Volume

7

Expedient User Manual – NZ Customs Module (Imports/Exports)

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INTRODUCTION

EXpedient software contains the Customs Clearance / Tariff Classification and the Import Forwarding Module. The Customs Function allows users to register shipments, lodge Customs Entries, set up TLF, manage parts and prepare charges for customers.

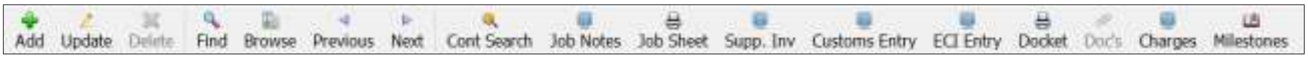
Customs and Forwarding Registration

Expedient utilises a job number, which is the unique number given to shipments within Expedient. This is the first step in creating and lodging Customs Entries. From the Job Registration screen, users are able to register a Job, Create Supplier's Invoice, and Create & Lodge Customs Entries. Users can also prepare charges and create a Debtors Invoice (only applicable for Accounting Module Customers)

Job Registration Screen

Command Keys

Most toolbar buttons can be accessed by a Keyboard Short Cut. See below for Short Cut Commands:



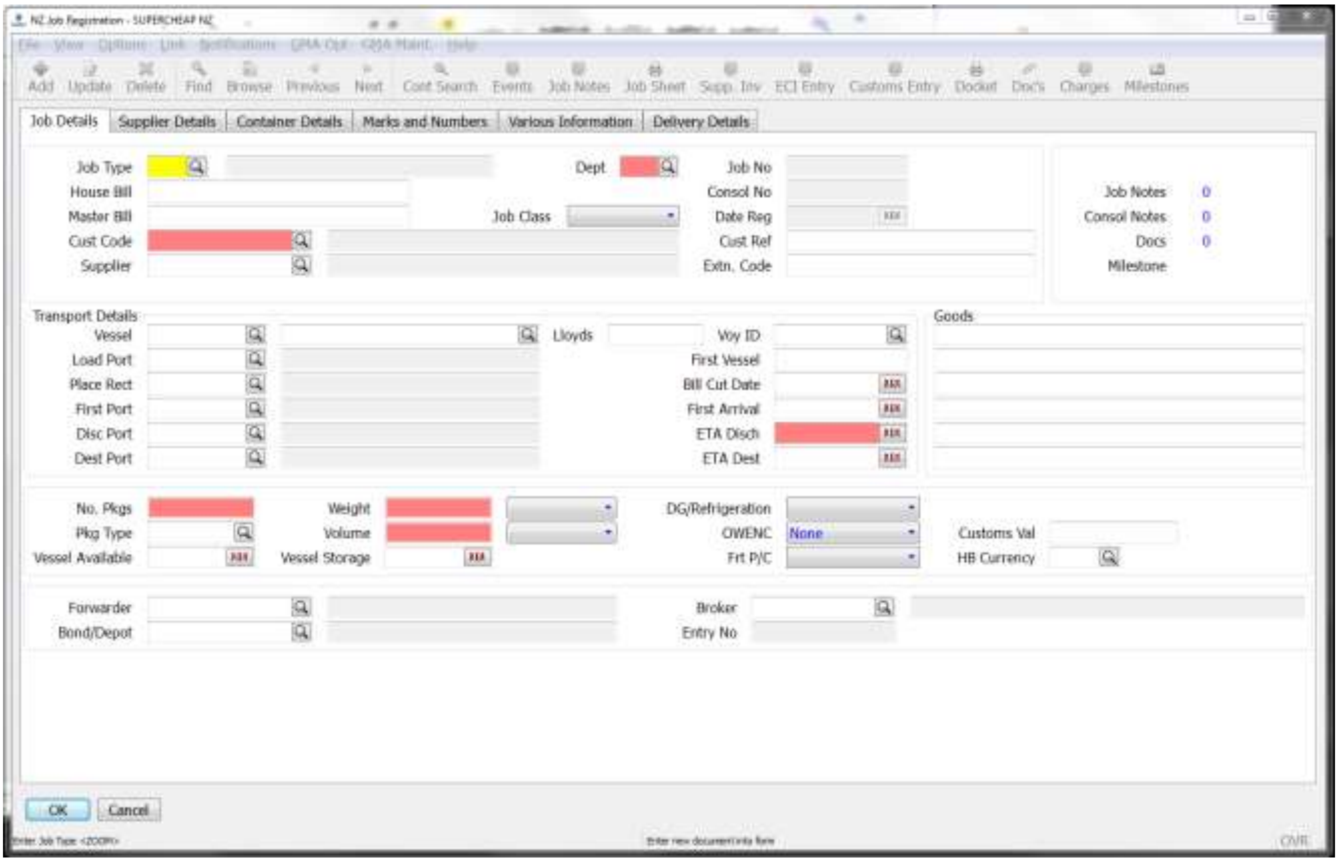
Icon	Shortcut Key
Add	A
Update	U
Delete	D
Find	F
Browse	B
Previous	P
Next	N
Cont Search	
Job Notes	J
Supp. Inv	
Customs Entry	

Icon	Shortcut Key
Docket	
Doc's	
Charges	C
Milestones	
Job Details / Container Details	Ctrl-Tab

Creating a Job
When it is time for you to create a customs shipment, from the Main Menu select **Customs Clearance/Tariff Class, Job Registration** function

By clicking the Add button or typing A will place the cursor in the input screen in Add Mode.

See below:



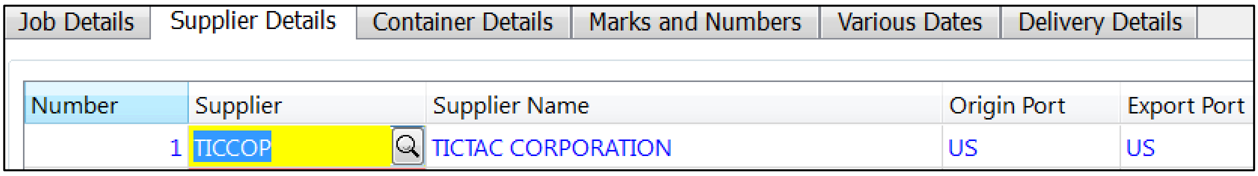
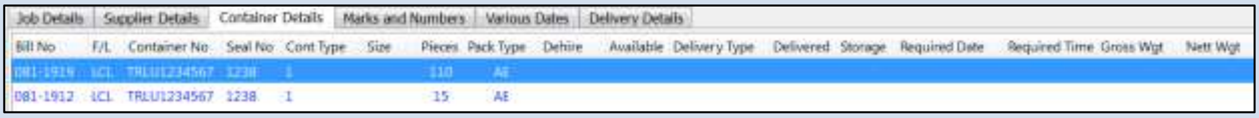
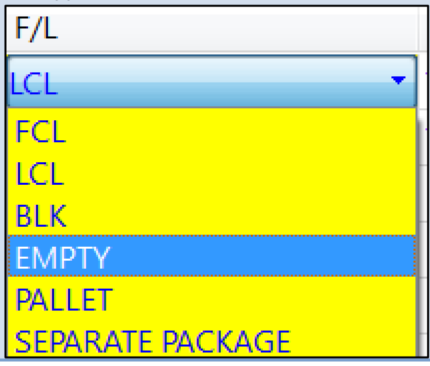
Field Name	Description	Validation	Default
Job Type	This is the type of Job in which you are creating. You can perform a lookup on this field by clicking: If a Job Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Mandatory	Blank

Field Name	Description	Validation	Default
Dept	This is the Department that is assigned to the Job. This is a 3 letter code e.g. AIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: 1. The Branch in which is associated with the user adding the job. **OR** 2. The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value.  ***Please Note:*** Option 2 is configured at Installation. To have this reconfigured please contact Expedient Software Sales or Support.	Mandatory	User's Branch **or** Customer Code Responsible Office
House Bill	This is the House Bill of the shipment	Optional	Blank
Master Bill	This is the Master Bill of the shipment	Optional	Blank
Cust Code	This is the Consignee. Once you enter data into this field, two pop-up windows will appear (if this has been activated for this customer). They are the Customs Notes and the Job Registration Notes against this Consignee. You can perform a lookup on this field by clicking: **Please Note**: if The Customer's Credit Limit has been exceeded OR the Credit Limit is less than 0 in the Customer Masterfile, an additional popup message will appear informing the user that the customer has Exceeded their credit A customer must be set to Active in the Customer Masterfile to create a job.	Mandatory	Blank
Cust Ref	This is the Consignee's Reference information	Optional	Blank

Field Name	Description	Validation	Default
Agn. Cln.	This field will only appear if the Customer has been set up as an Interstate Agent in the Customer Masterfile i.e. the Customer is acting as an agent for their customers to perform the Customs Clearance. Select the Customer's customer. You can perform a lookup on the field by clicking .	Optional	Blank
Supplier	This is the Supplier of the goods being shipped. This is linked to the consignee. You can perform a lookup on this field by clicking: Or you can perform a quick one letter search by typing in the first letter of the Supplier, e.g.: D<tab> will display the look up screen with all supplier's starting with the letter "D"	Mandatory	Blank
Job Class	This is the job class of the shipment. Select the drop down selections. FCL If a Job Class does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Vessel	This field cannot be entered for Sea job types.	N/A	N/A
Airline	This is the Airline code. Type in the 2 character airline code or use to zoom on the Airline Codes Masterfile.	Optional	Blank
Vessel Name	This is the vessel name. Type in the vessel name or use to zoom on the NZ Customs Craft Names.	Optional	NZ Customs Craft Names
Lloyds	This field cannot be entered for Sea job types.	N/A	N/A
Voy ID	This is the voyage ID of the vessel and its current voyage.	Optional	Vessels Master File
Flt No	This is the flight number. Type in the flight number or use to zoom on the NZ Customs Craft Names. Selecting a flight number from the NZ Customs Craft Names will populate the Airline field with the first two characters of the flight number	Optional	NZ Customs Craft Names
Tranship	This is a description of the Transhipment vessel	Optional	Blank
Load Port	This is the Port of Loading of the vessel	Optional	Blank
Place Rect	This is the place in which the vessel is received. This is usually the same as the Load Port	Optional	Blank

Field Name	Description	Validation	Default
First Port	This is the first port of call of the vessel.	Optional	Vessels Masterfile
Disc Port	This is the Port in which the feeder vessel will be discharged at.	Optional	Blank
Dest Port	This is the final destination of the vessel	Optional	Blank
Bill Cut Date	This is the Date of Valuation or Bill Cut Date.	Optional	Blank
First Arrival	This is the date in which the vessel arrives at the First Port	Optional	First Arrival from Vessels Masterfile
ETA Disch	This is the Date in which the vessel arrives at the Discharge Port. This is used by Customs to determine the rate of duty (if applicable)	Mandatory	Vessel Masterfile based on Disch Port
ETA Dest	This is the Date in which the vessel arrives at the Destination Port	Optional	Vessel Masterfile based on Dest Port
Goods	This is the description of the goods being shipped. This is set to one line of goods within the Customs Module	Optional	Blank
No.Pkgs	This is the number of packages being shipped	Optional	Blank
Pkg. Type	This is the type of packages being shipped. You can perform a lookup on this field by clicking: If a Package Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Weight	This is the weight of the goods being shipped	Optional	Blank
Weight Type	This is the type of weight measurement.	Optional	KG
Volume	This is the Volume of the Goods	Optional	Blank
Volume Type	This is the type of Volume	Optional	M3

Field Name	Description	Validation	Default
OWENC	This is the Bill Type of the Shipment. Possible Selections are: • Original • Way Bill • Express • Non Negotiable • Copy Select the drop down for these selections: OWENC None	Optional	Blank
Frt P/C	This describes whether the Freight is Prepaid or Collect	Optional	Blank
Shipping Co	This field will appear where the import is sea freight. This is the Shipping Company associated with the job. If the job is linked to a Consol with a Shipping Company the field cannot be updated. Otherwise the field is blank and can be updated	Optional	Conditional. Populated from the Consol if the Consol has a Shipping Company
Customs Value	This is the Value that Customs will use to define the value of duty paid (if applicable)	Optional	Blank
HB Currency	This is the Currency in which the house bill has been cut under	Optional	Blank
Forwarder	This is the Forwarder who is managing this shipment. **Please Note:** If the forwarder is your company and you have the Expedient Forwarding Package then ensure that this is set to OWN COMPANY in the Customer Master File. Own Company? Yes This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee	Mandatory	Blank
Bond / Depot	This is the Bond Store or Depot which will hold freight once it has arrived	Optional	Blank
Broker	This is the Customs Broker who is managing this shipment. This can be set to default to a specific code for each customer, which will auto-populate when adding a job. This is set up in the Customer Masterfile in the Importer Tab within the Customs Broker Field: Customs Broker CUSAIR **Please Note:** If the Broker is your company, then please make sure that this Code is set to OWN COMPANY in the Customer Master File.	Mandatory	Blank or Customer Masterfile Importer Tab

Field Name	Description	Validation	Default
	 This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee		
Vessel Available	This is the date in which the Vessel is Available	Optional	Vessel Masterfile
Storage Available	This is the date in which the storage commences from containers on the vessels	Optional	Vessel Masterfile
DG/Refrigeration	This signifies whether the shipment contains any dangerous goods, or requires refrigeration	Optional	Blank
	Suppliers Tab (Sea Freight Only) 		
	Containers Tab (Sea Freight Only) 		
Bill No	This is the Bill Number on the Shipment.	Mandatory	Blank
F/L	This is the Type of Container, values include: 	Mandatory	Blank
Container No	This is the Container Number on the Shipment. Use the to search for containers on other shipments on the same consol as the current house bill. (***Forwarding Module only)***	Optional	Blank
Seal No	This is the Seal Number of the Container Number	Optional	Blank

Field Name	Description	Validation	Default
Cont Type	This is the NZ Customs Container Type code. Use the 🔍 to search the Masterfile for valid Container Type codes.	Conditional	Blank
Pieces	This is the number of pieces within the container	Mandatory	Blank
Dehire	This is the date in which the container is de-hired	Optional	Blank
Pack Type	This is the type of Package(s)	Mandatory	Blank
Available	This is the date in which the container becomes available for pickup	Optional	Blank
Delivered	This is the date in which the container is delivered	Optional	Blank
Delivery Type	This is the method in which the FCL is to be delivered, possible values: • S/L Doors Cabin • Tilt Tray • Tipper • S/L Doors Rear • Standard Trailer • Drop Trailer • Unpack & Re-Deliver	Optional	Blank
Storage	This is the date in which the container commences storage charges	Optional	Vessel Masterfile
Required Date / Time	This is the date and time in which the container is required	Optional	Blank
Net Weight	This is the Net Weight of the Container after any deductions	Optional	Blank
Gross Weight	This is the Gross Weight of the Container before any deductions. This is the Net Weight plus the Weight of the Container. **Please Note:** Expedient stores maximum Container Tare Weights which is used to calculate the Gross Weight Value. This can be overridden by a user. See Appendix A	Optional	Net Weight plus Container Tare Weight
Mark and Numbers Tab			
Marks and Numbers	The marks and numbers used to identify the cargo, not the consignee.	Optional	Blank
Various Dates Tab			
Lodgment Date	This is the Date of Lodgement. This is a no-entry field used for display purposes only. This date is populated when a user lodges this job within the Nature 10/20 screen	N/A	Customs Entry

Field Name	Description	Validation	Default
			screen
Date of Clearance	This is the Date of Clearance. This is a no-entry field used for display purposes only. This date is populated when Customs send back the Clearance Date as a result of the Nature 10/20 lodgement	N/A	Customs Entry screen
Del. Docket Printed	This is the date in which the first delivery docket was printed. This is a no-entry field used for display purposes only. See “Printing Delivery Docket” section in this document.	N/A	Printing a delivery docket
Depot Date	This is the Date available from the Depot. This is updated in this screen by users	Optional	Blank
Delivery Date	This is the Date in which delivery has taken place. This is updated in this screen by users	Optional	Blank
Date Owner EFT	This is the Date the EFT was processed for Duty payable to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
Date Duty Paid	This is the actual date the duty was paid to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
	Delivery Details Tab (used for Delivery Docket Print information)		
Deliver To	This is the Delivery Code of the Shipment. This information is automatically populated in Add Mode. The data based off the Clients’ Delivery Addresses found in the **Customer Master File** under the **Administration Menu**. This screen can hold multiple addresses. Ensure that one address is set as default. The AQIS classification for the delivery postcode will be displayed.	Optional	Customer Masterfile
Deliv Job Note	This is an additional line of Note. Please note that the Clients’ Delivery Address Screen also has 5 lines of Special Instructions that Print on the Delivery Docket. This job note will print next to the address, that is specific to this shipment	Optional	Blank
Carrier	This is the Carrier Code of the Shipment. This information is automatically populated in Add Mode if a Delivery Address exists for the Customer. This information is based off the Clients’ Carrier found in the **Customer Master File** under the **Administration Menu**. This screen can hold different carriers for AIR/ FCL, LCL, Parcel Post. The AQIS classification for the postcode is displayed alongside.	Optional	Customer Masterfile
Carrier Job Note	This is a Carrier Job Note, specific to this shipment	Optional	Blank

CONTAINER DETAILS - LOAD FILE

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Import Sea Job and click on the Load File button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

NZ - The file format must be:
A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Bill Number	Mandatory	General
B	Load Type accepted codes F – FCL L – LCL B – Bulk E – Empty P - Pallet	Mandatory	General
C	Container Number	Mandatory	General
D	Seal	Optional	General
E	Type	Mandatory	General
F	Size	Mandatory	General
G	Pieces	Optional	General
H	Pack Type	Optional	General

A file example:
BILL NUMBER 1,F,ABCD1234567,12345,15,20,23,BC

E.g.

	A	B	C	D	E	F	G	H
1	billno1	ASDF0001001	FCL	22G1	12345	1	2	5400
2	billno2	ASDF0001002	LCL	22G1	12345	1	2	5400
3	billno3	ASDF0001003	BLK	22G1	12345	1	2	5400
4	billno4	ASDF0001004	EMPTY	22G1	12345	1	2	5400
5	billno5	ASDF0001005	pallet	22G1	12345	1	2	5400
6	billno6	ASDF0001006	separate p	22G1	12345	1	2	5400
7	billno7	ASDF0001007	FCL	22G1	12345	1	2	5400
8	billno8	ASDF0001008	FCL	22G1	12345	1	2	5400
9	billno9	ASDF0001009	FCL	22G1	12345	1	2	5400
10	billno10	ASDF0001010	FCL	22G1	12345	1	2	5400
11	billno11	ASDF0001011	FCL	22G1	12345	1	2	5400
12	billno12	ASDF0001012	FCL	22G1	12345	1	2	5400
13	billno13	ASDF0001013	FCL	22G1	12345	1	2	5400
14	billno14	ASDF0001014	FCL	22G1	12345	1	2	5400
15	billno15	ASDF0001015	FCL	22G1	12345	1	2	5400
16	billno16	ASDF0001016	FCL	22G1	12345	1	2	5400

Link Consol
This facility is available from the Link menu in the Job Registration screen. The consol number field can be manually entered and saved into an existing job.

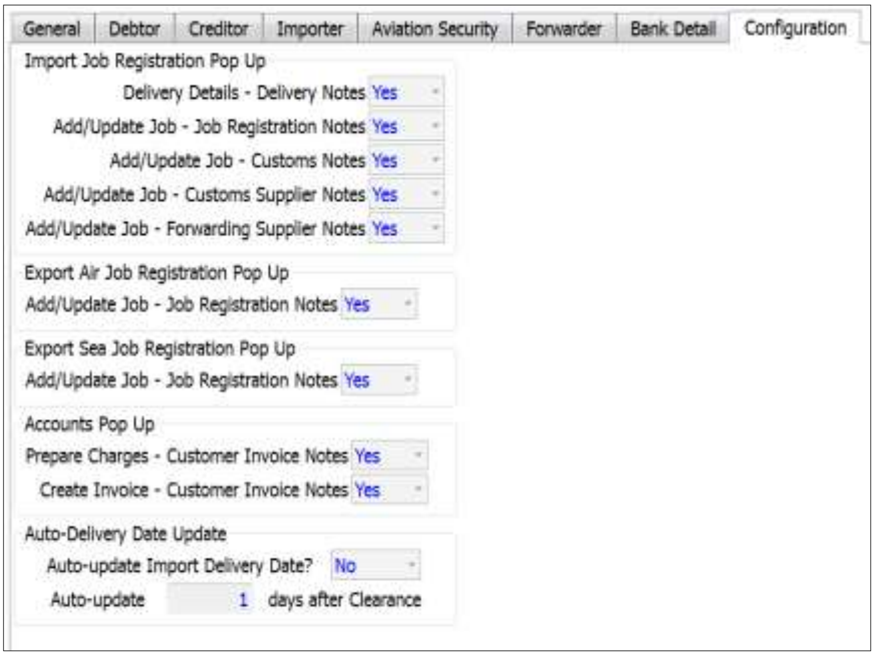
Link Consol/Link Orders
This facility links orders to consols and is used in Order Tracking.

Configuring Pop-up Notes
Expedient allows users to configure what type of notes to pop up at a customer level. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

- **Delivery Notes** – each time a user clicks on the Delivery Tab in Add/Update mode the Customer's Delivery Notes will pop up
- **Job Registration Notes** – each time a user adds/updates a Job, the Customer's Job Registration Notes will pop up
- **Customs Notes** – each time a user adds/updates a Job and Broker Code is the Own Company, the Customer's Customs Notes will pop up
- **Customs Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Customs Notes will pop up
- **Forwarding Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Forwarding Notes will pop up

Accounting Module only:

- Prepare Charges – each time a user prepares charges, the Customer's Invoice Notes will pop up



Auto-Delivery Date Update

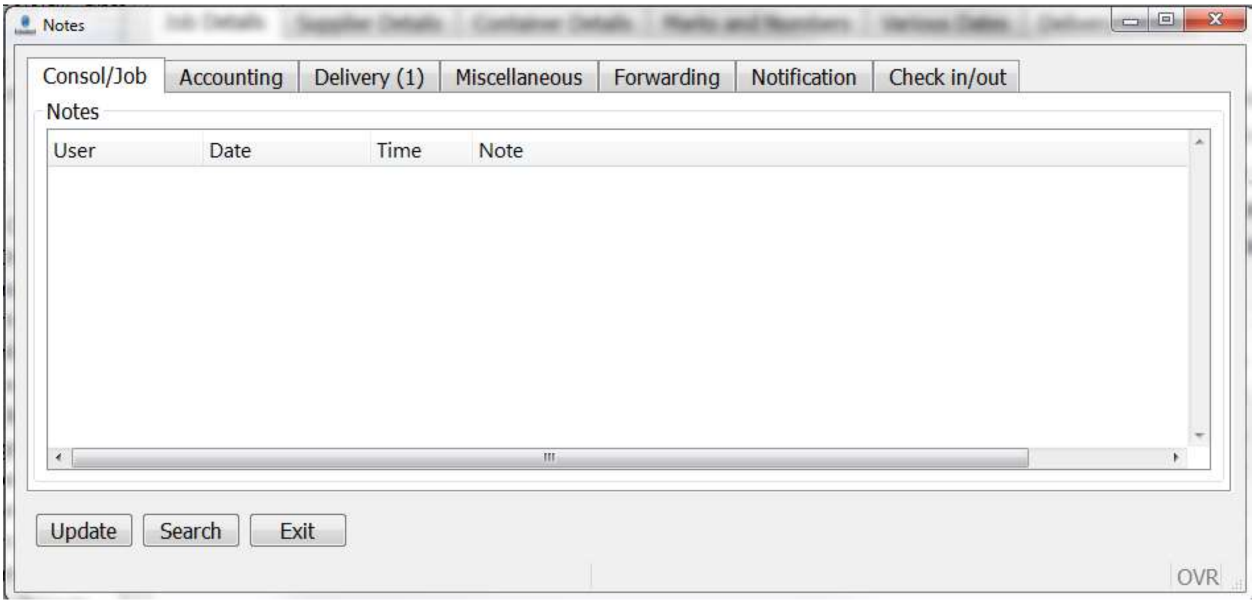
On the occasion whereby you are not performing the delivery for customers, but you want to complete the job to force a delivery date to be populated. This would occur on occasions you have KPI set up with your customers, or you have the Expedient Customer Web Portal. The above configuration screen allows users to set the number of Days after clearance where the delivery date is to be populated.

Adding Job Notes

Once you have created a job, you can add various Notes to the Job. This is available once a job is selected or created and resides in the Options, Job Notes/References. These are made up of:

- **Job Notes** – Prints on the Job Sheet, and pops up when users create or update a Job and the Broker Code is your own company and is set to yes for this Customer in the Customer Masterfile.
- **Accounting Notes** – For Information Only
- **Delivery Notes** – Prints on the Job Sheet, Billing Sheet and Delivery Dockets
- **Miscellaneous** - For Information Only
- **Forwarding** - Pops up when users create or update a Job and the Forwarder Code is your own company and is set to yes for this Customer in the Customer Masterfile

Below is a screen shot of the Notes Screen:



Notes against the Consol are available to view from Consol Notes/References in the Options menu in the Job Registration screen.

The consol registration screen can also be accessed from the Options Menu.

Printing Work Sheets

Once you have completed the Job Registration Creation process, and all of the data is saved that you require, you can now print the various Work Sheets, these are:

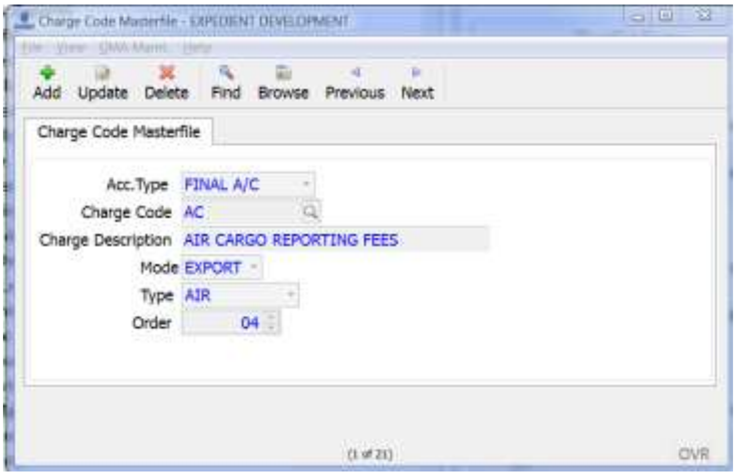
- Job Sheet – Available via Options, and a Button on the toolbar in the Job Registration screen
  - Sea
  - Air
  - Parcel Post
  - Miscellaneous
- Private Doc's Cover Sheet - Available via Options
- Private Bar Code Sheet via Options

Printing Billing Sheets

Printing Charge Sheets is available via the Options. The Charge Codes and Descriptions are initially configured and maintained by Super Users. To Set up Charge Codes, go to Menu/Administration/Company Details/Billing Sheet Maintenance. Charge Sheets and Charge Code are set up by:

- Acc. Type (Disbursements/Finals)
- Charge Code
- Mode (Export/Import)
- Type (Air, FCL, LCL)
- Print Order

See below screen shot:

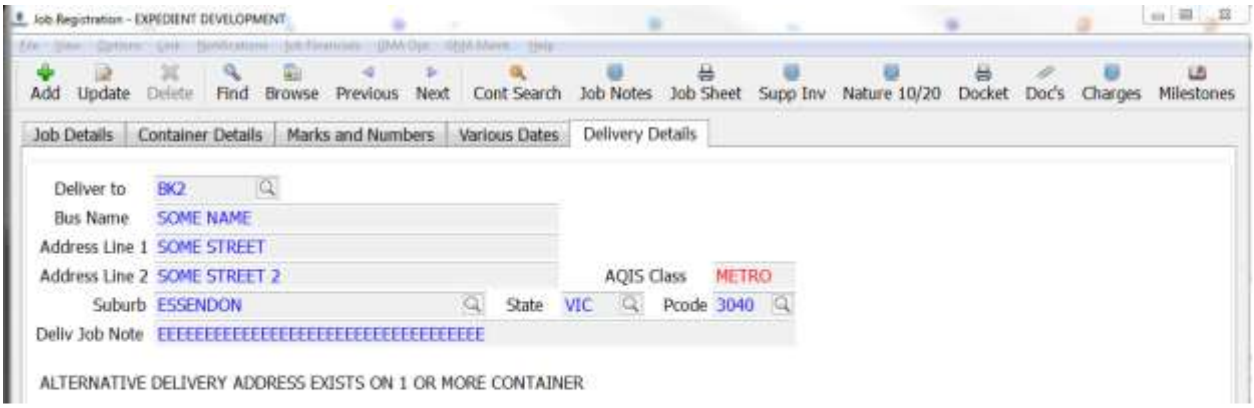


You can re-print any of the Work Sheets at any time as long as a job displayed in the Job Registration Screen.

