OCEAN IMPORT JOBS

KEY POINTS

- Can be used for LCL or FCL shipments.
- If FCL and a single container ignore the Containers tab.
- Ocean Import has a 'Containers' tab.
- Service code is needed in the Header for the Container tab to appear.
- Add containers by filling out field boxes at bottom of the container tab page and save.
- Can create Delivery Note from Container but MUST BE SAVED first.

TERMS

1. Delivery Note = Document that accompanies a shipment of goods.
2. OI - Ocean Imports
3. CDS Declaration = (Customs Declaration Service) the UK government's new electronic system for handling customs declaration processes.

OCEAN IMPORTS

Ocean Import jobs are created through the same process as usual jobs (see 'FM3 Jobs' guide for more information), however, Ocean jobs have one extra tab: the 'Containers' tab.

CONTAINERS

This tab shows multiple containers in one view, from here Delivery Notes can be created pre-populated with the information from the selected container. To gain access to this tab, a service code needs to be imputed. These codes affect some fields within the job, configuration allows these service codes to add charges or edit certain fields.
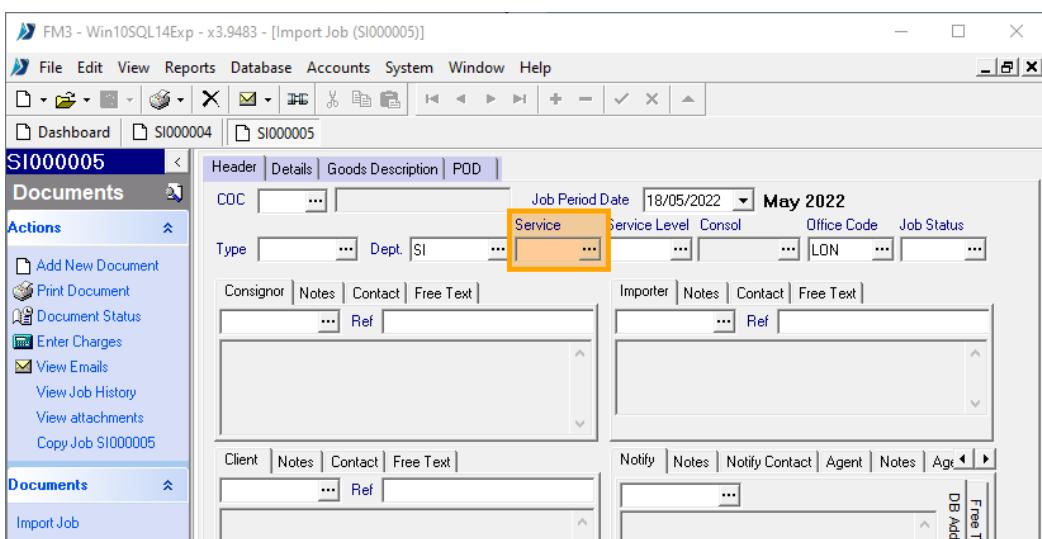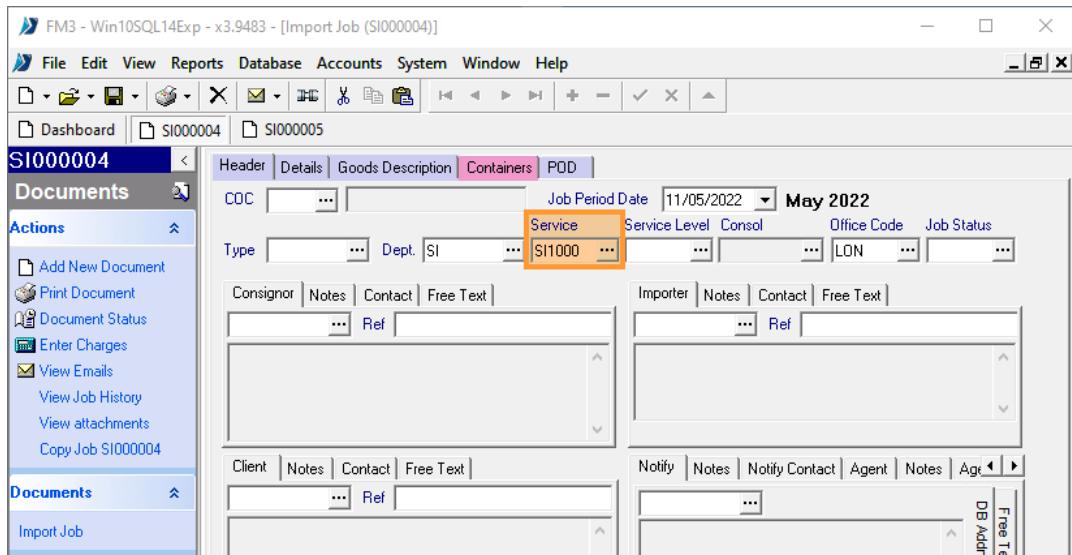
Switching to the Containers tab will change the screen to show the below screen, with a grid and boxes. The grid will show any containers connected to this job and the boxes are for adding the information.
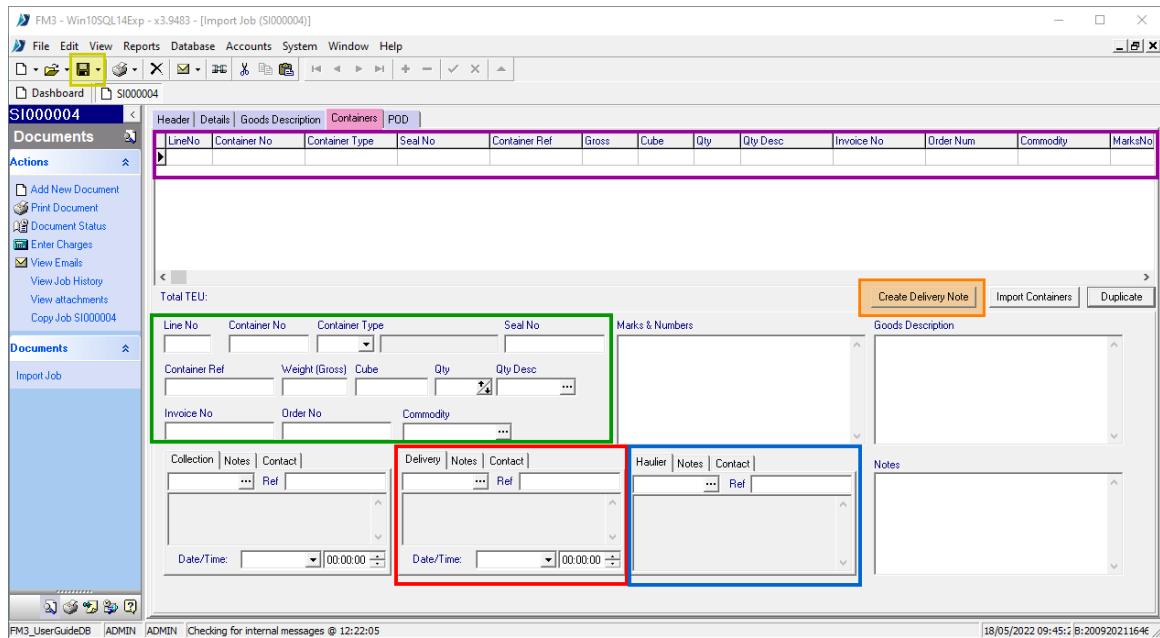
Key information to attach to this Container view includes Delivery, Haulier and Container details, once this is typed in, click save.

