

Expedient User Manual – Rates Module



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RATES INTRODUCTION

Xpedient software contains the Forwarding/Customs Rates & Quoting Module which allows for storage of Rates and Quotations. The Rates System allows users to predefine rates which save time when preparing invoices as the charges are automatically populated based on the rates and the freight measurements on each job.

The purpose of adding Quotations and Rates into the Expedient System is:

- To store & maintain client quotes within one database;
- To be able to auto-insert quotes/ rates into the Expedient billing system to ensure correct charging is used.

Rates Module - Overview

Customs Rates

The Customs Rates Module allows users to:

- a. Input and store rates for any client based on Job Type.
- b. Allows for Charges to be automatically populated from the Prepare Charges button within the Charges screen on each Job Registration screen
- c. Input and Store Cartage Rates based on Client and Carrier Code.

To add, view or modify a rate proceed to the following menu:



Procedure

CUSTOMS RATES





Once you have selected the Rates Masterfile Function you will be presented with the following screen. See below:

ile <u>v</u> iew	<u>O</u> ptions <u>G</u> MA Maint. <u>H</u> e	lp						
🐥 🧷 🧷 Add Upda	ate Delete Find Brows	⊲ se Previous N	> ext					
Customs R	ates Cartage-AIR							
Clie	ent DEMCON	DEMONSTRAT	ION COMPANY	WWW ID	38			
Customs T	ype A 🔍 AIR			Notes	10			
User	helens	Last	Used 26/02/2	013				
Approved			Date					
Code	Description	Method	Flat/Min	Max	Base	Calc	Start	
AH	AIRLINE HANDLING FE	E Entry	0.00	0.00	0.00	0.00	0	
CA	CARTAGE	Container	1.00	1.00	1.00	1.00	1	

Field Name	Description	Validation	Default
	Header		
Client	Enter client code. Click on the zoom to search for Customers in the Customer Masterfile where the Debtor flag is checked.	Mandatory	Blank
Customs Type	Enter the Customs Job Type. Click on the zoom log to search for Customs Job Types.	Mandatory	Blank
Notes	This indicates how many notes are on file for the Customer regarding Rates	N/A	System Generated
Approved/Date	Not Currently Used	N/A	N/A
	Detail		
Code	This is the internal rate code. This Masterfile is found in the Rates Menu under Rate Account Code. Click on the search on the Rate Account Code Masterfile.	Optional	Blank



Method	This is the met options:	hod of rating. Select from the following	Mandatory	Blank
		Method		
		Value 🔻		
		Container		
		Entry		
		Job		
		Lines		

Container: Charge is Calculated for each FCL or FCX container on the job. If the Base Amount Value Plus the Calc Amount Value times the Number of Containers (less the Start Amount Value), used if this is higher than the minimum and less than the maximum values. Otherwise the minimum or maximum value will be used.

Value Invoice

Entry: Charge is calculated for each Customs Entry on the job based on the Base Amount Value plus the Calc Amount Value times the number of Customs Entries (less the Start Amount Value), used if this is higher than the minimum and less than the maximum values. Otherwise the minimum or maximum value will be used.

Job: The charge will be applied for each Job using the Flat / Min Amount Value.

Lines (Entry Lines): The charge will be applied for each Customs Entry line associated with the job based on the Based Amount Value plus the Calc Amount Value times the number of Entry Lines (less the Start Amount Value). If the charge is higher than the minimum and less than the maximum values. Otherwise the minimum or maximum value will be used.

Value (Percentage of Customs Value): Charge is Calculated based on the Base Amount Value plus a Percentage of the Customs Value using the Calc Value. This is only used if the is less than the Max Value and greater than the Minimum Value.

Charge = Base + ((Calc/100) * Customs value from Customs Entry)) [capped at max]

Invoice (Lines): the charge will be applied for each Supplier's Invoice Line for the job based on the Base Amount Value plus a the Cal Value Amount times the Number of Supplier's Invoice Lines (less the Start Amount Value). If the charge is higher than the Flat/Min and less than the Max values. Otherwise the minimum or maximum value will be used.