Printing Delivery Docket

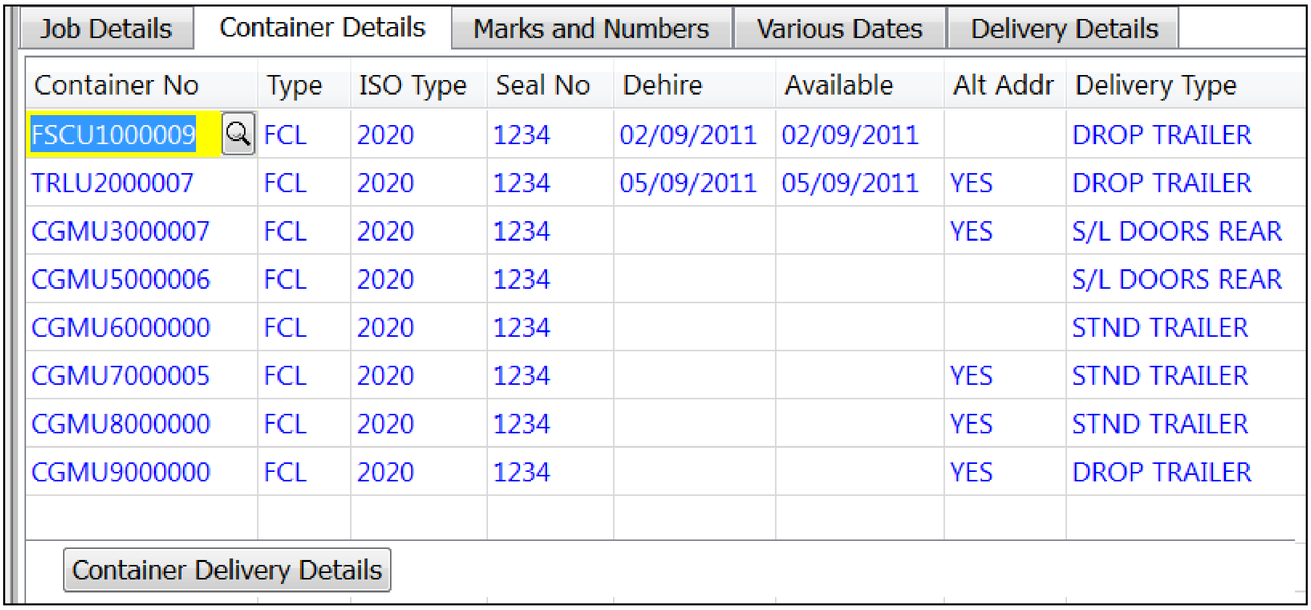
This option is available from the Job Registration screen from the tool bar button Doc's or from the Options menu.

To print a delivery docket, users must ensure the Delivery Details information is completed in the Delivery Details Tab, see below:

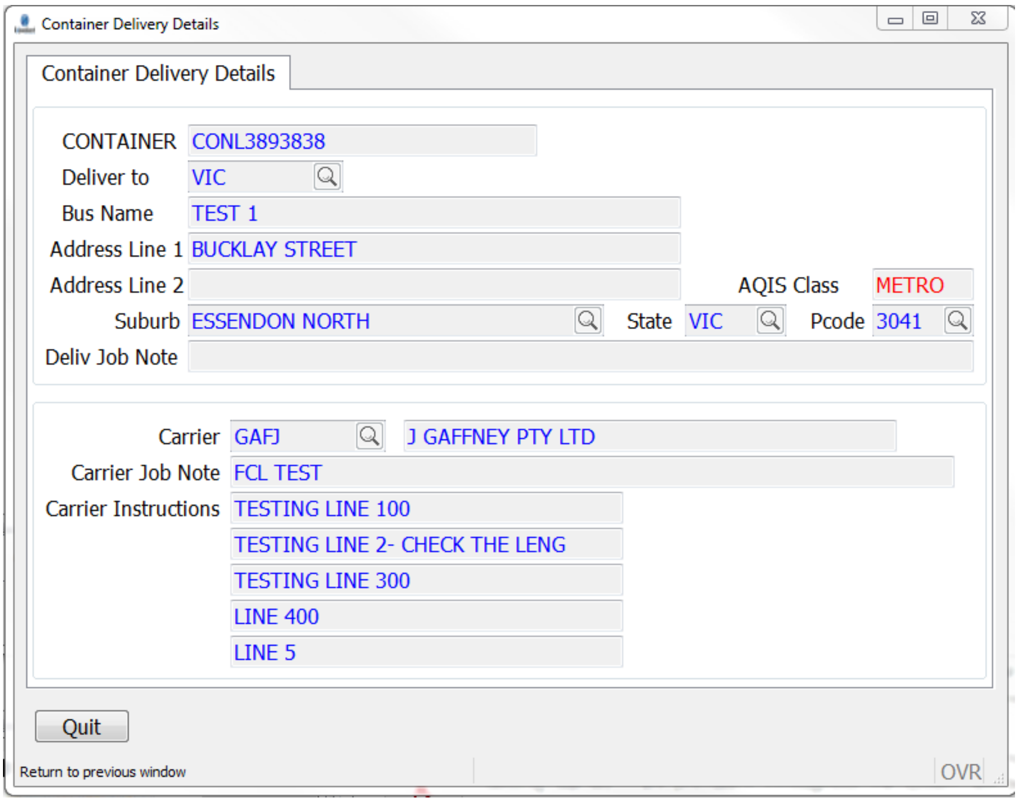


The above Delivery Address is stored at the shipment level.

In the case of FCL Shipments, if a user requires the ability to store a different address for each container, they can select the container within the container details tab, and click on the Container Delivery Details Button at the bottom of the Screen, see below:



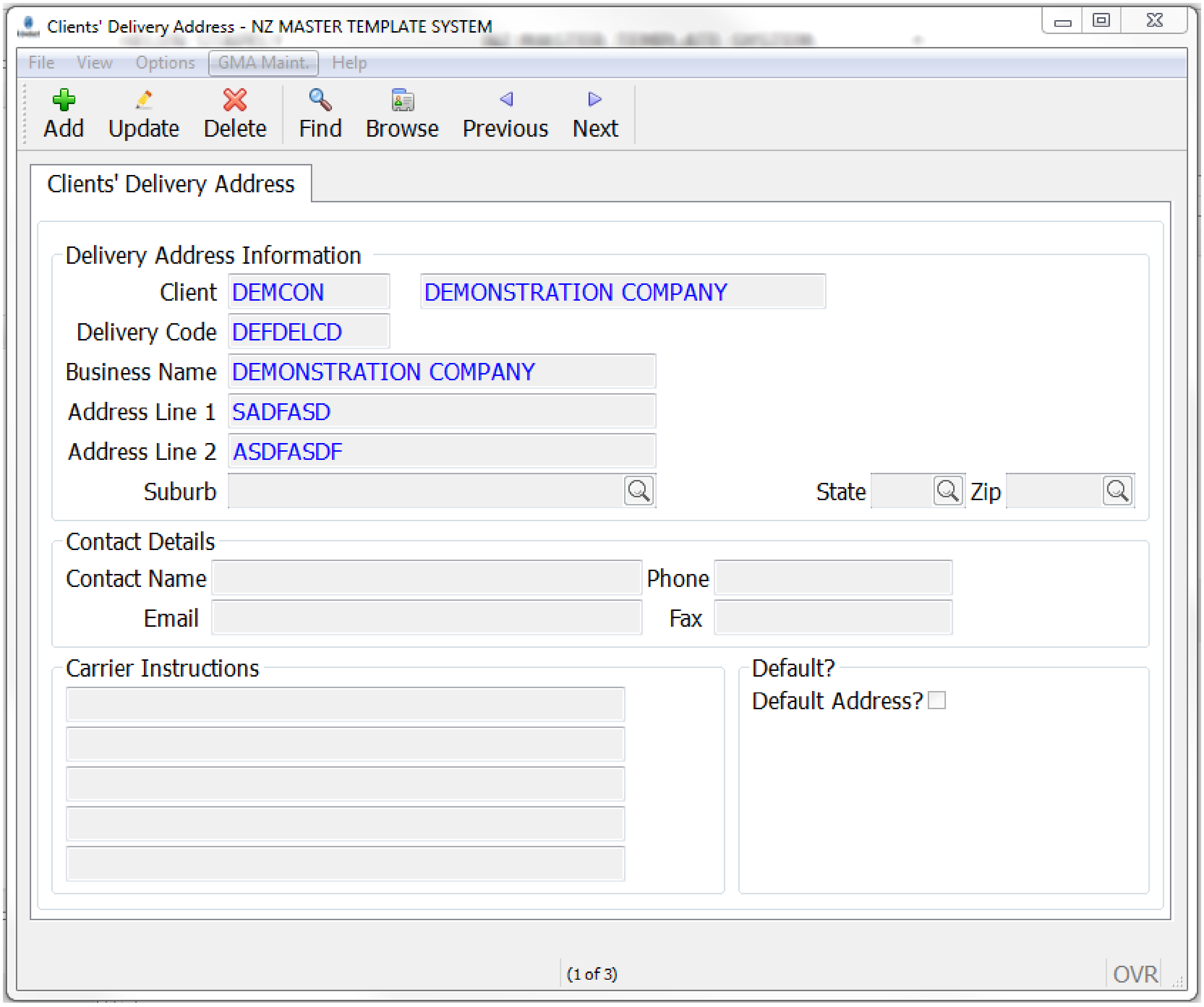
Once the user has clicked on this button they will be able either free type the Delivery Name and Address or zoom on the Delivery to field which searches all of the delivery addresses for that customer from the Customer Masterfile.



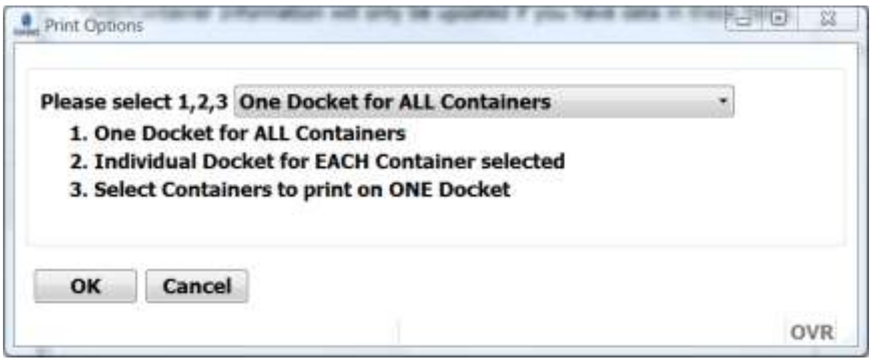
Once the user has save the container delivery address the Containers Screen will display YES in the Alt Addr Column, and display the text "ALTERNATIVE DELIVERY ADDRESS EXISTS FOR CONTAINER" when that container is highlighted. If the user decides that they don't wish to store a different delivery address for that container then they can click the Clear button which will remove that address and use the default address stored in the Delivery Details Tab.

To add delivery addresses for a Customer, go to **Administration Menu- Customer Masterfile – Delivery Address Button**

See below:



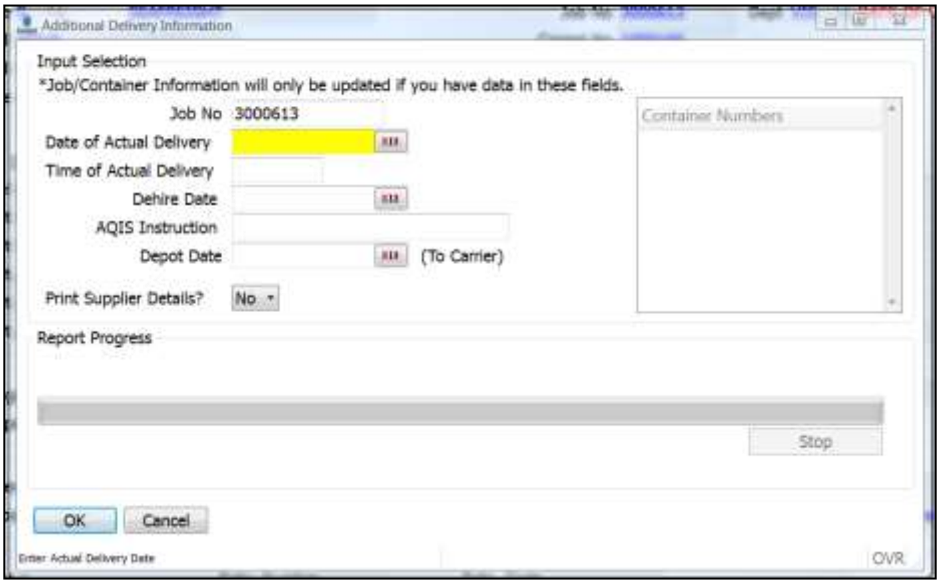
Container Numbers must also be entered for Sea Freight Shipments in order to print a Delivery Docket. This is available via the Docket Button. When users select this, the below screen will appear:



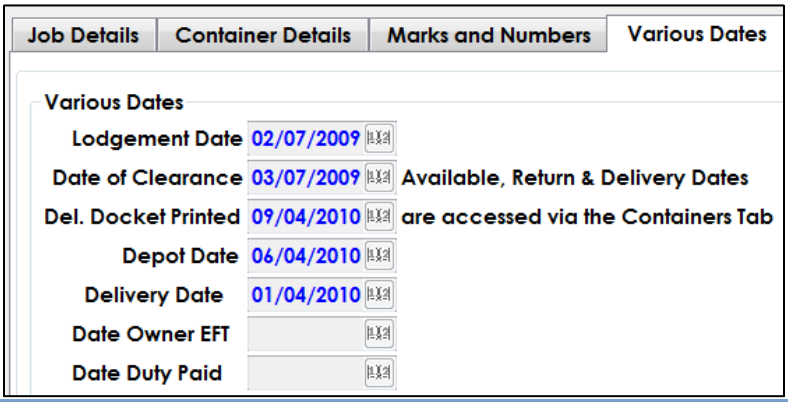
This allows users to control what containers print on which docket.

Please Note: Users can only print one docket for ALL Containers if there are no individual container delivery addresses for the shipment. If a user selects to print one delivery docket for selected containers and both containers have the same address stored in the container details tab BUT have different Carrier/Job Notes, the system will still allow the user to print 1 docket but will only print 1 of the job notes.

The below screen allows users to input various information for the Delivery Docket.



Enter any information that is relevant to your job:

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td>Job No</td><td>Enter the Job Number if using this from the Customs Clearance Menu. If you are running this program from the Registration Screen then the Job Number will be auto-populated.</td><td>Mandatory</td><td>Blank / Job Registration</td></tr>
<tr><td>Date of Actual Delivery</td><td>This is the date of delivery of the Goods, this is usually the same as the date you are printing the Delivery Docket.
Please Note: Date of Actual Delivery Date is then populated in the Various dates Tab in the Delivery Date field:

</td><td>Optional</td><td>Blank</td></tr>
</table>

Field Name	Description	Validation	Default
Time of Actual Delivery	This is the time in which you are delivering the Goods	Optional	Blank
De-hire Date	This is the date in which the Empty Container is to be Returned. This Date is then inserted into the Container Details tab De-hire Date field against each container	Optional	Blank
Quarantine Instructions	This is the Quarantine Instructions	Optional	Blank
Depot Date	This is the date in which the Container is required in the Depot. This is for the Carrier. Entering this date will also populate the Depot Date in the Various Dates Tab	Optional	Blank
Container Number	This is the Container Number that is to print on the Delivery Docket from the Job. This is a no entry field and for display purposes only.	Mandatory	Yes
Print Supplier Details	Selecting No will not print any Supplier Information on the Delivery Docket	Mandatory	Yes

Data Drawn from: Job Registration – Delivery Details Tab – Deliver To, or Container Details Address Button

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Instructions or Container Details Address Button

NORMAL NAME 1
(A Division of Ross Fehiber
A.B.N. 52 006 246 260
Unit 256
53 McCormack STREET
PORT MELBOURNE VIC 3
Tel:(03) 9354 1111
Fax:(03) 9354 2222
Web:www.gmaaust.com.au

Delivery Docket - Seafreight - FCL

Delivery Address

SOME NAME
SOME STREET
SOME STREET 2
ESSENDON
VIC 3040

Carrier Instructions

RING BOB AT DOOR B.
OTHERWISE CALL RECEPTION ON
98764 4444

Carrier	J GAFFNEY PTY LTD	Client Name	TEST ONLY CUSTOMER
Vessel	ANL WANGARATTA	Client Ref	CUW984398
Voyid	027S	Supplier	BUSAK SHAMBAN PTE LTD
Arrival Date	05/02/2011	Pieces	9099
M.B/L	DLADJFALKJDFLADJ	Weight	33.00 KG
H.B/L	MAS030330300	Volume	990.00 M3
Our Ref	3000625	Pick Up From	THE FORWARDER PTY LTD
Good Desc	DSLAFKJDSLFJDALK		

Delivery Job Note

DON'T FORGET TO DELIVER TO BOB

Carrier Job Note

FCL TEST44545

Cont. No	Size	Seal	Pieces	Gross Wght	Available	Required	Time	Storage	Delivery Type
CON39393653	22	SEAL39393	98	15.00	11/05/11	11/05/11	0800	12/05/11	S/L DOORS CABIN
DID93900026	22	SELKJF9393	85	11.00	11/05/11	11/05/11	0900	12/05/11	STND TRAILER
TBT77656393	20	DD	25	12.00	11/05/11	30/05/11	1000	12/05/11	DROP TRAILER

AQIS ACTION:

Received in Good Order and Condition C.O.D. N Amount $

Name ______________________

Signature ______________________ Date & Time ______________________

CONTAINER WEIGHT DECLARATION

To the best of our knowledge the information provided on this delivery docket is true and correct.

Signed by us: SCOTT CRAVEN Date: 04/06/2011

cus_del_docket

We are not common carriers and goods are dealt with in accordance with our conditions of carriage, handling and storage and those of our sub-contractors.

Page 1 of 1

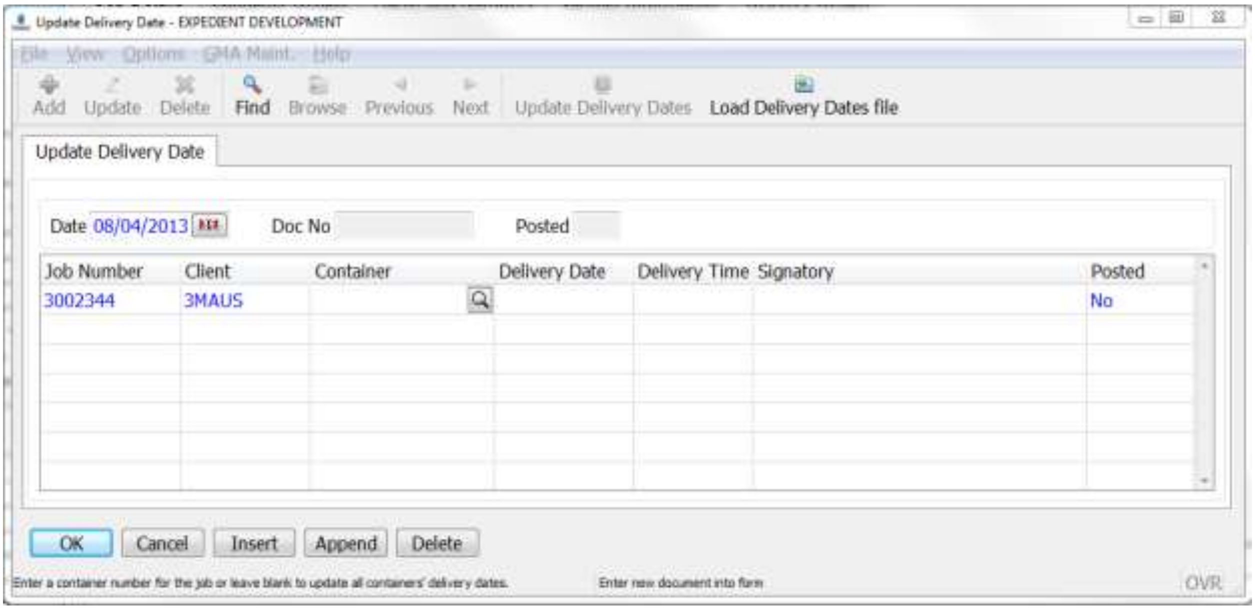
Data Drawn from: Job Registration – Delivery Details Tab – Delivery Job Note

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Job Note

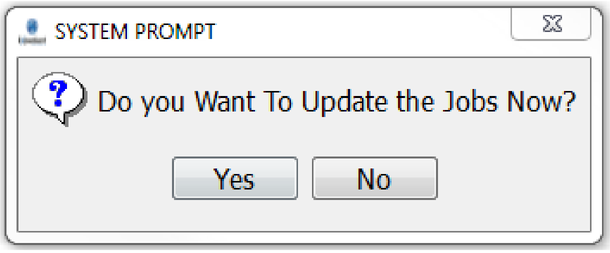
Update Delivery Date

Expedient allows users to batch update Jobs in which delivery dates are required. The below screens allows many jobs to be updated at the same time.

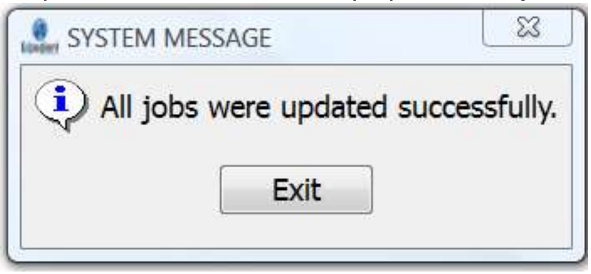
Delivery Dates can be supplied for Air, LCL and FCL jobs. Individual containers can be selected to provide a Delivery Date using the zoom button in the Container column.



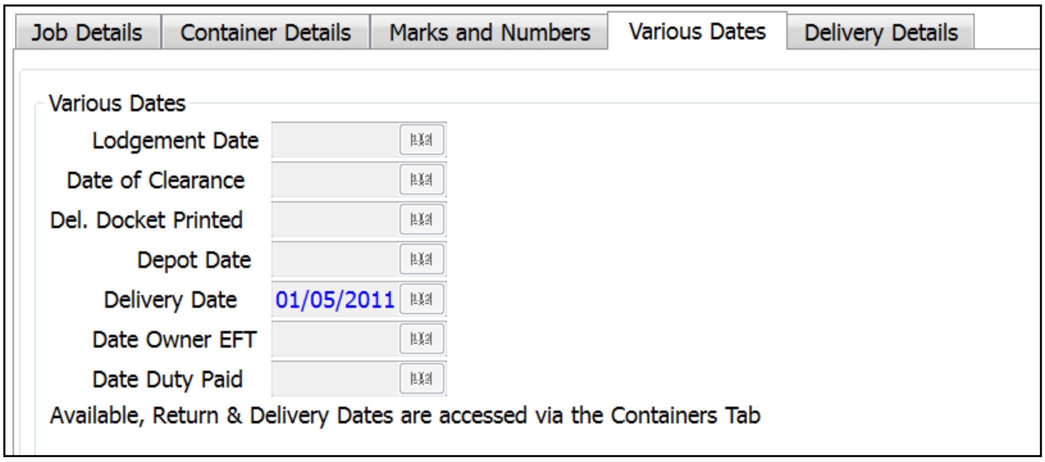
Once the user inputs the jobs and the Delivery Dates and the Signatory, then Expedient will ask the following:



If the user answers yes then Expedient will immediately update the job and return the following:



If a job record is locked Expedient will not be able to update the job. If a job record is locked Expedient will not be able to update the job. This will display a “No” In the Posted column. Once successfully completed the process updates the Delivery Date in the Job Registration screen. See below:



Any containers on the job will have the Delivery Date and Time inserted in the Container Details tab and if the job is FCL the Delivery Date, Time and Signatory will be updated in Container Management.

A CDD, Container Delivery Date, event will be created against each container and when the final container is delivered a DDEL, Date Delivered, event will be created for the whole job indicated the job has been fully delivered.

A 'DOD' event will be created for each job listed in the Update Delivery Screen. The event can be found in the Job Registration screen from the Options menu.

LOAD DELIVERY DATES FILE

The toolbar button, Load Delivery Dates file, in the Update Delivery Date screen allows upload of a file containing delivery date, time and signatory information. This can be used to provide the delivery date for air cargo, LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

1. **Job Number (mandatory)**
2. Container Number (optional)
3. **Delivery Date (mandatory)**
4. Delivery Time (Optional)
5. Signatory (Optional)

Sample File

	A	B	C	D	E
1	3002323	ASDF0001001	3/04/2013	12:01	C1
2	3002323	ASDF0001002	4/04/2013		C2
3	3002323	ASDF0001003	5/04/2013	14:01	
4	3002997		10/04/2013	10:10	C4
5					

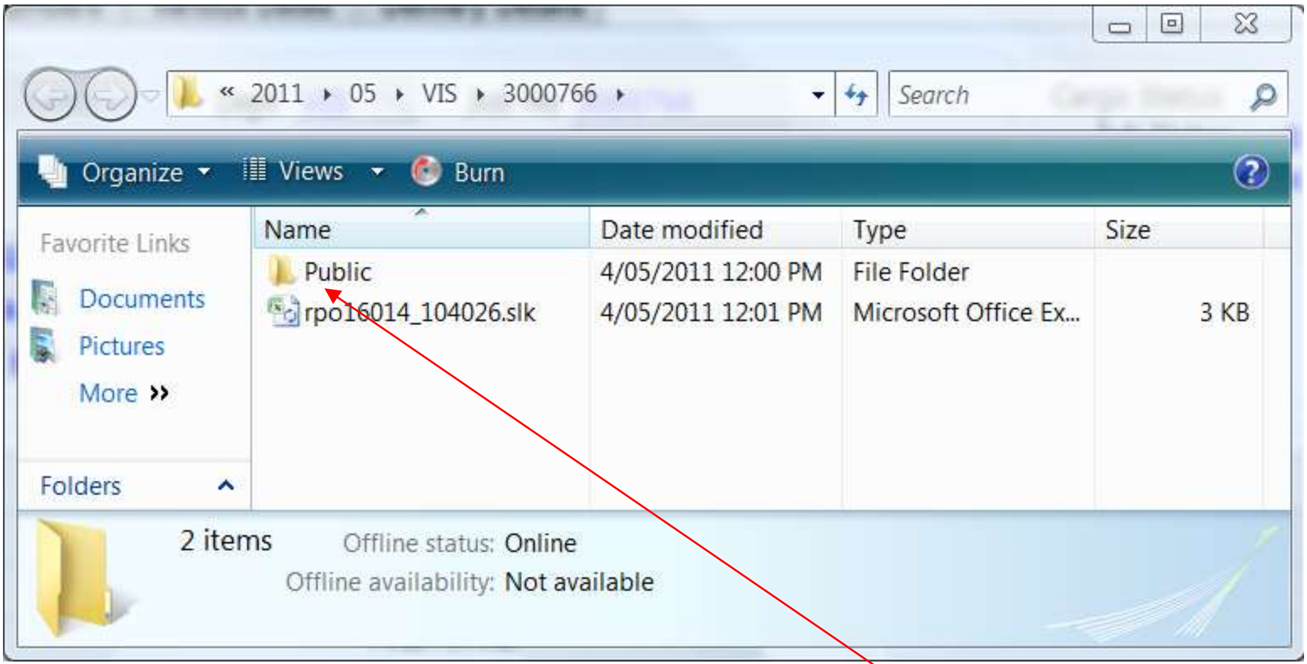
Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

The details of the file will be uploaded into the Update Delivery Screen and can be further updated here before posting and updating the listed jobs.

Attaching Documents

Expedient allows users to attach any document type including Emails via the Doc's button on the Job Registration Screen:

Once a user clicks on the Doc's button a Windows Explorer window will display and default to the PRIVATE Directory for that Job, see below screen shot:



Documents in the above directory are not viewable by Customers via the Web Portal. If there are documents that users wish Customers to view via the Web Portal, place all documents in the above public Sub-Directory

Print Labels

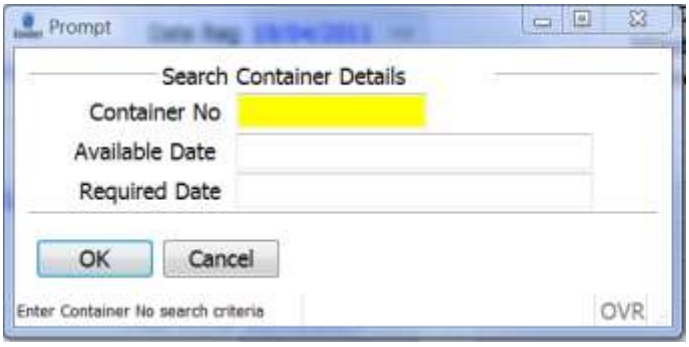
This option is available from the More Options menu in the Job Registration screen.

Copy Job

Once users have completed the Job Registration Creation process, the copy job function can be utilised. This is selected via the Options Toolbar – More Options – Copy Job. This copies all of the job information to a new Job Number, **excluding** any Notes, Container, Attachments, and Charges, except where the Job Type is LCL/FAK then the F/L, Container Number, Type, Seal Number, Cont Type and size will be copied to the new job.