From here a filled out screen should look like this:
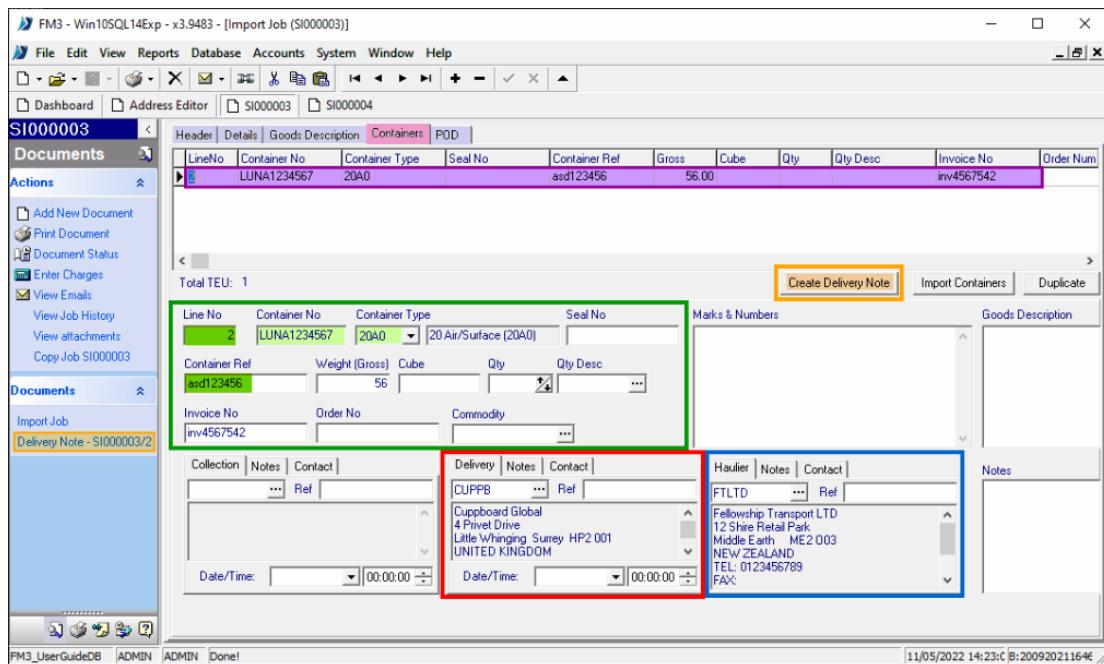
With the container line highlighted, click the 'Create Delivery Note' button to generate a new Delivery Note document for this job, as seen in the left taskbar.