Flat/Min	This is the Minimum Amount that will be applied to this Charge Line. If the calculation of the Rate for the relevant job equates to less than the Flat/Min Amount, then the Flat/Min Amount will be applied to the Charge Line	Optional	Blank
Max	This is the Maximum Amount that will be applied to this Charge Line. If the calculation of the Rate for the relevant job equates to more than the Max Amount, then the Max Amount will be applied to the Charge Line	Optional	Blank
Base	This is the starting Amount that is applied to the Charge Line before the Calculation of the Rate for the relevant job is applied	Optional	Blank
Calc	This is Calculation Factor that is applied to the Charge Line for the relevant Job.	Optional	Blank
Start	This is from which item to commence the calculation on. E.g.: If the Method is Invoice/Lines and the Supplier's invoice has 10 lines on it, and the Start is 5, then the Calculation of the lines will be at 5, therefore the system will calculate 6 lines for the Charge	Optional	Blank



Forwarding Rates

The Forwarding Rates System allows the user to perform the following functions:

- 1. Input and store Rates for various clients based on a number of parameters such as, Port of Origin, Destination, Effective Date, Region, Shipping Line
- 2. Ability to Print a Quote for a client and automatically transfer that into a Rate upon acceptance of Quotation
- 3. Copy Rates from existing rate to a new client/supplier/origin/destination to save double entry
- 4. Multiple Update facility to update a specific charge code based on a number of parameters such as client code
- 5. Ability to set up Account Codes within groups which dictates which charges will automatically populate when preparing your invoice.
- 6. Based on the above, the charges will be pre-populated based on the Rates Masterfile and the measurements of the freight on the job.

Rates
 Rates List
 Customs Rates
 Forwarding Rates
 Rates Masterfile
 Rate Account Codes
 Multiple Updates
 Rates Masterfile - Archived

To add, view or modify a rate go to the following menu:

Procedure

FORWARDING RATES



NEW RATES

Once you have selected the Rates Masterfile Function you will be presented with the following screen. See below:



e <u>v</u> iew <u>o</u> µ 	itions <u>G</u> MA Mai	nt. <u>H</u> elp	p d D								
Add Update		Browse	e Previous Ne			s(SLK)		uotes(PDF)	Print Single Quote		
Rates Master	File Inland Fre	eight Brea	aks Additiona	l Information							
Import/Expo	t Import x Co	ont Type	22B0 Q 20'				Ctatuc	Quotation	•		
			DEMONSTRATI				ID	-	27953		
Carrie			DIRECT MASTE			••••	Notes	-	8		
				IK				No	0		
							Approved				
Destinatio							By				
Supplier/Con			CONSOLIDATIO	ON CHIWAN			On				
Sales Perso		Q	TANIA				Printed	No 🔻	Allow Global Upda	ates?	
Countr			UNITED STATE		CA		Last Used				
	n NAM		NORTHERN AM	IERICA				taniah			
	n 14/01/2013	14.54	Expiry Date		11.1.21		Change User	Laniad	0		
CA	F Dollar(\$)	-	BAF	Dollar(\$)	~		Total Charges		8		
Code [Description		Cur	Method	Value	ſ	Per Unit C	harge Code	Charge Type	Note	
PSS F	PEAK SEASON S	URCHAR	GE AUD	Minimum		0.00	0.00 PS	SS	FREIGHT		
CMR (CMR COMPLIAN	CE FEE	AUD	One Off		0.00	0.00 C	ЧR	DESTINATION		
	THC		AUD	Minimum		0.00	0.00 TI		DESTINATION		
	REIGHT			Minimum		0.00	0.00 FF		FREIGHT		
CB (CAF			Basic		0.00	0.00 C	3	FREIGHT		

