



Volume 3:
Retek Trade Management 9.0
User Guide

RTM-90-UG

Retek Trade Management™

The software described in this documentation is furnished under a license agreement and may be used only in accordance with the terms of the agreement.

Copyright Notice

Copyright © 2000 by Retek Inc.

All rights reserved.

No part of this documentation may be reproduced or transmitted in any form or by any means without the express written permission of Retek Inc., 801 Nicollet Mall, Suite 1100, Minneapolis, MN 55402.

Information in this documentation is subject to change without notice.

Trademarks

Retek Trade Management is a trademark of Retek Inc.

All other product names mentioned are trademarks or registered trademarks of their respective owners and should be treated as such.

Printed in the United States of America.

Contents

Welcome to Retek Trade Management	1
Chapter 1: Harmonized Tariff Schedules.....	3
Overview.....	3
Chapter 2: Letter of Credit	33
Overview.....	33
Chapter 3: Transportation.....	53
Overview.....	53
Chapter 4: Customs Entry.....	73
Overview.....	73
Chapter 5: Obligations.....	89
Overview.....	89
Chapter 6: Actual Landed Costs	97
Overview.....	97
Chapter 7: Document Maintenance and Timelines	109
Overview.....	109
Chapter 8: Retek Trade Management Quick Navigation ..	119

Welcome to Retek Trade Management

Retek Trade Management (RTM) is an international purchasing and import transaction processing system. It provides a comprehensive, automated approach to international import transaction planning, management, and tracking.

The items and purchase orders that are tracked with RTM are created and maintained in the Retek Merchandising System (RMS) product. Cost components, trade partners, currencies, countries, outside locations, system variables, required documents, and timelines are also maintained in RMS.

The expenses and assessments that are recorded in RTM can be transmitted to the Retek Invoice Matching product. Non-merchandise invoices are automatically created from the data.

The modules that are specific to RTM include.

- Harmonized tariff schedules
- Letter of credit
- Transportation
- Customs entry
- Obligations
- Actual landed costs

Harmonized Tariff Schedules

The harmonized tariff schedule (HTS) 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 upload batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

Letter of Credit

Letters of credit applications and amendments can be created and maintained online. By means of batch programs, data can be converted to the Society for Worldwide Interbank Financial Telecommunication (SWIFT) format and transmitted to bank partners. Data can be received from bank partners and converted from SWIFT format to a standard Retek file format. The letter of credit module provides current information regarding the drawdowns and charges against letters of credit. Activity against a letter of credit can also be recorded manually.

Transportation

The movement of goods from origin country to final destination can be tracked through the transportation module. A transportation upload batch program converts data received from trade partners into a standard Retek file format. As additional information is acquired, it can be entered manually.

Customs Entry

The customs entry module tracks the preparation and processing of goods through customs clearance. Much of the information required for customs entry is acquired from the transportation module when records are finalized. A batch program transmits information to brokers who can then prepare the documentation that is needed to move the goods through customs. Assessments are recorded at the purchase order/item level and can be allocated to the actual landed cost module.

Obligations

As commercial invoices are received from trade partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels and can be allocated to the actual landed cost module.

Actual Landed Costs

The actual landed costs module provides a view of the expenses and assessments that are accumulated as goods move from the origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis. The amounts can be viewed at the purchase order level or at the purchase order/item level. After analysis, the actual landed costs can be used to update the stock ledger, open to buy, and weighted average costs.

Chapter 1: Harmonized Tariff Schedules

Overview

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 upload 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 chapters
- Chapter restraints
- Quota categories
- HTS classifications

Under the HTS classifications, you can maintain:

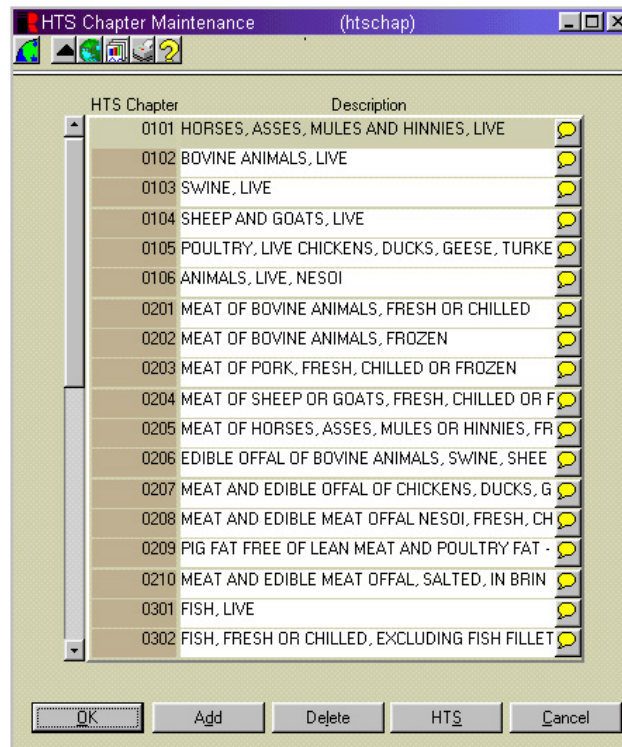
- Taxes
- Fees
- Requirements of other government agencies
- User-defined references
- Countervailing duties
- Anti-dumping duties
- Tariff treatments

You can also maintain the HTS classifications and assessments assigned to items and for items on purchase orders.

4 Retek Trade Management

Add an HTS Chapter

- ➔ **Navigate:** From the main menu, select Control → Landed Cost → HTS Maintenance → HTS Chapter Maintenance → Edit. The HTS Chapter Maintenance window is displayed.



1. Click the Add button. The next available line is enabled.
2. In the HTS Chapter field, enter the number of the HTS chapter.
3. In the Description field, enter the description of the HTS chapter.
4. Click OK to exit.

Add a Restraint to an HTS Chapter

- ➔ **Navigate:** From the main menu, select Control → Landed Cost → HTS Maintenance → HTS Chapter Maintenance → Edit. The HTS Chapter Maintenance window is displayed.
1. Select an HTS chapter.
 2. From the Options menu, select Chapter Restraints. The HTS Chapter Restraints window is displayed.

HTS Chapter Restraints (htsres)

HTS Chapter: 0103 SWINE, LIVE

Importing Country:

Origin Country	Restraint Description	Type	Quantity	UOM	Closing Date	Quota Cat.	Suffix

Origin Country: Type: Apply

Restraint Description: Quantity: Delete

Closing Date: Quota Category: Suffix:

OK OK+Repeat Add Cancel

3. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country.
4. Click the Add button.
5. In the Apply area, enter the required information in each of the fields.
6. Click the Apply button. The restraint is added to the table.
7. Click the OK + Repeat button to add a restraint to another HTS chapter, or click OK to exit.

Add a Quota Category

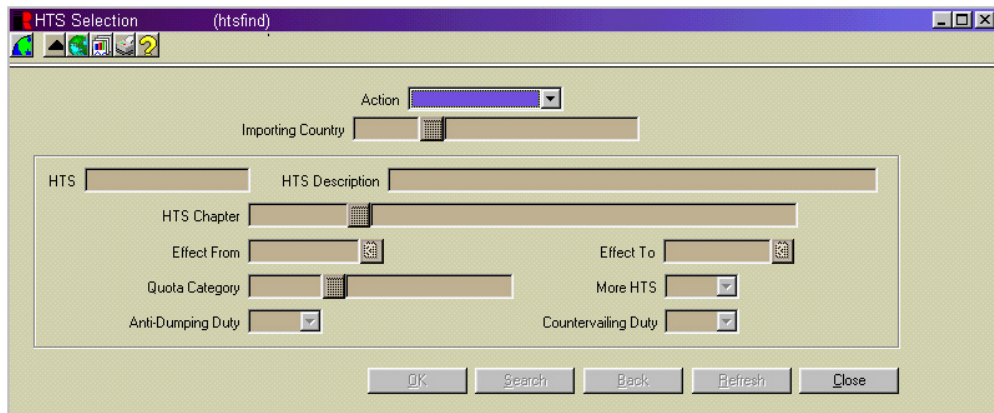
- ➔ **Navigate:** From the main menu, select Control → Landed Cost → HTS Maintenance → Quota Category → Edit. The Quota Categories window is displayed.

The screenshot shows a Windows-style window titled "Quota Categories (quotacat)". The title bar includes standard minimize, maximize, and close buttons. Below the title bar is a toolbar with icons for file operations (new, open, save, print) and a help icon. The main area contains a label "Importing Country" followed by a text input field and a scrollable list box. The list box has two columns: "Quota Category" and "Description". At the bottom of the window are five buttons: "OK", "OK + Repeat", "Add", "Delete", and "Cancel".

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 the Add button. 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 the OK + Repeat button to add a quota category for another import country, or click OK to exit.

Search for an HTS Classification

- ➔ **Navigate:** From the main menu, select Control → Landed Cost → HTS Maintenance → HTS. The HTS Selection window is displayed.



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

Create an HTS Classification

➔ **Navigate:** From the main menu, select Control → Landed Cost → HTS Maintenance → HTS. The HTS Selection window is displayed.

1. In the Action field, select New.
2. In the Importing Country field, enter the ID of the import country, or click the LOV button and select the import country.
3. Click OK. The Harmonized Tariff Schedule window is displayed.

Harmonized Tariff Schedule (hts)

Importing Country AS American Samoa

HTS HTS Description

Effect From Effect To

HTS Chapter Quota Category Duty Comp. Code

Units Unit 1 UOM Unit 2 UOM Unit 3 UOM

☐ AD Ind. ☐ CVD Ind. ☐ More HTS Ind. ☐ Quota Ind.

OK OK + Repeat Delete Cancel

4. In the HTS field, enter the number of the classification.
5. In the HTS Description field, enter the description of the 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 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 the OK + Repeat button to create another HTS classification, or click OK to exit.

Add a Tax to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select Taxes. The HTS Tax window is displayed.

The screenshot shows the 'HTS Tax' window with the following fields and controls:

- HTS:** 0101.11.0010 MALE HORSES, PUREBRED BREEDING
- Importing Country:** US (United States)
- Effect From:** 01-JAN-1989
- Effect To:** 31-DEC-2039
- Table:** A table with 4 columns: Tax Type, Tax Comp Code, Specific Rate, and Av Rate. The table is currently empty.
- Buttons:** OK, Add, Delete, Cancel.

2. Click the Add button.
3. In the Tax Type field, enter the tax type provided by the Customs agency.
4. In the Tax Comp Code field, enter the code provided by the Customs agency.
5. If the tax is based on the specific quantity or dimension of the goods, enter the monetary amount of the tax in the Specific Rate field.
6. If the tax is based on the value of the goods, enter the percentage of the tax in the AV Rate field.
7. Click OK to exit.

Add a Fee to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select Fees. The HTS Fee window is displayed.

HTS Fee (htsfee)

HTS 0101.11.0010 MALE HORSES, PUREBRED BREEDING

Importing Country US United States

Effect From 01-JAN-1989 Effect to 31-DEC-2039

Fee Type	Fee Comp Code	Specific Rate	AV Rate

OK Add Delete Cancel

2. Click the Add button.
3. In the Fee Type field, enter the fee type provided by the Customs agency.
4. In the Fee Comp Code field, enter the code provided by the Customs agency.
5. If the fee is based on the specific quantity or dimension of the goods, enter the monetary amount of the fee in the Specific Rate field.
6. If the fee is based on the value of the goods, enter the percentage of the fee in the AV Rate field.
7. Click OK to exit.