Container Search

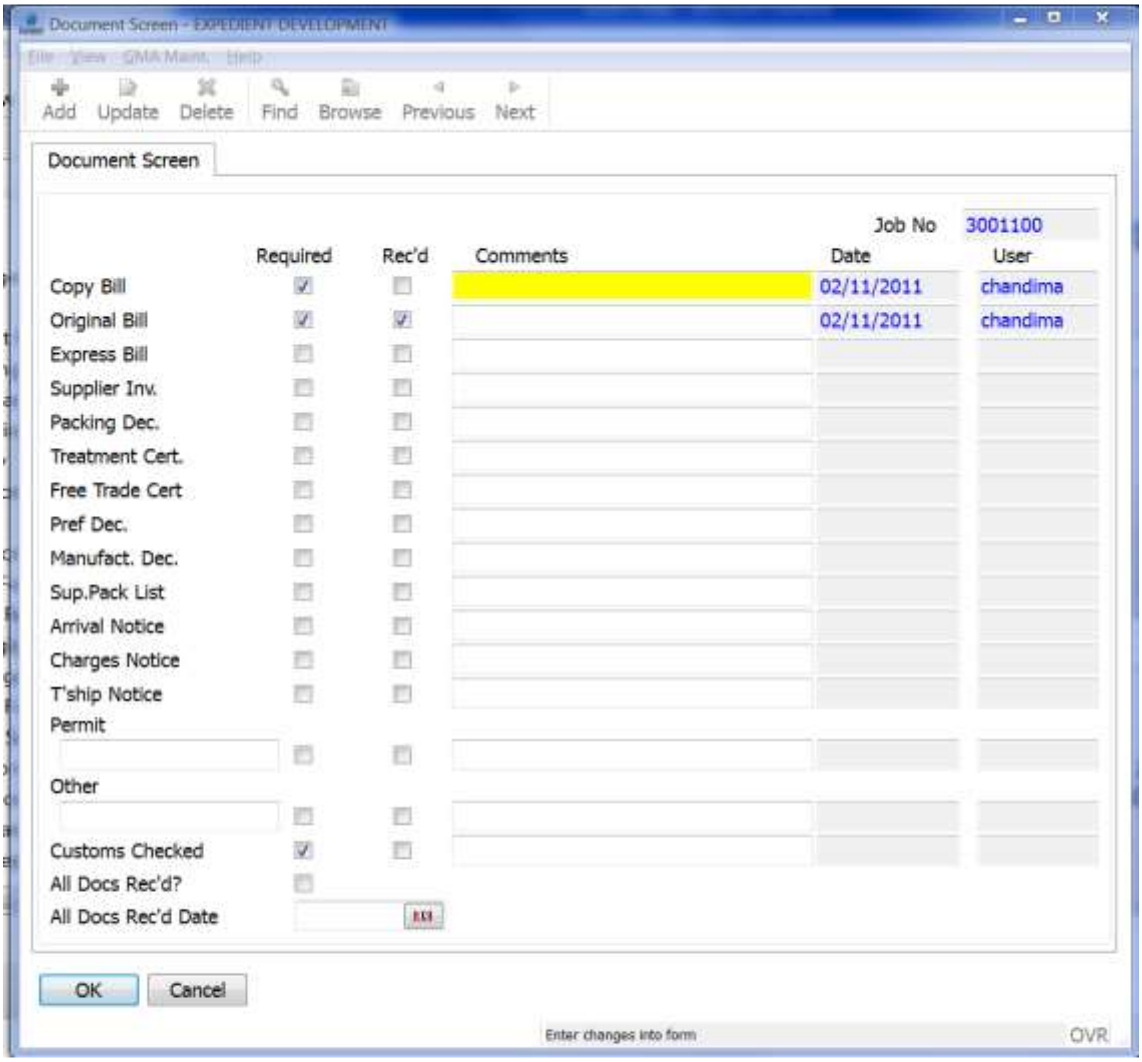
There will be occasions whereby users will need to find a job with a specific container. From the **Job Registration Screen, select Options – Find Jobs by Container.** This will then pop up a screen, see below:



If the container number returns more than 1 job then the Registration Screen will display (1 of XX) at the bottom of the screen.

Options - Document Screen

This screen allows users to select which Documents are required and of those documents which have been received, see below screen. This information is reported in the below notifications section and there is also an Automated Report in the Automatic Reports Module that can be set up to remind users/customers that documents have not yet been received. See Report Codes: MISSDOCS01, 02 and 03.



Create Documents to Transport Event

Where the import Job Type is FCL or FCX this option create the Documents to Transport Event.

Enter the details of when the Documents were sent to Transport and who sent them. The fields will default to the current user and the current date and time and they can be updated.

On OK the event will be created against the Job, displaying the container number as the reference.

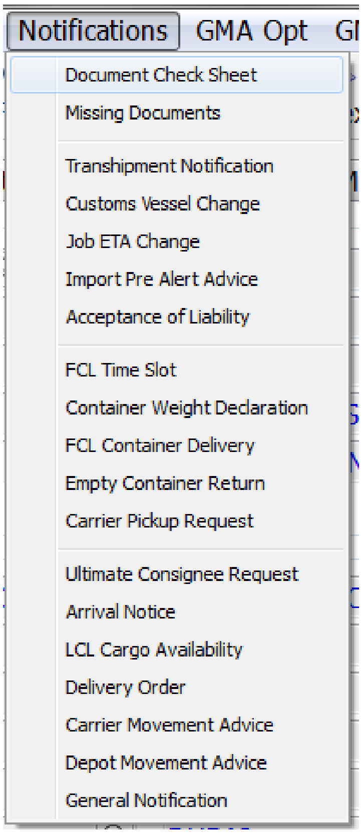
Type	Description	Date	Time	Reference	User	Manual
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	MEUA8173696	HELEN STAPELY	Y
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	BH717166	HELEN STAPELY	Y

The Container Management system will also be updated for each container on the job to show the Date the Documents were sent

Documents to Transport 15/03/2013

Customer Notes
Use this option to view and add or update notes held in the Customer Masterfile.

Notifications
Within the Job Registration Screen under the Notifications Toolbar there are a series of notifications that inform various parties about shipment information. See below for a list of standard notifications that are available:

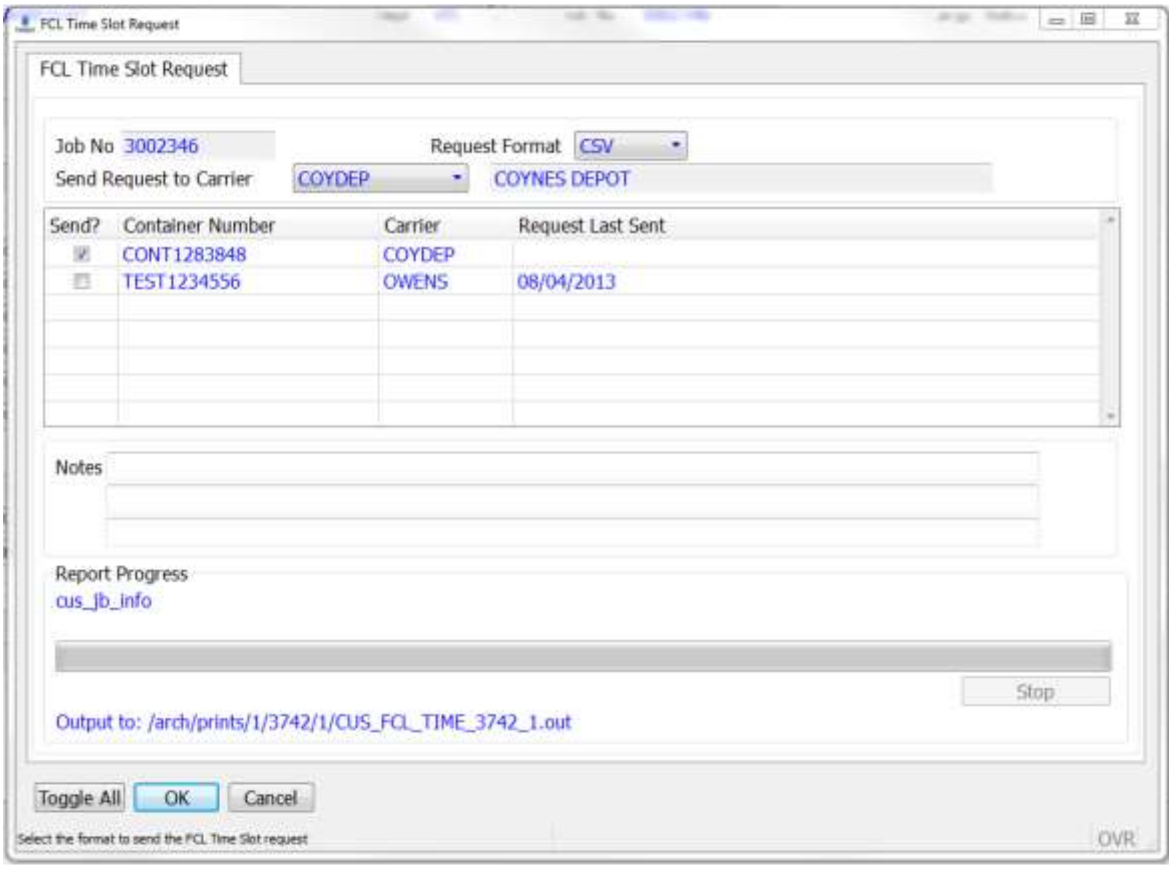


Document Check Sheet – This is an internal document that displays which Documents are required but not yet received.

Missing Documents – This is a notification that can be sent to customers/agents informing them of which documents have not yet been received. This draws data from the Documents Screen above. This is also available to be set up as an Automatic Report.

FCL TIME SLOT

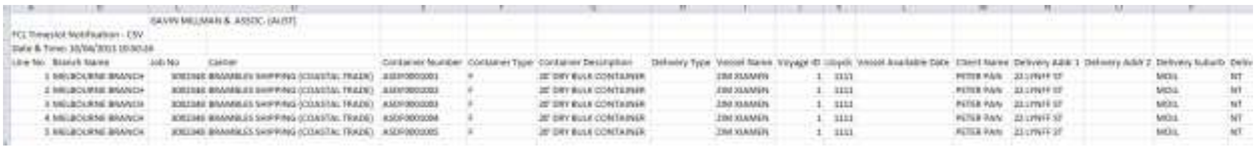
This option provides the ability to create a request to Transport to pick up full import containers from the terminal for delivery. The screen displays all the containers registered for the job and indicates the carrier assigned at job level or container level.



Field Name	Description	Validation	Default
Job No	This is the Job Number that the FCL Time Slot request will be sent for	Mandatory	Defaults from Job Registration Screen
Request Format	Select whether the request is sent as a PDF document or a CSV file which can be edited in Excel	Mandatory	CSV
Send Request to Carrier	This pull down list shows all the carriers that have been assigned to containers in the job either at job level or at container level. Select from the list which carrier you are sending the FCL Time Slot request to	Mandatory	First carrier in the list
Send?	Select to send the FCL Time Slot Request for the container on the line by clicking in the tick box. This box is ticked if the carrier for the container matches the carrier the request will be sent to. This box will be unticked if the carrier has already been sent the Time Slot request for the container	Optional	Conditional

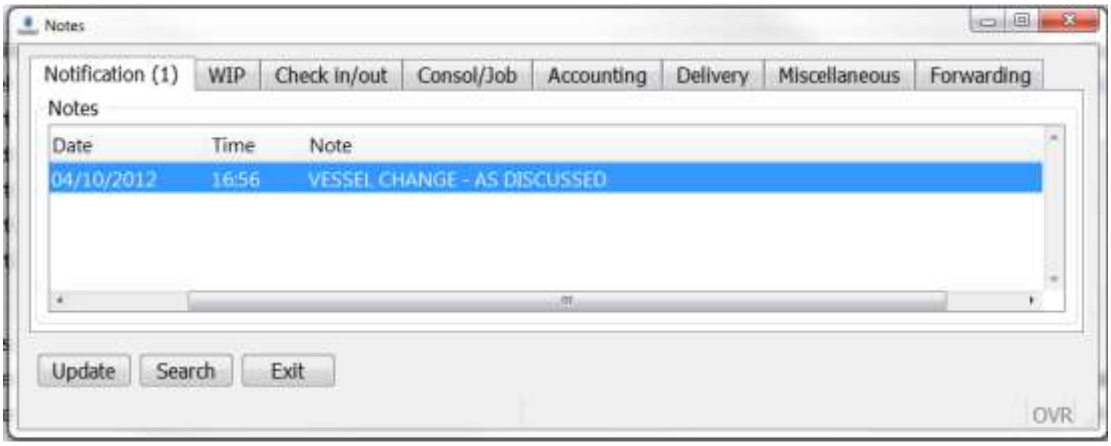
Field Name	Description	Validation	Default
Container Number	This is the container registered to the Job	Mandatory	Defaults from Job Registration Screen
Carrier	Customer Code for the Carrier assigned to the container at either the job level in the Delivery Details tab or at container level in the Container Delivery Details screen	Optional	Defaults from Job Registration Delivery Details or Container Delivery Details
Request Last Sent	This indicates the date the FCL Time Slot Request was last sent. If this column is blank the FCL Time Slot Request has not been sent to a carrier.	Optional	System Generated
Notes	Add text here to appear in the PDF version of the FCL Time Slot Request	Optional	Blank
Toggle All	This button allows all the containers with a carrier than matches the selected Request Carrier to be ticked in one action. This button can also deselect all in one action	N/A	N/A

Sample CSV FCL Time Slot Request



The CSV report includes container type, vessel, availability date information and the delivery address for each container

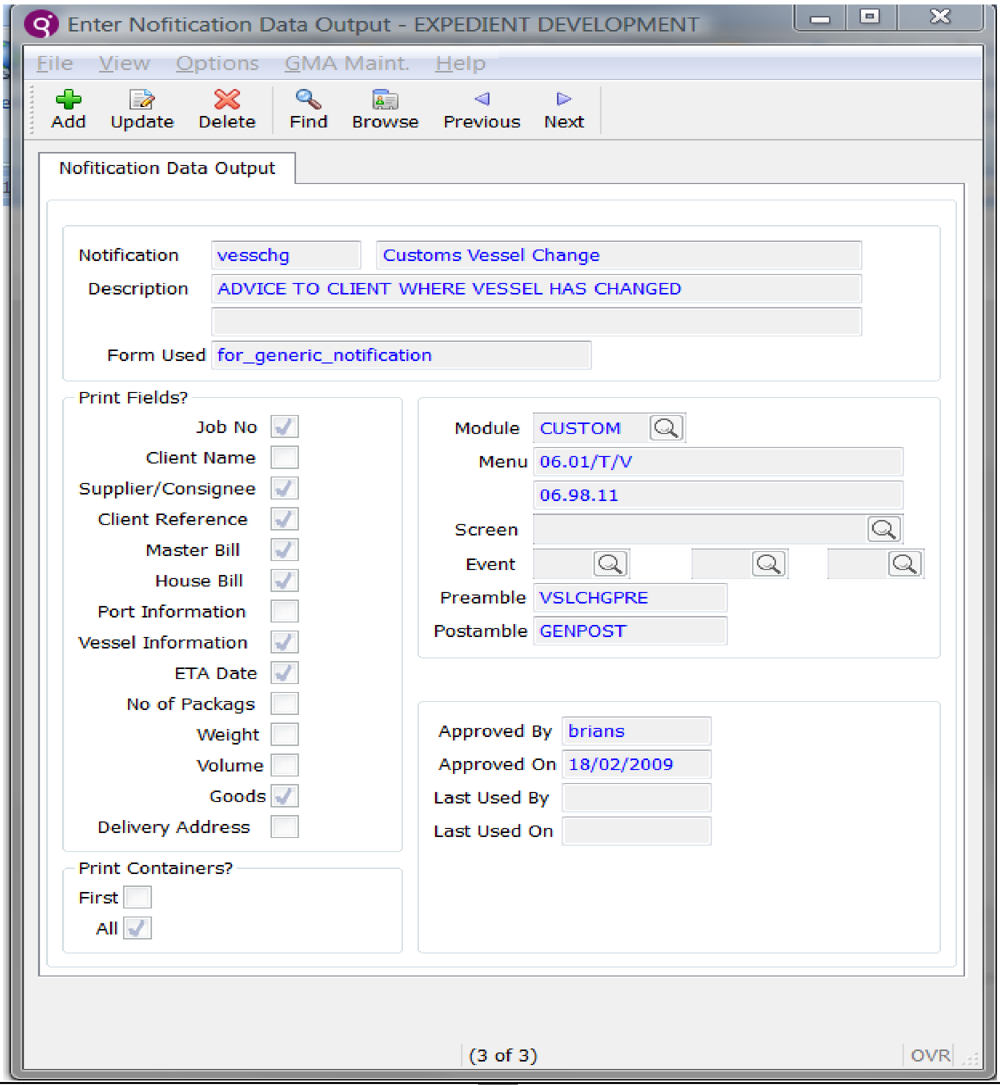
General Notification – This is a general notification that allows users to input data in the Job Notes Section in the Notification Tab. Any information in this screen will print on the Notification.



Editing Notifications

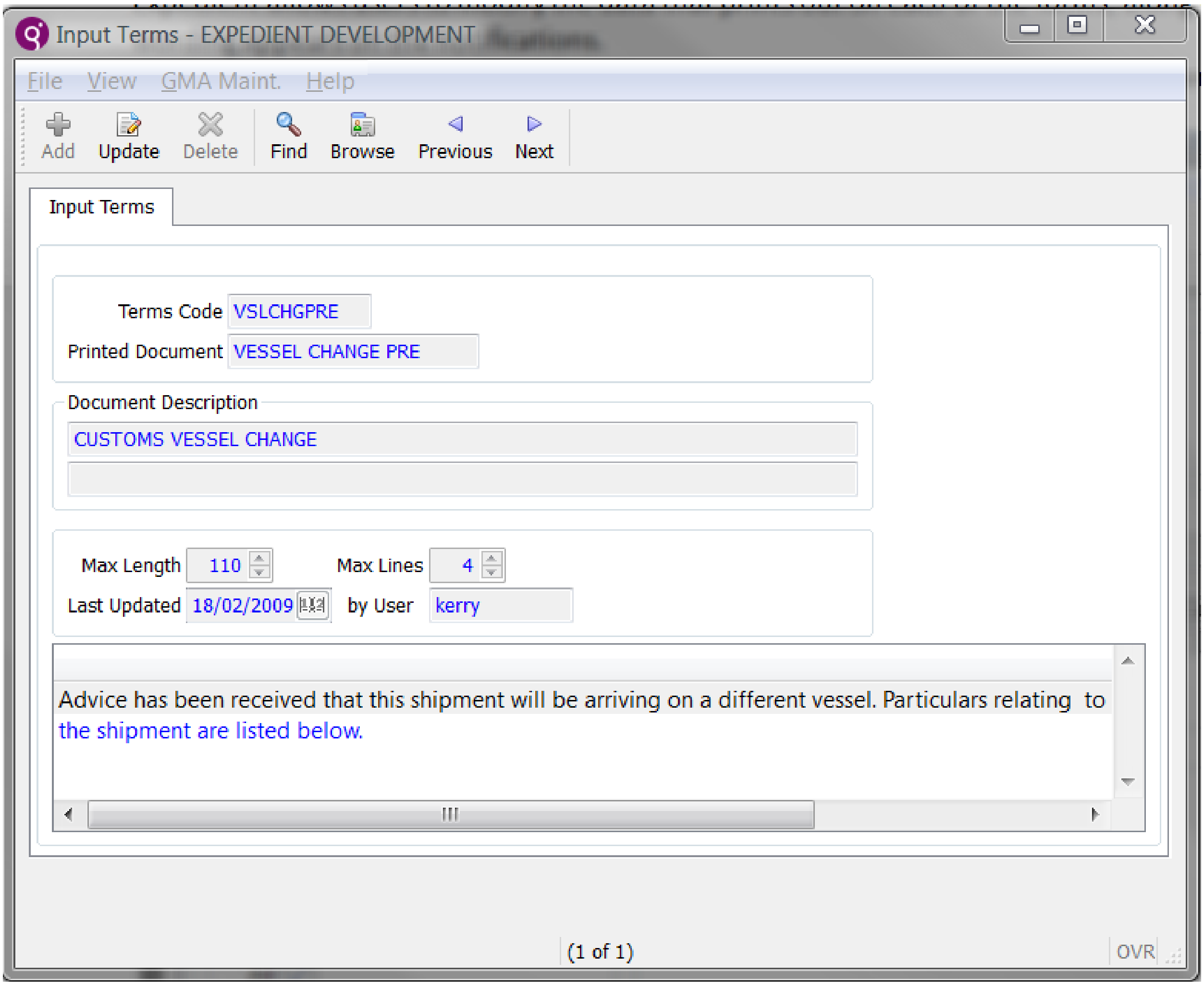
Expedient allows users to modify the data that prints out on each of the forms, along with what wording appears on the notifications.

The below screen is accessed via the Administration Menu – Company Details – Generic Notifications Regist.



Changing Wording

The PREAMBLE and POSTAMPLE information can be modified in Menu Administration – Company Details Menu – Input Terms Printouts. See the below example of the Customs Vessel Change Pre-Ample data. And the actual Vessel Notification Print out.



EXPEDIENT SOFTWARE
GST No. 96-128-000
SUITE 102 AFCAB BUILDING

TULLAMARINE VIC 3045
PH:(03) 9338 9933
FAX:(03) 9338 9636

To DEMONSTRATION COMPANY
From SCOTT CRAVEN
Date 03 July 2012

Customs Vessel Change

Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.

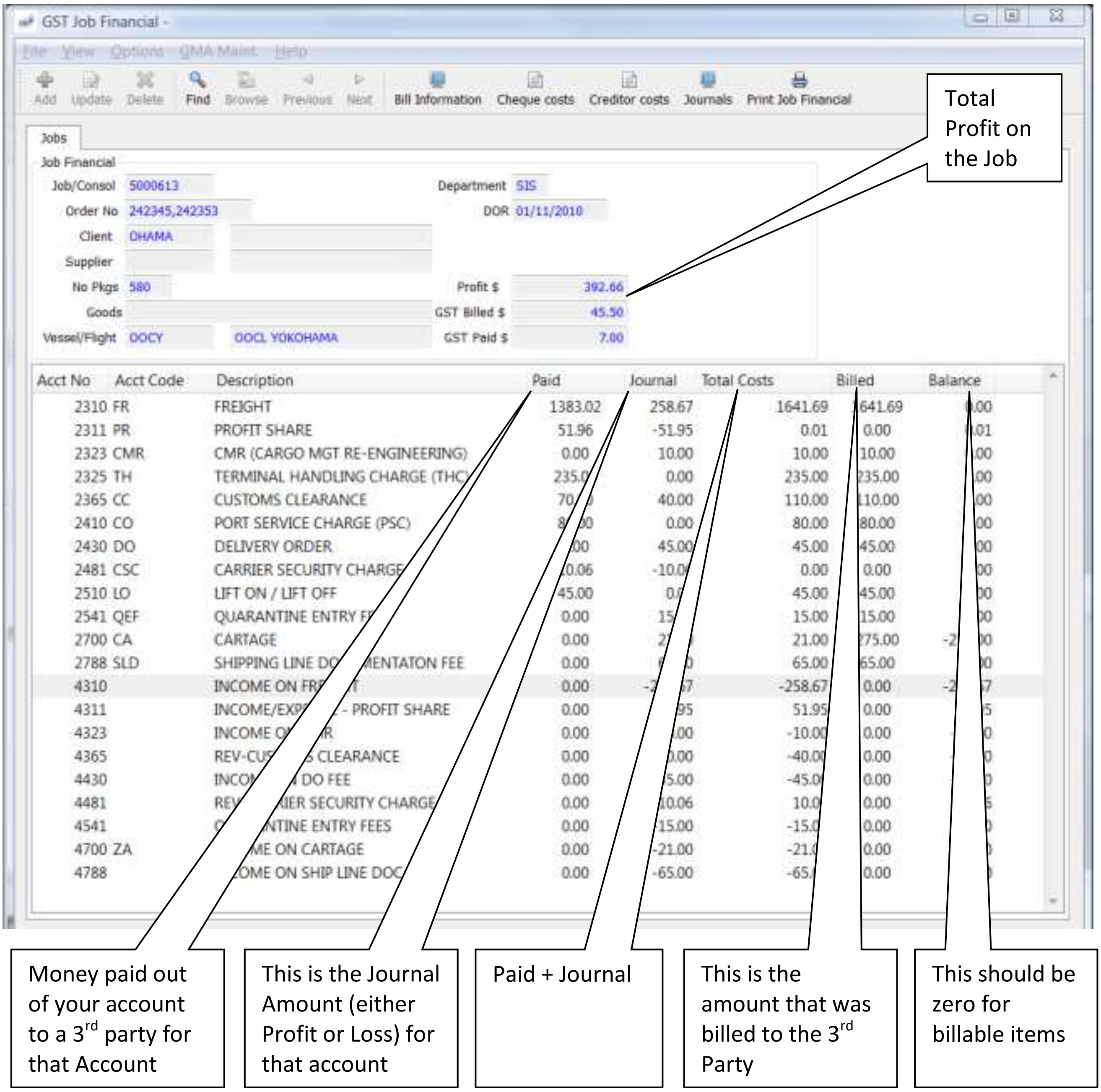
OUR REF:	2027149
SUPPLIER:	
YOUR REF:	
MASTER BILL:	
HOUSE BILL:	TEST01
VESSEL:	ACX DIAMOND 01
ETA DATE:	31/12/2004
GOODS:	SAMPLES

If you have any questions regarding this notification please contact your local representative.

Job Financials

The Job Financial Screen, available from the Job Financials menu, allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:

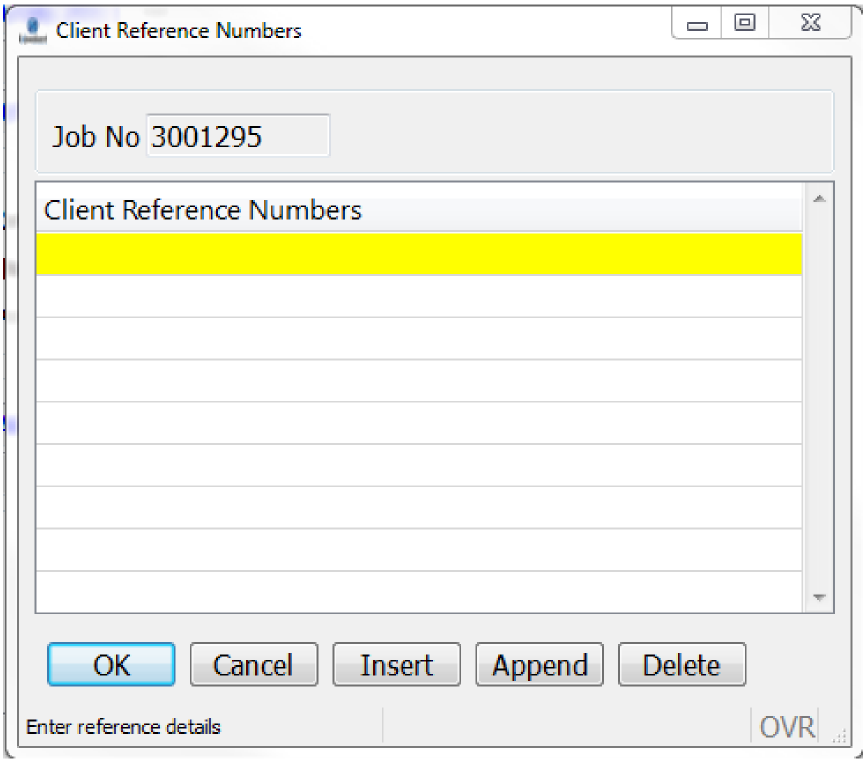


The Job Financial Screen allows users to view the following additional information:

- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals

Deleting a Job
This is not a function that users can perform. The GMA recommendation is to alter the customer code to DELJOB (ensure this code is set up in the Customer Masterfile)

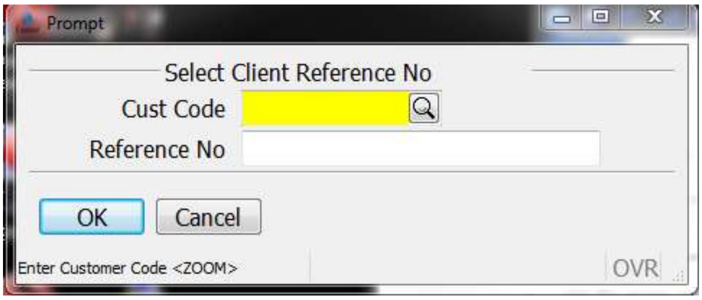
Add/View Client Reference numbers
This option allows the addition and update of client reference numbers to a Job. This is available from the Options menu in the Job Registration screen.



Any client reference numbers entered in this screen can be searched for in next option, Find Jobs by Client Reference Number.

Find Jobs by Client Reference Number

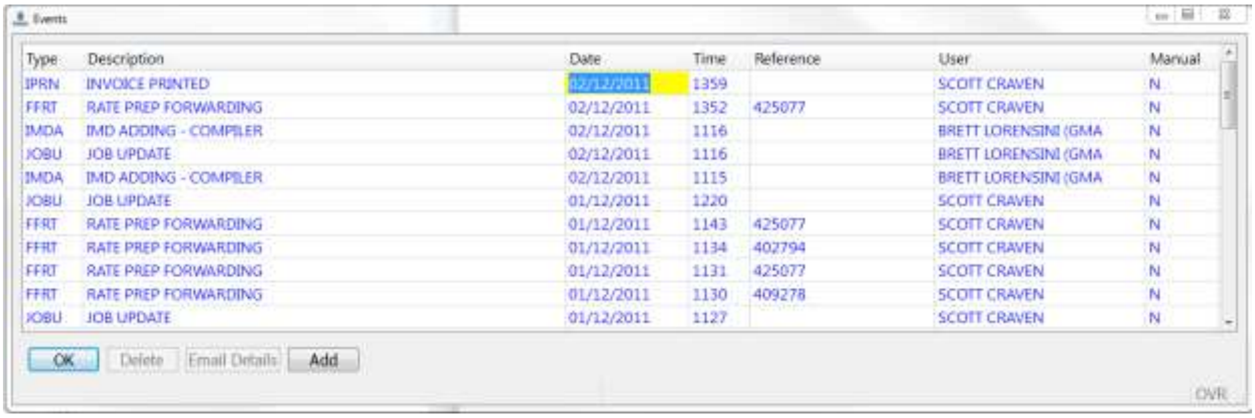
Use this option to search by Client Reference Number. The client reference must have been added against a job number in the Add/View Client Reference Numbers screen.



The Cust Code field is optional. If you have only the client reference number this option can be used as a quick way to search during a client enquiry.

