

Freight Container Receiving 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

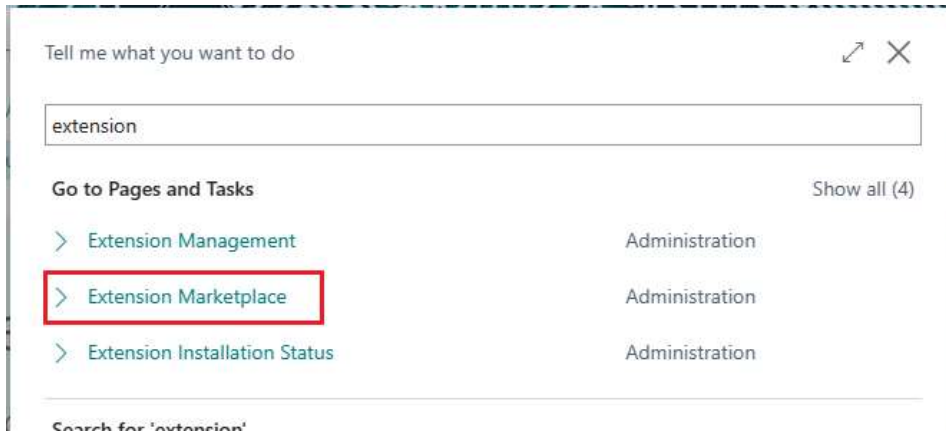
Process Final Destination	35
Serial/Lot Controlled Item Lines.....	36
Setting up Tariff and Duty	39
Setup Tariff and Duty %.....	39
Landed Cost Allocation.....	40
Create purchase document from Landed Cost.....	40
FAQ.....	42
How do I adjust the quantities on the container before receiving to the final destination?	42
Over Receiving within the Container Receiving app	42
Can I split a purchase line between multiple containers?	43
The Duty/Tariff that my vendor charges me does not match what's calculated.....	43
When am I able to create my Landed Cost Allocation purchase documents?.....	43
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

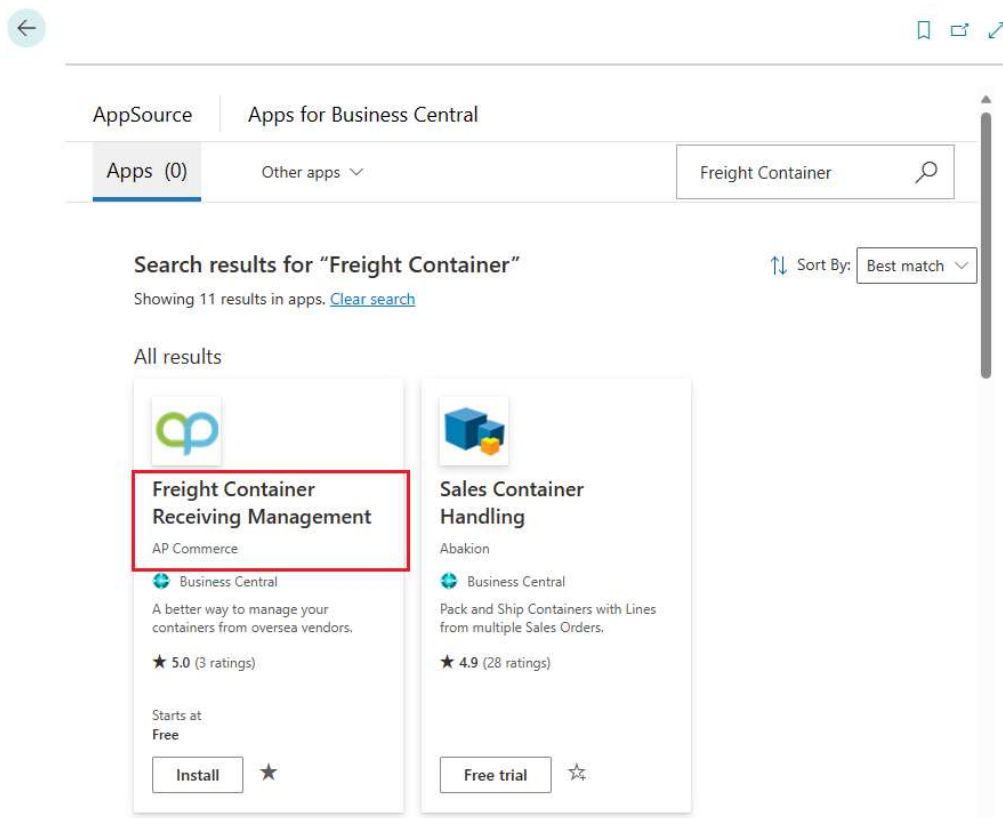
The Freight Container Management app is installed per company. To enable and initialize the app, use the Assisted Setup Wizard.

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**



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:

Credit card

Use a credit card to make an online payment.

Accepted payment methods:



Invoice pay *New!*

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.

[Learn more about paying by invoice](#) ↗

Back

Next

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	\$120.00 for 1 month
Plan	Small Team Plan	Free trial	
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:

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.