Add a Reference to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select References. The HTS Reference window is displayed.

The screenshot shows the 'HTS Reference' window with the following fields and controls:

- HTS:** 0101.11.0010 MALE HORSES, PUREBRED BREEDING
- Importing Country:** US (United States)
- Effect From:** 01-JAN-1989
- Effect To:** 31-DEC-2039
- Table:** A table with two columns: 'Reference ID' and 'Reference'. It has 10 empty rows. A vertical scrollbar is on the left, and a column of yellow speech bubble icons is on the right.
- Buttons:** OK, Add, Delete, Cancel.

2. Click the Add button.
3. In the Reference ID field, enter the ID of the reference.
4. In the Reference field, enter the description of the reference, or click the comments button and enter the reference.
5. Click OK to exit.

Add a Countervailing Duty to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select Countervailing Duties. The HTS Countervailing Duties window is displayed.

Origin Country	Case No.	Mfg. ID	Shipper ID	Supplier	Rate	Related Case No.	Effective Export Date

2. Click the Add button.
3. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
4. In the Case No field, enter the case number assigned by the Customs agency.
5. In the Mfg ID field, enter the tax identification number of the manufacturer of the goods.
6. In the Shipper ID field, enter the ID of the shipper.
7. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
8. In the Rate field, enter the rate provided by the Customs agency.
9. Enter any additional information as necessary.
10. Click OK to exit.

Add an Anti-Dumping Duty to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select Anti-Dumping Duties. The HTS Anti-Dumping Duties window is displayed.

Origin Country	Mfg. ID	Case No.	Shipper ID	Supplier	Rate	Related Case No.	Effective Export Date

2. Click the Add button.
3. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
4. In the Mfg ID field, enter the tax identification number of the manufacturer of the goods.
5. In the Case No field, enter the case number assigned by the Customs agency.
6. In the Shipper ID field, enter the ID of the shipper.
7. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
8. In the Rate field, enter the rate provided by the Customs agency.
9. Enter any additional information as necessary.
10. Click OK to exit.

Add a Tariff Treatment to an HTS Classification

➡ **Navigate:** Search for and retrieve an HTS classification in Edit mode.

1. From the Options menu, select Tariff Treatments. The HTS Tariff Treatment window is displayed.

HTS Tariff Treatment (htstar)

HTS 0101.11.0010 MALE HORSES, PUREBRED BREEDING

Importing Country US United States

Effect From 01-JAN-1989 Effect To 31-DEC-2039

Tariff Treatment	Description	Specific Rate	Ad Valorem Rate	Other Rate
C1	Column 1 C1	0.0	0.0	0.0
C2	Column 2 C2	0.0	0.0	0.0

Add Treatment Delete Treatment

Excluded Country Description

Excluded Country	Description

Add Exclusion Delete Exclusion

OK Cancel

2. Click the Add Treatment button.
3. In the Tariff Treatment field, enter the ID of the tariff, or click the LOV button and select the tariff.
4. Enter the rate in the Specific Rate, Ad Valorem Rate, and Other Rate fields as necessary.
5. To exclude an origin country from the tariff treatment:
 - a. Select a tariff treatment.
 - b. Click the Add Exclusion button.
 - c. In the Excluded Country field, enter the code for the country, or click the LOV button and select the country.
6. Click OK to exit.

Add an HTS Classification to an Item on a Purchase Order

➡ **Navigate:** Search for and retrieve a purchase order in Edit mode.

Note: Restrict the search to import orders in worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Select an item.
3. From the Options menu, select HTS. The Order Item HTS Maintenance window is displayed.

Order Item HTS Maintenance (ordhts)

Order No. Item

Import Country Origin Country Currency

HTS Information

HTS	HTS Description	Quota Category	Effective From Date	Effective To Date	Status
6210.50.9050	ANORAKS (INCLUDING SKI-JACKETS)	335	01-JAN-2000	31-DEC-2000	Approved

Buttons:

Apply HTS

Quota Category HTS

Effective From Date Effective To Date Status

Assesment Details

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Est. Purchase Unit Exp.	Unit of Purchase
MPFUS	VFD	Value	100.00			0.00	EA
DTY7A	VFD	Value	6.40			0.00	EA
DUTY	DUTY	Value	100.00			0.00	EA
TDITYUS	TDITYUS	Value	100.00			0.00	EA

Buttons:

4. Click the Add HTS button.
5. 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.
6. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
7. In the Status field, select Approved if applicable.
8. Click the Apply HTS button. The HTS classification is added to the HTS Information table.

9. To add an assessment to an HTS classification:
 - a. Click the Add Comp Details button.
 - b. In the Component field, enter the ID of 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 Flag. Additional columns are displayed in the Assessment Details table.
 - e. Select the appropriate options for each nomination flag.
 - f. Click the Recalculate button to calculate the monetary amounts.
10. Click OK to exit.

Approve an HTS Classification for an Item on a Purchase Order

- **Navigate:** Search for and retrieve a purchase order in Edit mode.

Note: Restrict the search to import orders in worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Select an item.
3. From the Options menu, select HTS. The Order Item HTS Maintenance window is displayed.
4. Select an HTS classification.
5. In the Status field, select Approved.
6. Click the Apply button.
7. Click OK to exit.

Add an HTS Classification to a Staple SKU

➡ **Navigate:** Search for and retrieve a staple SKU in Edit mode.

1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.

The screenshot shows the 'Item HTS Maintenance' window. At the top, the 'Item' field is set to '10008698 FHS Fashion Style 1/10'. Below this is a table with columns: Import Country, HTS, HTS Description, Origin Country, Quota Category, Effective From Date, Effective To Date, and Status. The first row contains: US, 6204.42.3010, DRESSES,COTTON,CORDRY,WOMEN, US, 336, 01-JAN-2000, 31-DEC-2000, and Approved. Below the table is a form with fields for Import Country (US), Quota Category (336), HTS (6204.42.3010), HTS Description (DRESSES,COTTON,CORDRY,WOMEN), Effective From Date (01-JAN-2000), Effective To Date (31-DEC-2000), Origin Country (US), and Status (Approved). Buttons for Apply, Delete, OK, Add, HTS Details, Assessments, and Cancel are at the bottom.

Import Country	HTS	HTS Description	Origin Country	Quota Category	Effective From Date	Effective To Date	Status
US	6204.42.3010	DRESSES,COTTON,CORDRY,WOMEN	US	336	01-JAN-2000	31-DEC-2000	Approved

Form fields:

Import Country: US Quota Category: 336 HTS: 6204.42.3010 HTS Description: DRESSES,COTTON,CORDRY,WOMEN Effective From Date: 01-JAN-2000 Effective To Date: 31-DEC-2000 Origin Country: US Status: Approved

Buttons: Apply, Delete, OK, Add, HTS Details, Assessments, Cancel

2. Click the Add button.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. 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.
5. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
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 Status field, select Approved, if applicable.
8. Click the Apply button. The HTS classification is added to the HTS table.
9. Click OK to exit.

Add an HTS Classification to a Fashion Style

➡ **Navigate:** Search for and retrieve a fashion style in Edit mode.

1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.

The screenshot shows the 'Item HTS Maintenance' window with the title '(itemhts)'. At the top, there is a search bar with 'Item 10008698 FHS Fashion Style 1/10'. Below this is a table with the following columns: Import Country, HTS, HTS Description, Origin Country, Quota Category, Effective From Date, Effective To Date, and Status. The first row contains the following data: US, 6204.42.3010, DRESSES,COTTON,CORDRY,WOMEN, US, 336, 01-JAN-2000, 31-DEC-2000, and Approved. Below the table is a form with fields for Import Country (US), Quota Category (336), HTS (6204.42.3010), Origin Country (US), Effective From Date (01-JAN-2000), Effective To Date (31-DEC-2000), and Status (Approved). There are buttons for 'Apply', 'Delete', 'OK', 'Add', 'HTS Details', 'Assessments', and 'Cancel'.

Import Country	HTS	HTS Description	Origin Country	Quota Category	Effective From Date	Effective To Date	Status
US	6204.42.3010	DRESSES,COTTON,CORDRY,WOMEN	US	336	01-JAN-2000	31-DEC-2000	Approved

Form fields:

Import Country: US Quota Category: 336 HTS: 6204.42.3010 Origin Country: US Effective From Date: 01-JAN-2000 Effective To Date: 31-DEC-2000 Status: Approved

Buttons: Apply, Delete, OK, Add, HTS Details, Assessments, Cancel

2. Click the Add button.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. 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.
5. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
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 Status field, select Approved, if applicable.
8. Click the Apply button. The HTS classification is added to the HTS table.
9. Click OK to exit.

Add an HTS Classification to a Pack Item

➡ **Navigate:** Search for and retrieve a pack item in Edit mode.

1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.

The screenshot shows the 'Item HTS Maintenance' window. At the top, the 'Item' field is set to '10008698 FHS Fashion Style 1/10'. Below this is a table with columns: Import Country, HTS, HTS Description, Origin Country, Quota Category, Effective From Date, Effective To Date, and Status. The first row contains: US, 6204.42.3010, DRESSES,COTTON,CORDRY,WOMEN, US, 336, 01-JAN-2000, 31-DEC-2000, and Approved. Below the table is a form with fields for Import Country (US), Quota Category (336), HTS (6204.42.3010), HTS Description (DRESSES,COTTON,CORDRY,WOMEN), Effective From Date (01-JAN-2000), Effective To Date (31-DEC-2000), Origin Country (US), and Status (Approved). Buttons for Apply, Delete, OK, Add, HTS Details, Assessments, and Cancel are at the bottom.

Import Country	HTS	HTS Description	Origin Country	Quota Category	Effective From Date	Effective To Date	Status
US	6204.42.3010	DRESSES,COTTON,CORDRY,WOMEN	US	336	01-JAN-2000	31-DEC-2000	Approved

Import Country: US Quota Category: 336 HTS: 6204.42.3010 HTS Description: DRESSES,COTTON,CORDRY,WOMEN Effective From Date: 01-JAN-2000 Effective To Date: 31-DEC-2000 Origin Country: US Status: Approved

Buttons: OK Add HTS Details Assessments Cancel

2. Click the Add button.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. 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.
5. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
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 Status field, select Approved, if applicable.
8. Click the Apply button. The HTS classification is added to the HTS table.
9. Click OK to exit.

Approve an HTS Classification for a Staple SKU

- **Navigate:** Search for and retrieve a staple SKU in Edit mode.
 1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.
 2. Select an HTS classification.
 3. In the Status field, select Approved.
 4. Click the Apply button.
 5. Click OK to exit.

Approve an HTS Classification for a Fashion SKU

➤ **Navigate:** Search for and retrieve a fashion SKU in Edit mode.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select a fashion SKU.
3. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.
4. Select an HTS classification.
5. In the Status field, select Approved.
6. Click the Apply button.
7. Click OK to exit.

Approve an HTS Classification for a Fashion Style

- **Navigate:** Search for and retrieve a fashion style in Edit mode.
 1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.
 2. Select an HTS classification.
 3. In the Status field, select Approved.
 4. Click the Apply button.
 5. Click OK to exit.