Field Name	Description	Validation	Default
	Header		
Imp/Exp	Import or Export. Select from the drop down:	Mandatory	Blank
	Import -		
	Export -		
	Please Note: Selecting Export Rates will display a Prepaid/Collect Field in		
	the Charge Lines. This allows for auto rating for both Prepaid and Collect		
	Parties within both Air/Sea Job Registration Charges Screen		
	Code Description Cur P/C Method Value Per Unit Charge Code Charge Type Note		
	FRT FREIGHT AUD Collect Minimum 1.56 568.00 FRT NOT APPLICABLE		
	BOL BILL OF LADING FEE AUD Prepaid One Off 12.50 0.00 BOL NOT APPLICABLE		
	ECN EXPORT CLEARANCE NUMBER AUD Prepaid One Off 25.00 0.00 ECN NOT APPLICABLE		
	EAG EXPORT AGENCY AUD Collect One Off 100.00 0.00 EAG NOT APPLICABLE		
Cont Type		Mandatory	Blank
	Enter the ISO Container Type. Click on the zoom 🖄 to search for		
	Containers Types that exist in the Masterfile		
ULD Type	This field will appear for Export Rates where Cont Type is 'AIR'.	Optional	Blank
Client	Enter client code. Click on the zoom	Mandatory	Blank
	Customer Masterfile where the Debtor flag is checked.		



Field Name	Description	Validation	Default
Carrier	 Imports: Enter carrier code. This can consist of, Shipping Line, Airline or type of service you are quoting on should be entered. Click on the zoom search for Vendors in the Customer Masterfile where the Creditor flag is checked. If a quote is specific on a carrier then this can be shown in this field but points to consider when entering this information; Client can see details of this service, so if you don't want to show which carrier you are quoting on, then don't enter carrier information, use alternative service details; private notes can be entered to show which service you are quoting on, so operations have details for billing. When global updates occur, global is entered on port and is not carrier specific (when sales admin enter global they will take into account all carrier information entered). Recommend using carrier codes if quote is rate level or service specific Alternative Import/ Export services can be shown instead actual carriers; [Direct] Direct Service [EXP]Express Service [DG] Dangerous Goods Do Not Leave this Field Blank. 	Mandatory	Blank
Origin	Enter origin, where goods will be shipped from. Click on the Q to search on the ISO Port Code Masterfile	Mandatory	Blank
Destination	Enter destination, where goods will be shipped to. Click on the 🔍 to search on the ISO Port Code Masterfile	Mandatory	Blank
	Enter Supplier Code for imports or; Consignee Code for exports. Click on the Masterfile for that client. If left blank [#DEF] default will insert, this means the quote is just based on loading port only not pickup from a specific supplier.	Mandatory	Blank
Sales Person	The clients sales code will auto insert. This can be manually changed if required. Click on the Image: to search on the User Masterfile for that client.	Optional	Customer Masterfile (Debtor Tab)
Effective	This is the date in which the Rate becomes effective	Mandatory	Blank



Field Name	Description	Validation	Default
CAF	Currency adjustment factor levy. If CAF is applicable the select either Percentage or Dollar Amount. CAF Percentage(%) If Percentage is selected , then the value that will be rated is based on the following calculation: freight value amount * CAF Per Unit / 100 Please Note: "A local code list" mapping needs to be set up by the GMA Team to activate this.	Mandatory	Dollar
BAF	Bunker adjustment Factor levy due to the fluctuation of the fuel/oil price, hence, the levy to "protect" the shipping company from any lost in case of the price escalating. Enter either Percentage or Dollar Amount. BAF Percentage(%) , then the value that will be rated is based on the following calculation: freight value amount * BAF Per Unit / 100 Please Note: "A local code list" mapping needs to be set up by the GMA Team to activate this.	Mandatory	Dollar
Status	All new records that get created have a status of Quotation. In order to move the Quotation to become an Active Rate, the Quote needs to be approved.	Optional	No
ID	This is the Expedient reference number for the rate	N/A	System Generated
Notes	This is a count of the notes stored for the customer regarding their Forwarding Rates	N/A	System Generated
Approved	All quotes must be approved by nominated staff in order to be able to use this rate for Auto Rating.	Mandatory	Blank
Allow Global	This field nominates if global updates can be done on this rate.	N/A	Blank
	Detail		
Code	This is the internal rate code. This Masterfile is found in the Rates Menu under Rate Account Code. Click on the I to search on the Rate Account Code Masterfile.	Optional	Blank
Cur	This is the Currency in which you will be billing the client. It will default to the local currency.	Mandatory	AUD/NZD



