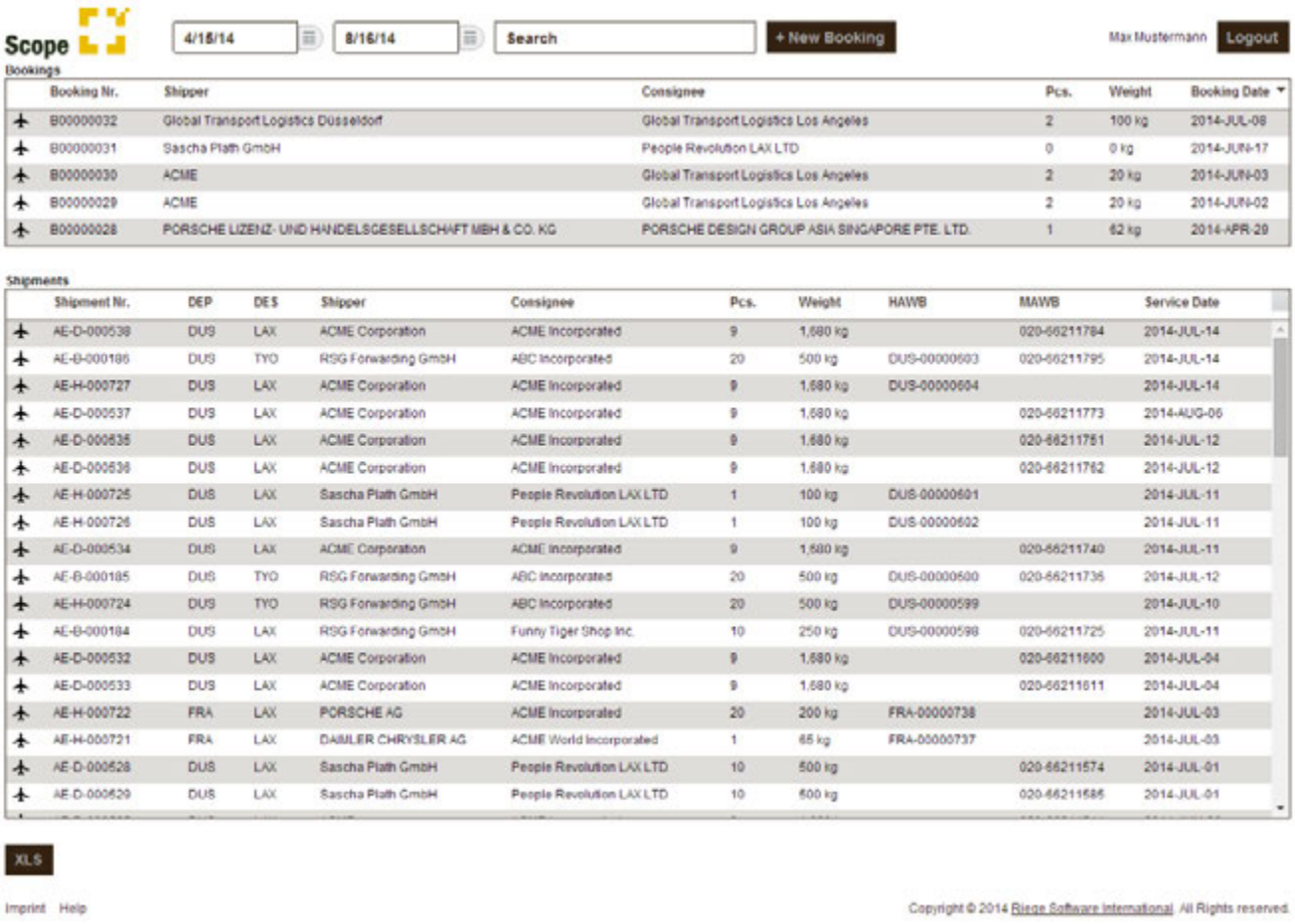

In the upper action bar the user can keyin a search key, a time frame (standard 4 month) and, if allowed, a booking.

For shipment search a date range at webtracking is available. Standard is from: (today - 3 month) to: (today + 1 month)



The date range can be changed and also applies to bookings (bookings, not converted to shipments and not older than 3 month will be included). The date range applies to the economic date (Leistungsdatum).

The following search criterias are available:

Selection	Description
Shipment Number	Shipment Number
Booking Number	Booking Number
From country or Location	Keyin of the UNLocode acc. keyin of the country of the departure for one USLAX or HKG
To country or Location	Keyin of the UNLocode acc. keyin of the country of the destination for one USLAX or HKG
Shipper	Name of the Shipper
Consignee	Name of the Consignee
HAWB / BL-Number	Keyin of the regarding HAWB Number (Air) or BL-Number (Sea)
MAWB / MBL-Number	Keyin of the regarding IATA AWB Number (Air) or Master BL-Number (Sea)

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The output of the search can be sorted. You can use any search term from the headline. With a klick at the wanted column the records will be sorted automatically up and down.

Overwiew Bookings


Bookings

Booking Nr.	Shipper	Consignee	Pcs.	Weight	Booking Date
B00000031	Sascha Plath GmbH	People Revolution LAX LTD	0	0 kg	2014-JUN-17
B00000028	PORSCHE LIZENZ- UND HANDELSGESELLSCHAFT MBH & CO. KG	PORSCHE DESIGN GROUP ASIA SINGAPORE PTE. LTD.	1	62 kg	2014-APR-29
B00000032	Global Transport Logistics Düsseldorf	Global Transport Logistics Los Angeles	2	100 kg	2014-JUL-08
B00000030	ACME	Global Transport Logistics Los Angeles	2	20 kg	2014-JUN-03
B00000029	ACME	Global Transport Logistics Los Angeles	2	20 kg	2014-JUN-02

Following columns will be shown:

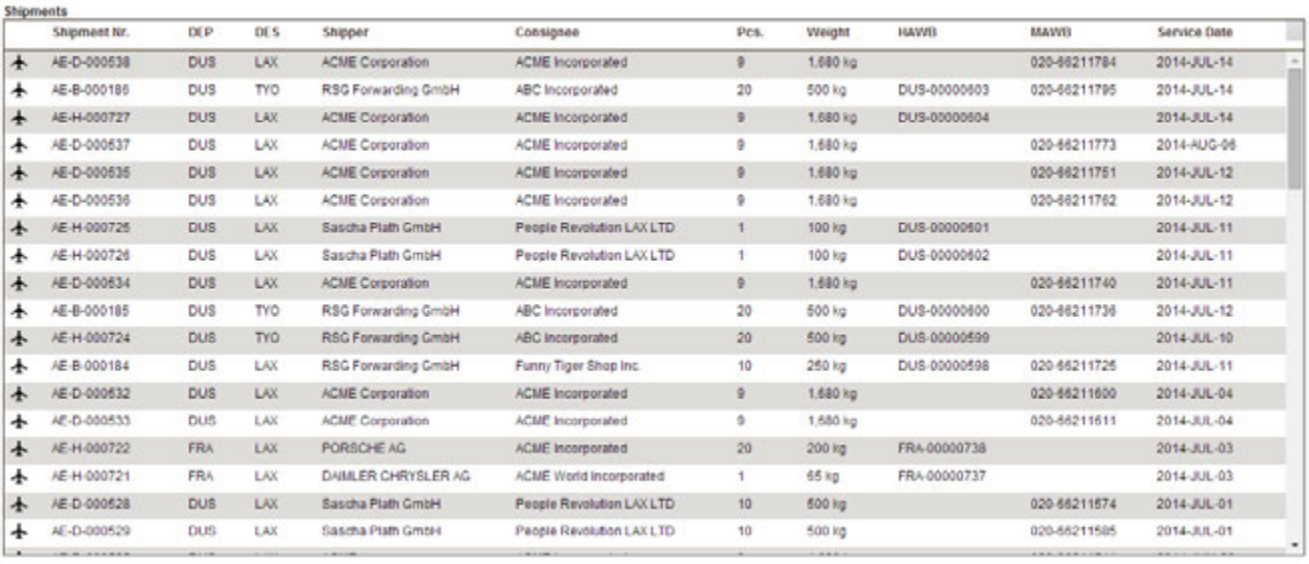
Column	Description
Booking Number	Air-/Sea Freight
Shipper	Shipper
Consignee	Consignee
Pieces	Number of the packages
Weight	real Weight in kg
Service Date	Service Date

With a klick at the wanted column the records will be sorted automatically up and down.

With double click at the wanted record the regarding details and events of the shipment will be shown.

In addition there is a option to extract the records and save as CSV file (to import such as into MsExcel).

Overview Shipments


Shipments

Shipment Nr.	DEP	DES	Shipper	Consignee	Pcs.	Weight	HAWB	MAWB	Service Date
AE-D-000538	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211784	2014-JUL-14
AE-B-000186	DUS	TYO	RSG Forwarding GmbH	ABC Incorporated	20	500 kg	DUS-00000603	020-66211795	2014-JUL-14
AE-H-000727	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg	DUS-00000604		2014-JUL-14
AE-D-000537	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211773	2014-AUG-06
AE-D-000535	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211751	2014-JUL-12
AE-D-000536	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211762	2014-JUL-12
AE-H-000725	DUS	LAX	Sascha Plath GmbH	People Revolution LAX LTD	1	100 kg	DUS-00000601		2014-JUL-11
AE-H-000726	DUS	LAX	Sascha Plath GmbH	People Revolution LAX LTD	1	100 kg	DUS-00000602		2014-JUL-11
AE-D-000534	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211740	2014-JUL-11
AE-B-000185	DUS	TYO	RSG Forwarding GmbH	ABC Incorporated	20	500 kg	DUS-00000600	020-66211736	2014-JUL-12
AE-H-000724	DUS	TYO	RSG Forwarding GmbH	ABC Incorporated	20	500 kg	DUS-00000599		2014-JUL-10
AE-B-000184	DUS	LAX	RSG Forwarding GmbH	Funny Tiger Shop Inc.	10	250 kg	DUS-00000598	020-66211725	2014-JUL-11
AE-D-000532	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211600	2014-JUL-04
AE-D-000533	DUS	LAX	ACME Corporation	ACME Incorporated	9	1,680 kg		020-66211611	2014-JUL-04
AE-H-000722	FRA	LAX	PORSCHE AG	ACME Incorporated	20	200 kg	FRA-00000736		2014-JUL-03
AE-H-000721	FRA	LAX	DAIMLER CHRYSLER AG	ACME World Incorporated	1	65 kg	FRA-00000737		2014-JUL-03
AE-D-000528	DUS	LAX	Sascha Plath GmbH	People Revolution LAX LTD	10	500 kg		020-66211574	2014-JUL-01
AE-D-000529	DUS	LAX	Sascha Plath GmbH	People Revolution LAX LTD	10	500 kg		020-66211585	2014-JUL-01

Following columns will be shown:

Column	Description

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Shipment Number	Air-/Sea Freight
From	Departure (Air)port
To	Destination (Air)port
Shipper	Shipper
Consignee	Consignee
Pieces	Number of the packages
Weight	real Weight in kg
HAWB / BL	HAWB-Number (Airfreight) or BL-Number (Seafreight)
MAWB / MBL	Master AWBs (Airfreight) or Master BL-Number (Seafreight)
Date	Economic Date Leistungsdatum

With a klick at the wanted column the records will be sorted automatically up and down.

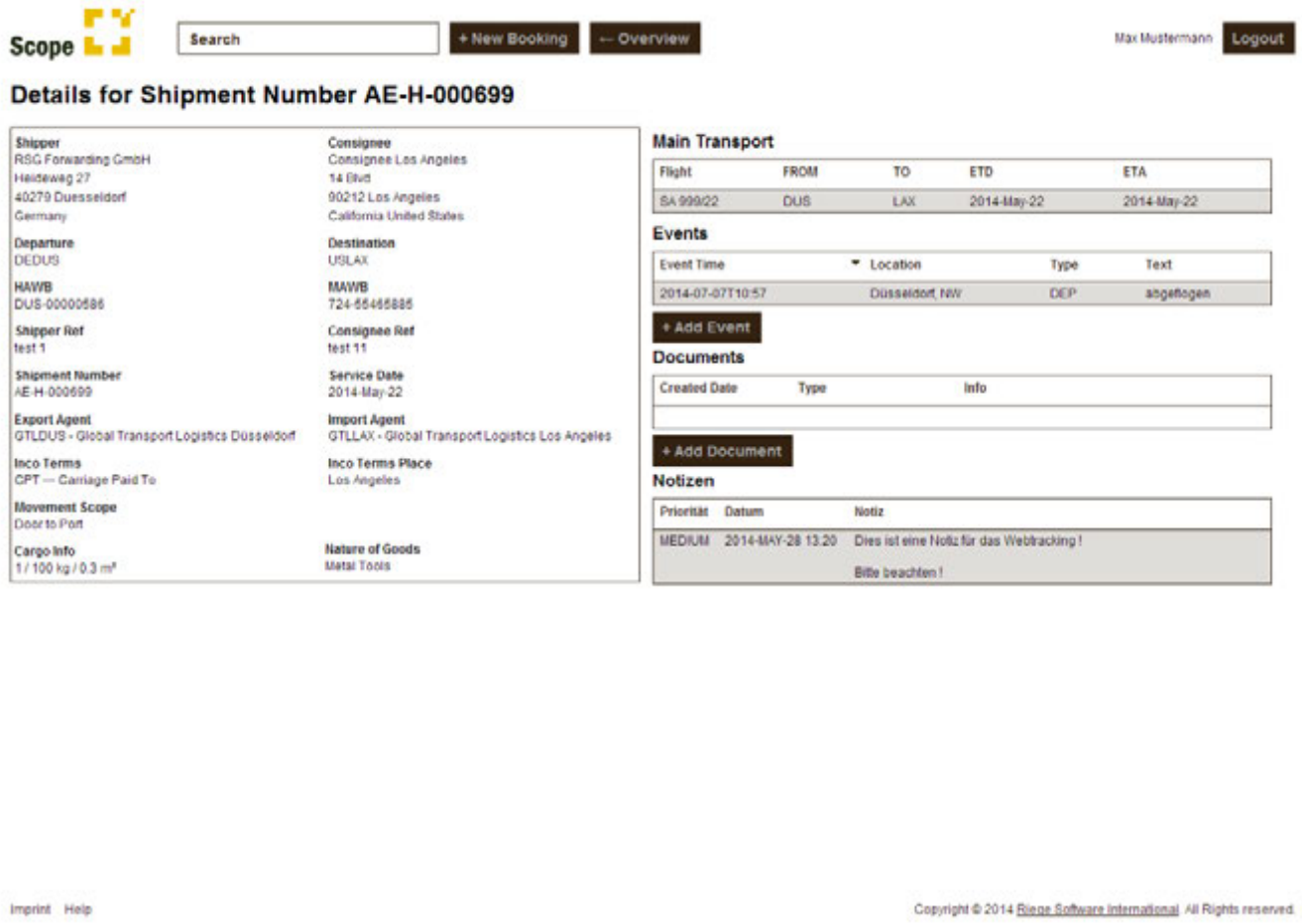
With double click at the wanted record the regarding details and events of the shipment will be shown.

In addition there is a option to extract the records and save as CSV file (to import such as into MsExcel).

Overview Shipment Details and Events

With double click at a record the shipment details, events and documents will be shown:

Depending on the accesst rights the user can keyin events and attach documents.



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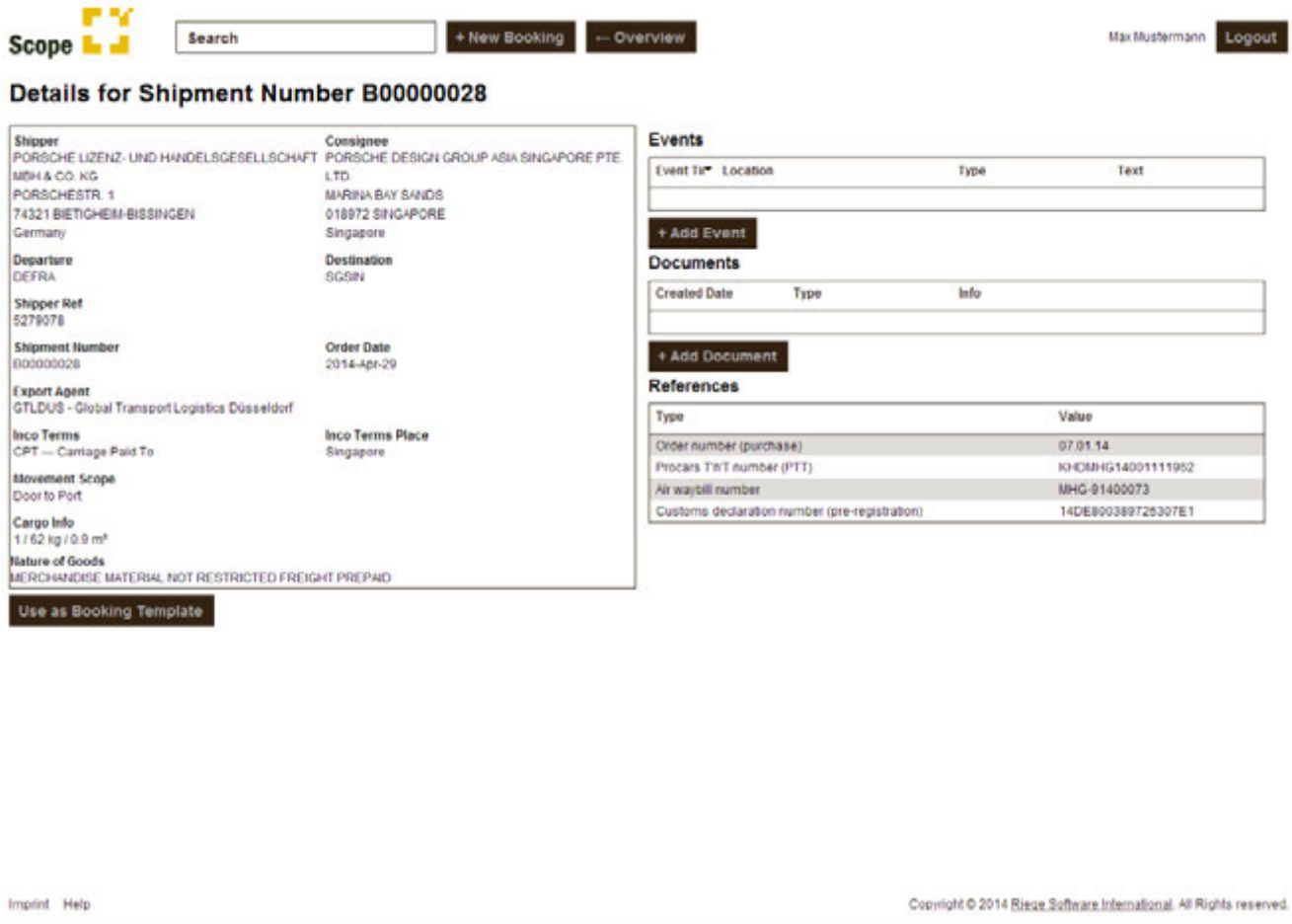
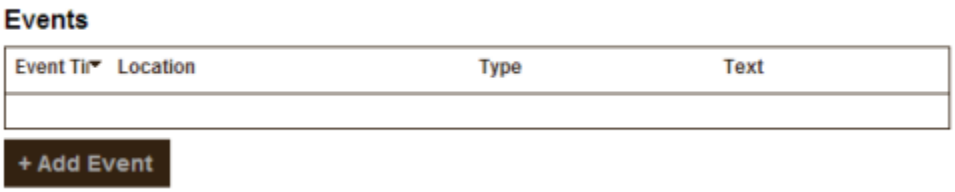


Add a event

To keyin a further event from the Riege T&T Web-Portal the user has to select the action **Add Event**.



Then the following Popup allows the keyin of a new event:

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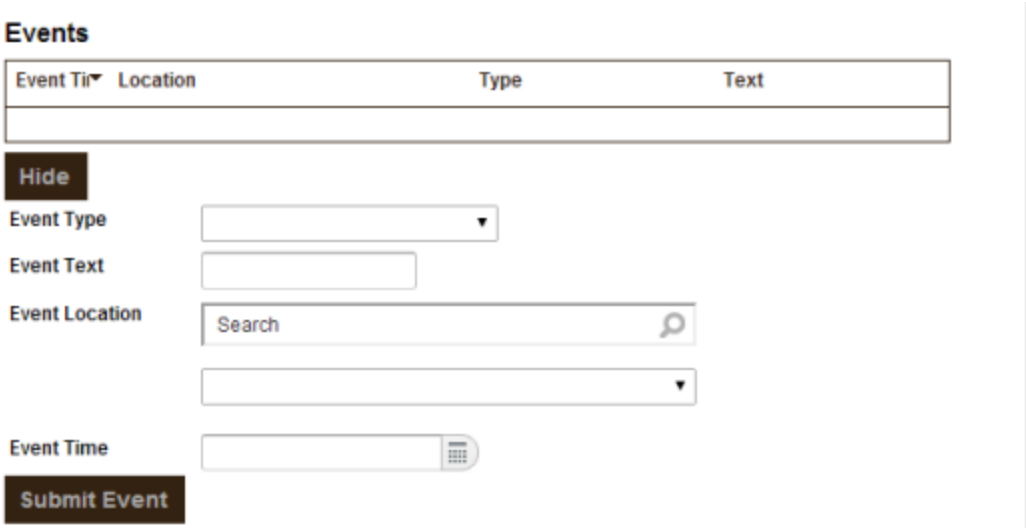
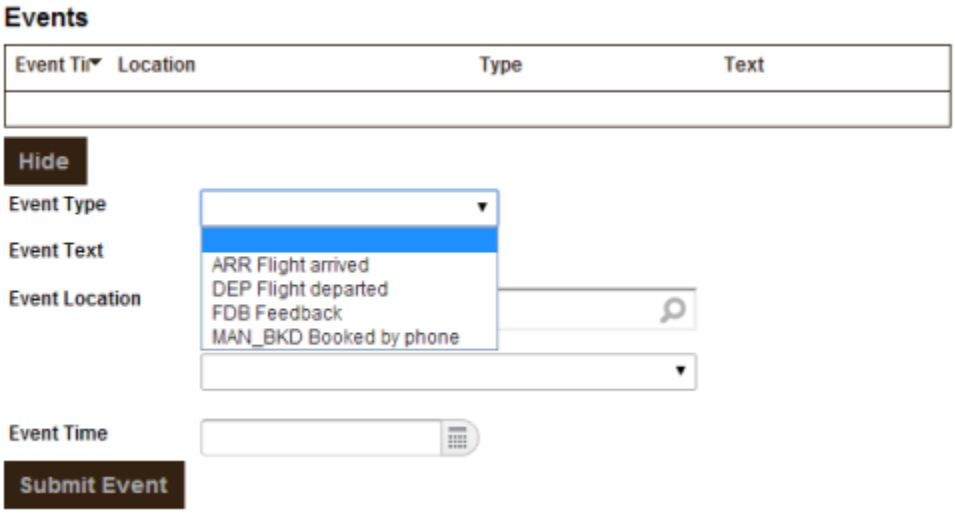


The enabled events can be choosen by the Track & Trace user. They will be shown in a choice box:



Basically the following events are availlabe Eventtypes (can be enabled at application Track and Trace User)

In addition the user can add the event-text, the event-location and the event-date.

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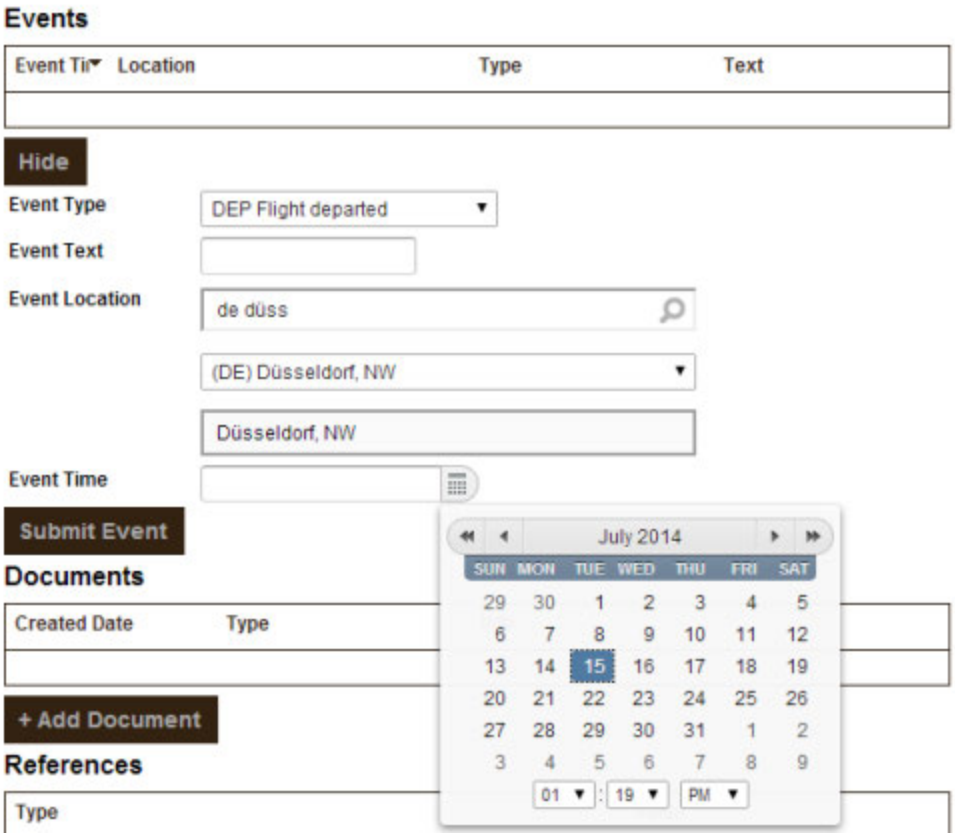
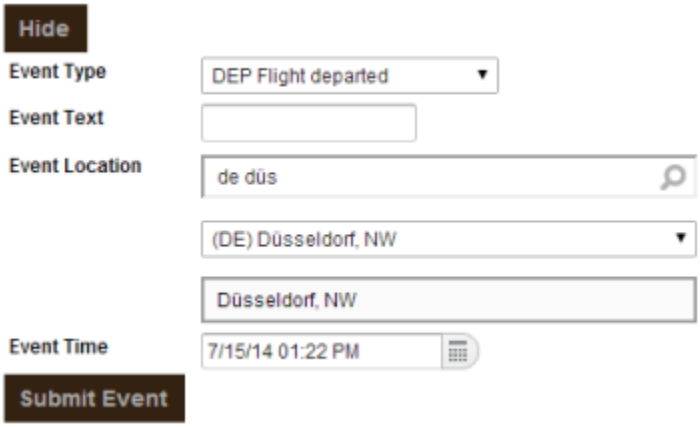
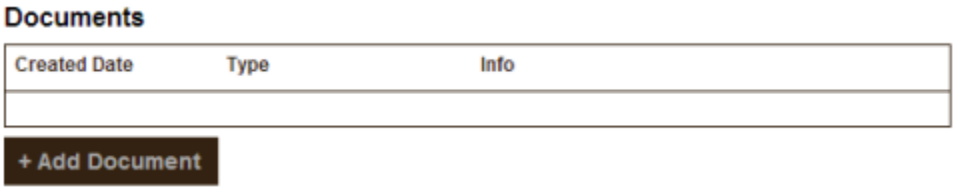


Keyin Events The new event will be stored, a further event can be inserted or the user returns to the shipment details.



Hide The input for the event will not be shown at the event overview.

Add Documents In addition regarding documents can be loaded and added.



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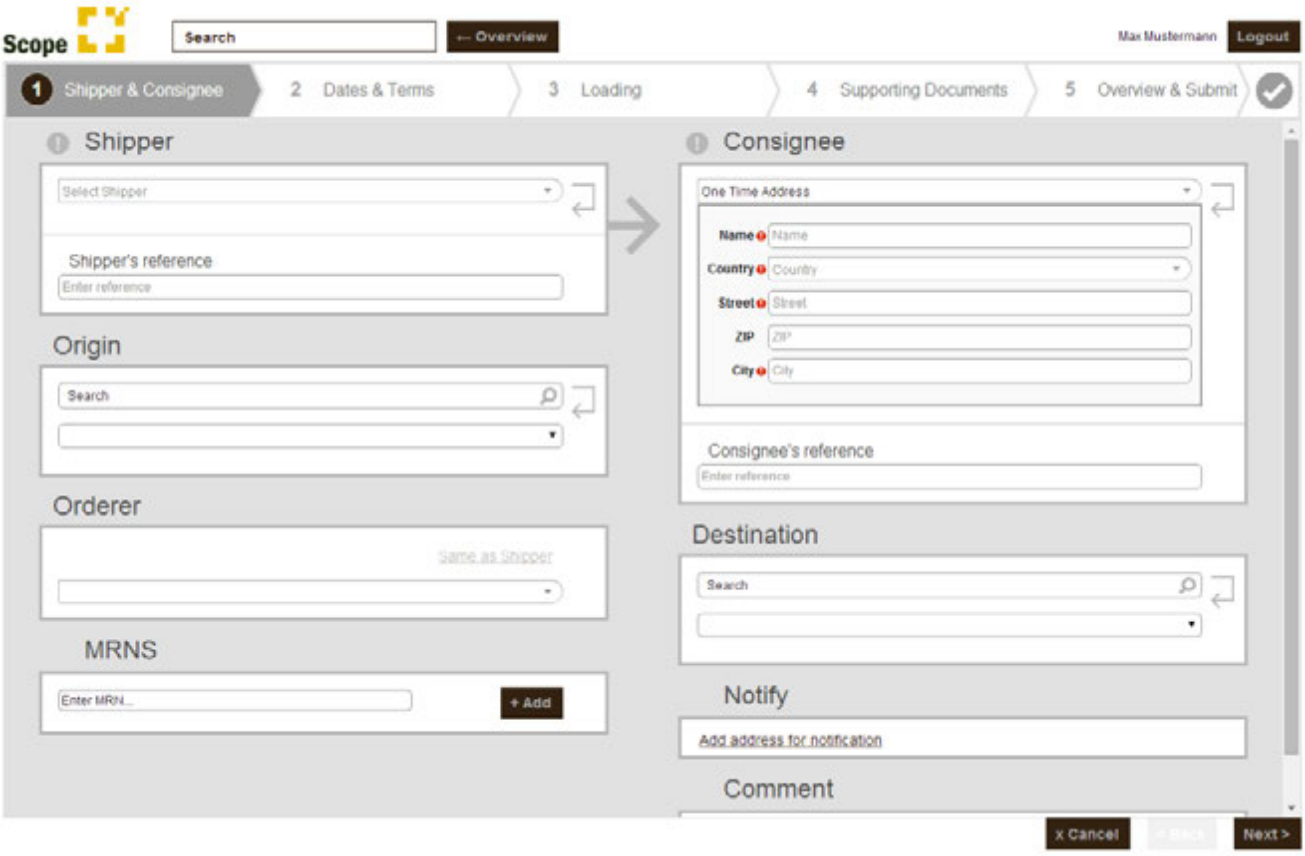
Webbooking

Customer bookings can be carried out directly about the web in Scope. Air cargo and sea cargo bookings can be entered. Already available bookings can be used as a template.

Webbooking Pager 1 Shipper and Consignee



At the first page details for shipper and consignee can be entered.

Shipper

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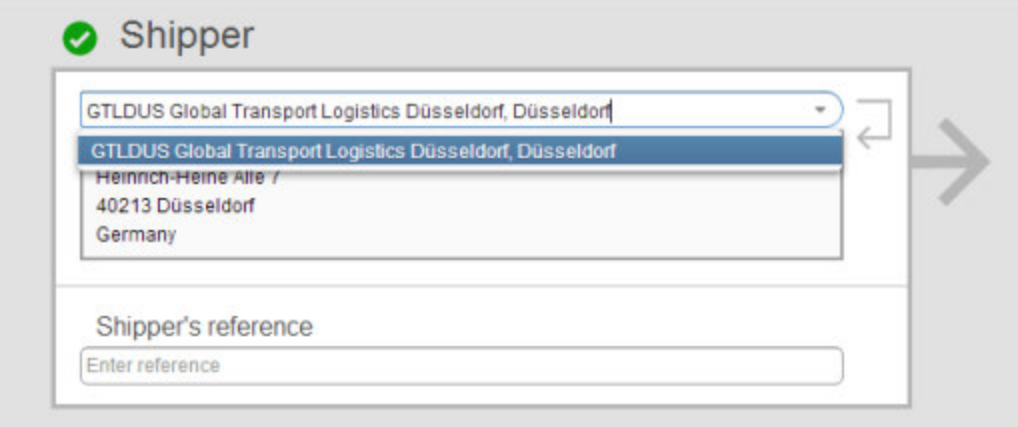
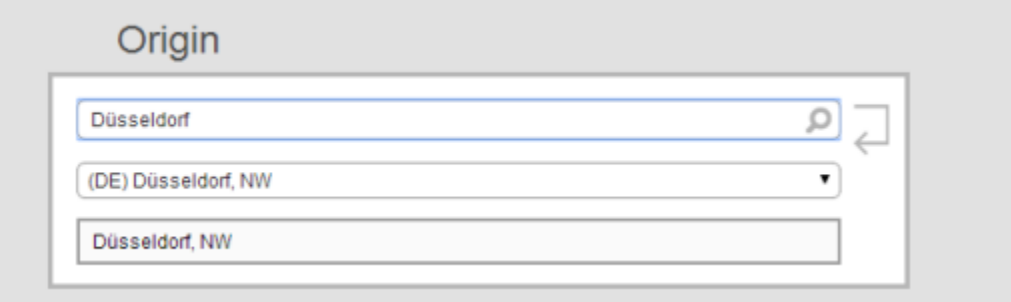


Here the shipper will be registered. Additional a reference can be entered.

They follow specifications to point of departure, orderer and maybe MRN's (MRN).

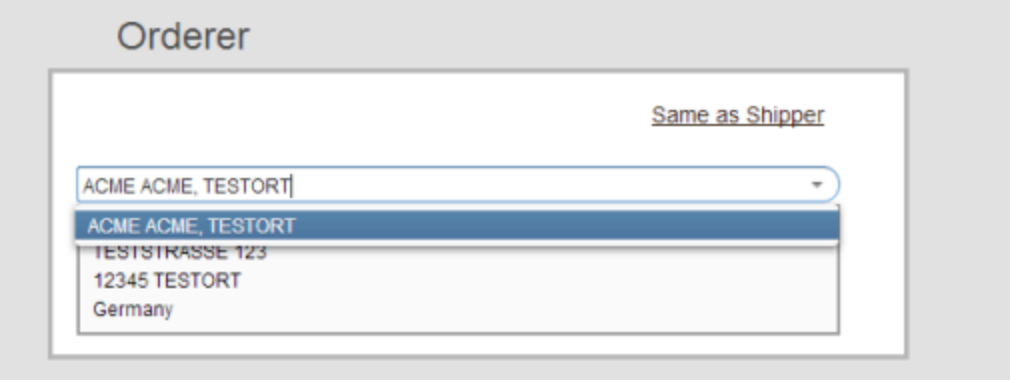
Departure

Enter the point of departure.



Orderer

Enter the address of the orderer



MRNS

Enter available MRN's.

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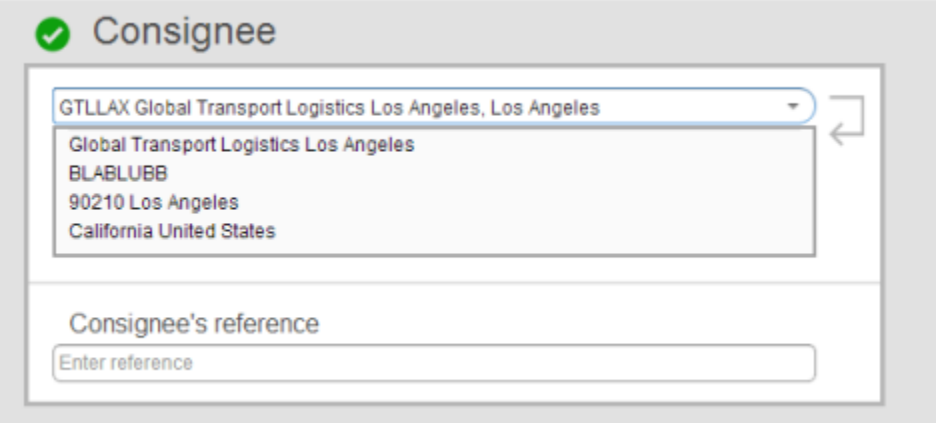
Consignee

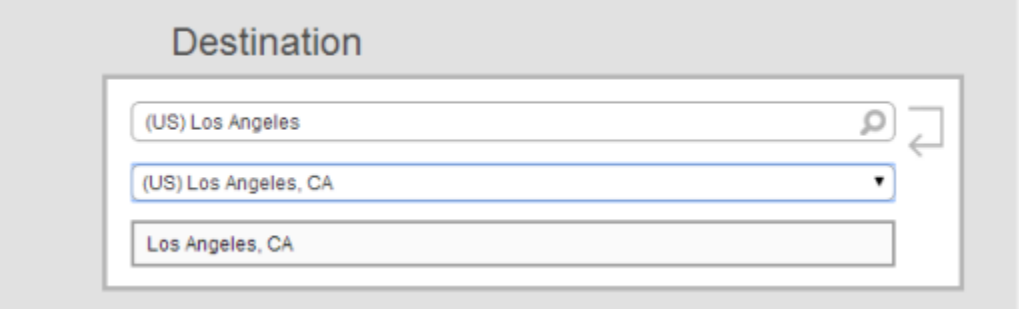
At the right half of the screen enter the consignee. Additional a reference can be entered.



They follow specifications to point of destination, notify and comment.

Destination

Enter a destination



Notify

Enter the address of a notify

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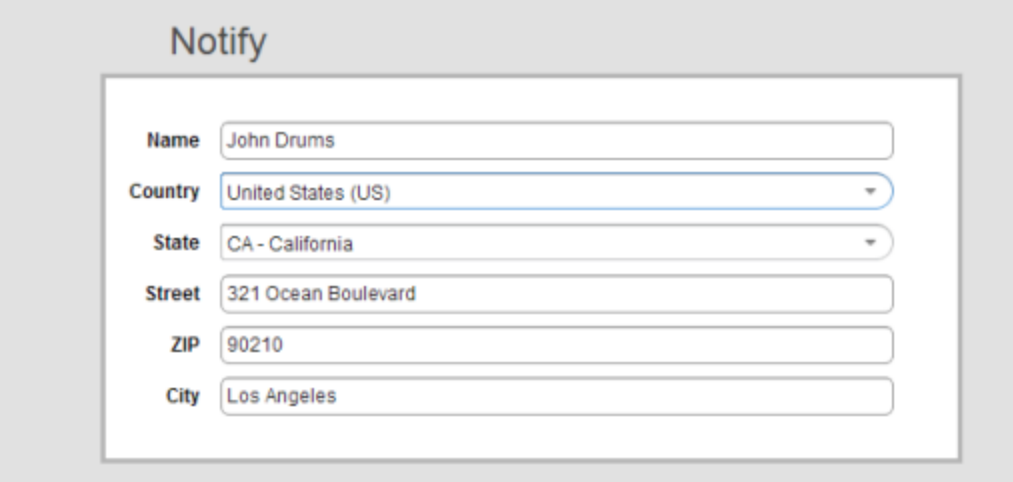
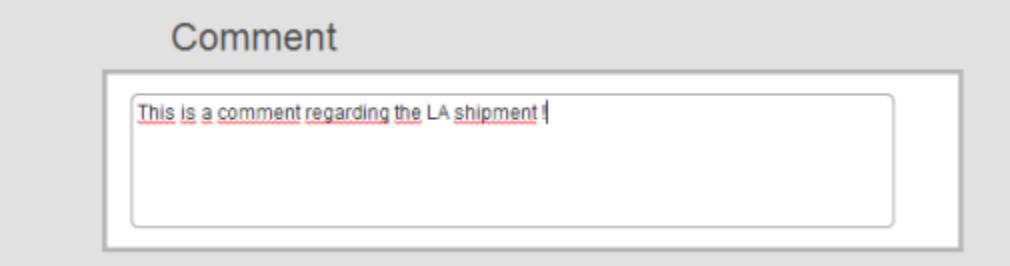


Comment

Enter a comment



If mandatory fields are not given, a suitable announcement appears.

Webbooking Page 2 Dates and Terms

At page 2 enter dates and terms.

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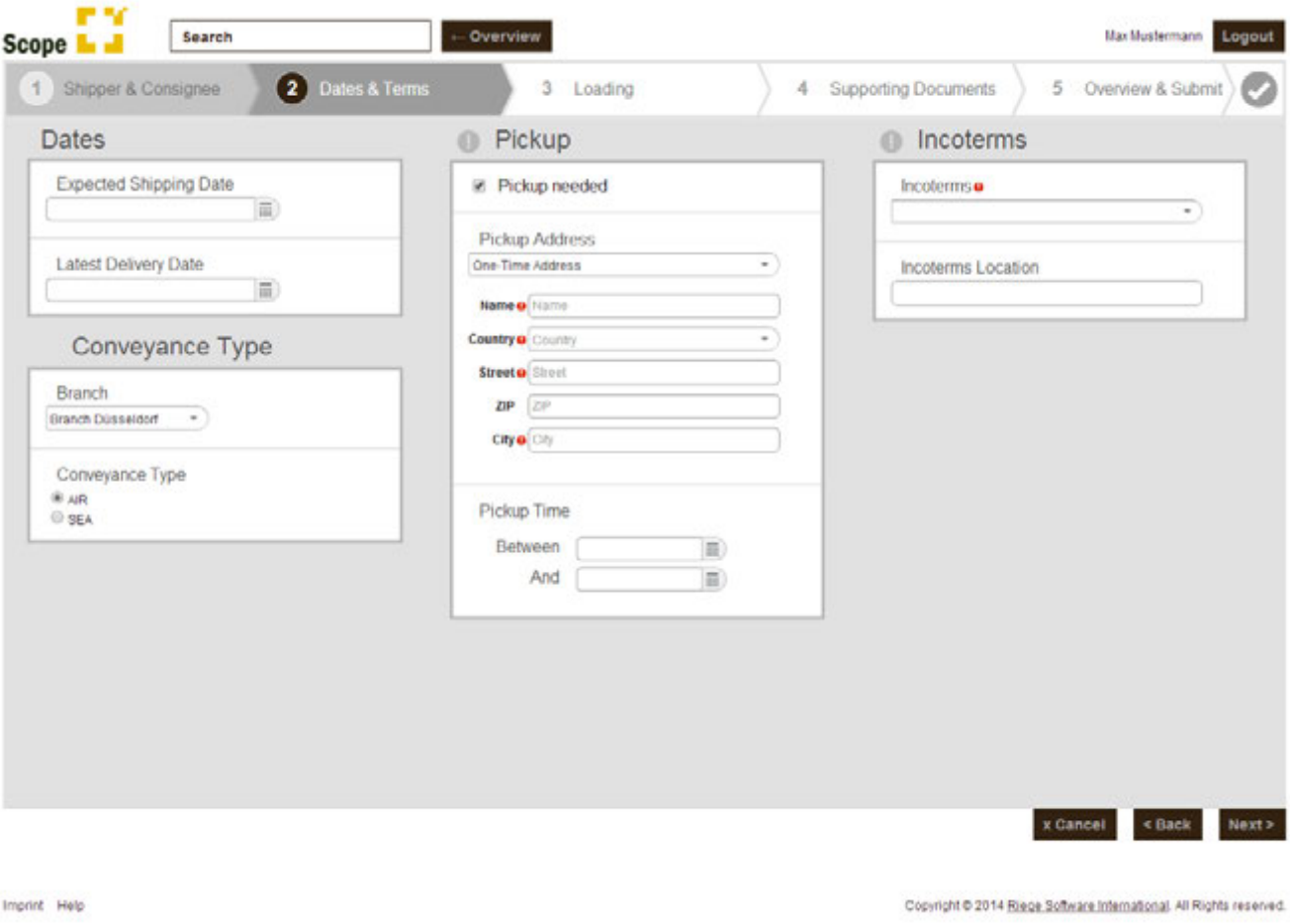
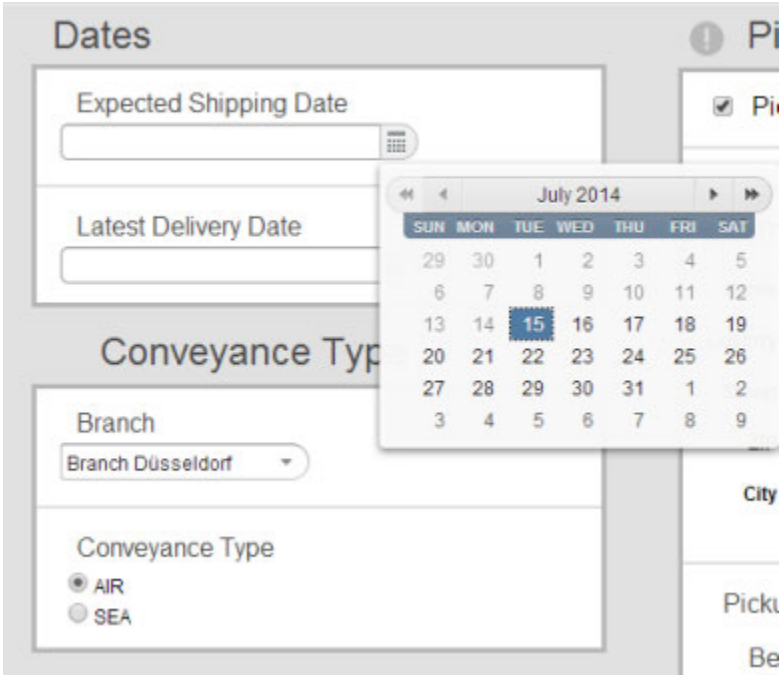


Dates

Here enter an expected shipment date and the latest delivery date. A calendar function is available.



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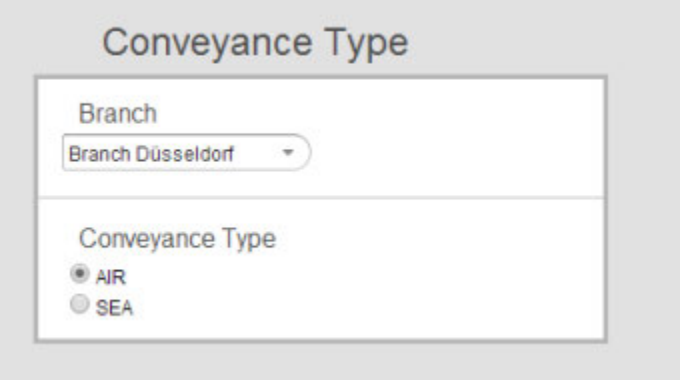
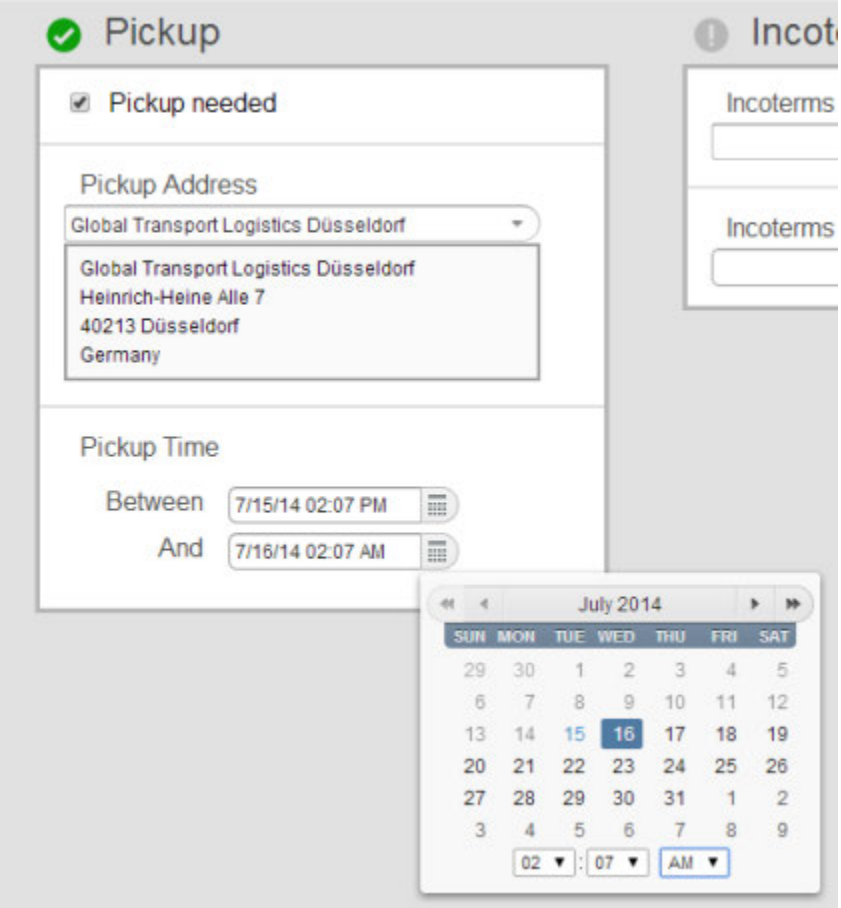
Conveyance Type

At field conveyance type means of transport enter a branch and select Air or Sea.



Pickup

If a pickup is wanted, one can mark this accordingly and agree on an pickup time. Here again the calendar function is available.



Incoterms

At the Incoterms suggestions will be made in a Pop-Up window.

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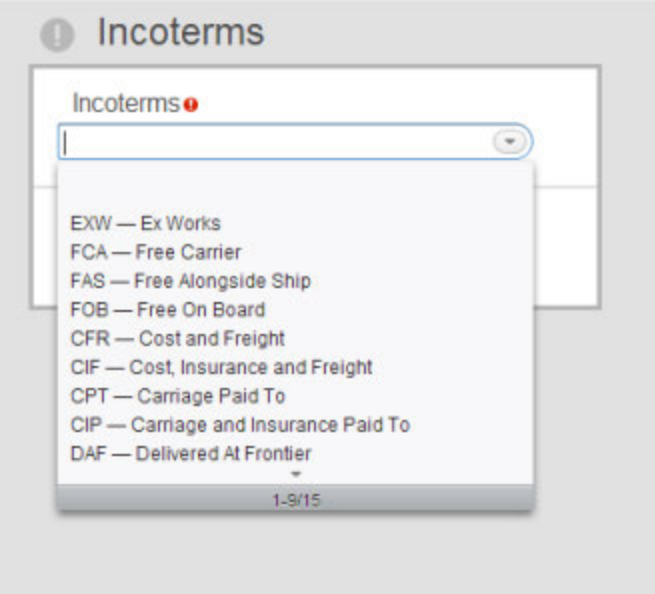

Offered:

Incoterm	Beschreibung
EXW	Ex Works
FCA	Free Carrier
FAS	Free Alongside Ship
FOB	Free On Board
CFR	Cost and Freight
CIF	Cost, Insurance and Freight
CPT	Carriage Paid To
CIP	Carriage and Insurance Paid To
DAF	Delivered At Frontier
DES	Delivered Ex Ship
DEQ	Delivered Ex Quay
DDU	Delivered Duty Unpaid
DDP	Delivered DUTY Paid
DAP	Delivered at Place
DAT	Delivered at Terminal

Enter the Incoterms Location.



If all entries are correct and "green" go on to the next page.

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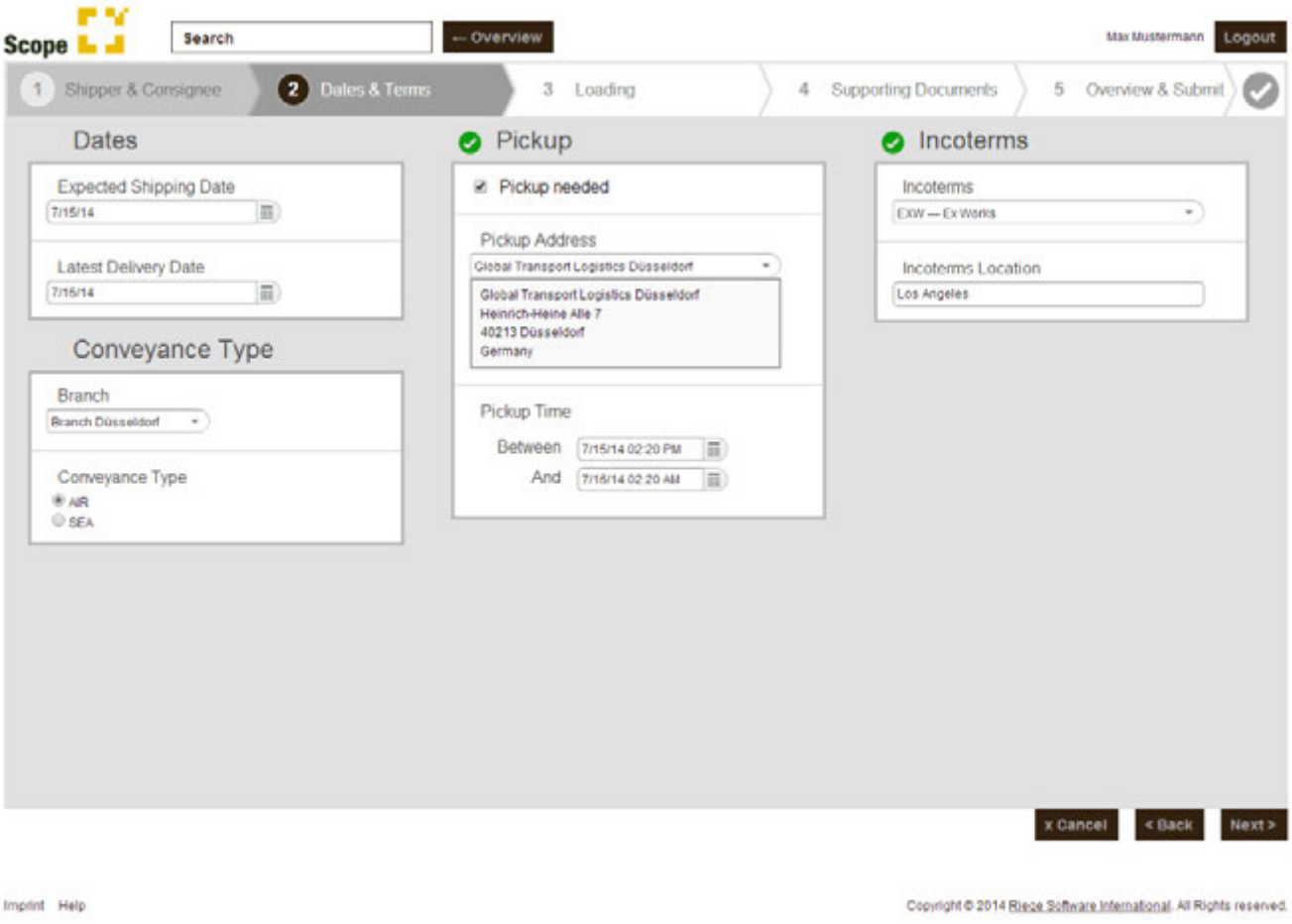

Webbooking Page 3 Loading

At page 3 enter specifications to the loading.

Select a simple pack list or a detailed pack list.

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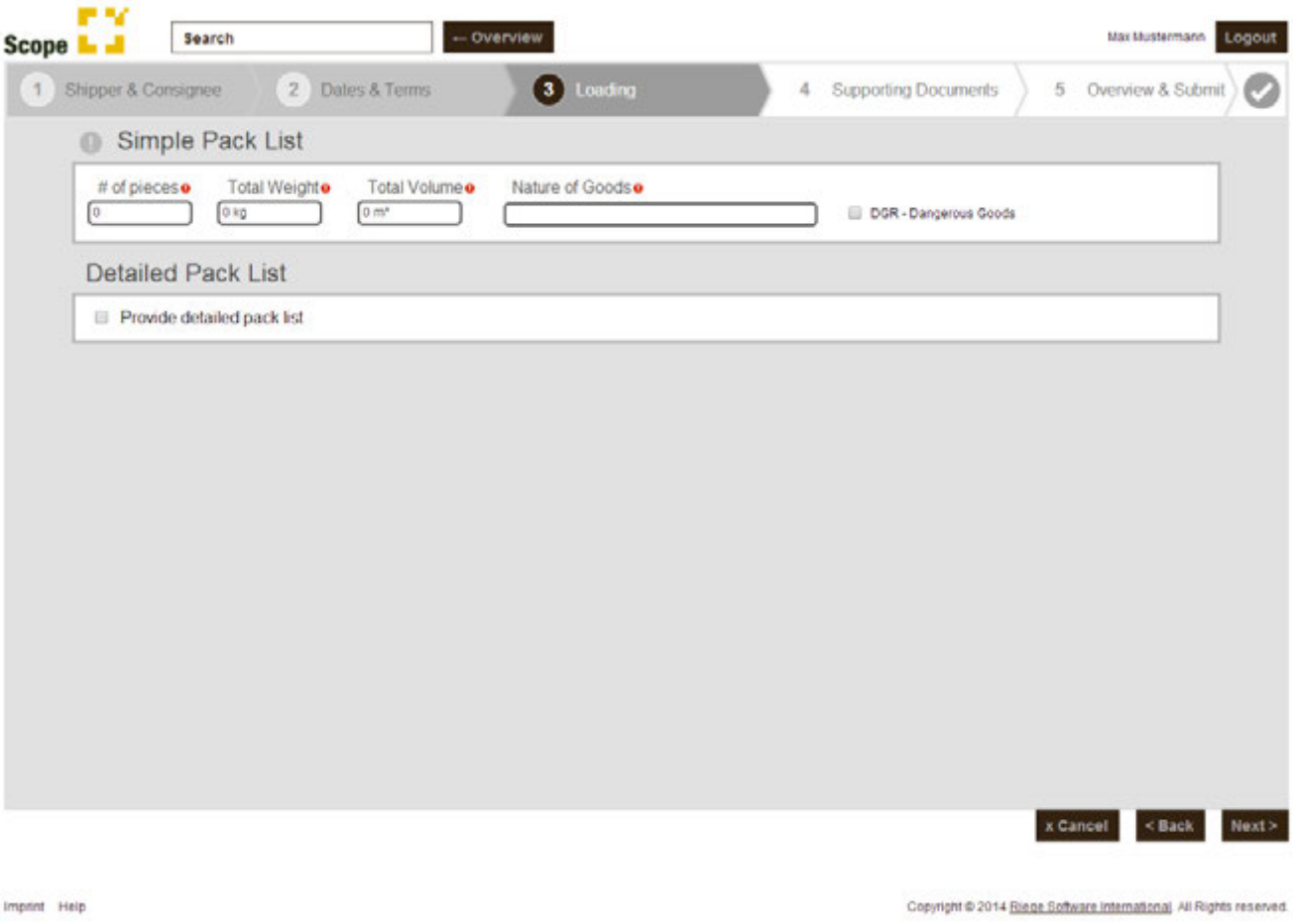

Simple Pack List



Number of pieces

Enter the number of pieces.

Total Weight

Enter the total weight in kg.

Total Volume

Enter the total volume.

Nature of Goods

Summary of content of the shipment ("nature of goods"). If it concern about dangerous good one have to select the "DGR-Dangerous Goods" Button.

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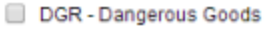
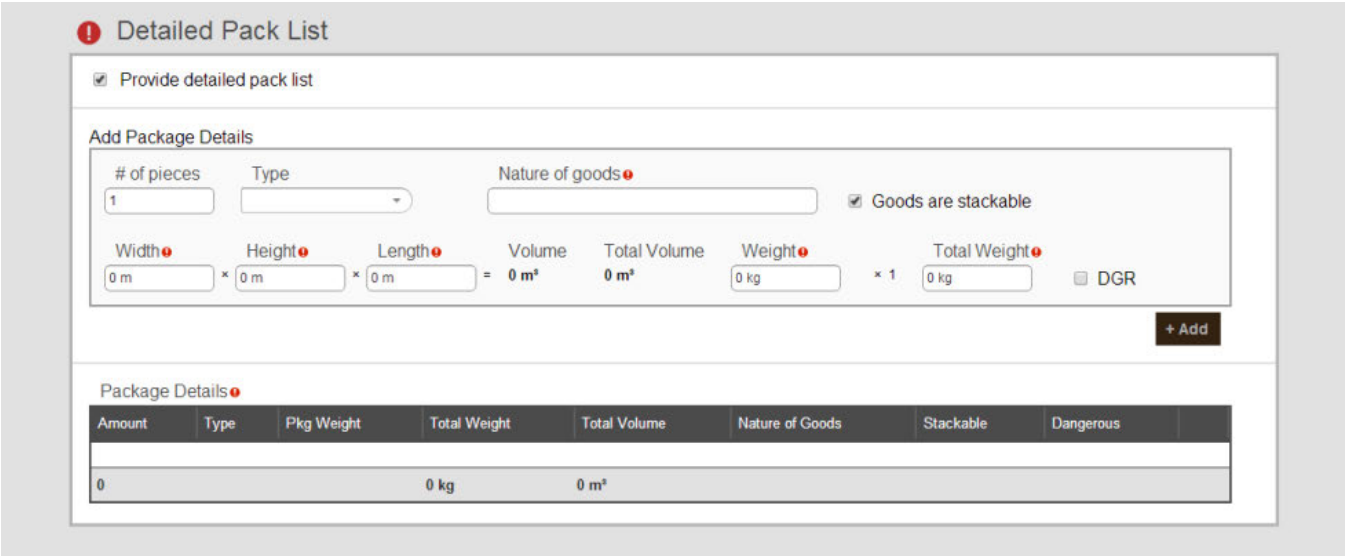


Detailed Pack List



Number of pieces

Enter the number of pieces.

Type

Enter the packing unit.

Available are:

Typ	Beschreibung
BA	Barrel
BG	Bag/Bags
BX	Box
CT	Carton
PK	Package
PX	Pallet

Nature of Goods

Summary of content of the shipment ("nature of goods"). If the goods are stackable select the "Goods are stackable" Button.



Quantity Capacity

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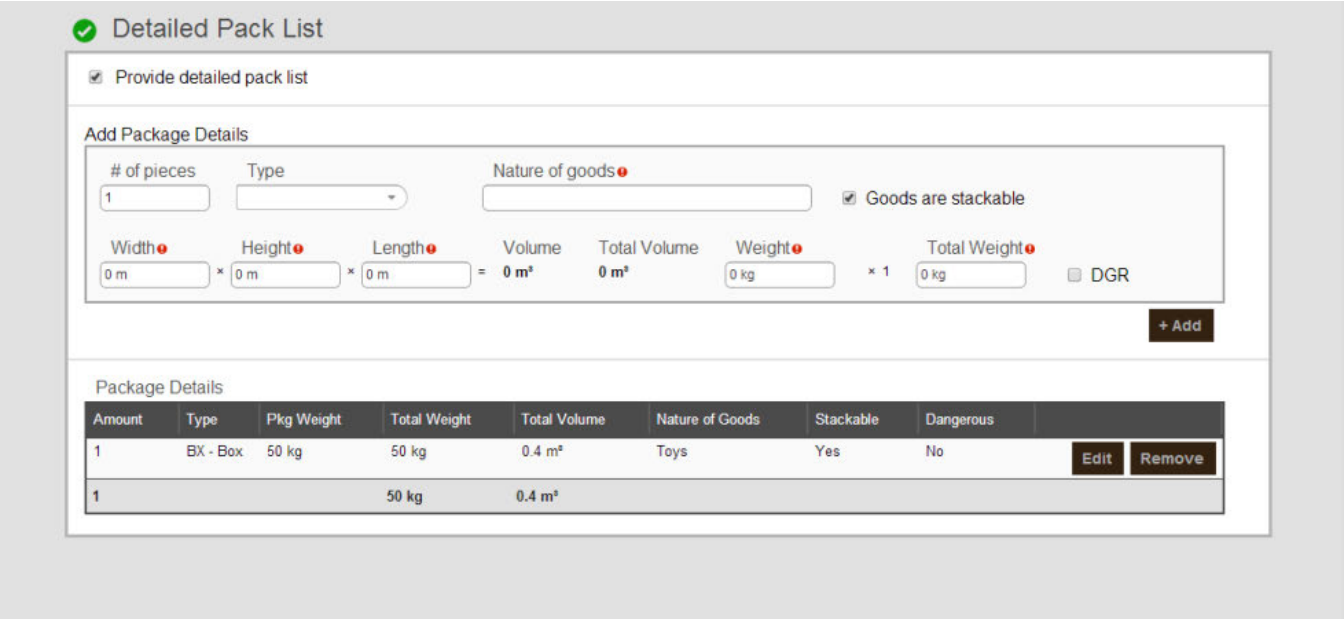
Enter the capacity with single details of length, height and width.

Quantity Weight

Enter the single weight. The gross weight will be caculated.



DGR (Dangerous Goods)

If it concerns dangerous goods, one must click DGR-dangerous goods and mark.



Webbooking Page 4 Documents

The last but one step the transferred documents are indicated and further documents can be added.

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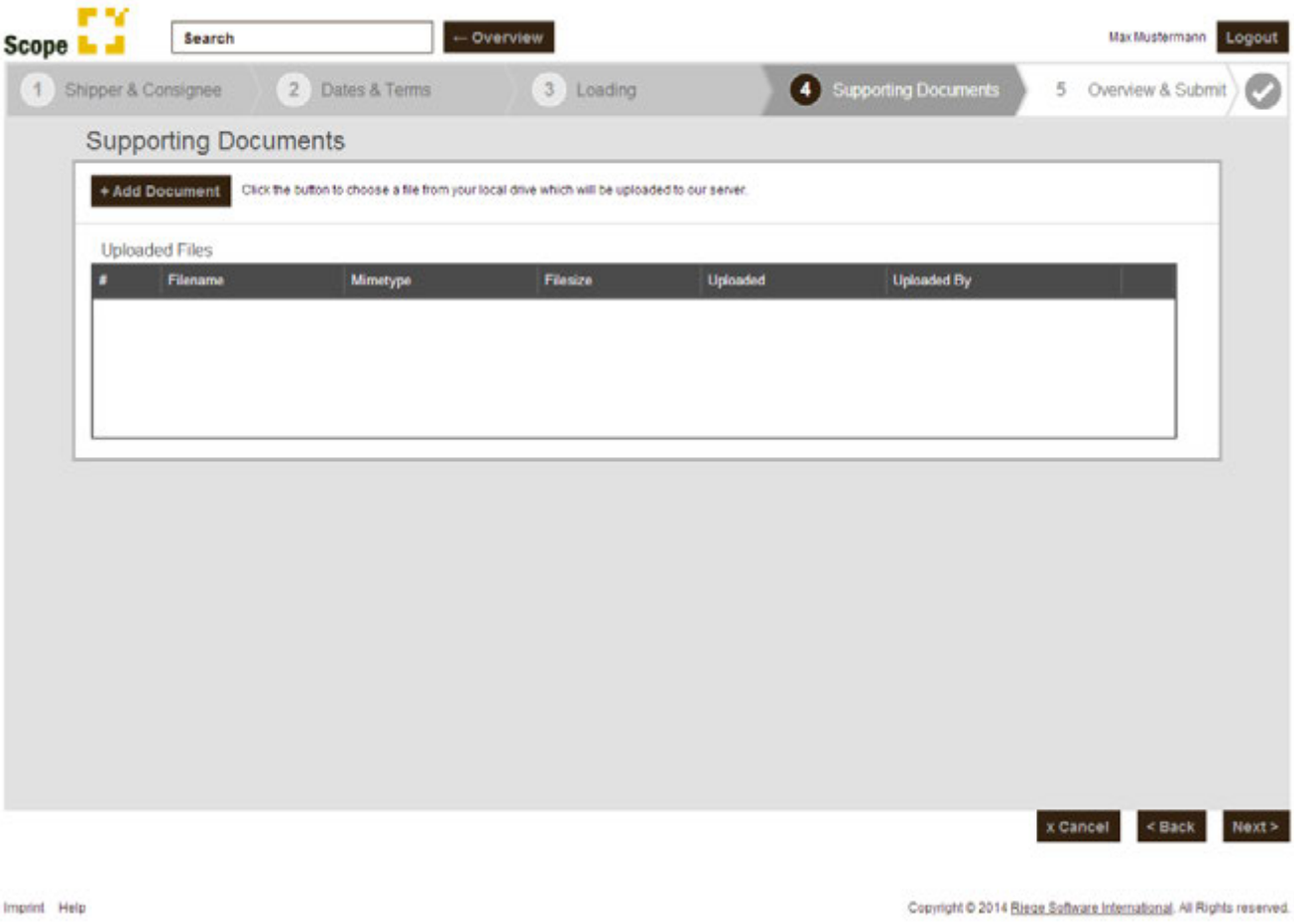

Webbooking Page 5 Summary and Booking

In the last step all given data are indicated to check and if all informations are correct, the booking in Scope will be generated by pressure of the button "submit booking".

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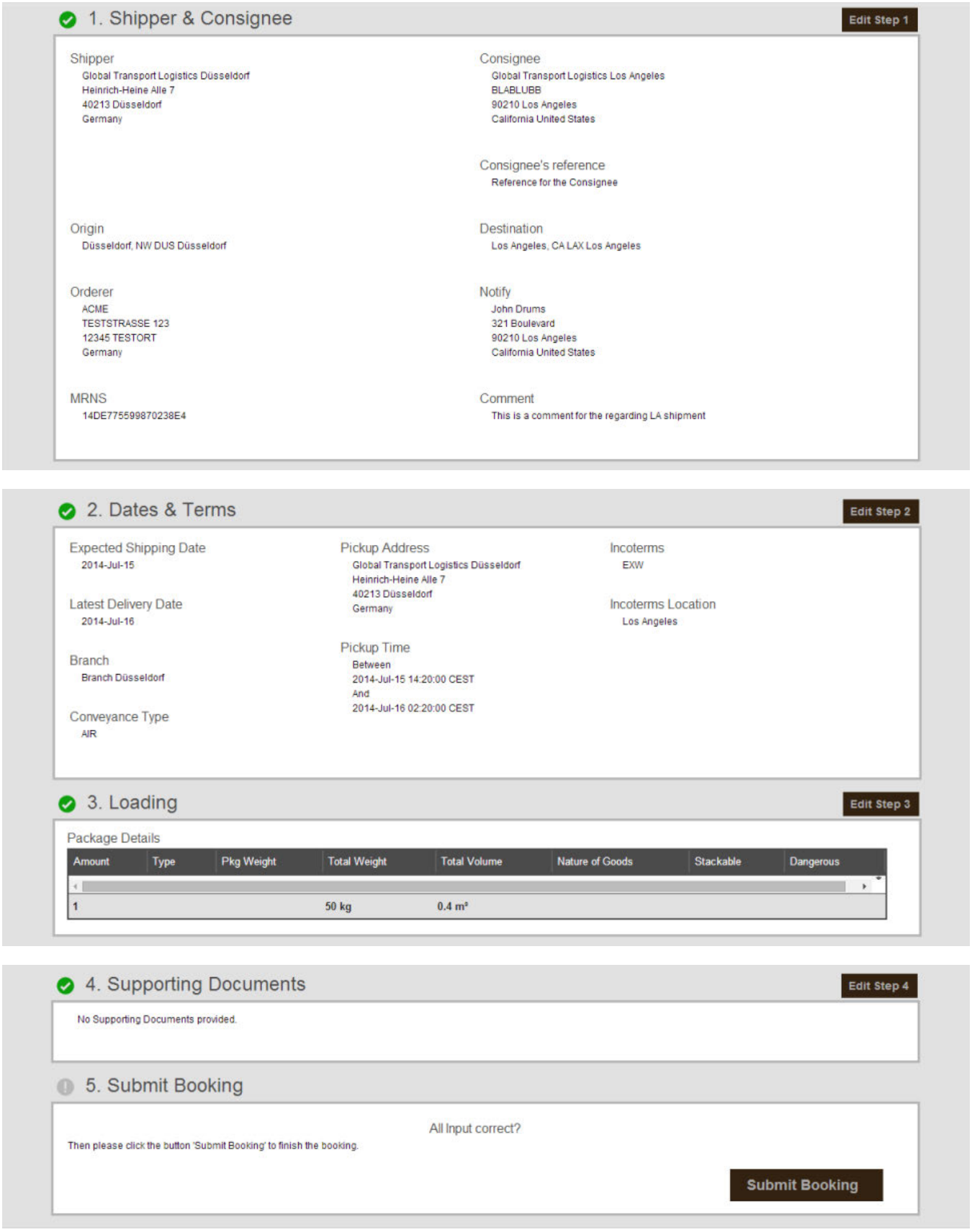

After successfully submission one can see the detailed summary of the booking:

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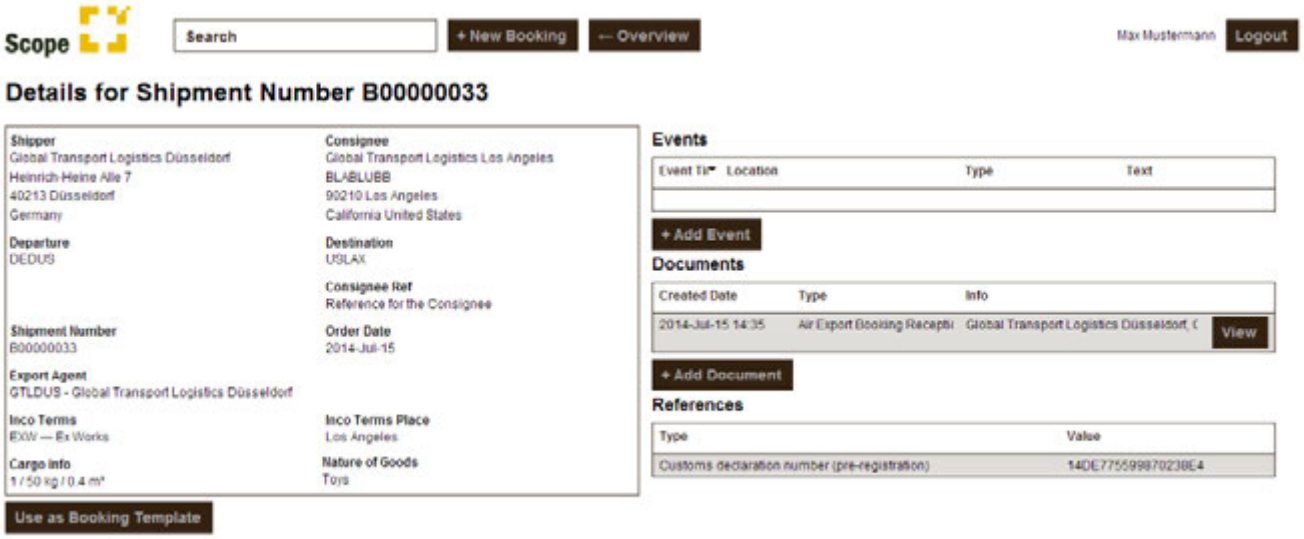
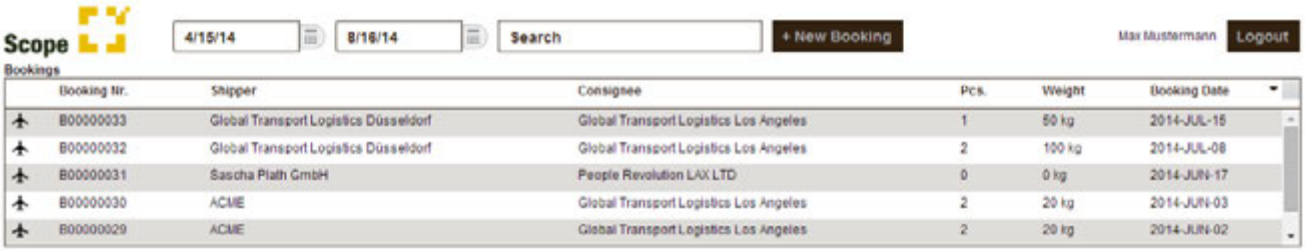


At the same time the new booking arrives at the general survey of the bookings:



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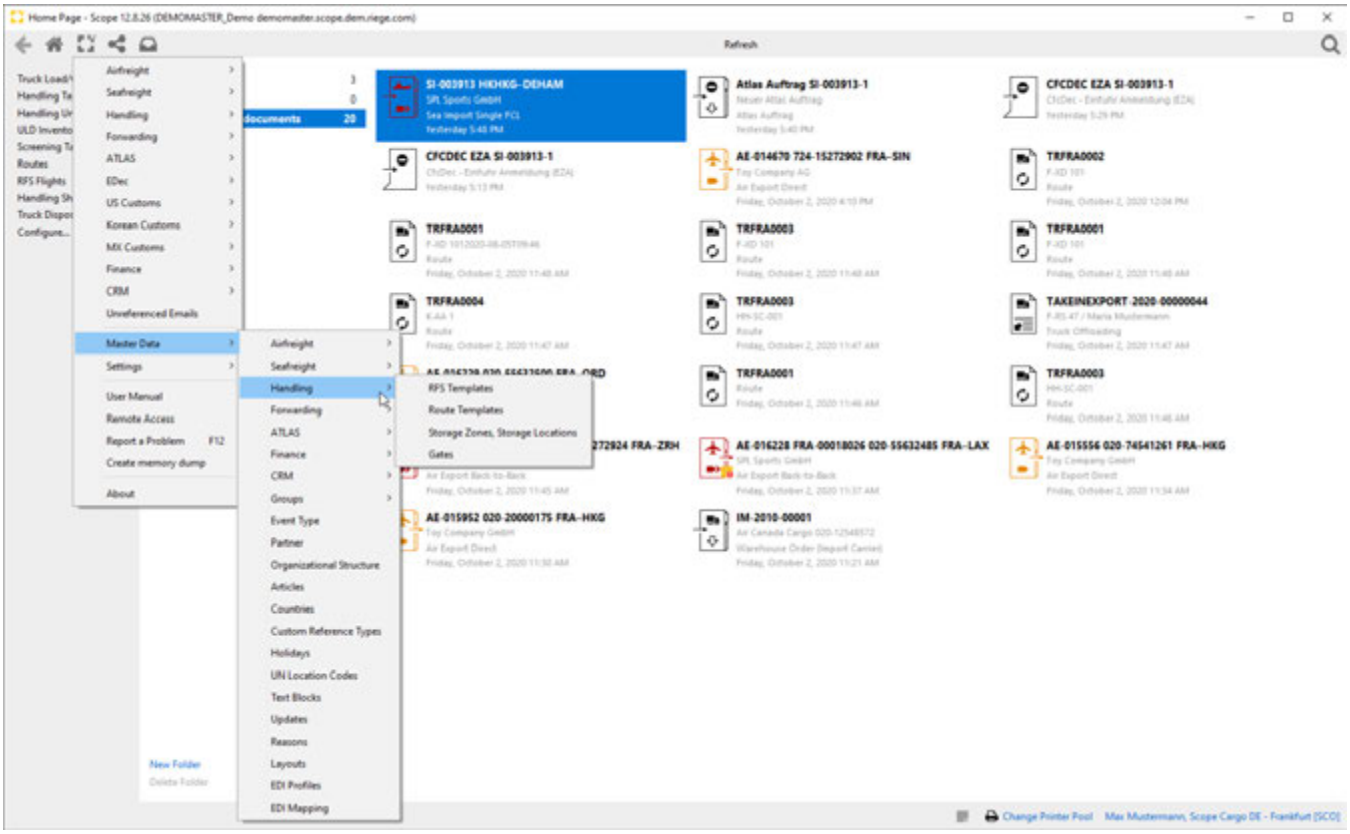
Handling - Master Data

- Introduction
- Description

Introduction

The handling master data can be accessed via the Scope menu Master data - Handling. In this application, the master data specifically for the Scope Handling application can be stored.

Description



These applications are described in detail in the following chapters.

- (a) RFS Templates - Handling - Master Data
- (b) Route Templates - Handling - Master Data
- (c) Storage Zones, Storage Locations
- (d) Gates - Handling - Master Data

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(a) RFS Templates - Handling - Master Data

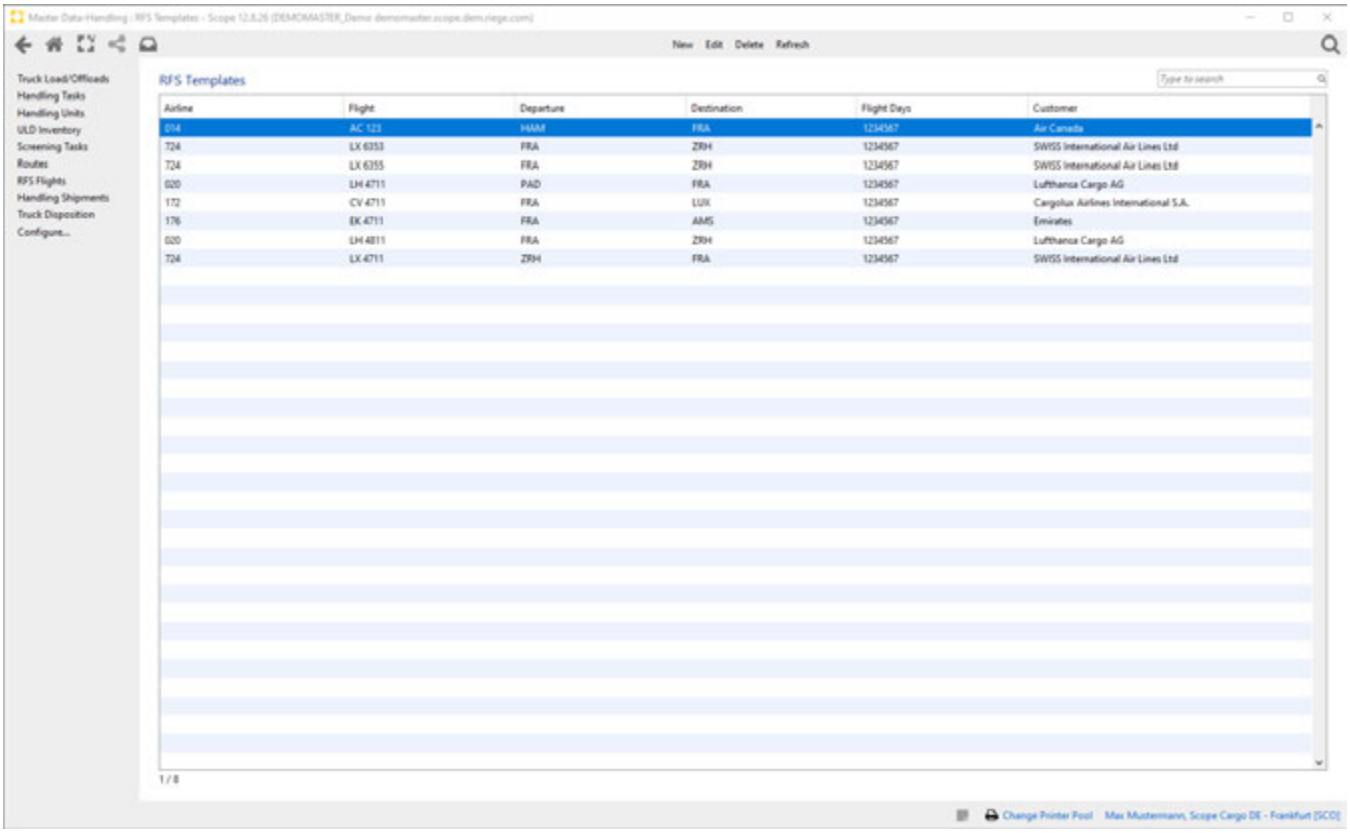
- Introduction
- Description

Introduction

In the Scope application RFS templates, all RFS (Road Feeder Service) master data can be stored, which are used in the truck unloading import as well as in the handling routes.

Description

- Program Action
- Field description



Program Action

New

Creates a new RFS template.

Edit

Opens the data record selected in the overview table for editing. Alternatively, this can also be opened by double-clicking on the corresponding line in the overview table.

Delete

Deletes the selected RFS template in the overview.

Refresh

Updates the data in the overview

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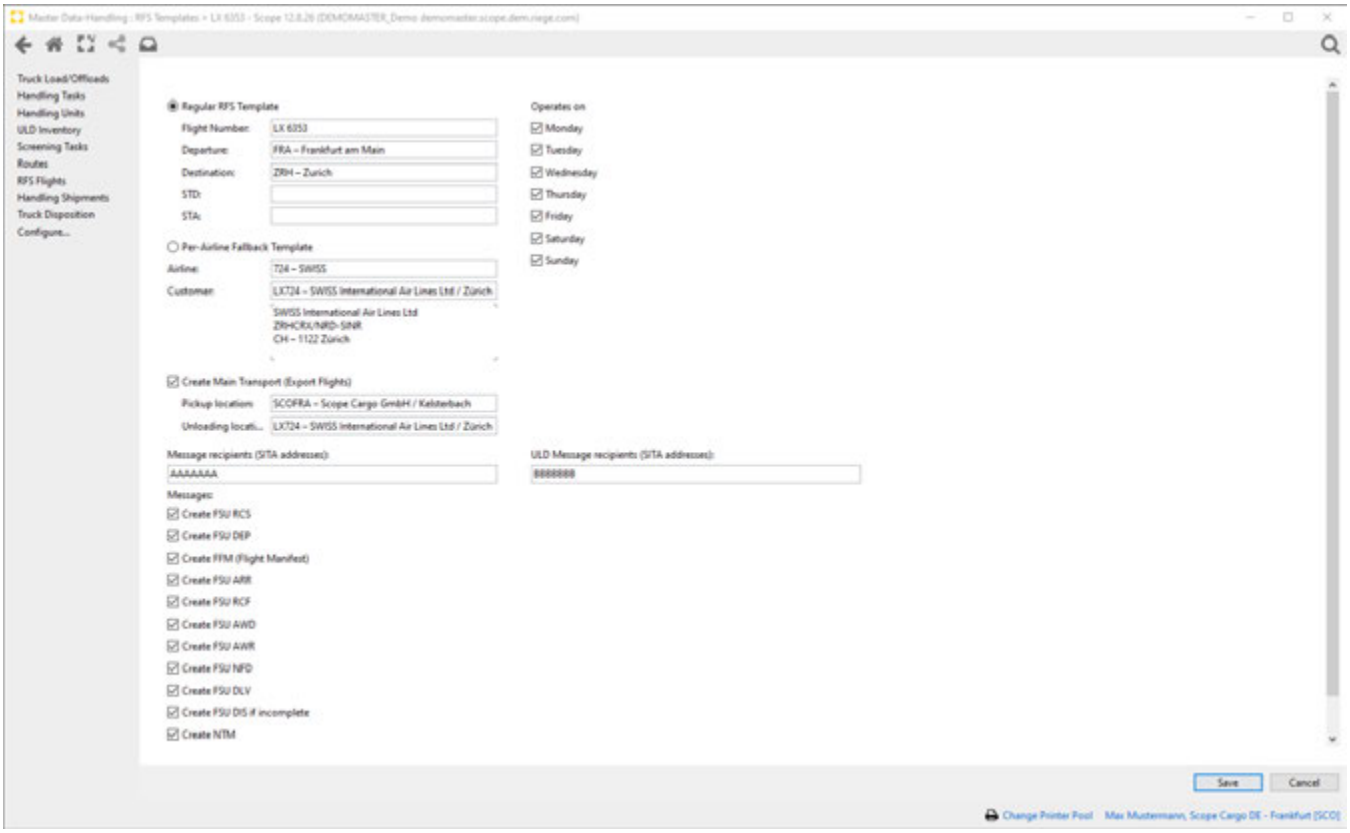
Field description

Keyword search

By entering of one or more search terms, the templates displayed can be filtered accordingly.

RFS Templates



Flight Number

Specifying the flight number.

Operates on

Indication of the flight days on which this flight operates. This information is provided for information only at the moment.

Departure

Airport of Departure of the flight (RFS truck)

Destination

Airport of Destination of the flight (RFS truck)

STD

Planned time of Departure

STA

Planned time of Arrival

Per-Airline Fallback template

Record of the airline. The airline master data is part of Scope's standard set-up. The airline can be found using the airline prefix (e.g. 020 = Lufthansa) or the two-letter code (e.g. LH)

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Customer

The partner to whom the handling of the shipments on this flight is charged. This is usually the airline itself or the handling agent used by the airline.

Create Main Transport (Export Flights)

If the check mark is set, a pick up and unloading location can be entered for the main leg (Export)

Pick up Location

Location for pick up

Unloading Location

Location for unloading

Message recipients (SITA Addresses)

Specification of the SITA addresses to which the SITA advices will be sent when handling this flight. If there are several SITA addresses, the information is separated by a comma ",". e.g. SITANR1, SITANR2, SITANR3 etc.

ULD Message recipients (SITA Addresses)

Specification of the SITA addresses of the ULD message recipient.

Messages

Overview of possible messages

Messages Import

Message	Description	Message Trigger	Date, Time of the input field
FSUARR	The consignment has arrived on a scheduled flight at this location	Receipt of the EU_P (ATLAS)	Time Truck Arrival
FSUAWD	The arrival documentation has been physically delivered to the consignee or the consignee's agent on this date at this location	Send ESV (ATLAS)	End of Unloading
FSUAWR	The arrival documentation has been physically received from a scheduled flight at this location	Send a pre summary declaration (ATLAS)	Start Unloading
FSUDLV	The consignment has been physically delivered to the consignee or the Consignee's agent on this date at this location		Date of Delivery, date of division
FSUDIS	Discrepancy		
FSUNFD	The consignee or the consignee’s agent has been notified, on this date at this location, of the arrival of the consignment		End of Unloading
FSURCF	The consignment has been physically received from a given flight or surface transport of the given airline	Send the ESV (ATLAS)	End of Unloading
FSUDEP	Departure Event	Execution event upon completion	
NTM	create an NTM		

Messages Export

Message	Description	Message Trigger	Date, Time of the input field
FFM	Airline Flight Manifest		
FSURCS	The consignment has been physically received from the shipper or the shipper’s agent on this date at this location		

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(b) Route Templates - Handling - Master Data

- Introduction
- Description

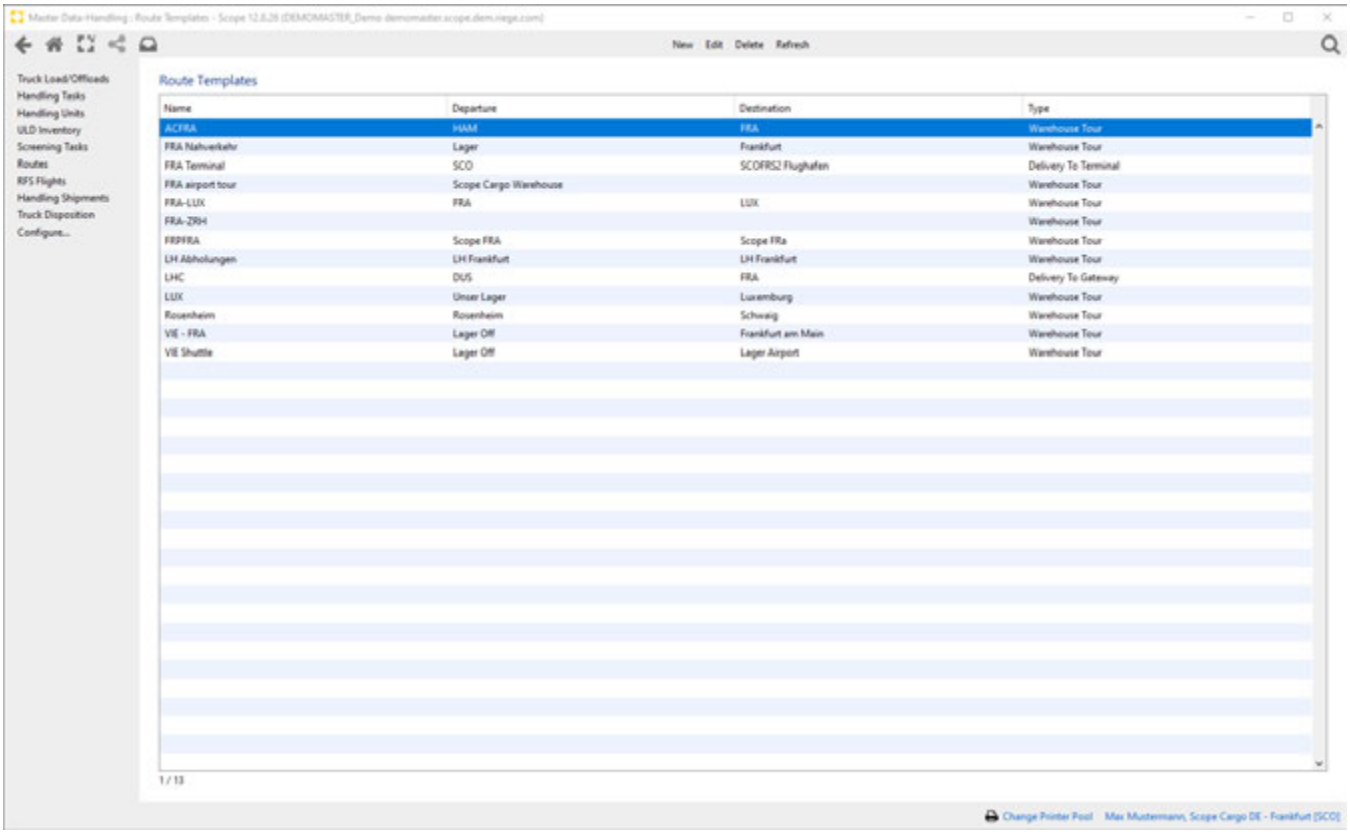
Introduction

Route templates can be created in this application. These templates are required in the handling module and the Truck Manifest in order to be able to create, document and schedule transport tours from / to a gateway or terminal as well as general pick-up and delivery tours.

Description

- Program Action
- Field description

In this overview, all route templates that have already been created are displayed.



Program Action

New

Open the editor *New template* to create a new Route Template.

Edit

Opens the data record selected in the overview table for editing. Alternatively, this can also be opened by double-clicking on the corresponding line in the overview table.

Delete

Deletes the selected Route template in the overview.

Refresh

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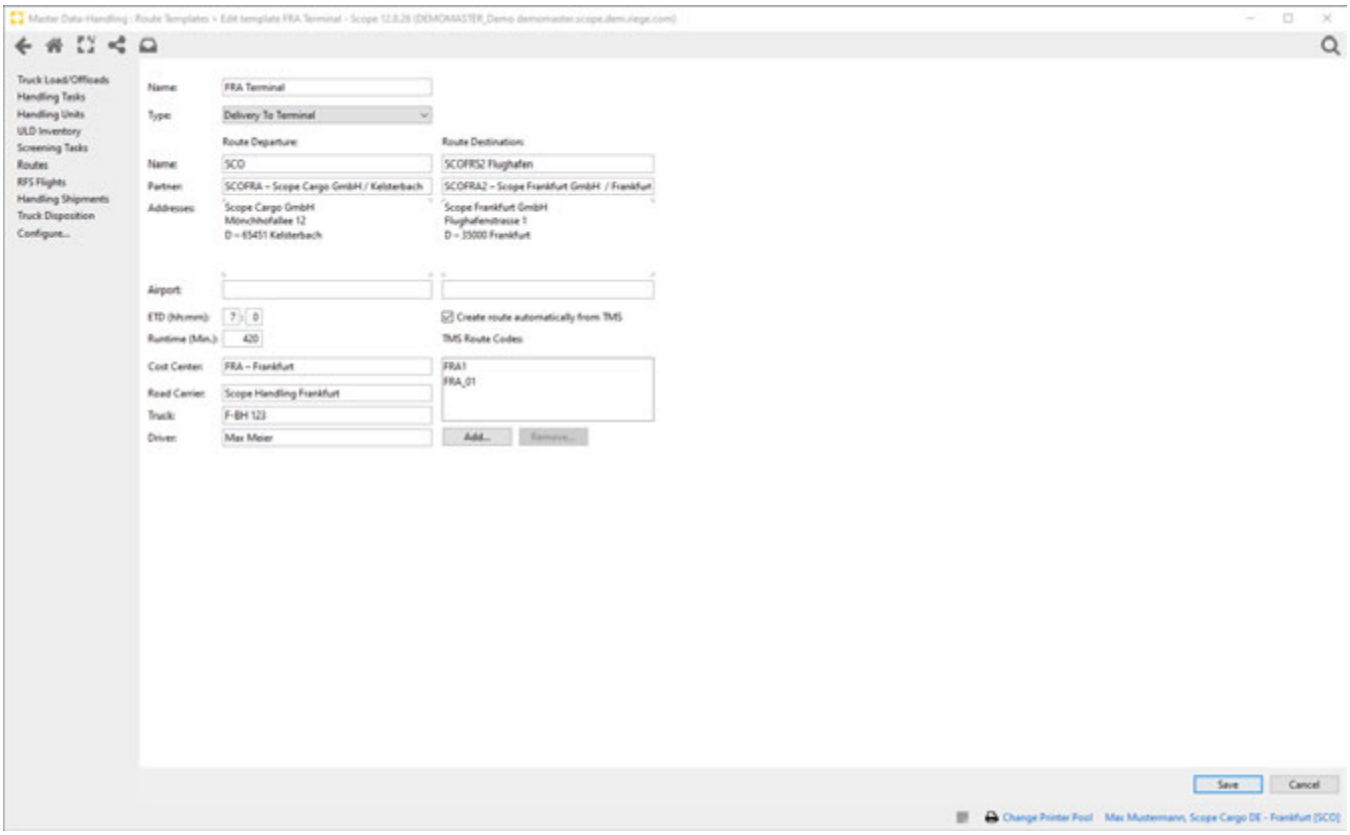
Updates the data in the overview

Field description

Edit Template



Name

A name for the route template must be entered here. The name can be freely chosen but may only be used once. If the selected route name already exists, this field is validated as an error and a corresponding message is displayed.

Type

The desired tour type can be selected from the stored drop-down list here. The following types are available:

Type	Description	Use
Warehouse Tour	Pick up- and Delivery Tour in general	only used in handling module
Delivery to Gateway	Tour to/from a gateway	mainly used in Truck Manifest
Delivery to Terminal	Tour from/to a terminal	mainly used in Truck Manifest
Delivery to Branch	Delivery to Branch	

Route Departure, Route Destination Name

Name of the start or end location. The name is freely selectable.

Partner

The respective partner with whom the tour starts or ends. The desired business partner can be found and used with the field search function.

Addresses

After selecting the partner, the corresponding address is displayed here.

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Airport

Airport Code where the tour starts and ends.

ETD

An Estimated Time of Departure (ETD) for the route can be entered here.

Runtime

Runtime of the tour in Min

Create route automatically from TMS

By activating this check box, you can control whether routes from external TMS data inputs should be created automatically.

> **Attention!**
>
> The handling module can also process data from external systems (e.g. Procars). These Transport Management Systems (TMS) can send route data with predefined route codes to the handling module, where, depending on the settings mentioned above, new routes based on a route template are automatically created or existing routes are added accordingly.

TMS Route Codes

TMS tour codes that have already been entered are displayed in this field.

Cost Center

Cost Center can be entered here

Road Carrier

The road carrier can be entered here by whom the tour is to be carried out. The desired business partner can be found and used with the field search function.

Truck

The truck with which the tour is to be carried out can be selected from the drop-down list stored here.

Driver

The driver who should carry out the tour can be selected from the drop-down list stored here.

> **Attention!**
>
> Road Carrier, as well as Truck and driver data can be stored in the partner master data, in the role Road Carrier - Roles - Business Partner - Maintenance.

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(c) Storage Zones, Storage Locations

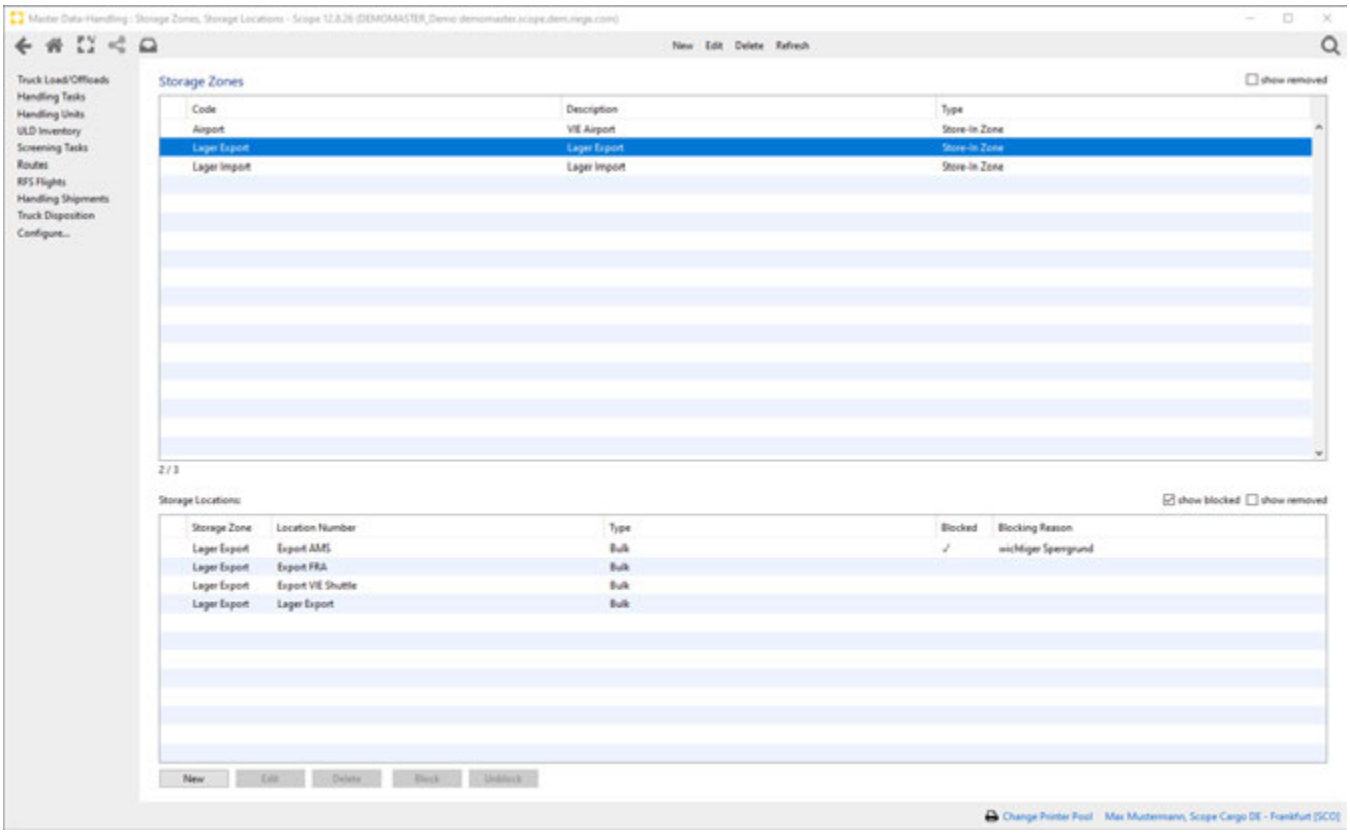
- Introduction
- Description

Introduction

In this application, storage zones with storage locations can be recorded. These are used within the handling module to document goods storage locations. These storage locations and zones are also used in the Gate handling master data to define the loading and unloading location.

Description

- Program Action
- Field description
- Storage Locations
- Field description



Program Action

New

Creates a new storage zone.

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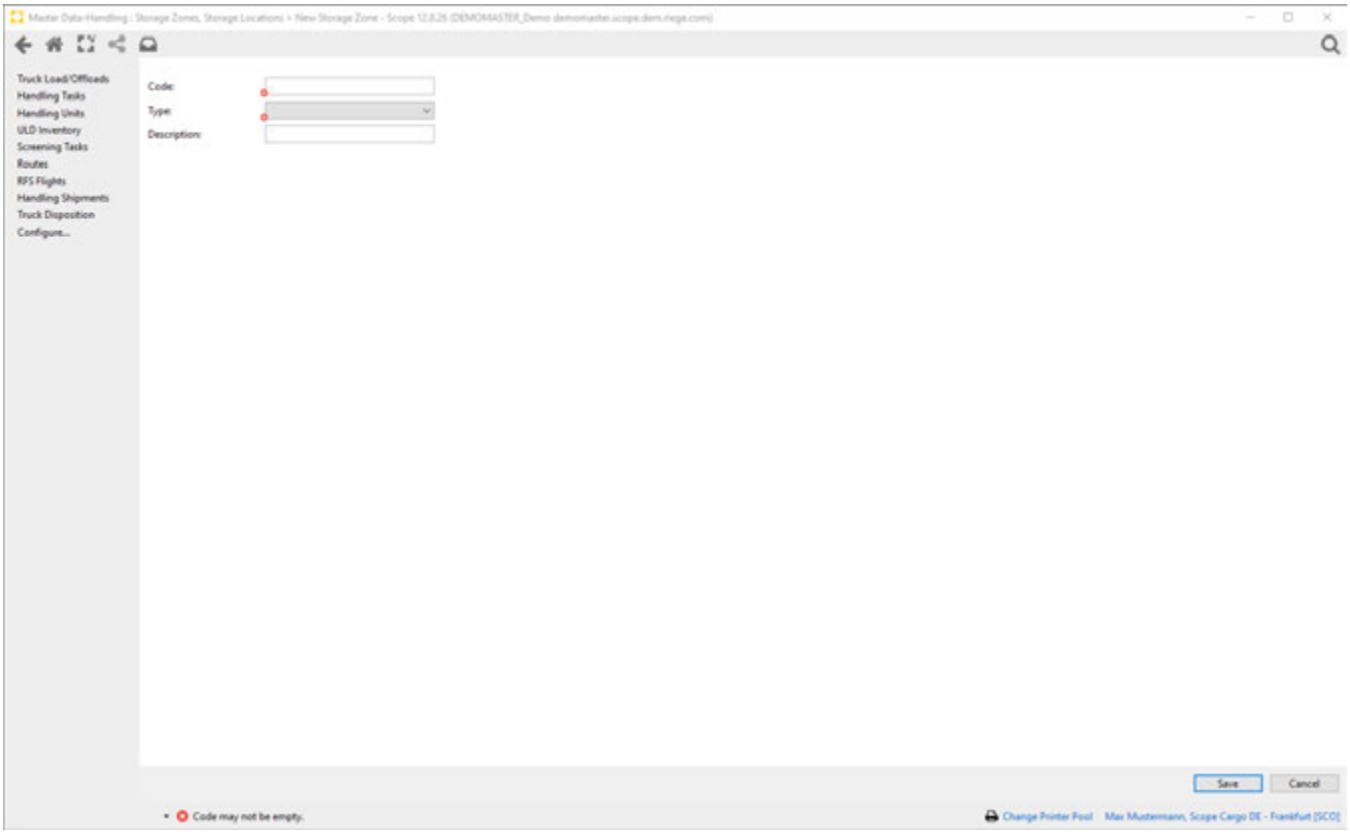

Edit

Opens the data record selected in the overview table for editing. Alternatively, this can also be opened by double-clicking on the corresponding line in the overview table.

Delete

Deletes the selected storage zone in the overview.

Refresh

Updates the data in the overview

Field description

show removed

By checking this box, deleted storage zone data will be displayed in the overview

Edit storage Zone

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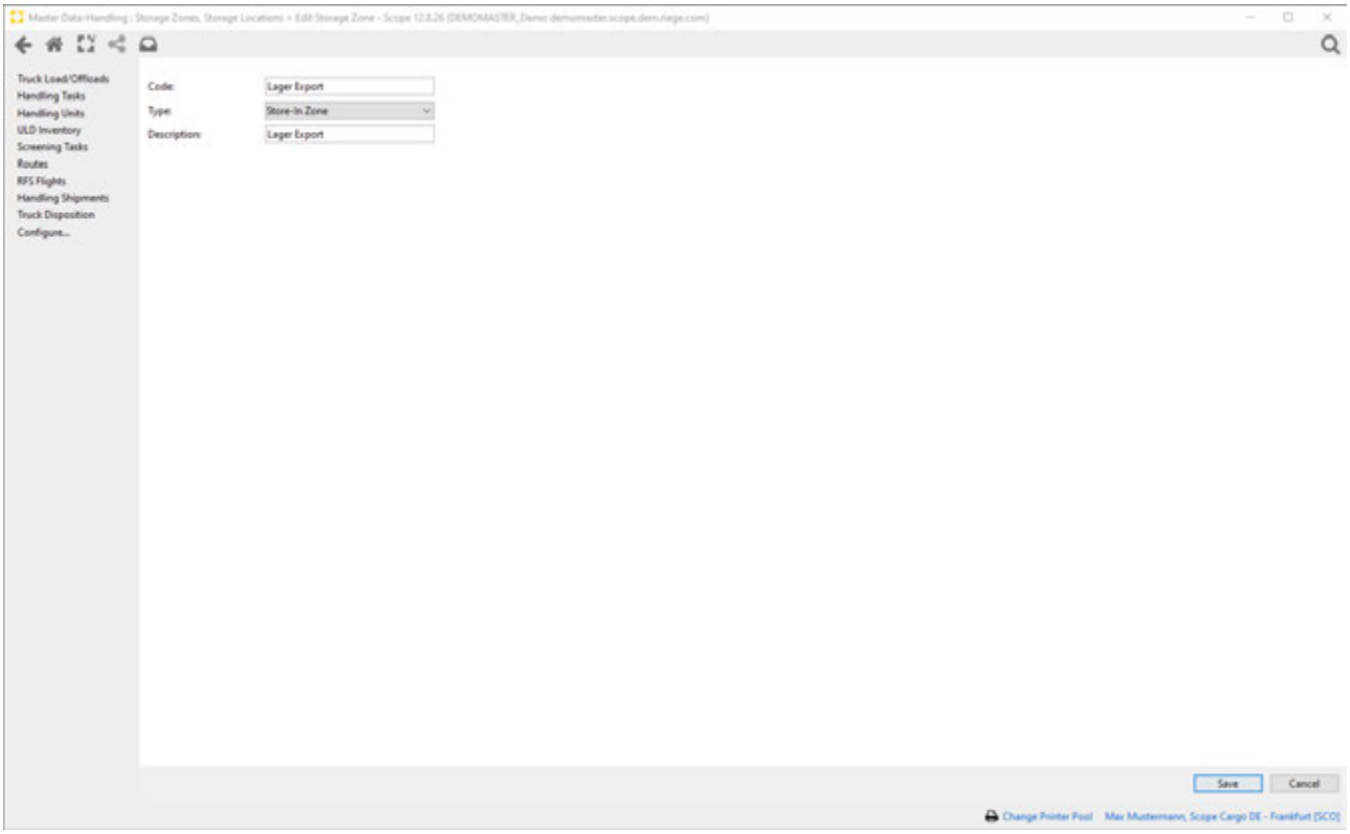


Code

The code for the storage zone. Can be defined freely.

Type

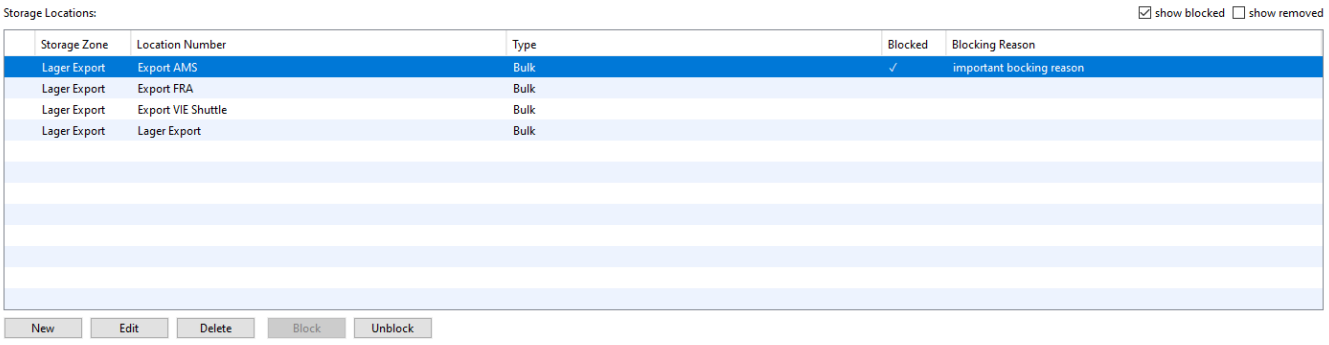
Type of the Storage Zone, that can be chosen from the drop-down list.

Description

The textual description of the storage zone

Storage Locations

In the overview of the storage Locations table, all created storage locations for the storage zone are displayed with the storage location number and type.



Field description

show blocked

If this checkbox is marked, the data records that have been blocked are also displayed in the overview of the storage locations.

show removed

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If this checkbox is marked, the data records that have been deleted are also displayed in the overview of the storage locations.

New

With the *New* button the editor can be opened for entering the data of a new storage location.

Edit

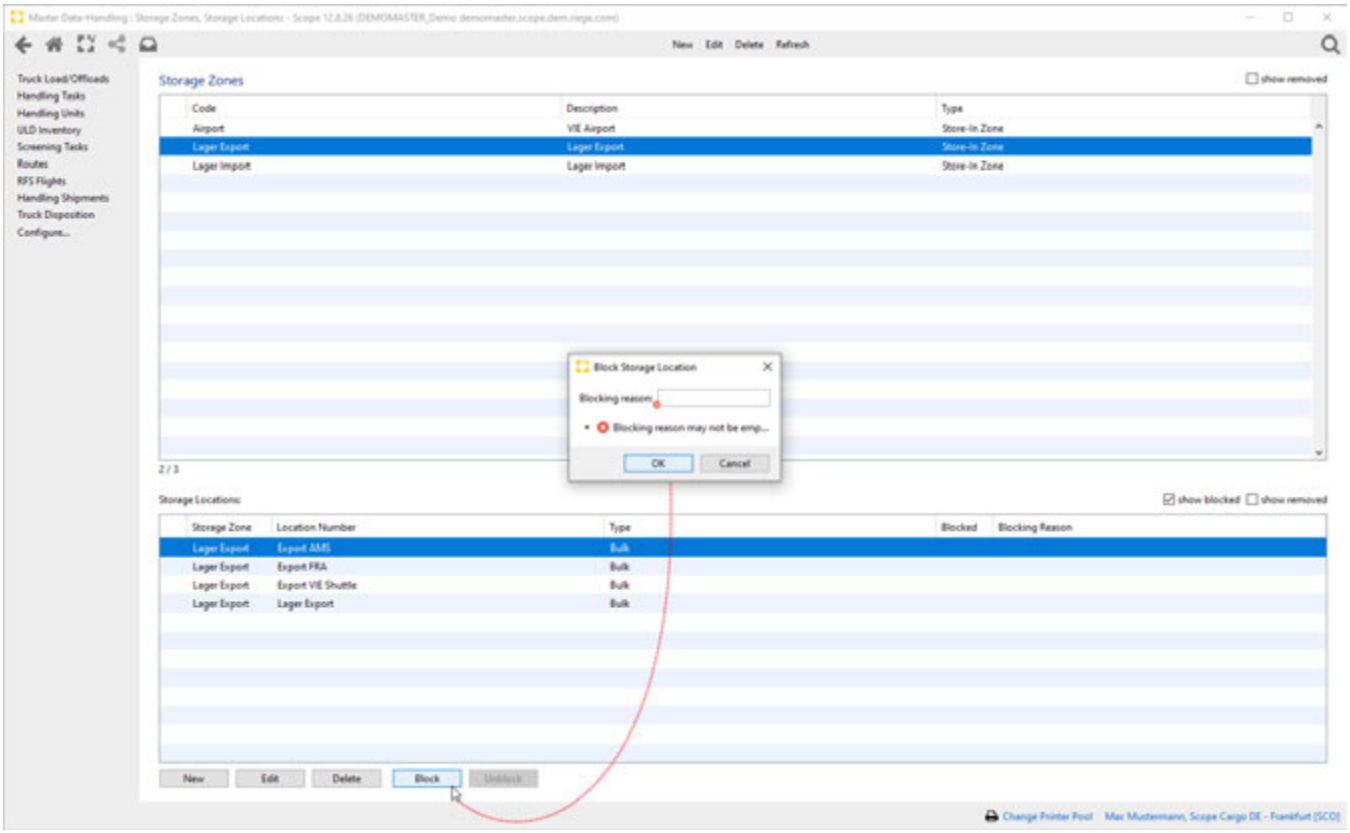
Opens the data record selected in the overview table for editing. Alternatively, this can also be opened by double-clicking on the corresponding line in the overview table.

Delete

Deletes the selected storage zone in the overview.

Block

Opens the *Block Storage Location* editor. The storage location can so be blocked for further use by specifying a blocking reason in the corresponding input field.



Unblock

Opens the Unlock Storage Location editor. The storage location can then be released for use again by confirming with the Remove Block button.

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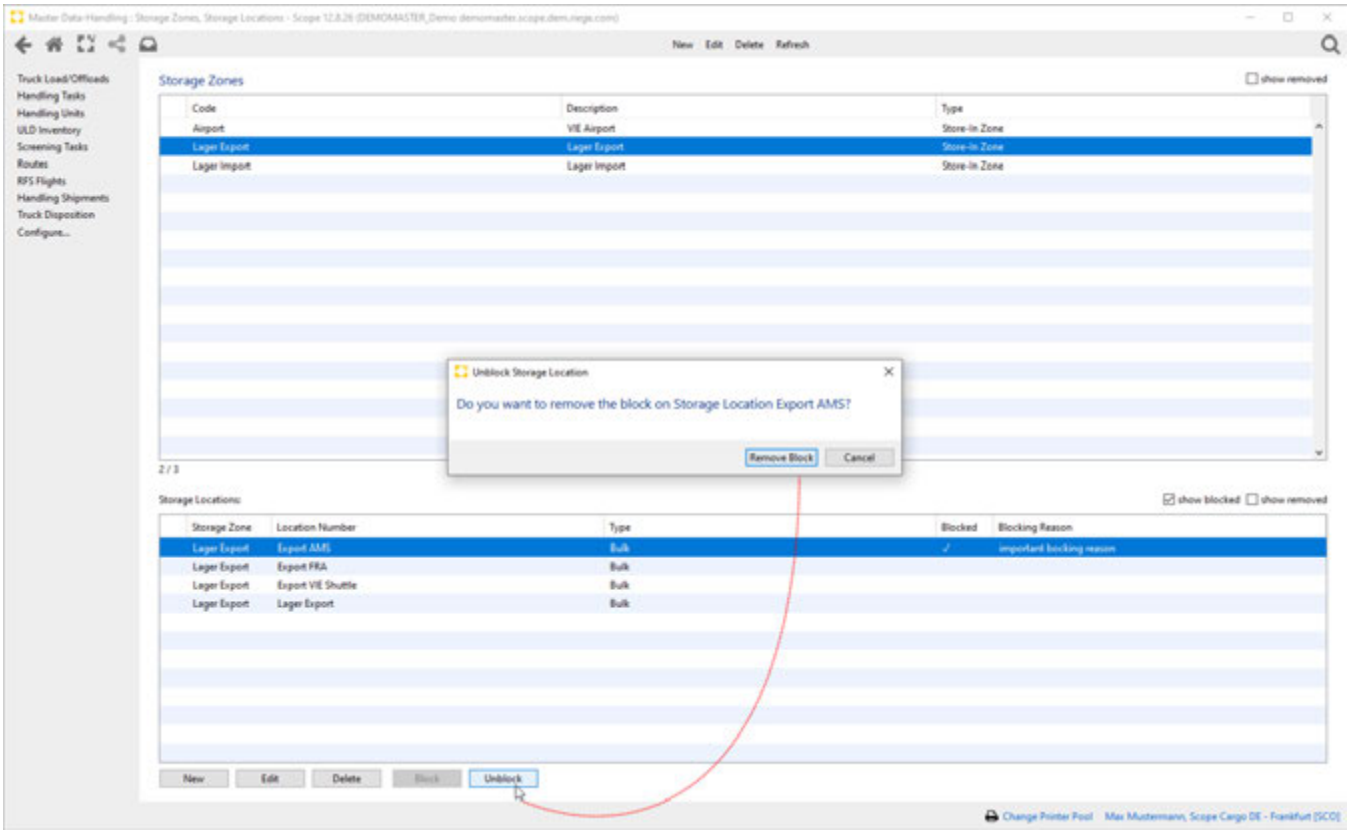
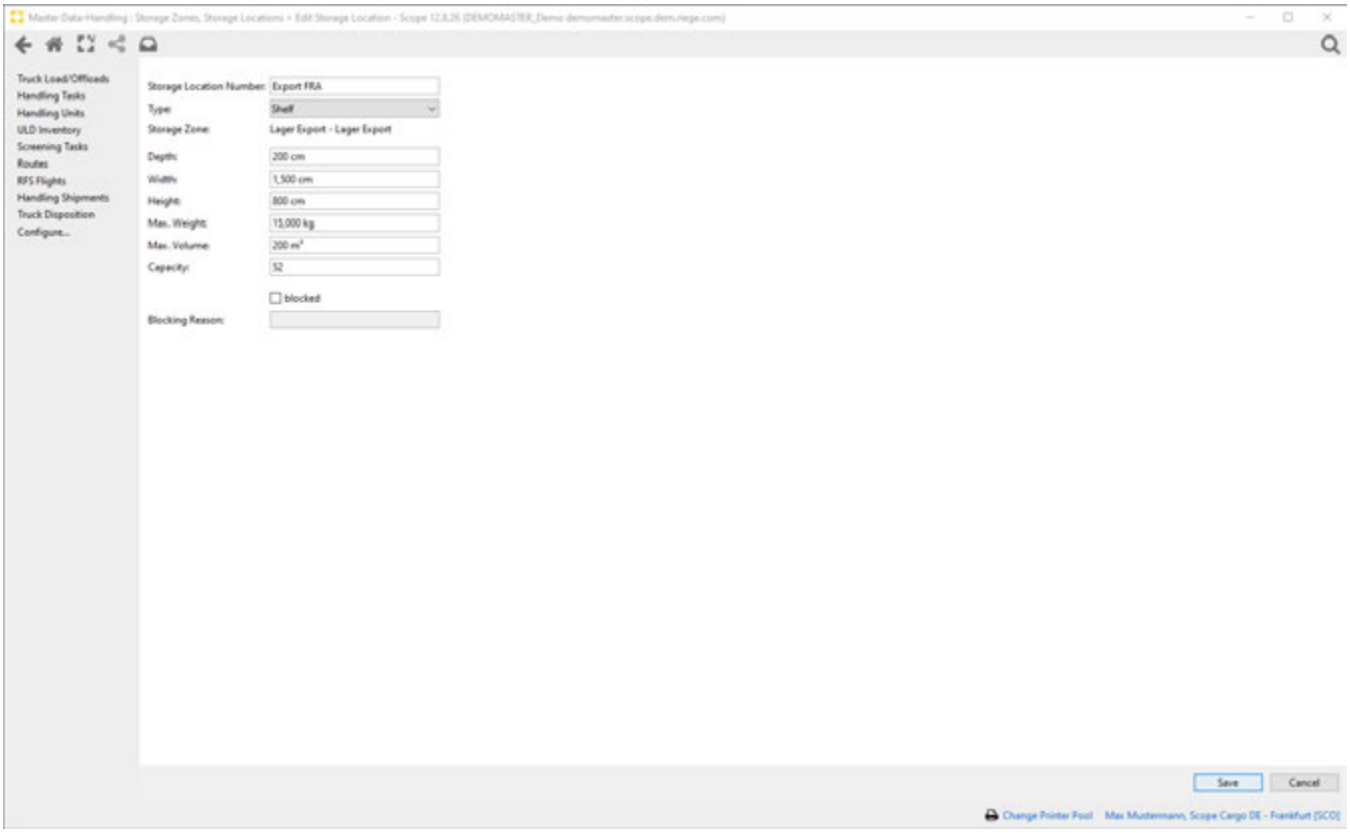


Edit storage location



Storage Location Number

A storage location number must be assigned here. This number can be freely selected but must be unique.

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Type

Type of the storage location can be selected from a drop-down list. Following types are available:

- bulk
- rack
- shelf

Storage Zone

Name of the corresponding storage zone is displayed here.

Depth/Width/Height

Dimensions (depth, width and height) of the storage location in cm.

Max.Weight/Max.Volume

Maximum weight and volume in kg or m3 which are specified for this storage location

Capacity

The maximum capacity of the standard packing units for this storage location can be specified here. (e.g. max. number of pallets)

blocked

By activating this check box, a storage location can be marked as blocked. This is then no longer available for selection in the Handling Modules.

Blocking Reason

If the blocked check box is marked, a reason for this blocking can be entered here.

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(d) Gates - Handling - Master Data

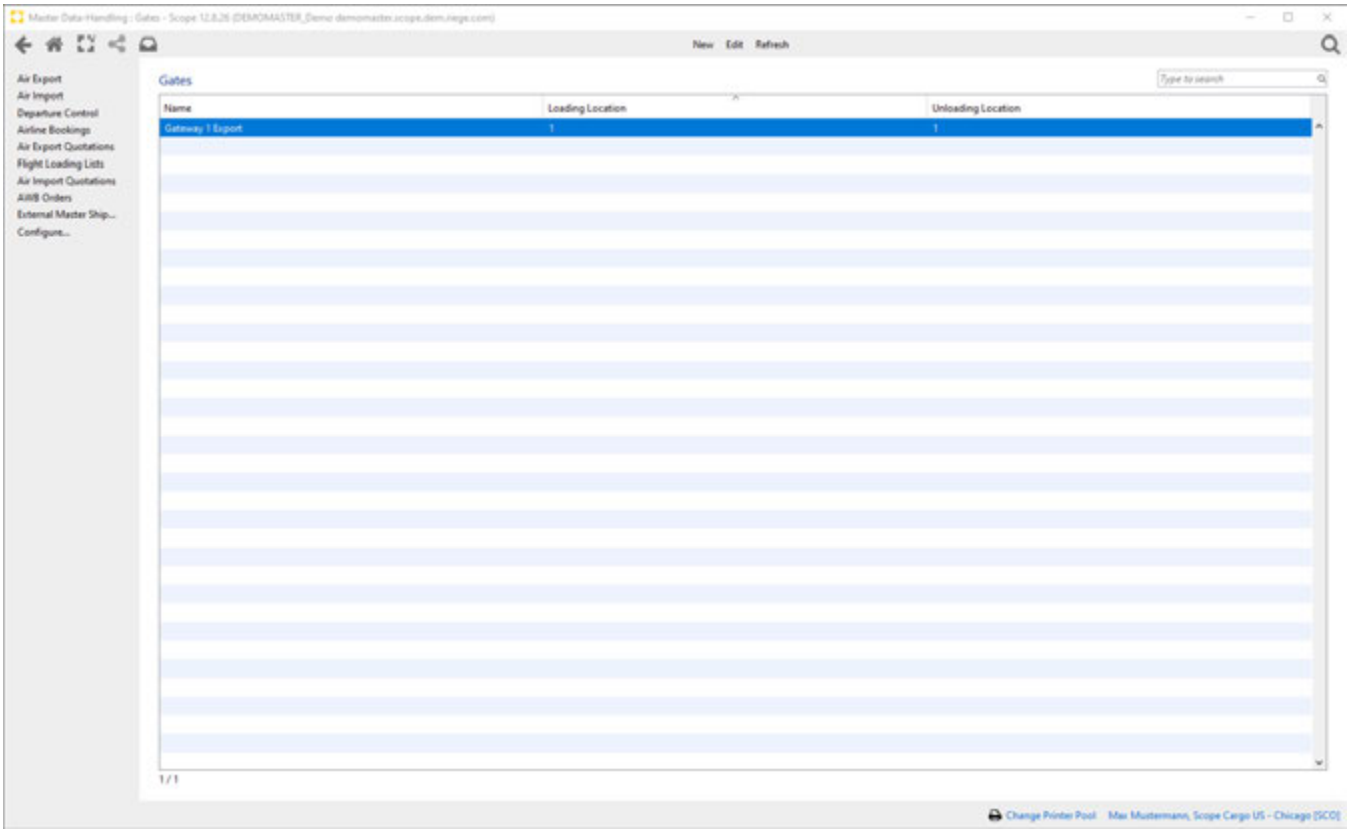
- Introduction
- Description

Introduction

In this application, warehouse gates, ramps, etc. can be recorded. These are used within the handling module to document loading and unloading processes.

Description

- Program Action
- Field description



Program Action

New

With this action a new storage gate can be created in the editor.

Edit

Opens the data record selected in the overview table for editing. Alternatively, this can also be opened by double-clicking on the corresponding line in the overview table.

Refresh

Updates the data in the overview

Field description

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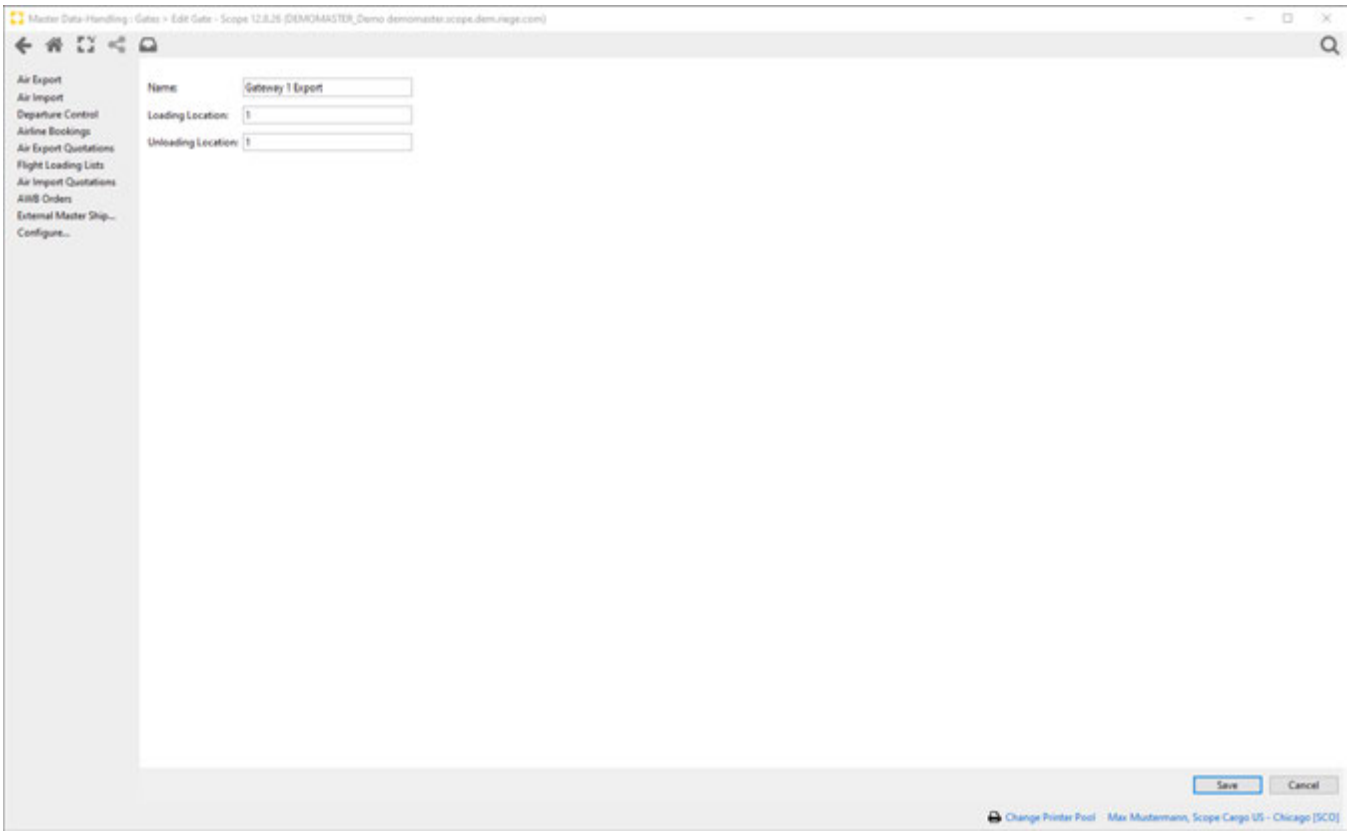
Keyword search

By entering of one or more search terms, the Gates displayed can be filtered accordingly.

Gates

In the overview table, the gates that have already been created are displayed with their name, loading and unloading location.

Edit Gate



Name

A name for the gate must be given here. This can be freely selected but must be unique.

Loading Location

A storage location for the gate must be determined on which the goods are made available for loading. The loading location can be found and selected with the field search function.

Unloading Location

A storage location for the gate must be determined on which the goods are made available for unloading. The unloading location can be found and selected with the field search function.

Save

Saves the data and closes the editor.

Cancel

Closes the editor without further action.

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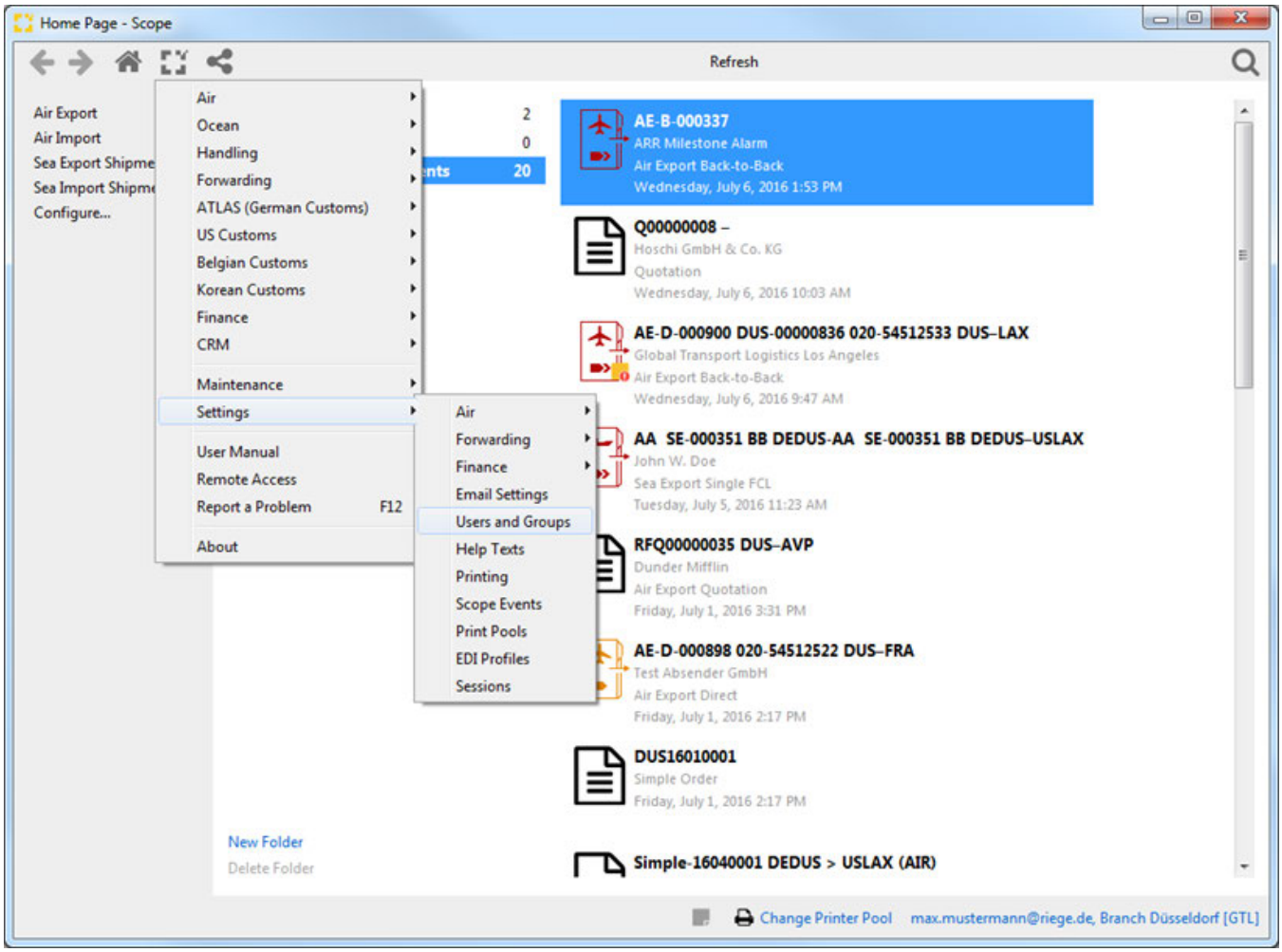
Settings

Introduction

Under **Settings** all settings can be add, wich are important for the company. For instance user and groups as well printer-pools will be also administered here.

Description



- Airfreight - Settings
- Tracking
- Users and Groups

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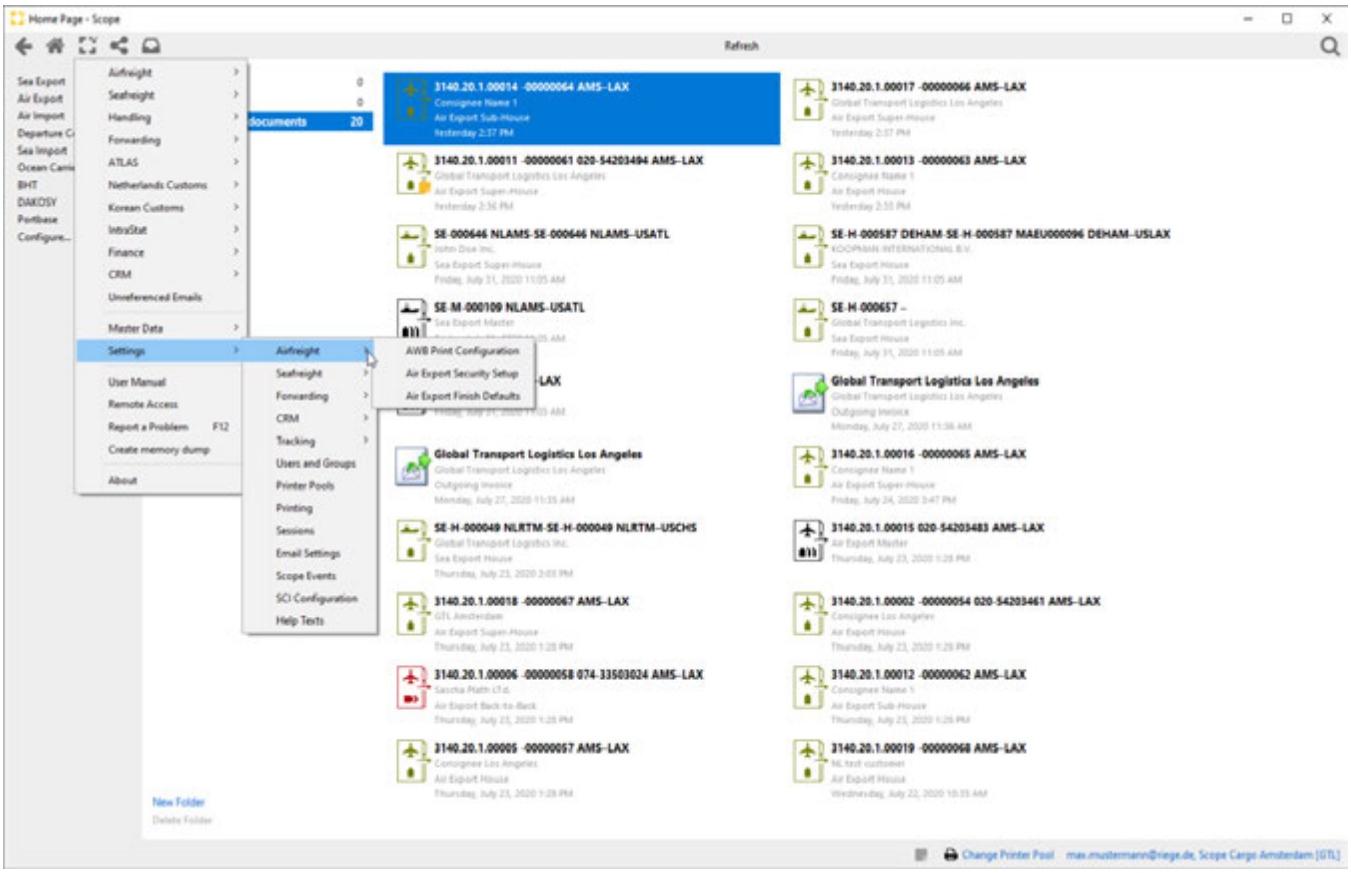
Airfreight - Settings

Introduction

Under the Airfreight Settings all important settings regarding the handling of airfreight shipments can be added, such as AWB Print Configuration, Air Export Security Setup, or the definition of Air Export Finish Defaults.

Description



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AWB Print Configuration - Airfreight - Settings

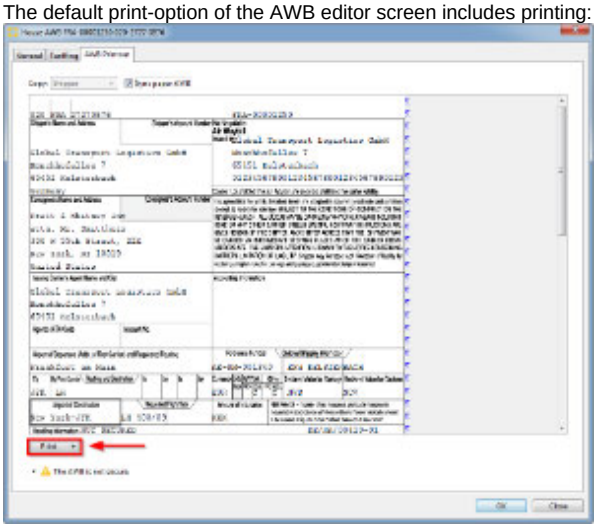
- Introduction
- Description

Introduction

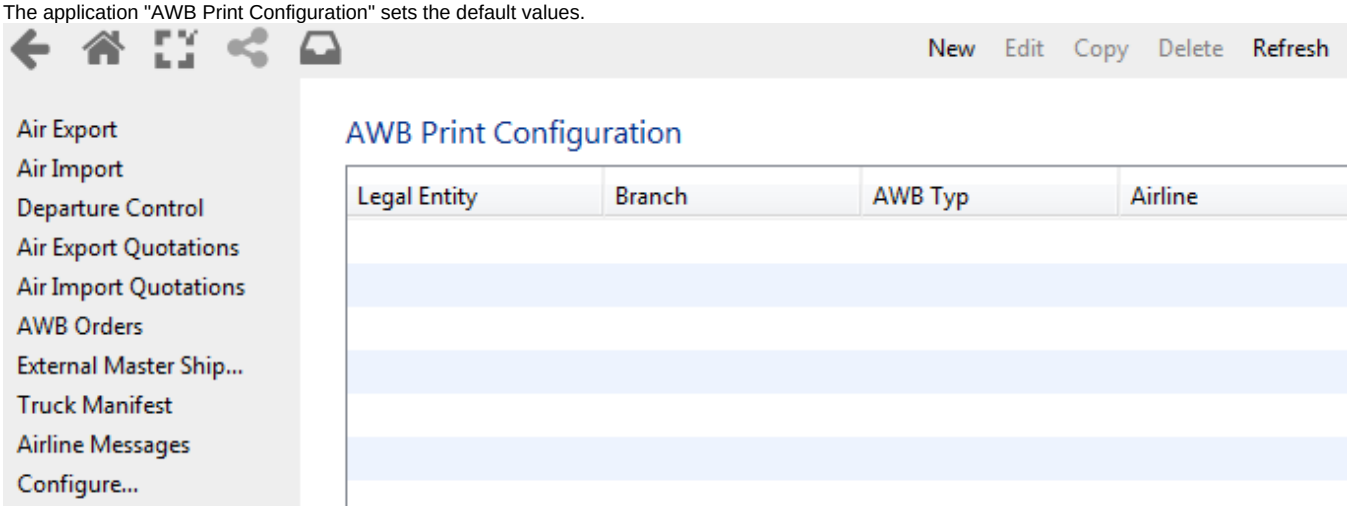
The application "AWB Print Configuration" manages the print options for the AWB.

Description

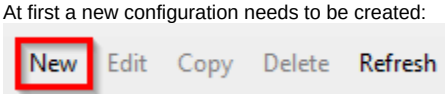
The default print-option of the AWB editor screen includes printing: one print of the AWB Label, one AWB Shipper copy, one AWB Consignee copy.



The application "AWB Print Configuration" sets the default values.



At first a new configuration needs to be created:



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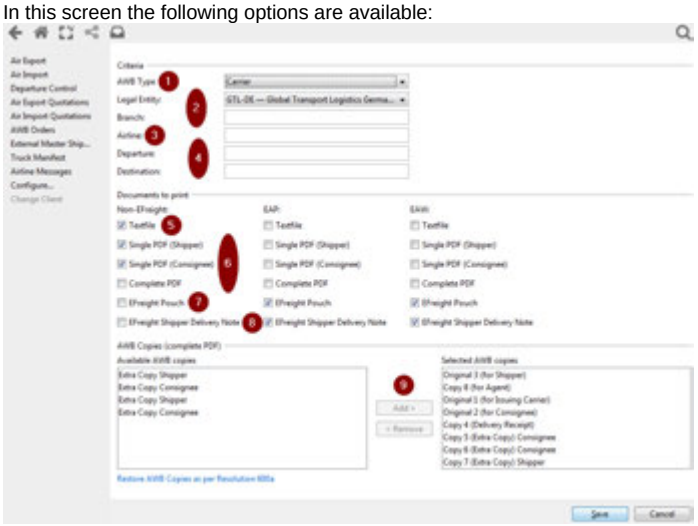
In this screen the following options are available:



1. Define AWB Type: Carrier oder House.
2. Restrict the printing options by legal entity & branch.
3. Restrict the printing options by airline.
4. Restrict the printing options by departure & destination.
5. Activate the text file option. This is used for automated printing to a label printer.
6. Activate for special PDF versions: single PDF(shipper), single PDF(consignee) & complete PDF.
7. Automated delivery of an EFreight Pouch.
8. Automated delivery of an EFreight Shipper Delivery Note.
9. The default setting for option "complete PDF", where a document can be added or removed to the default set. Just select the document and press the applicable butten to remove or add it from the complete PDF.

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Air Export Security Setup - Airfreight - Settings

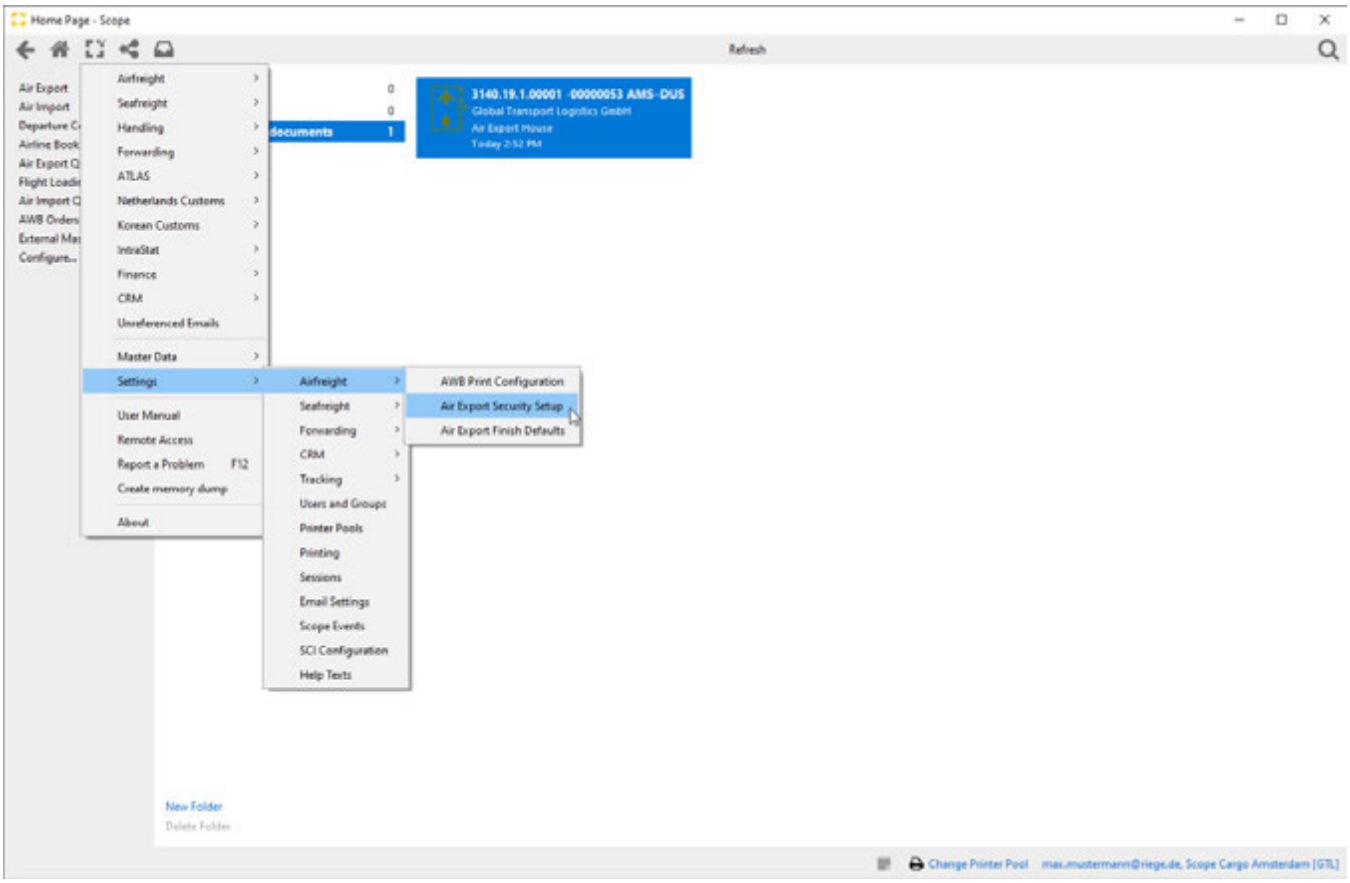
- Introduction
- Description

Introduction

In this application a validation process setup can be configured, which will assist you in a better and efficient manner to cover the air security requirements and the security guidelines provided by EU and local authorities. There are various options here. A batch validation against the EU database, which defines at which fixed times business partners with the roles of Secure Shipper, or Regulated Agent are automatically checked against the EU database for known consignors and regulated agents. Validation parameters can be defined to set a time for how long a validation success of a verified address lasts, or for how many hours a verified address is declared valid. The access data for EU Cargo DB users can be entered and stored here. Once stored here, this data will be available automatically in Scope. The individual validation events are recorded in a log. A query log can be generated as an Excel file.

Description

`The application can be opened via the menu item Settings - Air Freight - Air Freight Security Setup.`



In the user interface of the Air Freight Export Security Setup module, a table lists all **users** stored in Scope who are allowed to query the EU database. The data can be managed centrally in this module. In the LOG area of the user interface, the individual validation events are recorded and displayed as an entry by also specifying the user account. The additional functions for batch validation, validation settings or a query log can be opened via the program function *Extras*.

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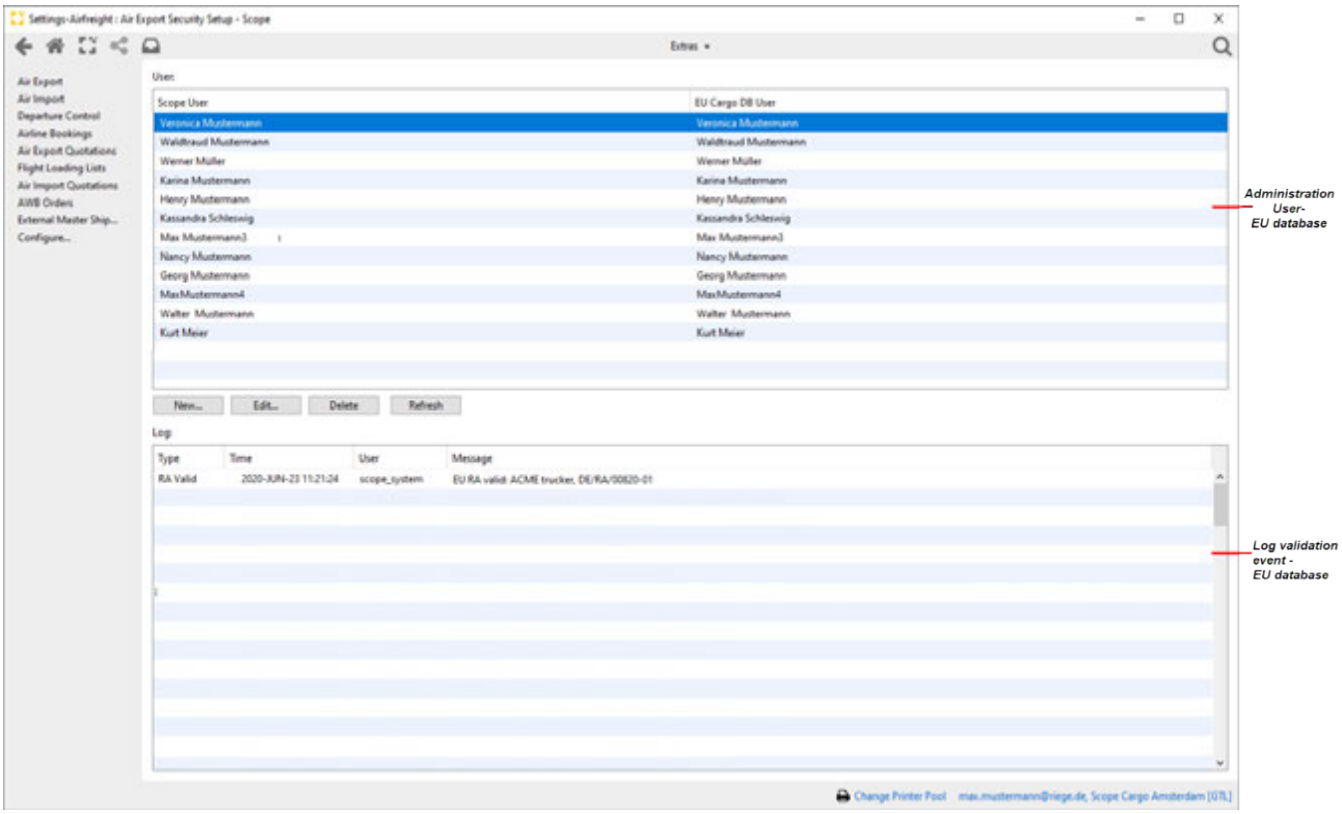

- **User EU Cargo DB**

New

With the *New* button, the access data for a new EU Cargo DB user can be created. Once stored under this menu item, you do not have to enter this data manually for each single query.

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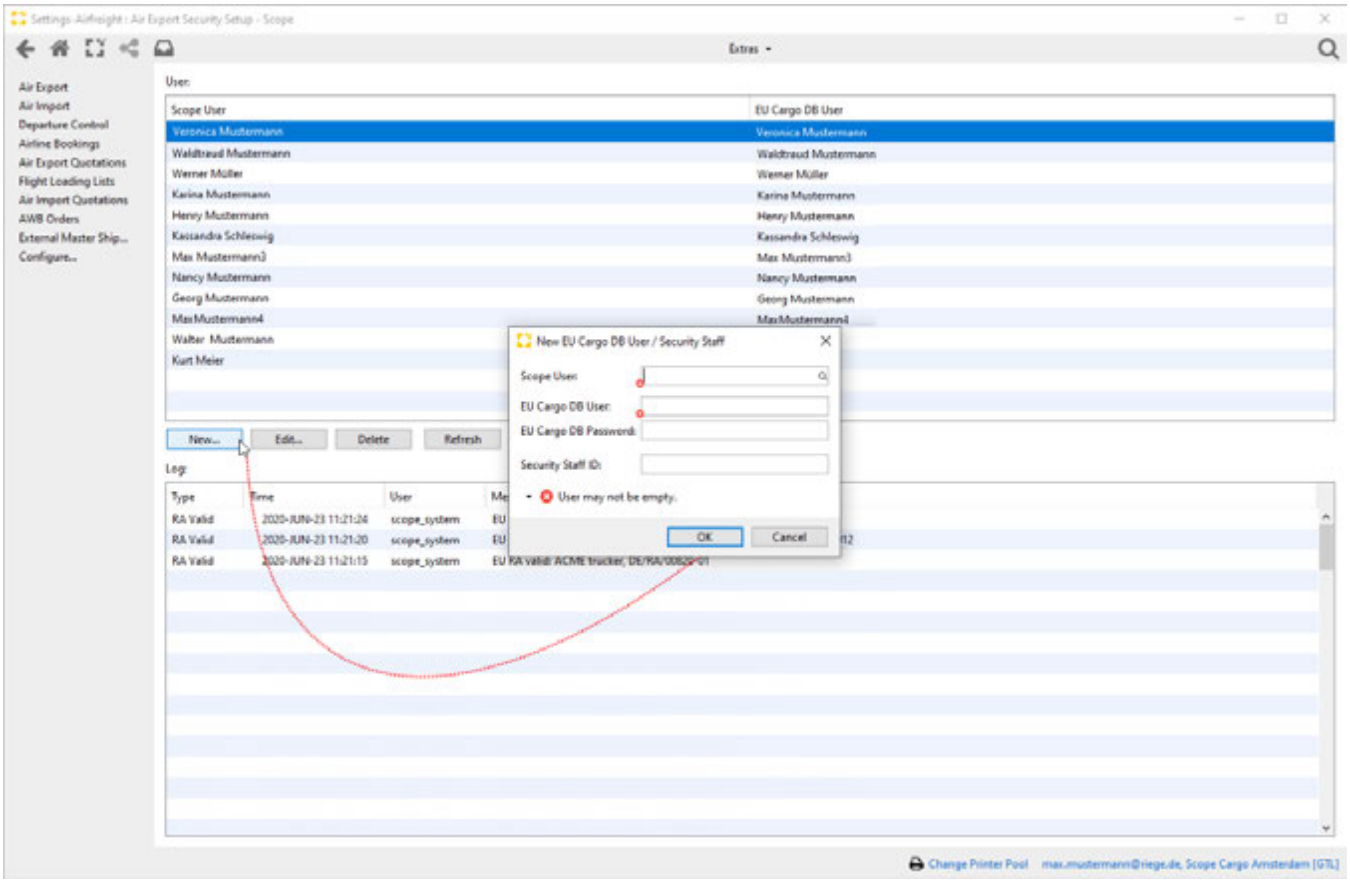

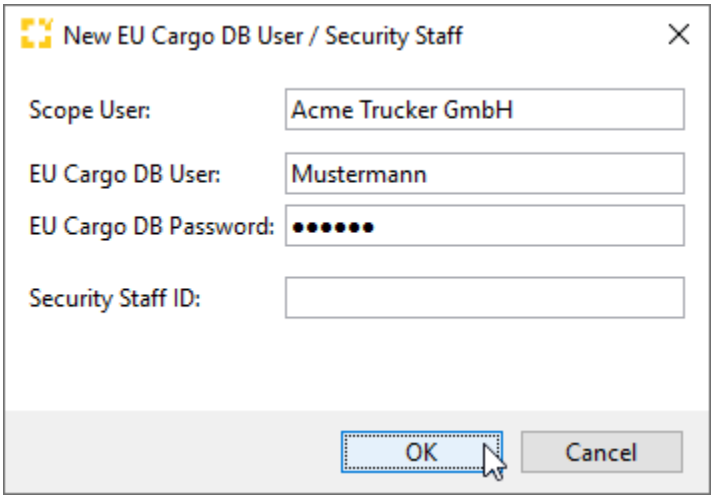

Edit

An existing data record can be opened and edited using the *Edit* button.

Delete

An existing data record can be deleted using the *Delete* button.

Refresh

The data can be updated in the overview using the *Refresh* button.

- ### LOG

In the LOG area of the user interface, the individual validation events are recorded and displayed by also specifying the user account.

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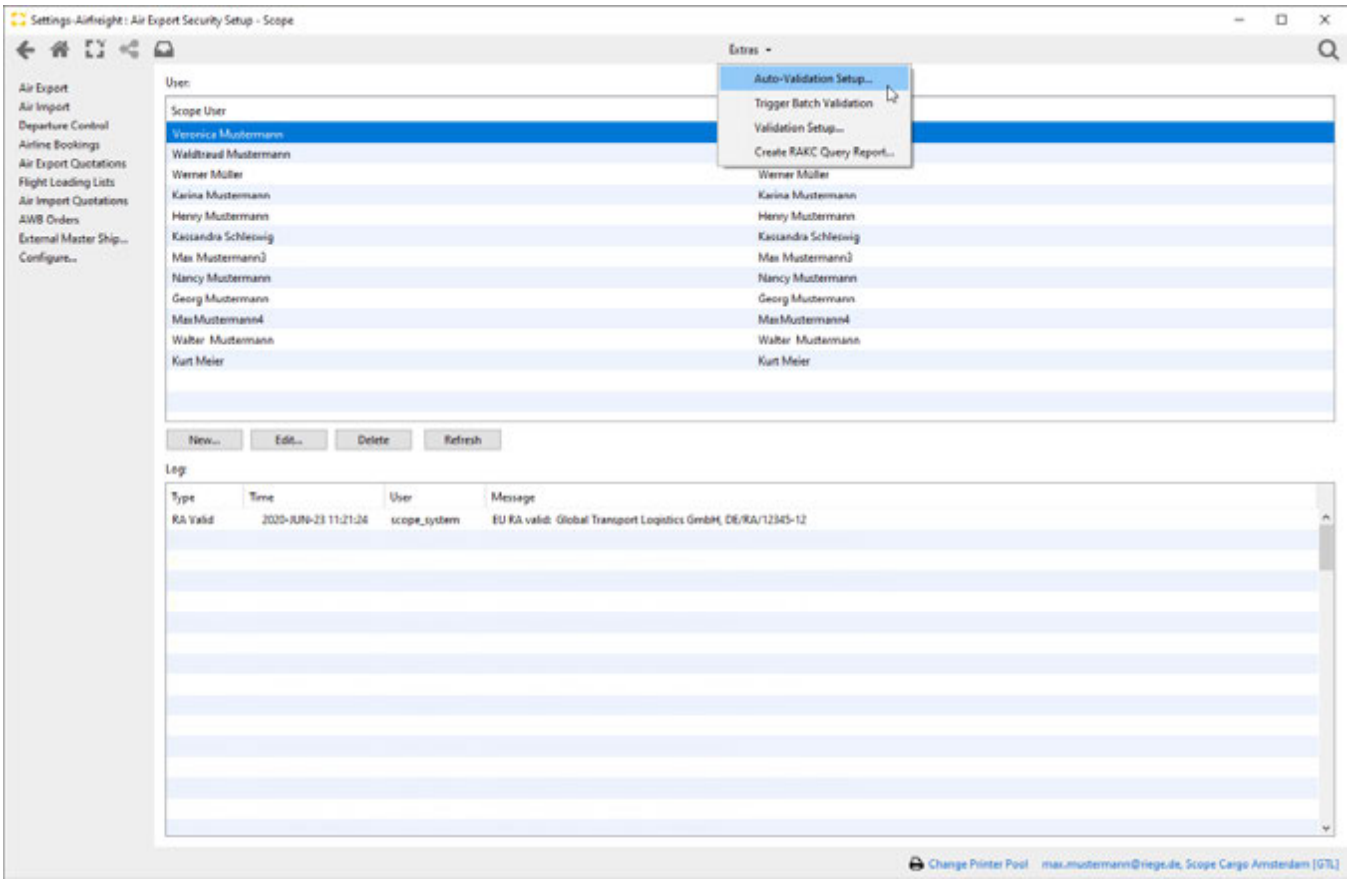
- **Extras**

Additional functions for setting the security setup can be opened via the program function *Extras*.



Auto-Validation Setup...

If the Auto-Batch validation is activated, Scope automatically validates all business partners with the roles of Secure Shipper or RegB / TP against the EU database for known shippers and regulated agents at the specified times. It can also be defined which EU Cargo DB user should carry out these queries.

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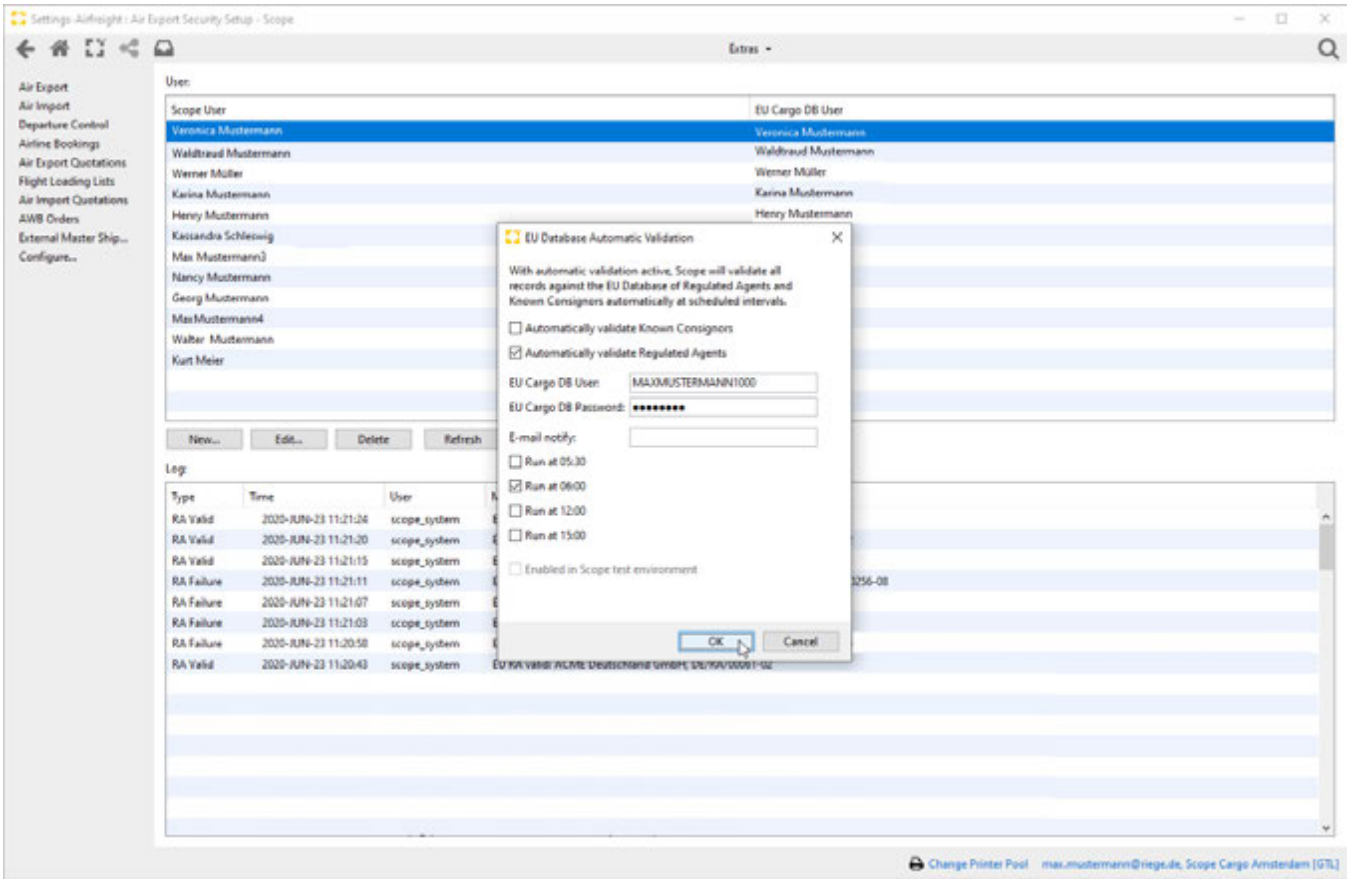

Trigger Batch Validation

The batch job for validating the KC and RegB registration numbers against the EU database can be triggered with the program function *Trigger Batch Validation*. The function may be made available to users with the role of system administrator.

Validation Setup...

With the program function *Validation Settings ...* the following validation settings for EU air cargo security can be set up. This also refers to manually checked Haulier-IDs.

- Validation disabled: This selection turns off the validation for EU air cargo security
- Validation enabled: This selection turns on validation for EU air cargo security. If the validity of a checked address is to be validated again after a certain period of time, this selection "Validation on" must be activated and an indication must be made in hours of when the address must be checked again.

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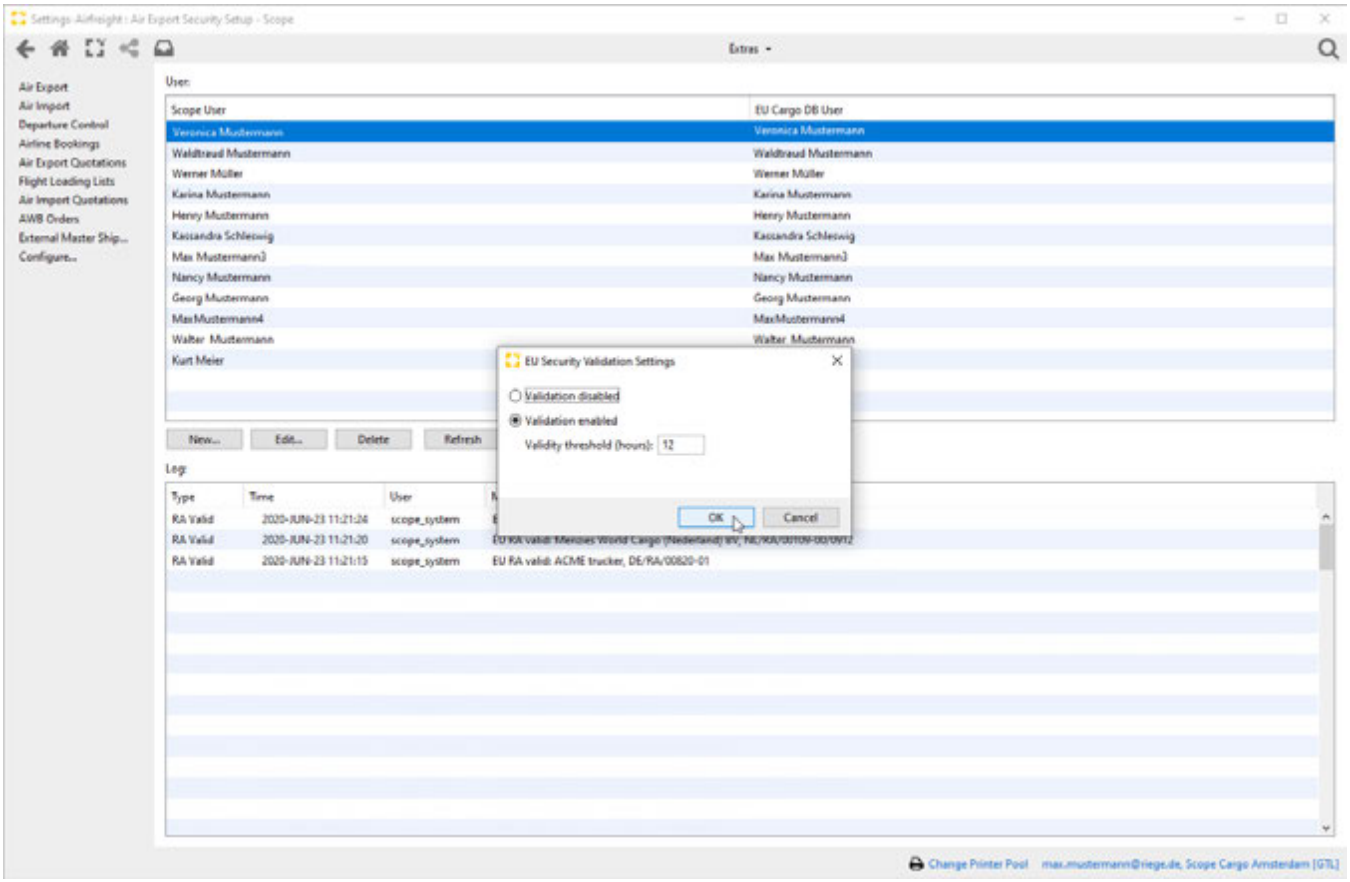

Create RAKC Query Report...

With the program function *Create RAKC Query Report* ... a RAKC report can be generated as an Excel file by querying the EU website within a certain period of time.

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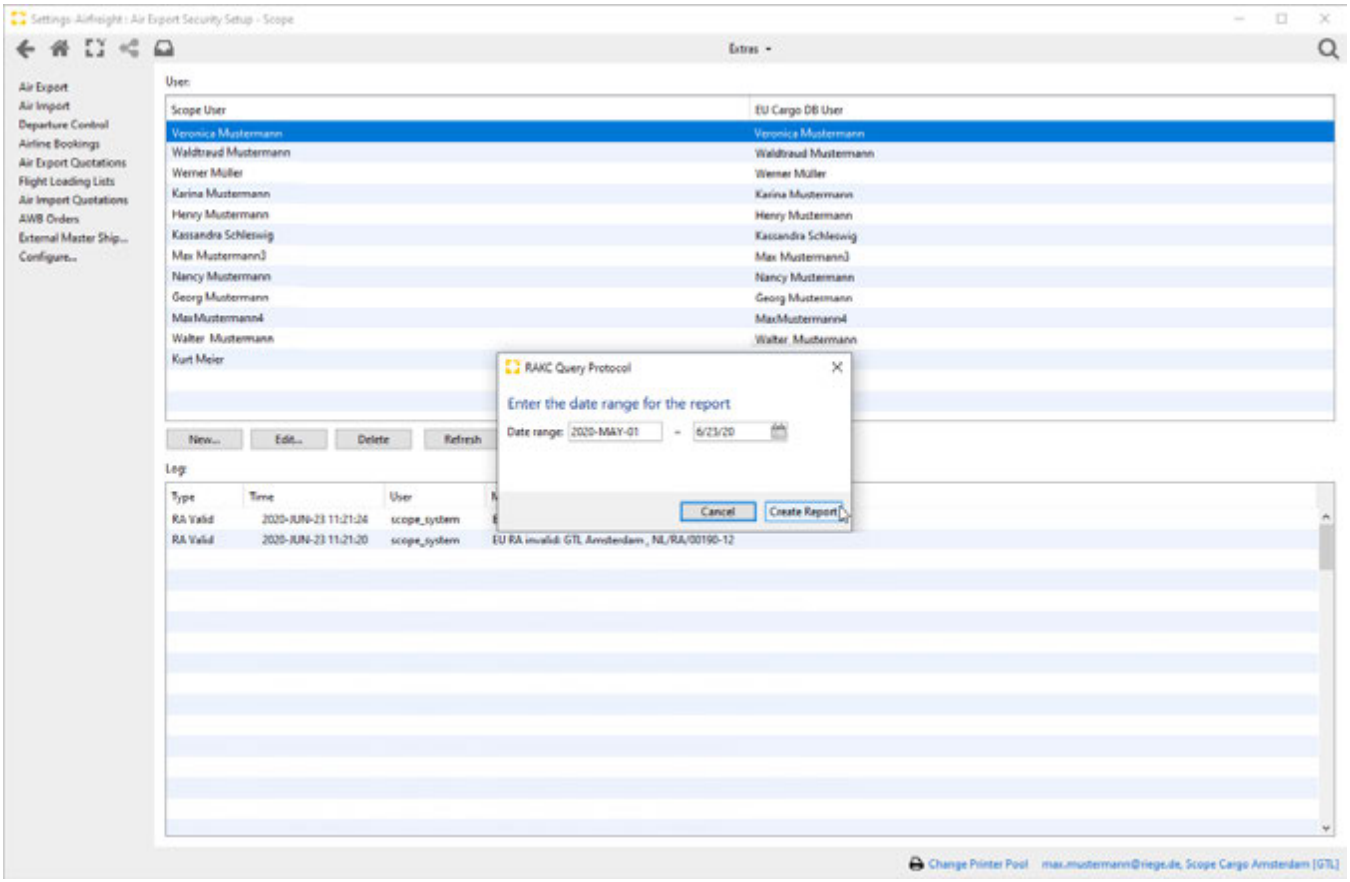

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Air Export Finish Defaults - Airfreight - Settings

- Introduction
- Description

Introduction

Description

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Tracking

- User Accounts

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User Accounts

- Introduction
- Description
  - New
  - Edit
  - Delete
  - Refresh
  - Partner
  - Search
- Detailentry
  - General
  - Features
  - Tracking
    - Standard Document visibility
    - Additionally allowed documents
    - Denied documents
    - Event Settings
  - Parties (data entries)
  - Documents
  - EMail
  - User History

Introduction

The application User Accounts maintains entries for Scope Connect. Scope Connect is web-based Scope access and enables tracking of shipments and events as well as entering bookings (Export) or prealerts (Import) and tracking events.

Description

The program is found under Settings Tracking User Accounts

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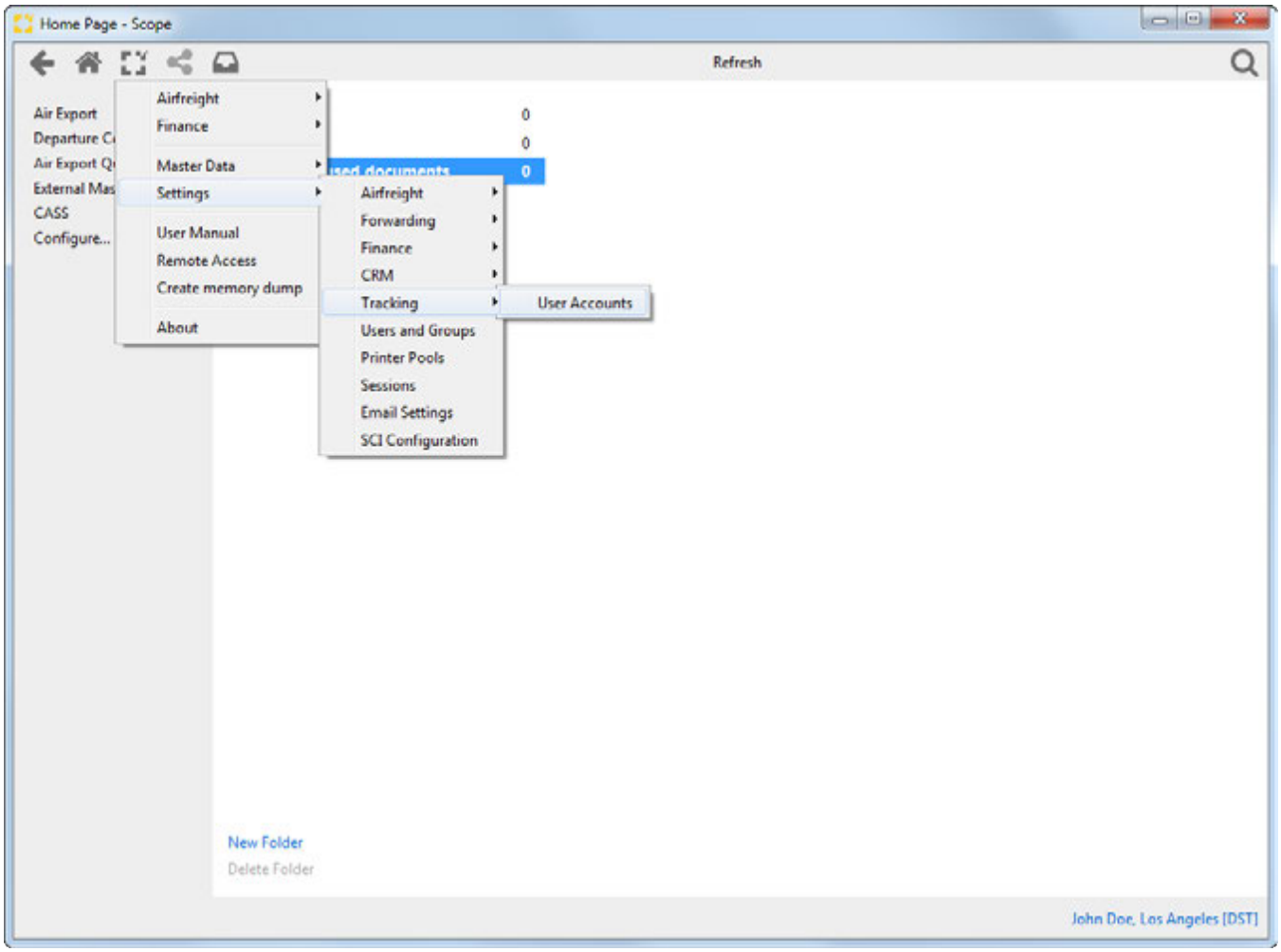

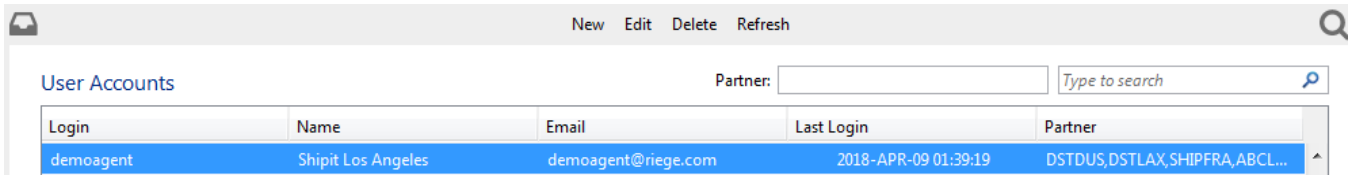

New

Creates a new login

Edit

Changes an existing login

Delete

Deletes an existing login

Refresh

Refreshes the homeview

Partner

Allows entry of a partner to see which accounts have access to this partner

Search

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Searches the existing Scope account (Name of the login)

Login

Login name of the account

Name

Name which is displayed to the account after login on the webpage

Email

Assigned email of the account

Last Login

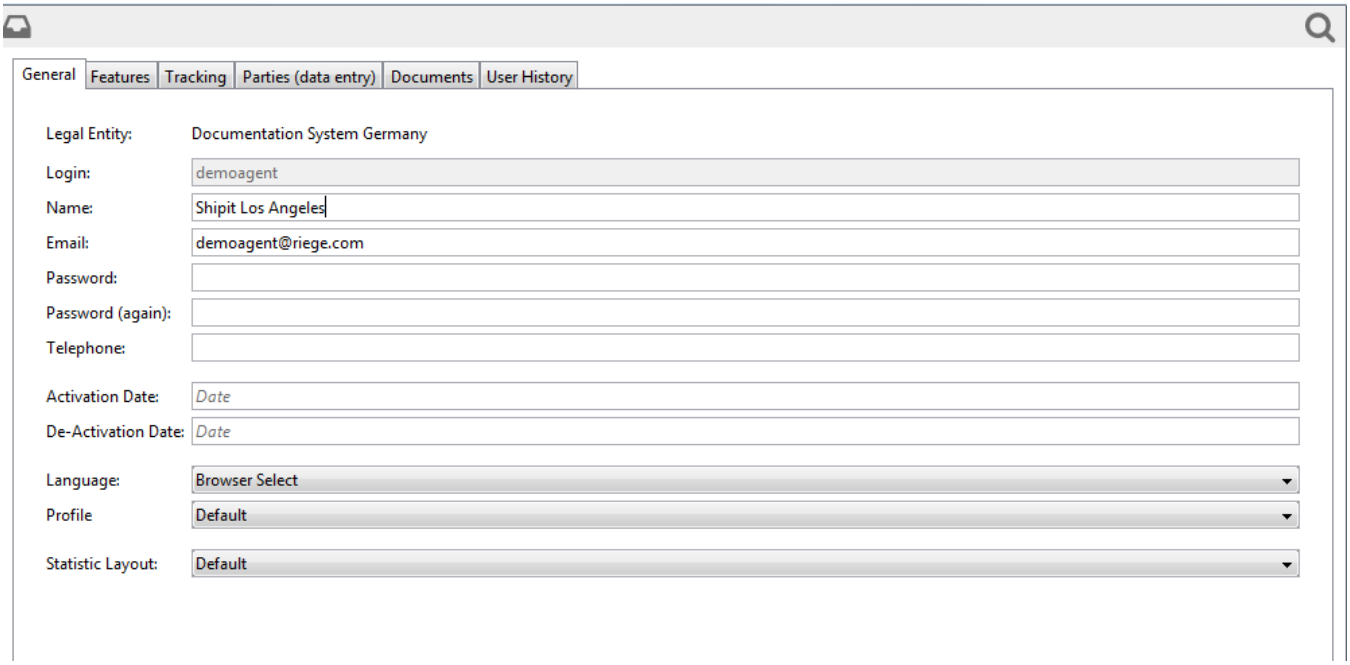
Timestamp of the last login in Scope Connect.

Partner

The account can track any shipment where a partner entered matched the partner in the shipment

Detailentry

General



Login

Login of the account. The login has to be an email address.

Name

Name which is displayed to the account after login on the webpage

Email

Email of the login. This is used by Scope to send the initial email after account creation and emails for password reset.

Passwort / Passwort (again)

Initial password of the account. After entering the password it is not visible and the account can change the password via reset function.

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Telephone

Telephone number of the account. This is only for information purposes.

Activation Date

The activation date of the account. It can be left blank. If a date is entered, login is only possible from this date. ⚠ This does not affect the data displayed for the login. All shipments entered in Scope are visible. ⚠

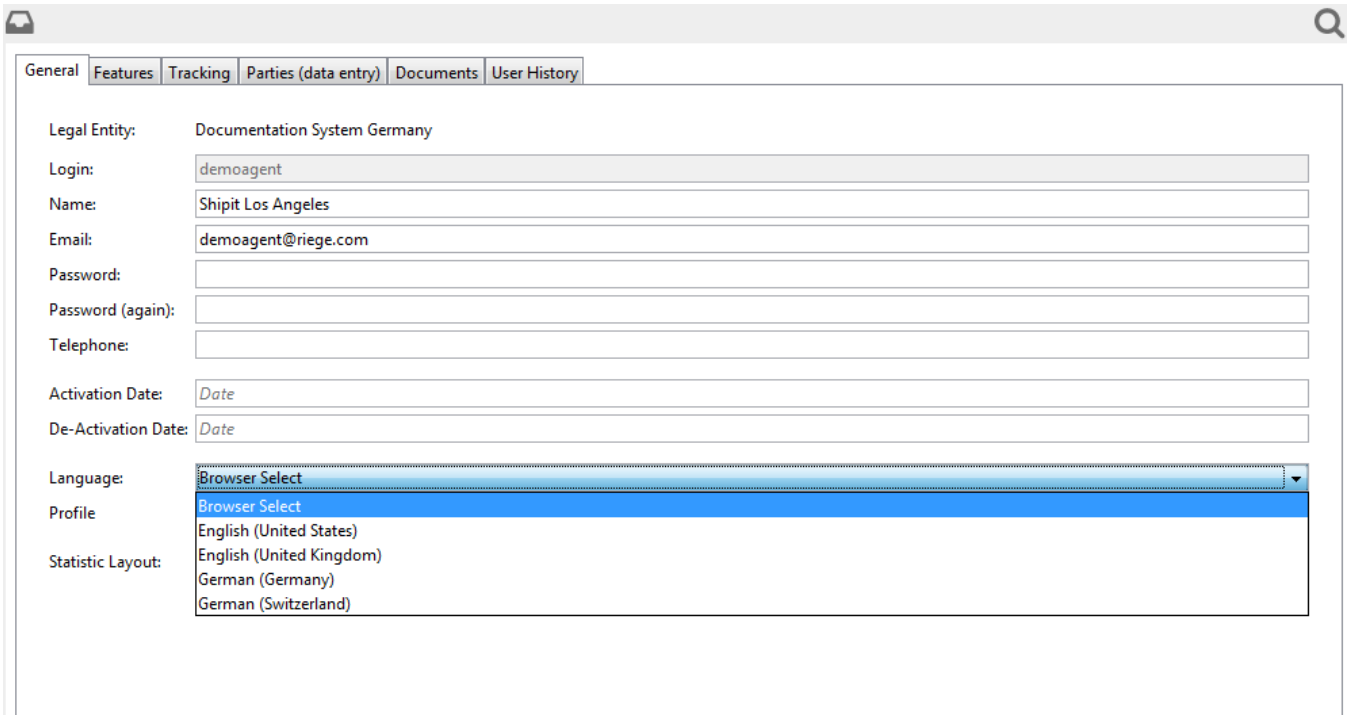
De-Activation Date

The de-activation date can be left blank. If it is entered, login after this date is not possible. ⚠ This does not affect the data displayed for the login. All shipments entered in Scope are visible. ⚠

Using activation and de-activation date you can enable a trial period for you customer to test Scope Connect.

Language

- Browser Select: Scope Connect tries to use the language setting of the browser. Currently we support the following languages: German, English and Chinese. Every other language (e.g. spanish, italienian, polish) uses english as a fallback.
- Englisch: Defaults Connect to english language
- German: Defaults Connect to german language



Profile

- Standard: RSI maintaines the standard profile or other required profiles. In the profile we define colour scheme, logos and visibility of planned times

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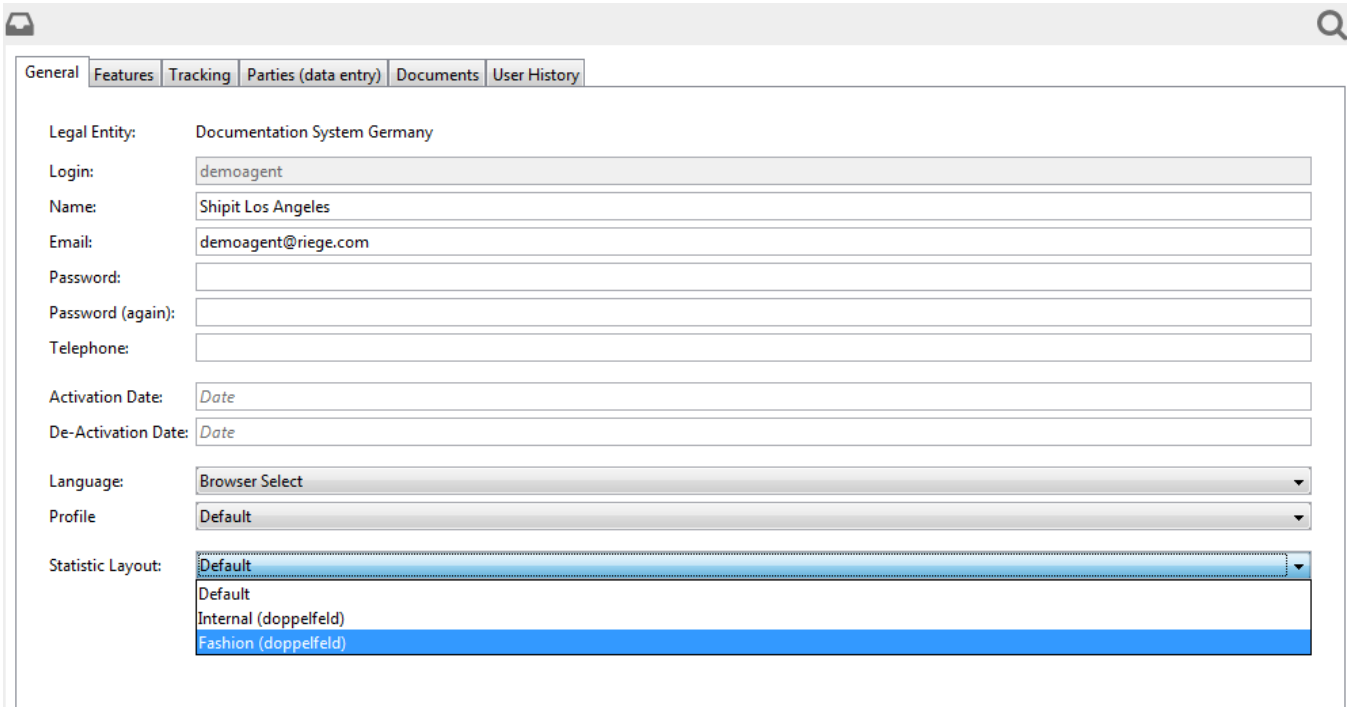
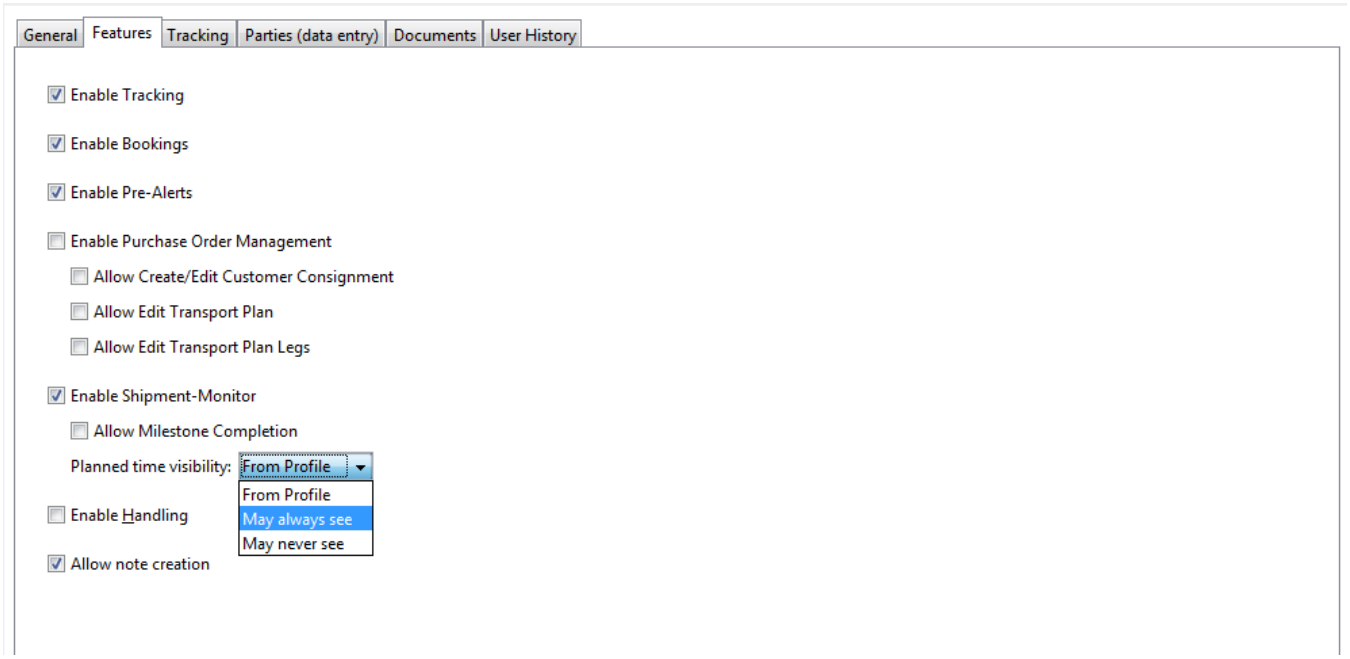


Statistic Layout

Connect accounts are able to download shipment data. The Statistic layout defines the format of this output.

- Standard: Output of the RSI default setting.
- specific layouts: Scope users can define specific layouts in application Master data Layouts. After creation of the layout it can be assigned to a specific account.

Features



In this tab the features of the account are selected

- Enable Tracking: Minimum requirement. The account can login and see shipments / bookings / prealerts

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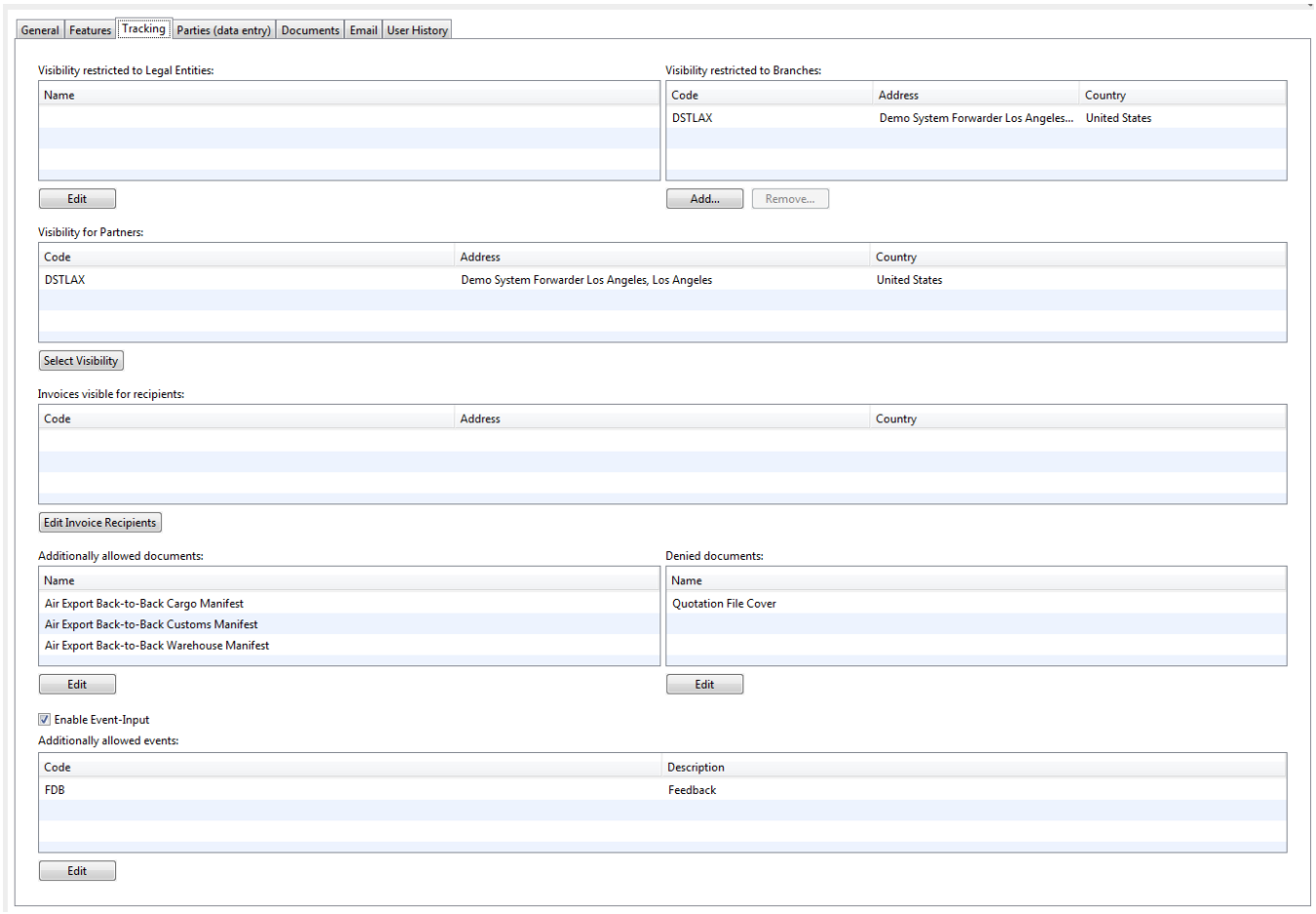
- Enable Bookings: The account can create air and sea export bookings. This needs further entries in tab "Parties (data entry)".
- Enable Pre-alerts: The account can create air and sea import prealerts. This needs further entries in tab "Parties (data entry)".
- Enable Purchase Order Management: The account can create entries for purchase order management. This is a seperate module in Scope.
- Enable Shipment-Monitor: The account can see the Scope shipment monitor and if "Allow Milestone Completion" is selected, the account can fulfil milestones
- Enable Handling: This is a german specific module
- Allow note creation: The account can add a note to existing shipments / bookings / prealerts

Tracking



In this tab the requirements for visibility of shipments is defined.

- Legal Entities: if blank the account can see all shipments of the Scope Server. If a legal entitiy (e.g. US or DE) is entered, the account can only see shipments of that legal entitiy

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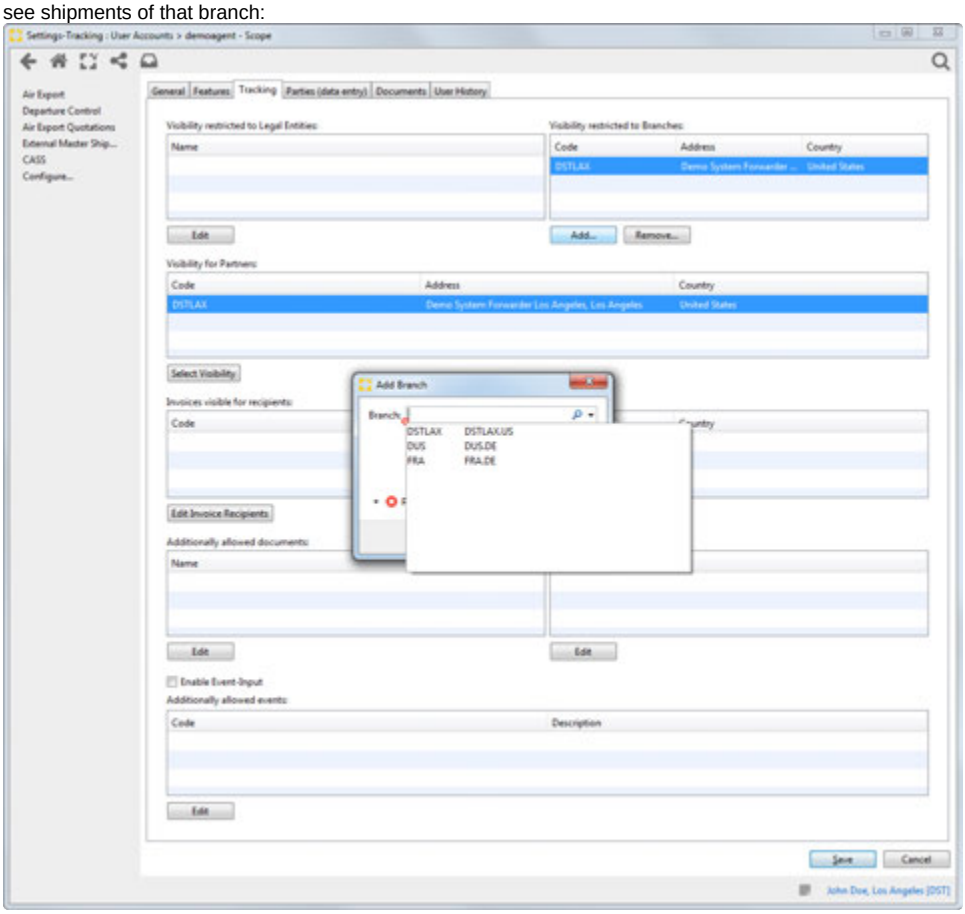
- Branches: if left blank the account can see all shipments of the Scope server or entered legal entities. If a branch is entered, the account can only see shipments of that branch:



- Visibility for Partners: Select the partners for which the account can see shipments. Any partner selected here (regardless of the role in the shipment) causes the display of the shipment for the account:

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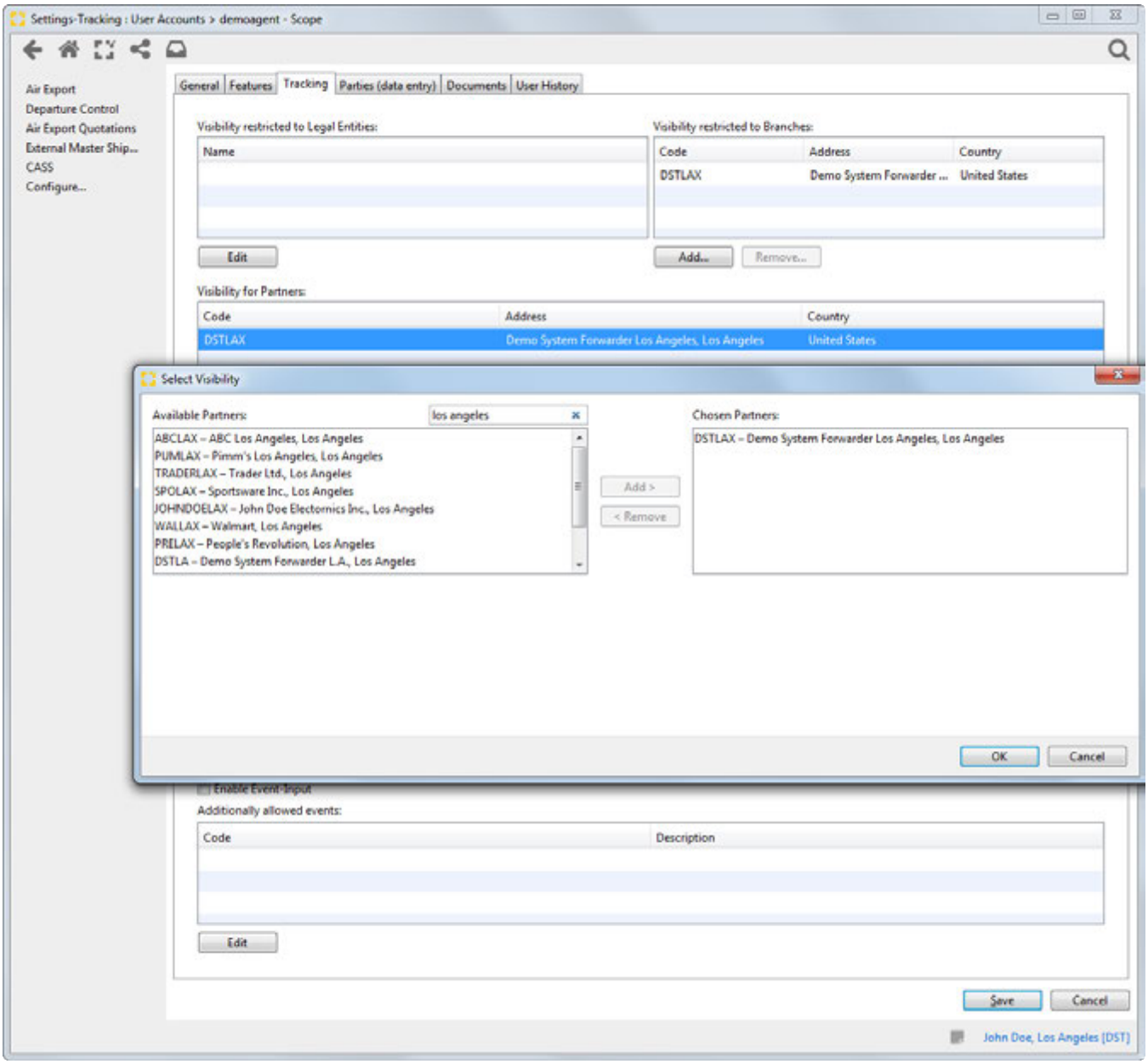

- Invoices visible for recipients: enter a partner to allow vouchers created with this partner as invoicee to be visible in the web

Standard Document visibility

The following logic is hardcoded and the default for displaying documents in Scope Connect. We check the role of the partner in the shipment and display the following:

Shipmenttype	Role	Document
Export	Shipper	Airfreight Export Export Declaration Airfreight Export Booking Confirmation Airfreight Export Booking Reception Airfreight Export Shipping Instruction House AWB (PDF, Shipper's Copy) Pickup Order Seafreight Export Booking Confirmation Seafreight Export Booking - Booking Confirmation Seafreight Export Booking - Booking Reception Seafreight Export Shipment Shipping Advice House-B/L Original Pickup Order (Seafreight)
	Consignee	

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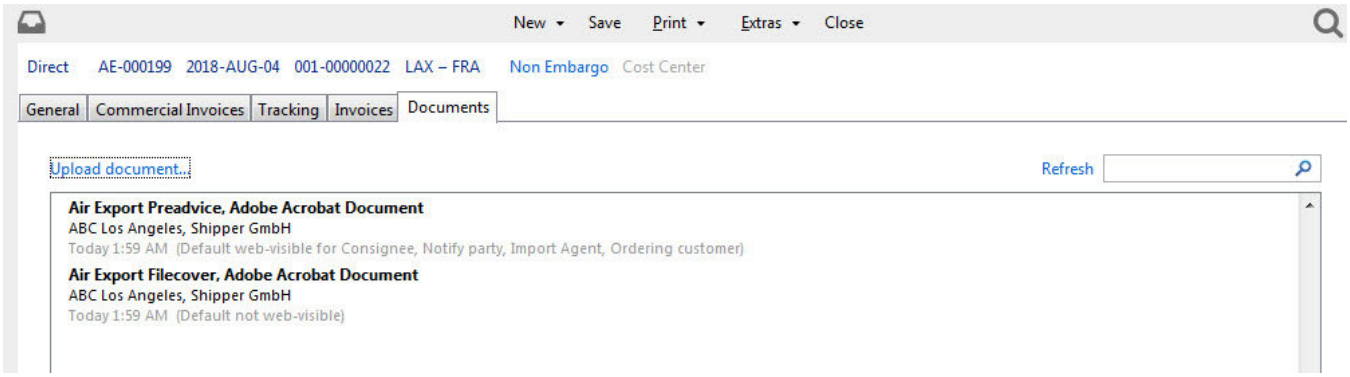
		Airfreight Export Preadvice Airfreight Export Master Preadvice House AWB (PDF, Consignee's Copy) Seafreight Export Preadvice House-B/L Original
	Notify	Airfreight Export Preadvice Airfreight Export Master Preadvice House AWB (PDF, Consignee's Copy) Seafreight Export Preadvice House-B/L Original
	Customer	Airfreight Export Preadvice Airfreight Export Booking Confirmation Airfreight Export Booking Reception Airfreight Export Shipping Instruction Seafreight Export Booking Confirmation Seafreight Export Booking - Booking Reception Seafreight Export Preadvice Seafreight Export Shipment Shipping Advice House-B/L Original
	Importagent	Airfreight Export Back-to-Back Cargo Manifest Airfreight Export Back-to-Back Customs Manifest Airfreight Export Master Customs Manifest Airfreight Export Master Cargo Manifest Airfreight Export Preadvice Airfreight Export Master Preadvice House AWB (PDF, Consignee's Copy) IATA AWB (PDF, Consignee's Copy) House-B/L Original Seafreight Export Preadvice Seafreight Export Container Loading Instructions
Import	Shipper	Airfreight Import Notice of Arrival Airfreight Import Clearance Instructions Request Delivery Order Seafreight Import Notice of Arrival Seafreight Import Clearance Instructions Request Delivery Order (Seafreight)
	Notify	Airfreight Import Notice of Arrival Seafreight Import Notice of Arrival
	Customer	Airfreight Import Notice of Arrival Airfreight Import Clearance Instructions Request Delivery Order Seafreight Import Notice of Arrival Seafreight Import Order Confirmation Seafreight Import Clearance Instructions Request Delivery Order (Seafreight)
Simple Shipment	Consignee	Delivery Order
	Shipper	Pickup Order

The document tab of a shipment also displays if a document is visible in Connect and if so, for which role:



Additionally allowed documents

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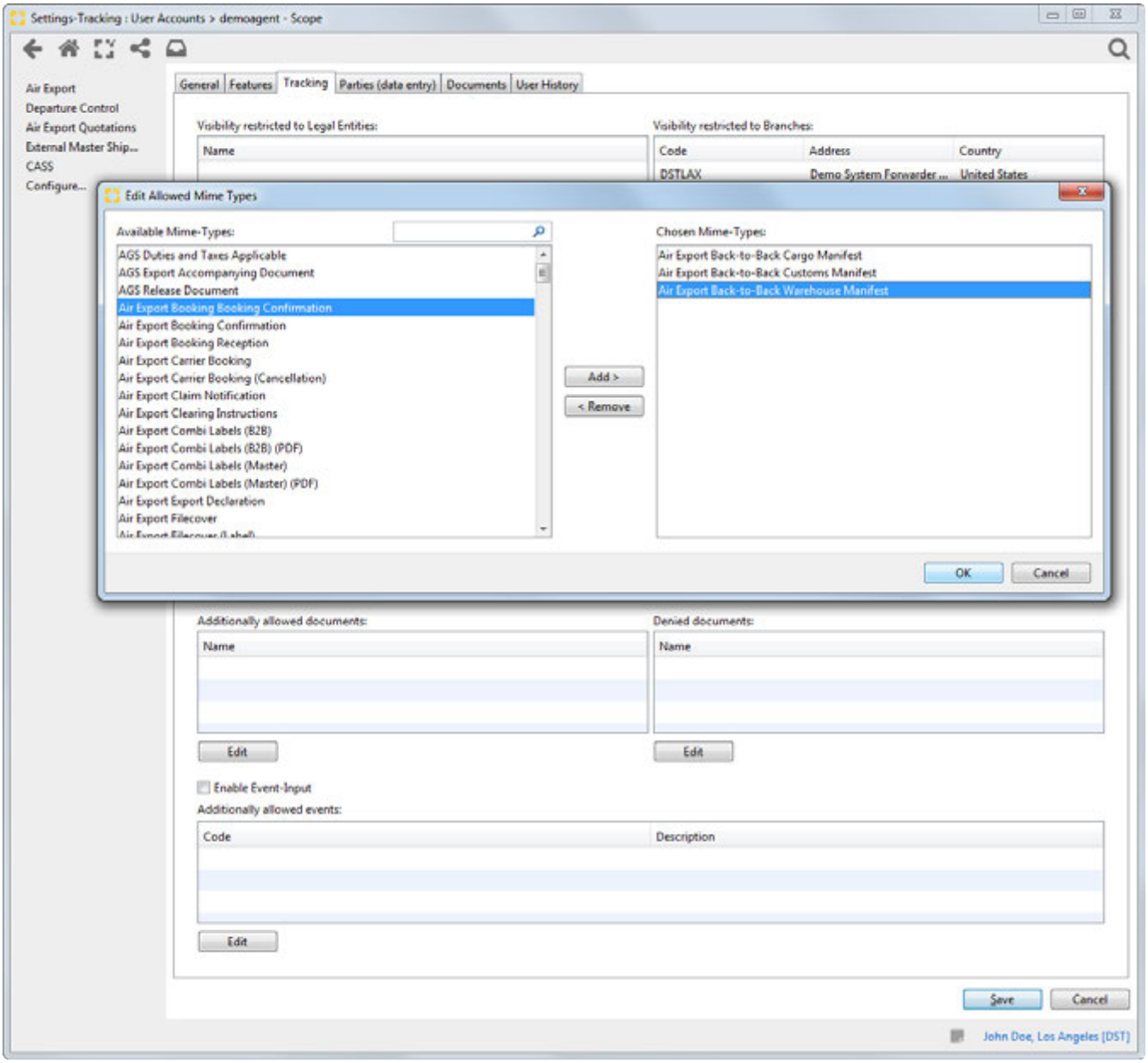
This function allows a specific account to see more than the standard set of documents (see: Standard Document Visibility).

⚠ This does not work for manually uploaded documents. Manuallly uploaded documents can only be made visible for everyone and it needs to be done for every shipment ⚠



Denied documents

This function allows a specific account to see less than the standard set of documents (see: Standard Document Visibility).

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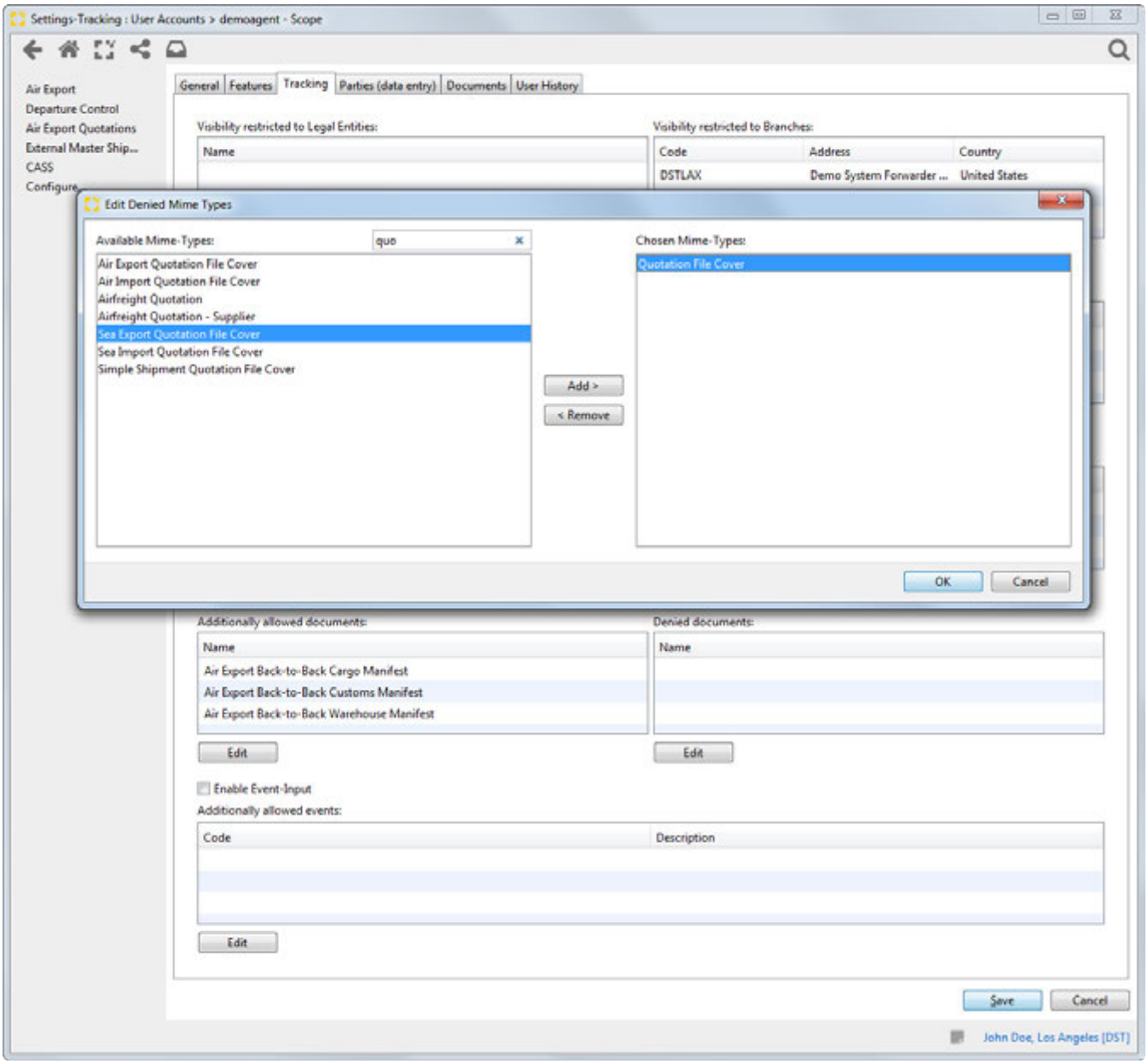

Event Settings

Checkbox "Enable Event-Input"

This function allows the account to enter manually defined events in Scope.

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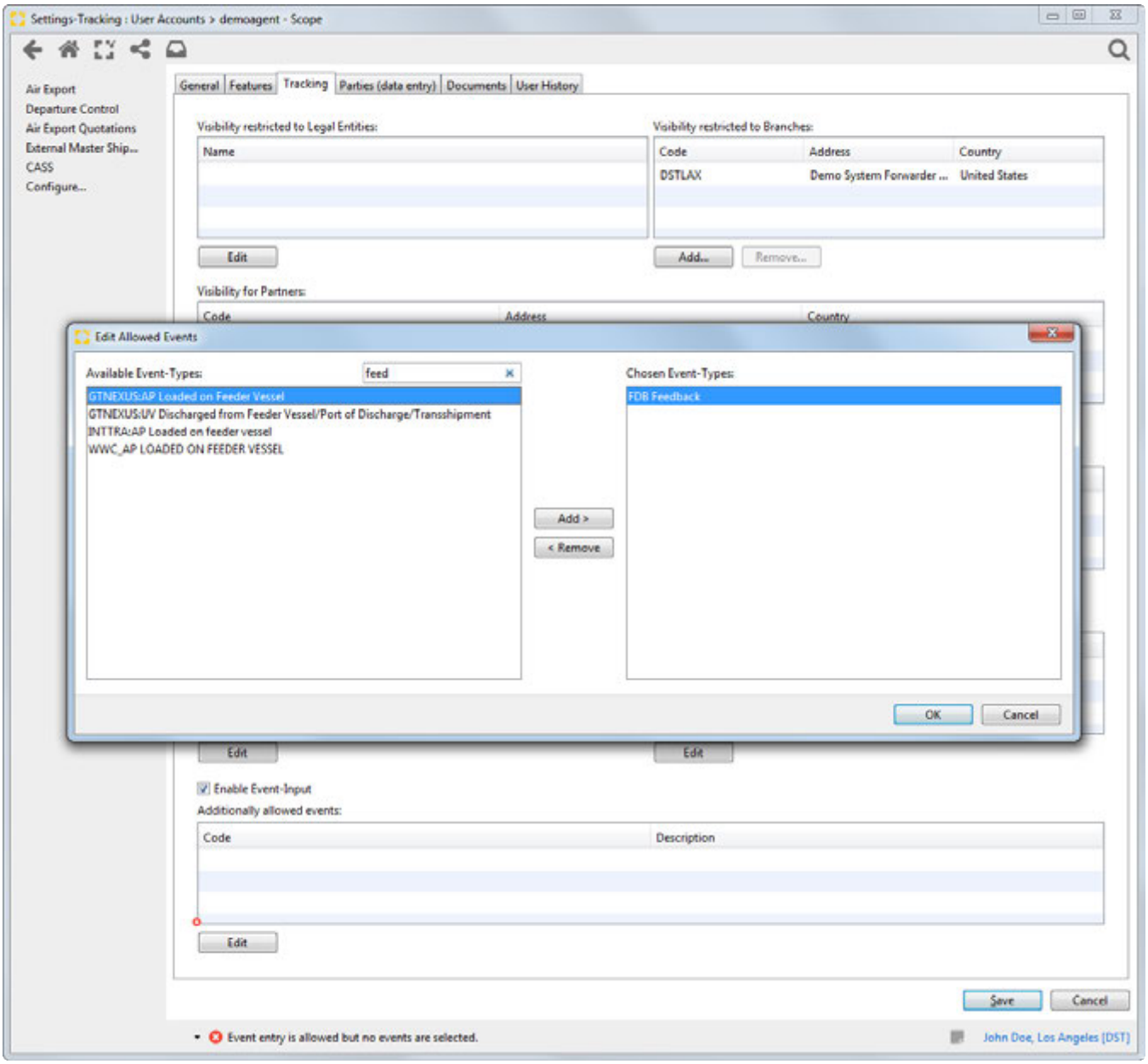

Parties (data entries)

In this tab the partners are maintained which can be used for data entry (booking / prealert) in Connect. This does not affect visibility of data.

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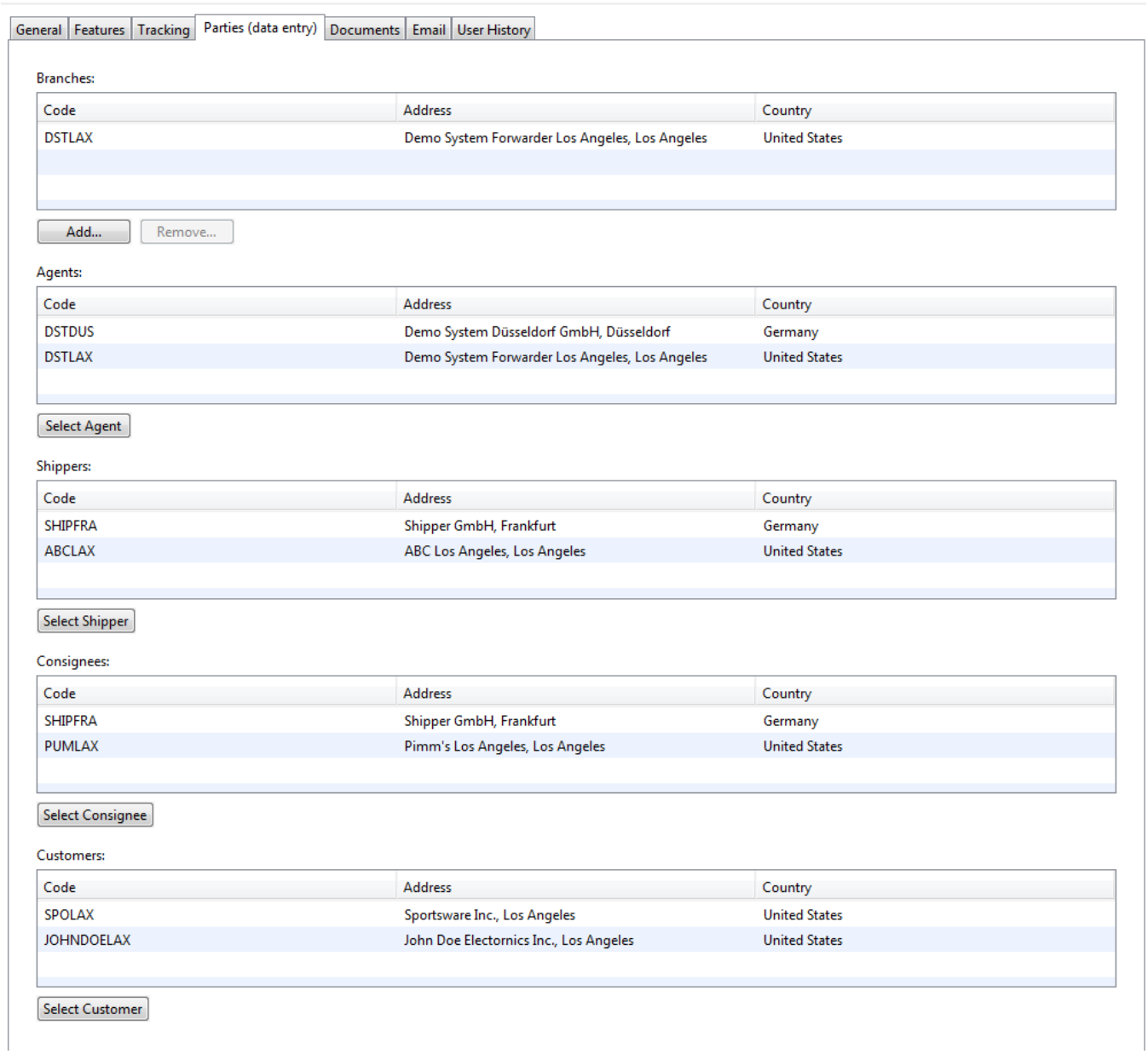

- Branches: if blank the account can book in all branches. If one or multiple branches are entered, the account can only book in the selected branches
- Agents: The partners entered here can be used as agents in booking / prealerts
- Shippers: The partners entered here can be used as shippers in booking / prealerts
- Consignees: The partners entered here can be used as consignees in booking / prealerts
- Customers: The partners entered here can be used as customers in booking / prealerts

Documents

Uploading documents

This function is used to upload documents pertaining to this account. The documents are not visible in Connect, only in Scope for information purposes.

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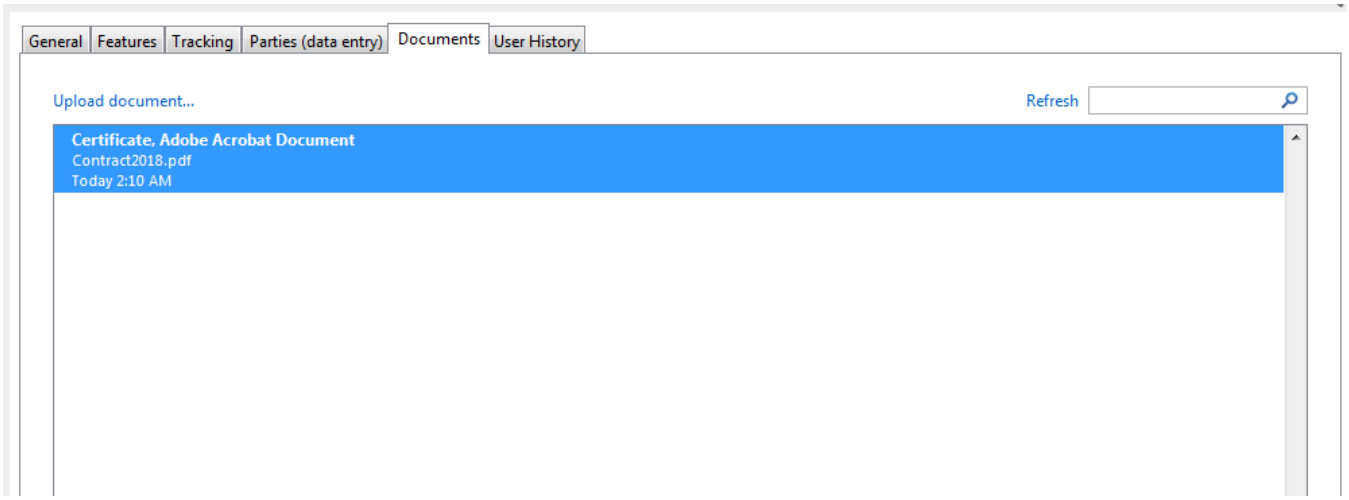
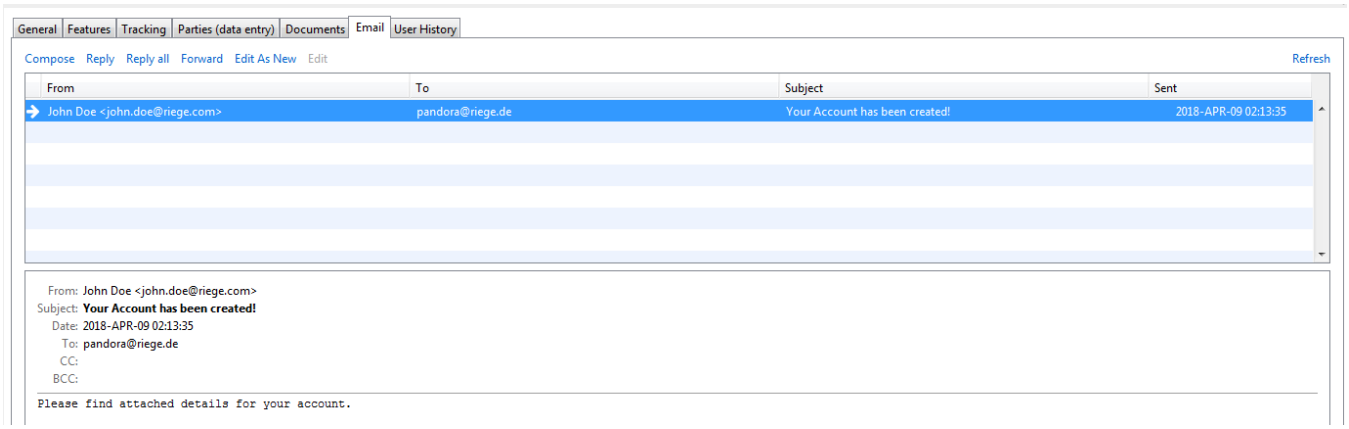


EMail

This tab displays emails Scope automatically sends to the account (initial account creation, password reset).



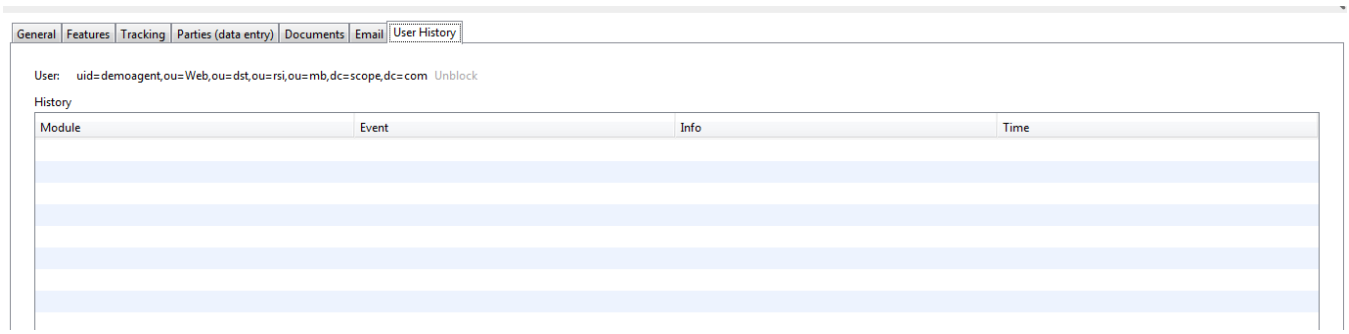
User History

This tab shows the logins of the user. The following is displayed:

- Modul: WEB: Webtracking
- Event: LOGIN, LOGOUT or PASSWORD RESET
- Info: SUCCESS if login was successful, FAILED if login was unsuccessful, DENIED if the account is blocked, REQUESTED after a PASSWORD RESET or DONE after successful PASSWORD RESET
- Time: Time of the event (date, time)

This can be used to evaluate how often an account uses Connect.

An account is blocked if the password is entered incorrectly four times. The account unblocks itself after 9 minutes. The actionlink "Unblock" can be used to unblock the account right away.



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Users and Groups

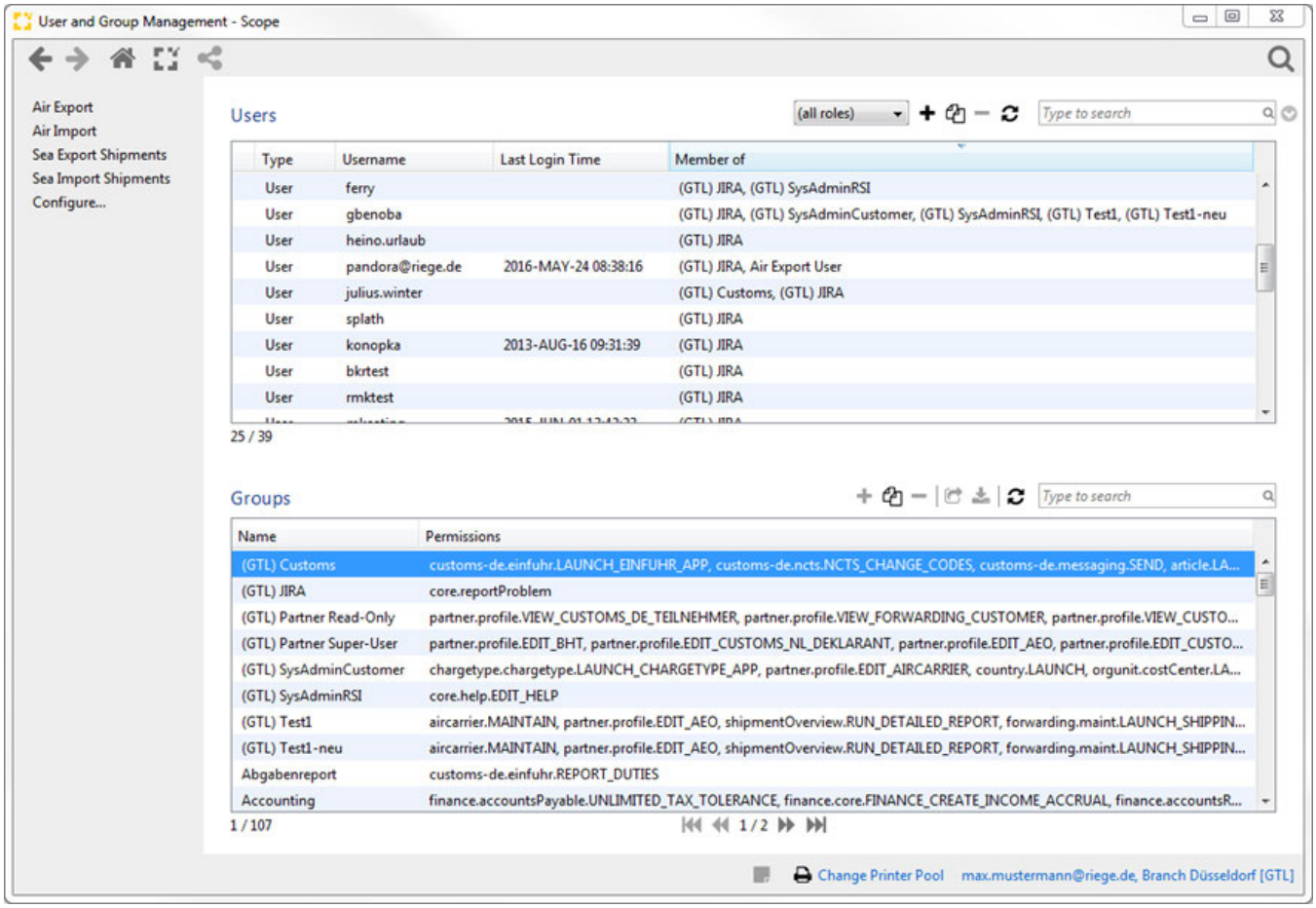
Introduction

Every user must have there own account, so that Scope pulls the suitable authorizations, accesses to the right establishment and if necessary special printer settings with the registration of the user in Scope. If no user profile exists, the user can not log in into Scope.

The user information (name, password, phone, fax and email) must be consigned in the LDAP application. The user profile refers to the LDAP entry and used the data for the Scope login.

Description

In the user management new users and groups can be create or existing data can be change. A group is a summary of permissions to assign this group to individual users. The befit is, that it is not necessary to add for each user all permissions individual.



Users

By ticking + a new user can be add. To copy an user press . By ticking − a marked user can be delete.

In the overview, all users from a branch will displayed.

- Type = User, administrator or support
- Username = Name of the User
- Last Login Time = show the last login time from the user
- Member of = Show for which groups the user has the authorization

New

Creates a new user account. In the new window the follow information are needed:

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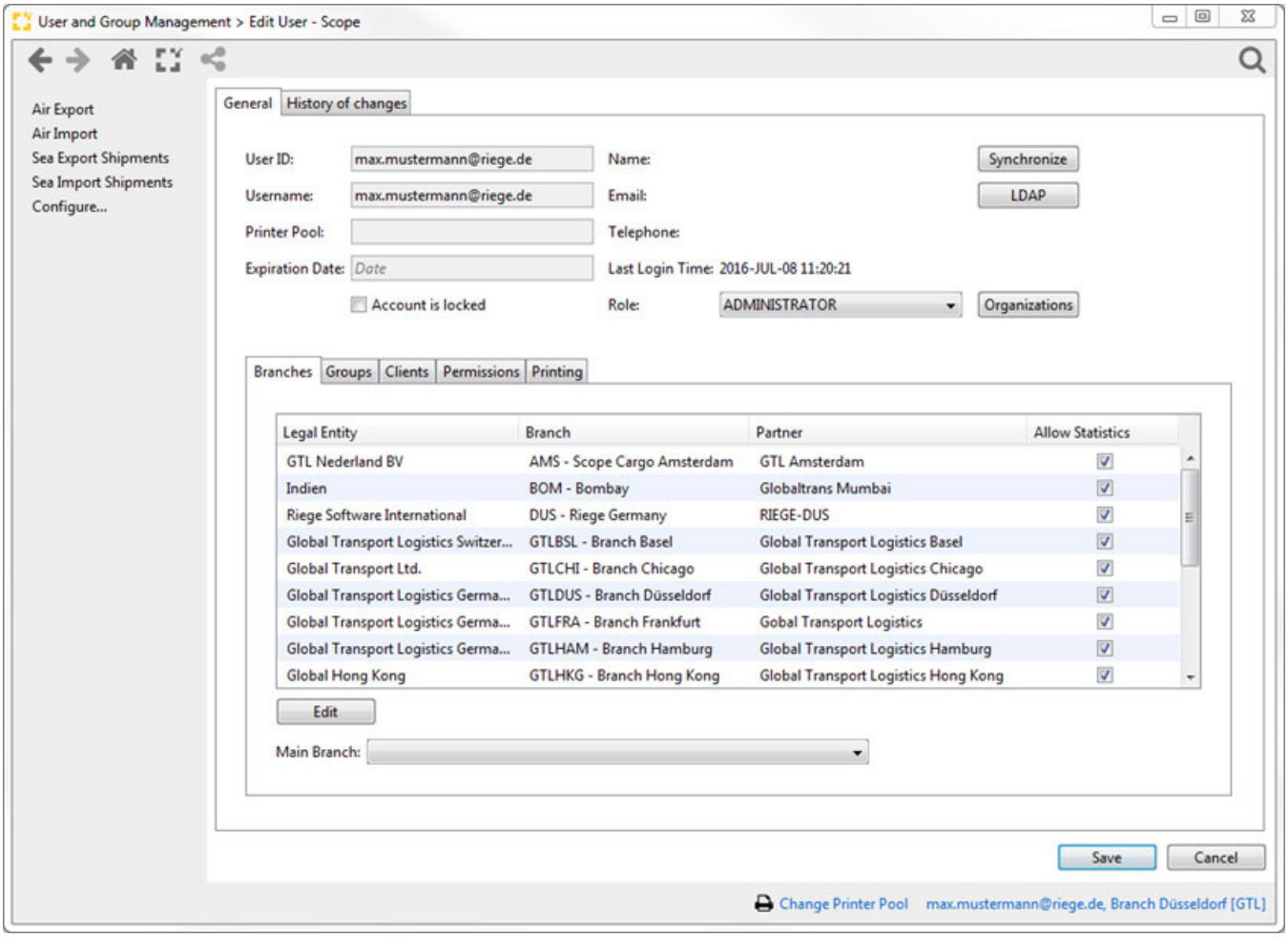

User ID

LDAP Referenz ID. It is necessary to create a LDAP entry, before a new user can be add in Scope.

Username

Username, with which the user will login into Scope. Use the email address, because the email address is unique. The user will be login with his email address.

Printerpool

Printers can be assigned to a user. If no printer pool is specified, Scope will us the default printer pool from the brach. If the user changes the branch, the printer pool is updated accordingly.

Expiration Date

After this date, the user can not log in anymore. The date can be set in the past or into the future.The user get the information, that the account is expired.

Checkbox "Account is locked"

By ticking the checkbox, the user cannot log in into Scope. The user get the information, that the account is locked.

Synchronize

Synchronies the settings with an already existing user. To use this function, the user must have the role "support".

LDAP

Transfers the data to a liked LDAP profile.

Role

The user can get on of the follow Roles:

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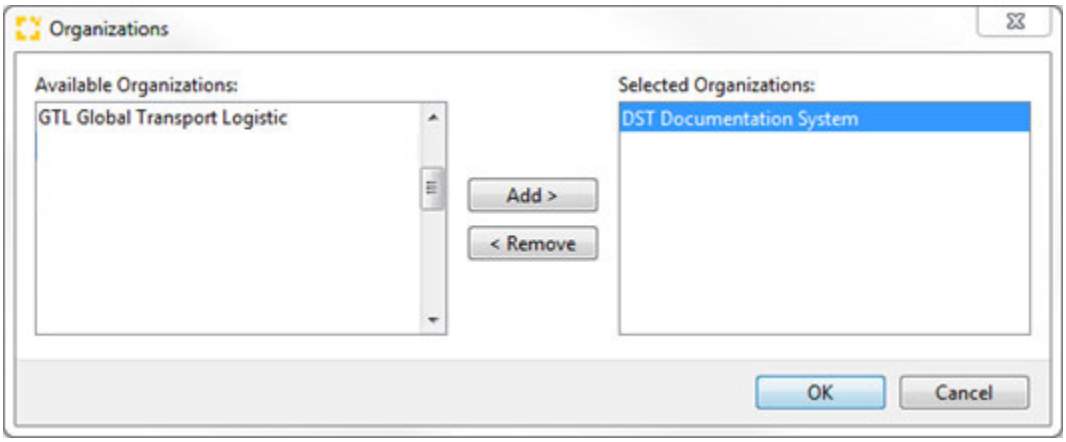
- User - User with the most restricted permissions
- Administrator - User with extended permissions, for example access to User and Groups and country embargo's.
- Support - User with most permissions. Offers the same options as an Administrator but include functions like EDI Mapping and activities involving XML.

Please find an overview of the applications per role here.

Organization

Users with the role "administrator" must assigned to an organization. By ticking the button a new window will appear to add the organization to the user.



Add

Add the marked organization to the user.

Remove

Remove the marked organization from the user.e

Tab "Branches"

One branch must be assigned to the user profile. However, several branches can be assigned to the user, so the user is able to change the branch in Scope without logout.

Tab "Groups"

A group is a summary of permissions. The group name and the assigned permission will shown in the overview.

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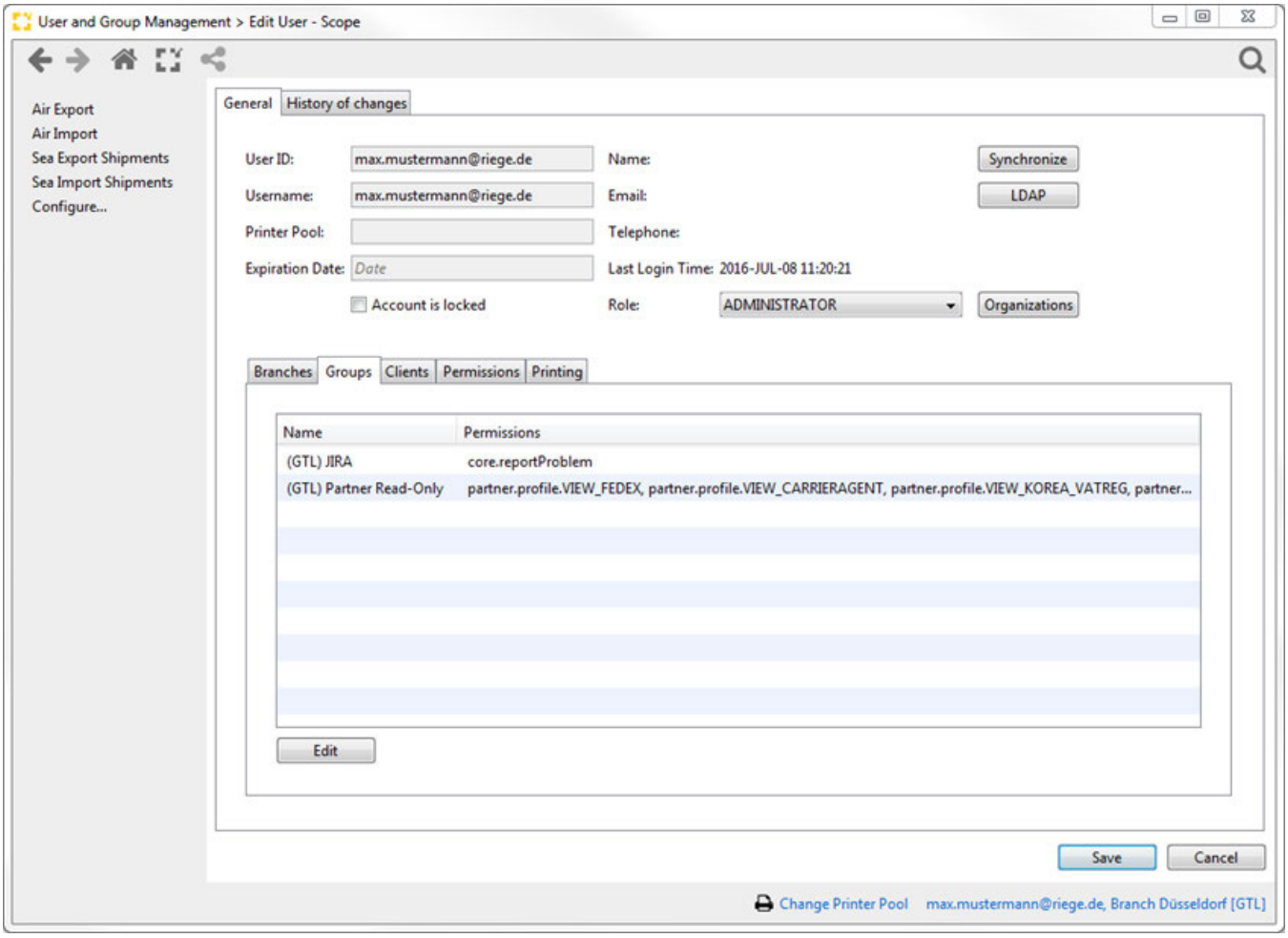
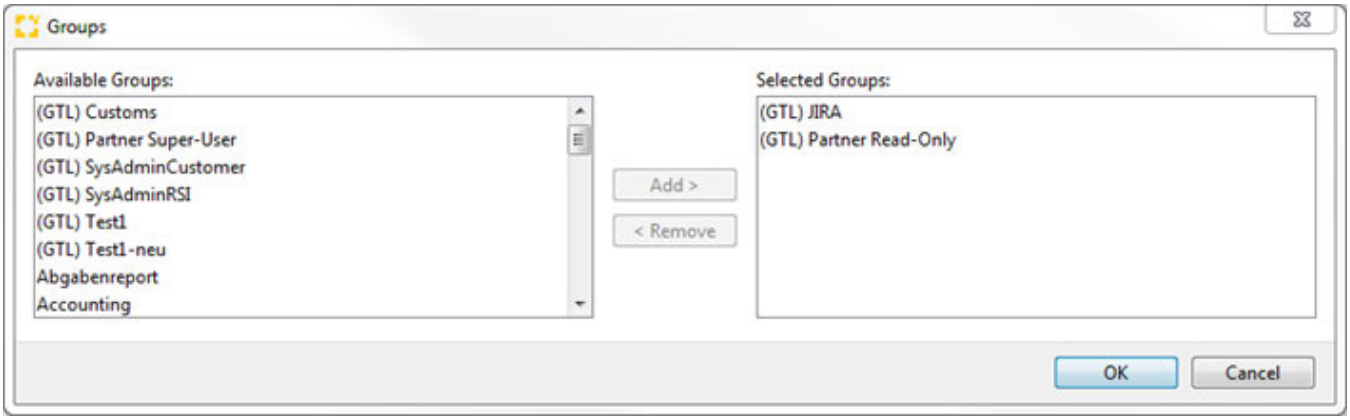


By ticking the Edit button, a new group can be assigned to the user profile.



Add

Add the marked group to the user.

Remove

Remove the marked group from the user.

Tab "Clients"

Users can only show and work on define clients. To use this function, it is necessary to activate it in the organization structure.

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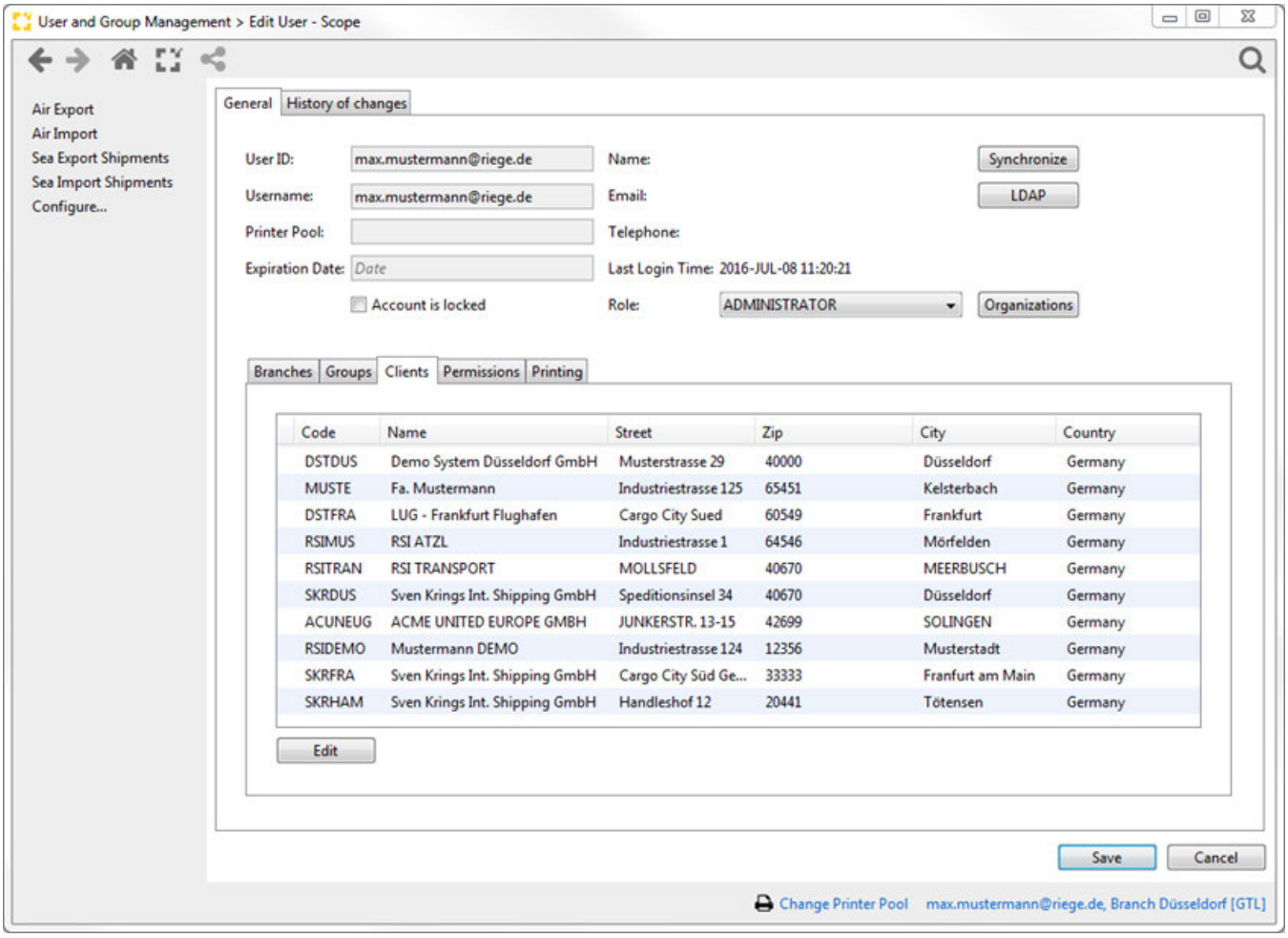
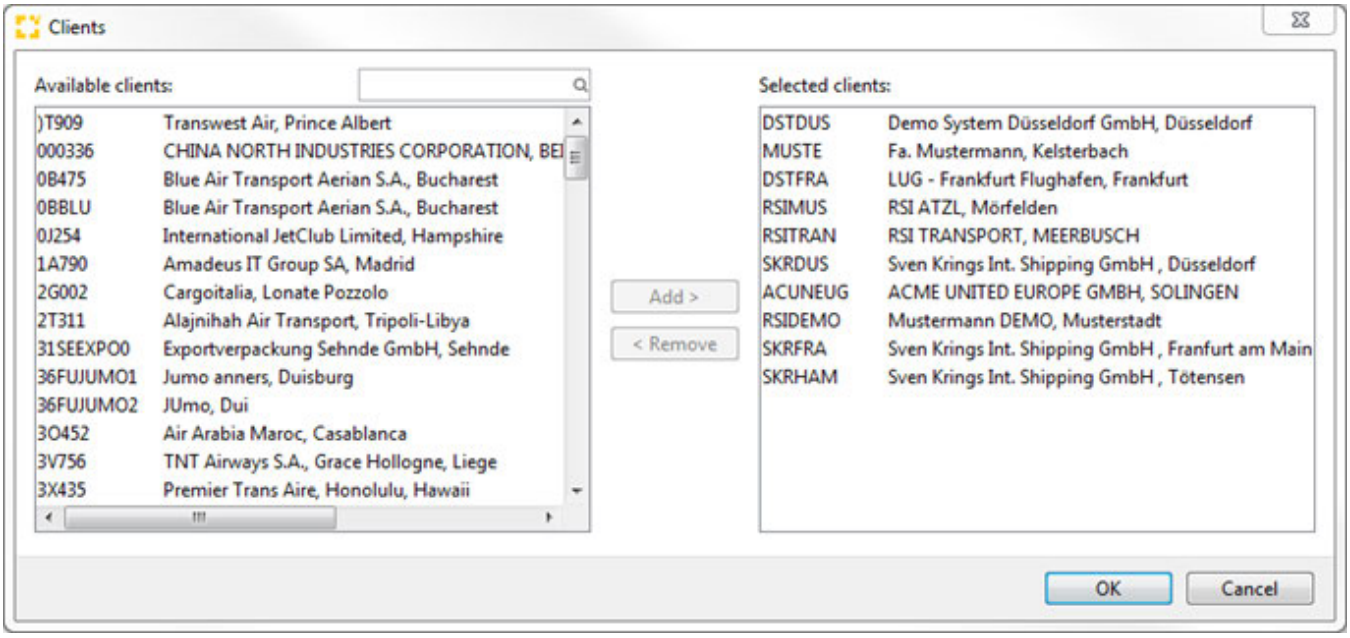


By ticking the Edit button, a new client can be assigned to the user profile.



Add

Add the marked client to the user.

Remove

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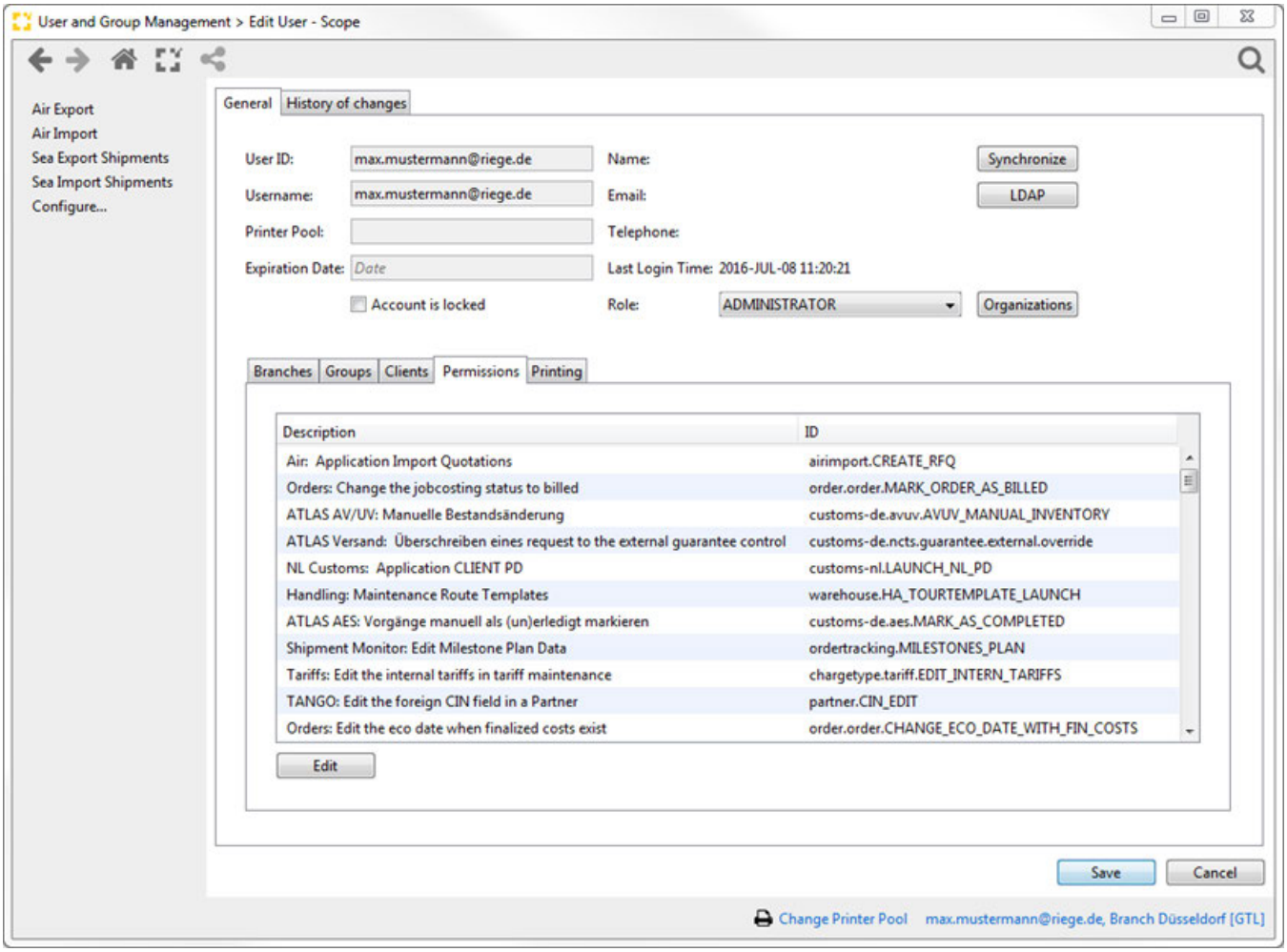
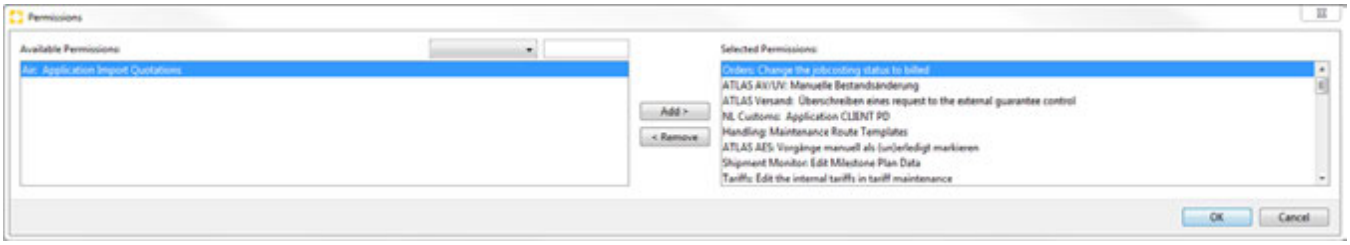
Remove the marked client from the user.

Tab "Permissions"

Additionally to the groups it is possible to set single permissions to the user profile.



By ticking the Edit button, a new permission can be assigned to the user profile. The follow permissions are available: Permissions



Add

Add the marked client to the user.

Remove

Remove the marked client from the user.

Tab "Printing"

Additionally to the printer pool, it is possible to set a special printer and backgrounds for individual prints. By double mouse click on the document the printer can be add or change.

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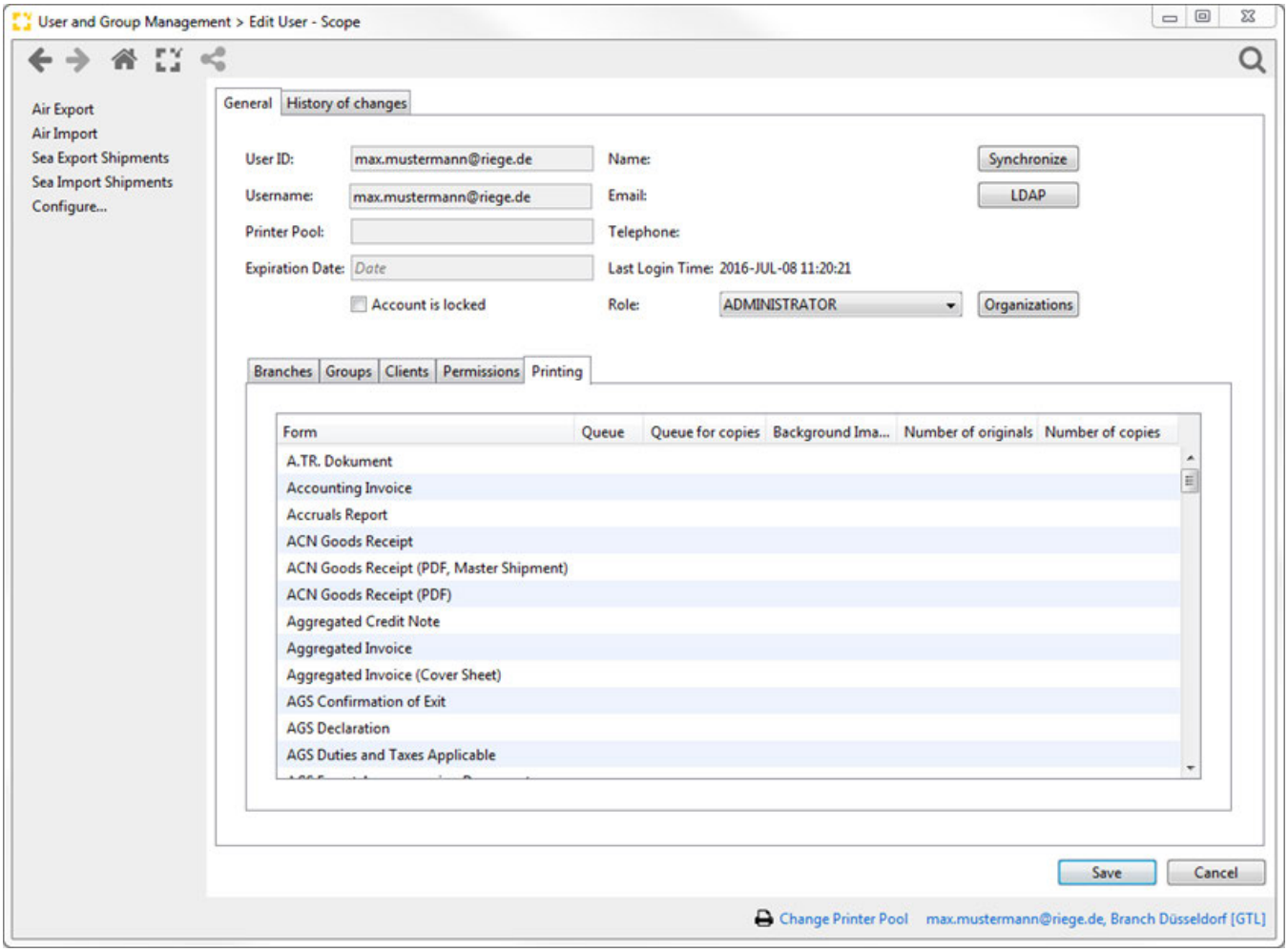
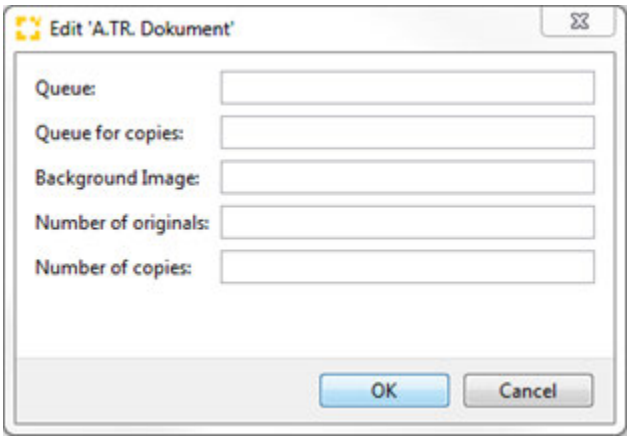


By double mouse click on the document the printer queue can be add or change.



Groups

In the overview all funded groups are displayed. The group name and the assigned permission will shown in the overview.

By ticking + a new group can be add. To copy a group press . By ticking − a marked group can be delete. It is also possible to export or import groups by ticking or . To refresh the overview press .

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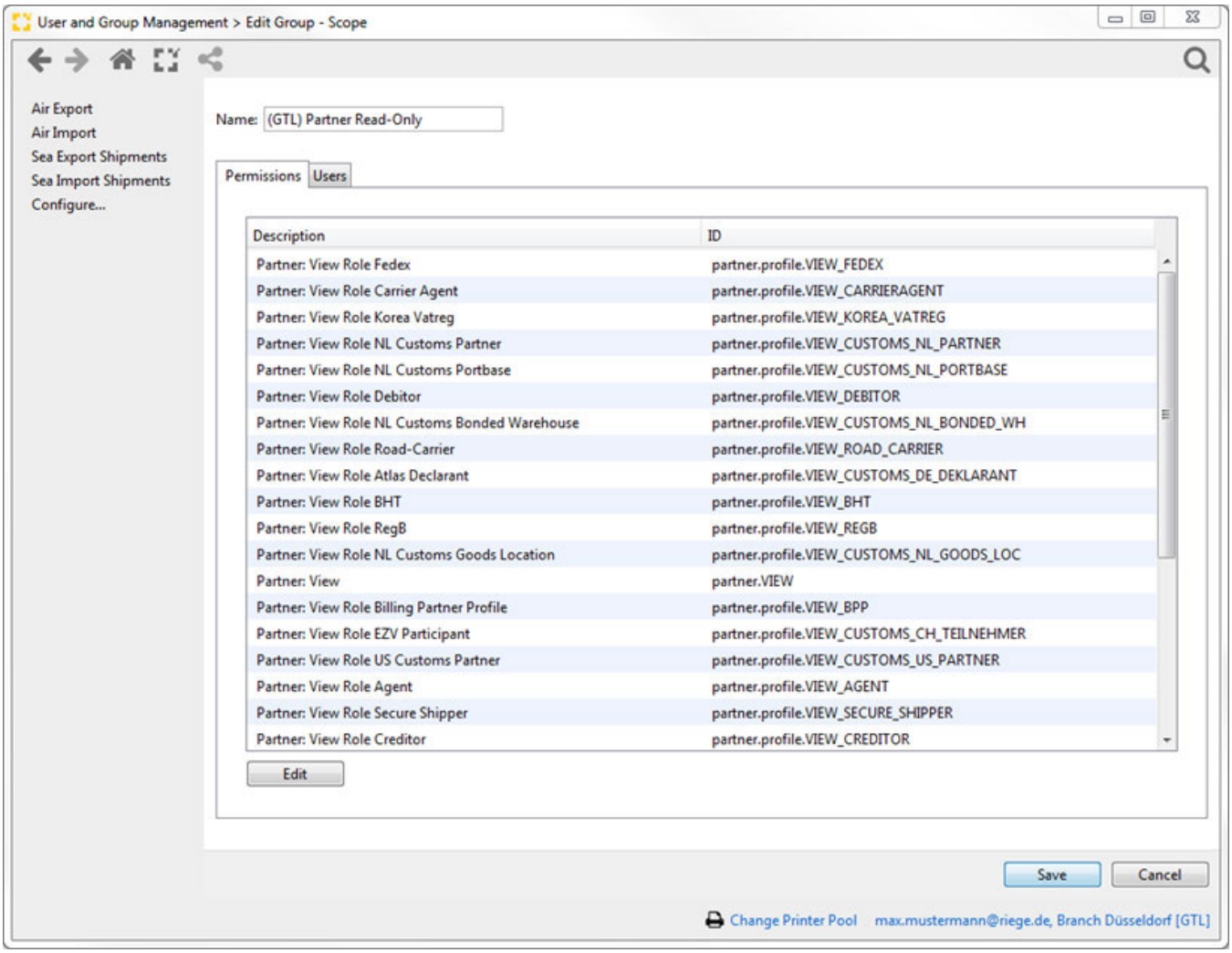


Name

Name of the group to identify it for later usage.

Tab "Permissions"

In the permission tab, the permissions can be add to the group.

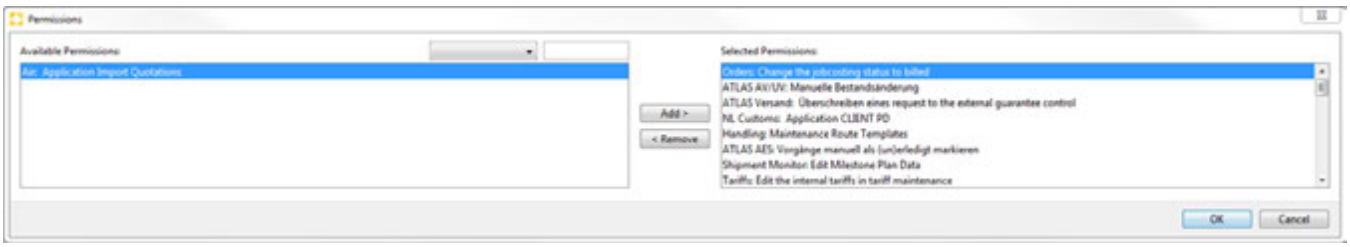
Tab "Users"

In the users tab, the users can be selected to the group.

Edit

By ticking the Edit button a new window appears for user or permission selection.

Permissions



Users

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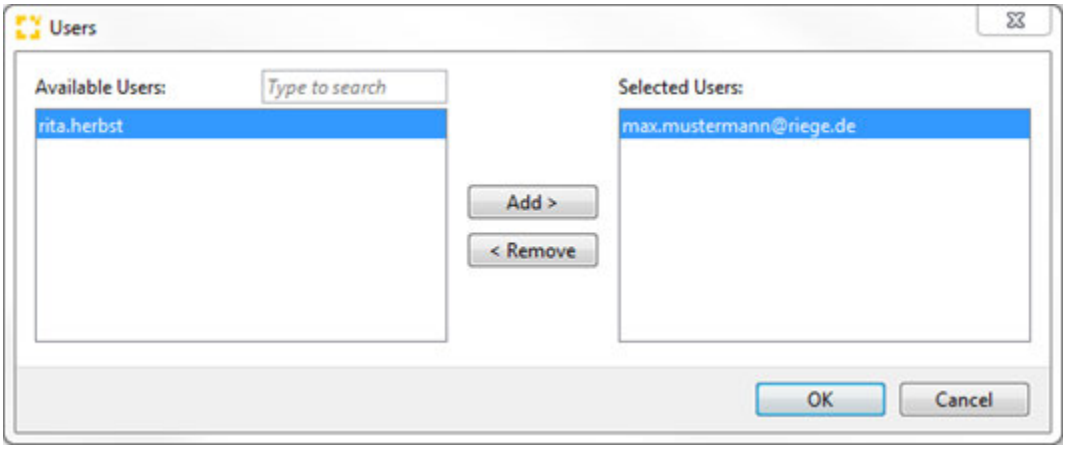

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Permissions - User - Settings

Introduction

By using permissions, users gets access to actions and modules in Scope. The permission can add to the user individual or as an user group.

Scope Modules

The follow Scope modules are available:

BASIC	Basic functions and maintenance
BHT	BHT data exchange
COMPLIANCE	Compliance Check via AEB
CRM	Customer relationship management
Zoll (BE)	Belgium Customs
Zoll (CH)	Swiss Customs
Zoll (DE)	German Customs
Zoll (NL)	Netherland Customs
Zoll (US)	US Customs
Dakosy	Dakosy data exchange
DUNNING	Dunningmodule
EZT	electronic customs numbers (TARIC)
FORWARDING	Air- ans Seafreight shipment and maintenance
ON_HAND	On Hand
RAKC	Connectivity to RegB database
SEA_CARRIER_EDI	Data exchange for Seafreigth
Shipment Monitor	Order Tracking application
WEB	Track and Trace connectivity
Manage the TACT Rates in Air Export	CUSTOMER_SUPPORT
Reload all code lists from the code list information dialog	CUSTOMER_SUPPORT
Manage "custom" reference types per Organization	SYSTEM_ADMINISTRATOR
Manage the EDI Mappings	CUSTOMER_SUPPORT
View Scope Jobs, Exceptions and restart them	CUSTOMER_SUPPORT
Manage Organizational Units, Legal Entities and Branches	CUSTOMER_SUPPORT
Configure Printer Setup	CUSTOMER_SUPPORT
Configure Printer Pools	SYSTEM_ADMINISTRATOR
Open the Session appliance and view active sessions	SYSTEM_ADMINISTRATOR
Manage UN Location Codes	CUSTOMER_SUPPORT
Update Scope Master Data from SDS	CUSTOMER_SUPPORT
Lock and Unlock a User Account in the User Appliance	SYSTEM_ADMINISTRATOR
Manage Embargo Countries	CUSTOMER_SUPPORT
Manage Country Masterdata	CUSTOMER_SUPPORT
Start the Holiday Maintenance	CUSTOMER_SUPPORT
Change the ATLAS release used by a Partner	CUSTOMER_SUPPORT

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Rebuild Status of an ATLAS procedure	CUSTOMER_SUPPORT
ATLAS External Interface Configuration	CUSTOMER_SUPPORT
Configure DAKOSY EDI Mapping	CUSTOMER_SUPPORT
Edit DAKOSY Partner Profile (including Login-Name and Password)	CUSTOMER_SUPPORT
View DAKOSY IFTSAI (Sailing Schedule) transmission data	CUSTOMER_SUPPORT
Configure Accounting Interface	CUSTOMER_SUPPORT
Configure download of European Central Bank Exchange Rates	CUSTOMER_SUPPORT
Edit Carrier Handling Agent Master Data	CUSTOMER_SUPPORT
Export Carrier Handling Agent data in RSIXML2 format	CUSTOMER_SUPPORT
Handling Agent Master Data	CUSTOMER_SUPPORT
Configure Sea Carrier EDI (Inttra and GT Nexus)	CUSTOMER_SUPPORT
Configure Web-based Track & Trace System	CUSTOMER_SUPPORT

Description

Roles

The follow permissions are replaced by the role and cannot assign separately. The hierarchy of the roles are:

- Root: all functions
- Customer Support: Riege Software customer support
- System Administrator: Inhouse Scope support (customer)
- User: Operative user
  If a permission is available for the role "System Administrator", this permission is also available for "customer support" and "Root" but not for the role user.

