

Freight Container Management

Table of Contents

Installation & Setup.....	3
Download Freight Container Management from AppSource	3
Setup the Freight Container Management App	5
Assign User Permission Set.....	5
Assisted Setup	5
Modify the Freight Container Management Setup	9
Freight Container Receiving Management Subscription Setup	10
Subscription	12
1. Subscription Status	12
2. Create subscription by credit card payment.....	13
3. Create subscription manually	16
4. Cancel the subscription if using card payment	17
User Guide (WITH On the Water Location).....	19
1. Setting up purchase order	19
2. Create a Container Document	20
3. Specify On the Water location.....	21
4. Get Purchase Lines from PO to match BOL.....	21
5. Processing Departure.....	23
6. Update Departure Date and Estimated Arrival Date	27
7. Process Arrival.....	27
8. Process Final Destination.....	29
User Guide (WITHOUT On the Water Location).....	31
1. Setting up purchase order	31




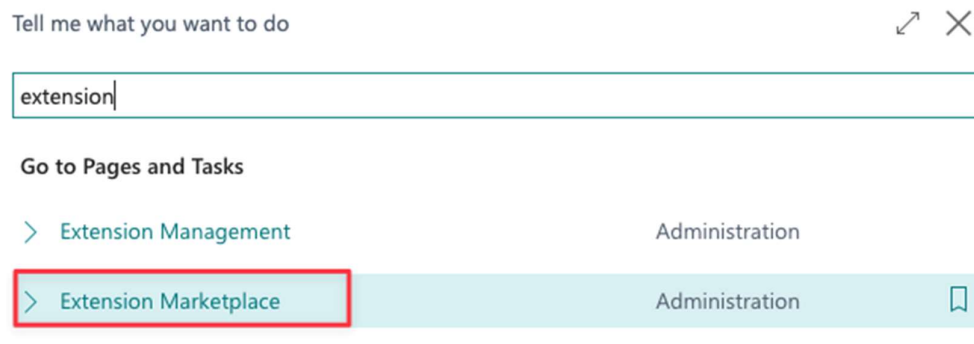
2.	Create a Container Document	31
3.	Get Purchase Lines from PO to match BOL.....	32
4.	Processing Departure.....	34
5.	Process Arrival.....	34
6.	Adjusting Quantity	35
7.	Process Final Destination.....	36
	Landed Cost Allocation.....	37

Installation & Setup

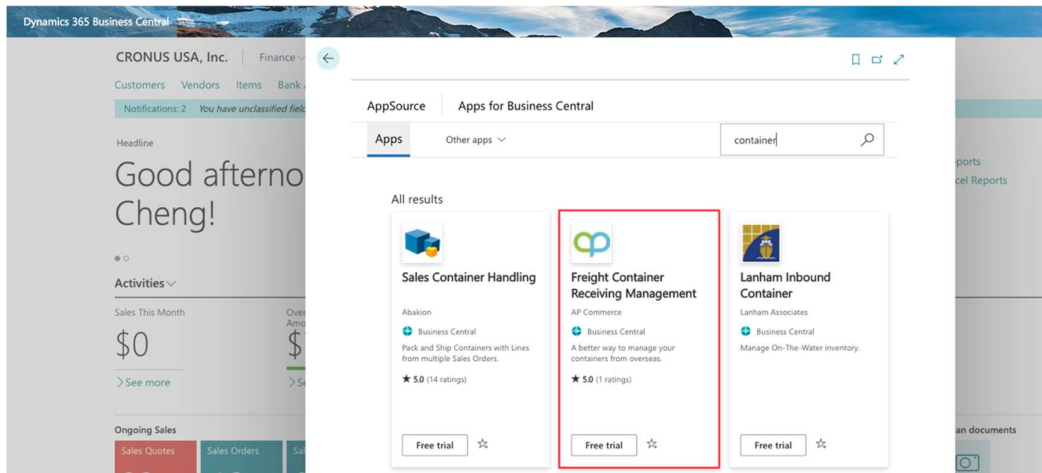
The Freight Container Management app is installed per company. To enable and initialize the app, use the Assisted Setup Wizard.

Download Freight Container Management from AppSource

1. In the Business Central, choose the  icon and search for **Extension Marketplace**.



2. Search "Container" in the AppSource to find the **Freight Container Receiving Management**. Click on the **Free Trial**.



Confirm your details to continue ×



You're signed in as **Freda Cheng** (freda@apcommerce.com).

[Edit your details](#)

① By clicking **Free trial**, I give Microsoft permission to use or share my account information so that the provider can contact me regarding this product. I agree to the provider's [terms of use](#) and [privacy policy](#) and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider. Use of AppSource is governed by separate [terms](#) and [privacy](#).

Free trial

3. This will start the installation process, select the Language and click on **Install**.

Extension Installation ↗ ×

Choose Language


Language English (United States) ⋮

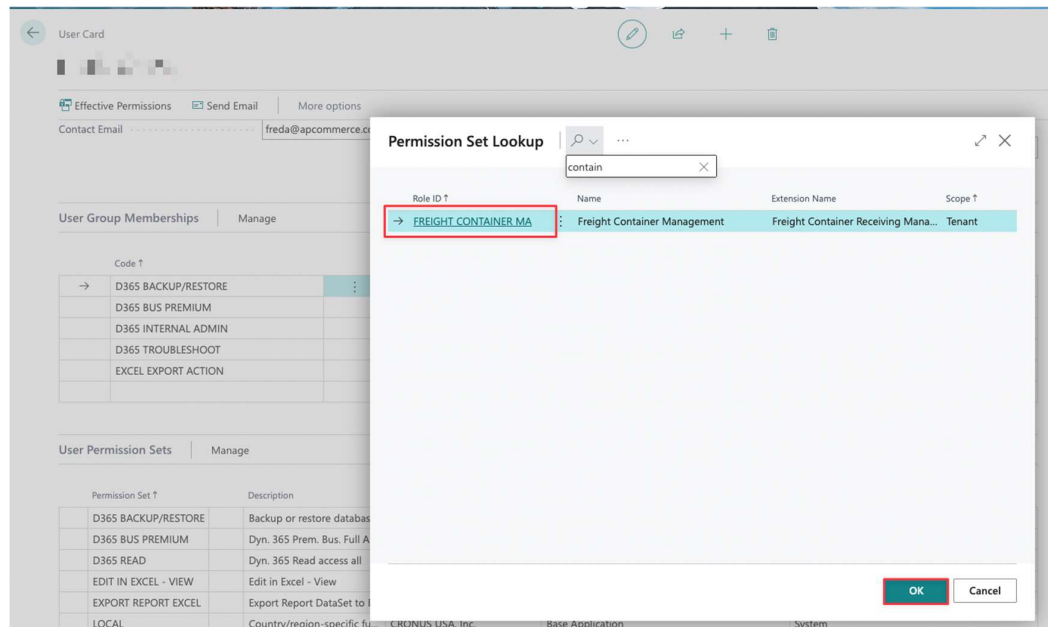
[Read more about the best practices for installing and publishing extensions](#)

Install

Setup the Freight Container 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 **FREIGHT CONTAINER MA** permission set for this user.



