
Expedient User Manual – Export Air Forwarding



Gavin Millman & Associates (Aust) Pty Ltd
281 Buckley Street
Essendon VIC 3040
Phone 03 9331 3944 • Web www.expedientsoftware.com.au

Table of Contents

Air Export Neutral Air Waybill Registration	2
<i>Consol, Job and IATA messaging.....</i>	<i>3</i>
Command Keys	3
<i>Consol Registration</i>	<i>4</i>
View EDNs Button	5
<i>Register House Bills.....</i>	<i>13</i>
Workflow	13
Configuring Pop Up Notes	21
Add IATA Costs	22
Link HAWBs	25
<i>Consol Registration Screen - Menus</i>	<i>27</i>
Communication	27
View message history	27
Options	27
View/Add Events	27
Consol Notes	29
Add ESM(CMR Export Sub Manifest)	29
View House Bills	30
NAWB Options	30
Print NAWB Labels	33
Print NAWB Amendment	33
Email NAWB Amendment	34
Get NAWB number	34
Copy NAWB with house bills	34
Bulk Bookings	36
Withdraw NAWB Number	37
Print Cost Analysis Sheet	37
<i>Export Job Registration Screen – Menus.....</i>	<i>37</i>
Charges.....	38
Enter Creditors Invoice.....	38
View Rates.....	38
View Job Financials	38
Notifications	38
Options	38
View Consol Registration	38
Update Consol.....	38
Status	38
Add EDN	38
View/Add Events	42
Multiple Job Note Creation	42
Consol Notes	44
Job Notes.....	44
Multiple Job Note Creation	44
Shipper's Invoice	48
Creating Parts	52

Adding Export Only Parts	52
Classifying Parts from Shipper Invoice	54
Reset Options	57
Reset TLF for all lines.....	57
Reset TLF for Unclassified Parts	57
Load File Feature	57
Emailing Shipper Invoices	59
View/Add client Reference No	59
View/Add Delivery Docket.....	59
Printing Options.....	62
Copy Job	62
Charges	62
Attach Documents	62
Job Milestones.....	62
<i>Export Consignees.....</i>	<i>63</i>
<i>NAWB Serial Number Maintenance</i>	<i>65</i>
Add NAWB Numbers	67
Assign a specific AWB number to an Air Export Consol	68
<i>Airway Bill Bulk Bookings.....</i>	<i>69</i>
<i>Air Rate Charges</i>	<i>72</i>
<i>Print Manifest</i>	<i>76</i>
<i>Print Manifest – Summary</i>	<i>76</i>
<i>Airline Statistics</i>	<i>76</i>
<i>Export CMR Functions (AU Only)</i>	<i>77</i>
Creating TLFs	77
EDN's	78
Bond Warehouse updates	88
IDL View Screen.....	88
IDL Master Email Addresses	89
ESM's	90
Browse Button.....	95
Entering Customs Quantities.....	95
Copy Shippers Invoice	96
<i>Load Invoice File.....</i>	<i>96</i>
<i>Printing Export Documents.....</i>	<i>98</i>
Generic Consol CSV.....	98
Generic Jobs CSV	98
Exporter's Declaration	99
Commercial Invoice	100
Certificate of Origin	101
Packing List	102
<i>Preparing Charges (Accounting Module only)</i>	<i>103</i>
Forwarding Rates Process	103
There are 3 ways to prepare charges.	104
1. Manually Enter Charges.....	104
2. Auto Rating with Exact Match (Prepare Charges)	105
3. Auto Rating without exact match	106
Default Company Tariff	109
Prepare Invoice.....	112
View Invoice	112
Creating Tariff's	112
Exporter's Declaration.....	115

Creating Parts	115
Entering Dangerous Goods Information	118
Entering Part Weight Information	120
Exports CMR Frequently Asked Questions.	121
Q. OUR I.T. DEPARTMENT INFORMS ME THAT OUR EMAIL IS NOT WORKING.HOW CAN WE APPLY FOR EDN/ESM?	121
Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "B *BEING SUBMITTED".	121
WHAT DO I DO?.....	121
Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS	122
"I In-Progress" WHAT DO I DO?.....	122
Q. I RECEIVE THE ERROR "ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS	122
WITH THE SAME MESSAGE OWNER SITE ID, MESSAGE TYPE AND SENDERS REFERENCE." WHAT DOES THIS MEAN?	122
Q. MY PERMIT HAS ENCRYPTION HOWEVER I CAN'T SEE WHERE TO ENTER IT IN THE EDN	122
SCREEN. WHAT DO I DO?	122
Q. I RECEIVE THE ERROR "INVALID GOODS OWNER ID (Goods Owner ID=XXXXXXXXXX)."	123
WHAT DOES THIS MEAN?.....	123
Q. I HAVE PREVIOUSLY SENT AN ESM AND NOW I WANT TO WITHDRAW IT. HOW DO I DO THIS?.....	123
Q. I HAVE DELETED ALL LINES FROM MY ESM AND NOW I RECEIVE AN ERROR. WHAT DO I DO?	123
Q. I HAVE WITHDRAWN MY EDN/ESM AND NOW WHEN I RE-SEND IT I RECEIVE AN ERROR. WHAT DO I DO?	123
Q. What does the warning message "THE RACA UNDERTAKING FORM HAS NOT BEEN SENT. TO SUBMIT THE	123
FORM TO THE SHIPPER, PLEASE REFER TO THE CUSTOMER MASTERFILE" mean?.....	123
<i>EDI Manifest</i>	124
Introduction.....	124
Export File Creation and Delivery	125
EDI Manifest Configuration	126
Agent Mapping.....	126
Adding an Overseas Agent	126
Sending EDI Manifests to Overseas Agents	129
Automatic Sending	129
Manual Sending.....	130

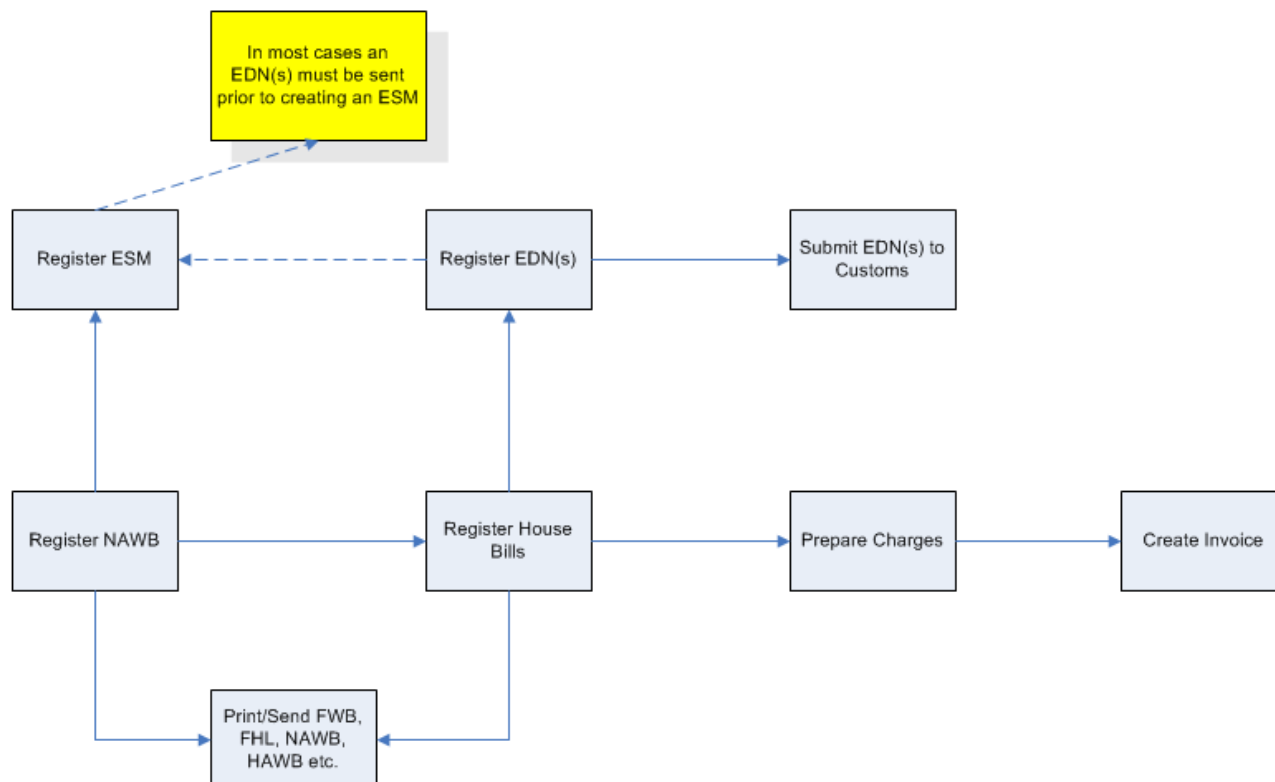
EXPORT FORWARDING INTRODUCTION

Expedient software contains the Export Freight Forwarding Module. The Export Forwarding Function allows users to register Consols, Shipments, Report EDN's¹ and CRN's to Customs, Send FWB and FHL Messages along with preparing Neutral Masters, and prepare Charges for customers. *(Accounting Module only)*

Air Export Neutral Air Waybill Registration

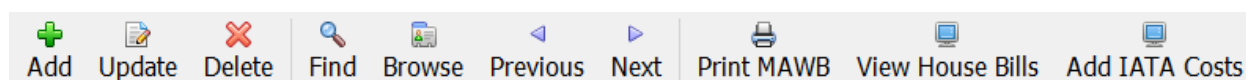
Expedient utilises a consol number for the Neutral Air Waybill and a job number for each house bill. A consol refers to a Forwarding Consolidation, and the job number refers to house bills on shipments. Users can also prepare charges and create a Debtors Invoice *(only applicable for Accounting Module Customers)*






Consol, Job and IATA messaging



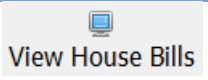
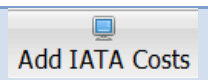


Command Keys

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



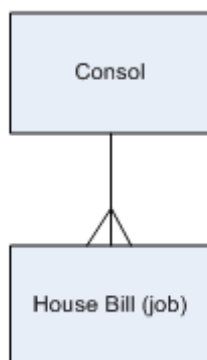
Icon	Shortcut Key
 Add	A
 Update	U
 Delete	D
 Find	F
 Browse	B


Icon	Shortcut Key
 Previous	P
 Next	N
 View House Bills	H
 Add IATA Costs	

Consol Registration

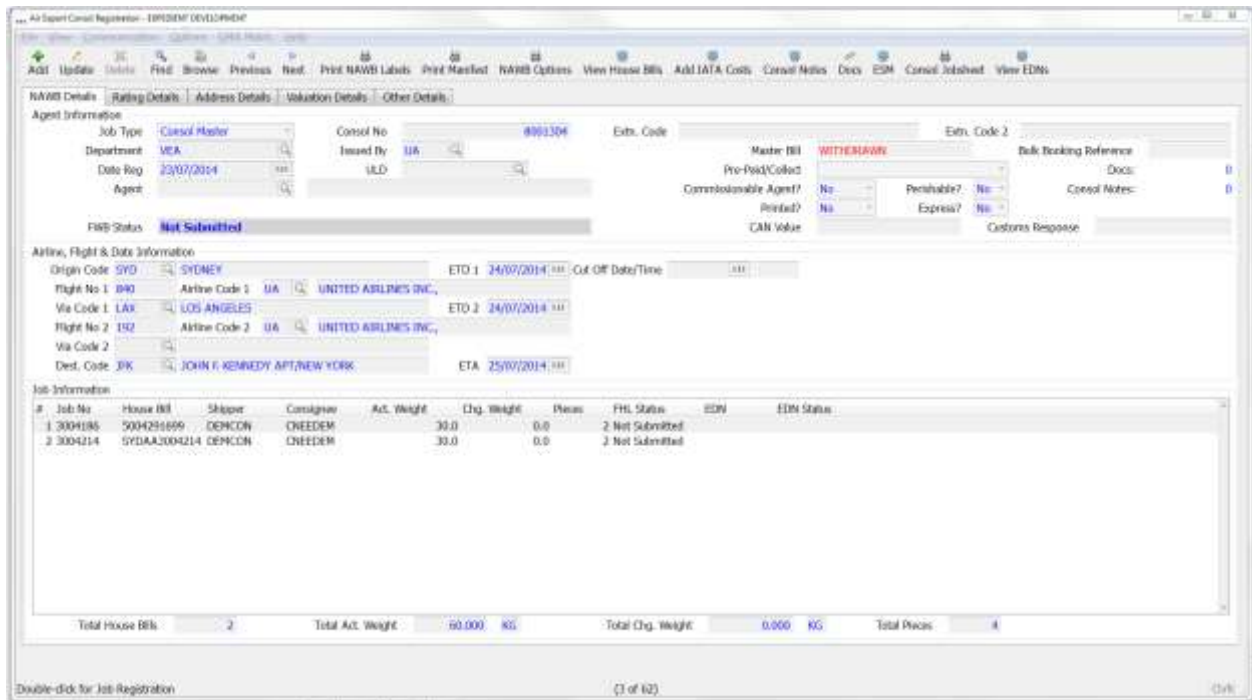
From the Main Menu select Air Export Forwarding, Consol Registration function. This is performed when you are acting as the forwarder and are consolidating the shipment.

1 consol can have many jobs or house bills. See below diagram:



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


See below:











View EDNs Button

When the below button is selected it will direct the user to the EDN screen. If EDNs have been created and attached to the Consol, then it will show all the EDNs.






Field Name	Description	Validation	Default
NAWB Details Tab			
Job Type	This describes the type of Neutral Master: Direct Master with no house bills, Consol Master with house bills, or Sub Master with no Neutral Airway Bill	Mandatory	Blank
Department	This is the Dept in which the Neutral Airway Bill will be created. This defaults to the users Branch	Mandatory	Branch
Date Reg	This is the Registration Date	Mandatory	Today
Agent	This is the Agent which will be performing the forwarding function overseas. Use the  to search the customer zoom.	Mandatory	Blank
FWD Status	This indicates the status of the FWD submission. This field will update with the general status of the consol.	System Generated	FWD message status


Field Name	Description	Validation	Default
Consol Number	This is the Consol Number	System Generated	Consol Number
Bulk Booking Reference	If this field is not blank this indicates the Consol was created by Bulk Booking using the Airway Bill Bulk Booking menu in Air Export Forwarding. The bulk booking reference can be used to search the details on the Bulk Booking in the Airway Bill Bulk Booking screen.	Optional	Airway Bill Bulk Booking Screen
Issued By	This is the airline providing the Master Air Way Bill number	Mandatory	Blank
ULD	This field shows the ULD type used for the Consol. Click on the  to show a list of valid ULD codes	Optional	Blank
Extn. Code	This is the reference for the Consol used in your global system. This may not be relevant at your site. You can update this field if your site permits it	Optional	System Generated
Extn. Code 2	This is the reference for the Consol used in your global system. This may not be relevant at your site and this field may be hidden. You can update this field if your site permits it	Optional	System Generated
Master Bill	This is the Master Bill number	System Generated	Blank
Prepaid/Collect	This is the terms of the Neutral Airway Bill	Mandatory	Blank
Commissionable Agent	This describes whether the overseas agent earns commission	Conditional	Blank
Perishable	Indicates whether goods in the Neutral Airway Bill are perishable	Mandatory	No
Printed	This indicated whether an original of the Neutral Airway Bill has been printed	System Generated	Blank
Express	Indicates whether the airline is offering an express service	Mandatory	No
CAN Value	This is the Customs Authority Number.	Conditional	Conditional: Defaults to match Job EDN where consol is Direct
Customs Response	This field is populated when a Customs Response is received or the ESM, whether Clear of Failed.	Based on ESM Customs response	Blank


Field Name	Description	Validation	Default
Origin Code	This is the Origin airport. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Blank
ETD 1	This is the estimated date of departure for the first flight	Mandatory	Blank
Cut Off Date/Time	This is the cut off date and time that the shipper must deliver the goods to the Forwarder	Optional	Blank
Flight No 1	This is the first flight number. 'FIRAV' can be entered where the flight number is not yet known.	Mandatory	Blank
Airline Code 1	This is the first airline carrier. Use the  to search the Airline Masterfile.	Mandatory	Defaults to match Issued By
Via Code 1	This is the first transit Port Code. Use the  to search the ISO Port Codes Masterfile.	Optional	Blank
ETD 2	This is the estimated date of departure for the second flight	Conditional	Blank
Flight No 2	This is the second flight number. 'FIRAV' can be entered where the flight number is not yet known.	Conditional	Blank
Airline Code 2	This is the airline for the second flight	Conditional	Blank
Via Code 2	This is the 2 nd transit Port Code. Use the  to search the ISO Port Codes Masterfile.	Optional	Blank
ETD 3	This is the estimated date of departure for the third flight	Conditional	Blank
Flight No 3	This is the third flight number. 'FIRAV' can be entered where the flight number is not yet known.	Conditional	Blank
Airline Code 3	This is the airline for the third flight	Conditional	Blank
Dest. Code	This is the destination airport. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Blank
ETA	This is the Estimate Time of Arrival at the final airport	Optional	Blank
Ratings Details Tab			
RCP	This is the Rate Combination Point where rate charges in each class are combined. Use the  to search the ISO Port Codes Masterfile.	Mandatory for NAWB print	Origin Code
Class	This is the rate class. Use the  to search the available IATA rate classes	Mandatory for NAWB print	Blank
Pcs	This is the number of pieces on the Neutral Airway Bill	Conditional on Class	Blank

Field Name	Description	Validation	Default
Gr Wgt	This is the gross weight for the Neutral Airway Bill in kg	Conditional on Class	Blank
Volume	This is the volume in cubic metres	Conditional on Class	Blank
Rate Type	This describes how the rate is applied and is dependent on the rate class. Click on the  to select another Rate Type if multiple Rate Types are available for the Rate Class	Conditional on Class	Blank
Commodity	This is the Commodity type code. The requirement for a commodity code and the format of the code is dependent on the rate class	Conditional on Class	Blank
Chg Wght	This is the chargeable weight in kg for the rate class. The value is rounded up to the nearest 0.5kg. Expedient will calculate the Charge Weight based on whichever is the greater, Actual Weight or Volume x Cubic Factor. This figure can be manually updated. Note that if a charge weight is already shown on the screen this will not be updated if the volume is changed.	Conditional on Class	System Generated
Rate Chrg	This is the rate charge for the rate class	Conditional on Class	Blank
Total Chrg	This is the calculation of Chg Wght x Rate Chrg, except where the Rate Class is related to a Unit Load Device in which case the calculation is No. of Pcs x Rate Chrg.	System Generated	Blank
Hazardous	Indicates if the rate class contains Hazardous material	Conditional on Class	Blank
Goods Description	This is a brief description of the goods in the rate class. The message "CONSOLIDATION AS PER ATTACHED MANIFEST" will auto-populate when the Rate Class is entered.	Mandatory for NAWB print	Blank
Address Details Tab			
Shipper Information Details From	Indicates the type of shipper	Mandatory for NAWB print	Blank
Name	This is the shipper's name Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Shipper Address Details

Field Name	Description	Validation	Default
Address	This is the first line of the shipper's address. Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Shipper Address Details
Suburb	This is the shipper's suburb or city Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Shipper Address Details
State	This is the shipper's state	Conditional	Conditional on Shipper Address Details
Country	This is the shipper's country. Use the  to search the ISO Country Codes Masterfile.	Mandatory for NAWB print	Conditional on Shipper Address Details
Zip	This is the shipper's zip or postcode.	Conditional	Use the  to search the ISO Port Codes Masterfile.
Contact Details	This is the shipper's primary contact number showing type of contact and contact number	Conditional: Mandatory if the contact type is selected	Blank
Consignee Information Details From	Indicates the type of consignee	Optional	Blank
Name	This is the consignee's name Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Consignee Address Details

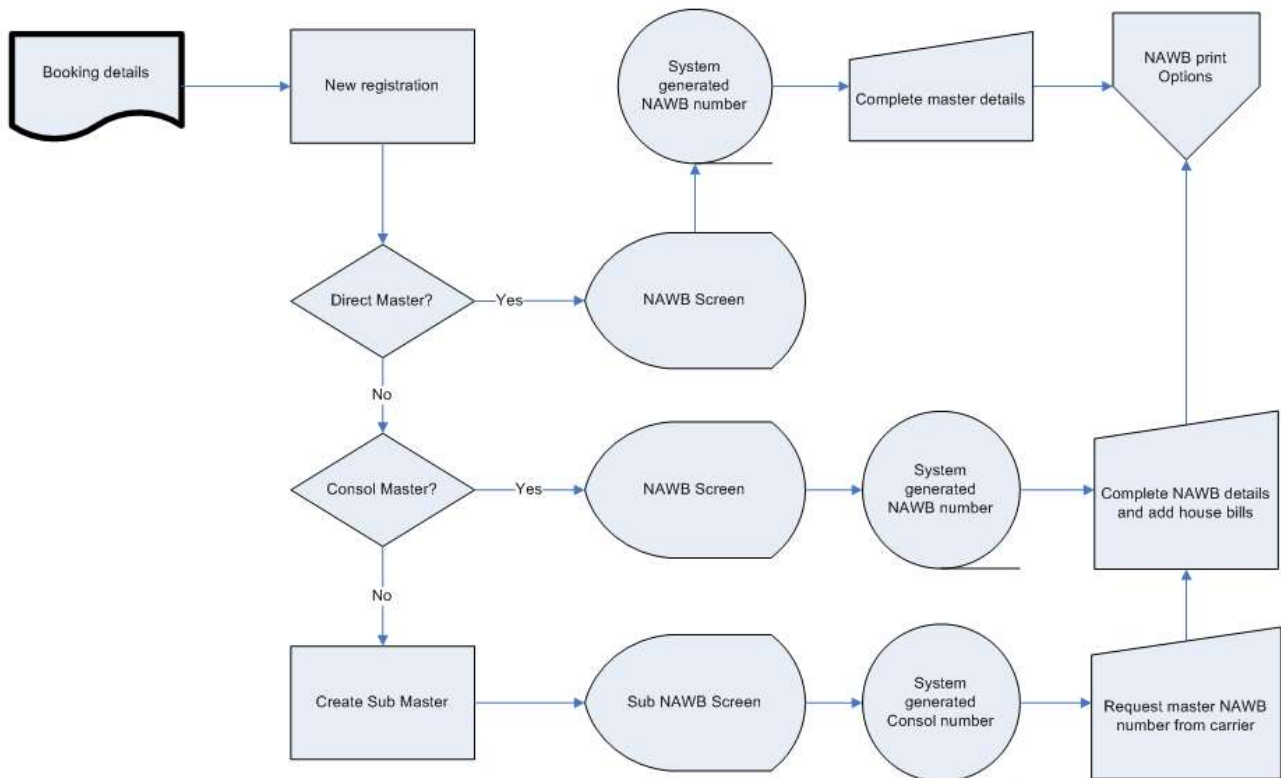
Field Name	Description	Validation	Default
Address	This is the first line of the consignee's address Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Consignee Address Details
Suburb	This is the consignee's suburb or city Please note the number of characters printed is restricted for Dot Matrix NAWB due to space availability.	Mandatory for NAWB print	Conditional on Consignee Address Details
State	This is the consignee's state	Optional	Conditional on Consignee Address Details
Country	This is the consignee's country. Use the  to search the ISO Country Codes Masterfile.	Mandatory for NAWB print	Conditional on Consignee Address Details
Zip	This is the consignee's zip or postcode.	Optional	Address
Contact Details	This is the consignee's primary contact number showing type of contact and contact number	Conditional: Mandatory if the contact type is selected	Conditional on Consignee Address Details

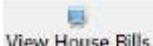

Field Name	Description	Validation	Default
Handling Information	<p>This is the handling information for the Neutral Airway Bill and should include a Dangerous Goods statement if hazardous material is included, marks and numbers which appear on the consignment and method of packing, any contact details and address details of the notifying party at destination in addition to the consignee, the name of any documents to accompany the AWB, any special handling instructions for the Neutral Airway Bill.</p> <p>The message "PLEASE NOTIFY CONSIGNEE IMM UPON ARRIVAL" will auto-populate on the first line, when the cursor is entered into any of the 3 lines of the handling Information Group.</p> <p>Please note the 3rd Handling Information line cannot be printed on a Dot Matrix Neutral Air Way Bill due to space restrictions. The Dot Matrix print is also restricts each Handling Information line to 65 characters.</p>	Optional	Blank
Valuation Details Tab			
Decl. Value (Carriage)	This the declared value for carriage.	Optional	'NVD'
Decl. Value (Customs)	This is the declared value for Customs	Optional	'NCV'
Insurance Amount	This is the insurance amount	Optional	'XXX'
Charge Code	This is the IATA charge code for the Neutral Airway Bill. Use the  to search the IATA charge code list.	Mandatory	Blank
Accounting Information	This the accounting information for the Neutral Airway Bill and can include details of the payment method, the Government Bill of Lading number, the original AWB number of the consignment is to be returned to origin, the credit card number if applicable	Optional	Blank
Weight	This indicates whether the weight charge is prepaid or collect for the Neutral Airway Bill	Mandatory	Default payment option from NAWB tab, default value from Chg Wght on Ratings tab




Field Name	Description	Validation	Default
Valuation	This indicates whether the valuation charge is prepaid or collect for the Neutral Airway Bill	Mandatory. This field cannot be 0.00 if the Decl. Value (Carriage) is 'NVD'	Default payment option from NAWB tab, default value 0.00
Tax	This indicates whether the tax is prepaid or collect for the Neutral Airway Bill	Mandatory	Default payment option from NAWB tab, default value 0.00
On	This is the date of execution for the Neutral Airway Bill	Mandatory. Must be Today's date or less	Today
At	This is the place of execution for the Neutral Airway Bill	Mandatory	Branch Location
Other Details Tab			
Charge Code	This is the Other Charge Code. Use the  to search the Other Charge Codes Masterfile.	Optional	Blank
Description	This is the description for the Other Charge Code	System Generated	Blank
P/C	This indicates whether the Other Charge Code is prepaid or collect	Conditional	Blank
Agent/Carrier	This indicates whether the Other Charge is payable by the agent or carrier	Conditional	Blank
Charge Amount	This is the Other Charge amount	Conditional	Blank

Register House Bills



Workflow



To register new house bills use  in the Consol Registration screen and click , or select Job Registration from the Air Export Forwarding module in the main menu.

To update existing House Bills use  in the Consol Registration screen and click , or select Job Registration from the Air Export Forwarding module in the main menu and click . The Job Registration screen can also be accessed by double clicking on existing house bills listed in the Job Information table in the first tab on the Consol Registration screen.

In the Job Registration screen the first house bill associated with the Neutral Airway Bill will be

displayed. Use  to move forwards through the house bills and  to move backwards through the house bills. The sequence of house bills is indicated at the bottom of the screen in brackets.

AA Client Job Registration - EXPEDIENT DEVTEST

File View Charges Notifications Options GMA Maint. Help

Add Update Delete Find Browse Previous Next House Labels Print HAWB Job Sheet Shipper's Invoice EDN Charges Dangerous Dec. Docs Milestones

Job Details Shipment Goods and Special Handling Consignee Details Shipper Details Additional Information EDI Additional References

Job Information

Shipper: AALBSHI DEVTEST Client AALBSHI Job No: 3045978

House PPD: AALBSHI DEVTEST Client AALBSHI Consol No: [blank]

House CCX: [blank] Department: VEA Date Reg: 20/02/2015

O/S Agent: [blank] Master Bill: MELAA3049978

Shipper Ref: [blank] EDN: [blank]

Consignee: 007 BOND Extn. Code: [blank]

Docs Received: 20/02/2015 17:03 Extn. Code 2: [blank]

Goods Desc 1: GOODS DESCRIPTION

Job Statistics: Job Status: JOB ADD, Cargo Status: [blank], Docs: 0, Job Notes: 0

Airline, Flight & Date Information

Origin Code: MEL MELBOURNE ETD 1: 25/02/2015

Flight No 1: 0011 Airline Code 1: JV TNT AIRWAYS SA

Via Code 1: [blank]

Destin Code: SIN SINGAPORE ETA: 10/03/2015

Status: Not Submitted

Weight and Various Information

Actual Wgt: 1.0 KG No.Pcs: 10




Charge Wgt: 20.0 KG Volume: 5.000 CU


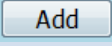
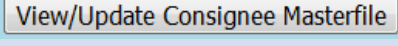
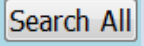
Decl. Value: [blank] Dangerous Goods: Yes





Prepaid/Collect: PREPAID



Free Domicile: [blank] Drawback: No



INCO: CIF COST INSURANCE AND


Field Name	Description	Validation	Default
Job Details Tab			
Shipper	This is the shipper code and full name. This must be an exporter as defined in the Customer Masterfile	Mandatory	Consol Registration screen
House PPD	This is the bill to agent code and full name. Use  to search the customer list. This must be a Debtor as defined in the Customer Masterfile	Conditional	Blank
House CCX	This is the clearance agent code and full name. Use  to search the customer list. This must be a Debtor as defined in the Customer Masterfile	Conditional	Blank
O/S Agent	This is the overseas agent code and full name. Use  to search the customer list.	Mandatory	Consol Registration screen
Shipper Ref	This is the shippers reference	Optional	Blank

Field Name	Description	Validation	Default
Consignee	This is the Shipper's Consignee at the Destination Port. The party, to whom a consignment is dispatched, is having legal title to the goods. Use the  to search for Consignees already linked to the Shipper. Use the  button to create a new Export Consignee or  to check and update details of existing Consignees. If the Consignee already exists in the system but linked to a different shipper use the  button to find the Consignee and double click so that Expedient copies the details to the new Shipper together with any Notes	Mandatory	Consol Registration screen if Direct Master otherwise blank
Docs Received	This is the date the documentation was received.	Optional	Today
Time	This is the time the documentation was received	Optional	Now
Extn. Code	This is the reference for the job used in your global system. This may not be relevant at your site. You can update this field if your site permits it	Optional	System Generated
Goods Desc 1	This is the short text description of the goods	Mandatory	Blank
Extn. Code 2	This is the reference for the job used in your global system. This may not be relevant at your site and this field may be hidden. You can update this field if your site permits it	Optional	System Generated
Job No	This is the reference number for the house bill	Mandatory	System generated
Consol No	This is the consol number for the Neutral Airway Bill	Mandatory	Consol Registration screen
Date Reg	This is this date of registration for the Neutral Airway Bill	Mandatory	Consol Registration screen
Department	This identifies the department producing the Neutral Airway Bill	Mandatory	Consol Registration screen


Field Name	Description	Validation	Default
Master Bill	This is the master bill number which the house bill belongs to	Mandatory	Consol Registration screen
House Bill	This is the house bill number for the job	Mandatory	System generated
EDN	This indicates the Export Exemption Code. Use  to search the Export Exemptions code list	Optional	Blank
Origin Code	This is the Origin airport. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
ETD 1	This is the estimated date of departure for the first flight	Mandatory	Defaults to Neutral Airway Bill value
Flight No 1	This is the first flight number. For Periodic NZ Customs Entries 'PER AIR' can be entered if there is no Consol	Mandatory	Defaults to Neutral Airway Bill value
Airline Code 1	This is the first airline carrier. Use the  to search the Airline Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
Via Code 1	This is the first transit Port Code. Use the  to search the ISO Port Codes Masterfile.	Optional	Defaults to Neutral Airway Bill value
ETD 2	This is the estimated date of departure for the second flight	Conditional	Defaults to Neutral Airway Bill value
Flight No 2	This is the second flight number	Conditional	Defaults to Neutral Airway Bill value

Field Name	Description	Validation	Default
Airline Code 2	This is the airline for the second flight	Conditional	Defaults to Neutral Airway Bill value
Via Code 2	This is the 2 nd transit Port Code. Use the  to search the ISO Port Codes Masterfile.	Optional	Defaults to Neutral Airway Bill value
ETD 3	This is the estimated date of departure for the third flight	Conditional	Defaults to Neutral Airway Bill value
Flight No 3	This is the third flight number	Conditional	Defaults to Neutral Airway Bill value
Airline Code 3	This is the airline for the third flight	Conditional	Defaults to Neutral Airway Bill value
Dest. Code	This is the destination airport. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Defaults to Neutral Airway Bill value
ETA	This is the Estimate Time of Arrival at the final airport	Optional	Defaults to Neutral Airway Bill value
Actual Wgt	This is the actual weight for the shipment in kg	Optional	Blank
Charge Wgt	This is the chargeable weight for the shipment in kg	Optional	Blank
Decl. Value	This is the declared value for Customs	Optional	Blank
No. Pcs	This is the number of pieces	Mandatory	Blank
Volume	This is the volume in cubic metres	Optional	Blank
Dangerous Goods	This determines whether there are Dangerous Goods in this shipment.	Optional	Blank