Permissions

ADDRESS_TOOL

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Logwin: Application Central addresses	The user have access to the central address application.	Logwin: Anwendung Central addresses	Der Benutzer hat Zugriff auf die Anwendung Zentrale Adresse	logwinAddressTool. ACCESS_CENTRAL_ADDRESS	LogwinACSRAppliance LogwinACSRHomeModel
Logwin: Maintenance Logwin Address Tool related Master Data	The user can see all related adresses in the partner maintenance.	Logwin: Stammdaten Logwin Address Tool related Master Data	Der Benutzer kann ähnliche Adressen in den Stammdaten sehen.	logwinAddressTool. MAINTAIN_MASTER_DATA	LogwinAddressRelationAppliance
Logwin: Maintenance Assign requests to existing central addresses	The user can assign requests to existing addresses.	Logwin: Stammdaten Assign to existing central addresses	Der Benutzer kann auf bestehende Adressen verweisen.	logwinAddressTool. ASSIGN_REQUESTS	LogwinAddressRequestAppliance
Logwin: Maintenance Local Data to any address	The user can maintain local data to any address.	Logwin: Stammdaten Local Data to any address	Der Benutzer kann lokale Daten in jeder Adresse pflegen.	logwinAddressTool. MAINTAIN_LOCAL_ADDRESS_DATA	LogwinPartnerEditorModel LogwinPartnerHomeModel LogwinPartnerLocalsEditorModel LogwinPaymentTermAppliance LogwinVatIDCheckAppliance ServerLogwinOrganizationRepository
Logwin: Maintenance Local Data, restricted to Logwin Organizations	The maintenance local data aro only restricted to Logwin organizations.	Logwin: Stammdaten Local Data, restricted to Logwin Organizations	Die Stammdaten sind nur auf die Logwin-Organisation beschränkt.	logwinAddressTool. MAINTAIN_LOCAL_ADDRESS_DATA_RESTRICTED	LogwinAddressRequestSearch

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					Processor LogwinAddress WordAppliance
Logwin: Maintenance Central Addresses	The user have access to the maintenance central adresses.	Logwin: Stammdaten Central Addresses	Der Benutzer kann die Stammdaten anlegen und ändern.	logwinAddressTool. MAINTAIN_CENTRAL_ADDRESS	LogwinMultiAddressRequestEditorModel LogwinOrganization LogwinOrganizationAppliance LogwinPartnerAppliance
Logwin: Configure Address Tool Client	The user can configure the address tool client.	Logwin: Configure Address Tool Client	Der Benutzer kann den Client für das Adresstool konfigurieren.	logwinAdtClient. MAINTAIN_CONFIG	LogwinAdtClientConfigurationAppliance
Logwin: Configure Address Tool Server	The user can configure the address tool server.	Logwin: Configure Address Tool Server	Der Benutzer kann den Server für das Adresstool konfigurieren.	logwinAdtServer. MAINTAIN_CONFIG	LogwinAdtServerConfigurationAppliance

AUDITING

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Partner: View Tab "History of changes"	The user can see from whom, when and what was change on the partner profile.	Geschäftspartner: Ansehen Reiter "Änderungshistorie"	Der Benutzer kann sehen, wann, was und von welchem Benutzer die Daten geändert werden.	core.auditing. CORE_AUDITING	ArticleEditorView AtlasUserEditorView EMOTools Appliance LogwinPartnerEditorView PartnerEditorView UserEditor View

BASIC

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Article: Maintenance Article Groups	The user can add new articles	Artikel: Stammdaten Artikel Gruppen	Benutzer kann neue Artikelgruppen anlegen	article. LAUNCH_ARTICLE_GROUP	ArticleGroupAppliance
Article: Article mass maintenance	The user can add several articles to assign it into an article profile.	Artikel: Massenpflege benutzen	Es können mehrere Artikel auf einmal einem Artikelprofil zugeordnet werden.	article. LAUNCH_ARTICLE_MASS_MAINTENANCE	ArticleHomeModel
Article: Application	The user can use the application "Article".	Artikel: Anwendung	Benutzer mit dieser Berechtigung, können die Anwendung "Artikel" aufrufen.	article.LAUNCH	ArticleAppliance ArticleExportLayoutService ArticleHolderValidator ArticleModel ArticleProfileHolderValidator ArticleProfileModel AtlasEZTDefaultGroup
Article: Maintenance Article Profiles	The user have access to the "profile" tab in the article maintenance.	Artikel: Stammdaten Artikel Profile	Benutzer können auf den Reiter Profile im Artikelstamm zugreifen und ändern.	article. EDIT_ARTICLE_PROFILES	AESArticleProfileService CHArticleProfileService ImportArticleProfileService NCTSArti

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					cleProfile Service NLArticle ProfileSer vice
System: Application Text Blocks	The user have access to "Text Blocks"	System: Anwendung Textbausteine	Der Benutzer kann auf die Anwendung Textbausteine zugreifen	core.boilerplates. EDIT_BOILERPL ATES	BoilerplateAppliance BoilerplateEditorModel BoilerplateEditorView UserDefaultGroup
System: Maintenance Text Blocks for legal entities	The user can add text blocks on branch level.	System: Stammdaten Textbausteine für eine Firma	Der Benutzer kann in der Anwendung Textbausteine, Textbausteine für die Firma anlegen.	core.boilerplates. EDIT_BOILERPL ATES_LEGAL_E NTITY	BoilerplateEditorModel4 BoilerplateEditorVi ew
System: Maintenance Text Blocks for Organization	The user can add text blocks on legal entity level.	System: Stammdaten Textbausteine für eine Organisation	Der Benutzer kann in der Anwendung Textbausteine, Textbausteine für die Organisation anlegen.	core.boilerplates. EDIT_BOILERPL ATES_ORGANIZ ATION	BoilerplateEditorModel BoilerplateEditorVi ew
System: Restore /Delete documents	The user can restore and delete documents.	System: Restore/Delete Dokumente	Benutzer kann Dokumente löschen und wiederherstellen.	core.file. RESTORE_DELE TE_DOCUMENT	DocumentsTabBuilder DocumentsTabMo del
EDI Customers: Settings EDI Customers	The user have access to the EDI customer settings.	EDI Customers: Einstellungen EDI Customers	Benutzer kann Einstellungen am EDI Customer vornehmen.	partner. EDICUSTOMER	EdiCustomerAppli ance
System: Maintenance Online-Helptextes	The user can open the online help.	System: Stammdaten Online-Helptexte	Der Benutzer kann die Online-Hilfe aufrufen	core.help. EDIT_HELP	HelpAppli ance HelpDocu ment
System: View Tab "Events"	The user can see the "events" tap in the applications.	System: Ansehen Reiter "Events"	Der Benutzer kann den Reiter Events in den Anwendungen sehen.	core.events. VIEW_EVENTS	AtlasHom eModel ScopeEv entApplia nce ScopeEv entTabVi ew
System: Compose E-Mails from within Scope	The user can create and send emails direct from scope.	System: E-Mails schreiben	Der Benutzer kann direkt aus Scope heraus E-Mails schreiben und versenden. Dies gilt auch für vom System generierte E-Mails, die über den Benutzeraccount versendet werden.	core.email. COMPOSE_MAIL	EMailTab UserDefa ultGroup
System: editItem. Action.text another user's notes	The user can change notes from other users.	System: Bearbeiten Notes anderer User	Der Benutzer darf Notizen anderer Benutzer ändern.	core.notes. EDIT_OTHER_U SERS_NOTES	Notes
Groups: Maintenance Partners	The user have access to the partners appliance.	Gruppen: Stammdaten Geschäftspartner	Der Benutzer hat Zugriff auf die Geschäftspartner.	partner. LAUNCH_PARTN ER_GROUPING_ APP	PartnerE ditorView PartnerGr oupAppli ance
System: Maintenance passwords in password fields	The user can see password field and can set passwords.	System: Stammdaten passwords in password fields	Der Benutzer bekommt die Felder Passwörter angezeigt und kann diese setzen.	core.password. VIEW_PASSWO RD	Compone ntFactory
System: Change printer pool	The user can change the printer pool.	System: Ändern Drucker Pool	Der Benutzer kann den Druckerpool ändern.	core.printing. CHANGE_PRINT ER_POOL	DesktopV iew MainMod el
Forwarding: Maintenance Products	The user can create products.	Spedition: Stammdaten Produkte	Der Benutzer kann Produkte anlegen.	order.order. LAUNCH_PROD UCTS	ProductA ppliance
Groups: Maintenance Regions	The user can create groups.	Gruppen: Stammdaten Regions	Der Benutzer kann Gruppen anlegen.	unlocode. LAUNCH_REGIO NS_APP	Regions Maintena nceApplia nce
System: Allow user to report a problem	The user can create tickets via F12	System: Benutzer darf ein Problem melden	Der Benutzer kann ein Problem mit F12 an den Support melden.	core. reportProblem	Abstract MainMod el
CRM: Maintenance Sales Person Allocations	The user have access to the sales person appliance.	CRM: Stammdaten Verkäuferzuordnungen	Der Benutzer hat Zugriff auf die Verkäuferzuordnung Applikation	partner. MANAGE_SALES _PERSONS_ALL OCATION	SalesPer sonAlloca tionAppli nce
CRM: Maintenance Sales Person	The user can create sales persons.	CRM: Stammdaten Verkäufer	Der Benutzer kann Verkäufer anlegen.	partner. MANAGE_SALES _PERSONS_ALL OCATION	SalesPer sonAlloca tionAppli nce

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System: Kill a user's session	The user kann kill a session from other users.	System: Kill a user's session	Der Benutzer kann Sitzungen von anderen Benutzern beenden.	core.user.KILL_SESSION	SessionsHomeModel
System: Multiple sessions for a user	The user can open more than one Scope session at the same time.	System: User darf mehrere Sessions haben	Ein Benutzer darf mehrere Scope-Sessions auf einmal geöffnet haben.	core.user.ALLOW_MULTIPLE_SESSIONS	R3ServerCallback
System: Single-Client Administrator		System: Single-Client Administrator		core.singleclient.SINGLE_CLIENT_ADMIN	AVUVEntryFinderModel ArticleValidator AtlasHomeModel BranchEditorModel ClientSelectionUtils ZolllagerEntryFinderModelv
System: Lock Scope system	The user can lock the scope system.	System: Lock Scope system	Der Benutzer kann das System sperren.	core.lock.LOCK_SCOPE_SYSTEM	MasterDataHomeView R3ServerCallback ServerLockService
T&T: Maintenance UN Location Codes	Teh user can create UN Location codes for T&T.	T&T: Stammdaten UN Location Codes	Der Benutzer kann UN Locations für das T&T anlegen.	unlocode.LAUNCH	UNLocodeAppliance
System: Use master data web services	The user can use the master data in web services.	System: Stammdaten Web-Services verwenden	Der Benutzer kann die Stammdaten im Web-Service verwenden.	core.webservices.USE_MASTER_DATA_WEB_SERVICES	ChargeTypeRestResource ContainerTypeRestResource CountryRestResource LegalEntityRestResource OrganizationRestResource PartnerRestResource UNLocodeRestResource
Tariffs: Maintenance Zip Zones	The user can create ZIP zones shemas.	Tarife: Stammdaten Postleitzahlzonen	Der Benutzer kann PLZ-Zonen anlegen.	chargetype.zip_zones.LAUNCH_ZIP_ZONES_APP	JobcostingSuperUserDefaultGroup ZipZonesMaintenanceAppliance
System: Manage a country's embargo status	The user can change manual the embargo status for countries.	System: Embargostatus für Länder bearbeiten	Der Benutzer darf den Embargostatus für Länder manuell bearbeiten.	country.EMBARGOES	CountryHomeModel
System: Maintenance Countries:	The user can create, add or delete countries.	System: Stammdaten Länder:	Der Benutzer darf Länder anlegen/ bearbeiten/ löschen.	country.LAUNCH	CountryAppliance
Customs: Application Customs Interface	The user can see the customs-interfaces.	Zoll: Anwendung Zollschnittstelle	Der Benutzer kann die Zollschnittstellen einsehen	customs.LAUNCH_SCI_APP	CHCustomsInterfaceAppliance DECustomsInterfaceAppliance NLCustomsInterfaceAppliance
Finance: Accounts Payable View import customs orders	The user can see incoming messages for imports customs orders.	Finanzen: Eingangsbelege Ansehen Import Zollaufträge	Der Benutzer kann Eingangsbelege zu Import Zollaufträgen einsehen.	customs.CUSTOMS_ORDER_SHOW_ACCOUNTS_PAYABLE	CustomsOrderFinderService
Finance: Application Accounting	The user have acces to the accounting appliance.	Finanzen: Anwendung Buchhaltung	Der Benutzer hat Zugriff auf die Buchhaltungsanwendung.	finance.accounting.LAUNCH_ACCOUNTING_APP	AccountingAppliance AccountingDefaultGroup AccrualEditorModel GlobalVoucherVie

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					wHomeModel VoucherAuditView
Finance: Accounting Homeview Actions closeItem.Action.text accounting month	The user can close the last month from the overview in the finance appliance.	Finanzen: Buchhaltung Homeview Aktionen Schließen Letzten offenen Monat schließen	Der Benutzer hat vom Übersichtsbereich der Anwendung aus die Möglichkeit, den letzten offenen Monat zu schließen.	finance.accounting.FINANCE_ACCOUNTING_CLOSE_MONTH	AccountingAppliance
Finance: Accounting Settings editItem.Action.text Accounting Interface Variables	The user can change and set the accounting-interface maintenance.	Finanzen: Buchhaltung Einstellungen Bearbeiten BuHa-Schnittstellen-Variablen	Der Benutzer hat Zugriff auf die BuHa-Schnittstellen-Einstellungen und kann diese Bearbeiten.	finance.accounting.EDIT_INTERFACE_VARS	AccountingSettingsHomeView
Finance: Accounting Settings editItem.Action.text Tax Key Filter	The user can create the tax keys.	Finanzen: Buchhaltung Einstellungen Bearbeiten Steuerschlüssel	Der Benutzer kann die Steuerschlüssel in den Buchhaltungseinstellungen bearbeiten.	finance.accounting.EDIT_TAX_KEYS	AccountingSettingsHomeView
Partner: Role "Debtor /Creditor" Manually edit account numbers	The user can edit the accountnumber in the debitor/ creditor profile.	Geschäftspartner: Rolle "Debitor/Kreditor" Kontonummern manuell editieren	Der Benutzer kann die Kontonummern vom Debitor/ Kreditior im Geschäftspartner manuell editieren.	finance.accounting.MANUALLY_EDIT_ACCOUNT_NUMBERS	CreditorPartnerProfileEditorModel CurrencyAccountEditorModel DebtorPartnerProfileEditorModel
Finance: Accounting Homeview Actions Re-Open accounting month	The user can reopen the last month from the overview in the fiance appliance.	Finanzen: Buchhaltung Homeview Aktionen Letzten geschlossenen Monat wieder öffnen	Der Benutzer kann vom Übersichtsbereich der Anwendung aus den letzten geschlossenen Monat wieder öffnen.	finance.accounting.FINANCE_ACCOUNTING_REOPEN_MONTH	AccountingAppliance
Finance: Accounting Retrigger an existing batch job	The user can restart the batch job.	Finanzen: Buchhaltung Batch-Job erneut ausführen	Der Benutzer darf den Batch-Job noch einmal ausführen.	finance.accounting.RETRIGGER_BATCH_JOB	AccountingBatchJobEditorModel
Finance: Accounts Payable Edit user access permissions for branch spanning invoices	The user can edit incoming invoices from other branches.	Finanzen: Eingangsbelege Bearbeiten Benutzerzugriffe für niederlassungsübergreifende Belege	Der Benutzer darf niederlassungsübergreifend Eingangsbelege bearbeiten.	finance.accountsPayable.ACCESS_PERMISSIONS	AccountsPayableHomeModel
Finance: Application Accounts Payable	The user have access to the accounts receivable appliance.	Finanzen: Anwendung Eingangsbelege	Der Benutzer hat Zugriff auf die Anwendung Eingangsbelege.	finance.accountsPayable.LAUNCH_ACC_PAYABLE_APP	AccountsPayableApplianceInvoicingTabModel JobcostingDefaultGroupJobcostingTabModel
Finance: Accounts Payable Editor Actions Cancel Invoice	The user can cancel incoming invoices.	Finanzen: Eingangsbelege Beleg Stornieren	Der Benutzer darf Eingangsbelege stornieren.	finance.accountsPayable.CANCEL_ACC_PAYABLE	AccountsPayableEditorModel
Finance: Accounts Payable Create a self-billing credit note	The user can set credit notes as incoming invoice.	Finanzen: Eingangsbelege Anlegen Leistungsgutschrift	Der Benutzer darf Leistungsgutschriften als Eingangsbeleg anlegen.	finance.accountsPayable.CREATE_SELFBILLING_CN	AccountsPayableHomeModel
Finance: Accounts Payable Create a payment deduction	The user can set payment notes as incoming invoice.	Finanzen: Eingangsbelege Anlegen Zahlungsabzug	Der Benutzer darf Zahlungsabzug als Eingangsbeleg anlegen.	finance.accountsPayable.CREATE_SELFBILLING_IN	AccountsPayableHomeModel InvoicingTabModel SwitchVoucherTypeOption
Finance: Accounts Payable Homeview Actions Export Invoices	The user can export invoices as xls.	Finanzen: Eingangsbelege Rechnungen exportieren	Der Benutzer darf Rechnungen als XLS exportieren.	finance.accountsPayable.EXPORT_INVOICES	AccountsPayableHomeModel
Finance: Accounts Payable Editor Actions Finalize Invoice	The user can finalized incoming invoices in the editor. Additional a button is available in the appliance for this action.	Finanzen: Eingangsbelege Editor Aktionen Beleg abschließen	Der Benutzer hat im Editor die Möglichkeit, Eingangsbelege abzuschließen. Zusätzlich ist ein Button im Editor für diese Aktion verfügbar.	finance.accountsPayable.FINALIZE_ACC_PAYABLE	AccountsPayableEditorModel
Finance: Application Accounts Payable Import	The user have access to the AP import appliance.	Finanzen: Anwendung Eingangsbelege Import	Der Benutzer hat Zugriff auf den ER-Import und darf Importe durchführen.	finance.accountsPayable.IMPORT_APP	APImportAppliance
Finance: Application Accounts Payable Import Layouts	The user can create layouts for the AP import.	Finanzen: Anwendung Eingangsbelege Import Layouts	Der Benutzer darf Layouts für den ER-Import anlegen.	finance.accountsPayable.IMPORT_LAYOU	APImportLayoutAppliance

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				TS_APP	
Finance: Accounts Payable Manually override economic date	The user can change the date for incoming invoices.	Finanzen: Eingangsbelege Leistungsdatum manuell überschreiben	Der Benutzer darf das Leistungsdatum für Eingangsbelege manuell überschreiben.	finance. accountsPayable. OVERRIDE_ECO_DATE	Accounts PayableE ditorMod el
Finance: Accounts Payable No limit for tax tolerance	The user can deactivate the tax tolerance for incoming invoices.	Finanzen: Eingangsbelege Steuertoleranzgrenze deaktivieren	Der Benutzer kann für Eingangsbelege die Steuertoleranzgrenze deaktivieren.	finance. accountsPayable. UNLIMITED_TAX_TOLERANCE	VoucherT axValidat or
Finance: Application Accounts Receivable	The user have access to the accounts receivable appliance.	Finanzen: Anwendung Ausgangsbelege	Der Benutzer hat Zugriff auf die Anwendung Ausgangsbelege.	finance. accountsReceiva ble. LAUNCH_ACC_R ECEIVABLE_APP	Accountin gDefault Group AggregatedHome Model BillableOr derEditor Model Cancelati onEmailT emplateS ervice Invoicing TabModel Jobcostin gDefault Group Jobcostin gTabMod el VoucherA ppliance VoucherE mailTemp lateService
Finance: Accounts Receivable Editor Actions Create correction invoice	The user can create correction invoices. The option will displayed in the actionbar	Finanzen: Ausgangsbelege Editor Aktionen Korrekturbeleg Anlegen	Der Benutzer kann einen Korrekturbeleg erzeugen. Die Option wird in den Aktionen angezeigt.	finance. accountsReceiva ble. CORRECTION_V OUCHER	VoucherE ditorMod el
Finance: Accounts Receivable Create a self-billing credit note	The user can create self-billing credet notes	Finanzen: Ausgangsbelege Abrechnungsgutschrift erstellen	Der Benutzer darf Abrechnungsgutschriften erstellen.	finance. accountsReceiva ble. CREATE_SELFBI LLING_CN	Invoicing TabModel
Finance: Accounts Receivable Date back the print date to last month	The user can date back invoices to last month after printing.	Finanzen: Ausgangsbelege Rechnungsdatum in den letzten Monat datieren	Der Benutzer darf Ausgangsbelege in den letzten Monat datieren.	finance. accountsReceiva ble. DATE_BACK_TH E_VOUCHER_D ATE	AbstractV oucherEd itorModel AggregatedEditorV iew CPAFinis hModel VoucherE ditorView
Finance: Accounts Receivable editItem. Action.text Charge Text	The user can edit the charge text for invoices in the AP appliance.	Finanzen: Ausgangsbelege Bearbeiten Rechnungstext	Der Benutzer kann den Rechnungstext in der Anwendung Ausgangsbelege bearbeiten.	finance. accountsReceiva ble. EDIT_CHARGE_ TEXT	ChargeLi neEditor Model PrintBloc kEditorM odel VoucherE ditorMod el
Finance: Accounts Receivable Homeview Actions Export Invoices	The user can export invoices as xls file. The export option is dispayed in the appliance.	Finanzen: Ausgangsbelege Editor Aktionen Rechnungen Exportieren	Der Benutzer kann Ausgangsbelege als XLS exportieren. Die Möglichkeit wird als Aktion angezeigt.	finance. accountsReceiva ble. EXPORT_INVOIC ES	Voucher HomeMo del
Finance: Accounts Receivable Editor Actions Finalize Invoice	The user can print and finalized invoices in the appliance. The option is dispayed in the actionbar.	Finanzen: Ausgangsbelege Editor Aktionen Rechnung abschließen	Der Benutzer kann die Rechnung drucken und somit abschließen. Die Möglichkeit wird als Aktion angezeigt.	finance. accountsReceiva ble. FINALIZE_ACC_ RECEIVABLE	AirExport ShipmentEditorMo del Jobcostin gDefault Group VoucherE ditorMod el
Finance: Accounts Receivable Print invoice completion report	The user can create the report for invoices.	Finanzen: Ausgangsbelege Print invoice report	Der Benutzer kann den Report für Ausgangsbelege generieren.	finance. accountsReceiva ble. PRINT_COMPL_ REP	Accounts ReceivablTable AggregatedEditor Model VoucherE ditorMod el VoucherA ctions Voucher

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					HomeMo del
Finance: Accounts Receivable Print invoice receipt	The user can create accounting receipts.	Finanzen: Ausgangsbelege Print invoice receipt	Der Benutzer kann einen Buchhaltungsbeleg erzeugen.	finance. accountsReceiva ble. PRINT_RECEIPT	Accounts ReceivabI eTable Aggregat edEditor Model VoucherE ditorMod el VoucherA ctions Voucher HomeMo del
Finance: Application Administrative Order	The user can open the generalpositions in the finance appliance.	Finanzen: Anwendung Administrative Order	Der Benutzer darf die Generalpositionen unter Finanzen öffnen.	finance. adminOrder. FINANCE_ADMI NISTRATIVE_ITE M_APP	Accountin gDefault Group Accountin gDefault Group AirExport SuperUs er DefaultGr oup
Finance: Application Aggregated Invoice	The user have access to the aggregated invoice appliance.	Finanzen: Anwendung Sammelrechnung	Der Benutzer hat Zugriff auf die Anwendung Sammelrechnung.	finance. aggregated. LAUNCH_AGGR EGATED_INVOIC E_APP	Aggregat edAppIia nce Aggregat edEmailT emplateS ervice Jobcostin gDefault Group
Finance: Application Jobcosting Breakdown	The user have access to the breakdown appliance.	Finanzen: Anwendung Jobcosting Breakdown	Der Benutzer hat Zugriff auf die Anwendung Breakdown.	finance.core. LAUNCH_BREAK DOWN	Jobcostin gBreakdo wnApplia nce Jobcostin gModule
Finance: Accounts Receivable Editor Actions Cancel Invoice	The user can cancel invoices.	Finanzen: Ausgangsbelege Beleg Stornieren	Der Benutzer darf einen Ausgangsbeleg stornieren.	finance. accountsReceiva ble. CANCEL_OUTG OING_VOUCHER	Aggregat edEditor Model Jobcostin gDefault Group KickBack VoucherE ditorMod el VoucherE ditorMod el
Finance: General Manually change the Cost Center of an Order	The user can manually change the cost center of an order.	Finanzen: Allgemein Manuelle Änderung der Kostenstelle eines Auftrages	Der Benutzer kann die Kostenstelle eines Auftrages manuell ändern.	finance. costcenter. CHANGE_COST _CENTER	BillableOr derEditor Model SimpleSh ipmentEd itorModel
Finance: Maintenance Charge Types	The user can create charge types under maintenance.	Finanzen: Stammdaten Kostenarten	Der Benutzer kann Kostenarten in den Stammdaten anlegen.	chargetype. chargetype. LAUNCH_CHAR GETYPE_APP	Accountin gDefault Group ChargeTy peAppIia nce
Groups: Maintenance Charge Types	The user can create groups for charge types.	Gruppen: Stammdaten Kostenarten	Der Benutzer kann Kostenartengruppen in den Stammdaten anegen.	chargetype. chargeTypeGroup ing. LAUNCH_CHAR GE_TYPE_GRO UPING_APP	ChargeTy peEditorV iew ChargeTy peGroup Appliance
Finance: Application Contracts	The user have access to the contracts appliance.	Finanzen: Anwendung Verträge	Der Benutzer hat Zugriff auf die Anwendung Verträge.	finance.contract. LAUNCH_CONT RACTS_APP	Contract Appliance FlatOrder ModuleId
Finance: Contracts Editor Actions Tab "Orders" Delete Order	The user can delete assigned contracts.	Finanzen: Verträge Editor Aktionen Reiter "Aufträge" Auftrag Löschen	Der Benutzer kann Aufträge die einem Vertrag zugerdnet sind löschen.	finance.contract. DELETE_CONTR ACT_ORDER	Contract EditorMo del
Finance: Maintenance Cost Center	The user can create Cost Centers	Finanzen: Stammdaten Kostenstelle	Der Benutzer kann Kostenstellen anlegen.	orgunit. costCenter. LAUNCH_COST CENTER_APP	Accountin gDefault Group CostCent erApplian ce
Finance: Create new income accruals in		Finanzen: Neue Erlös-Rückstellung in "Kosten	Der Benutzer kann in Kosten und Erlöse neue Rückstellungen für Erlöse erstellen.	finance.core. FINANCE_CREA	Jobcostin gTabMod

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"Jobcosting"		und Erlöse" erstellen.		TE_INCOME_ACCRUAL	el AbstractJobcostingTabView
Finance: Accounts Receivable Create Kick-Back Invoices	The user can create accounts receivable kick-back invoices.	Finanzen: Ausgangsbelege Anlegen Rückvergütungs-Gutschrift	Der Benutzer kann für Ausgangsbelege Rückvergütungs-Gutschriften anlegen.	finance.core.CREATE_KICK_BACK_VOUCHERS	AccrualHomeModel AggregatedAppliance DebtorPartnerProfileEditorView ServerJobcostingRepository
Finance: Accounts Receivable editItem.Action.text the Credit Limit	The user can edit the credit limit	Finanzen: Ausgangsbelege Bearbeiten das Credit Limit	Der Benutzer kann das Kreidtlimit bei Geschäftspartnern bearbeiten.	finance.core.EDIT_CREDIT_LIMIT	CreditInfoEditorModel
Finance: Accounts Receivable Print invoice although the credit limit is exceeded	The user can create and print invoices for partners although the credit limit is exceeded.	Finanzen: Ausgangsbelege Rechungsausdruck trotz Überschreitung des Credit Limit is exceeded	Wenn das Kreditlimit überschirtten ist, darf der Benutzer dennoch Rechnungen für den betreffenden Gewchäftspartner erstellen.	finance.core.OVERRIDE_CREDIT_LIMIT	CreditLimitDialog
Finance: Accounts Payable Generate customs invoice	The user can finalized the invoice direct from the application. The print option is also available in the application.	Finanzen: Ausgangsbelege Generate customs invoice	Der Benutzer kann aus der Anwendung heraus die Rechnungen abschließend erstellen. In der Anwendung ist der Button Druck verfügbar.	finance.core.GENERATE_CUSTOMS_INCOIVE	AccountsPayableHomeModel
Partner: Role "Debtor /Creditor" Set master reference in profile	The user can reference the deptor /creditor profile to a master-deptor /creditor.	Geschäftspartner: Rolle "Debitor/Kreditor" Setzen Master Reference im Profil	Der Benutzer kann in der Rolle "Debitor" oder "Kreditor" auf einen Master-Debitor oder Master-Kreditor verweisen.	finance.accounting.SET_DEBTOR_CREDITOR_MASTER_REFERENCE	CreditorPartnerProfileEditorModel DebtorPartnerProfileEditorModel
Partner: Role "Debtor" editItem.Action.text the PDF-A of a debtor profile	The user can activate the checkbox to print pdf documents as PDF-A-1b documents.	Geschäftspartner: Rolle "Debitor" Bearbeiten die PDF-A eines Debitors	Der Benutzer kann den Druck eines PDF-A-1b konformen PDF in der Rolle Debitor auswählen.	finance.accounting.SET_DEBTOR_PDFA	DebtorPartnerProfileEditorView
Finance: Accounts Receivable Delete System Invoices	The user can delete invoices that was crate from the system automatically.	Finanzen: Ausgangsbelege Löschen Systembelege	Der Benutzer kann Ausgangsbelege, welche vom System angelegt wurden, löschen.	finance.core.DELETE_SYSTEM_VOUCHERS	AccountsPayableEditorModel JobcostingSuperUserDefaultGroup VoucherEditorModel
Finance: Exchange Rates editItem.Action.text Exchange Rates in Invoices and Profiles	The user can edit exchanges rates inn profiles and invoices.	Finanzen: Wechselkurse Bearbeiten Wechselkurse in Belege und Profilen	Der Benutzer kann Wechselkurse in Belgen und Profilen bearbeiten.	finance.core.EDIT_EXCHANGE_RATES	APAccrualGlobalResolveEditorModel APAccrualResolveEntryModel AbstractVoucherEditorModel AccountsPayableChargeLineEditorModel AccrualEditorModel AccrualLineModel ChargeLineEditorModel ChargeLineReadOnlyModel DebtorPartnerProfileEditorModel KickBackChargeLineEditorModel ManualAmountCalbackModel

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					RequestForQuotationEditorModel SlimVoucherModel TransportOrderCostEditorModel
Finance: Application Estimates	The user have access to the application estimates.	Finanzen: Anwendung Rückstellungen	Der Benutzer hat Zugriff auf die Anwendung Rückstellungen.	finance.core.LAUNCH_ESTIMATES_APP	AccrualAppliance
Finance: Estimates Finalize open Estimates	The user can finalize open estimates.	Finanzen: (Rückstellungen): Abschliessen offener Rückstellungen	Der Benutzer kann offene Rückstellungen abschließen.	finance.core.FINALIZE_ESTIMATES	AbstractJobcostingTabView JobcostingTabModel StatisticsHomeModel
Finance: Maintenance Exchange Rates Read-Only	The user can read the exchange rates but he cannot change them.	Finanzen: Stammdaten Wechselkurse Lesezugriff	Der Benutzer hat Lesezugriff auf die Wechselkurse, kann diese aber nicht ändern.	orgunit.exchangeRate.LAUNCH_EXCHANGERATE_APP	AccountingDefaultGroup ExchangeRateAppliance SystemExchangeRateAppliance
Finance: Maintenance Exchange Rates New, Edit, Delete and Import	Users can create, edit, delete and import exchange rates.	Finanzen: Stammdaten Wechselkurse Neu, Bearbeiten, Löschen und Import	Benutzer können Wechselkurse anlegen, bearbeiten, löschen und Importieren.	orgunit.exchangeRate.LAUNCH_EXCHANGERATE_APP_SUPER_USER	CurrencyRatesEditorModel ExchangeRateAppliance ExchangeRateHomeModel SystemExchangeRateAppliance SystemExchangeRateHistoryModel
Finance: Application e-Invoice	The user have access to the application e-Invoice	Finanzen: Anwendung e-Invoice	Benutzer haben Zugriff auf die Anwendung e-Invoice.	finance.einvoice.LAUNCH_E_INVOICE_APP	EInvoiceAppliance
Finance: e-Invoice Allow 'ASSIST4' as an e-Invoice format	The user can add the format Assist4 for the e-invoices.	Finanzen: e-Invoice Erlaube 'ASSIST4' als ein e-Invoice Format	Benutzer können in den Stammdaten das Format ASSIST 4 für e-Invoice festlegen.	finance.einvoice.ALLOW_ASSIST4_FORMAT	EInvoiceFormat
Finance: e-Invoice Allow 'Scope-XML' as an e-Invoice format	The user can add the format XML for the e-invoices.	Finanzen: e-Invoice Erlaube 'Scope-XML' als ein e-Invoice Format	Benutzer können in den Stammdaten das FormatScope XML für e-Invoice festlegen.	finance.einvoice.ALLOW_SCOPE_XML_FORMAT	EInvoiceFormat
Finance: Accounts Receivable Editor Actions Finalize Credit Note	The user can finalize a account receivable. The edit option is displayed in the overview.	Finanzen: Ausgangsbelege Editor Aktionen Gutschrift abschließen	Der Benutzer kann eine Gutschrift abschließen. Die Möglichkeit wird als Aktion angezeigt.	finance.accountsReceivable.FINALIZE_OUTGOING_CREDIT_NOTE	JobcostingDefaultGroup VoucherEditorModel
Finance: Maintenance General Ledger Filters	The user can create, change and delete general ledger filters.	Finanzen: Stammdaten Sachkontenfilter	Benutzer können Sachkontenfilter anlgen, ändern und löschen.	chargetype.generalLedger.LAUNCH_GL_SIEVE_APP	AccIntegrationHomeModel AccountingDefaultGroup GeneralLedgerSieveAppliance
Finance: Application Invoice Overview	The user have access to the application invoice overview	qFinanzen: Anwendung Belegübersicht	Benutzer haben Zugriff auf die Anwendung Belegübersicht.	finance.accounting.GLOBAL_INVOICE_APP	GlobalVoucherViewAppliance
Finance: Invoice Overview Homeview Actions Generate VAT List (ZM Message)	The user can generate VAT List (ZM message). The action is displayed in the invoice overview.	Finanzen: Invoice Overview Homeview Aktionen Zusammenfassende Meldung (ZM) generieren	Benutzer können in der Anwenung Belege eine ZM generieren. Die Möglichkeit wird als Aktion angezeigt.	finance.accounting.GENERATE_ZM	GlobalVoucherViewHomeModel
Finance: Accounts Receivable View Tab "Payment" in the invoice editor	User can see the tap payment in the invoice editor.	Finanzen: Ausgangsbelege Ansehen Reiter "Zahlungen" bei der Bearbeitung von Belegen	Benutzer können in den Ausgangsbelegen den Reiter Zahlungen sehen.	finance.accountsReceivable.PAYMENTS_TAB	AbstractVoucherEditorModel

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Finance: Exchange Rates Homeview Actions View Organization Rates	The user can add the exchange rate on organization level.	Finanzen: Wechselkurse Homeview Aktionen Ansehen Organisationskurse	Benutzer können in der Übersicht die Organisationskurse über Aktionen ansehen und bearbeiten.	orgunit. orgExchangeRate. VIEW_ORGANIZATION_EXCHANGERATES	ExchangeRateHomeModel
Finance: Accounts Receivable Editor Actions Print a proforma invoice	The user can generate a proforma invoice for outgoing invoices.	Finanzen: Ausgangsbelege Editor Aktionen Pro-Forma-Rechnung drucken	Der Benutzer kann für Ausgangsbelege eine Pro-Forma Rechnung generieren.	finance. accountsReceivable. PRINT_PROFORMA_INVOICE	VoucherEditorModel
Finance: Maintenance Rate Imports	The user ave access to the application rate imports.	Finanzen: Stammdaten Ratenimporte	Der Benutzer hat Zugriff auf die Anwenung Ratenimport	finance.core. LAUNCH_RATES_APP	RatesAppliance AirExport SuperUserDefaultGroup
Finance: Rate Import Ocean Freight	The user can import seafreight rates.	Finanzen: Ratenimport Seefracht	Der Benutzer kann Raten für die Seefracht importieren.	finance.core. FINANCE_RATE_IMPORT_OCEAN_FREIGHT	OceanFreightRateslmportUIService OceanFreightServerRatesImportService
Finance: Rate Import web service	The user can transfer tariffs wie web service.	Finanzen: Ratenimport Web-Service	Benutzer mit der Berechtigung, können Tarife über den Web-Service an Scope übermitteln.	finance. webservices. FINANCE_RATE_IMPORT_WEB_SERVICE	RatesAppliance ScopeXMLRateImportRestResource ScopeXMLRatesImportUIService ScopeXMLServerRatesImportService
Maintenance Reason Codes	The user can create reason codes.	Stammdaten Reason Codes	Der Benutzer kann Begründungen anlegen und bearbeiten.	finance.core. LAUNCH_REASON_CODE_APP	ReasonCodeAppliance
Finance: Maintenance Reason Code Print Text	The user can maintained the print text for reason codes.	Finanzen: Stammdaten Reason Code Print Text	Der Benutzer kann für die Reason-Codes die Drucktexte in den Stammdaten erfassen.	finance.core. LAUNCH_REASON_CODE_PRINT_TEXT	TaxReasonCodePrintTextAppliance
Finance: Accounts Receivable Reproduce printout with current shipment data	The user can reproduce a printout for outgoing invoices for shipment with current data.	Finanzen: Ausgangsbelege Ausdruck neu erzeugen mit aktuellen Sendungsdaten	Der Benutzer kann den Ausdruck für einen Ausgangsbeleg mit aktuellen Sendungsdaten erzeugen.	finance. accountsReceivable. REPRODUCE_VOUCHER_PRINTOUT	AggregatedEditorModel JobcostingSuperUserDefaultGroup VoucherEditorModel KickBackVoucherEditorModel
Finance: Estimates Restore deleted Estimates	The user can restore deleted estimates.	Finanzen: (Rückstellungen): Wiederherstellen gelöschter Rückstellungen	Der Benutzer kann gelöschte Rückstellungen wiederherstellen.	finance.core. RESTORE_RESERVE	AccrualHomeModel JobcostingTabModel
Finance: Application Import Credit Limits	The user can import credit limits for partners.	Finanzen: Anwendung Kreditlimits importieren	Der Benutzer kann Kreditlimits importieren	FINANCE_CREDIT_LIMIT_IMPORT	CreditLimitImportProtcolAppliance
Tariffs: editItem.Action. text the agent tariffs in tariff maintenance	The user can edit tariffs for agents in the parterprofile.	Tarife: Bearbeiten Agenten Tarife in den Stammdaten	Der Benutzer kann Tarife für Agenten bearbeiten.	chargetype.tariff. EDIT_AGENT_TARIFFS	CalculationRuleSetContext CalculationRuleSetAppliance CalculationRuleSetHomeModel JobcostingDefaultGroup
Tariffs: editItem.Action. text the buying tariffs in tariff maintenance	The user can edit buying tariffs.	Tarife: Bearbeiten Einkaufstarife in den Stammdaten	Der Benutzer kann Einkaufstarife bearbeiten.	chargetype.tariff. EDIT_BUYING_TARIFFS	CalculationRuleSetAppliance CalculationRuleSetContext

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					CalculationRuleSetHomeModelJobcostingDefaultGroup
Tariffs: editItem.Action.text the IATA tariffs in tariff maintenance	The user can edit IATA tariffs.	Tarife: Bearbeiten IATA Tarife in den Stammdaten	Der Benutzer kann IATA Tarife bearbeiten.	chargetype.tariff.EDIT_IATA_TARIFFS	CalculationRuleSetApplianceCalculationRuleSetContextCalculationRuleSetHomeModelJobcostingDefaultGroup
Tariffs: editItem.Action.text the internal tariffs in tariff maintenance	The user can edit internal tariffs.	Tarife: Bearbeiten Interne Tarife in den Stammdaten	Der Benutzer kann Interne Tarife bearbeiten.	chargetype.tariff.EDIT_INTERN_TARIFFS	CalculationRuleSetApplianceCalculationRuleSetContextCalculationRuleSetHomeModelJobcostingDefaultGroup
Tariffs: editItem.Action.text the selling tariffs in tariff maintenance	The user can edit selling tariffs.	Tarife: Bearbeiten Verkaufstarife in den Stammdaten	Der Benutzer kann Verkaufstarife bearbeiten.	chargetype.tariff.EDIT_SELLING_TARIFFS	CalculationRuleSetApplianceCalculationRuleSetContextCalculationRuleSetHomeModelJobcostingDefaultGroup
Tariffs: View the agent tariffs in tariff maintenance	The user can view agent tariffs, but he cannot edit them.	Tarife: Ansehen Agenten Tarife in den Stammdaten	Der Benutzer kann Tarife für Agenten ansehen aber nicht bearbeiten.	chargetype.tariff.SEE_AGENT_TARIFFS	JobcostingDefaultGroupCalculationRuleSetContextCalculationRuleSetAppliance
Tariffs: View the buying tariffs in tariff maintenance	The user can view buying tariffs, but he cannot edit them.	Tarife: Ansehen Einkaufstarife in den Stammdaten	Der Benutzer kann Einkaufstarife ansehen aber nicht bearbeiten.	chargetype.tariff.SEE_BUYING_TARIFFS	JobcostingDefaultGroupCalculationRuleSetContextCalculationRuleSetAppliance
Tariffs: View the IATA tariffs in tariff maintenance	The user can view IATA tariffs, but he cannot edit them.	Tarife: Ansehen IATA Tarife in den Stammdaten	Der Benutzer kann IATA Tarife ansehen aber nicht bearbeiten.	chargetype.tariff.SEE_IATA_TARIFFS	CalculationRuleSetApplianceCalculationRuleSetContextJobcostingDefaultGroup
Tariffs: View the internal tariffs in tariff maintenance	The user can view internal tariffs, but he cannot edit them.	Tarife: Ansehen Interne Tarife in den Stammdaten	Der Benutzer kann interne Tarife ansehen aber nicht bearbeiten.	chargetype.tariff.SEE_INTERN_TARIFFS	CalculationRuleSetAppliance
Tariffs: View the selling tariffs in tariff maintenance	The user can view selling tariffs, but he cannot edit them.	Tarife: Ansehen Verkaufstarife in den Stammdaten	Der Benutzer kann Verkaufstarife ansehen aber nicht bearbeiten.	chargetype.tariff.SEE_SELLING_TARIFFS	CalculationRuleSetApplianceJobcostingDefaultGroupCalculationRuleSetContext
Finance: Application Tax Invoices	The user have access to the tax invoice application.	Finanzen: Anwendung Tax Invoices	Der Benutzer hat Zugriff auf die Anwendung Tax Invoices.	finance.taxinvoice.LAUNCH_TAX_INVOICE_APP	TaxInvoiceAppliance TaxInvoiceNumberPoolApplianceTaxInvoic

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					eVoucherPoolAppliance
Finance: Invoices View Tab "Jobcosting"	The user have access to the jobcosting tab.	Finanzen: Belege Ansehen Reiter "Kosten und Erlöse"	Der Benutzer kann den Reiter Kosten und Erlöse sehen.	finance.core.VIEW_JOBCOSTING_TAB	AccountingDefaultGroup BillableOrderEditorModel JobcostingDefaultGroup JobcostingTabModel
Finance: Accounts Receivable editItem.Action.text Due Date on the invoice apart from the payment ter	The user can edit the due date on the invice apart from the payment term.	Finanzen: Ausgangsbelege Bearbeiten Fälligkeitsdatum eines Beleges unabhängig von den Zahlungsbedi	Der Benutzer kann das Fälligkeitsdatum eines Beleges bearbeiten unabhänig von den Zahlungsbedingungen.		
Finance: Accounts Receivable Allow to set payment target to a longer duration than defined on debtor	The user can set a payment target to longer duration than defined on debtor profile.	Finanzen: Ausgangsbelege Erlaube das Zahlungsziel auf einen längeren Zeitraum zu setzen als im Debi	Der Benutzer kann das Zahlungsziel auf einen längerne Zeitraum setzen, als es im Debitorprofil hinterlegt ist.		
Forwarding: Application Simple Orders	The user have access to the simple orders application.	Spedition: Anwendung Simple Aufträge	Der Benutzer hat Zugriff auf die Anwenudng Aufträge und kann diese Öffnen.		
Forwarding: Simple Orders Homeview Actions New Simple Order	The user can create new simple orders. The option is also shown in the homeview.	Spedition: Simple Orders Homeview Aktionen Neu Simple Order	Der Benutzer kann neue Aufträge erstellen. Die Option wird als Aktion dargestellt.		
Forwarding: Simple Orders Editor Tab "Partner"	The user have access to the partner tab in simple orders.	Spedition: Simple Orders Editor Reiter "Geschäftspartner"	Der Benutzer hat Zugriff auf den Reiter Geschäftspartner in einem Auftrag.		
T&T: Application Interface Monitor	The user have access to the interface monitor application.	T&T: Anwendung Interface Monitor	Der Benutzer hat Zugriff auf die Anwendung Interface Monitor im T&T.		
Orders: Cancel Order	The user can cancel orders.	Aufträge: Auftrag stornieren	Der Benutzer darf Sendungen stornieren.		
Orders: editItem.Action.text the eco date when finalized costs exist	The user can add the eco date, when finalized costs exist.	Aufträge: Bearbeiten Wirtschaftsmonat setzen wenn finalisierte Kosten existieren	Der Benutzer darf den Wirtschaftsmonat setzen, wenn finalisierte Kosten existieren.		
Orders: editItem.Action.text Sales Person of an Order	The user can add or change the sales person of an order.	Aufträge: Bearbeiten Verkäufer eines Auftrages	Der Benutzer darf den Verkäufer in einer Sendung bearbeiten.		
Orders: Change Jobcosting status	The user see the status of jobcosting. Also the user can change the status in the shipment overview. Users without this permission are not allowed to change the jobcosting stats.	Aufträge: Bearbeiten Jobcosting Status	Der Benutzer sieht den Abrechnungsstatus einer Sendung. Des Weiteren kann der Benutzer den Abrechnungsstatus in der Anwendung "Sendungsübersicht" ändern. Benutzer, die diese Berechtigung nicht haben, können den Abrechnungsstatus nicht ändern.	order.order.CHANGE_ORDER_STATUS	
Orders: Change the jobcosting status to closed	The user can set the jobcosting status to closed.	Aufträge: Bearbeiten Jobcosting Status auf "abgeschlossen"	Der Benutzer darf den Abrechnungsstatus auf abschließen setzen.		
Orders: Set the economic date earlier than the order date	The user can set the economicdate earlier than the order date.	Aufträge: Wirtschaftsmonat vor Leistungsmonat setzen	Der Benutzer darf das Datum für den Wirtschaftsmonat vor das Datum des Leistungsmonat setzen.		
Orders: Set the eco date to more than one year in past/future	The user can set the eco date to more than one year in past/future.	Aufträge: Wirtschaftsmonat mehr als ein Jahr zurueck- oder vorsetzen	Der Benutzer darf den Wirtschaftsmonat mehr als ein Jahr vor- oder zurücksetzen.		
Orders: Manually override the economic date	The user can overwrite the eco date manually.	Aufträge: Manuelles ueberschreiben des Wirtschaftsmonats	Der Benutzer darf den Wirtschaftsmonat manuell überschreiben.		
Orders: Change the jobcosting status to billed	The user can set the jobcosting status to billed.	Aufträge: Bearbeiten Jobcosting Status auf "abgerechnet"	Der Benutzer darf den Abrechnungsstatus auf abgerechnet setzen.		
Orders: Change the jobcosting status from closed to open	The user can change the jobcosting status from closed to open.	Aufträge: Bearbeiten Jobcosting Status von "abgeschlossen" auf "offen"	Der Benutzer darf Aufträge mit dem Abrechnungsstatus Abgeschlossen auf offen setzen.		
Partner: Maintenance Partner	The user have access to the partner maintenance.	Geschäftspartner: Stammdaten Geschäftspartner	Der Benutzer hat Zugriff auf die Anwendung Geschäftspartner.		
Partner: Assign Sales Person	The user can add sales person in the partner maintenance.	Geschäftspartner: Verkäufer zuordnen	Der Benutzer darf in der Geschäftspartneranwenudng im Reiter Zuordnungen Verkäufer zuordnen.		
TANGO: editItem.Action.text the foreign CIN field in a Partner	The user can add the foreign CIN field in the partner maintenance.	TANGO: Bearbeiten the foreign CIN field in a Partner	Der Benutzer darf im Partner das Feld CIN bearbeiten.		
Partner: Create Partner	The user can create a new partner.	Geschäftspartner: Anlegen	Benutzer darf einen Geschäftspartner anlegen.		

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		Geschäftspartner			
Partner: Edit D.U.N.S. Number	The user can add rhe D.U.N.S. number.	Geschäftspartner: D.U. N.S.-Nummer bearbeiten	Benutzer darf die D.U.N.S-Nummer bearbeiten.		
Partner: Perform D.U. N.S. Lookup	The user can done the looup for the D.U. N.S	Geschäftspartner: D.U. N.S. Lookup ausführen	Benutzer kann das Lookup für D.U.N.S ausführen.		
Partner: Perform D.U. N.S. QuickCheck	The user can perform a D.U.N.S. quickcheck	Geschäftspartner: D.U. N.S. QuickCheck ausführen	Der Benutzer kann einen QuickCheck ausführen.		
Partner: editItem. Action.text a Partner that is a Branch	The user can edit a partner that is a branch	Geschäftspartner: Bearbeiten einen Geschäftspartner der ein Branch ist	Der Benutzer darf einen Geschäftspartner bearbeiten, der als Banch gekennzeichnet ist.		
Partner: Homeview Actions Export Partner data to a spreadsheet	The user can export the partner data to a spreadsheet. An extra point "Export" is available in the overview	Geschäftspartner: Homeview Aktionen Exportiere Geschäftspartner-Daten in eine Tabelle	Der Benutzer hat in der Übersicht die Möglichkeit die Geschäftspartner in eine Tabelle zu exportieren. Ein extra Punkt "Exportiere" wird angezeigt.		
Partner: Tab "Contacts" Create Contact	The user have access to the tab "Contacts" and can add new contacts	Geschäftspartner: Reiter "Kontakte" Anlegen Kontakt	Benutzer haben Zugriff auf den Reiter Kontakte und können neue Kontakte anlegen.		
Partner: Edit Role Authorized Economic Operator	The user have access to the role "AEO" and can edit it	Geschäftspartner: Bearbeiten Rolle Authorized Economic Operator	Zugriff auf Rolle "AEO" eines Geschäftspartners und die Möglichkeit diese zu bearbeiten.		
Partner: Edit Role Article	The user have access to the role "Article" and can edit it	Geschäftspartner: Bearbeiten Rolle Artikel	Zugriff auf Rolle "Artikel" eines Geschäftspartners und die Möglichkeit diese zu bearbeiten.		
Partner: Edit Role Creditor	The user have access to the role "creditor" and can edit it	Geschäftspartner: Bearbeiten Rolle Kreditor	Zugriff auf Rolle "Kreditor" eines Geschäftspartners und die Möglichkeit diese zu bearbeiten.		
Partner: Edit Role Debitor	The user have access to the role "debtor" and can edit it	Geschäftspartner: Bearbeiten Rolle Debitor	Zugriff auf Rolle "Debitor" eines Geschäftspartners und die Möglichkeit diese zu bearbeiten.		
Partner: Edit Role Korea Vatreg	The user have access to the role "Korean business partx" and can edit it	Geschäftspartner: Bearbeiten Rolle Korea Vatreg	Zugriff auf Rolle "Korea Business Partx" eines Geschäftspartners und die Möglichkeit diese zu bearbeiten.		
Partner: View Role Authorized Economic Operator	The user can view the role "AEO" but cannot edit the role	Geschäftspartner: Ansehen Rolle Authorized Economic Operator	Der Benutzer kann die Rolle AEO ansehen, kann diese aber nicht ändern.		
Partner: View Role Article	The user can view the role "Article" but cannot edit the role	Geschäftspartner: Ansehen Rolle Artikel	Der Benutzer kann die Rolle Artikel ansehen, kann diese aber nicht ändern.		
Partner: View Role Creditor	The user can view the role "creditor" but cannot edit the role	Geschäftspartner: Ansehen Rolle Creditor	Der Benutzer kann die Rolle Kreditor ansehen, kann diese aber nicht ändern.		
Partner: View Role Debitor	The user can view the role "debtor" but cannot edit the role	Geschäftspartner: Ansehen Rolle Debitor	Der Benutzer kann die Rolle Debitor ansehen, kann diese aber nicht ändern.		
Partner: View Role Korea Vatreg	The user can view the role "Korean Vatreg" but cannot edit the role	Geschäftspartner: Ansehen Rolle Korea Vatreg	Der Benutzer kann die Rolle Korea Vatreg ansehen, kann diese aber nicht ändern.		
Partner: Tab "Accounting" Assign branch partners VAT ID to a different partner	The VAT-No from a partner can assign to a different partner	Geschäftspartner: Zuordnen einer Partners VAT ID zu einem anderen Partner	Die UST-ID eines Partners kann einem weiteren Partner zugeordnet werden.		
Partner: View	The user can view partners but cannot edit the partner	Geschäftspartner: Ansehen	Der Benutzer kann Geschäftspartner ansehen aber nicht bearbeiten.		
Partner: View Tab "Accounting"	The user can see the tab "Accounting" in the partner appliance	Geschäftspartner: Ansehen Reiter "Buchhaltung"	Der Benutzer kann den Reiter Buchhaltung im Geschäftspartner sehen.		
Reporting: Accurals	The user can create the accruals report	Reporting: Rückstellungsreport	Der Benutzer kann den Rückstellungsreport erstellen.		
Reporting: Application Reporting	The user have access to the reporting appliance	Reporting: Anwendung Reporting	Der Benutzer kann auf die Anwendung Reporting zugreifen.		
Reporting: CBS Report	The user can generate the CBS report	Reporting: CBS Report	Der Benutzer kann den CBS Report erstellen.		
Reporting: Chargetypes	The user can generate the chargetype report	Reporting: Kostenstellenreport	Der Benutzer kann den Kostenstellenreport erstellen.		
Reporting: Generate reports	The user can generate general reports	Reporting: Reports generieren	Der Benutzer kann Reports erstellen.		
Reporting: Customer Invoices	The user can generate the customer invoice report	Reporting: Kunden-Rechnungsreport	Der Benutzer kann den Kunden-Rechnungsreport erstellen.		
Reporting: Deleted Reports	The user can view deleted reports	Reporting: gelöschte	Der Benutzer kann gelöschte Reports ansehen.		
Reporting: Eco Month Report	The user can generate the eco month report	Reporting: Leistungsmonatreport	Der Benutzer kann den Leistungsmonatreport erstellen.		
Reporting: Financial Report	The user can generate the financial report	Reporting: Buchungen Finanzperiode	Der Benutzer kann den Report für Buchungen Finanzperiode erstellen.		
Reporting: Invoices	The user can generate the invoice report	Reporting: Rechnungsreport	Der Benutzer kann den Rechnungsreport erstellen.		

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Reporting: Ledger	The user can generate the general ledger report	Reporting: Sachkontenreport	Der Benutzer kann den Sachkontenreport erstellen.		
Reporting: Month Closing	The user can generate the month closing report	Reporting: Monatsabschlussliste	Der Benutzer kann den Report für die Monatsabschlussliste erstellen.		
Reporting: NBB Report	The user can generate the NBB report	Reporting: NBB Report	Der Benutzer kann den NBB-Report erstellen.		
Reporting: Profit Loss	The user can generate the profit loss report	Reporting: Gewinn-Verlust-Statistik	Der Benutzer kann den Report für die Gewinn-Verlust-Statistik erstellen.		
Reporting: SNB Report	The user can generate the SNB report	Reporting: SNB Report	Der Benutzer kann den SNB-Report erstellen.		
Shipment Overview: Application Accounting Report	The user can generate the accounting report in the application. The user can also generate the report via ticking the actionlink	Sendungsübersicht: Anwendung Accounting Report	Der Benutzer kann den Report Speditionsbuch (Belege) in der Anwendung generieren. Der Report kann über den Aktionlink generiert werden.		
Forwarding: Application Shipment Overview	The user have access to the shipment overview application	Spedition: Anwendung Sendungsübersicht	Der Benutzer kann auf die Anwendung Sendungsübersicht zugreifen.		
Shipment Overview: Application Container Report	The user can generate the container report. The report can generate via actionlink	Sendungsübersicht: Anwendung Container Report	Der Benutzer kann den Containerreport erstellen. Darstellung als Aktionlink		
Shipment Overview: Application Detailed Report	The user can generate the detailed report. The report can generate via actionlink	Sendungsübersicht: Anwendung Detailed Report	Der Benutzer kann den Detailliert Report erstellen. Darstellung als Aktionlink		
Shipment Overview: Maintenance Grant Access to orders from all Scope modules	The user have grant access to all orders from all Scope modules	Sendungsübersicht: Stammdaten Zugriff auf Orders aller Scope Module	Der Benutzer hat Zugriff auf alle Sendungen, aus allen Scope-Modulen.		
Shipment Overview: Application Grouping Report	The user can generate the grouping report. The report can generate via actionlink	Sendungsübersicht: Anwendung Grouping Report	Der Benutzer kann den Gruppierten Report erstellen. Darstellung als Aktionlink		
Shipment Overview: Application Jobcosting Report	The user can generate the jobcosting report	Sendungsübersicht: Anwendung Jobcosting Report	Der Benutzer hat Zugriff auf den Report "Speditionsbuch".		
Shipment Overview: Application Jobcosting Status	The user can see the jobcosting status by ticking Extras > Trigger jobs and the user can update the entry	Sendungsübersicht: Anwendung Jobcosting Status	Der Benutzer kann den Jobcosting Status über Extras > Trigger Jobs einsehen und hat die Auswahl Eintrag aktualisieren.		
Maintenance Layouts: Allow the selection of no layout	The user must not select a layout to generate a report. Users without this permission must select a layout to generate a report	Stammdaten Layouts: Erlaube die Auswahl keines Layouts	Der Benutzer muss beim Generieren eines Reports in der Sendungsübersicht kein Layout auswählen um diesen zu ziehen. Benutzer ohne die Berechtigung müssen immer ein Layout auswählen.		
Maintenance Layouts	The user have access to the layout maintenance	Stammdaten Layouts	Der Benutzer hat Zugriff auf die Layout-Einstellungen		
Shipment Overview: Application Partner Turnover Report	The user can generate the partner turnover report	Sendungsübersicht: Anwendung Geschäftspartnerumsatz Report	Der Benutzer kann den Geschäftspartnerumsatz-Report generieren.		
Shipment Overview: Maintenance Show monetary amounts in the statistics Appliance	The monetary amounts will show in the statistics appliance	Sendungsübersicht: Stammdaten Geldbeträge anzeigen	Die Geldbeträge werden in der Sendungsübersicht angezeigt.		
Forwarding: Shipment Overview web service	The user can view the shipment overview in the web service	Spedition: Sendungsübersicht Web-Service	Der Benutzer kann im Web-Service die Sendungsübersicht einsehen.		
Shipment Overview: Application Old Statistics	The user have access to the old statistics application	Sendungsübersicht: Anwendung Alte Statistik	Der Benutzer hat Zugriff auf das alte Statistik-Modul.		

BHT

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Ocean: Application dbh	The user have access to the BHT appliance	Ocean: Anwendung dbh	Der Benutzer hat Zugriff auf die Anwendung BHT	bht. LAUNCH_BHT _APP	BHTAppliance BHTModule
Partner: Edit Role BHT	The user can view and edit the role BHT in the partner appliance	Geschäftspartner: Bearbeiten Rolle BHT	Der Benutzer darf im Geschäftspartner auf die Rolle BHT zugreifen und diese anlegen und ändern.	partner.profile. EDIT_BHT	BHTPartnerProfile Service PartnerSuperUser DefaultGroup
Partner: View Role BHT	The user can only view the role BHT in the partner appliance	Geschäftspartner: Ansehen Rolle BHT	Der Benutzer kann im Geschäftspartner auf die Rolle BHT zugreifen, kann diese aber nicht ändern.	partner.profile. VIEW_BHT	BHTPartnerProfile Service PartnerReadOnly DefaultGroup

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CARGO_OFFICE

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Air: Export Shipments Editor Actions "Extras" Cargo Office	The user have access to cargo office in the shipment editor	Luft: Export Sendungen Editor Aktionen "Extras" Cargo Office.	Der Benutzer hat im Sendungseditor unterExtras Zugriff auf Cargo Office.	cargoOffice	AirExportShipmentEditorModel CargoOfficeMasterEditorModel

COMPLIANCE

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Compliance check: Overrule the Compliance check by setting the good guy until date	The user can overwrite the result of the compliance check manually	Compliance check: überschreiben des Compliance Check Ergebnis	Der Benutzer kann das Ergebnis des Compliance Checks manuell überschreiben.	partner. COMPLIANCE_GOOD_GUY	Compliance ComplianceOverruleModel
Compliance check: Overrule the Compliance check by setting the good guy until date, restricted	The user can only change the date by the result of the compliance check	Compliance check: überschreiben des Compliance Check Ergebnis, Datum begrenzt	Der Benutzer kann nur das Datum manuell bei dem Ergebnis des Compliance Cecks ändern.	partner. COMPLIANCE_GOOD_GUY_RESTRICTED	Compliance ComplianceOverruleModel
Compliance check: View Compliance Historical Data	The user can view historical compliance data. The access is limited to "view"	Compliance check: Ansehen Historische Compliance Daten	Der Benutzer kann auf die vorherigen Ergebnisse der Compliance Checks zugreifen. Der Zugriff ist auf die Ansicht beschränkt.	partner. COMPLIANCE_HISTORY	Compliance

CRM

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used in
CRM: Delete Visit Reports	The user can delete visit reports	CRM: Löschen Besuchsberichte	Der Benutzer kann Besuchsberichte löschen.	crm. DELETE_VISIT_REPORT	VisitReportHomeModel
CRM: Application Visit Reports	The user have access to the visit reports appliance	CRM: Anwendung Besuchsberichte	Der Benutzer hat Zugriff auf die Anwendung CRM.	crm. LAUNCH_VISIT_REPORT	VisitReportAppliance

CUSTOMS_BE

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used in
BE Customs: Application	The user have access to the BE customs appliance	BE Customs: Anwendung	Der Benutzer hat Zugriff auf die niederländische Zollabwicklung	becustoms. LAUNCH_BE_SMF_APPLIANCE	BECustomsAppliance BECustomsApplianceService

CUSTOMS_CH

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used in
EDec: Application EDec Export	The user have access to the EDec-Export module	EDec: Anwendung EDec Export	Der Benutzer hat Zugriff auf das EDec Export-Modul.	chcustoms. export. LAUNCH_EDEC_EXPORT_APP	EDecExportAppliance EzvModule

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EDec: Application EDec Import	The user have access to the EDec-Import module	EDec: Anwendung EDec Import	Der Benutzer hat Zugriff auf das EDec Import- Modul.	chcustoms.import.LAUNCH_EDEC_IMPORT_APP	EDecImportApplianceEzvModule
EDec: Application EDec Import Statistik	The user have access to the EDec import Statistics	EDec: Anwendung EDec Import Statistik	Der Benutzer hat Zugriff auf die Import Statistik	chcustoms.import.LAUNCH_STATISTIC_APP	EDecImportStatisticApplianceEDecImportStatisticLayoutService
EDec: Application EDec Tax Receipt	The user have access to the EDec tax receipt	EDec: Anwendung EDec Tax Receipt	Der Benutzer hat Zugriff auf die Anwendung Tyx Receipt.	chcustoms.taxReceipt.LAUNCH_EDEC_TAX_RECEIPT_APP	AbstractEDecHomeModel
EDec: editItem.Action.text secure data im EZV Deklarantenprofile	The user can edit the "secure data" in the EZV declarant profile	EDec: Bearbeiten secure data im EZV Deklarantenprofile	Der Benutzer darf die "secure data" im EZV Deklarantenprofil bearbeiten.	chcustoms.partner.EDIT_SECURE_DATA	EZVDeclarantProfileModel
EDec: Create von E-Dec Anmeldungen aus einem eShopWorld Outbound Manifest XML und anhängen an eine	The user can generate a declaration from a eShopWorld Outbound manifest and can attach attachments.	EDec: Anlegen von E-Dec Anmeldungen aus einem eShopWorld Outbound Manifest XML und anhängen an eine	Der Benutzer kann aus der EDec Anwendung eine Anmeldung aus einem eShopWorld Outbound Manifest XML und Anhänge anlegen.	chcustoms.eShopWorld.AIR_IMPORT	ManifestImportService
EDec: Create von E-Dec Anmeldungen aus einer eShopWorld-Rücksendungs-Excel-Datei und anhängen an e	The user can generate a declaration from eShopWorld re-export excel file and can attach attachments	EDec: Anlegen von E-Dec Anmeldungen aus einer eShopWorld-Rücksendungs-Excel-Datei und anhängen an	Benutzer können aus einer eShopWorld-Rücksendungs-Excel-Datei E-Dec Anmeldungen anlegen und Dateien anhängen.	chcustoms.eShopWorld.return.AIR_EXPORT	ReturnOrderService
EDec: Create von Rückerstattungslisten aus einer eShopWorld-Rücksendungs-Excel-Datei	The user can generate paybacklists from an eShopWorld re-export excel file	EDec: Anlegen von Rückerstattungslisten aus einer eShopWorld-Rücksendungs-Excel-Datei	Der Benutzer kann Rückerstattungslisten aus einer eShopWorld-Rücksendungs-Excel-Datei anlegen.	chcustoms.eShopWorld.return.refund	CommercialInvoiceLayoutService
EDec: Application NCTS Export	The user have access to the NCTS Export appliance	EDec: Anwendung NCTS Export	Der Benutzer hat Zugriff auf die Anwendung NCTS Export.	chcustoms.ncts.LAUNCH_NCTS_EXPORT_APP	EzvModuleNCTSApplianceNCTSHomeModel
EDec: Application NCTS Import	The user have access to the NCTS Import appliance	EDec: Anwendung NCTS Import	Der Benutzer hat Zugriff auf die Anwendung NCTS Import.	chcustoms.ncts.LAUNCH_NCTS_IMPORT_APP	NCTSAppliance EzvModule NCTSHomeModel
EDec: Senden von Zollnachrichten	The user can send customs messages	EDec: Senden von Zollnachrichten	Der Benutzer darf Zollnachrichten senden.	chcustoms.core.SEND_MESSAGES	EDecMessageEditorModel NCTSMessageEditorModel
Partner: Edit Role EZV Declarant	The user can edit the role EZV declarant	Geschäftspartner: Bearbeiten Rolle EZV Deklarant	Der Benutzer kann die Rolle EZV Deklarant bearbeiten.	partner.profile.EDIT_CUSTOMS_CH_DEKLARANT	EZVDeclarantProfileService PartnerSuperUserDefaultGroup
Partner: Edit Role EZV Participant	The user can edit the role EZV participants	Geschäftspartner: Bearbeiten Rolle EZV Teilnehmer	Der Benutzer kann die Rolle EZV Teilnehmer bearbeiten.	partner.profile.EDIT_CUSTOMS_CH_TEILNEHMER	EZVTeilnehmerProfileService PartnerSuperUserDefaultGroup
Partner: View Role EZV Declarant	The user can only view the role EZV declarant	Geschäftspartner: Ansehen Rolle EZV Deklarant	Der Benutzer kann die Rolle EZV Deklarant ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_CH_DEKLARANT	EZVDeclarantProfileService PartnerReadOnly

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					DefaultGroup
Partner: View Role EZV Participant	The user can only view the role EZV participants	Geschäftspartner: Ansehen Rolle EZV Teilnehmer	Der Benutzer kann die Rolle EZV Teilnehmer ansehen aber nicht bearbeiten.	chcustoms.core.CREATE_WITHOUT_SHIPMENT_LINK	EZVTeilnehmer ProfileService PartnerReadOnly DefaultGroup
EDec: EDec: Create Zollvorgang OHNE Sendungsbezug	The user can create custom declarations without shipment referenz.	EDec: Anlegen Zollvorgang OHNE Sendungsbezug	Der Benutzer kann Zolldeklarationen ohne Sendungsbezug anlegen.		

CUSTOMS_KR

Name (EN)	Discription	Name (DE)	Beschreibung	Properties Variables	Used in
KR Customs: Application KTNet	The user have access to the korean customs application	KR Customs: Anwendung KTNet	Der Benutzer hat Zugriff auf die koreanische Zollabwicklung KTNet.	customs-kr.LAUNCH_KTNET_APP	AirdcdCustomsApplianceService ExhmfsCustomsApplianceService ImhmfsCustomsApplianceService GodAppCustomsApplianceService KTNetFHLCustomsApplianceService KTNetAppliance

CUSTOMS_NL

Name (EN)	Discription	Name (DE)	Beschreibung	Properties Variables	Used in
NL Customs: Application AGS	The user have acces to the AGS appliance	NL Customs: Anwendung AGS	Der Benutzer hat Zugriff auf die Anwendung AGS.	customs-nl.LAUNCH_NL_AGS	AGSAppliance AGSExportApplianceService AGSImportApplianceService ClientPDHomeModel ClientVWAHomeModel SagittaImportAppliance
NL Customs: Application DTV	The user have acces to the DTV appliance	NL Customs: Anwendung DTV	Der Benutzer hat Zugriff auf die Anwendung DTV.	customs-nl.LAUNCH_NL_AGS_DTV	BondedWarehouseTakeOutEditorModel DTVAppliance
NL Customs: Create a new AGS Export declaration	The user can create a new Export declaration in AGS	NL Customs: Anlegen a new AGS Export declaration	Der Benutzer darf eine neue Exportanmeldung in AGS anlegen.	customs-nl.CREATE_AGS_EXPORT	AGSExportApplianceService AGSProcedureSearchProcessor
NL Customs: Allow to register AGS Export MRNs	The user can registered AGS export MRNs	NL Customs: Allow to register AGS Export MRNs	Der Benutzer darf in AGS Export MRNs registrieren.	customs-nl.REGISTER_AGS_EXPORT_MRN	NLAGSExportCustomsApplianceActionList
NL Customs: Create a new AGS Import declaration	The user can create a new Import declaration in AGS	NL Customs: Anlegen a new AGS Import declaration	Der Benutzer darf eine neue Importanmeldung in AGS anlegen.	customs-nl.CREATE_AGS_IMPORT	AGSImportApplianceService AGSProcedureSearchProcessor BondedWarehouseTakeOutEditorModel
NL Customs: Send AGS Import CusDec	The user can send the AGS import CusDec	NL Customs: Senden AGS Import CusDec	Der Benutzer darf bei AGS Importen die CusDec senden.	customs-nl.SEND_AGS_IM_CUSDEC	AGSCusDecEditorModel

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NL Customs: Send AGS Import CusDec (Correction)	The user can sned the AGS Import CusDEC corrections	NL Customs: Senden AGS Import CusDec (Correction)	Der Benutzer darf bei AGS Importen die CusDec Korrekturen senden.	customs-nl. SEND_AGS_IM_CUSDEC_COR	AGSProcedureDetailModel
NL Customs: Send AGS Import CusDec (Supplementary)	The user can sned the AGS Import CusDEC supplementaries	NL Customs: Senden AGS Import CusDec (Supplementary)	Der Benutzer darf bei AGS Import CusDec Ergänzungen senden.	customs-nl. SEND_AGS_IM_CUSDEC_SUP	AGSProcedureDetailModel
NL Customs: Send AGS Import Goods Presentation	The user can send AGS Import goods presentations	NL Customs: Senden AGS Import Goods Presentation	Der Benutzer kann im AGS Import Güter Vorführungen senden.	customs-nl. SEND_AGS_IM_GPR	AGSProcedureDetailModel
NL Customs: Send AGS Import Invalidation Request	The user can set requests to invalid in AGS Import	NL Customs: Senden AGS Import Invalidation Request	Der Benutzer kann Beim AGs Import Anfragen für ungültig erklären und diese senden.	customs-nl. SEND_INVALIDATION	AGSProcedureDetailModel InvalidationEditorModel
NL Customs: Manually Void AGS Import Declaration	The user can manually void AGS Import declarations	NL Customs: Manually Void AGS Import Declaration	Der Benutzer kann AGS Importdeklarationen für ungültig erklären.	customs-nl. MANUALLY_VOID_AGS	NLCustomsHomeModel
NL Customs: Application C-sum BREAK DOWN	The user have access to the C-Sum Break Down application	NL Customs: Anwendung C-sum BREAK DOWN	Der Benutzer hat Zugriff auf die Anwendung C-sum Break Down.	customs-nl. LAUNCH_BREAK_DOWN	BreakDownAppliance
NL Customs: Application C-sum BUILD UP	The user have access to the C-Sum Build up application	NL Customs: Anwendung C-sum BUILD UP	Der Benutzer hat Zugriff die Anwendung C-sum Build Up.	customs-nl. LAUNCH_BUILD_UP	BuildUpAppliance
NL Customs: Cancel C-Sum Take In messages	The user can cancel C-Sum Take In messages	NL Customs: Abbrechen C-Sum Take In messages	Der Benutzer kann C-Sum Take in Nachrichten abbrechen.	customs-nl. CANCEL_CSUM_TAKEIN	TakeInHomeModel
NL Customs: Cancel C-Sum Take Out messages	The user can cancel C-Sum Take Out messages	NL Customs: Abbrechen C-Sum Take Out messages	Der Benutzer kann C-Sum Take Out in Nachrichten abbrechen.	customs-nl. CANCEL_CSUM_TAKEOUT	TakeOutHomeModel
NL Customs: Application C-Sum DGVS Correction	The user have access to the C-Sum DGVS correction application	NL Customs: Anwendung C-Sum DGVS Correction	Der Benutzer hat Zugriff auf die Anwendung DGVS Correction.	customs-nl. LAUNCH_CSUM_DGVS_CORRECTION	DGVSCorrectionAppliance
NL Customs: Application C-Sum Inventory	The user have access to the C-Sum Inventory application	NL Customs: Anwendung C-Sum Inventory	Der Benutzer hat Zugriff auf die Anwendung C-Sum Inventar.	customs-nl. LAUNCH_CSUM_INVENTORY	DGVSCorrectionAppliance
NL Customs: Allow to re-Send already sent C-Sum Messages	The user can re-send already sent C-Sum messages	NL Customs: Allow to re-Send already sent C-Sum Messages	Der Benutzer kann bereits gesendete Nachrichten noch einmal senden.	customs-nl. RESEND_CSUM_TRANSACTION	DGVSMessageEditorModel
NL Customs: Allow to correct C-Sum Inventory messages	The user can send C-Sum Inventory messages corrections	NL Customs: Allow to correct C-Sum Inventory messages	Der Benutzer kann die C-Sum Inventory Nachricht korrigieren.	customs-nl. SEND_CSUM_CORRECTION	BreakDownHomeModel BuildUpHomeModel TakeInHomeModel TakeOutHomeModel
NL Customs: editItem.Action.text the Declarant EDI Routing	The user can edit the EDI routing in the profile declarant	NL Customs: Bearbeiten the Declarant EDI Routing	Der Benutzer kann das EDI Routing im Deklarantenprofil bearbeiten.	customs-nl. EDIT_EDI_ROUTING	
NL Customs: Application ECS Arrival	The user have access to the ECS arrival application	NL Customs: Anwendung ECS Arrival	Der Benutzer hat Zugriff auf die Anwendung ECS Arrival.	customs-nl. LAUNCH_NL_ECS_ARRIVAL	AGSHomeModel NLECSArrivalAppliance ECSArrivalAppliance SagittaExportHomeModel
NL Customs: Application ECS Exit Summary	The user have access to the ECS Exit summary application	NL Customs: Anwendung ECS Exit Summary	Der Benutzer hat Zugriff auf die Anwendung ECS Ausgangszusammenfassung.	customs-nl. LAUNCH_NL_ECS_EXIT	ECSExitAppliance NLECSExitApplianceService
NL Customs: Application ECS Hub	The user have access to the ECS Hub application	NL Customs: Anwendung ECS Hub	Der Benutzer hat Zugriff auf die Anwendung ECS Hub.	customs-nl. LAUNCH_NL_ECS_HUB	ECSHubAppliance NLECSHubApplianceService
NL Customs: Application NL GPA Bonded Warehouse	The user have access to the NL GPA bonded warehouse application	NL Customs: Anwendung NL GPA Bonded Warehouse	Der Benutzer hat Zugriff auf die Anwendung NL GPA Zolllager.	customs-nl. LAUNCH_NL_GPA	NLGPAAppliance
NL Customs: Create Bonded Warehouse Owner Change	The user can create the bonded warehouse owner	NL Customs: Anlegen Bonded Warehouse Owner Change	Der Benutzer kann den Eigentümer im Zolllager anlegen.	customs-nl. CREATE_NL_GPA_CHOWN	NLGPAHomeModel
NL Customs: Create Bonded Warehouse	The user can create corrections in the bonded warehouse	NL Customs: Anlegen Bonded Warehouse	Der Benutzer kann Korrekturen im Zolllager vornehmen.	customs-nl. CREATE_NL_GPA_	NLGPAHomeModel

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Correction		Correction		CORR	
NL Customs: Create Bonded Warehouse Kitting	The user can create bonded warehouse kitting	NL Customs: Anlegen Bonded Warehouse Kitting	Der Benutzer kann Zuschnitte für das Zolllager anlegen.	customs-nl. CREATE_NL_GPA_KIT	NLGPAHomeModel
NL Customs: Create Bonded Warehouse Take In	The user can create bonded warehouse Take In	NL Customs: Anlegen Bonded Warehouse Take In	Der Benutzer kann Take In im Zolllager anlegen.	customs-nl. CREATE_NL_GPA_TAKEIN	NLGPAHomeModel
NL Customs: Create Bonded Warehouse Take Out	The user can create bonded warehouse Take Out	NL Customs: Anlegen Bonded Warehouse Take Out	Der Benutzer kann Take Out im Zolllager anlegen.	customs-nl. CREATE_NL_GPA_TAKEOUT	NLGPAHomeModel
NL Customs: Application NL GPA Inventory Overview	The user have access to NL GPA inventory overview application	NL Customs: Anwendung NL GPA Inventory Overview	Der Benutzer hat Zugriff auf die Anwendung NL GPA Inventory Overview.	customs-nl. LAUNCH_GPA_INVENTORY	NLGPAInventoryAppliance
NL Customs: Application NL GPA Report Appliance	The user have access to NL GPA Report application	NL Customs: Anwendung NL GPA Report Appliance	Der Benutzer hat zugriff auf die Anwendung NL GPA Repoort Appliance.	customs-nl. LAUNCH_GPA_REPORT	NLGPAReportAppliance
NL Customs: Roll back a definitive GPA Report	The user can roll back a definitive GPA report	NL Customs: Roll back a definitive GPA Report	Der Benutzer kann einen endgültigen GPA Report rückgängig machen.	customs-nl. ROLLBACK_GPA_REPORT	GPAReportHomeModel
NL Customs: Create a new GPA Report	The user can create a new GPA Report	NL Customs: Anlegen a new GPA Report	Der Benutzer darf neue GPA Reports anlegen.	customs-nl. RUN_GPA_REPORT	GPAReportEditorModel
NL Customs: Application guarantee control	The user have access to the gurantee control module	NL Customs: Anwendung guarantee control	Der Benutzer hat Zugriff auf das Garantiemodul.	customs-nl. LAUNCH_GUARANTEE_CONTROL_APP	NLCustomsGuaranteeControlAppliance
NL Customs: Link a procedure already linked to a shipment	The user can link a procedure already linked to a shipment	NL Customs: Link a procedure already linked to a shipment	Der Benutzer kann einen Link zu einer Sendung setzen.	customs-nl. LINK_ALREADY_LINKED_PROC	NLCustomsOrderLinkActionList
NL Customs: Application NCTS	The user have access to the NCTS application	NL Customs: Anwendung NCTS	Der Benutzer hat Zugriff auf die Anwendung NCTS.	customs-nl. LAUNCH_NL_NCTS	NLCustomsModule SagittaNCTSAppliance SagittaNCTSExportApplianceService SagittaNCTSImportApplianceService
NL Customs: Create NCTS Arrival Messages	The user can create and receive NCTS arrival messages	NL Customs: Anlegen NCTS Arrival Messages	Der Benutzer kann NCTS Ankunftsnachrichten empfangen und anlegen.	customs-nl. CREATE_NCTS_ARRIVAL	BondedWarehouseTakeInEditorModel SagittaNCTSAppliance NLNCTSImportCustomsApplianceActionList SagittaNCTSHomeModel SagittaNCTSProcedureDetailModel TakeInEditorModel
NL Customs: Create NCTS Departure Messages	The user can create and receive NCTS departure messages	NL Customs: Anlegen NCTS Departure Messages	Der Benutzer kann Ankunftsnachrichten empfangen und anlegen.	customs-nl. CREATE_NCTS_DEPARTURE	AGSHomeModel BondedWarehouseTakeOutEditorModel ClientPDHomeModel ClientVWAHomeModel NLNCTSImportCustomsApplianceActionList SagittaExportHomeModel SagittaNCTSAppliance SagittaNCTSHomeModel SagittaNCTSProcedureDetailModel
NL Customs: Maintenance NCTS MRNs	The user have access to the NCTS MRN maintenance	NL Customs: Stammdaten NCTS MRNs	Der Benutzer hat Zugriff auf die NCTS MRN Stammdaten.	customs-nl. REGISTER_NCTS_MRN	NLNCTSCustomsApplianceActionList

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					SagittaNCTSAppliance
NL Customs: Create AGS Export Declaration (No Shipment)	The user can create AGS Export declarations (no shipments)	NL Customs: Anlegen AGS Export Declaration (No Shipment)	Der Benutzer kann AGS Export Deklarationen anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_AGS_EX	AGSHomeModel
NL Customs: Create AGS Import Declaration (No Shipment)	The user can create AGS Import declarations (no shipments)	NL Customs: Anlegen AGS Import Declaration (No Shipment)	Der Benutzer kann AGS Import Deklarationen anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_AGS_IM	AGSHomeModel
NL Customs: Create Client PD Declaration (No Shipment)	The user can create Client PD declarations (no shipments)	NL Customs: Anlegen Client PD Declaration (No Shipment)	Der Benutzer kann Client PD Deklarationen anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_CPD	ClientPDHomeModel
NL Customs: Create Client VWA Declaration (No Shipment),	The user can create Client VWA declarations (no shipments)	NL Customs: Anlegen Client VWA Declaration (No Shipment),	Der Benutzer kann Client VWA Deklarationen anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_CVWA	ClientVWAHomeModel
NL Customs: Create C-Sum Break Down (No Shipment)	The user can create C-Sum Break Down (no shipments)	NL Customs: Anlegen C-Sum Break Down (No Shipment)	Der Benutzer kann C-Sum Break Down anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_DGVS_BD	BreakDownHomeModel
NL Customs: Create C-Sum Build Up (No Shipment)	The user can ceate C-Sum Build UP (no shipments)	NL Customs: Anlegen C-Sum Build Up (No Shipment)	Der Benutzer kann C-Sum Build Up anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_DGVS_BU	BuildUpHomeModel
NL Customs: Create C-Sum Take In (No Shipment)	The user can ceate C-Sum Take In (no shipments)	NL Customs: Anlegen C-Sum Take In (No Shipment)	Der Benutzer kann C-Sum Take In anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_DGVS_TI	TakeInHomeModel
NL Customs: Create C-Sum Take Out (No Shipment)	The user can ceate C-Sum Take Out (no shipments)	NL Customs: Anlegen C-Sum Take Out (No Shipment)	Der Benutzer kann C-Sum Take Out anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_DGVS_T0	TakeOutHomeModel
NL Customs: Create NCTS Arrival (No Shipment)	The user can ceate NCTS arrivals (no shipments)	NL Customs: Anlegen NCTS Arrival (No Shipment)	Der Benutzer kann NCTS Ankünfte anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_NCTS_ARR	SagittaNCTSHomeModel
NL Customs: Create NCTS Departure (No Shipment)	The user can ceate NCTS departures (no shipments)	NL Customs: Anlegen NCTS Departure (No Shipment)	Der Benutzer kann NCTS Abgänge anlegen (keine Sendungen)	customs-nl.NL_CUSTOMS_NO_SHIPMENT_NCTS_DEP	SagittaNCTSHomeModel
NL Customs: Application CLIENT PD	The user have access to the Client PD application	NL Customs: Anwendung CLIENT PD	Der Benutzer hat Zugriff auf die anwenudng Client PD.	customs-nl.LAUNCH_NL_PD	ClientPDAppliance ClientPDApplianceService
NL Customs: Rebuild All Stati	The user can rebuild all statistics in the customs module	NL Customs: Rebuild All Stati	Der Benutzer kann alle Statistiken im Zollmodul rebuilden.	customs-nl.REBUILD_ALL	AGSHomeModel SagittaExportHomeModel SagittaImportHomeModel SagittaNCTSHomeModel
Ocean: Application RTM PortBase	The user have access to the RTM PortBase module	Ocean: Anwendung RTM PortBase	Der Benutzer hat Zugriff auf die Anwenung RTM PortBase.	customs-nl.LAUNCH_NL_RTM_PORTBASE	PortbaseModule RTMPortBaseAppliance
Partner: Role "Portbase Participant"	The user can create the role "Portbase Participant"	Geschäftspartner: Rolle "Portbase Participant"	Der Benutzer darf im Geschäftspartner die Rolle "Portbase" anlegen.	customs-nl.MANAGE_PORTBASE_PROFILE	
NL Customs: Application Sagema	The user ave access to the Sagema application	NL Customs: Anwendung Sagema	Der Benutzer hat Zugriff auf die Anwenudng Sagema.	customs-nl.LAUNCH_SAGEMA_APP	SagemaAppliance
NL Customs: Create a CBS Report	The user can generate the CBS report	NL Customs: Anlegen a CBS Report	Der Benutzer darf den CBS Report generieren.	customs-nl.CREATE_CBS_REPORT	SagittaImportHomeModel
NL Customs: Application Sagitta EX	The user have access to the Sagitta EX application	NL Customs: Anwendung Sagitta EX	Der Benutzer hat Zugriff auf die Anwendung Sagitta EX	customs-nl.LAUNCH_SAGITTA_EX	NLCustomsModule SagittaExportAppliance SagittaExportApplianceService
NL Customs: Create	The user can create and receive	NL Customs: Anlegen	Der Benutzer kann Sagema Export	customs-nl.	NLExportCusto

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Sagain Export Messages	Sagain export messages	Sagain Export Messages	Nachrichten anlegen und empfangen.	CREATE_SAGAIN_EXPORT	msApplianceActionList SagittaExportHomeModel
NL Customs: Allow to register Sagitta Export MRNs	The user can register Sagitta export MRNs	NL Customs: Allow to register Sagitta Export MRNs	Der Benutzer darf Sagitta Export MRNs registrieren.	customs-nl. REGISTER_SAGITTA_EXPORT_MRN	NLExportCustomsApplianceActionList
NL Customs: Application Sagitta Import	The user have acces to the Sagitta import application	NL Customs: Anwendung Sagitta Import	Der Benutzer hat Zugriff auf den Import via Sagitta.	customs-nl. LAUNCH_SAGITTA_IM	ClientPDHomeModel ClientVWAHomeModel NLCustomsModule SagittaImportAppliance
NL Customs: Manually Void Declarations	The user can manually void declarations	NL Customs: Manually Void Declarations	Der Benutzer darf manuell Deklarationen für ungültik erklären.	customs-nl. MANUALLY_VOID	NLCustomsHomeModel
NL Customs: Application Sagoga	The user have access to the Sagoga application	NL Customs: Anwendung Sagoga	Der Benutzer hat Zugriff auf die Anwendung Sagoga.	customs-nl. LAUNCH_SAGOGA_APP	SagogaAppliance
NL Customs: Send Sagain Export Message	The user can send Sagain Export Messages	NL Customs: Senden Sagain Export Message	Der Benutzer darf Sagain Export Meldungen senden.	customs-nl. SEND_SAGAIN_EXPORT	SagainExportEditorModel
NL Customs: Send Sagain Import Message	The user can send Sagain Import Messages	NL Customs: Senden Sagain Import Message	Der Benutzer darf Sagain Import Meldungen senden.	customs-nl. SEND_SAGAIN_IMPORT	SagainImportEditorModel SagavaEditorModel
NL Customs: Send Sagaty Message	The user can send Sagaty messages	NL Customs: Senden Sagaty Message	Der Benutzer darf Sagaty Meldungen senden.	customs-nl. SEND_SAGATY	SagatyEditorModel
NL Customs: Send Sageli Message	The user can send Sageli messages	NL Customs: Senden Sageli Message	Der Benutzer darf Sageli Meldungen senden.	customs-nl. SEND_SAGELI	SageliEditorModel
NL Customs: Application C-sum TAKE IN	The user have access to the C-Sum Take In application	NL Customs: Anwendung C-sum TAKE IN	Der Benutzer hat Zugriff auf die Anwendung C-Sum Take In.	customs-nl. LAUNCH_TAKE_IN	TakeInAppliance TakeInApplianceService
NL Customs: Application C-sum TAKE OUT	The user have access to the C-Sum Take Out application	NL Customs: Anwendung C-sum TAKE OUT	Der Benutzer hat Zugriff auf die Anwendung C-Sum Take Out.	customs-nl. LAUNCH_TAKE_OUT	TakeOutAppliance TakeOutApplianceService
NL Customs: Application Tariff Info	The user have access to the tariff info application	NL Customs: Anwendung Tariff Info	Der Benutzer hat Zugriff auf die Anwendung Tarifinfo.	customs-nl. LAUNCH_TARIFF	NLCustomsTariffAppliance
NL Customs: Application CLIENT VWA	The user have access to the CLIENT VWA application	NL Customs: Anwendung CLIENT VWA	Der Benutzer hat Zugriff auf die Anwendung Client VWA.	customs-nl. LAUNCH_NL_VWA	ClientVWAAppliance ClientVWAApplianceService
Partner: Edit Role NL Customs Bonded Warehouse	The user can edit the role NL Customs bonded warehouse in the partner appliance	Geschäftspartner: Bearbeiten Rolle NL Zoll Bonded Warehouse	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Zolllager anlegen und bearbeiten.	partner.profile. EDIT_CUSTOMS_NL_BONDED_WH	NLBondedWarehouseAdminService PartnerSuperUserDefaultGroup
Partner: Edit Role NL Customs Declarant	The user can edit and create the role NL customs declarant in the partner application	Geschäftspartner: Bearbeiten Rolle NL Zoll Deklarant	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Zolldeklarant anlegen und bearbeiten.	partner.profile. EDIT_CUSTOMS_NL_DEKLARANT	NLCustomsDeclarantService PartnerSuperUserDefaultGroup
Partner: Edit Role NL Customs Goods Location	The user can edit and create the role NL customs goods locations in the partner application	Geschäftspartner: Bearbeiten Rolle NL Zoll Goods Location	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Warenort anlegen und bearbeiten.	partner.profile. EDIT_CUSTOMS_NL_GOODS_LOC	NLCustomsGoodsLocationService PartnerSuperUserDefaultGroup
Partner: Edit Role NL Customs Partner	The user can edit and create the role NL customs partner in the partner application	Geschäftspartner: Bearbeiten Rolle NL Zoll Partner	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Partner anlegen und bearbeiten.	partner.profile. EDIT_CUSTOMS_NL_PARTNER	NLCustomsPartnerProfileService PartnerSuperUserDefaultGroup
Partner: Edit Role NL Customs Portbase	The user can edit and create the role NL customs Portbase in the partner application	Geschäftspartner: Bearbeiten Rolle NL Zoll Portbase	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Portbase anlegen und bearbeiten.	partner.profile. EDIT_CUSTOMS_NL_PORTBASE	PartnerSuperUserDefaultGroup PortbaseParticipantPartnerProfileService
Partner: Edit Role NL Customs Stock Owner	The user can edit and create the role NL customs Stock owner in	Geschäftspartner: Bearbeiten Rolle NL	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll	partner.profile. EDIT_CUSTOMS_N	NLCustomsStockOwnerService

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	the partner application	Zoll Stock Owner	Eigentümer anlegen und bearbeiten.	L_STOCK_OWNER	PartnerSuperUserDefaultGroup
Partner: View Role NL Customs Bonded Warehouse	The user can only view the role NL customs bonded warehouse	Geschäftspartner: Ansehen Rolle NL Zoll Bonded Warehouse	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Zolllager ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_BONDED_WH	NLBondedWarehouseAdminService PartnerReadOnlyDefaultGroup
Partner: View Role NL Customs Declarant	The user can only view the role NL customs declarant	Geschäftspartner: Ansehen Rolle NL Zoll Deklarant	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Zolldeklarant ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_DEKLARANT	NLCustomsDeclarantService PartnerReadOnlyDefaultGroup
Partner: View Role NL Customs Goods Location	The user can only view the role NL customs goods location	Geschäftspartner: Ansehen Rolle NL Zoll Goods Location	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Warenort ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_GOODS_LOC	NLCustomsGoodsLocationService PartnerReadOnlyDefaultGroup
Partner: View Role NL Customs Partner	The user can only view the role NL customs Partner	Geschäftspartner: Ansehen Rolle NL Zoll Partner	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Partner ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_PARTNER	NLCustomsPartnerProfileService PartnerReadOnlyDefaultGroup
Partner: View Role NL Customs Portbase	The user can only view the role NL customs portbase	Geschäftspartner: Ansehen Rolle NL Zoll Portbase	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Portbase ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_PORTBASE	PartnerReadOnlyDefaultGroup PortbaseParticipantPartnerProfileService
Partner: View Role NL Customs Stock Owner	The user can only view the role NL customs stock owner	Geschäftspartner: Ansehen Rolle NL Zoll Stock Owner	Der Benutzer darf im Geschäftspartner die Rolle NL Zoll Eigentümer ansehen aber nicht bearbeiten.	partner.profile.VIEW_CUSTOMS_NL_STOCK_OWNER	NLCustomsStockOwnerService PartnerReadOnlyDefaultGroup

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used in
Partner: Edit Role US Customs ABI Filer	The user can edit and create the role NL customs Stock owner in the partner application	Geschäftspartner: Bearbeiten Rolle US Zoll ABI Filer	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US ABI Filer anlegen und bearbeiten.		
Partner: Edit Role US Customs Partner Profile	The user can edit and create the role US Customs Partner profile	Geschäftspartner: Bearbeiten Rolle US Zoll Partner Profile	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US Partner Profile anlegen und bearbeiten.		
Partner: Edit Role US Customs Principal Party In Interest	The user can edit and create the role US Customs Principal Party in Interest	Geschäftspartner: Bearbeiten Rolle US Zoll Principal Party In Interest	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US Principal Party In Interest anlegen und bearbeiten.		
Partner: View Role US Customs ABI Filer	The user can edit and create the role US Customs ABI Filer	Geschäftspartner: Ansehen Rolle US Zoll ABI Filer	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US ABI Filer ansehen aber nicht bearbeiten.		
Partner: View Role US Customs Partner	The user can only view the role US CustomsPartner	Geschäftspartner: Ansehen Rolle US Zoll Partner	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US Partner Profile ansehen aber nicht bearbeiten.		
Partner: View Role US Customs Principal Party In Interest	The user can only view the role US Customs Principal Party In Interest	Geschäftspartner: Ansehen Rolle US Zoll Principal Party In Interest	Der Benutzer kann im Geschäftspartner unter der Rollen die Rolle US Principal Party In Interest ansehen aber nicht bearbeiten.		
US Customs: Create US AES Transmission Password	The user can create US AES transmission password	US Customs: Anlegen US AES Transmission Password	Der Benutzer kann für AES das Passwort anlegen.		
US Customs: Application AMS	The user have access to the AMS application	US Customs: Anwendung AMS	Der Benutzer hat Zugriff auf die Anwendung AMS.		
US Customs: Application US Customs	The user have accesss to the US Customs application	US Customs: Anwendung US Customs	Der Benutzer hat Zugriff auf die Anwendung US Customs		
US Customs: Choose between Pre- and Post-Departure Filing	The user can choose between Pre- ans Post-Departure Filing	US Customs: Choose between Pre- and Post-Departure Filing	Der Benutzer hat die Wahl zwischen dem Pre- oder Post-Departure Filing.		
US Customs: Application ISF	The user have access to the ISF application	US Customs: Anwendung ISF	Der Benutzer hat Zugriff auf die Anwendung ISF.		
US Customs: Link a procedure that is already linked	The user can link a procedure already linked to a shipment	US Customs: Link a procedure that is already linked	Der Benutzer kann einen Link zu einer Sendung setzen.		
US Customs: Finalize	The user can finalize the Importer	US Customs: Finalize	Der Benutzer kann das ISF Filing finalisieren.	customs-us.	USISF1

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Importer Security Filings	Securety Filings	Importer Security Filings		SEND_ISF	0EditorModel USISF5 EditorModel

DAKOSY

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Ocean: Application Dakosy	The user have access to the Dakosy application	Ocean: Anwendung Dakosy	Benutzer hat Zugriff auf die Dakosy Anwendung.		
Partner: View Role Dakosy	The user can only view the role Dakosy	Geschäftspartner: Ansehen Rolle Dakosy	Der Benutzer kann im Geschäftspartner die Rolle Dakosy sehen aber nicht ändern.		

DUNNING

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Finance: Application payments, account statements (dunning letters)	The user hace access to the payments and account statements application	Finanzen: Anwendung Zahlungen und Mahnungen	Der Benutzer hat Zugriff auf die Anwendung Zahlungen und Mahnungen.		
Finance: Dunning Editor Actions Change Due Date	The user can edit the due date of outgoing invoices	Finanzen: Mahnmodul Editor Aktionen Fälligkeitsdatum Ändern	Der Benutzer kann das Fälligkeitsdatum eines Ausgangsbeleges ändern.		
Finance: Dunning Homeview Actions editItem.Action.text payment configuration	The user have access to the dunning module in the dunning homview	Finanzen: Mahnmodul Homeview Aktionen Bearbeiten der Einstellungen des Mahnmoduls	Der Benutzer hat im Übersichtsbereich im Mahnmodul unter Finanzen - Zahlungen die Aktion Verwaltung > Einstellungen zu Verfügung.		
Finance: Application Import payment xml file	The user hav eaccess to the import payment xml file application	Finanzen: Anwendung XML File mit Zahlungsstatus importieren	Der Benutzer hat unter Finanzen > Zahlungen den Button Import zur Verfügung, um in die Applikation "Payment Import Protocol" gehen zu können.		

EZT

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
ATLAS EZT: abfragen	The user have access to the EZT in the apllications ATLAS, AES, NCTS, etc.	ATLAS EZT: abfragen	Benutzer mit der Berechtigung haben Zugriff auf den EZT in den Anwendungen Atlas, AES, NCTS, etc.		

FEDEX

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
FedEx: editItem.Action.text FedEx Shipments	Users can create and edit FedEx shipments	FedEx: Bearbeiten FedEx Sendungen	Benutzer mit der Berechtigung können FedEx Sendungen bearbeiten und anlegen.		
Partner: Edit Role Fedex	The user can create and edit the role FedEx	Geschäftspartner: Bearbeiten Rolle Fedex	Der Benutzer kann die Rolle Fedex anlegen und bearbeiten.		
Partner: View Role Fedex	The user can only view the role FedEx	Geschäftspartner: Ansehen Rolle Fedex	Der Benutzer kann die Rolle Fedex ansehen aber nicht bearbeiten.		

FORWARDING

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In

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Partner: Role "Agent" Tab "Pre-Alerts"	The user can generate "pre-alerts" in the "agent" role and the "pre-alerts" tab	Geschäftspartner: Rolle "Agent" Reiter "Pre-Alerts"	Der Benutzer kann Pre-Alerts in der Rolle Agent im Geschäftspartner generieren.		
Air: Airlines Homeview Actions "AWB Info"	The user can check AWB-Informations from the Airline Homview	Luft: Airlines Homeview Aktionen "AWB Info"	Der Benutzer hat die Möglichkeit AWB Informationen vom Übersichtsbereich abzurufen.		
Air: Airlines Homeview Actions "New", "editItem. Action.text", "Delete", "Link Partner"	The user can select "new, delete, link partner" und maintenance > airlines	Luft: Airlines Homeview Aktionen "Neu", "Bearbeiten", "Löschen", "Link Partner"	Der Benutzer kann in den Stammdaten > Airlines die Punkte "Neu", "Bearbeiten", "Löschen", "Link Partner" anwählen.		
Air: Application Sita Messaging	The user have access to the Sita messaging application	Luft: Anwendung Sita Messaging	Der Benutzer kann das Sita Messaging verwenden und die Kommunikation mit Sita führen.		
Air: Maintenance Airlines	The user have haccess to the airline application	Luft: Stammdaten Airlines	Der Benutzer hat Zugriff auf die Anwendung Airlines in den Stammdaten.		
Air: Application Export Shipments, Departure Control, Maintenance OAG Flightinfo, Consolidation Flight	The user have access to the follw applications and maintenances: Export Shipments, Departure Control, Maintenance OAG Flightinfo, Consolidation Flight	Luft: Anwendung Export Sendungen, Departure Control, Stammdaten OAG Flightinfo, Konsolflugplan, TACT	Der Benutzer hat Zugriff auf die jeweilige Anwendung und die Stammdaten zu: Export Sendungen, Departure Control, Stammdaten OAG Flightinfo, Konsolflugplan, TACT		
Air: Application AWB Orders	The user have access to the AWB orders application	Luft: Anwendung AWB Aufträge	Der Benutzer hat Zugriff auf die Anwendung AWB Aufträge.		
Finance: Application CASS	The user have access to the Cass application	Finanzen: Anwendung CASS	Benutzer mit der Berechtigung können die CASS Anwendung aufrufen und nutzen.		
Air: Export Shipments Editor Change HAWB Number	The user can change the AWB-No in the Shipmenteditor via Extras	Luft: Export Sendungen Editor Ändern HAWB-Nummer	Benutzer mit der Berechtigung können im Sendungseditor über Extras die HAWB-Nummer ändern.		
Air: Export Shipments Editor Actions "Extras" Change Shipment Type	The user can change the Shipemnt Type in the Shipmenteditor via Extras	Luft: Export Sendungen Editor Aktionen "Extras" Ändern Sendungstyp	Benutzer mit der Berechtigung können im Sendungseditor über Extras den Sendungstyp ändern.		
Air: Export Shipments Editor Tab "Commercial Invoice"	The user ave access to the "Commercial Invocie " tab in air export shipments	Luft: Export Sendungen Editor Reiter "Handelsrechnung"	Der Benutzer hat Zugriff auf den Reiter "Handelsrechnung" bei Luftfracht Export Sendungen.		
Air: Application Consolidation Flightschedule	The user have access to the consolidation flightschedule application	Luft: Anwendung Konsolflugplan	Der Benutzer hat Zugriff auf die Anwendung "Konsolflugplan"		
Air: Maintenance CPA Template	The user can create templates for CPA-templates in the settings	Luft: Stammdaten CPA Vorlage	Der Benutzer kann über Stammdaten > Luftfracht CPA-Vorlagen anlegen und ändern.		
Air: Export Shipments Editor Actions "Extras" Airline Booking	The user can crate a airline booking in the shipment editor under extras	Luft: Export Sendungen Editor Aktionen "Extras" Airline Buchung	Der Benutzer kann in einer Luftfracht-Export Sendung unter Extras eine Airline Buchung generieren		
Air: Export Shipments Homeview Actions "New" Booking	The user can generate a booking in the ovierview by ticking extras	Luft: Export Sendungen Homeview Aktionen "Neu" Buchung	Der Benutzer kann im Übersichtsbereich über Extras eine neue Buchung anlegen.		
Air: Export Shipments Editor Tab "Invoices" printItem. Action.text CPA Branch Invoice	The user can create the CPA branche invice	Luft: Export Sendungen Editor Reiter "Abrechnung" Drucken CPA Branch Invoice	Der Benutzer darf die Häuserabrechnung im Reiter CPA Profit Analyse durchführen.		
Air: Export Shipments Editor Tab "Invoices" printItem. Action.text CPA Profit Share	The user can create at CPA Profit share. In the shipment Editor a new button is available	Luft: Export Sendungen Editor Reiter "Abrechnung" Drucken CPA Profit Share	Benutzer können im Reiter Abrechnung die CPA Profit Analyse für den Agenten durchführen. Dazu wird ein extra Button angezeigt.		
Air: Export Shipments Editor Actions "Extras" CPA Overwrite	The user can overwrite and adapt the CPA under Extras.	Luft: Export Sendungen Editor Aktionen "Extras" CPA Overwrite	Benutzer mit der Berechtigung, könne die CPA Überschreiben und anpassen.		
Air: Export Shipments Homeview Actions "New" Master Shipment	The user can create a new Master Shipment from the overview	Luft: Export Sendungen Homeview Aktionen "Neu" Sammelsendung	Benutzer können im Übersichtbereich eine neue Mastersendung anlegen		
Air: Application Export Quotations	The user have access to the Export Quotations application	Luft: Anwendung Export Offerten	Der Benutzer kann Export Offerten enerieren		
Air: Export Shipments Homeview Actions "New" Shipment	The user can create a new Shipment from the homeview	Luft: Export Sendungen Homeview Aktionen "Neu" Sendung	Der Benutzer kann aus dem Übersichtsbereich heraus eine neue Sendung erstellen		
Air: Export Shipments Homeview Actions "New" Shipment from Template	The user can create a new shipment from a template	Luft: Export Sendungen Homeview Aktionen "Neu" Sendung aus Vorlage	Der Benutzer kann eine neue Sendung aus einer Vorlage erstellen		

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Air: Application External Master Shipments	The user have access to the external master shipment application	Luft: Anwendung Externe Sammelsendungen	Der Benutzer hat Zugriff auf die Anwendung "Externe Sammelsendung"		
Air: Settings Finish Defaults	The user have access to "finish defaults" under maintenance	Luft: Einstellungen Finish Defaults	Der Benutzer hat Zugriff auf die "Finish Defaults" in den Einstellungen		
Air: Maintenance Net-Rates	The user have access to "netrates" under maintenance	Luft: Stammdaten Nettoraten	Der Benutzer hat Zugriff auf ie "Nettoraten" in den Einstellungen		
Air: Export Shipments Editor Actions "Extras" "Create Template" "Create Shipment"	The user can create templates or shipments in the export shipment editor und action extras	Luft: Export Sendungen Editor Aktionen "Extras" "Anlegen Vorlage" "Anlegen Sendung"	Der Benutzer kann eine Vorlage oder Sendugn aus dem Luftfraht Export Sendungseditor unter Extras anlegen		
Air: Export Shipments Editor editItem.Action.text Other Charges in AWB		Luft: Export Sendungen Editor Bearbeiten Other Charges im AWB			
Air: Maintenance Export Shipment Templates	The user have access to the export shipment templates maintenance	Luft: Stammdaten Export Sendungsvorlagen	Der Benutzer kann über die Stammdaten neue Export Vorlagen anlegen		q
Air: Export Shipments Editor Actions "Extras" Send Pre-Alert EDI	The user can send via Extras in the shipment the pra-alert EDI	Luft: Export Sendungen Editor Aktionen "Extras" Senden Pre-Alert EDI	Der Benutzer kann über Extras in der Sendungserfassung das Pre-Alert EDI senden		
Air: Export Shipments Editor Delete Security Entry	The user can delete the securety entry in the shipment	Luft: Export Sendungen Editor Löschen Luftfrachtsicherheit Ereignis	Der Benutzer kann das Ergebnis der Luftfrachtsicherheit in der Sendung löschen		
Air: Export Quotations Editor Actions "Extras" View Usage of Quotations	The user can view the quotation in the shipment via extras	Luft: Export Offerten Editor Aktionen "Extras" Ansehen Verwendung von Offerten	Der Benutzer kann sich die Qutierung über Extras in der Sendung anzeigen lassen		
Air: Export Shipments Editor Tab "ULD Data"	The user can view the tab "ULD Data" in the shipment editor (direkt, backtoback, master)	Luft: Export Sendungen Editor Reiter "ULD Daten"	DEr Benutzer kann den Reiter "ULDs" in der Sendungserfassung sehen. (Direkt, BacktoBack, Master)		
Air: Application Import Shipments	The user have access to the Import shipment application	Luft: Anwendung Import Sendungen	Der Benutzer hat Zugriff auf das Import Modul		
Air: Import Shipments Editor Actions "Extras" Change Shipment Type	The user can change the shipment type in the shipment via extras	Luft: Import Sendungen Editor Aktionen "Extras" Ändern Sendungstyp	Der Benutzer kann in der Sendung über Extras den Sendungstyp ändern		
Air: Import Shipments Editor Actions "New" Pre-Alert	The user can create a new pre-alert from the overview	Luft: Import Sendungen Editor Senden Pre-Alert	Der Benutzer kann über den Übersichtsbereich ein neues Pre-Alert generieren		
Air: Application Import Quotations	The user have access to the import quotations application	Luft: Anwendung Import Offerten	Der Benutzer hat Zugriff auf das Import-Offerten Modul		
Air: Import Shipments Homeview Actions "New" Shipment	The user can create new Import shipments from the homeview	Luft: Import Sendungen Homeview Aktionen "Neu" Sendung	Der Benutzer kann über Neu im Homeview neue Sendungen anlegen		
Air: Import Shipments Homeview Actions "New" Shipment from Template	The user can create new shipment from a template in the homeview	Luft: Import Sendungen Homeview Aktionen "Neu" Sendung aus Vorlage	Der Benutzer kann über Neu im Übersichtsbereich eine neue Sendung aus einer Vorlage generieren		
Air: Import Shipments Editor Actions "Extras" "Create Template" "Create Shipment"	The user can crate template and shipments via Extras in the shipment	Luft: Import Sendungen Editor Aktionen "Extras" "Anlegen Vorlage" "Anlegen Sendung"	Der Benutzer kann in der Sendung über Extras Vorlagen oder Sendungen generieren		
Air: Maintenance Import Shipment Templates	The user have access to the import shipment templates maintenance	Luft: Stammdaten Import Sendungsvorlagen	Der Benutzer kann über die Stammdaten neue Import Vorlagen anlegen		
Air: Import Shipments Editor Actions "Extras" Send EDI Arrival Notice	The user can send the EDI arrival Notice via Extras in the shipment editor	Luft: Import Sendungen Editor Aktionen "Extras" SendenEDI Ankunftsanzeige	Der Benutzer kann die EDI-Ankunftsanzeige über Extras in der Sendung senden.		
Air: Import Quotations Editor Actions "Extras" View Usage of Quotations	The user can view the import quotation in the shipment via extras	Luft: Import Offerten Editor Aktionen "Extras" Ansehen Verwendung von Offerten	Der Benutzer kann sich die Import-Offerte über Extras in der Sendung anzeigen lassen		
Forwarding: Maintenance Activity types	The user have access to the activity type appliance	Spedition: Stammdaten Activity types	Der Benutzer hat Zugriff auf die Anwendung Activitätstypen		
Forwarding: Shipments Editor Actions Shipments to embargoed countries	The user can release shipemnts to embargoed countries	Spedition: Sendungen Editor Aktionen Sendungen in Embargo-Länder	Benutzer können Sendungen in Embargoländer freigeben.	forwarding. shipment. APPROVE_EMBARGO_SHIPMENTS	
Forwarding: Application Bookings	The user have access to the Bookings appliance	Spedition: Anwendung Buchungen	DEr Benutzer hat Zugriff auf die Anwendung Buchungen		

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Forwarding: Maintenance Carrier Handling Agents	The user have access to the maintenance of carrier handling agent	Spedition: Stammdaten Carrier Handling Agents	Der Benutzer kann in den Stammdaten die Carrier Handlung Agenen bearbeiten		
Groups: Maintenance Container	The user have access to the Container maintenance	Gruppen: Stammdaten Container	Der Benutzer hat ZUgriff auf die Anwendung Container		
Forwarding: Shipments Editor Actions Create a new Shipment Number	The user can overwrite the shipmentnumber in the shipmenteditor	Spedition: Sendungen Editor Aktionen Anlegen neue Sendungsnummer	Benutzer mit der Berechtigung, können die vorhandene Sendungsnummer durch eine neue Sendungsnummer ersetzen.	forwarding. shipment. CREATE_NEW_ SHIPMENT_NU MBER	
Forwarding: Application Customer Consignments	The user have access to the Customer Consignments application	Spedition: Anwendung Customer Consignments	Der Benutzer hat Zugriff auf die Anwendung Customer Consignments		
Forwarding: Maintenance Damage Code Master Data	The user have access to the damage code master data maintenance	Spedition: Stammdaten Damage Code Master Data	Der Benutzer kann in den Stammdaten die damage code master data editieren		
Forwarding: Activity types Homeview Actions New	The user have the butten new in the overvie of activity types	Spedition: Activity types Homeview Aktionen Neu	Der Benutzer kann im Übersichtbereich der Aktivitätstypen den Button neu sehen		
Forwarding: Application Forwarding Orders	Tjhe user have access to the forwarding orders application	Spedition: Anwendung Forwarding Orders	Der Benutzer hat Zugriff auf die Anwendung Speditionsaufträge		
Forwarding: Application Quotations	The user have access to the Quotations application	Spedition: Anwendung Offerten	Der Benutzer hat Zugriff auf die Anwendung Offerten		
Forwarding: Application Rate Sheet Templates	The user have access to the rate sheet template application	Spedition: Anwendung Ratenblattvorlagen			
Forwarding: Application Rate Sheet Test Blocks	the user have access to the rate sheet test block application	Spedition: Anwendung Ratenblatttextblöcke			
Forwarding: Shipments Tab "Documents" Delete Handling Units		Spedition: Sendungen Reiter "Dokumente" Löschen Packstücke		forwarding. shipment. REMOVE_HU_FI LES	
Partner: Role "Secure Shipper (EU) / Known Shipper (US)" Manually mark RA/KC as checked	The user can set manually the status as checked by role "Secure Shipper (EU)/ Known Shipper (US).	Geschäftspartner: Rolle "Secure Shipper (EU) / Known Shipper (US)" Manually mark RA/KC as checked			
Forwarding: Maintenance Shipping Equipment Master Data	The user have access to the maintenance of Shipping Equipment Master Data	Spedition: Stammdaten Shipping Equipment Master Data			
Forwarding: Quotations Homeview Actions "Filter" all Branches	The user can select the filter "all Branches" in the homeview	Spedition: Offerten Homeview Aktionen "Filter" all Branches			
Forwarding: Application Simple Shipments / Maintenance Templates	The user have access to the simple shipments application and access to the maintenance of templates	Spedition: Anwendung Sendungen light / Stammdaten Vorlagen			
Forwarding: Simple Shipments Editor Actions Change Cost Center	The user can edit the cost center in the editor	Spedition: Sendungen light Editor Aktionen Ändern Kostenstelle			
Forwarding: Simple Shipments Homeview Actions New Air Shipment	The user can create new air shipments from the homeview	Spedition: Sendungen light Homeview Aktionen Neu Air Sendung			
Forwarding: Simple Shipments Homeview Actions New Road Shipment	The user can create new road shipments from the homeview	Spedition: Sendungen light Homeview Aktionen Neu Road Sendung			
Forwarding: Simple Shipments Homeview Actions New Ocean Shipment	The user can create new Ocean shipments from the homeview	Spedition: Sendungen light Homeview Aktionen Neu Ocean Sendung			
Partner: Edit Role Agent	The user can edit the role agent in the partner appliance	Geschäftspartner: Bearbeiten Rolle Agent			
Partner: Edit Role Air Carrier	The user can edit the role air carrier in the partner appliance	Geschäftspartner: Bearbeiten Rolle Air Carrier			
Partner: Edit Role Carrier Agent	The user can edit the role carrier agentin the partner appliance	Geschäftspartner: Bearbeiten Rolle Carrier Agent			
Partner: Edit Role Forwarding Customer	The user can edit the role forwarding customer in the	Geschäftspartner: Bearbeiten Rolle Forwarding Customer			

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	partner appliance				
Partner: Edit Role Handling Agent	The user can edit the role handling agent in the partner appliance	Geschäftspartner: Bearbeiten Rolle Handling Agent			
Partner: Edit Role RegB	The user can edit the role RegB in the partner appliance	Geschäftspartner: Bearbeiten Rolle RegB			
Partner: Edit Role Road-Carrier	The user can edit the role Road-Carrier in the partner appliance	Geschäftspartner: Bearbeiten Rolle Road-Carrier			
Partner: Edit Role Secure Shipper	The user can edit the role secure shipper in the partner appliance	Geschäftspartner: Bearbeiten Rolle Sicherer Versender			
Partner: View Role Agent	The user can only view the role agent in the partner appliance	Geschäftspartner: Ansehen Rolle Agent			
Partner: View Role Air Carrier	The user can only view the role air carrier in the partner appliance	Geschäftspartner: Ansehen Rolle Air Carrier			
Partner: View Role Carrier Agent	The user can only view the role carrier agent in the partner appliance	Geschäftspartner: Ansehen Rolle Carrier Agent			
Partner: View Role Forwarding Customer	The user can only view the role forwarding customer in the partner appliance	Geschäftspartner: Ansehen Rolle Forwarding Customer			
Partner: View Role Handling Agent	The user can only view the role handling agent in the partner appliance	Geschäftspartner: Ansehen Rolle Handling Agent			
Partner: View Role RegB	The user can only view the role RegB in the partner appliance	Geschäftspartner: Ansehen Rolle RegB			
Partner: View Role Road-Carrier	The user can only view the role Road-Carrier in the partner appliance	Geschäftspartner: Ansehen Rolle Road-Carrier			
Partner: View Role Secure Shipper	The user can only view the role Secured Shipper in the partner appliance	Geschäftspartner: Ansehen Rolle Sicherer Versender			
Ocean: Maintenance Sailing Schedule	The user have access to the Sailing Schedule maintenance	Ocean: Stammdaten Sailing Schedule			
Ocean: Maintenance Ocean Carrier	The user have access to the Ocean Carrier maintenance	Ocean: Stammdaten Reederei			
Ocean: Application Export Shipments	The user have access to the Export Shipment application	Ocean: Anwendung Export Sendungen			
Ocean: Export Shipments Extras "Change" House BL Number	The user can change under Extras the House BL-No	Ocean: Export Sendungen Extras "Ändern" House BL Number			
Ocean: Export Shipments Extras "Change" Shipment Type	The user can change under Extras the Shipment Type	Ocean: Export Sendungen Extras "Ändern" Sendungstyp			
Ocean: Export Shipments Tab "Commercial Invoice"	The user va view and edit the tab "commercial invoice"	Ocean: Export Sendungen Reiter "Handelsrechnung"			
Ocean: Maintenance CPA Template	The user have access to the CPA Template maintenance	Ocean: Stammdaten CPA Vorlage			
Ocean: Export Shipments Homeview Actions "New" Booking	The user can create a new booking by New in the Overview	Ocean: Export Sendungen Homeview Aktionen "Neu" Booking			
Ocean: Export Shipments Editor Tab "Invoices" printItem.Action.text CPA Branch Invoice	The user can print the CPA branche invocie in the tab "Invoices"	Ocean: Export Sendungen Editor Reiter "Abrechnung" Drucken CPA Branch Invoice			
Ocean: Export Shipments Editor Tab "Invoices" printItem.Action.text CPA Profit Share	The user can print the CPA Profit Share in the tab "Invoices"	Ocean: Export Sendungen Editor Reiter "Abrechnung" Drucken CPA Profit Share			
Ocean: Export Shipments Editor Actions "Extras" CPA Overwrite	The user can overwrite the CPA under Extras	Ocean: Export Sendungen Editor Aktionen "Extras" CPA Overwrite			
Ocean: Export Shipments	The user can create a new	Ocean: Export Sendungen			

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Homeview Actions "New" Master Shipment	Master Shipment by New in the Overview	Homeview Aktionen "Neu" Sammelsendung			
Ocean: Export Shipments Homeview Actions "New" Shipment		Ocean: Export Sendungen Homeview Aktionen "Neu" Sendung			
Ocean: Export Shipments Homeview Actions "New" Shipment from Shipment Template		Ocean: Export Sendungen Homeview Aktionen "Neu" Sendung aus Sendungsvorlage			
Ocean: Export Shipments Extras "Create" Shipment Template (copy shipment)		Ocean: Export Sendungen Extras "Anlegen" Sendungsvorlage (copy shipment)			
Ocean: Maintenance Export Shipment Templates		Ocean: Stammdaten Export Sendungsvorlagen			
Ocean: Export Shipments Send manual XML-Pre-Alert		Ocean: Export Sendungen Senden manuelles XML-Pre-Alert			
Ocean: Application Import Shipments		Ocean: Anwendung Import Sendungen			
Ocean: Import Shipments Extras "Change" Shipment Type		Ocean: Import Sendungen Extras "Ändern" Sendungstyp			
Ocean: Import Shipments Homeview Actions "New" Shipment		Ocean: Import Sendungen Homeview Aktionen "Neu" Sendung			
Ocean: Import Shipments Homeview Actions "New" Shipment from Shipment Template		Ocean: Import Sendungen Homeview Aktionen "Neu" Sendung aus Sendungsvorlage			
Ocean: Import Shipments Extras "Create" Shipment Template (copy shipment)		Ocean: Import Sendungen Extras "Anlegen" Sendungsvorlage (copy shipment)			
Ocean: Maintenance Import Shipment Templates		Ocean: Stammdaten Import Sendungsvorlagen			

HIGHRISE

Partner: View Tab "Highrise"	The user can view the "Highrise" tab in the partner	Geschäftspartner: Ansehen Reiter "Highrise"	Benutzer können im Geschäftspartner den Reiter "Highrise" sehen.		

HANDLING

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Unused "HANDLING_AGENT_DISPATCH_APP"		Unused "HANDLING_AGENT_DISPATCH_APP"			
Handling: Application Shipments		Handling: Anwendung Sendungen			
Handling: Shipments Homeview Actions "Calculate Jobcosting"		Handling: Sendungen Homeview Aktionen "Offene Aufträge berechnen"			
Handling: Application Screening Tasks		Handling: Anwendung Sicherungsaufträge			
Handling: Maintenance Route Templates		Handling: Stammdaten Tourvorlagen			
Handling: Application Routes / Truck Disposition		Handling: Anwendung Touren / LKW Disposition			
Handling: Truck Load/Offloads Editor Tab "RFS flights"		Handling: LKW Be-/Entladungen Editor Reiter "RFS flights"			
Handling: Application Truck Load/Offloads		Handling: Anwendung LKW Be-/Entladungen			
Handling: Application Handling Units		Handling: Anwendung Packstücke			
Handling: Maintenance RFS Templates		Handling: Stammdaten RFS Vorlagen			
Unused "WAREHOUSE_SLT_UTILITY_APP"		Unused "WAREHOUSE_SLT_UTILITY_APP"			

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Handling: Application Handling Tasks		Handling: Anwendung Lageranweisungen			
Handling: Shipments Homeview Actions "Truck Load" : Add Shipments with invalid Customs Status		Handling: Sendungen Homeview Aktionen "Truck Load" : Hinzufügen Sendungen mit ungültigem Sicherhe			
Air: Application Truckmanifest		Luft: Anwendung Truckmanifest			
Handling: Shipments Disconnect customs positions		Handling: Sendungen Verknüpfung mit Zollposition lösen			
Tariffs: Home model VAS types		Tarife: VAS Typen			

RAKC

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Air: Export Shipments Editor Actions "Extras" Security	The user can add "Securety" in the shipment editor under "Extras"	Luft: Export Sendungen Editor Aktionen "Extras" Luftfrachtsicherheit	Benutzer haben in der Sendungserfassung Luftfracht Export die Aktionen Luftfrachtsicherheit in Extras zur Verfügung.		
Air: Settings Security Setup	The user can edit the Securety Setup for RAKC	Luft: Einstellungen Security Setup	Benutzer mit der Berechtigung können die Sicherheitseinstellungen im Setup für die RAKC Einstellungen vornehmen.		

SEA_CARRIER_EDI

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Ocean: Application Ocean Carrier EDI		Ocean: Anwendung Reederei EDI	Der Benutzer hat Zugriff auf die Anwendung Reederei EDI und kann Schnittstellen verwalten.		
Ocean: Carrier EDI Resend the last Shipping Instructions Message (Original, Amendment)		Ocean: Carrier EDI Erneutes Versenden der letzten B/L Instruktionen (Original, Amendment)	Der Benutzer kann im Carrier EDI die letzten B/L Instruktionen erneut senden (Original, Amendment)		
Ocean: Carrier EDI Void last transmitted, pending Booking Message (Original, Amendment, Cancellation		Ocean: Carrier EDI Letzte anhängige Buchung (Original, Amendment, Storno) ungültig machen	Der Benutzer kann im Carrier EDI die anhängige Buchung ungültig machen (Original, Amendment, Storno).		
Ocean: Export Unlock the main transport of shipment/master		Ocean: Export Unlock the main transport of shipment/master	Der Benutzer kann den Hauptlauf für den Export bei Sendungen/ Master entsperren.		
Shipment Monitor: Trigger Tracking Plans Clean-Up (Reo)		Sendungsmonitor: Trigger Tracking Plans Clean-Up (Reo)			
Shipment Monitor: Delete Order Tracking Plans via Shipment Monitor		Sendungsmonitor: Löschen Order Tracking Plans via Sendungsmonitor			
Shipment Monitor: Manually complete and approve Milestones		Sendungsmonitor: Manually complete and approve Milestones			
Shipment Monitor: editItem.Action.text Milestone Plan Data		Sendungsmonitor: Bearbeiten Milestone Plan Data			
Shipment Monitor: Enable the initialization of tracking plans		Sendungsmonitor: Enable the initialization of tracking plans			
Forwarding: Application Order Tracking Monitor		Spedition: Anwendung Order Tracking Monitor			
Forwarding: Maintenance Order Tracking Templates / Approval Reason Codes		Spedition: Stammdaten Order Tracking Vorlagen / Approval Reason Codes			
Shipment Monitor: Application Milestone Template Bricks		Sendungsmonitor: Anwendung Milestone Template Bricks			

WEB

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In

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T&T: Maintenance T&T Users	The user can edit the maintenance data in T&T maintenance	T&T: Stammdaten T&T Users	Benutzer mit der Berechtigung dürfen in den Stammdaten die T&T Benutzer anlegen und ändern.		

FAST_FORWARDING_FREIGHT

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Forwarding: Application AOG	The user have access to the AOG application	Spedition: Anwendung AOG	Der Benutzer darf auf die Anwendung AOG zugreifen.		
AOG: Deprecated Create Old AOG Orders	The user can create new orders in the Old AOG appliance	AOG: Deprecated Anlegen Old AOG Orders	Der Benutzer darf Aufträge in der Anwendung Old AOG anlegen		
AOG: Deprecated Application Old AOG	The user have access to the Old OAG appliance	AOG: Deprecated Anwendung Old AOG	Der Benutzer darf auf die Anwendung Old AOG zugreifen		
Forwarding: Simple Shipments Editor Actions printItem.Action.text NCA Waybill	The user can print the NCA Waybill in the shipent light editor	Spedition: Sendungen light Editor Aktionen Drucken NCA Waybill	Der Benutzer hat im Modul Sendungen light im Editor die Option den NCA Waybill zu drucken.		

GONDRAND_INTERNATIONAL

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Gondrand: editItem. Action.text Navision Partner Profile	The user can edit and create the Narvision Partner Profil in the partner appliance	Gondrand: Bearbeiten Navision Partnerprofil	Der Benutzer darf das Navision Partnerprofil im Geschäftspartner anlegen und bearbeiten.		
Gondrand: View Navision Partner Profile	The user can only view the Navision Parnter Profile in the partner appliance	Gondrand: Ansehen Navision Partnerprofil	Der Benutzer darf das Navision Partnerprofil im Geschäftspartner ansehen aber nicht bearbeiten.		

KINTETSU

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Finance: e-Invoice Allow 'Traxtech' as an e-Invoice format	The user can edit import in Tractech-format as e-Invoice	Finanzen: e-Invoice Erlaube 'Traxtech' als ein e-Invoice Format	Benutzer können Importe im Traxtech-Format als e-Invoice behandeln.		

RIEGE_SOFTWARE

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Partner: Edit Role Billing Partner Profile	The user can create and edit the role Billing Partner Profile	Geschäftspartner: Bearbeiten Rolle Billing Partner Profile	Benutzer können im Geschäftspartner die Rolle Billing Partner Profile anlegen und bearbeiten.		
Partner: View Role Billing Partner Profile	The user van only view the role Billing Partner Profile	Geschäftspartner: Ansehen Rolle Billing Partner Profile	Benutzer können im Geschäftspartner die Rolle Billing Partner Profile ansehen aber nicht bearbeiten.		
RSI: Maintenance Counters	The user have access to the Counters maintenance	RSI: Stammdaten Counters	Der Benutzer hat Zugriff auf die Zählerstammdaten		
RSI: Application Cash Register	The user have access to the Cash Register application	RSI: Anwendung Cash Register	Der Benutzer hat Zugriff auf die AnwendungBarzahler		
RSI: Maintenance Cash Register	The user have access to the cash register maintenance	RSI: Stammdaten Cash Register	Der Benutzer hat Zugriff auf die Barzahler Stammdaten		
RSI: Application Meetings	The user have access to the Meetings application	RSI: Anwendung Meetings	Der Benutzer hat Zugriff auf die Anwendung Meetings		
RSI: Application View Orders	The user have access to the View Order application	RSI: Anwendung View Orders	Der Benutzer hat Zugriff auf die Anwendung Senduingsübersicht		
RSI: Create Order	The user can create Orders	RSI: Anlegen Order	Der Benutzer kann Aufträge anlegen		

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RSI: Create Invoice	The user can create Invoices	RSI: Anlegen Invoice	Der Benutzer kann Rechnungen anlegen und editieren		
RSI: Delete Order	The user can delete orders	RSI: Löschen Order	Der Benutzer kann Aufträge löschen		
RSI: Update existing Order	The user can update existing orders	RSI: Update existing Order	Der Benutzer kann vorhandenen Aufträge bearbeiten		
RSI: Application Payments	The user have access to the payments application	RSI: Anwendung Payments	Der Benutzer hat Zugriff auf die Anwendung Zahlungen		
RSI: Application Phone	The user have access to the phone application	RSI: Anwendung Phone	Der Benutzer hat Zugriff auf die Anwendung Telefon		
RSI: Application Reminders	The user have access to the reminder application	RSI: Anwendung Reminders	Der Benutzer hat Zugriff auf die Anwendung Erinnerungen		
RSI: Application Statistics	The user have access to the statistics application	RSI: Anwendung Statistics	Der Benutzer hat Zugriff auf die Anwendung Statistik		
RSI: Application Travel Log	The user have access to the travel log application	RSI: Anwendung Travel Log	Der Benutzer hat Zugriff auf die Anwendung Reiseverlauf		

SCHENKER

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
TANGO: Application Export Pool	The user have access to the Export Pool appliance	TANGO: Anwendung Export Pool	Der Benutzer hat Zugriff auf die Anwendung Export Pool.		

STRECK

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Finance: e-Invoice Allow 'Ryder' as an e-Invoice format	The user can handle ryder-formmat imports as e-invoice	Finanzen: e-Invoice Erlaube 'Ryder' als ein e-Invoice Format	Benutzer können Importe im Ryder-Format als e-Invoice behandeln.		
Shipment Overview: Application Tognum Report (Streck)	The user have access to the Tognum Report application	Sendungsübersicht: Anwendung Tognum Report (Streck)	Benutzer können auf die Anwendung Tognum Report zurückgreifen.		

UTI

Name (EN)	Description	Name (DE)	Beschreibung	Properties Variable	Used In
Ocean: Export Create EDI Shipments	The user can create Esxport shipments by EDI Interface	Ocean: Export Anlegen EDI Sendungen	Der Benutzer kann via EDI Sendungen im Seefracht Export anlegen.		
Ocean: Application Export EDI Shipments	The user have access to the Export EDI shipment application	Ocean: Anwendung Export EDI Sendungen	Der Benutzer hat Zugriff auf die Anwendung EDI Export Sendungen.		

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Role permissions

- Introduction

Introduction

The following programs depend on the role of the user. They are not separate permissions, but only available with the corresponding role.

Application	Administrator	Support	Root
Custom Event Types	✓	✓	✓
E-Mail Settings	✓	✓	✓
PrinterPool	✓	✓	✓
Quotation Settings	✓	✓	✓
Custom Reference Types	✓	✓	✓
AWB Print Configuration	✓	✓	✓
SCI Configuration	✓	✓	✓
DAKOSY EDI Mapping	✓	✓	✓
Accounting Settings	✓	✓	✓
CPA Settings	✓	✓	✓
Line Of Business	✓	✓	✓
Air Shipment Data Appliance (Handling)	✓	✓	✓
Storage Zones	✓	✓	✓
Warehouse Gates	✓	✓	✓
EDI Mapping	⛔	✓	✓
Localized Strings	⛔	✓	✓
Scope Jobs	⛔	✓	✓
Scope Module	⛔	✓	✓
Locks	⛔	✓	✓
Master Data Updates	⛔	✓	✓
Counter	⛔	✓	✓
System Settings	⛔	✓	✓
System Parameters	⛔	✓	✓
Dynamic Strings	⛔	✓	✓
Holidays	⛔	✓	✓
Organizational Structure	⛔	✓	✓
TACT Rates	⛔	✓	✓
EZV Tools	⛔	✓	✓
EDec Tariffs	⛔	✓	✓
ATLAS Extern Config	⛔	✓	✓
ATLAS Tools	⛔	✓	✓
NL Customs Tools	⛔	✓	✓
DAKOSY IFTSAI Message	⛔	✓	✓
Handling Agents	⛔	✓	✓
ECB Downloads	⛔	✓	✓

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Sea Carrier EDI	⛔	✅	✅
Web Settings	⛔	✅	✅
Code List updates	⛔	⛔	✅
Exchange Rate Updates	⛔	⛔	✅
CH Customs Updates	⛔	⛔	✅
Code List Uploads	⛔	⛔	✅
DAKOSY Data Updates	⛔	⛔	✅
NL Customs Exchange Rates	⛔	⛔	✅

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 deutsch

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FAQ How-To articles

Add how-to article

- FAQ - How to create a DP World Manifest Sea Freight
- FAQ How-To Handling
- How-To Airfreight
- How-To Finance
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- How-To for CRM
- How-To for Master Data
- How-To for Partners
- How-To for Reporting
- How-To for Scope Connect
- How-To for Scope on a Mac
- How-To for Scope User Maintenance
- How-To for Tracking
- How-To for Transport Orders
- How-To forward an email to Scope
- How-To Forwarding
- How-To Handling
- How-To Navigate Scope Dashboards
- How-To Quotes
- How-To register, find and handle damaged shipments in Scope
- How-To save a filter
- How-To Seafreight
- How-To US Customs, ISF, AES, IT and AMS
- How-To use the Scope Purchase Order Management Systems - POMS
- How-To view and manage shipments ready for Customs Clearance with Shipment Monitor
- NL - Customs - Client VWA declarations - MIG Version 3.1.1

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FAQ - How to create a DP World Manifest Sea Freight

This document describes the setup and the creation of the DP World Manifest.

The DP world manifest is a CSV document which needs to be uploaded to DPWORLD application prior to arrival / departure of a vessel at Jebel Ali (AEJEA) or Dubai port (AEDXB)

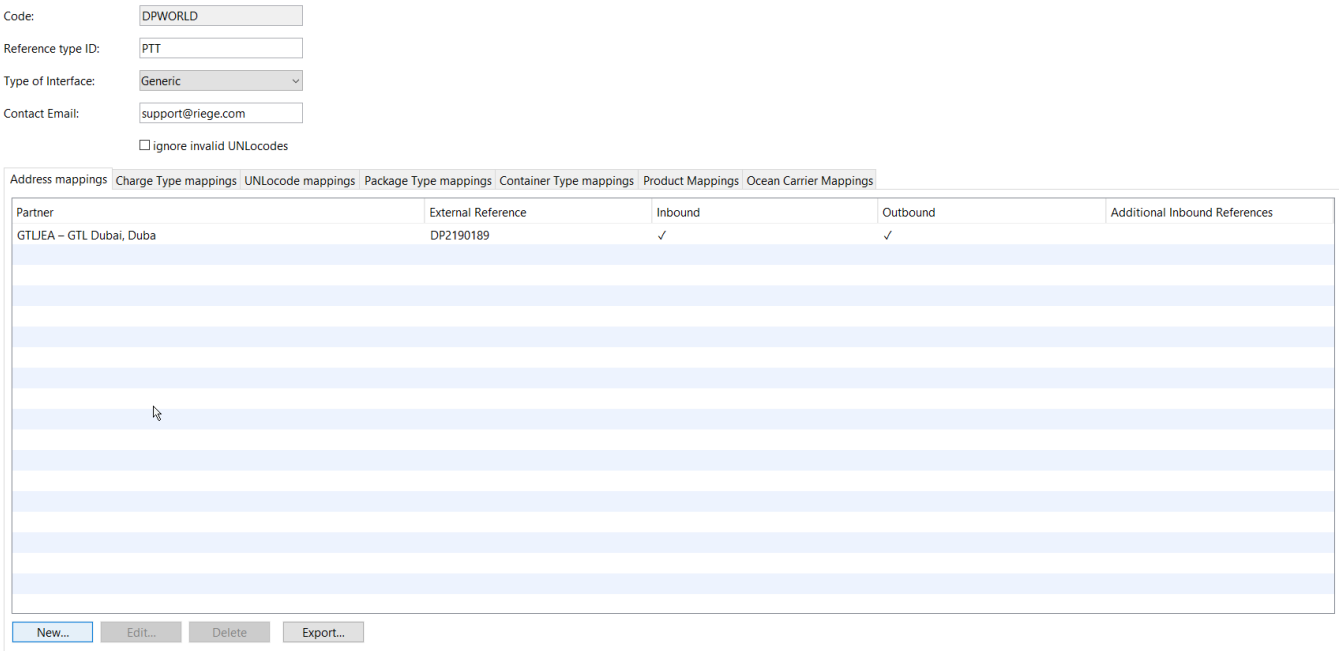
Setup

For the setup there is only the requirement to have an EDI profile with the name
The function EDI profile is started via "Master data \ EDI Profile"

In the EDI Profile a translation is created between the Code of an item in Scope to the supported codes of DP World.

For the following list a mapping (translation) is required

Scope Value	Mapping Tab
Shipping Line SCAC value	Ocean Carriers
Arrival Shipping line Agent	Partners
Branch Partner creating the manifest	Partners
Consignee's for shipment where the final destination is United Arab Emirates	Partners
Packaging Codes	Packaging code Only codes as per appendix 1 are accepted



Registration

Sailing Schedule

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For the correct result of a DPWORLD Manifest it is important that for each vessel for which a DPWorld manifest is required
a vessel entry is created, as described below and that the shipments that are onboard the vessel have been linked to the sailing schedule.

Create a new Sailing Schedule

To create a new sailing schedule start the function from "Master Data \ Sea Freight \ Sailing Schedule" and use the option "New"
And enter the details are required.

Field	Explanation	Mapping required
Ocean Carrier	The SCAC code for the ocean carrier	✓
Liner Agent	The Agent responsible for handling the shipment (at arrival)	✓
Carrier Voyage Number	The voyage number as assigned by the carrier	
Rotation number	Vessel Rotation number as assigned by DP World	
SIS Number	Optional identification number of the vessel	
Vessel	The Name of the vessel	
IMO Number	Optional identification number of the vessel	
Departures	All Departure ports from this Voyage where shipments are originating from	
Destinations	All Destinations , however for DP World Manifest it should requires it to be AEJEA	

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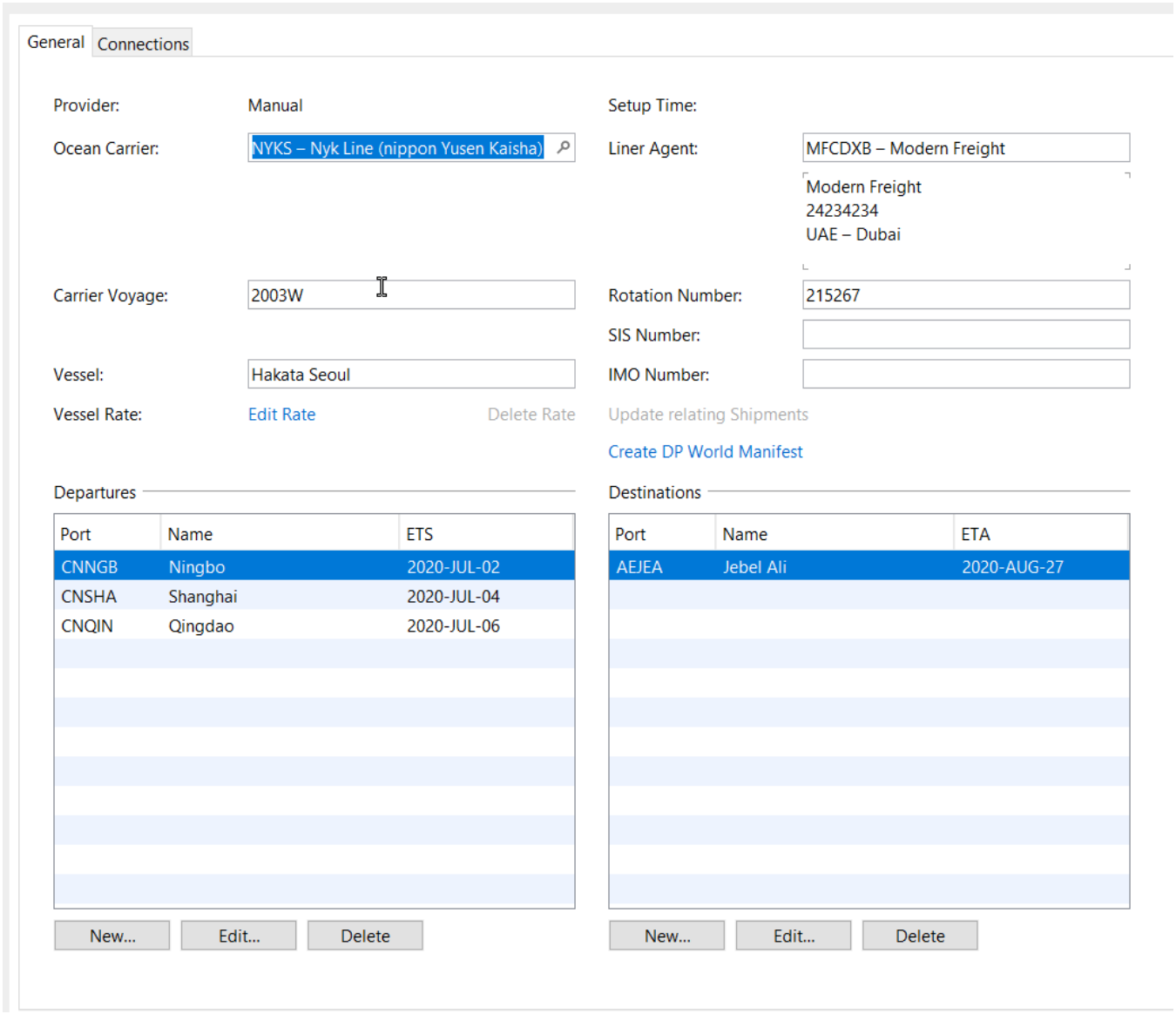

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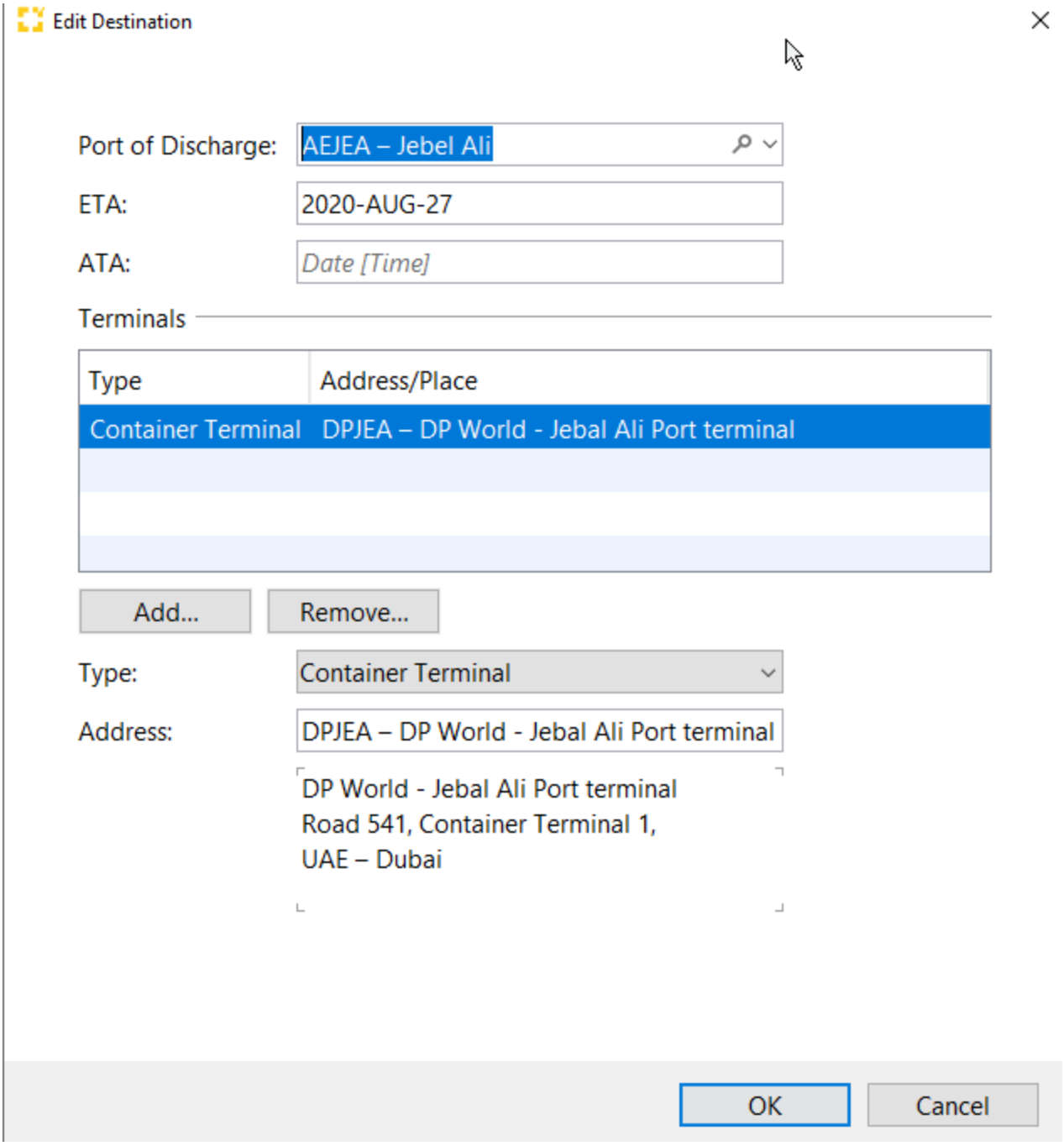

Link Shipment to Sailing Schedule

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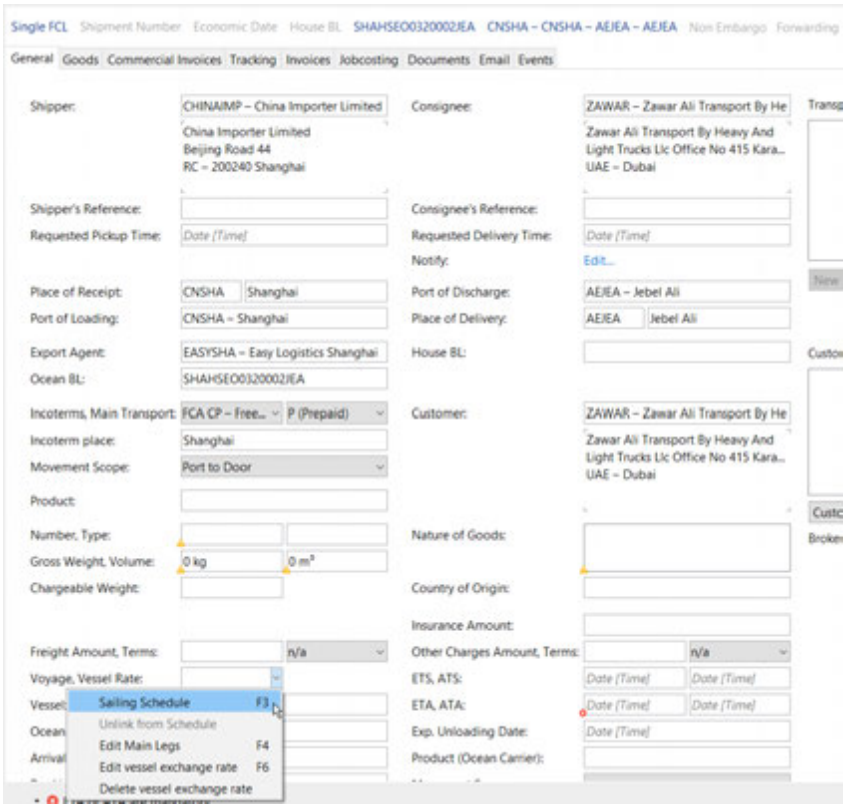

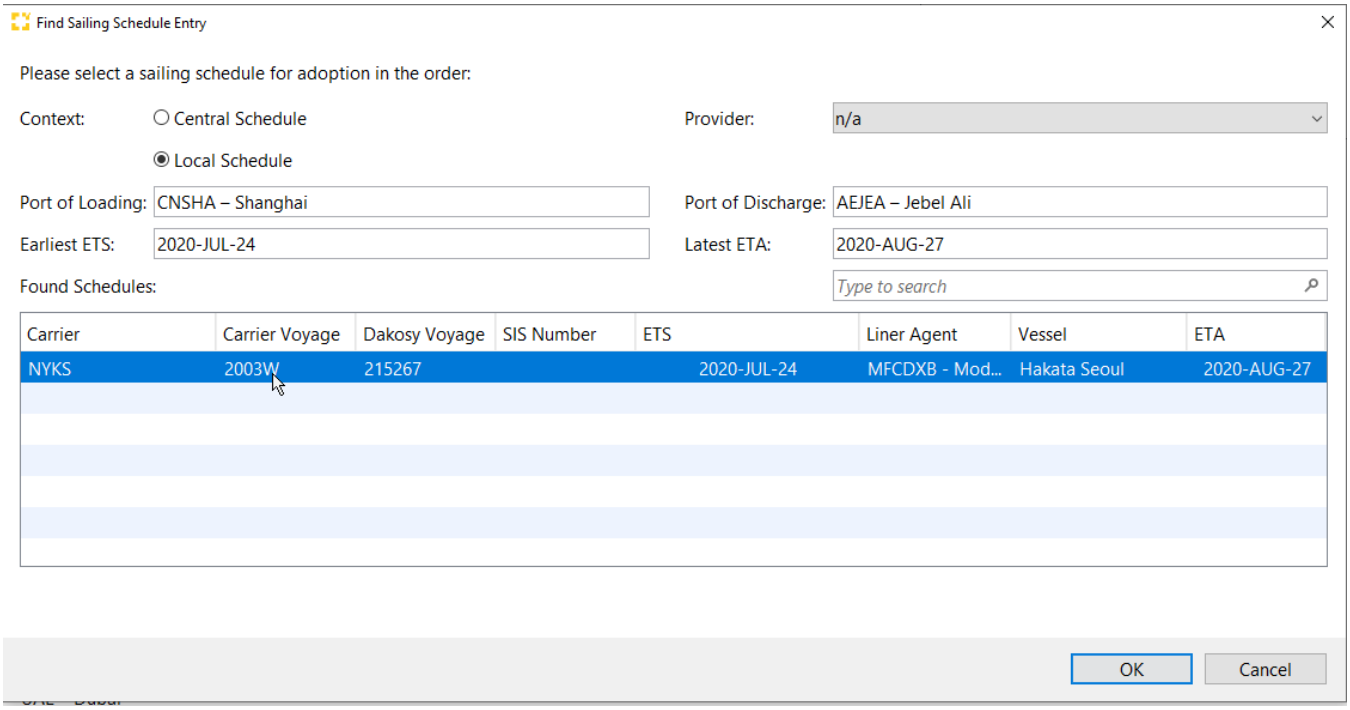

Shipment fields required for DP Manifest

below list with the shipments which needs to be populated, else the manifest can not be generated.

Field	Information
Ocean Bill of Lading number	Must be populated

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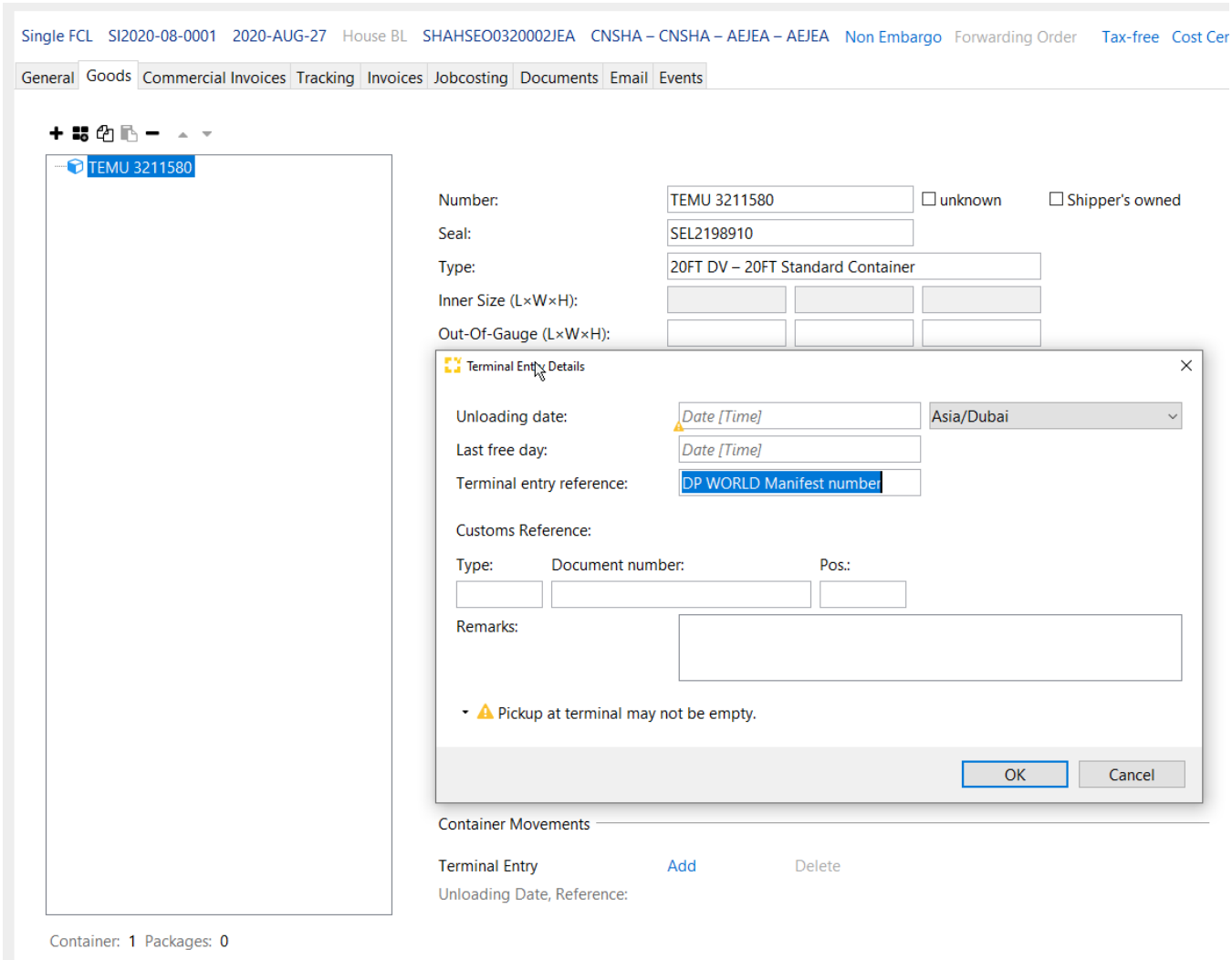
Liner Agent Handling vessel	May be defaulted from Sailing Schedule
Country of Origin	Country of Origin field in general tab
Packages Code	Translation in the EDI profile must be present
Container Tare weight	Weight of the container, can de defaulted from equipment
Packages Gross weight	Gross weight of the goods
Volume	Volume of the Goods
HS Code	HS code of the goods lines must be populated.
Terminal Registrator Entry	For Inbounds the Manifest Registration number as assigned by DP World Can be registered on the terminal Entry of the containers as per below screenshot.



Generate the File

The DP World file is generated from within the sailings Schedule of the required Vessel / Voyage combination.

After using the Create DP World Manifest, a additional box for remarks is represented.

Next the data will be validated and missing data will be reported in a dialog.
This must first be corrected before the file is generated.

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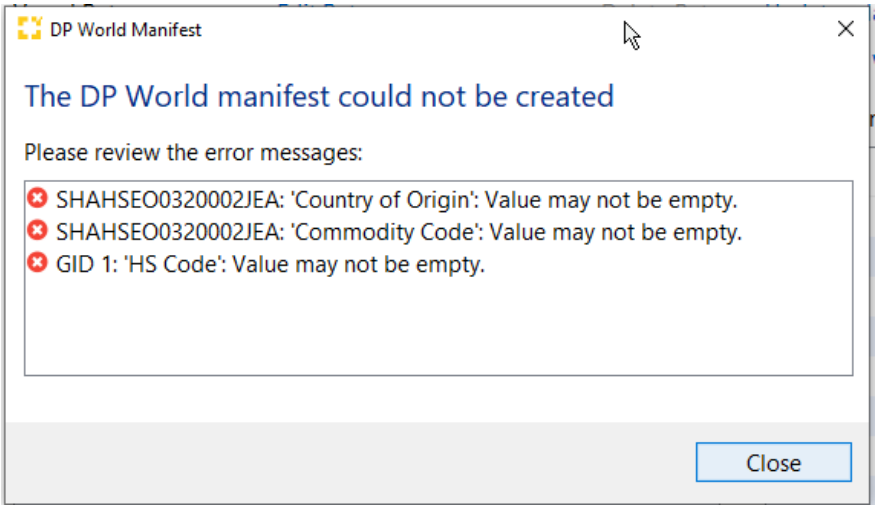
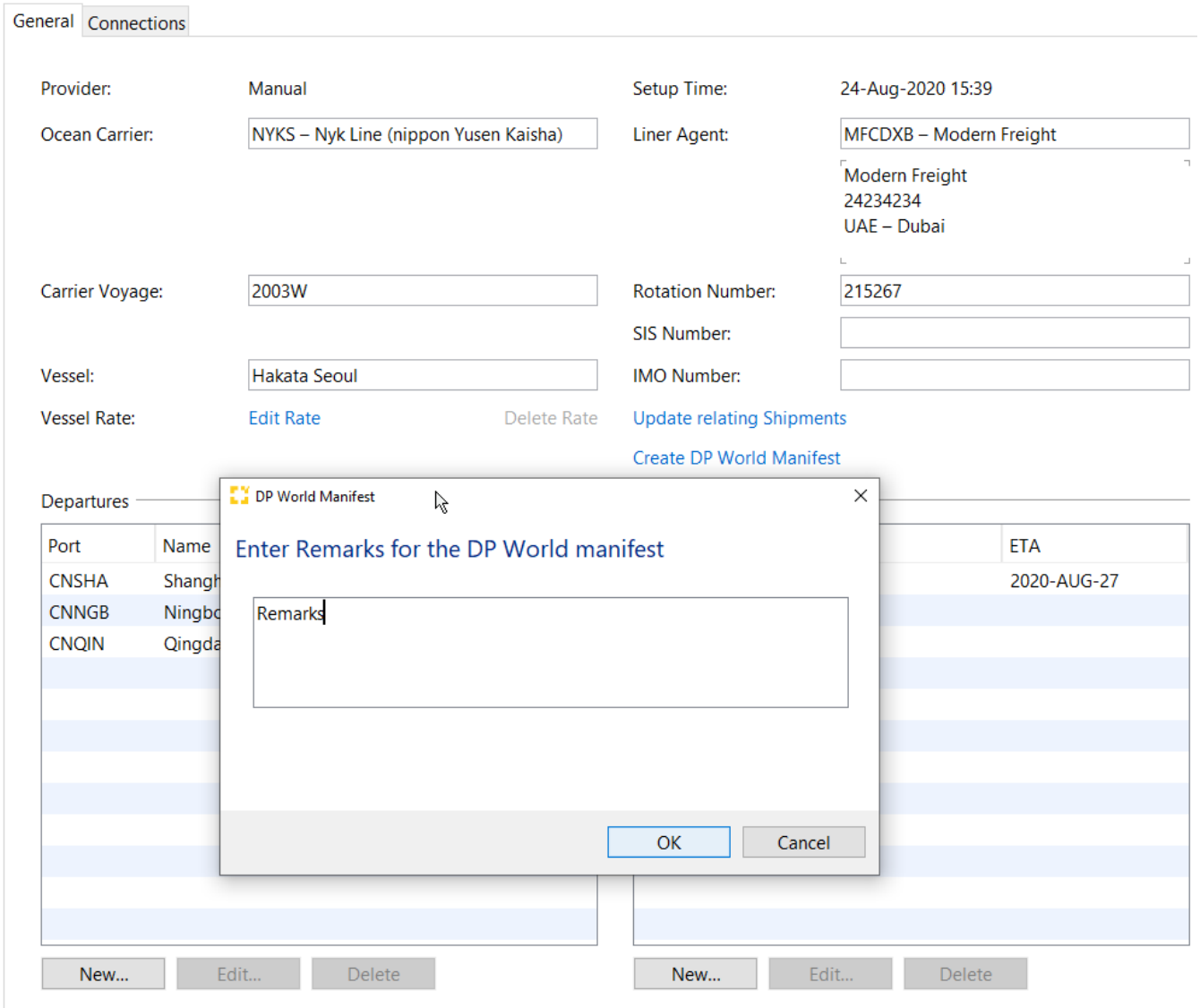


When no more validations errors are found the CSV file is created and opened in Excel.
It can saved and uploaded to DP World.



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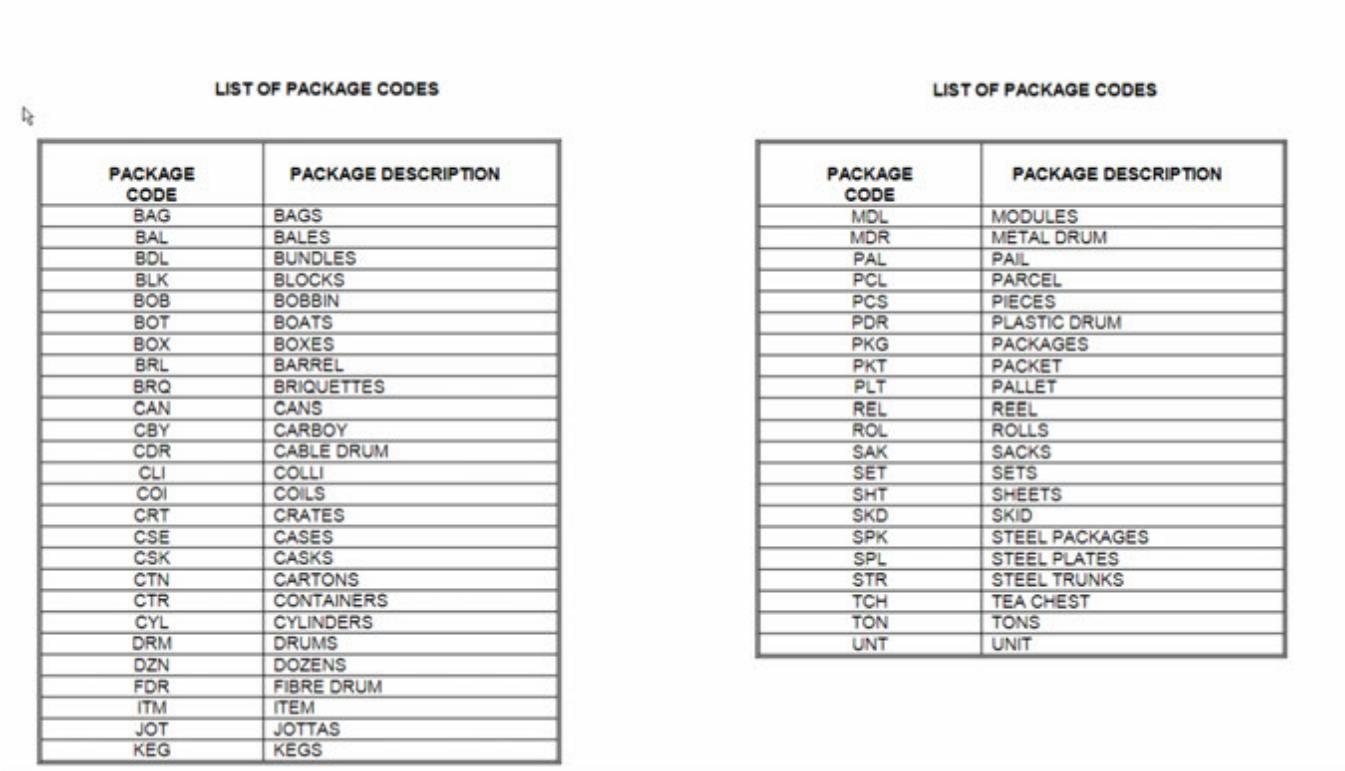
Appendix 1) DP world accepted packaging codes



LIST OF PACKAGE CODES

PACKAGE CODE	PACKAGE DESCRIPTION
BAG	BAGS
BAL	BALES
BDL	BUNDLES
BLK	BLOCKS
BOB	BOBBIN
BOT	BOATS
BOX	BOXES
BRL	BARREL
BRQ	BRIQUETTES
CAN	CANS
CBY	CARBOY
CDR	CABLE DRUM
CLI	COLLI
COI	COILS
CRT	CRATES
CSE	CASES
CSK	CASKS
CTN	CARTONS
CTR	CONTAINERS
CYL	CYLINDERS
DRM	DRUMS
DZN	DOZENS
FDR	FIBRE DRUM
ITM	ITEM
JOT	JOTTAS
KEG	KEGS

LIST OF PACKAGE CODES

PACKAGE CODE	PACKAGE DESCRIPTION
MDL	MODULES
MDR	METAL DRUM
PAL	PAIL
PCL	PARCEL
PCS	PIECES
PDR	PLASTIC DRUM
PKG	PACKAGES
PKT	PACKET
PLT	PALLET
REL	REEL
ROL	ROLLS
SAK	SACKS
SET	SETS
SHT	SHEETS
SKD	SKID
SPK	STEEL PACKAGES
SPL	STEEL PLATES
STR	STEEL TRUNKS
TCH	TEA CHEST
TON	TONS
UNT	UNIT

Appendix 2) DPWorld CSV Specification

DPWORLD_manifest_file_format.pdf

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FAQ How-To Handling

- FAQ- How-To Handling - Arriving and Delivering
- FAQ How-To Tours - Multiple Pickup and Delivery Transport Order

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FAQ- How-To Handling - Arriving and Delivering

- Arrive the goods
  - Registering the truck offload
  - Create the handling shipments
  - Add goods details and confirm the goods are arrived and as expected
  - "Finish" the Import Receipt
- Remove the goods from the warehouse
- Create a delivery order for the trucker
  - Creating a transport order

A handling shipment is a shipment that will arrive in the warehouse for:

- Storage
- Distribution

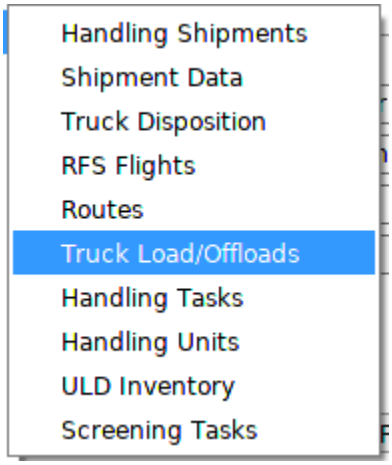
This workflow creates a handling shipment from the moment the truck arrives with the goods at the warehouse. It is also possible to register the goods before they arrive and then link them to the delivery when they are off-loaded from the truck.

Handling goods can also be delivered/picked-up from the warehouse.

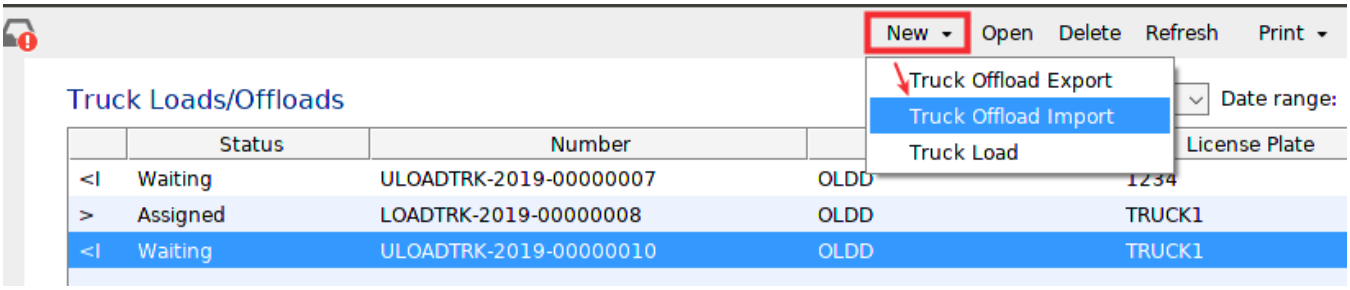
Arrive the goods

When the cargo arrives on the truck at the warehouse the first task is to create a Truck Offload:

From the handling menu select "Truck Load/Offload"



In the overview of Truck Loads and Offloads, choose "New" and then "Truck Offload Import"



Registering the truck offload

In the "Truck-Unloading" complete the details about the arriving truck as desired:

Note: Leave the following dates/times empty until the handling shipments have been created:

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- End Offload
- Actual Truck Departure



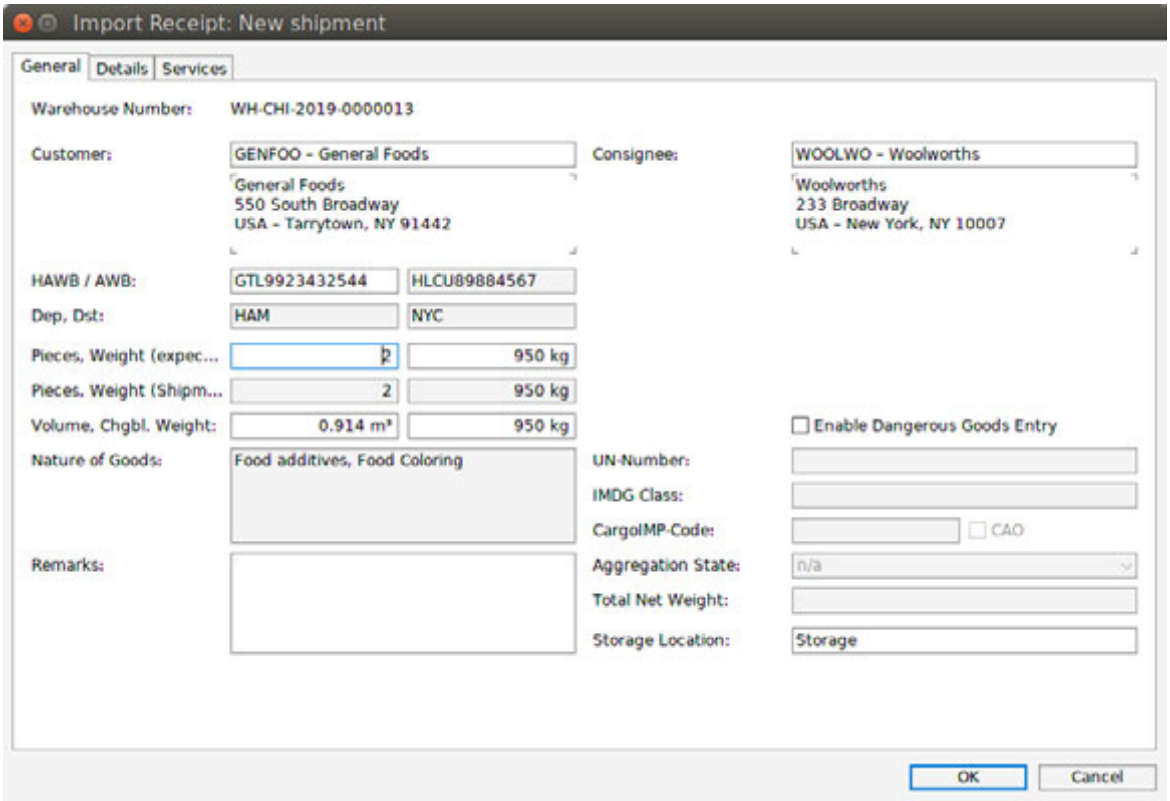
Now click "Save" on the toolbar in order to create the handling shipments

Create the handling shipments

In the "Truck-Unloading" click "New Shipment (Forwarder)" at the bottom of the screen:



Enter the Customer and Consignee in the Import Receipt. Then enter the bills of lading, Scope will immediately try to match the bills of lading to the correct handling shipment:



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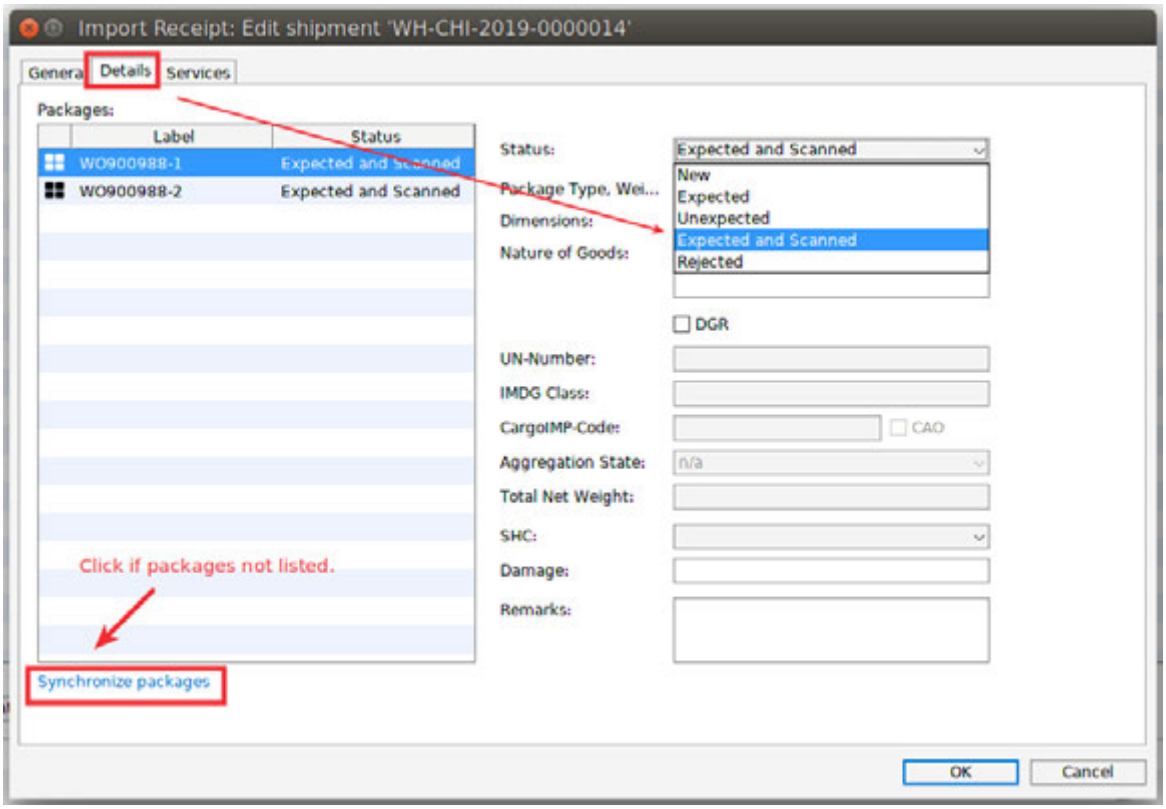
Add goods details and confirm the goods are arrived and as expected

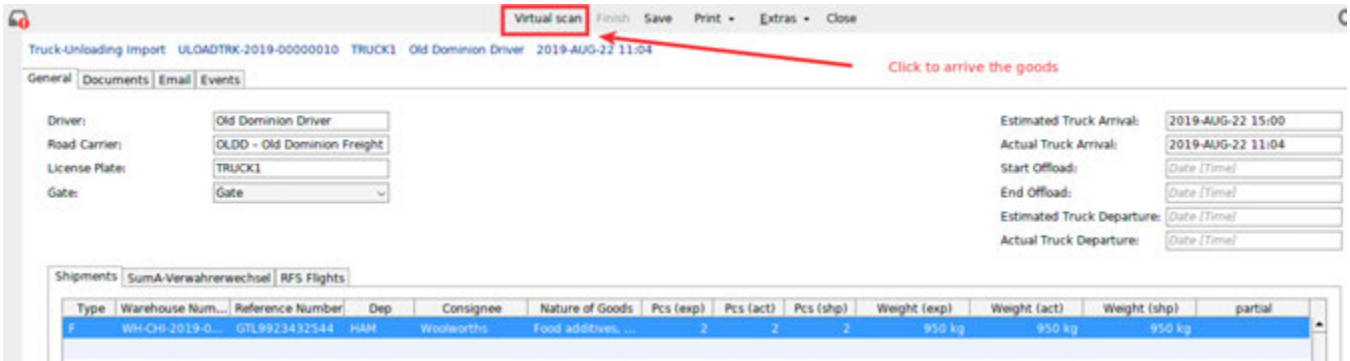
Click the "Details" tab of the import receipt and the expected goods will be shown, or click "Synchronize packages" to make them appear.

Further details for individual packages can be entered.

For each item, use the menu option to the right "Status" to select "Expected and Scanned" in order to show the goods as arrived in the warehouse:



If there is no need to add details about the goods. they can be arrived in the warehouse by doing a virtual scan by clicking "Virtual Scan"



"Finish" the Import Receipt

In order to finalize the off-loading of the goods at the warehouse, the date and time of the end of the offload truck must be recorded and the date and time of the actual truck departure details need to be completed on the general tab of the Truck-Unloading.

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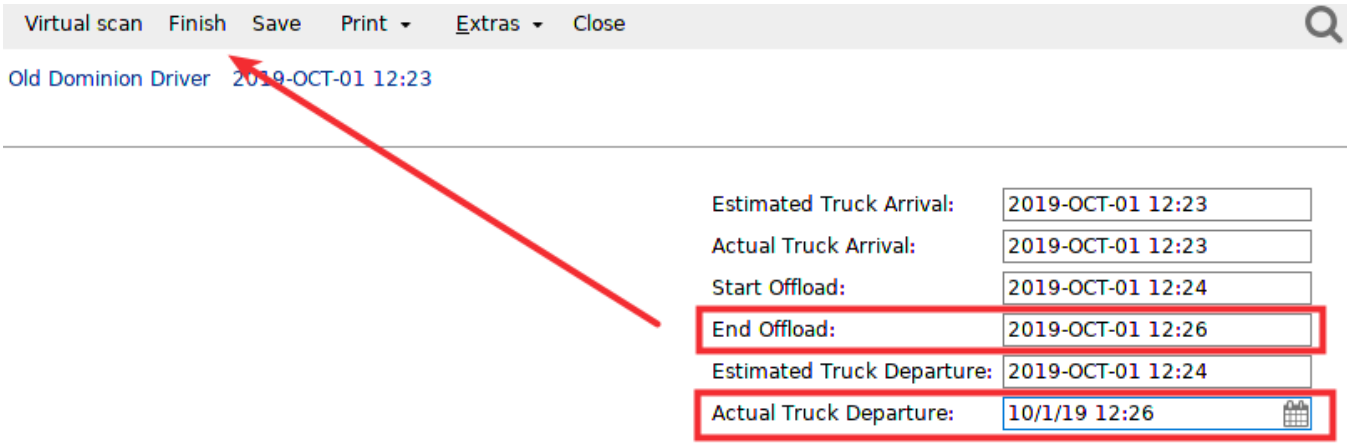
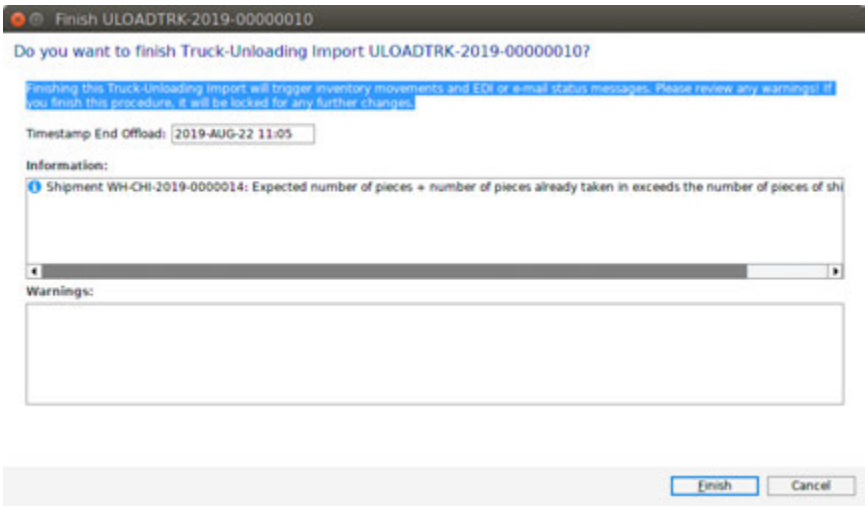
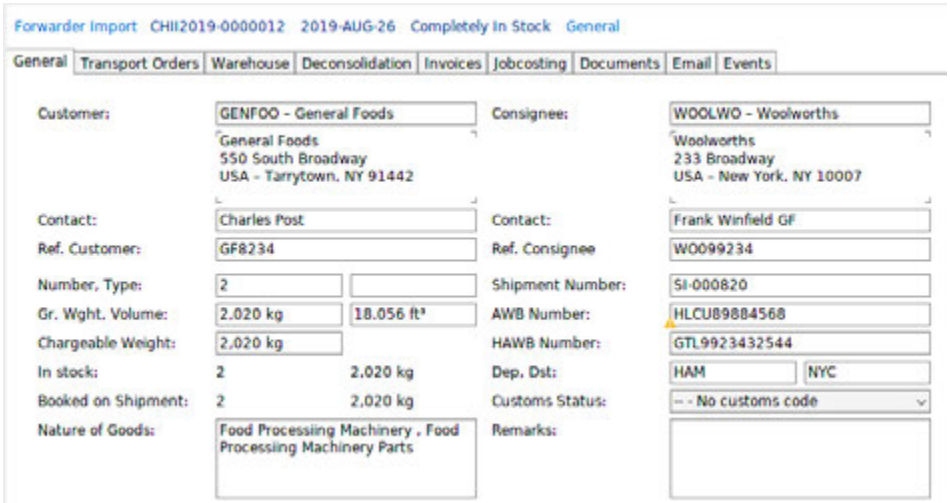


As soon as these details are entered, the "Finish" option on the menu bar become active, click this and then click "Finish" in the confirmation screen:



Now the handling shipment status will be updated to show this off-loading and the status becomes "Completely in stock" .

This new handling shipment will also now be visible in the "Handling shipments" together with its status



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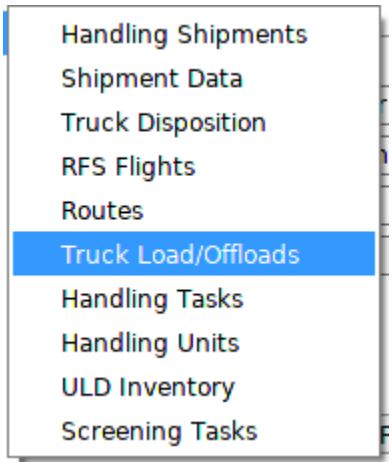
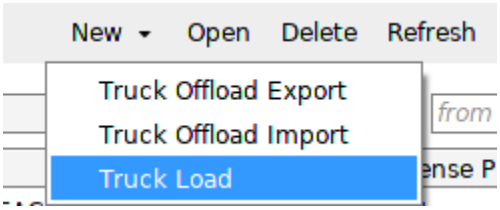
Remove the goods from the warehouse

When it is time to distribute the goods from the warehouse go back to the "Truck Load/Offloads"



Create a new truckload:



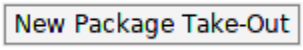
Fill in the truck details and any of the following:

- Estimated Truck Arrival
- Actual Truck Arrival
- Estimated Truck Departure

If the truck is picking up a complete shipment, click "New Shipment Take-Out" at the bottom of the screen:



If the truck is picking up just packages (part-shipment), then click "New Package Take-Out"



Select the shipment to be delivered and complete the Delivery party details and Reference number:

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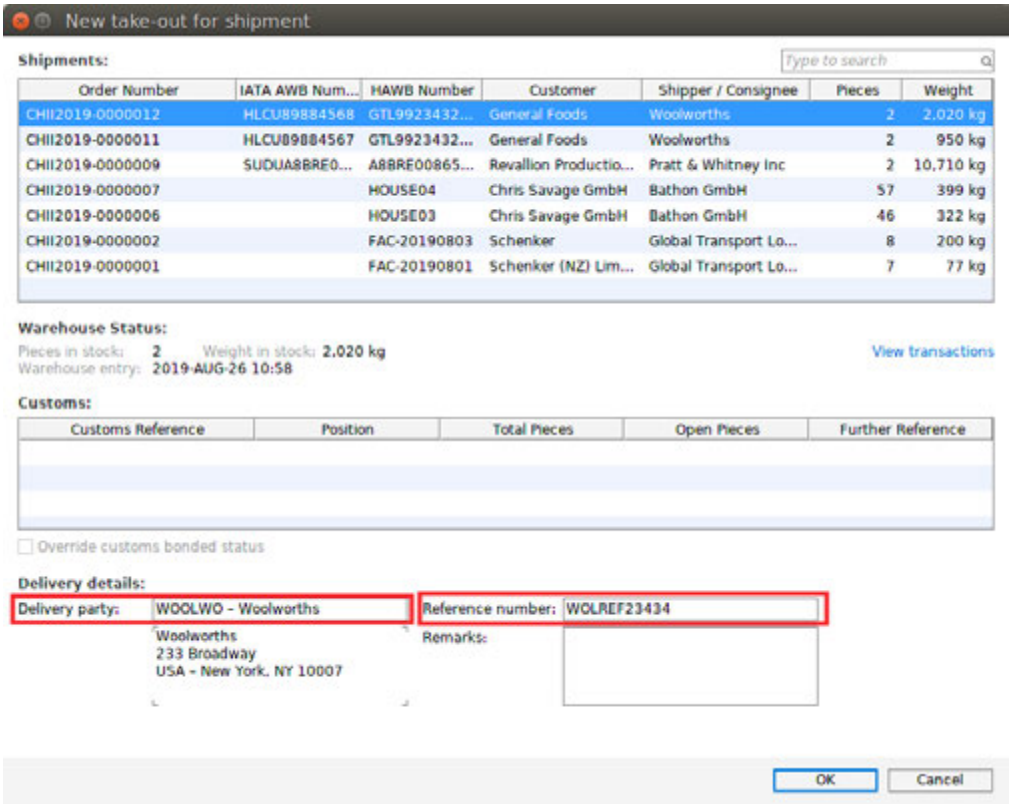
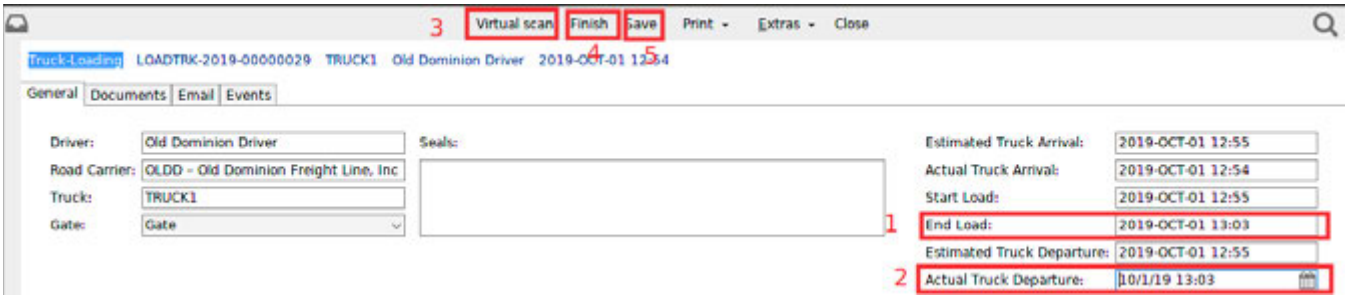


Now enter take the following steps:

1. Enter "End Load" date and time
2. Enter "Actual Truck Departure" date and time
3. Click "Virtual Scan"
4. Click "Finish"
5. Click "Save"



The goods will now be removed from the warehouse.

Use the "Print" option to print a loading list and warehouse labels.

Create a delivery order for the trucker

In addition to removing the goods from the warehouse using the truckload shown above, you can also print a delivery note for the truck from within the handling shipment

Creating a transport order

In the handling shipment, choose the tab "Transport Order" and select the plus symbol:

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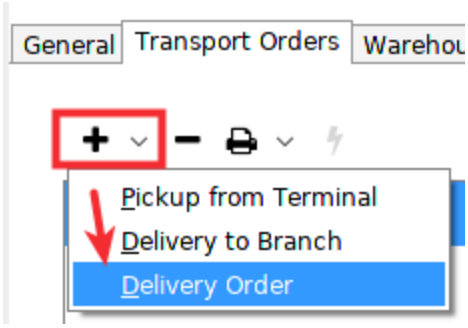
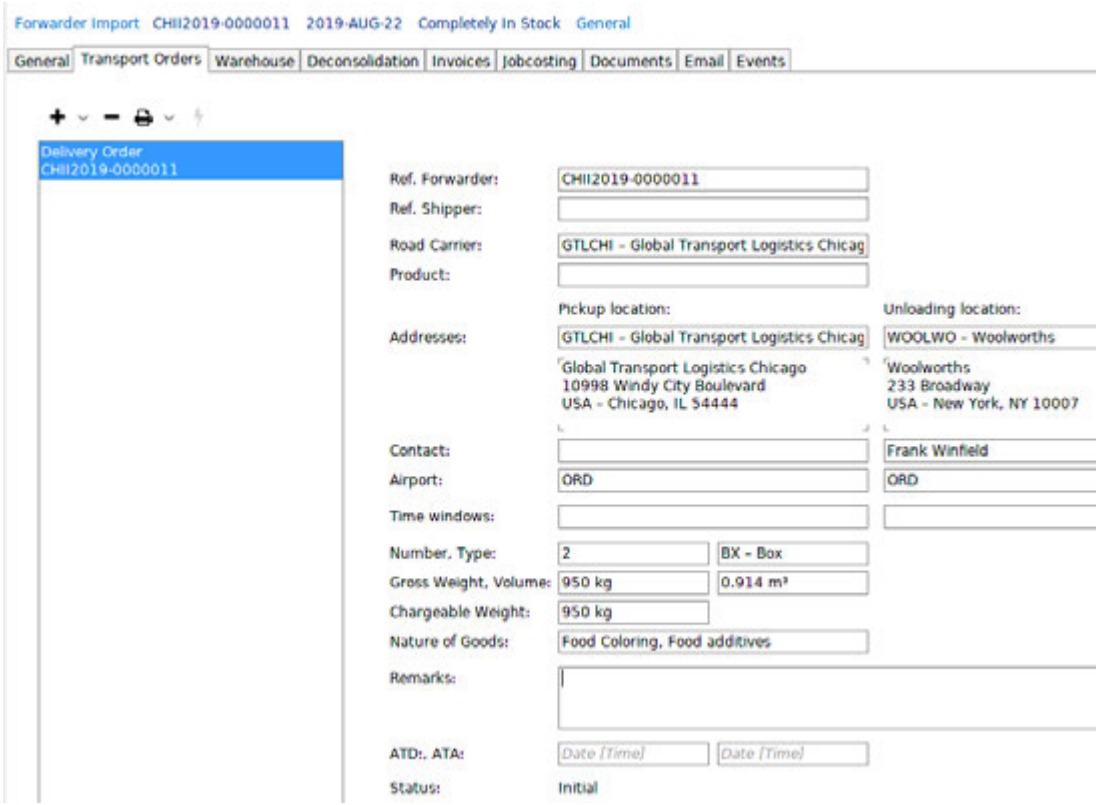


Choose "Delivery Order

Fill in the delivery order details:



When ready, select the printer Icon to print the delivery order.

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FAQ How-To Tours - Multiple Pickup and Delivery Transport Order

- Prepare by first making a Route
  - Navigating to Route creation
- Creating a Transport Order that has multiple pickup and delivery addresses
  - Creating a Delivery Order for goods on a Tour
  - Completing the Tour and printing the Transport Order
  - Reviewing and printing the Transport Order

This How-To explains how to create a transport order where the truck will make multiple pickups (or a single one) and then go on to deliver these cargoes to multiple delivery addresses. In Scope, this is called a "Tour" .

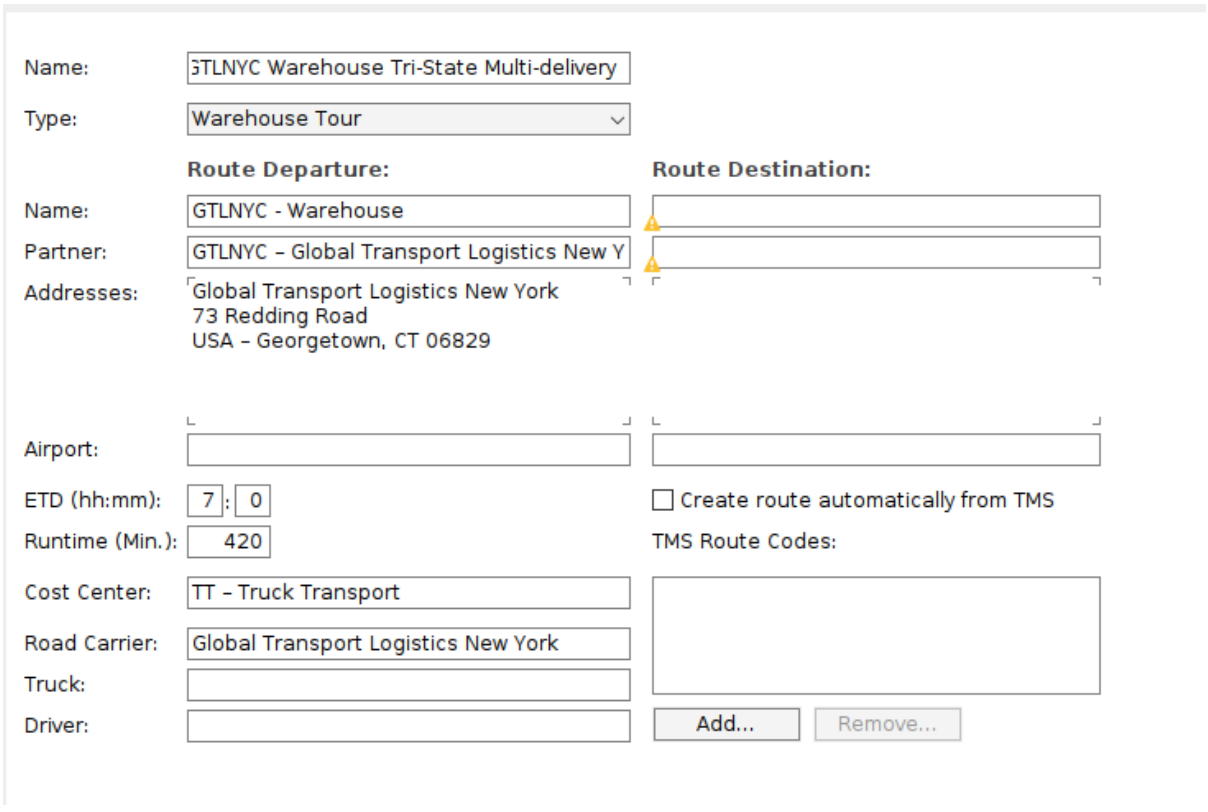
Prepare by first making a Route

Before a tour can be created, at least 1 "Route" must be created. A route allows you to store repeat information to be used in the transport order and in can describe the geographic location that the truck will deliver the cargo within. In this example a tour is created for regular air import shipment that are ready for pickup and delivery on Monday morning within the US Tri-State area (New York, New Jersey and Connecticut). A route can be very specific, or as in this example, very general.

Navigating to Route creation

1. From the main Scope menu choose "Master Data"
2. In the "Master Data" sub-menu choose "Handling"
3. In the "Handling" sub-menu choose "Route Template"
4. Creating a new route

The "Route Templates" will show an overview of any existing routes, select "New" from the tool bar at the top to make a new one:



- **Name** - give the route a name that is as descriptive of its purpose in as few words as possible. In the example the name is the GTLNYC Warehouse Tri-State Multi-delivery. This tells us it is a route created for the warehouse at the branch GTLNYC and will make multiple deliveries in the Tri-State area.
- **Type** - for a route that will be used with a "Tour" always choose the type "Warehouse Tour"

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- **Route Departure** - If the tour always picks up the goods from the same location, then this location can be given a name and a partner selected for the location. In this example, the goods are always picked up from the GTLNYC warehouse and so this is used as the name and the partner GTLNYC is used in the partner field
- **Route Destination** - If the tour always delivers all the goods to the same delivery address, then a name can be given to this delivery address and the partner for the delivery address can be entered. In this example the goods picked up from the GTLNYC warehouse are delivered all over the Tri-State area and so the Route Destination details are left blank.
- **Airport** - If the goods are always picked up or delivered to a specific airport, the pickup or delivery airport can be stored here. It may be left empty
- **ETD** - This is the estimate of when the tour typically departs, but it can be left blank
- **Runtime** - This the estimated time for the tour to be completed. It may be left blank
- **Cost Center** - Here the cost center to which any charges related to the tour must be applied. This field must be completed.
- **Road Carrier** - When there is a specific trucker who operates this tour, the trucker's partner details can be entered, in addition, if there is a specific Truck and Driver, these details can also be stored. In this example the partner for the branch GTLNYC is used, this will default to the transport order, but can be changed when the transport order is created if a different trucker is going to be used.

Click "Save" to store the new route

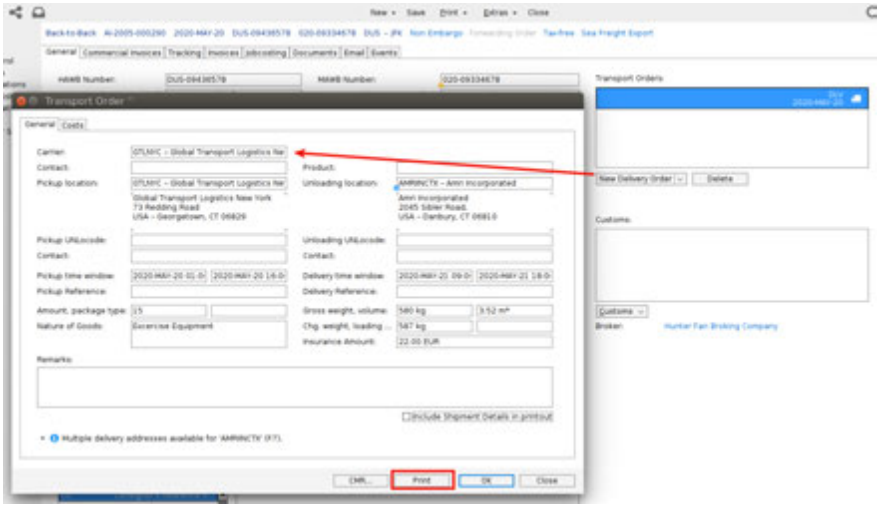
Creating a Transport Order that has multiple pickup and delivery addresses

In this example, our tour is for air import goods arriving at the GTLNYC warehouse that will then be picked up and delivered in the Tri-State area. Therefore the air import shipments are created in the normal way.

Creating a Delivery Order for goods on a Tour

Within the air import shipment, create a new delivery order in the normal way, but instead of entering the real trucker in the "Carrier" field of the delivery order, enter the partner address of the current branch. In this example "GTLNYC" is the partner for the current branch and this appears in the "Carrier" field of the delivery order.

Now press "Print" on the delivery order.



Create the delivery orders in the same manner for any other shipments that need to be added to the tour.

Completing the Tour and printing the Transport Order

Once all the delivery orders for the tour are printed as described above, open the "Truck Disposition"

1. From the main Scope menu choose "Handling"
2. From the "Handling" sub-menu choose "Truck Disposition"

The Handling Truck Disposition will appear with available cargoes shown in the left window. The "Open Routes" will appear in the top right window.

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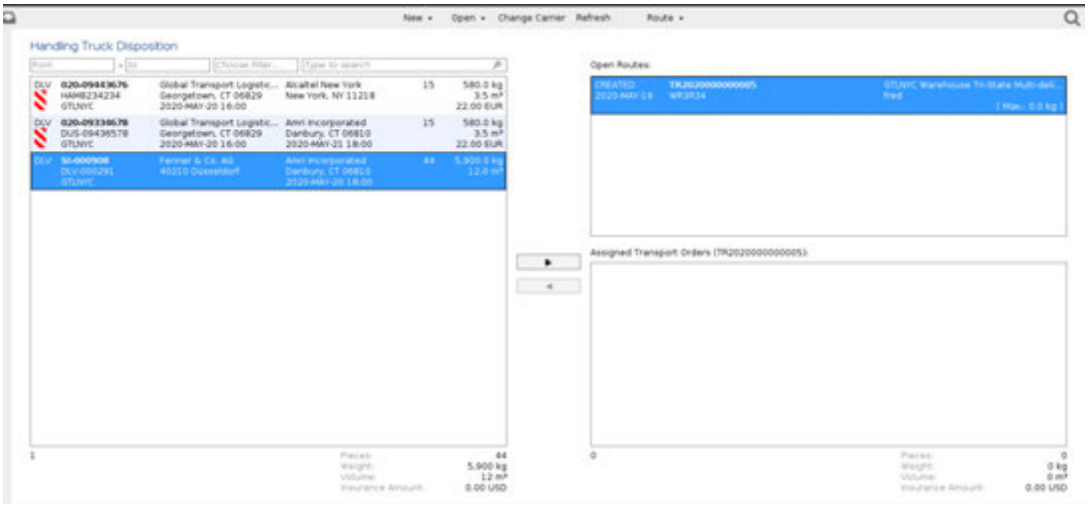
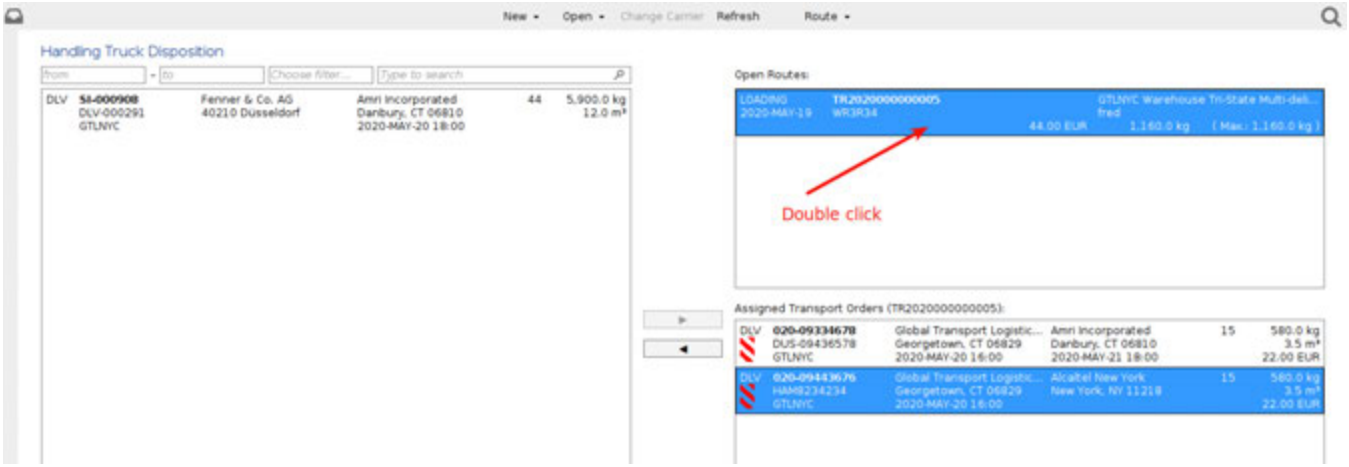


- Use the "New" option from the toolbar to add other routes
- Right click any route in the "Open Routes" to remove it

Use the left/right arrows in the center of the screen to add cargoes to the transport order (bottom right window) , or to remove them from this window.

Note that a delivery order from a sea import shipment has appeared in the left window, demonstrating that cargo from any shipment type may be added to a transport order

When the desired delivery orders are in the right lower window, double click the "open route" above to which they have been applied



Reviewing and printing the Transport Order

The transport order for the open route that has been clicked will appear. In the top section, the real road carrier can be entered together with any other transport details.

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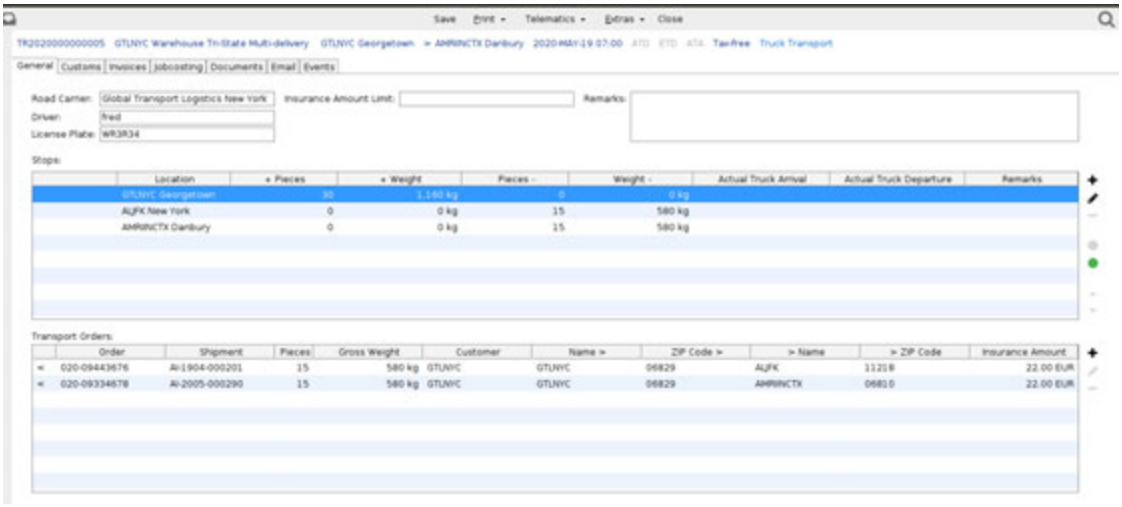

- **Stops** - The middle section of the transport order shows the first pickup location followed by the delivery locations in the order that they will be completed. The order can be changed by highlighting any stop and using the up/down arrows to the right to move the item up or down in the list. Double clicking the item opens it and ETD/ETA, ATA/ATD details can be entered to show the time the truck will arrive and depart for that item.
- **Transport Orders** - this will display the selected delivery orders or pickup orders. The individual details on these can still be changed by double clicking which will open the shipment where the delivery/pickup order was created so that changes to the delivery/pickup order can be made.

When all is ready for the transport order, use the "Print" option on the tool bar at the top and select the "Tour Transport Order".

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How-To Airfreight

- FAQ How-To add charges to an air import arrival notice
- FAQ How-To adjust chargeable weight and DIMS on an AWB
- FAQ How-To change an air export shipment from Known to Unknown Shipper
- FAQ How-To check the OAG flightschedule
- FAQ How-To consolidate an air export shipment
- FAQ How-To do Jobcosting in Air Exports
- FAQ How-To enter AWBs to Chinese destinations
- FAQ How-To make an Air Export a known shipper
- FAQ How-To print a single pdf containing the complete AWB set
- FAQ How-To select the flights to be shown on the air export AWB
- FAQ How-To send an FSR (Freight Status Request)
- FAQ How-To sent data to airline via FHL, if I do an assembly business by creating a super-house shipment with consolidated sub-houses?
- FAQ How-To set charge type/ tariffs for different carriers for automatic calculation
- FAQ How-To view the profit on an Air Export Consol
- How-to EAW / EAP?
- How-To manage your Airlines and Airway Bills

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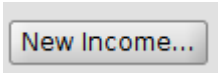
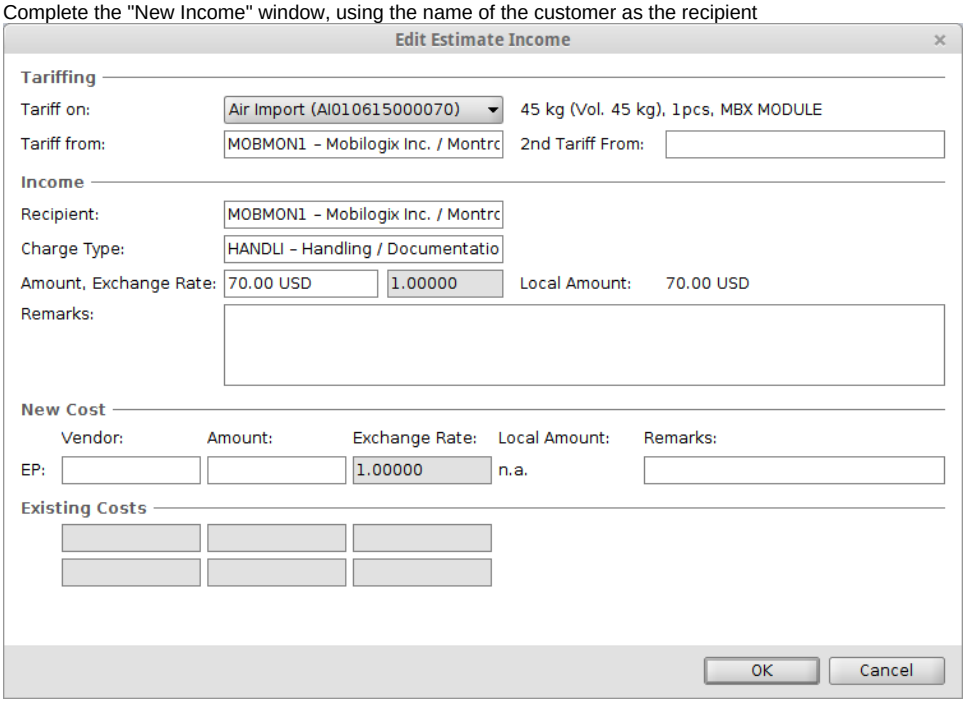
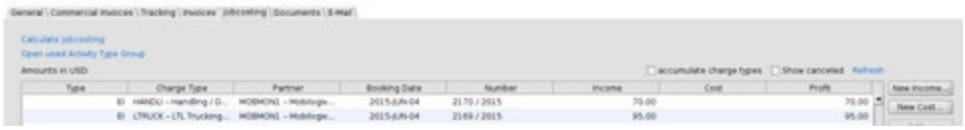
FAQ How-To add charges to an air import arrival notice

When an import shipment arrives it may be necessary to include the charges the customer can expect to pay on the arrival notice. This How-To shows how to create these charges and include them on the arrival notice.

Step-by-step guide

1. Open the shipment
2. Go to the Jobcosting tab
3. 
4. Click on "New Income"
5. 

6. Complete the "New Income" window, using the name of the customer as the recipient
7. 

8. Add as many charges as required until the Jobcosting tab shows all the estimated income from the customer
9. 
9. Now select "Notice of Arrival" from the print menu , and choose "Consignee" or "Customer"
10. The "Complete the Notice of Arrival!" editor will appear showing the estimated income to be included on the arrival notice.

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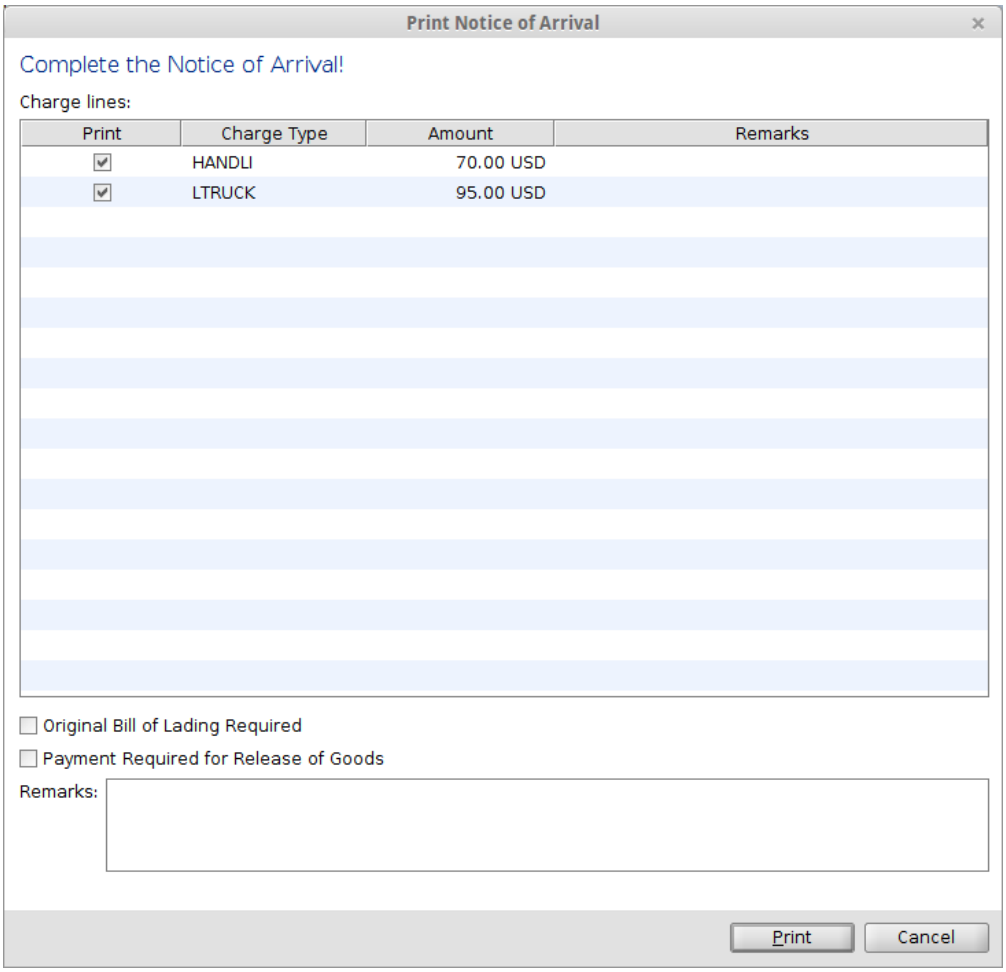

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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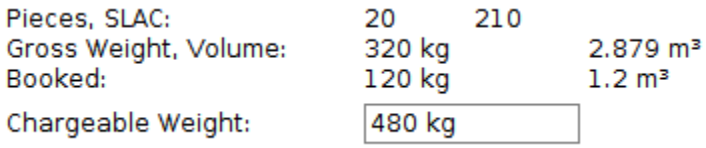
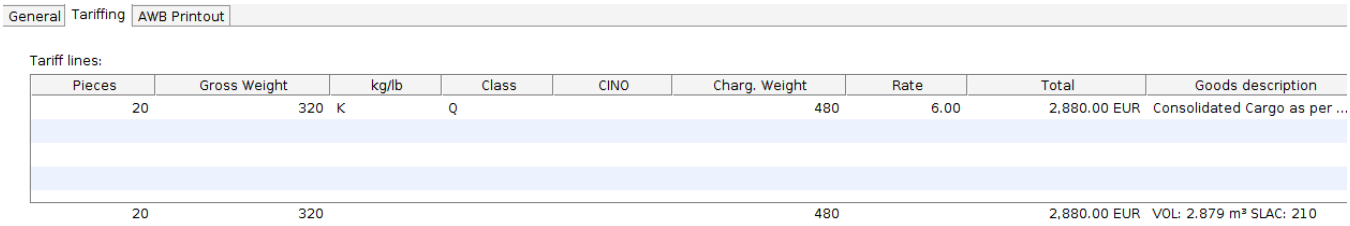
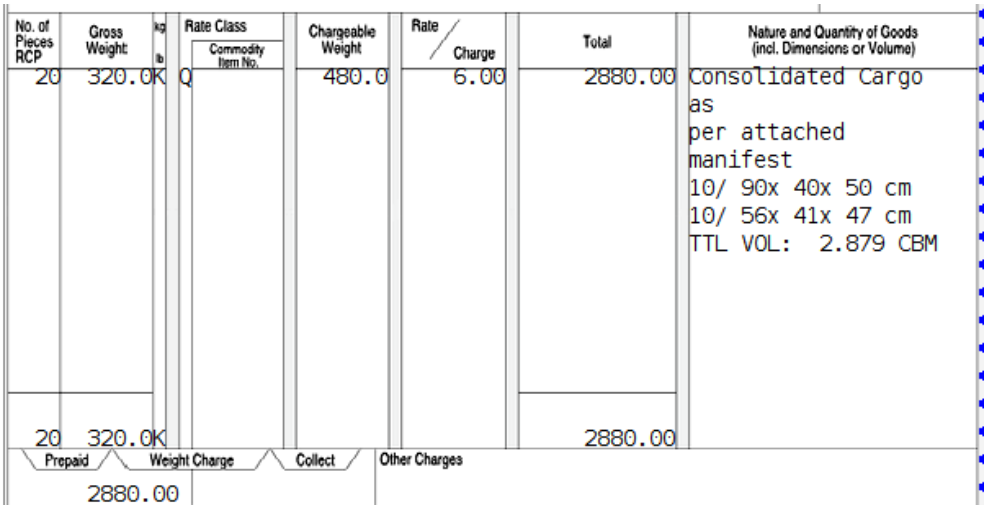
FAQ How-To adjust chargeable weight and DIMS on an AWB

1) Create the Master shipment on the normal way. On the general tab of the shipment, the charge weight will appear like the example below where we see a charge weight of 480 kg.



2) Now open the AWB editor, the charge weight on the "Tariffing" tab and the details in the preview of the AWB will be the same as shown in the shipment ie a charge weight of 480 kg.





3) To adjust the dims and charge weight shown on the AWB, click the "Tariffing" tab.

4) Highlight the tariff line and then click "Edit"

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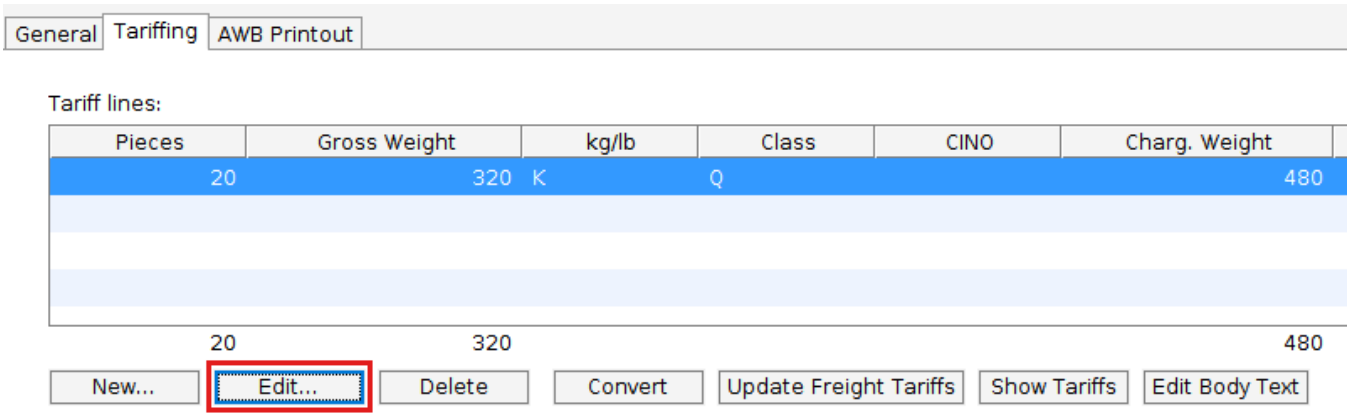
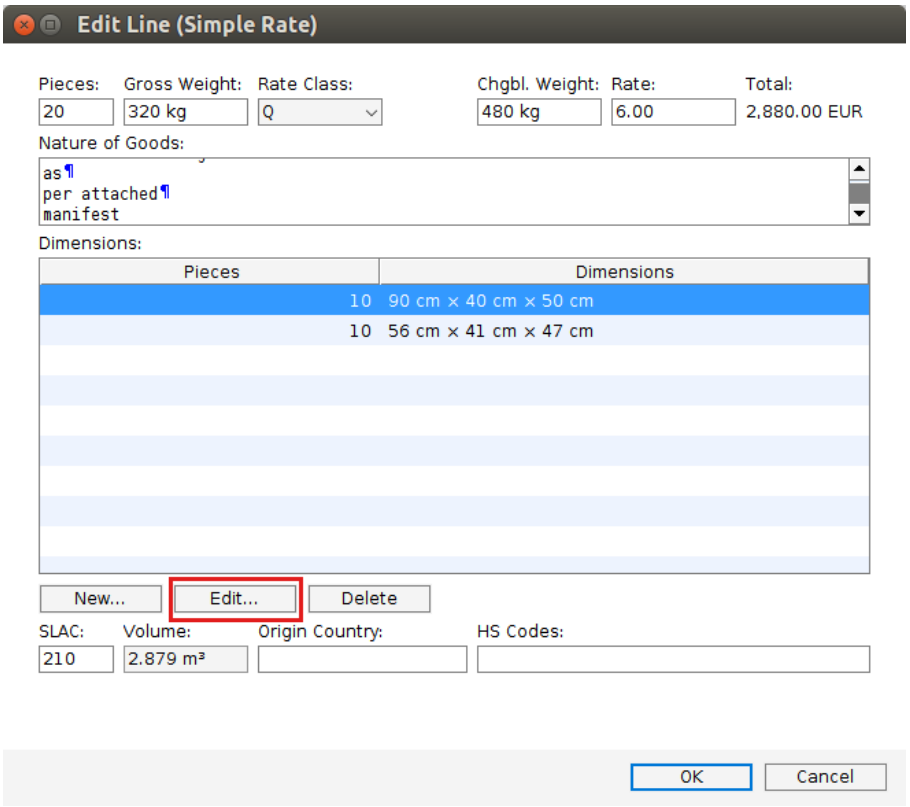


5) In the tariff line editor, highlight the dim that needs to be changed and click "Edit"



6) Edit the dim to the new size and click "OK"

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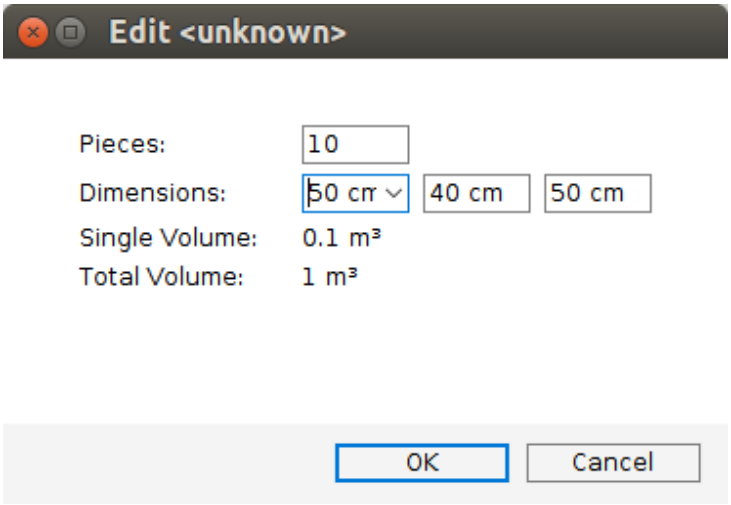
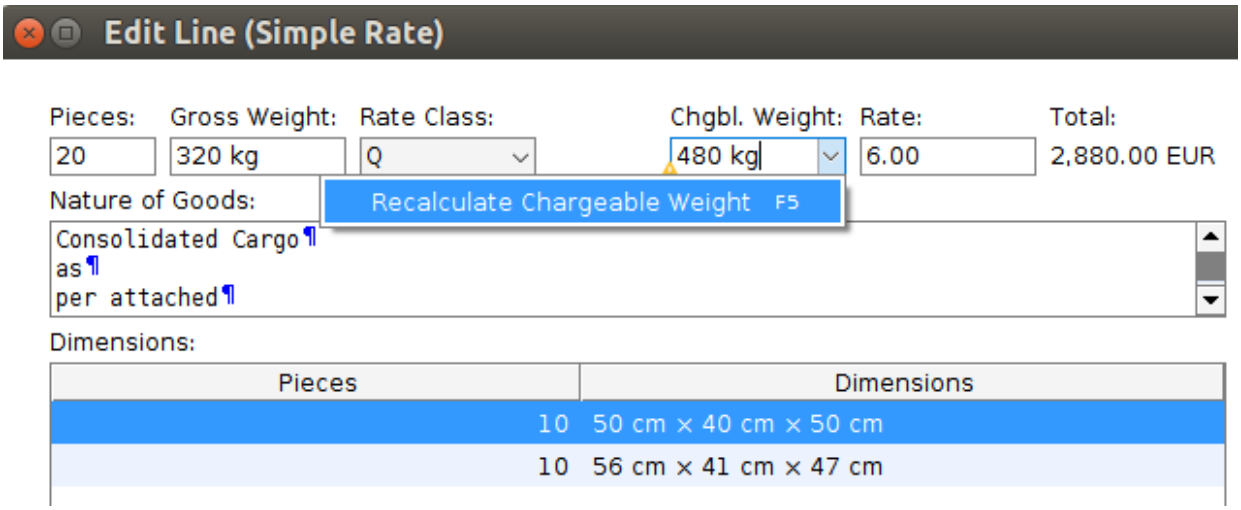


7) Back in the editor, use the drop-down menu to the right of the chargeable weight and click "Recalculate Chargeable Weight" (or press F5)



8) The new dims and chargeable weight will show up on the AWB.

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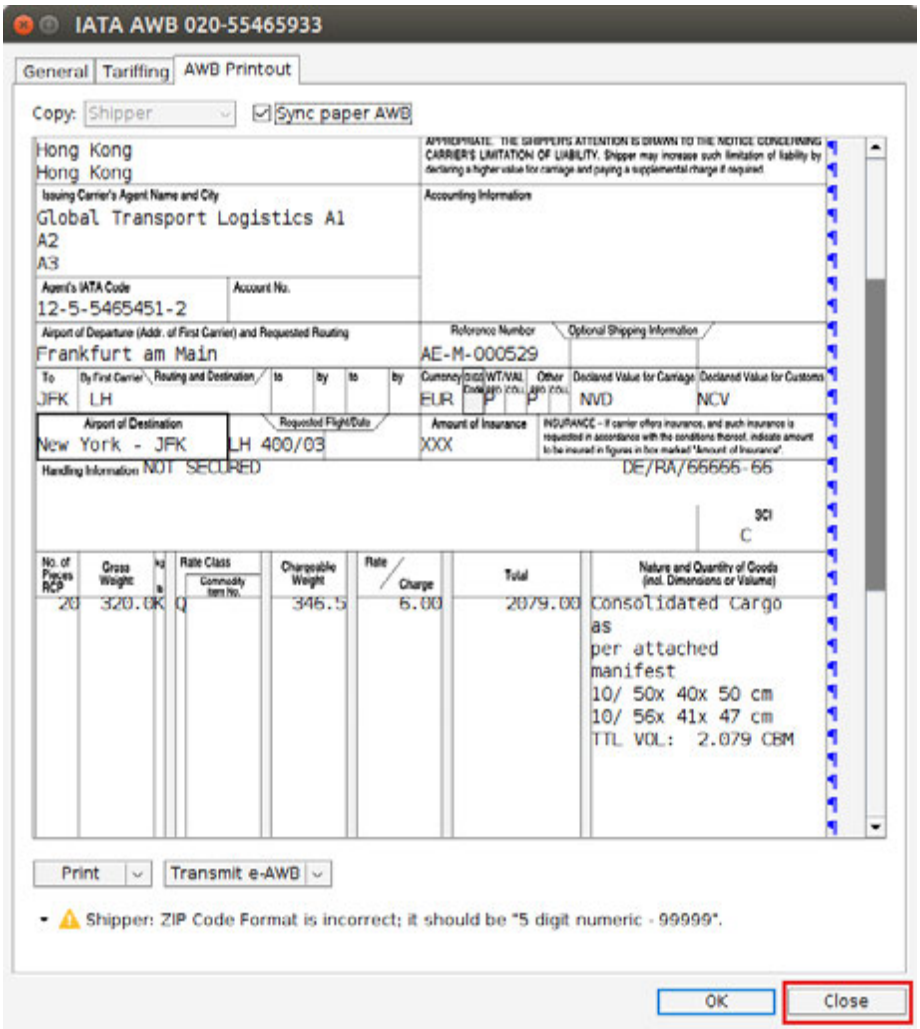
No. of Pieces RCP	Gross Weight	kg / lb	Rate Class / Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
20	320.0K		Q	346.5	6.00	2079.00	Consolidated Cargo as per attached manifest 10/ 50x 40x 50 cm 10/ 56x 41x 47 cm TTL VOL: 2.079 CBM
20	320.0K					2079.00	

Prepaid	Weight Charge	Collect	Other Charges
	2079.00		

9) When returning from the editor to the shipment, be sure to choose "Close" and not "OK". This will preserve the difference between the AWB and the shipment.

If you forget this step, the charge weight in the shipment will match the AWB, simply replace the charge weight in the shipment with the original charge weight and save.



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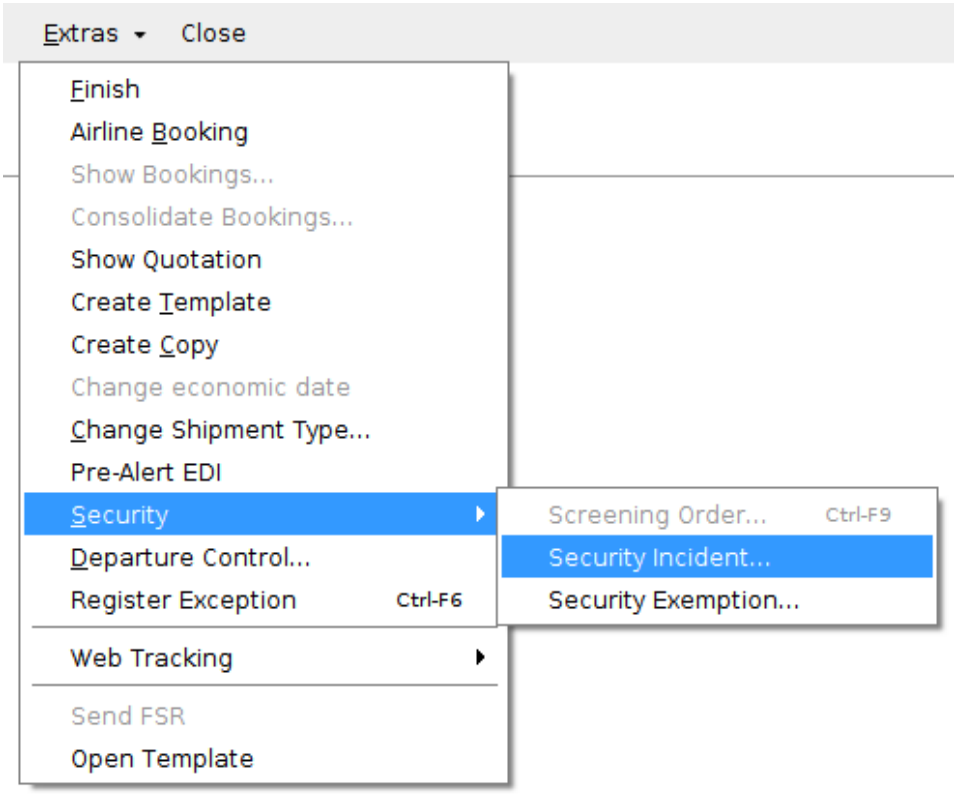
FAQ How-To change an air export shipment from Known to Unknown Shipper

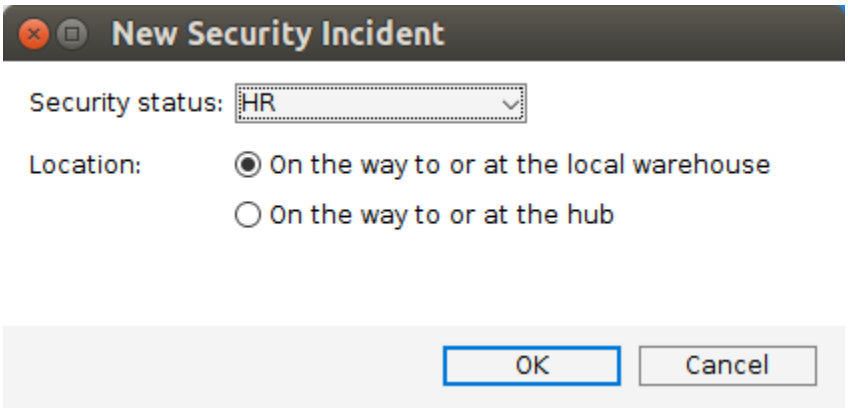
When an air export shipment is created, Scope checks the partners to determine if they are known or unknown and applies the known/unknown status to the shipment accordingly. But sometimes one of the partners used in the shipment is not stored in Scope, for example, the cargo delivery is arranged by the shipper using an unknown trucker and unknown pickup point. Since this pickup is not entered in Scope, the system has no way of knowing the correct status of the shipment. If the shipper is stored as a known shipper, the shipment may in fact appear as a known shipper when the reality is that since it was delivered from an unknown location, it is unknown.

Take the following steps to quickly change the status of a shipment from Known to Unknown:

1. Open the air export shipment
2. Select the "Extras" menu
3. Scroll down "Security"
4. Click the sub-menu "Security Incident"



The "New Security Incident" will open:



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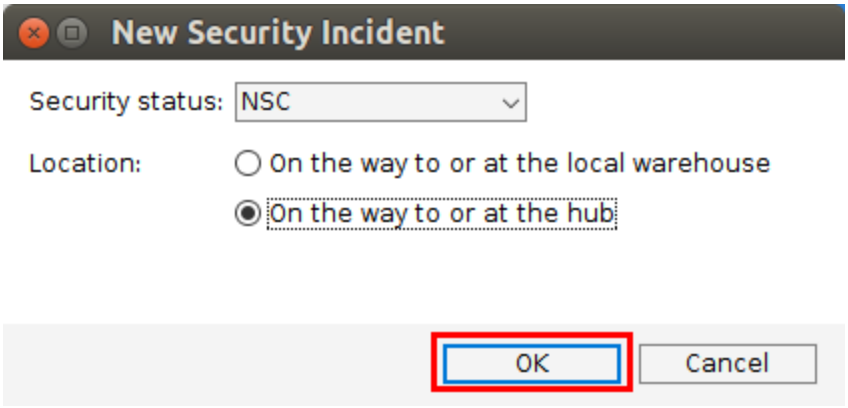
Use the drop down menu in the field "Security status" to change the status from "HR" to "NSC"

Check off where the incident occurred:

- On the way to the local warehouse
- On the way to or at the hub

When ready, click "OK"



The security status on the shipment will immediatly change to "SCO Unknown Shipper"



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FAQ How-To check the OAG flightschedule

- Introduction
- Status of the OAG flightschedule service + date of last update
- Number of data entries

Introduction

This is an internal, temporary documentation, how to check

- status of the OAG flightschedule service
- date of the last update
- if the update has been completed successfully

We will integrate the check in Grafana. Until then, please proceed as follows:

Status of the OAG flightschedule service + date of last update

Go to

http://oag.dev.riege.de:8080/health (for dev)
http://oag.riege.it:8080/health (for live)

and look at the webpage:



"Status" will tell you, if the service is currently available.

"lastUpdate" will tell you, when the service was updated.

Number of data entries

Go to

http://oag.dev.riege.de:8080/metrics (for dev)

http://oag.riege.it:8080/metrics (for live)

and search for entry of "wdf_row_count":

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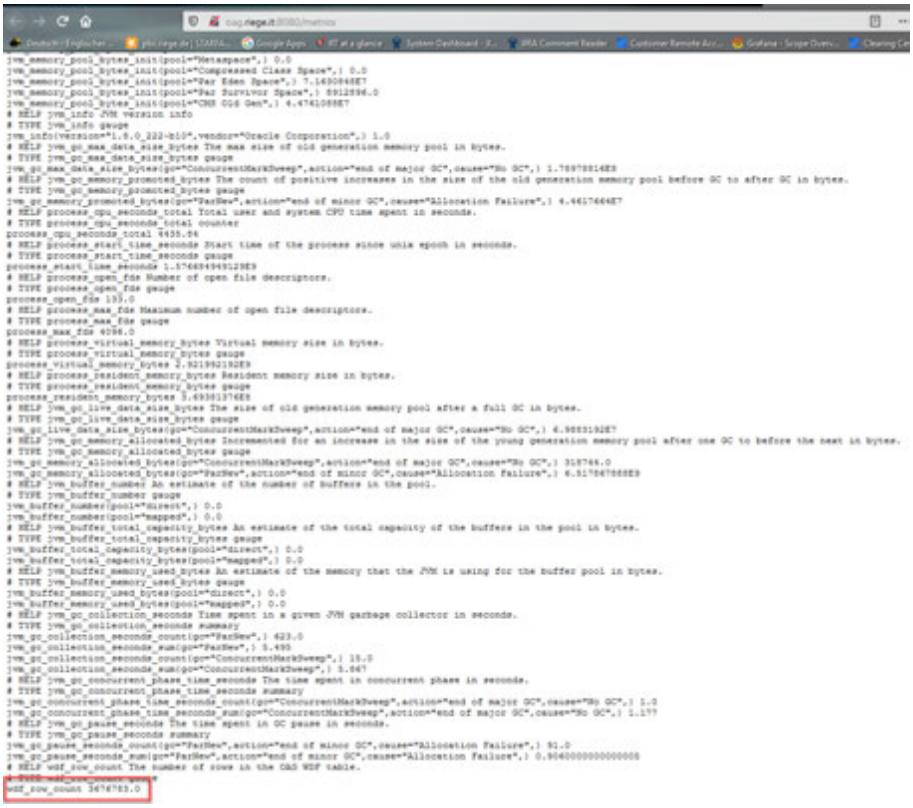

If the value is more than 3,6 million, then everything should be okay.

If the value is less than 3.6 million, this could be an indication of missing data. However the data can vary depending on the update, so it is just an indication, not proof.

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FAQ How-To consolidate an air export shipment

- Introduction
- Adding an air export house shipment to a MAWB consol in your own branch
  - Create the air export house shipment
  - Create the air export master shipment
  - Add air export house shipments to the local master consolidation
- Gateway adds an air export house from a remote branch to a consolidation
- Remote branch adds an air export house to a gateway consolidation
  - Adding a house to a remote gateway master

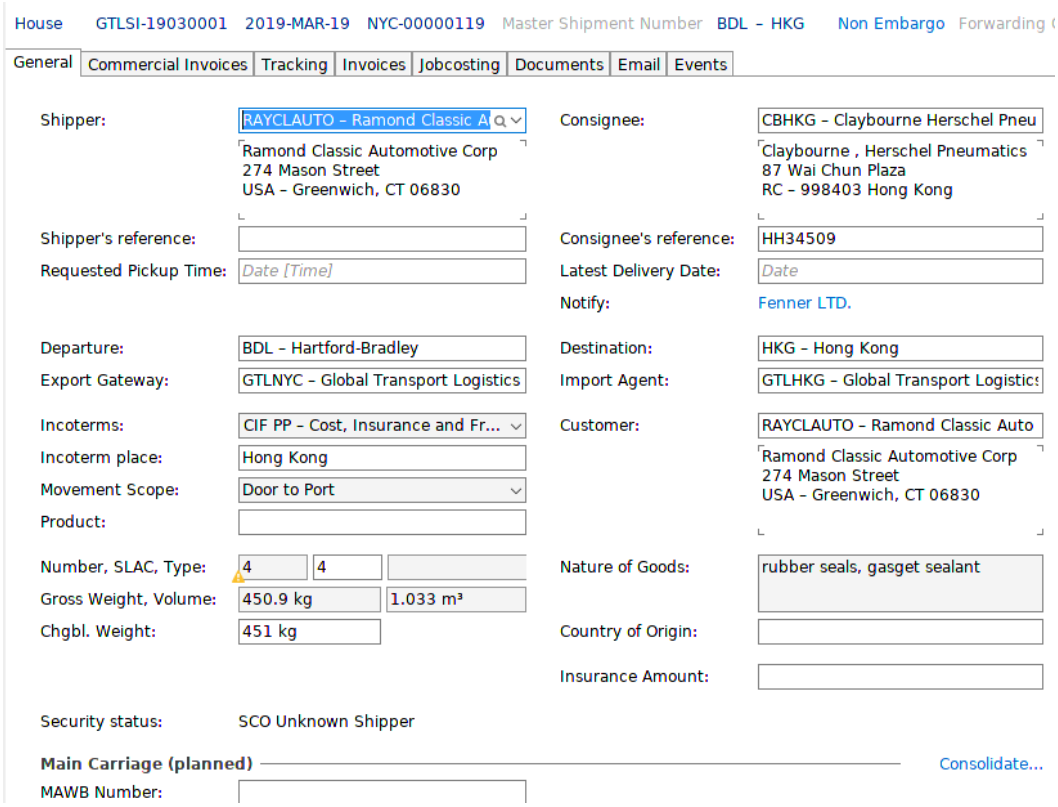
Introduction

- This guide will show you how to consolidate an air export house shipment onto a MAWB in your own branch
- The guide will also show how a consol department can act as a gateway and add shipments from other branches to a consolidation
- Finally, the guide will show how a user can add an air export house shipment onto a MAWB in a gateway branch

Adding an air export house shipment to a MAWB consol in your own branch

Create the air export house shipment

Create the air export house shipment (you can create the master shipment first, but this is not required)



Create the air export master shipment

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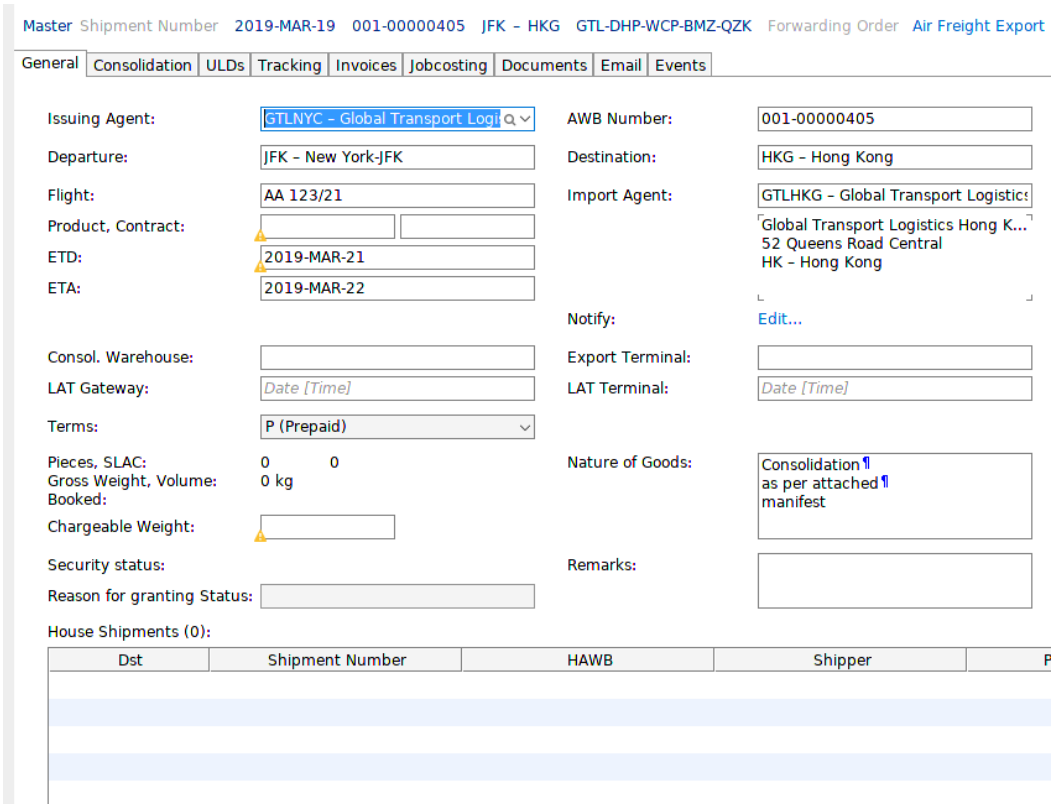
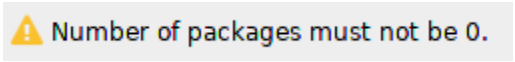


There are no house shipments on the consolidation yet and so Scope warns:



click on the "Consolidation" tab of the master to find house shipments to add to this master

Add air export house shipments to the local master consolidation

On the consolidation tab of the master we can see the house shipment we just created. Use the "Add" button to add it to the master.

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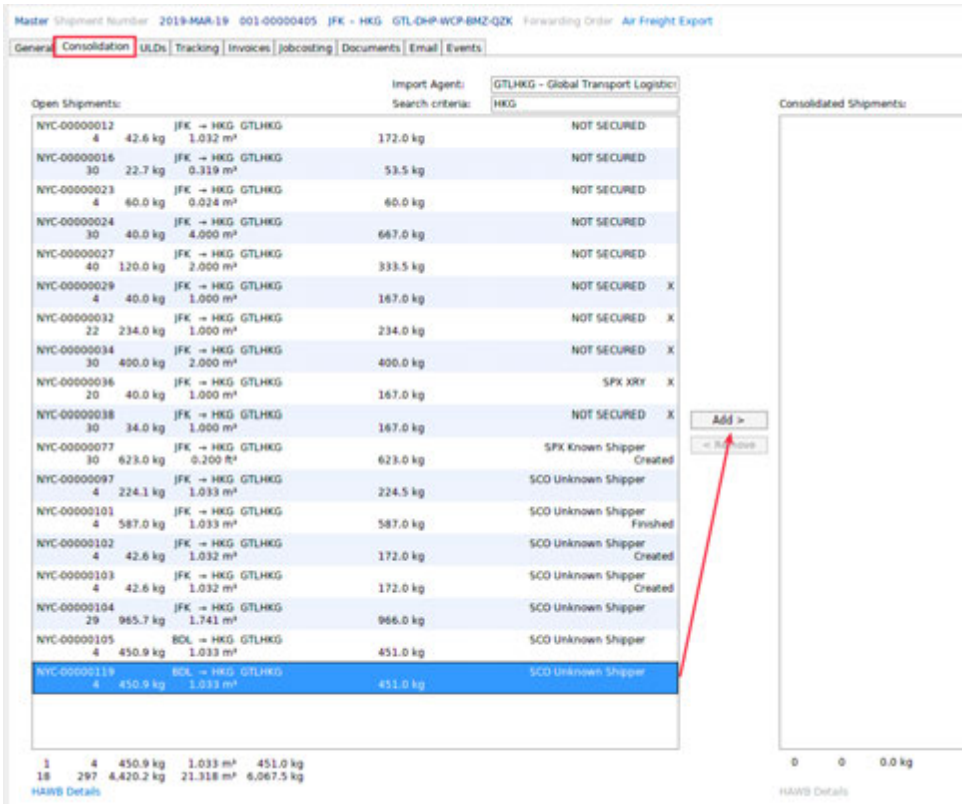
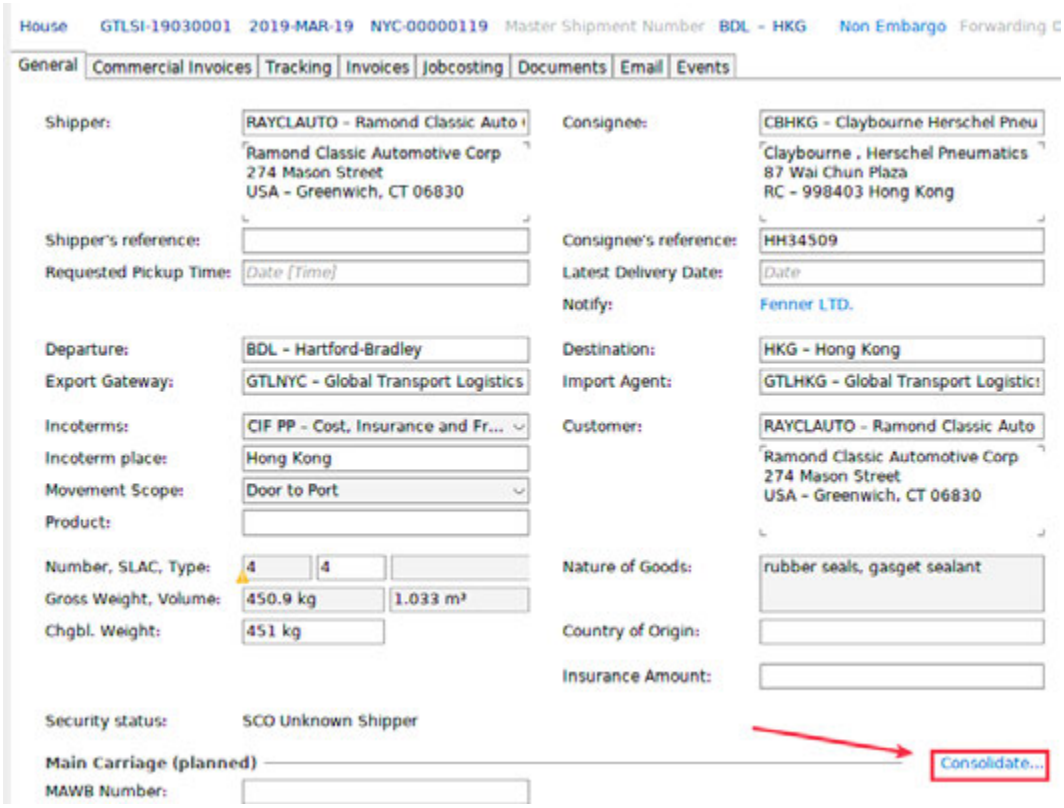


It is also possible to add the air export house to the master consolidation from within the house shipment. In the house choose the blue link near the bottom right called "Consolidate":



When you click "Consolidate", a list of available master shipments will appear. Select the correct one and click "Consolidate". The house is now on the master:

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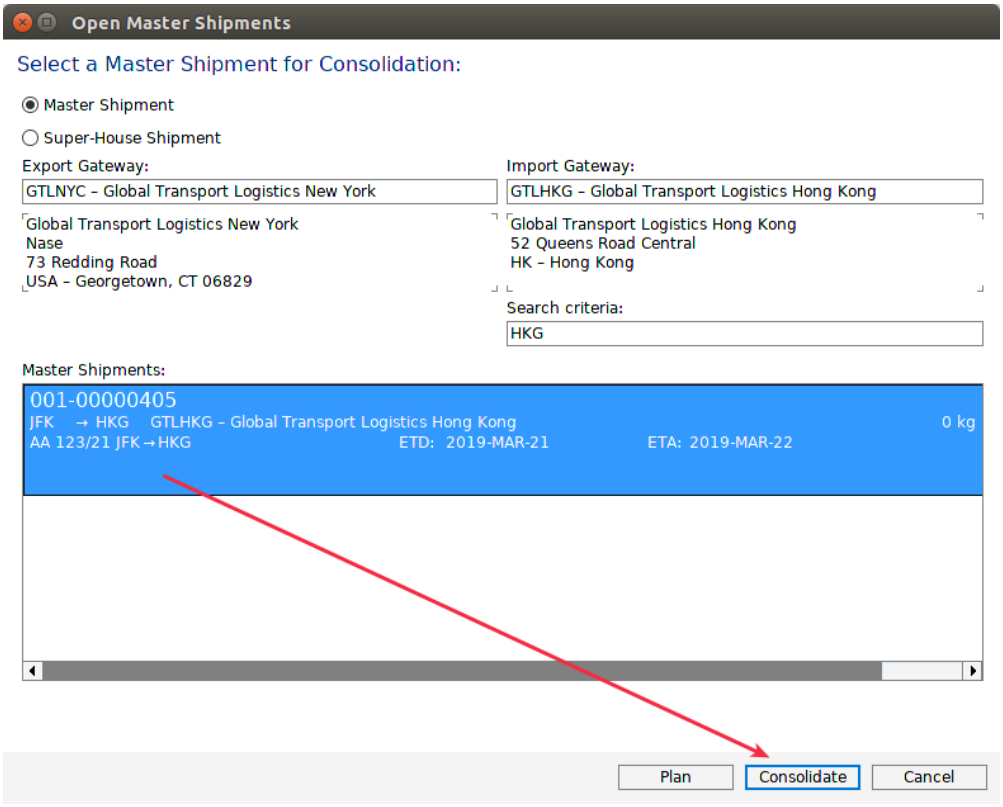
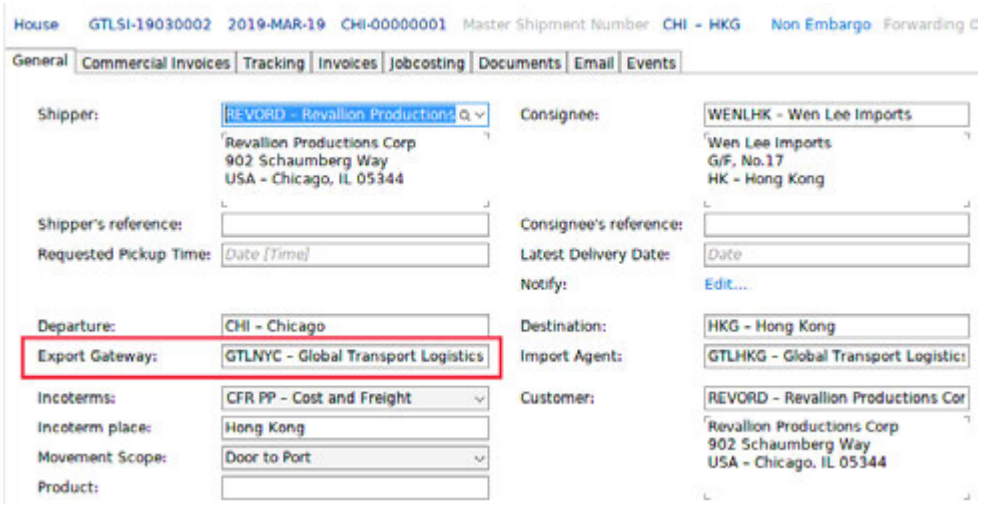


Gateway adds an air export house from a remote branch to a consolidation

In order for an air export house to be visible to a gateway branch, when the house shipment is created, enter the correct gateway in the field



In the example above, the house shipment has been created in the Chicago branch, but the "Export Gateway" has been entered as "GTLNYC" which is the New York gateway.

As a result of the above, when the consolidation department in New York creates their consolidation to Hong Kong, they can also see this shipment from Chicago is available:

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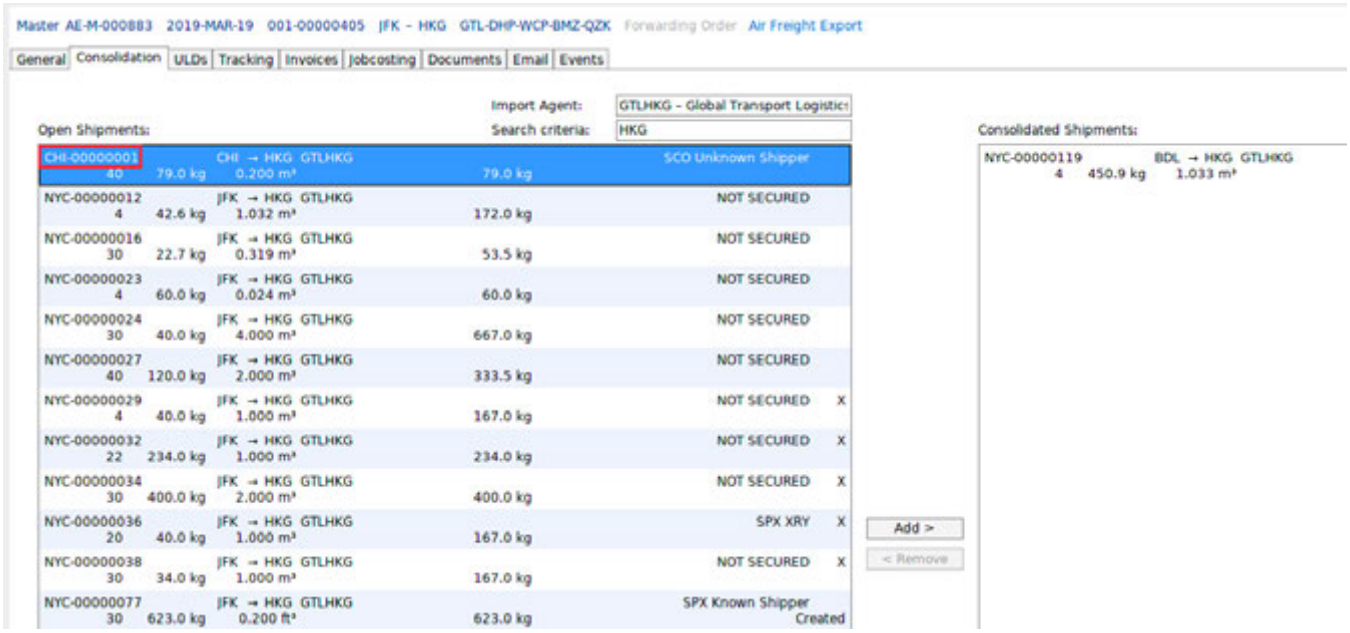
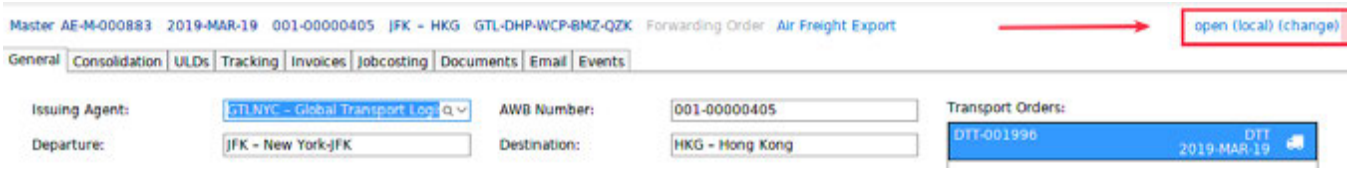
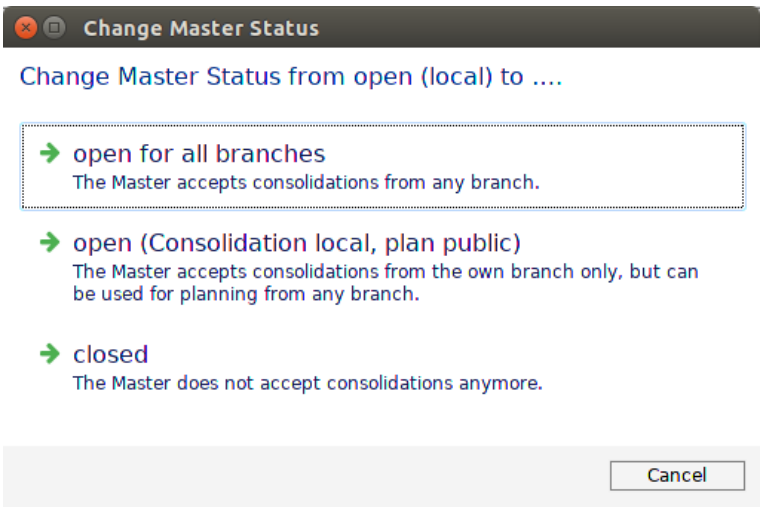


Remote branch adds an air export house to a gateway consolidation

In order for a remote branch to be able to see consolidations available at a gateway branch, the gateway branch must make their master consolidations visible to other offices:



In the example above this master is only visible to the local office (NYC). By clicking the "open (local)" , this gateway can make this master visible to remote offices:



By choosing the first option above, this master is open to all branches.

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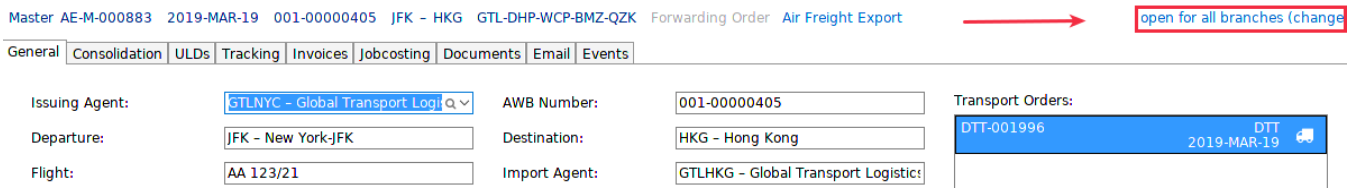
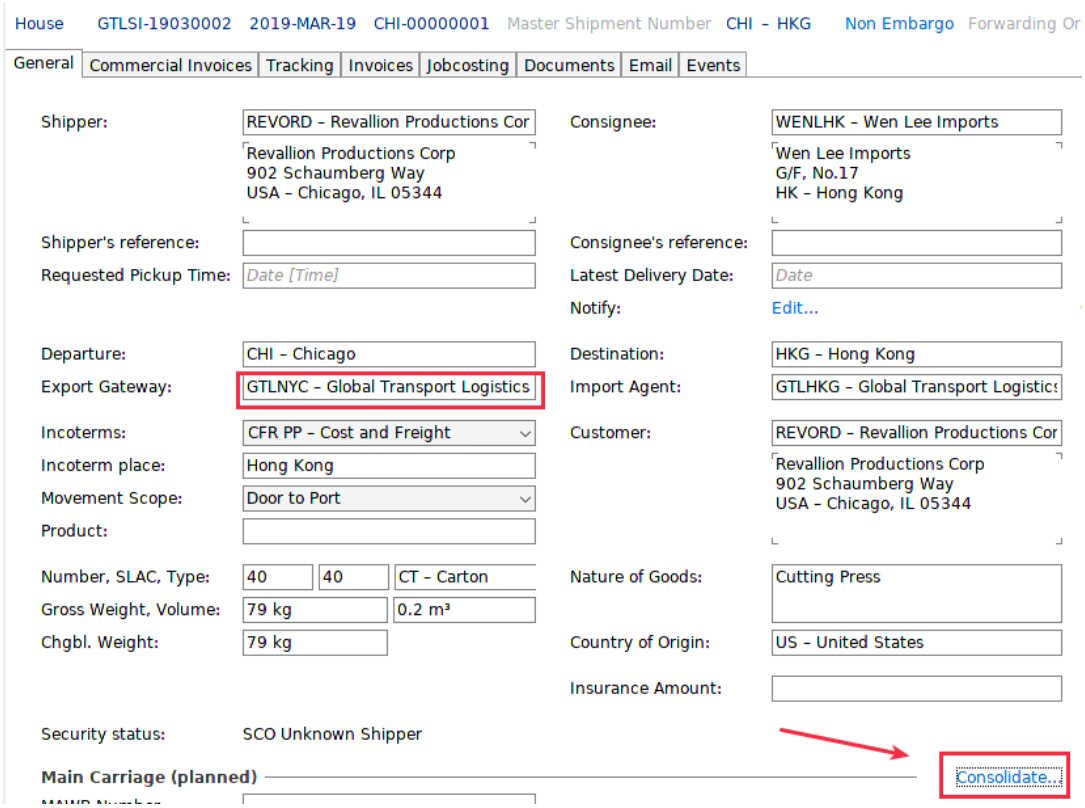


Adding a house to a remote gateway master

Now that the master is visible to all the remote office, a house shipment can be added to it from the remote office.

In the Chicago branch, we open the house shipment and click the "Consolidate" option as shown below:



A window will appear showing the available masters for this house including the master at the New York Gateway because the gateway for this house is GTLNYC.

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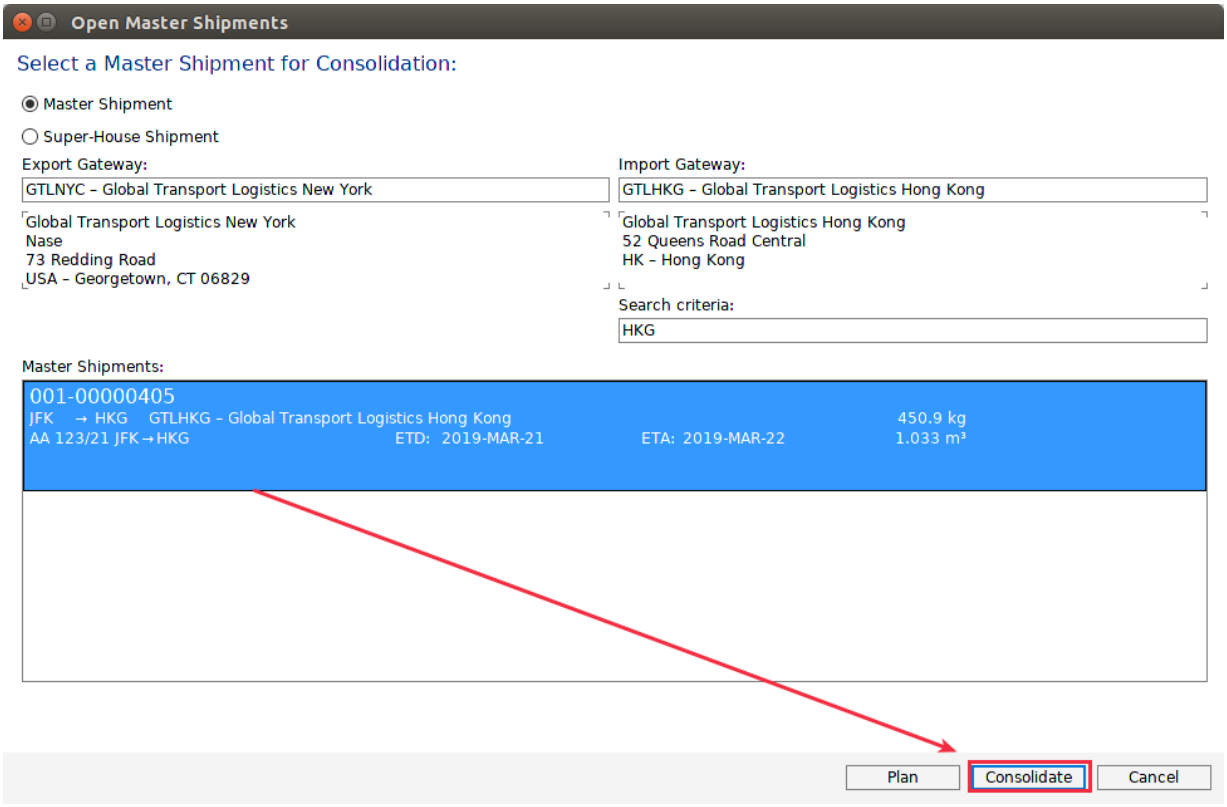

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FAQ How-To do Jobcosting in Air Exports

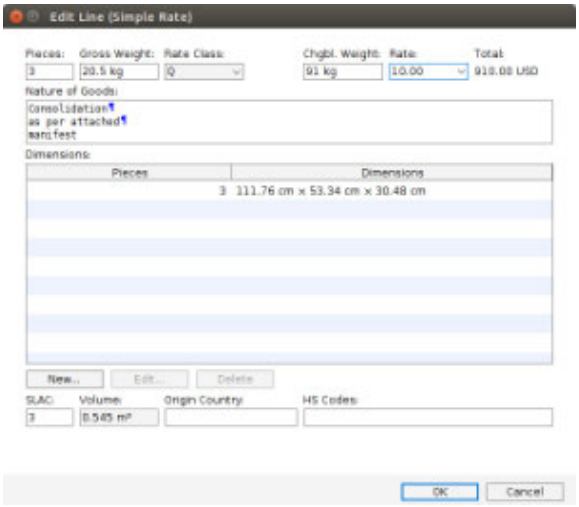
This how-to explains how the IATA cost (freight amount shown on the AWB), the net rate (Actual airfreight cost) and the selling tariff (cost to the customer), are managed when creating an air export shipment.

The IATA rate

If a rate is shown on the AWB, this is generally the official IATA rate. To print the IATA rate on the AWB:

- In the shipment, open the IATA AWB editor
- On the Tariff tab of the IATA AWB editor, enter the IATA rate for the AWB
- If an IATA tariff is maintained, then the correct IATA rate will automatically be entered on the AWB

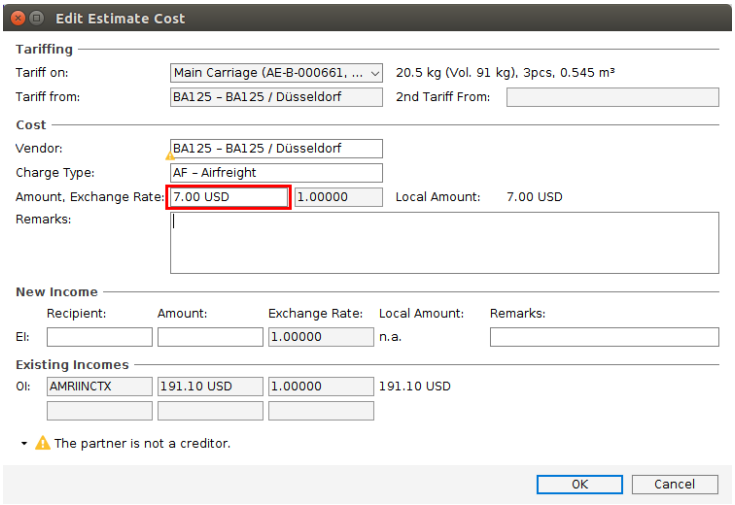
The amount entered will only appear on the AWB and will not appear in the jobcosting



The net rate

The net rate is the amount of airfreight actually charged by the airline for the shipment. There are 2 ways to enter the net rate:

- Enter the net rate directly into the job costing as an EP (Estimated payment). If activity types are correctly maintained and a tariff for the customer is available, this EP can be created automatically in the jobcosting
- The "Finish" option in the "Extras" menu. Beneath the "Print invoices" sectIon the "AF net rate" is shown, click to the right of this if the charge needs to be entered. The editor "Edit Estimate Cost" appears. Enter the amount as per the screenshot example below.



The selling rate

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This is the air freight amount actually charged to the customer

- For a House shipment or a back to back shipment, the selling rate should be entered in the HAWB
  - Open the HAWB by clicking on "House-AWB"
  - In the HAWB editor, go to the "Tariffing" tab and click on the tariff line or use the "Edit" button.
  - Enter the rate - this is the charge to the customer. If a tariff is maintained for the customer, this rate should appear automatically
- For a Direct shipment, enter the rate directly into the job-costing as an estimated income or create an invoice to the customer for the amount. If a tariff is maintained for the customer, this rate should appear automatically

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FAQ How-To enter AWBs to Chinese destinations

When registering a shipment to China (Hong Kong excluded) Scope displays validations in the AWB editor to ensure all required data is entered.

The data can be manually entered per shipment or taken from master data maintenance.

- Master data
- Shipment entry and Validation
- FWB and FHL Output

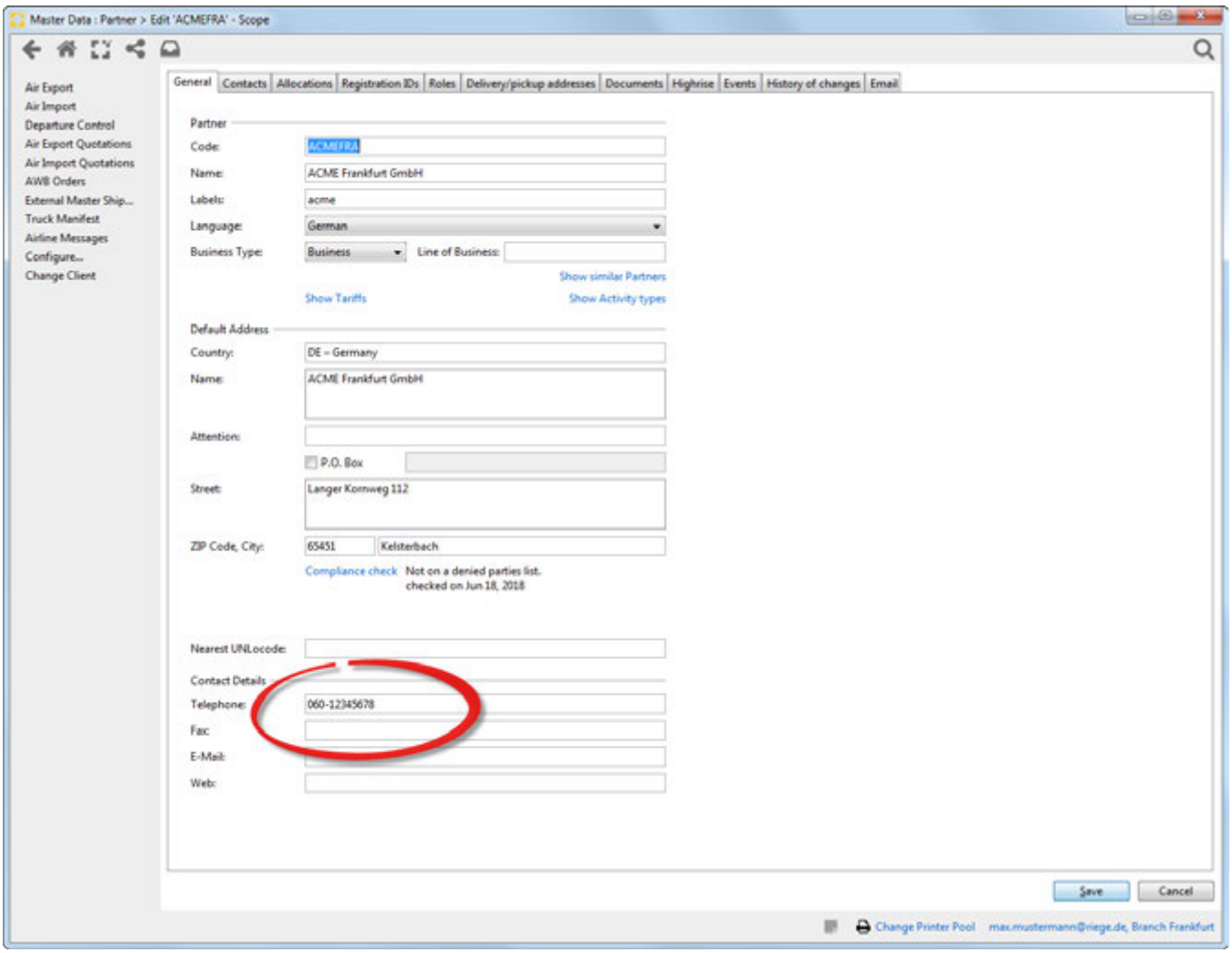
Master data

In Partners the following information can be maintained:

Shipper: Telephone number

Consignee: Name of contact and telephone number

Telephone number is taken from tab "General" of the partner:



Name of contact is taken from role "forwarding customer" under action link "edit individual e-AWB -Address":

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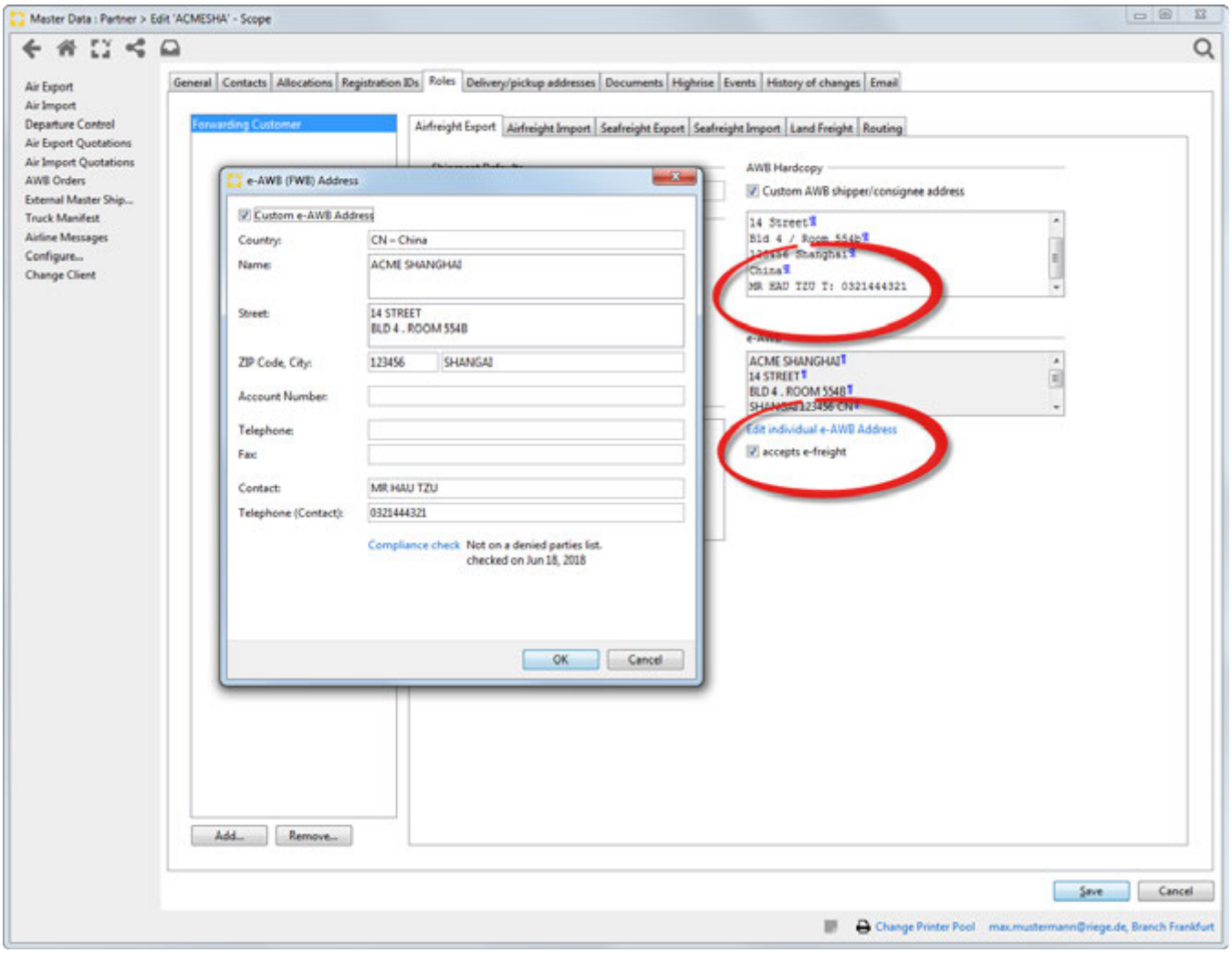

If name of contact and telephone number shall also be printed on the AWB the information can be added under "Custom AWB shipper/consignee address".

Identification number

Depending on the country of the address there are different options: for EU addresses the EU VAT Reg.No and the Chamber of Commerce No. can be entered:

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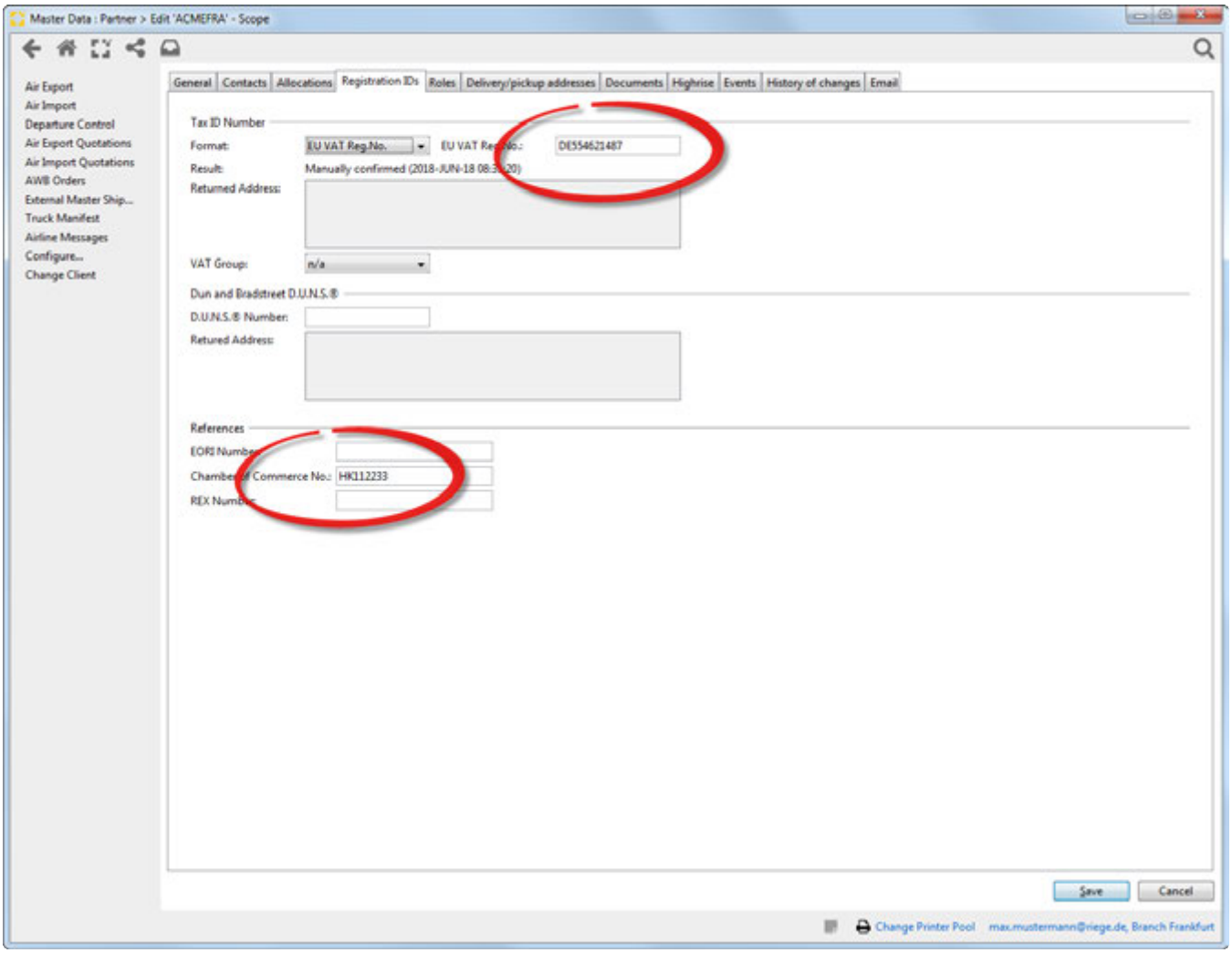

For Chinese addresses the USCI number can be entered:
Note: the USCI number is a 17 digit number and a check digit that will be validated. (total 18 characters)
If the Consignee does not have a USCI because it is a private person, the business type should be indicated as "private person", this will deactivate the validation.

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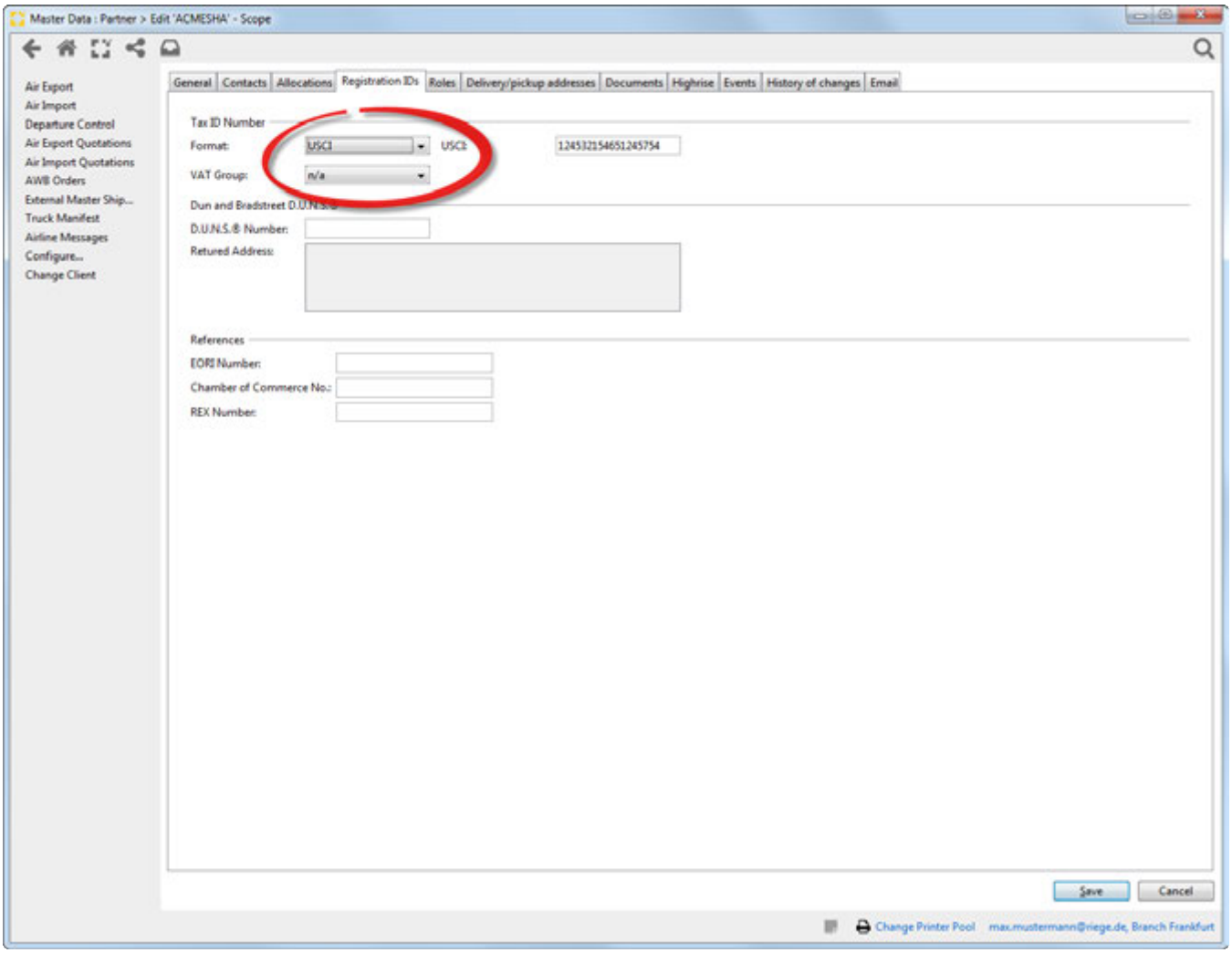
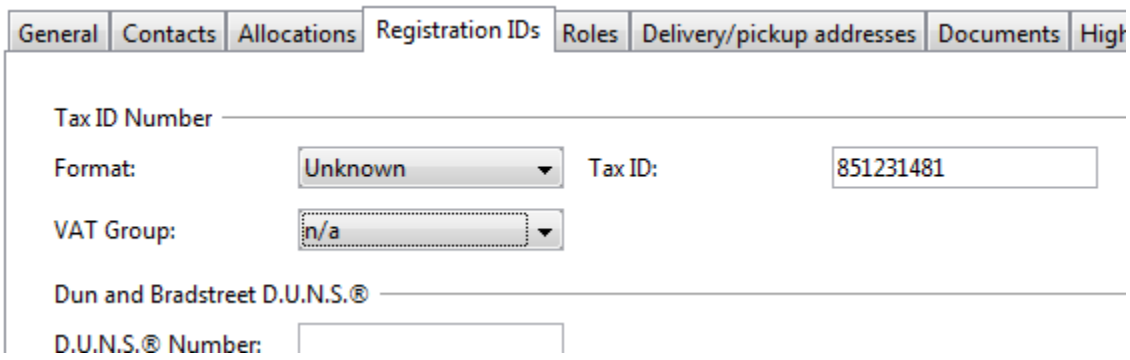


If Scope has no specific registration ID for a country, option "Unknown" can be used:



Shipment entry and Validation

When entering an export shipment with destination CN (exception: HK) Scope validates whether all required information is entered:

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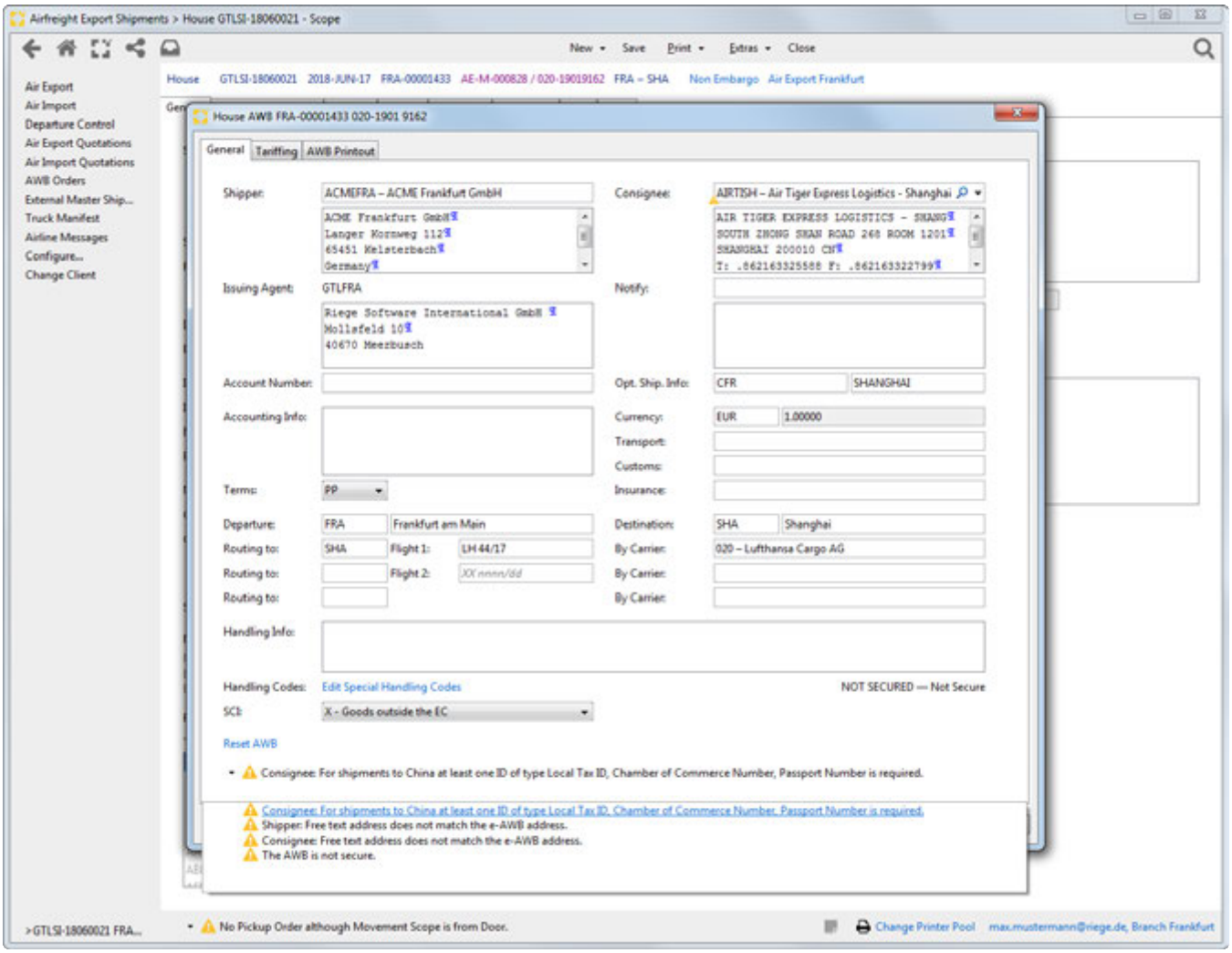

Missing information can either be added to master data or entered directly in the AWB editor.