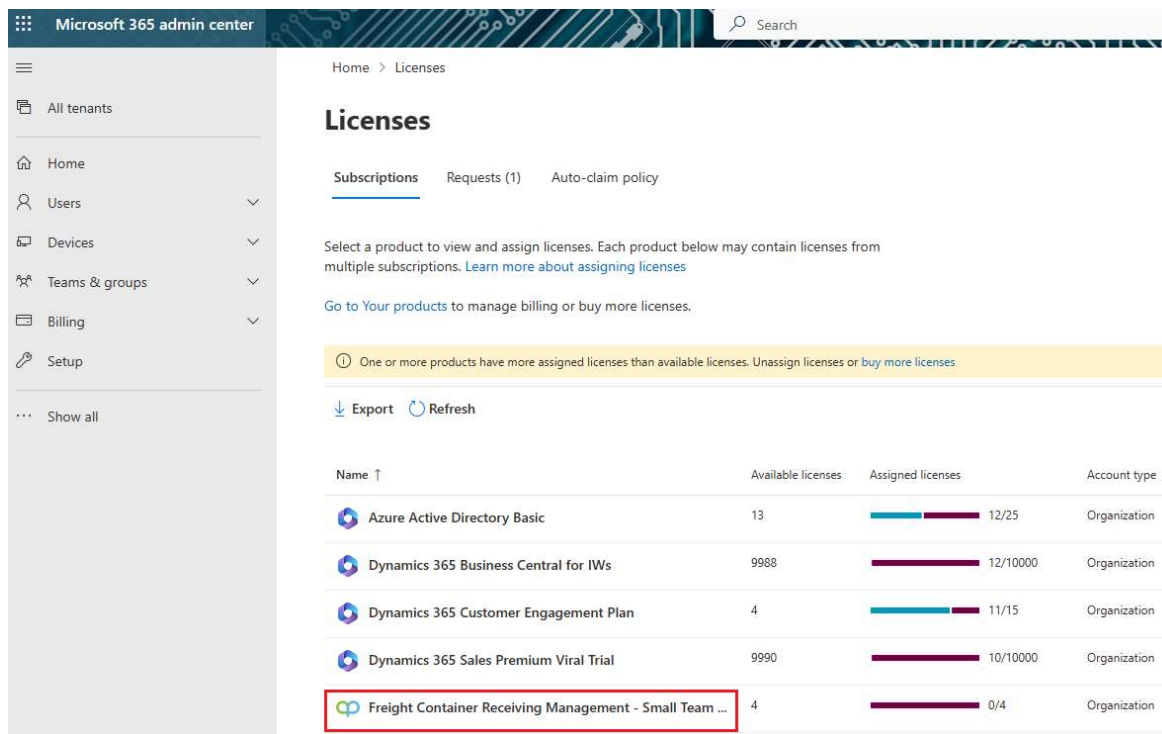
Next steps

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 licenses:

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
Freight Container Receiving Management - Small Team ...	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

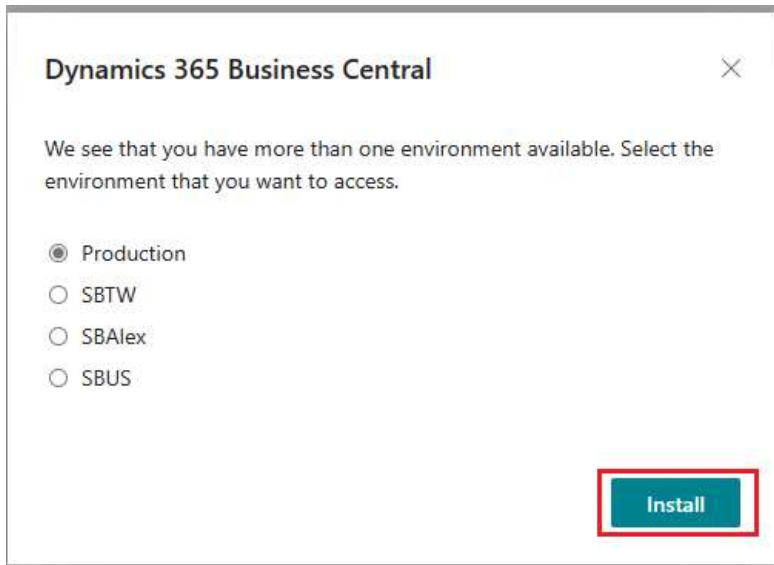
1 assigned of 4 total

[Install this product](#)