User Card

Effective Permissions | Send Email | More options

User Group Memberships | Manage

User Permission Sets | Manage

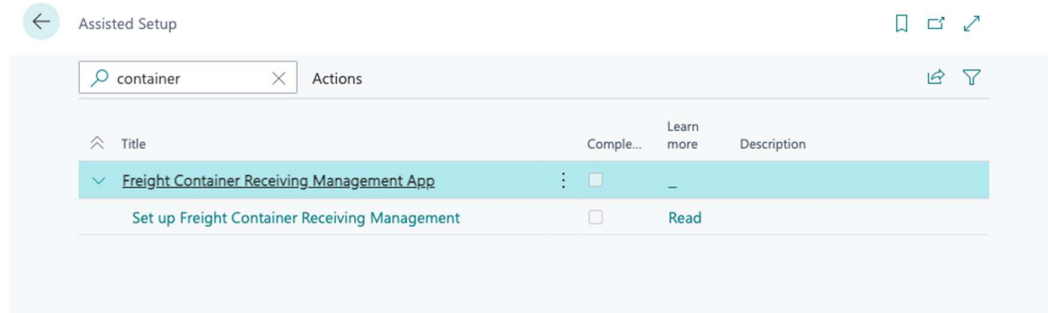
Permission Set ↑	Description	Company ↑	Extension Name	Permission Scope
D365 BACKUP/RESTORE	Backup or restore database	CRONUS USA, Inc.	System Application	System
D365 BUS PREMIUM	Dyn. 365 Prem. Bus. Full Acc.	CRONUS USA, Inc.	Base Application	System
D365 READ	Dyn. 365 Read access all	CRONUS USA, Inc.	Base Application	System
EDIT IN EXCEL - VIEW	Edit in Excel - View	CRONUS USA, Inc.	System Application	System
EXPORT REPORT EXCEL	Export Report DataSet to E...	CRONUS USA, Inc.	System Application	System
LOCAL	Country/region-specific fu...	CRONUS USA, Inc.	Base Application	System
SECURITY	Assign permissions to users	CRONUS USA, Inc.		System
SUPER	This role has all permissions.			System
TROUBLESHOOT TOOLS	Troubleshoot Tools	CRONUS USA, Inc.	System Application	System
→ FREIGHT CONTAINER ...	Freight Container Manage...	CRONUS USA, Inc.	Freight Container Receiving Management	Tenant

Assisted Setup

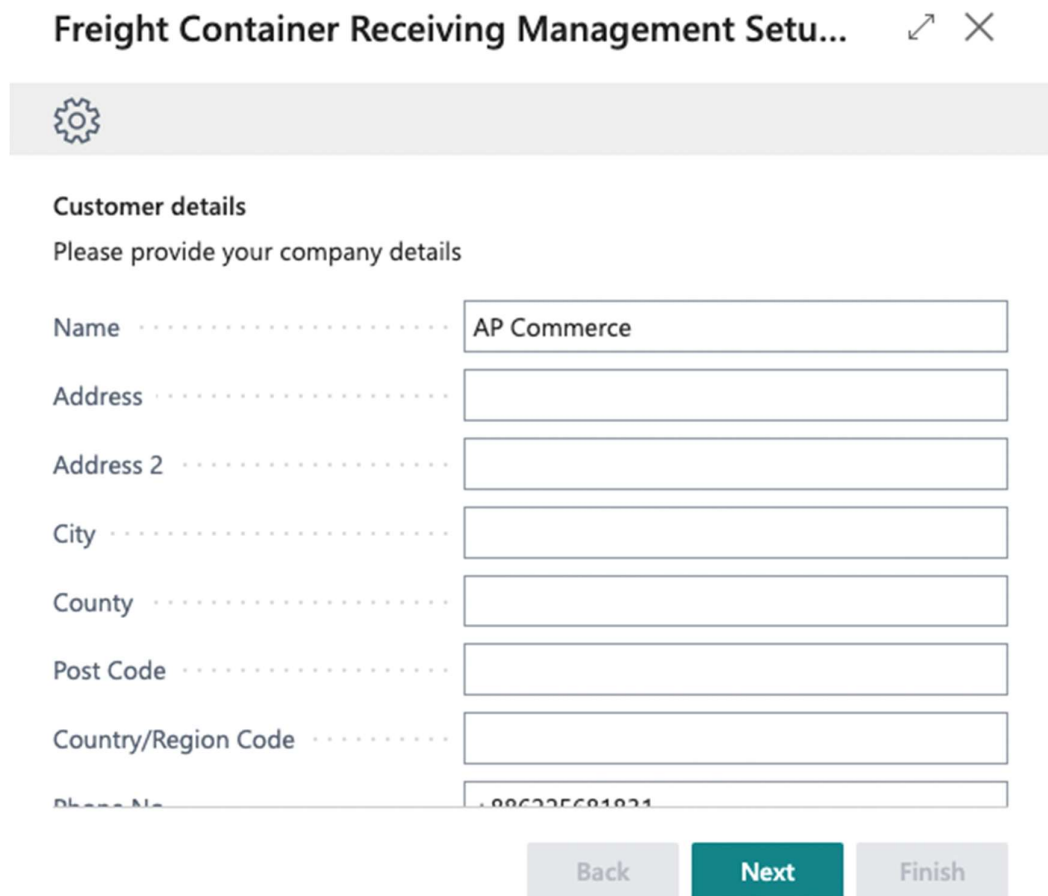
1. Choose the  icon to enter **"Assisted Setup"** and click on the related

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.



The screenshot shows the 'Freight Container Receiving Management Setup' page. The title is 'Freight Container Receiving Management Setu...' with a close button. Below the title is a gear icon and the section header 'Customer details'. The instruction reads 'Please provide your company details'. The form contains the following fields:


- Name: AP Commerce
- Address: [Empty]
- Address 2: [Empty]
- City: [Empty]
- County: [Empty]
- Post Code: [Empty]
- Country/Region Code: [Empty]
- Phone No: +886225681831

At the bottom of the form are three buttons: 'Back', 'Next', and 'Finish'. The 'Next' button is highlighted in green.

4. On the **Number Series** section, select a **No. Series** for **Container Nos.** and **Posted Container Nos.** If left blank, a **No. Series** of "P-

CON” and **“P-CON+”** will be created and inserted into the No. Series fields by the setup wizard.

Freight Container Receiving Management Setu...



Number Series

Please choose No. Series for Container No. Leaving it empty will create default No. Series.

Container Nos.

Posted Container Nos.

- On the **On the water process** section, enter the **Default Inbound Transition Leadtime** (optional) to specifies 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 specifies the default In-transit Location Code to use to transfer inventory to the final location. Enter **Default On the Water/Air Location** to specifies the default On the Water/Air Location Code to use when receiving items from overseas. Leave blank 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 Leadtime

Default Transfer Order In-transit Location

Default On the Water/Air Location

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

Location Card ✎ 📄 + 🗑️ ✓ Saved 📧

OTW · On the Water Location


[Zones](#) [Bins](#) [Inventory Posting Setup](#) [Warehouse Employees](#) [Online Map](#) [Dimensions](#) ...