Approve an HTS Classification for a Pack Item

➤ **Navigate:** Search for and retrieve a pack item in Edit mode.

1. From the Options menu, select HTS. The Item HTS Maintenance window is displayed.
2. Select an HTS classification.
3. In the Status field, select Approved.
4. Click the Apply button.
5. Click OK to exit.

Chapter 2: Letter of Credit

Overview

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.

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.

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 that is created with no purchase orders. The purchase orders can be added at a later date.

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

Search for a Letter of Credit

- ➔ **Navigate:** From the main menu, select Finance → Payments → Letter of Credit. The Letter of Credit Find window is displayed.

Letter of Credit Find (lcfind)

Action [dropdown]

LC Ref. Number [text]
Bank LC ID [text]
Status [dropdown]

LC Type [dropdown]
Form Type [dropdown]

Origin Country [text]
Currency [text]

Applicant [text]
Beneficiary [text]
Issuing Bank [text]
Advising Bank [text]

Application Date: After [text] Before [text]
Confirmation Date: After [text] Before [text]
Earliest Ship Date: After [text] Before [text]
Latest Ship Date: After [text] Before [text]
Expiration Date: After [text] Before [text]

OK Search Send Back Refresh Close

1. In the Action field, select either View or Edit.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The letters of credit that match the search criteria are displayed.
4. Select a task:
 - To perform another search, click the Refresh button.
 - To display the letter of credit information, select a record and click OK. The Letter of Credit Application Header window is displayed.
5. Click Close to exit.

Send Letter of Credit Applications

- **Navigate:** From the main menu, select Finance → Payments → Letter of Credit. The Letter of Credit Find window is displayed.
1. In the Action field, select Download Application.
 2. Enter additional criteria as desired to make the search more restrictive.
 3. Click the Search button. The approved letters of credit that match the search criteria are displayed.
 4. Click the Send button.
 5. When prompted to transmit the letter of credit applications, click the Yes button. The applications will be converted to SWIFT format and transmitted by a regularly scheduled batch program.

Send Letter of Credit Amendments

➤ **Navigate:** From the main menu, select Finance → Payments → Letter of Credit. The Letter of Credit Find window is displayed.

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

Create a Letter of Credit

➔ **Navigate:** From the main menu, select Finance → Payments → Letter of Credit. The Letter of Credit Find window is displayed.

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

3. In the Bank LC ID field, enter the ID provided by the issuing bank if known.
4. In the LC Type field, select the type of letter of credit.
5. In the Form Type field, select the type of form.
6. In the Currency field, enter the code for the currency of the letter of credit, or click the LOV button and select the currency.
7. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.

Note: The Origin Country field is enabled when you select Open in the LC Type field.

8. In the Partners area, select the applicant and beneficiary.
9. In the Banks area, select the banks that are involved with the letter of credit transaction.

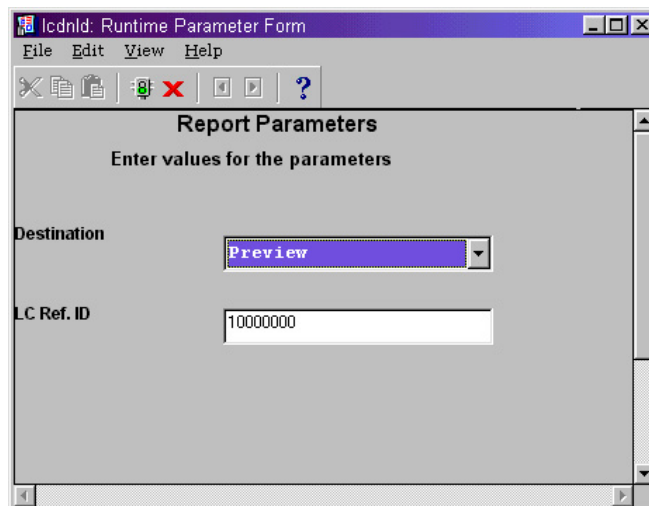
10. In the Conditions area, select the conditions that apply to the letter of credit.
11. In the Dates area, enter the various dates if known.
12. In the Amount Type field, select the type of amount.
13. In the remaining fields of the LC Amounts area, enter the information in the enabled fields as necessary.
14. Click OK to exit.

Print a Letter of Credit

- ➡ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in approved, confirmed, or closed status.

1. Click the Print button. The Runtime Parameter Form is displayed.



The screenshot shows a window titled "lcdnld: Runtime Parameter Form". It has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and a help icon. The main area is titled "Report Parameters" and contains the instruction "Enter values for the parameters". There are two input fields: "Destination" with a dropdown menu showing "Preview", and "LC Ref. ID" with a text box containing "10000000".

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.

Submit a Letter of Credit for Approval

- **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in worksheet status.

1. From the Options menu, select Submit.
2. When prompted to submit the letter of credit, click the Yes button.
3. Click OK to exit.

Approve a Letter of Credit

- ➡ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in submitted status.

1. From the Options menu, select Approve.
2. When prompted to approve the letter of credit, click the Yes button.
3. Click OK to exit.

View Purchase Orders for a Letter of Credit

1. Click the Details button. The Letter of Credit Application Details window is displayed.

The screenshot shows a software window titled "Letter of Credit Application Details" with a subtitle "(lcappdtl)". The window contains several input fields and a large table.

LC Ref. Number	10000000	LC Type	Master	Currency	USD
Bank LC ID	100000000	Form Type	Long	Amount	10,000.00

Order	Item	Item Description	Standard UOM	Qty	Case Pack	Cartons	Cost	Earliest Ship Date	Latest Ship Date
10106	10009658	Headphones	EA	1,000.00	1.00	1,000	10.00	20-FEB-2000	21-MAR-2000

At the bottom of the window are five buttons: OK, Recalculate, PO Detail, Delete, and Cancel.

2. To view the monetary amounts in the currency of the letter of credit or the primary currency of the company, select the appropriate option from the Options → Currency menu.
3. To view the details of a purchase order:
 - a. Select a purchase order and click the PO Detail button. The PO Header Maintenance window is displayed.
 - b. Click OK to exit.
4. Click OK to exit.

Edit the Terms of a Letter of Credit

- ➔ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in worksheet status.

1. From the Options menu, select Terms. The Letter of Credit Terms window is displayed.

The screenshot shows a window titled "Letter of Credit Terms" with the identifier "(lcapphdr)". The window contains the following fields and controls:

- Title Pass Location:** Text box containing "CI".
- City:** Text box containing "Minneapolis".
- Transport To:** Text box containing "LC".
- RTM LC Location:** Text box.
- Place of Expiry:** Text box containing "02".
- Advising Bank:** Text box.
- Credit Available With:** Text box containing "479".
- RTM Bank:** Text box.
- Purchase Type:** Text box containing "C".
- Cost:** Text box.
- Issuance:** Dropdown menu.
- Advice Method:** Dropdown menu.
- Drafts At:** Dropdown menu containing "At Sight".
- Presentation Terms:** Dropdown menu containing "By Acceptance".
- Negotiation Days:** Text box containing "25".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

2. Enter and select the terms as necessary.
3. Click OK to exit.

Add an Amendment to a Letter of Credit

- ➔ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note Restrict the search to letters of credit in confirmed status.

1. From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.

Status	Amend No.	Order No.	Item	Amended Field	Original Value	New Value	Effect	Amend Text
Accept	1			Transferable Flag	Yes	No		Has been mad

2. Click the Add Amendment button. The Letter of Credit Amendments Fixed Format Application window is displayed.
3. In the New Value fields, enter the changes as necessary.
4. 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.

5. Click OK to exit.

Approve an Amendment to a Letter of Credit

- ➡ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in confirmed status.

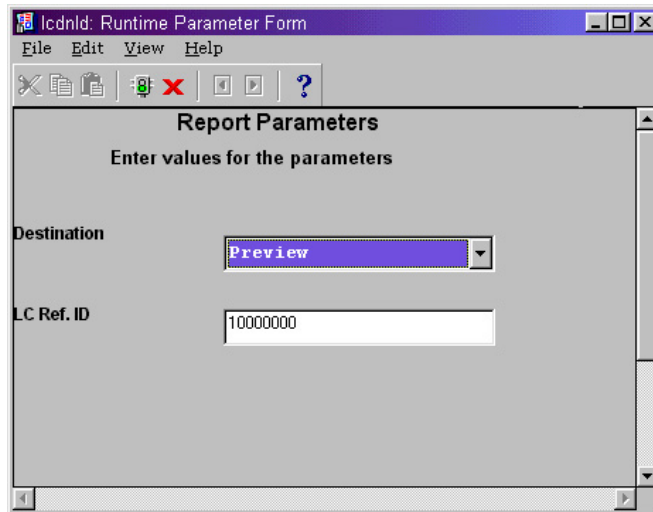
1. From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.
2. Select the amendment that you want to approve.
3. In the Status field, select Accept.
4. Click the Generate button. An amendment number is filled in automatically in the Amend No field for each newly-accepted amendment.
5. Click OK to exit.

Print Amendments to a Letter of Credit

- ➡ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in confirmed or closed status.

1. From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.
2. Click the Print button. The Runtime Parameter Form is displayed.



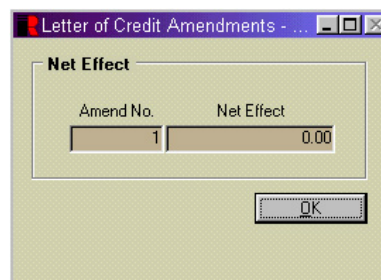
3. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
4. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

View the Net Effect of an Amendment

- **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in confirmed or closed status.

1. From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.
2. Select an amendment and click the Net Effect button. The Letter of Credit Amendments Net Effect window is displayed.



3. Click OK to exit.

Apply a Purchase Order to a Letter of Credit

- ➔ **Navigate:** From the main menu, select Finance → Payments → Letter of Credit Selection. The Letter of Credit Order Apply window is displayed.

The screenshot shows the 'Letter of Credit Order Apply' window. The title bar indicates the window name is 'Letter of Credit Order Apply (lcardapp)'. The main area contains several input fields and buttons. At the top, there are fields for 'Applicant' and 'Issuing Bank', each with a dropdown arrow. To the right of these fields is a 'Query Orders' button. Below these are three rows of input fields: 'Total Line of Credit', 'Outstanding Credit', and 'Open Line of Credit'. Each of these rows has two sub-fields: 'Actual' and 'Projected'. To the right of these is a 'Currency' field. Below the 'Actual' and 'Projected' fields is a 'Recalculate' button. Below the input fields is a table with the following columns: 'Order No.', 'LC Group ID', 'Beneficiary', 'Beneficiary Name', 'Supplier', 'Supplier Name', 'Earliest Ship Date', 'LC Ref. ID', and 'Error Flag'. The table is currently empty. At the bottom of the window are four buttons: 'Apply Orders', 'Create New LC', 'Refresh', and 'Close'.

