

## Freight Container Management

### Table of Contents

|  |    |
|--|----|
| Installation & Setup.....                                  | 3  |
| Creating the Subscription.....                             | 3  |
| Cancelling the Subscription.....                           | 10 |
| Setup the Freight Container Receiving Management App ..... | 11 |
| Assign User Permission Set .....                           | 11 |
| Assisted Setup .....                                       | 11 |
| Modify the Freight Container Management Setup.....         | 14 |
| User Guide (WITH On the Water Location) .....              | 15 |
| Setting up purchase order .....                            | 15 |
| Create a Container Document .....                          | 16 |
| Specify On the Water Location .....                        | 17 |
| Get Purchase Lines from PO to match BOL.....               | 17 |
| Processing Departure.....                                  | 19 |
| Update Departure Date and Estimated Arrival Date .....     | 22 |
| Undo Departure .....                                       | 22 |
| Process Arrival.....                                       | 25 |
| Process Final Destination .....                            | 27 |
| User Guide (WITHOUT On the Water Location) .....           | 29 |
| Setting up purchase order .....                            | 29 |
| Create a Container Document .....                          | 29 |
| Get Purchase Lines from PO to match BOL.....               | 30 |
| Processing Departure.....                                  | 31 |
| Undo Departure .....                                       | 32 |
| Process Arrival.....                                       | 33 |
| Adjusting Quantity .....                                   | 35 |

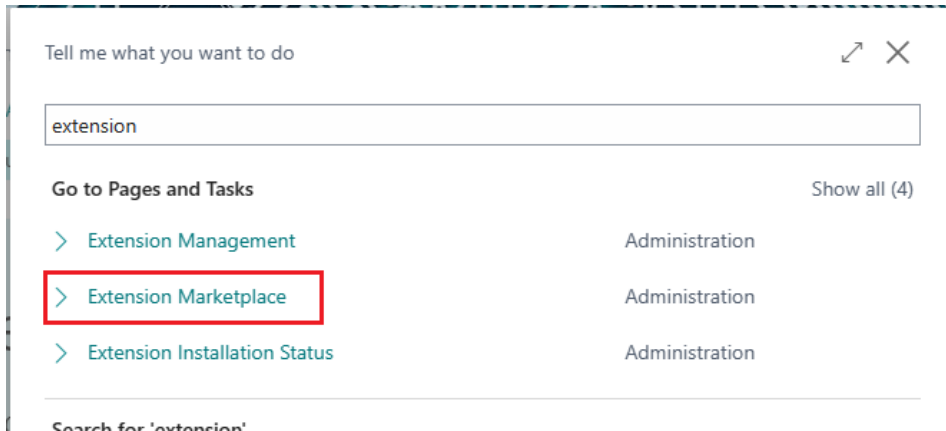
|   |    |
|---|----|
| Process Final Destination .....   | 35 |
| Serial/Lot Controlled Item Lines .....  | 36 |
| Setting up Tariff and Duty .....  | 39 |
| Setup Tariff and Duty %.....  | 39 |
| Landed Cost Allocation .....  | 40 |
| Create purchase document from Landed Cost. ....   | 40 |
| FAQ.....  | 42 |
| How do I adjust the quantities on the container before receiving to the final destination? .....  | 42 |
| Can I split a purchase line between multiple containers? .....  | 42 |
| The Duty/Tariff that my vendor charges me does not match what's calculated.....   | 42 |
| I cannot find the 'Create Item Charge Invoice' and 'Add Item Charge to existing Purchase Doc.' buttons in the Posted Container Actions..... | 43 |
| When am I able to create my Landed Cost Allocation purchase documents? I need to invoice my freight charges! .....                          | 43 |
| How do I switch from the Stripe subscription to the Microsoft Licensing subscription.....   | 43 |
| Will updating the Expected Receipt Date on the Container update the Expected Receipt Date on the Purchase Order? .....                      | 43 |
| How do I prevent transfer lines created during the departure processing from being suggested during MRP? .....                              | 43 |
| We have processed our Departure and realized we had the wrong quantity on the Container line, what do I do? .....                           | 43 |
| Is there a free trial so I can test the app before committing to purchasing licenses?.....  | 43 |

## Installation & Setup

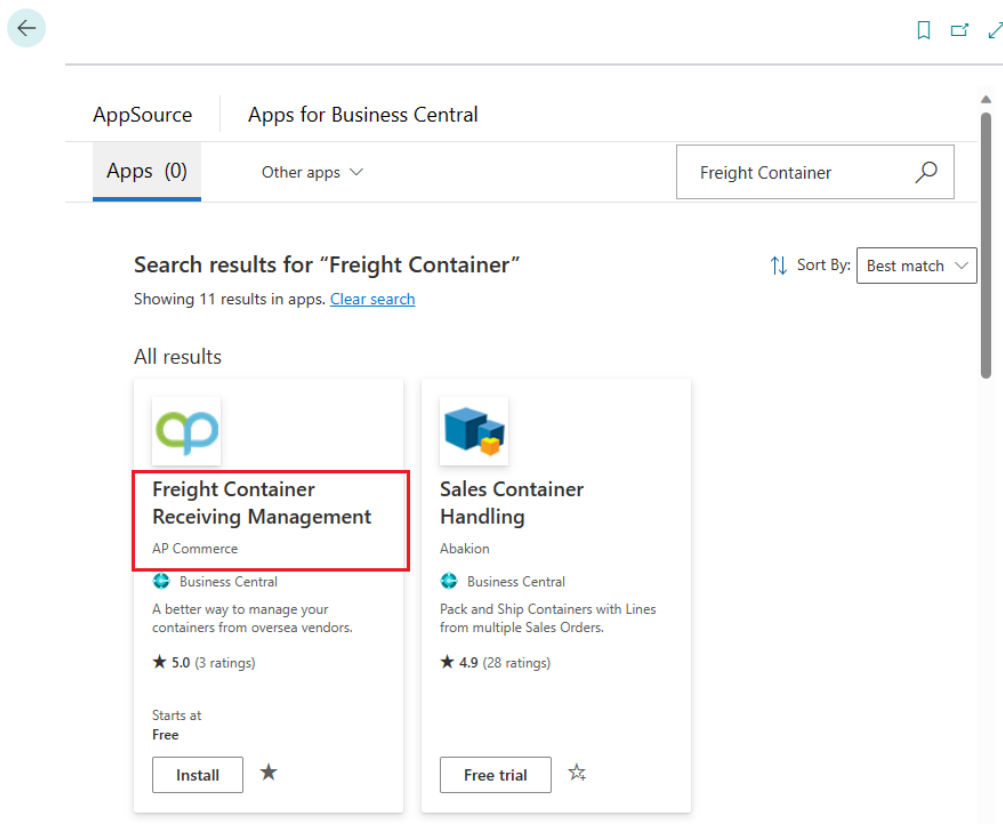
The Freight Container Management app is installed per company. To enable and initialize the app, use the Assisted Setup Wizard.

### Creating the Subscription

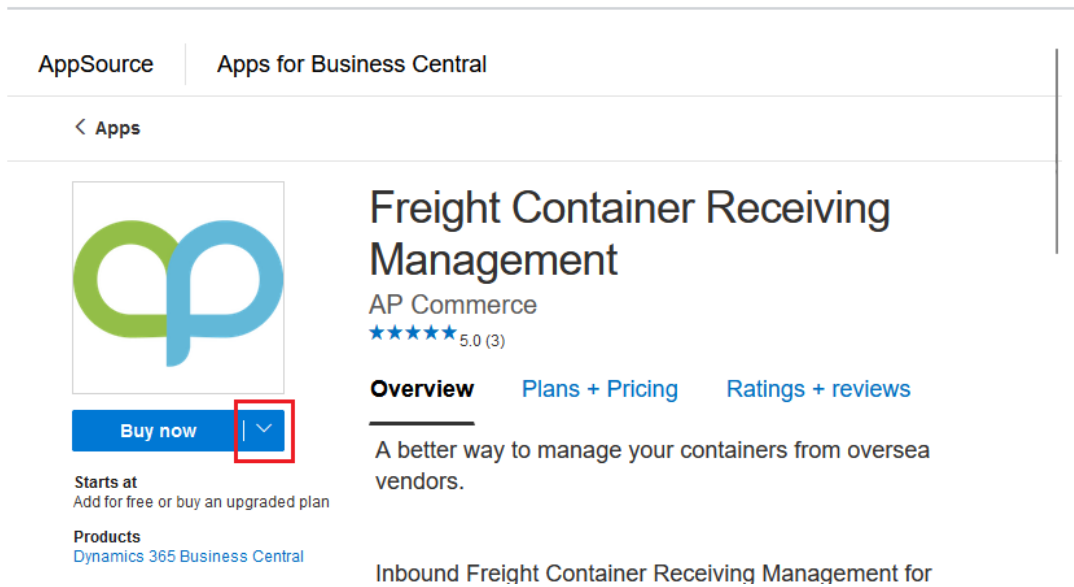
- 1) Go to the Extension Marketplace and click on the app you want to subscribe to.



- 2) Search "Freight Container" in the AppSource to find the Freight Container Receiving Management and open the information page.




3) On the **Drop Down** next to **Buy Now**.



AppSource | Apps for Business Central

< Apps



## Freight Container Receiving Management

AP Commerce  
★★★★★ 5.0 (3)

**Overview**   [Plans + Pricing](#)   [Ratings + reviews](#)

**Buy now** | ▾

**Starts at**  
Add for free or buy an upgraded plan

**Products**  
[Dynamics 365 Business Central](#)

A better way to manage your containers from overseas vendors.


Inbound Freight Container Receiving Management for

4) Click on **Buy Now**.



AppSource | Apps for Business Central

< Apps



## Freight Container Receiving Management

AP Commerce  
★★★★★ 5.0 (3)

**Overview**   [Plans + Pricing](#)   [Ratings + reviews](#)

**Buy now** | ▾

- Buy now
- Install

[Dynamics 365 Business Central](#)


**Publisher**

A better way to manage your containers from overseas vendors.

Inbound Freight Container Receiving Management for


5) Click on **Buy now**

Apps > **Freight Container Receiving Management**



## Freight Container Receiving Management

by AP Commerce

 Dynamics 365 Business Central

★ 5.0 (3 ratings)

Starts at **Free** **Buy now** Contact me ★ Saved

Overview   **Plans + Pricing**   Ratings + reviews   Details + support

| Plan            | Description                                  |
|-----------------|--|
| Small Team Plan | Small Team Plan (4-10 users: \$30 per user): |


6) Select a plan and click **Next**.

Apps > Freight Container Receiving Management > **Checkout**

## Checkout

- Plan
- Price + billing
- Payment
- Complete purchase

### Select a plan



## Freight Container Receiving Management

**Small Team Plan** Free trial

Description

**Small Team Plan (4-10 users: \$30 per user):**  
Perfect for small teams of 4 to 10 users. Enjoy cost-effective solutions tailored to the needs of compact teams.

**Next**

7) Go through the Billing information pages.



Apps > Freight Container Receiving Management > **Checkout**

## Checkout

- Plan
- Price + billing**
- Payment
- Complete purchase

### Price + billing

**Billing term** ⓘ \*

1-month subscription

**Price/payment options** ⓘ \*

First month free, then \$30.00/user/1-month


**Recurring billing** ⓘ \*

On

Off

**Number of users (4-10) \***

Up next, choose your payment method:

|  |   |
|--|---|
| <p><b>Credit card</b></p> <p>Use a credit card to make an online payment.</p> <p>Accepted payment methods:</p>  | <p><b>Invoice pay <i>New!</i></b></p> <p>If your organization has been approved for payment by invoice, select Invoice pay on the next page to pay with a check or wire transfer.</p> <p><a href="#">Learn more about paying by invoice</a> ↗</p> |
|--|---|

8) Enter your payment information.

## Checkout

- Plan
- Price + billing
- Payment**
- Complete purchase

### Payment

| Product name      | Price (USD)                            | Quantity   | Subtotal (USD) |                      |
|-------------------|--|--|----------------|----------------------|
| Offer             | Freight Container Receiving Management | First month free, then \$30.00/user/one-time payment                     | 4              | \$120.00 for 1 month |
| Plan              | Small Team Plan                        | <span style="background-color: #e6f2ff; padding: 2px;">Free trial</span> |                |                      |
| Billing term      | 1-month subscription                   |  |                |                      |
| Recurring billing | On                                     |  |                |                      |

#### Sold-to address \*

Enter the address of the legal entity responsible for payment and identified on the invoice. The address provided here is used to determine your tax rate.

#### Billing account

AP Commerce, Inc. ▼

[Edit](#)

AP Commerce, Inc.  
12304 Santa Monica Blvd. STE 300  
Los Angeles, CA 90025-2593  
US

#### Bill to \*

Select the billing profile you want to use for this purchase. You can also edit an existing profile. [Learn more about billing profiles](#)

#### Billing profile

APC ▼

[Edit](#) + [Add new](#)

9) Click on the **Accept agreement & place order**.

#### Summary

Subtotal after trial (before tax):

Estimated taxes: 1

**Total:**

#### Free trial

You'll start being charged after the first month of free trial for this subscription.

10) Click on **Assign license** to open the **Microsoft 365 admin center**.

## Checkout

- ✓ Plan
- ✓ Price + billing
- ✓ Payment
- **Complete purchase**

### Complete purchase

✓ Thank you for your purchase



**Freight Container Receiving Management**

✓ Your order was processed successfully.

#### Offer details

Offer  
Freight Container Receiving Management

Plan  
Small Team Plan

Billing term  
1-month

Price/payment options  
First month free, then \$30.00/user/1-month + tax

Recurring billing ⓘ  
On

Total  
\$0.00

#### Invoice details

Sold to  
AP Commerce, Inc.