Field Name	Description	Validation	Default
Prepaid/Collect	This indicates the payment terms	Mandatory	Blank
Free Domicile	This indicates whether the domicile is free or not	Optional	Blank
Drawback	This indicates whether there is drawback or not	Mandatory	No
INCO	This is the purchase term. Use the  to search the INCOTERMS.	Mandatory	Blank
Shipment Tab			
Type	This indicates whether a whole ULD unit or loose cargo is to be shipped. Select from the drop down box	Optional	Defaults Unit if ULD is provided in Consol
ULD	This is the type of ULD. Use the  to find the ULD code. The ULD type is used to find valid Export Air Rates.	Conditional. Mandatory where Type is Unit	Matches ULD type on Consol where provided
Number of Units	This is the number of ULD units	Conditional. Mandatory where line is populated	Defaults 1
Unit Charge Weight	This is the Charge Weight for the ULD type. This can be updated. The total Charge Weight in this tab should not exceed the Charge Weight for the Job	Conditional. Mandatory where Type is Unit	Default Charge Weight for Job where Type is Unit
Loose Charge Weight	This is the Charge where the Type is Loose. This can be updated. The total Charge Weight in this tab should not exceed the Charge Weight for the Job	Conditional. Mandatory where Type is Loose	Default Charge weight for the Job where Type is Unit
Goods and Special Handling Tab			
Pieces	This is the number of pieces per line item	Optional	Blank
Goods	This is the longer goods description	Optional	Blank
Gross Wght	This is the gross weight for the line item in kg	Optional	Blank

Field Name	Description	Validation	Default
SLAC	This the Shipper's Load and Count which refers to the number of cartons on a unit or pallet which can be counted individually and separately without removing the packaging	Optional	Blank
Volume	This is the volume for the line item in cubic metres	Optional	Blank
Special Handling Instructions	This table stores the Special Handling Codes that are required for the FWB messaging and e-AWB. Use the  to search to find the appropriate Code. If the following Special Handling Codes are listed the Security Declaration section will appear at the bottom of the screen – SCO, SHR, SPX	Optional	Blank
Security Declaration	More information can be entered that will be included on the Security Declaration document and within the FWB message to the airlines. Where Special Handling Instructions SCO, SHR and SPX are listed you can list Screening Methods or select an Exemption Reason. If the Screen Method 'Other Means' is used you must enter a description of the means used. If the Job is flagged as Dangerous Goods in the Job Details tab you must answer the question regarding Lithium Batteries. Any screening methods or exemption methods entered for the Houses on the Consol will be collated and included on the Security Declaration print and in the FWB message from the Air Export Consol Registration screen.	Optional	Blank
Consignee Details Tab			
Name	This is the consignee for the house bill.	Mandatory	Blank
Address 1	This is the consignee's first line of address	Mandatory	Blank
Address 2	This is the consignee's first line of address	Optional	Blank
Suburb	This is the consignee's location	Mandatory	Blank
State	This is the consignee's state	Optional	Blank
Country	This is the consignee's country	Mandatory	Blank
Zip	This is the consignee's zip or postcode	Optional	Blank

Field Name	Description	Validation	Default
Contact Details	This is the Consignee's main contact number	Conditional: Mandatory if the contact type is selected	Blank
Shipper Details Tab			
Name	This is the shipper for the house bill.	Mandatory	Customer Masterfile, Name
Address 1	This is the shipper's first line of address	Mandatory	Customer Masterfile, Street Address
Address 2	This is the shipper's first line of address	Optional	Customer Masterfile, Street Address
Suburb	This is the shipper's location	Mandatory	Customer Masterfile, Street Address
State	This is the shipper's state	Optional	Customer Masterfile, Street Address
Country	This is the shipper's country	Mandatory	Customer Masterfile, Billing Address
Zip	This is the shipper's zip or postcode	Optional	Customer Masterfile, Street Address
Contact Details	This is the shipper's main contact number	Conditional: Mandatory if the contact type is selected	Customer Masterfile, Phone

Field Name	Description	Validation	Default
Additional Information			
Handling Information	This is the handling information for the house bill	Optional	Blank
Execution Information	This is the additional execution information which prints on the House Air Way Bill	Optional	Blank
Executed Date	This is the date of execution of the house bill	Optional	Today
Place	This is the place of execution of the house bill	Optional	Branch location
Name	This is the shipper for the house bill.	Mandatory	Customer Masterfile, Name
Sales Person	This is the person responsible for the sales account for this client. This is automatically populated from the Debtor tab in the Customer Masterfile. Use  to update the Sales Person	Optional	Customer Masterfile
Field 1	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 2	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Field 3	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank

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):

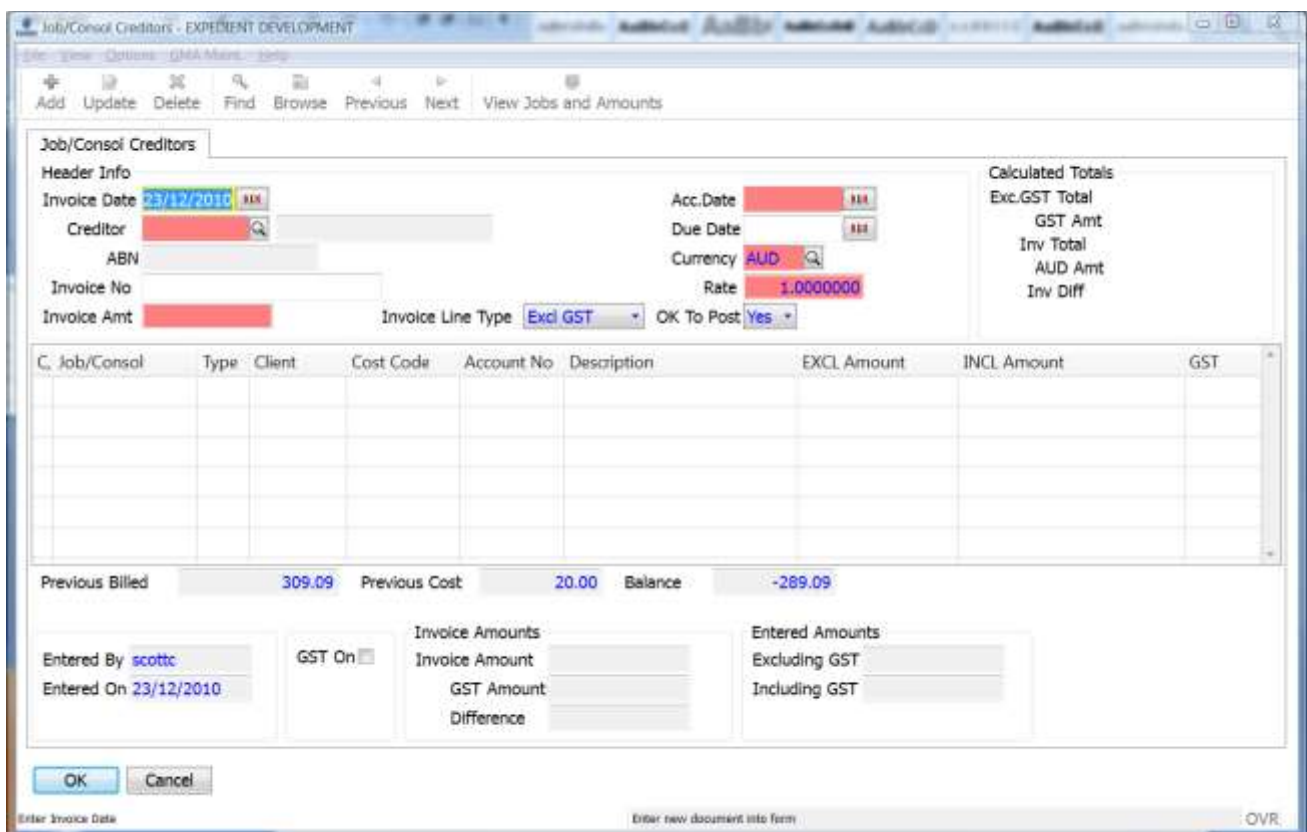
- Export Air Consol Registration Notes – each time a user adds/updates a consol, the Agent Notes will pop up
- Export Air Job Registration Notes – each time a user adds/updates a Job, the Customer's Export Air Job Registration Notes will pop up

Add IATA Costs





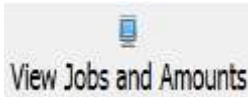
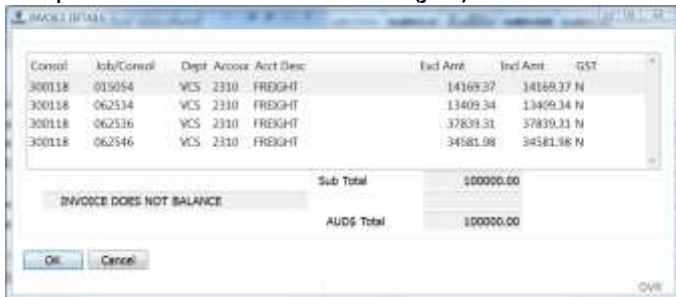

By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode. See below.

This screen can be used for any creditor that you owe money for. If the creditor happens to be CASS IATA in which they send you their Creditors Invoice at the Consol level, then in the Invoice No field enter the Master Bill Number.



Field Name	Description	Validation	Default
Header			
Invoice Date	This is the date of the Creditors Invoice	Mandatory	Blank
Acc. Date	This is the accounting date in which you want the Creditors invoice to fall in	Mandatory	Blank
Due Date	<p>This is the due date of when the invoice is due. The due date is based on the terms of the Creditor which is located in the Creditors Tab in the Customer Masterfile.</p> <p style="text-align: center;">Creditor Terms <input type="text" value="90"/> Days</p> <p>There is some validation on this date. The due date cannot take place before the invoice creation date. This can be amended by the user.</p>	Optional	Invoice Date + Terms Days

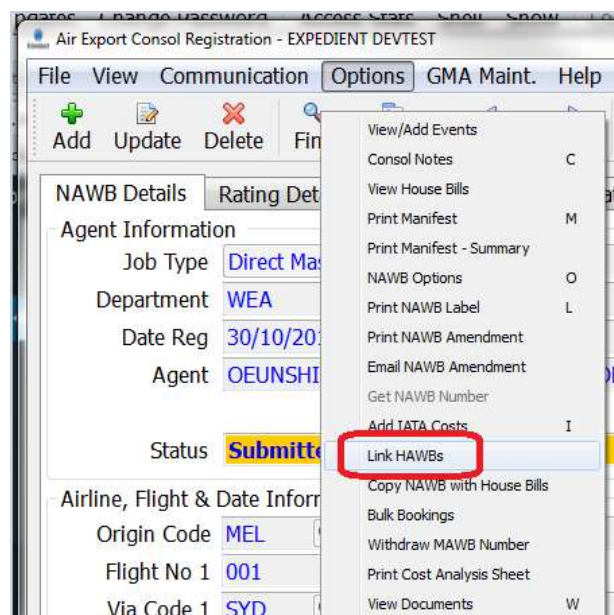
Field Name	Description	Validation	Default
Creditor	This is the Creditor in which the invoice is received from Clicking on the  will bring up a lookup from the customer master file (Where Creditor is selected)	Mandatory	Blank
Invoice Number	This is the Creditors Invoice Number	Mandatory	Blank
Currency	This is the currency in which the Creditor's Invoice was received.  Note: If Foreign Currency then you need to process payment via Banking Foreign Contra Payment. If AUD then use Banking Creditor Cheques	Mandatory	AUD
Exch. Rate	This is the current Exchange Rate in which the invoice was received.	Mandatory	1.00 for AUD
Invoice Amount	This is the total amount as per the Creditor's invoice	Mandatory	Blank
Invoice Line Type	This is the type of charge method on the invoice, Excluding GST or Including GST	Mandatory	Excl. GST
OK to Post?	This flag is used when the posting program is activated. If this is set to "No" then the invoice will be posted. Defaults to Yes when a user adds, defaults to No when a Creditors Invoice is created from a Data Interface	Mandatory	Yes
Detail			
C/H	This flags whether the below number is a consol or house bill	Blank	Defaults from Job/Consol

Field Name	Description	Validation	Default
Job/Consol	<p>This is the Job/Consol Number in which the Creditors invoice is based on. (Import & Export).</p> <p>E.g.: If there is a consol with 4 house bills and the Creditor is a IATA Cass that bills Freight for the whole consol, then users can enter the Consol Number and the Total Invoice Amount. Expedient will portion the total amount to the 4 house bills based on the Volume (sea) or Kilograms (Air) for each house bill.</p> <p>To view the break up you can click on the View Jobs and</p> <p>Amounts button . See below for the break-up of costs for each house bill (job)</p> 	Mandatory	Blank
Type	This is the department of the Job No / Consol No. This is for display purposes only.	N/A	Defaults from Job/Consol
Client	This is the Client Code for the job that has been entered. The word CONSOL will appear if a consol has been entered.	N/A	Defaults from Job/Consol
Cost Code	This is the Cost associated with the Creditors Invoice you are entering. Clicking on the  will bring up a lookup from the Alpha Charge Code master file, which is found in Administration Menu.	Mandatory	Null
Account	This is the General Ledger Cost Code associated to the Alpha Cost Code.	N/A	Defaults from Cost Code
Description	This is the Cost Code Description	N/A	Defaults from Cost Code

Field Name	Description	Validation	Default
Excl Amount	This is the amount on the invoice line excluding the GST Amount	N/A	Null
Incl Amount	This is the amount on the invoice line including the GST Amount	N/A	Null
Previous Billed	This is the amount of money that has already been billed on this invoice for the creditor. This is for display purposes only.	N/A	Defaults from Invoice /Creditor
Previous Cost	This is the amount of money that has previously been paid out on this invoice for the creditor	N/A	Defaults from Invoice / Creditor
Balance	This is the balance of money from the Previous Billed minus Previous Cost	N/A	Previous Bill – Previous Cost
GST On	Clicking this Check box will automatically add the GST to the line items. Use this feature if the Creditors Invoice you have received excludes the GST amounts on the line items.	Optional	Blank

Link HAWBs

This option allows multiple House Bills to be quickly linked to a Consol.



Link HAWB

Link HAWB to Export Consol

Consol No Master Bill No

HAWB	Job No	Shipper	Shipper Name	EDN
HOUSEJAKE	3005246	DEMCON	DEMONSTRATION COMPANY	AAAC4AEN6
JFMAA3005246	3005148	DEMCON	DEMONSTRATION COMPANY	

OK Cancel Insert Append Delete

Enter the HAWB to link to the Consol OVR

Field Name	Description	Validation	Default
HAWB	Enter the House Bill to be linked to the Consol. The House Bill must be on an Export Air Job that is not on a Consol. The screen will list all Export Air Jobs matching the House Bill number that were registered in the last 365 days. Use the	Optional	Blank
Job No	After entering a valid House Bill the Job No will appear	N/A	N/A
Shipper	This is the Shipper Code on the Job	N/A	N/A
Shipper Name	This is the name of the Shipper on the Job	N/A	N/A
EDN	This will display any EDN for the Job	N/A	N/A

On OK the Master Bill Number, the Consol Number and the routing details of the Consol will be copied to the listed House Bills and the Consol Registration screen will be refreshed to show the newly linked House Bills.

Consol Registration Screen - Menus

Communication

VIEW MESSAGE HISTORY

This option is available in the Direct Master and Consol Master views. This option displays the history of FWB and FHL messages sent to CNN/IATA and the detailed error responses. If there have been no errors in the FWB and FHL messages no information will be displayed.

This screen also provides a view of the information received from the Airline regarding the status of the shipment.

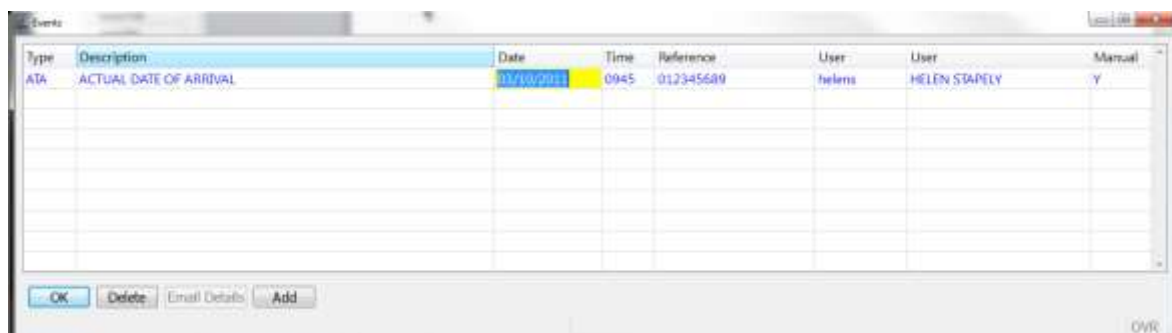


Resp Date	Resp Time	Description	Departure Port	Departure Indicator	Departure Time	Flight No	Flight Date	Receiving Airline	Receiving Date	Reo
09/01/2015	14:28:12	DELIVERED TO CONSIGNEE OR HIS AGENT								
09/01/2015	14:16:23	DEPARTED ON A SPECIFIC FLIGHT	LAX	Scheduled	13:00	QF345	03/05/2015			
09/01/2015	14:13:45	DEPARTED ON A SPECIFIC FLIGHT	LAX	Scheduled	13:00	QF345	03/05/2015			
09/01/2015	14:22:45	DISCREPANCY				QF000				
09/01/2015	13:57:11	INFORMATION HAS BEEN REPORTED TO CUST...								
09/01/2015	14:31:31	MANIFESTED ON A SPECIFIC FLIGHT	LAX	Scheduled	13:00	QF345	15/08/2015			
09/01/2015	14:50:46	PHYSICALLY RECEIVED FROM A GIVEN FLIGHT			17:23	QF678				
09/01/2015	14:57:33	PHYSICALLY RECEIVED FROM A SHIPPER							23/10/2015	194
09/01/2015	14:44:40	PREPARED FOR LOADING	LAX	Scheduled	13:00					
09/01/2015	14:39:35	PREPARED FOR LOADING	LAX	Scheduled	13:00	QF345	16/09/2015			
09/01/2015	15:00:46	RECEIVED FROM ANOTHER AIRLINE								
09/01/2015	15:12:08	TRANSFERRED TO ANOTHER AIRLINE						5Q		
09/01/2015	15:05:02	TRANSFERRED TO ANOTHER AIRLINE						5Q		
09/01/2015	15:07:43	TRANSFERRED TO CUSTOMS/GOVT CONTROL								


Options

VIEW/ADD EVENTS


This option displays manually added events associated with the Neutral Airway Bill.





Type	Description	Date	Time	Reference	User	User	Manual
ATA	ACTUAL DATE OF ARRIVAL	11/10/2015	0945	012345689	helens	HELEN STAPELY	Y

Click  to manually insert new events can be added in this screen.


Add Manual Event

Event type  **ACTUAL DATE OF ARRIVAL**

Date & Time 

Cont/Entry/Invoice 

Enter Cont/Entry No <ZOOM> OVR


Field Name	Description	Validation	Default
Event Type	This describes the event type. Use the  to search the Various Dates list.	Mandatory	Blank
Date & Time	This is the event date and time	Mandatory	Blank
Cont/Entry/Invoice	This is the reference for the event, e.g. invoice number	Optional	Blank

CONSOL NOTES

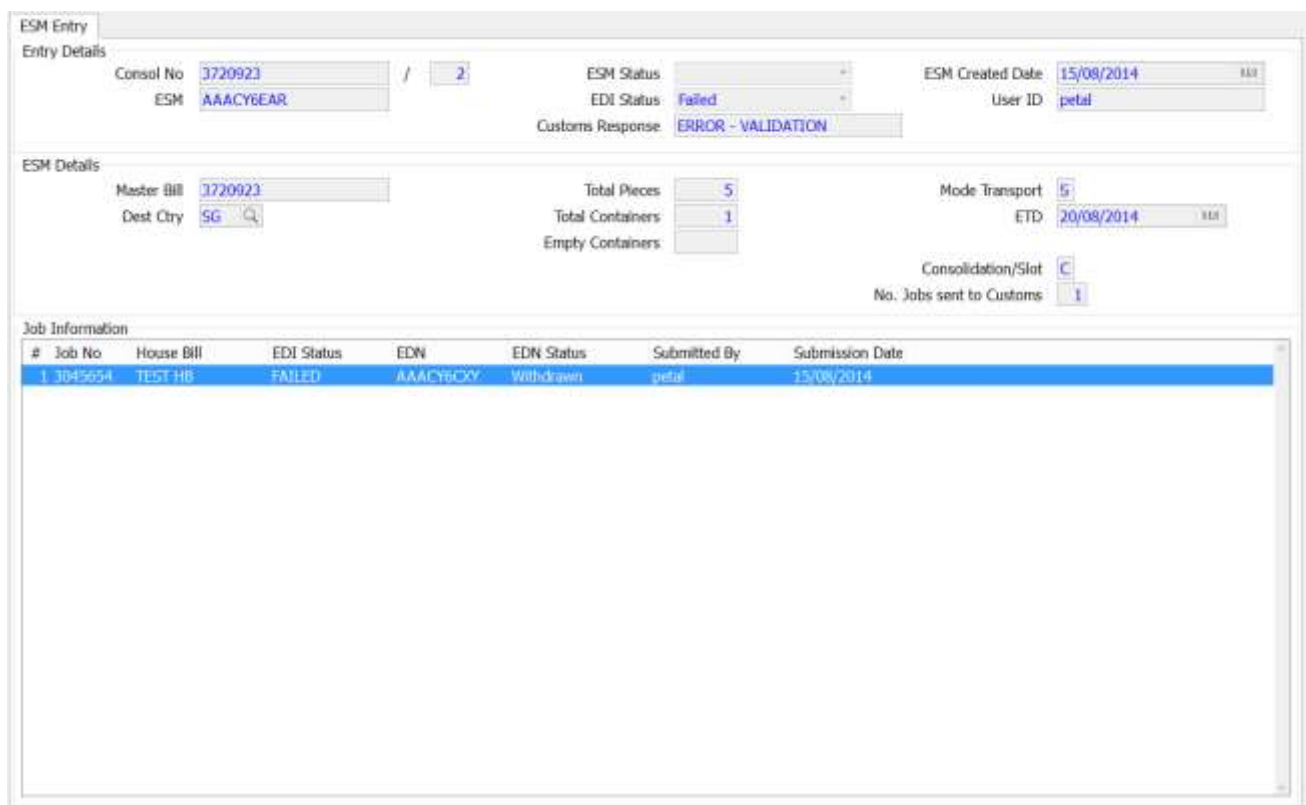
This option displays the notes held against the Consol Notes. These notes can also be accessed from Jobs on the Consol.

ADD ESM(CMR EXPORT SUB MANIFEST)

Export Sub Manifest (ESM) can be created from the Consol Registration Screen via the Options

Menu and by using the toolbar button . ESM's can also be created from the CMR Functions under the Export Air Freight Menu from the Main Menu.

The ESM's can be sent once all of the related EDN's have been sent to Customs.





Field Name	Description	Validation	Default
ESM Status	This is the Status of the ESM advised by Customs	N/A	Customs
EDI Status	This is the status of the EDI submission to Customs	N/A	System Generated
User ID	This identifies what user has created the ESM	N/A	User
Date	This identifies what date the ESM was created	N/A	User
Consol	This is the unique Expedient Reference Number. The / after the Consol Number represents the version number of the Customs Message	N/A	N/A



CRN	This is the Customs Reference Number	N/A	N/A
-----	--------------------------------------	-----	-----

VIEW HOUSE BILLS

This option opens the Export Air Job Registration screen for the current Neutral Airway Bill. This

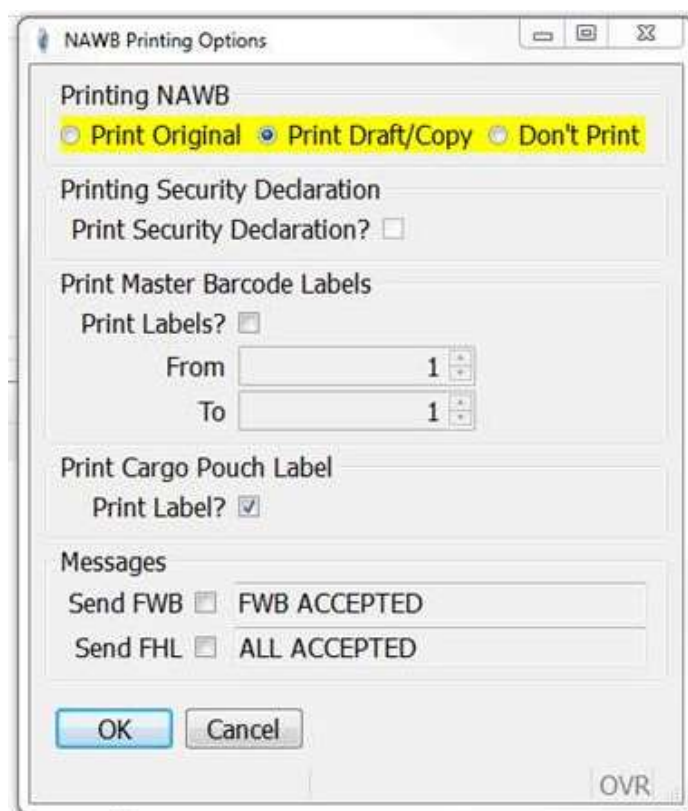
option is also available using the  button in the Consol Registration screen.

The first house bill associated with the Neutral Airway Bill will be displayed. Use the  to move forwards through the house bills and  to move backwards through the house bills. The sequence of house bills is indicated at the bottom of the screen in brackets.

Click  to create a new house bill in the consol or click  to amend details the house bill shown on screen.

NAWB OPTIONS

This option opens the Neutral Airway Bill Options box. This option is also available from the NAWB Options button on the Consol Registration screen.



The image shows a dialog box titled "NAWB Printing Options". It contains several sections with checkboxes and radio buttons:

- Printing NAWB**: Three radio buttons: "Print Original" (unselected), "Print Draft/Copy" (selected), and "Don't Print" (unselected).
- Printing Security Declaration**: A checkbox "Print Security Declaration?" (unchecked).
- Print Master Barcode Labels**: A checkbox "Print Labels?" (unchecked). Below it are "From" and "To" fields, both containing the number "1".
- Print Cargo Pouch Label**: A checkbox "Print Label?" (checked).
- Messages**: Two checkboxes: "Send FWB" (unchecked) and "Send FHL" (unchecked). To the right of "Send FWB" is a text field containing "FWB ACCEPTED". To the right of "Send FHL" is a text field containing "ALL ACCEPTED".

At the bottom are "OK" and "Cancel" buttons. In the bottom right corner, there is a label "OVR".

Depending on the Neutral type, i.e. Direct Master, Consol Master or Sub Master, and whether the Original Neutral Airway Bill has been printed different options will be available from this screen.

Field Name	Description	Validation	Default
Print Original	<p>This indicates whether an original 8 page Neutral Airway Bill can be printed for the Neutral Airway Bill open on screen.</p> <p>Direct or Consol Master – Defaults tick if the original Neutral Airway Bill has not been printed. If the Neutral Airway Bill has already been printed you cannot reprint the original. Print a Copy or go to Print NAWB Amendment menu option if you want to make changes.</p> <p>An eight page duplex laser print version of the Neutral Airway Bill or a 1 page dot matrix version will be produced depending on the printer parameters at your branch.</p> <p>Sub Master – A one page ‘Original 3 – for Shipper’ print will be produced.</p>	Conditional	Conditional on Neutral Airway Bill job type and print status
Print Draft/Copy	<p>This indicates whether a draft or copy of the Neutral Airway Bill can be printed for the Neutral Airway Bill open on screen.</p> <p>If the original has not yet been printed you can select to print a Draft copy which will have ‘DRAFT’ in the header.</p> <p>If you have already printed the Original this option will print a copy Neutral Airway Bill which will have “REPRINT” in the header.</p> <p>Direct or Consol Master - Defaults tick if Neutral Airway Bill has been printed.</p> <p>A 1 page copy duplex laser print version or dot matrix version will be produced depending on the printer parameters at your branch.</p> <p>The Draft or Reprint can be emailed</p> <p>Sub Master – A one page ‘Original 3 – for Shipper’ print will be produced with the word ‘REPRINT’ in the header.</p> <p>The Draft or Reprint can be emailed.</p>	Conditional	Tick
Don't Print	<p>Select this option to prevent printing of the Neutral Air Way Bill document. This can be ticked in conjunction with the Print Security Declaration? tickbox to generate the Security Declaration as a stand-alone document.</p>	Optional	Blank

Field Name	Description	Validation	Default
Print Security Declaration?	Select this option to print the Security Declaration which includes the Chain of Custody Statement as the final page of the Neutral Air Way Bill document. This cannot be selected if the Original has already been printed, and if the NAWB Draft or Copy is selected to print. This option can be accessed if your site is not IATA approved.	Optional	Blank
Print Master Barcode Labels	This will print the requested number of master labels for the Neutral Airway Bill open on screen where job type is Direct or Consol. Tick in the tick box if you want to print the labels. The number of labels to print can be manually updated.	Conditional	From 1 to number of pieces on Ratings tab, Consol Registration screen
Print Cargo Pouch Label	<div><p>This option will appear where there is a House Bill on the Consol that has the Special Handling Instruction 'EAP' and your branch has a Label Printer.</p><div><div>Cargo Pouch</div><div><div>Airline Name</div><div>CATHAY PACIFIC</div></div><div><div><div><div></div></div><div>16076979324</div></div></div><div><div>Air Waybill No.</div><div>160-77979324</div></div><div><div>Destination</div><div>HKG</div></div><div><div>Flight Identification</div><div>CX146/22APR</div></div><div><div>Consignee Name</div><div>EXPORTER FULL NAME</div></div><div><div>Consignee Number</div><div>916-813833/916-31275</div></div></div></div> <p></p>	Mandatory	Ticked
Send FWB	<p>This will send the FWB for the Neutral Airway Bill open on screen</p> <p>Defaults to tick if FWB has not already been sent, if FWB has been sent but rejected by IATA and if the Consol has been updated since the FWB has been sent. If an FWB has been sent but there has been no response from IATA you will not be able to resend the FWB until IATA have responded.</p> <p>This option is not available for Sub Master.</p>	Conditional	Neutral job type and FWB status

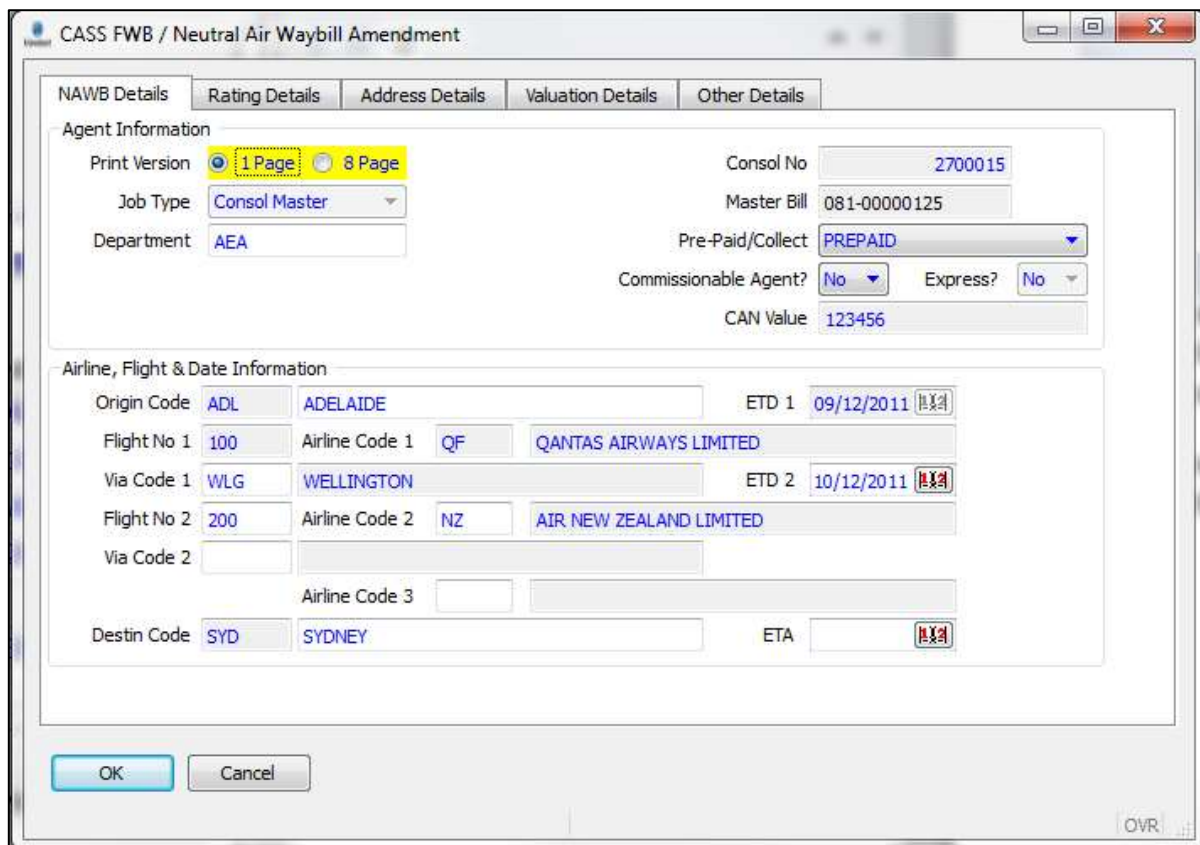
Field Name	Description	Validation	Default
Send FHL	<p>This will send FHL messages for the House Bills listed in the Neutral Airway Bill.</p> <p>This option is only available for Consol Masters. Defaults to a tick if all or some FHLs have not already been sent, if some FHLs has been sent but rejected by IATA or if the Consol or the House Bills have been updated since the last FWB was sent. If FHLs has been sent but there has been no response from IATA you will not be able to resend the FHLs until IATA have responded.</p>	Conditional	Conditional on Neutral job type and FHL status

PRINT NAWB LABELS

This option provides quick access to print Master Barcode Labels without providing all the information required to print the NAWB.

