Oracle® Retail Import Management Cloud Service

Customs Entry User Guide

Release 16.0.030

F17019-01

June 2019

Oracle Retail Import Management Cloud Service Customs Entry User Guide, Release 16.0.030

F17019-01

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Oracle Retail Import Management Cloud Service Customs Entry User Guide, Release 16.0.030

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Preface

This document describes the Oracle Retail Import Management Cloud Service user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is for users and administrators of Oracle Retail Import Management Cloud Service. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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Related Documents

For more information, see the following documents in the Oracle Other Product One Release 16.0.030 documentation set:

- *Oracle Retail Import Management Cloud Service Release Notes*
- *Oracle Retail Import Management Cloud Service Actual Landed Cost User Guide*
- *Oracle Retail Import Management Cloud Service Do the Basics User Guide*
- *Oracle Retail Import Management Cloud Service Foundation Data User Guide*
- *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*
- *Oracle Retail Import Management Cloud Service Obligation User Guide*
- *Oracle Retail Import Management Cloud Service Transportation User Guide*

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release and additional patch releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch releases can contain critical information related to the base release, as well as information about code changes since the base release.

Improved Process for Oracle Retail Documentation Corrections

To more quickly address critical corrections to Oracle Retail documentation content, Oracle Retail documentation may be republished whenever a critical correction is needed. For critical corrections, the republication of an Oracle Retail document may at times not be attached to a numbered software release; instead, the Oracle Retail document will simply be replaced on the Oracle Technology Network Web site, or, in the case of Data Models, to the applicable My Oracle Support Documentation container where they reside.

This process will prevent delays in making critical corrections available to customers. For the customer, it means that before you begin installation, you must verify that you have the most recent version of the Oracle Retail documentation set. Oracle Retail documentation is available on the Oracle Technology Network at the following URL:

http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

An updated version of the applicable Oracle Retail document is indicated by Oracle part number, as well as print date (month and year). An updated version uses the same part number, with a higher-numbered suffix. For example, part number E123456-02 is an updated version of a document with part number E123456-01.

If a more recent version of a document is available, that version supersedes all previous versions.

Oracle Retail Documentation on the Oracle Technology Network

Oracle Retail product documentation is available on the following web site:

http://www.oracle.com/technetwork/documentation/oracle-retail-100266.html

(Data Model documents are not available through Oracle Technology Network. You can obtain these documents through My Oracle Support.)

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Customs Entry Overview

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

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

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

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

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

2

Create a Customs Entry

To create a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Create Customs Entry**. The Customs Entry window appears.
2. In the Customs Entry header, the customs entry number is auto-generated, if you create a customs entry. The ALC status as well as the status of the customs entry are displayed in the top right corner of the window. If you create a customs entry the ALC status defaults to Pending and the status of the customs entry to Worksheet.
3. Enter, select or search for customs entry data, in the individual sections. For more information about the individual sections of the Customs Entry window, see the Define/Enter a Customs Entry section.
4. Then select one of the following options.
   - Click **Save and Close** to save you entries and close the Customs Entry window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create additional entries.
   - Click **Cancel** to reject all entries and close the Customs Entry window.

Define/Enter a Customs Entry

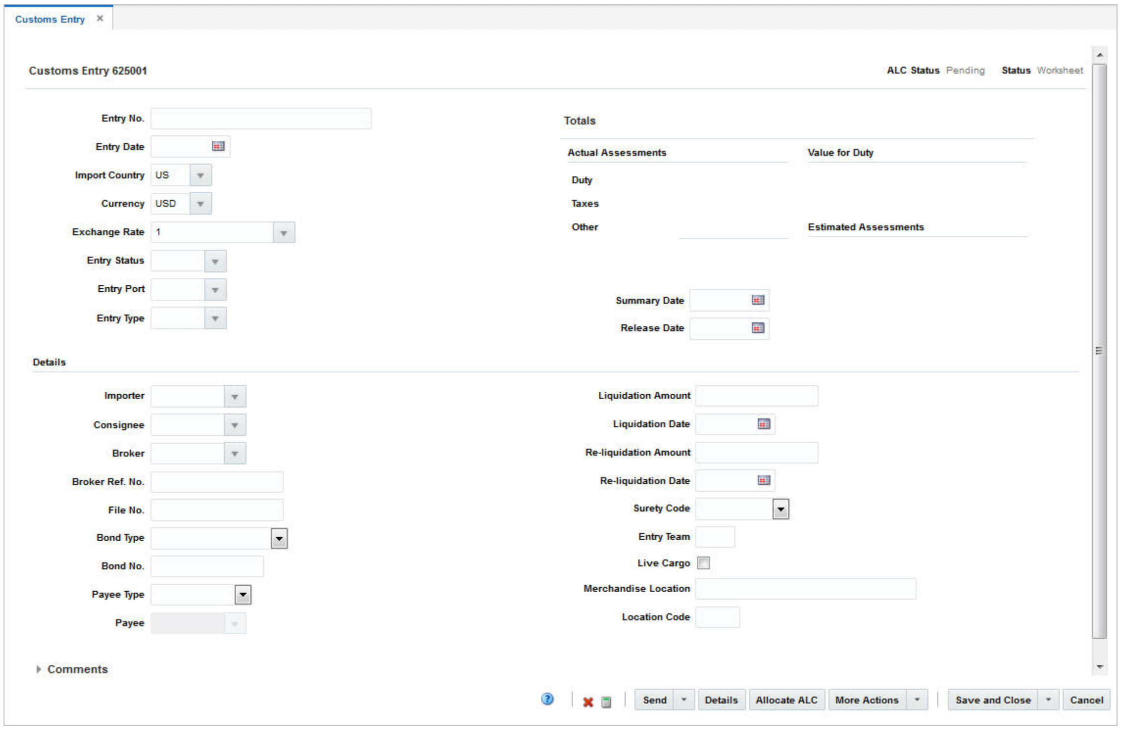
You can track the movement of goods through customs in the import country through the Customs Entry (CE) module.

The Create Customs Entry option opens the Customs Entry window. This window allows you to view and maintain customs entries. You can also calculate assessments and allocate them to actual landed cost (ALC).

The Customs Entry window contains the following sections.

- Customs Entry Header
- Details
- Comments
- Customs Entry Toolbar

Figure 2–1 Customs Entry Window



Customs Entry Header

The Customs Entry header displays the Customs Entry ID. In the top right corner of the section the ALC status as well as the status of the customs entry are displayed. Additionally, the section contains the following entry fields.

Table 2–1 Customs Entry Header - Fields and Description

Field	Description
Entry No.	Enter the entry number.
Entry Date	Enter the entry date or use the Calendar icon to select an entry date.
Import Country	Displays default value.
Currency	Displays default value.
Exchange Rate	Displays default value. If you need to edit the current Exchange Rate, see “Editing the Exchange Rate” in the *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*.
Entry Status	Enter, select or search for the status of the customs entry.
Entry Port	Enter, select or search for the entry port.
Entry Type	Enter, select or search for the entry type.
Summary Date	Enter the summary date or use the Calendar icon to select the date.
Release Date	Enter the release date or use the Calendar icon to select the date.

Furthermore, the Customs Entry Header contains the Totals section. You can view the following totals in this section.

Table 2–2 Totals - Fields an Description

Field	Description
Total Actual Assessments	The Actual Assessments column lists the following values: ▪ Duty ▪ Taxes ▪ Other
Value for Duty	Displays the dutiable value of the merchandise on the customs entry.
Estimated Assessments	Displays the estimated value of the assessments on the customs entry.

Details

The Details section contains the following fields.

Table 2–3 Details - Fields and Description

Field	Description
Importer	Enter, select or search for the importer.
Consignee	Enter, select or search for the consignee.
Broker	Enter, select or search for the broker.
Broker Ref. No.	Enter the broker reference number.
File No.	Enter the file number.
Bond Type	Select the bond type from the list.
Bond No.	This field is only enabled, if you selected a bond type. Enter the bond number.
Payee Type	Select the payee type from the field.
Payee	This field is only enabled, if you selected a payee type. Enter, select or search for the payee.
Liquidation Amount	Enter the liquidation amount.
Liquidation Date	Enter the liquidation date or use the Calendar icon to select the date.
Re-liquidation Amount	Enter the re-liquidation amount.
Re-liquidation Date	Enter the re-liquidation date or use the Calendar icon to select a date.
Surety Code	Select a surety code from the list.
Entry Team	Enter the entry team.
Live Cargo	Select the Live Cargo checkbox, to indicate the entry is live in accordance to the U.S. 7501 form.
Merchandise Location	Enter the merchandise location.
Location Code	Enter the location code.

Comments

The Comments section holds the **Comments** field. You can enter any comments for the customs entry.

Customs Entry Toolbar

The Customs Entry Toolbar displays the icons and buttons for actions that can be performed for the customs entry such as changing the status of the customs entry or navigating to the CE Details window to edit and view shipments, orders, items or charges information related to the customs entry. The Customs Entry Toolbar contains the following icons and buttons.