General

Code	<input type="text" value="OTW"/>	Exclude from Tax Calc...	<input checked="" type="checkbox"/>
Name	<input type="text" value="On the Water Location"/>	Tax Area Code	<input type="text"/>
Use As In-Transit	<input type="checkbox"/>	Tax Exemption No.	<input type="text"/>
On The Water Location	<input checked="" type="checkbox"/>		

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

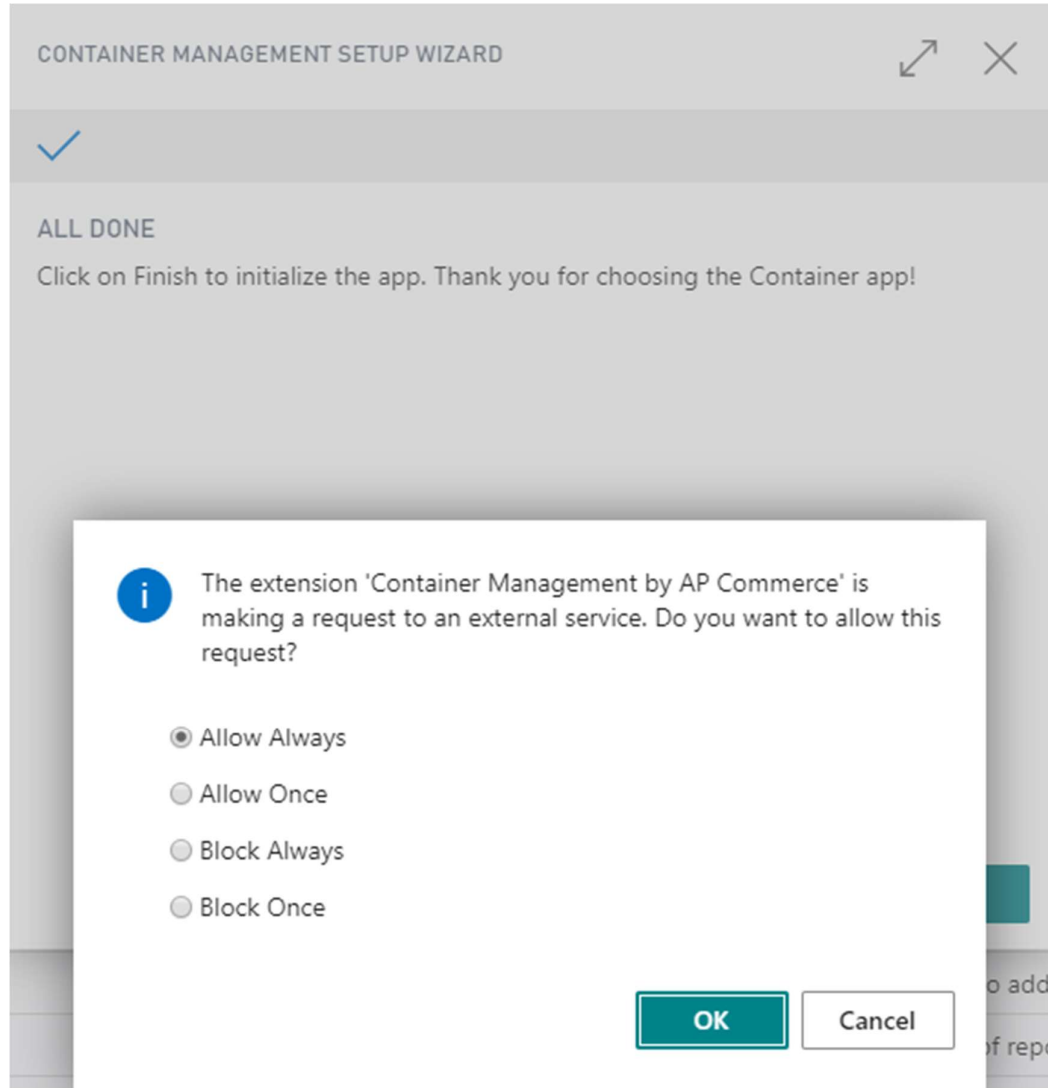
Freight Container Receiving Management Setu... ↗ ✕




All done

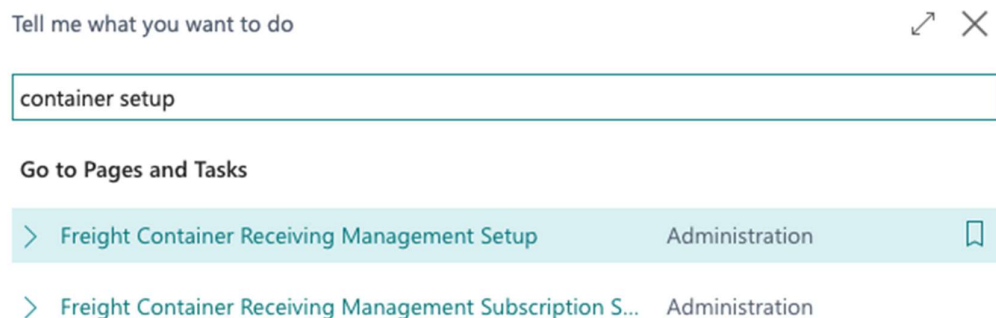
Click on Finish to create your subscription. Thank you for choosing the Container app with AP Commerce!

7. After setup wizard is closed, a confirmation window will pop up to connect to the external service Stripe.com for subscription synchronization. Please choose **Allow Always** and then click **OK**.

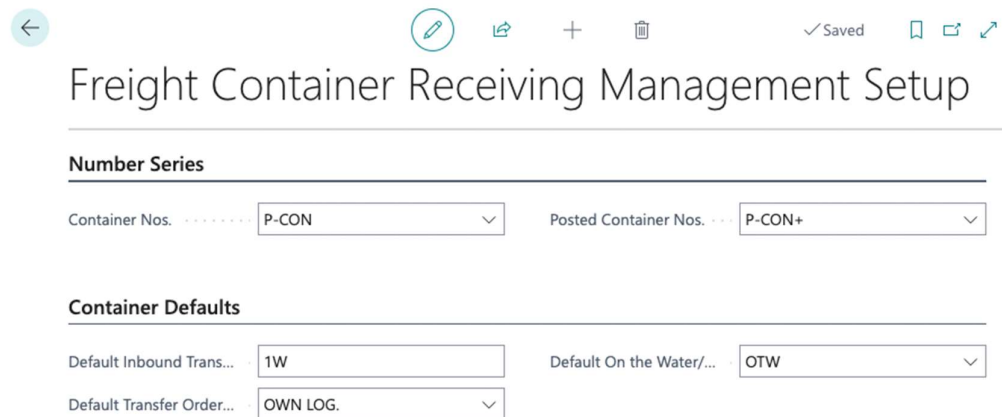


Modify the Freight Container Management Setup

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



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



← [edit] [share] + [delete] ✓ Saved [bookmark] [refresh] [refresh]

Freight Container Receiving Management Setup

Number Series


Container Nos. P-CON [v] Posted Container Nos. ... P-CON+ [v]

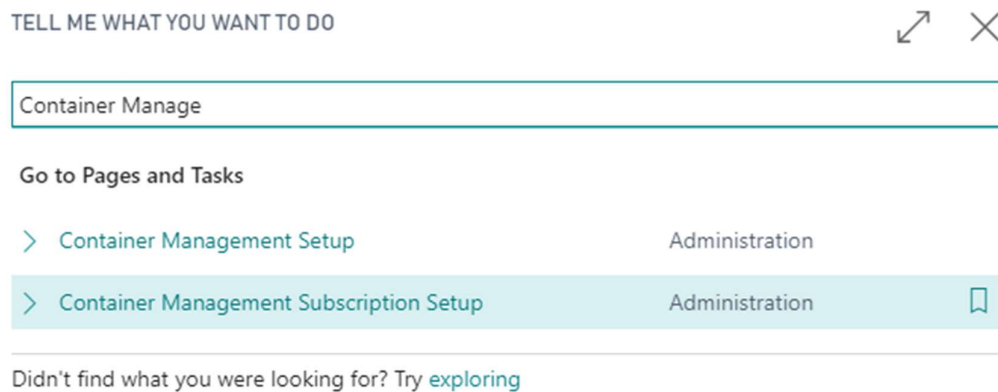
Container Defaults

Default Inbound Trans... 1W Default On the Water/... OTW [v]