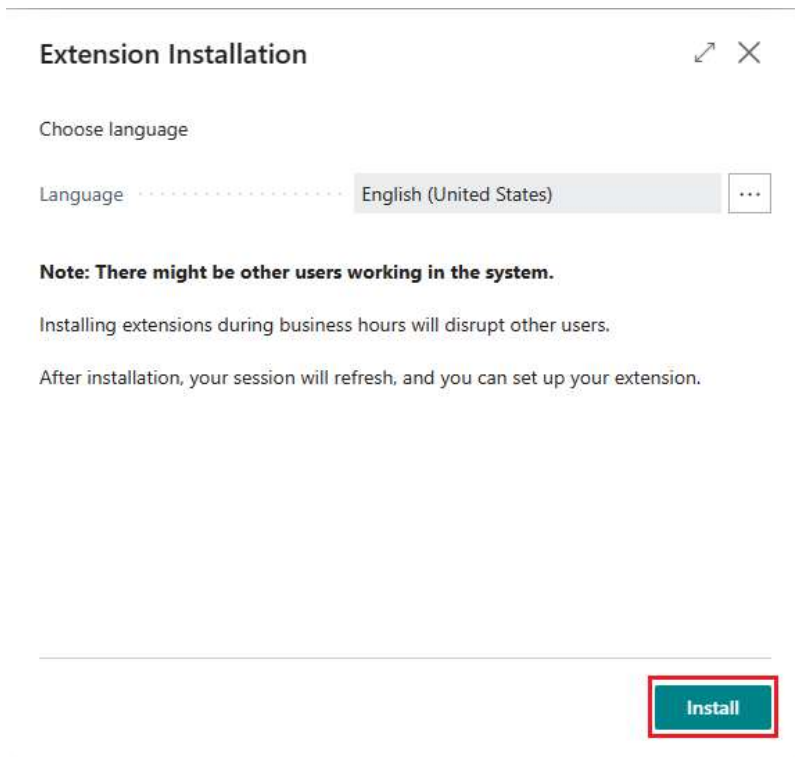
Users

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

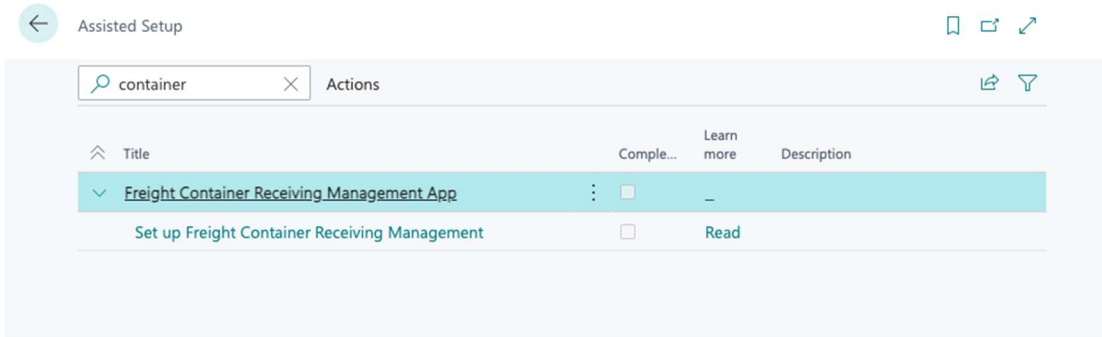
Assign User Permission Set

- 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.

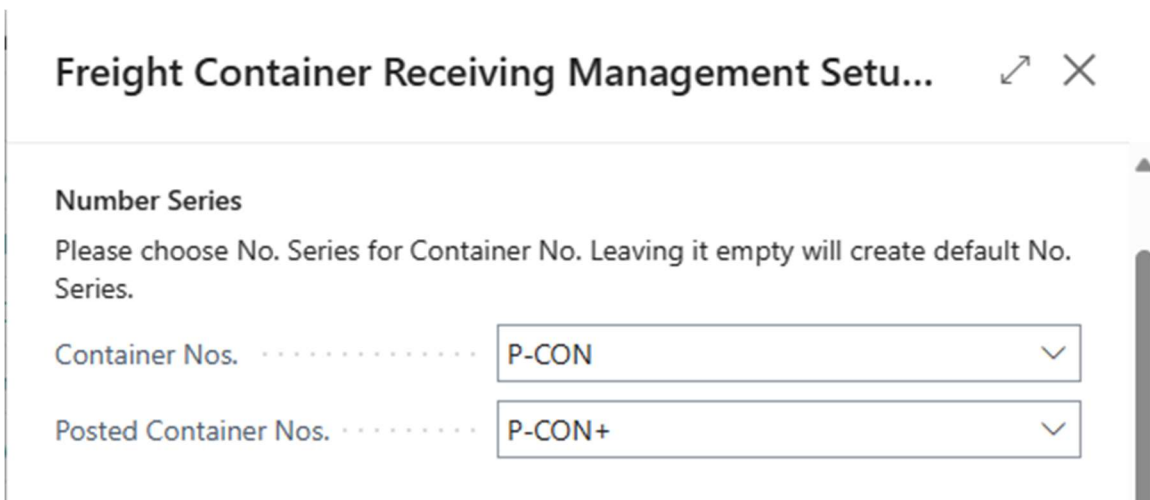
Permission Set ↑	Name	Type ↑	Extension Name
APCCNTRADMINE	Container Mgmt - Admin	System	Freight Container Receiving Management
APCCNTRREADE	Container Mgmt Read Only	System	Freight Container Receiving Management
APCCNTRTESTUSERE	Container Mgmt - Test User	System	Freight Container Receiving Management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