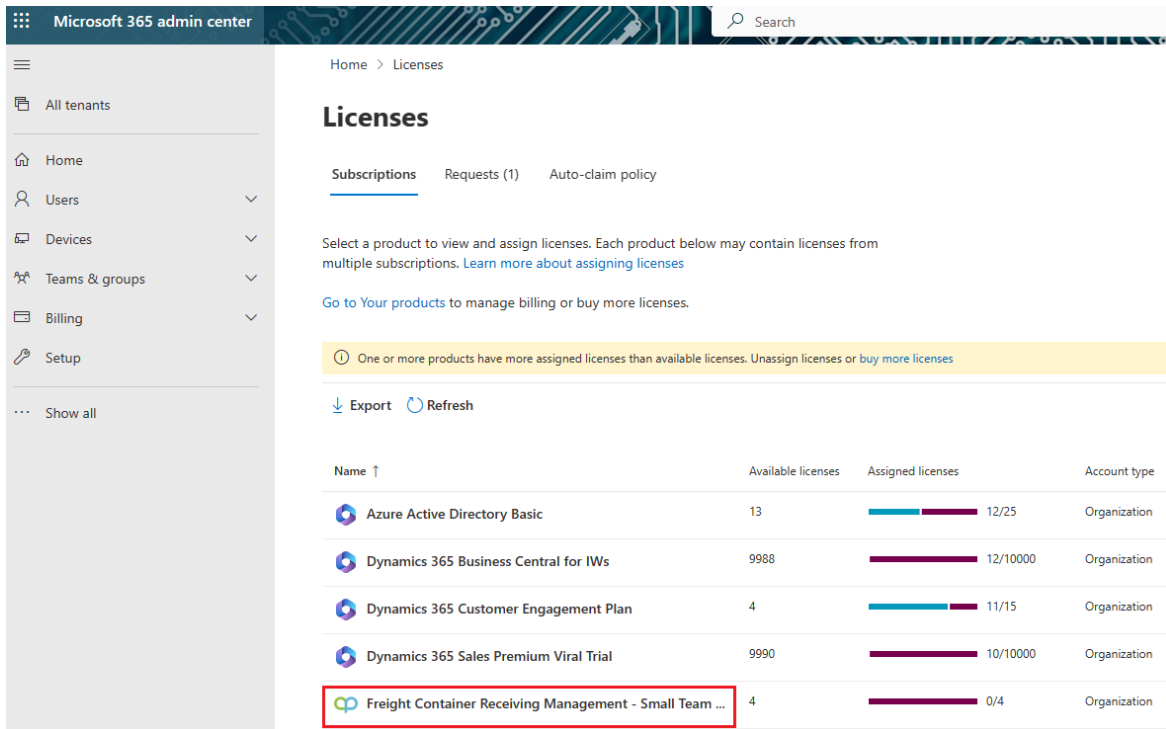
#### Next steps

Now, assign the licenses you purchased to users in your tenant via [Admin center](#). From there you can proceed to install this app. To manage your licenses anytime, click on your account at the top right, open [Admin center](#) and go to Licenses.

Back

**Assign licenses**

11) Click on the app that is just purchased.



The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains navigation options: All tenants, Home, Users, Devices, Teams & groups, Billing, Setup, and Show all. The main content area is titled 'Licenses' and includes tabs for Subscriptions, Requests (1), and Auto-claim policy. A message states: 'One or more products have more assigned licenses than available licenses. Unassign licenses or buy more licenses.' Below this, there are 'Export' and 'Refresh' buttons. A table lists the following products:

| Name ↑   | Available licenses | Assigned licenses | Account type |
|--|--------------------|-------------------|--------------|
| Azure Active Directory Basic                                   | 13                 | 12/25             | Organization |
| Dynamics 365 Business Central for I/Ws                         | 9988               | 12/10000          | Organization |
| Dynamics 365 Customer Engagement Plan                          | 4                  | 11/15             | Organization |
| Dynamics 365 Sales Premium Viral Trial                         | 9990               | 10/10000          | Organization |
| <b>Freight Container Receiving Management - Small Team ...</b> | 4                  | 0/4               | Organization |



12) Click on **Assign Licenses** to assign the licenses to the users that will be using the app.

[Home](#) > [Licenses](#) > License details

[Back to Licenses](#)

 **Freight Container Receiving Management - Small Team Plan**  
Published by AP Commerce

**Licenses**

**4 available**

0 assigned of 4 total

[Install this product](#)

**Users**

Manage and view licenses for your users.

[+ Assign licenses](#) [↓ Export users](#) [↻ Refresh](#)

| <input type="checkbox"/> | Name | Email | Type |
|--------------------------|------|-------|------|
|--------------------------|------|-------|------|

13) Click on **Install this Product** to install the app in your tenant.

[Back to Licenses](#)

 **Freight Container Receiving Management - Small Team Plan**  
Published by AP Commerce

**Licenses**

**3 available**

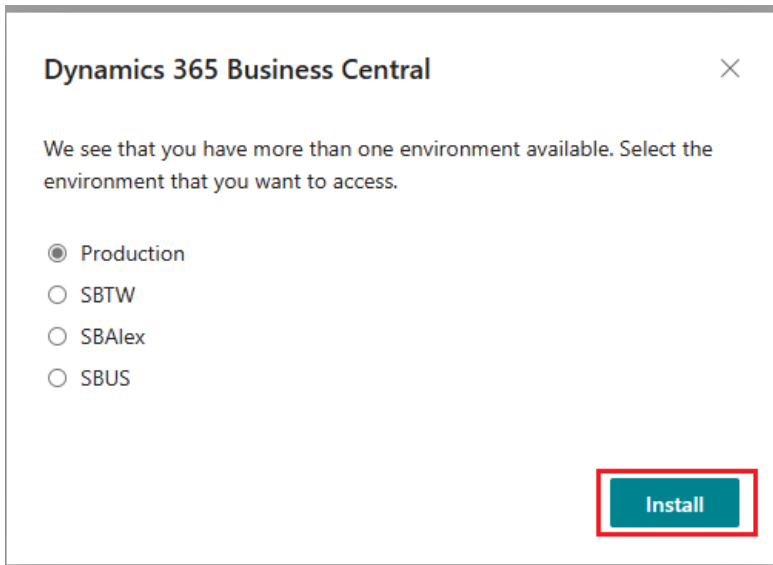
1 assigned of 4 total

[Install this product](#)

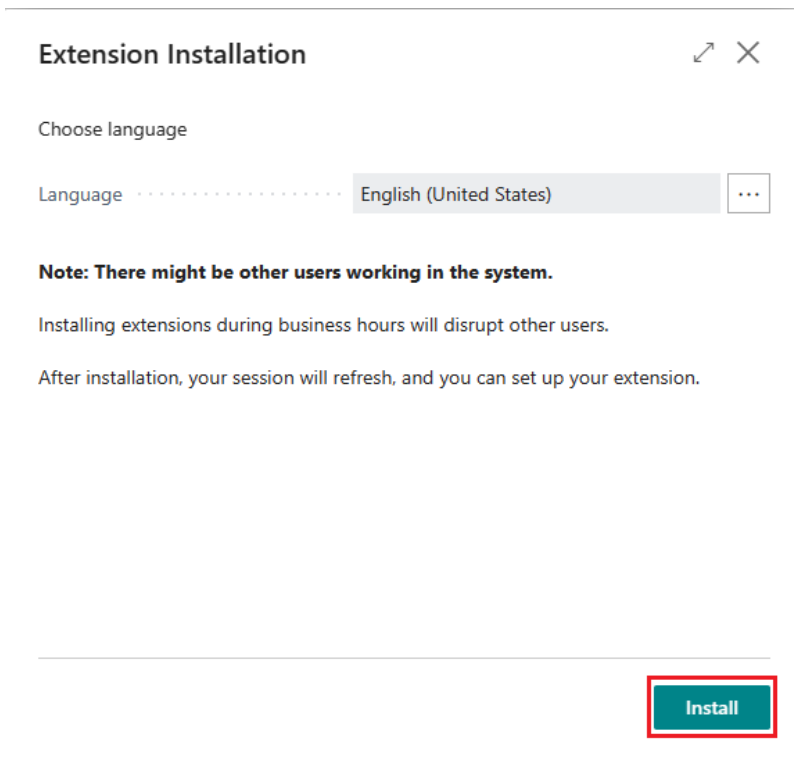
**Users**

Manage and view licenses for your users.

14) Select an environment and click on **Install**.



15) Choose a language and click on **Install**.




### **Cancelling the Subscription**

- 1) To Cancel Subscription, open the **Microsoft 365 admin center** and go to **Billing>>Your Products**.
- 2) Click on the app you want to cancel the subscription for and click on **Cancel Subscription**.


# Setup the Freight Container Receiving Management App

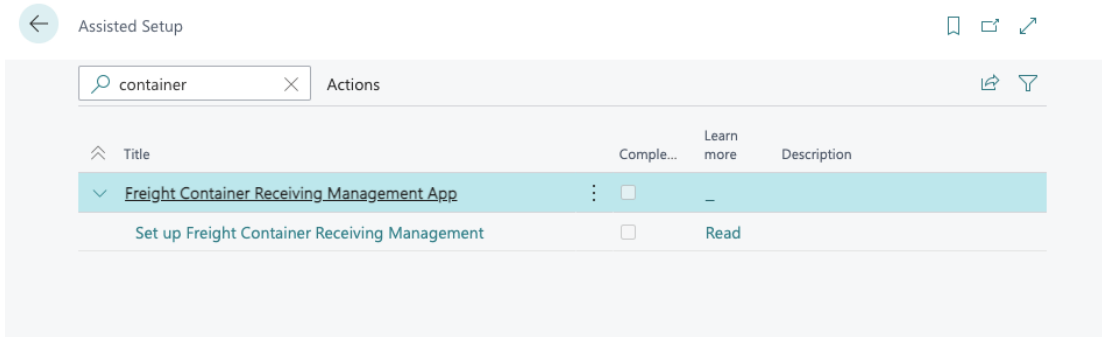
## Assign User Permission Set

- 1) Choose the  icon to enter “**User**” and click on the related link to open the **Users** list.
- 2) On the Users list, click on the user that will perform the Container Management setup and open the User Card page.
- 3) On the **User Card** page, go to the **User Permission Sets** tab, add the necessary permission sets based on the role of the user:
  - a) **APCCNTRADMINE**
    - i) Assign this to the users that are considered administrators of the app setup.
    - ii) These users must be licensed through the Microsoft 365 admin center.
  - b) **APCCNTRUSERE**
    - i) Assign this to the users that are considered administrators of the app setup.
    - ii) These users must be licensed through the Microsoft 365 admin center.
  - c) **APCCNTRREADE**
    - i) Assign this to all users.
    - ii) These users **do not need to be licensed**, but this permission set must be assigned to prevent any licensing errors while using areas touched by the app. (ex.: flowfields on Purchase Lines, Item Ledger Entries, etc.)
  - d) **APCCNTRTESTUSERE**
    - i) A special license is available to be used to allow one account to test this app in a Sandbox/
    - ii) This permission set is only for use in a Sandbox environment and cannot be assigned to any user in a Production environment.

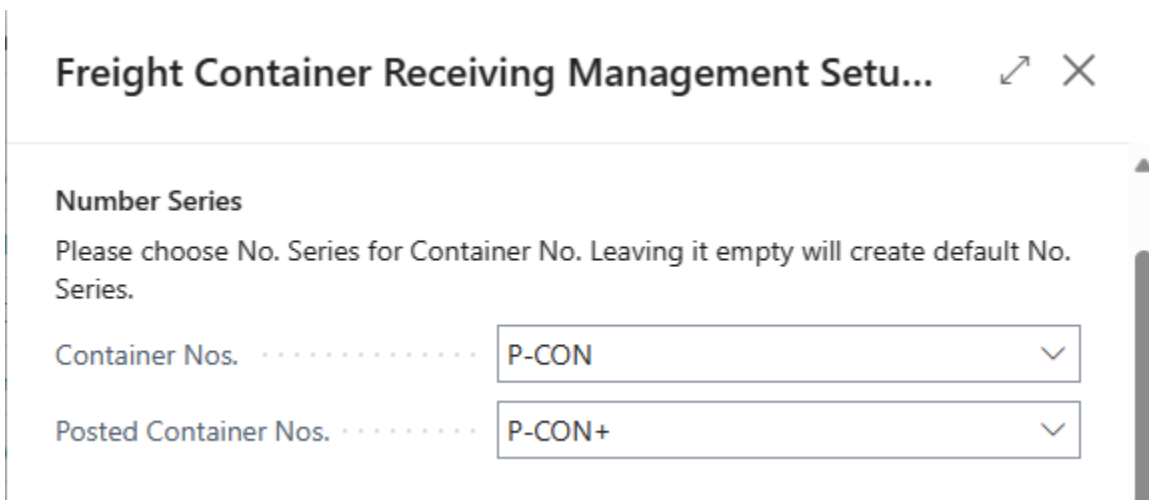
| Permission Set ↑ | Name                       | Type ↑ | Extension Name                         |
|------------------|----------------------------|--------|--|
| APCCNTRADMINE    | Container Mgmt - Admin     | System | Freight Container Receiving Management |
| APCCNTRREADE     | Container Mgmt Read Only   | System | Freight Container Receiving Management |
| APCCNTRTESTUSERE | Container Mgmt - Test User | System | Freight Container Receiving Management |
| APCCNTRUSERE     | Container Mgmt - User      | System | Freight Container Receiving Management |

## Assisted Setup

- 1) Choose the  icon to enter “**Assisted Setup**” and click on the related link.
- 2) Search “Container” to find the **Setup Freight Container Receiving Management** and click on the link. This will launch the wizard for setup process.



- 3) Input the required info on the **Customer details** page and click on Next.
  - a) You must enter an email address in order to click on the Next button
- 4) On the **Number Series** section, select a **No. Series** for **Container Nos.** and **Posted Container Nos.**. The app automatically creates the **No. Series** of "P-CON" and "P-CON+" during the install and inserted into the No. Series fields by the setup wizard.



- 5) On the **On the water process** section, enter the **Default Inbound Transition Leadtime** (optional) to specify the default date formula to calculate the Estimated Receipt Date based on the Vessel Arrival Date, for example, 1W. Enter **Default Transfer Order In-transit Location** to specify the default In-transit Location Code to use to transfer inventory to the final location. Enter **Default On the Water/Air Location** to specify the default On the Water/Air Location Code to use when receiving items from overseas. Leave blank if you do not use OTW locations.