PRINT NAWB AMENDMENT

This option allows a Neutral Airway Bill document to be amended and printed after the Original has been printed and details such as addresses need to be amended e.g. for Letter of Credit purposes.



The Amendment screen is very similar to the Consol Registration screen except you are able to edit each field with the exception of the following list:

- Agent Name
- IATA Code
- Account No

These fields are missing from the Amendment screen. If you wish to change details in these fields withdraw the Master Airway Bill number.

If you are using a laser printer and have this set as your NAWB printer in your branch masterfile you will be asked if you want a 1 page version or and 8 page version of the amended Neutral Airway Bill.

An additional field "Execution Information" has been added to the Valuation Details in the Amendment screen so that text can be added to the Signature box on the Neutral Airway Bill print, e.g. "For and on behalf of ..." etc.

Please note the 3rd line of Handling Information will not print on a Dot Matrix NAWB due to space restrictions

All Neutral Airway Bills printed from this screen will include the word 'REPRINT' in the header as instructed by IATA.

EMAIL NAWB AMENDMENT

This option provides the same ability as the Print NAWB Amendment option except the 1 page or 8 page document will be emailed to your own address or to your choice of three email addresses.

GET NAWB NUMBER

This option provides the next available Master Airway Bill number for the Issuing Airline. An Express Master Airway Bill number will be assigned if the Neutral Airway Bill is designated as Express.

COPY NAWB WITH HOUSE BILLS

This option will copy the Direct or Consol Master on the screen and the information from it's associated house bills. The following information will be copied over to the new Neutral Airway Bill:

- Job type
- Agent
- Department
- Origin
- Routing (via Codes)
- Destination

All other information in the new Neutral Airway Bill will need to be added.

The following information will be copied from the original house bills to the new Consol:

- Shipper and Consignee address and contact details
- Agent
- Department
- Origin
- Routing (via Codes)
- Destination

The following house bill information will be defaulted:

- Number of pieces = "1"

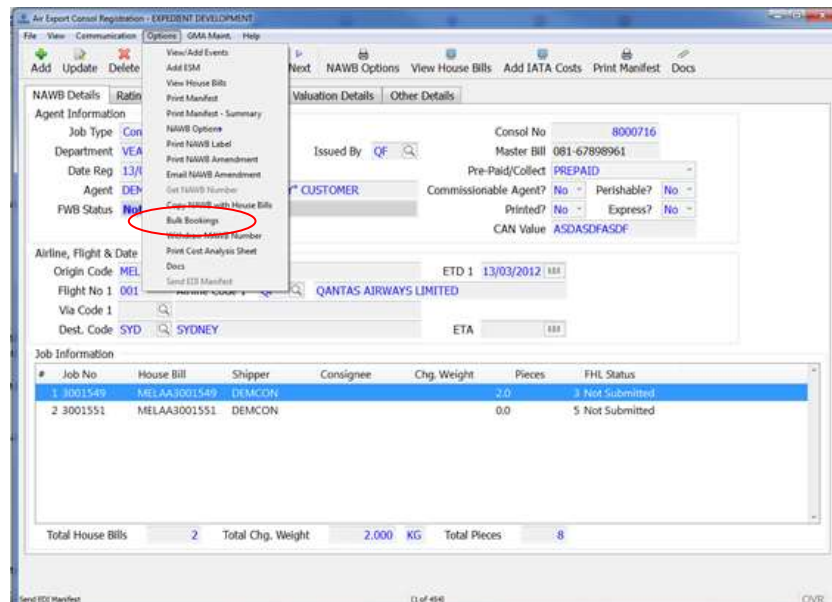
- Date of Registration = today
- Flight number = "TBA"
- Goods description = "TBA"

Please update the house bill information as you require.

BULK BOOKINGS

This option will allow users to copy details from the Direct or Consol Master on the screen and make multiple copies. The new consols will be assigned to the user's department.

Please specify the issuing airline, express, origin and destination so the system can assign the appropriate Master Airway Bill numbers. The option will output a report so that bulk bookings can be monitored. See Below:

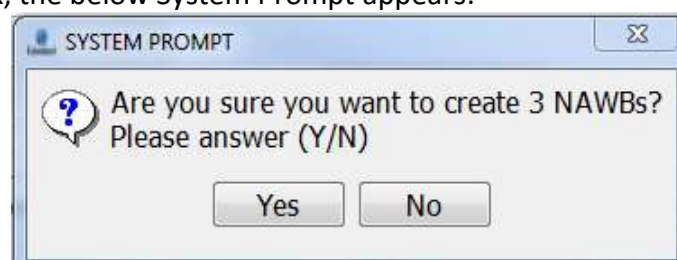


Once the user clicks on the Bulk Booking Option, the user then is prompted to enter the following information:

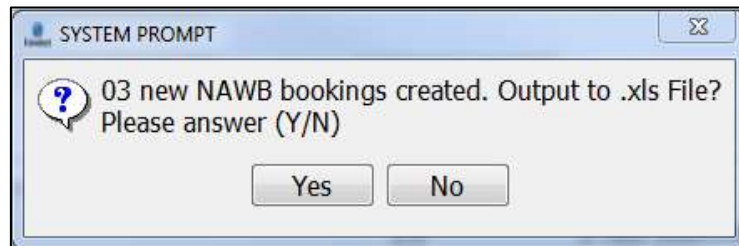
- Number of NAWB's required
- Express Bills?
- Issuing Airline
- Origin
- Destination



Once the user clicks OK, the below System Prompt appears:



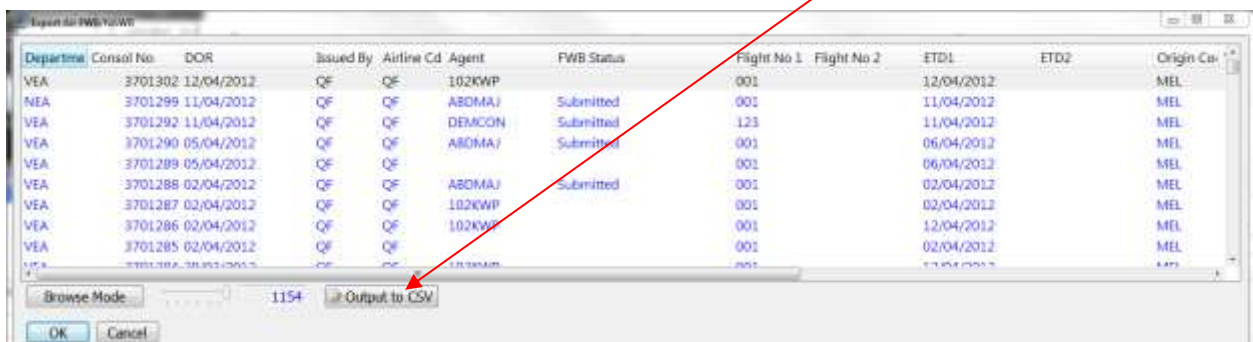
Once the new AWB's have been created, the user can output these new AWB's to a spreadsheet to send to the airline:



The below spreadsheet is then created which allows users to enter the number of pieces, weight and volume and then send to the Airline for confirmation:

	A	B	C	D	E	F	G	H	I	J	K
1					Bulk Bookings NAWBs	Date: 15/03/2012					
2	Airline	MAWB	Consol No	Express?	Origin	Destination	Registration Date	Flight No	No. of Pieces	Weight	Volume
3	QF	081-67899333	8000759	N	MELBOURNE	LOS ANGELES	15/03/2012		0	0	0
4	QF	081-67899344	8000760	N	MELBOURNE	LOS ANGELES	15/03/2012		0	0	0
5	QF	081-67899355	8000761	N	MELBOURNE	LOS ANGELES	15/03/2012		0	0	0

If the user wishes to view this at a later stage, they can perform a search on the Date Registered and the Airline and then Click Browse, which will allow then to also output to a CSV.



Air Export Bulk Bookings can also be made through the Airway Bill Bulk Bookings menu in the Air Export Forwarding Module.

WITHDRAW NAWB NUMBER

If FWB or FHL message have not already been sent to IATA this option will remove the Master airway Bill number from the Neutral Airway Bill. This number will be saved and assigned to the next Neutral Airway Bill.

PRINT COST ANALYSIS SHEET

This option produces a print cost analysis for the consol.

Export Job Registration Screen – Menus

CHARGES

Enter Creditors Invoice Please refer to the Creditors User Manual

View Rates Please refer to the Rate Module User Manual

View Job Financials Please refer to the Query User Manual

Print Job Financial - This will allow the user to print the Job Financials direct from the Job Screen.

NOTIFICATIONS

These are automated email and/or fax notifications of booking and flight details to be sent to the client.

OPTIONS




View Consol Registration This option will direct the user to the Consol Registration screen



Update Consol This option allows the Job to be linked to a Consol or moved to an alternative Consol. Select the **ALTER Consol** button at the bottom of the screen to access the Consol No field and enter the consol to link the job to, or change to a new consol if the job is to be moved to a difference consol. Select the **NULLIFY Consol** button to remove the Consol No completely from the job.

Status This option opens the Message History screen display the Airline Status updates received for the MAWB on the Job.

Add EDN Export Declaration Number (EDN) can be created from the Job Registration Screen via the EDN Details Button or from the Main Menu under Air Export Forwarding / CMR Functions / EDN Entry Screen.

EDN Entry		Commodity Lines (1)	
Entry Details			
Job No	2034677	EDN Status	Create
EDN	AA4PKELA7	EDI Status	OK with Warnings
ESM/CRN		Customs Response	CLEAR
		EDN Creation Date	20/10/2011
		User ID	hirokas
		Version	2
Job/Customs Information			
Master Bill		Goods Type	OTHER
House Bill	SYDAA2034677	Mode Transport	Air
Shipper	NKUMAUS	Confirming Export Type	Non-Confirming
Owner ABN/CCID	74002776383	Exosable/Customable	No
Consignee Name	KUMON NEW ZEALAND	Own/Agent	Agent
Consignee City	AUCKLAND		
Cargo Type	NON CONTAINERISED	No. Containers	0
		No. Pcs	2
Shipping & Port Information			
Origin Port	AUSYD	Export Date	21/10/2011
Disc Port	NZAKL		
Dest Ctry	NZ		
Invoice Information			
Inv Curr CODE	NZD	FOB Curr	NZD
		Total FOB	9448
Additional Information			
Unique Cons Ref		Vessel/Airline	
Voyage/Flight		W/House Est Id	
Branch Id		Prescribed Goods	No

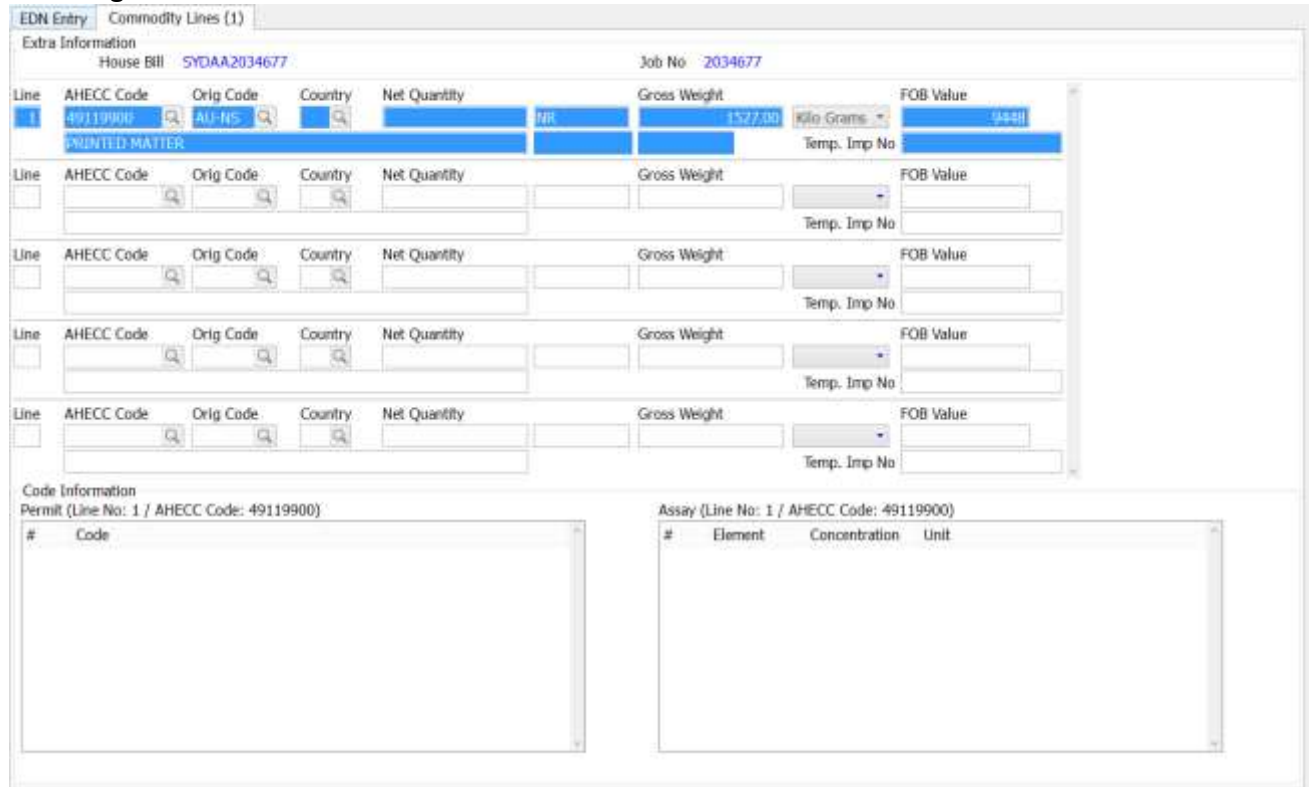
Field Name	Description	Validation	Default
EDN Status	This is the Status of the EDN advised by Customs	N/A	Customs
EDI Status	This is the Status of the Submission to Customs	N/A	System Generated
Our Reference	This is Expedient's internal reference	Mandatory	Job Registration
Confirm/Non-Conf	This indicates whether the Export Declaration is a Confirming Export Declaration. If a declaration has been marked as a confirming export this field can later be changed to C (confirmed).	Mandatory	Non-Confirming
Excisable/ Customable	Indicates whether the goods in the entire consignment covered by the export declaration are subject to Excise or Customs Duty.	Mandatory	No
Own/Agent	Indicates where who the owner of the goods are, Owner or Agent	Mandatory	Agent
Owner ABN /CCID	Enter the Goods Owner's ABN or Agent's CCID. Relates to the Own/Agent field above	Mandatory	Blank
Consignee Name	The Name of the Consignee	Mandatory	Job Registration
Consignee City	This is the City of the Consignee	Mandatory	Job Registration
Goods Type	The Export Goods Type. Use the  to search from the Export Goods Types Masterfile	Mandatory	Blank
Mode Transport	This is the Transport Mode	Mandatory	Air
Load Port	This is the Port of Loading	Mandatory	Job Registration
Dest Ctry	This is the Destination Country	Mandatory	Job Registration
Disc Port	This is the Discharge Port	Mandatory	Job Registration
Export Date	This is the date of the export	Mandatory	Job Registration
Inv Curr CODE	This is the Invoice Currency Code. Use the  to search from the Currency Masterfile	Mandatory	AUD
FOB Curr	This is the FOB Currency Code. Use the  to search from the Currency Masterfile	Mandatory	AUD

Field Name	Description	Validation	Default
Total FOB	This is the Total FOB Amount	Mandatory	Job Registration
No. Containers	This is the Total number of Containers for the shipment	Mandatory	Job Registration
No. Pieces	This is the total number of Pieces for the shipment	Mandatory	Job Registration
Cargo Type	This is the Type of Cargo on the shipment. Use the  to search from the Export Cargo Types Masterfile	Mandatory	Blank
Cargo Type	This is the Type of Cargo on the shipment. Use the  to search from the Export Cargo Types Masterfile	Mandatory	Blank
Repost Button – The Repost Button allows users to Repost the Shipper’s Invoice Lines into the Commodity Lines Tab. This is used if users have made errors on the lines and which to start again, or a second invoice has appeared and users wish to add the extra Shipper’s Invoice to the Job.			

Field Name	Description	Validation	Default
------------	-------------	------------	---------

Commodity Lines

The commodity lines tab allows users to add or modify lines. The following Buttons perform the following:





Aheccs Button – The Aheccs Button allows users to view and select from a list of Ahecc Codes that have been previously used for this Shipper

Permits Button – The Permits Button allows users to enter permits against the line.

Assay Button – The Assay Button allows users to enter any Assays against the line

Please Note: The Cursor must be on a line for this to be functional.

AHECC CODE	The Australian Harmonised Export Commodity Classification Code, as provided by the Australian Bureau of Statistics that classifies a particular type of export commodity. Use the  to search from the Ahecc Codes Masterfile	Optional	Blank
Orig Code	This is the Origin Port of the Commodity Line Item. Use the  to search from the Export Goods Origin Codes Masterfile	Optional	Blank
Country	This is the Country of Origin of the Commodity Line Item	Optional	Blank
Description	This is the Description of the Commodity Line	Optional	Ahecc Code
Net Quantity	This is the Quantity of the Commodity Line	Optional	Blank
FOB Value	This is the FOB Value of the Commodity Line	Optional	Blank

Field Name	Description	Validation	Default
Gross Weight	This is the Gross Weight of the Commodity Line	Optional	Blank
Gross Weight Type	This is the Gross Weight Type of the Commodity Line. Kilograms, Grams, Tons	Optional	Blank
Temp. Imp No	Temporary Import Number. The Identifier of a Customs Document that represents a declaration to Customs by a Party concerning Goods that may cross the Australian border.	Optional	Blank
Extra Info Tab			
Unique Cons Ref	A unique reference of a consignment used for identification purposes in documents and messages exchanged between parties in international trade.	Optional	Blank
Vessel/Airline	This is the Vessel / Airline of the shipment	Optional	Blank
Voyage / Flight	This is the Voyage and Flight Information	Optional	Blank
W/House Est Id	The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued	Optional	Blank
Branch Id	A Branch Identifier is a facility within the Client Register which enables clients to identify specific areas of their organisation in dealings with Customs. A Branch Id is always linked with the Client ID. A Branch will belong to a single client, and will be uniquely identified and associated with a name and address.	Optional	Blank
Prescribed Goods	An indicator indicating whether any of the goods in the consignment covered by the export declaration are prescribed goods	Optional	Blank

View/Add Events This option displays manually added events associated with the Neutral Airway bill.

MULTIPLE JOB NOTE CREATION

This screen is available from the Sundry Module and allows the user to update a Single Event Type and associated Reference No. against multiple Job Numbers in one action.

Please see below screenshot for your reference.

File View Options GMA Menu Help

Add Update Delete Find Browse Previous Next Post Job Event

Multiple Job Event Creation

Job Event Details

Event Type: NO RECORD FOUND

Reference No.:

Doc No.: Posted?:

Created Date: Created Time: Posted Date: Posted Time:

Created By: Posted By:

Job Number Details

Job Number	Client Code	Client Name
3049330	NCASSAL	DEVTEST Client NCASSAL
3049332	AALBSHI	DEVTEST Client AALBSHI

Field Name	Description	Validation	Default
Job Event Details Group			
Event Type	Select the zoom to access the list of Event Types. The Event selected, will then be applied against the Job Number listed in the Job Number Details Group once Posted.	Mandatory	Blank
Reference No.	Enter a Reference Number that is associated with the Event selected. This will then be applied against the Job Number listed in the Job Number Details Group once Posted. Accept max. 20 characters.	Optional	Blank
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Created Time	Time the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Time
Created By	UserID who created the record. Read-Only field.	System Generated	N/A
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted Time	The Time the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
Job Number Details Group			

Field Name	Description	Validation	Default
Job Number	Manually enter the Job Number that you want to apply the Event Type too. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen. NOTE: Once the record has been saved, you can double click on the row and it will direct the user to the Job No selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Action Buttons			
Post Job Event	When this button is selected, it will then apply the Event to the Job Numbers listed in the Job Number Details Group. It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only. The user can view the Entry added via the View/Add Events window in the Export Job screen. NOTE: You cannot UPDATE or DELETE a Posted Entry.		
OK Button	When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown: <i>"Do you wish to post this job event now?"</i> If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated. If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.		

Consol Notes This option displays the Notes held against the Consol.

Job Notes This option displays the Notes held against the Job.

MULTIPLE JOB NOTE CREATION

This screen is available from the Sundry Module and allows the user to update a Single Note Type against multiple Job Numbers in one action.

Please see below screenshot for your reference.

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Post Job Note

Multiple Job Notes Creation

Job Note Details

Note Type: Job Note Posted?: No Doc No.: 53
 Job Type: Air Posted Date:
 Job Mode: Export Posted By:
 Created Date: 09/01/2015

Load Method for Job Numbers

* Load by Transport Details Load by Container Details Manual Entry

Transport Details

Airline: QF QANTAS AIRWAYS LIMITED
 Flight No: 001 ETD: 09/01/2015
 Orig. Port: MEL

Notes

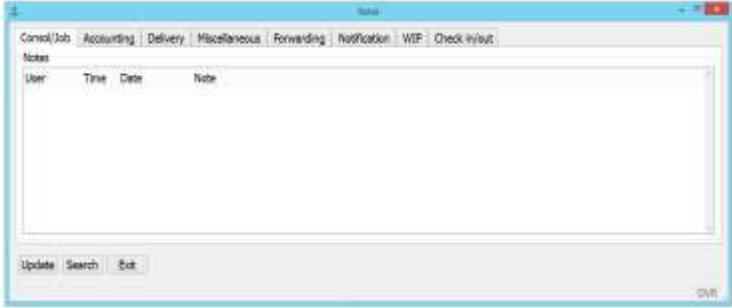
Note

TESTING
 AIR EXPORT
 JOB NOTES

Job Number Details

Job Number	Client Code	Client Name
3045947	AC	DEVTEST Client AC
3045948	AC	DEVTEST Client AC
3045949	AC	DEVTEST Client AC
3045950	AC	DEVTEST Client AC
3045951	AC	DEVTEST Client AC
3045952	AC	DEVTEST Client AC

* Double-click on row to open job

Field Name	Description	Validation	Default
Job Note Details Group			
Note Type	Select Note Type; Accounting, Delivery, Job, Miscellaneous, Forwarding, Notification, WIP, Check In/Out. When Posted, the notes will then show on the specific tab in the Notes.	Mandatory	Blank
			
	NOTE: The Note Type defaults to 'Job Note' in ADD Mode.		
Job Type	Select Air or Sea. This section criteria is not applicable for Manual Entry.	Mandatory	Blank
Job Mode	Select Import or Export. This selection criteria is not applicable for Manual Entry.	Mandatory	Blank
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A


Field Name	Description	Validation	Default
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Load Method for Job Numbers			
Load by Transport Details	Option to retrieve/load the Job Numbers using the Transport Details from the Import/Export Jobs. When this method is selected it will show the details in the Transport Details Group. NOTE: ONLY looks at data in the last 180days that match the criteria entered.	Mandatory	N/A
Load by Container Details	Option to retrieve/load the Job Numbers using the Container Number that has been attached to the Import/Export Jobs. When this method is selected it will show the details in the Container Details Group. NOTE: If Air Import or Air Export has been selected then this Load Method is not applicable.	Mandatory	N/A
Manual Entry	This allows the user to add the Job Numbers manually in the Job Number Details Group. NOTE: The Job Type and Job Mode are not applicable for this Load Method.	Mandatory	N/A
Transport Details Group (ONLY looks at data in the last 180days) ALL fields in this Group MUST be populated for the Job Numbers to be retrieved/loaded that match the criteria entered. If there are Job Numbers where these fields are blank then they will not be shown. NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.			
Vessel / Airline	The Vessel or Airline field will be shown depending on the Job Type selected. Vessel – Vessel field from the Sea Import/Export Job Screen. Airline – Airline Code 1 / Airline fields from the Air Import/Export Job Screen.	Mandatory	Blank
Voyage ID / Flight No	The Voyage ID or Flight No field will be shown depending on the Job Type selected. Voyage ID – Voy ID / Voyage ID fields from the Sea Import/Export Job Screen. Flight No – Flight No 1 / Flt No fields from the Air Import/Export Job Screen.	Mandatory	Blank

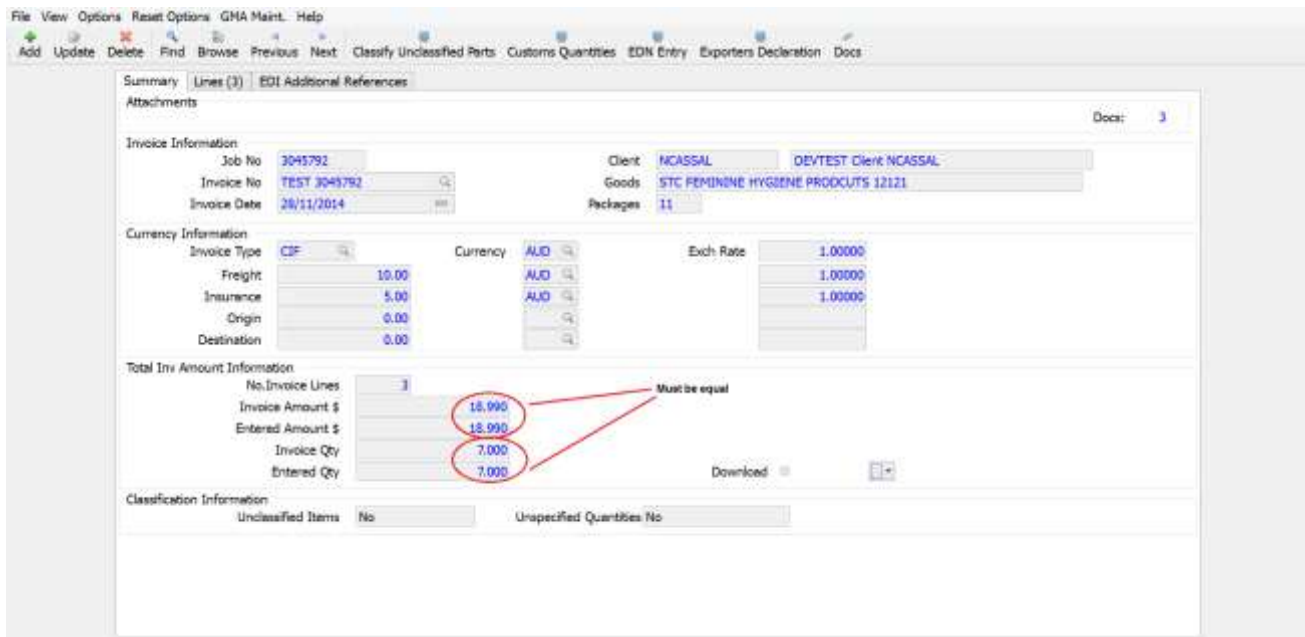
Field Name	Description	Validation	Default
ETA Dest / ETD 1	The ETA Dest or ETD 1 field will be shown depending on the Job Type & Job Mode selected. ETA Dest – ETA Dest field from the Air Import Job Screen. ETD 1 – ETD 1 field from the Air Export Job Screen.	Mandatory	Blank
Dest. Port / Orig. Port	The Dest. Port or Orig. Port field will be shown depending on the Job Mode selected. Dest. Port – Dest Port / Destn Port from the Sea/Air Import Job Screen. Orig. Port – Origin Code Port from the Sea/Air Export Job Screen.	Mandatory	Blank
Container Details Group NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.			
Container No.	This is the Container Number that is attached to the Sea Import/Export Job in the Container Details Tab.	Mandatory	Blank
Manual Entry This Load Method allows the user to add the Job Numbers Manually.			
Notes Group			
Notes	Enter in appropriate Notes. Once the record is posted, the notes will then be updated on the specific Note Tab (depending on Note Type selected) of the Notes screen, against the Job Numbers that were entered in the Job Number Details Group. 55 characters permitted per line. Unlimited number of lines.	Mandatory	Blank
Job Number Details Group			
Job Number	The Job Number can be auto-populated via the Transport Details or Container Details Load Methods. The Job can also be manually entered if the Manual Entry Load Method is selected. The Notes entered will apply against these Job Numbers listed. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen, when the Job Number line is selected. Once the record has been saved, you can double click on the row and it will direct the user to the Job Number selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job


Field Name	Description	Validation	Default
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Action Buttons/Links			
Post Job Note	<p>When this button is selected, it will then apply the Note to the Job Numbers listed in the Job Number Details Group.</p> <p>It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only.</p> <p>The user can view the Entry added via the Job Notes window in the Import Job screen.</p> <p>NOTE: You cannot UPDATE or DELETE a Posted Entry.</p>		
Duplicate Job Note	<p>The system allows you to copy a Posted and Non-Posted record.</p> <p>If you Copy a Posted record then it will update the record with a new Doc No and set the 'Posted?' indicator</p> <p>(Positioned in the Options Menu)</p>		
OK Button	<p>When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown:</p> <p><i>"Do you wish to post this job note now?"</i></p> <p>If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated.</p> <p>If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.</p>		

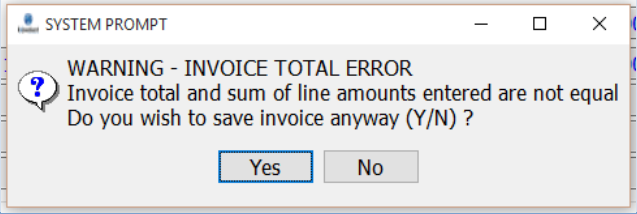
Shipper's Invoice After you have created a job, you can create a Shipper's Invoice. Expedient allows user to create a Shipper's Invoice from the Job Registration Screen. This is used in the EDN Creation of Commodity Lines process.








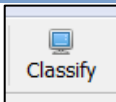
By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Summary Tab			
Job No	This is the Job Number in which you wish to create the Shipper's Invoice for	Mandatory	Defaults from Job Registration Screen
Client	This is the client you wish to create the Shipper's Invoice for	Mandatory	Defaults from Job Registration Screen
Invoice No	This is the Shippers Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the shipper invoice lines. NOTE: The Invoice Number cannot be amended once an EDN has been raised.	Mandatory	Blank
Goods	This is the goods that appear on the Shipper's Invoice	N/A	Job Registration
Invoice Date	Date of the Shipper's Invoice. It will become enabled once the Invoice No has been entered.	Optional	Present Date
Packages	This is the total number of packages	N/A	Job Registration
Invoice Type	This is the Purchase Terms (INCOTERMS). Use the  to search from the INCOTERMS Masterfile.	Mandatory	Blank

Field Name	Description	Validation	Default
Currency	This is the currency as it appears on the Shipper's Invoice	Mandatory (if not AUD)	Blank
Exchange Rate	This is the exchange rate used at the time of the Shipper's Invoice received	Mandatory (if not AUD)	Blank
Freight / Insurance / Origin / Destination	These are the charges relating to the Shipper's Invoice	Mandatory (if not AUD)	Blank
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	Pulled from 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
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	Pulled from 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	Pulled from actual Qty's entered
Details Tab			

Field Name	Description	Validation	Default
Part Description	<p>This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful.</p> <p>You can also click on the  button to list all Export Parts on file . See below zoom screen:</p>  <p>Select one of the parts that you want to add to the Shipper Invoice Line.</p> <p>Please Note: The Re Query Button allows you to perform another search for any parts for that Customer (excludes the Consignee from this selection). Clicking OK will search for all parts for that Customer regardless of Consignee.</p>	N/A	Pulled from actual Qty's entered
Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Blank
Order No	This is the Order Number as ordered by the customer	Optional	Blank
Country	<p>This information is pulled from the Parts TLF File.</p> 	Mandatory	Drawn from the Parts/TLF Masterfile
Weight	This is the weight of the part line item	Mandatory	Blank
AHECC	This is the AHECC Code of the part	Mandatory	Parts Master File
TLF	<p>This is the Export 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 *****</p>  <p>See below  If the Part is unclassified you can still save the invoice. Once you have done this you can click on</p>	Mandatory	Parts / TLF Masterfile


Field Name	Description	Validation	Default
	 <p>the Classify Button This will allow you to classify the part with the correct TLF Code.</p>		
Action Buttons			
Docs	This allows the user to attach supporting documents that relate to the Shippers Invoice.		

