Oracle® Retail Trade Management

User Guide

Release 12.0.9

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Oracle® Retail Trade Management User Guide, Release 12.0.9

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Value-Added Reseller (VAR) Language

Oracle Retail VAR Applications

The following restrictions and provisions only apply to the programs referred to in this section and licensed to you. You acknowledge that the programs may contain third party software (VAR applications) licensed to Oracle. Depending upon your product and its version number, the VAR applications may include:

(i) the software component known as **ACUMATE** developed and licensed by Lucent Technologies Inc. of Murray Hill, New Jersey, to Oracle and imbedded in the Oracle Retail Predictive Application Server – Enterprise Engine, Oracle Retail Category Management, Oracle Retail Item Planning, Oracle Retail Merchandise Financial Planning, Oracle Retail Advanced Inventory Planning and Oracle Retail Demand Forecasting applications.

(ii) the **MicroStrategy** Components developed and licensed by MicroStrategy Services Corporation (MicroStrategy) of McLean, Virginia to Oracle and imbedded in the MicroStrategy for Oracle Retail Data Warehouse and MicroStrategy for Oracle Retail Planning & Optimization applications.

(iii) the **SeeBeyond** component developed and licensed by Sun MicroSystems, Inc. (Sun) of Santa Clara, California, to Oracle and imbedded in the Oracle Retail Integration Bus application.

(iv) the **Wavelink** component developed and licensed by Wavelink Corporation (Wavelink) of Kirkland, Washington, to Oracle and imbedded in Oracle Retail Store Inventory Management.

(v) the software component known as **Crystal Enterprise Professional and/or Crystal Reports Professional** licensed by Business Objects Software Limited ("Business Objects") and imbedded in Oracle Retail Store Inventory Management.

(vi) the software component known as **Access Via™** licensed by Access Via of Seattle, Washington, and imbedded in Oracle Retail Signs and Oracle Retail Labels and Tags.

(vii) the software component known as **Adobe Flex™** licensed by Adobe Systems Incorporated of San Jose, California, and imbedded in Oracle Retail Promotion Planning & Optimization application.

(viii) the software component known as **Style Report™** developed and licensed by InetSoft Technology Corp. of Piscataway, New Jersey, to Oracle and imbedded in the Oracle Retail Value Chain Collaboration application.

(ix) the software component known as **DataBeacon™** developed and licensed by Cognos Incorporated of Ottawa, Ontario, Canada, to Oracle and imbedded in the Oracle Retail Value Chain Collaboration application.

Contents

Preface

The Oracle Retail Trade Management User Guide describes the application user interface and how to navigate through it.

Audience

This document is intended for the users and administrators of Oracle Retail Trade Management. This may include merchandisers, buyers, and business analysts.

Related Documents

For more information, see the following documents in the Oracle Retail Trade Management Release 12.0.9 documentation set:

- Oracle Retail Merchandising System Release Notes
- Oracle Retail Merchandising System Data Model
- Oracle Retail Merchandising System Online Help
- Oracle Retail Merchandising System User Guide
- Oracle Retail Merchandising System Operations Guide (Volumes 1)
- Oracle Retail Merchandising System Installation Guide
- Merchandising Batch Schedule

Customer Support

https://metalink.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

If you are installing the application for the first time, you install either a base release (for example, 12.0) or a later patch release (for example, 12.0.2). If you are installing a software version other than the base release, be sure to read the documentation for each patch release (since the base release) before you begin installation. Patch documentation can contain critical information related to the base release and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site (with the exception of the Data Model which is only available with the release packaged code):

http://www.oracle.com/technology/documentation/oracle_retail.html

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

Conventions

Navigate: This is a navigate statement. It tells you how to get to the start of the procedure and ends with a screen shot of the starting point and the statement “the Window Name window opens.”

> **Note:** This is a note. It is used to call out information that is important, but not necessarily part of the procedure.

```
This is a code sample
    It is used to display examples of code
```

A hyperlink appears like this.

1

Harmonized tariff schedules

Maintain harmonized tariff schedule

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

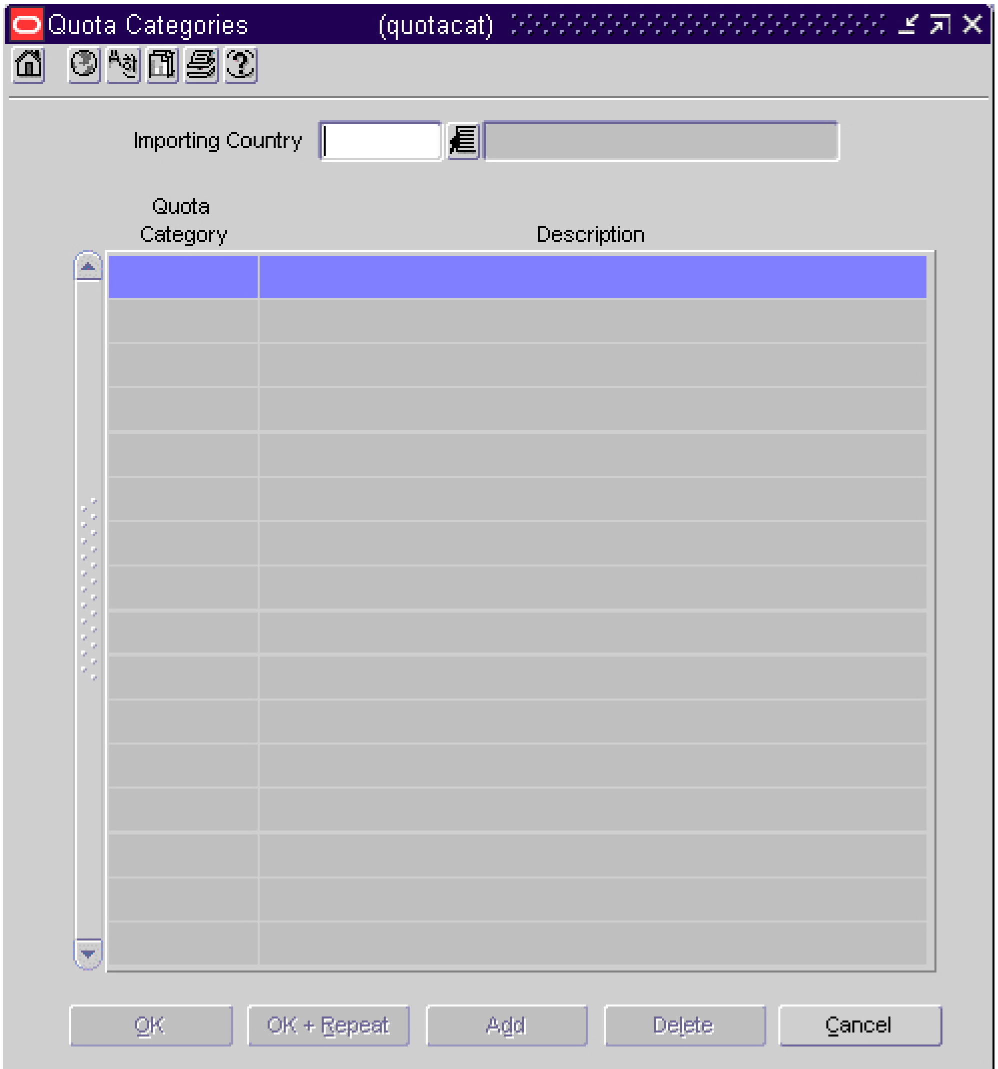
- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.

You can associate the HTS classifications and assessments with items or items on purchase orders.

Add a quota category

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > Quota Category > Edit. The Quota Categories window opens.



Quota Categories Window

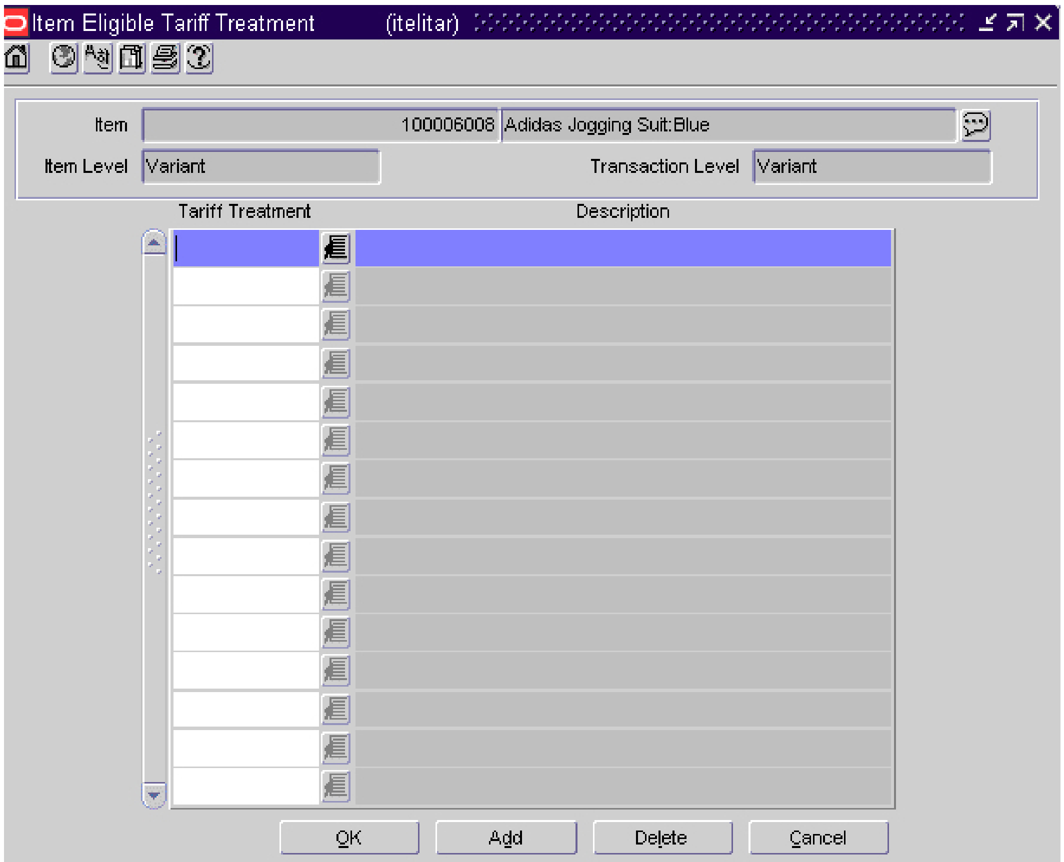
1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
2. Click **Add**. The next available line becomes enabled.
3. In the Quota Category field, enter the ID of the quota category.
4. In the Description field, enter the description of the quota category.
5. Click **OK** to save your changes and close the window.

Add a tariff treatment at the item level

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the Eligible Tariff Treatments option. The current tariff treatments appear in the Item Eligible Tariff Treatment window.



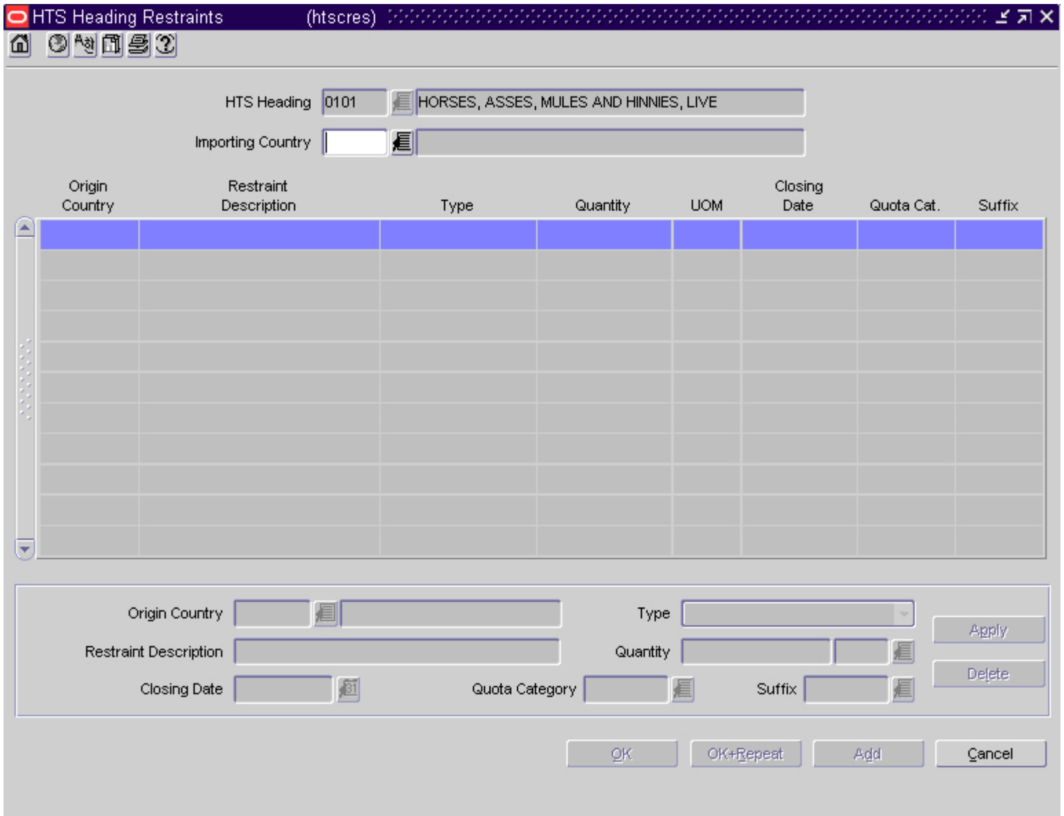
Item Eligible Tariff Treatment Window

1. Click **Add**. The next available line is enabled.
2. In the Tariff Treatment field, click the LOV  button and select the appropriate tariff treatment.
3. Click **OK** to save your changes and close the window.

Edit a restraint for an HTS heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.

Select an HTS heading. From the Options menu, select HTS Heading Restraints. The HTS Heading Restraints window opens.



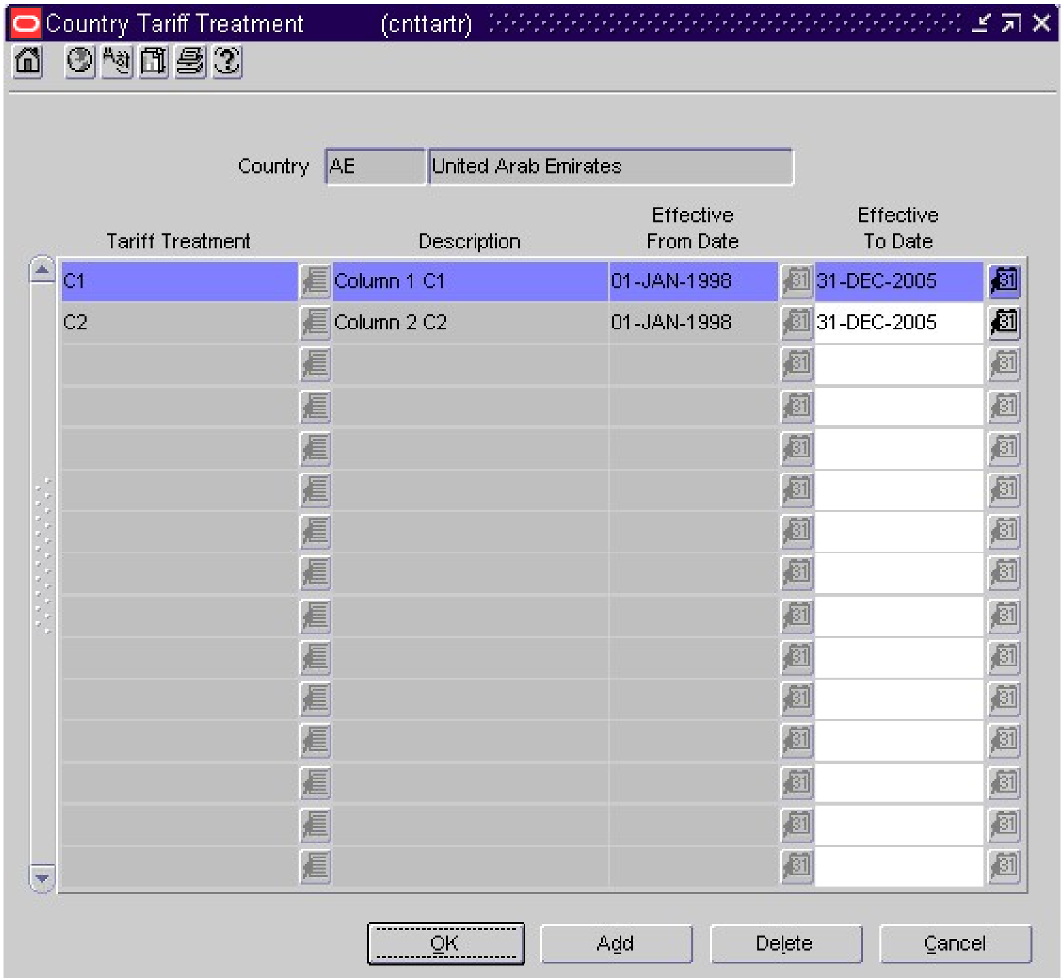
HTS Heading Restraints Window

1. In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country. The current restraints for the selected country appear.
2. Select a restraint.
3. In the Apply area, edit the enabled fields as necessary.
4. Click **Apply** to complete the edit.
5. To add a restraint:
    a. Click **Add**. The fields in the Apply area are cleared.
    b. Enter the details in the Apply area.
    c. Click **Apply**. The restraint is added to the table.
6. To delete a restraint:
    a. Select a restraint and click **Delete**.
    b. When prompted to delete the record, click **Yes**.
7. Click **OK** to save your changes and close the window.

Edit a tariff treatment at the country level

Navigate: From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window opens. Select a country.

From the Options menu, select Tariff Treatments. The Country Tariff Treatment window opens.



Country Tariff Treatment Window

1. Edit the Effective To Date field as necessary.
2. To add a tariff treatment:
   a. Click **Add**. The next available line is enabled.
   b. In the Tariff Treatment field, enter the code the tariff treatment, or click the LOV button and select the tariff.
   c. In the Effective From Date field, enter the date on which the tariff treatment becomes effective, or click the calendar button and select the date.
   d. In the Effective To Date field, enter the date on which the tariff treatment is no longer effective, or click the calendar button and select the date.

3. To delete a tariff treatment:
   a. Select a tariff treatment and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

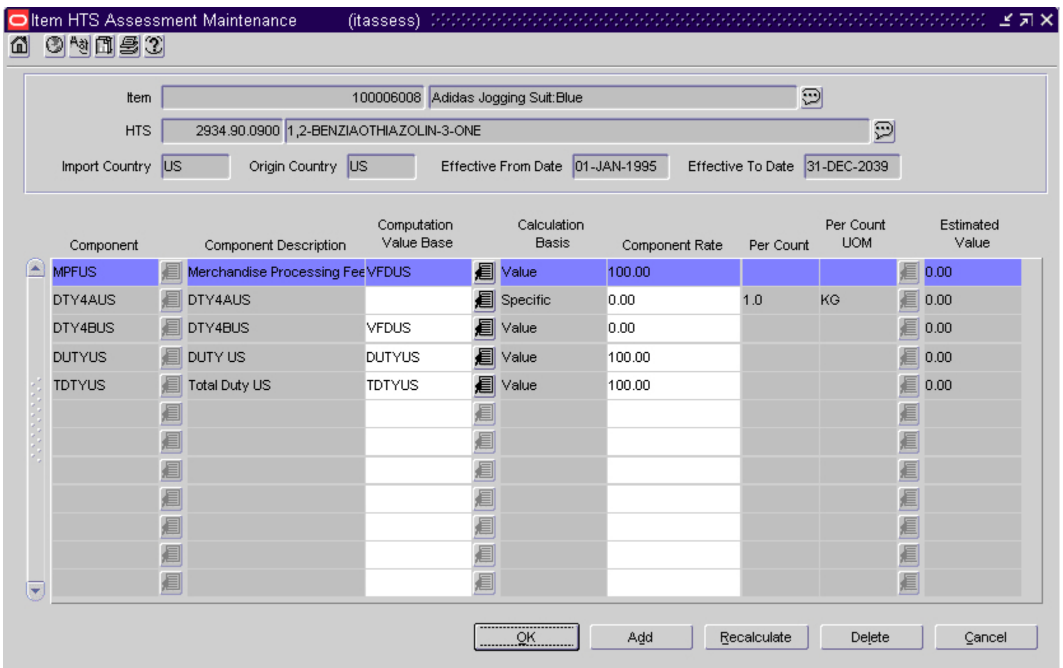
Edit an assessment for an item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the HTS option. The Item HTS Maintenance window opens.

Select an HTS classification and click **Assessments**. The Item HTS Assessment Maintenance window opens..



Item HTS Assessment Maintenance Window

1. Edit the assessment details as necessary.
2. To add an assessment:
   a. Click **Add**. The next available line is enabled.
   b. In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
   c. Enter additional information in the enabled fields.
   d. From the View menu, select Nomination Flags. The Nomination Flags appear in the table.
   e. In the Nomination Flag fields, select the status of the assessment in relation to the other components:
   f. Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
   g. Select + (plus sign) to add the assessment to the total.
   h. Select - (minus sign) to subtract the assessment from the total.
   i. Click **Recalculate** to update the estimated values.
3. To delete an assessment:
   a. Select an assessment and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an assessment for an item on a purchase order

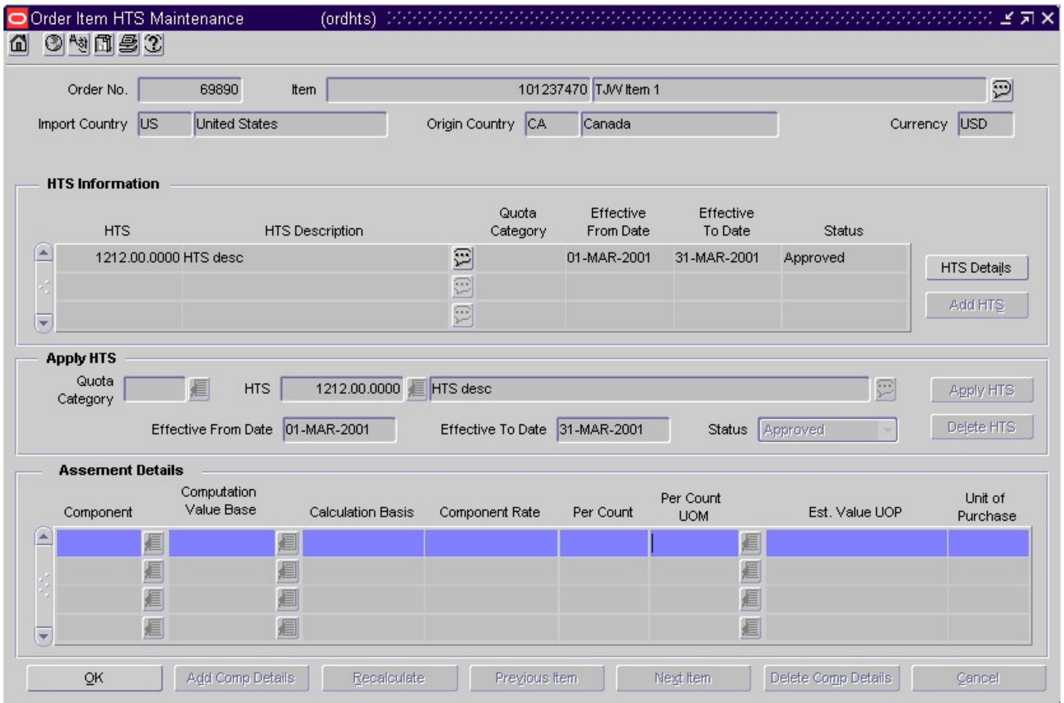
Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification in the HTS Information table. The Assessment Details table opens.