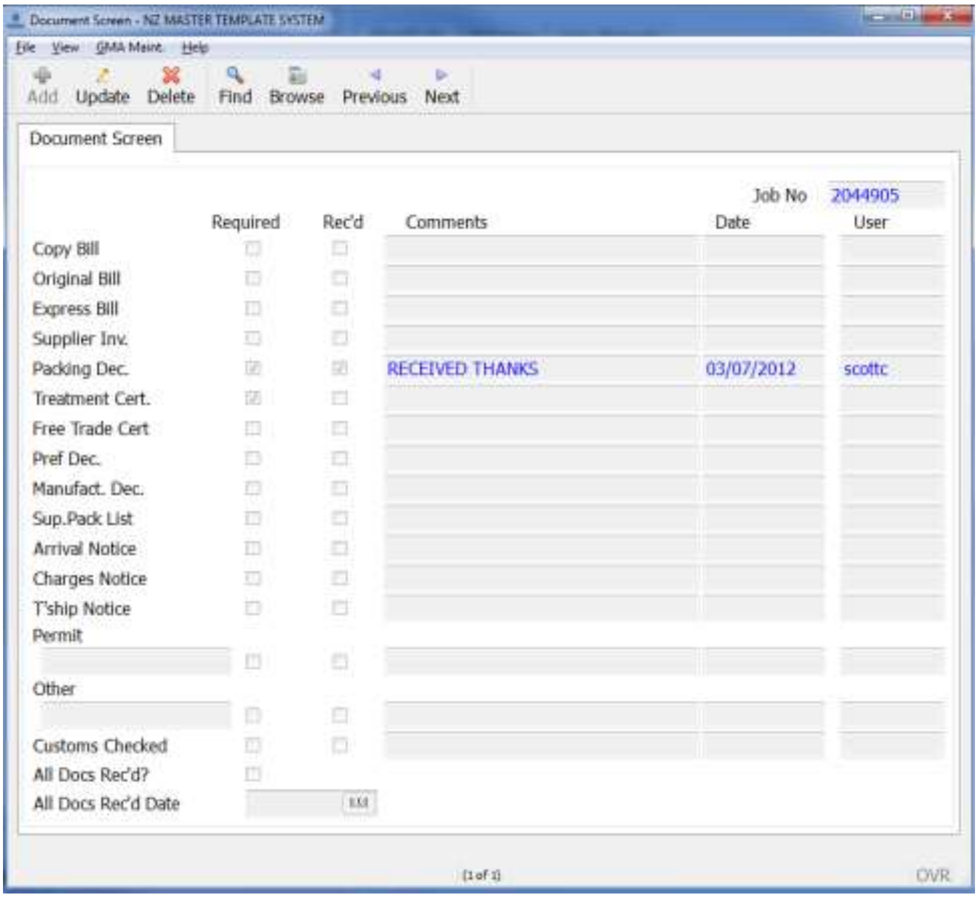
Events

This option provides the history of job in date descending order. The list of events is available from the Options menu and from the toolbar button.



Missing Documents Notifications

The Missing Documents Notification draws information from the Documents Screen which is accessible from the Options menu in the Job Registration screen. The below screen allows users to input what documents are Required and Received:



Based off the above information, the Missing Documents Notification prints any Document that has a required Tick and doesn't have a Rec'd Tick, and doesn't have an All Docs Rec'd tick.

See below for a printed copy of the Missing Documents Notification:

EXPEDIENT SOFTWARE
GST No. 96-128-000
SUITE 102 AFCAB BUILDING

TULLAMARINE VIC 3045
PH:(03) 9338 9933
FAX:(03) 9338 9636

To DEMONSTRATION COMPANY
From SCOTT CRAVEN
Date 03 July 2012

Missing Documents Advice

We are unable to complete the customs clearance of your shipment because we do not have all the necessary documents.

Your urgent attention in supplying these documents will avoid delays and unnecessary storage charges.

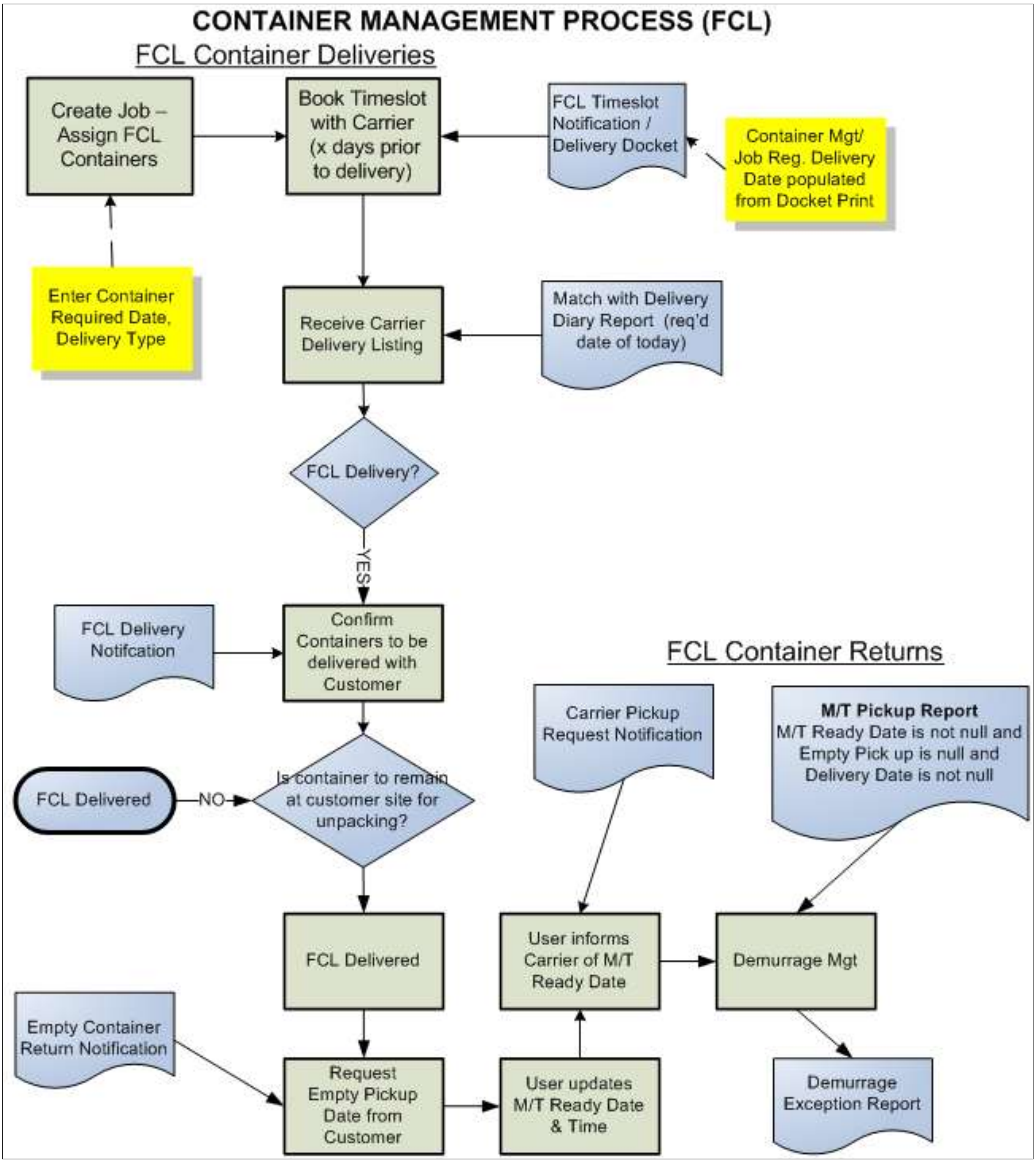
OUR REF:	2044905
SUPPLIER:	BLAKE INDUSTRIES
YOUR REF:	SDLFKJDSF
MASTER BILL:	SFDLAKJDSALFJ
HOUSE BILL:	DFLAJSDF
PORT OF LOADING:	SYDNEY
PORT OF DESTINATION:	AUCKLAND
VESSEL:	ACX DIAMOND 113S
ETA DATE:	01/02/2012
PACKAGES:	9
WEIGHT:	99.00 KG
MEASURE:	89.00 M3
GOODS:	DFOKJ
NOT RECEIVED:	Treatment Cert.

If you have any questions regarding this notification please contact your local representative.

Deleting a Job
This is not a function that users can perform.

Container Management System (CMS) – Delivery and Returns

The below process diagram highlights the intended FCL Container Delivery and Returns



Double Clicking on a Container record on the Job Registration Screen will open up the Container Record in the CMS Screen

Job Details | Container Details | Marks and Numbers | Various Dates | Delivery Details

Container No	Type	ISO Type	Seal No	Dehire	Available	Alt Addr	Delivery Type	Delivered	Storage	Required Date	Required Time	Gross Wgt	Nett Wgt	Pcs
FSCU1000009	FCL	2020	1234	02/09/2011	02/09/2011		DROP TRAILER	02/09/2011	02/09/2011	02/09/2011	12:00	12.000	12.000	1
TRLU2000007	FCL	2020	1234	05/09/2011	05/09/2011	YES	DROP TRAILER	05/09/2011	05/09/2011	05/09/2011	2pm	12.000		

Transhipment Report (AUS Only)

When a Consol/Job is registered with a FCL/FCX Container and a Vessel Name of Transhipment, Expedient creates the CMS Record and sends an instruction to One Stop to track this container. When One Stop send Expedient an “On Board Date” Event, Expedient updates the Container in CMS with the On Board Flag, and On Board Date, updates the One Stop Details and most importantly updates those consols and jobs with the Australia bound Vessel details. Once this has been performed, a nightly report is sent to nominated users informing them of the jobs updated.

To receive this report the Container Management Module must be activated and set against a user via the Users Masterfile, Users Options.

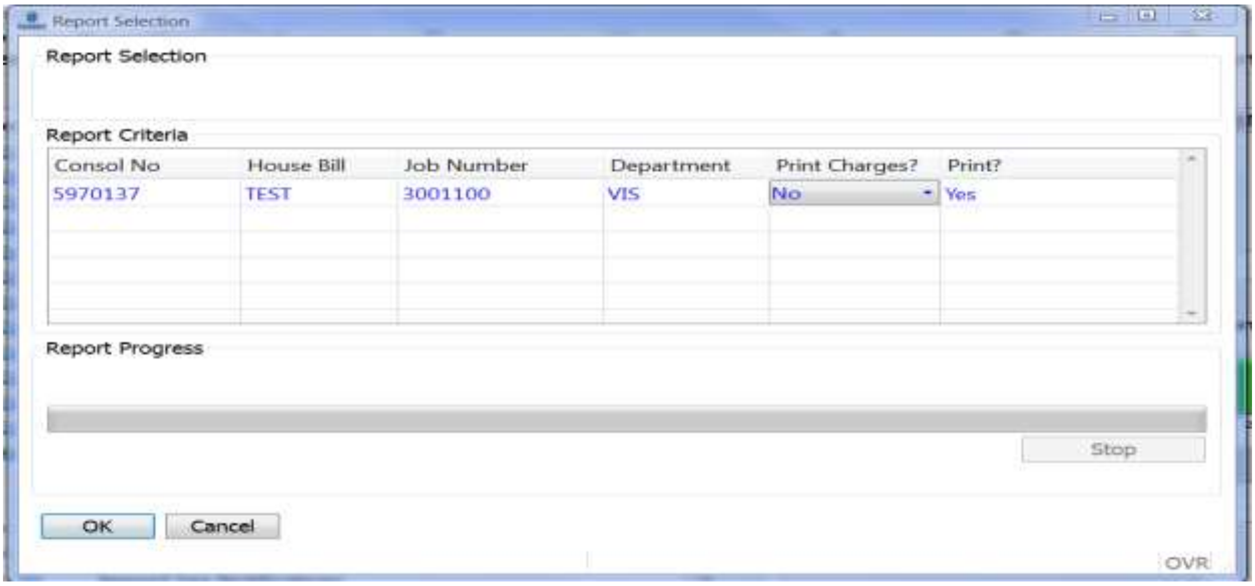
Forwarding

Expedient utilises “One Job”, using the same job number reference for both the Customs and Forwarding Service. The Job Registration Screen is used for both Customs and Forwarding Functions.

Import Consol Screen

Arrival Notice/Delivery Order

The options are located under the Notifications Toolbar. The Arrival Notice gives the user the option to print the charges.



2 RICHMOND ROAD
MARLESTON SA 5022
PH:(08) 8311 1111
FAX:(08) 8322 2222
www.gmaaust.com.au

FCL ARRIVAL NOTICE

SUPPLIER	OUR REF: VIS 5970137 DATE: 23/11/2011
R.H.LITTLE COMPANY USA	CC REF: 3001100 CUST REF: CUSTREF1234567890123 Subject to our standard trading terms and conditions, copy available upon request.

CONSIGNEE	CARGO AVAILABLE FROM
TEST ONLY 50 MCCORMACK STREET PORT MELBOURNE VIC 3209	2NDS WORLD 23 ERVAL AVE PRESTON VIC 3072 TEL:0295977822 FAX:0295977944

NOTIFY PARTY	DEHIRE DEPOT
THE FORWARDER PTY LTD 264 BAY STREET VIC 3207	

OCEAN VESSEL / VOYAGE / LLOYD'S NO			OCEAN BILL OF LADING	HOUSE BILL OF LADING
ANL WARRINGA	028S	9324837	TH4251949	TEST

PORT OF LOADING	PORT OF DISCHARGE/ DISCHARGE DATE		ULTIMATE DESTINATION/ ARRIVAL DATE
BANGKOK	ADELAIDE	27/03/2009	ADELAIDE

MARKS & NOS.	PKGS	DESCRIPTION OF GOODS	GR WGHT	MEAS.
LINE 1 OF MARKS	10	GOODS LINE 1	10.00 KG	10.00 M3
LINE 2		GOODS LINE 2		
LINE 3		LINE 3 OF GOODS		
THIS IS LINE 4				
SHOULD BE LINE 5				
LINE 6 HERE				
THIS IS LINE 7 OF MARKS		EXPRESS RELEASE		

CONTAINER NUMBERS

GSTU2830635/43/FCL	ASCU1234567/25/FCL	ASCU9876543/43/FCL
ASCU4444444/43/FCL	ASCU5555555/20/FCL	ASCU6666666/RO/FCL
ASCU7777777/94/FCL	ASCU8888888/45/FCL	ASCU9999999/20/FCL

CHARGES		O/S	GST	EXC.GST
FREIGHT	Collect		0.00	100.00
OVERSEAS SHIPPING CHARGE	Collect		0.00	56.00

Total Exc. GST: 156.00 Total GST: 0.00 Total Inc. GST: 156.00

Please note: Charges that are printed come from the Charges Screen within the Job Registration and must be a Forwarding Charge. This charge type is set in the General Ledger Code. If a charge exists that is incorrect, see your manager who can change this.

Forwarding Reports

MASTER FORWARDING REPORT

This report allows users to choose up to 9 different reports. These reports are listed below:

- Jobs by O/S Agent - Detail
- Jobs List by Client – Detail
- Consol by O/S Agent
- Volume – Consignee Order
- Volume – Country Order
- Jobs Summary by O/S Agent
- Jobs Summary by Carrier

GENERIC CONSOL CSV

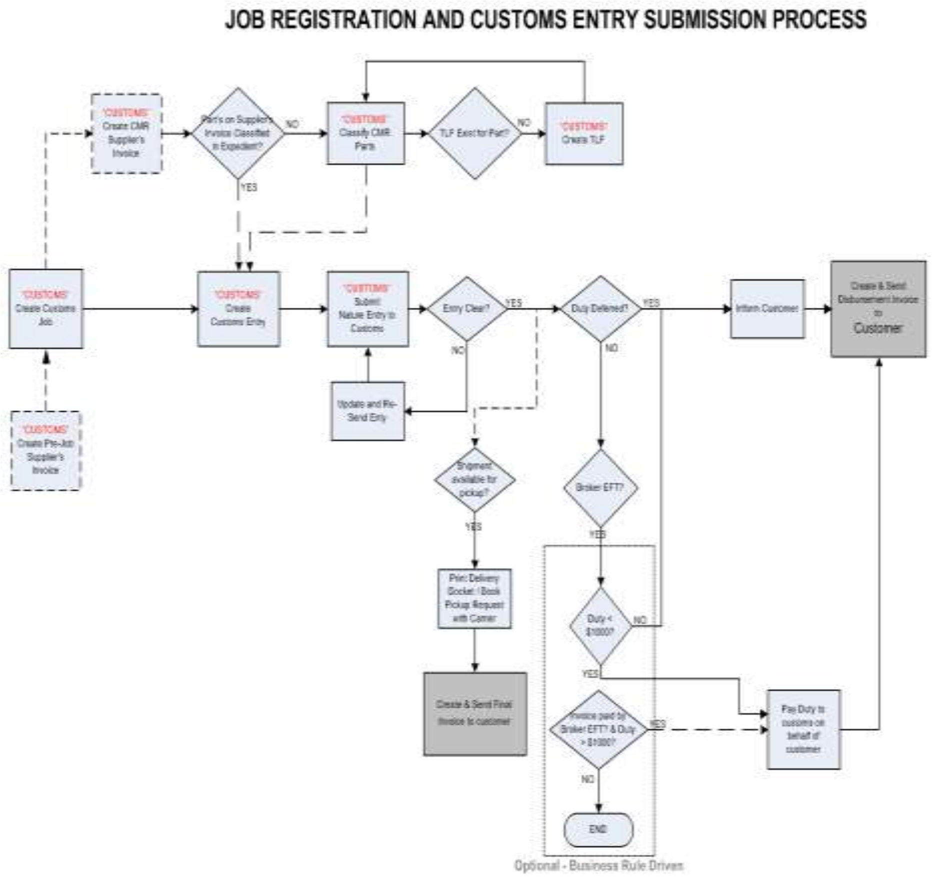
This report allows users to output consol level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each consol. The profit includes both Customs and Forwarding related accounts.

GENERIC JOB CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.

Customs

Job Registration, Supplier's Invoice and Customs Entry Process

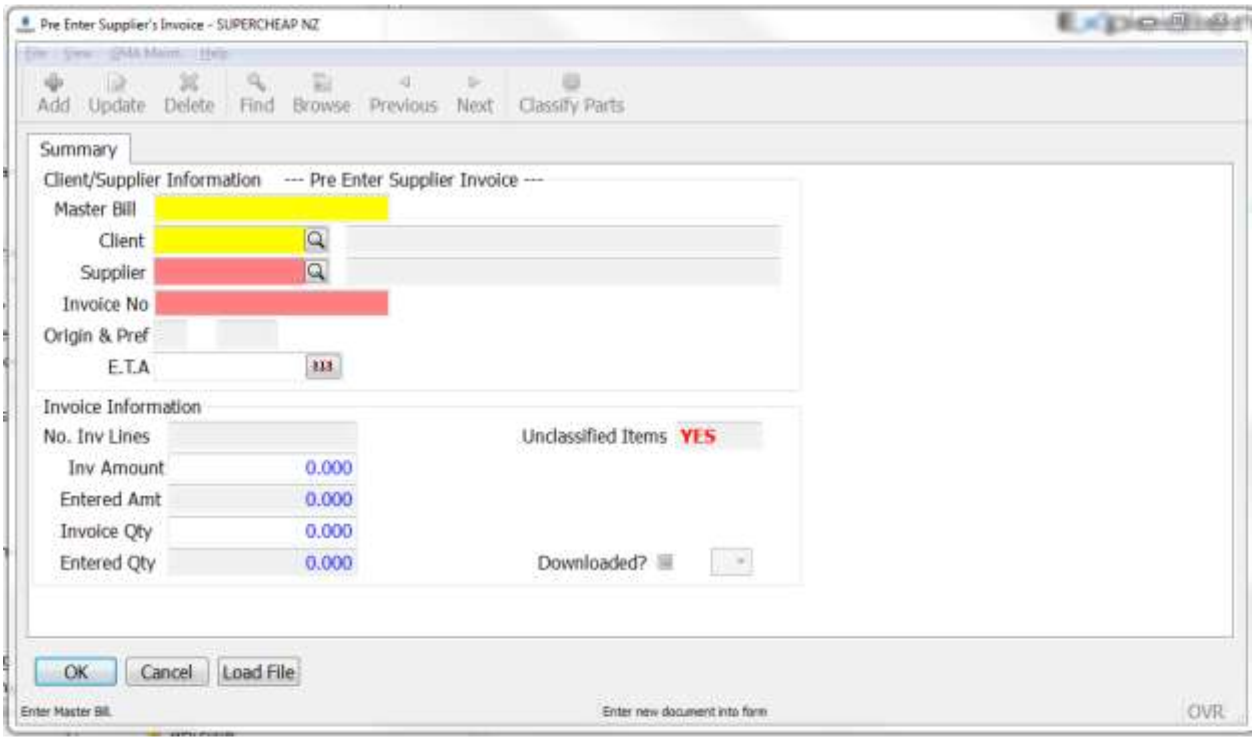


Creating a Pre-Job Supplier's Invoice

If you have not yet created a job but have the related Supplier's Invoice, you can create a Pre-Job Supplier's Invoice. This is accessed via menu: **Customs Clearance/Tariff Class – Pre Enter Suppliers Invoice**

By clicking the 

button or typing A will place the cursor in the input screen in Add Mode. See below:



Once a job is created for the relevant customer, it is then possible to perform a zoom on the Invoice Number field in the Supplier's Invoice Screen to look up the Pre Job Supplier's Invoice.

Load File Feature

You are able to load a CSV file or a text file from your desktop directly into the Pre-Suppliers Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Master Bill number, the client code, the Supplier code and the Invoice Number. Click on the Load File button that appears on the lower area of the screen. You can then browse to the required .CSV file and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:

-A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

-

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
E	Purchase Order Number	Optional	General
F	Country of Origin	Optional	General

RULES:

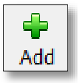
1. The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.
2. The file must contain one invoice line per file line.
3. The file must not contain column headings.
4. Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
5. The file must contain only ONE Suppliers Invoice.
6. Case is not important; the system will convert all values to Upper Case.

Some file examples:
"INV_NO02","PART_NO1",10.5,100.1
"INV_NO02","part_no2",10,150,"order1","US"
"INV_NO02","part_no3",30,30.30,"cn"

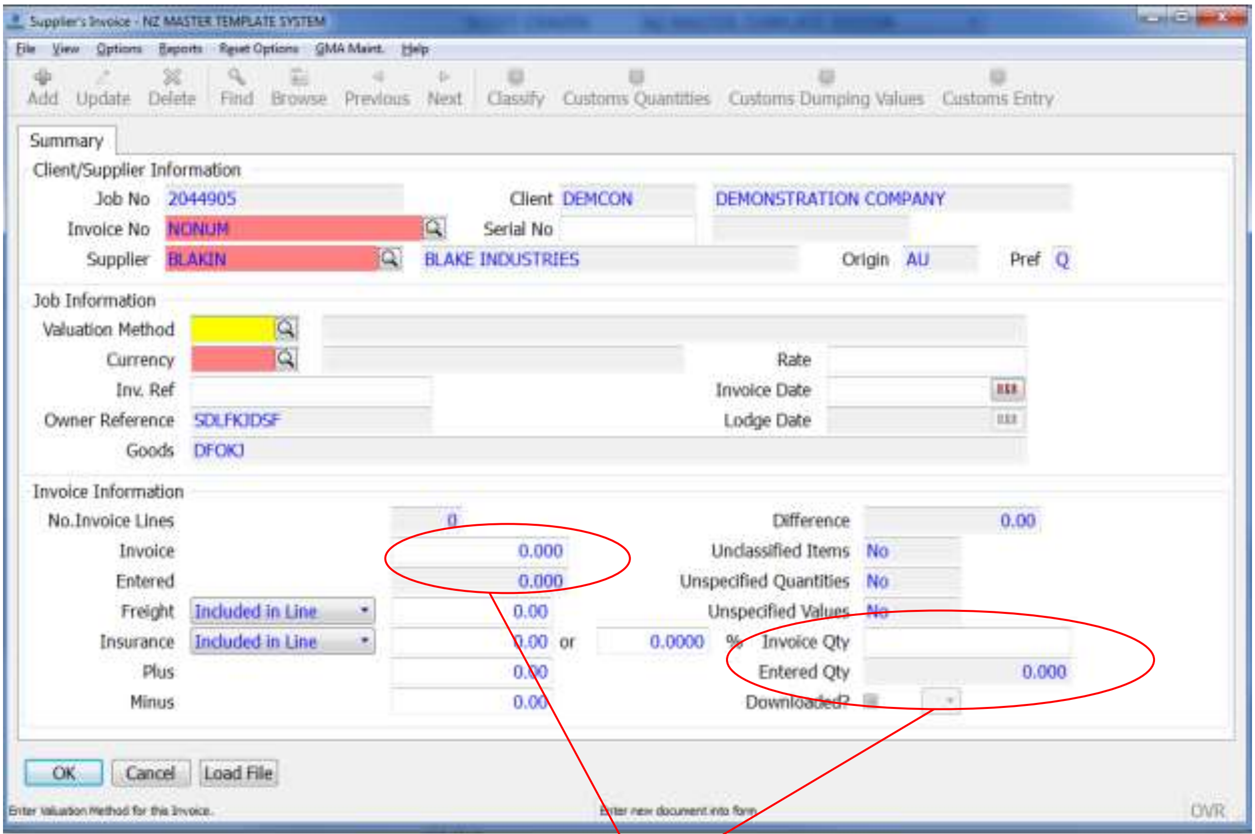
Creating a Supplier's Invoice

After you have created a job, you can create a Supplier's Invoice. This can be performed in 2 ways. The first method is directly from the Job Registration Screen. From this screen ensure you have the job you want to link the Supplier's Invoice to. Click on the Suppliers Invoice Button on the Toolbar from this screen, see below:

The second method is via menu: Customs Clearance/Tariff Class - CMR Suppliers Invoice. This option is also available from the Options menu in the Job Registration screen.

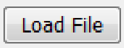
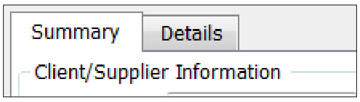
By clicking the 

button or typing A will place the cursor in the input screen in Add Mode. See below:



Must be Equal

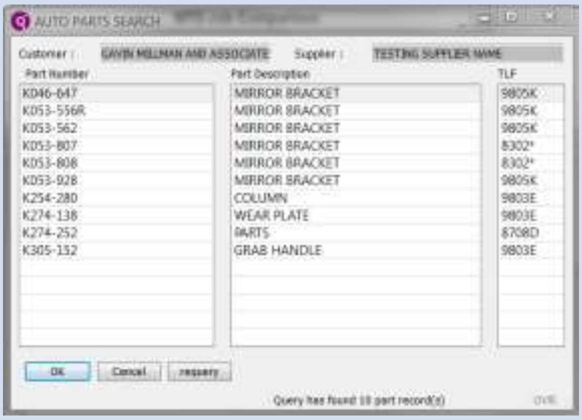
Please Note: If you access this via the Customs Clearance Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Job registration screen, the job number and associated information is automatically populated in Add Mode.

Field Name	Description	Validation	Default
Summary Tab			
Job No	This is the Job Number in which you wish to create the Supplier's Invoice for	Mandatory	Defaults from Job Registration Screen
Client	This is the client you wish to create the Supplier's Invoice for	Mandatory	Defaults from Job Registration Screen
Invoice No	This is the Supplier's Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the supplier invoice lines. To load the invoice data automatically, you have 2 options: 1. Click on the Load File button:  This will allow you to load a CSV file that you have saved, directly into this screen. For File Formats and Rules please use the Help Facility in the screen. When you have successfully loaded a CSV or TXT File, you will receive this message  and the Details Tab appears  2. You can email the Supplier's invoice using the CSV file format defined below. You must ensure that you have added the email address first: impinv@<yourdomain>.com.au This will then allow you to email and load invoices. (see the file specification section below)	Mandatory	Blank

Field Name	Description	Validation	Default
Serial No	This is the external shipment number.	Mandatory	Blank
Supplier	This is the Supplier. You can click on to look up the related suppliers for that Customer Code	Mandatory	Blank
Valuation Method	This is the Method of Valuation. You can click on to look up the related Valuation Methods	Mandatory	Blank
Currency	Entry the Currency in which you received the Supplier's Invoice in.	Mandatory	Blank
Exchange Rate	This is the exchange rate used at the time of the Supplier's Invoice received	Mandatory (if not NZD)	Blank
Inv. Ref	This is the exchange rate used at the time of the Supplier's Invoice received	Mandatory (if not NZD)	Blank
Invoice Date	This is the date the Supplier's Invoice was created	Mandatory (if not NZD)	Blank
Lodge Date	This is the Date of Lodgment to Customs	N/A	Today
	Invoice Information		
No. Inv Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	actual number of lines
Inv Amount	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Supplier's Invoice	Mandatory	Blank
Freight	Enter whether the freight amount is included in the lines or separated but in total.	Mandatory	Included in Line
Freight Amount	Enter the Amount in Freight	Optional	
Insurance	Enter whether the insurance amount is included in the lines or separated but in total.	Optional	Included In Line
Plus	Enter the Total Plus Amount	Optional	Blank
Minus	Enter the Total Minus Amount	Optional	Blank
Invoice Qty	Enter the Total Invoice Quantity	Optional	Blank

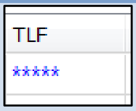
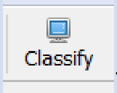
Field Name	Description	Validation	Default
Entered Amount	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Supplier's Invoice.	N/A	actual amounts entered
Invoice Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Supplier's Invoice	Mandatory	Blank
Entered Qty	This total the qty amount entered in the Details Tab. This must equal the Invoice Qty. This is a no entry field and for display purposes only	N/A	actual Qty's entered
Downloaded?	This represents whether the Supplier's Invoice was downloaded via email or using the load file button	N/A	Blank
	Details Tab		

<table>
<tr><th>Field Name</th><th>Description</th><th>Validation</th><th>Default</th></tr>
<tr><td>Part No</td><td>This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful.

You can also click on the button to list all Parts on file
(see Menu Customs Clearance – Parts for Masterfile)
for that Client and Supplier combination. See below zoom screen:


Select one of the parts that you want to add to the Supplier Invoice Line.