Table 2–4 Customs Entry Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Delete icon	Deletes the current customs entry. Only possible, if the Customs Entry is still in the status Worksheet.
Recalculate icon	Use this icon to recalculate the totals in the Customs Entry window, after you have changed CE Details such as order/items or charges.
Status	If you click the **Status** button, the status of the customs entry changes to the status specified on the button. When there is more than one status to which the customs entry can be changed to, click the arrow on the right side of the button to display the additional status options. Possible customs entry statuses are: ■ Worksheet ■ Send ■ Downloaded ■ Confirmed
Details	Click **Details** to view the details of the customs entry. The CE Details window appears. For more information about CE details, see the Custom Entry Details section.
Allocate ALC	Click **Allocate ALC** to allocate the costs to the actual landed costs module.
More Actions	Click **More Actions** to see a list of additional actions that can be performed in the Customs Entry window. For more information about the More Action Menu for customs entries, see the Customs Entry - More Actions Menu section.
Save and Close	Click **Save and Close** to save your changes and close the window. Click the arrow on the right side of the button to display the additional save options. ■ Click **Save** to save your entries. ■ Click **Save and Create Another** to create additional entries.
Cancel	Click **Cancel** to reject all entries and close the window.

Table 2–4 (Cont.) Customs Entry Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Done	Only displayed in view mode. Click **Done** to close the window.

Note: If you enter the Customs Entry window in view mode, only the following icons and buttons are available:

- Help icon
- **Details** button
- More Actions menu
- **Done** button

All other icons and buttons are disabled in view mode.

Customs Entry - More Actions Menu

Use the More Actions menu to navigate to the following windows. The More Actions menu contains the following options.

Table 2–5 More Actions Menu - Buttons and Description

Action Buttons	Description
Forms and Protests	Opens the CE Forms and Protests window. For more information about this function, see the Forms and Protests section.
Timelines	Opens the Customs Entry Timelines window. For more information about this function, see the Timelines section.

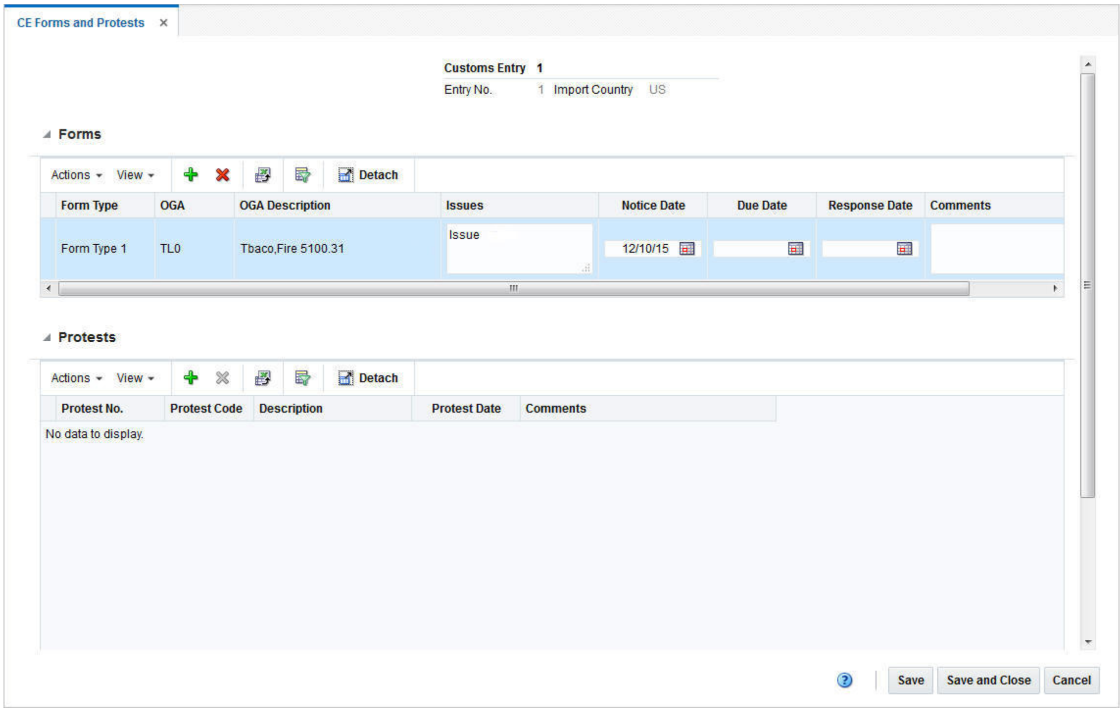
Forms and Protests

In the CE Forms and Protests window you can create, edit and view forms and protest information related to the selected customs entry.

The CE Forms and Protests window contains the following sections.

- CE Forms and Protests Header
- Forms Table
- Protests Table
- CE Forms and Protests Toolbar

Figure 2–2 CE Forms and Protests Window



CE Forms and Protests Header

The CE Forms and Protests header displays the customs entry, the entry number and the import country.

Forms Table

In the Forms table you can maintain forms records. The table displays the following columns by default.

- Form Type
- OGA Code and Description
- Issues
- Dates such as Notice, Due and Response Date
- Comments

Forms Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

Table 2–6 Forms Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add forms to a customs entry by selecting **Actions > Add** or by using the Add icon. For more information about how to add forms, see the Add Forms section.

Table 2–6 (Cont.) Forms Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete a form from a customs entry: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table.
Export to Excel and Export to Excel icon	You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.

Forms Table - View Menu and Icons

You can customize the view of the table. Use the View Menu to customize the view as listed below.

Table 2–7 Forms Table - View Menu and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Protests Table

In the Protests table you can maintain protest records. The table displays the following columns by default.

- Protest Number
- Protest Code
- Description
- Protest Date
- Comments

Protests Table - Actions Menu and Icons

Use the Actions Menu and Icons to apply actions to the table. You can perform the actions listed below.

Table 2–8 Protests Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add protests to a customs entry by selecting **Actions > Add** or by using the Add icon. For more information about how to add protests, see the Add Protests section.

Table 2–8 (Cont.) Protests Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete a protest from a customs entry: ■ Select a record in the table. ■ Select **Actions > Delete** or use the Delete icon. ■ You are prompted if you want to delete the record. Select **Yes** to confirm the prompt. ■ The record is deleted from the table.
Export to Excel and Export to Excel icon	You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.

Protests Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–9 Protests Table - View Menu/Icons and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

CE Forms and Protests Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the CE Forms and Protest window. The Toolbar contains the following icons and buttons.

Table 2–10 CE Forms and Protests Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Save	Click **Save** to save your changes.
Save and Close	Click **Save and Close** to save your changes and close the window.
Cancel	Click **Cancel** to reject all entries and close the window.

Add Forms

To add a form to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.

3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.

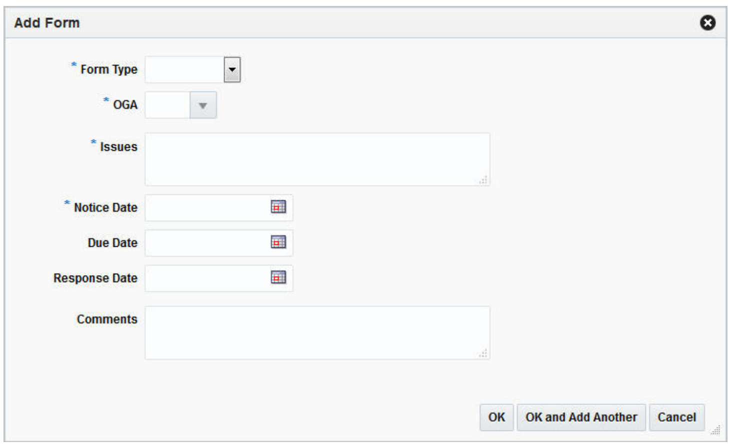
4. Select a record in the Results section.

5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.

6. In the **More Actions** menu select **Forms and Protests**. The CE Forms and Protests window appears.

7. In the Forms table, select **Actions** > **Add** or use the Add icon. The Add Form window appears.

Figure 2–3 Add Form Window



   a. In the **Form Type** field, select the form from the list. This field is a required field.

   b. In the **OGA** field, enter, select or search for the ID of the other government agency. This field is a required field.

   c. In the **Issues** field, enter the issue raised be the government agency. This field is a required field.

   d. In the **Notice Date** field, enter or select the appropriate date or use the Calendar icon to select the date. This field is a required field.

   e. In the **Due Date** field, enter or select the appropriate date or use the Calendar icon to select the date.

   f. In the **Response Date** field, enter or select the appropriate date or use the Calendar icon to select the date.

   g. In the **Comments** field, enter your comments, if necessary.

   h. Then choose one of the following options.

      * Click **OK** to add your changes and close the Add Form window. The system returns to the CE Forms and Protests window. The new form is added to the Form table.

      * Click **OK and Add Another** to add additional forms.

      * Click **Cancel** to reject all entries and close the Add Form window. The system returns to the CE Forms and Protests window.

8. After have added all necessary forms, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all changes and close the CE Forms and Protests window.

Edit Forms

After you have added a form to a customs entry, you can edit the form as shown below.