Method Thi	is is the method of rating. Select from the following options:	Mandatory	Dlank
Car Bas \$20 "Ba Per i.e. sys cor aut cor On i.e. sys The Mit i.e. the so for airt sys Zor the Rej	Method Minimum Basic Minimum Per One Off Zones Invoice Kilograms Per Master Bill Please Note: Zone – which can only be used for Import – Overseas Inland rtage "CO" sic: System calculates a basic charge plus a per unit value, i.e.: Cartage - 0.00 basic charge plus \$0.20c per kg. Expedient will print the word asic" in front of the amount r Unit: System calculates based on per unit value, :: Port Charges for FCL containers, if entering method Per allows the stem to calculate the rate based on the number of containers, so if 2 ntainers @ Port Charges of \$30.00 the system will calculate \$60.00 when to billing. The system will print the words "per kg" for AIR, "per ntainers" for FCL & "per 1000 kgs/ cbm" for LCL after the amount. the Off: System calculates based on house registration (hawb/ hbl). :: Air Cargo Automation, if entering method type [O]ne off, tells the stem to calculate the rate per hawb/registration. e system will print the words "per shipment" after the amount. inimum: Allows the system to charge Per unit but with a minimum value, :: [FR] freight for LCL or Airfreight, if entering method type [Min allows e system to calculate a Per unit rate but allowing for a minimum charge; if the rate for Seafreight was \$100.00 per m3 @ 0.75m3, and we allow r a minimum of \$100.00 the system would charge \$100.00 or rate for freight was \$2.25 per kg @ 10 kgs, and with a minimum of \$50.00, the stem would charge \$50.00 nes: Allows the system to charge a flat rate based off the zone used for e shipment (Import only) r Cargo Report: This allows a Documentation Fee where multiple Cargo ports exists for one Job r Master Bill: This allows one Charge for the Consol where there are		Blank
mu	ultiple House Bills. Iue is entered only on method types Min, Basic, One off	Mandatory	Blank



Field Name	Description	Validation	Default
Per Unit	Per Unit is entered only on method types Min, Per, Basic	Mandatory	Blank
Charge Type	This information is retrieved from the Import/Export Group Description in the Rate Account Code Screen. NOTE: If the Group is N – NOT APPLICABLE, then it will not appear on the Quote when printed.	Mandatory	Rate Account Code



EXISTING RATES

If finding an existing entry rate;

- **Options Copy Rate (Effective Date)** to copy the rate to the same client but with a new effective date
- **Options Copy Rate (Client Code)** to copy the template rate to a new client code.

Please Note: if copying a rate to a new client code, check if the effective date or other data also needs to be updated, specifically in the notes section – **Options – Notes.**

It is advised to not delete rates and prefer that old rates are copied to a new one rather than just updating an existing rate, this allows history of data, and allows operations to bill correctly based on effective dates.

Once a rate has been copied you can also further Update the new ID number to increase/ add further charges where required.

OPTIONS

The rates master file includes various options as per below:



Inland Freight Break	Only used with Internal Rate Code [CO] for Imports – Overseas
Points	Inland Cartage
Inland Zones	As per Inland Freight Break Points, but linked to country zones
Add Notes	Enter notes for printing on quote or popping up when auto billing
Copy Rate (Client)	To copy the rate using a different client code
Copy Rate (Supplier)	To copy the rate using a different supplier code
Copy Rate (Origin)	To copy the rate using a different origin code
Copy Rate (Destin)	To copy the rate using a different destination code
View User Actions	To view who has updated details on the rate/quote
Copy Rate (Effective	To copy the rate using a different effective date
Date)	
Print Rate	To print rate



INLAND FREIGHT BREAK POINTS

Used only for Import Overseas Inland Cartage

• You must enter a charge line with internal rate code = [CO], you will need to enter method = [M]in if applicable

Flat/ Per Unit	Enter if Flat rate or Per unit rate
KG – CBM	If per then enter if per KG or CBM
Convert Factor	Convert Factor will auto default to 333kgs
Break Points	Enter breakpoints and value

INLAND ZONES

Used only for Import Overseas Inland Cartage

Inland Zones have been setup for some countries so rather than entering individual Inland Freight Break Points, you can link the rate/ quote to Inland Zones.