Please Note: The Re Query Button allows you to perform another search for any parts for that Customer (excludes the Supplier from this selection). Clicking OK will search for all parts for that Customer regardless of Supplier.</td><td>N/A</td><td>actual Qty's entered</td></tr>
<tr><td>Quantity</td><td>This is the Quantity of the part that appears on the invoice line.</td><td>Mandatory</td><td>Blank</td></tr>
<tr><td>Unit Price</td><td>This is the unit price for the item. This column is hidden by default. Right click on the column headings to select Unit Price to appear.</td><td>Optional</td><td>Blank</td></tr>
<tr><td>Amount</td><td>This is the total line amount for the part that appears on the invoice line.</td><td>Mandatory</td><td>Calculated from Quanity x Unit Price if both are entered.</td></tr>
<tr><td>TLF</td><td>This is the TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile, TLF information. If the part does not have an associated TLF then this field will display *****</td><td>Mandatory</td><td>Parts / TLF Masterfile</td></tr>
</table>

Field Name	Description	Validation	Default
	See below  If the Part is unclassified you can still save the invoice. Once you have done this you can click on the Classify Button  This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information. An Unclassified Items report is available from the More Options menu in the Job Registration screen.		
Country / Preference	This information is pulled from the Parts TLF File. These fields are no entry, however if you wish to alter these values for this Supplier's Invoice then click on the Gen. Edit Toggle Button. See below. This is as a result of clicking the Button. The Gen Edit displays On. The Country / Preference are now updateable.	Mandatory	Parts/TLF Masterfile
Duty Rate	This is the rate as advised nightly by NZ Customs. This rate cannot be manually updated.	N/A	From NZ Customs
P.O. Number	This is the Purchase Order Number against the part number. This is used for printing of various documents, such as the Landed Costing. This field is no entry, however if you wish to enter a value then click on the P/O Edit Toggle Button. See below. This is as a result of clicking the Button. The P/O Edit displays On. The P.O. Number is now updateable.	Mandatory	Blank
Dump Value	This is the value advised by NZ Customs and cannot be manually updated	N/A	From NZ Customs
Sub No	This number identifies which Entry submission the invoice line was part of. This column is hidden by default.	N/A	Generated on creation of entry
Entry Line	This number identifies which line in the Customs Entry the Supplier Invoice line is associated with. This column is hidden by default.	N/A	System Generated
Code String	This column shows how the Codes information for the invoice line is generated. This column is hidden by default.	N/A	System Generated

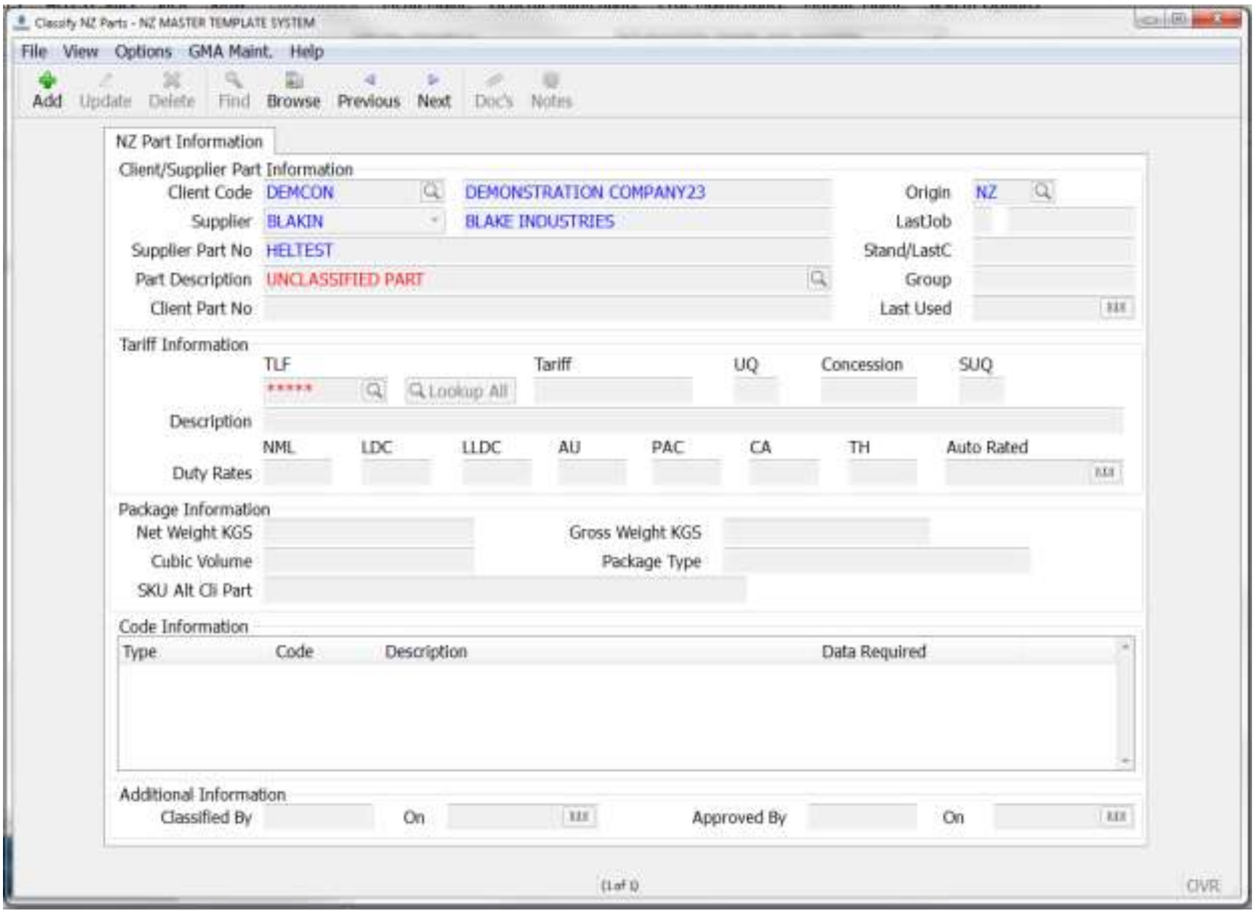
Field Name	Description	Validation	Default
Code Information (for the highlighted Part Number)	This table shows the Codes Information associated with the Part and the TLF in the Supplier Invoice Line. The Codes Information is an amalgamation of the Codes information held at Part and/or TLF level (depending on the site configuration for storing Codes) plus any additional Codes held for the Invoice Line. The information can be add, edited and deleted against the invoice line. For example if the Part in the Parts Masterfile does not have a Permit but it is required for this invoice the Permit information can be added against the invoice line in this screen when the part line is highlighted.	N/A	Unique Codes Information from the Part and or TLF depending on the site configuration for storing Codes Information

Entering Customs Quantities

Once you have saved the Supplier's Invoice, if you have added parts whereby the Classification calls for extra measurements added to the Parts, for example Kilograms, Square Metres. Clicking on this button will search the TLF and if it doesn't require a number or blank then it will allow you to enter the quantities. If not you will receive this message:

Classify Parts

If you have added parts to the Supplier's Invoice that have not been classified before then you can click on the Classify Button once you have added the Supplier's Invoice. This will then direct you to the below screen. Please note the [1/2] at the bottom of the screen indicates this is the first part of two parts that need to be classified. Use Add to classify the part.



Field Name	Description	Validation	Default
Client Code	This is the Customer Code and Name that is pulled from the Supplier's Invoice Screen	Mandatory	Supplier's Invoice Screen
Supplier	This is the Supplier Code and Name that is pulled from the Supplier's Invoice Screen. This can be updated using the pull down option to 'Default Supplier' if the part is supplied by many suppliers.	Mandatory	Supplier's Invoice Screen
Supplier Part No	This is the Supplier Part Number, that is pulled from the Supplier's Invoice Screen	Mandatory	Supplier's Invoice Screen

Field Name	Description	Validation	Default
Part Description	This is the Description of the Part. If this part is not yet classified, then 'UNCLASSIFIED PART' will appear. On Add this will clear and the correct Part Description can be added. Use the to search for Parts already stored for the Customer and Supplier combination or Requery in the zoom screen to find all Parts for the Customer regardless of Supplier. Please note only the first 300 results will be shown. Filter on a word or part number to improve the search results.	Mandatory	Blank
Client Part No	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costing	Mandatory	Default to Supplier Part No on tab through if no Client Part No is entered.
Origin	This is the origin country for the Part.	Optional	Origin of the Part from the Supplier Invoice line if the Part is not duplicated with a different Origin country
LastJob	This is the last job number the Part was used on	N/A	System generated
Stand/LastC	This the Customs Value Amount	Numeric Value. Optional	Blank
Group	This is the Product Group for the Part	Optional	Blank
Last Used	This is the date the Part Number was last used	N/A	System Generated

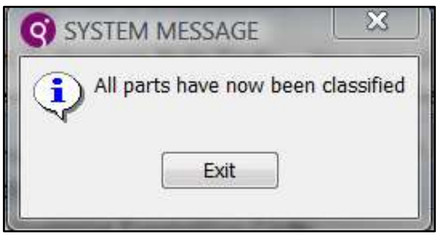
Field Name	Description	Validation	Default
TLF	This is the Tariff List Code. Use to lookup the TLF Masterfile (Menu - Customs Clearance / CMR TLF Maintenance). This screen allows you to search on any number of fields for TLFs associated with the Client Code in the invoice. See below:  Select the TLF, or Click on the Re Query button to search for all TLFs regardless of the Client code. Please note only the first 300 results will be returned in a search. Use filters on words and codes to return better results.	Mandatory	Blank
Lookup All	This is a zoom on all TLFs regardless of Client Code. Filter on words and codes to return useful search results. Please note only the first 300 results will be shown.	N/A	N/A
Tariff	This is a view only of the NZ Customs Tariff Code associated with the TLF	N/A	N/A
UQ	This is a view only of the Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Concession	This is a view only of the Concession code as advised by NZ Customs each night for the Tariff code	N/A	System Generated
SUQ	This is a view only of the Secondary Unit of Quantity as advised by NZ Customs each night for the Tariff code	N/A	System Generated
Description	This is a view only of the full description of the TLF Code selected in the previous column	N/A	TLF Maintenance
Duty Rates	These are a view only of the Duty Rates advised by NZ Customs each night for the Tariff Code	N/A	NZ Customs
Auto Rated	This indicates the date of the last auto-rating for this Part	N/A	System Generated
Net Weight KGS	This is the value for the net weight of the part in kilograms	Numeric. Optional	Blank

Field Name	Description	Validation	Default
Gross Weight KGS	This is the value for the gross weight of the part in kilograms	Numeric. Optional	Blank
Cubic Volume	This is the value for the volume of the part	Numeric. Optional	Blank
Package Type	This is the type of package for the part	Optional	Blank
SKU Alt Cli Part	This is the alternative Client Part reference	Optional	Blank
Code Information	If your site has elected to save Codes information at Part Level the information can be entered in the Classify screen. Select a Type, Code and Description from the pull down options. Enter additional Data if required. Codes entered in this screen will populate the Supplier Invoice line. Conversely Codes information added to the Supplier Invoice line for the unclassified part will automatically populate the Classification screen. Delete any Codes information if this is not required to be stored permanently against the Part.	Optional	Code Information entered for the Invoice Line
Classified By	This shows the username of the user who classified the part	N/A	System Generated
Classified On	This indicates when the part was classified	N/A	System Generated
Approved By	This shows the username of the user who approved the classification	N/A	System Generated
Approved On	This indicates when the part classification was approved	N/A	System Generated

Once you have entered the relevant information click OK to classify all the parts where a Client Part, Description and TLF Code have been entered.

If the Part appears several times in the invoice with the same Origin Country and Codes information the Part, once classified, will update all the Invoices lines for the same part.

Once you have classified all parts, the system will display the following, and return you to the Supplier's Invoice Screen.



Use the Browse button to view, and output to CSV, all unclassified parts on the invoice in one screen.

Load File Feature
You are able to load a CSV file or a text file from your desktop directly into the Suppliers Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Suppliers Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen. You can then browse to the required file (.CSV or .TXT) and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:
-A comma separated values (.csv) file (easily created in Microsoft Excel) **OR** a pipe (|) delimited text (.txt) file, see the following examples.

The data must be in the following order:

-

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
E	Currency	Mandatory	General
F	Purchase Order Number	Optional	General
G	Country of Origin	Optional	General
H	Preference	Optional	General
I	Preference Rule	Optional	General

RULES:

7. The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Customs.
8. The file must contain one invoice line per file line.
9. The file must not contain column headings.
10. Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
11. The file must contain only ONE Suppliers Invoice.
12. Each Invoice line must be in the same currency.
13. Case is not important; the system will convert all values to Upper Case.

Some file examples:

(pipe delimited text file)
INV_NO02|PART_NO1|10.5|100.1|AUD
INV_NO02|part_no2|10|150|AUD|order1|US|US|Pom
INV_NO02|part_no3|30|30.30|AUD||cn|gen
(note line 1 contains no conditional data, line 2 contains conditional data item Order No, Origin, Preference, and Preference Rule, whereas line 3 contains only Origin and Preference conditional data)

(the same file above but this time comma separated values CSV)
"INV_NO02","PART_NO1",10.5,100.1,"AUD"
"INV_NO02","part_no2",10,150,"AUD","order1","US","US","Pom"
"INV_NO02","part_no3",30,30.30,"AUD",,"cn","gen"

Email File Feature

You can email the Supplier's invoice using the CSV file format.
Firstly ensure you have an email address setup to accept these files: impinv@<yourdomain>.com.au

The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

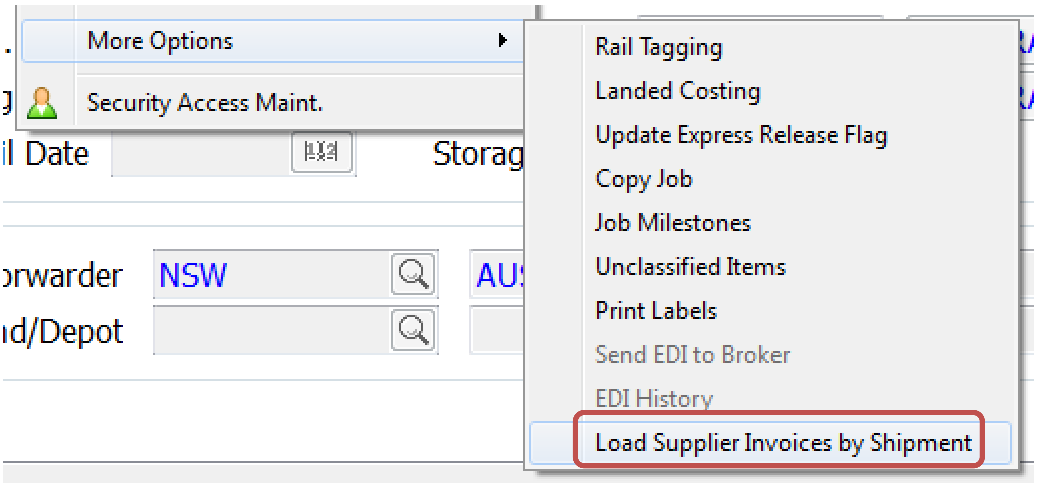
Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part number	Mandatory
D	Part Description	Mandatory
E	Qty	Mandatory
F	Line Amount	Mandatory
G	Country	Optional
H	Preference	Optional
I	Order Number	Optional

The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used. Columns A to F are mandatory. If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data.

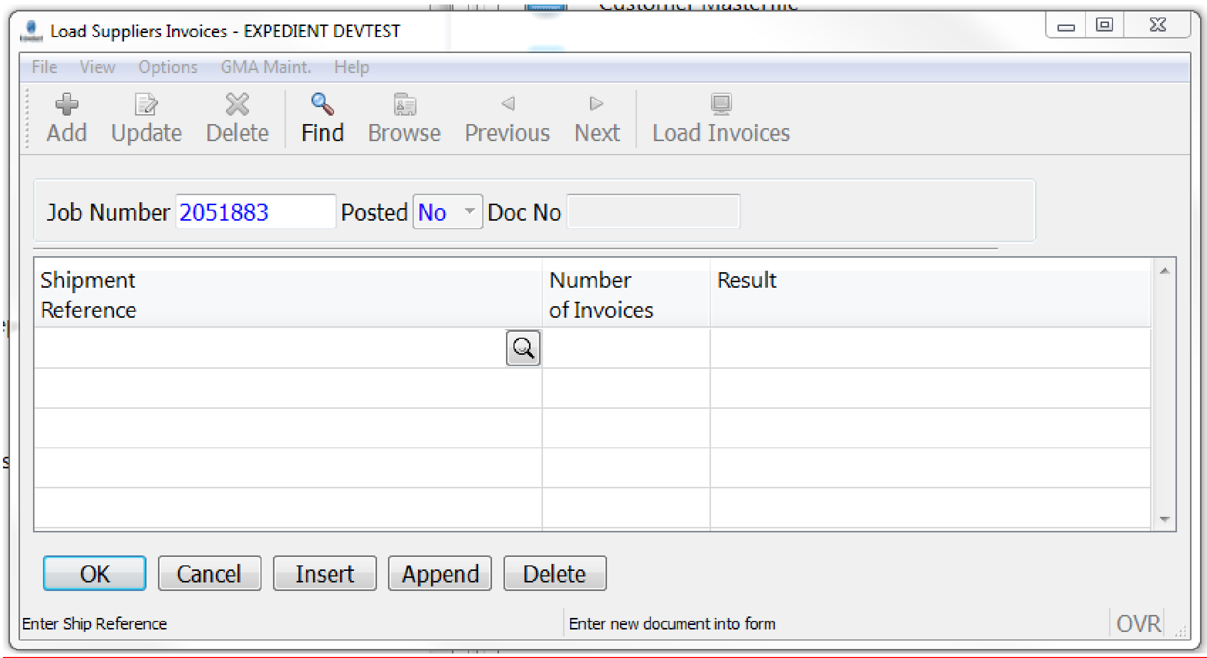
Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

LOAD SUPPLIER INVOICES BY SHIPMENT

This option provides the ability to attach a batch of Supplier's Invoices to a job. The batch of Supplier's invoices can be loaded to the Job from the Job Registration screen and viewed in the Supplier's Invoice screen. This option is available from the More Options menu in Customs Job Registration.

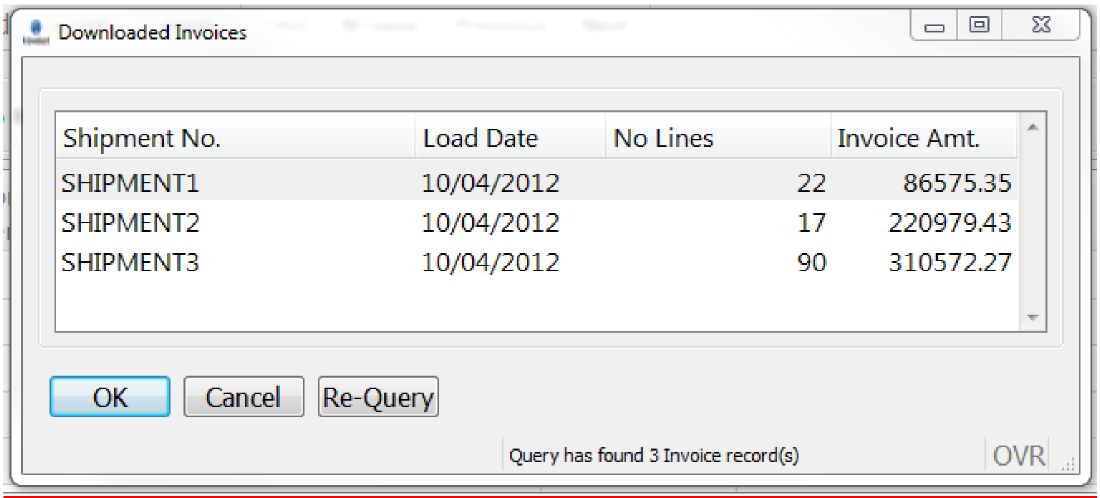


This option links one or more batches of Supplier's Invoices to a Job. The batches of Supplier's Invoices are identified by Shipment Number.



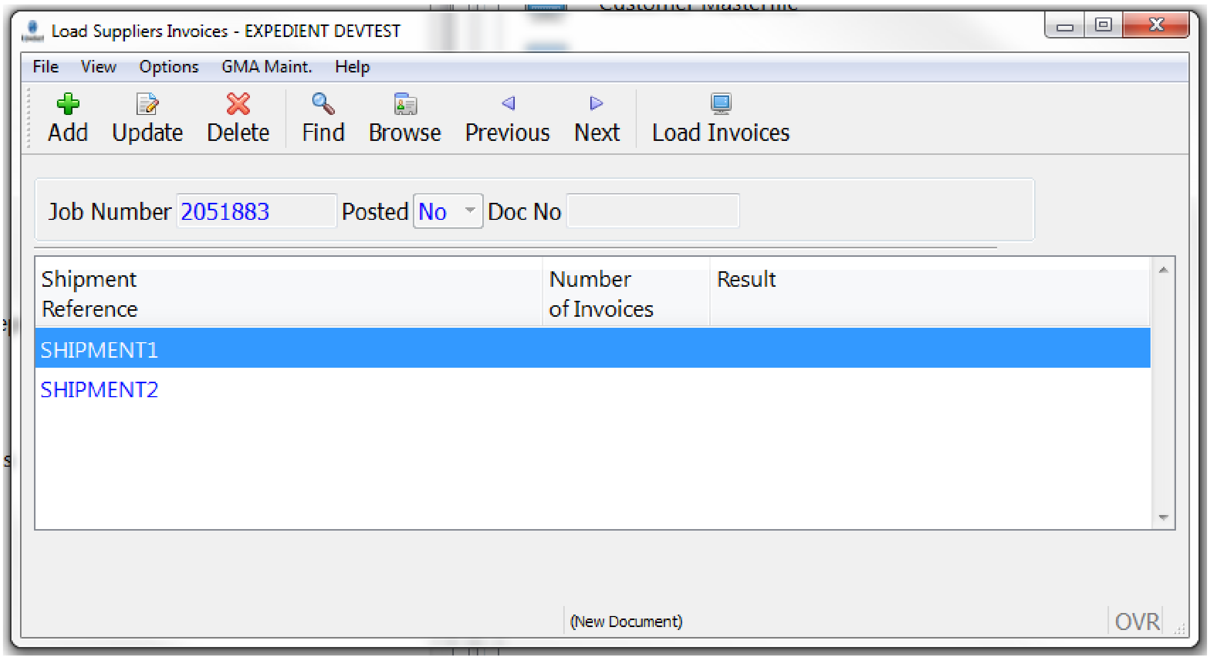
On Add click in the Shipment Reference field to view the available Supplier's Invoice batches.

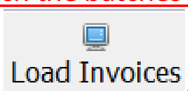
Hit 'Enter' in this screen to list all available batches or search on specific details.



Select the Shipment reference for the batch of Supplier's Invoices you want to associate with the Job and OK.

Select one or many batches for the job.



To attach the batches of Supplier's Invoices to the job go to Options and Load Invoice or use the toolbar button 

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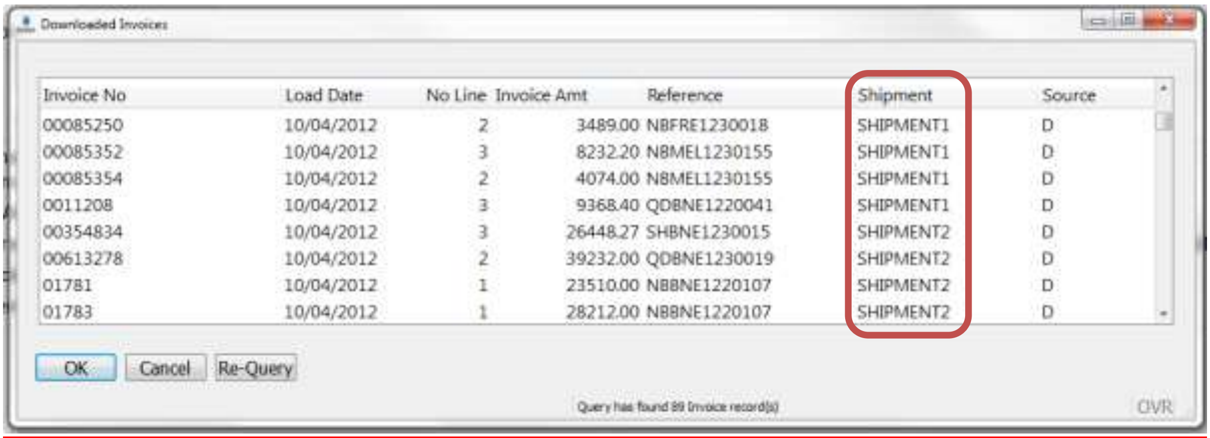
You will be advised if the load was successful or if invoices within the batch that you have attached have already been posted and cannot be loaded to the job.

Once successfully loaded you can view the Supplier Invoices in the Supplier's Invoice screen.

A new column showing the Shipment number has been added to the Downloaded Invoice list visible when  is selected in the Invoice Number field in the Supplier's Invoice screen.



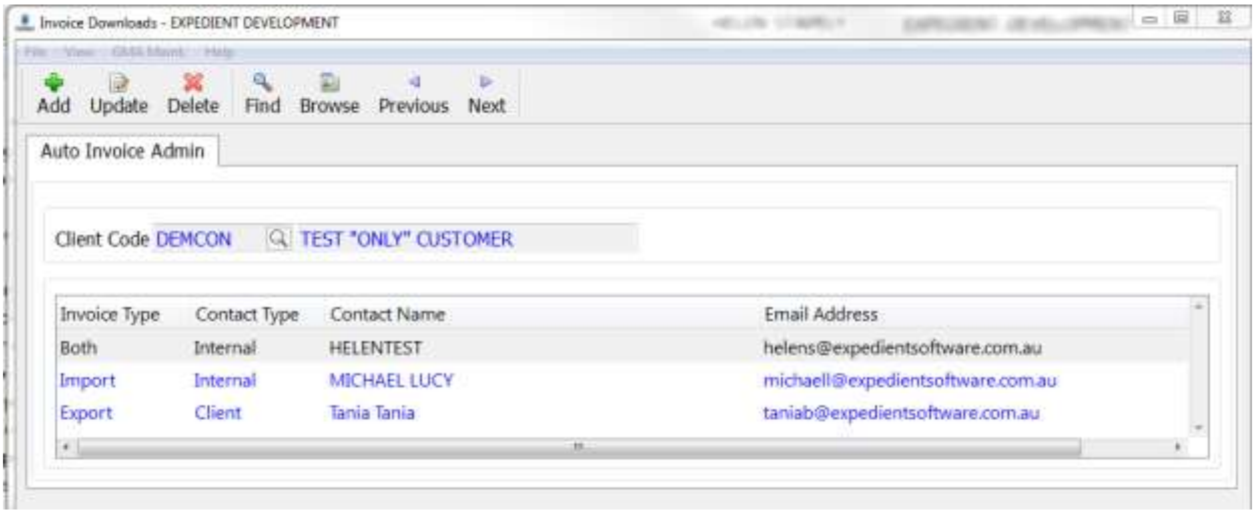
Copy Supplier's Invoice

This function allows users to copy a Suppliers Invoice from one job to another job no.
Users can only copy the suppliers invoice to a job for the same Customer code and the invoice number must not already exist against the new job no.

Auto Invoice Admin

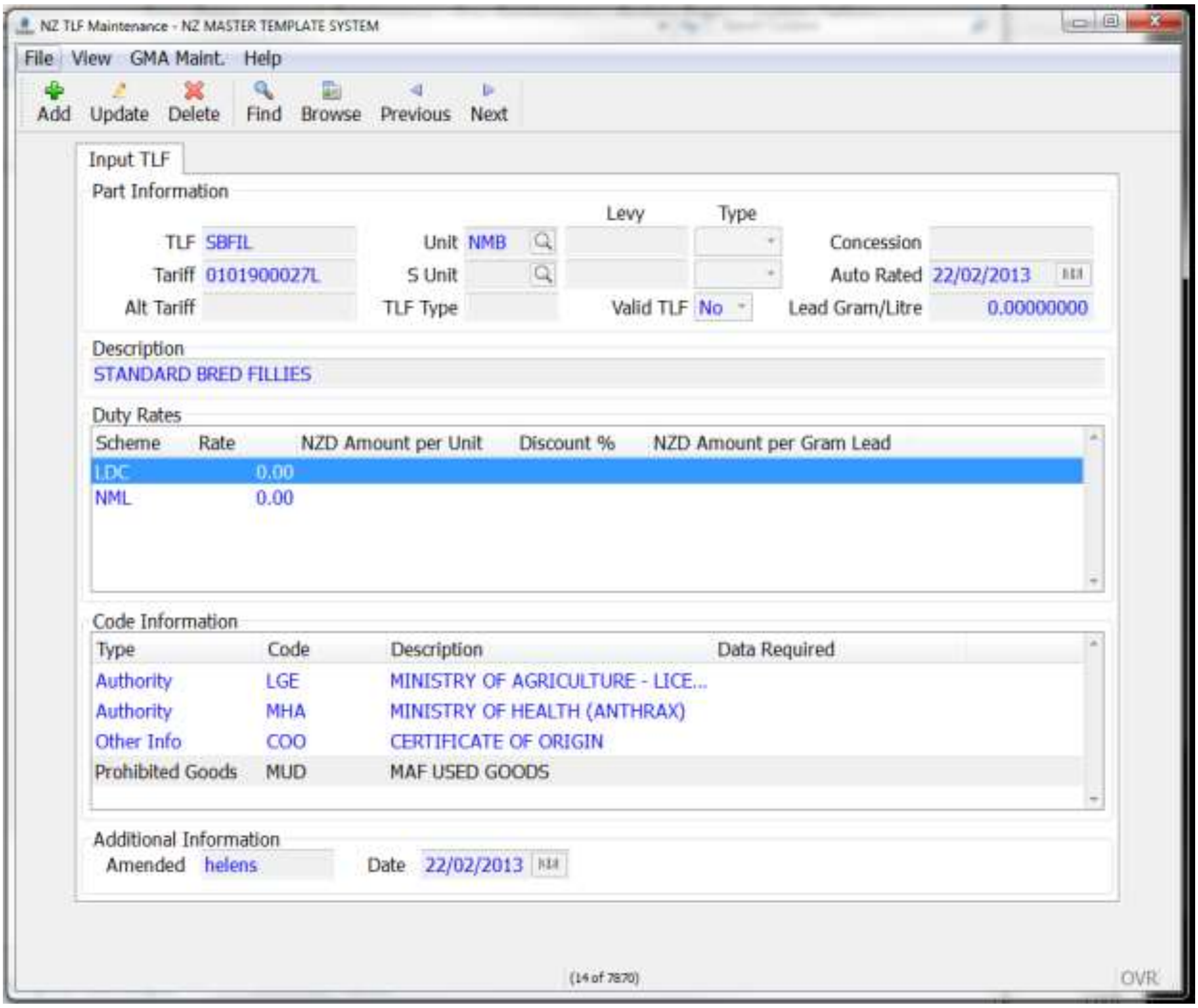
This function allows users to maintain contacts for invoices that are automatically imported. This option is available in the Sundry folder in Down Load Data Files.