Default Transfer Order... OWN LOG. [v]

Freight Container Receiving Management Subscription Setup

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



TELL ME WHAT YOU WANT TO DO [magnifying glass] [close]

Container Manage

Go to Pages and Tasks

> Container Management Setup	Administration
> Container Management Subscription Setup	Administration [bookmark]

Didn't find what you were looking for? Try [exploring](#)

- The **Freight Container Receiving Management Subscription Setup** contains two fast tabs:

General

Users may modify contact/subscription information in the **General** tab.

Subscription Info

This section will show subscription status and subscription period information. These fields will be automatically updated by app provider.

←
✎
📄
+
🗑️
✓ Saved
🔖
📄
↗️

Freight Container Receiving Management Subscription Setup

✕ Your subscription to Freight Container Receiving Management will expire in 1 day(s). The subscription will automatic... ▼

Actions

General

Name	<input type="text" value="APC Test on SBDevTest"/>	Post Code	<input type="text"/>
Address	<input type="text"/>	Country/Region Code	<input type="text"/>
Address 2	<input type="text"/>	Phone No.	<input type="text" value="+886990123123"/>
City	<input type="text"/>	Email	<input type="text" value="red@red-fami.com"/>
County	<input type="text"/>		

Subscription Info

Status	<input type="text" value="Active"/>	Current Period Start	<input type="text" value="5/26/2022 11:16 AM"/>
Last Synchronized	<input type="text" value="5/26/2022 5:27 PM"/>	Current Period End	<input type="text" value="5/27/2022 11:16 AM"/>

Subscription


1. Subscription Status

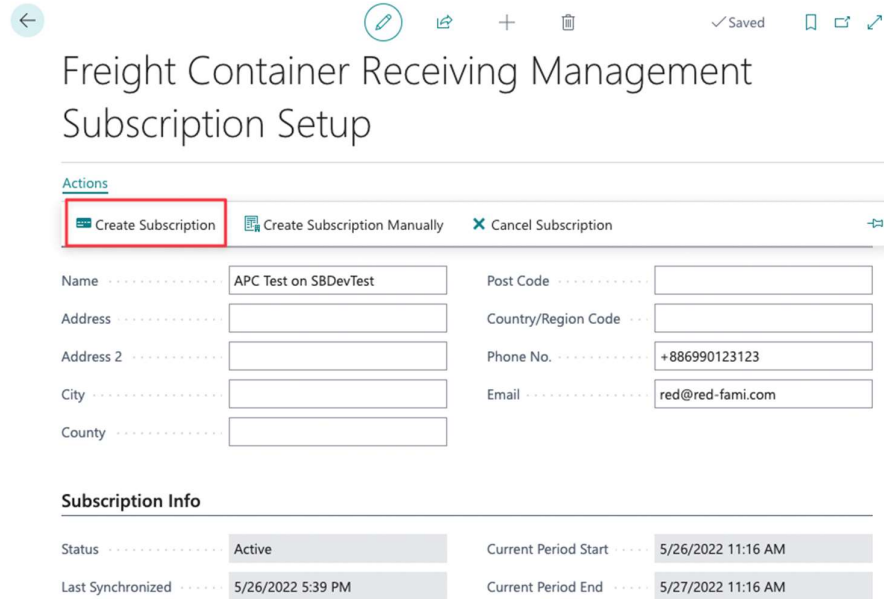
On **Freight Container Receiving Management Subscription Setup** page, Subscription Info section, subscription Status field has the following values:







- **Evaluation:** This means the app is in a trial period. The Container Management app has a 15-day trial period. The period starts counting the day the app has been installed.
- **Active:** This means the app is authorized for use in the current company. Your subscription is within the effective period. The Container Management app can be subscribed to yearly. The status will change to **Active** after payment has been received. The "Current Period Start/Current Period End" fields will be automatically renewed to 1- year period after payment has been verified.
- **Past Due:** This means the app is not within a valid period. Once the trial period has expired, and no subscription has been created or the payment has failed after processing, the app function will be blocked, and the **Status** value will be changed to **Past Due**.
- **Canceled:** This means the app was subscribed using card payment, but the subscription has been canceled manually by the users. The **Status** value will be changed to **Canceled** at the end of the current effective period. Users can create a subscription again per the above instructions on how to use the app.
- **Unpaid:** This means the payment renewal has failed. The app function will be blocked, and the **Status** will change to **Unpaid**.
- **Blocked:** When new companies are created through copy company function, the Container Management app will be automatically installed, and **Status** will be set to **Blocked**. Users must run **Set up Container Management** from **Assisted Setup** to register the current company as a new customer before starting use.

When the trial period has ended, **Status** will be changed from **Evaluation** to **Active** temporarily for users to process their payment. If the payment has not been made within a couple of hours, then the **Status** will be changed to **Past Due**.

2. Create subscription by credit card payment




1. Choose the  icon to enter and select the **Freight Container Receiving Management Subscription Setup** link to open the setup page.
2. On **Freight Container Receiving Management Subscription Setup** page, click the **Actions** dropdown menu.



←   +  ✓ Saved   

Freight Container Receiving Management Subscription Setup

Actions

Create Subscription  Create Subscription Manually  Cancel Subscription 

Name APC Test on SBDevTest Post Code

Address Country/Region Code

Address 2 Phone No. +886990123123

City Email red@red-fami.com

County

Subscription Info

Status Active Current Period Start 5/26/2022 11:16 AM

Last Synchronized 5/26/2022 5:39 PM Current Period End 5/27/2022 11:16 AM

3. The wizard will automatically import the data from the Company Information. You can modify or confirm the payment information, and then click **Next**.

CREATE SUBSCRIPTION TO CONTAINER



CUSTOMER DETAILS

Provide your company details

Name	<input type="text" value="APC Test"/>
Address	<input type="text" value="5 The Ring"/>
Address 2	<input type="text" value="Westminster"/>
City	<input type="text" value="London"/>
County	<input type="text"/>
Post Code	<input type="text" value="W2 8HG"/>
Country/Region Code	<input type="text" value="GB"/>
Phone No.	<input type="text" value="0666-666-6666"/>
Email	<input type="text" value="red@apcommerce.com"/>

4. Enter **Credit Card information**. Please enter card number, expiration month/year, and CVC code.

CREATE SUBSCRIPTION TO CONTAINER



CREDIT CARD DETAILS

Please fill in your credit card details below. Your credit card will be charged \$179 USD yearly at every period start. They will be safely stored with our payment provider Stripe. No credit card information will be stored in Microsoft Dynamics 365 Business Central.