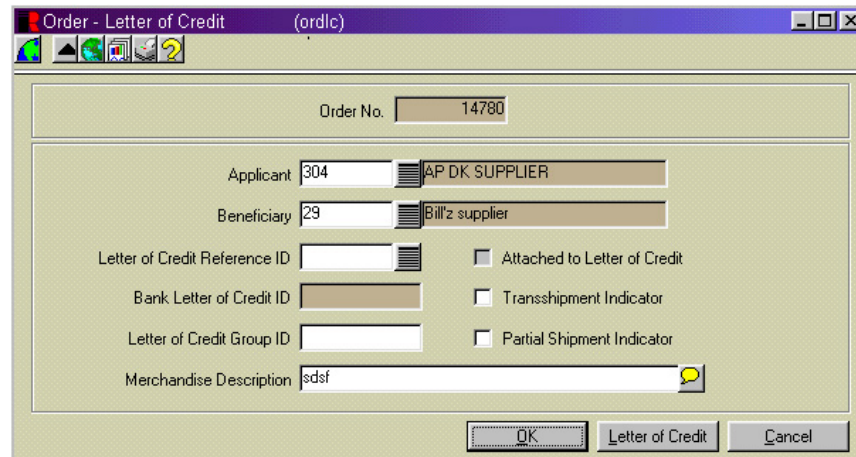
1. In the Applicant field, enter the ID of the applicant, or click the LOV button and select the applicant.
2. In the Issuing Bank field, enter the ID of the bank, or click the LOV button and select the bank.
3. Click the Query Orders button. The approved purchase orders with the same applicant and issuing bank are displayed.
4. To apply an existing letter of credit to a purchase order:
 - 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 apply a new letter of credit to a purchase order:
 - a. From the View menu, select LC Information. Fields specific to letters of credit are displayed in the table.
 - b. Select the purchase order and click the Create New LC button. 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.
6. Click the Apply Orders button. The purchase orders are attached to the letters of credit.
7. Click the Close button to exit.

Apply a Letter of Credit to a Purchase Order

➡ **Navigate:** Search for and retrieve a purchase order in Edit mode.

1. From the Options menu, select Letter of Credit. The Order Letter of Credit window is displayed.



2. In the Applicant field, enter the ID of the applicant, or click the LOV button and select the applicant.
3. In the Beneficiary field, enter the ID of the beneficiary, or click the LOV button and select the beneficiary.
4. 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.

5. In the Merchandise Description field, enter a description of the goods being purchased.
6. Enter or edit the remaining fields as necessary.
7. Click OK to exit.

Add an Activity to a Letter of Credit

- ➡ **Navigate:** Search for and retrieve a letter of credit in Edit mode.

Note: Restrict the search to letters of credit in confirmed status.

1. From the Options menu, select Activity. The Letter of Credit Activity window is displayed.

Order Number	Invoice Number	Transaction Number	Transaction Code	Transaction Amount	Currency	Exchange Rate	Activity Date	Comments
10107			Letter of Credit	10,000.00	USD	1	20-FEB-2000	

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

Chapter 3: Transportation

Overview

The movement of goods from origin country to final destination can be tracked through the transportation module. A transportation upload batch program converts data received from trade partners into a standard Retek file format. As additional information is acquired, it can be entered manually.

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

- Freight types
- Freight sizes
- Standard carrier alpha codes

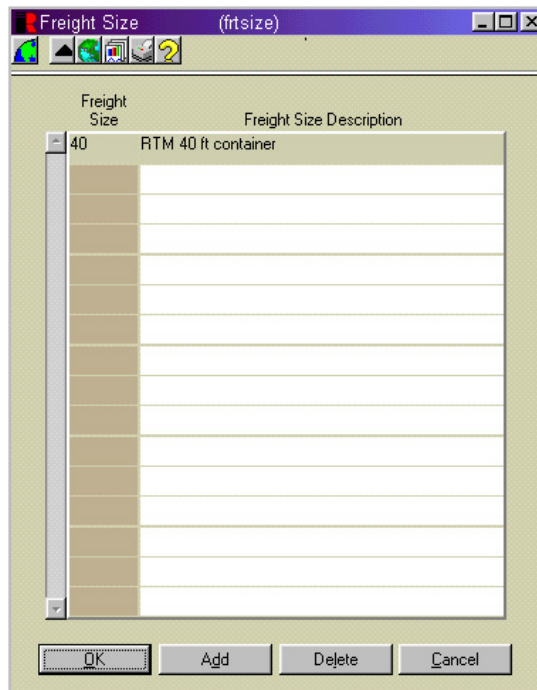
You can track the following information in the transportation module:

- Shipments
- Countries and ports
- Departure, arrival, and delivery dates
- Commercial invoices
- Freight sizes, SCAC codes, and in-transit documents
- Measurements, weights, and quantities
- Deliveries to final destinations
- Packing methods
- Licenses and visas
- Claims against trade partners
- Missing documents
- Timelines
- Breakdown of fashion styles to SKU level

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 Freight Size

- **Navigate:** From the main menu, select Control → Setup → Freight Size Maintenance → Edit. The Freight Size window is displayed.



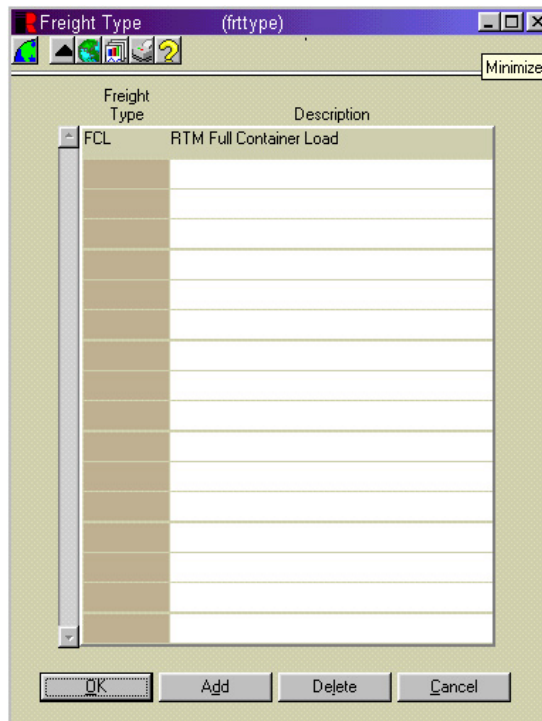
The screenshot shows a window titled "Freight Size (fritsize)". Inside the window, there is a table with two columns: "Freight Size" and "Freight Size Description". The first row of the table contains the values "40" and "RTM 40 ft container". Below this row, there are several empty rows. At the bottom of the window, there are four buttons: "OK", "Add", "Delete", and "Cancel".

Freight Size	Freight Size Description
40	RTM 40 ft container

1. Click the Add button. The next available line is highlighted.
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 exit.

Add a Freight Type

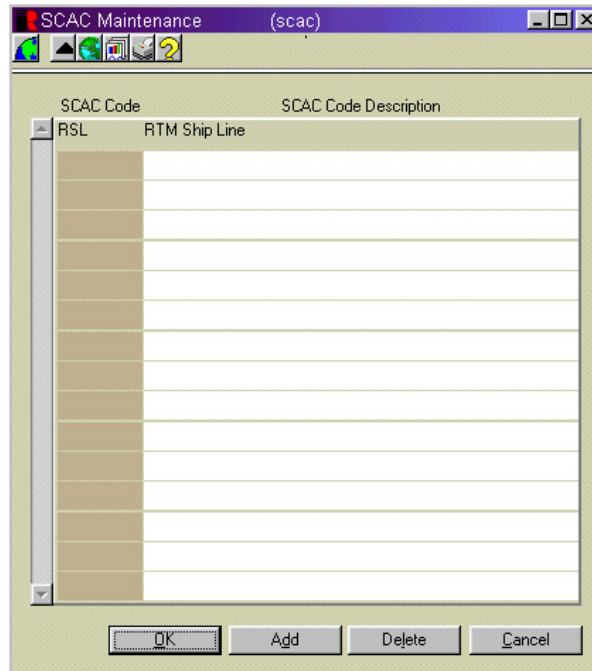
- **Navigate:** From the main menu, select Control → Setup → Freight Type Maintenance → Edit. The Freight Type window is displayed.



1. Click the Add button. The next available line is highlighted.
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 exit.

Add a Standard Carrier Alpha Code (SCAC)

- **Navigate:** From the main menu, select Control → Setup → SCAC Maintenance → Edit. The SCAC Maintenance window is displayed.



1. Click the Add button. The next available line is highlighted.
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 exit.

Search for a Transportation Record

- ➔ **Navigate:** From the main menu, select Inventory → Transportation → Maintenance. The Transportation Selection window is displayed.

1. In the Action field, select either View or Edit.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Transportation Selection window displays the transportation records that match the search criteria.
4. Select a task:
 - To perform another search, click the Refresh button.
 - To display the details of a transportation record, select a record and click OK. The Transportation window is displayed.
5. Click Close to exit.

Create a Transportation Record

➡ **Navigate:** From the main menu, select Inventory → Transportation → Maintenance. The Transportation Selection window is displayed.

1. In the Action field, select New.
2. Click OK. The Transportation window is displayed.

The screenshot shows the 'Transportation' window with the title '(transprt)'. The window contains the following fields and controls:

- Transportation ID:** 61
- Status:** (dropdown menu)
- Candidate Ind.:** ☐
- Rush Ind.:** ☐
- Vessel ID:** (text field)
- Voyage/Flight:** (text field)
- Est. Depart. Date:** (date field)
- Act. Depart. Date:** (date field)
- Trans. Mode:** (text field)
- Vessel SCAC Code:** (text field)
- BL/AWB:** (text field)
- Container:** (text field)
- Consolidator:** (text field)
- Order No.:** (text field)
- Item:** (text field)
- Lot No.:** (text field)
- Carton Qty.:** (text field)
- Gross Wt.:** (text field)
- Cubic:** (text field)
- Item Qty.:** (text field)
- Net Wt.:** (text field)
- Consolidation Country:** (text field)
- Lading Port:** (text field)
- Origin Country:** (text field)
- Discharge Port:** (text field)
- Export Country:** (text field)
- Receipt No.:** (text field)
- Shipment No.:** (text field)
- FCR ID:** (text field)
- Invoice No.:** (text field)
- FCR Date:** (date field)
- Comments:** (text area)

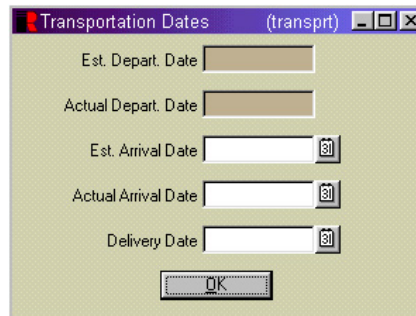
At the bottom of the window, there is a row of buttons: **OK**, **OK + Repeat**, **Dates**, **Invoice**, **Freight**, **Totals**, **View Order**, and **Cancel**.

3. Provide as much information in the enabled fields as you have available.
4. Click the OK + Repeat button to create another transportation record, or click OK to exit.

Edit Dates for a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. Click the Dates button. The Transportation Dates window is displayed.