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... ↗ ✕

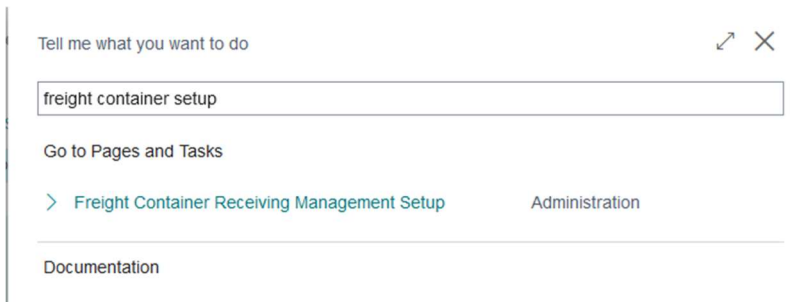


All done

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 ↗ ✕

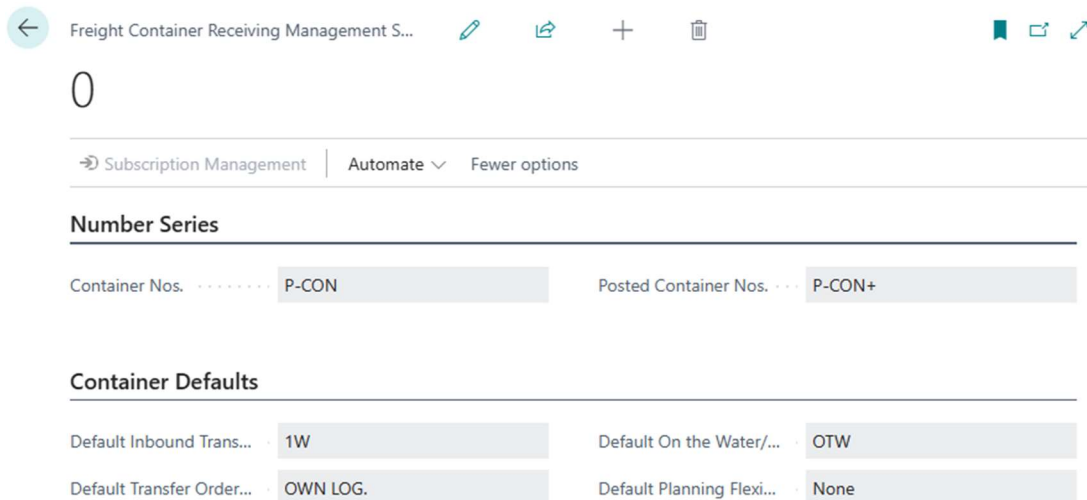
freight container setup

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.

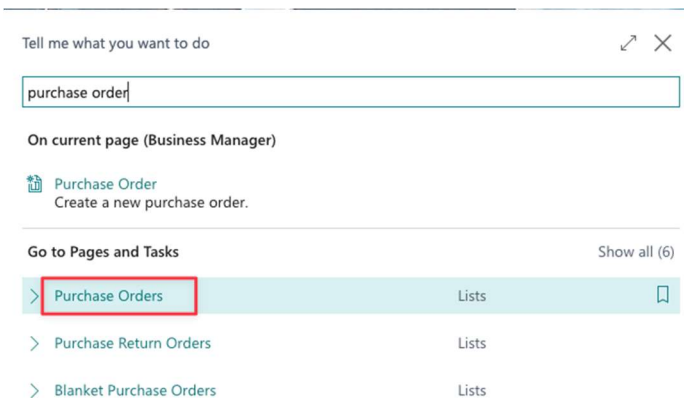
The major features include:

- 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


Type	No.	Item Reference No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Arr
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	Departure Information	
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	Arrival Information	
Document Date	5/26/2022	Port of Arrival	
Vessel Information		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	Departure Information	
House Bill of Lading No.	B99887766	Port of Departure	
IncoTerms Code		Date of Departure	
Container Status		On the Water/Air Location Code	OTW
Posting Date	5/26/2022	Arrival Information	
Document Date	5/26/2022	Port of Arrival	
Vessel Information		Expected Date of Arrival	
Shipping Line		Inbound Transit Leadtime	
Vessel Name		Estimated Receipt Date	
Voyage ID		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

Get Purchase Lines |

Document No. 4	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 |

Document No. 4	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

House Bill of Lading No. B99887766

IncoTerms Code

Container Status

Posting Date 5/26/2022

Document Date 5/26/2022

Vessel Information

Shipping Line

Vessel Name

Voyage ID

Departure Information

Port of Departure

Date of Departure

On the Water/Air Location Code OTW

Arrival Information

Port of Arrival

Expected Date of Arrival

Inbound Transit Leadtime

Estimated Receipt Date

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

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

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

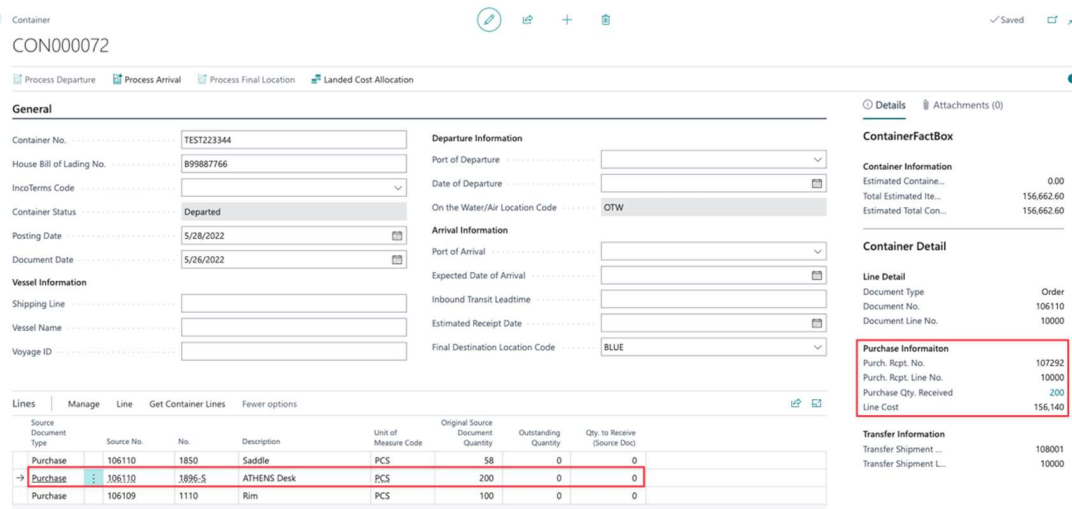
General

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

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	106109	1119	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
Container Status Departed
Posting Date 5/28/2022
Document Date 5/26/2022