 4242 4242 4242 4242

12 / 25 666

Back

Next

Finish

5. Click **Next**.
6. Click **Finish** to create the subscription and close the wizard.

CREATE SUBSCRIPTION TO CONTAINER



ALL DONE

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

Back

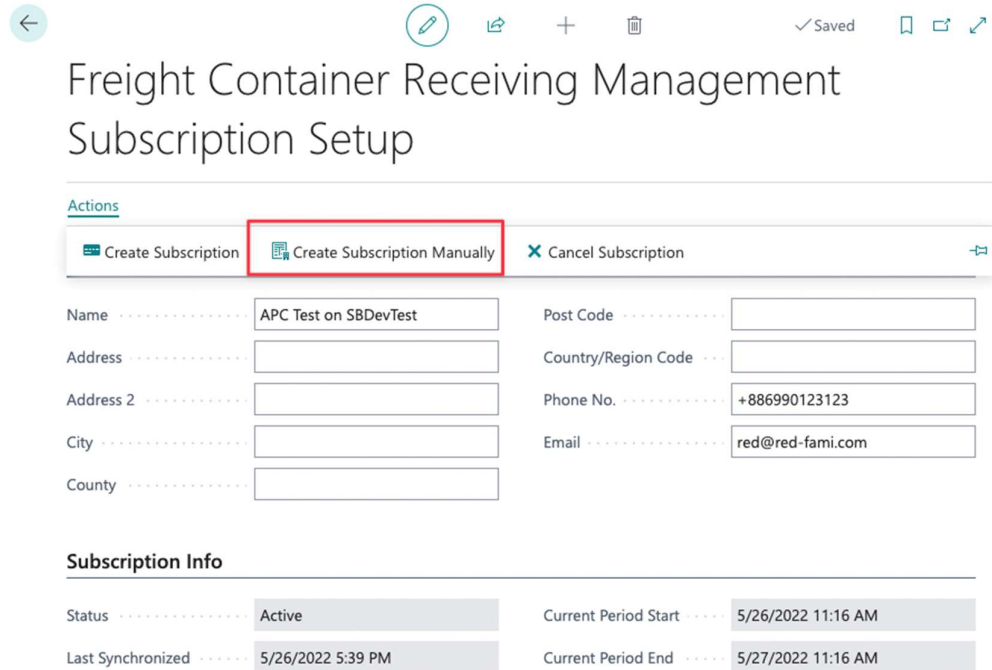
Next

Finish

7. The **Freight Container Receiving Management Subscription Setup** page will be updated with the renewed subscription message. The subscription status will automatically update when current period ends.

3. Create subscription manually

1. On **Freight Container Receiving Management Subscription Setup** page, click the **Action** dropdown menu.
2. Click **Create Subscription Manually**.



← ○ ↗ + 🗑️ ✓ Saved 📄 📄 ↗

Freight Container Receiving Management Subscription Setup

Actions







Create Subscription **Create Subscription Manually** X Cancel Subscription

Name APC Test on SBDevTest Post Code
Address Country/Region Code
Address 2 Phone No. +886990123123
City Email red@red-fami.com
County

Subscription Info





Status	Active	Current Period Start	5/26/2022 11:16 AM
Last Synchronized	5/26/2022 5:39 PM	Current Period End	5/27/2022 11:16 AM

3. A new page will be open with browser that links to <http://www.apcommerce.com/contact-us/>. Please enter contact information and app name in the **“Write a Message”** text box then clicks **Submit**. After processing has been completed, the applicant will receive an invoice through e-mail from AP Commerce Inc.
 4. After payment has been remitted on the invoice, the subscription will be automatically activated, and the **Status** on the **Container Management Subscription Setup** page will be changed into **Active**.
- 4. Cancel the subscription if using card payment**
1. On the **Freight Container Receiving Management Subscription Setup** page, click the **Actions** dropdown menu.
 2. Click **Cancel Subscription**.

←   +  ✓ Saved   

Freight Container Receiving Management Subscription Setup

Actions

 Create Subscription  Create Subscription Manually ** Cancel Subscription** 

Name APC Test on SBDevTest Post Code

Address Country/Region Code

Address 2 Phone No. +886990123123

City Email red@red-fami.com

County

Subscription Info

Status Active Current Period Start 5/26/2022 11:16 AM

Last Synchronized 5/26/2022 5:39 PM Current Period End 5/27/2022 11:16 AM

3. Click **Yes** when confirmation window pops.



Do you want to cancel the subscription?

Yes

No

4. After canceling the process, the subscription **Status** will stay **Active/Evaluation** till the current subscription period has ended. When the user opens the **Freight Container Receiving Management Subscription Setup** page, users will have a warning message on the header of the page to remind them that the subscription has been canceled. The **Status** on the setup page will change to **Canceled** after the current subscription has ended.



Subscription will be cancelled after current period end.

OK

User Guide (WITH On the Water Location)


Company place orders from their overseas factories. The overseas factories prepare the shipment and ships the items back to the domestic company in containers. During the shipping to receiving stage, user may encounter challenges using out-of-the-box Business Central process. The Freight Container Management App provides a consolidated solution for procurement user to handle multiple orders and complex processes.

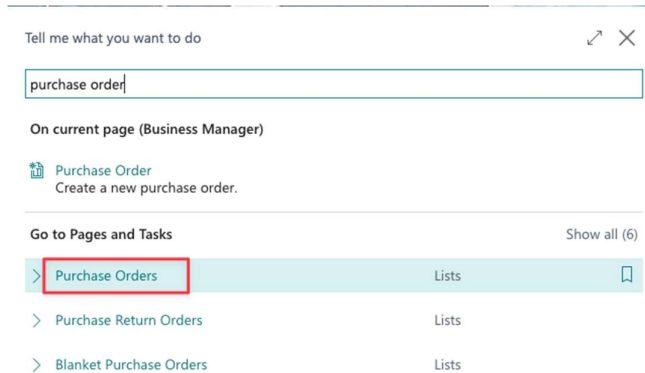
The major features are:

- Receiving multiple orders within one container.
- Record inventory into On the Water Location for FOB transaction.
- Track receiving process with different stages (Departure, Arrival and Final Location) to give user a clearer visibility of the goods.
- Allocate landed cost for multiple orders with flexibility.
- More features will be present in the next released...

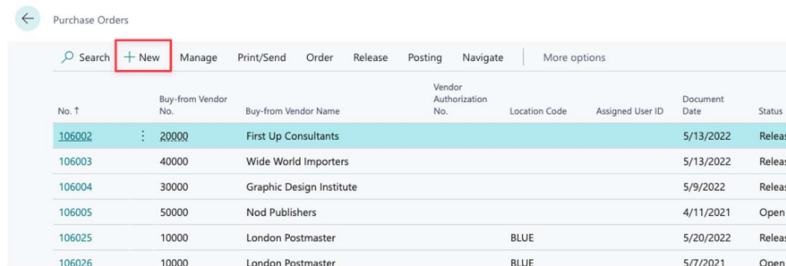
Below are the key process for this app:

1. Setting up purchase order

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



- 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

- iii. Select **Vendor Name** and enter **Items** to be purchased. Make sure the fields with start sign be filled properly. The key here is to assign location code which has the **On the Water Location** enabled on the location card, if the purchased items will go to **On the Water/Air Location**.

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

2. Create a Container Document

- i. Choose the  icon and enter "Container" to open the **Containers** list page.

Tell me what you want to do ↗ ✕

container

Go to Pages and Tasks Show all (6)

- > Containers Lists
- > Posted Containers Lists
- > Batch Post Containers Tasks

- ii. Click on **New** to create a new Container document.