SERVICE CODES

Service Codes represent a specific service assigned to a job, for example, *SI1000*, and will change certain fields within a job. These codes can have multiple fields linked, such as charge codes, which will pull through into the jobs costing grid. Following the example of *SI1000*, the Type and Mode of the job will be changed, along with any charges added to the Charges Tab.
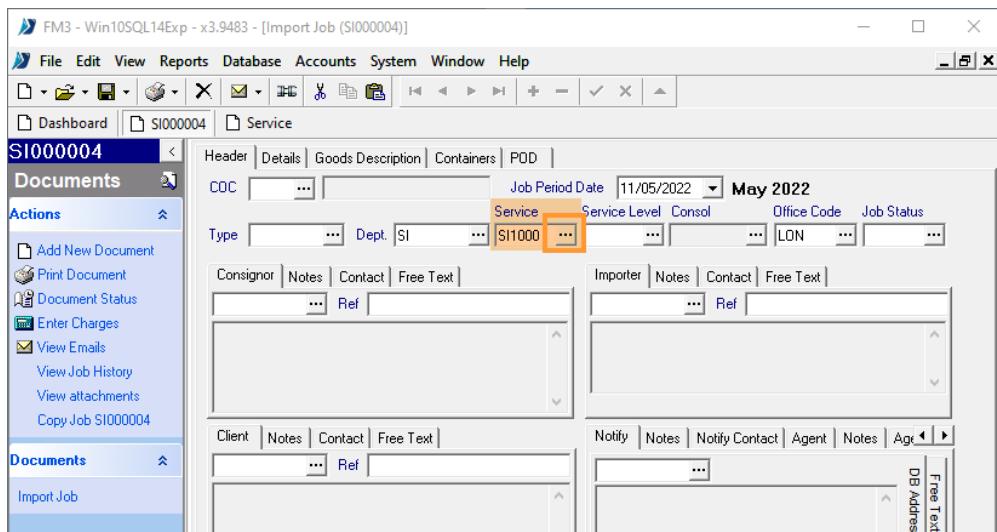
To access Service Code configuration, select the picklist '...' beside the Service Code box and find the code in Listing.

Once the code is selected, press on the 'Details' tab to edit the fields linked to the code. The two main fields on this page are 'Type' and 'Mode' which will change the same fields in any job given this Service Code.

Linked charge codes can be added under the 'Charges' tab against either Accruals or Sales. Enter the fields desired, by either typing in a code or double-clicking the box to access a picklist, and select the green tick to save.

This shows an empty **accruals** charge code grid and **sales** with one entry.

CHIEF/CDS DECLARATION

'Add New Document' button has multiple uses, in this case, it can be used to add a C88 or CDS Declaration through the 'Customs' category. See 'FM3 Interface to Sequoia User Guide'.

The CDS feature is under development and subject to change. The following tabs show the latest version.

Import Header Tab

Body Tab

Items Tab

Once completed the declaration is transmitted to HMRC the same way as the C88's.