**On the water process**

Please fill in the default values for on the water process. If you still not decided yet to use it or not, just leave this part blank. You can fill in later on the container setup page.

Default Inbound Transit Leadti...

Default Transfer Order In-trans...

Default On the Water/Air Loca...

To use existing location, make sure to enable the **On the Water Location** trigger on the location card. Click **Next** to proceed with the setup.

Location Card ✎ 📄 + 🗑 ✓ Saved 🔗

## OTW · On the Water Location

🏠 Zones
📦 Bins
📄 Inventory Posting Setup
👤 Warehouse Employees
🗺 Online Map
📏 Dimensions
⋮

**General**

Code .....  Exclude from Tax Calc...

Name .....  Tax Area Code .....

Use As In-Transit .....  Tax Exemption No. ....

**On The Water Location**

6) On **All Done** page, Click **Finish** to complete setup.

Freight Container Receiving Management Setu... 🔗 ✕

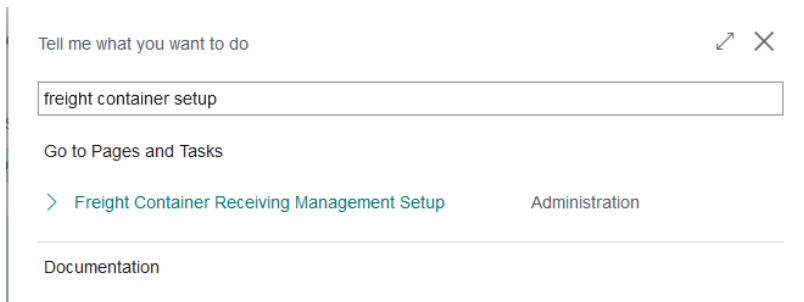
✓

**All done**

Click on Finish to create your subscription. Thank you for choosing the Container app with AP Commerce!

## Modify the Freight Container Management Setup

- 1) Choose the  icon to enter and select the **Freight Container Receiving Management Setup** link to open the setup page.



Tell me what you want to do ↗ ✕

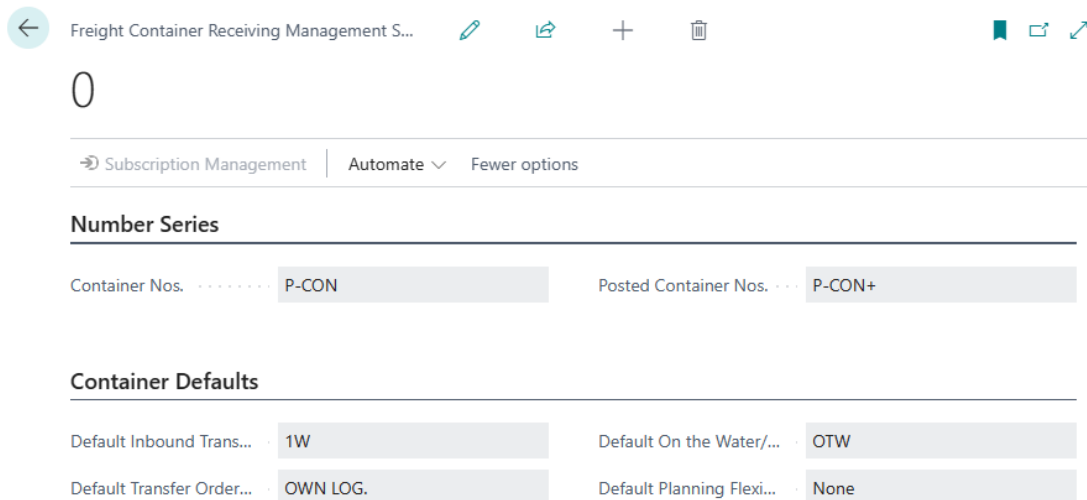
freight container setup

Go to Pages and Tasks

> [Freight Container Receiving Management Setup](#) Administration

Documentation

- 2) On the **Freight Container Receiving Management Setup** page, users may change Number Series and Container Defaults configuration as needed.



← Freight Container Receiving Management S... 📌 📄 🗑️

0

→ Subscription Management | Automate ▾ Fewer options

**Number Series**

Container Nos. . . . . P-CON      Posted Container Nos. . . . P-CON+

**Container Defaults**

Default Inbound Trans... · 1W      Default On the Water/... · OTW

Default Transfer Order... · OWN LOG.      Default Planning Flexi... · None

- a) **Container Nos.**
  - i) Specifies the code for the number series that will be used to assign numbers to Containers.
- b) **Posted Container Nos.**
  - i) Specifies the code for the number series that will be used to assign numbers to Posted Containers.
- c) **Default Inbound Transit Leadtime**
  - i) Specifies the default date formula to calculate the Estimated Receipt Date based on the Vessel Arrival Date.
- d) **Default Transfer Order In-transit Location**
  - i) Specifies the default In-transit Location Code to use to transfer inventory to the final location.
- e) **Default On the Water/Air Location**
  - i) Specifies the default On the Water/Air Location Code to use when receiving items from overseas. Leave it blank if you do not use OTW locations.
- f) **Default Planning Flexibility**
  - i) Specifies Planning Flexibility on Transfer Order Lines to prevent Planning processes from recommending action

against the transfer line when running MRP.

## User Guide (WITH On the Water Location)


The company places orders with their overseas factories, which prepare the shipments and send the items back to the domestic company in containers. During the shipping and receiving stage, users may encounter challenges when using the out-of-the-box Business Central process. The Freight Container Management App provides a consolidated solution for procurement users to handle multiple orders and complex processes.

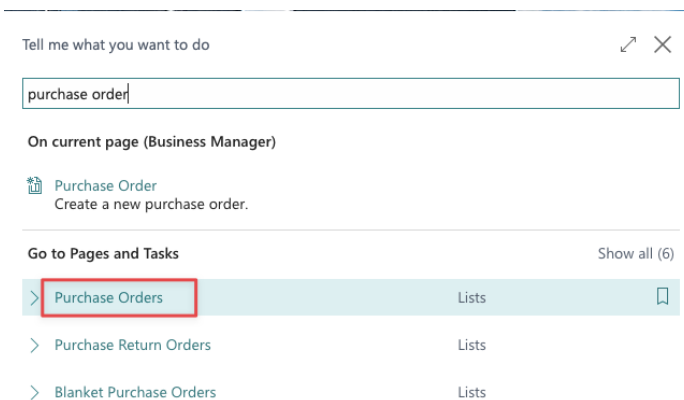
The major features include:

- Receiving multiple orders within one container.
- Recording inventory into the On the Water Location for FOB transactions.
- Tracking the receiving process with different stages (Departure, Arrival, and Final Location) to give users a clearer visibility of the goods.
- Allocating landed costs for multiple orders with flexibility.
- More features will be present in the next release...

Here are the main steps to follow when processing containers when using the OTW location:

### Setting up purchase order

1. Choose the  icon and enter "Purchase Orders" to open the purchase order list page.



2. Click on **New** to create a new purchase order.

Purchase Orders

Search **+ New** Manage Print/Send Order Release Posting Navigate More options

| No. ↑  | Buy-from Vendor No. | Buy-from Vendor Name     | Vendor Authorization No. | Location Code | Assigned User ID | Document Date | Status   |
|--------|---------------------|--------------------------|--------------------------|---------------|------------------|---------------|----------|
| 106002 | 20000               | First Up Consultants     |                          |               |                  | 5/13/2022     | Released |
| 106003 | 40000               | Wide World Importers     |                          |               |                  | 5/13/2022     | Released |
| 106004 | 30000               | Graphic Design Institute |                          |               |                  | 5/9/2022      | Released |
| 106005 | 50000               | Nod Publishers           |                          |               |                  | 4/11/2021     | Open     |
| 106025 | 10000               | London Postmaster        |                          | BLUE          |                  | 5/20/2022     | Released |
| 106026 | 10000               | London Postmaster        |                          | BLUE          |                  | 5/7/2021      | Open     |

3. Select **Vendor Name** and enter **Items** to be purchased. Make sure the fields with star signs are filled properly. With the release of version 1.6.1, you are no longer required to set the Location Code on the purchase lines to your On the Water location. You are now able to add lines that are either set to the **On the Water** location or the **Final Destination** location from your container record. However, when you process the Departure, the location code on the Purchase Line will update with the **On the Water** location from the Container.

Before adding a purchase document to a container, you will need to set up item tracking for any Serial/Lot Controlled items on the document.

Purchase Order

106109 · CoolWood Technologies

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

**General** Show more

Vendor Name ..... CoolWood Technologies ..... \* Vendor Invoice No. .... \*

Contact ..... Mr. Richard Bready ..... Vendor Shipment No. ....

Document Date ..... 5/26/2022 ..... Status ..... Open

**Lines** Manage More options Show more


| Type   | No.    | Item Reference No. | Description | Location Code | Bin Code | Quantity | Reserved Quantity | Unit of Measure Code | Direct Unit Cost Excl. Tax | Tax Are |
|--------|--------|--------------------|-------------|---------------|----------|----------|-------------------|----------------------|----------------------------|---------|
| Item   | 1000   |                    | Bicycle     | OTW           |          | 5        | -                 | PCS                  | 350.595                    |         |
| Item   | 1896-S |                    | ATHENS Desk | OTW           |          | 25       | -                 | PCS                  | 780.70                     |         |
| → Item | 1110   |                    | Rim         | OTW           |          | 100      | -                 | PCS                  | 1.05                       |         |

Subtotal Excl. Tax (USD) ..... 21,375.48 Total Excl. Tax (USD) ..... 21,375.48

Inv. Discount Amount (USD) ..... 0.00 Total Tax (USD) ..... 0.00

Invoice Discount % ..... 0 Total Incl. Tax (USD) ..... 21,375.48

## Create a Container Document

1. Choose the  icon and enter "Container" to open the **Containers** list page.
2. Click on **New** to create a new Container document.
3. Enter **Container No.** and **House Bill of Lading No.** of the shipment. Assign the **Final Destination Location Code** for the shipment.



Container  
CON000072

Process Departure Process Arrival Process Final Location Landed Cost Allocation

**General**

|                               |            |                                       |
|-------------------------------|------------|---------------------------------------|
| Container No. ....            | TEST223344 | <b>Departure Information</b>          |
| House Bill of Lading No. .... | B99887766  | Port of Departure .....               |
| IncoTerms Code .....          |            | Date of Departure .....               |
| Container Status .....        |            | On the Water/Air Location Code .....  |
| Posting Date .....            | 5/26/2022  | <b>Arrival Information</b>            |
| Document Date .....           | 5/26/2022  | Port of Arrival .....                 |
| <b>Vessel Information</b>     |            | Expected Date of Arrival .....        |
| Shipping Line .....           |            | Inbound Transit Leadtime .....        |
| Vessel Name .....             |            | Estimated Receipt Date .....          |
| Voyage ID .....               |            | Final Destination Location Code ..... |
|                               |            | BLUE                                  |

### Specify On the Water Location

Specify the **On the Water/Air Location Code**.

Container  
CON000072

Process Departure Process Arrival Process Final Location Landed Cost Allocation

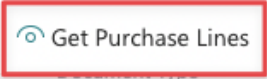
**General**

|                               |            |                                       |
|-------------------------------|------------|---------------------------------------|
| Container No. ....            | TEST223344 | <b>Departure Information</b>          |
| House Bill of Lading No. .... | B99887766  | Port of Departure .....               |
| IncoTerms Code .....          |            | Date of Departure .....               |
| Container Status .....        |            | On the Water/Air Location Code .....  |
| Posting Date .....            | 5/26/2022  | OTW                                   |
| Document Date .....           | 5/26/2022  | <b>Arrival Information</b>            |
| <b>Vessel Information</b>     |            | Port of Arrival .....                 |
| Shipping Line .....           |            | Expected Date of Arrival .....        |
| Vessel Name .....             |            | Inbound Transit Leadtime .....        |
| Voyage ID .....               |            | Estimated Receipt Date .....          |
|                               |            | Final Destination Location Code ..... |
|                               |            | BLUE                                  |

### Get Purchase Lines from PO to match BOL

1. On the Container Line, click on **Get Container Lines** menu and click on **Get Purchase Lines** to open purchase lines that will go to the **On the Water/Air location**. This list will display purchase lines for the **On the Water Location** as well as the **Final Destination Location** that have not been assigned to any Container Documents.

Lines | Manage Line Get Container Lines Fewer options



Get Purchase Lines |

| Document No. ↓ | Line No. | Buy-from Vendor No. | Type | No.    | Description   | Unit of Measure Code | Location Code | Quantity | Quantity Received | Outstanding Quantity |
|----------------|----------|---------------------|------|--------|---------------|----------------------|---------------|----------|-------------------|----------------------|
| → 106111       | :        | 20000 10000         | Item | 70001  | Base          | PCS                  | OTW           | 7        | 0                 | 7                    |
| 106110         |          | 20000 20000         | Item | 1850   | Saddle        | PCS                  | OTW           | 58       | 0                 | 58                   |
| 106110         |          | 10000 20000         | Item | 1896-S | ATHENS Desk   | PCS                  | OTW           | 200      | 0                 | 200                  |
| 106109         |          | 30000 30000         | Item | 1110   | Rim           | PCS                  | OTW           | 100      | 0                 | 100                  |
| 106109         |          | 20000 30000         | Item | 1896-S | ATHENS Desk   | PCS                  | OTW           | 25       | 0                 | 25                   |
| 106109         |          | 10000 30000         | Item | 1000   | Bicycle       | PCS                  | OTW           | 5        | 0                 | 5                    |
| 106108         |          | 20000 20000         | Item | 70001  | Base          | PCS                  | OTW           | 50       | 0                 | 50                   |
| 106107         |          | 20000 30000         | Item | 1110   | Rim           | PCS                  | OTW           | 20       | 0                 | 20                   |
| 106107         |          | 10000 30000         | Item | 1000   | Bicycle       | PCS                  | OTW           | 5        | 0                 | 5                    |
| 106104         |          | 40000 10000         | Item | 70101  | Paint, yellow | CAN                  | OTW           | 9        | 0                 | 9                    |
| 106104         |          | 20000 10000         | Item | 70100  | Paint, black  | CAN                  | OTW           | 9        | 0                 | 9                    |
| 106103         |          | 20000 01587796      | Item | 70002  | Top Panel     | PCS                  | OTW           | 2        | 0                 | 2                    |
| 106096         |          | 30000 30000         | Item | 70064  | Lot Temp Item | PCS                  | OTW           | 5        | 0                 | 5                    |
| 106096         |          | 20000 30000         | Item | 70064  | Lot Temp Item | PCS                  | OTW           | 60       | 0                 | 60                   |
| 106083         |          | 10000 01905382      | Item | 1000   | Bicycle       | PCS                  | OTW           | 30       | 0                 | 30                   |

2. Select purchase lines that should be included in this container based on the shipping document then click on **OK**. This feature allows user to put Items purchased from different vendors into one Container Document.