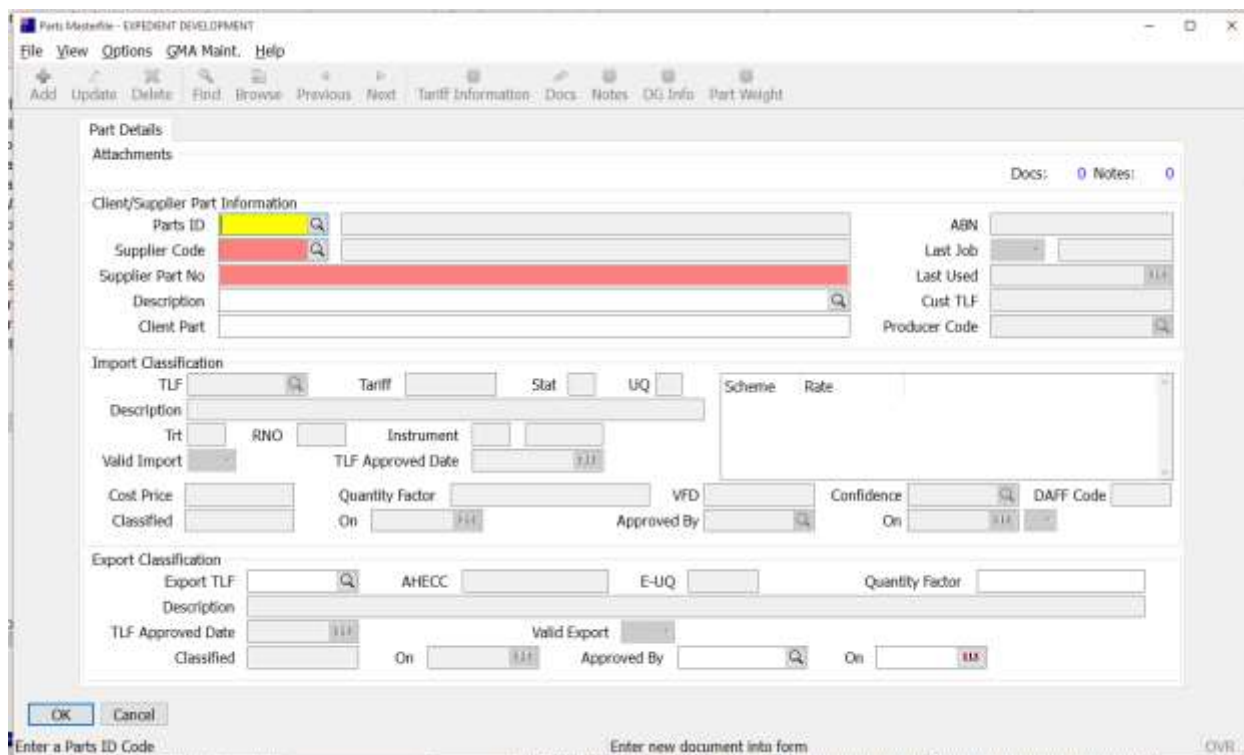
CREATING PARTS


Export Parts can be added directly into the Export Parts Masterfile if they are Export Parts only, or into the Parts Masterfile within the Customs menu if the Part is for Import and Export.





Parts can also be classified and added to Expedient as the Parts are saved to the Shipper Invoice.


Adding Export Only Parts 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:




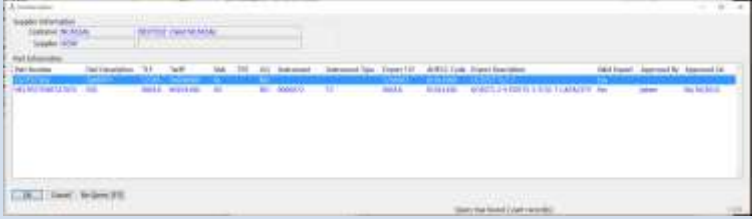
Field Name	Description	Validation	Default
Client Code	This is the Customer Code. You can click on the  to lookup the Customer Masterfile.	Mandatory	Blank
ABN	This is the Customer's ABN (and CAC if entered in the Customer Masterfile). This is a no entry field and is used for display purposes only	Mandatory	Customer Masterfile


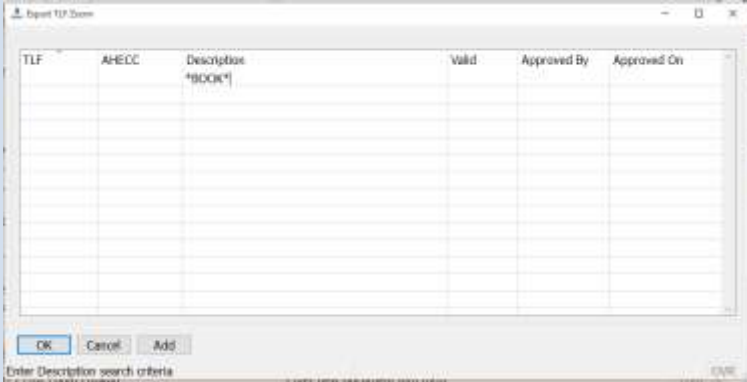

Field Name	Description	Validation	Default
Supplier Code	<p>This is the Supplier Code. You can click on the  to lookup the Supplier Masterfile.</p> <p>If you wish to add parts that are available to the customer from many suppliers use '#DEF' in this field.</p> <p>If you wish to add parts that are available for Export from the customer use '#EXP' in this field</p>	Mandatory	Blank
Last Job	This is a no entry field and used to display what Import job this part was last used against and what mode the job was.	N/A	System Generated
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank
Last Used	This is a no entry field and used to display what date this part was last used in an Import Job	N/A	System Generated
Description	This is the text description for the part. Use the  to see a list of part descriptions previously used for the client and supplier. Selecting a row in this list will set the TLF for the Part to match the selected row.	Optional	Blank
Cust TLF	This is the reference the Customer uses for the TLF	Optional	Blank
Client Part	This is the part number the client uses to reference the part	Optional	Defaults to Supplier Part Number
Import Classification			
TLF	<p>This is the Import TLF that you wish to associate with this part. Use the  to select a TLF from the TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile. Use the toolbar button  Tariff Information to access the TLF Masterfile screen.</p>	Mandatory	Blank
Cost Price	This is the cost price stored against the part	Optional	Blank
Quantity Factor	This is the Landed Costing Volume/Weight factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Supplier Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Classified	This is the user who classified this part for Import. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated
Approved	This is the user who approved this part for Import	Optional	Blank
On	This is the date the user approved this part	N/A	Today
Export Classification			


Field Name	Description	Validation	Default
Export TLF	This is the Export TLF that you wish to associate with this part. Use the  to select a TLF from the Export TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile. The following fields will be populated with the information from the Export TLF Masterfile <ul style="list-style-type: none"> • AHECC • E-UQ • Description • TLF Approved Date • Valid Export 	Mandatory	Blank
Quantity Factor	This is the Volume Factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Shipper Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
Classified	This is the user who classified this part for Export. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated
Approved	This is the user who approved this part for Export	Optional	Blank
On	This is the date the user approved this part	N/A	Today
Field Name	Description	Validation	Default

Classifying Parts from Shipper Invoice If you have added parts to the Shipper Invoice that have not been classified before then you can click the toolbar button  when you have saved the Supplier Invoice. Click on  to complete the classification.



Field Name	Description	Validation	Default
Client	This is the Customer Code and Name that is pulled from the Shipper Invoice Screen	N/A	Shipper Invoice Screen
Consignee Part	This is the Part Number, that is pulled from the Shipper Invoice Screen	Mandatory	Shipper Invoice Screen
Description	<p>This is the Description of the Part. If this part is not yet classified, then "UNCLASSIFIED PART" will appear. On update this will clear. Use the  to search for Part Descriptions that have already been used for this Shipper</p>  <p>Double click on a row in this screen to re-use the Part Description. Use the Re-Query [F5] button to list all Part Descriptions previously used for the Shipper and any Consignee</p>	Mandatory	Blank
Client Part	This is the reference the Client uses for the Part. This prints on Landed Costings. On tabbing through the field the Client Part will default to the Consignee Part No.	Mandatory	Consignee Part No if left blank

Field Name	Description	Validation	Default
TLF Code	<p>You can click on the  which will lookup the Export TLF Masterfile. This screen allows you to search on any number of fields. See below:</p>  <p>This will search all Export TLFs that contain the word 'BOOK'.</p> <p>Select the TLF, or Click on the Re Query button to search for another TLF.</p> <p>If you cannot locate a suitable TLF use the  button to open the Export TLF Masterfile screen and add the details of a new TLF.</p>	Mandatory	Blank
AHECC	This is the AHECC code for the Export TLF	N/A	Export TLF Masterfile
E-UQ	This is the Export Unit Quantity for the Tariff	N/A	Export TLF Masterfile
Quantity Factor	This is the Volume factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Shipper Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
Description	This column will display the description for the TLF code selected in the previous column.	N/A	Export TLF Masterfile
Classified	This is the user who classified the Part	N/A	Classifying User
On	This is the date the part was classified	N/A	System Generated
Approved by	This is the user who approved the classifications	Optional	Blank
On	This is the date the classification of the part was approved	N/A	Today

Once you have entered the relevant information click OK to classify the part. Use  to view any other unclassified parts. On OK the screen will automatically refresh to show the next part to be classified if there are more unclassified parts.

Reset Options

These options allow the TLF and Tariff information to be updated to match the details stored for the Parts in the Parts Masterfile

RESET TLF FOR ALL LINES

This option will reset all the Shipper Invoice lines to match the information from the Parts Masterfile. This option is useful where the Shipper has been changed in the Job and all parts information must be updated for the new Shipper

RESET TLF FOR UNCLASSIFIED PARTS

This option will set the TLF in the lines with unclassified parts to match the Parts Masterfile. This is useful where a Part is classified directly, either manually or by Parts File upload, in the Parts Masterfile screen.

Load File Feature

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

To use this feature: Add the Shipper 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. 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.

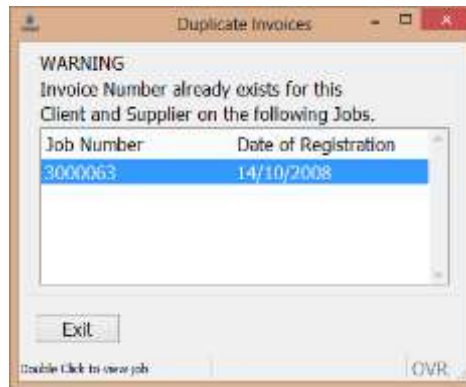
RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China)

- The file must contain one invoice line per file line.
- The file must not contain column headings.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Shipper Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

WARNING MESSAGE

The following warning message is shown when the same Customer/Supplier and Invoice Number is used on a different Job.



Australian Exports

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	Currency	Mandatory	General
G	Country of Origin	Optional	General
H	Gross Weight	Mandatory	General

Some AU file examples:

(pipe delimited text file)

INV_NO02|PART_NO1|10|100.1|AUD|1.5

INV_NO02|part_no2|10|150|order1|AUD|5.6

INV_NO02|part_no3|30|30.30|order3|AUD|au|7.4

(note line 1 contains no optional data, line 2 contains optional data item Purchase Order Number, whereas line 3 contains all information, mandatory and optional)

(the same file above but this time comma separated values CSV)

"INV_NO02","PART_NO1",10,100.1,"AUD",1.5

"INV_NO02","part_no2",10,150,"order1","AUD",5.6

"INV_NO02","part_no3",30,30.30,"order3","AUD""au",7.4

If data 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, and the internal contact set up to receive notifications in Sundry>Down Load Data File>Auto Invoice Admin (also available from Administration>Corporate Interface>Inbound), 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 and the internal contact for received invoices.

Emailing Shipper Invoices

You can email the Shipper invoice and upload into Expedient using a standard CSV file format. Email the CSV File to: shipinv@<yourdomain>.com.au. To see the CSV file Specification select Help from this screen. Once this is loaded you will be able to view the Downloaded invoices by clicking the lookup within the Invoice number field.

The format for the CSV is

Column	Format	Mandatory/Optional/Conditional
Client Code	char(10)	Mandatory
Invoice No	char(10)	Mandatory
Part No	char(28)	Mandatory
Part Description	char(35)	Mandatory
Quantity	decimal(12,2)	Mandatory
Unit Price	decimal(12,2)	Conditional: Mandatory if Line Price not provided
Line Price	decimal(12,2)	Conditional: Mandatory if Unit Price not provided
Order No	Char(20)	Optional
Currency	Char(3)	Mandatory
Cntry of Manufacture	Char(2)	Mandatory
Weight	Decimal(12,2)	Mandatory

View/Add client Reference No

This option allows order numbers to be added to the job. This screen also allows amendment of existing order numbers.

View/Add Delivery Docket

This option opens the Export Delivery Dockets screen.

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Print Delivery Docket

Export Delivery Dockets

Job Information

Job Number: 6010629 Doc Number:

Job Class: Air Cut Off Date:

Hazardous? No

Transport Comp:

Depot Information

Empty Pickup Depot:

Deliver To Customer Date: Time:

Pickup From Customer Date:

Delivery Terminal:

Print operating hours?

Loading Point Information

ALBATROSS SHIPPING LIMITED ()

GEETMALA BUILDING, 3RD FLOOR



NEXT TO SHAH INDUSTRIAL ESTATE


MUMBAI

IND

400088

Instructions

Field Name	Description	Validation	Default
Job Number	This is Expedient's internal reference	Mandatory	Job Registration
Job Class	This is the Job Class	Mandatory	Job Registration
Cut Off Date	This is the Cut Off Date	Optional	Job Registration
Hazardous	Describes whether the goods are hazardous	Optional	Blank
Receive Date	This is the date in which the goods will be received	Optional	Blank
Container Info	This is additional container information. Use the  to search from the list of additional information	Optional	Blank
Bolt Seal	This is the Bolt Seal indicator	Optional	Blank
ISO Type	This is the ISO Container Type. Use the  to search from the ISO Container Types Masterfile	Optional	Blank
Release No	This is the Release Number of the shipment	Optional	Blank
Carrier Code	This is the Shipping Line	Optional	Blank
Carrier Ref	This is the Shipping Line Reference	Optional	Job Registration
Depot	This is the Depot where the container is to be picked up from	Optional	Blank

Field Name	Description	Validation	Default
Pickup Date	This is the date in which the container is to be picked up.	Optional	Blank
Pickup Time Open	This is the time that the container can be picked up from	Optional	Blank
Pickup Time Close	This is the time that the container can be picked up until	Optional	Blank
Depot Time Open	This is the time the Depot Opens	Optional	Blank
Depot Time Close	This is the time the Depot Closes	Optional	Blank
M/T	This is a free text field describing the Empty Container Details	Optional	Blank
Delivery Address Information	This is the delivery address. The default address comes from the Delivery Address Masterfile from the Customer Masterfile. Use the  to search from the Multiple Delivery Addresses	Optional	Blank
Instructions	Any special instructions for the Truck Driver.	Optional	Blank

Printing Options

There are a number of documents and labels available for printing from this menu.

Print HAWB – You are able to

- print or email a 1 page Original
- print an 8 page Original
- print or email a 1 page copy from this menu option.

Please note the Copy version will say 'Copy' in the header.

Copy Job

This option will provide a new House bill based on the information in the open job screen. The Consol number and flight details will not be copied but the flight route will be. The job number for the new House Bill will be advised and the Job Registration screen will refresh to the newly created job. This function will also notify the user if they would like to copy the Consol No over at the same time.

Charges

Please refer to the Customs Module User Manual

Attach Documents

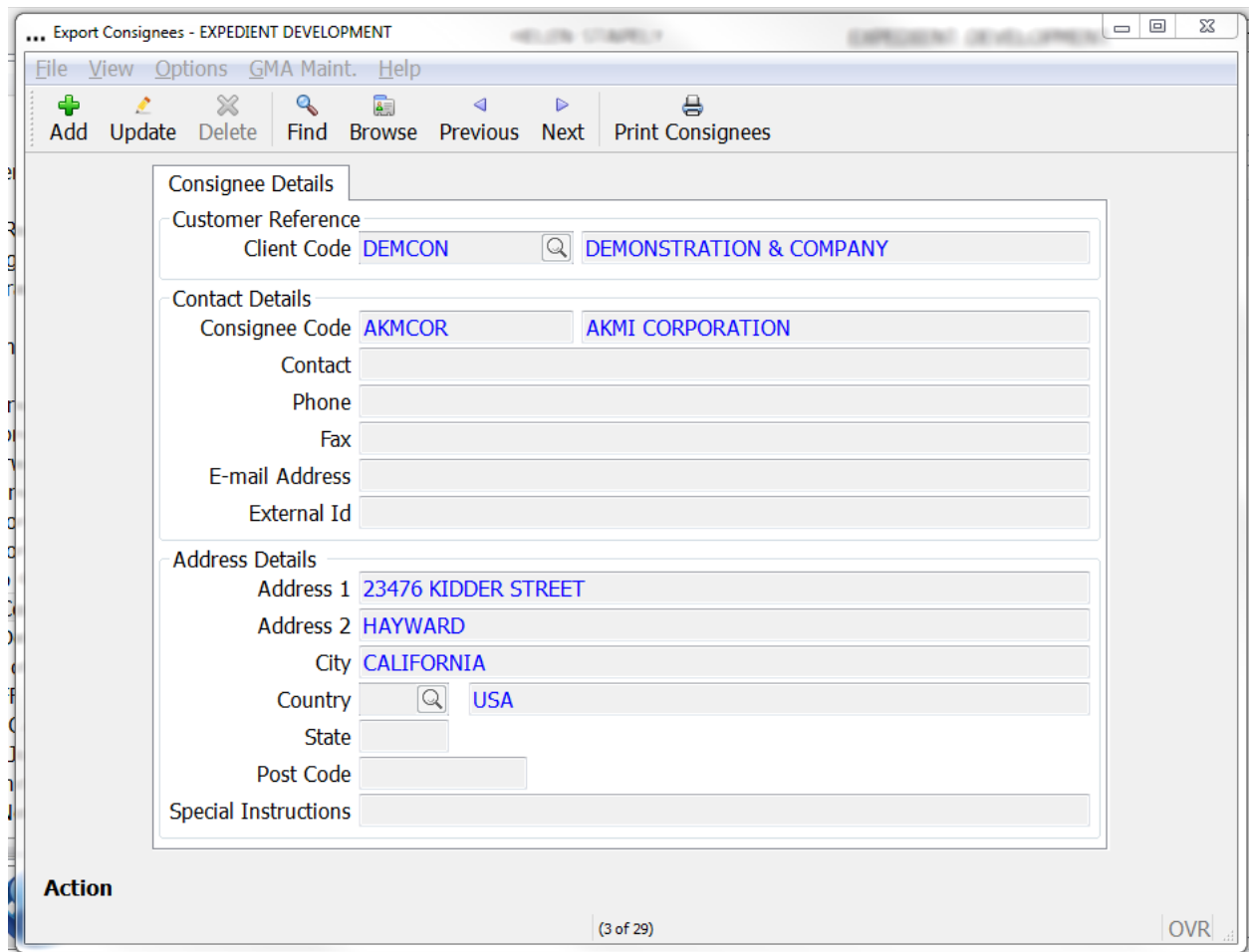
This opens a browse window to locate documents to attach to the job



Job Milestones

Please refer to the Order Tracking User Manual

Export Consignees

The Export Consignees Masterfile is found in the Air Export Forwarding Menu from the Main Menu.

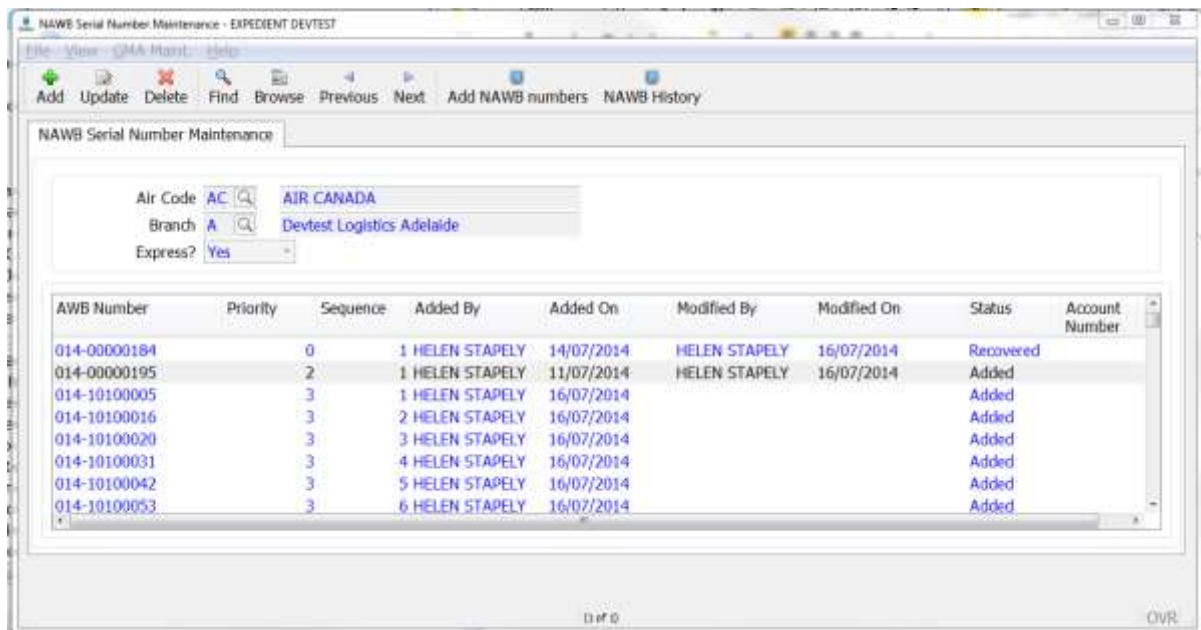


Field Name	Description	Validation	Default
Client Code	This is the client code. Use  to search the customer list. This cannot be Updated after the Export Consignee has been created	Mandatory	Blank
Consignee Code	This is the consignee to be linked to the client. Use  to search the customer list. This cannot be Updated after the Export Consignee has been created	Mandatory	Blank
Contact	This is the Consignee contact name	Optional	Blank
Phone	This is the Consignee's telephone number	Optional	Blank
Fax	This is the Consignee's fax number	Optional	Blank
Email Address	This is the Consignee's email address	Optional	Blank

Field Name	Description	Validation	Default
External Id	This is the External ID supplied to the Export Consignee	Optional	Blank
Address 1	This is the consignee's first address line	Optional	Blank
Address 2	This is the consignee's second address line	Optional	Blank
City	This is the consignee's city	Optional	Blank
Country	This is the consignee's country	Mandatory	Blank
State	This is the consignee's state	Optional	Blank
Zip	This is the consignee's zip or postcode	Mandatory	Blank
Special Instructions	This is special instructions for the consignee	Optional	Blank

NAWB Serial Number Maintenance

This screen displays which NAWB numbers are available for the Airline and shows the order they will be assigned.



AWB Number	Priority	Sequence	Added By	Added On	Modified By	Modified On	Status	Account Number
014-00000184	0	1	HELEN STAPELY	14/07/2014	HELEN STAPELY	16/07/2014	Recovered	
014-00000195	2	1	HELEN STAPELY	11/07/2014	HELEN STAPELY	16/07/2014	Added	
014-10100005	3	1	HELEN STAPELY	16/07/2014			Added	
014-10100016	3	2	HELEN STAPELY	16/07/2014			Added	
014-10100020	3	3	HELEN STAPELY	16/07/2014			Added	
014-10100031	3	4	HELEN STAPELY	16/07/2014			Added	
014-10100042	3	5	HELEN STAPELY	16/07/2014			Added	
014-10100053	3	6	HELEN STAPELY	16/07/2014			Added	


The order than the numbers will be assigned can be configured so that you can select to use a specific NAWB Number for the next Air Export Consol.

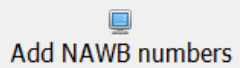
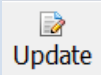
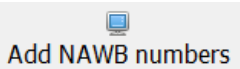
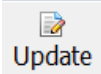
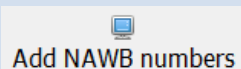
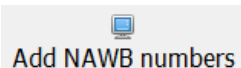
For example, the above screenshot shows there are three ranges of Express AWB Numbers for Air Canada at the Adelaide Branch.

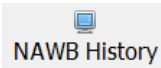
The numbers with Priority 0 will be used first, then Priority 2, then Priority 3.

Within each Priority range there is a Sequence number that indicates the order the numbers within the range will be assigned.

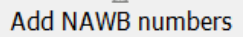
In the above screenshot within the Priority 3 numbers AWB number 014-10100005 will be allocated before 014-10100016.

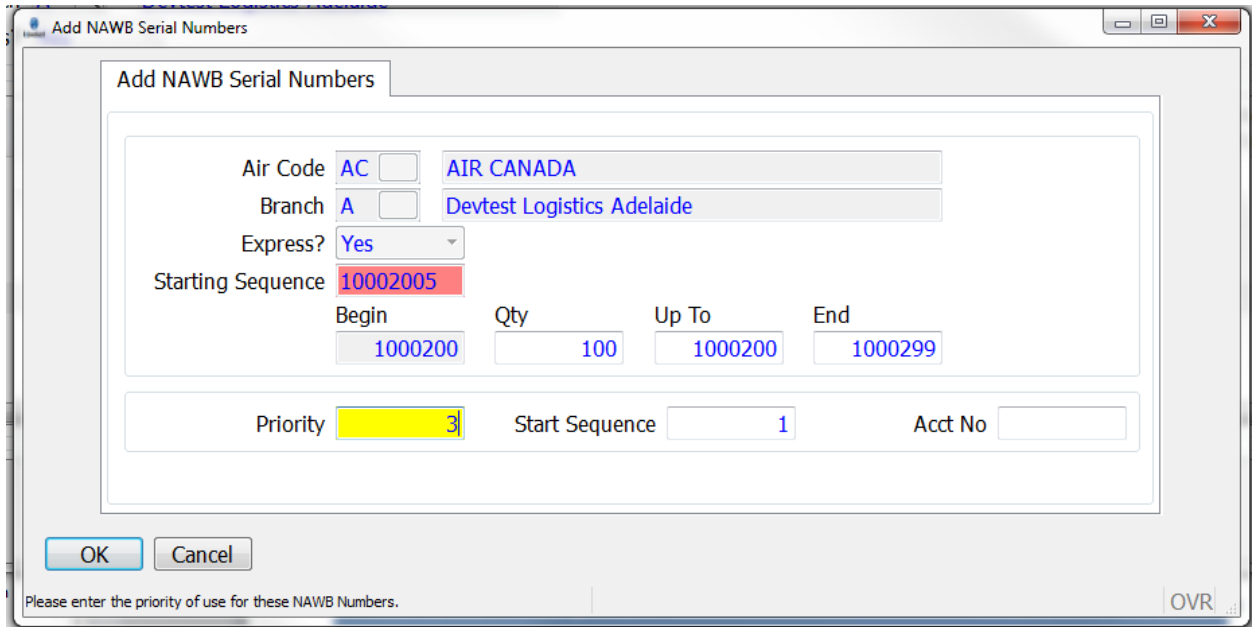
Field Name	Description	Validation	Default
Air Code	This is the 2 letter airline code	Mandatory	Blank
Branch	This is the branch identifier	Mandatory	Blank
Express?	This defines whether the serial numbers are for Express	Mandatory	Blank
AWB Number	These is the set of AWB numbers stored for the airline. These are added to Expedient using the  Add NAWB numbers toolbar button.	Optional	Blank

Field Name	Description	Validation	Default
Priority	<p>This number indicates the range the AWB number belongs to. The lower the priority number the higher priority the range is, e.g. Priority 1 numbers will be used before Priority 2 numbers. The</p> <p>Priority can be set in the  screen.</p> <p>Click  to change the Priority number for an AWB number.</p>	Mandatory	From Add NAWB Number screen or defaults to '0' when an AWB number is Withdrawn from a Consol
Sequence	<p>This number indicates where in the range the AWB number will be used. The Start of the</p> <p>sequence can be set in the  screen.</p> <p>Click  to change the Sequence number for an AWB number.</p>	Mandatory	From Add NAWB Number screen or defaults to '1' when an AWB number is withdrawn from a Consol
Added By	<p>This is the user that added the AWB number in the</p> <p> screen</p>	N/A	System Generated
Added On	<p>This is the date the AWB number was added for the airline</p>	N/A	System Generated
Modified By	<p>This is the user that last updated the Priority or the Sequence of the AWB number</p>	N/A	System Generated
Modified On	<p>This is the date the AWB number was last updated</p>	N/A	System Generated
Status	<p>This indicated whether the AWB number was Added as a new number or withdrawn from an Air Export Consol</p>	N/A	System Generated
Account Number	<p>This is the account number associated with the AWB Number. This is can be added in the</p> <p> screen.</p>	N/A	From Add NAWB Number screen

Use the  to view the history of any changes made to the AWB numbers.

Add NAWB Numbers

You can use the  toolbar button to extend a range of AWB Serial Numbers, add a new range of AWB numbers or add separate AWB numbers as advised by the airline.





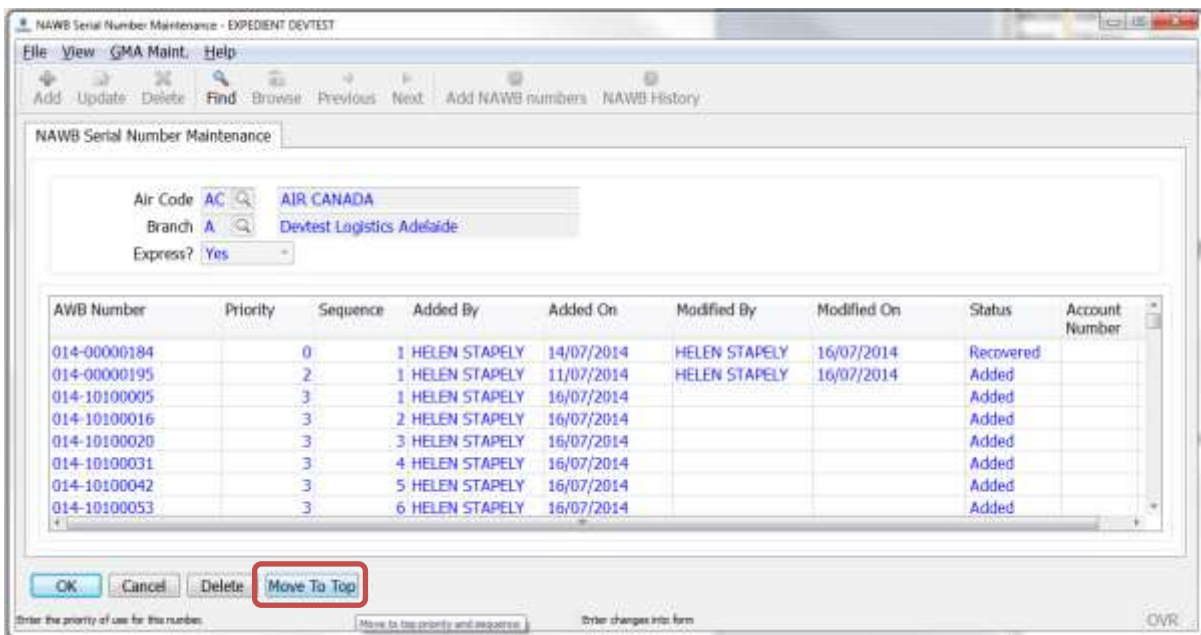
Field Name	Description	Validation	Default
Air Code	This is the 2 letter airline code	Mandatory	Blank
Branch	This is the branch identifier	Mandatory	Blank
Express?	This defines whether the serial numbers are for Express	Mandatory	Blank
Starting Sequence	This is the 8 digit starting serial number provided by the airline. The 8 th digit is a check number.	Mandatory	Blank
Begin	This is the start number. This will default to the first 7 digits of the number in the starting sequence field.	System generated	First 7 digits of the Starting Sequence number
Qty	This is the number of Master Airway Bill numbers to be added.	Mandatory	Blank
Up To	This is the Master Airway Bill number to be assigned to the next Neutral Airway Bill. If you are entering a series of MAWB numbers for a new airline for a branch enter the first 7 digits of the Starting Sequence number	Mandatory	Conditional: if new airline enter first 7 digits of Starting Sequence

Field Name	Description	Validation	Default
End	This is the last 7 digit number in the sequence	Mandatory	System Generated
Priority	This is the range the set of AWB numbers belongs to. Expedient will automatically assign the lowest range but this can be manually set to a higher priority range if you want to extend an existing set of AWB numbers	Mandatory	Pre-existing lowest priority for the Airline +1
Start Sequence	This is the start number for the Sequence for the set of AWB numbers. Expedient will automatically start the sequence at 1 but this can be manually changed to merge the new set with an existing set.	Mandatory	1
Acct No.	This is the branch account number with the airline	Optional	Blank

Assign a specific AWB number to an Air Export Consol

If you have an AWB number that you must allocate to the next Air Export Consol, use the

 **Add NAWB numbers** button in the NAWB Serial Maintenance screen to add the AWB number, then in the Air Serial Number Maintenance screen, click  **Update** and click the AWB number row you need to assign to the next consol. Click the **Move To Top** button.



This will give the selected AWB Number the top Priority range and the top Sequence number within that range. This means that selected AWB number will be assigned to the next Air Export Consol for the airline.

Airway Bill Bulk Bookings

This option allows fast registration of regularly scheduled consols e.g. if your client books a consol every Monday on the same flight.