Pressing F4 or right-clicking with option "Edit Address" opens the FWB editor:

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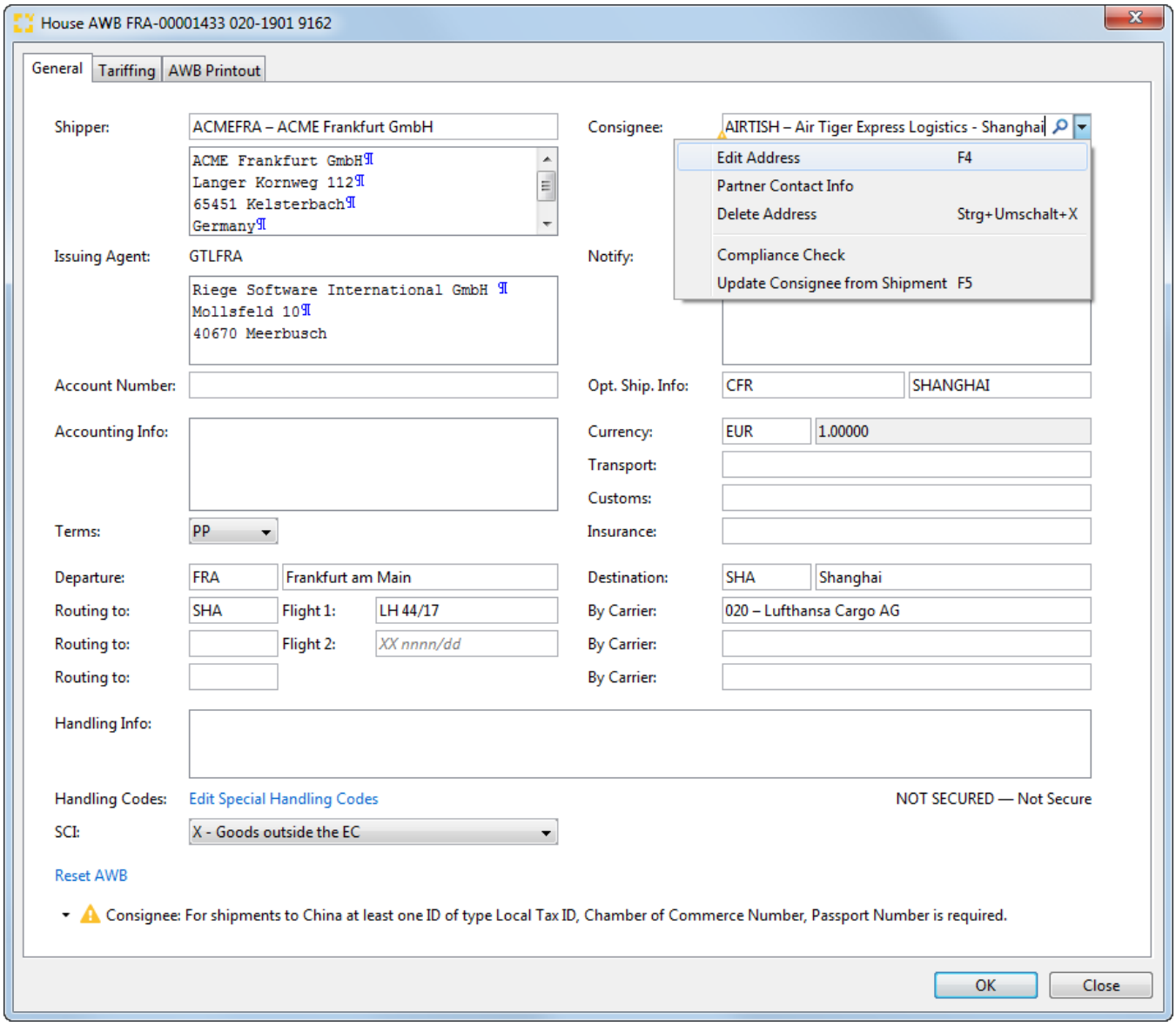

The missing data can be entered manually or in case of name of contact and telephone number can be taken from maintained contacts by doubleclicking the contact:

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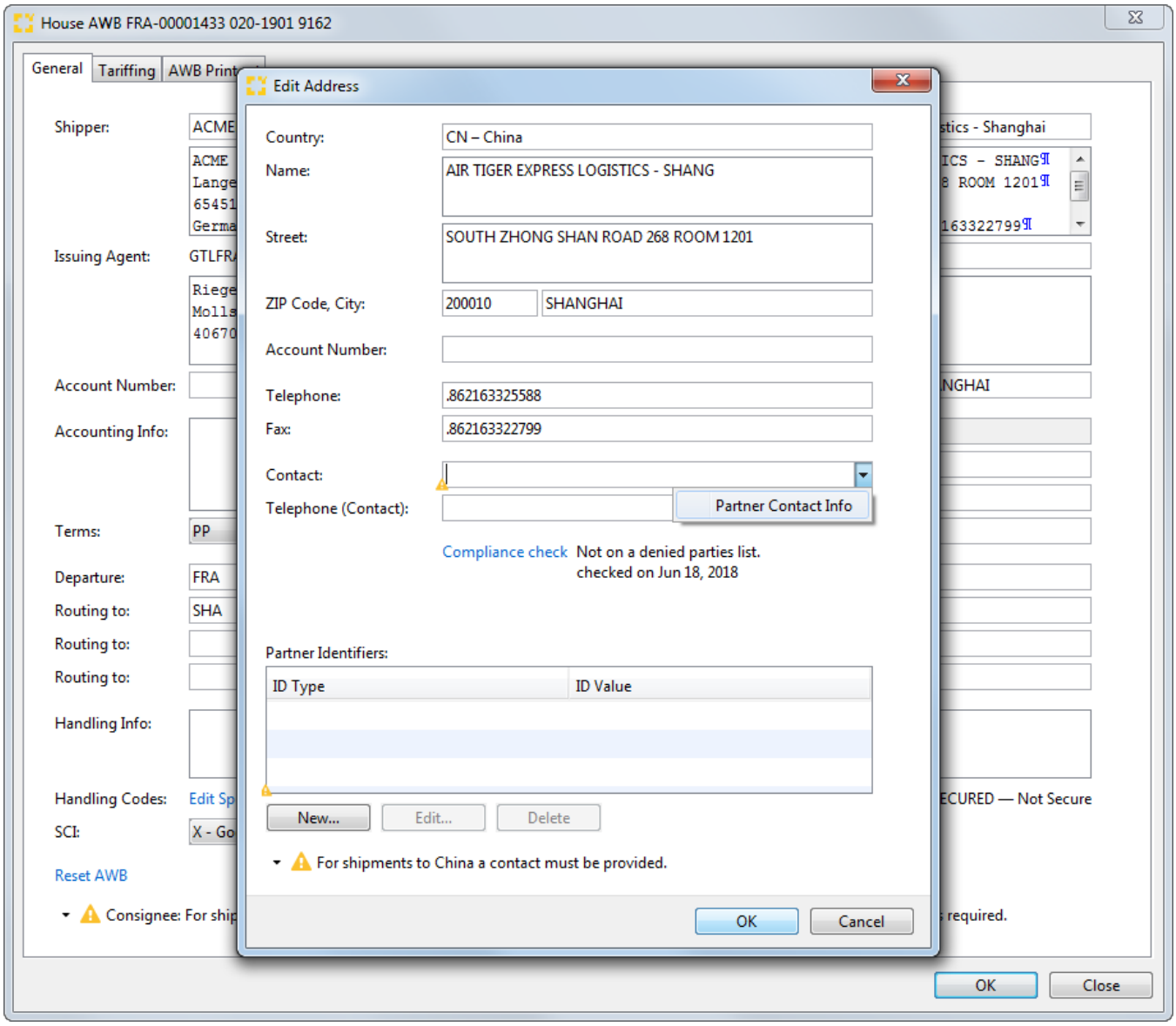

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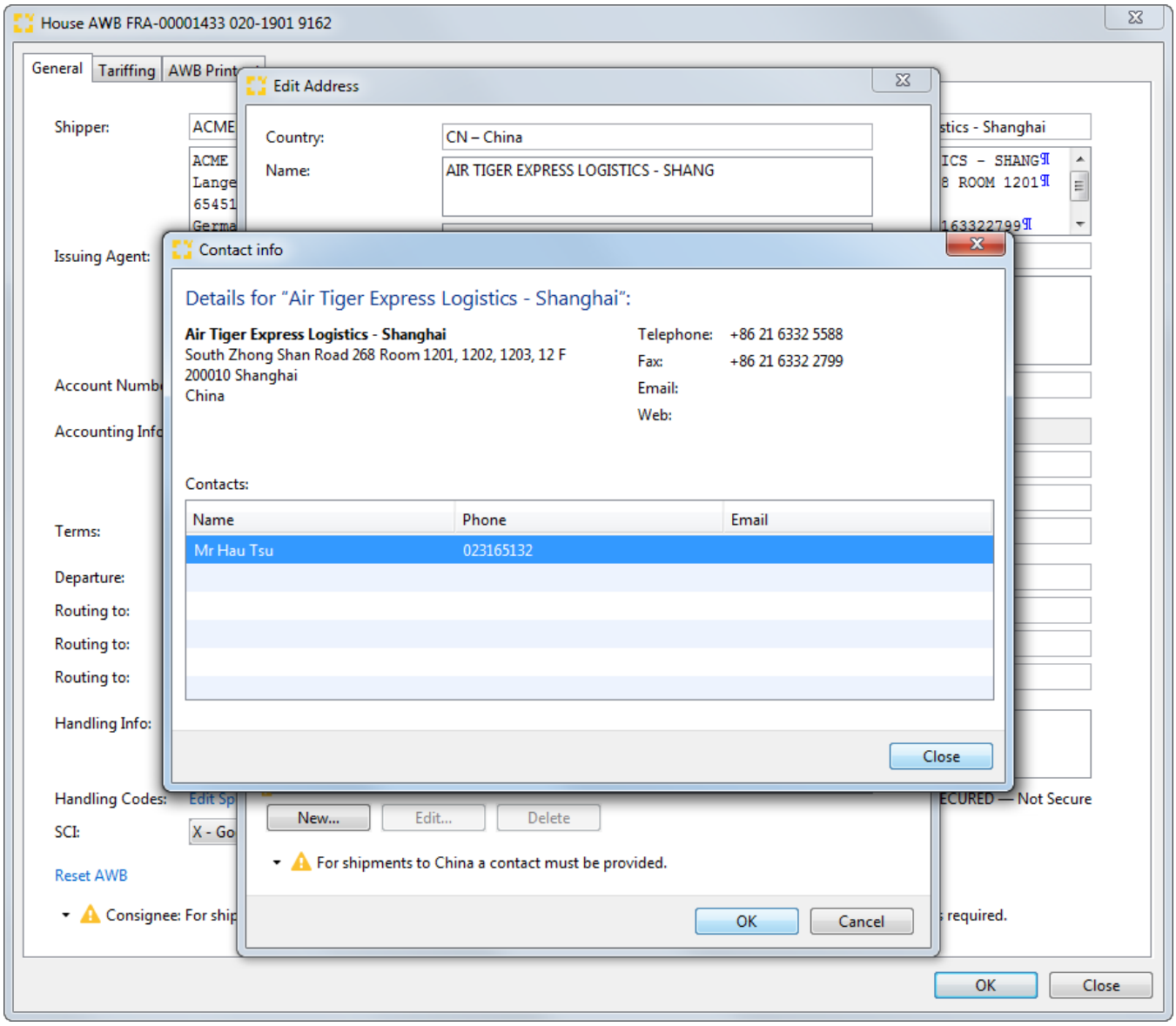

The partner Identifier (registration number) can be added by clicking the "New.." button:

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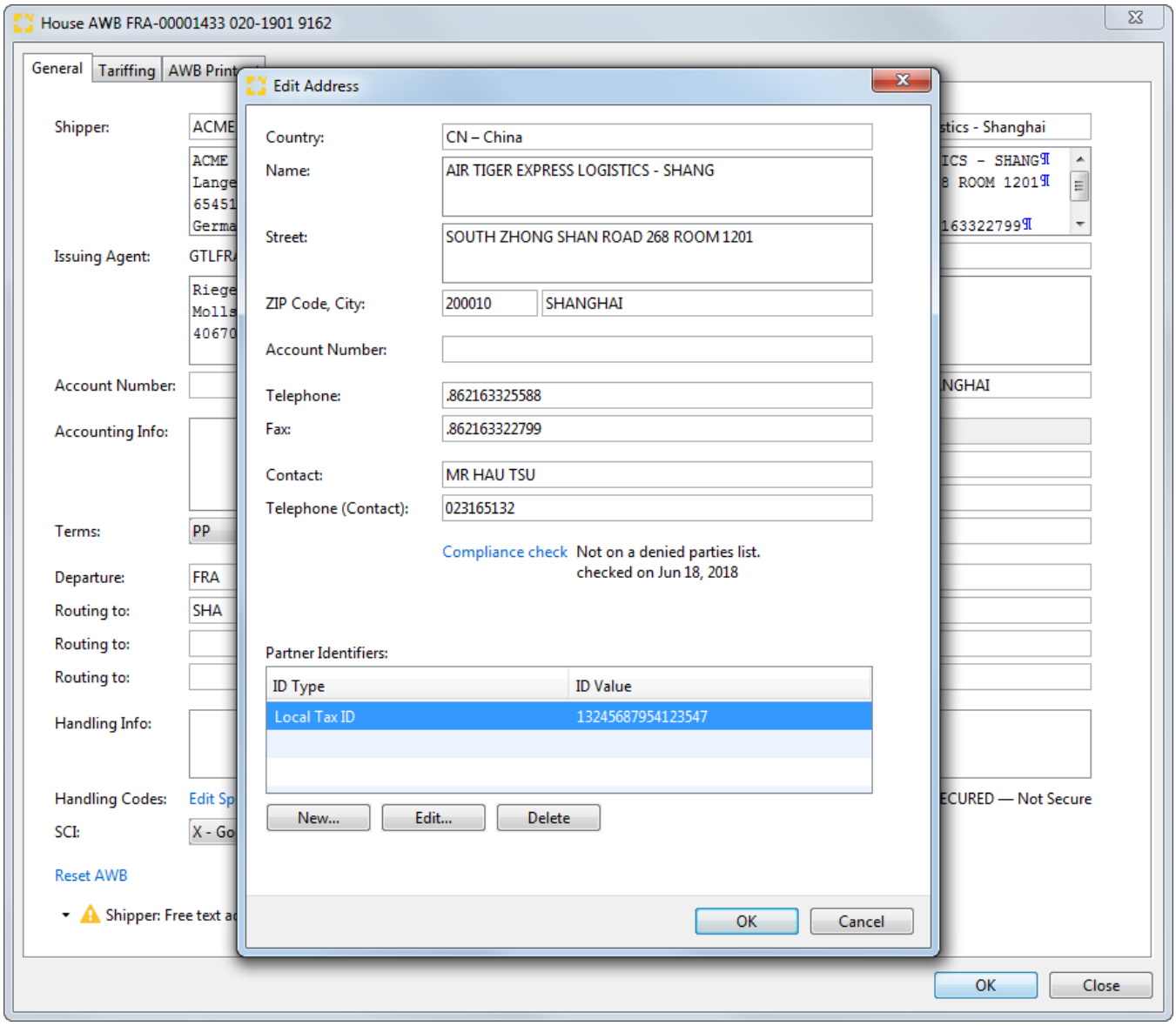

FWB and FHL Output

The resulting airline messages (received from our clearing center after sending AWBs (and manifests) can be viewed and opened from the Documents tab:

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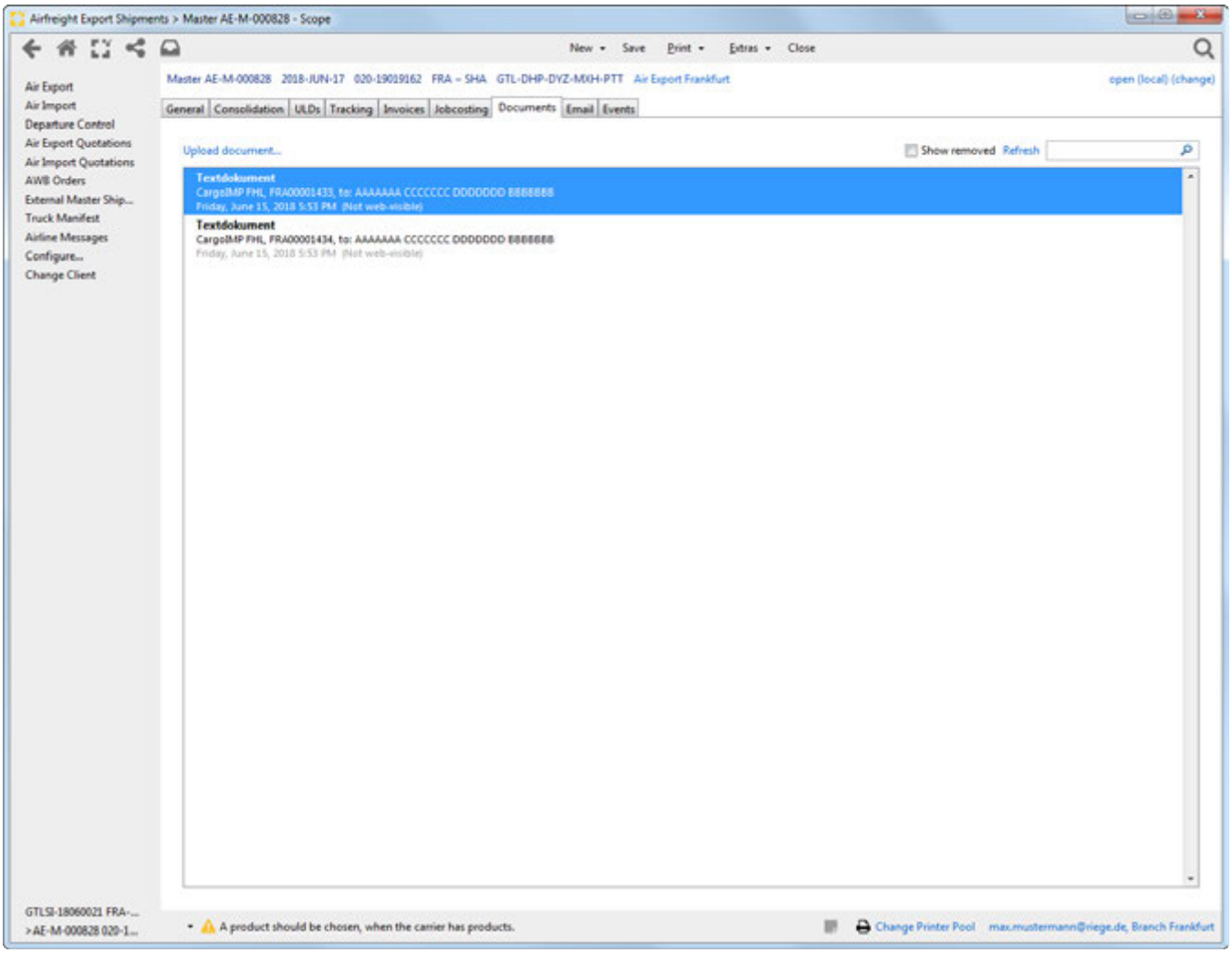

The files can be opened and checked:

```
FHL/5
MBI/020-19019162FRASHA/T16K240
HBS/FRA00001433/FRASHA/4/K90/4/OILS
TXT/OILS
OCI/DE/SHP/T/EUROPEAN VAT NUMBERDE554621487
/DE/SHP/CT/06012345678
/CN/CNE/T/USCI13245687954123547
/CN/CNE/CP/MR HAU TSU
/CN/CNE/CT/.862163325588
/DE/SHP/T/HK112233
/CN/CNE/CT/023165132
SHP
NAM/ACME FRANKFURT GMBH
ADR/LANGER KORNWEG 112
LOC/KELSTERBACH
/DE/65451/TE/06012345678
CNE
NAM/AIR TIGER EXPRESS LOGISTICS - SHANG
ADR/SOUTH ZHONG SHAN ROAD 268 ROOM 1201
/SOUTH ZHONG SHAN ROAD 268 ROOM 1201
LOC/SHANGHAI
/CN/200010/TE/862163325588/FX/862163322799
```

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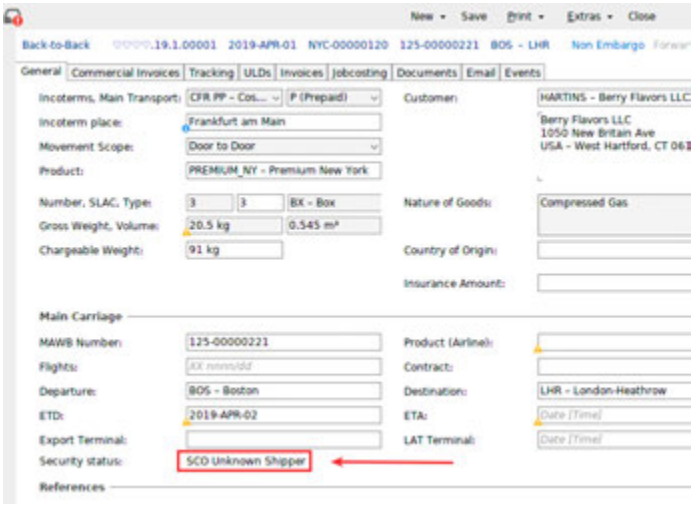
FAQ How-To make an Air Export a known shipper

In order for cargo to travel on a passenger aircraft, all the parties in the US export leg of the shipment must be known shippers. This How-to describes how to change a shipment from an "Unknown Shipper" to a "Known Shipper"

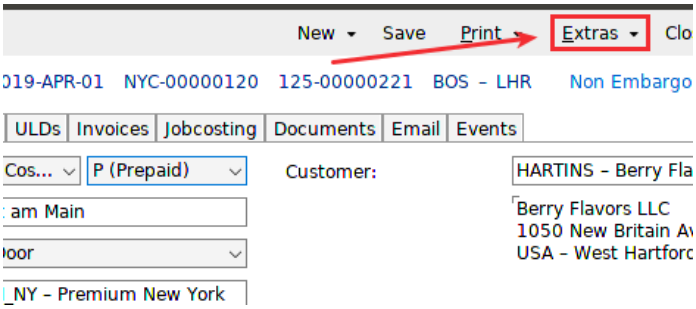
How do we know if the shipment is from a known or unknown shipper?

In the example below, we can see the Scope tells us this shipment is considered to be from unknown shipper:



Why is the shipment from an unknown shipper?

To see what is causing the shipment to be shown as from an "Unknown Shipper", we can go to the *Extras* menu of the shipment and then select *Security* and *Security Snapshot*:



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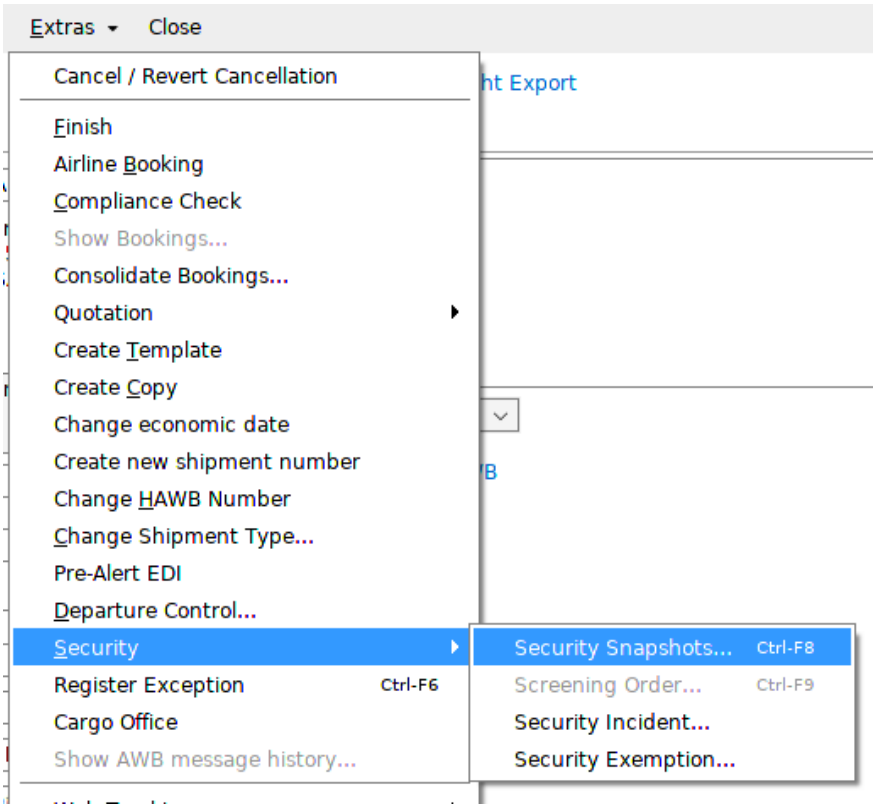
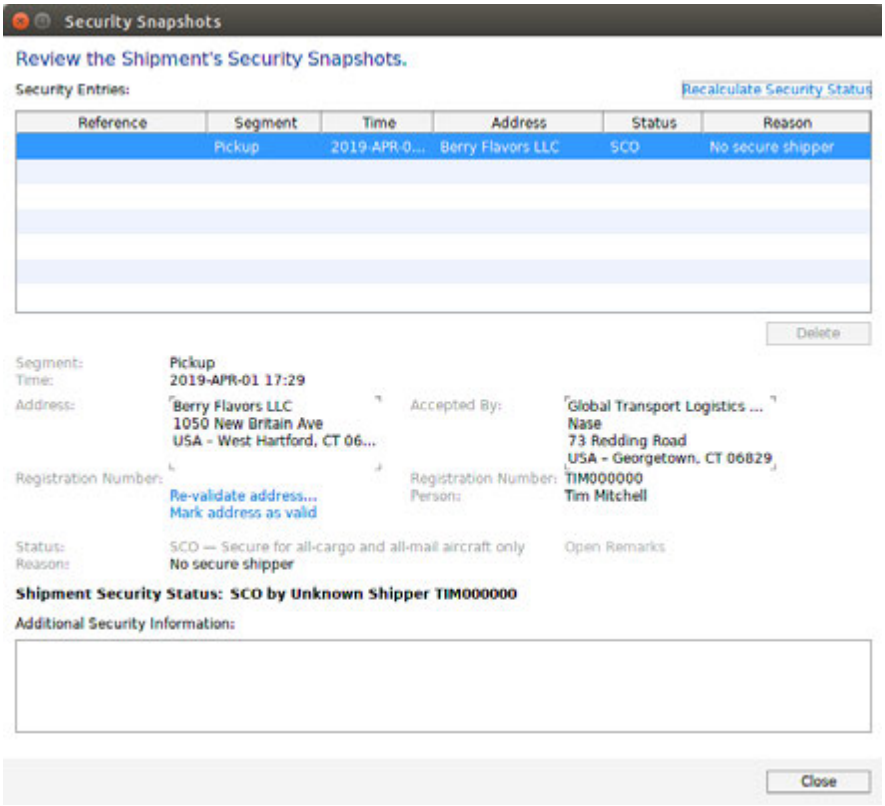


The security snapshot shows us that the shipper, Berry Flavors LLC is not a secure shipper and so the shipment is not secure:



Any party who shows up in the security snapshot as a "No secure shipper" must be made a secure shipper in order for the whole shipment to become "Known Shipper"

How to make a party a known shipper

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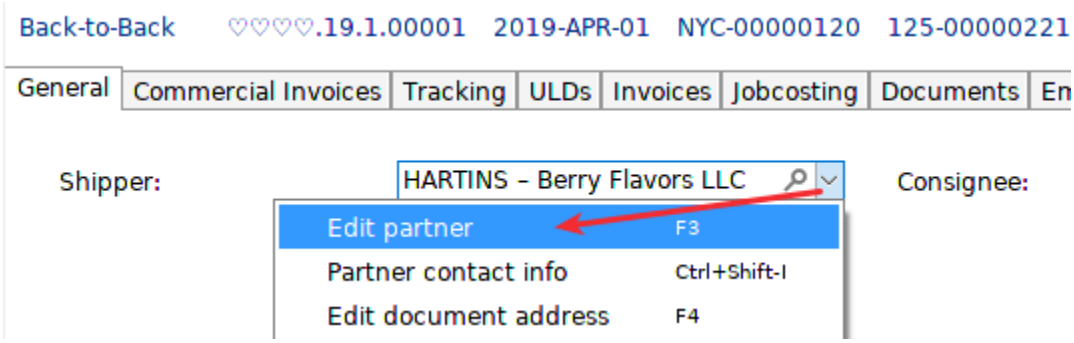
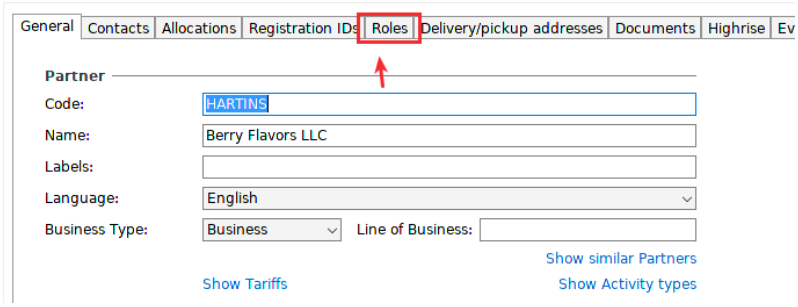
To make a party a known shipper, you need to go to the partner profile. You can do this from directly in the shipment. In the example below we will change Berry Flavors LLC to a known shipper.

In the "Shipper" field of the air export shipment, we click the drop-down menu to the right of the shipper and select *Edit partner*:



The partner will open. Select the *Roles* tab:



In the role tab we need to *add* a role :



From the list of roles choose "Known Shipper (TSA)" and click *OK* :

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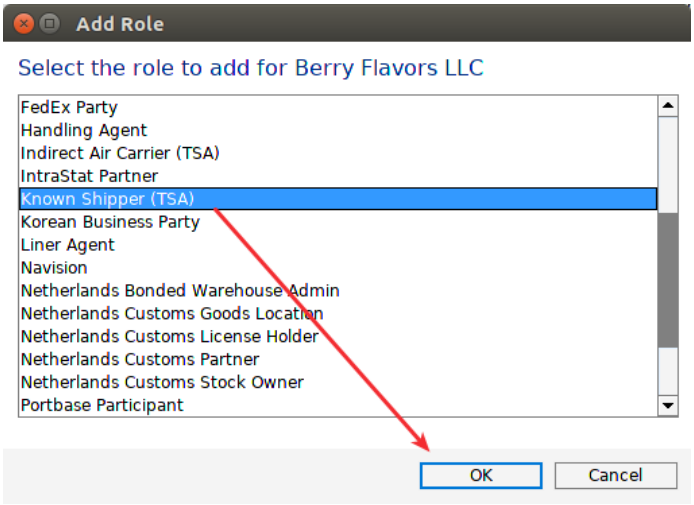
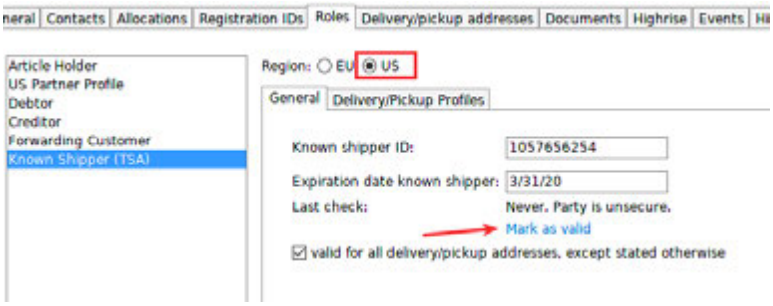
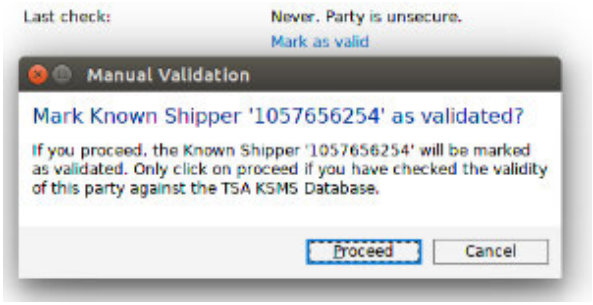


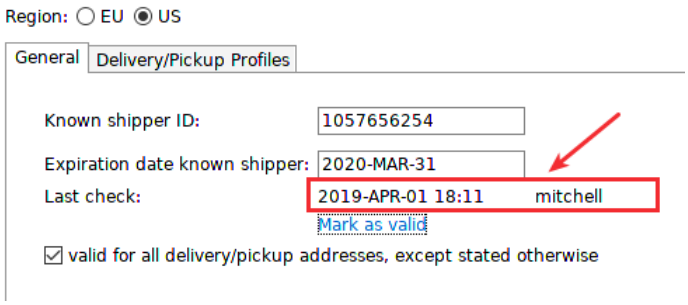
The role *Known Shipper (TSA)* will be added to the partner and this role will open:



1. In the role, make sure the region "US" is checked.
2. Add a Known Shipper ID number
3. Give the ID an expiry date when you would like to recheck this shipper's status
4. Check the box *"Valid for all delivery/Pickup addresses, except stated otherwise".* This means any address you pickup from for this shipper is also considered a known shipper address. If you want to list individual pickup addresses that are considered "Known" use the tab "Delivery/Pickup Profiles
5. Most important, click the blue link "Mark as valid". The party is not considered a valid known shipper until you do this.



When you click "Mark as valid" , a manual validation appears for you to confirm with "Proceed" . The "Last Check" field will now show the date when you confirm this party to be a know shipper and the user who made this confirmation:



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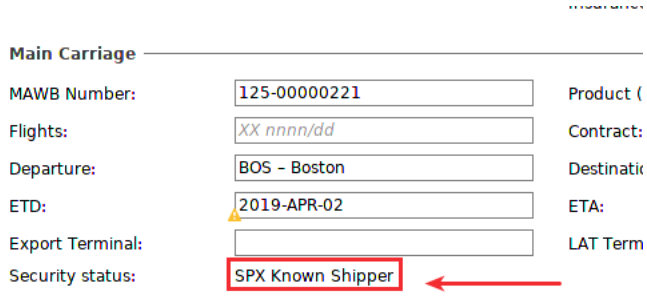
Now the party can be save and they will be a known shipper.

Scope will return you to the air export shipment and if all the parties in the US export leg are known shippers, the status will change to "*SPX Known Shipper* "



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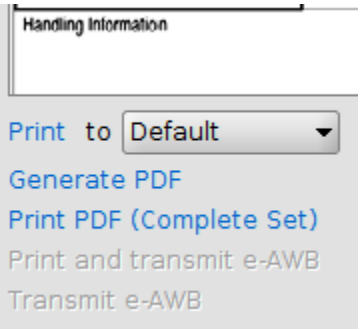
FAQ How-To print a single pdf containing the complete AWB set

When producing AWB's with a laser printer, the forwarder does not always need both the complete shipper's AWB set and the consignee's AWB set. With Scope 7.2 a single pdf is also produced that contains the essential AWBs from both sets

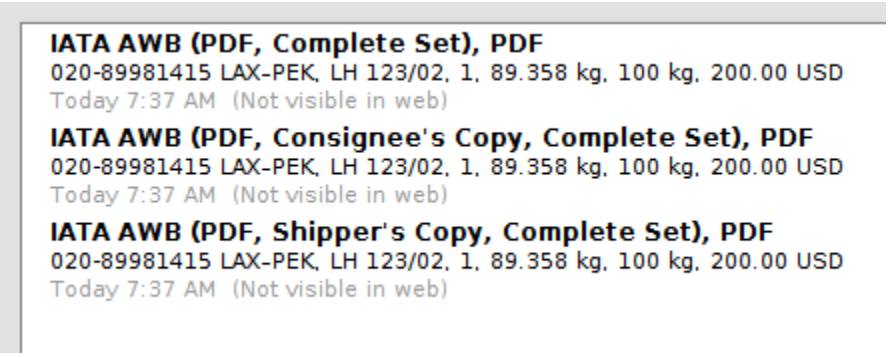
Step-by-step guide

Create the air export shipment

1. Open the AWB editor
2. Select the "AWB Printout" tab
3. Click the print option "Print PDF (Complete Set)"



Now go to the ""Documents" tab of the shipment. Note that 3 sets of PDF AWBs are produced. The PDF titled "IATA AWB (PDF, Complete Set), PDF" is a single PDF containing the essential copies from both the shipper and consignee's set.



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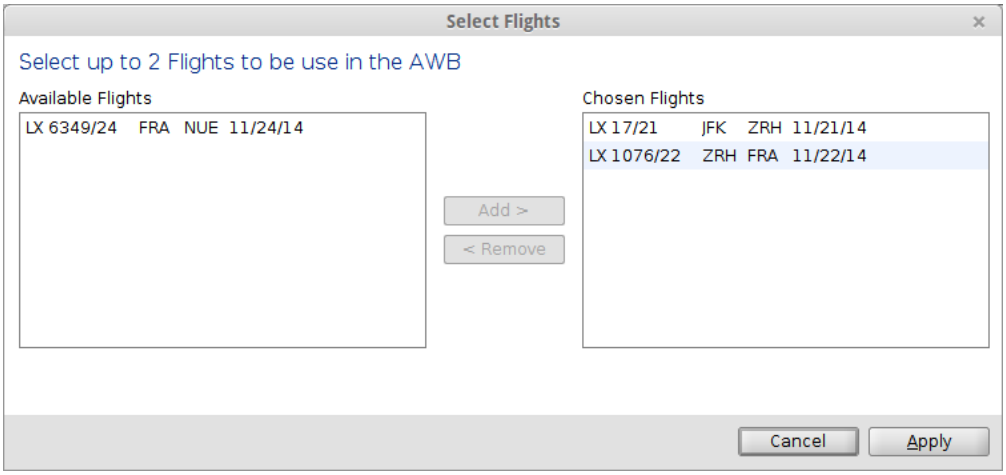
FAQ How-To select the flights to be shown on the air export AWB

When a shipment has more than 2 flight legs, you may want to select which flights to print on the AWB, since only 2 can fit in the space dedicated to flights on an AWB.

Step-by-step guide

Create an air export shipment

1. In the "Flights" field of the AWB, select the sub-menu option "Edit Flight Details"
2. Enter all your flights in the normal way.
3. Open either the House-AWB or IATA-AWB editor
4. Go to either the "Flight 1" or "Flight 2" field. Both of these now have a sub-menu option "Select flights from shipment"
5. Click on "Select flights from shipment" and simply select the flights that should appear on the AWB using the flight selector.



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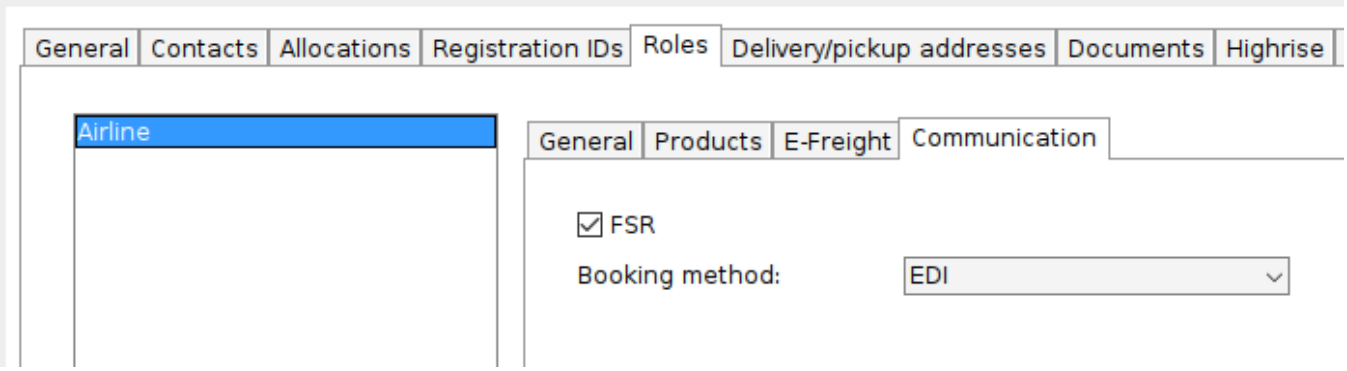
FAQ How-To send an FSR (Freight Status Request)

FSR's (freight status requests) can be sent from both air export and air import shipments. Normally this is not necessary in air exports because when an eAWB is created and accepted by the airline, FSU's (freight status updates) will automatically be sent by the airline. In the case of air imports, the exporting agent may not have created an eAWB or may not be connected electronically to the import agent, therefore the import agent needs to send an FSR to the airline in order to acquire an FSU from the airline

FSR Setup

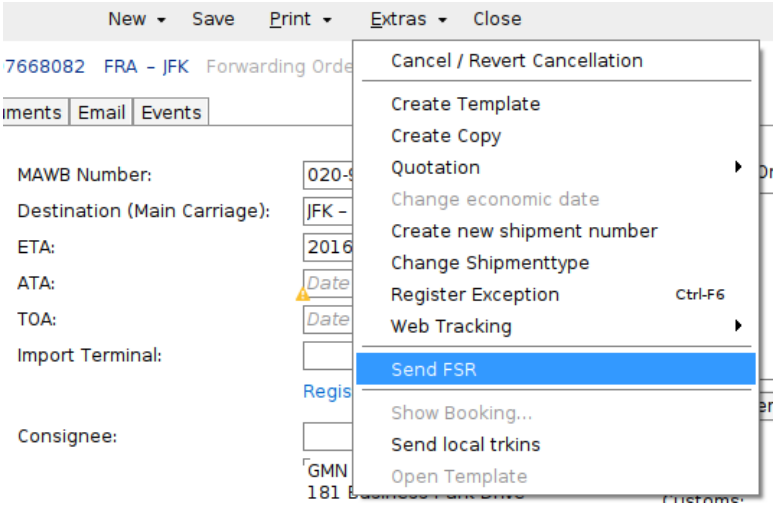
In order to be able to send an FSR to an airline, it is necessary to indicate within Scope that the airline accepts FSRs. The FSR feature in Scope is activated as follows:

1. Find the airline within Scope partner maintenance
2. go to the "Roles" tab of the partner
3. Click on the role "Airline"
4. Within the "Airline" role, go to the last tab "Communication"
5. In the "Communication" tab, check the box "FSR". It is also necessary that communication in general is activated with the airline.



Sending an FSR

1. Open an air import or air export shipment where the airline is activated for FSR
2. In the shipment, click on the "Extras" tab on the toolbar
3. From the list of options click "Send FSR" and an FSR will immediately be transmitted



How often must an FSR be sent?

- In the case of a shipment where the export agent has transmitted an eAWB, there is no need to send an FSR because the airline will automatically send FSU's whenever the shipment has a new status

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- If the export agent transmits the air export shipment to an import agent who also uses Scope, the FSUs for the export agent are also automatically transmitted to the import agent and the import agent should not need to send an FSR
- Where the export agent has not created an eAWB or is not connected to the import agent electronically, the import agent will have to send the FSR as described above. The airline will only transmit the current status and the import agent needs to send further FSRs at regular intervals to acquire further status updates.

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FAQ How-To sent data to airline via FHL, if I do an assembly business by creating a super-house shipment with consolidated sub-houses?

Which data will be sent to the airline via FHL, if I do an assembly by creating a super-house shipment with consolidated sub-houses?

Does the FHL contain the Superhouse-data or/and the Sub-Houses?

The FHL-data in Scope is created by each Sub-HAWB. This adjustment is based on the documentation of U.S. Customs and Border Protection - http://www.cbp.gov/linkhandler/cgov/trade/trade_outreach/advance_info/air_faq_cargo.ctt/air_faq_cargo.doc

13. Consolidated Shipments

Q. Does CBP require a separate air waybill record for each shipper/consignee relationship? In other words, if a freight forwarding agent arranges transportation for a single consignee to import merchandise from multiple vendors, suppliers or manufacturers, may the freight forwarding agent be listed as the shipper on a single air waybill or must there be a separate air waybill record for each vendor/supplier/manufacturer?

A. CBP requires detailed shipper information on each air waybill record for the purposes of targeting high-risk shipments. If a freight forwarder or other consolidator receives merchandise from multiple foreign vendors and arranges for such transport to the United States, listing the freight forwarder as the shipper would not provide sufficient information for CBP to conduct its targeting. Air AMS does not have the capability of accepting multiple shippers or consignees for a single air waybill record, nor could it be readily adapted to so accept multiple shippers/consignees.

Regarding the structure of FWB / FHL no recursion is possible, only one shipper can be named on FHL. There is no possibility to match the AMS requirements (mention each shipper) without creating the FHL on Sub-HAWB.

The specification regarding HAWB is mentioned below:

16. House Air Waybill Format

Q. Can Air AMS accept sub-house air waybill records associated with a house air waybill record?

A. A sub-house air waybill refers to multiple house air waybills that are consolidated into a single (consolidated) house air waybill record. The sub-house air waybill would contain the identity of the shipper and consignee while the consolidated house air waybill record may only list the consolidator/forwarding agent as the shipper or consignee.

Since Air AMS can only accommodate one level of house air waybill identification, the Air AMS participant must report the sub-house air waybill information in the house air waybill field. The consolidated house air waybill information need not be reported.

Based on above mentioned requirements the Sub-HAWB data will be send by FHL to airline.

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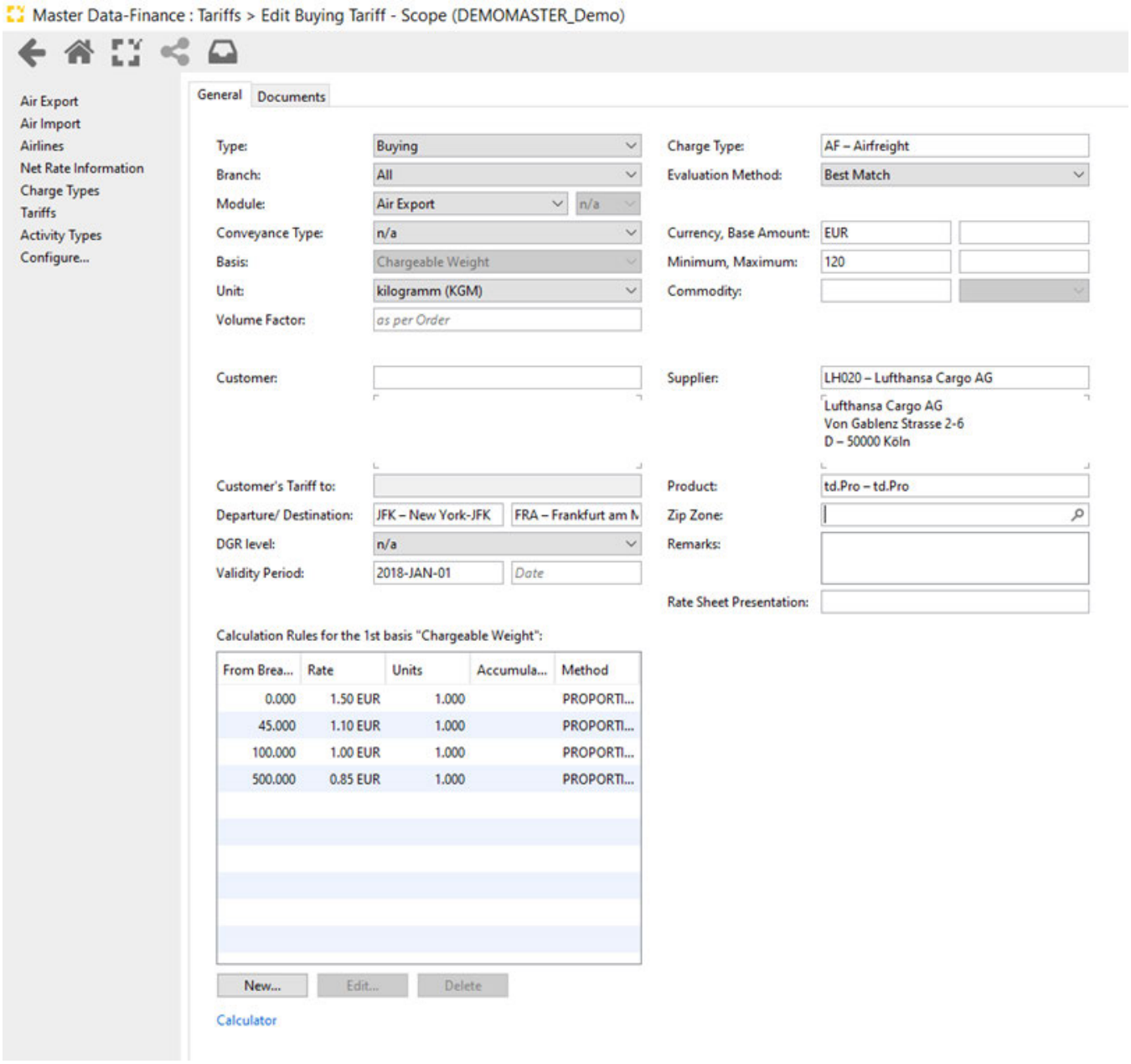
FAQ How-To set charge type/ tariffs for different carriers for automatic calculation

You can set different kind of tariffs (buying / selling) for carriers/airlines at Tariff-Editor. To built up a new tariff you need to fill in different data like charge type (e.g. Airfreight – AF), basis (e.g. chargeable weight), supplier (e.g. LH020 / Lufthansa Cargo), destination/departure (e.g. from JFK to FRA) and calculation rules (e.g. z.B. +45 1,10 USD / +100 1,00 USD / +500 0,85 USD). Additionally you can add Minimum, Product, DGR-Level and Validity Period.



For automatic calculation you have to set an activity type at activity types maintenance application. You can choose a branch, order group (air export) and context (master, house, direct). Choose order type „*Main Carriage Air*“ and add your favorite charge type at “*income*” and/or “*cost*”-window.

Example: Choose Airfreight / Fuel Surcharge / Security Surcharge (general surcharges) and special surcharges of some supplier like airfreight surcharge, supplementary surcharge, period peak surcharge.

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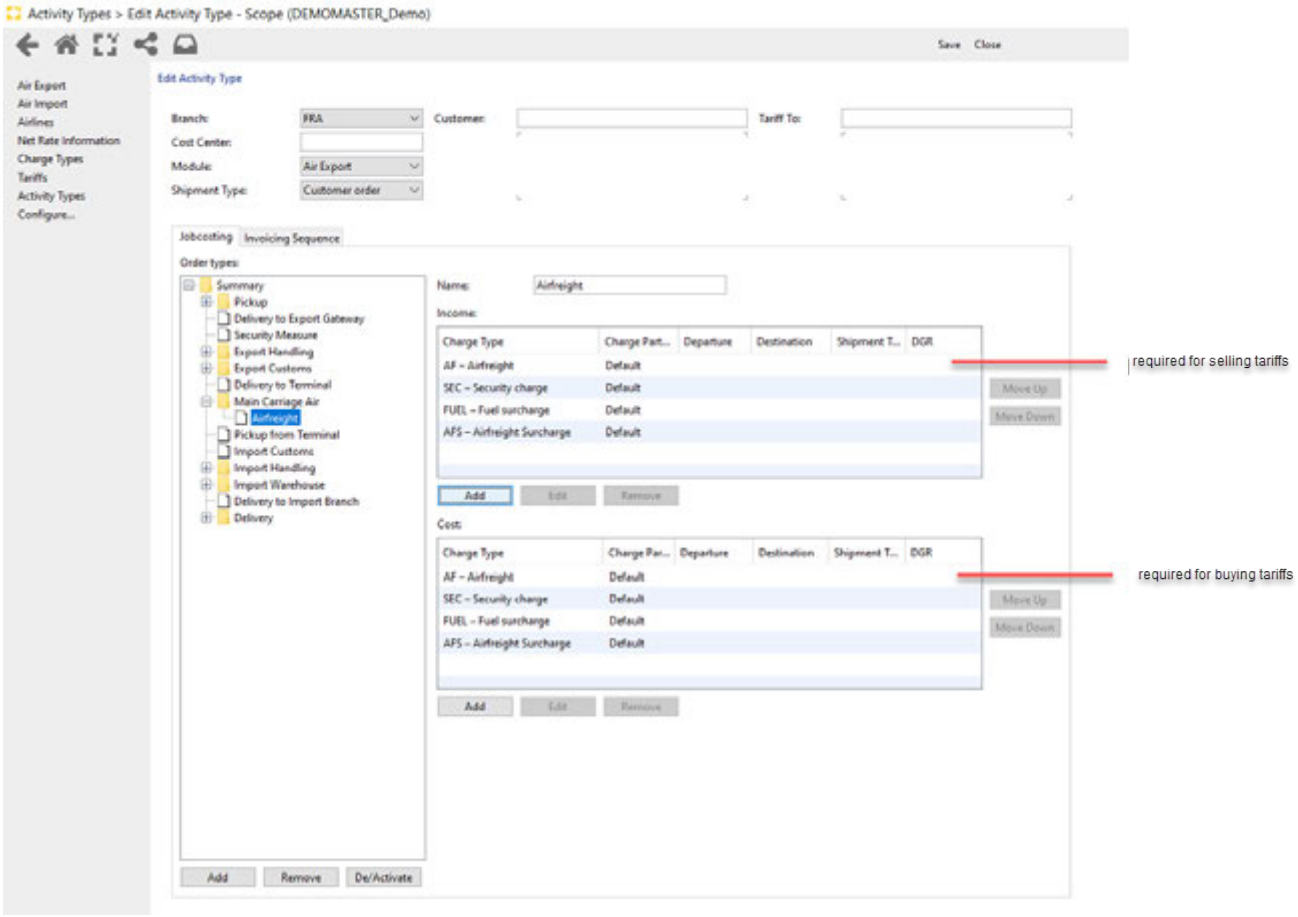

Above mentioned special surcharges could not be applicable for all carriers so you have to setup the charge type as well. Go to "*Charge Type Maintenance* " and choose your charge type. Now you choose "„Buchungszeilen ohne Beträge auslassen" and Scope will use this charge type if there is tariff for it - otherwise the charge will not be chosen.

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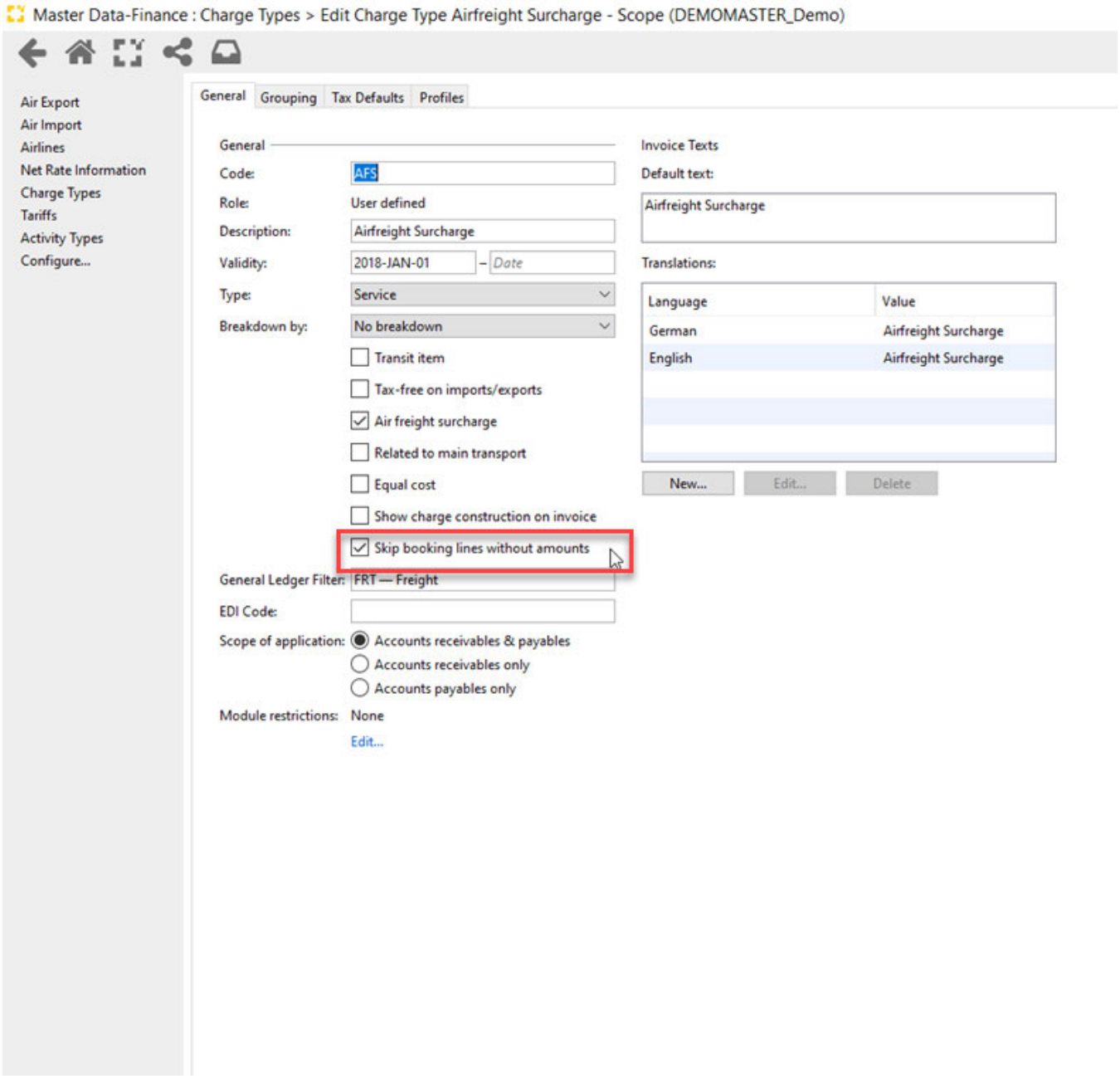

Example: Airfreight Surcharge (AFS) is only applicable by carrier LH020 and you have saved a tariff for AFS, for supplier AC014 AFS is not applicable. Go to your shipment file and choose tab "*Jobcosting*" and press „*calculate jobcosting*". If you have booked with carrier LH020 there will be mentioned charge type AFS with your individual tariff. If you have booked with AC014 there will be no AFS mentioned in the jobcosting. All other general surcharges will be mentioned as well.

If *Jobcosting* is not working, it could depends on the following adjustments:

- missing destination/departure (tab general)
- missing movement scope (tab general)
- supplier from your tariff and supplier in your shipment are not the same (tab general)
- missing product (tab general)
- validity of tariff is expired

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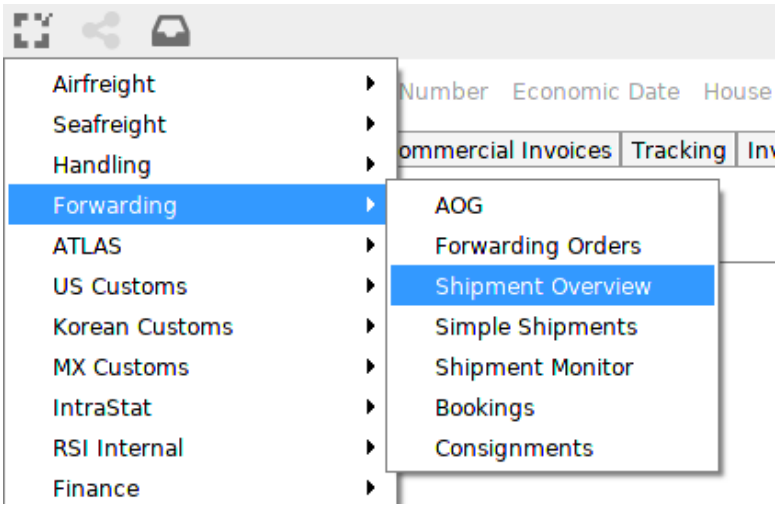
FAQ How-To view the profit on an Air Export Consol

In an air export master shipment, the Jobcosting will always pro-rate all master income and costs to the houses and so you cannot see in the master Jobcosting how much profit was created for the complete consol. This How-To describes how to easily check the total profit on your air export consolidations.

Step-by-step guide

Navigate to the Shipment Overview

1. Select the Scope menu
2. Select *Forwarding*
3. Select the sub-menu *Shipment Overview*



Select the desired Air Export Master shipment

In the shipment overview:

1. Select *Air Export Master* from the drop-down list of shipment types at the top of the overview
2. In the date field, make sure the dates cover the period of the MAWB you are looking for
3. Next, enter the Air Export Master shipment number or MAWB in the search field

The desired Air Export Master shipment should now be visible in the overview.

Print a Consol Profit report

Click on either of the report options at the bottom right:

- Consol (PDF)
- Consol (Excel)

A report will open showing you the profit for this master shipment

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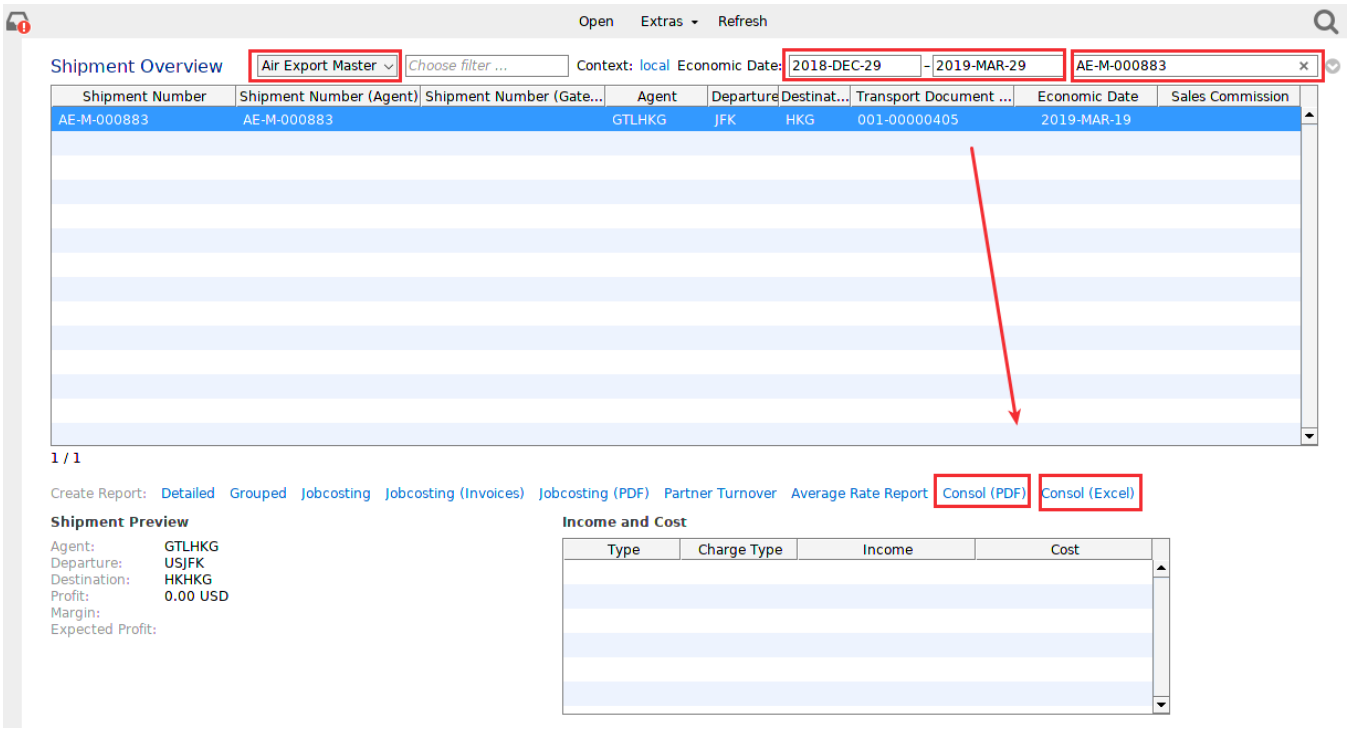

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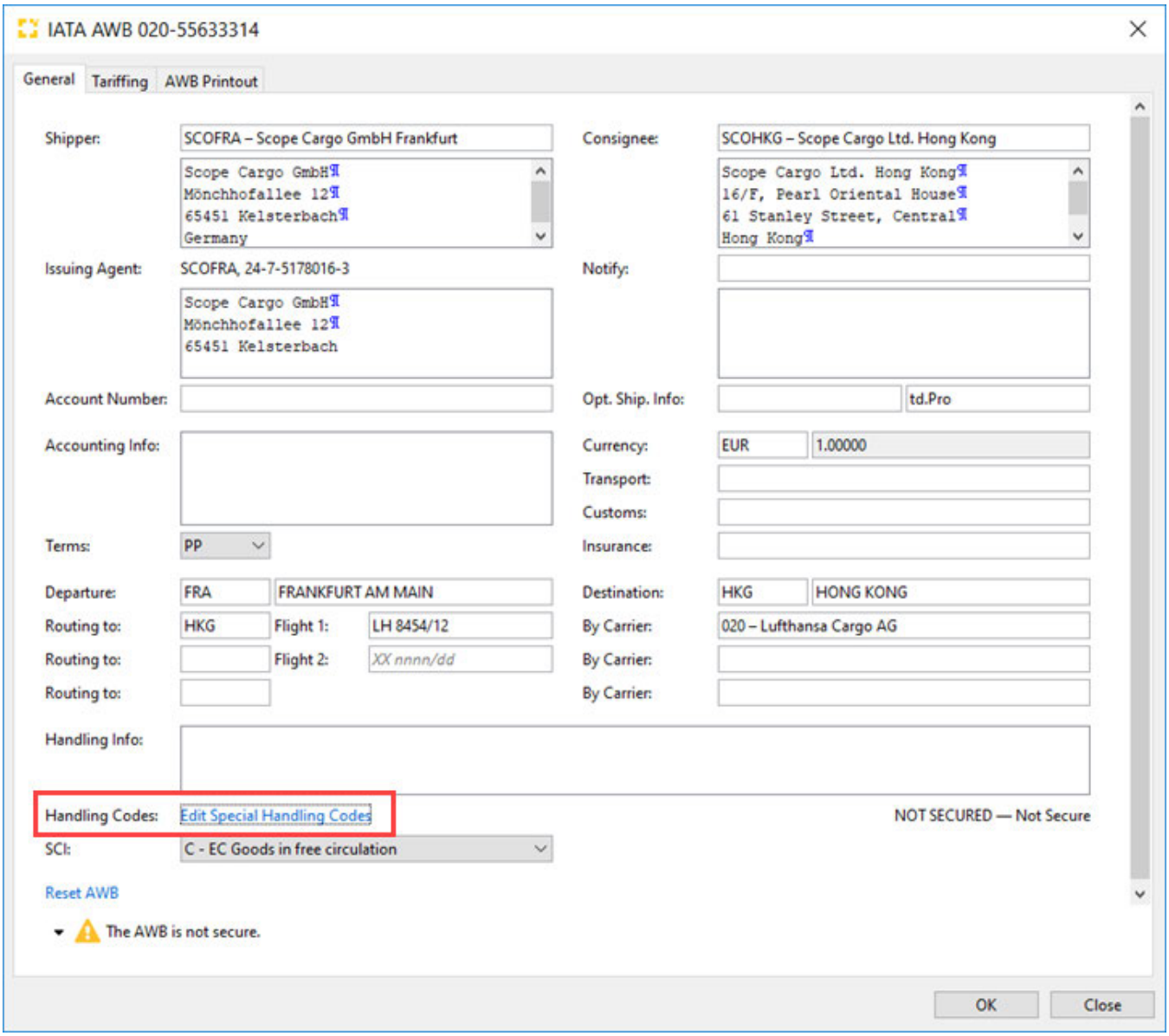
How-to EAW / EAP?

The abbreviatons EAW / EAP are a kind of e-freight-messages respectively Special Handling Codes.

EAW = "e-freight Consignment with No Accompanying Paper Documents": e-AWB data will be transfered to airline, no shipping documents (e.g. invoice, packing list, Certificate of Origin) will be delivered with the shipment. No need to print the AWB.

EAP = "e-freight Consignment with Accompanying Paper Documents": e-AWB data will be transfered to airline, additionally other shipping documents (e.g. invoice, packing list, Certificate of Origin, Dangerous Goods Declaration) will accompany the shipment. No need to print out AWB, only to add e-Pouch with documents to the shipments.

Notes: Please check with airlines in advance, which kind of e-freight is allowed at place of departure/arrival.



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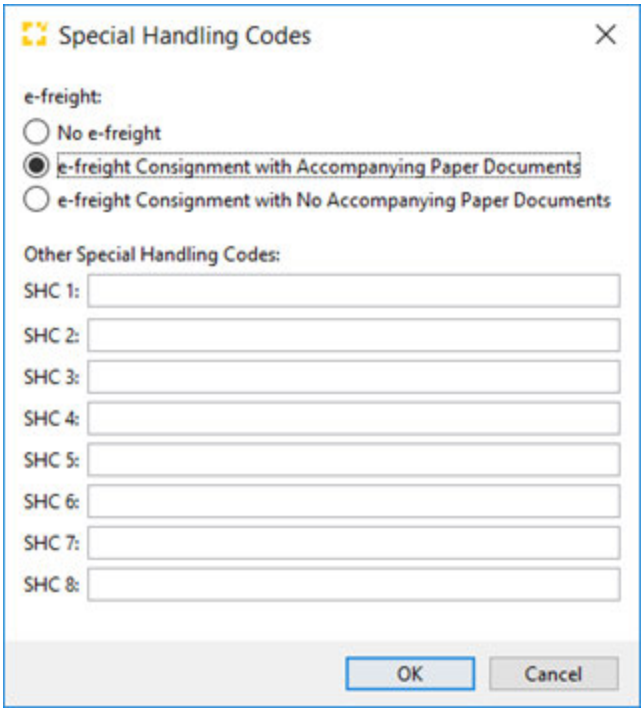
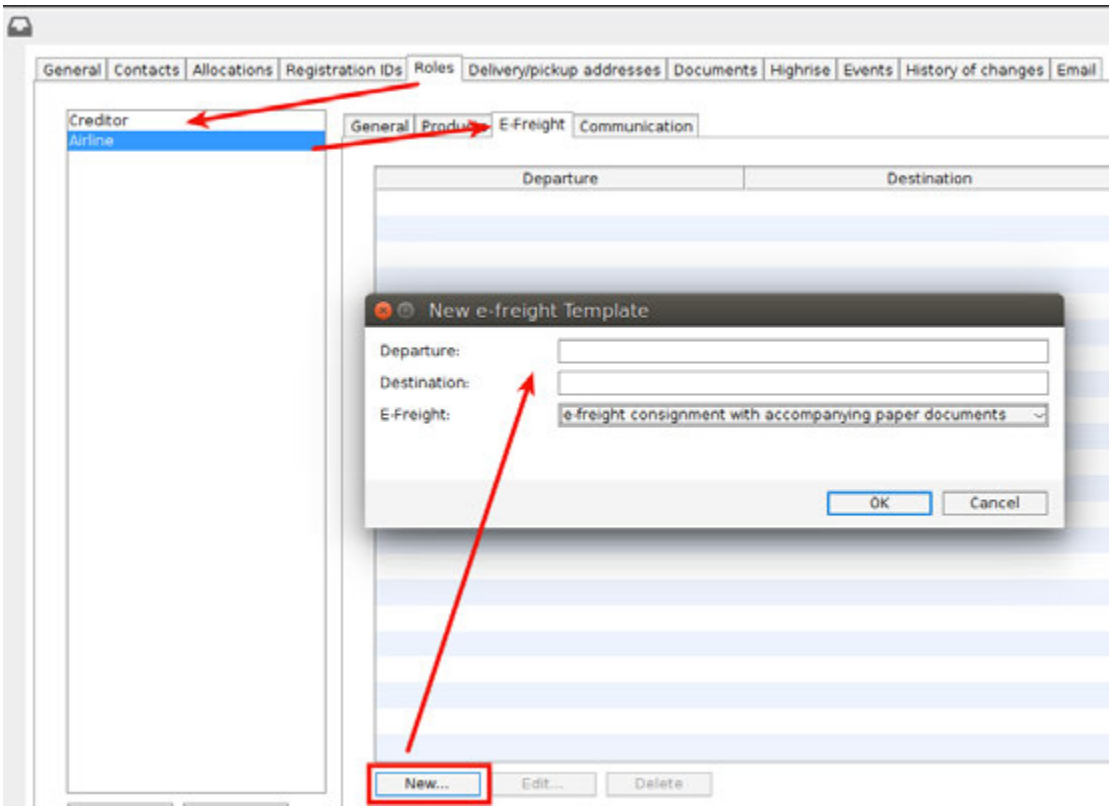


Note that when a special handling code is applied to an AWB, this indicates the AWB is an eAWB and it is not possible to manually edit the AWB in the AWB editor. This is because any manual edits on the AWB will not be transmitted to the airline.

Permanently saving the special handling codes for an airline

Special Handling Codes can be added manually at AWB Editor for each shipment or automatically by airline / departure / destination. To set up the Scope automation switch to Masterdata - Partners - role airline and add the routing (EAW / EAP / Departure / Destination) at tab E-Freight.



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How-To manage your Airlines and Airway Bills

- Introduction
- Stored airlines
- Customizing the airline details
- Creating a pool of AWB numbers

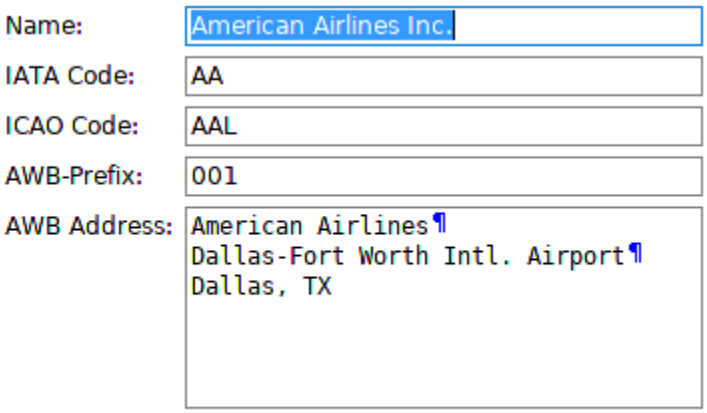
Introduction

This how-to will explain how to maintain in Scope the airlines you use and manage the airway bills they may issue you

Stored airlines

All the basic details for all airlines are already stored in Scope, so you should be able to create shipments for any airline at any time.

The screenshot below shows the basic data stored for all airlines.



If you cannot find an airline in Scope, create a ticket giving the details of the airline you need, and Riege Software will create it.

Customizing the airline details

Often you will need to change the airline details so that for example the airline address uses the local address you use in your branch office. In order to do this, you need to link an airline to a partner.

Go to the Scope menu and choose "Master Data" and then "Partner".

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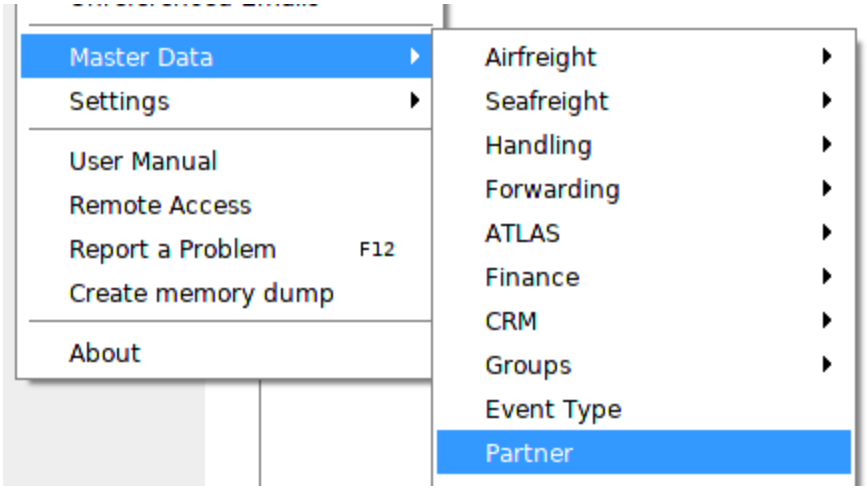
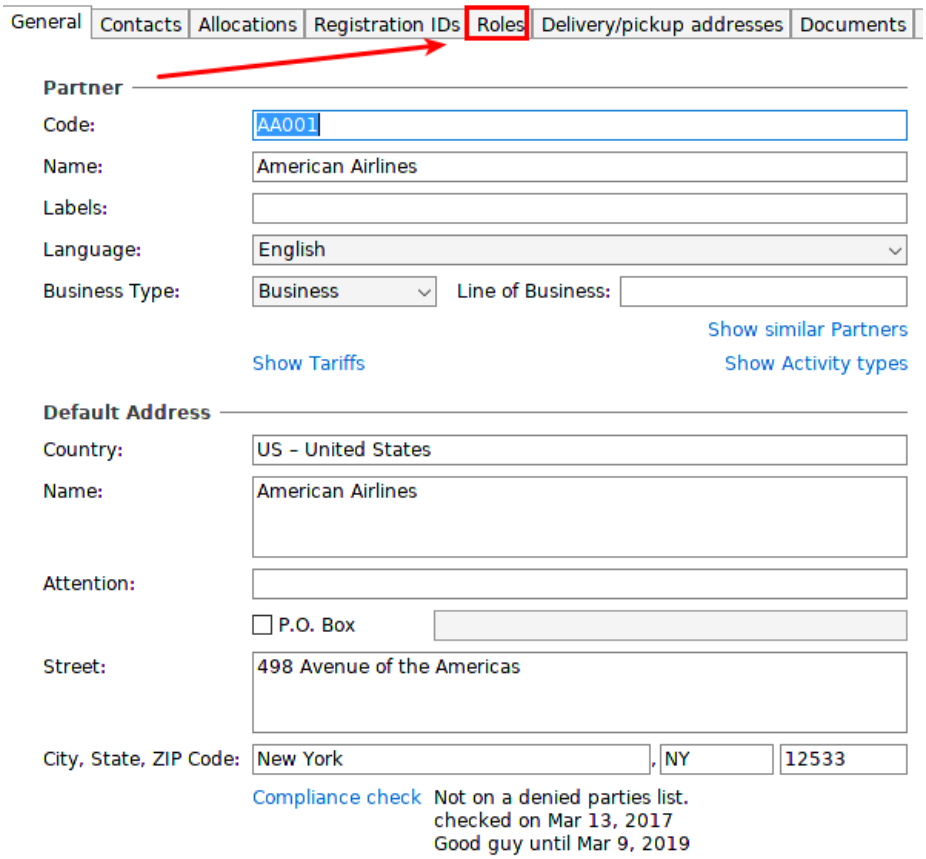


In the partner maintenance, create a "New" partner.

In this new partner use the local address and contact details for the airline you need to create.

Next click on the "Roles" tab of this new partner:



In the "Roles" tab, add the role "Airline"

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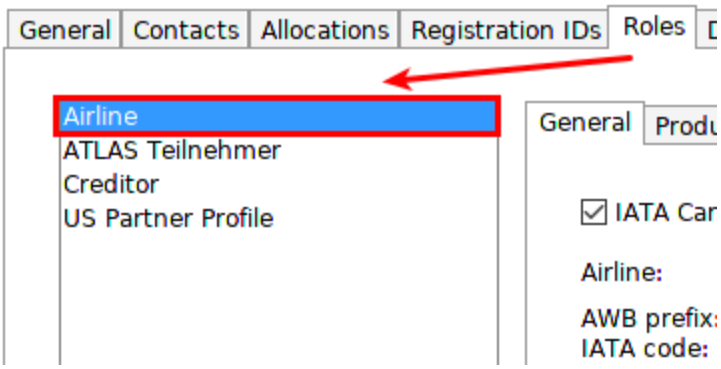
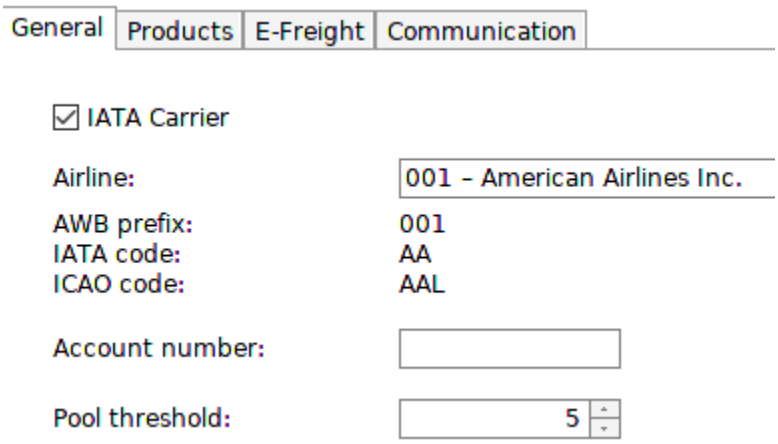


On the "General" tab of the airline role, complete the following details:

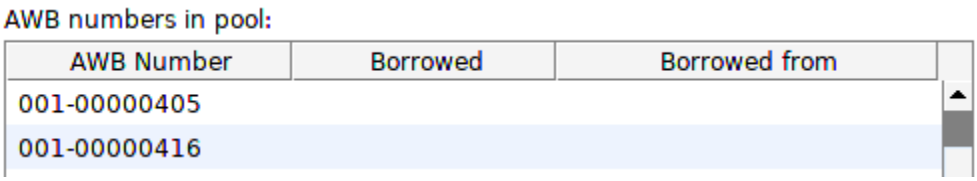
1. If the airline is an IATA carrier, check the box "IATA Carrier"
2. In the box "Airline", type in the 3 digit AWB prefix or the airline name and select the correct airline from the list
3. Add an account number for the airline if you have one
4. Use the "Pool threshold" field to indicate how many AWB should remain in the AWB pool before you are warned that you need to apply to the airline for a new stock of AWBs



Creating a pool of AWB numbers

If the airline has issued you a block of AWB numbers, you can store these in Scope.

On the "General" tab of the role "Airline", you will see in the lower section of the screen a window "AWB numbers in pool:"



At the bottom of this window you will have an "Add.." and "Remove..." option. Click "Add..."

A window will open where you can enter:

1. The starting AWB number
2. The total number of AWBs issued to you by the airline
3. The last AWB number (you can use either the number of AWBs or the last AWB number to fill the pool)
4. If the AWB is borrowed from another branch or agent, you can indicate who is is borrowed from
5. Click OK and the pool will automatically fill.

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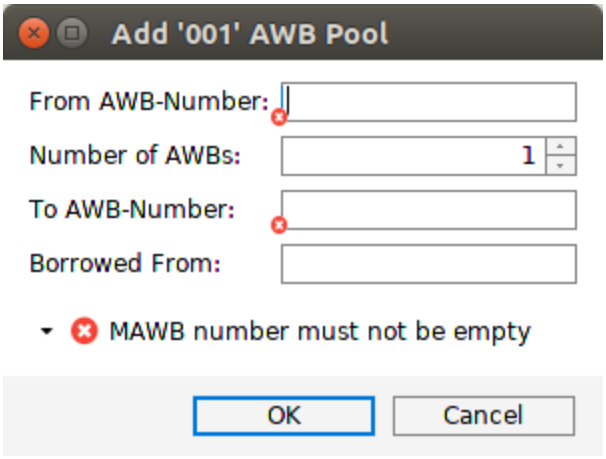

Once a pool of AWB numbers is stored, when creating a shipment, only the first 3 digits of the awb need to be entered in the AWB field and Scope will automatically pull the next available AWB number from the AWB pool

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How-To Finance

- FAQ How does the automated exchange rate import work in Mexico
- FAQ How fields Customer and Invoice Recipient are defaulted
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- FAQ How-to Brexit Invoicing Changes for EU entities as of 2020-JAN-01
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- How-To Activity Types
- How-To Create a Customer in QBO from Scope
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- How-To do a customer turnover report in Scope
- How-To use AP Imports
- How-to use the Credit Limit
- How-to use ZIP Zones

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FAQ How does the automated exchange rate import work in Mexico

- Introduction
- Description

Introduction

In Scope you have the option to transfer exchange rates of the currencies USD, EUR, CAD, JPY and GBP from the bank of Mexico automatically each day when activated.

Description

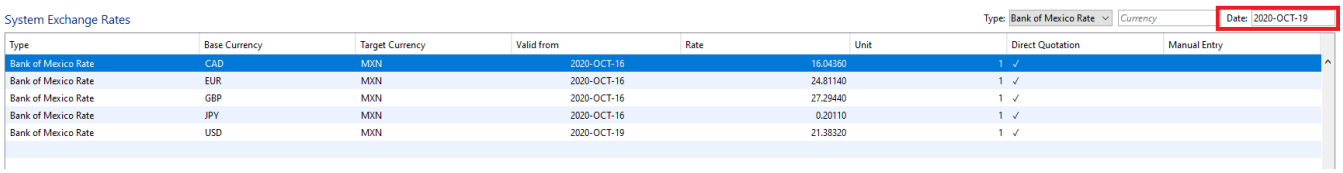
You can choose, for which the following exchange rates the BoM exchange rate should be used and updated automatically on a daily basis:

- Day rate
- Buying rate
- Selling rate
- Bank of Selling Rate

Hence you can choose the exchange rate types, you can not choose the currencies: once activated, Scope will upload the corresponding rate of all available currencies from the Bank of Mexico at 02:00 am (CST) daily, if available.

Please also be aware, that the Bank of Mexico officially only publishes the latest rate they have for each of these currencies: some state the rates for today, some for tomorrow depending on the currency: eg EUR and GBP rates will always be published for the same day (= today's rate) on weekdays, whereas USD rates will be published for the next day (= tomorrow's rate) by BoM.

So after using the download action, you might have to change field "Date" in order to see all downloaded rates via Master data Finance System Exchange rates:



Type	Base Currency	Target Currency	Valid from	Rate	Unit	Direct Quotation	Manual Entry
Bank of Mexico Rate	CAD	MXN	2020-OCT-16	16.04360	1	✓	
Bank of Mexico Rate	EUR	MXN	2020-OCT-16	24.81140	1	✓	
Bank of Mexico Rate	GBP	MXN	2020-OCT-16	27.29440	1	✓	
Bank of Mexico Rate	JPY	MXN	2020-OCT-16	0.20110	1	✓	
Bank of Mexico Rate	USD	MXN	2020-OCT-19	21.38320	1	✓	

Sometimes the exchange rates will not be available at 02:00 am (CST) by the Bank of Mexico. In those cases you have to manually maintain rates in the system via Master data Finance Exchange rates for the day or wait for the next day to be uploaded for the new day.

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FAQ How fields Customer and Invoice Recipient are defaulted

- Introduction
- Description
  - Export-Shipments
    - Default "Customer"
    - Default "Invoice recipient"
    - Evaluation of "Tariff to" in Activity types:
    - Evaluation of "Tariff to" for Selling tariffs (= income):
  - Import-Shipments
    - Default "Customer"
    - Default "Invoice recipient":
    - Evaluation of "Tariff to" in activity types:
    - Evaluation of "Tariff to" in Tariffs:

Introduction

The customer is the orderer of the shipment, regardless of incoterms and movement. The purpose of the field is to default activity types, tariffs and invoice recipient depending on its value.

Description

Depending on the shipment type (Export or Import) + Incoterm + Movement the fields "customer" and "Invoice recipient" for accounts receivables are defaulted, as well as charges maintained in activity types and tariffs. For that, each order/shipment is divided into the following segments:

Pre-Carriage

All order types with charges, which can be maintained in Activity types, until segment "Main Carriage" are included:

- Pick up
- Delivery to Export Gateway
- Security Measure
- Export Handling
- Export Customs
- Delivery to Terminal

Main Carriage

The main carriage consists of the following order types:

- Main Carriage Air
- Main Carriage Sea
- Main Carriage Road

On-Carriage

All order types with charges, which can be maintained in Activity types, from segment "Main Carriage" on are included:

- Pick from Terminal
- Import Customs
- Import Handling
- Import Warehouse
- Delivery to Import Branch
- Delivery

Export-Shipments

Customer, Invoice receiver and "tariff to"

The focus is on the main carriage for export shipments, which was brought by the customer.

In Tariff maintenance and in Activity types there is an option to maintain the "customer" and "Tariff to", to depend on the default for shipper or consignee. Scope is taken those entries into account in the following order:

1.) If an entry exists with a matching customer and "Tariff to" partner value

2.) If an entry exists with a matching customer and no "Tariff to" partner entry

3.) A general match without customer and "Tariff to" entry

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Example:

> *Airfreight Export - House shipment with Incoterm CC (= EXW): Scope defaults the customer field to the import agent as he is responsible to collect the money from the consignee. The system will check for the collect charges whether an activity type and tariffs are matching for customer (= Import agent) AND "Tariff to" partner (= Consignee). If not existing, the system will check, if an activity type is maintained for the customer (= Import agent) AND no "Tariff to" partner (= must be blank). If not, then the general activity type (no entry in customer AND tariff to) is taken into account.*
>
> *An activity type maintained for the "consignee" is not taken into account, unless the consignee is maintained as a customer in the shipment entry as well as in the activty type maintenance and Tariffs.*

Default "Customer"

Export shipment type	Incoterm	Default Customer
House	PP	Shipper
House	CC	Import-Agent • Exception: if the flag "Uses as orderer in collect shipments" in role "Forwarding customer" of the consignee partner is marked Customer will default to the Consignee partner then
House	CP	Import-Agent • Exception: for incoterm "DAF (CP)" the customer is defaulted to the shipper partner
Direct	PP	Shipper
Direct	CC	• Import-Agent (if field "Import Agent" is maintained in the shipment and its value does not equal the consignee partner) • Consignee (if field "Import Agent" is not maintained or if the flag "Uses as orderer in collect shipments" in role "Forwarding customer" of the consignee partner is marked)
Master	--	There is no field "Customer"

Default "Invoice recipient"

Incoterm Freight	Incoterm due Agent Charges	Invoice recipient for Pre-Carriage charges	Invoice recipient for Main carriage	Invoice recipient for On-carriage (only for Incoterms DAP/DDU/DDP)
Prepaid	Prepaid	Customer Exception: if the customer equals Import agent, then the shipper partner is defaulted	Customer	For incoterm DDU = customer Exception: the customer equals import agent, then the shipper partner is defaulted
Prepaid	Collect	-- Only theoretically as no incoterm like this exists	--	--
Collect	Prepaid	Shipper	Import Agent	--
Collect	Collect	Import Agent	Import Agent	--

Evaluation of "Tariff to" in Activity types:

Note: if the value of field "tariff to" equals the customer, the "tariff to" is not taken into account in this case, so that only value of the customer partner is considered:

Incoterm Freight	Tariff to

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P	Shipper
C	Consignee

Evaluation of "Tariff to" for Selling tariffs (= income):

Note: if the value of field "tariff to" equals the customer, the "tariff to" is not taken into account in this case, so that only value of the customer partner is considered:

Incoterm Freight	Incoterm due Agent Charges	Pre-Carriage	Main Carriage	On-Carriage (only for incoterms DAP/DDU/DDP with movement (X to door)
Prepaid	Prepaid	Shipper	Shipper	Shipper
Prepaid	Collect Only theoretically as no incoterm like this exists	Consignee	Shipper	--
Collect	Prepaid	Shipper	Consignee	--
Collect	Collect	Consignee	Consignee	--

Import-Shipments

The focus is on the on-carriage for import shipments as the main carriage is already done by export.

Default "Customer"

The **consignee partner** defaults to field "Customer", except for the following cases:

Incoterm	Movement	Default customer
• CIF • CPT • CIP • DES • DEQ • DDU • DDP • DAP • DAT	x to Door	Export Agent
• CIF • CPT • CIP • DES • DEQ • DDU • DDP • DAP • DAT	x to Port	Consignee
• EXW • FCA • FAS • FOB • CFR • DAF	does not matter	Consignee

Default "Invoice recipient":

Incoterm Freight	Incoterm due Agent Charges	Invoice recipient - Pre-carriage (only for movement "From door to x")	Invoice recipient - Main carriage	Invoice recipient - On-carriage

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Prepaid	Prepaid	--	--	Customer Exception: **Export agent** for incoterms DDU, DAP or DDP with movement "X to door" (as the seller is taken care of the costs according to those incoterms)
Prepaid	Collect	--	--	Customer
Collect	Prepaid	--	Customer	Customer
Collect	Collect	Customer	Customer	Customer

Evaluation of "Tariff to" in activity types:

Note: if the value of field "tariff to" equals the customer, the "tariff to" is not taken into account in this case, so that only value of the customer partner is considered:

Incoterm Freight	Movement	Tariff to
P	x to door	Shipper
P	x to Port	Consignee
C	x to door	Consignee
C	x to Port	Consignee

Evaluation of "Tariff to" in Tariffs:

Note: if the value of field "tariff to" equals the customer, the "tariff to" is not taken into account in this case, so that only value of the customer partner is considered:

Selling (= Income)/ Buying (= Costs)	Incoterm Freight	Movement	Tariff to
Buying	P	x to door	Shipper
Buying	P	x to Port	Consignee
Buying	C	x to door	Consignee
Buying	C	x to Port	Consignee
Selling	P	x to door	Consignee Exception: **Shipper** for incoterms DDU, DAP or DDP for on-carriage
Selling	P	x to Port	Consignee
Selling	C	x to door	Consignee
Selling	C	x to Port	Consignee

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FAQ How-to activate transfer of payments from Quickbooks to Scope

- How to activate the feature for QuickBooks Online customers
  - Accounting Settings
  - Payment Module Settings
- How it works

How to activate the feature for QuickBooks Online customers

Accounting Settings

To activate this feature for an existing QuickBooks Online customer, the Payment module itself should be activated first.
So go to *Finance->Payment->Maintenance->Settings* and activate the Payments module for the legal entity.
Make sure to select "QuickBooks Online" as "Interface format".

Using the *Maintenance->Init* action to add Payments for invoices that were already printed can be done, but with a *BUT*.
Right now we will *NOT* be able to get Payments from QuickBooks Online back to Scope when the 'lastUpdateTime' in QBO is older than **30 days**.
So when using the *Init* action in Scope, this has to be taken into account, and a proper threshold date should be selected.
Otherwise there will be many entries for invoices that will not be closed by the payments synchronization.

After the Payment module has been activated, go to *Settings->Finance->Accounting*.
There should be a new action link *Link Payment Types with QuickBooks Online*.
This can be used to link QBO's payment methods with the corresponding payment type values available in Scope.

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When that has been done, use *Edit Accounting System Settings*, select the "QuickBooks Online" entry, then switch to the new "Payments Synchronization" tab.
There you can activate (or deactivate, if it is already activated) the synchronization of payments between QBO and Scope.

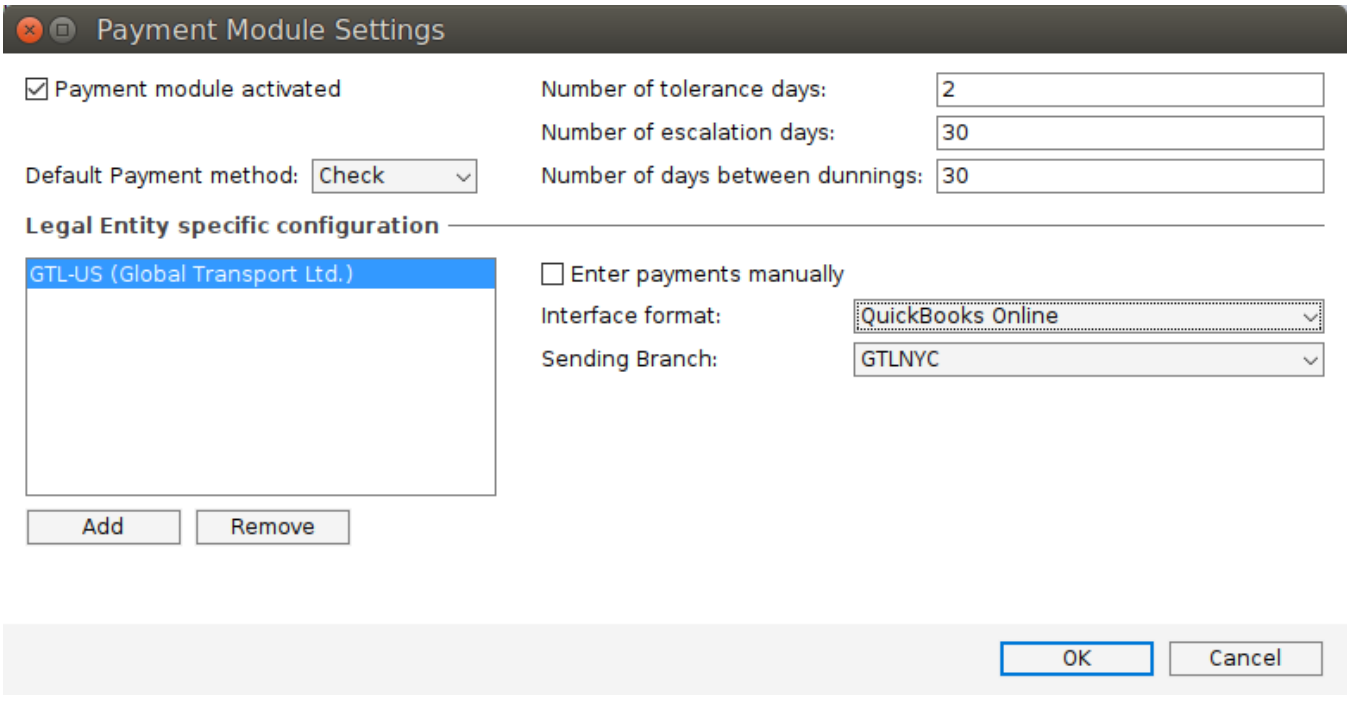
When doing so, you will need to specify the timpoint since when payments should be imported into Scope.
That timepoint will in the end be used by QBO to compared it against the 'lastUpdateTime' values of its Payments and BillPayments.
As a basic rule, the timepoint entered here should match the date chosen when an *Init* was performed in Scope's payment module.
If no *Init* was performed, the timepoint can just be left as its initial value.

After that, close the dialog with "OK" to store. (Duh!)

Payment Module Settings

Once the accounting settings are complete, enter the payment module details

- From the Scope menu select "Finance" "Payments (Invoices)"
- In "Payments(Invoices)" select "Maintenance" "Settings" from the toolbar
- Make sure the "Payment module activated" checkbox is active
- Choose the default payment method and the days allowed for "Tolerance", "Escalation" and days between dunnings
- Make sure the correct legal entity is selected
- "Enter payments manually" must be empty, this is only active if corrections need to be made to payments"
- Choose the correct format - Quickbooks Desktop or Quickbooks Online
- Choose the branch that send the payments.



How it works

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Scope will call QuickBooks Online's "Change-Data-Query" endpoint every 15 minutes (this is fix and cannot be changed right now), and will ask for all Payment and BillPayment that changed since the last call.
Scope will remember the time of the last call by storing the timepoint in its settings; you can view that timepoint in the same tab where you activated the synchronization.

The XML returned by the API is automatically imported via the usual way.
An entry for each payment import done this way can thus be found in the *Finance->Payments Import Protocol* appliance.

Scope will only be able to link received payments to the correct invoices in Scope if Scope initially sent that invoice to QuickBooks Online.
Otherwise Scope will not have the required 'TxnID' for the invoice to appropriately link payments to it.
(In the XML, all linked invoices for each payment are referenced by their 'TxnID'.)

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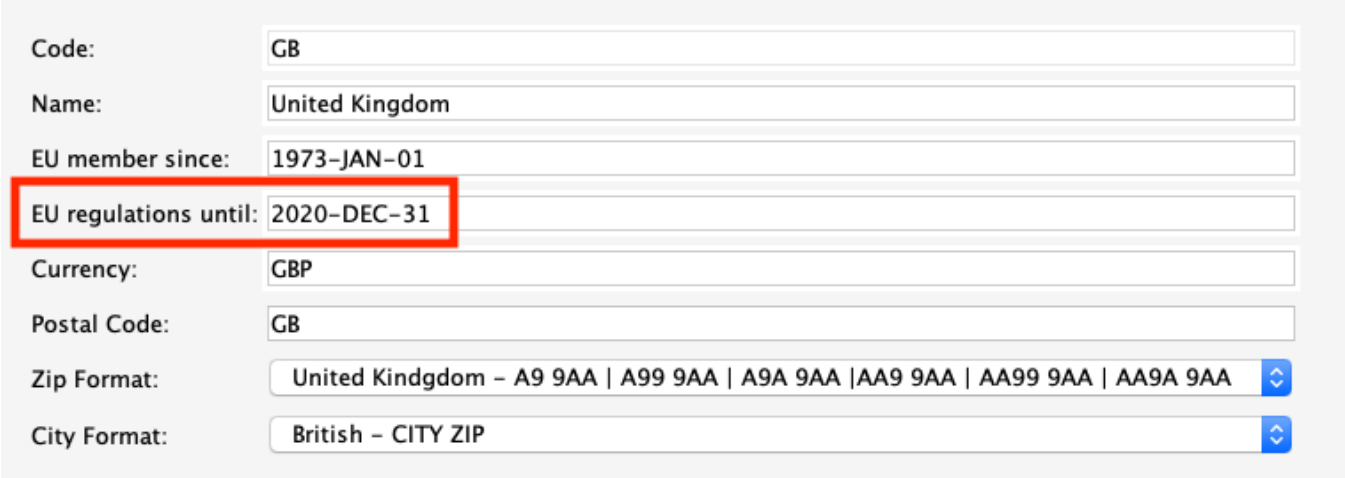
FAQ How-to Brexit Invoicing Changes for EU entities as of 2020-JAN-01

After Great Britain left the EU (Brexit) on January 31st 2020, the transition period ended on December 31st 2020. New regulations have been negotiated between Great Britain and the EU that are valid from January 1st 2021.

This How-to informs you on the most important changes in the **invoicing process** of Scope dealing with Brexit and the transition period ending.

Country Master Data

The Riege Team took care to maintain the special field in the country maintenance of Great Britain (GB) the defines when the transition period has ended.



Please note that this field has been updated automatically for all Scope systems before December 31st 2020.

VAT ID

VAT IDs for Great Britain are formatted with the prefix 'GB'. These IDs will still be maintainable in the partner master data of Scope, as they are still needed to correctly invoice services that have been supplied **before** December 31st 2020.

Please note that the EU-VAT-ID validation check in Scope for VAT-IDs from Great Britain will be deactivated from January 1st 2021 onwards – as we cannot ensure it will be properly working in relation to the Scope connection to VIES: FAQ How-to check EU-VAT-ID validation

The newly added VAT-ID prefix 'XI' has been introduced by the EU for trading of goods with Northern Ireland.

> However, the new prefix 'XI' is currently **not** supported by Scope as most of the time **services** are being invoiced, not **goods**.

Invoicing

Scope invoicing is based on an internal logic which decides the taxability of a service based on different settings:

- The invoice issuer
- The invoice recipient
- The type of service
- The economic date of the service

As the transition period for Brexit has ended on December 31st 2020, all services from an EU entity (for example Germany) to a company based in Great Britain will be taxed in the same way as a service to a non-EU entity like Switzerland, China or the United States.

This means that the services billed to invoice recipients in Great Britain will no longer be billed taxable with the tax reason code 'Reverse Charge EU' but will be billed taxfree service with reason code '3C – Third Country'.

> **Applicable Date for Services**
>
> The relevant date to determine the taxability of a service is the **economic** date of the invoice / corresponding shipment.

Payables

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Payables received in 2021 with an invoice date in 2021 might still refer to services provided in late 2020. Charges for these services need to be registred with the old EU-reason codes ("NT" for taxfree and "RC" for taxable reverse charge). As Scope detrmines the initial economic date of an invoice from the invoice date only the new non-EU-reason codes are available in the header. There are two way to resolve this.

1. You manually change the economic date of the invoice to a date in December 2020. You can then enter the respective taxable and taxfree amounts of the invoice with the correct EU-reason codes upfront.
2. You register your taxable and taxfree amounts irgnoring the displayed non-EU-reason-code. When adding the respective shipments (with economic date in 2020) on a chargeline, Scope will automatically adjust the economic date of the invoice and toggle the non-EU-reason codes used so far to their EU-equivalent.

The outcome is always a correctly registred payable with the correct reason codes applied. Initially available reason codes are based on the assumed economic date. In case a change of the economic date implies a change in the validity of reason codes these are changed throughout the entire payable.

Summary

To summarize the above changes in short:

- Great Britain transition end date 2020-DEC-31 for Brexit has been maintained by the Riege Team in all Scope systems
- GB VAT-IDs are still valid but will no longer be verified against the EU VIES Service
- When invoicing taxable services from an EU entity to an entity in Great Britain, the billing will change from taxable with reason code 'Reverse Charge (EU)' to a taxfree with reason code 'Third Country (3C)' for all services with an economic date 2021-JAN-01 or later

For further reference we have added this declaration by German taxauthorities regarding the UK.

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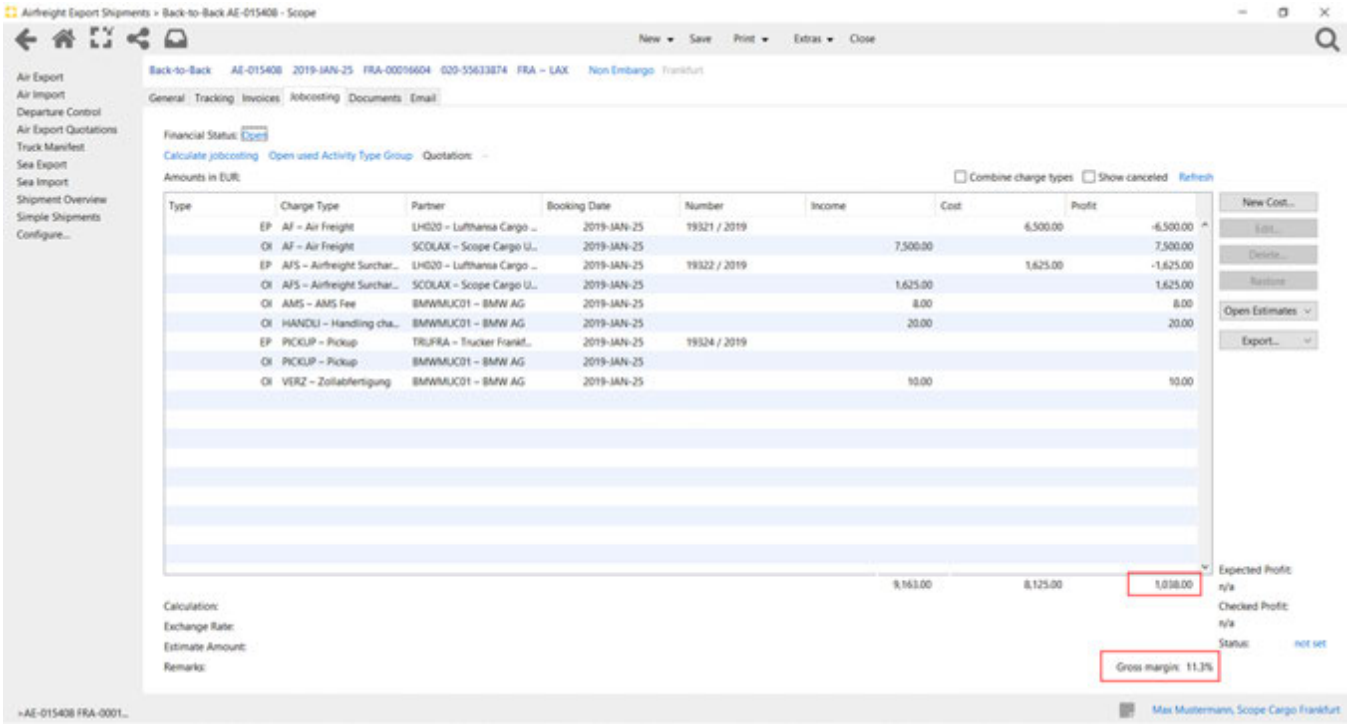
FAQ How-to calculate gross margin at tab Jobcosting

Scope is calculating gross margin as below mentioned:

Profit (without duty + taxes + transit items) Income (without duty + taxes + transit items)	x	100	=	gross margin

example:

1.038,00 9.163,00)	x	100	=	11,33%



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FAQ How-to check EU-VAT-ID validation

For EU-VAT-ID validation Scope revert to a web-service:

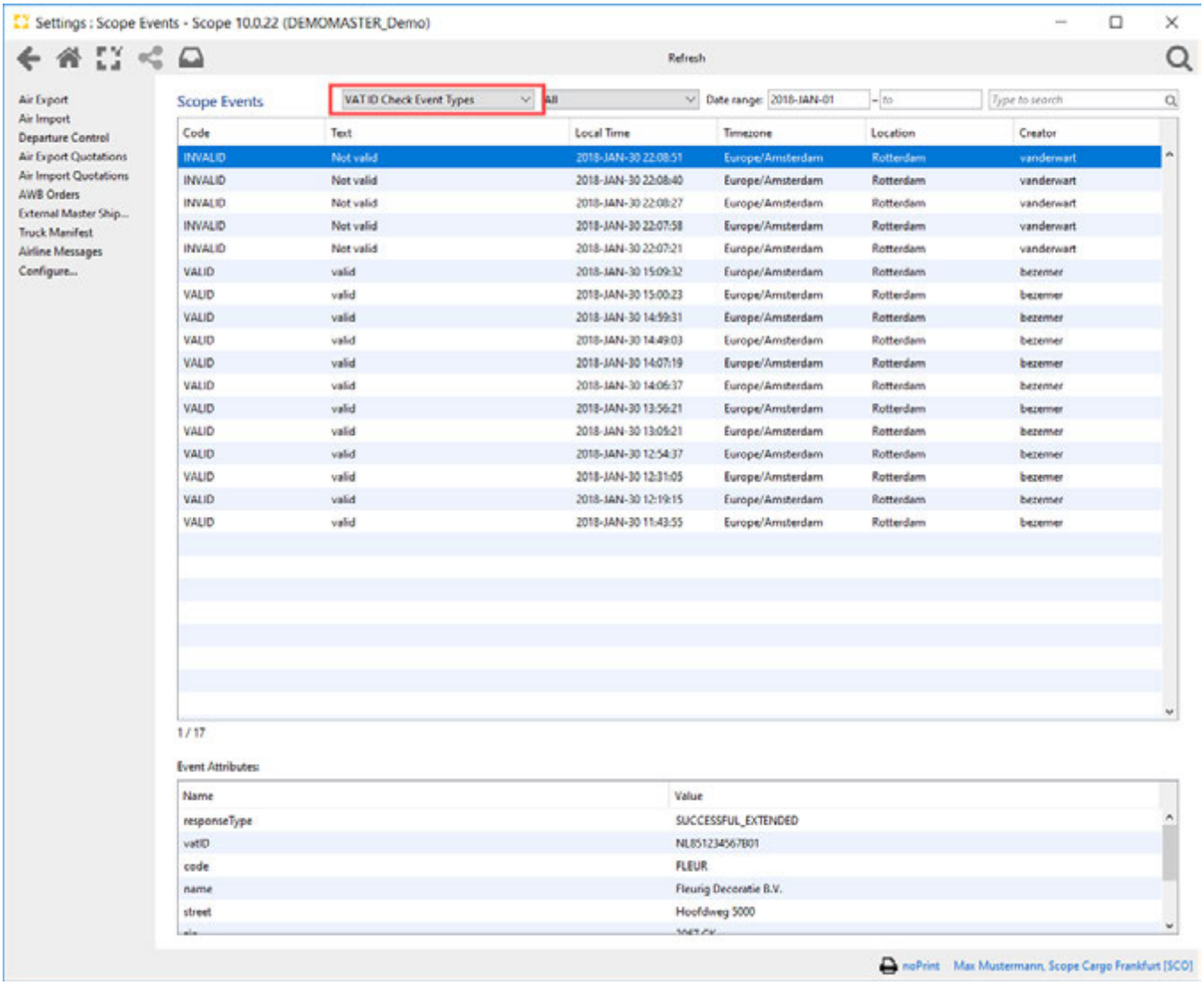
http://ec.europa.eu/taxation_customs/vies/

If this page/service is unavailable, Scope will view a popup "Read time out".

To validate EU-VAT-ID different settings can be done:

- automatic validation of EU-VAT-ID by activating the option "Validation of EU-VAT-ID with every voucher of payments receivable" - please contact Scope Helpdesk to activate this option
- manual validation of EU-VAT-ID (EU-VAT-ID is still valid and no automatic validation at background)

At Scope application (*Settings - Scope Events*) you can create an overview of EU-VAT-ID validation (filter: VAT ID Check Event Types)



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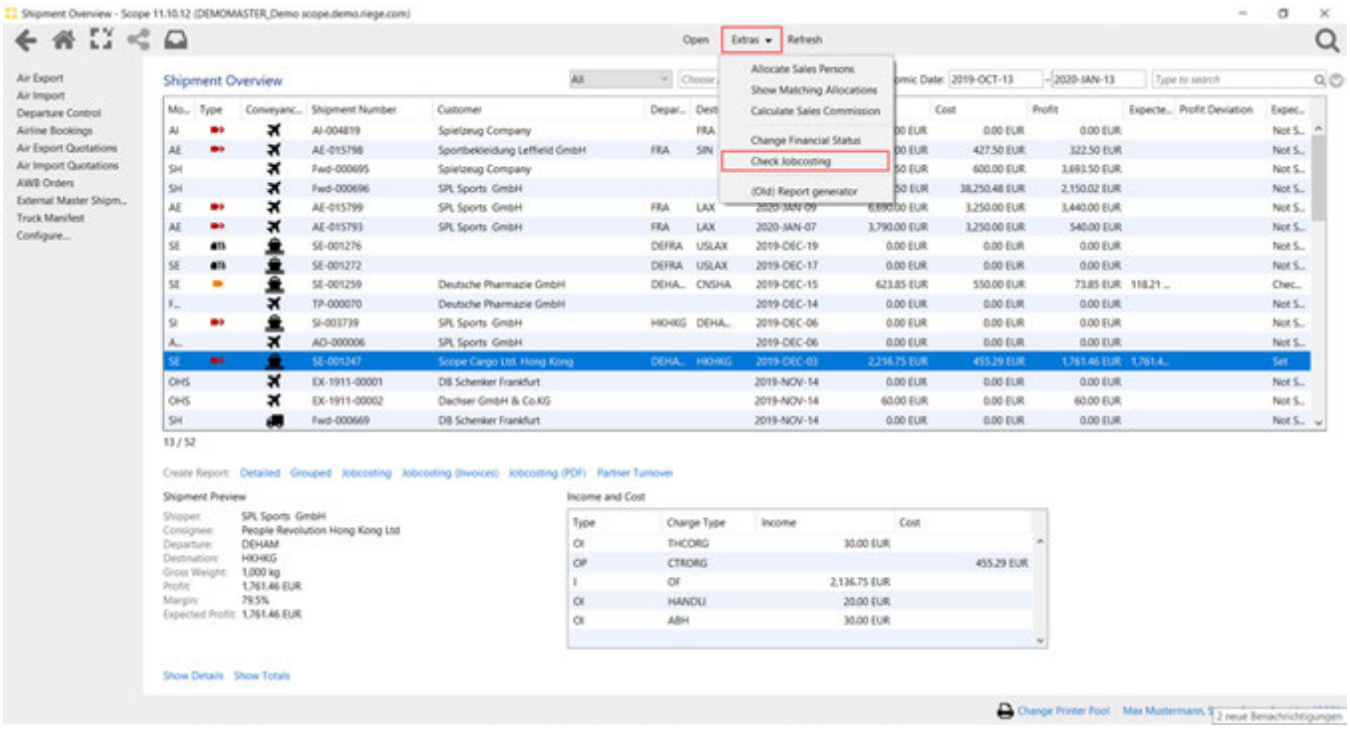
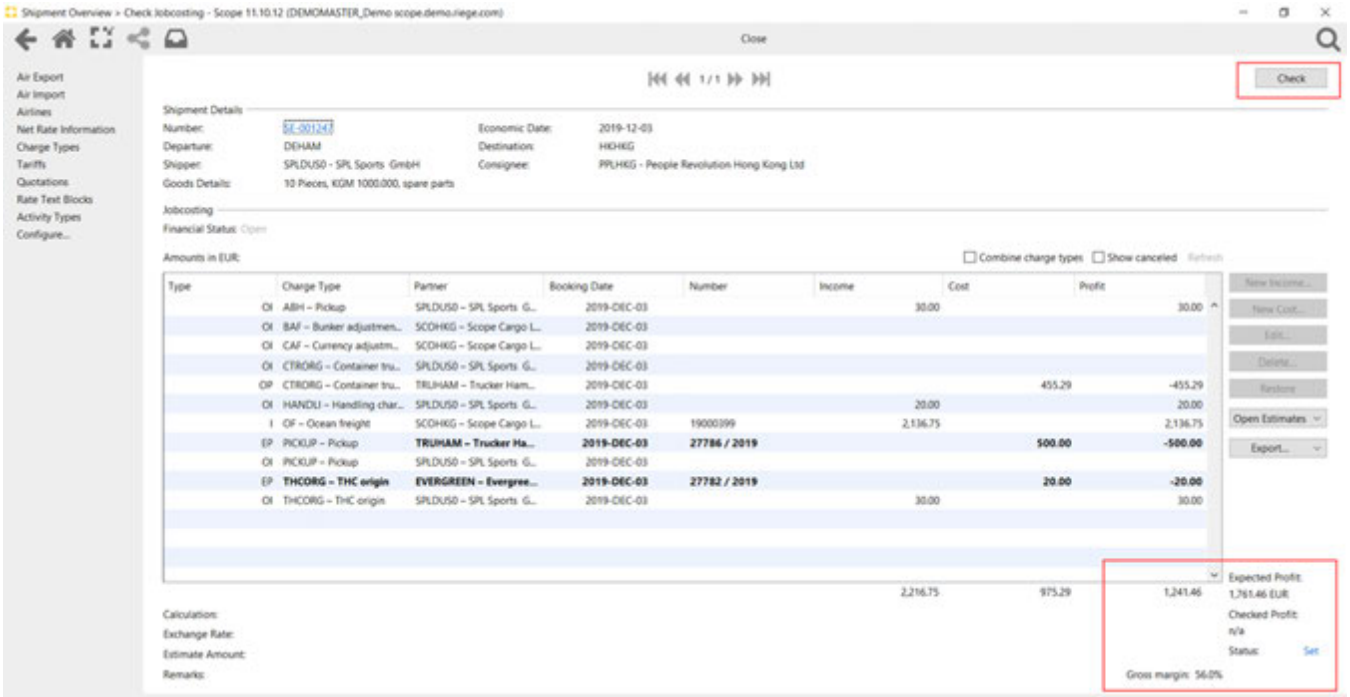
FAQ How-to check expected and actual profit

Scope offers a function to check the jobcosting of each shipment.

Switch to Forwarding - Shipment Overview - Extras - Check Jobcosting.



After choosing "Check Jobcosting" a new window opens and you can choose the shipment which have to be checked. At the overview you can see the screen of jobcosting with income, cost, profit, expected and actual profit



By choosing Status "Set" you can see the remarks of the expeted profit.

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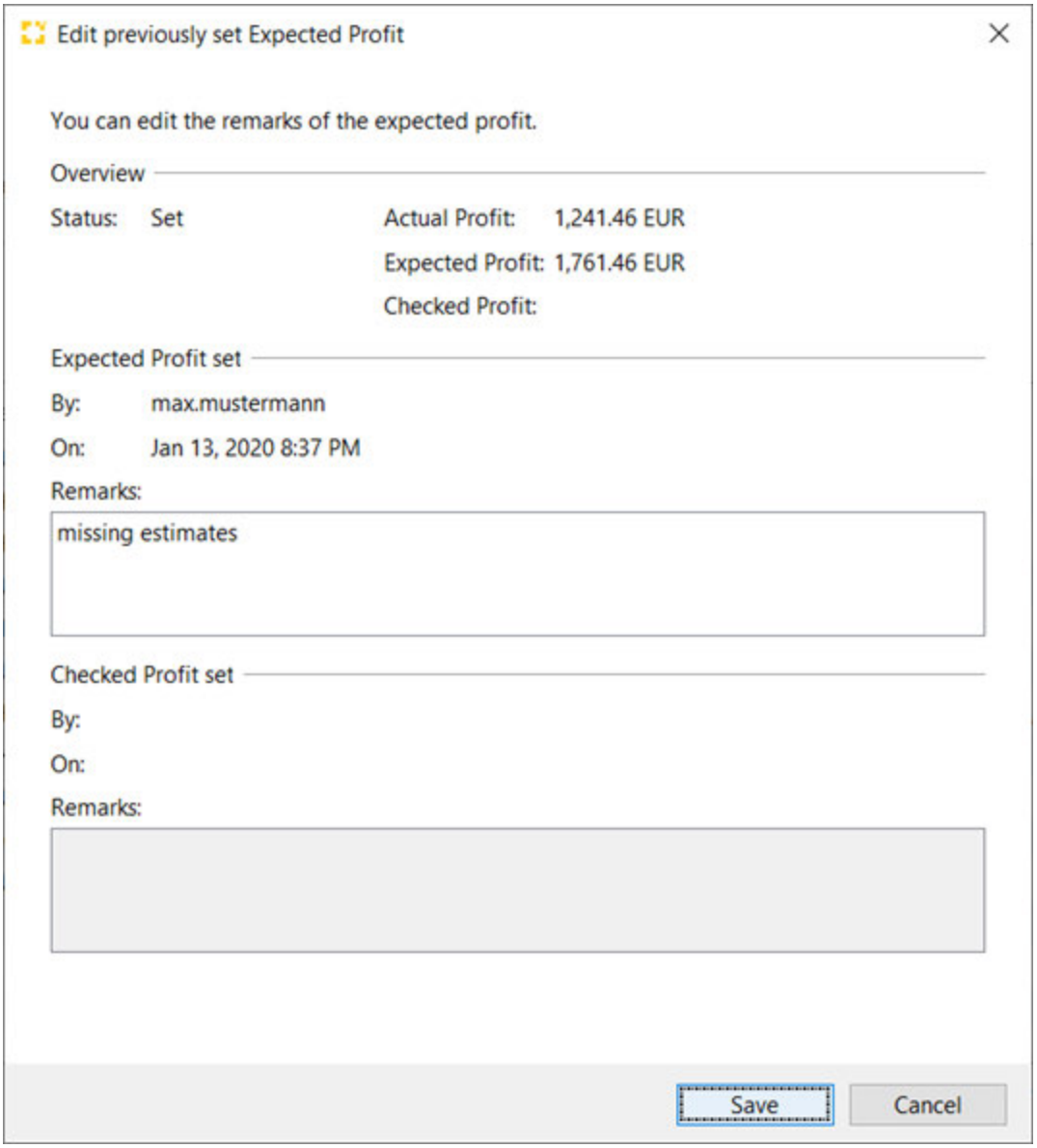

By choosing Button "Check" at Overview Screen you can change status to "Checked"

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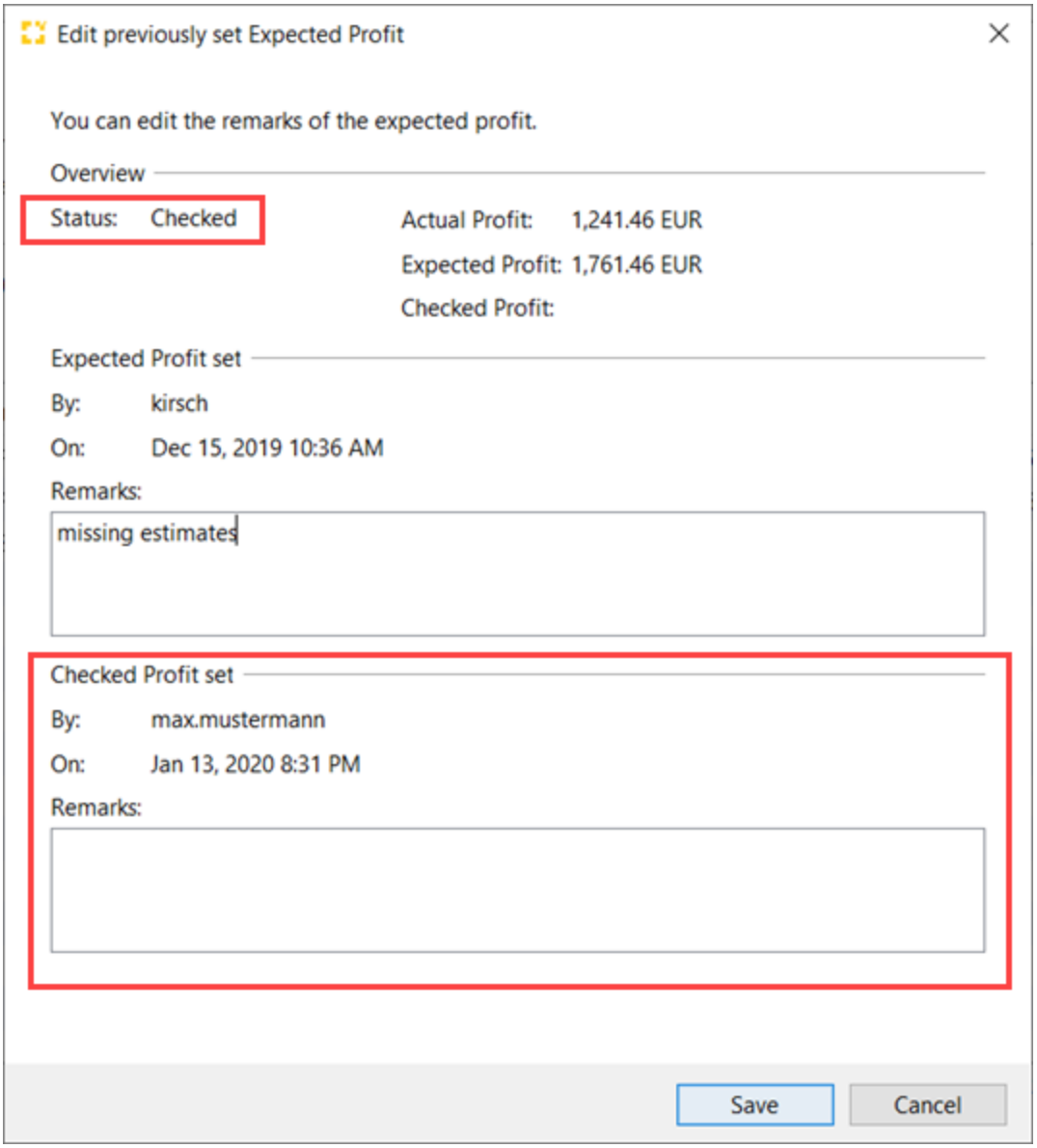

note: Setting profit and checking jobcosting cannot be done by the same user!

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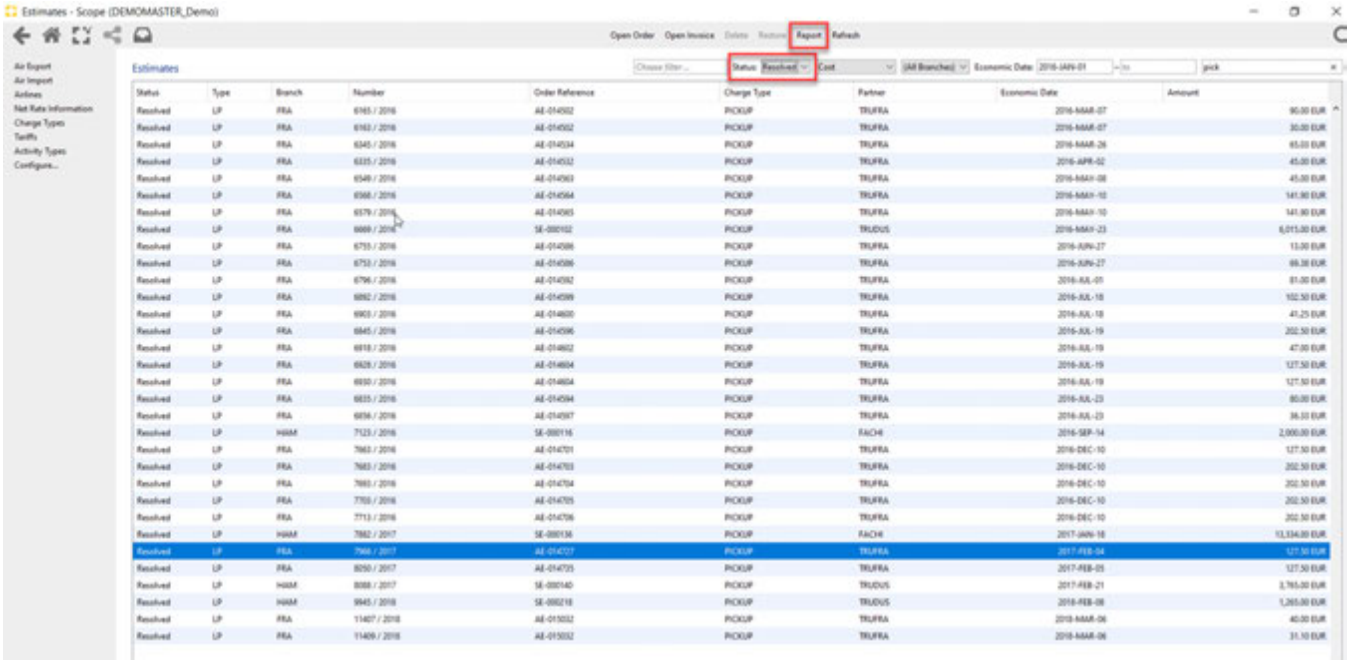
FAQ How-To check if an “Estimate” is dissolved completely or if there was a difference between estimates and incoming invoices

Estimates will be dissolved by an incoming invoice, but there can be a difference between the estimates and the incoming invoice. To check the original estimates and the difference amount you can go to application “*Estimates*” (Finance – Estimates)

Choose Status “*Resolved*” and click on “*Report*” above. Additionally you can use different filters as well. At the exported sheet you can see the columm “*am ount*” (of original estimate) and “*charge line amount*” (amount of incoming invoice). If you compare both amounts you can see the difference. By the way you can check other values, like “who has created the estimate? Who has worked on the estimate last?”



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FAQ How-To create a basic tariff

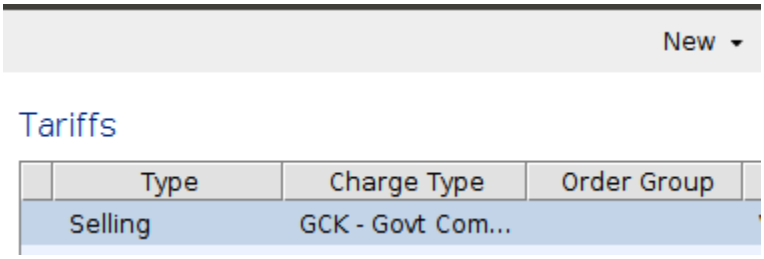
This How-To shows how to navigate to the tariff maintenance and create a simple air import fuel surcharge tariff

Navigating to tariffs

From the Scope button, drop down to "Maintenance". Within "Maintenance" select "Finance" and within "Finance" select "Tariffs.



Making a new tariff



The tariff application will show all existing tariffs. To make a new tariff, select "New" from the menu bar and then select the type of new tariff to be created:

- Selling Tariff
- Buying Tariff
- IATA Rate
- Internal Tariff
- Agent Tariff

Entering the new tariff details

The example below shows a simple air import fuel surcharge tariff

Type: This is automatically set to "Selling"

Charge Type: This is set to "Fuel Surcharge" since the tariff will apply to this charge type

Branch: This is set to the local branch since it does not apply to the forwarders other branch

Evaluation Method: Uses the default "Best Match" since this is the usual method for calculating a tariff.

Order type: Set to "Air Import" because this tariff will only apply to air import shipments

Basis: "Chargeable Weight". Since this is a freight related tariff, the method for calculating such tariffs is to use the chargeable weight of the shipment.

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Currency: "USD" which is the local currency

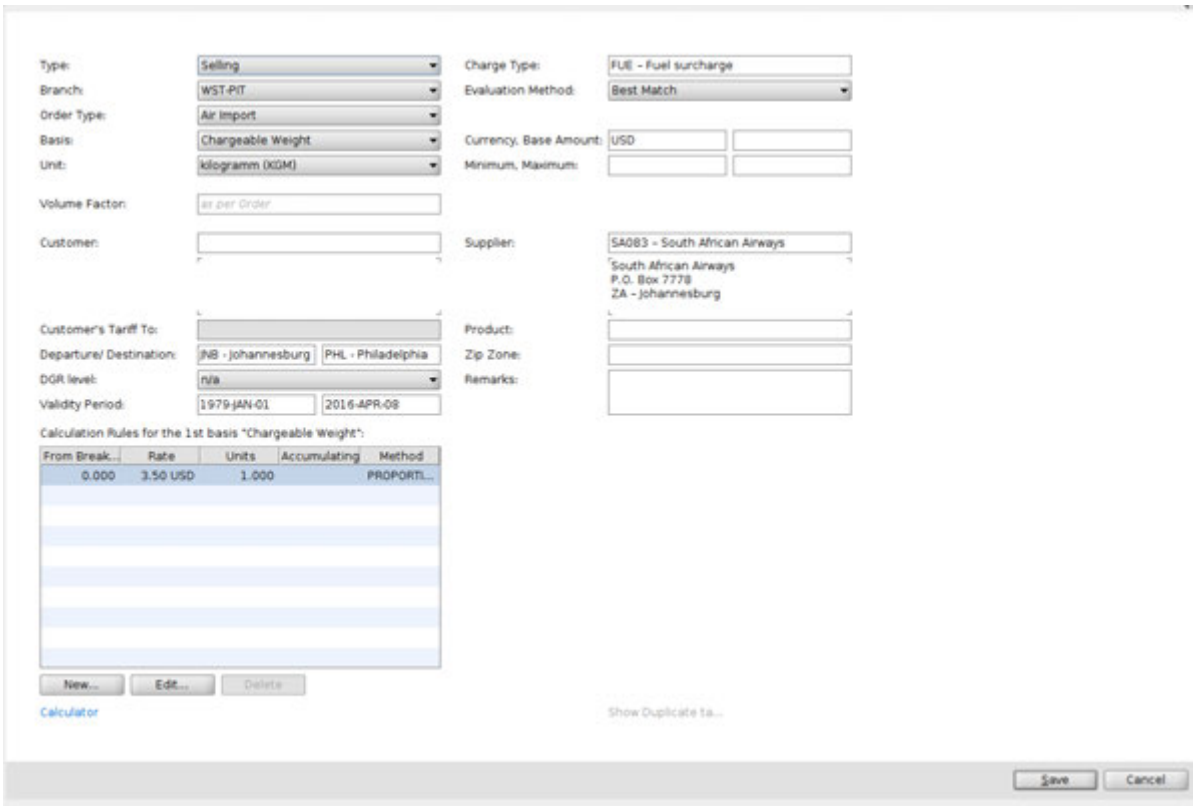
Unit: Use KGs since this is how chargeable weights are calculated in airfreight

Supplier: The airline "South African Airways" is shown as the supplier in order to apply this tariff only to this shipments arriving via this airline.

Departure/Destination: In order to restrict this tariff to a port pairing, the departure airport "JNB" and destination airport "PHL" are entered to restrict this tariff to flights between Johannesburg and Philadelphia

Validity Period: These fields are used to specify the period for which the tariff is active.

Calculation Rules: The tariff calculates $3.50 per Kg (Chargeable weight). Use the "New" button to enter new breakpoints and the "Edit" button to adjust an existing breakpoint.



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FAQ How-To delete an „Estimates“, which were not part of a shipment?

Estimates, which were not dissolved by an incoming invoices completely or were not part of a shipment can be deleted on different ways

a) Take the number of the estimates and search for it at „*Estimates-Application*“. Choose the estimate and delete it

b) You can delete an estimate on the shipment as well. Go to tab Jobcosting, choose the estimate and delete it with button on the right side

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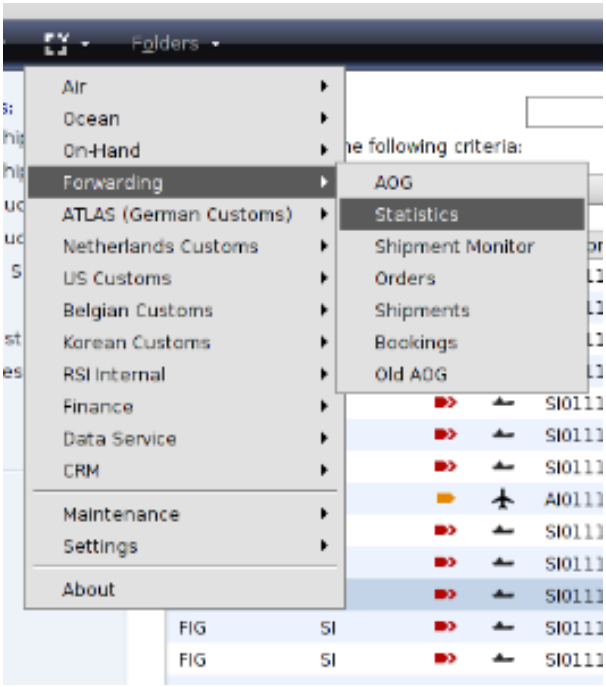
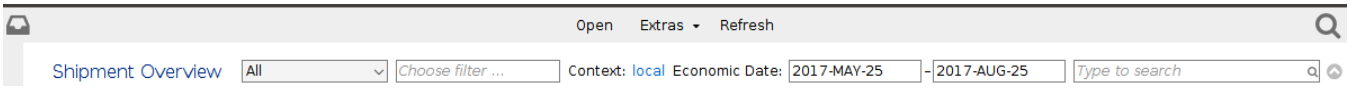
FAQ How-To do job costing by user

Statistics Appliance

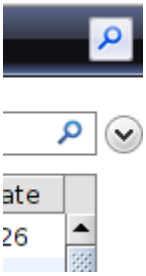
from the menu, select the "Statistics appliance



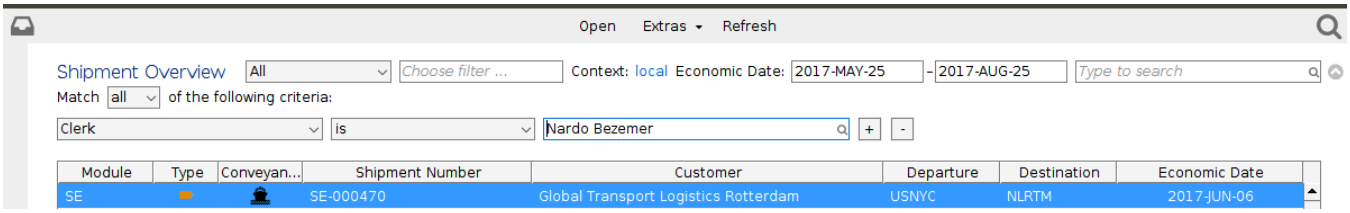
Enter the dates and branches for the report



To the right of the search field, click the down arrow button.



This allows you to apply a filter. Int he example below we choose "Clerk" "is" and the clerks name which can be searched for.



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Now from the menu choose "Reports" and pick "Jobcosting". The report will open on the desktop.

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FAQ How-To do open shipment, profit and invoice reporting in Scope

- Introduction
- Navigating to Shipment Overview
- Generating reports with Shipment Overview
- Applying filters to the report
- Open shipment reporting
- Changing the column display
- Generating a spreadsheet
- Saving a filter

Introduction

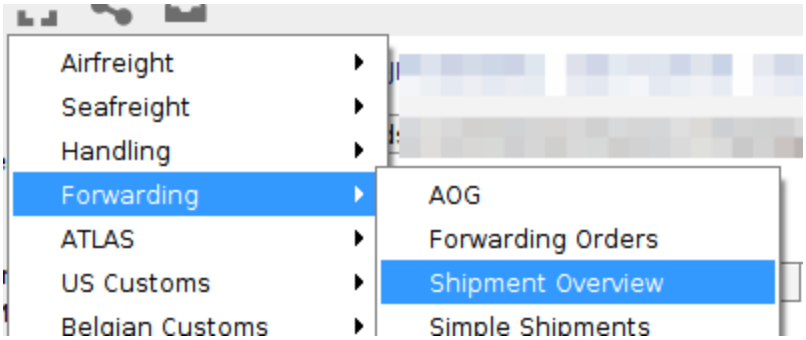
This how-to explains how to check shipments have been invoiced, vendors costs have been accounted for and the profit generated for each shipment.

Navigating to Shipment Overview

The shipment overview is where most shipment reporting can be done including profit reporting.

Navigate to the shipment overview:

1. From the main Scope menu select "Forwarding"
2. In the "Forwarding" sub-menu, select "Shipment Overview"



Generating reports with Shipment Overview

When the shipment overview opens, it will display all shipments in the last 4 months for all branches that the user has access to:

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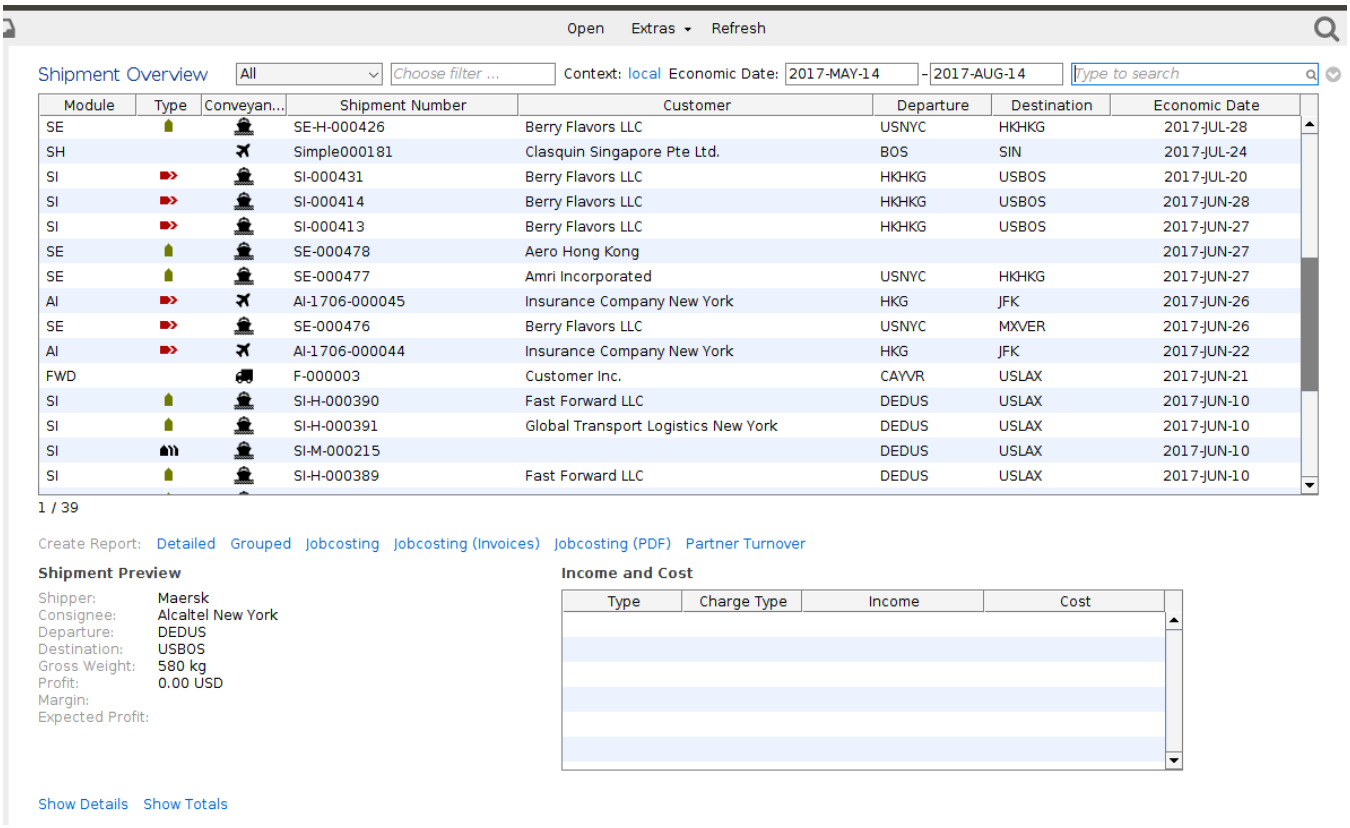
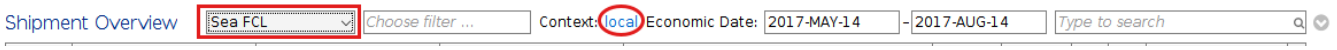


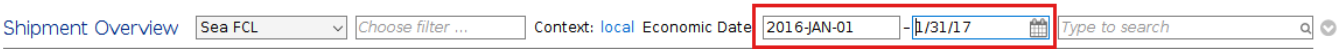
Applying filters to the report

In this example we will do profit reporting for a seafreight export manager in the New York branch:

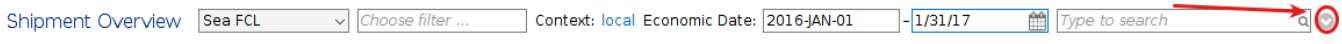
- First, in the filter options at the top of the report, we change from "All" to "Sea FCL". This restricts the view to only Sea FCL shipments.
- Note that the context is "Local". This means only shipment from the current branch are shown. Click the blue "local" field if you need to include other branches in the report.



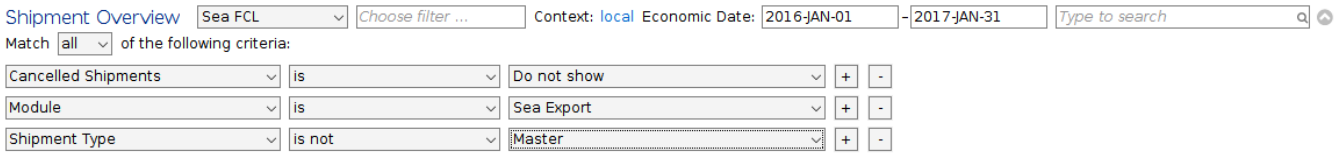
- Use the date range fields to select the period for the report



- Use the additional filters button to add more filters to the report



- In the example below, filters have been added:
  - Remove cancelled shipments
  - Show only Sea Export Shipments
  - Don't show master shipments



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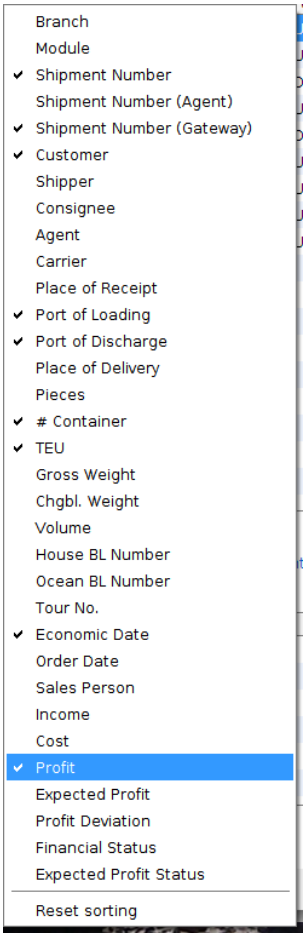
Open shipment reporting

Open shipments are those whose financial status is still open. This means reveivables still need to be billed for these shipments, or payables are still not fully accounted for. To filter these shipments in the report, simply use the filter shown below which restricts the list of shipments to only those whose financial status is still open.



Changing the column display

Hover the cursor on any of the title cell of any of the columns and right click. A long drop down menu will appear and the desired columns can be added or removed from the on-screen report:



- In the example below, the agent and gateway shipment numbers are removed and "Profit" is added.

Type	Shipment Number	Customer	Port of Loading	Port of Discha...	# Container	TEU	Economic Date	Profit
	SE-000441	Aero Hong Kong	USBOS	HKHKG	1	1	2017-JAN-23	0.00 USD
	SE-000427	Aero Hong Kong	USBOS	HKHKG	2	2	2016-OCT-08	0.00 USD
	SE-000392	Lifeware New York	DEHAM	USNYC	1	2	2016-JAN-26	0.00 USD
	SE-000394	Lifeware Dusseldorf GMBH	USNYC	DEHAM	1	2	2016-JAN-26	0.00 USD
	SE-000408	Lifeware New York	DEHAM	USNYC	1	2	2016-APR-21	0.00 USD
	SE-000393	Lifeware Dusseldorf GMBH	USNYC	DEHAM	1	2	2016-JAN-29	0.00 USD
	SE-000429	Lifeware Dusseldorf GMBH	USNYC	DEHAM	1	1	2016-OCT-13	0.00 USD
	SE-000428	Lifeware Dusseldorf GMBH	USMNH	DEDUS	0	0	2016-OCT-13	0.00 USD
	SE-000420	Syrus Bondini Cargo	USNYC	SGSIN	1	1	2016-JUL-11	0.00 USD

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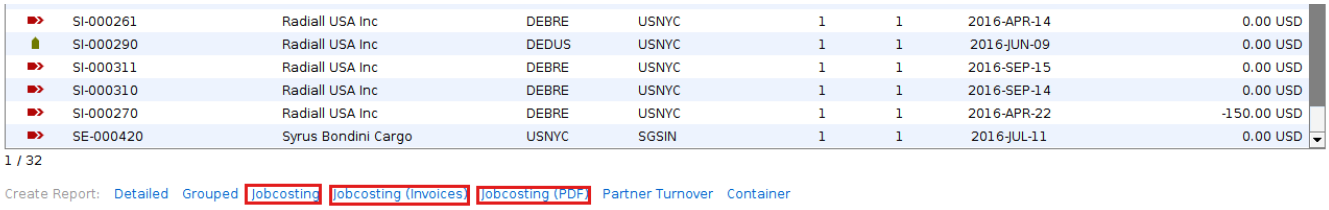
Generating a spreadsheet

So far, we have described how to get the right results on screen. These results can also be output to a spreadsheet

Below the list of results, there are 3 profit specific reports:

- Jobcosting
- Jobcosting (invoices)
- Jobcosting (PDF)



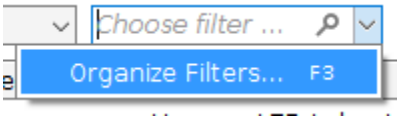
Saving a filter

Above, there are quite a few steps required to arrive at the desired results in the report. If the report needs to be run regularly, these steps can be saved by storing them as a saved filter.

In the field "Choose filter":



Use the drop-down menu to select "Organize Filters"



Now select the desired filters and save them for easy reuse as a saved filter

This how-to provides full details of saving filters: How-To save a filter

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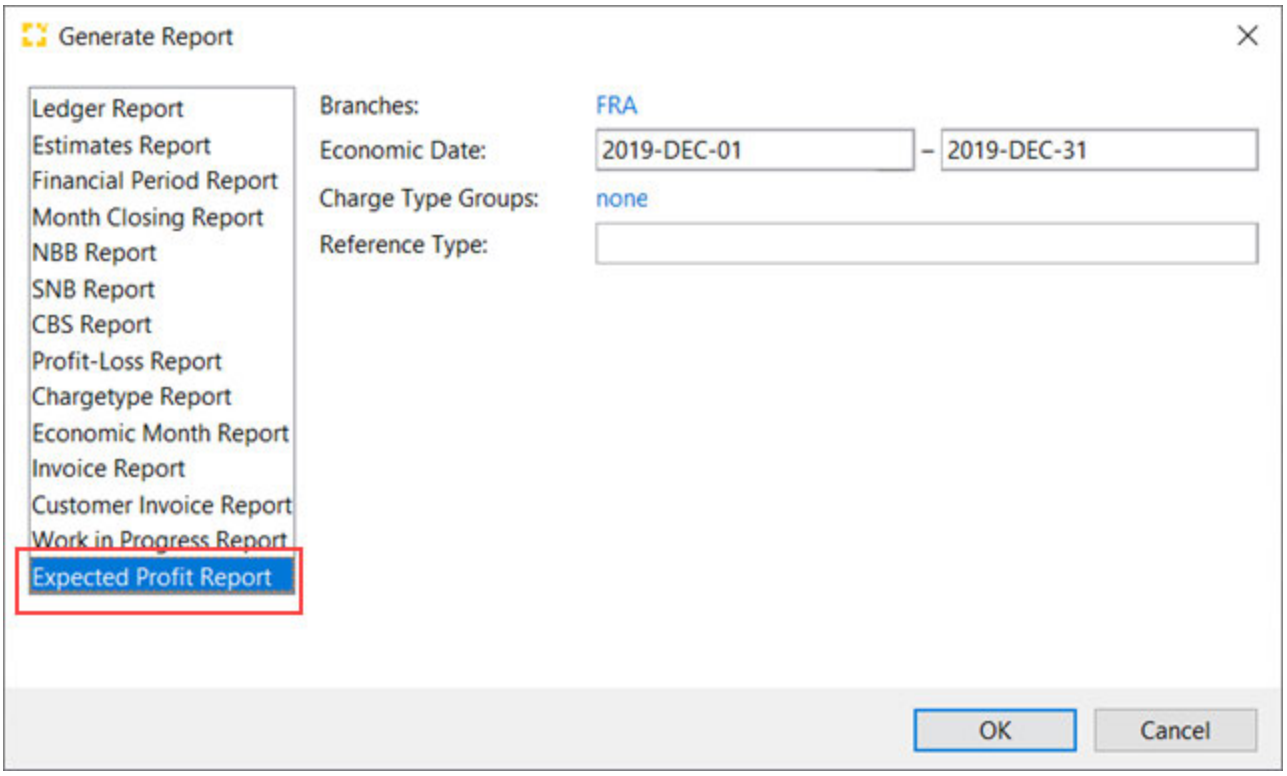
FAQ How-to generate an Expected Profit Report

Go to application Finance-Reporting and generate a new report called "Expected Profit Report". You can choose the following data:

- Branches
- Economic Date
- Charge Type Groups
- Reference Type

By confirming the date a report will be generated.



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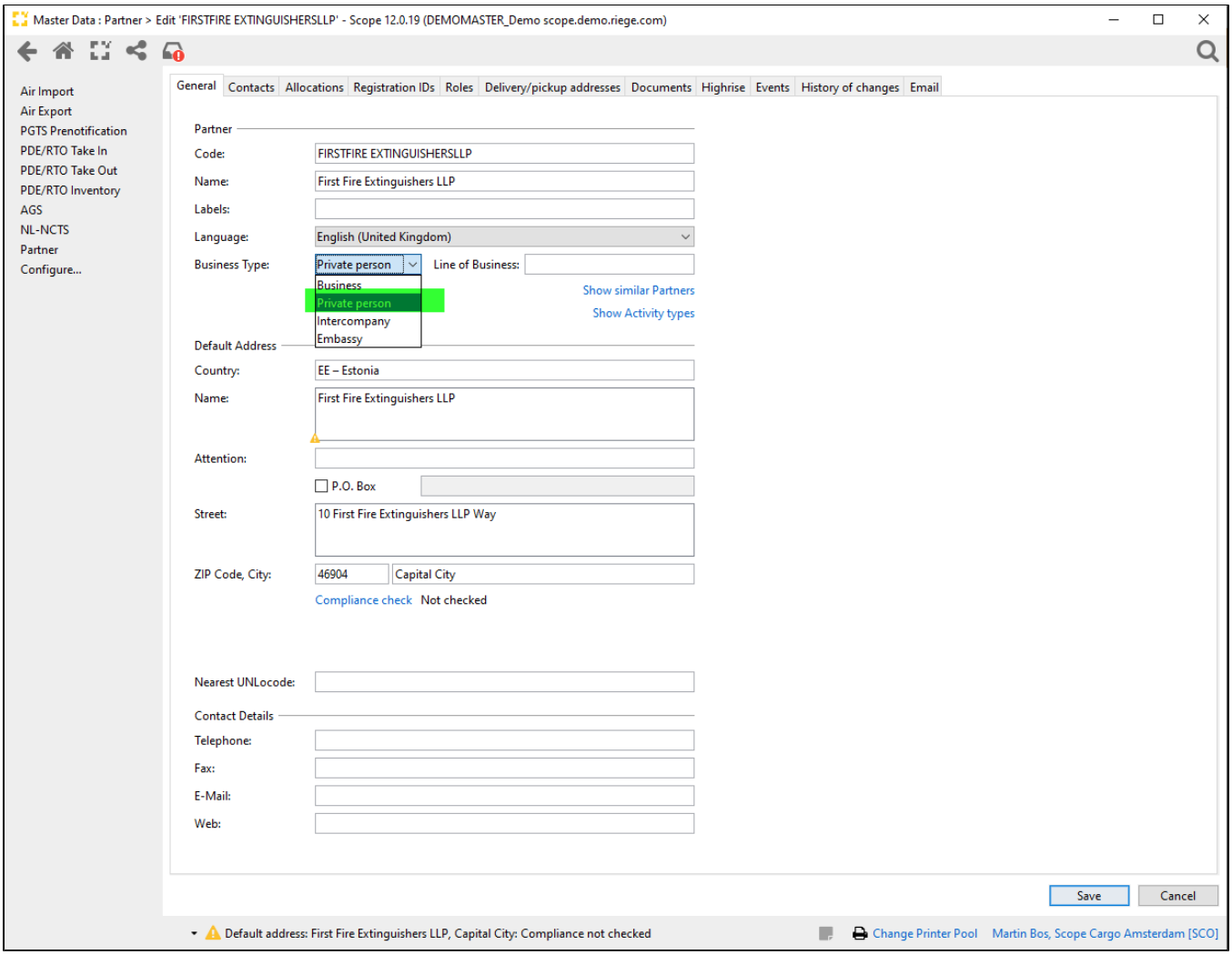
FAQ How-to invoice an EU customer without valid VAT number

Some EU customers do not have a valid VAT number or do have a VAT number which is valid for domestic use only.

In Scope you can mark a EU VAT Number as valid for domestic use only, but during invoicing, when the customer is in a different country, it will block the invoicing and give a validation error on the VAT number.

To enable invoicing to such customers you should mark these customers in the Partner table as Private Person and leave the VAT number field empty. This will make that Scope does not print the VAT number on the invoice and VAT is charged and printed.



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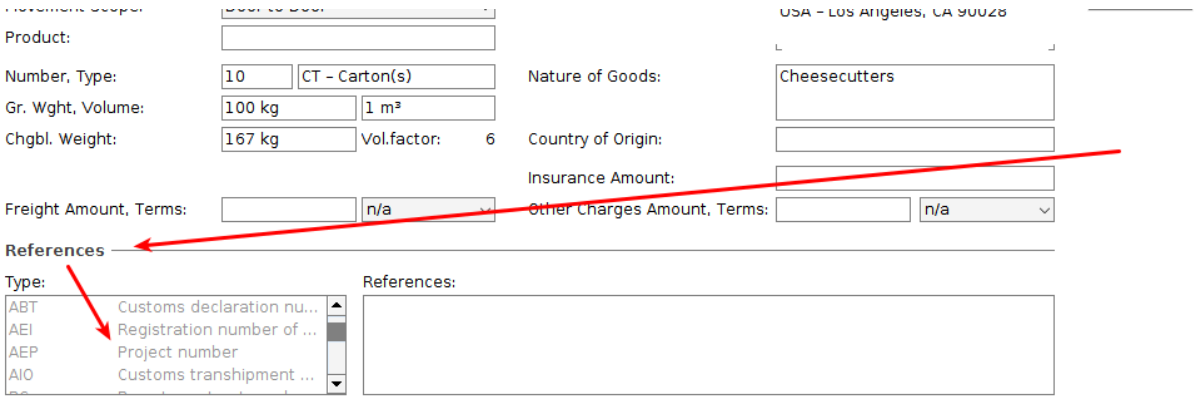
FAQ How-to link project shipments and run project finance reports

Introduction

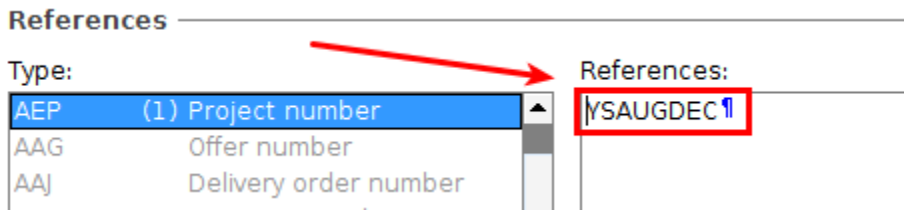
A forwarder might have multiple different shipments which are all part of a single project. These shipments may be of any type; air, sea, import or export. This howto explains how to group them under the same project number and then run finance reports on these shipments.

Adding the Project Number to the Shipment

Once the shipment has been created, go to the "References" at the bottom of the general tab and scroll down the references until you see "AEP Project number"



Now click on "AEP Project number" and in reference field enter the project number to be used for this project. In the example below the project number is going to be "YSAUGDEC"

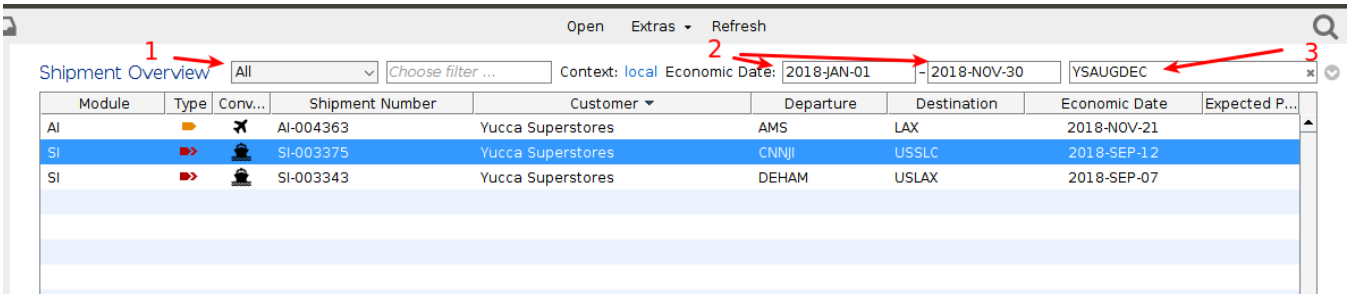


Finding the correct shipments using the project number

From the main menu choose the "Forwarding" option and then choose "Shipment Overview"

The "Shipment Overview" program opens, to filter the correct project shipments:

1. Make sure the correct type of shipments are selected, us "All" if in any doubt.
2. Make sure the date range is wide enough to encompass all the shipments for this project
3. Enter the project number in the search field, in this case it is "YSAUGDEC"



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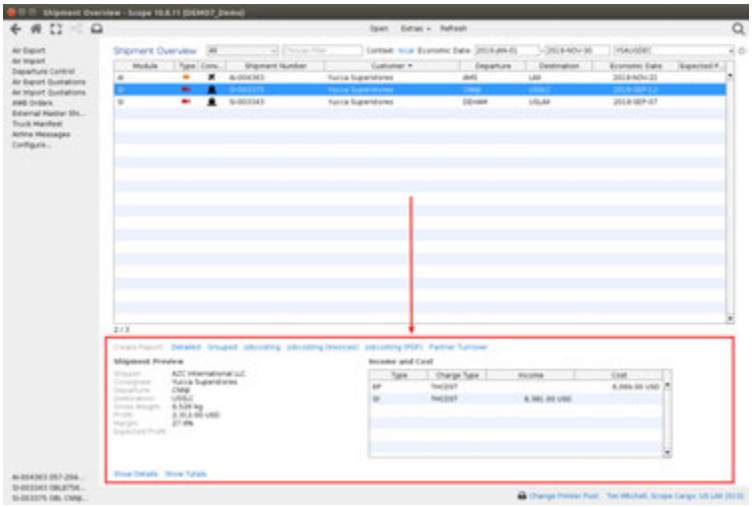
In the example above the search finds 1 air import shipment and 2 sea import shipments for this project number

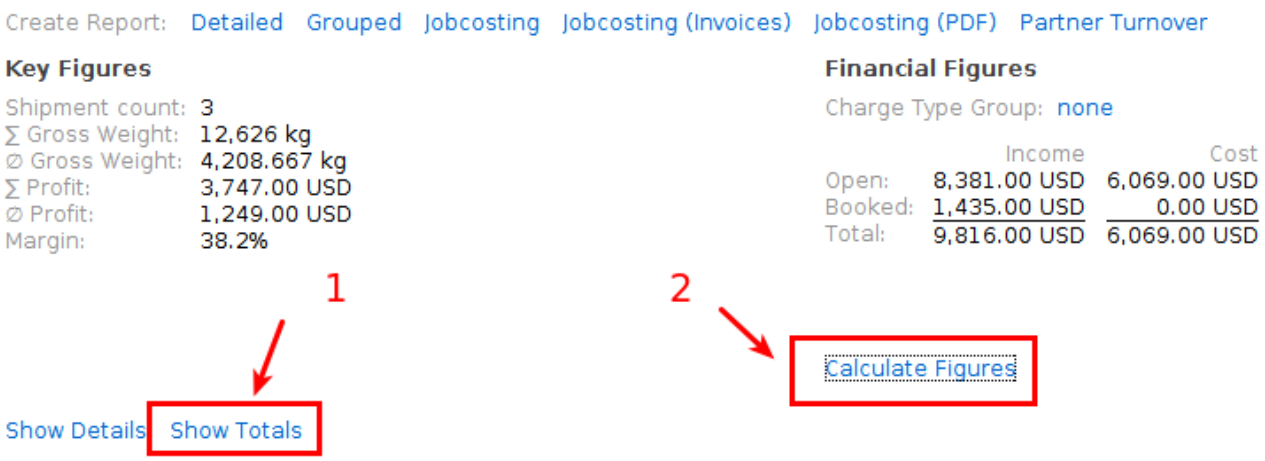
Running reports on the project shipments

Now that the correct shipments are showing in the shipment overview, you can run finance reports on them. For an immediate view of the figures, go to the lower part of the shipment overview:



This lower area will show the figures for the individual shipment highlighted in the list. To change this:

1. click on the option at the bottom "Show Totals"
2. Now click the option "Calculate figures'



Now the totals of all the shipments will appear in the "Key Figures" and in the "Financial Figures"

You can also output the figures to a spreadsheet or PDF by choosing any of the available reports:

1. Jobcosting
2. Jobcosting (Invoices)
3. Jobcosting (PDF)
4. Partner Turnover

You can also use the detailed reports and custom reports can be designed for this. The Grouped reports will also work.

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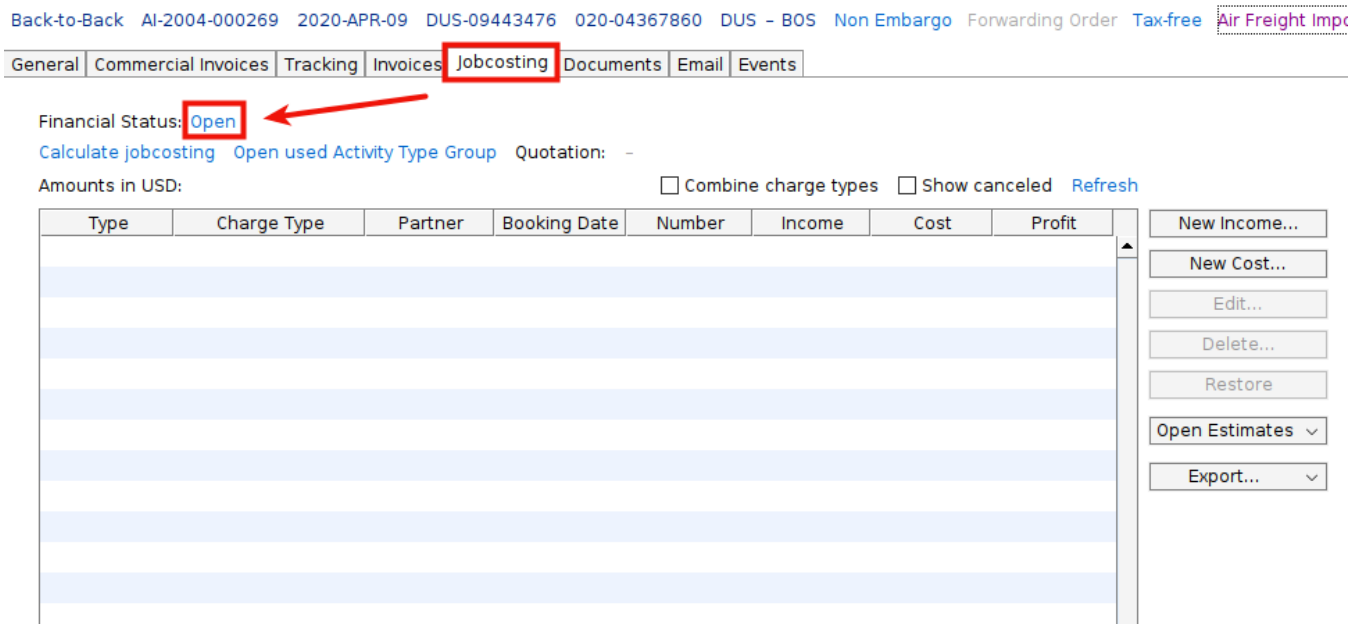
FAQ How-to manage financial status of shipments

All shipments in Scope will have one of the 4 financial status' listed below:

Status	Description
Open	When a shipment has "Open" status it may not have any estimates, income or payables registered, or it may have a variety of these. With this status more estimates may be added, invoices may be created and existing estimates may be converted to payables.
Pre-Billed	A shipment can have "Pre-billed" status. This is only used in conjunction with printed cost specifications. It is applied when a cost specification has been printed for any open invoices and there are no estimates remaining on the shipment
Billed	"Billed" status is applied when invoices have been completed. There may still be estimates on the shipment
Closed	When all billing is complete, any estimates have been converted to payables and any other payables have been completed, the shipment can be marked as "Closed". With this status it is expected that no further charges, either incoming our outgoing will be added to the shipment and the final profit is set.

Open Status

When a shipment is first created, the initial status "Open" is automatically applied and this can be see on the jobcosting tab of the shipment:



as estimates and open invoices are added, the status remains "Open":

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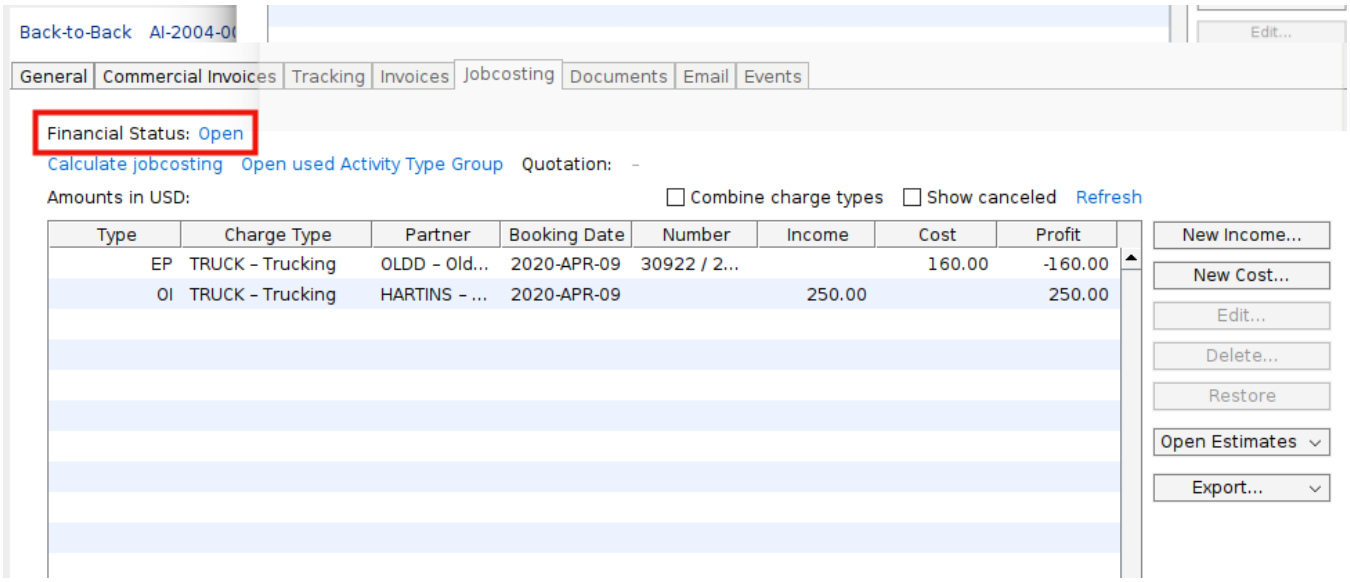
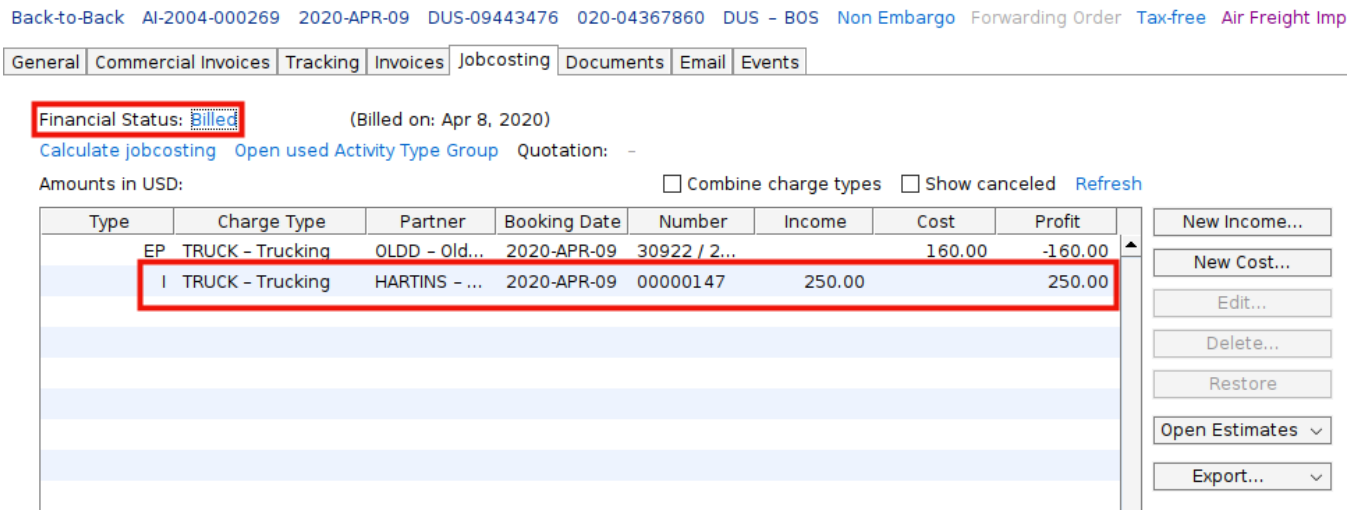


Billed Status

As soon as the first invoice is issued for the shipment, the status automatically changes to "Billed":



Changing the Status

To change the financial status of a shipment click the current status. The the example below, when the blue "Billed" status is clicked, a dialogue appears where a new financial status can be chosen. In this case the shipment can only be changed back to open. It cannot be "Closed" because there are still open reserves on the shipment:

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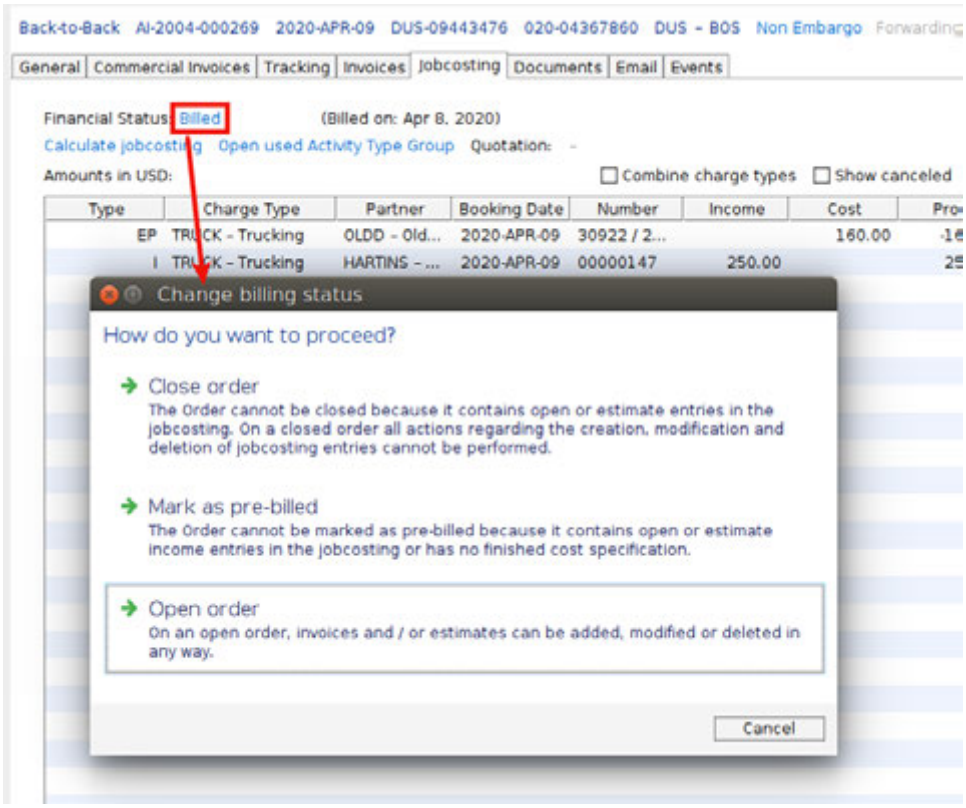

Closed Status

Once all the invoices have been completed and any estimates have been converted to payables and all payables have been applied, it is time to change the financial status of the shipment to "Closed'. This means no more charges are expected to be applied to the shipment, both incoming and outgoing.

The closed status must be applied manually by clicking on the current status and selecting "Close order" from the options:

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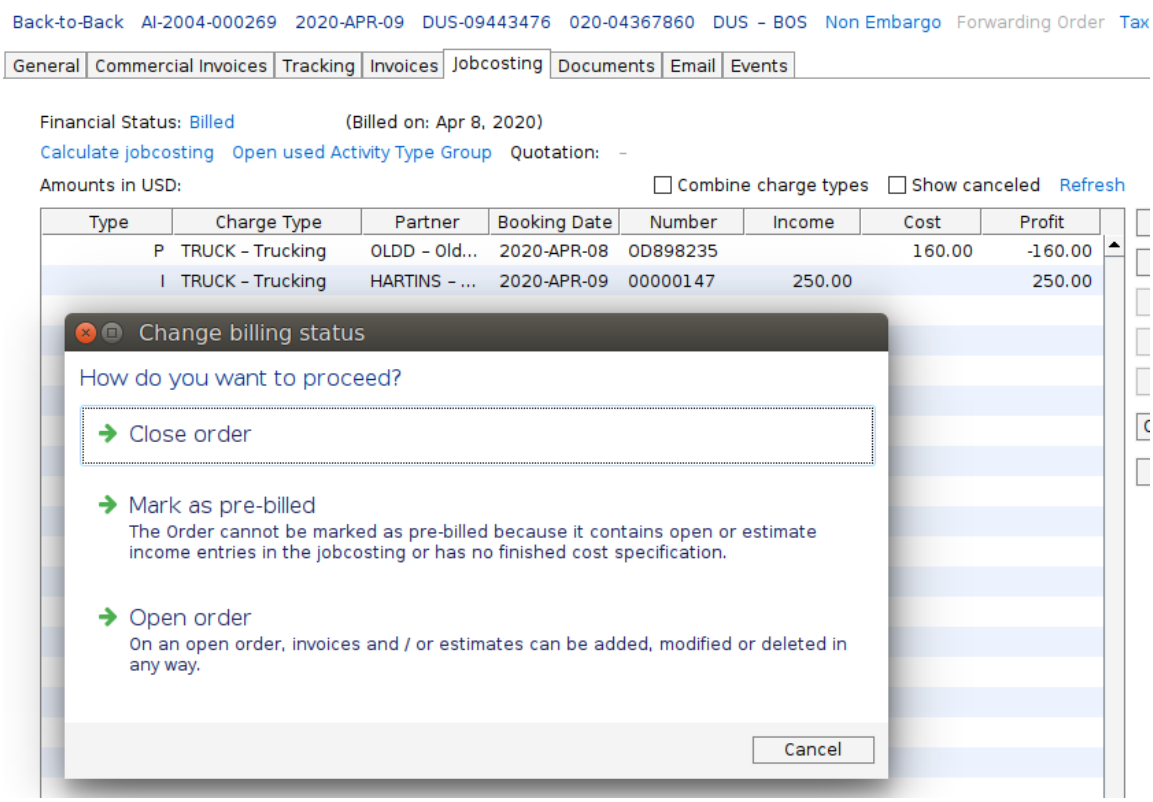

Reporting

When the financial status of shipments is maintained, reports can be generated based on the financial status'.

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FAQ How-To merge and attach documents to an emailed invoice or general email

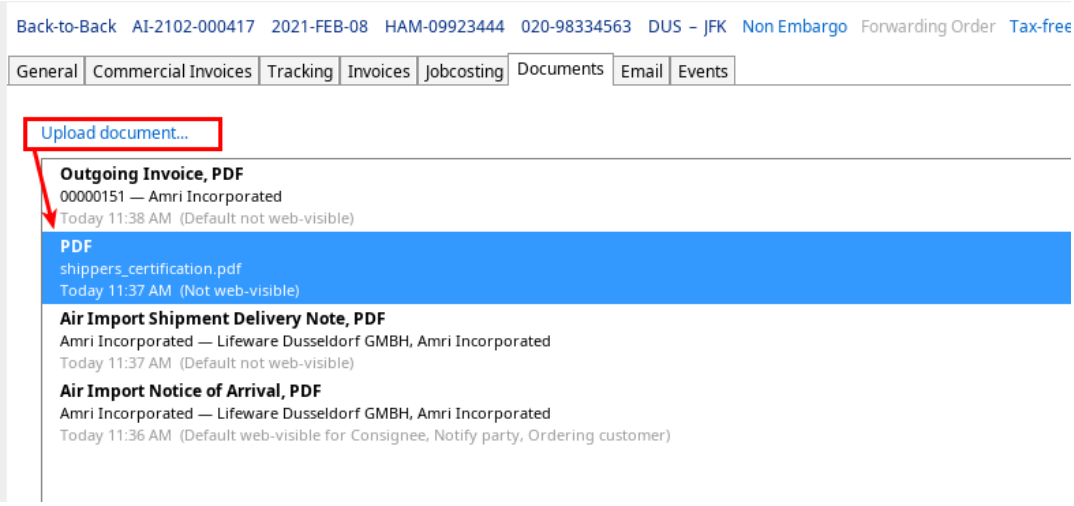
- Creating or uploading documents within a Scope shipment
- Merging Documents
- Automatic merging for email invoices
  - Setup of the partner profile to automatically include specific documents and merge them when sending invoices
    - The Invoice recipient
    - The invoice email setup
  - Attaching and merging documents when emailing an invoice

Within a Scope shipment there can be both Scope generated documents and uploaded documents. When the time comes to create the invoice and email it from Scope, or send any email from the shipment, any of these documents can be attached to the to the email. These documents can also be merged into a single pdf attachment.

Creating or uploading documents within a Scope shipment

When any document is generated within a shipment by Scope, the document will automatically appear as a pdf on the documents tab in Scope. From here it can easily be opened and printed or it can be attached to an email within Scope

Documents that are not created by Scope can also be uploaded into the documents tab if the shipment by either dragging and dropping them into the documents tab or by using the "Upload document" option which is shown in the example below



Merging Documents

In the documents tab, highlight the documents that are to be merged, in the example below, an uploaded "Shippers_certification" and the "Air Import Notice of Arrival" are selected

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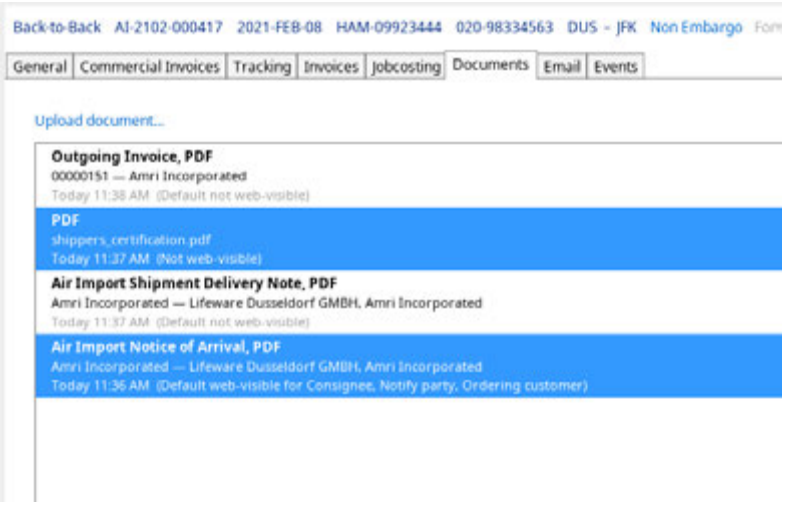
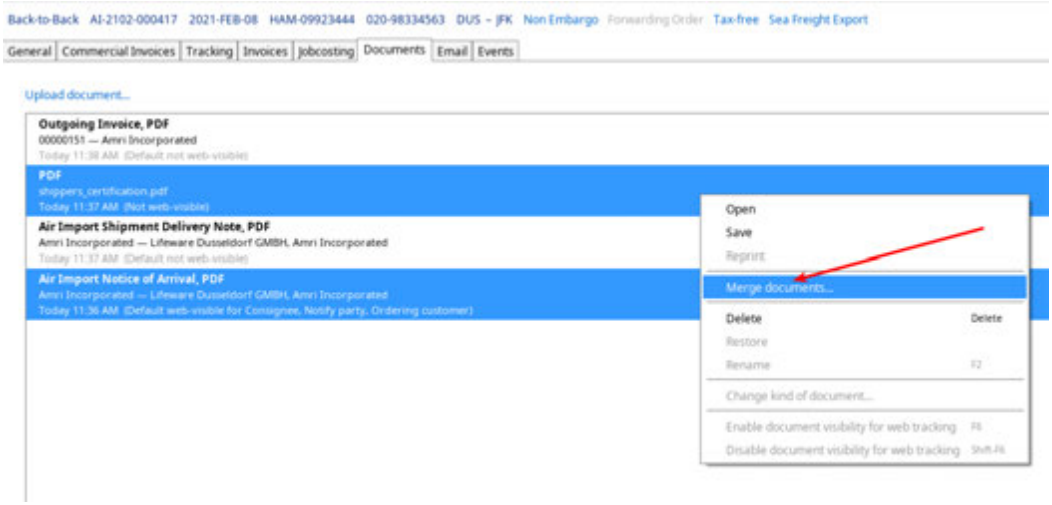
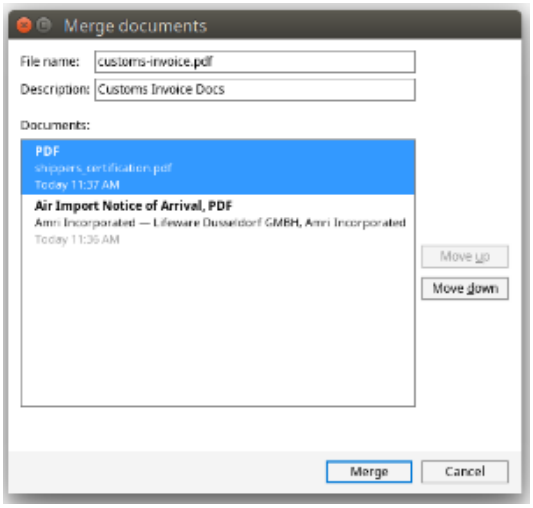


Next, put the cursor on one of the highlighted docs and right click:



As the example above shows , a sub-menu appears and offers the option to "Merge documents".

Now the "Merge documents" assistant appears. Give the merge docs a file name, then add a description of the merged docs. This description will be seen by the recipient and helps them identify what the pdf contains. Highlight any of the documents in the merge list and use the "Move up" or "Move down" buttons to change the order in which the merged docs will appear in the new pdf:



Click the "Merge" button when ready

Now the newly created pdf that contains the merged documents will also appear in the documents tab and will have the description provided earlier.

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When an email is sent from Scope, this merged document can be attached.

Automatic merging for email invoices

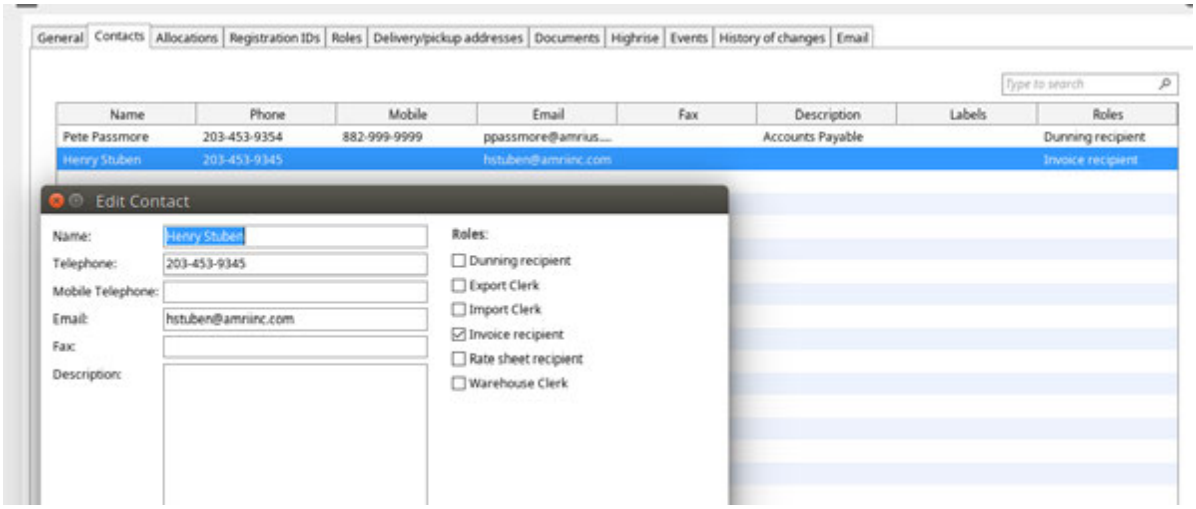
A customer may require that specific additional documents must be attached to invoices and they may even require that these should be merged into a single pdf. This can be setup on the partner profile

Setup of the partner profile to automatically include specific documents and merge them when sending invoices

Open the partner profile of the partner who will receive any invoices

The Invoice recipient

In the "Contacts" tab of the partner profile, make sure there is at least one contact who has an email address and who has the role "Invoice recipient"



The invoice email setup

In order to receive invoices, the customer must have the debtor role and the general tab of the debtor role must be completed with standard information like the account number etc. of the debtor.

Once the general tab of the debtor is correctly completed, click on the "Email Sending Options" tab within the debtor role

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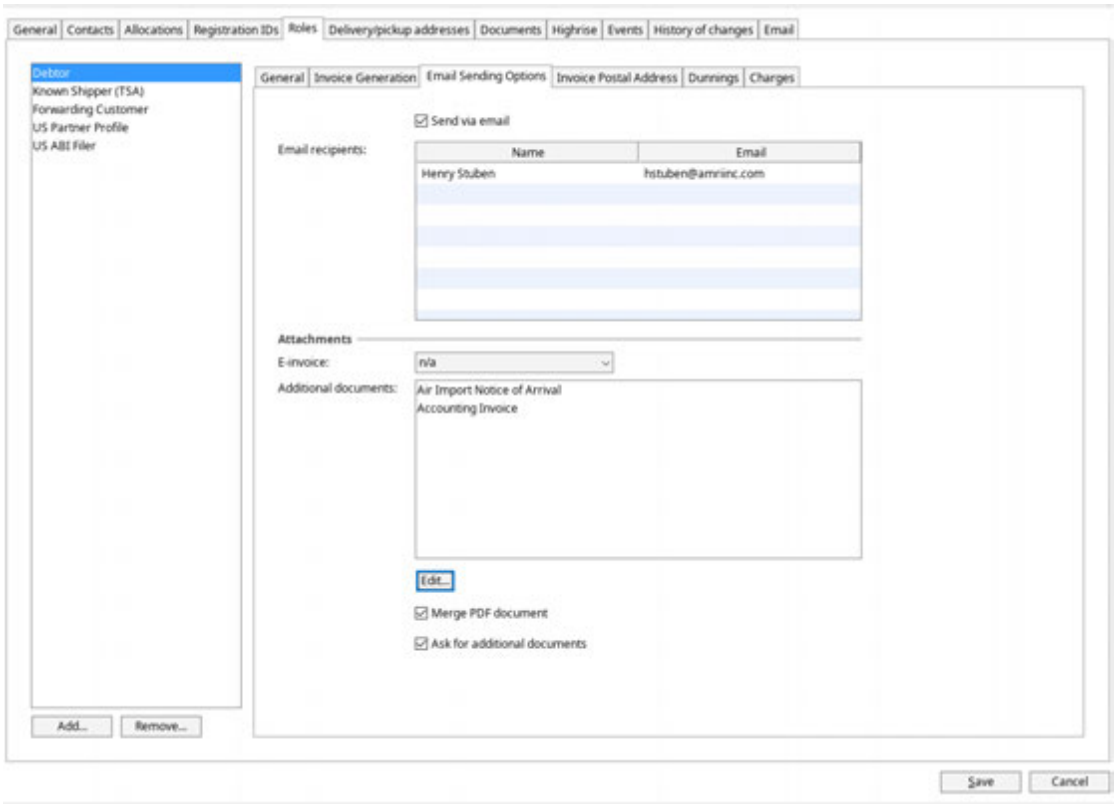

- Check the box "Send via mail"
- Any contact who has the role "Invoice recipient" should automatically appear in the list of email invoice recipients
- In the "Attachments" section, use the "Edit" button to choose the documents to be automatically included with the email invoice
- Check the box "Merge PDF document" to automatically merge the additional docs into a single pdf
- Check the box "Ask for additional documents" to be able to add further docs to the emailed invoice

Save when complete

Attaching and merging documents when emailing an invoice

The outgoing invoice is created in the normal way:

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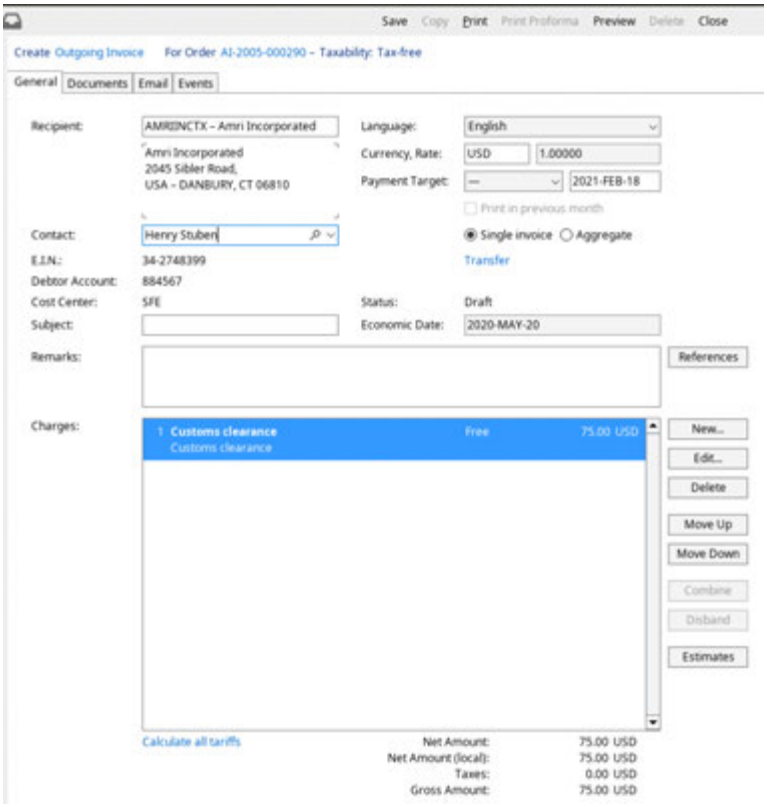
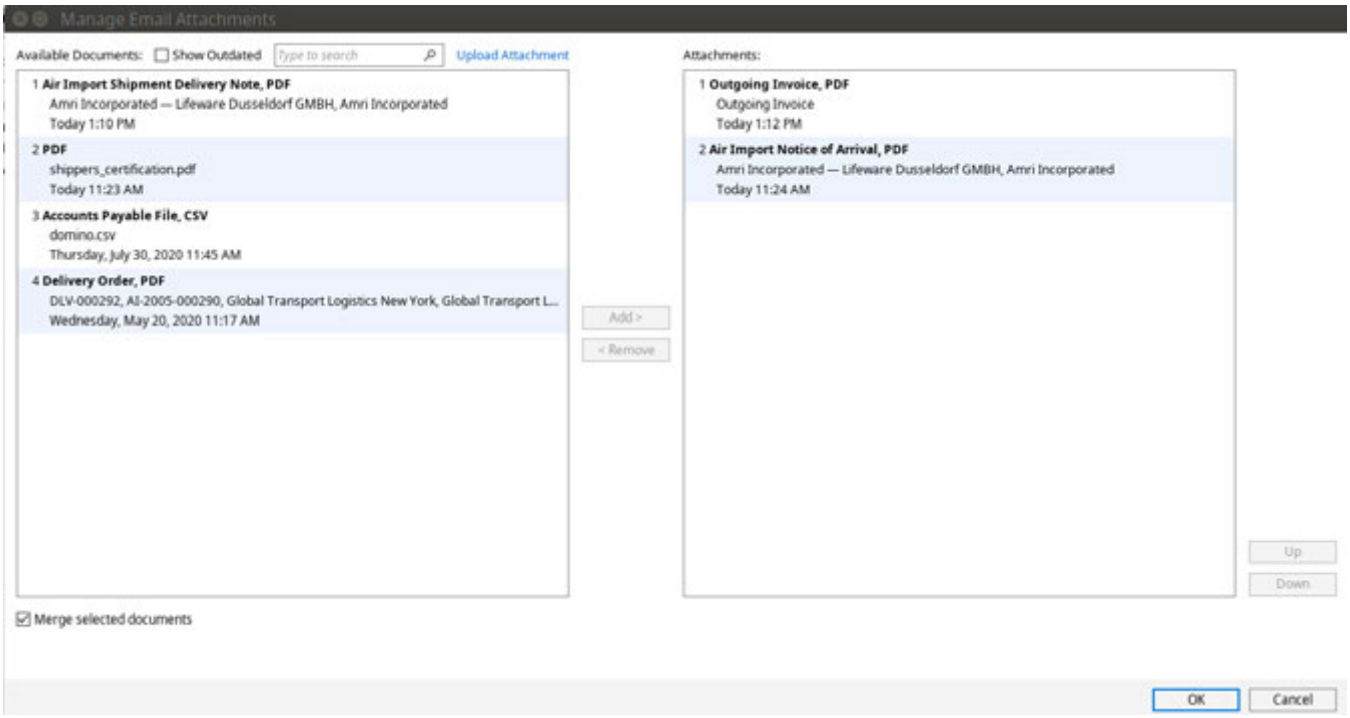


When the "Print" button is clicked, the "Manage Email Attachments" screen will appear:



Any Scope documents that have been printed for the shipment will automatically appear in the right-hand "Attachments" window. Note that the "Merge selected documents" box is checked and this means all the attached docs will be merged into a single pdf

Further documents can be added, and in the example below, an uploaded "Shippers_certification" has been added to the attached list. Even at this late stage further documents can be uploaded and attached using the "Upload Attachment" option at the top.

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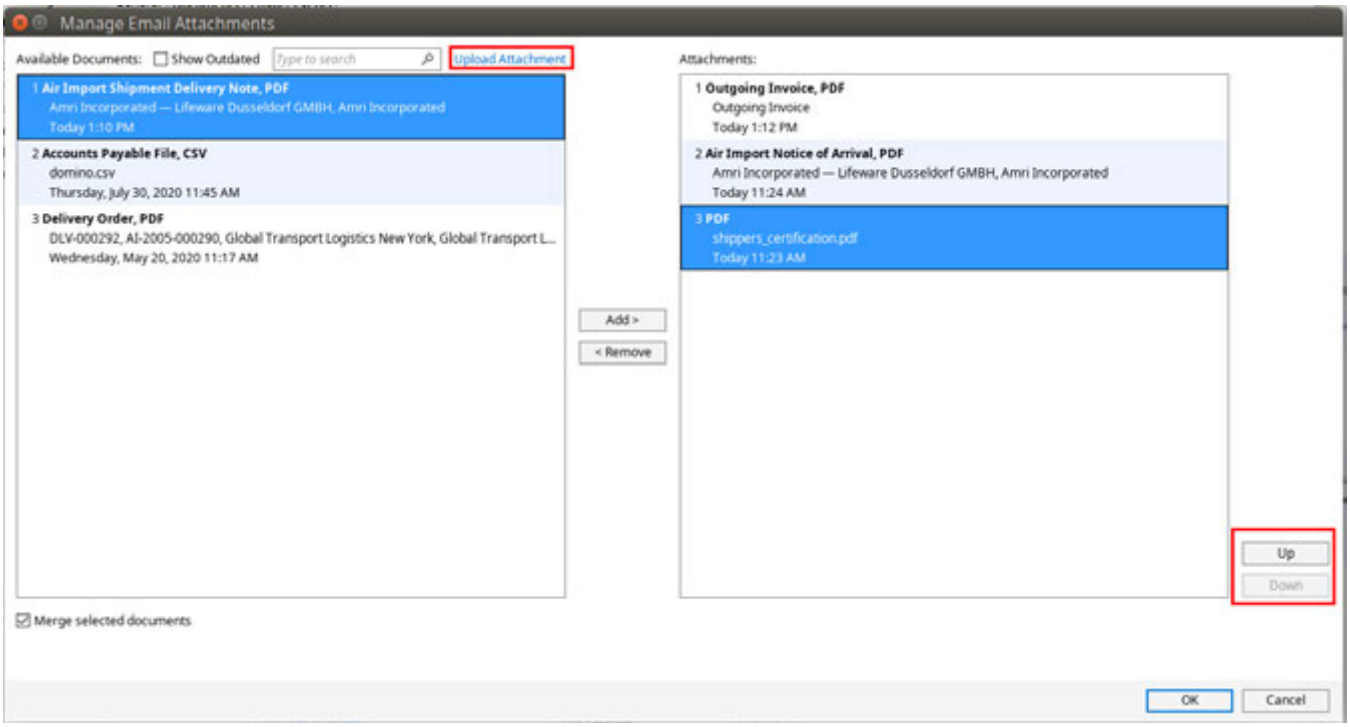
The "Up" and "Down" buttons can be used to change the order in which the attached documents are merged into the final pdf



The the "OK" button is clicked, the email with the invoice and merged documents will automatically be sent to the invoice recipient.

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FAQ How-To process payables

- Introduction
- Entering Costs - estimates
  - Manually entering an estimate cost
  - Costs created by cost tariffs
- Converting the estimate payable to a confirmed cost
- Finishing the incoming invoice
  - Incoming Invoice options
    - On Hold
    - Save
    - Export
    - Print
    - Finish
    - Delete
    - Close
- Creating Incoming Invoices outside of shipments

Introduction

When a shipment is created in Scope, there will be costs associated with this shipment. This how-to explains how these costs are entered in Scope and processed so that these costs are paid and are accounted for in the shipment resulting in an accurate final profit or loss figure for the shipment

Entering Costs - estimates

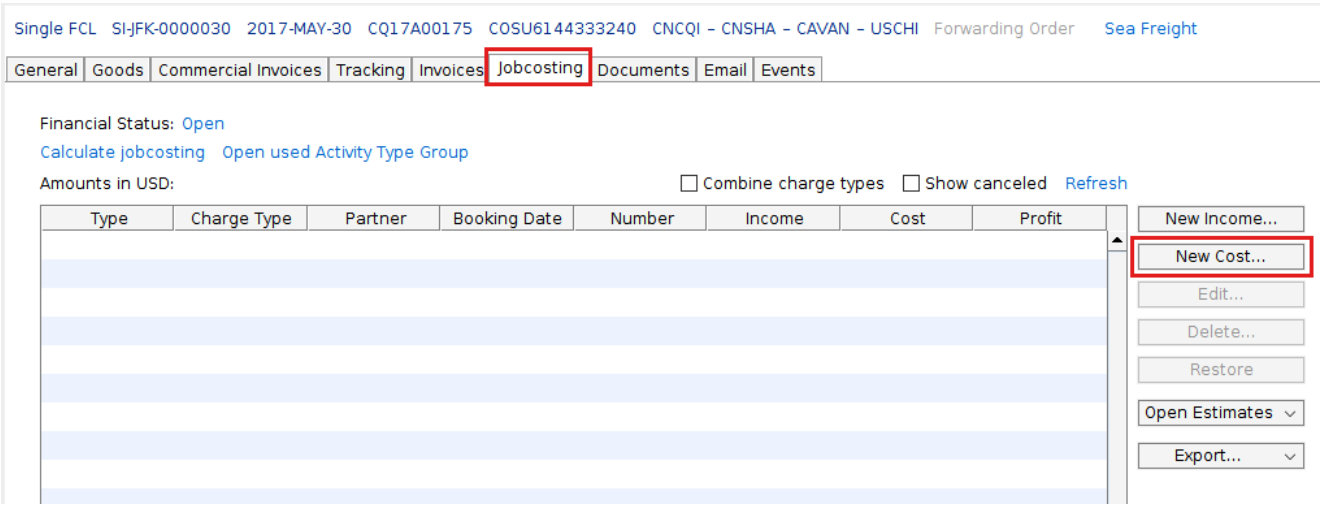
When the shipment is created, costs can be entered as estimates, this is also known as "protecting" the costs. These estimates are created because while an invoice for a cost is expected from the vendor, it may not yet be on-hand.

There are 2 ways estimate costs can be entered:

1. Manually entered in the job-costing screen
2. Automatically created by a cost tariff

Manually entering an estimate cost

1. Open the shipment
2. Go to the Jobcosting tab
3. From the right hand action buttons select "New Cost..."



The "Edit Estimate Cost" application will appear:

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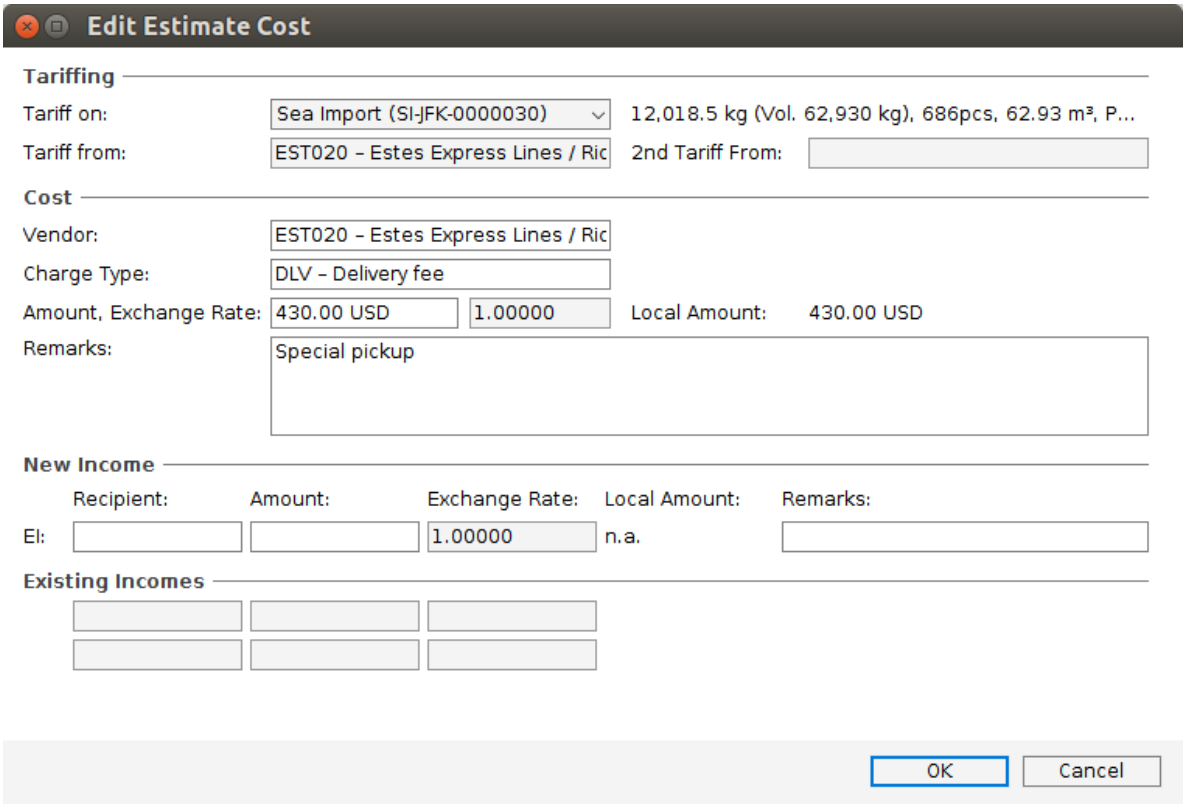
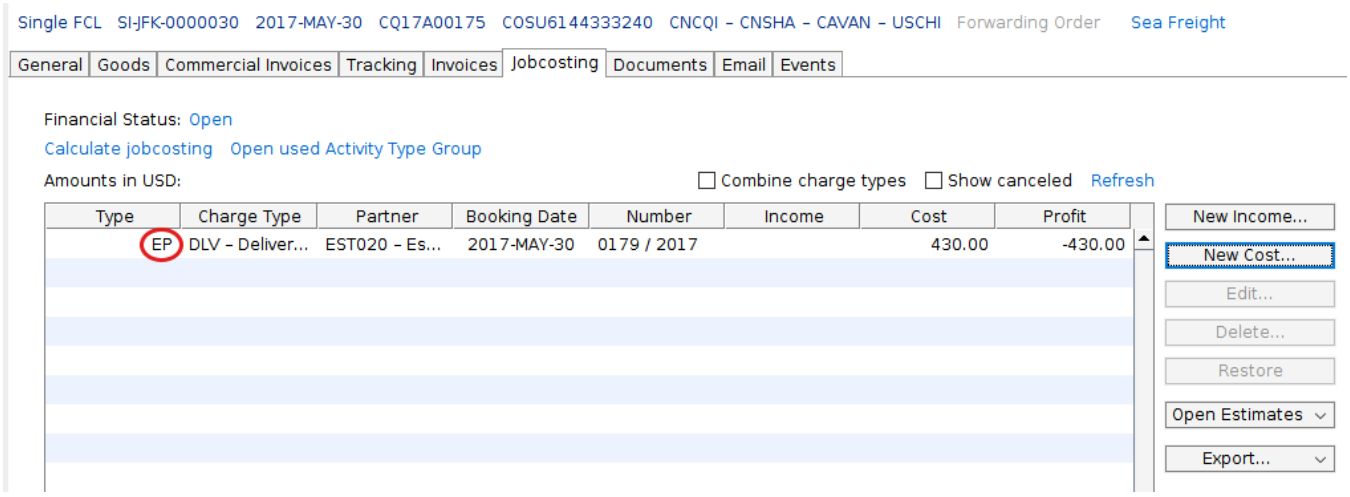


- **Tariffing section** - if there is a tariff that can be applied, it will automatically inserted
- **Cost section** - the following information about the cost must be provided, other fields are optional
  - Vendor - the partner who will be billing for the cost
  - Charge Type - the type of charge that will be billed
  - Amount - the amount that will be billed
- **New Income** - details of any estimated income related to this cost - optional

Click "OK" when the cost details are entered and the Jobcosting screen will return. As shown in the example below, the new estimate cost appears as the type "EP" which means "Estimate Payment".



Costs created by cost tariffs

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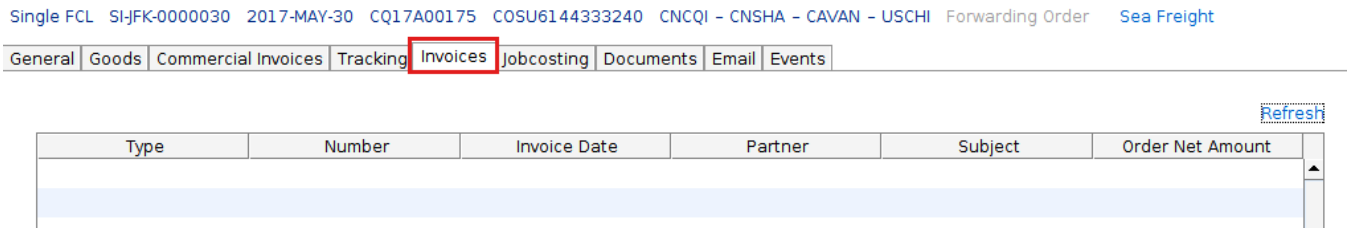
If a tariff exists for a cost and it applies to the shipment, then the steps above will be automatically completed by the tariff. There is a separate How-To on creating tariffs.

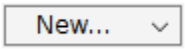
Converting the estimate payable to a confirmed cost

When the vendor, in this case "Estes Express Lines" sends their invoice finalizing the charge for the Delivery Fee, we must convert the estimate payment into a confirmed payment.

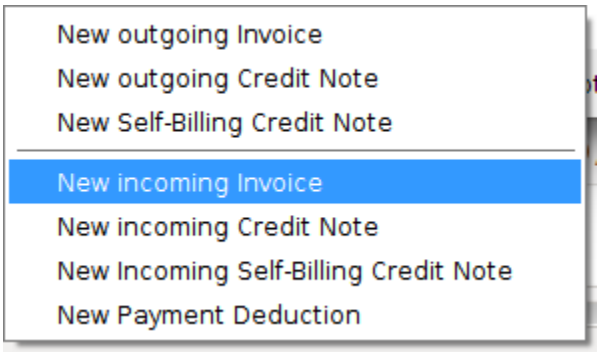
Go to the "Invoice" tab of the shipment:



Click on the "New" button at the bottom of the Invoices screen:



From the drop-down menu choose "New Incoming Invoice":



The "Fast Incoming Invoice Entry" will open:

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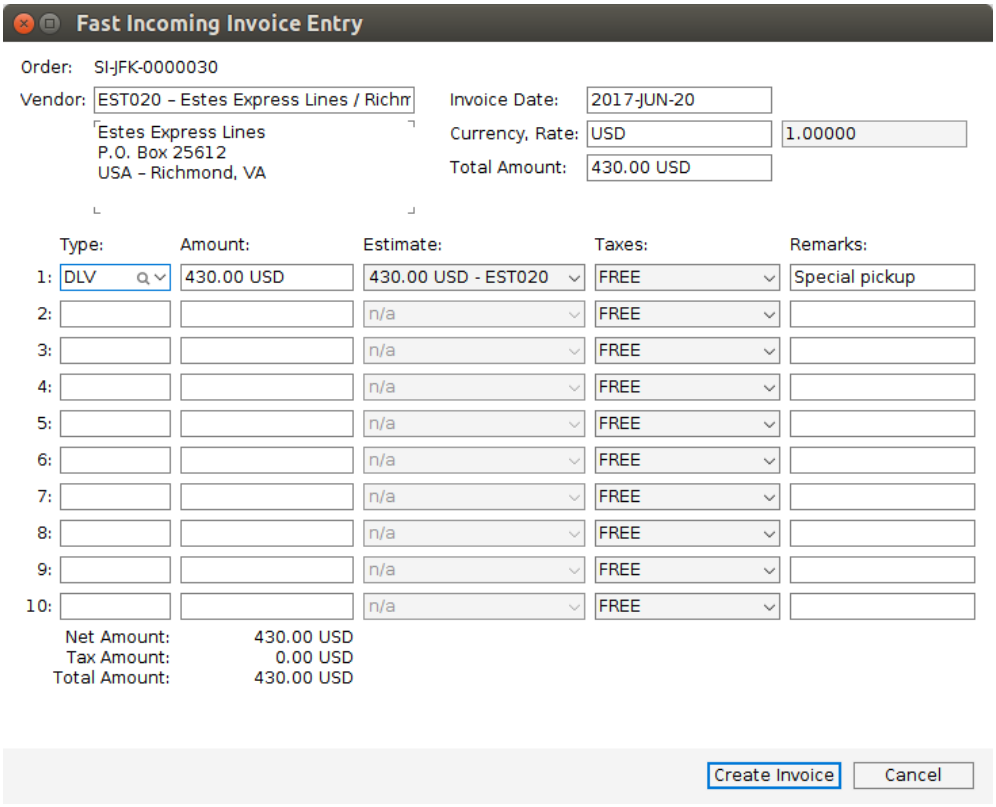

Enter the following in the header of the order:

- **Vendor** - The vendor address
- **Invoice Date** - the date of the vendors invoice
- **Currency** - This will default to the system currency
- **Total Amount** - Total amount on the vendor's invoice

If the vendor's invoice has more than 1 charge line, these can be entered in the charge lines. At lease 1 charge line must be entered.

When the "Type" of charge is entered, Scope will try to match it to an amount already entered in the Jobcosting screen for this vendor. In this example, as soon as charge type "DLV" is entered, the figure of $430.00 is found in Jobcosting and automatically appears in the "Amount" field.

The total of the amounts entered in the charge lines must match the total amount shown in the "Total Amount" of the header, in this case $430.00.

When all details have been entered and the total of the charge lines and the total amount match, click "Create Invoice" at the bottom to finalize these charges.

Finishing the incoming invoice

On clicking "Create Invoice" the incoming invoice application opens:

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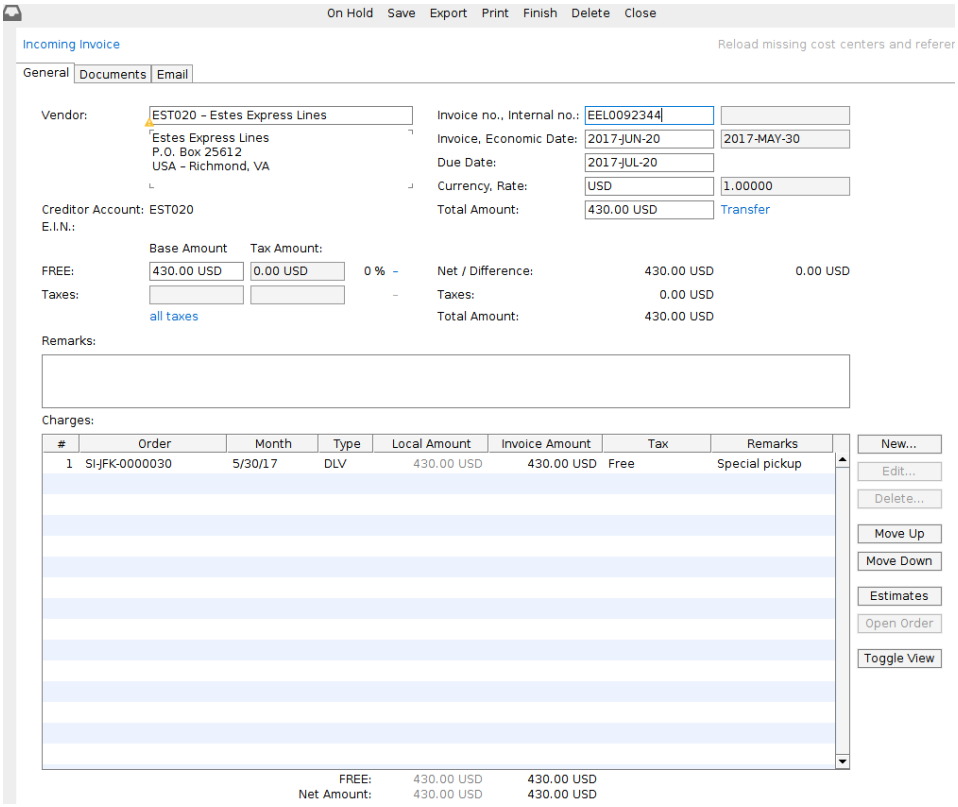
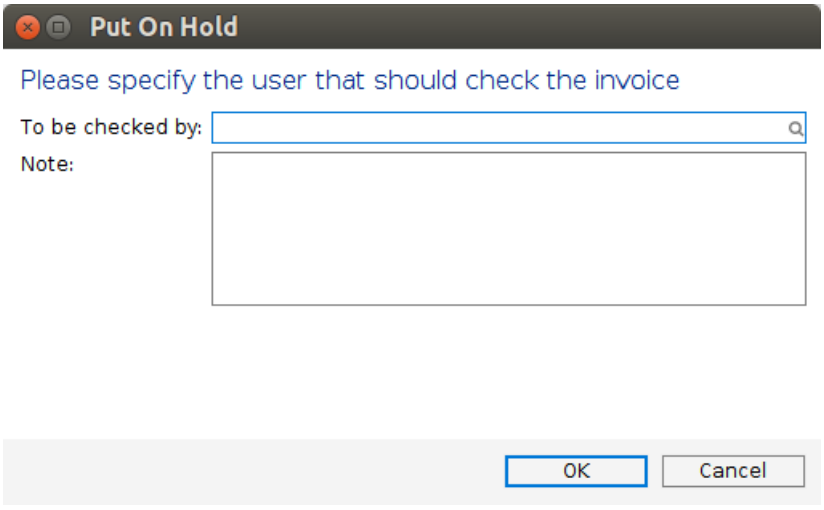


All of the details previously entered will automatically appear in the new incoming invoice. Only the "Invoice No." needs to be entered. This is the vendor's invoice number.

Incoming Invoice options



On Hold



If the incoming invoice needs to be checked and confirmed by a different user, then the users name can be entered in the "To be checked by;" field and any notes to this user about the invoice can be made in the "Note:" field

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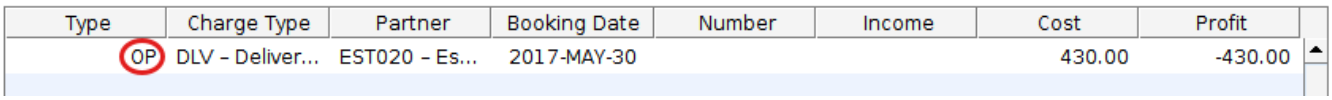
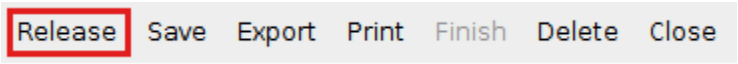
On clicking "OK" the incoming invoice will now change to an "Open Payable" in the jobcosting screen. This is type "OP"



Type	Charge Type	Partner	Booking Date	Number	Income	Cost	Profit
OP	DLV - Deliver...	EST020 - Es...	2017-MAY-30			430.00	-430.00

When the user authorized to check the invoice, opens the invoice, the menu bar options will change:



The checking user must select "Release" to confirm the payable is good. Once this is done, the "Finish" option is active.

Save

Use the save option to save all work done to-date on the incoming invoice.

Export

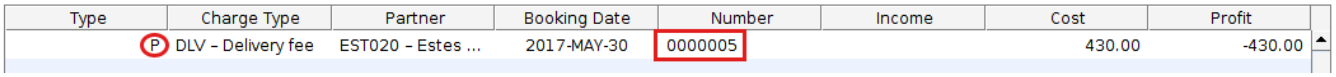
This option will open the incoming invoice as a spreadsheet

Print

This option will produce a PDF copy of the invoice

Finish

If the incoming invoice is correct and complete, click finish. The incoming invoice will now appear as an incoming invoice in the jobcosting, it will be type "P" (paid) and will have an internal invoice number.



Type	Charge Type	Partner	Booking Date	Number	Income	Cost	Profit
P	DLV - Delivery fee	EST020 - Estes ...	2017-MAY-30	0000005		430.00	-430.00

Delete

If the incoming invoice has not been finished, it can be deleted to remove it.

Close

The close options will close the incoming invoice.

Creating Incoming Invoices outside of shipments

The process above describes creating and processing incoming invoices within a shipment. It is also possible to create an incoming invoice outside of shipment, this is especially useful when incoming invoices refer to multiple shipments.

1. From the Scope menu choose "Finance"
2. From the "Finance" sub-menu choose "Accounts Payable"

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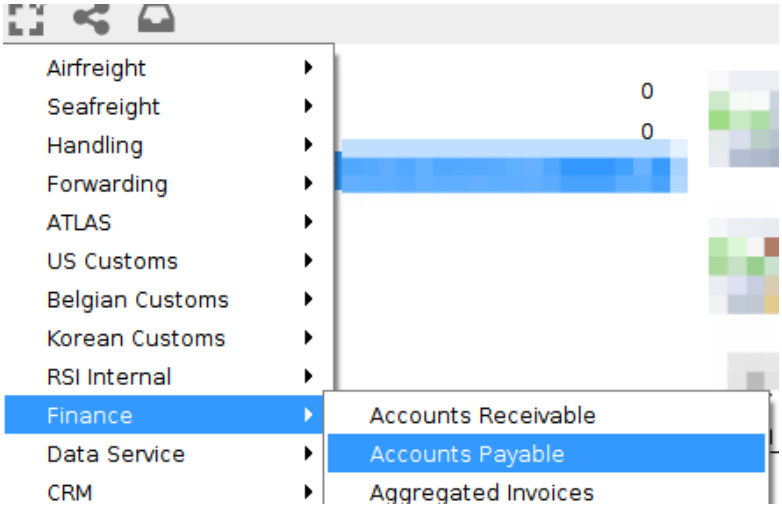
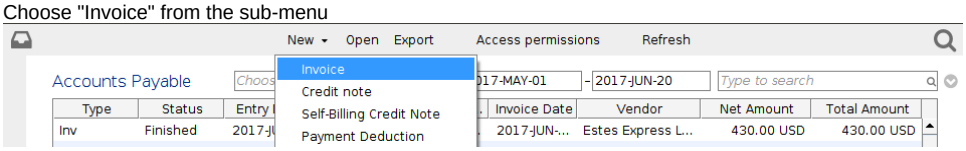


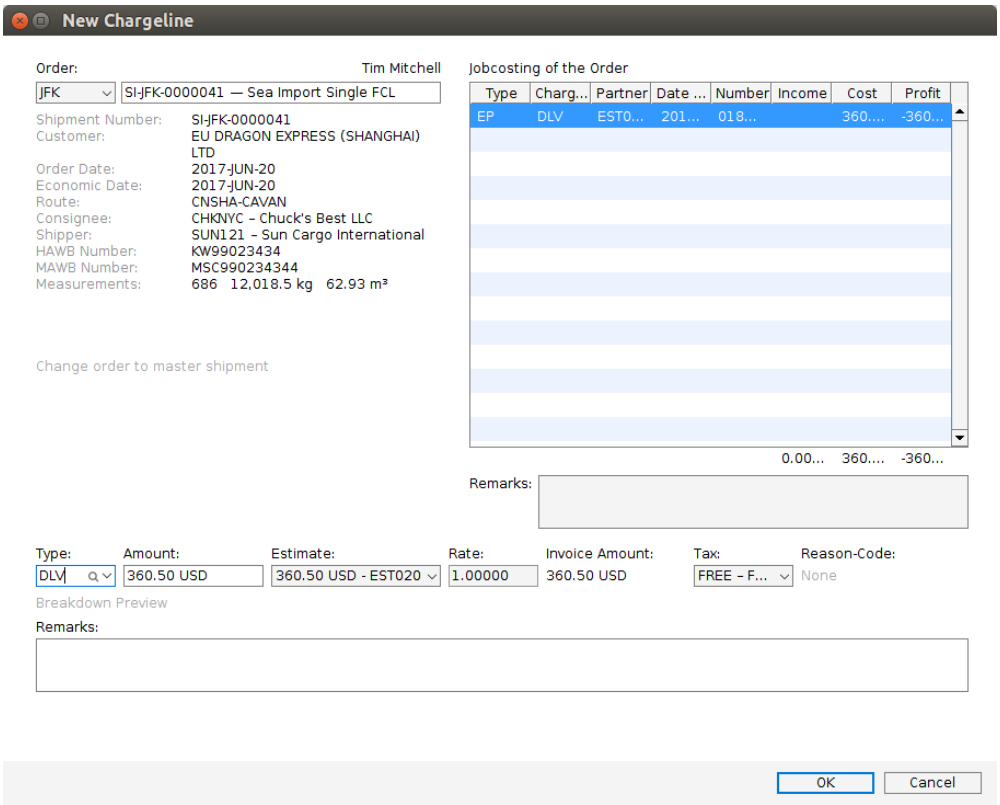
The Overview of account payable will appear:

1. From the menu bar choose New
2. Choose "Invoice" from the sub-menu



The incoming invoice application will appear. This is the same as shown above

When a new line is added to an incoming invoice, the "New Chargeline" application appears:



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The user can search for the shipment by entering the branch code and then typing the shipment number or some part of the shipment such as a partner name or address or vessel name etc.

Once the desired shipment is located, estimate payables on the shipment will appear in the right hand window called "Jobcosting of the Order". This provides easy reference to the estimates on the shipment.

When a charge type is entered in the "Type" field, if this matches an estimate in the shipment, the amount is automatically populated from the shipment. Adjust this amount as required.

When complete, click "OK" and proceed to the next charge line.

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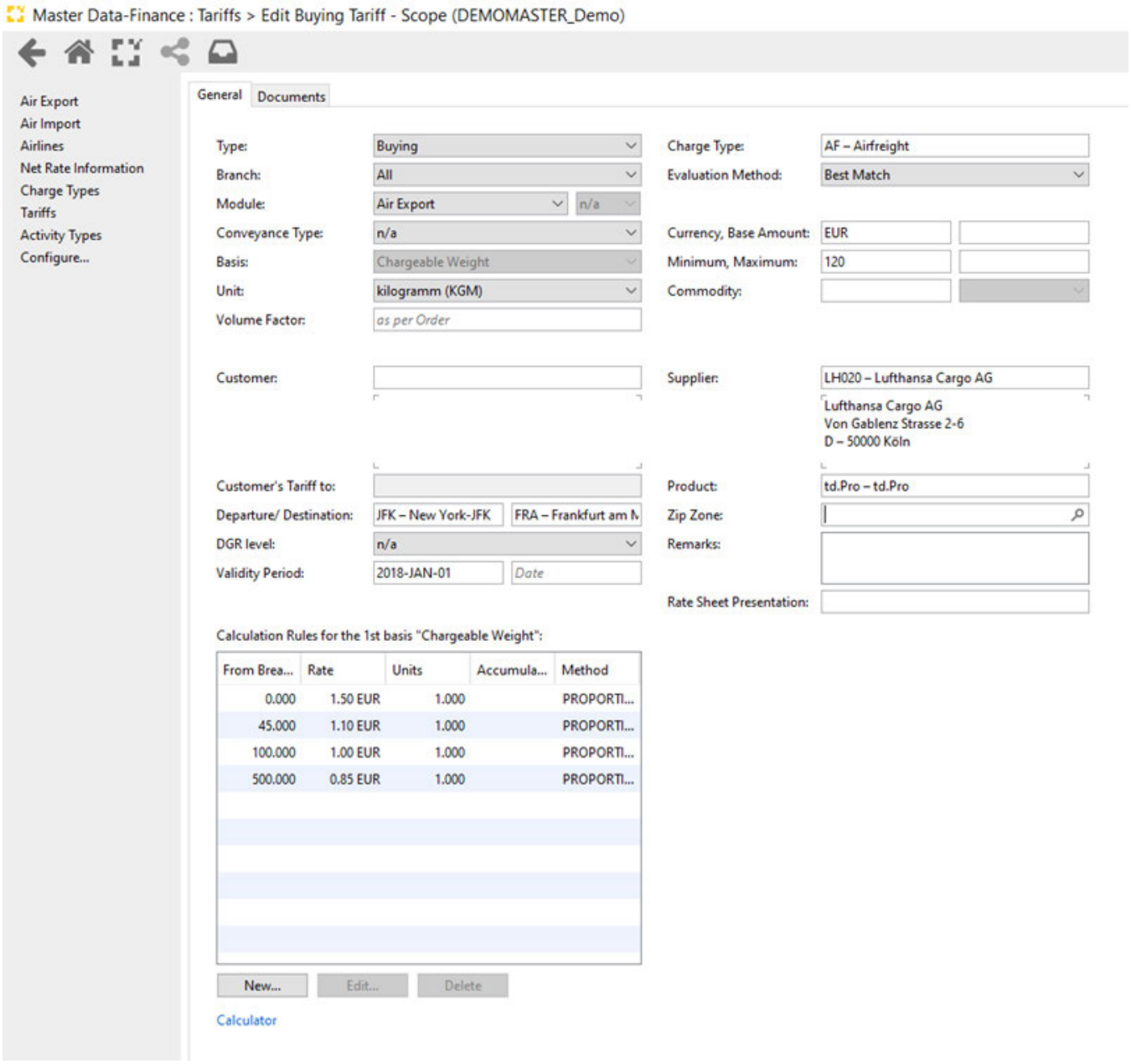
FAQ How-To set charge type/tariffs for different carriers for automatic calculation

You can set different kind of tariffs (buying / selling) for carriers/airlines at Tariff-Editor. To built up a new tariff you need to fill in different data like charge type (e.g. Airfreight – AF), basis (e.g. chargeable weight), supplier (e.g. LH020 / Lufthansa Cargo), destination/departure (e.g. from JFK to FRA) and calculation rules (e.g. z.B. +45 1,10 USD / +100 1,00 USD / +500 0,85 USD). Additionally you can add Minimum, Product, DGR-Level and Validity Period.



For automatic calculation you have to set an activity type at activity types maintenance application. You can choose a branch, order group (air export) and context (master, house, direct). Choose order type „*Main Carriage Air*“ and add your favorite charge type at “*income*” and/or “*cost*”-window.

Example: Choose Airfreight / Fuel Surcharge / Security Surcharge (general surcharges) and special surcharges of some supplier like airfreight surcharge, supplementary surcharge, period peak surcharge.

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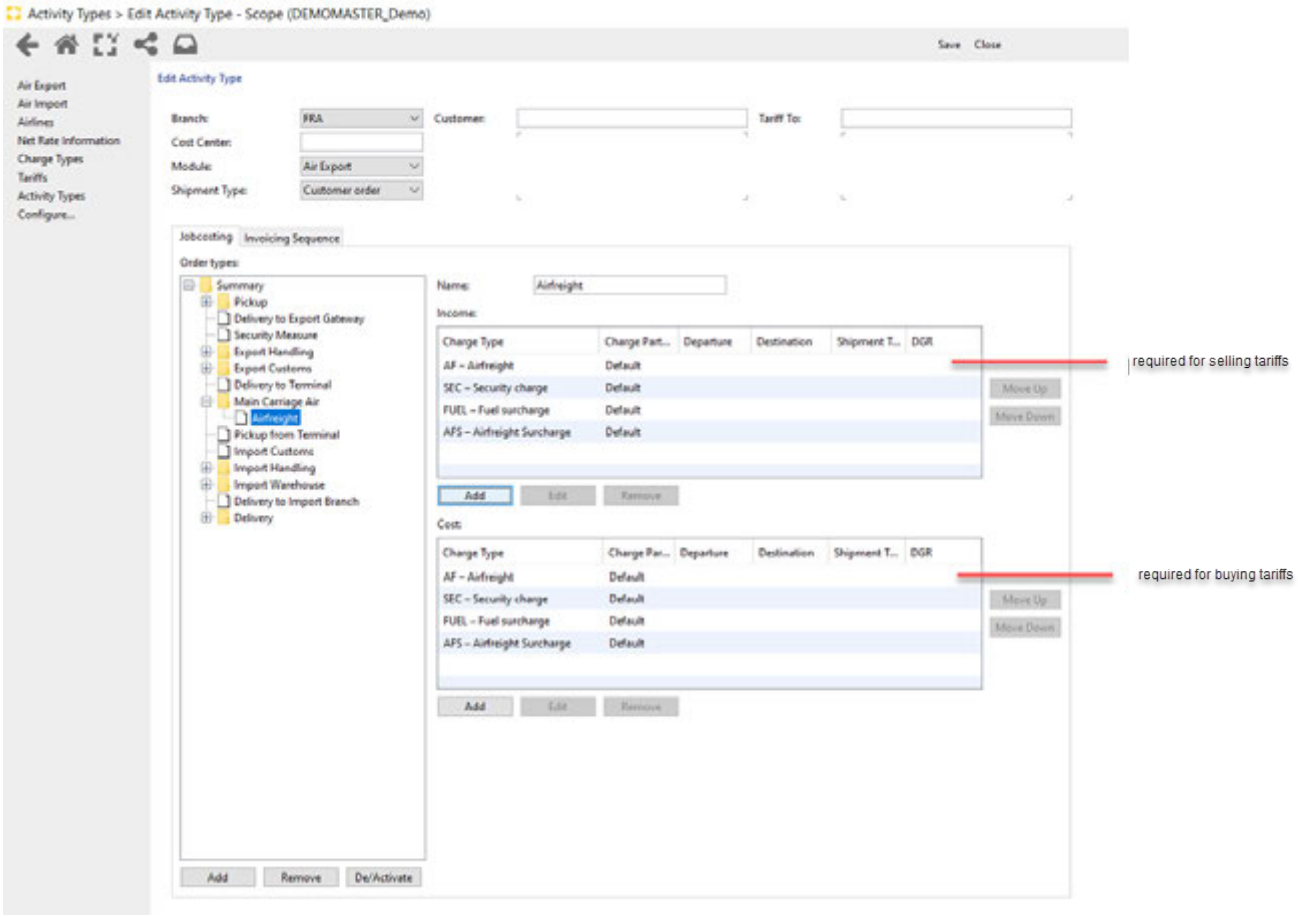

Above mentioned special surcharges could not be applicable for all carriers so you have to setup the charge type as well. Go to "*Charge Type Maintenance* " and choose your charge type. Now you choose "Skip booking lines without amounts" and Scope will use this charge type if there is tariff for it - otherwise the charge will not be chosen.

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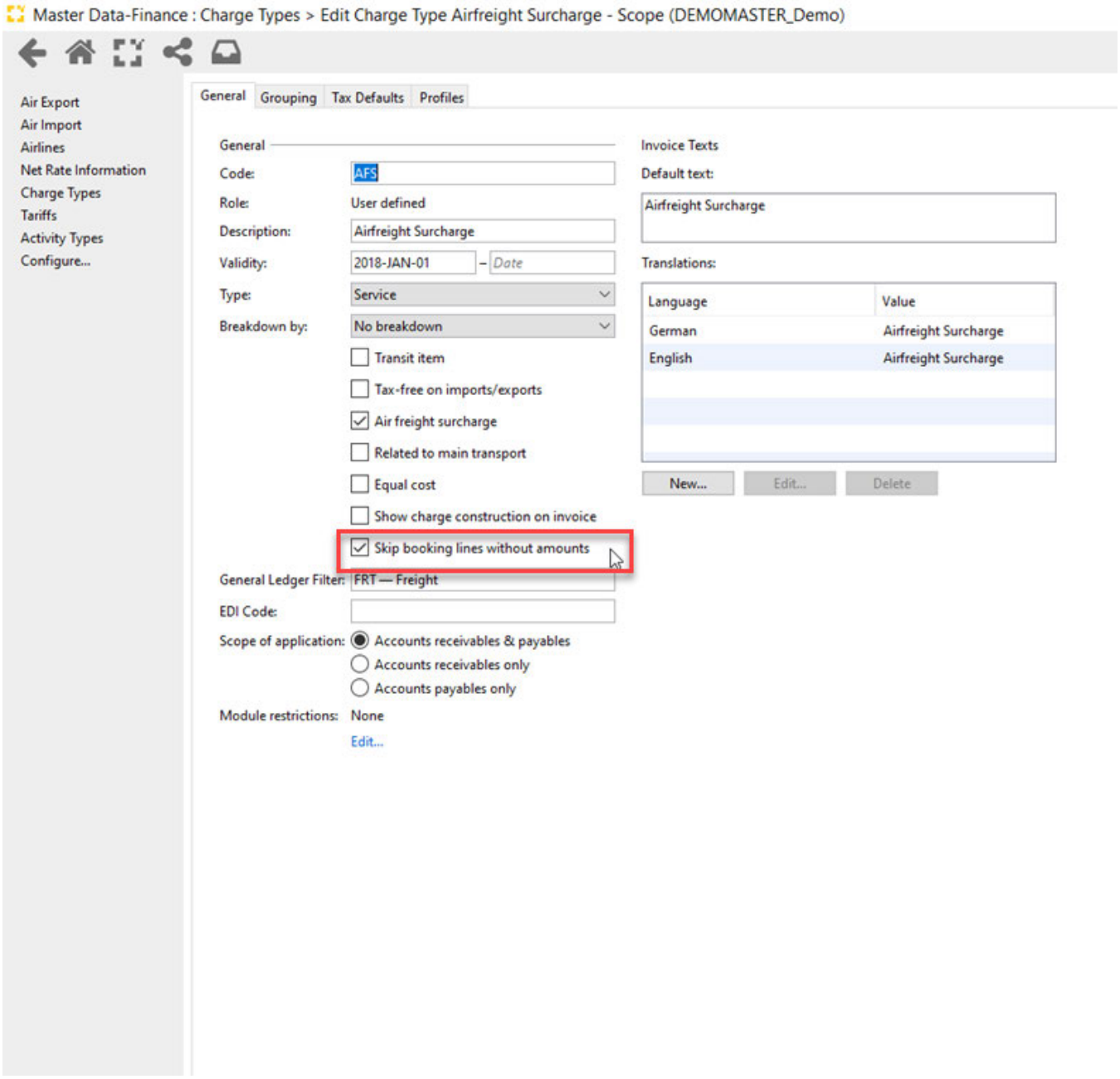

Example: Airfreight Surcharge (AFS) is only applicable by carrier LH020 and you have saved a tariff for AFS, for supplier AC014 AFS is not applicable. Go to your shipment file and choose tab "*Jobcosting*" and press „*calculate jobcosting*". If you have booked with carrier LH020 there will be mentioned charge type AFS with your individual tariff. If you have booked with AC014 there will be no AFS mentioned in the jobcosting. All other general surcharges will be mentioned as well.

If *Jobcosting* is not working, it could depends on the following adjustments:

- missing destination/departure (tab general)
- missing movement scope (tab general)
- supplier from your tariff and supplier in your shipment are not the same (tab general)
- missing product (tab general)
- validity of tariff is expired

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FAQ How-To setup a debtor for automatic email invoicing

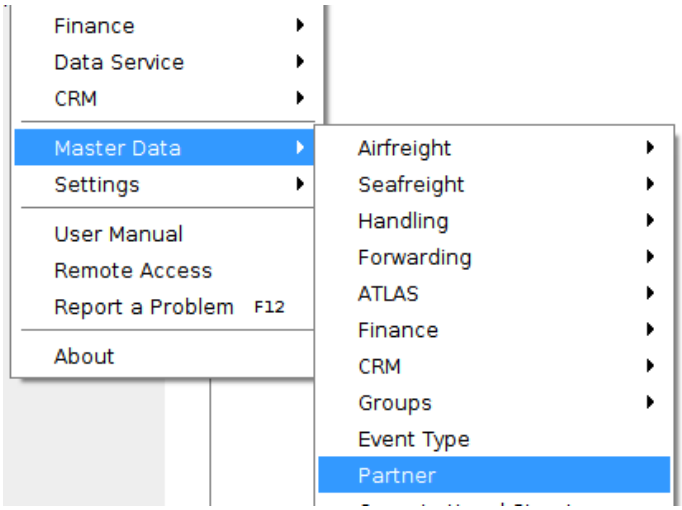
- Introduction
- Partner Maintenance - Contacts
- Partner Maintenance - Debtor role
- The Email and sending the Invoice

Introduction

This guide describes how any debtor can be setup to receive invoices via email. This means that when the "Print" button is selected in the invoice, the invoice will immediately be transmitted to the customer by email.

Partner Maintenance - Contacts

Find the partner who is to receive email invoices in partner maintenance:



Go to the "Contacts" tab of the partner and add the name and details of the contact at the debtor who will receive the invoices

- Be sure to enter an email address
- Be sure to check the box "Invoice recipient" for this contact

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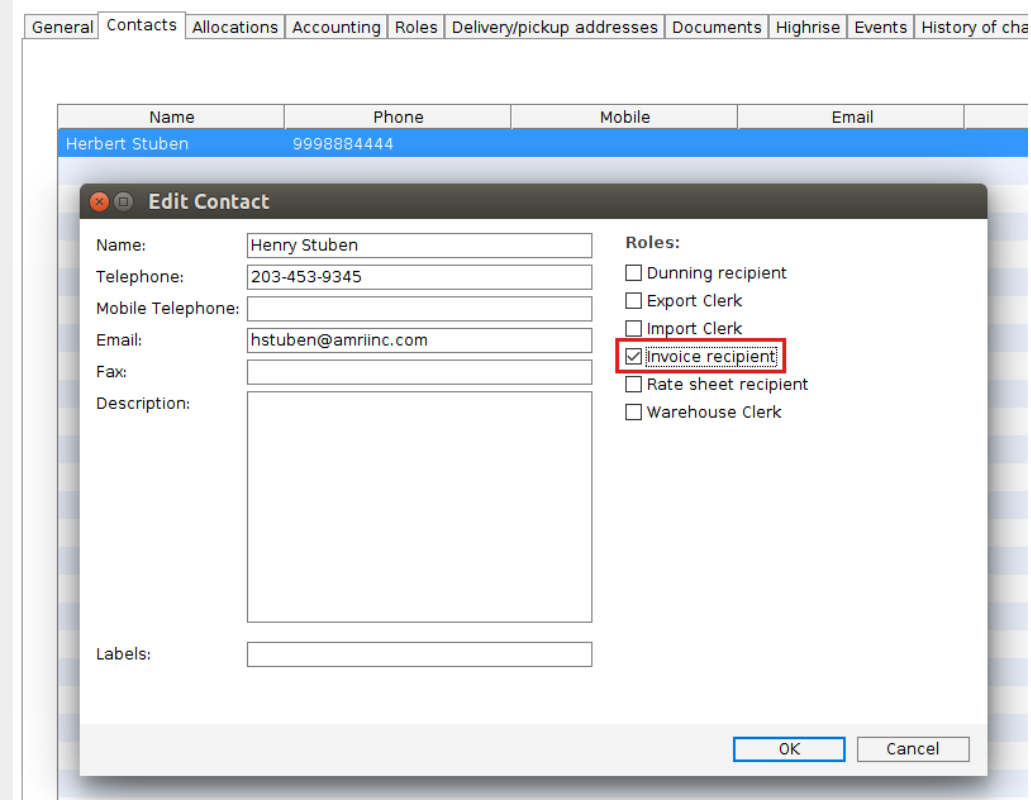

Partner Maintenance - Debtor role

Now go to the tab "Roles for the partner and click on the "Debtor" role and do the following

- In the debtor role check the box "Send via email" - The party/s created as invoice recipients in the contacts will appear.
- If you need to include additional documents, check the box "Attach additional documents"

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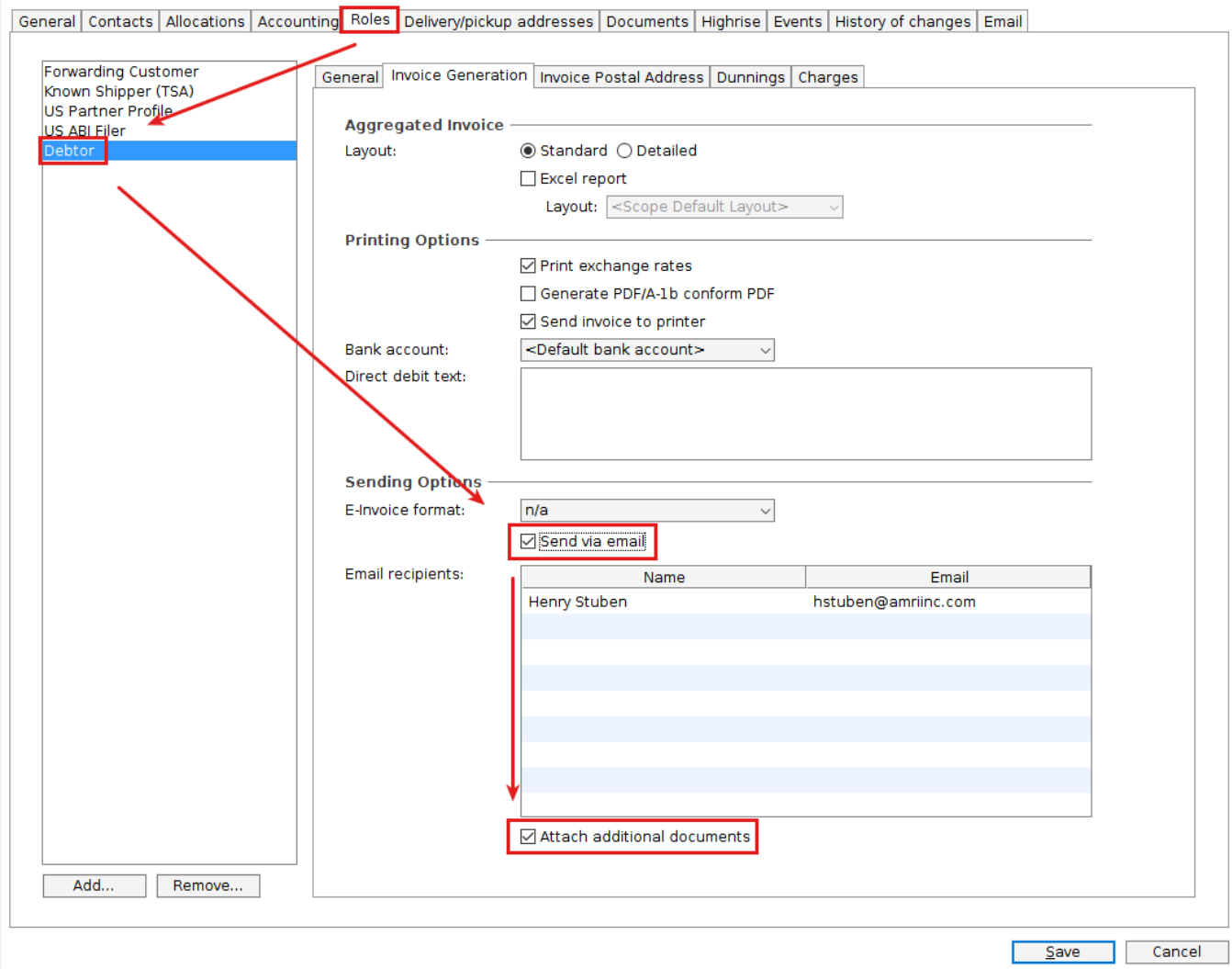

The Email and sending the Invoice

When invoices are created for this debtor, as soon as the "Print" button is selected, the invoice will be attached to an email and sent to the recipient specified in the contacts tab of the debtor.

If the "Attach additional documents" has been checked, a pop-up will appear prior to sending that will allow the desired documents to be selected and attached to the invoice.

The sent email will appear the the "Email" tab of the shipment.

The Subject line and the standard message in the body of the invoice can be customized. Contact your Riege Support Desk to have these details customized to your requirements.

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How-To Activity Types

Sea Imports

Activity types typically go in Import Handling or Main Carriage Sea

Air Imports

Activity types typically go in Import Handling

Air Export

Activity types typically go in Main Carriage Air

Sea Exports

Activity types typically go on Main Carriage Sea

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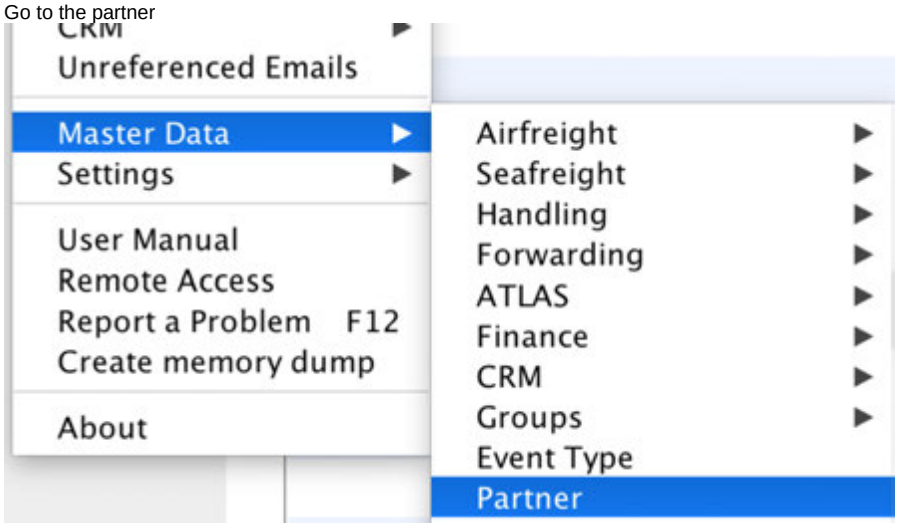
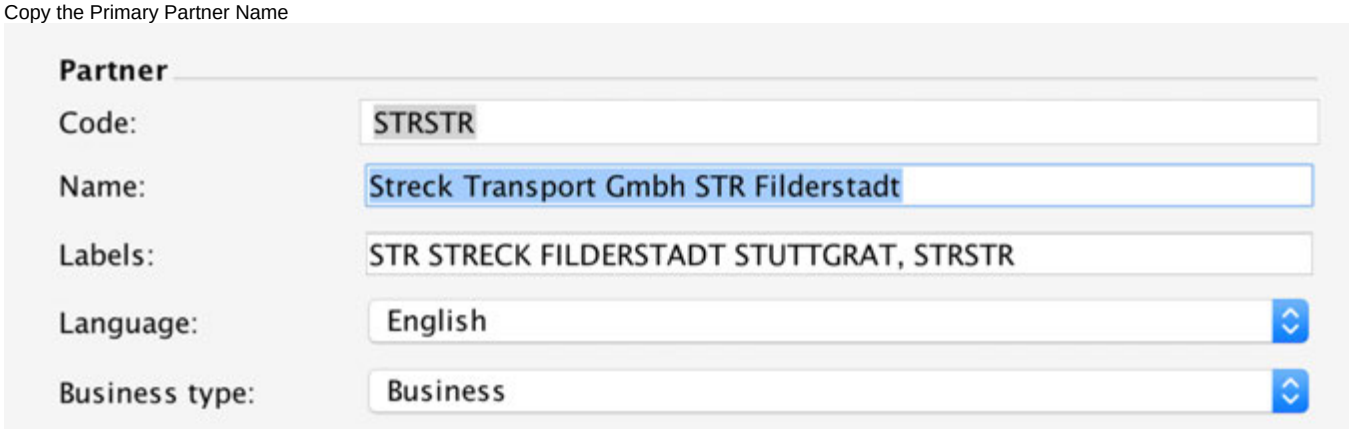
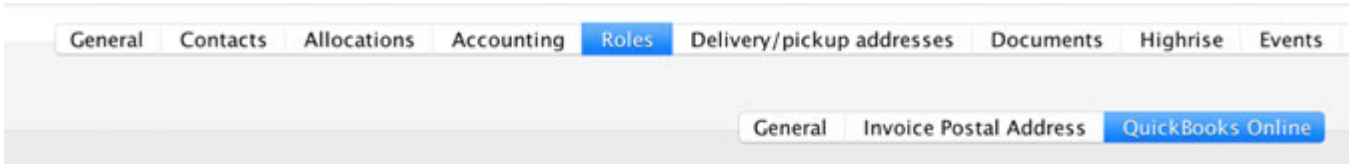
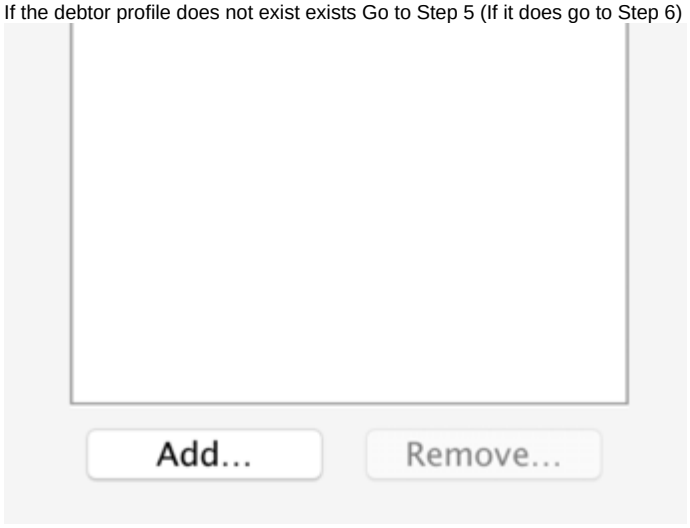
How-To Create a Customer in QBO from Scope

“How To” Create a Customer in QBO from Scope

1. Go to the partner
   a. 

2. Copy the Primary Partner Name
   a. 

3. Select Roles
   a. 

4. If the debtor profile does not exist exists Go to Step 5 (If it does go to Step 6)
   a. 

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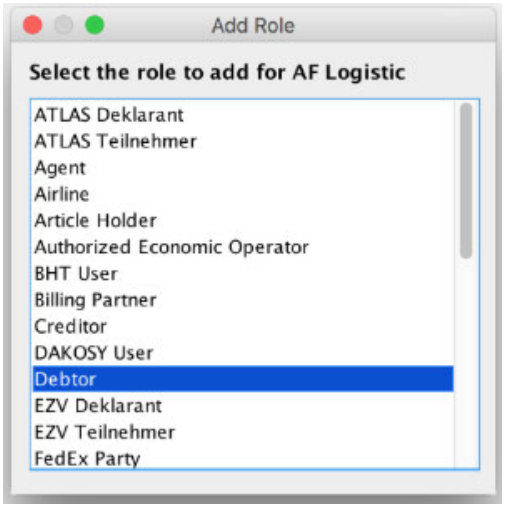
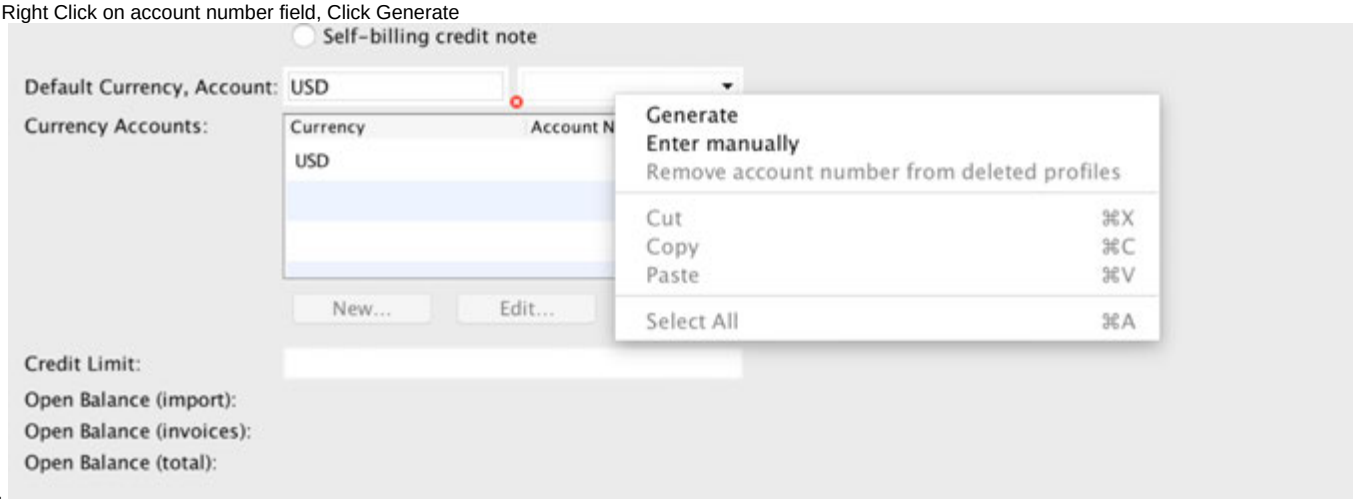
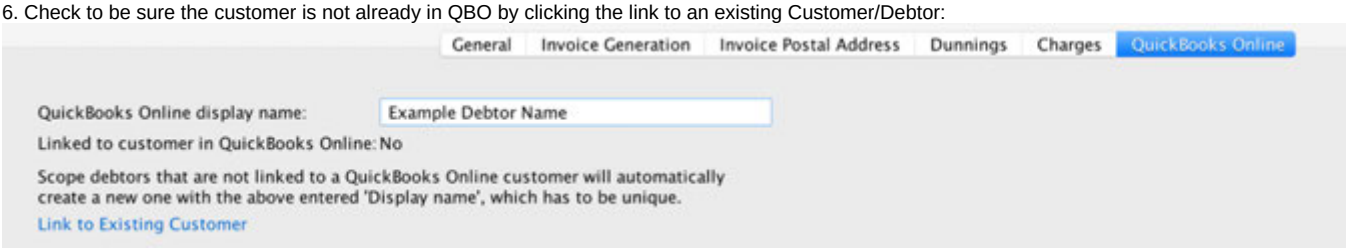
5. Select Add Role
a. Add Debtor then click OK



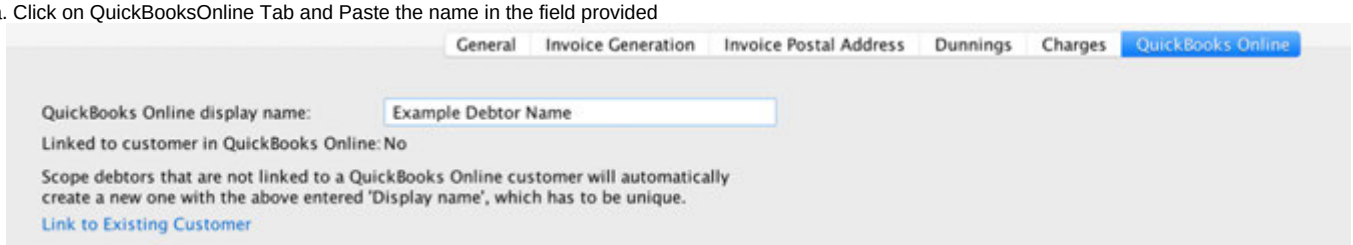
i.
b. Generate Account number
i. Right Click on account number field, Click Generate



1.
6. Check to be sure the customer is not already in QBO by clicking the link to an existing Customer/Debtor:



a. Click on QuickBooksOnline Tab and Paste the name in the field provided



i.
b. If a match exists and it is correct click save, if not continue to Step 7
c. Return to the Partner, Role, Debtor, Validate Link
d. Add the account number reference as a suffix to the name

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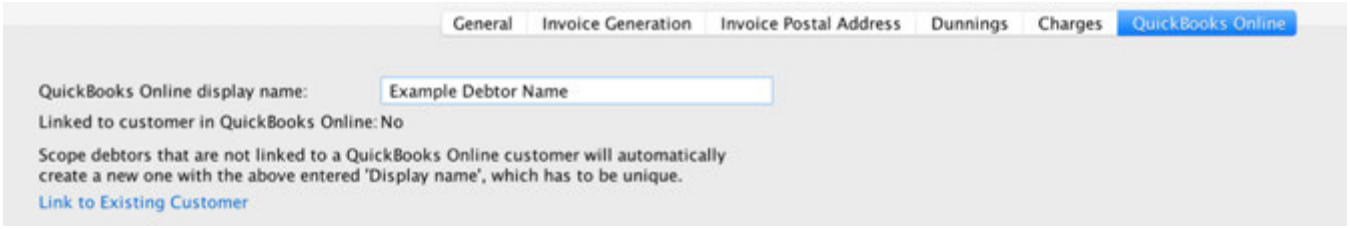
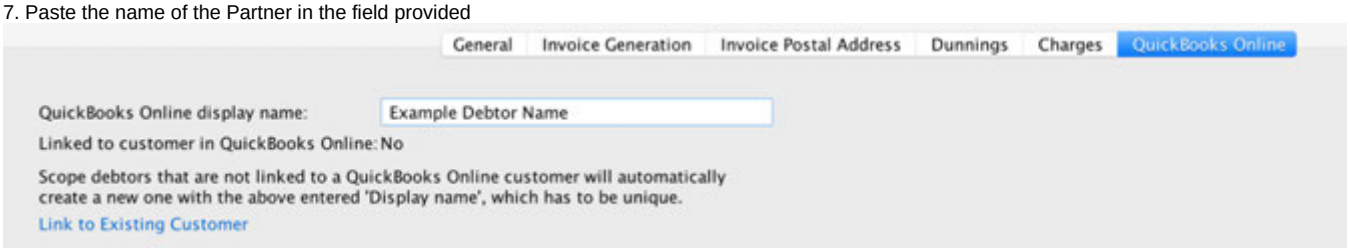


e. Done

7. Paste the name of the Partner in the field provided



a. add/type in the suffix (D/######) the ###### should be the account number generated in the debtor role

b. Click Save

8. Re-Select Partner, Select Roles, Go to QuickBooksOnline Tab, verify you see the link confirmation between Scope and QuickBooksOnline

9. After applying the link between the partners in Scope and QBO Online, if there is a transaction that as halted (AR/AP) Due to the partner not being linked, re-send it to QBO. Please see the “How To: Use the Accounting Appliance to ReSend Items to QBO”

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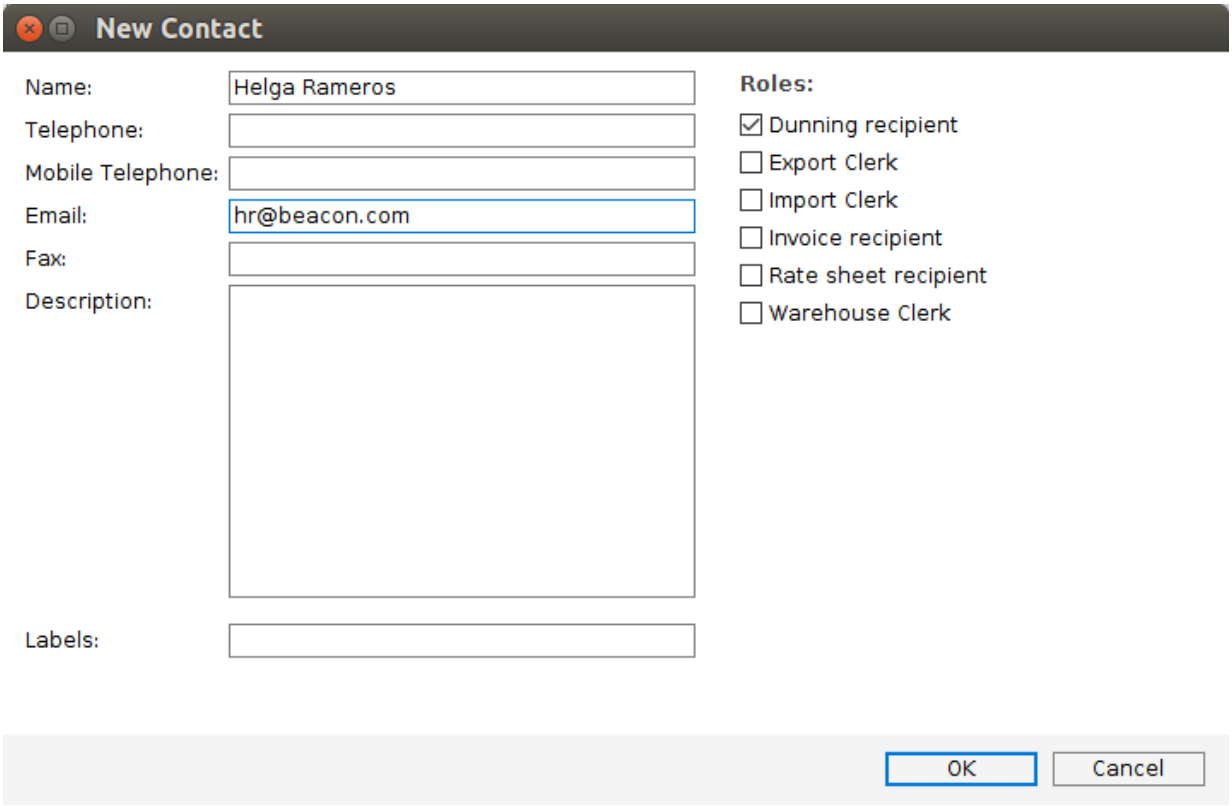
How-To Create Customer Statements and Dunning Statements

- Add a Contact with the role Dunning Recipient
- Open the Payments Module
- Select the Debtor
- Choose from the Statement options
- Viewing Statements and Dunning Statements

Add a Contact with the role Dunning Recipient

Before running a statement or dunning statement, open the partner who will receive the statement and make sure that in the "Contacts" tab that there is a contact entered who has the role "Dunning recipient" and a valid email.



Open the Payments Module

Navigate to the Payments (Invoices) Module and open it:

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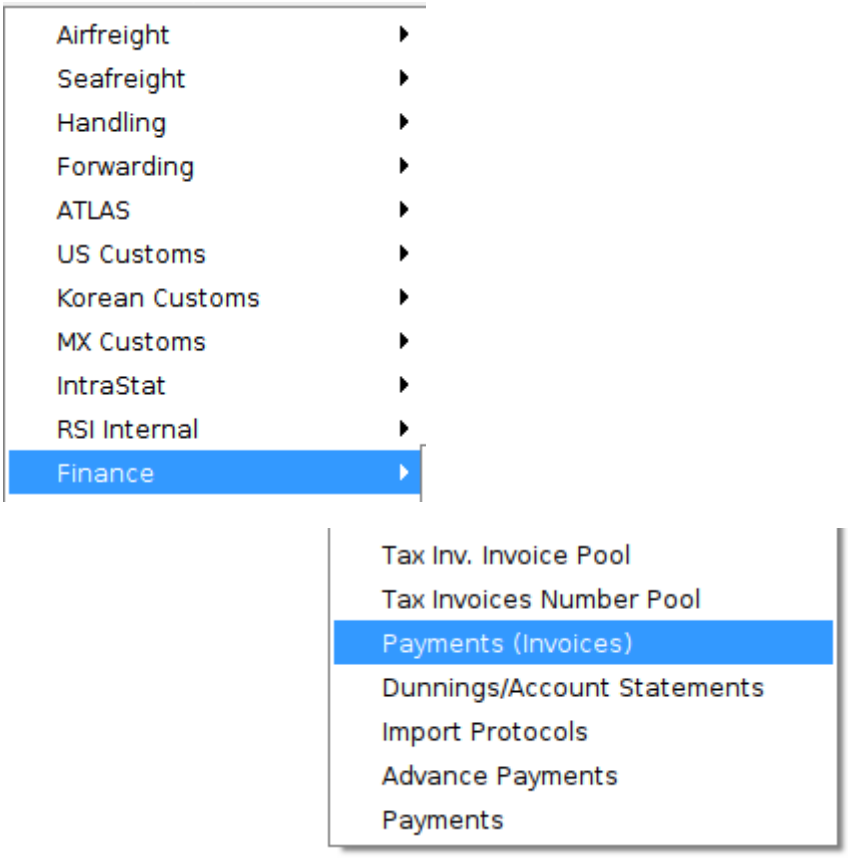
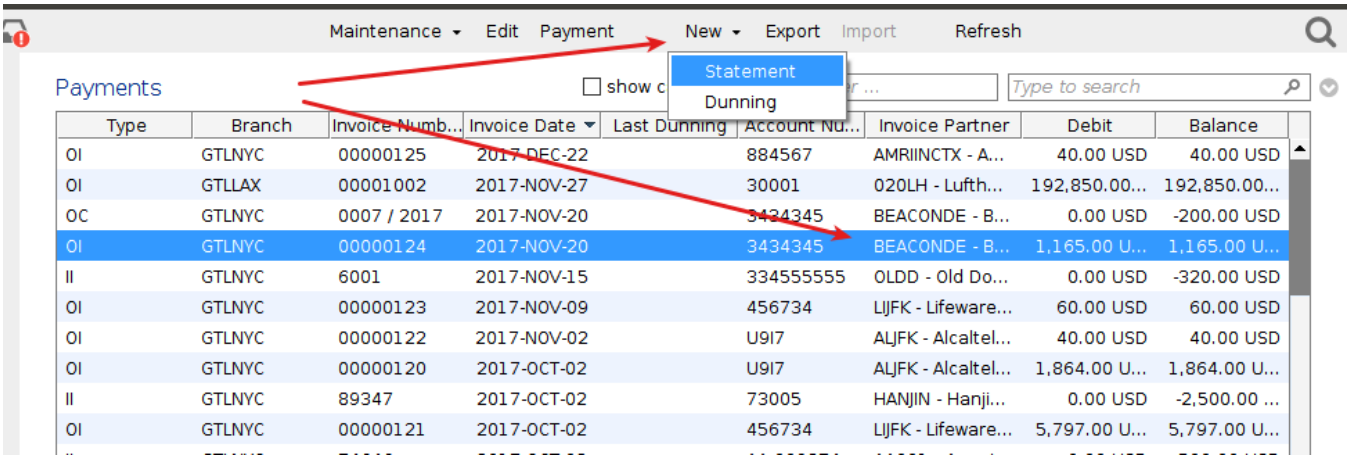


Select the Debtor

1. In the payments overview, select the debtor you wish to create a statement or dunnings statement for by highlighting them in the overview.
2. Next, click the button on the menu bar labeled "New".
3. Now, select either a "Statement" or a "Dunning"



Choose from the Statement options

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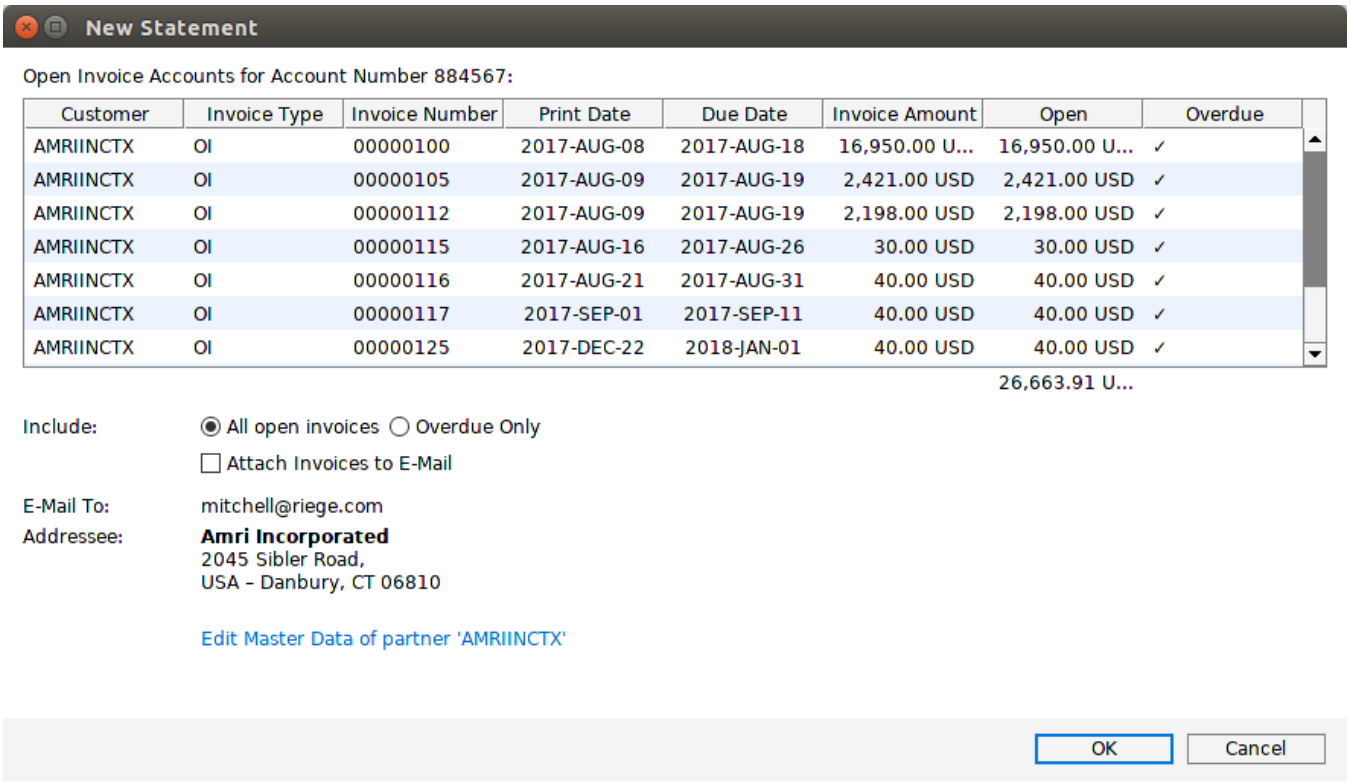
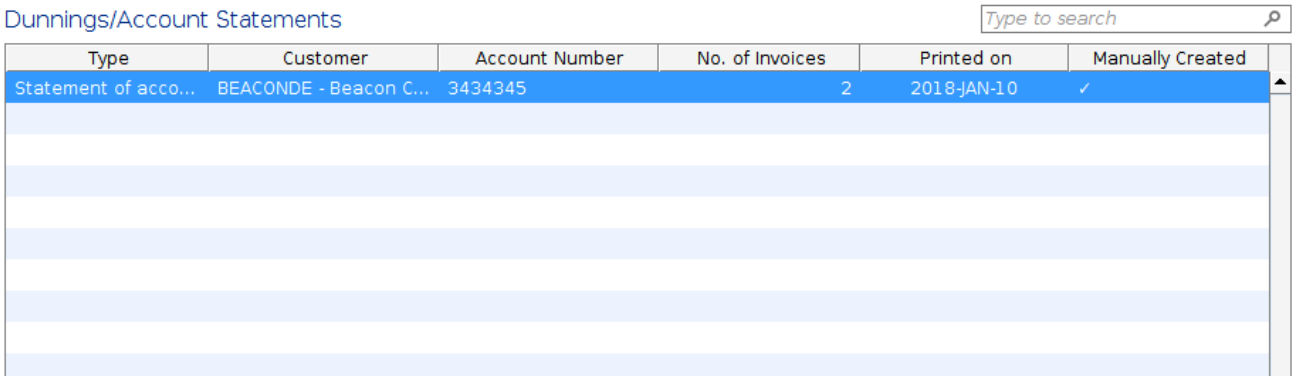


Click "OK" to generate the statement and this will be emailed to the contact listed in the first step above.

Viewing Statements and Dunning Statements

In the "Finance" sub-menu, open the module "Dunnings/Account Statements"

This will show an overview of all statements produced by the above process:



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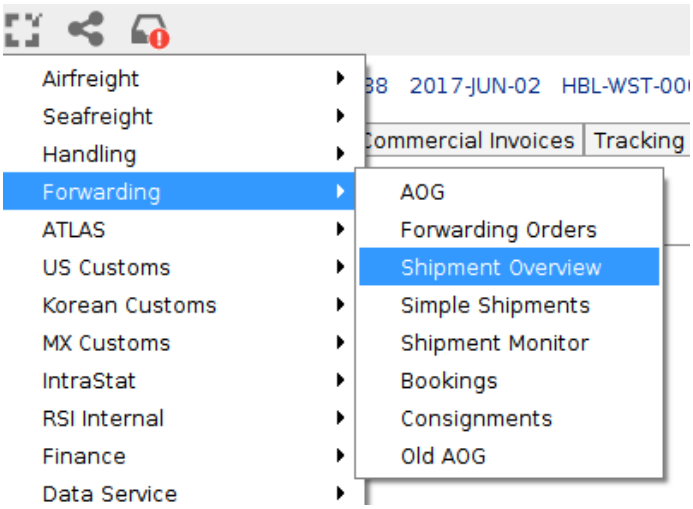
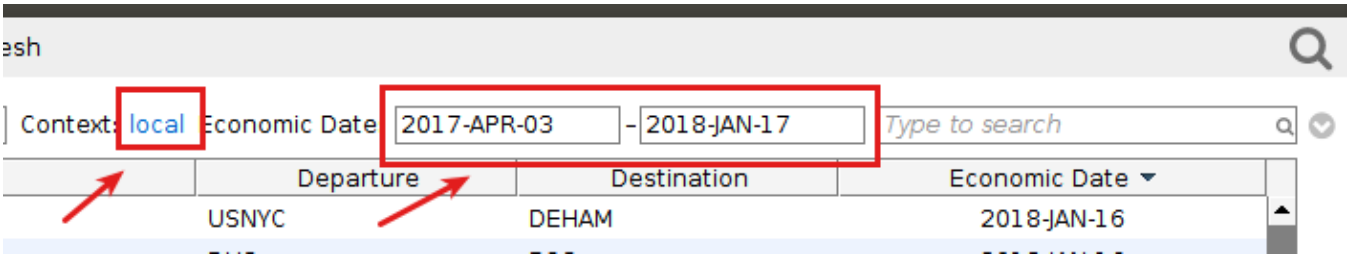
How-To do a customer turnover report in Scope

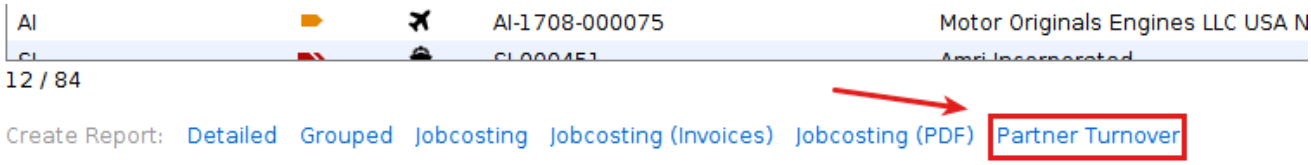
Navigate to the shipment overview



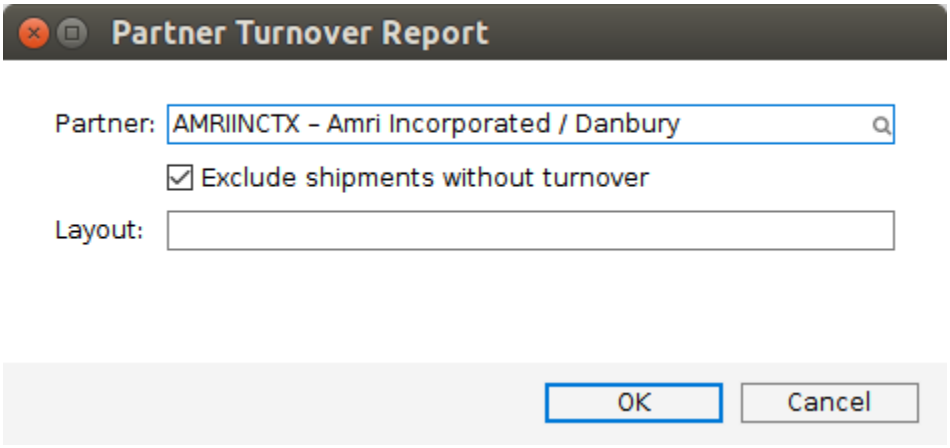
In the Shipment overview chooses the branches you want to include (context) and the date range



Now, at the bottom of the screen, choose the report "Partner Turnover"



A pop-up window will appear. Enter the partner whose turnover you would like to report on



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You can design a layout for the partner use the layout tool. If you do not have a layout, leave this field blank and the standard report will be used.

Click "OK" and the report will be generated as a spreadsheet.

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How-To use AP Imports

- What is AP Imports ?
- Creating a layout for the vendors spreadsheet
  - Navigating to the Accounts Payable Layouts
  - Creating a new layout
    - General tab - General section
    - Data columns
    - Additional parsing information
    - Reference columns
  - Charges tab
- Importing vendor's payables from a spreadsheet
  - Navigating to AP Imports
  - Importing a CSV file

What is AP Imports ?

Normally when a vendor submits an invoice for a service, a user will have to manually enter the invoice into Scope to convert any estimated payments from the vendor into final payments. Entering vendors costs is critical for accurate job-costing, establishing the total profit on the job and keeping track of vendors charges. However, manually entering vendors invoicing is time consuming. This manual entry of vendor invoices can be avoided if the vendor can supply his charges in spreadsheet format as these can then be imported into Scope automatically applying the vendors charges to the correct shipments.

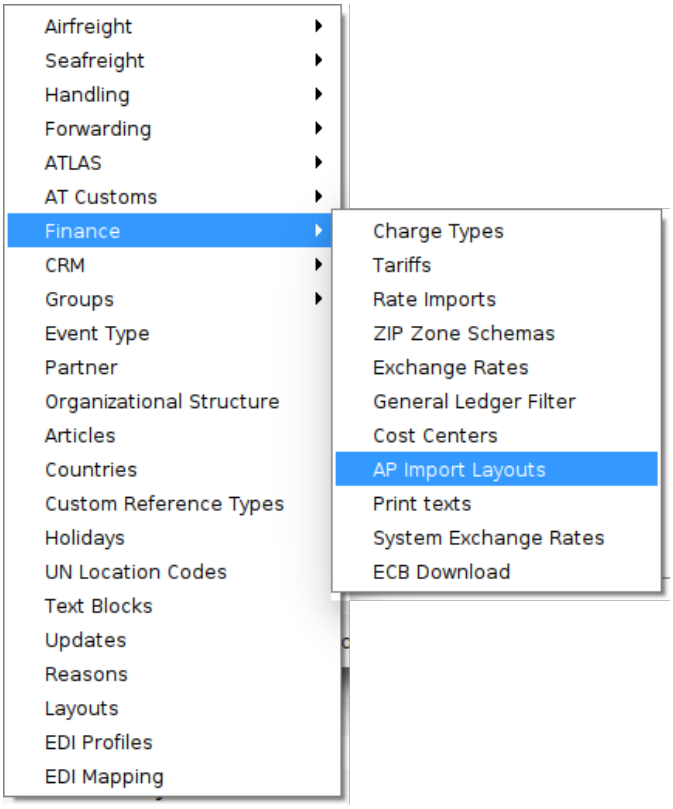
The AP Imports module is used to import charges provided by vendors in spreadsheets

Creating a layout for the vendors spreadsheet

In order to be able to import a vendor'd payables spreadsheet into Scope, a layout needs to be created in Scope that tells Scope what is in the vendors spreadsheet, for example Scope will need to know which column has the shipment number to which the cost applies, Scope will also need to know which column in the spreadsheet has the cost of the service provided by the vendor. These details and more and stored in the a vendor's layout and these are created in the "Accounts Payable Layouts"

Navigating to the Accounts Payable Layouts

From the main Scope menu choose "Master Data" and in this menu choose "Finance", then in the Finance sub-menu choose "AP Import Layouts"



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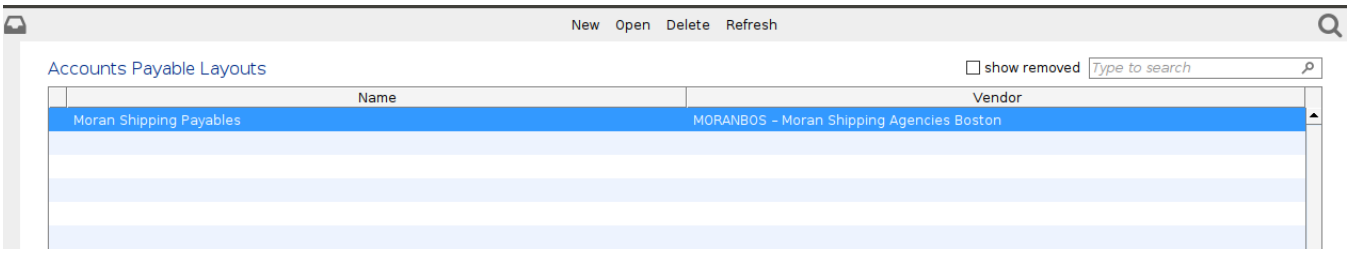
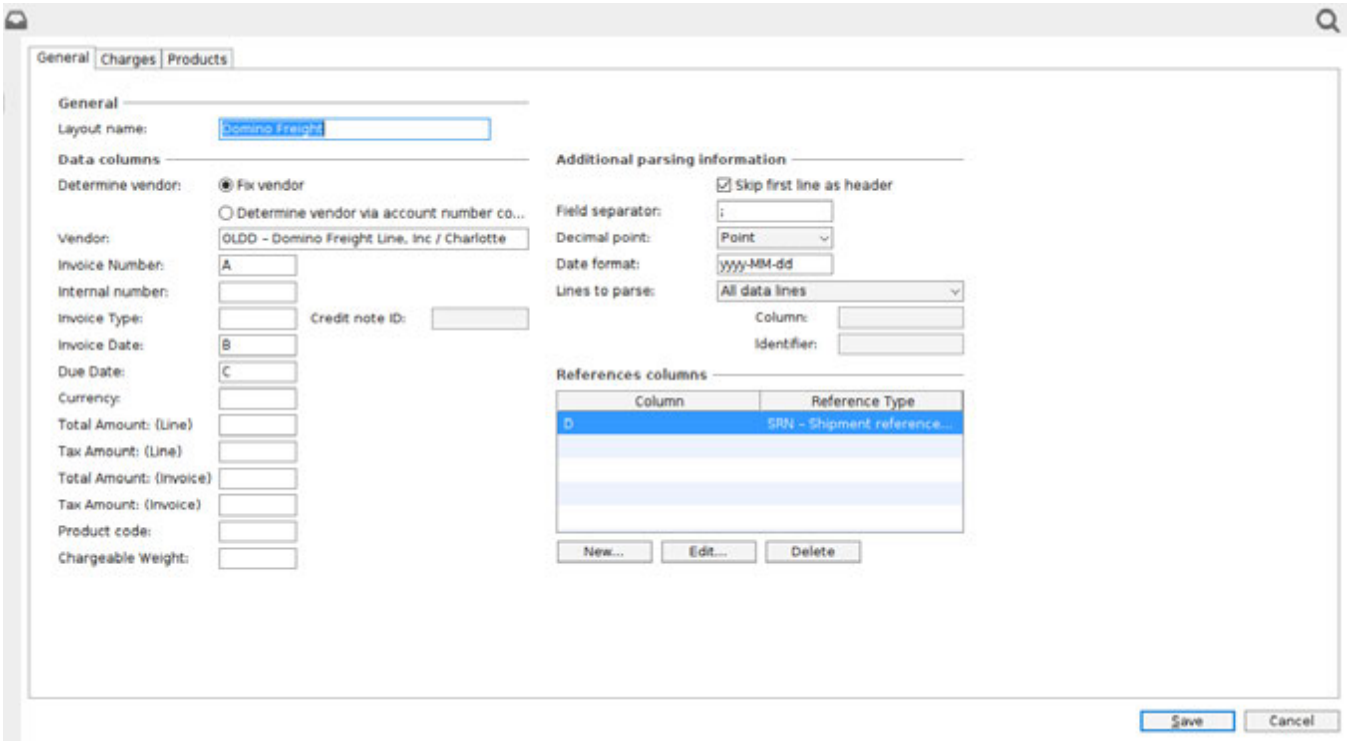
The overview of Accounts Payable Layouts will show any exist layouts



Creating a new layout

From the toolbar at the top of the overview select the "New" option



In the example above, a basic layout has been created with the following elements:

General tab - General section

- **Layout name** - if there are many vendor layouts we need to give this new layout a name that helps us to easily identify it when we need to use it, so this one is called "Domino Freight" because it is used for payables received from the vendor called "Domino Freight"

Data columns

- **Determine vendor** - here we have the option to use a fixed vendor. The option "Determine vendor via account number column" means the vendor's spreadsheet contains their account number and this can be used to identify the vendor. In this example, since this layout will only be used when we know the vendor is "Domino Freight" they are a fixed vendor and their partner details are entered in the "Vendor" field
- **Vendor** - since this is a layout for a fixed vendor, the partner details are stored in the vendor field
- **Invoice number** - We have put "A" in this field which means that column "A" of the spreadsheet will container the vendors invoice number
- **Invoice type** - If credit notes will be imported, their values should not be negative, but it needs to be specified by a value in a column in the input file that it concerns a credit note. The value of this code is be provided in the field Credit note ID.
- **Invoice date** - here we indicate that column B has the date of the vendor's invoice
- **Due date** - column C has the date the vendor's invoice is due

Additional parsing information

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- **Skip first line as header** - checking this box indicate the first line of the CSV to be imported will contain header information such as the titles of the each column and should therefore be skipped.
- **Field separator** - in CSV files, special characters are used to separate the fields. Here we indicate that in our CSV the semi-colon will be used to separate the fields
- **Decimal point** - a decimal point can be represented either by a point (period) or a comma. Choose the method found in the spreadsheet.
- **Date format** - check the way the vendor expresses dates in the CSV and input the same format in the "Date format" field so that the import routine can correctly process dates.
- **Lines to parse** - In a simple CSV file, it may be sufficient to parse (read) "All data lines". But it there is data that should be excluded, then the desired lines can be identified by choosing "Identify lines by column value". Alternatively, lines can be excluded by choosing "Skip lines by column value". If either of these latter options are chosen, the following field "Column" and "Identifier" are used to create the filter.

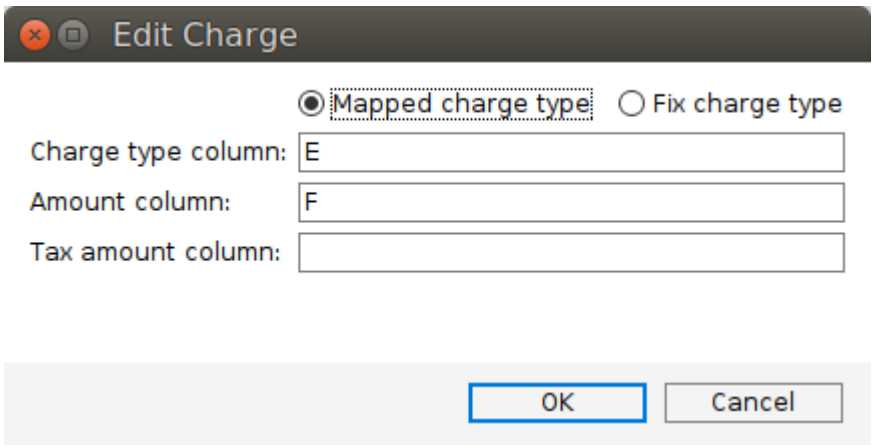
Reference columns

Shipments in Scope can contain an extensive list of references, for example; shipment numbers, purchase order numbers, suppliers references and many more. These references are critical in applying the incoming vendors charges to the correct shipment and therefore the "References columns" is used to identify which columns have the references that links a charge to the correct shipment. At a minimum the shipment number is provided to the vendor as the reference to use when billing for a service and therefore in the example the reference type "SRN" is used since this represents the shipment number. In the example it is also indicated that this reference is in column D.

Charges tab

Once the "General" tab of the layout is complete, the "Charges" tab must be completed. This tab is comprised of the "Charges" window and the "charges type mappings" window

- **Charges** - use the charges window to indicate which columns hold the charge type and the column holding the amount of the charge. Use the "New" button to insert these details. A charge editor appears when the charge details are entered



- **Charge type mappings** - There are two options. If the CSV file uses Scope charge codes, then no mapping is needed. It is more likely that the vendor has their own charge codes and these need to me mapped to the corresponding Scope charge code. In the example, the vendor's charge code "DTC" is the same charge and the Scope charge code "TRK". Similarly, the vendor's charge code "DHC" is the same charge and the Scope charge code "SP1".

below is a snippet of a CSV file that should be successfully imported by the above layout

	A	B	C	D	E	F	G	H	I
1	InvoiceNumber	InvoiceDate	DueDate	ShipmentNumber	ChargeCode	Net	Tax	Total	
2	47110815	2020-07-29	2020-08-29	AI-2005-000290	DTC	100	0	100	
3	47110815	2020-07-29	2020-08-29	AI-2005-000290	DHC	300	0	300	
4									
5									

Importing vendor's payables from a spreadsheet

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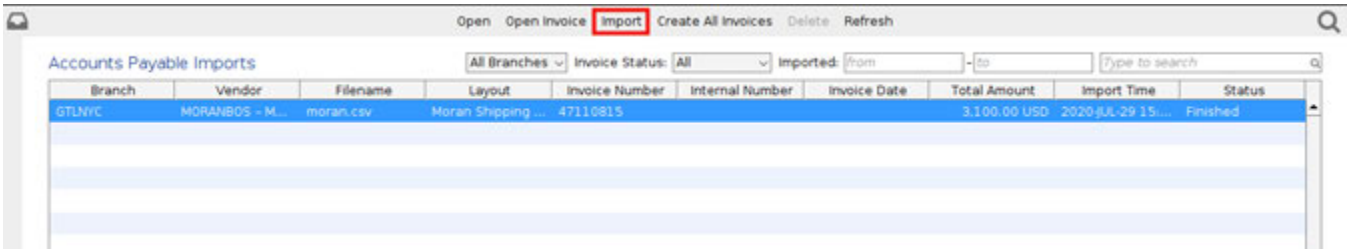
Once a layout has been defined that matches the spreadsheet provided by the vendor, a spreadsheet from the vendor can be imported into Scope to automatically update shipments with the vendors charges and convert any estimates charges to full payables.