You must enter a charge line with the internal rate code = [CO], you will need to enter method = [Z]one and enter under the VALUE field the Zone number. To view what zone to use, refer to 08.14A Country Notes, look up the country you want to use and refer Zone 1, 2, 3, 4, 5, 6.

The currency, flat/ per unit, kg or CBM and convert Factor for Inland Zones are setup within Country Notes database.

NOTES

Notes or comments can be added to the quote/ rate

User	Will auto insert to show who added the note (if adding this will be you)
Date	Will auto insert to show date note was added (if adding this will be today)
Entries	Enter your note or comment you want to print on the quote /note
	NB: note do not word wrap, you will need to enter as you complete each line
	At the end of each line you can mark if the note is [P]rivate - which then only pops
	up as a reminder when we auto bill or [R]eport - which then prints and pops up.



COPY RATES

You can copy rates to limit the data entering process.

Copy Rate (Client)	Copies the rate you are in to a different client code
Copy Rate (Supplier)	Copies the rate you are in to a different supplier code
Copy Rate (Origin)	Copies the rate you are in to a different origin code
Copy Rate (Destin)	Copies the rate you are in to a different Destination code
Copy Rate (Effective Date)	Copies the rate you are using a different effective date. This is would be the most commonly used copy feature, where you want to copy a rate

Printing Quotes

Expedient provides the ability for users to print quotations for both active customers and prospective customers. To Print a Quotation for a prospective customer, the entity needs to be added into the Customer Masterfile as Active Status of Prospect.

SINGLE QUOTE

TO TEST ONLY					GAVIN MILLMAN & ASSOC. (AUST)					
ATTENTION DEMO DEMONSTRATION					Testing A.B.N. 52 006 246 260					
FROM SCOTT CRAVEN					Unit 256 53 McCormack STREET					
EMAIL scottc@expedientsoftware.com.au					PORT MELBOURNE VIC 3207					
DATE 01/12/2011				1	PH:(03) 9354 1112	Expedient				
					FAX:(03) 9354 2223 www.gmaaust.com.au	Expedient				
					-					
		NLY	CUSTO	MER	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	WWWWWWWEND				
Origin	JEBEL ALI									
Destination	SYDNEY									
Shipping Terms										
Carrier	AIR CANADA									
Transit Time										
Frequency										
Container Size	AIR FREIGHT									
Validity	30/07/2011									
Expires	03/07/2011									
Supplier/Cons	MINAMIGUCH	I BEAR	ING MFG	co						
Quote Reference	425068									
Origin Charges										
EXPORT SECURITY F		AUD	.00							
	or	AUD	.00	per	kg					
Freight Charges										
FREIGHT		AUD	51.00	per	kg					
		RATE		per	kg					
WAR RISK	Min	AUD	.00	per	ka					
Destination Charges		700	.00	per	Ng					
IMPORT DOCUMENT		AUD			chinnent					
IMPORT DOCOMENT	FEE3	AUD	.00	per	shipment					
ITF	Min	AUD	.00							
	or	AUD		per	kg					
AIRLINE HANDLING F	EE Min	AUD	.00		ka.					
CMR COMPLIANCE F		AUD		per per	κg shipment					
Sant Comin Ennioe P										
Notes										
NOTE0										
NOTE1										
NOTE2 NOTE3										
MOTES										