Air Export Bulk Bookings - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Generate Airline Bookings View AWBs

Booking Details

Issued By **QF** Express? **No** Booking Reference

Origin Code **MEL** **MELBOURNE**

Flight No 1 **001**

Via Code 1

Flight No 2

Via Code 2

Flight No 3

Dest. Code **LAX** **LOS ANGELES**

Shipper **DEMCON** **TEST ONLY CUSTOMER**

Pieces **1** Weight **2.0** Volume **3.0**

ULD **ALF**

ETD Start Date **09/10/2012** ETD End Date **30/10/2012**

Cut-off Time **12:00**

Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☐

Friday ☐ Saturday ☐ Sunday ☐

Allocate MAWBs **Yes** MAWB Count **0**






Generated On Generated By

Last Modified On

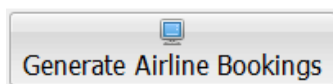
OK Cancel

Confirm update of MAWBs? Enter new document into form OVR

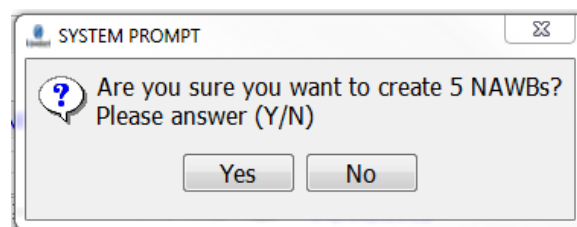
Field Name	Description	Validation	Default
Issued By	This is the airline who issues the Master Airway Bill number	Mandatory	Blank
Express	This indicates whether this is Express freight and will allocate the appropriate Master Air Way Bill number	Mandatory	Blank

Field Name	Description	Validation	Default
Booking Reference	This is the reference number for the bulk booking generation	Mandatory	System Generated
Origin Code	This is the port of origin. Use  to search the ISO port code list.	Mandatory	Blank
Flight No 1	This is the flight number for the first flight	Mandatory	Blank
Via Code 1	This is the first port of transshipment. Use  to search the ISO port code list.	Optional	Blank
Flight No 2	This is the flight number for the second flight	Optional	Blank
Via Code 2	This is the second port of transshipment. Use  to search the ISO port code list.	Optional	Blank
Flight No 3	This is the flight number for the third flight	Optional	Blank
Dest Code	This is the destination port. Use  to search the ISO port code list.	Mandatory	Blank
Shipper	This is the customer code for the Shipper. Use  to search for active Customers.	Optional	Blank
Pieces	This is the number of pieces on each Air Way Bill	Optional	Blank
Weight	This is the weight on each Air Way Bill	Optional	Blank
Volume	This is the volume on each Air Way Bill	Optional	Blank
ULD	This is the type of ULD used for each Air Way Bill	Optional	Blank
ETD Start Date	This is the date you want the regularly scheduled consols to start from	Mandatory	Blank
ETD End Date	This is the date you want the regularly scheduled consols to end	Mandatory	Blank
Cut-Off Time	This is the time of day the shipper must delivery the goods to the forwarder	Optional	Blank

Field Name	Description	Validation	Default
Days of the Week	This is the day of the week you want the consols to be booked, within the ETD date range selected. E.g. if you want a consol for every Monday between 27 th August and 24 th September 2013 select the Monday tickbox to generate 5 consols for the shipper on 28 th August, and 3 rd September, 10 th September, 17 th September and 24 th September 2013.	Mandatory	Blank
Allocate MAWBS	Select from the dropdown list if you want the Master Air Way Bill to be allocated on saving the Bulk Booking details. The MAWB can be allocated at a later date within the Air Consol Registration screen	Mandatory	Yes
MAWB Count	This indicates the number of Master Air Way Bills that were generated by the Bulk Booking according to the ETD date range selected and the day of the week selected	Mandatory	System Generated
Generated On	This indicates the date the bulk booking was created.	Mandatory	System Generated
Generated By	This indicates the user who generated the bulk booking	Mandatory	System Generated
Last Modified On	This indicates the date the bulk booking was last updated and who updated it.	Mandatory	System Generated



On OK use the **Generate Airline Bookings** toolbar button to generate the Consols from the Bulk Booking details on the screen. You will be prompted to confirm the number of MAWBs to be created



On selecting Yes, you will be asked if you want to view the new Air Way Bills.

Consol No	3002049	Bulk Booking Reference	20
Master Bill	081-30013406	Docs:	0

This screen outlines a list of Export Airline Buy rates, along with the function to list Preferred Carriers and Search Tools.

Air Rate Charges - EXPEDIENT DEVTEST

File View GMA Maint Help

Add Update Delete Find Browse Previous Next Upload File Air Line Rates Search

Air Rate Changes

Port Search:

Origin Port:
 Destination Port:







Preferred Carriers (3)


#	Airline Code	Description
1 QF	QANTAS AIRWAYS LIMITED	
2 NABCAR	DEVTEST Client NABCAR	
3 OS	AUSTRIAN AIRLINES AG	

Air Rate Charges (Rates are in Local Currency) (34)

Origin	Destination	Airline/Co-Load	Min	<45	+45	+100	+250	+300	+500	+1000	Units	Weight (K)
MEL	LAX	AO	1.00	5.00	4.00	3.00	8.00	7.00	6.00		PMC	
MEL	AKL	FY	4.00	6.00	3.00	3.00	85.00	8.00	8.00		PRA	
LAX	MEL	AA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00 PGA	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
SYD	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	
evm	LAX	AA	1.00	2.00	3.00	4.00	5.00	6.00	7.00		8.00 FABULD	

72

Field Name	Description	Validation	Default
Origin Port	This is the Port of Origin that is shown in the Origin column in the Air Rates Charges Group. Use  to search the ISO port code list.	N/A	Blank
Destination Port	This is the Port of Destination that is shown in the Destination column in the Air Rates Charges Group. Use  to search the ISO port code list.	N/A	Blank
Preferred Carriers Group This group lists the Preferred Carriers that the Customer uses. This is controlled and maintained by the Customer. The details are added and updated via the UPDATE Button. NOTE: Mandatory fields are highlighted in Red.			
#	Preferred Carrier Ranking. This column is automatically populated when the Airline Code is entered in the corresponding field. The ranking will be updated when the Tab key is selected.	N/A	N/A
Airline Code	Airline Carrier Code that is used. Use the  to search the Airline Masterfile.	Mandatory	Blank
Description	Description of the associated Airline Code.	No	Blank
Air Rate Charges Group This table outlines the Export Airline Rates that have been uploaded via a file or entered in manually. The existing records can also be amended or new records added via the UPDATE button. NOTE: Mandatory fields are highlighted in Red and Rates are in Local Currency.			
Origin	This is the Port of Origin Code (Aircraft Departure Location) that is associated with the rate charge. Use  to search the ISO port code list.	Mandatory	N/A
Destination	This is the Port of Destination Code (Aircraft Arrival Location) that is associated with the rate charge. Use  to search the ISO port code list.	Mandatory	N/A
Airline/Co-Load	This is the Airline/Co-Load Code (Cargo is under Airline control) that is associated with the rate charge. Use the  to search the Airline Masterfile.	Mandatory	N/A
Min	Minimum Value for Minimum Weight. (Numeric Value)	Optional	N/A
<45	Rate value for Weight shown. (Numeric Value)	Optional	N/A
+45	Rate value for Weight shown. (Numeric Value)	Optional	N/A

Field Name	Description	Validation	Default
+100	Rate value for Weight shown. (Numeric Value)	Optional	N/A
+250	Rate value for Weight shown. (Numeric Value)	Optional	N/A
+300	Rate value for Weight shown. (Numeric Value)	Optional	N/A
+500	Rate value for Weight shown. (Numeric Value)	Optional	N/A
+1000	Rate value for Weight shown. (Numeric Value)	Optional	N/A
Units	Unit Load Device that is used to load the cargo/freight on board the aircraft. Use the  to search the ULD Code list.	Conditional	N/A
Weight (KG)	Cargo Weight of the Air Freight. (Numeric Value)	Conditional	N/A
Commodity	Description of the Cargo. (Free text field)	Optional	N/A
Rate	Standard Rate of the Air Freight. (Numeric Value)	Optional	N/A
Fuel Surcharge	Airline Fuel Surcharge Rate. (Numeric Value)	Optional	N/A
War Risk	War Risk Insurance Rate. (Numeric Value)	Optional	N/A
Freighter/Passenger	Freight that is on Cargo Planes/Passenger Airlines. (Free text field)	Optional	N/A
Additional Charges	Special Rates for the Air Freight. (Numeric & Non-Numeric Values)	Optional	N/A
Comments	Additional Comments for the Air Freight. (Free text field)	Optional	N/A
Promotional Code	Code for a Special Promotional Deal. (Free text field)	Optional	N/A
Effective Date From	Date the Airline Rate is Active From.	Mandatory	N/A
Effective Date To	Date the Airline Rate is Active To.	Mandatory	N/A
Rate Quoted By	Person who Quoted the Rate. (Free text field)	Optional	N/A
Action Buttons			
Upload File	Each time the CSV file is uploaded it will add the record to the Air Rate Charges table. Once the file is uploaded, you will need to refresh the screen for the results to appear or use the Search Tools available to retrieve the records. Validation is not executed on duplicate records. The data will default to descending order on Effective Date To – the records can be sorted further by clicking on the column heading.		

Field Name	Description	Validation	Default
Air Line Rates Search	This additional function allows the user to search the Air Rate Charges table for specific charges. You can search by Airline code or Effective Dates. These fields are not dependent on each other, therefore you do not need to populate each field to execute the search.		

Please see below an example of the Air Line Rates Search pop-up window.



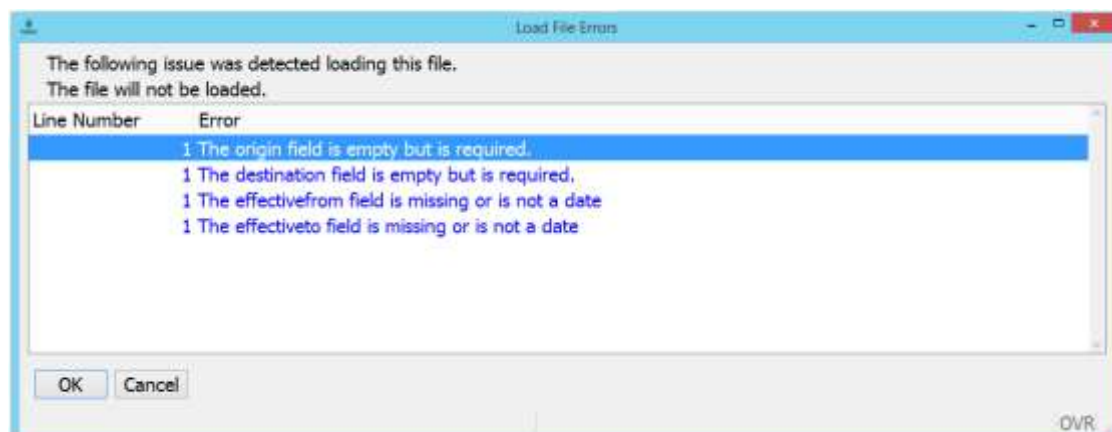
Please see below an example of the spreadsheet uploaded.

Airline Code	Origin	Dest	Min	45	100	250	500	1000	Units	Weight	Commodity	Rate	Fuel Surcharge	War Risk	Freight/Passenger	Additional Charges	Comments	Promotional Code	Effective Date From	Effective Date To	Rate Quoted By
SQ	SPD	AKL	30	4.8	2.8	1.35	2	1.5	1.85	1.75	PAG	10	Produce	4875	9.5	2800 TST 080	Plus Fuel Surcharge	PRD-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	AMD	35	3.1	2.5	2.3	2	1.5	1.8	1.7	AAE	10	Fruit	250	2	380 TST 111		PRD-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	AMS	110	4.8	3.8	3.4	3.2	2.5	3.1	3.05	ALF	10	Seafood	500	4	200	280 Market	SEA-AUS	1/01/2014	15/02/2020	John Smith
SQ	SPD	ATL	110	5.2	4.8	4.3	4.1	3.5	4.1	4	AKS	10	Meat	1730	11.9		280	MDA-AUS	1/01/2014	15/12/2016	John Smith
SQ	SPD	AJH	85	4.1	2.6	2.4	1.5	1	2.1	2	AMS	10	Flowers	350	0.5		58	FLD-AUS	1/01/2014	15/12/2016	John Smith
SQ	SPD	BCN	110	4.9	4.25	3.55	3.2	2.5	3.4	3.35	ALF	10	Seafood	3425	4	10000	300 Market	SEA-AUS	1/01/2014	15/02/2020	John Smith
SQ	SPD	BKK	100	5.7	4.65	4.3	4	3.5	4.1	4.2	PAG	10	Produce	4590	9.5	TST 080	100 Plus Fuel Surcharge	PRD-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	BKK	80	3.85	1.25	1.05	1		6.75	0.85	AAE	10	Fruit	2650	2	TST 111	500	PRD-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	BKK	55	3.1	2.3	2	1.5	1	1.8	1.7	AAE	10	Flowers	3425	6.5	TST 111	300	FLD-AUS	1/01/2014	15/12/2016	John Smith
SQ	SPD	BPA	90	2.8	2.05	1.85	1		4.6	1.5	PRC	10	Peanutbutter	500			30		1/01/2014	1/01/2020	John Smith
SQ	SPD	BRE		7.3	5.7	5	4	4.3	4.2	PRC	10	Peanutbutter	350	12.5	1500	100			1/01/2014	1/01/2020	John Smith
SQ	SPD	BUR	110	8.9	5.9	5.4	3	4.5	5.1	3.05	PRC	10	Vegetables	205	5	300	100 Market	VES-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	BWA	60	2.7	3.1	1.25	1		1.85	1	PRC	10	Vegetables	2950	5	5800 TST 111	Market	VES-AUS	1/01/2014	1/01/2020	John Smith
SQ	SPD	BKK	70	1	1.5	1.3	1		0.8	0.7	AKS	10	Meat	1500	11.5	TST 080	Plus Fuel Surcharge	MDA-AUS	1/01/2014	30/11/2017	John Smith

NOTE: If ALL column headings are not included in the file, then data will be loaded in the incorrect columns.

When uploading the CSV file, the system will executed specific validation rules. Any errors that result from this file, will be shown per line in a pop-up window.

Please see below screenshot for your reference.



Print Manifest

This option will provide a print or email of the detailed Export Air Manifest for the consol number provided.

Export Airfreight Manifest								
Master Waybill			Air Freight Agent			EXPEDIENT		
001-67898703			TEST "ONLY" CUSTOMER			A.B.N. 52 006 246 250		
Flight No 001			50 MCCORMACK STREET			Unit 256		
Date 13/02/2012			PORT MELBOURNE VIC 3207			53 McCormack STREET		
Origin MELBOURNE			AUSTRALIA			12345678901234567890 VIC 3207		
Via			PH: (03) 9354 1112			PH: (03) 9354 1112		
Destination SYDNEY			PH: 03123456789			FAX: (03) 9354 2223		
CRN						www.gmaust.com.au		
Consol #000682								
Hawb No.	No. of pkgs.	Weight in kg.	Nature of goods	Port of Loading	Final Dest.	Shipper Details	Consignee Details	EDN Value
HOUSEBLL	3	1.30	ASCP	MEL	SYD	EXPEDIENT Unit 256 53 McCormack STREET 12345678901234567890 VIC 3207	AS FABDSA RW AUSTRALIA	EXPE

Print Manifest – Summary

This option will provide a print or email of the summary Export Air Manifest for the consol number provided.

Export Airfreight Manifest - Summary								
Master Waybill			Air Freight Agent			EXPEDIENT		
001-67898703			TEST "ONLY" CUSTOMER			A.B.N. 52 006 246 250		
Flight No 001			50 MCCORMACK STREET			Unit 256		
Date 13/02/2012			PORT MELBOURNE VIC 3207			53 McCormack STREET		
Origin MELBOURNE			AUSTRALIA			12345678901234567890 VIC 3207		
Via			PH: (03) 9354 1112			PH: (03) 9354 1112		
Destination SYDNEY			PH: 03123456789			FAX: (03) 9354 2223		
CRN						www.gmaust.com.au		
Consol #000682								
Hawb No.	No. of pkgs.	Weight in kg.	Nature of goods	Port of Loading	Final Dest.	Shipper Details	Consignee Details	EDN Value
HOUSEBLL	3	1.30	ASCP	MEL	SYD	EXPEDIENT	AS	EXPE

Airline Statistics

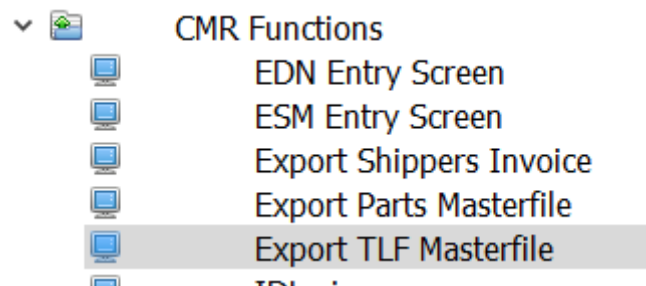
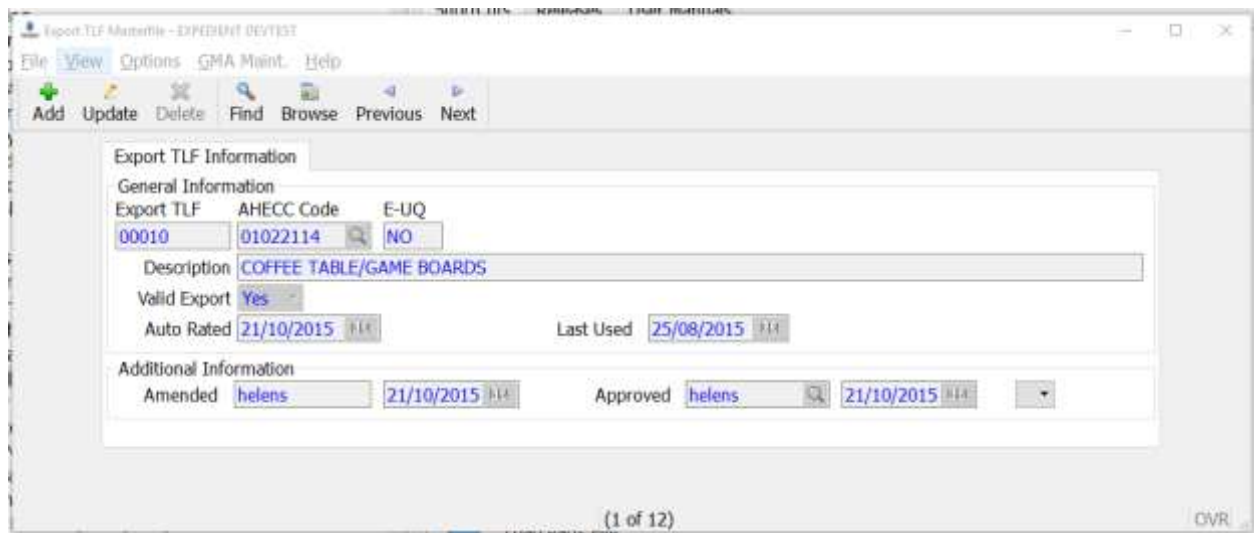
This option will provide a view of pieces, weight, charge weight, freight and sundry charges for all Export Air Consols by Issuing Carrier. The report screen is available in the Air Export Forwarding folder where the site is IATA registered.

The report can be filtered on departure date range, issuing carrier, origin, destination and country. The report can be produced as a pdf or in .csv format.

Export CMR Functions (AU Only)

Creating TLFs

TLFs are used as short codes for the AHECC. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Sea or Air Export Forwarding>CMR Functions>Export TLF Masterfile**

Export TLF Information

General Information

Export TLF: 00010 AHECC Code: 01022114 E-UQ: NO

Description: COFFEE TABLE/GAME BOARDS


Valid Export: Yes

Auto Rated: 21/10/2015 Last Used: 25/08/2015

Additional Information

Amended: helens 21/10/2015 Approved: helens 21/10/2015


(1 of 12)

Field Name	Description	Validation	Default
Export TLF	This is the Tariff Line File. This is a unique number. The TLF cannot be updated after the TLF has been created.	Mandatory	Blank
AHECC Code	This is the AHECC code associated with the TLF. Click on  to see a list of available AHECCS	Mandatory	Blank
E-UQ	This is the Export Unit Quantity. E.g.: No for Number or KG for Kilograms	N/A	System Generated from Customs
Description	This is the Description of the TLF	Optional	Blank
Valid Export	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	System Generated from Customs

Field Name	Description	Validation	Default
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	System Generated
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	System Generated
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only. This is followed by the date of the last amendment	N/A	System Generated
Approved	This displays who approved the TLF. This is followed by the date of the approval	Optional	Blank

EDN's

Export Declaration Number (EDN) can be created from the Job Registration Screen via the EDN Details Button, from the Main Menu under Air Export Forwarding / CMR Functions / EDN Entry Screen, or from the Pick List screen where your site uses the Bond Warehouse module.






The screenshot shows the 'EDN Entry' screen with the following sections:

- Entry Details:** Job No (2050242), EDN (AAACYMNX), ESM/CRN (AAACYMNT), EDN Status (Create), EDI Status (OK with Warnings), Customs Response (CLEAR), EDN Creation Date (04/06/2014), User ID (petal), Version (1).
- Job/Customs Information:** Master Bill, House Bill (AUSYDAS2059242), Shipper (NCASSAL), Owner ABN/CCID (71123326260), Consignee Name (TESTING), Consignee City (HONG KONG), Cargo Type (CONTAINERISED), No. Containers (1), No. Pcs (48), Goods Type (OTHER), Mode Transport (Sea), Confirming Export Type (Non-Confirming), Exosable/Customable (No), Own/Agent (Agent).
- Shipping & Port Information:** Origin Port (AUSYD), Destn. Port (HKG), Dest City (HONG KONG), Export Date (23/06/2014).
- Invoice Information:** Inv Curr CODE (USD), FOB Curr (USD), Total FOB (15).
- Additional Information:** Unique Cons Ref, Voyage/Flight, Branch Id, Vessel/Airline, W/House Est Id, Prescribed Goods (No).

Field Name	Description	Validation	Default
EDN Entry Tab – Entry Details Group			
Job No	This is Expedient's Internal Reference	Mandatory	Job Registration
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.	N/A	N/A

Field Name	Description	Validation	Default
ESM/CRN	This is the Customs Authority Number and is updated on a successful response from Customs for the ESM. NOTE: This information is also shown on the ESM Screen.	N/A	N/A
EDN Status	Current Status of the EDN. These consist of the following statuses: (1) Create (2) Replace (3) Withdrawn	N/A	N/A
EDI Status	Current status of the EDI. These consist of the following Customs statuses: (1) Not Submitted (2) *Being Submitted (3) Failed (4) In Progress (5) Submitted (6) OK with Warnings	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs to the EDN message.	N/A	N/A
EDN Creation Date	This is the date of the original EDN created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the EDN to Customs. Any future changes to the EDN can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and disabled in ADD and UPDATE Mode.	N/A	N/A
EDN Entry Tab – Job Customs Information Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Master Bill field in the Export Job Registration.	Mandatory	Job Registration
House Bill	House Bill Number for shipment. This information is retrieved from the House Bill field in the Export Job Registration.	Mandatory	Job Registration

Field Name	Description	Validation	Default
Shipper	This is the company that is shipping the cargo. This information is retrieved from the Shipper field in the Export Job Registration. You can also access the  (Zoom Function) to search from the Client Masterfile.	Mandatory	Job Registration
Owner ABN /CCID	Account Business Number for the Shipper. This information is retrieved from the ABN field in the Client Masterfile.	Mandatory	Customer Masterfile
Consignee Name	The name of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee Name field in the Export Job Registration.	Mandatory	Job Registration
Consignee City	This is the City of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee City field in the Export Job Registration.	Mandatory	Job Registration
Cargo Type	This is the Type of Cargo on the shipment. These consist of the following Cargo Types: (1) Bulk (2) Containerised (3) Combination (4) Non Containerised	Mandatory	Job Registration
No. Containers	This is the Total number of Containers for the shipment. This information is retrieved from the Container fields in the Export Job Registration.	Mandatory	Job Registration
No. Pcs	This is the total number of Pieces for the shipment. This information is retrieved from the No. Pcs field in the Export Job Registration.	Mandatory	Job Registration
Goods Type	Type of goods that is been shipped for export. Use the drop down list to select the Goods Type. This information is defined by Customs. These consist of the following Goods Type: (1) Accompanied Baggage (2) Own Power (3) Other (4) Postal (5) Spares (6) Stores	Mandatory	N/A

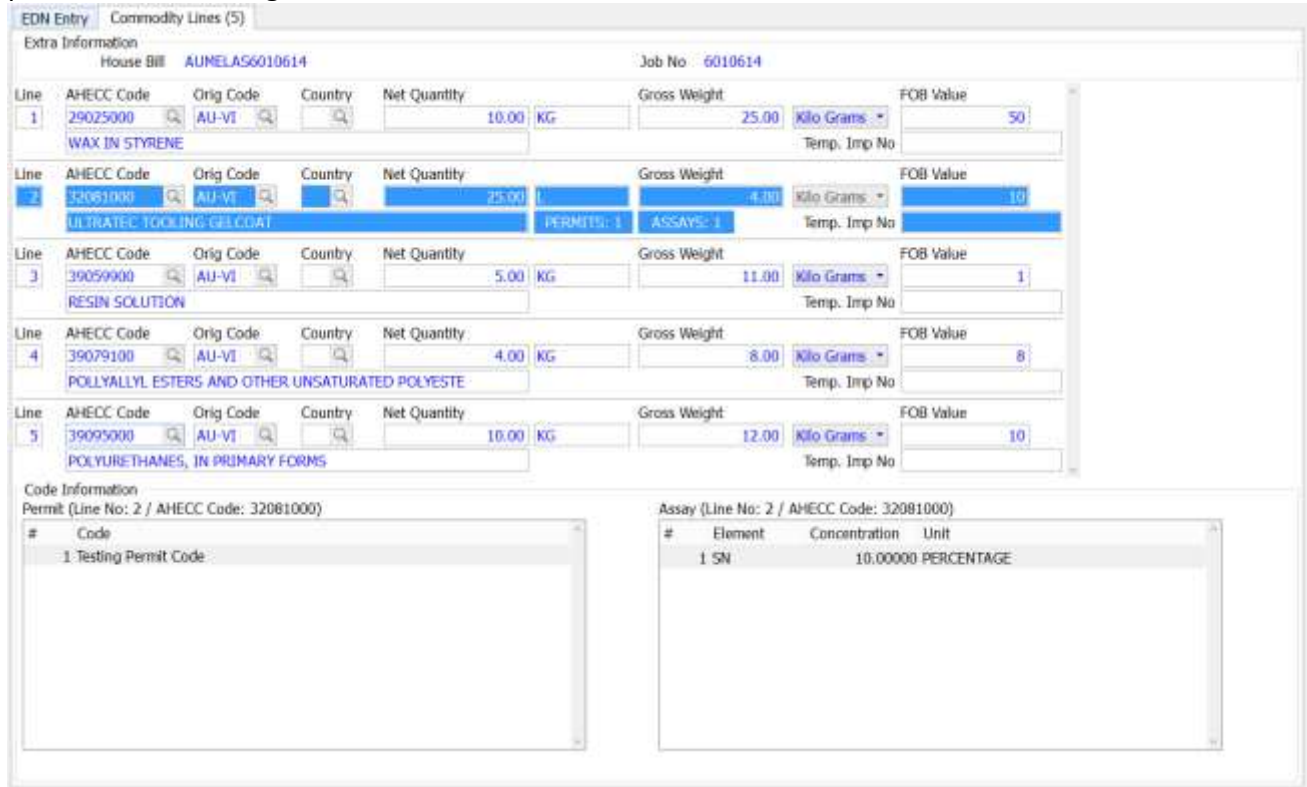
Field Name	Description	Validation	Default
Mode Transport	This is the type of Transport; Air or Sea. This is determined when the Job No. is entered in the EDN screen.	Mandatory	Job Registration
Confirming Export Type	This indicates whether the Export Declaration is to be confirmed. If a declaration has been marked as a confirming export, this field can later be changed to C (confirmed).	Mandatory	Non-Confirming
Excisable/Customable	Indicates whether the goods in the entire consignment covered by the export declaration are subject to Excise or Customs Duty; No or Yes.	Mandatory	No
Own/Agent	This drop down list Indicates who the owner of the goods are; Owner or Agent.	Mandatory	Agent
EDN Entry Tab – Shipping & Port Information Group			
Origin Port	This port code indicates where the container will be loaded from.	Mandatory	Job Registration
Destn. Port	Final destination port where the container will discharge.	Mandatory	Job Registration
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile
Export Date	This is the date that the container will leave the port of origin. This information is retrieved from the ETD field in the Export Job Registration.	Mandatory	Job Registration
EDN Entry Tab – Invoice Information Group			
Inv Curr CODE	This is the Invoice Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
FOB Curr	This is the FOB Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
Total FOB	This is the Total FOB Amount and is calculated based on the values entered in the FOB Value field in the Commodity Lines tab.	Mandatory	Blank
EDN Entry Tab – Additional Information Group			

Field Name	Description	Validation	Default
Unique Cons Ref	A unique reference of a consignment used for identification purposes in documents and messages exchanged between parties in international trade.	Optional	Blank
Vessel/Airline	This is the Vessel / Airline of the shipment.	Optional	Blank
Voyage / Flight	This is the Voyage and Flight Information.	Optional	Blank
W/House Est Id	The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued.	Optional	Blank
Branch Id	A Branch Identifier is a facility within the Client Register which enables clients to identify specific areas of their organisation in dealings with Customs. A Branch Id is always linked with the Client ID. A Branch will belong to a single client, and will be uniquely identified and associated with a name and address.	Optional	Blank
Prescribed Goods	An indicator indicating whether any of the goods in the consignment covered by the export declaration are prescribed goods.	Optional	No

Field Name	Description	Validation	Default
------------	-------------	------------	---------

Commodity Lines

The commodity lines tab allows users to add or modify lines. These lines will be populated from a Pick List if your site is using the Bond Warehouse module for stock released for Export. The following Buttons perform the following:



EDN Entry Commodity Lines (5)

Extra Information

House Bill: AUMELAS6010614 Job No: 6010614

Line	AHECC Code	Orig Code	Country	Net Quantity	Gross Weight	FOB Value
1	29025000	AU-VI		10.00 KG	25.00 Kilo Grams	50
2	32081000	AU-VI		25.00 L	4.00 Kilo Grams	10
3	39059900	AU-VI		5.00 KG	11.00 Kilo Grams	1
4	39079100	AU-VI		4.00 KG	8.00 Kilo Grams	8
5	39095000	AU-VI		10.00 KG	12.00 Kilo Grams	10

Code Information



Permit (Line No: 2 / AHECC Code: 32081000)

#	Code
1	Testing Permit Code

Assay (Line No: 2 / AHECC Code: 32081000)


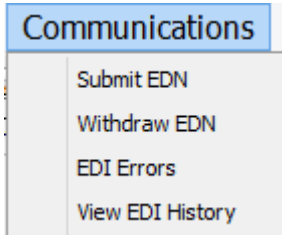
#	Element	Concentration	Unit
1	SN	10.00000	PERCENTAGE

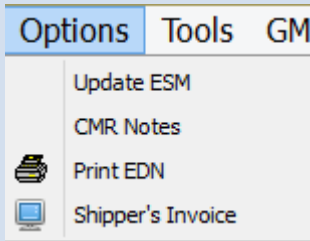
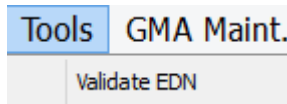
Commodity Lines Tab – Extra Information Group (Defaults to 3 line items)

House Bill	House Bill Number for shipment. This information is shown to remind the user what House Bill they are applying the AHECC Codes against.	Mandatory	EDN
Job No	This is Expedient's Internal Reference. This information is shown to remind the user what Job No they are applying the AHECC Codes against.	Mandatory	EDN
Line	The line number of the AHECC Code. This will be populated once you exit the line item.	Mandatory	N/A
AHECC Code	The Australian Harmonised Export Commodity Classification Code, as provided by the Australian Bureau of Statistics that classifies a particular type of export commodity. Use the  (Zoom Function) to search for an AHECC Code that have been previously used for this Shipper. Non-expired AHECC Codes are listed.	Mandatory	Blank
Orig Code	This code indicates where the container will be loaded from for the Commodity Line Item. Use the  (Zoom Function) This information is defined by Customs.	Mandatory	Blank

Field Name	Description	Validation	Default
Country	This port code indicates the country where the container will be loaded from for the Commodity Line Item. This information is retrieved from the Country Code Masterfile.	Conditional	Blank
Net Quantity	This is the Net Quantity of the Commodity Line. This field can be auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Net Quantity Unit	This field is not labelled. It is positioned on the right hand side of the Net Quantity field. This field is auto-populated once the AHECC Code is entered. Information is retrieved from the TLF Masterfile.	Mandatory	TLF Masterfile
Gross Weight	This is the Gross Weight of the Commodity Line. This field can be auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Gross Weight Type	This is the Gross Weight Type of the Commodity Line. Kilograms, Grams, Tons. This is populated when the Gross Weight value is entered.	Mandatory	Blank
FOB Value	This is the FOB Value of the Commodity Line. This is auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Description	This is the Description of the AHECC Code. This information is retrieved from the TLF Masterfile.	Mandatory	AHECC Code
Temp. Imp No	Temporary Import Number. The Identifier of a Customs Document that represents a declaration to Customs by a Party concerning Goods that may cross the Australian border.	Optional	Blank
Commodity Lines Tab – Code Information Group			
Permit	Allows users to enter Permit Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Permit Table.	Optional	Blank
Assay	Allows users to enter any Assay Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Assay Table.	Optional	Blank
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		
Insert	This button will add a line item above or below existing AHECC Codes, depending on what AHECC Code has been selected.		