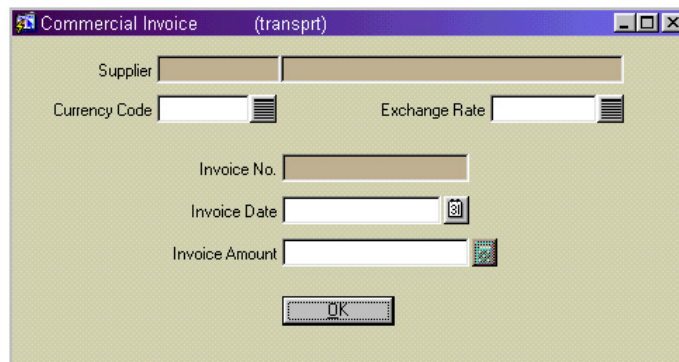
The image shows a Windows-style dialog box titled "Transportation Dates" with a subtitle "(transprt)". The dialog has a light green background. It contains five text input fields, each with a label to its left: "Est. Depart. Date", "Actual Depart. Date", "Est. Arrival Date", "Actual Arrival Date", and "Delivery Date". The first two fields are empty. The last three fields have small calendar icons to their right. At the bottom center of the dialog is an "OK" button.

2. Enter the dates that are known, or click the calendar buttons and select the dates.
3. Click OK to exit.

Edit Commercial Invoice Information for a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. Click the Invoice button. The Commercial Invoice window is displayed.

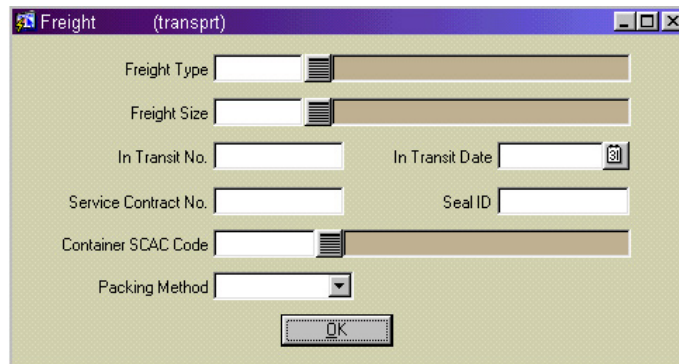


2. In the Currency Code field, enter the code for the invoice currency, or click the LOV button and select the currency.
3. If the invoice currency differs from the primary currency, enter the exchange rate in the Exchange Rate field, or click the LOV button and select the exchange rate.
4. In the Invoice Date field, enter the date of the invoice, or click the calendar button and select the date.
5. In the Invoice Amount field, enter the amount on the invoice for the item.
6. Click OK to exit.

Edit Freight Information for a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. Click the Freight button. The Freight window is displayed.



The screenshot shows a window titled "Freight (transprt)". It contains the following fields and controls:

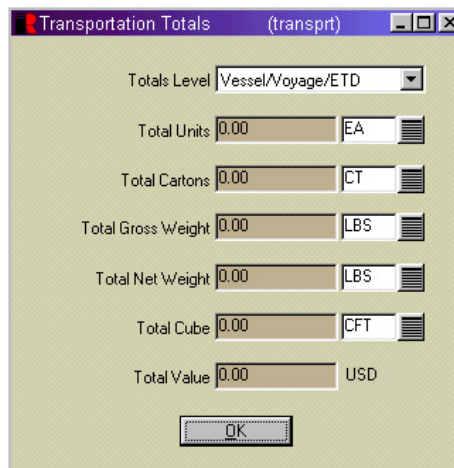
- Freight Type: A text input field with a list icon on the right.
- Freight Size: A text input field with a list icon on the right.
- In Transit No.: A text input field.
- In Transit Date: A text input field with a calendar icon on the right.
- Service Contract No.: A text input field.
- Seal ID: A text input field.
- Container SCAC Code: A text input field with a list icon on the right.
- Packing Method: A dropdown menu.
- OK: A button at the bottom center.

2. Enter the freight information that is known.
3. Click OK to exit.

View Totals for a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in View mode.

1. Click the Totals button. The Transportation Totals window is displayed.



2. In the Totals Level field, select the level at which you want to view the totals.
3. To convert a unit of measure (UOM) for any field, enter the code for the UOM, or click the LOV button and select the UOM.

Note: When you close the Transportation Totals window, any converted measurements revert to their original units of measure.

4. Click OK to exit.

Add a Delivery to a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select Delivery. The Transportation Delivery window is displayed.

Transportation Delivery (trandelv)

Trans. ID: 61 Vessel ID: Voyage ID: Est. Depart. Date:

Order No.: Item:

BL/AWB ID: Container ID: Invoice ID:

Delivery Location Type	Location	Location Description	Estimated Delivery Date	Carton Qty.	Carton Qty. UOM	Item Qty.	Item Qty. UOM	Vendor Order No.

OK Add Delete Comments Cancel

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

Add Packing Information to a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select Packing. The Transportation Packing window is displayed.

Transportation Packing (tranpack)

Trans. ID: 61 Vessel ID: Voyage ID: Est. Depart. Date:

Order No.: Item:

BL/AWB ID: Container ID: Invoice ID:

From Carton	To Carton	Load Position	Sample Carton	Sample Position	Comments

OK Add Apply Defaults Delete Cancel

2. Click the Add button.
3. In the From Carton and To Carton fields, enter the ID of the first and last carton in a series of cartons.
4. In the Load Position field, select the position of the load in the series of containers.
5. Enter as much additional information as you have available.
6. To enter shipped quantities:
 - a. Select Quantity from the View menu. Several quantity and UOM fields are displayed.
 - b. Enter the information that you have available.
7. To enter received quantities:
 - a. Select Received Quantity from the View menu. Several received quantity and UOM fields are displayed.
 - b. Enter the information that you have available.
8. Click OK to exit.

Add a License or Visa to a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select License/Visa. The Transportation License/Visa window is displayed.

Import Country	Country Description	Lic./Visa Type	License/Visa	License/Visa Quantity	Lic./Visa Qty. UOM	Quota Category	Net/Net Wt.	Net/Net Wt. UOM

2. Click the Add button.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. In the Lic/Visa Type field, select the type of document.
5. In the License/Visa field, enter the description of the license or visa.
6. In the Lic/Visa Qty field, enter the number of units affected by the license or visa.
7. 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.
8. Enter as much additional information as you have available.

9. To enter the ID of the license or visa holder and any comments:
 - a. Select Custom from the View menu.
 - b. Click the Add button.
 - c. In order to make room for the Holder ID and Comments fields, clear the checkboxes next to fields that you don't need to display. Then select the checkboxes next to the Holder ID and Comments fields.
 - d. Click the OK button. The selected fields are displayed.
 - e. Enter the information in the Holder ID and Comments fields as necessary.
10. Click OK to exit.

Add a Claim to a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select Claims. The Transportation Claims window is displayed.

The screenshot shows the 'Transportation Claims' window with the following fields and table:

Fields:

- Trans. ID: 61
- Vessel ID:
- Voyage ID:
- Est. Depart. Date:
- Order No.:
- Item:
- BL/AWB ID:
- Container ID:
- Invoice ID:

Claim ID	From Carton	To Carton	Claim Date	Item Qty.	Qty. UOM	Claim Against Type	Claim Against ID	Claim Amount

Buttons: OK, Add, Delete, Cancel

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

11. To enter the type of discrepancy or damage and any comments:
 - a. Select Custom from the View menu.
 - b. Click the Add button.
 - c. In order to make room for the Holder ID and Comments fields, clear the checkboxes next to fields that you don't need to display. Then select the checkboxes next to the Holder ID and Comments fields.
 - d. Click the OK button. The selected fields are displayed.
 - e. Enter the information in the Discrepancy Type, Damage Code, and Comments fields as necessary.
12. Click OK to exit.

Add a Missing Document to a Transportation Record

➡ **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select Missing Documents. The Missing Documents window is displayed.

Missing Documents (missdocs)

Transportation ID: 3 Vessel ID: HTS3 Voyage Flt. ID: HTS3 Est. Depart. Date: 16-DEC-1999

Order No.: 10013 Item: 10000135 Rtm Columbia Glasses

Document ID	Document Description	Document Text	Received Date	Comments

OK Add Delete Cancel

2. Click the Add button.
3. In the Document ID field, enter the ID of the document, or click the LOV button and select the document.
4. In the Received Date field, enter the date received if applicable, or click the LOV button and select the date.
5. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment.
6. Click OK to exit.

Add a Fashion SKU to a Transportation Record

Note: The Style Breakdown option is available when the item on a transportation record is a fashion style.

- **Navigate:** Search for and retrieve a transportation record in Edit mode.

1. From the Options menu, select Style Breakdown. The Transportation SKU window is displayed.

[illegible]

2. Click the Add button.
3. In the SKU field, enter the SKU of the item, or click the LOV button and select the item.
4. In the Quantity field, enter the number of units.
5. In the UOM field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
6. Click OK to exit.

Finalize Transportation Records

- ➡ **Navigate:** From the main menu, select Inventory → Transportation → Finalize. Transportation Finalize window is displayed.

The screenshot shows a software window titled "Transportation Finalize (transfin)". Inside, there are two main sections. The first section, "Transportation Finalize Selection", contains three input fields: "Vessel ID", "Voyage Flt. ID", and "Est. Depart. Date". The second section, "Assign Values", contains four input fields: "Entry No.", "Import Country", "Broker ID", and "Currency Code". At the bottom right of the window are two buttons: "OK" and "Finalize".

1. Enter the criteria for the transportation record to be finalized.

Note: If you leave all fields empty and click the Finalize button, all transportation records marked as candidates are finalized.

- a. In the Vessel ID field, enter the ID of the vessel, or click the LOV button and select the vessel.
 - b. In the Voyage Flt ID field, enter the voyage or flight number, or click the LOV button and select the voyage or flight number.
 - c. In the Est Depart Date field, enter the estimated departure date, or click the LOV button and select the date.
2. Enter the customs entry values that you want to apply to the record.
 - a. In the Entry No field, enter the entry number assigned by the Customs agency.
 - b. In the Import Country field, enter the ID of the import country, or click the LOV button and select the import country.
 - c. In the Broker ID field, enter the ID of the broker, or click the LOV button and select the broker.
 - d. In the Currency Code field, enter the code for the currency of the import country, or click the LOV button and select the currency.
 3. Click the Finalize button. The transportation records that match the criteria are copied to the Customs Entry module. The status of the transportation records is automatically changed to Finalized.

Chapter 4: Customs Entry

Overview

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

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

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 Retek Invoice Matching product, non-merchandise invoices are created automatically from confirmed customs entries.

Search for a Customs Entry

- ➔ **Navigate:** From the main menu, select Inventory → Customs Entry. The Customs Entry Search window is displayed.

The screenshot shows the 'Customs Entry Search' window with the following fields and controls:

- Action:** A dropdown menu.
- Search Criteria Fields:**
 - CE Ref. ID, Entry No., Status
 - Entry Date: After, Release Date: After, Summary Date: After
 - Entry Date: Before, Release Date: Before, Summary Date: Before
 - Import Country, Entry Port
 - Entry Status, Entry Type
 - Importer ID, Bond No., Bond Type
 - Broker ID, Broker Ref. No.
 - Vessel ID, Voyage Flt. ID, Est. Departure Date
 - Order, Item
 - Invoice ID, BL/AWB ID
- Buttons:** OK, Search, Back, Refresh, Close

1. In the Action field, select either View or Edit.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Customs Entry Search window displays the customs entries that match the search criteria.
4. Select a task:
 - To perform another search, click the Refresh button.
 - To display the details of a customs entry, select a record and click OK. The Customs Entry Header window is displayed.
5. Click Close to exit.

Create a Customs Entry

➔ **Navigate:** From the main menu, select Inventory → Customs Entry. The Customs Entry Search window is displayed.