MULTIPLE QUOTE

FROM EMAIL		TEST ONLY DEMO DEMONSTRATION					A.B.N. 52 006 246 260 Unit 256	Expedient	
EMAIL	SCOTT CR	COTT CRAVEN					53 McCormack STREET PORT MELBOURNE VIC 3207		
	scottc@exp	ttc@expedientsoftware.com.au					PH:(03) 9354 1112	software	
DATE	01/12/2011	2/2011					FAX:(03) 9354 2223 www.gmaaust.com.au		
							www.gmaaust.com.au		
					QUOTATION FO	R: TEST O	NLY		
Drigin		JI	EBEL ALI		JEBEL ALI				
Destination		J	AKARTA JAVA		MELBOURNE				
Shipping Term	ns								
Carrier		A	IR CANADA		AIR CANADA				
Transit Time									
Frequency									
Container Size	۵	A	IR FREIGHT		AIR FREIGHT				
/alidity		2	1/01/2010		09/08/2011				
Expires		-							
Supplier/Cons		D	EFAULT		DEFAULT				
lote	•	-	LEASE SEE NOTES		PLEASE SEE NOTES				
oue Duote Referen	000	425043			425076				
	ince								
rigin Charges XPORT SECURITY	Y FEE(Min)	AUD	1.00 per kg	EXPORT FEES UP	1.00 per kg				
or per per kg		AUD	0.00 per kg		0.00 per kg				
reight Charges									
REIGHT(Min) 15 kgs		AUD	10.00 per kg 1.00 per kg		70.00 per kg 2.00 per kg				
45 kgs			1.00 per kg		2.00 per kg				
100 kgs			1.00 per kg		2.00 per kg				
250 kgs			1.00 per kg		2.00 per kg				
300 kgs			1.00 per kg		2.00 per kg				
500 kgs			1.00 per kg		2.00 per kg				
1000 kgs or per per kg		AUD	1.00 per kg 0.00 per kg		2.00 per kg 60.00 per kg				
AR RISK(MIn)		AUD	1.00 per kg		1.00 per kg				
or per per kg		AUD	0.00 per kg		0.00 per kg				
estination Charge	98								
IRLINE HANDLING		AUD	1.00 per kg		1.00 per kg				
agents signifies acce General/Non Hazard	eptance of these dous cargo and a	terms a no	d conditions. Rates do not i	nclude Insurance, Governn		s such as War risk and Fuel su		sed in the transport. Booking of any shipments with us or our valid subject to acceptance within 30 days and are based on	
rates_landscape_log	90							page 1 of 2	

Rate Account Codes

The Rate Account Code Screen allows users to associate job class (Air, LCL, FCL) with charges for both import and export shipments. Once charge codes have been entered into this screen for certain job classes, the Rates Masterfile will allow users to select the Charge Code based off the Account Codes found in the Rate Account Codes Masterfile.

This is also used when users prepare charges in the Job Registration and no rates match and/or no rates are selected by a User. The values in this Screen will automatically populate in the Charges lines with zero amounts. This allows management to force certain charge codes to be added on every job.

Please Note: Any duplicate charge Codes will not be duplicated in the Charges Screen, and must contain the relevant Alpha Charge Code



Rate Account Codes screen below is located in the Rates Menu.

RATE SYSTEM ACCOUNT C	ODE GROUPS - EXPEDIENT DEVI	ELOPMENT		
<u>File View G</u> MA Maint. <u>H</u> e	alp			
♣ ≥ × Add Update Delete	Sind Browse Previous	⊳ Next		
Account Code Groups]			
Acct Code AP Description PORT CH	IARGES			
IMPORT ACCOUNTS Import Group D Charging Type Min			Charge Code A	PQ
Job Class AIR	Unit De	escription		Active?
FCL	Unit De	escription		Active?
LCL	Unit De	escription		Active?
EXPORT ACCOUNTS				
Export Group O			Charge Code A	PQ
Charging Type Min	~			
Job Class AIR	Unit De	escription		Active?
FCL 🔽	Unit De	escription		Active? 🔽
LCL	Unit De	escription		Active?
			[<u></u>
		(1 of 10)		OVR
		/		

This is used to default the Company Tariff based on the Job Class and whether the shipment is Import/Export. Company Tariffs default when users hit update or when users cancel out of Rate Prepare. Charge Code must be valid