Containers

Search **+ New** Manage Posting View

No. ↑	Container No.	House Bill of Lading No.	IncoTerms Code	Container Status	Posting Date	Document Date	Shipping Line	Vessel Name
CON000011	TESTER123	MYTEST111		Departed	5/2/2022	5/2/2022	boats r us	boaty
CON000014	10293743	ALSKJPP			5/2/2022	5/2/2022		boat 1
CON000015	LKASJDA;PO	LASKDJLJK			5/2/2022	5/2/2022		boat 2
CON000016	SADFSDGAV	AS;LD;A			5/2/2022	5/2/2022		boat 1
CON000017	ADSAEDRT	SEDAGAR			5/2/2022	5/2/2022		boat1

- iii. 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

3. 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

4. Get Purchase Lines from PO to match BOL

- i. 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 this 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. ↓	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	1896-5	ATHENS Desk	PCS	OTW	200	0	200
106109		30000 30000	Item	1110	Rim	PCS	OTW	100	0	100
106109		20000 30000	Item	1896-5	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

- ii. 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	1896-5	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	1896-5	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

- iii. 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

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

Vessel Information
Shipping Line
Vessel Name
Voyage ID

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	111R	Rim	PCS	100	100	100

5. Processing Departure

- i. 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
House Bill of Lading No. B99887766
IncoTerms Code
Container Status
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

Vessel Information
Shipping Line
Vessel Name
Voyage ID

- ii. 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

- iii. 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
 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

Vessel Information
 Shipping Line
 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	111Q	Rim	PCS	100	0	0

- iv. 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

Vessel Information
 Shipping Line
 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	111Q	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. Rept. No. 107292
 Purch. Rept. Line No. 10000
 Purchase Qty. Received 200
 Line Cost 156,140

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

- v. 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 | Departure Information | Port of Departure | Date of Departure | On the Water/Air Location Code OTW

House Bill of Lading No. B99887766 | Arrival Information | Port of Arrival | Expected Date of Arrival

IncoTerms Code | Vessel Information | Shipping Line | Vessel Name | Voyage ID

Posting Date 5/28/2022 | Document Date 5/26/2022

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

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

- vi. On the posted purchase receipt, 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

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 Name AR Day Property Management | Promised Receipt Date

Address 100 Day Drive | Quote No.

Address 2 | Order No. 106110

City Chicago | Vendor Order No.

State IL | Vendor Shipment No. B99887766

ZIP Code 61236 | Order Address Code

Country/Region US | Purchaser Code RB

Contact Mr. Frank Lee | Responsibility Center NEW YORK

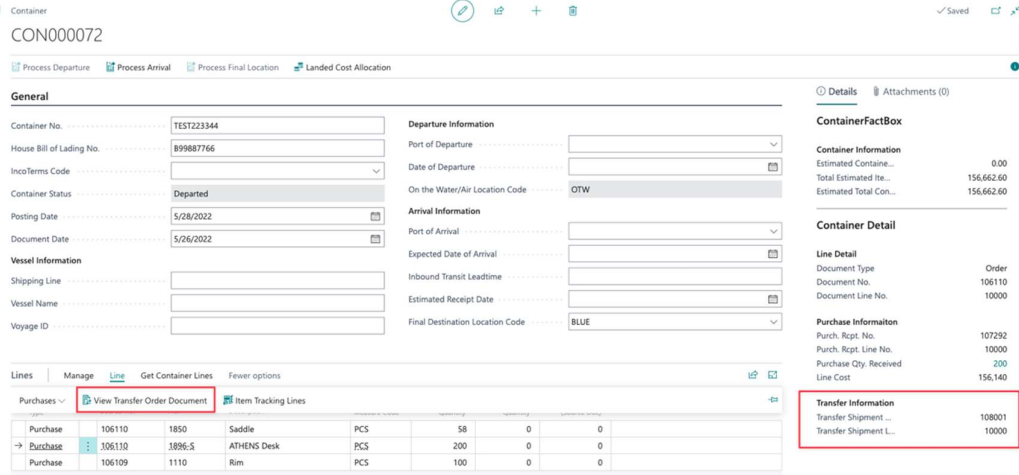
No. Printed 0 | Container No. TEST223344

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

- vii. 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

Container No. TEST223344
House Bill of Lading No. 899887766
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 Re... 156,662.60
Estimated Total Con... 156,662.60

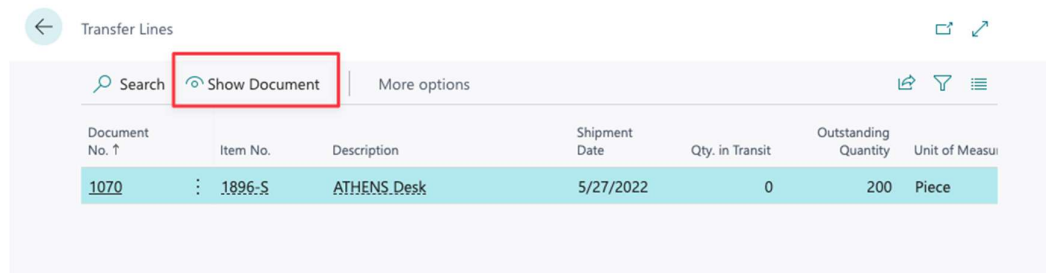
Container Detail
Line Detail
Document Type Order 106110
Document No. 10000
Document Line No. 10000

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

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

Purchase	Item No.	Description	PCS	Qty	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

viii. 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
 Transfer-to Code BLUE
 Direct Transfer

In-Transit Code OWN LOG.
 Posting Date 5/27/2022
 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

6. 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

7. Process Arrival

- i. 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 Transit 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
 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: 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

- ii. 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
 House Bill of Lading No. B99887766
 IncoTerms Code
 Container Status: Departed
 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 ...
 Transfer Shipment Line No.

Source Document Type	Source No.	No.	Description	Unit of Measure Code	Original Source Document Quantity	Outstanding Quantity	Qty. to Receive (Source Dec)
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

- iii. 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

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-S	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**.

8. Process Final Destination

- i. 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




- ii. The open transfer order for this Container Document will be posted

receive using the **Posting Date** on the Container Document. T

 Transfer order 1070 was successfully posted and is now deleted.

OK

he 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						

iii. 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

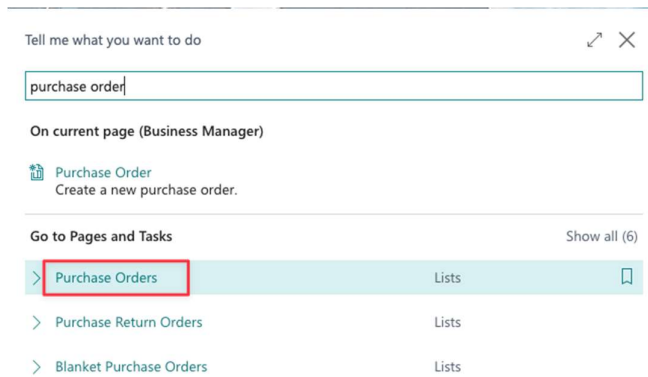
User Guide (WITHOUT On the Water Location)

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.