Order Item HTS Maintenance Window

1. Edit the assessments as necessary.
2. To add an assessment:
   a. Select an HTS classification. The current assessments appear in the Assessment Details table.
   b. Click **Add Comp Details**. The next available line is enabled.
   c. In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
   d. Enter additional information in the enabled fields.
   e. From the View menu, select Nomination Flag. The Nomination Flag fields appear in the Assessment Details table.
   f. In the Nomination Flag fields, select the status of the expense in relation to the other components.
      – Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
      – Select + (plus sign) to add the assessment to the total.
      – Select - (minus sign) to subtract the assessment from the total.
   g. Click **Recalculate** in order to update the values.
3. To delete an assessment:
   a. Select an HTS classification. The current assessments appear in the Assessment Details table.
   b. Select an assessment and click **Delete Comp Details**.
   c. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Create harmonized tariff schedule classifications

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

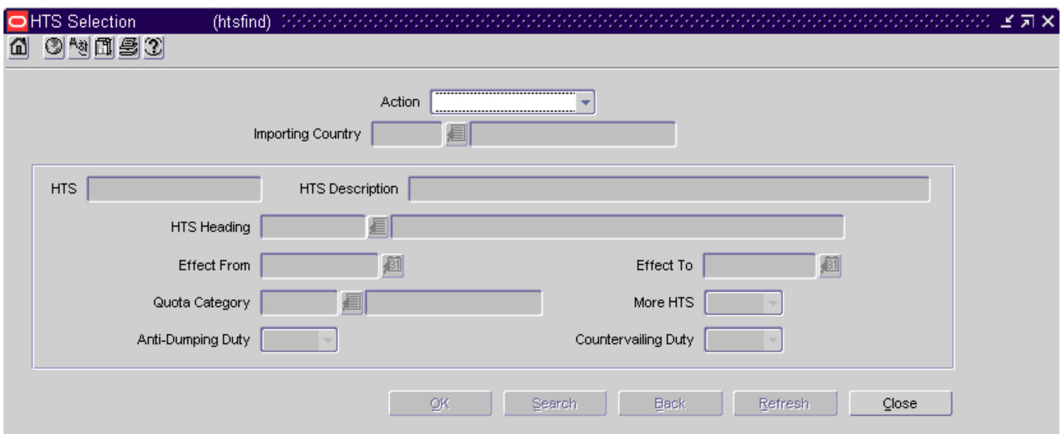
You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.

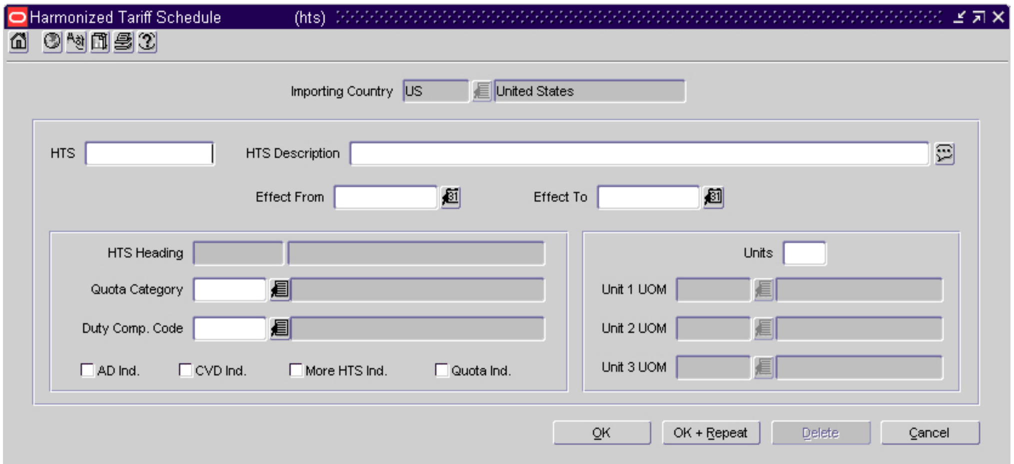
Create an HTS classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.



HTS Selection Window

1. In the Action field, select New.
2. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
3. Click **OK**. The Harmonized Tariff Schedule window opens.

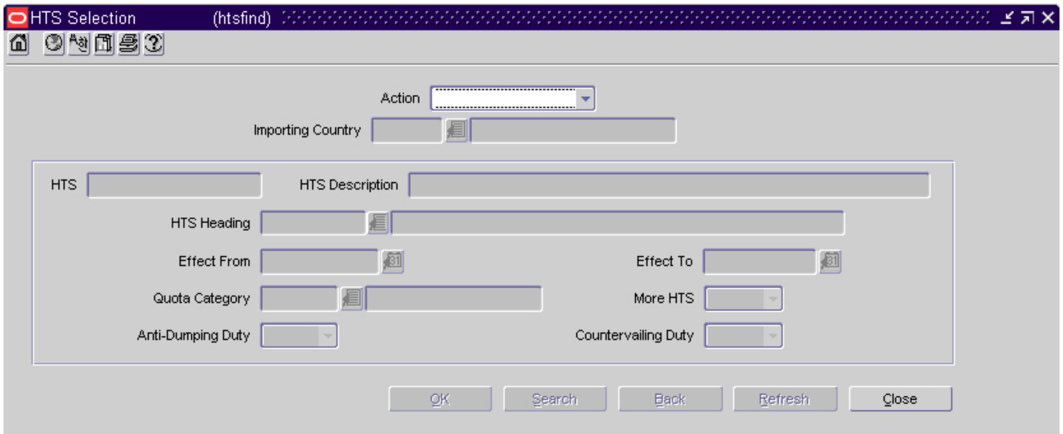


Harmonized Tariff Schedule Window

4. In the HTS field, enter the number of the classification.
5. In the HTS Description field, enter the description of the HTS classification. For extensive descriptions, click the comments button and enter the description.
6. In the Effect From and Effect To fields, enter the effective dates, or click the calendar buttons and select the dates.
7. In the Duty Comp Code field, enter the code for the duty calculation, or click the LOV button and select the duty calculation.
8. In the Units field, enter the number of units of measure that you want to define for the HTS classification.
9. In the Unit 1 UOM, Unit 2 UOM, and Unit 3 UOM fields, enter the codes for the applicable units of measure, or click the LOV buttons and select the units of measure.
10. Enter any additional information as necessary.
11. Click **OK** to save your changes and close the window.

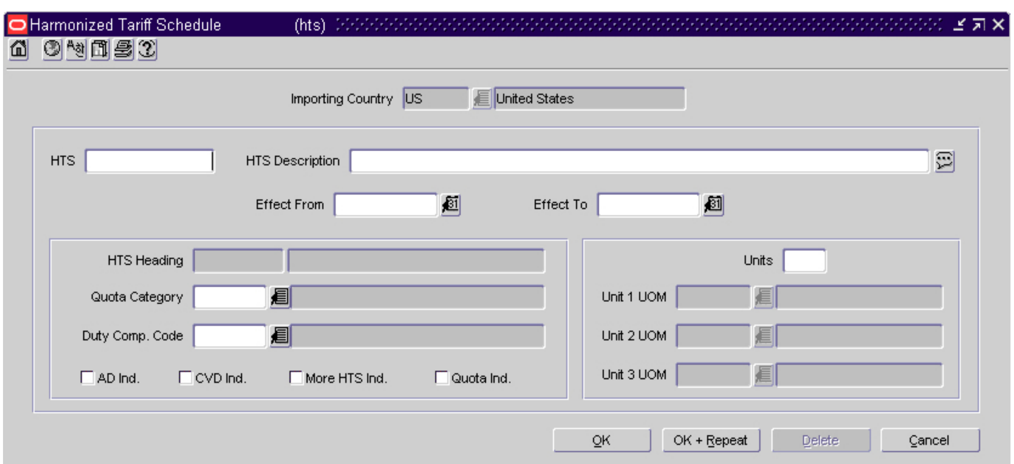
Search for an HTS classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.



HTS Selection Window

1. In the Action field, select either View or Edit.
2. In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The HTS Selection window displays the HTS classifications that match the search criteria.
5. Select a task:
6. To perform another search, click **Refresh**.
7. To display the details of an HTS classification, select a record and click **OK**. The Harmonized Tariff Schedule window opens.



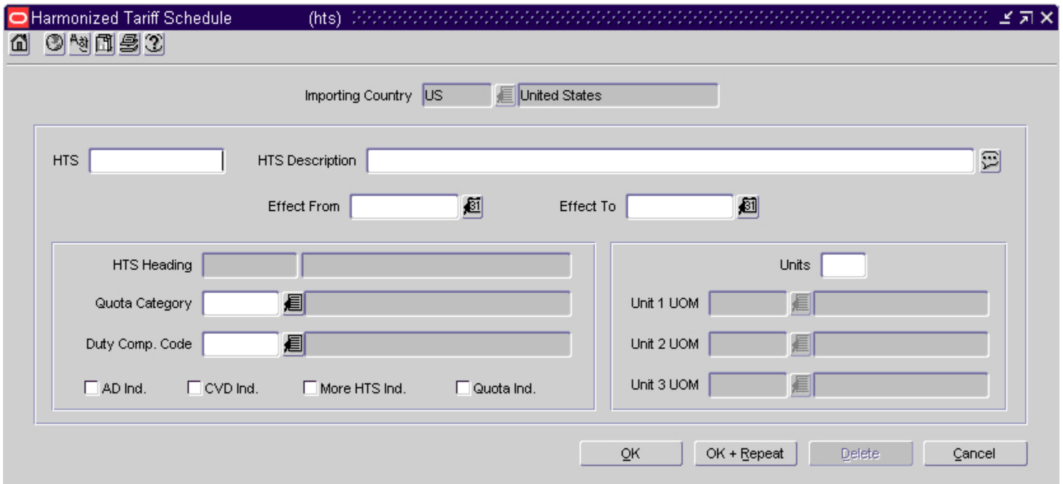
Harmonized Tariff Schedule Window

8. Click **Close** to close the window.

Edit an HTS classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.



Harmonized Tariff Schedule Window

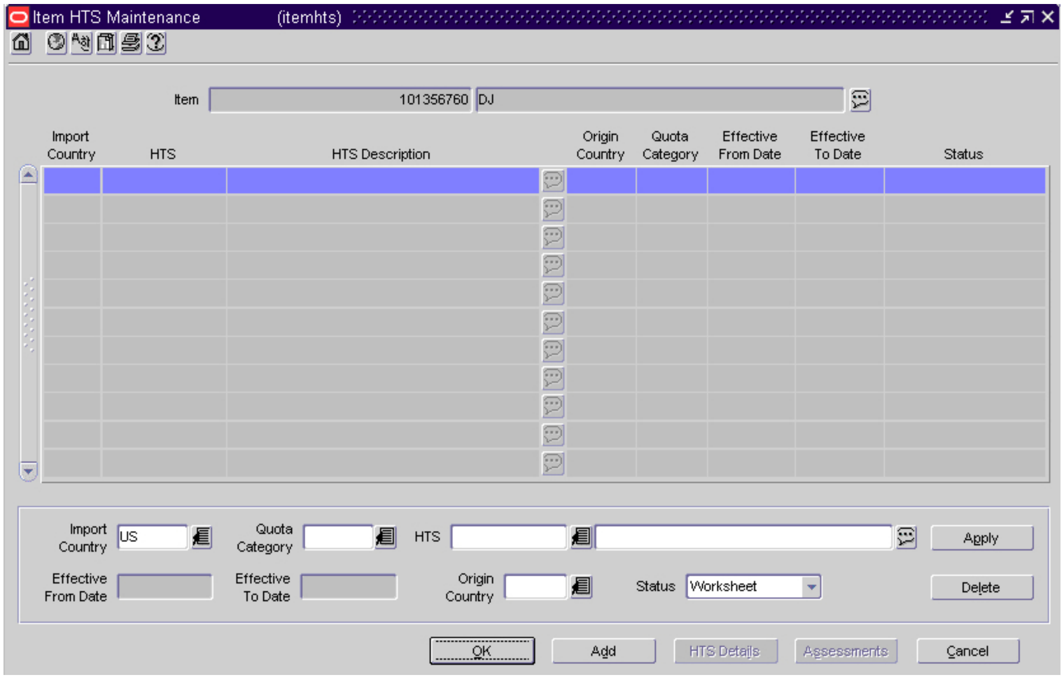
1. Edit the enabled fields as necessary.
2. To edit additional information for a classification, select the appropriate option from the Options menu.
3. Edit the enabled fields as necessary.
4. Click **OK** to save your changes and close the window.

Edit an HTS classification for an item

Navigate: From the main menu, select Items > Items. The Item Search window opens.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the HTS option. The Item HTS Maintenance window opens.



Item HTS Maintenance Window

1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:
    a. Click **Add**.
    b. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
    c. In the Quota Category field, enter the ID of a quota category or click the LOV button and select the category. The quota category is optional.
    d. In the HTS field, enter the HTS classification, or click the LOV button and select the HTS classification.
    e. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
    f. In the Status field, select Approved, if applicable.
    g. Click **Apply**. The HTS classification is added to the HTS table.
3. To delete an HTS classification:
    a. Select an HTS classification and click **Delete**.
    b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

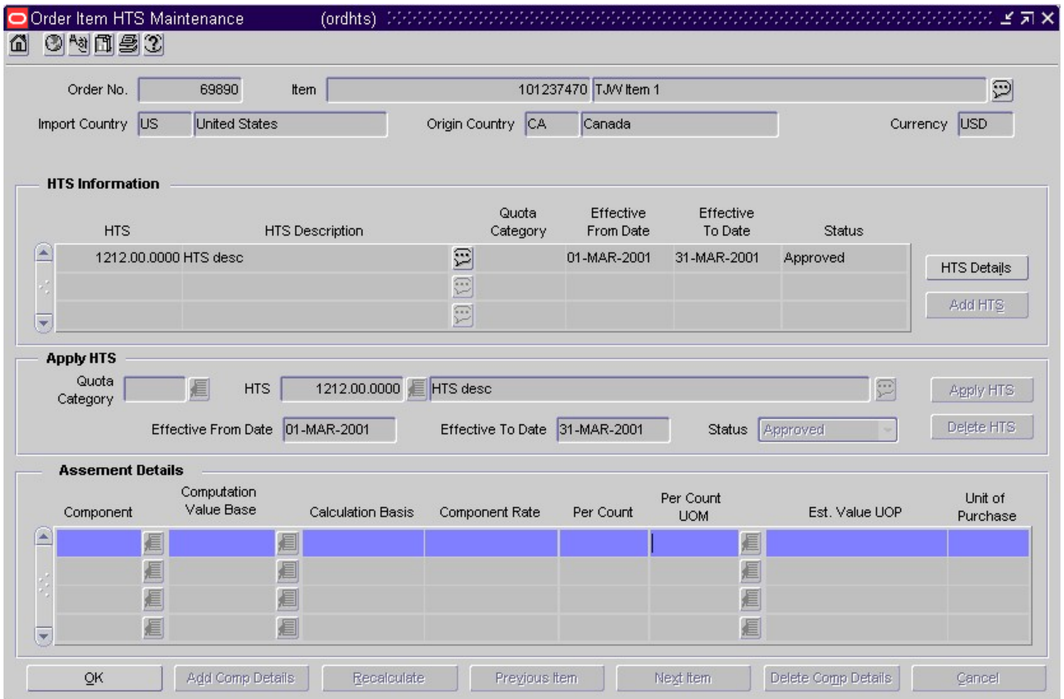
Edit an HTS classification for an item on a purchase order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Header Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

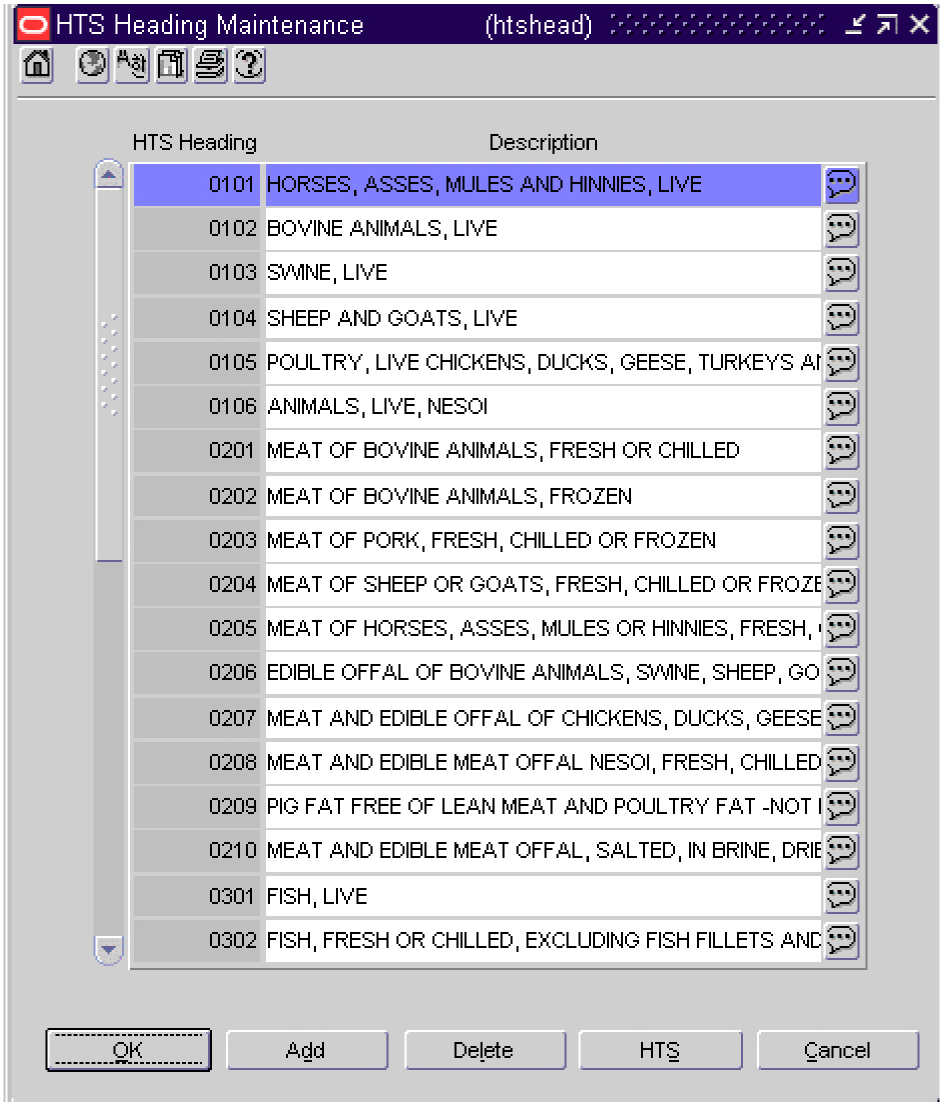


Order Item HTS Maintenance Window

1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:
    a. Click **Add HTS**. The fields in the Apply HTS area are cleared.
    b. In the Quota Category field, enter the ID of a quota category or click the LOV button and select the quota category. The quota category is optional.
    c. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
    d. In the Status field, select Approved if applicable.
    e. Click **Apply HTS**. The HTS classification is added to the HTS Information table.
3. To delete an HTS classification:
    a. Select an HTS classification and click **Delete HTS**.
    b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an HTS heading

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window opens.



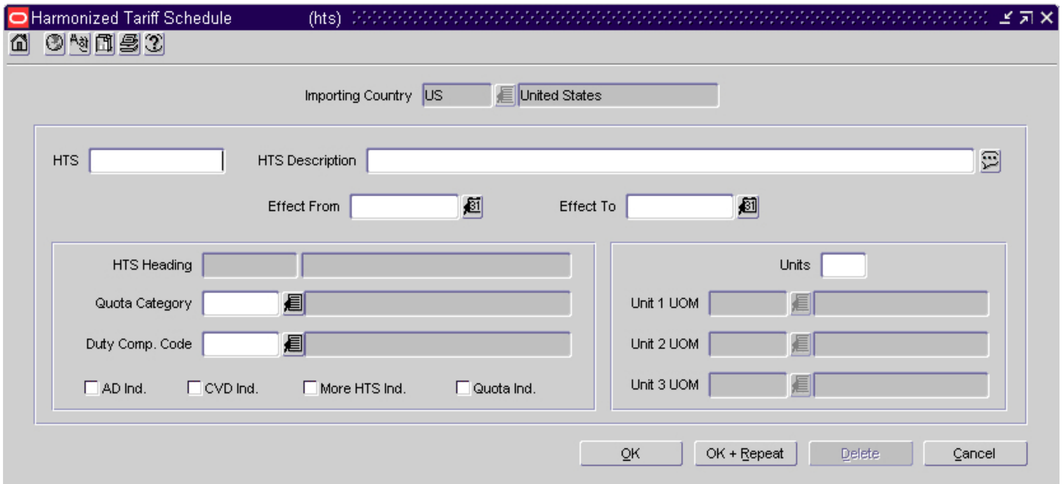
HTS Heading Maintenance Window

1. Edit the description as necessary.
2. To add an HTS heading:
   a. Click **Add**. The next available line is enabled.
   b. In the HTS Heading field, enter the number of the HTS heading.
   c. In the Description field, enter the description of the HTS heading.
   d. To enter additional comments, click the comments button
3. To delete an HTS heading:
   a. Select an HTS heading and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit details for an HTS classification

Navigate: From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window opens.