Get Purchase Lines |

| <input type="radio"/> Document No. ↓    | Line No. | Buy-from Vendor No. | Type | No.    | Description   | Unit of Measure Code | Location Code | Quantity | Quantity Received | Outstanding Quantity |
|---|----------|---------------------|------|--------|---------------|----------------------|---------------|----------|-------------------|----------------------|
| <input type="radio"/> 106111            |          | 20000 10000         | Item | 70001  | Base          | PCS                  | OTW           | 7        | 0                 | 7                    |
| <input checked="" type="radio"/> 106110 |          | 20000 20000         | Item | 1850   | Saddle        | PCS                  | OTW           | 58       | 0                 | 58                   |
| <input checked="" type="radio"/> 106110 |          | 10000 20000         | Item | 1896-S | ATHENS Desk   | PCS                  | OTW           | 200      | 0                 | 200                  |
| <input checked="" type="radio"/> 106109 |          | 30000 30000         | Item | 1110   | Rim           | PCS                  | OTW           | 100      | 0                 | 100                  |
| <input type="radio"/> 106109            |          | 20000 30000         | Item | 1896-S | ATHENS Desk   | PCS                  | OTW           | 25       | 0                 | 25                   |
| <input type="radio"/> 106109            |          | 10000 30000         | Item | 1000   | Bicycle       | PCS                  | OTW           | 5        | 0                 | 5                    |
| <input type="radio"/> 106108            |          | 20000 20000         | Item | 70001  | Base          | PCS                  | OTW           | 50       | 0                 | 50                   |
| <input type="radio"/> 106107            |          | 20000 30000         | Item | 1110   | Rim           | PCS                  | OTW           | 20       | 0                 | 20                   |
| <input type="radio"/> 106107            |          | 10000 30000         | Item | 1000   | Bicycle       | PCS                  | OTW           | 5        | 0                 | 5                    |
| <input type="radio"/> 106104            |          | 40000 10000         | Item | 70101  | Paint, yellow | CAN                  | OTW           | 9        | 0                 | 9                    |
| <input type="radio"/> 106104            |          | 20000 10000         | Item | 70100  | Paint, black  | CAN                  | OTW           | 9        | 0                 | 9                    |
| <input type="radio"/> 106103            |          | 20000 01587796      | Item | 70002  | Top Panel     | PCS                  | OTW           | 2        | 0                 | 2                    |
| <input type="radio"/> 106096            |          | 30000 30000         | Item | 70064  | Lot Temp Item | PCS                  | OTW           | 5        | 0                 | 5                    |
| <input type="radio"/> 106096            |          | 20000 30000         | Item | 70064  | Lot Temp Item | PCS                  | OTW           | 60       | 0                 | 60                   |
| <input type="radio"/> 106083            |          | 10000 01905382      | Item | 1000   | Bicycle       | PCS                  | OTW           | 30       | 0                 | 30                   |

3. The purchase lines have been imported into the Container Document Line.

Container

CON000072

Process Departure Process Arrival Process Final Location Landed Cost Allocation

---

**General**

|                               |                      |                                       |                      |
|-------------------------------|----------------------|---------------------------------------|----------------------|
| Container No. ....            | TEST223344           | <b>Departure Information</b>          |                      |
| House Bill of Lading No. .... | B99887766            | Port of Departure .....               | <input type="text"/> |
| IncoTerms Code .....          | <input type="text"/> | Date of Departure .....               | <input type="text"/> |
| Container Status .....        |                      | On the Water/Air Location Code .....  | OTW                  |
| Posting Date .....            | 5/26/2022            | <b>Arrival Information</b>            |                      |
| Document Date .....           | 5/26/2022            | Port of Arrival .....                 | <input type="text"/> |
| <b>Vessel Information</b>     |                      | Expected Date of Arrival .....        | <input type="text"/> |
| Shipping Line .....           | <input type="text"/> | Inbound Transit Leadtime .....        | <input type="text"/> |
| Vessel Name .....             | <input type="text"/> | Estimated Receipt Date .....          | <input type="text"/> |
| Voyage ID .....               | <input type="text"/> | Final Destination Location Code ..... | BLUE                 |

---

**Lines** | [Manage](#) | [Line](#) | [Get Container Lines](#) | [Fewer options](#)

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 58                   | 58                           |
| Purchase             | 106110     | 1896-S | ATHENS Desk | PCS                  | 200                               | 200                  | 200                          |
| → Purchase           | :          | 106109 | Rim         | PCS                  | 100                               | 100                  | 100                          |

\* Before adding a purchase document to a container line, you will need to set up item tracking for that document. This ensures that tracking information can be added to the container line and processed correctly.

Please refer to the Serial/Lot Controlled Item Lines section of this manual for instructions on how to add item tracking for to the Container Line.

## Processing Departure

1. Enter the **Posting Date** based on vendors' shipping document and click on **Process Departure**. The purchase document will be posted receive using the **Posting Date** on the Container Document.

Container ✎ ⌕ + 🗑

CON000072

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

---

**General**

|  |  |
|--|--|
| <p>Container No. .... TEST223344</p> <p>House Bill of Lading No. .... 899887766</p> <p>IncoTerms Code ..... <input type="text"/></p> <p>Container Status ..... <input type="text"/></p> <p style="border: 1px solid red; padding: 2px;">Posting Date ..... 5/28/2022</p> <p>Document Date ..... 5/26/2022</p> <p><b>Vessel Information</b></p> <p>Shipping Line ..... <input type="text"/></p> <p>Vessel Name ..... <input type="text"/></p> <p>Voyage ID ..... <input type="text"/></p> | <p><b>Departure Information</b></p> <p>Port of Departure ..... <input type="text"/></p> <p>Date of Departure ..... <input type="text"/></p> <p>On the Water/Air Location Code ..... OTW</p> <p><b>Arrival Information</b></p> <p>Port of Arrival ..... <input type="text"/></p> <p>Expected Date of Arrival ..... <input type="text"/></p> <p>Inbound Transit Leadtime ..... <input type="text"/></p> <p>Estimated Receipt Date ..... <input type="text"/></p> <p>Final Destination Location Code ..... BLUE</p> |
|--|--|

2. Click on **Yes** to post receive for **all** the quantities on purchase order lines for this Container Document.

? Do you want to process the departure of the container?

Yes
No

3. The **Container Status** will be changed to **Departed**. The **Outstanding Quantity** & **Qty. to Receive** (Source Doc) will be 0.

Container ✎ ⌕ + 🗑

CON000072

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

---

**General**

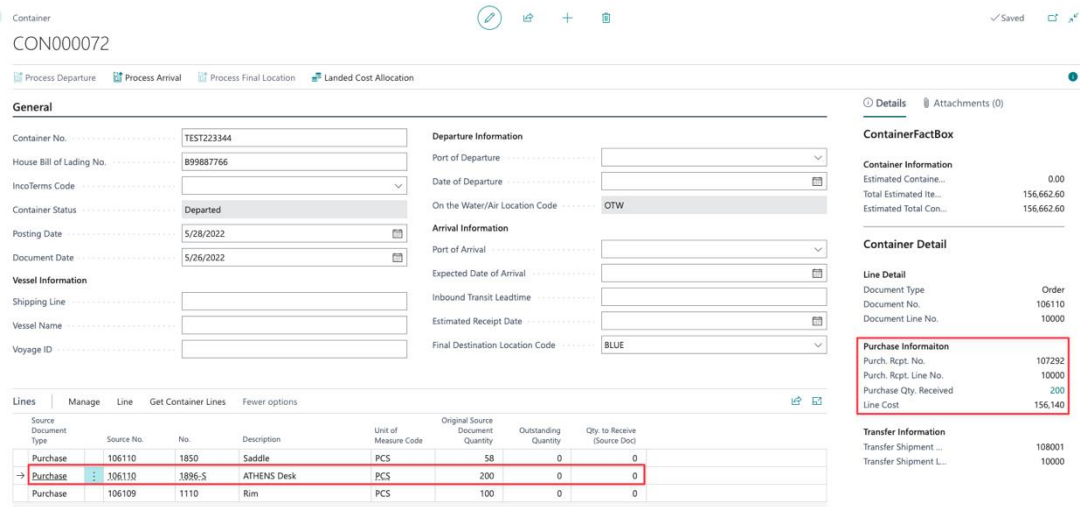
|  |  |
|--|--|
| <p>Container No. .... TEST223344</p> <p>House Bill of Lading No. .... 899887766</p> <p>IncoTerms Code ..... <input type="text"/></p> <p style="border: 1px solid red; padding: 2px;">Container Status ..... Departed</p> <p>Posting Date ..... 5/28/2022</p> <p>Document Date ..... 5/26/2022</p> <p><b>Vessel Information</b></p> <p>Shipping Line ..... <input type="text"/></p> <p>Vessel Name ..... <input type="text"/></p> <p>Voyage ID ..... <input type="text"/></p> | <p><b>Departure Information</b></p> <p>Port of Departure ..... <input type="text"/></p> <p>Date of Departure ..... <input type="text"/></p> <p>On the Water/Air Location Code ..... OTW</p> <p><b>Arrival Information</b></p> <p>Port of Arrival ..... <input type="text"/></p> <p>Expected Date of Arrival ..... <input type="text"/></p> <p>Inbound Transit Leadtime ..... <input type="text"/></p> <p>Estimated Receipt Date ..... <input type="text"/></p> <p>Final Destination Location Code ..... BLUE</p> |
|--|--|

---

Lines | Manage | Line | Get Container Lines | Fewer options ⌕ 🗑

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 0                    | 0                            |
| Purchase             | 106110     | 1896-S | ATHENS Desk | PCS                  | 200                               | 0                    | 0                            |
| → Purchase           | 106102     | 1110   | Rim         | PCS                  | 100                               | 0                    | 0                            |

- On the right side FactBox of the Container Document, user can view **Purchase Information** section to know the posted purchase receive information.



Container: CON000072

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

**General**

Container No.: TEST223344  
 House Bill of Lading No.: B99887766  
 IncoTerms Code: [Dropdown]  
 Container Status: Departed  
 Posting Date: 5/28/2022  
 Document Date: 5/26/2022

**Departure Information**  
 Port of Departure: [Dropdown]  
 Date of Departure: [Calendar]  
 On the Water/Air Location Code: OTW

**Arrival Information**  
 Port of Arrival: [Dropdown]  
 Expected Date of Arrival: [Calendar]  
 Inbound Transit Leadtime: [Input]  
 Estimated Receipt Date: [Calendar]  
 Final Destination Location Code: BLUE

**ContainerFactBox**

**Container Information**  
 Estimated Containe...: 0.00  
 Total Estimated It...: 156,662.60  
 Estimated Total Con...: 156,662.60

**Container Detail**

**Line Detail**  
 Document Type: Order  
 Document No.: 106110  
 Document Line No.: 10000

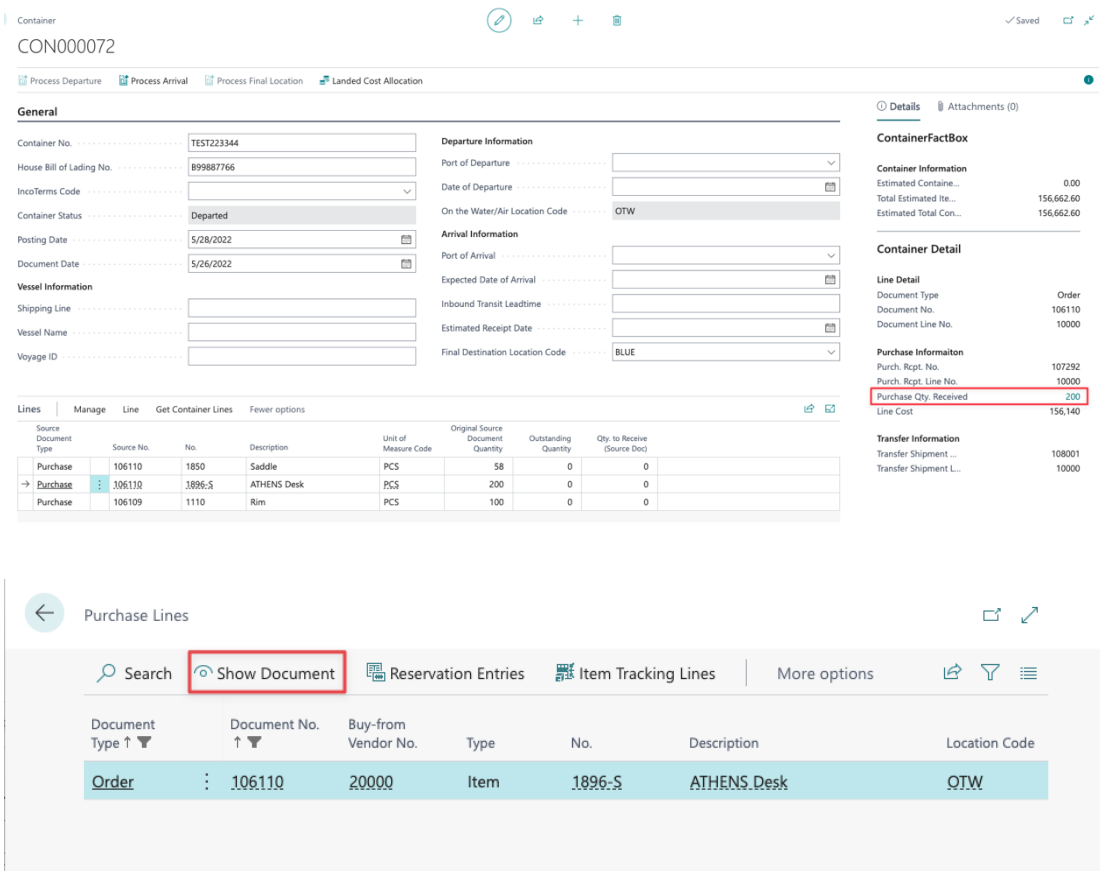
**Purchase Information**  
 Purch. Rcpt. No.: 107292  
 Purch. Rcpt. Line No.: 10000  
 Purchase Qty. Received: 200  
 Line Cost: 156,140

**Transfer Information**  
 Transfer Shipment ...: 108001  
 Transfer Shipment L...: 10000

**Lines**

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 0                    | 0                            |
| Purchase             | 106110     | 1896-S | ATHENS Desk | PCS                  | 200                               | 0                    | 0                            |
| Purchase             | 106109     | 1110   | Rim         | PCS                  | 100                               | 0                    | 0                            |

- Click on the **Purchase Qty. Received** on the Container Document to view the posted purchase document for each item.



