



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

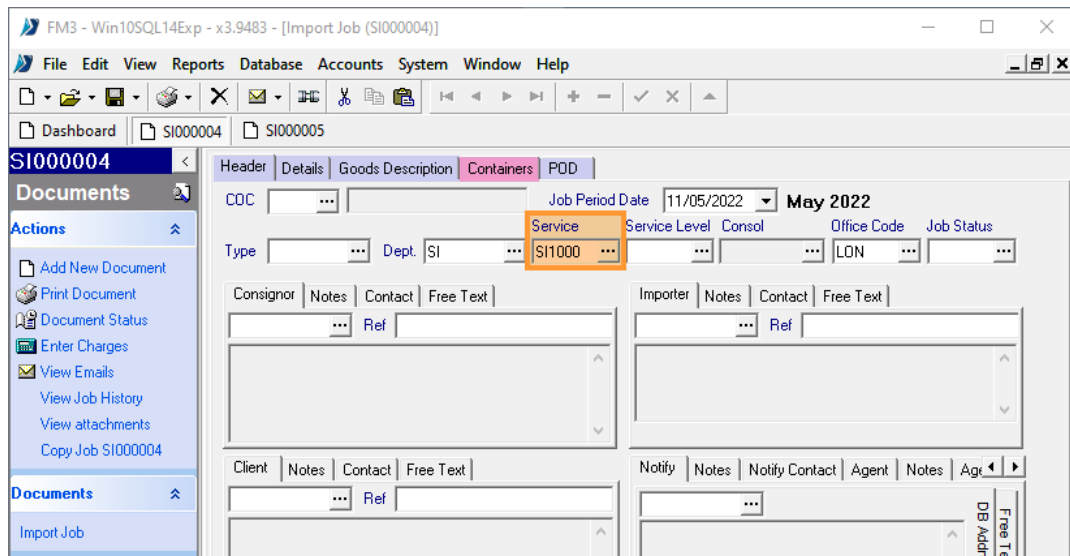
Ocean Import jobs are created through the same process as usual jobs (see 'FM3 Jobs' guide for more information), however, Ocean jobs have one extra tab: the 'Containers' tab.

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.

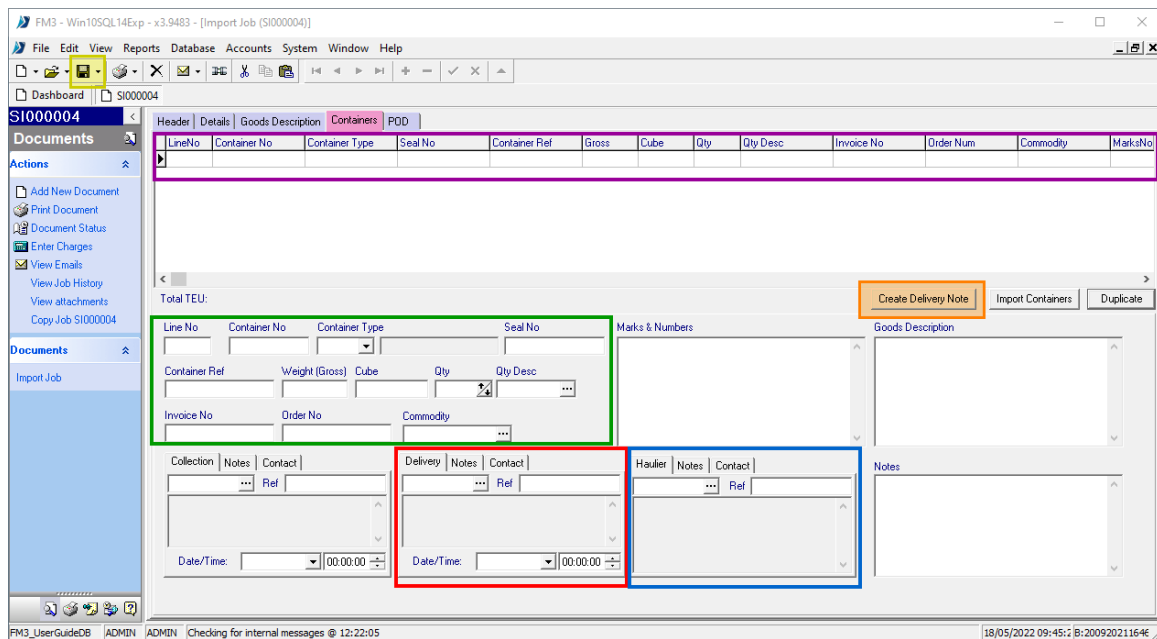
The screenshot shows the FM3 software interface for an import job (SI000005). The 'Containers' tab is active, and the 'Service' dropdown menu is highlighted with an orange box. The interface includes a menu bar (File, Edit, View, Reports, Database, Accounts, System, Window, Help), a toolbar, and a sidebar with 'Documents' and 'Actions' sections. The main area displays various fields for job details, including 'COC', 'Job Period Date' (18/05/2022), 'May 2022', 'Type', 'Dept', 'SI', 'Service', 'Service Level', 'Consol', 'Office Code', and 'Job Status'. There are also sections for 'Consignor', 'Importer', 'Client', and 'Notify' with associated 'Notes', 'Contact', and 'Free Text' fields.