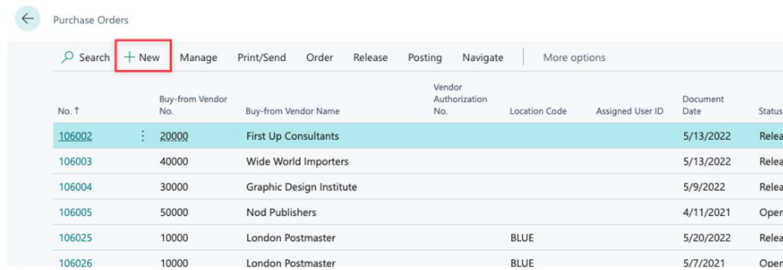
Below are the key process for processing containers WITHOUT using the OTW location:

1. Setting up purchase order

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




- ii. Click on **New** to create a new purchase order.



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

2. Create a Container Document

- i. Choose the  icon and enter "Container" to open the **Containers** list page.

Tell me what you want to do



container

Go to Pages and Tasks

Show all (6)

- [Containers](#) Lists
- [Posted Containers](#) Lists
- [Batch Post Containers](#) Tasks

ii. Click on **New** to create a new Container document.

← Containers

Search **+ New** Manage Posting View

No. ↑	Container No.	House Bill of Lading No.	IncoTerms Code	Container Status	Posting Date	Document Date	Shipping Line	Vessel Name
CON000011	TESTER123	MYTEST111		Departed	5/2/2022	5/2/2022	boats r us	boaty
CON000014	10293743	ALSKJPP			5/2/2022	5/2/2022		boat 1
CON000015	LKASJDA;PO	LASKDJLJK			5/2/2022	5/2/2022		boat 2
CON000016	SADFS DGAV	AS;LD;A			5/2/2022	5/2/2022		boat 1
CON000017	ADSAEDRT	SEDAGAR			5/2/2022	5/2/2022		boat1

iii. 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				

3. Get Purchase Lines from PO to match BOL

i. 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

| Show as menu

Document No. ↑	Line No. ↑	Buy-from Vendor No.	Type	No.	Description	Unit of Measure Code	Location Code	Quantity
<input checked="" type="checkbox"/> 106006	20000	10000	Item	1929-W	Conference Bundle 1-8	PCS	MAIN	2
<input checked="" type="checkbox"/> 106009	10000	40000	Item	1896-S	ATHENS Desk	PCS	MAIN	5
<input type="checkbox"/> 106009	20000	40000	Item	1969-W	Conference Package 1	PCS	MAIN	6
<input checked="" type="checkbox"/> 106010	10000	20000	Item	1980-S	MOSCOW Swivel Chair, red	PCS	MAIN	3

ii. 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.

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

CON000005

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

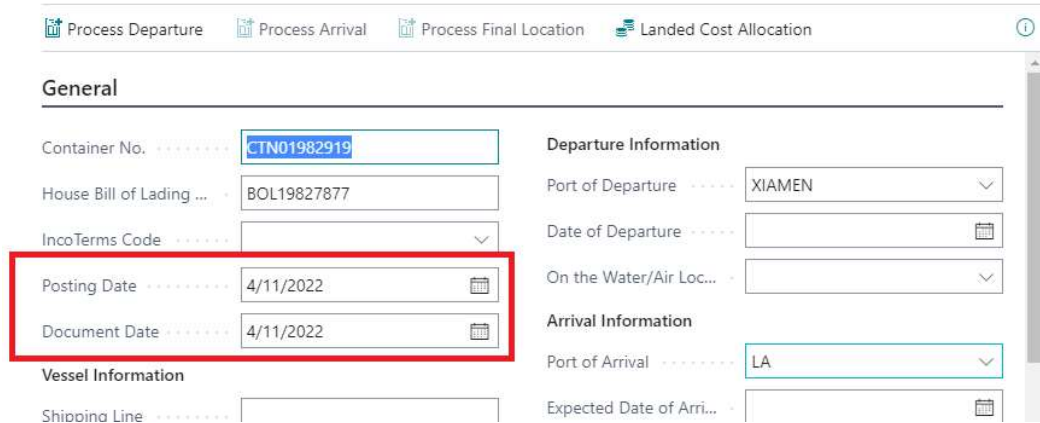
Process Departure	Process Arrival	Process Final Location	Landed Cost Allocation
House Bill of Lading ...	BOL19827877	Port of Departure	XIAMEN
IncoTerms Code		Date of Departure	
Posting Date	4/11/2022	On the Water/Air Loc...	
Document Date	4/11/2022	Arrival Information	
Vessel Information		Port of Arrival	LA
Shipping Line		Expected Date of Arri...	
Vessel Name		Inbound Transit Lead...	7D
Voyage ID		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	

4. Processing Departure

- i. 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.

CON000005



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

General

Container No. : CTN01982919

House Bill of Lading ... : BOL19827877

IncoTerms Code : [dropdown]

Posting Date : 4/11/2022

Document Date : 4/11/2022

Vessel Information

Shipping Line : [dropdown]

Departure Information

Port of Departure : XIAMEN

Date of Departure : [calendar icon]

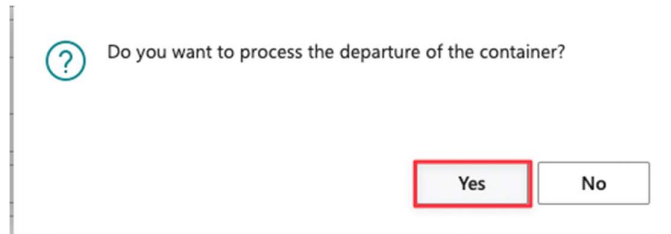
On the Water/Air Loc... : [dropdown]

Arrival Information

Port of Arrival : LA

Expected Date of Arri... : [calendar icon]

- ii. Click on **Yes** to indicate the container has departed its port of departure



Do you want to process the departure of the container?

Yes No

- iii. 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	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

5. Process Arrival

- i. Before vessel arrive, 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

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

Container


CON000005

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

General

Container No.	CTN01982919	Departure Info
House Bill of Lading No.	BOL19827877	Port of Departu
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 the Arrival process.

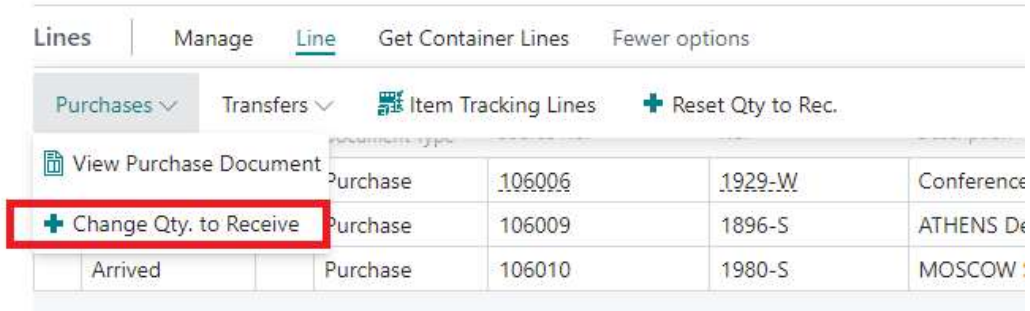
 Do you want to process the arrival of the container?

6. Adjusting Quantity

- i. Before receiving the container into the final destination, user can

update the quantity on the Container Document Line.

- ii. 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**.



- iii. 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**.