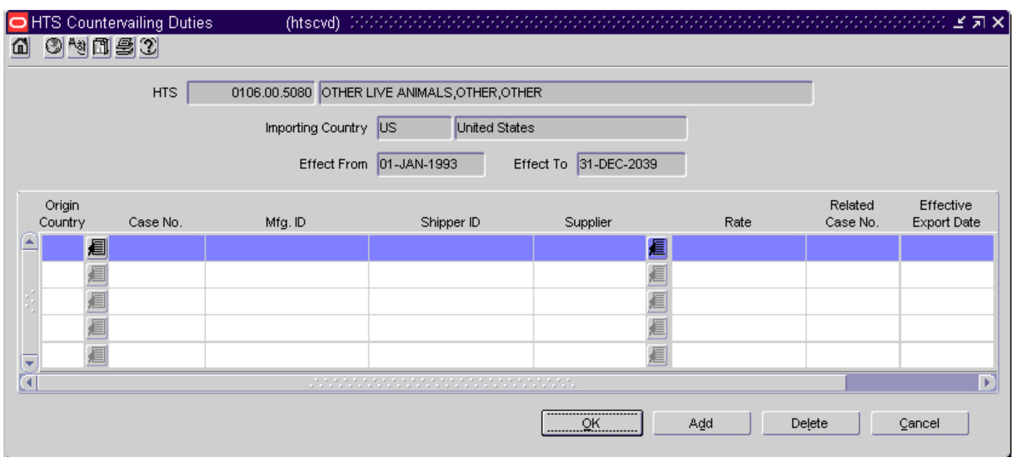
Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window opens.



Harmonized Tariff Schedule Window

Edit countervailing duty details

1. From the Options menu, select Countervailing Duties. The current countervailing duties appear in the HTS Countervailing Duties window.

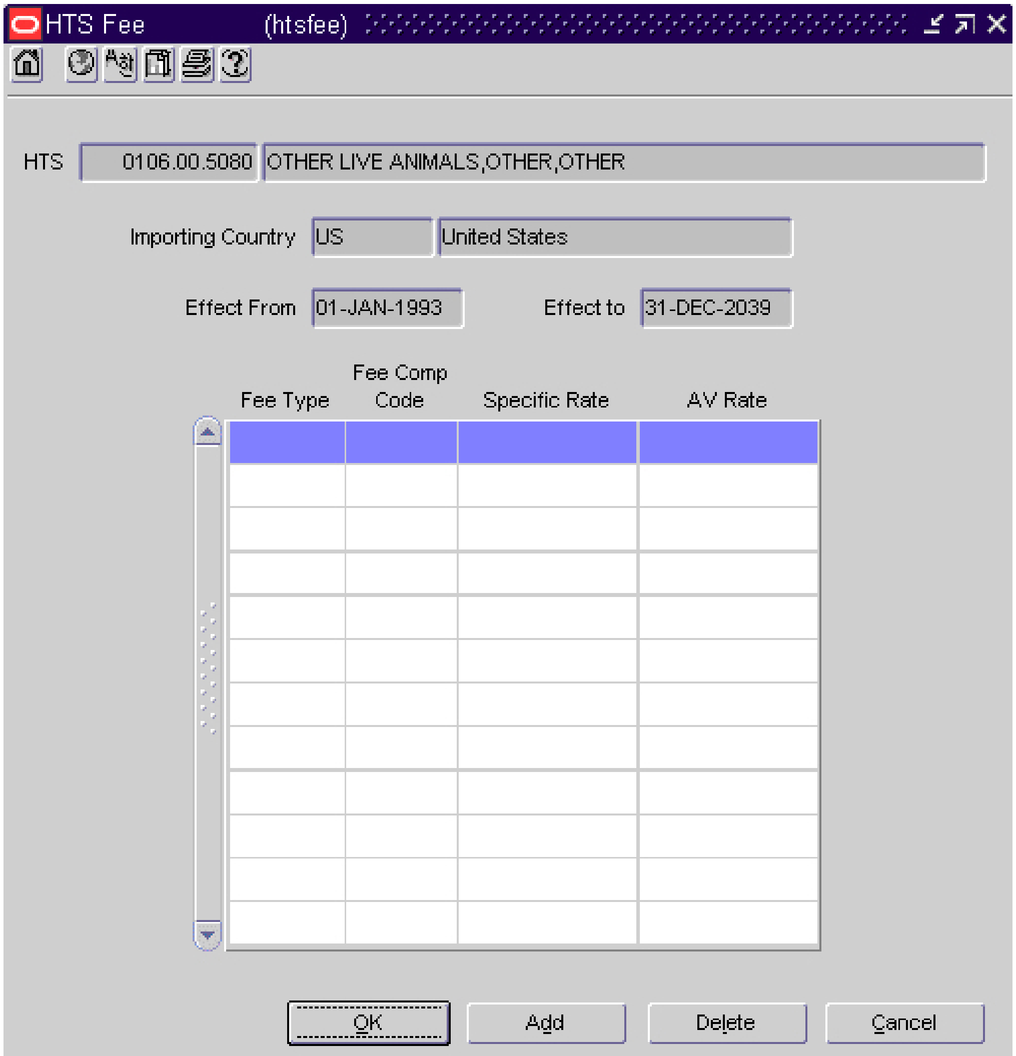


HTS Countervailing Duties Window

2. Edit the enabled fields as necessary.
3. To add a countervailing duty:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete a countervailing duty:
   a. Select a countervailing duty and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Countervailing Duties window.

Edit the current fee details

1. From the Options menu, select Fees. The current fees appear in the HTS Fee window.

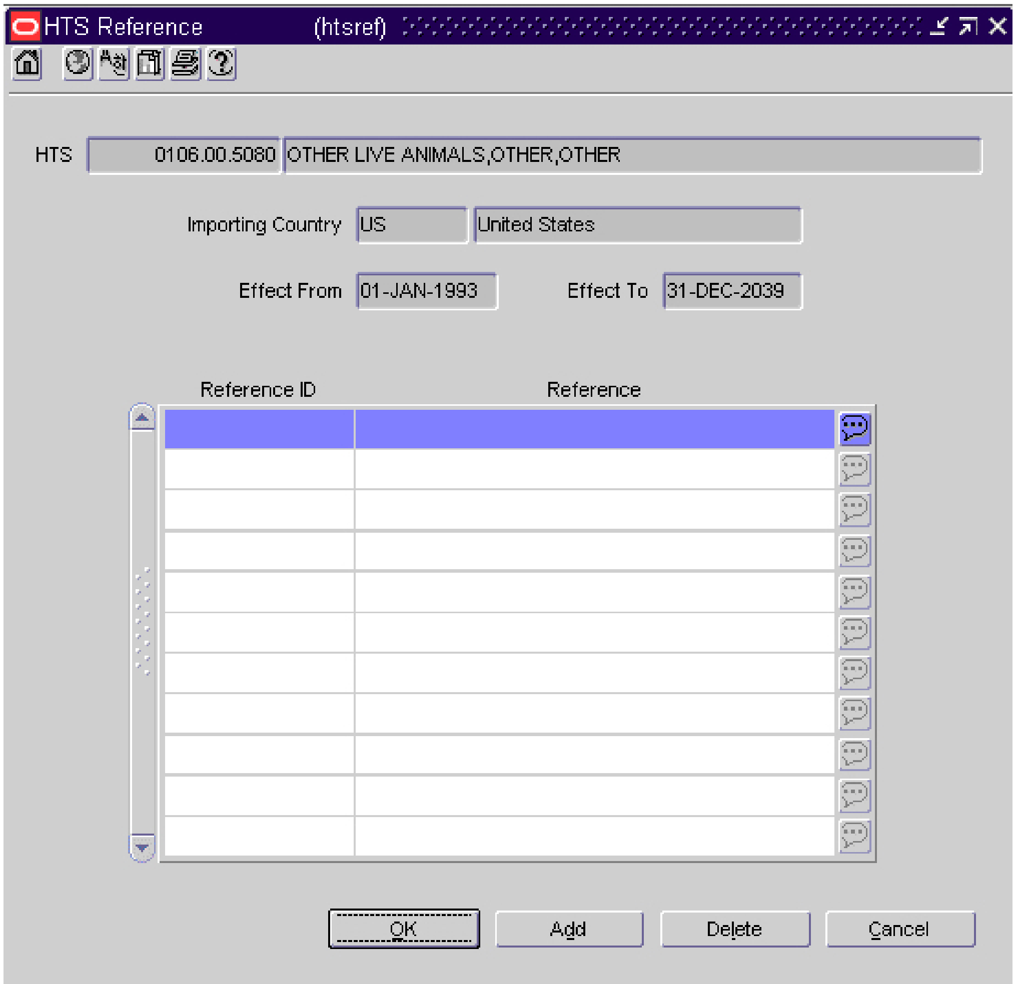


HTS Fee Window

2. Edit the enabled fields as necessary.
3. To add a fee:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete a fee:
   a. Select a fee and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Fee window.

Edit the reference details

1. From the Options menu, select References. The current references appear in the HTS Reference window.

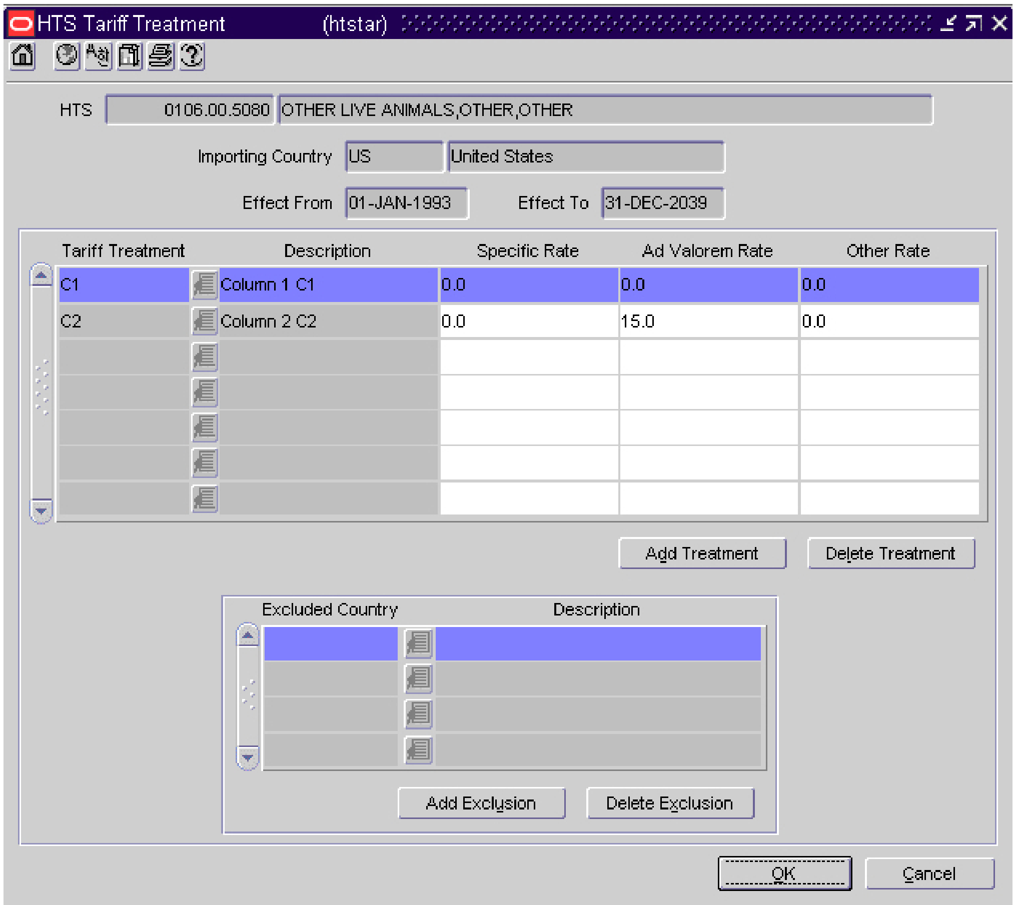


HTS Reference Window

2. Edit the Reference field as necessary.
3. To add a reference:
   a. Click **Add**.
   b. Enter the information on the next available line.
4. To delete a reference:
   a. Select a reference and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Reference window.

Edit the tariff treatment details

1. From the Options menu, select Tariff Treatments. The current tariff treatments appear in the HTS Tariff Treatment window.



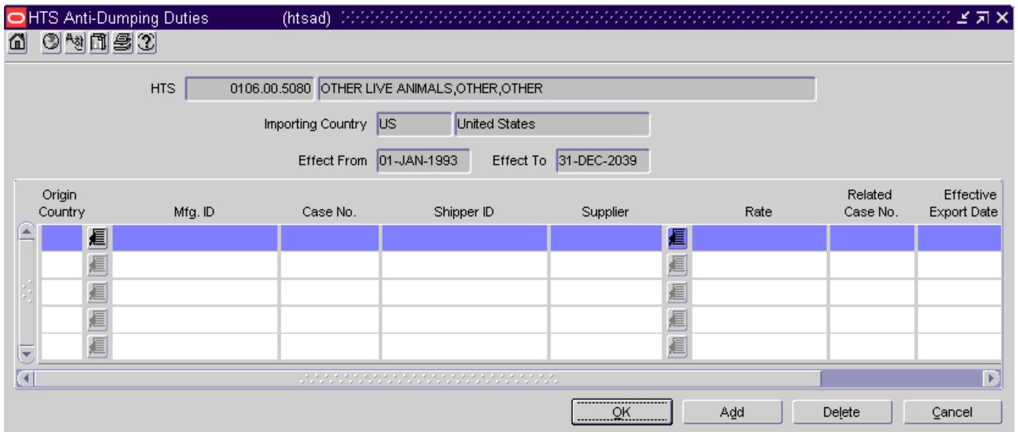
HTS Tariff Treatment Window

2. Edit the enabled fields as necessary.
3. To add a tariff treatment:
   - a. Click **Add Treatment**.
   - b. Enter the details on the next available line.
4. To exclude an origin country from the tariff treatment:
   - a. Select a tariff treatment.
   - b. Click **Add Exclusion**.
5. In the Excluded Country field, enter the code for the country, or click the LOV  button and select the country.
6. To delete an excluded country from the tariff treatment:
   - a. Select a tariff treatment.
   - b. Select an excluded country and click **Delete Exclusion**.
   - c. When prompted to delete the record, click **Yes**.

7. To delete a tariff treatment:
   a. Select a tariff treatment and click **Delete Treatment**.
   b. When prompted to delete the record, click **Yes**.
8. Click **OK** to save your changes and close the window.

Edit the anti-dumping duty details

1. From the Options menu, select Anti-Dumping Duties. The current anti-dumping duties appear in the HTS Anti-Dumping Duties window.

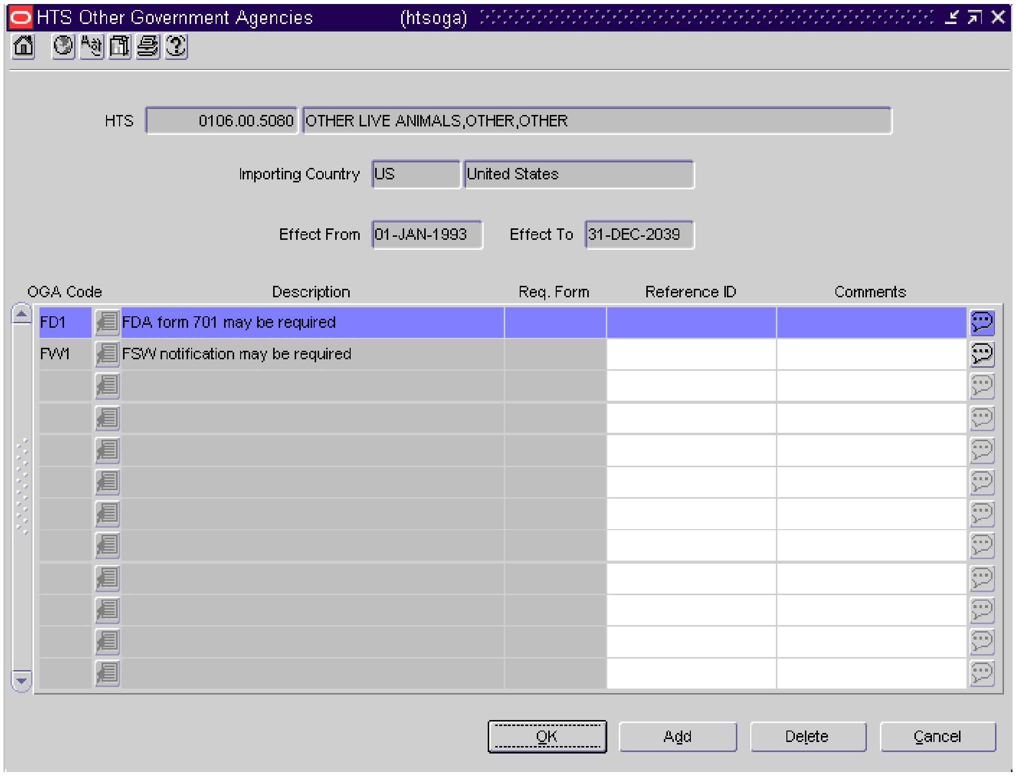


HTS Anti-Dumping Duties Window

2. Edit the enabled fields as necessary.
3. To add an anti-dumping duty:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete an anti-dumping duty:
   a. Select an anti-dumping duty and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit the other government agencies details

1. From the Options menu, select Other Government Agencies. The current requirements appear in the HTS Other Government Agencies window.

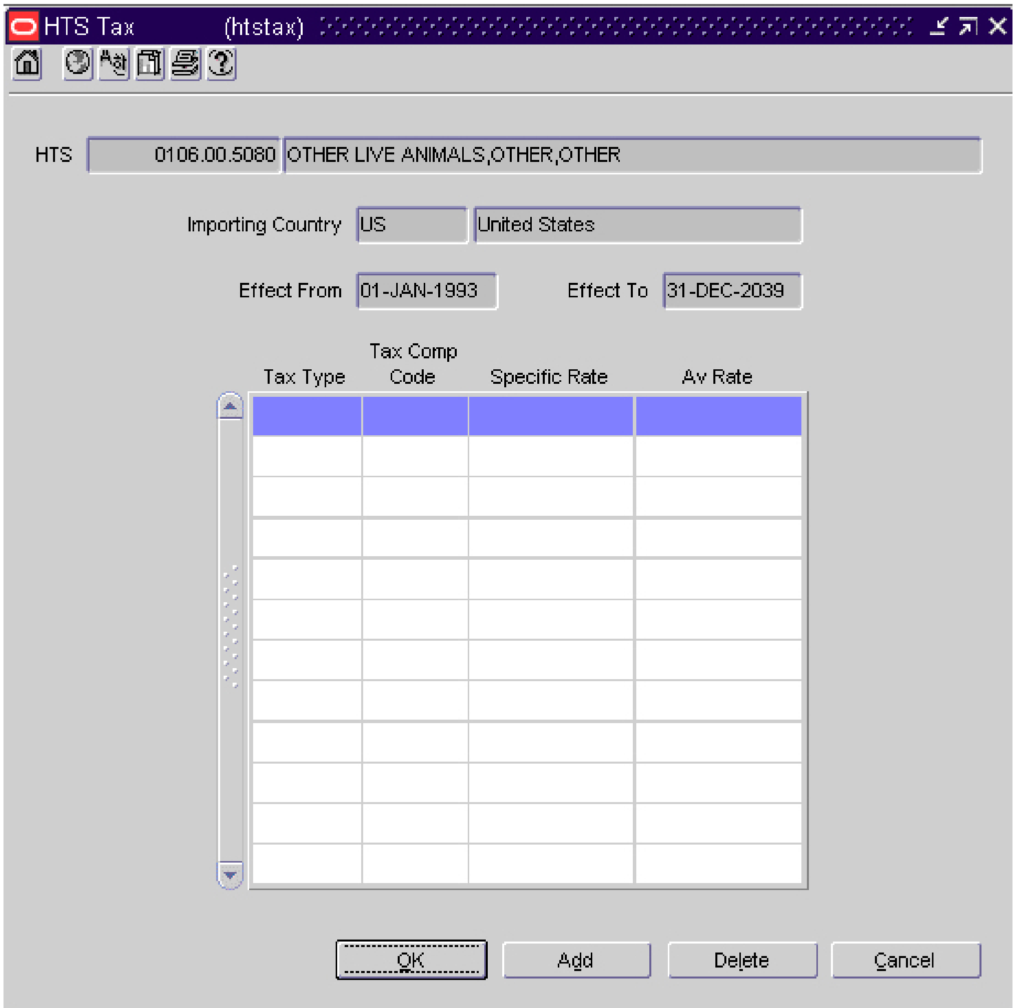


HTS Other Government Agencies Window

2. Edit the enabled fields as necessary.
3. To add a requirement:
   a. Click **Add**.
   b. Enter the details on the next available line.
4. To delete a requirement:
   a. Select a requirement and click **Delete**.
   b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit the taxes details

1. From the Options menu, select Taxes. The current taxes appear in the HTS Tax window.



HTS Tax Window

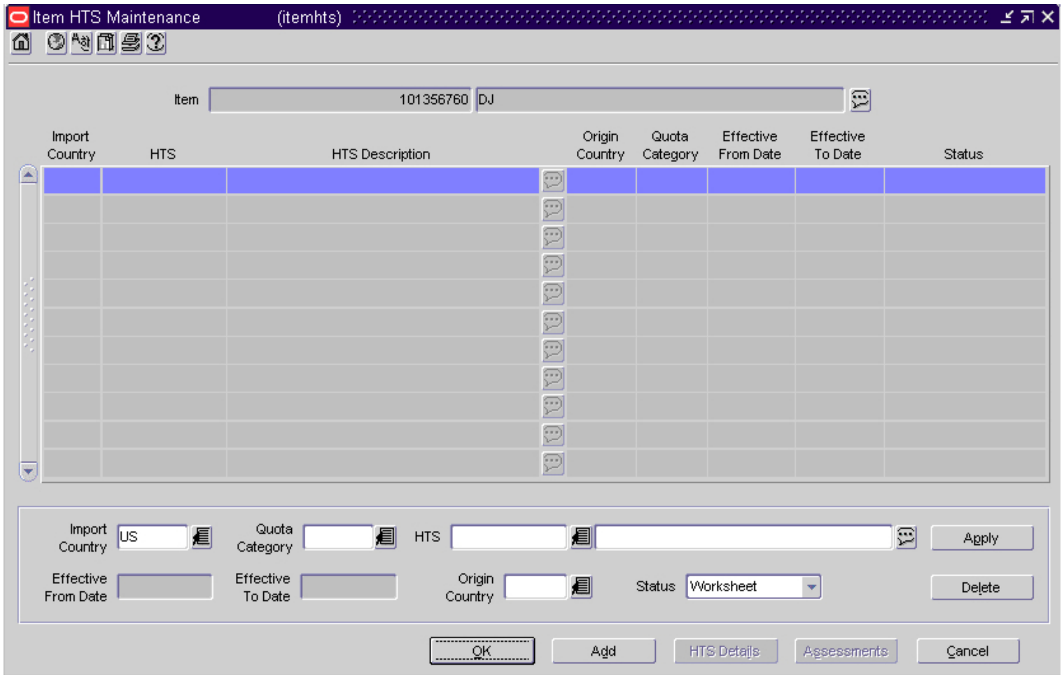
2. Edit the enabled fields as necessary.
3. To add a tax:
    a. Click **Add**.
    b. Enter the details on the next available line.
4. To delete a tax:
    a. Select a tax and click **Delete**.
    b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Approve an HTS classification for an item

Navigate: From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window opens.