1. In the Forms table, select a record and edit the following columns, if necessary.
   - **Issues**

     Add, change or delete the shown entry.
   - **Notice, Due** and/or **Response Date**

     Enter or use the Calendar icon to select the notice, due and/or response date.
   - **Comments**

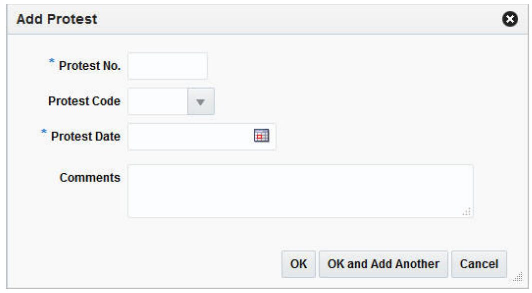
     Add, change or delete the shown entry.
2. After you have changed all necessary data, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all entries and close the CE Forms and Protests window.

Add Protests

To add protests to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select Forms and Protests. The CE Forms and Protests window appears.
7. In the Protest table, select **Actions > Add** or use the Add icon. The Add Protest window appears.

Figure 2–4 Add Protest Window



a. In the **Protest No.** field, enter the number of the protest. This field is a required field.

b. In the **Protest Code** field, enter, select or search for appropriate protest code.

c. In the **Protest Date** field, enter or use the Calendar icon to select the date of the protest. This field is a required field.

d. In the **Comments** field, enter your comments, if necessary.

e. Then choose one of the following options.

   * Click **OK** to add the protest and close the Add Form window. The system returns to the CE Forms and Protests window. The new protest is added to the Protests table.
   * Click **OK and Add Another** to add additional protests.
   * Click **Cancel** to reject all entries and exit the Add Protest window. The system returns to the CE Forms and Protests window.

8. After have added all necessary protests, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Forms and Protests window.
   - Click **Cancel** to reject all changes and close the CE Forms and Protests window.

Edit Protests

After you have added a protest to the customs entry, you can edit the protest as shown below.

1. In the Protests table, select a record and edit the following columns, if necessary.
   - **Protest Code**

     Enter, select or search for a another protest code.
   - **Protest Date**

     Enter or use the Calendar icon to select the corresponding date of the protest.
   - **Comments**

     Add, change or delete the comments of the displayed protest.
2. Then choose one of the following options.
   - Click **Save** to save your changes.

- Click **Save and Close** to save your changes and close the CE Forms and Protests window.
- Click **Cancel** to reject all entries and close the CE Forms and Protests window.

Timelines

In this window you can add timelines to a customs entry. You can attach a date to each step linked with an activity and monitor the completion of the activity. You can also modify the dates based on the changes in the schedule of related activity and add a relevant reason/comment for the change.

The Customs Entry Timelines Window contains the following sections.

- Customs Timeline Header

  This section contains the customs entry number.
- Timelines
- Timeline Details
- Customs Entry Timelines Toolbar

Timelines

In the timelines section you can add or delete a timeline to/from the selected customs entry.

Timelines Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

Table 2–11 Timelines Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add timelines to a customs entry by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add a customs timeline, see the Add a Timeline to a Customs Entry section.
Delete and Delete icon	You can delete timelines from a customs entry by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete a timeline from a customs entry, see the Delete Timelines from a Customs Entry section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.

Timelines Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–12 Timeline Table - View Menu/Icons and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Sort	You can sort columns by the following options: ▪ Ascending ▪ Descending ▪ Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Timeline Details

In the Timeline Details section you can view the reason and comments for a modified step within a timeline. You can also delete timeline details from the custom entry.

Timeline Details Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

Table 2–13 Timeline Details Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete timeline details from a customs entry by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete protests, see the Delete Timeline Details from a Customs Entry section.
Export to Excel and Export to Excel icon	You can save the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
Calculate Revised Dates button	Use the **Calculate Revised Dates** button, after you have made timeline changes.
Wrap icon	You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon.

Timeline Details Table - View Menu and Icons

You can customize the view of the table. Use the View Menu to customize the view as listed below.

Table 2–14 Timeline Details Table - View Menu and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.

Table 2–14 (Cont.) Timeline Details Table - View Menu and Description

View Menu/Icons	Description
Detach	You can view the tables in the application in a separate window by clicking Detach.
Sort	You can sort columns by the following options: ▪ Ascending ▪ Descending ▪ Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Customs Entry Timelines Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Customs Timelines window. The Toolbar contains the following icons and buttons.

Table 2–15 Customs Entry Timelines Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Save	Click **Save** to save your changes.
Save and Close	Click **Save and Close** to save your changes and exit the Customs Timeline window.
Cancel	Click **Cancel** to reject all entries and exit the Customs Timeline window.

Add a Timeline to a Customs Entry

To add a timeline to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Customs Timeline window appears.
7. In the Timeline table, select **Actions > Add** or use the Add icon. The Add Timeline window appears.
   a. In the **Timeline** field, enter, select or search for the step number you want to add a timeline for. This field is a required field.

b. In the **Base Date** field, enter or use the Calendar icon to select a date.

c. Then choose one of the following options.

   * Click **OK** to add the timeline and close the Add Timeline window. The system returns to the Customs Timeline window. The new timeline is added to the Timeline table.
   * Click **OK and Add Another** to add additional timelines.
   * Click **Cancel** to reject all entries and close the Add Timeline window. The system returns to the Customs Timeline window.

8. After you have added all necessary timelines, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all changes and close the Customs Timeline window.

Delete Timelines from a Customs Entry

To delete a timeline from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Timelines window appears.
7. In the Timeline table, select **Actions > Delete** or use the Delete icon.
8. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
9. Then choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all changes and close the Customs Timeline window.

Edit Timeline Details of a Customs Entry

To edit timeline details of a customs entry, follow the steps listed below.

1. In the Timeline Details table, select a record and edit the following columns, if necessary.

   - **Revised Date**

     Enter or use the Calendar icon to select a new date for an activity.

   - **Actual Date**

Enter or use the Calendar icon to select the actual date for an activity.

- **Reason**

  Enter, select or search for a reason for the timeline change.

- **Comments**

  Enter or change comments for the activity.

2. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Customs Timeline window.
   - Click **Cancel** to reject all entries and close the Customs Timeline window.

Delete Timeline Details from a Customs Entry

To delete timeline details from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the **More Actions** menu select **Timelines**. The Timelines window appears.
7. In the Timeline Details table, select **Actions > Delete** or use the Delete icon.
8. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
9. After you have deleted all necessary records, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and exit the Customs Timeline window.
   - Click **Cancel** to reject all changes and exit the Customs Timeline window.

Custom Entry Details

The CE Details window allows you to add, edit and view shipments, order/items and charges information related to a customs entry.

A transportation shipment is represented as a vessel/voyage or flight/estimated departure date combination. You can add, edit and view vessel/voyage/ETD details such as lading and discharge ports, SCAC code (standard carrier alpha code), shipment method, export country, relevant dates and shipment number.

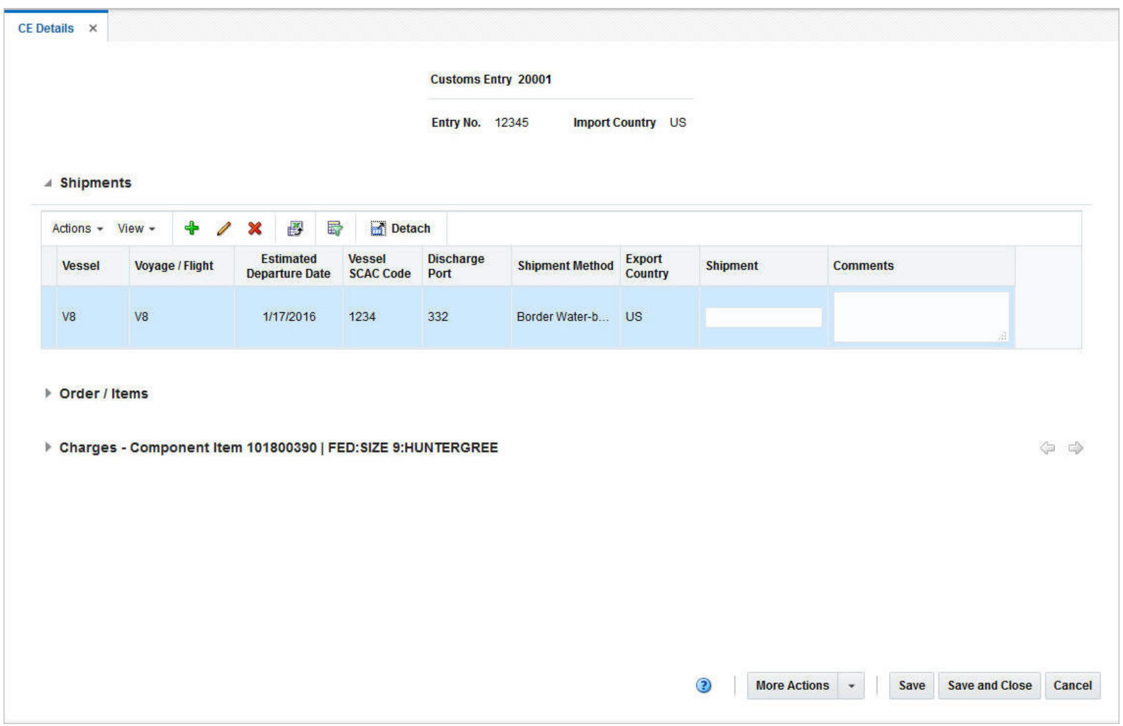
For each transportation shipment on the CE you can add, edit and view the order/item information. You can edit or view the item level information needed for clearing customs. Use the Actions menu to edit or view related license/visa details, BOLs/containers and missing documents.