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

7. Process Final Destination

- iv. 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	Departure Informa
House Bill of Lading No.	BOL19827877	Port of Departure
IncoTerms Code		Date of Departure
Posting Date	4/11/2022	On the Water/Air Lc
Document Date	4/11/2022	Arrival Information
Vessel 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?

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

Landed Cost Allocation

- 1 Before the Container Document is posted, user can record landed cost by clicking on the **Landed Cost Allocation** on the Container Document.

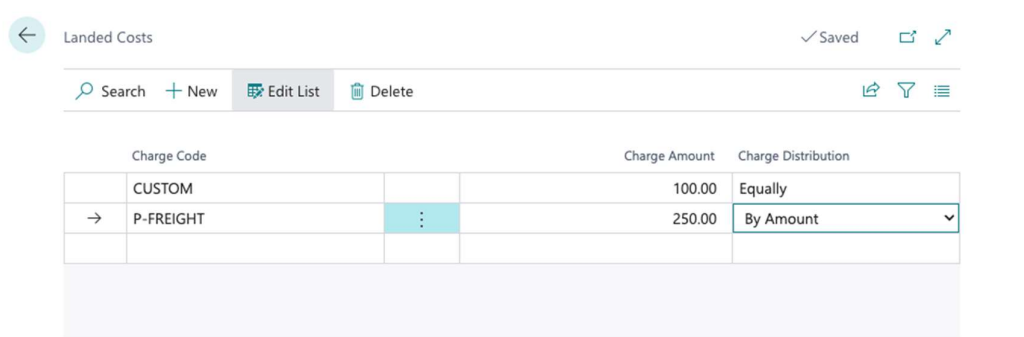
Container CON000069

[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
IncoTerms Code		Date of Departure
Container Status	Arrived	On the Water/Air Location Code
Posting Date	5/27/2022	Arrival Information
Document Date	5/27/2022	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

User can enter landed cost separately and specify different allocation methods.

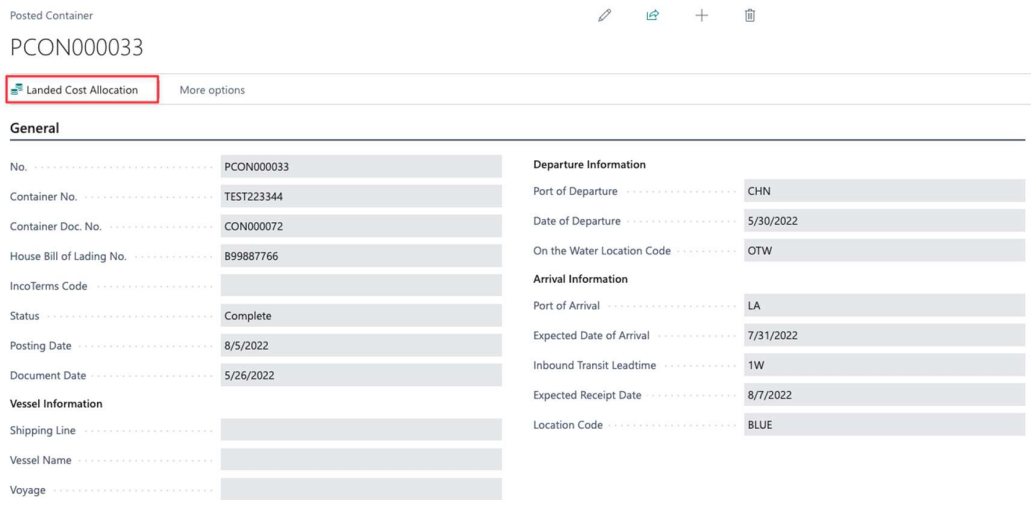


← Landed Costs ✓ Saved

Search + New Edit List Delete

Charge Code	Charge Amount	Charge Distribution
CUSTOM	100.00	Equally
→ P-FREIGHT	250.00	By Amount

- 2 After the Container Document is posted, user can record landed cost by clicking on the **Landed Cost Allocation** on the **Posted Container Document**.



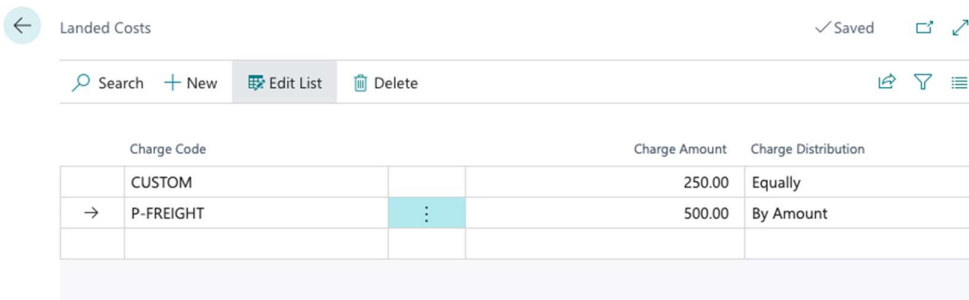
Posted Container PCON000033

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			

User can enter landed cost separately and specify different allocation methods.



← Landed Costs ✓ Saved

Search + New Edit List Delete

Charge Code	Charge Amount	Charge Distribution
CUSTOM	250.00	Equally
→ P-FREIGHT	500.00	By Amount

- 3 **Create purchase document from Posted Container Document.**
After record the landed cost, click on **Action > Create Item Charge Invoice** to generate new purchase document for the landed cost. User can click on **Add Item Charge to existing Purchase Doc.** If does not want to

create a new purchase document.

← Posted Container

PCON000033

Landed Cost Allocation | **Actions** | Related | Fewer options

Create Item Charge Invoice | Add Item Charge to ...ting Purchase Doc.

Select the **Vendor No.** and **Document Type** to create the purchase document then click **OK**.

Posted Container Charge Item ↗ ✕


Options

Vendor No. 20000

Document Type **Order Invoice**

Advanced >

A new purchase document will be created. Click on **Yes** to review the purchase document.

 Charge items for Purchase Invoice 1014 is ready.
Do you want to open the Purchase Invoice?

- 4 Open the purchase document that recorded landed cost, 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	Description	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Disc
Charge (Item)	CUSTOM		YELLOW	1		250.00		LABOR	
Charge (Item)	P-FREIGHT	Charge (Purch.)	YELLOW	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.

Edit - Item Charge Assignment (Purch) - CUSTOM Custom/Duty

Manage Item Charge More options

Applies to Doc. Type	Applies to Doc. No.	Applies to Doc. Line No.	Item No.	Description	Qty. to Assign	Qty. Assigned	Amount to Assign	Gross Weight	Unit Volume	Qty. to Receive (Base)	Qty. Received (Base)	Qty. to Ship (Base)	Qty. Shipped (Base)
Receipt	107292	20000	1850		0.33333		83.33				58		
Receipt	107292	10000	1896-S		0.33334		83.34	39.79	1.2		200		
Receipt	107291	30000	1110		0.33333		83.33				100		

- 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.

Purchase Invoice

1014 · AR Day Property Management

Invoice Posting Request Approval Incoming Document Release Navigate More options

Post Post and Print Preview Posting Post and New...

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

Type	No.	Item Reference No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. Tax	Tax Area Code	Tax Group Code	Line Disc
Charge (Item)	CUSTOM		Custom/Duty	YELLOW	1		250.00		LABOR	
Charge (Item)	P-FREIGHT		Misc. Freight Charge (Purch.)	YELLOW	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