Navigating to AP Imports

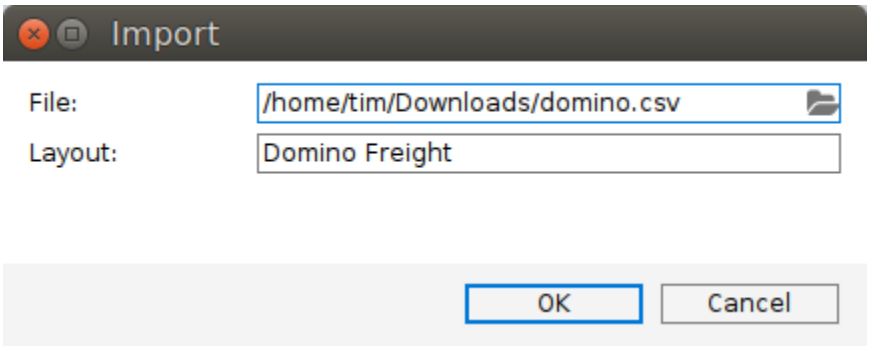
From the main Scope menu choose "Finance" and in the "Finance" sub-menu choose "AP Imports". This will present a view of all AP imports in progress or completed. The tool bar at the top of the overview shows the actions that can be taken in the module

Importing a CSV file

From the tool bar at the top of AP Imports, choose "Import"



An "Import" dialogue will appear



- **File** - use the file field to select the directory and CSV file on the local computer that is to be imported
- **Layout** - In the layout field find the layout that has been created which correctly maps the CSV file that is going to be imported

Click "OK" when ready

If the CSV file can be parsed by Scope, a pre-invoice view will appear. This can be used to check all the details that will be imported into Scope and any adjustments can be made

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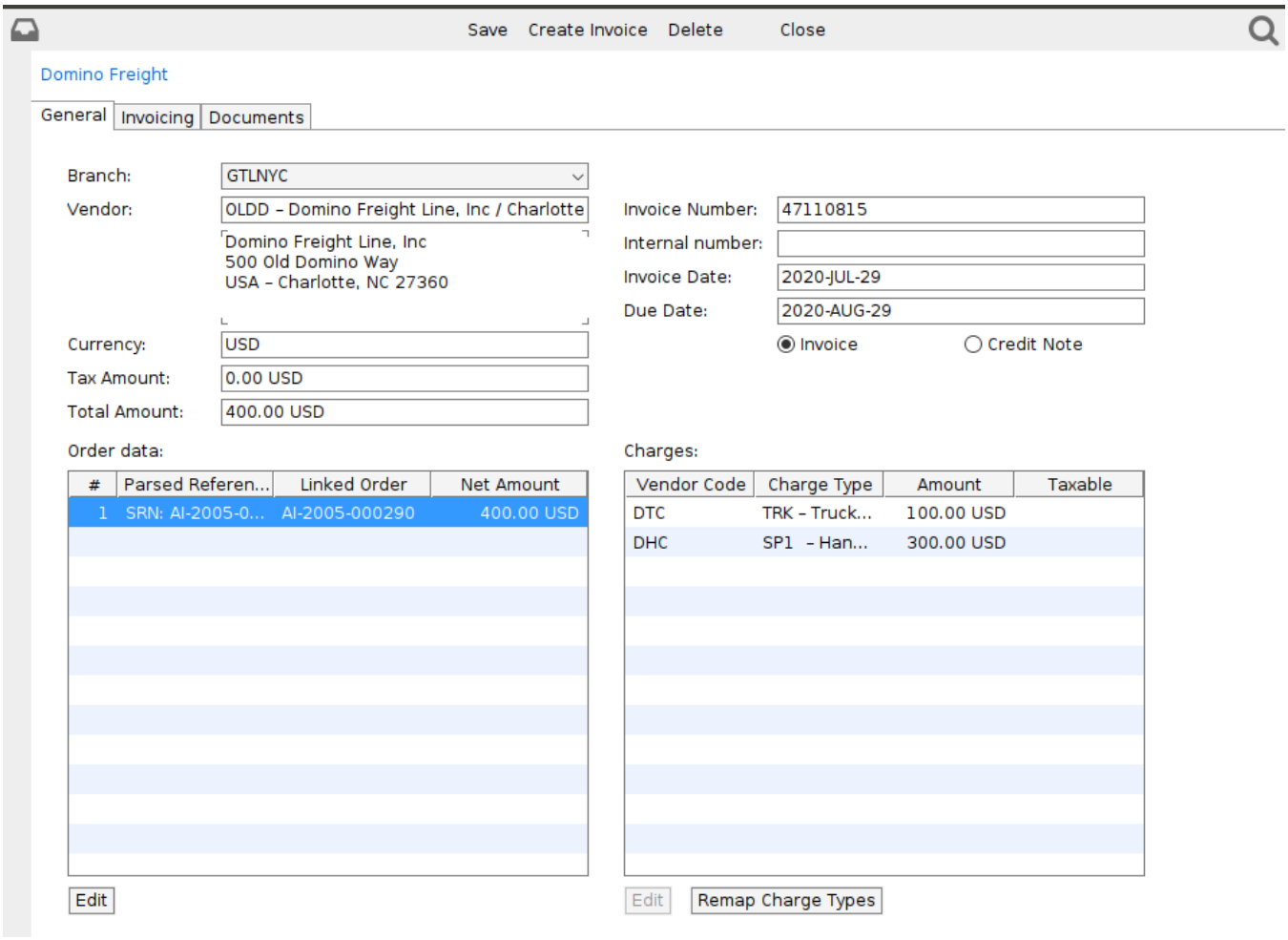

When all the details are correct, use the "Create Invoice" option on the tool bar at the top.

The standard "Incoming Invoice" will appear, use this to complete and "Finish" the incoming invoice from the vendor. You can use the button Toggle View to show the amount of the related estimate, if a related estimated was found. This allows you to compare the amount estimated with the amount of the invoice.

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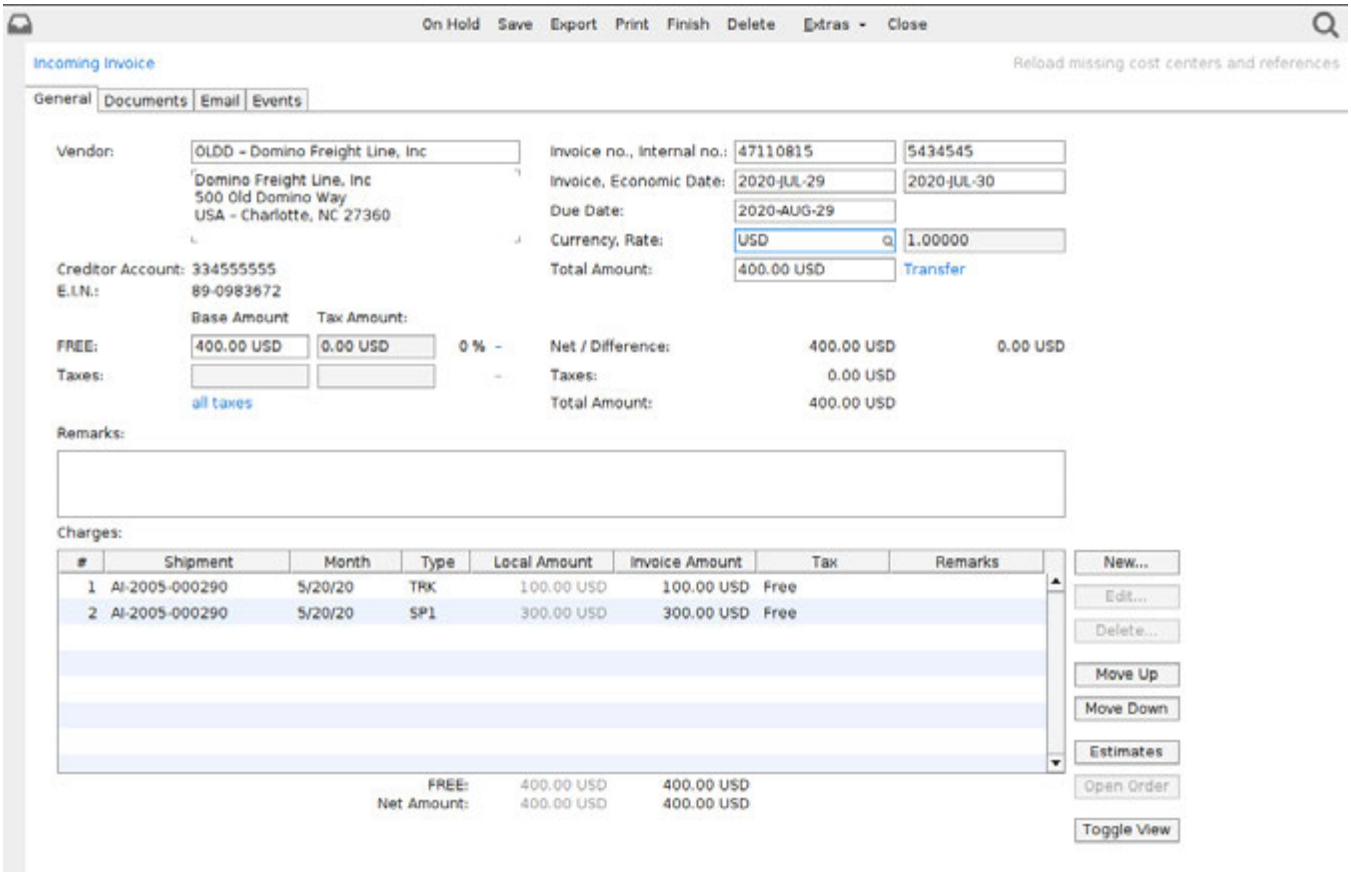

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How-to use the Credit Limit

- Applying a Credit Limit to a Debtor
- An example of the Credit Limit check blocking a customer
- Unlocking a credit checked partner

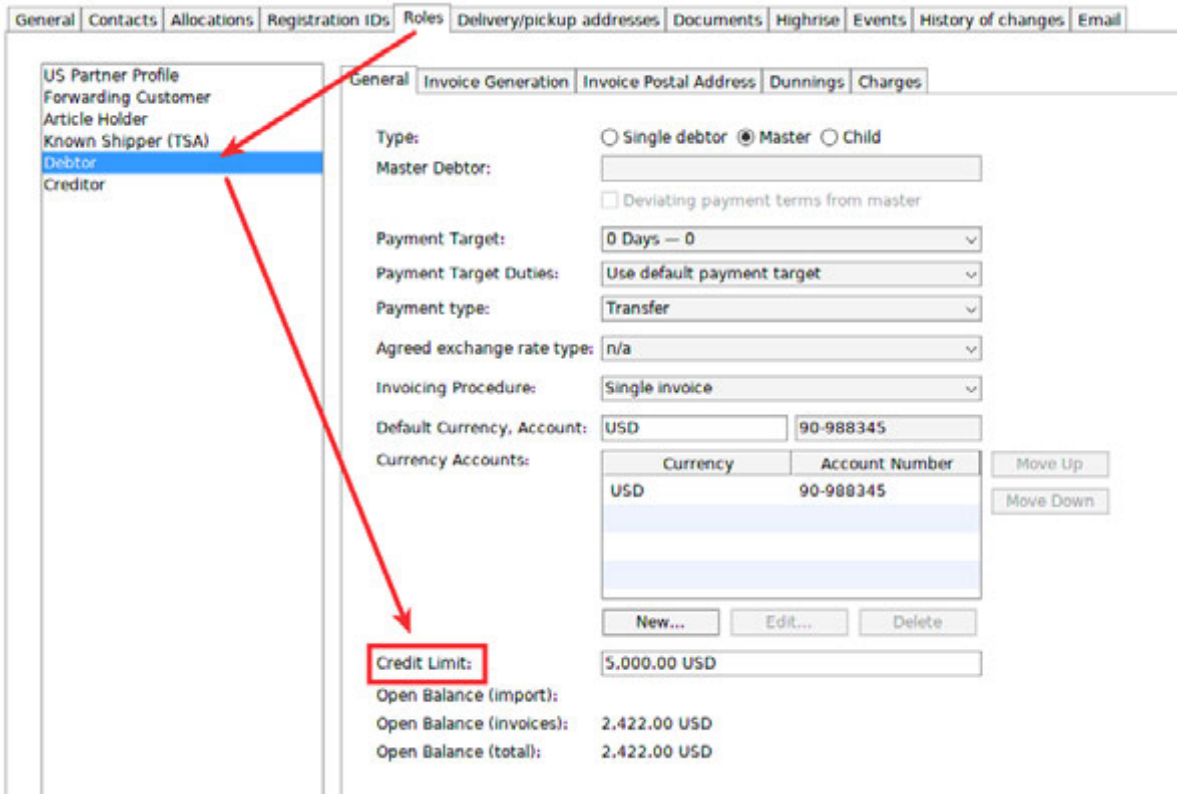
In Scope, a credit limit can be applied to each customer. When the customer exceeds their credit limit the user can be prevented from creating new shipments or new invoices for the customer.

If you would like this feature to be available on your Scope system, ask your system administrator to activate it.

Applying a Credit Limit to a Debtor

Once the Credit Limit feature is active, the credit limit for a customer is stored in the customer's "Debtor" role.

- Open the customer in partner maintenance
- Go to the role "Debtor"
- In the "Debtor" role, on the main tab "General" you will see the field "Credit Limit".

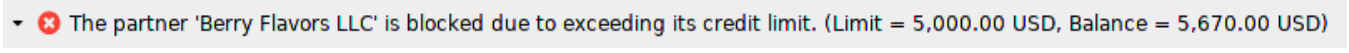


In the field "Credit Limit" enter the amount of credit you will extend to the customer.

Note the "Open Balance" details below the "Credit Limit" field, these show the unpaid balances still owed by the customer. These figures will be considered when determining the current total amount of credit available to the customer.

An example of the Credit Limit check blocking a customer

In the example below, the customer "Berry Flavors LLC" are blocked from use in a new shipment and we see the error:



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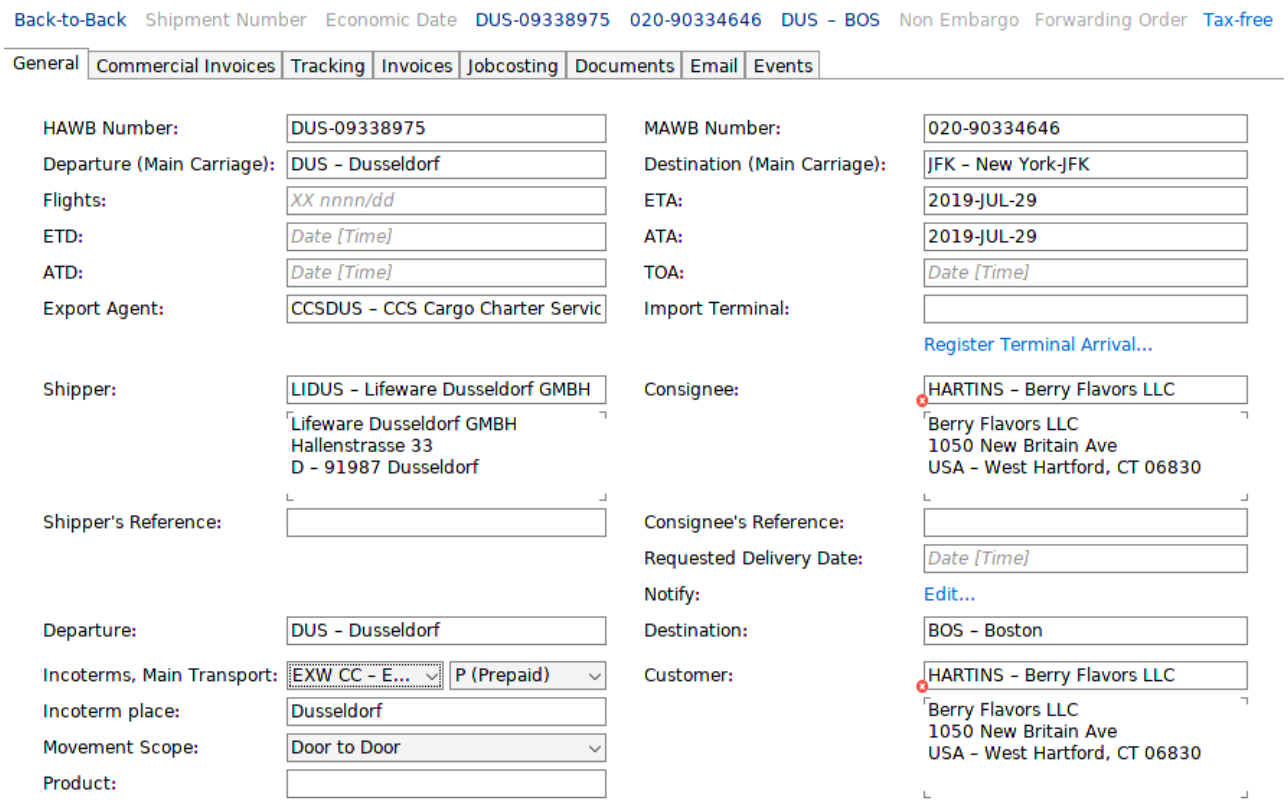

Unlocking a credit checked partner

When a partner is blocked from use in new shipments there are 2 options

1. A user with authority may adjust the partners credit limit and increase the amount of credit allowed
2. A user with authority may over-ride the credit check, create a shipment and issue and invoice despite the customer exceeding their credit check.

Give your system administrator a list of users who may change the permitted credit amount and a list of users who may over-ride the credit check

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How-to use ZIP Zones

- Navigate to Zip Zones
- Creating a Zip Zone Schema
  - Creating ZIP Zones within a schema
  - Editing ZIP codes
- Applying ZIP Zones to tariffs
- Using a ZIP Zone based tariff within an Invoice

Often a charge such as a delivery charge is billed based on the ZIP code of the delivery address. The delivery tariff for ZIP codes that are in close proximity to one another may be the same and therefore these ZIP codes can all be grouped together in a single ZIP zone. When billing is done, Scope can use these ZIP zones to automatically calculate the correct charges for a service that is based on the ZIP code of the pickup or delivery address.

This How-To explains how to create and use these ZIP zones.

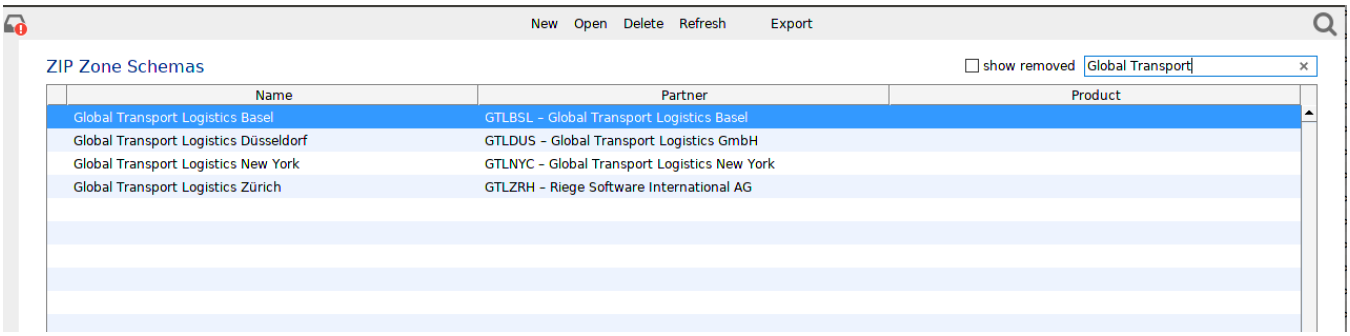
Navigate to Zip Zones

To open the Zip Zones module:

1. From the Scope menu, choose "Master Data"
2. In the "Master Data" menu, choose "Finance"
3. In the "Finance" menu, choose "Zip Zone Schemas"

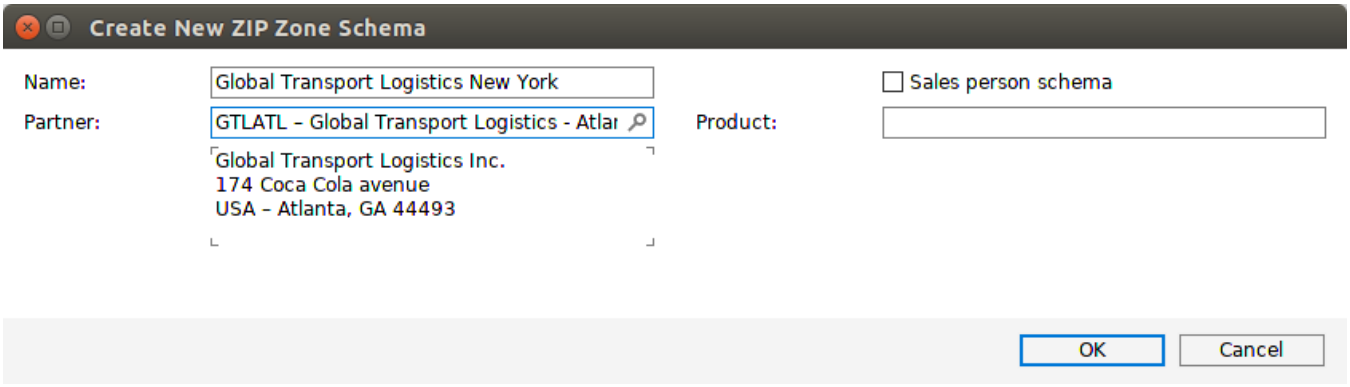
Creating a Zip Zone Schema

The Zip Zones module will show an overview of all existing Zip Zones



Click "New" on the tool bar at the top to make a new Zip Zone Schema

1. Give the new Zip Zone Schema a name
2. Apply the partner address of the branch where the Zip Zone Schema should apply
3. Click "OK"



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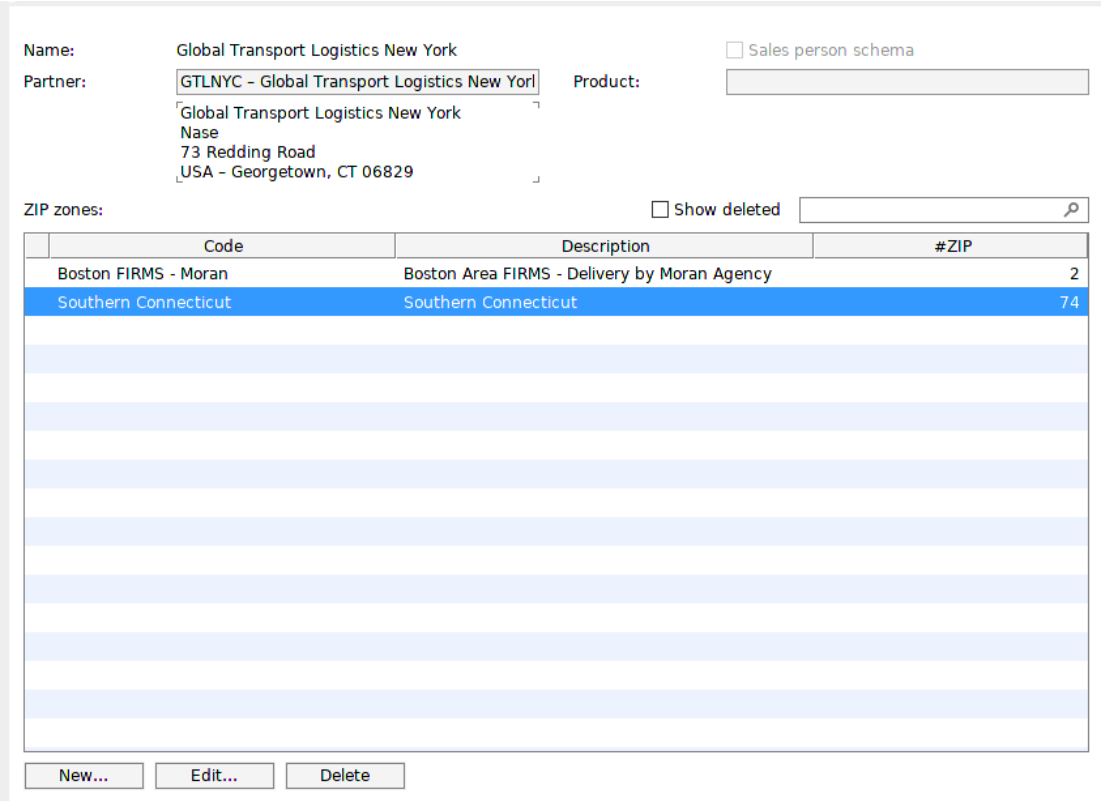
Creating ZIP Zones within a schema

Now that the ZIP Zone Schema is created for the branch, the actual ZIP zones can be created.

1. Open a ZIP Zone Schema
2. Any existing ZIP Zones will be shown
3. Add a new ZIP Zone by clicking "New" at the bottom of the list of ZIP Zones

In the example below the ZIP Zone schema for the branch GTLNYC is shown and so far there are 2 ZIP Zones for this branch:

- **Boston FIRMS - Moran**: These are ZIP Zones used when a vendor called "Moran Agency" delivers to some Boston FIRMS facilities.
- **Southern Connecticut**: These are ZIP Zones for the Southern Connecticut area



When making a new ZIP Zone:

- Give the ZIP Zone a meaningful code name
- Use the description to add a fuller description of the ZIP Zone
- Click "New" to a single ZIP code to the Zone
- Click "Enter Range" to enter a start ZIP code and an end ZIP code to automatically generate a range of ZIP codes to be included in the Zone.
- A range of ZIP codes can also be imported from a spreadsheet by clicking "Import"

Editing ZIP codes

When new ZIP codes are added, each must have

1. The country where the ZIP is located
2. The ZIP Code
3. A description of the ZIP Code

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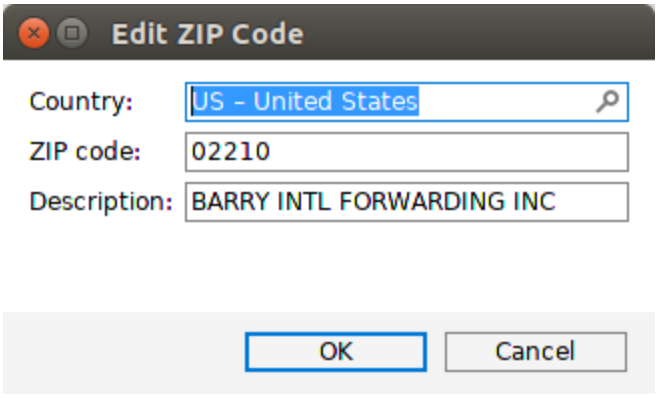


Applying ZIP Zones to tariffs

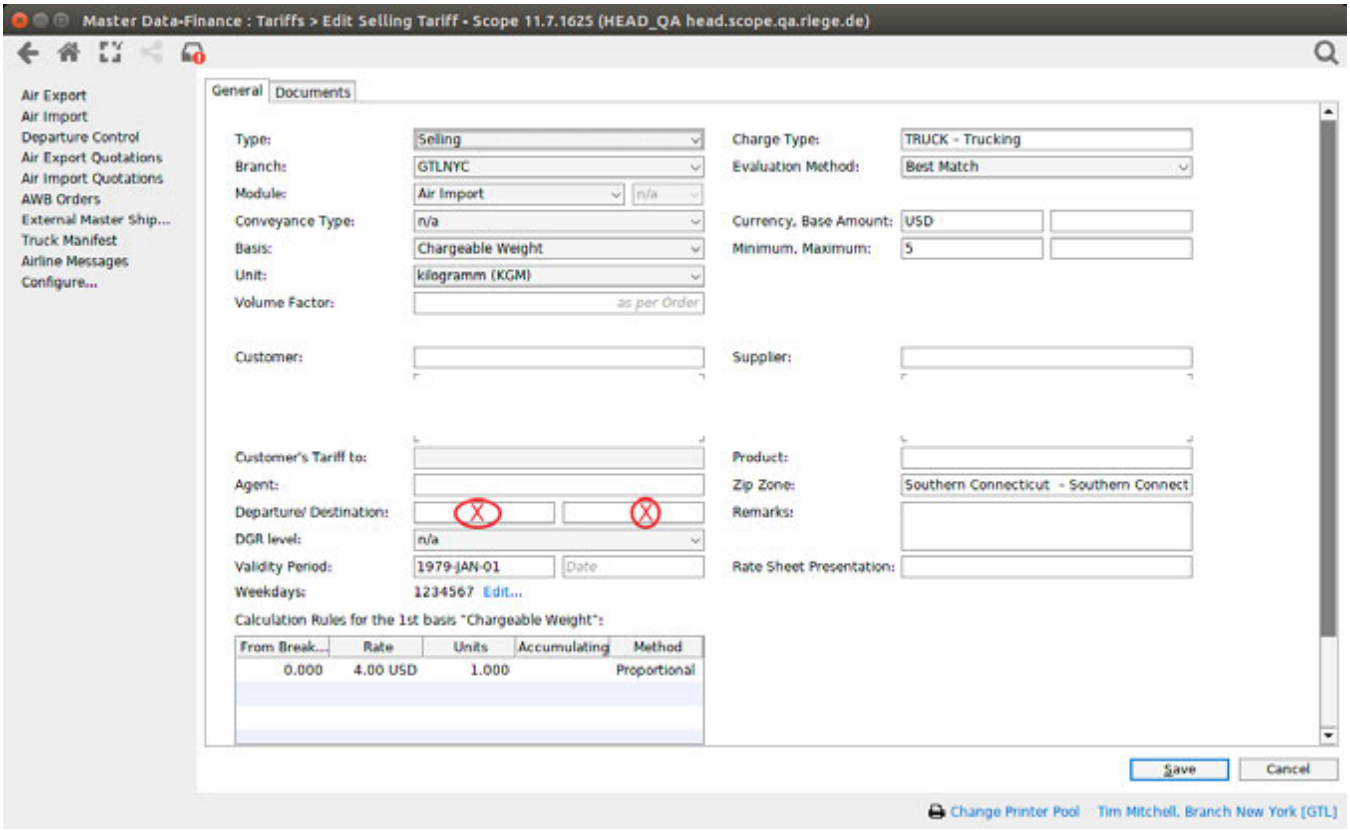
Once ZIP Zones have been created, they can be used in tariffs to assist in the automatic calculation of charges on invoices.

Below is an example of a simple tariff using ZIP zones

The important points to note about this tariff

- **Type = Selling tariff** - it is also possible for ZIP Zones to be used in a buying tariff
- **Branch = GTLNYC** - a ZIP Zone is branch specific, therefore a single branch must be chosen for the tariff, it cannot apply to multiple branches.
- **Departure and Destination** - these must be left blank when using ZIP Zones, since the tariff will use the ZIP code to determine if the tariff is applicable
- **ZIP Zone = Southern Connecticut** - this tariff will be considered when invoicing for any shipment delivered to a ZIP code included in the range of Southern Connecticut ZIP codes.
- **Customer** - it would be possible to include a customer if the tariff is specific to a customer
- **Supplier** - it would be possible to include a supplier if the tariff is specific to a supplier. For example the supplier could be a trucker with whom rates for deliveries to Southern Connecticut ZIP codes are stored.

When the "Zip Zone" field shown in the screen below is active, it is possible to search existing ZIP Zones in order to select the correct one.



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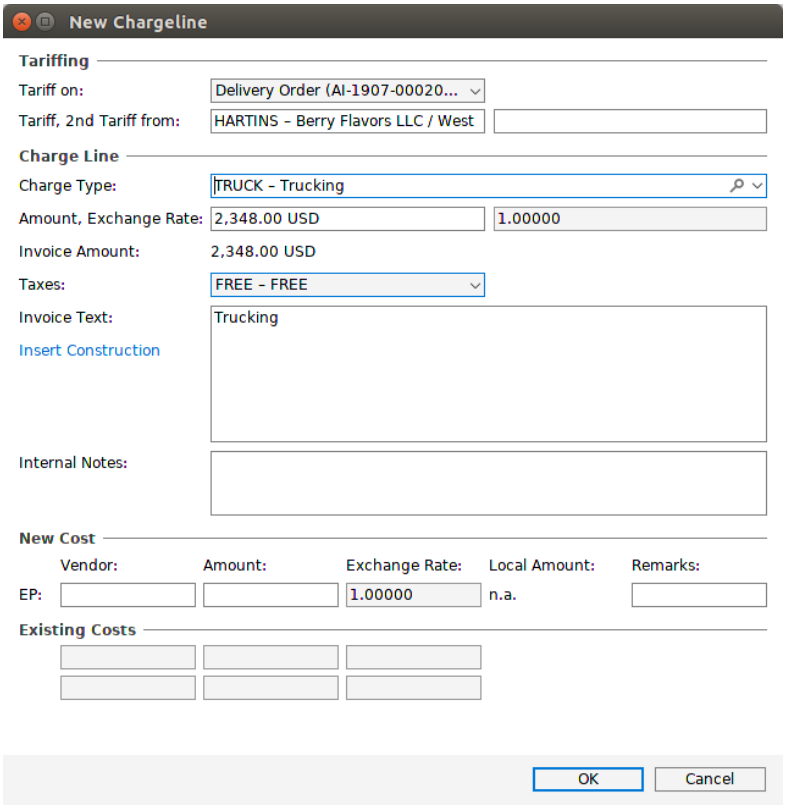
Using a ZIP Zone based tariff within an Invoice

Once the ZIP Zone tariff has been created, it can be used in an invoice.

Important points to ensure the tariff is found:

- Since ZIP Zones are generally applied to delivery or pickup notes, the shipment for which the invoice is being created must have a delivery or pickup note created and the delivery or pickup address must have a ZIP code corresponding to a ZIP code in the tariff.
- When adding a charge line, you must specify the tariff is applied to either the Delivery or Pickup Order

The example below is for an air import shipment with a delivery note, therefore "Delivery Order (AI-1907-00020.." is selected as the "Tariff on". As soon as the charge type "TRUCK" is used, The "Amount" field auto-completes with $2,348.00



If the tariff is not found, click the "Show tariffs" option in the "Amount" field. The search criteria show at the top of this window will show the criteria from the shipment that Scope is using to try to find the right tariff. This can be used to trouble-shoot tariffs.

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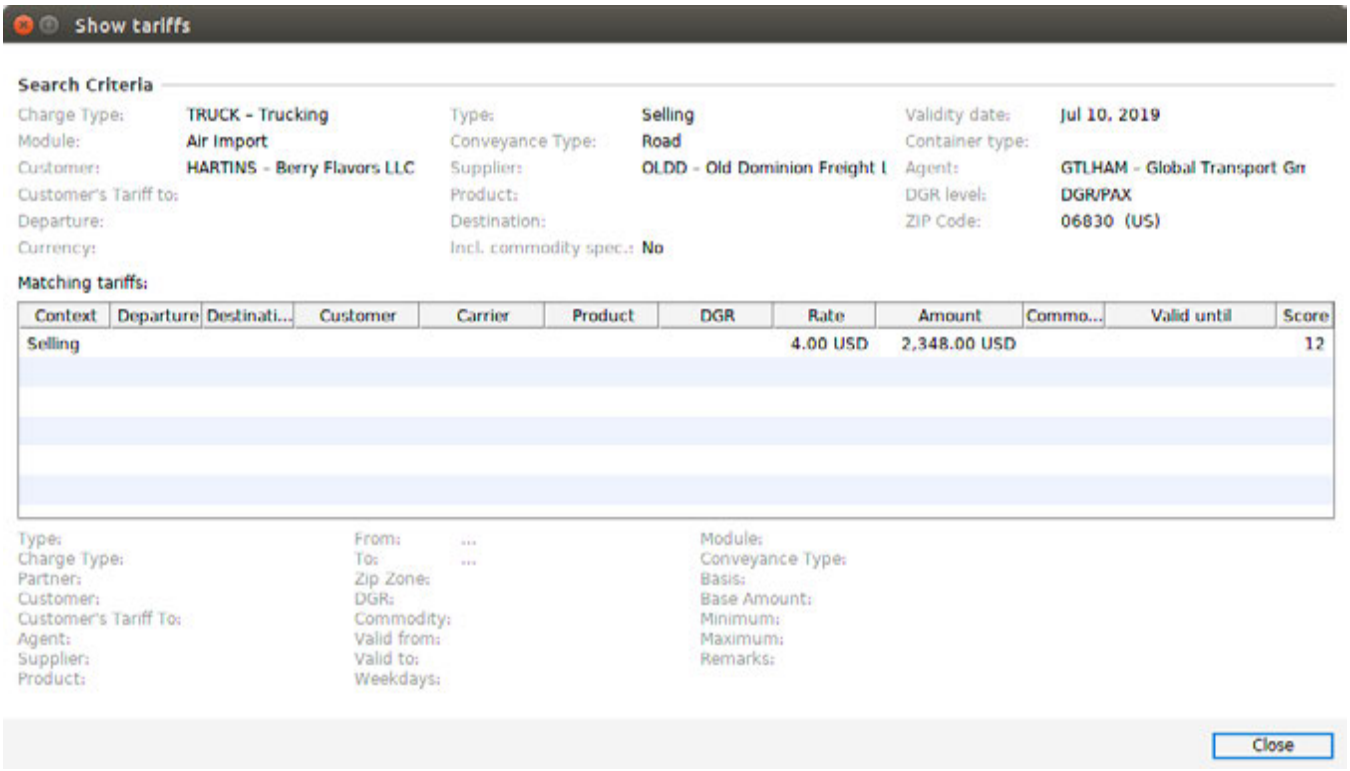

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How-To for CargoSteps

- FAQ CargoSteps - Does CargoSteps have route optimization for the driver?
- FAQ CargoSteps - How is the process for the driver, if the number of pieces do not match with the order in his app?
- FAQ CargoSteps - Using Google Maps, does it mean that it can be used by forwarders/truckers in other countries like Singapore or China?
- FAQ CargoSteps - What happens if there is no cellular coverage (eg army camps) for the driver's phone?

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FAQ CargoSteps - Does CargoSteps have route optimization for the driver?

CargoSteps only allocates the taken route and can showcase the current position of the truck via Google Maps at this stage. The planning of the route and route optimization is in hand of the trucker choosing the corresponding tool, eg. the given routes by Google Maps are already live traffic optimized, which can be easily accessed by CargoSteps.

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FAQ CargoSteps - How is the process for the driver, if the number of pieces do not match with the order in his app?

If there is any problem, dispatchers usually want drivers to call them and ask what to do instead of deciding for themselves. This has many reasons and this is why CargoSteps doesn’t enable drivers to change anything. Dispatchers need to be in control and make the decisions and changes: for example they have the option to change the number of pieces in the CargoSteps Web-interface or cancel the order completely.

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FAQ CargoSteps - Using Google Maps, does it mean that it can be used by forwarders/truckers in other countries like Singapore or China?

The connection from CargoSteps to Google Maps can be used in every country except China. However, CargoSteps already found another map provider for the Chinese market. So, if requested, CargoSteps can connect to that alternative map provider.

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FAQ CargoSteps - What happens if there is no cellular coverage (eg army camps) for the driver's phone?

It is no problem, if there temporarily is no cellular coverage: the driver can still perform pup/pod functions on his mobile phone, which will be transmitted to Scope as soon as the driver's phone has access to internet again.

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How-To for CRM

- FAQ How-To apply sales commission to shipments
- FAQ How-To create a quotation
- FAQ How-to set up Reason Codes
- How-To Create and Manage Sales Persons in Scope Forwarding

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FAQ How-To apply sales commission to shipments

- Introduction
- Identifying the commission charge type
- Setting up who can view or edit sales commissions
  - Permission to view sales commissions
  - Editing sales commissions
- Applying a sales commission percentage to a sales person
- Viewing and reporting sales commissions
  - Reporting sales commission
- Calculating sales commission for shipments
- Creating refund vouchers for sales commission
- General rules for sales commission calculation

Introduction

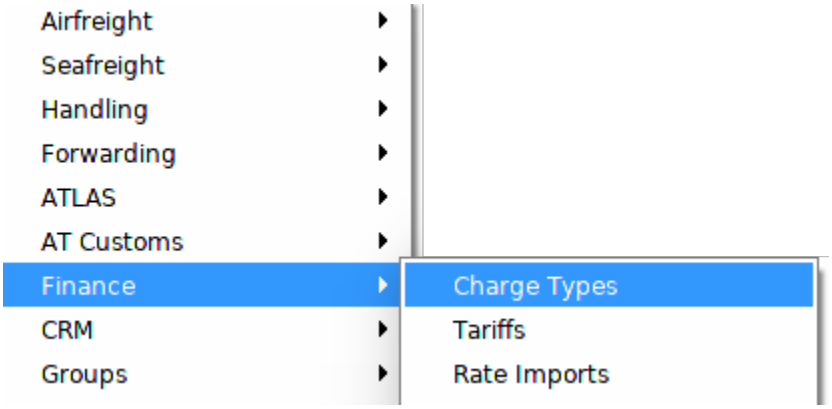
This How-To will describe how to setup percentage based commission in your Scope system for your sales people. This percentage based commission can then be applied when desired on a per shipment basis.

Identifying the commission charge type

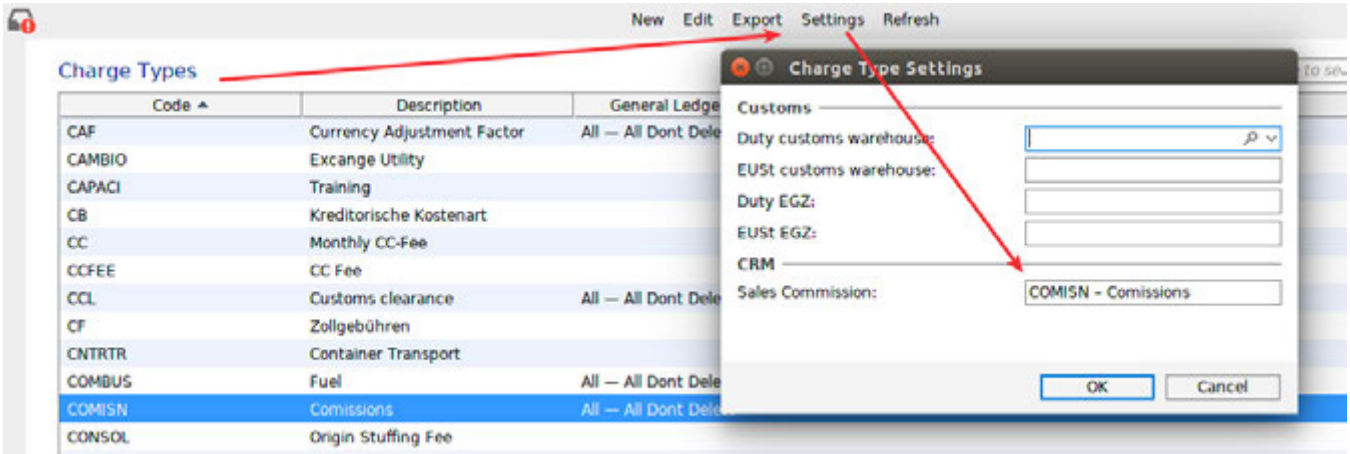
In order to apply sales commission to shipments, Scope will need to know which charge type to use for sales commission.

To setup the charge type for commissions:

1. From the Scope menu choose "Master data"
2. In the "Master data" sub-menu choose "Finance"
3. In the "Finance" sub-menu choose "Charge Types"



In the overview of charge types, click on settings.



In the Charge Type Settings, go to the field "Sales Commission" and find the charge type you would like to use for commission calculations

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Setting up who can view or edit sales commissions

Permission to view sales commissions

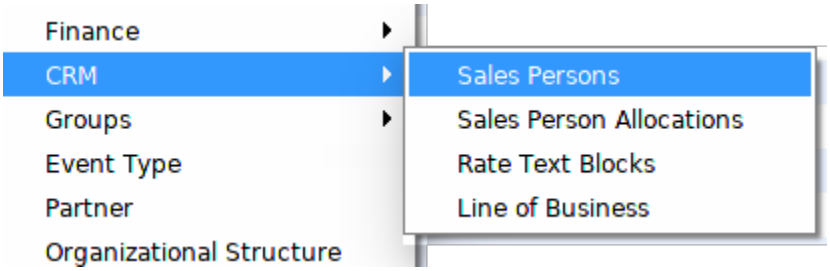
In order for a user to be able to view the sales commissions that have been applied to a shipment, the user needs to have the permission "View sales commission" added to their user profile.

Editing sales commissions

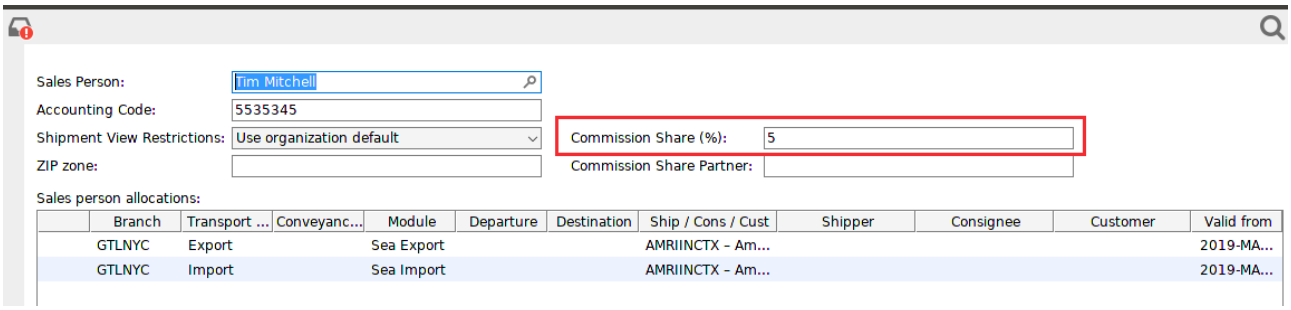
In order to apply a sales commission % to a sales person, the user needs to have the permission "Edit sales commission" added to their user profile

Applying a sales commission percentage to a sales person

1. From the Scope menu select "Master data"
2. In the "Master data" sub-menu select "CRM"
3. From the "CRM" sub-menu select "Sales Persons"



Find the Sales person who needs to have a sales commission percentage applied, edit the sales person and in the field "Commission Share (%)" enter the percentage amount the sales person will earn per shipment:



If a job costing line is to appear on the shipments for the commission, a Commission Share Partner needs to be linked to the Sales Person (having the debtor role for the credit note that can created based on these lines).

If the Commission Share Partner is missing, the commission can and will be calculated, but no job costing line will appear for it on the shipment (and no credit note can be created). It will appear in reporting.

Viewing and reporting sales commissions

If a user has the permission to view sales commissions on shipments, this can be done directly within a shipment by pressing "Ctrl" + "i" in the shipment. The commission will be visible in the extra information about the shipment:

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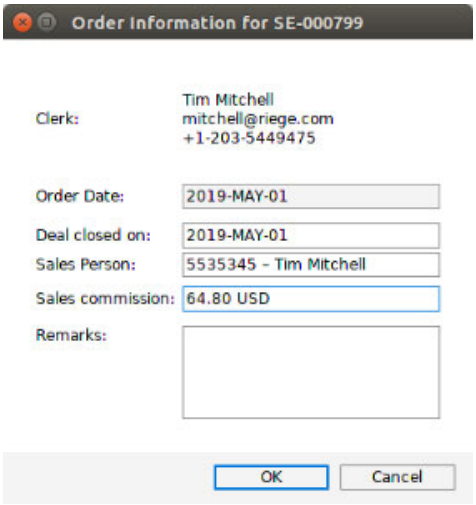
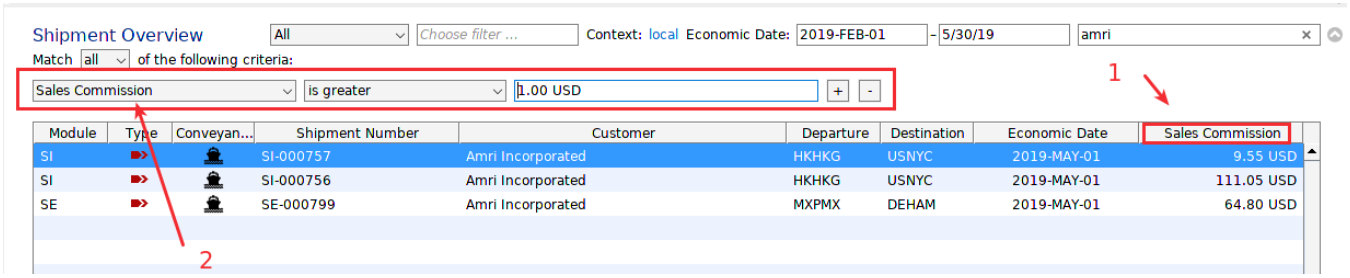


For an overview of sales commissions, go to the shipment overview.

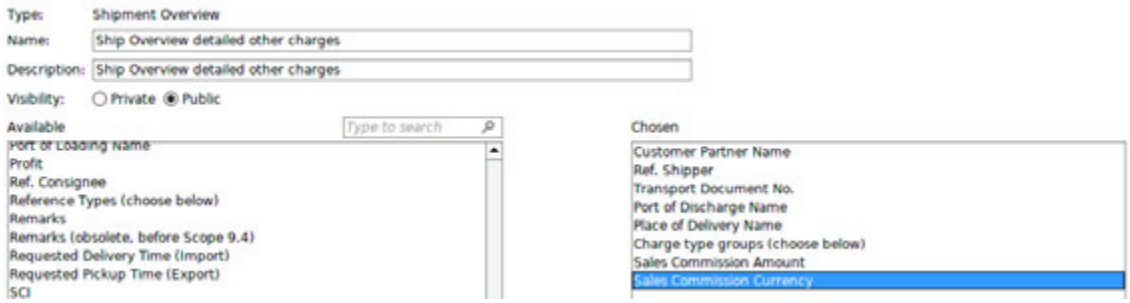
1. Add the "Sales Commission" column to the overview by right-clicking on the columns and then select "Sales Commission" from the list of available columns.
2. Use the filter "Sales Commission" to filter shipments with sales commission.



Reporting sales commission

To include sales commission on a report :

1. Got to the "Layouts" option in the Scope "Master data" sub-menu
2. In the "Layouts" choose an existing layout that is the type "Shipment Overview" or create a new report of this type
3. Open this layout and add the fields
    a. Sales Commission Amount
    b. Sales Commission Currency



Calculating sales commission for shipments

Sales commission is not automatically calculated for shipments, this action must be done from the shipment overview

1. Open the shipment overview
2. from the "Extras" menu on the action bar, choose "Calculate Sales Commission"

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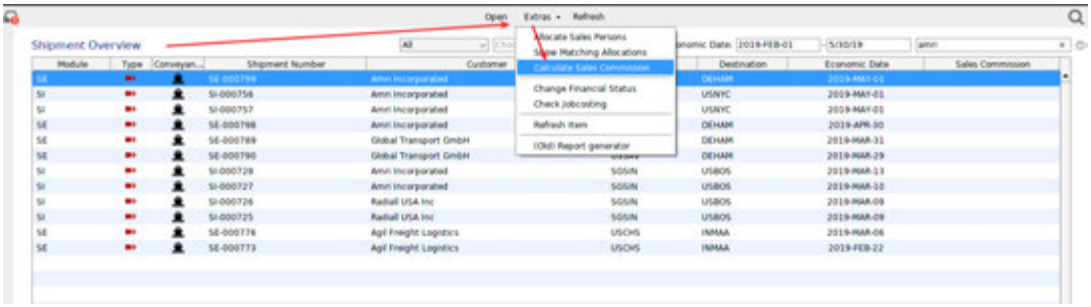

If a sales commission figure already exists on a shipment and the sales commission is calculated again, the commission will be recalculated and if necessary updated.

Creating refund vouchers for sales commission

The commission charge code is visible in the job-costing as an estimate cost . Aggregate invoices can then be created to converted to a credit refund (Note the Sales person mast have a partner applied to them in order for the sales commission to be applied to them as "Refunds" in the aggregated invoice.

General rules for sales commission calculation

- The sales commission cannot be negative
- The sales commission is only calculated, if the shipment has a sales person assigned.
- The sales commission is only calculated, if the current branch is the export agent (for export shipments), import agent (for import shipments) or supplier of the shipment. If the current branch is just the gateway for an export/import shipment the shipment will be skipped from the calculation.
- The commission is calculated based on the profit in local currency of the export/import agent or supplier of the shipment (depending on the shipment type). It is independent of any financial figures of a possibly different gateway branch as that branch may have a different local currency.
- The calculation is done regardless whether a sales commission has already been calculated or set manually on a shipment.
- If a job costing line is to appear on the shipments for the commission, a Commission Share Partner needs to be linked to the Sales Person (having the debtor role for the credit note that can created based on these lines).

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FAQ How-To create a quotation

To create a quotation go to Maintenance - CRM - Quotations and run application.

Ift there are no charge types viewed in tab layout it can be stemed by these reasons:

- no charge types added at tab Calculation
- only costs are mentioned at charge type
- no income mentioned at charge type

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FAQ How-to set up Reason Codes

For different action Reason Codes can be set up (e.g. reject quotation, void estimate)

You can set up at application Master Data - Reasons

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How-To Create and Manage Sales Persons in Scope Forwarding

Overview

This document will show you how to:

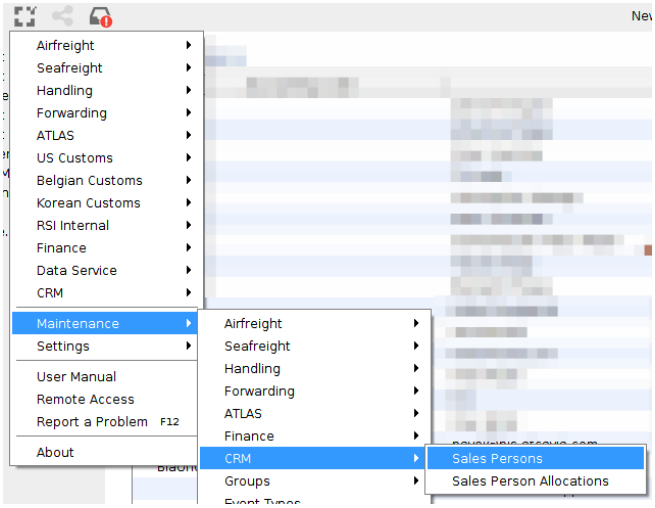
1. Create Sales Persons
2. Apply customers to Sales Persons
3. Run Sales Person reports

Creating Sales Persons

Navigating to Sales Person Maintenance

Navigate to the maintenance of sales persons from the Scope button

1. First select "Maintenance" from the main menu
2. Next select "CRM" from the sub-menu
3. Finally select "Sales Persons" from the CRM sub-menu



Making a New Sales Person

In the Manage Sales Persons application, select "New" at the top of the screen



In the new Sales Person application, fill in the fields

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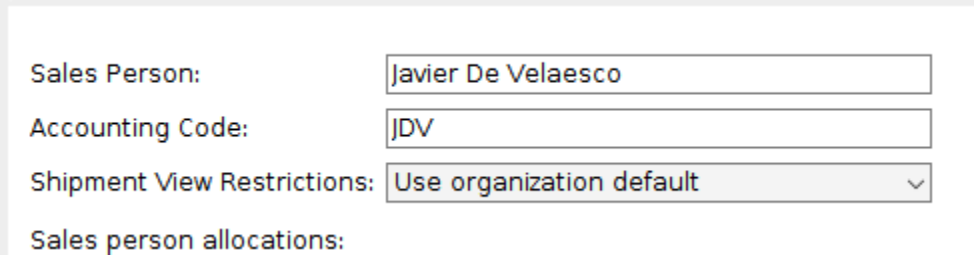


- Enter the sales person's full name in the field "Sales Person"
- Give the sales person an accounting code. In this example it is the initials of the sales person "JV"
- Set the viewing restrictions for this sales person
  - "Use organizations default" allows the sales person to see shipments as per their user profile (if they have one)
  - "No view restrictions" removes all viewing restrictions
  - "Show only own shipments" allows only the shipments applied to the sales person to be seen by the sales person

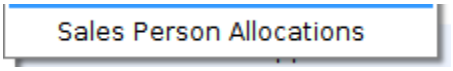
Now "Save" the new sales person.

Applying Customers to Sales Persons

Navigating to Sales Person Allocation Maintenance

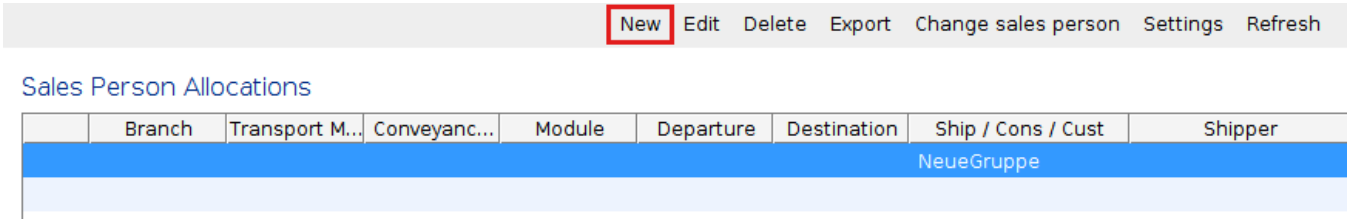
Navigate to the allocation of customers to sales persons from the Scope button

1. First select "Maintenance" from the main menu
2. Next select "CRM" from the sub-menu
3. Finally select "Sales Persons Allocations" from the CRM sub-menu



Making a New Sales Person Allocation

In the Manage Sales Persons application, select "New" at the top of the screen



Now fill in the fields for the new sales person:

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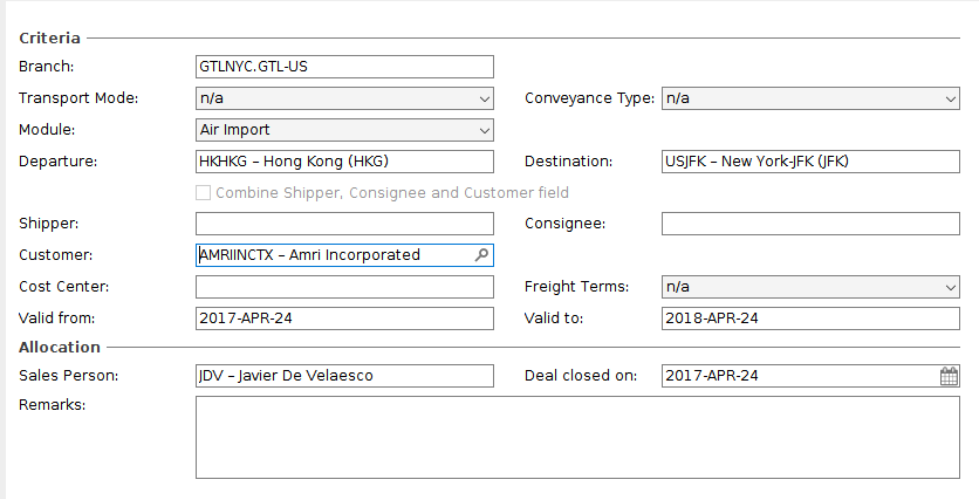

- Branch - If the sales associated with the sales person and to be restricted to shipments from a single branch, then enter the branch name. If the sales person gets allocated shipments from any branch, then leave this field blank.
- Transport mode - Use this field to limit the sales allocated to the sales person to either imports or exports. Leave it blank if it does not apply
- Conveyance type - This field can be used to restrict sales for the sales person to air, sea or road shipments. Leave it bank to apply any of these modes to the sales person
- Module - This field can be used to restrict the sales for a sales person to a specific mode, air imports, air exports, sea imports, sea exports etc. In this example this sales person only gets allocated air import shipments
- Departure and Destination - These fields can be used to restrict the sales persons sales to lanes. In this example this sales person only gets sales of shipments from Hing Kong to JFK. Leave blank if lane restrictions do not apply
- Shipper/Consignee/Customer - Use these fields to specify which partners belong to this sales person. In this example, any shipment where the customer is "Amri Incorporated", is allocated to this sales person.
- Cost Center - only use this field if the sales person is to be allocated only shipments belonging to a particular cost center
- Freight terms - Use this field to apply the kind of freight terms on shipments that belong to this sales person
- Valid from and Valid to - These dates will control the period for which these shipments are allocated to this sales person
- Sales Person - apply the sales person to this allocation.
- Deal closed on - the agreed start date of the contract
- Remarks - additional information about this allocation.

Now save this new allocation.

Reporting on Sales Persons

Shipment overview

In the shipment overview, one of the additional filters available is "Sales Person" as shown in the example below. Use this with other filters to get the desired figures for the sales person.



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How-To for Master Data

- FAQ How-To add a package type to Scope
- FAQ How-To create a product

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FAQ How-To add a package type to Scope

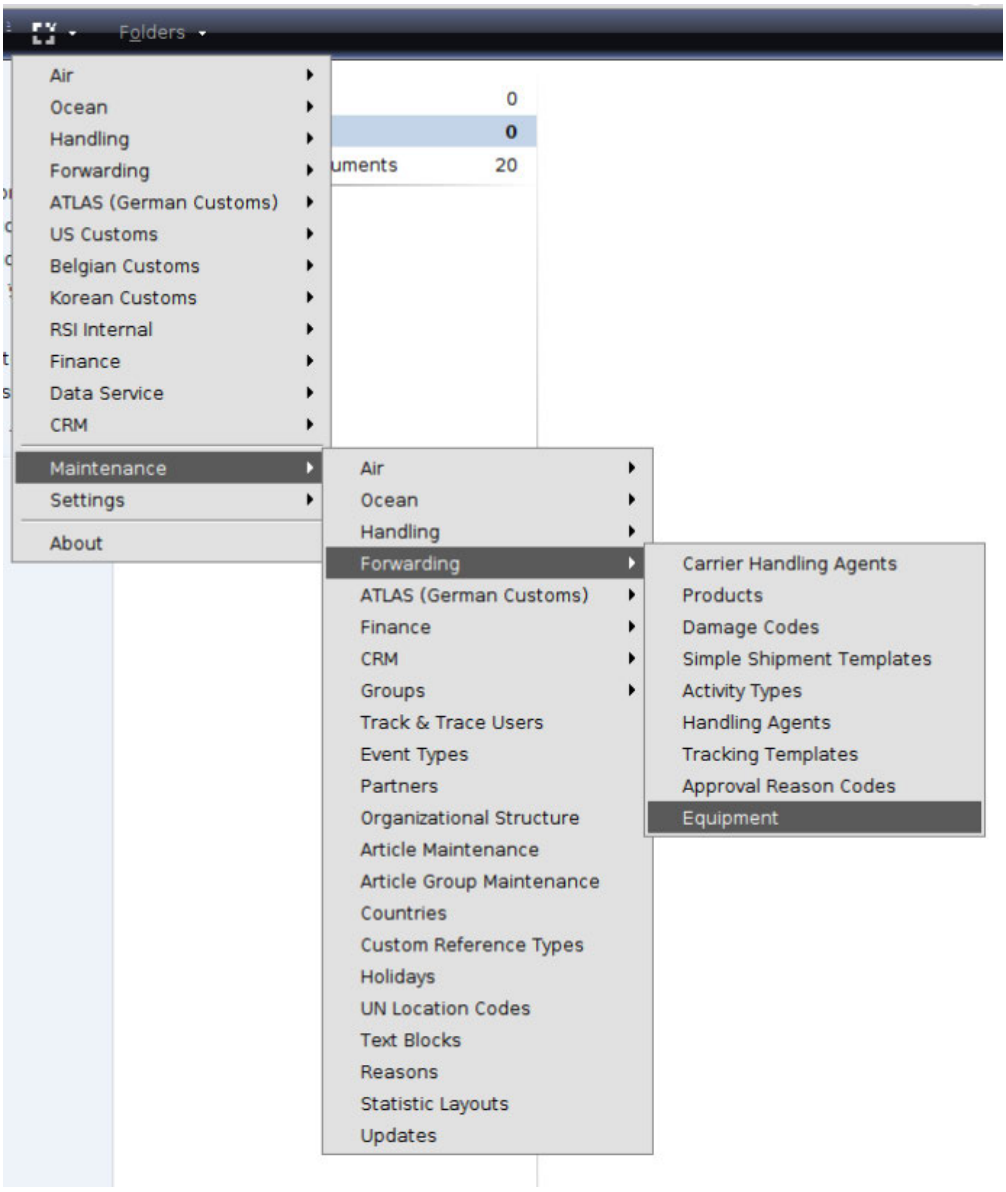
This guide explains how a new packing type can be added to Scope for instant availability in shipments.

Step-by-step guide

1.) From the main menu select "Maintenance"

2.) In the "Maintenance" menu select "Forwarding"

3.) Now select "Equipment"



4.) The maintenance Equipment displays all existing packing and container types and provides search options.

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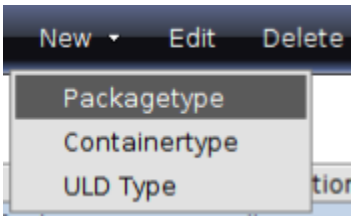
5.) Select "New" from the toolbar to add a new packing or container type

6.) From the sub-menu choose "Packing type" to create a new packing type.



7.) Fill in the packing type editor with the details of the new packing type. Start with the 2nd field "UN Rec. 21 code" to determine if a suitable UN code already exists for the new packing type. This UN code can also be used as the Scope code for the packing type.

8.) Complete the description of the packing type.

9.) If the packing type has specific dimensions and weights, then these can also be included.

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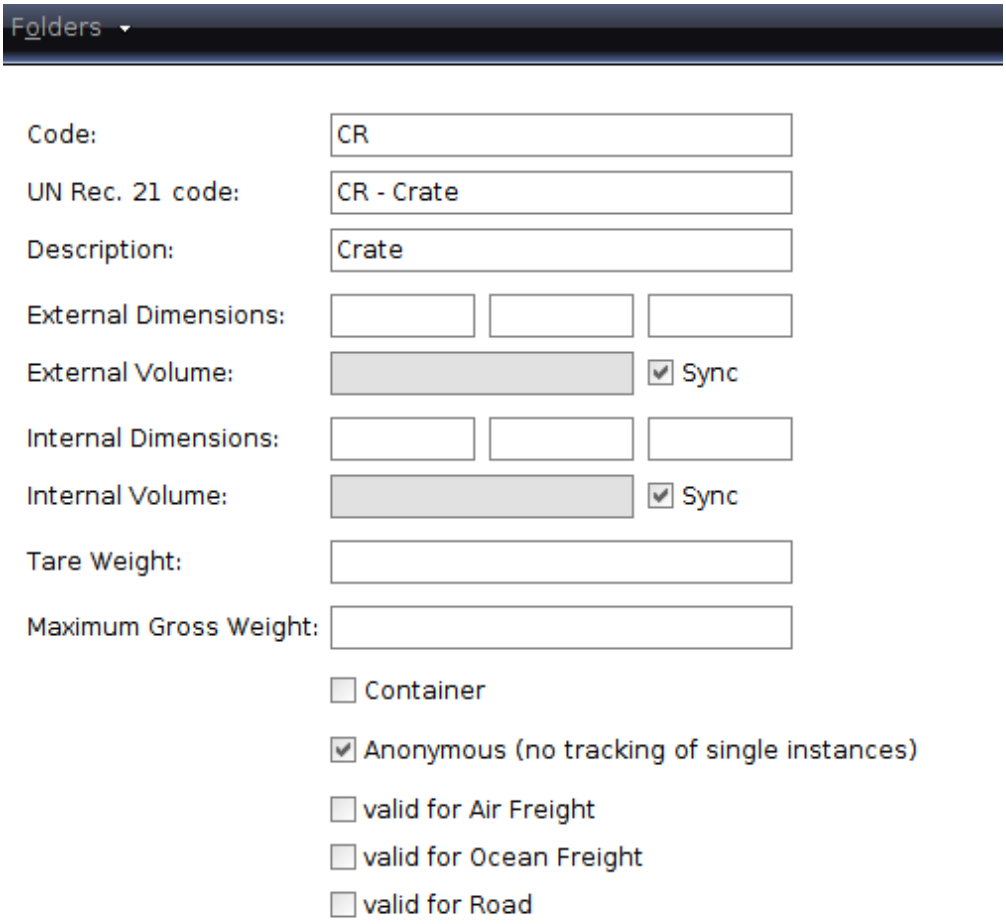

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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FAQ How-To create a product

- Introduction
- Navigating to product maintenance
- Product overview
- Creating a new product

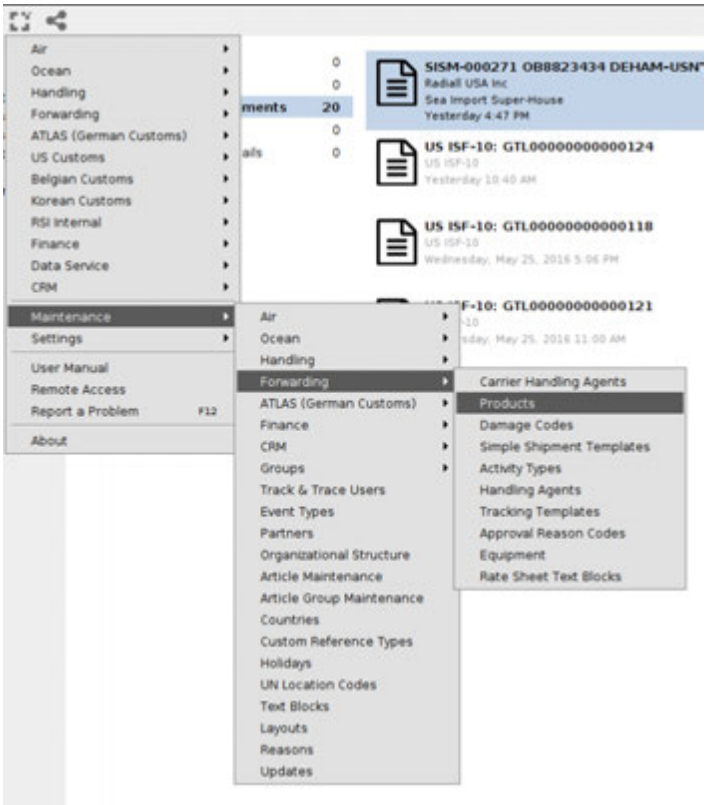
Introduction

Products can be applied to shipments and then used in tariffs and statistics.

Navigating to product maintenance

From the Scope application menu select:

1. Maintenance
2. Forwarding
3. Products



Product overview

The product application will display an overview of existing products, select "New" from the tool bar:

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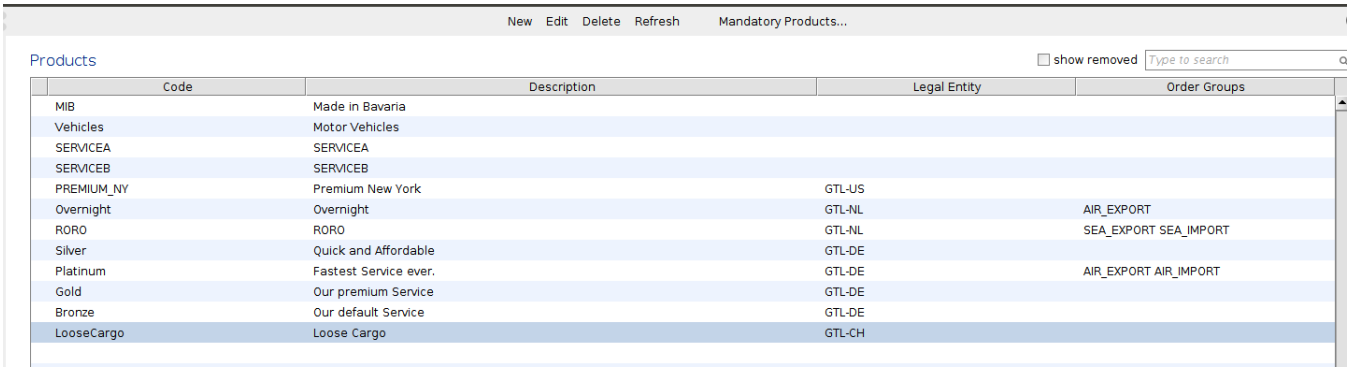


Code	Description	Legal Entity	Order Groups
MIB	Made in Bavaria		
Vehicles	Motor Vehicles		
SERVICEA	SERVICEA		
SERVICEB	SERVICEB		
PREMIUM_NY	Premium New York	GTL-US	
Overnight	Overnight	GTL-NL	AIR_EXPORT
RORO	RORO	GTL-NL	SEA_EXPORT SEA_IMPORT
Silver	Quick and Affordable	GTL-DE	
Platinum	Fastest Service ever.	GTL-DE	AIR_EXPORT AIR_IMPORT
Gold	Our premium Service	GTL-DE	
Bronze	Our default Service	GTL-DE	
LooseCargo	Loose Cargo	GTL-CH	

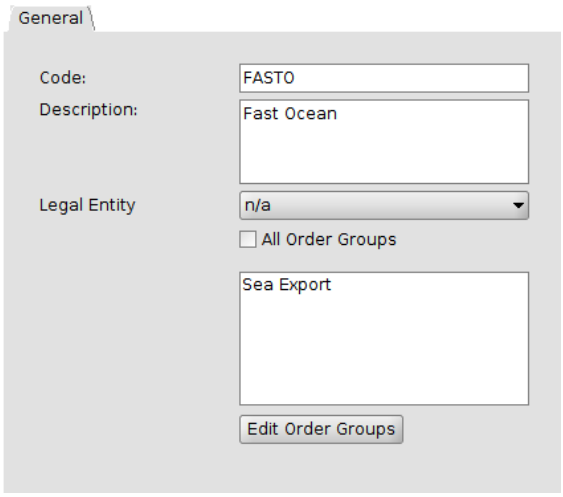
Creating a new product

Code - Create a code for the product. This can be anything but try to keep it short and succint

Description - Apply a description to the code which explains which product the code is for.

Legal Entity - If the product is for use by all branches, leave this as N/A. If this is specific to a branch then select the branch from the drop-down list.

Order Group - Check this box if the product is available for all products, otherwise uncheck it and use the editor to select the order group that may use the product, such as "Sea Exports"



Save the new product and it will be available in the shipments defined.

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How-To for Partners

All How-Tos relating to partners

- FAQ How-To add and use partner roles in Scope (USA)
- FAQ How-To create partners in Scope
- FAQ How-To for address compliance checking
- FAQ How-To save contacts in Scope
- How-To manage Customs Broker details in Scope

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FAQ How-To add and use partner roles in Scope (USA)

- What is a role?
- How is a role applied to a partner?
- A brief guide to roles
  - Agent
  - Forwarding Customer
  - Debtor
  - Creditor
  - US Partner Profile
  - Liner Agent
  - Airline
  - Road Carrier
  - Known Shipper

All addresses in Scope are saved by creating them as partners, but some partners have special functions and this is why we need to give these partners a "Role"

What is a role?

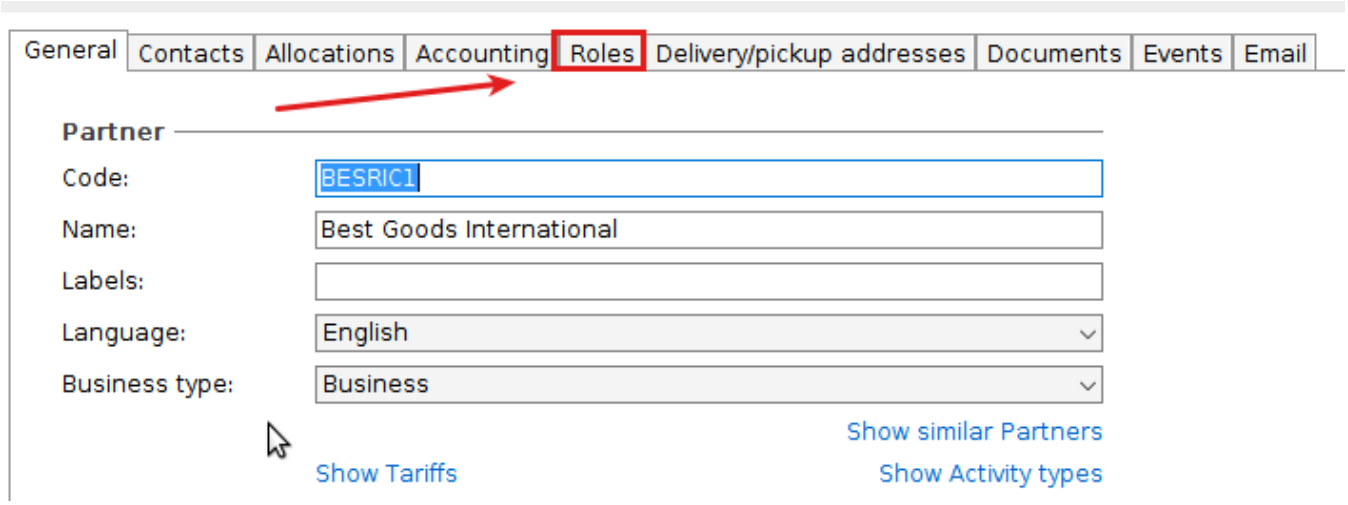
any address can be saved as a partner, but some addresses have more important functions or "Roles". The most important roles you should get to know are:

- Agent
- Forwarding Customer
- Debtor
- Creditor
- US Partner Profile
- Liner Agent
- Airline
- Road Carrier
- Known Shipper

How is a role applied to a partner?

First create a partner (the Partner How-To explains this)

Once the basic address details for the partner have been entered, go to the "Roles" tab of the partner:



In the "Roles" tab of the partner, use the "Add" button at the bottom to add more roies. In the example below, the partner already has the "Debtor" role

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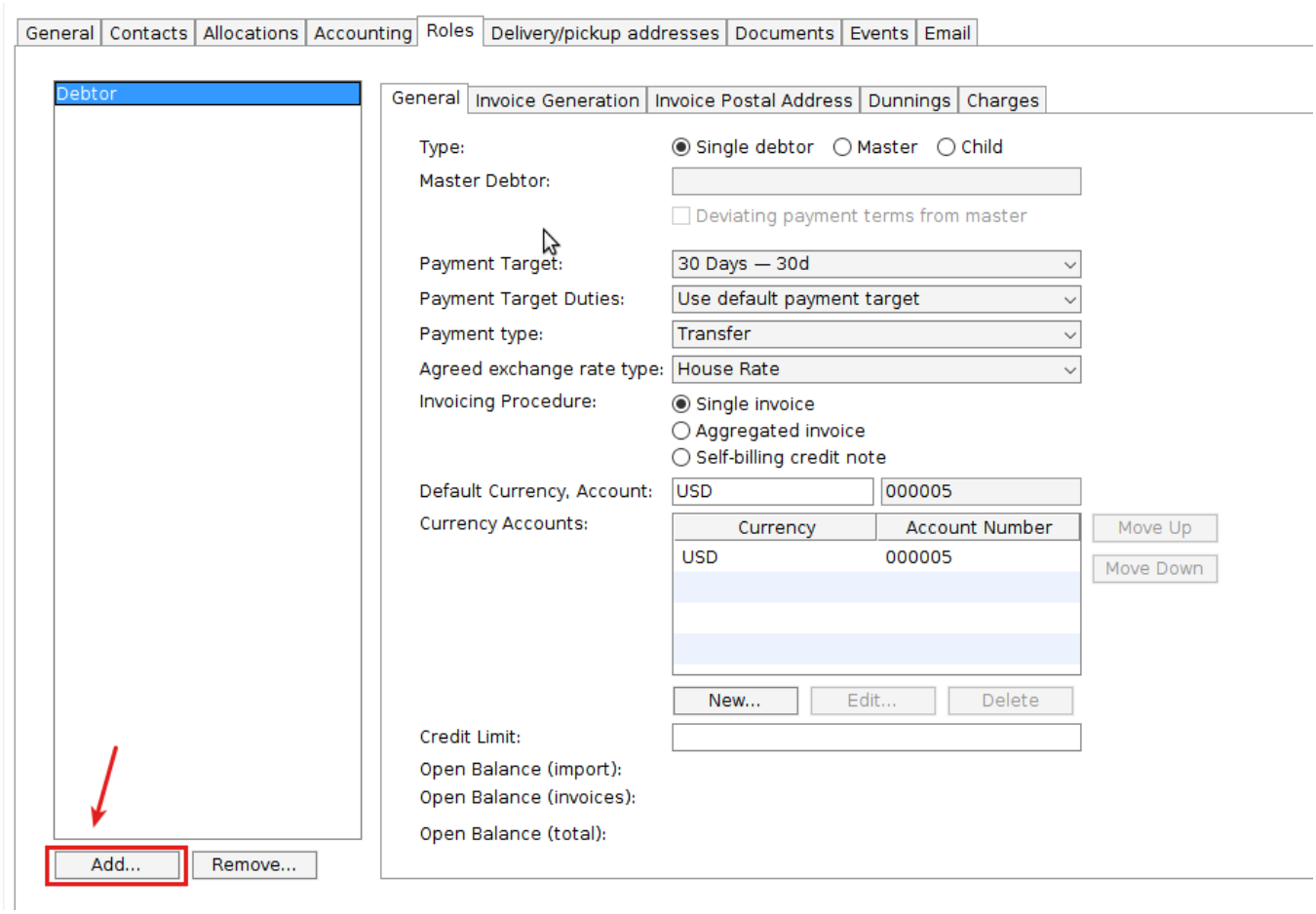

A brief guide to roles

A partner can have one or more roles. For example they can be a creditor and an agent.

Agent

If the partner is the overseas agent who is sending or receiving the shipment, it is critical to give them this role. Within the role you should also enter the port or airports for which they handle freight. You will not be able to complete a shipment unless this is done.

Forwarding Customer

This role can save a lot of time when creating shipemtents by storing useful information about the partner.

- Airfreight Export - Store a notify party, save a custom AWB address and store the chargeable weight calculation. Store the docs to be attached to prealerts
- Airfreight Import - store a notify and the charge weight calculation
- Sea Exports - store a notify and the charge weight calculation. Define a custom B/L address.
- Sea Imports - store a notify and the charge weight calculation. Set the default customs broker
- Land Freight - Store a default document address
- Routing - Store the agents used for the ports/airports used by this customer

Debtor

If you will create invoices for this partner, then they must have the debtor role. This is where the account number and other details for this debtor are stored.

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Creditor

If this partner is a vendor and will send you invoice, then they must have the creditor role

US Partner Profile

This role is critical if you do functions that involve CBP for this partner:

- Exports - AES details
- Imports - ISF details
- Bond details
- AMS details
- FIRMS code number

Liner Agent

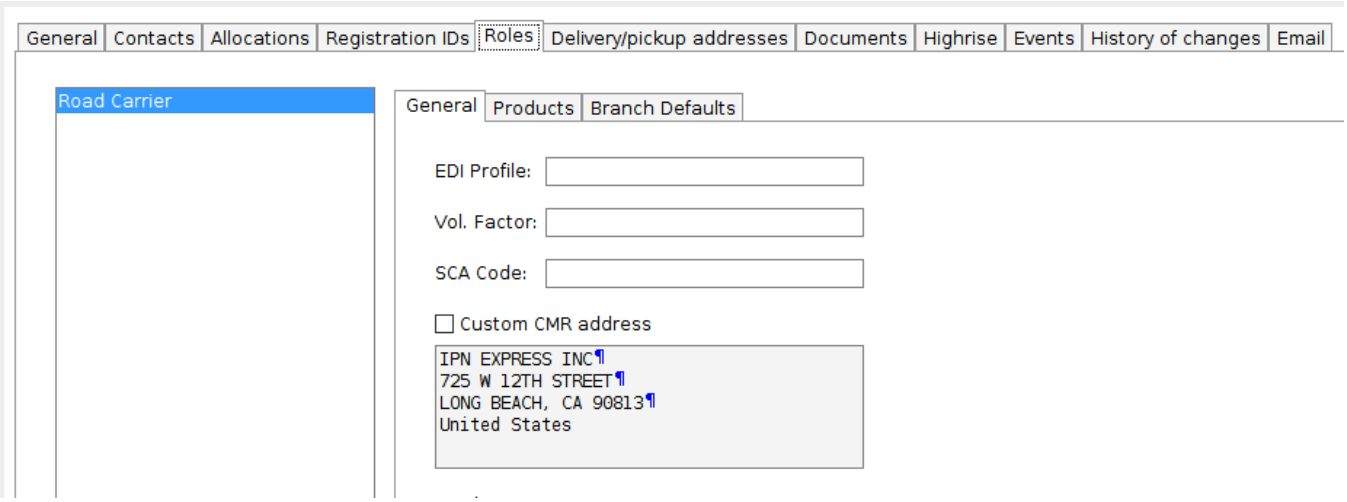
When the partner is the agent for a steamship line, this role is used to identify the steamship lines this agent handles using a SCAC code

Airline

When the partner is an airline, this is where all the airline specific details are stored. The pool of AWBs issued to you by the airline are stored here.

Road Carrier

When you create pickup and delivery notes, the carrier (trucker) address must have the role "Road Carrier". Other road carrier specific details are stored here.



Known Shipper

This is where all the Know shipper details like the Know Shipper ID are stored if the address is a known shipper.

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FAQ How-To create partners in Scope

- What is a partner?
- Who can be a partner?
- How are partners entered?
  - Entering a partner within a shipment
  - Entering a partner directly
- Who can see the partners I enter in Scope ?

The basic details you need to know about entering addresses in Scope.

What is a partner?

Think of partners as your address book in Scope

Who can be a partner?

any address you enter in Scope is a partner:

- Shippers
- Consignees
- Agents
- Customers
- Truckers
- Vendors
- Airlines
- Steamship lines
- and more ....

How are partners entered?

There are 2 different ways to enter a partner in Scope

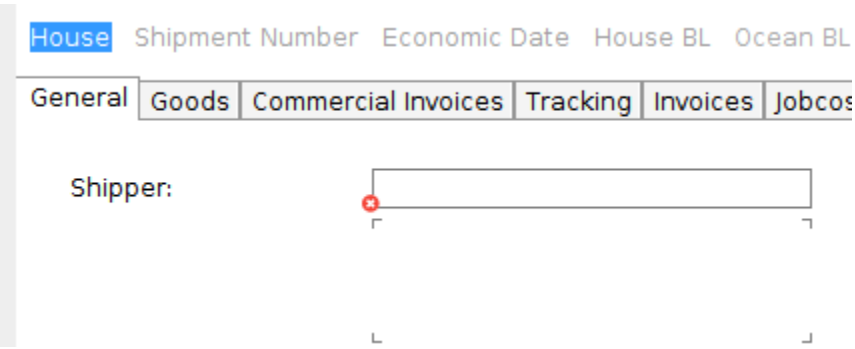
- When creating a shipment
- Directly in the partner maintenance

Entering a partner within a shipment

Often, when you are creating a shipment, you will realize you have to enter and save an address because it does not already exist in Scope.

In the example below an address is saved as a partner during a sea import shipment:

Below, we have started a sea import shipment and we realize we have a new shipper address that we need to enter and save in Scope



When the cursor is on any address field in Scope, note that there is an action menu available to the right:

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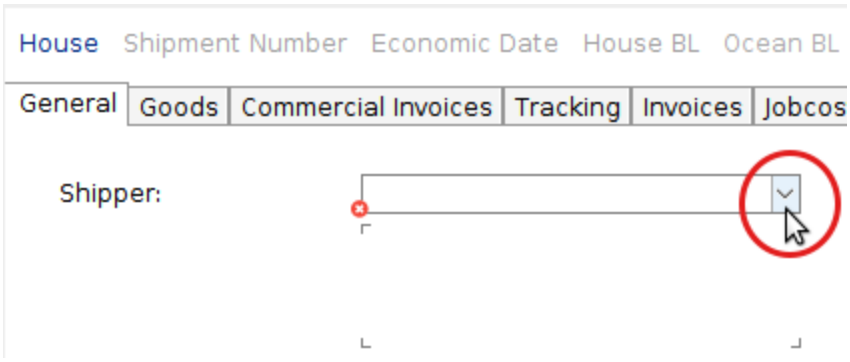
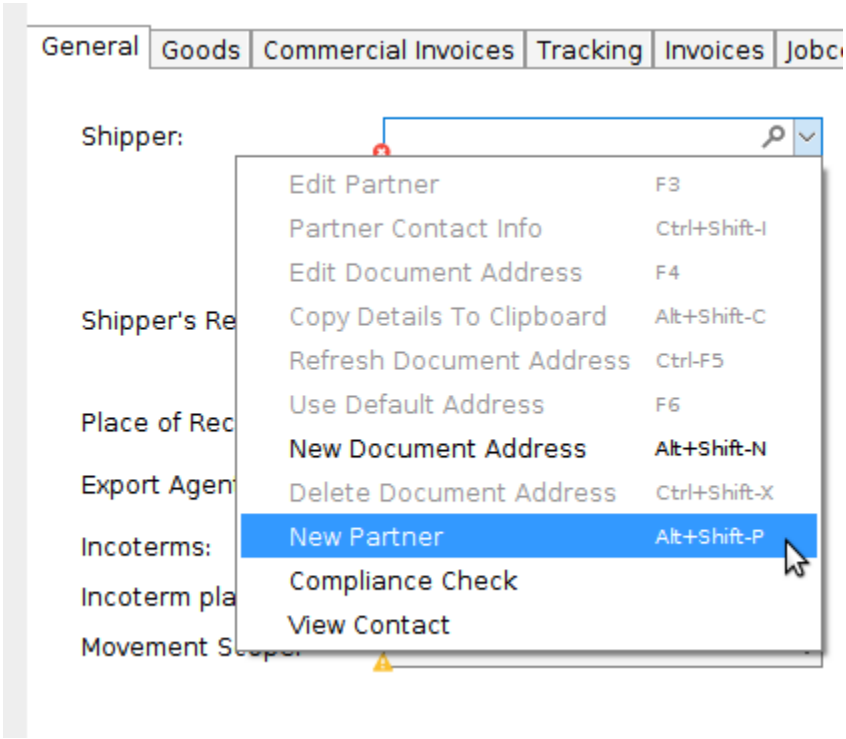


Click on this action menu:



Select the option "New Partner"

New document address

Note: If you want to enter 1 time address details, then choose "New Document Address". This address will only be saved in the shipment.

As soon as you click "New Partner", the partner maintenance opens. Note that the red error icons mark the basic field that are required , all the other fields are optional:

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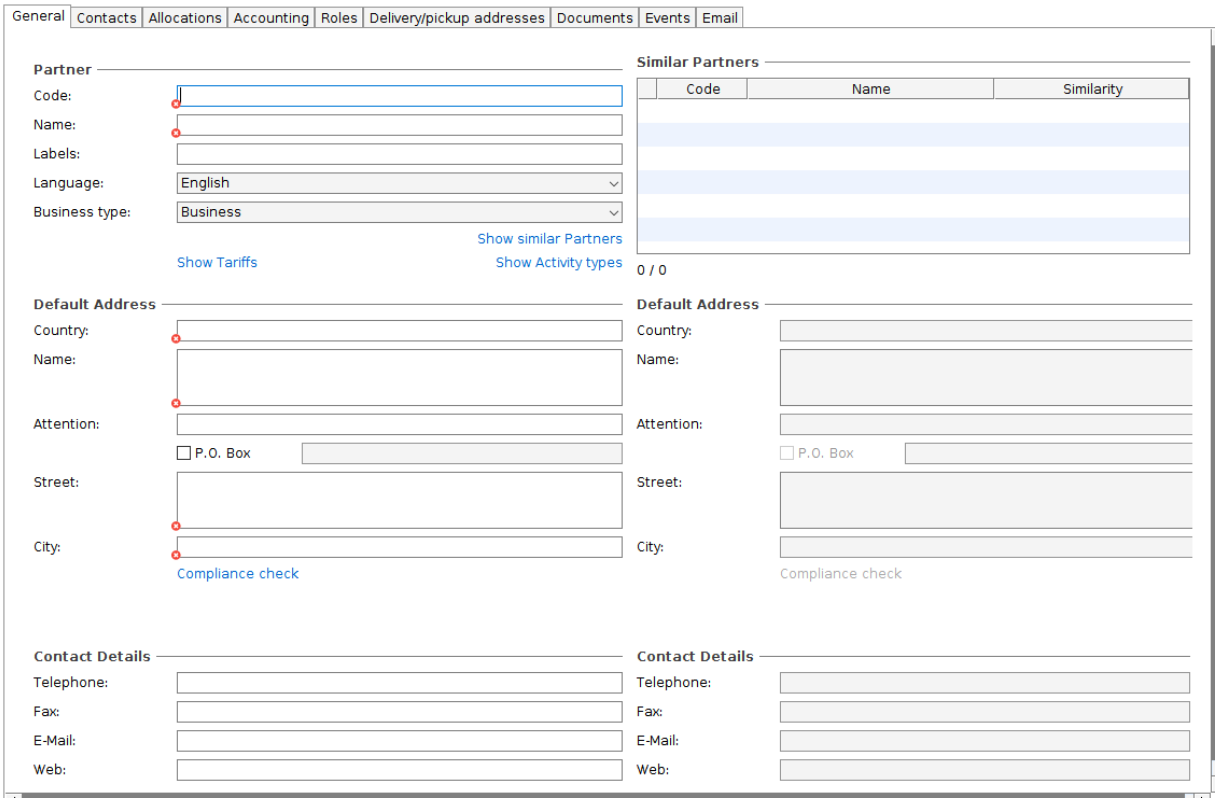

Here are the basic address details for this partner completed. Some points about these details:

1. Code: This is a shortcode identifying the partner. Your organization should have a method of creating these. The example uses a good, simple method, it is the first 3 letters of the company name followed by the 3 letter city code. This makes the code for this new partner "BWIRIC" which is one quick way to call up this address when you need it in future
2. Labels: This partner is an importer and so the label "Importer" is used to assist describing and finding them in future. You can have multple labels, just leave a space between them.
3. Smilar Partners: Once the basic details are entered, Scope checks if this address is a duplicate of an existing address. To the right you can see in the "Similar Partners", Scope has detected that this new address is 85% similar to an existing address and this existing address is shown on the right side of the screen. Use this you can tell if you are making a duplicate address.
4. Compliance check: Click the blue link Compliance check to check if this address is on any kind of Denied Party list.

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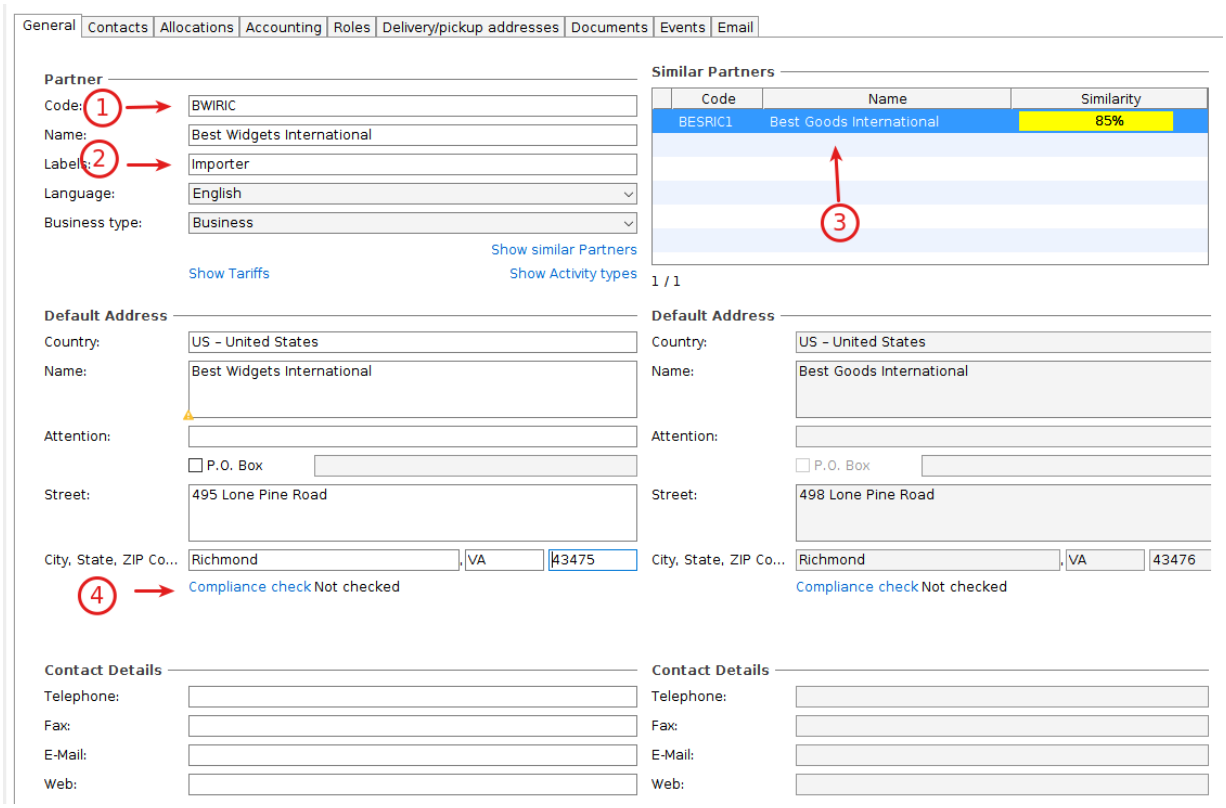
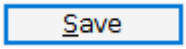


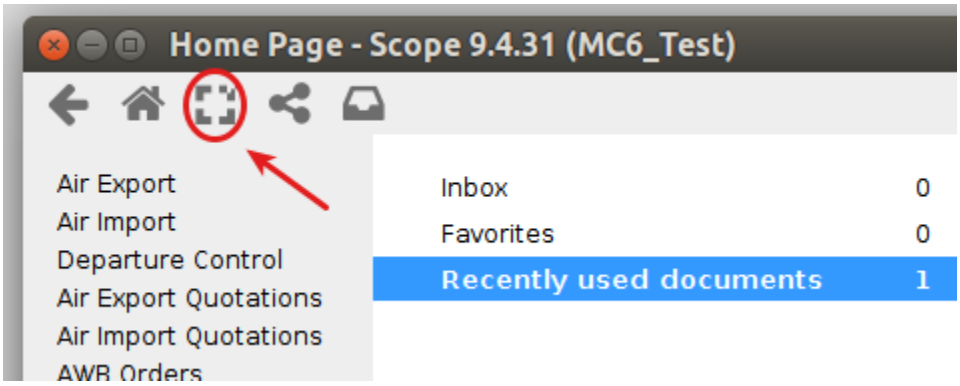
Once you have entered all the details of the address that you want to save, click the Save button at the bottom left to save the details and you will return to the shipment



Entering a partner directly

If you want to enter and save an address directly and not from within a shipment, do this from the Scope menu

1) Select the Scope application Icon at the top of the screen



2) From the dropdown menu select "Master Data" and then "Partner"

3) The Partner maintenance will open and you can enter and save all your address details.

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Who can see the partners I enter in Scope ?

All users and branches in your organization will be able to see all the details you enter on the general tab of the partner maintenance.

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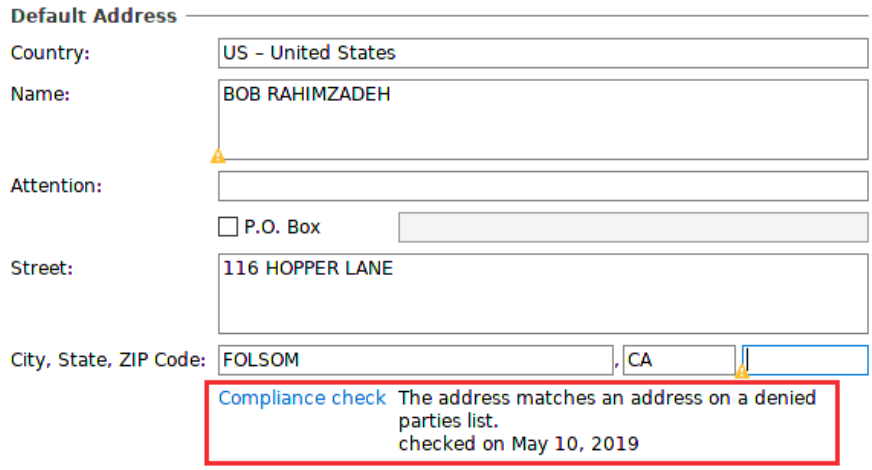
FAQ How-To for address compliance checking

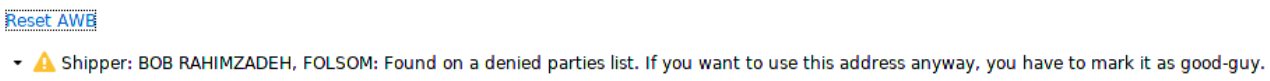
- Automatic check if an address is flagged as being on a terror or denied parties list
- Manually check an Address
- Checking the address
- Setting the address as a good-guy
- Available settings
- Overview of the denied party screening lists

Automatic check if an address is flagged as being on a terror or denied parties list

When you create a shipment and create a party for the shipment, as soon as you complete the name and address details for the party, Scope will automatically compliance check the address and provide a result for this check. Below is an example of an automatic check where the party has been found on a denied parties list. This check also occurs if you make a document address:



If you try to put this address on a shipping document, you will get a further warning:



Manually check an Address

Using the drop-down menu to the right of the address, from the sub-menu select "Compliance Check"

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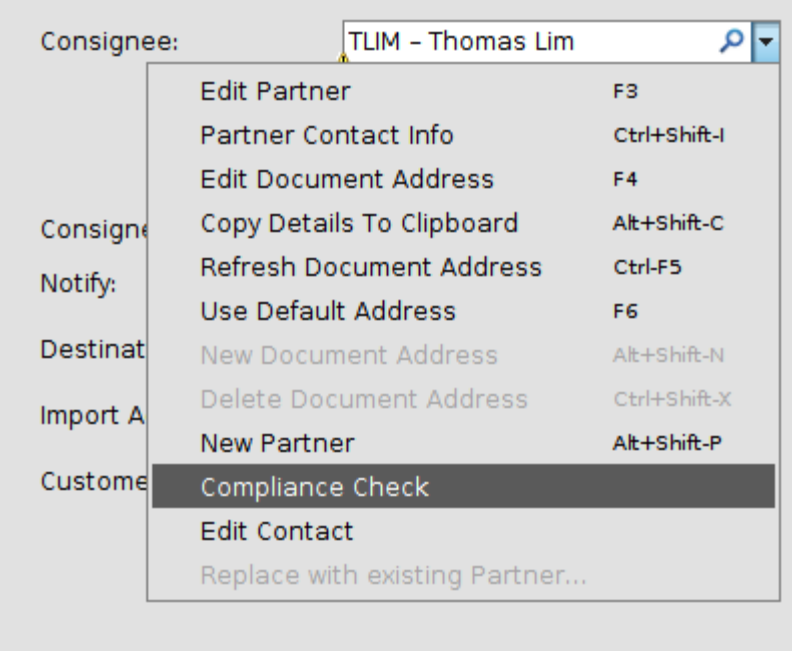
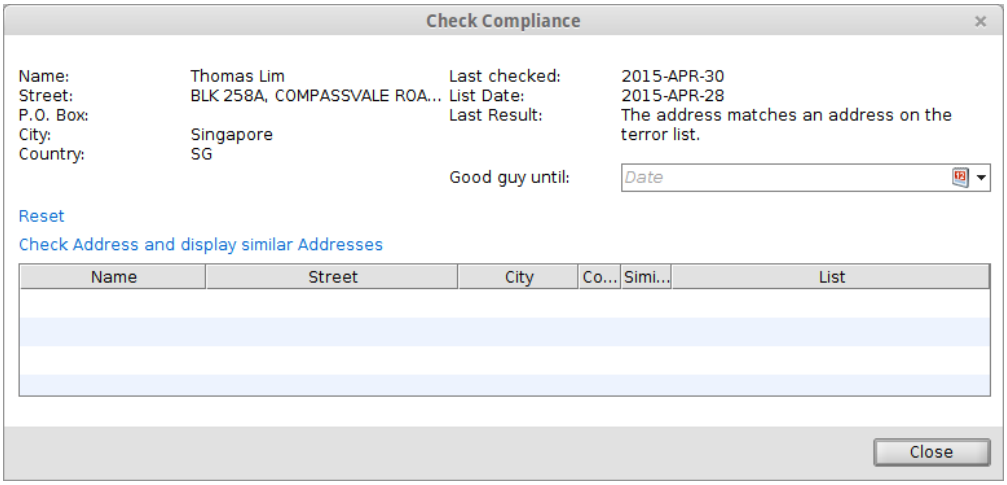


The details of the flagged address appear and show the result of the last check. In this case "The address matches and address on the terror list"



Checking the address

By clicking on the blue link "Check Address and display similar Addresses" (see screen shot above), the checker will show the parts of the address that match those on terror lists and it will show on which terror lists the matches occur. In the example below, both the name and address match on 2 lists, the "US Consolidated Screening List" and the DPL (Denied parties). The checker also shows there is a 100% match with the address on these lists.

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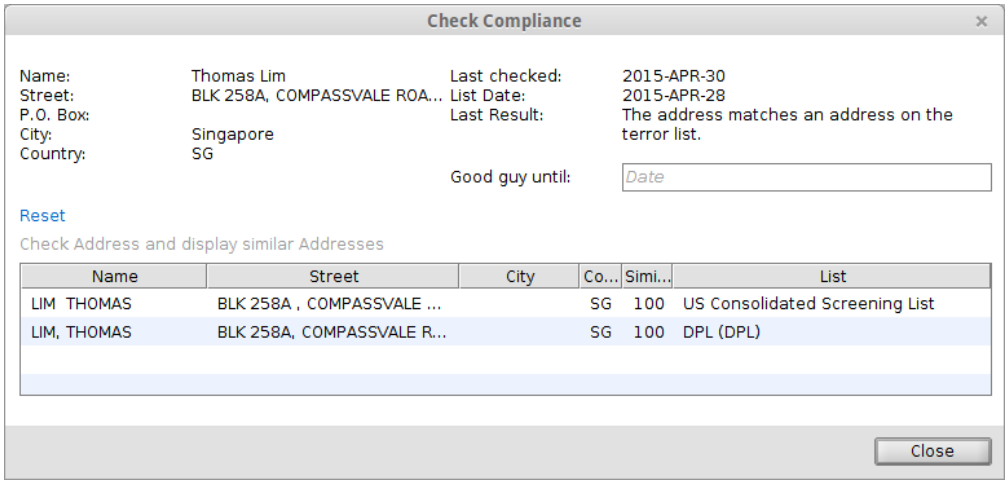
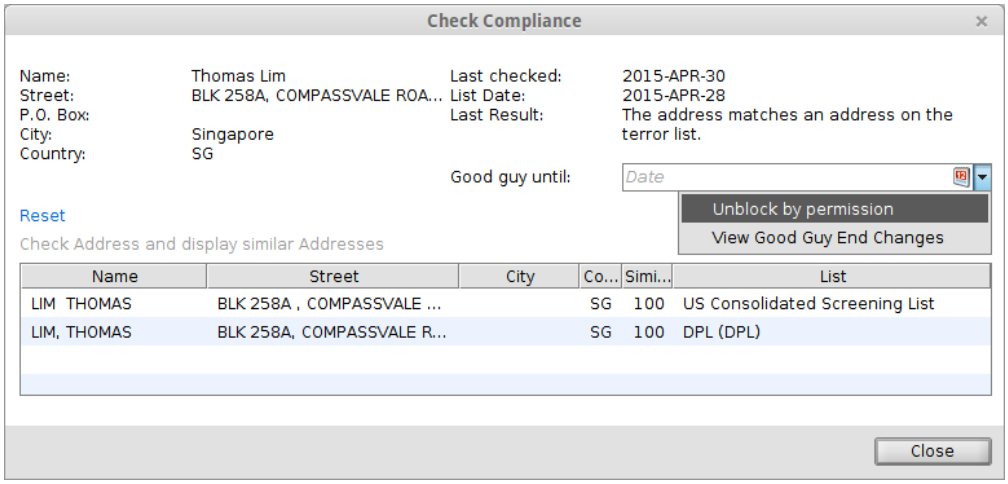


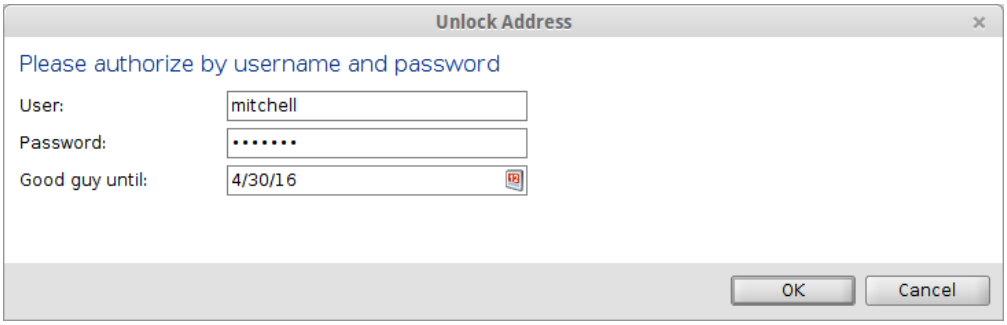
Setting the address as a good-guy

If the user has system permissions, then the address can be set to a "Good-guy" until a specified date. Simply enter the date in the field "Good guy until".

If the address is being used by a user who does not have permission to change an address to a "Good-guy", a user with permission can click on the drop-down menu to the right of the address on the users Scope session and choose "Unlock by permission"



A pop-up appears where the user with permission may enter their name and password in order to unlock the address for the user without permission.



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Available settings

the following settings are available when setting up compliance checking

COMPLIANCE_ACTIVE - Means compliance checking is on

COMPLIANCE-AUTO - Means compliance checks are done automatically

COMPLIANCE_AS_WARNING - Means if a partner has a good match to an address on a list, this is treated only as a warning and the user may proceed with using the partner.

COMPLIANCE_GOOD_GUY_RESTRICTION - Allows the number of days into the future that any partner can be made a "Good Guy"

COMPLIANCE_THRESHOLD - Specifies as a percentage how closely a partner must match an address on a list for the partner to be considered the same as the list address.

Overview of the denied party screening lists

Country	Institution	Code by AEB	Official Name
UK	HM Treasury	BOE	Consolidated List of Financial Sanctions Targets (ehem. Bank of England)
EU	EU Credit Sector Federations	CFSP	Consolidated list of persons, groups and entities subjects to EU financial sanctions
JP	METI	EUL	End User List
US	State Dept.	LSDP	List of Statutorily Debarred Parties
US	BIS	DPL	Denied Persons List
US	BIS	EL	Entity List
US	BIS	UL	Unverified List
US	OFAC	SDN	Specially Designated Nationals List
US	BIS	NPS	Nonproliferation Sanctions
US	State Dept.	LADP	List of Administratively Debarred Parties
US	OFAC	OFAC - CSL	Consolidated Sanction List
BE		BENS	Belgian National Sanctions List
EU		EURUDU	Russia Embargo: Restrictions for dual-use goods intended for listed organisations
EU		EURUKM	Russia Embargo: Restrictions on access to the capital market
US	Department of Treasury	FINCEN	Money Laundering Concerns
NL	Nationale sanctielijst terrorisme	NLNST	Netherlands National Sanctions List
CH	SECO	SECO	Consolidated Sanctions
UK		UKUASL	Ukraine Sovereignty List

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FAQ How-To save contacts in Scope

- Navigate to Maintenance Partners
- Entering the contact details
- Using the "Roles" in the new contact
- Using Contacts when emailing
- Auto emails to customers

You can send emails from Scope and so it is useful to store email addresses in Scope together with other useful contact information such as:

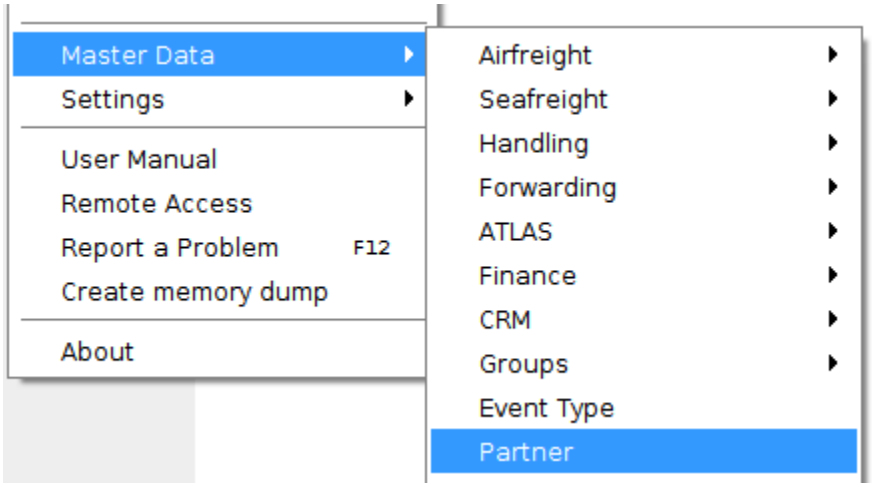
- Name
- Phone
- Mobile Phone
- Fax No.
- Description
- Role

Navigate to Maintenance Partners

contact details are stored with the address details of the party.

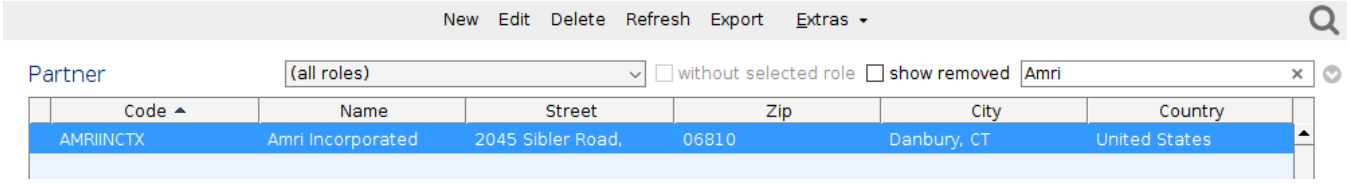
Navigate to "Maintenance Partner"

1. Click on the Scope menu icon
2. Select "Master Data"
3. From the Master Data sub-menu select "Partner"



Entering the contact details

Search for the partner associated with the new contact. In the example below we add the new contact Peter Passmore who works for our client Amri Incorporated



Edit the partner and go to the "Contacts" tab.

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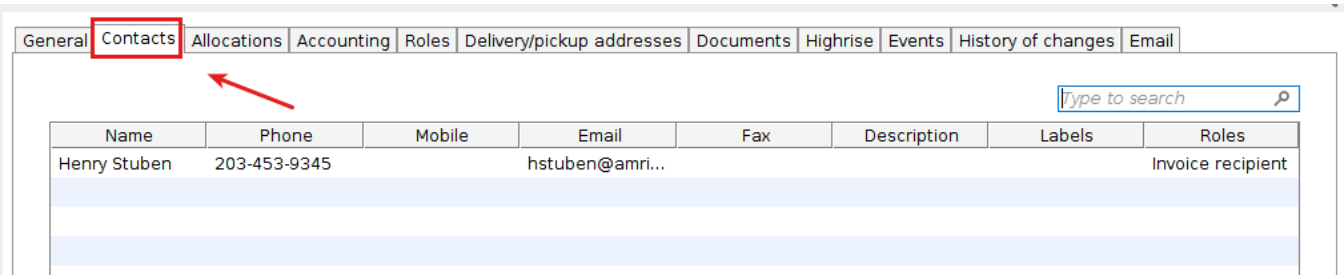
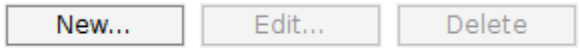
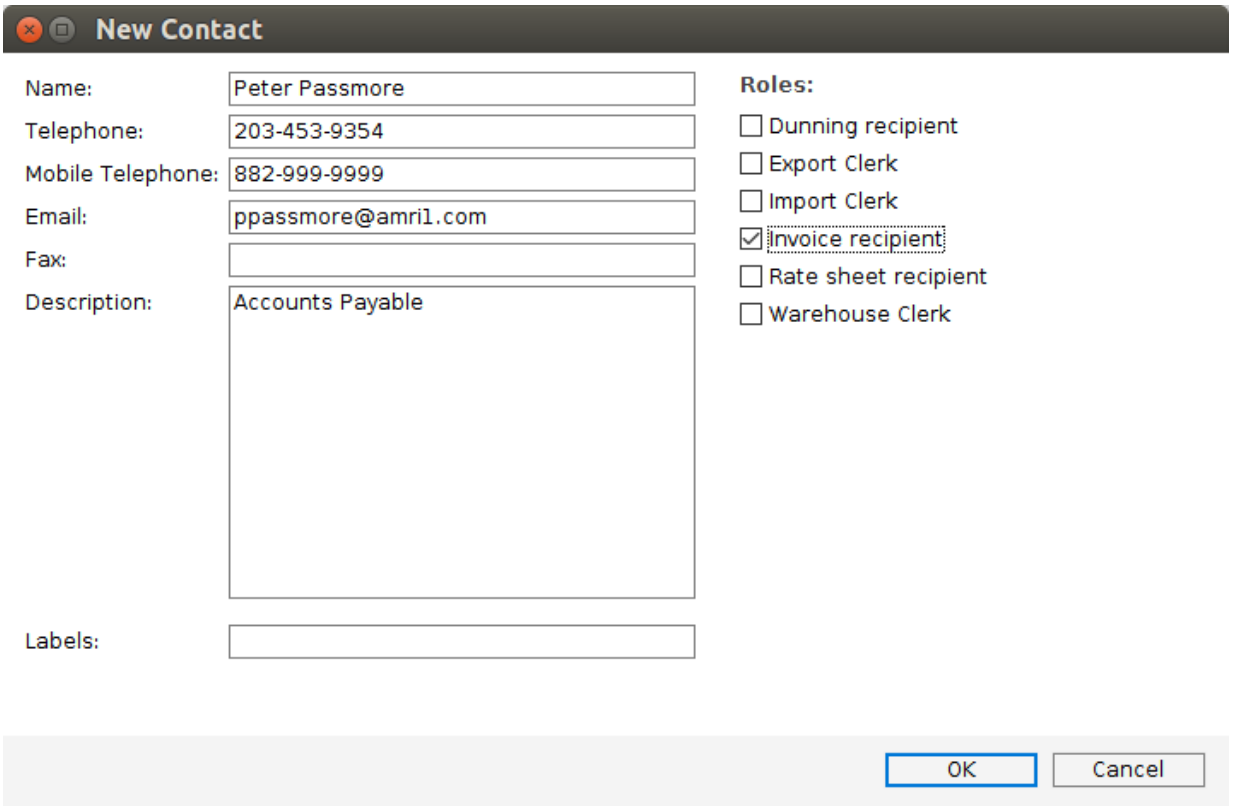


Click "New" at the bottom if the contact tab



Now enter the details for the new contact and click OK when done:



Using the "Roles" in the new contact

- Dunning recipient
- Export Clerk
- Import Clerk
- Invoice recipient
- Rate sheet recipient
- Warehouse Clerk

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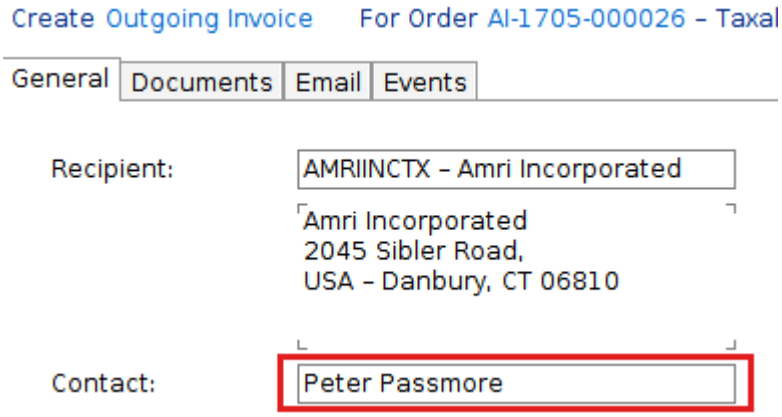
If the contact has any of the defined roles show above, then be sure to check it. In this example Peter Passmore is an invoice recipient. By giving Peter this role, the next time we make an invoice to Peter's company, Amri Incorporated, if the invoice is emailed from within the invoice application, Scope will automatically use Peter's email as the default email address.

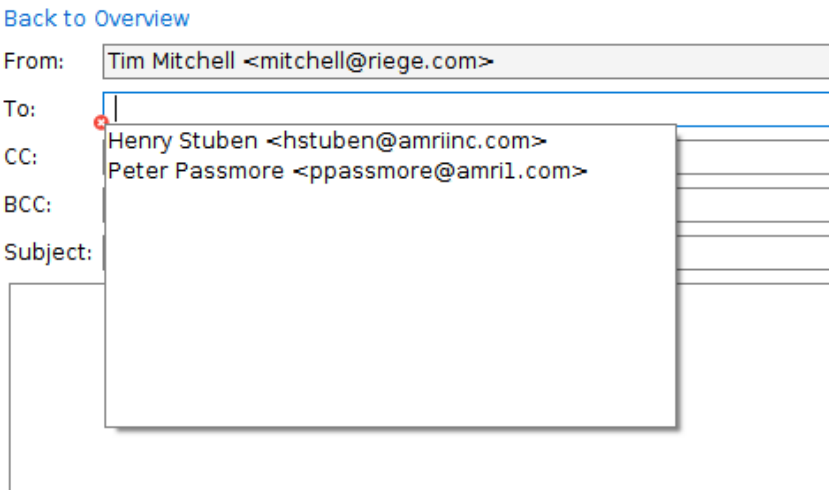
Using Contacts when emailing

In this example we make an invoice to Amri Incorporated. As soon as we create the invoice, the "Contact" field is automatically filled with "Peter Passmore". This can be changed if needed.



Now when we email the invoice the email will automatically use Peter Passmore's email address.

If a different email address is to be used, then start typing in the name or hit the space key in the "To:" field and Scope will display all saved contacts for this partner



Auto emails to customers

If you want Scope to automatically email the invoice to the customer as soone as you hit "Print" in the invoice, the create the contact details as described above, but in addition, in the partner go to:

1. Roles tab
2. Next highlight "Debtor" role
3. Then go to the "Invoice generation" tab of the "Debtor" role
4. As per below, check "Send via email" and add recipients.

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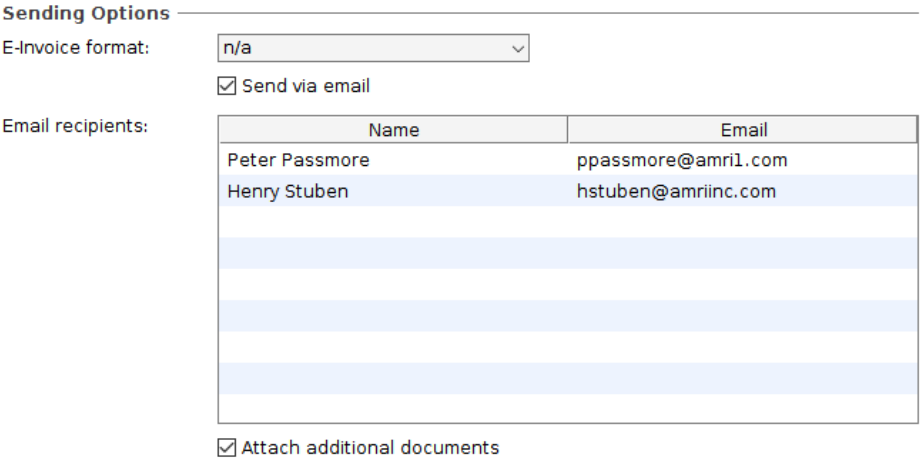

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How-To manage Customs Broker details in Scope

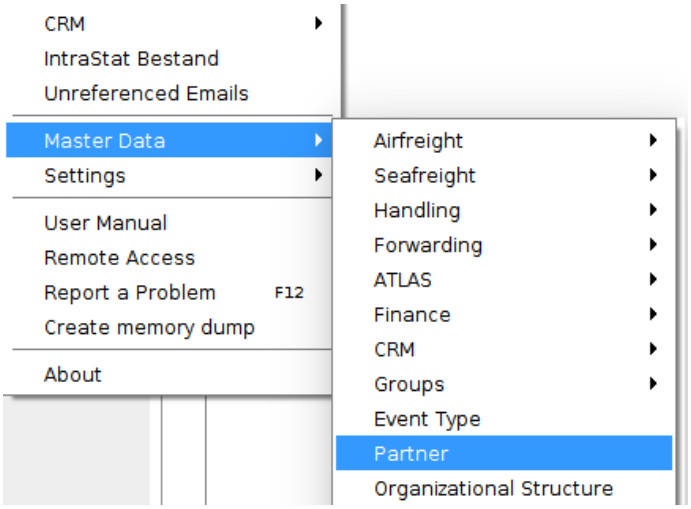
- Setting a default broker for a partner
  - Customs Broker Behavior
- Setting the default customs broker for a branch
- Checking or applying the Customs Broker on an import shipment
- Customs Broker for Customs Orders

This how-to will describe how default customs brokers can be stored in Scope, and where to view or enter the customs broker details within an import shipment.

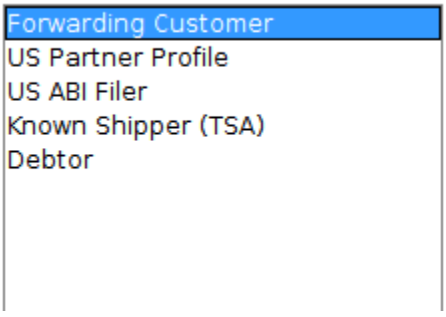
Setting a default broker for a partner

Each partner in Scope can have their own default broker.

To setup a partner's default customs broker, navigate to partner maintenance and open the partner:



When the partner is open, in the "Roles" tab, add the role "Forwarding Customer" if the partner does not already have this role:



Now open the "Forwarding Customer" role and click on the "Airfreight Import" tab:

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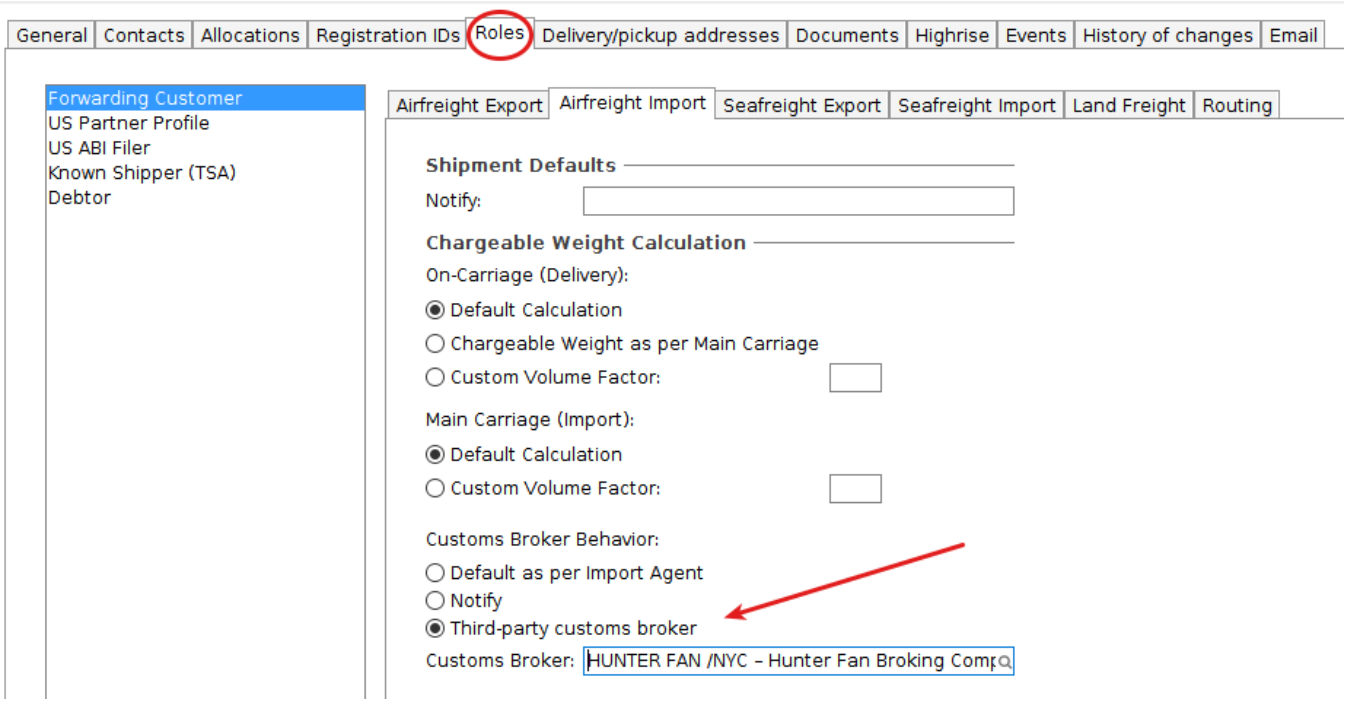

Customs Broker Behavior

The final option at the bottom of the "Airfreight Import" tab is "Customs Broker Behavior"

There are 3 possible options:

- Default as per import agent - this is the default option and means this partner will use the default broker for the branch (see below on setting this up)
- Notify - this option means that the notify on shipments for this partner will also automatically be the broker
- Third-party customs broker - this option means this party has a dedicated broker that is not the same as the broker used by the branch. Enter this broker in the "Custom Broker" field below this check-box.

In the example above, a third party broker called "Hunter Fan" has been selected for this partner.

Now click on the "Seafreight Import" tab and repeat this process to define the default customs broker for sea import shipments for this partner

Setting the default customs broker for a branch

Since most importers will use the customs broker preferred by the import branch, this section describes how to set the default customs broker for a branch. When an import shipment is registered in Scope, if there is no default broker stored for the customer or consignee, then Scope will apply the branch Customs Broker to the shipment.

To set the default broker for the branch, as described above, navigate to the partner maintenance and open the partner record for the branch.

Next, go to the "Roles" tab, the partner should already have the role "Agent"

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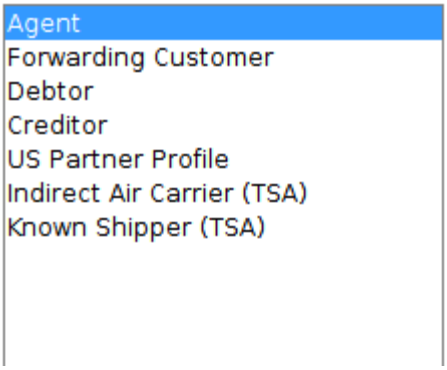
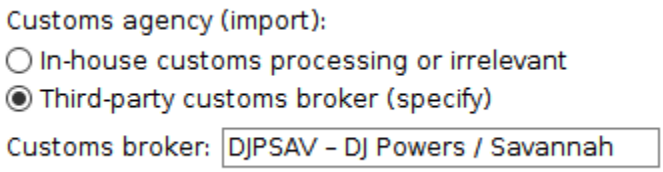


Open the "Agent" role and be sure you are on the "General" tab of this role. At the bottom of the "General" tab are the branch customs broker details called "Customs agency (import)"

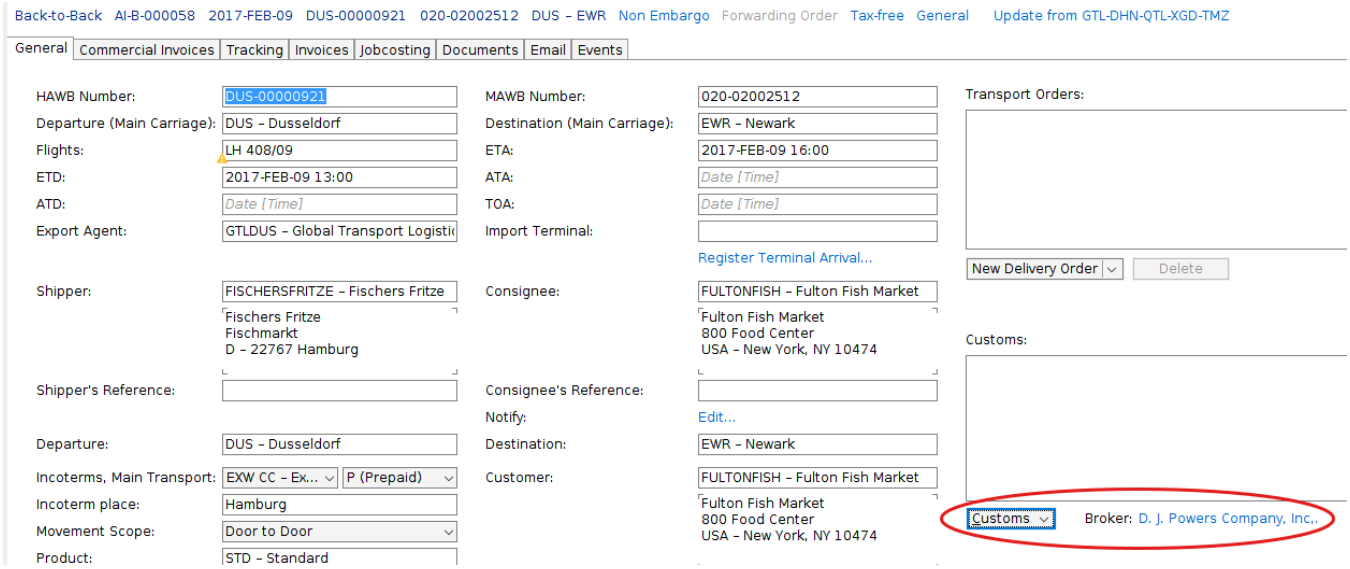
The options are:

- In-house customs processing or irrelevant - if this option is chosen then the import branch themselves are the default customs broker
- Third-party customs broker (specify) - choose this option if the branch has a standard customs broker and use the "Customs broker" field to store this brokers partner details.



Checking or applying the Customs Broker on an import shipment

Both sea and air import shipments in Scope provide the "Customs" button on the "General" tab of a shipment:



In the example above, the broker "D.J. Powers" has defaulted as the broker on the shipment because this is the broker stored and the customs broker for the import branch. You can click this broker name and change it if desired.

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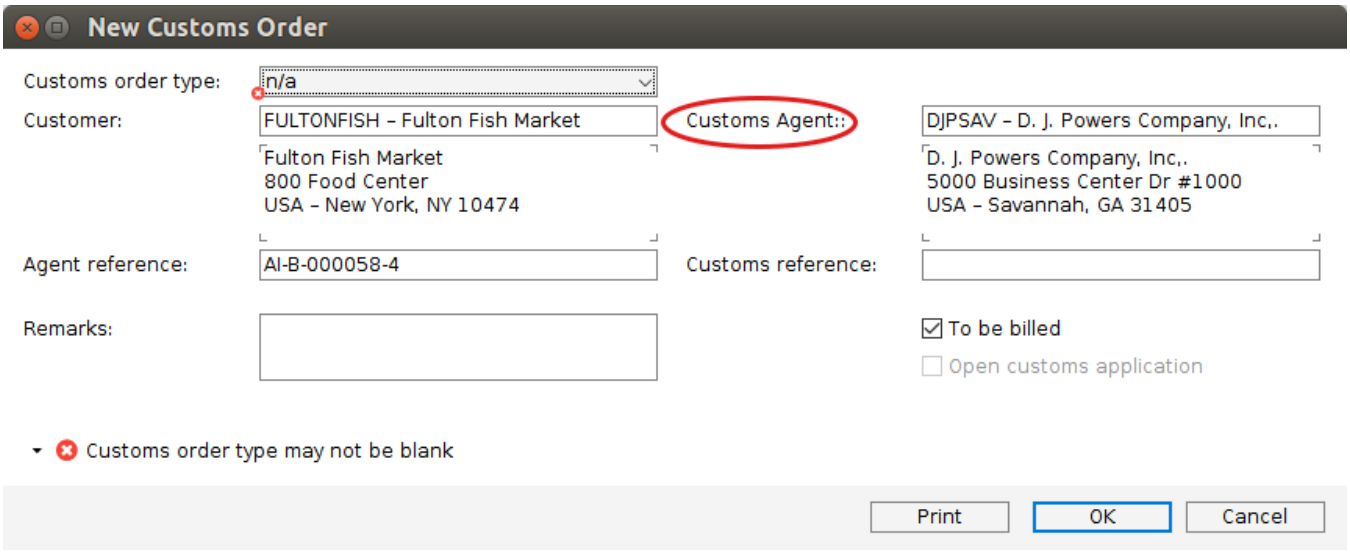
Customs Broker for Customs Orders

If you add a new customs order to a shipment, any type of customs order will also show the default broker and this can also be changed as desired:



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How-To for Reporting

- FAQ How-To compare financial interface and accounting package
- FAQ How-To create a custom shipment report in Scope
- FAQ How-To create a seafreight container report
- FAQ How-To create a simple turnover and profit report by month for a module
- FAQ How-To create report layouts
- FAQ How-To manage CASS in Scope

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FAQ How-To compare financial interface and accounting package

As financial transactions are transferred from Scope to the external accounting package there is a procedure to check the completeness of the interfaced transactions in Scope and in the accounting package.

Warning
We strongly advise you to make NO changes on any bookings, created through the interface, in the accounting package directly. Do not change period, ledgers or amounts at all.
We strongly advise not to create any additional bookings in the accounting package directly on ledgers used by Scope.
If you choose to do so, please be aware that this has a big impact on the procedures followed to ascertain the completeness of the interfaced transactions.
It will work against you later when identifying and looking for differences between the two systems.
All corrections should be done by crediting and debiting from Scope by booking additional sales or purchase invoices.

NOTE: Before checking the completeness of the Scope and the accounting package interface, make sure all batches that have been created in Scope are successfully imported in the accounting package.

Please note that if you are making use of Exact Online the Period-date check (a setting which can be found in the Exact Online settings) should be set to no, else Exact Online will overrule the booking date (period) coming from Scope and you cannot do any booking date (period) comparisons.



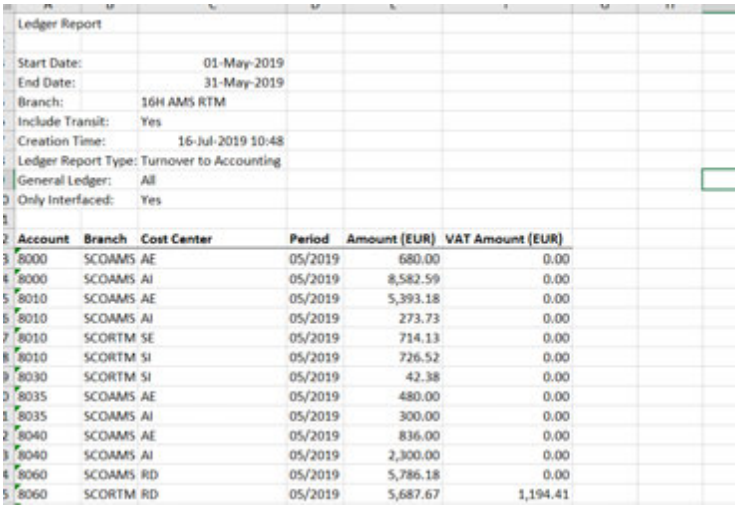
Scope Ledger Reports

[FinanceReporting] - Ledger reports

The ledger reports should match with the ledgers in the accounting package.
The ledger report can be run for a time span on Booking date (that equals the financial period in the accounting package). Check boxes for ‘Include Transit’ and ‘Interfaced only’ should be checked both.

The ledger report types you can choose are:

Turnover – Gives the total per ledger per cost center per financial period. The figures per ledger should match the figures on the same ledger in the accounting package (turnover ledgers of the P&L). At the bottom of the report a total per ledger (for all cost centers) is given;



Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	16H AMS RTM
Include Transit:	Yes
Creation Time:	16-Jul-2019 10:48
Ledger Report Type:	Turnover to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Branch	Cost Center	Period	Amount (EUR)	VAT Amount (EUR)
8000	SCOAMS	AE	05/2019	680.00	0.00
8000	SCOAMS	AI	05/2019	8,582.59	0.00
8010	SCOAMS	AE	05/2019	5,393.18	0.00
8010	SCOAMS	AI	05/2019	273.73	0.00
8010	SCORTM	SE	05/2019	714.13	0.00
8010	SCORTM	SI	05/2019	726.52	0.00
8030	SCORTM	SI	05/2019	42.38	0.00
8035	SCOAMS	AE	05/2019	480.00	0.00
8035	SCOAMS	AI	05/2019	300.00	0.00
8040	SCOAMS	AE	05/2019	836.00	0.00
8040	SCOAMS	AI	05/2019	2,300.00	0.00
8060	SCOAMS	RD	05/2019	5,786.18	0.00
8060	SCORTM	RD	05/2019	5,687.67	1,194.41

You can compare this with the turnover ledgers on the P&L in the accounting package for the same period. The values should match exactly.
In case there is a difference on a ledger, you can go one deeper step in detail by running this report in Scope;

Turnover details – Gives all transactions per turnover ledger. Optionally you can specify an account number to just run it for one specific ledger;

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Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:32
Ledger Report Type:	Turnover to Accounting Details
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Booking Date	Currency	Amount	VAT Amount	Rate	Amount (EUR)	VAT Amount (EUR)	Period	Partner
8000	19000463	AE-015477	SCOAMS	AE	06-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000471	AE-015482	SCOAMS	AE	09-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000472	AE-015483	SCOAMS	AE	09-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000491	AE-015489	SCOAMS	AE	13-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000496	AE-015490	SCOAMS	AE	14-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000497	AE-015491	SCOAMS	AE	14-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000500	AE-015508	SCOAMS	AE	20-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000510	AE-015509	SCOAMS	AE	20-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000511	AE-015510	SCOAMS	AE	20-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000520	AE-015516	SCOAMS	AE	23-May-2019	EUR	65.00	0.00	1.000000000	65.00	0.00	05/2019	Gravicom BV
8000	19000535	AE-015523	SCOAMS	AE	28-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E
8000	19000536	AE-015524	SCOAMS	AE	28-May-2019	EUR	52.50	0.00	1.000000000	52.50	0.00	05/2019	Cheese Tools E

All transactions on a ledger should match with the same ledger-card in the accounting package.

Turnover VAT – Shows all bookings made on the turnover ledger(s) with the VAT code as used in the accounting package. Optionally you can specify an account number to just run it for one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:33
Ledger Report Type:	Turnover VAT to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Period	Tax Key	Currency	Amount	Amount (EUR)	VAT Amount (EUR)
8000	19000463	AE-015477	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000471	AE-015482	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000472	AE-015483	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000491	AE-015489	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000496	AE-015490	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000497	AE-015491	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000500	AE-015508	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000510	AE-015509	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000511	AE-015510	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000520	AE-015516	SCOAMS	AE	05/2019	20	EUR	65.00	65.00	0.00
8000	19000535	AE-015523	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00
8000	19000536	AE-015524	SCOAMS	AE	05/2019	20	EUR	52.50	52.50	0.00

Cost - Gives the total per ledger per cost center per financial period. The figures per ledger should match the figures on the same ledger in the accounting package (cost ledgers of the P&L). At the bottom of the report a total per ledger (for all cost centers) is given;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:35
Ledger Report Type:	Cost to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Branch	Cost Center	Period	Amount (EUR)	VAT Amount (EUR)
6050	SCOAMS	AE	05/2019	16,288.55	0.00
7000	SCOAMS	AI	05/2019	2,990.55	0.00
7010	SCOAMS	AE	05/2019	5,062.19	0.00
7010	SCOAMS	AI	05/2019	164.83	0.00
7040	SCOAMS	AE	05/2019	760.00	0.00
7040	SCOAMS	AI	05/2019	2,000.00	0.00
7040	SCOAMS	RD	05/2019	1,120.00	0.00
7060	SCOAMS	RD	05/2019	3,270.90	0.00
7062	SCOAMS	AI	05/2019	121.67	0.00
				31,778.69	**0.00**

You can compare this with the cost ledgers on the P&L in the accounting package for the same period. The values should match exactly.
In case there is a difference on a ledger, you can go one step deeper in detail by running this report in Scope;

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Cost details - Gives all transactions per cost ledger. Optionally you can specify an account number to run it for just one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:36
Ledger Report Type:	Cost to Accounting Details
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Booking Date	Currency	Amount	VAT Amount	Rate	Amount (EUR)	VAT Amount (EUR)	Period	Partner
6050		AE-015510	SCOAMS	AE	20-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015510	SCOAMS	AE	28-May-2019	EUR	-212.50	0.00	1.000000000	-212.50	0.00	05/2019	Air Franc
6050		AE-015523	SCOAMS	AE	28-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015524	SCOAMS	AE	28-May-2019	EUR	212.50	0.00	1.000000000	212.50	0.00	05/2019	Air Franc
6050		AE-015429	SCOAMS	AE	13-May-2019	EUR	-170.34	0.00	1.000000000	-170.34	0.00	05/2019	KLM Roy
6050		AE-015471	SCOAMS	AE	06-May-2019	EUR	-977.63	0.00	1.000000000	-977.63	0.00	05/2019	KLM Roy
6050		AE-015477	SCOAMS	AE	06-May-2019	EUR	2,640.00	0.00	1.000000000	2,640.00	0.00	05/2019	KLM Roy
6050		AE-015477	SCOAMS	AE	13-May-2019	EUR	-2,640.00	0.00	1.000000000	-2,640.00	0.00	05/2019	KLM Roy
6050		AE-015489	SCOAMS	AE	13-May-2019	EUR	5,060.00	0.00	1.000000000	5,060.00	0.00	05/2019	KLM Roy
6050		AE-015489	SCOAMS	AE	20-May-2019	EUR	-5,060.00	0.00	1.000000000	-5,060.00	0.00	05/2019	KLM Roy
6050		AE-015508	SCOAMS	AE	20-May-2019	EUR	351.05	0.00	1.000000000	351.05	0.00	05/2019	KLM Roy

All transactions on a ledger should match with the same ledger-card in the accounting package.

Cost VAT - Shows all bookings made on the cost ledger(s) with the VAT code as used in the accounting package. Optionally you can specify an account number to run it for just one specific ledger;

Ledger Report

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:37
Ledger Report Type:	Cost VAT to Accounting
General Ledger:	All
Only Interfaced:	Yes

Account	Invoice Number	Shipment	Branch	Cost Center	Period	Tax Key	Currency	Amount	Amount (EUR)	VAT Amount (EUR)
6050		AE-015524	SCOAMS	AE	05/2019		EUR	212.50	212.50	0.00
6050	91900317	AE-015471	SCOAMS	AE	05/2019	20	EUR	977.63	977.63	0.00
6050	91900321	AE-015465	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015466	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015472	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900321	AE-015473	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900331	AE-015429	SCOAMS	AE	05/2019	20	EUR	170.34	170.34	0.00
6050	91900331	AE-015477	SCOAMS	AE	05/2019	20	EUR	2,640.00	2,640.00	0.00
6050	91900334	AE-015482	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900334	AE-015483	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900346	AE-015489	SCOAMS	AE	05/2019	20	EUR	5,060.00	5,060.00	0.00
6050	91900350	AE-015490	SCOAMS	AE	05/2019	0	EUR	212.50	212.50	0.00
6050	91900350	AE-015491	SCOAMS	AE	05/2019	0	EUR	425.00	425.00	0.00
6050	91900352	AE-015508	SCOAMS	AE	05/2019	20	EUR	351.05	351.05	0.00

Example screen from Exact Online to compare Scope Ledger reports

The screens below show the option in Exact Online to be used to compare the general ledger reports from Scope with.

Please verify that the same period is used in both Exact Online and the Ledger Reports.

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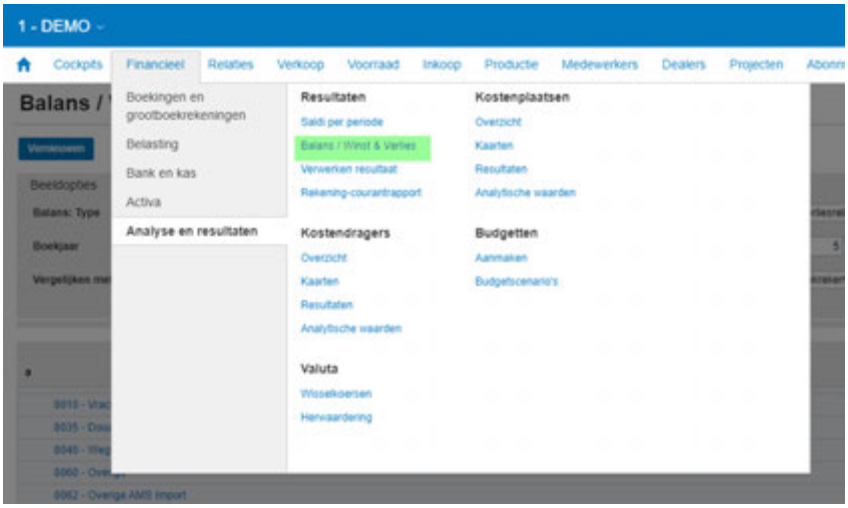

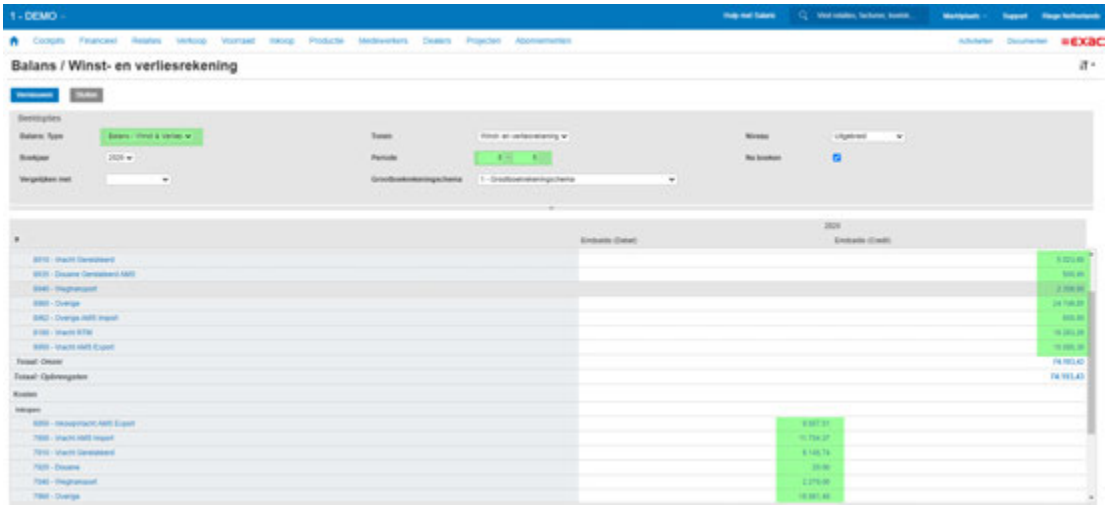

[FinanceReporting] - Estimates report

The estimates report shows the individual bookings made on all/the given accrual ledgers for the selected booking(=financial) period.
If you want to check the balance on the accrual ledger on a certain date (f.e. 31-DEC-2018), you should run this report from 01-JAN-1900 till 31-DEC-2018. This will give all the bookings in that period, made on that accrual ledger.The total of these bookings should match with the balance on the accrual ledger in the accounting package on 31-DEC-2018.

Start Date:	01-May-2019
End Date:	31-May-2019
Branch:	AMS
Include Transit:	Yes
Creation Time:	16-Jul-2019 11:38
Estimate Account:	All
Only Interfaced:	Yes

Estimate Account	Cost Account	Shipment	Branch	Cost Center	Booking Date	Amount (EUR)
1912	6050	AE-015429	AMS	AE	13-May-2019	-170.34
1912	6050	AE-015465	AMS	AE	09-May-2019	-212.50
1912	6050	AE-015466	AMS	AE	09-May-2019	-212.50
2100	7040	AE-015465	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015466	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015472	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015473	AMS	AE	09-May-2019	-95.00
2100	7040	AE-015482	AMS	AE	09-May-2019	95.00
2100	7040	AE-015482	AMS	AE	14-May-2019	-95.00
2100	7040	AE-015483	AMS	AE	09-May-2019	95.00
2100	7040	AE-015483	AMS	AE	14-May-2019	-95.00

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[FinanceReporting] - Financial Period Report

In [Finance->Reporting] you can run the Financial Period Report

A shipment in Scope has ONE **Economic Date**. By default this is the arrival date for import shipments and the departure date for export shipments. Financial bookings (turnover and estimated costs) on the shipments are booked in the **Booking Date**. The booking date is taken from the economic date of the related shipment. When that period is already closed, the booking date is adjusted to the first available date Scope can book in.

So this can lead to a shipment with financial bookings in different booking periods.

The reports from the Shipment Overview use the economic date of the shipment. So that might include amounts of financial bookings in different periods.

Just one example - create and print an additional invoice for 100€ in JUN for a shipment of MAY. If the MAY period has been closed in Scope, Scope is not allowed to book the additional invoice in MAY and it will be booked in JUN.
In operational reports the profit of the MAY shipment goes up with the 100€ even though this has been booked in the accounting package in JUN. The 100 € will not show in ledger reports ran over MAY but will show in the ledger reports ran over JUN. This, as explained above, to determine the correctness of the interface between Scope and the accounting package.
This is the reason that, apart from the [Finance->Reports] you cannot compare operational reports with figures in the external accounting package.

The Financial Period Report, however, does give you info on turnover or costs booked in periods where the booking period differs from the economic date of the shipment that invoice belongs to.
With the above example in mind, run the Financial Period Report like this:

Booking date: 2019-JUN-01 to 2019-JUN-30, [v] Include Transit, Economic date: ‘ Earlier’, Based on: ‘Order’.

This will show you the invoices booked in JUN for shipments with an economic date of MAY (or even earlier);

A	B	C	D	E
Financial Period Booking Report				
Start Booking Date	01-Jun-2019			
End Booking Date	30-Jun-2019			
Branch	AMS			
Include Transit	Yes			
Creation Time	16-Jul-2019 11:27			
Economic Date	earlier			
Based on	Orders			
Branch	**Shipment Number**	**Cost Center**	**Economic Date**	**Booking Period**
SCOAMS	AI-004635	AI	26-May-2019	6/2019
SCOAMS	Fwd-000581	RD	23-May-2019	6/2019

The option Invoice / Order determines whether Scope will only check Outgoing and Incoming Invoices(option: Invoice) or whether it will check estimate bookings as well (option: Orders).

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FAQ How-To create a custom shipment report in Scope

- Introduction
- Design the custom report layout
- Using the new custom layout in a report
  - Filter down to the desired shipments in the Shipment Overview
  - Apply the custom layout

Introduction

This how-to will explain how a customs report is designed saved and printed in Scope.

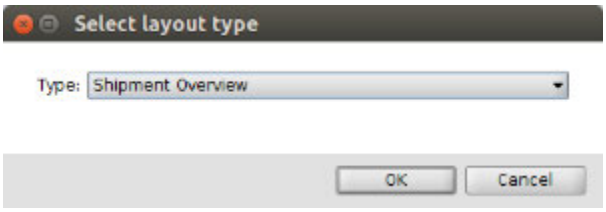
Design the custom report layout

From the Scope menu select:

1. Maintenance
2. Layouts



In the overview of layouts click "new" to create a new layout. Next, choose the type of layout. Since this custom report will appear in the shipment overview, choose "Shipment Overview"



Now the report designer opens.

1. Give the report a short name. In the example below "jcgen" is used
2. Give the report a full description. The example below is "general job costing"
3. Use the "Visibility" buttons to indicate who can see this custom layout. "Private" means only the creator of the report can see it, and "Public" means any user with access to the shipment overview can see and use it.
4. Choose the elements in the left-hand "Available" column that are to appear in the report. Use the "Add" and "Remove" buttons to build the list of desired elements in the right hand "Chosen" column.
5. Use the blue "Rename chosen column" to apply a different name to any element. This custom name will then be used on the report
6. When complete, click "Save" and exit.

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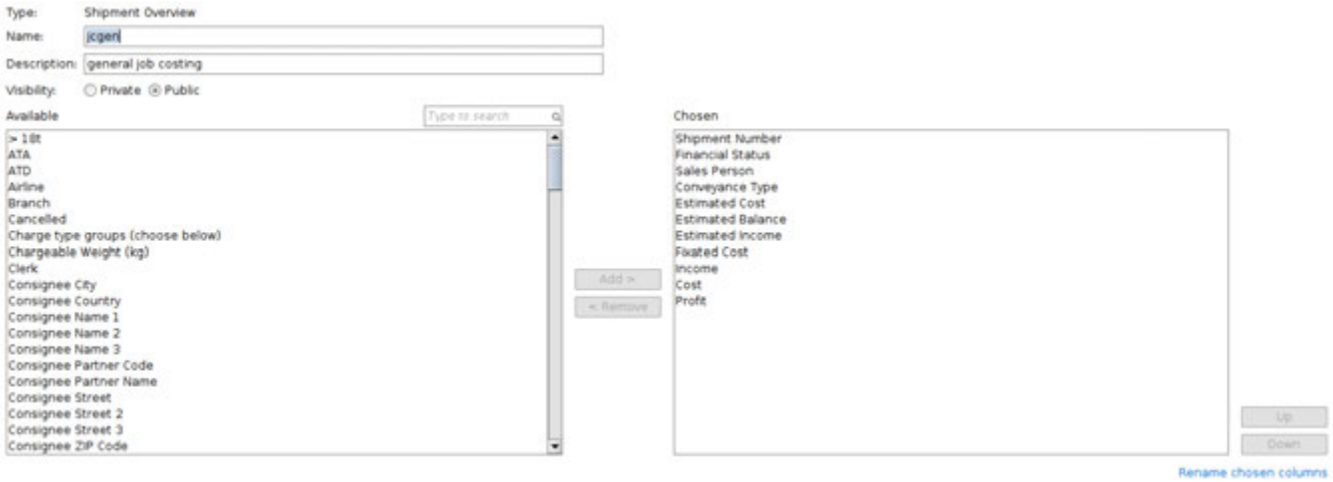
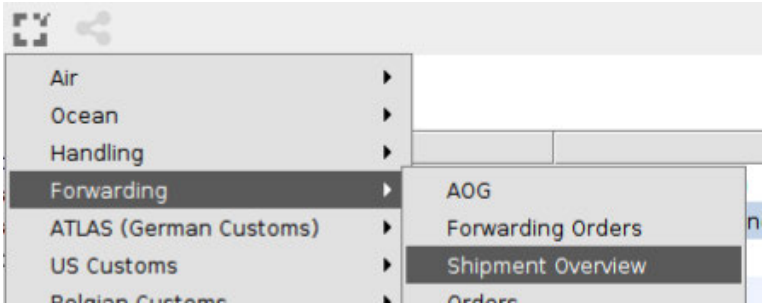


Using the new custom layout in a report

Now that the new custom layout is saved and ready, it can be used to create a report.

Navigate to the shipment overview:

1. Select the Scope Menu
2. Select "Forwarding"
3. Select "Shipment Overview"



Filter down to the desired shipments in the Shipment Overview

In the shipment overview, use the search and filter fields to drill down to the desired shipments.

In the example below:

- All" means all types (Mode) of shipments are included
- There is no saved filter applied.
- Only shipment in the branch "GTLNYC" are included
- Only shipments with economic month "2016-MAR-03" to "2016-JUN-03" are included.
- The is nothing in the general search field
- It is required that the "all" elements of the individual filters be found for the shipment to be considered a match
- "Salesperson" + "is not set" is a filter that only finds shipments with no salesperson applied to them
- "Conveyance Type" + "is" + "Air" is a filter that only finds shipments where the mode is air.

> **Organize filters**
>
> Note that if the filtering shown above is going to be used repeatedly, then it can be saved as a saved filter. Use the "Organize filters" drop-down option in the "Choose filter" field to do this. The filter can then be recalled at any later time.

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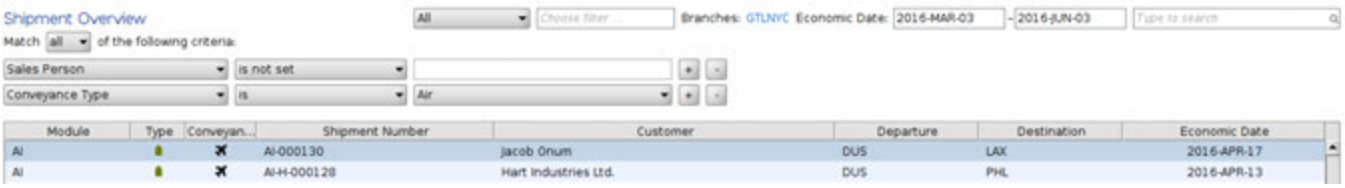
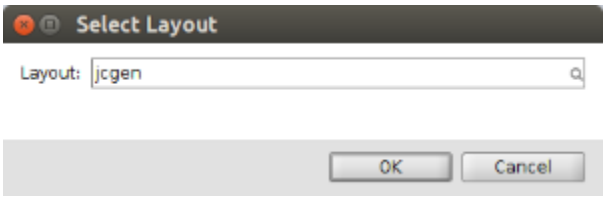


Apply the custom layout

Now that the desired set of shipments has been selected, click on the blue "Detailed" report option at the bottom of the screen:



A popup will appear where you can search custom layouts to apply to the report. In the example below our custom layout created above called "jcgen" will be used:



On Clicking "OK" the custom report will open in a spreadsheet.

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FAQ How-To create a seafreight container report

- Introduction
- Navigate to the Shipment Overview
- Show only FCLs or LCLs and set filters
- Run the reports
- Detailed Container Statistics
- Grouped Container Statistics

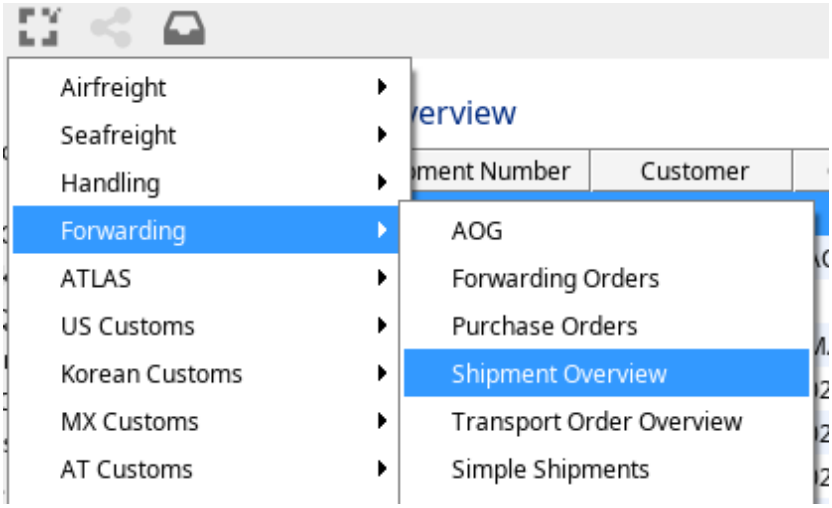
Introduction

Seafreight container reports are available in Scope and this How-To explains how these are created

Navigate to the Shipment Overview

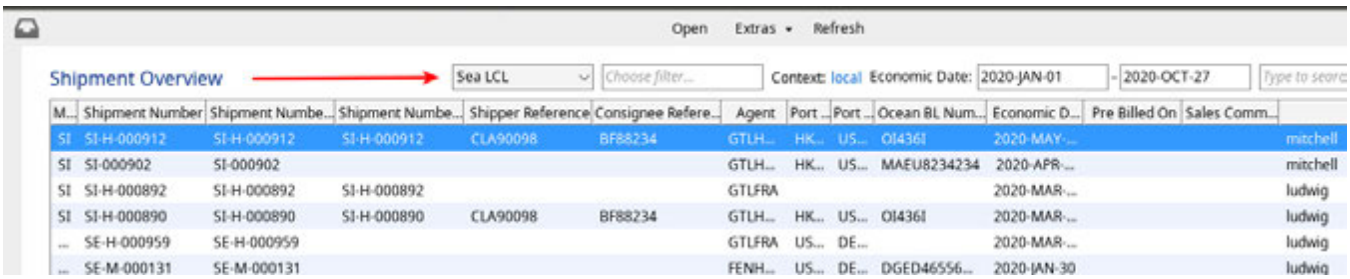
From the main menu

1. Choose "Forwarding"
2. Then choose "Shipment Overview"



Show only FCLs or LCLs and set filters

The overview will initially show all shipments. To run container reports only FCL or LCL shipments must be present. To do this set the first filter at the top of the overview to "Sea LCL" or "Sea FCL"



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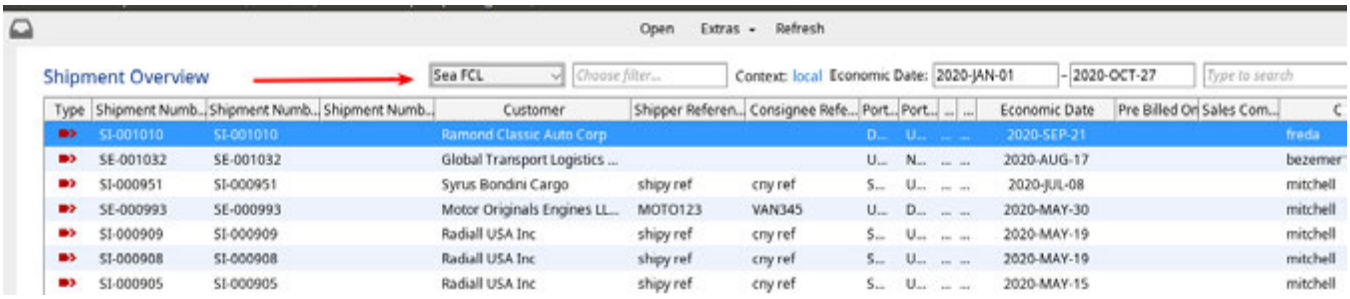
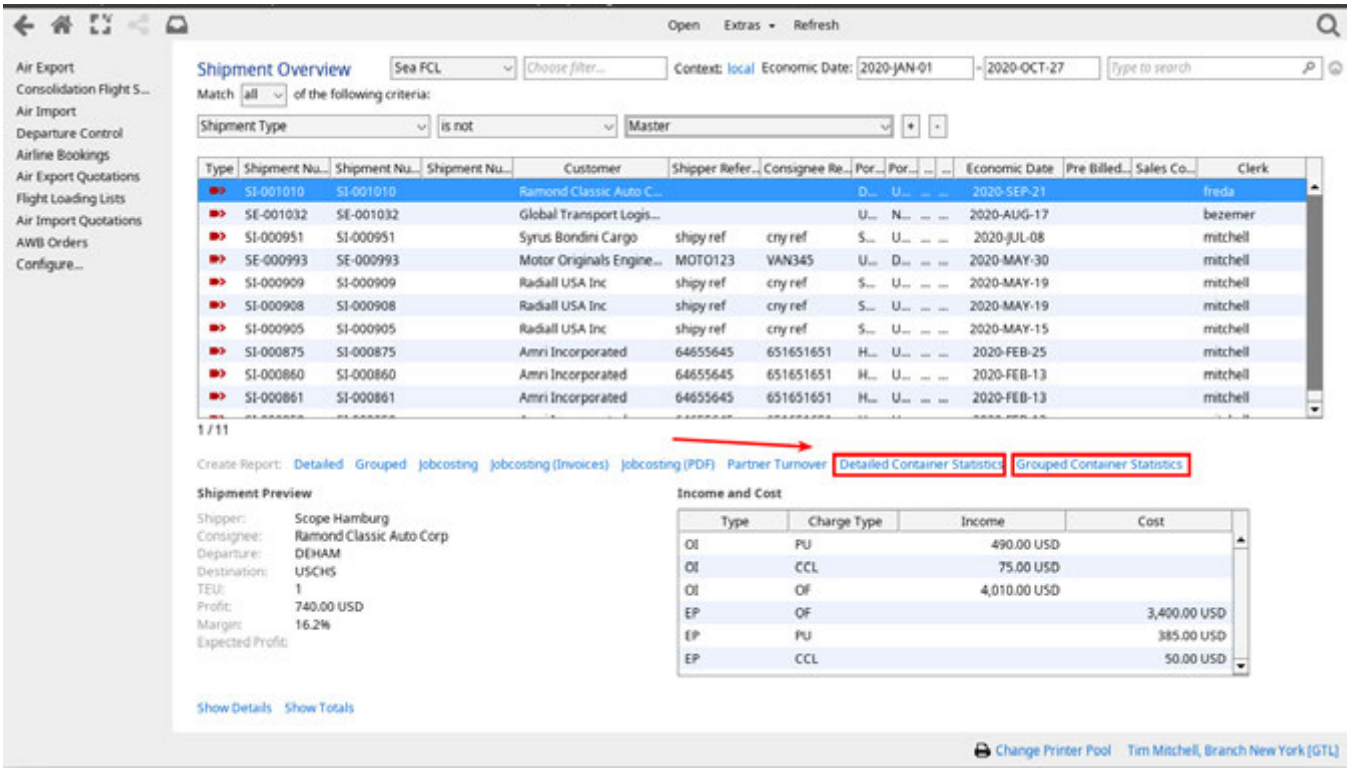


Once the FCL or LCL filter has been selected, apply any further filters like date range etc.

Run the reports

When only Sea FCLs or Sea LCLs are selected, note that extra container reports are now visible at the bottom of the overview of shipments, these are:

- Detailed Container Statistics
- Grouped Container Statistics



Detailed Container Statistics

When this report is run, if a container report layout has been created, it is possible to type in the name of the layout or search for it. If no layout has been created, the Scope will print the default detailed container report

Grouped Container Statistics

The grouped statistic has a pop-up box that allows you to choose how the containers should be group on the report, for example they can be grouped based on the liner agent used for each container

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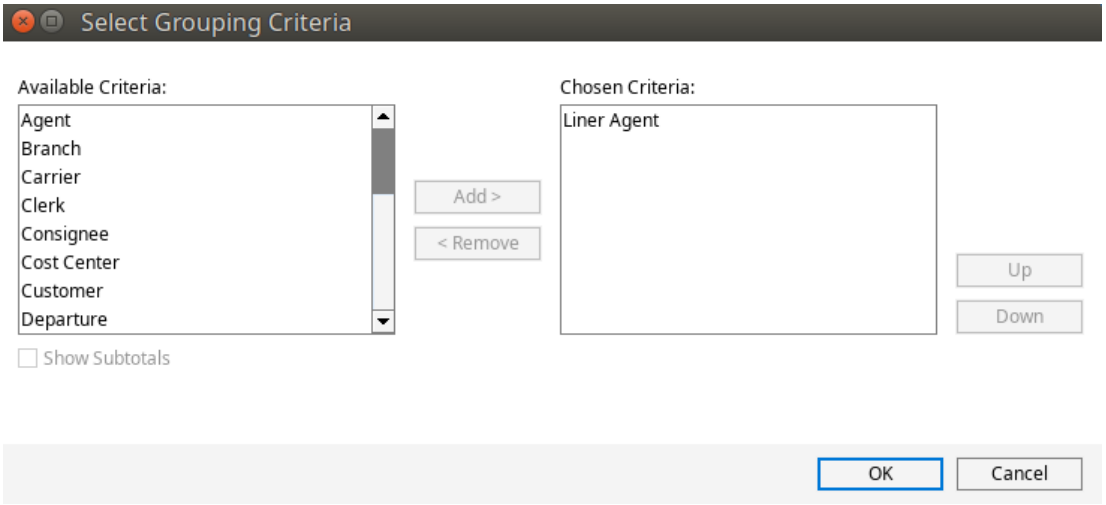

The report will open as a spreadsheet on the desktop

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FAQ How-To create a simple turnover and profit report by month for a module

- Introduction
- Date range
- The filters
- Select the Grouped report
- Select Grouping Criteria
- The report contents

Introduction

This report allows you to select the date range and uses filters to present basic financial figures per month

Date range

in the economic date range enter the period you are interesed in. The example below uses the date range 2016-MAY-01 to 2016-NOV-29

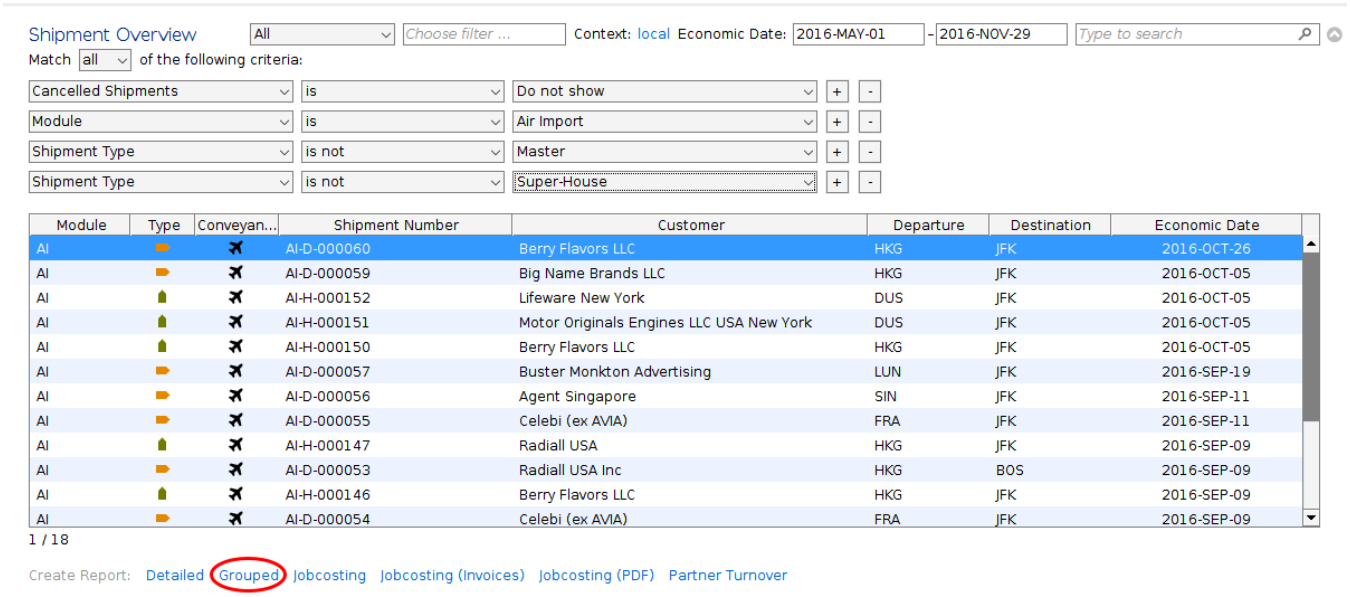
The filters

This example reports on air import profit and turnover per shipment with sub-totals per month. Therefore filters are added that do the following:

- remove any cancelled shipments
- report only air import shipments
- exclude any master or super-house shipments

Select the Grouped report

Once the date range and filters have been applied, from the list of report types select the "Grouped" report. This is circled in red in the screenshot



Select Grouping Criteria

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When the grouped report is selected, a window appears where the type of grouping can be chosen. As per the screenshot, first select "Economic month" and then add "Customer"

Finally, be sure to check the box "Show Subtotals". This will subtotal the figures by month.

Click "OK" to generate the spreadsheet.

The report contents

The report will list:

- Economic month of shipment (subtotaled)
- Customer (Shipments subtotaled)
- Number of shipments (by customer)
- Pieces
- Gross Weight
- Charge Weight
- Volume
- Income
- Cost
- Profit

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FAQ How-To create report layouts

- Navigating to the layout maintenance
- Creating a new report
  - Order of the data in the report
  - Rename the columns of the report
- Using the new custom report
- Related articles

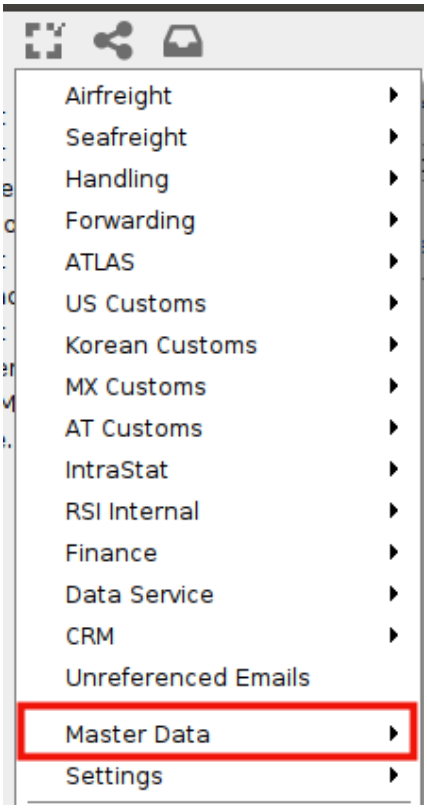
There are various reports in Scope where you can create a custom layout for the report. This means you can choose the data columns you would like to appear in this custom report and you can rename these data columns to your liking. This is especially useful for creating specific reports demanded by customers. You can create these custom layouts for the following types of reports:

- Customer Invoice Report
- Partner Turnover Report
- Shipment Monitor
- Shipment Overview
- Web-tracking

This guide explains how to make these custom reports.

Navigating to the layout maintenance

1. Click the Scope menu Icon 
2. Navigate to *Master Data* and then *Layouts*:



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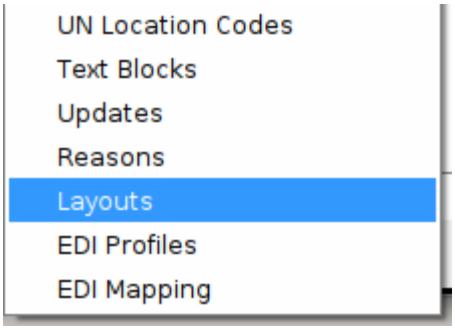
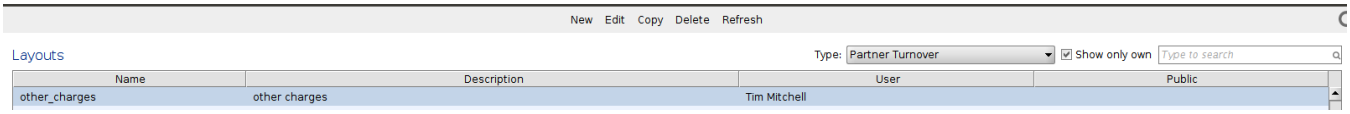


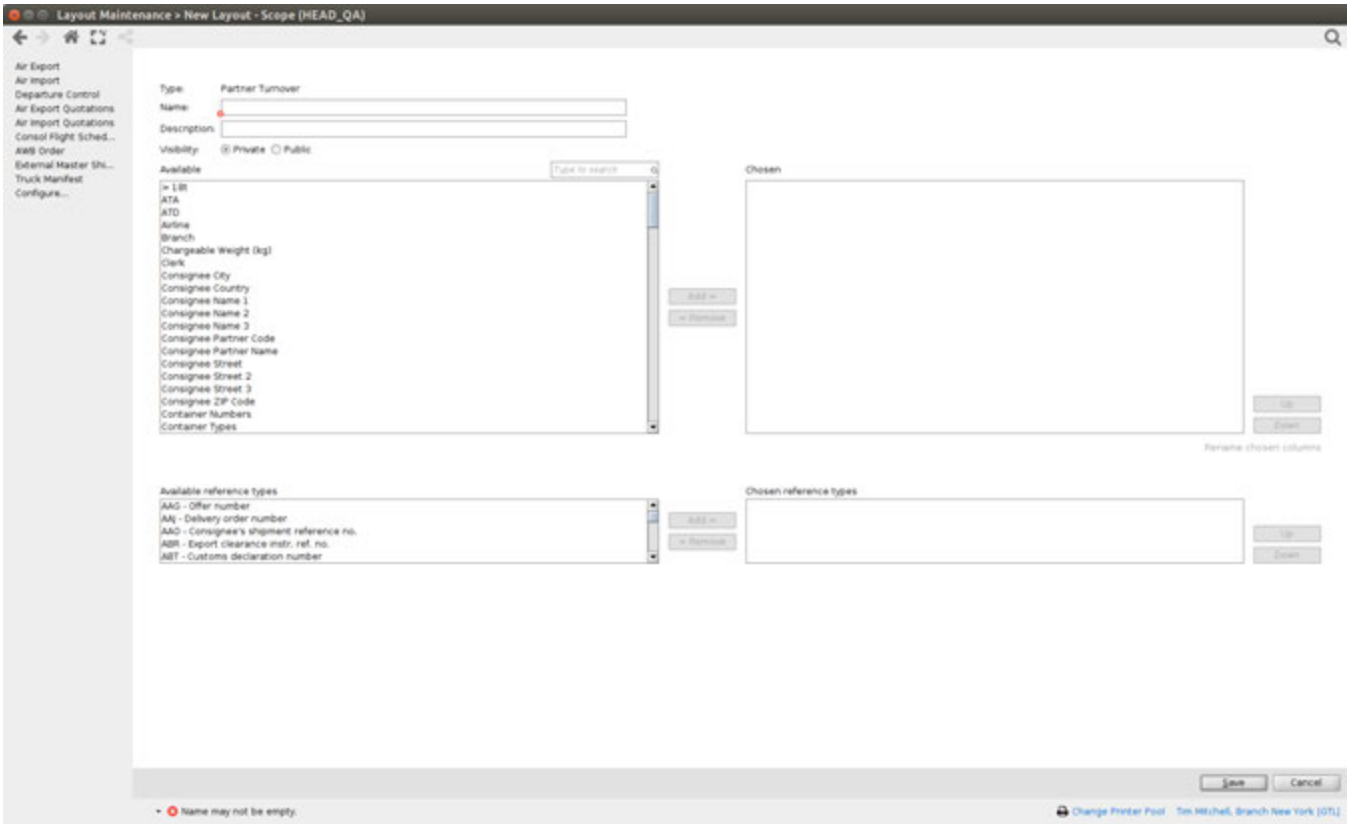
Creating a new report

The Layouts application will open. This can be used to see existing layouts and to create new layouts.

First, at the top of the overview, select the *Type* of layout you are interested in. The example below shows the Partner Turnover report as the type of report and it shows one existing report called *other_charges* exists already for this report type.



Select the New button on the menu bar to create a new custom layout for the Partner Turnover report. The layout editor will open:



Give the new report a short meaningful name in the field *Name.* The example below uses the name *ABC CORP CHARGES*



Next, provide a full description of this new layout so that it is easy to identify in future.

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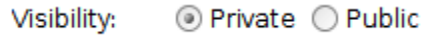
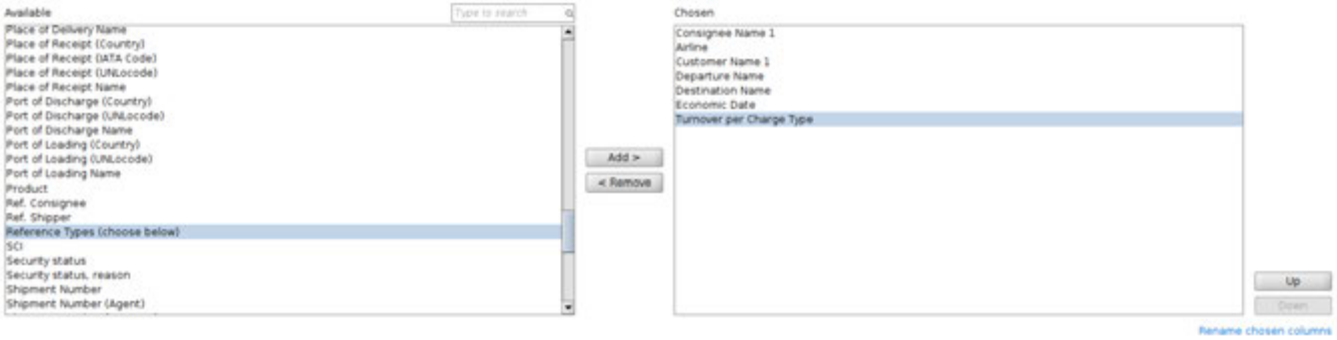
If the report is only to be visible to you, then for *Visibility* check *Private*. If it is to be visible to all users, then check *Public*.

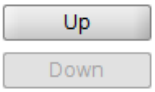


Now choose which fields should appear in the report. The available fields are shown in the left hand column. Use the *Add* button to add them to the right hand *Chosen* column and the *remove* button will remove them again from the right hand column.



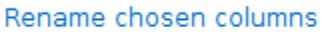
In the example above the set of fields that will appear in the report are present in the *Chosen* column.

Order of the data in the report



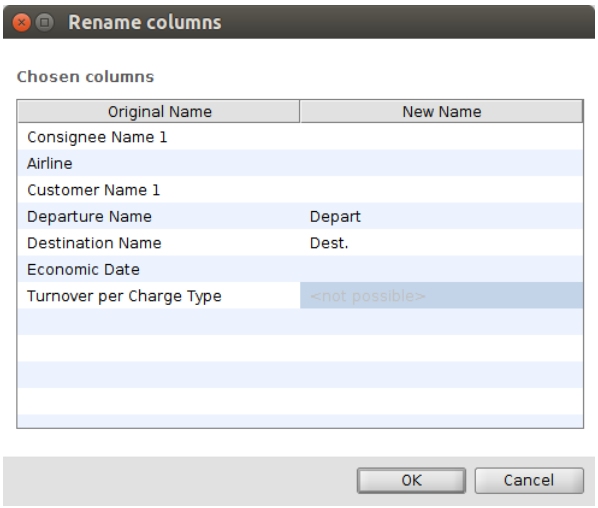
To change the order of the columns of the report, highlight an item in the list on the right and use the *Up* and *Down* buttons to move it to the correct order.

Rename the columns of the report



In some cases, the description of a column will need to be changed. To do this click the blue *Rename chosen columns*.

The renaming editor opens and shows all the chosen columns. Click to the right of the original name used in the *New Name* field. Now you can type in the new name of the column. In the example below the column *Departure Name* is renamed *Depart* and *Destination Name* is renamed *Dest*.



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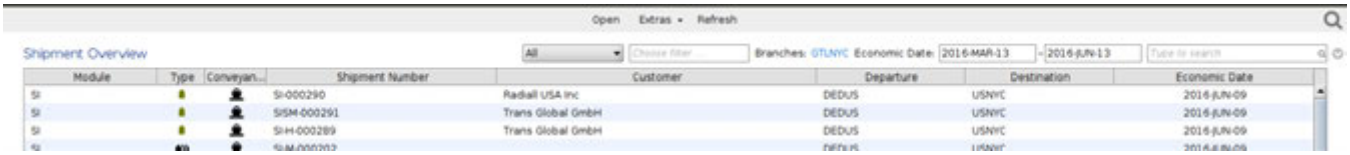
Click *OK* when ready and click *Save to* store the new report which will now appear in the list of saved reports.

Using the new custom report

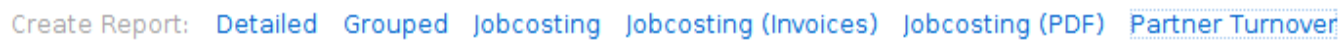
Since the new layout is for the *Partner Turnover* report, we need to navigate to the *Shipment Overview* to apply it.



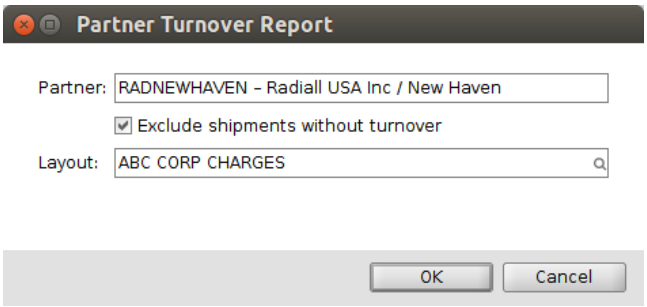
In the shipment overview apply any filters to focus on the required shipments. In the example below the filters restrict the shipments to the GTLNYC branch and the date range 2016-MAR-13 to 2016-JUN-13.



Now print the partner turnover report by clicking the blue *Partner Turnover* link:



An overlay appears where the name of the desired partner can be entered and the layout created above can be chosen. In the example below, the report is being done for the partner *Radiall USA* and the report the the *ABC CORP CHARGES* report.



On clicking *OK*, the spreadsheet will open using the *ABC CORP CHARGES* layout.

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Related articles

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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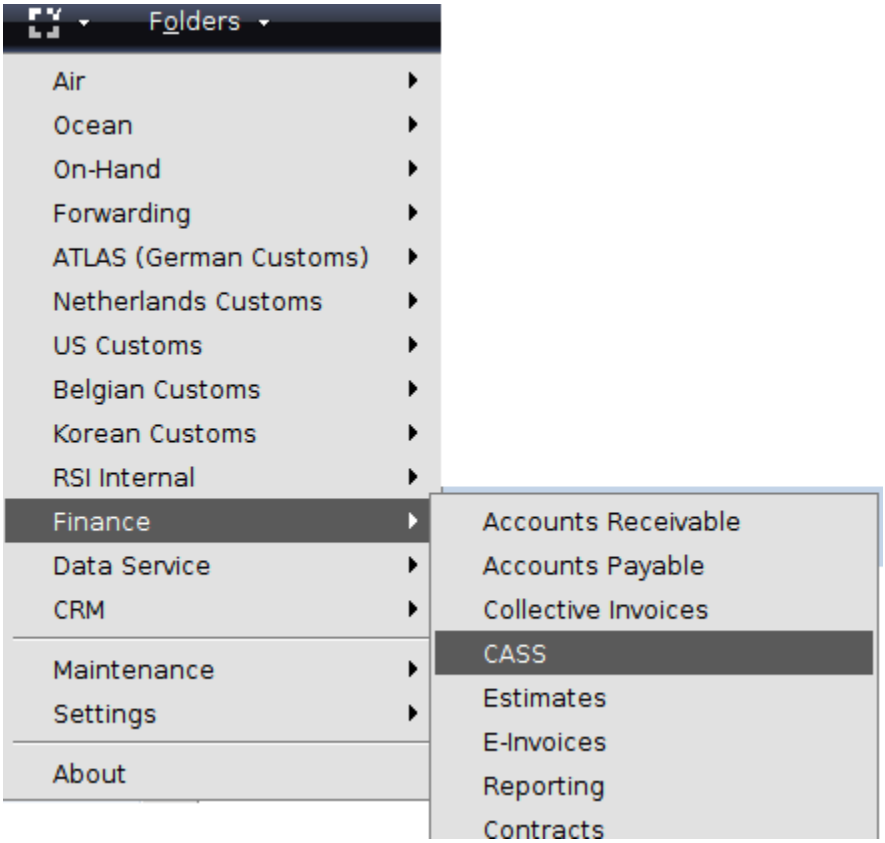
FAQ How-To manage CASS in Scope

This article describes how-to import a CASS file into Scope in order for air export payables to be automatically applied to MAWBs, generating payable vouchers and breaking these charges to the house level in job-costing.

Step-by-step guide

Navigate to and open the CASS application

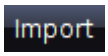
1. CASS will provide a file containing the airfreight and other charges costs to be paid by the agent. Copy these files to the PC where they will be imported into the Scope CASS application.
2. The files provided, differ slightly according to region:
    a. In the EU the CASS file is known as the HOT file (Hands on Tape) is provided and accordingly has the suffix "hot".
    b. In the USA, 2 files may be provided, a spreadsheet file and a file with the suffix "fil". The "fil" file is the file that will be imported into Scope.
3. Import the file into Scope:
    a. Click the Scope application icon 
    b. Navigate down to the "Finance" option and then in the sub-menu choose "CASS"



Import the CASS file

The CASS application will now open. It will list previously imported and processed CASS files.

To import a new file:

1. From the menu bar choose 

2. A pop-up explorer window will appear that can be used to navigate to where the CASS file is stored on the local PC:

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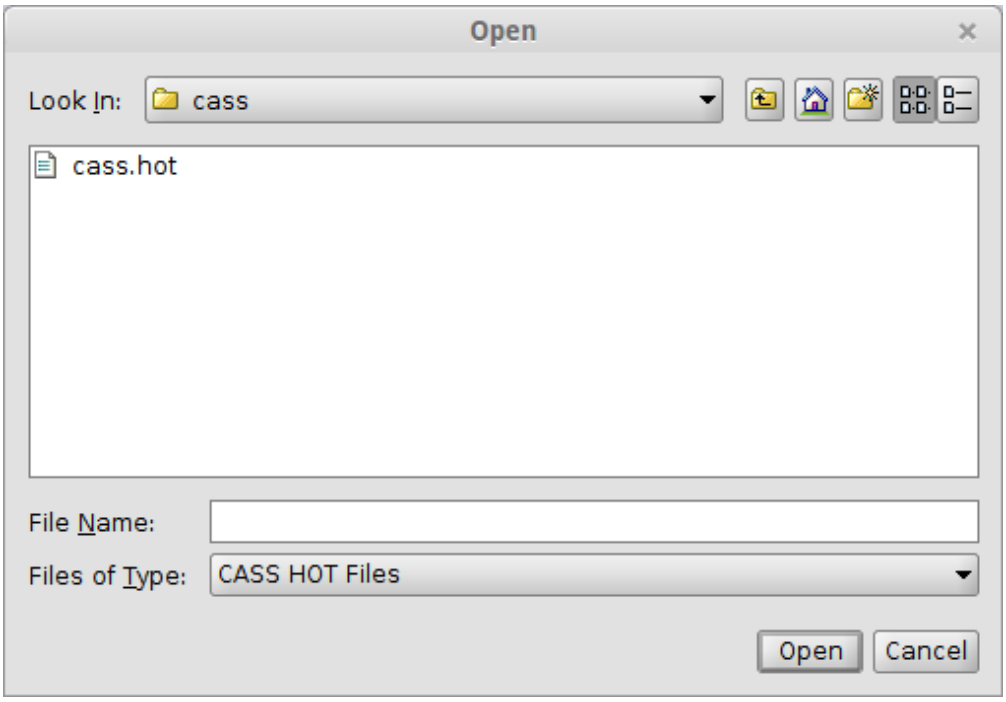
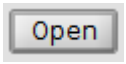


The explorer will default to look for a "hot" file. If in the USA, then simply change the "File of Type: from "CASS HOT Files" to :



This will allow you to find a "fil" file if you are not in the EU. Now navigate to where the file supplied by CASS is stored and use the 

button to import it.

The application may take a few moments to import the file. Check the progress via the progress bar to the bottom right of the screen.

Check and process the imported CASS file

Once the file has been imported it will appear as an item in the list of imported CASS files. To check and process it:

1. Highlight the new CASS data you have just imported
2. Select 

from the menu bar

The CASS transaction is presented on 2 tabs:

1. The first is the "General" tab which will show the total details of the file about to be processed.
2. The 2nd tab is the "Documents" tab.

Documents in the documents tab

1. The "Difference" report is a spread sheet that will show for each MAWB that has been found, both the airfreight and other charges billed by CASS. The estimates for these charges created by the Scope user and the differences between the CASS figures and the Scope figures.
2. The "Warnings" report will highlight any potential problems such as where the actual agent for a MAWB is not the same as the stated agent.
3. MAWBs from the CASS file that cannot be matched in Scope will be placed against the CASS administrative order for each branch.

Once differences have been checked and accepted, the voucher can be finished

1. On the General tab, in the "Created Invoices" window, double click the voucher that is to be processed
2. The details of the voucher will open, showing dates to be used, total amounts and individual shipments that make up the total
3. To finalize the voucher, from the tool bar select 

4. If there are differences between CASS amounts and Scope Estimates, for each shipment the application will offer to create a new estimate that takes into account this difference. Use the check boxes to indicate if this should be done.

Once the voucher is finished, it will appear in the documents tab (use the print option if it does not appear automatically). This voucher will also appear in the documents tab of each shipment that is included in this CASS voucher.

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How-To for Scope Connect

- FAQ How-To use Scope Connect pre-alerts
- FAQ How-To use Scope Connect pre-alerts (Agents version)
- How-To create a Scope Connect tracking account

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FAQ How-To use Scope Connect pre-alerts

- Introduction
- Creating a Scope Connect user account
- Creating a Scope Connect Pre-Alert
    - Step 1: Shipper & Consignee
        - Shipper
            - Stored addresses
            - One time address
        - Shipper's Reference
        - Origin
        - Export Agent
        - Consignee and Consignee's reference
        - Destination
        - Notify
- Air Export pre-alerts
    - Step 2, Main Transport - creating an air pre-alert
        - Branch
        - Incoterms
        - Incoterm Place
        - MAWB
        - HAWB
        - Carrier
    - Add flights to an air export pre-alert
    - Step 3, Loading - air export pre-alert
        - Entering goods totals only
        - Entering a detailed packing list
    - Step 4, Supporting Documents - air export pre-alert
    - Step 5, Overview & Submit - air export pre-alert
- Sending the pre-alert
- Sea Export pre-alerts
    - Step 2, Main Transport - creating an sea pre-alert
        - Branch
        - Incoterms
        - Incoterm Place
        - OBL
        - HBL
        - BookingNr
        - Carrier
        - Voyage
    - Step 3, Loading
        - Simple Pack list
        - Detailed goods and containers
        - Containers
        - Adding goods to a container
- Consolidating house shipments on a master
    - Master - Shipper and Consignee
    - Master - Main Transport
    - Master - Consolidation
- Converting the export pre-alert to a Scope import

Introduction

Scope Connect allows a user to create a sea or air pre-alert.

A pre-alert is details of a sea or air shipment that are normally entered by the export agent immediately before export of the shipment.

By creating pre-alerts in Scope Connect, the export agent or shipper is able to advise the import agent of the shipment well in advance of the shipments arrival. These pre-alerts can also be converted by the import agent into shipments in Scope which saves time and improves accuracy.

This document will tell you:

- How to setup a Scope Connect user account so that a user can create pre-alerts
- How to create an air export pre-alert
- How to create a sea export pre-alert
- How to consolidate house pre-alerts onto a master pre-alert
- How to transmit a pre-alert
- How to convert an incoming pre-alert into a Scope import shipment.

Creating a Scope Connect user account

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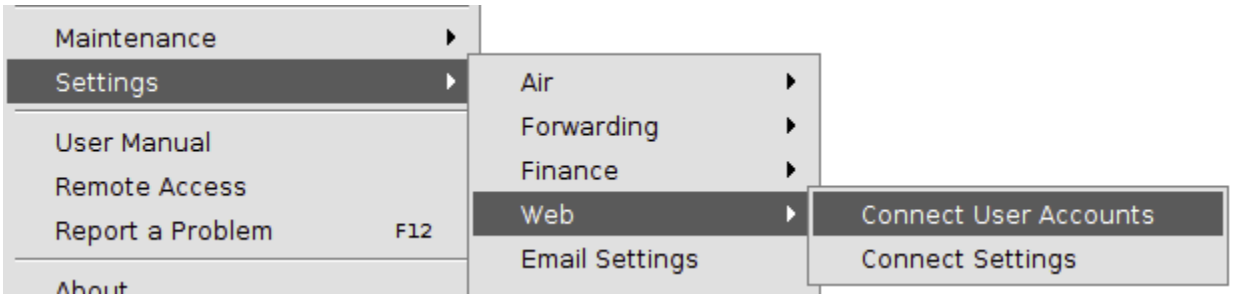
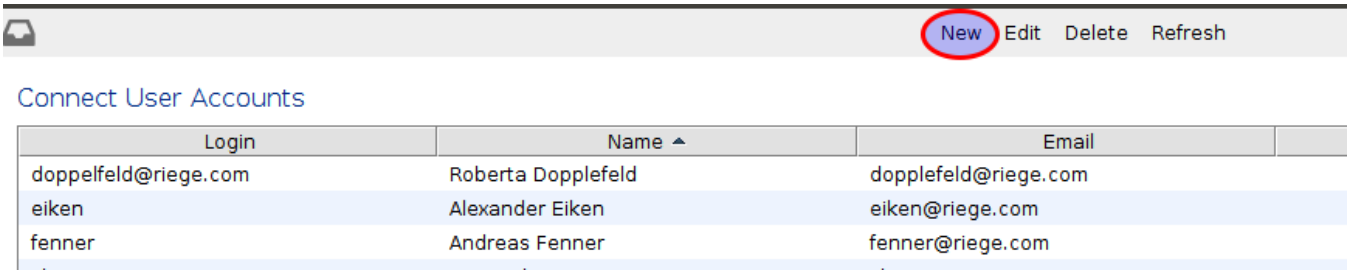
In order to be able to create pre-alerts, the export agent or shipper must be granted access to Scope Connect. The Scope administrator can do this by creating a Connect User Account

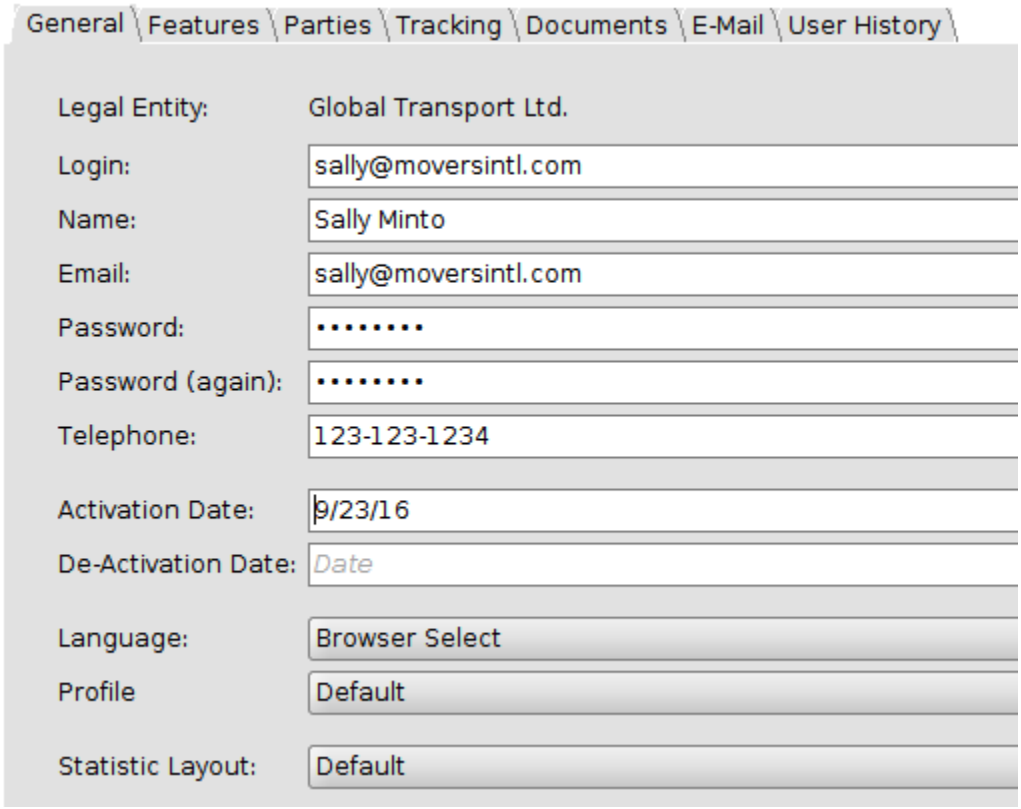
- Navigate to the Connect User Accounts



- Open Connect User Accounts and select "New" from the menu bar to create a new Scope Connect account



- Complete all the details about the new user in the "General" tab.



- In the "Features" tab, be sure to check "Enable Pre-Alerts".

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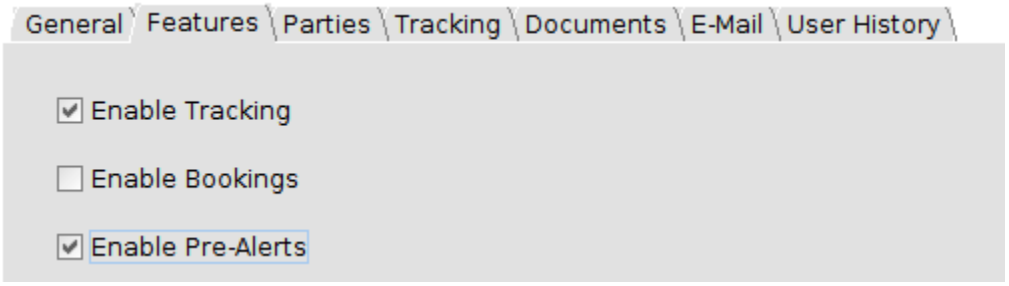
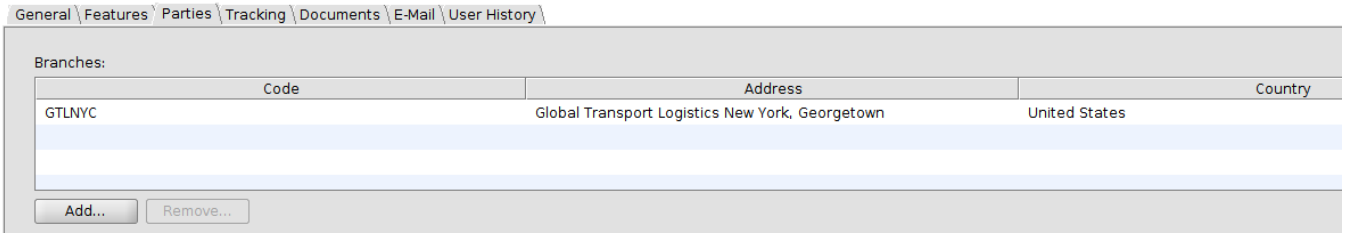
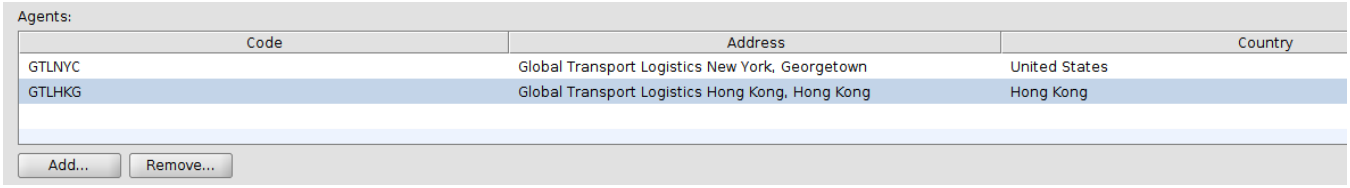


Use the "Parties" tab to define who this new user may communicate with and which parties will be automatically available to them:

- In the "Branches" section, add the import branches they may send pre-alerts to. In this example the user may send pre-alerts to GTLNYC



- In the "Agents" section, add the agents who will be the shown as the senders and recipients of any pre-alerts. In this example GTLNYC and GTLHKG will be the allowed agents:



- Use the "Shippers", "Consignees" and "Customer" sections to specify parties whose tracking the Web Connect user may view. These addresses will also automatically be available to the user during creation of a pre-alert, this saves the Scope Web Connect user having to create partners from Scratch. The user can still create new partners from scratch when building the pre-alert if these partners are not allocated to them in their web account.

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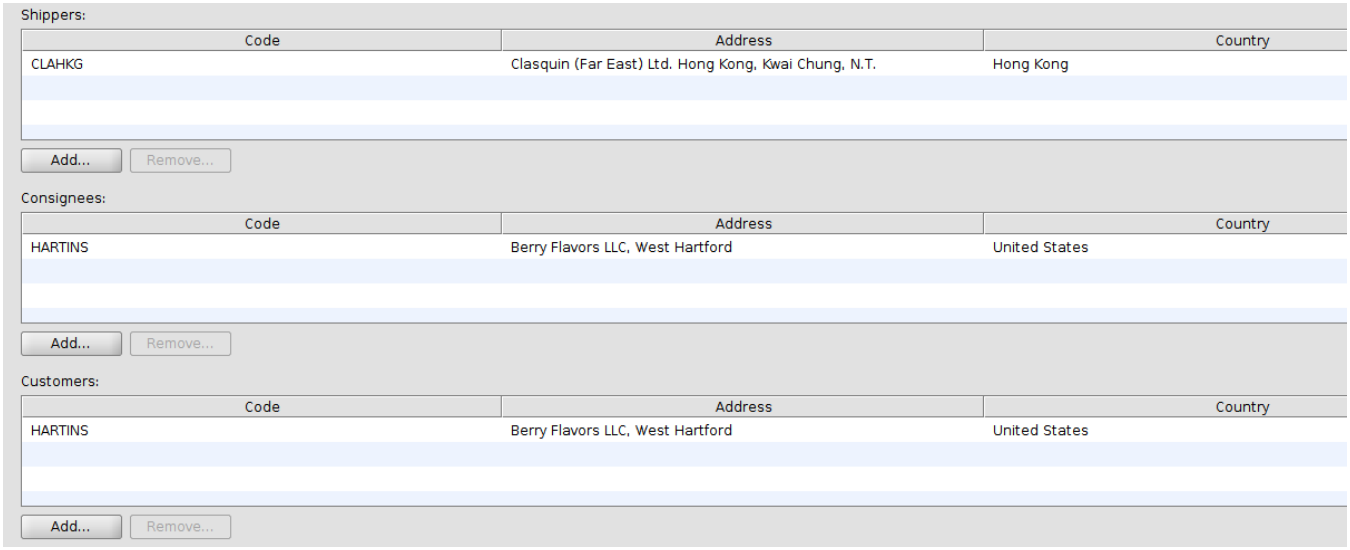
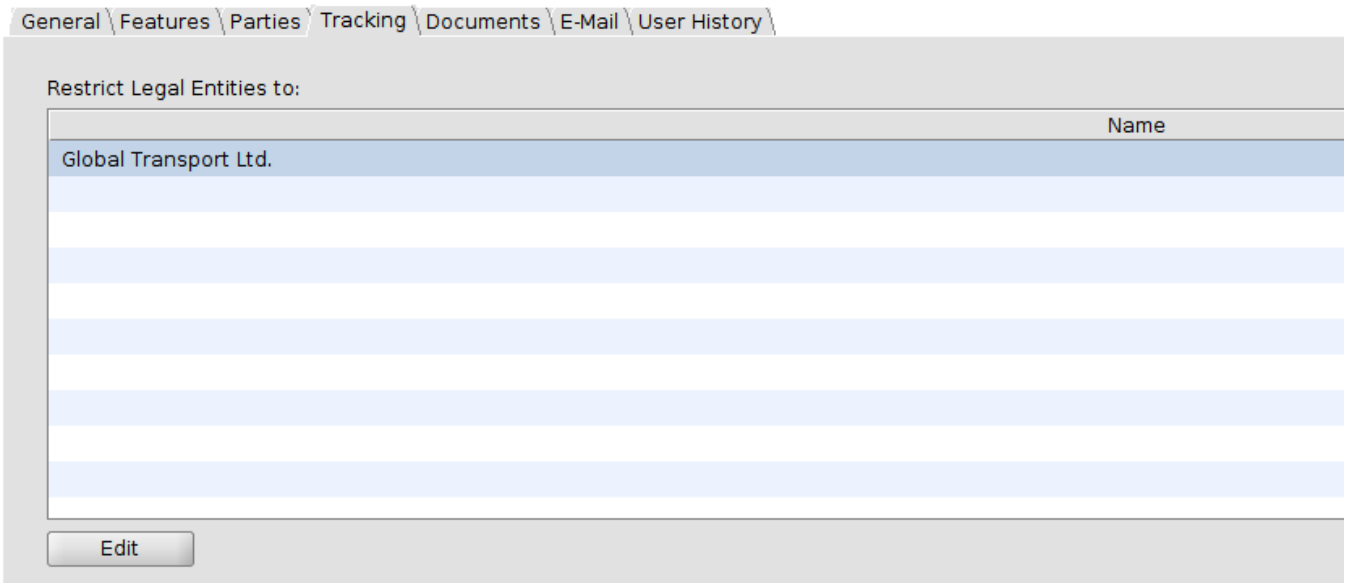
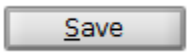


In the "Tracking" tab, define the legal entity whose tracking information the Web Connect user may view. In the example below, only tracking for Global Transport US is visible to this user.



Once the above details are complete, click "Save" and advise the new Scope Web Connect user of their login details.



Creating a Scope Connect Pre-Alert

The new Scope Connect user needs to login to Scope Connect with their browser in order to create pre-alerts. Ask your administrator for the web-address for your Scope Connect.

Using the link address, the Scope Connect user can login to Scope Connect using a browser.

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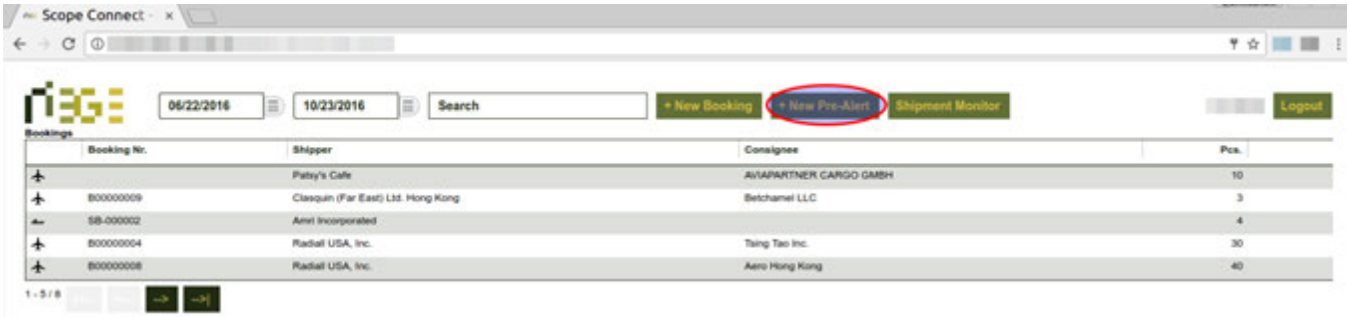
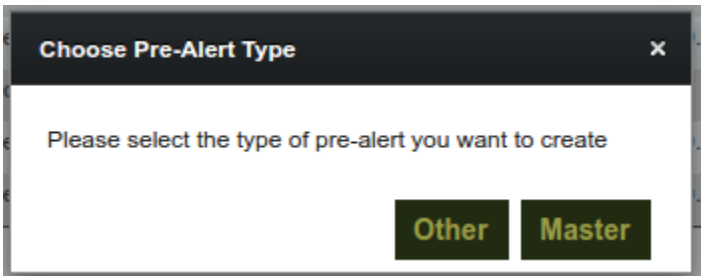
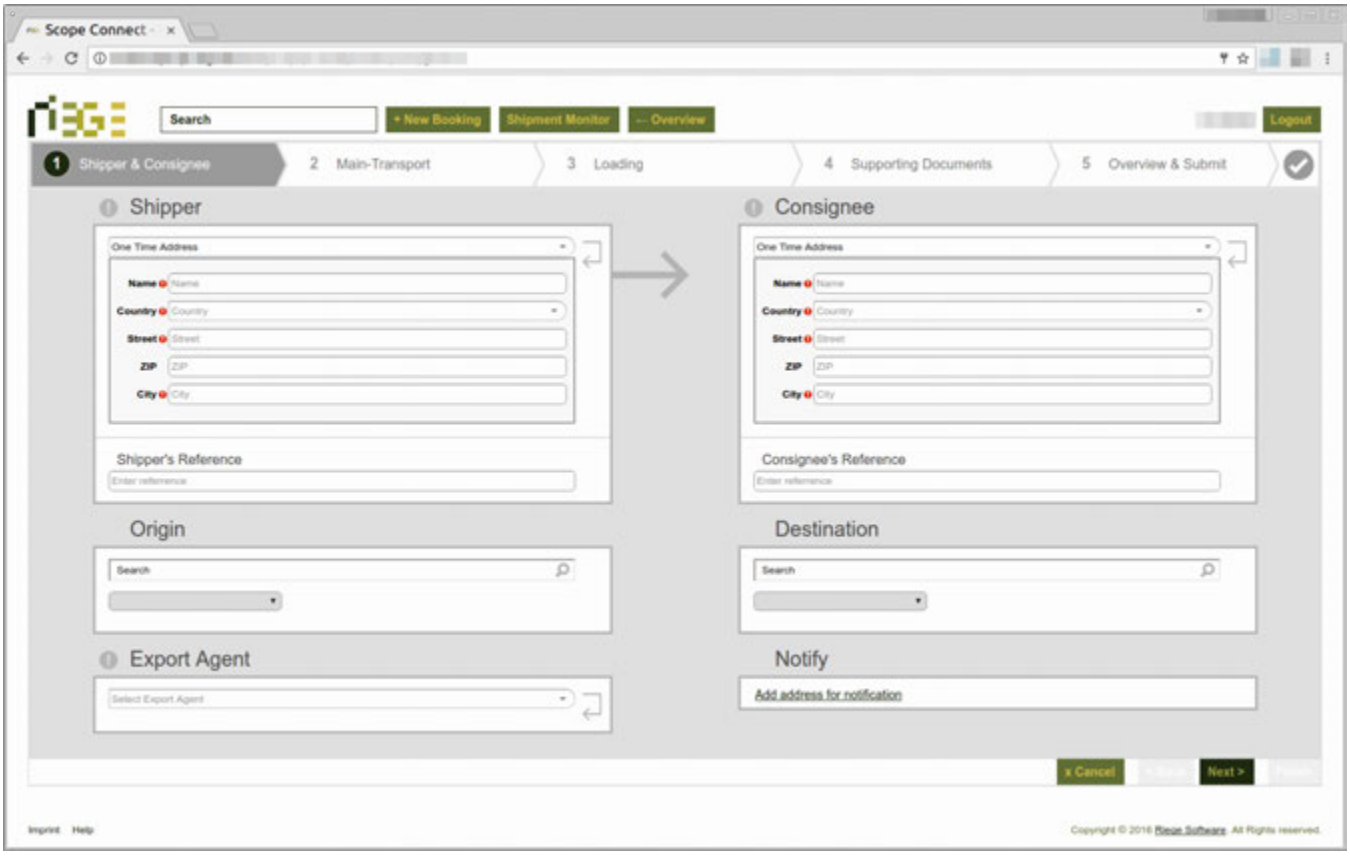
At the top of the landing page the user will have the option: + New Pre-Alert



Now choose the type of pre-alert to create. This example will be an "other" meaning any type of shipment except a master shipment:



The new pre-alert will open at the first step which is adding the shipper and consignee details:



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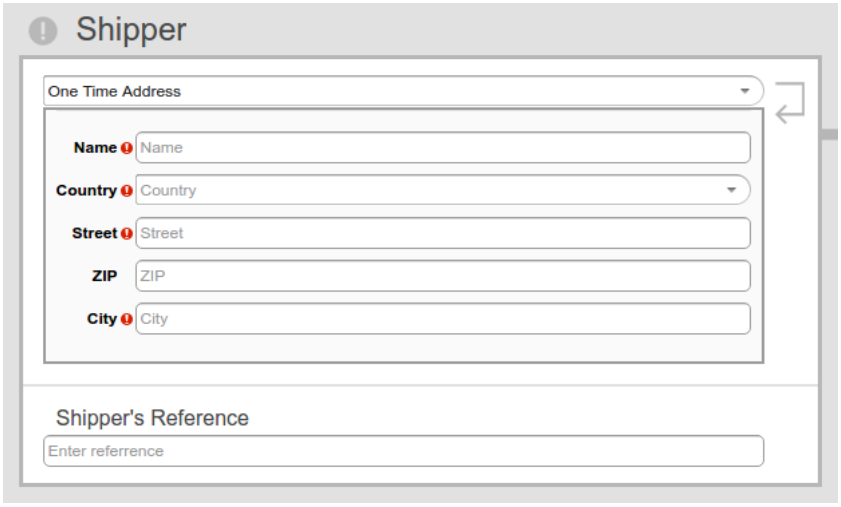
Step 1: Shipper & Consignee

Shipper

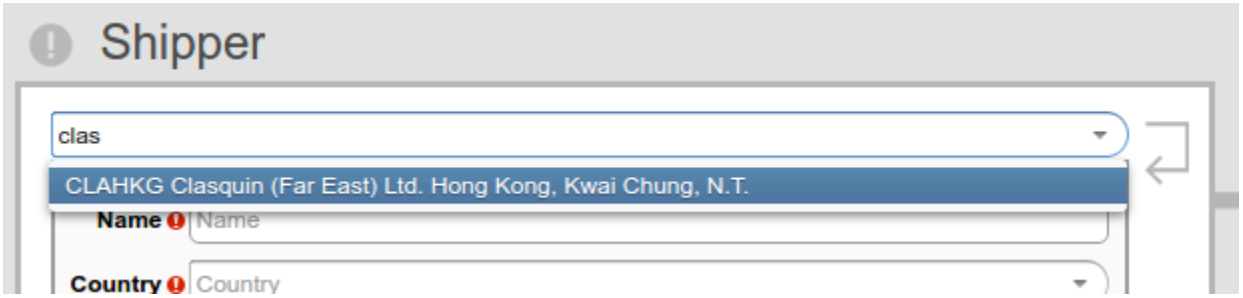


There are 2 methods for entering the shipper details:

1. From stored addresses
2. One time addresses

Stored addresses

If the Scope Connect user has been given an existing Scope partner in their Scope Connect user account, then they can clear the text "One Time Address" and start typing the name or address of any partner allocated to them, Scope connect will then search for this party:



If the party displayed in the search results is correct, the click it to apply it as the shipper.

One time address

If this is a new address, then put the cursor in the "Name" field of the shipper, fill it out and all subsequent address details for the shipper:

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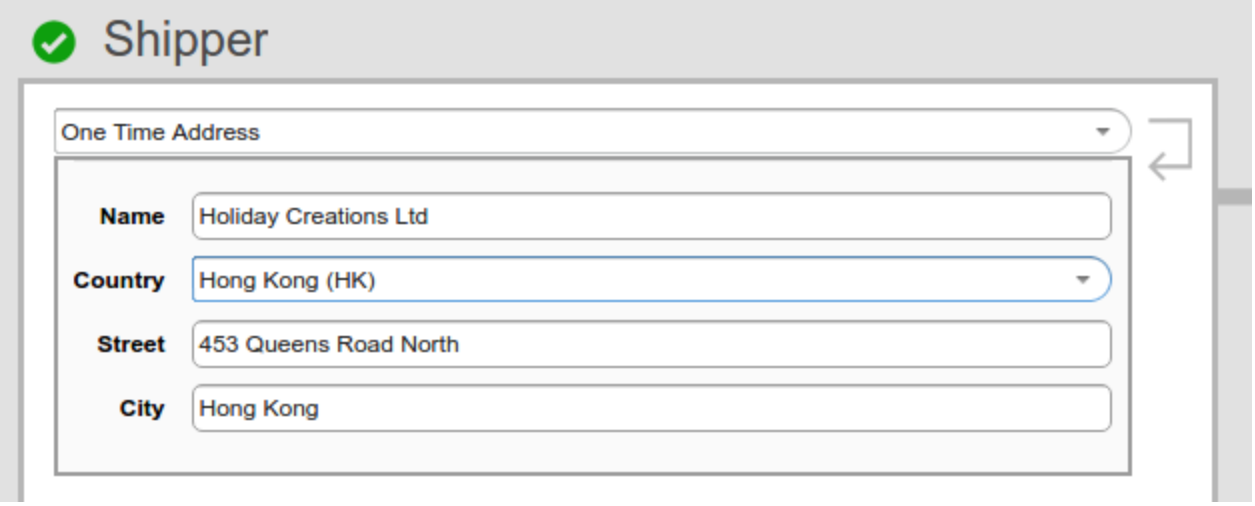

Shipper's Reference

Enter the shipper's reference if there is one. If more than 1, the separate them with a comma. These references will be transferred to the import shipment.



Origin

This is the place or airport where the goods originated from. Type the place name, airport or port code to insert the correct origin:



Export Agent

Enter the name of the export agent responsible for creating the prealert. Only export agents allocated to the Scope Connect user in their user account will be available. Typically the Scope Connect user is an employee of the agent that is selected:

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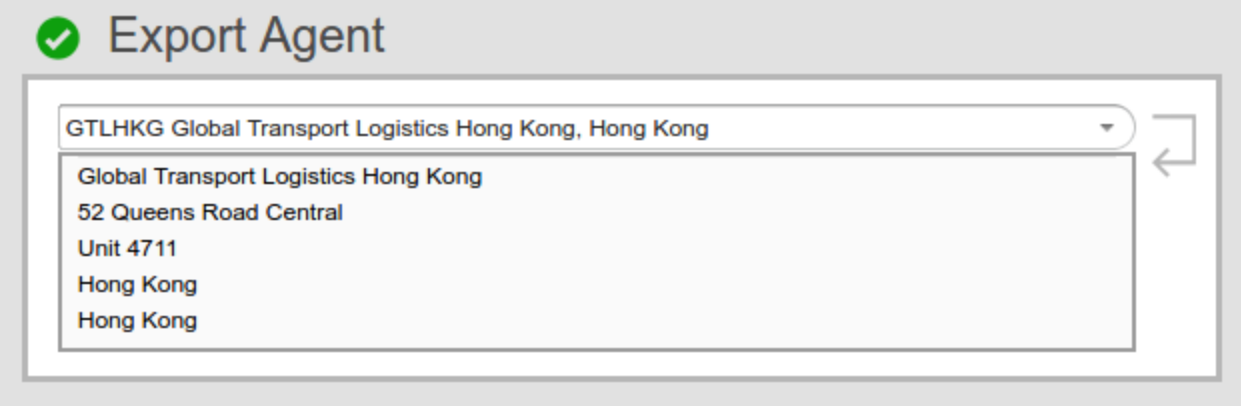
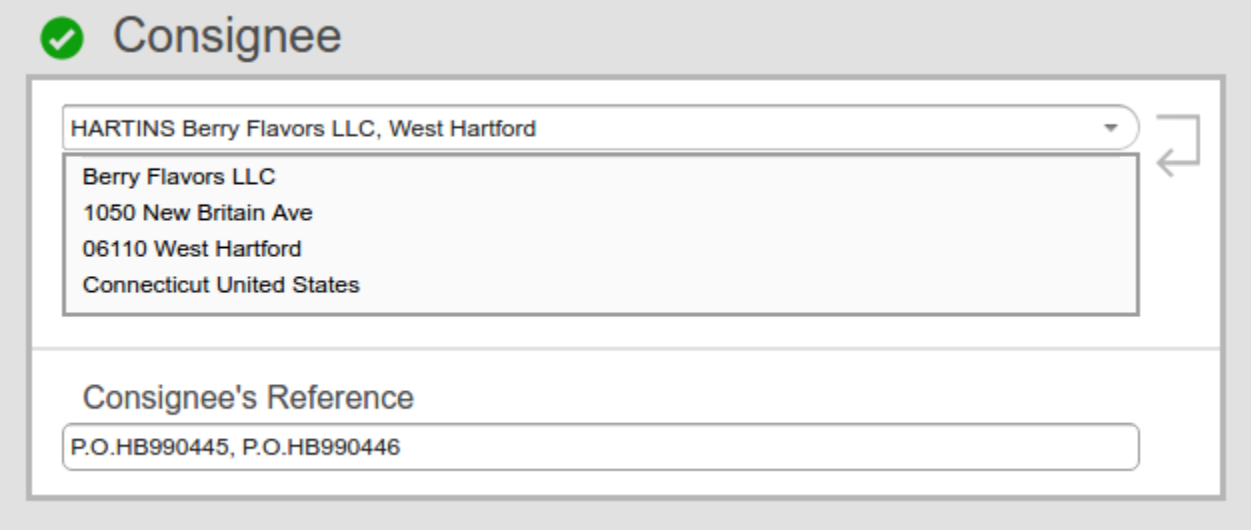


Consignee and Consignee's reference

Use the same methods described above for the shipper to find or enter the correct consignee details and the consignee references:



Destination

This is the destination port or airport of the shipment. Start typing the name or code of the port or airport to locate the correct destination.

The number of search results is displayed to the right and clicking on the drop-down list allows the desired port or airport to be selected.

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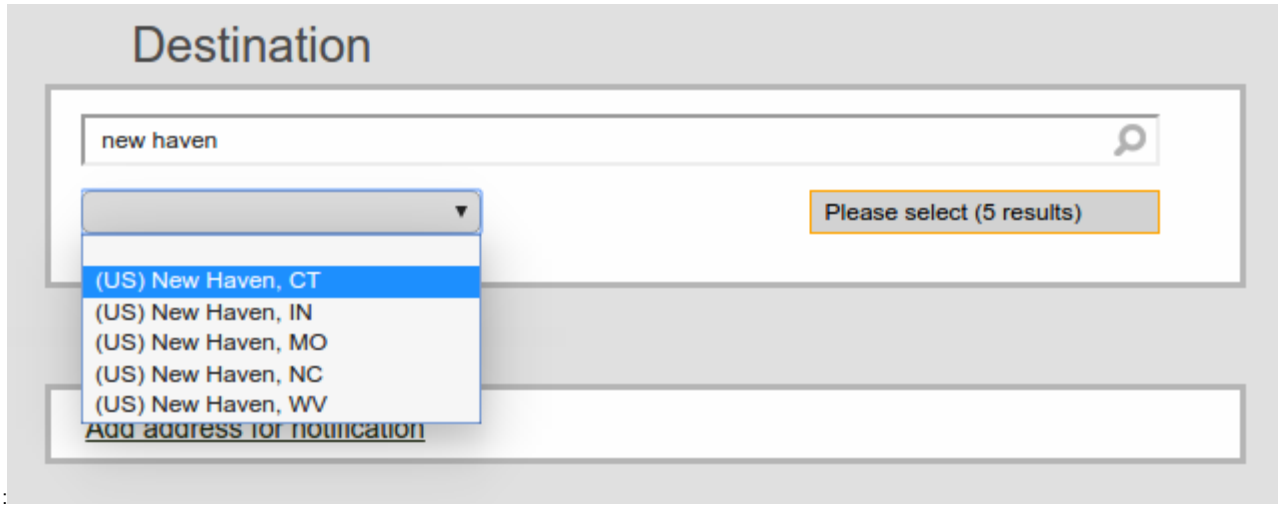
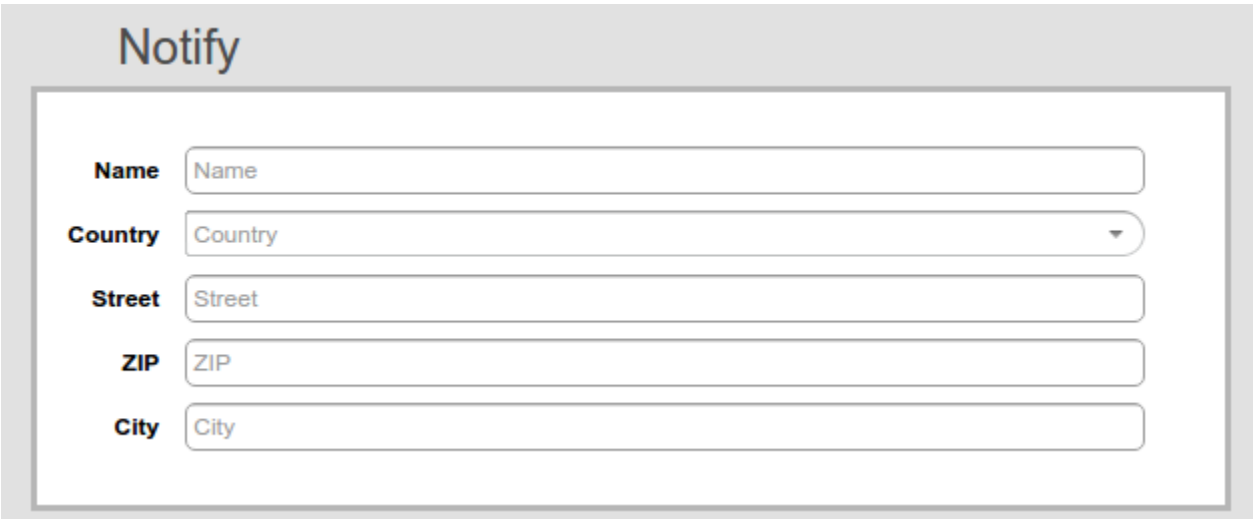
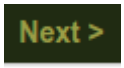


:

Notify

A notify party may be included with the pre-alert. The notify must be entered as a one time address:



When step 1, Shipper and Consignee have been completed, click 

Air Export pre-alerts

Step 2, Main Transport - creating an air pre-alert

The main transport screen opens and the first step is to indicate the type of pre-alert that is being created. This can be an air or sea pre-alert. In this example an "air" pre-alert will be created.

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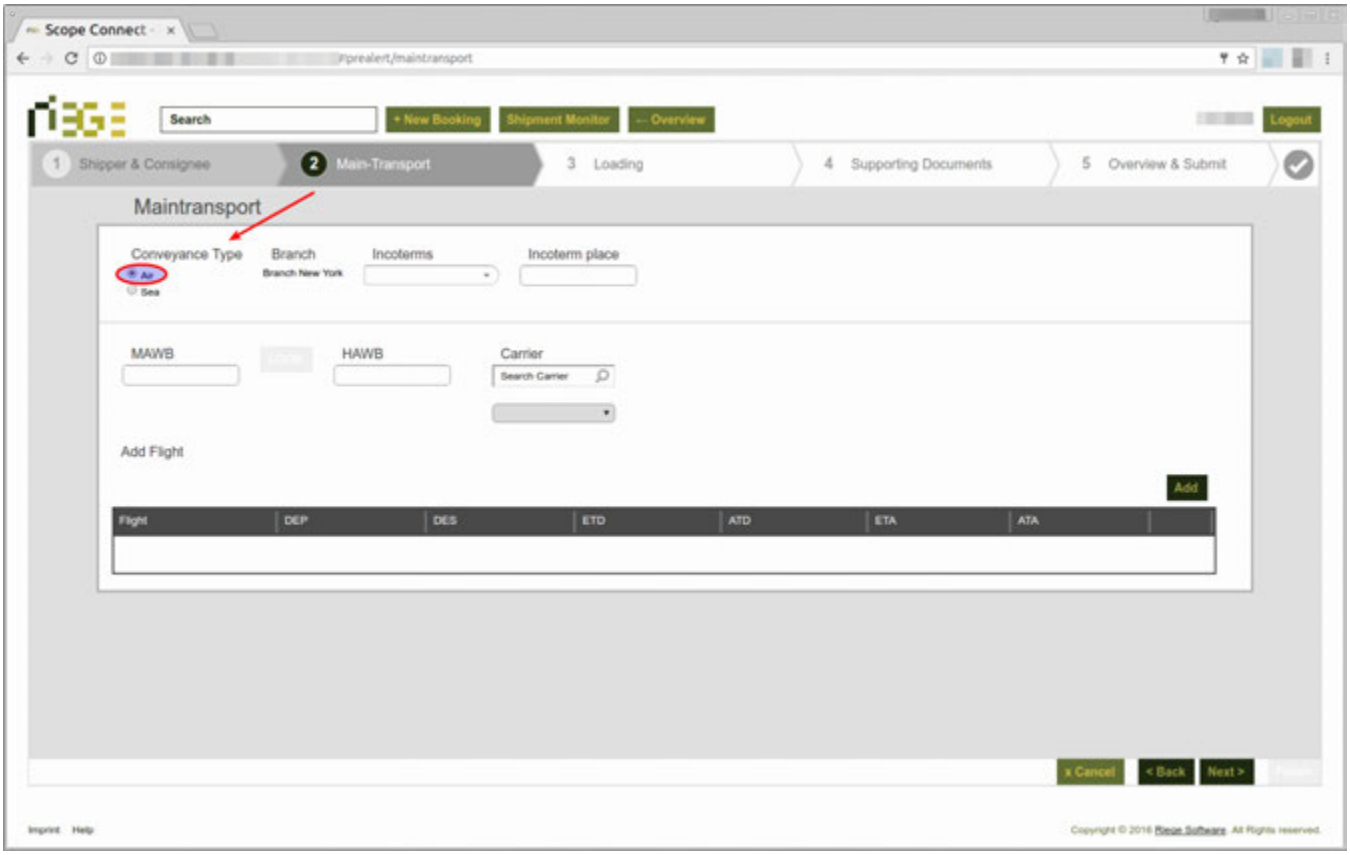
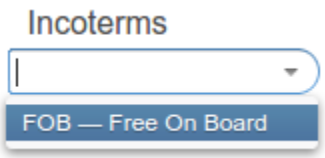


Branch

The branch to whom the pre-alert is being sent will be shown

Incoterms

Start typing the correct INCO term for the pre-alert if this is to be included. Then select the correct one:



Incoterm Place

Type the place where the Incoterm applies to.



MAWB

If the MAWB is known, then it can be entered. If this is a house shipment that does not yet have a MAWB, it can be left blank. The MAWB will be automatically filled in if the shipment is later consolidated on a master pre-alert.

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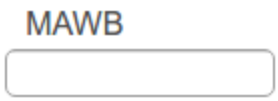
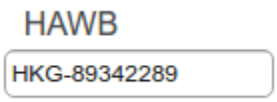


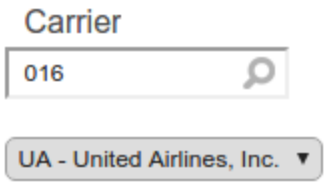
HAWB

Enter the HAWB of the air export pre-alert



Carrier

Enter the airline that will transport the shipment. You can enter the airline name or the 2 letter airline code or the 3 digit AWB prefix.



Add flights to an air export pre-alert

If the flights are known for the air export shipment, they can be included in the pre-alert. If a pre-alert for a house shipment is being created, once the house is consolidated on the master pre-alert, the flights from the master pre-alert will over-write any flights originally entered on the house pre-alerts.

To add a flight, click 

Now fill in all the details about the flight:



Click 

when done. The completed main transport should be similar to the example below. Use the 

button to add further flights.

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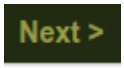
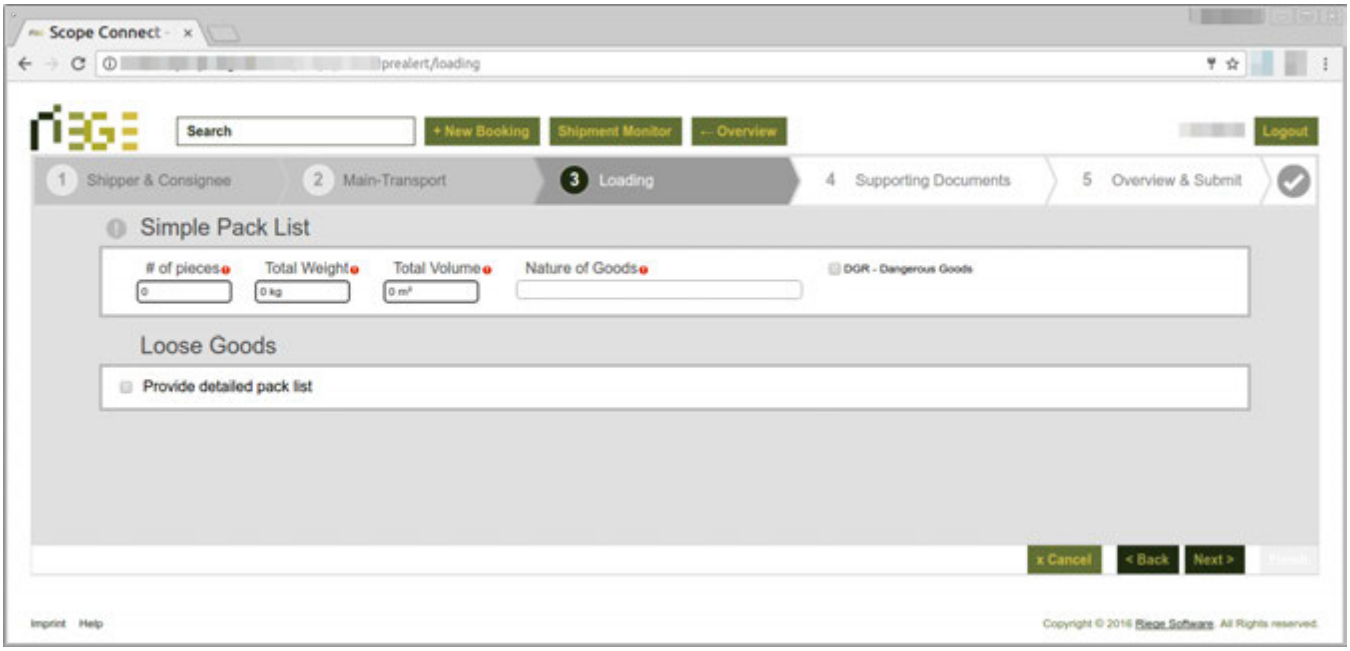
Click  to get to the next step - Loading

Step 3, Loading - air export pre-alert



The loading screen is used to enter details about the goods on the pre-alert:

- Pieces
- Weight
- Volume
- Nature of goods
- DGR

There are 2 ways to enter goods details:

1. Totals only using the Simple Pack List
2. Full details of loose goods with the detailed pack list

Entering goods totals only

Direct fill in the fields provide with the total details of the goods and the overall description. If the goods are dangerous, check the DGR box.

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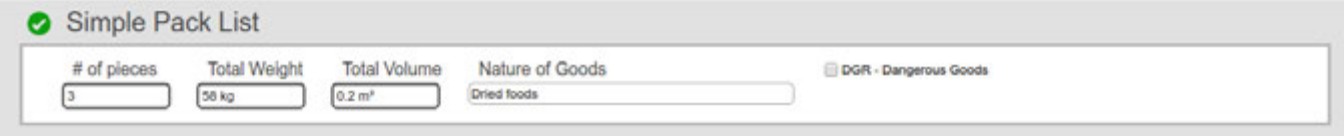
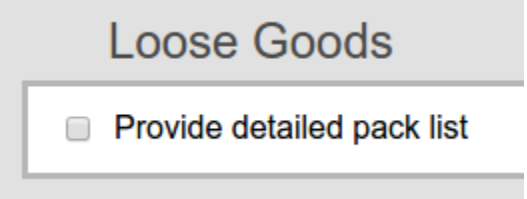


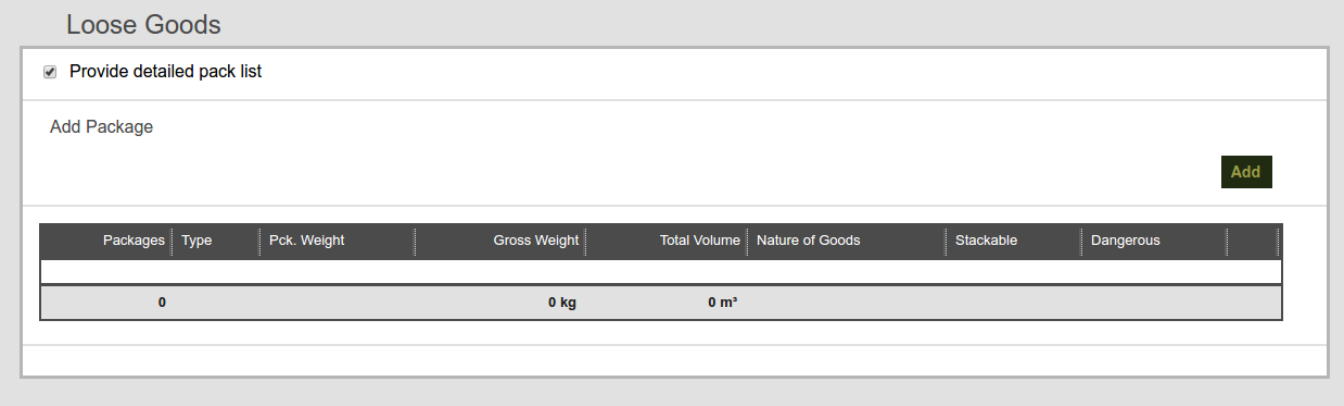
With the totals entered, it is possible to move on to the next stage of the pre-alert by clicking the Next > button, this will move you to step 4, "Supporting Documents"

Entering a detailed packing list

A detailed listing of the goods can be entered using the detailed pack list. Instead of entering the totals of the goods in the simple pack list shown above, check the detailed pack list box:



The "Add Package" function will open:



Click on the Add button to begin entering detailed goods information:

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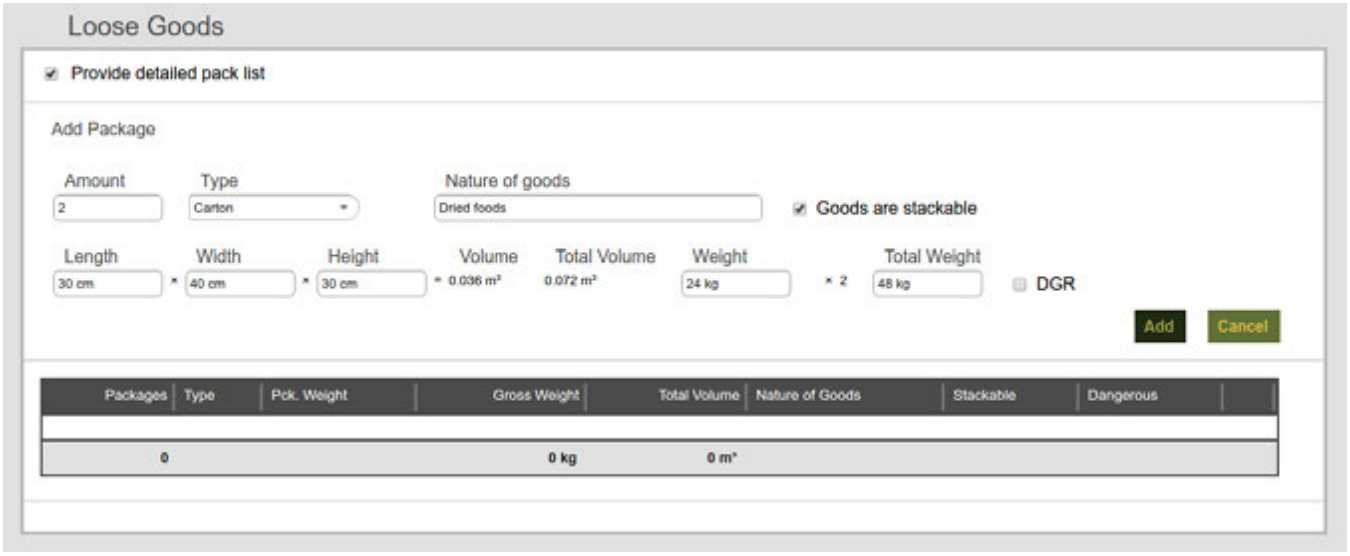
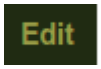
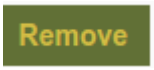
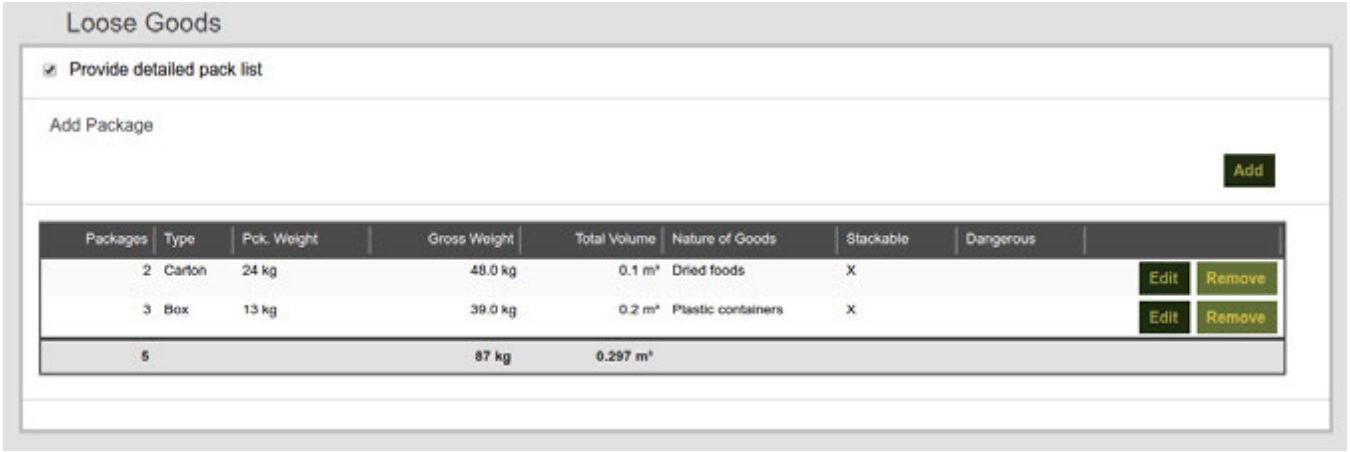


When the goods entry is complete, click 

To add further goods, click the  button again and repeat the process.

The example below shows 2 different cargo items on the shipment. Use the  button to change any details and the  button to remove an item from the pre-alert.



When all the goods are on the pre-alert use the  button to go to the next step "Supporting Documents".

Step 4, Supporting Documents - air export pre-alert

When additional documents like the commercial invoice for example need to be included with the pre-alert, these can be uploaded in the "Supporting Documents" section.

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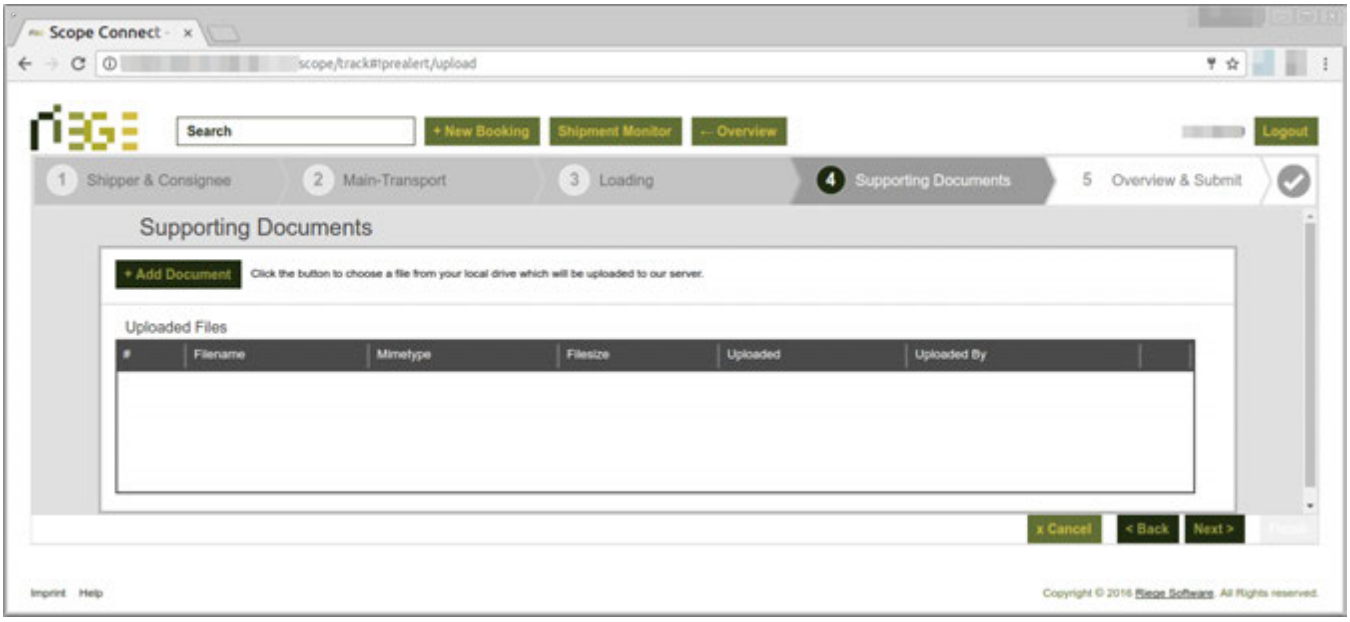
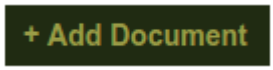
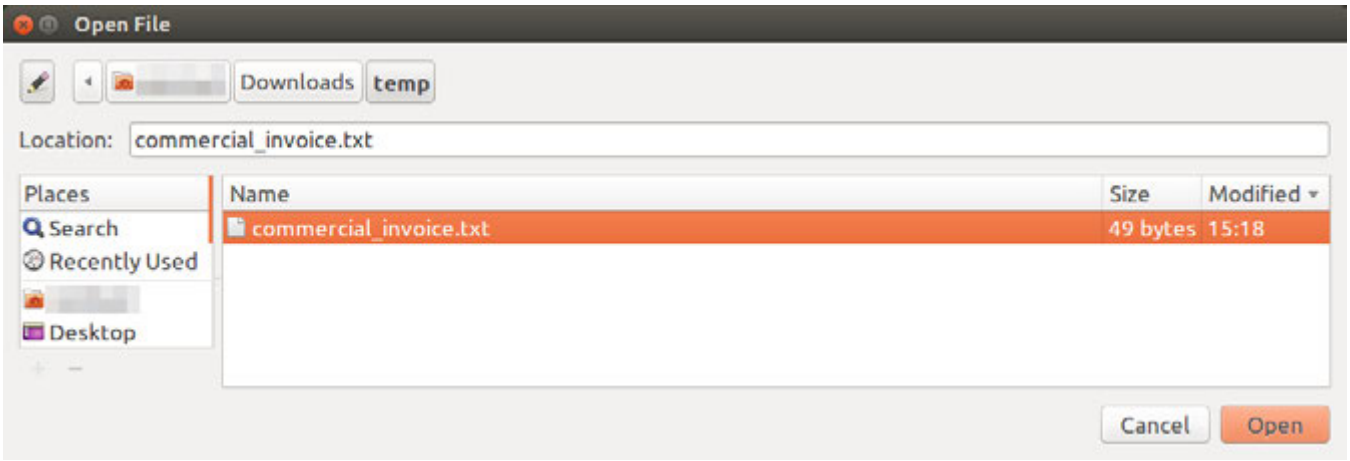
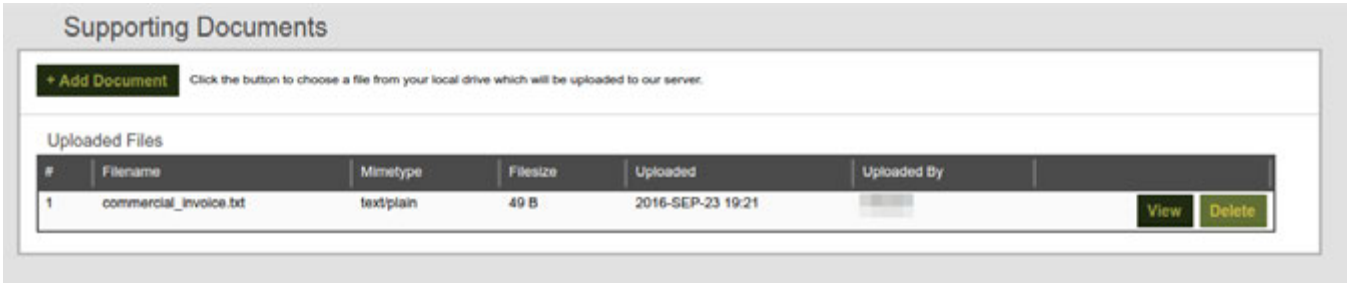


Click  to upload a document.

A file browser will open. Use it to find and select the document to be uploaded to the air export pre-alert.



The uploaded document will appear in the supporting documents section:



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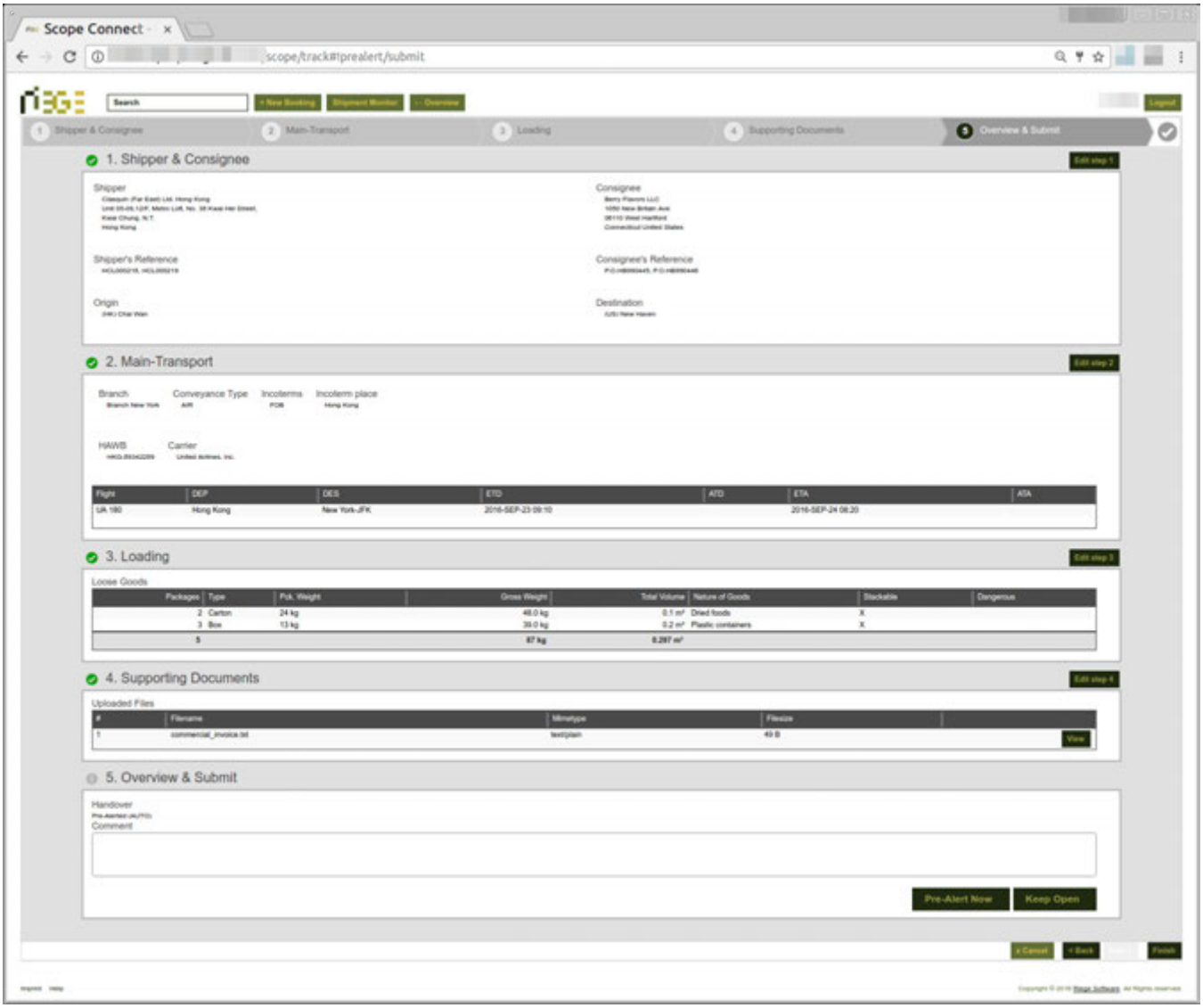
Use the View button to view the uploaded document, and use the Delete button to delete it from the pre-alert.

Use the + Add Document button to add further documents to the pre-alert.

When all documents are uploaded to the pre-alert, use the Next > button to go to the next step "Overview & Submit".

Step 5, Overview & Submit - air export pre-alert

The final step will show an overview of all information entered on the pre-alert. Any of the data can be changed by editing that step.



Sending the pre-alert

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Once all required information is in the pre-alert, it can be transmitted to the receiving Import Agent by clicking **Pre-Alert Now** or **Finish**

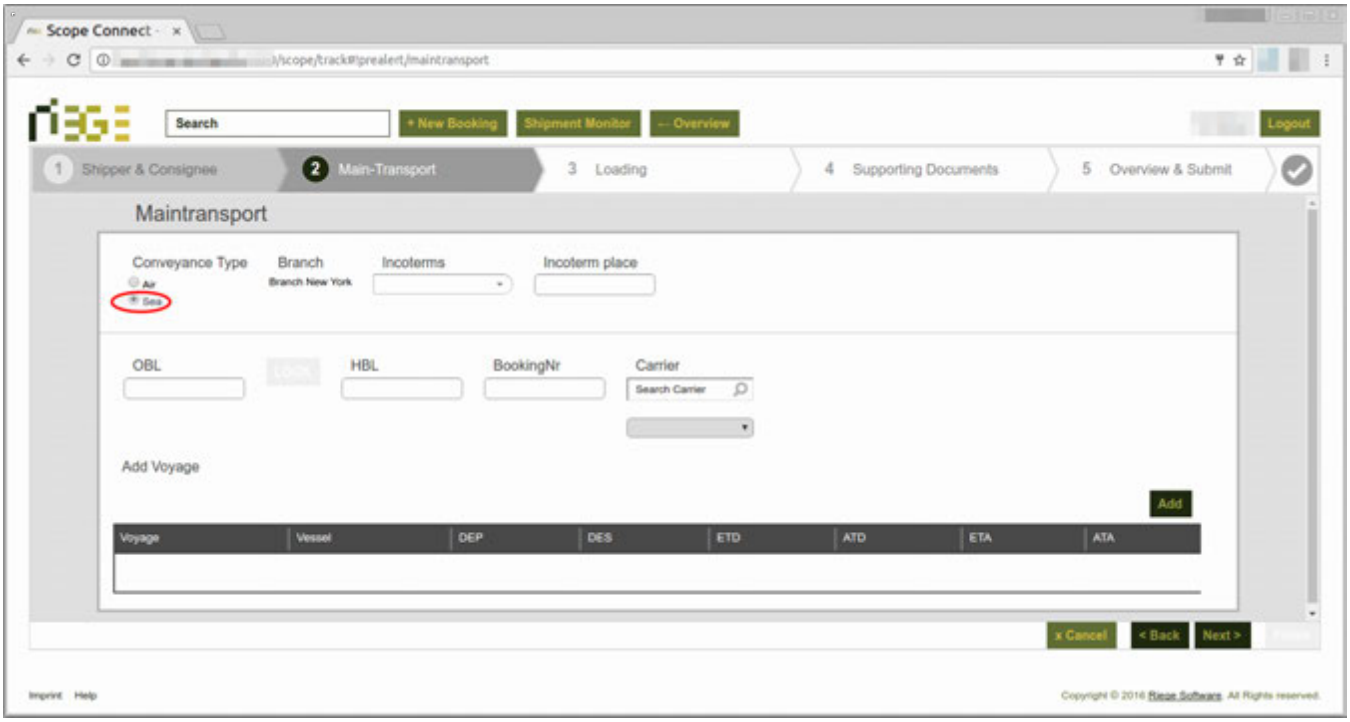
If you do not want the import agent to see the pre-alert yet then click **Keep Open**

Sea Export pre-alerts

Step 1 of pre-alerts is the same for both air and sea pre-alerts. In Step 2, Main Transport, if the conveyance type is "Sea", then a sea freight pre-alert is created.

Step 2, Main Transport - creating an sea pre-alert

The main transport screen opens and the first step is to indicate the type of pre-alert that is being created. This can be an air or sea pre-alert. In this example a "sea" pre-alert will be created.



Branch

The branch to whom the pre-alert is being sent will be shown

Incoterms

Start typing the correct Incoterm for the pre-alert if this is to be included. Then select the correct one:

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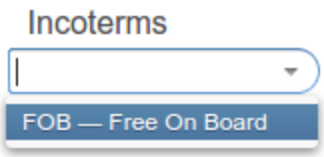


Incoterm Place

Type the place where the Incoterm applies to.



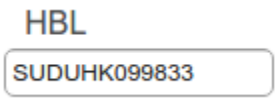
OBL

If the Ocean Bill of Lading is known, then it can be entered. If this is a house shipment that does not yet have an ocean bill, it can be left blank. The OBL will be automatically filled in if the shipment is later consolidated on a master pre-alert.



HBL

Enter the HAWB of the air export pre-alert



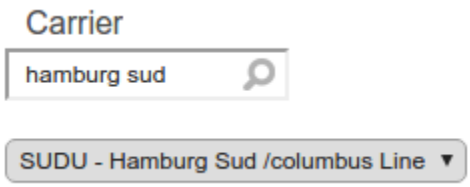
BookingNr

If the Liner Agent has provided a booking number for the shipment, it can be entered in the "BookingNr" field.



Carrier

Enter the carrier that will transport the shipment. You can enter the carrier name or the 4 letter SCAC code and Scope Connect will search for the correct carrier.



Voyage

One or more voyages can be added to the pre-alert

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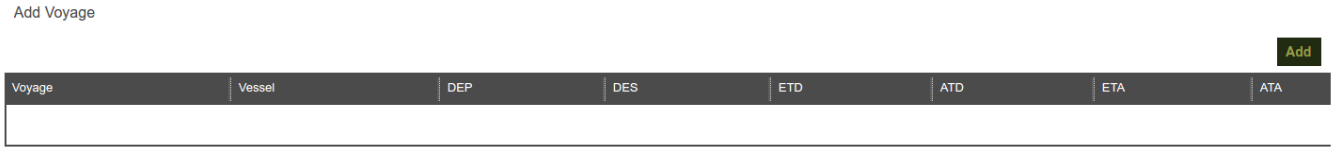
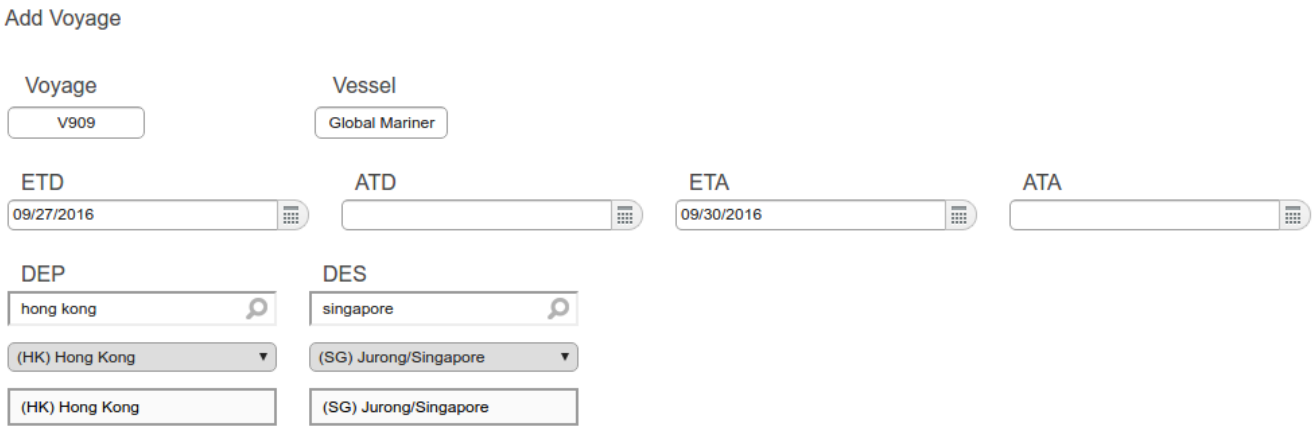


To add a voyage click 

Fill in the:

- Voyage Number
- Vessel for the Voyage
- ETD of the voyage
- ATD of the voyage (if any)
- ETA of the voyage
- ATA of the voyage (if any)
- Depart port of the voyage
- Destination port of the voyage

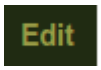


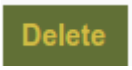
When the voyage information is complete click 

again

If there are further voyages, click 

to add these further voyages.

Use the 

and 

to adjust existing voyages



When all main transport details are complete, click 

to move to the next section "Loading"

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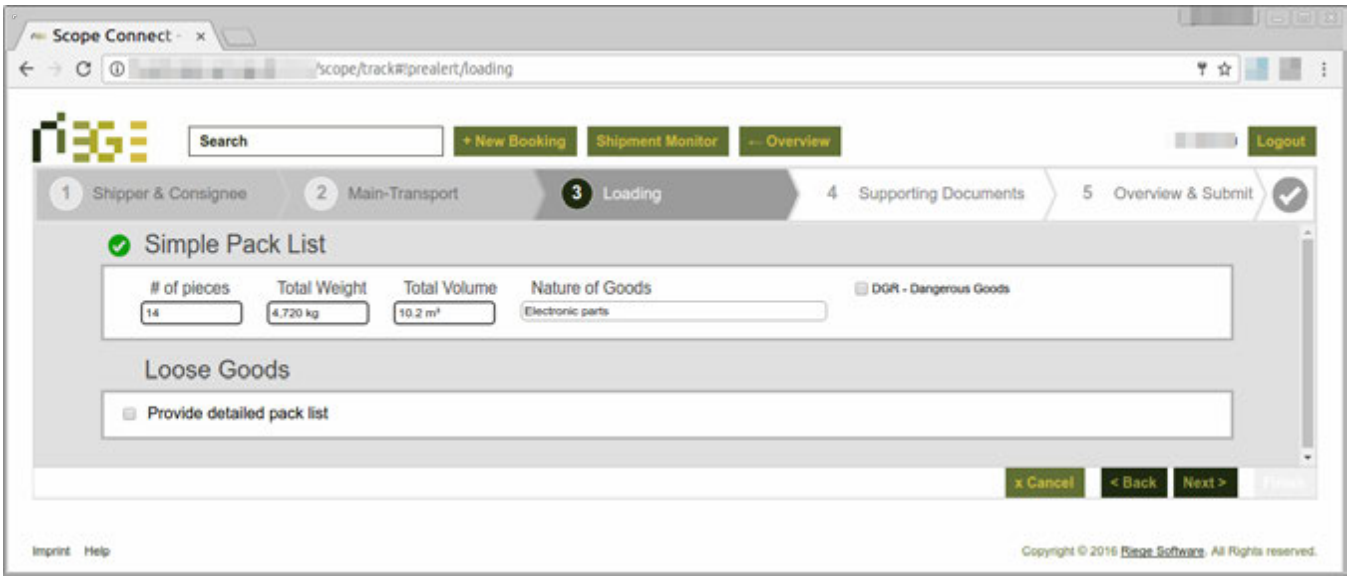
Step 3, Loading

In the loading section of the sea export pre-alert the goods can be entered in 2 ways:

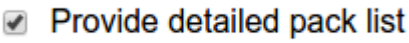
- Simple Pack List - this is a simple total of all the goods and an overall description
- Loose goods and container details - this is a detailed description of all the goods and the containers the goods are in

Simple Pack list

- enter total details of the goods
- Total number of pieces
- Total weight
- Total volume
- Nature of goods
- DGR - use the checkbox to indicate DGR



Detailed goods and containers



If detailed goods and containers are to be entered then click the check box

Now click 

to begin adding goods to the sea export pre-alert.

- Amount - number of packing units of this goods item
- Type - type of packing, start typing the packing type name to see and select from the list of packing types.
- Goods are stackable - check this box if the cargo can be stacked.
- Nature of goods - the description of this goods item
- Dimensions - length, width, height and weight
- DGR - check this box if the goods are dangerous

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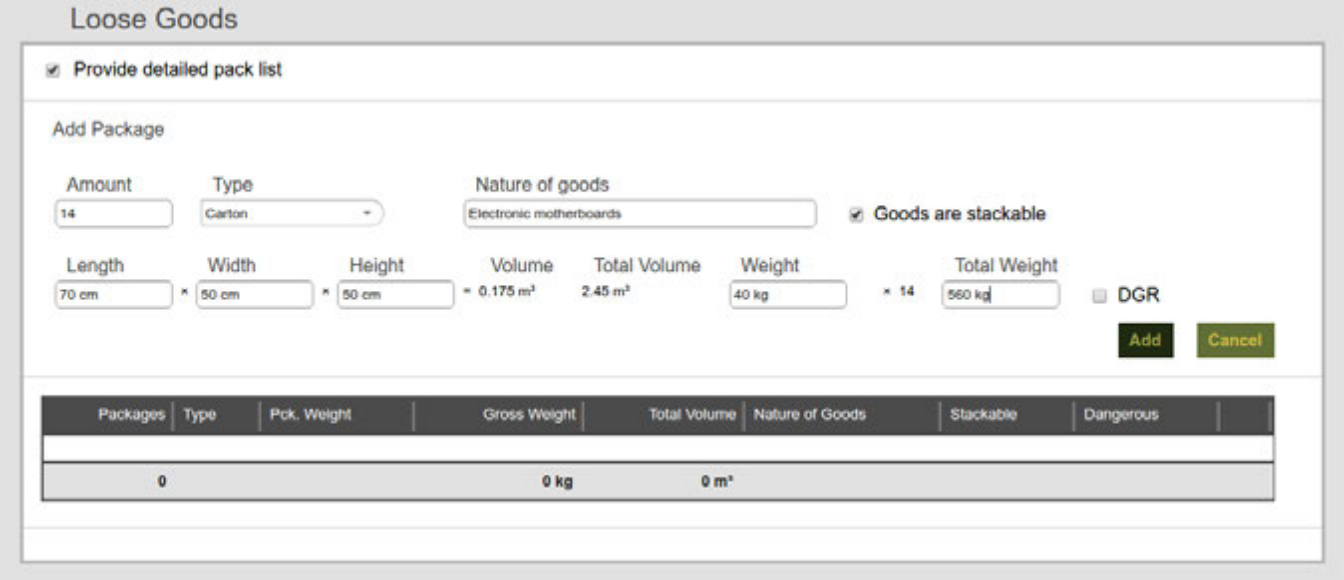


When the first goods item is complete click 

If there are more goods to add, then click 

again.

Containers

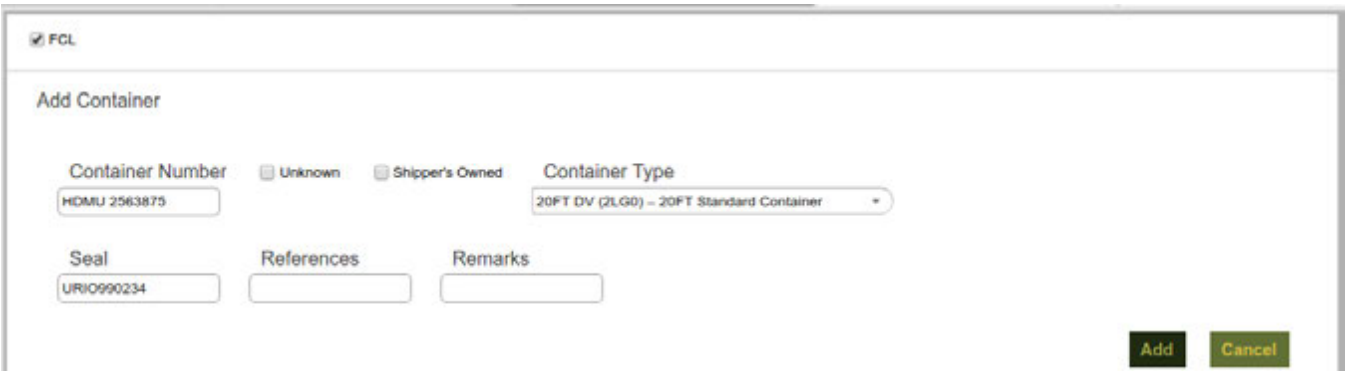
to add the containers where the goods are located, go to the container section and check the FCL box



Now click 

to enter container details

- Container Number - Scope connect will check the container check digit
- Unknown or Shipper's Owned
- Container type - start typing to see a list of container types and select the correct one.
- Seal
- References
- Remarks



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When the container details are complete click Add

Adding goods to a container

Highlight the container in the container list that will have goods added to it

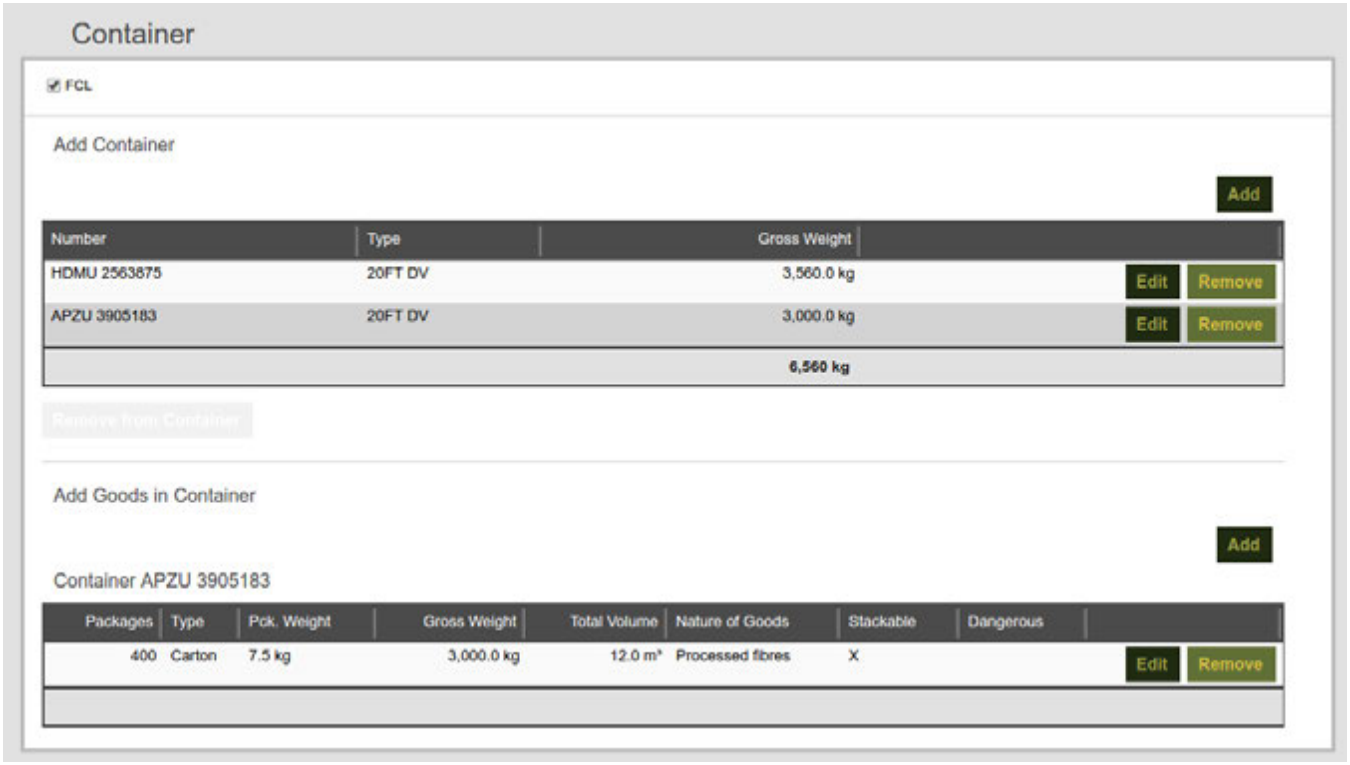
Number	Type	Gross Weight	
HDMU 2563875	20FT DV	0.0 kg	Edit Remove
APZU 3905183	20FT DV	0.0 kg	Edit Remove
		0 kg	

Now highlight the goods in the goods list that are to move into the container

Packages	Type	Pck. Weight	Gross Weight	Total Volume	Nature of Goods	Stackable	Dangerous	
14	Carton	40 kg	560.0 kg	2.5 m³	Electronic motherboards	X		Edit Remove
25	Barrel	120 kg	3,000.0 kg	3.2 m³	Cleaning Fluid	X		Edit Remove
400	Carton	7.5 kg	3,000.0 kg	12.0 m³	Processed fibres	X		Edit Remove
439			**6,560 kg**	**17.6 m³**				

Now click Move To Selected Container

The container will now have the total weight of the goods shown in it and when it is highlighted, the screen below will show the details of the goods in the container



Once all goods and container details have been entered, click Next > to move to the next section "Supporting Documents".

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See the section on Supporting documents for instructions on this activity

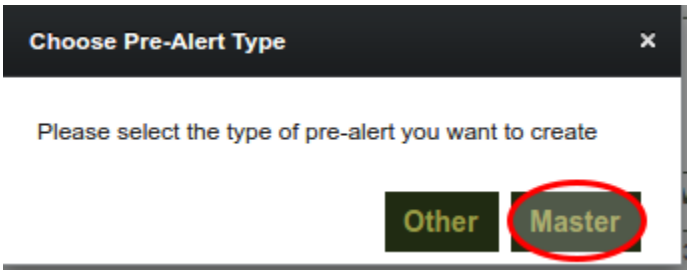
See the section on Overview and Submit for instructions on this activity

Consolidating house shipments on a master

Create the house shipment pre-alerts in the normal manner described above but be sure to enter the MAWB or OBL in the shipment:



When the house pre-alerts are ready, create a master shipment by clicking + New Pre-Alert and then Master



Master - Shipper and Consignee

Complete the shipper, consignee and export agent of the master:

- Shipper - this is the export agent sending the pre-alert.
- Consignee - this is the import agent who will receive the pre-alert
- Export Agent - this is the export agent sending the pre-alert

Complete the Origin and Destination of the master.

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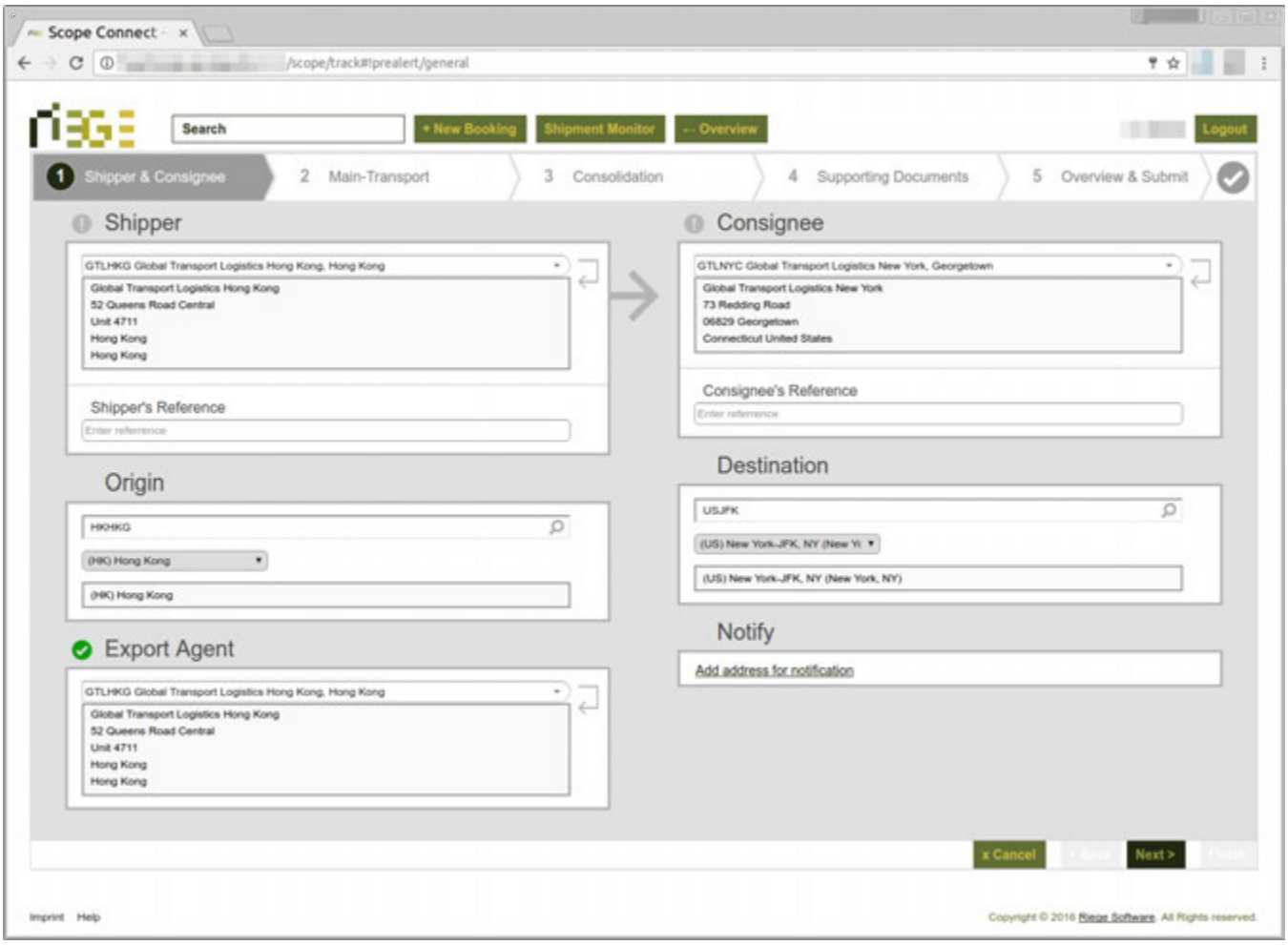


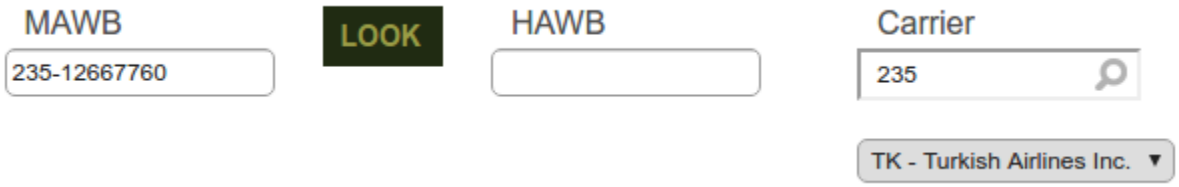
When complete click  to get to the Main Transport screen of the master pre-alert

Master - Main Transport

Use the air/sea button to indicate if the master is for an air or sea pre-alert and enter the master Incoterms and place



Enter the MAWB or OBL and the carrier for the master



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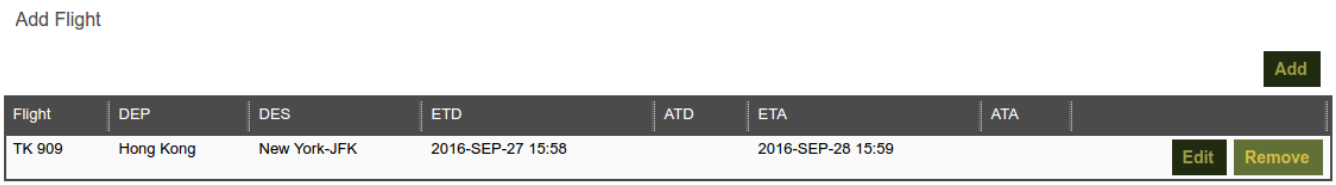
Add all the flights for the master pre-alert



When complete click Next > to get to the Consolidation screen of the master pre-alert

Master - Consolidation

The consolidation screen will show in the lower window all house shipments found that can be added to the master pre-alert. These are described as "Available Pre-Alerts".

Highlight the house shipments to be added to the master and use the Select button to add then to the master. They will appear in the top window as "Consolidated Pre-Alerts".

To remove a house from a consol, highlight the house in the "Consolidated Pre-Alerts" window and click the Remove button.

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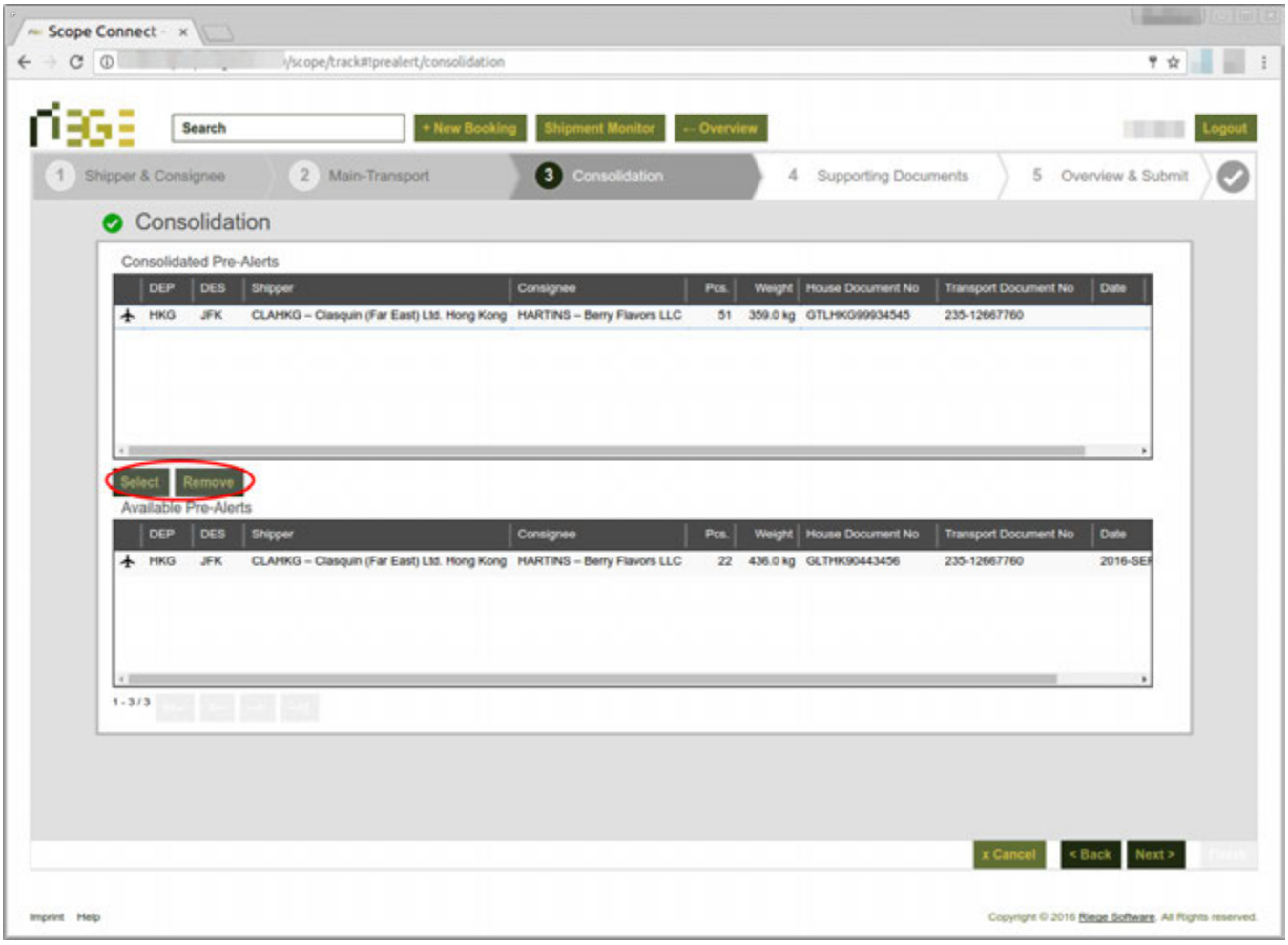

When complete click Next > to get to the Supporting Documents screen of the master pre-alert

See the section on Supporting documents for instructions on this activity

See the section on Overview and Submit for instructions on this activity

Converting the export pre-alert to a Scope import

When the export agent clicks Pre-Alert Now or Finish to complete an export pre-alert, this pre-alert immediately becomes visible in the air or sea import overview of the import agent:

The example below shows 7 pre-alerts ready to be converted to sea imports by the import agent. It is clear these are pre-alerts because there is no icon type set for these entries and the customer field is blank.