The charges table displays any charges against an order/item on a particular transportation shipment. All HTS components or a single component (expense or assessment) can be added as a charge for the item.

The CE Details window contains the following sections.

- Custom Entry Details Header
- Shipments
- Order/Items
- Customs Entry Charges
- Custom Entry Details Toolbar

Figure 2–5 CE Details Window



Custom Entry Details Header

The CE Details Header contains the following information.

- Customs Entry ID
- Entry No.
- Import Country

Custom Entry Details Toolbar

The CE Details Toolbar displays the icons and buttons for actions that can be performed in the CE Details window. The CE Details Toolbar contains the following icons and buttons.

Table 2–16 CE Details Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
More Actions	Click **More Actions** to see a list of additional actions that can be performed in the CE Details window. ■ Currency You can toggle between the invoice/CE, the currency of the customs entry and the system's primary currency.
Save	Click **Save** to save the changes to the customs entry.
Save and Close	Click **Save and Close** to save changes to the customs entry and close the CE Details window.
Cancel	Click **Cancel** to reject all changes and close the CE Details window.
Done	Only displayed in view mode. Click **Done** to close the CE Details window.

Shipments

The Shipments section displays the following columns by default.

- Vessel
- Voyage/Flight
- Estimated Departure Date
- Vessel SCAC Code
- Discharge Port
- Shipment Method
- Export Country
- Shipment
- Comments

Shipments - Actions Menu and Icons

Use the Actions Menu to apply actions to the table. You can perform the actions listed below.

Table 2–17 Shipments - Actions Menu/icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add shipments to the table by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add shipments to a customs entry, see the Add Shipments to a Customs Entry section.
Edit and Edit icon	You can edit shipments for a customs entry by selecting **Actions** > **Edit** or by using the Edit icon. For more information about how to edit shipments for a customs entry, see the Edit Shipments of a Customs Entry section.

Table 2–17 (Cont.) Shipments - Actions Menu/icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete shipments from a customs entry by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete shipments from a customs entry, see the Delete Shipments from a Customs Entry section.
Export to Excel and Export to Excel icon	You can export the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
Wrap icon	You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon.

Shipments - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–18 Shipments - View Menu/Icons and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Sort	You can sort columns by the following options: ▪ Ascending ▪ Descending ▪ Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

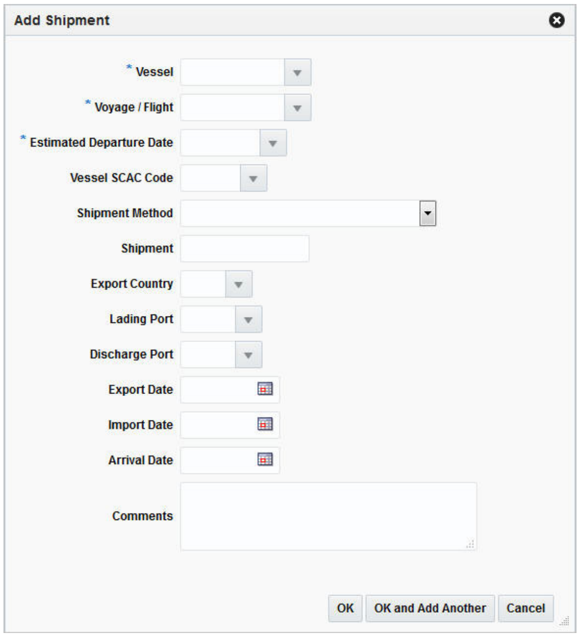
Add Shipments to a Customs Entry

To add a shipment to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.

7. In the Shipments table, select **Actions > Add** or use the Add icon. The Add Shipment window appears.

Figure 2–6 Add Shipment Window



a. In the **Vessel** field, enter, select or search for the vessel ID. This field is a required field.
b. In the **Voyage/Flight** field, enter, select or search for the voyage/flight number. This field is a required field.
c. In the **Estimated Departure Date** field, enter, select or search for the appropriate date. This field is a required field.
d. In the **Vessel SCAC Code** field, enter, select or search for the vessel standard carrier alpha code.
e. In the **Shipment Method** field, select the appropriate shipment method from the list.
f. In the **Shipment** field, enter the shipment reference number.
g. In the **Export Country** field, enter, select or search for the appropriate country.
h. In the **Lading Port** field, enter, select or search for the lading port.
i. In the **Discharge Port** field, enter, select or search for the discharge port.
j. In the **Export Date** field, enter or use the Calendar icon to select an export date.
k. In the **Import Date** field, enter or use the Calendar icon to select an import date.
l. In the **Arrival Date** field, enter or use the Calendar icon to select an arrival date.
m. In the **Comments** field, enter comments for the shipment, if necessary.
n. Then choose one of the following options.

* Click **OK** to add the shipment and close the Add Shipment window. The system returns to the CE Details window. The shipment is added to the Shipments table.
* Click **OK and Add Another** to add additional shipments.
* Click **Cancel** to reject all entries and exit the Add Shipments window. The system returns to the CE Details window.

8. After have added all necessary shipments, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

Order/Items

The Order/Items section displays the following columns by default.

- Order No.
- Item
- Item Description
- Commercial Invoice
- Invoice Amount

  You can edit the invoice amount in the column.
- Currency
- Manifest Quantity
- Manifest UOM
- Cleared Qty
- Cleared UOM
- Comments

Order/Items - Actions Menu, Icons and Buttons

Use the Actions Menu, icons and buttons to apply actions to the table. You can perform the actions listed below.

Table 2–19 Order/Items - Actions Menu/Icons and Description

Actions Menu/Icons/Buttons	Description
Add and Add icon	You can add order/item combination to the table by selecting **Actions > Add** or by using the Add icon. For more information about how to add order/items to a customs entry, see the Add Order/Item to Customs Entry section.
Edit and Edit icon	You can edit order/item combination for a customs entry by selecting **Actions > Edit** or by using the Edit icon. For more information about how to edit order/items for a customs entry, see Edit Order/Item of a Customs Entry section.

Table 2–19 (Cont.) Order/Items - Actions Menu/Icons and Description

Actions Menu/Icons/Buttons	Description
Delete and Delete icon	You can delete an order/items combination from a customs entry by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete order/items from a customs entry, see the Delete Order/Item from a Customs Entry section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
BOLs/Container and **BOLs/Container** button	Opens the CE BOLs/Containers window. For more information about this function, see the View BOLs/Containers section.
ASN and **ASN** button	Opens the Transportation Shipments window. The ASN option is only displayed when the retailer allocates transportation level obligations to an ALC, using quantities found on their associated ASNs. For more information about this function, see “Shipments” in the *Oracle Retail Import Management Cloud Service Transportation User Guide*.
Licence/Visa	Opens the CE License/Visa window. For more information about this function, see the Licence/Visa section.
Missing Documents	Opens the Missing Documents window. For more information about this function, see the Missing Documents section.

Order/Items - View Menu and Icons

You can customize the view of the table. Use the View Menu to customize the view as listed below.

Table 2–20 Order/Items - View Menu and Description

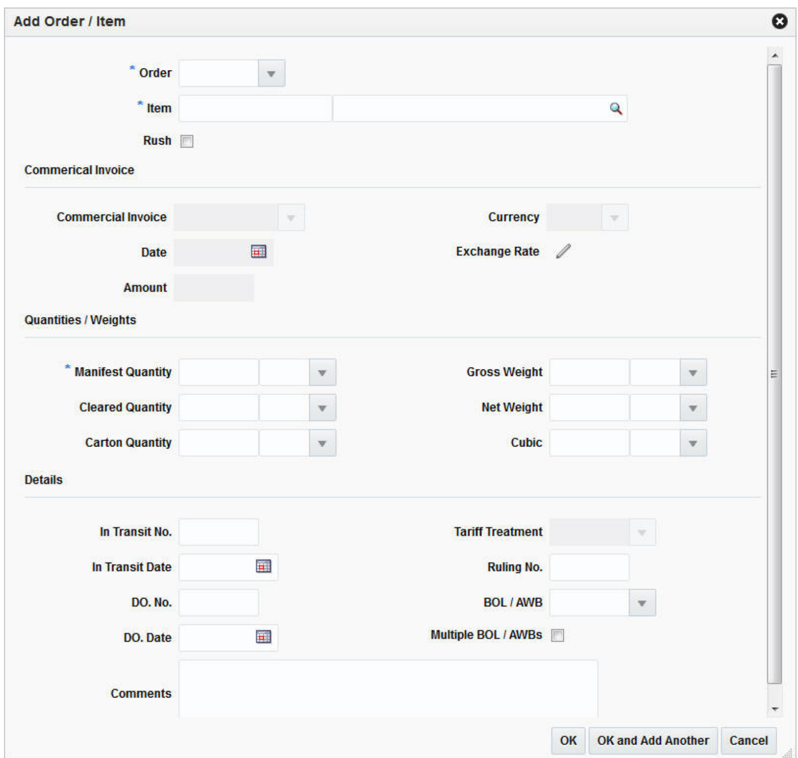
View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Sort	You can sort columns by the following options: ▪ Ascending ▪ Descending ▪ Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Add Order/Item to Customs Entry

To add an order/items combination to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select **Actions** > **Add** or use the Add icon. The Add Order/Item window appears.