[Service Codes are explored below](#)

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:

FM3 - Win10SQL14Exp - x3.9483 - [Import Job (SI000003)]

File Edit View Reports Database Accounts System Window Help

Dashboard Address Editor SI000003 SI000004

SI000003 Containers POD

Documents

Actions

Add New Document

Print Document

Document Status

Enter Charges

View Emails

View Job History

View attachments

Copy Job SI000003

Documents

Import Job

Delivery Note - SI000003/2

| LineNo | Container No | Container Type | Seal No | Container Ref | Gross | Cube | Qty | Qty Desc | Invoice No | Order Num |
|--------|--------------|----------------|---------|---------------|-------|------|-----|----------|------------|-----------|
| 1 | LUNA1234567 | 20A0 | | asd123456 | 56.00 | | | | inv4567542 | |

Total TEU: 1

Create Delivery Note Import Containers Duplicate

Line No Container No Container Type Seal No Marks & Numbers Goods Description

Container Ref Weight (Gross) Cube Qty Qty Desc

Invoice No Order No Commodity

Collection Notes Contact Delivery Notes Contact Haulier Notes Contact

Ref Ref Ref Ref Ref Ref

Date/Time: 00:00:00 Date/Time: 00:00:00 Date/Time: 00:00:00

FM3_UserGuideDB ADMIN ADMIN Done! 11/05/2022 14:23:08 200920211646

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.

FM3 - Win10SQL14Exp - x3.9483 - [Import Job (SI000004)]

File Edit View Reports Database Accounts System Window Help

Dashboard SI000004 Service

SI000004

Documents

Actions

Add New Document

Print Document

Document Status

Enter Charges

View Emails

View Job History

View attachments

Copy Job SI000004

Documents

Import Job

Header Details Goods Description Containers POD

COC Job Period Date 11/05/2022 May 2022

Type Dept SI Service SI1000 Service Level Consol Office Code Job Status

Consignor Notes Contact Free Text Importer Notes Contact Free Text

Ref Ref Ref Ref Ref Ref

Client Notes Contact Free Text Notify Notes Notify Contact Agent Notes Agent

Ref Ref Ref Ref Ref Ref

DB Address Free Text

To access Service Code configuration, select the picklist '...' beside the Service Code box and find the code in Listing.



| Code | Name | Mode | Ratio (M3) | Ratio | Type | Origin | Dest | Country | Agent |
|--------|-------------------------------|------|------------|--------|------|--------|------|---------|-------|
| AE6000 | Air Freight Export 6000cc's | A | 166.67 | 300.00 | E | | | | |
| AI6000 | Air Freight Import 6000cc's | A | 166.67 | 300.00 | I | | | | |
| RE3000 | Road Freight Export 3:1 | R | 333.33 | 300.00 | E | | | | |
| RE5000 | Road Export 5000 | A | 200.00 | 300.00 | E | | | | |
| RI3000 | Road Freight Imports 3000cc's | R | 333.33 | 300.00 | I | | | | |
| SE1000 | Ocean Freight Export 1000cc's | S | 1000.00 | 300.00 | E | | | | |
| SI1000 | Ocean Freight Import 1000cc's | S | 1000.00 | 300.00 | I | | | | |

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.

Code: SI1000 Name: Ocean Freight Import 1000cc's

Type: Import Mode: Sea

Foreign Country: ...

Origin: ...

Destination: ...

Agent: ...

Ratio: 1000

Round charge (Wt to Kg): 0.5

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.