Click on the HTS option. The Item HTS Maintenance window opens.



Item HTS Maintenance Window

1. Select an HTS classification.
2. In the Status field of the Apply area, select Approved.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Approve an HTS classification for an item on a purchase order

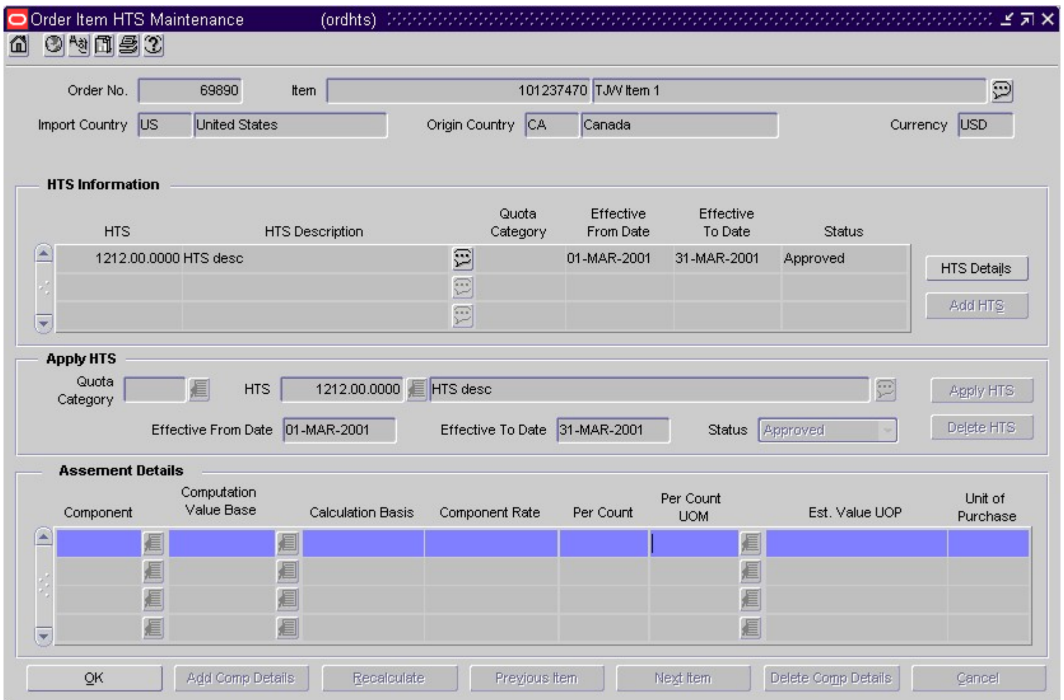
Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

Click **Items**. The PO Item Maintenance window opens. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window opens.

Select an HTS classification in the HTS Information table. The Assessment Details table opens.



Order Item HTS Maintenance Window

1. Select an HTS classification. The details appear in the Apply HTS area.
2. In the Status field, select Approved.
3. Click **Apply HTS**.
4. Click **OK** to save your changes and close the window.

2

Letter of credit

Create letters of credit

Letters of credit are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors with a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activity against the letter of credit can also be tracked.

The following types of letters of credit can be created:

- **Normal:** The letter of credit is applied to one purchase order.
- **Master:** The letter of credit is applied to multiple purchase orders.
- **Revolving:** Multiple purchase orders may be added to the letter of credit until the letter of credit is closed.
- **Open:** A letter of credit is created with no purchase orders. The purchase orders can be added at a later date.

You can choose from two letter of credit formats. The long form includes details at the purchase order and item level. The short form includes details at the purchase order level.

Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

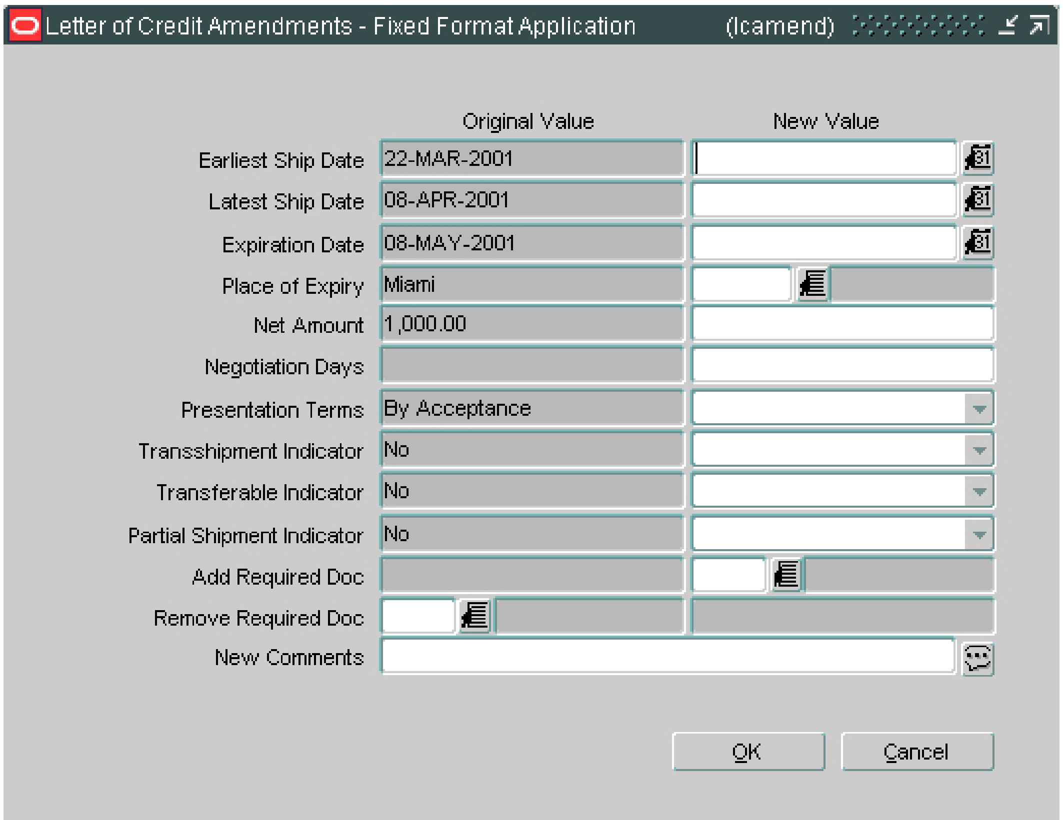
Add a fixed-format amendment to a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.

Click **Add Amendment**. The Letter of Credit Amendments Fixed Format Application window opens.



Letter of Credit Amendments Fixed Format Application Window

1. In the New Value fields, enter the changes as necessary.
2. To remove a required document, enter the ID of the document in the Remove Required Doc field, or click the LOV button and select the document.

> **Note:** Unlike the other changes, the required document information is entered in the Original Value column instead of the New Value column.

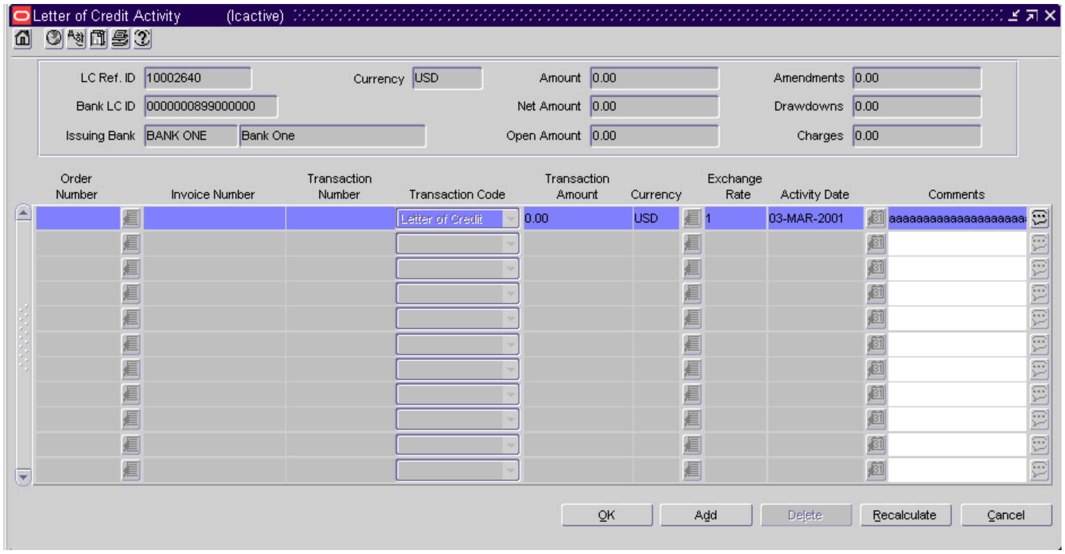
3. In the New Comments field, enter information regarding the reason for the amendment.
4. Click **OK** to save your changes and close the window.

Add an activity to a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Activity. The Letter of Credit Activity window opens.

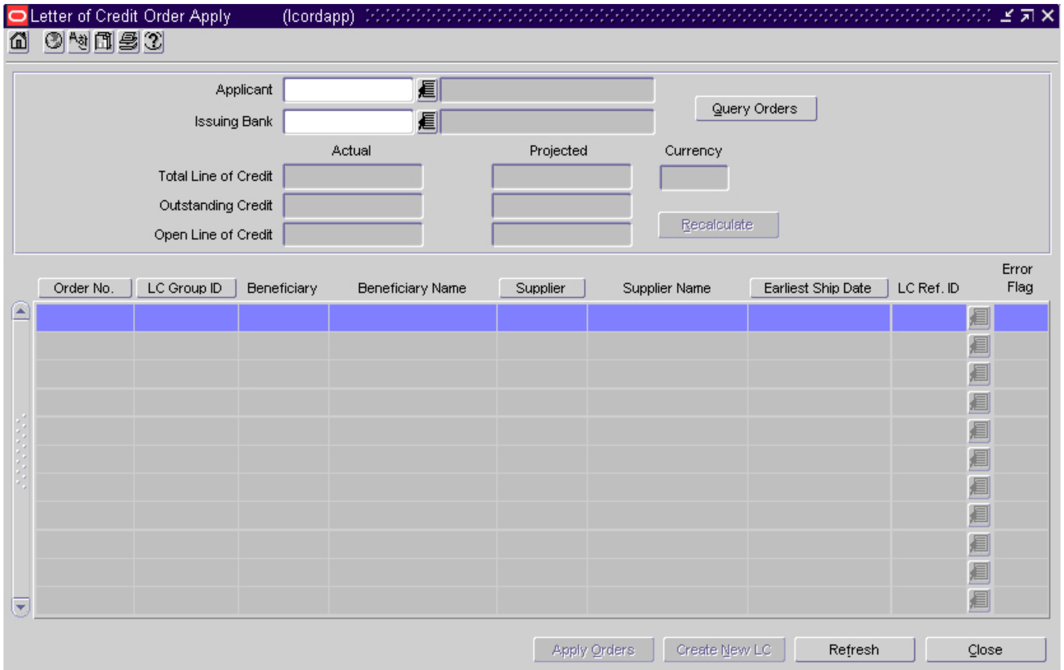


Letter of Credit Activity Window

1. Click **Add**.
2. In the Order Number field, enter the number of the purchase order, or click the LOV  button and select the purchase order as necessary.
3. In the Invoice Number field, enter an invoice number as necessary.
4. In the Transaction Number field, enter a transaction number as necessary.
5. In the Transaction Code field, select either Bank Charge or Drawdown.
6. In the Transaction Amount field, enter the monetary amount of the activity.
7. In the Currency field, enter the code for the currency in which the activity is denominated. The exchange rate is filled in automatically.
8. In the Activity Date field, enter the date of the activity, or click the calendar  button and select the date.
9. In the Comments field, enter any comments about the activity, or click the comments  button and enter the comments as necessary.
10. To adjust the letter of credit amounts, click **Recalculate**.
11. Click **OK** to save your changes and close the window.

Assign a purchase order to a letter of credit by letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit Selection. The Letter of Credit Order Apply window opens.



Letter of Credit Order Apply Window

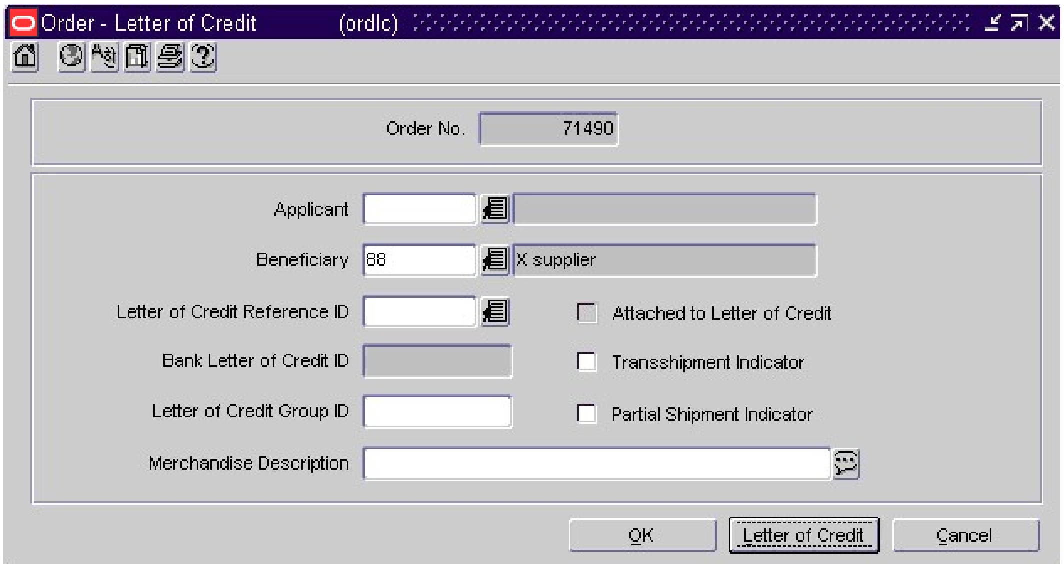
1. In the Applicant field, enter the ID of the applicant, or click the LOV button and select the applicant.
2. In the Issuing Bank field, enter the ID of the bank, or click the LOV button and select the bank.
3. Click **Query Orders**. All approved purchase orders that match the criteria are displayed.
4. To assign a purchase order to an existing letter of credit:
   a. Select the purchase order.
   b. In the LC Ref ID field, enter the reference number of the letter of credit, or click the LOV button and select the letter of credit.
5. To assign a purchase order to a new letter of credit:
   a. From the View menu, select LC Information. Fields specific to letters of credit appear in the table.
   b. Select the purchase order and click **Create New LC**. The reference number of the letter of credit is filled in automatically.
   c. In the Form Type field, select the type of form.
   d. in the Letter of Credit Type field, select the type of letter of credit.
   e. Click **Apply Orders**. The purchase orders are attached to the letters of credit.
2. Click **Close** to save your changes and close the window.

Assign a purchase order to a letter of credit by purchase order

Navigate: From the main menu, select Ordering > Orders. The Order Selection window opens.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window opens.

From the Options menu, select Letter of Credit. The Order Letter of Credit window opens.



Order Letter of Credit Window

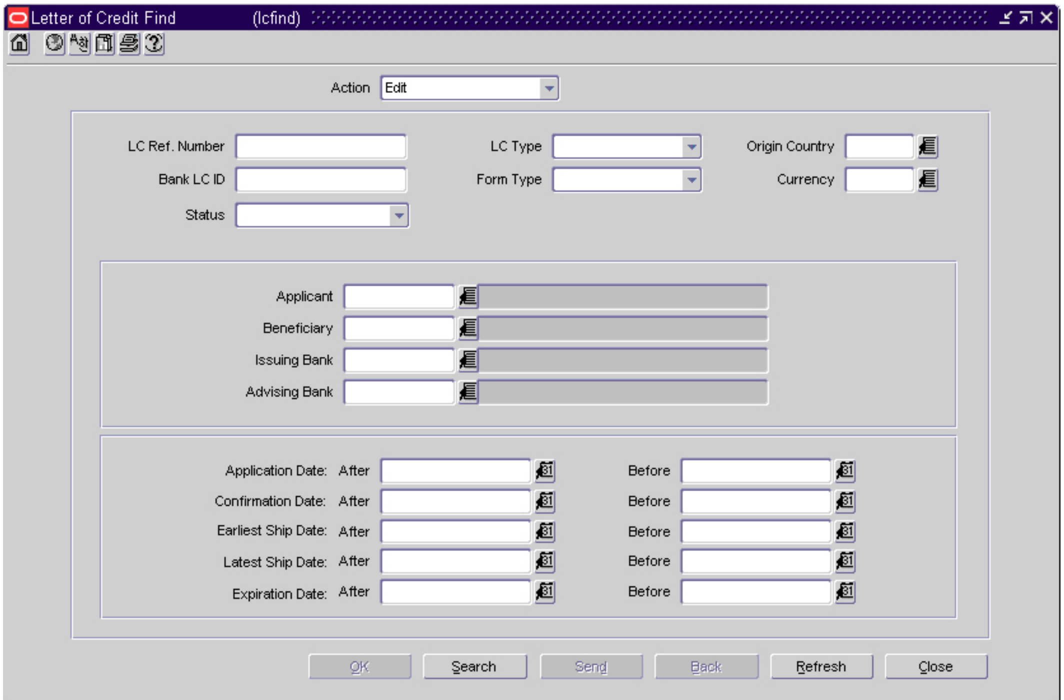
1. Edit the applicant and beneficiary as necessary.
2. In the Letter of Credit Reference ID field, enter the reference number of the letter of credit, or click the LOV button and select the letter of credit.

> **Note:** A purchase order is not considered to be attached to a letter of credit until the letter of credit is approved.

3. In the Merchandise Description field, enter a description of the goods being purchased.
4. Enter or edit the remaining fields as necessary.
5. Click **OK** to save your changes and close the window.

Create an open letter of credit

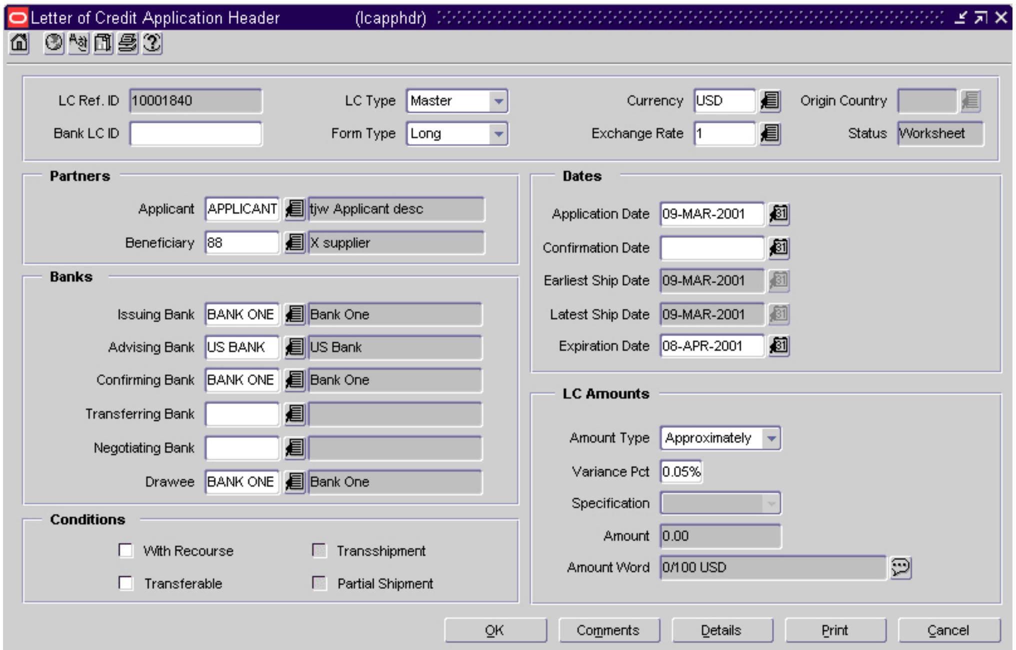
Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.



Letter of Credit Find Window

Note: An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount. You can amend the open letter of credit when it is applied to a purchase order.