Container: CON000072

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

**General**

Container No.: TEST223344  
 House Bill of Lading No.: B99887766  
 IncoTerms Code: [Dropdown]  
 Container Status: Departed  
 Posting Date: 5/28/2022  
 Document Date: 5/26/2022

**Departure Information**  
 Port of Departure: [Dropdown]  
 Date of Departure: [Calendar]  
 On the Water/Air Location Code: OTW

**Arrival Information**  
 Port of Arrival: [Dropdown]  
 Expected Date of Arrival: [Calendar]  
 Inbound Transit Leadtime: [Input]  
 Estimated Receipt Date: [Calendar]  
 Final Destination Location Code: BLUE

**ContainerFactBox**

**Container Information**  
 Estimated Containe...: 0.00  
 Total Estimated It...: 156,662.60  
 Estimated Total Con...: 156,662.60

**Container Detail**

**Line Detail**  
 Document Type: Order  
 Document No.: 106110  
 Document Line No.: 10000

**Purchase Information**  
 Purch. Rcpt. No.: 107292  
 Purch. Rcpt. Line No.: 10000  
 Purchase Qty. Received: 200  
 Line Cost: 156,140

**Transfer Information**  
 Transfer Shipment ...: 108001  
 Transfer Shipment L...: 10000

**Lines**

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 0                    | 0                            |
| Purchase             | 106110     | 1896-S | ATHENS Desk | PCS                  | 200                               | 0                    | 0                            |
| Purchase             | 106109     | 1110   | Rim         | PCS                  | 100                               | 0                    | 0                            |

**Purchase Lines**

Search | **Show Document** | Reservation Entries | Item Tracking Lines | More options

| Document Type | Document No. | Buy-from Vendor No. | Type | No.    | Description | Location Code |
|---------------|--------------|---------------------|------|--------|-------------|---------------|
| Order         | 106110       | 20000               | Item | 1896-S | ATHENS Desk | OTW           |

- On the posted purchase receipt, the user can see the **Posting Date** and **Container Doc. No.** are the same as Container Document. The **Container No.** and **House Bill of Lading No.** on the Container Document will also be

brought from the Container Document to the Posted Purchase Document.

Posted Purchase Receipt

107292 · AR Day Property Management

Receipt Print/Send More options

**General** Show more

|                      |                            |                        |            |
|----------------------|----------------------------|------------------------|------------|
| No.                  | 107292                     | Posting Date           | 5/28/2022  |
| Buy-from Vendor No.  | 20000                      | Document Date          | 5/28/2022  |
| Buy-from Contact No. | CT000131                   | Requested Receipt Date |            |
| <b>Buy-from</b>      |                            | Promised Receipt Date  |            |
| Name                 | AR Day Property Management | Quote No.              |            |
| Address              | 100 Day Drive              | Order No.              | 106110     |
| Address 2            |                            | Vendor Order No.       |            |
| City                 | Chicago                    | Vendor Shipment No.    | B99887766  |
| State                | IL                         | Order Address Code     |            |
| ZIP Code             | 61236                      | Purchaser Code         | RB         |
| Country/Region       | US                         | Responsibility Center  | NEW YORK   |
| Contact              | Mr. Frank Lee              | Container No.          | TEST223344 |
| No. Printed          | 0                          | Container Doc. No.     | CON000072  |

| Type | No.    | Item Reference No. | Description | Location Code | Quantity | Unit of Measure Code | Quantity Invoiced | Planned Receipt Date | Expected Receipt Date | Order Date | Department Code | Project Code | Customergr... Code | Are |
|------|--------|--------------------|-------------|---------------|----------|----------------------|-------------------|----------------------|-----------------------|------------|-----------------|--------------|--------------------|-----|
| Item | 1896-S |                    | ATHENS Desk | OTW           | 200      | PCS                  |                   | 5/27/2022            | 5/27/2022             | 5/27/2022  |                 |              |                    | 30  |
| Item | 1850   |                    | Saddle      | OTW           | 58       | PCS                  |                   | 5/27/2022            | 5/27/2022             | 5/27/2022  |                 |              |                    | 30  |

- A transfer order will be automatically created from **On the Water/Air Location** to the **Final Destination Location**. The right side FactBox on the Container Document will display the related Transfer Information. User can open the transfer order by clicking on **View Transfer Order Document** under Container Line menu.

Container

CON000072

Process Departure Process Arrival Process Final Location Landed Cost Allocation

**General** Details Attachments (0)

|                           |            |                                 |      |
|---------------------------|------------|---------------------------------|------|
| Container No.             | TEST223344 | Departure Information           |      |
| House Bill of Lading No.  | B99887766  | Port of Departure               |      |
| IncoTerms Code            |            | Date of Departure               |      |
| Container Status          | Departed   | On the Water/Air Location Code  | OTW  |
| Posting Date              | 5/28/2022  | <b>Arrival Information</b>      |      |
| Document Date             | 5/26/2022  | Port of Arrival                 |      |
| <b>Vessel Information</b> |            | Expected Date of Arrival        |      |
| Shipping Line             |            | Inbound Transit Leadtime        |      |
| Vessel Name               |            | Estimated Receipt Date          |      |
| Voyage ID                 |            | Final Destination Location Code | BLUE |

| Purchases | View Transfer Order Document | Item Tracking Lines |             |     |     |   |   |
|-----------|------------------------------|---------------------|-------------|-----|-----|---|---|
| Purchase  | 106110                       | 1850                | Saddle      | PCS | 58  | 0 | 0 |
| Purchase  | 106110                       | 1896-S              | ATHENS Desk | PCS | 200 | 0 | 0 |
| Purchase  | 106109                       | 1110                | Rim         | PCS | 100 | 0 | 0 |

|                              |                        |            |
|------------------------------|------------------------|------------|
| <b>Container Information</b> | Estimated Containe...  | 0.00       |
|                              | Total Estimated Re...  | 156,662.60 |
|                              | Estimated Total Con... | 156,662.60 |
| <b>Container Detail</b>      | <b>Line Detail</b>     | Order      |
|                              | Document Type          | 106110     |
|                              | Document No.           | 10000      |
| <b>Purchase Informatio</b>   | Purch. Rcpt. No.       | 107292     |
|                              | Purch. Rcpt. Line No.  | 10000      |
|                              | Purchase Qty. Received | 200        |
|                              | Line Cost              | 156,140    |
| <b>Transfer Information</b>  | Transfer Shipment ...  | 108001     |
|                              | Transfer Shipment L... | 10000      |

- Click on **Show Document** to open the transfer order.

Transfer Lines

Search **Show Document** More options

| Document No. ↑ | Item No. | Description | Shipment Date | Qty. in Transit | Outstanding Quantity | Unit of Measu |
|----------------|----------|-------------|---------------|-----------------|----------------------|---------------|
| 1070           | 1896-S   | ATHENS Desk | 5/27/2022     | 0               | 200                  | Piece         |

The **Transfer-from Code** will be **On the Water/Air Location Code** on the Container Document and the **Transfer-to Code** will be the **Final Destination Location Code** on the Container Document. The transfer order will remain open till user proceed to the next status.

Transfer Order  
1070

Report Release Posting Order Print/Send Navigate More options

**General** Show more

|                    |                          |                 |           |
|--------------------|--------------------------|-----------------|-----------|
| Transfer-from Code | OTW                      | In-Transit Code | OWN LOG.  |
| Transfer-to Code   | BLUE                     | Posting Date    | 5/27/2022 |
| Direct Transfer    | <input type="checkbox"/> | Status          | Open      |

Lines Manage More options Show more

| Item No. | Description | Quantity | Reserved Quantity Inbnd. | Reserved Quantity Shipped | Reserved Quantity Outbnd. | Unit of Measure Code | Qty. to Ship | Quantity Shipped | Qty. to Receive |
|----------|-------------|----------|--------------------------|---------------------------|---------------------------|----------------------|--------------|------------------|-----------------|
| → 1850   | Saddle      | 58       | -                        | -                         | -                         | PCS                  | 58           | -                | -               |
| 1896-S   | ATHENS Desk | 200      | -                        | -                         | -                         | PCS                  | 200          | -                | -               |
| 1110     | Rim         | 100      | -                        | -                         | -                         | PCS                  | 100          | -                | -               |

**Shipment** Show more

|                              |           |                     |           |
|------------------------------|-----------|---------------------|-----------|
| Shipment Date                | 5/27/2022 | Shipping Agent Code |           |
| Outbound Whse. Handling Time |           | Shipping Time       |           |
| Shipment Method Code         |           | Receipt Date        | 5/27/2022 |

## Update Departure Date and Estimated Arrival Date

When confirming the vessel departure progress, user can update the **Date of Departure** and the **Expected Date of Arrival** on the Container Document.

Container  
CON000072

Process Departure Process Arrival Process Final Location Landed Cost Allocation

**General**

|                           |            |                                 |           |
|---------------------------|------------|---------------------------------|-----------|
| Container No.             | TEST223344 | <b>Departure Information</b>    |           |
| House Bill of Lading No.  | B99887766  | Port of Departure               | CHN       |
| IncoTerms Code            |            | <b>Date of Departure</b>        | 5/30/2022 |
| Container Status          | Departed   | On the Water/Air Location Code  | OTW       |
| Posting Date              | 5/28/2022  | <b>Arrival Information</b>      |           |
| Document Date             | 5/26/2022  | Port of Arrival                 | LA        |
| <b>Vessel Information</b> |            | <b>Expected Date of Arrival</b> | 7/31/2022 |
| Shipping Line             |            | Inbound Transit Leadtime        |           |
| Vessel Name               |            | Estimated Receipt Date          | 7/31/2022 |
| Voyage ID                 |            | Final Destination Location Code | BLUE      |

## Undo Departure

This can only be performed when a Container line is in the Departure Line Status.

\*As of version 1.6.2, this action is only allowed for Items that are not Lot or Serial Controlled. This will be available with a future release.

1. Select the Container Line that needs to be undone.

| Container Line Status | Source Document Type | Source No. | Type | No.    |
|-----------------------|----------------------|------------|------|--------|
| Departed              | Purchase             | 106050     | Item | 1000   |
| → Departed            | Purchase             | 106050     | Item | 1001   |
| Departed              | Purchase             | 106050     | Item | 1964-S |
| Departed              | Purchase             | 106050     | Item | 1984-W |

2. Click the **Line** action and select **Purchases>>Undo Departure**

Lines | Manage | Line | Get Container Lines

Purchases ▾ Transfers ▾ Source Item Tracking Lines Container Item Tracking

- View Purchase Document
- + Change Qty. to Receive
- ↶ Undo Departure

| Source Document Type | Source No. | Type | No.    |
|----------------------|------------|------|--------|
| Purchase             | 106050     | Item | 1000   |
| Purchase             | 106050     | Item | 1001   |
| Purchase             | 106050     | Item | 1964-S |
| Purchase             | 106050     | Item | 1984-W |

You are also able to click on the **Show More** button on Container Line to click on **Undo Departure**

Purchases

- View Purchase Document
- + Change Qty. to Receive
- ↶ Undo Departure

Manage

- Delete Line
- Select More

Process Arrival Process Final Location Landed Cc

Final Destinati... MAIN

line Get Container Lines


| Source Document Type | Source No. | Type | No.  |
|----------------------|------------|------|------|
| Purchase             | 106050     | Item | 1000 |
| Purchase             | 106050     | Item | 1001 |

3. Click Yes

Do you really want to undo the selected Receipt lines?

Yes No

4. Click Yes

 This Purchase Receipt is associated with a Container. Are you sure you want to undo this Purchase Receipt?