Select the client code and set up the invoice type, contact type, contact names and email addresses at the contact and within your company. These contacts will be automatically sent an email alerts when invoices are imported from the selected company.



Creating TLF's

TLF's are used as short codes, storing information such as Tariff, Stat, and Treatment Code. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Customs Clearance/Tariff Class, TLF Maintenance function**



Field Name	Description	Validation	Default
TLF	This is the Tariff Line File. This is a unique number	Mandatory	Blank
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Optional	Blank
Alt Tariff	This is the Alternative Tariff Code	Optional	Blank
Unit	This is the statistical unit	Optional	Blank
S Unit	This is the Supplementary unit	Optional	Blank

Field Name	Description	Validation	Default
Levy	This is the Levy Amount. Incorrect Levy Amounts will be changed to the advised Customs Amount on clicking OK except where an Anti -dumping Levy type is selected, e.g. ANTI, ANTM and ANTP.	Optional	Blank
Type	This is the type of Levy	Optional	Blank
TLF Type	This is the TLF Code Type	Optional	Blank
Concession	This is the Concession Code	Optional	Blank
Description	This is the TLF Description	Mandatory	Blank
Duty Rates	These are the schemes and rates as notified by NZ Customs for the Tariff selected for the TLF	N/A	NZ Customs
Code Information	This is the Code information held against the TLF if your site choses to store Codes and Permit against TLF as well as, or instead of Parts.	Optional	Blank
Amended	This is the user who added the TLF or last updated the TLF	N/A	System Generated
Date	This is the date the TLF was added or last updated.	N/A	System Generated

Creating Parts

There are 2 ways to add parts, manually or via a download feature.

Automatic Parts Download

If you have a Parts File, you can upload this file via menu **Download Data Files / Load Parts File.**

A	Client Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Client Id Field
B	Supplier Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Supplier Id **Please Note:** if you wish to add parts that are available to view for that customer for all supplier for that customer use #DEF in this field
C	Supplier Part Number	Mandatory	This is a mandatory field and should be completed by the client. Sup. Part No.
D	Part Description	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
E	Client Part	Non Mandatory	This is not a mandatory field but the column is

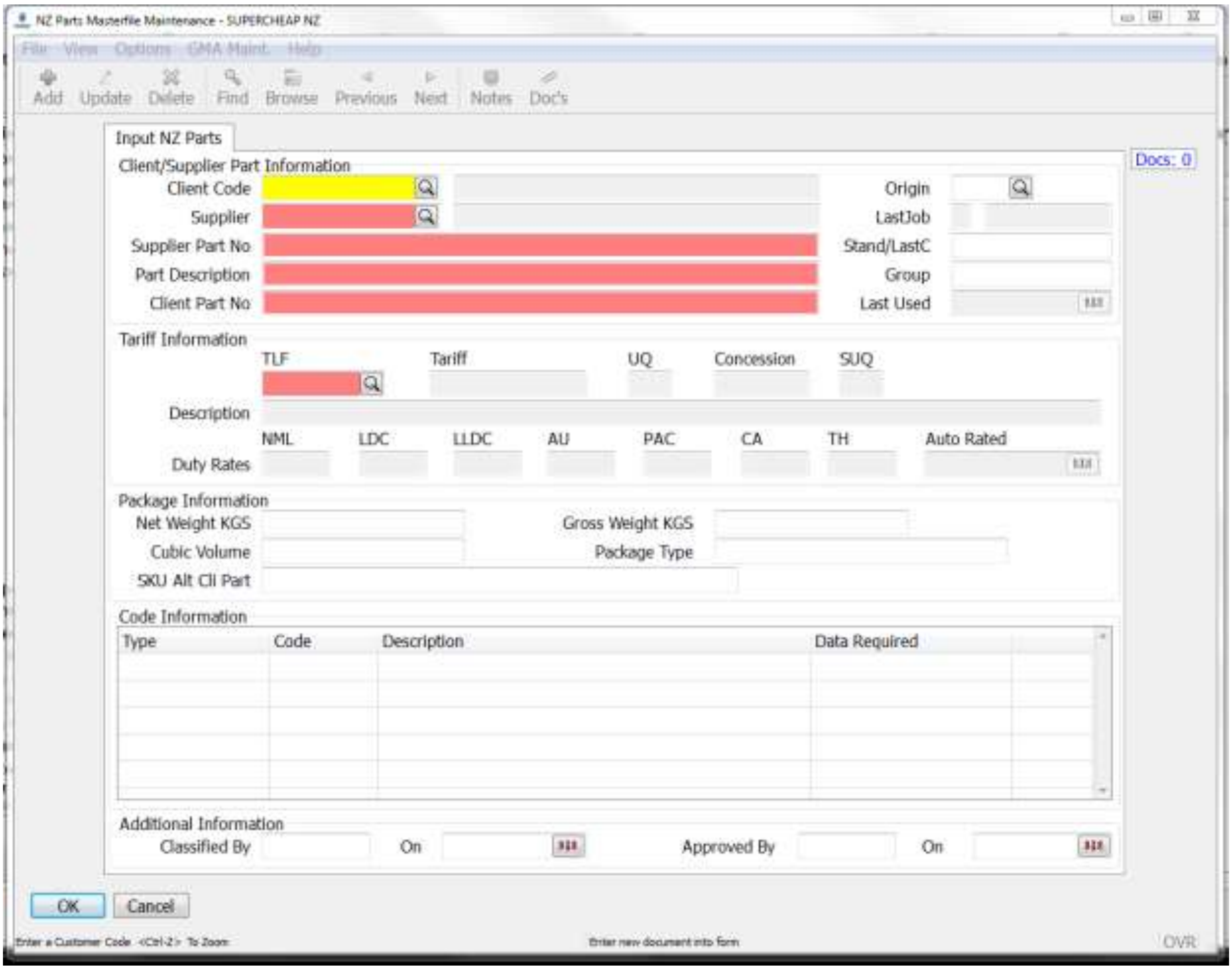
	Number		needed for the processing to complete successfully
F	TLF	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
G	Country Code	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
H	Preference	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
I	Preference Rule	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully

Example file:
DEMCON,1004,8954,MOUSEPAD-LENTICULAR,400,0917J,TW,DCS,P50

Manual Parts Add
Manually adding Parts to the Expedient System is performed via menu **Customs Clearance/Tariff**

Class – CMR Parts. By clicking the 

button or typing A will place the cursor in the input screen in Add Mode. See below:

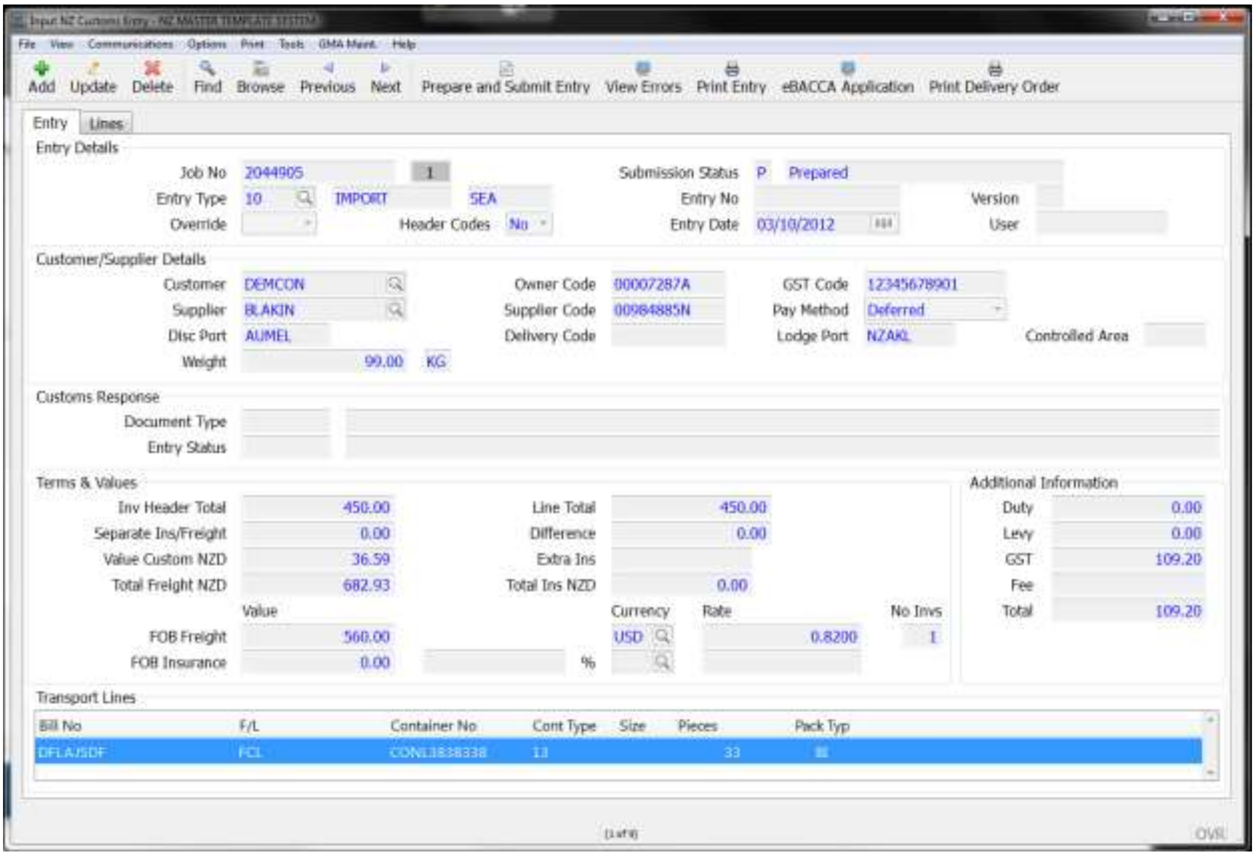


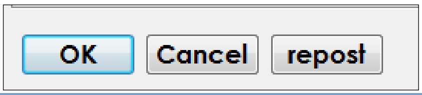
Field Name	Description	Validation	Default
Client Id	This is the Customer Code. You can click on the to lookup the Customer Masterfile.	Mandatory	Blank
Supplier id	This is the Supplier Code. You can click on the to lookup the Supplier Masterfile.	Mandatory	Blank
Country	This is the Country of Part Origin. You can click on the to lookup the valid country codes	Optional	Blank
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank
Part Description	This is the description of the part	Mandatory	Blank
Client Part No	This is the Client's Part Number. This prints on Landed Costing	Mandatory	Blank
	Tariff Information		
TLF	This is the TLF that you wish to associate with this part. All other fields in this section relate to the TLF. See the TLF Screen for further details on each field	Mandatory	Blank
Stand / LastC	This is the Customs Value Amount	N/A	Blank
Group	This is the Product Group	N/A	Blank
Code Information	This table shows details held against the Part. Select the Type and Code from the pull down lists in the columns. Enter additional information in the Data Required column dependant on the Type and Code selected.	Optional	Blank
Classified	This is the user who classified this part	Optional	User Masterfile
Date	This is the date the user classified this part		Blank

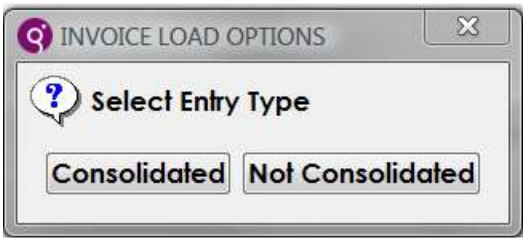
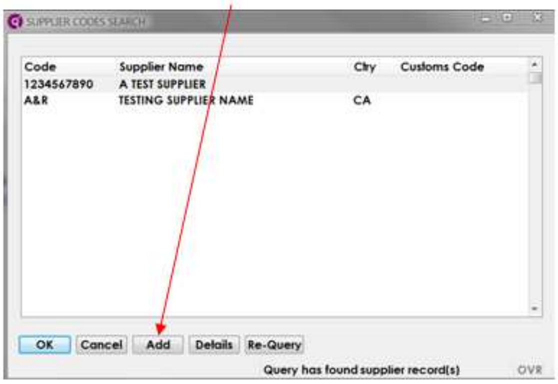
Creating Customs Entry

The Nature 10/20 can be created from the Job Registration Screen (via Nature 10/20 Button) or via Menu **Customs Clearance / Tariff Class – Nature 10/20.** This option is also available from the Option menu in the Job Registration screen.

CUSTOMS ENTRY HEADER TAB



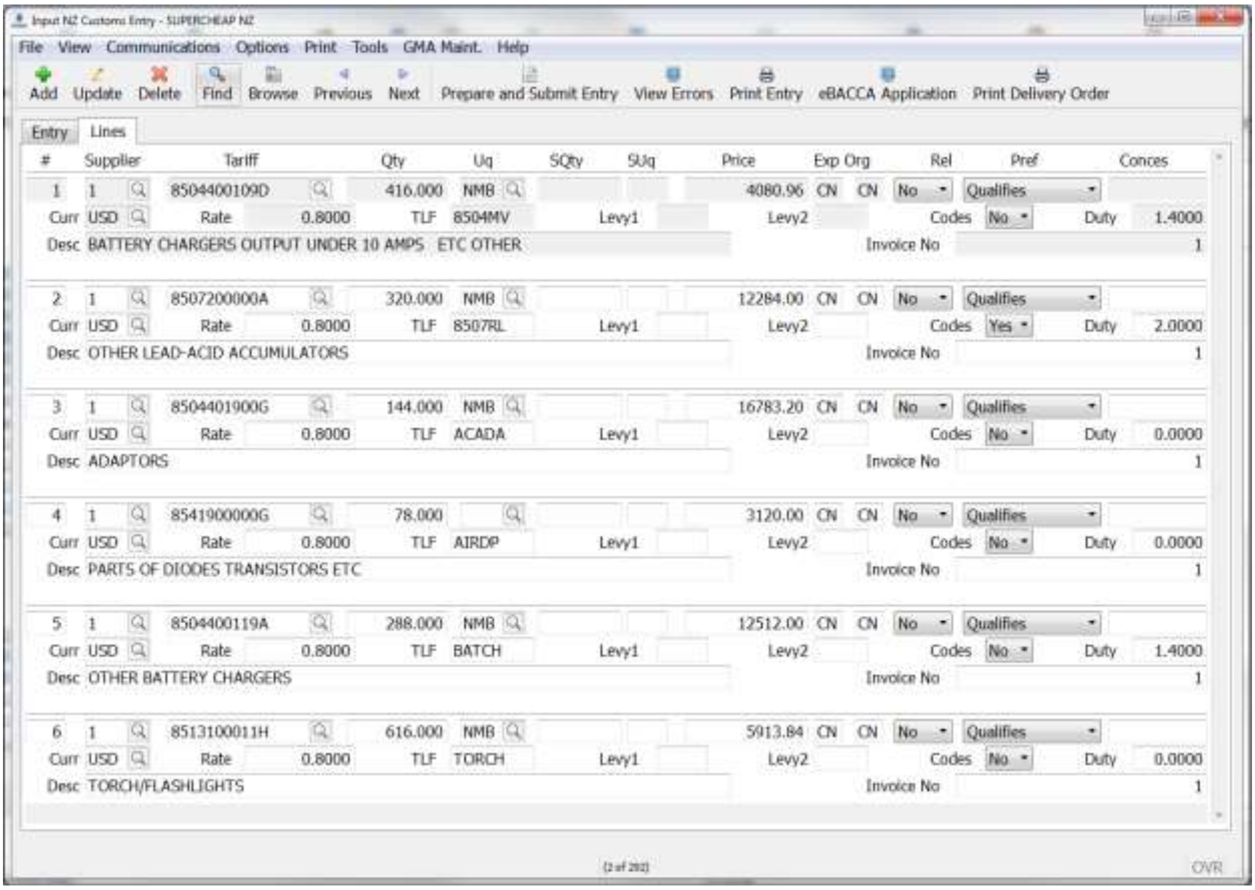
Field Name	Description	Validation	Default
	Entry Header		
Job No	This is the Job Number. This automatically populates if you have entered this screen via the Job Registration screen. If you have accessed this screen via the Customs Clearance / Tariff Class. Menu then you will need to enter a valid Job Number. Once you have input a job number, the system will then search for any Supplier's Invoices that exist in **Menu – Customs Clearance – CMR Supplier's Invoice** for that Job Number. If found then it will load **all** of the Invoices for that Job Number (even multiple supplier's). Please Note: All supplier(s) must have a valid CCID for the Entry Lines to be successfully loaded from The Supplier's Invoice. If have added a Supplier's Invoice whilst adding the Customs Entry, click on the Repost button. This will perform another search. See button: 	Mandatory	Job Registration
Entry Type	This is the Nature Type. This automatically sets a value based on the Job Number that is selected. You can also click on the  to display the following Nature Types: 	Mandatory	Job Registration

Field Name	Description	Validation	Default
Entry Type	After the Nature Type has been selected. A Pop Up Message displays, see below:  **Consolidated:** Selecting this groups the like TLF's, Origin and Preference onto a single line on the Customs Entry **Non-Consolidated:** Selecting this keeps each line separated on the Customs Entry	Mandatory	Consolidated
Supplier Code	This is the ABN/CCID of the Customer that you have clearing the goods for ⚐**Please Note**: If the ABN/CCID is not recognised by Customs Australia then the Entry will not be able to be lodged from Expedient	Mandatory	Customer Masterfile
Supplier	This is the Supplier that is supplying the goods on the shipment that need to be cleared. You can click on the 🔍 to display a list of Suppliers for that Customer. The Supplier's Masterfile is found in **Menu Administration – Supplier's Masterfile.** If this Supplier does not exist then you can add the Supplier from the Look up screen. See Below: 	Mandatory	Blank
Entry Date	This is the date the entry was created	Mandatory	Blank
Owner Code	This is the Customers Customs ID from the Customer Masterfile	Mandatory	Customer Masterfile
Supplier Code	This is the Supplier Code from the Supplier's Masterfile	Optional	Supplier Masterfile

Field Name	Description	Validation	Default
Delivery Code	This is the Delivery Authority ode	Optional	Blank
Disc Port	This is the Discharge Port from the Job Registration screen. The port will be updated when the job registration screen is updated except where the Entry has Submission Status 'Being Submitted' or where the Entry screen is in Update mode for the Job. If the entry has been submitted, the status is changed as follows: ○ from Successful to Successful /Modified ○ from Queued to Not Submitted ○ from Awaiting Clearance to Awaiting - Modified.	N/A	From Job Registration
Weight	This is the weight from the Job Registration screen. The weight will be updated when the job registration screen is updated except where the Entry has Submission Status 'Being Submitted' or where the Entry screen is in Update mode for the Job. If the entry has been submitted, the status is changed as follows: ○ from Successful to Successful /Modified ○ from Queued to Not Submitted ○ from Awaiting Clearance to Awaiting - Modified.	N/A	From Job Registration
Header Codes	This defines whether the entry contains any permit authorities or Other Information Codes	Mandatory	Blank
Controlled Area	This is the customs controlled area code	Optional	Blank
Value Custom NZD	This the Invoice Total of the Goods	Optional	Blank
FOB Freight	This is the Value of the good Free on Board	Optional	Blank
FOB Insurance	This is the total amount of Marine Insurance	Optional	Blank

CUSTOMS ENTRY LINES TAB

Below are the Lines of the Customs Entry Screen:



Field Name	Description	Validation	Default
	Entry Lines		
#	This indicates how the Customs Entry has been consolidated.	N/A	System Generated
Tariff	The eight-digit tariff classification applicable to the goods being entered	Mandatory	TLF Masterfile from Part
Qty	This is the Quantity of the Parts on the Supplier's Invoice This value is used to Calculate the Levy payable if required by Customs.	Conditional	Supplier's Invoice
Uq	This is the Unit Quantity of the Quantity for Customs purposes.	Conditional	Supplier's Invoice
SQty	This is the Supplementary Quantity of the Parts on the Supplier's Invoice. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	Supplier's Invoice
SUq	This is the Supplementary Unit Quantity of the Supplementary Quantity for Customs purposes.	Conditional	Supplier's

Field Name	Description	Validation	Default
			Invoice
Price	This is the Price of the Parts on the Supplier's Invoice	Optional	Supplier's Invoice
TLF	This is TLF linked to the Supplier Invoice Part. This record is used to fill the Tariff Header detail for the line.	Conditional	TLF Masterfile from Part
Levy1	This is the First Levy Code for the Tariff line. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	TLF Masterfile from Part
Levy2	Second Levy Code for the Tariff line. This Code is used to indicate that there are additional Levies required to be paid for the commodity.	Optional	TLF Masterfile from Part
Exp	This is the country of export	Optional	TLF Masterfile from Part
Org	This is the Country of Origin	Mandatory	Supplier's Masterfile
Rel	Relationship between the Client / Supplier	Mandatory	
Prf	This is the Preference indicator	Mandatory	Blank
Concession	Enter a concession if applicable	Optional	
Codes	This indicates that there are additional Codes applicable to the Tariff line. Set this to Yes if you require entering Authorities, Prohibited Good details, or Other Information codes for Customs.	Conditional	TLF Masterfile from Part

Customs Entry Submission Process

PREPARE ENTRY

This option prepares the Entry for submission to Customs and required to be run prior to the Customs Entry print process.

Items include:

- Validation that Mandatory fields are entered.
- Tariff Duties / Levies are calculated. *
- GST is calculated. *

Note: The Fee is not calculated at this time. The Fees paid/payable are calculated when the Customs Entry has returned from Customs. *

* The resulting total value is displayed in the Additional Information area of the Customs Entry screen.

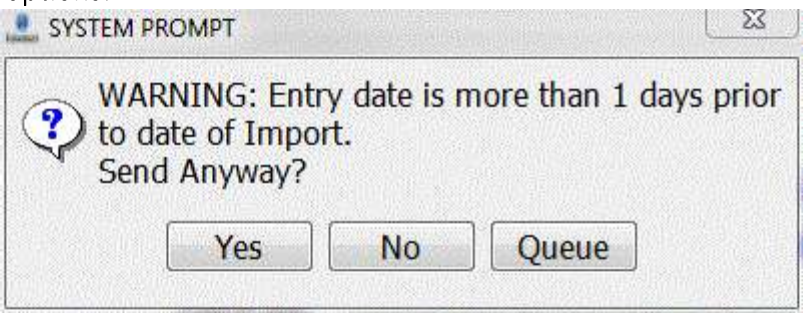
PREPARE AND SUBMIT ENTRY

This option lodges the Entry with Customs. This function also is prompted on successful preparation of the Entry.

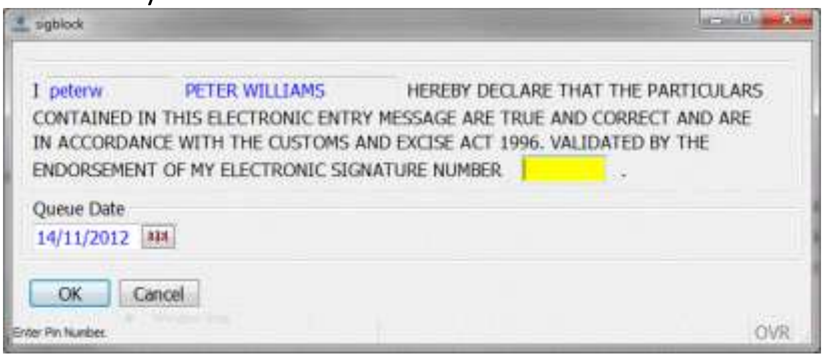
The Entry preparation process will activate in the event that the system determines the entry is not current. This is determined from the Submission status having the following values:

- N – Not Submitted;
- M- Successful – Modified or;
- W – Awaiting – Modified.

In the event the arrival date is too far in the future, as determined by Customs, this process will give the user the below options:



If the user selects "Queue", then the below screen will display, allowing for the user to choose what day to send the Customs Entry to Customs:



A message will appear displaying the queue date based on the earliest date Customs will accept the Entry. Users can then change the Queue Date if they wish.

This system will display the date the Entry will be submitted to Customs in the Submission Status.

The Submission Status will display the Communication status to/from Customs.

Possible values are:

Code	Description
N	Not Submitted
B	*Being Submitted
F	FAILED
I	FAILED Replacement
S	Successful
M	Successful - Modified
P	Prepared
R	Re-Prepared
C	Cancelled
A	Awaiting Clearance
W	Awaiting - Modified
Q	Queued – {DD/MM/YYYY}

In addition to the Submission status there are two Customs Response Status return from Customs.

POSSIBLE ENTRY STATUSES

Code	Description	Colour Code
801	Entry rejected	RED
802	Entry routed to Inspections Evaluation - Please await requirements	YELLOW
803	Entry routed to Inspections Planner - Please Arrange Exam	YELLOW
804	Entry routed to Document Verification - Documents required as specified	YELLOW
805	Entry held, instructions as specified	RED
806	Permits require sighting - Documents required as specified	YELLOW
807	Trust Delivery already given, method of payment as specified	GREEN
809	Delivery Order sent to recipient, method of payment as specified	GREEN
810	Delivery Order sent to recipient, method of payment as specified - Please note warnings, correct if necessary	GREEN
814	Entry cancelled	GREY
815	Entry restored	YELLOW
816	Deposit may be uplifted, method of payment as specified	YELLOW
819	Delivery Order Herewith, method of Payment as specified	GREEN
822	Entry Cleared, cash to pay prior to delivery	GREEN
825	Delivery Order Herewith, method of payment as specified - Entry routed to Document Audit	GREEN
826	Entry cleared, cash to pay prior to delivery - Entry routed to Document Audit	GREEN
830	Adjustment accepted	GREEN
831	Entry adjusted by Customs, reasons as specified	YELLOW
832	Refund Approved, amount as specified	GREEN
833	Short payment due, amount and due date as specified	YELLOW
834	Import goods cleared, container can moved from Customs Controlled Area	GREEN

835	Delivery Order Herewith, method of payment as specified - Please note warnings, correct if necessary	GREEN
836	Entry cleared, cash to pay prior to delivery - Please note warnings, correct if necessary	GREEN
837	Adjustment has placed entry in error state	RED
838	Delivery Order sent to recipient, method of payment as specified - Entry routed to Document Audit	GREEN
839	Entry routed for Audit - Please provide documents as specified	YELLOW
840	Entry Rejected, reasons as specified	RED
845	Transaction Accepted	GREEN
846	Export goods cleared, container can moved from Customs Controlled Area	GREEN
454	Credit Advice(i.e. Refund)	YELLOW
456	Debit Advice(i.e. Short Payment)	RED
830	Export Entry	
914	Excise Entry	
929	Import Entry	
932	Delivery Order	GREEN
935	Customs Invoice	
940	Delivery on Payment	GREEN
962	Inspections/Audit Requirements	RED
963	Error Report	RED
964	Packaging Details	YELLOW
965	Confirmation of Adjustment	YELLOW

WITHDRAW/CANCEL ENTRY

This option will send the Cancellation message to Customs. Please note the Customs Entry cannot be deleted in Expedient if the Submission Status is Successful. If the entry has been successfully submitted the entry must be Withdrawn if changes need to be made to the entry.

VIEW EDI HISTORY

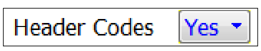
This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions

SET OVERRIDE

This allows users override a Customs entry. The purpose of this function is to Force a Successful return status. This function only prevents the Failure of the entry in the event of a known calculation issue or other known missing item.
This override does not force the Customs system into generating a Delivery Order and will cause the Entry to route to the Customs Audit department for further investigation.

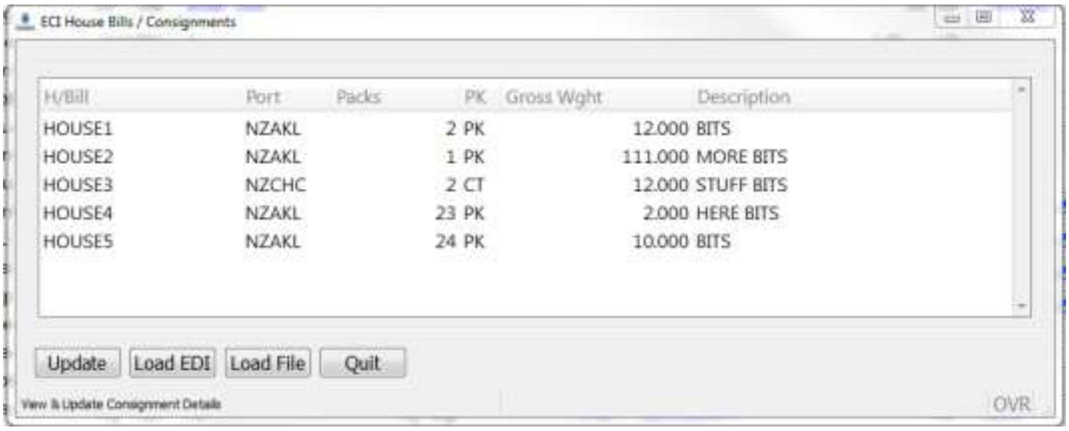
HEADER CODES

This allows users to enter Authority or Other Information Item codes at the Customs Header level. The system will display the existence of this entered data by setting the Header Codes value to Yes.