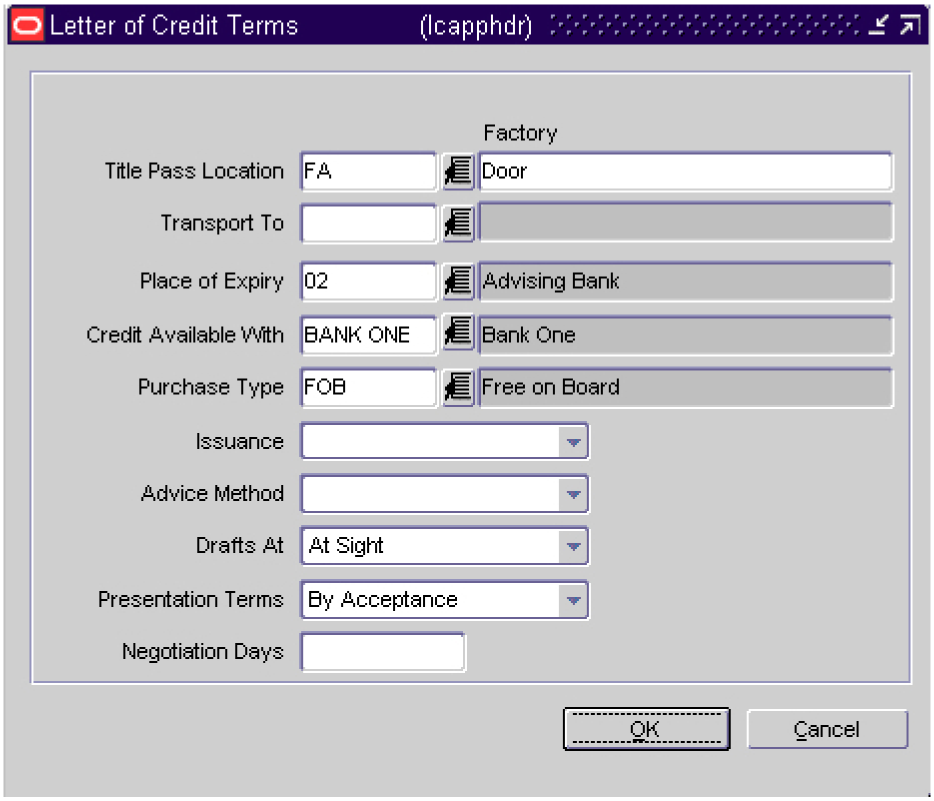
1. In the Action field, select New.
2. Click **OK**. The Letter of Credit Application Header window opens. The LC Ref ID is filled in automatically.



Letter of Credit Application Header Window

3. In the LC Type field, select Open.
4. In the Form Type field, select the type of form.
5. In the Currency field, enter the code for the currency of the letter of credit, or click the LOV button and select the currency.
6. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
7. In the Partners area, select the applicant and beneficiary.
8. In the Banks area, select the banks that are involved with the letter of credit transaction.
9. In the Conditions area, select the conditions that apply to the letter of credit.
10. In the Dates area, enter the various dates if known.
11. In the Amount Type field, select the type of amount.

12. Enter any additional information as necessary.
13. To enter the terms of the letter of credit:
    a. From the Options menu, select Terms. The Letter of Credit Terms window opens.



Letter of Credit Terms Window

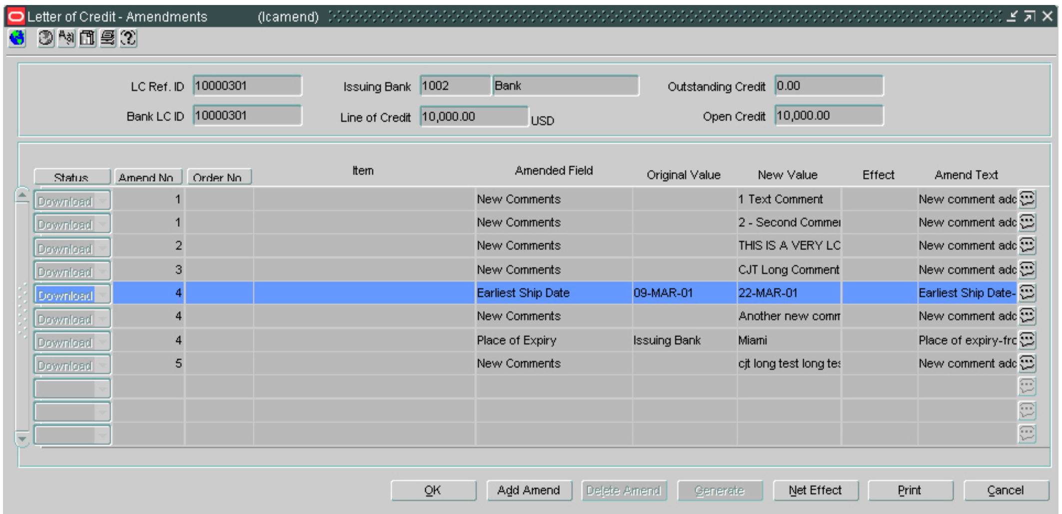
    b. In the Title Pass Location field, enter the abbreviation for the type of location, or click the LOV button and select the type. Enter the description of the location in the next field.
    c. In the Purchase Type field, enter the code for the terms of sale, or click the LOV button and select the terms.
    d. Enter any additional information as necessary.
    e. Click **OK** to save your changes and close the window.
14. Click **OK** to save your changes and close the window.

Generate an amendment to a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.



Letter of Credit Amendments Window

1. Click **Add Amend**. The Letter of Credit Amendments - Fixed Format Application window opens.
2. Add a fixed-format amendment to a letter of credit.
3. Click **OK** to save any changes and close the window.

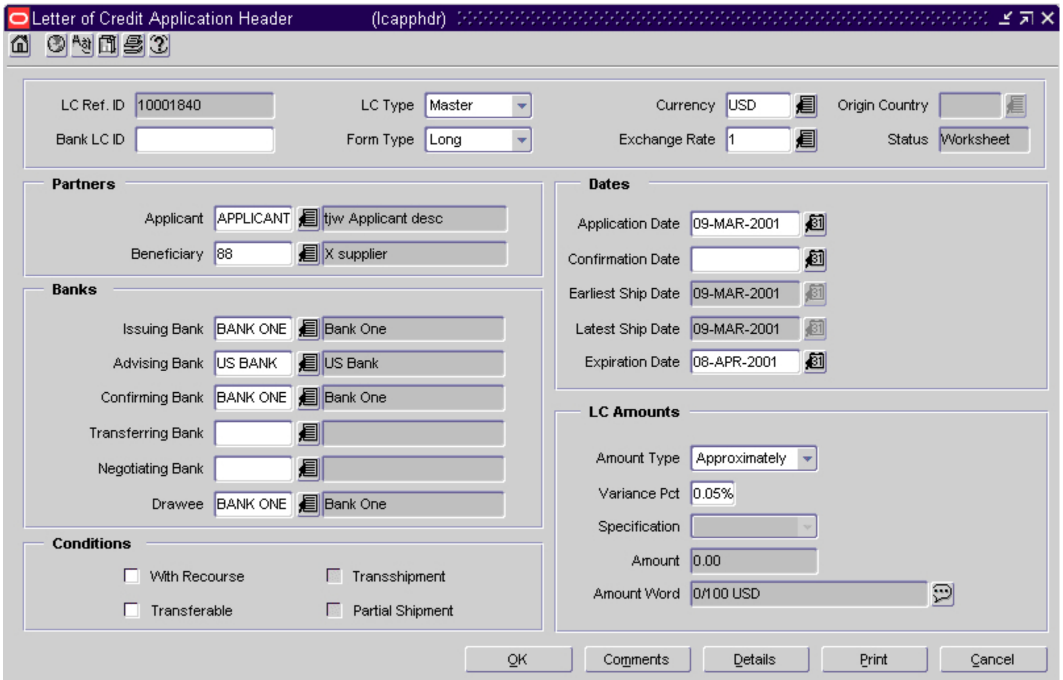
Change the status of a letter of credit

1. Select the amendment that you want to approve.
2. In the Status field, select the appropriate status.
3. Click **Generate**. An amendment number is filled in automatically in the Amend No field for each newly-accepted amendment.
4. Click **OK** to save your changes and close the window.

Print a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Approved, Confirmed, or Closed status. The Letter of Credit Application Header window opens.



Letter of Credit Application Header Window

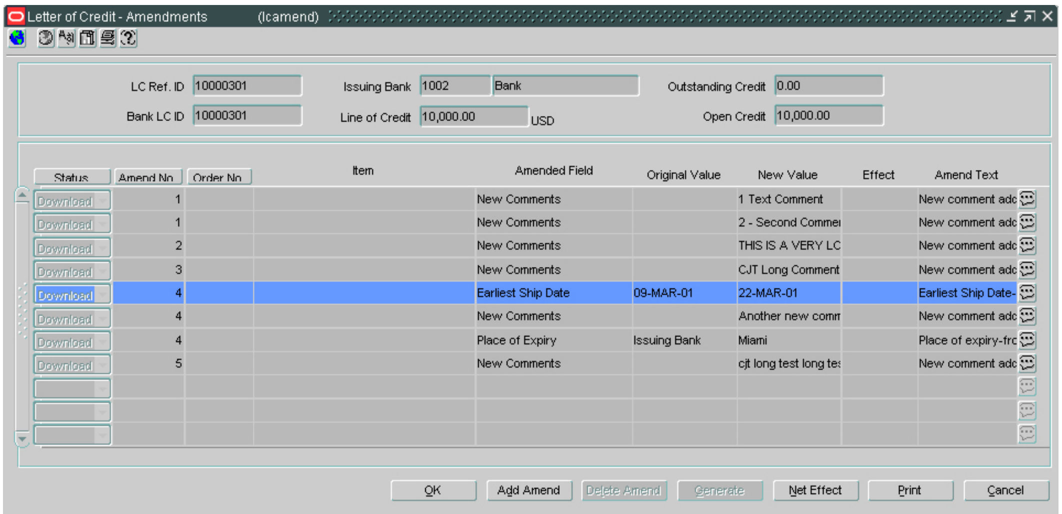
1. Click **Print**.
2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Print amendments to a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

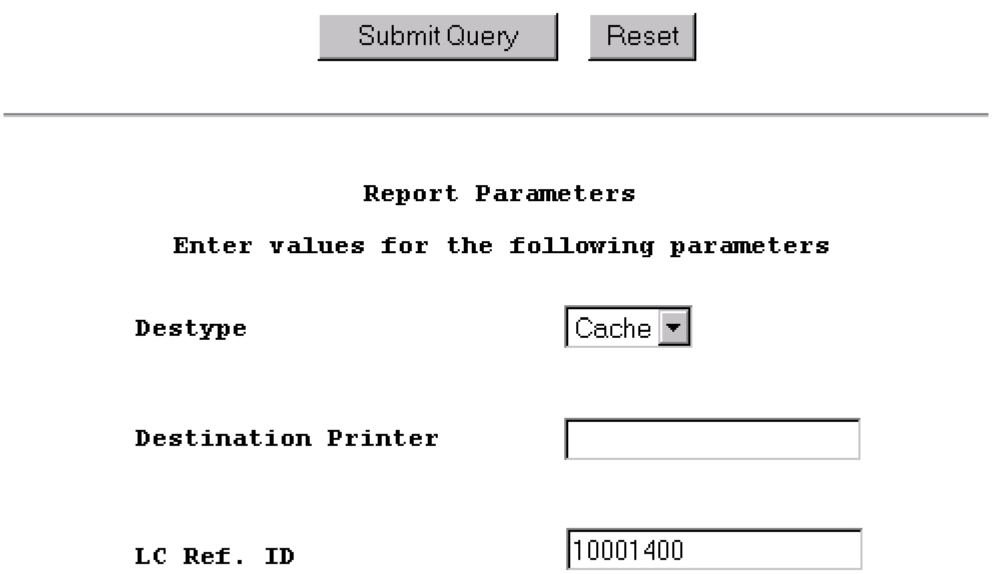
Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed or Closed status. The Letter of Credit Application Header window opens.

From the Options menu, select Amendments. The Letter of Credit Amendments window opens.



Letter of Credit Amendments Window

1. Click **Print**. The Runtime Parameter Form opens.

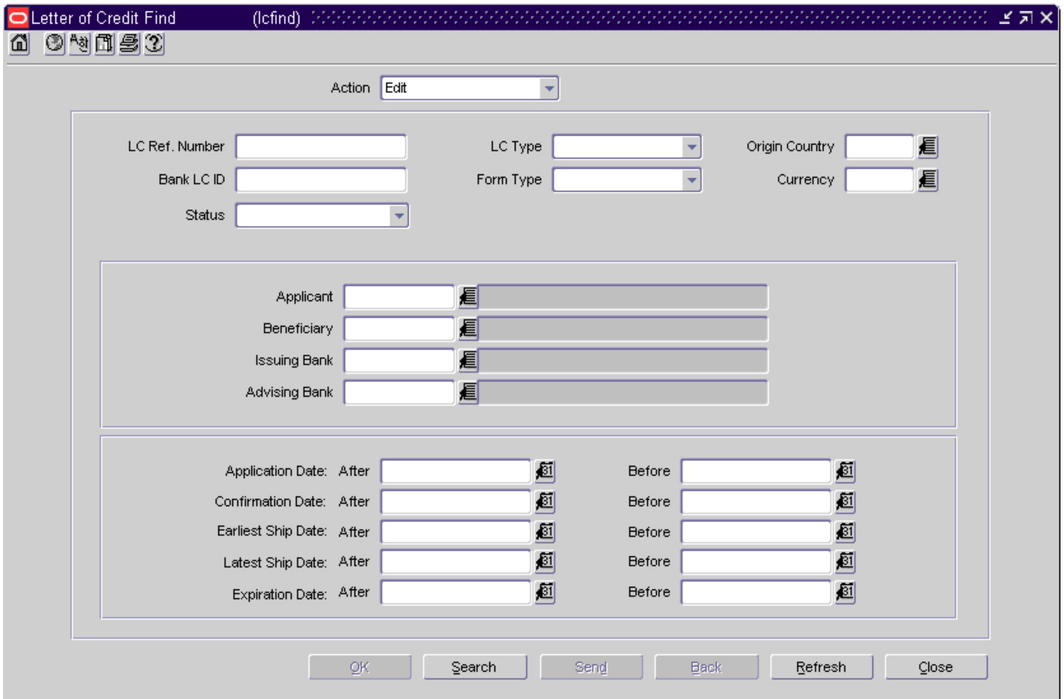


Runtime Parameter Form

2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Send letter of credit amendments

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

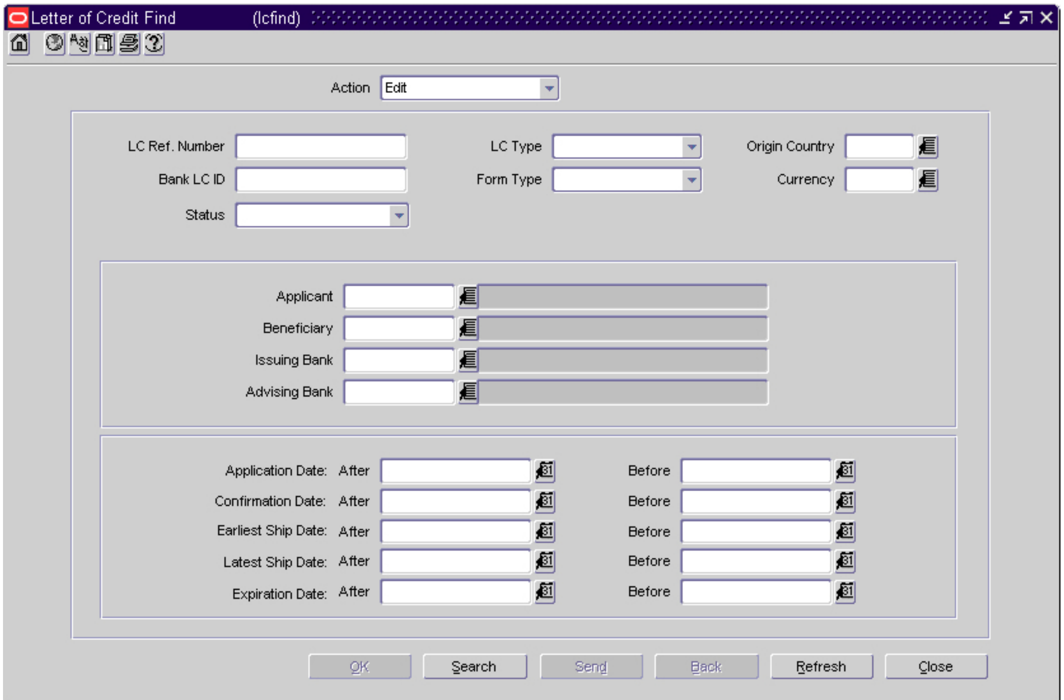


Letter of Credit Find Window

1. In the Action field, select Download Amendment.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The confirmed letters of credit that match the search criteria appear.
4. Click **Send**.
5. When prompted to transmit the letter of credit amendments, click **Yes**. The amendments will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Send letter of credit applications

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.



Letter of Credit Find Window

1. In the Action field, select Download Application.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The approved letters of credit that match the search criteria appear.
4. Click **Send**.
5. When prompted to transmit the letter of credit applications, click **Yes**. The applications will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Letters of credit approval process

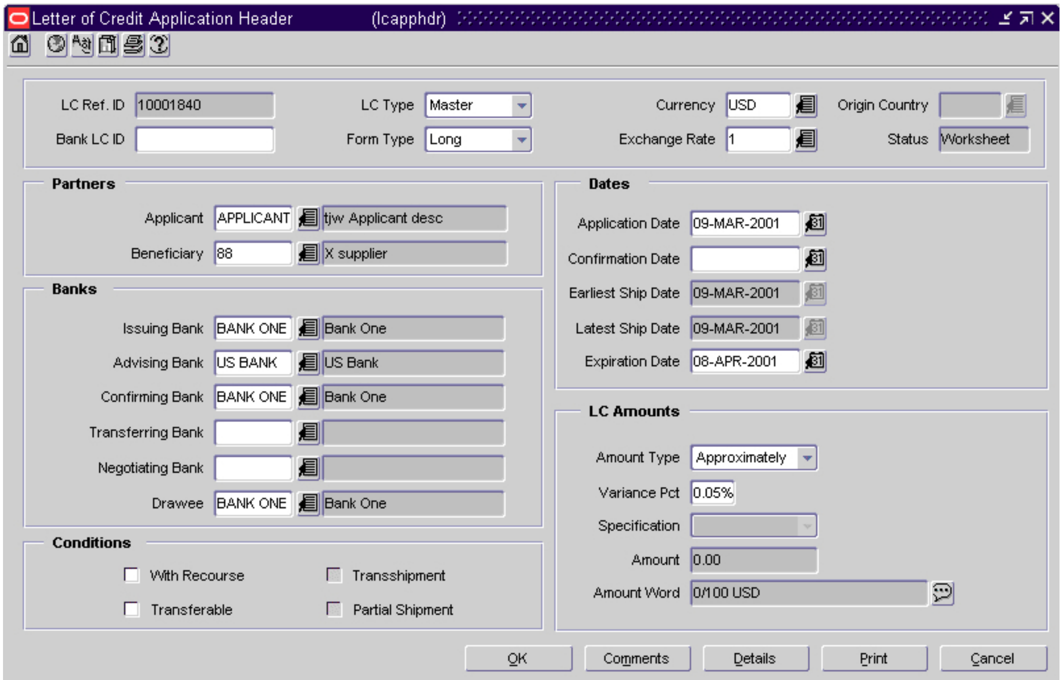
When a letter of credit is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the letter of credit to the next status. A letter of credit may be in any of the following statuses:

Status	Definition
Worksheet	The letter of credit has been started, but not completed.
Submitted	The letter of credit has been completed and is pending review.
Approved	The letter of credit has been reviewed and has been approved.
Extracted	The details of the letter of credit were sent to the external entity affected by the letter of credit.
Confirmed	The letter of credit has been confirmed by the bank and a reference number has been assigned to the letter of credit.
Closed	The letter of credit is complete.

Submit a letter of credit for approval

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Worksheet status. The Letter of Credit Application Header window opens.



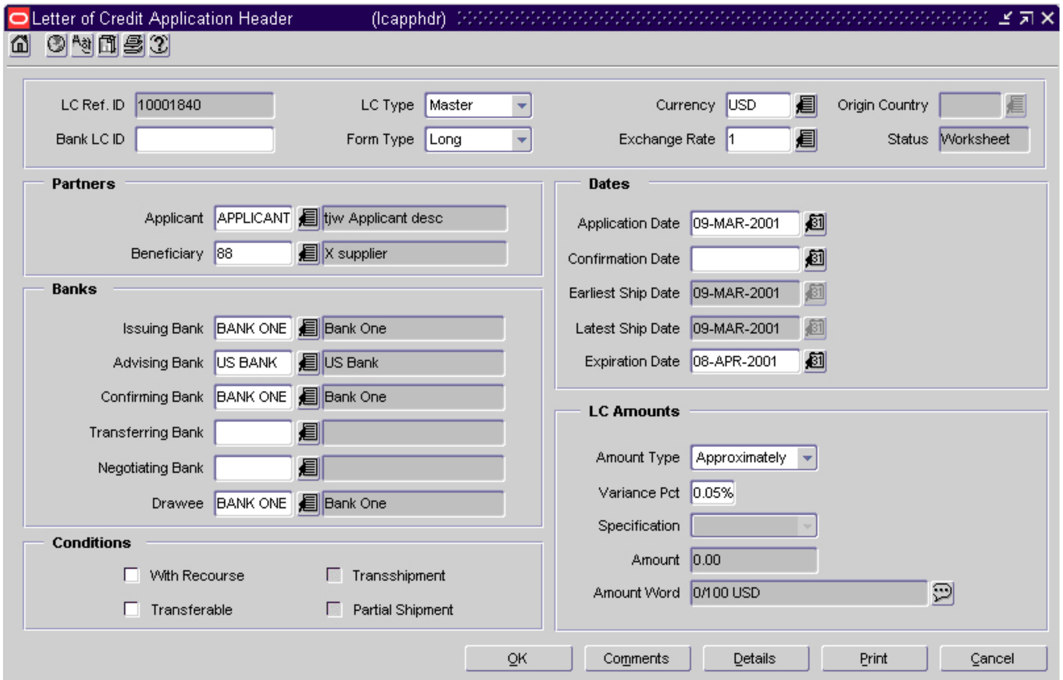
Letter of Credit Application Header Window

1. From the Options menu, select Submit.
2. When prompted to submit the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve a letter of credit

Navigate: From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window opens.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Submitted status. The Letter of Credit Application Header window opens.