5. The Container Line Status will now be reset back to the blank, pre-Departure status for the line selected.

| Container Line Status | Source Document Type | Source No. | Type | No.    |
|-----------------------|----------------------|------------|------|--------|
| Departed              | Purchase             | 106050     | Item | 1000   |
| → -                   | Purchase             | 106050     | Item | 1001   |
| Departed              | Purchase             | 106050     | Item | 1964-S |
| Departed              | Purchase             | 106050     | Item | 1984-W |

You will see that the **Purchase Receipt Information** for that line will update from this:

**Container Detail**

|                       |           |
|-----------------------|-----------|
| Container Line Status | Departed  |
| Document Type         | Order     |
| Document No.          | 106050    |
| Document Line No.     | 20000     |
| Line Cost             | 45,000.00 |

**Purchase Receipt Information**

|                        |        |
|------------------------|--------|
| Purch. Rcpt. No.       | 107282 |
| Purch. Rcpt. Line No.  | 20000  |
| Purchase Qty. Received | 100    |

**Transfer Information**  
Transfer Shipment

to this:

**Container Detail**

|                       |           |
|-----------------------|-----------|
| Container Line Status |           |
| Document Type         | Order     |
| Document No.          | 106050    |
| Document Line No.     | 20000     |
| Line Cost             | 45,000.00 |

**Purchase Receipt Information**

|                        |   |
|------------------------|---|
| Purch. Rcpt. No.       |   |
| Purch. Rcpt. Line No.  |   |
| Purchase Qty. Received | - |


**Transfer Information**



This will also disable the **Process Arrival** and re-enable the **Process Departure** actions at the top of the Container Card:

Container

CON000039

 Process Departure
  Process Arrival
  Process Final Location
  Landed Cost Allocation

| Container Line Status | Source Document Type | Source No. | Type | No.    | D |
|-----------------------|----------------------|------------|------|--------|---|
| Departed              | Purchase             | 106050     | Item | 1000   | B |
| → -                   | ⋮ Purchase           | 106050     | Item | 1001   | T |
| Departed              | Purchase             | 106050     | Item | 1964-S | T |

6. You can now adjust the Container Qty. as needed:

| Container Line Status | Unit of Measure Code | Qty. on Container | Qty. to Receive |
|-----------------------|----------------------|-------------------|-----------------|
| Departed              | PCS                  | 250               | 0               |
| → -                   | ⋮ PCS                | 25                | 25              |
| Departed              | PCS                  | 400               | 0               |

7. When ready, click **Process Departure** to reprocess any line not in the Departed status

8. The Container Line will now show as **Departed** and the **Purchase Receipt Information** will be updated with the new receipt information:

**Container Detail**

Container Line Status: Departed  
 Document Type: Order  
 Document No.: 106050  
 Document Line No.: 20000  
 Line Cost: 45,000.00

**Purchase Receipt Information**

|                        |        |
|------------------------|--------|
| Purch. Rcpt. No.       | 107289 |
| Purch. Rcpt. Line No.  | 20000  |
| Purchase Qty. Received | 25     |

### Process Arrival

1. Before vessel arrive, user can update the **Expected Date of Arrival** on the Container Document.

**NOTE:** If the **On the Water/Air Location Code** is used in this Container Document, this is the last chance user can update the Final Destination Location Code.

If the **Inbound Transmit Leadtime** is maintained, the **Estimated Receipt Date** will be auto updated based on the expected arrival date and the lead time.

Container CON000072

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

**General**

|                               |            |                                       |                         |     |
|-------------------------------|------------|---------------------------------------|-------------------------|-----|
| Container No. ....            | TEST223344 | <b>Departure Information</b>          | Port of Departure ..... | CHN |
| House Bill of Lading No. .... | B99887766  | Date of Departure .....               | 5/30/2022               |     |
| IncoTerms Code .....          |            | On the Water/Air Location Code .....  | OTW                     |     |
| Container Status .....        | Departed   | <b>Arrival Information</b>            | Port of Arrival .....   | LA  |
| Posting Date .....            | 5/28/2022  | Expected Date of Arrival .....        | 7/31/2022               |     |
| Document Date .....           | 5/26/2022  | Inbound Transit Leadtime .....        | 1W                      |     |
| <b>Vessel Information</b>     |            | Estimated Receipt Date .....          | 8/7/2022                |     |
| Shipping Line .....           |            | Final Destination Location Code ..... | BLUE                    |     |
| Vessel Name .....             |            |                                       |                         |     |
| Voyage ID .....               |            |                                       |                         |     |

2. When vessel arrived, update the **Posting Date** on the Container Document, and click on **Process Arrival**.

Container CON000072

Process Departure | **Process Arrival** | Process Final Location | Landed Cost Allocation

**General**

|                               |            |                                       |                         |     |
|-------------------------------|------------|---------------------------------------|-------------------------|-----|
| Container No. ....            | TEST223344 | <b>Departure Information</b>          | Port of Departure ..... | CHN |
| House Bill of Lading No. .... | B99887766  | Date of Departure .....               | 5/30/2022               |     |
| IncoTerms Code .....          |            | On the Water/Air Location Code .....  | OTW                     |     |
| Container Status .....        | Departed   | <b>Arrival Information</b>            | Port of Arrival .....   | LA  |
| <b>Posting Date</b> .....     | 7/28/2022  | Expected Date of Arrival .....        | 7/31/2022               |     |
| Document Date .....           | 5/26/2022  | Inbound Transit Leadtime .....        | 1W                      |     |
| <b>Vessel Information</b>     |            | Estimated Receipt Date .....          | 8/7/2022                |     |
| Shipping Line .....           |            | Final Destination Location Code ..... | BLUE                    |     |
| Vessel Name .....             |            |                                       |                         |     |
| Voyage ID .....               |            |                                       |                         |     |

**ContainerFactBox**

**Container Information**

|                                |            |
|--------------------------------|------------|
| Estimated Container Landed ... | 0.00       |
| Total Estimated Item Cost      | 156,662.60 |
| Estimated Total Container Cost | 156,662.60 |

**Container Detail**

**Line Detail**

|                   |        |
|-------------------|--------|
| Document Type     | Order  |
| Document No.      | 106110 |
| Document Line No. | 20000  |

**Purchase Information**

|                        |        |
|------------------------|--------|
| Purch. Rcpt. No.       | 107292 |
| Purch. Rcpt. Line No.  | 20000  |
| Purchase Qty. Received | 58     |
| Line Cost              | 417.6  |

**Transfer Information**


Transfer Shipment ...

Transfer Shipment Line No.

**Lines**

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 0                    | 0                            |
| Purchase             | 106110     | 1896-S | ATHENS Desk | PCS                  | 200                               | 0                    | 0                            |
| Purchase             | 106109     | 1110   | Rim         | PCS                  | 100                               | 0                    | 0                            |

Click on **Yes** to proceed the Arrival process.

 Do you want to process the arrival of the container?

**Yes**      No

- The open transfer order for this Container Document will be posted ship using the **Posting Date** on the Container Document. The inventory will be moved from **On the Water/Air Location** to the **In-Transit Location**. User can view the posted transfer shipment info on the Container Document FactBox.

Container CON000072

Process Departure | Process Arrival | **Process Final Location** | Landed Cost Allocation

**General**

Container No. TEST223344  
 House Bill of Lading No. B99887766  
 IncoTerms Code  
 Container Status Arrived  
 Posting Date 7/28/2022  
 Document Date 5/26/2022

**Departure Information**  
 Port of Departure CHN  
 Date of Departure 5/30/2022  
 On the Water/Air Location Code OTW

**Arrival Information**  
 Port of Arrival LA  
 Expected Date of Arrival 7/31/2022  
 Inbound Transit Leadtime 1W  
 Estimated Receipt Date 8/7/2022  
 Final Destination Location Code BLUE

**ContainerFactBox**

**Container Information**  
 Estimated Container Landed ... 0.00  
 Total Estimated Item Cost 156,662.60  
 Estimated Total Container Cost 156,662.60

**Container Detail**

**Line Detail**  
 Document Type Order  
 Document No. 106110  
 Document Line No. 20000

**Purchase Information**  
 Purch. Rcpt. No. 107292  
 Purch. Rcpt. Line No. 20000  
 Purchase Qty. Received 58  
 Line Cost 417.6

**Transfer Information**  
 Transfer Shipment No. 108029  
 Transfer Shipment Line No. 10000

| Source Document Type | Source No. | No.    | Description | Unit of Measure Code | Original Source Document Quantity | Outstanding Quantity | Qty. to Receive (Source Doc) |
|----------------------|------------|--------|-------------|----------------------|-----------------------------------|----------------------|------------------------------|
| Purchase             | 106110     | 1850   | Saddle      | PCS                  | 58                                | 0                    | 0                            |
| Purchase             | 106110     | 1896-5 | ATHENS Desk | PCS                  | 200                               | 0                    | 0                            |
| Purchase             | 106109     | 1110   | Rim         | PCS                  | 100                               | 0                    | 0                            |

The **Posting Date** of the Posted Transfer Shipment will be the same as the Posting Date on the Container Document that user updated before clicking on the **Process Arrival**.

## Process Final Destination

- When Container finished custom clearance at the port, user can update the **Posting Date** on the Container Document and click on **Process Final Location**.

Container CON000072

Process Departure | Process Arrival | **Process Final Location** | Landed Cost Allocation


**General**

Container No. TEST223344  
 House Bill of Lading No. B99887766  
 IncoTerms Code  
 Container Status Arrived  
 Posting Date 8/5/2022  
 Document Date 5/26/2022





**Departure Information**  
 Port of Departure CHN  
 Date of Departure 5/30/2022  
 On the Water/Air Location Code OTW

**Arrival Information**  
 Port of Arrival LA  
 Expected Date of Arrival 7/31/2022  
 Inbound Transit Leadtime 1W  
 Estimated Receipt Date 8/7/2022  
 Final Destination Location Code BLUE

Click on **Yes** to proceed the Post Container Document process.

 Do you want to post the container?

- The open transfer order for this Container Document will be posted receive using the **Posting Date** on the Container Document. The inventory will be moved from the **In-Transit Location** to the **Final Destination Location**.



Posted Transfer Receipt    

109017

Process Receipt More options





**General** Show more

|                          |                          |                           |          |
|--------------------------|--------------------------|---------------------------|----------|
| No. ....                 | 109017                   | In-Transit Code .....     | OWN LOG. |
| Transfer-from Code ..... | OTW                      | Transfer Order No. ....   | 1070     |
| Transfer-to Code .....   | BLUE                     | Transfer Order Date ..... | 8/5/2022 |
| Direct Transfer .....    | <input type="checkbox"/> | Posting Date .....        | 8/5/2022 |

Lines Manage More options  

| Item No. | Description | Quantity | Unit of Measure Code | Shipping Time | Customergroup Code | Area Code | Businessgroup Code | Salescampaign Code | Container No. |
|----------|-------------|----------|----------------------|---------------|--------------------|-----------|--------------------|--------------------|---------------|
| → 1850   | Saddle      | 58       | PCS                  |               |                    |           |                    |                    |               |
| 1896-S   | ATHENS Desk | 200      | PCS                  |               |                    |           |                    |                    |               |
| 1110     | Rim         | 100      | PCS                  |               |                    |           |                    |                    |               |

- The Container Document will be deleted if fully processed. A Posted Container Document will be created.



Posted Container    

PCON000033

Landed Cost Allocation More options

**General**

|                               |            |                                  |           |
|-------------------------------|------------|----------------------------------|-----------|
| No. ....                      | PCON000033 | <b>Departure Information</b>     |           |
| Container No. ....            | TEST223344 | Port of Departure .....          | CHN       |
| Container Doc. No. ....       | CON000072  | Date of Departure .....          | 5/30/2022 |
| House Bill of Lading No. .... | B99887766  | On the Water Location Code ..... | OTW       |
| IncoTerms Code .....          |            | <b>Arrival Information</b>       |           |
| Status .....                  | Complete   | Port of Arrival .....            | LA        |
| Posting Date .....            | 8/5/2022   | Expected Date of Arrival .....   | 7/31/2022 |
| Document Date .....           | 5/26/2022  | Inbound Transit Leadtime .....   | 1W        |
| <b>Vessel Information</b>     |            | Expected Receipt Date .....      | 8/7/2022  |
| Shipping Line .....           |            | Location Code .....              | BLUE      |
| Vessel Name .....             |            |                                  |           |
| Voyage .....                  |            |                                  |           |

Lines Manage  

| Source No. | No.    | Description | Unit of Measure Code | Original Quantity | Outstanding Quantity | Received Qty. | Purch. Rpt. No. |
|------------|--------|-------------|----------------------|-------------------|----------------------|---------------|-----------------|
| → 106110   | 1850   | Saddle      | PCS                  | 58                | 0                    | 0             | 107292          |
| 106110     | 1896-S | ATHENS Desk | PCS                  | 200               | 0                    | 0             | 107292          |
| 106109     | 1110   | Rim         | PCS                  | 100               | 0                    | 0             | 107291          |

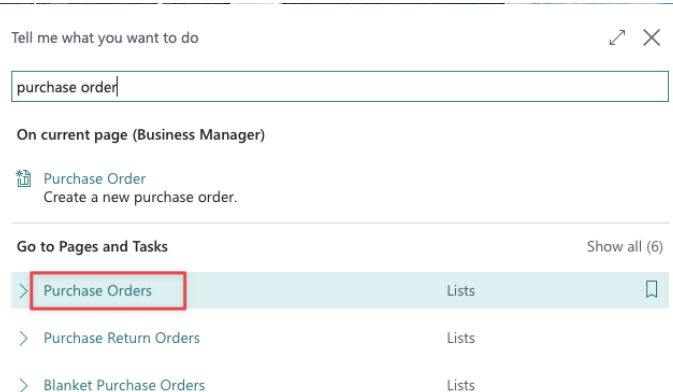
## User Guide (WITHOUT On the Water Location)

If the company does not want to track the quantity on the water, the container app can still be used to combine the purchase lines into one container document.

Here are the main steps to follow when processing containers without using the OTW location:


### Setting up purchase order

1. Choose the  icon and enter "Purchase Orders" to open the purchase order list page.




Tell me what you want to do ↗ ✕

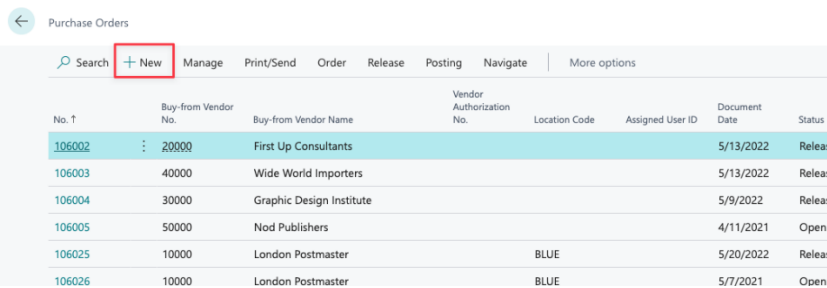
On current page (Business Manager)

 Purchase Order  
Create a new purchase order.