The screenshot shows a 'Service' window with tabs for Listing, Details, Notes, and Charges. The 'Charges' tab is active, displaying two grids: 'Accruals' (highlighted in green) and 'Sales' (highlighted in blue). The 'Accruals' grid is empty, while the 'Sales' grid contains one entry.

| SeqNo | ChgCode | VatCode | Rate | Address | Field | Sea | CurrencyCode |
|-------|---------|---------|------|---------|-------|-----|--------------|
| * | 100 | Z | | | | | USD |

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 screenshot shows a 'New' window for creating a document. The 'Your User Group' is set to 'ADMIN' and the 'Department' is 'Ocean Export'. The 'Customs' category is selected in the left sidebar, and 'CDS Declaration' is highlighted in the main list. The 'New Document ID' is 'CDS2200007test'. The 'Add to existing job' checkbox is unchecked, and the 'Inherit data from "main"' checkbox is checked.

| Document | Description |
|-----------------|-------------|
| CDS Declaration | |
| Export C21 | |
| Export C88 | |
| Import C21 | |
| Import C88 | |

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



Import Header Tab

Import Header | Body | Items | Config (ADMIN) | Transmit

Import Declaration | Completion Guide

Country of... Dispatch [5/14] Destination [5/8]
VN ... GB ...

Category Declaration Type
IM A Standard customs declaration
[1/1] [1/2] Goods arrived

Badge
Test Declaration (TDR) ☒

Trader Reference Local Reference Declaration UCR
CDS0000422 GB978614664000-CDS0000422
[2/4] [2/5]

Parties

Representative Status [3/21]
2 Direct Representation

Exporter [3/1, 3/2] +
Importer [3/15, 3/16] +
Declarant [3/17, 3/18] +
Representative [3/19, 3/20] +
Seller [3/24, 3/25] +
Buyer [3/26, 3/27] +

Deferment Numbers [2/6]
1st 8129879
2nd

Lists
Lists | Guarantees | Warehouse | Supervising Office

| Authorisation Holders [3/39] ∞ | | Containers [7/10] ∞ | | Additional Info [2/2] ∞ | | Supply Chain Actors [3/37] ∞ | | Fiscal Refs [3/40] ∞ | | Previous Documents [2/1] | |
|--------------------------------|---------------|---------------------|--|-------------------------|-------------|------------------------------|------|----------------------|------|--------------------------|------|
| Type | Identifier | ContainerNo | | Code | Description | Identifier | Role | Identifier | Role | Category | Type |
| BPO | GB31960195800 | | | | | | | | | | |

Body Tab

Import Header | Body | Items | Config (ADMIN) | Transmit

Main | Values

Total Packages Total Gross Mass Nature of Transaction
1 ... 11 Outright purchase/sale
∞ [6/18] ∞ [8/5]

Delivery Terms [4/1] ∞
Code Location
FOB GB ...
[5/21] ∞

Airport of Loading
...

Goods Location [5/23] ∞
Country Type Qualifier Identification
GB A Designated Location U UN/LOCODE

Inland Transport Mode
[7/5]

Border Transport
Mode Country
[7/4] GB ...
[7/15]

Arrival Transport [7/9] ∞
Type Identity

Items Tab

Import Header | Body | **Items** | Config (ADMIN) | Transmit

| Item No | Commodity Code | Procedure Code | Goods Description | Origin | Preference | Item Price |
|---------|----------------|----------------|-------------------|--------|------------|------------|
| | | | | | | |

Item | Parties | Packages & Containers | Additional Info | Documents | Previous Documents | Financial

Item Number: [1/6] Commodity Code: [6/14, 6/15] ∞ Preference: [4/17] ∞ Item Price Amount: [4/14] ∞ Statistical Value: [8/6] ∞ Nature of Transaction: [8/5] ∞

Goods Description: [6/8] ∞

Gross Mass: [6/5] ∞ Net Mass: [6/1] ∞ Supplementary Units: [6/2] ∞ CusCode: [6/13] ∞ Procedure Code: [1/10] ∞ Dispatch Country: [5/14] ∞ Destination Country: [5/8] ∞

Origin Country: [5/15, 5/16] ∞ Quota: [8/1] ∞

☒ Preferential Origin

Valuation Method: [4/16] ∞

Valuation Indicators: [4/13] ∞

Commodity Codes

Code

Procedure Codes

Code

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