Figure 2–7 Add Order/Item Window



a. In the **Order** field, enter, select or search for the order number. This field is a required field.

b. In the **Item** field, enter the item number. If you do not know the item number you can enter a full or partial item description and click the Search icon, or click the Search icon directly to search for the appropriate item. This field is a required field.

c. Select the **Rush** checkbox, to indicate if the item is on a rush shipment.

d. The fields in the Commercial invoice section are populated with the values from the transportation record. Change the values, if necessary.

e. In the **Manifest Quantity** field, enter the appropriate quantity. Then enter, select or search for the manifest unit of measure (UOM).

f. In the **Cleared Quantity** field, enter the appropriate quantity. Then enter, select or search for the cleared UOM.

g. In the **Carton Quantity** field, enter the appropriate quantity. Then enter, select or search for the carton UOM.

h. In the **Gross Weight** field, enter the appropriate weight. Then enter, select or search for the gross weight UOM.

i. In the **Net Weight** field, enter the appropriate weight. Then enter, select or search for the net weight UOM.

j. In the **Cubic** field, enter the appropriate cubic value. Then enter, select or search for the cubic UOM.

k. In the **In Transit No.** field, enter the transit number.

l. In the **In Transit Date** field, enter or use the Calendar icon to select the in transit date.

m. In the **DO. No.** field, enter the due order number.

n. In the **DO. Date** field, select due order date.

o. In the **Tariff Treatment** field, enter the tariff treatment. This field is only enabled when the item and origin country fields are populated, and the customs entry is not in Confirmed status.

p. In the **Ruling No.** field, enter ruling number.

q. In the **BOL/AWB** field, enter, select or search for the bill of lading or the airway bill.

r. Select the **Multiple BOL/AWBs** checkbox, to indicate that there is more than one bill of lading or airway bill.

s. In the **Comments** field, enter comments for the order/item information, if necessary.

t. Then choose one of the following options.

   * Click **OK** to add the order/item and close the Add Order/Item window. The system returns to the CE Details window. The order/item information is added to the Order/Item table.

   * Click **OK and Add Another** to add additional order/item information.

   * Click **Cancel** to reject all entries and exit the Add Order/Item window. The system returns to the CE Details window.

8. After have added all necessary order/item information, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

Customs Entry Charges

The Charges section displays the following columns by default.

- HTS
- Description
- Effective Form
- Effective To
- Component
- Rate
- Per Count UOM
- CVB
- Value

Note: The component item information displays when the highlighted item in the Order/Items table is a buyer pack. In that case the Charges related to an individual component item of the pack are displayed. Use the displayed arrow buttons to move from one component item of the pack to another to see the charges.

Charges - Actions Menu, Icons and Button

Use the Actions Menu, icons and button to apply actions to the table. You can perform the actions listed below.

Table 2–21 Charges - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
Add and Add icon	You can add charges to an order/items combination by selecting **Actions > Add** or by using the Add icon. For more information about how to add charges to an order/items combination, see the Add Charges to Order/Items section.
Edit and Edit icon	You can edit charges of an order/items combination by selecting **Actions > Edit** or by using the Edit icon. For more information about how to edit charges of an order/items combination, see the Edit Charges of Order/Items section.
Delete and Delete icon	You can delete charges from an order/items combination by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete charges from an order/items combination, see the Delete Charges from Order/Items section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
Wrap icon	You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon.

Table 2–21 (Cont.) Charges - Actions Menu/Icons/Button and Description

Actions Menu/Icons/Button	Description
Delete HTS	Use the **Delete HTS** button to delete HTS codes from the table. For more information about how to delete an HTS code from the table, see the Delete Charges from Order/Items section.
Next and Previous icons	Only available in the Charges title bar, when the selected item in the Order/Items table is a buyer pack. Use the Next and Previous icons to navigate between component items of the buyer pack.

Charges - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–22 Charges - View Menu/Icons and Description

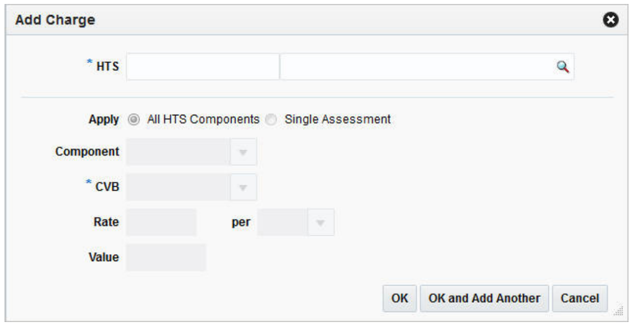
View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Sort	You can sort columns by the following options: ■ Ascending ■ Descending ■ Advanced
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Add Charges to Order/Items

To add charges to an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select **Actions > Add** or use the Add icon. The Add Charge window appears.

Figure 2–8 Add Charge Window



a. In the **HTS** field, enter the HTS code or use the Search icon to search for the appropriate HTS code. The remaining fields are auto-populated. This field is a required field.

b. Select if you want to apply the HTS code to all HTS components or a single assessment.

* If you select the **All HTS Components** checkbox, all remaining fields are disabled.
* If you select the **Single Assessment** checkbox, the **Component** field enables.

c. In the **Component** field, enter, select or search for the appropriate component.

d. In the **CBV** field, enter, select or search for the appropriate calculation basis of value.

e. In the **Rate** field, enter the appropriate rate.

f. In the **per** field, enter, select or search for the Per Count UOM.

g. Then choose one of the following options.

* Click **OK** to add the charge and close the Add Charge window. The system returns to the CE Details window. The charge is added to the Charges - Component Item table.
* Click **OK and Add Another** to add additional charges.
* Click **Cancel** to reject all entries and exit the Add Charge window. The system returns to the CE Details window.

8. After have added all necessary charges, choose one of the following options.

- Click **Save** to save your changes.
- Click **Save and Close** to save your changes and close the CE Details window.
- Click **Cancel** to reject all changes and close the CE Details window.

Licence/Visa

In the CE License/Visa window you can create, edit and view license and visa information related to a customs entry.

The CE Licence/Visa window contains the following sections.

- CE Licence/Visa Header
- CE Licence/Visa Table

- CE Licence/Visa Toolbar

CE Licence/Visa Header

The CE Licence/Visa header contains the following information:

- Customs Entry
- Entry No.
- Vessel
- Voyage/Flight
- Estimated Departure Date
- Import Country
- Order No.
- Item

CE Licence/Visa Table

In the CE License/Visa table you can maintain license and visa records.

The CE Licence/Visa table contains the following columns by default:

- Type
- License/Visa
- Quantity
- Quantity UOM
- Weight UOM
- Quota Category
- Quota Category Description
- Comments

CE Licence/Visa Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

Table 2–23 CE Licence/Visa Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add a licence or a visa to a customs entry by selecting **Actions** > **Add** or by using the Add icon. For more information about how to add a licence or a visa, see the Add a Licence or a Visa to a Customs Entry section.
Edit and Edit icon	You can edit a licence or a visa for a customs entry by selecting **Actions > Edit** or by using the Edit icon. For more information about how to edit licence and visa entries for a custom entry, see the Edit a Licence or Visa for a Customs Entry section.

Table 2–23 (Cont.) CE Licence/Visa Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Delete and Delete icon	You can delete a licence or a visa from a customs entry by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete a licence or a visa from a customs entry, see the Delete a Licence/Visa from a Customs Entry section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.

CE Licence/Visa Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–24 CE Licence/Visa Table - View Menu/Icons and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

CE Licence/Visa Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the CE Licence/Visa window. The Toolbar contains the following icons and buttons.

Table 2–25 CE Licence/Visa - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Save	Click **Save** to save your changes.
Save and Close	Click **Save and Close** to save your changes and exit the CE Licence/Visa window.
Cancel	Click **Cancel** to reject all entries and exit the CE Licence/Visa window.

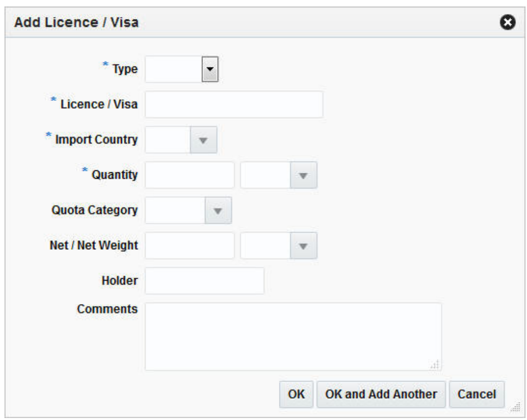
Add a Licence or a Visa to a Customs Entry

To add a licence or a visa to a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.

4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the Licence/Visa table, select **Actions > Add** or use the Add icon. The Add Licence/Visa window appears.