1. In the Action field, select New.
2. Click OK. The Customs Entry Header window is displayed.

Customs Entry Header (cehead)

CE Ref. ID: 29 Entry No.: Entry Date: CE Ref. Status:

Import Country: US United States Currency: USD Exch. Rt.: 1.0

Entry Status: Summary Date: ALC Status: Pending

Entry Port: Release Date:

Entry Type:

Importer: Consignee:

Broker: Broker Ref. No.: File No.:

Bond Type: Bond No.: Liquidation Amt.: Liquidation Date:

Surety Code: Reliquidation Amt.: Reliquidation Date:

Entry Team: ☐ Live Ind. Merchandise Location: Location Code:

Payee Type: Payee:

Total ELC: Total Duty: Total Other:

Total VFD: Total Taxes:

Comments:

OK OK+Repeat Allocate ALC Recalculate Shipment Delete Cancel

3. Provide as much information in the enabled fields as you have available.
4. Click the OK + Repeat button to create another customs entry, or click OK to exit.

Send a Customs Entry to a Broker

- **Navigate:** Search for and retrieve a customs entry in Edit mode.
 1. In the Status field, select Send.
 2. Click OK to exit. The customs entry will be transmitted to the broker by a regularly scheduled batch program.

Confirm a Customs Entry

Note: If you have access to Retek Invoice Matching, a non-merchandise invoice is written in approved status after you confirm a customs entry.

➤ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. In the Status field, select Confirmed.
2. Click OK to exit.

Allocate Assessments to ALC

- **Navigate:** Search for and retrieve a customs entry in Edit mode.
 1. Click the Allocate ALC button. The costs are allocated to the actual landed costs module.
 2. Click OK to exit.

Add a Shipment to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. Click the Shipment button. The Customs Entry Shipment window is displayed.

Customs Entry - Shipment (ceship)

CE Ref. ID: 6 Entry No. 2 Import Country: US United States

Vessel	Voyage/Flt	Est. Depart. Date	Vessel SCAC Code	Discharge Port	Trans. Mode	Export Country	Shipment No.
HTS1	HTS1	16-DEC-1999	RSL	LA	10	HK	

Apply Shipment Details

Vessel: HTS1 Voyage/Flt: HTS1 Est. Depart. Date: 16-DEC-1999

Vessel SCAC Code: RSL RTM Ship Line Trans. Mode: 10 Vessel, Non-container

Shipment No.: Export Country: HK Hong Kong

Lading Port: HK Hong Kong Discharge Port: LA Los Angeles

Export Date: Import Date: Arrival Date:

Comments:

Buttons: OK Add Order/Item Cancel

2. Click the Add button.
3. In the Vessel field, enter the ID of the vessel, or click the LOV button and select the vessel.
4. In the Voyage/Flt field, enter the voyage or flight number, or click the LOV button and select the voyage or flight.
5. 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.
6. Enter as much additional information as you have available.
7. Click the Apply button. The shipment details are added to the table.
8. Click OK to exit.

Add an Item to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. Click the Shipment button. The Customs Entry Shipment window is displayed.
2. Select a shipment and click the Order/Item button. The Customs Entry Items window is displayed.

The screenshot shows the 'Customs Entry - Items' window. At the top, there are fields for CE Ref. ID (6), Entry No. (2), Import Country (US - United States), Vessel (HTS1), Voyage/Flt. (HTS1), and Est. Depart. Date (16-DEC-1999). Below this is a table with columns: Order No., Item, Item Description, Invoice ID, Invoice Amt., Currency Code, Manifest Qty., Manifest Qty. UOM, Cleared Qty., and Cleared Qty. UOM. The first row shows Order No. 10012, Item 10000792, Item Description Rtm Columbia Jackets:Rtm Blue:Rtm-, Invoice ID 789, Invoice Amt. 3,000.00, Currency Code USD, Manifest Qty. 300.00, Manifest Qty. UOM EA, and Cleared Qty. UOM. Below the table is the 'Apply Order/Item Details' section, which contains various input fields for Order No. (10012), Item (10000792), Invoice ID (789), Invc. Date (15-DEC-2099), Invc. Amt. (3,000.00), Currency (USD), Exch. Rt. (1.0), Manifest Qty. (300.00), EA, Carton Qty., Gross Wt., Cleared Qty., Net Wt., Cubic, In Transit No., In Transit Date, DO. No., DO. Date, Tariff Treatment (C1), Ruling No., Comments, BL/AWB, Multiple BL/AWBs, and Manufacturer. At the bottom are buttons for OK, Add, BL/Container, Charges, License/Visa, and Cancel.

3. Click the Add button.
4. In the Order No field, enter the number of the purchase order, or click the LOV button and select the purchase order.
5. In the Item field, enter the SKU or item number of the item, or click the LOV button and select the item.
6. In the Invoice ID field, enter the number of the invoice, or click the LOV button and select the invoice.
7. In the Tariff Treatment field, enter the code for the tariff treatment, or click the LOV button and select the tariff treatment.
8. Provide as much information in the enabled fields as you have available.
9. Click the Apply button. The purchase order and item information is added to the details.
10. Click OK to exit.

Add Charges to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. Click the Shipment button. The Customs Entry Shipment window is displayed.
2. Select a shipment and click the Order/Item button. The Customs Entry Items window is displayed.
3. Select an order and item combination and click the Charges button. The Customs Entry Charges window is displayed.

Customs Entry Charges (cecharge)

CE Ref. ID: 6 Entry No.: 2 Currency: USD

Vessel: HTS1 Voyage/Flight: HTS1 Est. Depart. Date: 16-DEC-1999

Order No.: 10012 Item: 10000792 Rtm Columbia Jackets:Rtm Blue:Rtm-M

HTS	Description	Effective From Date	Effective To Date	Component	Rate	Per Count UOM	CVB	Value
6210.50.9050	ANDRAKS (INCLUDING SKI-JACKETS)	01-JAN-2000	31-DEC-2000	DTY7A	6.40		VFD	0.00
6210.50.9050	ANDRAKS (INCLUDING SKI-JACKETS)	01-JAN-2000	31-DEC-2000	HMFUS	100.00		VFD	0.00
6210.50.9050	ANDRAKS (INCLUDING SKI-JACKETS)	01-JAN-2000	31-DEC-2000	MPFUS	100.00		VFD	0.00

Apply Entry Details

Apply Method: [Dropdown] Component: DTY7A

HTS: 6210.50.9050 Description: ANDRAKS (INCLUDING SKI-JACKETS) Effect From: 01-JAN-2000 Effect To: 31-DEC-2000

Rate: 6.40 Per Count UOM: [Dropdown] Value: 0.00

CVB: VFD Value For Duty: [Text]

Buttons: Apply, Delete HTS, Delete Comp, OK, Add, Previous Item, Next Item, Cancel

4. Click the Add button.
5. In the Apply Method field, select:
 - Single Assessment: To add one cost component.
 - All HTS Components: To add all cost components that are associated with an HTS classification.
6. If you selected Single Assessment, enter the code for the cost component in the Component field, or click the LOV button and select the cost component.
7. In the HTS field, enter the number of the HTS classification, or click the LOV button and select the HTS classification.

8. Enter the rate, unit of measure, value, and computation value basis as necessary.
9. Click the Apply button. The assessment or assessments are added to the customs entry details.
10. Click OK to exit.

Add a License or Visa to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. Click the Shipment button. The Customs Entry Shipment window is displayed.
2. Select a shipment and click the Order/Item button. The Customs Entry Items window is displayed.
3. Select an order and item combination and click the License/Visa button. The Customs Entry License/Visa window is displayed.

Customs Entry - License/Visa (celvisa)

CE Ref. ID: 8 Entry No.: 5 Import Country: US United States

Vessel ID: HTS4 Voyage Flt. ID: HTS4 Est. Departure Date: 23-DEC-1999

Order No.: 10014 Item: 10000127 Rtm Columbia Hats

License/Visa Type	License/Visa ID	License/Visa Quantity	License/Visa Qty UOM	Net Weight	Net Weight UOM	Quota Category	Quota Category Desc.

Apply License/Visa Details

License/Visa Type: [dropdown] License/Visa ID: [text]

Holder ID: [text] Quota Category: [text] [LOV]

License/Visa Qty: [text] [text] [UOM] Net Wt.: [text] [text] [UOM]

Comments: [text] [LOV]

[Apply] [Delete] [OK] [Add] [Cancel]

4. Click the Add button.
5. In the License/Visa Type field, select the type of document.
6. In the License/Visa field, enter the ID of the license or visa.
7. In the Holder ID field, enter the ID of the person or organization that holds the license or visa.
8. In the Quota Category field, enter the ID of the quota category, or click the LOV button and select the quota category.
9. In the License/Visa Qty field, enter the number of units included on the license or visa. In the second field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.

10. In the Net Wt field, enter the net weight. In the second field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
11. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment in the Comments window.
12. Click the Apply button. The license or visa is added to the customs entry details.
13. Click OK to exit.

Add a Missing Document to a Customs Entry

➔ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. Click the Shipment button. The Customs Entry Shipment window is displayed.
2. Select a shipment and click the Order/Item button. The Customs Entry Items window is displayed.
3. Select an order and item combination.
4. From the Options menu, select Missing Documents. The Missing Documents window is displayed.

Missing Documents (missdocs)

Transportation ID: 3 Vessel ID: HTS3 Voyage Flt. ID: HTS3 Est. Depart. Date: 16-DEC-1999

Order No.: 10013 Item: 10000135 Rtm Columbia Glasses

Document ID	Document Description	Document Text	Received Date	Comments

OK Add Delete Cancel

5. Click the Add button.
6. In the Document ID field, enter the ID of the document, or click the LOV button and select the document.
7. In the Received Date field, enter the date received if applicable, or click the LOV button and select the date.
8. In the Comments field, enter a comment as necessary, or click the comments button and enter the comment.
9. Click OK to exit.

Add a Form to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. From the Options menu, select Forms. The Customs Entry Forms window is displayed.

Form Type	OGA Code	OGA Code Description	Form Issue	Notice Date	Due Date	Responded Date

2. Click the Add button.
3. In the Form Type field, select the type of form.
4. In the OGA field, enter the ID of the other government agency, or click the LOV button and select the other government agency.
5. 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.
6. In the Notice Date, Due Date, and Responded Date fields, enter the appropriate dates, or click the calendar buttons and select the dates.
7. Click OK to exit.

Add a Protest to a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode.

1. From the Options menu, select Protests. The Customs Entry Protest window is displayed.

Protest No.	Protest Code	Description	Protest Date	Comments

2. Click the Add button.
3. In the Protest No field, enter the number of the protest.
4. In the Protest Code field, enter the code for the protest, or click the LOV button and select the protest.
5. In the Protest Date field, enter the date of the protest, or click the calendar button and select the date.
6. 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.
7. Click OK to exit.

Chapter 5: Obligations

Overview

As commercial invoices are received from trade 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. You can also record the allocation of items and expenses for one or multiple locations when the obligation is recorded at the purchase order header or purchase order/item level.

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

Search for an Obligation

- ➔ **Navigate:** From the main menu, select Finance → Obligation Maintenance. The Obligation Search window is displayed.