Departure Information
Port of Departure
Date of Departure
On the Water/Air Location Code OTW

Arrival Information
Port of Arrival
Expected Date of Arrival
Inbound Transit Leadtime
Estimated Receipt Date
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

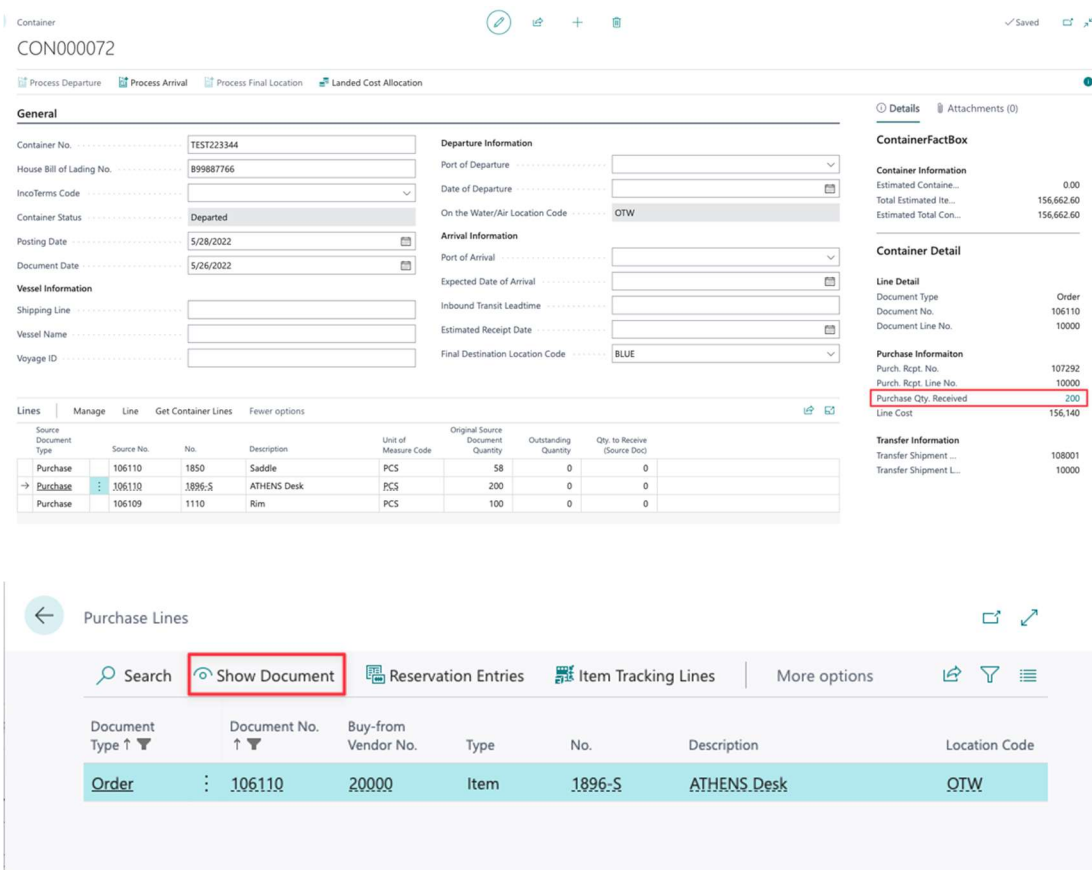
Line Detail
Document Type Order
Document No. 106110
Document Line No. 10000

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

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
Container Status Departed
Posting Date 5/28/2022
Document Date 5/26/2022

Departure Information
Port of Departure
Date of Departure
On the Water/Air Location Code OTW

Arrival Information
Port of Arrival
Expected Date of Arrival
Inbound Transit Leadtime
Estimated Receipt Date
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

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	
Buy-from		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

Lines Manage More options

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

7. 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	Arrival Information	
Document Date	5/26/2022	Port of Arrival	
Vessel Information		Expected Date of Arrival	
Shipping Line		Inbound Transit Leadtime	
Vessel Name		Estimated Receipt Date	
Voyage ID		Final Destination Location Code	BLUE

Lines Manage Line Get Container Lines Fewer options

Purchases **View Transfer Order Document** Item Tracking Lines

Purchase	Document No.	Item No.	Description	Unit of Measure	Quantity	0	0
→ 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

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. Rpt. No.	107292
Purch. Rpt. Line No.	10000
Purchase Qty. Received	200
Line Cost	156,140

Transfer Information

Transfer Shipment ...	108001
Transfer Shipment L...	10000

8. 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
 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
 House Bill of Lading No. B99887766
 IncoTerms Code
 Container Status **Departed**
 Posting Date 5/28/2022
 Document Date 5/26/2022
 Vessel Information
 Shipping Line
 Vessel Name
 Voyage ID

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
 Estimated Receipt Date 7/31/2022
 Final Destination Location Code BLUE

Undo Departure

This can only be performed when a Container line is in the Departer 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 Co

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?