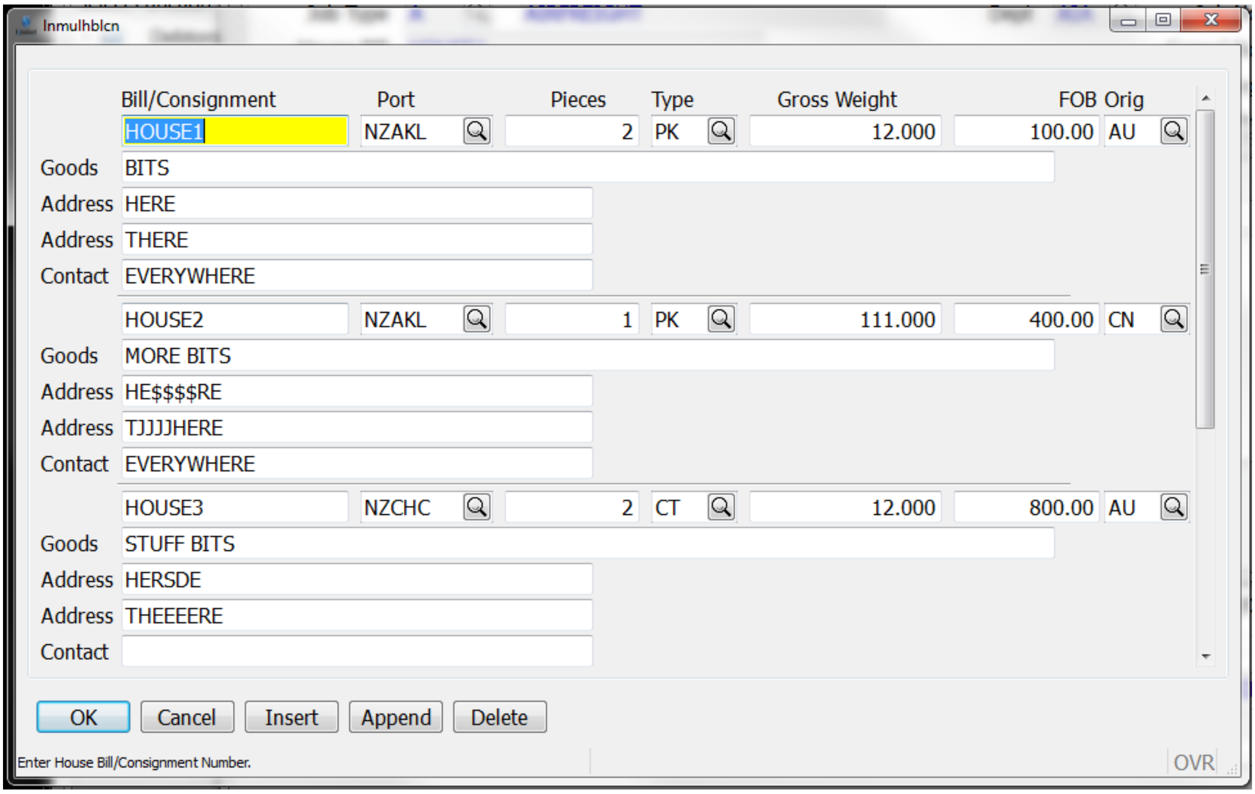


ECI CONSIGNMENTS

This option provides a screen to enter the ECI Consignees of low value shipments. Use the Options menu in the Customs Job Registration screen.



The screen lists the details previously entered. Use the Update button to access the screen below and amend the information.



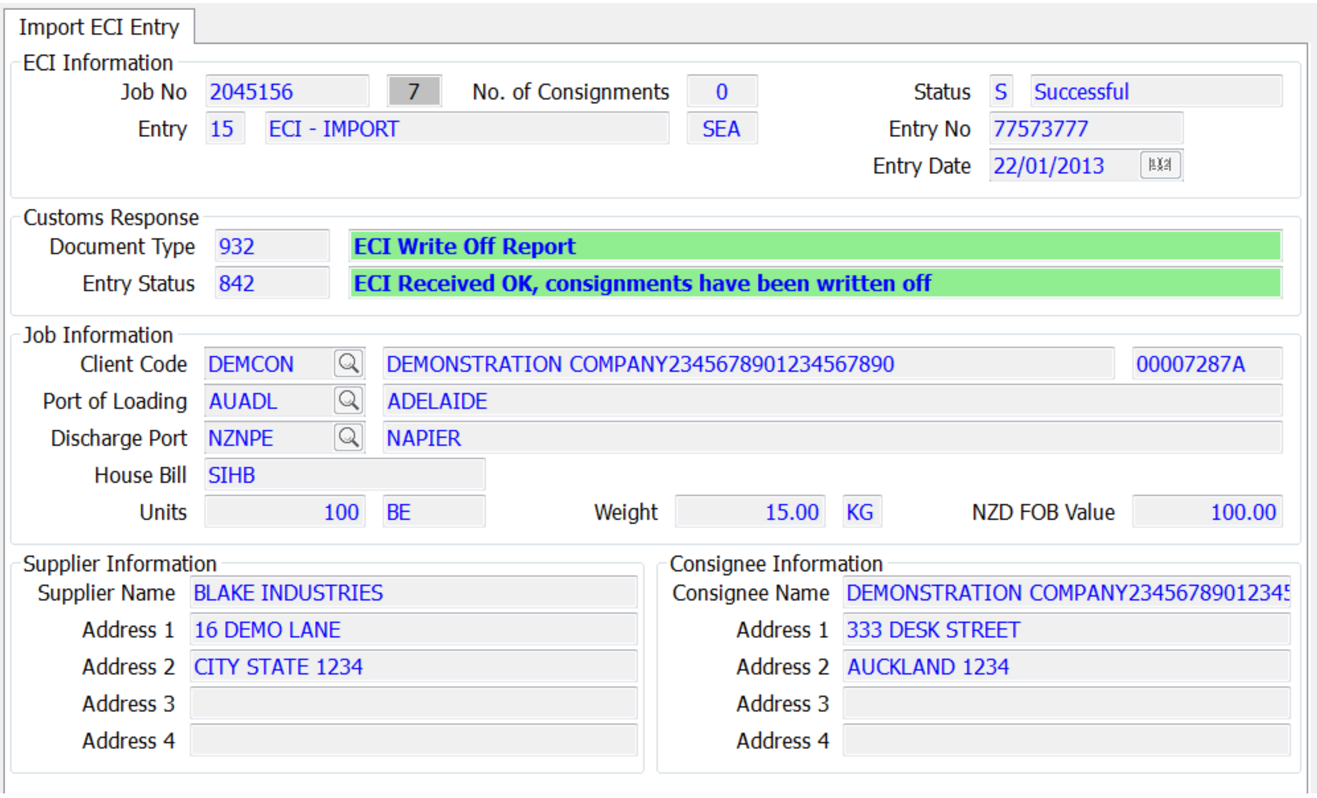
Load EDI This option within the ECI Consignments screen checks if any files have been received from your client for the job that contains ECI Consignment information. The received files are listed. Double click on the required file to upload the data.

Load File This option within the ECI Consignment screen provides a browse of the users' computer so that CSV files received by email can be uploaded into Expedient. ***Please note*** the file must be a CSV and must contain the following information in the order below to allow update.

1. House Bill / Consignment Number
2. Port
3. Country
4. Number Pieces
5. Pack Type
6. Goods Description
7. Gross Weight
8. FOB Value
9. Address 1
10. Address 2
11. Contact

ECI ENTRY

Summary details of single or multiple exempt-entry consignments can be sent to NZ Customs. This option is available from the Import Job Registration screen. If there are no consignments for the job information for the ECI entry will be populated from the Job.



Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate from Job Registration	N/A	From Job Registration
No. of Consignments`	This is the number of consignments attached to the job	N/A	From Job
Status	This is the current status of the ECI Entry	N/A	System Generated
Entry	This indicates the type of entry	N/A	System Generated
Entry No	This is the Entry Number advised by NZ Customs	N/A	From NZ Customs
Entry Date	This is the date of the entry	Optional	Today
Document Type	This is the most recent response from NZ Customs	N/A	From NZ Customs
Entry Status	This is the current status of the entry	N/A	From NZ Customs
Client Code	This is the code and the Customer name from Job Registration	Mandatory	From Job Registration
Port of Loading	This is the port of Loading/Origin populated from Job Registration	Mandatory	From Job Registration
Discharge Port	This is the first port of entry into New Zealand populated from Job Registration	Mandatory	From Job Registration
House Bill	This is the house bill reference	Mandatory	From Job Registration
Units	This is the number of Units followed by the unit of measurement. Visible if there are no consignment details.	Mandatory	From Job Registration
Weight	This is the weight followed by the unit of measurement. Visible if there are no consignment details.	Mandatory	From Job Registration
NZD FOB Value	This is the Declared Value for Customs. Visible if there are no consignment details.	Mandatory	From Job Registration
Supplier Information	This is the name and address for the Supplier. This will be populated from Import Job Registration.	Mandatory	From Job Registration

Field Name	Description	Validation	Default
Consignee Information	This is the name and address for the Consignee. This is visible and will be populated from Import Job Registration if there are no ECI Consignment details	Conditional on ECI Consignment Details	Conditional on ECI Consignment Details

Use button Send New ECI to submit an ECI entry to NZ Customs. The system will check all mandatory information has been provided in the ECI Entry screen and from the Job Registration screen before submitting the entry. A list of errors will be provided where information is missing.

Use the Communications menu in the ECI Entry screen to track submitted entries and to see detailed information on errors received back from NZ Customs. Different option s for sending new ECI entries, resending, updating entries or withdrawing ECI entries will be available depending on the current status of the entry with NZ Customs.

EBACCA APPLICATION

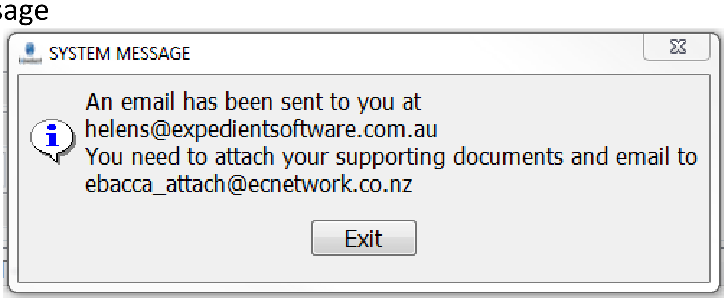
This will option will present the user with the MAF/eBacca entry screen. The MAF account number will be populated from the Customer if a MAF number has been provided in the Customer Masterfile, otherwise the Branch MAF account number will be inserted from the Branch Masterfile if this has been entered.

MAF INFORMATION

This will option will present the user with the MAF Information entry screen. The MAF account number will be populated from the Customer if a MAF number has been provided in the Customer Masterfile, otherwise the Branch MAF account number will be inserted from the Branch Masterfile if this has been entered.

To send the eBACCA application with attached documents take the following steps:

1. Register your Customs CASPER code with ECN (B2B) and provide them with a return email address. Contact Expedient Software to confirm the correct return email address for eBACCA responses from MAF.
2. On completion of the MAF Information screen use Option 'Send MAF file to yourself'. This option will email an XML file to the email address in your User Masterfile and present the following message



3. Forward the XML file in an email to the eBACCA email address shown in the MAF Information screen, attaching any scanned documents or other files required for the eBACCA application.

4. MAF will receive your application and attached documentation. Their response will be shown within Expedient and an email alert will be send to the original eBACCA submitter advising the status of the application.

EVENTS

This will option provides a list of the events against the job. This is the same window of Events accessed from the Job Registration screen.

COMMENTS

This allows the user to supply a small comment for Customs in the entry. This screen is automatically presented to the user when the Entry is being Overridden or Withdrawn.

PRINT ENTRY

This option allows users to print the Customs Entry. This Entry print can be printed prior to sending to Customs to allow the user to validate.

AKL LOGISTICS (N.Z.) LTD Import Entry Report

Page 1

Our Ref: 800436001
Imp Ref: O/NO 27006
Ent No: 97140955/01
Master Bill:
Ship/Voy ID: 17
ETA: 97140955/01
Invoices: 1

Client: PDL INDUSTRIES LIMITED (00102216E)
House Bill: MELAS15514
Origin: AUMEL
Destination: NZAKL
Total Packs: 4
Gross Wt: 3000
Total of all lines (Check Total NZD): 16230.86

Supplier:
1. ARLEC AUSTRALIA LTD 00266783T

Line/Sup	Tariff Item	Concession	Duty Rate	Pref	Curr	Ex-Rate	Org	Exp	Stat Unit	Supp Qty	VFD(FC)	VFD(NZ)	Duty	Levy	CIF	GSTD
1	EXTENSION LEADS 8544410919F		7.00	N	AUD	.8100	TW	AU	KGM	600.000	11502.00	14200	994.00	.00	15330	2040.50
2	EXTENSION LEADS 8544410019F		7.00	N	AUD	.8100	TW	AU	KGM	500.000	1646.00	2031	142.17	.00	2193	291.90

Duty Payable	1136.17
Levy Payable	.00
GST Payable	2332.40
Fees Payable	
TOTAL PAYABLE	3468.57
PAYMENT TYPE	DEFERRED
Signed By	
Date Cleared	

PRINT DELIVERY ORDER

This option allows users to print the Customs Delivery Order. This option is only available to the user when the Entry show a Document Type of 932 – Delivery Order and the Entry has a Submission Status of “S” – Successful.

AKL LOGISTICS (N.Z.) LTD
NZ CUSTOMS DELIVERY ORDER

IMPORTER:
PDL INDUSTRIES LIMITED

BROKER:
AKL LOGISTICS (N.Z.) LTD

ENTRY NUMBER:
97140955/01

DECLARENTS REFERENCE NUMBER:
800436001

DATE OF IMPORT
03/07/1999

TOTAL GROSS WEIGHT:
3000

IMPORT VESSEL/FLIGHT NO./P.POST:
COLUMBUS FLORIDA

VOYAGE NUMBER:
17

PORT OF LOADING
MELBOURNE

PORT OF DISCHARGE
AUCKLAND

SHIPPING DETAILS

BILL OF LADING AIRWAY / P.POST	CONTAINER NUMBERS	CONTAINER STATUS	PACKAGE NUMBER	KIND
MELAS15514	**KNLU5087880**			**POT**

CUSTOMS INSTRUCTIONS - DELIVER

4 LOOSE PACKAGE(S) OR ITEM(S)

PRINT COMMS REPORT

This option allows users to print the Customs Communications report. This report shows all the Communication transactions from Customs.

```
11/07/12                      Customs Responses
11:39:50
                           AKL LOGISTICS (N.Z.) LTD                    Page: 1
--------------------------------------------------------------------------------
PDL INDUSTRIES LIMITED
Entry No:      97140955         Job No:     800436 001
Entry Status:       819         Document Type:     932
    Customs Delivery Order Given:
    Response is -   Delivery Order Herewith, method of payment as specified
         4 LOOSE PACKAGE(S) OR ITEM(S)
Method Of Payment   Client Deferred Account
```

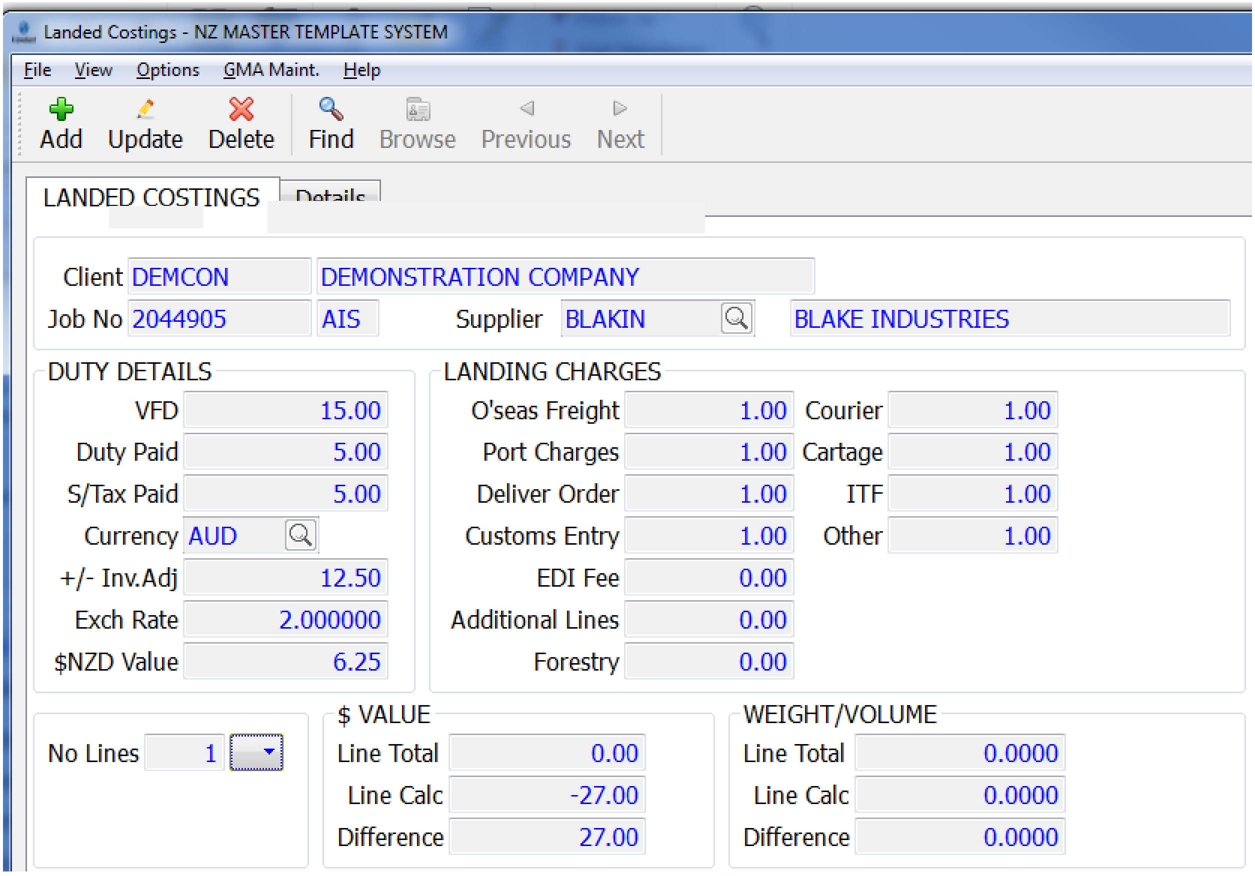
Creating a Landed Costing

After you have created a supplier's invoice and job (and preferably prepared charges) users can create and print a Landed Costing. Users have the option of creating a Multiple Currency/Supplier Landed Costing or a Single Supplier/Currency Landed Costing.

This can be performed in the Options – More Options – Landed Costing in the Job Registration Screen, or from the Customs Clearance Main Menu, Landed Costing folder, Input Landed Costing or Legacy Single Supplier Costing, Single Suppliers/Currencies

By clicking the 

button or typing A will place the cursor in the input screen in Add Mode. See below:



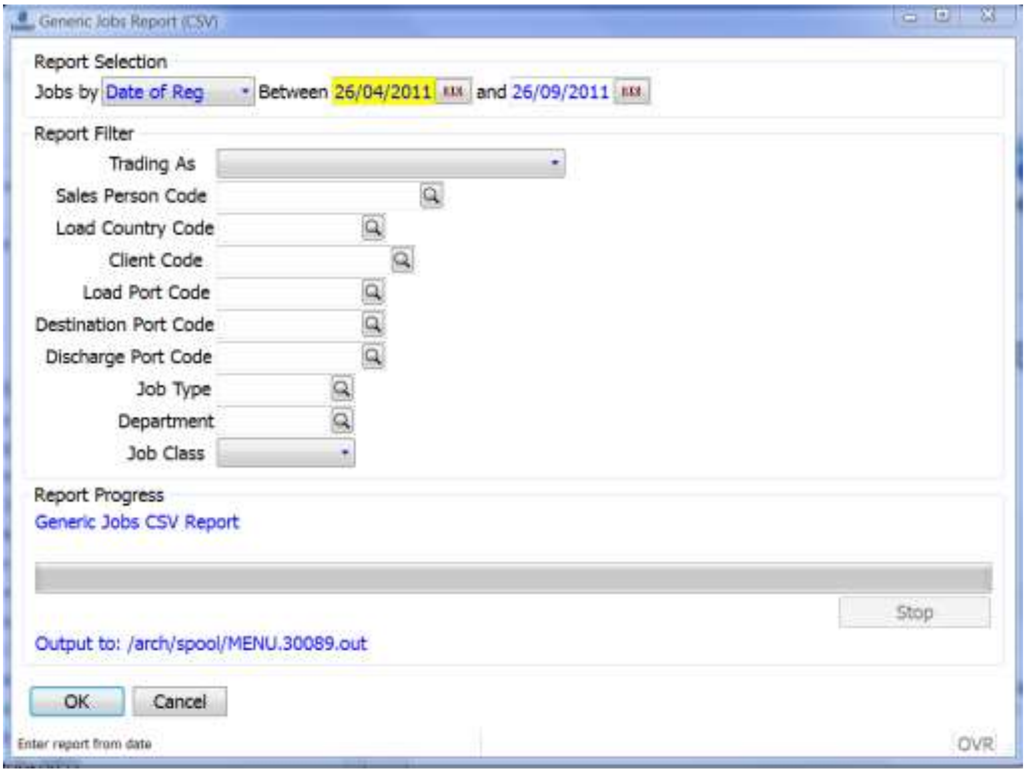
Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate if you can entered this screen via the Job Registration	Mandatory	From Job Registration or Blank if from Menu
Client	This is the Client Code and Name. This is a no entry and is for display purposes only	Mandatory	From Job
Our Ref	This is our reference of the Landed Costing	Optional	Blank
VFD	This is the Value for Duty	Optional	From the Customs Entry
GST Paid	This is the GST that has been paid on the Customs Entry	Optional	From the Customs Entry
Currency	This is the Currency on the Supplier's Invoice	Optional	From the Supplier's Invoice
+/- Inv. Adj	This is the percentage invoice adjustment	Optional	Blank
Exch Rate	This is the Exchange Rate at the time of the Supplier's Invoice	Optional	From the Supplier's Invoice
$NZD Value	This is the New Zealand Dollar Value	Optional	From the Supplier's Invoice
Duty Paid	This is the amount of Duty Paid on the Customs Entry	Optional	From the Custom's Entry
Duty Calc	This is the amount of Duty Calculated on the Customs Entry	Optional	From the Custom's Entry
Difference	Duty Calc minus Duty Paid	N/A	Calculation

Field Name	Description	Validation	Default
Landing Charges	Enter the Landing Charges as you wish them to appear on the Landed Costing. Charges Include: • O'seas Freight • Port Chgs/IDF • Delivery Order • Customs Entry • EDI Fee • Additional Lines • Forestry • Courier • Cartage • ITF • Other	N/A	Calculation
Invoice Value Line Total	This is the total of all of the line items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice
Invoice Value Line Calc	This is the calculation of all of the line items on the Supplier's Invoice as calculated by the system.	N/A	From Supplier's Invoice
Invoice Value Difference	Line Total minus Line Calc	N/A	calculation
Weight/Volume Line Total	This is the total of all of the weight items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice
Weight/Volume Line Calc	This is the total of all of the weight items on the Supplier's Invoice, as calculated by the system	N/A	From Supplier's Invoice
Weight Difference	Weight Line Total minus Weight Line Calc	N/A	calculation
No Lines	Number of Supplier's Invoice Lines	N/A	calculation

Jobs Reports

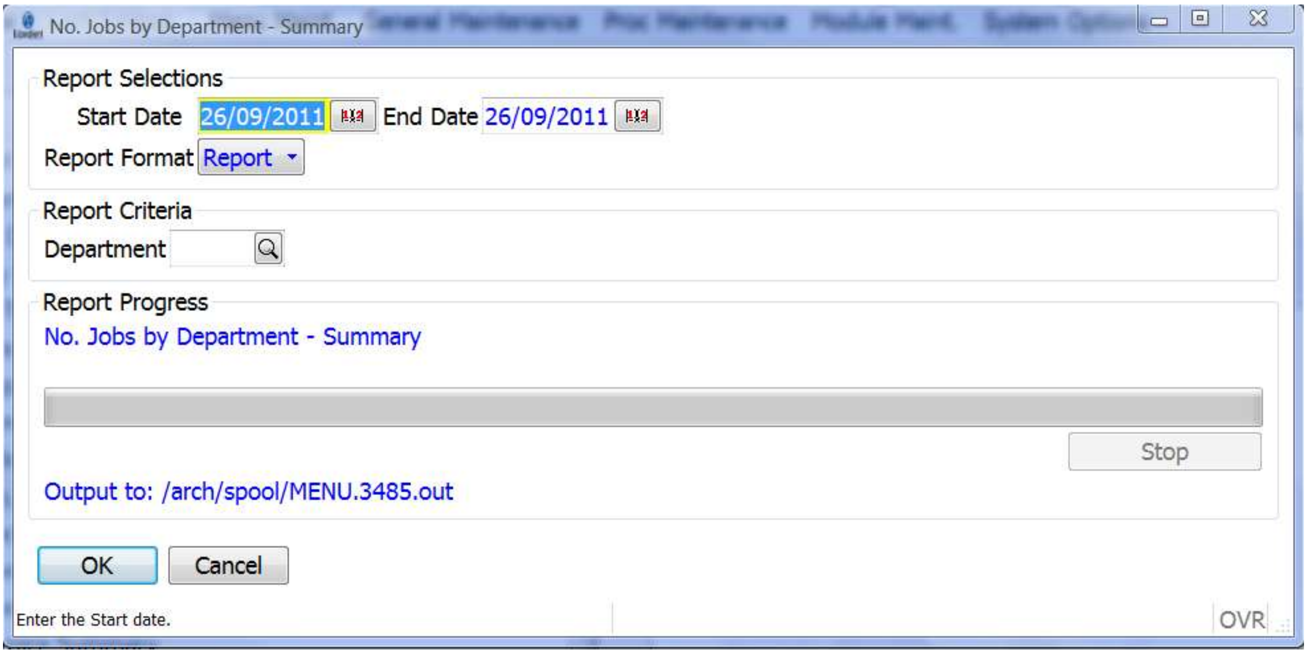
GENERIC JOBS CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields.
If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.



NO. JOBS BY DEPT

This report displays the number of jobs registered and the number of entries between a certain date period based on department. This report can output in either PDF or CSV.



Report for Jobs Registered From 18/02/2012 To 18/02/2013

	No. of Jobs	No. of Entries
Type of Job AES	1	
Type of Job AIA	76	16
Type of Job AIM	1	1
Type of Job AIS	81	32
Total	159	49

Parts Reports

This below menu displays the different Parts Reports:

- Parts Reports
  - Generic Parts CSV
  - Parts Listing (multi report)
  - Part, Description ,Rate
  - Part Classification Job
  - Top Parts Per Client
  - Customer Parts by Value
  - Top Parts Client - Origin
  - Parts Used by TRT Code
  - Top Parts by Duty - Client

TLF Reports

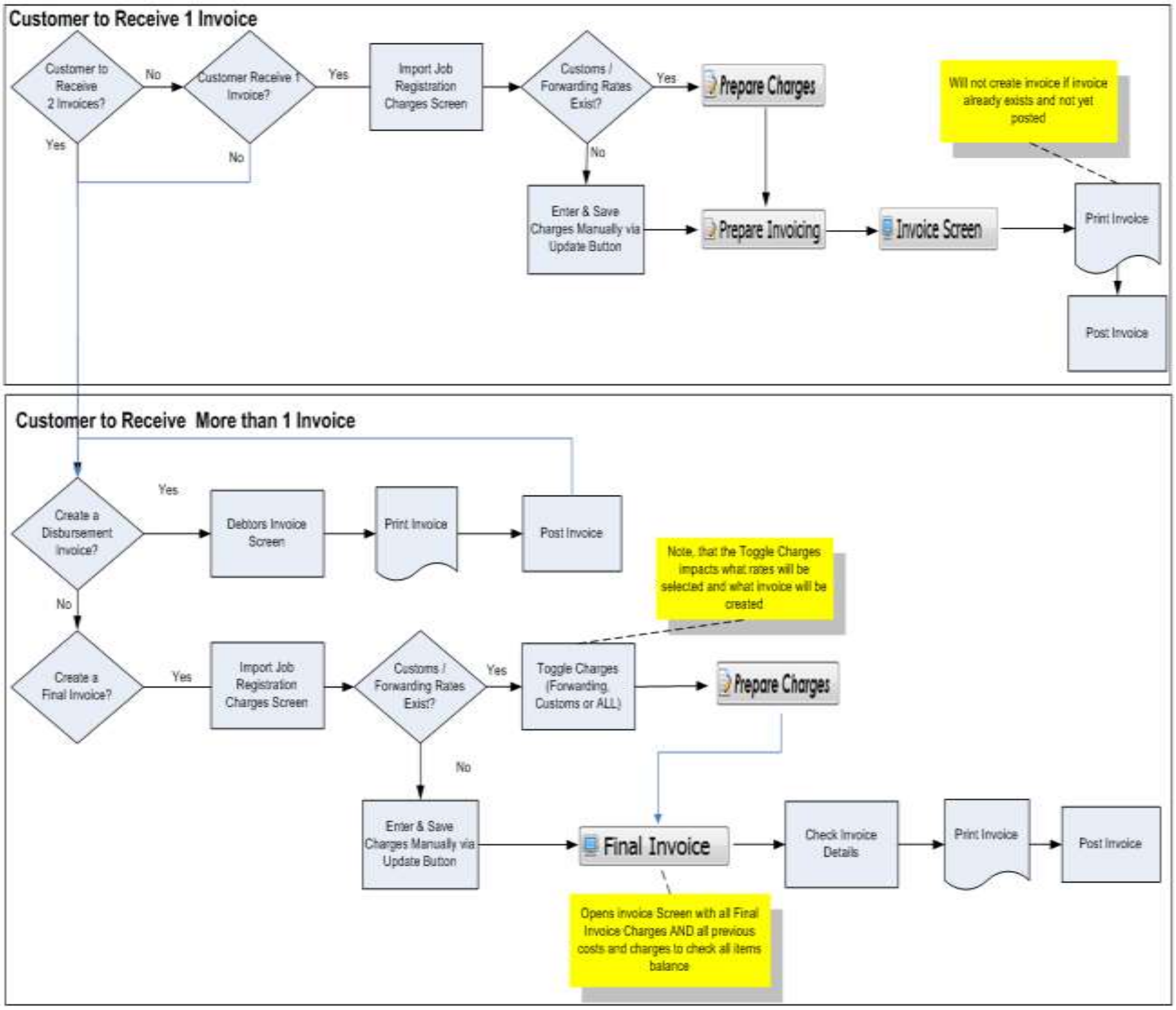
This below menu displays the different TLF Reports:

- TLF Reports
  - Generic TLF
  - TLF List with Rates
  - TLF and AHECC
  - Top TLF Per Client
  - Top TLF by Duty - Client

Charges – (Accounting Module only)

Preparing Charges

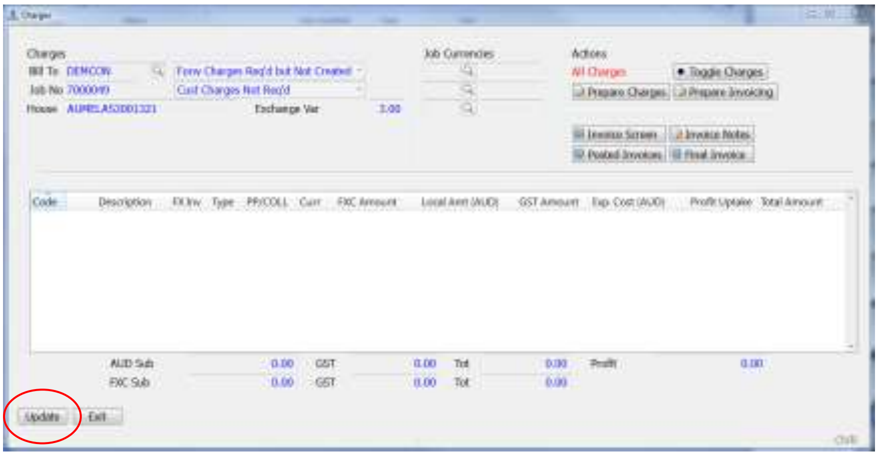
Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This is accessed from the Charges Button or from the Options menu in the Job Registration Screen.