Obligation Search (oblfind)

Action [dropdown]

Obligation Level [dropdown]

Obligation [text field]

Partner Type [dropdown]

Payment Type [dropdown]

Invoice No. [text field]

Invoice Date: From [date field]

Paid Date: From [date field]

Check Authorization [text field]

Partner [text field]

Supplier [text field]

Status [dropdown]

To [date field]

To [date field]

Currency [text field]

OK Search Back Refresh Close

1. In the Action field, select either Edit or View.
2. In the Obligation Level field, select the appropriate level.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click the Search button. The Obligation Search window displays the obligations that match the search criteria.
5. Select a task:
 - To perform another search, click the Refresh button.
 - To display the details of an obligation, select a record and click OK. The Obligation Maintenance window is displayed.
6. Click Close to exit.

Create an Obligation

➔ **Navigate:** From the main menu, select Finance → Obligation Maintenance. The Obligation Search window is displayed.

1. In the Action field, select New.
2. In the Obligation Level field, select the appropriate level.
3. Click OK. The Obligation Maintenance window is displayed.

Obligation Maintenance (oblmain)

Obligation: 61 Obligation Level: Trans. Container Obligation Status: Pending

Container: Vessel: Voyage/Flight: Est. Depart Date:

Partner: ☒ Partner ☐ Supplier Partner Type: Partner:

Invoice No.: Invoice Date: Payment Method:

Amount Paid: Paid Date: Check Auth. No.:

Currency: Exchange Rate: Comments:

Obligation Detail

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
			<input checked="" type="checkbox"/>						0.00
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						

Add Details Delete Details Total Amount: 0.00

OK OK + Repeat Reallocate Locations Delete Cancel

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 may be enabled: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

5. To identify the vendor:
 - a. Select either the Partner or Supplier option.
 - b. If you select Partner, select the type of partner in the Partner Type field.
 - c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
6. 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.

7. To enter the cost components:
 - a. Click the Add Details button.
 - b. In the Component field, enter the code for the component, or click the LOV button and select the component.
 - c. In the Allocation Type field, select the appropriate option.
 - d. 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.
8. Select the In ALC checkbox next to each cost component that you want to include in actual landed cost calculations.
9. Click the OK + Repeat button to create another obligation, or click OK to exit.

Approve an Obligation

➤ **Navigate:** Search for and retrieve an obligation in Edit mode.

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

Note: If you have access to Retek 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 exit.

Edit an Obligation by Location

➔ **Navigate:** Search for and retrieve an obligation in Edit mode.

1. Select a cost component and click the Locations button. The Locations Maintenance window is displayed.

Location Type	Location	Description	Quantity	Amount
Warehouse	478	RTM Warehouse	1.00	1,001.00
Totals			1.00	1,001.00

2. Edit the enabled fields as necessary.
3. To add a location:
 - a. Click the Add button.
 - b. In the Location Type field, select the type of location.
 - c. In the Location field, enter the ID of the location, or click the LOV button and select the location.
 - d. In the Quantity field, enter the number of units that were received at the location.
 - e. In the Amount field, enter the cost allocated to the location.
4. To delete a location:
 - a. Select the location and click the Delete button.
 - b. When prompted to delete the record, click the Yes button.
5. Click OK to exit.

Chapter 6: 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 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.

Search for Actual Landed Costs at the Purchase Order/Item Level

- ➔ **Navigate:** From the main menu, select Finance → ALC Maintenance. The ALC Selection window is displayed.

The screenshot shows the 'ALC Selection' window with the title bar '(alcfind)'. Inside the window, there is an 'Action' dropdown menu set to 'View'. Below this, there is a form with several input fields and dropdown menus for search criteria: 'Order No.', 'Obligation', 'Entry No.', 'Item', 'Quantity', 'Pack', 'Status', 'Error', 'Vessel', 'Voyage/Flight', and 'Est. Depart. Date'. At the bottom of the window, there are five buttons: 'OK', 'Search', 'Back', 'Refresh', and 'Close'.

1. Enter criteria as desired to make the search more restrictive.
2. Click the Search button. The ALC Selection window displays the actual landed cost records that match the search criteria.
3. Select a task:
 - To perform another search, click the Refresh button.
 - To display the ALC details, select a record and click OK. The Actual Landed Cost Header window is displayed.
4. Click Close to exit.

View Actual Landed Costs at the Purchase Order/Item Level

➔ **Navigate:** Search for and retrieve an actual landed cost record.

1. To view ALC details by shipment, shipment/obligation, and shipment/customs entry, select Shipment.
2. To view ALC details by Obligation, select Obligation.
3. To view the details of a customs entry:
 - a. Select a customs entry and click the Entry Detail button. The Customs Entry Header window is displayed.

Customs Entry Header (cehead)

CE Ref. ID: 29 Entry No.: Entry Date: CE Ref. Status:
 Import Country: US United States Currency: USD Exch. Rt.: 1.0
 Entry Status: Summary Date: ALC Status: Pending
 Entry Port: Release Date:
 Entry Type:
 Importer: Consignee:
 Broker: Broker Ref. No.: File No.:
 Bond Type: Bond No.: Liquidation Amt.: Liquidation Date:
 Surety Code: Reliquidation Amt.: Reliquidation Date:
 Entry Team: ☐ Live Ind. Merchandise Location: Location Code:
 Payee Type: Payee:
 Total ELC: Total Duty: Total Other:
 Total VFD: Total Taxes:
 Comments:
 OK OK+Repeat Allocate ALC Recalculate Shipment Delete Cancel

- b. Click OK to exit the Customs Entry Header window.

4. To view the details of an obligation:
 - a. Select an obligation and click the Obligation Detail button. The Obligation Maintenance window is displayed.

Obligation Maintenance (oblmain)

Obligation: 61 Obligation Level: Trans. Container Obligation Status: Pending

Container: Vessel: Voyage/Flight: Est. Depart Date:

☒ Partner ☐ Supplier Partner Type: Partner:

Invoice No.: Invoice Date: Payment Method:

Amount Paid: Paid Date: Check Auth. No.:

Currency: Exchange Rate: Comments:

Obligation Detail

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
			<input checked="" type="checkbox"/>						0.00
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						

Add Details Delete Details Total Amount: 0.00

OK OK + Repeat Reallocate Locations Delete Cancel

- b. Click OK to exit the Obligation Maintenance window.
5. To view the details of a shipment:
 - a. Select a shipment and click the Shipment Detail button. The Shipment Detail window is displayed.

Shipment Detail (alchead)

Order No.: 15432 Item: 10051338 Crt Fashion Style - Do Not Use: Pink: 0 Pack:

Vessel: REAL Voyage/Flight: TEST Est. Depart. Date: 04-FEB-1999

Transportation Details

BL/AWB	Container	Lading Port	Description	Discharge Port	Description	Trans. Mode
						11

OK

- b. Click OK to exit the Shipment Detail window.

6. To view the details for the purchase order:
 - a. From the Options menu, select Order Information. The Order Item Information window is displayed.

Order Item Information (alchead)

Supplier 19992000 CJT supplier

Department1 3522 CJT dept

Unit Cost 45.00 Unit Retail 52.79 % Markup 0.01%

OK

- b. Click OK to exit the Order Item Information window.
7. Click OK to exit.

View Actual Landed Cost Components by Location

- ➔ **Navigate:** Search for and retrieve an actual landed cost record at the purchase order/item level.
1. Select a shipment, obligation, or customs entry and click the Component List button. The ALC Component Information window is displayed.
 2. Select a component and click the Locations button. The ALC Component Location Information window is displayed.

[illegible]

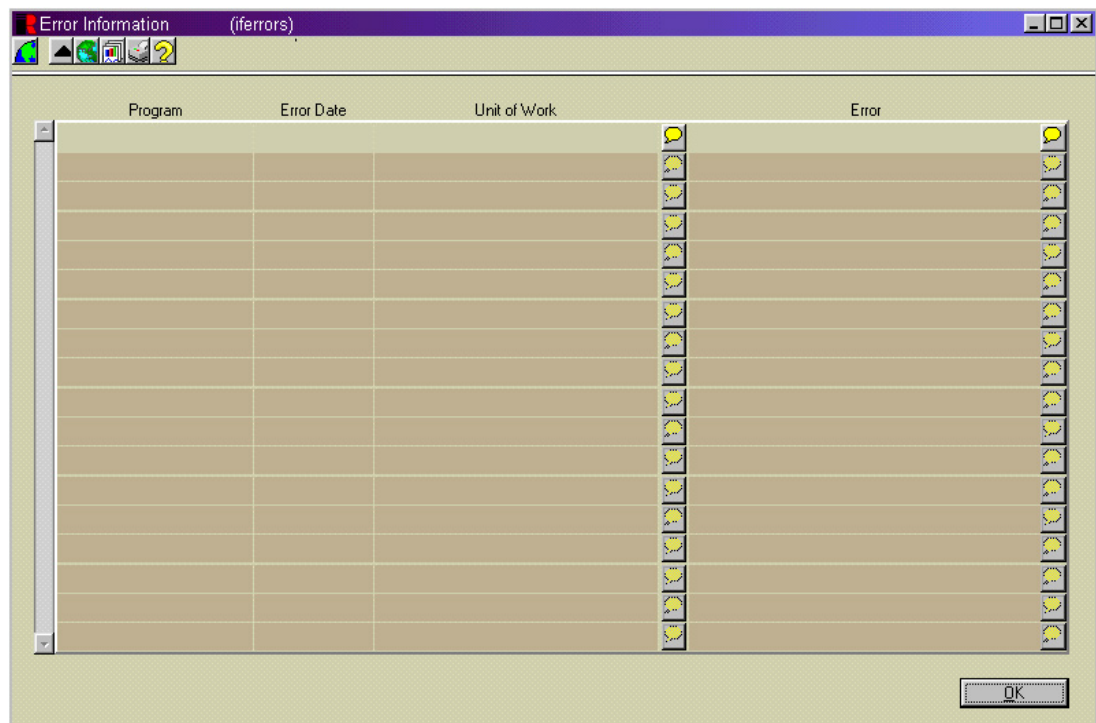
3. Click OK to exit.

View Processing Errors for Actual Landed Costs

- **Navigate:** Search for and retrieve actual landed cost record at the purchase order/item level.

Note: To limit the search to records with errors, select Yes in the Errors field.

1. From the Options menu, select Errors. The Error Information window is displayed.



2. Click OK to exit.

Search for Actual Landed Costs by Purchase Order

- ➔ **Navigate:** From the main menu, select Finance → ALC Order Maintenance. The ALC Order Find window is displayed.

ALC Order Find (alcofind)

Action: [Dropdown]

Order No. [Text Box] Vessel [Text Box]

Obligation [Text Box] Voyage/Flight [Text Box]

Entry No. [Text Box] Est. Depart. Date [Text Box]

Order Status [Dropdown] ELC/ALC Variance Percentage Range [Text Box] to [Text Box]

ALC Status [Dropdown]

Item [Text Box]

Pack [Text Box]

[OK] [Search] [Refresh] [Close]

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

ALC Order Finalize (alcordfn)

Order No.	Order Status	Extended ELC	Extended ALC	Percent Variance	ALC Status	Comments
10003	Worksheet	583.8	484.82	20.42%	Pending	
10005	Worksheet	612.08	484.82	26.25%	Pending	
10009	Worksheet	242.41	242.41	0.00%	Pending	
10010	Worksheet	242.41	242.41	0.00%	Pending	
10012	Worksheet	303.61	242.41	25.25%	Pending	
10013	Worksheet	1450.05	1212.05	19.64%	Pending	

Order No. [10003] Order Status [Worksheet] Method of Finalization [Dropdown] [Apply]

Extended ELC [583.8] Extended ALC [484.82] Percent Variance [20.42%]

ALC Status [Pending] Comments [Text Box]

[OK] [ALC Detail] [Cancel]

Finalize Actual Landed Costs by Purchase Order

- ➡ **Navigate:** Search for and retrieve an actual landed cost record in Edit mode.
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 exit.