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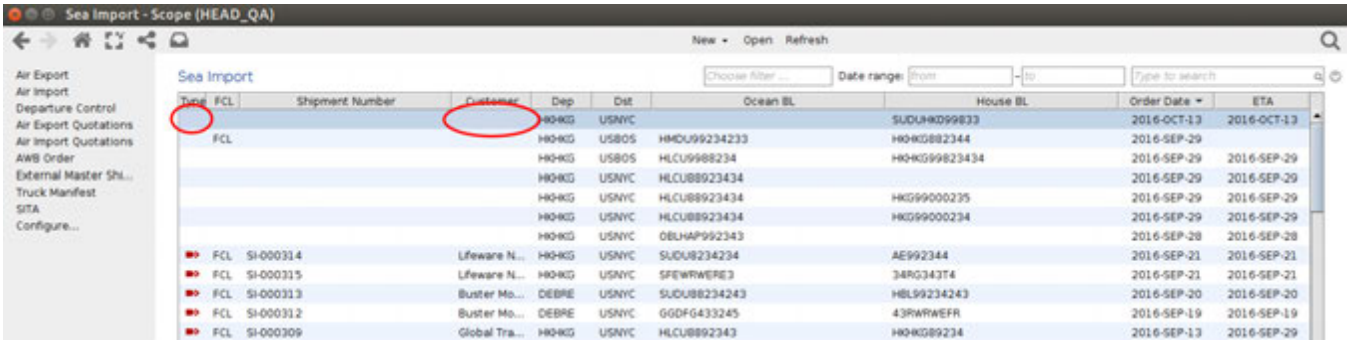
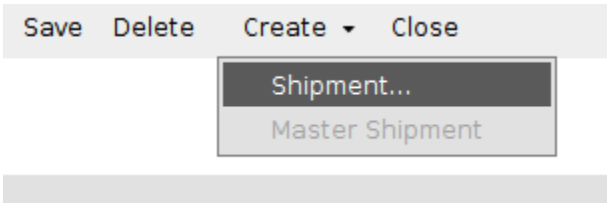


These pre-alerts can easily be converted into shipments by opening them, click on "create" from the menu bar and choose "Shipment"



Next, choose the type of shipment to create and proceed with shipment creation in the normal manner.

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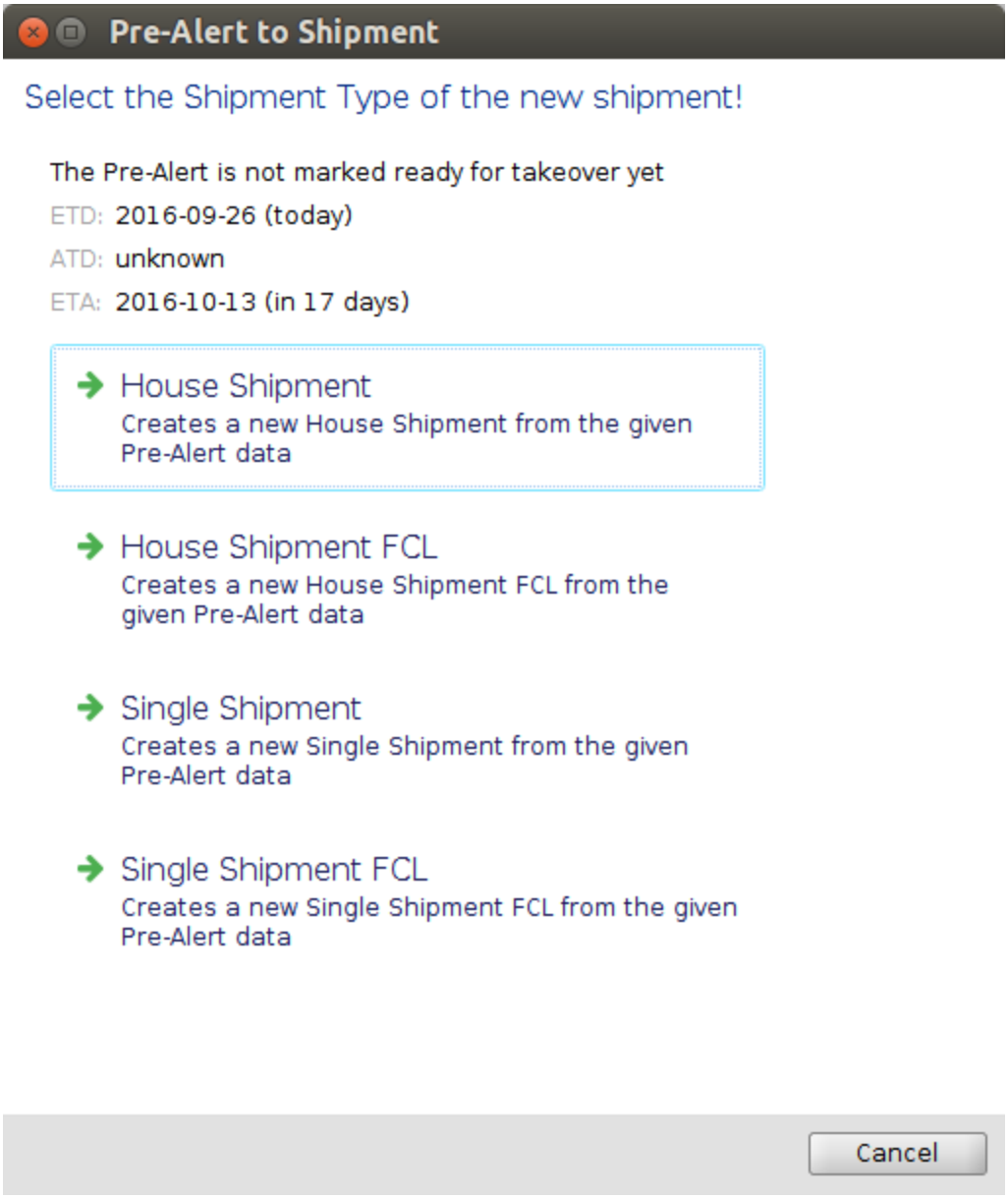

Once the import user converts a pre-alert to a shipment, it is no longer visible in Scope Connect as a pre-alert and will be displayed as a shipment.

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FAQ How-To use Scope Connect pre-alerts (Agents version)

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- Creating a Scope Connect Pre-Alert
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      - Stored addresses
      - One time address
    - Shipper's Reference
    - Origin
    - Export Agent
    - Consignee and Consignee's reference
    - Destination
    - Notify
- Air Export pre-alerts
  - Step 2, Main Transport - creating an air pre-alert
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    - Incoterms
    - Incoterm Place
    - MAWB
    - HAWB
    - Carrier
  - Add flights to an air export pre-alert
  - Step 3, Loading - air export pre-alert
    - Entering goods totals only
    - Entering a detailed packing list
  - Step 4, Supporting Documents - air export pre-alert
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- Sending the pre-alert
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    - OBL
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    - Carrier
    - Voyage
  - Step 3, Loading
    - Simple Pack list
    - Detailed goods and containers
    - Containers
    - Adding goods to a container
- Consolidating house shipments on a master
  - Master - Shipper and Consignee
  - Master - Main Transport
  - Master - Consolidation

Introduction

Scope Connect allows a user to create a sea or air pre-alert.

A pre-alert is details of a sea or air shipment that are normally entered by the export agent immediately before export of the shipment.

By creating pre-alerts in Scope Connect, the export agent or shipper is able to advise the import agent of the shipment well in advance of the shipments arrival. These pre-alerts can also be converted by the import agent into shipments in Scope which saves time and improves accuracy.

This document will tell you:

- How to create an air export pre-alert
- How to create a sea export pre-alert
- How to consolidate house pre-alerts onto a master pre-alert
- How to transmit a pre-alert

Creating a Scope Connect Pre-Alert

The new Scope Connect user needs to login to Scope Connect with their browser in order to create pre-alerts. Ask your administrator for the web-address for your Scope Connect.

Using the link address, the Scope Connect user can login to Scope Connect using a browser.

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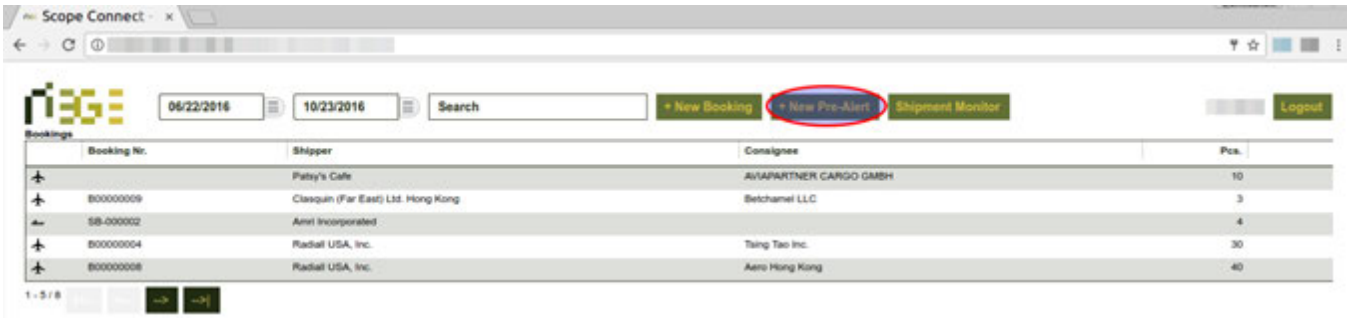
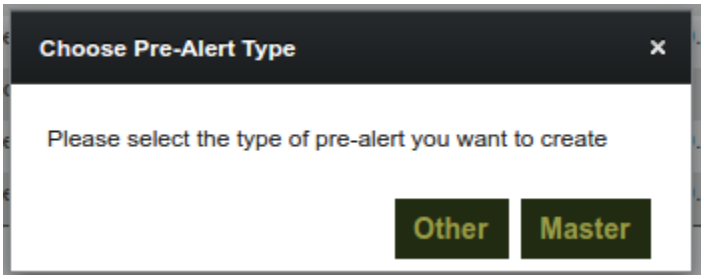
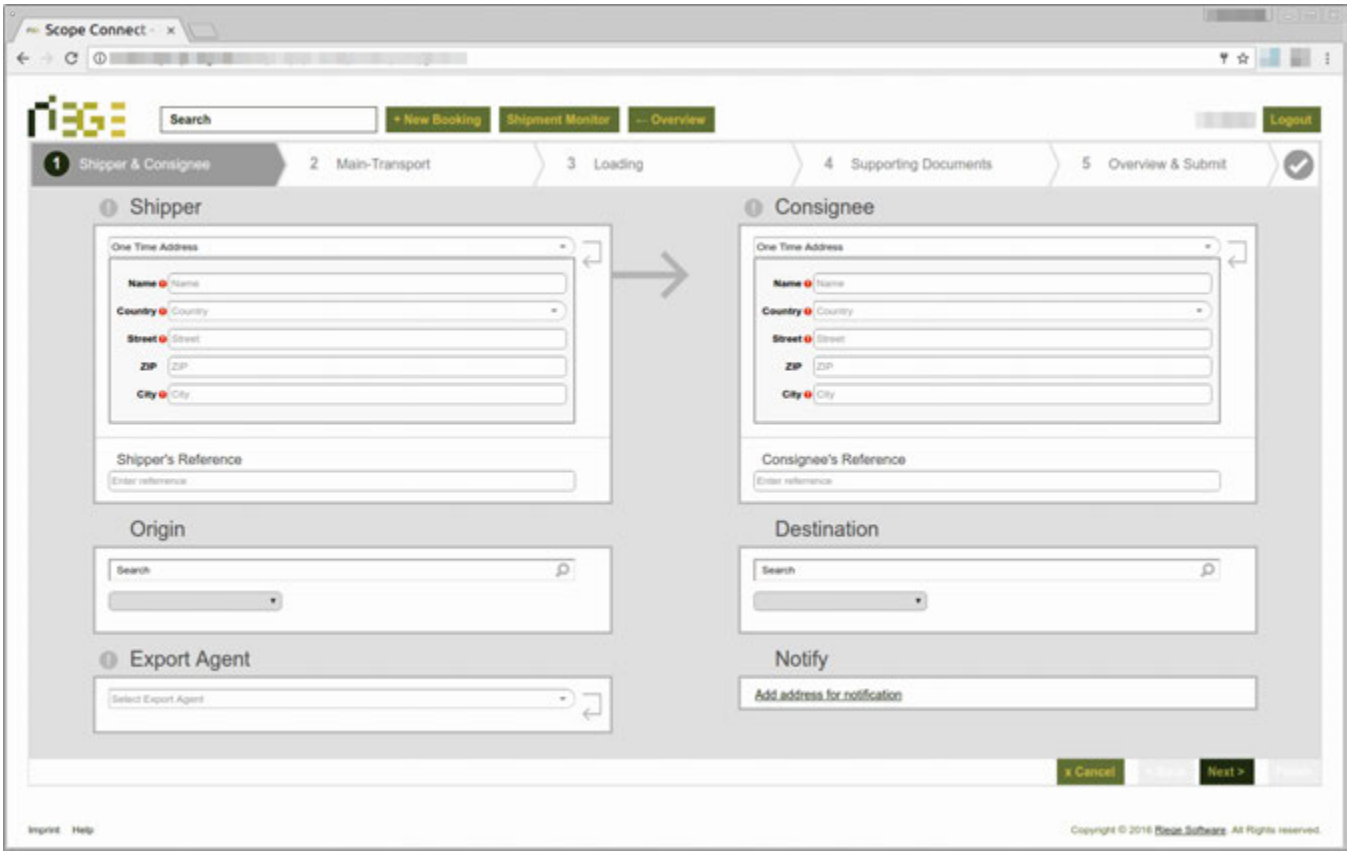
At the top of the landing page the user will have the option: 



Now choose the type of pre-alert to create. This example will be an "other" meaning any type of shipment except a master shipment:



The new pre-alert will open at the first step which is adding the shipper and consignee details:



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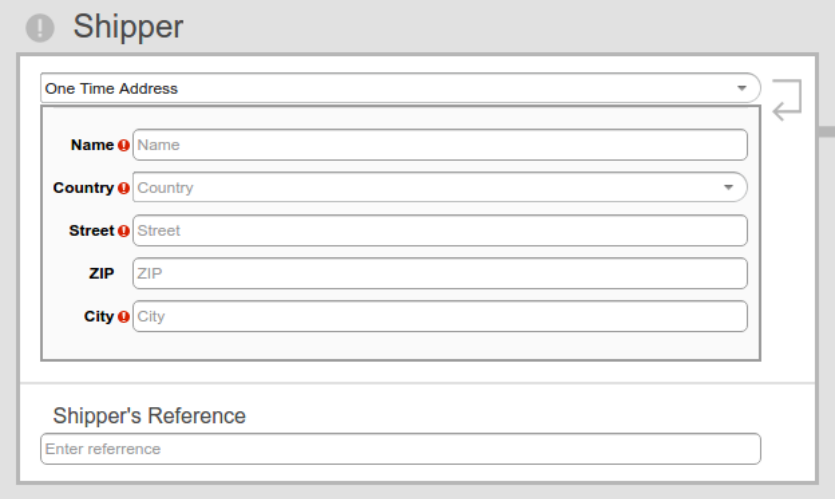
Step 1: Shipper & Consignee

Shipper

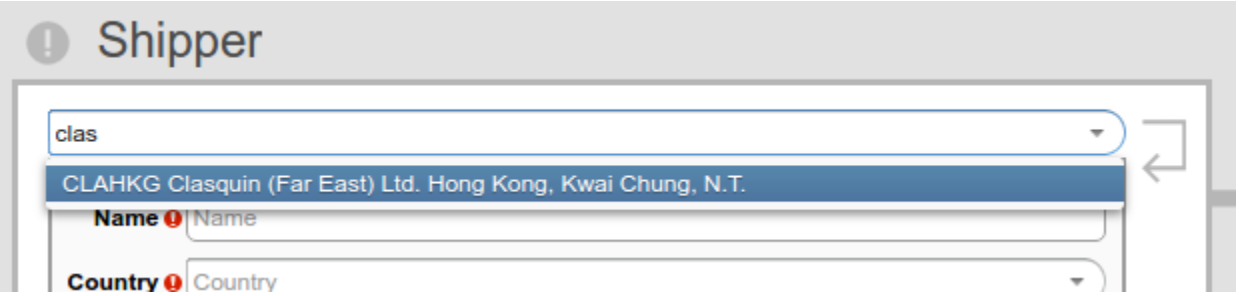


There are 2 methods for entering the shipper details:

1. From stored addresses
2. One time addresses

Stored addresses

If the Scope Connect user has been given an existing Scope partner in their Scope Connect user account, then they can clear the text "One Time Address" and start typing the name or address of any partner allocated to them, Scope connect will then search for this party:



If the party displayed in the search results is correct, the click it to apply it as the shipper.

One time address

If this is a new address, then put the cursor in the "Name" field of the shipper, fill it out and all subsequent address details for the shipper:

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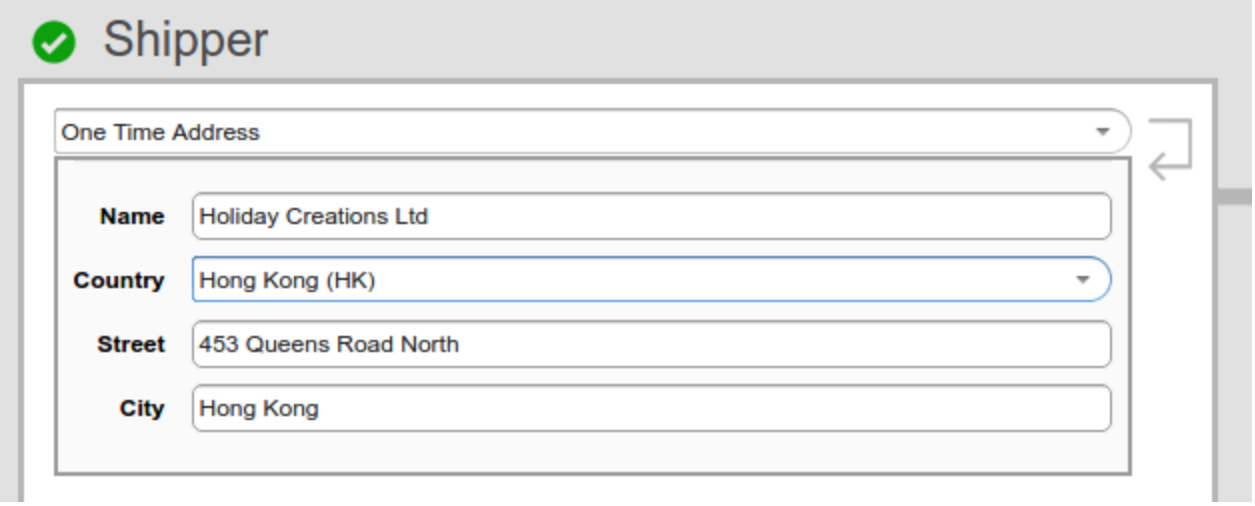

Shipper's Reference

Enter the shipper's reference if there is one. If more than 1, the separate them with a comma. These references will be transferred to the import shipment.



Origin

This is the place or airport where the goods originated from. Type the place name, airport or port code to insert the correct origin:



Export Agent

Enter the name of the export agent responsible for creating the prealert. Only export agents allocated to the Scope Connect user in their user account will be available. Typically the Scope Connect user is an employee of the agent that is selected:

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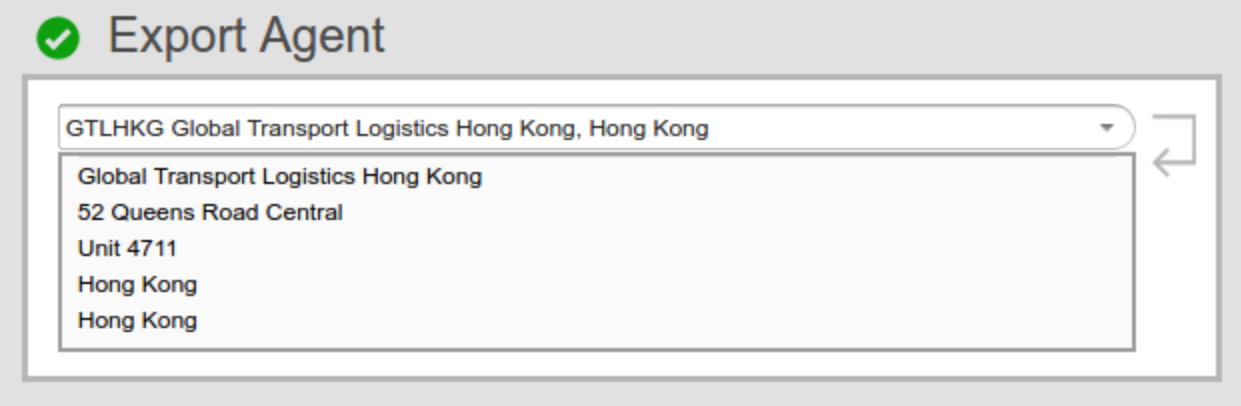
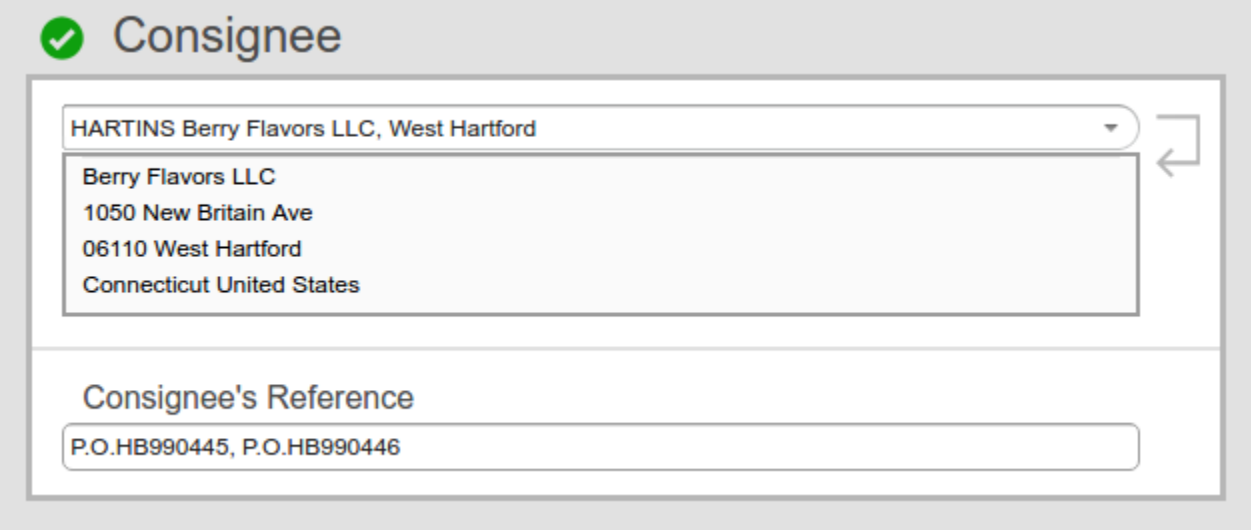


Consignee and Consignee's reference

Use the same methods described above for the shipper to find or enter the correct consignee details and the consignee references:



Destination

This is the destination port or airport of the shipment. Start typing the name or code of the port or airport to locate the correct destination.

The number of search results is displayed to the right and clicking on the drop-down list allows the desired port or airport to be selected.

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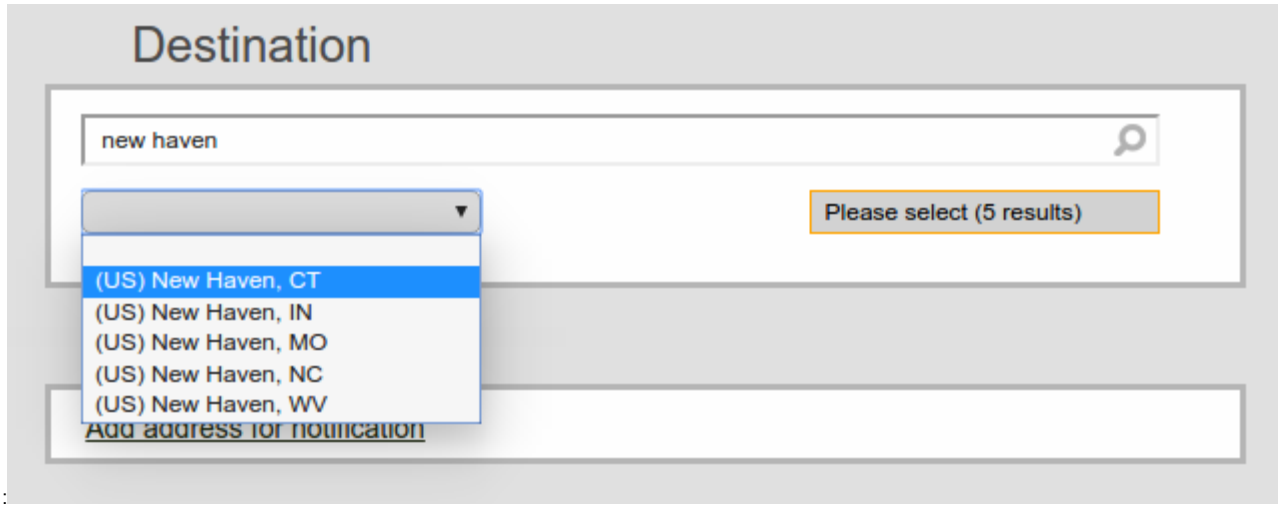
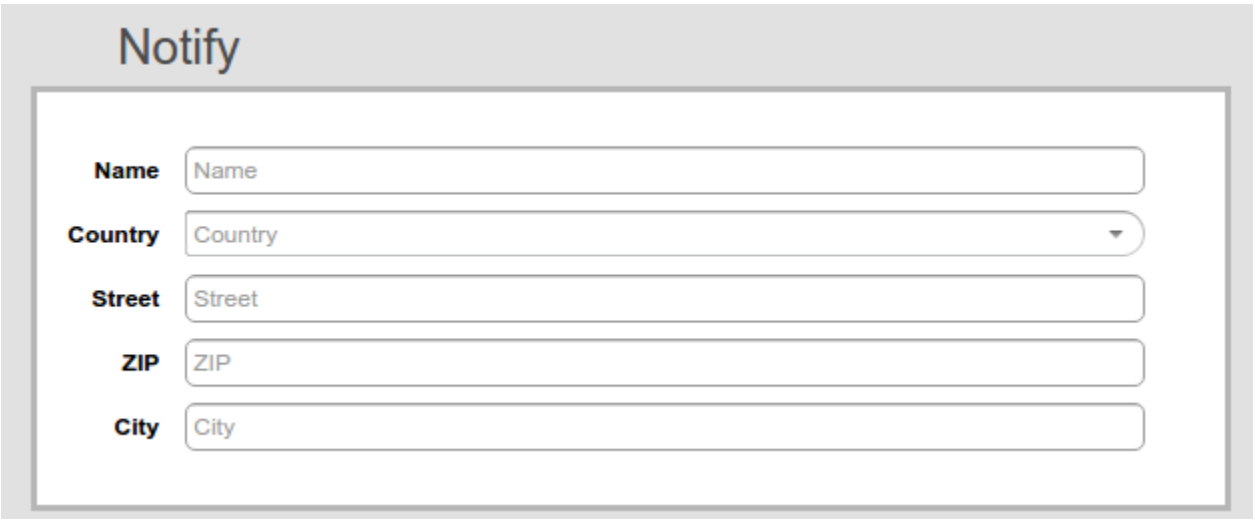
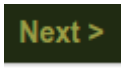


:

Notify

A notify party may be included with the pre-alert. The notify must be entered as a one time address:



When step 1, Shipper and Consignee have been completed, click 

Air Export pre-alerts

Step 2, Main Transport - creating an air pre-alert

The main transport screen opens and the first step is to indicate the type of pre-alert that is being created. This can be an air or sea pre-alert. In this example an "air" pre-alert will be created.

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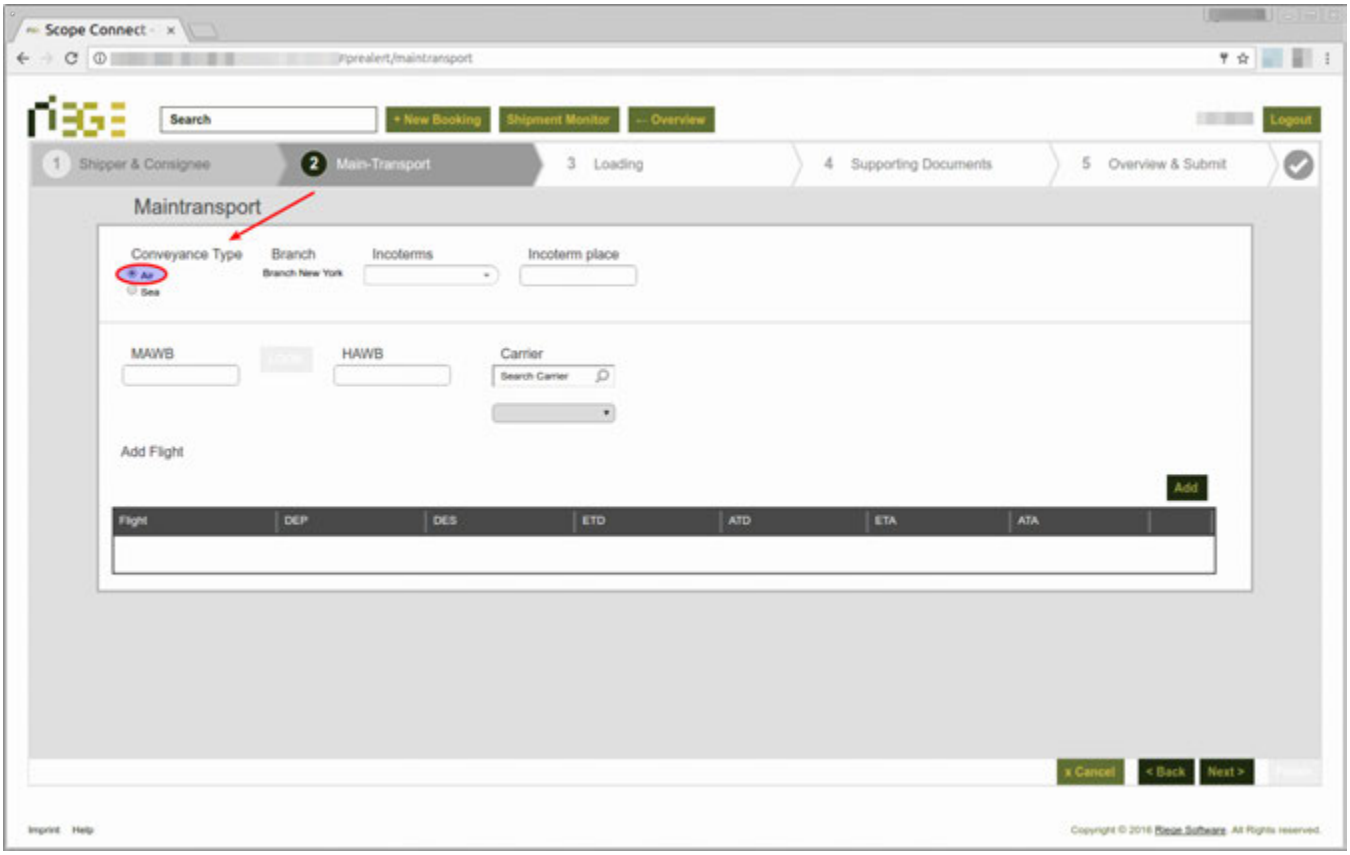
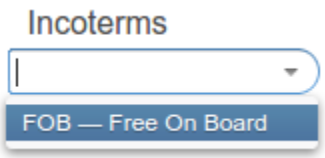


Branch

The branch to whom the pre-alert is being sent will be shown

Incoterms

Start typing the correct INCO term for the pre-alert if this is to be included. Then select the correct one:



Incoterm Place

Type the place where the Incoterm applies to.



MAWB

If the MAWB is known, then it can be entered. If this is a house shipment that does not yet have a MAWB, it can be left blank. The MAWB will be automatically filled in if the shipment is later consolidated on a master pre-alert.

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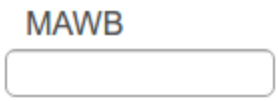
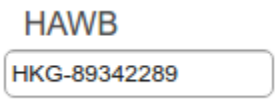


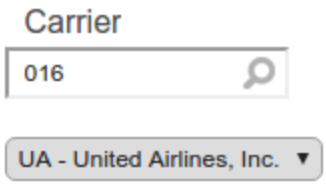
HAWB

Enter the HAWB of the air export pre-alert



Carrier

Enter the airline that will transport the shipment. You can enter the airline name or the 2 letter airline code or the 3 digit AWB prefix.



Add flights to an air export pre-alert

If the flights are known for the air export shipment, they can be included in the pre-alert. If a pre-alert for a house shipment is being created, once the house is consolidated on the master pre-alert, the flights from the master pre-alert will over-write any flights originally entered on the house pre-alerts.

To add a flight, click 

Now fill in all the details about the flight:



Click 

when done. The completed main transport should be similar to the example below. Use the 

button to add further flights.

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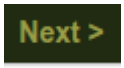
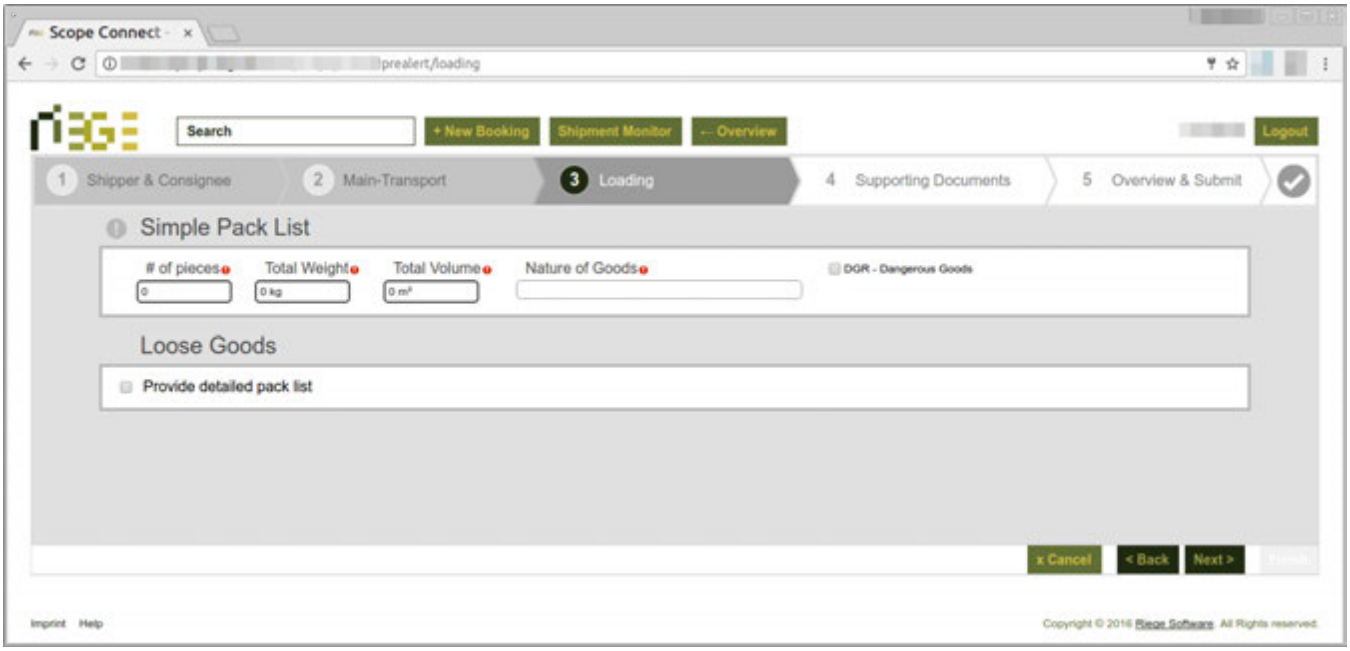
Click  to get to the next step - Loading

Step 3, Loading - air export pre-alert



The loading screen is used to enter details about the goods on the pre-alert:

- Pieces
- Weight
- Volume
- Nature of goods
- DGR

There are 2 ways to enter goods details:

1. Totals only using the Simple Pack List
2. Full details of loose goods with the detailed pack list

Entering goods totals only

Direct fill in the fields provide with the total details of the goods and the overall description. If the goods are dangerous, check the DGR box.

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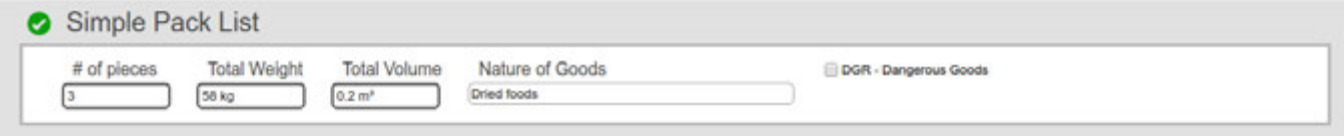
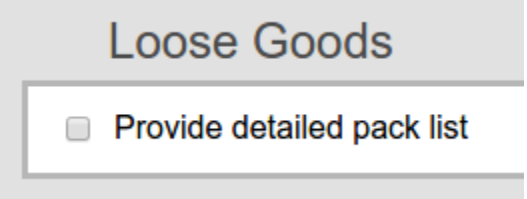


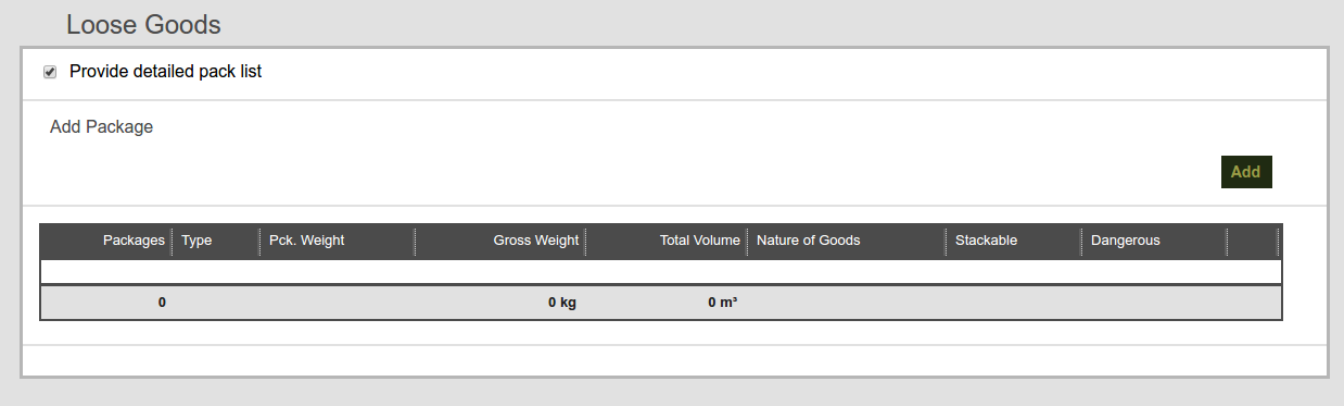
With the totals entered, it is possible to move on to the next stage of the pre-alert by clicking the Next > button, this will move you to step 4, "Supporting Documents"

Entering a detailed packing list

A detailed listing of the goods can be entered using the detailed pack list. Instead of entering the totals of the goods in the simple pack list shown above, check the detailed pack list box:



The "Add Package" function will open:



Click on the Add button to begin entering detailed goods information:

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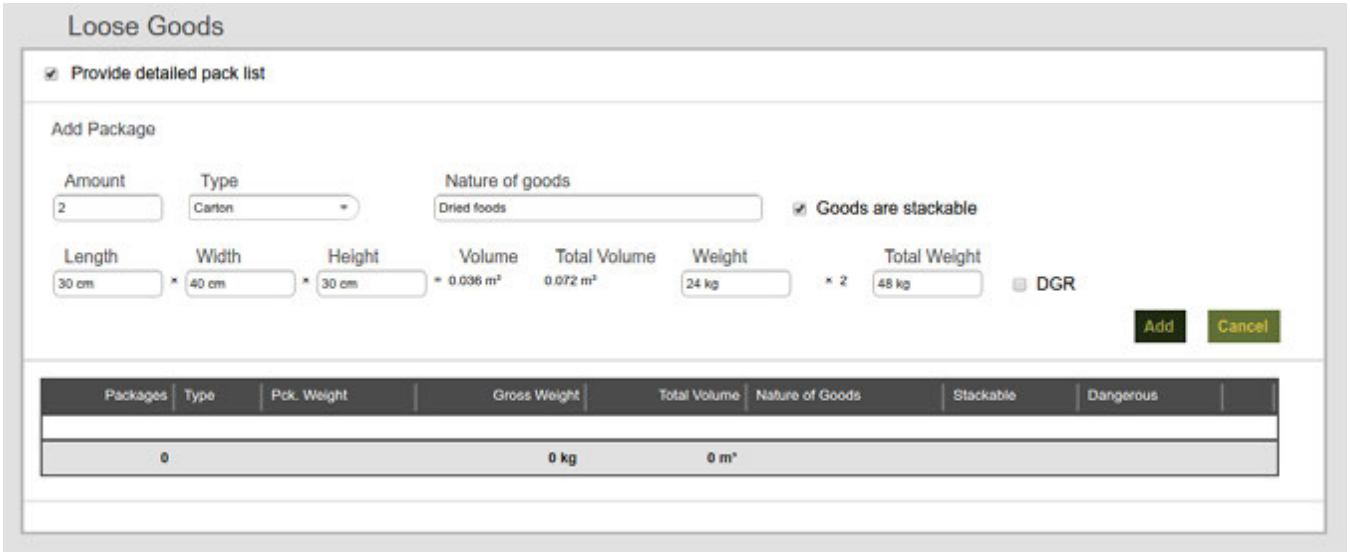
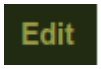
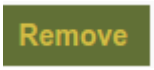
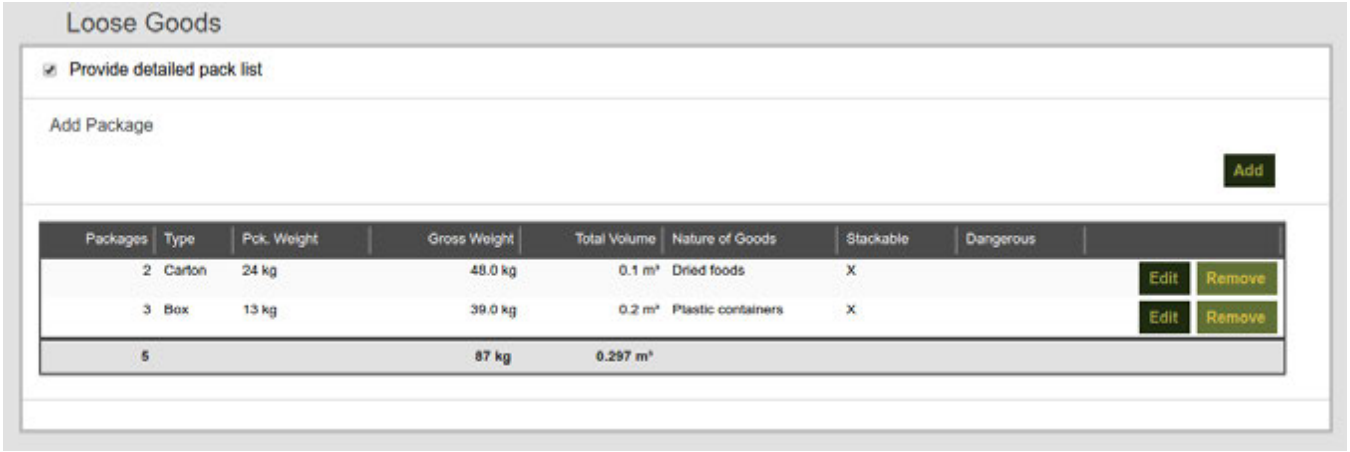


When the goods entry is complete, click 

To add further goods, click the  button again and repeat the process.

The example below shows 2 different cargo items on the shipment. Use the  button to change any details and the  button to remove an item from the pre-alert.



When all the goods are on the pre-alert use the  button to go to the next step "Supporting Documents".

Step 4, Supporting Documents - air export pre-alert

When additional documents like the commercial invoice for example need to be included with the pre-alert, these can be uploaded in the "Supporting Documents" section.

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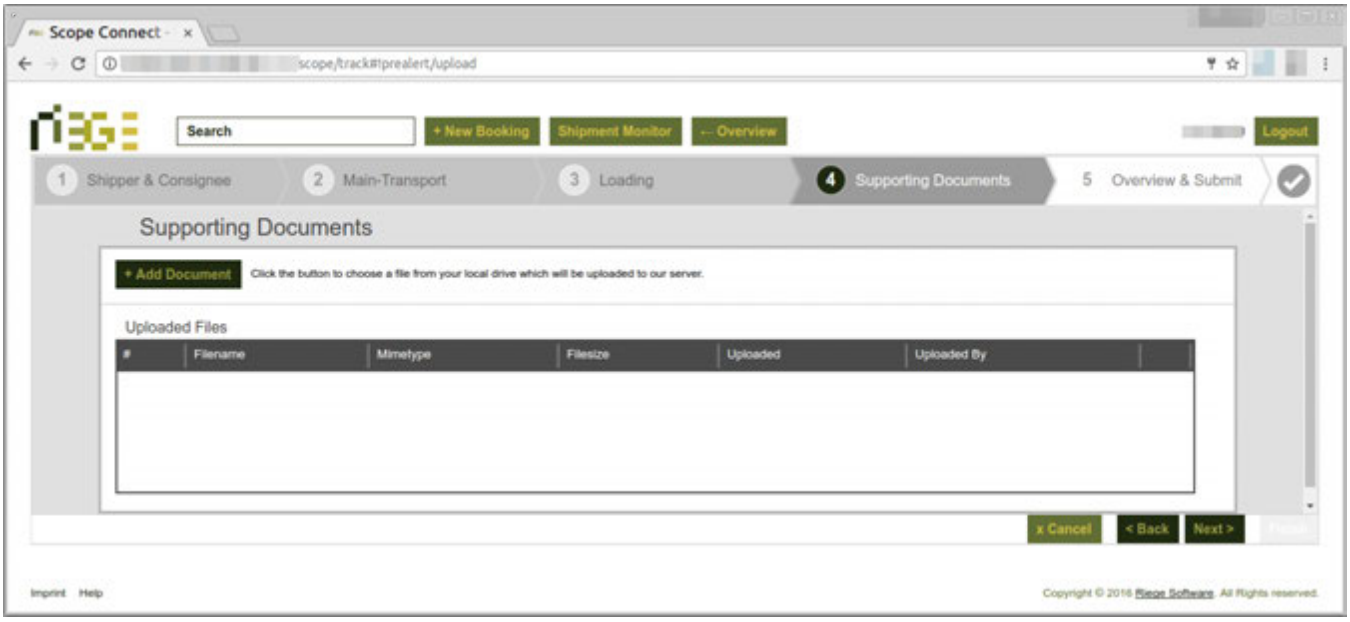
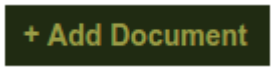
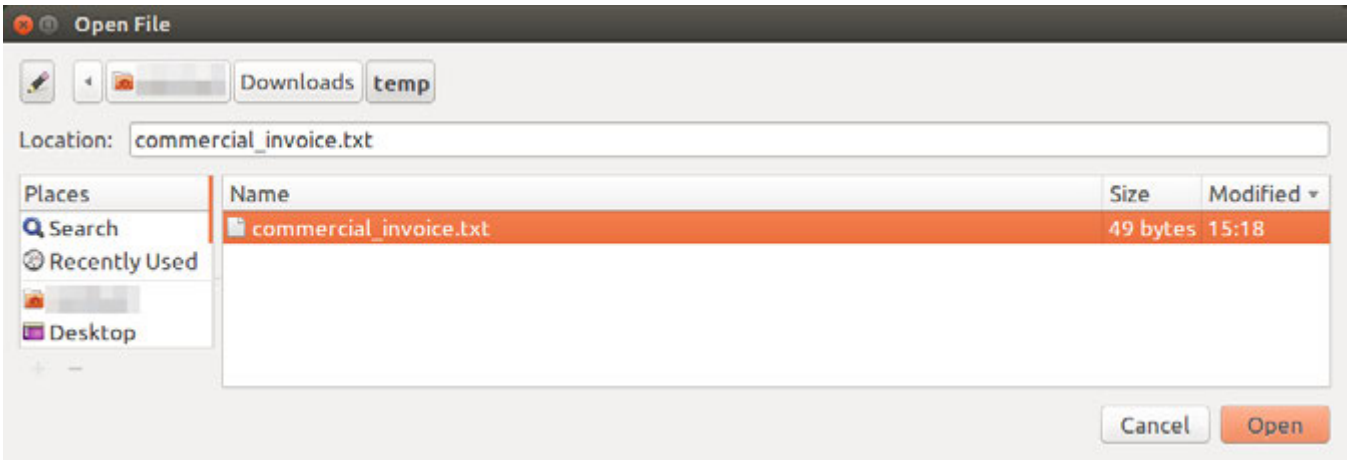
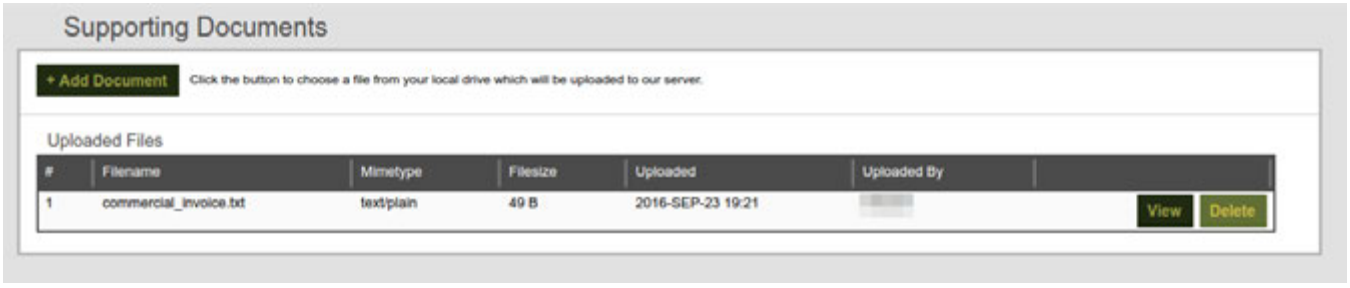


Click  to upload a document.

A file browser will open. Use it to find and select the document to be uploaded to the air export pre-alert.



The uploaded document will appear in the supporting documents section:



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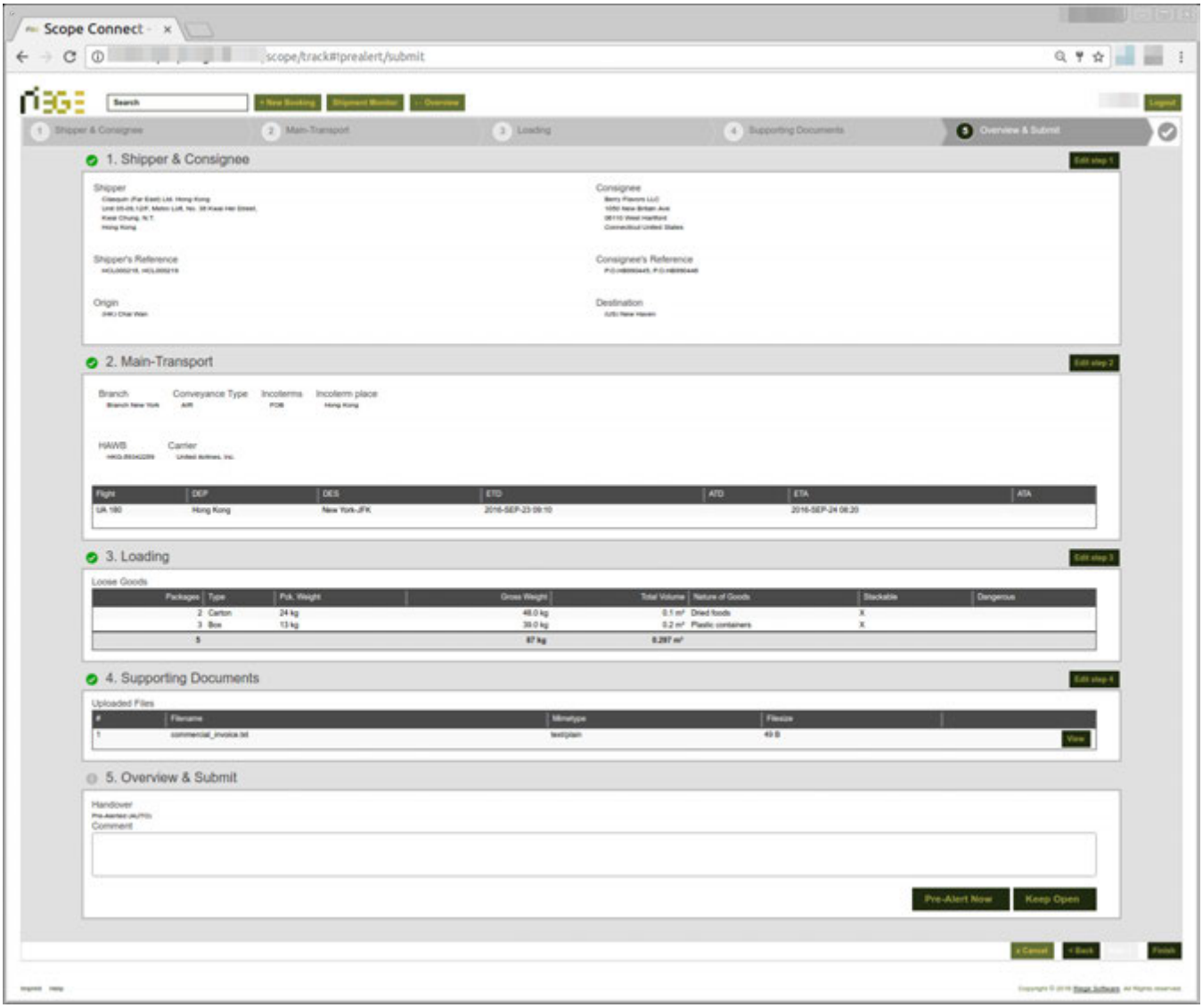
Use the View button to view the uploaded document, and use the Delete button to delete it from the pre-alert.

Use the + Add Document button to add further documents to the pre-alert.

When all documents are uploaded to the pre-alert, use the Next > button to go to the next step "Overview & Submit".

Step 5, Overview & Submit - air export pre-alert

The final step will show an overview of all information entered on the pre-alert. Any of the data can be changed by editing that step.



Sending the pre-alert

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Once all required information is in the pre-alert, it can be transmitted to the receiving Import Agent by clicking **Pre-Alert Now** or **Finish**

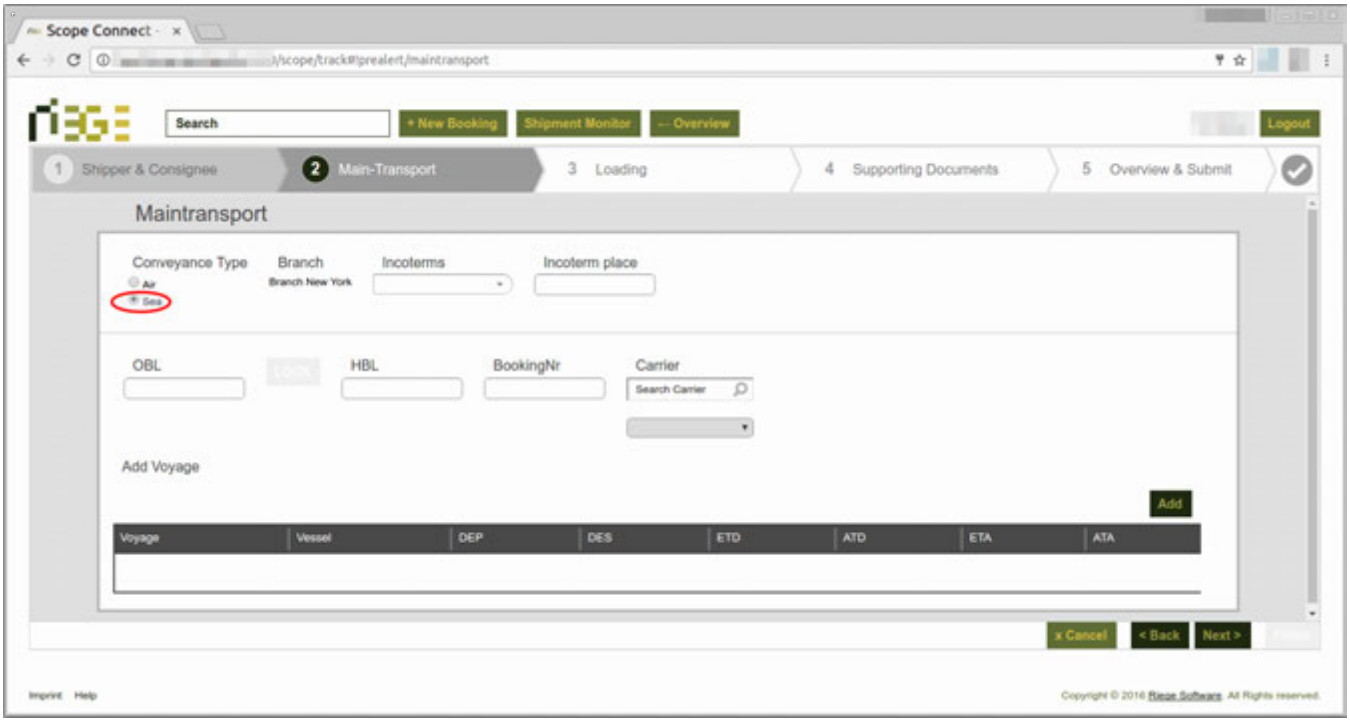
If you do not want the import agent to see the pre-alert yet then click **Keep Open**

Sea Export pre-alerts

Step 1 of pre-alerts is the same for both air and sea pre-alerts. In Step 2, Main Transport, if the conveyance type is "Sea", then a sea freight pre-alert is created.

Step 2, Main Transport - creating an sea pre-alert

The main transport screen opens and the first step is to indicate the type of pre-alert that is being created. This can be an air or sea pre-alert. In this example a "sea" pre-alert will be created.



Branch

The branch to whom the pre-alert is being sent will be shown

Incoterms

Start typing the correct Incoterm for the pre-alert if this is to be included. Then select the correct one:

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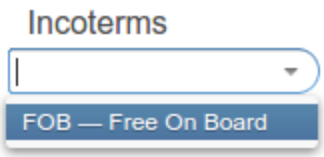


Incoterm Place

Type the place where the Incoterm applies to.



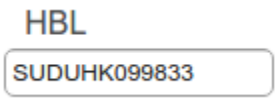
OBL

If the Ocean Bill of Lading is known, then it can be entered. If this is a house shipment that does not yet have an ocean bill, it can be left blank. The OBL will be automatically filled in if the shipment is later consolidated on a master pre-alert.



HBL

Enter the HAWB of the air export pre-alert



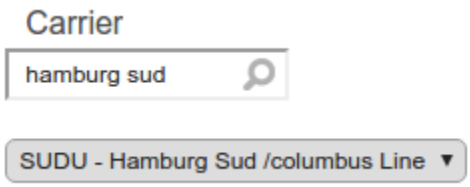
BookingNr

If the Liner Agent has provided a booking number for the shipment, it can be entered in the "BookingNr" field.



Carrier

Enter the carrier that will transport the shipment. You can enter the carrier name or the 4 letter SCAC code and Scope Connect will search for the correct carrier.



Voyage

One or more voyages can be added to the pre-alert

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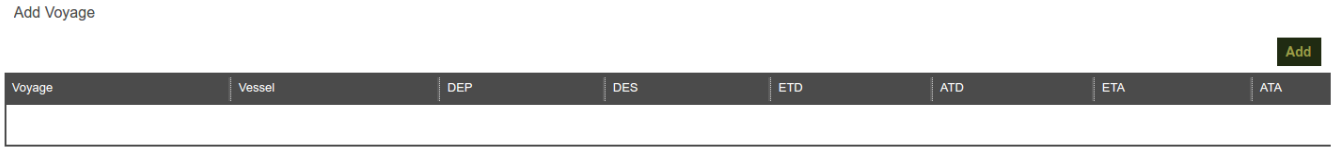
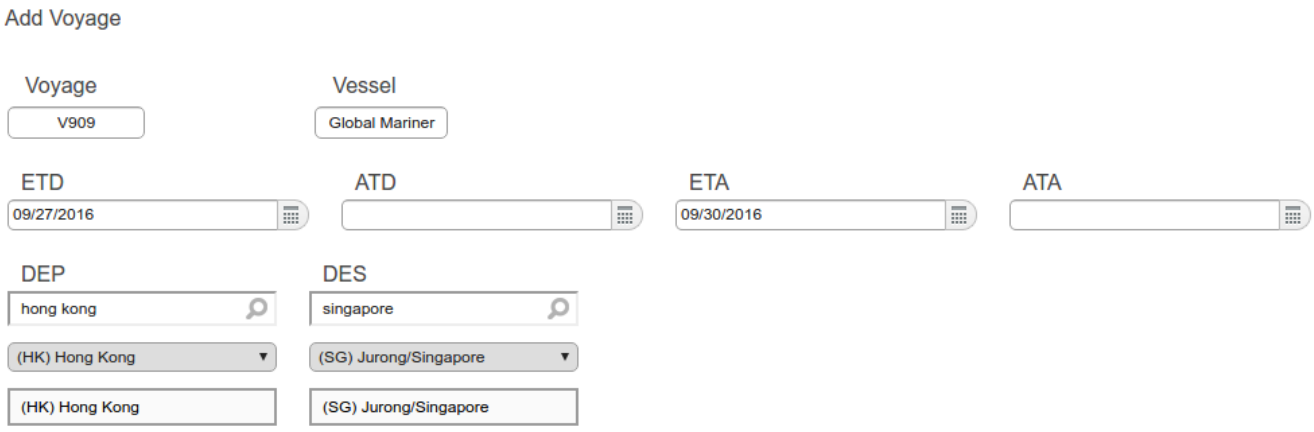


To add a voyage click 

Fill in the:

- Voyage Number
- Vessel for the Voyage
- ETD of the voyage
- ATD of the voyage (if any)
- ETA of the voyage
- ATA of the voyage (if any)
- Depart port of the voyage
- Destination port of the voyage

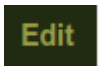


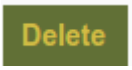
When the voyage information is complete click 

again

If there are further voyages, click 

to add these further voyages.

Use the 

and 

to adjust existing voyages



When all main transport details are complete, click 

to move to the next section "Loading"

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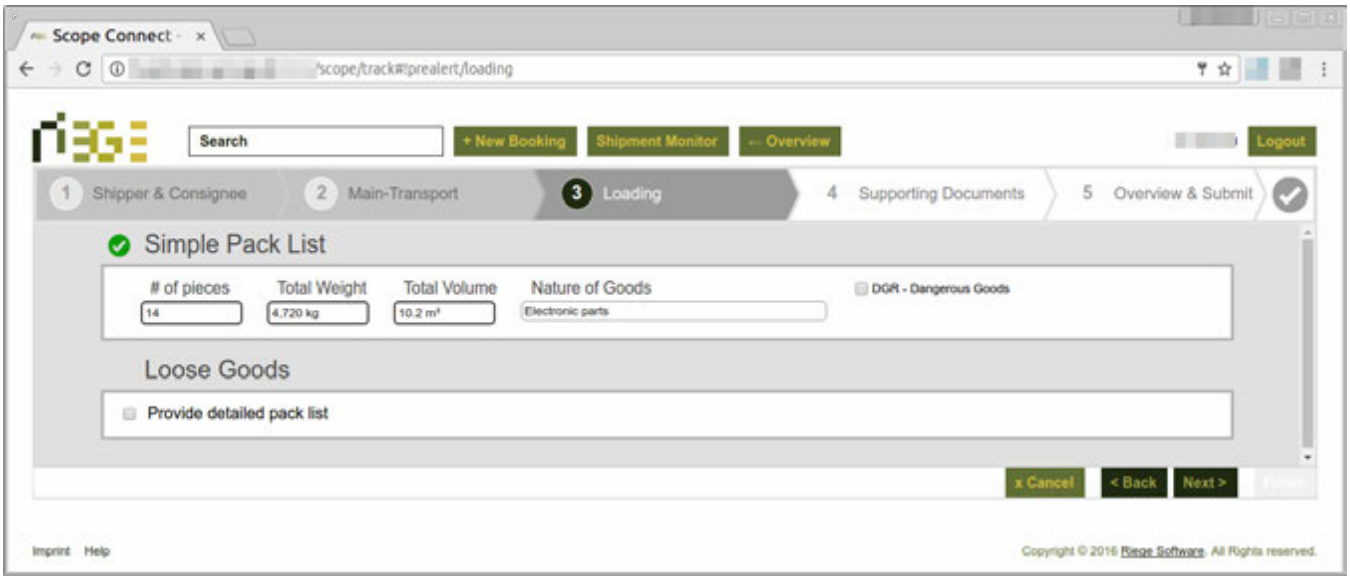
Step 3, Loading

In the loading section of the sea export pre-alert the goods can be entered in 2 ways:

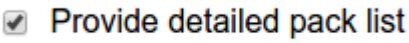
- Simple Pack List - this is a simple total of all the goods and an overall description
- Loose goods and container details - this is a detailed description of all the goods and the containers the goods are in

Simple Pack list

- enter total details of the goods
- Total number of pieces
- Total weight
- Total volume
- Nature of goods
- DGR - use the checkbox to indicate DGR



Detailed goods and containers



If detailed goods and containers are to be entered then click the check box

Now click 

to begin adding goods to the sea export pre-alert.

- Amount - number of packing units of this goods item
- Type - type of packing, start typing the packing type name to see and select from the list of packing types.
- Goods are stackable - check this box if the cargo can be stacked.
- Nature of goods - the description of this goods item
- Dimensions - length, width, height and weight
- DGR - check this box if the goods are dangerous

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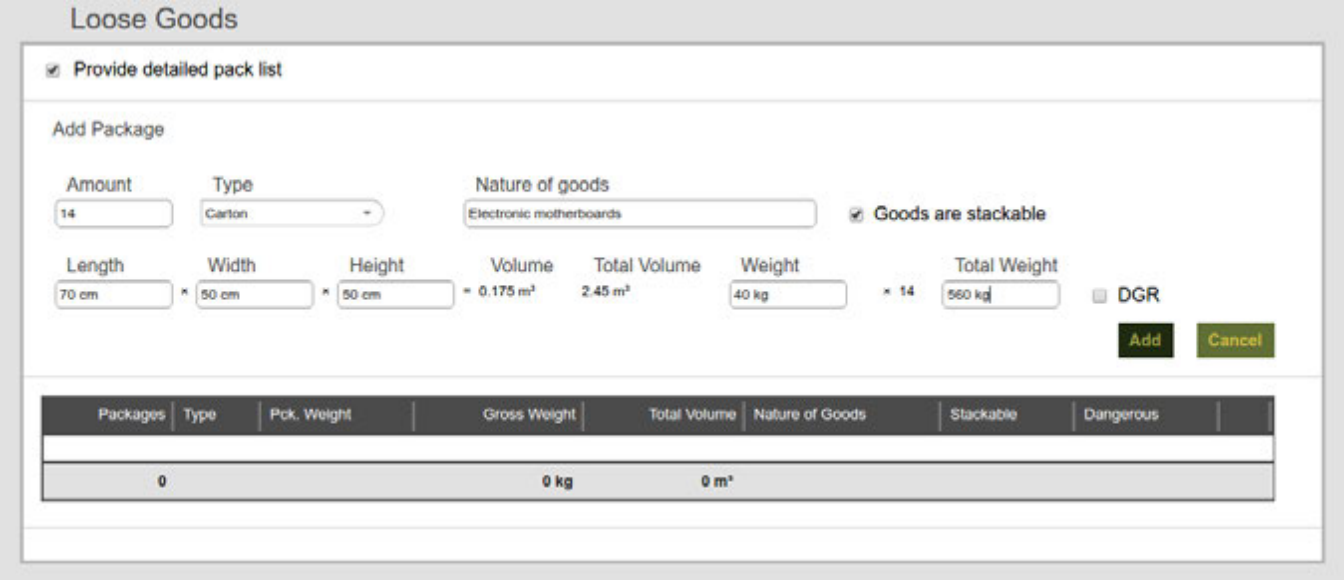


When the first goods item is complete click 

If there are more goods to add, then click 

again.

Containers

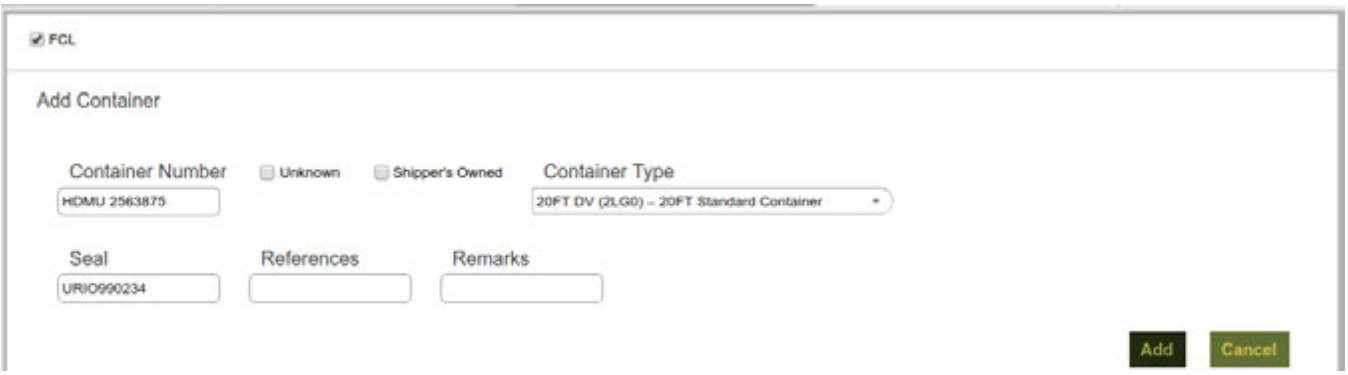
to add the containers where the goods are located, go to the container section and check the FCL box



Now click 

to enter container details

- Container Number - Scope connect will check the container check digit
- Unknown or Shipper's Owned
- Container type - start typing to see a list of container types and select the correct one.
- Seal
- References
- Remarks



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When the container details are complete click Add

Adding goods to a container

Highlight the container in the container list that will have goods added to it

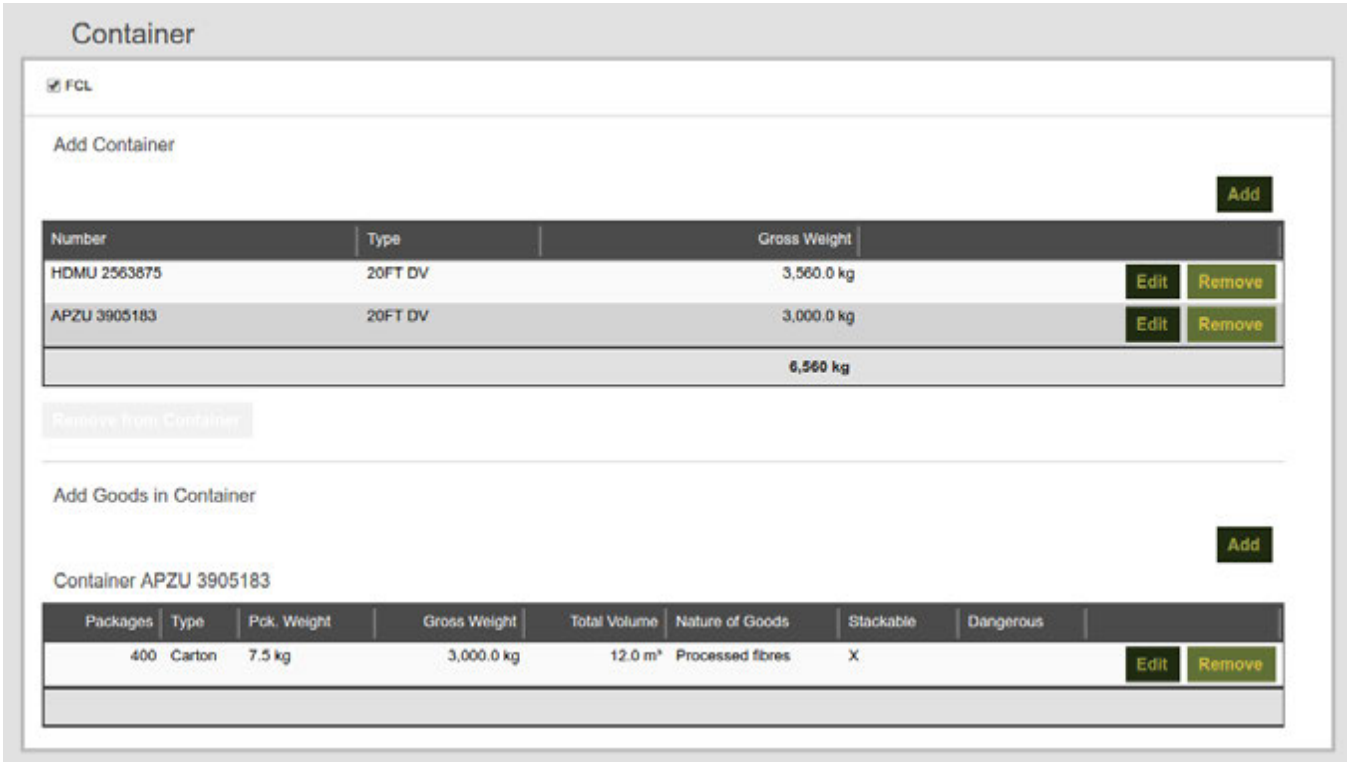
Number	Type	Gross Weight	
HDMU 2563875	20FT DV	0.0 kg	Edit Remove
APZU 3905183	20FT DV	0.0 kg	Edit Remove
		0 kg	

Now highlight the goods in the goods list that are to move into the container

Packages	Type	Pck. Weight	Gross Weight	Total Volume	Nature of Goods	Stackable	Dangerous	
14	Carton	40 kg	560.0 kg	2.5 m³	Electronic motherboards	X		Edit Remove
25	Barrel	120 kg	3,000.0 kg	3.2 m³	Cleaning Fluid	X		Edit Remove
400	Carton	7.5 kg	3,000.0 kg	12.0 m³	Processed fibres	X		Edit Remove
439			**6,560 kg**	**17.6 m³**				

Now click Move To Selected Container

The container will now have the total weight of the goods shown in it and when it is highlighted, the screen below will show the details of the goods in the container



Once all goods and container details have been entered, click Next > to move to the next section "Supporting Documents".

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See the section on Supporting documents for instructions on this activity

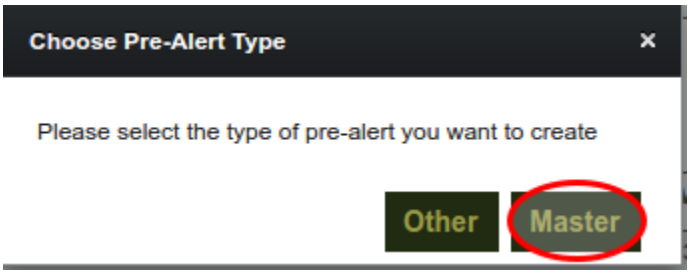
See the section on Overview and Submit for instructions on this activity

Consolidating house shipments on a master

Create the house shipment pre-alerts in the normal manner described above but be sure to enter the MAWB or OBL in the shipment:



When the house pre-alerts are ready, create a master shipment by clicking + New Pre-Alert and then Master



Master - Shipper and Consignee

Complete the shipper, consignee and export agent of the master:

- Shipper - this is the export agent sending the pre-alert.
- Consignee - this is the import agent who will receive the pre-alert
- Export Agent - this is the export agent sending the pre-alert

Complete the Origin and Destination of the master.

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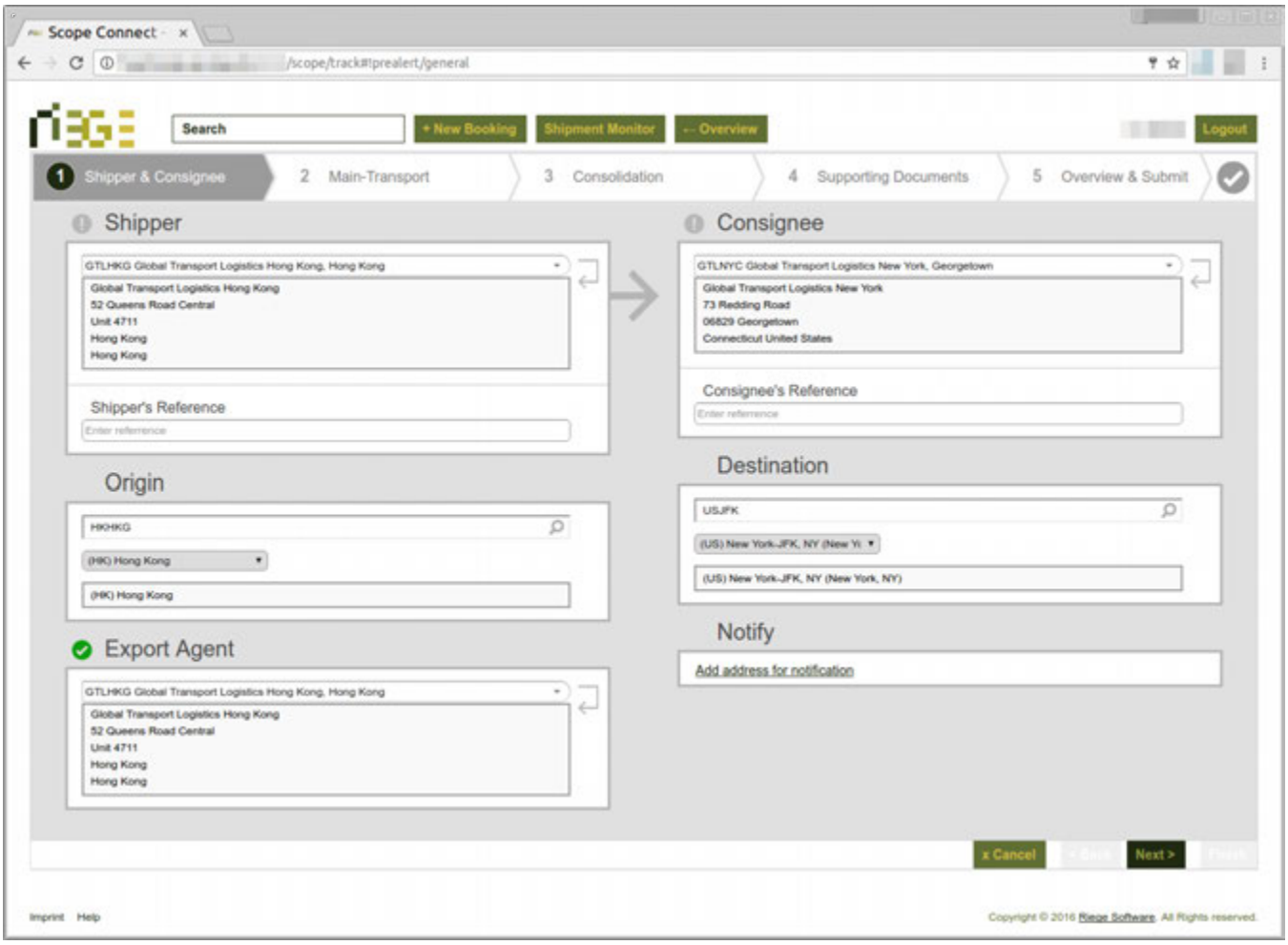


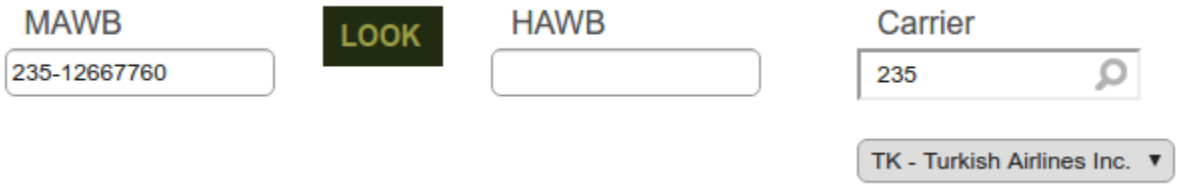
When complete click  to get to the Main Transport screen of the master pre-alert

Master - Main Transport

Use the air/sea button to indicate if the master is for an air or sea pre-alert and enter the master Incoterms and place



Enter the MAWB or OBL and the carrier for the master



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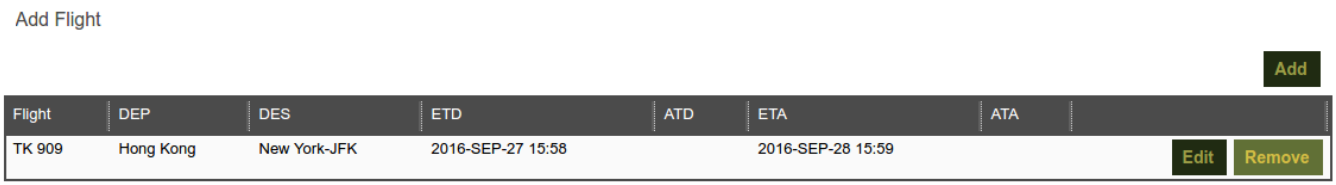
Add all the flights for the master pre-alert



When complete click Next > to get to the Consolidation screen of the master pre-alert

Master - Consolidation

The consolidation screen will show in the lower window all house shipments found that can be added to the master pre-alert. These are described as "Available Pre-Alerts".

Highlight the house shipments to be added to the master and use the Select button to add then to the master. They will appear in the top window as "Consolidated Pre-Alerts".

To remove a house from a consol, highlight the house in the "Consolidated Pre-Alerts" window and click the Remove button.

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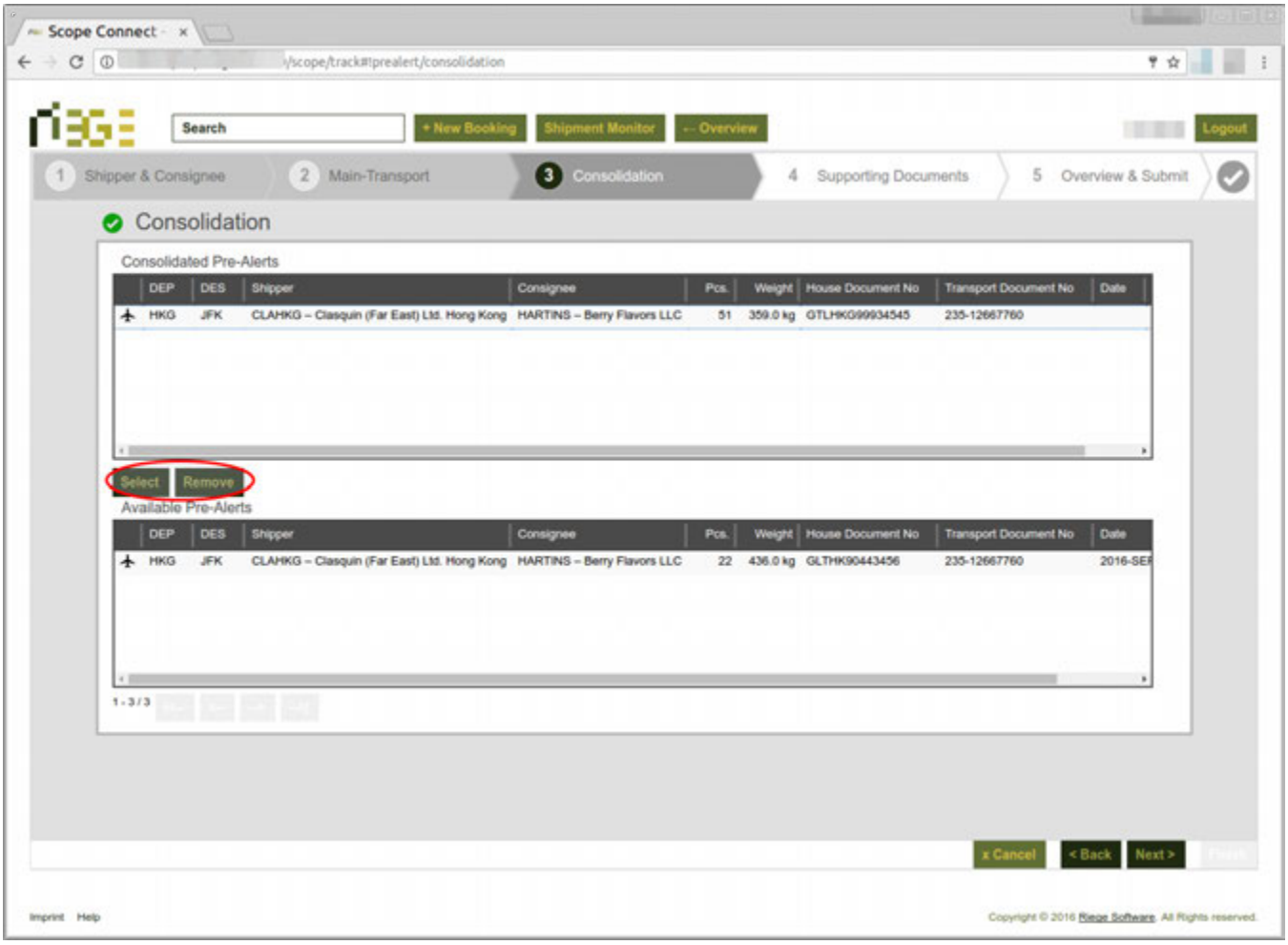

When complete click 

to get to the Supporting Documents screen of the master pre-alert

See the section on Supporting documents for instructions on this activity

See the section on Overview and Submit for instructions on this activity

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How-To create a Scope Connect tracking account

- Introduction
- Navigating to Scope Connect user account
- Creating a new user
  - Entering the users' basic details
  - Allocating Scope Connect features to the new user
  - Determining what the Scope Connect User can see and do in tracking
  - Selecting the parties the Scope Connect user has access to when creating bookings or pre-alerts
  - Documents
  - Email
  - User History
- Save and Exit

Introduction

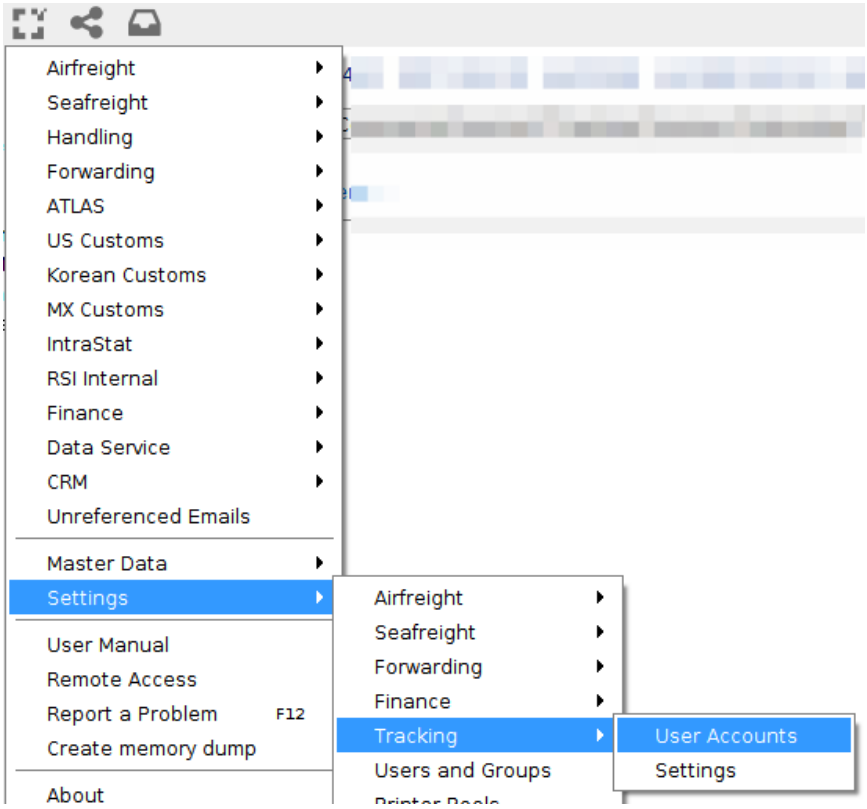
This document explains how a login account can be created within Scope for any user who needs to be able to login to Scope Connect.

Scope Connect users can be Scope users or any user with a valid email address

Navigating to Scope Connect user account

From the Scope menu icon, select:

1. Settings
2. Tracking
3. User Accounts



Creating a new user

When the overview of tracking users opens, select "New"

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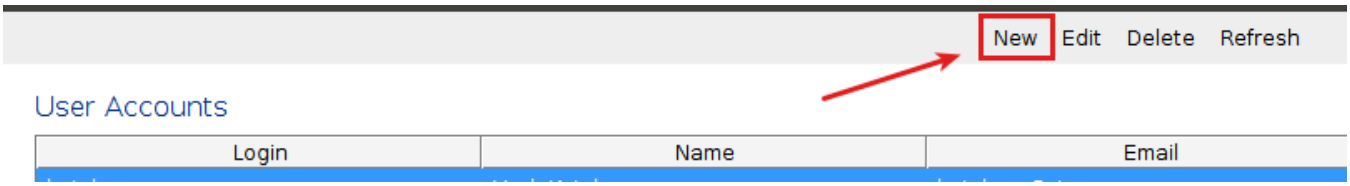
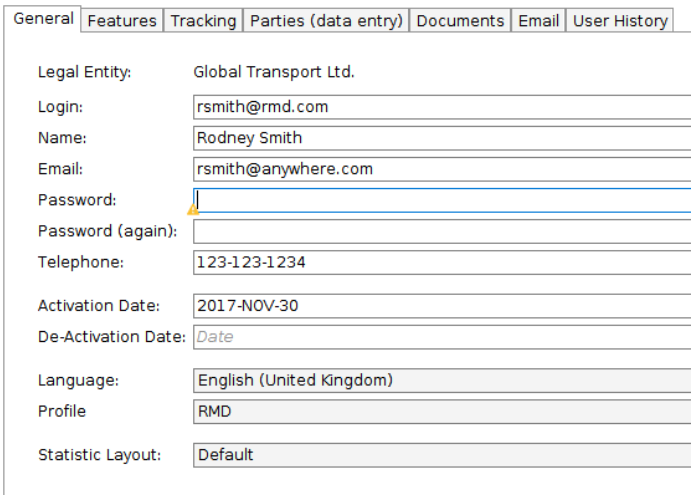


Entering the users' basic details

On the general tab of the new user, enter the user login details

- Login - this should be a valid email address
- Name - the full name of the user
- Email - the email of the user, this is normally the same as the login
- Password - enter this twice
- Telephone - the phone number for this new user
- Activation Date - the date this new user should be allowed to first login
- De-Activation Date - A date when the account will no-longer be active. Leave this blank if there is no expiry date.
- Language - use the drop-down menu to select the language in which Scope Connect should appear for this user
- Profile - a profile is a "Branding" that can be applied to Scope connect. In the example below, a profile called "RMD" will be applied when this user logs in. If there are no profiles then this will be set to "Default"
- Statistic Layout - Customized statistics layouts can be created and applied to a Scope Connect user.



Allocating Scope Connect features to the new user

Use the "Features" tab to select which Scope Connect functions the new user will have when they login to Scope Connect:

- Enable Tracking - This is will allow the user to see their shipments, milestones and documents
- Enable Booking - This will enable the user to create export bookings for sea and air. The Scope users will see these in Scope and can convert them into Scope shipments.
- Enable Pre-Alerts - This will enable export agents to create shipments in Scope Connect. These will be seen by the Scope import users and they can convert them to Scope air and sea import shipments.
- Enable Purchase Order Mangement - This will allow the Scope Connect user to see purchase order information (POMS) in Scope Connect
    - Allow Create/Edit Customer Consignment - The user may create POMS consignments
    - Allow Edit Transport Plan - The user may edit any POMS transport plans
    - Allow Edit Transport Plan Legs - The user may edit any POMS transport plan Legs
- Enable Shipment Monitor - the Scope Connect user will be able to see shipment monitoring which indicates the if shipments are within planned timepoints
    - Allow Milestone Completion - The Scope Connect user will be able to enter completion times for some milestones.
    - Planned Time visibility - Settings here will determing if the user can see the planned times for Milestones
- Enable Handling - The cope Connect user has access to features of the Scope Handling module

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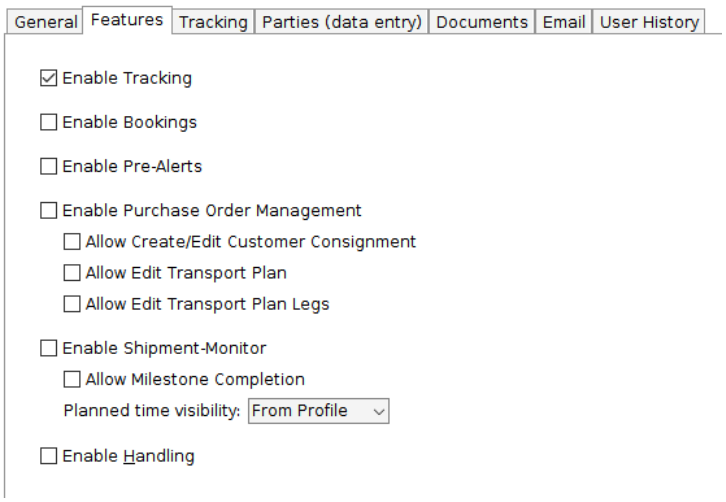
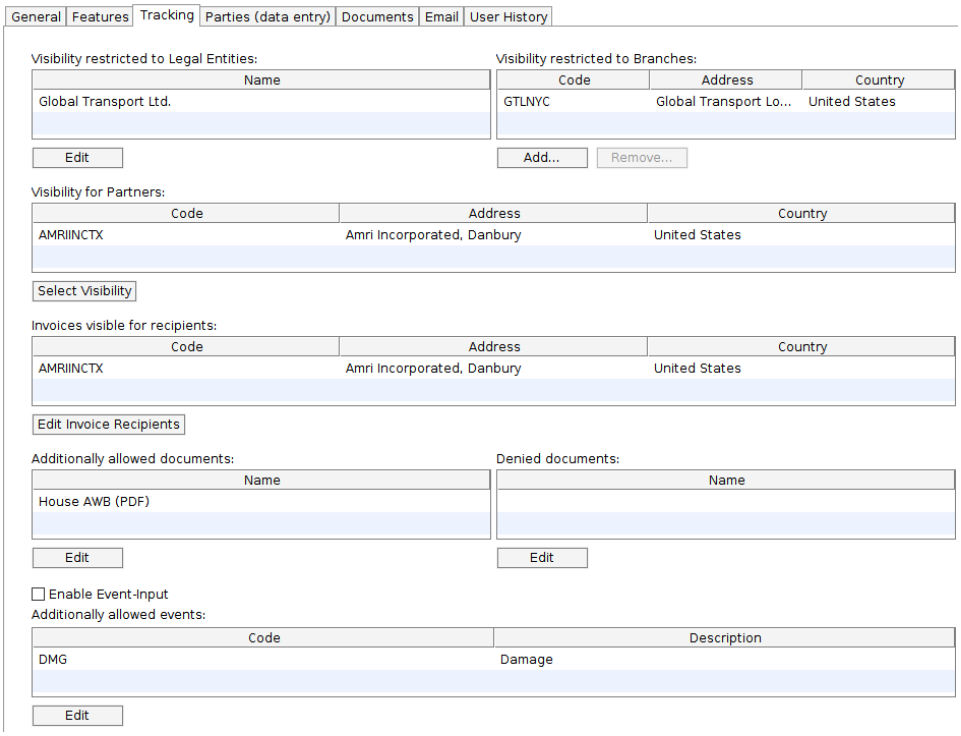


Determining what the Scope Connect User can see and do in tracking

Use the "Tracking Tab" to:

- Define which shipments the Scope Connect user can see
- If they can see Scope invoices
- The shipment documents they can see
- Additional Events they can see and events they can input



In the example above, this user is setup as follows:

- Legal Entity - They can only see shipments within the legal entity of "Global Transport Ltd." You will probably find you only have one legal entity so this will be easy to select.
- Branch - The user can only see shipments within the Scope branch "GTLNYC" and this is a branch of the legal entity "Global Transport Ltd."
- Visibility for Partners - The user can only see shipments where one of the partners on the shipment is "Amri Incorporated"
- Invoices visible for recipients - This user can see invoices created in Scope whose recipient is "Amri Incorporated"
- Additionally Allowed Documents - in addition to regularly allows documents, this user can also see "House AWBs"
- Denied documents - none of the regularly visible documents are denied to this user
- Enable event input - this user may not update any events

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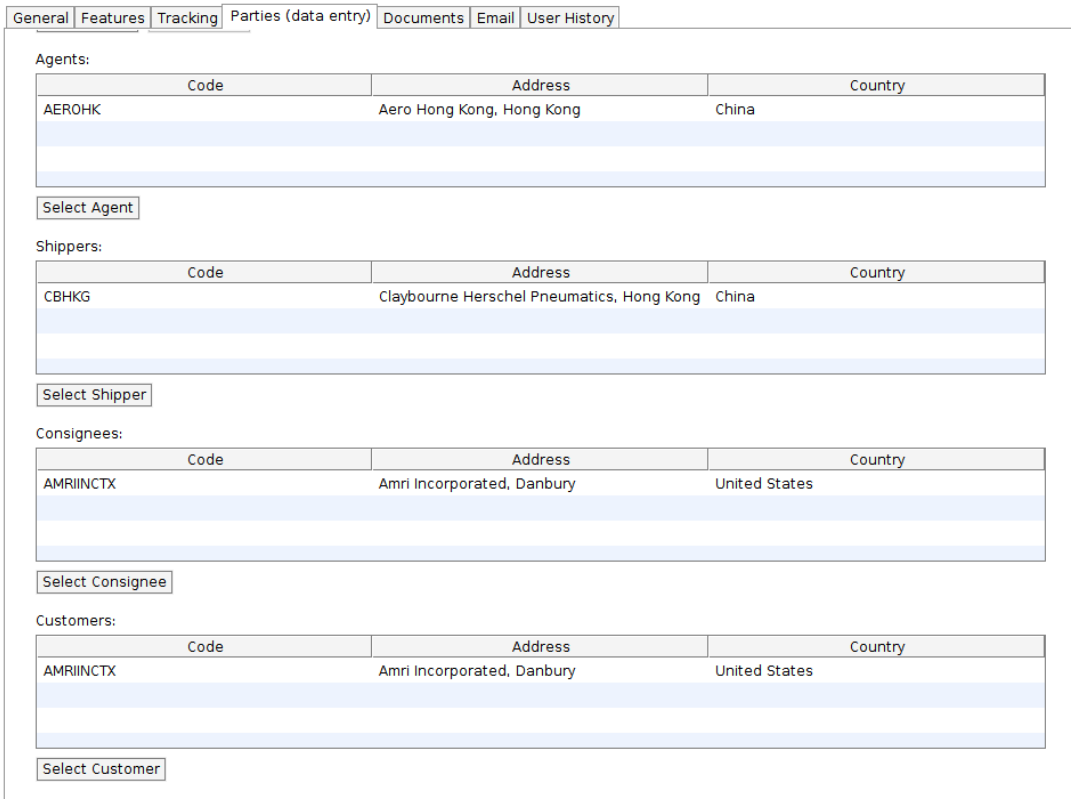
- Additonally allowed events - this user may enter the event "DMG"

Selecting the parties the Scope Connect user has access to when creating bookings or pre-alerts

If a customer or export agent is allowed to make bookings or prealerts, then it is useful if they can lookup Scope parties in Scope Connect. The "Parties" tab of the Scope Connect user, are used to allocate desired Scope parties to the user

- Agents - lookup and select the Scope agents that the user may apply to bookings and prealerts in Scope Connect
- Shippers - lookup and select the Scope parties that the user may apply as a shipper to bookings and prealerts in Scope Connect
- Consignees - lookup and select the Scope parties that the user may apply as a consignee to bookings and prealerts in Scope Connect
- Customers - Shippers - lookup and select the Scope parties that the user may apply as a customer to bookings and prealerts in Scope Connect



Documents

Use the documents tab to store any docs that are important for this Scope Connect user

Email

The Email tab can be user to communicate with the Scope Connect user. An email will automatically be generated here giving the user details of their login to Scope Connect and a link to change their password.

User History

the user history tab will show all the logins to Scope Connect by this user.

Save and Exit

Once all the details are correct, click "Save" to save and exit. Make sure the email has been sent giving the new user details of their login.

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How-To for Scope on a Mac

- FAQ How-To allow the Scope client run on a Mac
- FAQ - How-To stop a Mac disconnecting Scope when it sleeps

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FAQ How-To allow the Scope client run on a Mac

After you have downloaded the Scope client, your Mac might not permit you to run the Scope app and you see a message like:

“Scope.jnip” can’t be opened because it is from an unidentified developer - Your Security preferences allow installing of only apps from the App Store and Identified developers."

To solve this problem:

1. Go into System Preferences,
2. then Security & Privacy,
3. under the “General” tab on the bottom there will be a button that says “Open Anyway”
4. click on it and it will proceed with the installation.

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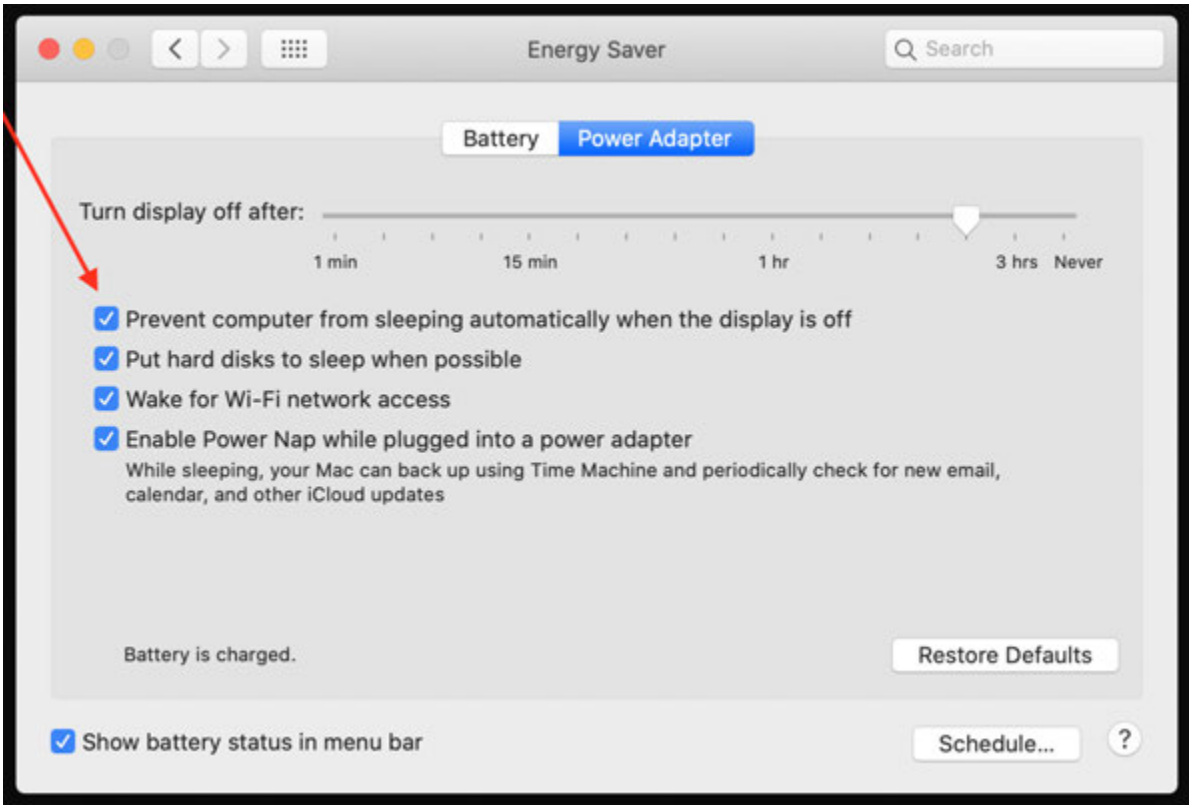
FAQ - How-To stop a Mac disconnecting Scope when it sleeps

These instructions are followed entirely at the discretion of the Mac user, Riege Software cannot be held responsible for any changes made to the settings of the users computer.

When a computer goes to sleep it disconnects from the internet which would cause an application like Scope that relies on the internet connection to run to disconnect.

You can go into the "Energy Saver" options on your Mac and make it so that only the display sleeps and not the computer itself:





This will keep Scope and other network dependent applications from disconnecting.

VPN

Note: If you are connecting to Scope via a VPN, when the Mac is reactivated from sleep, you will have to wait until your VPN reconnects before you can reconnect to Scope. If you try to connect to Scope before the VPN is up again, you will not be able to reach Scope.

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How-To for Scope User Maintenance

- FAQ How-To configure Scope to prevent receiving of Scope E-Mail as SPAM
- FAQ How-To lock a user account in Scope
- FAQ How-to setup new Scope user
- FAQ How-To switch User in Scope

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FAQ How-To configure Scope to prevent receiving of Scope E-Mail as SPAM

In some cases it is possible that E-Mails powered by Scope can be located as SPAM. To prevent such cases you can adjust the settings:

- Configuration for interference-free receipt of emails from Scope
- Scope email and SPAM
- Measures
  - Routing emails over your own email systems
  - Authorize the email systems of Riege Software as a valid sender with an SPF record
  - Email to your domain over the Internet
- MTAs of Riege Software

Configuration for interference-free receipt of emails from Scope

Scope email and SPAM

Scope sends emails on behalf of the Scope user. The email address of the user is therefore set as sender address. This is done so that any replies go directly to the personal mailbox of the user. The disadvantage is that due to SPAM detection, the receiver may reject the emails. This is because the mail originates from the Riege Software data center and not the Internet domain of the customer.

This document describes what actions you can take to prevent incorrect SPAM designation of such emails. Forward this information to administrators responsible for your email systems and DNS (Domain Name Service).

A liability for the rejection of emails on recipient domains is not assumed by Riege Software.

Measures

Routing emails over your own email systems

If you operate a direct connection to Riege software, for example a leased line or VPN (Virtual Private Network), Riege Software can transmit emails from the Scope system to your MTA (Mail Transport Agents, ie. mail servers). All emails are henceforth processed by your internal email systems, and sent in this manner to the Internet and on to the recipients by your official MTAs.

This is the preferred method. On request you will receive an IP address from Riege Software for the network Scope operates in. Riege Software then forwards your emails to your internal MTAs. You have only to accept this IP address as legal sender. Please let us know the internal IP addresses of your MTAs which must be available using the direct network link.

But please remember to take the email transmission into account in your bandwidth calculation. Otherwise, bottlenecks in the use of Scope may arise for your users.

Authorize the email systems of Riege Software as a valid sender with an SPF record

If you do not have a direct link to Riege Software or you do no want to apply the preferred solution above, you can authorize the MTAs of Riege Software to send email on your behalf. This requires a so called SPF record (Sender Policy Framework) to be applied to your DNS zone (Domain Name Service) of your Internet domain.

An SPF record may be used by recipients to determine whether the emails were sent from a valid system. If the email is sent from an unauthorized delivery system, the receiving system may reject the email.

As for the SPF record, you can add the following entry in your DNS zone:

1. Create a **TXT record** in the zone.
2. As the value, please enter: **v=spf1 include:_spf.riege.com ~all**
3. The new zone has to be published.

If a TXT DNS line already exist then the Riege SPF details should be added at the end of the existing line

Email to your domain over the Internet

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One easy way to receive emails from Scope for your domain is to set the email systems of Riege software on your whitelist, this means there is no SPAM detection performed. With this, you allow interference-free reception of emails from Scope for your employees when the first 2 methods above are currently not feasible for you. This method is not foolproof to further recipients on the Internet, your customers for instance, and you may still get rejections, which is why we do not recommend this method.

MTAs of Riege Software

Below are the instructions on how to identify the email system of Riege Software.

1. The SPF systems are responsible for sending messages for the domain riege.com and are sending all messages originating the data centers of Riege Software. You can retrieve the list of systems via the following link: http://mxtoolbox.com/SuperTool.aspx?action=spf%3ariege.com&run=toolpage
2. The MX systems are responsible for receiving the messages for the domain riege.com. Some systems for SPAM detection used to analyze the MX records, although this is not correct. You can retrieve the list of systems via the following link: http://mxtoolbox.com/SuperTool.aspx?action=mx%3ariege.com&run=toolpage

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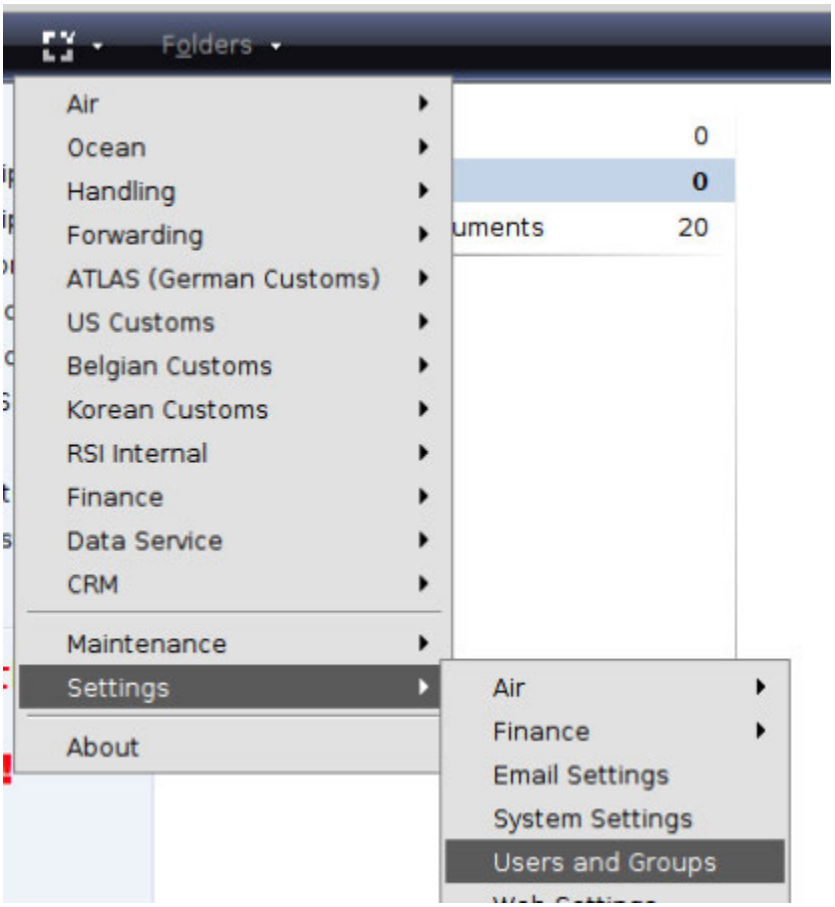
FAQ How-To lock a user account in Scope

Introduction

System Administrators have the ability to lock a users account. This can be done to immediately prevent the user from logging into Scope.

Workflow

1) From the Scope menu scroll down to "Settings" and in the settings sub-menu choose "Users and Groups



2) From the complete list of user, select the user to be locked and double click it or click the edit user button 

3) The user's profile will open. Check the box labeled "Account is locked"

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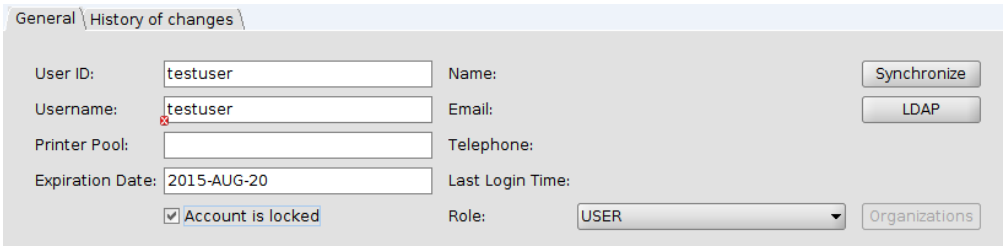

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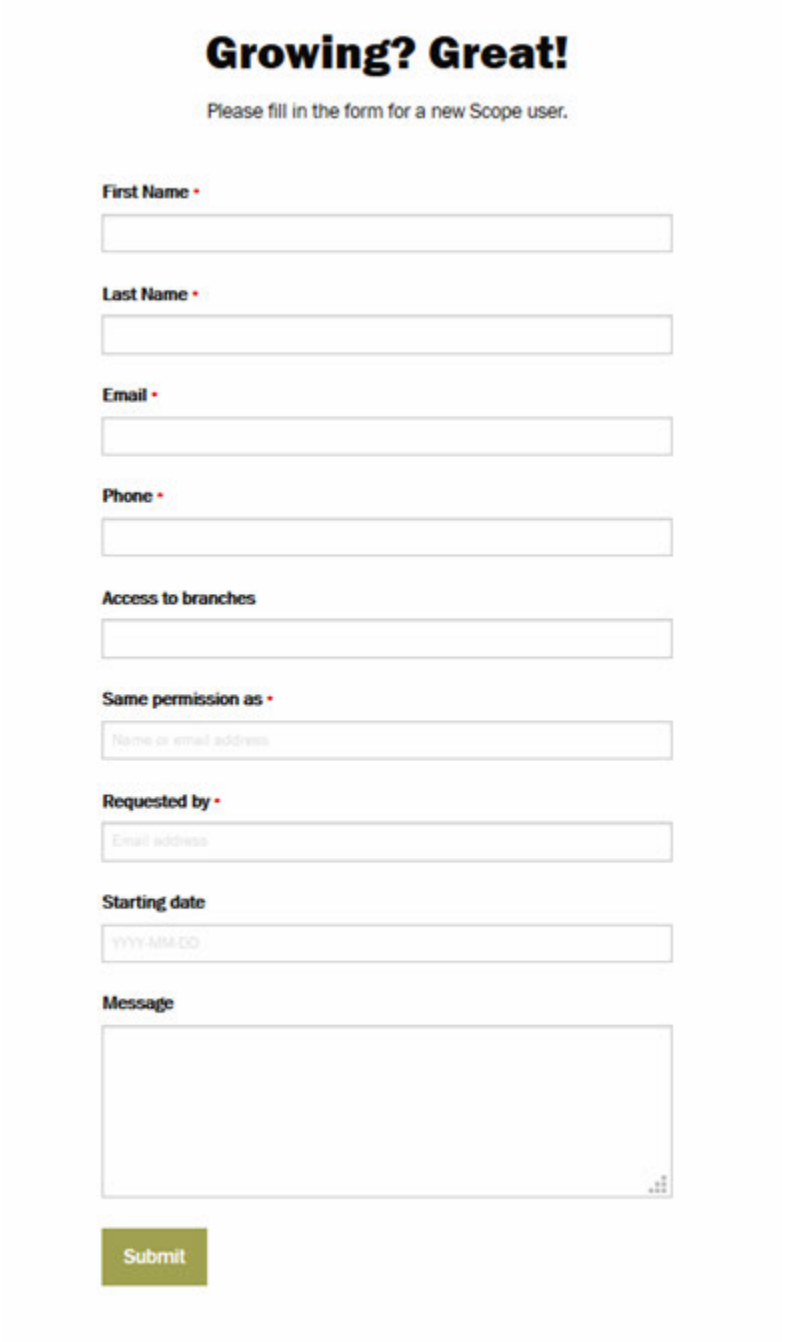
FAQ How-to setup new Scope user

If you need to setup new Scope user, you can use below mentioned links and fill in the required information. There will be issued a JIRA ticket and you'll receive a confirmation mail automatically.

For all countries (excepting DE / NL / CH) use the following link:

https://www.riege.com/new-scope-user/



User from DE / NL / CH have to use the following links:

DE = https://www.riege.com/de/neuer-scope-benutzer/
CH = https://www.riege.com/ch/neuer-scope-benutzer/
NL = https://www.riege.com/nl/new-scope-user/

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FAQ How-To switch User in Scope

If you have choosen the option "save password" on Scope-Login-Screen, Scope will start automatically with your user data.

To log-off and switch to another user in Scope you have to work as below mentioned:

- Switch to Scope Dashboard and choose on the left side
- Switch to second tab
- Unchoose the option "start automatically"

By starting Scope the next time, you have to sign in with your password. You can switch to another user by clicking on your user name and the option "change user".

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How-To for Tracking

- How-To create a Tracking Template
- How-To Trigger a Milestone with a Scope Event

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How-To create a Tracking Template

- Introduction
- Navigating to tracking templates
- Overview of Tracking Templates
- Make a new Tracking Template
    - Making a new Tracking Template by copying an existing Template
    - Defining when to apply a Tracking Template
        - A generally applied Tracking Template
        - A customer specific Tracking Template
    - Creating the Milestones for the new Template
        - Adding a milestone to the Pickup leg
        - Completing the general elements of the milestone
        - Completing the schedule of the milestone
        - Creating Actions associated with completion of a milestone
        - Creating milestone alarms

Introduction

tracking templates are used to:

- define which milestone to apply to shipments
- specify the time window allowed for the milestone to be completed
- manage how the milestone might be completed
- apply the actions and alerts associated with each milestone
- Determine which milestones are visible in Connect to the customer, shipper, consignee, agent or other party.

When a tracking template is applied to a shipment, the results are seen in the "Tracking" tab of the shipment

Navigating to tracking templates

1. Main menu
2. Master data
3. Forwarding
4. Tracking Templates

Overview of Tracking Templates

The overview displays all the tracking templates that have already been created. When a tracking plan in the overview is highlighted, the "Applicability" window at the bottom of the screen will show the order attributes used to apply the template to the correct shipment.

Make a new Tracking Template

There are a number of ways to make a new tracking template but the 2 easiest methods are:

- **Standalone Temple** - this will let you create a template from scratch
- **Copy as XML to clipboard** - this lets you copy an existing template to your clip board and then import it as the basis for a new template.

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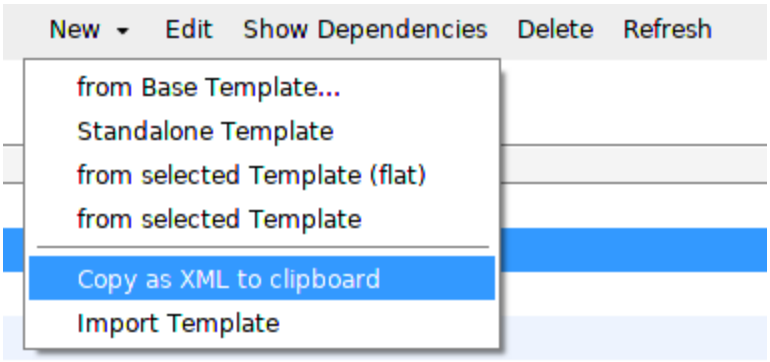
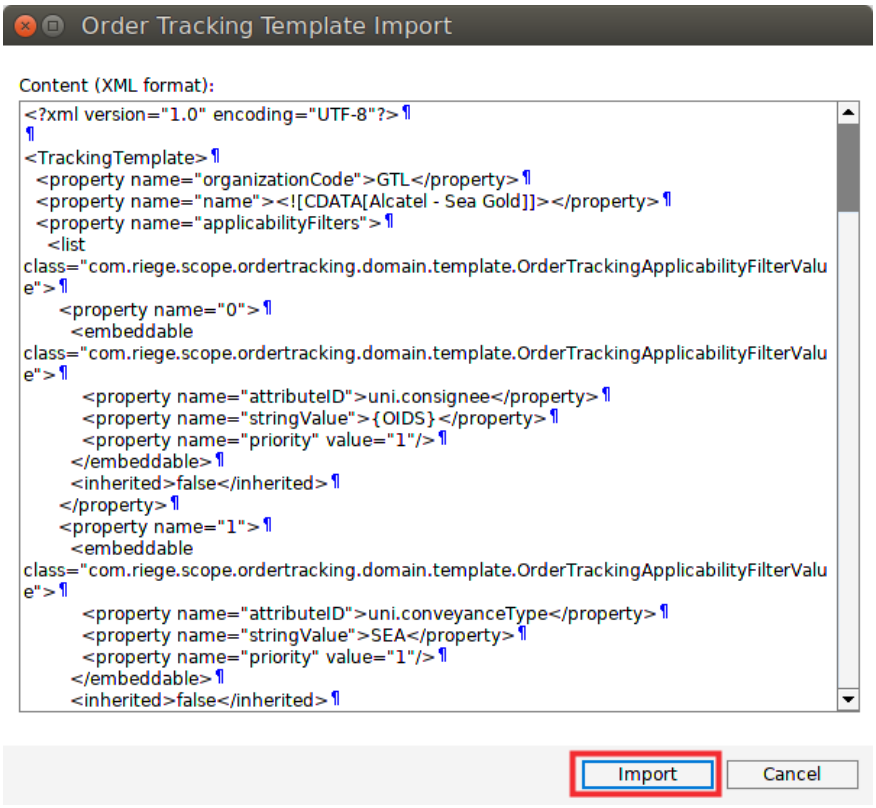


Making a new Tracking Template by copying an existing Template

1. From the the "New" menu, choose "Copy as XML to clipboard"
2. Now, from the "New" menu choose "Import Template"
3. A blank "Order Tracking Template Import" window will appear
4. Put the cursor in the blank content area and right click. Choose "paste" and the copied template will appear as XML data.
5. Click "Import"
6. The copied template will appear. Give it a new name and make any further changes, then click "Save" to keep it.



Defining when to apply a Tracking Template

A tracking template can be very general or it can be very specific, or anything in between. The "Applicability" tab of a template is used to define when the template must be applied to a shipment.

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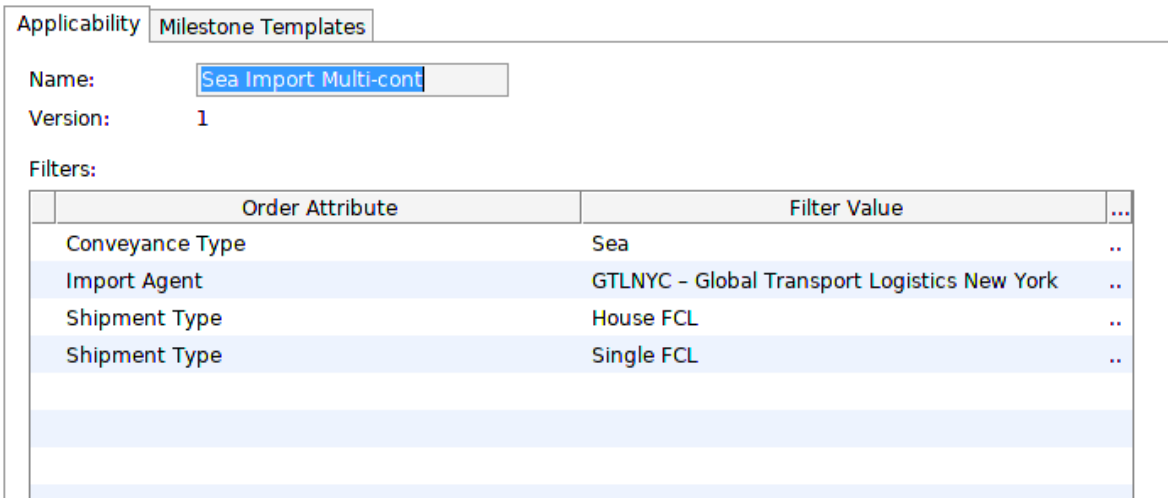
A generally applied Tracking Template

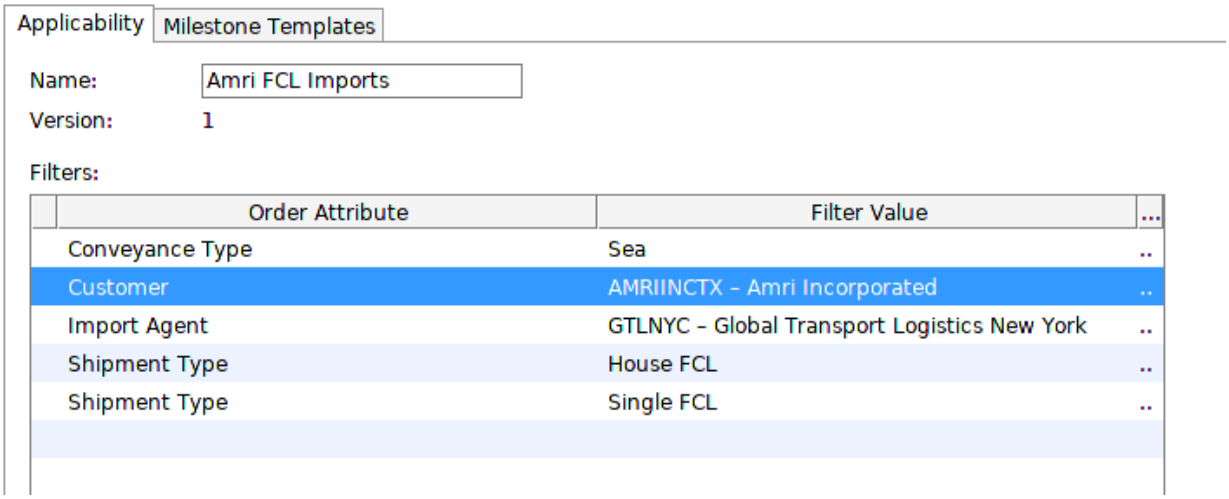
In the example below, this tracking template will be applied to any shipment where

1. The method of transport is "Sea"
2. The import agent is Global Transport Logistics in New York
3. The type of shipment is a house FCL or a Single FCL (note a single FCL shipment may have more than 1 container on it)



The above template will only be applied when a more specific template cannot be found

A customer specific Tracking Template



The applicability of the tracking template above looks very similar to the above general tracking template except that the customer is specified as "Amri Incorporated". This means that this template will be applied to sea import FCL shipments when :

1. The method of transport is "Sea"
2. The import agent is Global Transport Logistics in New York
3. The type of shipment is a house FCL or a Single FCL (note a single FCL shipment may have more than 1 container on it)

and

- The customer on the shipment is "Amri Incorporated"

There are many order attributes that can be used to make tracking templates very specific.

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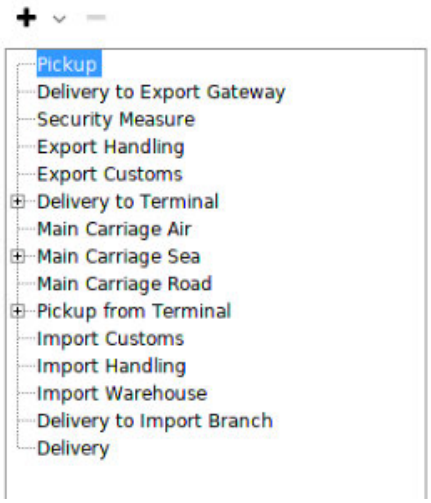
Creating the Milestones for the new Template

Every shipment has a life-cycle from Pickup to Delivery . This life-cycle is made up of a series of legs and you can define milestones within each leg. The first leg is the pickup, and for this leg we might define the following milestones

1. Issuing the pickup instructions to the trucker
2. Receiving confirmation of the pickup by the trucker
3. Confirmation of delivery by the trucker to the export terminal

Depending on the type of shipment that the tracking template is being applied to we could define all these milestone for the pickup leg, or just some or them, or none of them.

Below is shown the complete set of legs than are available for every shipment. Milestones can be created for each of these legs as desired.



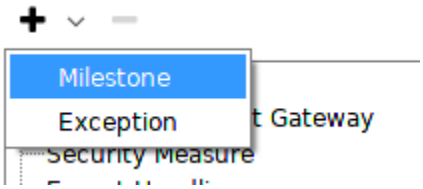
Adding a milestone to the Pickup leg

In this example we will create the milestone "Pickup confirmation" for the pickup leg.

- Highlight the leg "Pickup" and click the "+" symbol.



- From the sub-menu choose "Milestone"



Completing the general elements of the milestone

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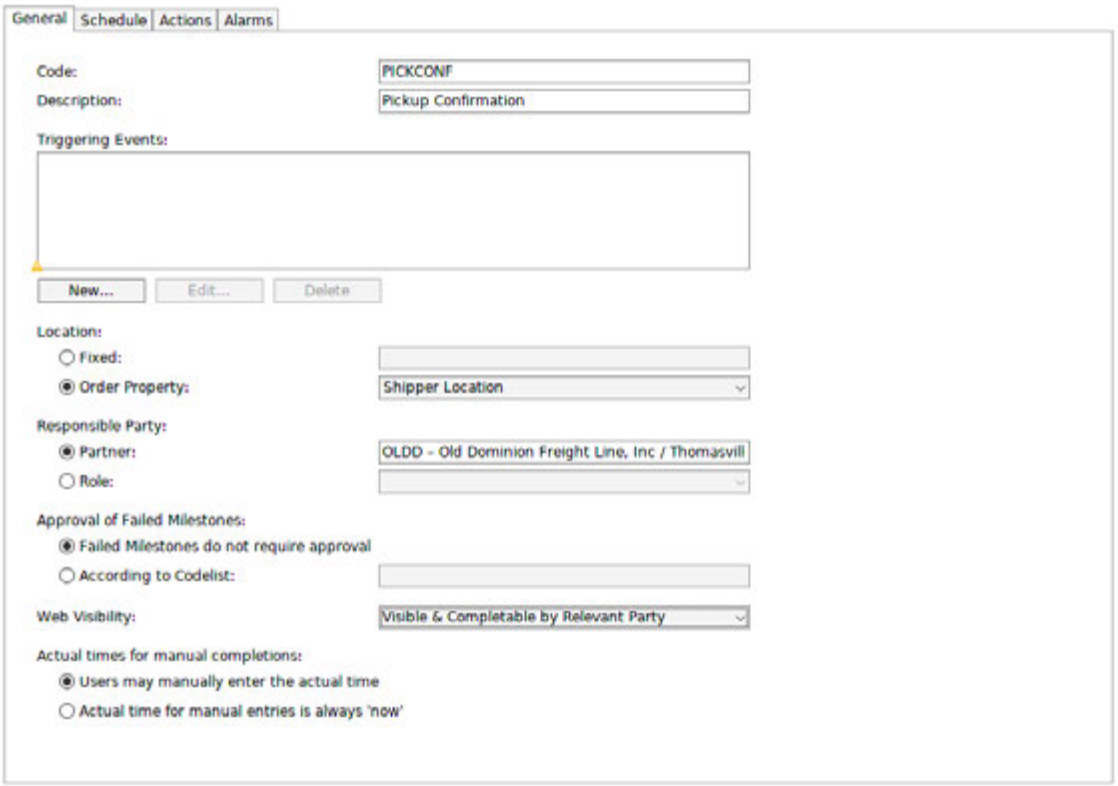
The first tab of a new milestone is the general tab and this is where we define the basics of the milestone

- **Code** - This is the short code for the milestone. Our example is "PICKCONF"
- **Description** - The full description of the milestone, ie. "Pickup Confirmation"
- **Triggering events** - A milestone can be completed automatically, for example if the trucker can electronically transmit his pickup event to us, we could use this to automatically complete the event. In this case the trucker cannot do this and it will therefore be manually completed, so this field is left blank.
- **Location** - We need to specify where the milestone will take place in order to apply the correct time-zone to it. In this case the pickup will occur at the shipper's location.
- **Responsible party** - here we define who should complete this milestone. In this case we expect the trucker to notify us by logging into Connect and completing the milestone for us there.
- **Approval of failed milestone** - most of the time when a milestone in not completed on time it is sufficient alert the user, but some milestone require very close control and for advanced users a codelist can be created to control failures.
- **Web Visibility** - Sometimes we need to make the milestone visible in Connect. This field allows the user to choose the kind of visibility of the milestone in Connect:
    - Invisible
    - Visible
    - Visible and completable
    - Visible and completable by responsible party
- **Actual times for manual completions** - Either the current time may only be used or the user may choose a completion time.



Completing the schedule of the milestone

The second tab of a milestone in the "Schedule" and here we define when we expect the milestone to be complete, the earliest to the latest times this may occur.

- **Initialization of planned time** - There are three ways to set when a milestone must be completed
    - Relative to another milestone - this method looks at an already existing milestone and calculates based on the completion date of that milestone
    - Order property - Here a date belonging to the shipment is used. In this example the "Latest pickup date" recorded by the user in the shipment will be used to fix the expected completion date and time
    - Time function - this is the shipment creation time.
- **Offset** - The offset can be used to push the completion date and time to before or after a known shipment date and time. For example the completion of the pickup may be relative to the ETD of the vessel and therefor the offset could be use to specify that the completion of the pickup must occur 72 hours before the ETD of the vessel

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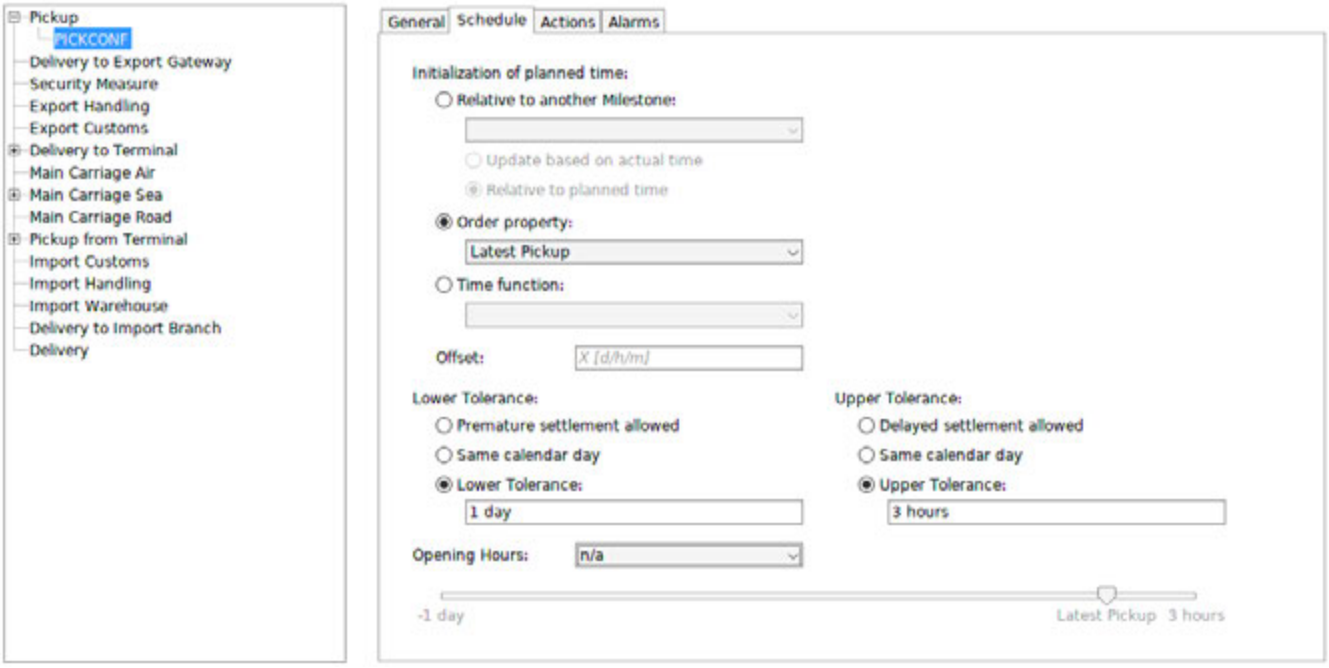
- **Lower Tolerance** - here we can define how early the completion can occur. In this example the completion of the pickup is relative to the latest pickup date recorded in the shipment. "1 day" in the example means that the earliest we expect the pickup to occur is 24 hours prior to the latest pickup date and time.
- **Upper Tolerance** - here we define how late the completion may occur. The example below allows 3 hours after the latest pickup date and time recorded in the shipment.



Creating Actions associated with completion of a milestone

When a milestone is completed, there are actions that can be automatically executed. The "Actions" tab of a milestone is used to create these and multiple actions can be created for a single milestone.

- **Action type** - The most common type of actions are:
  - Send an email notifying someone that the milestone is completed
  - Notify the user a milestone has been completed
- **Event Code** - this field can be used to give this action its own event code
- **Event Description** - here we can define if the description of the milestone is sufficient, or by using the custom description more specific information about the event can be used.
- **Sender** - here we can define who the alert should appear to be originating from
- **Recipient** - depending on the type of action, various methods can be used to specify who is the recipient of the action. In the example below, the action will send an email. To ensure the correct recipient gets the email we can choose from:
  - Clerk - this would send the email to the user who currently owns the shipment
  - Order attribute - here we can choose from list of parties who are associated with the shipment. In the example our email will go to the customer who the shipment belongs to
  - Specific user - Use this field if the email should go to a specific user in Scope or a Scope partner.
  - Static Recipient - This field is used if the recipient is a specific unchanging email address.
  - Responsible party - this would send an email to the party responsible for completing the milestone
- **Email recipient details** - this section allows us to be even more specific as to who should get the email notifying them of the action. In the example, the customer who the shipment belongs to is getting the email, but we are specifying that the customer contact with the role "Export Clerk" must get the email

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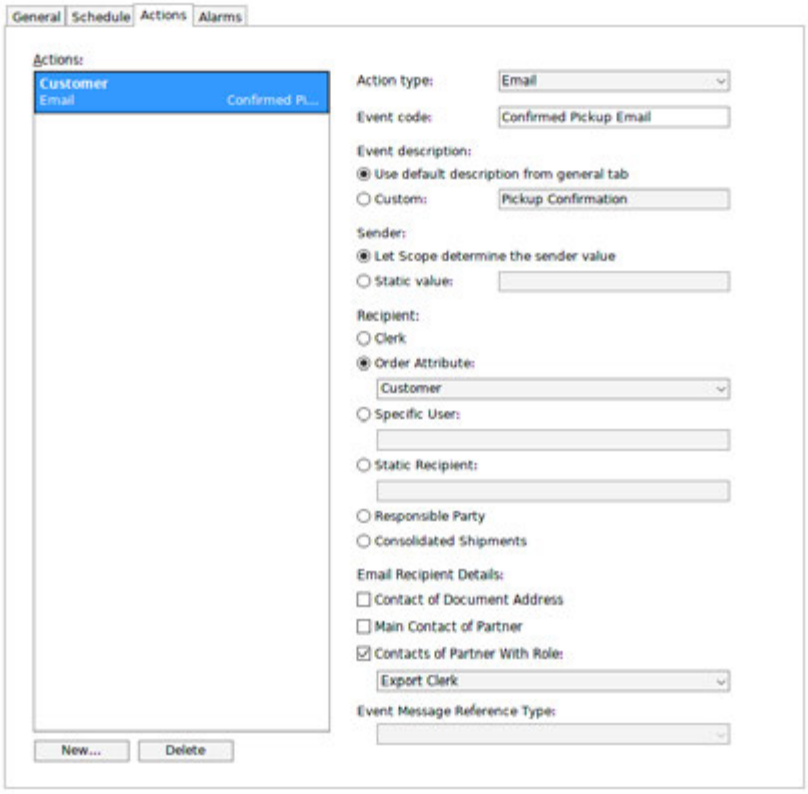

Creating milestone alarms

Just as actions may be created when a milestone is successfully complete, alarms may be created for milestones when failure of timely completion appears imminent. Multiple different alarms may be created for a single milestone.

Below, using the "Alarms" tab of the milestone, an alarm has been created for the "Pickup Confirmation" milestone:

- **Alarm time** - here we have specified that this alarm must be triggered 3 hours before the the end of the allowed time window. This should allow time to contact the trucker and ensure he is on his way to the pickup.
- **Action type** - here we specify what the alarm should do. We have chosen to send the user a Scope notification
- **Event Code** - a specific code for this alarm. This will default to the code of the milestone and this can be retained if preferred
- **Event description** - a full description of the event. This will help the recipient immediately understand the problem
- **Sender** - the party who should be appearing to send the alarm
- **Recipient** - as with actions, there are numerous options to ensure the correct party gets the alert. In this case the user responsible for the shipment will get the alert

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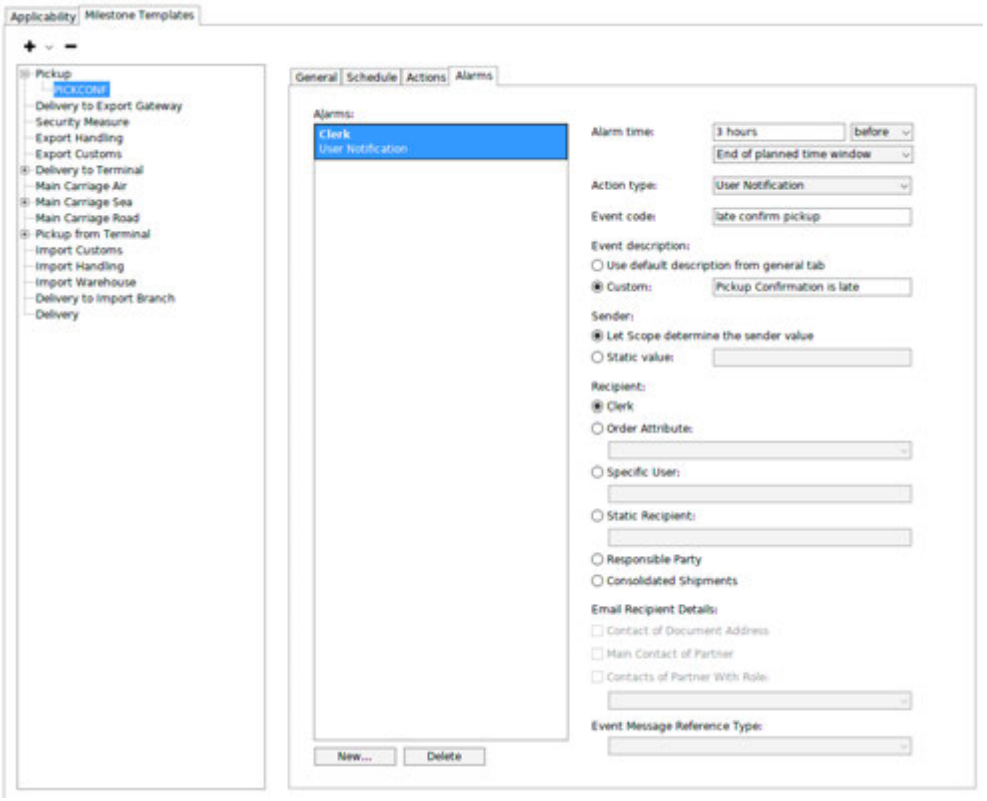

When all 4 tabs of the milestone are complete, work can begin on defining the next milestone.

Click "Save" when all the milestones for a tracking plan are complete.

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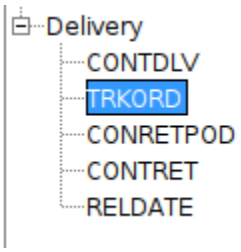
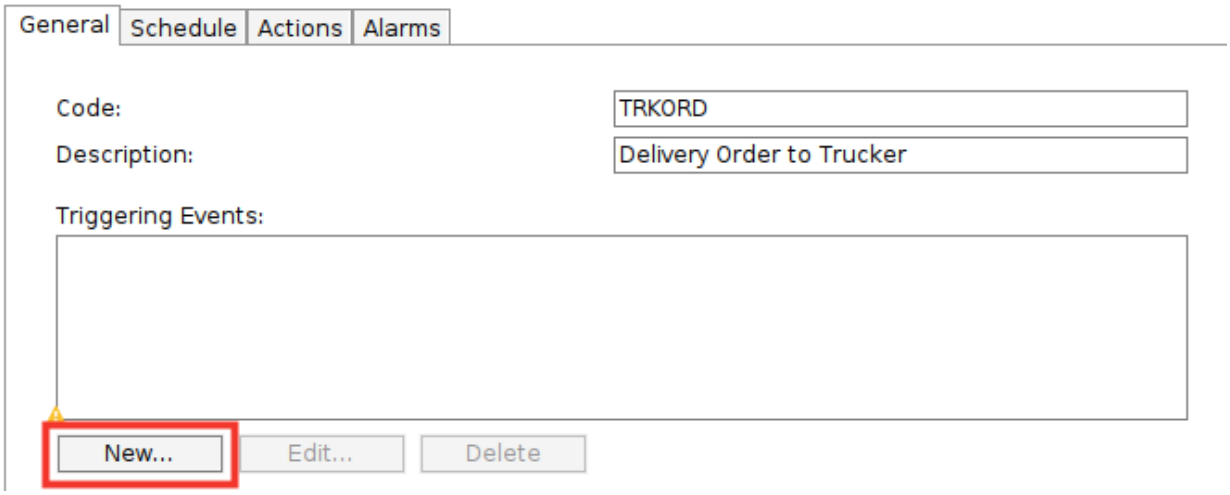
How-To Trigger a Milestone with a Scope Event

Create the milestone in the desired tracking template or select an existing milestone

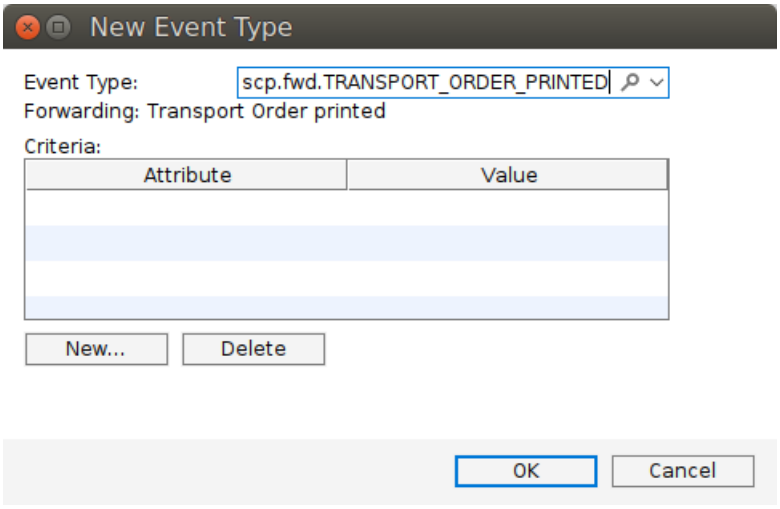
In the example below, the new milestone TRKORD (Delivery Order to Trucker) is used



On the "General" tab of the the milestone click on the "New" button beneath the "Triggering Events" window



Search for the event type, in this case the Scope event "scp.fwd.TRANSPORT_ORDER_PRINTED" is being used. This event occurs when a delivery or pickup note is printed



Because multiple delivery or pickup notes can be printed, we need to further define this event and so we click "New.." to add a new attribute to the event

- **Event attribute:** The event attribute will be a type of transport order because we want the printing of a container delivery note to be the trigger, and so "transportOrderType" is selected
- **Operator:** Next we select the Operator, since multiple container delivery orders can be printed, the operators we are offered are:
  - Sum

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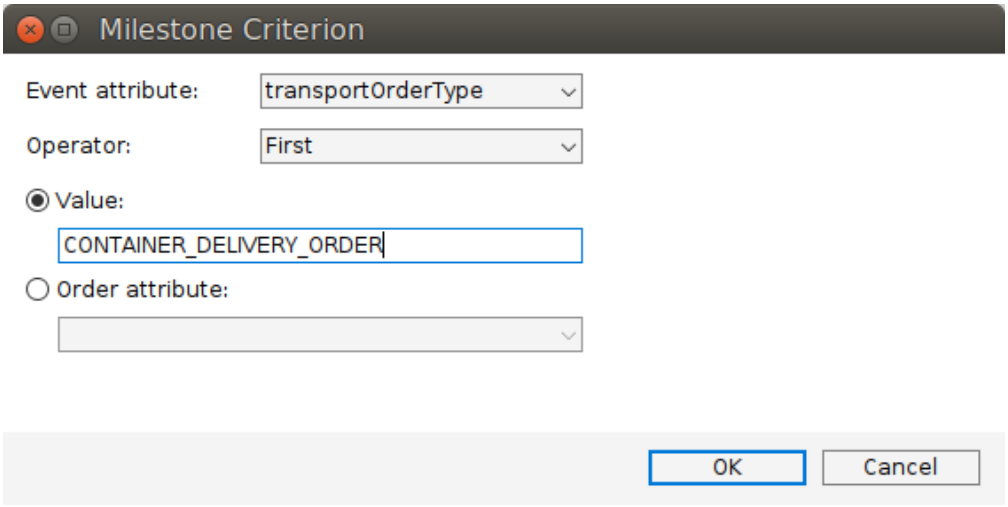
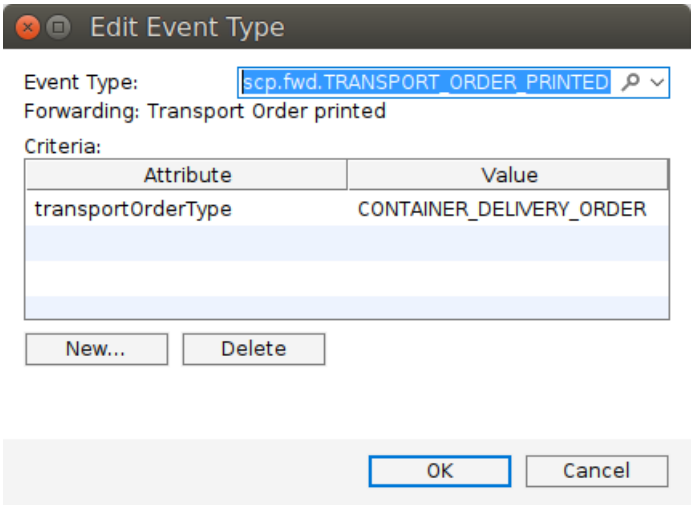
- First (This has been chosen so the trigger will activate when the first container delivery order is printed)
- Last
- Any

- **Value:** Here we restrict the action to a specific type of transport order and in this case this must be CONTAINER_DELIVERY_ORDER. This ensures this trigger only activates when an FCL delivery order is printed and it will not activate when a pickup note or LCL delivery order is printed



When we click "OK" the event type is updated to look like the example below:



Click "OK" again and the new trigger appears in the "Triggering Events" window and the rest of the milestone can be completed

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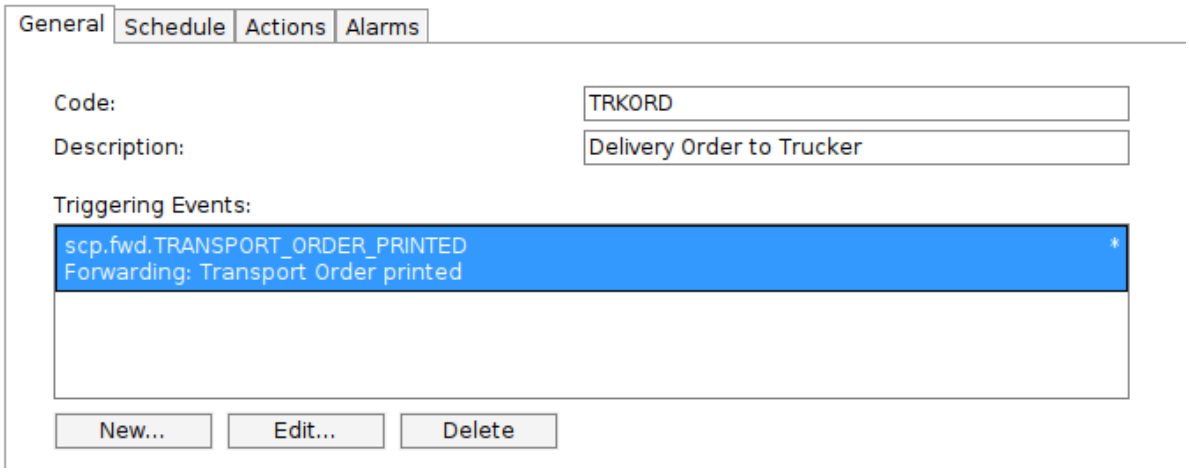

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How-To for Transport Orders

How-To articles for:

- Pickup Notes
- Delivery Notes
- Delivery to terminal
- Container Deliveries
- Container Pickups

- How-To create and use multiple pickup and delivery addresses

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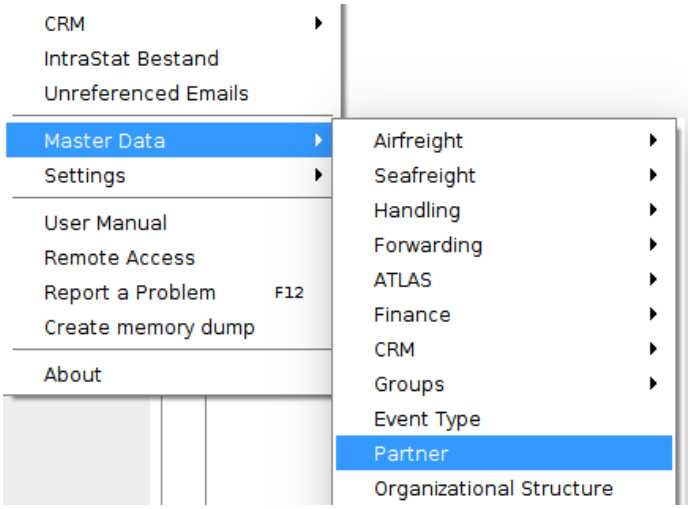
How-To create and use multiple pickup and delivery addresses

- Adding multiple pickup or delivery addresses to a partner
- Selecting the right location in a pickup or delivery note

A customer might have a large number of pickup or delivery addresses. Rather than create each of these as a partner, they can be saved in Scope as pickup or delivery addresses. They can then easily be selected from a list when the pickup or delivery note is created.

Adding multiple pickup or delivery addresses to a partner

Navigate to partner maintenance.



Now find and open the partner. Click on the "Delivery/Pickup addresses" tab of the partner:

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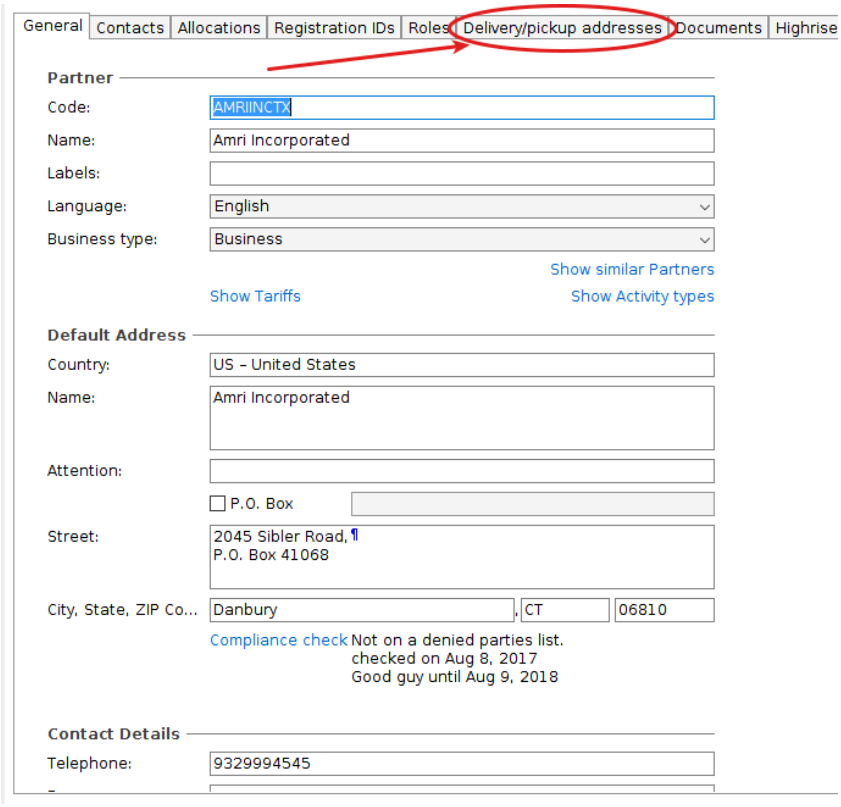

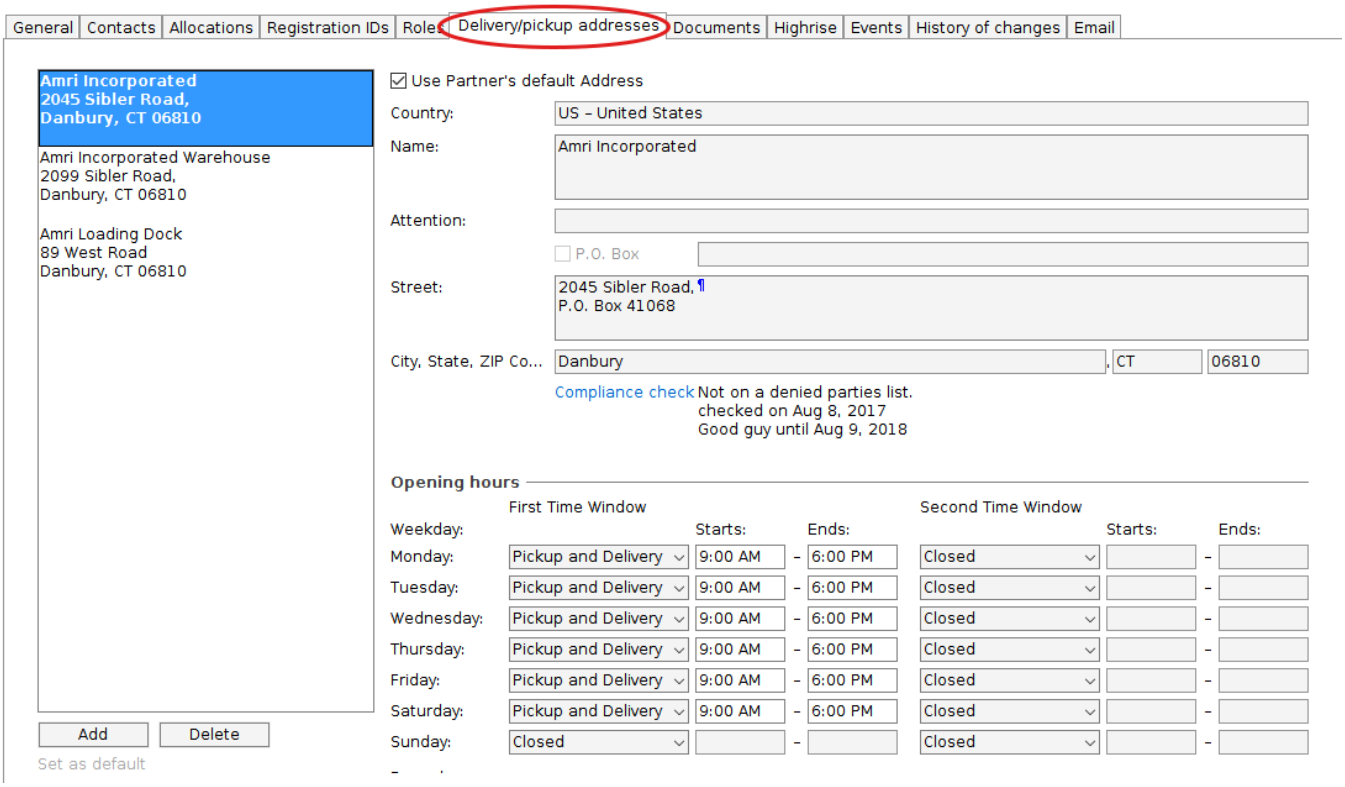

In the example above, this partner already has 3 pickup/delivery addresses. Add a new one:

Click "Add"

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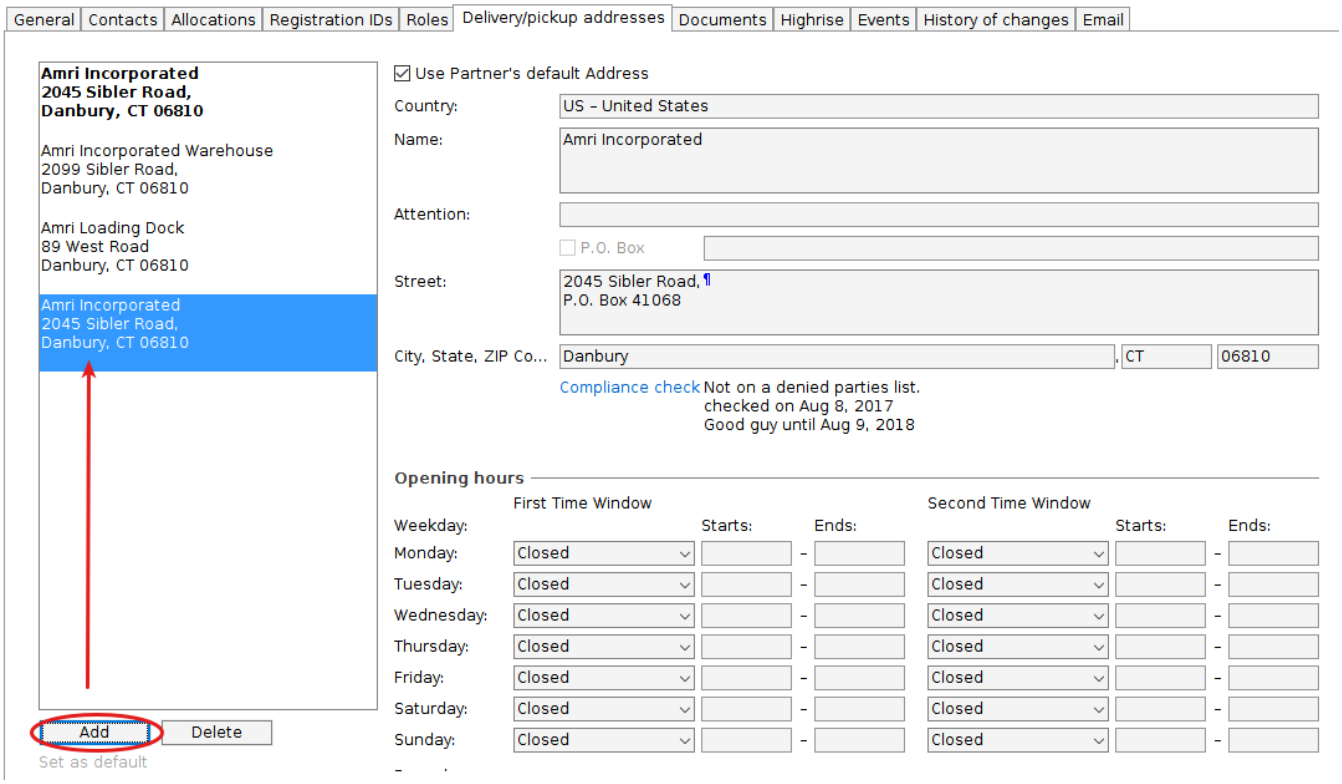
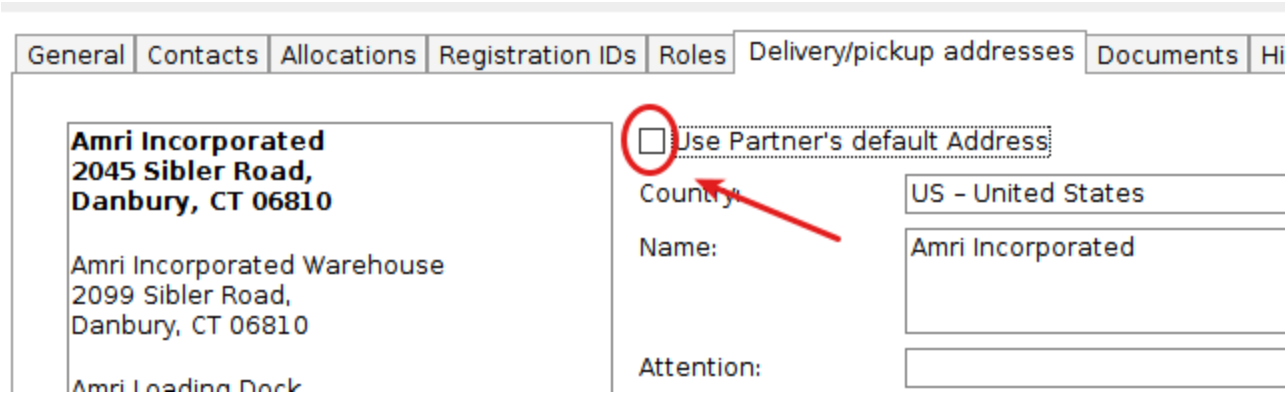


Scope will add a new address, by default this will show the details of the parners main address.

Un-check the option "Use Partners default address" to change this to a new address



Now adjust the details to show the new address:

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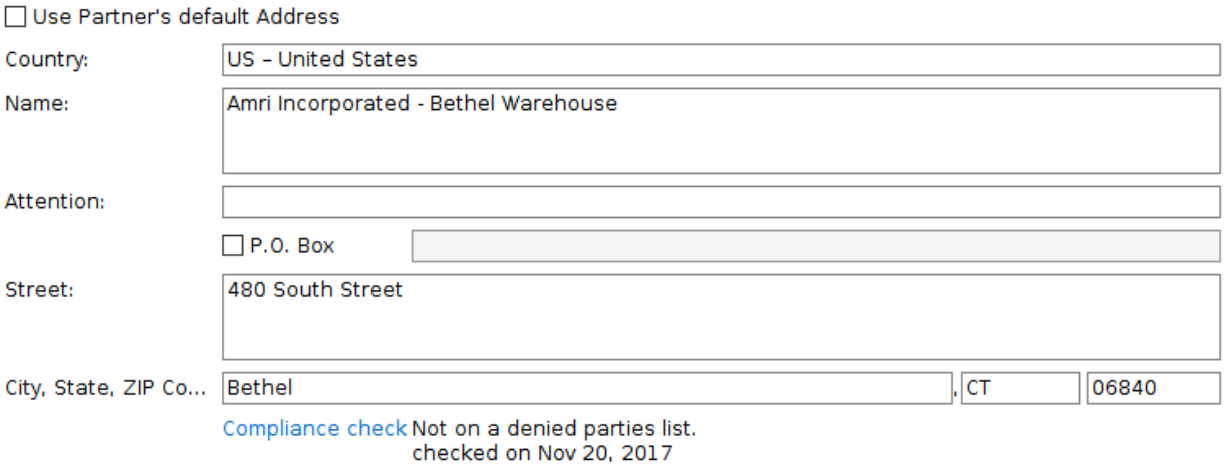
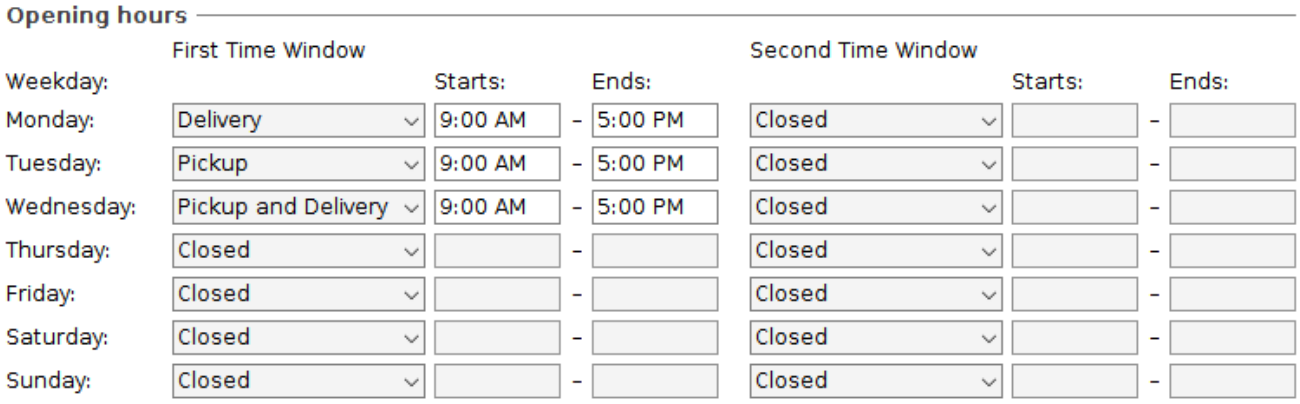


Next, define if the new address is a pickup or delivery location, or both. In the example below, depending on the day of the week, the location is a Delivery location, pickup location and then on a wednesday it is both a pickup and delivery location.

Use the second time window settings to the right if during the day there is a second set of opening hours and/or type of operation:



Be sure to compliance check the address and save when complete

Selecting the right location in a pickup or delivery note

Open the shipment and make a new delivery or pickup order:



In this example a partner with mulitple delivery locations will be used.

In the Unloading Location of the delivery order we see the partner "Amri Incorporated". We can tell they have multiple delivery locations, because we see the small blue information icon immediatly to the left of thier name:

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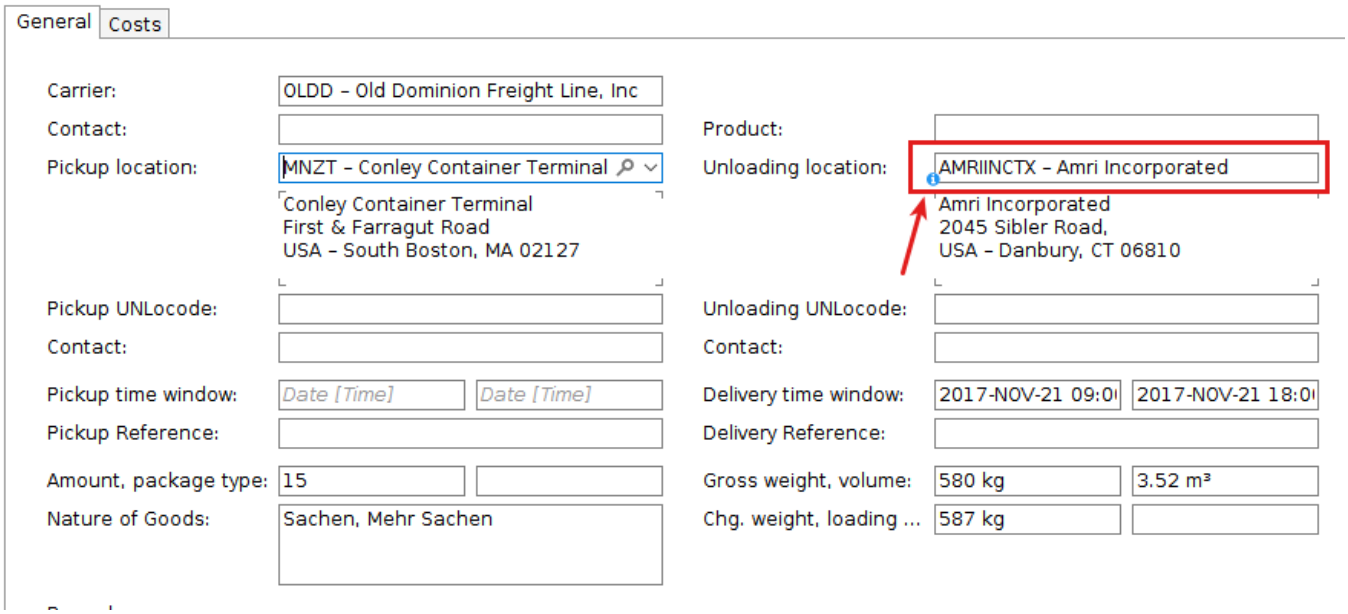
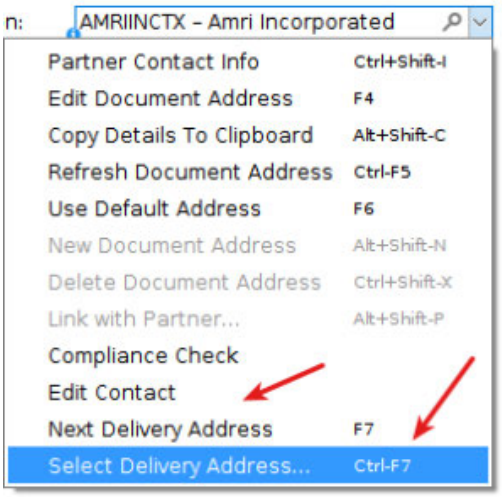


Click the drop-down menu to the the immediate right of the unloading location:



The drop-down presents 2 options:

- Next Delivery Address - use this option to cycle through all available delivery addresses
- Select Delivery Address - use this option to see a list to choose from of all delivery addresses

In the example below, the "Select Delivery Address" is chosen. Select any delivery address, opening hours for each are shown to the right:

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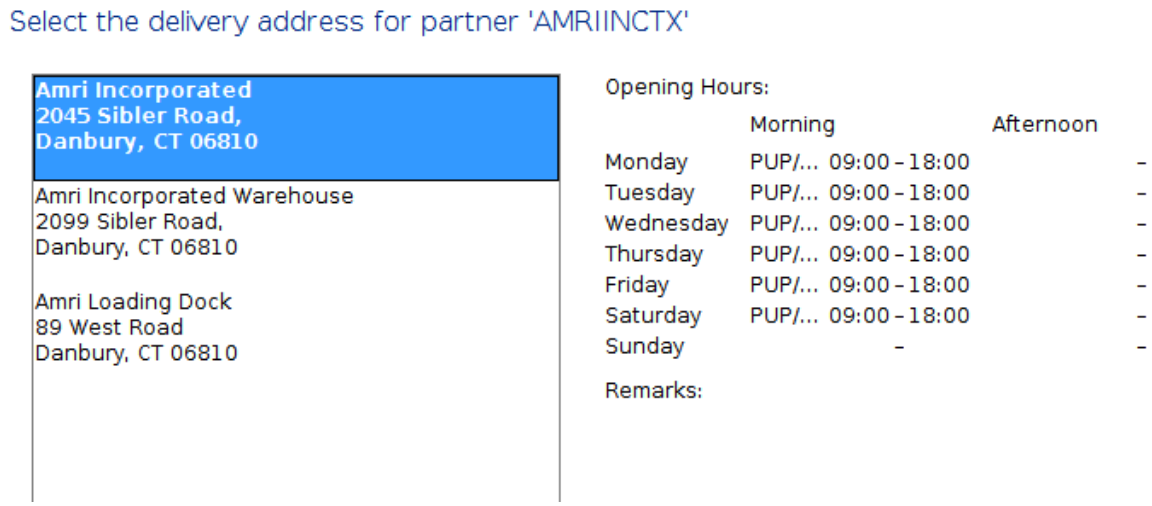

This same functionality is available if the address is a pickup location.

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How-To forward an email to Scope

- Introduction
- Activation
- How to use it
- Unreferenced Emails

Introduction

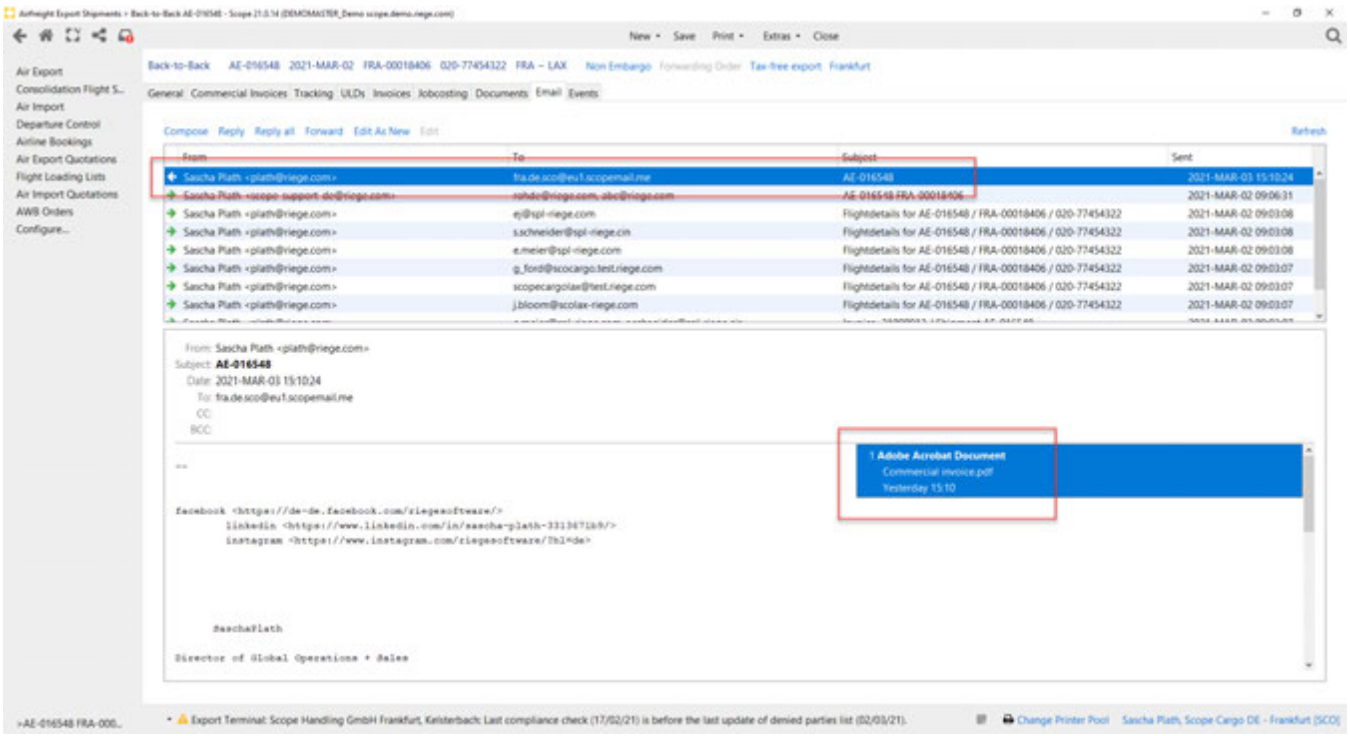
There is an option to create an internal Scope email-address per branch, so external emails can be easily forwarded to the Scope system. The forwarded email will be shown in tab "Emails" of the corresponding order and the attached files will be uploaded in tab "documents". With this function documents can be easily uploaded into the corresponding Scope shipments.

Activation

Contact your Scope helpdesk via support@riege.com to activate this feature for the corresponding branches. Each branch will receive one incoming email-address for usage, eg fra1.de.sco@eu1.scopemail.me This email address is fixed and can not be changed! It includes the branch code, legal entity and the organization.

How to use it

Simply use this given email-address and forward your emails with any attachments to this address. Make sure, that **NO** external parties are copied in as well since you do not want to share the email-address and make people reply to your email, which will result in Scope as well then. To link the email to corresponding order or shipment, simply insert the corresponding reference (shipment number, AWB/BL number) in the subject. Scope will automatically attach the received email into tab "Emails"



and its attachments to "Documents":

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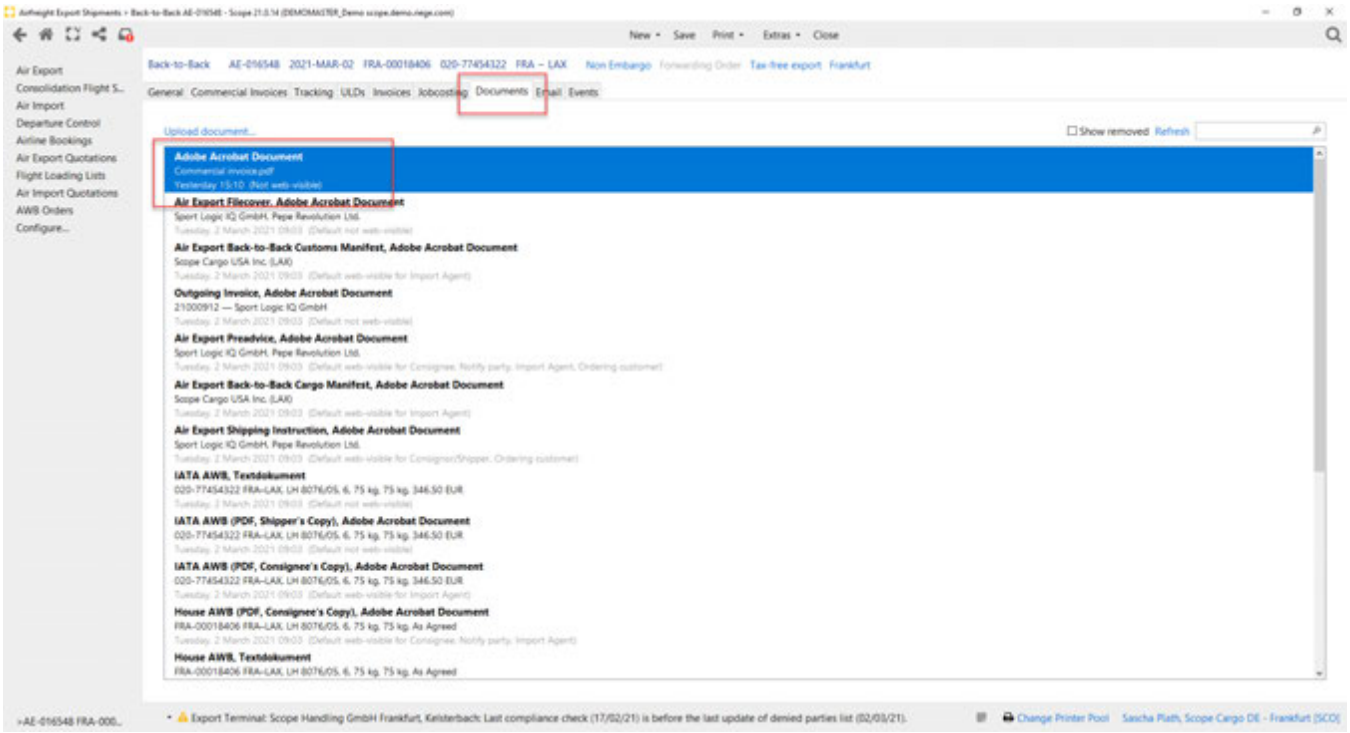
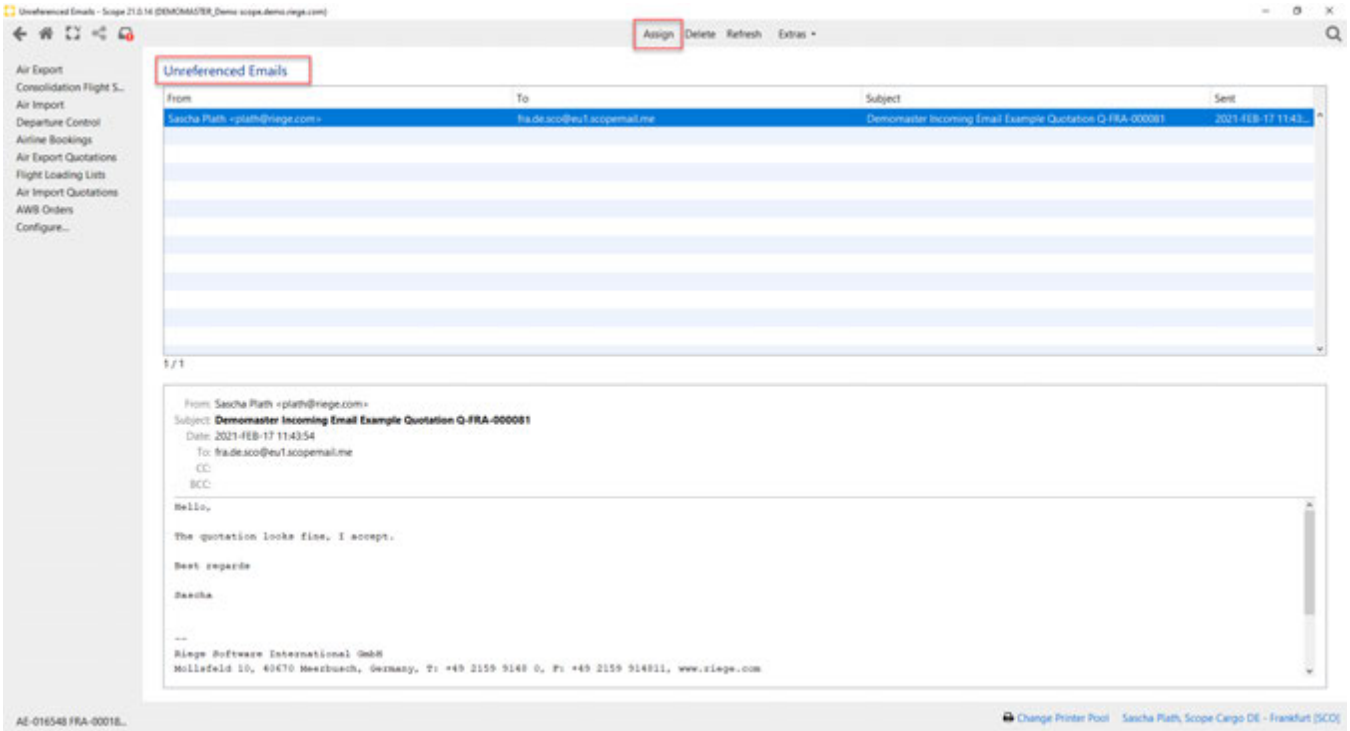


Attachments

Please note, that ANY attachment from the email will be uploaded to tab "documents". Since Scope can not verify each file, you might end up with attachments of your footer in tab "documents". You can manually delete the unnecessary files by marking the file and pressing the "Delete" button or you make sure, that only the corresponding documents are attached to your forwarded email without any problematic footer.

Unreferenced Emails

If the reference is not found, the email with its attachments will be uploaded to module "Unreferenced Emails":



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Here you can decide whether you want to Delete this email in Scope or Assign it to a corresponding shipment by pressing the button "Assign". If the email was sent to the wrong branch by accident, you have to delete the email in Scope and resent it to the correct email-address of the branch.

Via Extras "Subscribe" you can be notified of any new emails in this module.

Spam

In order to avoid any spam and unwanted emails in your Scope system, please follow the rules:

- Do not share this Scope email address with any external party
- Do not CC or BCC any external email receiver to your email forwarding to Scope
- Always make sure, that you do not publish the Scope email address by accident

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How-To Forwarding

- How-To for Consignments and Forwarding Orders

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How-To for Consignments and Forwarding Orders

- What is a Consignment
- What is a Forwarding Order
- Creating Consignments
  - Navigating to Consignments
  - Entering a new consignment
  - The general details of the new consignment
  - The order lines of a consignment
    - Split the order lines of a consignment
  - Documents and Email
  - Consignment status
- Creating and forwarding order and adding consignments to forwarding orders
  - Navigating to forwarding orders
  - Entering the general details of the new forwarding order
  - Adding consignments to the forwarding order
  - Managing the goods from the consignments on the forwarding order
    - Adding a container to the forwarding order
  - Routing the forwarding order
    - Adding transport legs to a forwarding order
    - Changing the status of transport legs
    - Creating shipments from within a forwarding order
  - Tracking

What is a Consignment

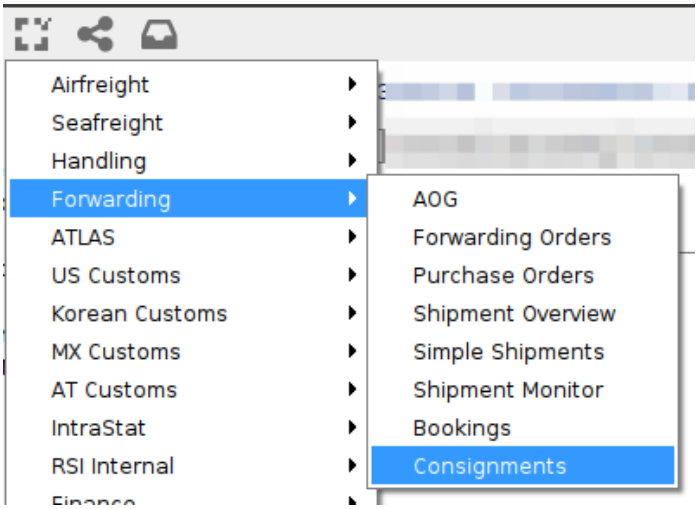
- A consignment is one or more goods consigned to an orderer.
- A consignment is associated with a P.O. Number or Multiple P.O. Numbers.
- Parties - A consignments has a customer (orderer) , a supplier and a consignee
- References - In addition to a P.O. Number, a consignment can have a supplier's reference and a consignee's reference
- Dates - Important dates for a consignment are the "Expected ready date", the "Confirmed ready date" and the "Requested delivery date"
- Transport details - within a consignment are the place of receipt, delivery and basic transport details
- Order Lines - a consignment can have one or more order lines. Each order line describes the item in detail

What is a Forwarding Order

- A forwarding order groups together one or more customer consignments
- Parties - A forwarding order has a customer (orderer) , a supplier and a consignee.
- References - In addition to a P.O. Number, a forwarding order can have a supplier's reference and a consignee's reference
- Dates - Important dates for a forwarding order are the "Expected ready date", the "Confirmed ready date" and the "Requested delivery date"
- Goods - a forwarding, order displays all the goods from all the customer consignments and allows these to be grouped in containers for example
- Routing - a forwarding order can capture the transport legs required to get the consignments from place of receipt to final delivery
- Tracking - a forwarding order provides a tracking view of the transportation.

Creating Consignments

Navigating to Consignments



Entering a new consignment

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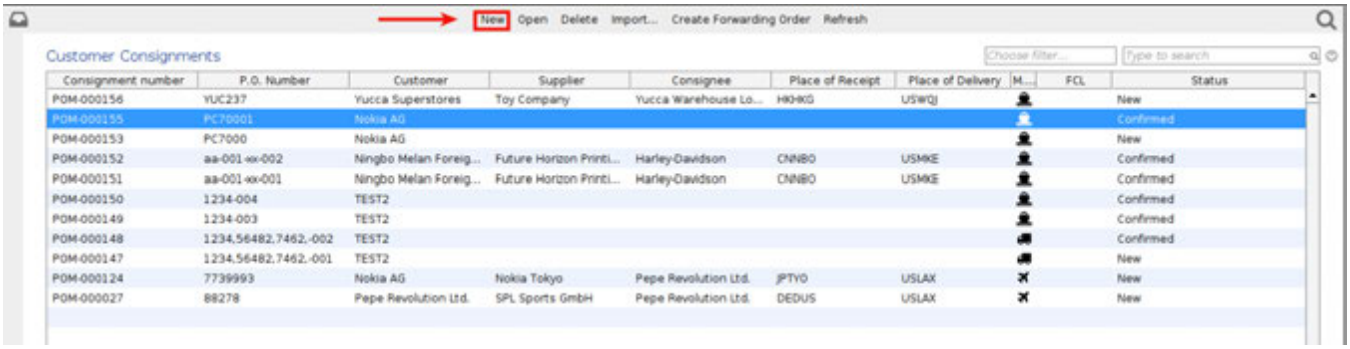
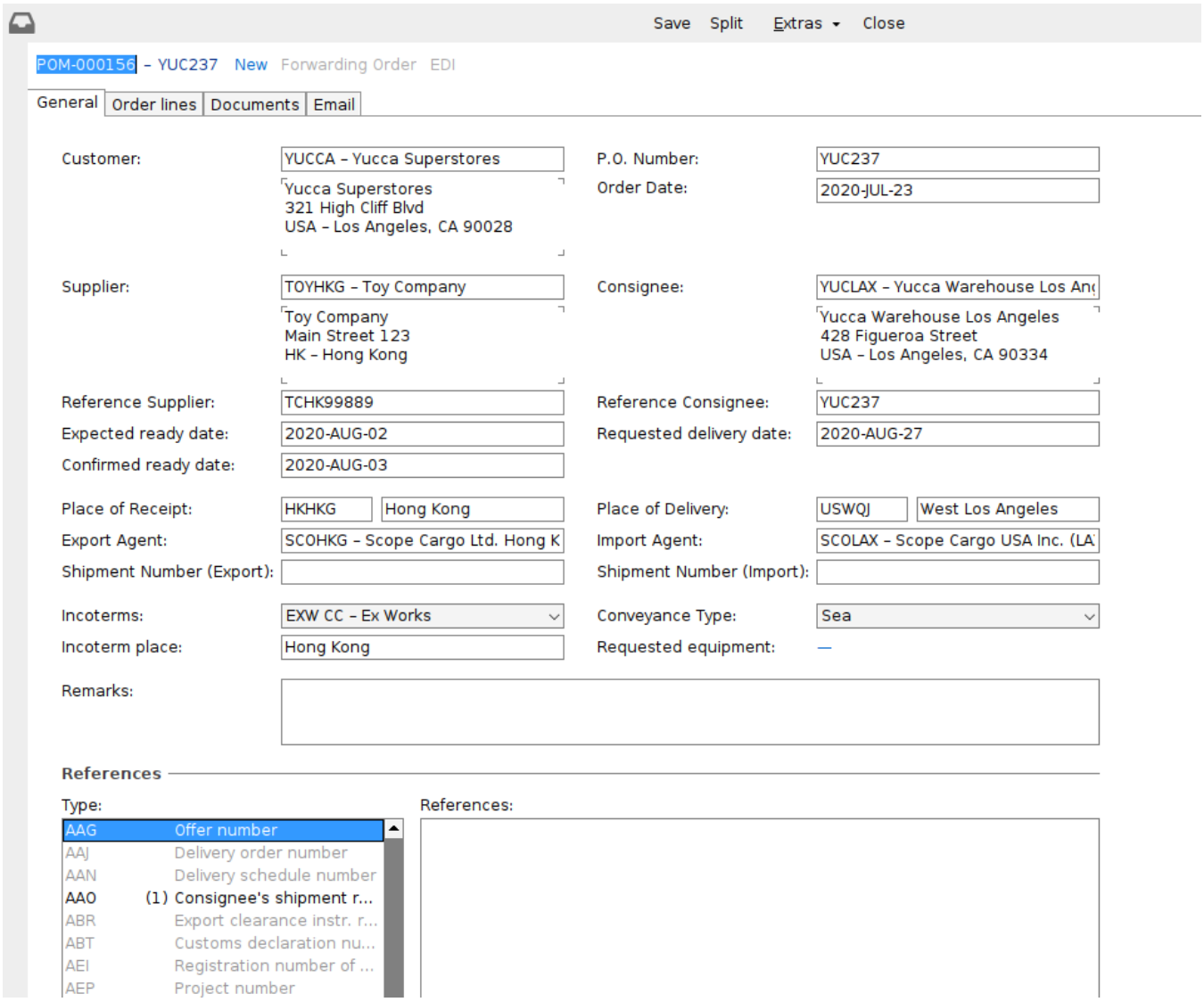
In the overview of existing consignments, choose the "New" option from the tool bar at the top



Note that consignments can also be created as spreadsheets and these spreadsheets can be imported into Scope to automatically created consignments. The save re-keying data into Scope.

The general details of the new consignment

As shown by the screenshot below of a new consignment, the fields for the general tab of the new consignment are self-explanatory.



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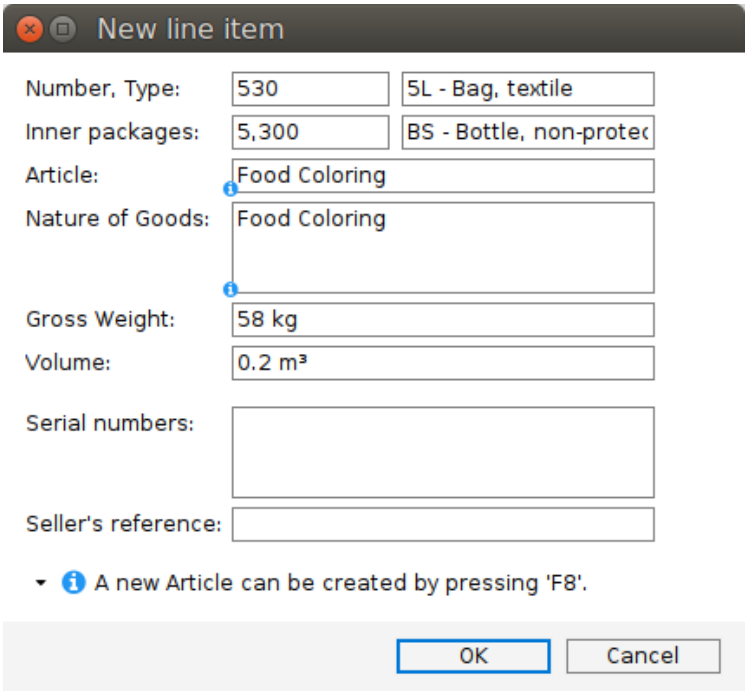
The order lines of a consignment

Once the general tab of the new consignment is completed, click the "Order lines" tab and choose the "New" option at the bottom of the screen

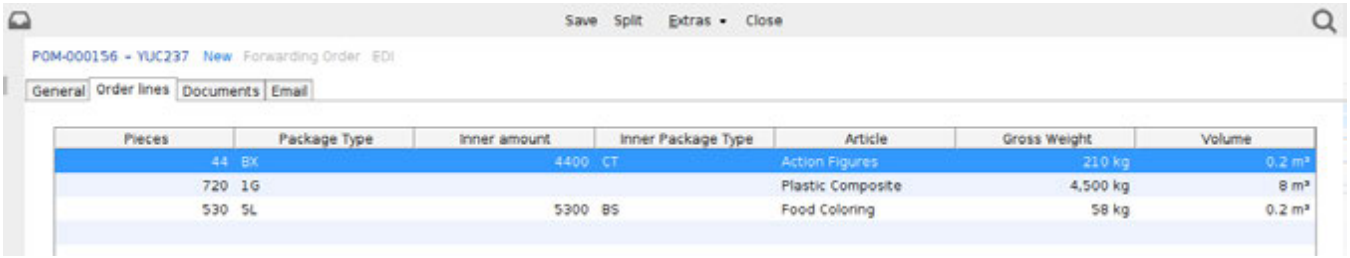


The "New line item" editor will appear the the details about the item can be entered



The blue information icon  in the "Article" field indicates that by pressing F8, the article can be saved. When an article is "Saved" it can be assigned to the "Customer", "Shipper" or "Consignee". The article can then be easily recalled for the next consignment on which it occurs. In addition, within article maintenance, extensive further details can be added about the article.

Click "OK" when all the information about the article is complete and the new article will appear in the list of articles in the consignment



The "Edit", "Delete" and "Delete All" options at the bottom of the screen can be use to further manage order lines. Note that order lines can also be imported from CSV files.

Split the order lines of a consignment

Sometimes articles may have to be removed from a consignment and shifted to a different consignment, this can happen when for example there are delays in manufacturing an article. USe the "Split" option from the toolbar at the top to perform this action:

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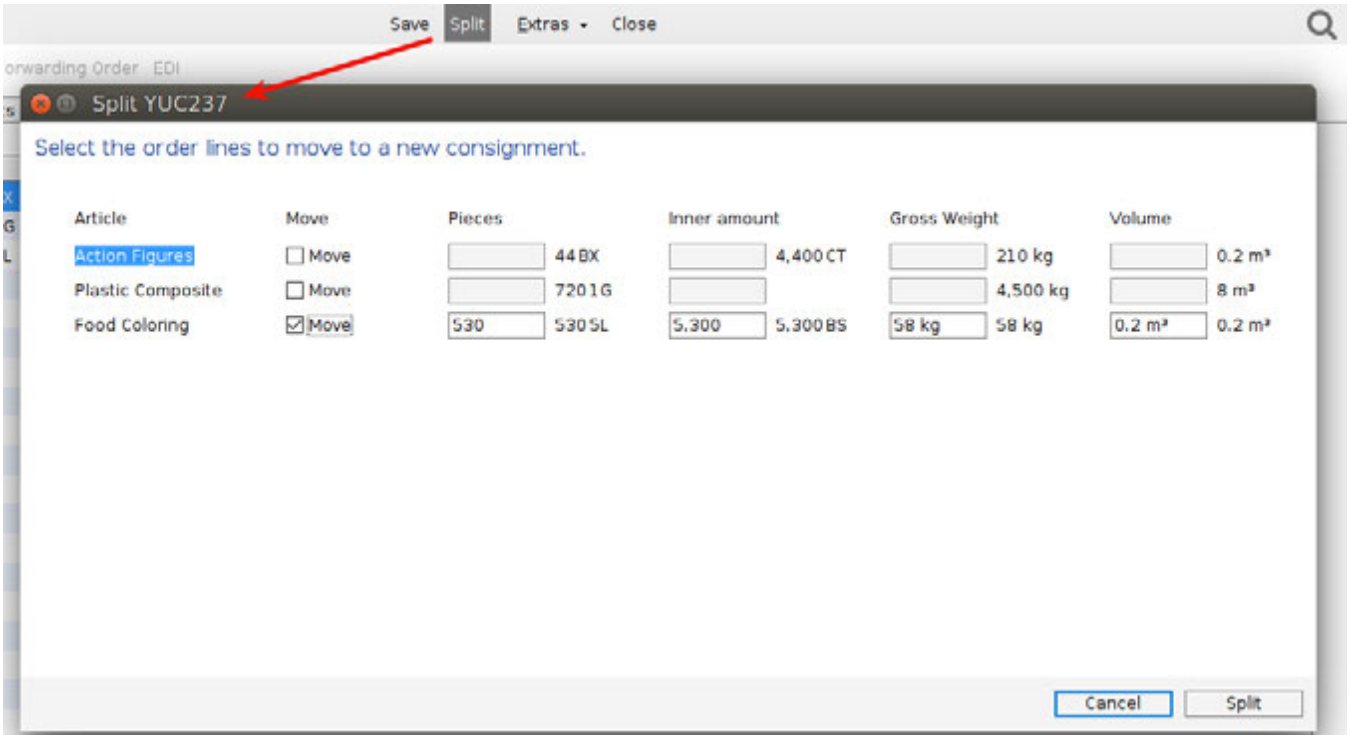


When "Split" is clicked' a new consignment will automatically be created for the split goods.

Documents and Email

Documents like pdf purchase orders for the consignment can be stored in the documents tab and the email function can be used to communicate updates about the consignment to the parties.

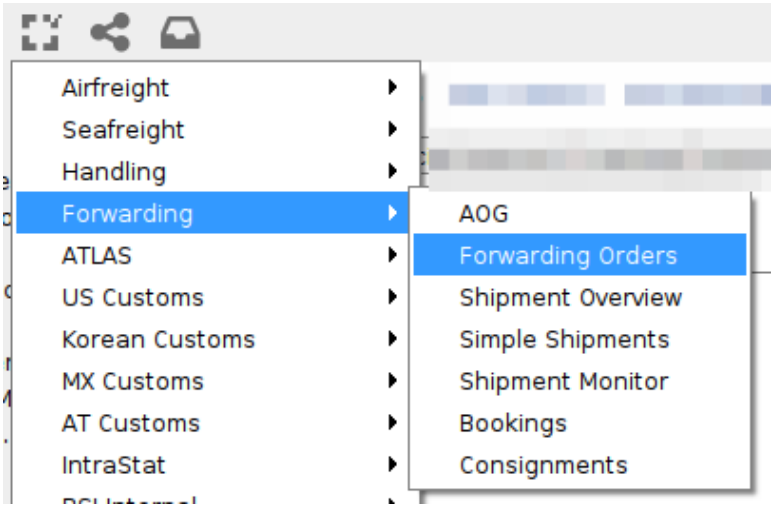
Consignment status

On saving the consignment, a consignment number like "POM-000156" seen in the above example will be issued to the consignment. The status "New" will also be the initial status given to the consignment.

Creating and forwarding order and adding consignments to forwarding orders

Navigating to forwarding orders

To get to the overview of forwarding orders :



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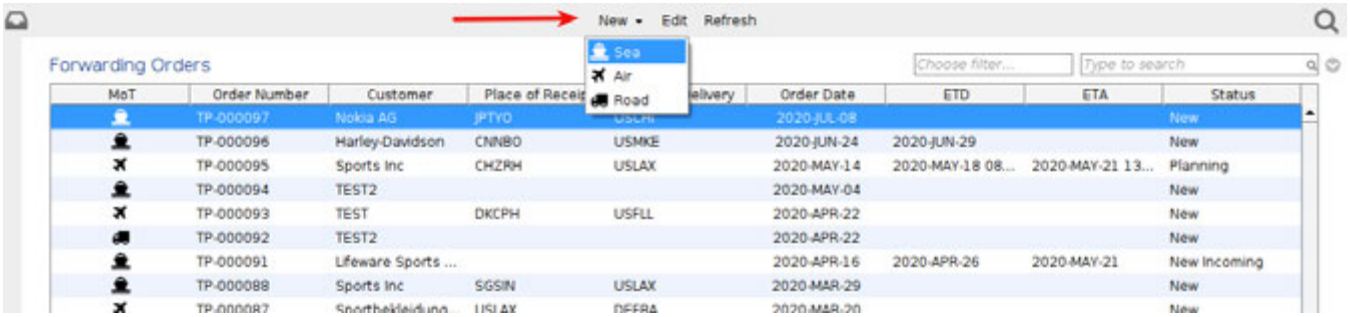
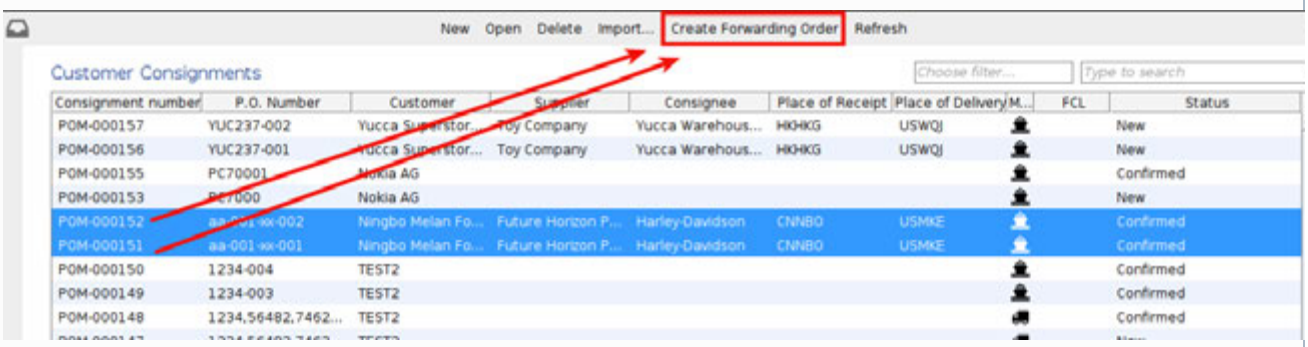
Entering the general details of the new forwarding order

In the overview of forwarding orders, choose "New" from the tool bar at the top and then choose the type of forwarding order to be created

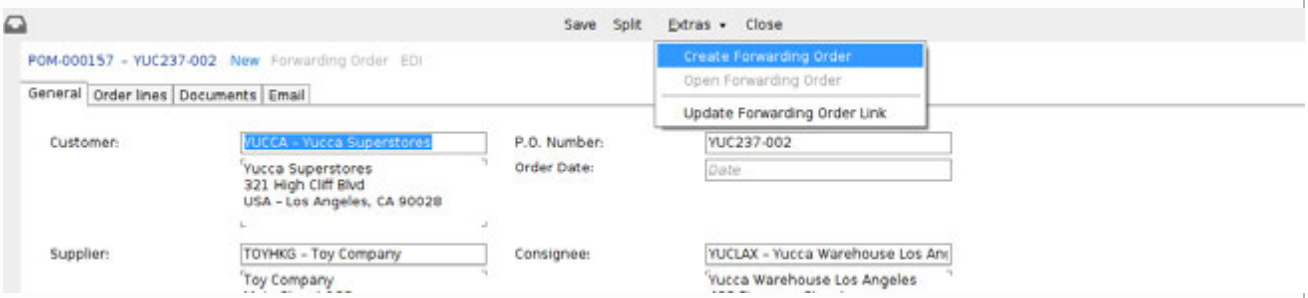
- Sea
- Air
- Road



Note that it is also possible to make a new Forwarding Order in the overview of consignments. This allows multiple consignments to be selected in the overview, them choose "Create Forwarding Order" from the tool bar at the top of the consignment overview and the highlighted consignments will automatically be added to the new forwarding order.



A further way to create a new forwarding order is by opening a consignment and choosing the "Extras" menu. In this menu choose "Create forwarding order" and the opened consignment will be automatically added to the new forwarding order:



It is probable that the details of the forwarding order on the general tab, will be very similar to the details on the general tab of any consignments that will be added to the forwarding order:

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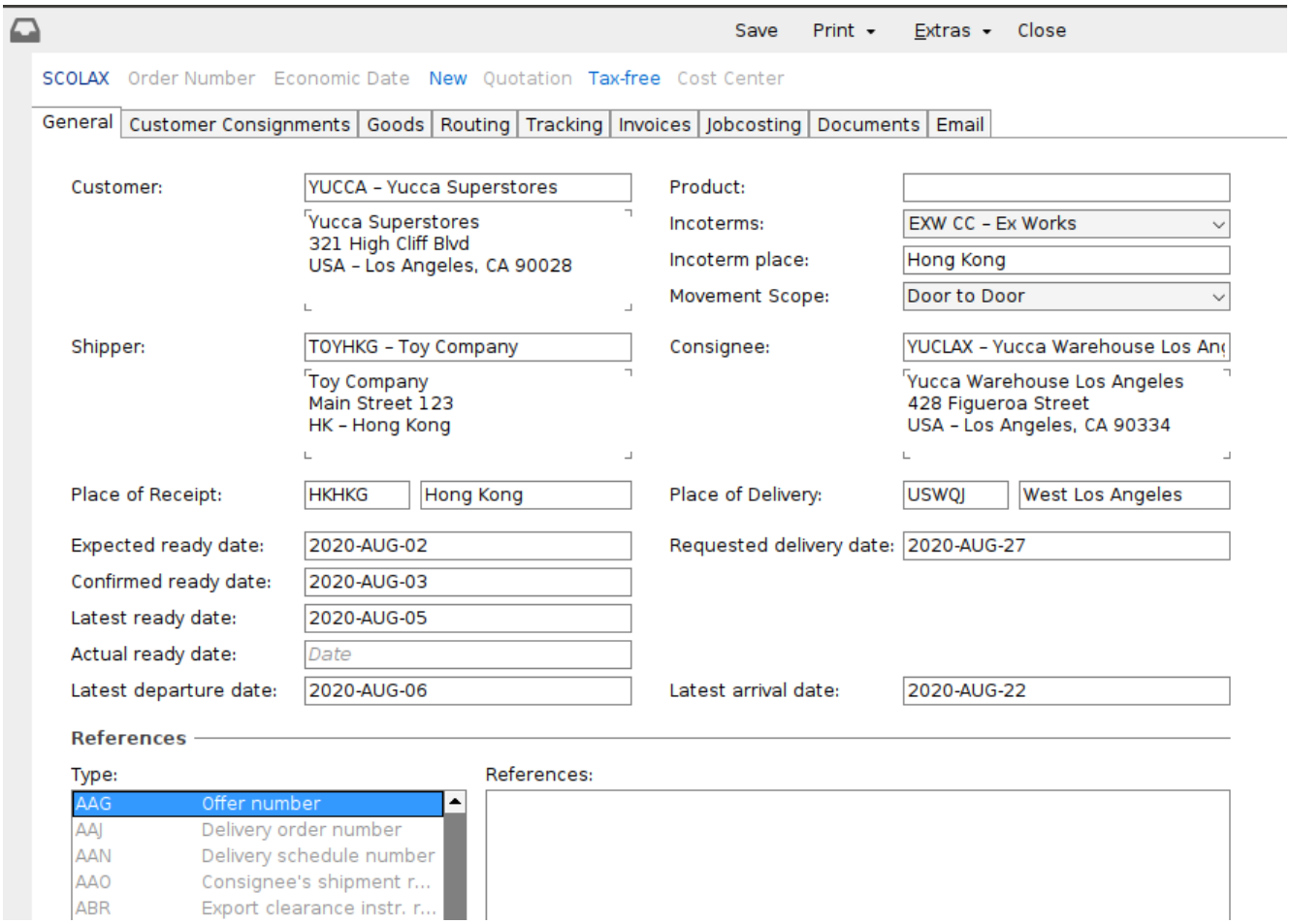
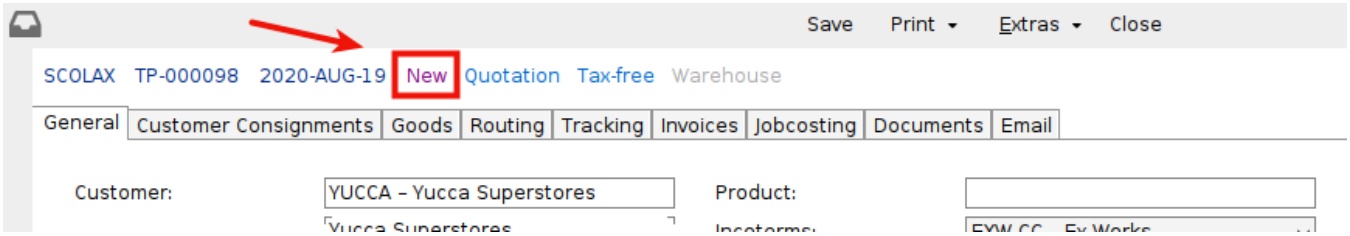


Changing the overall status of the forwarding order

When the forwarding order is created, the status is "New" and this is shown at the top of the forwarding order



As the order progresses, the status can be updated by clicking the current status and selecting the "Change status" option. A status selector will appear and the following status' can be set

- New Incoming
- Planning
- Confirmed
- Booked
- Rejected
- Execution
- Post Execution
- Complete
- Cancelled

Note that a forwarding order may also have multiple transport legs and as described below, each transport leg can also have a status.

Adding consignments to the forwarding order

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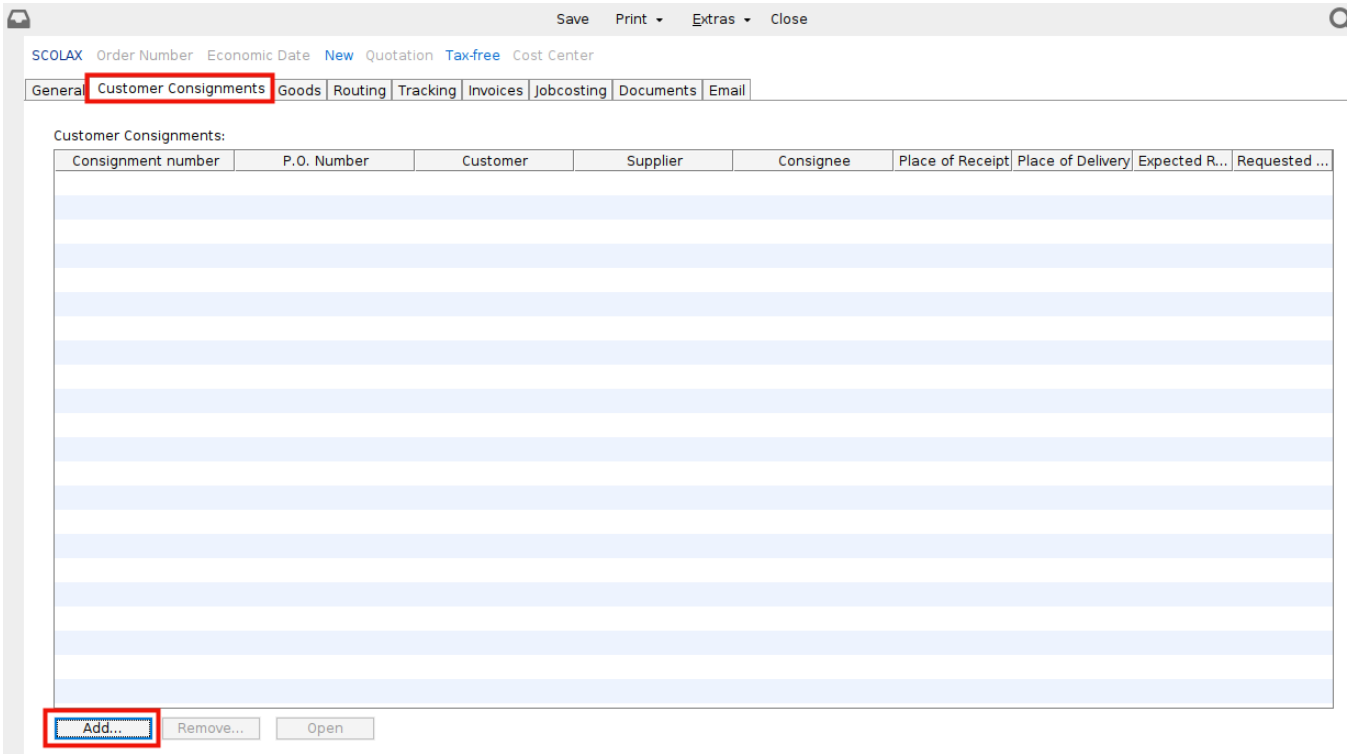
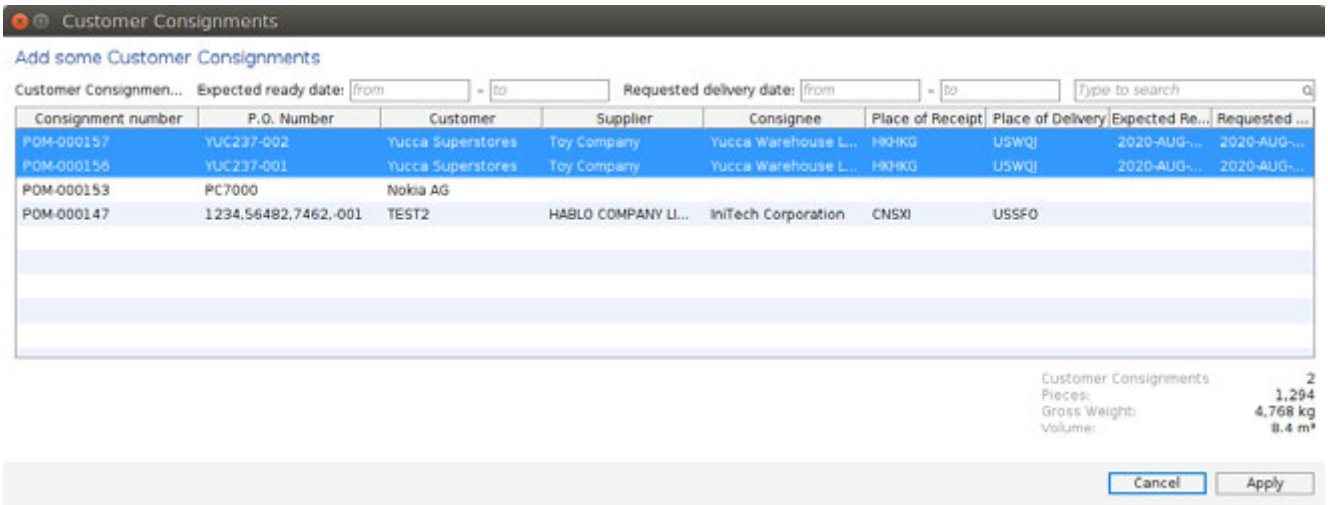
Once the general details have been added to the forwarding order, click on the "Customer Consignments" tab to apply consignments to the forwarding order.

Click "Add" at the bottom of the overview of customer consignments



A window will appear the displays all the consignments with "New" status that are available to be added to the forwarding order. Highlight the consignments to be added and click "Apply":



Managing the goods from the consignments on the forwarding order

Once consignments have been added to a forwarding order the goods from the consignment will automatically appear in the "Goods" tab of the forwarding order. In the case of a seafreight forwarding order, containers can be added and the goods can be applied to containers.

> Note that goods can only be applied to containers once the forwarding order has been saved. This will also apply a forwarding order ID and set the initial status which is "New"

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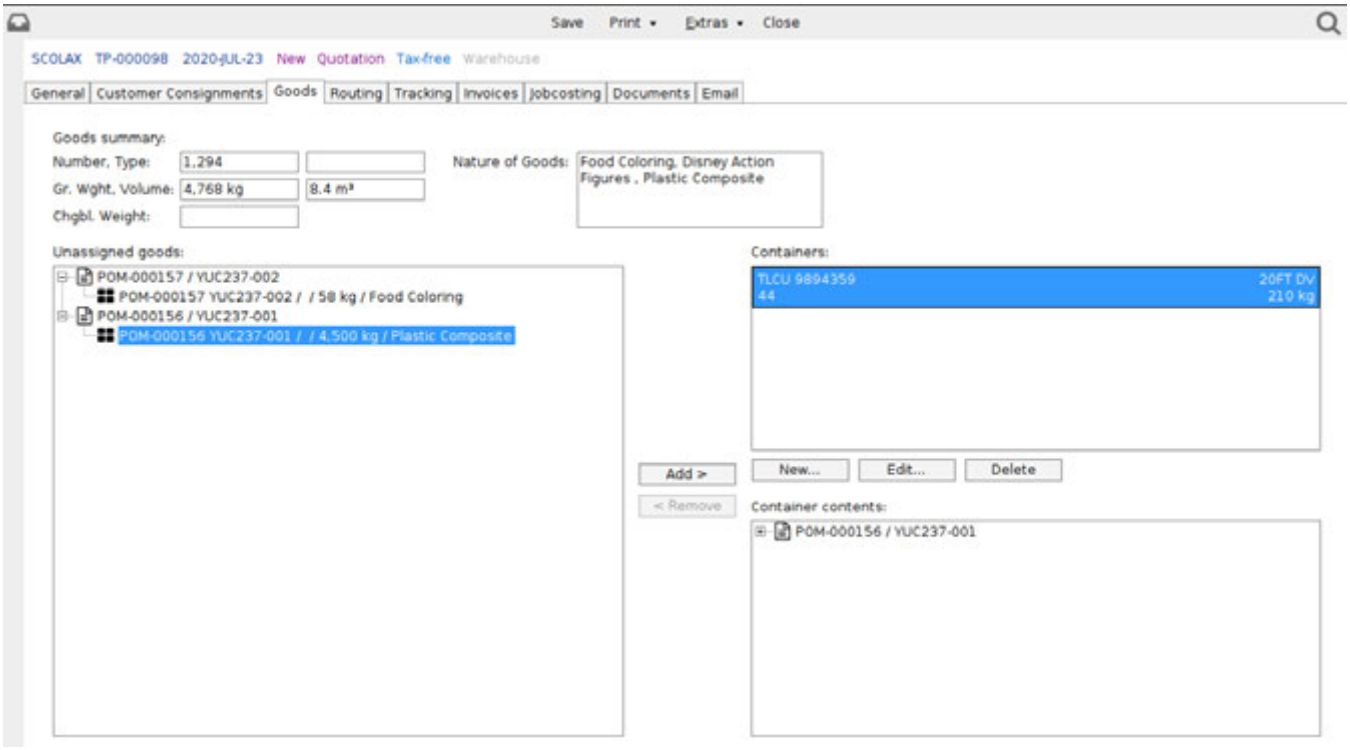
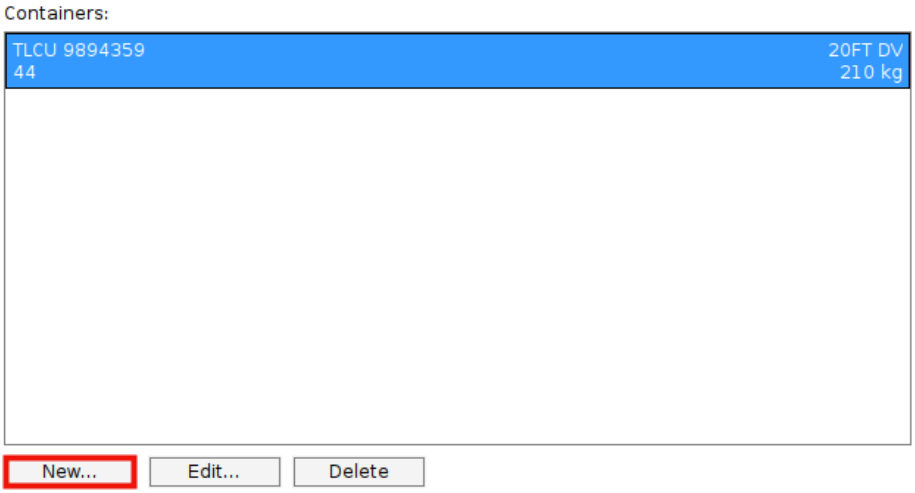


Adding a container to the forwarding order

Once the forwarding order has been saved and the goods appear in the goods tab, use the "New button" to add one or more containers to the forwarding order



When containers have been added, the "Add" button between the unassigned goods and the containers can be used to add goods to a selected container. As containers are highlighted, the goods they contain will appear in the "Container contents" window below the containers.

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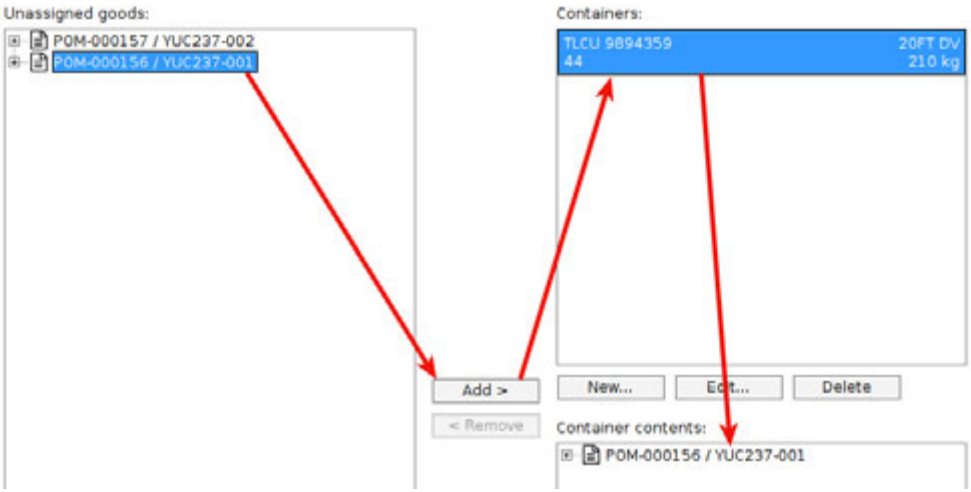
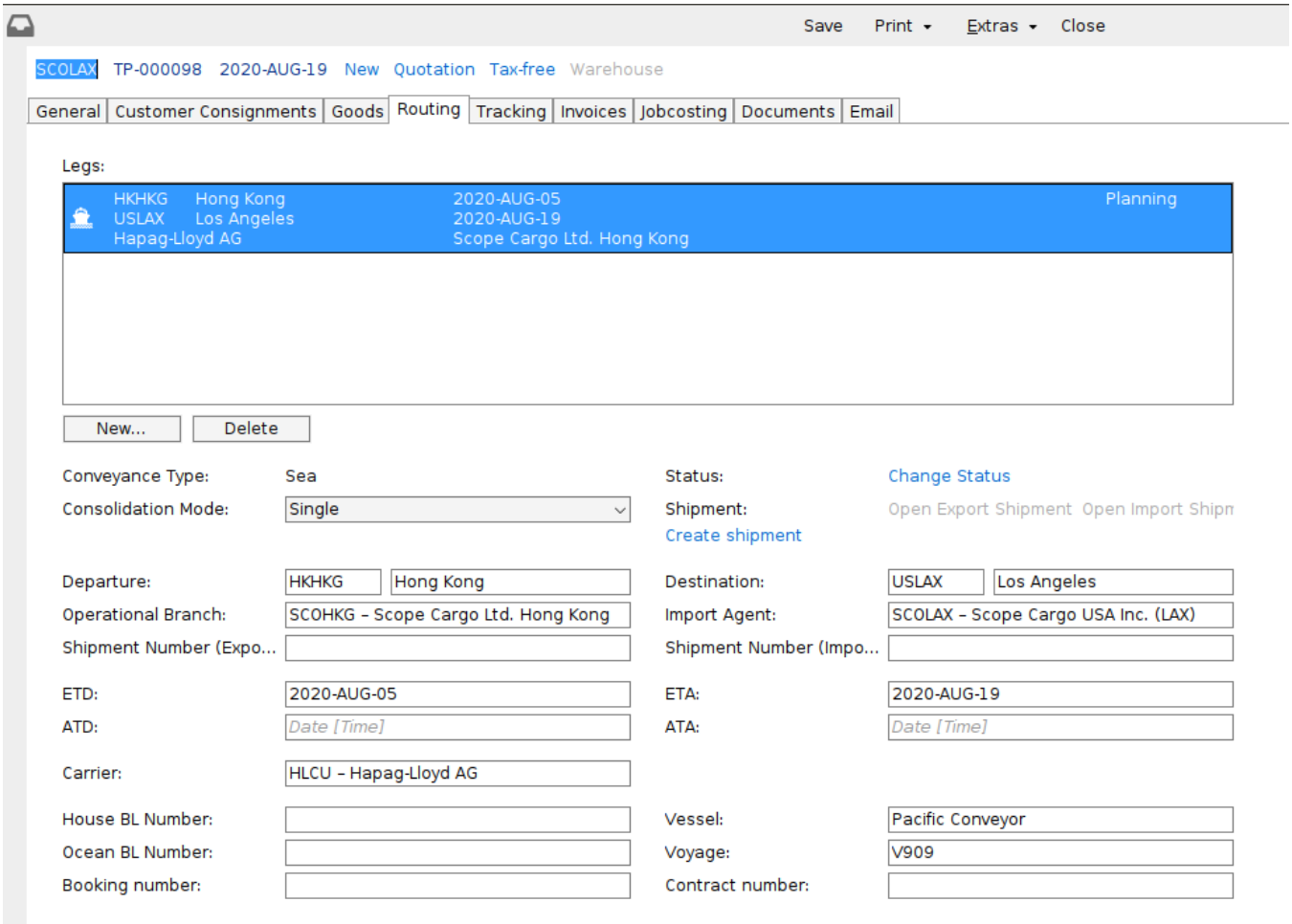


Routing the forwarding order

The general tab has very basic details about the movement of the forwarding order, such as where it originates from and where it is going to, together with the dates that help plan this movement. The "Routing" tab of the forwarding order is used to plan and record all the transport legs required to move the cargo from place of receipt to final destination. In addition the actual export and import shipments can be created from within this tab.

In the example below, just the details of the planned main carriage from Hong Kong to Los Angeles have been entered



Adding transport legs to a forwarding order

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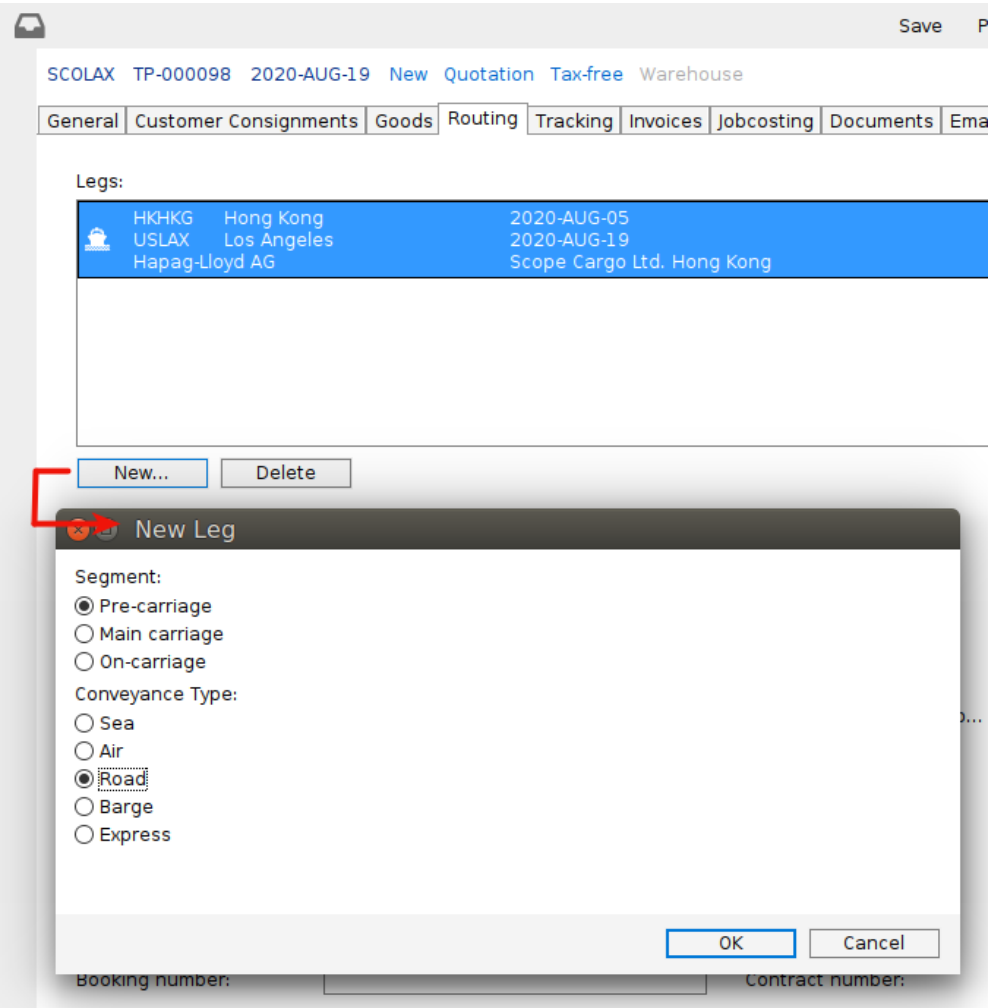
In the example above only the main carriage for the forwarding order is present, but the pre-carriage and on-carriage can also be entered.

Use the "New" button below the window showing the legs of the forwarding order to add a new leg.



In the "New Leg" pop-up, choose the kind of segment and the conveyance type. In this example the segment is "Pre-carriage" and the conveyance type is "Road"

Now the full details about this pre-carriage leg can be entered and will appear as the first leg in the list of transport legs

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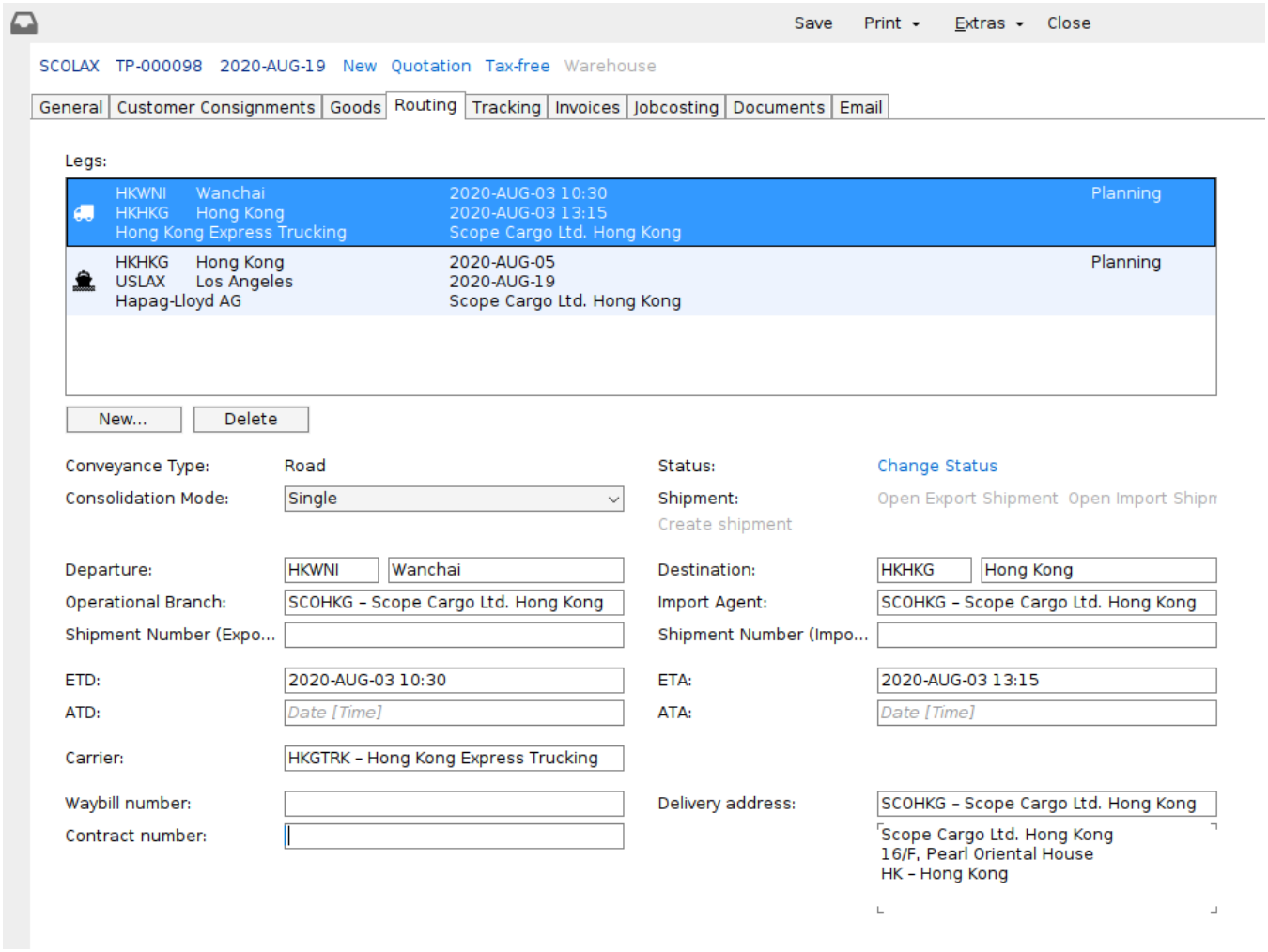

Changing the status of transport legs

Each transport leg can have its own status

- Planning
- Confirmed
- Rejected
- Booked
- Transport
- Completed

To change the status, highlight the leg where the status change will occur and then click the blue "Change Status" below the "Legs" window

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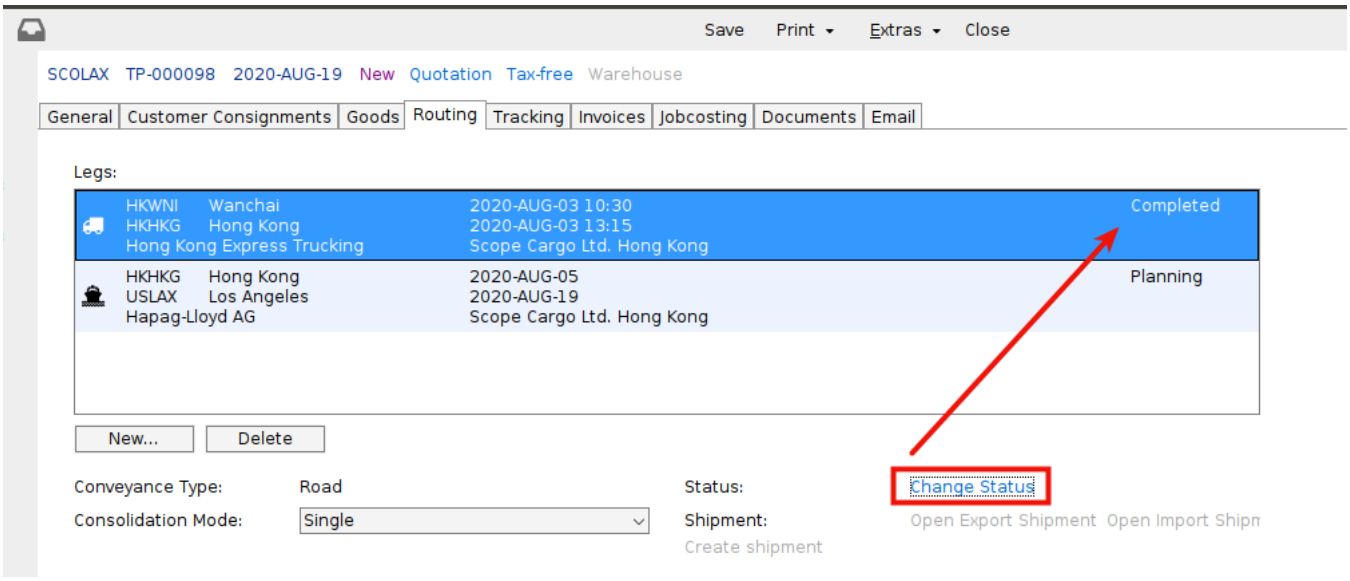
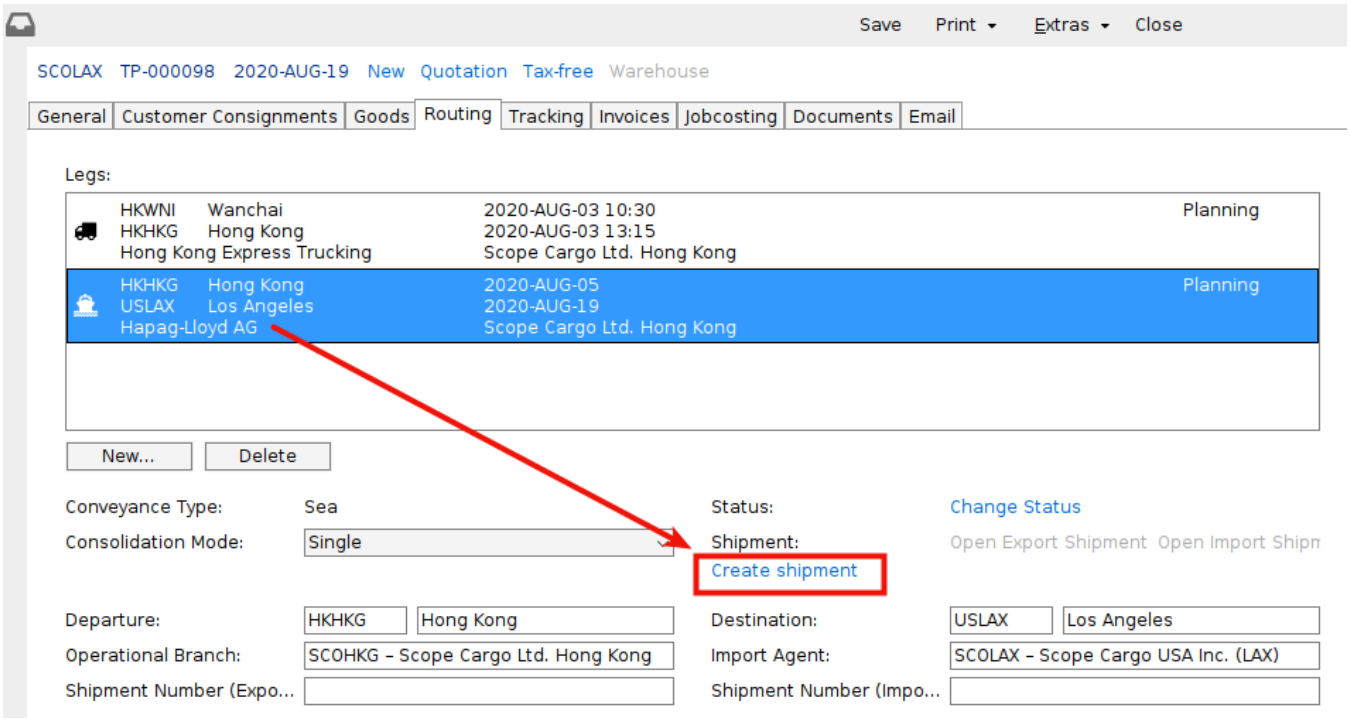


Creating shipments from within a forwarding order

As the forwarding order progresses, it will become necessary to create the shipments for the forwarding order, for example, when the goods are ready to be picked up by the branch arranging the export of the order, a sea export shipment will need to be created in order to produce the documentation required by the customer and the shipping line. A pickup order will also have to be created from within the sea export shipment.

In the example below, the import branch has taken over processing of the forwarding order and needs to create a sea import shipment. This is done by highlighting the main transport leg of the forwarding order and then clicking "Create shipment"



A shipment dialog will appear when the desired type of shipment can be created

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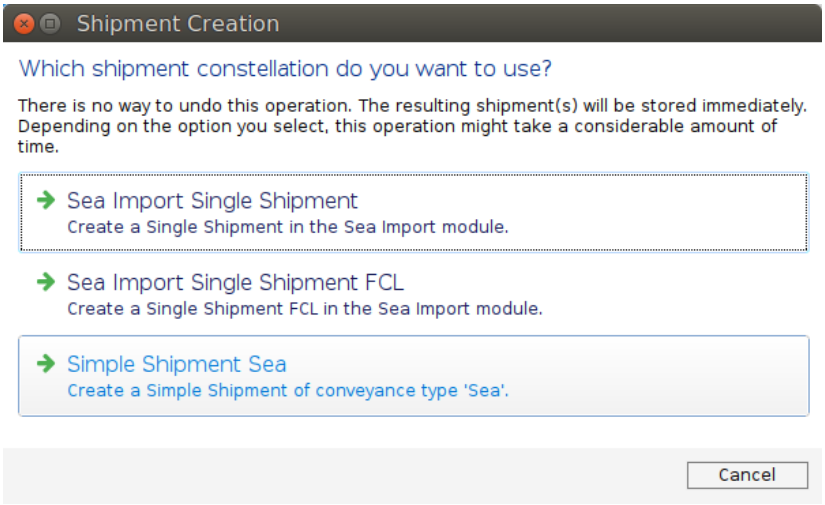
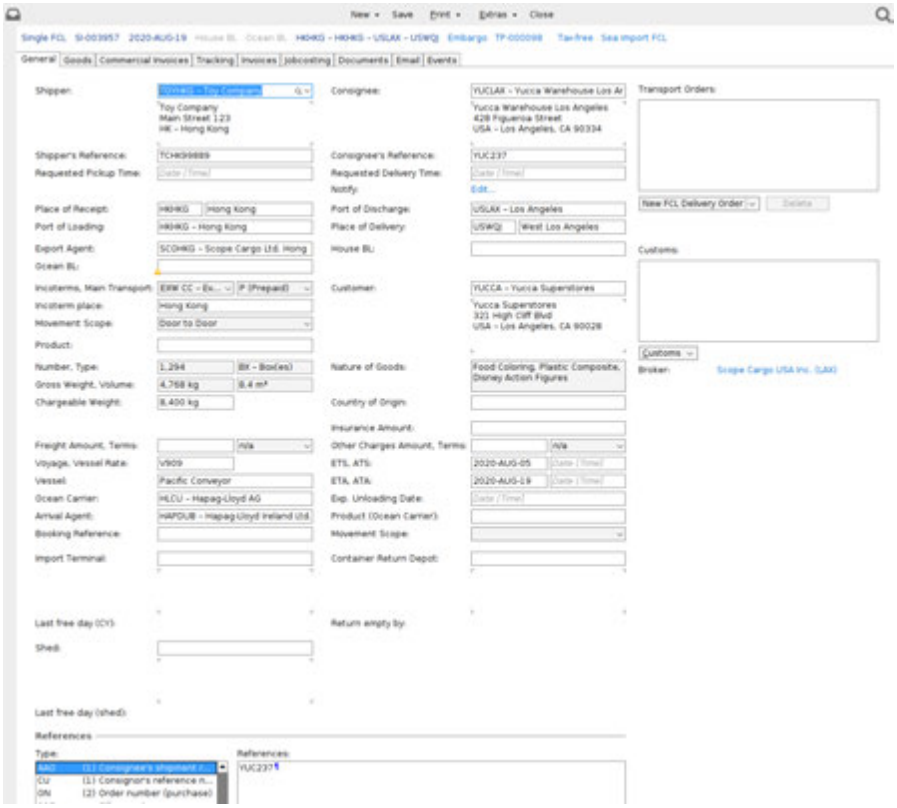


On selecting a shipment type, all the relevant details from the forwarding order will flow into the new shipment which can then be completed in the normal manner



Tracking

Tracking plans can be created for forwarding orders and these are applied automatically on the "Tracking' Tab of the forwarding order. The tracking will show the milestones that occur and are completed in the course of the life-cycle of the forwarding order

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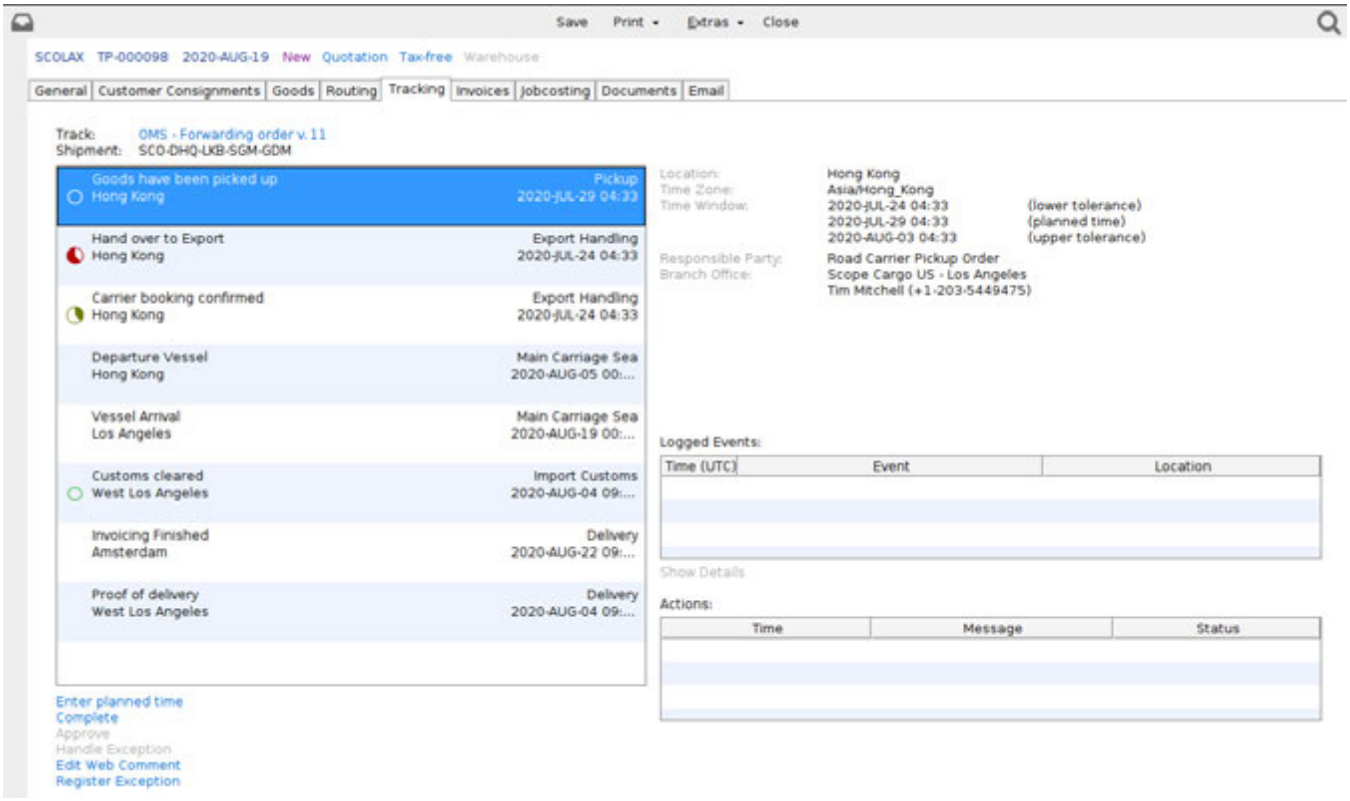
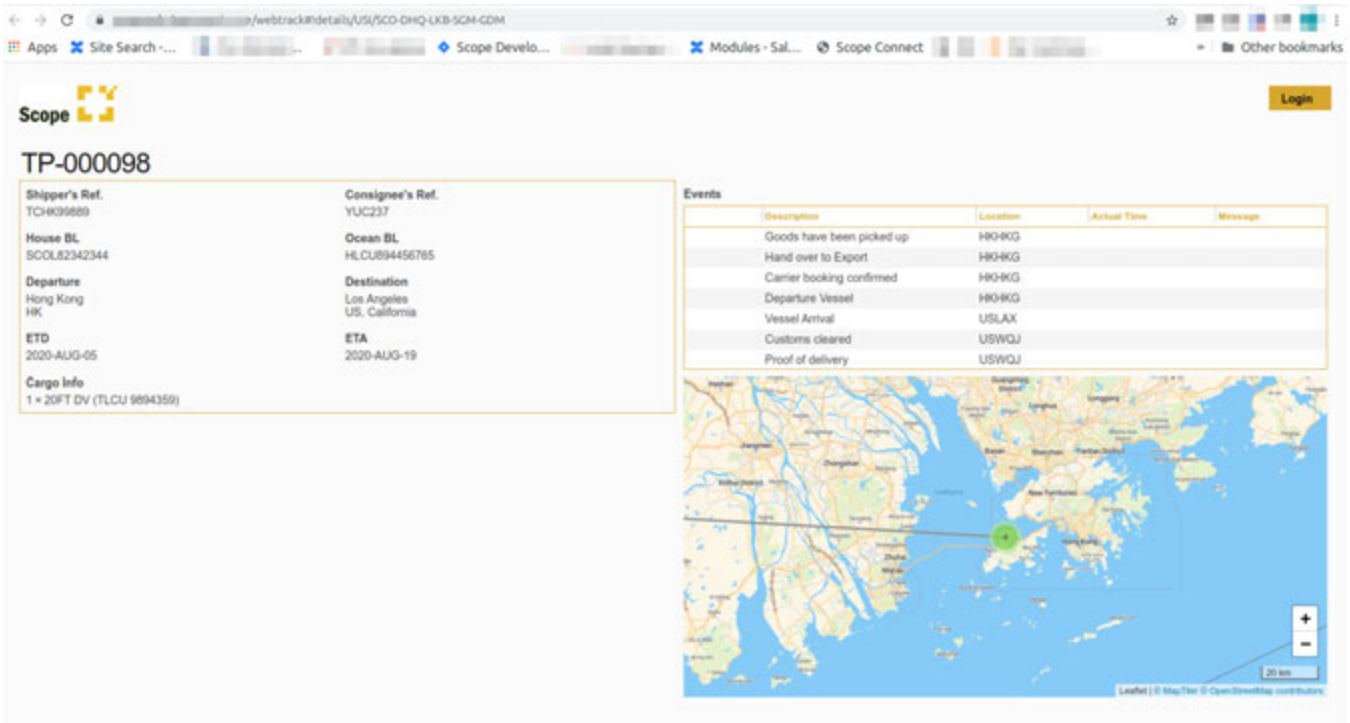


Tracking details are also visible to all partners in the forwarding order using Scope Connect



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How-To Handling

- How-To Create Truck Dispositions
- How-To Handling - Arriving and Delivering

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How-To Create Truck Dispositions

- Maintenance - Route Template
  - Navigating to Route Template Maintenance
  - Creating a new Route Template
- Working with the Truck Disposition Module
  - Navigating to the Truck Disposition Module
  - Creating a new Truck Disposition
  - Printing the Truck Dispo

A Truck Disposition is where a truck will make one or more pickups of cargo followed by stops at one or more addresses where the cargoes will be delivered. At the end of the process a transport order is produced for the trucker detailing these pickups and deliveries, the goods and some shipment details

Maintenance - Route Template

In order to create a Truck Disposition, at lease one Route Template must exist.

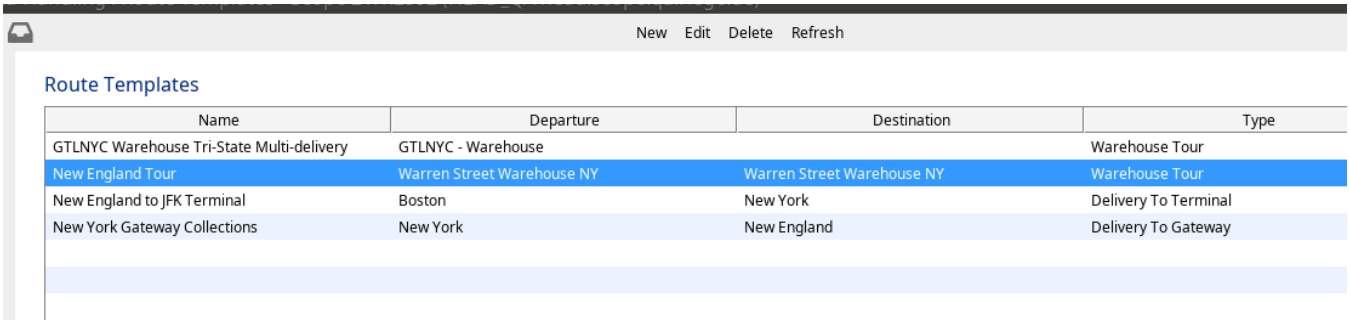
Navigating to Route Template Maintenance

Create a Route Template by clicking on "Master Data" , then "Handling" and finally "Route Template"



Creating a new Route Template

The overview of Route Templates will display any existing Route Templates. To make a new one, click "New" at the top of the overview



A route template assume the delivery route will re-occur regulary, but it can be made very specific by filling in many of the fields, or for a very general route simple minimize the number of fields entered.

In the example below, this route is called "New England Tour" and is for the Trucker "Domino Freight Line", it starts from a warehouse in New York City and then returns to that same warehouse.

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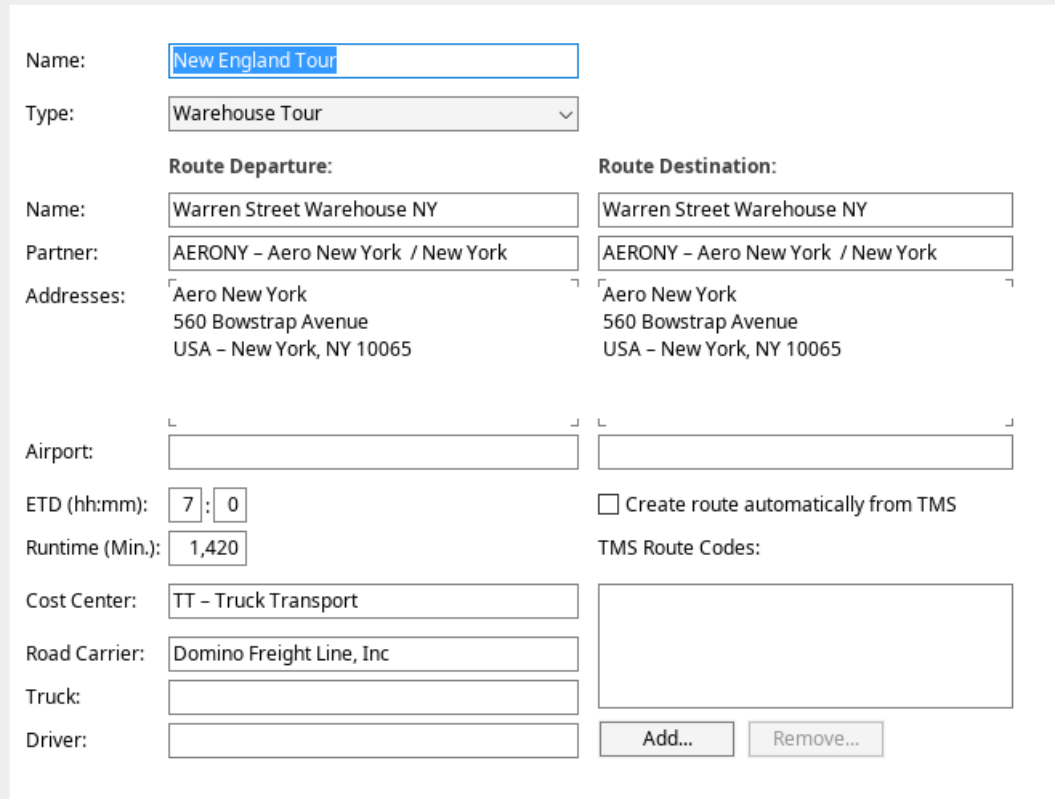


Now that we have our Route Template, we can make a truck disposition

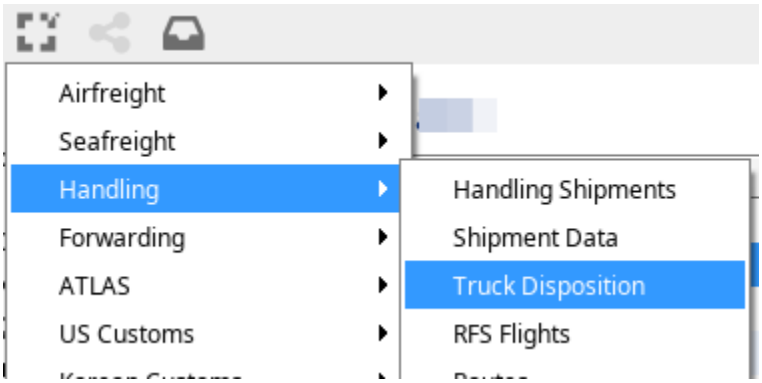
Working with the Truck Disposition Module

In order for a delivery or pickup order to be included in a Truck Disposition, be sure to create and print the delivery or pickup order in the shipment in the normal way.

Now we can open the Truck Disposition module

Navigating to the Truck Disposition Module

In the main Scope menu, click on "Handling" and then "Truck Disposition"



The overview of Truck Dispositions will open:

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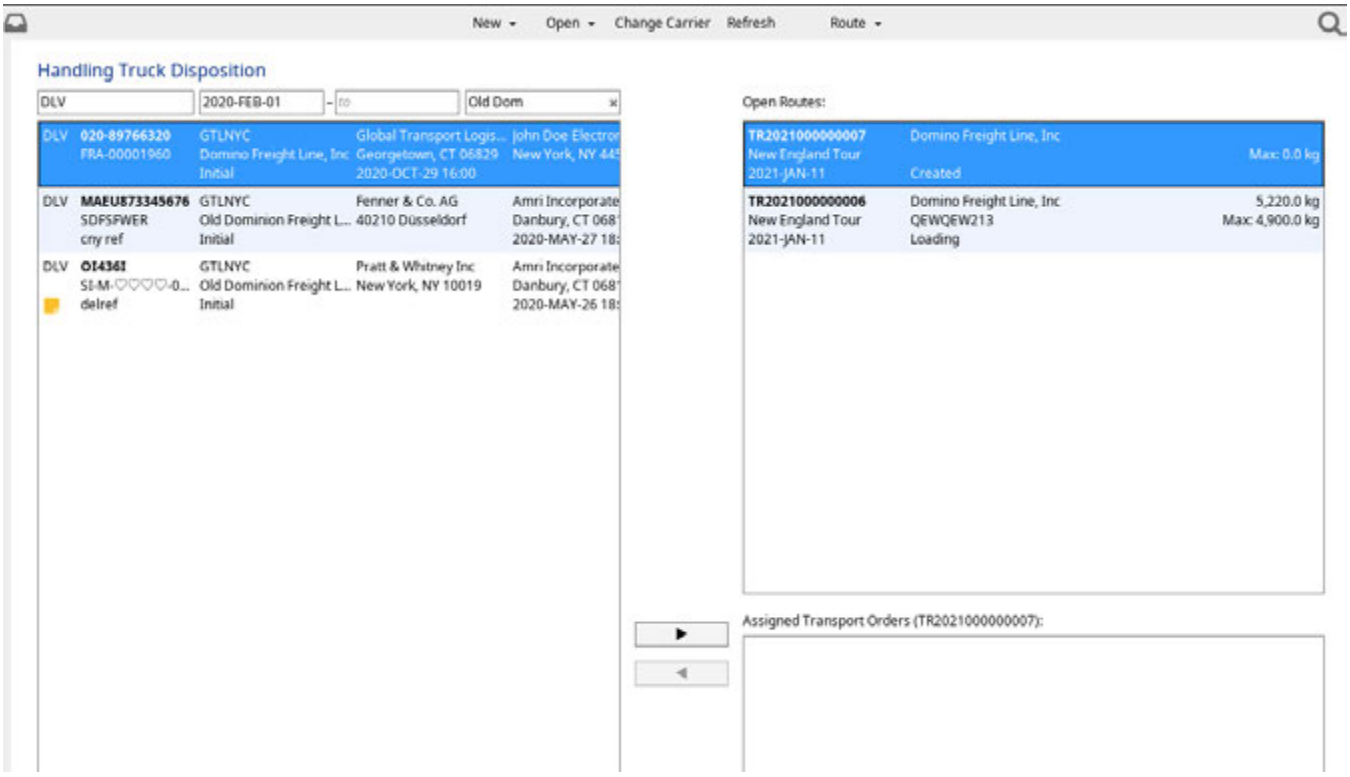
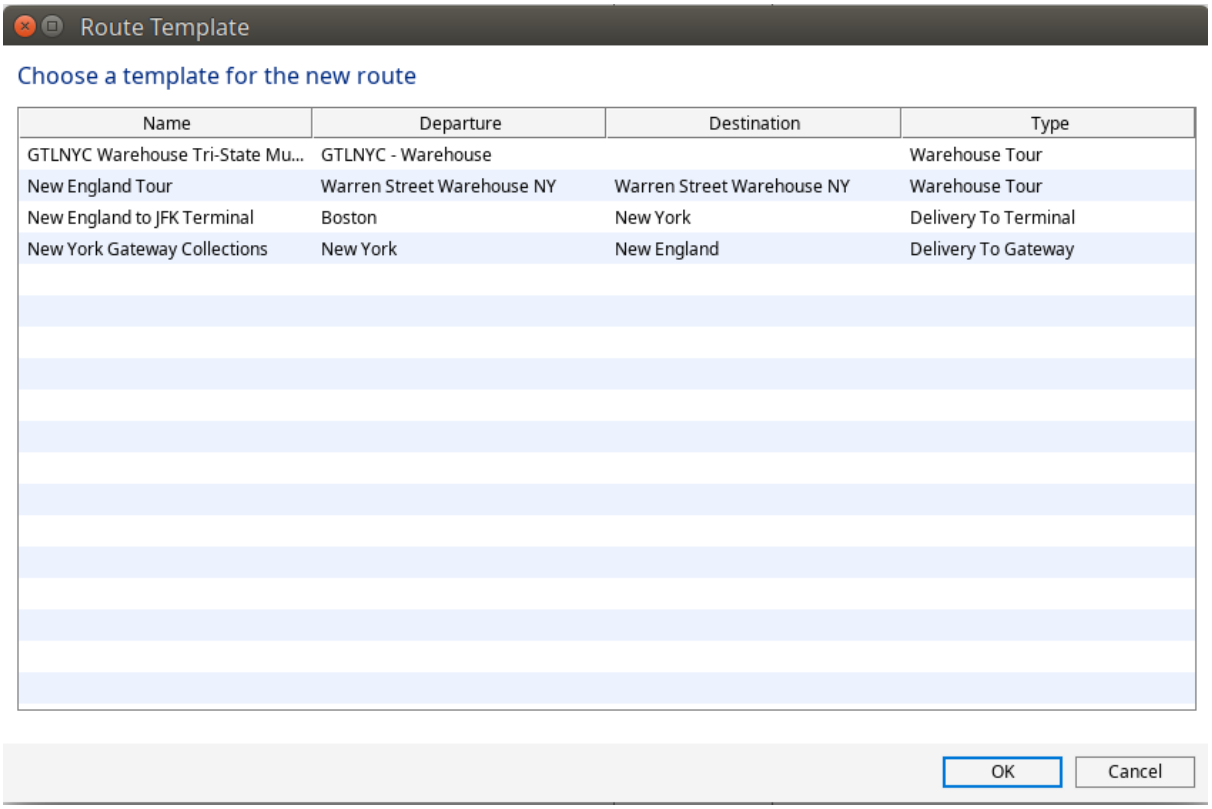


In this example, a a filter at the top has been applied so that in the left-hand window we see only delivery orders (DLV) created for any shipment since February 1st 2020 and where the trucker is "Old Dominion Freight"

Creating a new Truck Disposition

In the Truck Disposition overview, click "New" at the top and then select "Route".

A Route Template selection window will appear where we can select our "New England Tour" template:



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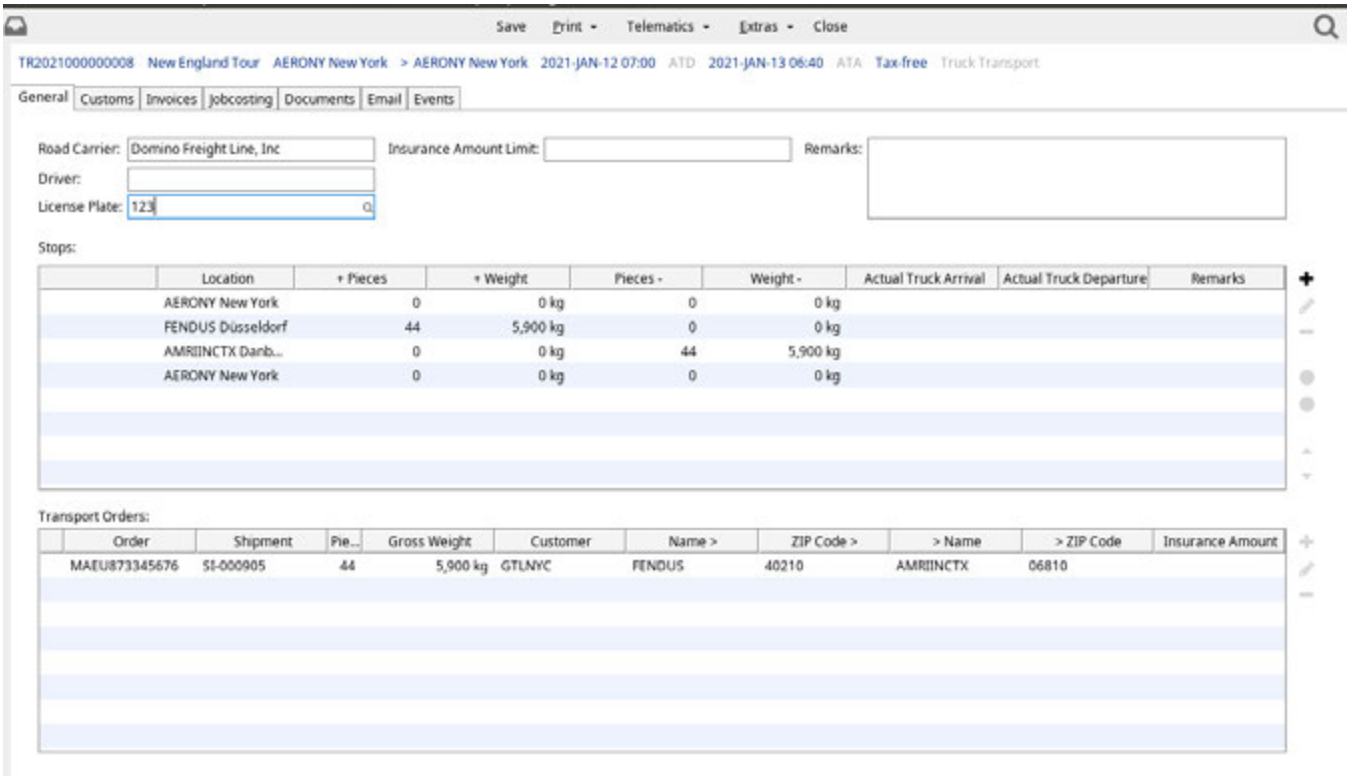
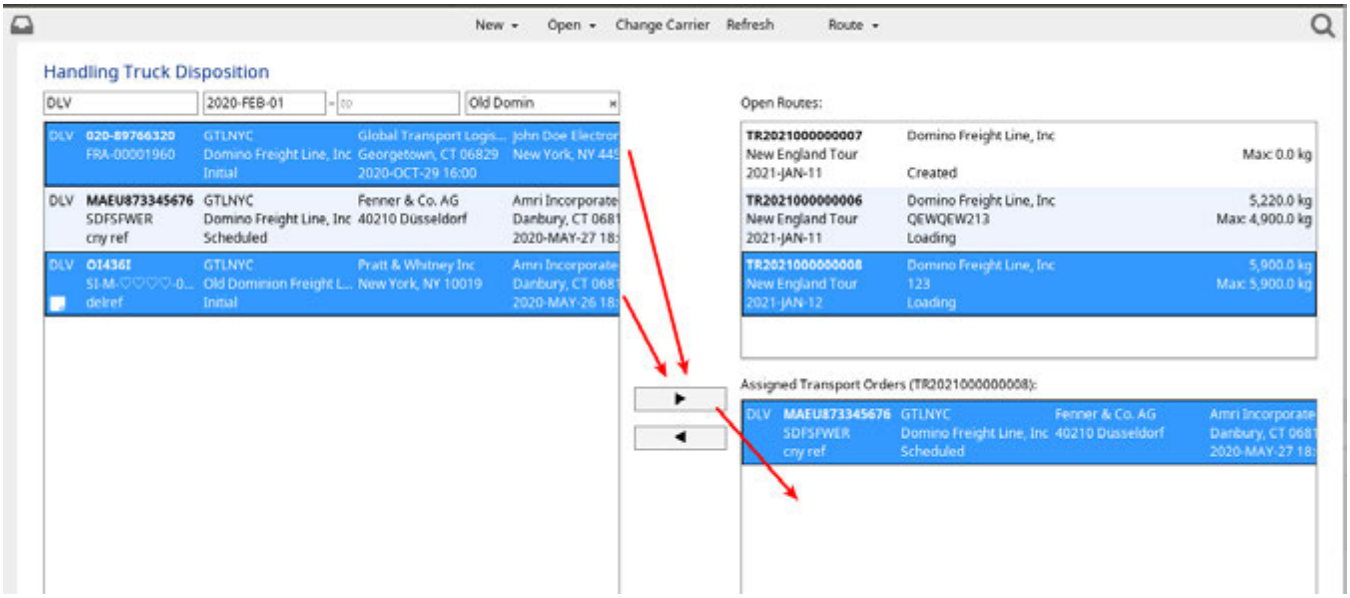
The new tour will appear and automatically include at least one of the delivery or pickup orders from the filtered selection:



Note that a license plate number of the truck is required, but bogus information such as "123" can be used when a license plate is not required.

Further delivery or pickup notes can be added to the tour in the overview by highlighting the desired tour in the right hand window of the overview and then selecting the delivery or pickup note to be added from the left hand window. Click the arrow pointing right to add these:



If the tour in the right hand window is clicked, it will open, showing all the Transport Orders it includes, the goods and the pickup and delivery locations.

Printing the Truck Dispo

within the truck tour, click the "Print" option and from the print list choose "Tour Transport Order"

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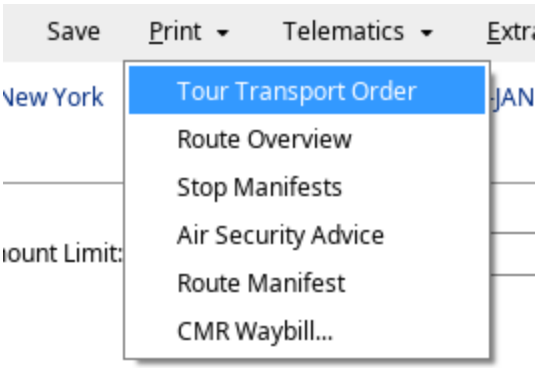

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How-To Handling - Arriving and Delivering

- Arrive the goods
  - Registering the truck offload
  - Create the handling shipments
  - Add goods details and confirm the goods are arrived and as expected
  - "Finish" the Import Receipt
- Remove the goods from the warehouse
- Create a delivery order for the trucker
  - Creating a transport order

A handling shipment is a shipment that will arrive in the warehouse for:

- Storage
- Distribution

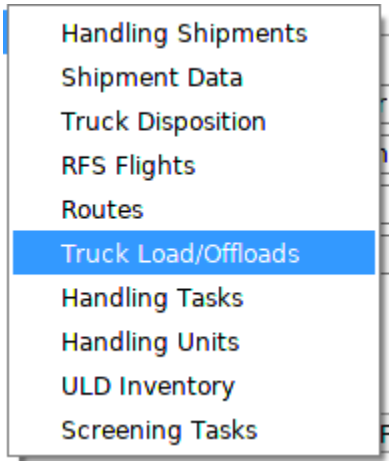
This workflow creates a handling shipment from the moment the truck arrives with the goods at the warehouse. It is also possible to register the goods before they arrive and then link them to the delivery when they are off-loaded from the truck.

Handling goods can also be delivered/picked-up from the warehouse.

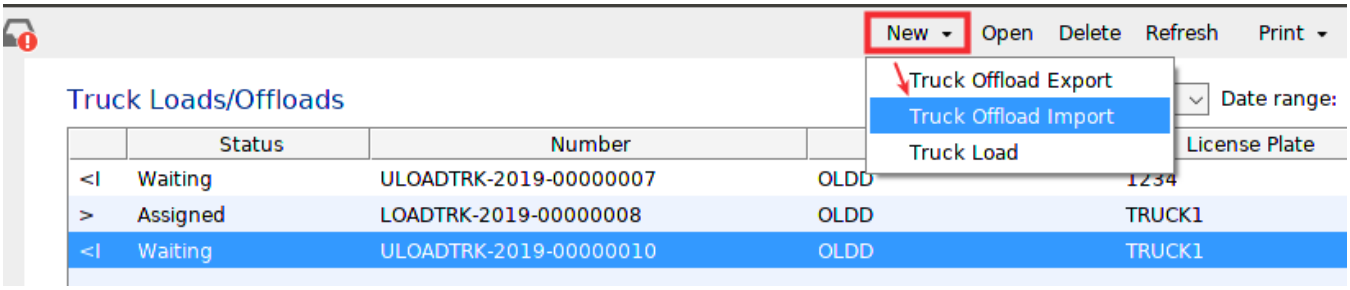
Arrive the goods

When the cargo arrives on the truck at the warehouse the first task is to create a Truck Offload:

From the handling menu select "Truck Load/Offload"



In the overview of Truck Loads and Offloads, choose "New" and then "Truck Offload Import"



Registering the truck offload

In the "Truck-Unloading" complete the details about the arriving truck as desired:

Note: Leave the following dates/times empty until the handling shipments have been created:

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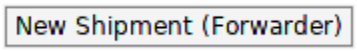
- End Offload
- Actual Truck Departure

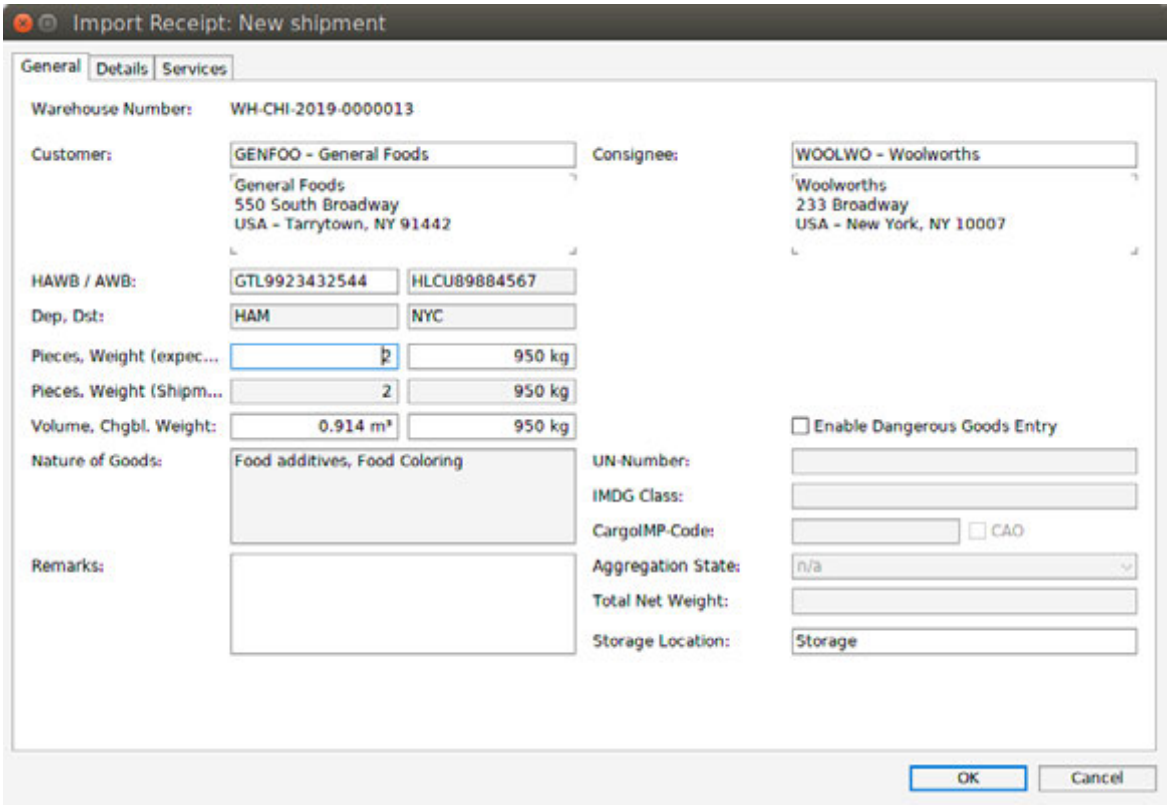


Create the handling shipments

In the "Truck-Unloading" click "New Shipment (Forwarder)" at the bottom of the screen:



Enter the Customer and Consignee in the Import Receipt. Then enter the bills of lading, Scope will immediately try to match the bills of lading to the correct handling shipment:



Add goods details and confirm the goods are arrived and as expected

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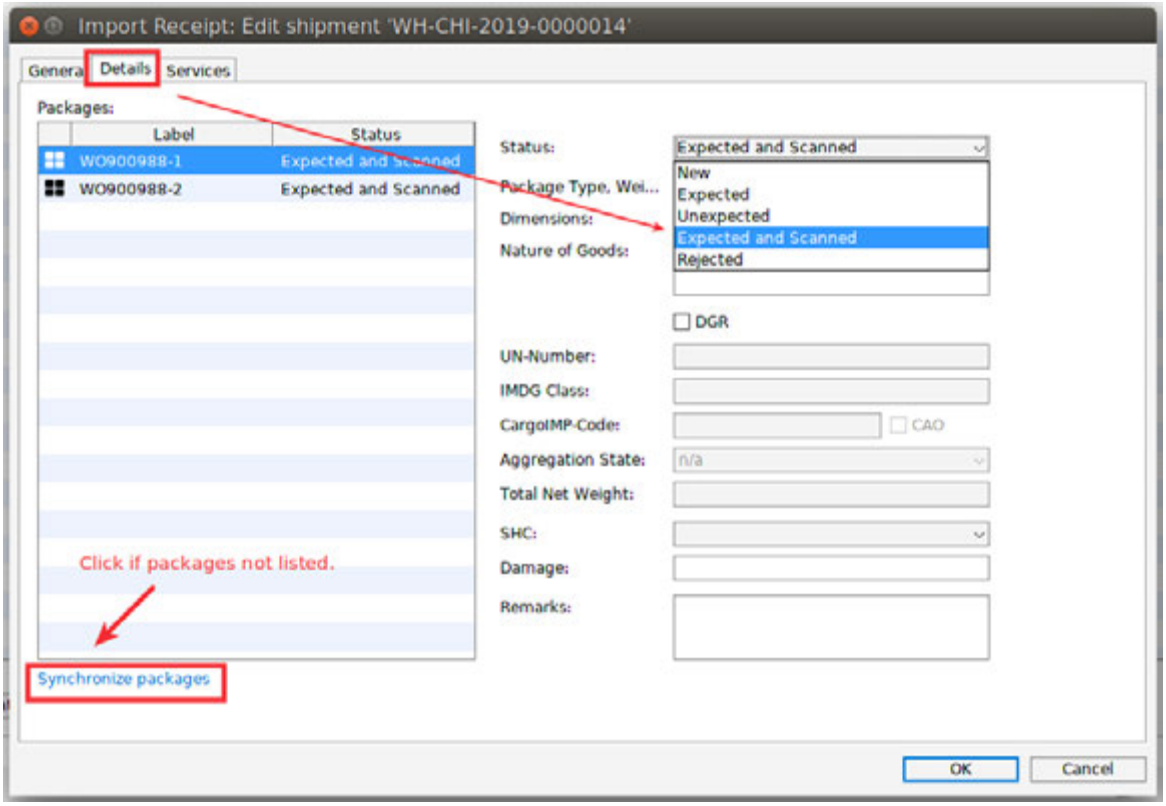
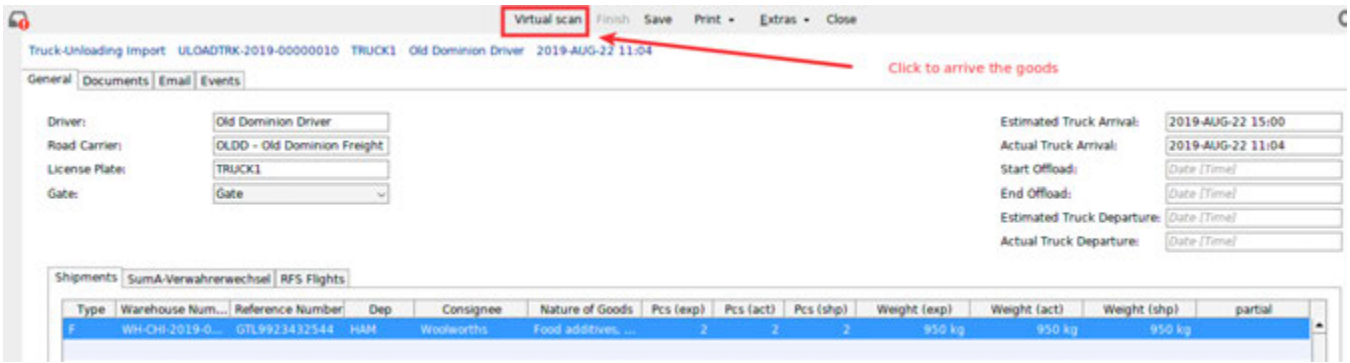
Click the "Details" tab of the import receipt and the expected goods will be shown, or click "Synchronize packages" to make them appear.

Further details for individual packages can be entered.

For each item, use the menu option to the right "Status" to select "Expected and Scanned" in order to show the goods as arrived in the warehouse:



If there is no need to add details about the goods. they can be arrived in the warehouse by doing a virtual scan by clicking "Virtual Scan"



"Finish" the Import Receipt

In order to finalize the off-loading of the goods at the warehouse, the date and time of the end of the offload truck must be recorded and the date and time of the actual truck departure details need to be completed on the general tab of the Truck-Unloading.

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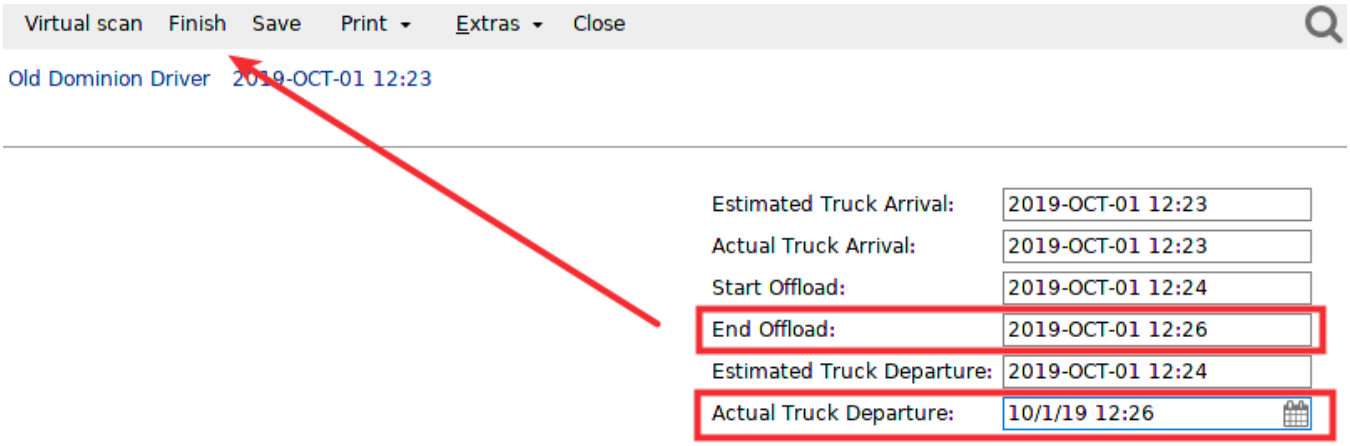
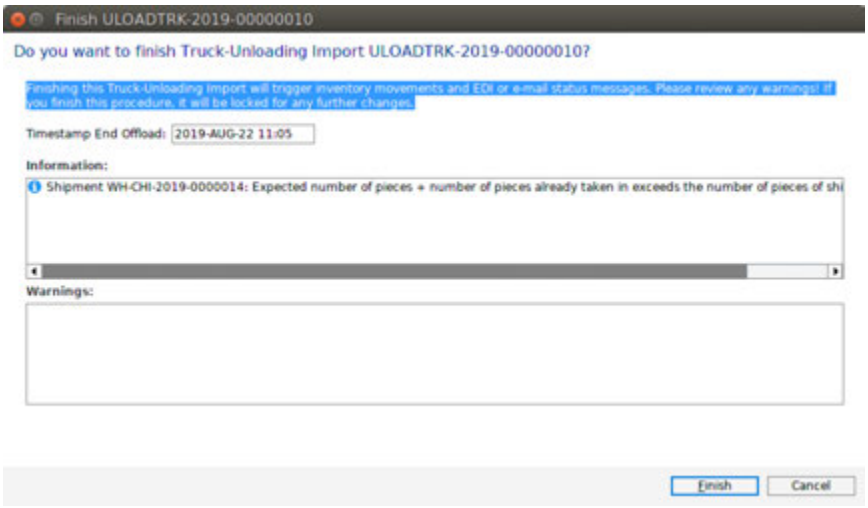
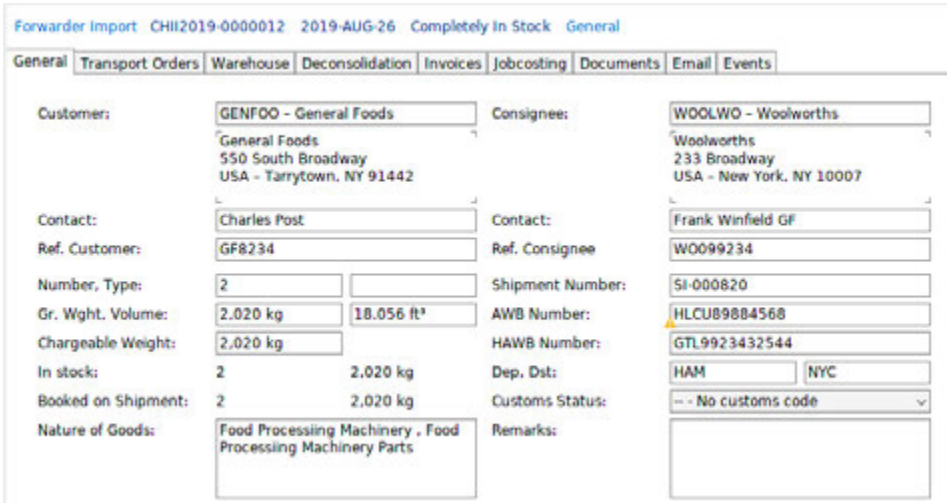


As soon as these details are entered, the "Finish" option on the menu bar become active, click this and then click "Finish" in the confirmation screen:



Now the handling shipment status will be updated to show this off-loading and the status becomes "Completely in stock" .