Figure 2–9 Add Licence/Visa Window



   a. In the **Type** field, select either the document type from the list. This field is a required field.
   b. In the **Licence/Visa** field, enter the ID of the licence or visa. This field is a required field.
   c. In the **Import Country** field, enter, select or search for the appropriate country.
   d. In the **Quantity** field, enter the number of units included on the licence or visa. Then, enter, select or search for the quantity unit of measure (UOM). This field is a required field.
   e. In the **Quota Category** field, enter, select or search for the ID of the quota category.
   f. In the **Net Weight** field, enter the net weight. Then, enter, select or search for the weight unit of measure (UOM). This field is a required field.
   g. In the **Holder** field, enter, select or search for the ID of the person or organization that holds the licence or visa.
   h. In the **Comments** field, enter a comment for the licence or visa, if necessary.
   i. Then choose one of the following options.
      * Click **OK** to add the licence/visa and exit the Add Licence/Visa window. The system returns to the CE Licence/Visa window. The licence or visa is added to the CE Licence/Visa table.
      * Click **OK and Add Another** to add additional licences/visas.

  * Click **Cancel** to reject all entries and exit the Add Licence/Visa window. The system returns to the CE Licence/Visa window.

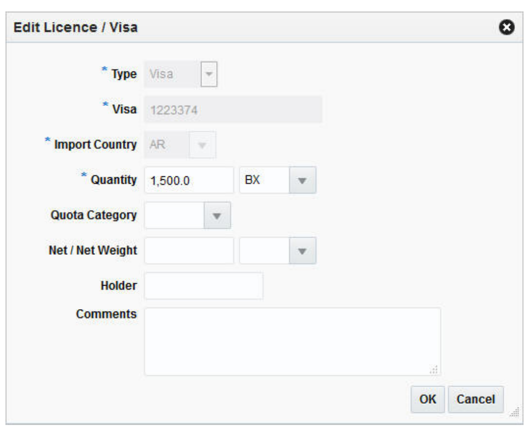
9. After have added all necessary licences/visas, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
   - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

Edit a Licence or Visa for a Customs Entry

To edit a licence or visa for a customs entry, follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the Details button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the Licence/Visa table, select **Actions > Edit** or use the Edit icon. The Add Licence/Visa window appears.

Figure 2–10 Edit Licence/Visa Window



   a. The **Type**, **Licence/Visa** and **Import Country** fields are disabled. You cannot edit these fields.
   b. If necessary, edit one of the following fields.
      * **Quantity**
      * **Quota Category**

* **Net Weight**
* **Holder**
* **Comments**

Note: You can also add, change or delete a comment for a licence and/or visa directly in the CE Licence/Visa table.

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c. Then choose one of the following options.
   * Click **OK** to save your changes and close the Add Licence/Visa window. The system returns to the CE Licence/Visa window. Your changes are displayed in the CE Licence/Visa window.
   * Click **Cancel** to reject all entries and close the Add Licence/Visa window. The system returns to the CE Licence/Visa window.

9. After have made all necessary licence/visa changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
   - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

Delete a Licence/Visa from a Customs Entry

To delete a licence/visa from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Licence/Visa**. The CE Licence/Visa window appears.
8. In the CE Licence/Visa table, select a record.
9. Then select **Actions > Delete** or use the Delete icon.
10. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
11. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Licence/Visa window.
    - Click **Cancel** to reject all changes and close the CE Licence/Visa window.

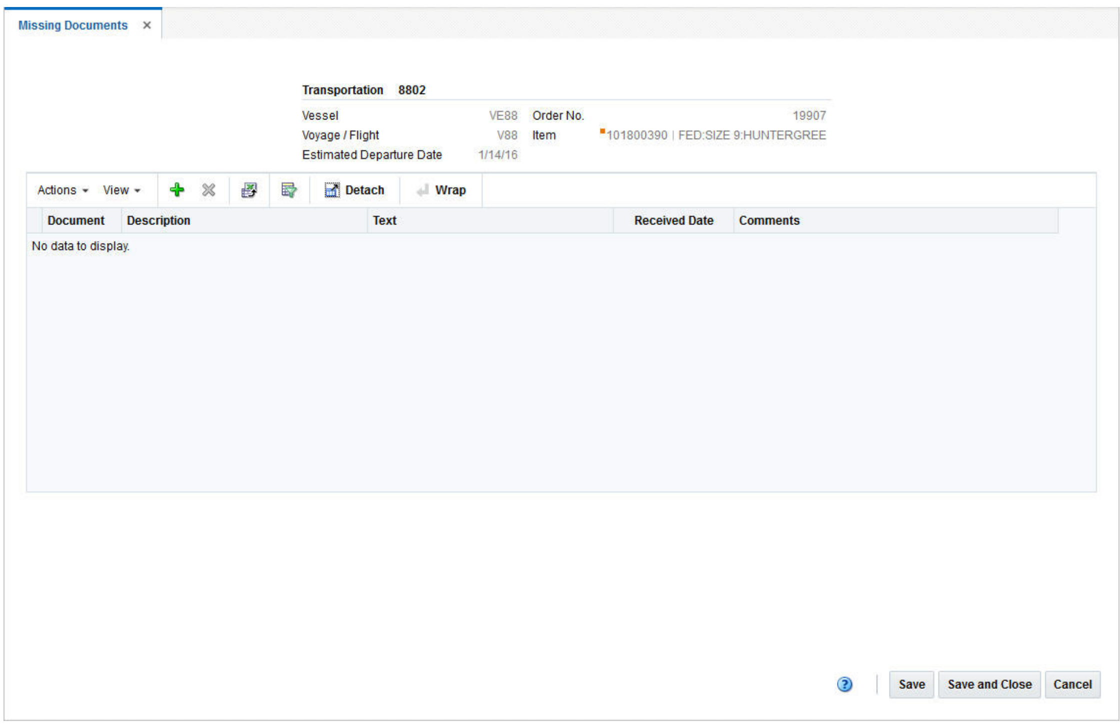
Missing Documents

In the Missing Documents window you can edit and view the documents that are required by the customs agency for each order and item combination. You can track missing documents in both the Transportation module and the Customs Entry module.

The Missing Documents window contains the following sections.

- Missing Documents Header
- Missing Documents Table
- Missing Documents Toolbar

Figure 2–11 Missing Documents



Missing Documents Header

The Missing Documents Header contains the following information.

- Vessel ID
- Voyage/Flight ID
- Estimated Departure Date
- Order Number
- Item and Item Description

Missing Documents Table

The Missing Documents Table contains the following columns.

- Document

- Description
- Text
- Received Date

  You can edit the received date directly in the table.
- Comments

  You can add, edit or delete comments directly in the table.

Missing Documents Table - Actions Menu and Icons

Use the Actions Menu and icons to apply actions to the table. You can perform the actions listed below.

Table 2–26 Missing Documents Table - Actions Menu/Icons and Description

Actions Menu/Icons	Description
Add and Add icon	You can add document to a customs entry or transport by selecting **Actions > Add** or by using the Add icon. For more information about how to add a document, see the Add a Missing Document section.
Delete and Delete icon	You can delete documents from a customs entry or transport by selecting **Actions > Delete** or by using the Delete icon. For more information about how to delete missing documents, see the Delete a Missing Document section.
Export to Excel and Export to Excel icon	You can copy the records in the table to a Microsoft Excel spreadsheet by selecting **Actions > Export to Excel** or by using the Export to Excel icon.
Wrap icon	You can wrap the values in the table column by first clicking the column on which you would like the text to wrap and then using the Wrap icon.

Missing Documents Table - View Menu and Icons

You can customize the view of the table. Use the View Menu and icons to customize the view as listed below.

Table 2–27 Missing Documents Table - View Menu/Icons and Description

View Menu/Icons	Description
Columns	You can manage which of the columns will be shown in the table by clicking the **Show All** and **Manage Columns** options.
Detach and Detach icon	You can view the tables in the application in a separate window by clicking Detach or by using the Detach icon.
Reorder Columns	You can reorder columns by clicking the Reorder Columns option.
Query by Example and Query by Example icon	You can filter the items by one or multiple column values by clicking the Query by Example option or by using the Query by Example icon.

Missing Documents Toolbar

The Toolbar displays the icons and buttons for actions that can be performed in the Missing Documents window. The Toolbar contains the following icons and buttons.

Table 2–28 Missing Documents Toolbar - Icons/Buttons and Description

Action Icons/Buttons	Description
Help icon	You can access the online help for a particular page by clicking the Help icon.
Save	Click **Save** to save your changes.
Save and Close	Click **Save and Close** to save your changes and close the Missing Documents window.
Cancel	Click **Cancel** to reject all entries and close the Missing Documents window.

Add a Missing Document

You can add a missing document to a customs entry or a transportation.

To open the Missing Documents window for a Customs Entry follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Missing Documents**. The Missing Documents window appears.

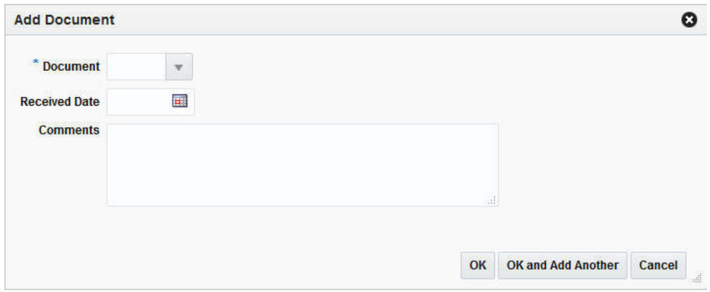
To open the Missing Documents window for a transportation, follow the steps below.