Yes No

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

Lines | Manage Line | Get Container Lines

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

Transfer Shipment

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	Departure Information	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	Arrival Information	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	
Vessel Information		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	Departure Information	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	Arrival Information	Port of Arrival	LA
Posting Date	7/28/2022	Expected Date of Arrival	7/31/2022	
Document Date	5/26/2022	Inbound Transit Leadtime	1W	
Vessel Information		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 Docs)
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?

- 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?

Yes No

- 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	Departure Information	
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		Arrival Information	
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
Vessel Information		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. Rcpt. 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

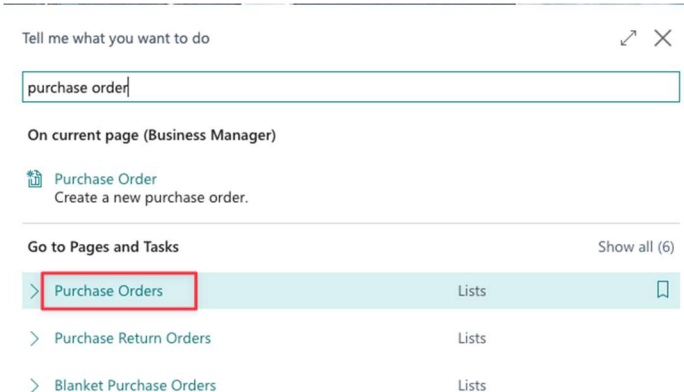
User Guide (WITHOUT On the Water Location)

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 ↗ ✕

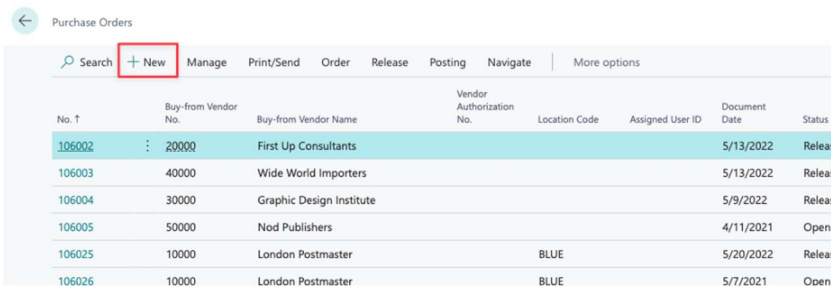
On current page (Business Manager)

 **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.



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

Get Purchase Lines from PO to match BOL

- 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

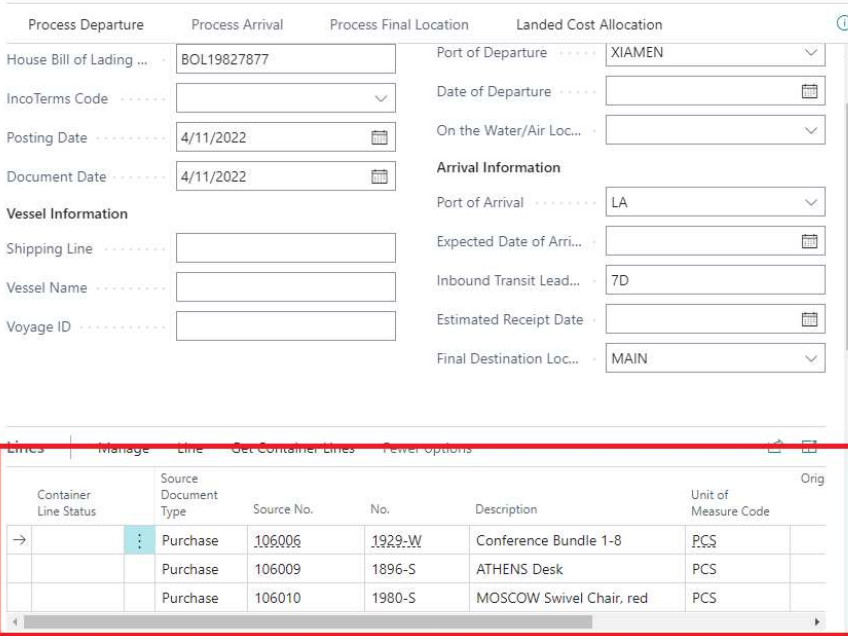
Get Purchase Lines

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

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

CON000005



Process Departure Process Arrival Process Final Location Landed Cost Allocation

House Bill of Lading ... BOL19827877 Port of Departure ... XIAMEN

IncoTerms Code ... Date of Departure ...

Posting Date ... 4/11/2022 On the Water/Air Loc...

Document Date ... 4/11/2022 **Arrival Information**

Vessel Information

Shipping Line ... Port of Arrival ... LA

Vessel Name ... Expected Date of Arri...

Voyage ID ... Inbound Transit Lead... 7D

Estimated Receipt Date ...