Letter of Credit Application Header Window

1. From the Options menu, select Approve.
2. When prompted to approve the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

3

Transportation

Set up transportation

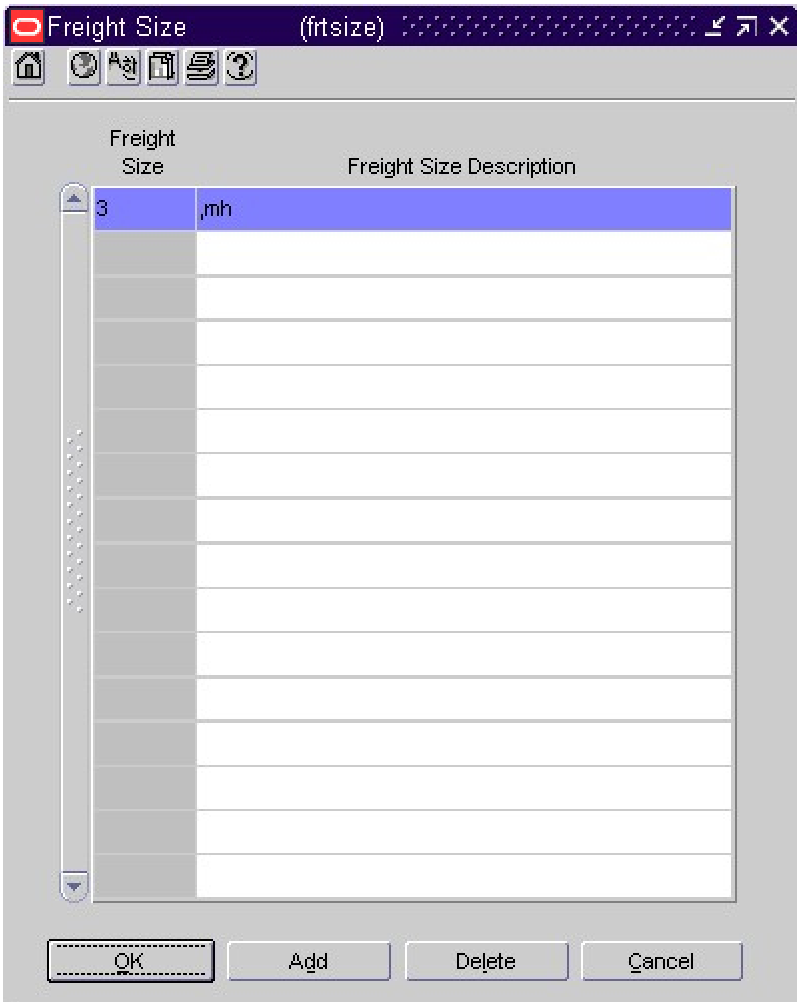
The movement of goods from origin country to final destination can be tracked through the transportation module.

The following information must be set up for the transportation module:

- Freight types
- Freight sizes
- Standard carrier alpha codes
- Add a freight type
- Add a freight size
- Add a standard carrier alpha code (SCAC)
- Maintain freight sizes
- Maintain freight types
- Maintain standard carrier alpha codes (SCAC)
- View freight sizes
- View freight types
- View standard carrier alpha codes (SCAC)

Add a freight size

Navigate: From the main menu, select Control > Setup > Freight Size Maintenance > Edit. The Freight Size window opens.

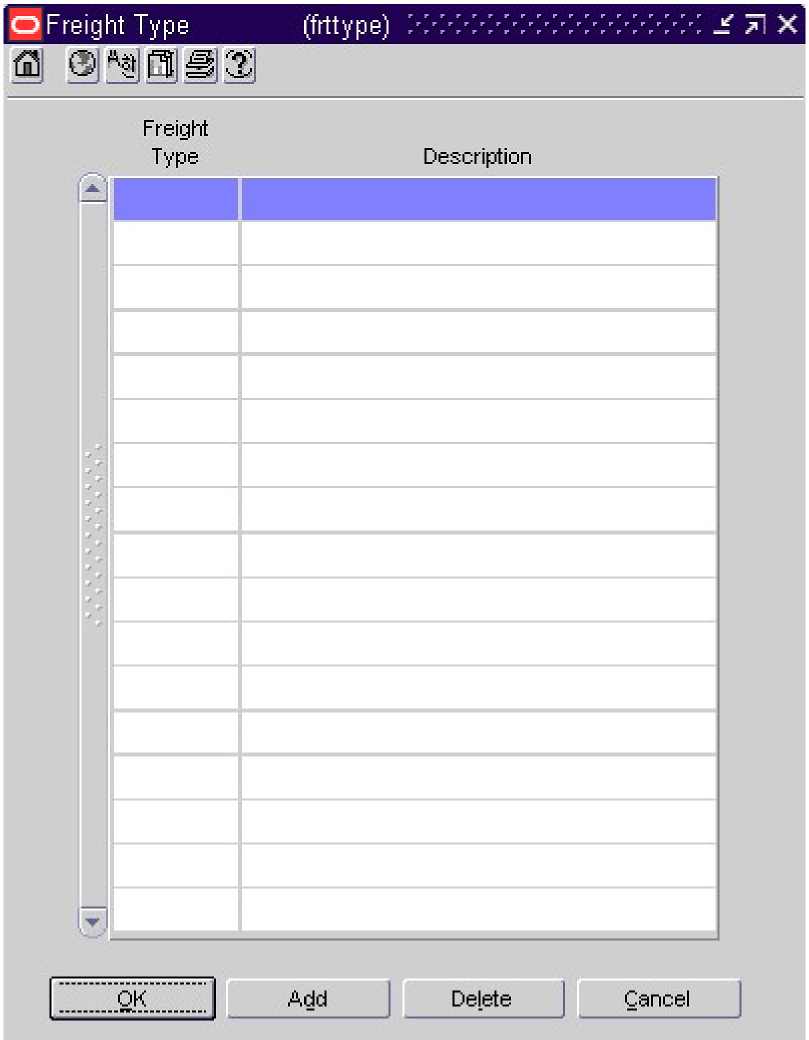


Freight Size Window

1. Click **Add**. The next available line is enabled.
2. In the Freight Size field, enter the ID of the freight size.
3. In the Freight Size Description field, enter a description of the freight size.
4. Click **OK** to save your changes and close the window.

Add a freight type

Navigate: From the main menu, select Control > Setup > Freight Type Maintenance > Edit. The Freight Type window opens.

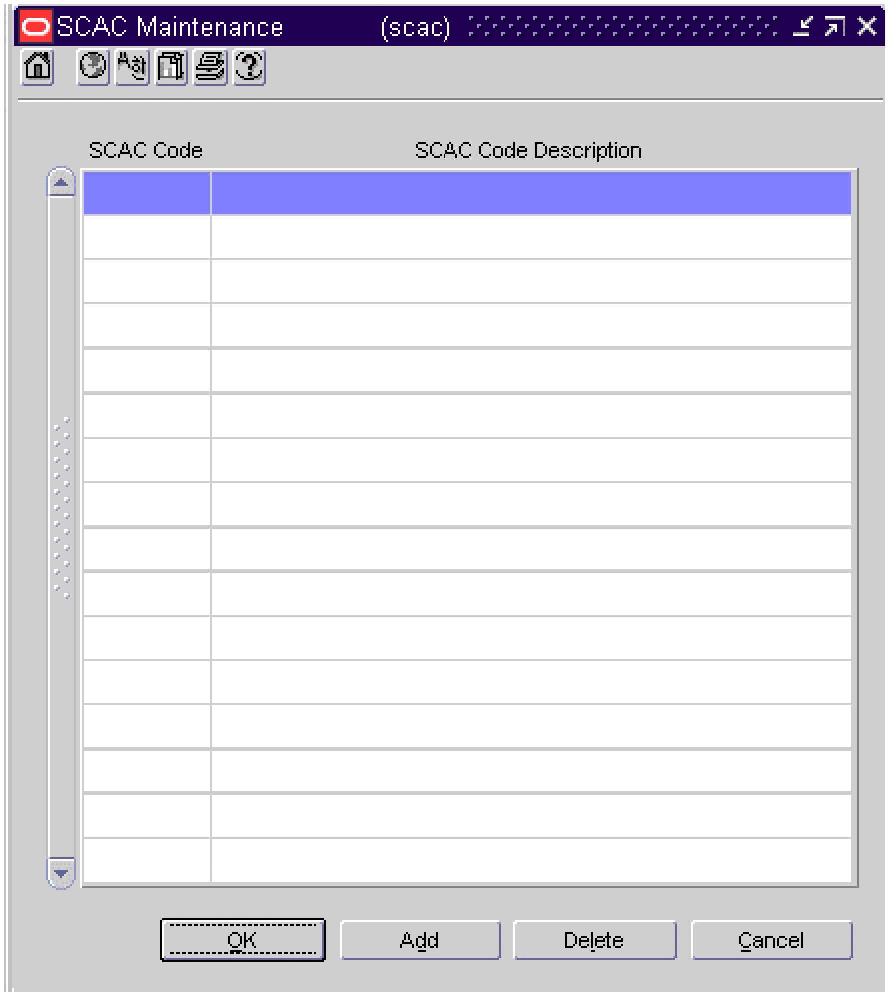


Freight Type Window

1. Click **Add**. The next available line is enabled.
2. In the Freight Type field, enter the ID of the freight type.
3. In the Description field, enter a description of the freight type.
4. Click **OK** to save your changes and close the window.

Add a standard carrier alpha code (SCAC)

Navigate: From the main menu, select Control > Setup > SCAC Maintenance > Edit. The SCAC Maintenance window opens.



SCAC Maintenance Window

1. Click **Add**. The next available line is enabled.
2. In the SCAC Code field, enter the standard carrier alpha code.
3. In the SCAC Code Description field, enter a description of the SCAC code.
4. Click **OK** to save your changes and close the window.

Maintain transportation

The movement of goods from origin country to final destination can be tracked through the transportation module.

You can track the following information in the transportation module:

- Shipments
- Countries and ports
- Departure, arrival, and delivery dates
- Commercial invoices
- Freight sizes, SCAC codes, and freight types
- Measurements, weights, and quantities
- Deliveries to final destinations
- Packing methods
- Licenses and visas
- Claims against trading partners
- Missing documents
- Timelines
- Members of an item family

A transportation upload batch program converts data received from trading partners into a standard Oracle Retail file format. As additional information is acquired, it can be entered manually. When a transportation record is complete, you can finalize the record. Finalized transportation records are used to automatically create customs entries. The goods can then be tracked as they move through customs.

Add a child or diff to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select Child/Diffs. The Transportation Item window opens.

> **Note:** The Child/Diffs option is available when the item on a transportation record is an item parent.

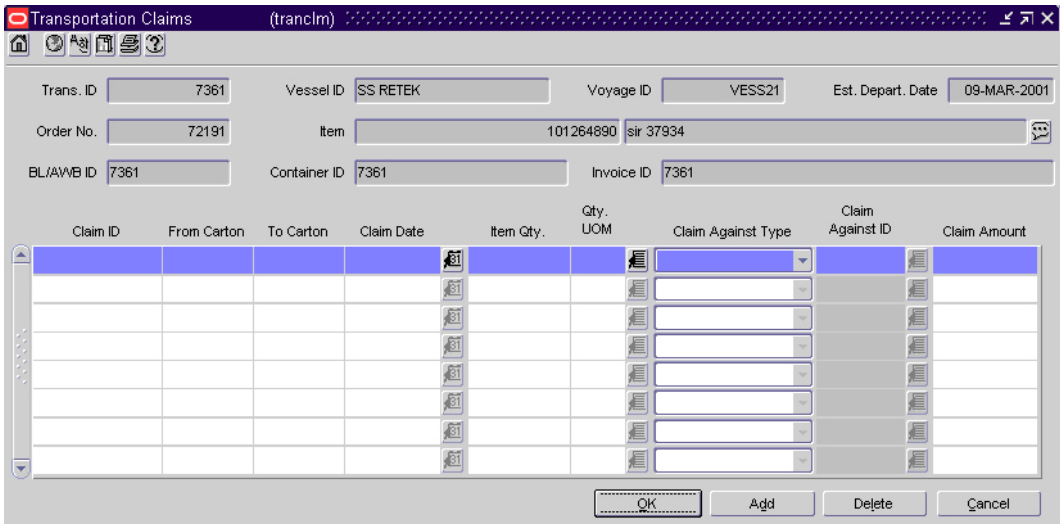
1. Click **Add**.
2. In the Item field, enter the number of the item, or click the LOV and select the item.
3. In the Quantity field, enter the number of units.
4. In the UOM field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
5. Click **OK** to save your changes and close the window.

Add a claim to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select Claims. The Transportation Claims window opens.



Transportation Claims Window

1. Click **Add**.
2. In the Claim ID field, enter the number of the claim.
3. In the From Carton and To Carton fields, enter the ID of the first and last carton in the series of cartons.
4. In the Claim Date field, enter the date of the claim, or click the calendar button and select the date.
5. In the Item Qty field, enter the number of units included on the claim.
6. In the Qty UOM field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
7. In the Claim Against Type field, select the type of partner against whom the claim is made.
8. In the Claim Against ID field, enter the ID of the partner, or click the LOV button and select the partner.
9. In the Claim Amount field, enter the monetary amount of the claim.

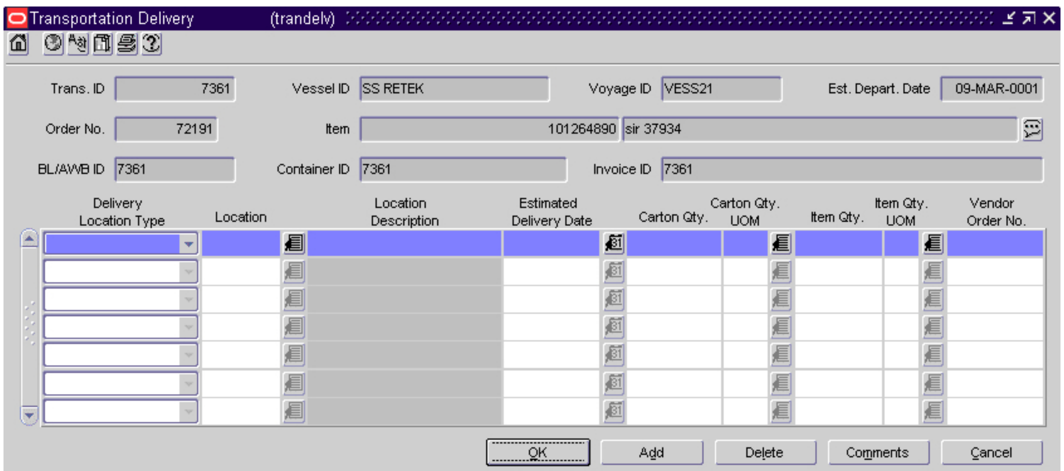
10. To enter the type of discrepancy or damage and any comments:
    a. Select Custom from the View menu. The Customize toolbar opens.
    b. Click the add button.
    c. Clear the check box next to a couple of fields and select the check boxes for the Discrepancy Type, Damage Code, and Comments fields.
    d. Click **OK**. The selected fields appear.
    e. Enter the information in the Discrepancy Type, Damage Code, and Comments fields as necessary.
11. Click **OK** to save your changes and close the window.

Add a delivery to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select Delivery. The Transportation Delivery window opens.



Transportation Delivery Window

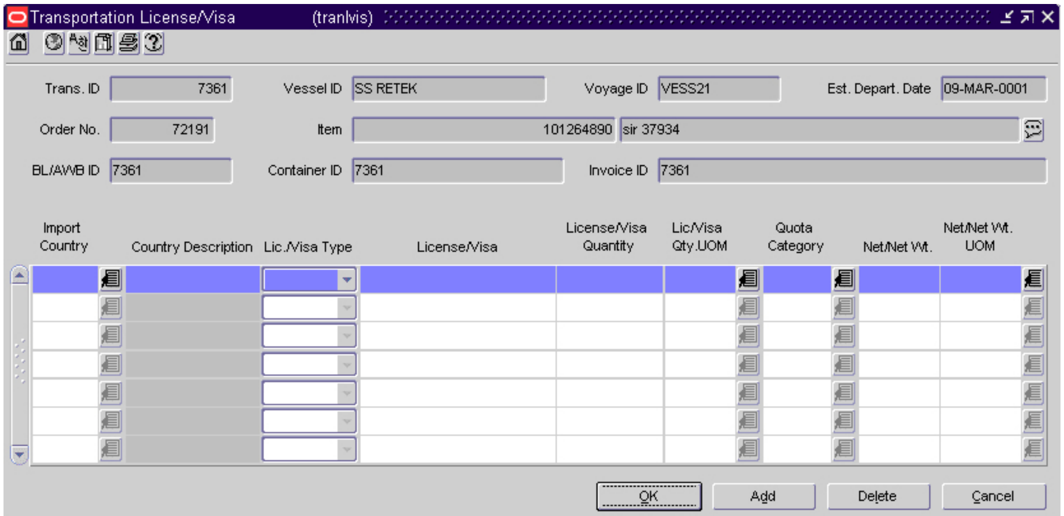
1. Click **Add**.
2. In the Delivery Location Type field, select the type of location.
3. In the Location field, enter the ID of the location, or click the LOV button and select the location.
4. In the Estimated Delivery Date field, enter the date, or click the calendar button and select the date.
5. Enter as much additional information as you have available.
6. Click **OK** to save your changes and close the window.

Add a license or visa to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select License/Visa. The Transportation License/Visa window opens.



Transportation License/Visa Window

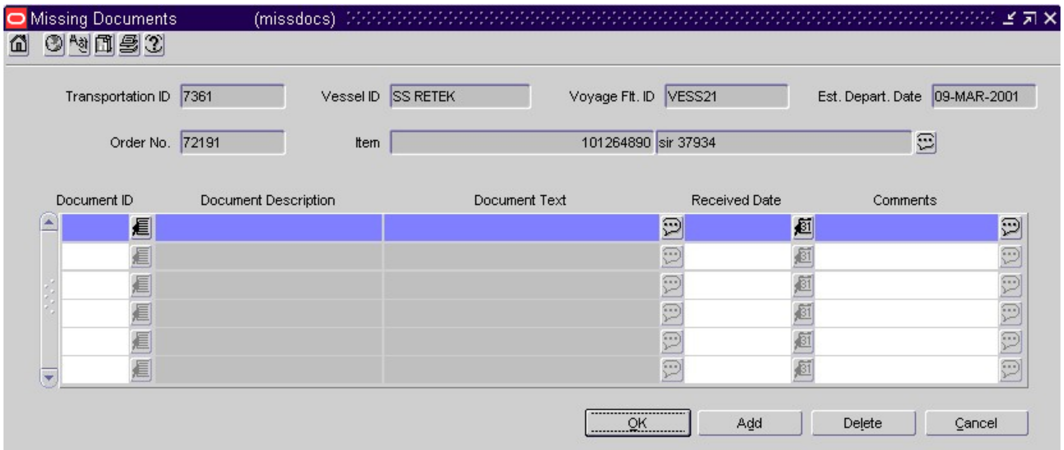
1. Click **Add**.
2. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
3. In the Lic/Visa Type field, select the type of document.
4. In the License/Visa field, enter the description of the license or visa.
5. In the Lic/Visa Qty field, enter the number of units affected by the license or visa.
6. In the Lic/Visa Qty UOM field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
7. Enter as much additional information as you have available.
8. To enter the ID of the license or visa holder and any comments:
   a. Select Custom from the View menu. The Customize toolbar opens.
   b. Click the add button.
   c. In order to make room for the Holder ID and Comments fields, clear the check boxes next to fields that you don't need to display. Then select the check boxes next to the Holder ID and Comments fields.
   d. Click **OK**. The selected fields appear.
   e. Enter the information in the Holder ID and Comments fields as necessary.
9. Click **OK** to save your changes and close the window.

Add a missing document to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select Missing Documents. The Missing Documents window opens.



Missing Documents Window

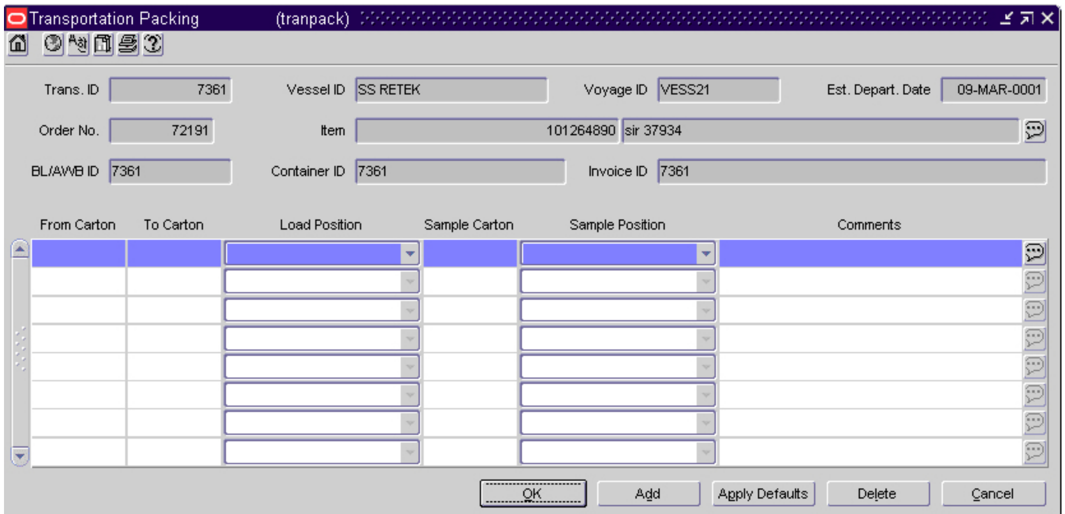
1. Click **Add**.
2. In the Document ID field, enter the ID of the document, or click the LOV button and select the document.
3. In the Received Date field, enter the date received if applicable, or click the calendar button and select the date.
4. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment.
5. Click **OK** to save your changes and close the window.

Add packing information to a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

Search for and retrieve a transportation record in Edit mode. The Transportation window opens.

From the Options menu, select Packing. The Transportation Packing window opens.