1. From the Tasks menu, select **Import Management** > **Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select Missing Documents. The Missing Documents window appears.

To add a document to a customs entry or a transportation follow the steps below.

1. In the Missing Documents table, select **Actions > Add** or use the Add icon. The Add Document window appears.

Figure 2–12 Add Document Window



a. In the **Document** field, enter, select or search for the ID of the missing document. This field is a required field.

b. In the **Received Date** field, enter or use the Calendar icon to select the received date.

c. In the **Comments** field, enter a comment for the document, if necessary.

d. Then choose one of the following options.

   * Click **OK** to add the missing document and close the Add Documents window. The system returns to the Missing Documents window. The document is added to the Missing Documents table.
   * Click **OK and Add Another** to add additional documents.
   * Click **Cancel** to reject all entries and exit the Add Documents window. The system returns to the Missing Documents window.

2. After have added all necessary documents, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Missing Documents window.
   - Click **Cancel** to reject all changes and close the Missing Documents window.

Delete a Missing Document

You can delete a missing document from a customs entry or a transportation.

To open the Missing Documents for a customs entry, follow the steps below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Items section select **Actions > Missing Documents**. The Missing Documents window appears.

To open the Missing Documents window for a transportation, follow the steps below.

1. From the Tasks menu, select **Import Management > Transportation > Manage Transportation**. The Transportation Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The transportations that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Transportation column, click on the transportation link, or mark a record and select **Actions > Edit** or use the Edit icon. The Transportation window appears.
6. In the **More Actions** menu select Missing Documents. The Missing Documents window appears.

To delete a missing document from a customs entry or a transportation follow the steps below.

1. In the Missing Documents table, select a record.
2. Then select **Actions > Delete** or use the Delete icon.
3. Confirm the displayed prompt with **Yes**. The record is deleted from the table.
4. Then choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the Missing Documents window.
   - Click **Cancel** to reject all changes and close the Missing Documents window.

3
Manage Customs Entries

The Manage Customs Entries option opens the Customs Entry Search window. The Customs Entry Search window allows you to search for customs entry as well as view and edit the search results.

You can access the Customs Entry Search window from the Task menu, select **Import Management > Manage Customs Entries**. The Customs Entry Search window appears.

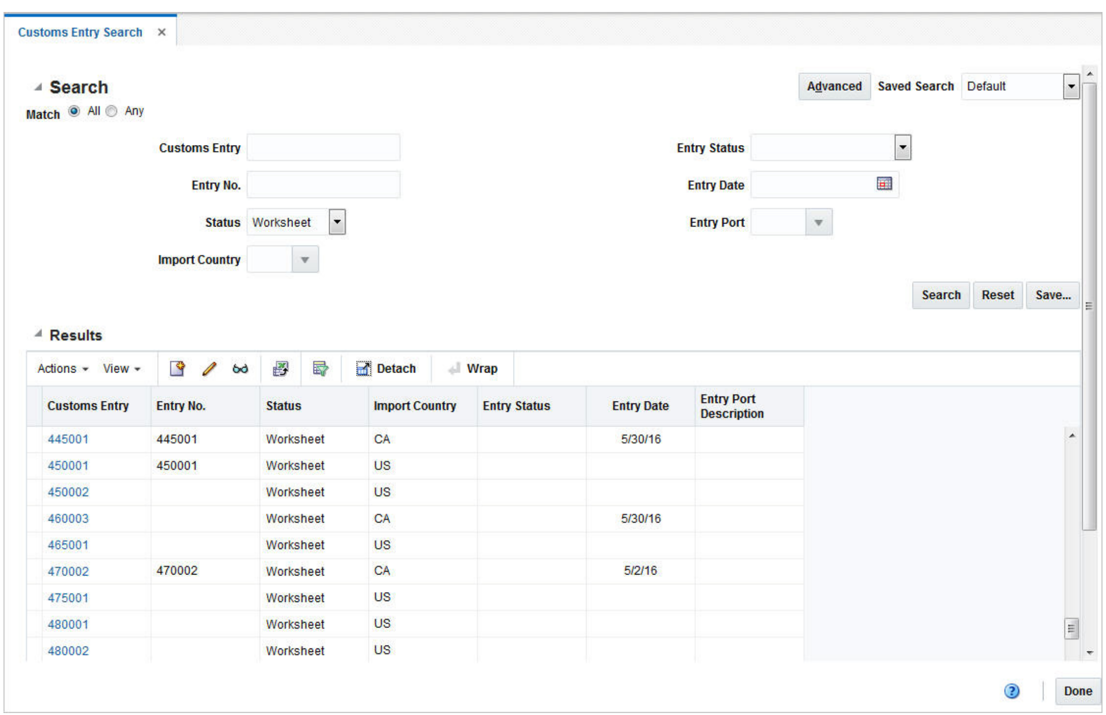
The Customs Entry Search window contains the following sections.

- Search

  For more information about how to search for customs entries, see the Search for a Customs Entry section.

- Results

Figure 3–1 Customs Entry Search



Search for a Customs Entry

To search for a customs entry:

1. From the Task menu, select **Inventory Management > Manage Customs Entries**. The Customs Entry Search window appears.
2. You can search for a customs entry by using basic or advanced search criteria, depending on the requirement. The basic mode is the default search mode.
   - Click **Advanced** to access the search section in advanced mode.
   - Click **Basic** to return to the basic mode.

Search for a Customs Entry Through the Basic Search Criteria

To search for a customs entry by using basic search criteria:

1. Enter, select or search for one or all of the following basic search criteria.

Table 3–1 Customs Entry Search - Basic Search Fields and Description

Fields	Description
Match option	Check radio button All or Any. All - only CEs matching all entered search criteria are shown. Any - CEs matching each entered search criteria are shown.
Customs Entry	Enter the customs entry ID.
Entry No.	Enter the customs entry number.
Status	Select the customs entry status. Possible customs entry statuses are: ■ Worksheet ■ Send ■ Confirm ■ Downloaded ■ Confirmed
Import Country	Enter, select or search for the import country.
Entry Status	Enter, select or search for the entry status.
Entry Date	Enter a date or use the Calendar icon to select a date.
Entry Port	Enter, select or search for the entry port.

2. Click **Search**. The customs entries that match the search criteria are displayed in the Results section.
3. Click **Reset** to clear the search section and results.
4. Click **Done** to close the window.

Search for a Customs Entry Through Advanced Search Criteria

To search for a customs entry by using advanced search criteria:

1. To search using advanced search criteria, enter or select one or all of the advanced search criteria.

Table 3–2 Customs Entry Search - Advanced Search Criteria and Description

Fields	Description
Division	Enter, select or search for the division.
Group	Enter, select or search for the group.
Department	Enter, select or search for the department.
Class	Enter, select or search for the class.
Subclass	Enter, select or search for the subclass.

2. To narrow down the search, use the list next to the search fields. For example, determine if the entered value should equal or not equal the search result.
3. Click **Search**. The custom entries that match the search criteria are displayed in the Results section.
4. Click **Reset** to clear the search section and results.
5. Click **Add Fields** to add more fields for the advanced search. To remove the field from the search, click the x right next to the field.
6. Click **Done** to close the window.

Results

The Results section lists the retrieved customs entries. The Results table shows the following columns by default.

- Customs Entry
- Entry No.
- Status
- Import Country
- Entry Status
- Entry Date
- Entry Port Description

Edit a Customs Entry

To edit a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management** > **Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.

6. The values of the selected customs entry are displayed. Change the values, if necessary. For more details about the values of the Customs Entry window, see the Define/Enter a Customs Entry section.
7. Then select one of the following options.
   - Click **Save and Close** to save you entries and close the Customs Entry window.
   - Click the arrow on the right side of the button to display the additional save options.
     – Click **Save** to save your entries.
     – Click **Save and Create Another** to create further entries.
   - Click **Cancel** to reject all entries and close the Customs Entry window.

Download a Customs Entry to a Broker

Letters of Credit Approval Process

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

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

Submit a Letter of Credit for Approval

To submit a letter of credit for approval follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Worksheet.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Submit**.
6. When prompted to submit the letter of credit, click **Yes**.
7. After you have submitted the LC, choose one of the following options.

- Select **Save** to save your changes.
- Select **Save and Close** to save your changes and exit the Letter of Credit window.
- Select **Cancel** to reject all entries and exit the Letter of Credit window.

Approve a Letter of Credit

To approve a letter of credit follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Submit.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Approve**.
6. When prompted to approve the letter of credit, click **Yes**.
7. After you have approved the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

Submit a Letter of Credit for Approval

To submit a letter of credit for approval follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Worksheet.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Submit**.
6. When prompted to submit the letter of credit, click **Yes**.
7. After you have submitted the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

Approve a Letter of Credit

To approve a letter of credit follow the steps below.

1. From the Tasks Menu, select **Import Management > Manage Letter of Credit**. The Letter of Credit Search window appears.
2. Restrict your search to letters of credit in the status Submit.
3. Click **Search**. The LCs that match the search criteria are displayed in the Results section.
4. In the Letter of Credit column, click on the LC ID link, or mark a record and select **Actions > Edit**, or use the Edit icon. The Letter of Credit window appears.
5. In the LC Toolbar, select **Approve**.
6. When prompted to approve the letter of credit, click **Yes**.
7. After you have approved the LC, choose one of the following options.
   - Select **Save** to save your changes.
   - Select **Save and Close** to save your changes and exit the Letter of Credit window.
   - Select **Cancel** to reject all entries and exit the Letter of Credit window.