Final Destination Loc... MAIN

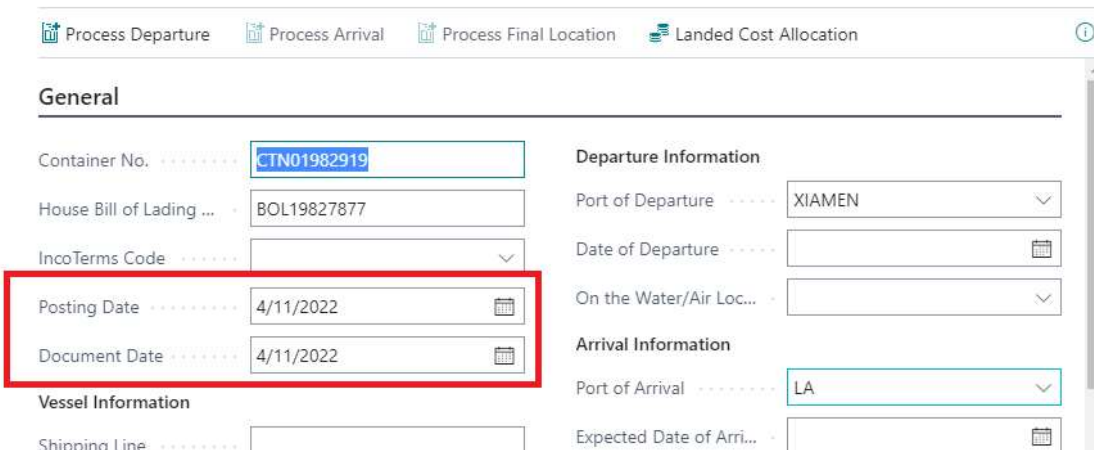
Container Line Status	Source Document Type	Source No.	No.	Description	Unit of Measure Code	Orig
→	Purchase	106006	1929-W	Conference Bundle 1-8	PCS	
	Purchase	106009	1896-S	ATHENS Desk	PCS	
	Purchase	106010	1980-S	MOSCOW Swivel Chair, red	PCS	

* 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 as received using the **Posting Date** on the Container Document.

CON000005



Process Departure Process Arrival Process Final Location Landed Cost Allocation

General

Container No. ... CTN01982919 **Departure Information**

House Bill of Lading ... BOL19827877 Port of Departure ... XIAMEN

IncoTerms Code ... Date of Departure ...

Posting Date ... 4/11/2022 On the Water/Air Loc...

Document Date ... 4/11/2022 **Arrival Information**

Vessel Information

Shipping Line ... Port of Arrival ... LA

Expected Date of Arri...

2. Click on **Yes** to indicate the container has departed its port of departure
3. The **Container Status** will be changed to **Departed** on the container lines.

Container Line Status	Source Document Type	Source No.	No.	Description	Unit of Measure Code	Original Source Document Quantity
→ Departed	Purchase	105006	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	
→ -	Purchase	106034	Item	1110	
Departed	Purchase	106038	Item	80216-T	
Departed	Purchase	106041	Item	80216-T	

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

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


Container

CON000005

General

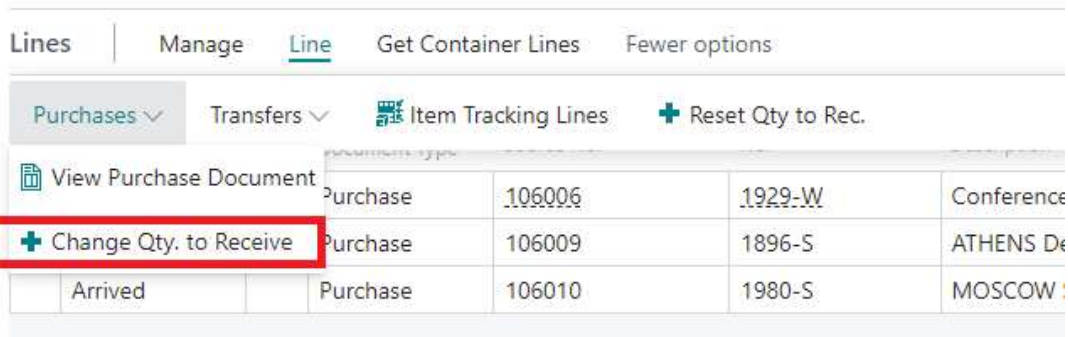
Container No.	CTN01982919	Departure Info
House Bill of Lading No.	BOL19827877	Port of Depart
IncoTerms Code		Date of Depart
Posting Date	4/11/2022	On the Water//
Document Date	4/11/2022	Arrival Informa
Vessel Information		Port of Arrival
Shipping Line		Expected Date

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

 Do you want to process the arrival of the container?

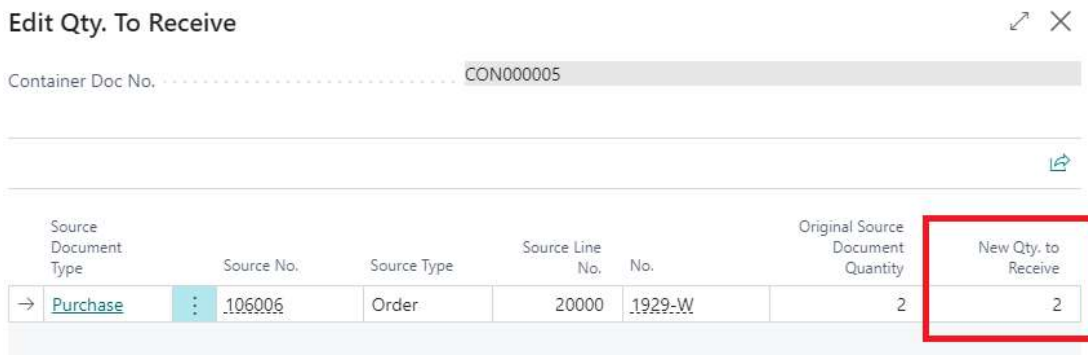
Adjusting Quantity

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	+ Reset Qty to Rec.		
View Purchase Document	Purchase	.106006	.1929-W	Conference	
+ Change Qty. to Receive	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