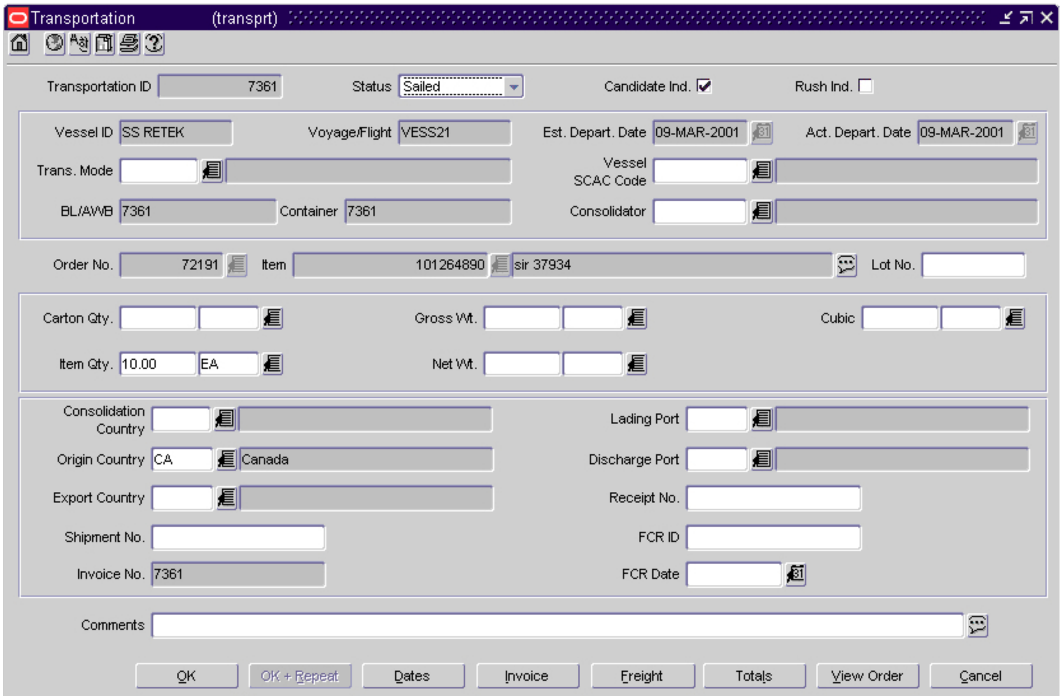
Transportation Packing Window

1. Click **Add**.
2. In the From Carton and To Carton fields, enter the ID of the first and last carton in a series of cartons.
3. In the Load Position field, select the position of the load in the series of containers.
4. Enter as much additional information as you have available, including the location of a sample carton.
5. To enter shipped quantities:
   a. Select Quantity from the View menu. Several quantity and UOM fields appear.
   b. Enter the information that you have available.
6. To enter received quantities:
   a. Select Received Quantity from the View menu. Several received quantity and UOM fields appear.
   b. Enter the information that you have available.
7. Click **OK** to save your changes and close the window.

Create a transportation record

Navigate: From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window opens.

In the Action field, select New. Click **OK**. The Transportation window opens.



Transportation Window

1. Provide as much information in the enabled fields as you have available.

> **Note:** The Candidate Ind check box can only be selected for Items that have an approved HTS code.

2. Click **OK** to save your changes and close the window.

4

Maintain customs entry

The movement of goods through customs in the import country can be tracked through the customs entry module.

You can track the following information in the customs entry module:

- Forms
- Protests
- Timelines
- Shipments, orders, and items
- Departure, arrival, export, and import dates
- Missing documents
- Bills of lading and containers
- Charges and assessments
- Licenses and visas

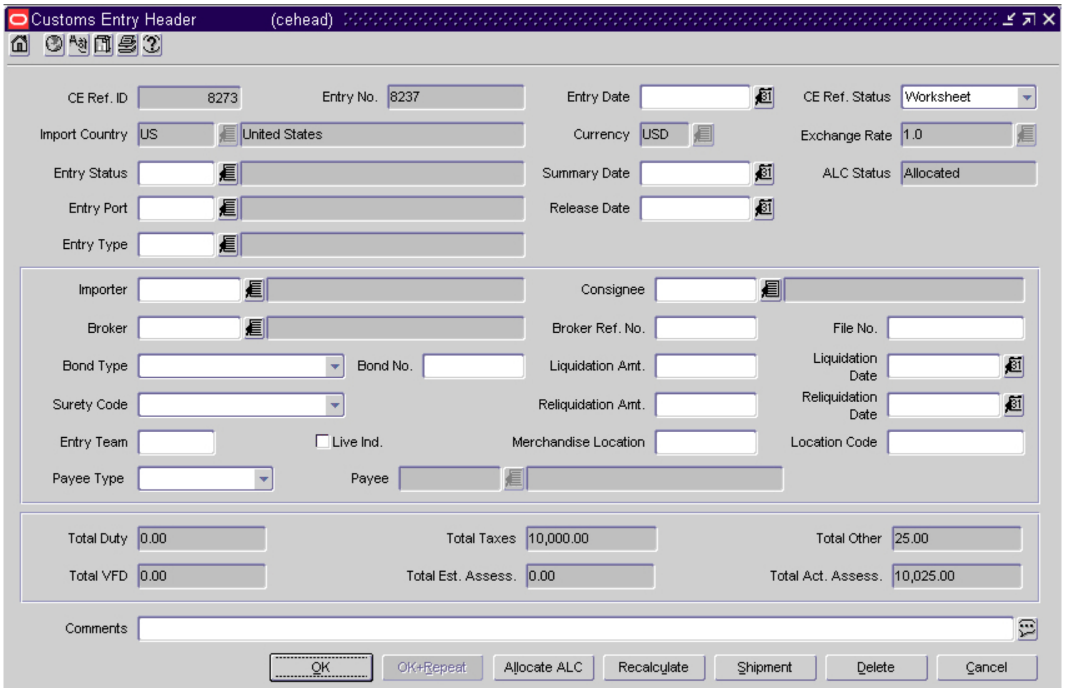
A customs entry batch program transmits data to brokers so they can prepare the necessary documentation. When you finalize transportation records in the transportation module, the customs entries are created automatically. As additional information is acquired, it can be entered manually.

When the charges and assessments are complete, you can choose to allocate the costs to the actual landed cost module. When the customs entry is complete, you can confirm the record. If you have access to the Oracle Retail Invoice Matching product, non-merchandise invoices are created automatically from confirmed customs entries.

Create a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

In the Action field, select New. Click **OK**. The Customs Entry Header window opens.



Customs Entry Header Window

Note: When transportation records are finalized in the transportation module, the customs entries are created automatically. However, an entry can also be created manually.

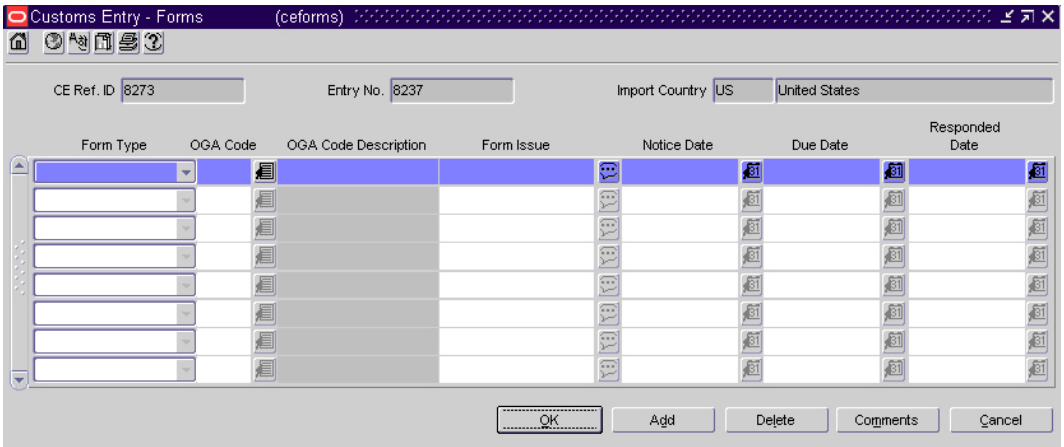
1. Provide any available information in the enabled fields.
2. Click **OK** to save your changes and close the window.

Add a form to a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

From the Options menu, select Forms. The Customs Entry Forms window opens.



Customs Entry Forms Window

3. Click **Add**. The next available line is enabled.
4. In the Form Type field, select the type of form.
5. In the OGA field, enter the ID of the other government agency, or click the LOV button and select the other government agency.
6. In the Form Issue field, enter the issue raised by the government agency, or click the comment button and enter the issue in the Form Issue window.
7. In the Notice Date, Due Date, and Responded Date fields, enter the appropriate dates, or click the calendar buttons and select the dates.
8. Click **OK** to save your changes and close the window.

Add a license or visa to a customs entry

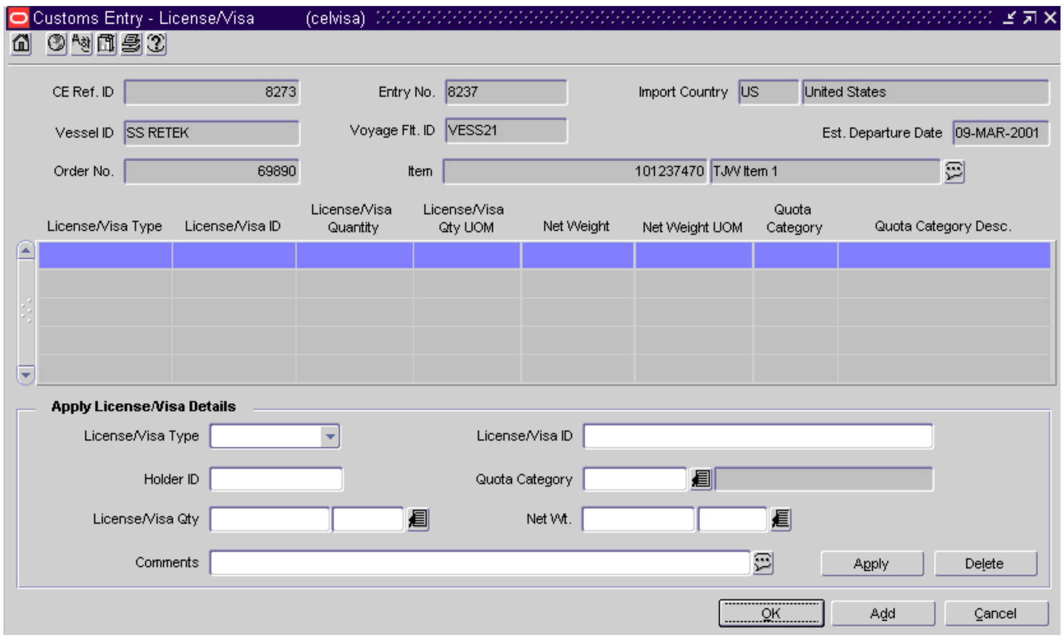
Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

Click **Shipment**. The Customs Entry Shipment window opens.

Select a shipment and click **Order/Item**. The Customs Entry Items window opens.

Select an order/item combination and click **License/Visa**. The Customs Entry License/Visa window opens.



Customs Entry License/Visa Window

1. Click **Add**. The next available line is enabled.
2. In the License/Visa Type field, select the type of document.
3. In the License/Visa field, enter the ID of the license or visa.
4. In the Holder ID field, enter the ID of the person or organization that holds the license or visa.
5. In the Quota Category field, enter the ID of the quota category, or click the LOV button and select the quota category.
6. In the License/Visa Qty field, enter the number of units included on the license or visa.
7. In the next field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
8. In the Net Wt field, enter the net weight.
9. In the next field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.

10. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment in the Comments window.
11. Click **Apply**. The license or visa is added to the customs entry details.
12. Click **OK** to save your changes and close the window.

Add a missing document to a customs entry

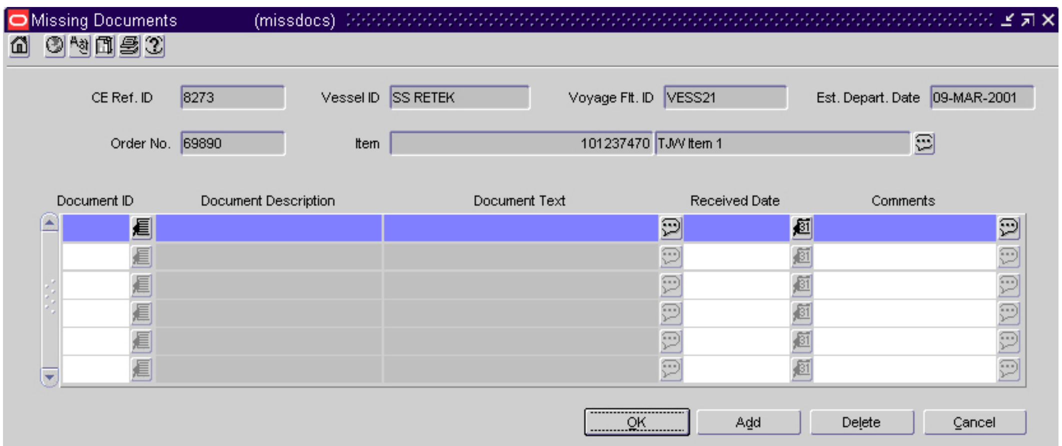
Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

Click **Shipment**. The Customs Entry Shipment window opens.

Select a shipment and click **Order/Item**. The Customs Entry Items window opens.

Select an order/item combination, then select Missing Documents from the Options menu. The Missing Documents window opens.



Missing Documents Window

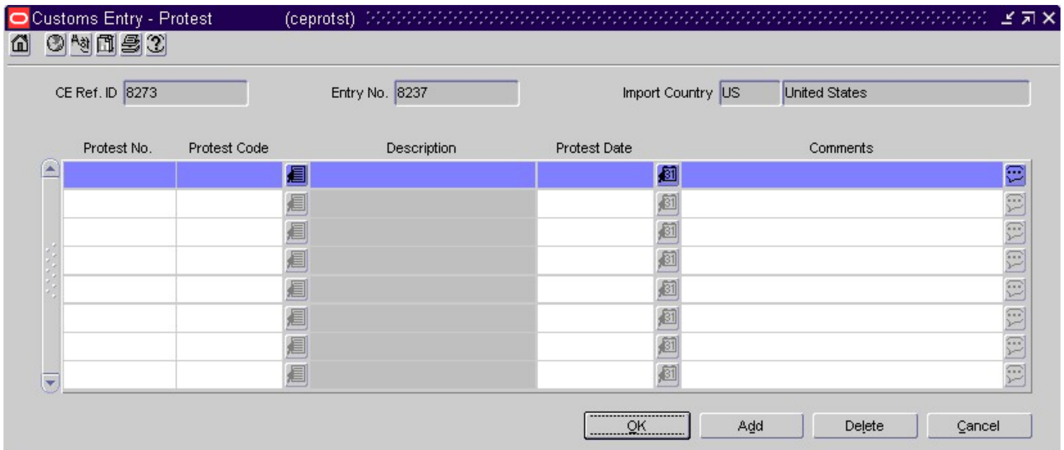
1. Click **Add**. The next available line is enabled.
2. In the Document ID field, enter the ID of the missing document, or click the LOV button and select the document.
3. In the Received Date field, enter the date received if applicable, or click the LOV button and select the date.
4. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment.
5. Click **OK** to save your changes and close the window.

Add a protest to a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

From the Options menu, select Protests. The Customs Entry Protest window opens.



Customs Entry Protest Window

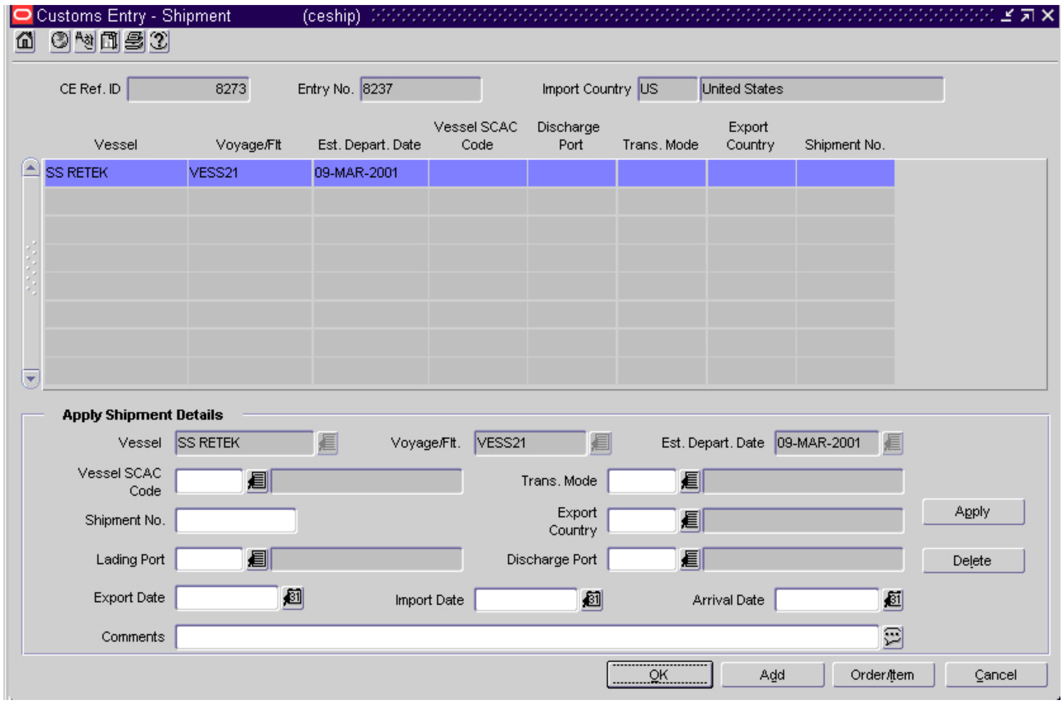
1. Click **Add**. The next available line is enabled.
2. In the Protest No field, enter the number of the protest.
3. In the Protest Code field, enter the code for the protest, or click the LOV button and select the protest.
4. In the Protest Date field, enter the date of the protest, or click the calendar button and select the date.
5. In the Comments field, enter a comment as necessary. For an extended comment, click the comments button and enter the comment in the Comments window.
6. Click **OK** to save your changes and close the window.

Add a shipment to a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

Click **Shipment**. The Customs Entry Shipment window opens.



Customs Entry Shipment Window

1. Click **Add**. The next available line is enabled.
2. In the Vessel field, enter the ID of the vessel, or click the LOV button and select the vessel.
3. In the Voyage/Flt field, enter the voyage or flight number, or click the LOV button and select the voyage or flight.
4. In the Est Depart Date field, enter the estimated departure date of the shipment, or click the LOV button and select the estimated departure date.
5. Enter any additional information that is available.
6. Click **Apply**. The shipment details are added to the table.
7. Click **OK** to save your changes and close the window.

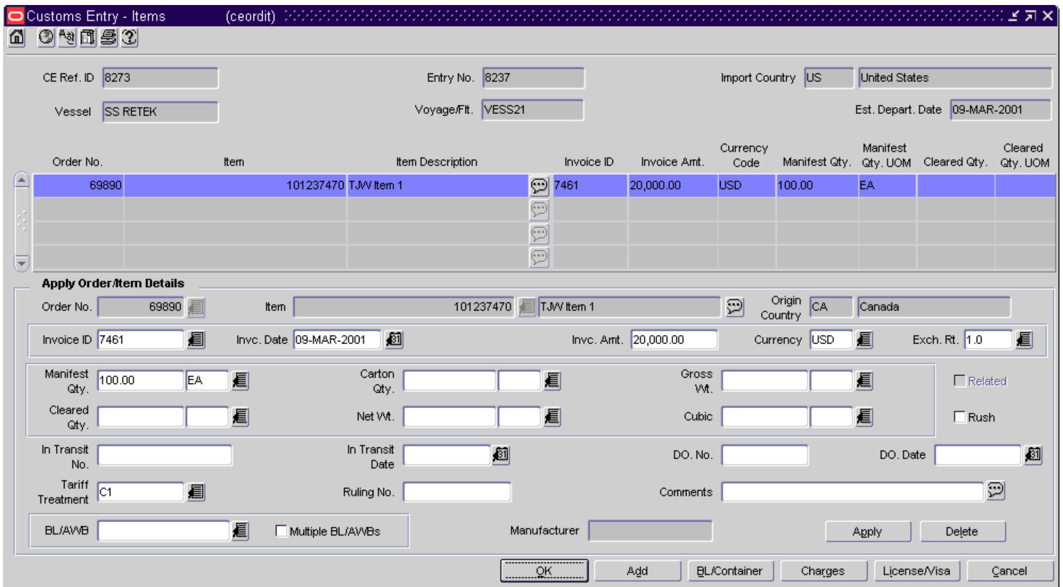
Add an item to a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

Click **Shipment**. The Customs Entry Shipment window opens.

Select a shipment and click **Order/Item**. The Customs Entry Items window opens.



Customs Entry Items Window

1. Click **Add**. The next available line is enabled.
2. In the Order No field, enter the number of the purchase order, or click the LOV button and select the purchase order.
3. In the Item field, enter the item number of the item, or enter a partial description and click the LOV button to select an item.
4. In the Invoice ID field, enter the number of the invoice, or click the LOV button and select the invoice.
5. In the Tariff Treatment field, enter the code for the tariff treatment, or click the LOV button and select the tariff treatment.
6. Provide any available information in the enabled fields.
7. Click **Apply**. The purchase order and item information is added to the details.
8. Click **OK** to save your changes and close the window.

Add charges to a customs entry

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

Click **Shipment**. The Customs Entry Shipment window opens.

Select a shipment and click **Order/Item**. The Customs Entry Items window opens.

Select an order/item combination and click **Charges**. The Customs Entry Charges window opens.

1. Click **Add**. The next available line is enabled.
2. In the Apply Method field, select:
   - **Single Assessment:** To add one cost component, enter the code for the cost component in the Component field, or click the LOV button and select the cost component.
   - **All HTS Components:** To add all cost components that are associated with an HTS classification, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
3. Enter the rate, unit of measure, value, and computation value basis as necessary.
4. Click **Apply**. The assessments are added to the customs entry details.
5. Click **OK** to save your changes and close the window.

Allocate assessments to ALC

Navigate: From the main menu, select Inventory > Customs Entry. The Customs Entry Search window opens.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window opens.

1. Click **Allocate ALC**. The costs are allocated to the actual landed costs module.
2. Click **OK** to save your changes and close the window.

5

Maintain obligations

As commercial invoices are received from trading partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels. The levels are:

- **Trans Container:** Applies to a unique shipment and container combination.
- **Trans Container PO/Item:** Applies to a unique shipment, container, purchase order, and item combination.
- **Trans BL/AWB:** Applies to a unique shipment and bill of lading or air waybill combination.
- **Trans BL/AWB PO/Item:** Applies to a unique shipment, bill of lading or air waybill, purchase order, and item combination.
- **Trans Vessel/Voyage/ETD:** Applies to a unique shipment.
- **Trans Vessel/Voyage/ETD PO/Item:** Applies to a unique shipment, purchase order, and item combination.
- **Purchase Order Header:** Applies to a unique purchase order.
- **Purchase Order/Item:** Applies to a unique purchase order and item combination.
- **Customs Entry Header:** Applies to a unique customs entry.

Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date. For obligations at the purchase order header and purchase order/item level, you can allocate costs to one or more locations.

When the obligation is complete, you can approve the costs. The costs are transmitted to the actual landed cost module. If you have access to the Oracle Retail Invoice Matching product, non-merchandise invoices are created automatically from approved obligations.

Create an obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

1. In the Action field, select New.
2. In the Obligation Level field, select the appropriate level.
3. Click **OK**. The Obligation Maintenance window opens.
4. In the variable fields, enter the appropriate ID, or click the LOV button and select the variable.

> **Note:** Depending on the obligation level, the following fields are enabled: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

Enter vendor information

1. Select either the Partner or Supplier option.
2. If you select Partner, select the type of partner in the Partner Type field.
3. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. To enter basic invoice information, enter the invoice number, invoice date, method of payment, amount paid, payment date, check authorization number, currency code, exchange rate, and comments in the appropriate fields.

Enter the cost components

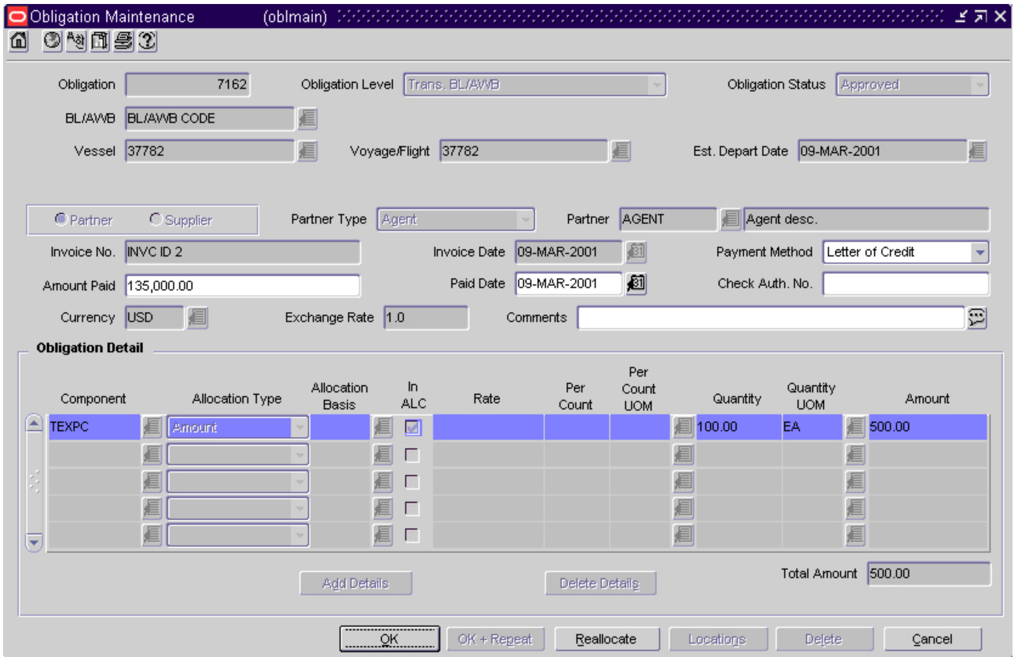
1. Click **Add Details**.
2. In the Component field, enter the code for the component, or click the LOV button and select the component.
3. In the Allocation Type field, select the appropriate option.
4. If you select Amount in the Allocation Type field, enter the quantity, unit of measure, and amount in the appropriate fields.

   If you select Unit of Measure in the Allocation Type field, enter the allocation basis, rate, per count, unit of measure, quantity, and amount in the appropriate fields.
5. Select the In ALC check box next to each cost component that you want to include in actual landed cost calculations.

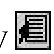
Allocate a cost component to a location

Note: Costs can be allocated to locations if the obligation is entered at the purchase order header or purchase order/item level.

1. Select a cost component and click **Locations**. The Locations Maintenance window opens.



Locations Maintenance Window

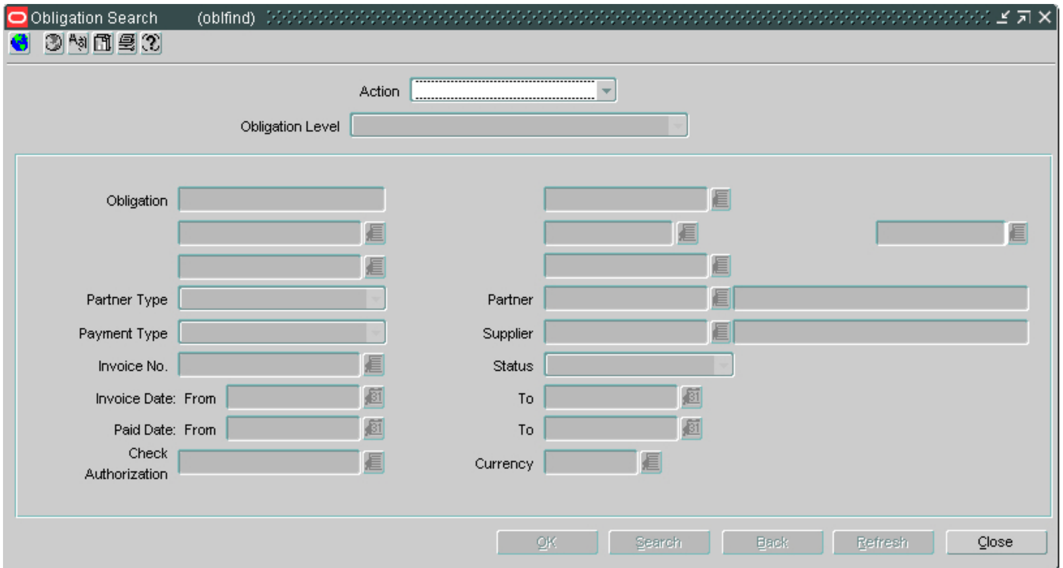
2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the location, or click the LOV  button and select the location.
4. In the Quantity field, enter the number of units that were received at the location.
5. In the Amount field, enter the cost allocated to the location.
6. Click **OK** to save your changes and close the window.

Review and complete the obligation

- Click **OK** to save your changes and close the window.

Search for an obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.



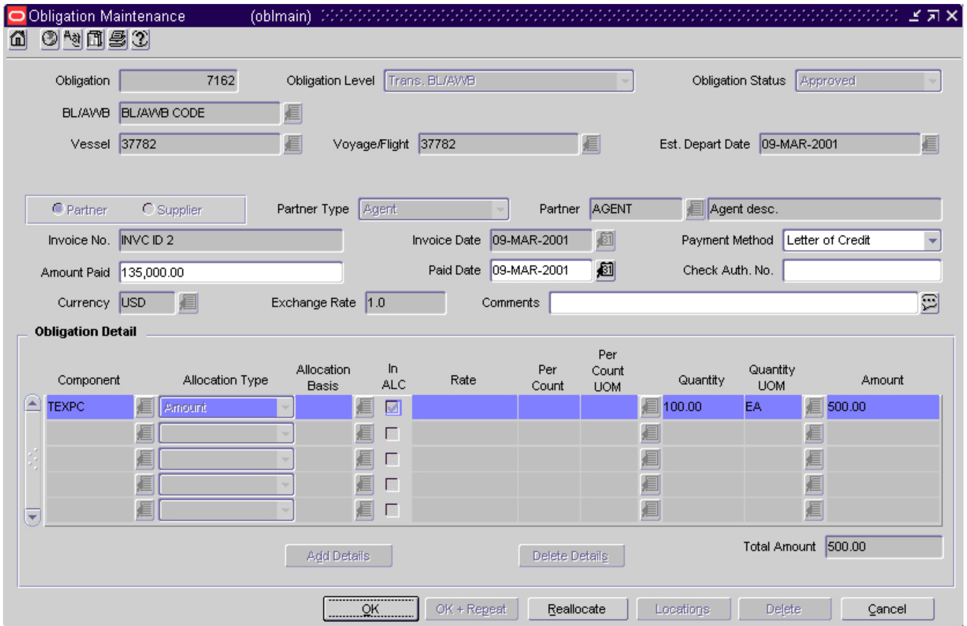
Obligation Search Window

1. In the Action field, select either Edit or View.
2. In the Obligation Level field, select the appropriate level.

> **Note:** Depending on the obligation level, the following fields are available: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Obligation Search window displays the obligations that match the search criteria.

5. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of an obligation, select a record and click **OK**. The Obligation Maintenance window opens.



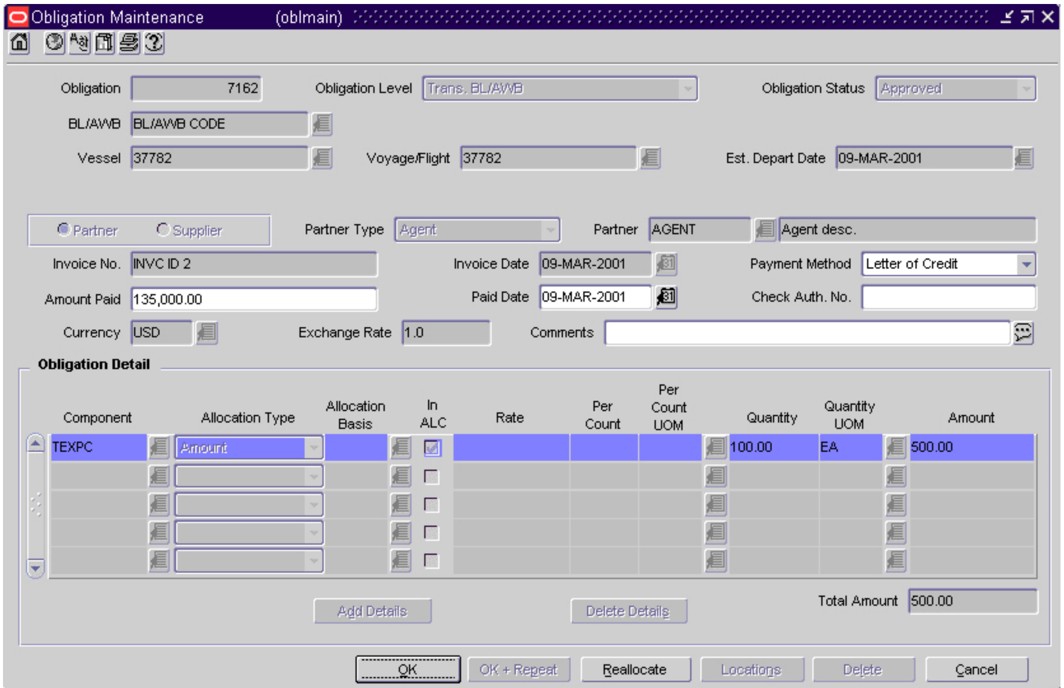
Obligation Maintenance Window

6. Click **Close** to close the window.

Approve an obligation

Navigate: From the main menu, select Finance > Obligation Maintenance. The Obligation Search window opens.

Search for and retrieve an obligation in Edit mode. The details appear in the Obligation Maintenance window.



Obligation Maintenance Window

1. In the Obligation Status field, select Approved. The costs are allocated to the actual landed cost module.

> **Note:** If you have access to Oracle Retail Invoice Matching, an invoice is written in approved status after you approve an obligation. Subsequently, the approved costs are posted to financials.

2. Click **OK** to close the window.

6

Maintain actual landed cost

Actual landed costs overview

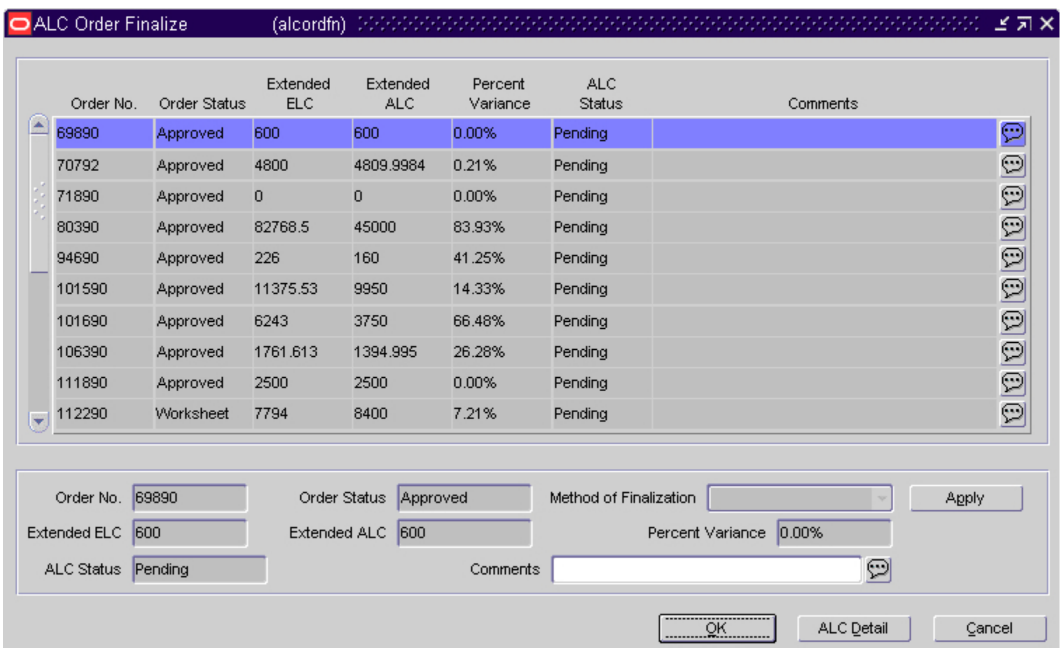
The actual landed cost module provides a view of the expenses and assessments that are accumulated as goods move from origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis.

The amounts can be viewed at the entry, shipment, purchase order level or at the purchase order/item level. After analysis, you can finalize the actual landed costs. As a result the stock ledger and open to buy are updated. You also have the option to update weighted average costs.

Finalize actual landed costs by purchase order

Navigate: From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window opens.

Search for and retrieve an actual landed cost record in Edit mode. The ALC Order Finalize window opens.

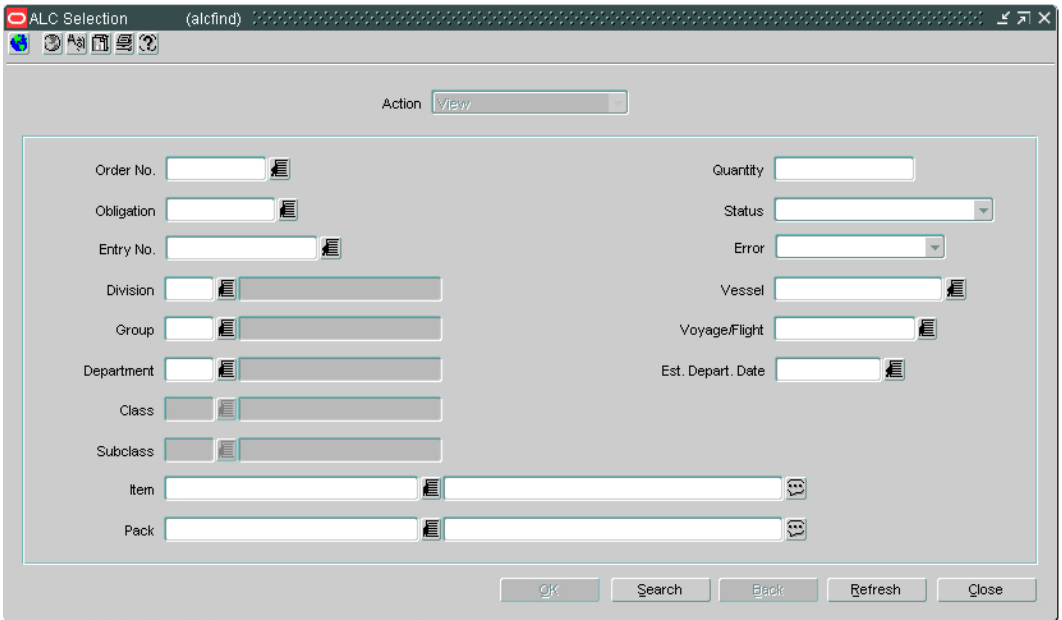


ALC Order Finalize Window

1. Select the record that you want to finalize.
2. In the Method of Finalization field, select how you want to record the actual landed costs.
3. In the Comments field, enter a comment as necessary, or click the comments  button and enter a comment.
4. Click **OK** to save your changes and close the window.

Search for actual landed costs at the purchase order/item level

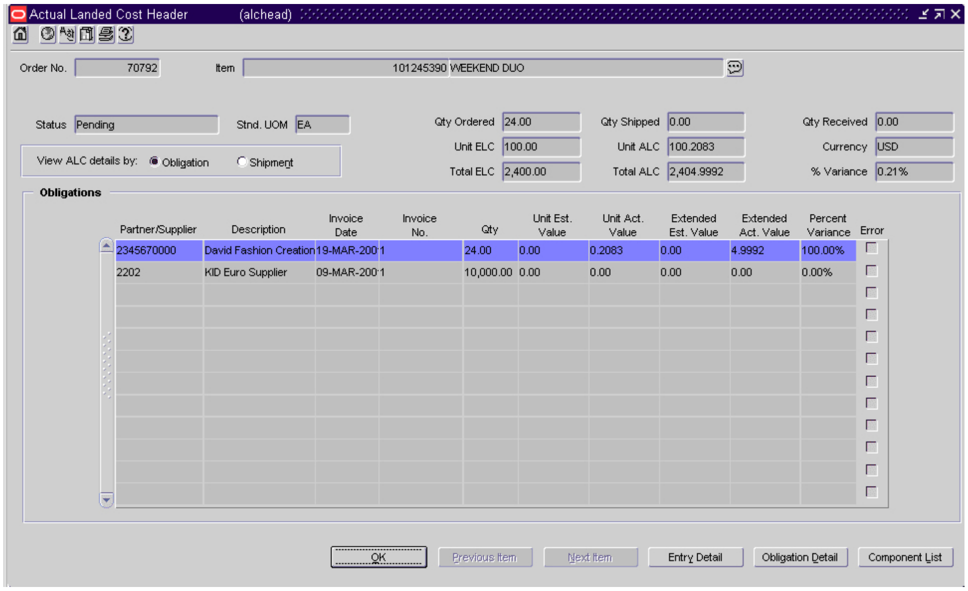
Navigate: From the main menu, select Finance > ALC Maintenance. The ALC Selection window opens.



ALC Selection Window

1. Enter criteria as desired to make the search more restrictive.
2. Click **Search**. The ALC Selection window displays the actual landed cost records that match the search criteria.

3. Select a task:
   - To perform another search, click **Refresh**.
   - To display the ALC details, select a record and click **OK**. The Actual Landed Cost Header window opens.

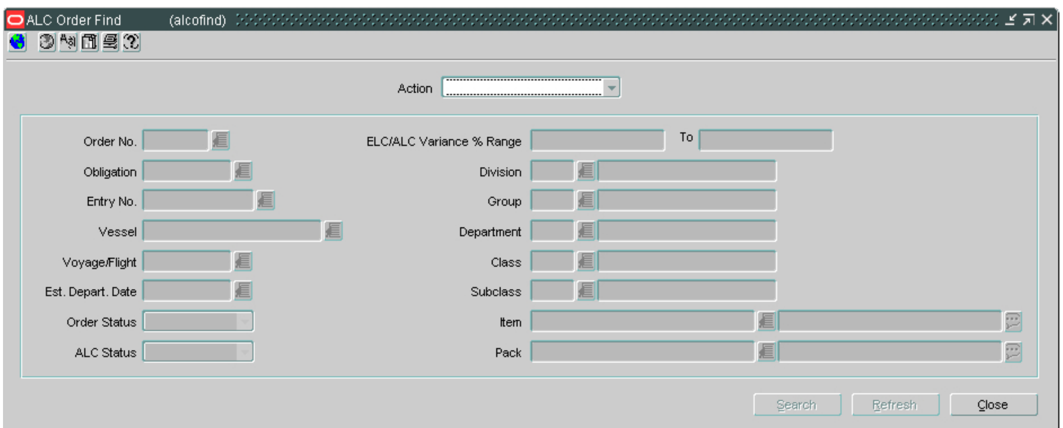


Actual Landed Cost Header Window

4. Click **Close** to close the window.

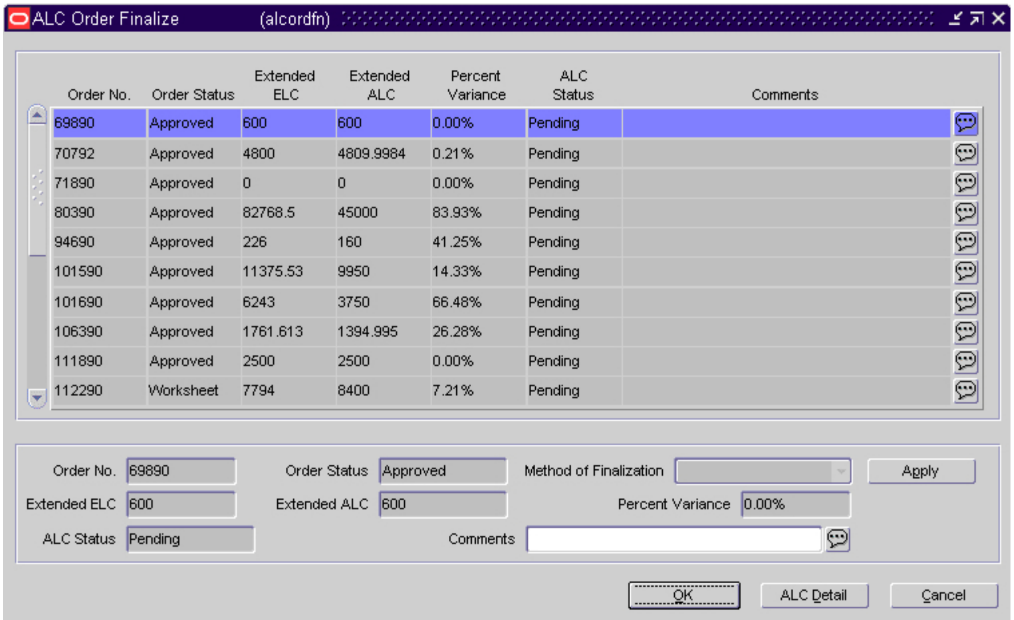
Search for actual landed costs by purchase order

Navigate: From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window opens.



ALC Order Find Window

1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The actual landed cost records that match the search criteria appear in the ALC Order Finalize window.



ALC Order Finalize Window