Field Name	Description	Validation	Default
Append	This button will add an AHECC Code line item to the end of the existing AHECC Codes that have been created.		
Delete	This button will remove an AHECC Code line item. Select the line item and then press the Delete button.		
AHECCS	The AHECC Button allows users to view and select from a list of AHECC Codes.		
Repost	<p>This is used in conjunction with the Shipper's Invoice. If a Shipper's Invoice exists and the Job is added in the EDN screen, then it will populate the AHECC Code details in the each line item, whether it is consolidated or not-consolidated.</p> <p>If the user has made a mistake and would like to re-load the data from the Shipper's Invoice, then they can use the Repost Button to re-load the AHECC Codes.</p> <p>ADD Mode – The Repost Button is only visible when the Job No has been entered.</p> <p>UPDATE Mode - The Repost Button is enabled in this mode.</p>		
Submit EDN	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist Expedient can check at this point if the User and the Exporter have valid Aviation Security Status. Then the EDN will be sent to Customs. On response from Customs an email will also be sent to the user who created the EDN, outlining the EDN details and status.		
EDI History	<p>This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen.</p> <p>The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.</p>		

Field Name	Description	Validation	Default
Validate EDN	<p>This button will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel Button will be enabled if validation has failed.</p>		
			
Shipper's Invoice	<p>This will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields. This screen can also be accessed via the Shipper's Invoice link in the Options Main Menu.</p>		
<p style="text-align: center;">Main Menu – Communications</p> 			
Submit EDN	<p>This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the EDN will be sent to Customs.</p>		
Withdraw EDN	<p>This link will withdraw the EDN message from Customs and automatically send a message to Customs informing them of this change to the EDN. You are not able to submit the same Job No. after this action occurs.</p>		

Field Name	Description	Validation	Default
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
Main Menu – Options 			
Update ESM	This link allows the user to manually update the ESM/CRN field in the EDN screen. When this link is pressed, it will automatically place the cursor in the ESM/CRN field. You will not be able to edit other fields in the EDN Screen.		
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the EDN that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Print EDN	This link allows the user to print the lodgement form and will show the details that have been entered in the EDN.		
Shipper's Invoice	This link will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields.		
Main Menu – Tools 			

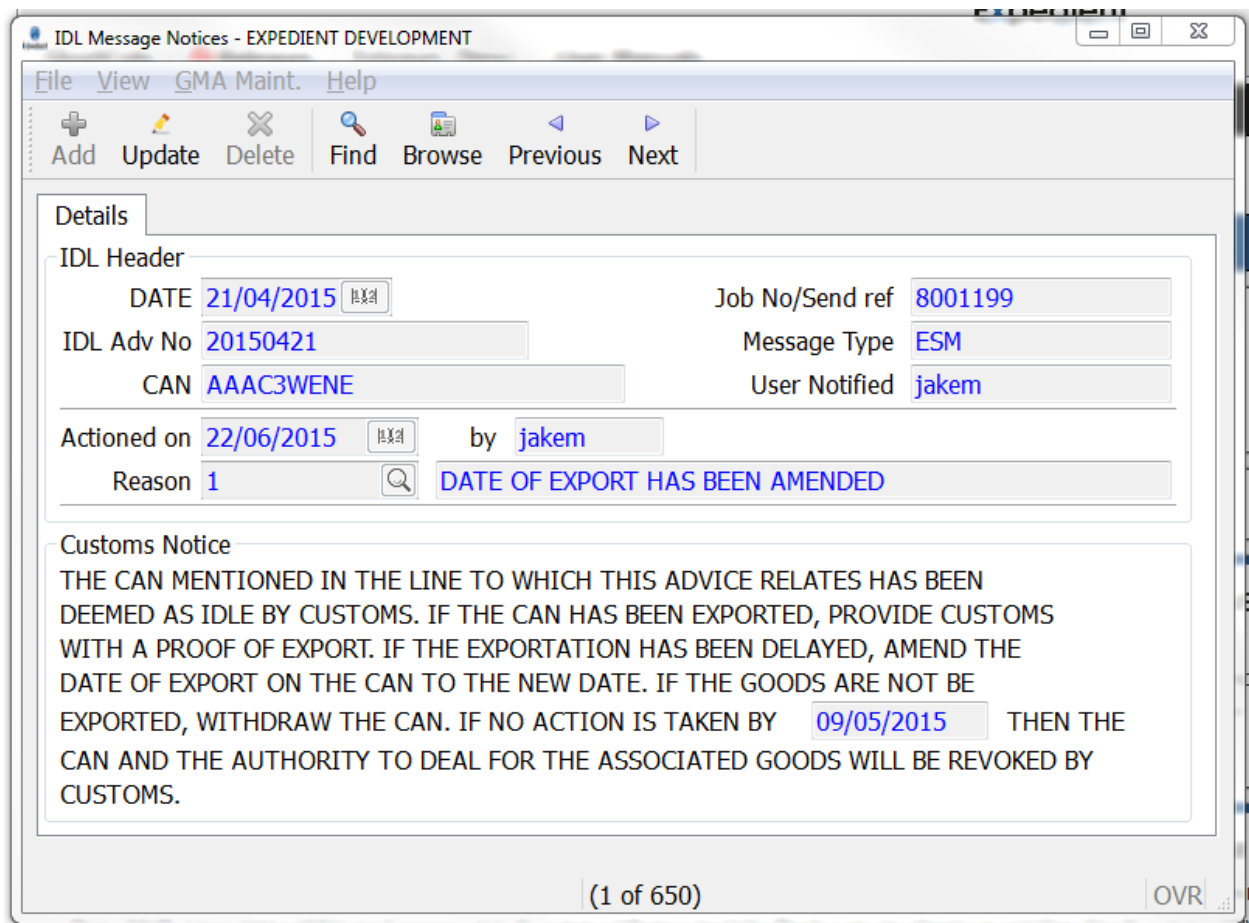
Field Name	Description	Validation	Default
Validate EDN	This link will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN.		

BOND WAREHOUSE UPDATES

If your site uses the Bond Warehouse Module and the EDN has been generated from a Pick List, the Bond Warehouse will be updated to show the stock has been released when Customs return a successful entry status.

IDL VIEW SCREEN

This screen display messages from AU Customs where the Customs Authority Number has been deemed idle. Update the message from Customs with the Reason for the IDL.



IDL Message Notices - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Details

IDL Header

DATE 21/04/2015 Job No/Send ref 8001199

IDL Adv No 20150421 Message Type ESM

CAN AAAC3WENE User Notified jakem

Actioned on 22/06/2015 by jakem


Reason 1 DATE OF EXPORT HAS BEEN AMENDED

Customs Notice

THE CAN MENTIONED IN THE LINE TO WHICH THIS ADVICE RELATES HAS BEEN DEEMED AS IDLE BY CUSTOMS. IF THE CAN HAS BEEN EXPORTED, PROVIDE CUSTOMS WITH A PROOF OF EXPORT. IF THE EXPORTATION HAS BEEN DELAYED, AMEND THE DATE OF EXPORT ON THE CAN TO THE NEW DATE. IF THE GOODS ARE NOT BE EXPORTED, WITHDRAW THE CAN. IF NO ACTION IS TAKEN BY 09/05/2015 THEN THE CAN AND THE AUTHORITY TO DEAL FOR THE ASSOCIATED GOODS WILL BE REVOKED BY CUSTOMS.

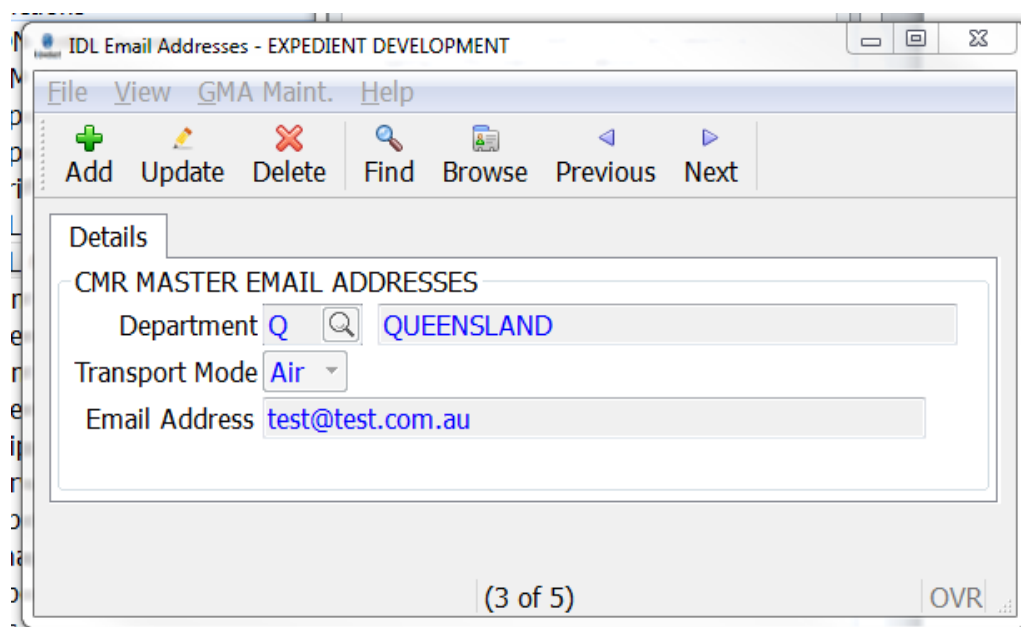
(1 of 650) OVR

Field Name	Description	Validation	Default
DATE	This is the Date the IDL message was received	N/A	System Generated

Field Name	Description	Validation	Default
Job No/Send Ref	This is the reference the IDL message is associated with	N/A	System Generated
IDL Adv No	This is Customs Reference for the IDL message	N/A	N/A
Message Type	This advises the Entry Type the IDL is associated with	N/A	N/A
CAN	This is the Customs Authority Number that has been deemed idle	N/A	N/A
User Notified	This is the user who received the IDL notification by email	N/A	System Generated
Actioned On	This is the date the IDL was processed	N/A	Today
By	This is the user who processed the IDL	N/A	User who updates the IDL screen
Reason	This is the reason for the IDL. Click on  to select from the list of available IDL Reason Codes	N/A	Blank
Customs Notice	This is the text from AU Customs explaining the reason for issuing the IDL	N/A	N/A

IDL MASTER EMAIL ADDRESSES

This screen stores the email addresses that receive IDL notifications from AU Customs. The Recipient email address can be set for Department and Transport Mode i.e. Queensland Export Air and Sea IDL messages can be forwarded to different email addresses.



Field Name	Description	Validation	Default
Department	Select the department the IDL messages should be grouped by	Mandatory	Blank
Transport Mode	Select Air or Sea or leave blank	Optional	Blank
Email Address	Enter the Email Address to receive the IDL messages	Optional	Blank

ESM's

Export Sub-manifest (ESM) can be created from the Consol Registration Screen via the Options



Menu and from the toolbar button in the Consol Registration screen, ESM. ESM's can also be created from the CMR Functions under the Export Air Freight Menu from the Main Menu.

The ESM's can be sent once all of the related EDN's have been sent to Customs.

ESM Entry

Entry Details

Consol No

3720809

/

1

ESM

AAACYMP6M

ESM Status

Creation

EDI Status

Successful

Customs Response

CLEAR

ESM Created Date

04/06/2014

User ID

petal

ESM Details

Master Bill

123-Testing

Dest Ctry

SG

Total Pieces

6

Total Containers

0

Empty Containers

Mode Transport

A

ETD

01/07/2014

Consolidation/Slot

C

No. Jobs sent to Customs

2

Job Information

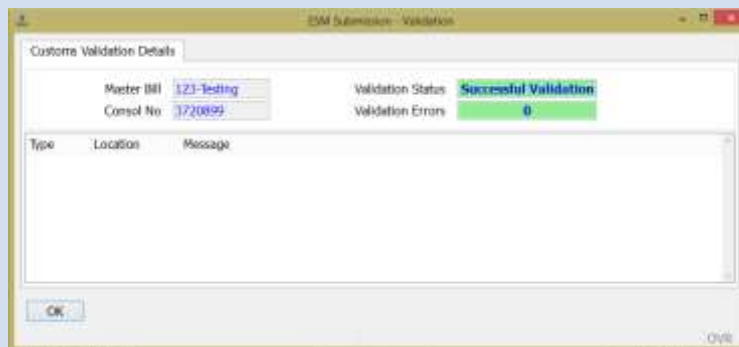
#	Job No	House Bill	EDI Status	EDN	EDN Status	Submitted By	Submission Date
1	3045572	MELAA3045572	Successful	AAACYMP3W	Create	petal	04/06/2014
2	3045573	MELAA3045573	OK with Warnings	AAACYMP4J	Create	petal	04/06/2014
3	3045574	MELAA3045574	FAILED			petal	04/06/2014

Field Name	Description	Validation	Default
ESM Entry Tab – Entry Details Group			
Consol No	This is Expedient's Internal Reference.	Mandatory	Export Consol Registration
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and a read-only field on ADD, UPDATE and FIND Mode.	N/A	N/A

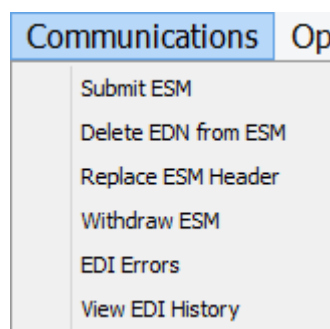
Field Name	Description	Validation	Default
ESM	This is the Customs Reference Number that is auto-populated based on Customs Response for the ESM. Once this field is updated, the ESM/CRN field in the EDN screen is also updated against the related Job No.	N/A	N/A
ESM Status	Current status of the ESM. These consist of the following ESM statuses: (1) Creation (2) Replacement (3) Delete Lines (4) Replace Header (5) Withdrawal (6) Interactive Change	N/A	N/A
EDI Status	Current status of the EDI. These consist of the following EDI Statuses: • Not Submitted • *Being Submitted • Failed • In Progress • Submitted • OK with Warnings	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs to the ESM message.	N/A	N/A
ESM Created Date	This is the date that the original ESM was created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the ESM to Customs. Any future changes to the ESM can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
ESM Entry Tab – ESM Details Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Ocean Bill (Sea Freight) or Master Bill (Air Freight) field in the Export Consol Registration.	Mandatory	Export Consol
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile
Total Pieces	Total pieces against the Job No's that are attached to the Consol which is entered in the ESM.	Conditional	Export Consol
Total Containers	Total number of full containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration

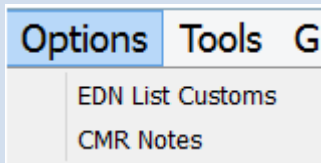
Field Name	Description	Validation	Default
Empty Container	Total number of empty containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration
Mode Transport	This is the type of Transport; A (Air) or S (Sea). This is determined when the Consol No. is entered in the ESM screen.	Mandatory	Export Consol
Consolidation/Slot	C- Consolidation and S – Slot.	Mandatory	N/A
ETD	This information is retrieved from the ETD field in the Export Consol Registration.	Mandatory	Export Consol
No. Jobs sent to Customs	This indicates the number of jobs that have successfully been sent to Customs.	Conditional	ESM
ESM Entry Tab – Job Information Group (Double click on the line item directs the user to the Job Registration)			
Job No	This is Expedient's Internal Reference. List of Job No's that are attached to the Consol that has been entered in the ESM Screen.		
House Bill	House Bill Number for shipment. This information is retrieved from the Job Information Group in the Consol.		
EDI Status	Current EDI Status based on the EDN message that is sent to Customs.		
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.		
EDN Status	Current Status of the EDN that is attached to the Job No.		
Submitted By	User ID who originally submitted the EDN to Customs.		
Submission Date	Date that the original EDN was sent to Customs.		
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		

Field Name	Description	Validation	Default
Submit ESM	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs. On response from Customs an email will also be sent to the user who created the ESM, outlining the ESM details and status.		
EDI History	This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
Validate ESM	This button will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result, a validation window will appear which outlines the errors and warnings that have been found on the ESM. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel button will be enabled if the validation fails.		



Main Menu – Communications



Field Name	Description	Validation	Default
Submit ESM	This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs.		
Delete EDN from ESM	This link removes the Job No/EDNs that are linked to the ESM and Consol. You need to remove the lines from the ESM before you can withdraw the ESM from Customs.		
Replace ESM Header	The details in the ESM are changed and replaced with an ESM message automatically sent to Customs.		
Withdraw ESM	This link will withdraw the ESM message from Customs and automatically send a message to Customs informing them of this change to the ESM. You are not able to submit the same Consol No. after this action occurs.		
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
<p align="center">Main Menu – Options</p> 			
EDN List Customs	List of EDNs that have been successfully sent to Customs.		

Field Name	Description	Validation	Default
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the ESM that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Validate ESM	This link will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the ESM.		

Browse Button

You can export the details from the Shipper's Invoice to Excel.


By right clicking on the column headings in the Browse Window you are able to select which information you would like shown and exported.

Any information that is displayed in the Browse window will be shown in Excel when the data is extracted.

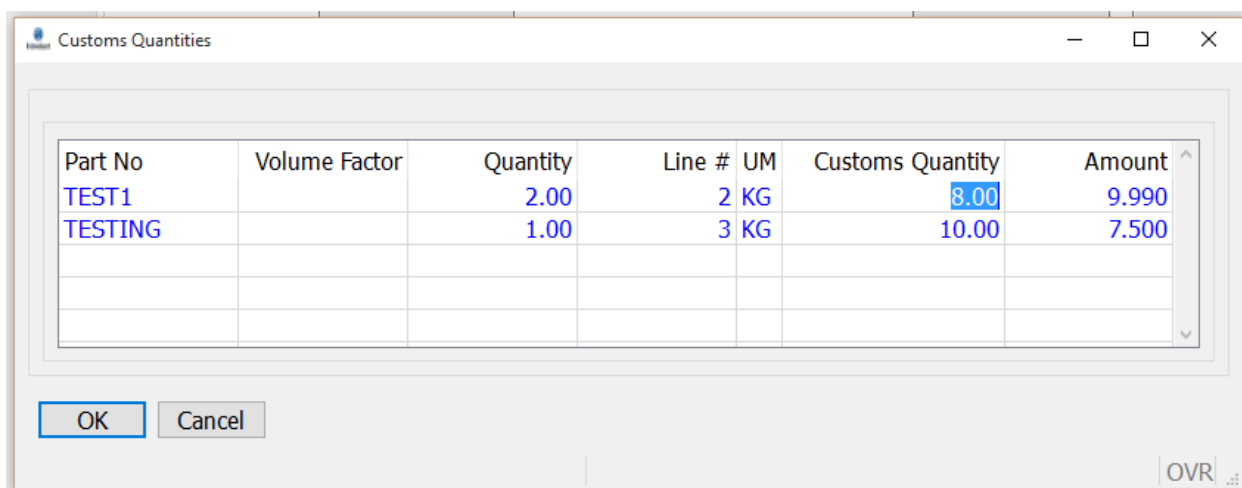
Any modifications that are applied by the user in the Browse window (remove or reposition column headings) will be shown in the output to CSV.

Entering Customs Quantities

Once you have saved the Shipper's Invoice, if you have added parts whereby the Classification requires extra measurements added to the Parts, for example Kilograms, Square Metres add the

details using the  Customs Quantities toolbar button in the Shipper's Invoice screen. 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.

The screen will list all the parts in the Shipper Invoice that requires additional Customs Quantities



Part No	Volume Factor	Quantity	Line #	UM	Customs Quantity	Amount
TEST1		2.00	2	KG	8.00	9.990
TESTING		1.00	3	KG	10.00	7.500

If a Volume Factor has been stored for the part during classification or in the Parts Masterfile the column will calculate the Customs Quantity

$$\text{Customs Quantity} = \text{Part Invoice Amount} \times \text{Volume Factor}$$

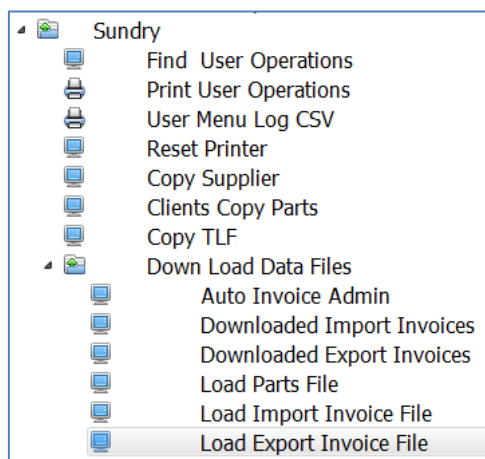
This value can be updated.

Copy Shippers Invoice

This option allows the details of the Shippers Invoice in the screen to be copied to a designated job number as long as the client is the same. Access the Copy Shippers Invoice function from the Options menu in the Shippers Invoice screen.

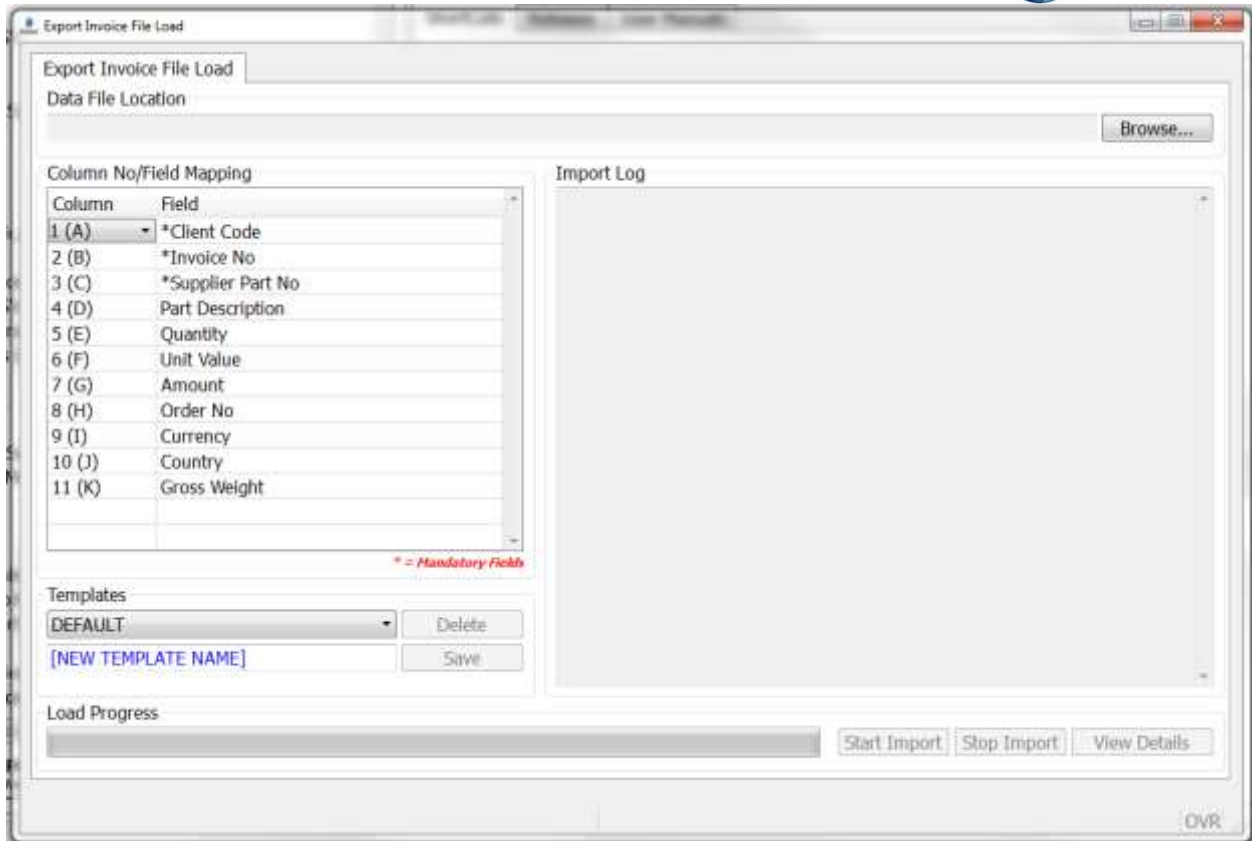
Load Invoice File

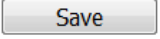

You are able to load a CSV file or a text file from your desktop directly into Expedient using the Sundry>Down Load Data Files>Load Export File feature.

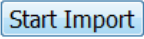



This option allows you to load a file that contains more than one invoice number for the same client.

The format for the CSV file is configured in this screen. Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name. The columns can be in any order.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and  . Use  to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the  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 Import Log will display a summary of the details loaded. Use  to see more in depth information.

RULES:

The Country, 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.

- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Printing Export Documents

Expedient allows users to print the following Export Documents from the Shipper's Invoice Screen:

- Shipper's Invoice
- Packing List
- Certificate of Origin

To print the above documents, the following is required:

- Create Export Job
- Add "Export Docs" Information to the job (available on the toolbar from Job Registration Screen)
- Add Shipper's Invoice (available on the toolbar from Job Registration Screen)
- Ensure Parts are Classified and contain weight information
- Enter Export Declaration information(available from the Shipper's Invoice Screen) (only required for Commercial Invoice)

Generic Consol CSV

This report allows users to output consol level data into a spreadsheet.

Generic Jobs CSV

This report allows users to output job level data into a spreadsheet.

You can run the report via the following options:

- Full – Job Information
- Partial – Job Information

Exporter's Declaration

If the Exporter requires you to perform the export document printing function then the Exporter's Declaration information is required in order to print the Commercial Invoice Document.

Exporter's Declaration	
Job Number	2712036
Invoice Number	644198
Certificate No	6202111400
Packing List No	6202111400
Consignee's Ref	6202111400
Letter Of Credit No	L/C NO
Pack Date	09/09/2009
Date	21/09/2011
<div> <div> <p>Buyer Details</p> <p>Name TESTING</p> <p>Address1 150 BEACH ROAD</p> <p>Address2 #37-00 GATEWAY WEST</p> <p>City SINGAPORE</p> <p>Post Code 189720</p> <p>Country SINGAPORE</p> </div> <div> <p>Exporter Bank Details</p> <p>Name COMMONWEALTH BANK OF AUSTRALIA</p> <p>Acct 100621271 USD115601</p> <p>Swift CTBA AU 2 S</p> <p>Days WITHIN 90 DAYS</p> </div> </div>	
<p>Notes 1</p> <p>Notes 2</p> <p>Notes 3</p> <p>Notes 4</p> <p>Notes 5</p>	
Insurance Policy No	INS933738338
Amount	36183.840

To print the above documents, go to the Shipper's Invoice Screen and select options, see below:

Options	GMA Maint.
Classify Items	
EDN Entry	
Enter CMR Quantities	
Commercial Invoice	
Certificate Of Origin	
Packing List	
Exporters Declaration	

Commercial Invoice

Data extracted from the Exporter Declaration Screen

Commercial Invoice

Page 1 of 1

Exporter TEST ONLY CUSTOMER23456789012345678END11 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040 AUST				Commercial Invoice No TESTBK		Export Agent's Ref 3001909	
				Bill Of Lading		Order Number TESTBK	
				L/C Number & Date LC933939 01/01/2012		Consignee Reference CONREF	
Consignee/Buyer NEW ZEALAND				Buyer (if not consignee) BUYER LINE 1 LINE 2 CITY ZIP NZ			
Notify Party NEW ZEALAND				Exporters Bank NAB			
				Account Number 9999999999		Swift Code 038-33939	
				Terms DDU		Currency AUD	
Port Of Origin BRISBANE		ETD Date 10/08/2012		Payment Days 33			
Final Destination AUCKLAND		ETA Date		Insurance Policy Number INS933939		Insured Value 3575.000	
Vessel/Voyage ADMIRALENGRACHT / 1207				Lloyds 8811924			
Marks & Numbers		Description Of Goods (General)		Packages	Total Weight	Total Volume	
		STUFF		9601788	20.00 KG	30.00	
Container Number SJSJS1818181	Seal Number	Type FCL	Size 22G0 20' GENERAL CONTAINER		Weight KG	Volume	
Commercial Invoice No: TBA							
Product Code SSK002	Description Of Goods(Items) SSK002 3/4 DRIVE METRIC			Origin AU	Quantity 1.00	Unit Price 2.00	Amount 2.00
Other Costs		Excluded Charges	Included Charges	Total All Invoices			
1. Overseas Freight				Exporter's Declaration I, the authorised signatory, hereby declare that I have authority to make and sign the certificate on behalf of the abovesaid supplier, and that I have means of knowing and do certify as follows: 1. That this invoice is, in all respects, correct and contains a true and full statement of price actually paid for the goods, and the actual quality thereof. 2. That no different invoice for the goods mentioned in this invoice has been, or will be, furnished to anyone. 3. That no arrangement or understanding affecting the purchase price of the said goods has been, or will be, entered into between the said exporter and purchaser or by anyone on behalf of either of them, either by way of discount, rebate compensation or in any manner whatsoever other than what is shown on this invoice.			
2. Overseas Insurance							
3. Origin							
4. Destination							
Totals							
Export Clearance No		Export Date 10/08/2012		Place and Date of Issue 25/09/2012			
Additional Information				Name Of Signatory SCOTT CRAVEN Signature (For And On Behalf Of The Exporter)			
				Signatory's Company EXPEDIENT SOFTWARE			

Certificate of Origin

Certificate of Origin

Page 1 of 1

Exporter TEST ONLY CUSTOMER23456789012345678END11 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040 AUST		Certificate No TESTBK		
		Exporter's Reference 3001909		
Consignee/Buyer NEW ZEALAND		Buyer (if not consignee)		
Port Of Loading BRISBANE		Date Of Departure 10/08/2012		
Port Of Discharge		Final Destination AUCKLAND		
Vessel/Voyage ADMIRALENGRACHT / 1207		Lloyds 8811924		
Marks & Numbers	Description Of Goods (General)	Packages	Total Weight	Total Volume
	STUFF	9601788	20.00 KG	30.00
Container Numbers	Seal Number	Gross Weight	Volume	
SJSJS18181		KG		
Declaration I, the undersigned, being duly authorised by the above exporter, and having made the necessary enquires, HEREBY CERTIFY THAT all of the goods listed above originate in AUSTRALIA. I further declare that upon request from the Customs authorities of the importing country, or their nominee, that I will furnish for inspection such evidence as may be requested for the purposes of verification of this certificate. The goods were produced/manufactured at:				

Packing List

Packing List

Page 1 of 1

Exporter TEST ONLY CUSTOMER23456789012345678END11 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040 AUST				Packing List No TESTBK		Pack Date	
				Bill Of Lading		Order Number TESTBK	
				Method Of Dispatch SEA		Consignee Reference	
Consignee/Buyer NEW ZEALAND				Buyer (if not consignee)			
Vessel/Voyage ADMIRALENGRACHT / 1207				Lloyds 8811924			
Port Of Origin BRISBANE		ETD Date 10/08/2012		Final Destination AUCKLAND		ETA Date	
Marks & Numbers	Description Of Goods (General)			Packages	Total Weight	Total Volume	
	STUFF			9601788	20.00 KG	30.00	
Container Number	Seal Number	Type	Size	Weight		Volume	
SJSJS1818181		FCL	20' GENERAL CONTAINER	KG			
Product Code	Description Of Goods(Items)					Quantity	
SSK002	SSK002 3/4 DRIVE METRIC					1.00	
Name Of Signatory SCOTT CRAVEN				Signatory's Company EXPEDIENT SOFTWARE			
Place and Date of Issue 25/09/2012				Signature (For And On Behalf Of The Exporter)			

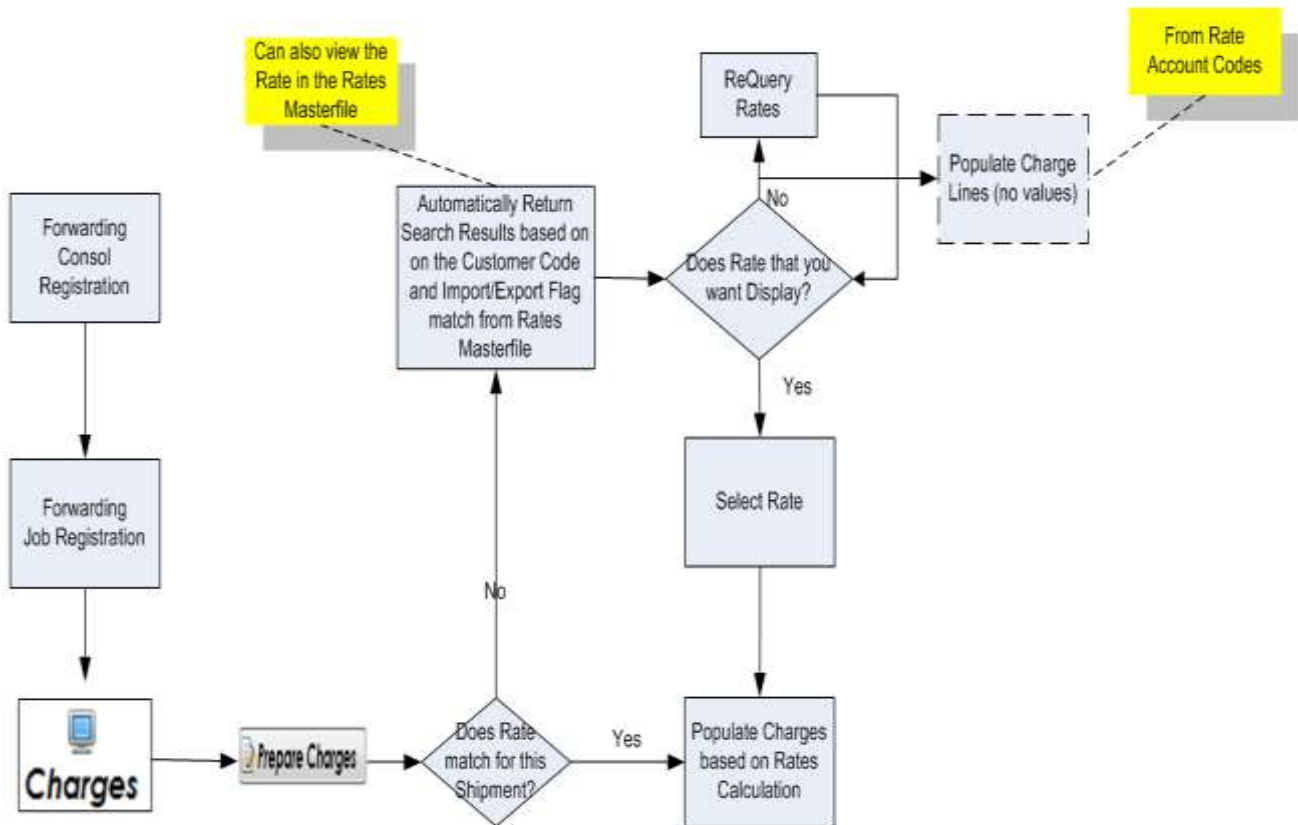
Preparing Charges (Accounting Module only)

Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This

is accessed from the Charges Button.