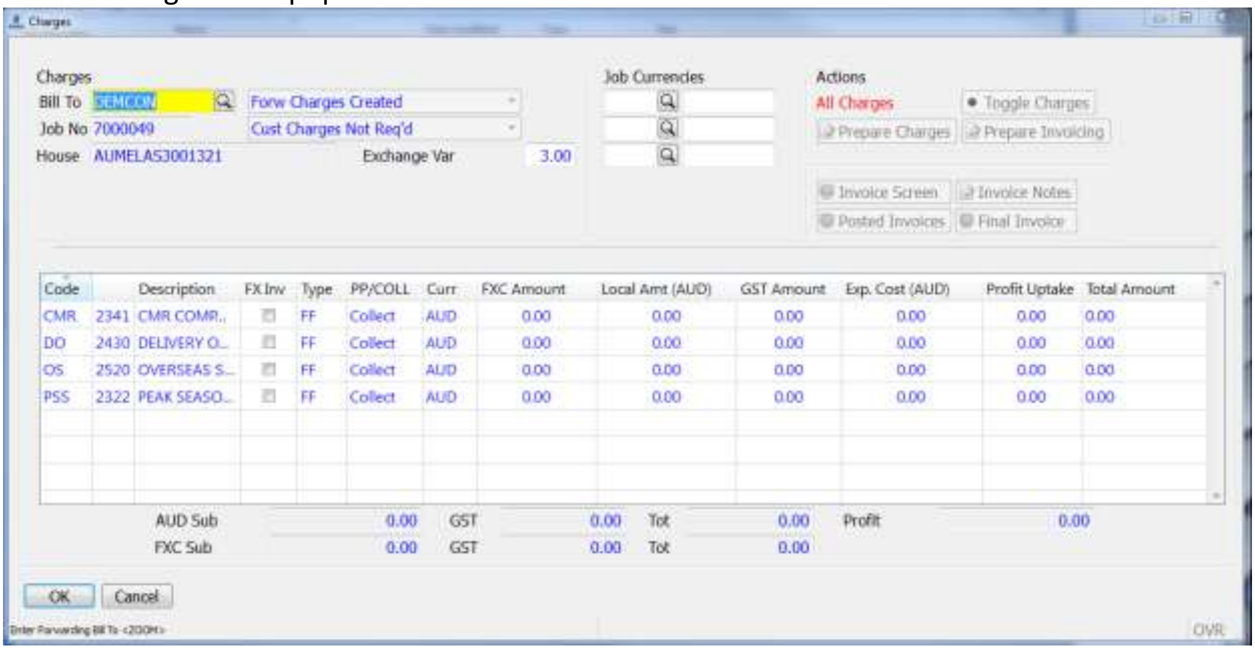
There are 3 ways to prepare charges.

MANUALLY ENTER CHARGES

To use this option the user can simply click on the update button. This will allow the user to input charges manually. There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information. See below:



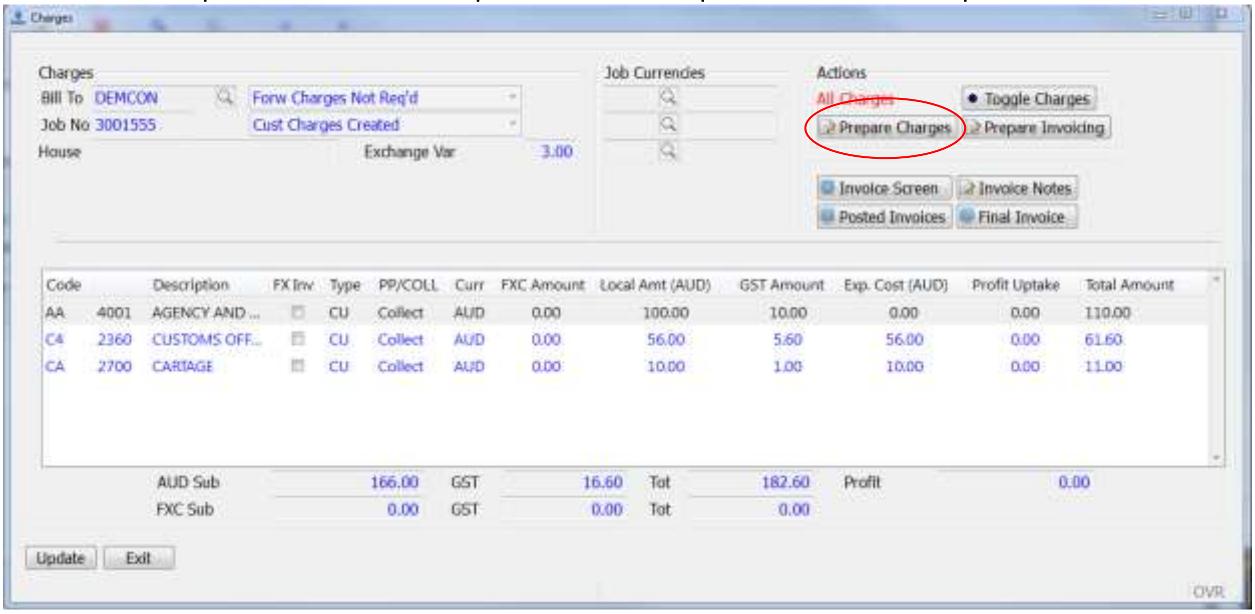
Once the user clicks the Update button, based on the Rate Account Codes Screen, the default Charge Codes populate.



AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

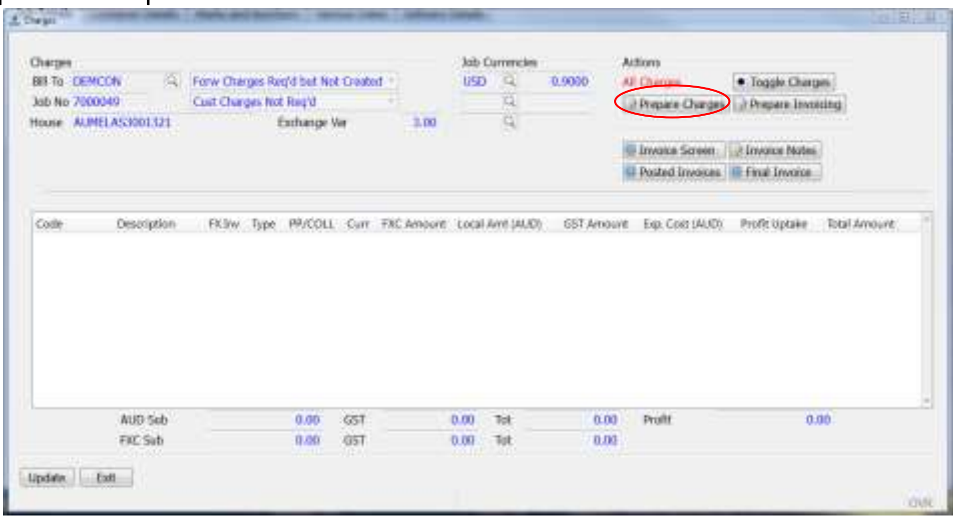
Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate, in this case just Customs, then will find an exact match and populate the Customs Rates.
As per the below screen shot, there are 3 charges, the first one AA is a straight profit item (4000 series numbers) hence the Expected Cost is 0. The other 2 lines display the same amounts in Local Amount and Expected Cost. This is up to the user to update the correct Expected Cost.

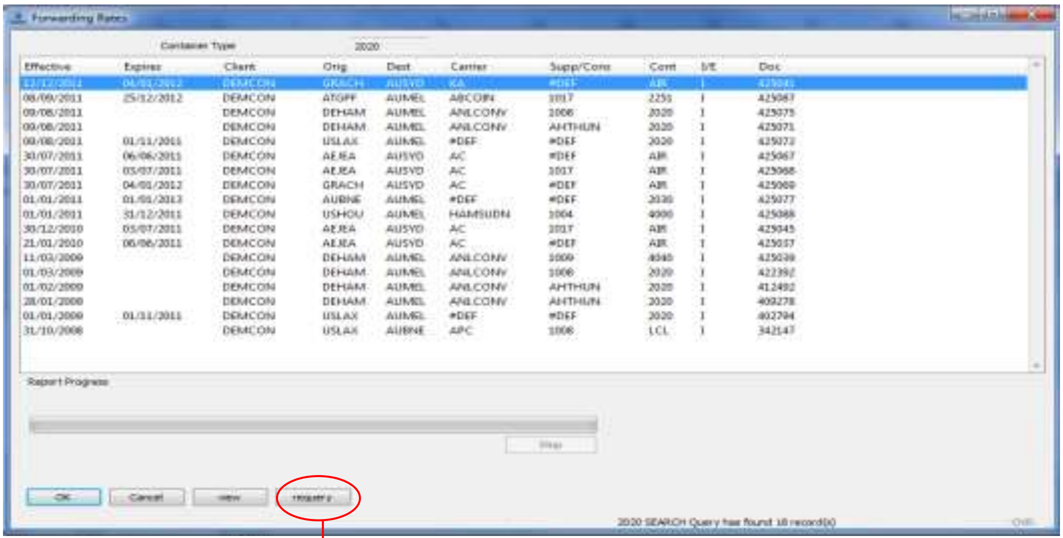


AUTO RATING WITHOUT EXACT MATCH

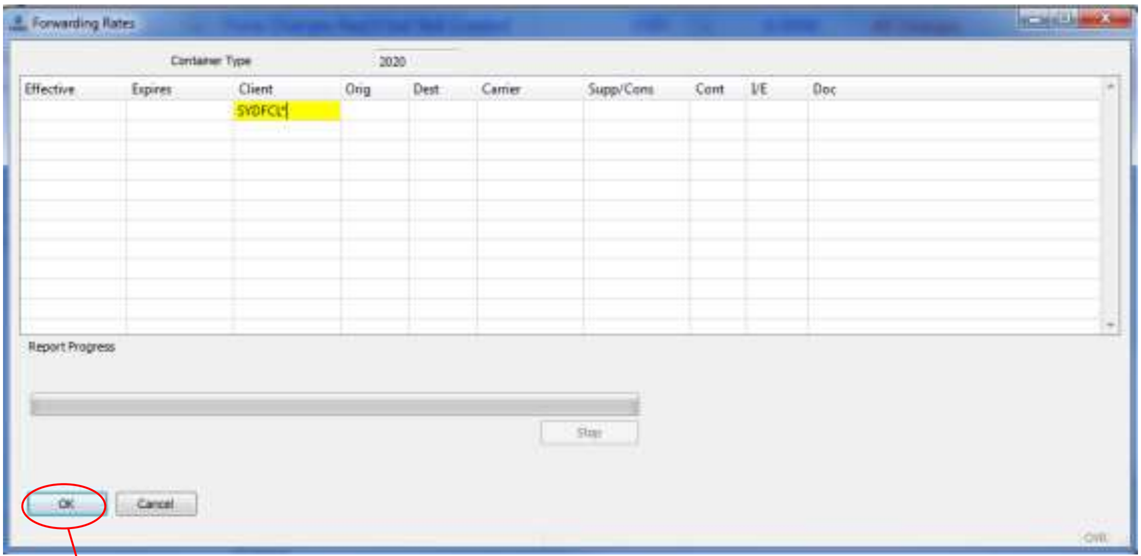
If a user does not have an exact Ratings match, but wishes to use a “Generic” rate that has been set up, then it is possible to perform a search of the Rates Masterfile.



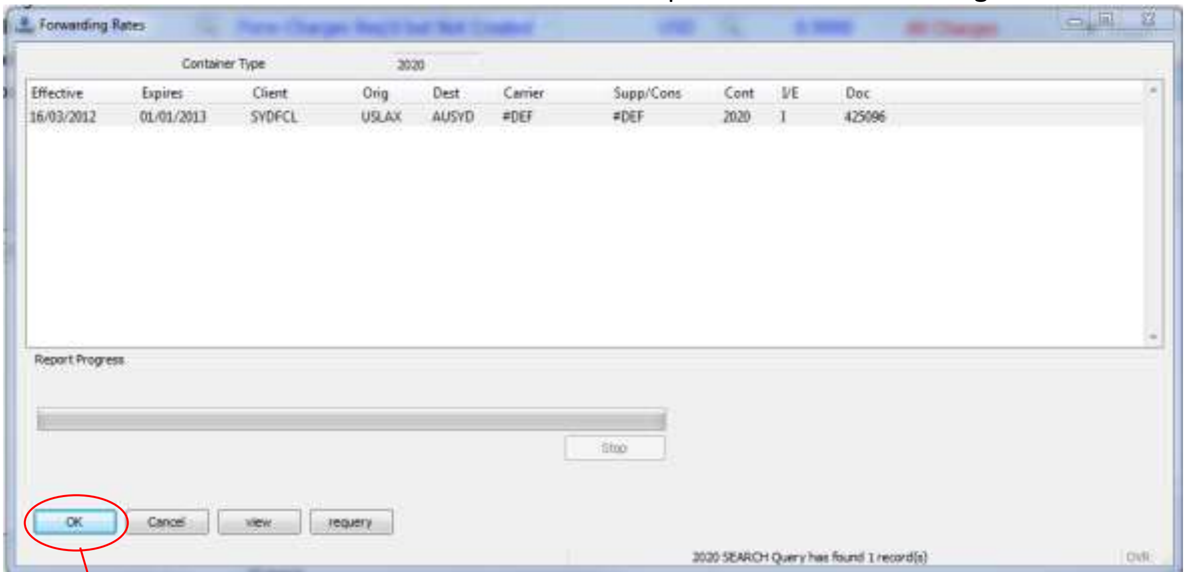
Once the User clicks on the Prepare Charges, if Expedient can’t find an exact Rates match, the system will display all Approved Import Rates for that Customer.

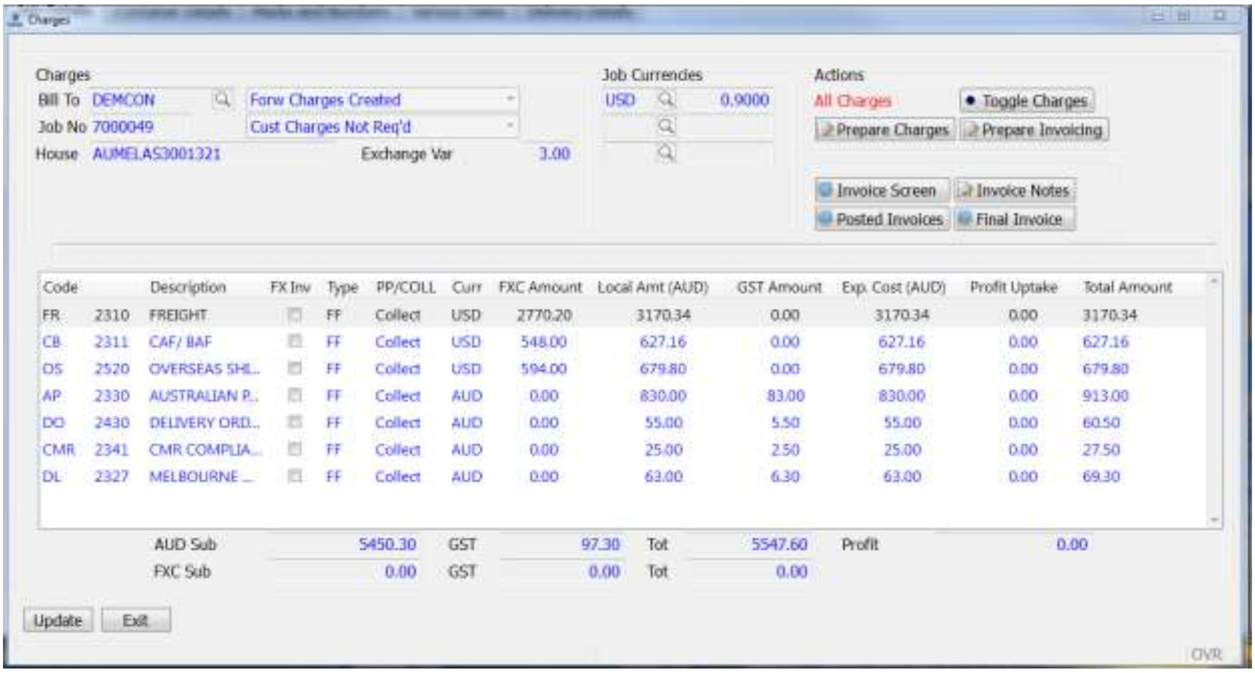


The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the below fields.



The above search returns the below results. Click OK to perform the Auto-Rating




Charges
Charges
Bill To DEMCON
Forw Charges Created
Job No 7000049
Cust Charges Not Req'd
House AUMELAS3001321
Exchange Var 3.00
Job Currencies
USD 0.9000
Actions
All Charges
Toggle Charges
Prepare Charges
Prepare Invoicing
Invoice Screen
Invoice Notes
Posted Invoices
Final Invoice
Code Description FX Inv Type PP/COLL Curr FXC Amount Local Amt (AUD) GST Amount Exp. Cost (AUD) Profit Uptake Total Amount
FR 2310 FREIGHT FF Collect USD 2770.20 3170.34 0.00 3170.34 0.00 3170.34
CB 2311 CAF/ BAF FF Collect USD 548.00 627.16 0.00 627.16 0.00 627.16
OS 2520 OVERSEAS SHI... FF Collect USD 594.00 679.80 0.00 679.80 0.00 679.80
AP 2330 AUSTRALIAN P... FF Collect AUD 0.00 830.00 83.00 830.00 0.00 913.00
DO 2430 DELIVERY ORD... FF Collect AUD 0.00 55.00 5.50 55.00 0.00 60.50
CMR 2341 CMR COMPLIA... FF Collect AUD 0.00 25.00 2.50 25.00 0.00 27.50
DL 2327 MELBOURNE ... FF Collect AUD 0.00 63.00 6.30 63.00 0.00 69.30
AUD Sub 5450.30 GST 97.30 Tot 5547.60 Profit 0.00
FXC Sub 0.00 GST 0.00 Tot 0.00
Update
Exit
OVR

Charges Screen

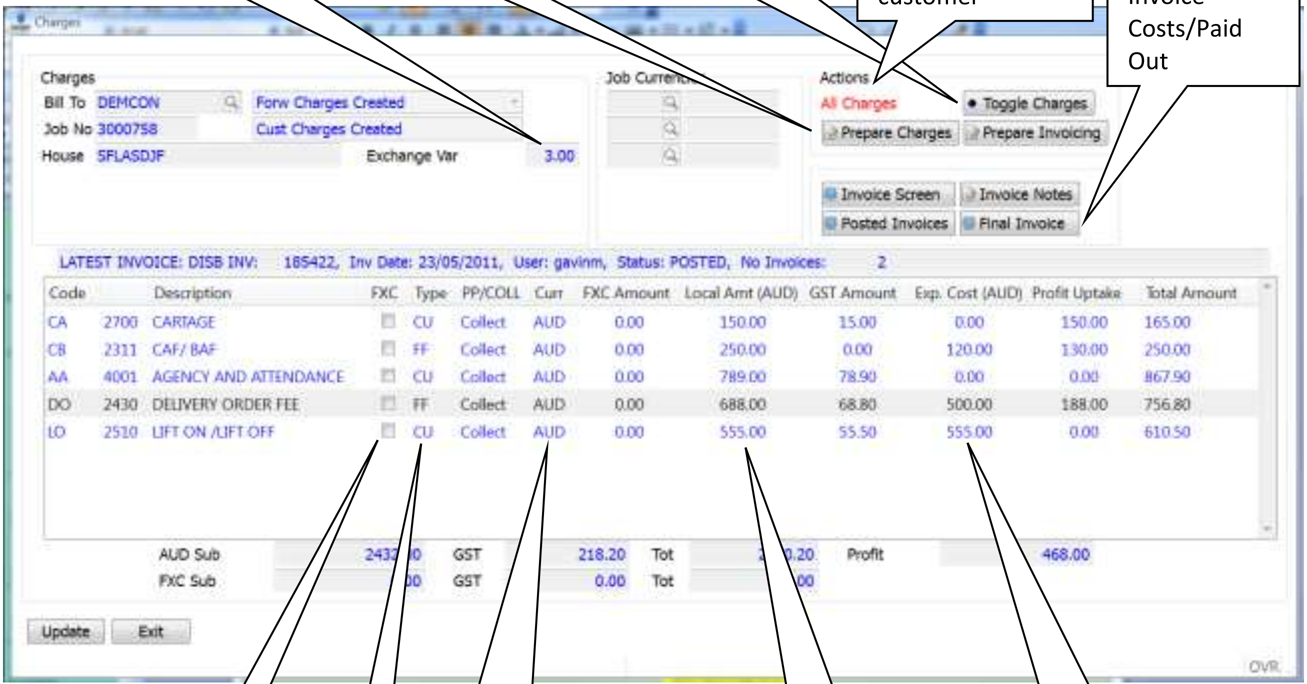
Variance indicator on Exchange Rates – only used when entering

Only available if Rates Module Active

Toggle between Customs/Forwarding /All Charges

Recommended for send only 1 invoice to customer

Creates Final Invoice and Displays Previous Invoice Costs/Paid Out



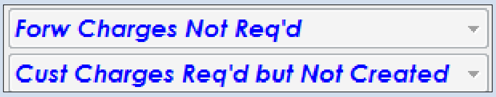
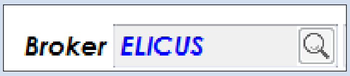
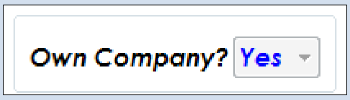
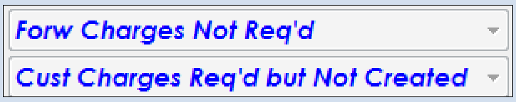
Tick if wanting to invoice in Foreign Currency. Can create up to 3 Foreign Currency Invoices

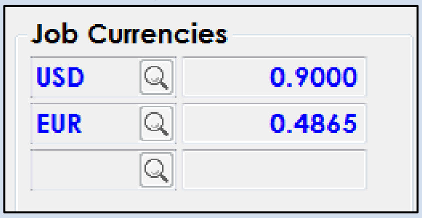
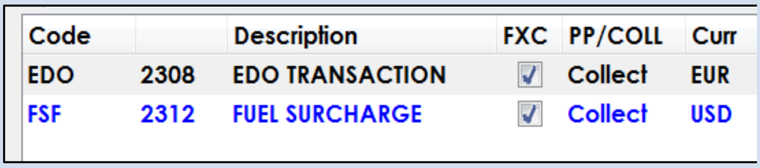
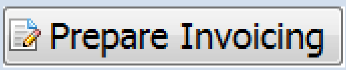
Either a Customs Charge or Forwarding Charge.

Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile

Based on USD Exchange Rate and Exchange Variance of 1%. Only applicable if invoicing in AUD

Optional – Profit Take up at time of Billing. Unable to be modified for Charge Codes set to No Markup = Yes in Chart of Accounts Masterfile

Field Name	Description	Validation	Default
Bill To	This is who you are billing. When charges are being prepared for the first time for a job, the bill to code is populated based on the following rules: • If the Broker Code on the Job Registration screen is null then the system populates "Bill To" Code as the Customer Code. ***OTHERWISE*** • If your company is the Broker for the Job then the "Bill To" field will be populated with the client "Customs Bill to Code" (in Customer Master File Importer Tab). This will generally be the same code as the customer code. If this field is null then the Bill to will default to the client. **OTHERWISE** • If your company is not the Broker for the Job then the "Bill To" field will be populated with the client "Forwarding Bill to Code" (in Customer Master File Importer Tab). This will generally be the broker. ***Please Note:*** The below message indicates that you are acting as the Customs Broker but not the Forwarder, hence you need to include only the Customs charges when billing the Customer.  Expedient lookups the code in both the Forwarder and Broker Code field in the Job Registration screen. If the Broker Code Field is set to Own Company in the Customer Master File, (that is, you are the company) then Cust. Charges Req'd but Not Created will appear, the same rule applies for the Forwarder.  See below for the Own Company flag in the Customer Masterfile:  The below example shows that the forwarding charges are not required. The Forwarder Code in the Registration is not your company (that is, Own Company is not set). The Broker Code however is your company.  	Mandatory	Job Registration

Field Name	Description	Validation	Default
Exchange Var	This is the Exchange Variance indicator. This allows users to Enter a variance on the Exchange Rate when entering charges in Foreign Currency but billing in AUD. The calculation for invoicing when the Exchange Variance is set is: AUD $ = (FOREIGN AMT / EXCHANGE RATE) * (1 + Exchange Variance / 100)	N/A	Customer Masterfile
Job No	This is the Job Number. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
House	This is the House Bill. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
Job Currencies	The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:  Then in the charge lines, ensure at least one charge of each currency exists.  **Please Note:** To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu **General Ledger – Chart of Accounts.** If you now hit the  Button, the system will create 2 new invoices, 1 for each currency. **Please Note:** Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.	Mandatory	Job Registration
	Detail		

Field Name	Description	Validation	Default
Code	This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts.** The Code is set up in Menu **Administration – Alpha Codes**	Mandatory	Blank (if Rates Module inactive)
Description	This is the Charge Code Description	N/A	Chart of Accounts Masterfile
FXC	This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts**	N/A	Blank
Type	This indicates whether the charge is for Customs of Forwarding	N/A	Blank
PP/Coll	Indication whether the charge is Prepaid / Collect	N/A	Job Registration
Curr	This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – **General Ledger – Chart of Accounts.**	N/A	Blank
FXC Amount	This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field. **Please Note:** If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.	N/A	Blank
Local Amount	This is the Local Currency Amount.	N/A	Blank

Field Name	Description	Validation	Default
Exp Cost	The Expected cost of the Creditors charge amount. This is optional and is configurable at the company level. Contact GMA Support if you want this added/removed. This allows users input the expected cost and when the invoice is posted, the profit will be taken up automatically. If this value matches with the creditor's invoice, then the job will not appear in the Work in Progress report. If it doesn't match then the job will appear on the Work in Progress Report, in which case users will need to apply a further job journal to re-adjust the cost. See General Ledger Module Job Journal Manual for further information **Please Note:** This is a no entry field for Account Codes that have a No Mark Up Indicator set to YES in the Chart of Accounts Masterfile in the General Ledger Menu	N/A	Blank / Local Amount (if No Mark Up = YES)
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	Amount
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)

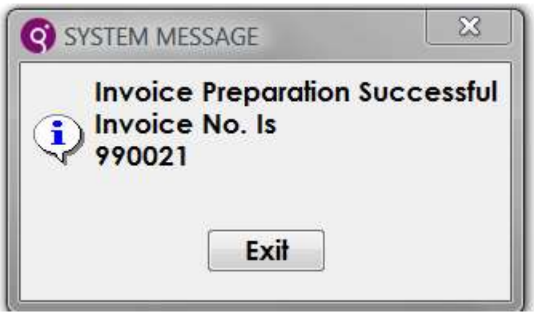
Prepare Invoice

Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice

Click on the **Prepare Invoicing** button to create an Invoice and corresponding Invoice Number.

Please Note: This is not recommended if more that 1 invoice is to be created and sent to the customer.

Once this has been done you will receive the following message:



View Invoice

Once you have created the Invoice Number then you can view the invoice Invoice Screen in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Posted Invoices

To see what charges (if any) have already been billed for this job users can click on the Posted Invoices button.