This new handling shipment will also now be visible in the "Handling shipments" together with its status



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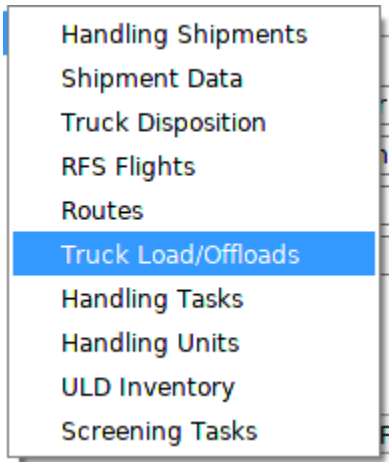
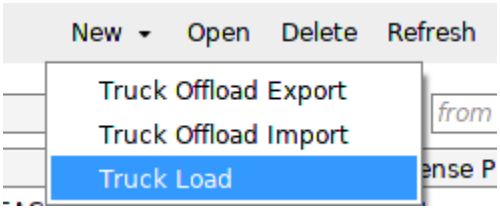
Remove the goods from the warehouse

When it is time to distribute the goods from the warehouse go back to the "Truck Load/Offloads"



Create a new truckload:



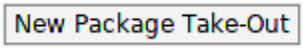
Fill in the truck details and any of the following:

- Estimated Truck Arrival
- Actual Truck Arrival
- Estimated Truck Departure

If the truck is picking up a complete shipment, click "New Shipment Take-Out" at the bottom of the screen:



If the truck is picking up just packages (part-shipment), then click "New Package Take-Out"



Select the shipment to be delivered and complete the Delivery party details and Reference number:

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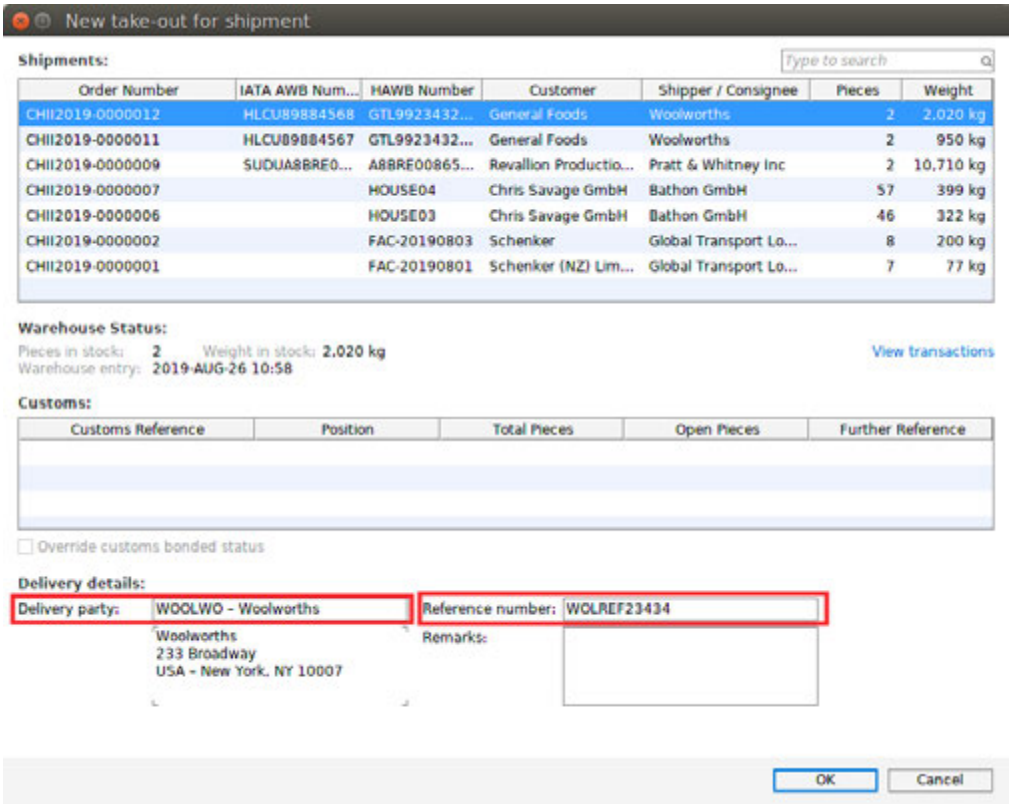
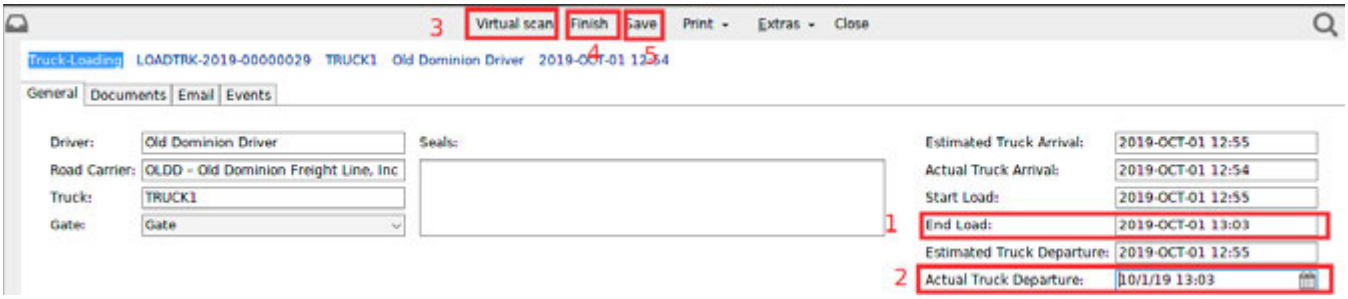


Now enter take the following steps:

1. Enter "End Load" date and time
2. Enter "Actual Truck Departure" date and time
3. Click "Virtual Scan"
4. Click "Finish"
5. Click "Save"



The goods will now be removed from the warehouse.

Create a delivery order for the trucker

In addition to removing the goods from the warehouse using the truckload shown above, you can also print a delivery note for the truck from within the handling shipment

Creating a transport order

In the handling shipment, choose the tab "Transport Order" and select the plus symbol:

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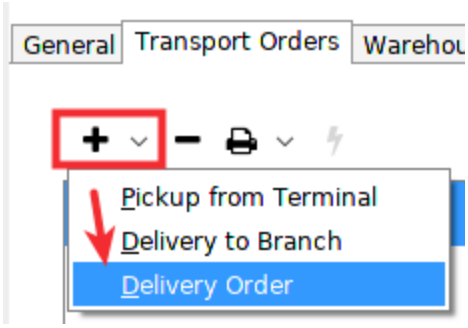
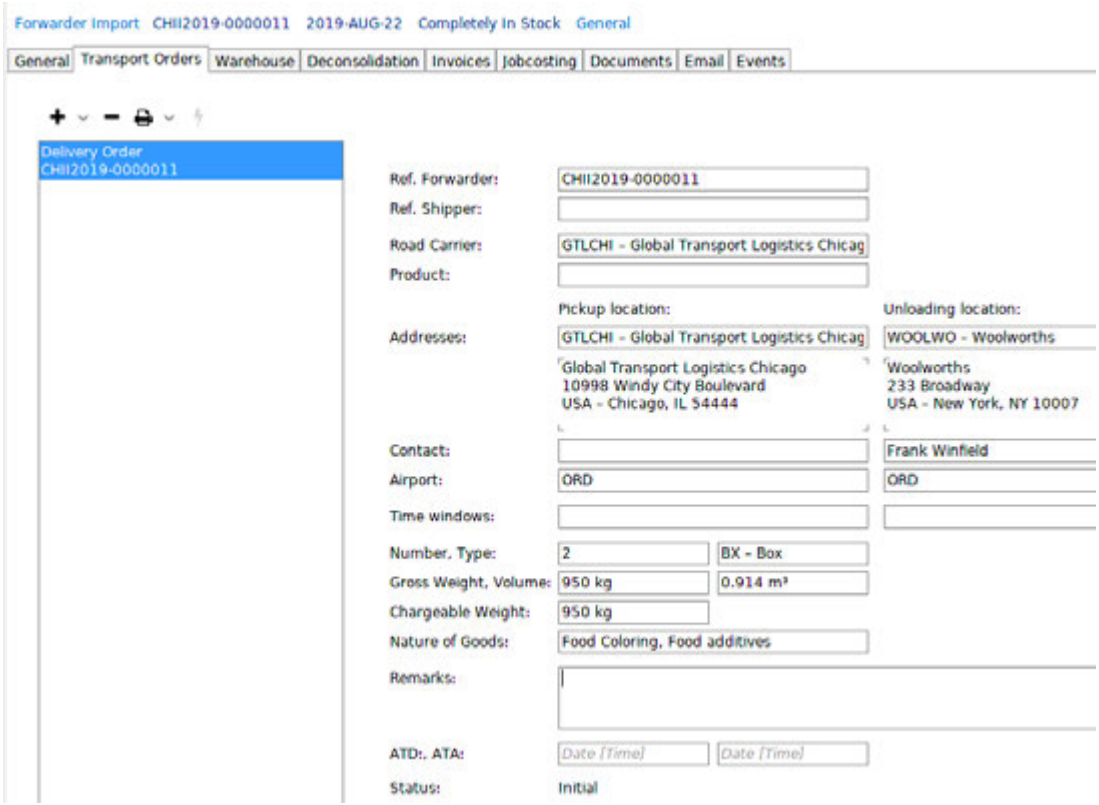


Choose "Delivery Order

Fill in the delivery order details:



When ready, select the printer Icon to print the delivery order.

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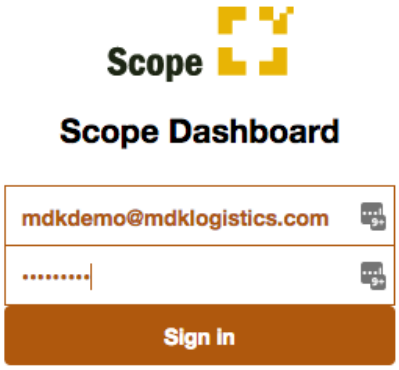
How-To Navigate Scope Dashboards

This description will describe the process of logging in to the Scope Dashboards and the subsequent navigation of its features and control points. Please note that all data is fictitious from fictitious data, companies etc. and do not reflect service actuality, capabilities or anything of the like.

Step-by-step guide

1. Logging In
    a. This will be the same user ID and password that is used to log into Scope
    b. 
    c. 

    d. The login screen branding can be configured to match your organization (it uses the same settings as Scope Connect) see example below:
    i. 

2. Permissions
    a. Permissions are required in order to access the dashboards (talk to your Riege Representative)
    b. Views are governed by the users permissions assigned within Scope for what branch the user is permitted to see and governs the associated dashboard as well
3. Printing and Exporting

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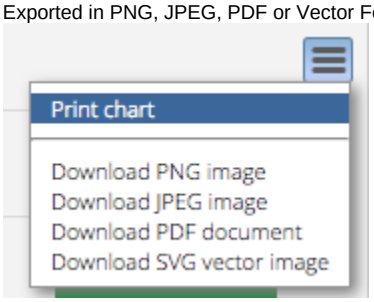
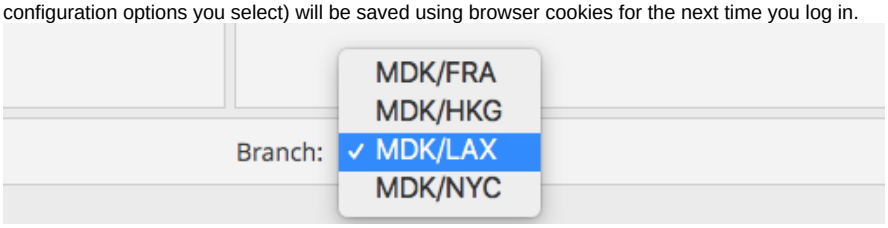
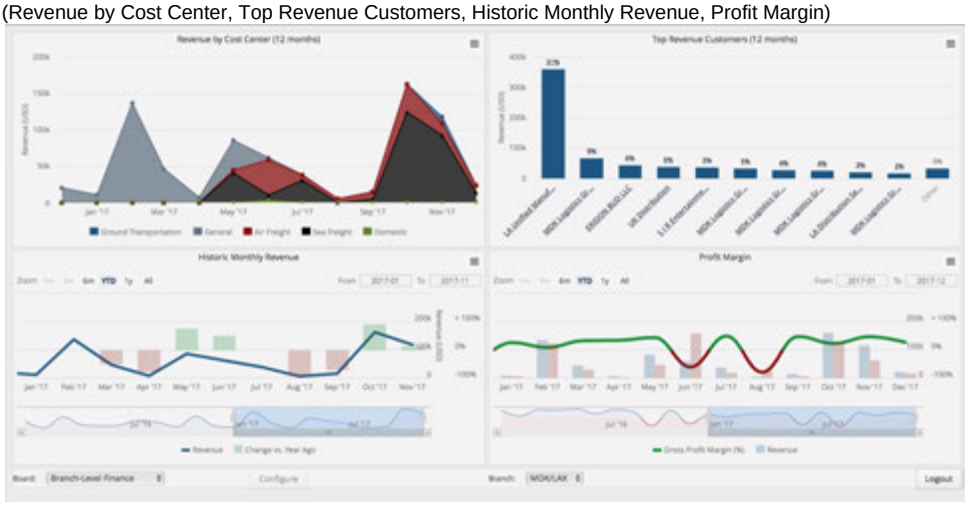
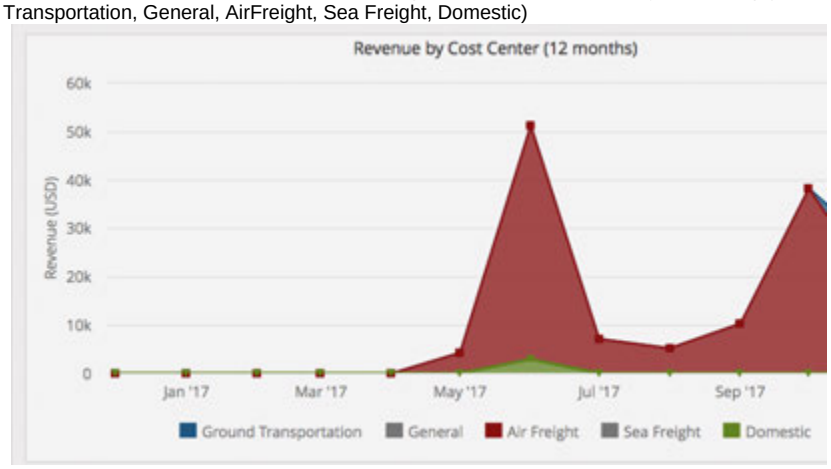
a. Each individual graph may be:
   i. Printed
   ii. Exported in PNG, JPEG, PDF or Vector Format
   iii. 

b. The printed or exported version matches what you see in the graph, so if you have, for example, zoomed in or clicked a drilldown, the currently selected data will be what is exported.

4. Initial Branch Selection
   a. With your first login the system will prompt you for what branch you will want to view. Your selection of this (as well as most other configuration options you select) will be saved using browser cookies for the next time you log in.
   b. 

5. Three Dashboard Boards Currently
   a. Branch Finance: (Revenue by Cost Center, Top Revenue Customers, Historic Monthly Revenue, Profit Margin)
      1. 

      ii. This dashboard contain four charts which provide the following details:
         1. Revenue by Cost Center: A trend chart of the revenue booked on each cost center over the course of the 12 months.
            a. Controls:
               i. Click on the Bottom Cost centers to hide or show the specific cost center to modify the view (eg. Ground Transportation, General, AirFreight, Sea Freight, Domestic)
               1. 

               ii. Hover: Hover over end points will give detailed information on that portion of the chart (see below)

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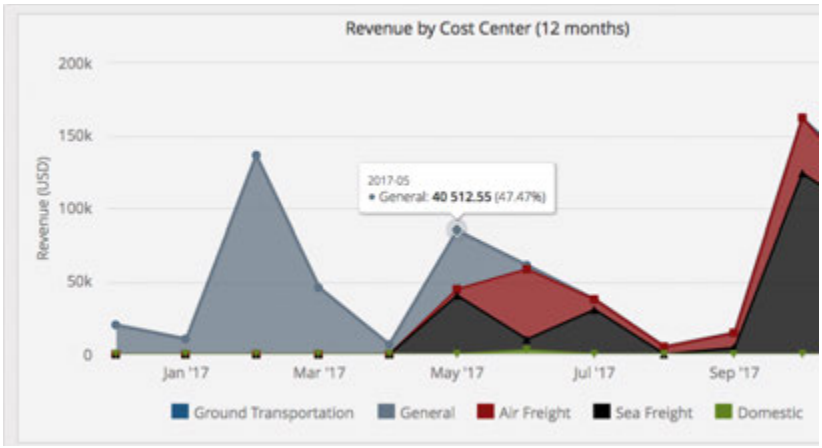
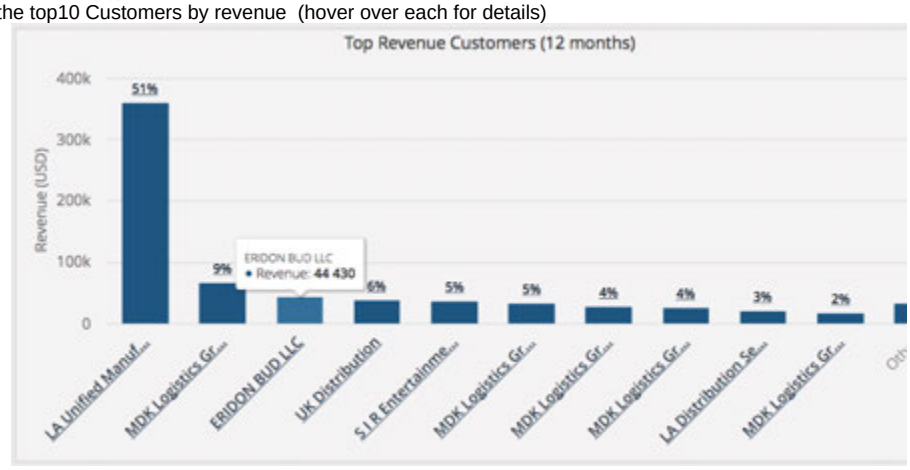
1. 

2. Top Revenue Customers: An overview of the top 10 customers in the past 12 months, sorted by revenue. All other customers are aggregated into the "Other" column. The percentage of the total is shown above each bar (totals may exceed 100% due to rounding).
    a. Shows the top10 Customers by revenue (hover over each for details)
    i. 

    b. Click On a bar of the interested Customer to drill down to the trend chart for that customer (hover over each for details), showing the revenue earned in each month over the past 12 months.
    i. 

3. Historic Monthly Revenue: This shows the revenue for the given period and will compare it to the revenue from one year prior if there is data from the prior year

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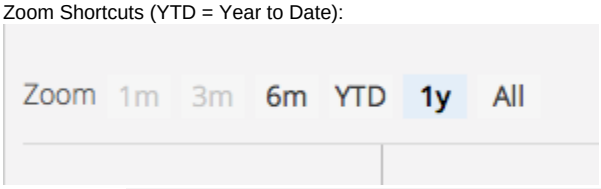
a. 

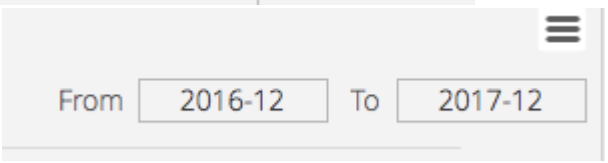
b. The slider can be used to define the date period, or you can use the date selection or the Zoom Shortcuts at the top left select the period of time to look at.
   i. Slider:



   ii. Zoom Shortcuts (YTD = Year to Date):



   iii. Date Range:



4. Profit Margin: This chart shows the booked revenue and expenses in Scope (Hovering will provide detail at each point detailing margin, income and expense)

a. 

b. Same options for the slider, date range and duration options exist as in the previous chart

b. Legal Entity - Finance
   i. This dashboard contain four graphs which provide the following details

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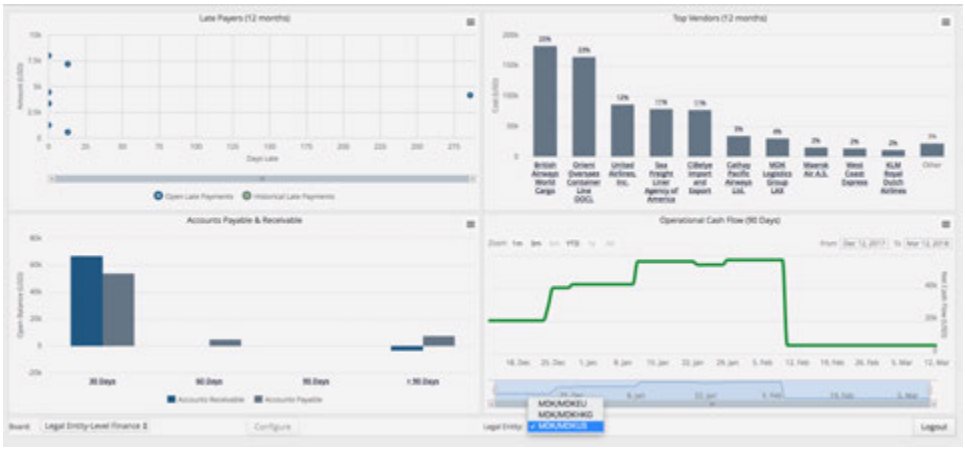
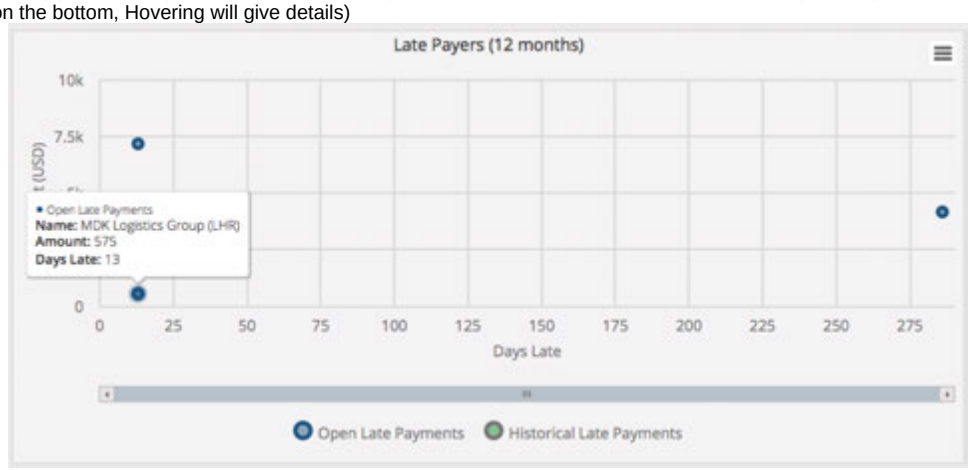
ii. 

1. Late Payers (open Late Payments - Historic Late Payments - Enable and disable each of the two by clicking on the bullets on the bottom, Hovering will give details)



a.

b. If you highlight a range by clicking and dragging, it will zoom into the period provided. You can then scroll left and right with the scroll bar.

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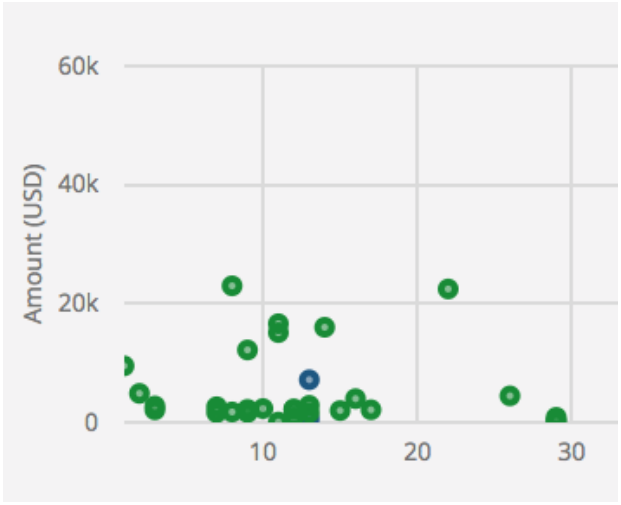
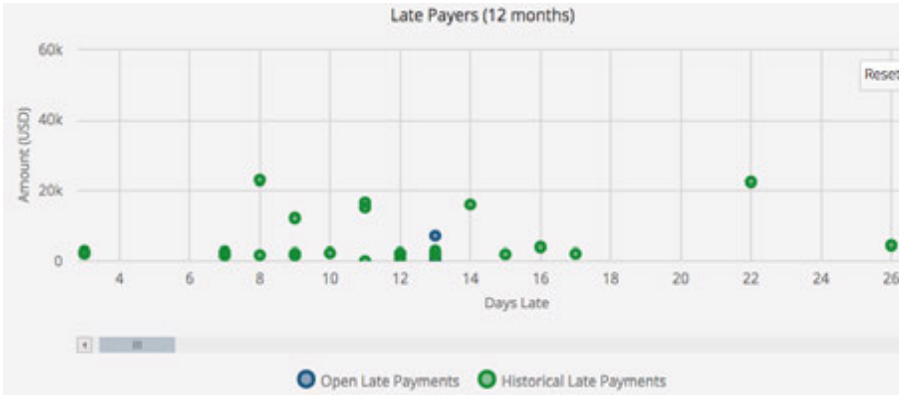
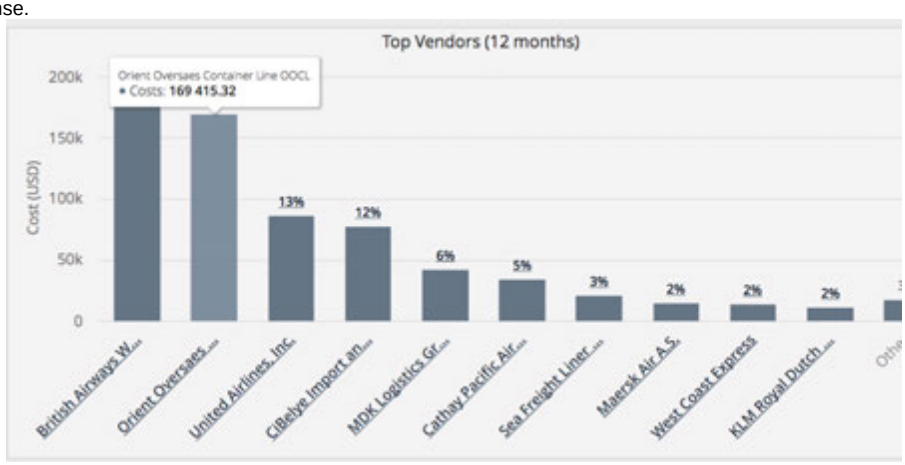
i. 



ii. Reset the zoom by clicking the button: 

2. Top Vendors - Shows the top 10 vendors for the legal entity provided (hovering will show details), along with the aggregated "other" column. This is analagous to the top revenue customers chart, but is on legal-entity level and focuses on expense.

i. 

b. Clicking on a specific vendor will breakdown the last year of expenses for that vendor, grouping by month.

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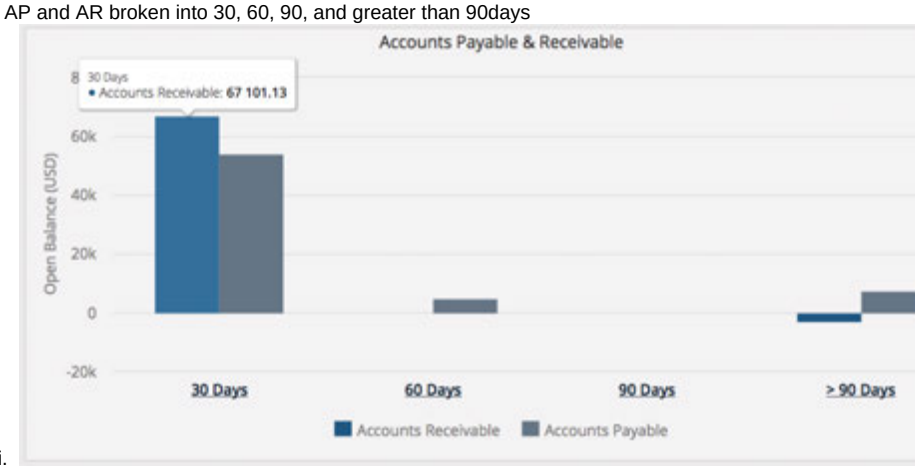
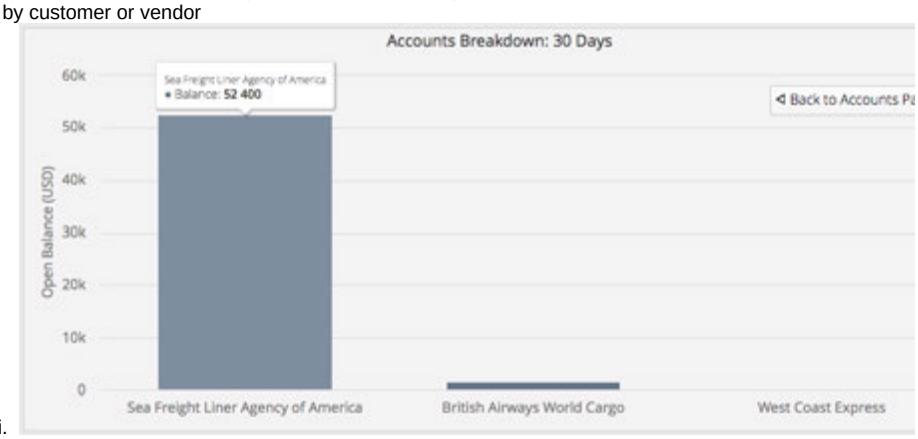
i. 

3. Accounts Payable & Receivable
    a. Shows AP and AR broken into 30, 60, 90, and greater than 90days

i. 

    b. Hovering shows details and clicking on either a column of payables or receivables will break down that item details by customer or vendor

i. 

4. Operational Cash Flow
    a. This chart demonstrates the projected cash flow based on the existing estimates for income and expense that exist within Scope. Hovering will show the income, expense detail and net results. The date, duration and slider works as per the charts above.

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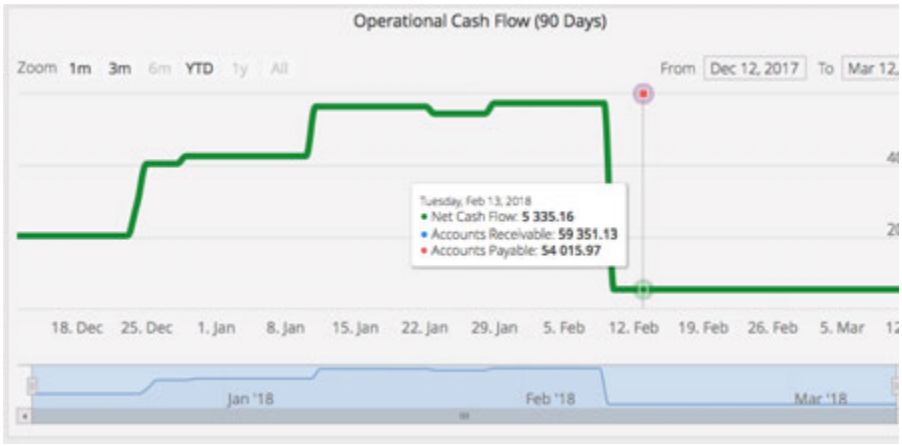
i. 

c. Org Level - Forwarding (review Configure Button items below)
   i. This dashboard contain four charts which provide the following details at the Organization level.
      1. 

   ii. Configure Button provides to limit the overal chart by branch or by module and all charts within will adapt to the given selection. See example of the chart above with only one branch and Air Export selected.

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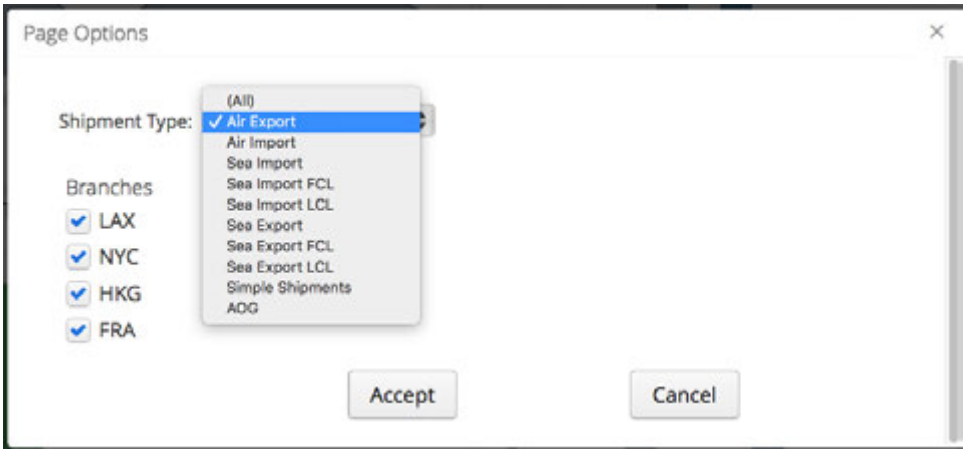
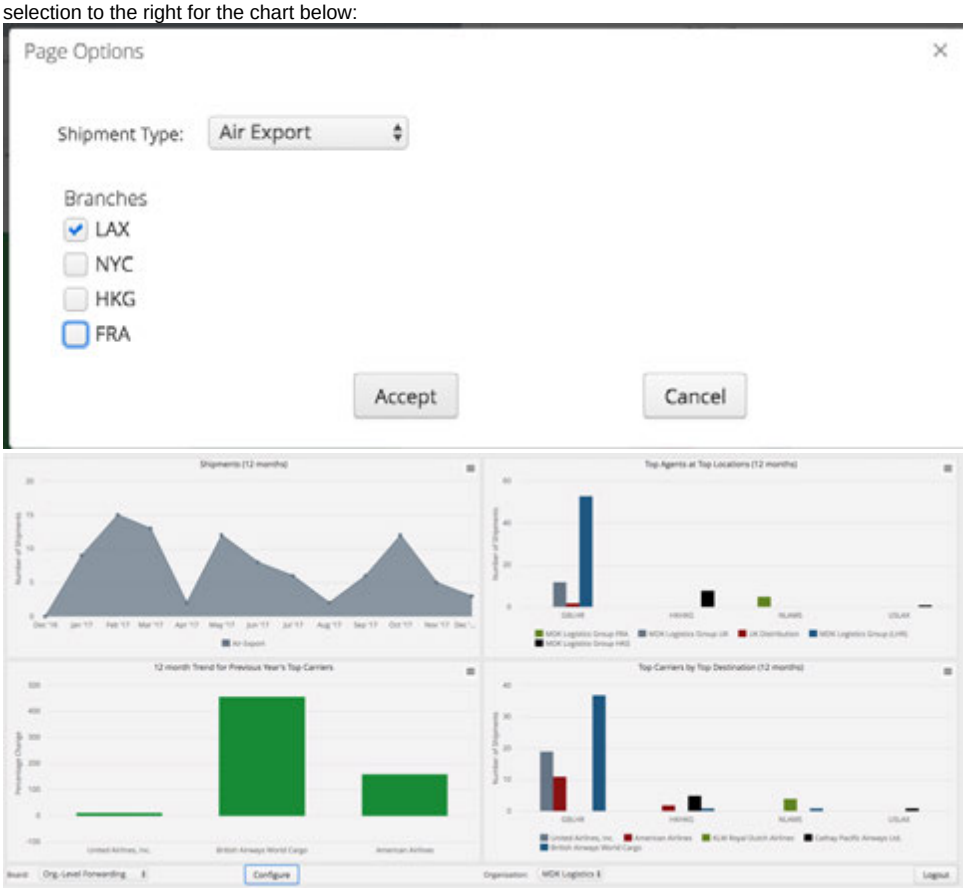
1. 

see selection to the right for the chart below:

2. 

iii. Shipments (12Mos)
   1. This chart details the type of shipments in Scope based on the shipments that exist in Scope by module (remember the selection under the configuration button will dictate the results on all charts)
      a. 

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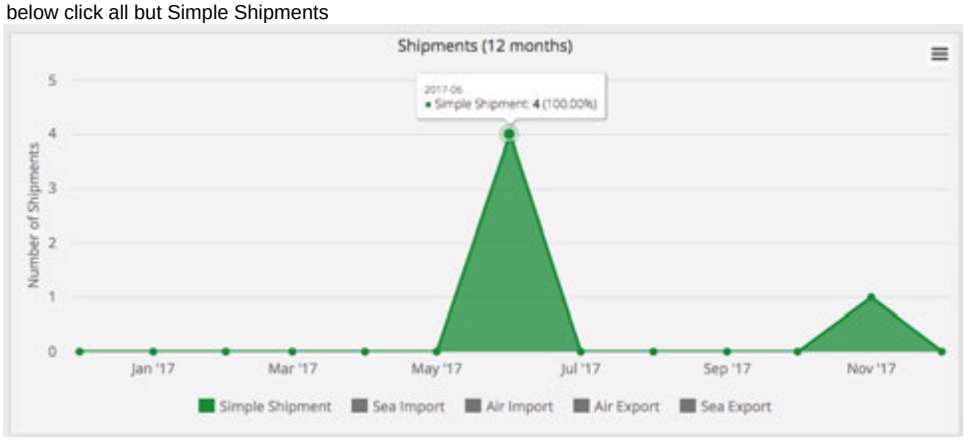
2. By clicking on the bottom headers, it will remove the item to show the chart without the data (eg. click on Sea Import in example below)

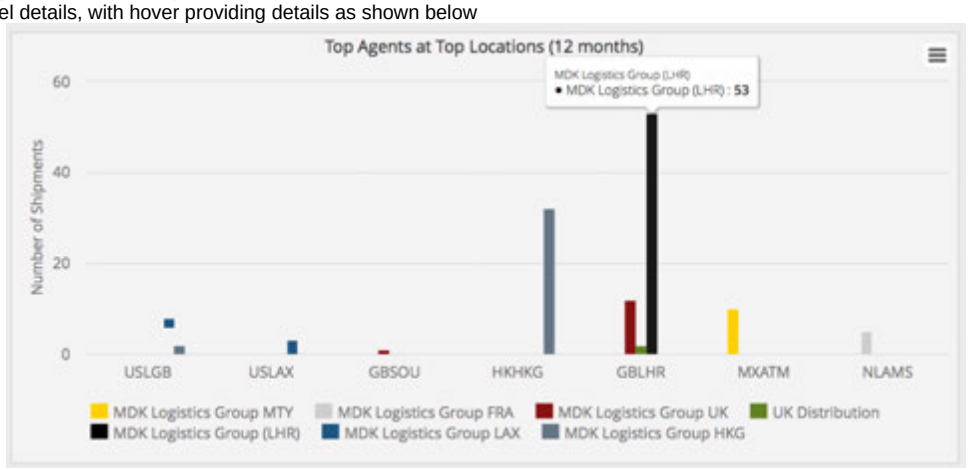
a. 

3. Example below click all but Simple Shipments

a. 

iv. Top Agents at Top Locations (12Mos)

1. High level details, with hover providing details as shown below

a. 

2. Clicking on the items below will eliminate the items on the chart that you dont want to review and can be eliminated by clicking on the indicator.

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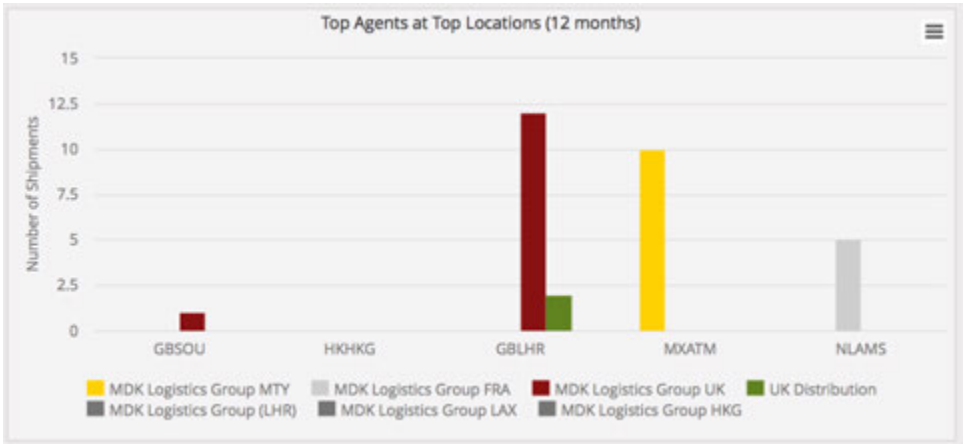
a. 

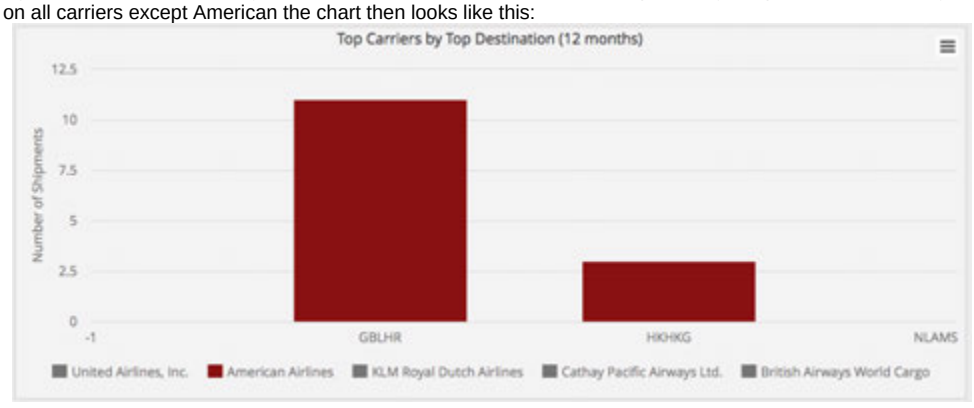
v. 12 Month Trend for Prior Years Top Carriers
   1. This chart shows the trend of your carriers top carriers over the past year. The top ten carriers from the prior year are chosen. So if the report is run in July 2018, the carriers chosen are the top ten from July 2016 - July 2017, and then the trend over the period July 2017 - July 2018 is used to compare.

a. 

vi. Top Carriers by Top Destinations (12 Mos)
   1. This chart details the top carriers by top destinations

a. 

   2. By clicking the items on the bottom, you can remove undesired carriers to look specifically at options availalbe. By clicking on all carriers except American the chart then looks like this:

a. 

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Related articles

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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How-To Quotes

- How-to check if a quote is linked to a file and how to link a quote to an already existing shipment
- How-To make a Quote

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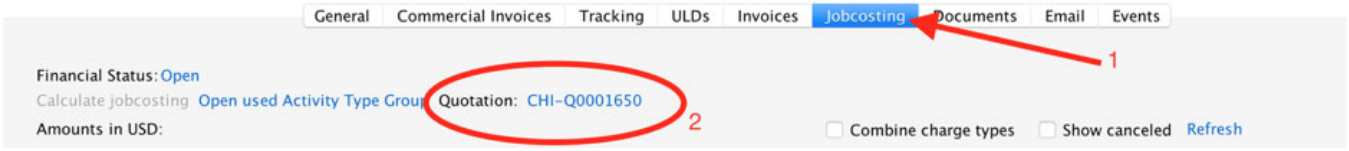
How-to check if a quote is linked to a file and how to link a quote to an already existing shipment

Explains how to link a quote to an existing shipment and also how to check if a quote is already linked with a shipment. The benefit of this feature is to be able to open a shipment without having a quote first and then the ability to link to a quote later.

Step-by-step guide

Check if there is a quote linked

Open a file and click on the job costing tab (1). There you will be able to see if there is a quote linked to the file. If there is a quote it will show as a blue hyper link with the quote number (2). Clicking on the quote link will take you to the quote and allow you to check what the specifics are. This is useful if you want to make sure the right quote is linked to the right shipment before you import the charges into the file.

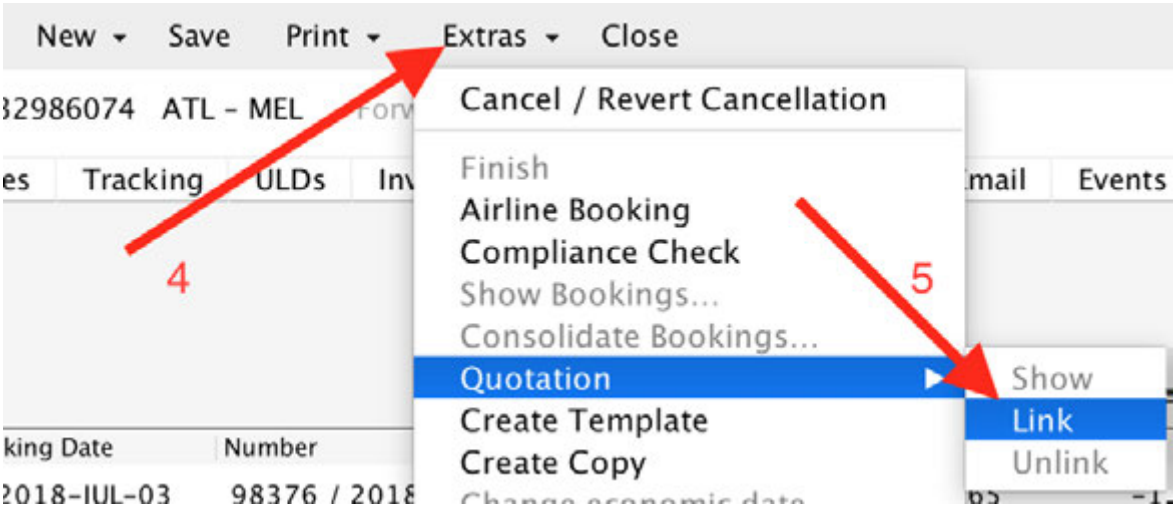


If there is no quote linked, then the quote link space will be blank (3)



Linking a quote to a shipment

If a shipment doesn't have a quote on it, you have the option to link an existing quote to it. To do this click on the extra button at the top (4) and select quotation from the pull down menu, then click the link option (5). Do note that currently the unlink option doesn't work but should be an option on in future scope releases.



Once you select Link, a new window will open which will allow you to browse and find the quote you would like to associate with the shipment. By default, it will put the customer of the shipment into the customer search field (6). You can change this to a different customer or leave it blank to see all available quotes. There is also a second broader search option to help you narrow your quote search (7).

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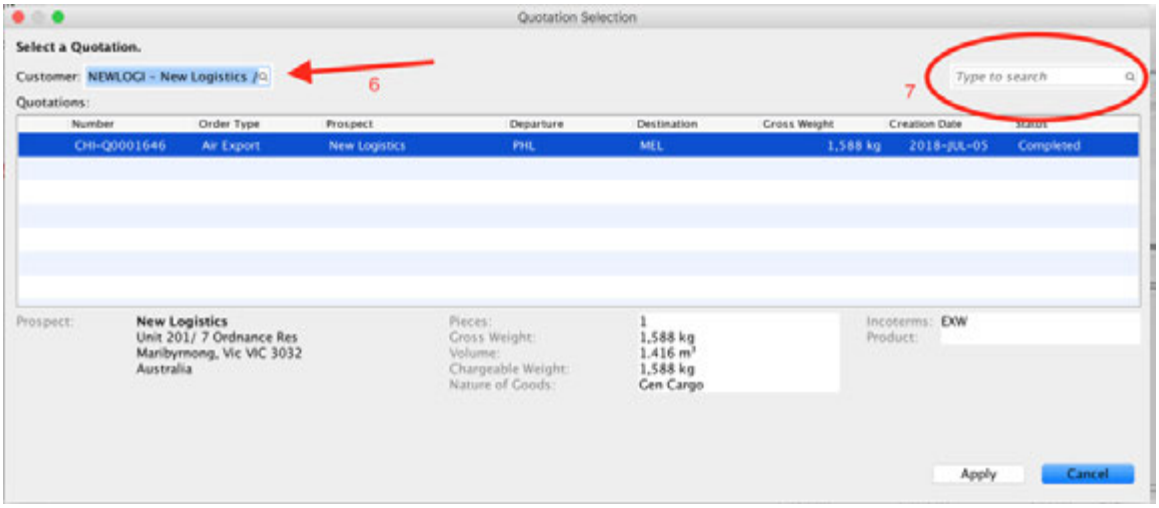
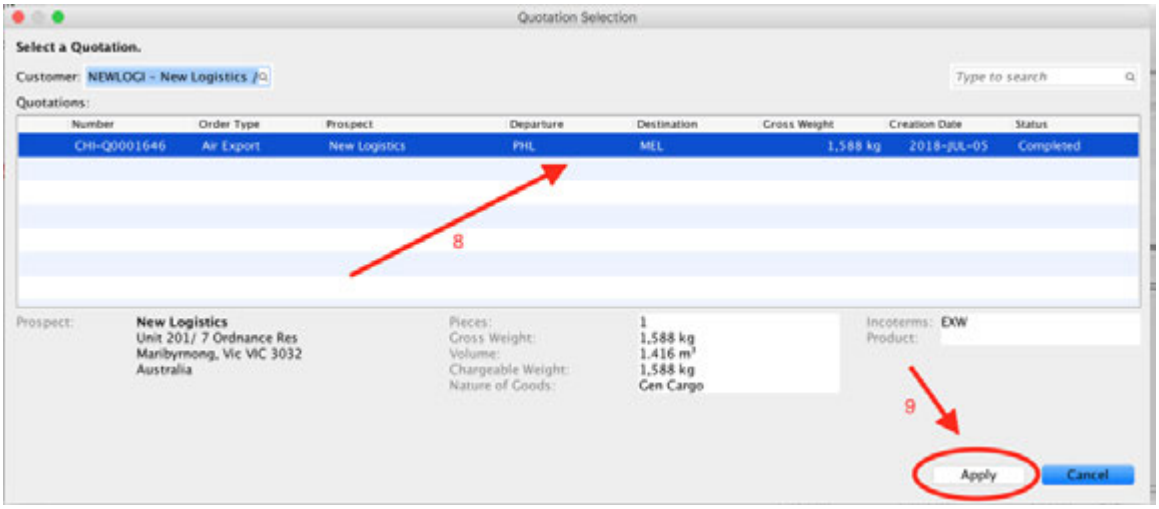


Once you find the quote that you would like to link, select it (8) and click on the Apply button (8) to add it to the file. After that the quote is linked to the file and you can add the charges to your file as you normally would.



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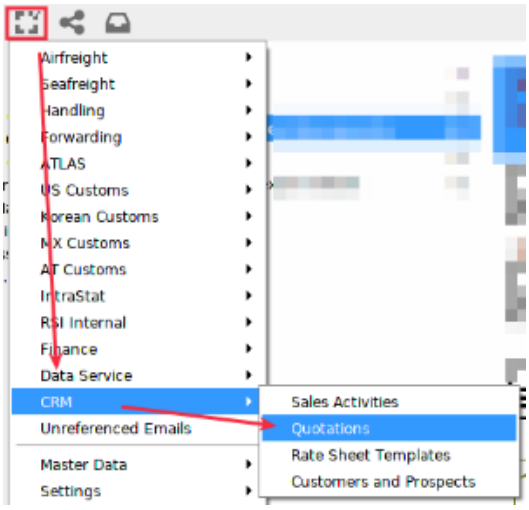
How-To make a Quote

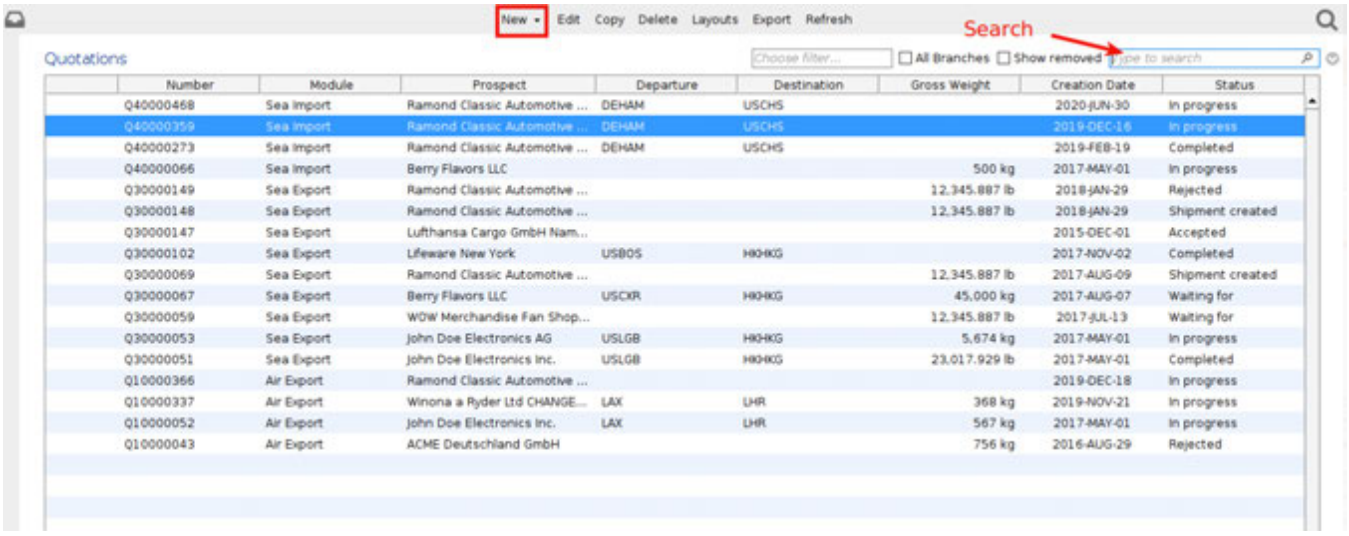
Navigating to the Quotations module

1. From the Scope menu,
2. Choose "CRM"
3. Then choose "Quotations"



Overview of all quotes

When you open the Quotations module, you will see an overview of all quotations. Use this screen to search for existing quotations or create new ones:



Making a new Quotation

Click the "New" button at the top of the overview of quotes and they choose the type of quote:

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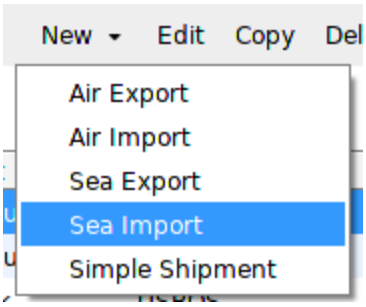
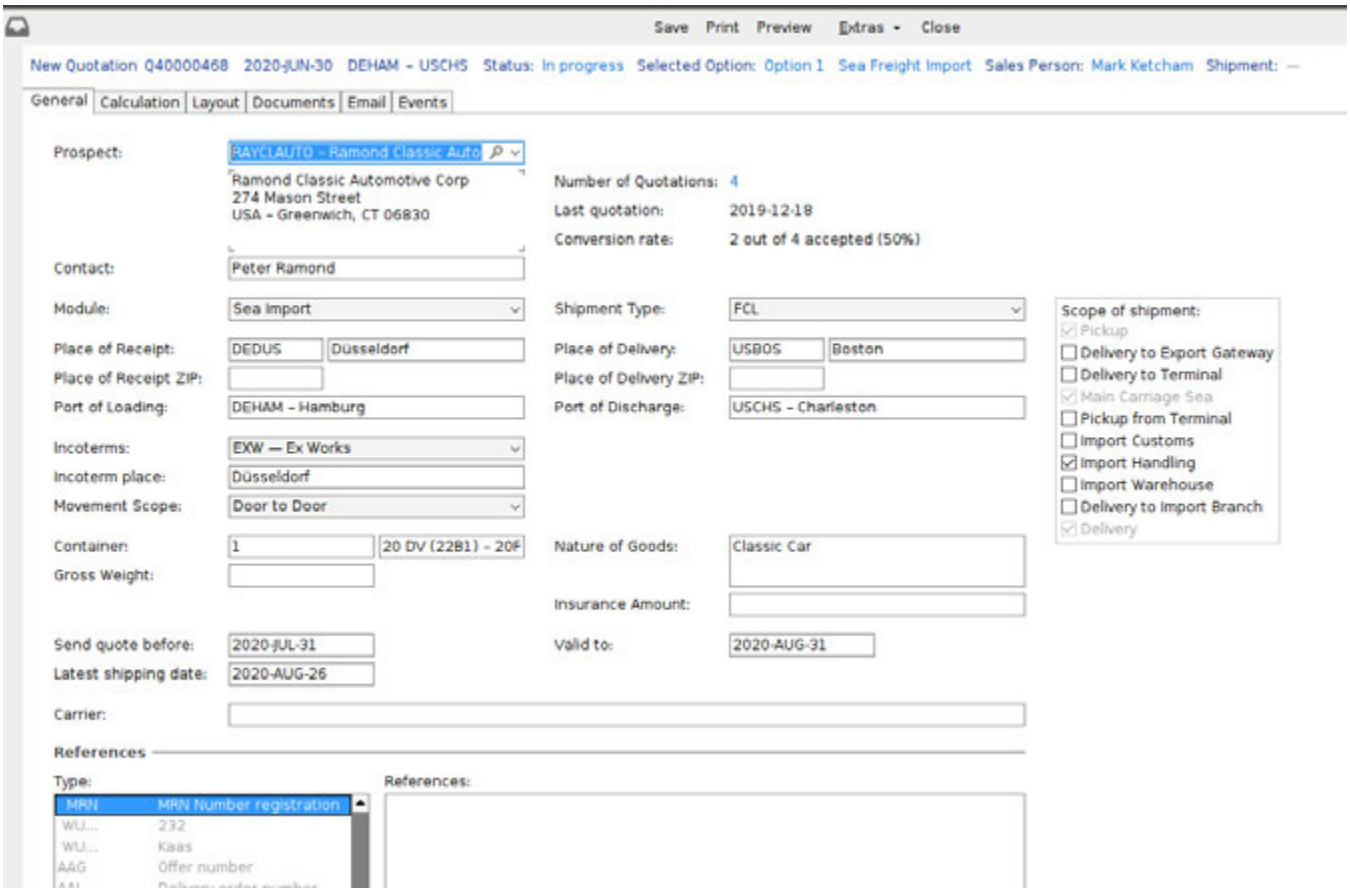


Entering the general details for the quote



Note that very few fields are mandatory

- **Prospect:** This is the party to whom you will present the quote. If you do not want to save the prospect as a partner, click on the on the drop-down arrow in the right of the field and choose to make a "Document Address"
- **Contact:** The name of the person who will receive the quote
- **Module :** This will automatically match the type of movement you selected when you created the quote
- **Shipment type:** In the case of sea shipments, you will be able to indication if this quote is for an LCL or an FCL shipment
- **Place of Receipt:** This is where the goods will be received from the shipper
- **Place of Receipt ZIP:** This is the ZIP code where the goods will be received from the shipper. Use this or the Place of Receipt Name or both
- **Place of Delivery:** This is the place where the goods should finally be delivered
- **Place of Delivery ZIP :** This is the ZIP code of the place where the goods should finally be delivered. Use this or the Place of Delivery Name or both
- **Port of Loading:** The port the goods will depart from
- **Port of Discharge:** The port where the goods will be discharged from the vessel
- **Incoterms:** The terms for the shipment . Choose N/A if these are not required for the quote.
- **Incoterm Place:** If needed for the shipment enter the place where the incoterms apply.
- **Movement Scope:** The type of movement. This might be important to the quote, in this case "Port to Door" is selected. To the right, the check boxes in the "Scope of Shipment" list will indicate the legs of the quote that are being quoted on.

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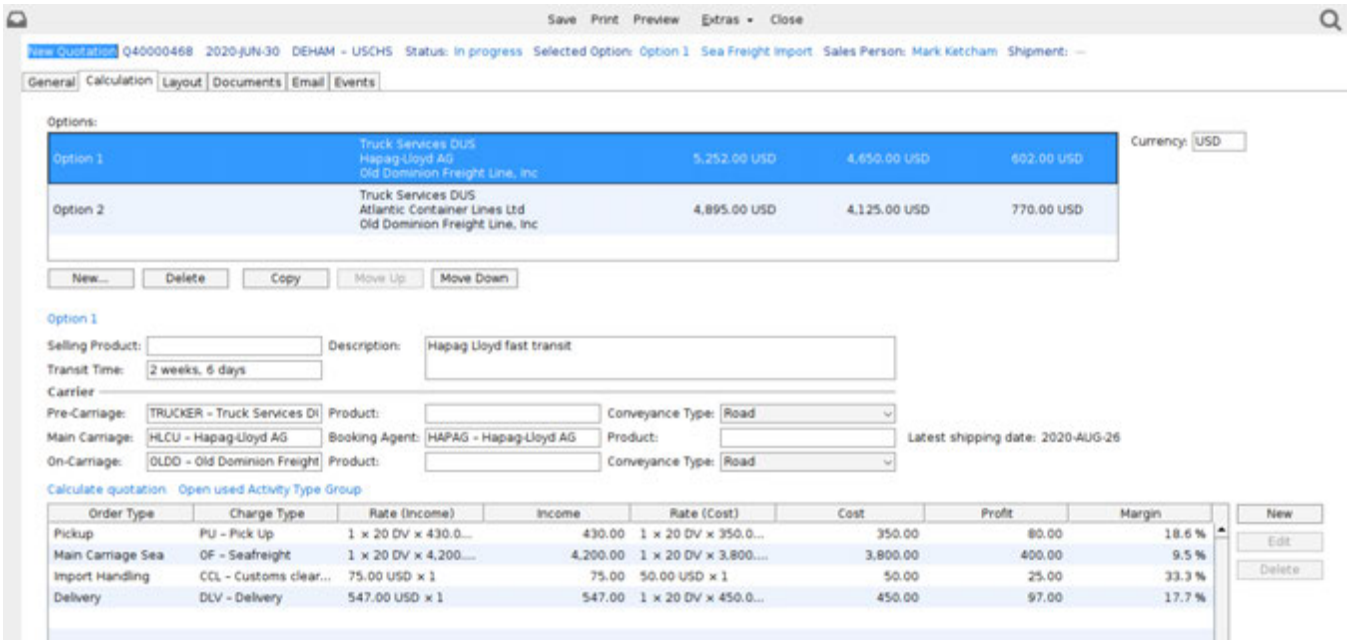
- **Container:** The number of containers required and in the 2nd field you can enter the type of container, for example 20' DV
- **Nature of Goods:** A description of the cargo
- **Gross weight:** The gross weight of the cargo
- **Insurance Amount:** If required, the insurance premium needed for the cargo
- **Send quote before:** This indicates the latest the quote can be presented to the prospect
- **Valid to:** The date on which the quote will expire if not accepted
- **Latest shipping date:** The latest date the cargo can ship for the quote to be valid.

Entering the calculation of the quotation

Use the "Calculation" tab to enter the amounts that will be quoted to the prospect



Use the "New" button below the "Options" window to make additional quote options. In this case 2 different prices are offered depending on the steamship line used and the transit time.

- **Currency** - the default currency for the quote will be used, or can be changed to a different currency if you work with multiple currencies
- **Selling Product** - for a service like seafreight imports a defined set of selling products may be created, for example the product may automatically include basic import customs clearance
- **Description** - this section can be used to describe this option and is useful in making clear to the customer how various options may differ for example
- **Transit Time** - an indication of how long transit of the goods may take

Carrier section of the calculation

When each option is highlighted, the carrier details and charges for that option become visible and may be edited.

- **Pre-Carriage** - If the quotation includes the pickup of the cargo, then the pre-carriage field allows the trucker who will perform the service to be entered.
- **Product** - This product field is associated with the pre-carriage field and allows stored pickup product types to be specified.
- **Conveyance Type** - The pre-carriage may be via Road, Rail or Barge. Select the correct type
- **Main Carriage** - If the quote is specific to a carrier, identify the carrier in the "Main Transport" field. In this example this quote can only be used if the container moves on the carrier MSCU
- **Booking Agent** - the partner for the carrier who will bill carrier related costs for the quotation
- **Product** - If you have various products offered for main carriage, enter the appropriate product in this field
- **On-Carriage** - When the quote includes delivery, the trucker responsible for delivery can be stored
- **Product** - If you have various products offered for On-Carriage, for example "Expedited", these can be selected in this field
- **Conveyance Type** - The On-carriage may be via Road, Rail or Barge. Select the correct type

Auto-calculating charges

- Calculate quotation - If you have stored tariffs, click the blue "Calculate quotation" to automatically apply stored tariffs to the quote. This is a way to automatically generate quotes without having to manually enter each charge.

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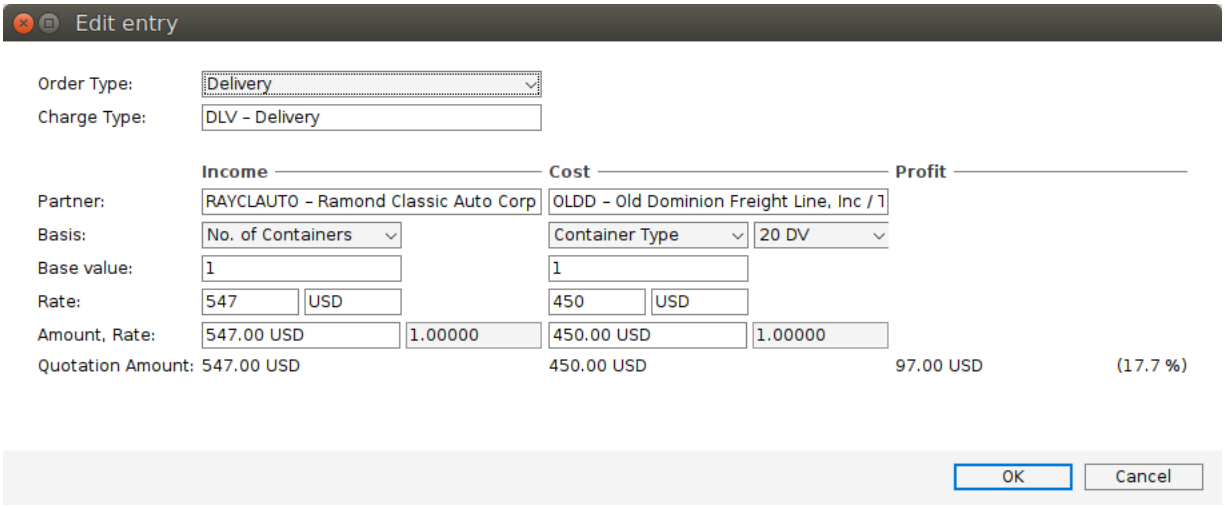
- Open used Activity Type Group - This will show the group of other charges that might be applied automatically to this quote

Manually adding charges

If the quote is not calculated automatically, use the "New" button to the right to add individual charges to the quote.

When "New" is selected, a window appears where the individual charge details can be recorded:



- **Order Type** - use this field to identify which segment of the shipment lifecycle the charge belongs to. In this example of a sea import quote, you can choose from "Import Handling" , "Main Carriage Sea" or "Delivery". You can have multiple different charges under each of these segments.
- **Charge Type** - Enter the actual charge you are quoting on. In the example above this is the Delivery charge.

Income and Cost amounts

- **Partner** - this will normally be the prospect who you are creating the quote for.
- **Basis** - select from the list basis for calculation of the charge. In this case it is based on the number of containers to be delivered
- **Container Type** - Because the basis "No.of Containers" has been selected , it is necessary to indicate the type of containers. In this case a "20' DV" container will be delivered. This field will dynamically change according to the type of basis selected
- **Base Value** - Since the basis "No.of Containers" has been selected , it is necessary to indicate the number of containers to be delivered. In this case 1 container will be delivered and so the base value is "1" .
- **Rate** - This is the rate per unit. In this case "547" "USD" means a selling cost of $574.00 per container delivered. "450" "USD" , indicates the trucker will charge $450.00 per container.
- **Amount, Rate** - This will be the total amount to be charged based on the basis, the base value and the rate.

Click ok with any income and costs have been completed.

When all income and costs are entered, the total income, costs and profit can be seen at the bottom of the calculation tab.

Arranging the layout of the quote

The "Layout" tab of the quote allows you to arrange the charges and any remarks in the order your would like them to appear on the final quote:

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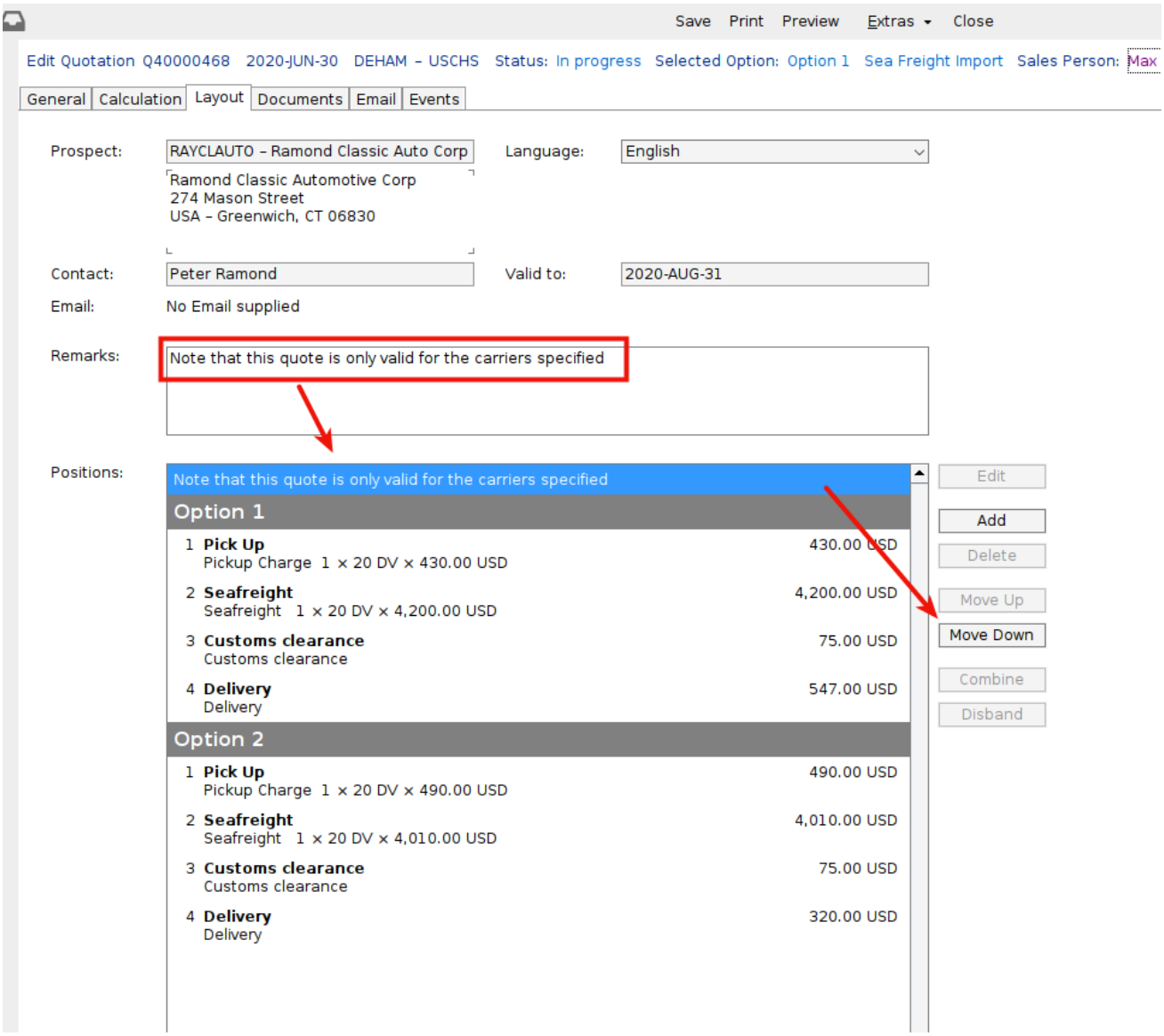

- **Prospect** - the party who will receive the quote will automatically appear in this field
- **Language** - If the prospect is a partner, the quote will use the preferred language of the partner. The language can be changed to other languages supported by your system.
- **Contact** - the name of the person who will receive the quote
- **Valid to** - A reminder of when the quote expires
- **Email** - if the partner has been stored with an email, the email address will appear here. If not, an email can be manually entered when you send the quote.
- **Remarks** - enter any remarks that should appear on the quote. Note that when remarks are entered, they appear in the "Positions" and can be moved up an down.

Positions

This window shows all the charges entered on the "Calculation" tab. Any remarks also appear in this tab and this can be seen in the example above. Note, that by highlighting the remark and then using the "Move Up" and "Move Down" buttons, the remarks can be positioned atop the charges, at the bottom of the charges or anywhere in-between.

- **Edit** - this button will allow you to edit how the charge is described on the quote in case the standard description is not satisfactory
- **Add** - Use this button to add further text blocks. For example if a charge needs further description, a text block can be added immediately above or below it.
- **Delete** - A text block can be removed by deleting it
- **Move Up** - this will move the highlighted item up the list of positions
- **Move Down** - this will moved the highlighted item down the list of positions
- **Combine** - highlight 2 or more charges and use the "Combine" button to group them together as one and apply a description to this new single charge.
- **Disband** - highlight a combined group of charges and use this button to break them out again to individual charges.

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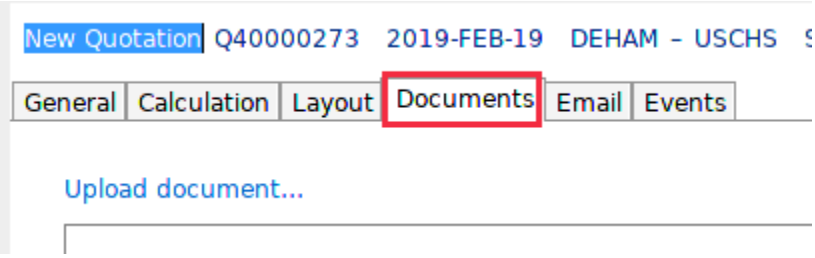
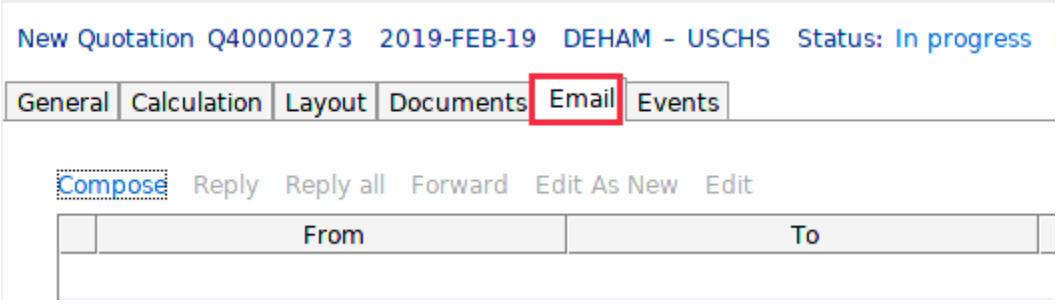
Documents



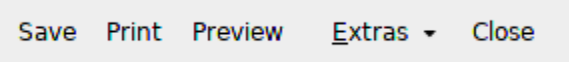
use the documents tab of the quote to upload any documents you want to associate with the quote. When the quote is printed, a pdf copy will appear in the documents tab.

Email



The email tab is used to create an email to the prospect with the quote attached as a pdf.

Finishing the Quote & converting it to a shipment



- **Save** - Use the "Save" option on the menu bar at any time to save the latest changes to the quote
- **Print** - The"Print" option on the menu bar will finalize the quote and the status will change from "In Progress" to "Completed"



- **Preview** - use the "Preview button to view how the quote will appear to the customer. Use the layout tab to make any further adjustments
- **Extras, Convert to shipment** - In the extras menu is the option to convert the quote to a shipment. This is done when the quote is accepted and the status of the quote will change to "Accepted".

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How-To register, find and handle damaged shipments in Scope

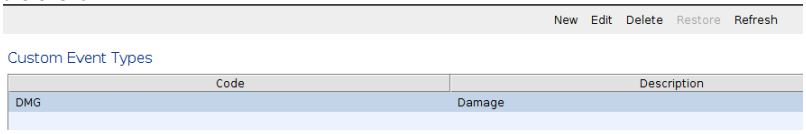
- Step-by-step guide
  - Setup the Scope shipment monitor to be able to register damages.
  - Setup response codes
  - Apply a damage exception
  - Find shipment with damages
  - Resolve exceptions

When a shipment is damaged, you need to register it as damaged. Later you may need to find any damaged shipments for reporting purposes and you will also need to log how the damages were handled. This How-To covers these tasks.

Step-by-step guide

Setup the Scope shipment monitor to be able to register damages.

1. Go to "Maintenance"
2. In "Maintenance select the menu item "Event Types"In "Custom Event Types", make a new event, in this example the code "DMG" is used for the event.

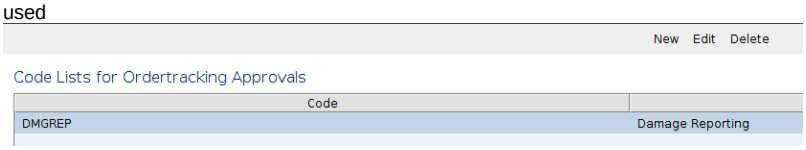


3. This event can now be used to report damaged shipments.

Setup response codes

Next setup the shipment monitor so that response codes can be applied to damaged cargoes to indicate how these damages were handled

1. Go to "Maintenance"
2. In "Maintenance" select the sub-menu "Forwarding"
3. In "Forwarding" select the menu item "Approval Reason Codes"
4. In "Code Lists for Ordertracking Approvals" create an approval for damaged goods. In this case the code "DMGREP" is used



5. Give the approval reason a code like the example "DMGREP"
6. Give the approval reason a name that is a description of the approval reason, in the example this is "Damage reporting"
7. Use the "New" button to add the kinds of actions that are allowed to resolve the damaged shipment. In this example there is "Damage Report" and "Write off goods"



Apply a damage exception

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1. Open a shipment where damages have occured
2. In the shipment open the "Tracking" tab
3. In the "Tracking" tab select the option at the bottom of the screen "Register Exception" and complete the exception report.



Find shipment with damages

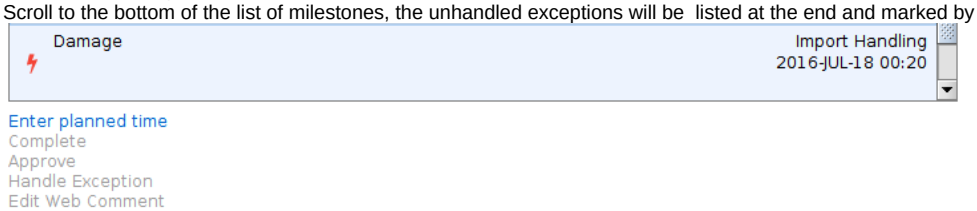
1. Go to "Maintenance"
2. Select "Forwarding"
3. In the "Forwarding" sub-menu, select "Shipment Monitor"
4. In the "Shipment Monitor" , clear the "Choose filter" search field
5. Add the new filter "Unhandled Exceptions" + "Yes"



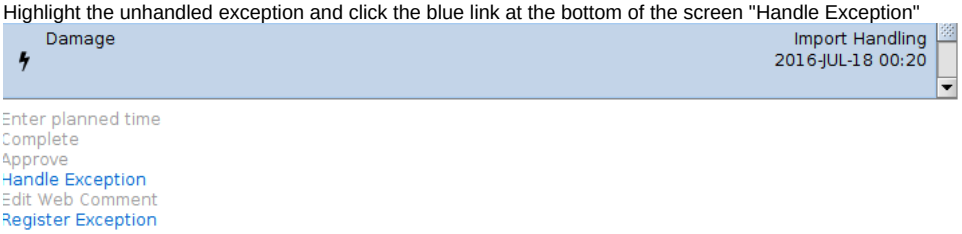
6. The shipment monitor will list all shipments that have unhandled exceptions like those with damage reports.

Resolve exceptions

1. Open the shipment that has an unhandled exception such as those listed in the "Unhandled Exceptions" list described above.
2. Go to the "Tracking" tab
3. Scroll to the bottom of the list of milestones, the unhandled exceptions will be listed at the end and marked by a red lightning strike.



4. Highlight the unhandled exception and click the blue link at the bottom of the screen "Handle Exception"



5. Complete the "Handle Exception" report and click "Submit".

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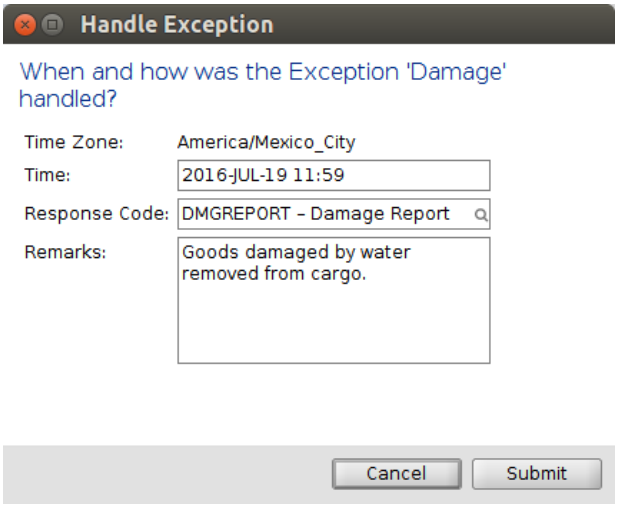

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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How-To save a filter

- Opening the Filters application
- Creating a new filter
- Applying a saved filter

In the Scope shipment overviews, you may do searches need to repeat on a frequent basis.



The example above shows a set of filters applied in the shipment overview the look for shipments from Hong Kong to New York. If this is a frequent search it makes sense to save the filters used in this search so that they are easy to recall and resuse, rather than re-build the search filter. This how-to explains how to save a set of filters and then reuse them later.

This example will use the shipment overview, but any overview with the *Choose filter* search box can be used.

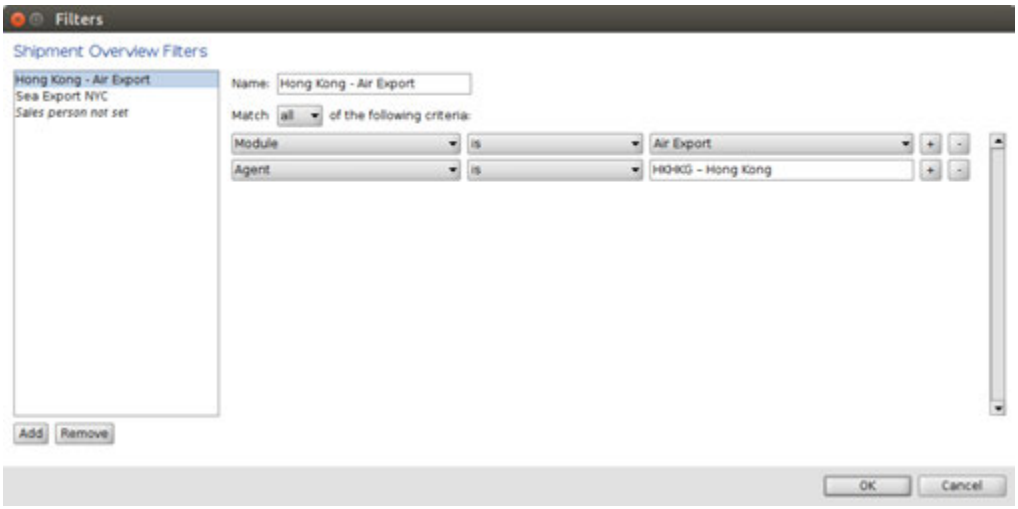
Opening the *Filters* application

Navigate to the shipment overview

1. Click the Scope button 
2. Select *Forwarding* and then *Shipment Overview*
3. In the shipment over view, click the drop-down option to the left of the *Choose filter* search box



4. The Filters application will open



Creating a new filter

The filters application shows a list of all existing saved filters.

Click the *Add* button to create a new saved filter:



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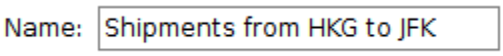
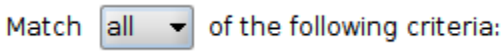
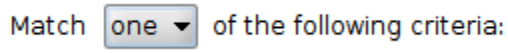
Give the filter a descriptive name:



Use the All button to indicate all the elements of the filter must be matched in the shipments:



Alternatively, if any of the filter elements are to be used to find matching shipments, then use the drop-down arrow next to all to change this to one:



Now use the plus button to start building the filter:



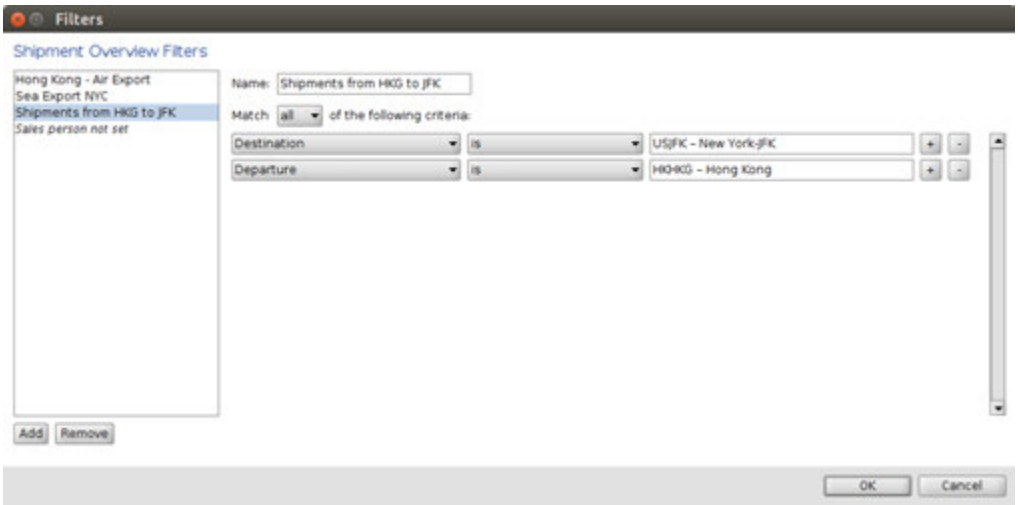
In the example below the filter line restricts the results to shipments for the destination JFK:



Now an additional filter line is added that also restricts the results to shipments departing from Hong Kong:



Now the filter is ready. Click OK to save it.



Applying a saved filter

In the shipment overview type the name of the saved filter in the *Choose filter* field

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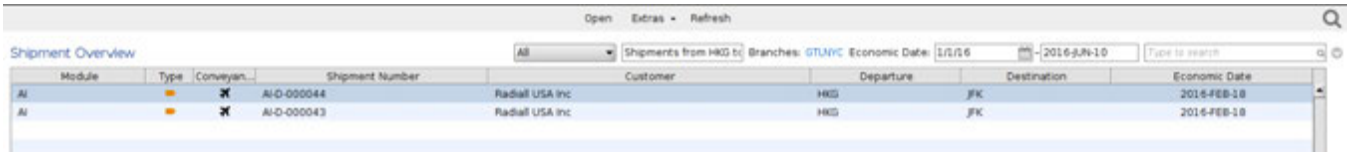
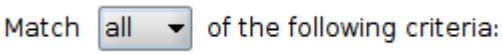


In the example above, the new filter is used and some additional search criteria is applied:



- Search across all Shipment types
- The date range of 1/1/16 to 2016-JUN-10
- Search only in the branch GTL-US, GTLNYC

The results are shown below the search criteria

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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- FAQ How-To add In-Transit (IT#) details to a shipment
- FAQ How-To book and send a shipment with Inttra in Scope
- FAQ How-To build a sea export consolidation
- FAQ How-To choose and setup Inttra events in Scope
- FAQ How-To Complete Sea Import Arrival Locations
- FAQ How-To create an ISF entry in Scope
- FAQ How-To create a sea import master consolidation
- FAQ How-To create a sea import super-house shipment
- FAQ How-To insert shipment references and dimensions into a B/L
- FAQ How-To map a Sea Carrier address to a Scope Partner
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- How-To choose and setup Inttra events in Scope
- How-To do a Seafreight Warehouse Entry

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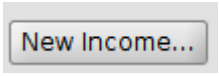
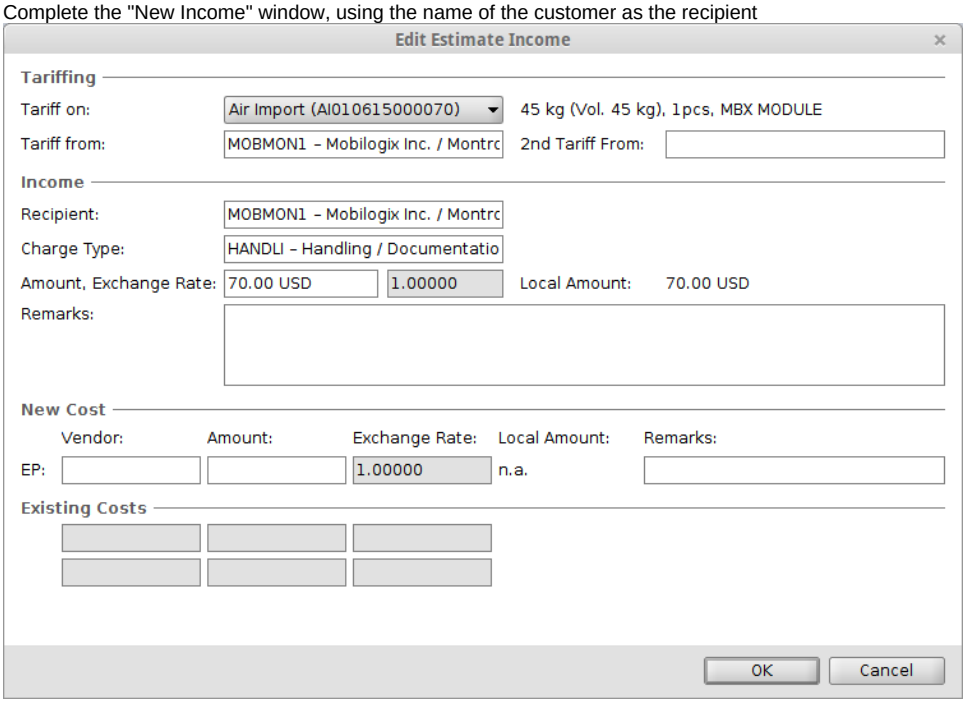
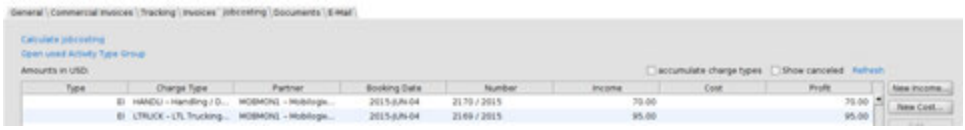
FAQ How-To add charges to an arrival notice

When an import shipment arrives it may be necessary to include the charges the customer can expect to pay on the arrival notice. This How-To shows how to create these charges and include them on the arrival notice.

Step-by-step guide

1. Open the shipment
2. Go to the Jobcosting tab
3. 
4. Click on "New Income"
5. 

6. Complete the "New Income" window, using the name of the customer as the recipient
7. 

8. Add as many charges as required until the Jobcosting tab shows all the estimated income from the customer
9. 
10. Now select "Notice of Arrival" from the print menu , and choose "Consignee" or "Customer"
11. The "Complete the Notice of Arrival!" editor will appear showing the estimated income to be included on the arrival notice.

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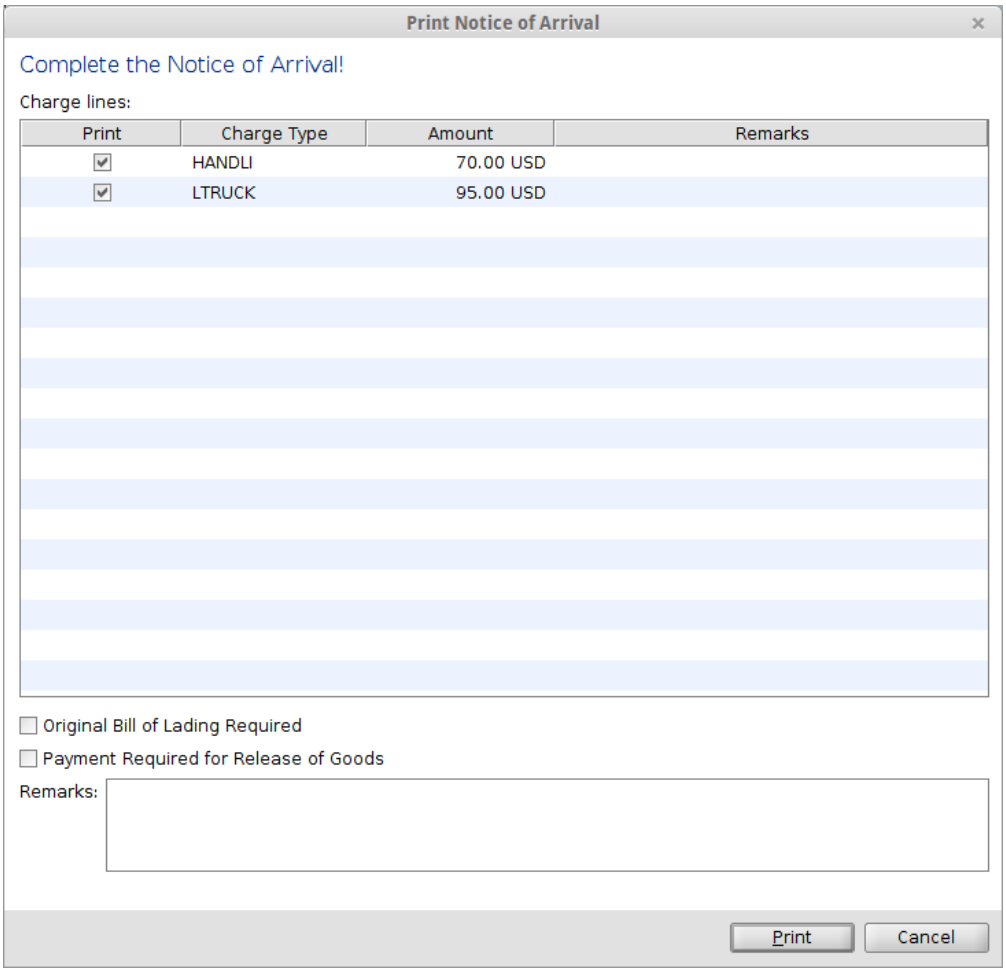

Inhalt nach Stichwort

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FAQ How-To add In-Transit (IT#) details to a shipment

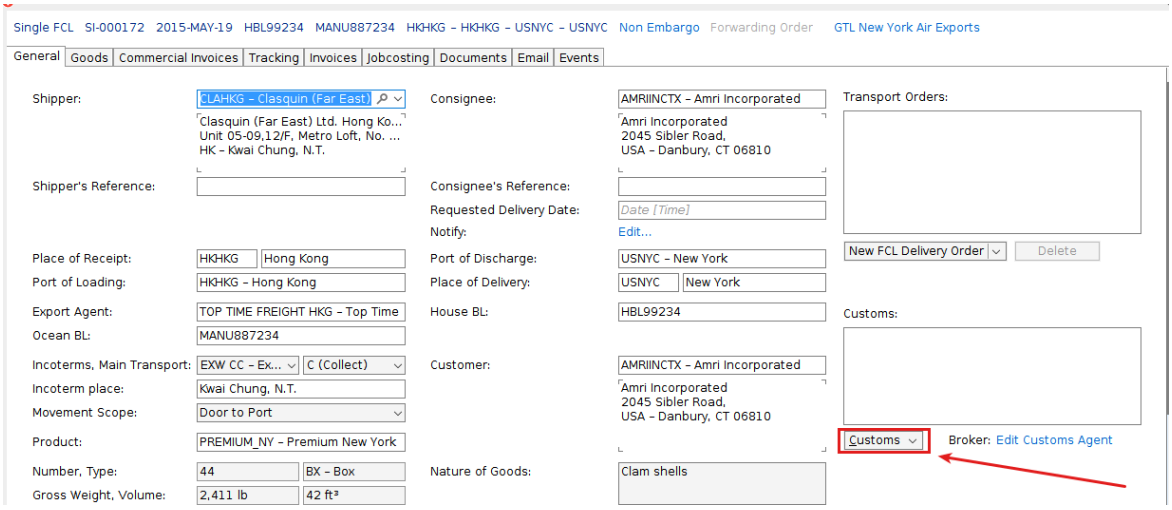
When goods are moving within the USA under bond, you will have to register the In-Transit details within the Scope shipment. This is done using an IN-Transit customs order and this document explains how to do this.

Creating the air or sea import shipment

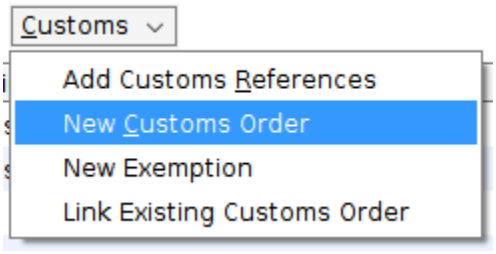
Create your air or sea import shipment in the normal way. You can apply your IT details to any type of shipment (house, master, FCL, LTL etc.)

Creating the IT customs order

Once the shipment has been created and saved, the "Customs" button to the right of the general tab of the shipment should be active:



Click the customs button and from the drop-down menu choose "New Customs Order"



The "New Customs Order" will open. The first task is to choose the type of customs order:

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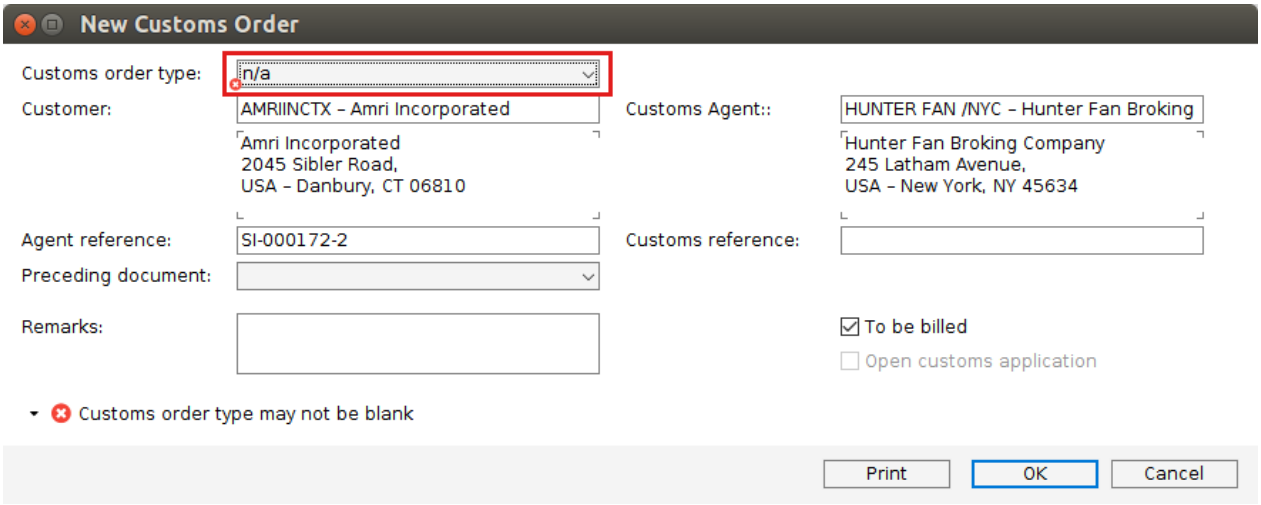
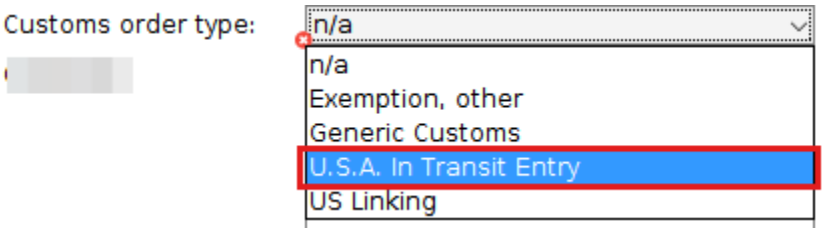
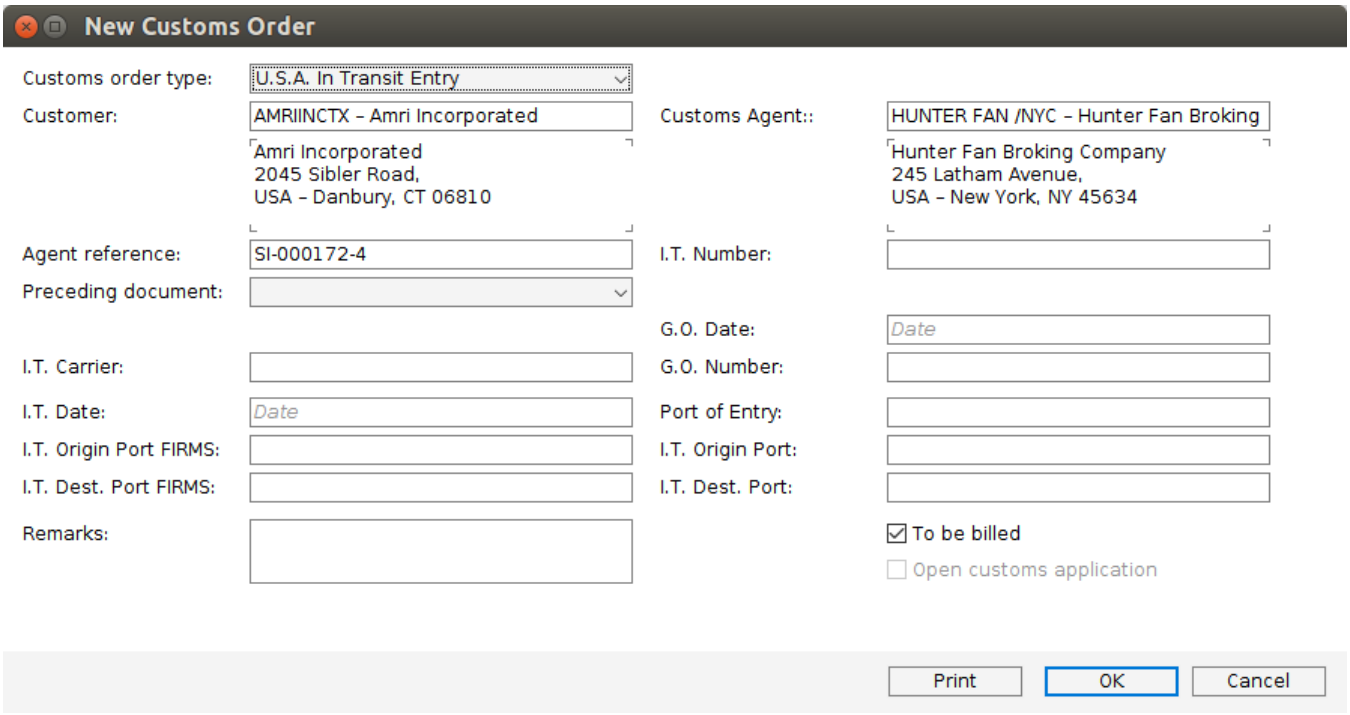


Click on the "Customs order type" drop-down menu and choose "U.S.A. In Transit Entry":



When the "U.S.A. In Transit Entry" is selected all the possible fields for an IT will appear:



Fill in the desired IT details. The most important of these will probably be the I.T. Number, the I.T. Date, the I.T. Carrier and the I.T. Origin Port

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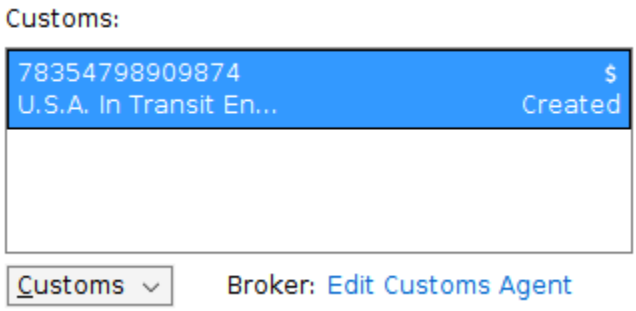
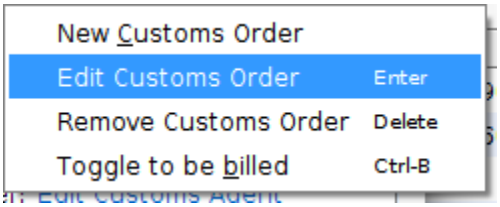
Click "OK" when all the required details are complete. The IT customs order will now close and you will return to the shipment. You will see in the customs window on the general tab of the shipment a summary of the IT details:



Editing an existing IT

If you need to open and change an existing IT, right click on the summary information of the IT and then select "Edit Customs Order"



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FAQ How-To book and send a shipment with Inttra in Scope

- Introduction
- Accessing the carrier booking
- Creating the carrier booking
    - Spot rates
- Saving and Sending the carrier booking
- Booking Confirmation from the Carrier
- Amending or Canceling and Inttra booking
- Sending B/L instructions
- Carrier tracking information

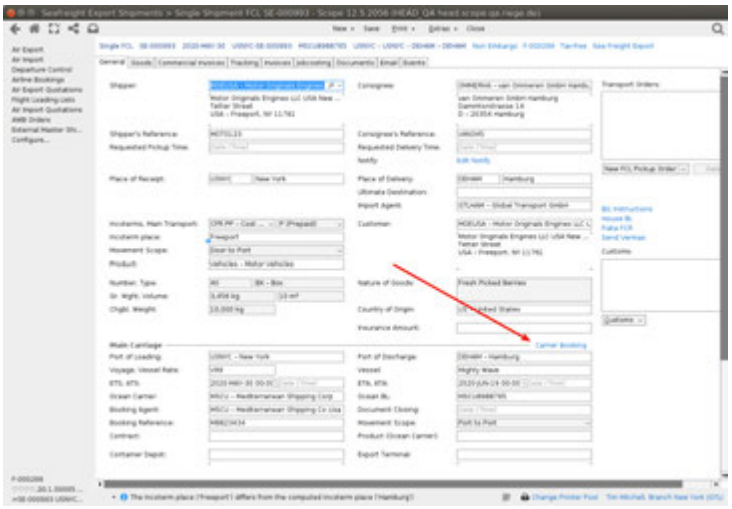
Introduction

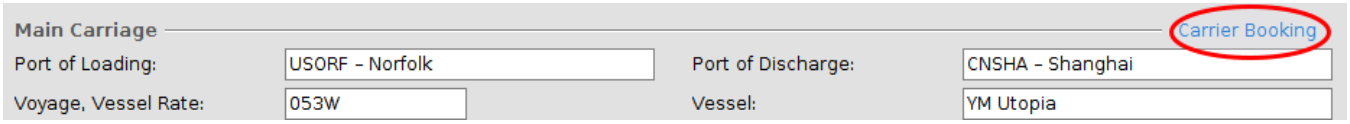
Booking sea export FCL shipments via Inttra is a great idea because it is:

- Much faster
- More accurate
- Confirms almost immediate booking with the line
- Pulls in all the line's tracking details for the shipment

Accessing the carrier booking

Once your Scope system has been connected to Inttra, on the "General" tab of a sea export shipment you will see the "Carrier Booking" link becomes active to the left of the "Main Carriage" section:





Click this "Carrier Booking" link

Creating the carrier booking

Most of the details from the shipment will default into the carrier booking. Check these details and amend any that need changing. If there are mandatory fields missing that must be transmitted to the carrier, these will be clearly marked by the red error icon:

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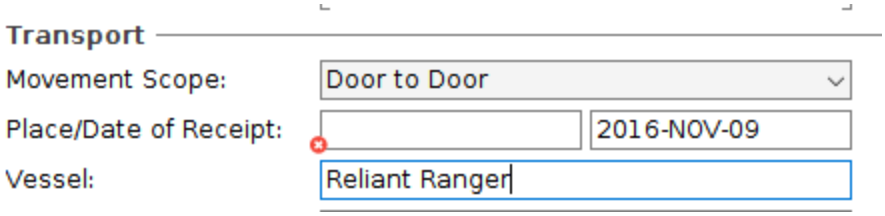
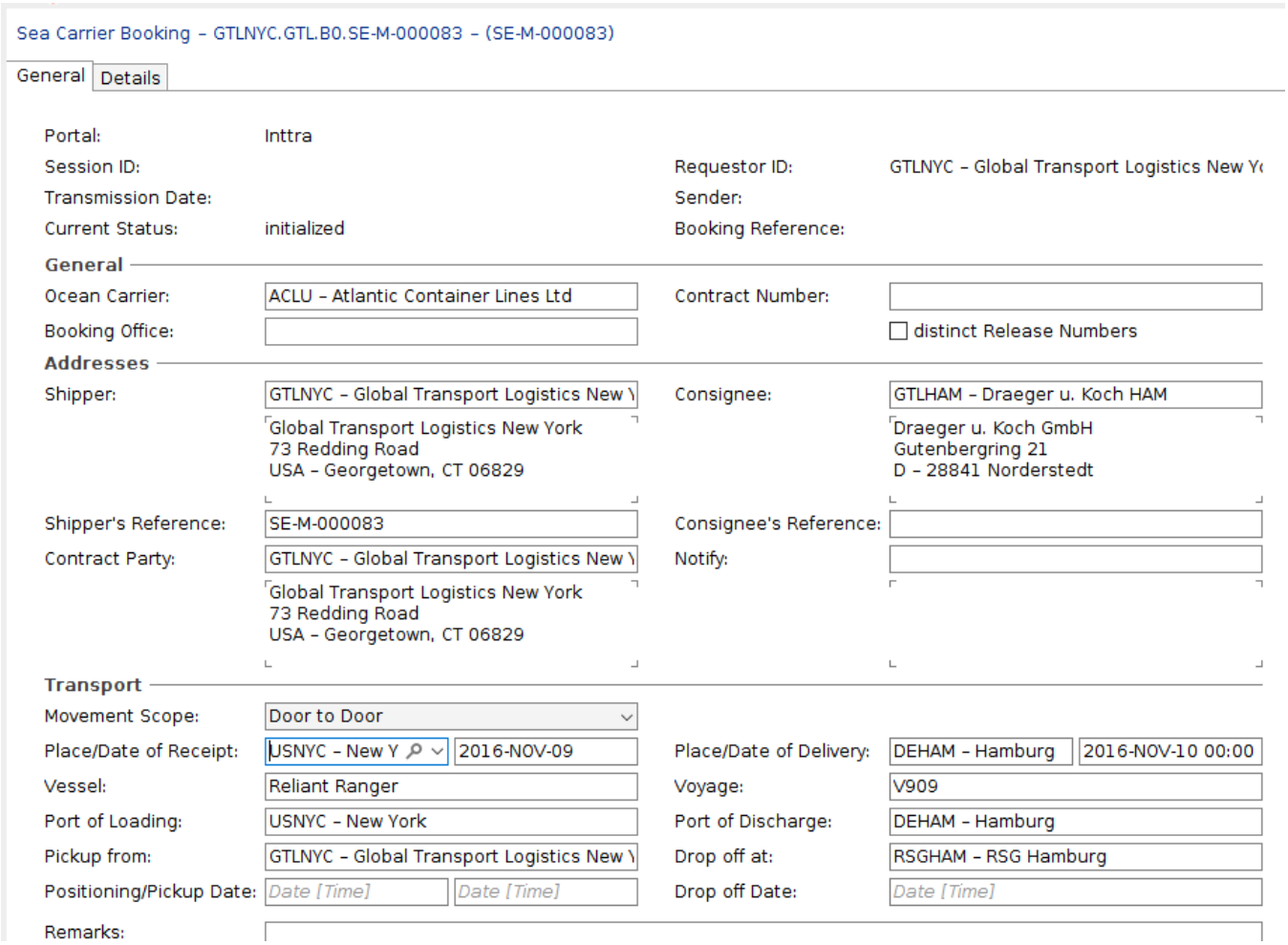


Once all errors are resolved the carrier booking should look similar to the example below:



Spot rates

If you have a spot rate with the carrier, enter the spot rate number in the "Contract Number" field.

Saving and Sending the carrier booking

Once all the required fields of the carrier booking are complete, use the menu bar options to save the booking or send it to the carrier via Inttra:



If the carrier booking is saved but not sent, then it will be shown in the general tab as "initialized":



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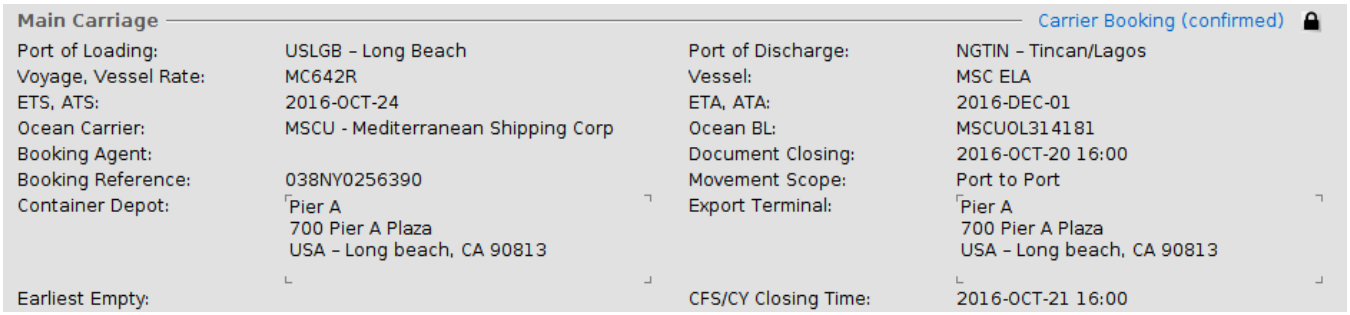
Booking Confirmation from the Carrier

Once the carrier booking is sent to the carrier via INTTRA, the carrier should respond via EDI and confirm the booking. When this response is received, which should occur very quickly, it will be shown in the general tab as "Carrier Booking (Confirmed)".



When a carrier booking is confirmed, the "Main Carriage" details will be automatically updated by the carrier:



if it is necessary to make manual adjustments to these main carriage details, the click the lock icon to the right of the blue "Carrier Booking (confirmed)" link:

As in the above example, the carrier has sent the container depot and export terminal. These can be mapped to Scope partners in order to automatically add these locations to the shipment entry. Ask your Scope support department for assistance with this.



Amending or Canceling and Inttra booking

Click on the "Carrier Booking (confirmed)" link to open it, then from the menu bar select, amend booking or cancel booking:



In the case of amending a booking, be sure to send it again to the carrier when ready.

Sending B/L instructions

Once the booking is confirmed by the carrier, B/L instructions can be sent to the carrier.

On the general tab of the shipment, click the B/L intructions as usual:



Now complete the B/L instructions as normal.

NOTE! If you wish to include extra information on the B/L Instructions, like phone numbers for shippers and consignees, these must be added to the shipper and consignee addresses on the general tab of the B/L instructions editor. They should **NOT** be added to the preview. Information manually added to the preview is not sent to the carrier. Information added to the General and Goods tabs of the B/L instructions editor will automatically show up in the preview.

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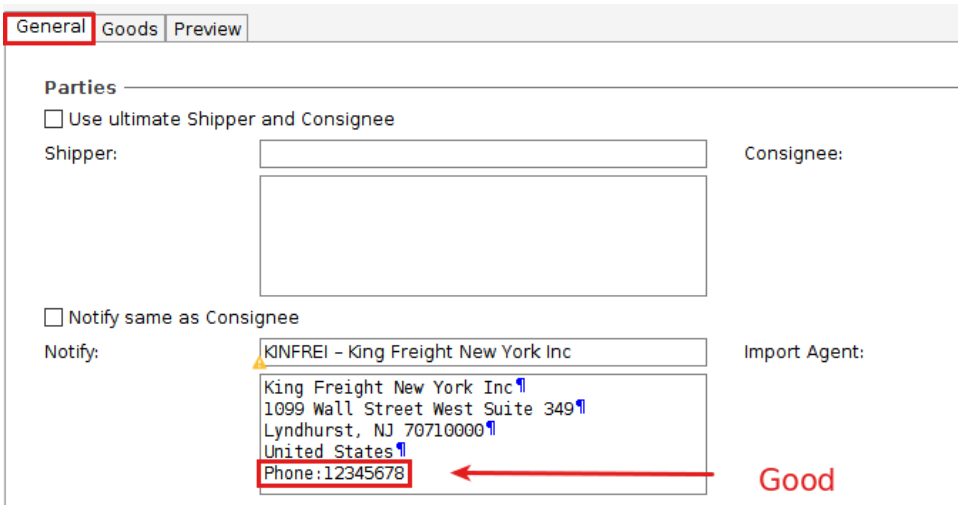
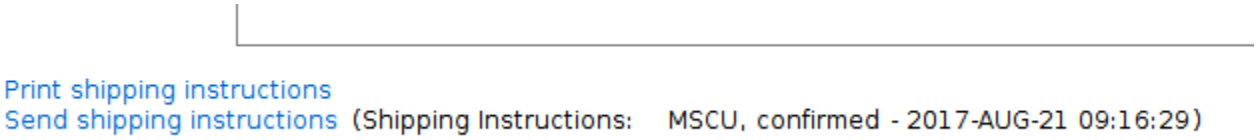


When the B/L instructions are ready to transmit, on the "Preview" tab of the B/L instructions editor, click the blue link "Send shipping instructions". As per the screenshot below, when the carrier receives and these, a date and time the carrier confirmed will be shown:



Carrier tracking information

once a shipment is booked via EDI with a carrier, the carrier will automatically update the shipment with tracking events and these can be shown in the tracking tab of the shipment.

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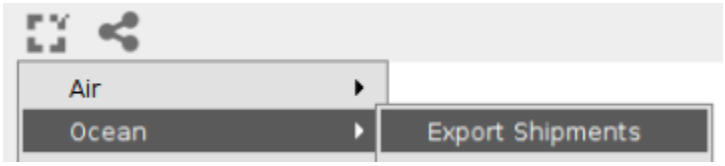
FAQ How-To build a sea export consolidation

- Create the House shipments
- Create the Master Shipment
- Adding House shipments to an existing Master

When you have sufficient freight to create your own master shipment, you will need to consolidate all your individual house shipments on the master shipment. This how-to explains how both house LCL and house FCL shipments can be consolidated on a master shipment.

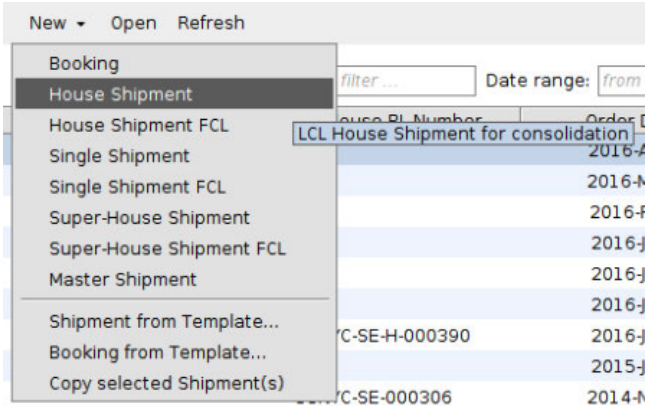
Create the House shipments

Navigate to the sea export shipment application:

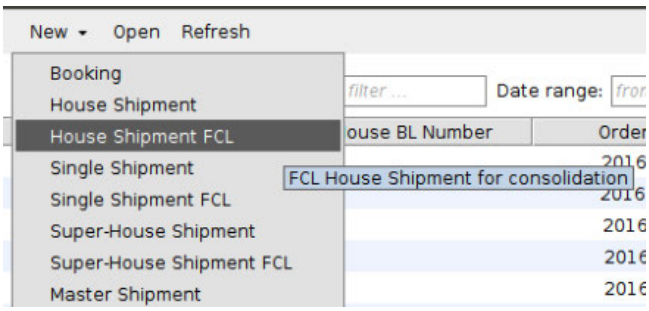


A master shipment can be all LCL shipments or it can be all FCL shipments, or it can be a mixture of both. The important thing is that if an LCL or FCL shipment is going to be consolidated on a master, then it must be the correct shipment type.

If the shipment for consolidation is a house LCL, then from the *New* menu option choose House Shipment. This is the only kind of LCL shipment that can be consolidated on a master.



If the shipment for consolidation is a house FCL, then from the *New* menu option choose House Shipment FCL. This is the only kind of FCL shipment that can be consolidated on a master.



Create these LCL, or FLC shipments in the normal way.

> Note that in both a house LCL and house FCL, there is a section where you can enter the master shipment details and this is called the *Main Carriage* and is shown below. This can be completed, but keep in mind that as soon as this house shipment is consolidated on a master, all of this information will be replaced by the true main carriage information from the master.

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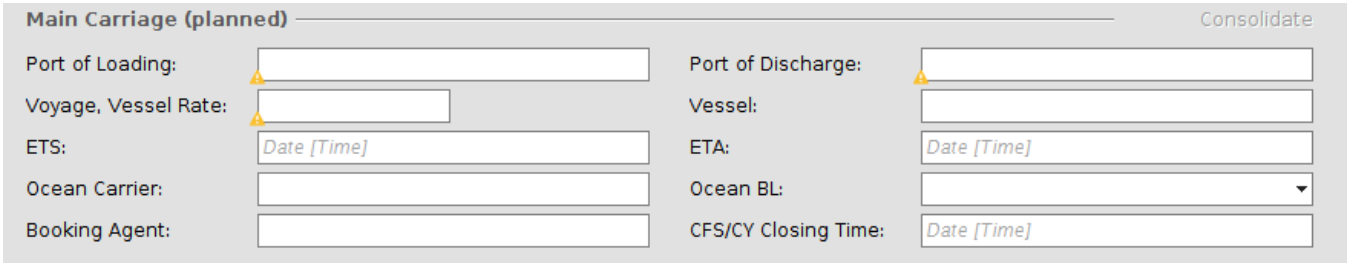
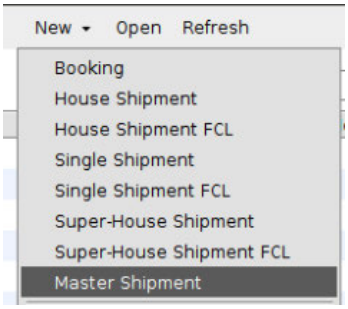
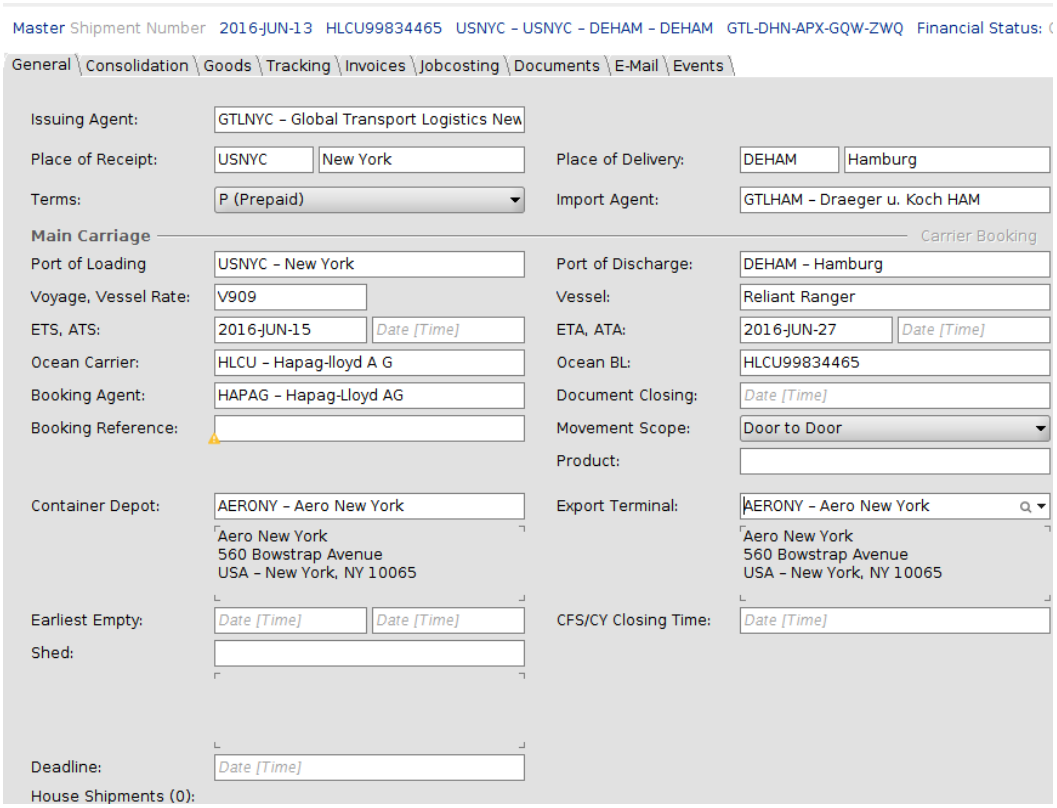


Create the Master Shipment

When the house shipments are ready, it is time to create the master. In the sea export application choose *Master Shipment* from the *New* menu:



Enter all the master details into the master shipment:



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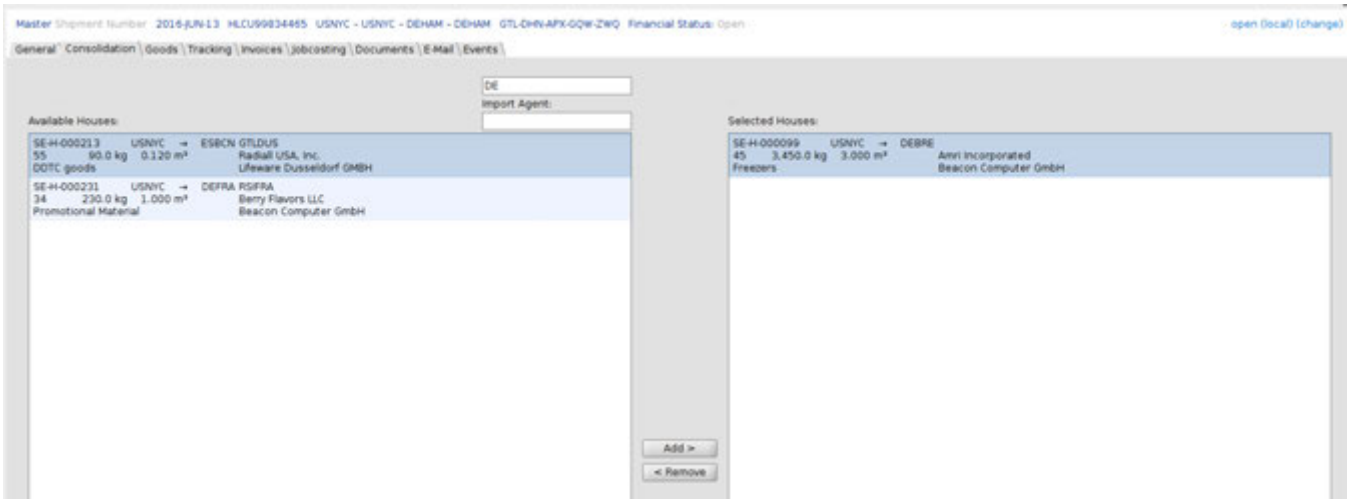
When the master details are entered, click on the *Consolidation* tab to start adding houses to the master. In the example below the search criteria has been shortened to "DE" to display all available house shipments ready for Germany. One of these has been added from the *Available houses* on the left to the *Selected houses* on the right. The house *SE-H-000213* is highlighted on the left and can be added to the *Selected houses* on the right with the *Add* button:

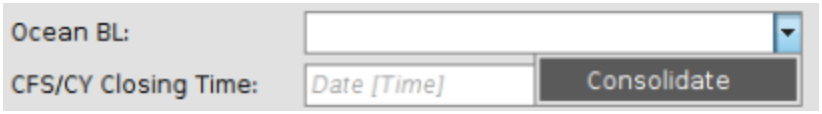


Once all the houses have been selected in this way, click Save from the menu-bar. You are now ready to print master documents and create *B/L instructions* from the *General* tab of the master.

Adding House shipments to an existing Master

The house shipments do not have to be created before the master shipment. It is quite easy to add a new house shipment to an existing master shipment:

1. Open the new house shipment which can be a house or a house FCL
2. Put the cursor in the field *Ocean BL* and click on the drop-down arrow that appears.
3. Click on the option *Consolidate*



the master shipment finder will appear. Use the search fields to find the desired master shipment to add the house to. Click on the desired master shipment and then click on *Consolidate* to confirm the house is on the selected master.

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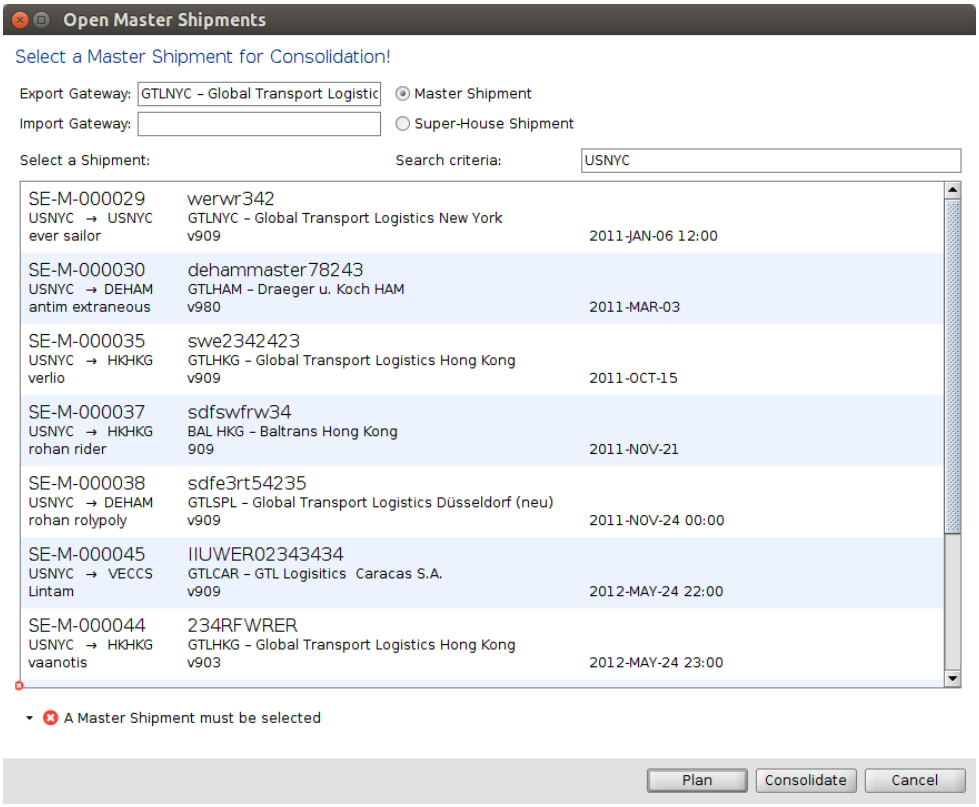

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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FAQ How-To choose and setup Inttra events in Scope

- Introduction
- Events from Inttra
- Create a Tracking Template that includes Inttra events
- Testing the event
- Common Inttra events

Introduction

When Scope is connected to Inttra and sea export bookings and shipping instructions are sent to carriers via intra, the Scope Tracking tab can display the events sent back by the carrier. This how-to explains how to set this up

Events from Inttra

this is a list of events that can be received by Scope from Inttra. Any or all of these can be displayed in the tracking tab of a shipment with correct setup.

INTTRA-code	Event-Description
A	Arrived
AE	Loaded on vessel
AL	Loaded on rail
AM	Loaded on truck
AR	Rail arrival at destination intermodal ramp
D	Completed unloading at delivery location
CR	Carrier release
EE	Empty equipment dispatched
I	In-gate
L	Loading
OA	Out gate
RD	Return container
T	At terminal; INTTRA-terminal movement
UV	Unloaded from vessel
VA	Vessel arrival
CU	Carrier and customs release
VD	Vessel departure

Create a Tracking Template that includes Inttra events

From the main menu choose "Maintenance" and then "Forwarding". From the maintenance Forwarding sub-menu choose "Tracking Templates"

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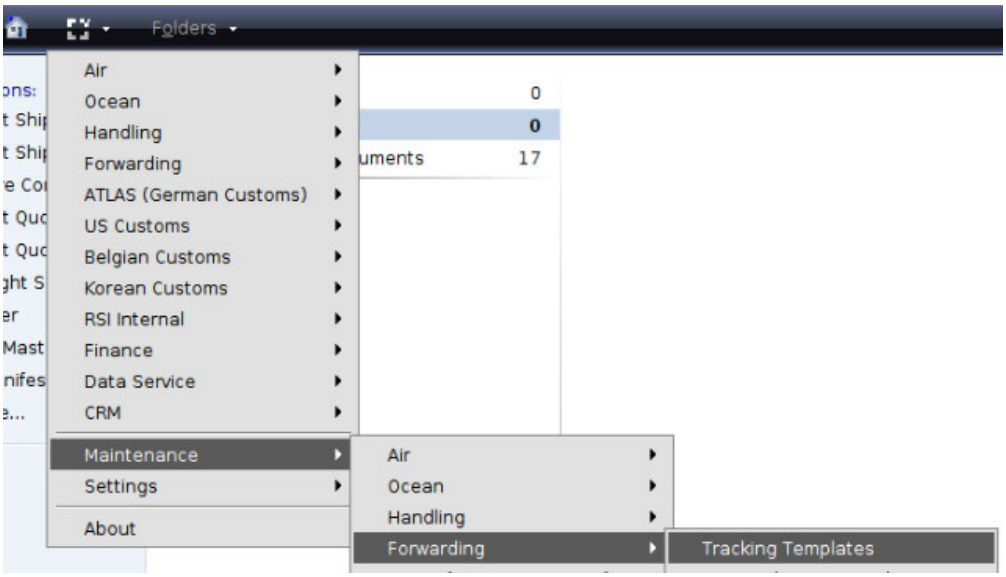
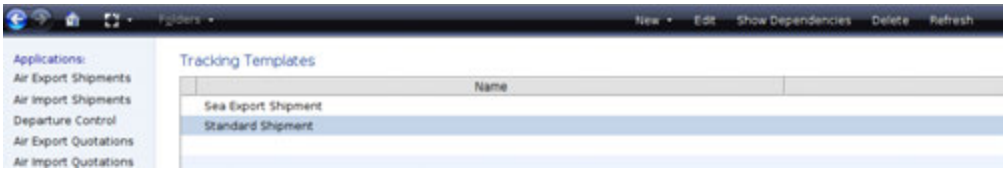
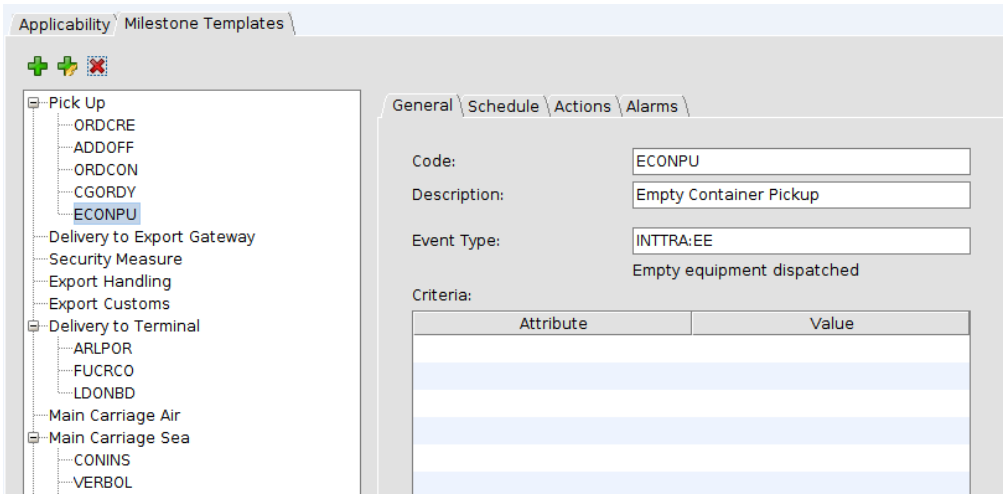


Choose the Standard Shipment template



Select the "Milestones Templates" tab



Each leg of the shipment is shown, for example "Pick-up" and for each leg, events may be defined. Select the event that corresponds to the Inttra event and in the "Event Type" field for that event, insert the Inttra event. This is a search field that should assist finding the correct Inttra event

Testing the event

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If no event is finalized in a shipment, then the new tracking template can be tested. Open the "Events" tab of the shipment which automatically shows all Inttra events, highlight an Inttra event and right click it to choose "Replay Event". The event should now appear in the tracking tab of the shipment.



Common Inttra events

the following events are the standard set received in the USA

UV	Unloaded from Vessel
VD	Vessel departure
AE	Loaded on Vessel
I	In-gate
CU	Carrier and customs release
OA	Out-gate
EE	Empty equipment dispatched

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FAQ How-To Complete Sea Import Arrival Locations

- Arrival Locations
  - Import Terminal
  - Shed
  - Container Depot
- Terminal Entry
- Terminal Exit and Container Depot Entry
- Warehouse Entry

Arrival Locations

A sea import shipment entry provides 3 arrival locations:

- Import Terminal
- Shed
- Container Depot

In addition a Terminal Entry can be made for each container detailing :

- Unloading Date
- Demurrage Date
- Terminal Reference
- Customs reference
- Remarks

For each item in the container a warehouse entry can be created detailing:

- Date and Time (in warehouse)
- Storage Free until date
- Warehouse Reference
- Customs reference
- Remarks

This How-To explains the purpose and us of these arrival details

Import Terminal

This is the terminal where the container is unloaded from the Vessel. In some cases There is no need to register a shed or create a terminal entry for the container, because the container is collected directly from the terminal for delivery. In this case enter just the Import Terminal and use the "Detention Deadline" field to indicate when demurrage will occur. In this case the Import Terminal is the freight location.

Shed

When the container is moved from the terminal to a storage location, this location is the Shed. In some cases the goods may be devanned at the Shed. The "Detention Deadline" field is used to indicate when demurrage will occur at the shed. In this example the Shed is the freight location.

Container Depot

This is the depot to which the container should be returned.

Terminal Entry

Where a shipment is made up of multiple containers or more detailed arrival details need to be created for a specific container, then a terminal entry is created.

1. The first step in creating a terminal entry is to make sure the "Import Terminal" on the general tab of the shipment is eneted.
2. Next, go to the goods tab of the shipment, highlight the desired container and in the lower section "Container Movements" click the blue Add link that appear to the right of the "Terminal Entry" label

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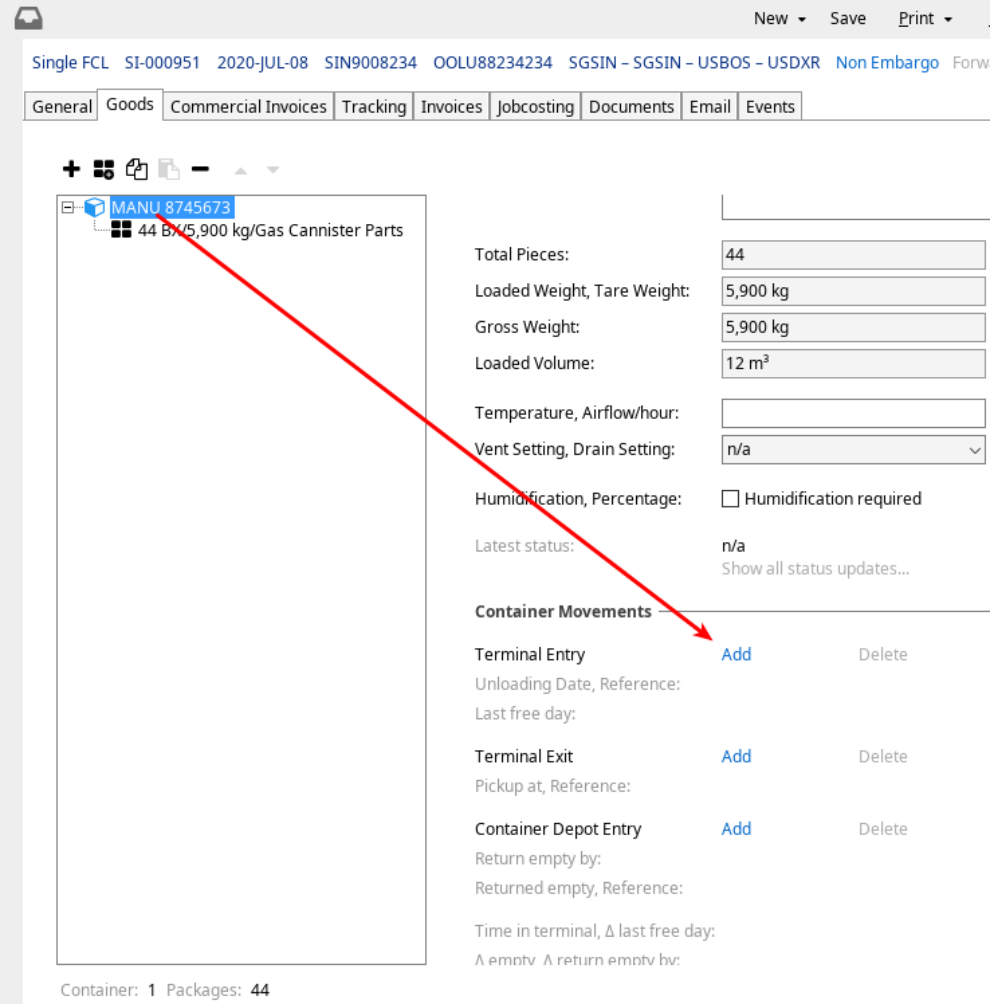
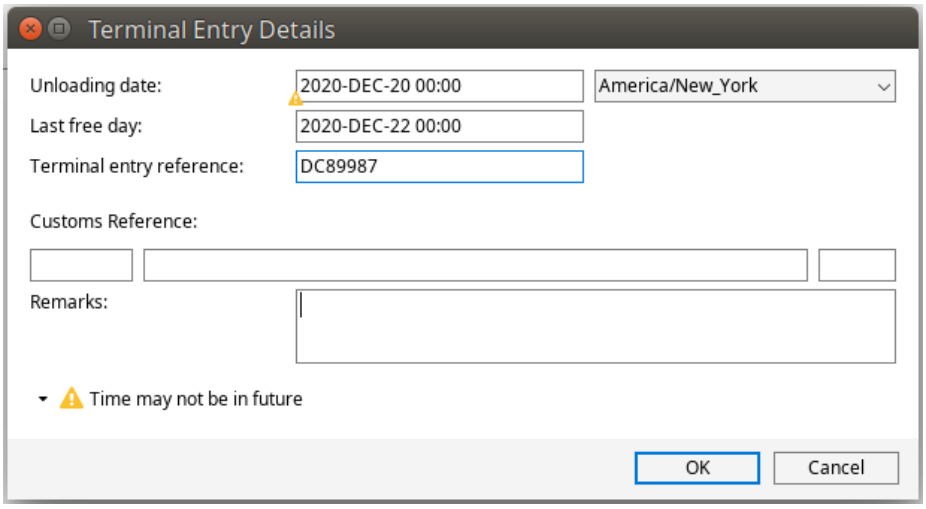


Now complete the desired fields of the terminal entry



Terminal Exit and Container Depot Entry

Note that in addition to terminal entry details, for each container, Terminal Exit and Container Depot Entry details can also be added

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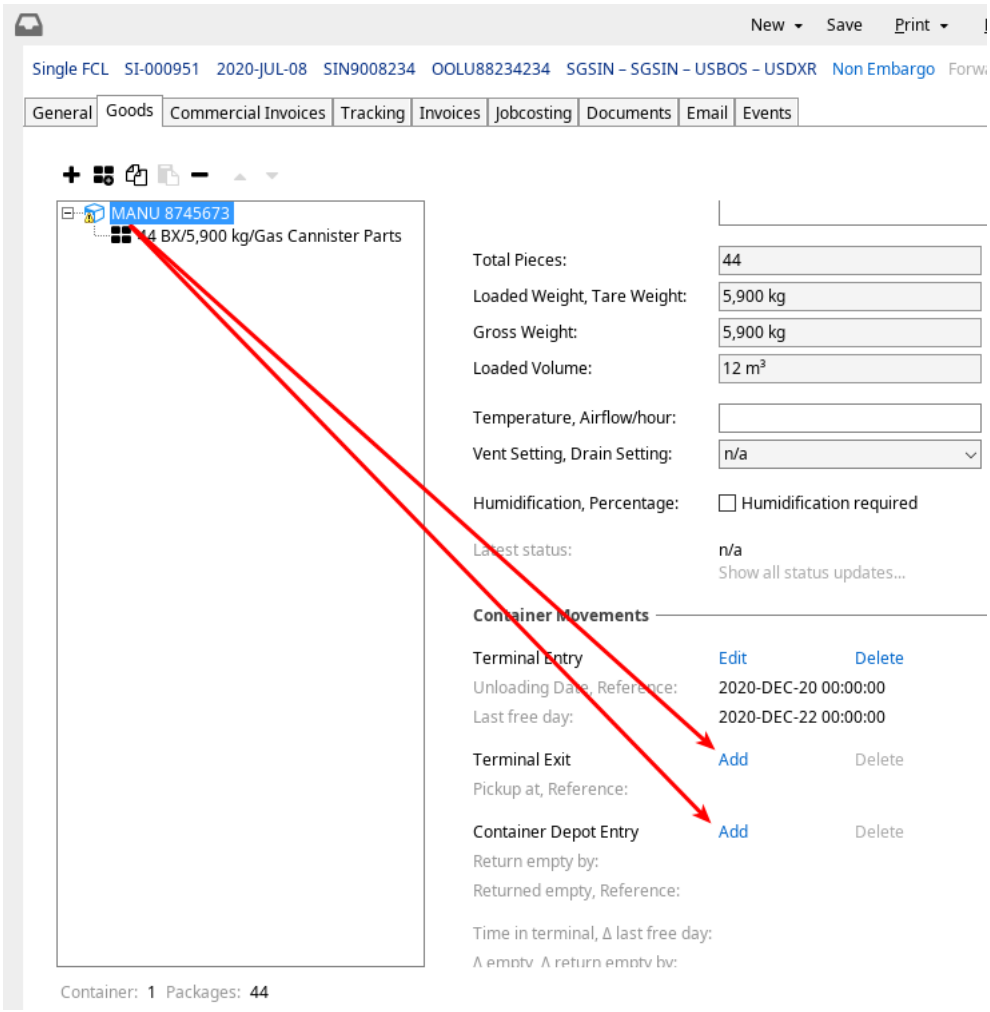

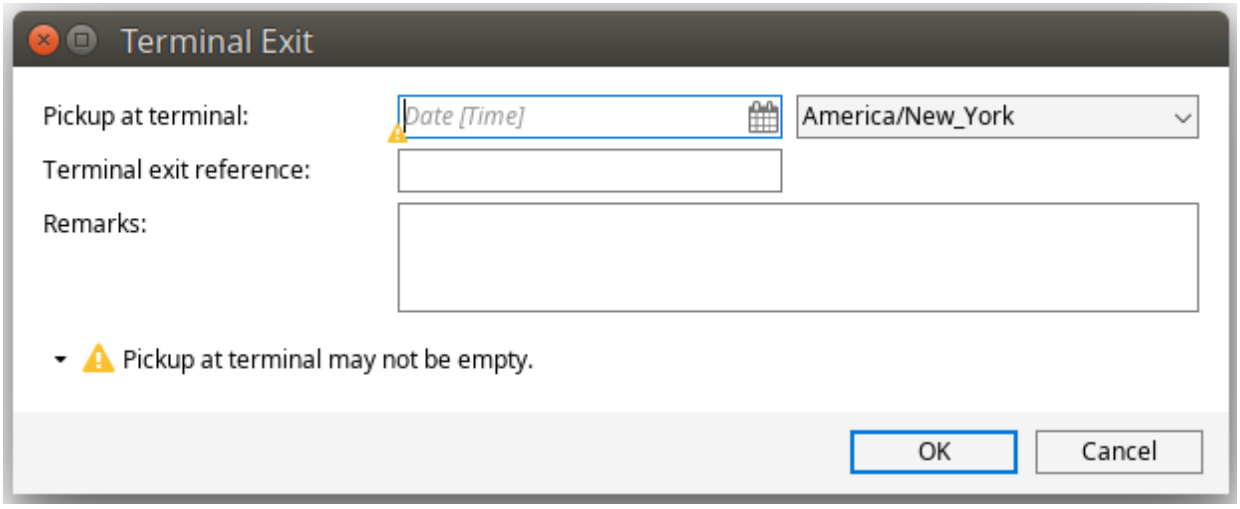

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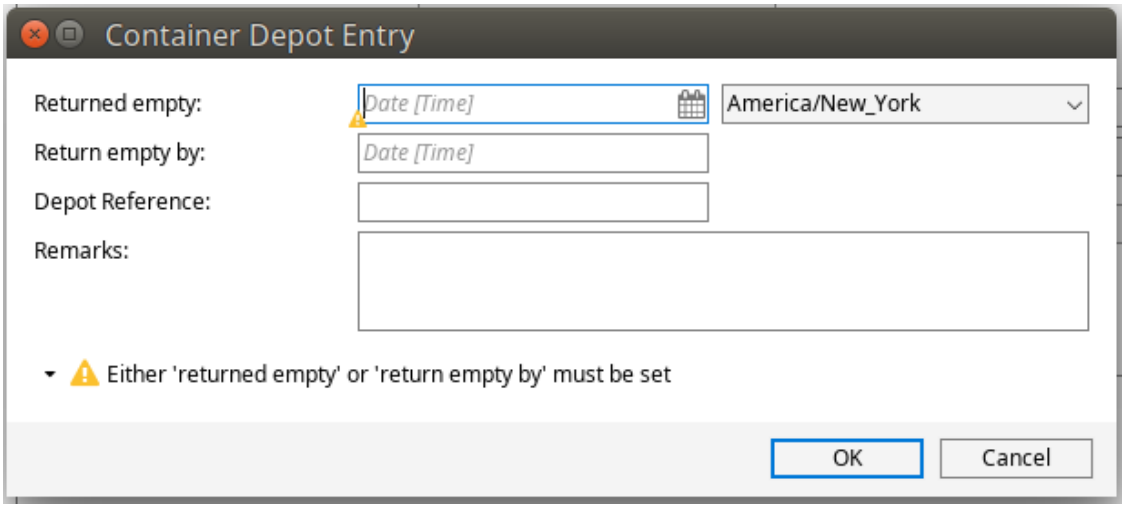
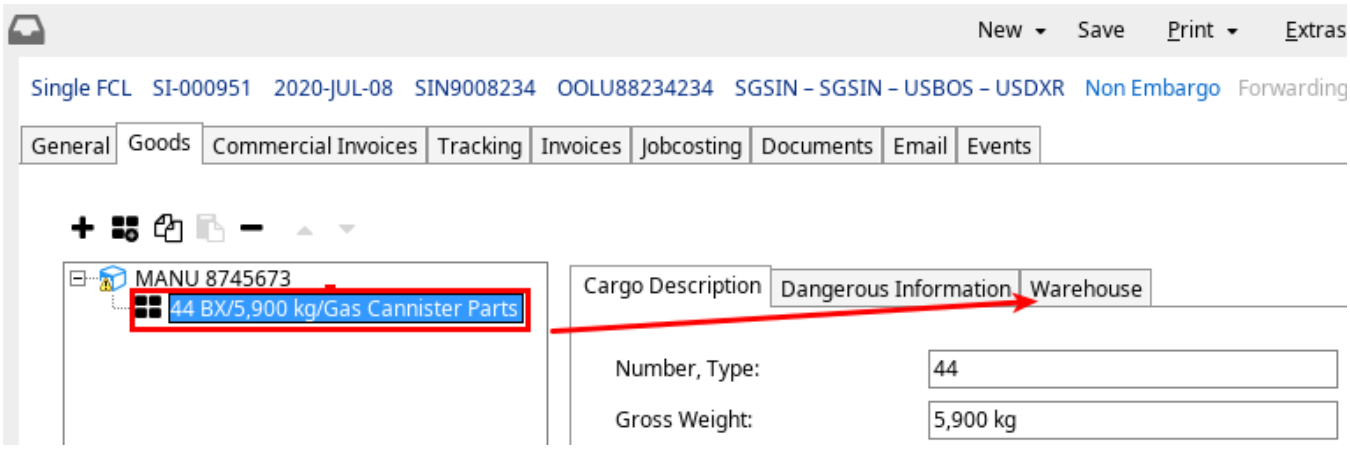


Warehouse Entry

When goods are devanned from a container, it may be necessary to store warehouse details for each set of goods. For example each set of goods may have a specific warehouse reference, customs reference etc.

To create a warehouse entry go to the goods tab of the shipment, highlight the desired goods and then click the "Warehouse" tab for the goods and make new "Take-In" or "Take-Out" entires for the goods.



Note

A warehouse entry cannot be created until a terminal entry has been created for the container in which the goods arrived.

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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FAQ How-To register a terminal entry in Sea Imports

- Register the import terminal
- Register the terminal entry
- Register the warehouse entry

The terminal entry in sea imports is used to capture the terminal where the import container will be located including important details like the unloading date and the demurrage date. Customs references for the container are also stored. Once a terminal entry has been created, warehouse entries for all of the goods in the container may also be created.

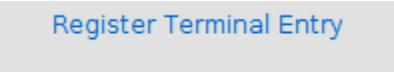
Register the import terminal

a terminal entry cannot be created unless the sea import shipment has an import terminal entered in the general tab of the shipment.

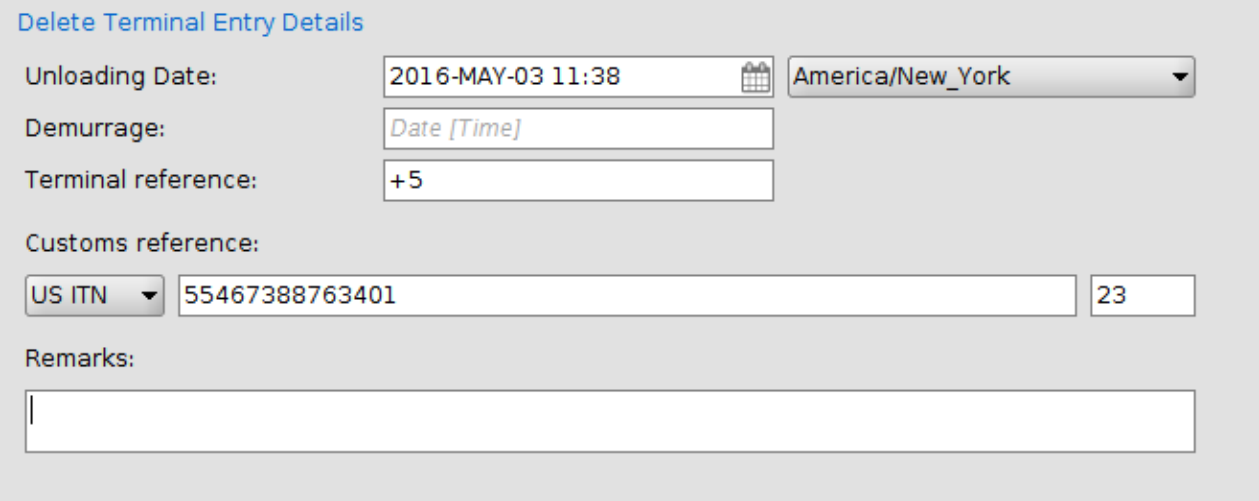


Register the terminal entry

Now that the import terminal has been entered, on the goods tab, highlight the container that requires a terminal entry and click the blue action link "Register Terminal Entry".



Click on this action link and the details about the storage of the container in the terminal can be entered.



To remove a terminal entry, click the "Delete Terminal Entry Details" link

Register the warehouse entry

In order to create a warehouse entry for the goods in the container, the steps above registering the container must be completed. In addition a "Shed" location must be entered on the general tab of a master shipment, or in the case of single and single FCL shipments, the shed must be entered on the general tab of these shipments.

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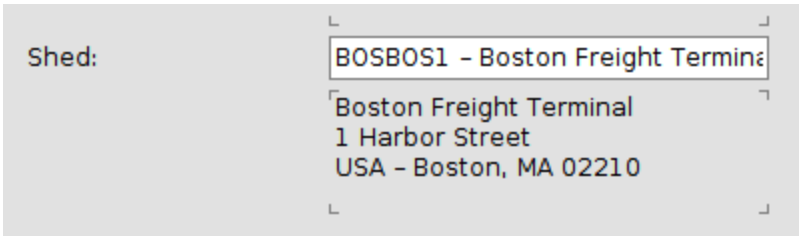
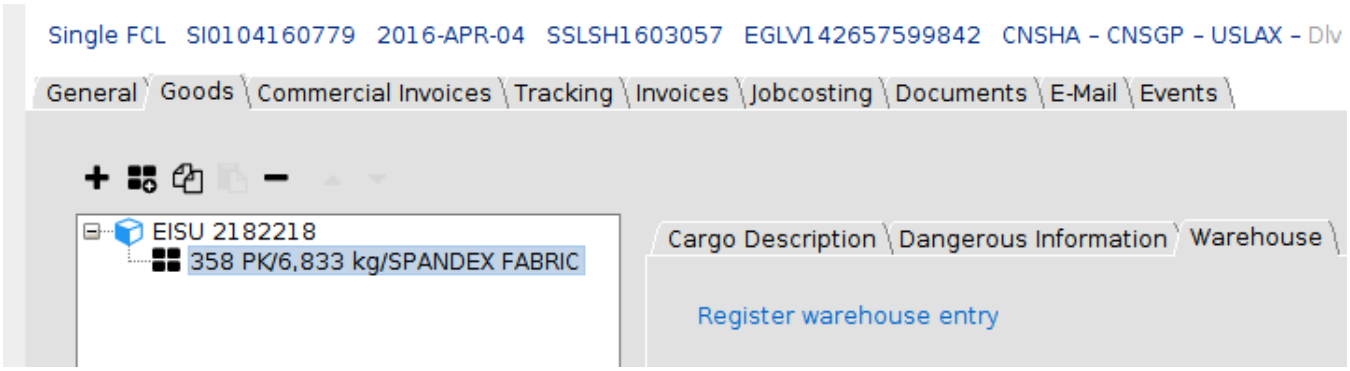
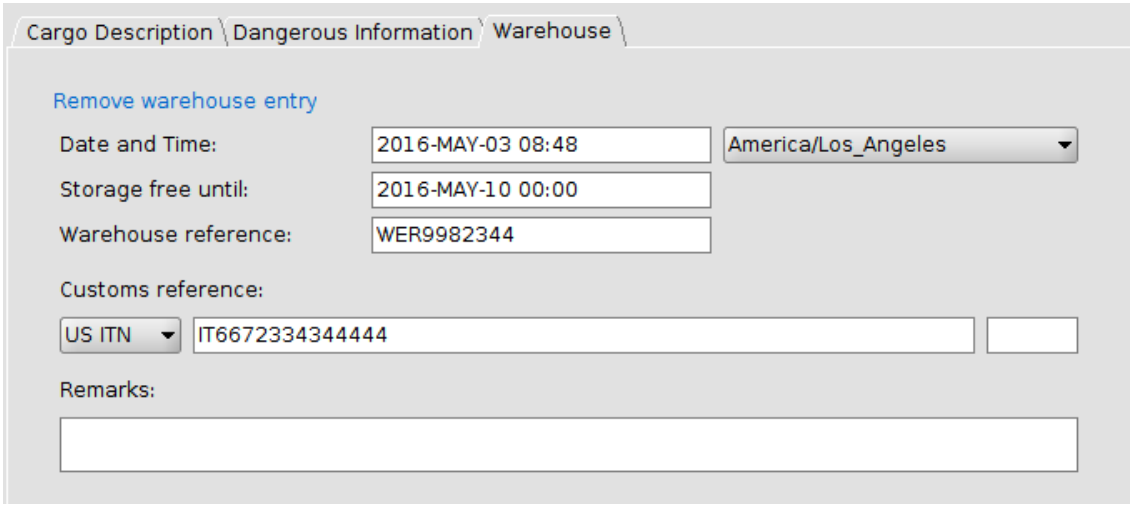


Once this is done, it is possible to create warehouse entries for all the goods in the container.

On the goods tab, highlight the cargo that requires a warehouse entry, the blue action link "Register warehouse entry" should be active.



Click the"Register warehouse entry " link to enter the warehouse details



All details entered for both the container and goods can be printed on documentation

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FAQ How-To create an ISF entry in Scope

- Background
- Starting the ISF program
- Navigating to an ISF entry in Sea Exports
- Navigating to an ISF entry in Sea Imports
- Creating a stand alone ISF entry or viewing and searching all existing ISF entries
- Entering the ISF fields
- Printing or transmitting the ISF entry

Background

All sea import shipments going to the USA must have an ISF filing completed in advance of the arrival of the freight in the USA. These ISF filings can be done it Scope

Starting the ISF program

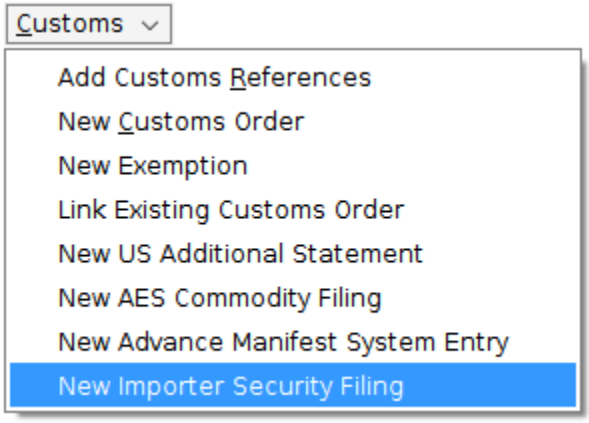
There are 3 ways to create an ISF entry

- In a Sea Export Shipment
- In a Sea Import Shipment
- As a standalone ISF entry

Navigating to an ISF entry in Sea Exports

The ideal time to create the ISF filing is when the sea export shipment is being created. This will ensure the ISF is available before the freight arrives in the USA and if the exporting branch is connected to the importing branch, the ISF entry will automatically be available to the import branch.

1. Create the Sea Export shipment, on saving this shipment the Customs button will be active
2. From the Customs menu choose "New Importer Security Filing"



3.
4. Scope will ask if an ISF-10 or ISF-5 is to be created. Choose ISF-10 if all details are to hand. Choose ISF-5 if only partial details of the shipment are ready.
5. Next, select a template for the filing. If no template should be used, then choose "No Template"
6. Now the full ISF entry will open.

Navigating to an ISF entry in Sea Imports

1. Create the Sea Import shipment, on saving this shipment the Customs button will be active
2. From the Customs menu choose "New Importer Security Filing"

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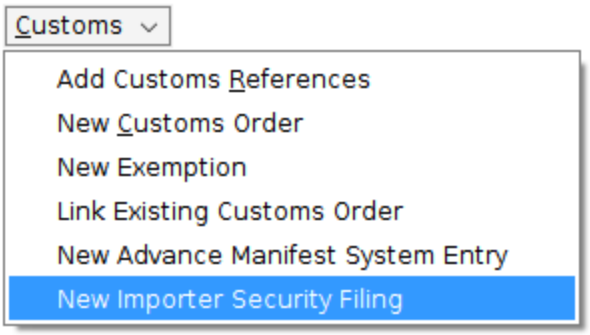
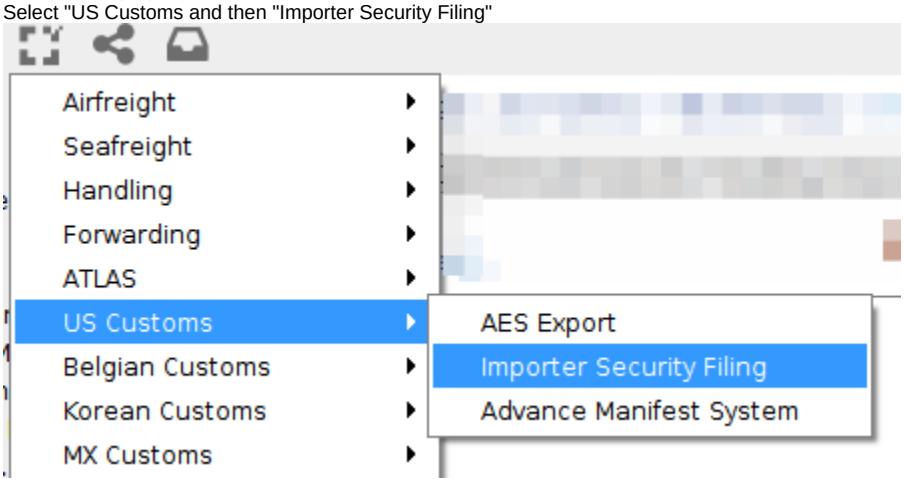


3.
4. Scope will ask if an ISF-10 or ISF-5 is to be created. Choose ISF-10 if all details are to hand. Choose ISF-5 if only partial details of the shipment are ready.
5. Next, select a template for the filing. If no template should be used, then choose "No Template"
6. Now the full ISF entry will open.

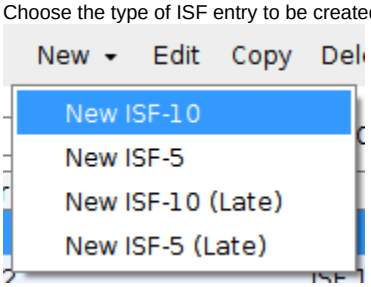
Creating a stand alone ISF entry or viewing and searching all existing ISF entries

If there is no shipment in Scope to link to the ISF entry, then the ISF entry can be created as a stand-alone

1. Click the Scope program Icon
2. Select "US Customs and then "Importer Security Filing"



3.
4. An overview of all ISF entries will appear
5. Click "New"
6. Choose the type of ISF entry to be created



7.

Entering the ISF fields

Complete all the ISF fields. Keep an eye on the error and warning messages at the bottom of the screen, this will advise which fields should be filled in.

A brief description of the fields:

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- Importer of Record - the party responsible for the import of the goods into the USA
- Buyer - the buyer of the goods
- Seller - the seller of the goods
- Consignee - the party to who the goods will be consigned on arrival in the USA
- Stuffing Location - the place where the goods were loaded into the container, or the port where break-bulk goods were loaded on the vessel
- Consolidator - the export party responsible for consolidating the goods into a container at the place of export
- Ship to - The FIRMS facility that the goods will be shipped to (if known)
- Bill of Lading - enter at least 1 bill of lading in the shipments section
- References - depending on the shipment and entry type, Scope will advise the references that should be entered.
- Manufacturer - the manufacturer of the goods
- Harmonized tariff Schedule - enter at least one commodity

Printing or transmitting the ISF entry

On completion of the ISF entry, it can be saved and printed.

If the Scope system is connected to CBP and the user is authorized to submit ISF entries, the "Send" button can be used to transmit the entry to CBP. All warnings must be removed in order to transmit an ISF entry.

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FAQ How-To create a sea import master consolidation

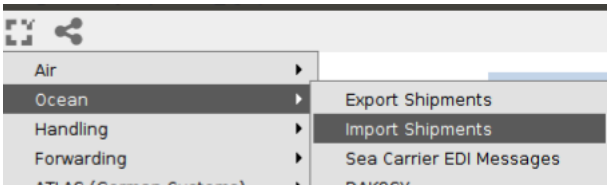
- Creating the master shipment
  - Adding containers to the master
- Creating and adding house shipments to the master
- Managing containers on the master
- Adding previously created house shipments to a new master

When an incoming sea import shipment is a master with more than 1 house it is called a consolidation. This how-to describes how to create the master and house shipments and then add the house shipments to the master.

It is possible to create the master shipment first and then the house shipments, or the reverse, the house shipments can be created first and then added to the master. This document first illustrates creating the master followed by the houses and in the last section explains how to add previously created houses to a new master.

Creating the master shipment

From the Scope menu select *Ocean* and then *Ocean Imports*



In the Overview of ocean imports select *New* on the menu-bar



This will open the master shipment entry. Enter all the details about the master shipment.

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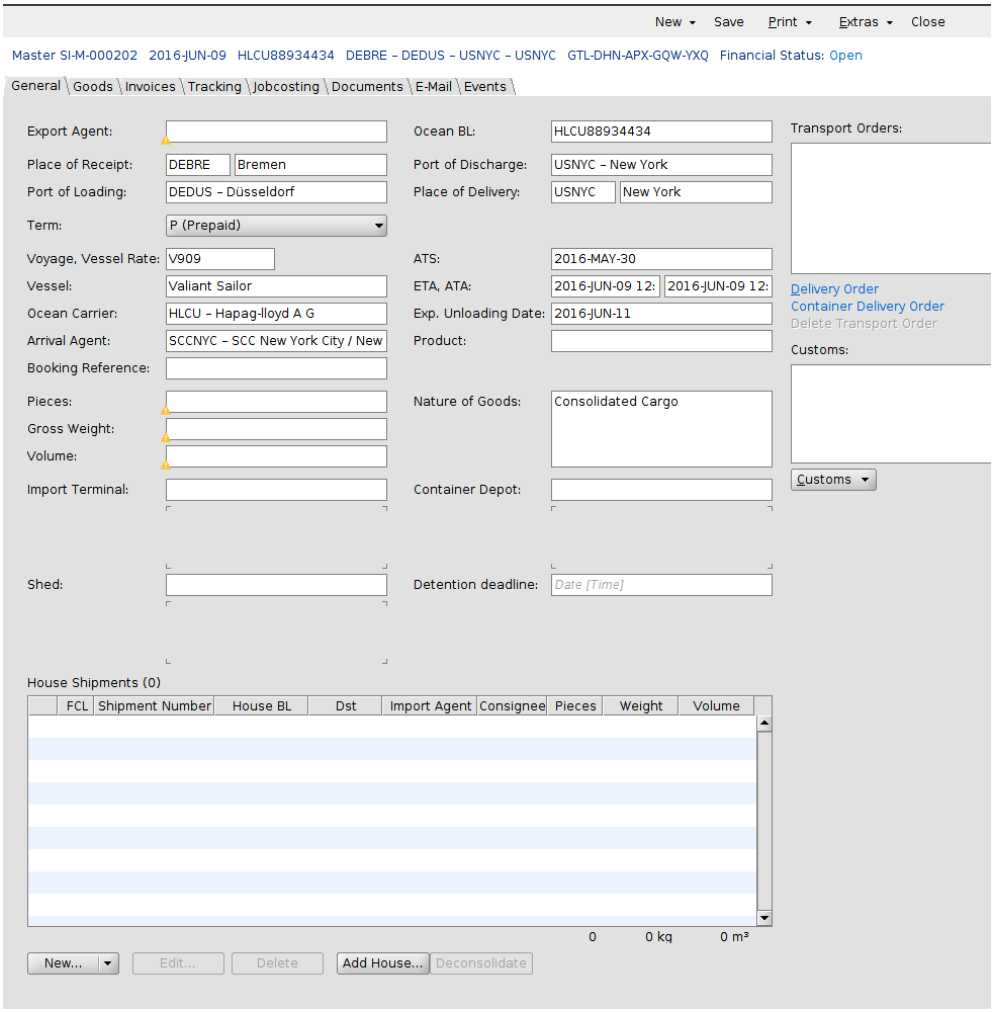

Adding containers to the master

If the master has LCL shipments, then click on the *Goods* tab of the new master shipment to add the containers that hold the LCL shipments

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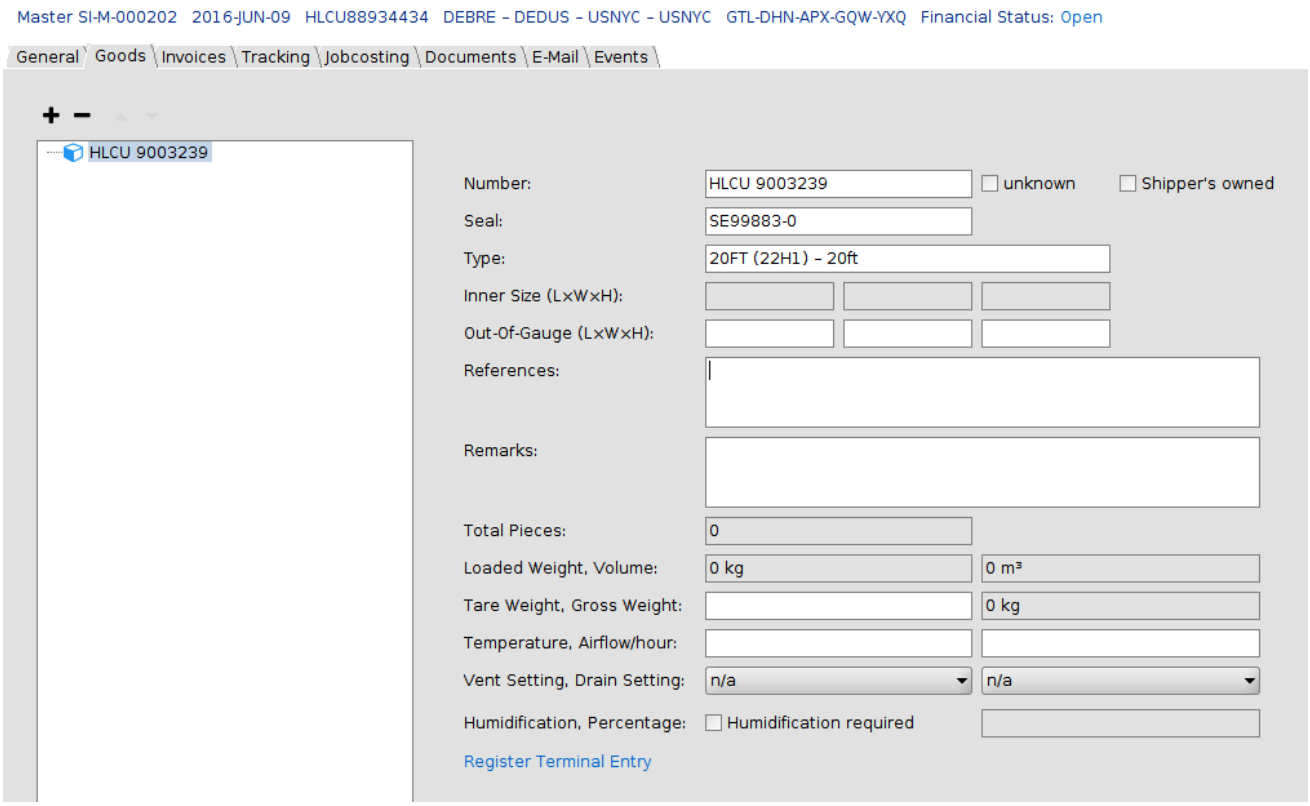
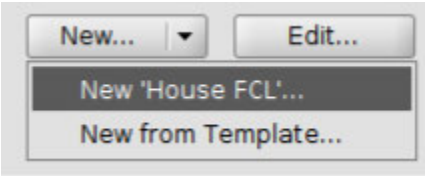


Once all the master details are created and the containers are added, click *Save*

Creating and adding house shipments to the master

At the bottom of the new master shipment on the left, there is a button called *New*. For a new LCL shipment click this *New* button. If the house shipment is an FCL then use the drop-down menu option to the right of *New* and select *New 'House FCL'*



After clicking *New*, the quick house shipment entry screen appears. Complete all the details about the house shipment in this screen.

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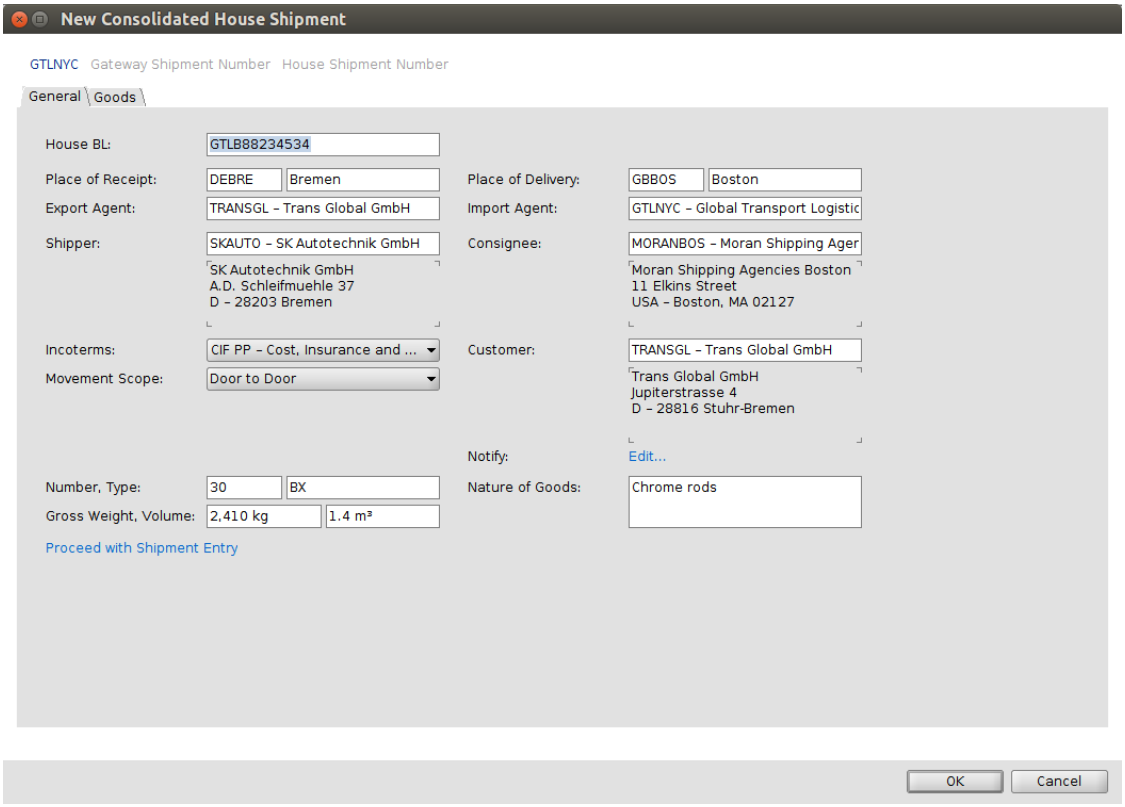
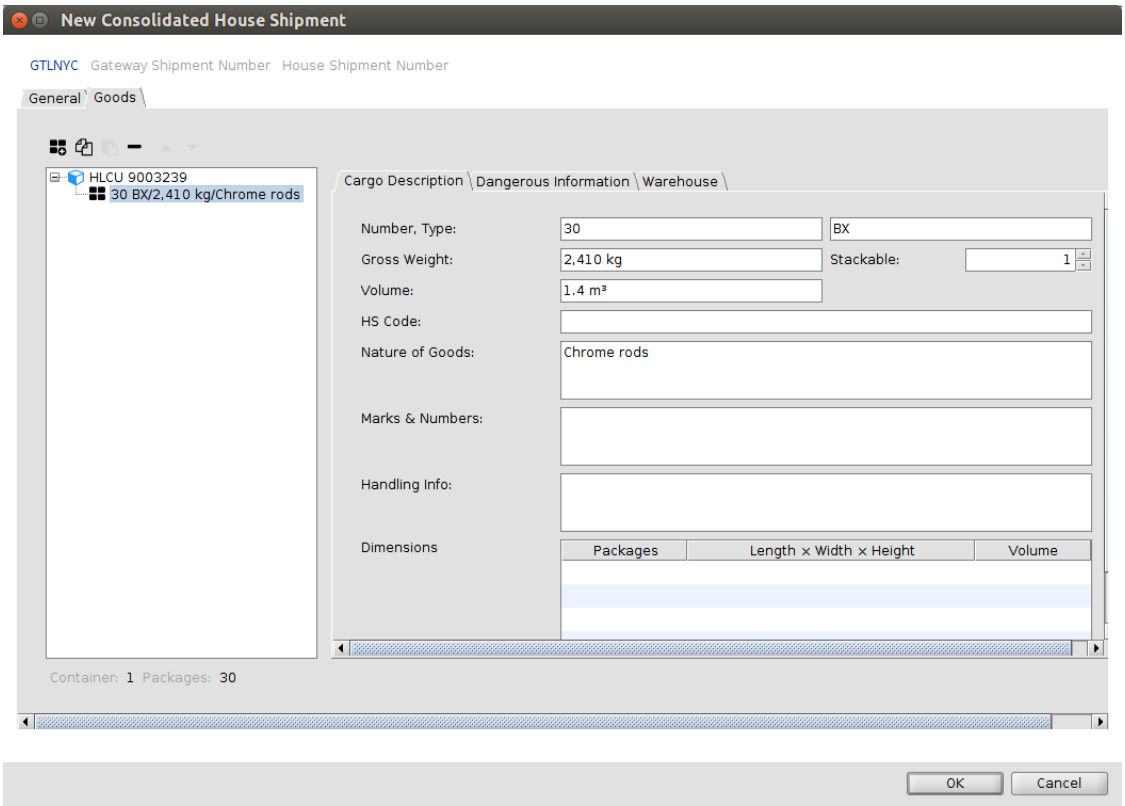


Once the basic details about the house shipment are entered, click the tab *Goods* and enter the goods details. If the house shipment is an FCL, then use the "+" symbol to enter the container and then add the goods to this new container:



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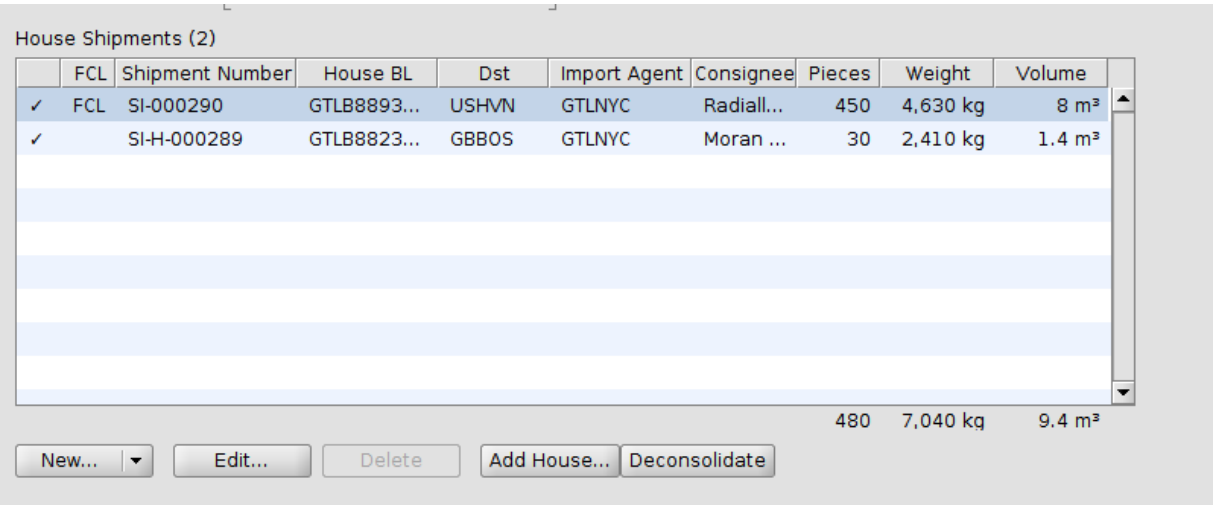
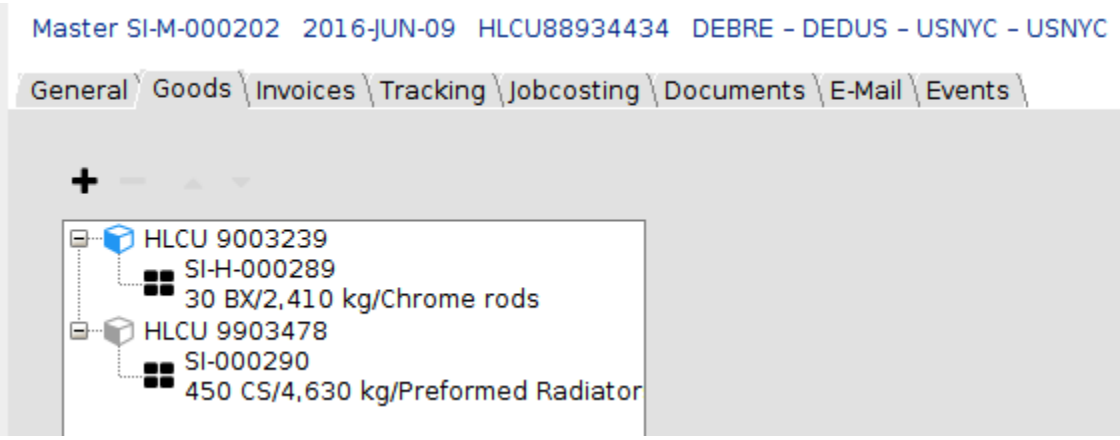
Once the basic details and goods are entered for the house shipment, click *OK*. The house shipments are now saved and ready for further activities like invoicing and delivery orders.

Returning to the master shipment after clicking OK, the new house is now added to the master and can be seen in the list of houses attached to the master in the master screen:



Managing containers on the master

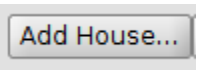
Use the *Goods* tab on the master shipment to view and add containers. Once all the LCLs have been added to the master, the *goods* screen will show all the house goods and the containers. Drag and drop the house goods into the correct containers. If there are FCL house shipments on the master, these will appear in grey because they are already full and goods cannot be dragged into them.



Adding previously created house shipments to a new master

If the house shipments were created before the master shipment, these can be added to the master as soon as the master is created.

At the bottom of the *General* tab of the master is the *Add house* button.



This will open a search window where you can search for previously created houses and add them to the master:

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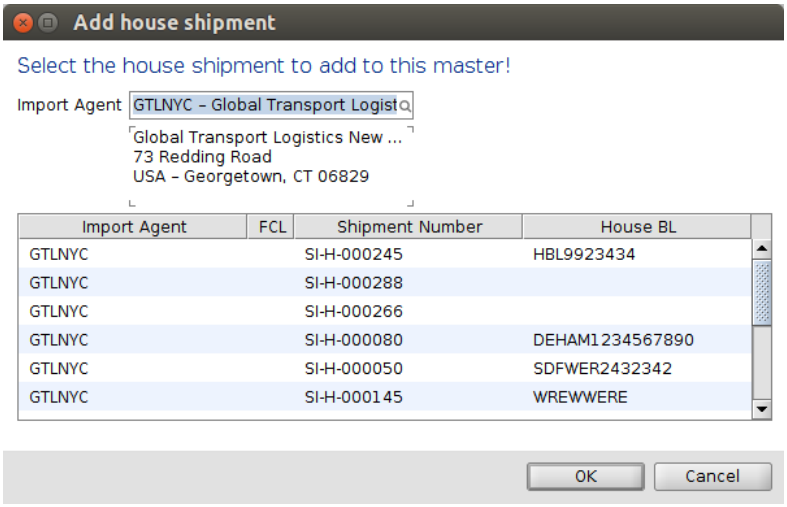

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FAQ How-To create a sea import super-house shipment

- Creating the super house sea import
  - Using the lead shipment method to make a super-house
- Adding house shipments to the super-house
- Creating a super house from the sea import menu
- Related articles

A sea import super house is normally created when you have a "buyers consol". Typically this means the importer of the goods has ordered numerous goods, often from different suppliers overseas. All these goods are often collected at the export agents warehouse and then shipped on the same sailing to the import agent. The export agent cuts a house bills for each of these cargoes and therefore they arrive at the destination country as multiple individual house shipments. The import agent is required to consolidate them all together in order to present them as a single shipment to the importer. A super-house import shipment is used to create this special consolidation.

Creating the super house sea import

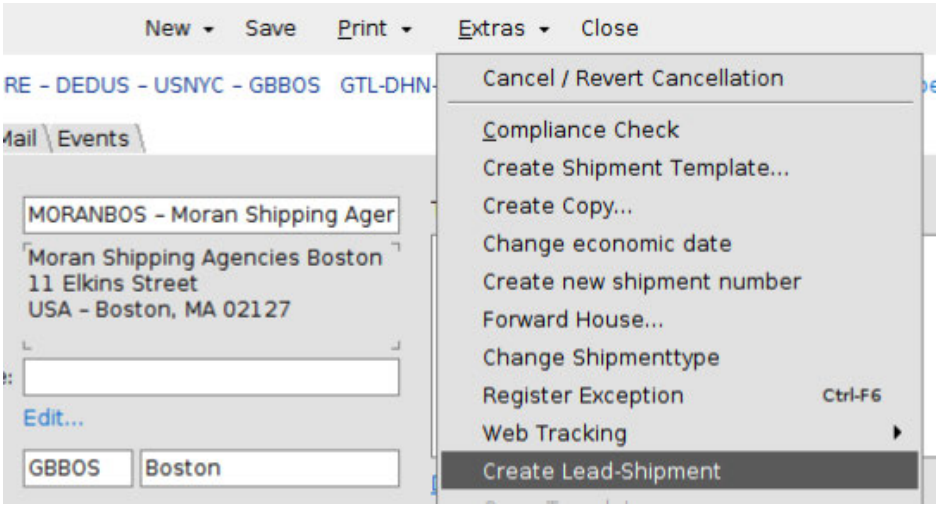
There are 2 ways to create a sea import super house:

1. Use and existing shipment as a "Lead shipment"
2. Create a super-house from scratch

Using the lead shipment method to make a super-house

Open an existing sea import shipment that is to be used as the "Lead shipment" for the super house

From the Extras menu of the selected shipment choose "Create Lead-Shipment"



The new super-house will open and all the details from the chosen shipment will be used in this new super-house shipment. Change any details as required.

Adding house shipments to the super-house

Once the general details about the super-house are complete, click on the *Consolidation* tab to begin selecting the house shipments to be added to the super-house.

In the *Consolidation* tab, use the *Participant* field to restrict the search to a specific party. Use the *Search Criteria* to search by more general rules, in the example below the search finds all available shipments from the port of Bremen:

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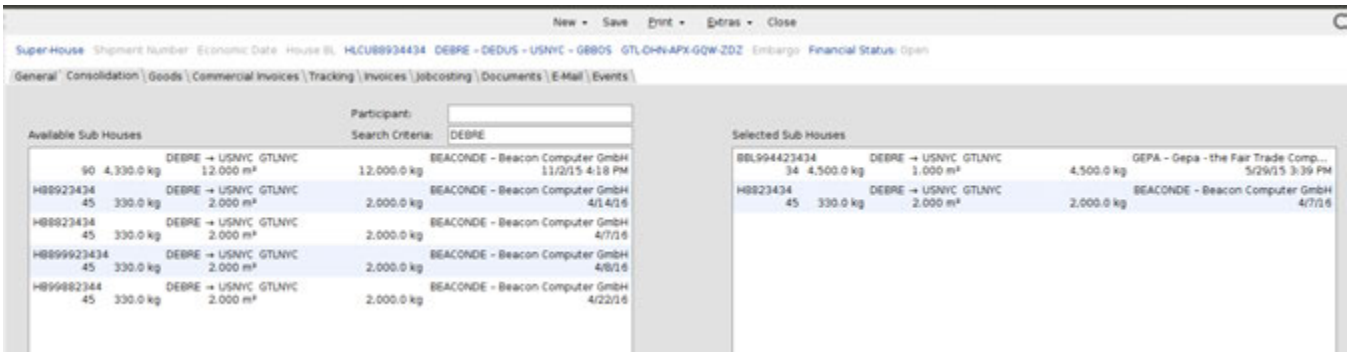


Use the *Add* button on the consolidation screen to add sub-houses on the left of the screen to the selected Sub-houses on the right of the screen.

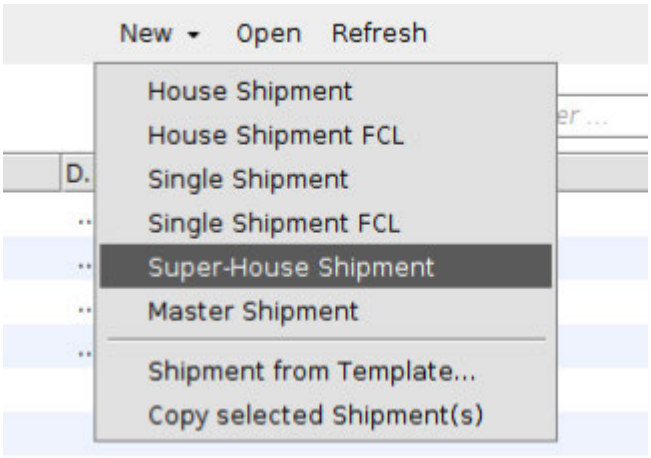
Use the *Remove* but to remove sub-houses from the super-house.

Save the super-house when all the required sub-houses are added. Now it is possible to print regular sea import documents for the super house from the print options. Invoices can also be created on super-house shipments.

Creating a super house from the sea import menu

A super-house shipment can be created from scratch. This means there is no lead shipment.

From the sea import overview, select *New* from the menu-bar, and then select *Super-House Shipment*.



Now the super-house opens, complete all the shipment details and consolidate sub-houses on the super-house as previously described.

Related articles

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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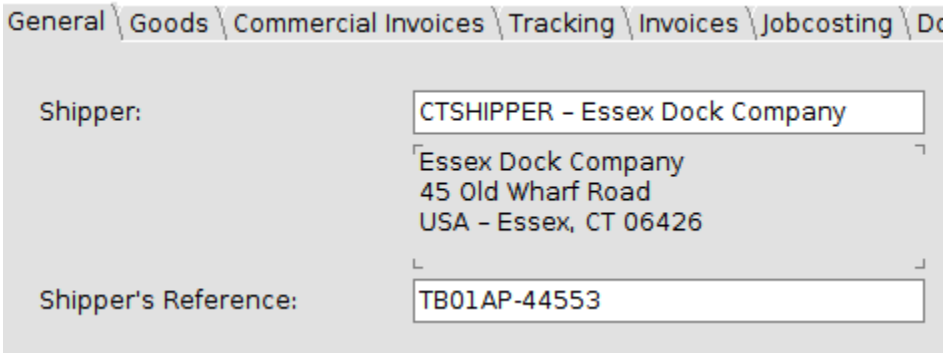
FAQ How-To insert shipment references and dimensions into a B/L

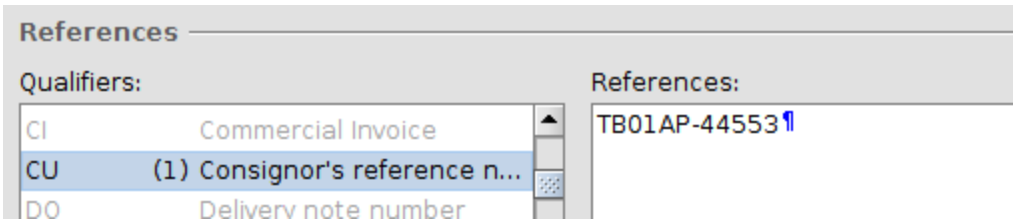
- Insert references
- Insert Dimensions
- Open the B/L Editor
- Open the Goods tab of the B/L Editor
- Insert a new Textblock to insert references
- Right click in the Free Text Editor
- Choosing references
- Inserting dimensions in the B/L

Insert references

Open the shipment and enter the reference. In the example below a shipper's references is inserted:



This reference will also appear in the references table and further references can be inserted in the references table:



Insert Dimensions

In the goods tab of the shipment, insert the goods and then insert the dimensions of the goods by clicking "New" in the dimensions section of the goods:

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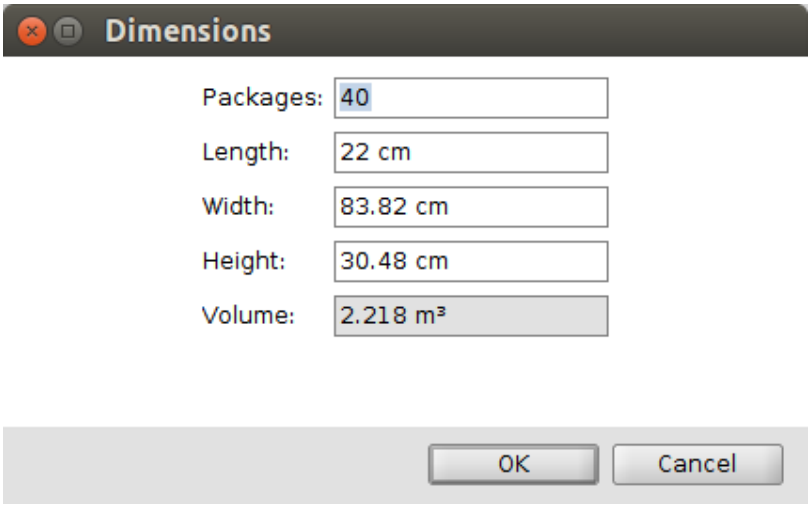
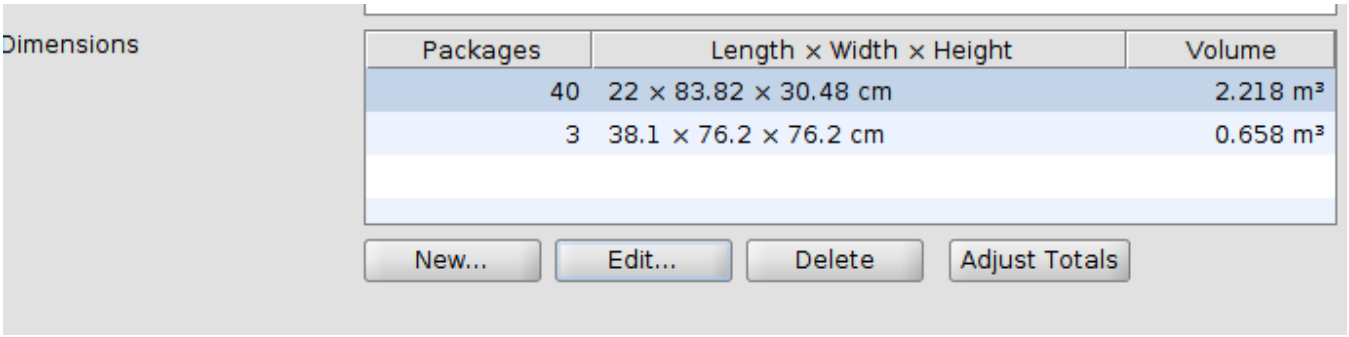


Now the dimensions of the goods can be seen:



Both the references and goods dimensions are now easy to insert in the B/L.

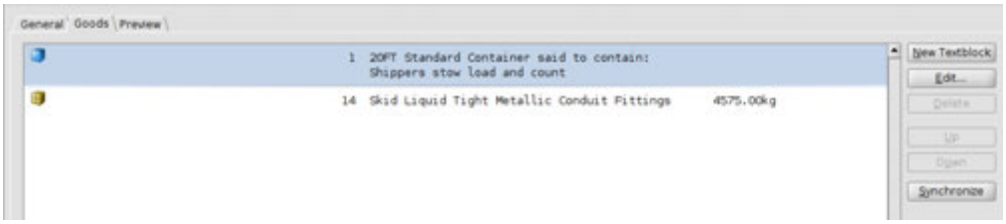
Open the B/L Editor

Use the blue links in the shipment to open the HBL, the B/L Instructions or the FIATA B/L



Open the Goods tab of the B/L Editor

Click on the "Goods" tab of the B/L editor



Insert a new Textblock to insert references

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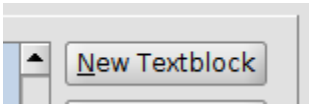
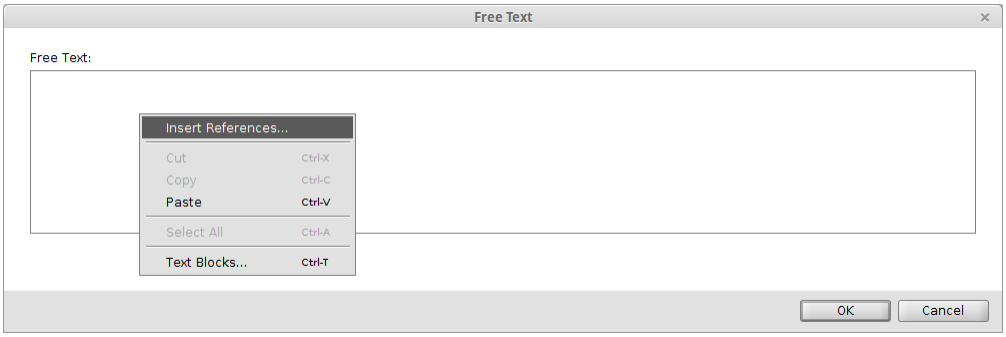
Click on the "New Textblock" button on the right of the goods tab



Right click in the Free Text Editor

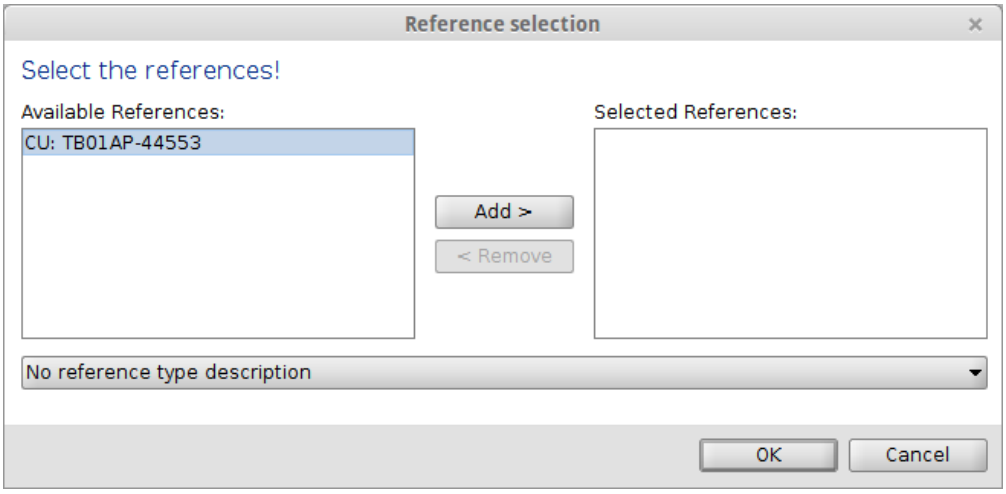
On selecting the "New Textblock" , a window appears where any free text for the HBL can be entered. Right click in this free text area and a context menu appear.

From the context menu select "Insert References"



Choosing references

When "Insert References" is clicked, a reference selector appears showing all the references on the shipment. Add the ones that should print on the B/L and click OK. The references will now appear in the B/L preview.



Inserting dimensions in the B/L

In the "Goods" tab of the B/L, highlight the goods which have dimensions

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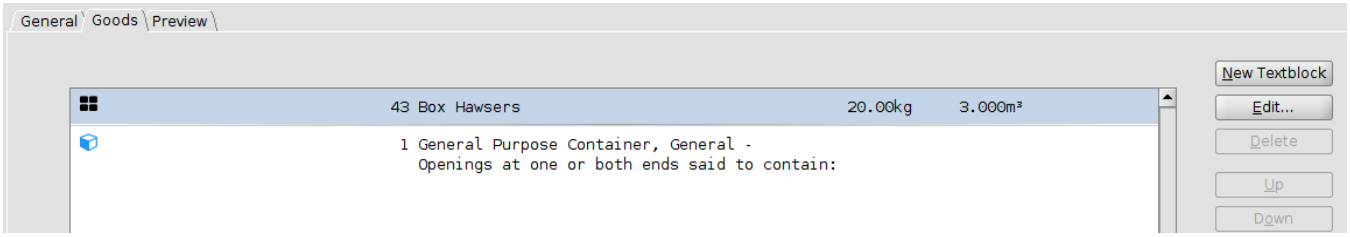
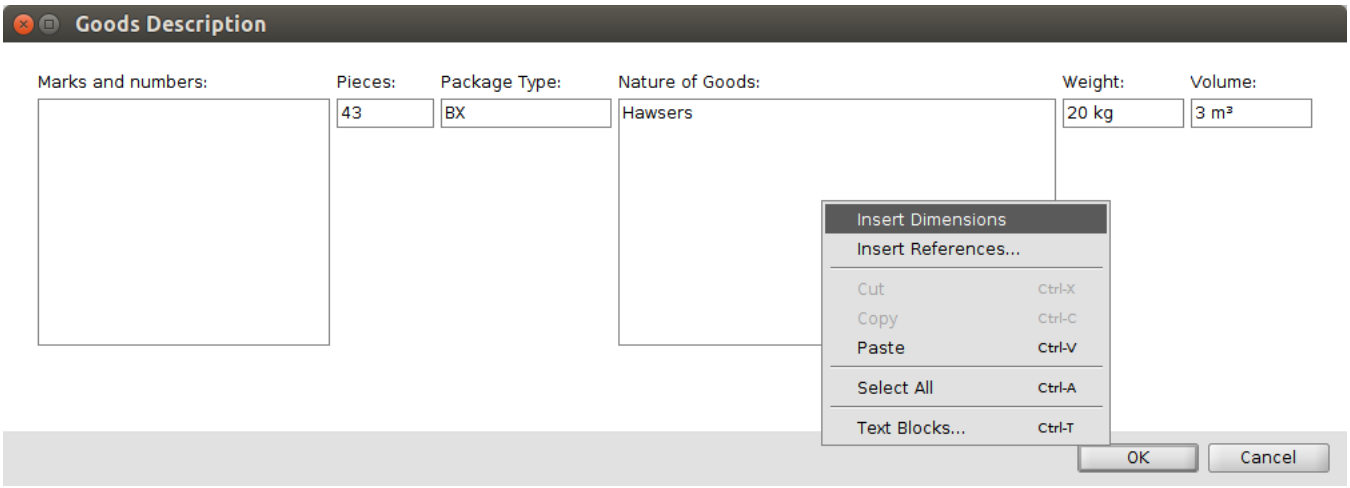
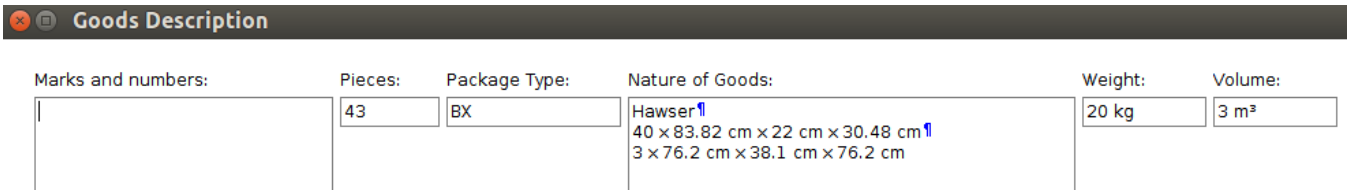


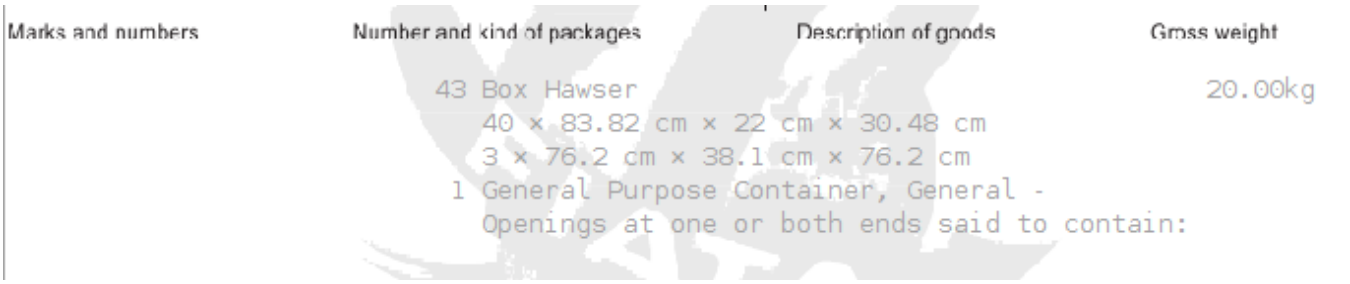
Now click "Edit". In the "Nature of Goods" window, right click and select "Insert Dimensions" from the context menu:



The dims will appear:



In the preview screen of the B/L the dims can be seen:



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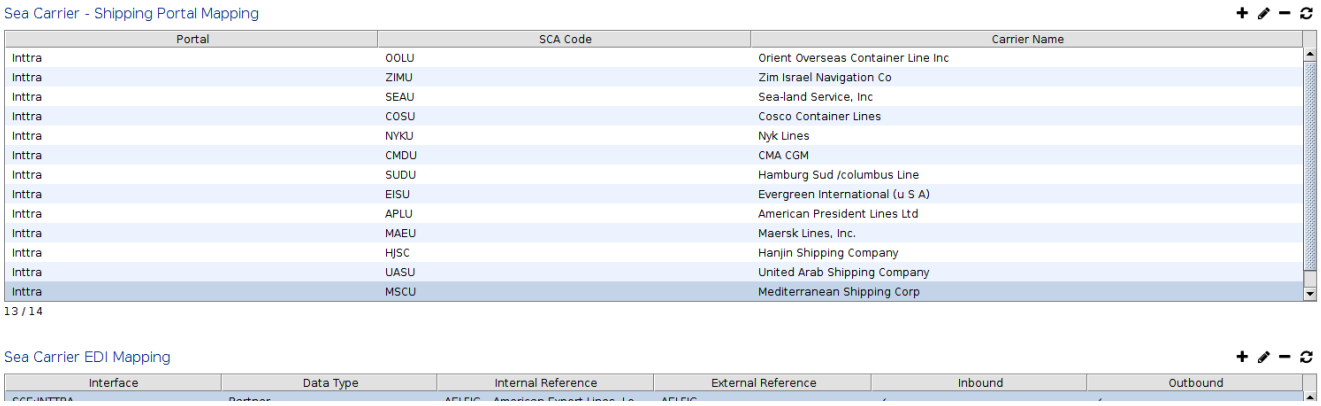
FAQ How-To map a Sea Carrier address to a Scope Partner

When receiving booking confirmations from Sea Export Carriers via Inttra or GTNexus, these booking confirmations may contain partner addresses such as export terminals and container terminals. These partners can be mapped to Scope addresses if the carrier supplies their UID for the address. Creating these mappings enables Scope to automatically replace the carriers partner address with the full Scope partner.

Step-by-step guide

Navigate to the "Sea Carrier EDI Setup"

1. From the Scope menu select "Settings"
2. In the "Maintenance" menu select "Seafreight"
3. In the "Ocean" menu select "Sea Carrier EDI Setup"



In "Sea Carrier EDI Setup" the top window displays all the carriers that have been created and the portal used. Select or add the sea carrier/portal combination that has transmitted to Scope partner address information.

The lower window "Sea Carrier EDI Mapping" will show the partners currently mapped for the selected sea carrier/portal combination.

Check if the messages returned by the carrier contains a map-able UID.

In the example below "NAD+TR+USOAKOA" indicates the carrier's UID for Oakland International Terminal is "USOAKOA" and this can be mapped to a Scope partner.

Check in the RSI CC for these codes in the booking confirmation from the carrier. These do not appear in the shipment.

Create the mapping

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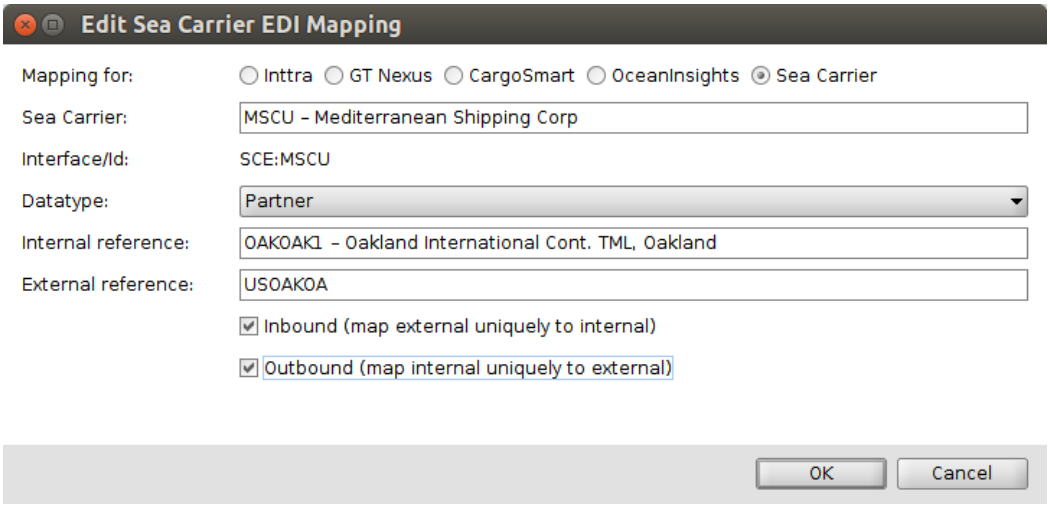

Related articles

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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FAQ How-To register and send VGM details (GTNexus)

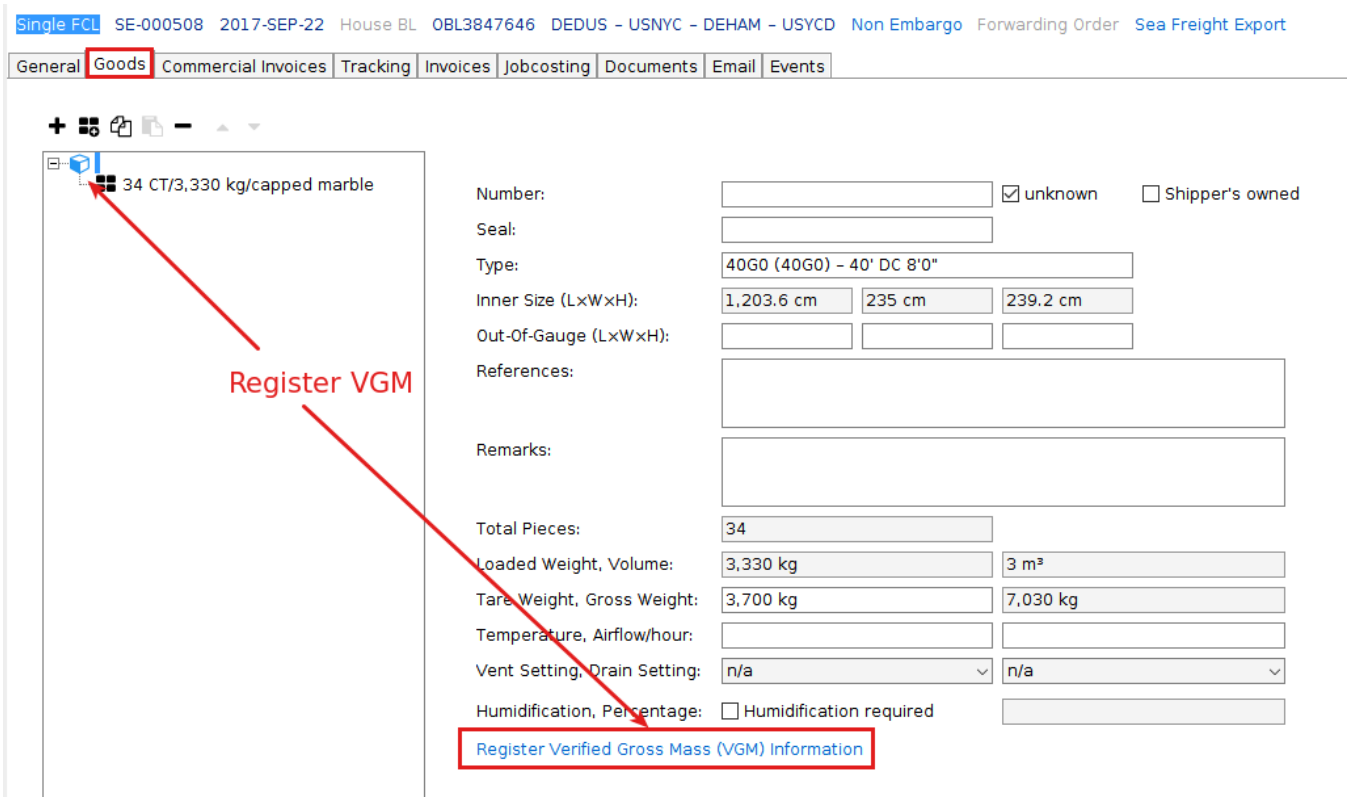
- Registering the VGM details
- Sending the VGM details
- VGM Confirmation

This document describes how to electronically transmit VGM containers details to the carrier using the GTNexus portal

Registering the VGM details

Open your sea export shipment and click on the "Goods" tab

In the "Goods" tab, click on your container to select it. To the right, at the bottom of the screen, the blue link " Register Verified Gross Mass (VGM) Information."



Now enter the details for the container:



Sending the VGM details

Once all the VGM details have been entered for all the containers on the shipment as described above, return to the "General" tab of the shipment.

Now that the VGM details have been entered, if the B/L Instructions are created and sent to the carrier via GTNexus, the VGM details will also be automatically included.

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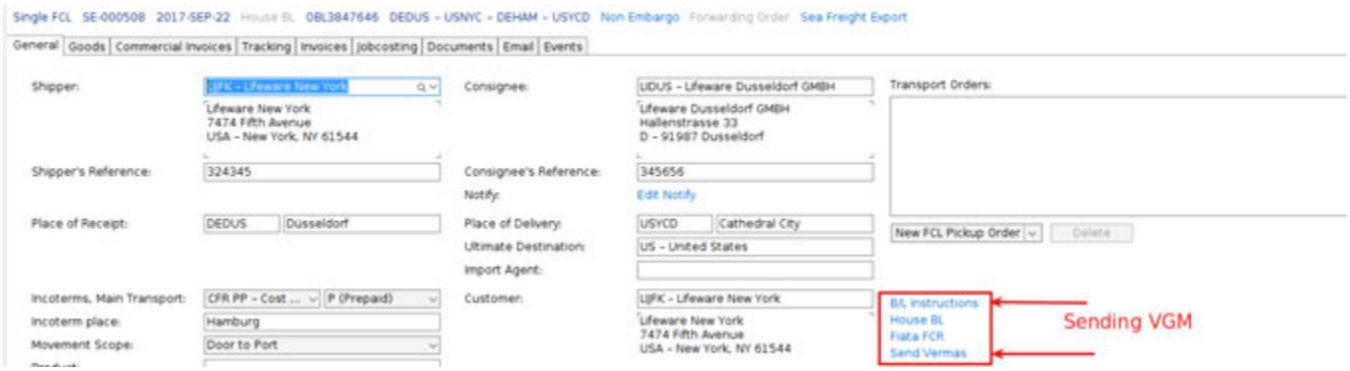
The VGM details can be sent separatly by clicking the blue link "Send Vermas"



VGM Confirmation

Once the VGM details have been sent, when they are accepted by the carrier, to the right of the "Send Vermas" link, the carrier and the date and time the carrier confirmed will appear



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FAQ How-To register and send VGM details (Inttra)

- Registering the VGM details
- Sending the VGM details
- VGM Confirmation

Inttra Contract

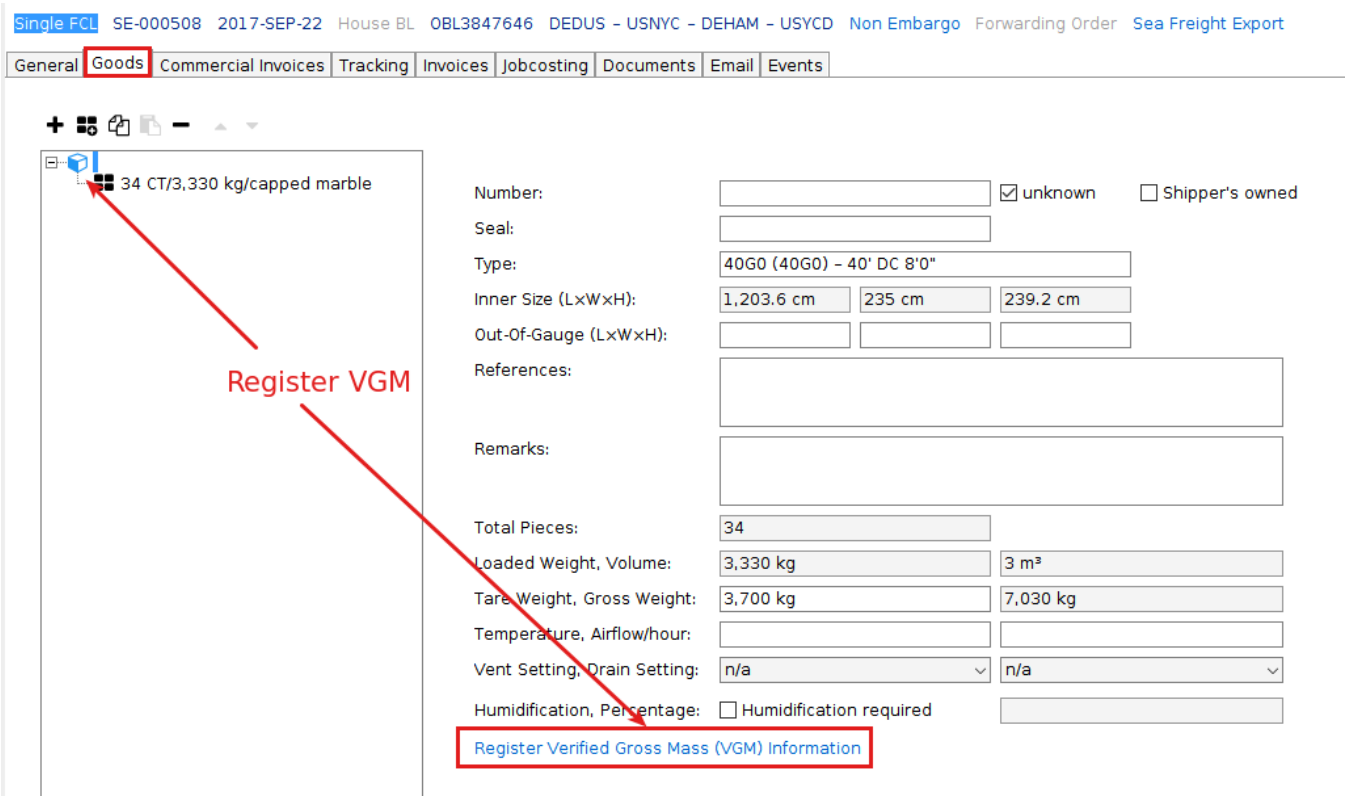
Note: You can only send VGM details to inttra if you have a contract to do so with Inttra. Check with your system administrator to confirm this prior to sending VGM information to Inttra

This document describes how to electronically transmit VGM containers details to the carrier using the Inttra portal

Registering the VGM details

Open your sea export shipment and click on the "Goods" tab

In the "Goods" tab, click on your container to select it. To the right, at the bottom of the screen, the blue link " Register Verified Gross Mass (VGM) Information."



Now enter the details for the container:



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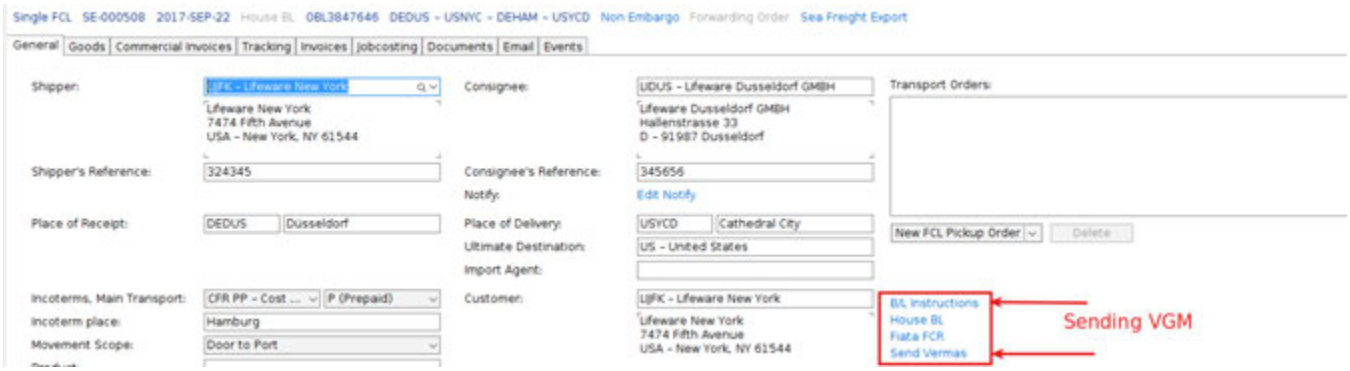
Sending the VGM details

Once all the VGM details have been entered for all the containers on the shipment as described above, return to the "General" tab of the shipment.

Now that the VGM details have been entered, if the B/L Instructions are created and sent to the carrier via Inttra, the VGM details will also be automatically included.

The VGM details can be sent separately by clicking the blue link "Send Vermas"



VGM Confirmation

Once the VGM details have been sent, when they are accepted by the carrier, to the right of the "Send Vermas" link, the carrier and the date and time the carrier confirmed will appear



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FAQ How-To send export pre-alerts and convert them to import shipments

- Introduction
- The Export Shipment
- Managing the documents that are sent to the Import Agent
  - Automatically sending manually uploaded documents to the import agent
  - Automatically sending documents printed by Scope to the import agent
- Pre-Alerts
  - Viewing only Pre-Alerts
    - The "Pre-alert" filter
    - Pre-Alerts (ready to convert)
- Updating Pre-Alerts
- Converting a Pre-Alert to a shipment
  - The Hand-over time
  - To convert a pre-alert to a shipment:

Introduction

When an export agent and their import agent are both using Scope, the export agent can send export pre-alerts to the import agent. The import agent can see these pre-alerts and at the right time, the import agent can convert these pre-alerts to import shipments. This how-to explains this process.

It is also possible for an export agent who is not using Scope to transmit export pre-alerts to an import agent who is using Scope, but check with your administrator to see if this is possible for your export agent.

The Export Shipment

The export agent enters the basic export shipment details in Scope and as soon as the export agent saves these basic details, Scope will create an export shipment number and an HBL number. This will immediately be sent to the import agent as a pre-alert

Managing the documents that are sent to the Import Agent

When an export shipment is transmitted from an export agent to an import agent, the export documents can be included. You can control which documents to automatically send to the import agent:

1. Open the partner maintenance application
2. Open the partner who is the agent receiving the pre-alerts
3. Go to the roles tab and click on the role "Agent"
4. In the "Agent" role, click on the tab "Pre-Alerts"

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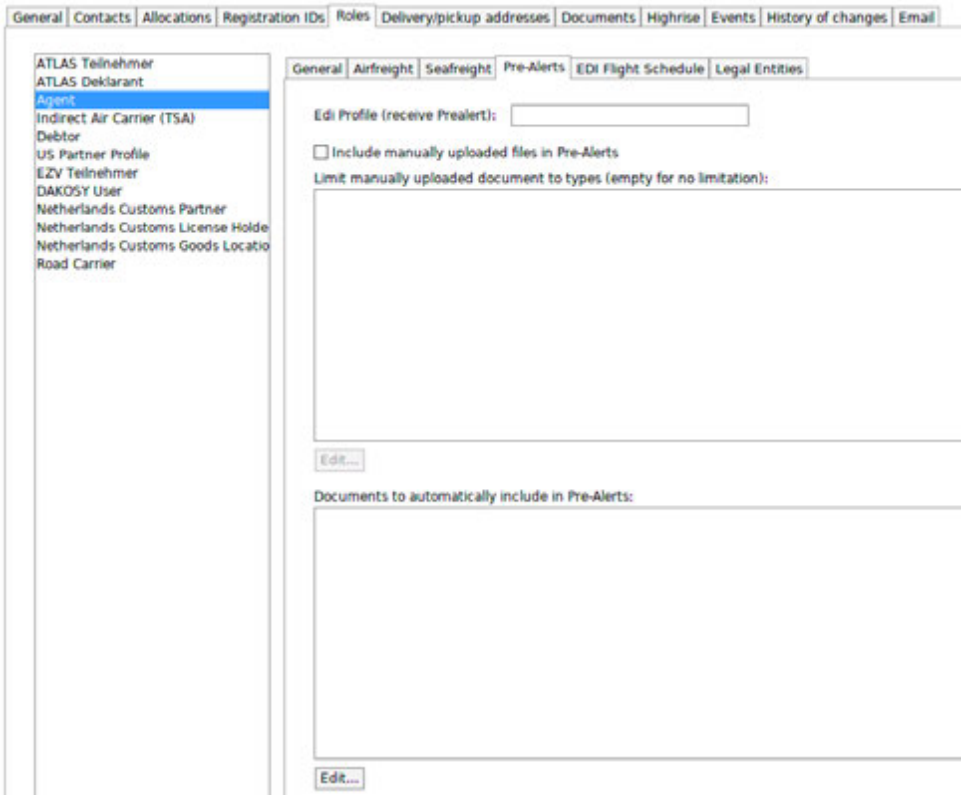
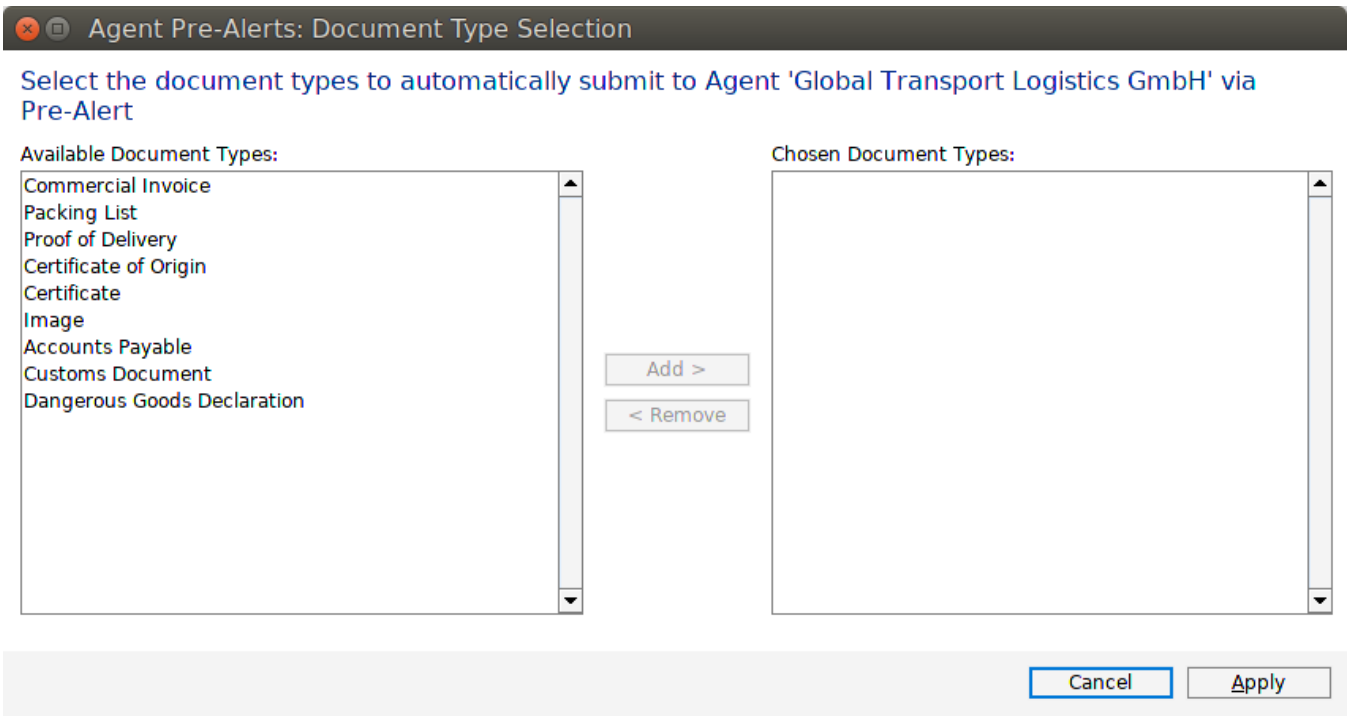


Automatically sending manually uploaded documents to the import agent

In the "Pre-Alerts" tab, check the box "Include manually uploaded files in Pre-Alerts"

Now click the "Edit" button and select the available document types in the left hand column that should be added to the right hand column "Chosen Document Types"



Automatically sending documents printed by Scope to the import agent

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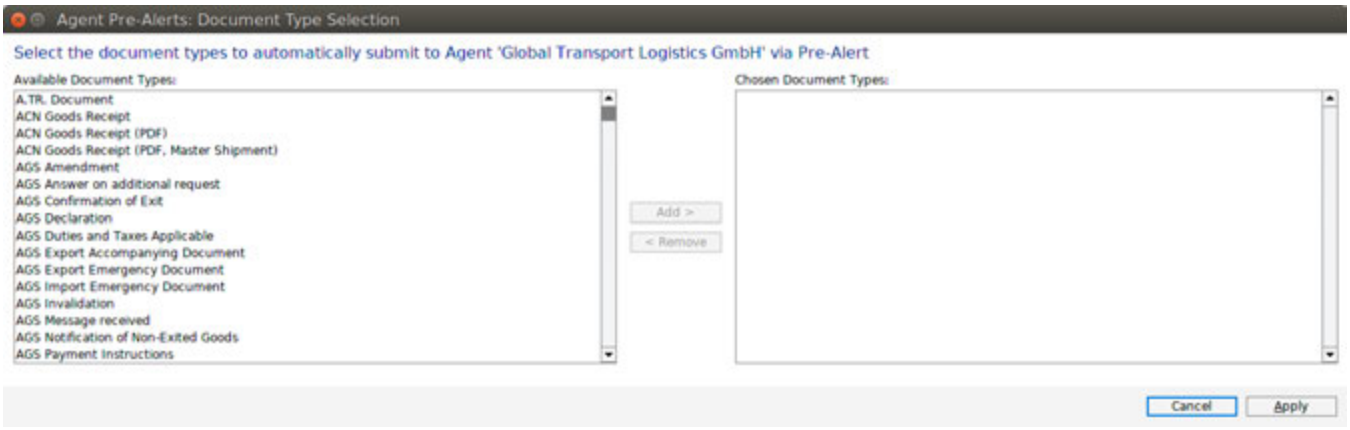
In the "Pre-Alerts" tab, click the "Edit" button below the window "Documents to automatically include in Pre-Alerts"

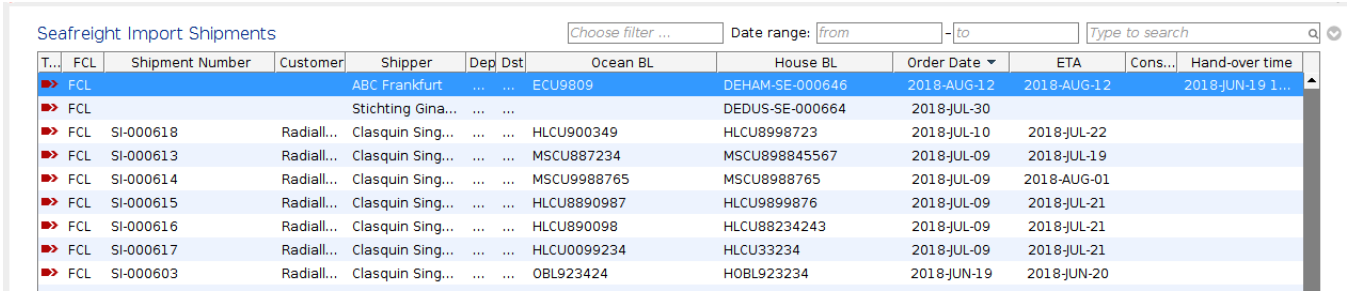
Now selected the available document types from the left hand column of the document selection in order to add them to the right hand column of "Chosen Document Types".



Once manually uploaded documents and Scope printed documents have been selected, save the partner profile and exit. The selected documents will now be automatically sent with the pre-alert if they existing when the pre-alert is created.

Pre-Alerts

The import agent can see the pre-alert in the sea import shipment overview. The import agent can see these shipments are still at the pre-alert stage because they have no sea import shipment number. The example below, the top 2 shipments are still pre-alerts, because they have no "Shipment Number", there are also other details still missing which the export agent has not yet completed.



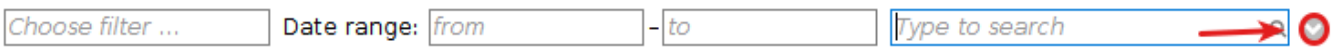
T...	FCL	Shipment Number	Customer	Shipper	Dep	Dst	Ocean BL	House BL	Order Date	ETA	Cons...	Hand-over time
	FCL			ABC Frankfurt	...	...	ECU9809	DEHAM-SE-000646	2018-AUG-12	2018-AUG-12		2018-JUN-19 1...
	FCL			Stichting Gina...	...	...		DEDUS-SE-000664	2018-JUL-30			
	FCL	SI-000618	Radiall...	Clasquin Sing...	...	...	HLCU900349	HLCU8998723	2018-JUL-10	2018-JUL-22		
	FCL	SI-000613	Radiall...	Clasquin Sing...	...	...	MSCU887234	MSCU898845567	2018-JUL-09	2018-JUL-19		
	FCL	SI-000614	Radiall...	Clasquin Sing...	...	...	MSCU9988765	MSCU8988765	2018-JUL-09	2018-AUG-01		
	FCL	SI-000615	Radiall...	Clasquin Sing...	...	...	HLCU8890987	HLCU9899876	2018-JUL-09	2018-JUL-21		
	FCL	SI-000616	Radiall...	Clasquin Sing...	...	...	HLCU890098	HLCU88234243	2018-JUL-09	2018-JUL-21		
	FCL	SI-000617	Radiall...	Clasquin Sing...	...	...	HLCU0099234	HLCU33234	2018-JUL-09	2018-JUL-21		
	FCL	SI-000603	Radiall...	Clasquin Sing...	...	...	OBL923424	HOBL923234	2018-JUN-19	2018-JUN-20		

Viewing only Pre-Alerts

If you want to only see pre-alerts in the shipment overview, there are 2 ways to do this:

The "Pre-alert" filter

To only see all prealerts, click the grey filter button to the right of the general search field:



This will drop down the filter options. From the list of possible filters, choose "Pre-Alert". Change the box to the immediate right of "Pre-Alert" to "Yes". As per the example below, now you will only see pre-alerts in the overview:

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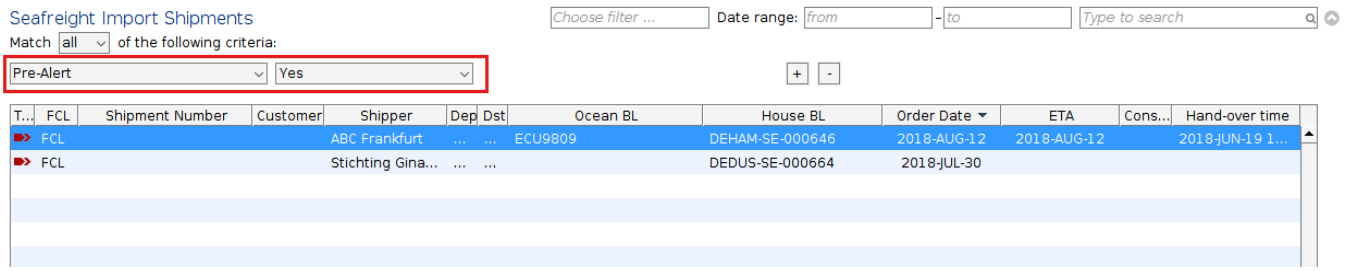
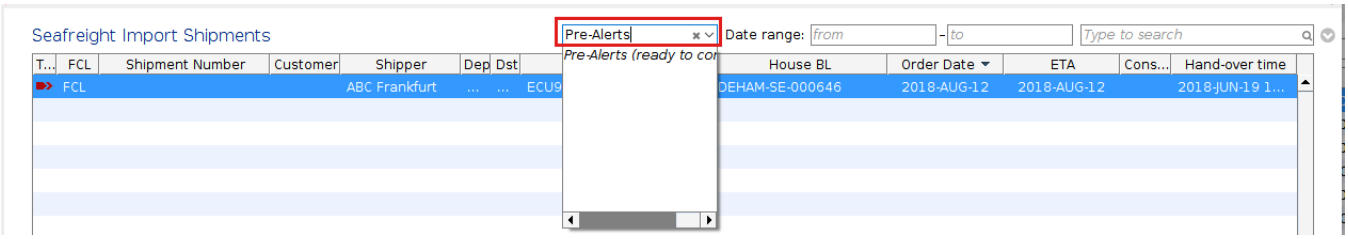


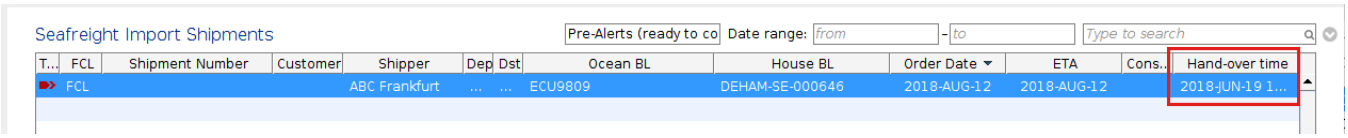
Pre-Alerts (ready to convert)

The second way to view only pre-alerts in the shipment overview, is to use the built-in filter "Pre-Alerts (ready to convert)". This goes further than showing all pre-alerts because it will show only pre-alerts that the export agent has confirmed are ready to convert to import shipments.

Activate this filter by typing the word "Pre-alert" in the saved filters field:



As per the screen-shot below, the "Pre-Alerts (ready to convert)" filter finds a pre-alert that is ready to convert to an import shipment and the field "Hand-over time" shows the date and time when the export agent first indicated the pre-alert was ready to convert to an import shipment:



Updating Pre-Alerts

As the export agent adds more details to the export shipment, these details will automatically update the pre-alert information sent to the import agent. For example, when the export agent first creates the export shipment, the export agent might not have the container numbers for the shipment and so when the pre-alert first arrives in the the import agent's branch, the container details may be missing. As soon as the container information is added by the export agent, this information also appears automatically for the import agent in the pre-alert.

Converting a Pre-Alert to a shipment

It is best to convert a pre-alert to an import shipment when it appears on the "Pre-Alert - ready to convert" listing. This will occur as soon as the export agent prints or sends the B/L Instructions for the ocean carrier and the import agent will be able to see the date and time when this occurred because it will appear as the "Hand-over time" in the pre-alert. The same applies to Air Imports, the shipment will be transmitted from the export agent to the import agent as soon it is first saved by the export agent. As soon as the export agent prints the MAWB or Direct AWB, the prealert will be updated to "Pre-Alert - ready to convert".

The Hand-over time

When the Export Agent finalizes the shipment by printing the MAWB or Direct AWB (Airgfreight) or printing the Shipping Instructions/Receiving EDI shipping instructions confirmation from the carrier (seafreight), the shipment becomes "Pre-Alert- ready to convert". The date on which this occurs is referred to as the "Hand-over time". It is possible to include the "Hand-over time" in the import overviews of both sea and air:

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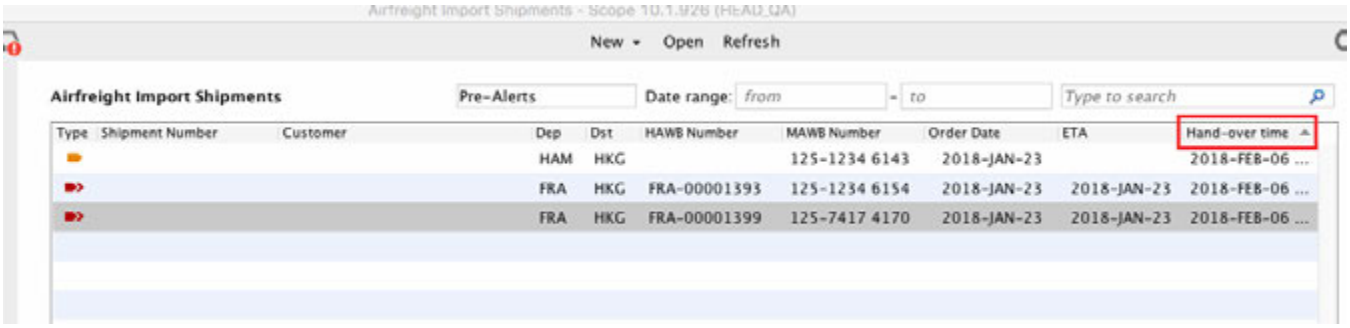


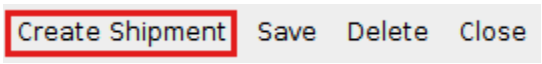
If there is a date and time in the "Hand-over time", this means the pre-alert is ready to convert to a shipment.

There is also a filter for "Hand-over time" to help search for pre-alerts:

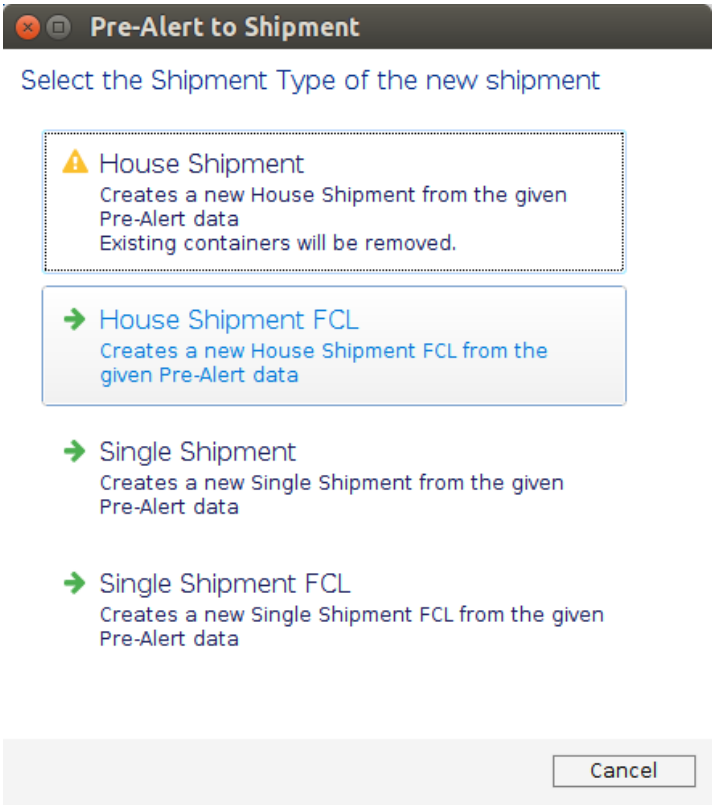


To convert a pre-alert to a shipment:

1. Open the pre-alert
2. From the action menu at the top of the open pre-alert, choose the option "Create Shipment"



The action "Pre-Alert to Shipment will appear, choose the type of shipment that you would like to convert the pre-alert to:



It is possible to convert a pre-alert to an import shipment before there is a hand-over time, but in this case there will be a warning in the conversion process that "The pre-alert is not marked ready for takeover yet" :

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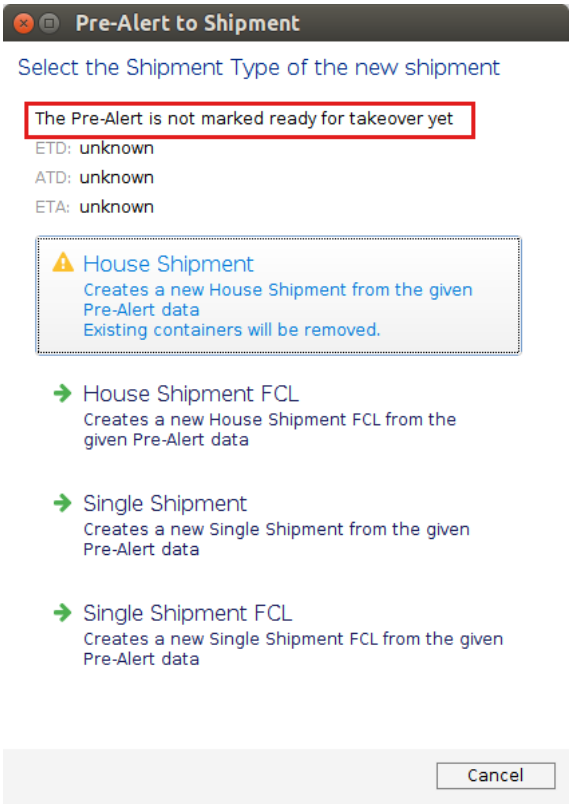

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FAQ How-To use the new Sea Export Booking Confirmation

When printing the sea export booking confirmation, a preview of the details appears. This document describes where these details appear from and how some of these dates can be changed.

The Sea Export Booking Confirmation Preview

Containers

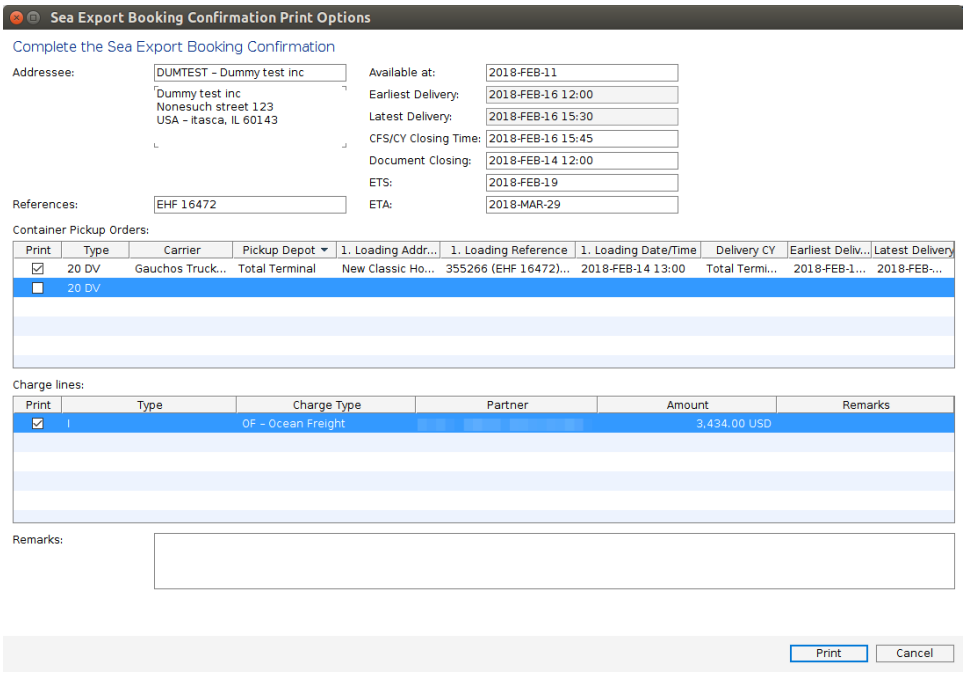
In the listing of containers, use the check box to select the containers that will appear on the printed sea export booking confirmation

The container listing also shows for each container the details below. Click on a column to order by that column. Drag the column edges to expand or shrink the column width:

- Container type
- Trucker (Carrier)
- Container Pickup Depot (Pickup Depot)
- Loading address
- Loading Reference
- Loading Date/Time
- Delivery CY
- Earliest Delivery
- Latest Delivery

Charge Lines

The charge line window lists all the available charges that can be printed on the sea export booking confirmation. Use the check box to select the correct charges to print.

- 

Dates from the shipment

The screen-shot to the left shows the sea export booking confirmation and to the right is the shipment with arrows linking the date fields.

All of the highlighted dates can be changed and on printing the document, these dates will also update in the shipment.

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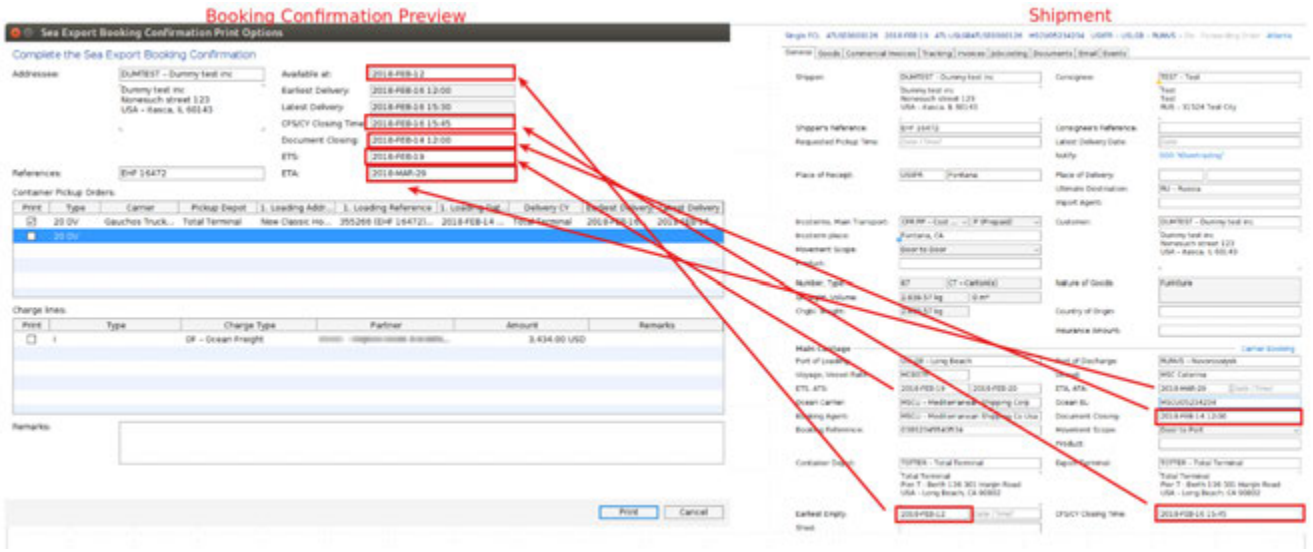
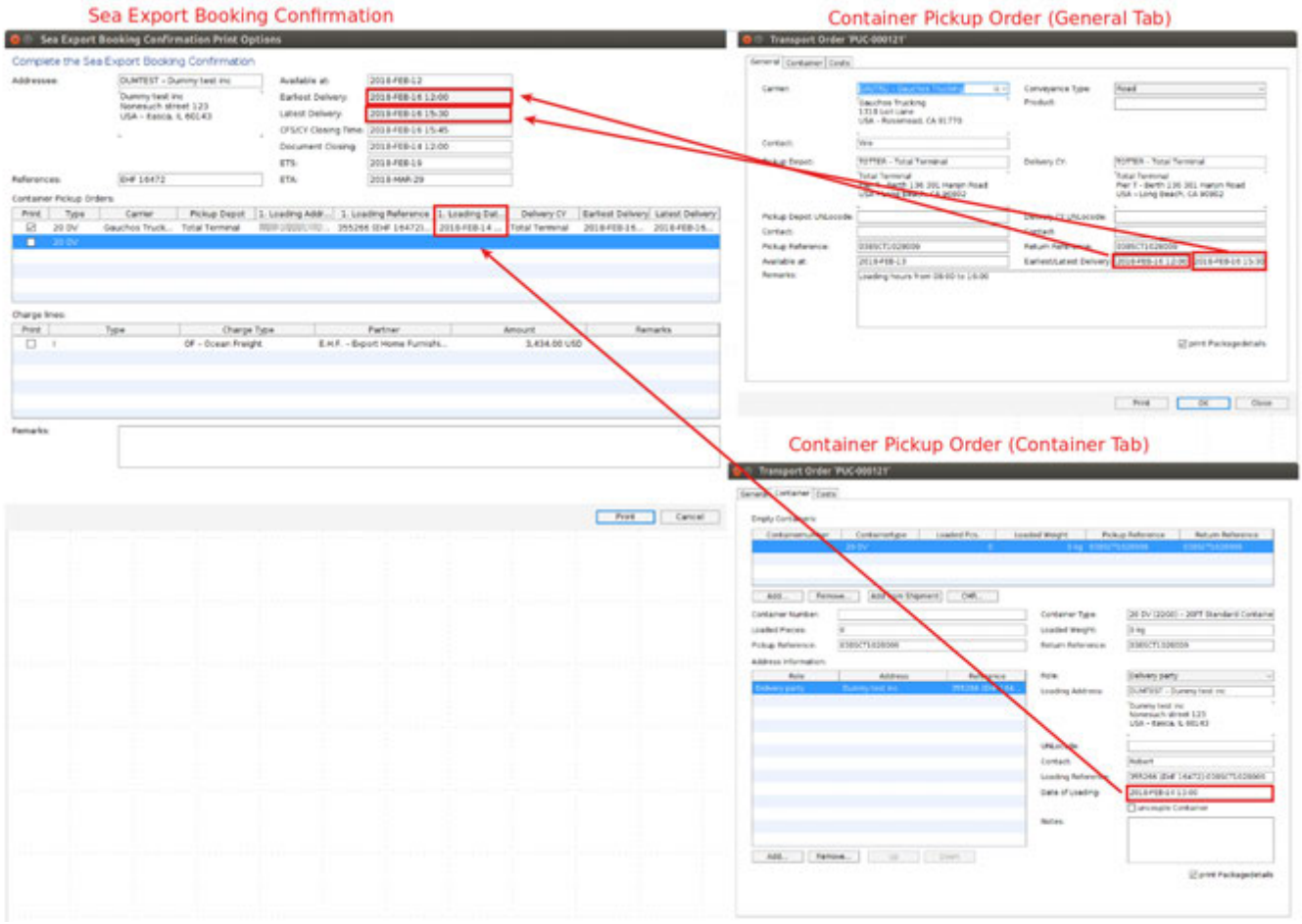


Dates from the Container Pickup Order

To the left is the sea export booking confirmation preview and to the right is the container pickup order, showing both the general tab and the container tab. The arrows link the dates used in these screens:

These dates cannot be changed in the booking confirmation and must be changed in the container pickup order.



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How-To add a FIRMS to Scope and apply a FIRMS in a shipment

Background

A FIRMS is a code applied to a customs bonded facility where cargo may be located. This document explains how to add a FIRMS to Scope and then how this FIRMS can be applied in a shipment.

Adding a FIRMS code to a Scope partner

1) Create the FIRMS facility as a partner in Scope, entering their full name and address details

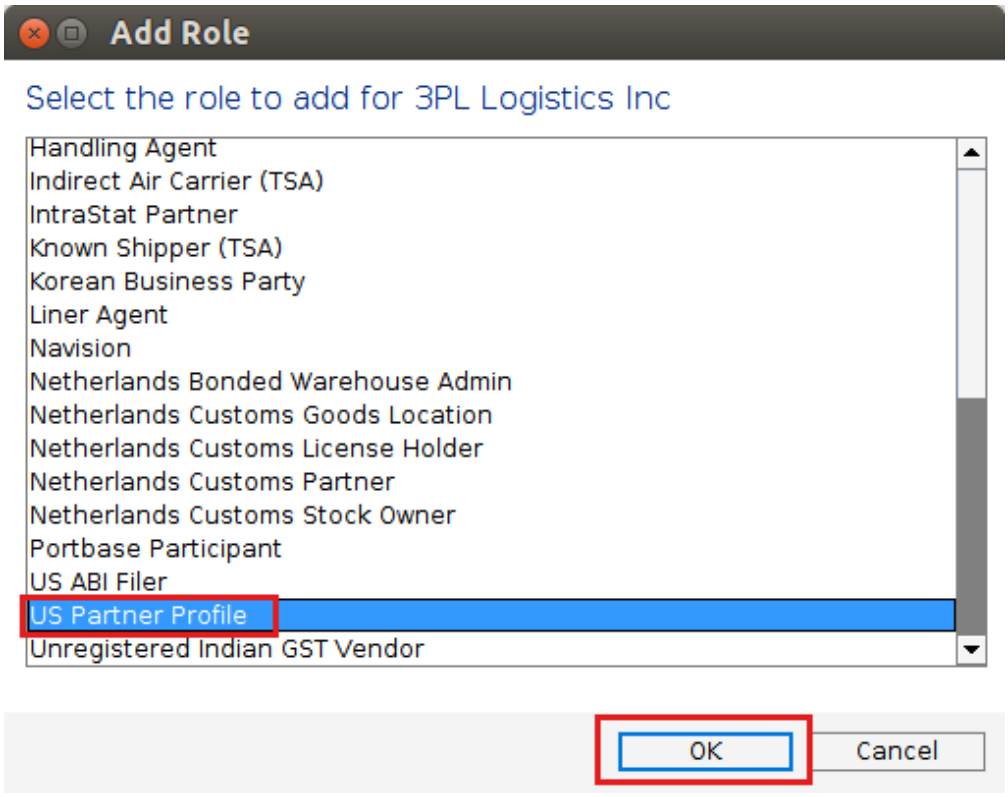
2) Once the partner is created, click on the "Roles" tab of the partner



3) In the "Roles" tab, you need to add to the partner the role "US Partner Profile". Do this by clicking "Add" at the bottom left



4) When you click "Add", a list of roles will appear. Look for the role "US Partner Profile" and click "OK" to add it



.

5) Now that the role "US Partner Profile" is added to the partner, you will see this role has a set of sub-tabs. Choose the last one on the right called "FIRMS"

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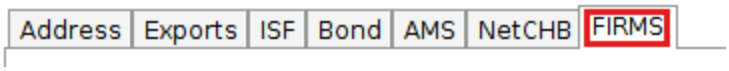
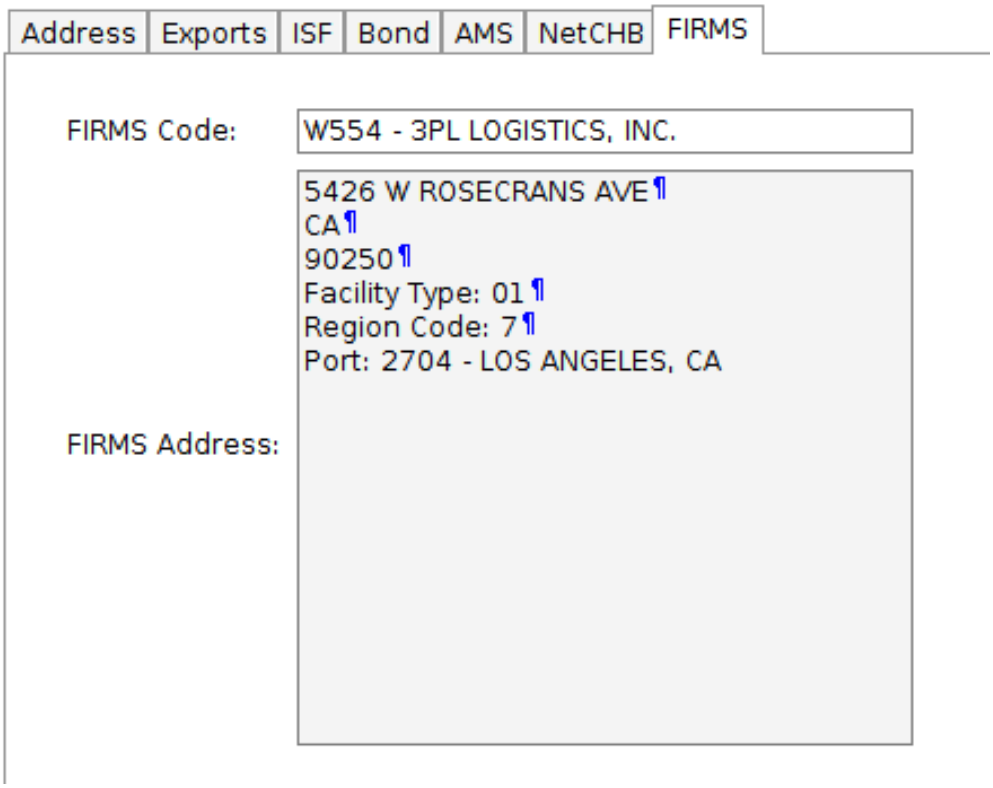


6) You can now enter your FIRMS code in the field "FIRMS Code". Scope should search for this FIRMS code from the official listing and find it. Click on the FIRMS code that is found and the official FIRMS address will appear automatically in the field below call "FIRMS Address".



7) Now save your partner to store your new partner and the FIRMS details.

If Scope cannot find your FIRMS code, notify your Riege support center.

Using a FIRMS in a Scope shipment.

You can use your FIRMS code in the following fields:

Module	Field
Sea Imports	Import Terminal
Sea Imports	Shed
Air Imports	Import Terminal

When you are in any of the above fields, you can apply your FIRMS either by typing in the FIRMS code directly into the field, or you can use any part of the name or address of the FIRMS to search for it.

Once the FIRMS is applied to the shipment in this way, the official FIRMS name and address can automatically be printed on any document.

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How-To choose and setup Inttra events in Scope

- Introduction
- Events from Inttra
- Create a Tracking Template that includes Inttra events
- Testing the event
- Common Inttra events

Introduction

When Scope is connected to Inttra and sea export bookings and shipping instructions are sent to carriers via intra, the Scope Tracking tab can display the events sent back by the carrier. This how-to explains how to set this up

Events from Inttra

this is a list of events that can be received by Scope from Inttra. Any or all of these can be displayed in the tracking tab of a shipment with correct setup.

INTTRA-code	Event-Description
A	Arrived
AE	Loaded on vessel
AL	Loaded on rail
AM	Loaded on truck
AR	Rail arrival at destination intermodal ramp
D	Completed unloading at delivery location
CR	Carrier release
EE	Empty equipment dispatched
I	In-gate
L	Loading
OA	Out gate
RD	Return container
T	At terminal; INTTRA-terminal movement
UV	Unloaded from vessel
VA	Vessel arrival
CU	Carrier and customs release
VD	Vessel departure

Create a Tracking Template that includes Inttra events

From the main menu choose "Maintenance" and then "Forwarding". From the maintenance Forwarding sub-menu choose "Tracking Templates"

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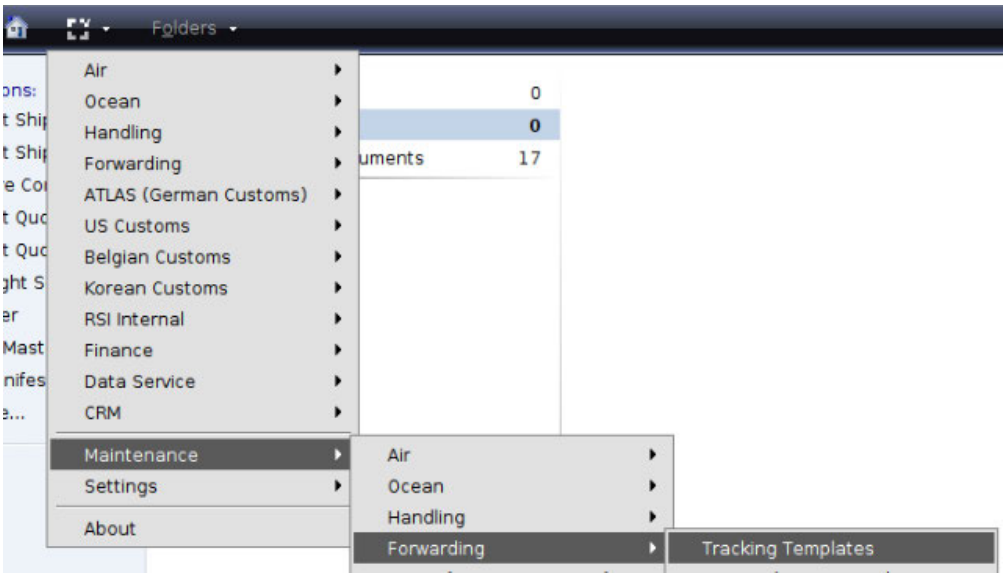
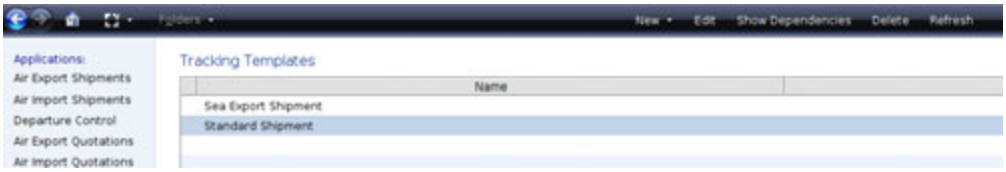
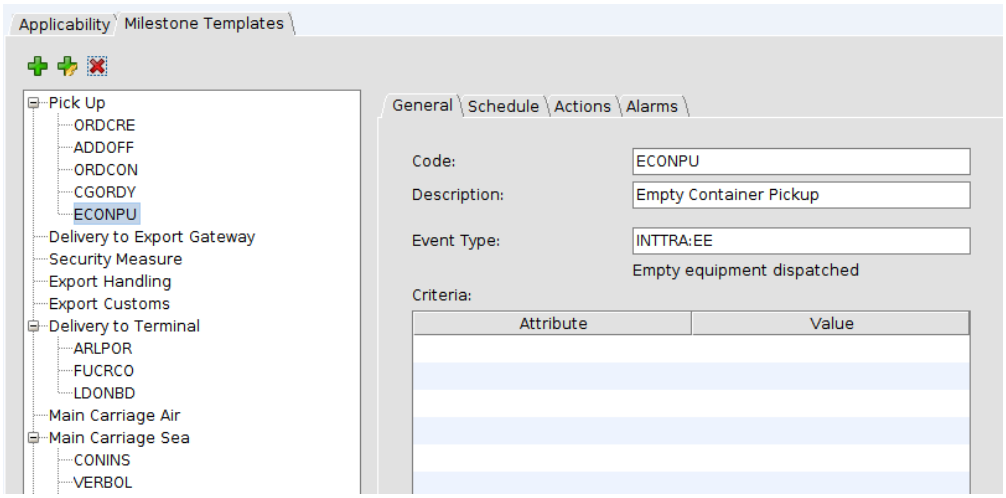


Choose the Standard Shipment template



Select the "Milestones Templates" tab



Each leg of the shipment is shown, for example "Pick-up" and for each leg, events may be defined. Select the event that corresponds to the Inttra event and in the "Event Type" field for that event, insert the Inttra event. This is a search field that should assist finding the correct Inttra event

Testing the event

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If no event is finalized in a shipment, then the new tracking template can be tested. Open the "Events" tab of the shipment which automatically shows all Inttra events, highlight an Inttra event and right click it to choose "Replay Event". The event should now appear in the tracking tab of the shipment.



Common Inttra events

the following events are the standard set received in the USA

UV	Unloaded from Vessel
VD	Vessel departure
AE	Loaded on Vessel
I	In-gate
CU	Carrier and customs release
OA	Out-gate
EE	Empty equipment dispatched

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How-To do a Seafreight Warehouse Entry

- Warehouse entry details
  - Take-In
  - Take-Out
- How-To enter ware house take-in and take-out details

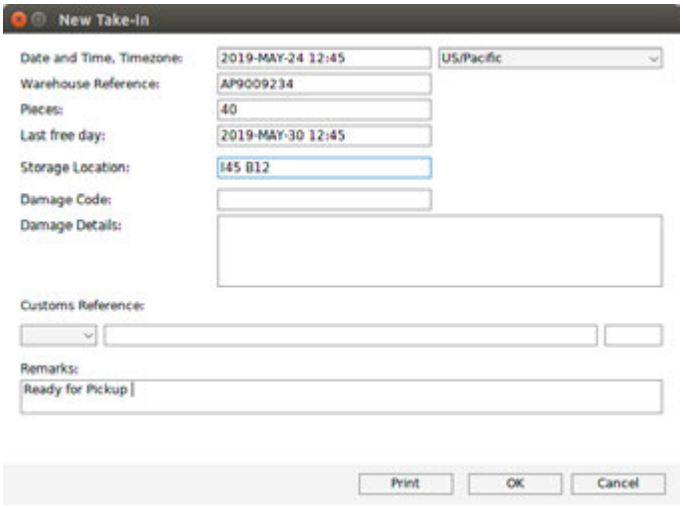
Warehouse entry details

For a sea freight shipment, you can enter some warehouse details for the cargo:

Take-In

When the goods are received by the warehouse you can record:

- The data and time the cargo was received
- The warehouse reference
- The number of pieces relating to this warehouse reference
- The last free day before storage charges occur
- The location of the goods within the warehouse
- Damage details
- Customs details
- Remarks



Take-Out

When the goods are removed from the warehouse you can record:

- The date and time the goods were taken
- The warehouse reference for the removal
- The number of pieces taken
- The party who picked up the goods
- The name of the driver who picked up the goods
- The licence plate of the pickup vehicle
- Customs details for the goods
- Remarks

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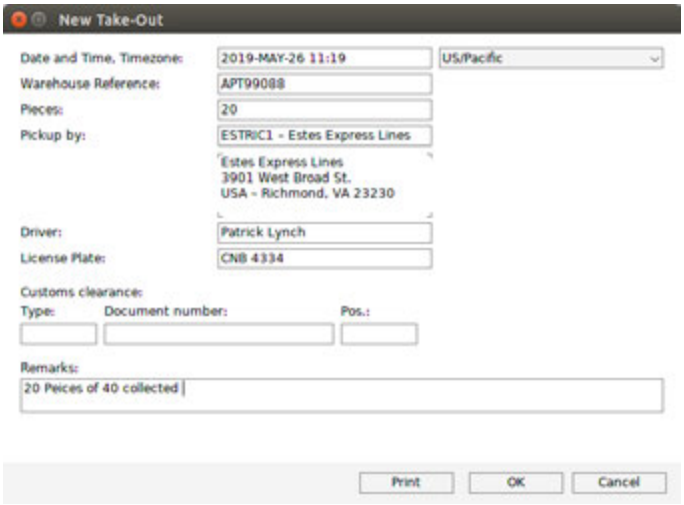
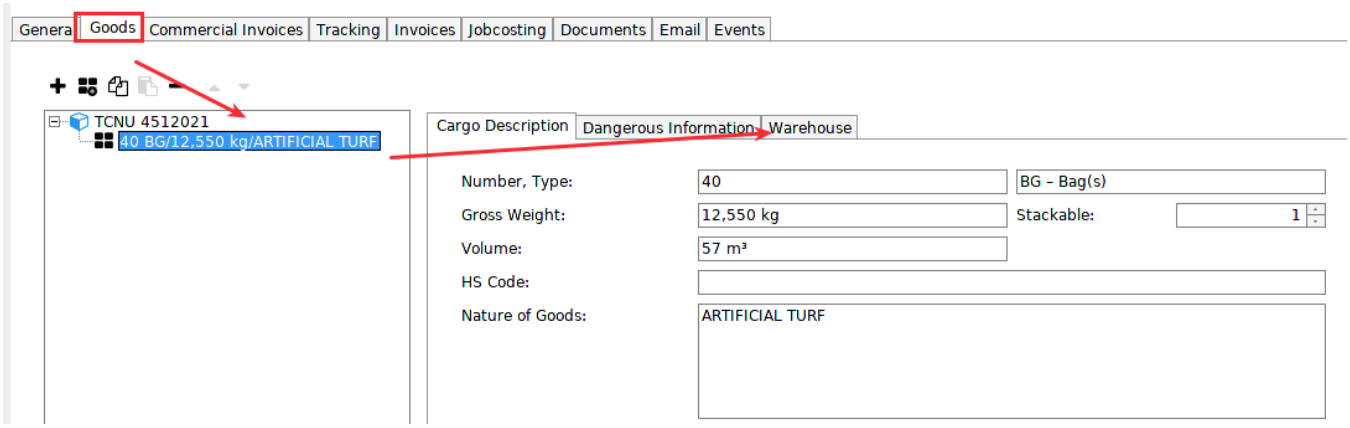
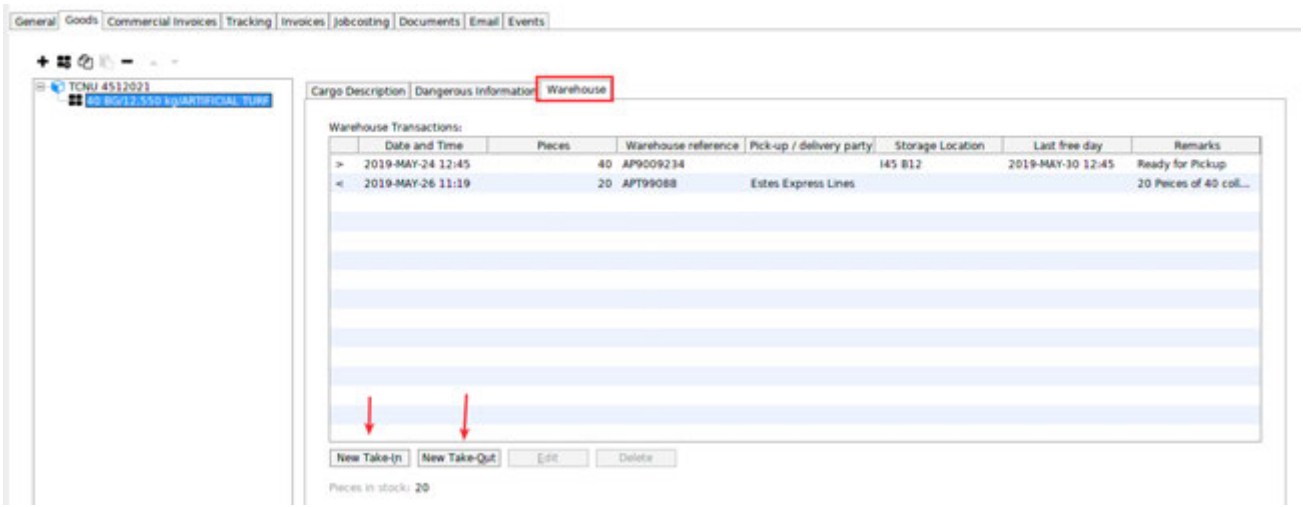


How-To enter ware house take-in and take-out details

1. Create a sea freight shipment
2. On the general tab of the shipment, be sure to enter a "Shed" location.
3. On the goods tab of the shipment, highlight a goods line.
4. Now click the "Warehouse" tab of the goods



On the warehouse tab of the goods, use the "New Take-In" or the "New Take-Out" to create the take in or take out events.



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Use the "Print" option on the take-in or take-out to print a record of the event.

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How-To US Customs, ISF, AES, IT and AMS

- How-To enter I.T. information
- How-To for AES
- How-To send customs entries and get customs updates
- How-To US AMS

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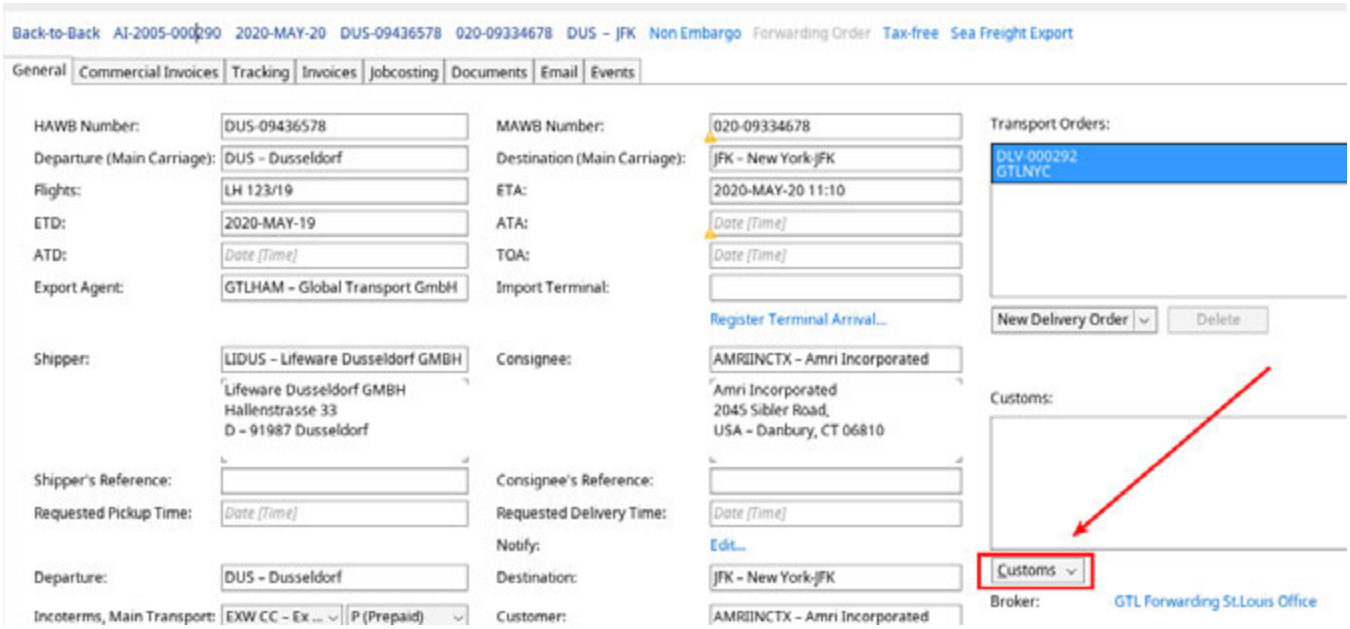
How-To enter I.T. information

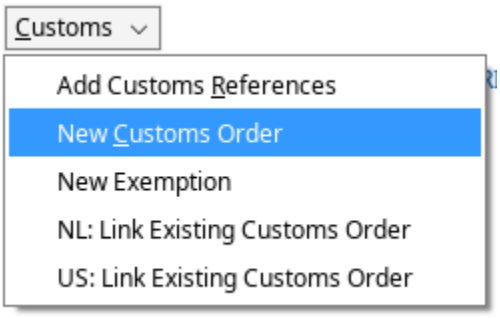
This how-to explains how customs In-Transit details can be entered in a shipment

Opening Customs Orders

Open the shipment and on the right hand side of the screen on the general tab of the shipment, click on the "Customs" button:



The "Customs" menu will open, choose "New Customs Order"



Making a U.S.A. In Transit Entry

In the "New Customs Order" editor, click on the first field "Customs order type" and from the drop down menu choose the option "U.S.A. In Transit Entry". Note this has a field for the I.T. Number and other I.T. specific information.

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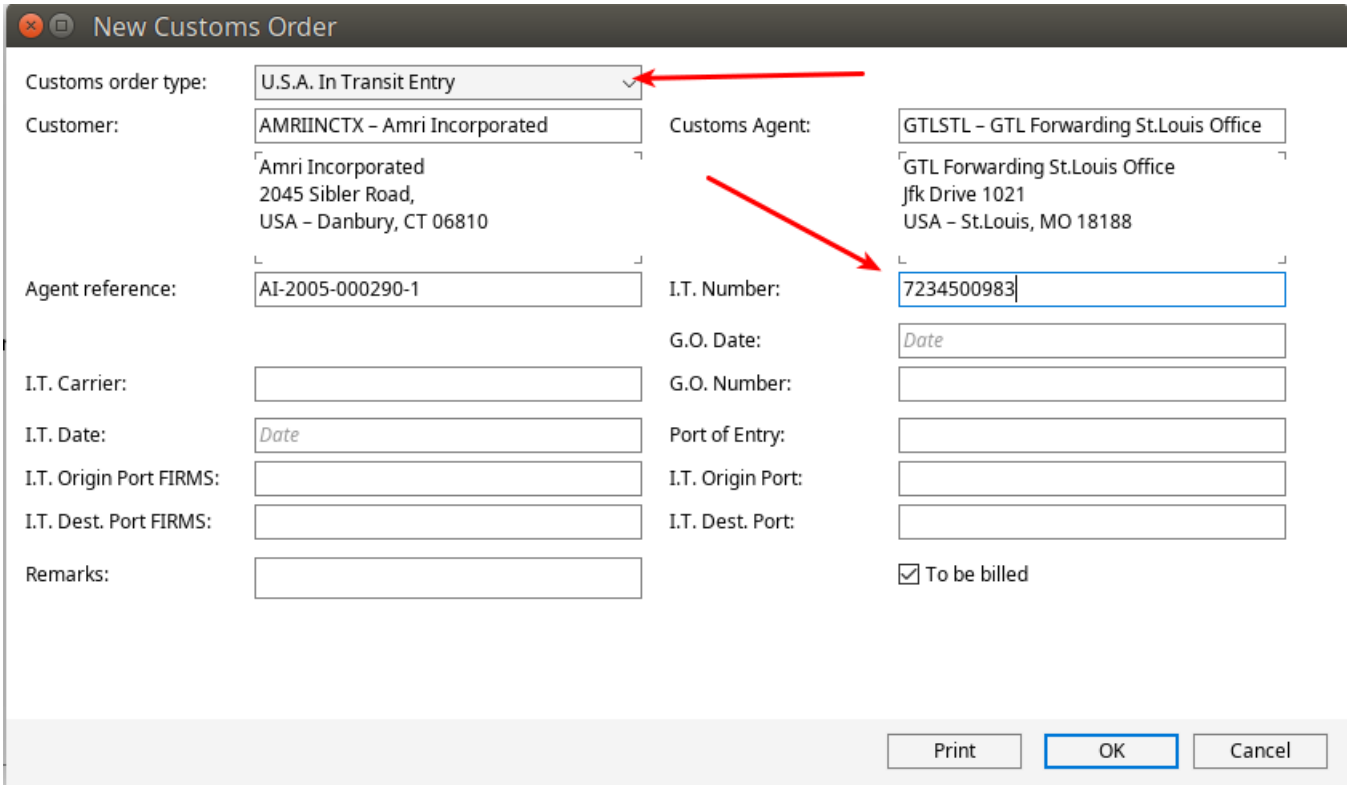
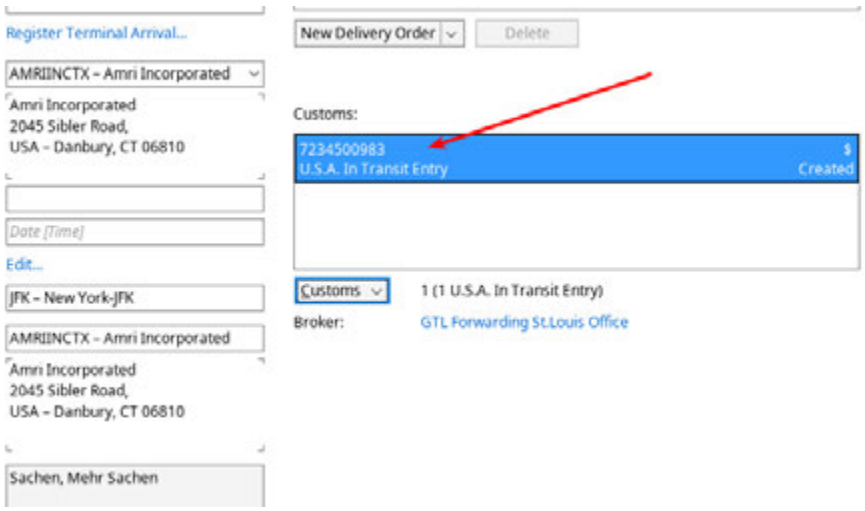


Fill in the I.T. details and click "OK". The I.T. customs order now appears in the list of "Customs" orders in the shipment and the I.T. details can be printed on documents.



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How-To for AES

- FAQ How-To Cancel AES entries with CBP
- FAQ How-To create AES entries from a Scope export shipment
- FAQ How-To enter additional AES statements on US Export shipments

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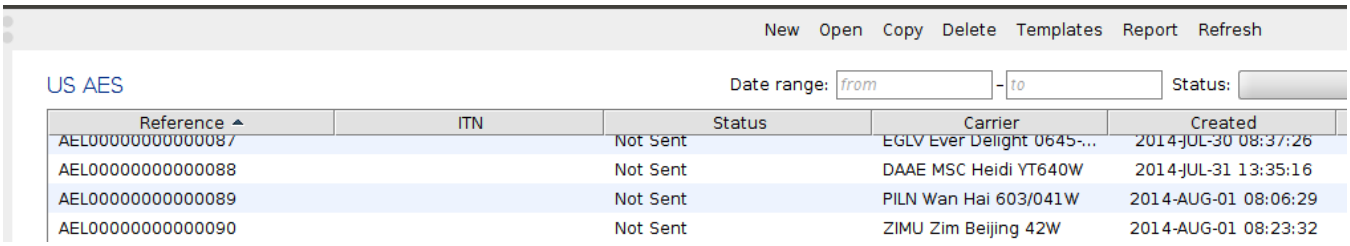
FAQ How-To Cancel AES entries with CBP

When to use the Delete function

When an AES entry is created in Scope, it can be be deleted at any time provided it has not been transmitted to CBP.