View Actual Landed Costs by Purchase Order

➔ **Navigate:** Search for and retrieve an actual landed cost record in View mode.

1. To view actual landed cost details:

- a. Select a record and click the ALC Detail button. The ALC Selection window is displayed. The purchase order number is filled in automatically.

- b. Click the Search button.

- c. Select a record and click the OK button. The Actual Landed Cost Header window is displayed.

- d. To view details by obligation, select the Obligation option.

- e. To view details by shipment, select the Shipment option.
 - f. Click OK to exit the Actual Landed Costs Header window.
 - g. Click Close to exit the ALC Selection window.
2. Click OK to exit.

Chapter 7: Document Maintenance and Timelines

Overview

Document Maintenance

The Document Maintenance feature allows you to create, edit, and view documents required for letter of credit processing. You can then add or delete required documents associated with the following entities:

- Suppliers
- Partners
- Countries
- HTS chapters
- Letters of credit
- Staple items
- Fashion styles
- Fashion SKUs
- Pack items
- Purchase orders

Any documents associated with these entities are attached to a purchase order when you create it. When you attach a letter of credit to a purchase order, the required documents are then applied to the letter of credit. Required documents applied to the letter of credit are transmitted to the bank through an electronic exchange.

Note: Using Retek Trade Management, you can add required documents to the letters of credit or HTS chapters. The remaining entities are accessible in the Retek Merchandising System program.

Timelines

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity.

You can associate timelines with a variety of activities in Retek Trade Management (RTM). Timelines can be attached to activities in the following modules:

- Customs entry records
- Transportation records
- Items on a purchase order
- Containers
- Bills of lading or air waybills
- Commercial invoices

1. Select the HTS chapter.
2. From the Options menu, select Chapter Documents. The Required Documents window is displayed.

The screenshot shows a software window titled "Required Documents (reqdoc)". At the top left are standard Windows icons. Below the title bar, there's a label "HTS Chapter" followed by a text input field containing "0201". The main area is a table with three columns: "Document", "Document Description", and "Document Text". The "Document" column contains a vertical stack of small document icons. The "Document Description" column is currently empty. The "Document Text" column is also empty. On the right side of the table, there is a vertical toolbar with several circular icons, each containing a different symbol like a magnifying glass or a trash can. At the bottom of the window are four buttons: "OK", "Add", "Delete", and "Cancel".

3. Click the Add button.
4. In the Document field, enter a document number, or click the LOV button to select a document.
5. Click OK to exit.

Add a Required Document to a Letter of Credit

➡ **Navigate:** Search for and retrieve a letter of credit in the Edit mode. The Letter of Credit Application Header window is displayed.

1. From the Options menu, select Required Documents. The Required Documents window is displayed.

The screenshot shows the 'Required Documents' window. At the top, the title bar reads 'Required Documents (reqdoc)'. Below the title bar, there is a toolbar with several icons. A text field labeled 'HTS Chapter' contains the value '0201'. Below this, there is a table with three columns: 'Document', 'Document Description', and 'Document Text'. The 'Document' column contains a vertical list of small icons. The 'Document Text' column contains a vertical list of small icons. At the bottom of the window, there are four buttons: 'OK', 'Add', 'Delete', and 'Cancel'.

2. Click the Add button.
3. In the Document field, enter a document number, or click the LOV button to select a document.
4. Click OK to exit.

Associate a Timeline With a Customs Entry

➡ **Navigate:** Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

1. From the Options menu, select Timelines → New. The Timeline window is displayed.

2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
 - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
 - In any one of the Original Date fields, enter a date; then click the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.
4. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
5. Click OK to exit.

Associate a Timeline with a Transportation PO/Item

➤ **Navigate:** Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

1. From the Options menu, select Timelines → PO/Item → New. The Timeline window is displayed.

Sequence Step	Description	Dates			Reason	Comments
		Original	Revised	Actual		

Total Variance

OK OK + Repeat Calculate Dates Refresh Delete Delete Timeline Cancel

2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
 - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
 - In any one of the Original Date fields, enter a date; then click the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.
4. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
5. Click OK to exit.

Associate a Timeline with a Container

- **Navigate:** Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

1. From the Options menu, select Timelines → PO/Item → New. The Timeline window is displayed.

Sequence Step	Description	Dates			Reason	Comments
		Original	Revised	Actual		

Total Variance

OK OK + Repeat Calculate Dates Refresh Delete Delete Timeline Cancel

2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
 - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
 - In any one of the Original Date fields, enter a date; then click the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.
4. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
5. Click OK to exit.

Associate a Timeline with a Bill of Lading

➔ **Navigate:** Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

1. From the Options menu, select Timelines → BL/AWB → New. The Timeline window is displayed.

2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
 - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
 - In any one of the Original Date fields, enter a date; then click the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.
4. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.
5. Click OK to exit.

Chapter 8: Retek Trade Management Quick Navigation

Window	Form	Navigation
Harmonized Tariff Schedule		
Harmonized Tariff Schedule (hts)	hts.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Anti-Dumping Duties (htsad)	htsad.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Chapter Maintenance (htschap)	htschap.fmb	Control + Landed Cost + HTS Maintenance + HTS Chapter Maintenance + Edit/View
HTS Chapter Restraints (htscres)	htscres.fmb	Control + Landed Cost + HTS Maintenance + HTS Chapter Maintenance + Edit/View
HTS Countervailing Duties (htscvd)	htscvd.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Fee (htsfee)	htsfee.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Selection (htsfind)	htsfind.fmb	Control + Landed Cost + HTS Maintenance + HTS; Control + Landed Cost + HTS Maintenance + HTS Chapter Maintenance + Edit/View
HTS Other Government Agencies (htsoga)	htsoga.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Reference (htsref)	htsref.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Tariff Treatment (htstar)	htstar.fmb	Control + Landed Cost + HTS Maintenance + HTS
HTS Tax (htstax)	htstax.fmb	Control + Landed Cost + HTS Maintenance + HTS
Item HTS Assessment Maintenance (itassess)	itassess.fmb	Items + Quick Item Entry; Items + Items
HTS Details (itemhts)	itemhts.fmb	Items + Quick Item Entry; Items + Items
Item HTS Maintenance (itemhts)	itemhts.fmb	Items + Quick Item Entry; Items + Items
HTS Details (ordhts)	ordhts.fmb	Not Available
Order Item HTS Maintenance (ordhts)	ordhts.fmb	Not Available
Quota Categories (quotacat)	quotacat.fmb	Control + Landed Cost + HTS Maintenance + Quota Category + Edit/View
Letter of Credit		

Window	Form	Navigation
Letter of Credit Activity (lcactive)	lcactive.fmb	Finance + Payments + Letter of Credit
Letter of Credit - Amendments (lcamend)	lcamend.fmb	Finance + Payments + Letter of Credit
Letter of Credit Amendments - Fixed Format Application (lcamend)	lcamend.fmb	Finance + Payments + Letter of Credit
Letter of Credit Amendments - Net Effect (lcamend)	lcamend.fmb	Finance + Payments + Letter of Credit
Letter of Credit Application Details (lcappdtl)	lcappdtl.fmb	Finance + Payments + Letter of Credit
Letter of Credit Application Header (lcapphdr)	lcapphdr.fmb	Finance + Payments + Letter of Credit; Ordering + Orders
Letter of Credit Terms (lcapphdr)	lcapphdr.fmb	Finance + Payments + Letter of Credit
Letter of Credit Find (lcfind)	lcfind.fmb	Finance + Payments + Letter of Credit
Letter of Credit Order Apply (lcardapp)	lcardapp.fmb	Finance + Payments + Letter of Credit
Transportation		
Freight Size (frtsize)	frtsize.fmb	Control + Setup + Freight Size Maintenance + Edit/View
Freight Type (frttype)	frttype.fmb	Control + Setup + Freight Type Maintenance + Edit/View
SCAC Maintenance (scac)	scac.fmb	Control + Setup + SCAC Maintenance + Edit/View
Transportation Claims (tranclm)	tranclm.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Delivery (trandelv)	trandelv.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Selection (tranfind)	tranfind.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation License/Visa (tranlvis)	tranlvis.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Packing (tranpack)	tranpack.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Finalize (transfin)	transfin.fmb	Inventory + Transportation + Finalize
Transportation SKU (transku)	transku.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance

Window	Form	Navigation
Commercial Invoice (transprt)	transprt.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Freight (transprt)	transprt.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation (transprt)	transprt.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Dates (transprt)	transprt.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Transportation Totals (transprt)	transprt.fmb	Inventory + Transportation Selection; Inventory + Transportation + Maintenance
Customs Entry		
Customs Entry Charges (cecharge)	cecharge.fmb	Inventory + Customs Entry
Customs Entry Search (cefind)	cefind.fmb	Inventory + Customs Entry
Customs Entry - Forms (ceforms)	ceforms.fmb	Inventory + Customs Entry
Customs Entry Header (cehead)	cehead.fmb	Inventory + Customs Entry
Customs Entry - License/Visa (celvisa)	celvisa.fmb	Inventory + Customs Entry
Customs Entry - Item/BL/Container (ceordit)	ceordit.fmb	Inventory + Customs Entry
Customs Entry - Items (ceordit)	ceordit.fmb	Inventory + Customs Entry
Customs Entry - Protest (ceprotst)	ceprotst.fmb	Inventory + Customs Entry
Customs Entry - Shipment (ceship)	ceship.fmb	Inventory + Customs Entry
Missing Documents (missdocs)	missdocs.fmb	Inventory + Transportation Selection; Inventory + Customs Entry
Obligations		
Obligation Search (oblfind)	oblfind.fmb	Finance + Obligation Maintenance
Locations Maintenance (oblmain)	oblmain.fmb	Finance + Obligation Maintenance
Obligation Maintenance (oblmain)	oblmain.fmb	Finance + Obligation Maintenance; Finance + ALC Maintenance
Actual Landed Costs		
ALC Component Information	alccomp.fmb	Finance + ALC Maintenance

Window	Form	Navigation
(alccomp)		
ALC Component Location Information (alccomp)	alccomp.fmb	Finance + ALC Maintenance
ALC Selection (alcfind)	alcfind.fmb	Finance + ALC Maintenance
Actual Landed Cost Header (alchead)	alchead.fmb	Finance + ALC Maintenance
Order Item Information (alchead)	alchead.fmb	Finance + ALC Maintenance
Shipment Detail (alchead)	alchead.fmb	Finance + ALC Maintenance
ALC Order Find (alcofind)	alcofind.fmb	Finance + ALC Order Maintenance
ALC Order Finalize (alcordfn)	alcordfn.fmb	Finance + ALC Order Maintenance
Error Information (iferrors)	iferrors.fmb	Finance + ALC Maintenance