Go to Pages and Tasks Show all (6)

- > **Purchase Orders** Lists 
- > Purchase Return Orders Lists
- > Blanket Purchase Orders Lists

2. Click on **New** to create a new purchase order.




Purchase Orders

Search **+ New** Manage Print/Send Order Release Posting Navigate More options

| No. ↑  | Buy-from Vendor No. | Buy-from Vendor Name     | Vendor Authorization No. | Location Code | Assigned User ID | Document Date | Status |
|--------|---------------------|--------------------------|--------------------------|---------------|------------------|---------------|--------|
| 106002 | 20000               | First Up Consultants     |                          |               |                  | 5/13/2022     | Releas |
| 106003 | 40000               | Wide World Importers     |                          |               |                  | 5/13/2022     | Releas |
| 106004 | 30000               | Graphic Design Institute |                          |               |                  | 5/9/2022      | Releas |
| 106005 | 50000               | Nod Publishers           |                          |               |                  | 4/11/2021     | Open   |
| 106025 | 10000               | London Postmaster        |                          | BLUE          |                  | 5/20/2022     | Releas |
| 106026 | 10000               | London Postmaster        |                          | BLUE          |                  | 5/7/2021      | Open   |

3. Select **Vendor Name** and enter **Items** to be purchased. Assign location code based on the Final Destination Location Code

### Create a Container Document

1. Choose the  icon and enter "Container" to open the **Containers** list page.
2. Click on **New** to create a new Container document.
3. Enter **Container No.** and **House Bill of Lading No.** of the shipment. Assign the **Final Destination Location Code** for the shipment.

Container CON000005

Process Departure | Process Arrival | Process Final Location | Landed Cost Allocation

**General**

|                               |             |                                |                                       |        |
|-------------------------------|-------------|--------------------------------|---------------------------------------|--------|
| Container No. ....            | CTN01982919 | <b>Departure Information</b>   | Port of Departure .....               | XIAMEN |
| House Bill of Lading No. .... | BOL19827877 | Date of Departure .....        | On the Water/Air Location Code .....  |        |
| IncoTerms Code .....          |             | <b>Arrival Information</b>     | Port of Arrival .....                 | LA     |
| Posting Date .....            | 4/11/2022   | Expected Date of Arrival ..... | Inbound Transit Leadtime .....        | 7D     |
| Document Date .....           | 4/11/2022   | Estimated Receipt Date .....   | Final Destination Location Code ..... | MAIN   |
| <b>Vessel Information</b>     |             | Shipping Line .....            |                                       |        |
| Vessel Name .....             |             | Voyage ID .....                |                                       |        |

**Get Purchase Lines from PO to match BOL**

1. On the Container Line, click on **Get Container Lines** menu and click on **Get Purchase Lines** to open purchase lines that will go to the **Final Destination Location Code**. This list will display purchase lines for this location that have not been assigned to any Container Documents.

Lines | Manage | Line | Get Container Lines | Fewer options

**Get Purchase Lines**

Search | Show as menu

| Document No. ↑ | Line No. ↑ | Buy-from Vendor No. | Type | No.    | Description             | Unit of Measure Code | Location Code | Quantity |
|----------------|------------|---------------------|------|--------|-------------------------|----------------------|---------------|----------|
| 106006         | 20000      | 10000               | Item | 1929-W | Conference Bundle 1:8   | PCS                  | MAIN          | 2        |
| 106009         | 10000      | 40000               | Item | 1896-S | ATHENS Desk             | PCS                  | MAIN          | 5        |
| 106009         | 20000      | 40000               | Item | 1969-W | Conference Package 1    | PCS                  | MAIN          | 6        |
| → 106010       | :          | 10000               | Item | 1980-S | MOSCOW Swivel Chair_red | PCS                  | MAIN          | 3        |

2. Select purchase lines that should be included in this container based on the shipping document then click on **OK**. This feature allows user to put Items purchased from different vendors into one Container Document.
3. The purchase lines have been imported into the Container Document Line.



| Container Line Status | Source Document Type | Source No. | No.    | Description              | Unit of Measure Code | Original Source Document Quantity |
|-----------------------|----------------------|------------|--------|--------------------------|----------------------|-----------------------------------|
| → Departed            | Purchase             | 106006     | 1929-W | Conference Bundle 1-8    | PCS                  | 2                                 |
| Departed              | Purchase             | 106009     | 1896-S | ATHENS Desk              | PCS                  | 5                                 |
| Departed              | Purchase             | 106010     | 1980-S | MOSCOW Swivel Chair, red | PCS                  | 3                                 |

## Undo Departure

This can only be performed when a Container line is in the Departer Line Status.

8.1.1.1.1.1. Select the Container Line that needs to be undone.

| Container Line Status | Source Document Type | Source No. | Type | No.     |
|-----------------------|----------------------|------------|------|---------|
| Departed              | Purchase             | 106025     | Item | 1896-S  |
| → Departed            | Purchase             | 106034     | Item | 1110    |
| Departed              | Purchase             | 106038     | Item | 80216-T |
| Departed              | Purchase             | 106041     | Item | 80216-T |

8.1.1.1.1.2. Click the **Line** action and select **Purchases** > **Undo Departure**

| Container Line Status | Source Document Type | Source No. | Type | No.     |
|-----------------------|----------------------|------------|------|---------|
| Departed              | Purchase             | 106025     | Item | 1896-S  |
| → Departed            | Purchase             | 106034     | Item | 1110    |
| Departed              | Purchase             | 106038     | Item | 80216-T |
| Departed              | Purchase             | 106041     | Item | 80216-T |

You are also able to click on the **Show More** button on Container Line to click on **Undo Departure**

| Container Line Status | Source Document Type | Source No. | Type | No.     | Description    |
|-----------------------|----------------------|------------|------|---------|----------------|
| → Departed            | Purchase             | 106034     | Item | 1110    | Rim            |
| Departed              | Purchase             | 106038     | Item | 80216-T | Ethernet Cable |
| Departed              | Purchase             | 106041     | Item | 80216-T | Ethernet Cable |






8.1.1.1.1.3. The Container Line Status will now be reset back to the blank, pre-Departure status for the line selected.

| Container Line Status | Source Document Type | Source No. | Type | No.     |   |
|-----------------------|----------------------|------------|------|---------|---|
| Departed              | Purchase             | 106025     | Item | 1896-S  | A |
| → -                   | Purchase             | 106034     | Item | 1110    | F |
| Departed              | Purchase             | 106038     | Item | 80216-T | E |
| Departed              | Purchase             | 106041     | Item | 80216-T | E |

This will also disable the **Process Arrival** and re-enable the **Process Departure** actions at the top of the Container Card:

CON000038

 Process Departure
  Process Arrival
  Process Final Location

| Container Line Status | Source Document Type | Source No. | Type |
|-----------------------|----------------------|------------|------|
| Departed              | Purchase             | 106025     | Item |
| → -                   | Purchase             | 106034     | Item |
| Departed              | Purchase             | 106038     | Item |
| Departed              | Purchase             | 106041     | Item |

8.1.1.1.1.4. When ready, click Process Departure to reprocess any line not in the Departed status

### Process Arrival

1. Before the vessel arrives, user can update the **Expected Date of Arrival** on the Container Document. If the **Inbound Transmit Leadtime** is maintained, the **Estimated Receipt Date** will be auto updated based on the expected arrival date and the lead time.

| Departure Information           |           |
|---------------------------------|-----------|
| Port of Departure               | XIAMEN    |
| Date of Departure               |           |
| On the Water/Air Location Code  |           |
| Arrival Information             |           |
| Port of Arrival                 | LA        |
| Expected Date of Arrival        | 4/11/2022 |
| Inbound Transit Leadtime        | 1W        |
| Estimated Receipt Date          | 4/18/2022 |
| Final Destination Location Code | MAIN      |

2. When shipping vessel arrived, update the **Posting Date** on the Container Document, and click on **Process Arrival**.


Container

CON000005

**General**

|                           |             |                        |
|---------------------------|-------------|------------------------|
| Container No.             | CTN01982919 | <b>Departure Info</b>  |
| House Bill of Lading No.  | BOL19827877 | Port of Depart         |
| IncoTerms Code            |             | Date of Depart         |
| Posting Date              | 4/11/2022   | On the Water//         |
| Document Date             | 4/11/2022   | <b>Arrival Informa</b> |
| <b>Vessel Information</b> |             | Port of Arrival        |
| Shipping Line             |             | Expected Date          |

Click on **Yes** to proceed with the Arrival process.

 Do you want to process the arrival of the container?

## Adjusting Quantity

1. Before receiving the container into the final destination, user can update the quantity on the Container Document Line.
2. If the actual quantity is more than the purchase quantity, user can add quantity by clicking on specific item then select the **Line > Purchases > Change Qty. to Quantity**.

| Lines   | Manage  | Line     | Get Container Lines | Fewer options |            |
|---|---------|----------|---------------------|---------------|------------|
| Purchases ▾ Transfers ▾  Item Tracking Lines <span style="color: green;">+</span> Reset Qty to Rec.       |         |          |                     |               |            |
| <div style="border: 1px solid #ccc; padding: 2px;"> <span></span> View Purchase Document           </div> |         |          |                     |               |            |
|   |         | Purchase | 106006              | 1929-W        | Conference |
|   |         | Purchase | 106009              | 1896-S        | ATHENS DE  |
|   | Arrived | Purchase | 106010              | 1980-S        | MOSCOW :   |

3. A pop-window will display the purchase line information of the selected item. Enter the additional quantity in the **New Qty. to Receive** then click on **OK**.

### Edit Qty. To Receive ↗ ✕

Container Doc No. .... CON000005

| Source Document Type | Source No. | Source Type | Source Line No. | No.    | Original Source Document Quantity | New Qty. to Receive |
|----------------------|------------|-------------|-----------------|--------|-----------------------------------|---------------------|
| → Purchase           | : 106006   | Order       | 20000           | 1929-W | 2                                 | 2                   |

If the quantity is greater the quantity ordered, a new purchase line will be added into the Container Document and the original Purchase Document addressing the additional quantity. If the quantity is less than the quantity ordered, then it will just update the Qty. to Receive on the purchase line

## Process Final Destination

1. When the container is received and accounted for, update the **Posting Date** on the Container Document and click on **Process Final Location**. Processing the final destination will post the purchase receipt or generate and post the Warehouse Receipt if Required Receive is enabled on the location card.

Container  
 CON000005

Process Departure Process Arrival **Process Final Location** Landed Cost Allocation

**General**

Container No. CTN01982919  
 House Bill of Lading No. BOL19827877  
 IncoTerms Code  
 Posting Date 4/11/2022  
 Document Date 4/11/2022

Vessel Information

Departure Informa  
 Port of Departure  
 Date of Departure  
 On the Water/Air Lc  
 Arrival Information  
 Port of Arrival  
 Expected Date of A

Click on **Yes** to proceed the Post Container Document process.

? Do you want to post the container?

**Yes** No

2. The Container Document will be deleted if fully processed. A Posted Container Document will be created.

## Serial/Lot Controlled Item Lines

In order to process serial or lot controlled items, you will need to add the tracking information for those items to the correlating container line.

To add the Serial or Lot numbers to your container line, please follow these steps:

1. Select the container line you want to add tracking information.

Lines | Manage Line | Get Container Lines | Fewer options

| Container Line Status | Source Document Type | Source No. | Type | No.    | Description              | Unit of Measure Code | Qty. on Container |
|-----------------------|----------------------|------------|------|--------|--------------------------|----------------------|-------------------|
|                       | Purchase             | 106023     | Item | 1896-S | ATHENS Desk              | PCS                  | 10                |
|                       | Purchase             | 106023     | Item | 1900-S | PARIS Guest Chair, black | PCS                  | 20                |
| →                     | Purchase             | 106023     | Item | 1001   | Serial Item              | PCS                  | 100               |
|                       | Purchase             | 106023     | Item | 1000   | Lot Item 1               | PCS                  | 100               |
|                       | Purchase             | 106023     | Item | 1001   | Serial Item              | PCS                  | 10                |

2. Click on the **Line** action button and then select **Container Item Tracking** from the dropdown menu to open the Container Tracking page.

| Lines     |   | Manage    | Line                       | Get Container Lines     |      |                        |
|-----------|---|-----------|----------------------------|-------------------------|------|------------------------|
| Purchases |   | Transfers | Source Item Tracking Lines | Container Item Tracking |      |                        |
|           |   |           | Purchase                   | 106025                  | Item | 1896-S ATHENS Desk     |
| →         | - | :         | Purchase                   | 106025                  | Item | 80216-I Ethernet Cable |
|           |   |           | Purchase                   | 106025                  | Item | 1896-S ATHENS Desk     |
|           |   |           | Purchase                   | 106025                  | Item | 1896-S ATHENS Desk     |

Alternatively, you can click on the **Show more actions** button on the Container line and select **Container Item Tracking**.

Line

Source Item Tracking Lines

**Container Item Tracking**

Purchases

View Purchase Document

+ Change Qty. to Receive

Manage

Delete Line

Select More

\*

Date of Departur

4/10/2023

On the Water/Air

Arrival Informati

Estimated Receipt

Final Destination

Get Container Lines

| Source Document | Type | Source No. | Type | No.     | Description    |
|-----------------|------|------------|------|---------|----------------|
| Purchase        | Item | 106025     | Item | 1896-S  | ATHENS Desk    |
| Purchase        | Item | 106025     | Item | 80216-I | Ethernet Cable |
| Purchase        | Item | 106025     | Item | 1896-S  | ATHENS Desk    |
| Purchase        | Item | 106025     | Item | 1896-S  | ATHENS Desk    |

- The Container Tracking Line will open, displaying the following fields: **Assigned Container Qty (Base)**, **Unassigned Container Qty (Base)**, **Assigned Tracking Qty (Base)**, and **Unassigned Tracking Qty (Base)**. Please note that tracking quantities are managed using the Base Unit of Measure quantities. Additionally, this page displays the Item Tracking for the source document in the **Source Item Tracking** list and the tracking lines to be processed in the **Container Tracking Lines** sections.