To delete an AES entry:

1. Highlight any AES entry in the Overview that has the status "Not Sent"
2. Now press the "Delete" function on the toolbar, this will delete the AES entry.



Which AES entries can be Cancelled?

Once an AES entry has been transmitted to CBP from Scope, if you want to cancel the entry with CBP, then the AES Cancel function must be used. The AES cancel function in Scope is only available once the AES entry is on file with CBP. This means only entries with the following status' can be cancelled:

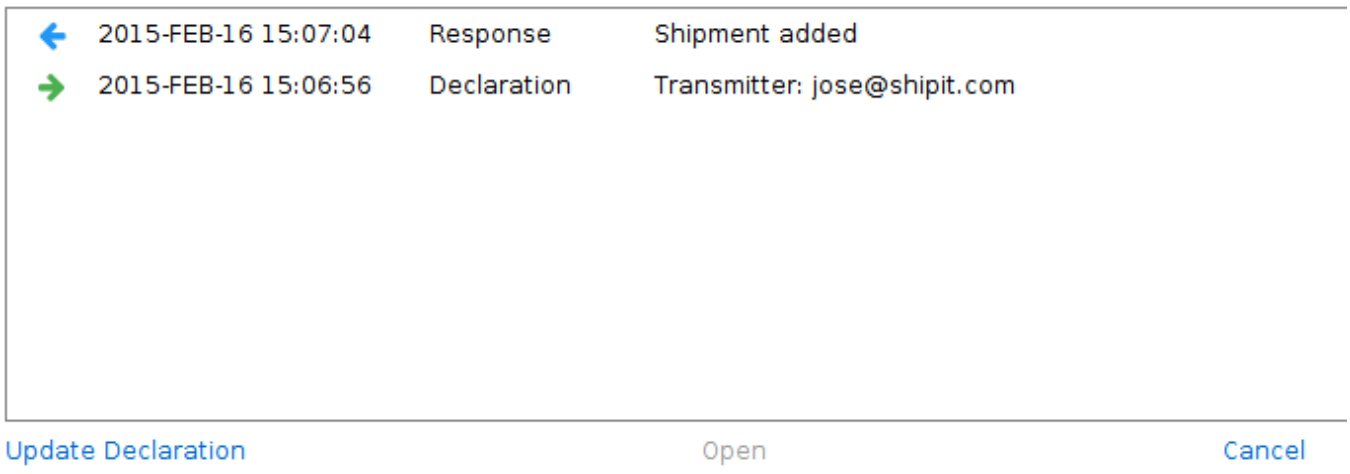
- Accepted
- Accepted with Warnings
- Accepted; Must Verify
- Updated
- Update Rejected
- Rejected

How To cancel AES entries with CBP

By cancelling the entry you are indicating to CBP that the shipment will not be exported and CBP will remove it from their records. Once an AES entry is cancelled, you can start fresh with a new AES entry for the goods.

To cancel an AES entry:

1. Highlight the desired AES entry in the overview (not that it must have one of the status' listed above)
2. The transmission details for the entry will appear in the transmissions window at the bottom of the screen.
3. Click the blue "Cancel" button to cancel the highlighted AES entry



You should get a response from CBP that says "Shipment Cancelled".

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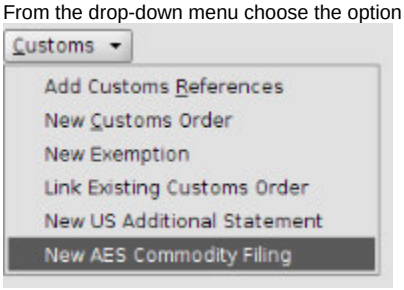
FAQ How-To create AES entries from a Scope export shipment

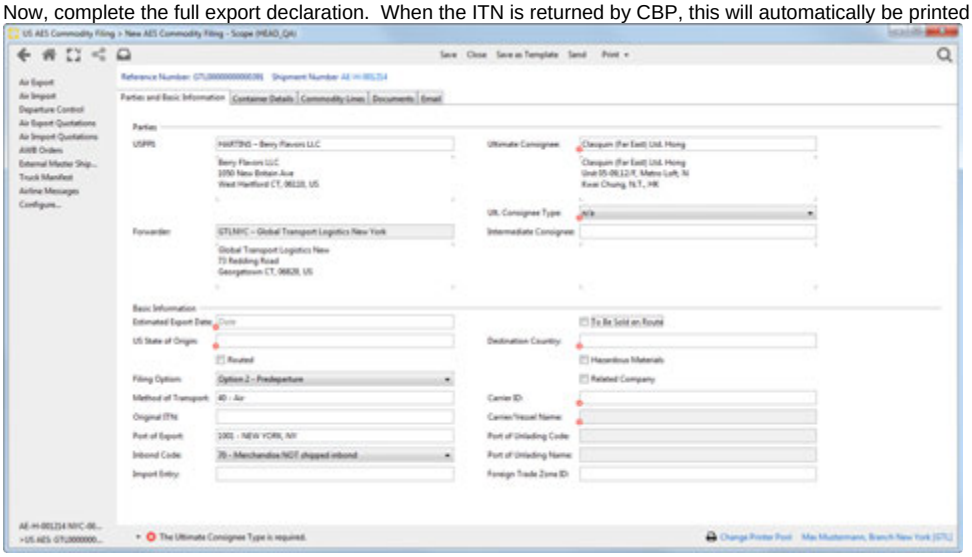
When creating and air export shipment from the USA, you will need to either create an export declaration (EEI) or you will need to insert into the shipment an additional statement like an exemption statement. This ensures there is in ITN or exemption statement visible to CBP on the export documents.

Step-by-step guide - Full Export Declaration

For an full export declaration, take the following steps

1. Open the export shipment
2. On the left hand side of the general tab, click the "Customs button"
3. From the drop-down menu choose the option "New AES Commodity Filing"
4. 

5. Now choose if you would like to use a template to create your AES export declaration, or select "No Template" for none.
6. 

7. Now, complete the full export declaration. When the ITN is returned by CBP, this will automatically be printed on the export documents.
8. 

Step-by-step guide - Exemption Statement

For an exemption statement or an ITN provided by the shipper or other agent, take the following steps

1. Open the export shipment
2. On the left hand side of the general tab, click the "Customs button"
3. From the drop-down menu choose the option "New AES Commodity Filing"

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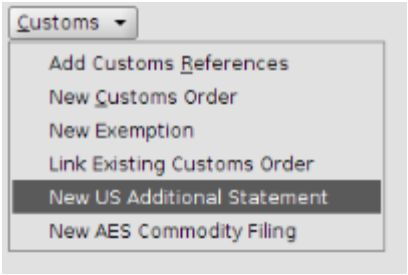
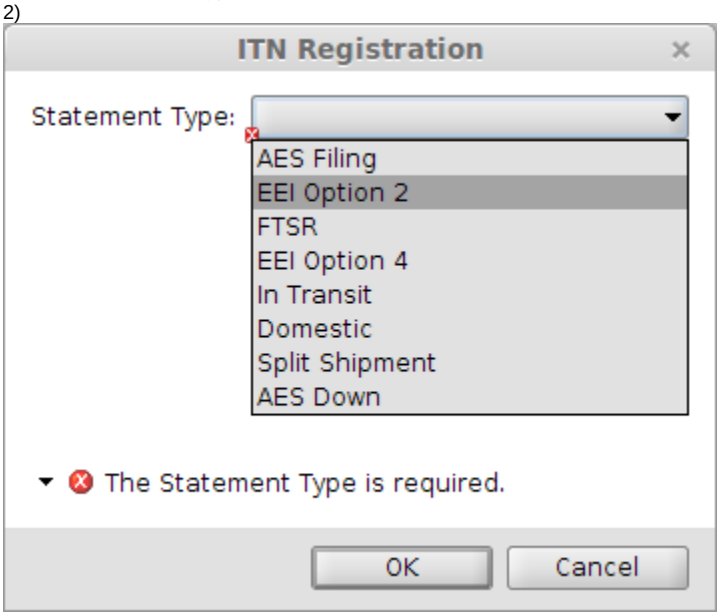
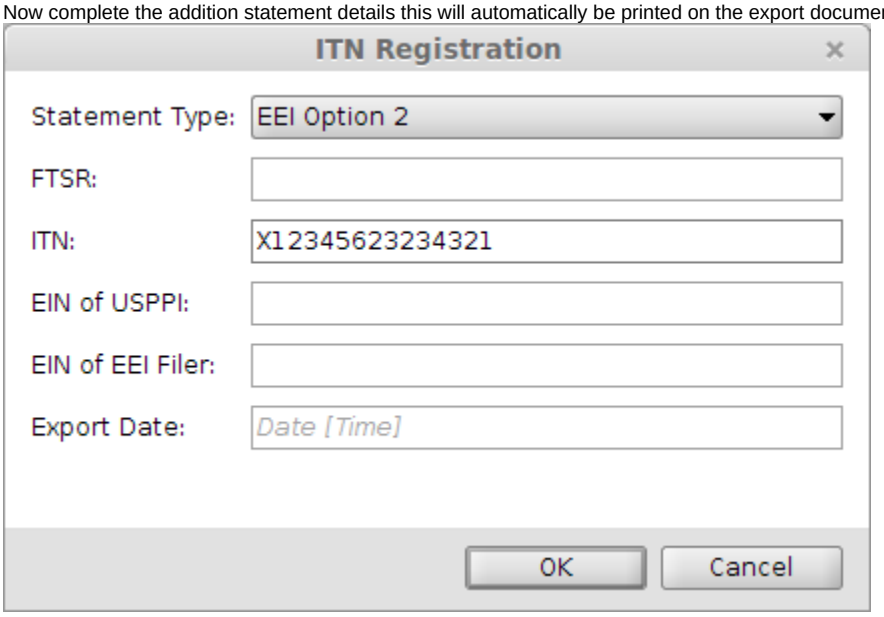
4. 

5. Click the "Statement Type" to see the kinds of additional statements that can be created. In this case an existing ITN will be entered (EEI Option 2)
6. 

7. Now complete the addition statement details this will automatically be printed on the export documents
8. 

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FAQ How-To enter additional AES statements on US Export shipments

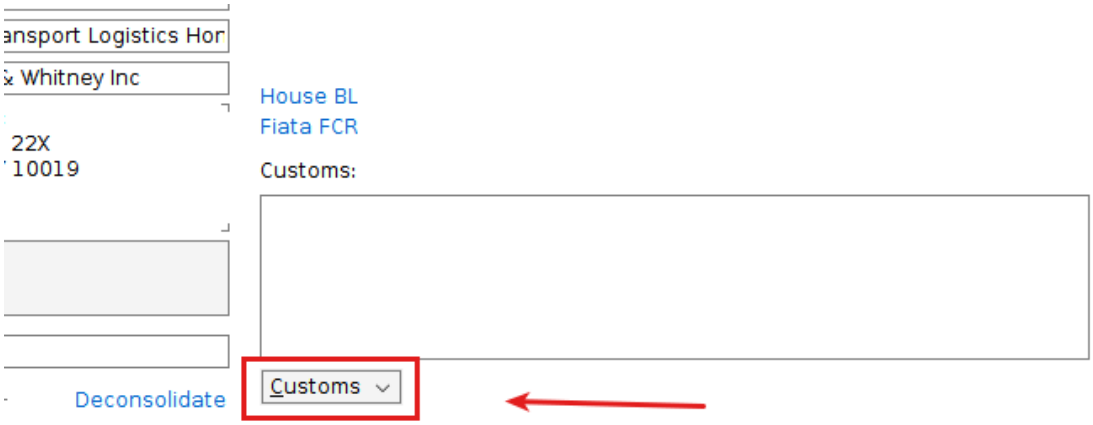
- Introduction
- Adding and Additional Statement to an Export Shipment
- EEI option 2 - A third party has already done the full export declaration
- FTSR - special exemption
- Saving and viewing the additional statement

Introduction

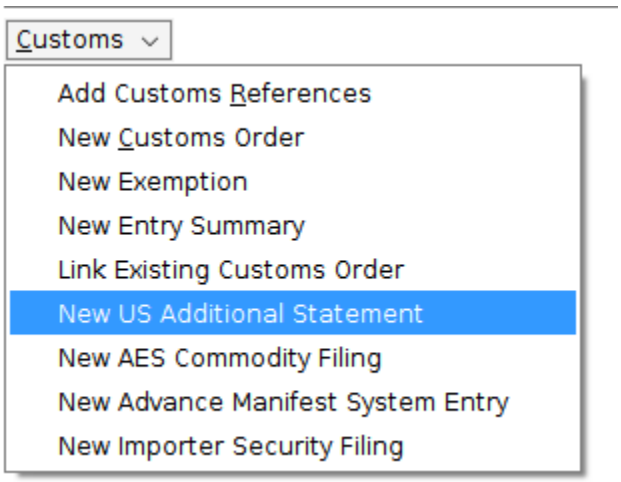
When exporting goods from the USA, all goods must have an export declaration or an exemption statement that explains why they do not need an export declaration (AES). This How-To explains how these exemption statements can be created when you do not need to make a full export dec.

Adding and Additional Statement to an Export Shipment

In the shipment, select the button "Customs"



From the drop-down menu, choose "New US Additional Statement"



The ITN registration will open:

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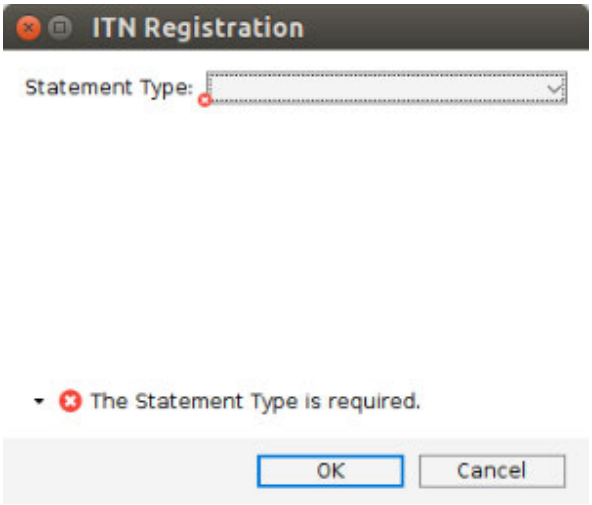
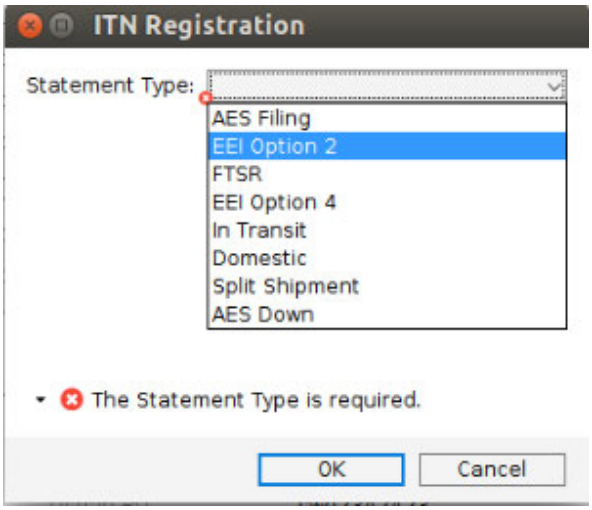


Now choose the correct statement type:



The possible statement types are:

Type	Description
AES Filing	a full AES entry
EEI option 2	Choose this option if a third party has already done the full AES entry and has provided the ITN number
FTSR	Choose this option if the export qualifies for a special exemption, for example FTSR 30.37a (Low value goods)
EEI Option 4	Choose this option if the USPPI is an option 4 exporter and you wish to enter their ID details
In transit	A statement to indicate the goods are transiting the USA
Domestic	A statement to indicate the goods will not leave the USA
Split Shipment	A statment to indicate the goods are part of a split shipment
AES Down	A statement that indicates AES is down and a full export declaration could not be completed.

EEI option 2 - A third party has already done the full export declaration

EEI option 2 is frequently used because often some other party may have already done the export declaration and will supply the ITN.

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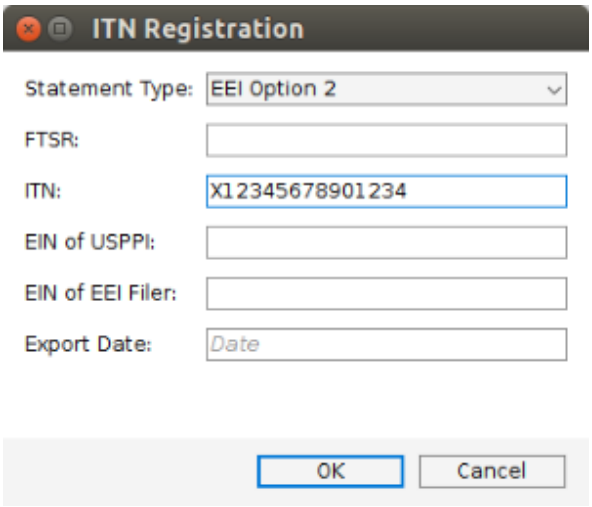
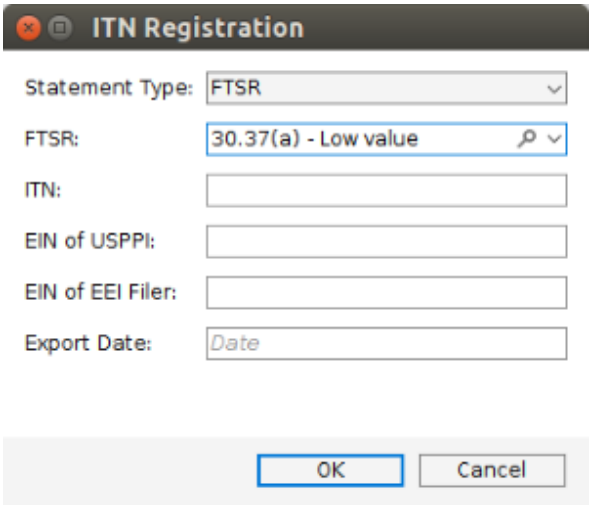
The example below shows the ITN filled in, it must start with an "X" and in total must be 15 characters



FTSR - special exemption

When "FTSR" is selected as the statement type, the field "FTSR" must be completed. This is a search field and will show all possible FTSR statments. Choose the correct one.



Saving and viewing the additional statement

Once the correct statement has been entered click "OK" to save it.

Now the statement will be visible when viewing the general tab of the shipment:

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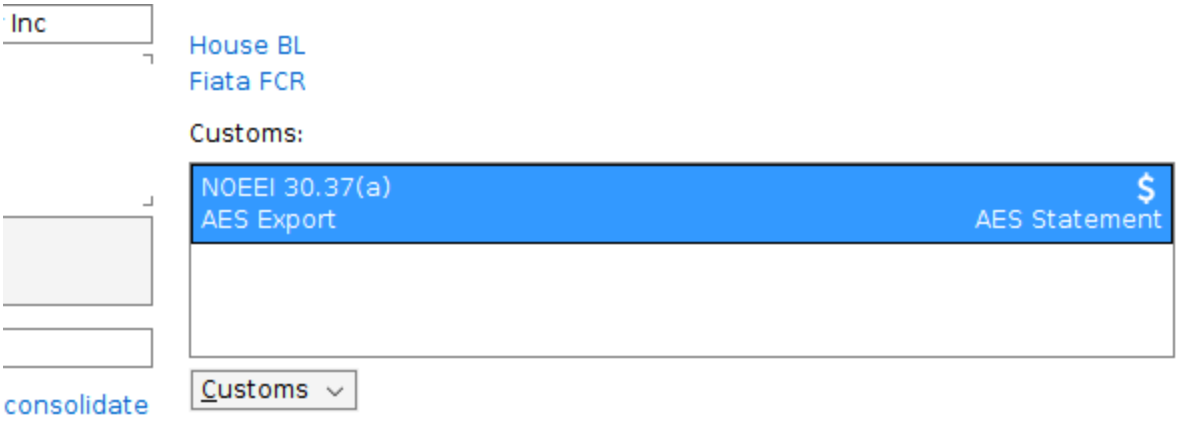

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How-To send customs entries and get customs updates

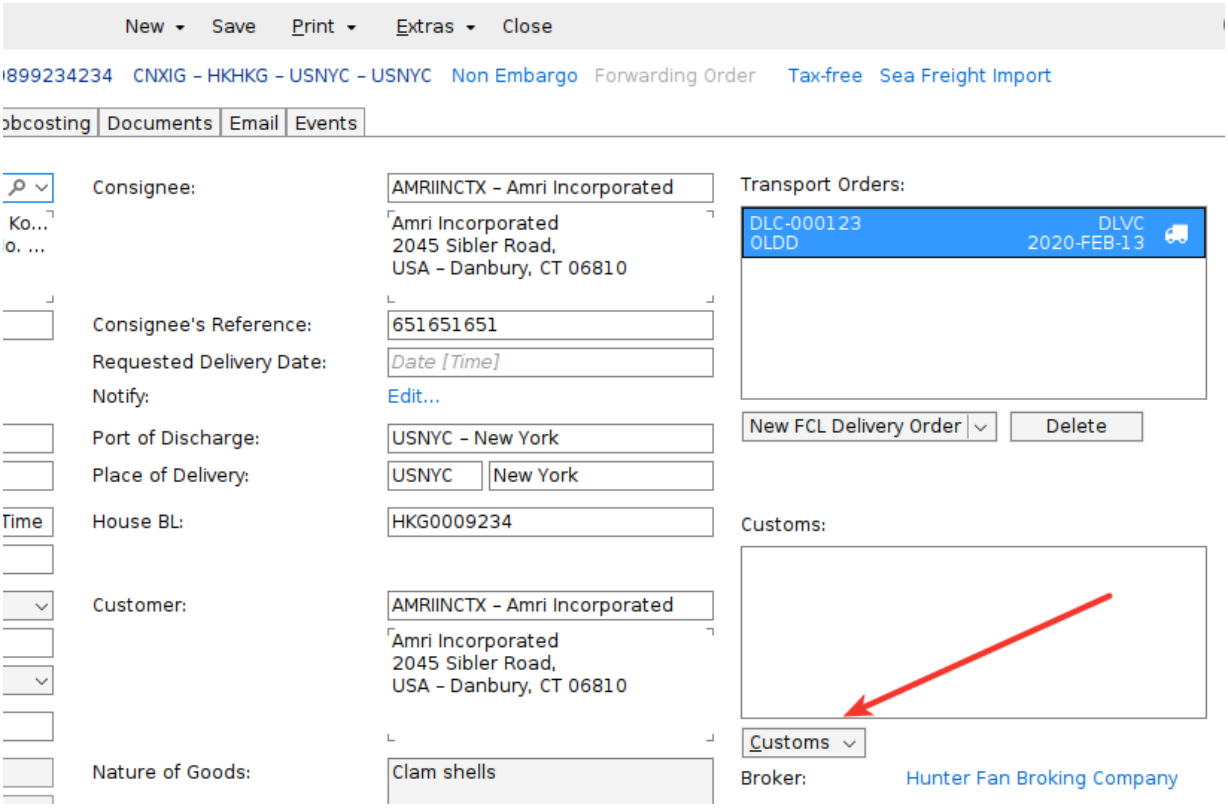
- Sending Import shipment entry summary data to a customs system
- Processing the Scope Arrival Notice information in the customs system
- Receiving Customs updates
- Editing and existing customs order
- Overview of all customs entries

You can send entry summary data to customs system like NetChb, in return the customs system will transmit back to Scope:

- The entry entry number and date
- The status of the customs entry, for example entry release dates and times
- The estimated duties and taxes, these will appear in the job-costing
- The final duties and taxes, these will appear in the job-costing

Sending Import shipment entry summary data to a customs system

On the general tab of the import shipment, click the "Customs" button below the "Customs" window:



Next, click the type of customs action, in this case "US: New NetCHB" entry is selected because the entry summary data will be sent to the NetCHB customs broking system

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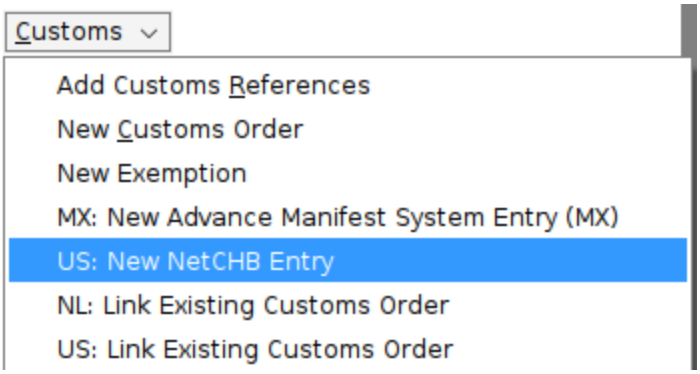
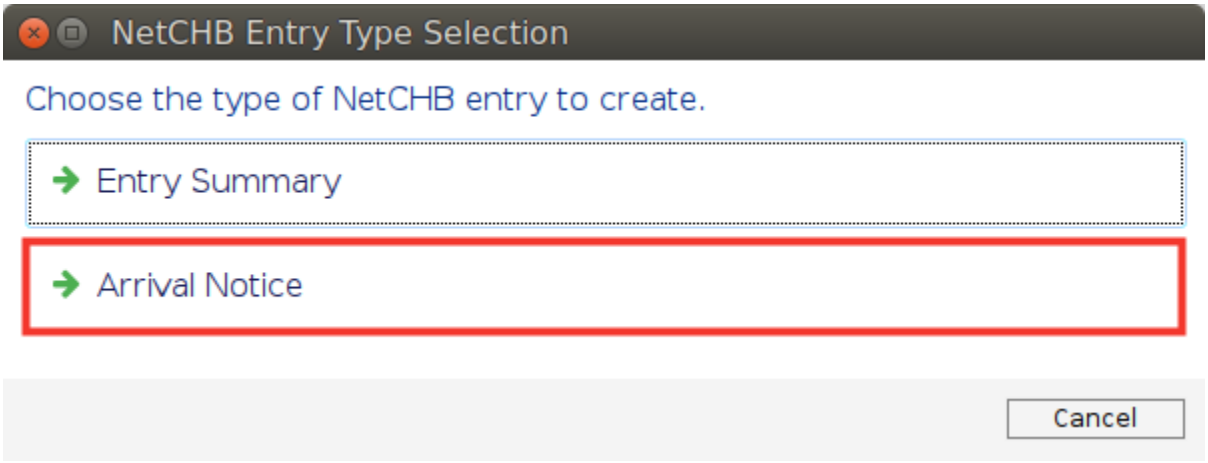
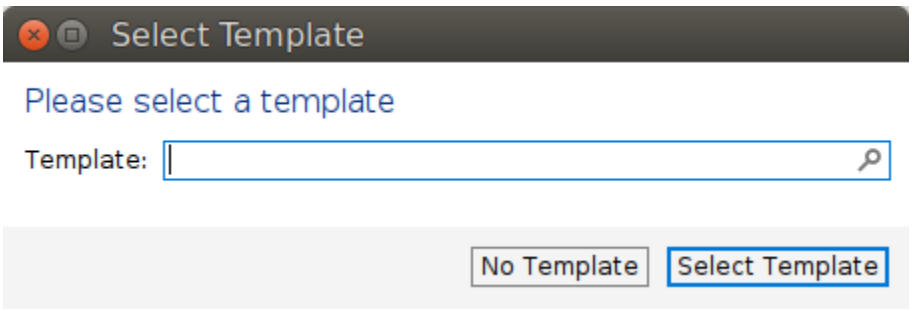


From the 2 options that appear, choose "Arrival Notice" to send entry summary data to NetChb



You can create entry summary templates for repeat shipments, if you do not have one, then select "No Template" in the select template screen:



Now the import shipment data that will be sent to NetChb as entry summary data will appear. You can amend this as required and add further data.

If you want to send additional entry summary parties to NetChb, choose "New" at the bottom of the screen to add parties to the "Parties" listing

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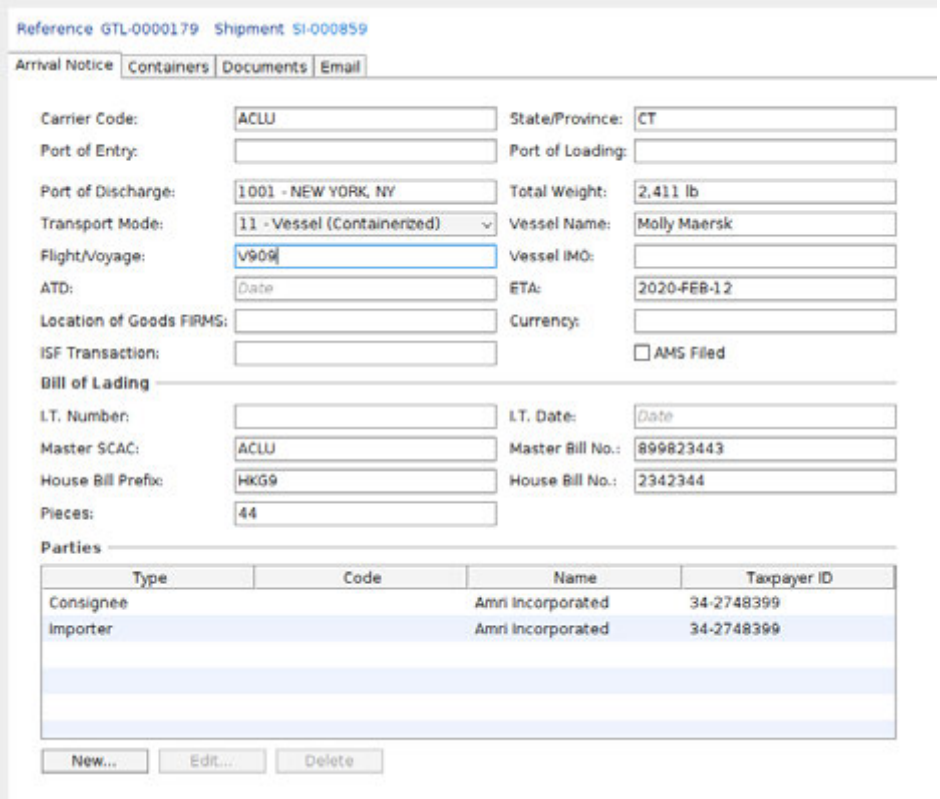


When all the data is complete, click "Send" on the toolbar above the arrival notice to transmit the information to NetCHB

Processing the Scope Arrival Notice information in the customs system

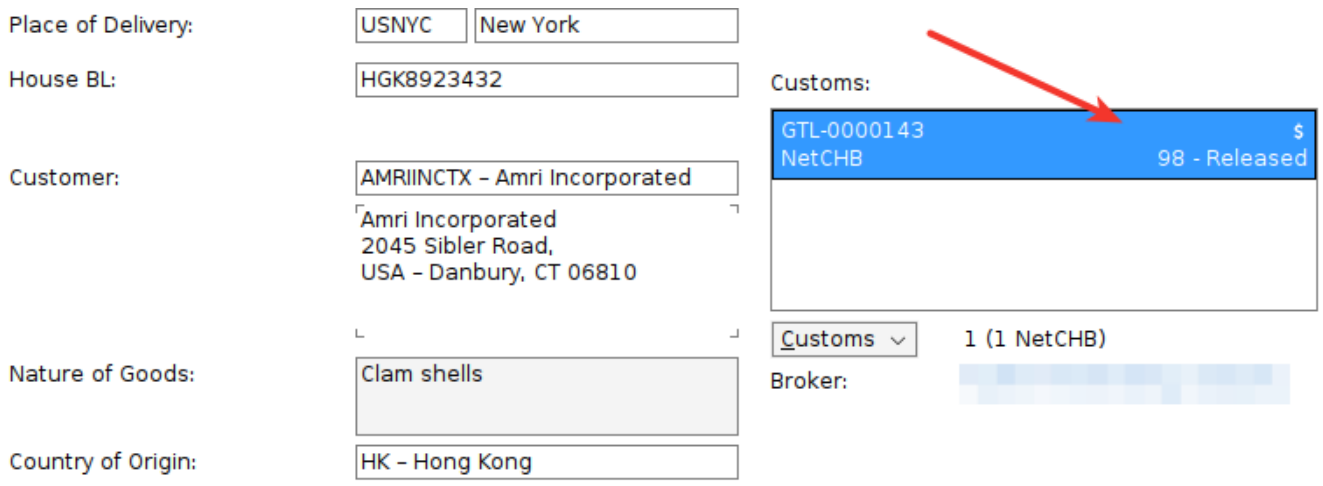
In the NetCHB system, you can import the Scope information into the entry summary by making a new entry, next, in the "Cargo Manifest Query" section, enter the "Master SCAC" and the "Master B/L" that you used in the Scope shipment.

NetChb should automatically find your Scope date and pull it into the entry summary.

Complete the entry summary as normal

Receiving Customs updates

Status updates and duty amounts will automatically flow back into the Scope import shipment from NetChb. These can be seen on the general tab of the shipment in the "Customs" window:



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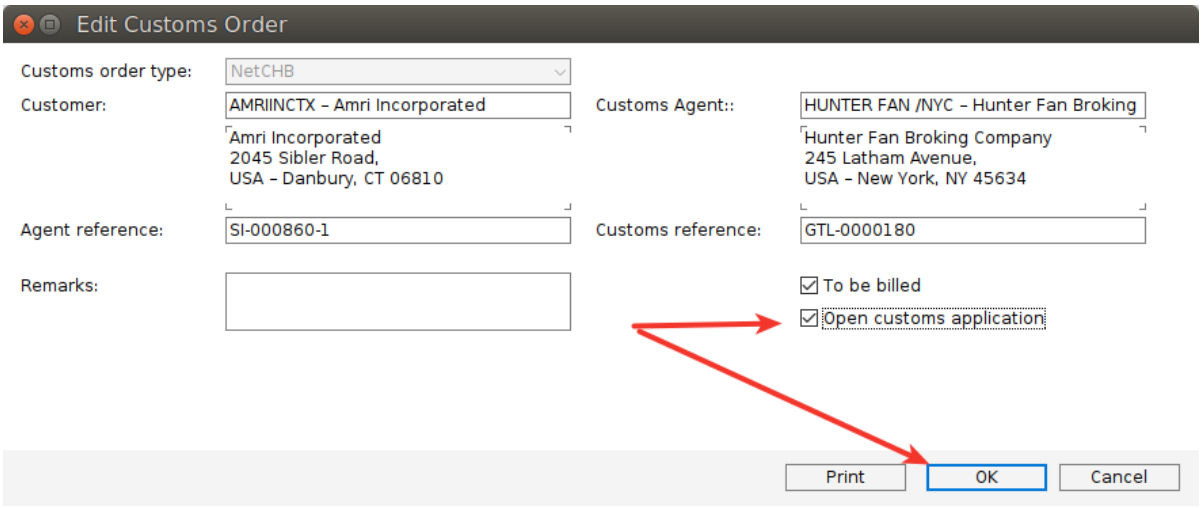
Editing and existing customs order

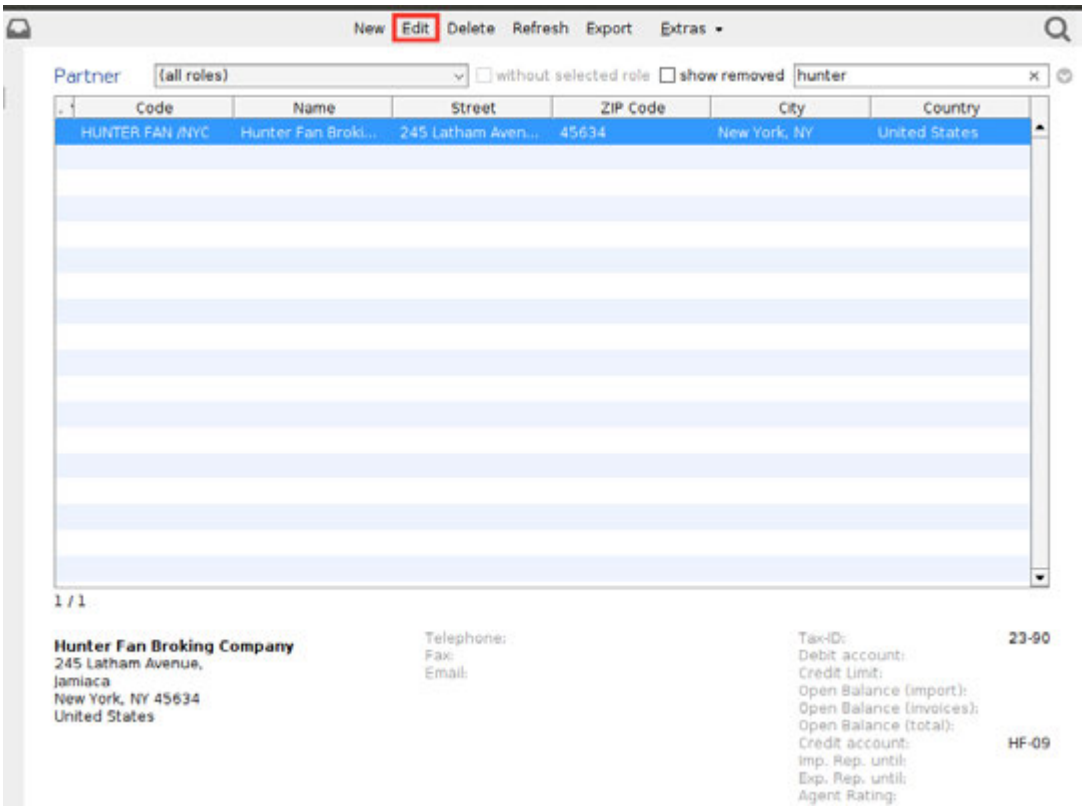
You can edit a customs order, by double clicking it in the customs window

A summary of the customs order will appear:



Check the box "Open customs application" and then click "OK"

In the Overview of the entry click "Edit"



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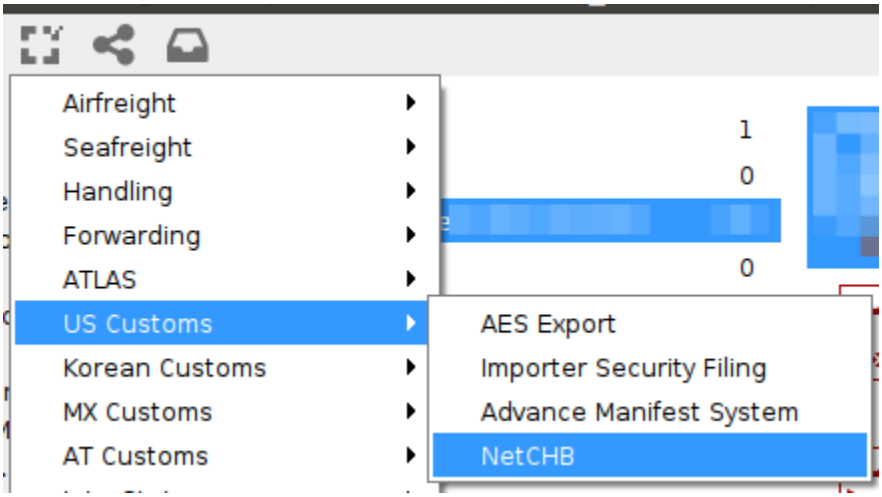
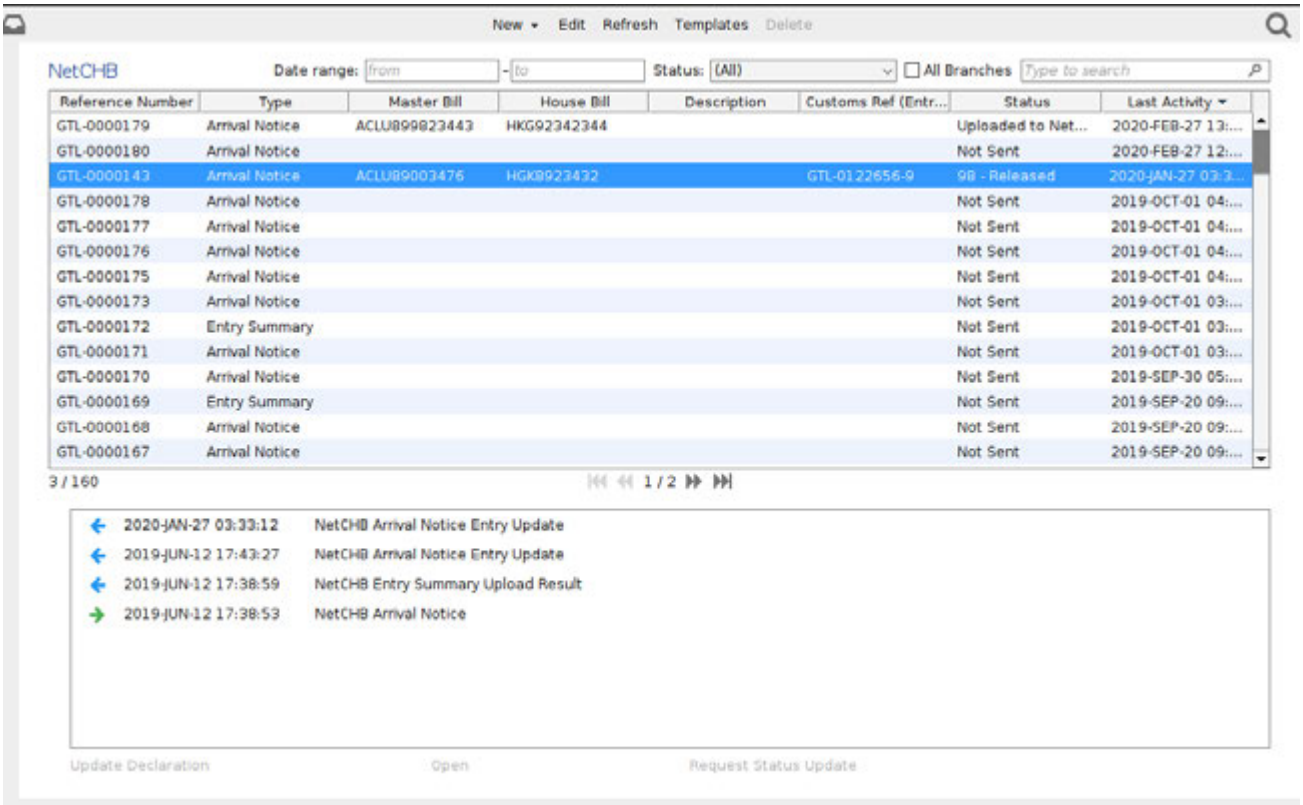
Overview of all customs entries

From the Scope menu choose "US Customs" and then "Netchb"



You will get an overview of all entries and you can search, filter or edit them



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How-To US AMS

- Navigating the the AMS application
- Creating a new AMS entry
- General tab of the AMS entry
- Entering AMS House Bill details
  - Enter the bill of lading details
  - AMS Bill of Lading Parties details
  - AMS Bills of Lading Shipment Information
  - AMS Bills of Lading InBond Information
- AMS Bills of Lading Container information
  - AMS Container Commodity information
  - AMS Hazardous information
  - AMS Bill of Lading Vehicle Details
- Complete the AMS
- Related articles

This how-to describes the steps to create an AMS (Advance Manifest System) for a seafreight shipment going to the USA.

Navigating the the AMS application

From the Scope main menu:

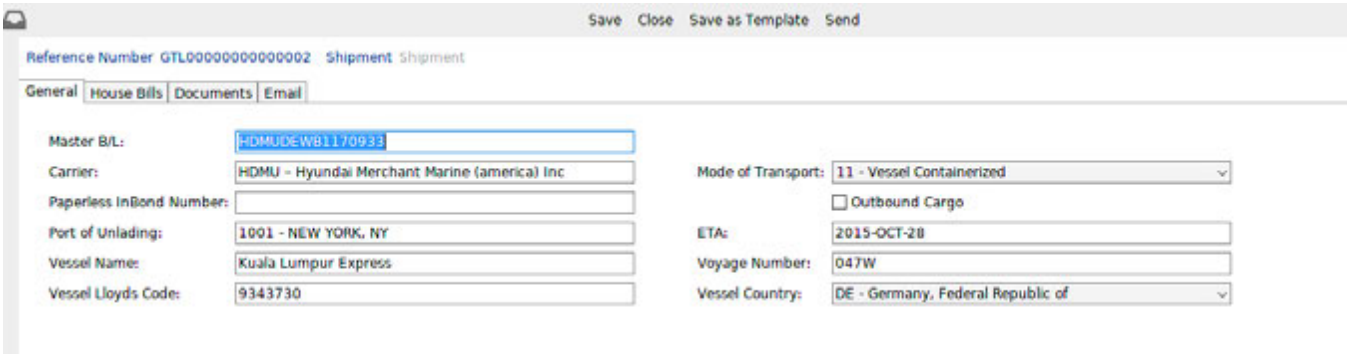
1. Click "US Customs"
2. In the "US Customs" sub-menu click "Advance Manifest System"

Creating a new AMS entry

In the overview of all AMS entries, click "New" and enter the general details for the AMS entry.

General tab of the AMS entry

- **Outbound Cargo** - If the manifest is for export from the USA, then check the box "Outbound Cargo"
- **Paperless InBond Number** - will move to the InBond section
- **Mode of transport** - can be:
  - 10 = Vessel, non-container, or unable to determine if container (Including Lightered, Land Bridge and LASH)
  - 11 = Vessel Containerized (Container)
- **Port of Unlading** - is the 4 digit US port code where the cargo will discharge from the vessel



When the General tab is complete, click the "House Bills" tab

Entering AMS House Bill details

Click the  symbol, top left, to add a bill of lading to the the AMS

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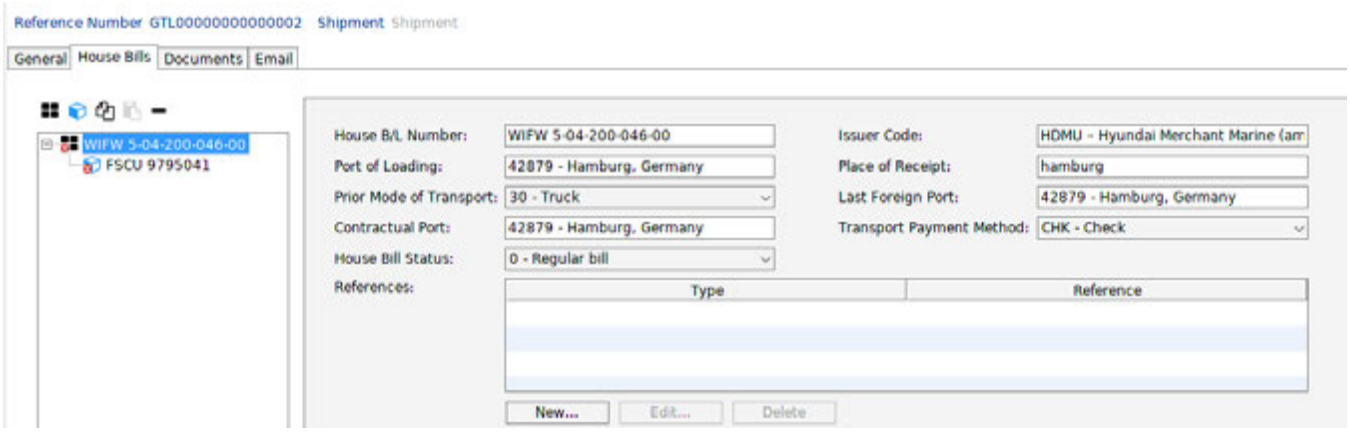
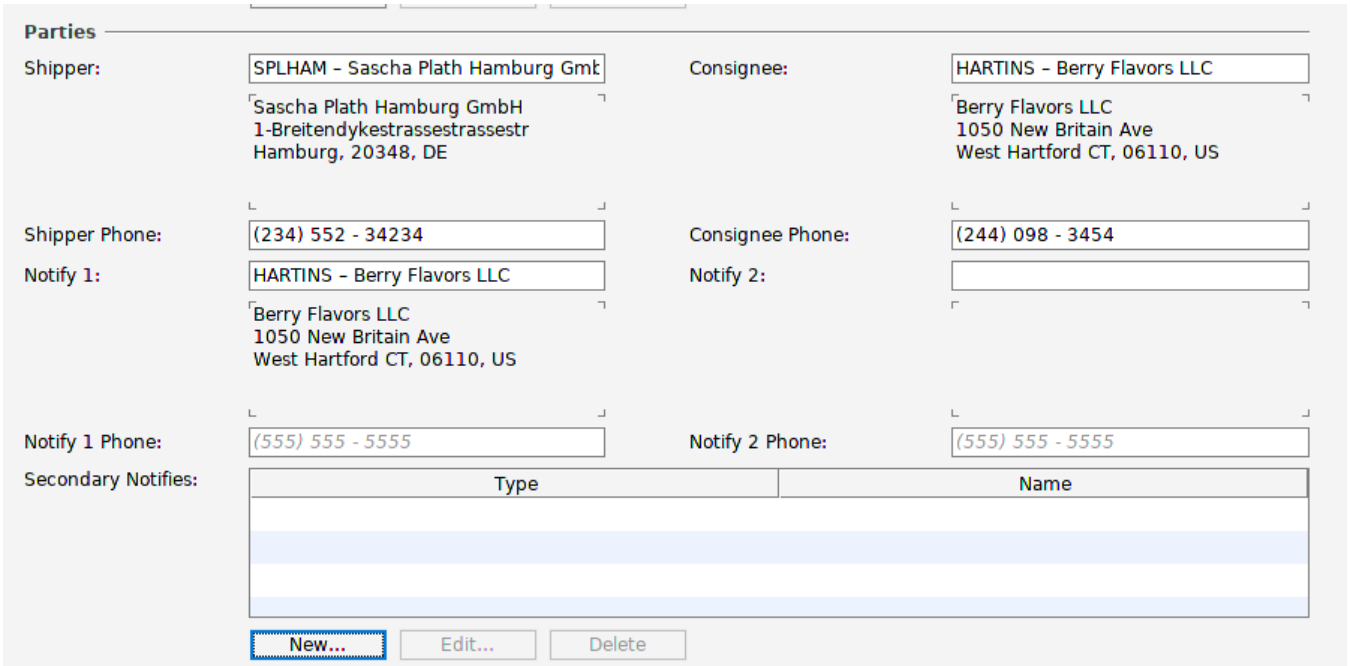
Enter the bill of lading details

- **House B/L Number** - this should not include the 4 digit SCAC code of the issuer
- **Issuer Code** - this is the 4 digit SCAC code of the issuer
- **Port of Loading** - the 5 digit code of the port where the goods were loaded onto the exporting vessel
- **Place of Receipt** - the city or country where the carrier first took possession of the cargo
- **Prior Mode of Transport** - the method of transport used to convey the cargo to the port of loading
- **Last Foreign Port** - the 5 digit code of the last non-US port the vessel departed from before arriving at a US port
- **Contractual Port** - the 5 digit code of the non-US port where the carrier took contractual possession of the cargo
- **Transport Payment Method** - The means by which transportation charges will be paid
- **House Bill Status** - this will default to "0" regular bill, or select from the list of available B/L statuses
- **References** - use the "New" button to add references to the B/L. Choose from the available reference types



AMS Bill of Lading Parties details

For each bill of lading enter the required party details:



If there are further Secondary Notifies, use the "New" button to add them

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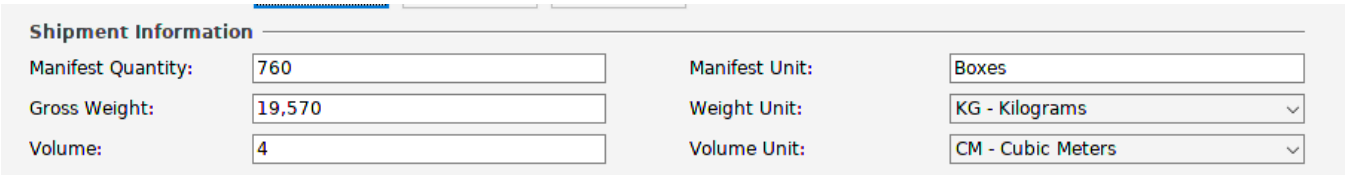
AMS Bills of Lading Shipment Information

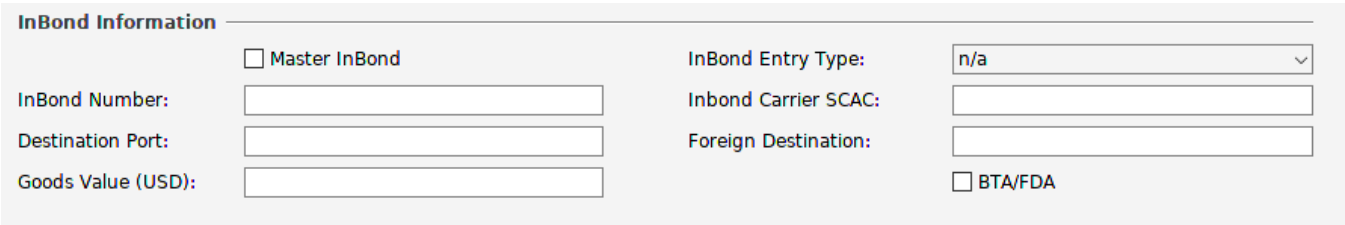
for each bill of lading on the AMS manifest, some goods details must be entered:



AMS Bills of Lading InBond Information

When InBond details exist for a bill of lading, these should be entered in the InBond Information section of the bill

- **Master InBond** - this will be removed
- **InBond Entry Type** - choose from the 3 possible InBond movement types
- **InBond Number** - The CBP assigned InBond control number. Use the Paperless InBond field if the InBond is paperless.
- **Destination Port** - For an InBond type 61, the port of termination for the IT entry. For a type 62, the port of exportation and the port of arrival for a type 63
- **Foreign Destination** - The foreign port of destination for type 62 and 63 InBonds. Not required for a type 61
- **Goods Value** - the value in whole US dollars of the shipment moving InBond
- **BTA/FDA** - Check this box if any of the cargo is subject to the Bioterrorism Act of 2002



AMS Bills of Lading Container information

For each bill of lading on the AMS manifest one or more containers may be present and these container details are stored within each bill of lading. In addition, within each container, commodity, hazardous and vehicle details may also be entered.

To add container highlight the Bill of Lading that covers the container and click the  icon. Now enter the container details

- **Number** - The container number. If the cargo is not containerized, this should be N/A.
- **Container Type** - A code identifying the type of container (not mandatory)
- **Description Code** - The CBP code for the container (not mandatory)
- **Type Code** -
- **Length** - Container length in feet and inches (not mandatory)
- **Width** - Container width in feet and inches (not mandatory)
- **Height** - Container height in feet and inches (not mandatory)
- **Empty** - check this box if the container is empty
- **Seal 1 and 2** - Up to 2 seal numbers may be entered for each container
- **Service type** - A code indicating the extent of the transportation service required for each container, for example CY=Container Yard and RR= Roll on , Roll off

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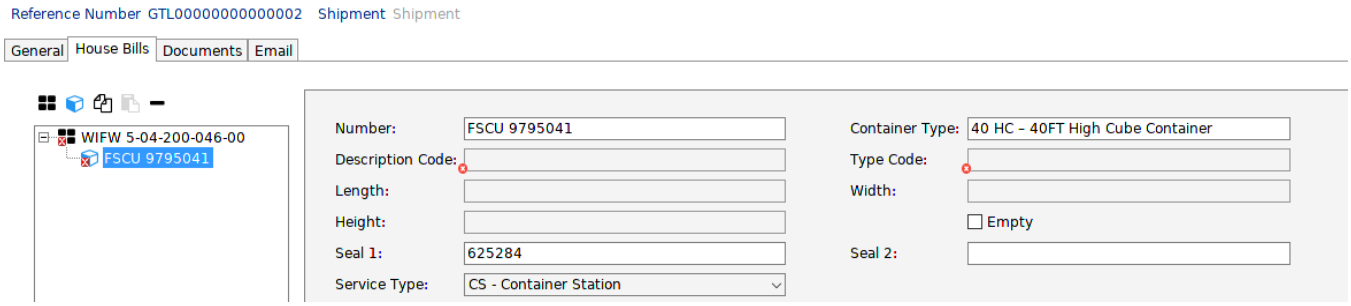
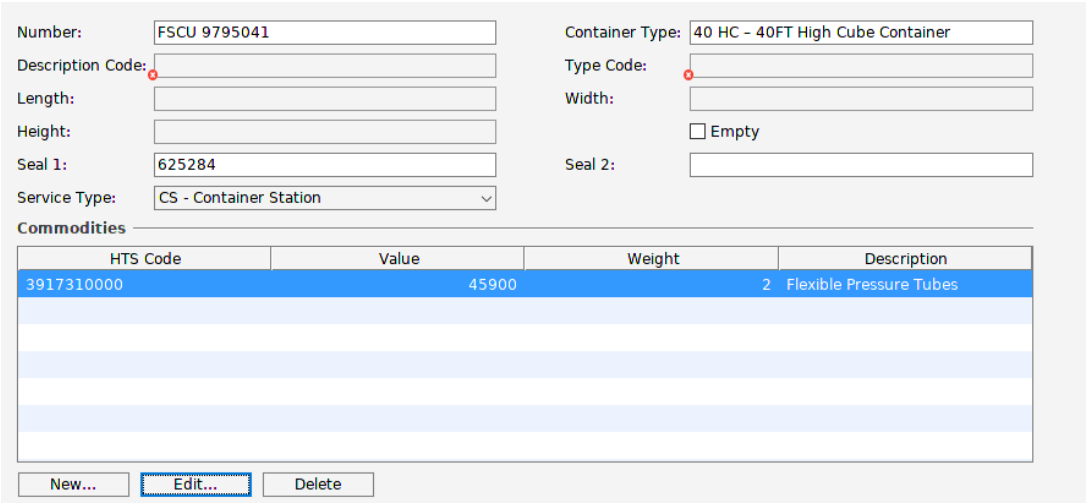


AMS Container Commodity information

for each container on each bill of lading, 1 or more commodity details can be entered, indicating these commodities are within the container.



Click the "New" button under the commodities window to add commodities

- **HTS Code** - enter the HTS code for the commodity or type the commodity description to search for the correct code.
- **Description** - enter a description of the goods
- **Value** - The value of the commodity in whole US Dollars
- **Pieces** - Total number of pieces in the container
- **Weight and Unit** - The net weight of the commodity (no decimals). Use the drop down menu to select the unit of weight measure.
- **Manifest Unit** - The manifest unit of measure for the smallest package unit for the bill of lading (valid units will be supplied in a drop down menu)
- **Marks/Numbers** - The written description of the symbols and markings that are on the outside of the packaging.
- **No Marks** - Use this checkbox if marks and numbers have already been entered.

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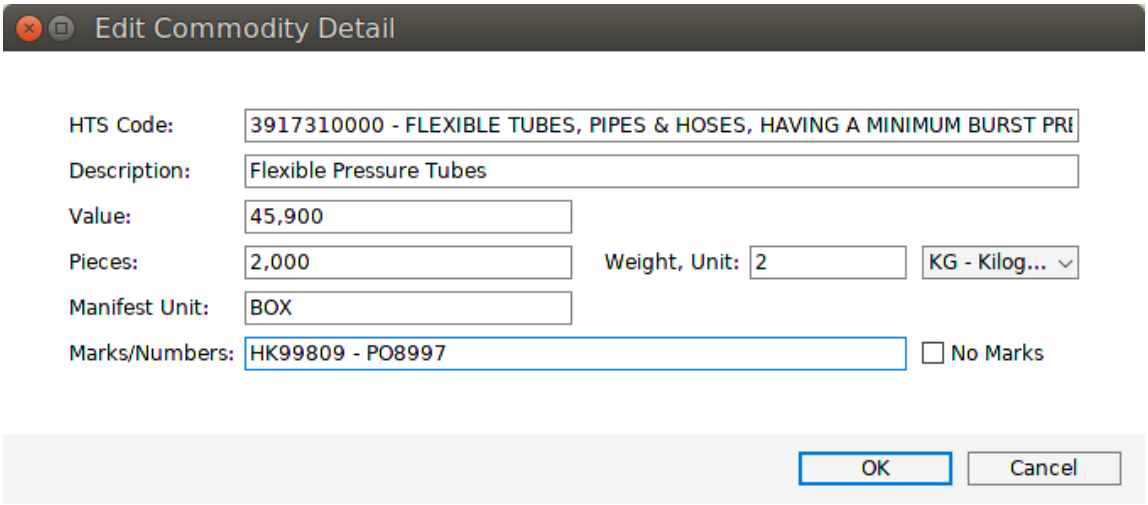
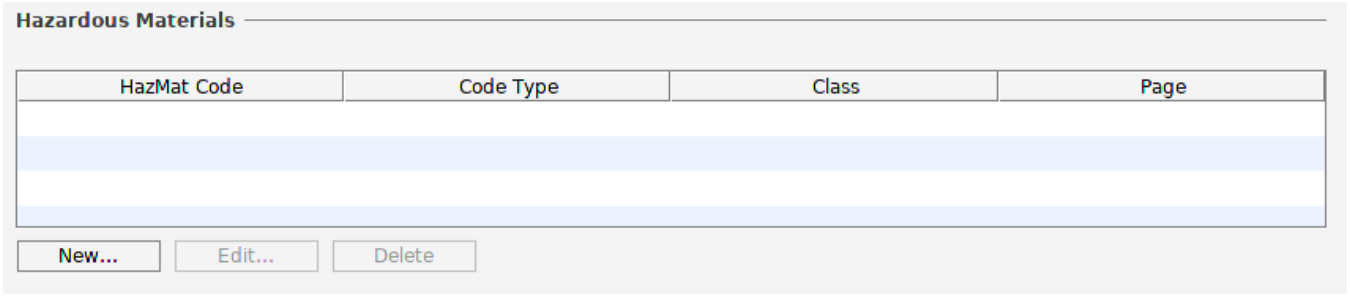


AMS Hazardous information

If there are any hazardous goods on the bill of lading, these can be entered in the hazardous materials section of the goods



Click the "New" button to add hazardous information

- **HazMat Code** - A code representing the identification number assigned to the hazardous material for example "UN"
- **Type** - Select from the list the the code that describes the hazardous material class:
  - 4 46 Level DOT Code
  - 6 Airline Tariff 6D
  - 9 Title 49 Code of Federal Regulations
  - A International Civil Aviation
  - D Hazardous Materials ID DOT
  - E Endorsement
  - F Air Force Regulation 71-4
  - I International Maritime Organization (IMO) Code issued by Lloyds
  - R Bureau of Explosives 600-A
  - U United Nations

- **Contact** - The name and / or phone number of the person to contact in case of emergency
- **IMDG Class** - A code representing the hazardous class or division designated for the material in the International Maritime Dangerous Goods (IMDG) code
- **IMDG Page** - The page number in the IMDG code in which the hazardous material identification appears
- **Description** - The material name and/or special instructions, if applicable
- **Comments** - Free form description of hazardous material classification, division, or label requirements
- **Flash Point in C** - A value representing the lowest temperature at which the vapor of a hazardous combustible liquid will ignite in the air. When returned, the Flashpoint Temperature is a whole number. No decimals
- **Technical Name** - The proper shipping name of the material designated as hazardous

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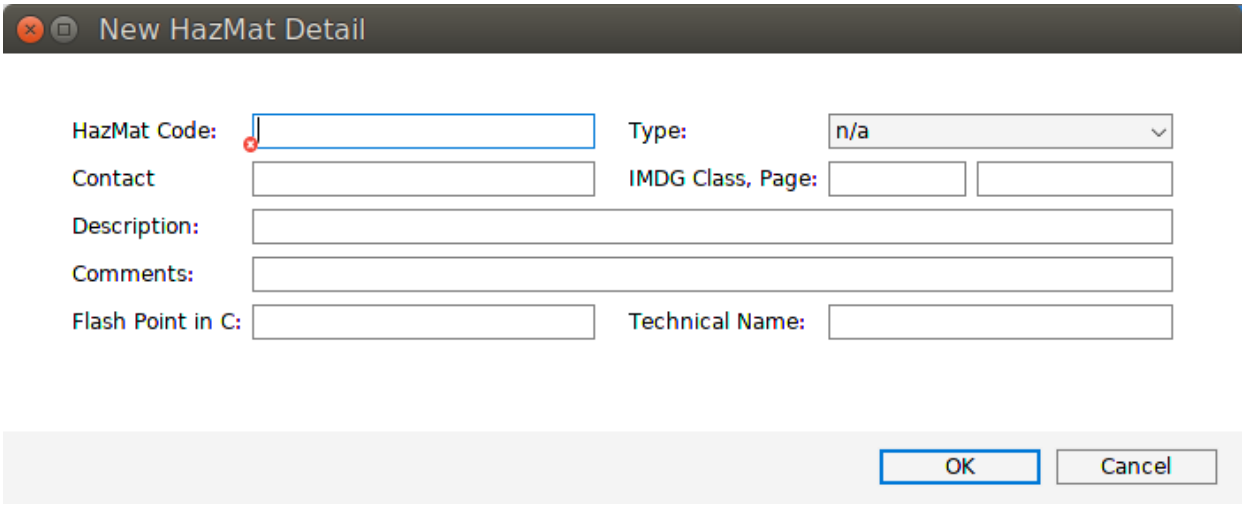
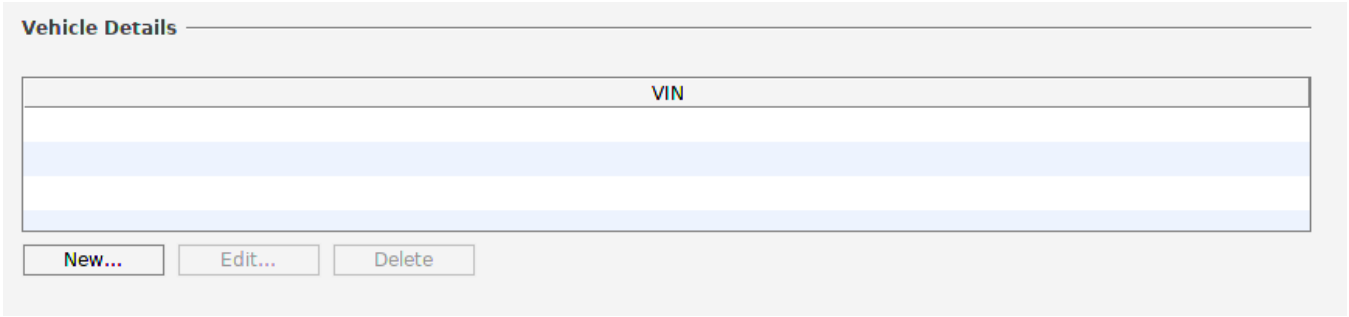
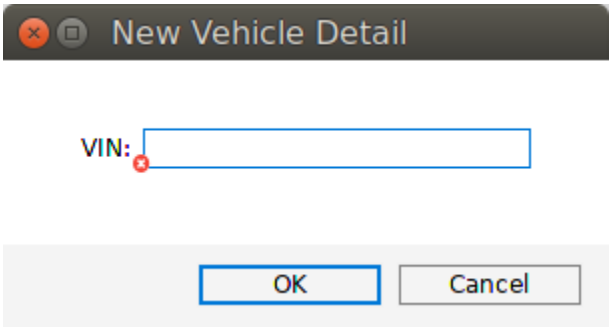


AMS Bill of Lading Vehicle Details

When vehicles are included on the bill of lading, the details of these should be recorded within the container in which the vehicle is located



Click the "New" button to add vehicle details to a container and insert the VIN number of the vehicle.



Complete the AMS

When the details for the AMS have been completed, use the menu bar option to take the next step:

- **Save** - save any details added to the AMS entry
- **Close** - save and close the AMS entry
- **Save as Template** - create a template from the AMS for repeat shipments
- **Send** - transmit the AMS entry to CBP

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Related articles

Inhalt nach Stichwort

Es ist kein Inhalt mit den angegebenen Stichworten vorhanden

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How-To use the Scope Purchase Order Management Systems - POMS

- Overview
- Setup
  - Creating a POMS web user
    - Enable Purchase Order Management - tab
- Creating Purchase Orders in Scope Connect
  - Overview of consignments and transport plans
  - New consignment
    - Order Lines
    - Order Lines via CSV file
- Creating Purchase Orders in Scope
  - New consignment in Scope
    - Order lines in Scope
- Forwarding Orders
  - Creating a forwarding order
    - A forwarding order from within a consignment
    - A forwarding order from the menu
    - General details of the forwarding order
    - Adding consignments to a forwarding order
    - Goods on the forwarding order
    - Routing of the forwarding order
  - Associating a shipment with the forwarding order
  - Changing the status of a consignment and a forwarding order

Overview

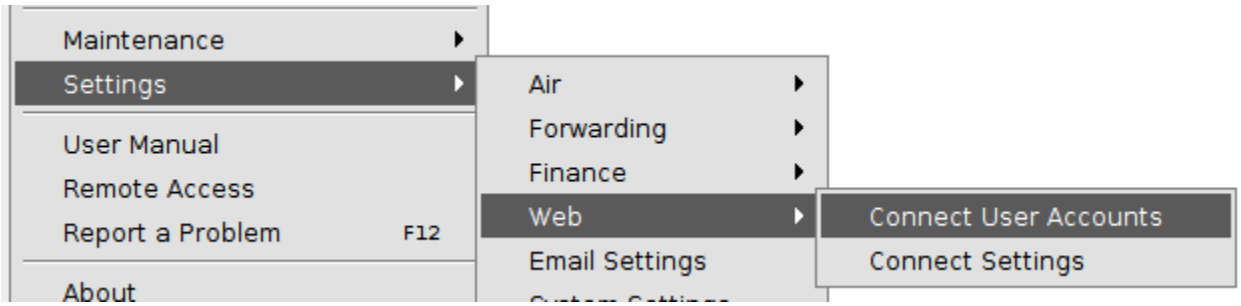
The document will explain:

- Setup the purchase order system
- Creation of web users for the purchase order system
- Entering online purchase orders in Scope Connect
- Entering purchase orders in Scope
- Processing customer purchase orders in Scope
- Adding purchase orders to forwarding orders
- Linking forwarding orders to shipments

Setup

Creating a POMS web user

The customer can enter their purchase orders online. To do this the user will need to be able to login to Scope Connect. Therefore, from the main Scope menu choose "Settings" followed by "Web" and then "Connect User Accounts"



Use the General tab of the Connect User Accounts to give the new user basic login details if they do not already exist.

Enable Purchase Order Management - tab

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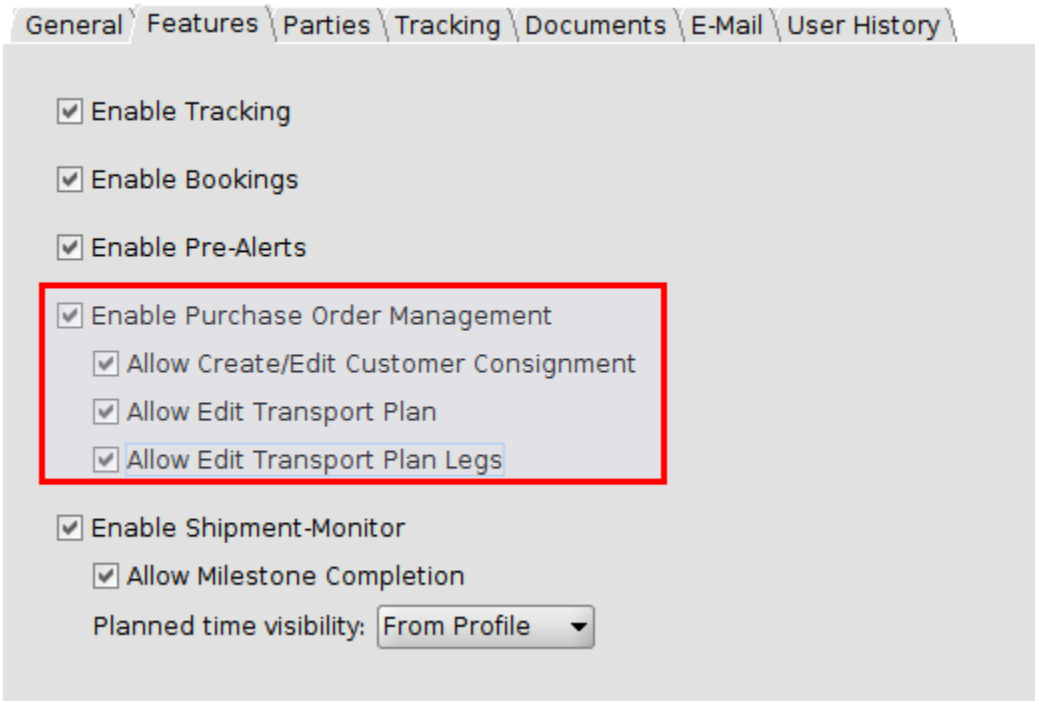
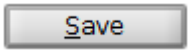
Click on the "Features" tab of the Scope Connect User editor.



Check the box "Enable Purchase Order Management. This will give the Scope Connect user basic access to purchase orders on-line.

- **Allow Create / Edit Customer Consignment** - this option will allow the user to enter the main purchase order details
- **Allow Edit Transport Plan** - this option will allow the user to add transport details to the purchase order
- **Allow Edit Transport Plan Legs** - this option will allow the user to modify the transport legs used for the purchase order

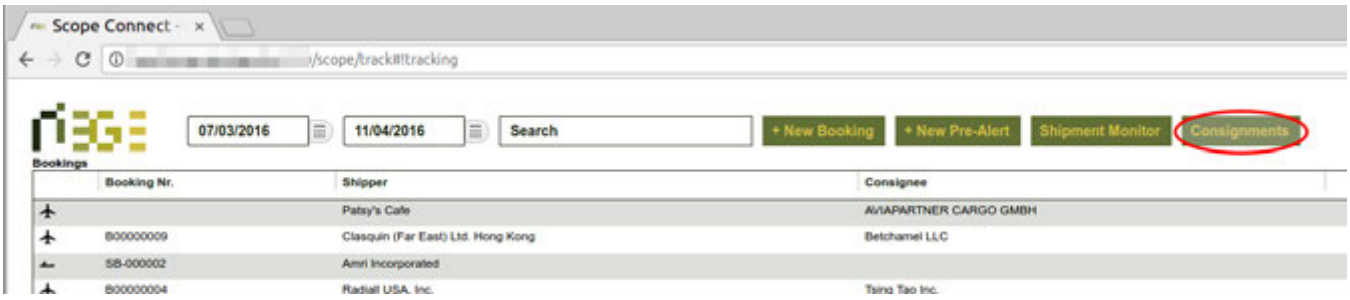
Click 

when the user details are complete.

Creating Purchase Orders in Scope Connect

Now that the user has access to purchase orders, they should login to Scope Connect.

Purchase Orders are called "Consignments" and this option should be visible at the top of the Scope Connect landing page:



On clicking 

the Scope Connect will display an overview of consignments and transport plans

Overview of consignments and transport plans

The overview shows

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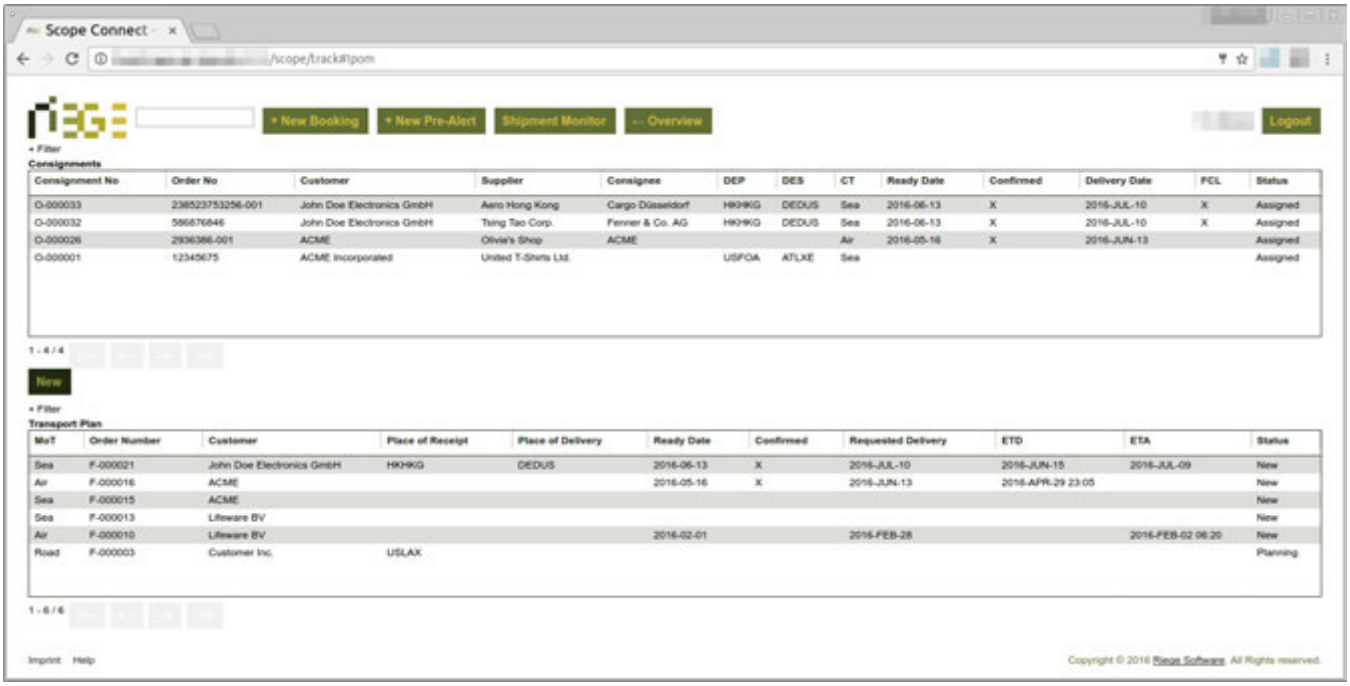
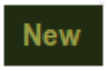
- **All consignments** - the user can see their consignments with their read and delivery dates, and the status of the consignments
- **All transport plans** - any transport plan that has one of the users consignments attached to it is shown in the lower window
- **Search** - this field allows the user to search for consignments using details within a consigment
- **New** - this option allows the Scope Connect user to create a new consignment



New consignment

Click  to create a new consignment

A new customer consignment will open and the following details can be entered:

- **Status** - this will always be "New" when the consignment is created.
- **Customer** - this is the forwarders customer responsible for generating the consignment. Search or choose from the drop-down list. At least 1 customer must be allocated to this users Scope Connect account.
- **Order Number** - The reference number used to identify the order
- **Shipper/Supplier** - the party who will provide the goods. This can be a one-time address or the user can choose from addresses allocated in the users Scope Connect account.
- **Supplier's Reference** - a reference used by the shipper or supplier to identify the goods
- **Consignee** - the party to whom the goods will be shipped, often this is also the customer. This can be a one-time address or the user can choose from addresses allocated in the users Scope Connect account.
- **Consignee's Reference** - a reference used by the consignee to identify the goods. This may not be the same as the order number.
- **Export Agent** - the forwarder responsible for creating a shipment for the goods.
- **Import Agent** - the forwarder who will import and process the shipment containing this consignment
- **Shipment Number (Export)**
- **Shipment Number (Import)**
- **Expected Ready Date** - the earliest date when the goods will be available. This is a mandatory field
- **Expected Delivery Date** - the date the consignee expects to receive the goods.
- **Confirmed Ready Date** - the date the goods are ready for the export agent.
- **Place of Receipt** - the place where the goods are picked up from
- **Place of Delivery** - the final location the goods will be delivered to
- **Incoterms**
- **Incoterm place**
- **Conveyance type:**
    - air
    - sea
    - road
- **Comment** - extra information about the goods

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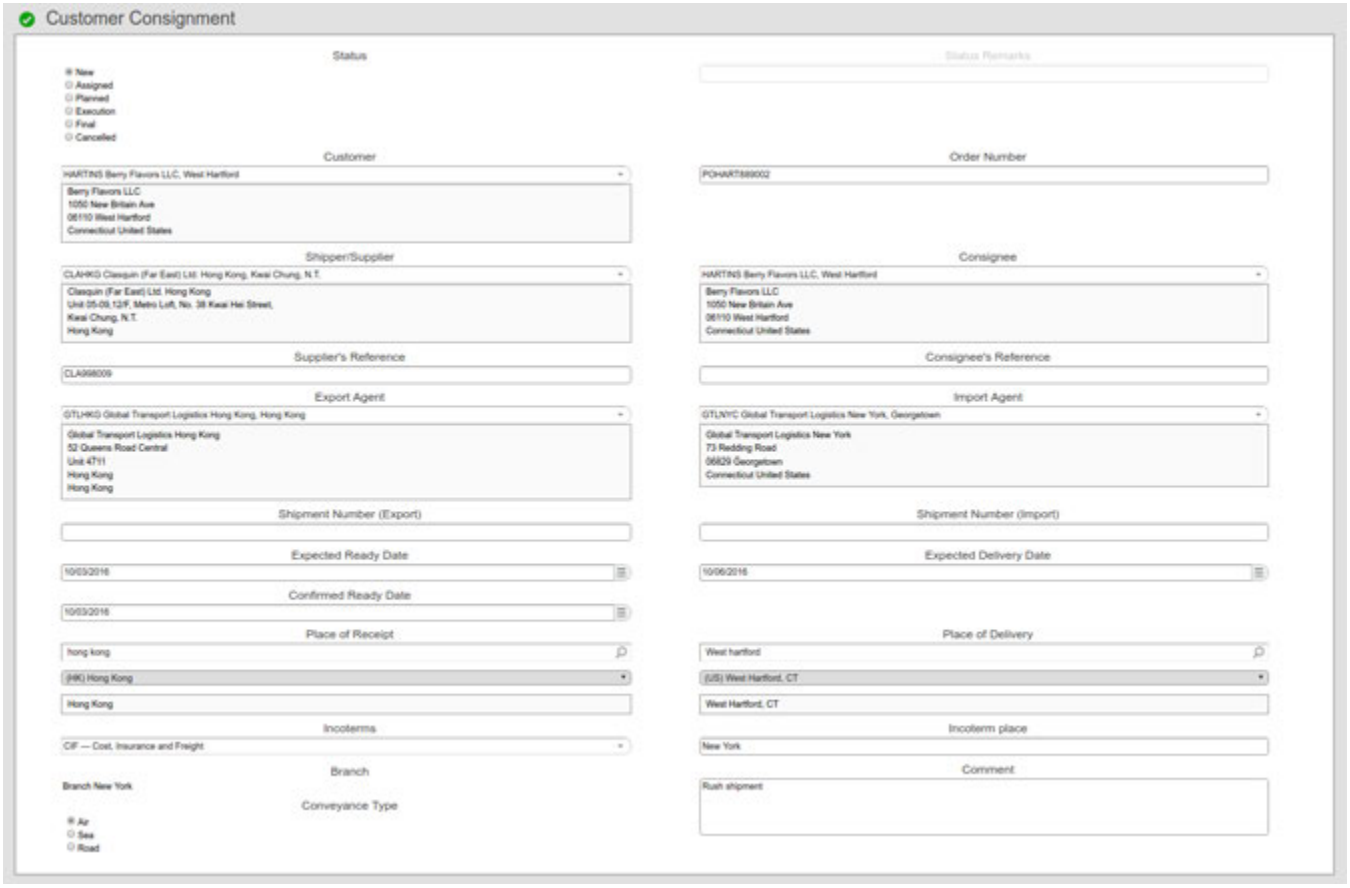

Order Lines

Following on from entry of the above consignment details, the order lines are entered. These lines capture the goods details:

- **Amount** - the goods count
- **Type** - the packing type, use the drop down list to see packing types. Or start entering the packing type name for a list of suggestions
- **Amount (inner)** - If there is an internal packing type within the main packing type, enter the number within each external packing type
- **Type (inner)** - the type of internal packing type
- **Volume** - the total volume of this order line
- **Weight** - the total weight of this order line
- **Nature of Goods** - a description of the goods on the order line
- **Article** - the article number
- **Serial** Numbers
- **Sellers** Reference



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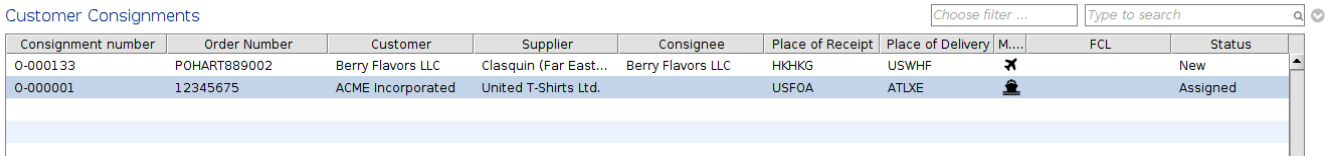
Once an order line is complete, use the Add button to save it. Use the Add button to add further order lines.

Order Lines via CSV file

If the order lines are available in a CSV file, this can be uploaded to the consignment. This greatly speeds entry where there are multiple order lines. Contact your system administrator for the structure of the CSV file containing the order line.

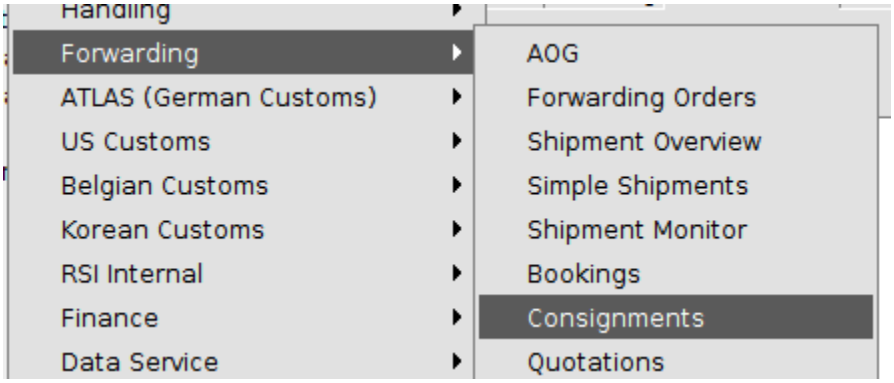
Use the Upload CSV button to upload order lines to Scope Connect

Once the consignment and order lines are complete. Press the Save to save the new consignment. This consignment will also be visible to the forwarder in Scope.



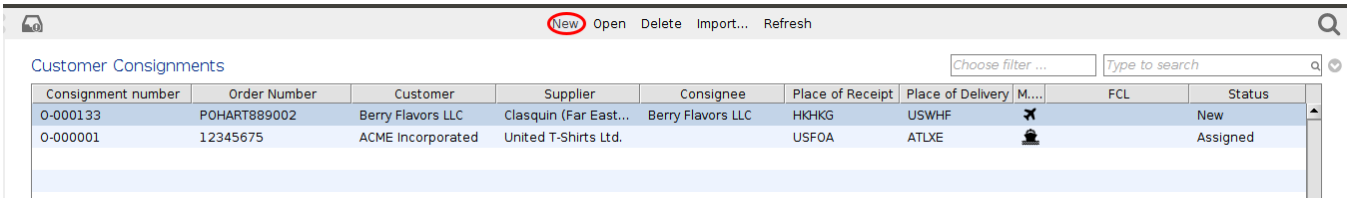
Creating Purchase Orders in Scope

Purchase orders can also be created directly in Scope, the processed is very similar to creating these in Scope Connect described above. In the Scope menu, navigate to "Forwarding" and then select "Consignments":



The overview of all consignments will open including those create in Scope Connect

Click "New" to make a new consignment:



The consignment editor opens. The fields for completion are the same as those described above in Scope Connect:

New consignment in Scope

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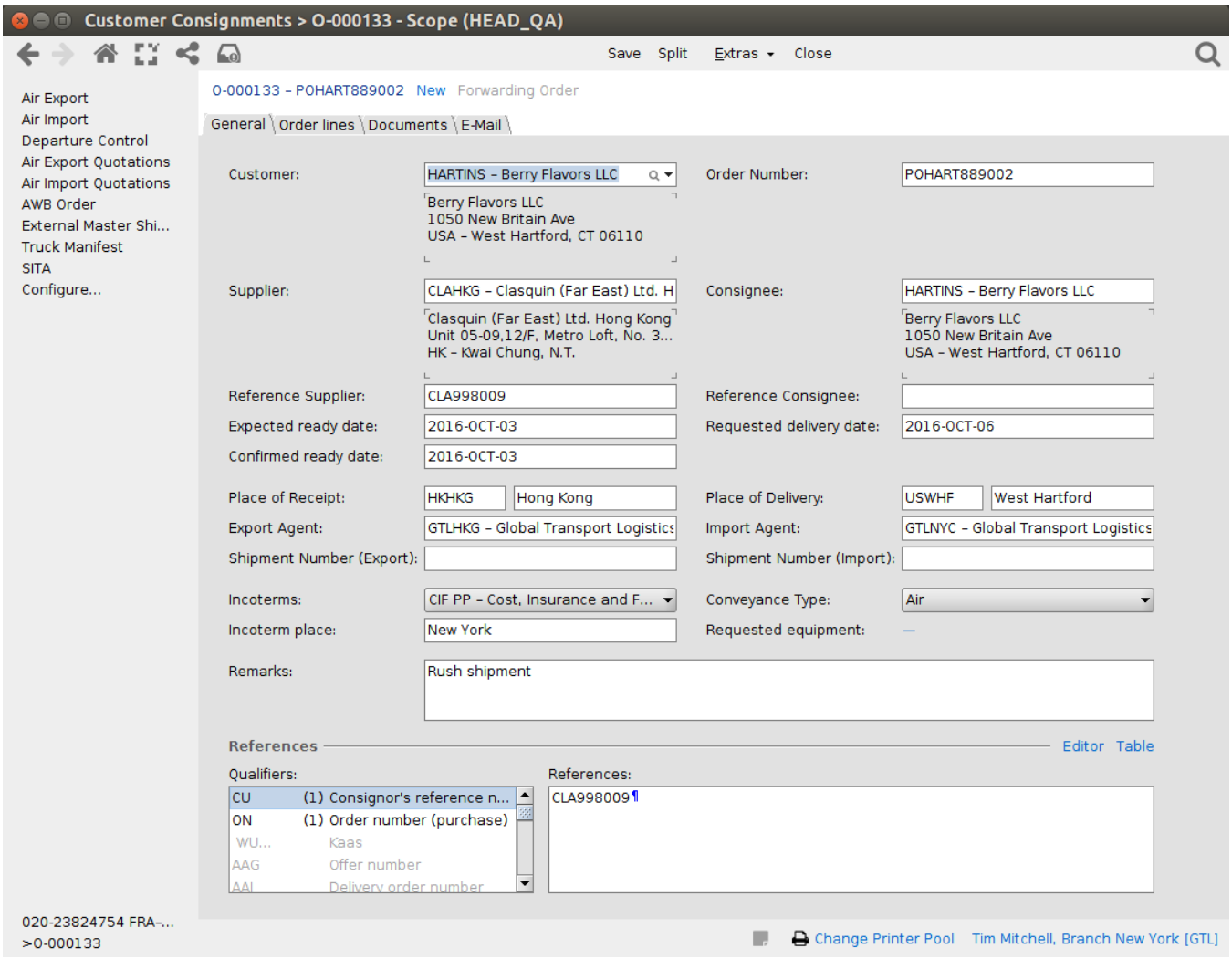

Order lines in Scope

When the consignment details are complete, click on the "Order Lines" tab to get to the order lines screen.

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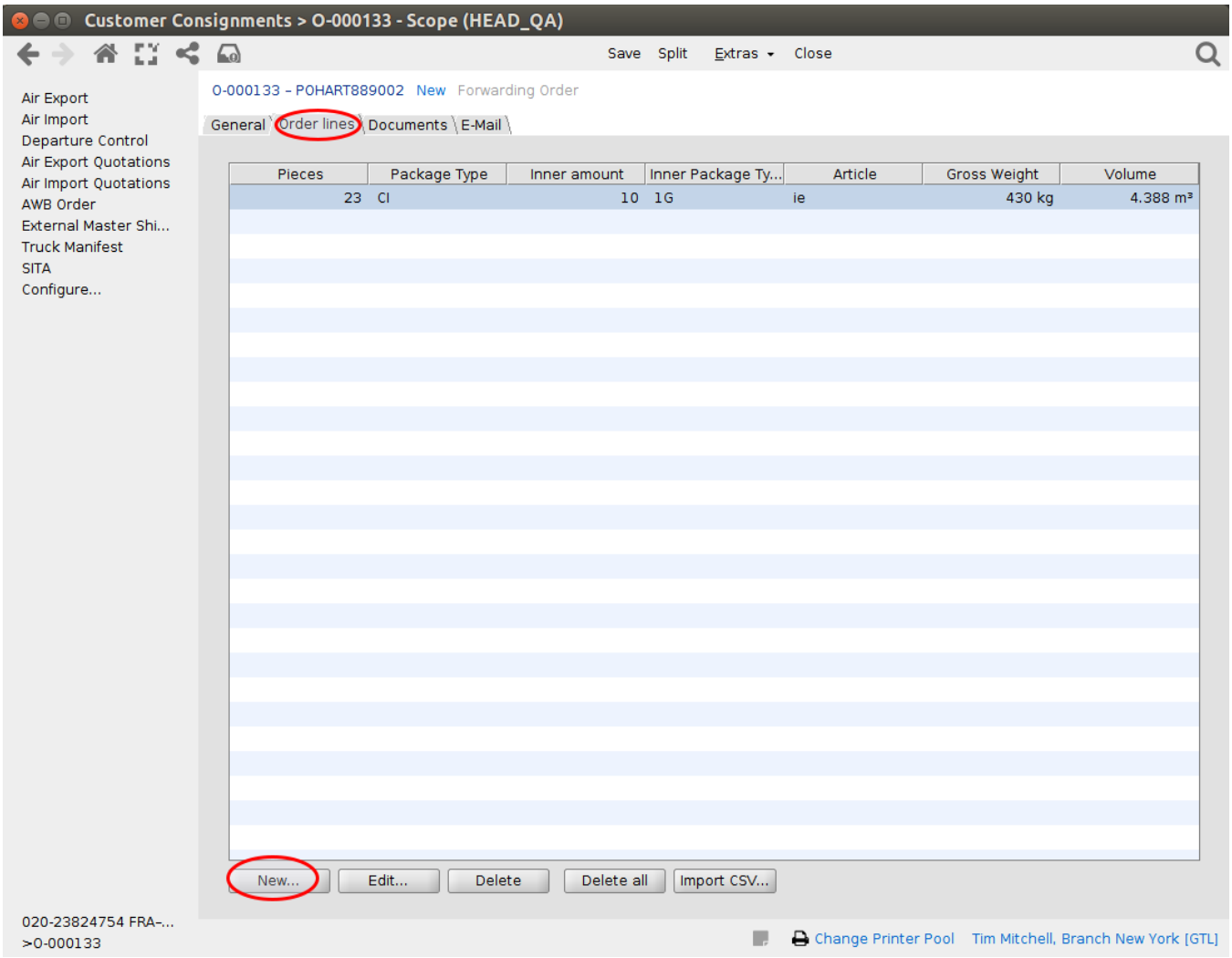
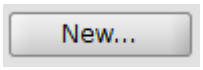


Click the 

button to add a new line.

Complete the line item details:

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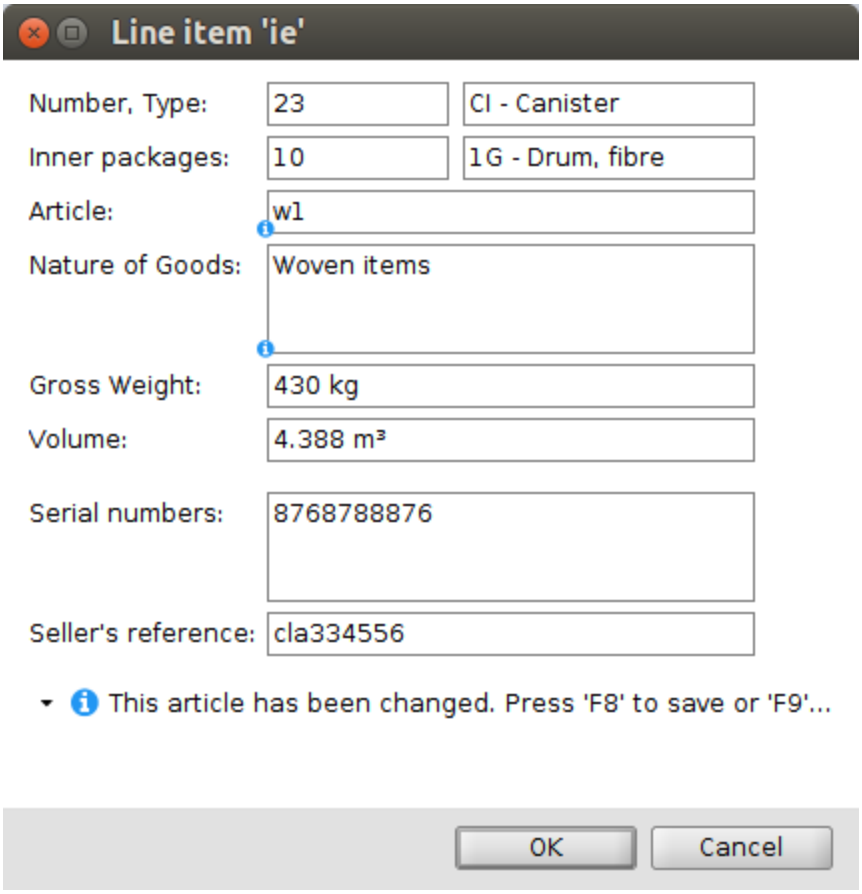

Forwarding Orders

When consignments have been created, they need to be attached to a forwarding order. There can be 1 or more consignments on a forwarding order.

Forwarding orders enable the forwarder to:

- Group consignments together
- Establish dates and times when all the consignments will be ready and their required final delivery date
- Apply transport legs to the order
- Create a shipment for the order

Creating a forwarding order

There are 2 ways to create a forwarding order:

- Within a consignment
- From the menu

A forwarding order from within a consignment

1. Open or create a consignment.
2. The status of the consignment should be "new"
3. Click extras and select "Create Forwarding Order" from the menu.

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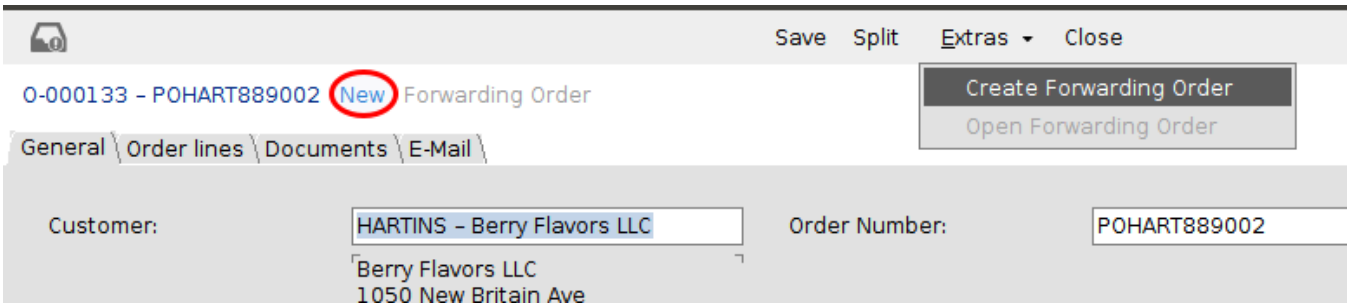
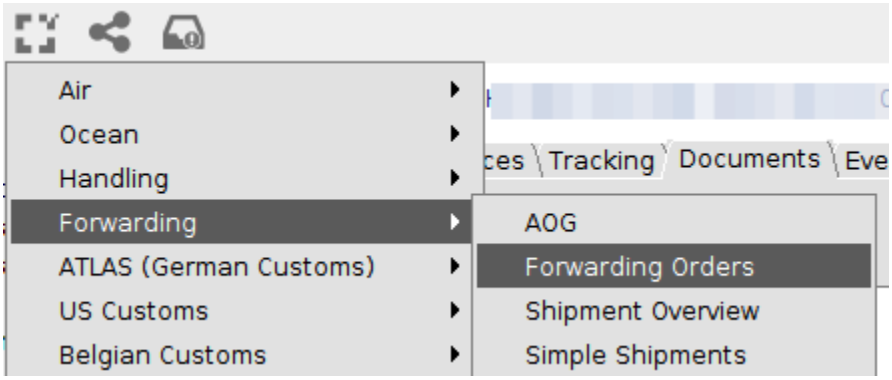


A forwarding order from the menu



General details of the forwarding order

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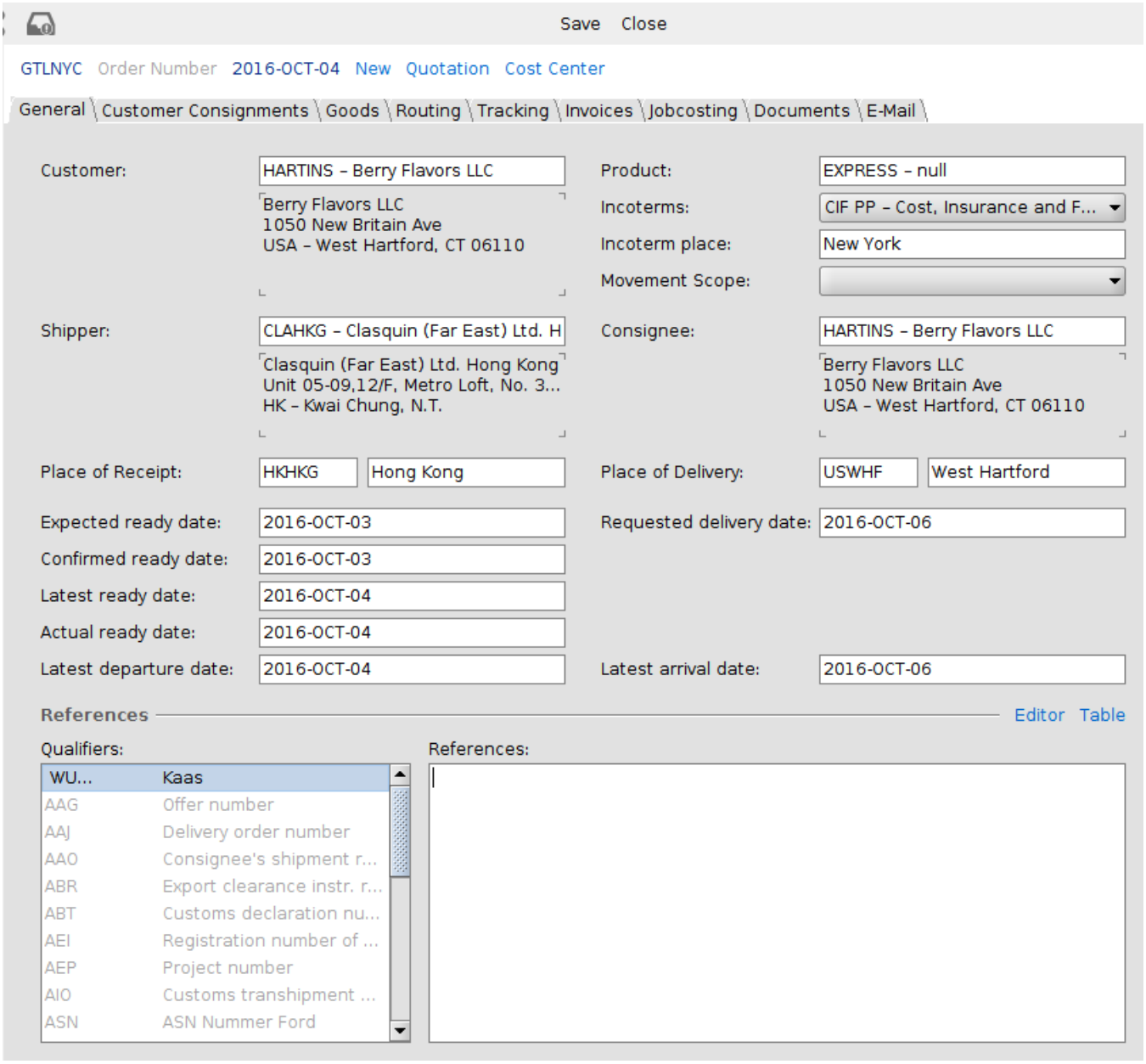

When creating a forwarding order from within a consignment, most of the details from the consignment will automatically fill the general details of the forwarding order. These can be changed as required.

Most importantly, a set of dates can be established:

- Expected ready date
- Confirmed ready date
- Latest ready date
- Actual ready date
- Latest departure date
- Requested delivery date
- Latest arrival date

Adding consignments to a forwarding order

The "Customer Consignments" tab of the forwarding order can be used to add further consignments to the order. This tab will show an overview of consignments on the order. Use the "Add" button to add further consignments.

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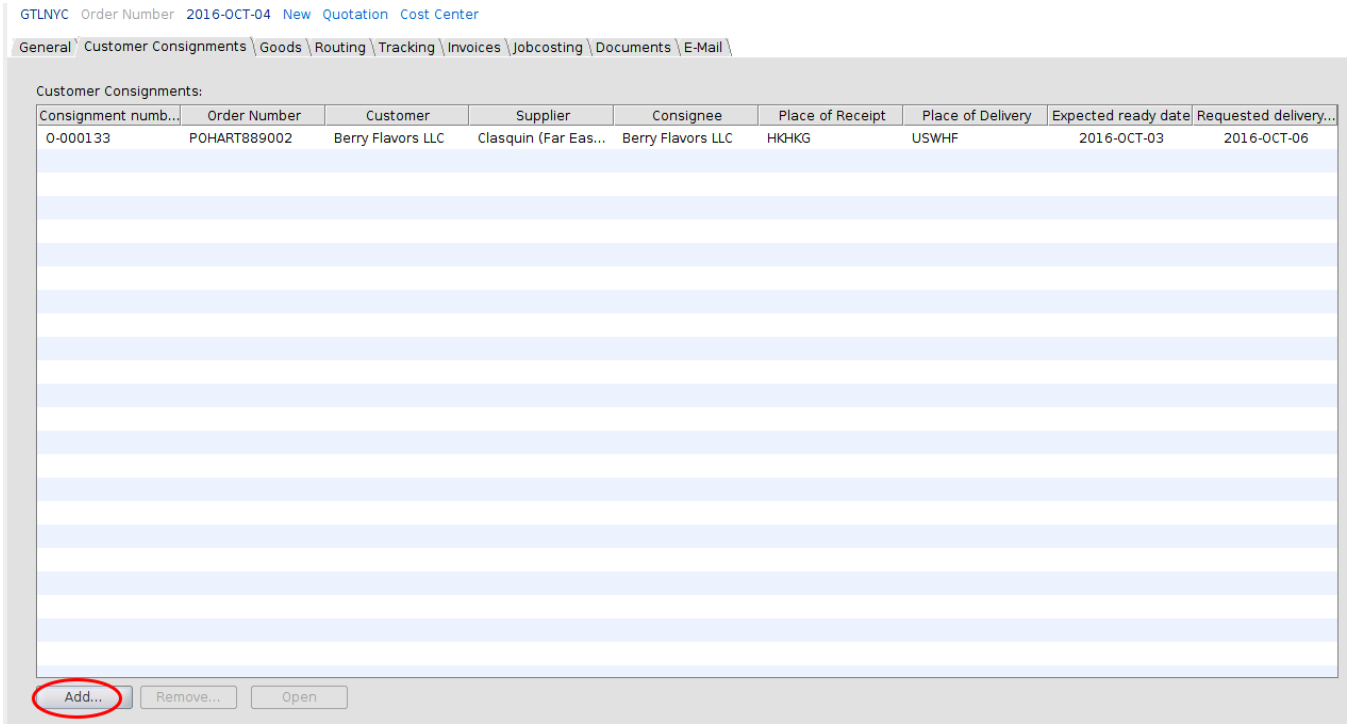

Goods on the forwarding order

The "Goods" tab of the forwarding order will provide a view of all the goods on all the consignments that are on the forwarding order:

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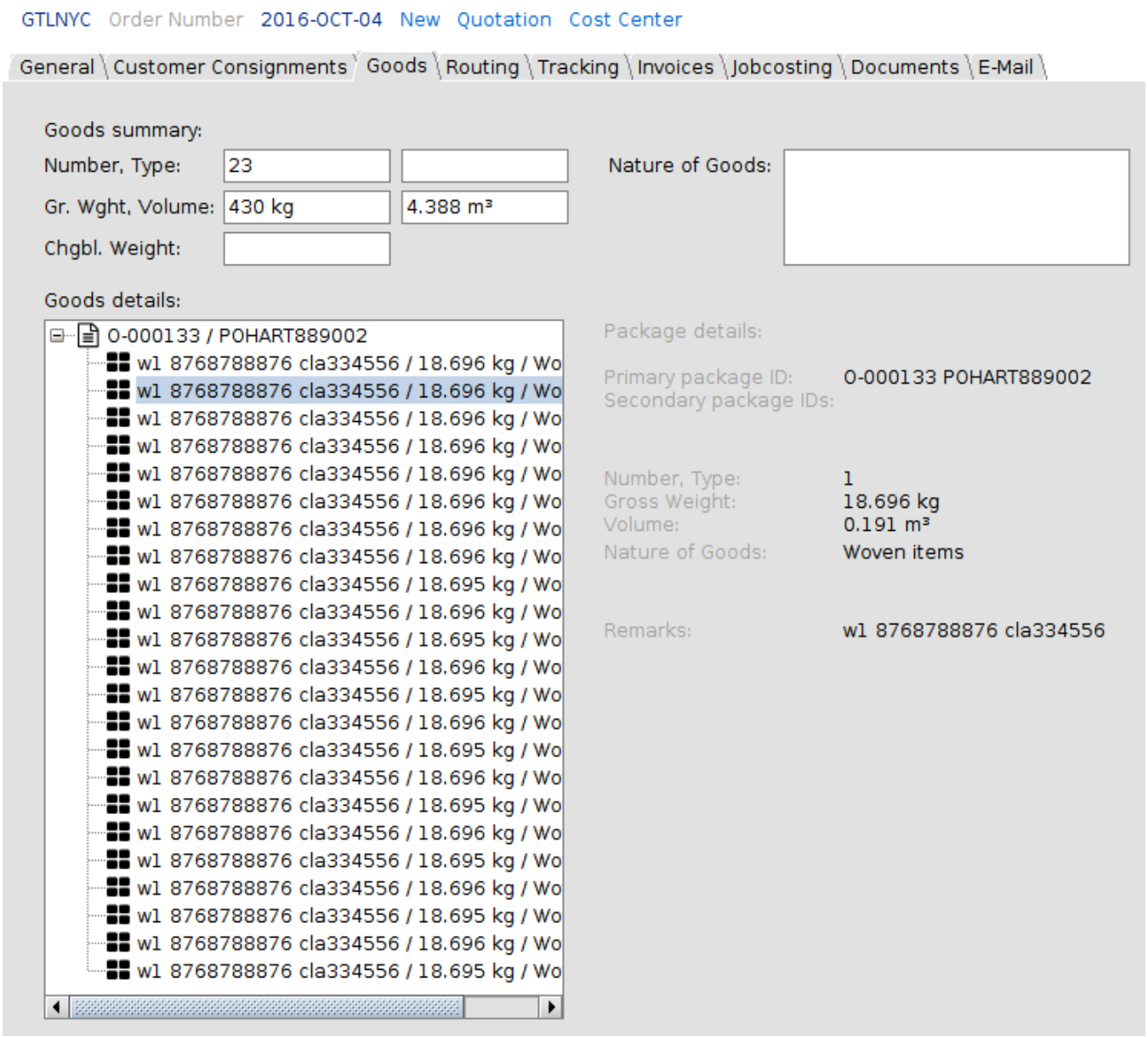

Routing of the forwarding order

Once the transport details for the forwarding order are know, they can be entered in the "Routing" tab of the forwarding order.

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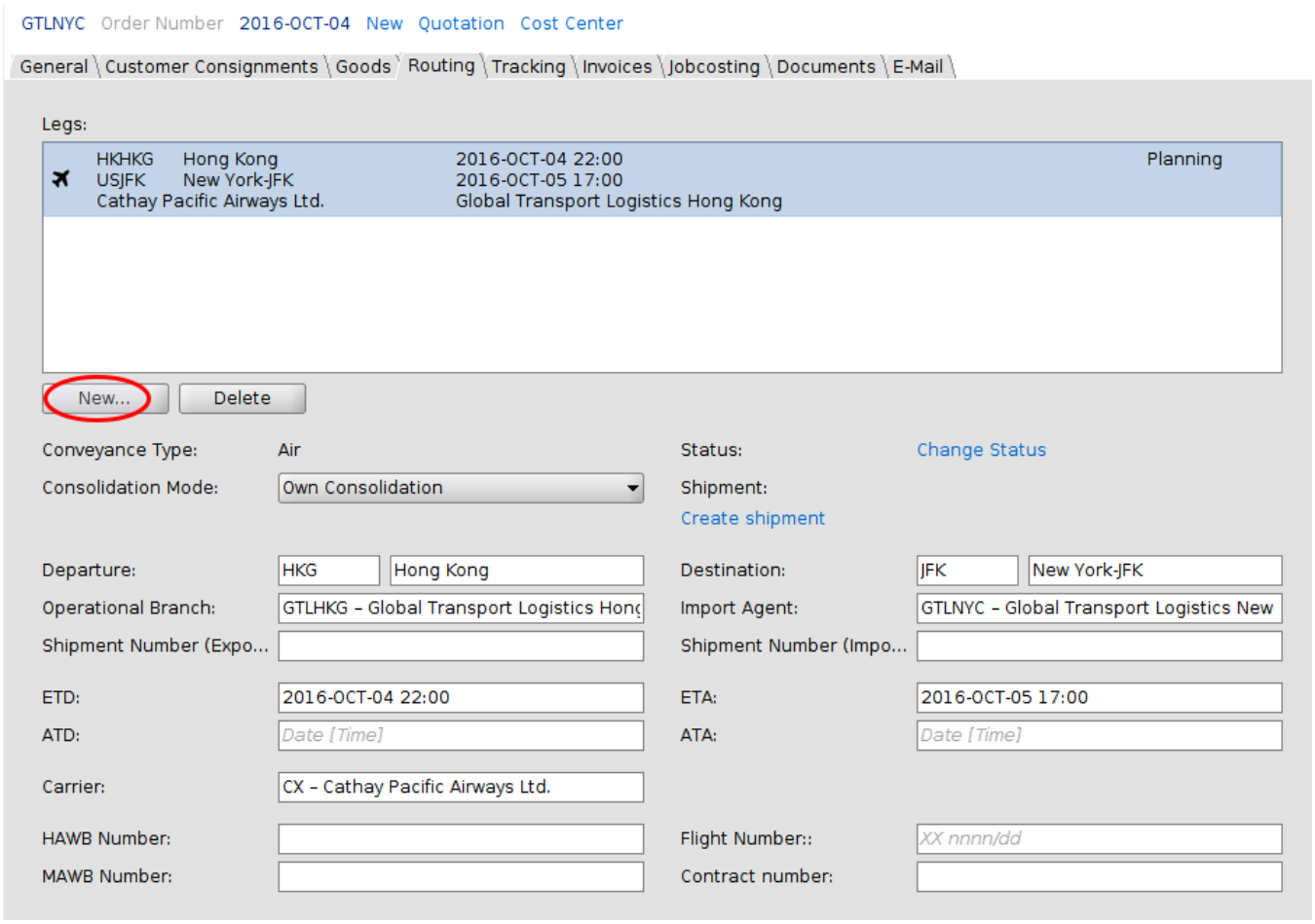

Use the "New" button to enter further transport legs if the transportation is not direct.

Associating a shipment with the forwarding order

The routing tab of the forwarding order provides the "Create shipment" link

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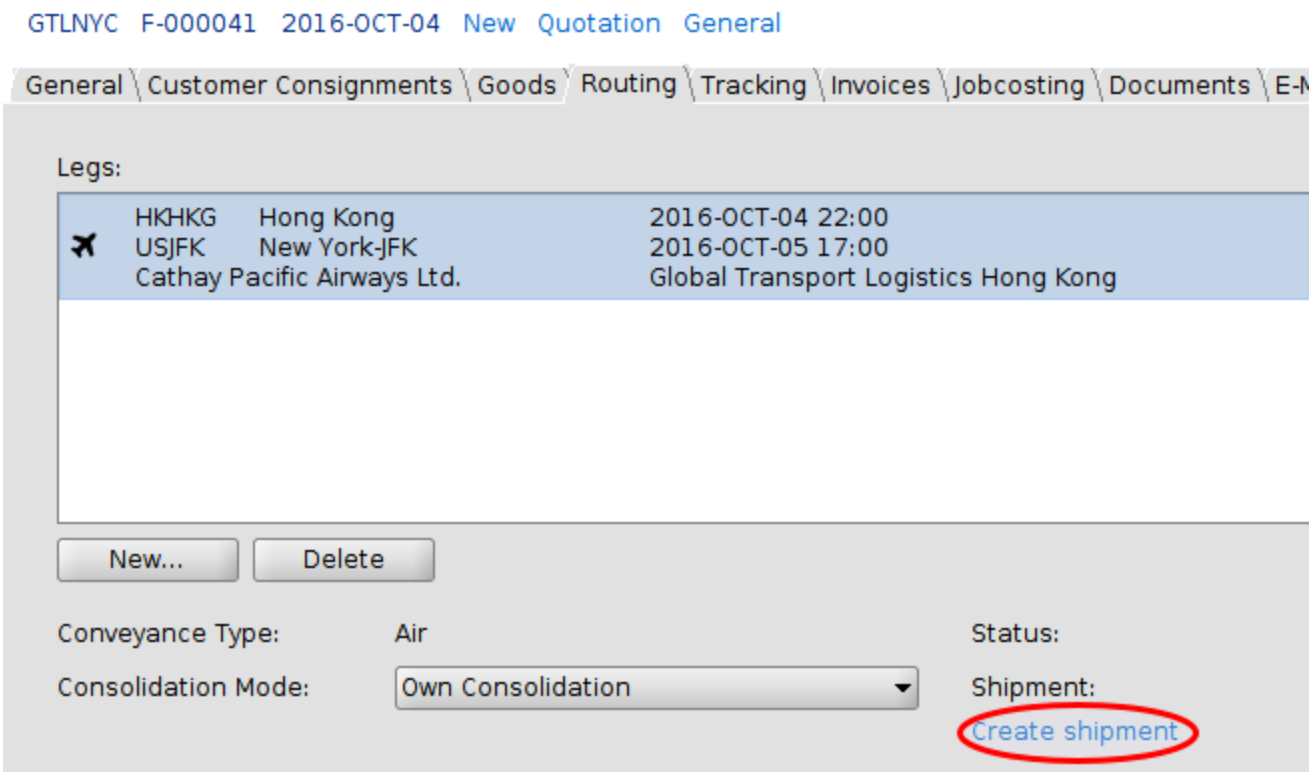
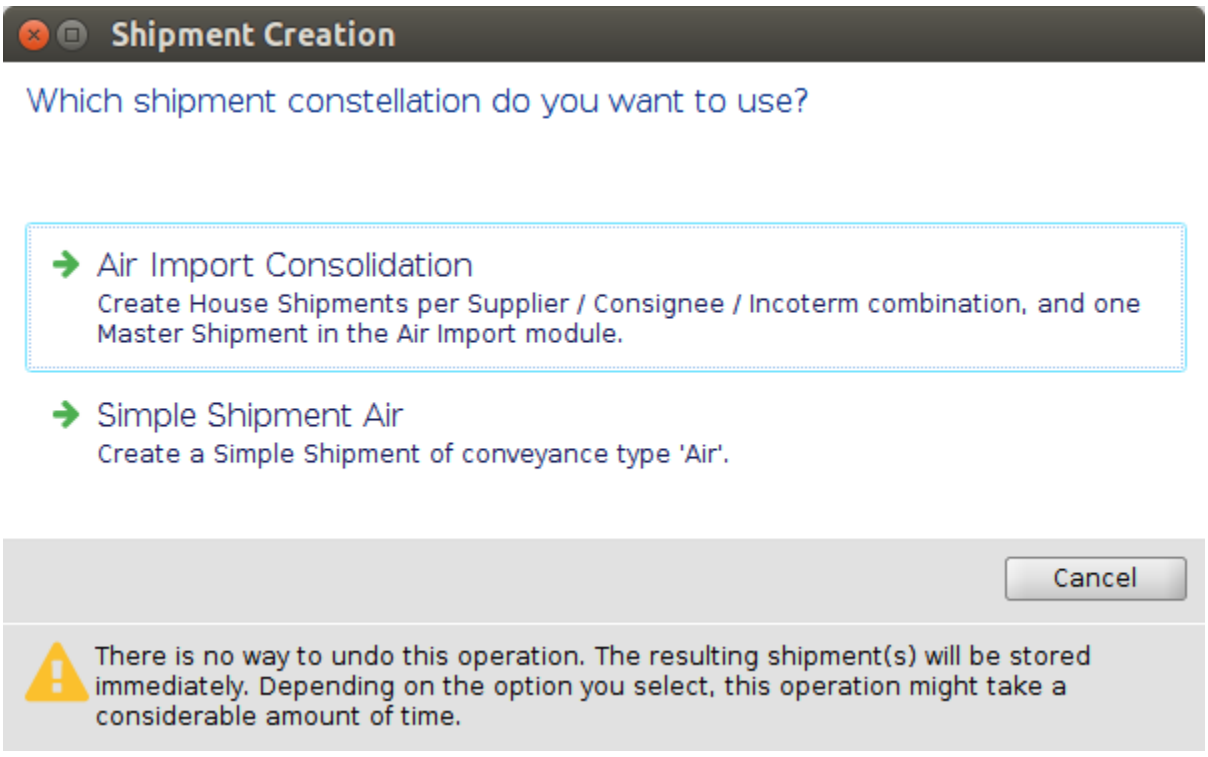


Click "Create shipment" and then choose the type of shipment to be created for the forwarding order:



Changing the status of a consignment and a forwarding order

When a consignment is added to a forwarding order, the status changes from "New" to "Assigned"

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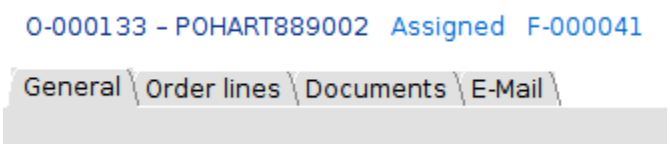
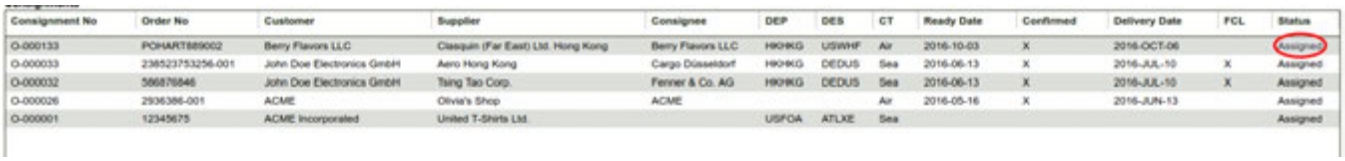
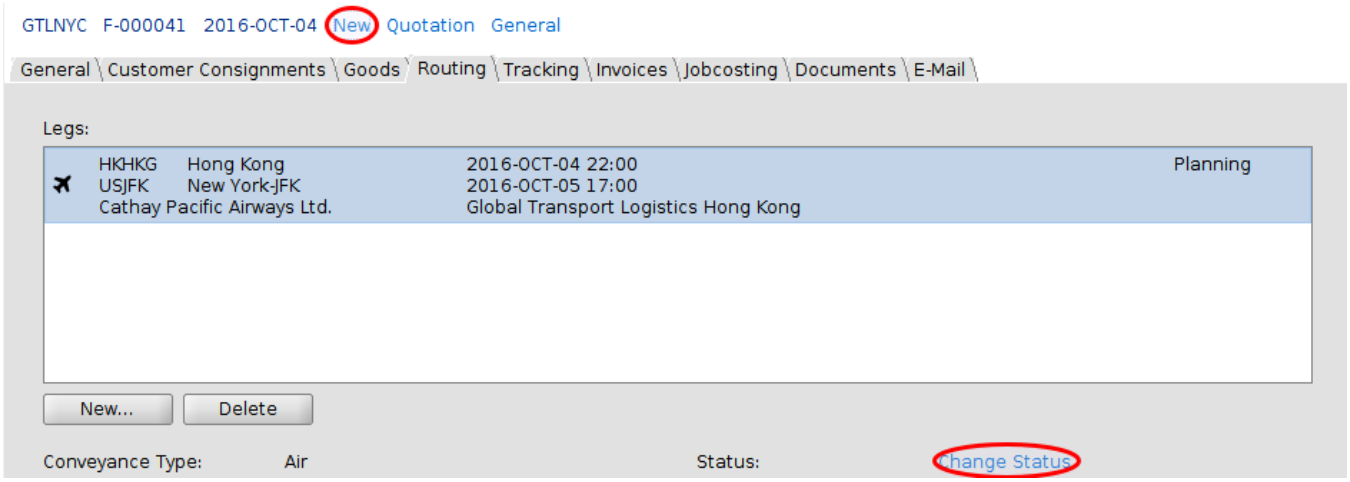


This change of status is also visible to the Scope Connect user

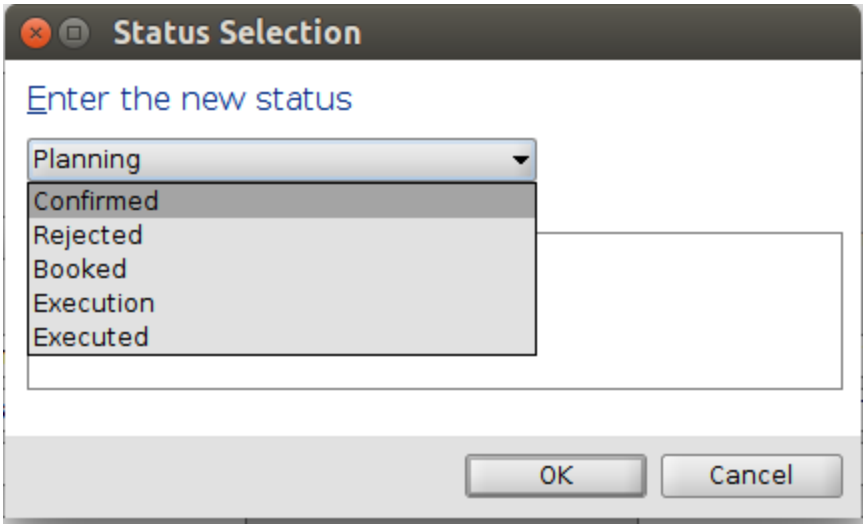


The status of the forwarding order can be changed by clicking the current status shown at the top of the order.

The status of a transport leg within a forwarding order can be changed by clicking "Change status" within the leg on the "Routing" tab of the order



There are 6 possible status' for a transport leg:



There are 7 possible status' for a forwarding order:

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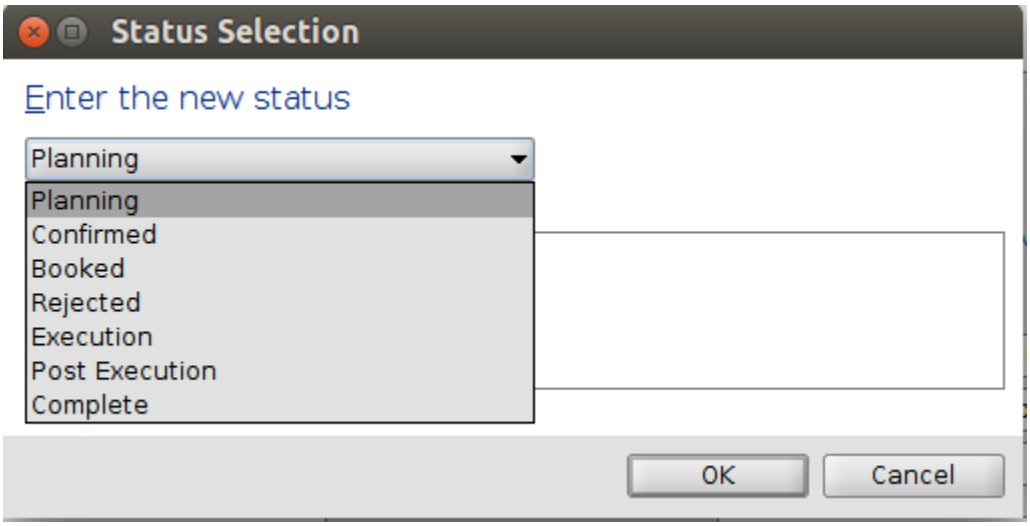
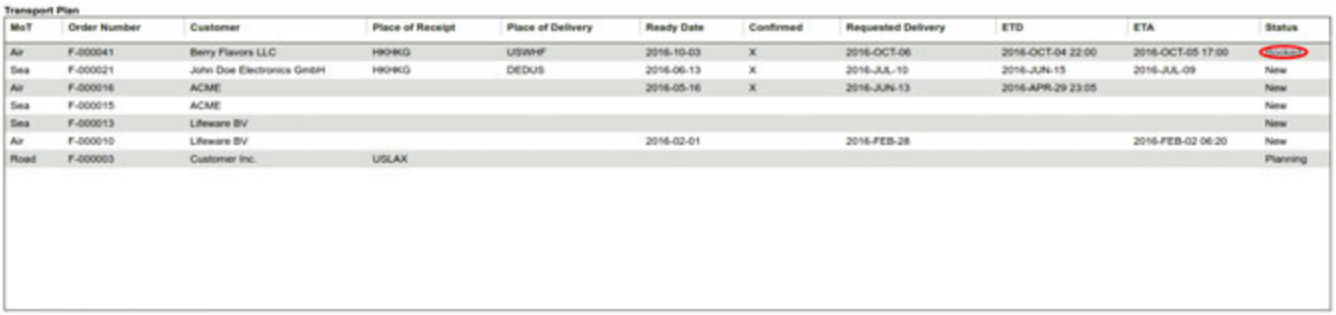


The current status of the forwarding order is visible to the Scope connect user in the transport plan overview:



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How-To view and manage shipments ready for Customs Clearance with Shipment Monitor

- Introduction
- Shipment Monitor Overview
- Completing a customs clearance milestone
- Accessing shipment details
- Additional Features
  - Individualized tracking plans
  - Schedules
  - Actions
  - Alarms

Introduction

The Scope Shipment Monitor is used to monitor the status of shipments. It can be used to determine if a shipment is on track to meet scheduled milestones or it can be used to determine the status of a particular milestone. This document describes:

- How to to monitor shipments that require customs clearance
- View the status of the customs clearance milestone
- Readily access and update shipments that require customs clearance
- Complete the customs clearance milestone

Shipment Monitor Overview

To launch the shipment monitor overview, from the menu select:

1. Forwarding
2. Shipment Monitor

The shipment monitor will display all shipments showing their current status. To restrict the view to just the shipments that require customs clearance place the cursor in the field "Choose filter"

- either press the space bar to see all filters
- or begin to type the name of the desired filter "Requires customs entry"

Once the "Requires customs entry" filter is loaded, the view will be restricted to those shipments that have the milestone "Customs Clearance" which uses the milestone code "CUSCLEAR". All shipments which require customs clearance will be shown.

In the example view below of shipments that require customs clearance, the overview shows:

- The most recently completed milestone ie. "AMSENTRY"
- The date of completion of this most recent milestone.
- The next due milestone ie. "CUSCLEAR"
- The date this next milestone is due

- The overall status of the shipment. The red  timer indicates the shipment is not on schedule. The green  timer indicates the shipment is on schedule.
- When the customs clearance milestone is complete, the shipment will not appear in this overview.

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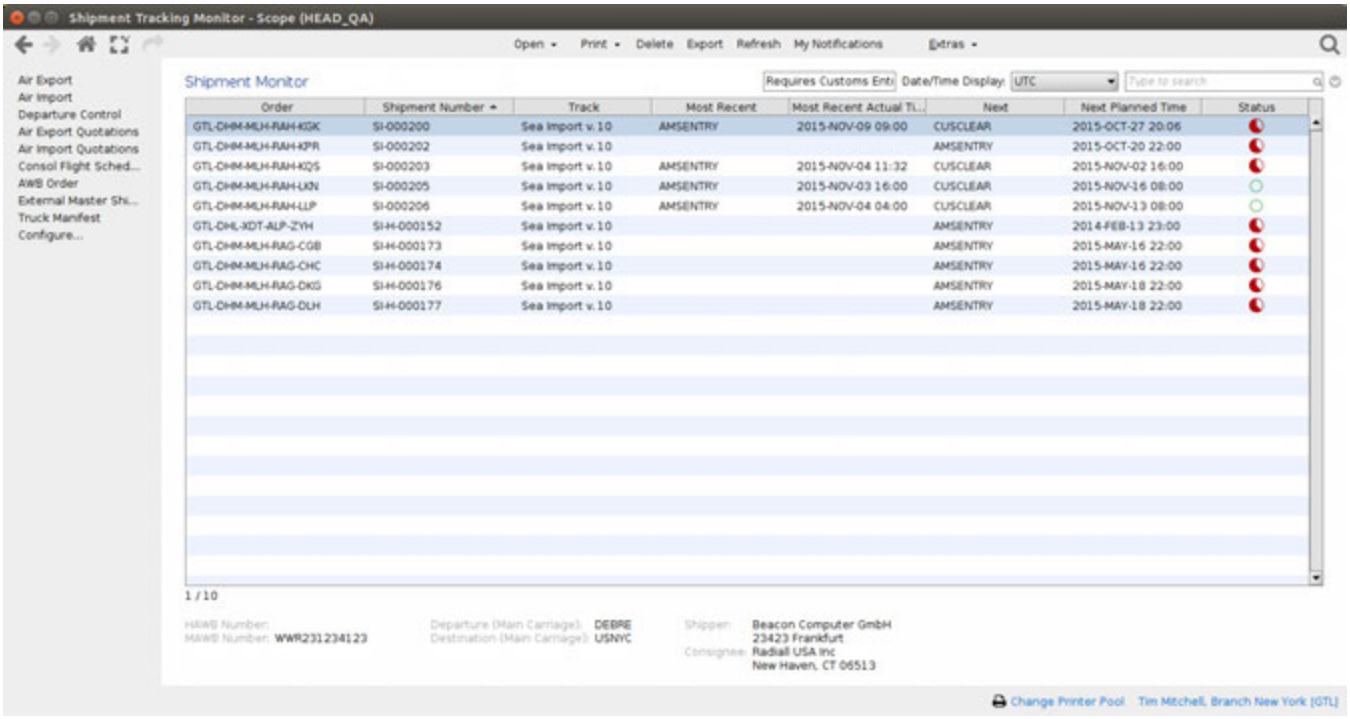


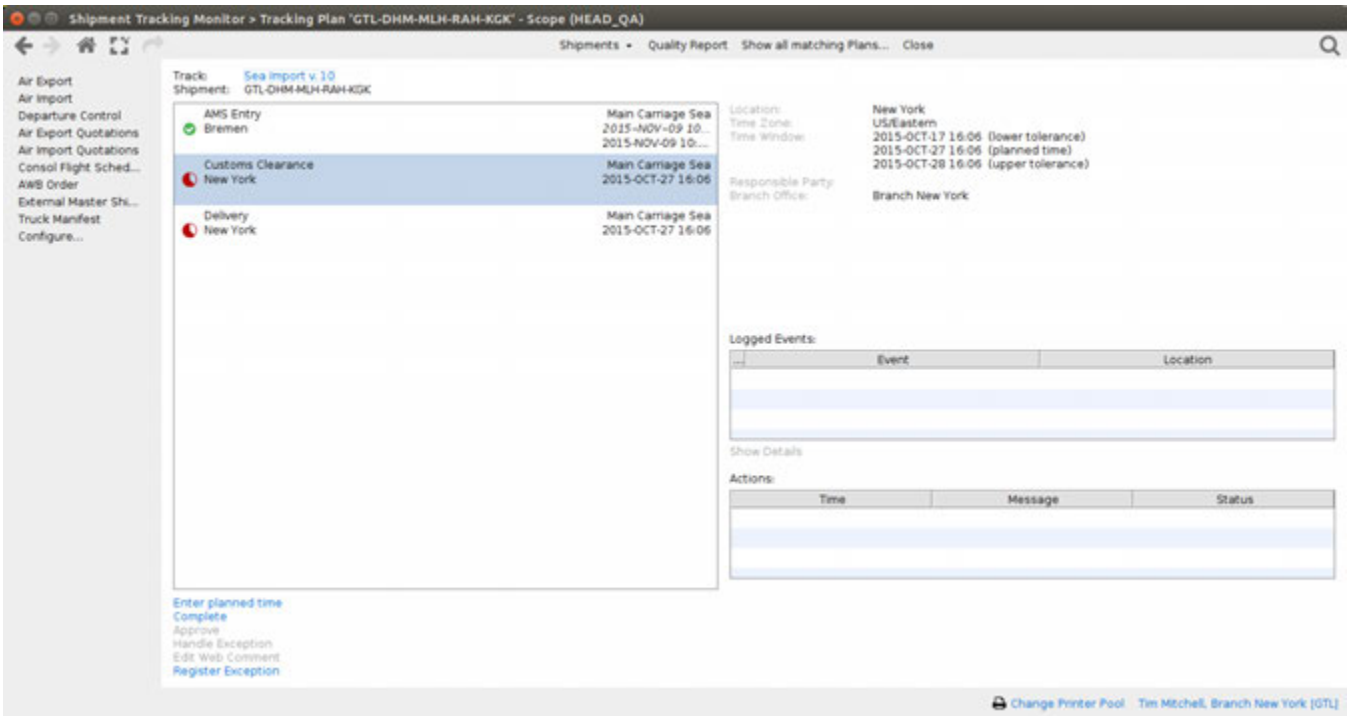
Completing a customs clearance milestone

When customs procedures are complete, update the shipment with this information

- either double click the desired shipment in the overview
- or highlight the shipment in the overview and click "Open" and "Tracking Plan" on the menu bar"

The tracking plan for the shipment will open, showing all milestones to be completed for the shipment.

Highlight the "Customs Clearance" milestone and click the blue link "Complete" below it. Icons to the left show the status of each milestone. As each milestone is highlighted, the allowed time window to complete each milestone can be seen on the right.



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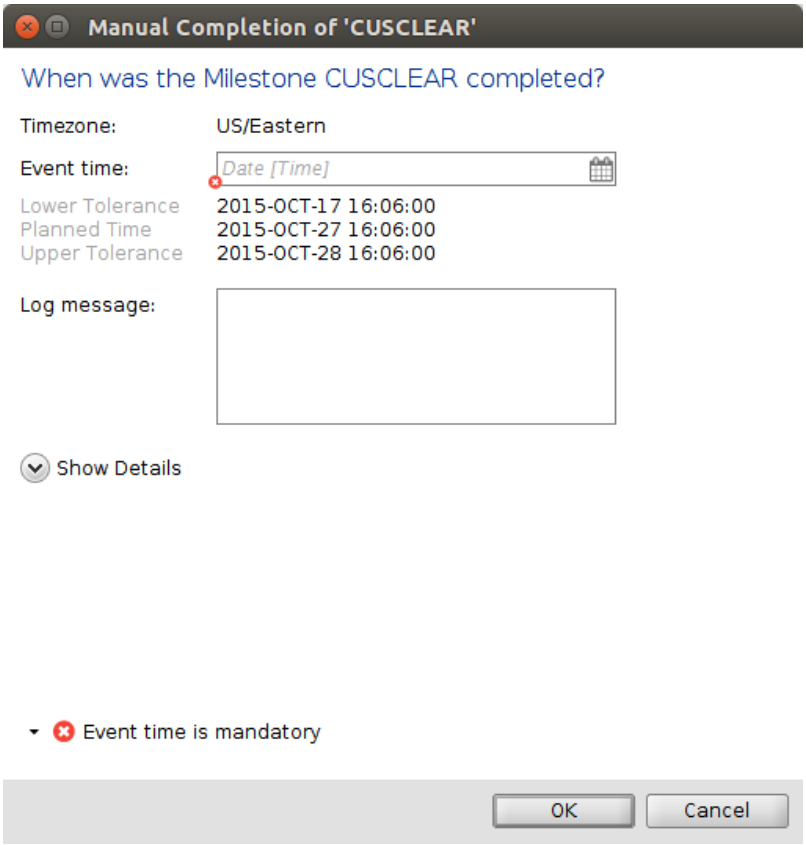
When "Complete" is clicked, a manual completion window appears. Fill in the event date and time for the customs clearance and if desired enter a log message with any further info about the completion. Click "OK" to confirm.



Accessing shipment details

When a customer clearance milestone is ready to be processed, the broking staff may need items from the shipment:

- Shipment Information
- Shipment documentation such as Bills of Lading and Commercial Invoices
- Invoicing details

There are 2 ways to open the shipment itself from the shipment monitor:

- In the overview, highlight the shipment and then from the menu bar select "Open" and "Shipment".
- Open the tracking monitor for the shipment and from the menu bar select "Shipments". Open the desired shipment.

The 2 methods above will open shipments with instant access to all details. Once customs procedures are complete, broking staff can use this same method to update shipments with required information, for example they can attach the custom clearance documents and update proforma invoices with customs clearance charges. Once complete the customs clearance milestone can be completed.

Additional Features

When creating a tracking plan that includes customs clearance, individualized tracking plans, schedules, actions and alarms can be created to further enhance the functionality of this feature

Individualized tracking plans

For example, 90% of sea import shipments should be completed within 5 days of the vessel departing the last foreign port for EU traffic. A tracking plan can be created that Scope will automatically apply to all such shipments.

By contrast, customer "A" may demand customs procedures completed within 3 days of the vessel departing the last foreign port. A separate tracking plan can be created just for this customer that will automatically be applied by Scope to the customer's shipments.

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Schedules

A tracking plan may contain multiple milestones, in the example above the plan has "AMS Entry", "Customs Clearance" and "Delivery". Any number of further milestones may be created for a tracking plan, and for each milestone the schedule can be used to define when this milestone must be completed to be considered on time.

Actions

For each milestone, completion can trigger certain actions automatically, for example on completion of the "Customs Clearance" milestone, an email can be automatically sent to the importer advising them of the clearance.

Alarms

For each milestone, if the the planned time is growing critical or exceeded, an alarm can be sent to a defined party, in the form of an email or a system alert.

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NL - Customs - Client VWA declarations - MIG Version 3.1.1

Introduction

This page describes the changes in Scope VWA Declaration, MIG Version 3.1.1. which the NVWA announced this week (21-FEB-2021):

- From 1-MAR-2021 onward VWA declarations can be submitted in version 3.1.1.
- The usage of older versions is allowed until 31-MAR-2021.
- From 1-APR-2021 onward only 3.1.1. VWA declarations are allowed.

Description

The introduction of MIG version 3.1.1 results in the following changes in the VWA declarations.

Master data

Partners / Douane Partner Role

In the Partner the following fields have been added to provide defaulting in the declarations:

Fields	Description	information
Authorisation ID	Under certain Roles, an authorisation ID is to be provided	Code can be found via the webservice https://webapplicaties.agro.nl/vgc2/organisatie
Identification Type	The identification can be done by means of the following types: Traces ID : ID assigned by the EU traces organisation Chamber of Commerce: Number of the Chamber of Commerce location ID; might differ from the COC number in the registration ID.	New in the VWA 3.1.1. is that a Partner can be identified by a choice of registration IDs: Traces, Chamber of Commerce or EORI number. When the EORI number is provided in the regular field on the TAB Registration IDs of the Partner, this will be used.
Activity	A new coding system in which the type of activity performed by the partner can be stored.	This information is required for Transporters and Delivery Addresses.

Article Masterdata

There are new values required in the items to be declared in a VWA declaration. These items can be pre-registered in the article master data. The new details are entered on the tab "CLIENT"

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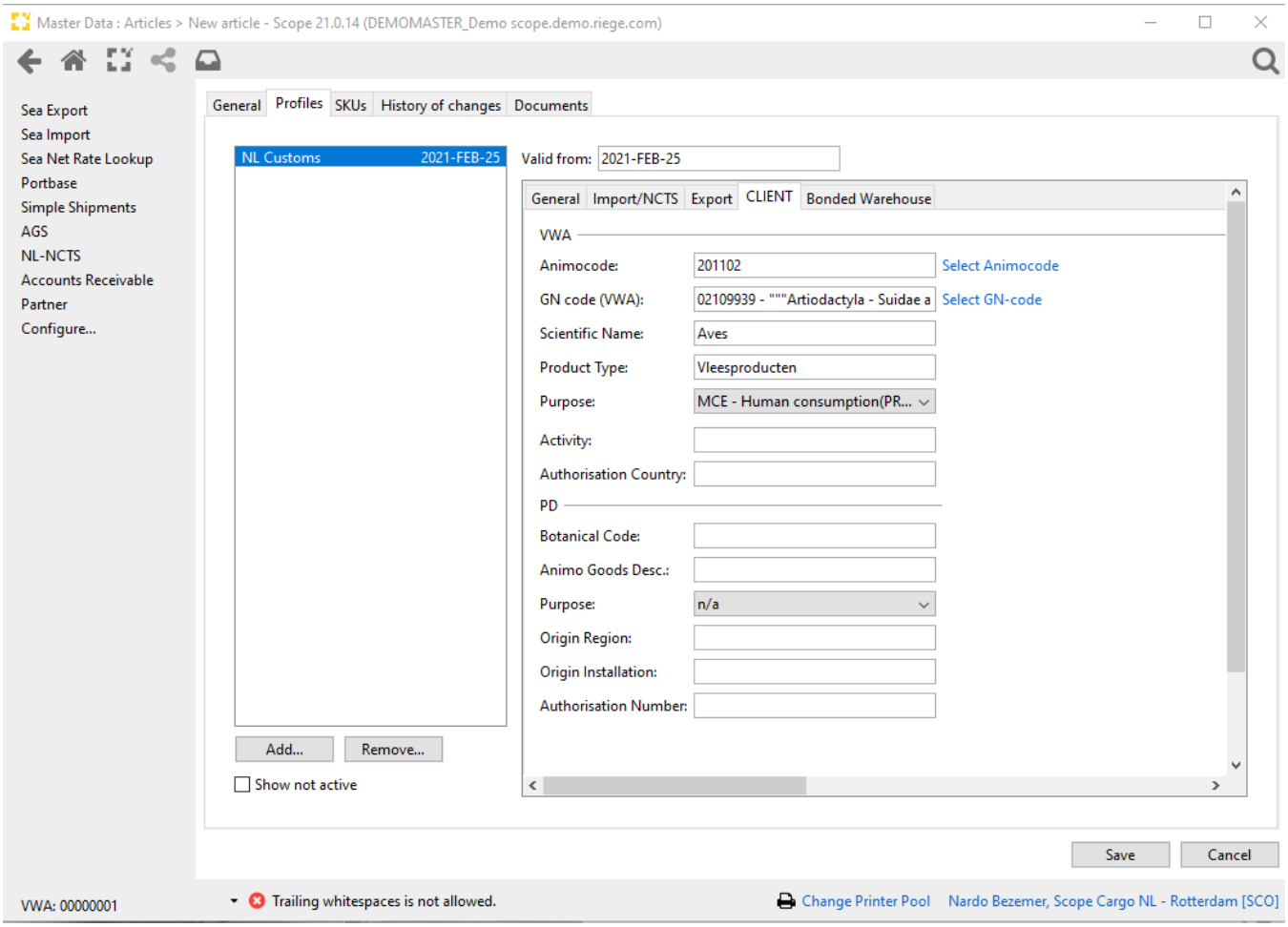

Field	Description	Webservices
Animo Code	Animo codes as per webservice codes The new webservice has been integrated. Via the action link the webservice is started and upon selection the required animo code will be populated.	https://webapplicaties.agro.nl/vgc2/animocode
GN Code (VWA)	As per webservice codes The new webservice has been integrated. Via the action link the webservice is started and upon selection of the required GN code the following fields will be populated: ▪ GN Code VWA ▪ Scientific Name ▪ Producttype	https://webapplicaties.agro.nl/vgc2/imsoc-gn-code
Scientific Name	The scientific name of the Product / Animal, previously declared via Species ID. We advise to use the webservices to select the correct name.	https://webapplicaties.agro.nl/vgc2/imsoc-gn-code
Product Type	Description of the product, new field full textual description must be used We advise to use the webservices to select the correct description.	https://webapplicaties.agro.nl/vgc2/imsoc-gn-code
Purpose	The Purpose of this article	
Activity	The activity for this product. Coding is not yet clear.	
Authorisation Country	Country which ensures the correctness of details for this article	

Declaration

In the CPD200 outgoing message entry, the following changes can be found:

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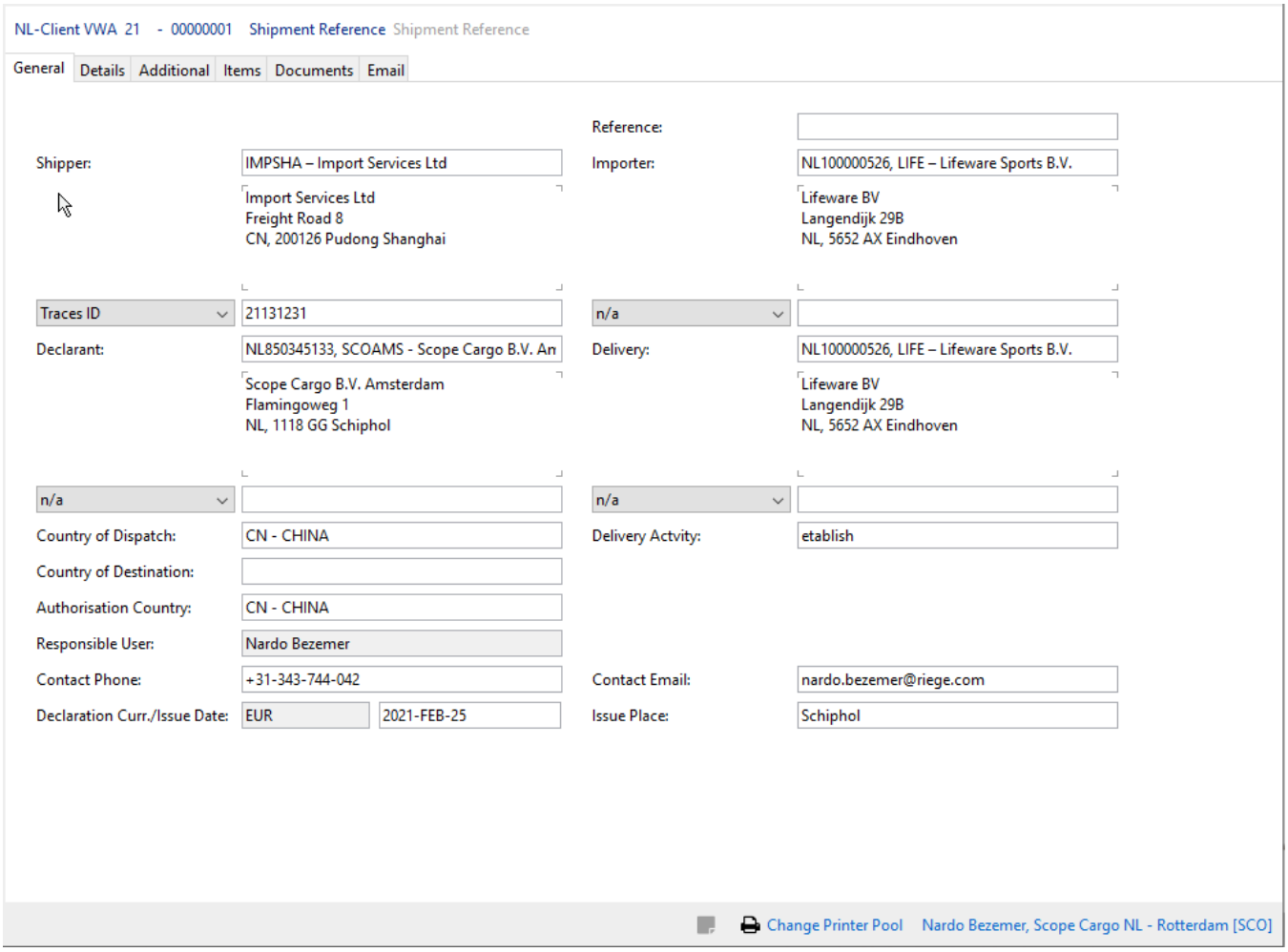
General



Identification numbers

For each address, 2 fields have been added: Identification Type and Identification Number.
In these fields an identification type and corresponding ID can be entered if no EORI number is available.
The alternative types are:
Traces ID: Identification issued by the Traces (EU) organisation
Chamber of Commerce No: Location ID as issued by the Chamber of Commerce.

Consignee

The consignee field has been removed from the declaration as it was a duplicated address from the importer.

Delivery Activity

On the delivery address an additional field has been added in in which the activity of the delivery address can be set.
The activity code can be found via https://webapplicaties.agro.nl/vgc2/organisatie

Details

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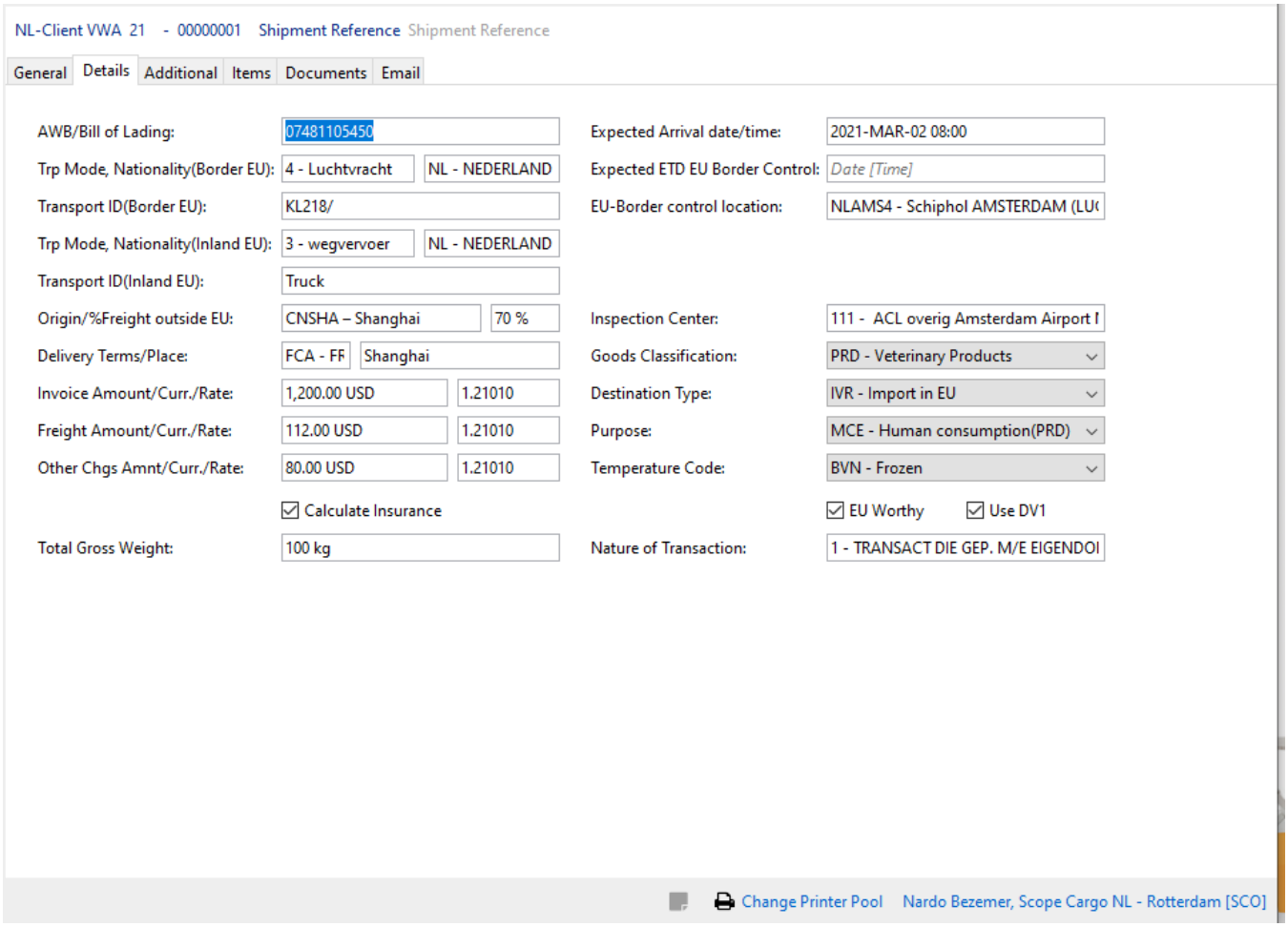

Transport details

The fields for transport modes have been extended to the following fields:

Mode of transport, nationality and identification at Border (EU)
Mode of transport, nationality and identification at Inland EU

AGS Fields

To improve the defaulting in an AGS declaration created as a follow-up procedure on the VWA declaration, the following fields are available:

- Origin/%freight outside EU
- Delivery Terms / Place
- Invoice Amount / Curr / Exchange rates
- Freight Amount / Curr / Exchange rates
- Other charges Amount / Curr / Exchange rates
- Calculate Insurance
- Use DV1
- Nature of Transaction

Expected Departure time

For those declarations of which the purpose or destination indicated that the declared items will not remain in the EU a new field has been introduced in which the expected ETD (departure EU) is to be entered.

BIP location

The label for BIP location has been renamed to "EU Border Control Location".

Additional

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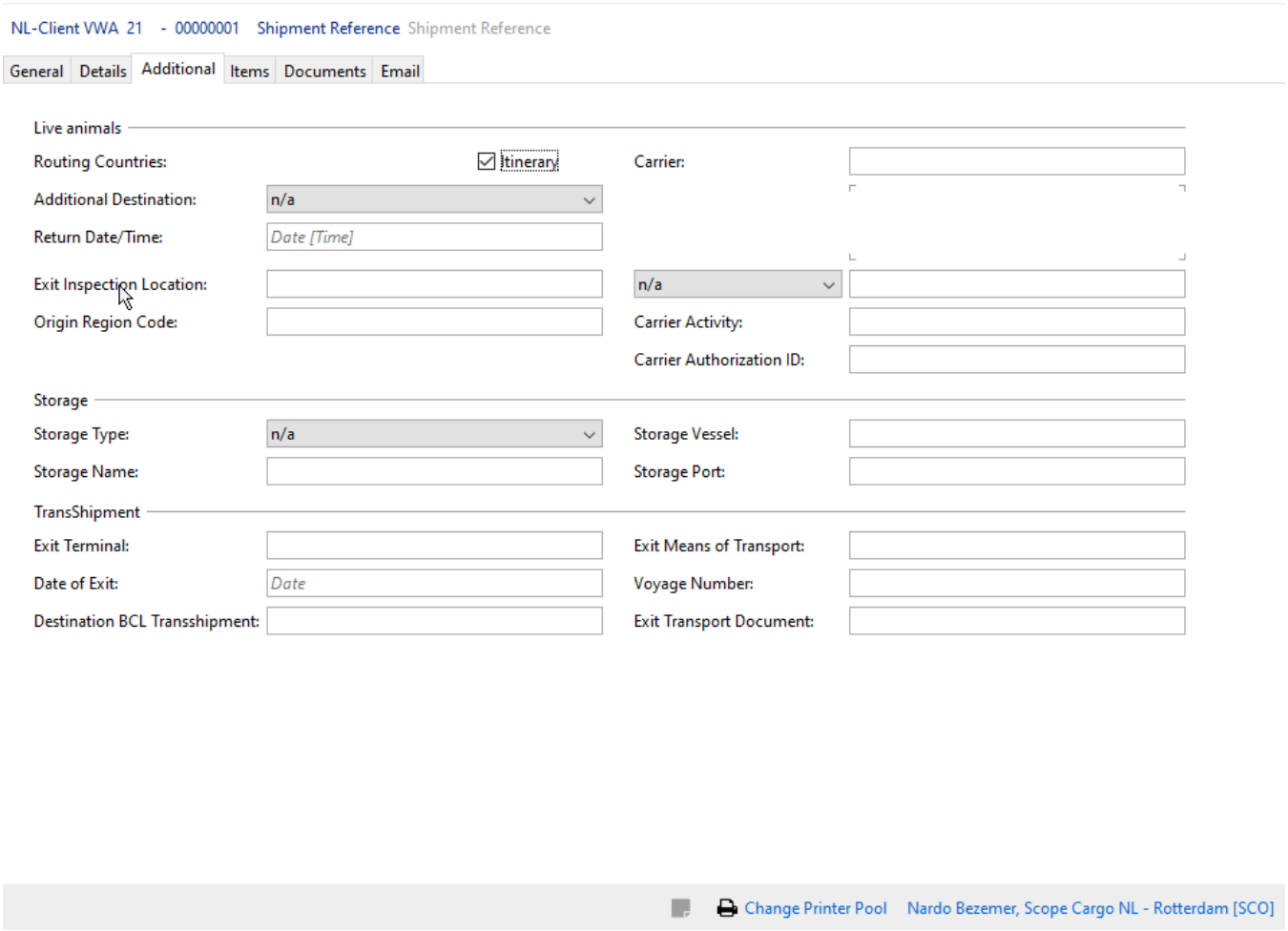

Removed Fields

The following fields have been removed from the declaration :

- Transport after Border
- Exit Inspection location
- Carrier Registration ID

Carrier

Identification

Also for the Carrier 2 fields have been added: Identification Type and Identification number.
In these fields an identification type and a corresponding ID can be entered if no EORI number is available.
The alternative types are:
Traces ID: Identification issued by the Traces (EU) organisation
Chamber of Commerce No: Location Id as issued by the Chamber of Commerce.

Activity

For the carriers it is required to indicate the activity.
The activity code can be found via https://webapplicaties.agro.nl/vgc2/organisatie.

Items

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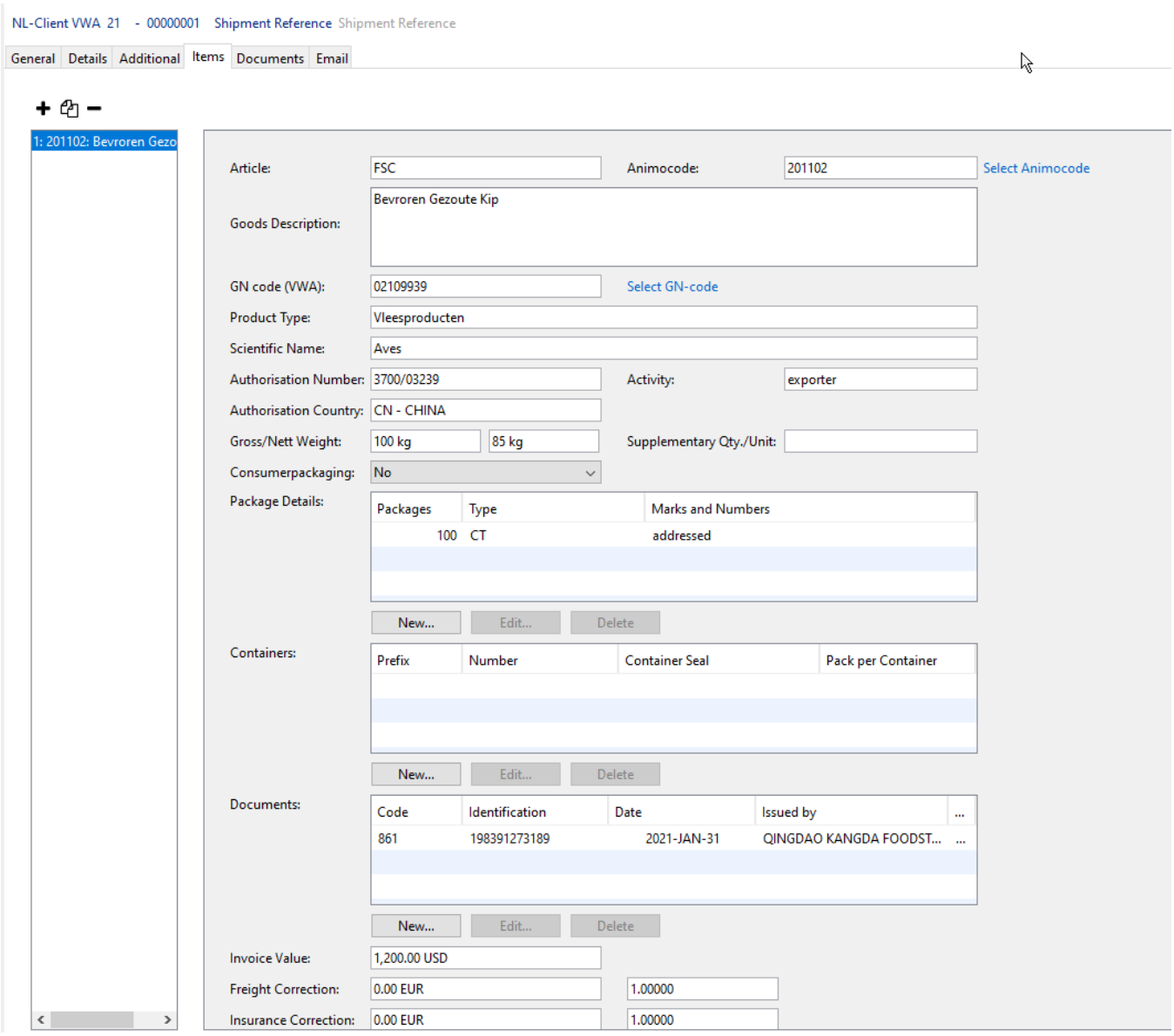

Animo Code

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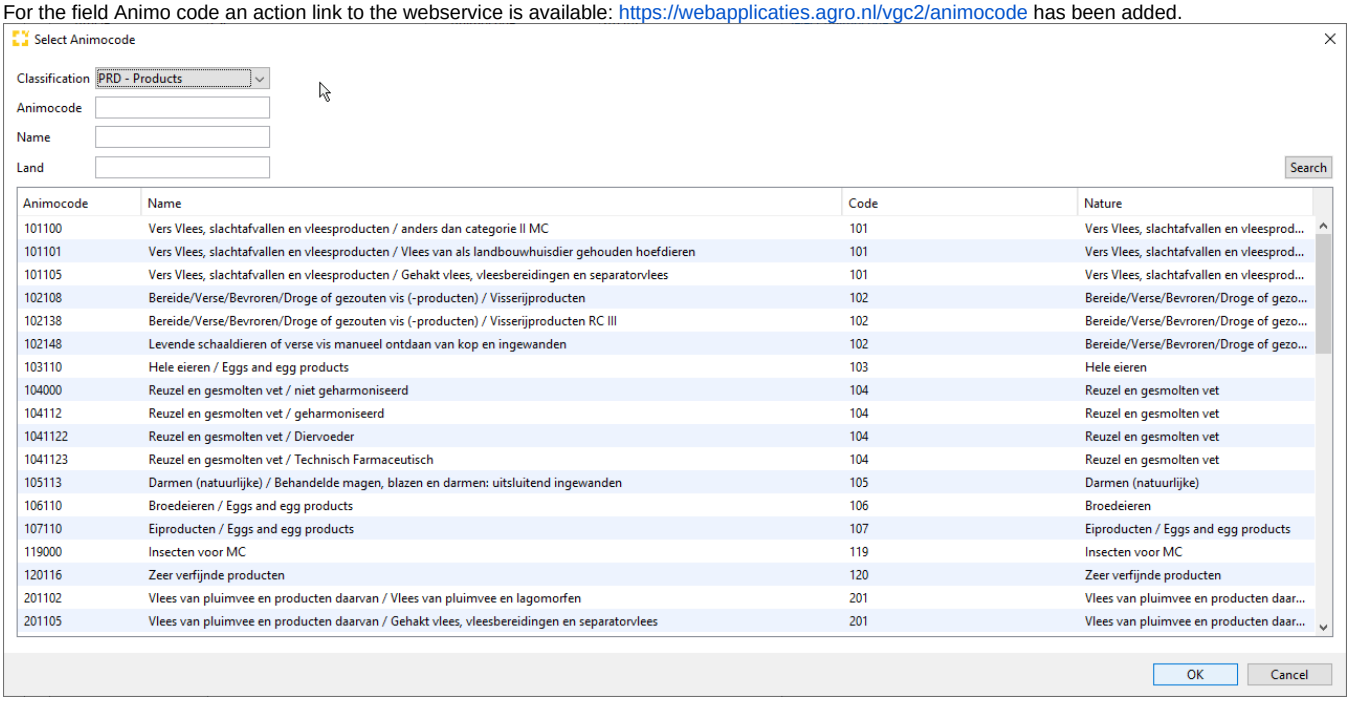
For the field Animo code an action link to the webservice is available: https://webapplicaties.agro.nl/vgc2/animocode has been added.



Searching and selecting of the desired code as been made possible.

GN code (VWA)

For the GN code (VWA) an action link to the webservice is available: https://webapplicaties.agro.nl/vgc2/imsoc-gn-code.

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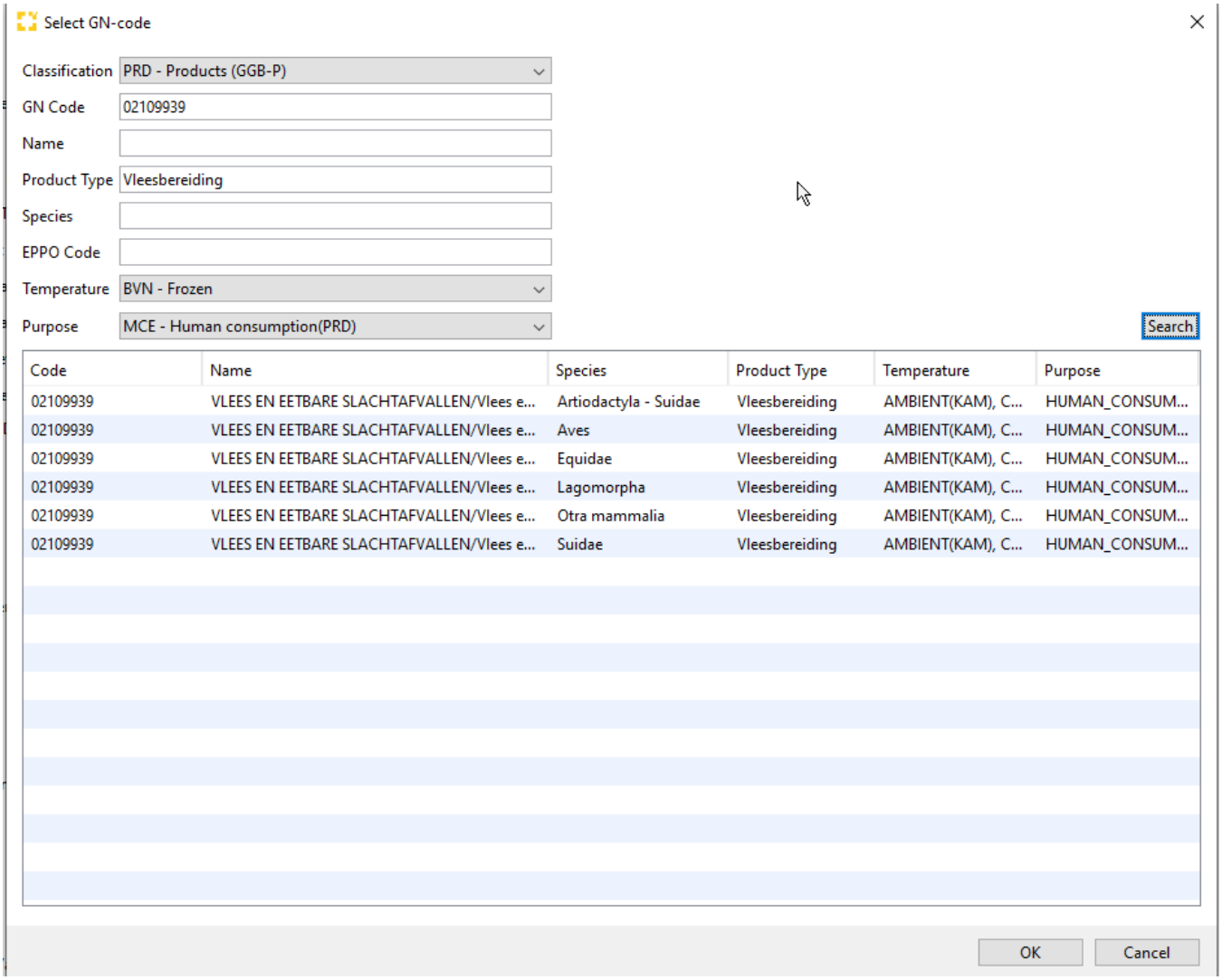

The Webservice Dialog allows searching with the criteria. After the selection of the required GN Code, the following details will be copied to the item details:

- GN Code (VWA)
- Product type
- Species (scientific name)

Product Type

A new field is product type. The value for this field can be found via the webservice https://webapplicaties.agro.nl/vgc2/imsoc-gn-code column "Type".

Note : The value in the declaration must be for 100% equal to a value in the webservice, therefore we strongly advise to use the webservice and select the correct GN code for correct defaulting.

Scientific Name

A new field is scientific name. The value for this field can be found via the webservice https://webapplicaties.agro.nl/vgc2/imsoc-gn-code column "Species".

Note : The value in the declaration must be for 100% equal to a value in the webservice, therefore we strongly advise to use the webservice and select the correct GN code for correct defaulting.

Authorisation Number

A new field authorisation number for the manufacturer / breeder of the item is available. The number can be found via the webservice https://webapplicaties.agro.nl/vgc2/organisatie column "Erkeningnummer".

Activity

A new field activity for the manufacturer / breeder of the item.
The number can be found via the webservice https://webapplicaties.agro.nl/vgc2/organisatie column "Activiteit".

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Authorisation Country

Country under which supervision the item is manufactured / bred.

Consumer Packaging

Indicator if the product arriving is already packaged for direct retail or if repacking or further treatment is still required.

New Packaging Fields

To the packaging details three additional fields have been added.
Please note that a new restriction has been added that each item may only contain 1 packaging line.

Batch-number: to register the production batch of this item

Individual ID: if the animal / product is recognizable by means of 1 unique ID

Passport Number: If the animal is accompanied by an official passport, the number of this document

New Document Details

A new field in the document entry is meant for the country that issued the document being registered.

⚠ Important note : VWA document codes are only 3 digits long, do not use 4 digits document codes,
this will leave your declaration after sending in a "no response" state.

⚠ Important note : The new Country code field is mandatory but Scope does not yet validate on this.
Ensure that a country code is entered, missing the country code will leave your declaration after sending in a "no response" state.

AGS Fields

Per item level there are fields that only serve for proper defaulting for a follow-up AGS declaration

- Invoice Value
- Freight Correction
- Insurance Correction
- Customs Value

These fields will be calculated using the same method as in AGS.

Removed Fields

- Traces Family
- Traces Type

Container Details

Please note that the container number applicable in the declaration may only be registered on the first item.

Example:
A declaration with 3 containers and 3 products whereby the products are not mixed is the be transmitted as:

item 1) Packaging : 100 CTNS product A
Container : Container 1 : 100 packages
Container : Container 2 : 200 packages
Container : Container 3 : 300 packages

item 2) Packaging : 200 CTNS product A

item 3) Packaging : 300 CTNS product A

Response Messages

The response messages have been updated to use the new structure for error notification and container inspection selection.

Webservices

The NVWA has released new webservices by means of which relevant data not included in the code lists can be searched for.

Topic	Search for	result column	Webservice
Animo Codes	Animo Codes		https://webapplicaties.agro.nl/vgc2/animocode

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GN Code	GN Code Scientific Name Product Type	Column: Code8 Column: Species Column: Type	https://webapplicaties.agro.nl/vgc2/imsoc-gn-code
Inspection Location	Inspection Location Border Location	Column: Code + linked BIP Column: Code	https://webapplicaties.agro.nl/vgc2/keurpunt
Organisation	Authorisation ID Activity	Column : Erkenningsnummer Column : Activiteit	https://webapplicaties.agro.nl/vgc2/organisatie
Postal Code	City Name Postal Code	Column : Plaats Column : Postcode	https://webapplicaties.agro.nl/vgc2/postcode

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México

- Aplicación de comisiones de venta a los embarques
- Cambio del Shipper en un AWB
- Configuración de Activity Types
- Consolidación de Embarques
- Convertir un Prospecto a Cliente
- Creación de "Tracking Templates"
- Creación de Asociados (Partners)
- Creación de Cotizaciones
- Creación de Embarques Terrestres
- Crear una cuenta de Scope Connect a Externos
- Estados de Cuenta
- Facturas Colectivas
- Facturas - Sustitución de los CFDI previos
- Finanzas - Editor de Addenda
- Generación de Ordenes Administrativas
- Guía de Instalación Scope
- Guía de Job Costing, creación y sustitución de facturas
- Guía Rápida para asignar Agentes de Venta
- Ingreso de Facturas y Registro de Pago (Proveedores)
- Job Costing - Definiciones
- Pago a Proveedores
- Recepción de Pagos de CFDI versión 3.3
- Registro de Fondos
- Reportes Financieros
- Tarifas
- Tipo de Cambio

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Aplicación de comisiones de venta a los embarques

Introducción

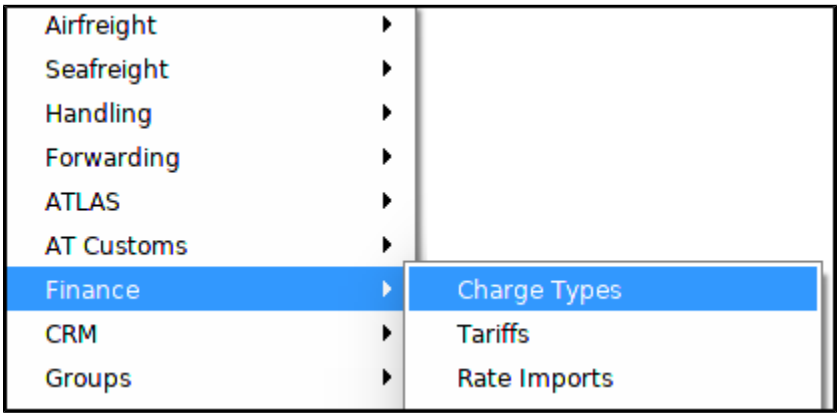
Este manual describirá cómo configurar la comisión basada en el porcentaje en su sistema Scope para su personal de ventas. Estas comisiones basadas en porcentajes pueden aplicarse cuando se desee por embarque.

Identificando los Conceptos de comisión

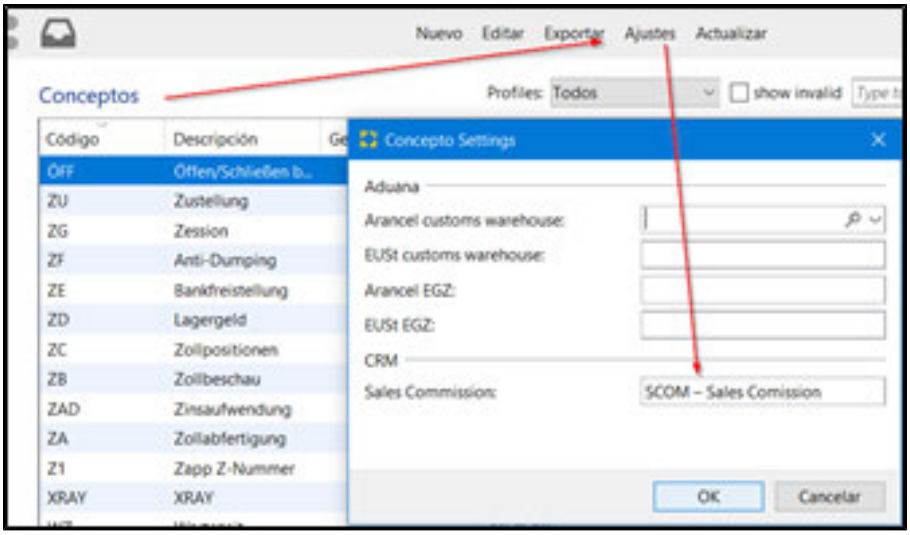
Para aplicar la comisión de ventas a los embarques, Scope deberá saber qué concepto debe usar para la comisión de ventas.

- Para configurar el tipo de cargo para comisiones:

En el menú Scope, seleccione "Datos maestros" > “Finanzas” > “Conceptos”.



En la vista general de “Conceptos”, haga clic en configuración. En la Configuración de tipo de cargo, vaya al campo "Sales Commissions" y encuentre el tipo de cargo que le gustaría usar para los cálculos de comisiones:



Configurar quién puede ver o editar comisiones de ventas

Permiso para ver comisiones de ventas.

Para que un usuario pueda ver las comisiones de ventas que se han aplicado a un envío, el usuario debe tener el permiso "Ver comisión de ventas" agregado a su perfil de usuario.

Edición de comisiones de ventas.

Para aplicar un porcentaje de comisión de ventas a un vendedor, el usuario debe tener el permiso "Editar comisión de ventas" agregado a su perfil de usuario.

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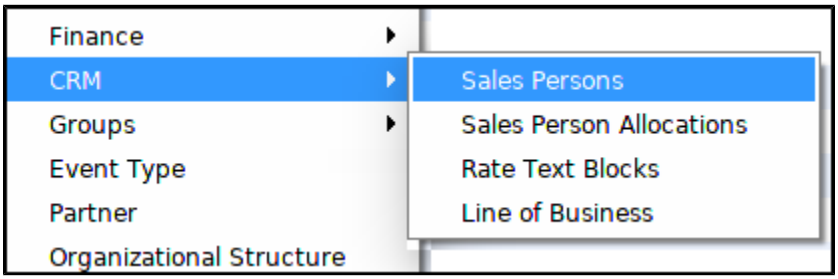
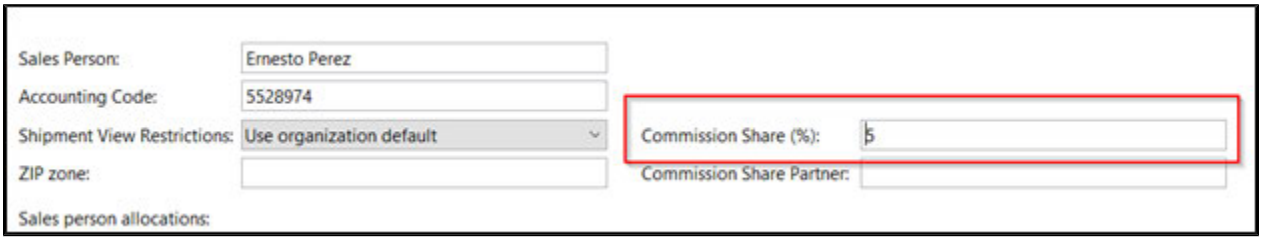
Nota: Nuestro equipo de soporte puede apoyarle definiendo los permisos de usuario, contáctenos vía correo electrónico en: support@riege.com

Aplicar un porcentaje de comisión de ventas a un vendedor

En el menú de Scope, seleccione "Datos maestros" > “CRM” > “Sales Persons”

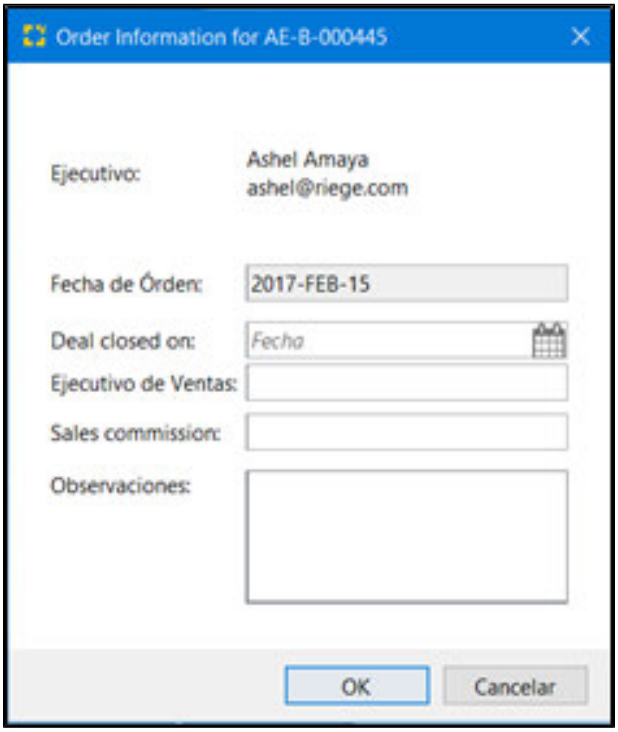


Encuentre la persona de ventas que necesita que se le aplique un porcentaje de comisión de ventas, edite la persona de ventas y en el campo "Comisiones Share (%)", ingrese el porcentaje que la persona de ventas ganará por embarque:



Ver y asignar comisiones de ventas

Si un usuario tiene permiso para ver las comisiones de ventas en los envíos, esto se puede hacer directamente dentro de un envío presionando “Ctrl + I en el envío.



Podemos asignar a quien se le calcularan las comisiones del embarque en esta ventana, en el campo “**Ejecutivo de Ventas**”, mismos que se registraron previamente en Datos Maestros > CRM > Sales Persons.

La comisión será visible en el campo “**Sales commission**”, en este campo podemos definir la comisión manualmente, una cantidad fija, por ejemplo: 5,000 MXN. Aquí también se mostrará la cantidad calculada por Scope a aquellos ejecutivos de ventas que tengan un porcentaje asignado en su perfil.

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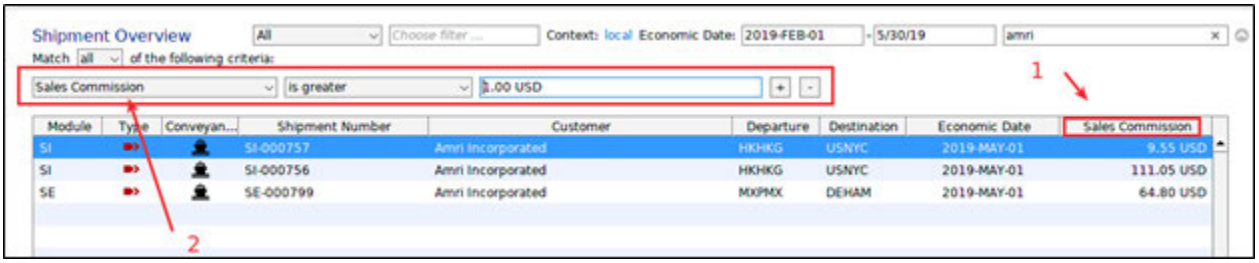
Para obtener una descripción general de las comisiones de ventas, vaya a:
“Forwarding” > “Shipment Overview”.

Comisiones de ventas en Shipment Overview

Agregue la columna "Sales Commission" a la vista general haciendo click con el botón derecho en las columnas y luego seleccione "Sales Commission" de la lista de columnas disponibles.

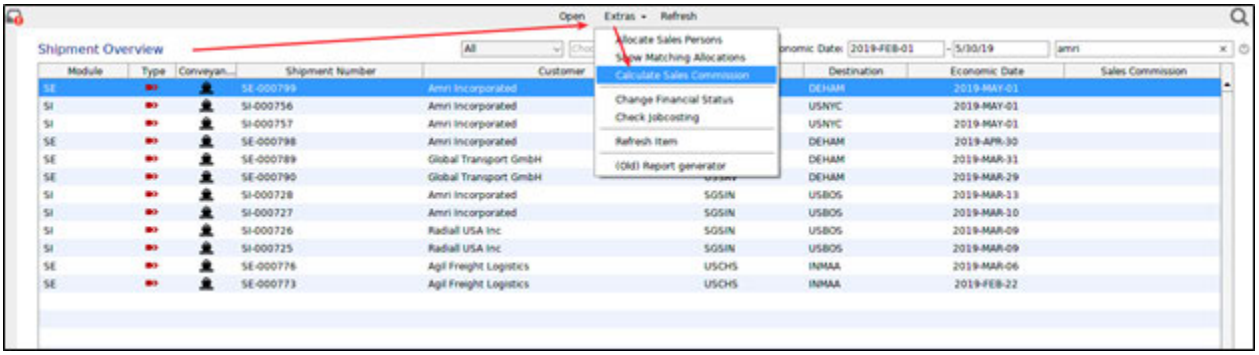
Utilice el filtro "Sales Commission" para filtrar los envíos con comisión de ventas.



Cálculo del porcentaje de comisión para los embarques.

La comisión de ventas no se calcula automáticamente para los envíos, esta acción debe realizarse desde el módulo “Shipment Overview”.

1. Vaya a “Forwarding” > “Shipment Overview”.
2. Desde el menú "Extras" en la barra de acción, elija "Calculate Sales Commission".
3. Click en el botón “Actualizar” para ver el cálculo reflejado.



Scope calculara la comisión de ventas en base al porcentaje que previamente definimos en el perfil del ejecutivo de ventas. Para que esta acción procese el porcentaje, es necesario que un agente de ventas este asignado al embarque (función CTRL + I).

Si ya existe una cifra de comisión de ventas en un embarque y la comisión de ventas se calcula de nuevo, la comisión se volverá a calcular y si es necesario, esta se actualizará.

Reporte de comisiones de ventas

Para incluir la comisión de ventas en un informe:

1. Acceda a la opción "Layouts" en el submenú "Datos maestros" de Scope.
2. En los "Layouts", elija un diseño existente que sea del tipo "Shipment Overview" o cree un nuevo informe de este tipo.
3. Abra este diseño y agregue los campos:

- Sales Commission Amount
- Sales Commission Currency

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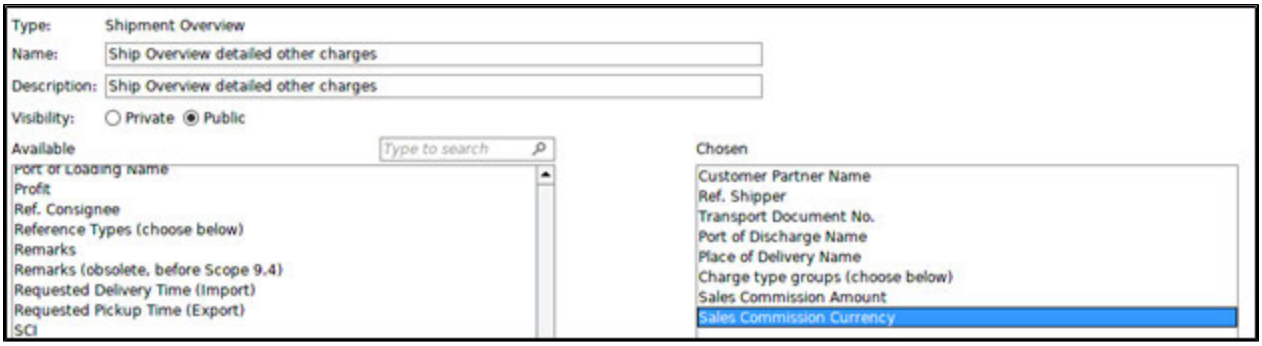

Reglas generales para el cálculo de comisiones de ventas

1. La comisión de ventas no puede ser negativa.
2. La comisión de ventas solo se calcula si el embarque tiene un representante de ventas asignado.
3. La comisión de ventas solo se calcula si la sucursal actual es el agente de exportación (para envíos de exportación), el agente de importación (para envíos de importación) o el proveedor del envío. Si la sucursal actual es solo la puerta de enlace para un envío de exportación / importación, el envío se omitirá del cálculo.
4. La comisión se calcula en función de la ganancia en moneda local del agente de exportación / importación o proveedor del envío (según el tipo de envío). Es independiente de las cifras financieras de una sucursal que actúa como puerta de enlace posiblemente diferente, ya que esa sucursal puede tener una moneda local diferente.
5. El cálculo se realiza independientemente de si una comisión de ventas ya se ha calculado o establecido manualmente en un embarque.

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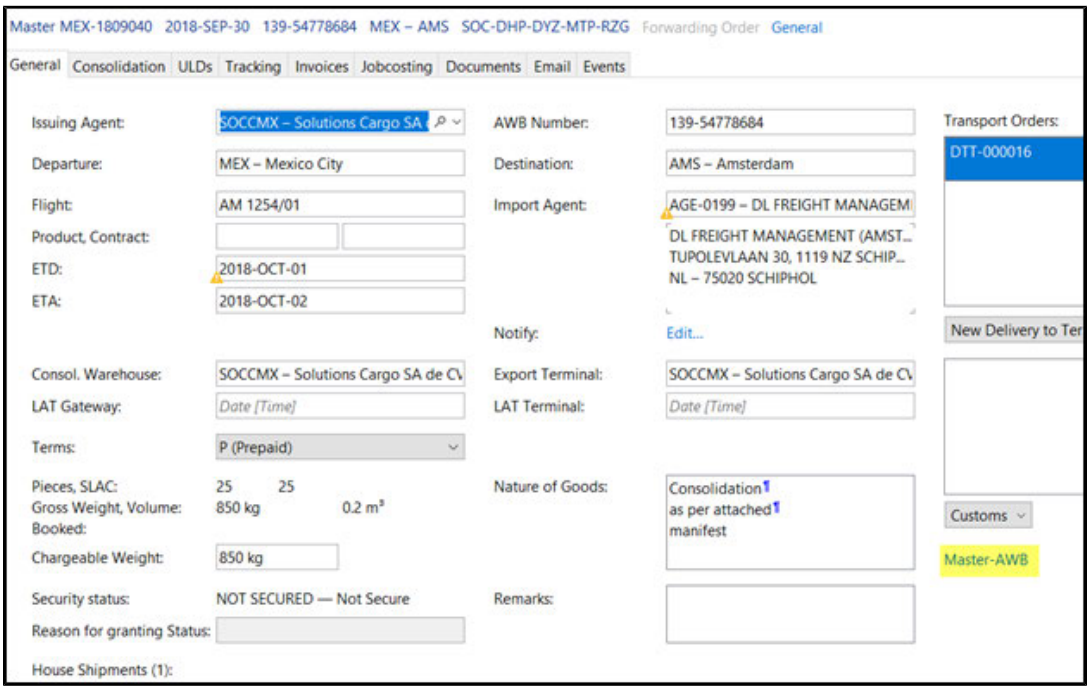
Cambio del Shipper en un AWB

Introducción

El objetivo del presente documento es mostrar cómo cambiar el Shipper en un AWB.

1.Dentro del embarque Master entre a la impresión de la guía en Master-AWB:



2. Al ingresar observe los datos para el AWB, en donde podrá cambiar el shipper:

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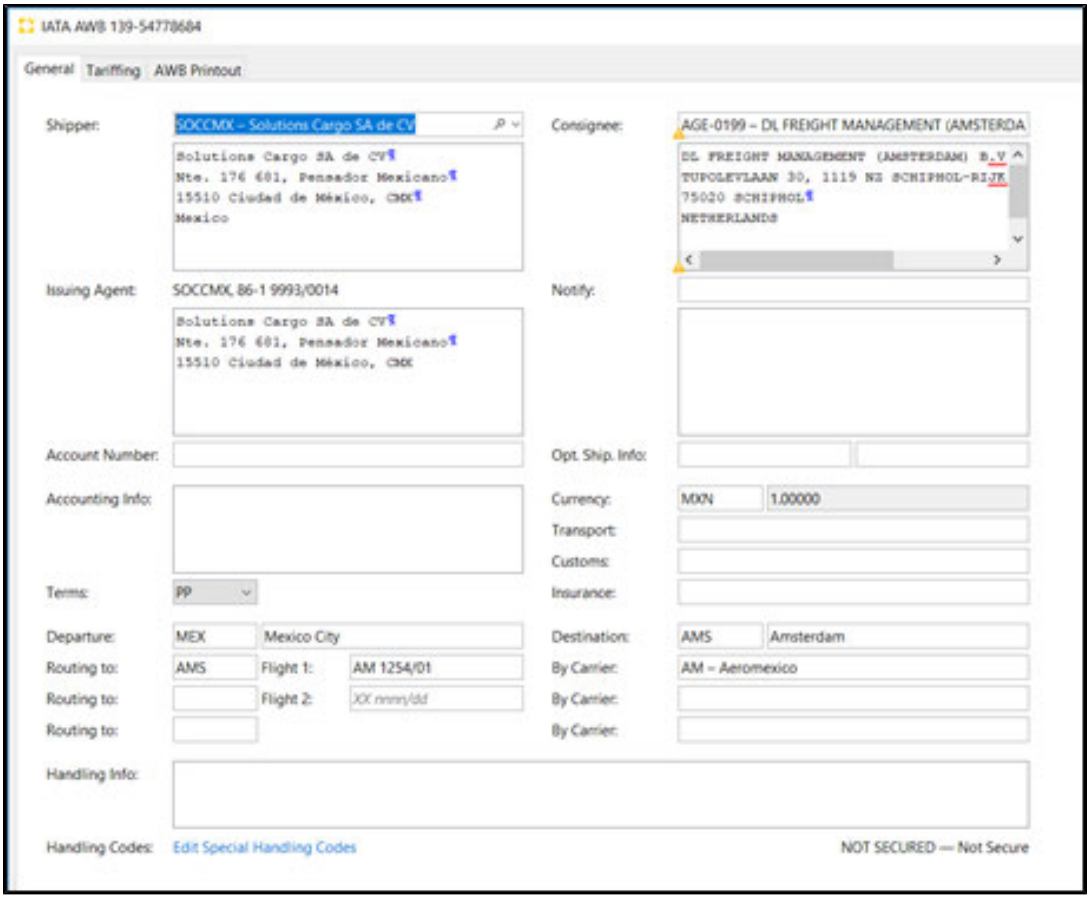

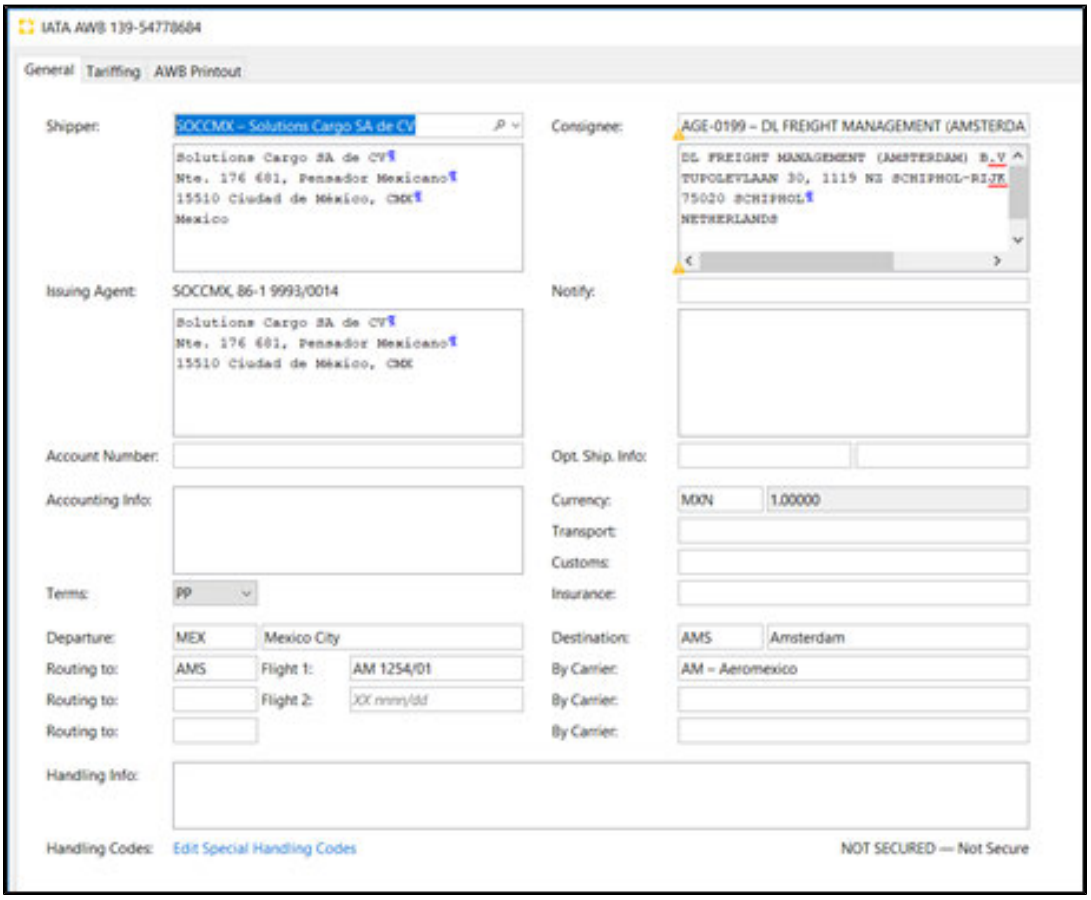

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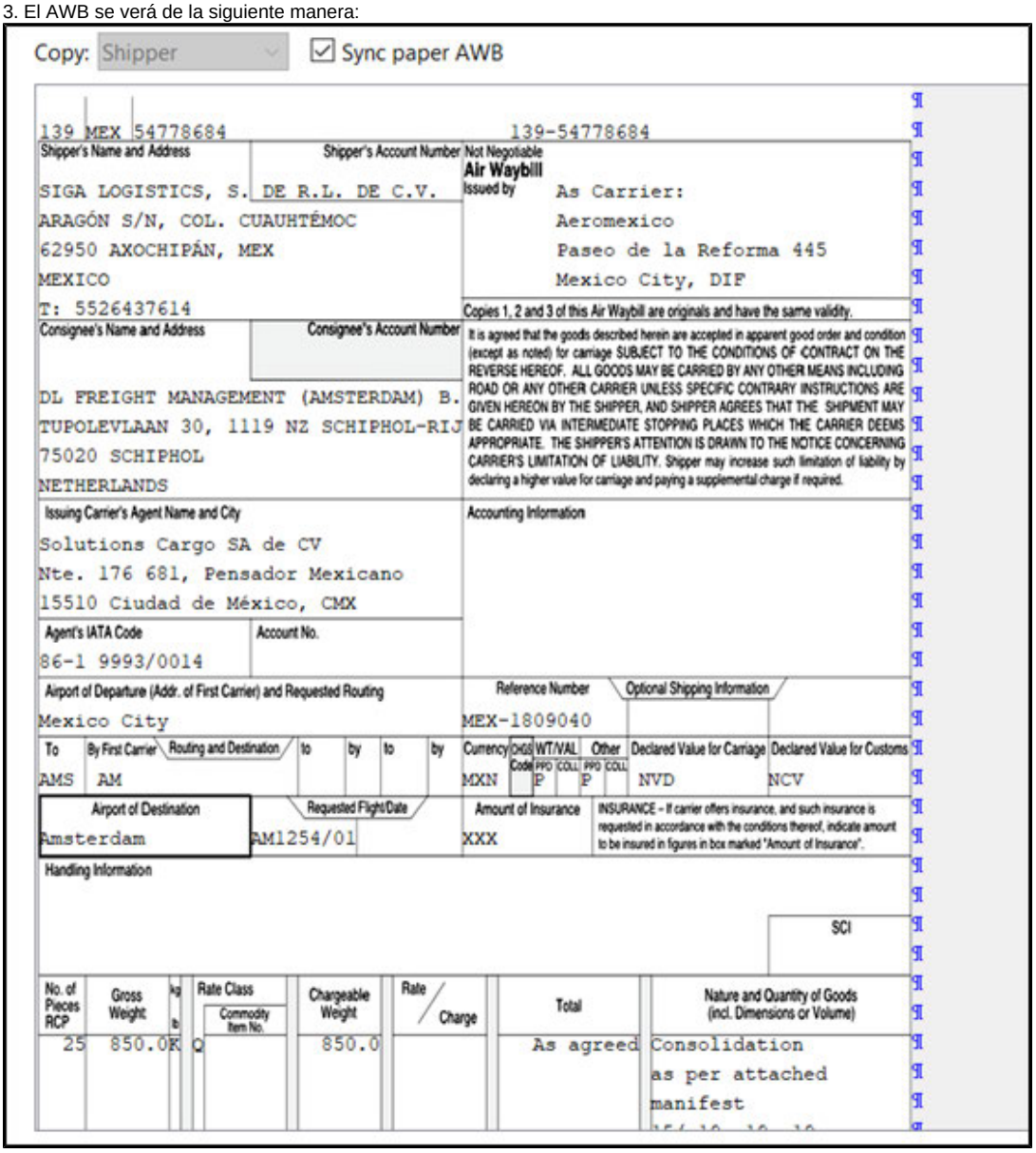
3. El AWB se verá de la siguiente manera:


Copy: Shipper ☑ Sync paper AWB

139 MEX 54778684 139-54778684

Shipper's Name and Address / Shipper's Account Number
SIGA LOGISTICS, S. DE R.L. DE C.V.
ARAGÓN S/N, COL. CUAUHTÉMOC
62950 AXOCHIPÁN, MEX
MEXICO
T: 5526437614

Not Negotiable
Air Waybill
Issued by
As Carrier:
Aeromexico
Paseo de la Reforma 445
Mexico City, DIF

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

Consignee's Name and Address / Consignee's Account Number
DL FREIGHT MANAGEMENT (AMSTERDAM) B.
TUPOLEVLAAN 30, 1119 NZ SCHIPHOL-RIJ
75020 SCHIPHOL
NETHERLANDS

It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.

Issuing Carrier's Agent Name and City
Solutions Cargo SA de CV
Nte. 176 681, Pensador Mexicano
15510 Ciudad de México, CMX

Accounting Information

Agent's IATA Code / Account No.
86-1 9993/0014

Airport of Departure (Addr. of First Carrier) and Requested Routing
Mexico City

Reference Number / Optional Shipping Information
MEX-1809040

To	By First Carrier / Routing and Destination	to	by	to	by	Currency	CHGS Code	WT/VAL PPD	WT/VAL COLL	Other PPD	Other COLL	Declared Value for Carriage	Declared Value for Customs
AMS	AM					MXN		P		P		NVD	NCV

Airport of Destination
Amsterdam

Requested Flight/Date
AM1254/01

Amount of Insurance
XXX

INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".

Handling Information

SCI

No. of Pieces RCP	Gross Weight	kg / lb	Rate Class	Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
25	850.0	K	Q		850.0		As agreed	Consolidation as per attached manifest

Nota: Este método también funciona para embarques Back-to-Back

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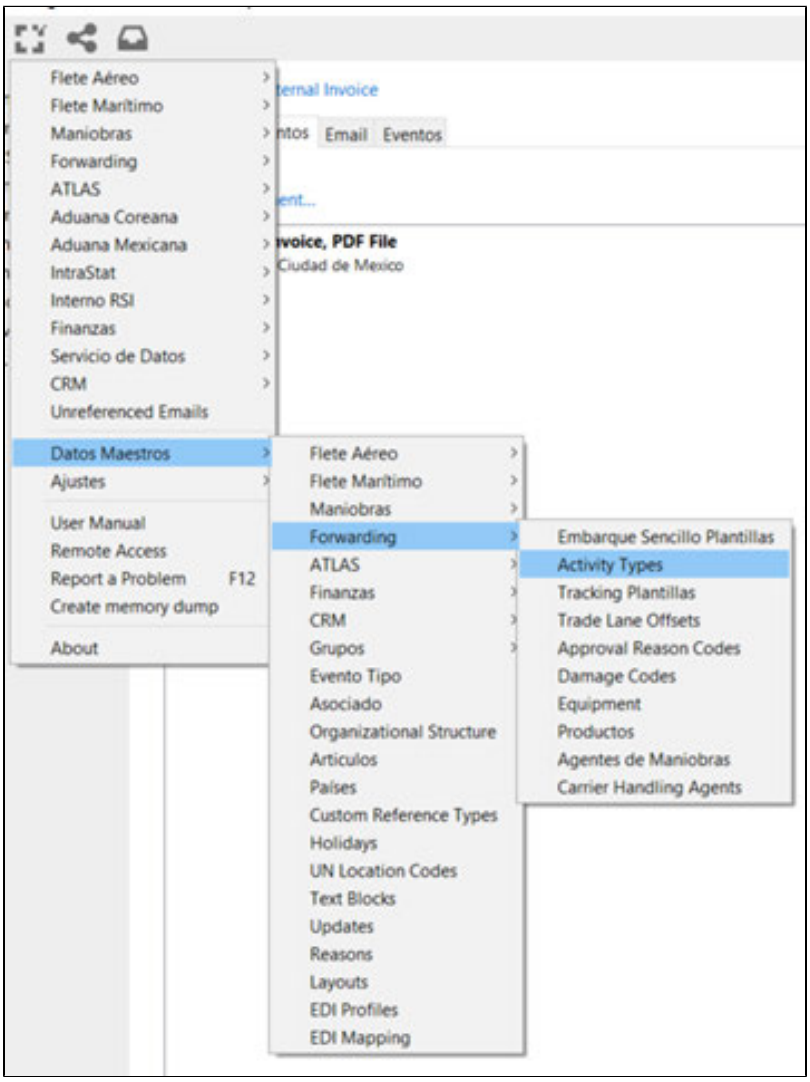
Configuración de Activity Types

Introducción

El objetivo del presente documento es mostrar cómo configurar **Activity Types**

El propósito del módulo de mantenimiento de los **Activity Types** (tipos de actividad) es permitir el cálculo automático de ingresos y costos en los envíos. Estos ingresos y costos aparecerán automáticamente cuando se creen las facturas para el envío y como cargos de AWB cuando se imprima el AWB. Este proceso ayuda a garantizar que todos los ingresos y costos se tengan en cuenta y aparezcan en los registros de costos de los envíos de los trabajos, lo que lleva a cifras de beneficios precisas. Para lograr esta automatización, existe un tipo de pedido para cada paso en la vida de un envío de carga desde el envío hasta la entrega final. Los cargos por ingresos y costos se pueden aplicar a cada uno de estos tipos de orden tan pronto como se ejecuta la orden, como la generación de una nota de retiro, los ingresos y los costos asociados con esa orden se agregarán automáticamente al registro de envío.

1.Ir a Datos Maestros > Forwarding > **Activity Types**



2. Al ingresar se observa el listado de todos los Activity Types, que se encuentran en el sistema, cabe aclarar que puede tener activity types muy genéricas o muy específicas. Se da click en **Nuevo**:

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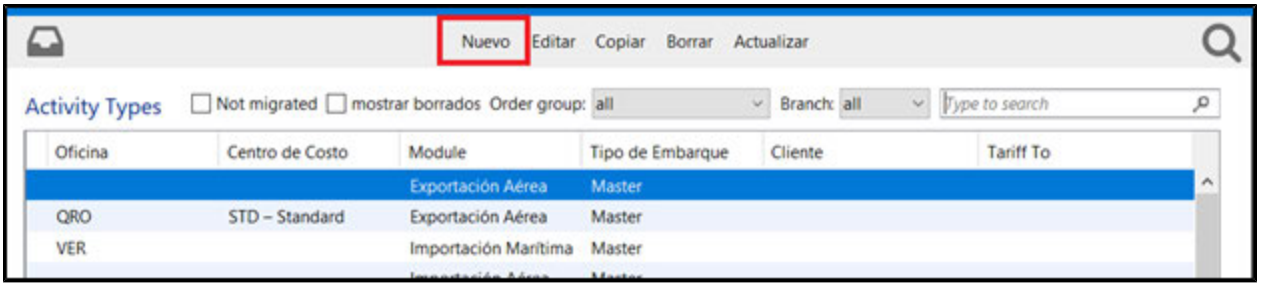
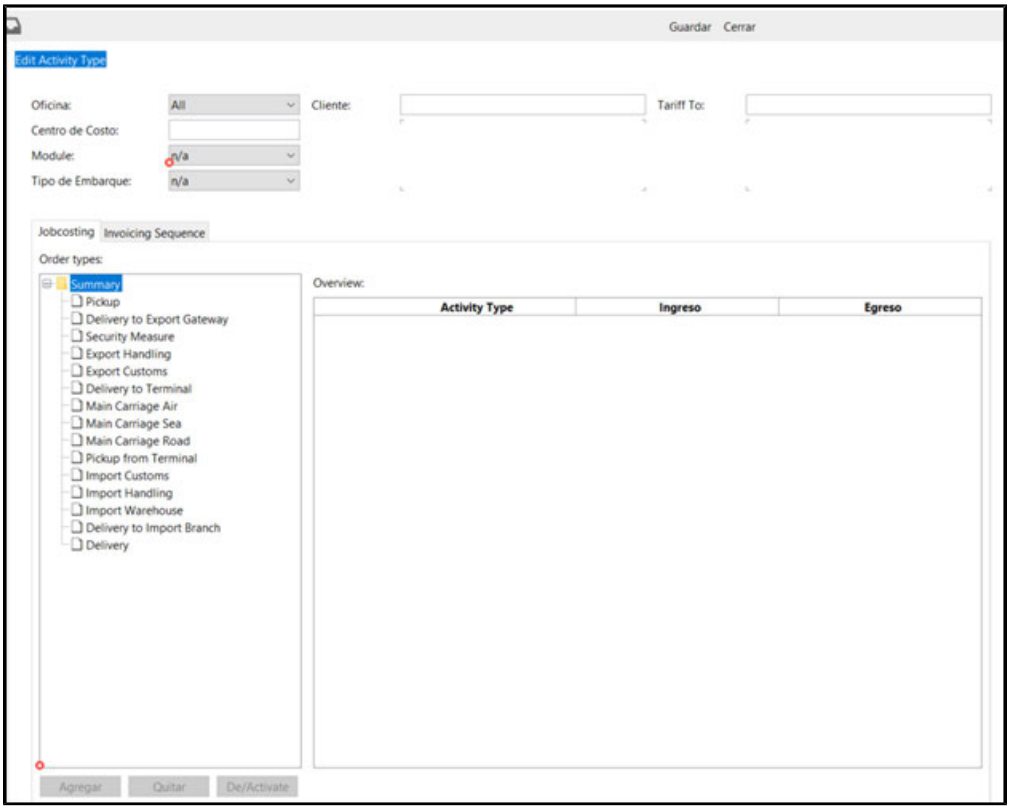


3. Al ingresar se nos presenta una pantalla para generar el Activity Type:



En este Ejemplo se va a crear un Activity Type para las exportaciones Aéreas de tipo House y en General, del lado izquierdo se observan los diferentes componentes de un embarque Aéreo de Exportación, seleccionamos Main Carriage Air y dé click en Agregar, nos solicita un nombre para este apartado, así como los conceptos de ingreso y egreso que complementan esta etapa.

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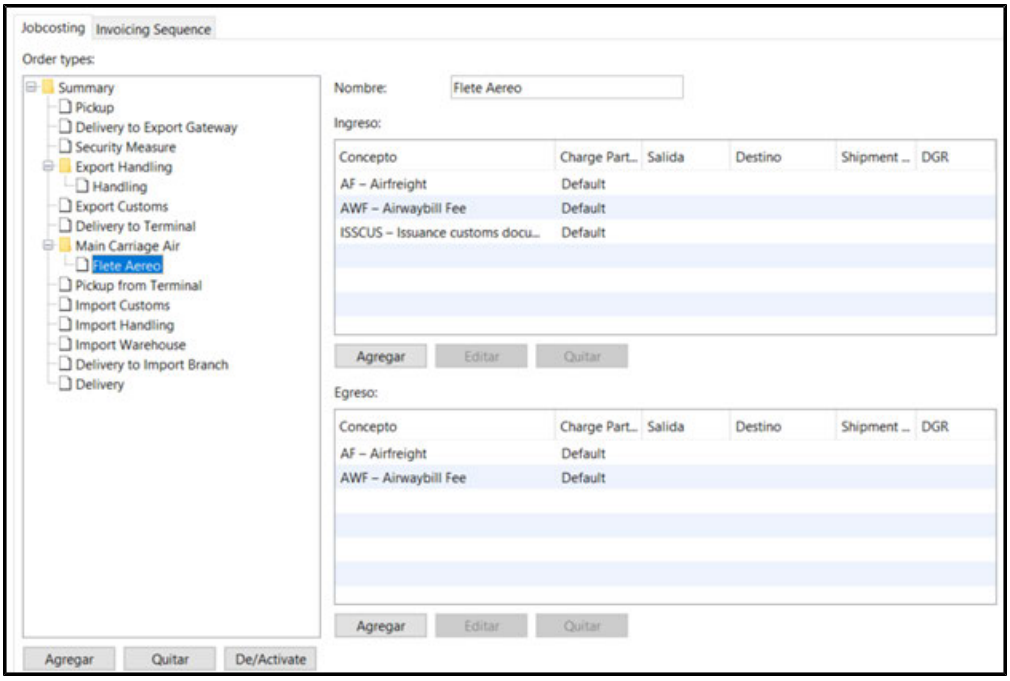

4. Un vez que ingrese todos los conceptos dé click en guardar y esta listo para sea usado en cotizaciones y embarques.



5. Para que dentro del Job Costing aparezcan las cantidades, se requiere configurar las tarifas para los conceptos, tomará el ejemplo del Flete Aéreo. Primeramente, debe entrar al módulo de tarifas en Datos Maestros – Finanzas – Tariffs

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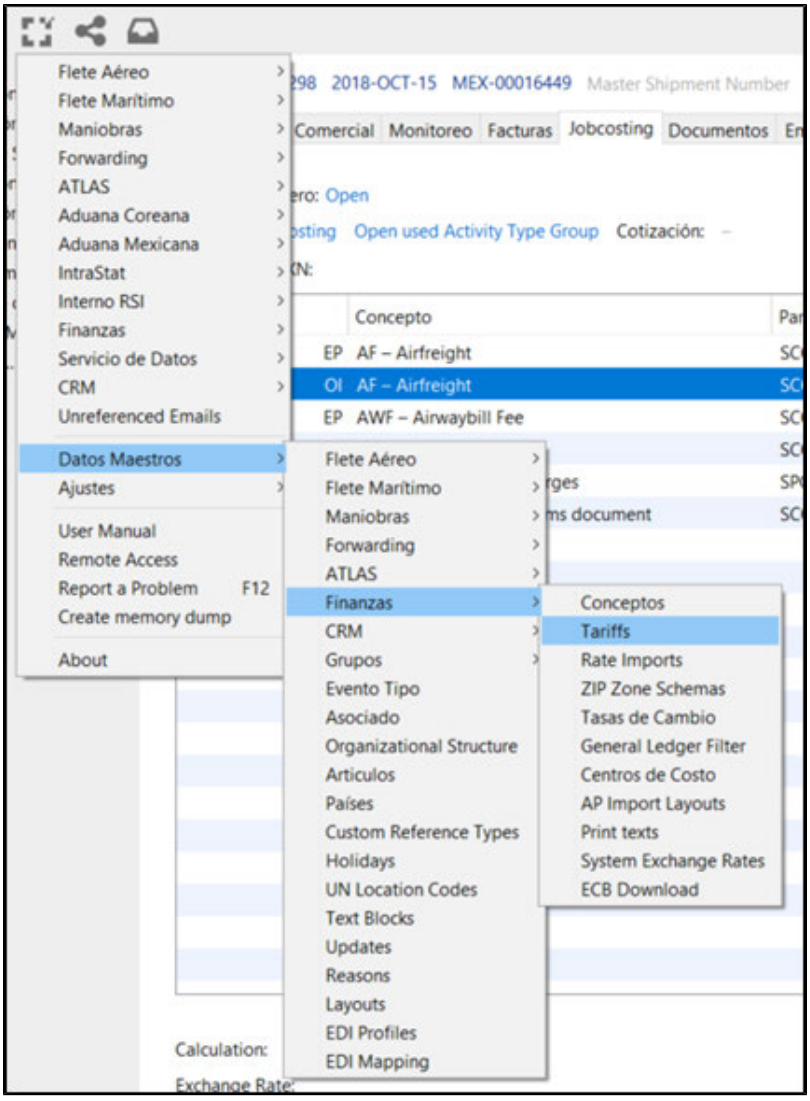
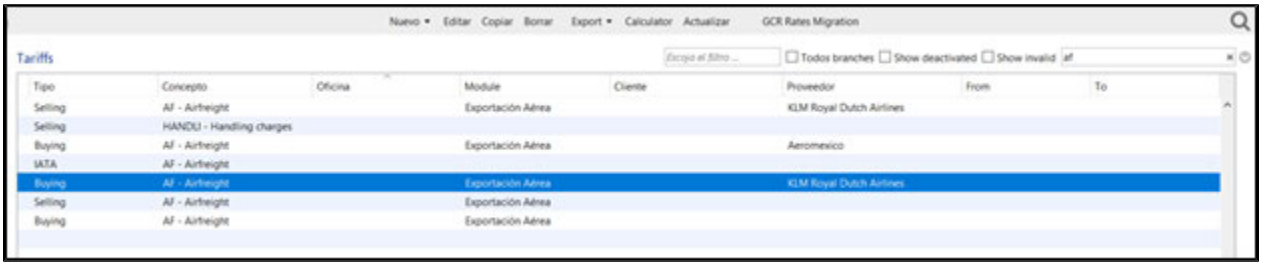


6. Al ingresar observe que hay varias Tarifas, las cuales se pueden dividir en 5 tipos, las principales son las tarifas de compra y venta, ya que estas son las usadas para cotizaciones y Job Costing.



7. Al dar de alta una tarifa, se tienen varias opciones para que sea aplicada dentro del sistema

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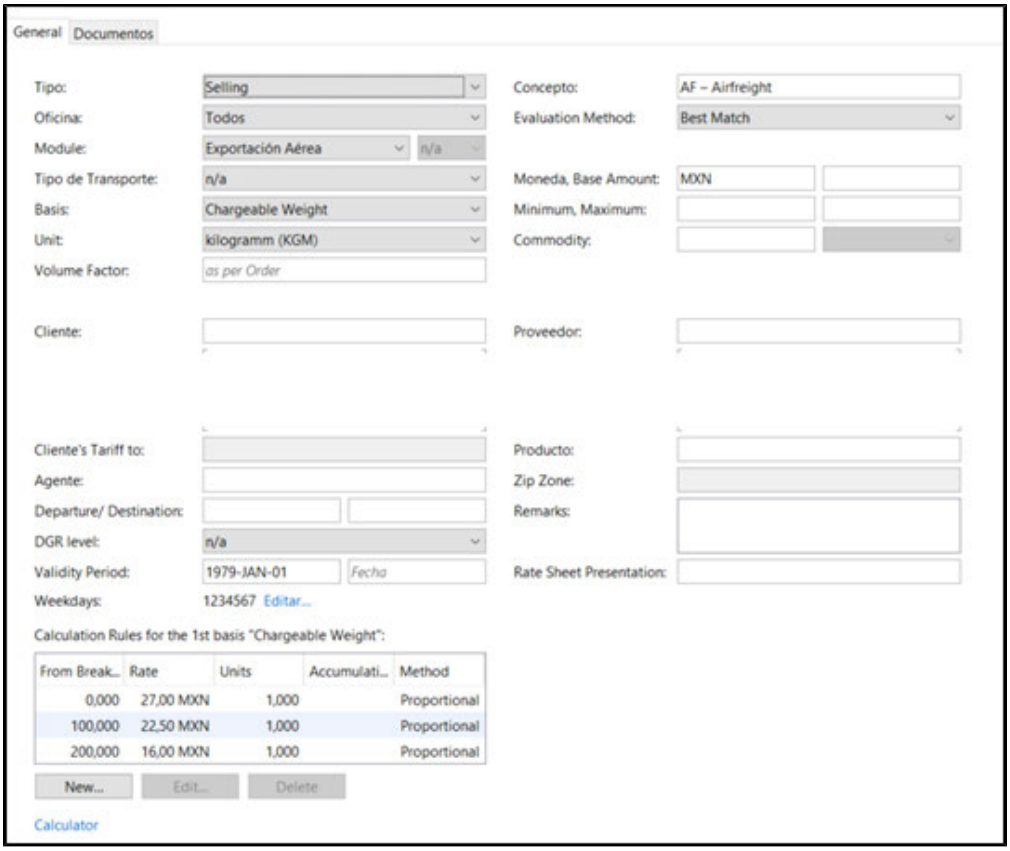

Esta es una configuración básica pero con un calculo dependiendo del Peso Cargable, basado en los kilogramos de la carga, de 0 a 100kg hay una tarifa de 27.00, de 100 a 200 kg, la tarifa es de 22.50, y mas de 200kg la tarifa es 16.00. Incluso se puede determinar que sea por destinos, origin, clientes o proveedores, etc.

Tipos de orden y sus categorías

Dependiendo del “Order Group” puede que tenga diferentes tipos de ordenes:

Tipo de Orden	Descripción	Disparador
Pickup	Pickup del Shipper	Creación de una orden de recolección para Exportación Aérea o Exportación Marítima.
Delivery to Export Gateway	Entrega de las mercancías de exportación desde una oficina satélite al gateway.	Creación de una orden de transporte de entrega a Gateway de una Exportación Aérea o un embarque de exportación marítima Master
Security Measure	Revisión de seguridad	Creación de un envío de exportación aérea y creación de un Pedido de Selección (Screening Order)
Export Handling	Manejo de exportación	Creación de un envío de exportación aérea o marítima.
Export Customs	Despacho de aduana de exportación	Creación de una declaración de exportación para un envío de exportación aérea o exportación marítima
Delivery to Terminal	Entrega de carga a la terminal de exportación	*Aún no ha sido implementado*
Main Carriage Air	Detalles principales del vuelo	Finalización de detalles de vuelo directo, back-to-back o detalles de envió directos para envíos de exportación aérea.
Main Carriage Sea	Detalles principales del viaje	Finalización de los detalles de transporte para los envíos de exportación marítima
	Transporte principal de envió terrestre simple	Creación de un simple shipment (terrestre)

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Main Carriage Road		
Pick up from Terminal	Recolección de la terminal de llegada	Creación de exportación aérea o envío de exportación marítima si estos envíos son envíos tipo prepagos (PP)
Import Customs	Despacho aduanero de importación	Creación de un registro de importación para un envío de Importación Aérea o Marítima. Además, si un envío aéreo es de Incoterm DDP, utilice esta actividad.
Import Handling	Procedimientos de importación	La creación de un envío de importación aérea o marítima, además, los envíos de exportación aéreos utilizarán esta actividad, ya que son "Prepaid" (PP).
Import Warehouse	Almacenamiento de importación	Creación de un embarque de importación aérea o importación marítima. Los envíos de exportación área también utilizarán este tipo de actividad si son "Prepago" (PP).
Delivery to Import Branch	Entrega de bienes a la sucursal de importación	Creación de una orden de transporte "Delivery to Branch" dentro de un embarque de importación, o dentro de exportaciones aéreas si el envío es "Prepago (PP)" y el agente de importación y la puerta de enlace son diferentes
Delivery	Entrega al consignatario	Creación de una orden de envío aéreo o marítimo para un embarque. Además, si un envío aéreo es de Incoterm DDP, utilice esta actividad.

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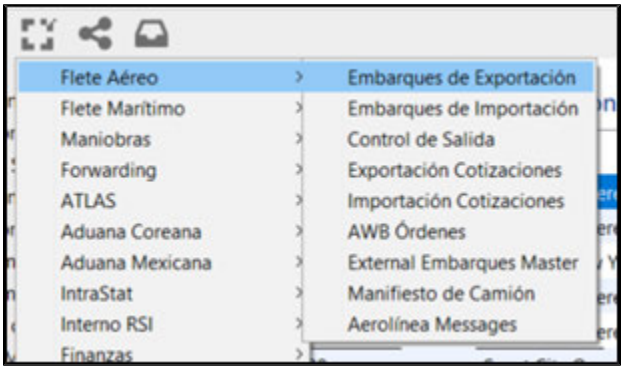
Consolidación de Embarques

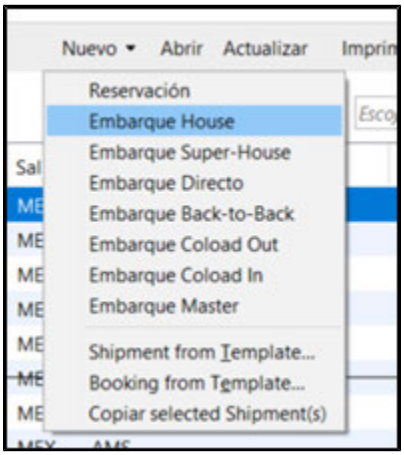
Introducción

El objetivo del presente documento es mostrar cómo consolidar los embarques.

1.Navegue al módulo Flete Aéreo > Embarques de Exportación:



2. Dé click en Nuevo y seleccionar Embarque House:



3. Genere el nuevo embarque House, como se puede apreciar hay una opción, en la sección de *Main Carriage* que dice ***Consolidate***, este sirve para consolidar el embarque cuando exista un embarque master.

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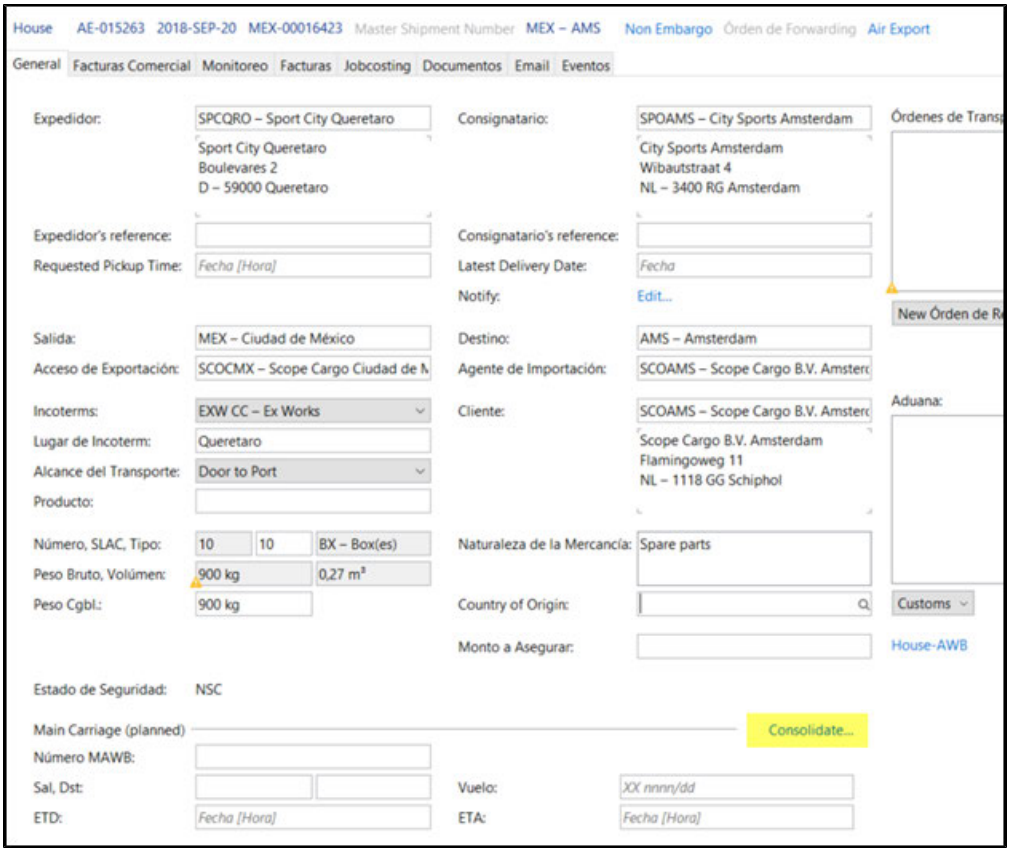
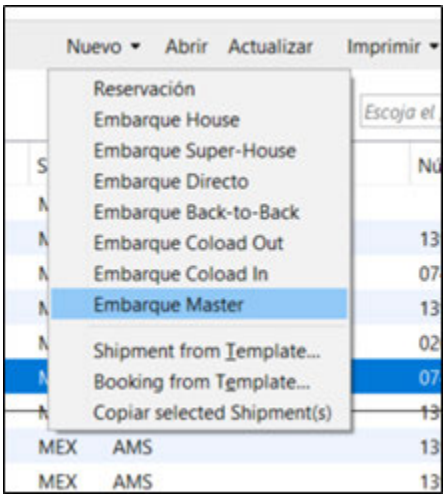


4. Después de guardar el embarque House cierre el embarque y diríjase a generar el embarque master:



5. Al ingresar se comienza a registrar la información para el embarque master, también dentro del embarque master esta la pestaña de ***Consolidation.***

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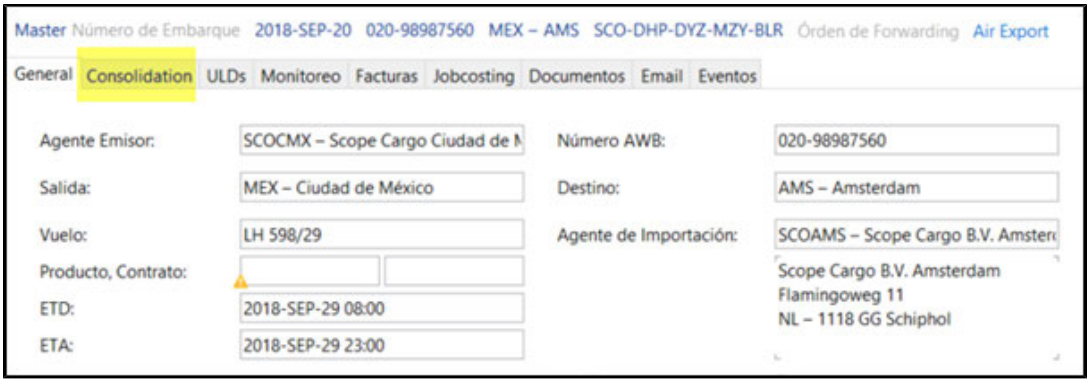
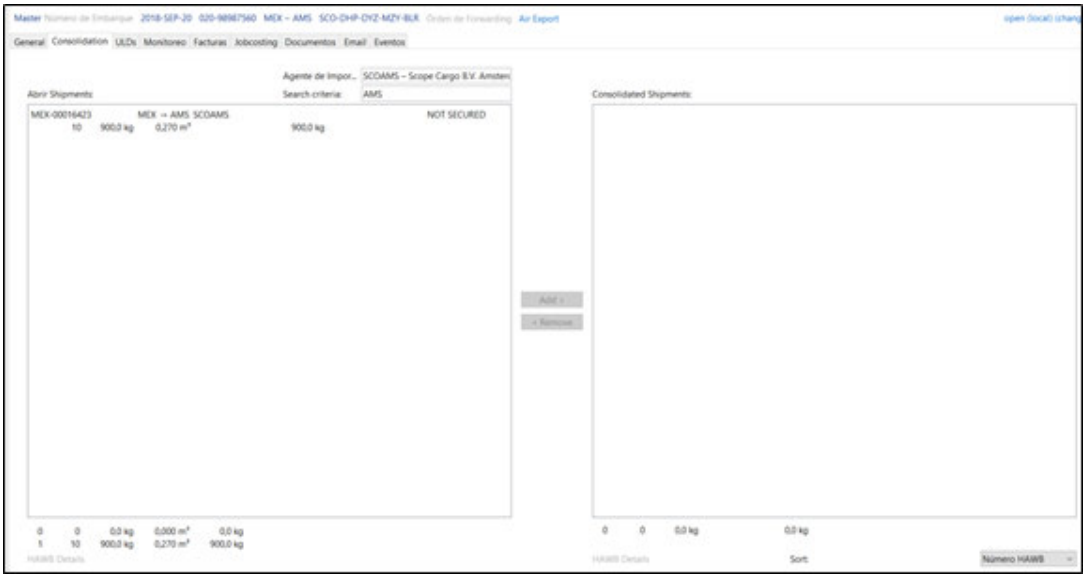
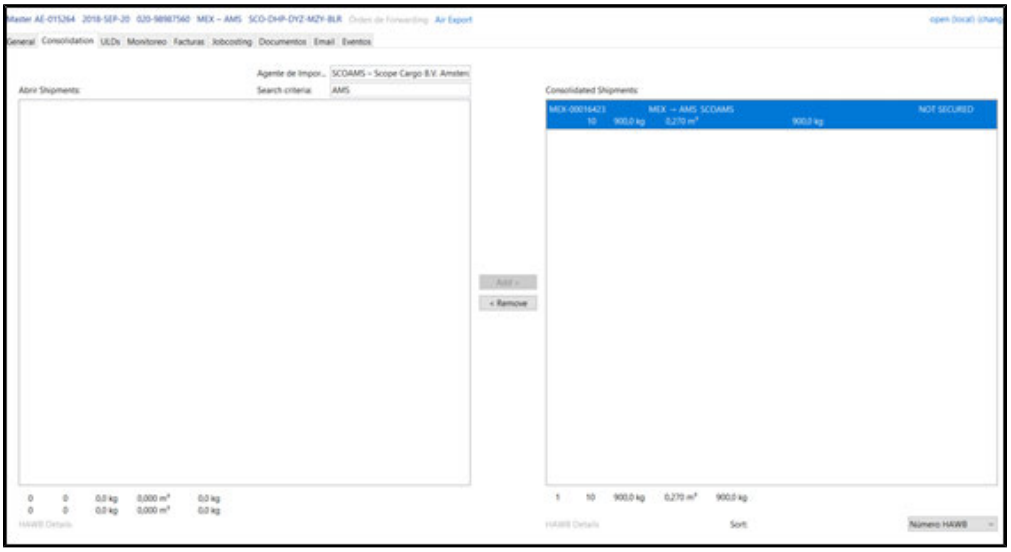


6. Al ingresar en esta pestaña, Scope automáticamente muestra todos los embarques House que tienen el mismo Origen y Destino:



7. Solo es cuestión de seleccionar el(los) embarques que se quiera consolidar al master, y se dé click en guardar:



8. Al revisar la pestaña de general se puede apreciar los embarques House consolidados al Master.

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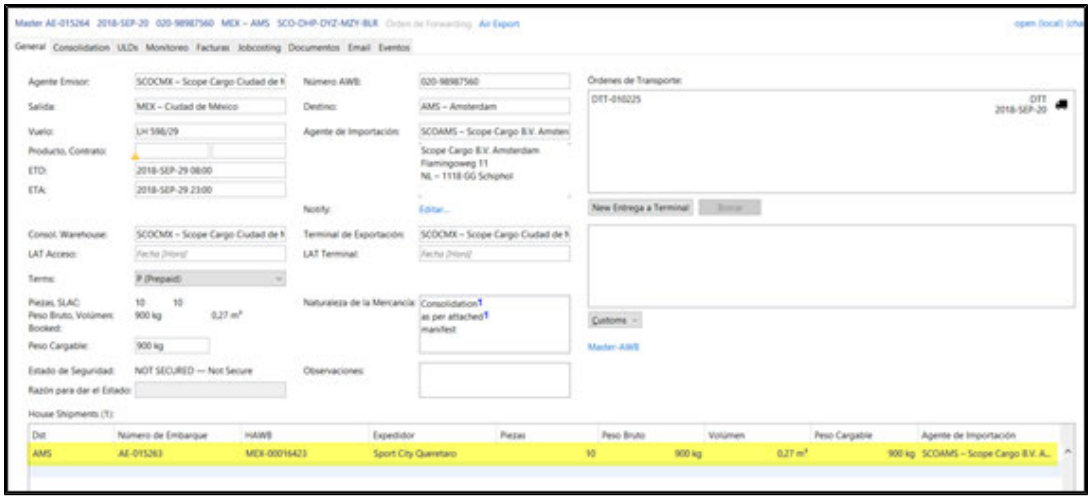
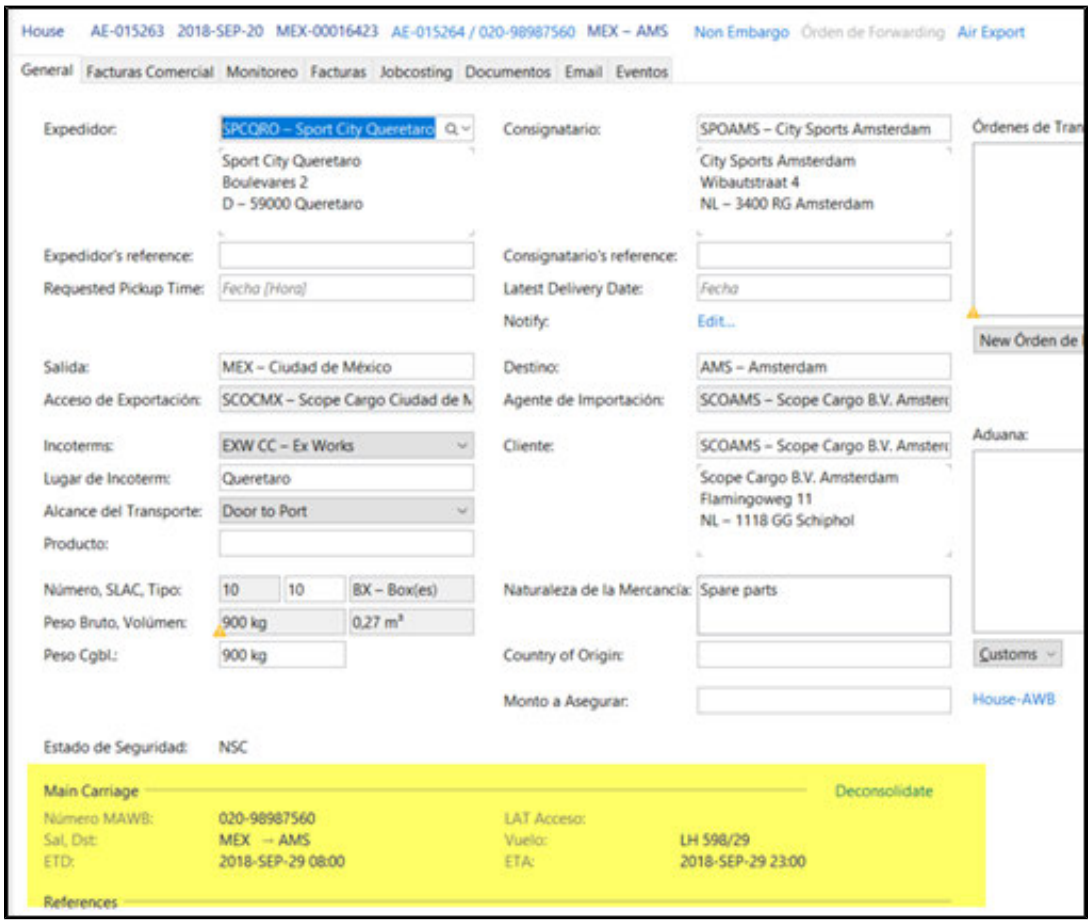


9. También, puede revisar el embarque House a que Embarque Master está consolidado.



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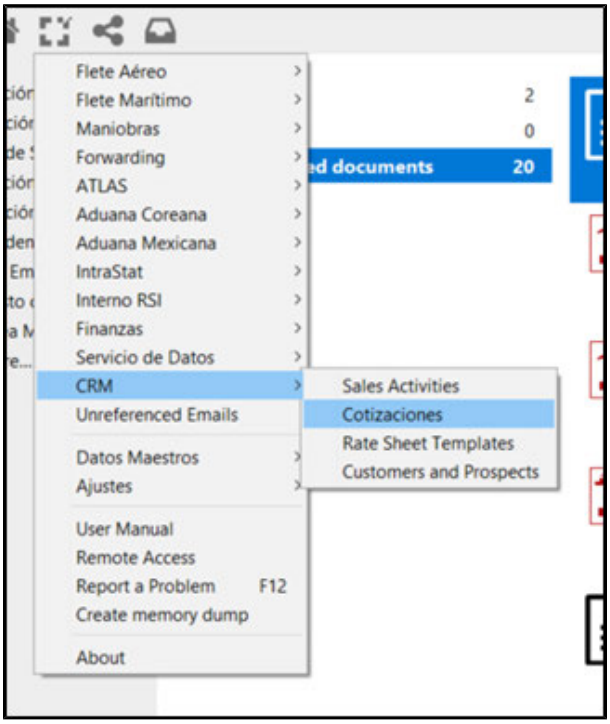
Convertir un Prospecto a Cliente

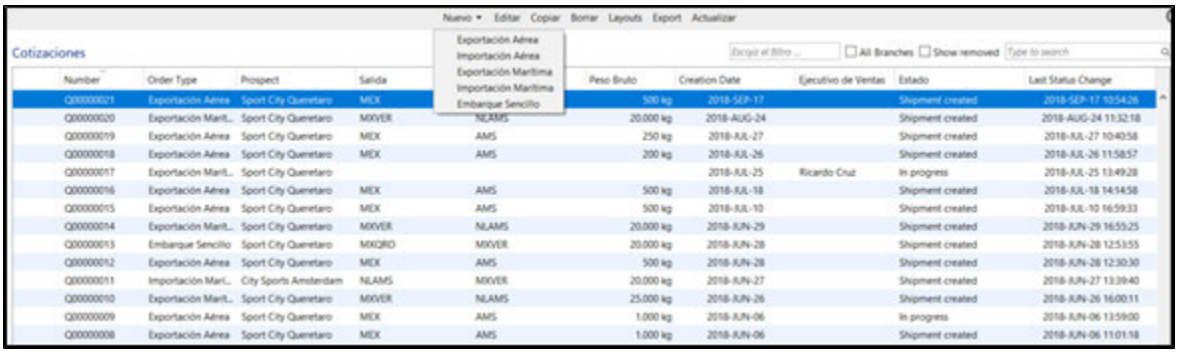
Introducción

El objetivo del presente documento es mostrar cómo generar o convertir un prospecto a cliente.

1.Ingrese al módulo: CRM > **Cotizaciones**



2.Después de ingresar a la vista general de cotizaciones seleccione **“Nuevo”** y apareceran las opciones para los diferentes tipos de embarques:



3. Elija el tipo de cotización y se muestra la pantalla para definir los datos generales para la cotización:

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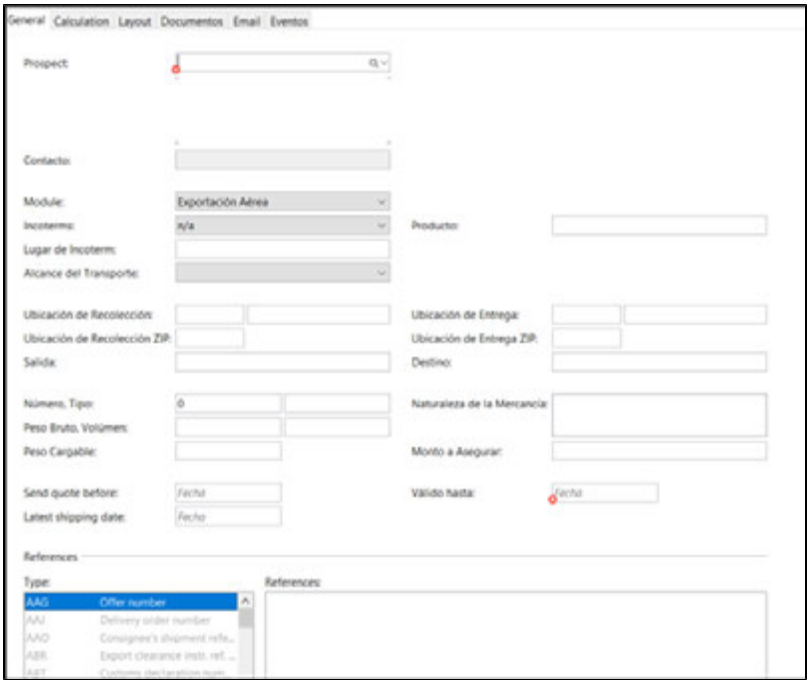
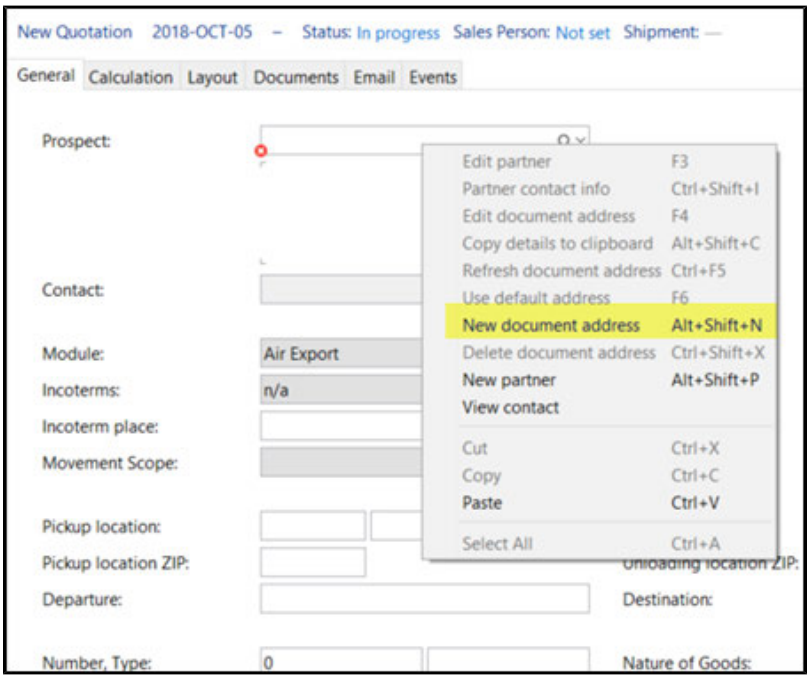


4. Si es un nuevo prospecto, haga click derecho sobre la ventana del campo ***Prospect*** y seleccionamos la opción "**New Document Address**":



Llene la pantalla con los datos requeridos del prospecto:

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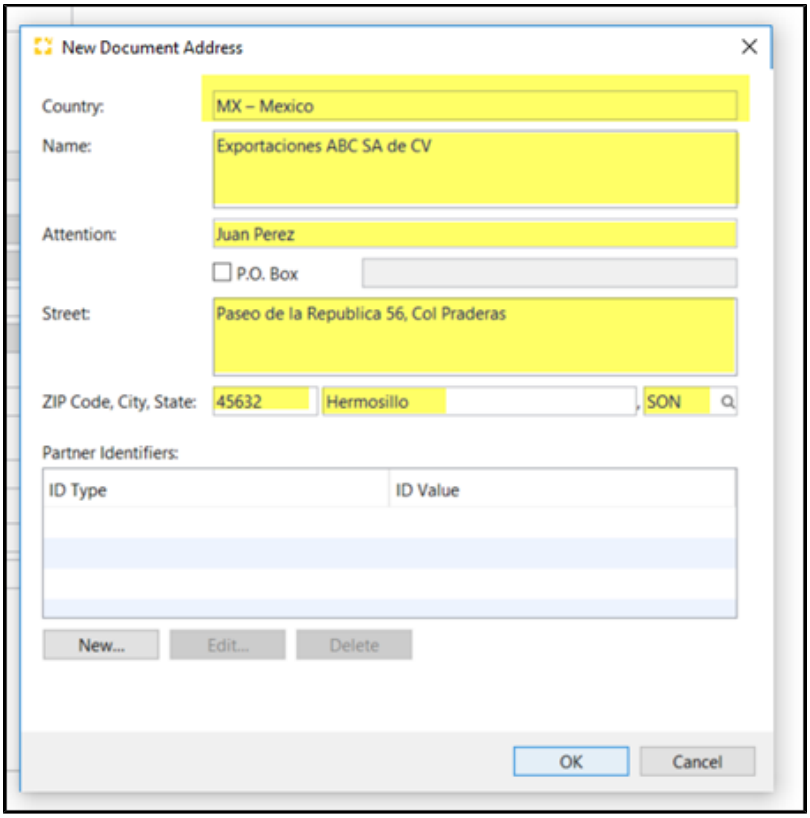
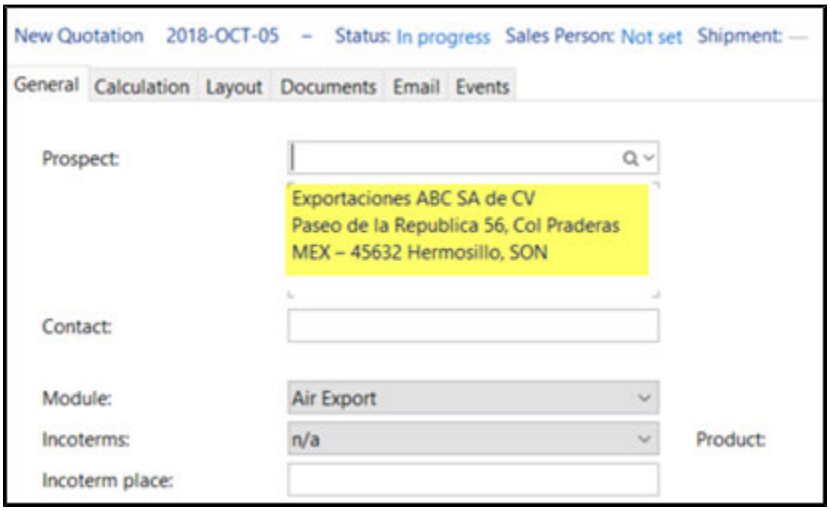


5. Después de agregar los datos del prospecto, aparecerá en la forma de la cotización



6. Continúe con el llenado de la cotización:

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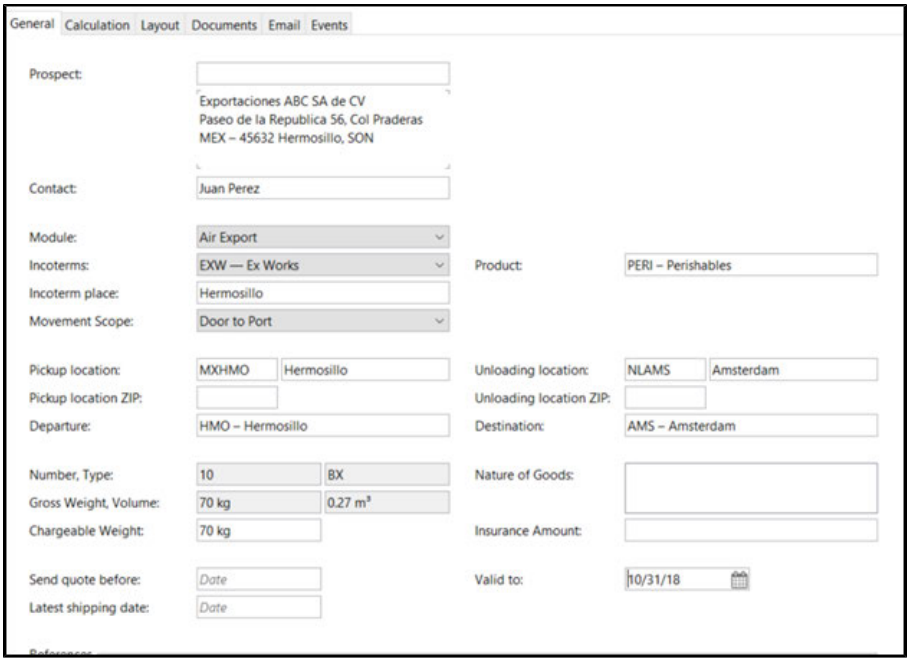
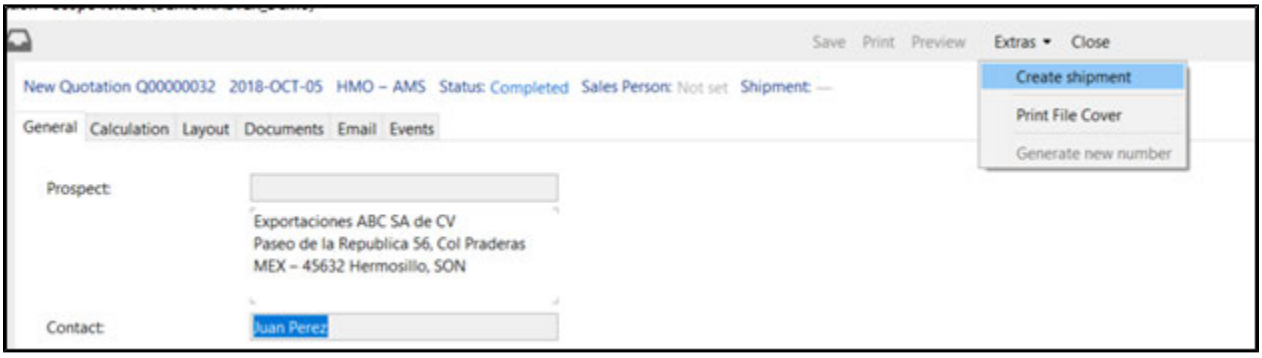
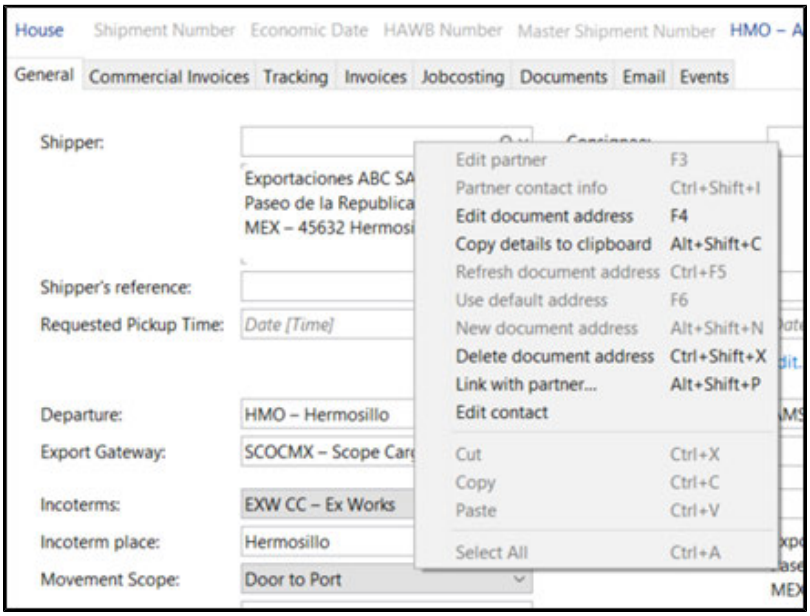


7. Una vez que el prospecto acepta la cotización, convierta la cotización en embarque:



8. Dentro del embarque, dé click derecho sobre el campo de *Shipper* (Embarcador) y seleccione la opción de **Link with partner**, de esta forma se abrirá el modulo de Asociados para dar de alta al prospecto como cliente.



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Creación de "Tracking Templates"

Introduction

tracking templates son usados para:

- Define a que milestone se aplicara y a que embarque
- Especifica la ventana de tiempo permitida del milestone para ser gestionada
- Gestiona como debe de ser cubierto ese milestone
- Aplica las acciones y alertas relacionadas con cada milestone
- Determina que milestones son visibles en Scope Connect para el cliente, shipper, consignatario, agente

Cuando se aplica una plantilla de seguimiento (tracking template) a un embarque, los resultados se ven en la pestaña "Seguimiento o Tracking" del embarque.

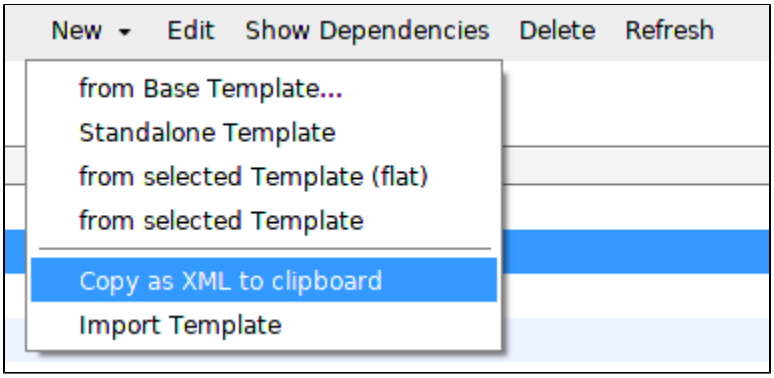
Descripción general de las plantillas de seguimiento "tracking templates"

La vista general muestra todas las plantillas de seguimiento que ya se han creado. Cuando se resalta un plan de seguimiento en la descripción general, la ventana "Aplicabilidad" en la parte inferior de la pantalla mostrará los atributos utilizados para aplicar la plantilla al embarque correcto.

Crear una nueva plantilla de seguimiento

Existen varias formas de crear una nueva plantilla de seguimiento, pero los 2 métodos más fáciles son:

- **Standalone Temple** - esta opción creará la plantilla de seguimiento desde cero.
- **Copy as XML to clipboard** - esta opción te permitirá copiar y pegar en su portapapeles, de alguna otra ya existente para después importarla como una nueva plantilla.



Crear una nueva plantilla de seguimiento copiando desde una ya existente

1. En el menú "Nuevo", elija "Copiar como XML al portapapeles"
2. Ahora, en el menú "Nuevo", elija "Importar plantilla"
3. Aparecerá una ventana en blanco "Importar plantilla de seguimiento"
4. Coloque el cursor en el área de contenido en blanco y haga clic derecho. Elija "pegar" y la plantilla copiada aparecerá como datos XML
5. Click "Importar"
6. Aparecerá la plantilla copiada. Renombre y continúe con los cambios, haga click en "guardar" para mantenerla.

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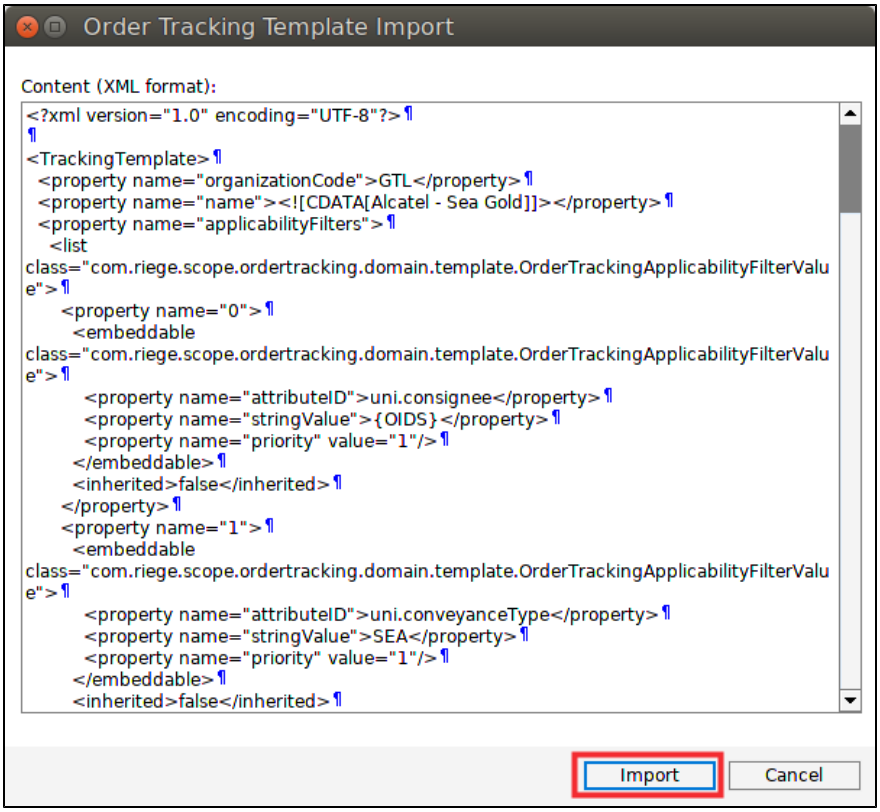


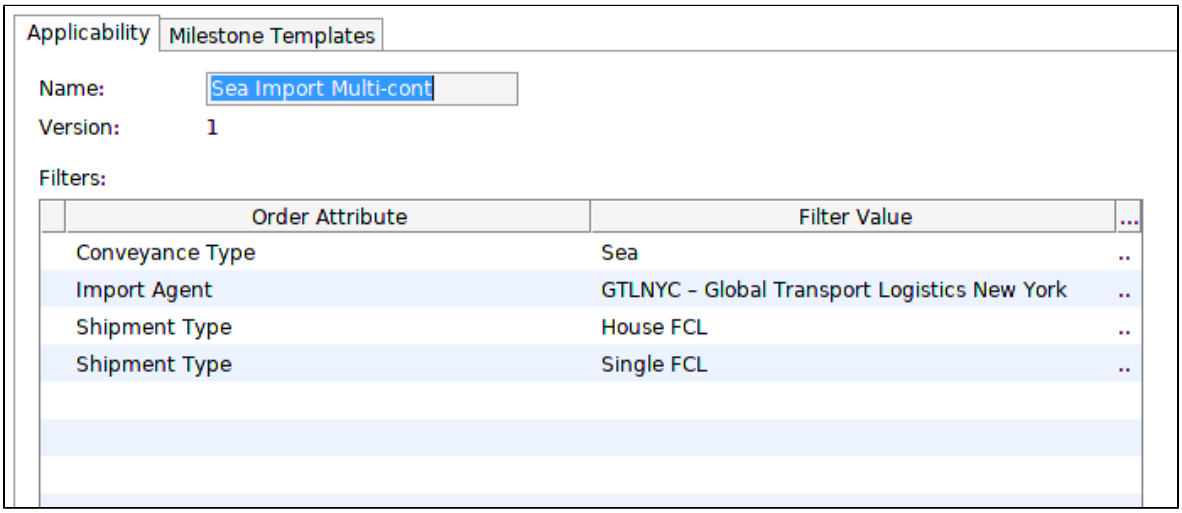
Definir cuando aplicar una plantilla de seguimiento "tracking template"

Una plantilla de seguimiento puede ser muy general o muy específica, o ambas opciones. La pestaña "Aplicabilidad" de una plantilla se utiliza para definir cuándo la plantilla debe aplicarse a un embarque.

Plantilla de seguimiento generalmente aplicada

En el siguiente ejemplo, esta plantilla de seguimiento se aplicará a cualquier embarque donde:

1. El medio de transporte sea "Marítimo"
2. El agente de importación es Global Transport Logistics en Nueva York
3. El tipo de embarque sea un FCL interno o un FCL único (tenga en cuenta que un solo envío FCL puede tener más de 1 contenedor)



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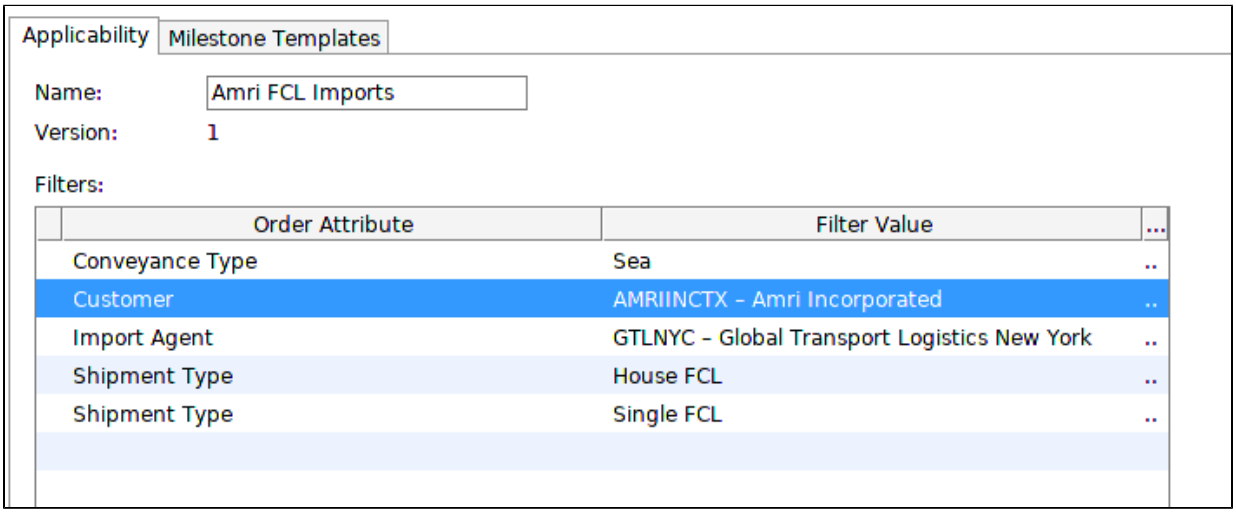
La plantilla anterior solo se aplicará cuando no se pueda encontrar una plantilla más específica

Plantilla de seguimiento específica



La aplicabilidad de la plantilla de seguimiento anterior es muy similar a la plantilla de seguimiento general anterior, excepto que el cliente se especifica como "Amri Incorporated". Esto significa que esta plantilla se aplicará a los embarques FCL de importación marítima cuando:

1. El medio de transporte sea "Marítimo"
2. El agente de importación es Global Transport Logistics en Nueva York
3. El tipo de embarque sea un FCL interno o un FCL único (tenga en cuenta que un solo envío FCL puede tener más de 1 contenedor)
4. El cliente en el embarque sea is "Amri Incorporated"

Crear Milestones para una nueva plantilla

Cada embarque tiene un ciclo de vida desde la recolección hasta la entrega. Este ciclo de vida se compone de una serie de pasos y puede definir los milestones dentro de cada paso. El primer tramo es la recolección, y para este recurso podemos definir los siguientes milestones:

1. Emitir la instrucción de recolección
2. Recibir la confirmación de recolección
3. Confirmación de entrega en la terminal de exportación

Dependiendo del tipo de embarque al que se aplica la plantilla de seguimiento, se pueden definir estos milestones para la etapa de recolección o solo algunos de estos o ninguno.

A continuación se muestra el conjunto de pasos que están disponibles para cada embarque. Se pueden crear Milestones para cada paso según sea el caso.

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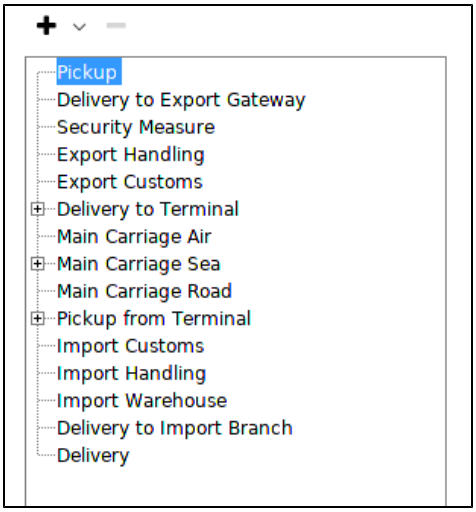


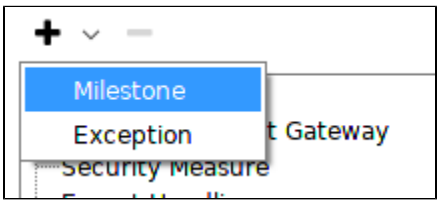
Agregar un milestone a la etapa de recolección

En este ejemplo se creará un milestone "Confirmación de recolección"

- Posicionarse sobre "Pickup" y da click en el símbolo de "+".



- Del sub-menu seleccione "Milestone"



Completando los elementos generarles del milestone

La primera pestaña de un nuevo milestone es la pestaña general y aquí es donde definimos los conceptos básicos de esta.

- **Code** - Este es el código corto para el milestone. El ejemplo es "PICKCONF"
- **Description** - Es la descripción completa del milestone es decir, "Confirmación de recolección" o "Pickup Confirmation"
- **Triggering events** - Un milestone puede estar completo automaticamente, por ejemplo, si el operador del camión pudiera electrónicamente transmitirnos su evento de recolección. Entonces podríamos usar esto para terminar automáticamente el evento. Y si el operador del camión no puede hacer esto entonces manualmente tendrá que ser terminado el evento para que el campo que quede se pueda dejar en blanco.
- **Location** - Necesitamos especificar dónde tendrá lugar el milestone para aplicarle la zona horaria correcta. En este caso, la recolección se realizará en la ubicación del remitente.
- **Responsible party** - Aquí definimos quién debe completar este milestone. En este caso se espera que el operador del camión nos notifique a través de Scope Connect y completando el milestone por nosotros.
- **Approval of failed milestone** - La mayoría de las veces cuando un milestone no esta completo en tiempo, es suficiente alertar al usuario, pero en algunos milestones se requerirá un control muy detallado y para usuarios avanzados se puede crear una lista de códigos para controlar las fallas.
- **Web Visibility** - Muchas veces necesitamos hacer visible el milestone en Scope Connect. Este campo permite a los usuarios elegir el tipo de visibilidad que su milestone tiene en Scope Connect:
    - Invisible

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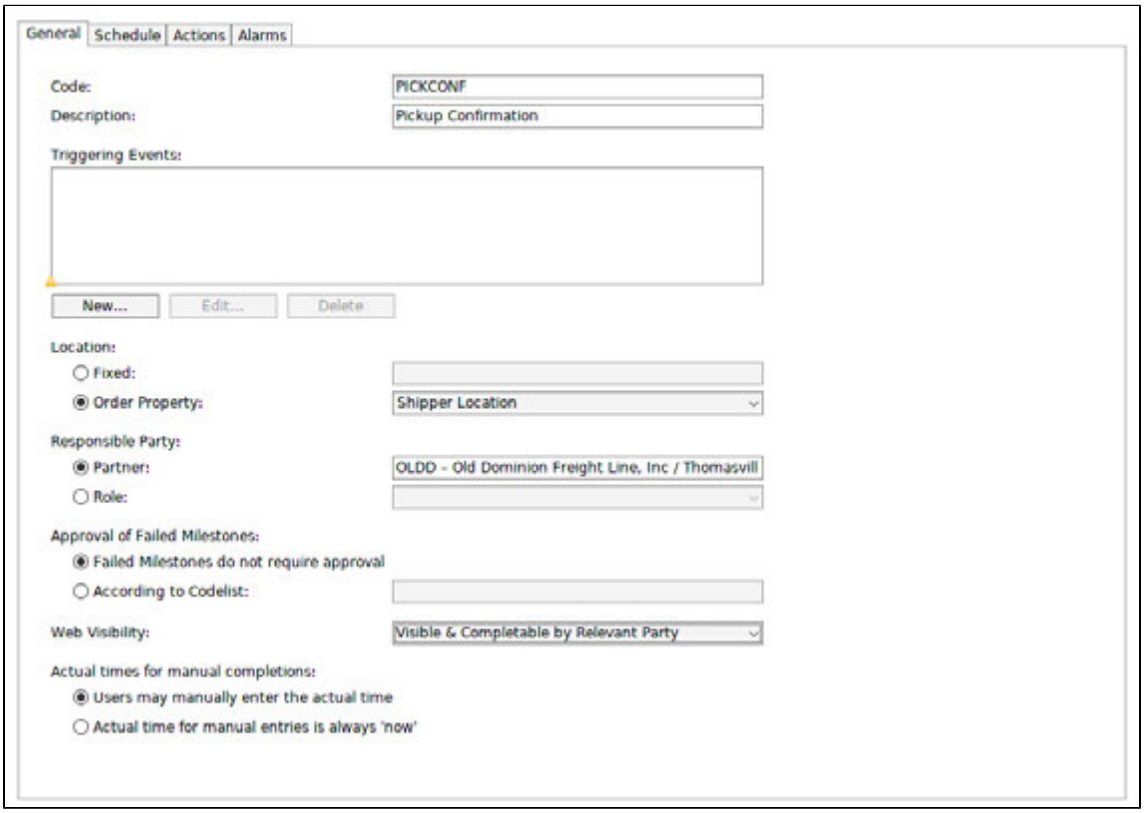
  - Visible
  - Visible y completo
  - Visible y completo por el responsable
- **Actual times for manual completions** - El tiempo actual debe de ser utilizado o el usuario debe de escoger un tiempo para completar esta tarea.



Completando los Milestones programados

La segunda pestaña del milestone en la programación y aquí definimos cuando se espera que ese milestone pueda completarse. Desde lo mas cercano hasta lo más tardío que este evento pueda ocurrir.

- **Initialization of planned time** - Hay tres formas de establecer cuándo se debe completar un milestone
- Relativo a otro milestone: este método analiza un milestone ya existente y calcula en función de la fecha de finalización de este
- propiedad de pedido: aquí se utiliza una fecha que pertenece al embarque. En este ejemplo, la "Fecha de recolección más reciente" registrada por el usuario en el embarque se utilizará para fijar la fecha y hora de finalización esperadas.
- Función de tiempo: este es el tiempo de creación del embarque.
- **Offset** - Se puede utilizar para impulsar la fecha y hora de finalización y hora y fecha de algún embarque. Por ejemplo la finalización de la recolección puede estar relacionada con el ETD de la embarcación y por lo tanto, la compensación podría usarse para especificar que la finalización de la recolección ocurra horas antes del ETD de la embarcación.
- **Lower Tolerance** - Aquí podemos definir qué tan temprano puede ocurrir la finalización. En este ejemplo, la finalización de la recolección es relativa a la última fecha de recolección registrada en el embarque. "día 1" en el ejemplo significa que lo más pronto que esperamos que ocurra la recolección es 24 horas antes de la última fecha y hora de recolección.
- **Upper Tolerance** - Aquí definimos qué tan tarde puede ocurrir la finalización. El siguiente ejemplo permite 3 horas después de la última fecha y hora de recogida registrada en el envío.

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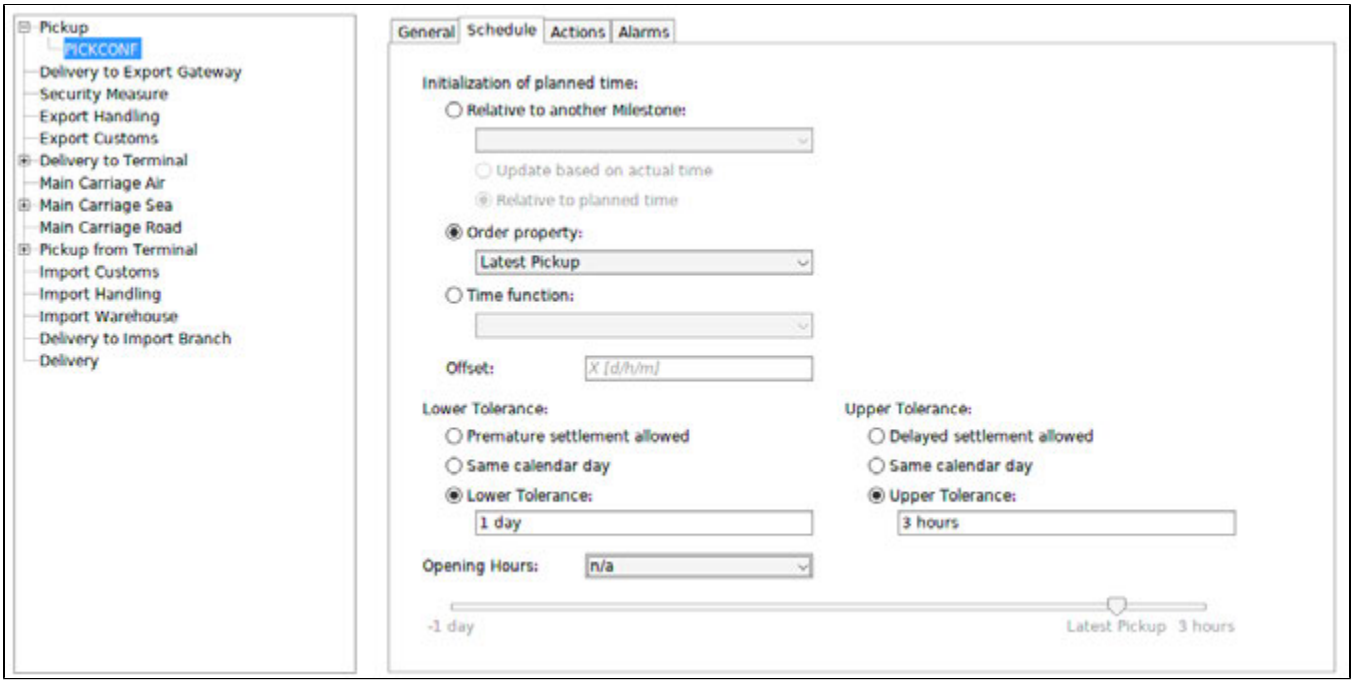

Crear acciones asociadas con la finalización de un milestone

Cuando se completa un hito, hay acciones que se pueden ejecutar automáticamente. La pestaña "Acciones" de un milestone se usa para crear estas y se pueden crear múltiples acciones para un solo milestone.

- **Action type** - los tipos de acciones más comunes son:
  - Enviar un correo electrónico notificando a alguien que el milestone se ha completado
  - Notificar al usuario que se ha completado un milestone
- **Event Code** - este campo se puede usar para dar a esta acción su propio código de evento
- **Event Description** -aquí podemos definir si la descripción del milestone es suficiente, o mediante el uso de la descripción personalizada se puede utilizar información más específica sobre el evento.
- **Sender** -aquí podemos definir de quién debería aparecer la alerta.
- **Recipient** - según el tipo de acción, se pueden utilizar varios métodos para especificar quién es el destinatario de la acción. En el siguiente ejemplo, la acción enviará un correo electrónico. Para garantizar que el destinatario correcto reciba el correo electrónico, podemos elegir:
  - Clerk - esto enviaría el correo electrónico al usuario que posee actualmente el envío.
  - Order attribute - aquí podemos elegir de la lista de partes asociadas con el envío. En el ejemplo, nuestro correo electrónico irá al cliente al que pertenece el embarque.
  - Specific user - use este campo si el correo electrónico debe ir a un usuario específico en Scope o un socio de Scope.
  - Static Recipient - este campo se utiliza si el destinatario es una dirección de correo electrónico específica que no cambia.
  - Responsible party - esto enviaría un correo electrónico a la parte responsable de completar el milestone.
- **Email recipient details** -esta sección nos permite ser aún más específicos sobre quién debe recibir el correo electrónico notificándoles la acción. En el ejemplo, el cliente al que pertenece el envío recibe el correo electrónico, pero estamos especificando que el contacto del cliente con el rol "Export Clerk" debe recibir el correo electrónico.

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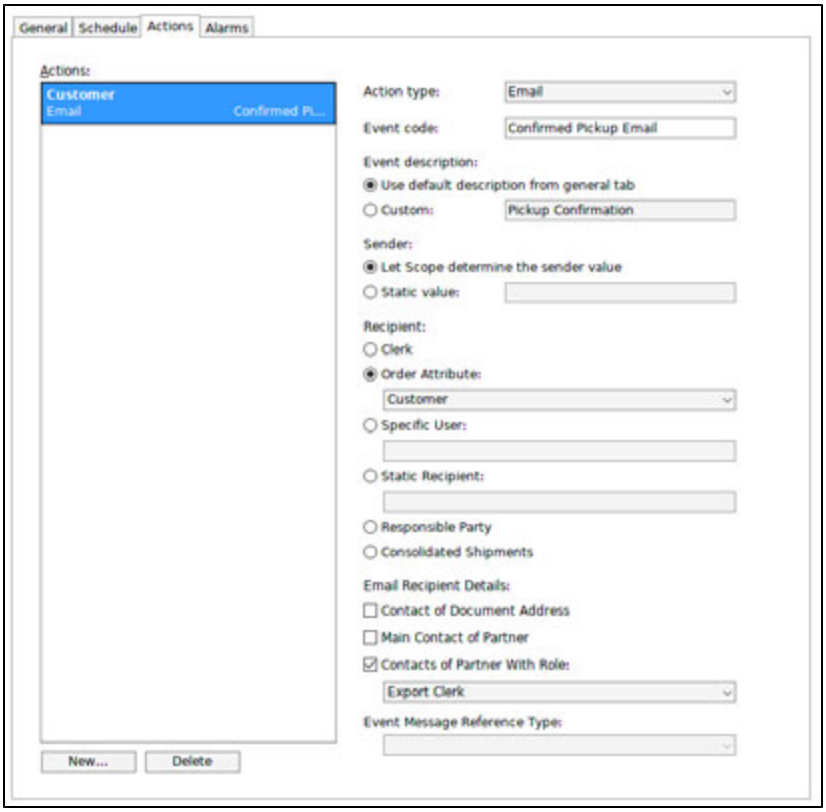

Crear alarmas en el milestone

Del mismo modo que se pueden crear acciones cuando un milestone se completa con éxito, se pueden crear alarmas para milestones cuando la falla de la finalización oportuna parece inminente. Se pueden crear múltiples alarmas diferentes para un solo milestone.

A continuación, utilizando la pestaña "Alarmas", se ha creado una con nombre "Confirmación de recogida" o " Pick up Confirmation".

- **Alarm time** - aquí hemos especificado que esta alarma debe activarse 3 horas antes del final de la ventana de tiempo permitida. Esto debería permitir tiempo para contactar al operador y asegurarse de que se dirige a su recolección.
- **Action type** - aquí especificamos qué debe hacer la alarma. Hemos elegido enviar al usuario de Scope una notificación.
- **Event Code** - un código específico para esta alarma. Esto establecerá de forma predeterminada el código del milestone y esto puede conservarse si se prefiere.
- **Event description** - una descripción completa del evento ayudará al destinatario a comprender de inmediato el problema.
- **Sender** - la parte que debería aparecer para enviar la alarma.
- **Recipient** - al igual que con las acciones, existen numerosas opciones para garantizar que la parte correcta reciba la alerta. En este caso, el usuario responsable del envío recibirá la alerta.

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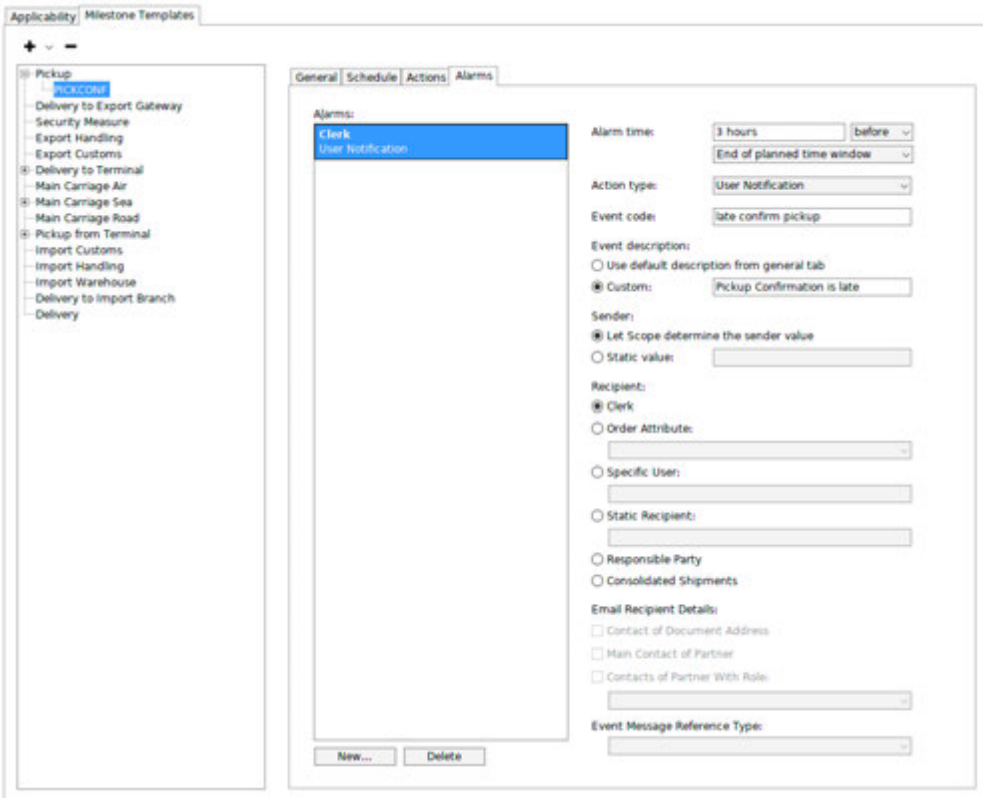

Cuando se completan las 4 pestañas del milestone, se puede comenzar a definir el próximo.

Haga clic en "Guardar" cuando todos los milestones cuando estén completos para un plan de seguimiento.