- 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:

- 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

- 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

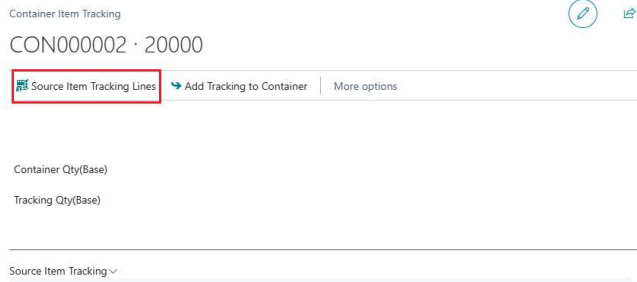
Source Item Tracking

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

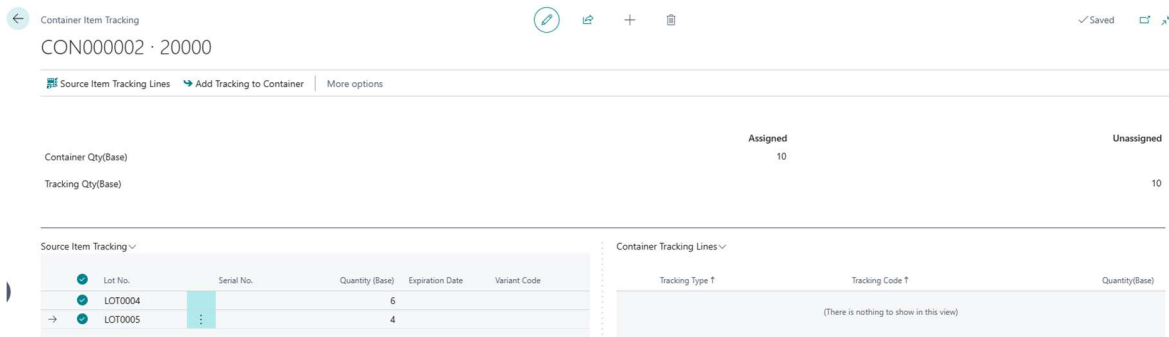
Container Tracking Lines

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

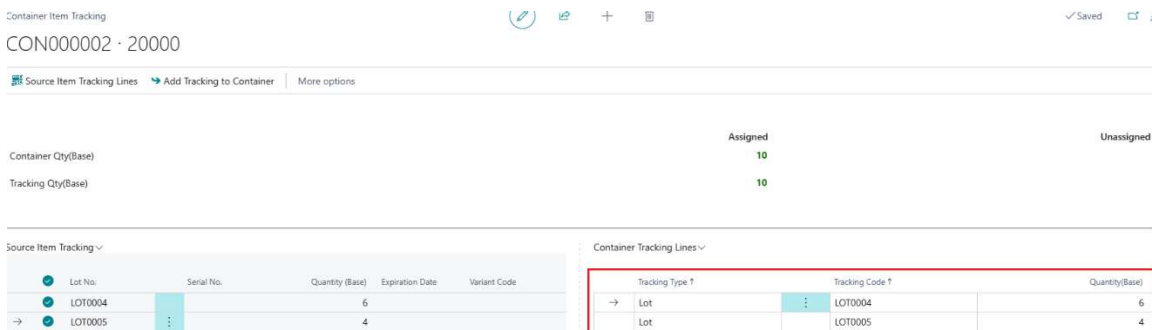
- If you do not see any records in the **Source Item Tracking** section, click on **Source Item Tracking** in the **actions bar** to open the Item Tracking Lines setup for the purchase line.



- 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.

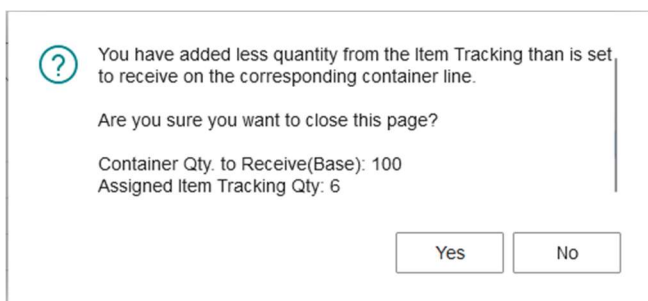


- The Container Tracking page will now be populated with either the serial or lot numbers you selected.



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.



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 

→	Tariff No.	Description	Checkbox
	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
	<input type="text"/>	<input type="text"/>		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	Departure Information	
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	Arrival Information	
Document Date	5/27/2022	Port of Arrival	LA
Vessel Information		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 Document
→ P-FREIGHT	4,000.00	Equally	50000	-
Process Single Line	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	-	108263

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

Posted Purchase Invoice Lines

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

- 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

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.

Over Receiving within the Container Receiving app

We do not use the standard over-receive functionality within Business Central. Rather, if you need to receive more than the quantities on the purchase order, the app will create a new line indicating the over receipt. The reason we choose to create a new line instead of modifying the original quantities on the purchase order is because the new line will clearly indicate that it's an over receipt. There will be times where the vendor will not charge you for the extra quantities, you need that flexibility whether those items that come in has a cost or not.

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.

When am I able to create my Landed Cost Allocation purchase documents?

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.

Updating the Expected Receipt Date on the Container update the Expected Receipt Date on the Purchase Order

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.