Forwarding Rates Process



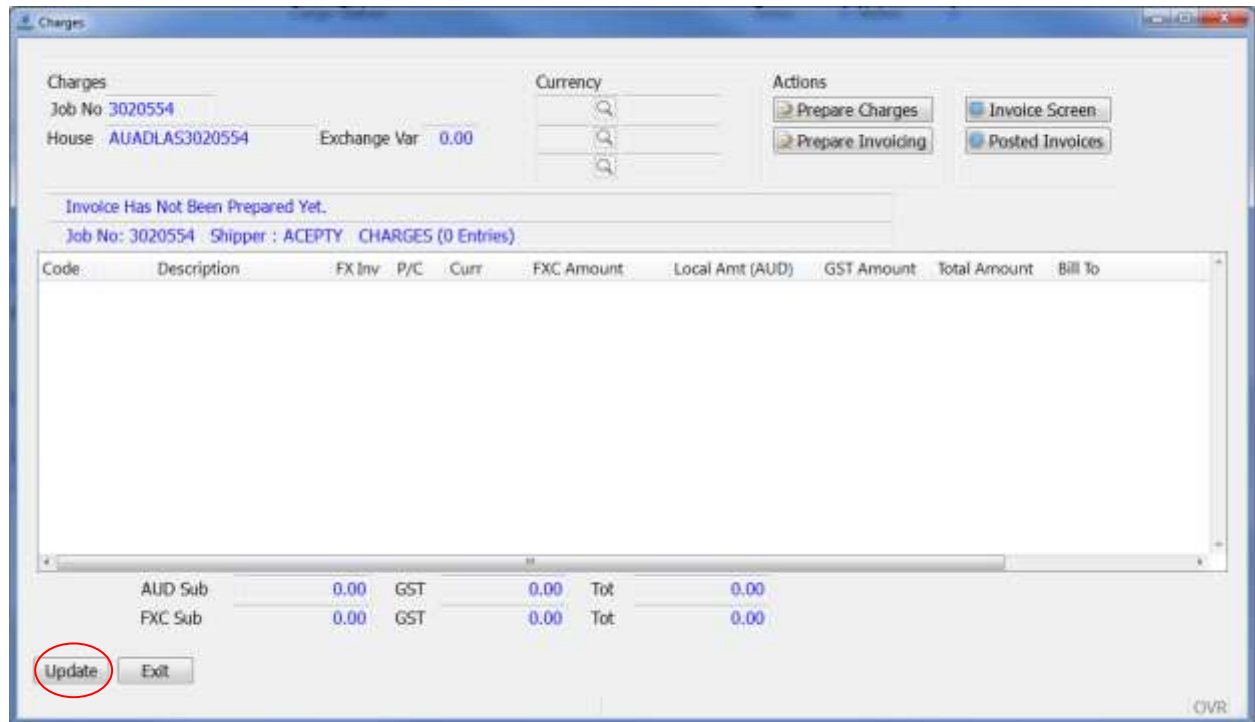
There are 3 ways to prepare charges.

1. 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.

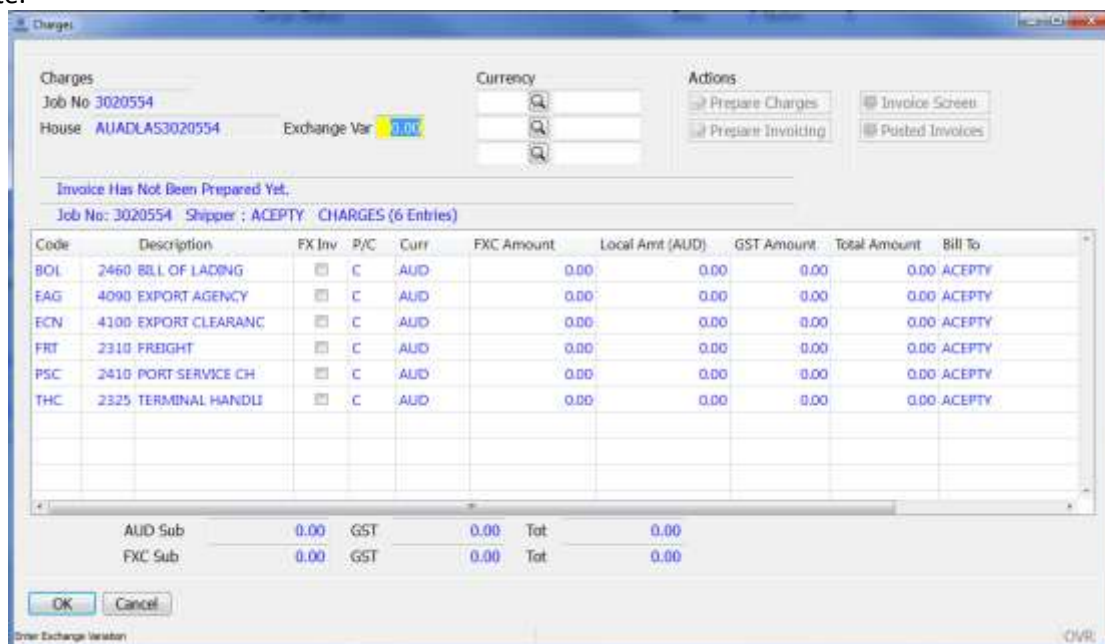
There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information.

See below:



Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
AUD Sub		0.00	GST		0.00	Tot	0.00		
FXC Sub		0.00	GST		0.00	Tot	0.00		

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



Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BOI	2460 BILL OF LADING		C	AUD	0.00	0.00	0.00	0.00	ACEPTY
EAG	4090 EXPORT AGENCY		C	AUD	0.00	0.00	0.00	0.00	ACEPTY
ECN	4100 EXPORT CLEARANC		C	AUD	0.00	0.00	0.00	0.00	ACEPTY
FRT	2310 FREIGHT		C	AUD	0.00	0.00	0.00	0.00	ACEPTY
PSC	2410 PORT SERVICE CH		C	AUD	0.00	0.00	0.00	0.00	ACEPTY
THC	2325 TERMINAL HANDLI		C	AUD	0.00	0.00	0.00	0.00	ACEPTY

2. 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.

Please Note: Each Rate has an Expiry Date. This date must be greater than the Departure Date for the relevant job to be used.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate.

As per the below screen shot, there are 4 charges, the second 2 charges are 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 (where applicable). This is up to the user to update the correct Expected Cost.

Please Note: The “Bill To” Parties are split between Prepaid and Collect, this is defined in the Rates Masterfile. The system will create 2 invoices when the Prepare Invoicing Button is clicked. One for BROHAN and the other for ACOSTA

Job Information

Shipper: ACOSTA

House PPO: BROHAN

House COX: ACOSTA

O/S Agent: ABLOG

Shipper Ref:

Consignee:

Docs Received: 15/05/2012

Goods Desc 1: ASDFF

Shipping & Port Information

Shipping Line:

Ship Line Ref:

Origin Port: AUMEL

Via Port:

Destn. Port: AUSYD

Vessel: ANLKKK

Voyage ID: 078N

Rec Wharf/Depot:

Various Information

Declared Val:

Drawback: Yes

Charges

Job No: 3020558

House: AUMELAS3020558

Exchange Var: 0.00

Currency:

Actions:

Prepare Charges

Prepare Invoicing

Invoice Screen

Posted Invoices

Invoice Has Not Been Prepared Yet.

Job No: 3020558 Shipper: ACOSTA CHARGES (4 Entries)

Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BCX	3440 BILL OF LADING FEE		P	AUD	0.00	12.50	1.25	13.75	BROHAN
EAG	4090 EXPORT AGENCY		C	AUD	0.00	100.00	10.00	110.00	ACOSTA
ECN	4100 EXPORT CLEARANCE ...		P	AUD	0.00	25.00	0.00	25.00	BROHAN
FRT	2310 FREIGHT		C	AUD	0.00	1.56	0.00	1.56	ACOSTA

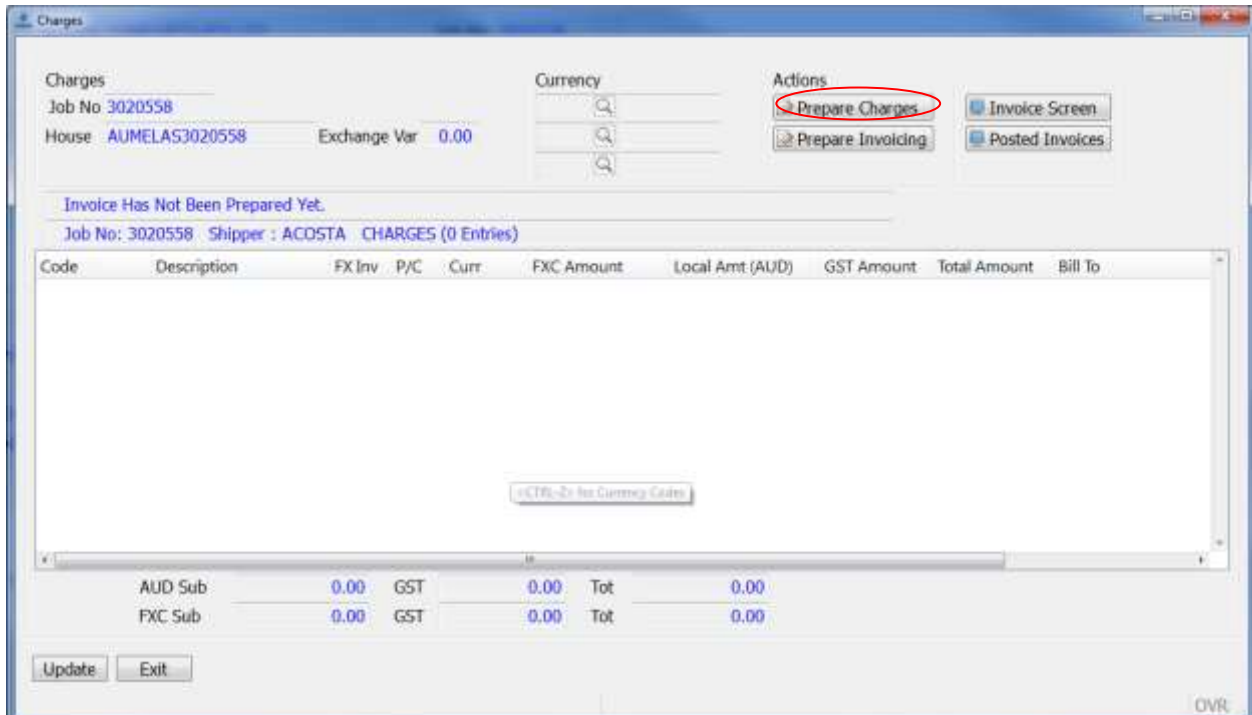
AUD Sub: 139.06 GST: 11.25 Tot: 150.31

FXC Sub: 0.00 GST: 0.00 Tot: 0.00

Update Exit

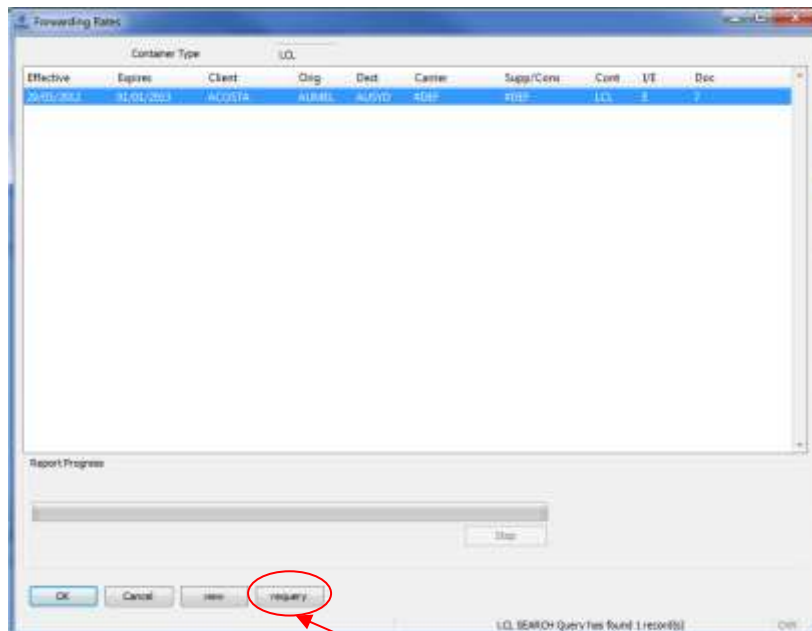
3. AUTO RATING WITHOUT EXACT MATCH

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 Master file.



Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
AUD Sub		0.00		GST	0.00	Tot	0.00		
FXC Sub		0.00		GST	0.00	Tot	0.00		

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



Effective	Expires	Client	Orig	Dest	Carrier	Supp/Cons	Cont	UT	Doc
31/01/2013	31/01/2013	ACOSTA	AUMEL	AUVD	ADP	FEED	LC	8	7

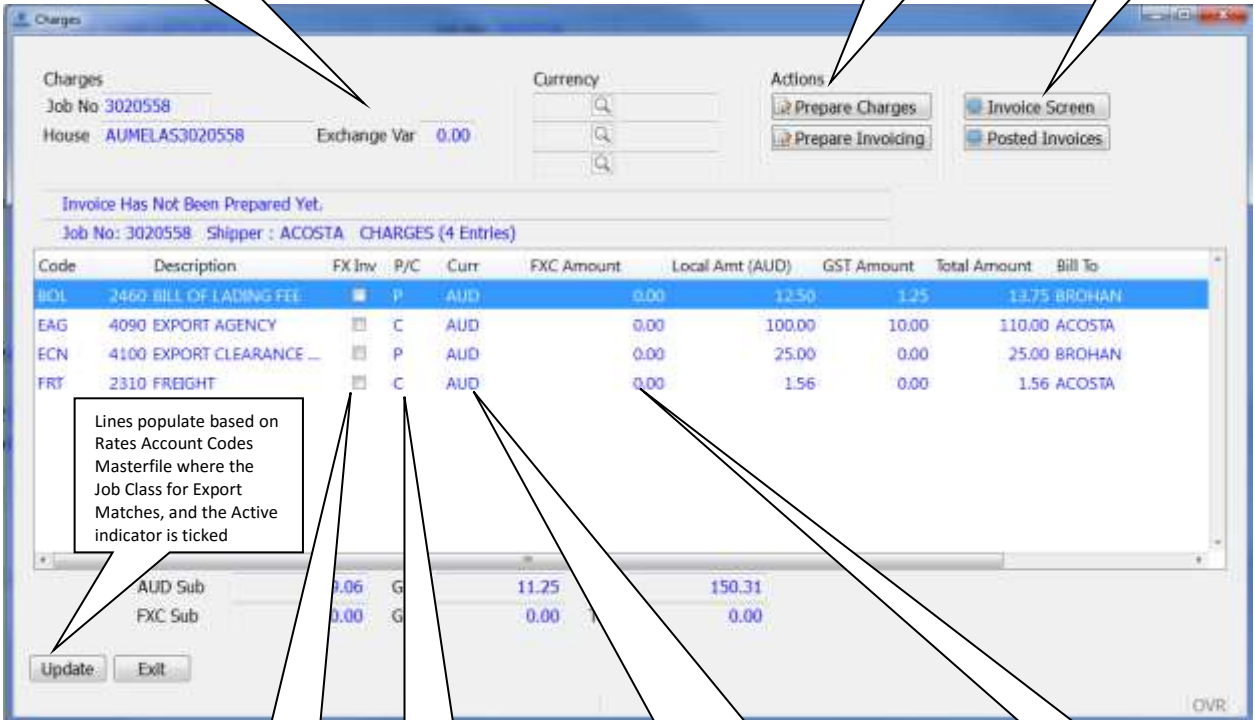
The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the above fields.

Once the Rates has been set up for Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Masterfile, and the correct Amount based on the Rates Masterfile setup, see below for example:

Variance indicator on Exchange Rates – only used when entering charges in O/S Currency but billing in AUD

Lines populate automatically based on Rates Masterfile

View Invoice Already Posted



Charges

Job No: 3020558

House: AUMELAS3020558 Exchange Var: 0.00

Currency: [Search]

Actions: Prepare Charges, Prepare Invoicing, Invoice Screen, Posted Invoices

Invoice Has Not Been Prepared Yet.

Job No: 3020558 Shipper: ACOSTA CHARGES (4 Entries)

Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BOL	2460 BILL OF LADING FEE	<input checked="" type="checkbox"/>	P	AUD	0.00	12.50	1.25	13.75	BROHAN
EAG	4090 EXPORT AGENCY	<input checked="" type="checkbox"/>	C	AUD	0.00	100.00	10.00	110.00	ACOSTA
ECN	4100 EXPORT CLEARANCE ...	<input checked="" type="checkbox"/>	P	AUD	0.00	25.00	0.00	25.00	BROHAN
FRT	2310 FREIGHT	<input checked="" type="checkbox"/>	C	AUD	0.00	1.56	0.00	1.56	ACOSTA
AUD Sub					0.06	G	11.25	150.31	
FXC Sub					0.00	G	0.00	0.00	

Update Exit

Lines populate based on Rates Account Codes Masterfile where the Job Class for Export Matches, and the Active indicator is ticked

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

If the Charge is a prepaid or collect charge. This can be set up in the Rates Masterfile

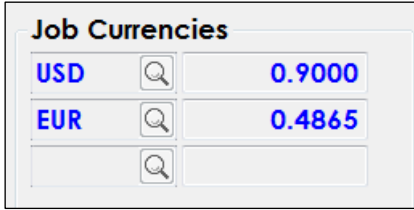



Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile
Currency Defaults based on the First Job Currency. IF this is OS Currency then will only populate that if the Charge Code accepts OS Currency.


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

DEFAULT COMPANY TARIFF

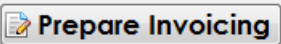
The Update button will default the Charge Lines to the Default Company Tariff. Charges that exist in the Rate Account Codes Masterfile that are active and match the job type will be inserted. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information.

Field Name	Description	Validation	Default
Header			
House Currency	This is the Currency of the House Bill. Any Foreign Charge Amounts will default to the house Currency	Optional	Blank
Rate Charge	This is the Rate Charge for printing of House Airway Bills. The Rate Charge will print in the Rate/Charge section of the House Air Way Bill unless Rate Charge is blank, in which case the FRT Local Amount will appear in the Rate/Charge section. The Rate Charge amount is used to calculate the FRT Local amount automatically.	Optional	Blank
Rate Class	This is the Rate Class for printing of House Airway Bills	Optional	Blank
As Agreed	This prints on the House Airway Bill	Optional	As Agreed

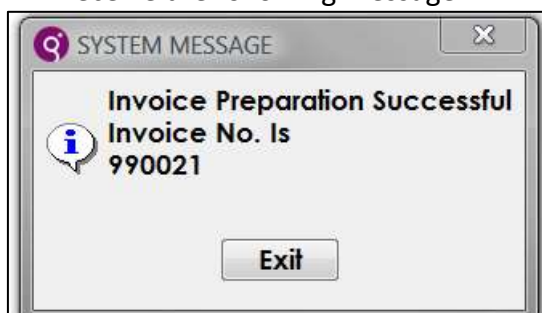
Field Name	Description	Validation	Default
Currency	<p>The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:</p>  <p>Then in the charge lines, ensure at least one charge of each currency exists.</p>  <p>Please 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.</p> <p>If you now hit the  Button, the system will create 2 new invoices, 1 for each currency.</p> <p>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.</p>	Optional	Blank
Detail			
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	From 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

Field Name	Description	Validation	Default																																				
PP/Coll	Indication whether the charge is Prepaid / Collect. This will populate the House Air Way Bill	N/A	From Job Registration																																				
Curr	<p>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.</p> <p>This defaults to the House Bill Currency. if the House Bill Currency is FXC, then if the Charge Code has FXC Indicator=Yes then this will default to the Foreign Currency</p>	N/A	Blank																																				
FXC Amount	<p>This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field.</p> <p> Please Note: If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.</p>	N/A	Blank																																				
Local Amount	This is the Local Currency Amount.	N/A	Blank																																				
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	From Amount																																				
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)																																				
Bill To	<p>This is the Entity that is being billed. This can be both the Prepaid or Collect Party.</p> <table border="1"><thead><tr><th>Code</th><th>Description</th><th>FXC</th><th>P/C</th><th>Curr</th><th>FXC Amount</th><th>Local Amt (AUD)</th><th>GST Amount</th><th>Exp. Cost (AUD)</th><th>Profit Uptake</th><th>Total Amount</th><th>Bill To</th></tr></thead><tbody><tr><td>FR</td><td>2310 FREIGHT</td><td></td><td>P</td><td>AUD</td><td>0.00</td><td>200.00</td><td>0.00</td><td>50.00</td><td>150.00</td><td>200.00</td><td>DEMCON</td></tr><tr><td>CA</td><td>2000 CARRIAGE</td><td></td><td>C</td><td>AUD</td><td>0.00</td><td>9999.00</td><td>0.00</td><td>77.00</td><td>9922.00</td><td>9999.00</td><td>SLCTEST</td></tr></tbody></table> <p>The above will create 2 invoices, 1 for DEMCON and 1 invoice for SLCTEST</p>	Code	Description	FXC	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount	Bill To	FR	2310 FREIGHT		P	AUD	0.00	200.00	0.00	50.00	150.00	200.00	DEMCON	CA	2000 CARRIAGE		C	AUD	0.00	9999.00	0.00	77.00	9922.00	9999.00	SLCTEST	N/A	Amount + GST Amount (if applicable)
Code	Description	FXC	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount	Bill To																												
FR	2310 FREIGHT		P	AUD	0.00	200.00	0.00	50.00	150.00	200.00	DEMCON																												
CA	2000 CARRIAGE		C	AUD	0.00	9999.00	0.00	77.00	9922.00	9999.00	SLCTEST																												

Prepare Invoice

Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice. Click on the  button to create an Invoice and corresponding Invoice Number.

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 in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Creating Tariff'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 **Export Forwarding /CMR Functions, Tariff Maintenance**

TLF Input Screen - EXPEDIENT DEMO.

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

TLF Input Screen

Part Information

TLF Tariff Stat UQ TRT Instrument AHECC Code E-UQ

Description

Valid Import Valid Export

Auto Rated Last Used

Duty Rate

GEN DC DCT DCS FI LDC

Preference Schemes


CA MY NZ PG SG TH US

Amended Date Approved Date

OK Cancel

Enter Tariff List code Enter new document into form

OVR

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
Stat	The statistics code.	Mandatory	Blank
UQ	This is the Unit Quantity. E.g.: No for Number or KG for Kilograms	Optional	Blank
TRT	This is the 3 letter Treatment Code	Optional	Blank
Instrument	This is the Instrument Code. You can click on the  to lookup the Country Codes Masterfile.	Optional	Blank
AHECC Code	This is the Export Code for the TLF.	Optional	Blank
E-UQ	This is the Export Unit Quantity	Optional	Blank
Description	This is the Description of the TLF	Optional	Blank

Field Name	Description	Validation	Default
Valid Import	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	
Valid Export	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	
Duty Rate	This describes the Duty Rate against Preferential Rates: <ul style="list-style-type: none"> • GEN • DC • DCT • DCS • FI • LDC 	Optional	Blank
Preference Schemes	This describes the Preference Scheme for the following countries: <ul style="list-style-type: none"> • CA • MY • NZ • PG • SG • TH • US 	Optional	Blank
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only.	N/A	Blank
Date	This display the date in which the TLF was last amended. This is a no entry field, and is used for display purposes only.	N/A	Blank
Approved	This displays who approved the TLF.	Optional	Blank
Date	This display what date the TLF was approved	Optional	Blank

EXPORTER'S DECLARATION


If the Exporter requires you to perform the export document printing function then the Exporter's Declaration information is required in order to print the below documents.

Exporter's Declaration																							
Job Number	2712036																						
Invoice Number	644198																						
Certificate No	6202111400																						
Packing List No	6202111400																						
Consignee's Ref	6202111400																						
Letter Of Credit No	L/C NO																						
Pack Date	09/09/2009																						
Date	21/09/2011																						
<table border="1"> <thead> <tr> <th>Buyer Details</th> <th>Exporter Bank Details</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>TESTING</td> </tr> <tr> <td>Address1</td> <td>150 BEACH ROAD</td> </tr> <tr> <td>Address2</td> <td>#37-00 GATEWAY WEST</td> </tr> <tr> <td>City</td> <td>SINGAPORE</td> </tr> <tr> <td>Post Code</td> <td>189720</td> </tr> <tr> <td>Country</td> <td>SINGAPORE</td> </tr> <tr> <td>Name</td> <td>COMMONWEALTH BANK OF AUSTRALIA</td> </tr> <tr> <td>Acct</td> <td>100621271 USD115601</td> </tr> <tr> <td>Swift</td> <td>CTBA AU 2 S</td> </tr> <tr> <td>Days</td> <td>WITHIN 90 DAYS</td> </tr> </tbody> </table>		Buyer Details	Exporter Bank Details	Name	TESTING	Address1	150 BEACH ROAD	Address2	#37-00 GATEWAY WEST	City	SINGAPORE	Post Code	189720	Country	SINGAPORE	Name	COMMONWEALTH BANK OF AUSTRALIA	Acct	100621271 USD115601	Swift	CTBA AU 2 S	Days	WITHIN 90 DAYS
Buyer Details	Exporter Bank Details																						
Name	TESTING																						
Address1	150 BEACH ROAD																						
Address2	#37-00 GATEWAY WEST																						
City	SINGAPORE																						
Post Code	189720																						
Country	SINGAPORE																						
Name	COMMONWEALTH BANK OF AUSTRALIA																						
Acct	100621271 USD115601																						
Swift	CTBA AU 2 S																						
Days	WITHIN 90 DAYS																						
<table border="1"> <tbody> <tr><td>Notes 1</td><td></td></tr> <tr><td>Notes 2</td><td></td></tr> <tr><td>Notes 3</td><td></td></tr> <tr><td>Notes 4</td><td></td></tr> <tr><td>Notes 5</td><td></td></tr> </tbody> </table>		Notes 1		Notes 2		Notes 3		Notes 4		Notes 5													
Notes 1																							
Notes 2																							
Notes 3																							
Notes 4																							
Notes 5																							
Insurance Policy No	INS933738338																						
Amount	36183.840																						

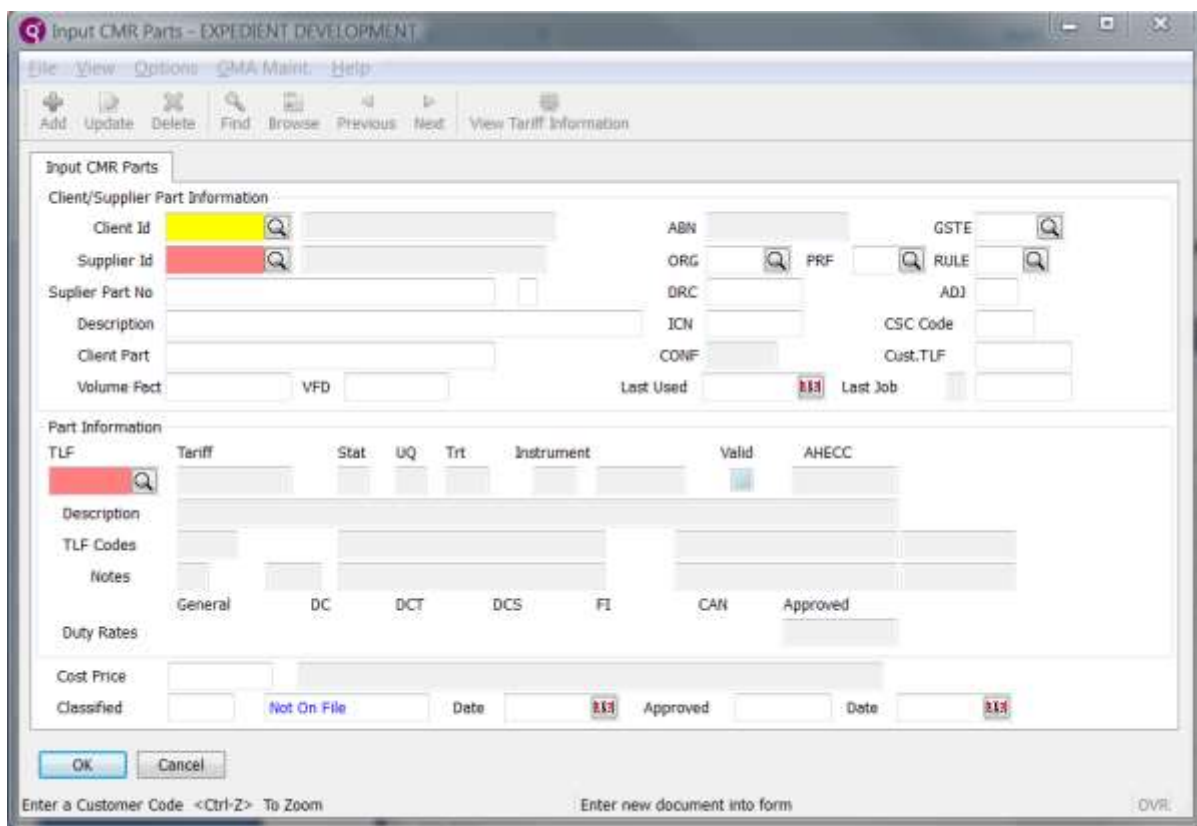
Creating Parts







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:

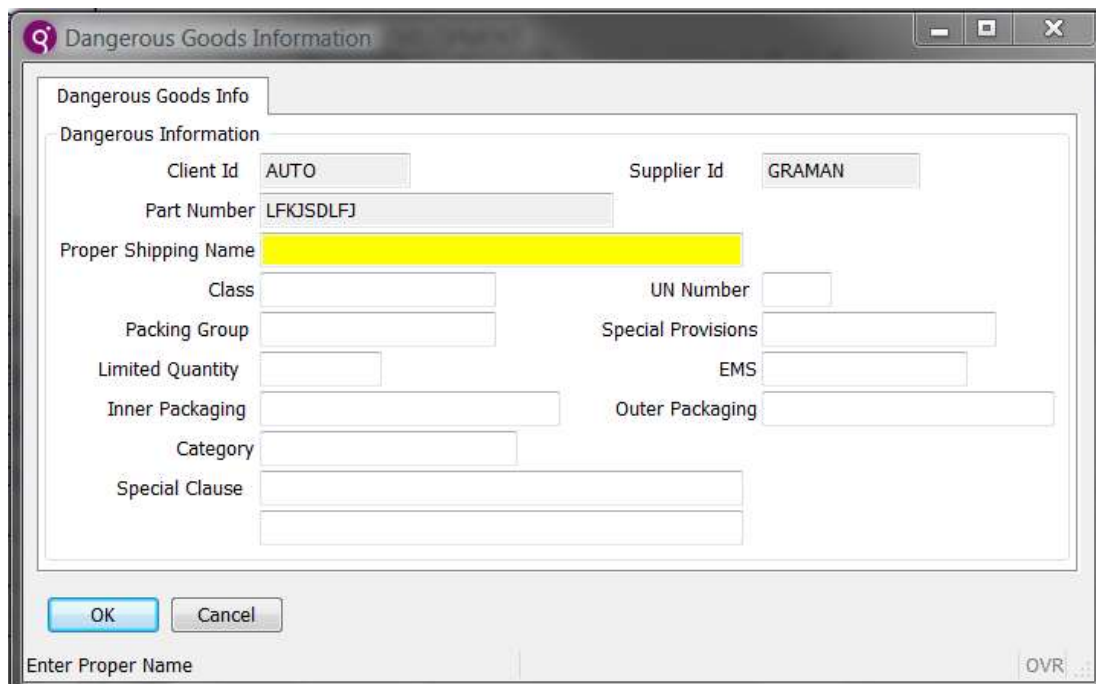


Field Name	Description	Validation	Default
Client Id	This is the Customer Code. You can click on the  to lookup the Customer Masterfile.	Mandatory	Blank
ABN	This is the Customer's ABN, this is a no entry field and is used for display purposes only	Mandatory	Customer Masterfile
GSTE	This is the GST Exemption Code. You can click on the  to lookup the GST Exemption Codes that is downloaded from Customs	Optional	Blank
Supplier id	This is the Supplier Code. You can click on the  to lookup the Supplier Masterfile.	Mandatory	Blank
ORG	This is the Origin Country of the Part. You can click on the  to lookup the Country Codes Masterfile. This Masterfile is found in the (Administration Menu, Country Codes Masterfile).	Optional	Blank
PRF	This is the Product Preference Scheme Code. You can click on the  to lookup the Preferences that is downloaded from Customs.	Optional	Blank
Rule	This is the Product Preference Rule Code. . You can click on the  to lookup the Preference Scheme Types that is downloaded from Customs.	Optional	Blank

Field Name	Description	Validation	Default
Supplier Part No	This is the Supplier's Part Number	Optional	Blank
DRC	This is the Product Dumping Exemption Code.	Optional	Blank
ADJ	This is the Product Adjustment Percentage.	Optional	Blank
ICN	This is the Product Import Credit Number. This identifies the Credit Spend.	Optional	Blank
CSC Code	This is the Product Security Code. A Customs-allocated security number that must be quoted when the goods being entered are subject to compliance with either end-use conditions, dumping/countervailing provisional measures or temporary importations.	Optional	Blank
Client Part	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costings	Optional	Blank
Cust. TLF	This is the Client's TLF	Optional	Blank
Volume Fact	This is the Landed Costing Volume / Weight Factor.	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Last Used	This is a no entry field and used to display what date this was last used	N/A	Blank
Last Job	This is a no entry field and used to display what job this was last used for	N/A	Blank
Parts 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
Cost Price			Blank
Classified	This is the user who classified this part. This is a no entry field and used for display purposes	N/A	Blank
Date	This is the date the part was classified	N/A	Blank
Approved	This is the user who approved this part	Optional	Blank
Date	This is the date the user approved this part		Blank

ENTERING DANGEROUS GOODS INFORMATION

If this part is declared as Dangerous, then information pertaining to dangerous goods is found in **Options – Enter Dangerous Goods Information**.