Milestone desde Ocean Insights

Ocean Insights te proporciona los siguientes milestones:

- Container empty to shipper CEP
- Container pickup at shipper CPS
- Container arrival at first POL(Gate in) CGI
- Container loaded at first POL CLL
- Vessel departure from first POL VDL
- Vessel arrival at T/S port 1 VAT1
- Container discharge at T/S port1 CDT1
- Container loaded at T/S port 1 CLT1
- Vessel departure from T/S 1 VDT1
- Vessel arrival at T/S port 2 VAT2
- Container discharge at T/S port 2 CDT2
- Container loaded at T/S port 2 CLT2
- Vessel departure from T/S 2 VDT2
- Vessel arrival at T/S port 3 VAT3
- Container discharge at T/S port 3 CDT3
- Container loaded at T/S port 3 CLT3
- Vessel departure from T/S port 3 VDT3
- Vessel arrival at final POD VAD
- Container discharge at final POD CDD
- Container departure from final POD (Gate out) CGO
- Container delivery to consignee CDC
- Container empty return to depot CER

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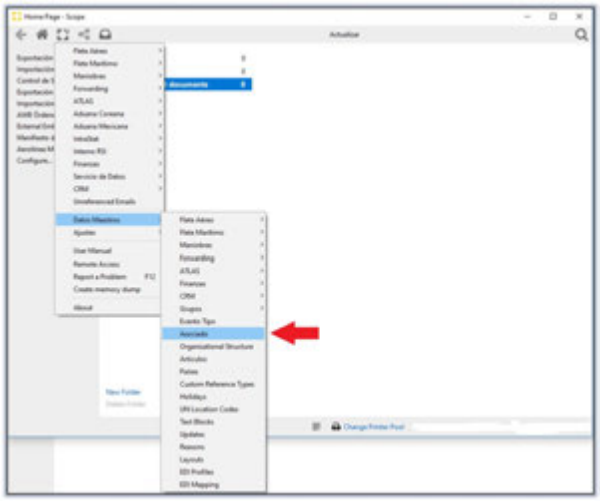
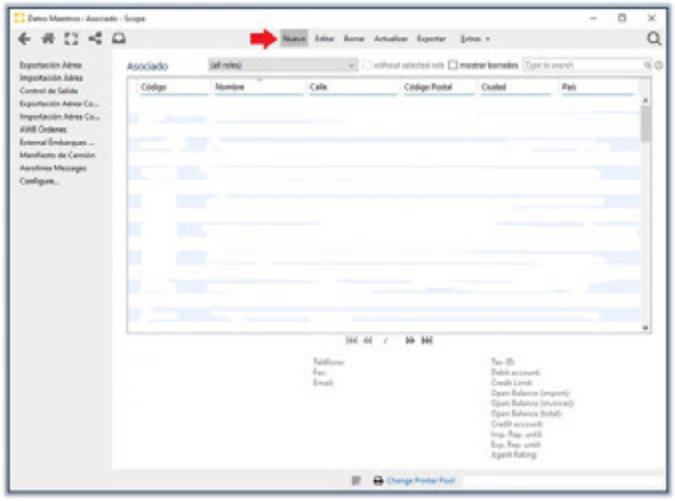
Creación de Asociados (Partners)

El objetivo del presente documento es mostrar cómo dar de alta a un Asociado (Partner).

1. Menú Principal > Datos Maestros > **Asociado**



2. Dé un click sobre la opción **Nuevo**



3. En esta forma habrá que concentrarse, primeramente, en las 3 pestañas señaladas:

   General | **Registration IDs** | **Roles**
   Que permitirán identificar a un **Asociado**.

4. En la pestaña de **General**, ingrese los valores de los datos requeridos y en lo posible, también los valores opcionales, los cuales podrán tener un uso muy conveniente en los módulos de Scope

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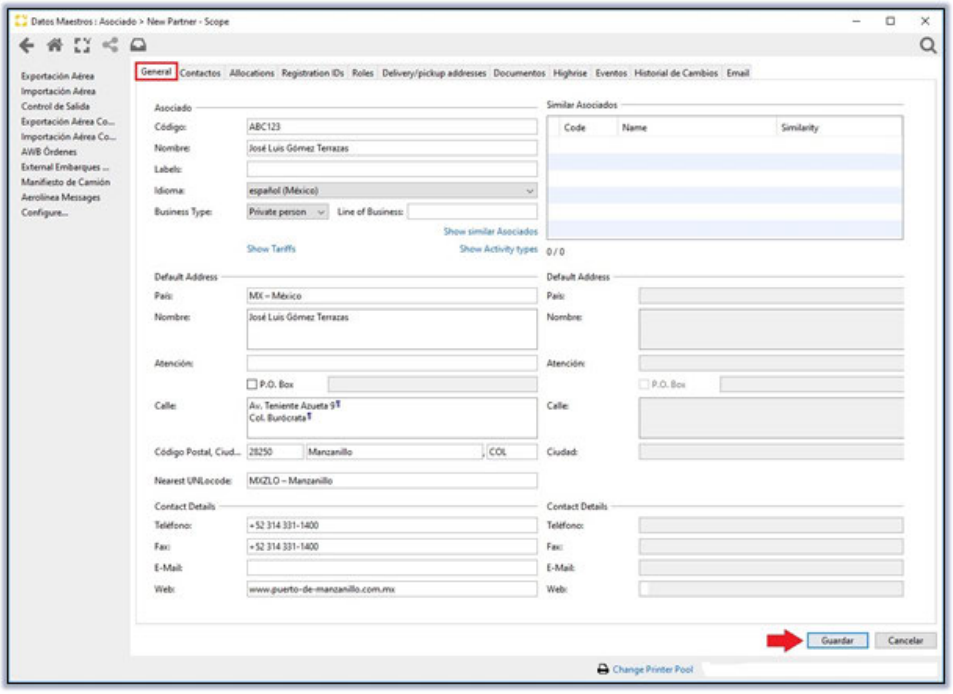
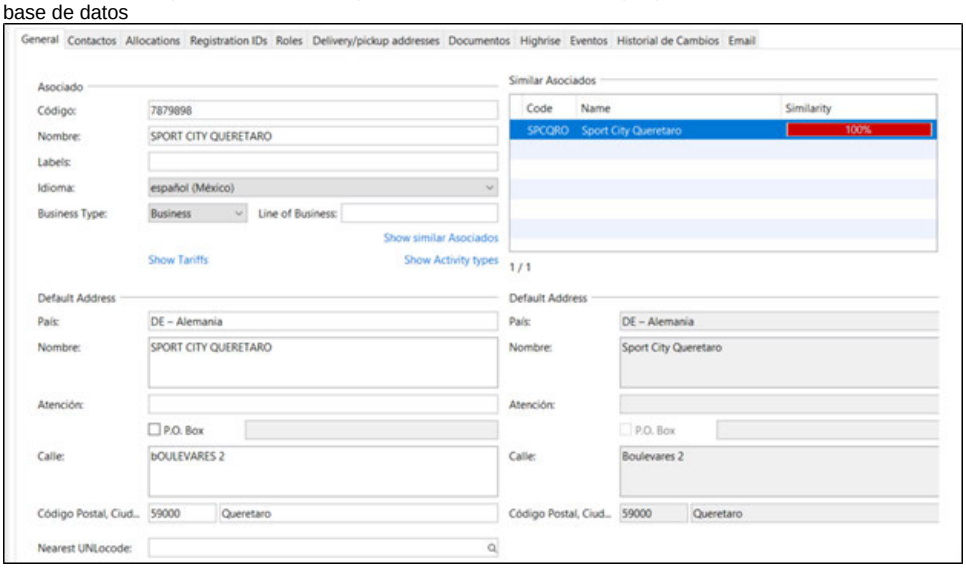


Del lado derecho aparece una sección que dice **Similar Asociados**, que permite revisar si existe un asociado con los mismos datos dentro de la base de datos



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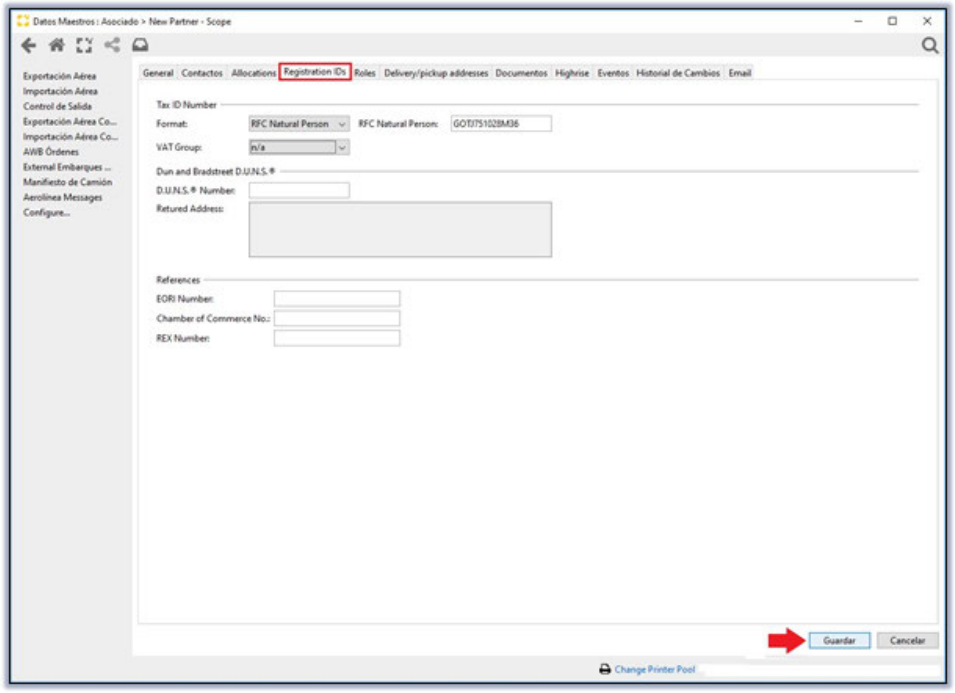
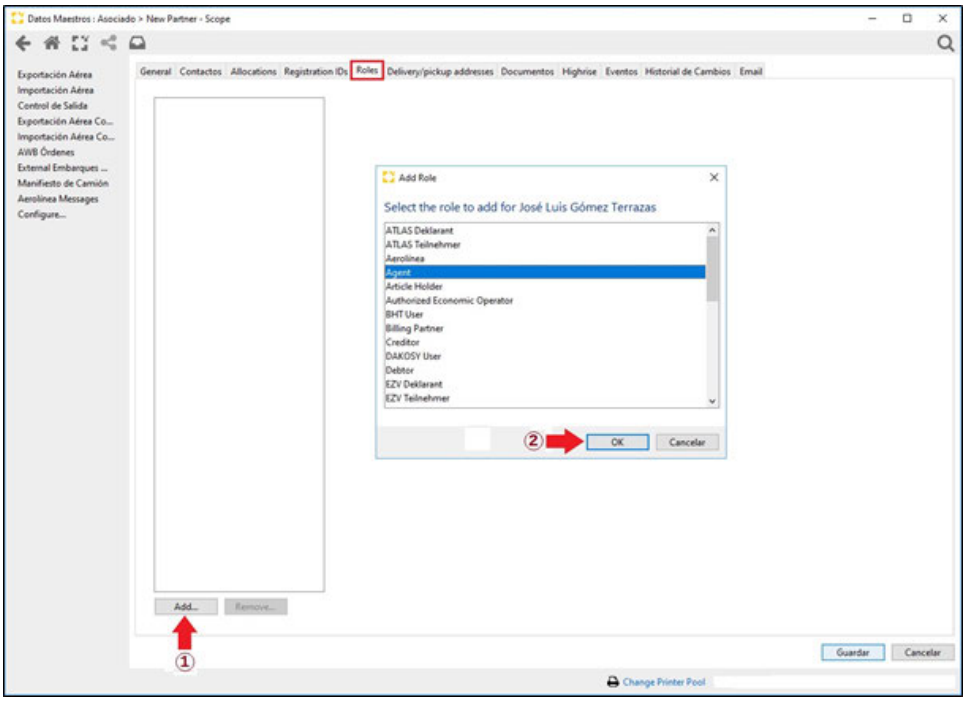
5. En la pestaña de **Registration IDs** ingrese el RFC correspondiente a una persona física o moral.



En la pestaña de **Roles**;
Proceda a dar un click en el botón **Add…**
Aparecerá una ventana con los roles que pueden asignarse a un **Asociado**.
Una vez elegido el rol, oprima el botón de **OK**



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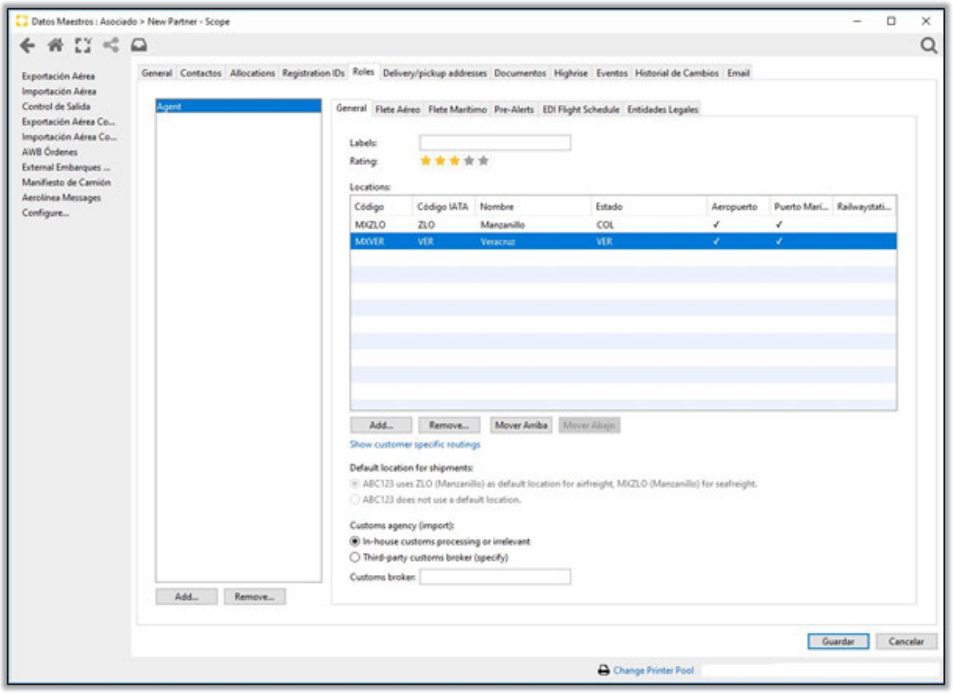
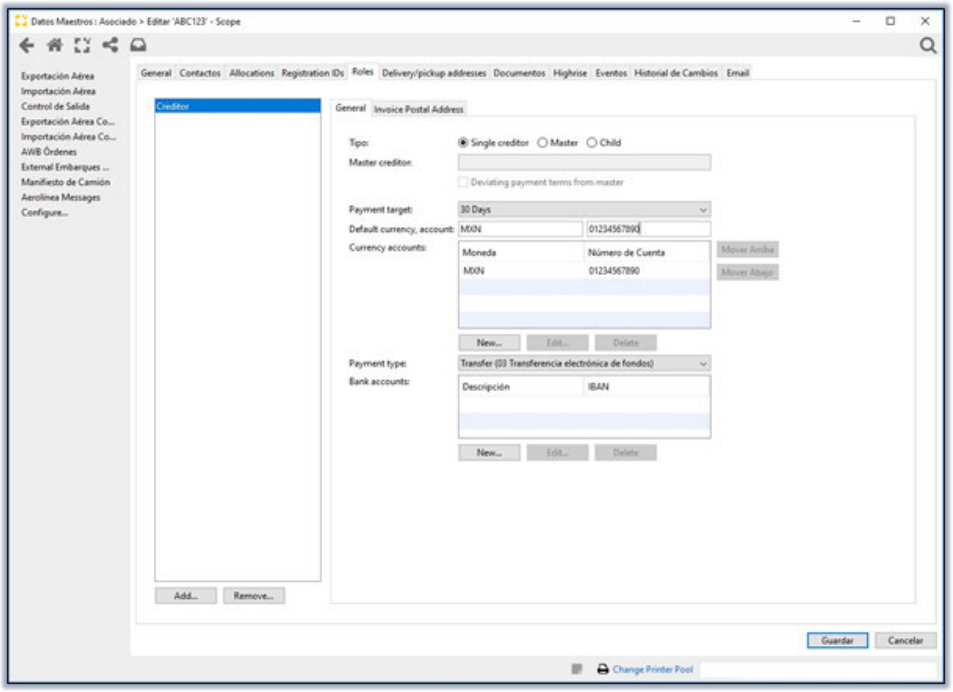
6. Una vez asignado el rol de **Agente** al **Asociado** podrán agregarse los lugares en donde el **Agente** realiza sus actividades aduanales.



7. Asimismo, puede proceder a dar un click en el botón **Add…** para asignarle al **Asociado** un rol de **Acreedor.**



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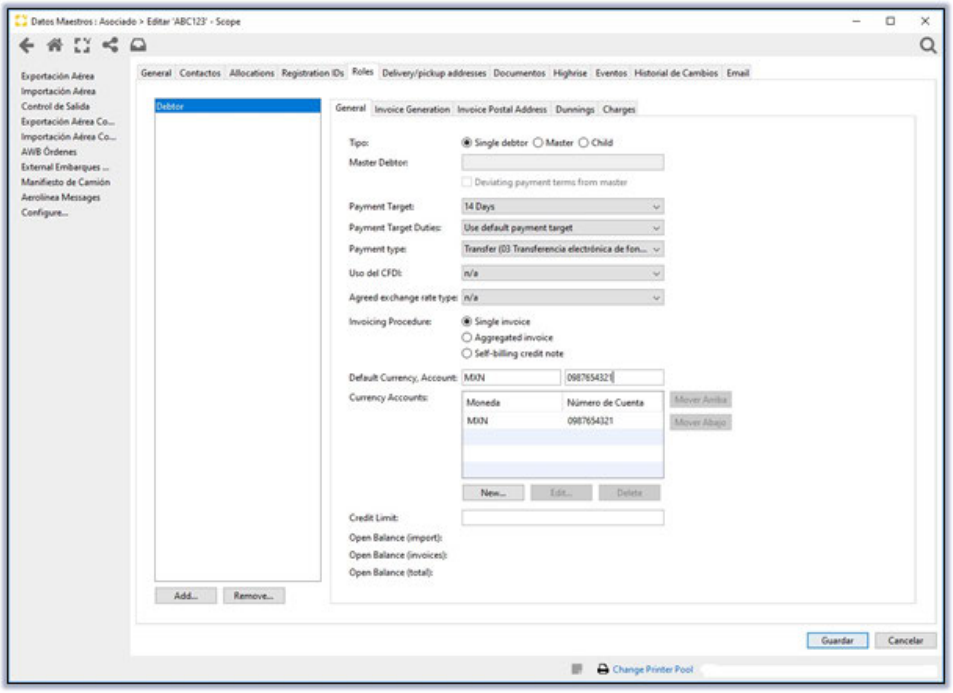
8. Finalmente, un rol más, el de **Deudor** el cual resulta muy importante para efectos de llevar el control de las Facturas por Cobrar.



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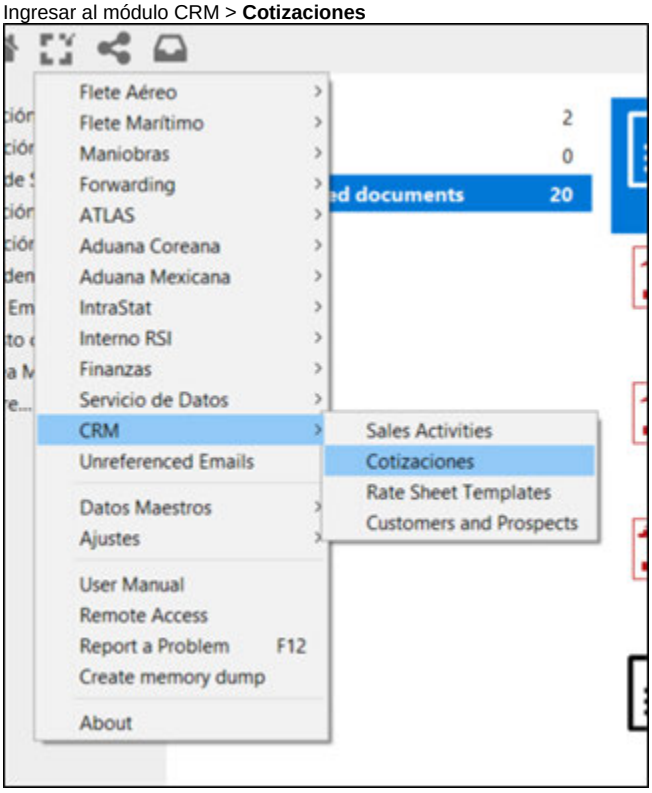
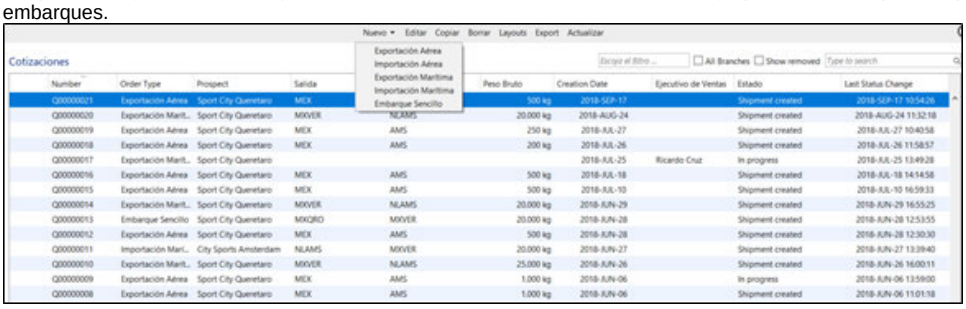
Creación de Cotizaciones

1. Ingresar al módulo CRM > **Cotizaciones**



2. Después de ingresar a la vista general de cotizaciones seleccionamos **"Nuevo"** y aparecerán las opciones para los diferentes tipos de embarques.



3. Al seleccionar nuestro tipo de cotización, entramos a la vista general de la misma, los campos necesarios para guardarla son el prospecto y validez de la misma.
   Es importante proporcionar la mayor cantidad de información posible, ya que todos los datos se pueden transferir a un embarque.

   Nota: Los prospectos son aquellos que están dados de alta en 'Asociados', en caso de que aún no este en el sistema, podemos hacer **click derecho en el campo** y seleccionar la opción **"New document address"** para cargar un perfil provisional:

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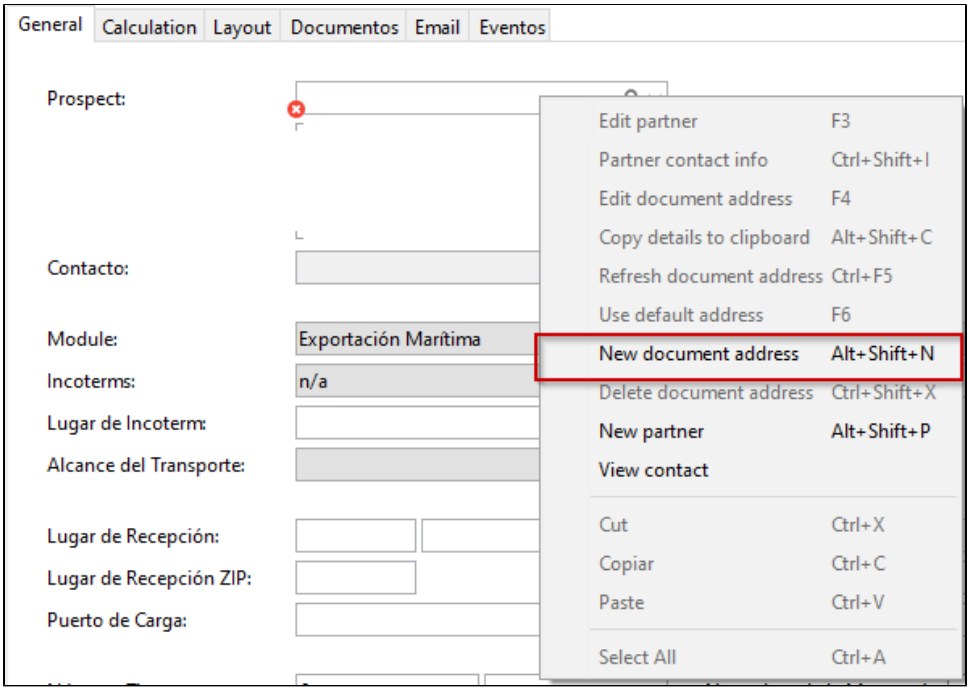
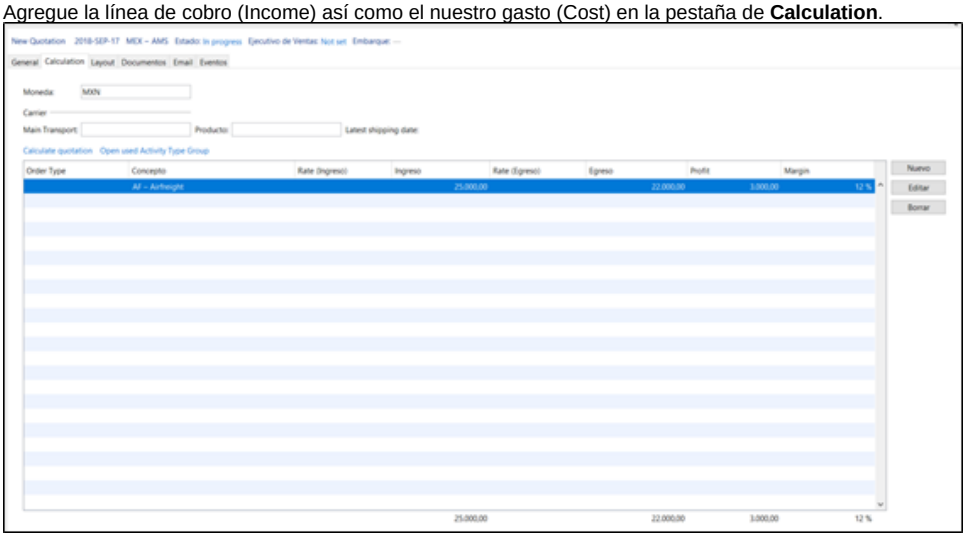


4. Agregue la línea de cobro (Income) así como el nuestro gasto (Cost) en la pestaña de **Calculation**.



5. Una vez teniendo los diferentes ingresos y costos, pasamos a la pestaña de **Layout** para visualizar y editar como se vería la cotización. Una vez que tenemos todos los datos, guarde los cambios con la acción de **Guardar**.

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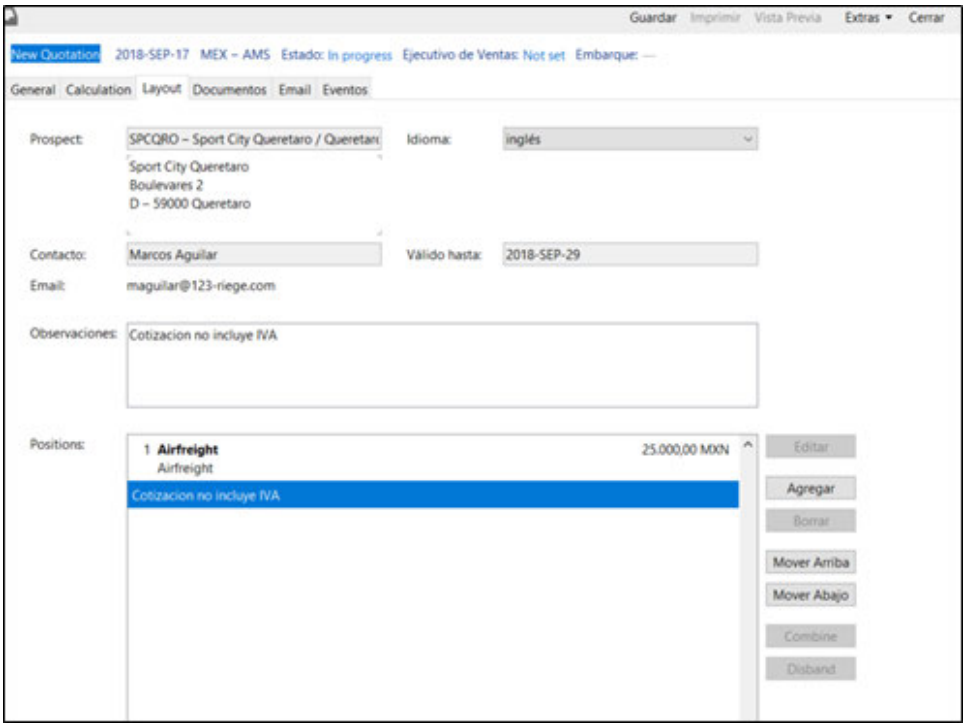
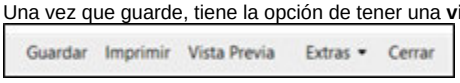
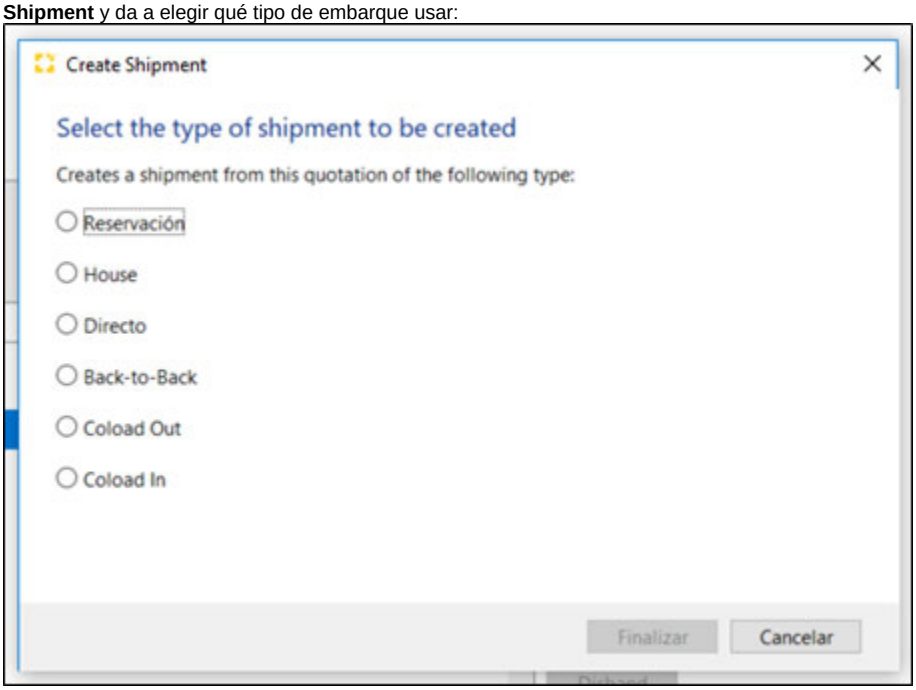


6. Una vez que guarde, tiene la opción de tener una **vista previa** o de **imprimir** la cotización para enviar al cliente/prospecto:



7. Una vez que la cotización fue aceptaba por el cliente, Scope permite convertir la cotización en un embarque usando la opción Extras > **Create Shipment** y da a elegir qué tipo de embarque usar:



8. Después de seleccionar el tipo, Scope automáticamente lleva al editor del tipo de embarque seleccionado e incluye la información que trae la cotización para realizar el embarque.

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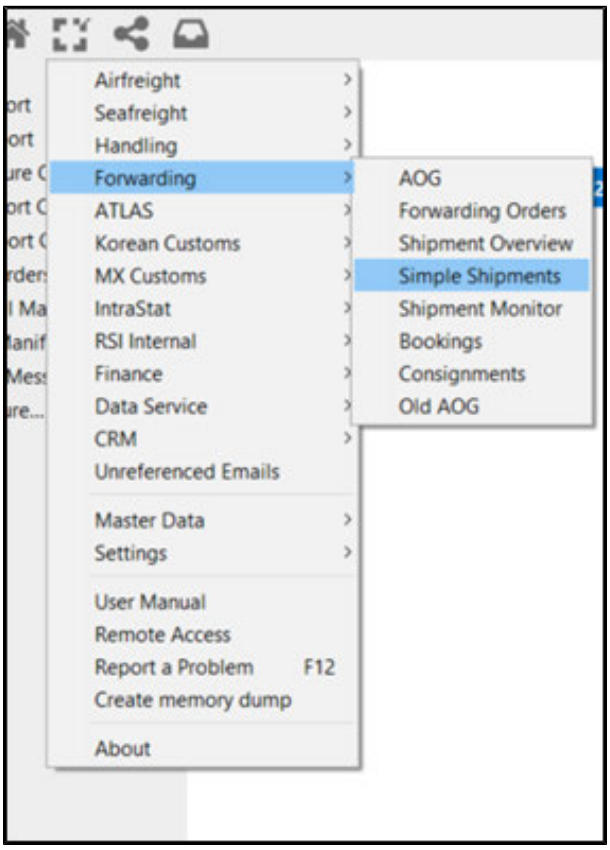
Creación de Embarques Terrestres

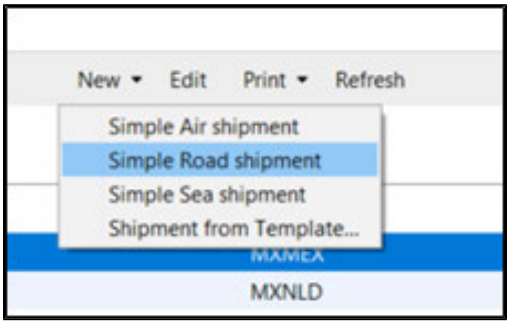
Introducción

El objetivo del presente documento es mostrar cómo crear embarques terrestres

1. Ingrese al módulo de Forwarding > Simple Shipments



2. Seleccione New > **Simple Road Shipment**



3. Al ingresar se solicita los datos del embarque. Capture los campos solicitados:

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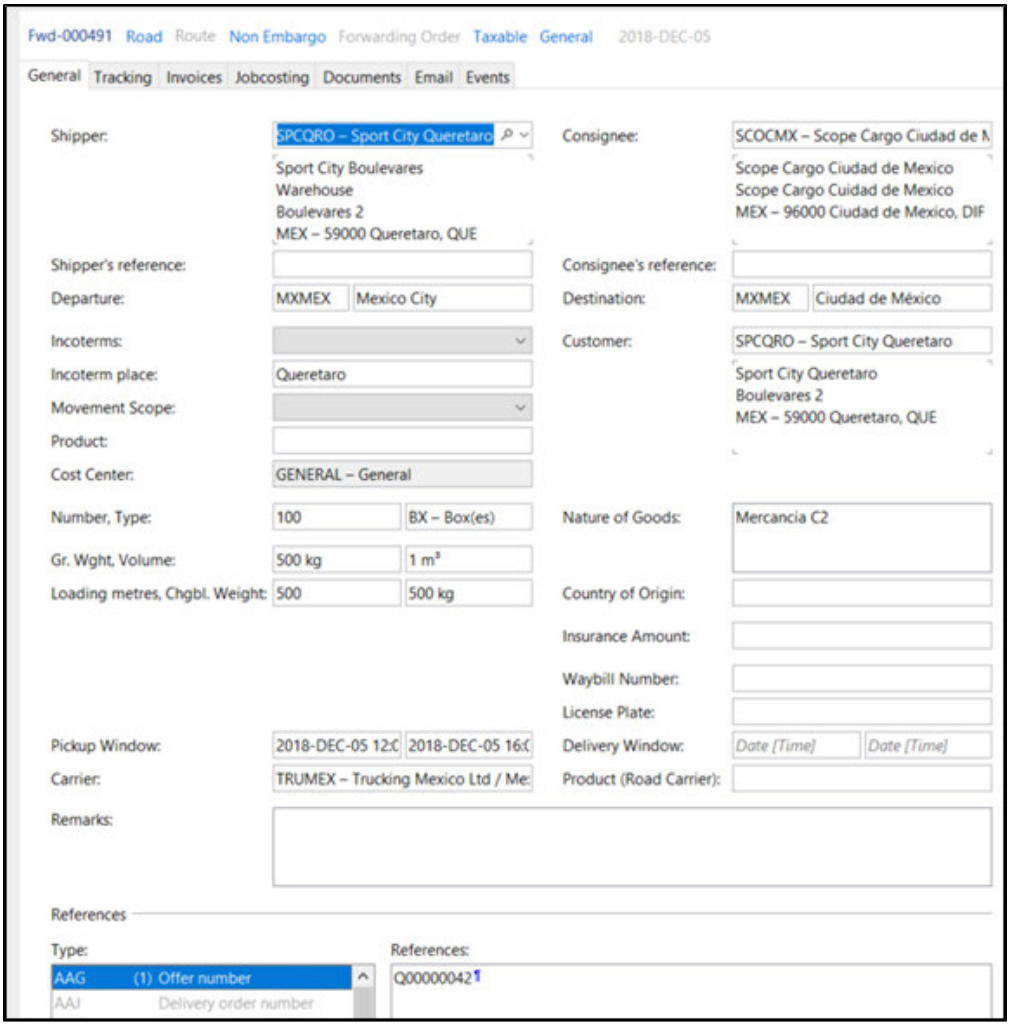
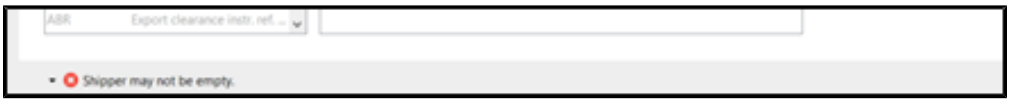


4. Al terminar haga click el Botón de "**Save"** para que se guarde el embarque.

5. Después se prosigue con el Job Costing y posteriormente la Facturación.

6. En la parte inferior de la pantalla Scope muestra mensajes que indican si falta algún dato o es incorrecto:



7. Los campos de Expedidor, Consignatario y Cliente se llenan con datos que se encuentran en el Catálogo de Asociados, también hay otros campos que ya tienen un listado predeterminado para usarse.

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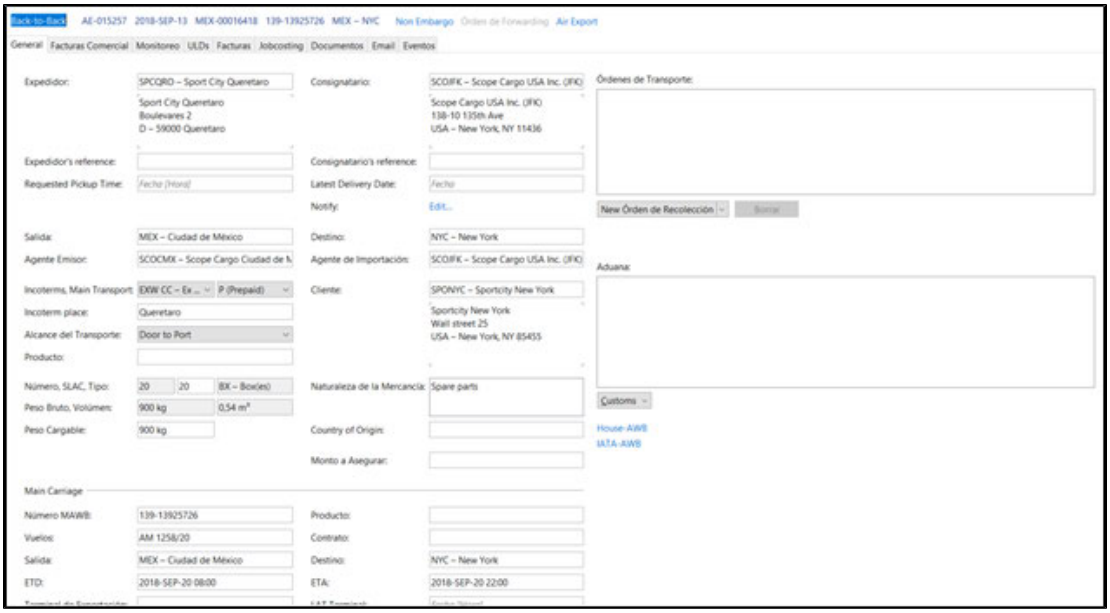
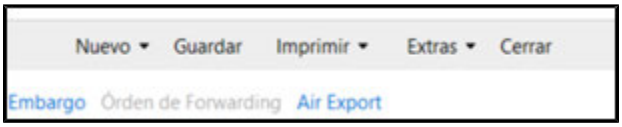
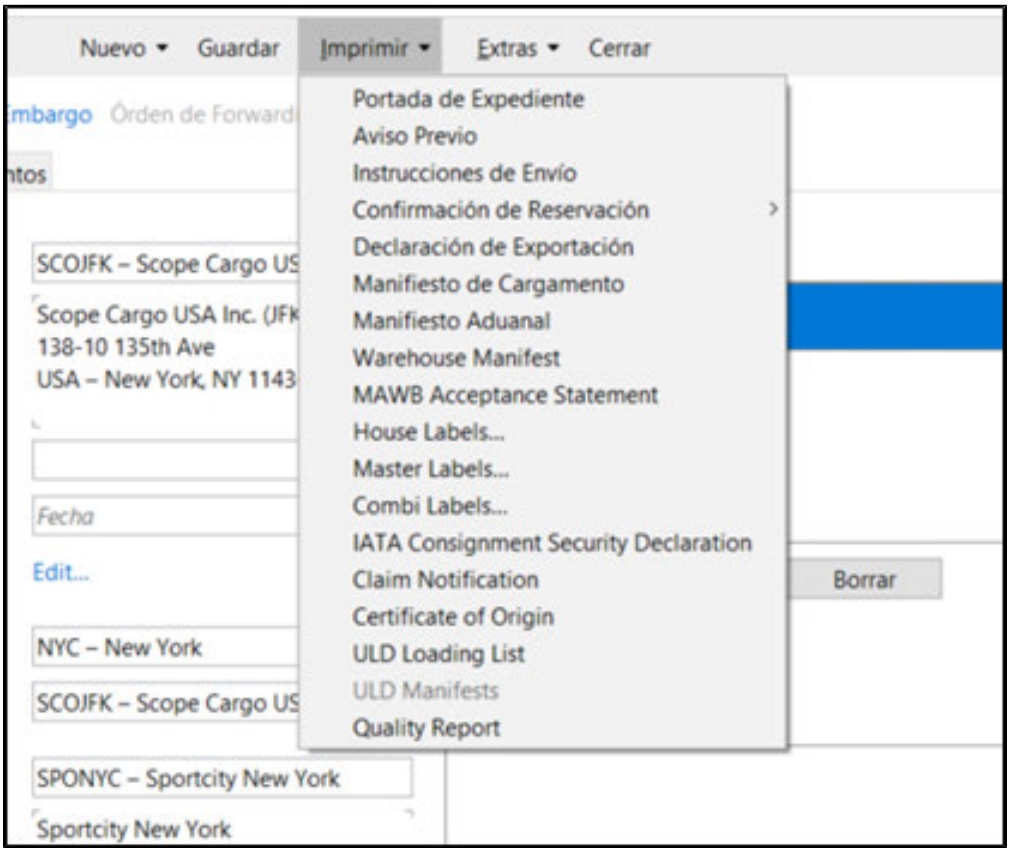


8. Después de llenar la información queda guardar el embarque. De click en "**Guardar"** que se encuentra en la parte superior.



9. Dentro del embarque, tiene las opciones para imprimir diferentes documentos.



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Crear una cuenta de Scope Connect a Externos

Introducción

Este documento explica cómo se puede crear una cuenta de inicio de sesión en Scope para cualquier usuario que necesite iniciar sesión en Scope Connect.

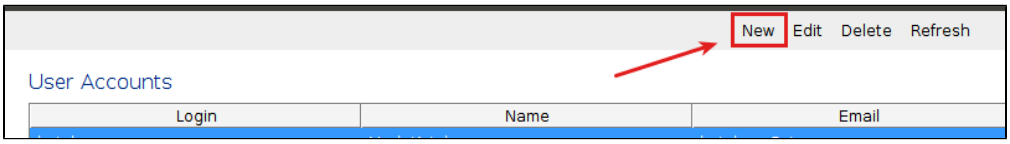
Navegando a la cuenta de usuario en Scope Connect

Settings > Tracking > User Accounts*
Ajustes > Monitoreo > User Accounts

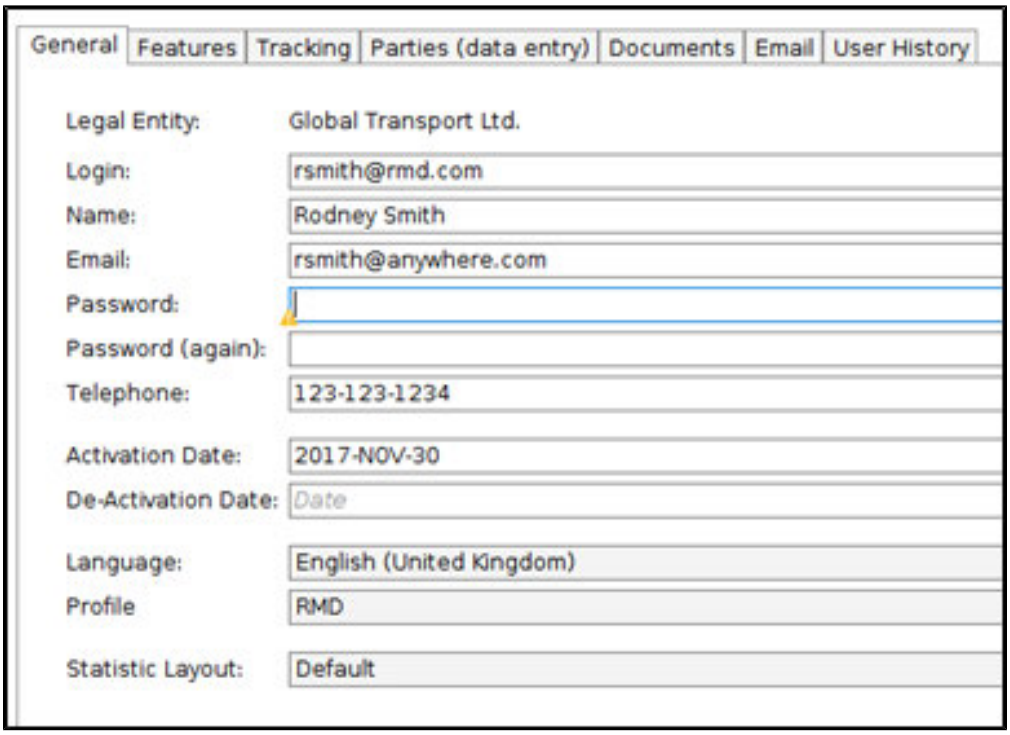
En caso de no poder entrar a este apartado, puede que su cuenta de Scope requiera permisos adicionales. Comuníquese con nuestro equipo de soporte en support@riege.com para que agreguen el permiso de cuenta necesario.

Creando un nuevo usuario

Cuando se abra la vista general de los usuarios de seguimiento, seleccione "Nuevo":



Ingresando los detalles básicos del usuario nuevo



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Campo	Descripción
Login*	Nombre de la cuenta
Name / Nombre*	Nombre del usuario
Email*	Correo electrónico
Password*	Contraseña, ingrésela dos veces
Telephone	Teléfono
Activation Date	Fecha cuando inicia el acceso de la cuenta
De-Activation Date	Fecha cuando termina el acceso de la cuenta, se recomienda dejarla en blanco para que no expire la cuenta
Language	Lenguaje predeterminado
Profile	Perfil, estos se definen en Ajustes > Monitoreo > Settings
Statistic Layout	Los diseños de estadísticas personalizados se pueden crear y aplicar a un usuario de Scope Connect.

*Campo requerido para la creación de la cuenta

Asignar características de Scope Connect al nuevo usuario

Use la pestaña "**Features**" para seleccionar qué funciones de Scope Connect tendrá el nuevo usuario cuando inicie sesión en Scope Connect:

Opción	Función
Enable Tracking	Esto permitirá al usuario ver sus envíos, milestones y documentos.
Enable Booking	Esto permitirá al usuario crear reservas de exportación por mar y aire. Los usuarios de Scope los verán en Scope y pueden convertirlos en envíos de Scope.
Enable Pre-Alerts	Esto permitirá a los agentes de exportación crear envíos en Scope Connect. Estos serán vistos por los usuarios de importación de Scope y pueden convertirlos en envíos de importación aéreos y marítimos.
Enable Purchase Order Mangement	Esto permitirá que el usuario de Scope Connect vea la información de la orden de compra (POMS) en Scope Connect.
Allow Create/Edit Customer Consignment	El usuario puede crear consignaciones POMS.
Allow Edit Transport Plan	El usuario puede editar cualquier plan de transporte POMS.
Allow Edit Transport Plan Legs	El usuario puede editar cualquier plan de transporte de POMS.
Enable Shipment Monitor	El usuario de Scope Connect podrá ver el monitoreo de envíos que indica si los envíos están dentro de los puntos de tiempo planificados.
Allow Milestone Completion	El usuario de Scope Connect podrá ingresar tiempos de finalización para algunos milestones.
Planned Time visibility	La configuración aquí determinará si el usuario puede ver las fechas planificadas para los milestones.
Enable Handling	El usuario de Cope Connect tiene acceso a las funciones del módulo Scope Handling.

Determinar lo que el usuario de Scope Connect puede ver y hacer en el tracking

Utilice la pestaña de "Tracking" para;

- Definir qué embarques puede ver el usuario de Scope Connect.
- Si pueden ver o no las facturas de Scope.
- Que documentos de envío que pueden ver.
- Eventos adicionales que pueden ver y eventos que pueden ingresar al sistema.

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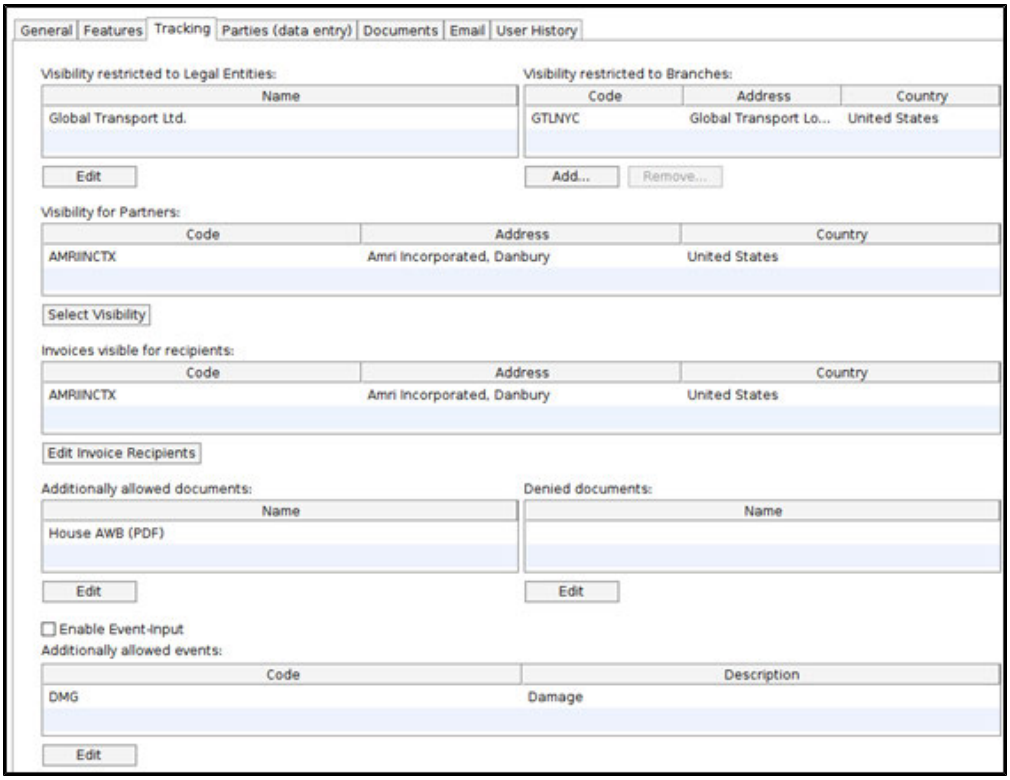

En el ejemplo anterior, este usuario está configurado de la siguiente manera:

- **Legal Entity** - Solo pueden ver los envíos dentro de la entidad legal de "Global Transport Ltd." Probablemente encontrará que solo tiene una entidad legal, por lo que será fácil de seleccionar.
- **Branch** - El usuario solo puede ver los envíos dentro de la rama de Scope "GTLNYC" y esta es una rama de la entidad legal "Global Transport Ltd.".
- **Visibility for Partners** - El usuario solo puede ver los envíos cuando uno de los socios del envío es "Amri Incorporated".
- **Invoices visible for recipients** - Este usuario puede ver las facturas creadas en el ámbito cuyo destinatario es "Amri Incorporated".
- **Additionally Allowed Documents** - Además de permitir regularmente documentos, este usuario también puede ver "House AWBs"
- **Denied documents** - Ninguno de los documentos visibles regularmente se le niega a este usuario.
- **Enable event input** - Este usuario no puede actualizar ningún evento.
- **Additonally allowed events** - Este usuario puede ingresar al evento "DMG".

Selección de las partes a las que el usuario de Scope Connect tiene acceso cuando crea reservas o prealertas

Si un cliente o un agente de exportación puede realizar reservas o pre-alertas, es útil si pueden buscar partes de Scope en Scope Connect. La pestaña "**P arties (data entry)"** del usuario de Scope Connect, se utiliza para asignar las partes de Scope deseadas al usuario:

- **Agents** - busque y seleccione los agentes de alcance que el usuario puede aplicar a las reservas y pre-alertas en Scope Connect.
- **Shippers** - Busque y seleccione las partes de Scope que el usuario puede aplicar como remitente a las reservas y pre-alertas en Scope Connect.
- **Consignees** - busque y seleccione las partes de Scope que el usuario puede aplicar como consignatario a las reservas y pre-alertas en Scope Connect
- **Customers - Shippers** - busque y seleccione las partes de Scope que el usuario puede aplicar como cliente a las reservas y pre-alertas en Scope Connect3

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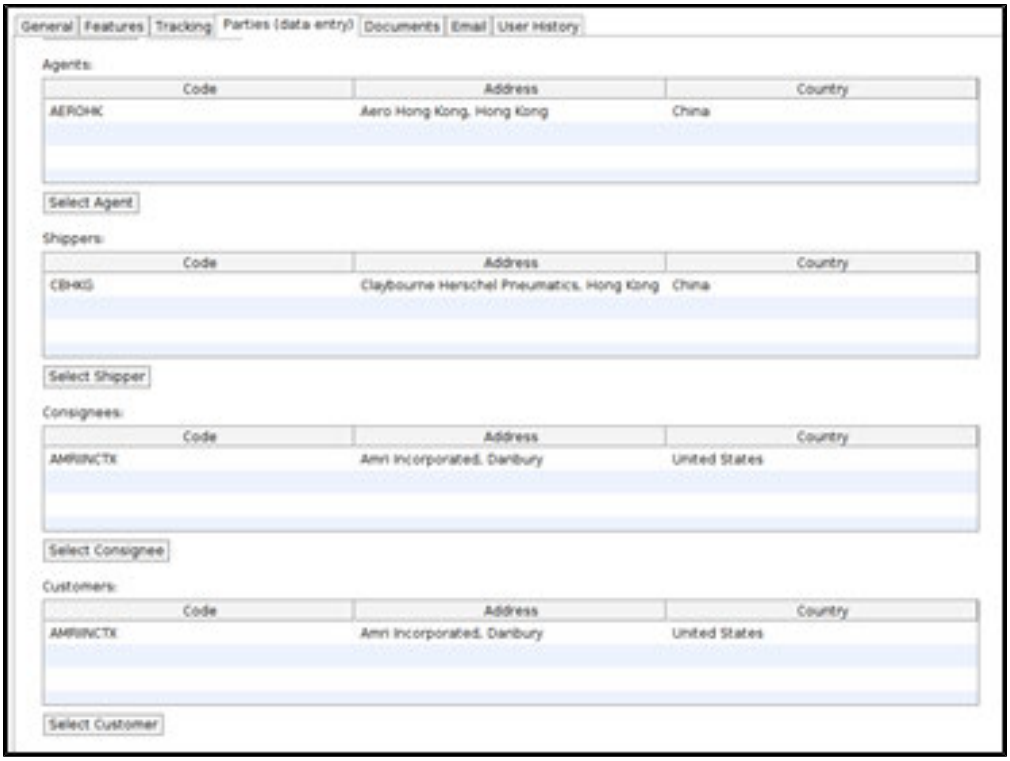

Documents

Use la pestaña de “**Documentos**” para almacenar cualquier documento que sera importante para este usuario de Scope Connect.

Email

La pestaña de “**Email**” puede ser usada para comunicarse con el usuario de Scope Connect. Aquí se generará automáticamente un correo electrónico con los detalles del usuario de su inicio de sesión en Scope Connect y un enlace para cambiar su contraseña.

User History

La pestaña del historial de usuarios mostrará todos los inicios de sesión de Scope Connect de este usuario.

Guardar y salir

Una vez que todos los datos son correctos, haga clic en "Guardar" para guardar y salir. Asegúrese de que se haya enviado el correo electrónico con los detalles de inicio de sesión del nuevo usuario.

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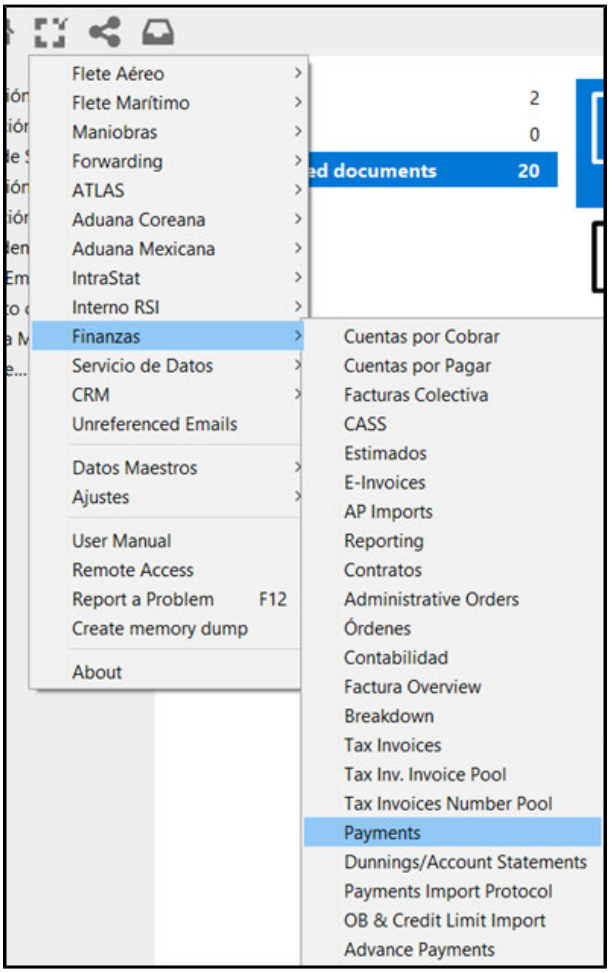
Estados de Cuenta

Introducción

El objetivo del presente documento es mostrar cómo generar estados de cuenta

1. Ingrese al módulo: Finanzas > **Payment**



2. Al ingresar, observara todas las facturas que se han ingresado en el sistema, tanto las emitidas a los clientes como la de los proveedores.

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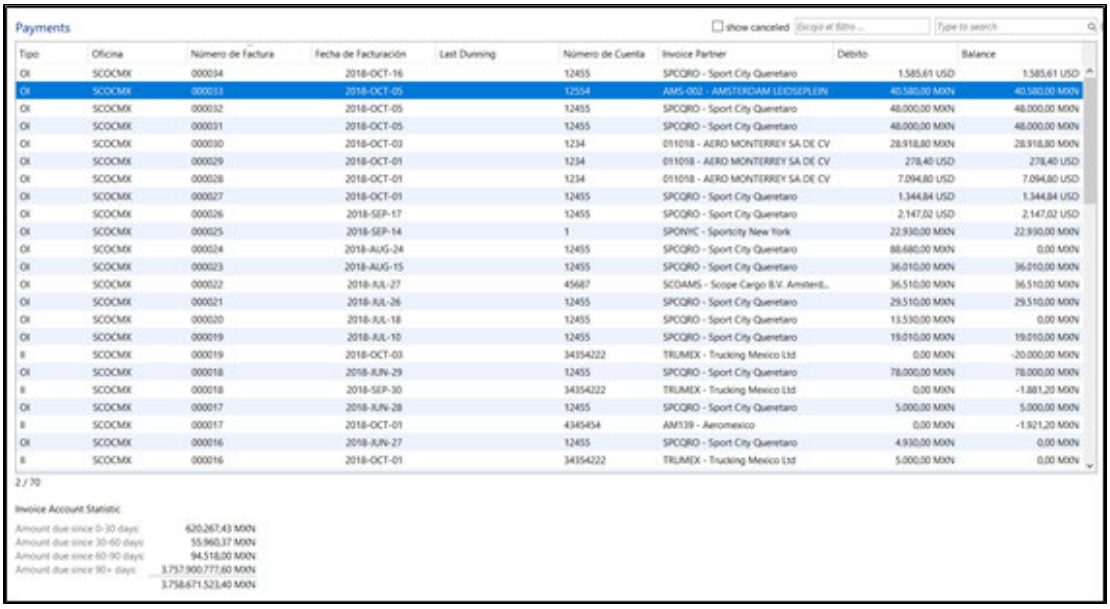
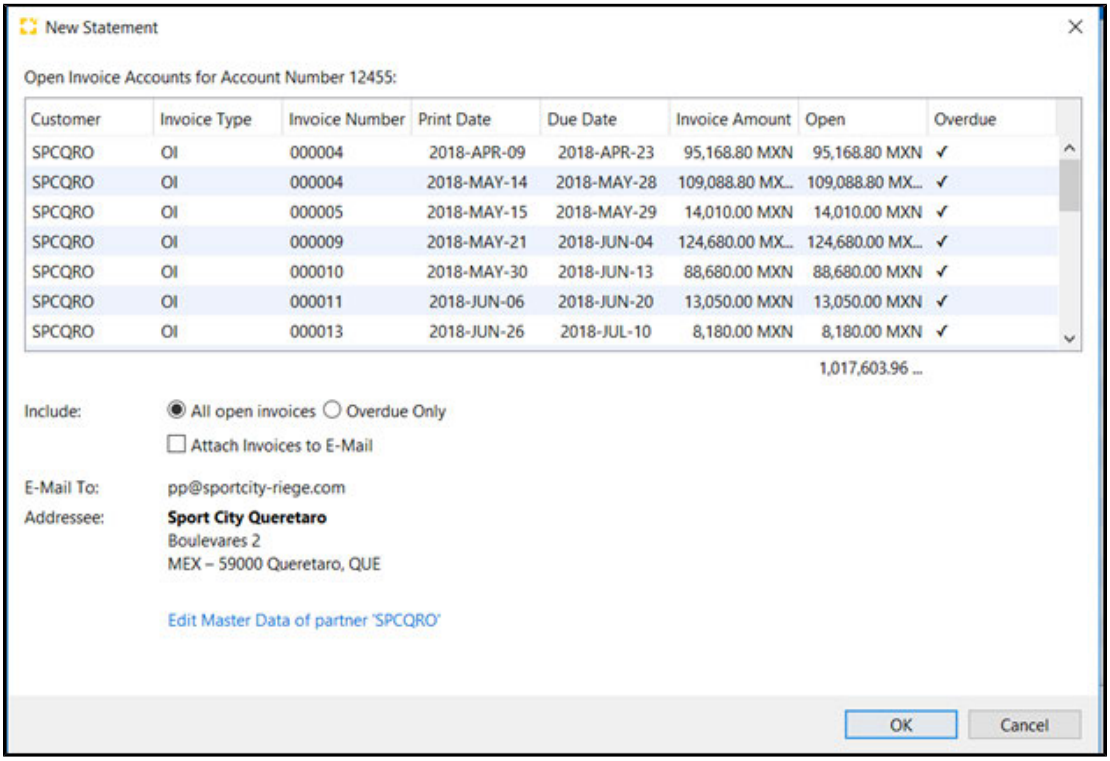


3. Seleccione la factura el cliente del cual quiere obtener el estado de cuenta y seleccione:
New > **Statement**



Al dar click en **Payment**, se presenta una ventana indicando las facturas en estado *Open* (sin Pagar) además puede seleccionar generar/enviar el total de las facturas o solo las vencidas, además de seleccionar, si quiere enviar el estado de cuenta incluyendo las facturas.



4. Al terminar, diríjase a Finanzas > **Dunnings/Account Statements.**

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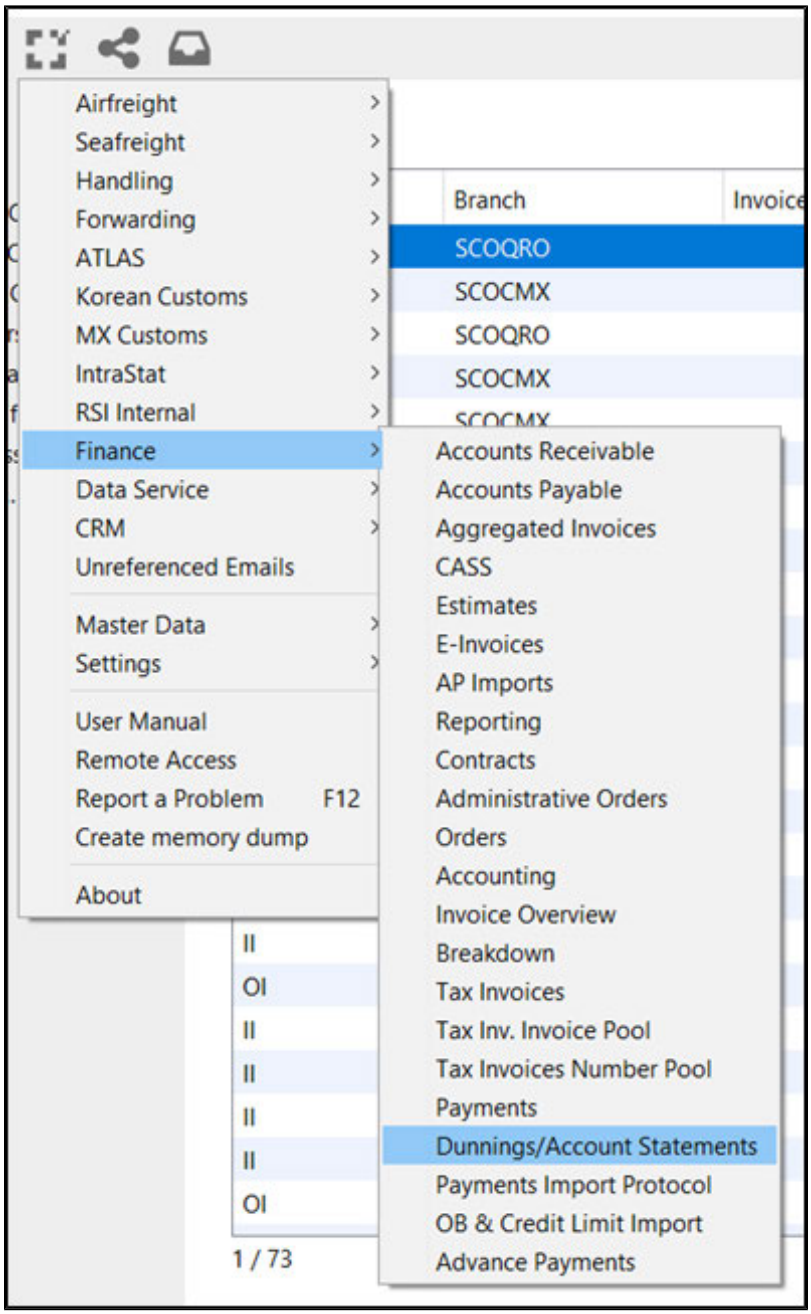
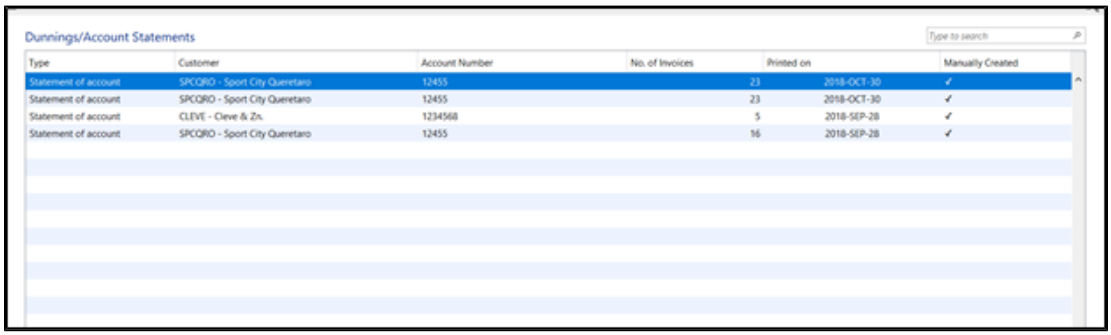


5. Ahí aparecen los estados de cuenta que se han generado.



6. Abra el último estado de cuenta y podrá ver las facturas pendientes:

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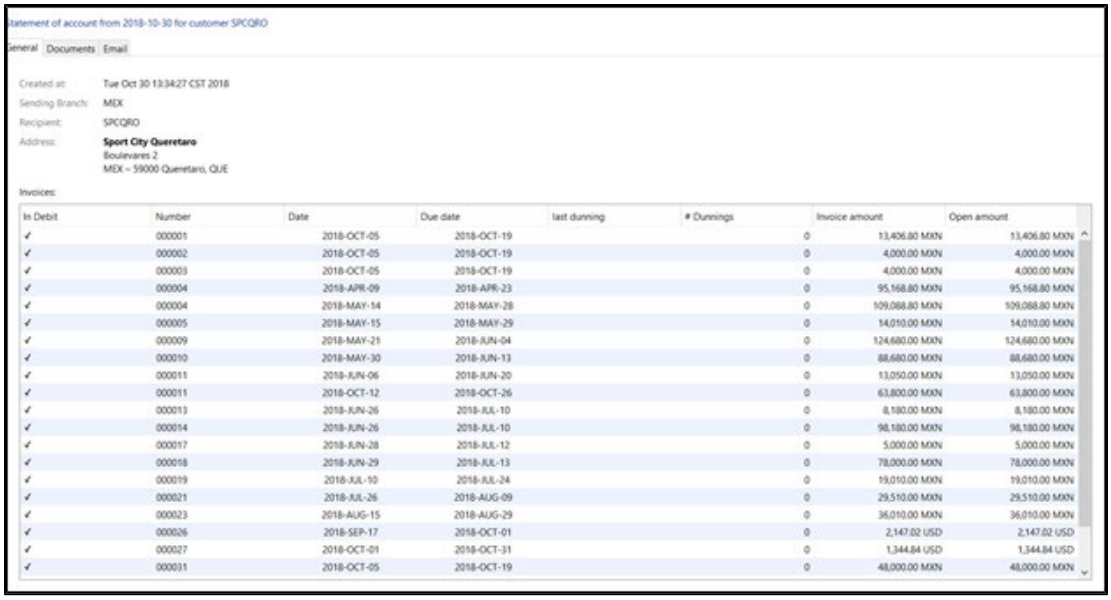

In Debit	Number	Date	Due date	last dunning	# Dunnings	Invoice amount	Open amount
✓	000001	2018-OCT-05	2018-OCT-19		0	13,406.80 MXN	13,406.80 MXN
✓	000002	2018-OCT-05	2018-OCT-19		0	4,000.00 MXN	4,000.00 MXN
✓	000003	2018-OCT-05	2018-OCT-19		0	4,000.00 MXN	4,000.00 MXN
✓	000004	2018-APR-09	2018-APR-23		0	95,168.80 MXN	95,168.80 MXN
✓	000004	2018-MAY-14	2018-MAY-28		0	109,088.80 MXN	109,088.80 MXN
✓	000005	2018-MAY-15	2018-MAY-29		0	14,010.00 MXN	14,010.00 MXN
✓	000009	2018-MAY-21	2018-JUN-04		0	124,680.00 MXN	124,680.00 MXN
✓	000010	2018-MAY-30	2018-JUN-13		0	88,680.00 MXN	88,680.00 MXN
✓	000011	2018-JUN-06	2018-JUN-20		0	13,050.00 MXN	13,050.00 MXN
✓	000011	2018-OCT-12	2018-OCT-26		0	63,800.00 MXN	63,800.00 MXN
✓	000013	2018-JUN-26	2018-JUL-10		0	8,180.00 MXN	8,180.00 MXN
✓	000014	2018-JUN-26	2018-JUL-10		0	98,180.00 MXN	98,180.00 MXN
✓	000017	2018-JUN-28	2018-JUL-12		0	5,000.00 MXN	5,000.00 MXN
✓	000018	2018-JUN-29	2018-JUL-13		0	78,000.00 MXN	78,000.00 MXN
✓	000019	2018-JUL-10	2018-JUL-24		0	19,010.00 MXN	19,010.00 MXN
✓	000021	2018-JUL-26	2018-AUG-09		0	29,510.00 MXN	29,510.00 MXN
✓	000023	2018-AUG-15	2018-AUG-29		0	36,010.00 MXN	36,010.00 MXN
✓	000026	2018-SEP-17	2018-OCT-01		0	2,147.02 USD	2,147.02 USD
✓	000027	2018-OCT-01	2018-OCT-31		0	1,344.84 USD	1,344.84 USD
✓	000031	2018-OCT-05	2018-OCT-19		0	48,000.00 MXN	48,000.00 MXN

7. En la pestaña de documentos observe el PDF generado:



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Facturas Colectivas

Introducción:

El objetivo del presente documento es mostrar cómo crear Facturas Colectivas en Scope.

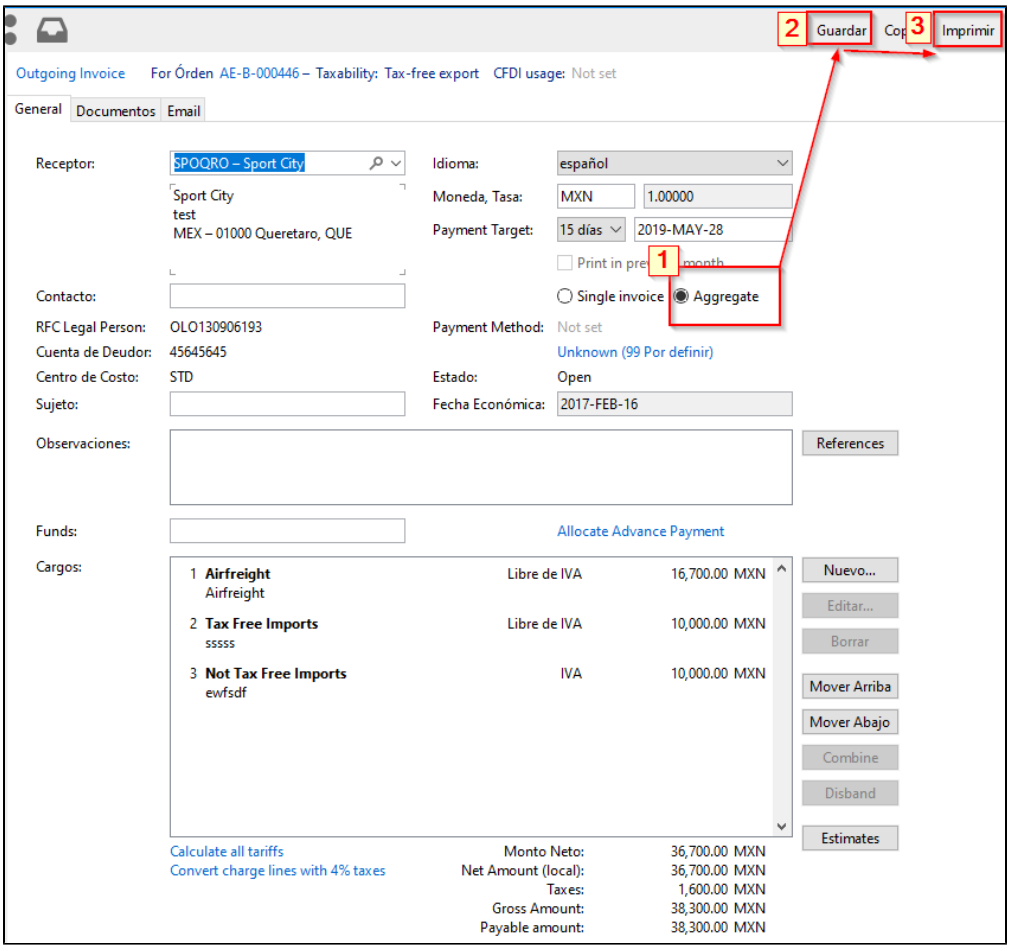
Contenido:

1. Pasos para preparar una factura colectiva
2. Navegar al módulo de Facturas Colectivas
3. Imprimir Factura Colectiva

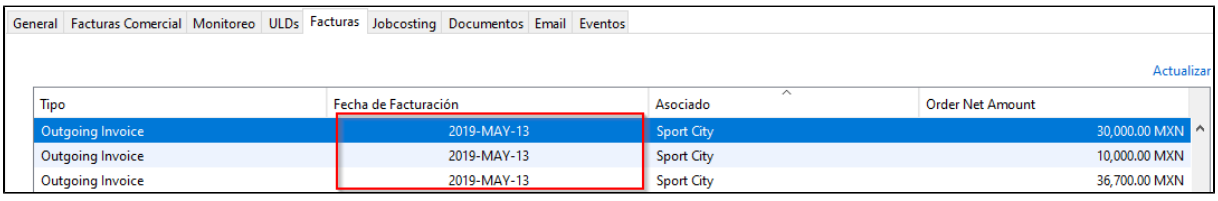
1.Pasos para preparar una factura colectiva:

1. Al momento de crear un “Outgoing Invoice”, es necesario activar la opción “Agregate”.
2. Guardar
3. **Imprimir**

***Al ser de tipo Agregate, Scope pospondrá la generación de CFDI, al Imprimir la factura le estamos diciendo a Scope que hemos finalizado la factura y esta lista para ser procesada como colectiva.*



Repetiremos el mismo proceso para todas las demás facturas que deseemos agregar, para esta guía, hemos usado 3 facturas salientes marcadas como “Aggregate”, aquellas que no cuenten con Fecha de Facturación – no han sido Impresas como se describe en el ultimo paso.



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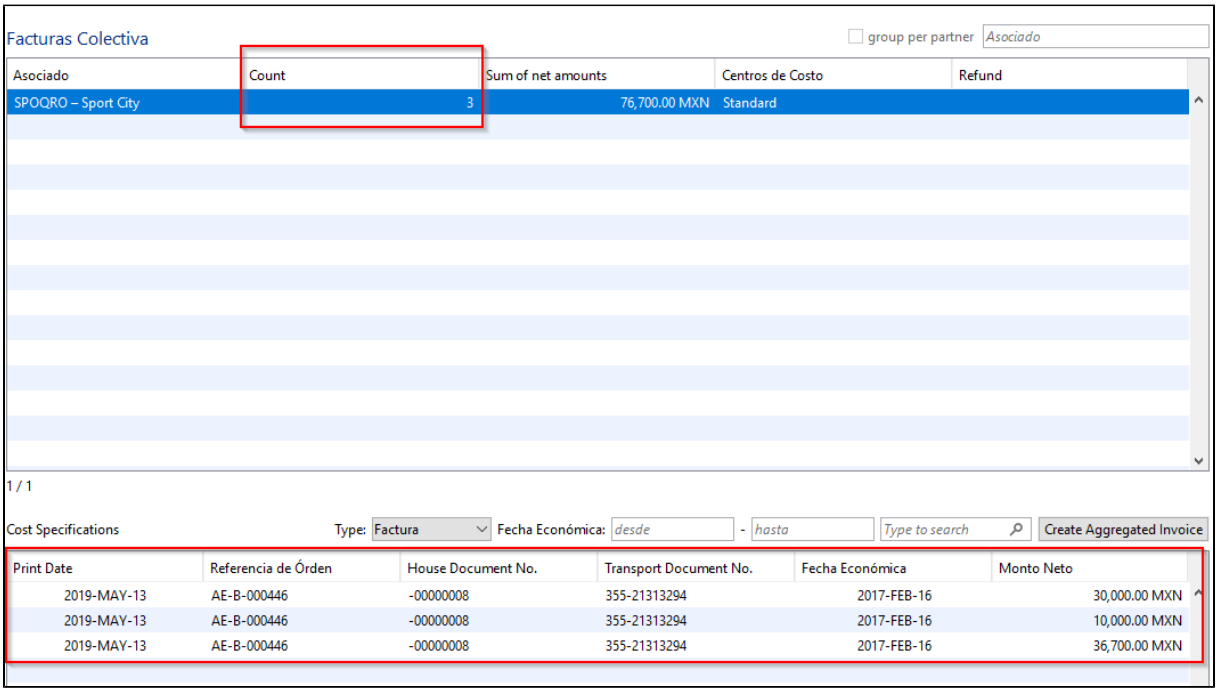
2. Navegar al módulo de Facturas Colectivas:

Al tener nuestras facturas listas, navegamos en el siguiente modulo: Menú Principal > Finanzas > **Facturas Colectiva**

Aquí podemos ver cuantas facturas están listas para ser procesadas, en este caso, para el Asociado Sport City existen 3 facturas:



3. Crear la Factura Colectiva:

1. Seleccionamos la opción "**Create Aggregated Invoice**":

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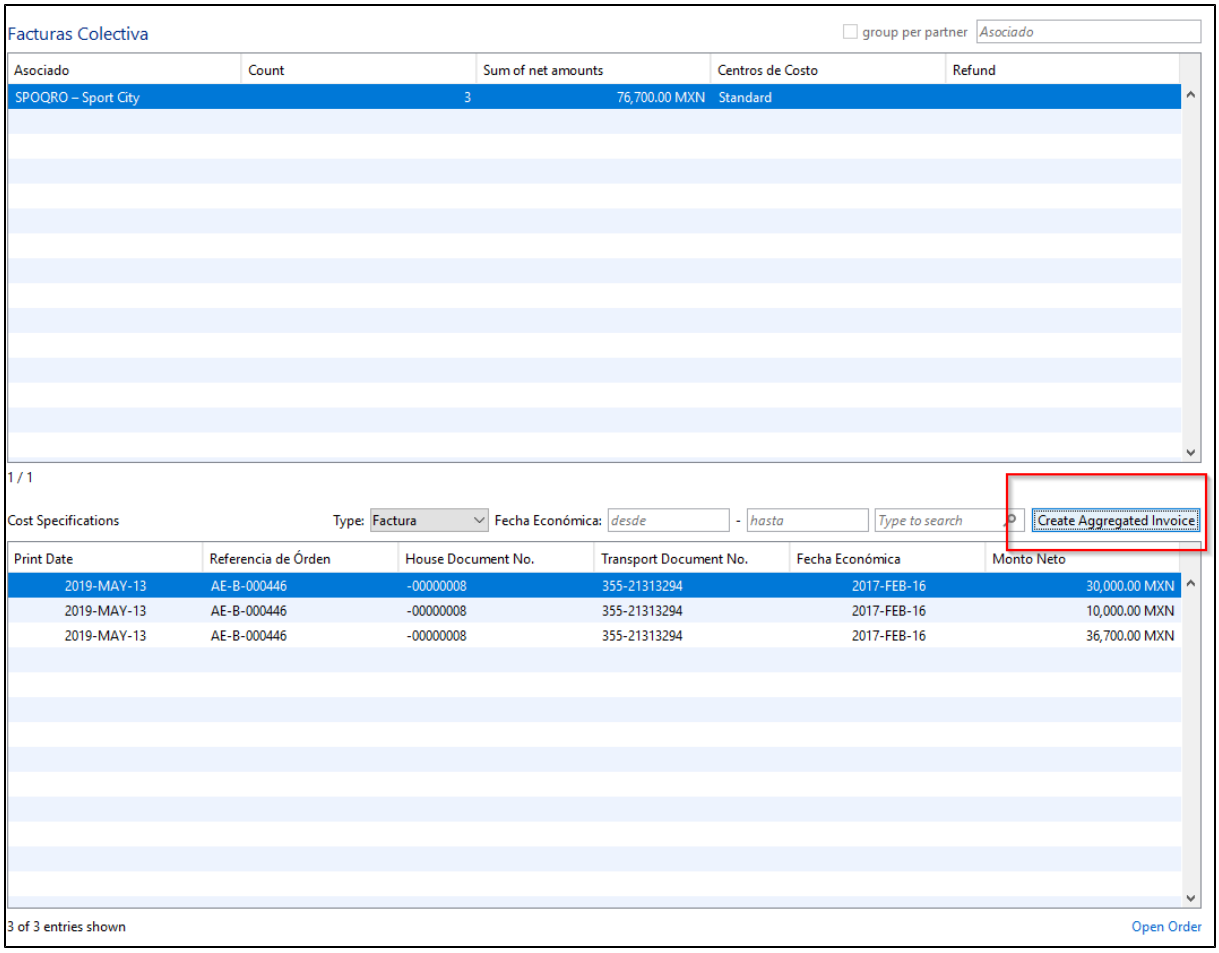

2. Scope nos lleva a una ultima pantalla donde podemos verificar que toda la información sea correcta y también verificara que las facturas usadas sean válidas. Estos son los campos principales que debe verificar antes de finalizar la factura:

- Uso de CFDI
- Método de pago, debe ser PUE.

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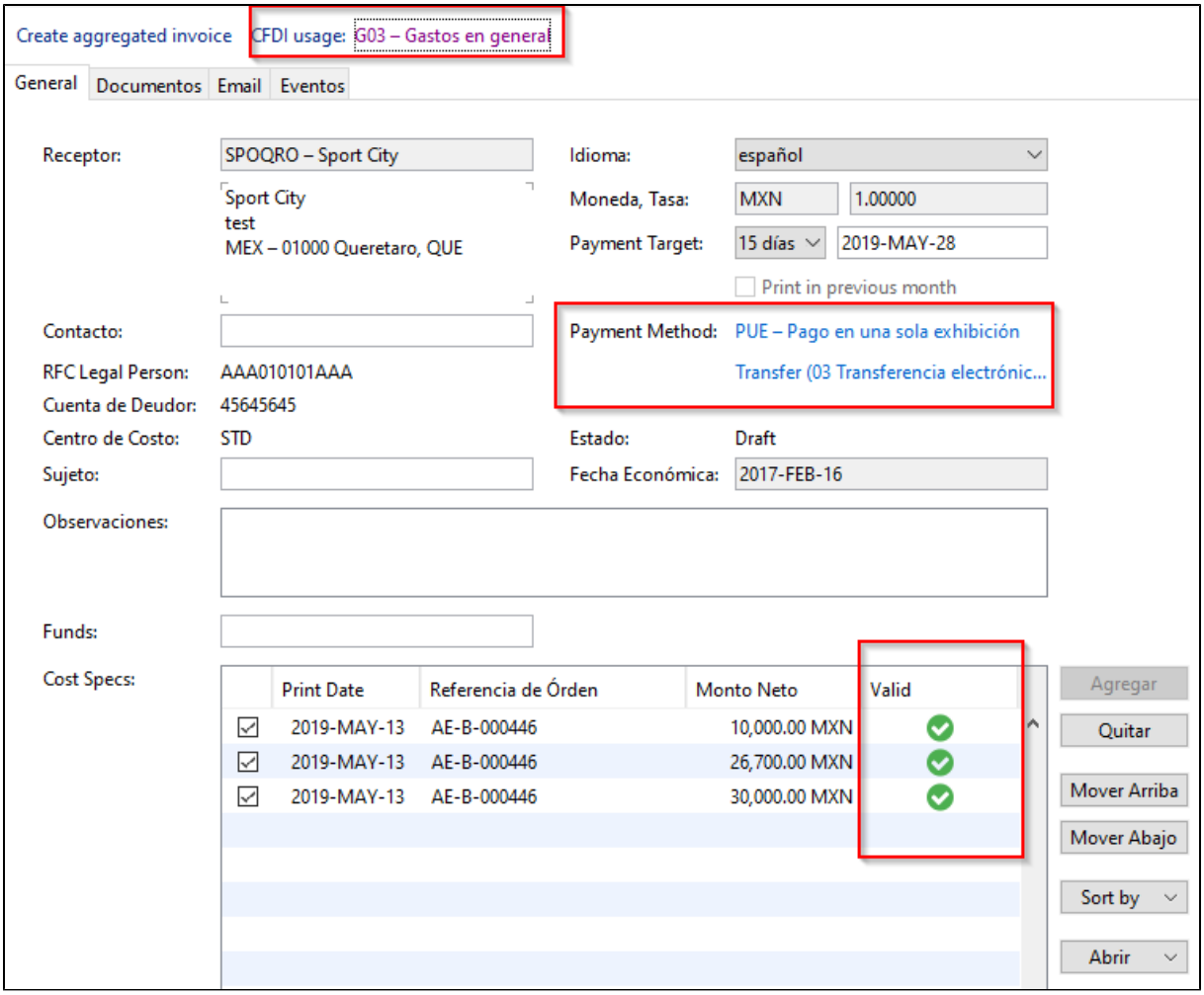

3. Imprimir Factura Colectiva:

1. Si toda la información es correcta; procedemos en hacer click en “Imprimir”:



Existen dos opciones de impresión:

- Standard: Se imprime una factura colectiva con información básica de cada factura.
- Detailed: Se desglosa más a fondo cada factura incluida.

Scope también nos ofrece la opción de generar un reporte de Excel, este puede ser modificado en el módulo “Layout” de reportes.

El resultado (PDF y CFDI) podemos encontrarlo en la pestaña de “Documentos”, de vuelta en nuestro embarque:

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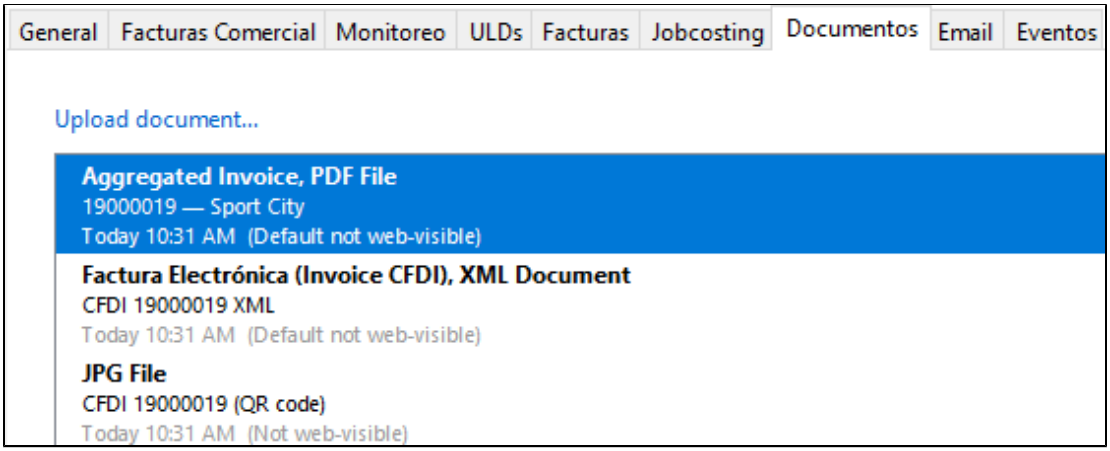

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Facturas - Sustitución de los CFDI previos

Nota de crédito de los documentos relacionados (Credit note of related documents).

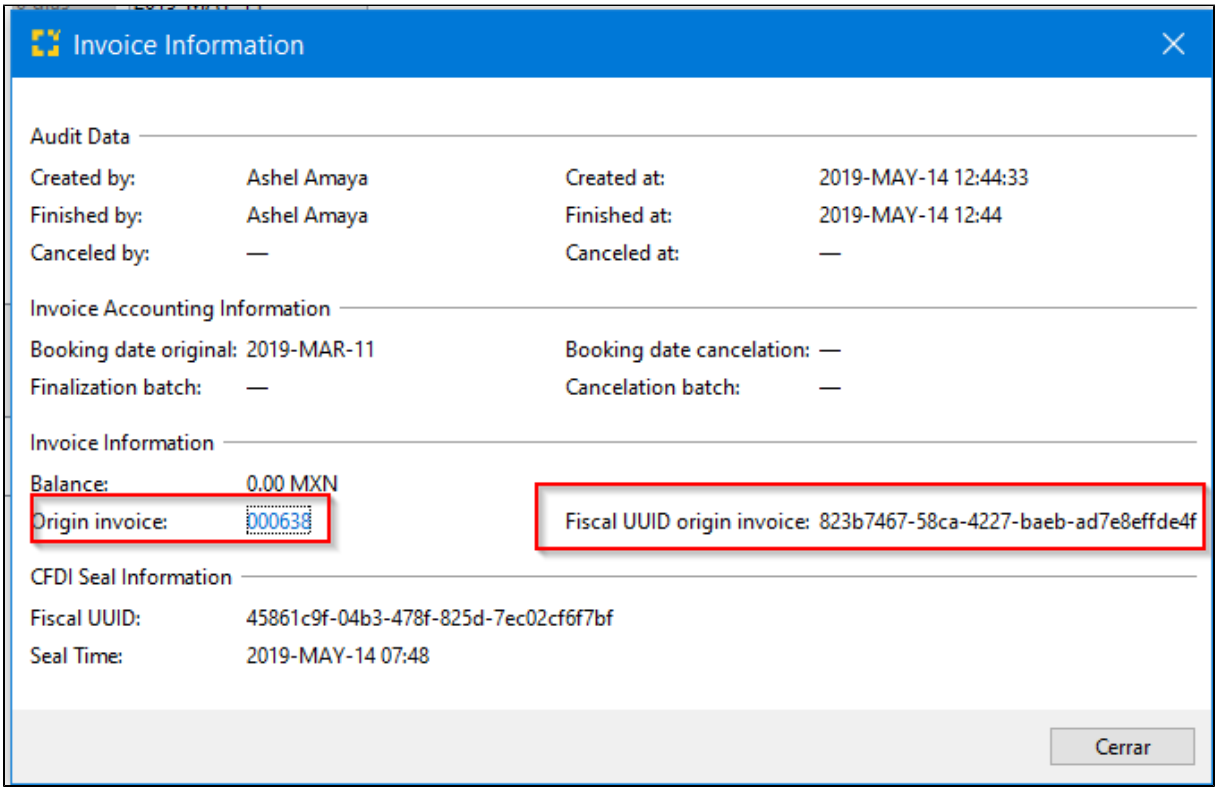
Caso de uso: Crear un descuento, reembolso o bono para una factura saliente que ya fue sellada.

1. Abra la factura finalizada, para la cual la corrección por nota de crédito debería ser creada, esto se hace en la opción "***Create Correction Create Credit Note***". ***Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.*** *Una vez que la factura haya sido cancelada en Scope, no es posible crear una nueva factura relacionada.*
2. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    - Tipo: Nota de Crédito
    - Uso CFDI: G02 Devoluciones, descuentos o bonificaciones (Por ser nota de crédito).
    - Relación de CFDI: Tipo 01 Nota de crédito de los documentos relacionados.
    - (En la impresión de PDF aparece el UUID relacionado del paso 1).

Sustitución de los CFDI previos.

Caso de uso: Corregir una factura saliente, la cual ya fue sellada sin cancelación.

1. Abra la factura finalizada, para la cual la corrección por nota de crédito debería ser creada, esto se hace en la opción "***Create Correction Create Credit Note***". ***Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.*** *Una vez que la factura haya sido cancelada en Scope, no es posible crear una nueva factura relacionada.*
2. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    - Tipo: Nota de Crédito
    - Uso CFDI: G02 Devoluciones, descuentos o bonificaciones (Por ser nota de crédito).
    - Relación de CFDI: Tipo 01 Nota de crédito de los documentos relacionados.
    - (En la impresión de PDF aparece el CFDI UUID relacionado del paso 1.
3. Cambie el tipo de relación de CFDI a **04 Sustitución de los CFDI previos.** Al cambiar la relación, el tipo de relación cambiara automáticamente al de la factura original en el paso 1 (esta es una nota de crédito también y no necesita tener el tipo de uso G02).
4. Finalice (Imprima) la nota de crédito.
5. Regrese a la factura del paso 1 y haga click en: ***Create Correction Create Substitution Invoice***. ***Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.***
6. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    a. Tipo: Nota de Crédito
    b. Uso CFDI: Mismo tipo que la factura del paso 1.
    c. Relación de CFDI: Tipo 04 Sustitución de los CFDI previos.
    d. (En la impresión de PDF aparece el UUID relacionado del paso 1), este también aparece al presionar las teclas **CTRL + I** en el teclado:



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Finanzas - Editor de Addenda

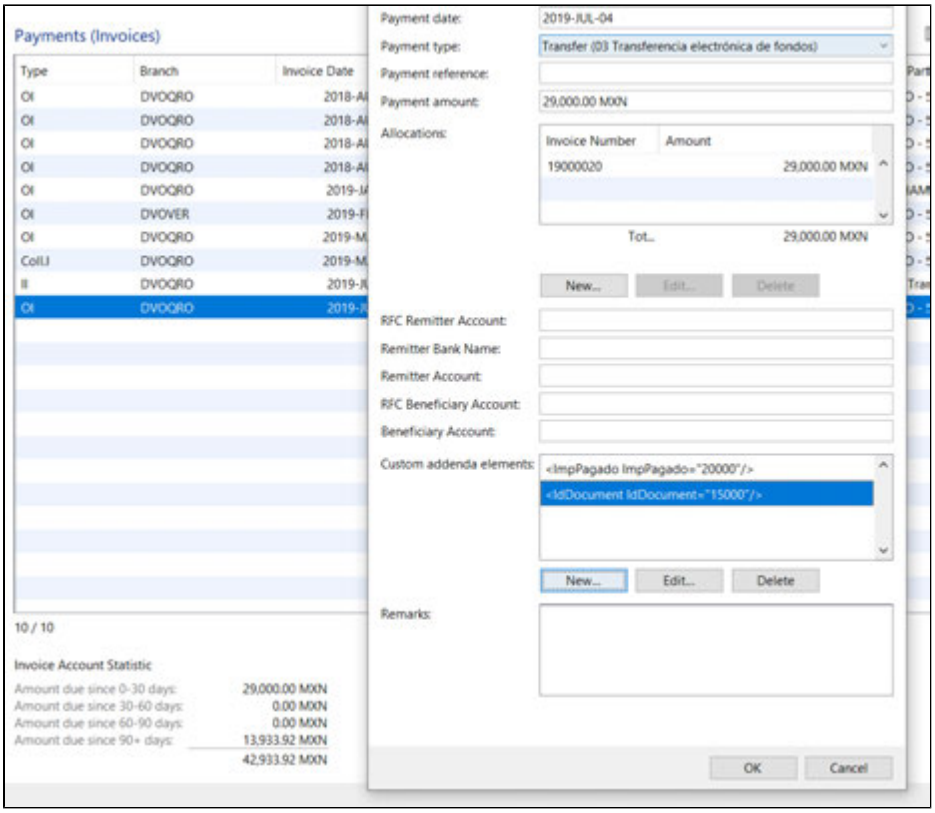
Introducción

¿Qué es una addenda?

Una addenda son datos adicionales que se pueden agregar a la Factura Electrónica dentro del XML y únicamente son requeridos por el cliente a facturar, como datos comerciales por la venta de productos y/o servicios, a diferencia de lo que es un complemento.

El elemento <Addenda> de un archivo XML de CFDI puede contener información específica de la cliente relacionada con la factura o los pagos en el archivo XML. El problema con este elemento es que no tiene una estructura de datos conocida o fija, puede contener cualquier elemento XML válido.

Debido a varias solicitudes de nuestros clientes para agregar información al elemento <Addenda>, hemos implementado un editor especial para el contenido del elemento <Addenda>. El cliente debe poder agregar sub-elementos con nombres y atributos de elementos arbitrarios al elemento <Addenda>. Tenga en cuenta que no admitiremos elementos XML anidados. La funcionalidad del editor está sujeta a un nuevo permiso y se ofrecerá en el cuadro de diálogo de entrada de pago debajo de los campos Comentarios.



El contenido del elemento <Addenda> para una entrada de pago debe definirse antes de sellar el pago.

Ejemplos de elementos que podrían agregarse a las <Addenda>. Un solo pago puede tener de 0 a N de esos elementos:

```
<FACTPUE Folio="OI1905721" IdDocumento="d52eac92-551f-4d88-a2fa-9af103138b98"
TotalPagado="911.04"/>
```

```
<DepGtía Shipment="SI-1118-1451" ImpPagado="20,000.00" />
```

```
 <LiqPUE Folio="OI111111" ImpPagado="100.00"/>
```

Más información:

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El cuadro de diálogo de entrada de pago en Scope para almacenar una lista de elementos XML que se agregarán al elemento <Addenda> para este pago. Cada elemento XML (como se muestra en los ejemplos anteriores), se almacena como una cadena separada en la entrada de pago. En caso de que un recibo de pago tenga varios pagos, los elementos XML de las adiciones para todas las entradas de pago se agregarán a las <Addenda> del recibo.

Como es muy probable que un usuario no pueda ingresar un elemento XML válido en un área de texto, se necesita un editor más avanzado para un solo elemento XML: un editor donde el nombre del elemento XML se puede ingresar en un campo de texto y el nombre del atributo / los pares de valores se capturan en una tabla con las columnas Nombre y Valor.

Generación de CFDI

Los elementos de addenda personalizados definidos para una entrada de pago, se agregarán a un recibo de pago además de los elementos <PagosHechos> que Scope puede generar automáticamente. La generación de elementos de adición de <PagosHechos> está codificada para facturas y pagos en Scope y no se verá afectada por esta característica. El propósito del nuevo campo en una entrada de pago es proporcionar una opción para ingresar elementos adicionales de apéndices personalizados. Las funcionalidades existentes no se verán afectadas por este cambio.

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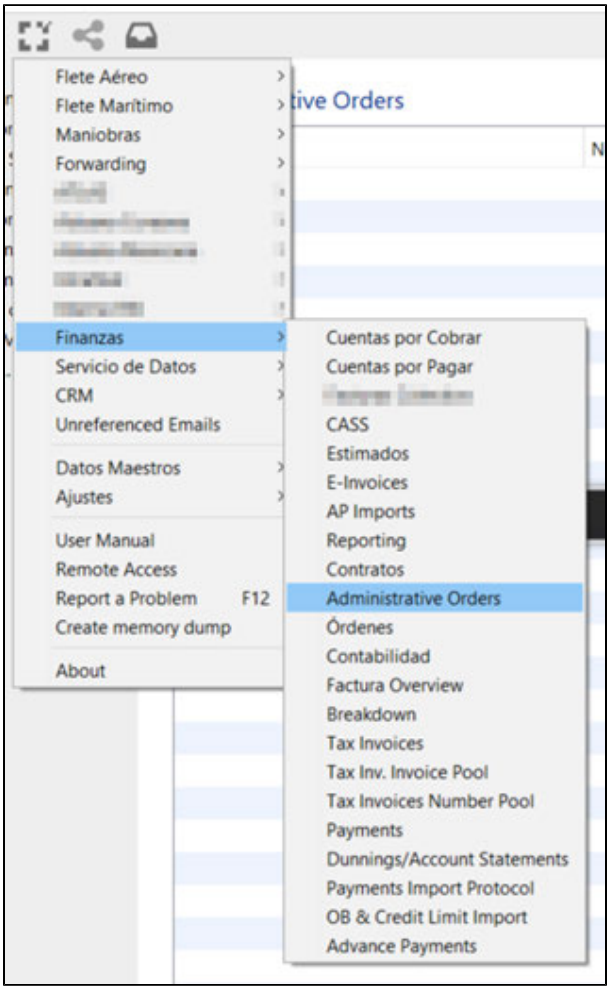
Generación de Ordenes Administrativas

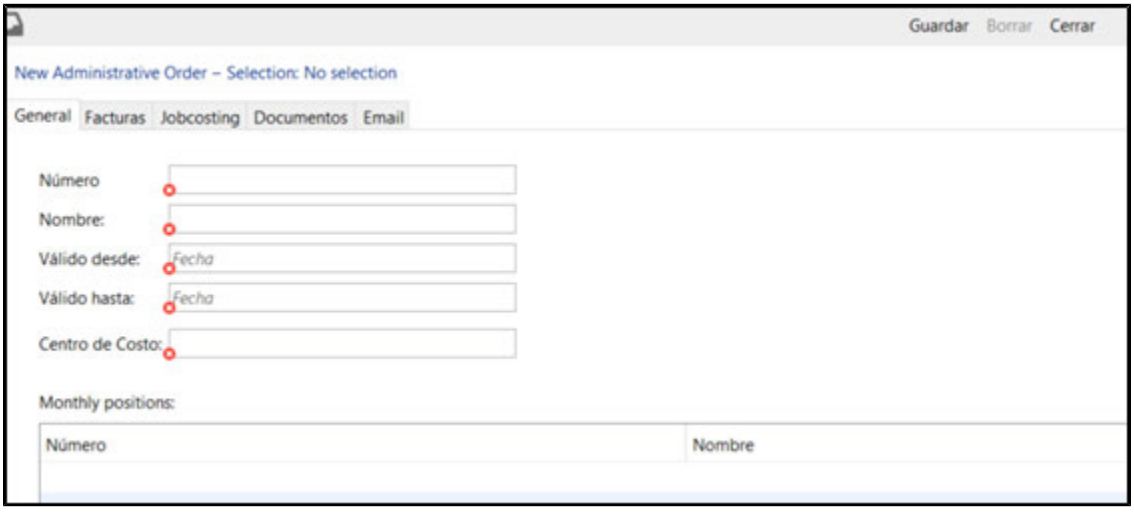
Introducción

El objetivo del presente documento es mostrar cómo crear Ordenes Administrativas en Scope.

1.Ingrese al módulo: Finanzas – ***Administrative Orders***



2. Dé click en “New” y comience a llenar los siguientes datos:



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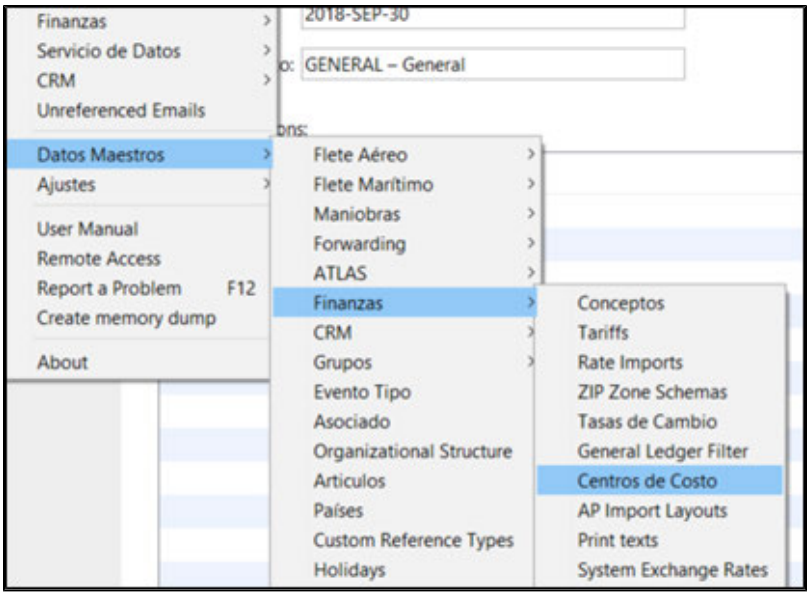
3. Se le asigna un numero a la orden, puede ser por ejemplo, mes 09 y el año 2018, quedando 092018, se le asigna un nombre y posteriormente una rango de validez para la orden, es recomendable que fije el ciclo completo por el que estará usando esta orden. También debe seleccionar un Centro de Costo.



Nota: Para efectos de reportes y estadísticas, es recomendable crear un Centro de Costos únicamente para las ordenes administrativas. Los centros de costo pueden ser creados en Datos maestros > Finanzas > Centros de Costo.



En la parte inferior de la pantalla aparece una leyenda que dice "**Create Next Month**", haga click ahí y se genera la nueva posición mensual:

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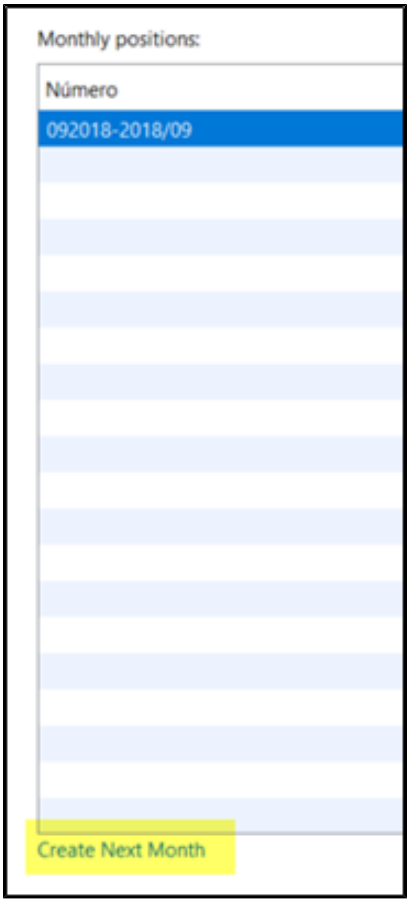
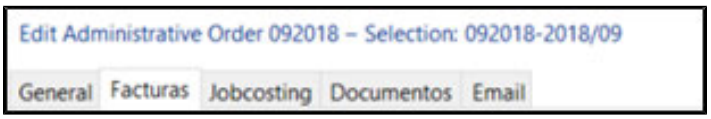
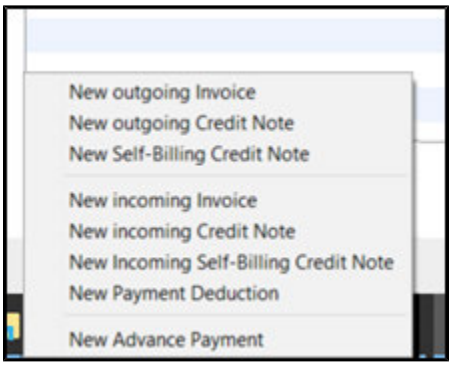


4. Una vez creada la orden Administrativa, pase a la pestaña de “Facturas”:



5. Haga click en **New**, y seleccione el tipo de factura que va a agregar a la orden administrativa:



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Guía de Instalación Scope

Introducción

El objetivo del presente documento es mostrar cómo crear instalar la versión 11.0 de Scope.

A partir de la versión 11, Scope requiere el uso de la aplicación de software llamada “Scope Runtime”, esta aplicación está disponible para descarga gratis desde nuestro sitio web oficial. Los ejecutables están disponibles para Microsoft Windows y macOS.

1.Instalar la nueva versión de Scope es rápido y sencillo, a continuación las instrucciones de instalación:

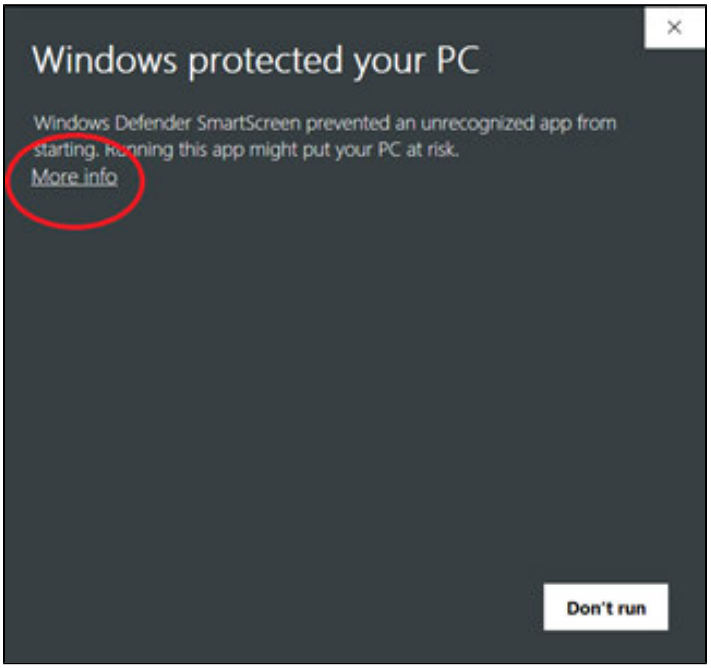
https://www.riege.com/mx/scope/download/



2. Seleccionaremos nuestro sistema operativo*

***Nota: En caso de utilizar una versión de Microsoft Windows de 32-bits, debe descargar aquí: Versión de 32-bits.**

3. Ejecutamos el archivo descargado y nos aparecerá una ventana de confirmación de la instalación:



4. Hacemos clic en “**More info**” y posteriormente en “**Run Anyway**”

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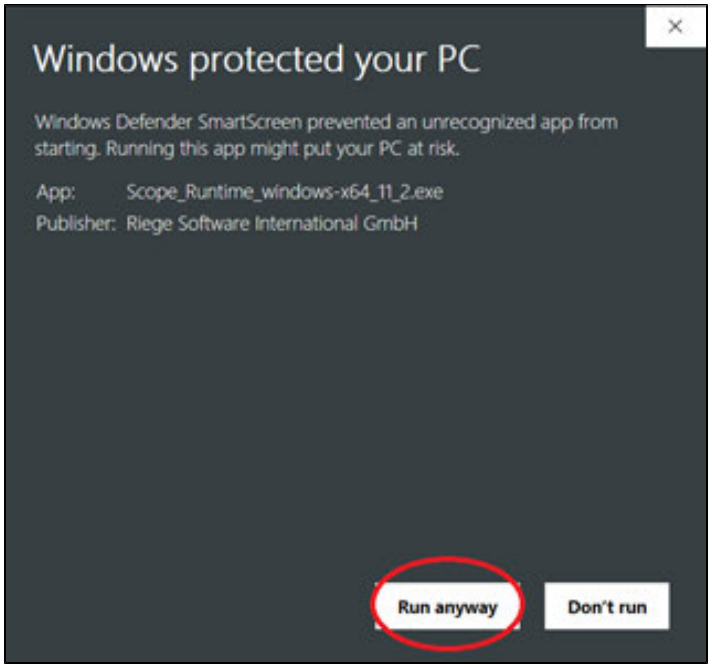
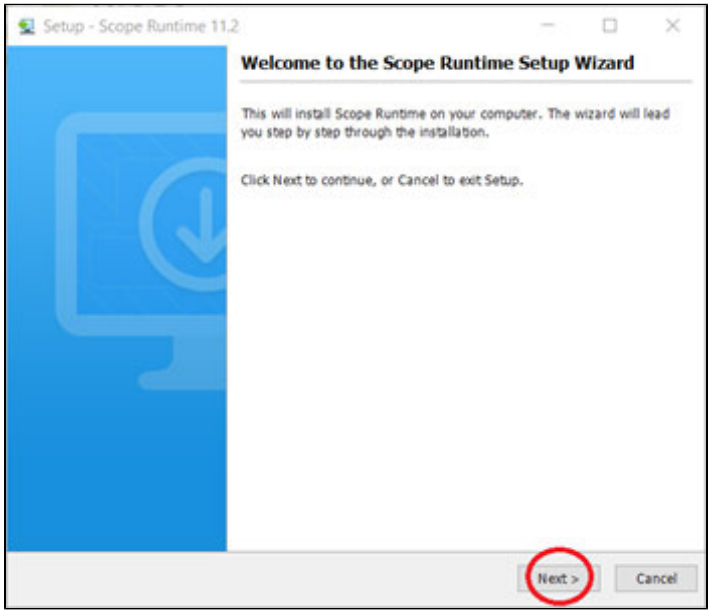


5. Iniciara la instalación del programa, hacemos clic en “**Next**”:



6. La siguiente ventana nos indica el directorio en donde instalaremos la aplicación, hacemos clic en “Next”:

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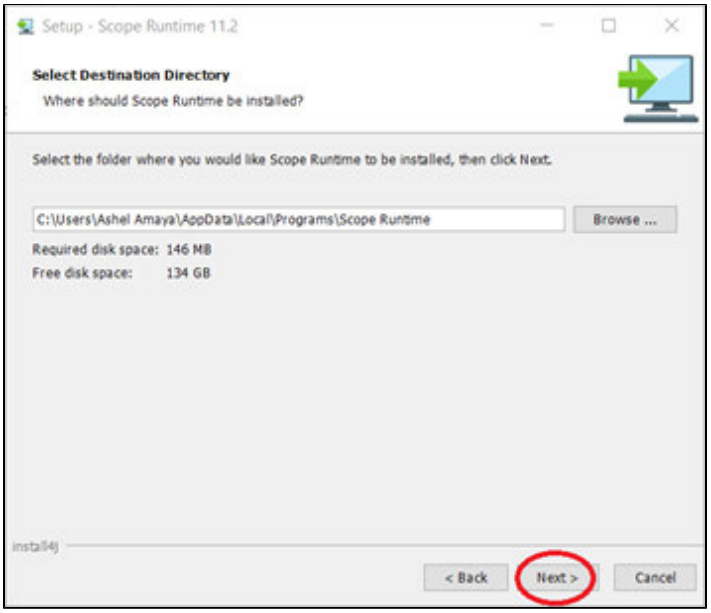
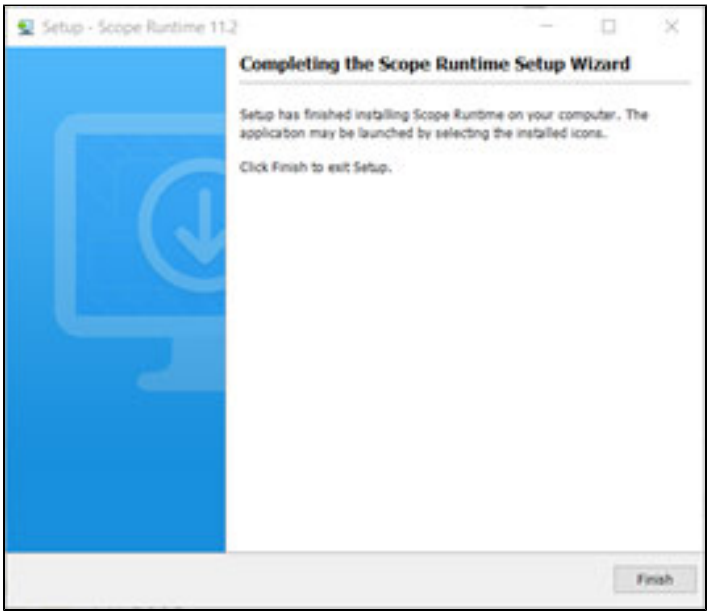
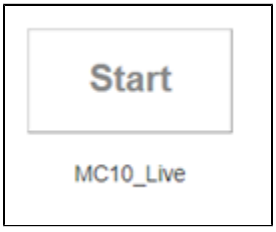


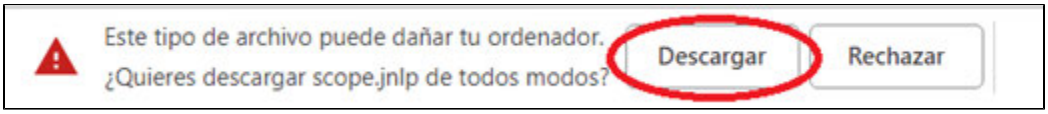
7. Ha instalado la aplicación con éxito



8. Finalmente, ingresamos a la siguiente dirección https://scope10.riege.com/scope/ y hacemos clic en “**Start**”:



Esto descargara el archivo scope.jnlp, confirmamos que la descarga es segura y ejecutamos el archivo.



9. Este ultimo paso es necesario para actualizar nuestro acceso rápido en el escritorio:

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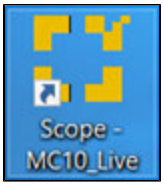

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Guía de Job Costing, creación y sustitución de facturas

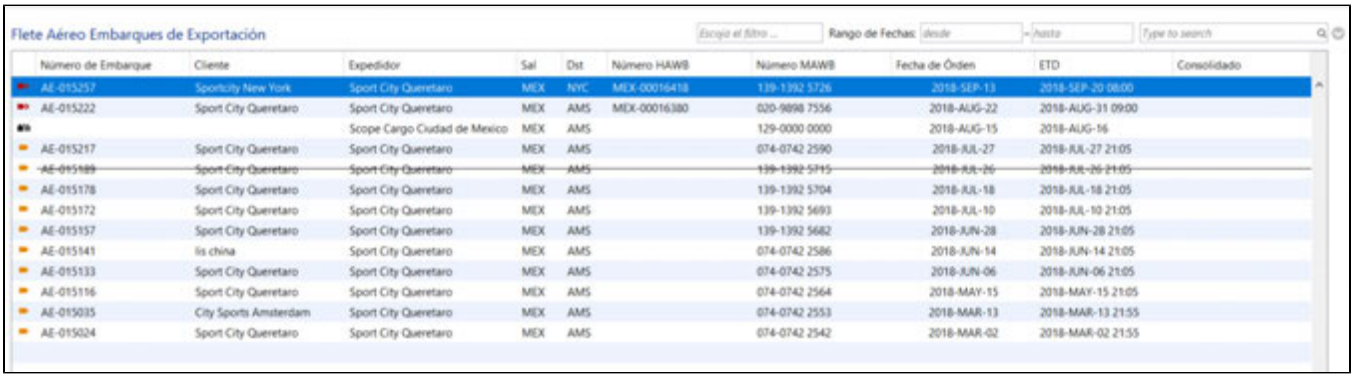
- Introducción
- Guía de Job Costing y creación de Factura
- Estados en el Job Costing
- Crear facturas con relación de CFDI (CfdiRelacionados)

Introducción

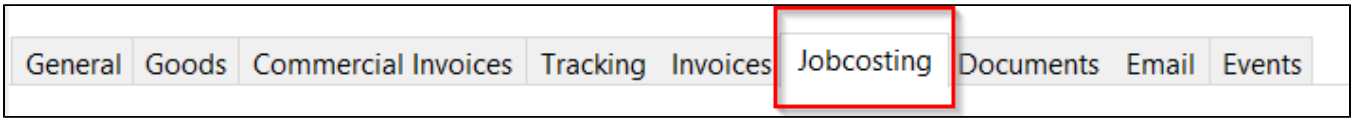
El objetivo de esta guía es mostrar cómo generar el Job Costing, creación de facturas con timbrado y facturas para sustitución de CFDI.

Guía de Job Costing y creación de Factura

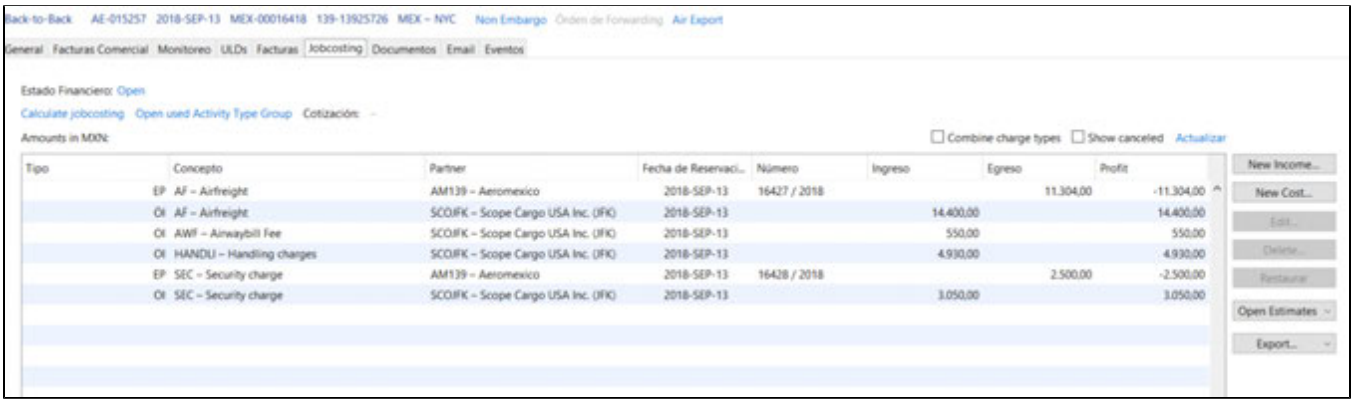
1.- Ingresar al módulo donde se encuentra el embarque al que vamos a crear el Job Costing y su Factura



2.- Al encontrar el embarque deseado ingresamos haciendo doble click en él y luego buscamos la pestaña de Job Costing:



3.- En Job Costing agregamos los conceptos de ingresos y costos por el embarque. Por cada concepto que le vamos a cobrar al cliente lo agregamos con **New Income**, y por cada costo de parte los proveedores es un **New Cost**.



4.- Para agregar un nuevo ingreso o costo debe de llenar la siguiente información:

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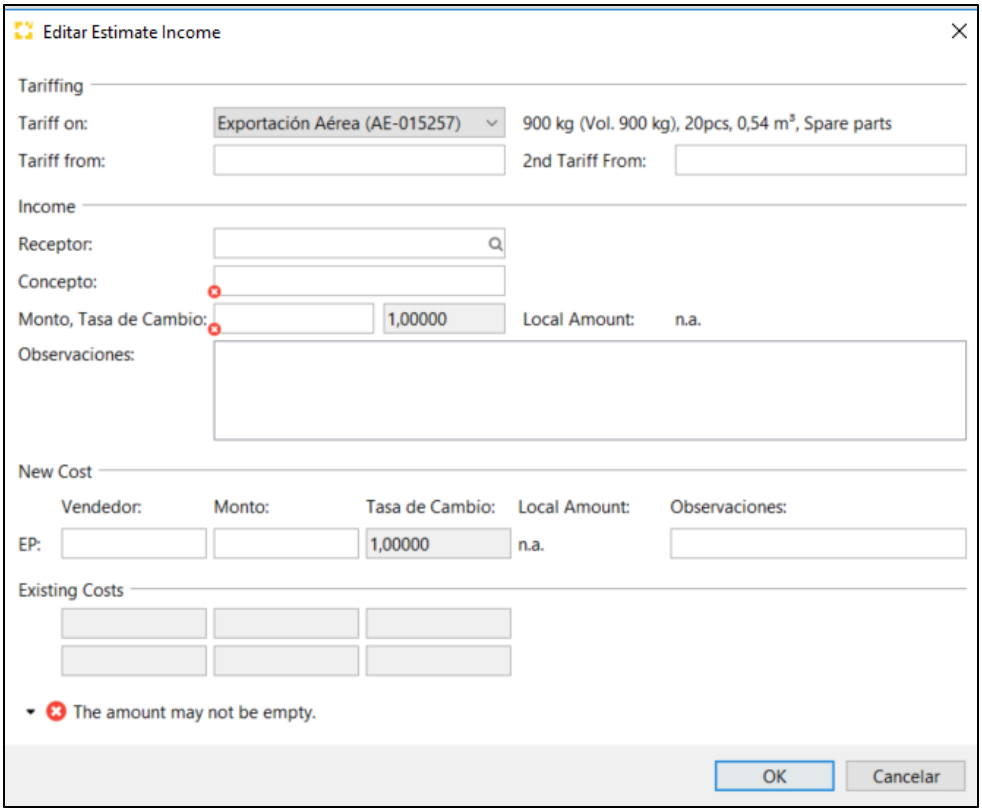
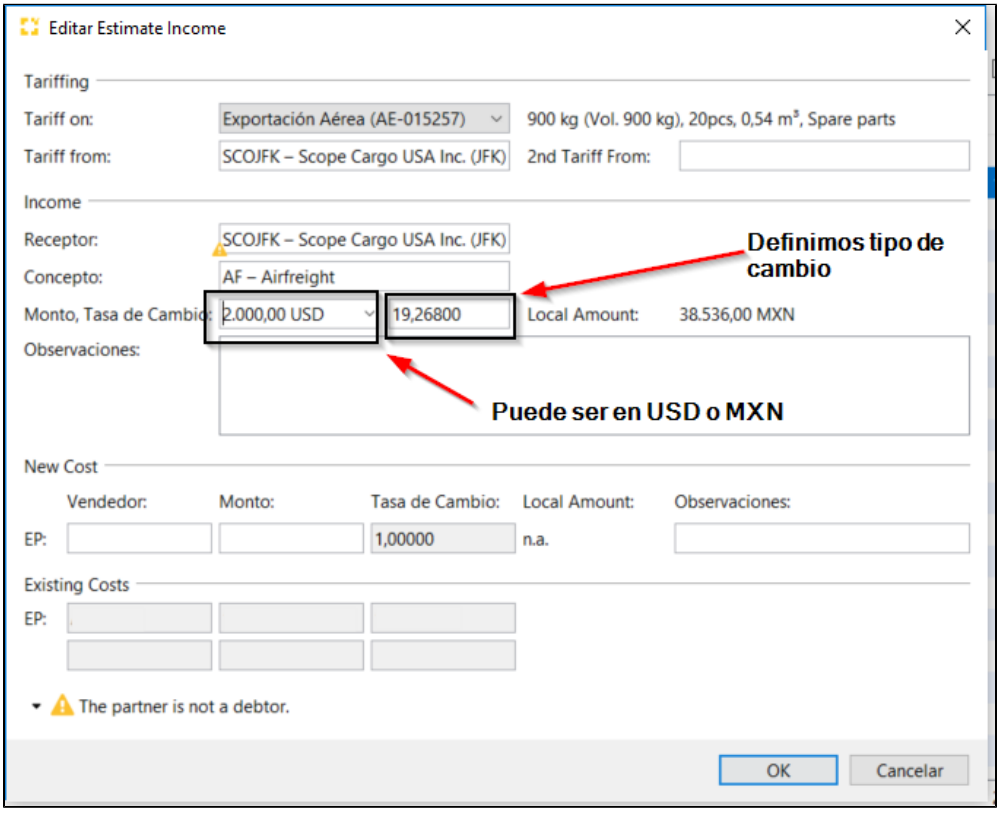


5.- Después de ingresar los datos y dar click en **OK** se agregará la línea al Job Costing.



6.- Una vez que tenemos todos los ingresos y costos, vamos a la pestaña de **Facturas** y seleccionamos **New…** > **New Outgoing Invoice**:

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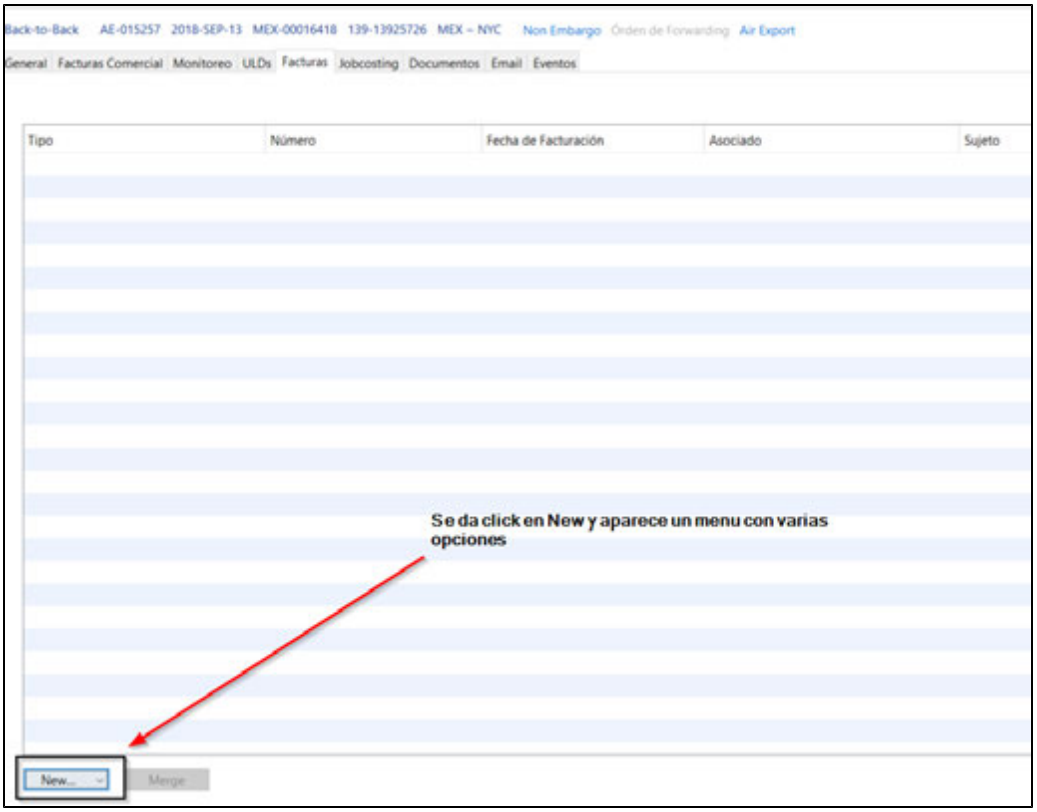

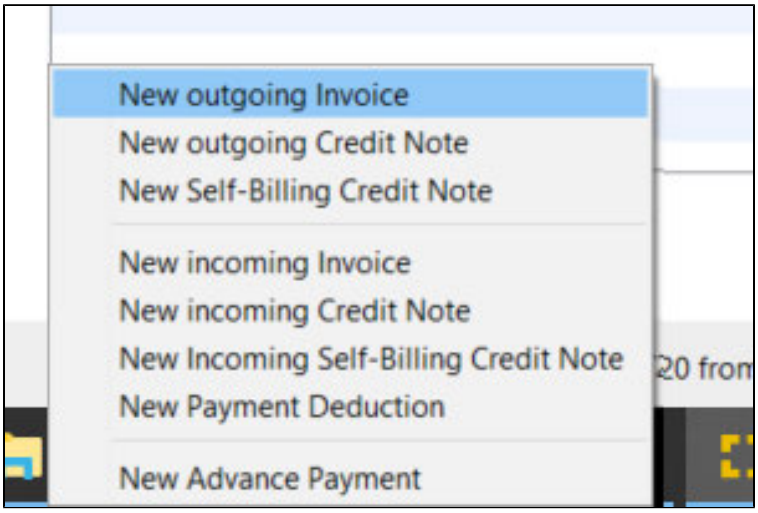

7.- Después de ingresar a **Outgoing Invoice**, automáticamente nos sugiere que cargos van a ser facturados, los seleccionamos y aparecerán en las líneas de conceptos:

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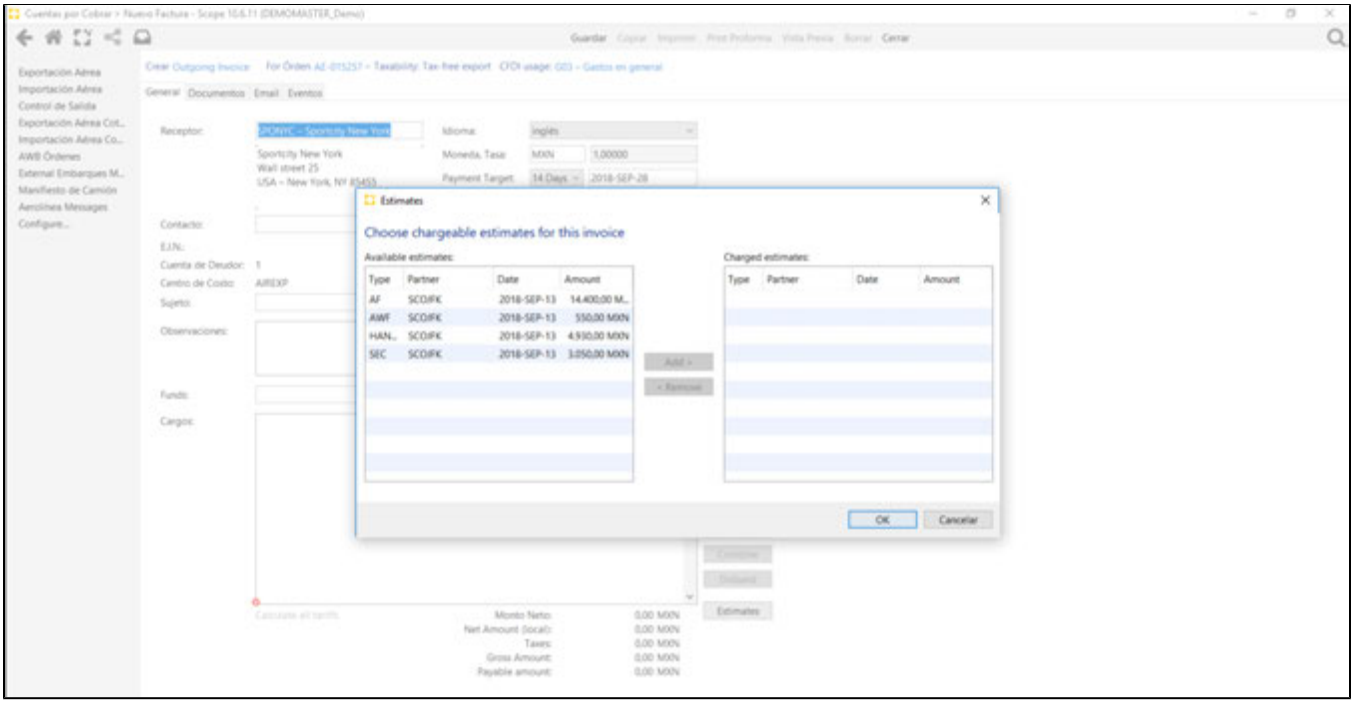
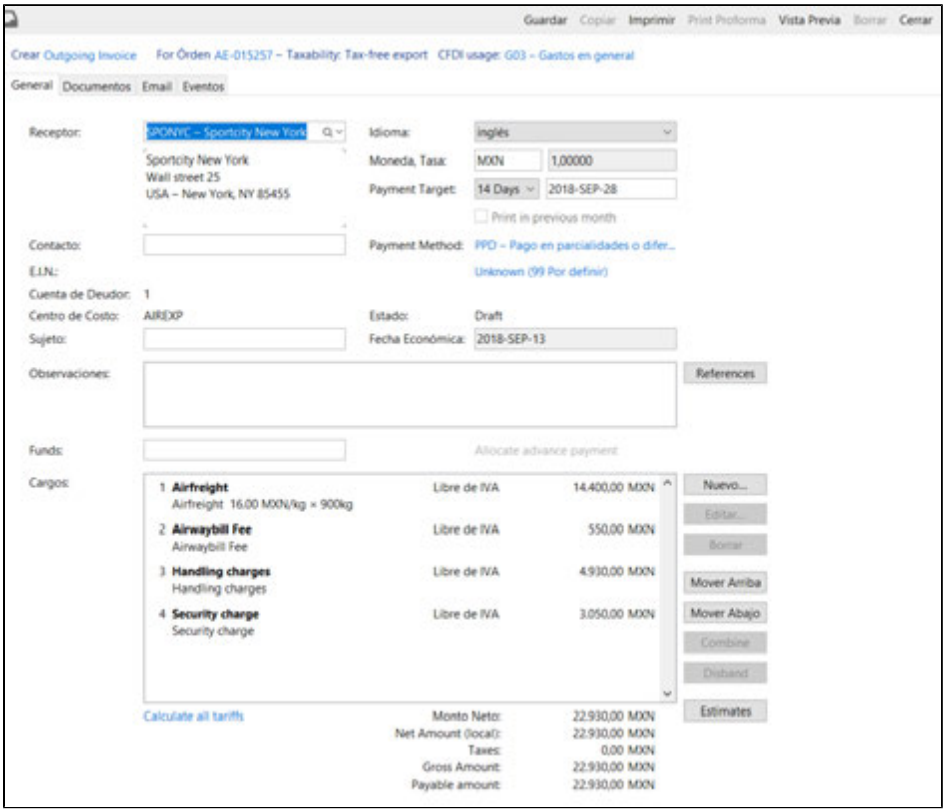


8.- Una vez que seleccionamos los conceptos podemos editar los elementos de la factura:



9.- Cada línea de cargo puede ser editada para realizar cambios, por ejemplo cambiar el tipo de impuesto o la tasa de tipo de cambio:

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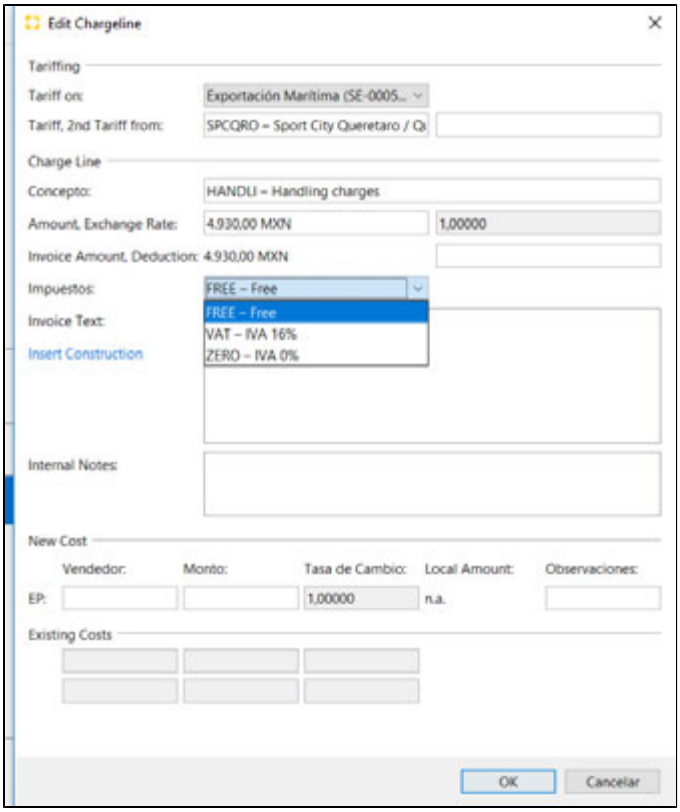

10.- Una vez teniendo la información correcta, le damos **Guardar** en el menú que se encuentra en la parte superior.

11.- Una vez guardada la factura podemos imprimir **Proformas** u obtener una vista previa.

Guardar – Guarda cambios a la factura

Copiar – Opción para copiar la factura y generar una nueva.

Imprimir - Registra la factura ante el SAT y genera el PDF y XML (Timbrado)

Print Proforma – Imprime factura proforma

Vista Previa – Solo nos genera una vista para revisar el PDF

Borrar – Borra la factura (Si esta timbrada se deshabilita esta opción)

Cerrar – Cierra la ventana de edición.

12.- Al imprimir (Timbrar), se genera el PDF y XML el cual lo puede revisar en la pestaña de documentos de la factura:

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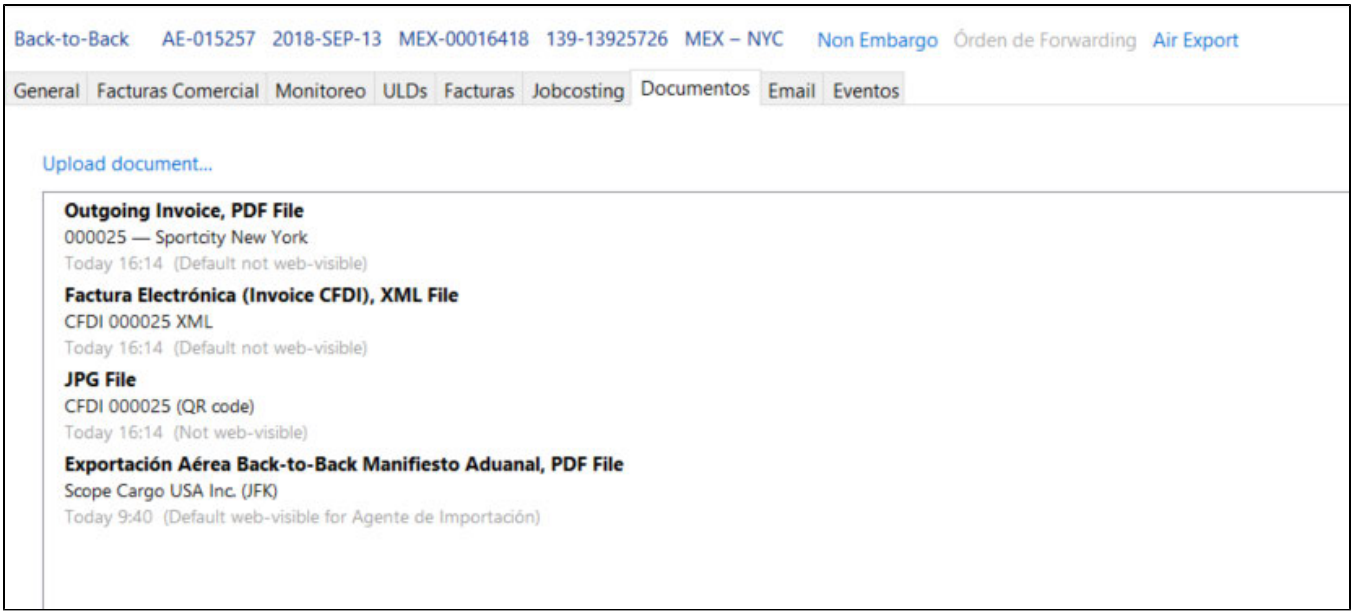
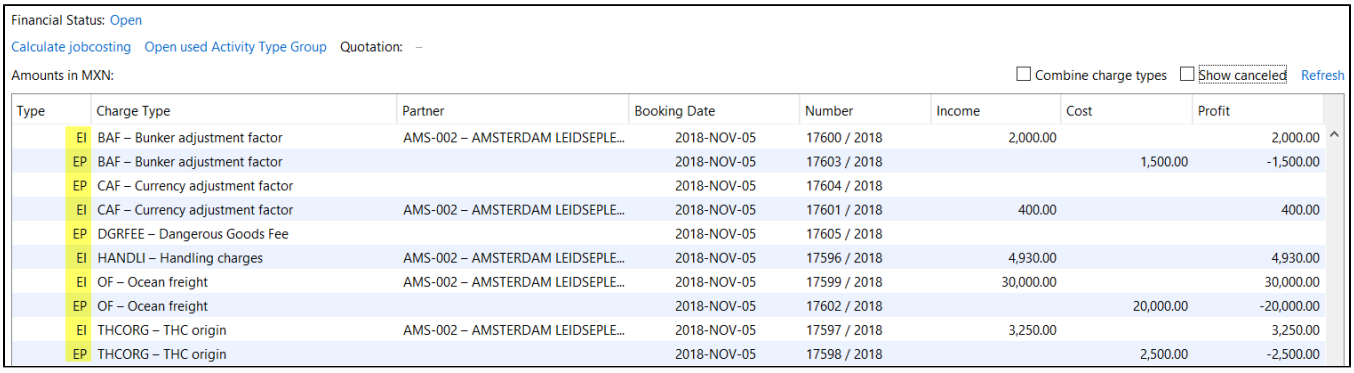


Estados en el Job Costing

El objetivo de esta sección es describir los estados de los conceptos en el Job Costing.



Type	Charge Type	Partner	Booking Date	Number	Income	Cost	Profit
EI	BAF – Bunker adjustment factor	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17600 / 2018	2,000.00		2,000.00
EP	BAF – Bunker adjustment factor		2018-NOV-05	17603 / 2018		1,500.00	-1,500.00
EP	CAF – Currency adjustment factor		2018-NOV-05	17604 / 2018			
EI	CAF – Currency adjustment factor	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17601 / 2018	400.00		400.00
EP	DGRFEE – Dangerous Goods Fee		2018-NOV-05	17605 / 2018			
EI	HANDLI – Handling charges	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17596 / 2018	4,930.00		4,930.00
EI	OF – Ocean freight	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17599 / 2018	30,000.00		30,000.00
EP	OF – Ocean freight		2018-NOV-05	17602 / 2018		20,000.00	-20,000.00
EI	THCORG – THC origin	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17597 / 2018	3,250.00		3,250.00
EP	THCORG – THC origin		2018-NOV-05	17598 / 2018		2,500.00	-2,500.00

1. Entrar a un embarque e ir a la pestaña de Job Costing, ahí podremos ver los Conceptos de Ingreso y Costos, cada uno de ellos pueden tener los siguientes estados:

I – Ingresos (Income), estos son los conceptos que se le van a facturar a los clientes.

P – Costos (Payable), estos son los conceptos de gasto o costo, de esperamos una factura por parte de un proveedor.

A estos tipos les asignamos los siguientes estados:

E – Estimados (Estimated), concepto que por el cual no ha sido registrado en una factura, tanto a un cliente o que recibamos de un proveedor.

O – Abierto (Open), conceptos que ya se encuentran dentro de una factura, pero que no ha sido generada.

T – Transferidos (Transfered), usado para los cargos consolidados, si se ingresa un costo a un embarque master, Scope va a transferir el costo a las *Ho uses* que estén consolidadas.

Sin estado – Sucede ya cuando se emitió la factura y se ingresaron las facturas de los proveedores.

Crear facturas con relación de CFDI (CfdiRelacionados)

Tipo 01: Nota de crédito de los documentos relacionados

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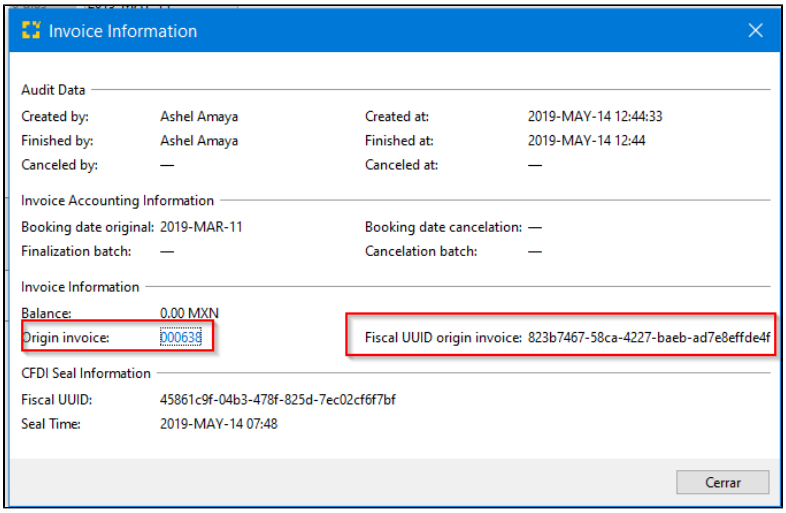
Caso de uso: Crear un descuento, reembolso o bono para una factura saliente que ya fue timbrada.

1. Cancelar la factura en el portal del SAT.
2. En Scope, abra la factura finalizada para la cual la corrección por nota de crédito debería ser creada, esto se hace en la opción *"**Create Correction Create Credit Note**". **Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.** Una vez que la factura haya sido cancelada en Scope, no es posible crear una nueva factura relacionada.*
3. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    a. Tipo: Nota de Crédito
    b. Uso CFDI: G02 Devoluciones, descuentos o bonificaciones (Por ser nota de crédito).
    c. Relación de CFDI: Tipo 01 Nota de crédito de los documentos relacionados.
    d. (En la impresión de PDF aparece el UUID relacionado del paso 1).

Tipo 04: Sustitución de los CFDI previos

Caso de uso: Corregir una factura saliente, la cual ya fue timbrada sin cancelación.

1. Cancelar la factura en el portal del SAT.
2. En Scope, abra la factura finalizada para la cual la corrección por nota de crédito debería ser creada, esto se hace en la opción *"**Create Correction Create Credit Note**". **Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.** Una vez que la factura haya sido cancelada en Scope, no es posible crear una nueva factura relacionada.*
3. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    a. Tipo: Nota de Crédito
    b. Uso CFDI: G02 Devoluciones, descuentos o bonificaciones (Por ser nota de crédito).
    c. Relación de CFDI: Tipo 01 Nota de crédito de los documentos relacionados.
    d. (En la impresión de PDF aparece el CFDI UUID relacionado del paso 1.
4. Cambie el tipo de relación de CFDI a **04 Sustitución de los CFDI previos.** Al cambiar la relación, el tipo de relación cambiara automáticamente al de la factura original en el paso 1 (esta es una nota de crédito también y no necesita tener el tipo de uso G02).
5. Finalice (Imprima) la nota de crédito.
6. Regrese a la factura del paso 1 y haga click en: ***Create Correction Create Substitution Invoice***. ***Esta opción solo estará disponible siempre y cuando la factura no haya sido cancelada en Scope.***
7. Como resultado, una nueva factura saliente es creada con los siguientes parámetros:
    a. Tipo: Nota de Crédito
    b. Uso CFDI: Mismo tipo que la factura del paso 1.
    c. Relación de CFDI: Tipo 04 Sustitución de los CFDI previos.
    d. (En la impresión de PDF aparece el UUID relacionado del paso 1), este también aparece al presionar las teclas **CTRL + I** en el teclado:



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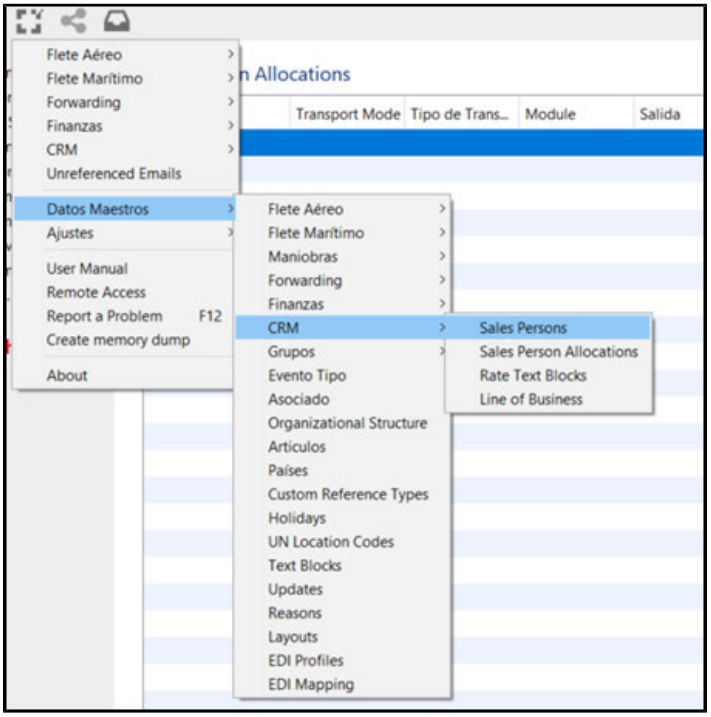
Guía Rápida para asignar Agentes de Venta

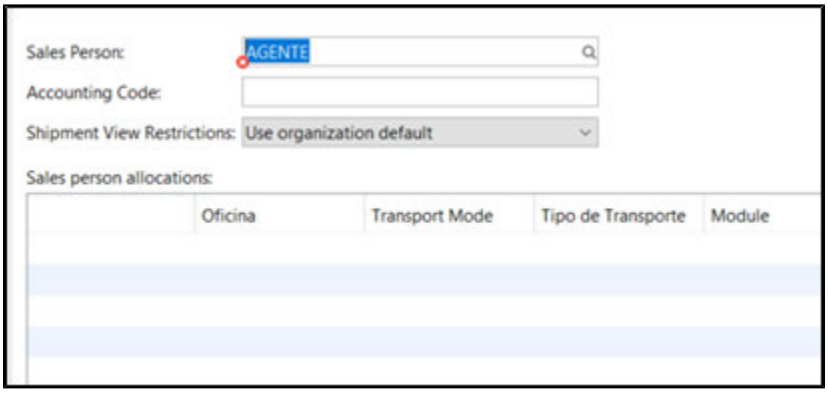
Introducción

El objetivo del presente documento es mostrar cómo crear Agentes de Venta y asignarlos.

1. Ingrese al módulo Datos Maestros > CRM > Sales Persons



2. Ahí se de click en **New** y agregue el nombre del Agente y guarde.



3. Después de agregar el agente se debe de asignar a un cliente, ingrese a Datos maestros > CRM > **Sales Person Allocations**

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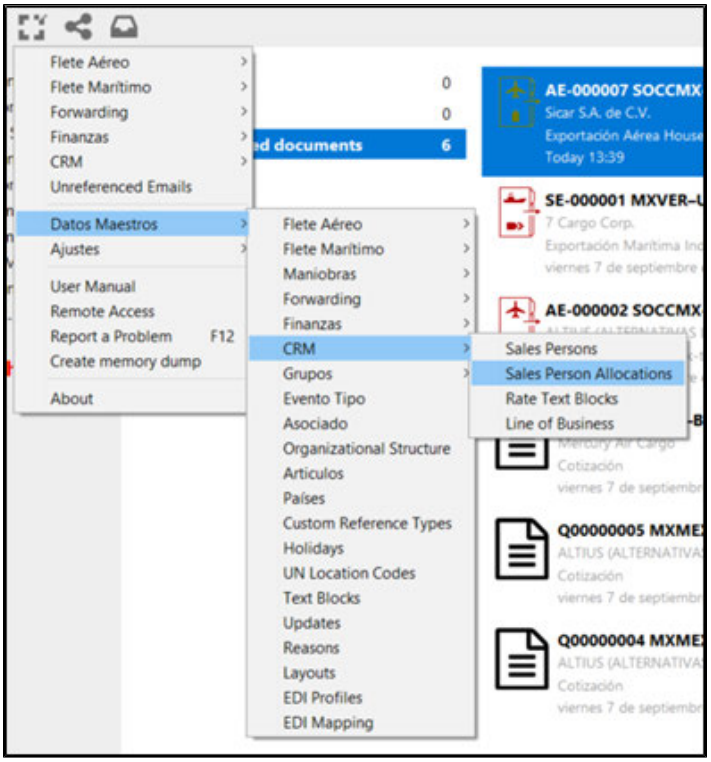
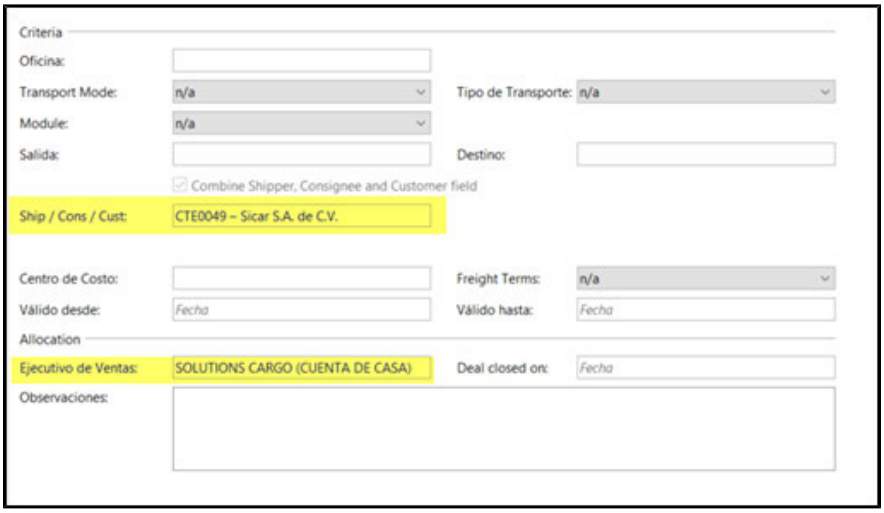


4. Después de dar click en new se presenta la pantalla para asignar al Ejecutivo de Ventas el cliente que le corresponde.



Los otros campos sirven para delimitar a los Agentes de Venta a embarques más específicos.

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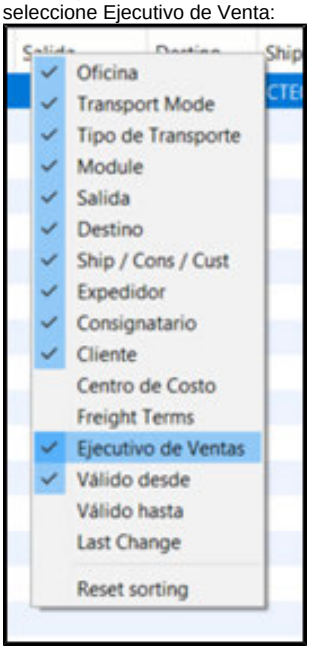
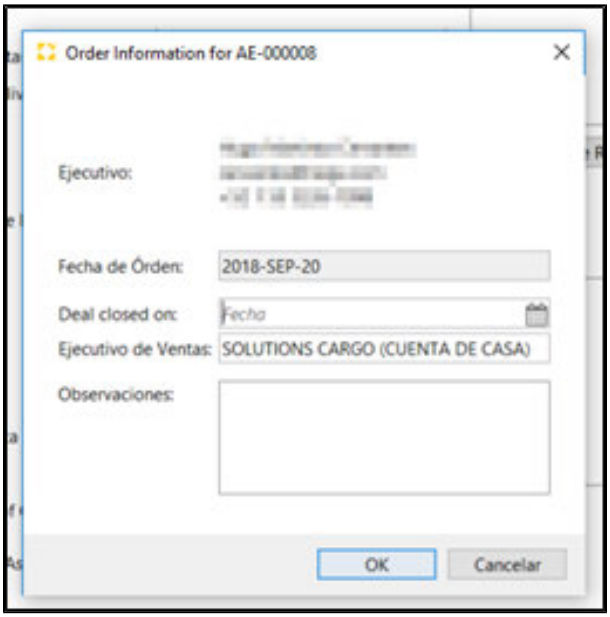
5. En la pantalla de **Sales Person Allocation** agregue la columna Ejecutivo de Venta, dando un click derecho sobre el nombre de las columnas y seleccione Ejecutivo de Venta:



6. En el listado aparecerá en nombre del ejecutivo.



7. Una vez que se crea el embarque y se selecciona el cliente y si tiene asignado un Agente de Ventas lo puede ver usando el teclado presionando las teclas Ctrl + I, de esta manera aparecerá una ventana con los datos del embarque y del agente de ventas.



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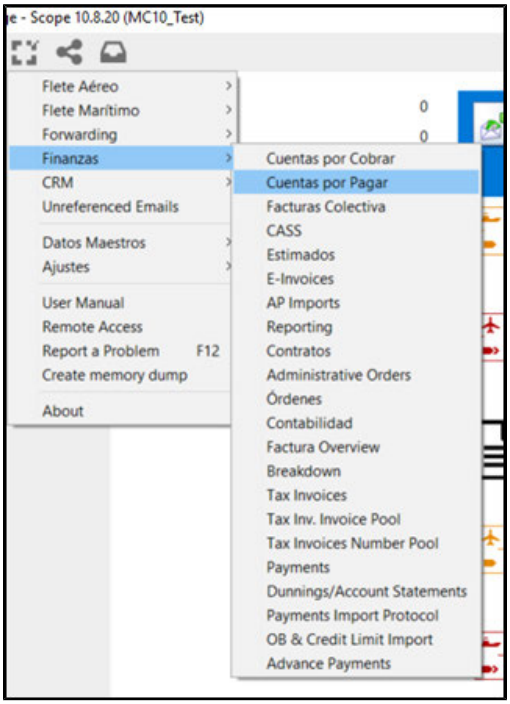
Ingreso de Facturas y Registro de Pago (Proveedores)

Introducción

El objetivo del presente documento es mostrar cómo ingresar facturas entrantes y registrar el pago

- Cuando se va a registrar un pago a un proveedor, debe ingresar al módulo de Finanzas – Cuentas por pagar (Payables).



- Al ingresar, se busca la factura del proveedor y se le da doble click para entrar a esa Orden de Pago.

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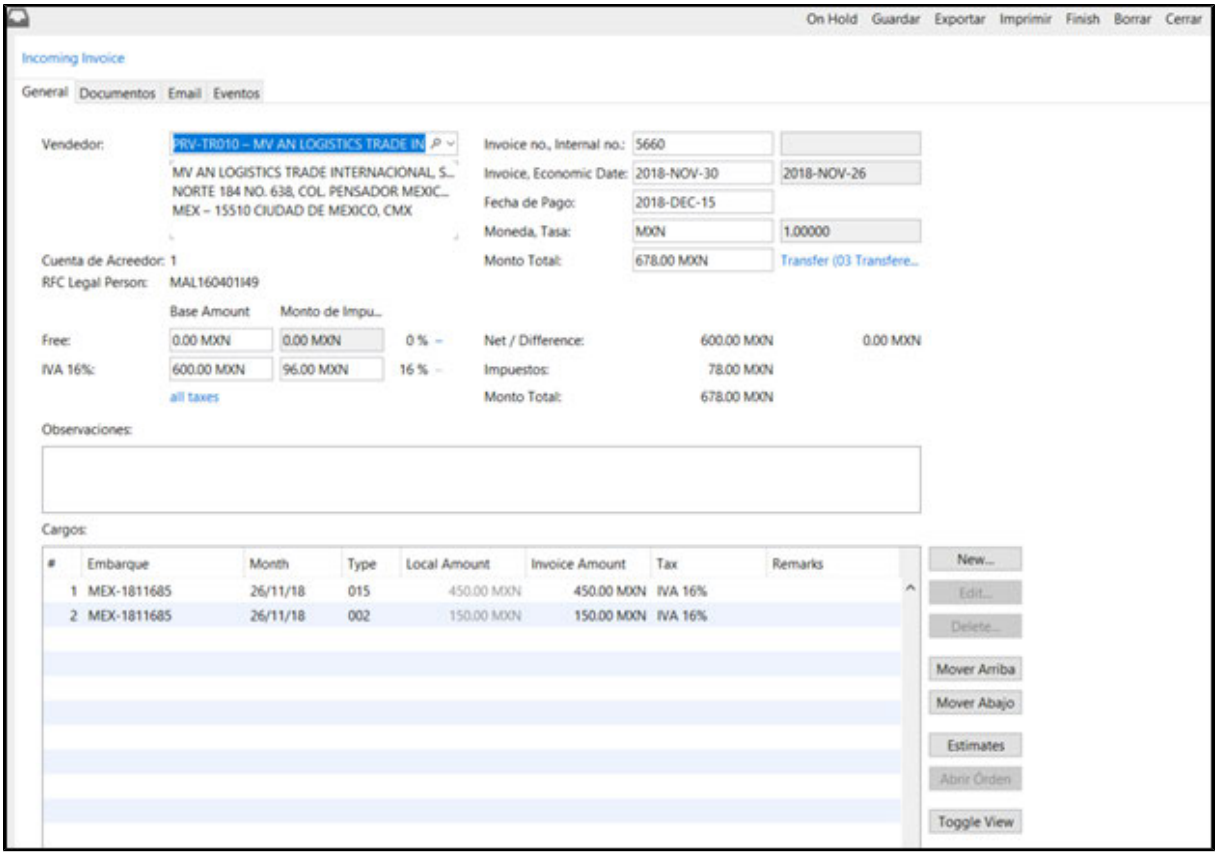
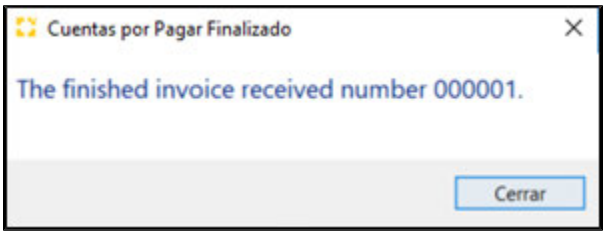


- Revise que todo este correcto y de click en el botón de Finish, para que de esta forma el registro de la deuda aparezca en el módulo de Payments, y se pueda registrar el pago correspondiente.



- Ingrese al módulo Finanzas – Payments

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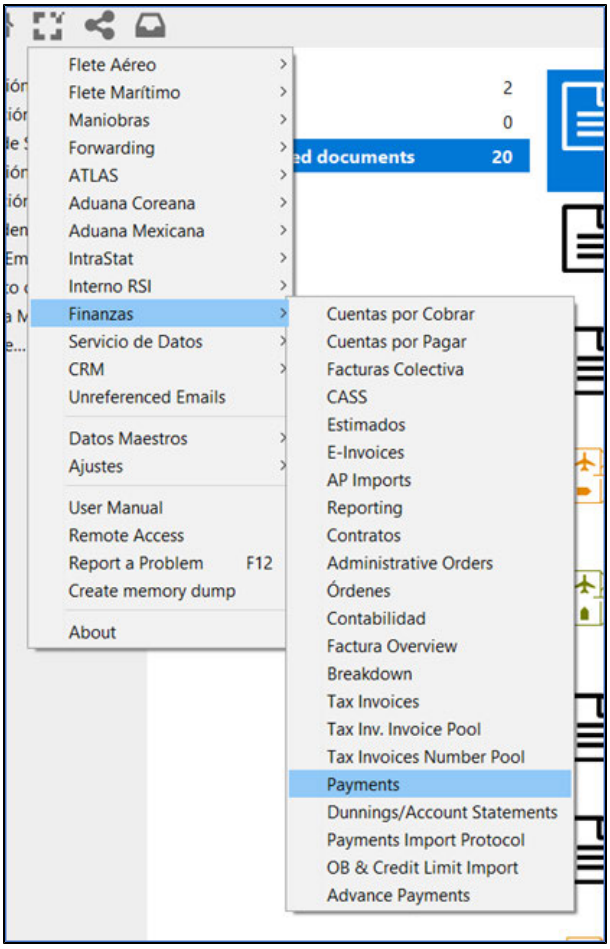
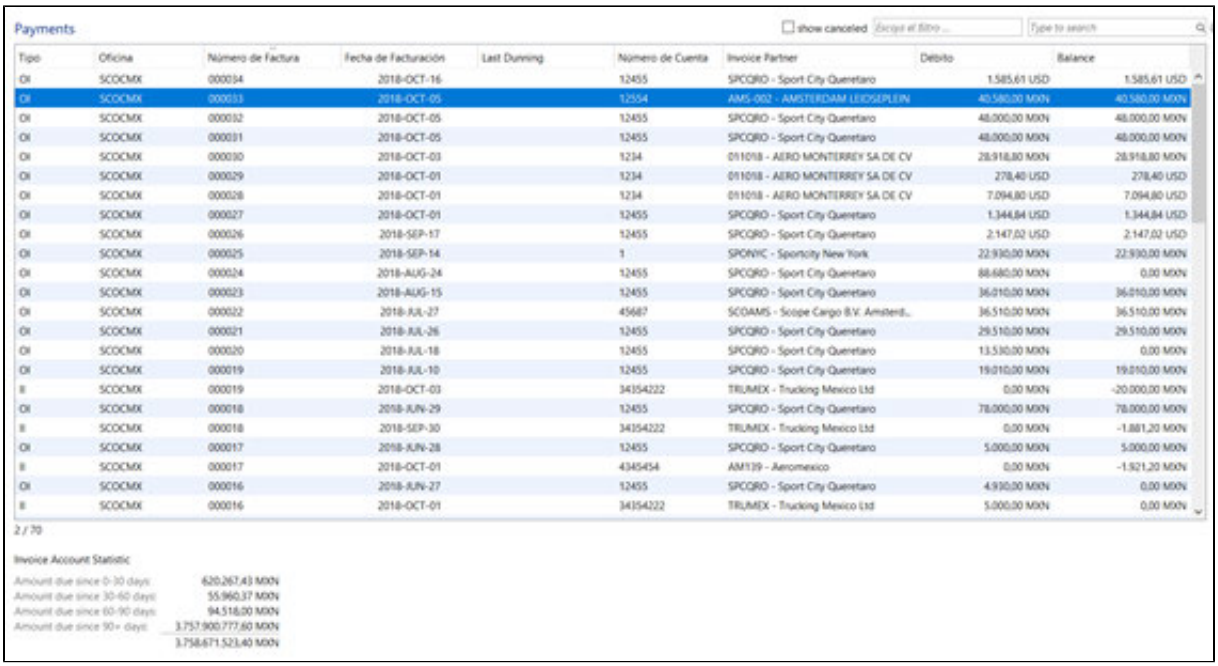


- Se mostrarán todas las facturas que se han ingresado en el sistema, tanto las emitidas a los clientes como la de los proveedores, las facturas para los clientes en el **Type**, son las que son OI, la de los proveedores son las II



- Seleccione la factura que se va a pagar, y dé click en el botón de **Payment**.



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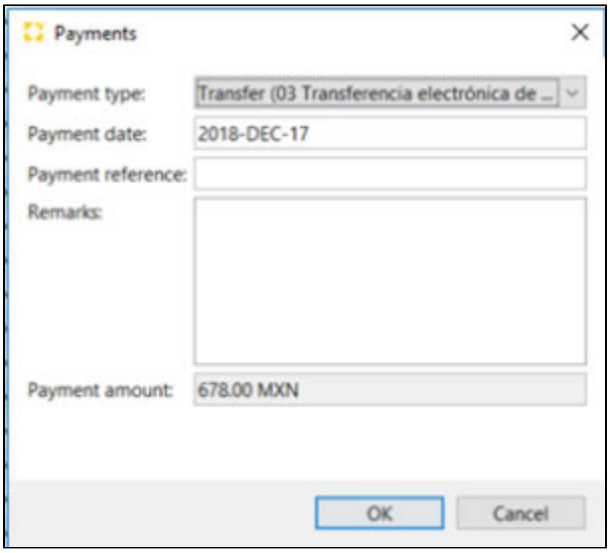
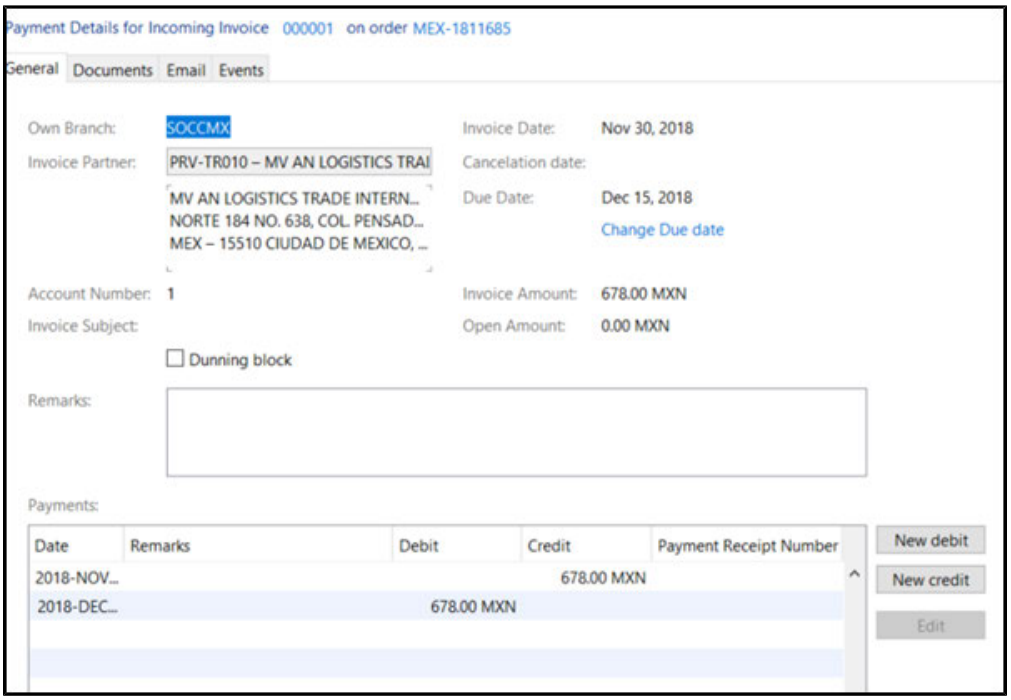
- Al dar click en **Payment**, se presenta una ventana para agregar los datos requeridos para registrar el pago.



- Al terminar, de click en OK y observe que el balance cambia:



- Al entrar a la factura, observe que el crédito y débito cuadran:



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Job Costing - Definiciones

Introducción

El objetivo del presente documento es describir los estados de los conceptos en el Job Costing.

- Entrar a un embarque e ir a la pestaña de Job Costing, ahí podremos ver los Conceptos de Ingreso y Costos, cada uno de ellos pueden tener los siguientes estados:


Financial Status: Open
Calculate jobcosting Open used Activity Type Group Quotation:
Amounts in MXN: Combine charge types Show canceled Refresh

Type		Charge Type	Partner	Booking Date	Number	Income	Cost	Profit
	EI	BAF – Bunker adjustment factor	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17600 / 2018	2,000.00		2,000.00
	EP	BAF – Bunker adjustment factor		2018-NOV-05	17603 / 2018		1,500.00	-1,500.00
	EP	CAF – Currency adjustment factor		2018-NOV-05	17604 / 2018			
	EI	CAF – Currency adjustment factor	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17601 / 2018	400.00		400.00
	EP	DGRFEE – Dangerous Goods Fee		2018-NOV-05	17605 / 2018			
	EI	HANDLI – Handling charges	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17596 / 2018	4,930.00		4,930.00
	EI	OF – Ocean freight	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17599 / 2018	30,000.00		30,000.00
	EP	OF – Ocean freight		2018-NOV-05	17602 / 2018		20,000.00	-20,000.00
	EI	THCORG – THC origin	AMS-002 – AMSTERDAM LEIDSEPLE...	2018-NOV-05	17597 / 2018	3,250.00		3,250.00
	EP	THCORG – THC origin		2018-NOV-05	17598 / 2018		2,500.00	-2,500.00

I – Ingresos (Income), estos son los conceptos que se le van a facturar a los clientes.

P – Costos (Payable), estos son los conceptos de gasto o costo, de esperamos una factura por parte de un proveedor.

A estos tipos les asignamos los siguientes estados:

E – Estimados (Estimated), concepto que por el cual no ha sido registrado en una factura, tanto a un cliente o que recibamos de un proveedor.

O – Abierto (Open), conceptos que ya se encuentran dentro de una factura, pero que no ha sido generada.

T – Transferidos (Transfered), usado para los cargos consolidados, si se ingresa un costo a un embarque master, Scope va a transferir el costo a las *Ho uses* que estén consolidadas.

Sin estado – Sucede ya cuando se emitió la factura y se ingresaron las facturas de los proveedores.

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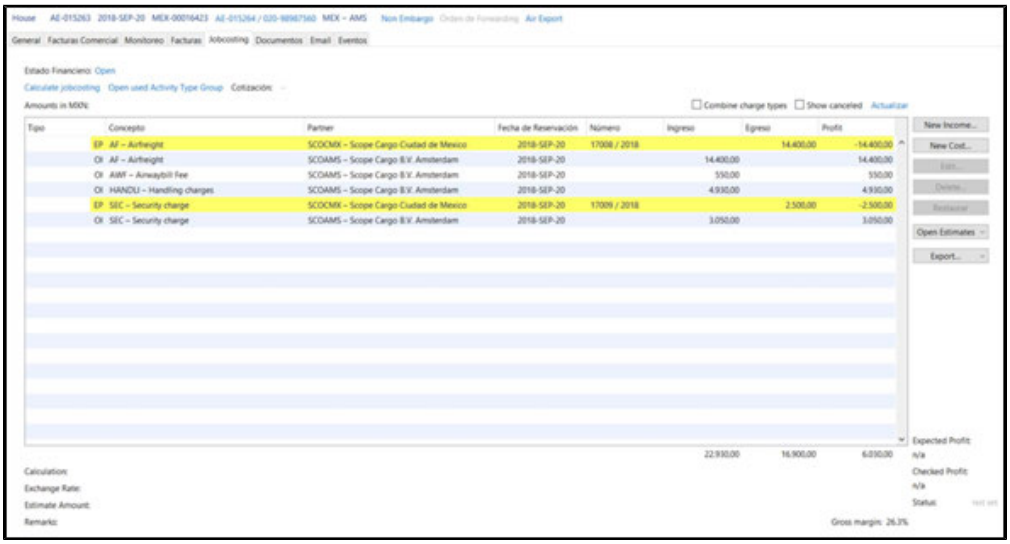
Pago a Proveedores

Introducción

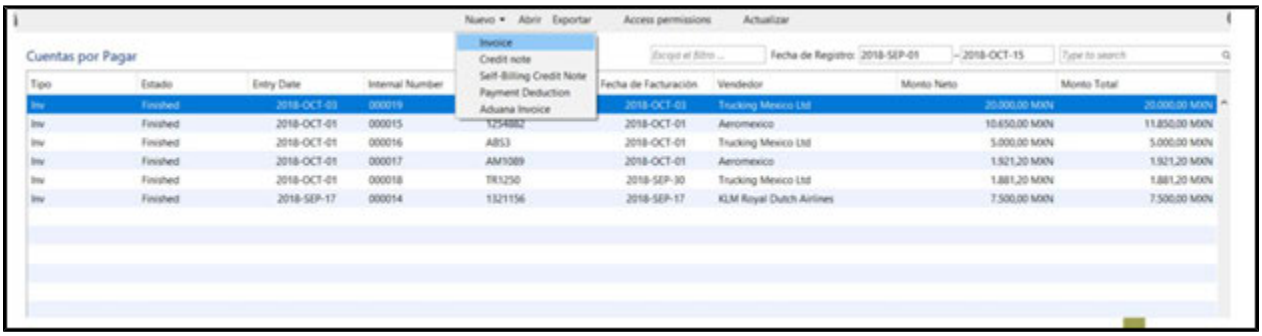
El objetivo del presente documento es mostrar cómo Emitir Orden de Pago a Proveedores.

1.Después de realizar el Job Costing de un embarque, en donde se asignaron los Ingresos (cobros al cliente) y los costos (gastos), tiene algunos Costos Estimados con algunos proveedores.
En este ejemplo, el embarque es de tipo Exportación Aérea, con número AE-015263.



En este caso se observan dos costos de nuestros proveedores Scope Cargo Ciudad de México (Ej.14,400 y 2,500). Guarde los cambios y salga del módulo.

2. Ingrese al módulo de Finanzas – Cuentas por pagar y seleccione "nuevo- invoice"



3. Al ingresar capture los datos requeridos

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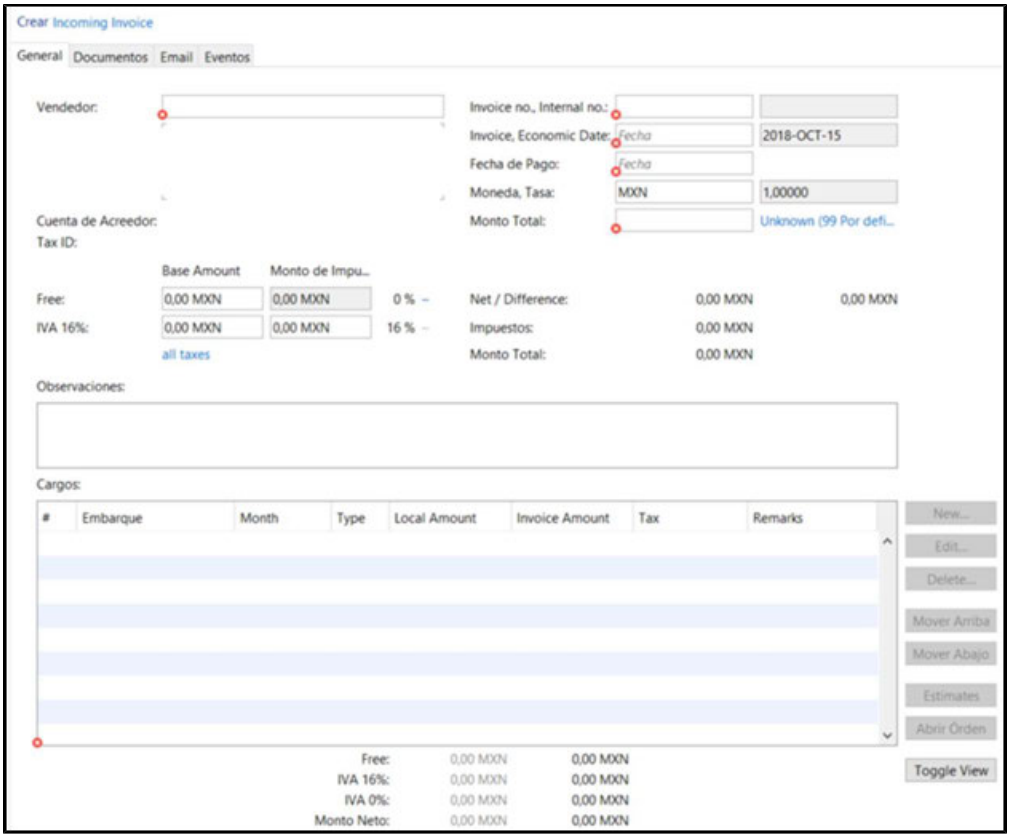
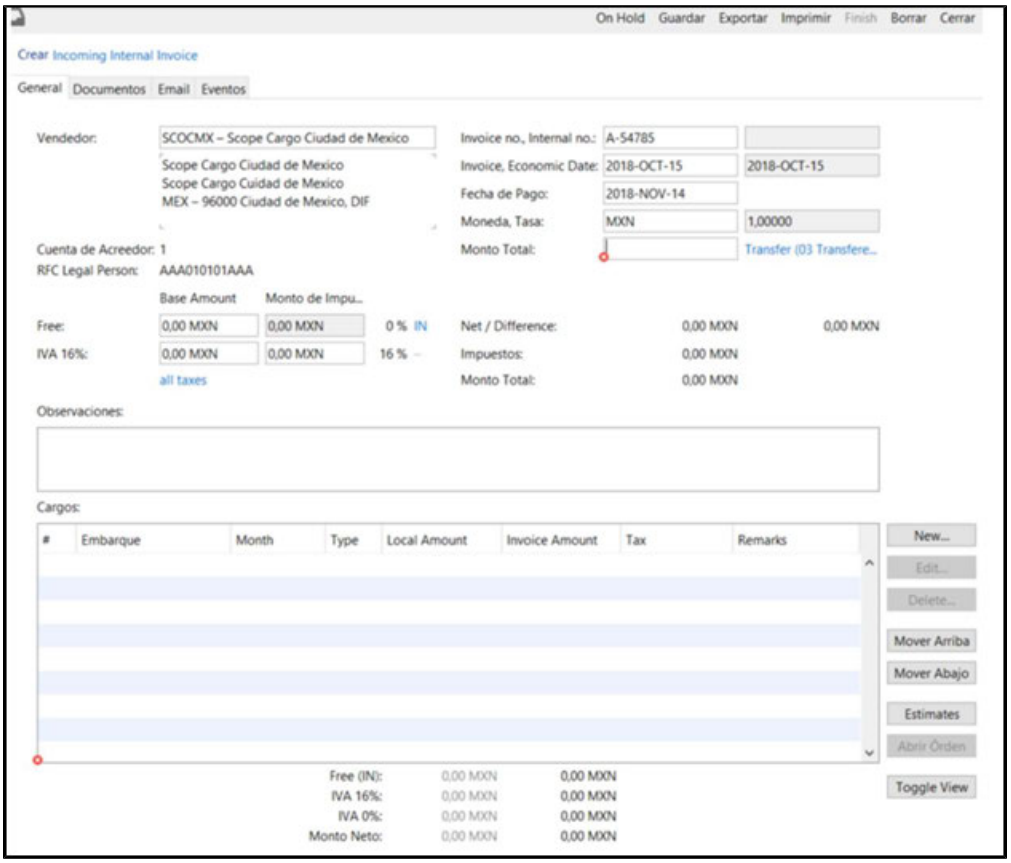


Después de ingresar los datos seleccionamos **“Guardar”** para que se habiliten las funciones de New, Edit, Mover Arriba, Mover Abajo, Estimates.



4. Observe que hay un botón llamado **“Estimates”**, el cual al presionar, presentará una ventana de Estimados, dé un click en **“Search”** y Scope buscará todos los costos para el proveedor.

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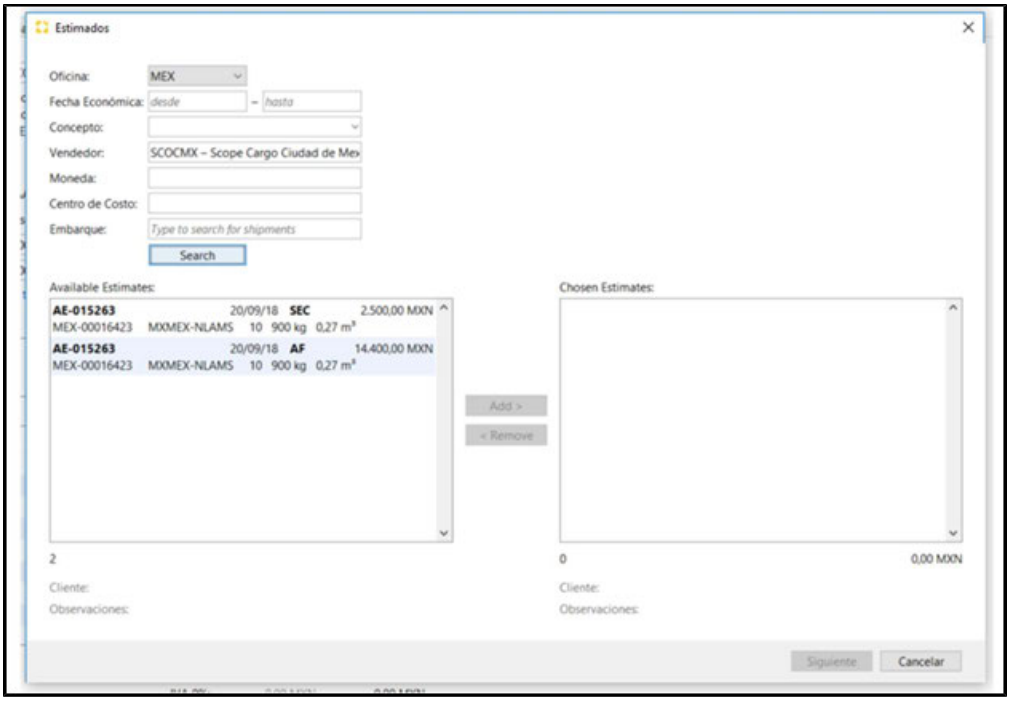
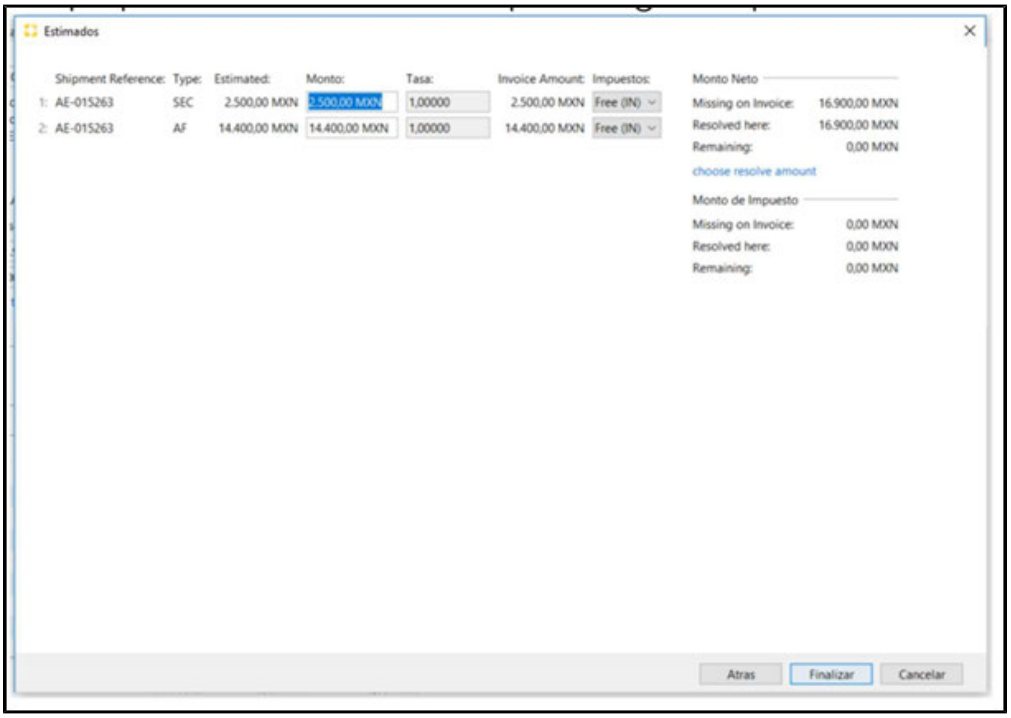


Aquí se encuentran los dos costos que fueron asignados en el Job Costing del embarque AE-015263 y selecciónelos, pase a la derecha y de click en "**Sig uiente**": Scope presentara una ventana para asignar impuestos:



5. Después de asignar los impuestos se da click en finalizar y regresará a la pantalla de captura:

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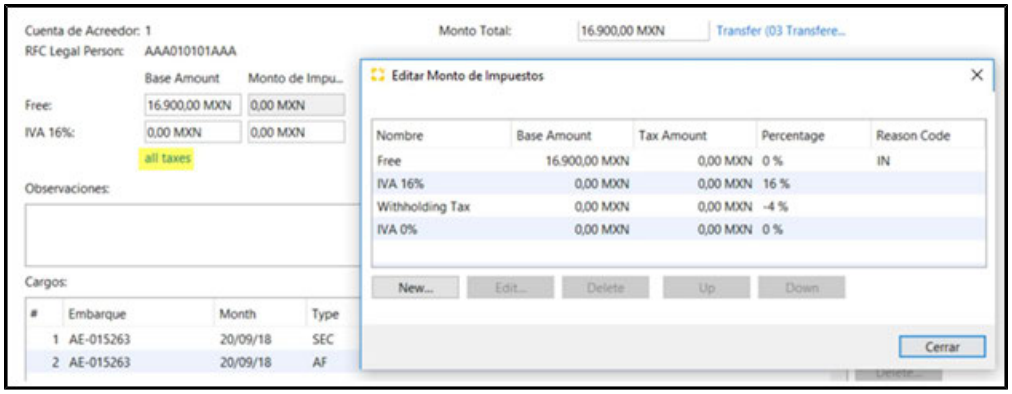
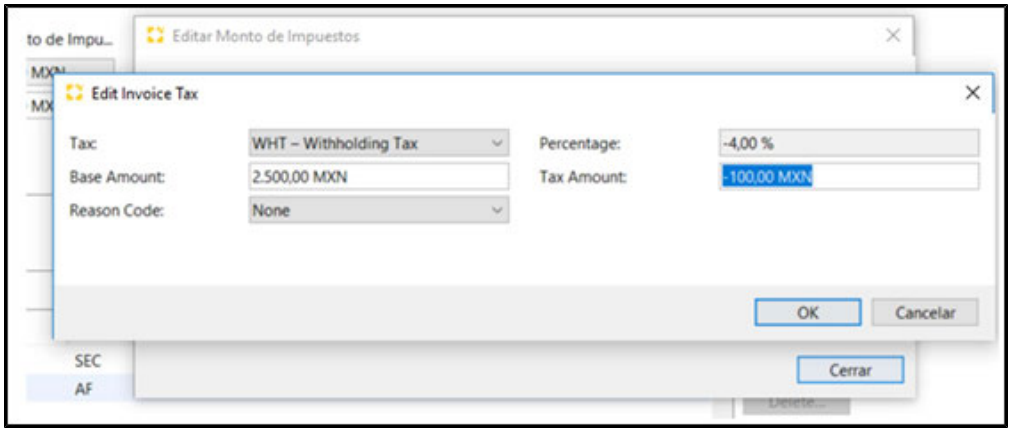
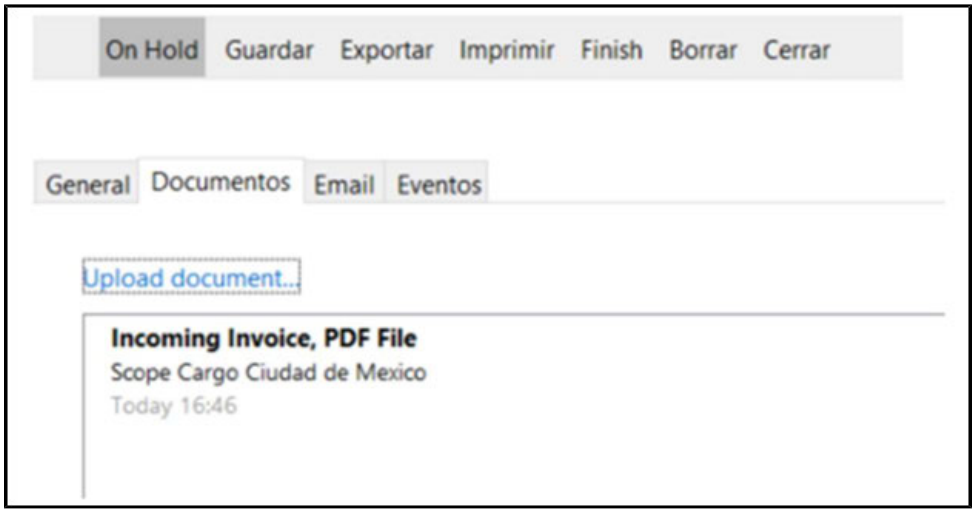


Si es necesario capturar alguna retención, se debe dar click en el apartado que dice **all taxes**, y presentará una ventana para poder capturar otros tipos de impuestos, dé un doble click en el impuesto y capture el monto base. Scope realizara el cálculo como el siguiente ejemplo:



6. Una vez que termine de dar de alta la factura de entrada dé click en guardar y podrá Imprimir la orden de pago:



En la pestaña de “**Documentos**” puede encontrar la orden de pago generada.

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Recepción de Pagos de CFDI versión 3.3

Introducción

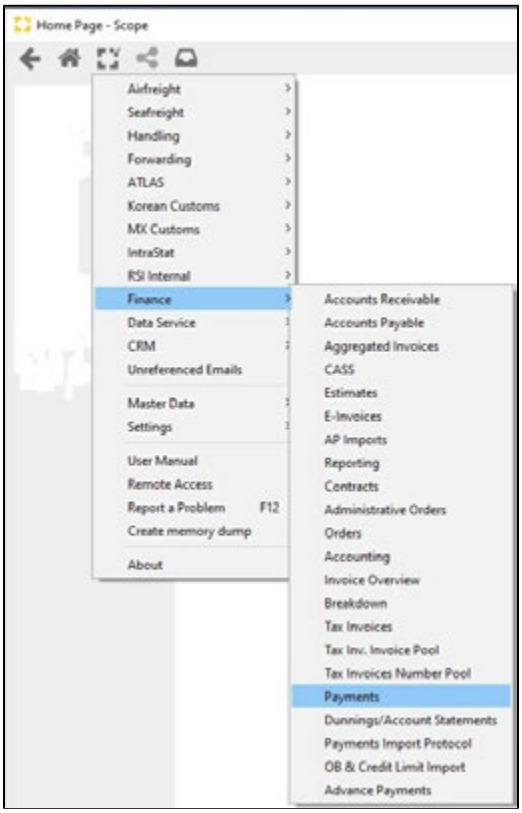
De acuerdo con los requerimientos del SAT, Riege Software ha modificado el módulo de
Finanzas > Pagos. Para cumplir con las disposiciones de las autoridades fiscales, mismas que entran en vigor el 1º. de septiembre del 2018. Los cambios se implementaron en el sistema Scope versión 10.6.10

Tabla de Contenidos

- Introducción
- Tabla de Contenidos
  - 1. Ingreso al módulo de Pagos
  - 2. Registro en Scope de un Pago – total o parcial - de UNA sola Factura por Cobrar
  - 3. Registro en Scope de un Pago – total o parcial - de Dos o Más Facturas por Cobrar
  - 4. Registro ante el SAT de un Pago – total o parcial - de una Factura

1. Ingreso al módulo de Pagos

1.1 Menú Principal > Finanzas > **Pagos**



1.2 Dé click derecho sobre el encabezado de las columnas y agregue "**Unregistered Payments**", la cual servirá para identificar cuáles facturas ya han tenido pagos registrados ante el SAT.

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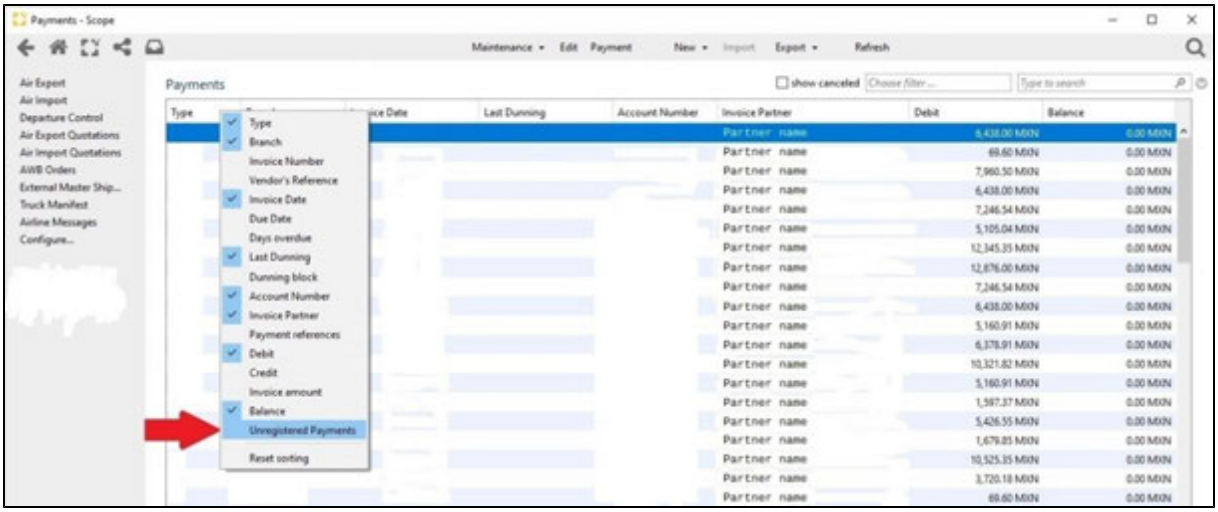
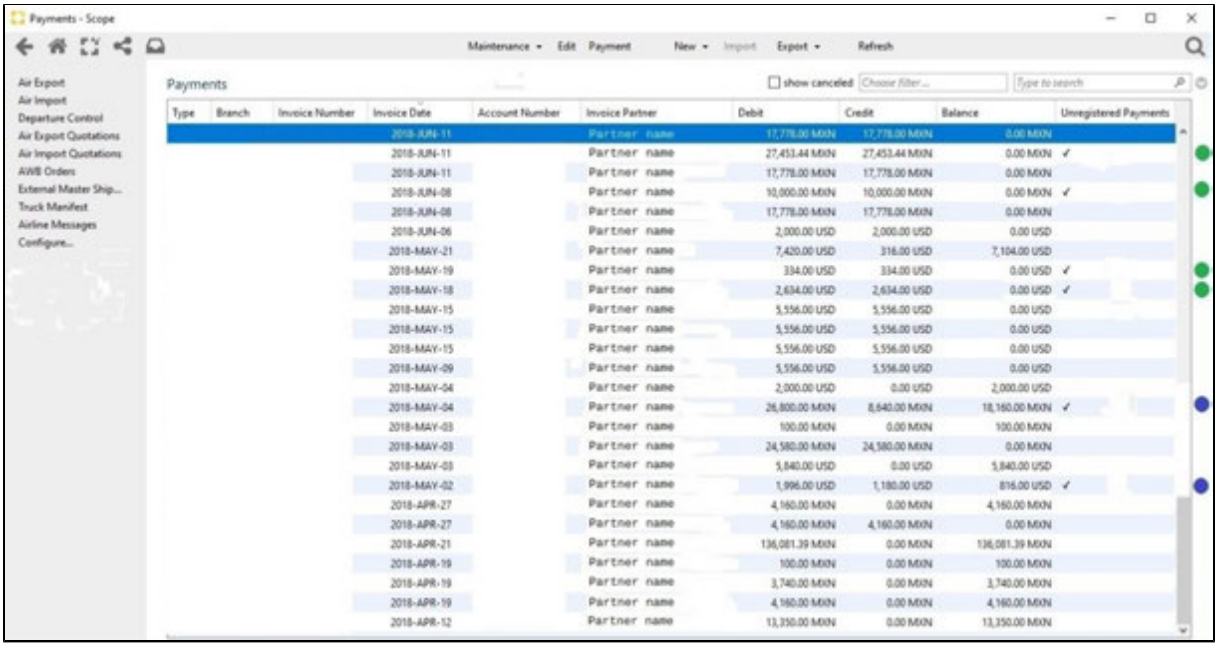


1.3 Existen únicamente dos casos en los que aparece el símbolo debajo de la columna de “Unregistered Payments y que ninguno de estos pagos haya sido registrado ante el SAT

- La factura que ha sido pagada en su totalidad.
- La factura que en el esquema “PPD – Pago en Parcialidades o Diferido” se le ha registrado en Scope al menos un pago.



2. Registro en Scope de un Pago – total o parcial - de UNA sola Factura por Cobrar

2.1 El usuario selecciona **UNA** sola Factura por Cobrar que no tenga un solo pago registrado en Scope.

Debit	Credit	Balance
$100.00	$ 0.00	$ 100.00

Si realiza el pago del monto total de la Factura, oprima “**Payment**” en el menú superior.

Continúe con el paso 2.3.1.

En cambio, si va a registrar en Scope un primer pago parcial, oprima “**Edit**” o dé doble-click sobre la Factura seleccionada.

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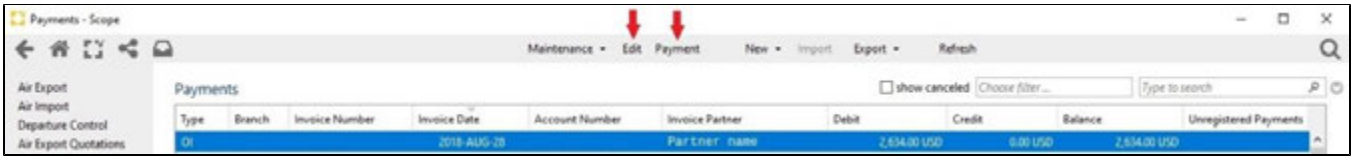
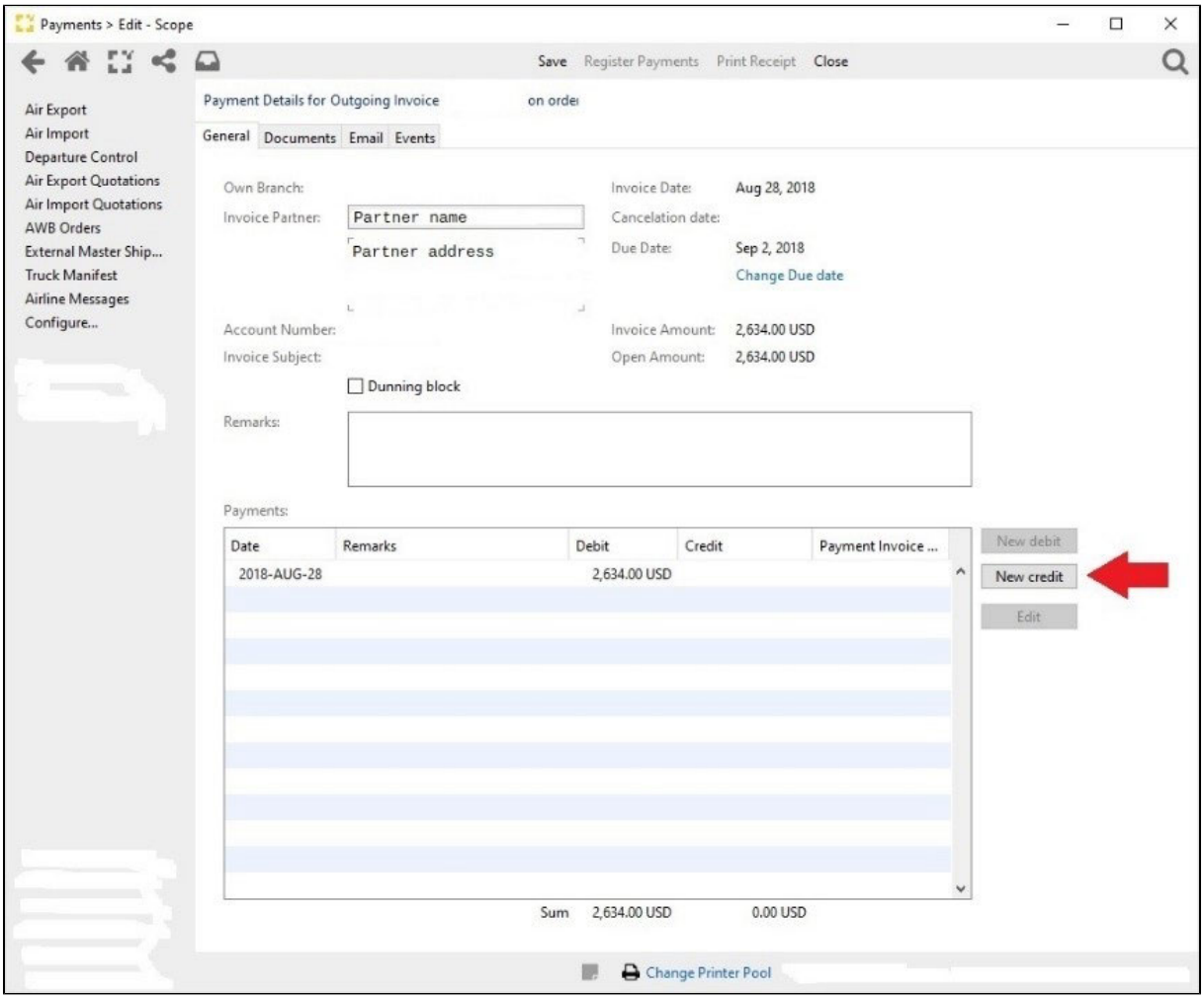


2.2 Proceda a registrar un abono dando click en el botón de "**New credit**"



2.3 Si el usuario:

2.3.1 Oprimió **"Payment"**, entonces el monto a pagar NO es editable, ingrese los valores de los datos y oprima **OK**.

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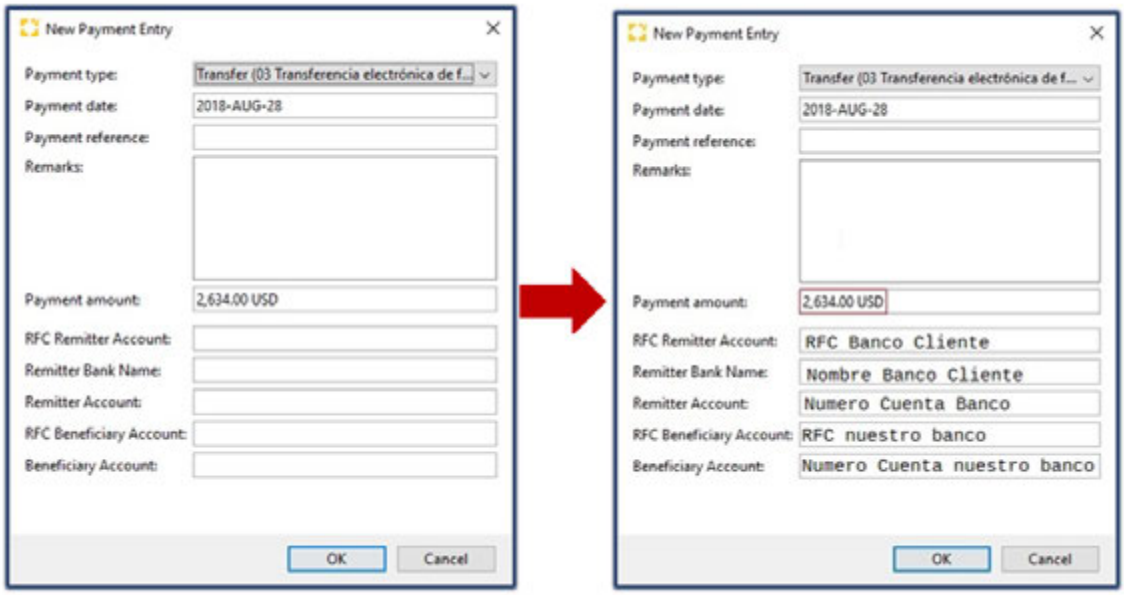
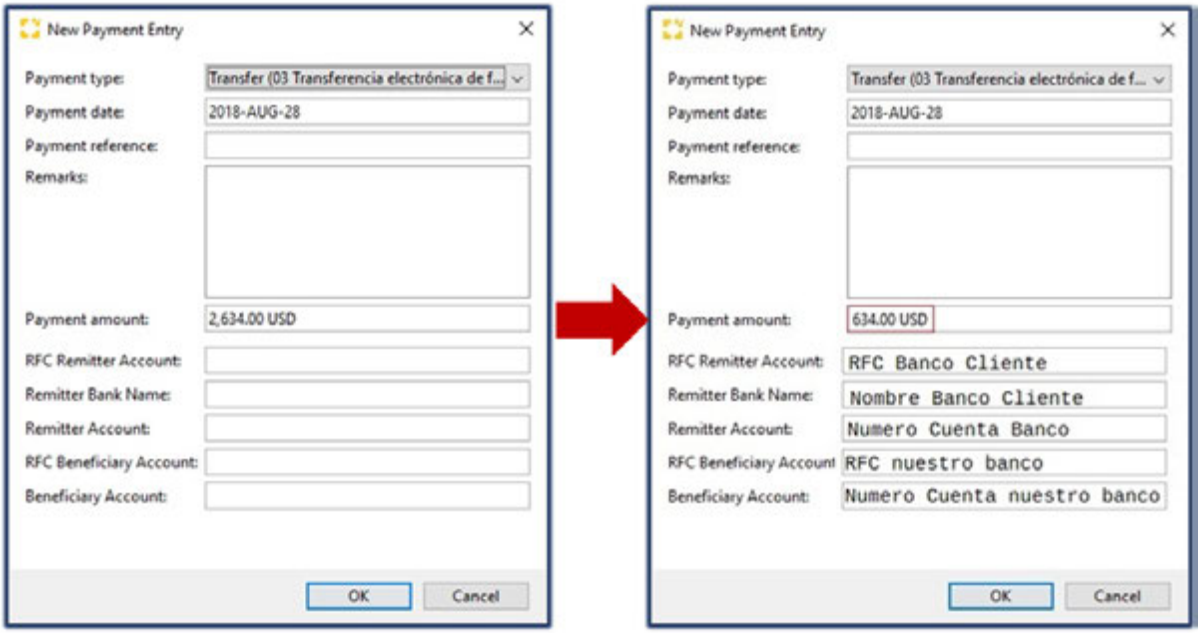


2.3.2. Realiza un pago parcial, entonces la cantidad a abonar **es editable,** ingrese los valores de los datos y oprima **OK**.



2.4. Aparece monto acreditado $ 634.00 USD con saldo deudor – Open Amount – por $2,000.00 USD.

Asegúrese de guardar esta operación dando click en **“Save”** del menú superior. Luego proceda a dar un click en “**Close”**.

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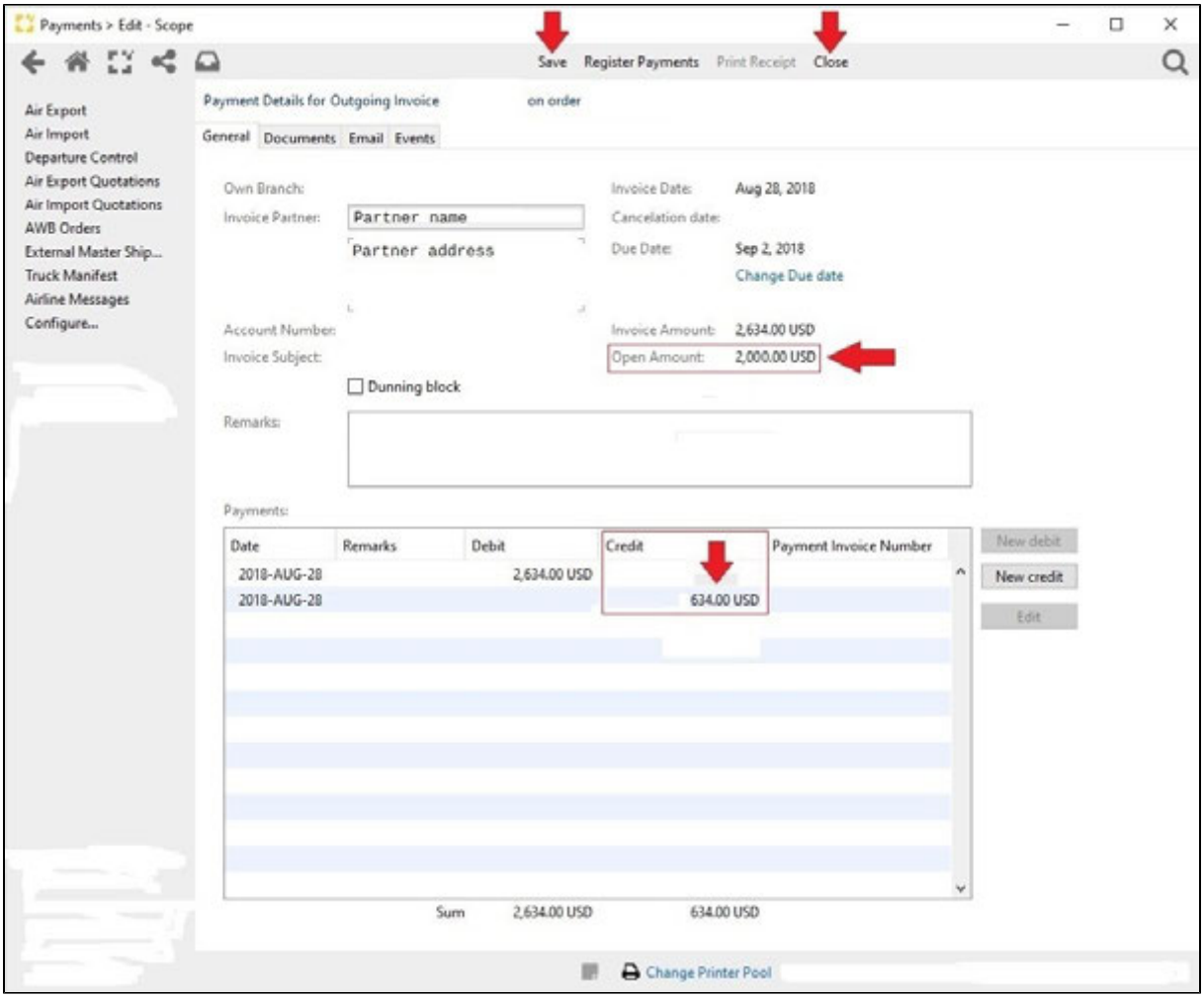

2.5. Aparecerá nuevamente el listado de Pagos.

Ya sea que el usuario haya realizado:

- el pago total del monto de la factura
- un pago parcial

Observe que ahora aparecerá el símbolo ✓ debajo de la columna "**Unregistered Payments**".

3. Registro en Scope de un Pago – total o parcial - de Dos o Más Facturas por Cobrar

3.1. El usuario selecciona más de una factura por cobrar

- del mismo cliente
- con el mismo Tipo de Moneda

Las facturas seleccionadas pueden tener: un saldo deudor igual o menor al monto total de la factura.

El pago se aplicará para que el saldo deudor de las Facturas seleccionadas sea igual a cero.

3.2. Para este ejemplo, son seleccionadas (2) Facturas por Cobrar.

3.2.1. Oprima la opción de **"Payment"**

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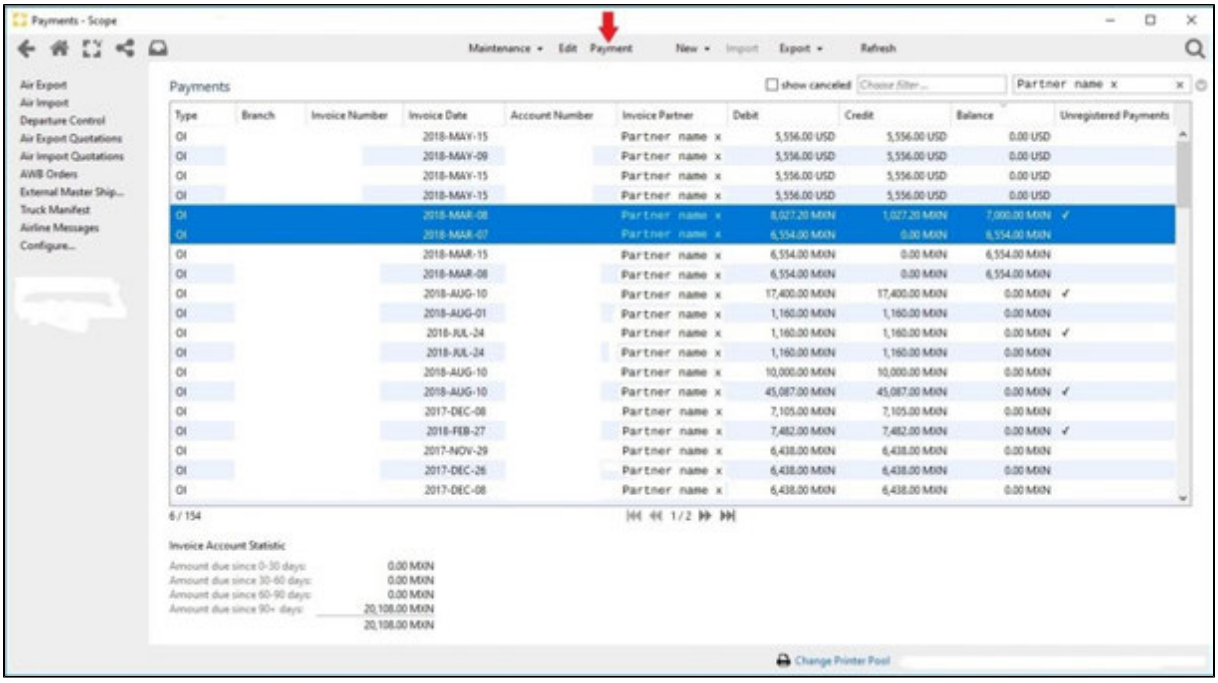
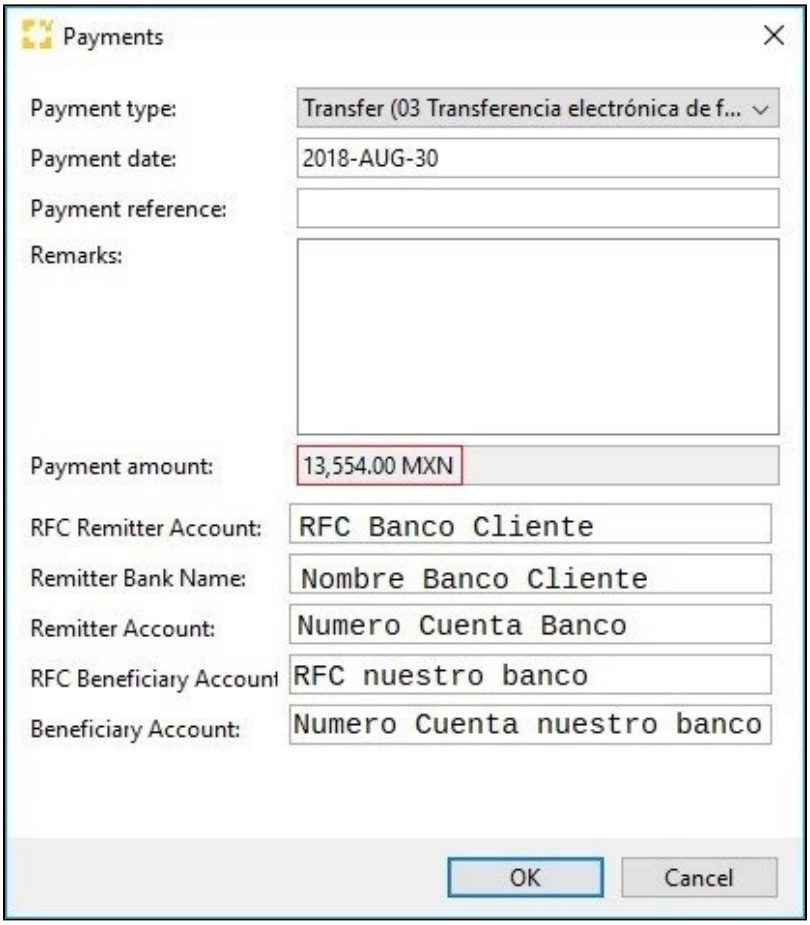


3.3. Observe que el monto total a pagares la suma de los saldos pendientes por pagar de ambas Facturas.

3.3.1. Ingrese los valores de los datos.

3.3.2. Oprima el botón "**OK**".



3.4. En el listado de Pagos, ambas Facturas tienen un saldo deudor de cero.

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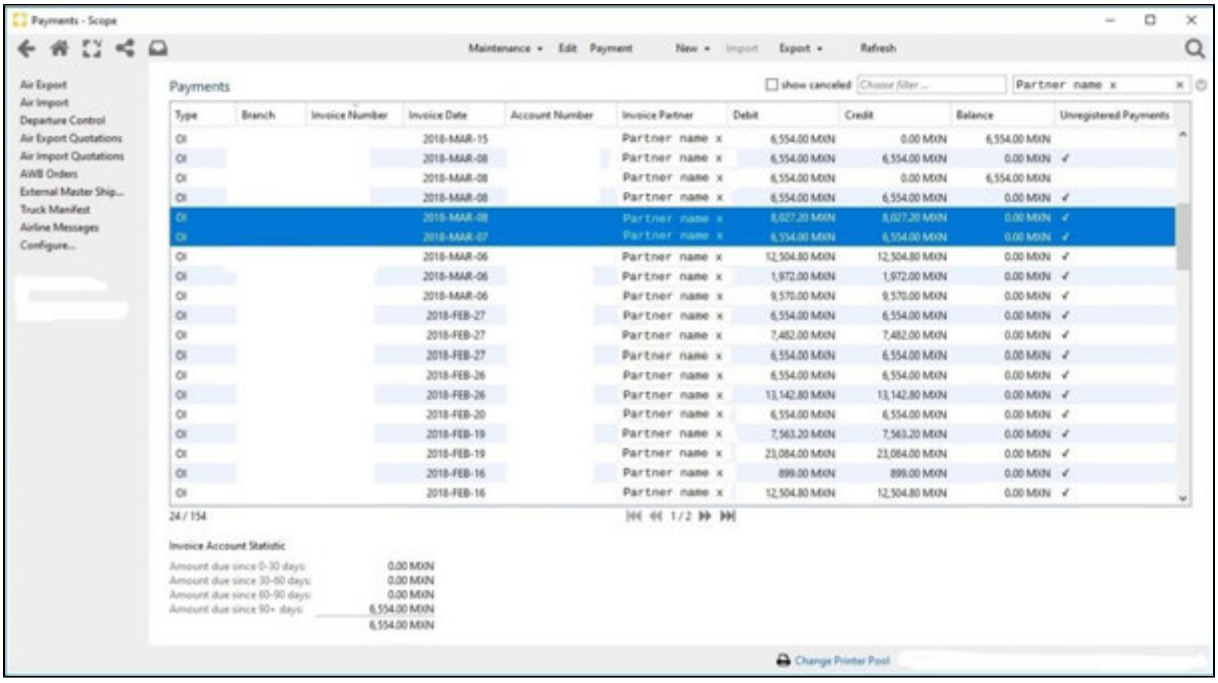

4. Registro ante el SAT de un Pago – total o parcial - de una Factura

4.1. Del listado, seleccione una Factura.

4.2. De doble-click sobre el registro u oprima “**Edit**”

4.3. De un click en “Register Payments” del menú superior.

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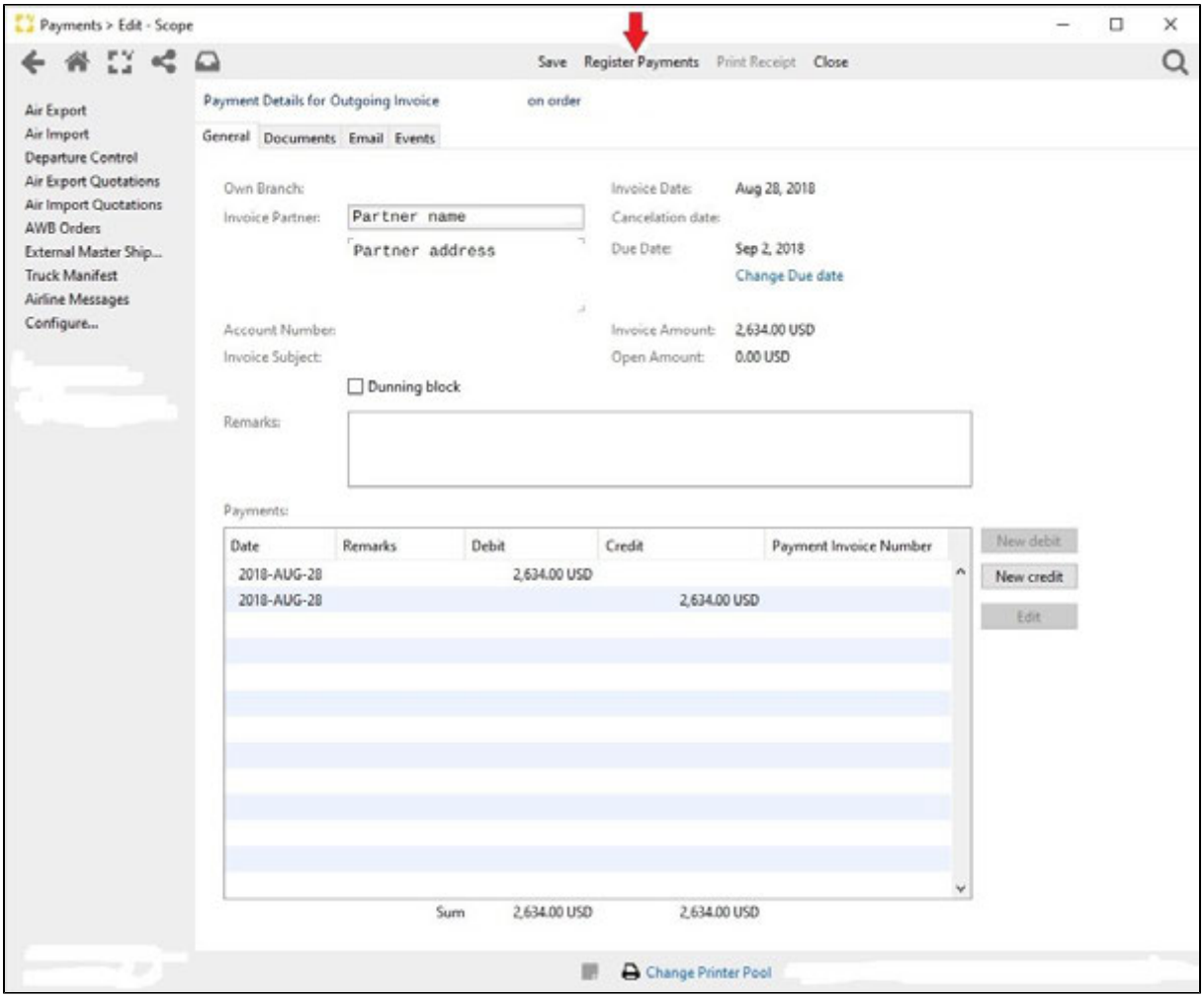

4.4.Esta acción enviará un archivo .XML al PAC – Proveedor Autorizado de Certificación, **para el debido registro del pago ante el SAT.**

4.5. Si el registro es exitoso, Scope asignará un número de pago de la factura.

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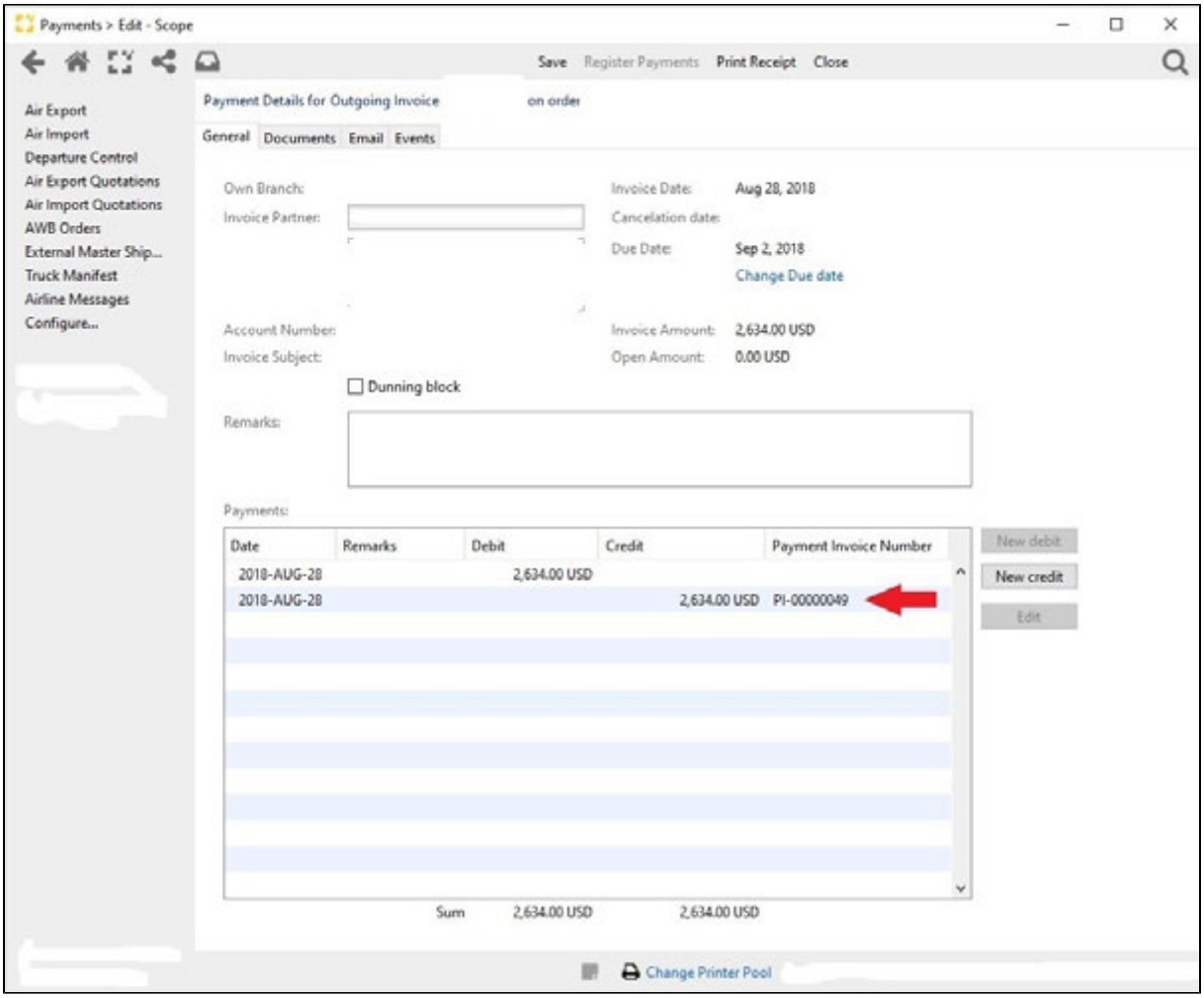

4.6. En la pestaña de documentos aparecerán:

- Factura original - XML y PDF
- Comprobante de Pago - XML y PDF

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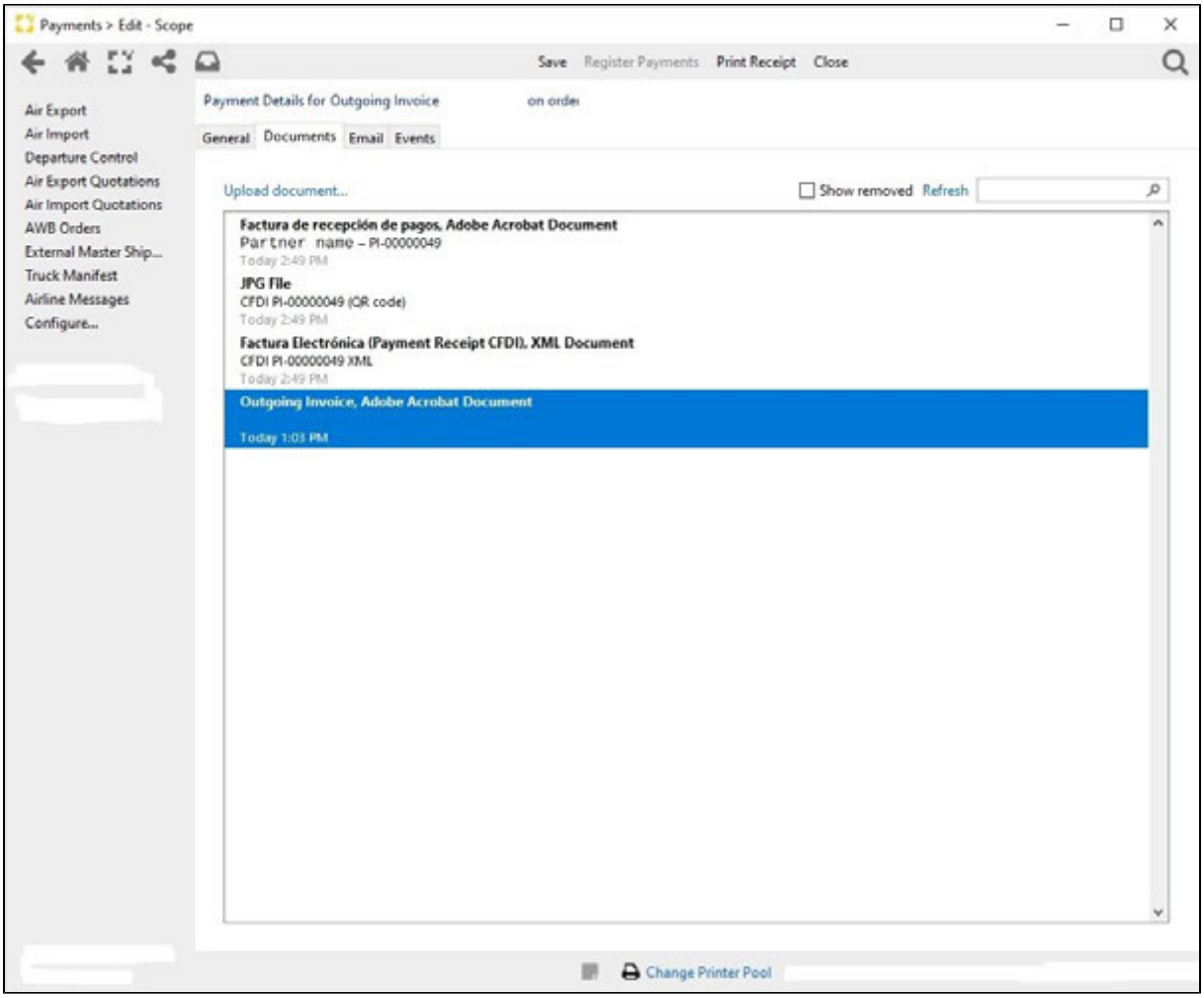

4.7 Ejemplo de un “Recibo de Pago Complementario”

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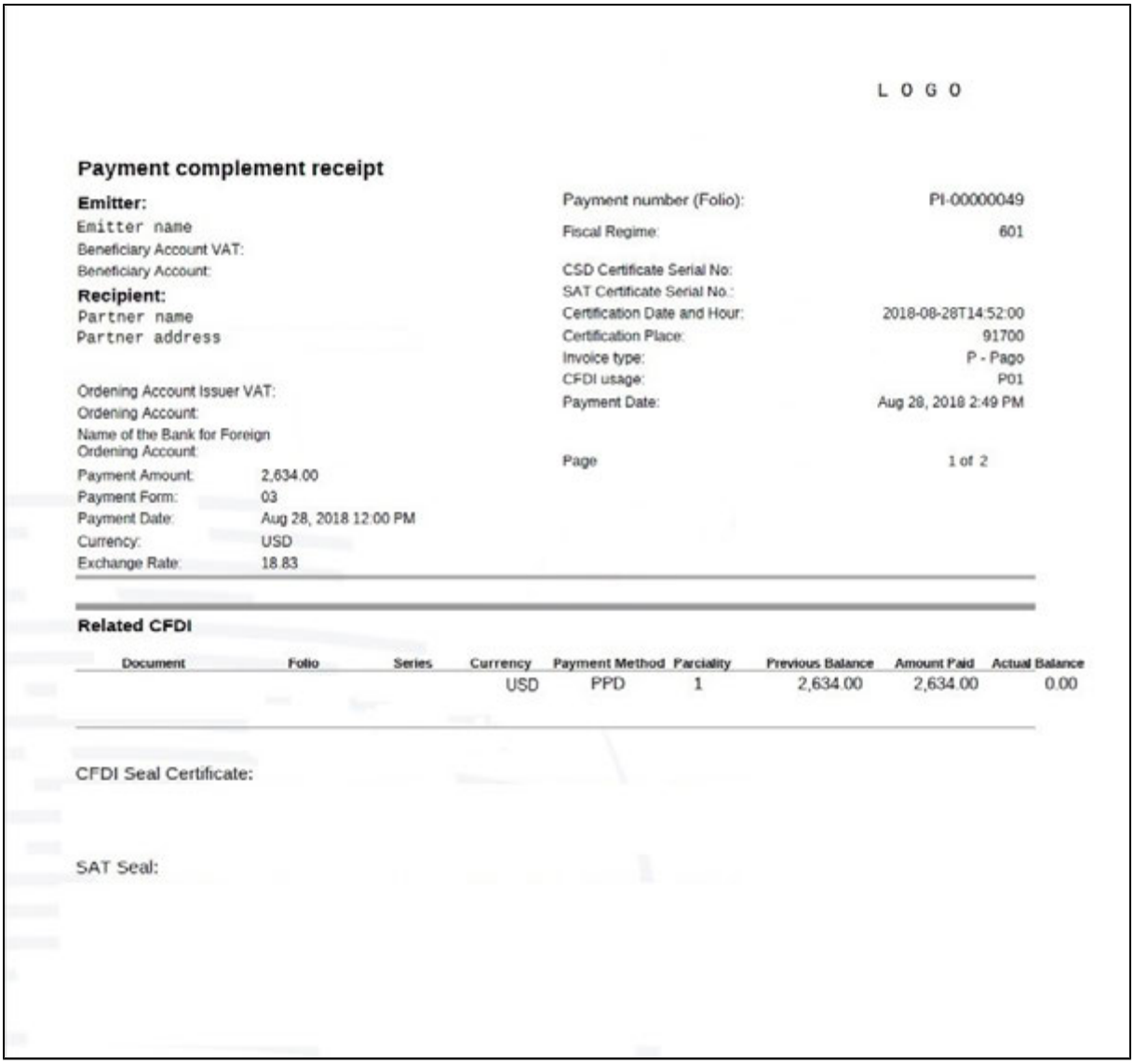

L O G O

Payment complement receipt

Emitter:

Emitter name

Beneficiary Account VAT:

Beneficiary Account:

Recipient:

Partner name

Partner address

Ordering Account Issuer VAT:

Ordering Account:

Name of the Bank for Foreign Ordering Account:

Payment Amount: 2,634.00

Payment Form: 03

Payment Date: Aug 28, 2018 12:00 PM

Currency: USD

Exchange Rate: 18.83

Payment number (Folio): PI-00000049

Fiscal Regime: 601

CSD Certificate Serial No:

SAT Certificate Serial No.:

Certification Date and Hour: 2018-08-28T14:52:00

Certification Place: 91700

Invoice type: P - Pago

CFDI usage: P01

Payment Date: Aug 28, 2018 2:49 PM

Page 1 of 2

Related CFDI

Document	Folio	Series	Currency	Payment Method	Parciality	Previous Balance	Amount Paid	Actual Balance
			USD	PPD	1	2,634.00	2,634.00	0.00

CFDI Seal Certificate:

SAT Seal:

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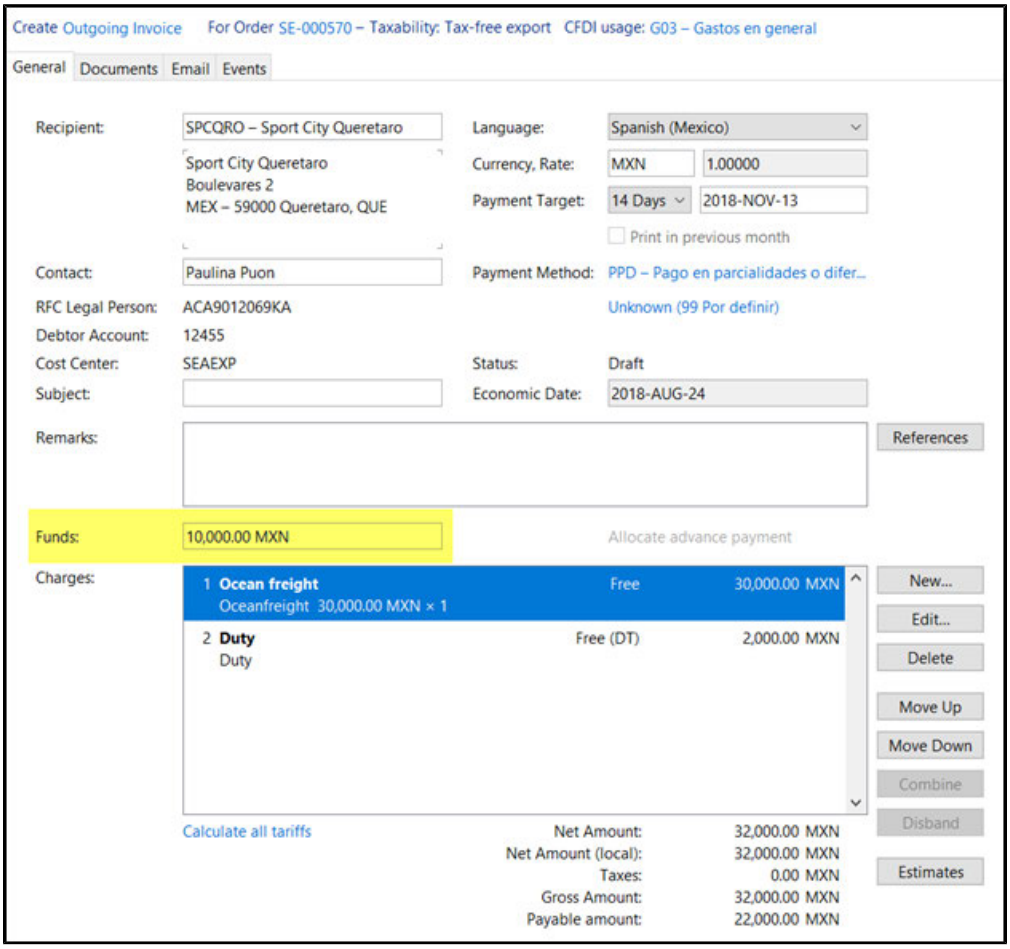
Registro de Fondos

Introducción

El objetivo del presente documento es mostrar cómo Registrar Fondos.

1. Al momento te crear una factura, tiene un campo que se llama **Fondos** (Funds)



2. Ingrese la cantidad del **Fondo**, y finalice la factura, revise el PDF y observe la aplicación del Fondo y como fue usado para los Pagos Hechos a cuenta del cliente.

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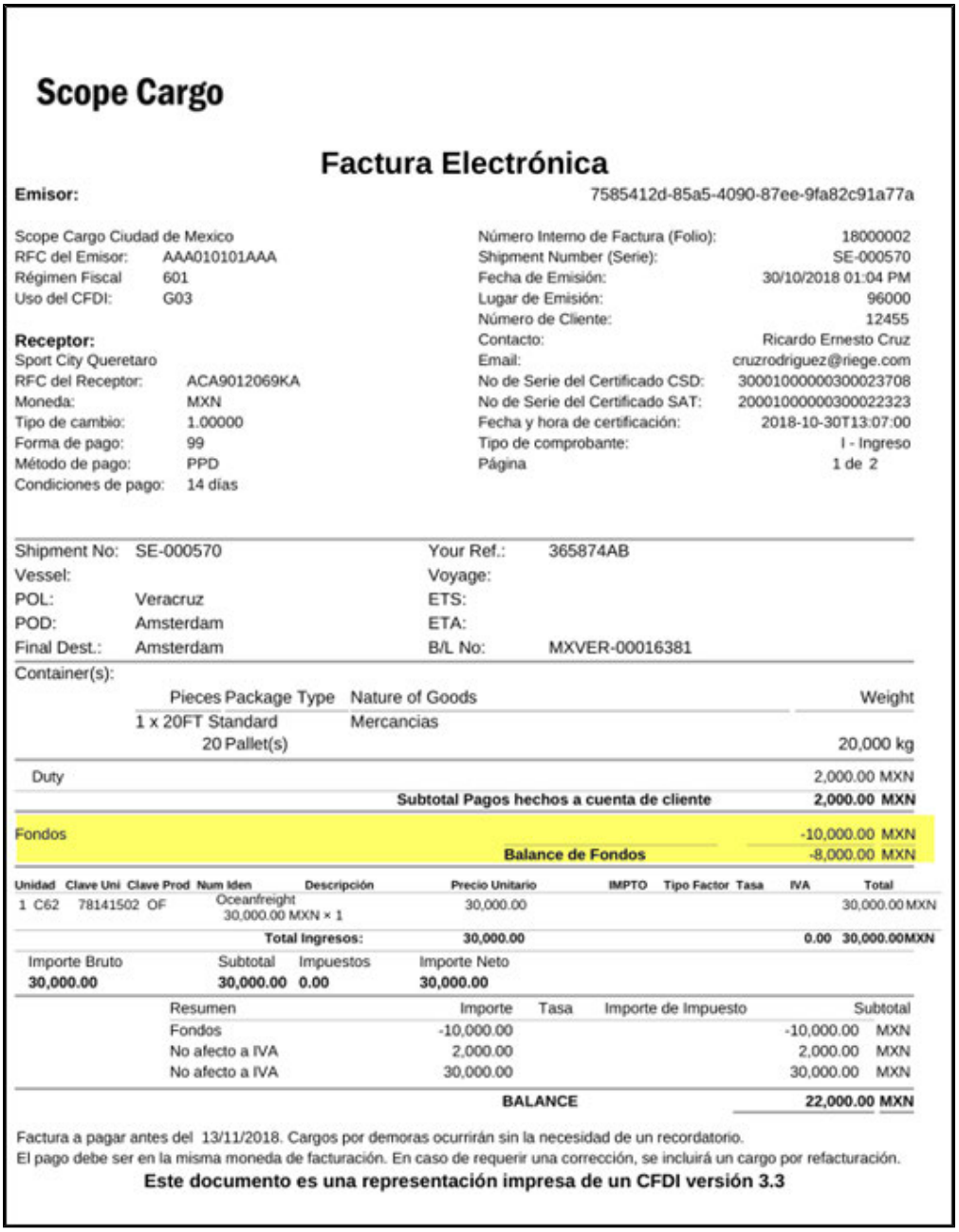

Scope Cargo

Factura Electrónica

Emisor: 7585412d-85a5-4090-87ee-9fa82c91a77a

Scope Cargo Ciudad de Mexico
RFC del Emisor: AAA010101AAA
Régimen Fiscal 601
Uso del CFDI: G03

Receptor:
Sport City Queretaro
RFC del Receptor: ACA9012069KA
Moneda: MXN
Tipo de cambio: 1.00000
Forma de pago: 99
Método de pago: PPD
Condiciones de pago: 14 días

Número Interno de Factura (Folio): 18000002
Shipment Number (Serie): SE-000570
Fecha de Emisión: 30/10/2018 01:04 PM
Lugar de Emisión: 96000
Número de Cliente: 12455
Contacto: Ricardo Ernesto Cruz
Email: cruzrodriguez@riege.com
No de Serie del Certificado CSD: 30001000000300023708
No de Serie del Certificado SAT: 20001000000300022323
Fecha y hora de certificación: 2018-10-30T13:07:00
Tipo de comprobante: I - Ingreso
Página 1 de 2

Shipment No:	SE-000570	Your Ref.:	365874AB
Vessel:		Voyage:	
POL:	Veracruz	ETS:	
POD:	Amsterdam	ETA:	
Final Dest.:	Amsterdam	B/L No:	MXVER-00016381

Container(s):

Pieces	Package Type	Nature of Goods	Weight
1 x 20FT	Standard	Mercancias	
20	Pallet(s)		20,000 kg

Duty		2,000.00 MXN
	Subtotal Pagos hechos a cuenta de cliente	**2,000.00 MXN**
Fondos		-10,000.00 MXN
	Balance de Fondos	-8,000.00 MXN

Unidad	Clave Uni	Clave Prod	Num Iden	Descripción	Precio Unitario	IMPTO	Tipo Factor	Tasa	IVA	Total
1	C62	78141502	OF	Oceanfreight 30,000.00 MXN × 1	30,000.00					30,000.00 MXN
				Total Ingresos:	**30,000.00**				**0.00**	**30,000.00 MXN**

Importe Bruto	Subtotal	Impuestos	Importe Neto
30,000.00	**30,000.00**	**0.00**	**30,000.00**

Resumen	Importe	Tasa	Importe de Impuesto	Subtotal
Fondos	-10,000.00			-10,000.00 MXN
No afecto a IVA	2,000.00			2,000.00 MXN
No afecto a IVA	30,000.00			30,000.00 MXN

BALANCE **22,000.00 MXN**

Factura a pagar antes del 13/11/2018. Cargos por demoras ocurrirán sin la necesidad de un recordatorio.
El pago debe ser en la misma moneda de facturación. En caso de requerir una corrección, se incluirá un cargo por refacturación.

Este documento es una representación impresa de un CFDI versión 3.3

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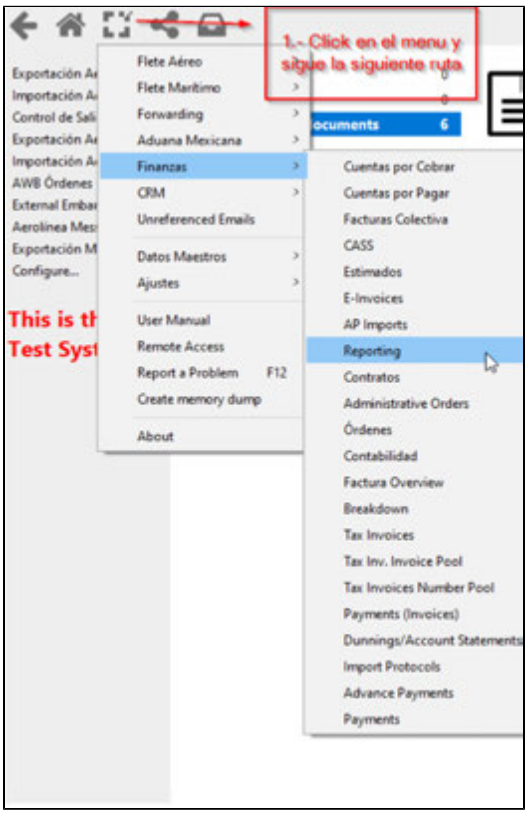
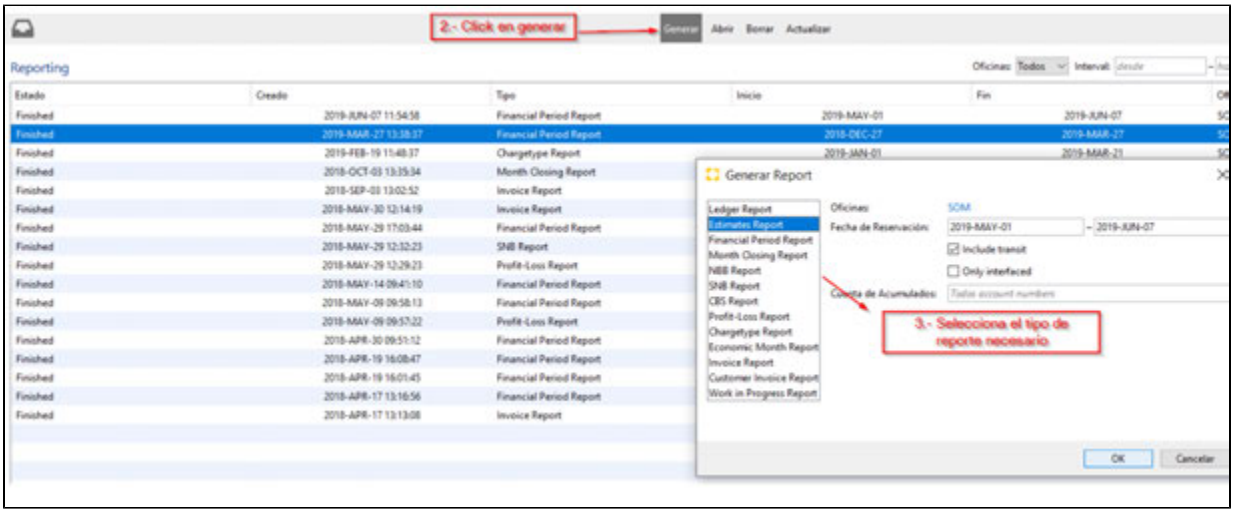
Reportes Financieros

En este apartado encontrará todos aquellos reportes relacionados con el módulo de Finanzas. A continuación, se muestra la ruta para ejecutar los reportes financieros.

1. Dar click en el botón de aplicaciones (menú)
2. Posiciona el mouse sobre el módulo de finanzas para que despliegue las opciones de este módulo y de click en "Reporting"
3. Localiza en la parte superior de la ventana, la opción "Generar" y de click
4. A continuación observará los diferentes reportes que este módulo genera
5. Seleccione el reporte de su interés





Nombre	Propósito	Ejemplo
Reporte del Libro	En este reporte nos ayuda a evaluar la facturación por libro mayor para conocer las partes rentables y menos rentables de la empresa.	

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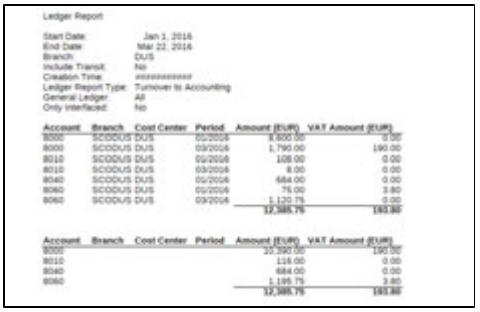
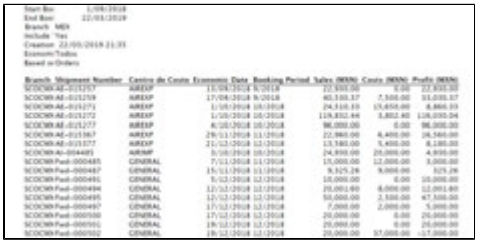
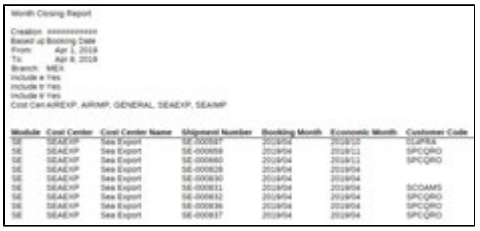
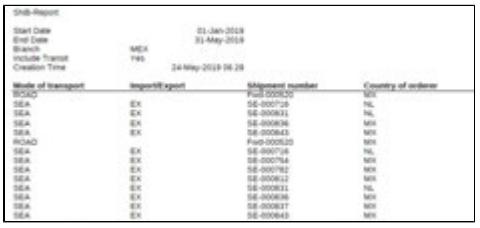
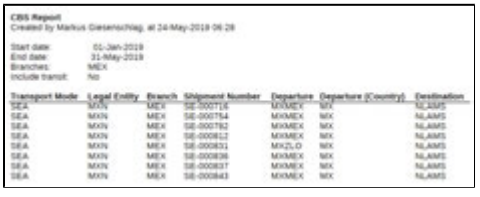
		
Reporte de Estimaciones	Lista de estimaciones abiertas, es decir, artículos que se calculan en función de las tasas de compra o venta almacenadas o la entrada manual por parte de un usuario, pero que no forman parte de una factura finalizada. No son cifras financieras actuales con respecto a la contabilidad, pero deben evaluarse para obtener una imagen clara de la situación financiera de la sucursal.	
Reporte de Periodo Financiero	Evaluar las cifras financieras reales (facturas finalizadas) por envío. Ofrece un desglose de las cifras financieras en el período dado.	
Reporte de Cierre Mensual	Resumen de cifras financieras tanto reales (facturas finalizadas) como estimaciones (facturas abiertas). Además de las cifras financieras generales para el mes dado, muestra las cuentas por cobrar abiertas que se facturarán el próximo mes pero se relacionan con las transacciones realizadas en el mes dado. Mostrará los costos estimados donde aún no se ha recibido pago real, por lo tanto, los costos ocurrirán en el mes siguiente que a su vez se relacionarán con las transacciones efectuadas en el mes dado.	
Reporte NBB	Lista de cuentas por pagar y cuentas por cobrar por socio de facturación y su respectivo volumen de negocios. Esto permitirá evaluar el volumen de negocios de ciertos socios e identificar el aumento y/o la disminución de negocios con socios determinados.	
Reporte SNB	Lista de la facturación de los socios (cuentas por pagar y cuentas por cobrar) para cada envío y su respectivo volumen de negocios. Esto permitirá evaluar el volumen de negocios de ciertos socios e identificar el aumento y/o la disminución de negocios con determinados socios.	
Reporte CBS	Lista de todos los envíos por modo de transporte con ingresos y costos. Es necesario en algunos países informar estas cifras por modo de transporte al gobierno para fines estadísticos.	
Reporte de Pérdidas y Ganancias	Lista de ganancias o pérdidas por envío. Los criterios del filtro permiten identificar fácilmente los envíos en los que la empresa sufrió pérdidas y al analizar los envíos respectivos para identificar posibles patrones para las transacciones sin fines de lucro.	

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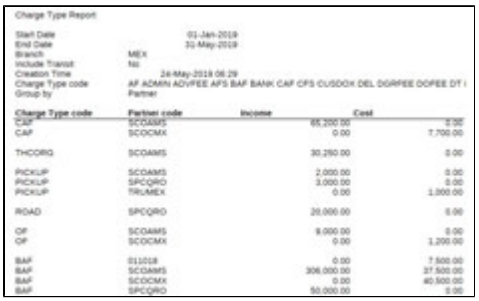
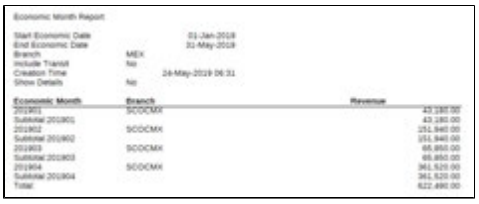
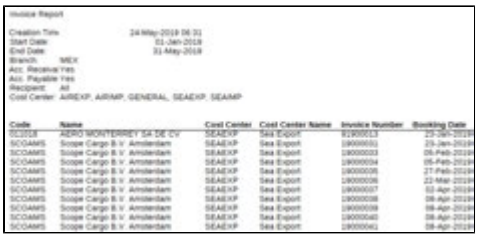
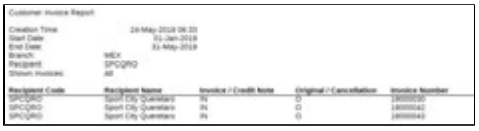
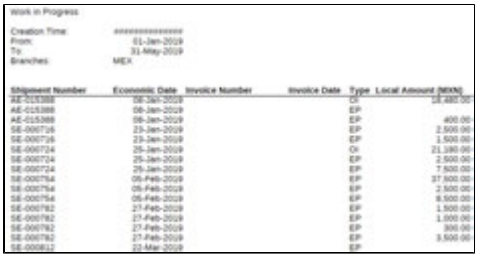
Reporte de tipo de Cargo	Lista del volumen de negocios por tipo de socio y por socio de facturación (por pagar y por cobrar). Esto permite identificar servicios en los que la empresa gana o pierde capital. Permite dar la indicación para recomendar los ajustes a la tasa de ventas.	
Reporte del Mes Económico	Este reporte en lista la facturación por mes económico y por sucursal. Esto permitirá evaluar el estado financiero de cada sucursal en particular en comparación con los meses anteriores.	
Reporte de Facturación	Este reporte en lista todas las facturas finalizadas.	
Reporte de Facturación por cliente.	Este reporte en lista las facturas de un determinado cliente, incluye el detalle de pago relacionados con la factura en particular. Permite evaluar cliente contra su volumen de negocios y su comportamiento de pagos. Ayuda a visualizar la situación financiera de los socios y sus comportamientos de pagos.	
Reporte de Trabajo en Proceso	Este reporte te permite ver todas la cuentas por pagar y por cobrar (datos reales y estimaciones) sobre los envíos abiertos. Ofrece un resumen financiero de las transacciones en las que aún se están trabajando en las operaciones.	

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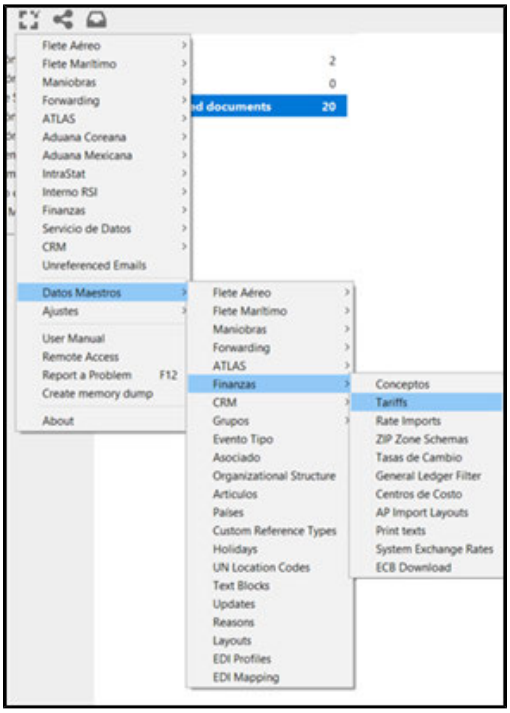
Tarifas

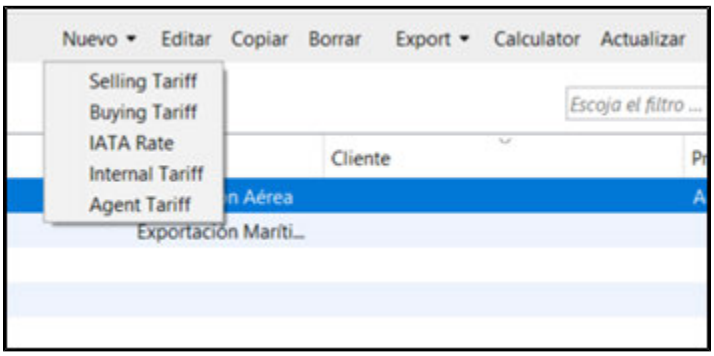
Introducción

El objetivo del presente documento es mostrar cómo crear Tarifas.

1. Ingrese al módulo Datos Maestros > Finanzas > Tariffs



2. De click en new y seleccione el tipo de tarifa que desea agregar:



3. Por ejemplo, seleccione una tarifa de venta (Selling Tariff):

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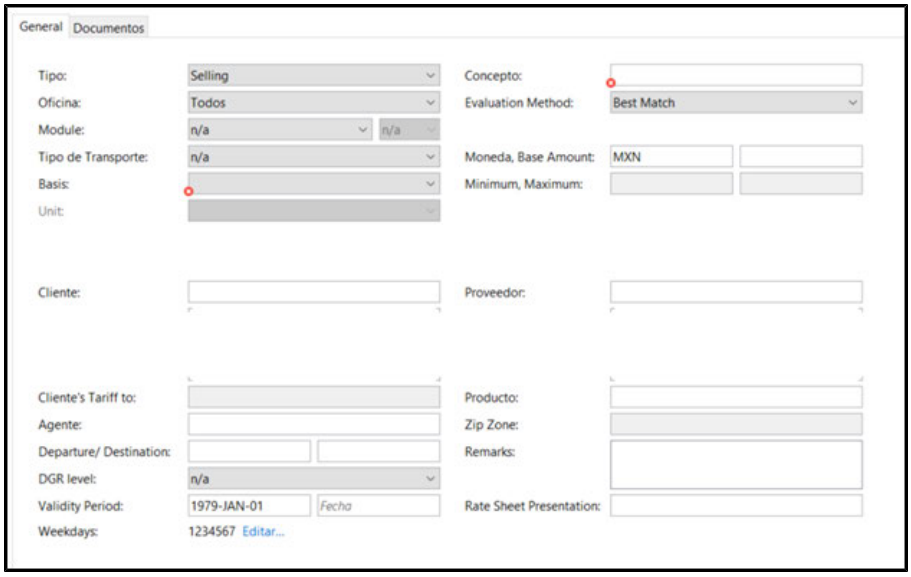

Tipo	Tarifa
Oficina	A qué oficina aplica la tarifa
Módulo	Definir si la tarifa aplica a un solo modulo o a todos (n/a)
Tipo de Transporte	Si la tarifa aplica para un cierto tipo de embarque
Basis	Definir el tipo de base para la tarifa
Concepto	Definir a que concepto la tarifa será aplicada
Evaluación	• Como será evaluada la tarifa; • **Fixed**: Esta es una tarifa fija y no depende del número de unidades. • **Step**: El número de unidades siempre se redondea a una cantidad completa. • **Proportional**: La tasa es calculada por las unidades. Ejemplo: En el punto de corte "100 kgs" se cobra una cifra de "20.00" EUR por cada 10 kgs.
Moneda, Base Amount	Definir que moneda será usada por la tarifa, así como cantidad de la base
Cliente	Si la tarifa va a ser aplicada a un determinado cliente o dejar en blanco para todos los clientes
Proveedor	Usado para las tarifas de compra, y definir que proveedor proporciona la tarifa
Producto	Si la tarifa es aplicada a un producto en específico
Agente	Si la tarifa será aplicada a un agente en específico
Departure /Destination	Se usa para definir si la tarifa aplica a ciertos origines o destinos

Si usa una base que requiera reglas aparece un nuevo apartado para agregar dichas reglas

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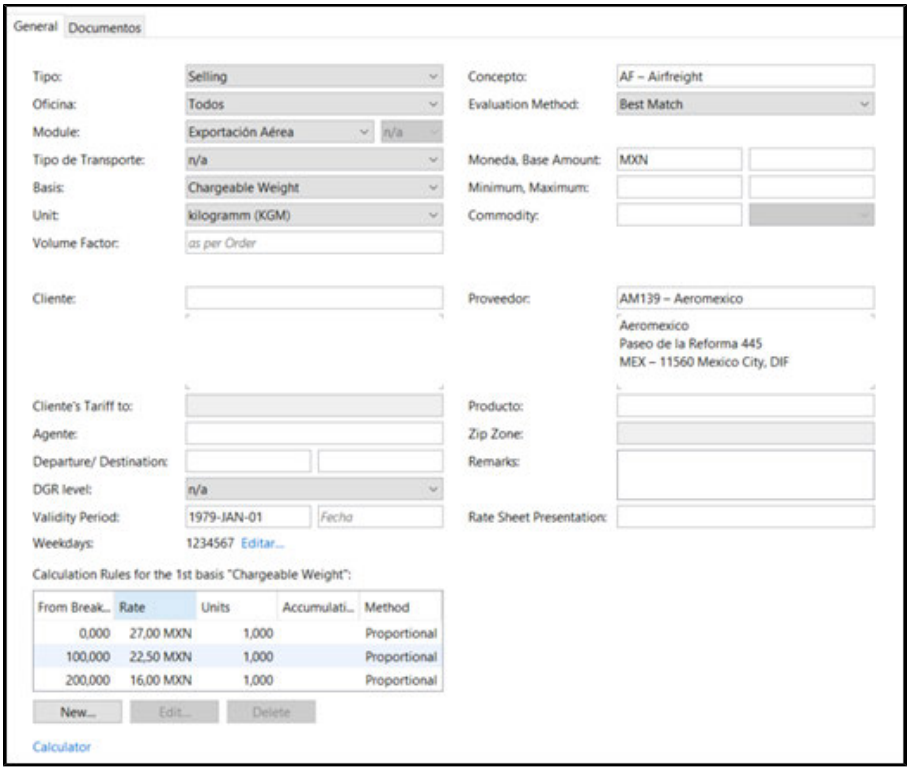

Las tarifas serán aplicadas al momento de generar el Job Costing.

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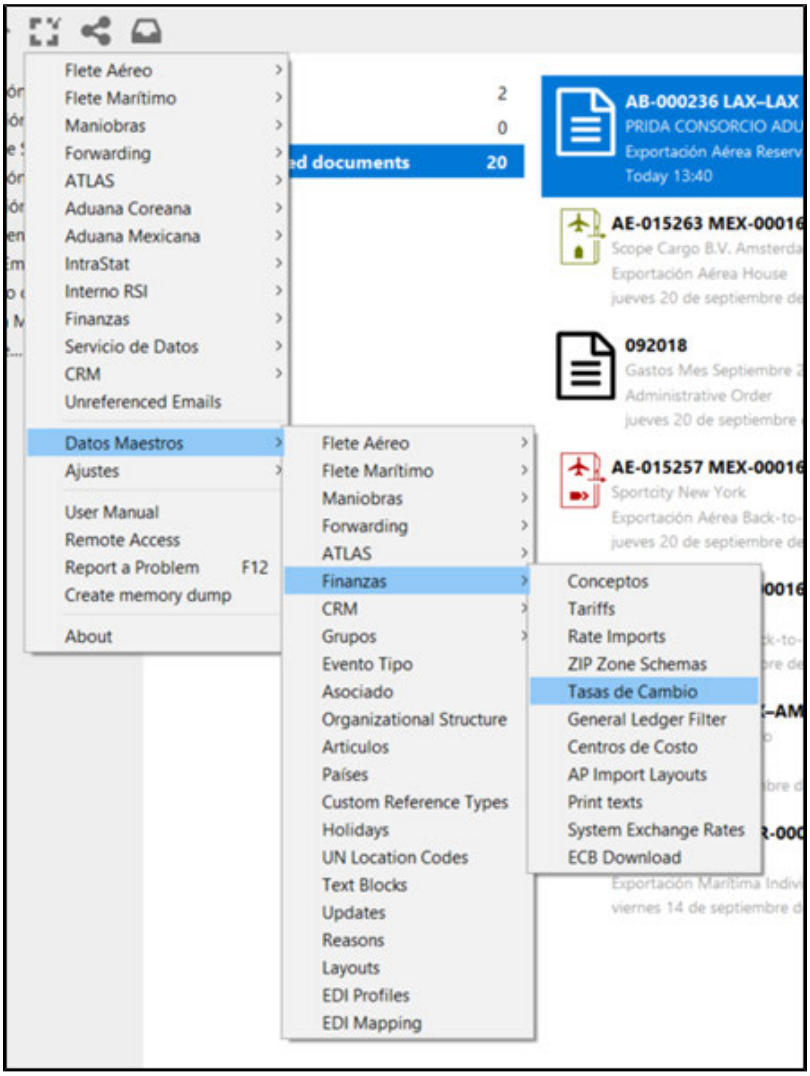
Tipo de Cambio

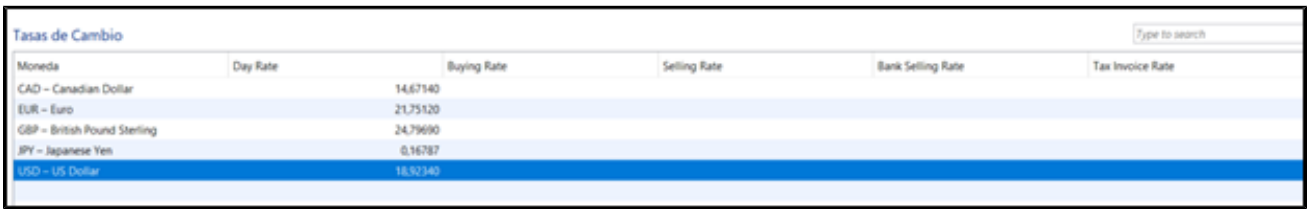
Introducción

El objetivo del presente documento es mostrar cómo mantener tipos de cambio

1. Ingrese al módulo: Datos Maestros > Finanzas > Tasas de Cambio



2. Seleccione la moneda que se va a actualizar, en este caso seleccionamos USD – US Dollar:



3. Al ingresar a la moneda, se presenta una pantalla con las tasas de cambio histórico, seleccionamos, dando doble click en el registro donde va a mantener las tarifas de compra y venta:

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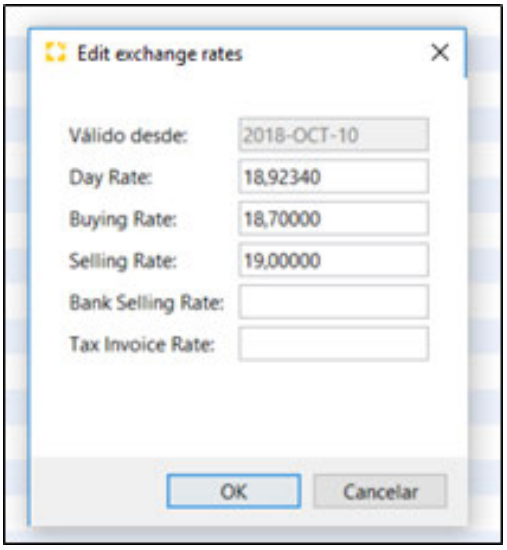
4. Se presenta una pantalla para actualizar el tipo de cambio y se ingresan las cantidades:



Después de ingresar los tipos de cambio, dé click en **OK**.

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Technical aspects

Technical requirements

You can find a list of all the technical requirements for the Scope installation and its usage here.

Scope Runtime

You can find a description of the "Scope Runtime", which is required since Scope release 11.0, including a FAQ section here.

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Scope Runtime

This documentation has moved. Please bookmark https://riege.github.io/scope-runtime/en/ as its new home at **GitHub Pages**.

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Technical Requirements

- Introduction
- Requirements

Introduction

Please contact your Scope Support in order to confirm the technical requirements for the usage of Scope.

Requirements

Client

PC

- 768 MB free system RAM
- 1 GB free storage space

Display

- Minimal resolution: 1024 x 768
- Optimal screen resolution: 1920 x 1080

Software

Operating System

- Microsoft Windows 10
- Microsoft Windows 11
- Apple Mac OS X starting with version 10.14

Scope Runtime

- Scope requires the Scope Runtime to be installed. Download at https://www.riege.com/scope/download/ .

Printer

- All printers connected to Scope must either be connected to a print server or equipped with an Ethernet port (internal print server).
- Scope supports dot matrix printers, PCL and PostScript laser printers as well as selected label printers.

Network

Which one of the following options is suitable depends on the number of workstations, the amount of business transactions, the pre-existing infrastructure, the demands on quality and reliability of the connection as well as your internal IT guidelines.

Therefore a general recommendation cannot be made, Riege Software International is happy to provide individual advice to each customer.

Connectivity Options

Internet Access

The option is included in all Scope plans.

Direct connection to the Scope application over Internet. The data is transferred encrypted using HTTPS (Hyper Text Transfer Protocol Secure) between Scope server and Scope client. Attention should be paid to the fact that no direct printing is available. Documents must be downloaded and printed on the client computer. Please choose another option if direct printing is required.

IPSec-VPN-Tunnel via Internet

This option is available at an additional fee.

Minimum requirements on the customer side:

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- synchronous broadband Internet access with at least 2MBit/s, static IP address and without 24h disconnect.
- Router with firewall and IPSec-VPN feature
    - Device compatibility cannot be guaranteed by Riege.
    - Riege uses Sophos UTM firewalls to terminate VPNs.

Both tunnel endpoints may be provided by the customer, an additional fee applies.

Firewall Rules for VPN usage on customer side

- Outbound:
    - HTTP protocol standard port 80
- Inbound:
    - Printer access from Scope server depending on used printing protocol:
        - Jetdirect protocol standard port 9100.
        - LPD protocol standard port 515.
        - IPP protocol standard port 631.

NOTE: It might be required to implement NAT or change the customer's local subnet in order to setup the VPN.

Managed Network Connection (MPLS)

Managed network connection between the customer's branch offices and Riege Software International's data center installed by the customer or an assigned service provider, typically in the flavour of MPLS networks.

Bandwidth

An synchronous broadband Internet access with at least 2MBit/s is recommended for small environments.

Proxy

In case of a proxy server usage, the proxy server must support the WebSocket protocol (RFC 6455).

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IntraStat

- Bestand
- Meldedatei

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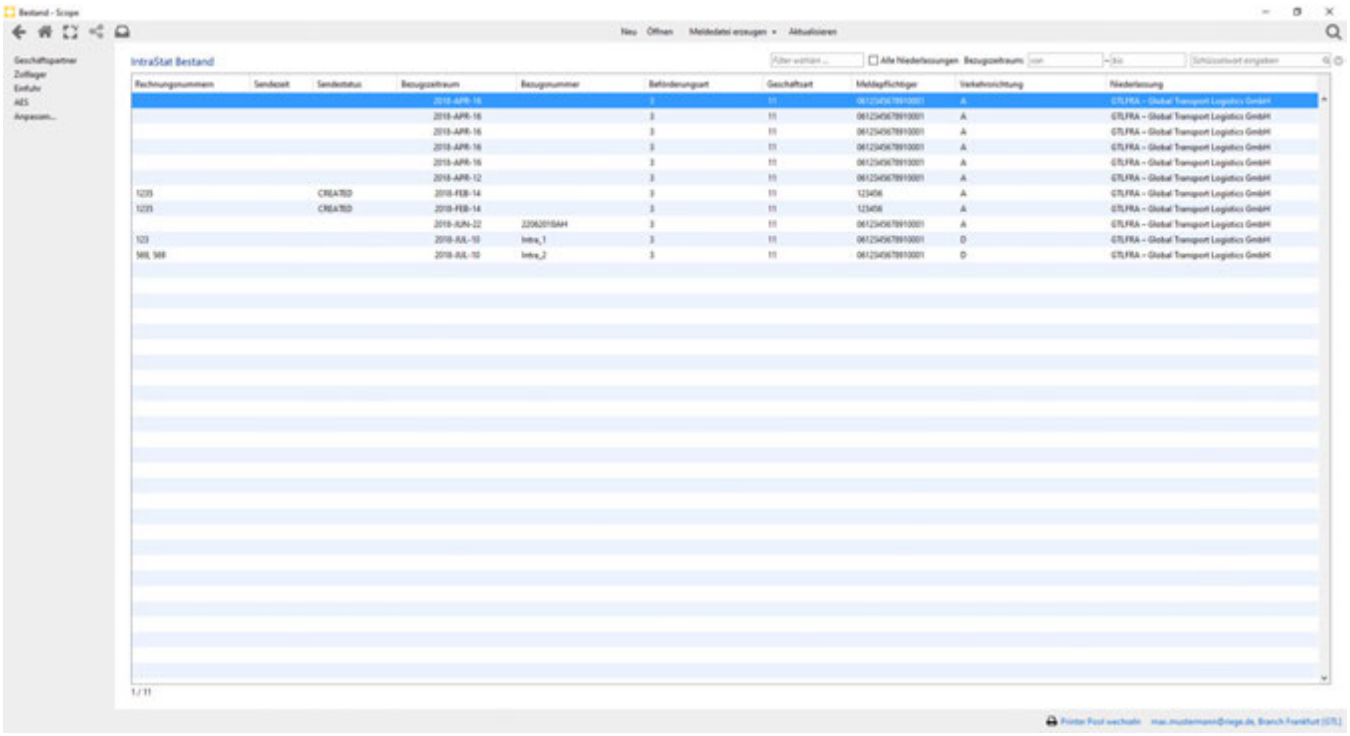
Bestand

Einleitung

Im Intrastat Bestand werden alle Datensätze gesammelt angezeigt. Es werden sowohl automatisch erzeugte Datensätze, die aus der Zollanmeldung kommen, als auch manuell erfasste Datensätze in der Übersicht angezeigt.

Beschreibung



Neu

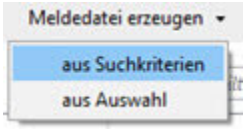
Öffnet eine leere Eingabemaske, um eine neue Rechnung zu erfassen.

Öffnen

Öffnet den markierten Vorgang.

Meldedatei erzeugen

Es gibt zwei Möglichkeiten die Meldedatei für das STABA zu erstellen



aus Suchkriterien

Es öffnet sich eine Eingabemaske in der die Suchparameter erfasst werden können. Scope sucht nach allen Bestandspositionen für die diese Kriterien zutreffen.

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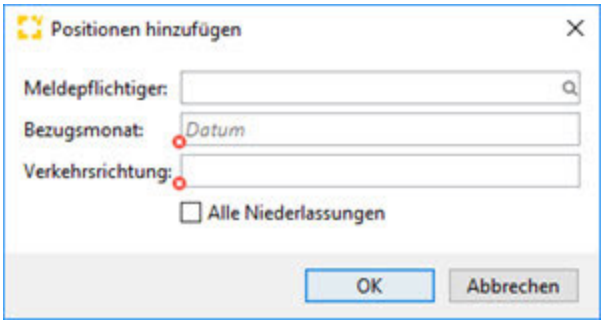

aus Auswahl

Es können verschiedene Vorgänge markiert werden. Alle hinterlegten Vorgänge werden in die Meldedatei gezogen.

Aktualisieren

Aktualisiert die aktuelle Ansicht.

Filter

Hier können Benutzer spezifische Filter definiert werden. Derzeit ist es nur möglich Filter für meldepflichtige Geschäftsparter anzulegen. Weiter Informationen finden Sie

Error!

Page named 'Erweiterter Filter - Funktionen - Grundlagen' is not accessible.

.

Alle Niederlassungen

Hat der Benutzer die Berechtigung für mehr als eine Niederlassung, werden ihm alle Intrastatvorgänge aus allen ihm zugewiesenen Niederlassungen angezeigt.

Bezugszeitraum

Über den Bezugszeitraum kann eine Eingrenzung der Anzeige über einen Zeitraum von/bis definiert werden.

Erweiterte Filterfunktion

Siehe Filter

Übersichtsbereich

In der Übersicht werden die einzelnen Rechnungszeilen mit den Informationen "Rechnungsnummer / Sendezeit / Sendestatus / Bezugszeitraum / Bezugsnummer / Beförderungsart / Geschäftsart / Meldepflichtiger / Verkehrsrichtung / Niederlassung" angezeigt.

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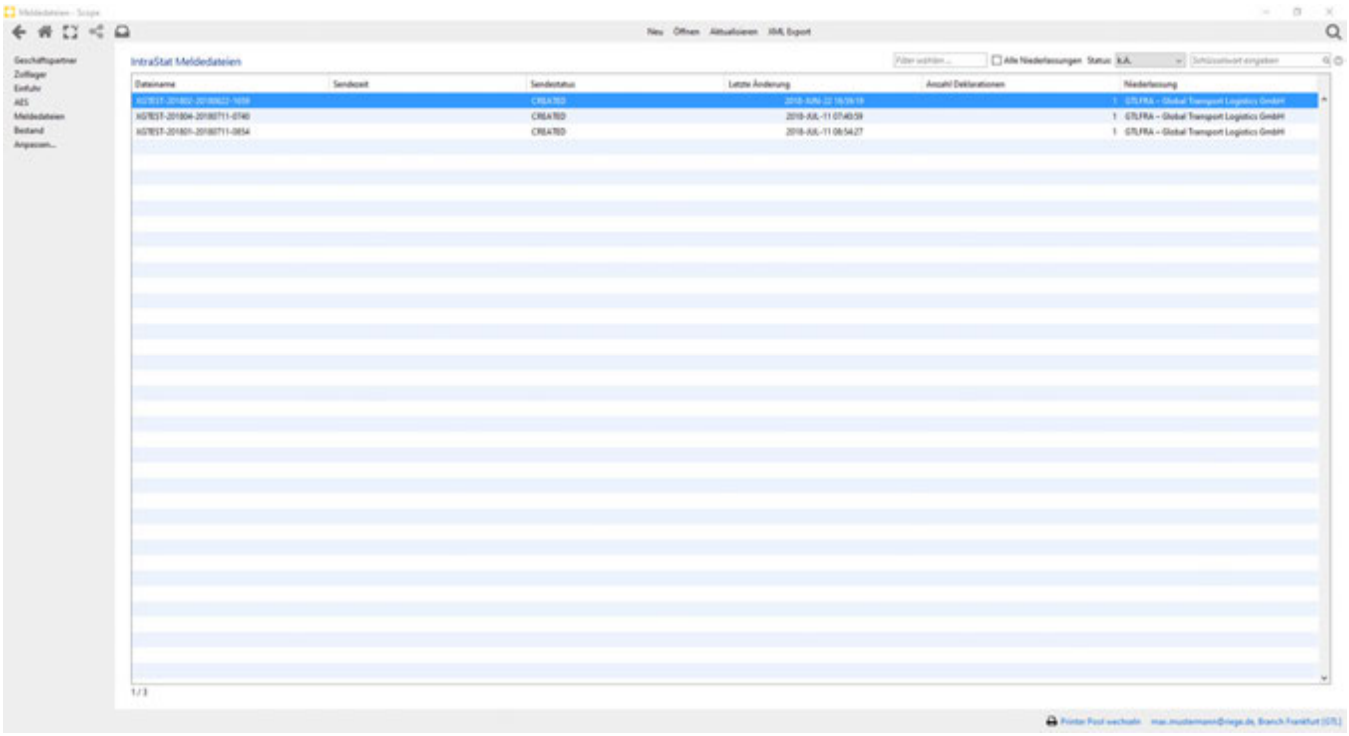
Meldedatei

Einleitung

Die Intrastat Meldedatei wird aus dem Bestand erzeugt. Erzeugte Meldedateien können über den XML Export als Datei heruntergeladen werden und anschließend beim STABA hochgeladen werden.

> Informationen zur Erhebung finden sie unter: Erhebungsportal

Beschreibung



Neu

Öffnet eine leere Meldedatei, die dazu benutzt werden kann, alle verfügbaren Bestände für einen gewissen Zeitraum in die Meldedatei zu ziehen.

Öffnen

Öffnet die markierte Meldedatei.

Aktualisieren

Aktualisiert die Ansicht des Homeview.

XML Export

Öffnet den Explorer. Der Benutzer kann das Verzeichnis auswählen in das die XML Datei, welche später an das STABA gesendet wird, abgelegt und gespeichert wird.

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Ecuador Invoice Process through Contifico

PORCENTAJES_RETENCION_IMPUESTO_A_LA_RENTA_2020.xlsx

PORCENTAJES IVA.docx

VENTAS KAB LOGISTIC.docx

Invoice process Ecuador.xlsx

Links:

https://app.contifico.com/sistema/accounts/login/

https://www.sri.gob.ec/web/guest/facturacion-electronica

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Internal

The pages listed here are only for internal purposes or technical.

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Pagelist

Diese Seite ist nur für internen Gebrauch vorgesehen. Keine Freigabe für Scope Handbuch Benutzer!

Alle Seiten im aktuellen *Space*

Unknown macro: {list-pages}

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Seite nicht gefunden

Sehr geehrter Scope Benutzer. Leider ist für Ihren aktuellen Screen in Scope die direkte Verknüpfung auf die konkrete Handbuchseite nicht definiert. Unser Kundencenter ist informiert und wird sich zeitnah um eine Korrektur bemühen. - Hier - gelangen Sie zur Hauptseite unserer Dokumentation. Vielen Dank für ihr Verständnis.

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