Allocate CE Charges to ALC

Confirm a Customs Entry

Manage Shipments

Edit Shipments of a Customs Entry

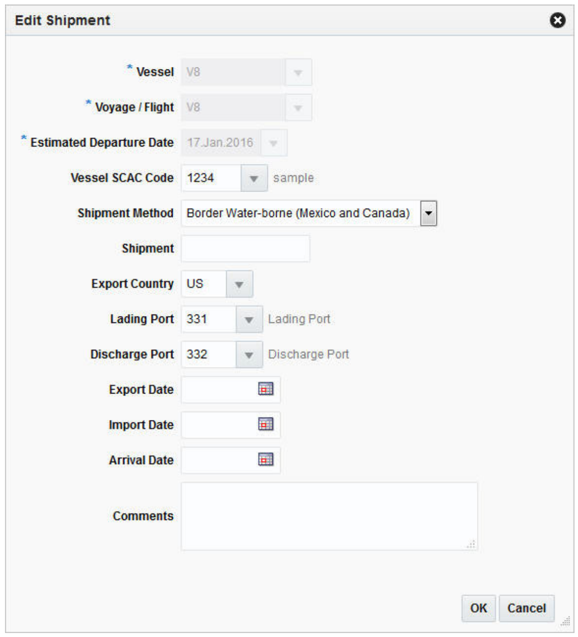
To edit shipments of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Shipments table, select a record.

> **Note:** You can change the shipment and the comments directly in the Shipments table.

8. Then select **Actions > Edit** or use the Edit icon. The Edit Shipment window appears.

Figure 3–2 Edit Shipment Window



a. The values of the selected shipment are displayed. Change the values, if necessary.

Note: You cannot change the vessel ID, voyage/flight number and estimated departure date.

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b. Then choose one of the following options.

* Click **OK** to save your changes and close the Edit Shipment window. The system returns to the CE Details window.
* Click **Cancel** to reject all entries and close the Edit Shipments window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.

- Click **Save** to save your changes.
- Click **Save and Close** to save your changes and close the CE Details window.
- Click **Cancel** to reject all changes and close the CE Details window.

Delete Shipments from a Customs Entry

To delete a shipment from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.

4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Shipments table, select a record.
8. Then select **Actions > Delete** or use the Delete icon.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.
10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

Mange Order/Items

Edit Order/Item of a Customs Entry

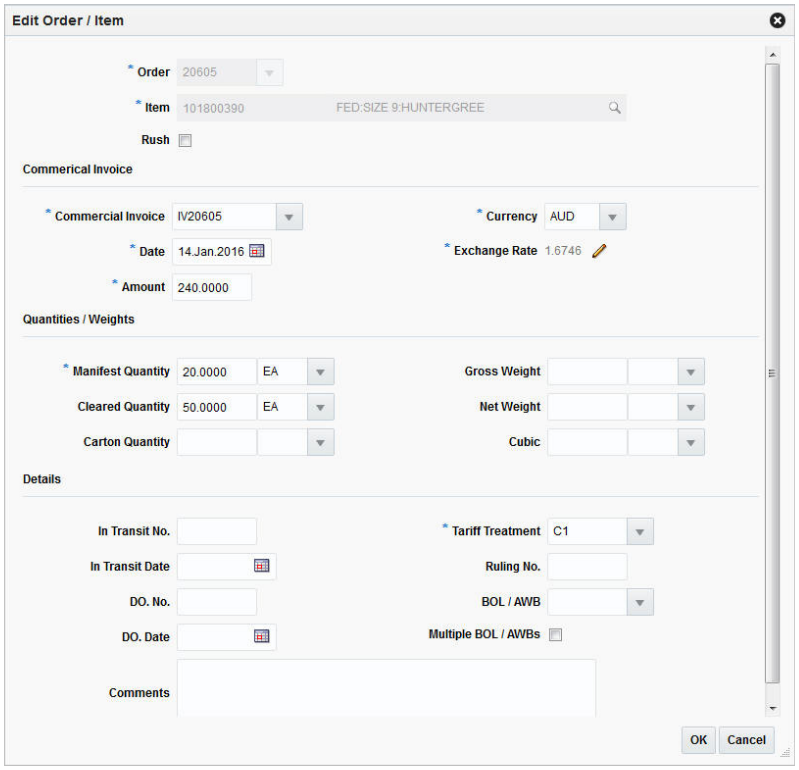
To edit an order/items combination of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.

    Note: You can change the comments directly in the Order/Item table.

8. Then select **Actions > Edit** or use the Edit icon. The Edit Order/Item window appears.

Figure 3–3 Edit Order/Item Window



a. The values of the selected order/item information are displayed. Change the values, if necessary.

Note: You cannot change the order number and the item. If you need to change the Exchange Rate, see "Editing the Exchange Rate" in the *Oracle Retail Import Management Cloud Service Letters of Credit User Guide*.

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b. Then choose one of the following options.

   * Click **OK** to save your changes and close the Edit Order/Item window. The system returns to the CE Details window.

   * Click **Cancel** to reject all entries and close the Edit Order/Item window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.

   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

Delete Order/Item from a Customs Entry

To delete an order/items combination from a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.

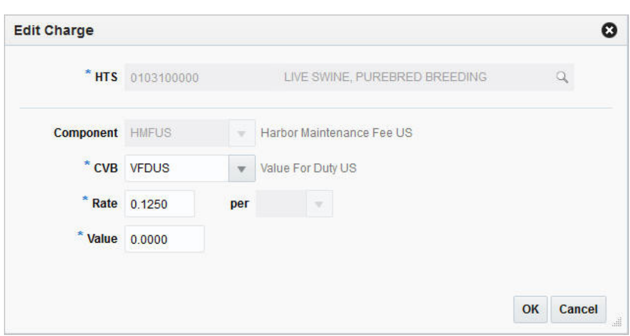
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.
8. Then select **Actions > Delete** or use the Delete icon.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.
10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

Edit Charges of Order/Items

To edit an charge of an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select a record.
8. Then select **Actions > Edit** or use the Edit icon. The Edit Charge window appears.

Figure 3–4 Edit Charge Window



a. The values of the selected charge are displayed. Change the values, if necessary.

Note: You cannot change the HTS code and component.

b. Then choose one of the following options.

* Click **OK** to save your changes and close the Edit Charge window. The system returns to the CE Details window.
* Click **Cancel** to reject all entries and close the Edit Charge window. The system returns to the CE Details window.

9. After have made all necessary changes, choose one of the following options.
   - Click **Save** to save your changes.
   - Click **Save and Close** to save your changes and close the CE Details window.
   - Click **Cancel** to reject all changes and close the CE Details window.

Delete Charges from Order/Items

To delete a charge from an order/items combination, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry**. The Customs Entry Search window appears.
2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Charges - Component Item table, select a record.
8. Then select **Actions > Delete** or **Delete HTS**. You can also use the Delete icon, or the **Delete HTS** button.
9. You are prompted if you want to delete the selected record. Confirm the prompt with **Yes**.
10. Then choose one of the following options.
    - Click **Save** to save your changes.
    - Click **Save and Close** to save your changes and close the CE Details window.
    - Click **Cancel** to reject all changes and close the CE Details window.

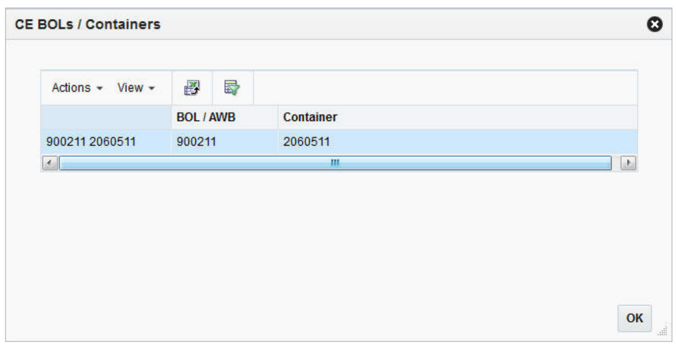
View BOLs/Containers

To view bill of lading and/or container information of a customs entry, follow the steps listed below.

1. From the Tasks menu, select **Import Management > Manage Customs Entry.** The Customs Entry Search window appears.

2. Enter or select search criteria as desired to make the search more restrictive.
3. Click **Search**. The Customs Entries that match the search criteria are displayed in the Results section.
4. Select a record in the Results section.
5. In the Customs Entry column, click on the customs entry link, or mark a record and select **Actions > Edit** or use the Edit icon. The Customs Entry window appears.
6. In the Toolbar, click the **Details** button. The CE Details window appears.
7. In the Order/Item table, select a record.
8. Then select **Actions > BOLs/Containers** or use the **BOLs/Containers** button.
9. The CE BOLs/Containers Window appears. View the bill of lading and container information.

Figure 3–5 CE BOLs/Containers Window



10. Click **OK** to exit the CE BOLs/Containers window.