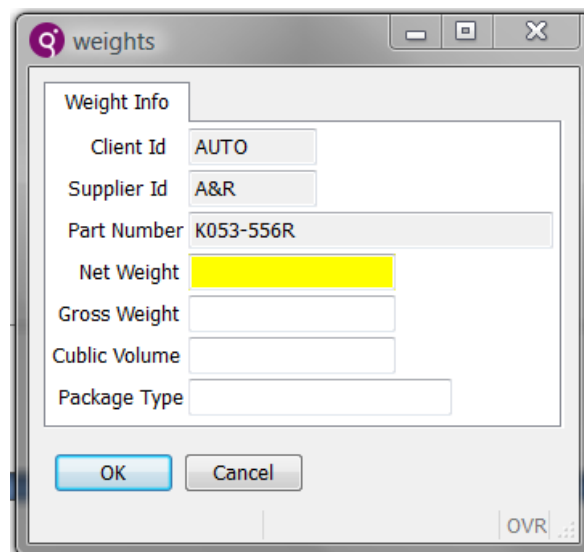


Field Name	Description	Validation	Default
Client Id	This is a no entry field, and for display purposes only	Mandatory	Data drawn from Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Drawn from Parts Masterfile
Proper Name	This is the proper shipping name of the Dangerous Good	Optional	Blank

Field Name	Description	Validation	Default
Class	<p>This is the Class of the Dangerous Goods. There are 9 classes of Dangerous Goods:</p> <p>Class 2.1 - Flammable gases</p> <p>Class 2.2 - Non-flammable, non-toxic gases</p> <p>Class 2.2 - Non-flammable, non-toxic gases sub-risk 5.1 (Oxidising gases)</p> <p>Class 2.2 - Toxic gases</p> <p>Class 3 - Flammable liquids Combustible liquids</p> <p>Class 4.1 - Flammable solids</p> <p>Class 4.2 - Substances liable to spontaneous combustion</p> <p>Class 4.3 - Substances that in contact with water emit flammable gases</p> <p>Class 5.1 - Oxidising agents</p> <p>Class 5.1 - Organic peroxides</p> <p>Class 6.1 - Toxic substances</p> <p>Class 8 - Corrosive substances</p> <p>Class 9 - Miscellaneous dangerous goods</p>	Optional	Blank
UN Number	This is the four-digit numbers that identify hazardous substances , and articles (such as explosives, flammable liquids, toxic substances, etc.) in the framework of international transport	Optional	Blank
Packing Group	Packing groups are used for the purpose of determining the degree of protective packaging required for Dangerous Goods during transportation.	Optional	Blank
Special Provisions	Contains the numeric codes of special provisions that have to be met. These provisions concern a wide array of subjects.	Optional	Blank
Limited Quantities	The maximum quantity per inner packaging or article for transporting dangerous goods	Optional	Blank
EMS	This is the Emergency Schedule	Optional	Blank
Inner Packaging	This describes the type of inner packaging with the Dangerous Good	Optional	Blank
Outer Packaging	This describes the type of outer packaging with the Dangerous Good	Optional	Blank
Category	This is the Category of the Goods	Optional	Blank
Special Clause	Enter any Special Clause that pertains to this good	Optional	Blank

ENTERING PART WEIGHT INFORMATION

To update the Weights of the Part, you can perform this via **Options – Update Weights**.



Please Note: The Part Weight information is needed if users wish to print one of the following documents

- Packing List
- Commercial Invoice
- Certificate of Origin

Field Name	Description	Validation	Default
Client Id	This is a no entry field, and for display purposes only	Mandatory	Data drawn from Parts Masterfile
Supplier Id	This is a no entry field, and for display purposes only	Mandatory	Data drawn from Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Drawn from Parts Masterfile
Net Weight	This is the Net Weight of the Part	Optional	Blank
Gross Weight	This is the Gross Weight of the Part	Optional	Blank
Cubic Volume	This is the Cubic Volume for the Part	Optional	Blank

Package Type	This is the Packaging type of the part	Optional	Blank
--------------	--	----------	-------

Exports CMR Frequently Asked Questions.

Q. OUR I.T. DEPARTMENT INFORMS ME THAT OUR EMAIL IS NOT WORKING.HOW CAN WE APPLY FOR EDN/ESM?

A. The Expedient system communicates to and from Customs via email. Two options are available depending on the situation.

1. If you are unable to send/receive email and you are still have access to the Internet you can use the Customs Interactive web site. To use this web site you will require an Microsoft XP/2000+/NT PC, Microsoft Java Virtual Machine installed and an Exported and Registered PKI Certificate.
2. If you are unable to send/receive email and DO NOT have access to the Internet or a Valid PKI Certificate. You will need to find someone in your organisation who does. If they too are unable to access the Internet you will need to action your Business Continuity Plan and obtain the EDN/ESM as a contingency from Customs or have a friendly obtain on your behalf. Once you have obtained your EDN/ESM:
 - EDN. You should use the Job Number as the Senders Reference once you have a clear EDN update this 9 character EDN Number in the Job Screen.
 - ESM. You should use the Job Number as the Senders Reference once you have a clear ESM update this 9 character ESM Number in the ESM Entry screen. This is done my selecting the "U" located under Options.

***** WARNING *****

Once you make any changes in the Customs Interactive Web for any EDN or ESM you are not able to use EDI (Expedient System) to Amend / Change or Withdraw. Any future action must also be made via the Customs Interactive Web site.

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "B *BEING SUBMITTED". WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates" This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in you organisation.

NOTE: If other EDN/ESM's have returned OK you could assume email is OK. The Expedient system allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes.

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If you have reset and resent the EDN/ESM once and you still have the same lack of response see below. The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Contact Your I.T. Support and confirm email is working
3. Contact ICS Help Desk 1800 022 267 Option 2

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS

"I IN-PROGRESS" WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates". This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in you organisation.

NOTE: If other EDN/ESM's have returned OK you could assume email is OK. The Expedient system only allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes and has a valid EDN/ESM (I.e. It was a replacement).

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If the EDN/ESM is NOT a replacement and there is no valid EDN/ESM Number then the only options available are the procedure noted below.

NOTE: If the EDN/ESM was a replacement and you have reset and resent the EDN/ESM replacement once and you still have the same lack of response see below.

The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Connect to the Customs Interactive and Search for the EDN/ESM in the Outbound Messages area and then once found click on the re-send link.
3. If this still does not update the status Contact ICS Help Desk 1800 022 267 Option 2 ***

Q. I RECEIVE THE ERROR "ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS

WITH THE SAME MESSAGE OWNER SITE ID, MESSAGE TYPE AND SENDERS REFERENCE." WHAT DOES THIS MEAN?

A. This normally occurs when a user attempts to create an EDN/ESM twice. The most common reason this can happen is when there has been an email outage within you organisation and the user has reset and resent the EDN/ESM. The original EDN/ESM response containing the EDN/ESM Number will normally arrive and update the system. Once this has occurred you can send a replacement. The original EDN/ESM response error / clear indicator can be viewed from option "H" from the EDN or ESM Entry screens. If the original does not arrive for one reason or another you can search for the EDN/ESM in the Customs Interactive system in the Outbound Messages area. If you do not have access to this system Please call ICS Business Support on 1800 022 267 Option 2 and have them resend the response.

Q. MY PERMIT HAS ENCRYPTION HOWEVER I CAN'T SEE WHERE TO ENTER IT IN THE EDN SCREEN. WHAT DO I DO?

A. The ICS does not require Encryptions on Permits. Simply enter the Permit without the Encryption.

Q. I RECEIVE THE ERROR "INVALID GOODS OWNER ID (GOODS OWNER ID=XXXXXXXXXX)."

WHAT DOES THIS MEAN?

A. This indicates that Customs have not dealt with the client since the introduction of CMR or you have not entered the ABN correctly. If the ABN is correct then you will need to access the Customs Interactive web site and add the Client into ICS Production. NOTE: Another less common cause could be you have sent the EDN/ESM to the ICS Test system. You can see this in the EDI History Option "H" in the EDN/ESM Entry screen.

Q. I HAVE PREVIOUSLY SENT AN ESM AND NOW I WANT TO WITHDRAW IT. HOW DO I DO THIS?

A. To Withdraw and ESM you need to firstly delete the attached EDN lines. This is done by selecting Delete line from the ESM Entry screen. Once all lines have been removed from the ESM the Withdraw option will be visible and you may select it.

NOTE: Once you have Withdrawn the ESM you will not be able to use this Consol number for ESM again.

Q. I HAVE DELETED ALL LINES FROM MY ESM AND NOW I RECEIVE AN ERROR. WHAT DO I DO?

A. Now you have deleted all the lines from the ESM you are now able to withdraw the ESM. However if you wish to use the consol in the future do not Withdraw it. Simply leave it in error until you wish to re-submit the EDN Lines.

Q. I HAVE WITHDRAWN MY EDN/ESM AND NOW WHEN I RE-SEND IT I RECEIVE AN ERROR. WHAT DO I DO?

A. Once you have Withdrawn and EDN/ESM in the ICS system you are unable to use the Job Number for EDN's and Consol Number for ESM's again. The solution here for EDN's is to NULLIFY to Consol option "U" in the Export Job Registration screen. This will remove it from the Consol allowing you to register a new Export Job which will result in a new Job Number. The solution here for ESM's is to create a new Consol. In each Job Registration attached to the old Consol use the "U" option to change the Consol Number to the newly created Consol.

Q. WHAT DOES THE WARNING MESSAGE "THE RACA UNDERTAKING FORM HAS NOT BEEN SENT. TO SUBMIT THE FORM TO THE SHIPPER, PLEASE REFER TO THE CUSTOMER MASTERFILE" MEAN?

The message only takes affect under the following conditions:

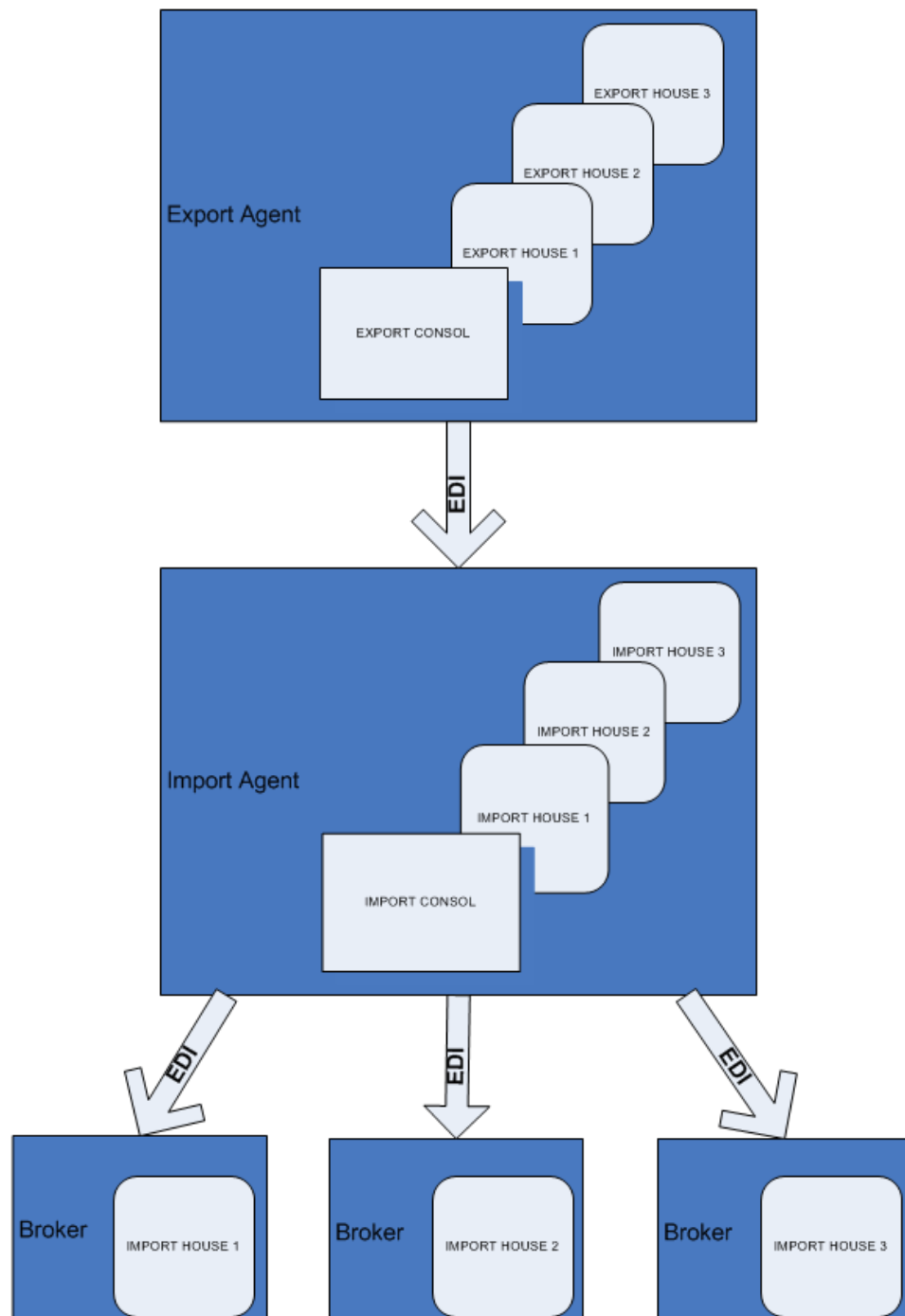
- IATA Module is turned ON
- Exporter = YES (Customer Masterfile)
Active Shipper
- Letter Sent Date in the Aviation Security Tab (Customer Masterfile) is blank

- Regulated Client Status = NO (Aviation Security Tab; Customer Masterfile)

EDI Manifest

Introduction

This module allows Manifest information to be sent from Export Agents to Import agents and from Import agents to Customs Brokers by electronic files, EDI.



The EDI Manifest module assists to speed up the registration of Consols and Jobs.

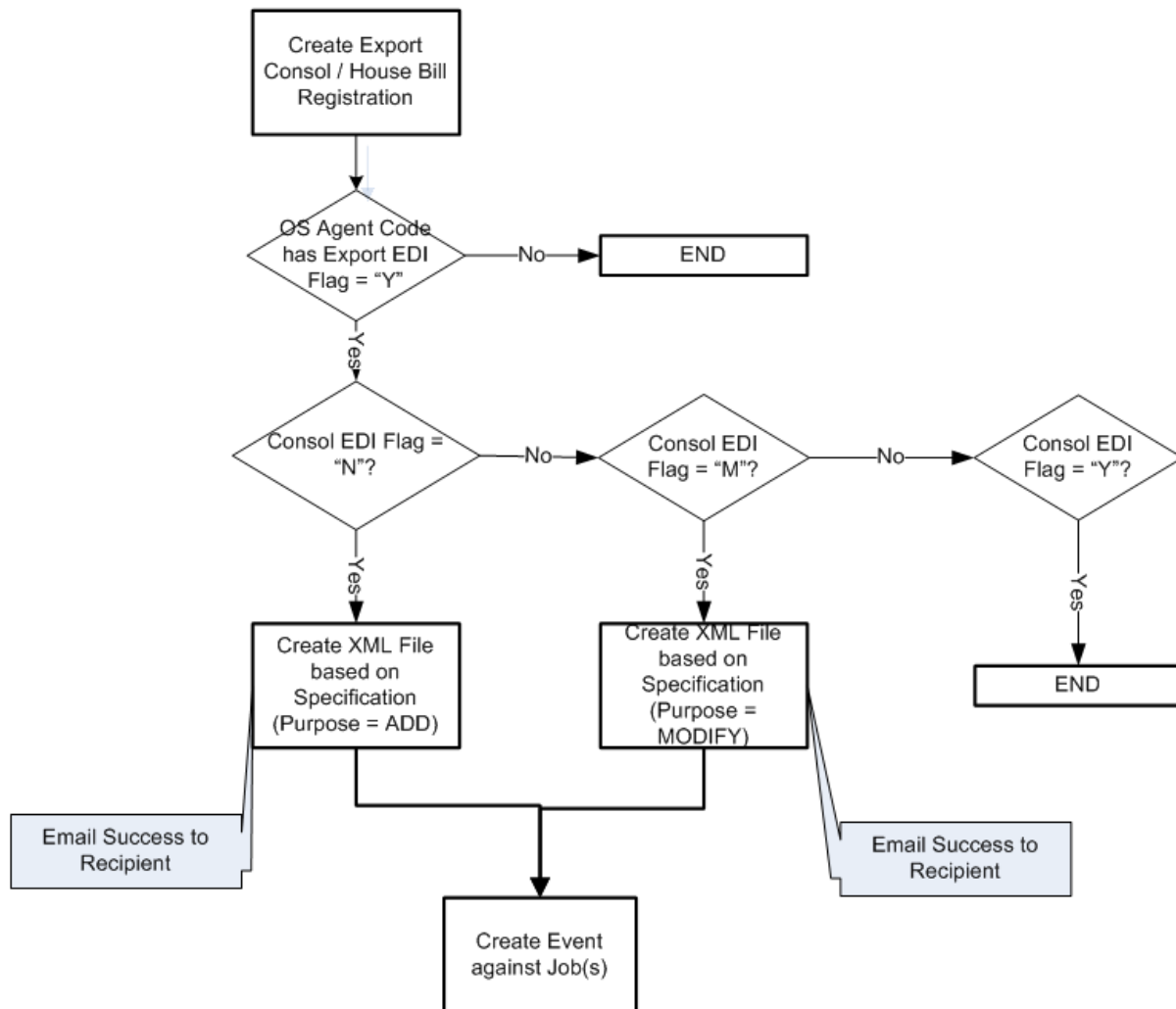
- Export Jobs can be sent to Overseas Import Agents to populate their Imports systems

- Each time a manifest is sent or received a notification email is sent to the relevant contacts on both sides

EDI Manifest options are available inside the Sea and Air Job Registration screens and the Export Consol screens.

Export File Creation and Delivery

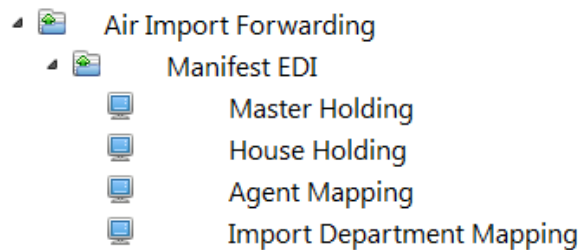
Manifests sent by the Export Agent to the Overseas Import Agent will follow the process below.



EDI Manifest Configuration

To allow import and export of manifest data Agents and Departments must be mapped to ensure manifest data is captured correctly.

The set up options are available in the Air Import Forwarding folder and the Sea Import Forwarding folder

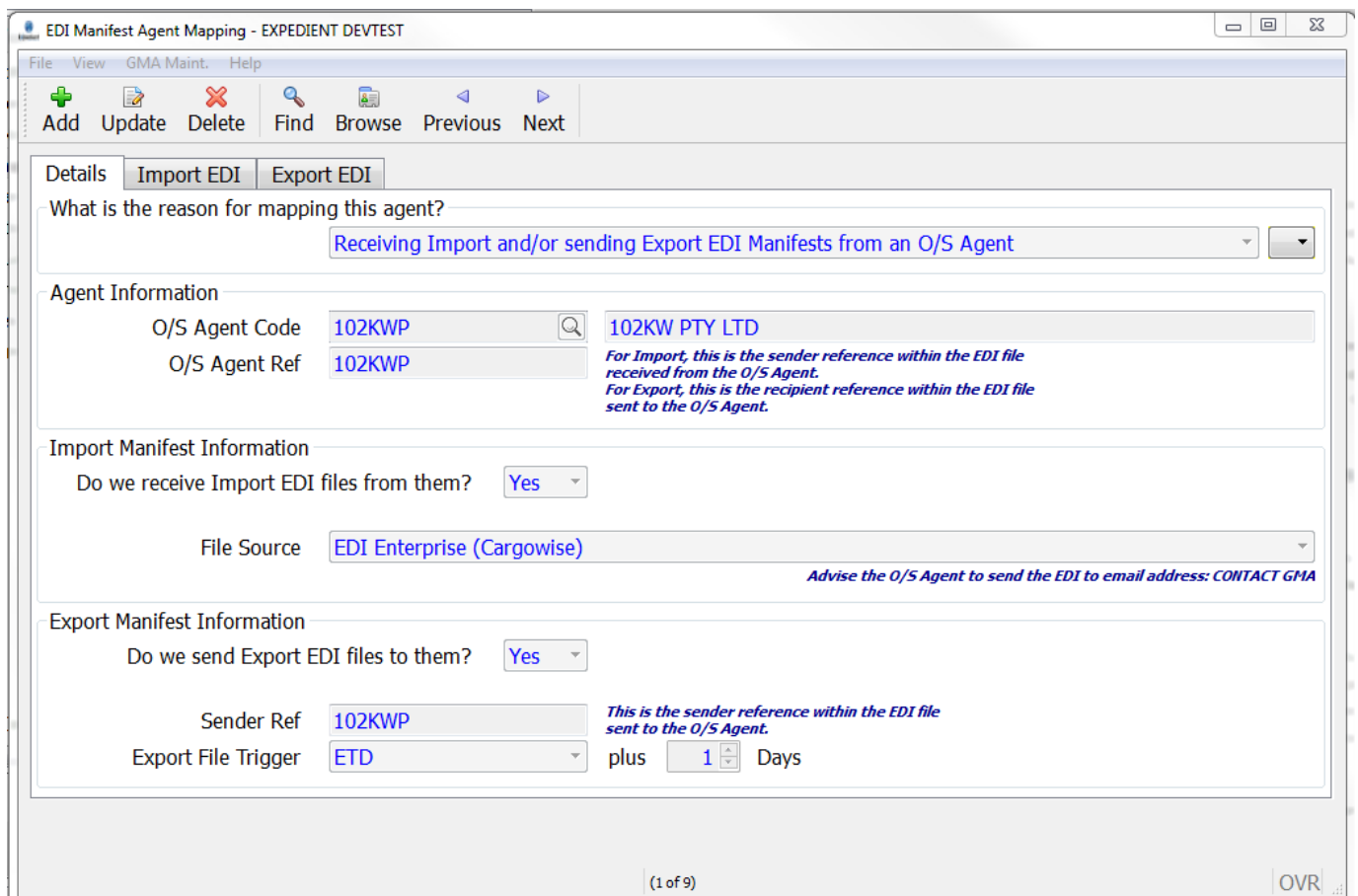


AGENT MAPPING

Details of the Agents, Forwarders and Brokers receiving and sending EDI Manifests must be set up in the Agent Mapping screen.

Adding an Overseas Agent

If you are an Agent use the Agent Mapping screen to set up the Oversea Agents you want to receive import EDI manifests from and send export EDI Manifests to.



EDI Manifest Agent Mapping - EXPEDIENT DEVTEST

File View GMA Maint. Help

+ Add - Update X Delete Find Browse Previous Next

Details Import EDI Export EDI

What is the reason for mapping this agent?

Receiving Import and/or sending Export EDI Manifests from an O/S Agent

Agent Information

O/S Agent Code 102KWP 102KW PTY LTD

O/S Agent Ref 102KWP

*For Import, this is the sender reference within the EDI file received from the O/S Agent.
For Export, this is the recipient reference within the EDI file sent to the O/S Agent.*

Import Manifest Information

Do we receive Import EDI files from them? Yes

File Source EDI Enterprise (Cargowise)

Advise the O/S Agent to send the EDI to email address: CONTACT GMA


Export Manifest Information







Do we send Export EDI files to them? Yes

Sender Ref 102KWP *This is the sender reference within the EDI file sent to the O/S Agent.*

Export File Trigger ETD plus 1 Days

(1 of 9) OVR

Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent?	Select the appropriate reason for mapping the agent from the pull down menu - "Receiving Import and/or sending Export EDI Manifests from an O/S Agent"	Mandatory	Blank
O/S Agent Code	This is your customer code for the agent. Use the  to zoom on active Overseas Agents.	Mandatory	Blank
O/S Agent Ref	This is reference code for the agent. In Manifests imported from the Agent this is the code they use to identify themselves. This code will also be used in the manifests exported to the agent to identify the recipient.	Mandatory	Default to match O/S Agent Code
Import Manifest Information			
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the agents EDI manifests	Mandatory	Yes
File Source	Select the file format the Agent will send to you. What system does the agent use to produce the EDI manifest file? Please refer to Error! Reference source not found. for the details of the Expedient Format which should be passed to your Overseas Agent for their information if they do not use one of the listed formats. Once selected the email address the Overseas Agent should send the EDI Manifests to is displayed. Please advise your Overseas Agent to use this email address. If your Overseas Agent is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the agent's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Send Export EDI is Yes	Blank
Export Manifest Information			
Do we send Export EDI Files to them?	This indicates if you want to send Export Manifest EDI to the Overseas Agent	Mandatory	No
Sender Ref	This is your reference to the Overseas Agent so they know the Export Manifest EDI came from you. The Sender Ref is usually the code the Overseas Agent uses for your office.	Conditional on Send Export EDI is Yes	Blank
Export File Trigger	This indicates the trigger for sending the Export EDI Manifest automatically. Select from the pull down menu.	Conditional on Send Export EDI is Yes	ETD
Days	This is the number of days after ETD the EDI Manifest will be sent	Conditional on Export File Trigger is ETD	0
Import EDI			

Field Name	Description	Validation	Default
Contacts to receive alerts regarding the EDI Import Manifests (Successful/Errors)	This table lists the contacts at the Overseas Agent and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must be at least one contact at the Overseas Agent and at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Export EDI			
Email Addresses to receive the EDI Export Manifest File	This table lists the O/S Agent contacts and any internal Users that receive the Export Manifest EDI.	Active Personnel/Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Contacts to receive EDI Export Manifest errors	This table lists the internal Users to receive email alerts when there is a problem sending the Export Manifest EDI. O/S Agent contacts can also be listed here.	Active Users/Active Personnel	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Internal
Contact Name	Use the  to find active Users. If you have selected O/S Agent as the Contact Type the  will provide a list of active Personnel at the Overseas Agent.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile for internal Users or the Personnel in the Customer Masterfile for the Overseas Agent.	N/A	Blank

Sending EDI Manifests to Overseas Agents

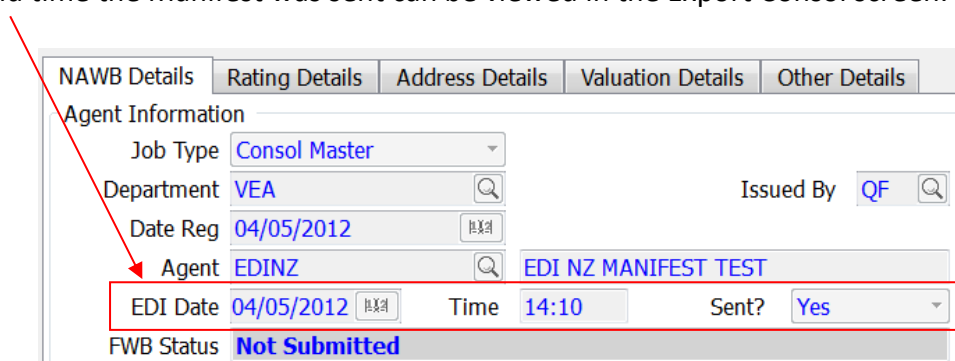
EDI Manifests can be sent from Expedient to the Overseas Agent if the details have been set up in the Agent Mapping screen.

The Manifest can be sent automatically or manually.

AUTOMATIC SENDING

Expedient will run a check every night to see if any manifests are ready to be sent based on the EDI Manifest trigger in the Agent Mapping screen.

The date and time the Manifest was sent can be viewed in the Export Consol screen.



NAWB Details	Rating Details	Address Details	Valuation Details	Other Details
Agent Information				
Job Type	Consol Master			
Department	VEA	Issued By	QF	
Date Reg	04/05/2012			
Agent	EDINZ	EDI NZ MANIFEST TEST		
EDI Date	04/05/2012	Time	14:10	Sent? Yes
FWB Status Not Submitted				

The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the manifest was an update. 'M' indicates the EDI Manifest modified an earlier version or the manifest.

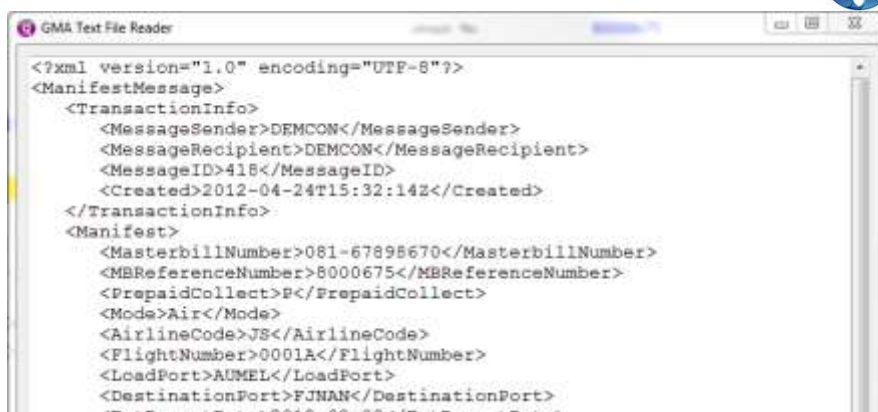
On successfully sending the EDI an email will be sent to the Agent EDI Receiving Manifest Contacts for the Oversea Agent listed in the Agent Mapping screen when a new EDI Manifest is sent or when an update to the Manifest is sent.

Sending the EDI Manifest will also create an event which can be viewed in the Manifest EDI Submission History from the Options menu in the Air and Sea Consol screens.



MessageID	Date	Time	No. Jobs	User
418	24/04/2012	15:32:14	1	michaell
321	12/04/2012	13:52:03	1	michaell

Double click on a row in the Manifest EDI Submission History screen to view the original text of the EDI message



```

<?xml version="1.0" encoding="UTF-8"?>
<ManifestMessage>
  <TransactionInfo>
    <MessageSender>DEMCON</MessageSender>
    <MessageRecipient>DEMCON</MessageRecipient>
    <MessageID>418</MessageID>
    <Created>2012-04-24T15:32:14Z</Created>
  </TransactionInfo>
  <Manifest>
    <MasterbillNumber>081-67895670</MasterbillNumber>
    <MBReferenceNumber>8000675</MBReferenceNumber>
    <PrepaidCollect>P</PrepaidCollect>
    <Mode>Air</Mode>
    <AirlineCode>JS</AirlineCode>
    <FlightNumber>0001A</FlightNumber>
    <LoadPort>AUMEL</LoadPort>
    <DestinationPort>FJMAN</DestinationPort>
  </Manifest>
</ManifestMessage>
  
```

If there are any missing information in the EDI Manifest file a message will be sent to the Internal Export Responsible Contacts listing the missing details.

MANUAL SENDING

Select the option 'Send EDI Manifest' from the Options menu in the SEA Export and AIR Export Consol screens. This option is only available where the EDI Manifest module is active and the Agent is mapped in the Agent Mapping screen. Any missing information will be listed in a pop up message. Provide all the missing information to send the EDI message.