Container Item Tracking

CON000002 · 20000

Source Item Tracking Lines Add Tracking to Container More options

| Container Qty(Base) | Assigned | Unassigned |
|---------------------|----------|------------|
|                     | 10       |            |
| Tracking Qty(Base)  |          | 10         |

Source Item Tracking

| Lot No.   | Serial No. | Quantity (Base) | Expiration Date | Variant Code |
|-----------|------------|-----------------|-----------------|--------------|
| → LOT0004 | :          | 6               |                 |              |
| → LOT0005 | :          | 4               |                 |              |

Container Tracking Lines

| Tracking Type                           | Tracking Code | Quantity(Base) |
|---|---------------|----------------|
| (There is nothing to show in this view) |               |                |

- If you do not see any records in the **Source Item Tracking** section, click on **Source Item Tracking** in the **actions bar** to open the Item Tracking Lines setup for the purchase line.

Container Item Tracking

CON000002 · 20000

Source Item Tracking Lines | Add Tracking to Container | More options

Container Qty(Base)

Tracking Qty(Base)

Source Item Tracking

- Select the tracking lines in the **Source Item Tracking** section and click **Add Tracking to Container** in the actions bar to assign tracking to the container line. You can use the **Select more** feature to select more than one tracking line.

Container Item Tracking

CON000002 · 20000

Source Item Tracking Lines | Add Tracking to Container | More options

Container Qty(Base) Assigned 10 Unassigned

Tracking Qty(Base) 10

| Source Item Tracking |            |                 |                 |              | Container Tracking Lines                |               |                 |
|----------------------|------------|-----------------|-----------------|--------------|---|---------------|-----------------|
| Lot No.              | Serial No. | Quantity (Base) | Expiration Date | Variant Code | Tracking Type                           | Tracking Code | Quantity (Base) |
| →                    | LOT0004    | 6               |                 |              | (There is nothing to show in this view) |               |                 |
| →                    | LOT0005    | 4               |                 |              |   |               |                 |

- The Container Tracking page will now be populated with either the serial or lot numbers you selected.

Container Item Tracking

CON000002 · 20000

Source Item Tracking Lines | Add Tracking to Container | More options


Container Qty(Base) Assigned 10 Unassigned

Tracking Qty(Base) 10

| Source Item Tracking |            |                 |                 |              | Container Tracking Lines |               |                 |
|----------------------|------------|-----------------|-----------------|--------------|--------------------------|---------------|-----------------|
| Lot No.              | Serial No. | Quantity (Base) | Expiration Date | Variant Code | Tracking Type            | Tracking Code | Quantity (Base) |
| →                    | LOT0004    | 6               |                 |              | →                        | LOT0004       | 6               |
| →                    | LOT0005    | 4               |                 |              | →                        | LOT0005       | 4               |

For Lot controlled items, you will need to update the **Quantity(Base)** field on the lines to match what is being shipped on the container. You will not need to do this for Serial controlled items.

If you have not added enough tracking quantity for the container line, you will be alerted that you have not added enough tracking quantity. Click "No" if you want to correct the issue. Click "Yes" if you will correct this later. You will not be allowed to leave the page if you have over-added tracking quantities.

 You have added less quantity from the Item Tracking than is set to receive on the corresponding container line.

Are you sure you want to close this page?

Container Qty. to Receive(Base): 100  
Assigned Item Tracking Qty: 6

When you process the departure of the container, the added tracking information will be the serial or lot tracking used throughout the processing of the container.




## Setting up Tariff and Duty




You can setup the app to calculate tariff and duty %. In order to do this, you need to make sure of the following



- The Tariff No. is specified on the item card
- The Country of Origin Code is specified on the item card


### Setup Tariff and Duty %

1. Go to **Tariff Numbers**
2. Click on the line that you wish to update the Tariff/Duty % for
3. Click on **New > Tariff / Duty % Per Country of Origin**

Tariff Numbers ✓ Saved   

Search New Edit List Delete Automate Fewer options   

+ New  Tariff / Duty % per Country of Origin 

|   |            |   |                            |                          |
|---|------------|---|----------------------------|--------------------------|
| → | 9401 30 10 |  | Swivel chairs, upholstered | <input type="checkbox"/> |
|   | 9401 71 00 |   | Other chairs, upholstered  | <input type="checkbox"/> |
|   | 9403 30 11 |   | Desks                      | <input type="checkbox"/> |
|   | 9403 30 19 |   | Other office furniture     | <input type="checkbox"/> |
|   | 9403 30 91 |   | Closets with door/drawers  | <input type="checkbox"/> |

4. Fill in the Tariff and Duty per country of origin




**Starting Date** – The starting date of the Tariff/Duty. Leave blank if not applicable.




**Ending Date** – The ending date of the Tariff/Duty. Leave blank if not applicable.



**Country of Origin Code** – The Country of Origin that the Tariff/Duty should be calculated for. If this is left blank, then items with blank country of origin will utilize this calculation.

**Duty / Tariff %** - The percentage of the Tariff / Duty

**Duty / Tariff per Unit of Measure** – This is the fixed amount per unit of item that you are receiving.

Tariff Duty Pct ✓ Saved   

Search + New Edit List Delete   

|   | Starting Date ↑   | Ending Date   | Country of Origin Code ↑ | Duty / Tariff % | Duty / Tariff per Unit of Measure |
|---|---|---|--------------------------|-----------------|-----------------------------------|
| → |  |  |                          | 6               | 0.00                              |
|   |   |   | AT                       | 10              | 0.00                              |
|   |   |   | CN                       | 25              | 0.01                              |

# Landed Cost Allocation

The user can record landed cost by clicking on the **Landed Cost Allocation** on the Container Document. The user can update and post purchase documents to allocate the item charges once the container has been received into inventory.

Container  
CON000069

[Process Departure](#)
[Process Arrival](#)
[Process Final Location](#)
[Landed Cost Allocation](#)

**General**

|                               |           |                                       |           |
|-------------------------------|-----------|---------------------------------------|-----------|
| Container No. ....            | TT001     | <b>Departure Information</b>          |           |
| House Bill of Lading No. .... | RR002     | Port of Departure .....               | CHN       |
| IncoTerms Code .....          |           | Date of Departure .....               | 5/30/2022 |
| Container Status .....        | Arrived   | On the Water/Air Location Code .....  | OTW       |
| Posting Date .....            | 5/27/2022 | <b>Arrival Information</b>            |           |
| Document Date .....           | 5/27/2022 | Port of Arrival .....                 | LA        |
| <b>Vessel Information</b>     |           | Expected Date of Arrival .....        | 7/31/2022 |
| Shipping Line .....           |           | Inbound Transit Leadtime .....        | 1W        |
| Vessel Name .....             |           | Estimated Receipt Date .....          | 8/7/2022  |
| Voyage ID .....               |           | Final Destination Location Code ..... | BLUE      |

User can enter landed cost separately and specify different allocation methods, as well as different Vendors.

| Item Charge Code | Item Charge Amount | Item Charge Assignment | Vendor No. | Landed Cost Document | Posted Landed Cost Document |
|------------------|--------------------|------------------------|------------|----------------------|-----------------------------|
| P-FREIGHT        | 4,000.00           | Equally                | 50000      | -                    | 108263                      |
| P-FREIGHT        | 4,000.00           | Equally                | 50000      | -                    | 108263                      |
| DUTY             | 60.00              | Equally                | 10000      | -                    | 108264                      |
| S-FREIGHT        | 50.00              | Equally                | 40000      | 107450               | -                           |

## Create purchase document from Landed Cost.

After the landed costs is entered and the container has been received into inventory:


1. Click on **Process Single Line** to only create one purchase document for the line the user is on. Click on **Process All** to create a new purchase document for each vendor.

[Search](#)
[+ New](#)
[Edit List](#)
[Delete](#)
[Process Single Line](#)
[Process All Lines](#)

| Item Charge Code                    | Item Charge Amount | Item Charge Assignment | Vendor No. | Landed C Documer |
|-------------------------------------|--------------------|------------------------|------------|------------------|
| → P-FREIGHT                         | 4,000.00           | Equally                | 50000      | -                |
| <a href="#">Process Single Line</a> | 4,000.00           | Equally                | 50000      | -                |



- Select which **Document Type** to use when creating the Landed Cost purchase document and click **OK**.

 This will create a purchase document for the Landed Cost Lines selected. Please select a Document Type below and click OK

Order

Invoice

- New purchase documents will be created and a message with the number of new documents will pop up. Please be aware that when utilizing the 'Process All Lines' function, lines containing identical Vendor Numbers will be consolidated within the same purchase document. Any subsequent purchase documents generated for these matching Vendors will be organized into separate purchase documents.
- Once you create, or post, your Landed Cost purchase document, you can review them by clicking on the document number in either the Landed Cost Document and Posted Landed Cost Document fields. This will display the purchase line of the corresponding document number for the Landed Cost line.

| Item Charge Code | Item Charge Amount | Item Charge Assignment | Vendor No. | Landed Cost Document | Posted Landed Cost Document |
|------------------|--------------------|------------------------|------------|----------------------|-----------------------------|
| P-FREIGHT        | 4,000.00           | Equally                | 50000      | -                    | <b>108263</b>               |

- Next, on **Show Document** to open the Purchase Document.

Posted Purchase Invoice Lines

| Document No.<br>↑ | Buy-from Vendor No. ▼ | Type ▼        | No. ▼     | Variant Code | Description        |
|-------------------|-----------------------|---------------|-----------|--------------|--------------------|
| .108263           | : 50000               | Charge (Item) | P-FREIGHT |              | Misc. Freight Char |

- Once the purchase document that recorded landed cost is open, go to **Line > Related Information > Item Charge Assignment** to view the allocation.

Purchase Invoice

1014 · AR Day Property Management

Invoice Posting Request Approval Incoming Document Release Navigate More options

**General** Show more

Vendor Name ..... AR Day Property Management ..... Due Date ..... 5/31/2022

Contact ..... Mr. Frank Lee ..... Vendor Invoice No. .... \*

Posting Date ..... 5/27/2022 ..... Status ..... Open

Lines Manage Line Fewer options

Functions Item Availability by Related Information

| Charge (Item)   | Item      | Dimensions      | Quantity | Amount | Unit  |
|-----------------|-----------|-----------------|----------|--------|-------|
| → Charge (Item) | CUSTOM    |                 | 1        | 250.00 | LABOR |
| Charge (Item)   | P-FREIGHT | Charge (Purch.) | 1        | 500.00 | LABOR |

Item Charge Assignment

Subtotal Excl. Tax (USD) ..... 750.00 Total Excl. Tax (USD) ..... 750.00

Inv. Discount Amount (USD) ..... 0.00 Total Tax (USD) ..... 0.00

Invoice Discount % ..... 0 Total Incl. Tax (USD) ..... 750.00

The landed costs have been allocated based on the allocation method specified on the Container Documents.

- Adjust the allocation if needed. Then close the Item Charge Assignment window. On the purchase document, click on post to post the landed cost and create the posted purchase invoice.
- Note that if you're allocating based on Tariff/Duty, you'll need to verify that the total charged by your freight forwarder matches what's calculated from the system based on the setup.

## FAQ

### How do I adjust the quantities on the container before receiving to the final destination?

When you receive the container, you're receiving the container based on whatever is on the BOL and the commercial invoice. There's no way to "reject" the container or update the contents of international documents at the time of receipt. If there are discrepancies, you will need to adjust the quantities at the final destination location and create your credits or claims to your overseas vendor.

### Can I split a purchase line between multiple containers?

Yes! You will need to add your purchase line to the containers and adjust the quantity to match the actual container quantity.

### The Duty/Tariff that my vendor charges me does not match what's calculated.

If the Duty/Tariff charged does not match what's calculated based on the setup, you will need to double check with your vendor on what is the duty/tariff that is charged for the container. Match that up against what's setup on the item and ensure the calculation matches. If there are discrepancies, you will need to manually resolve this with the vendor or adjust the duty/tariff calculation described above.

**I cannot find the 'Create Item Charge Invoice' and 'Add Item Charge to existing Purchase Doc.' buttons in the Posted Container Actions.**

Since Version 1.5.1.0 these actions have been deprecated. Two new actions have been added to the Landed Cost page. This will be where you can now Process Single and All Item charges, depending on your needs. You can access this page by clicking on 'Landed Cost Allocation' on the Container or Posted Container page.

**When am I able to create my Landed Cost Allocation purchase documents? I need to invoice my freight charges!**

As soon as you receive the container lines into inventory, you can create and post your landed cost charges. If you are using the 'On the Water' location, you can begin processing these charges once you mark the container as 'Departed.' However, if you are not using the 'On the Water' location, you won't be able to process your Landed Cost charges until you transfer the container to your final location and post it.

**How do I switch from the Stripe subscription to the Microsoft Licensing subscription.**

Follow the steps listed in the Creating Subscription section to purchase and assign your licenses. Once you have done that, please reach out to [support@apcommerce.com](mailto:support@apcommerce.com) to ensure that your original subscription is cancelled.

**Will updating the Expected Receipt Date on the Container update the Expected Receipt Date on the Purchase Order?**

Yes, the Expected Receipt Date on the Purchase Order will be updated anytime you change the Expected Receipt Date on the Container. Additionally, Transfer Orders created by processing the Departure of containers using the On the Water location will have the Receipt Date updated as well.

**How do I prevent transfer lines created during the departure processing from being suggested during MRP?**

Update the **Default Planning Flexibility** on the Freight Container Receiving Management Setup page from **No Change** to **None** before processing your departure. If you already have a transfer order, you can personalize the Transfer Order subform to show the Planning Flexibility field and update the field to be set to **None**.

**We have processed our Departure and realized we had the wrong quantity on the Container line, what do I do?**

If the container line is in the Departed Status, you can run the Undo Departure process. See the section on the Undo Departure in the ["WITH On the Water Location"](#) and ["WITHOUT On the Water Location"](#) sections for details.

**Is there a free trial so I can test the app before committing to purchasing licenses?**

Yes! We have a Free Test user license that can be "purchased" by following the steps in the [Creating a Subscription](#) section. You will need to select the option for the Free Test user when selecting a plan. This plan can only be used in a Sandbox environment and the associated permission set cannot be assigned to a user in a Production environment.