

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

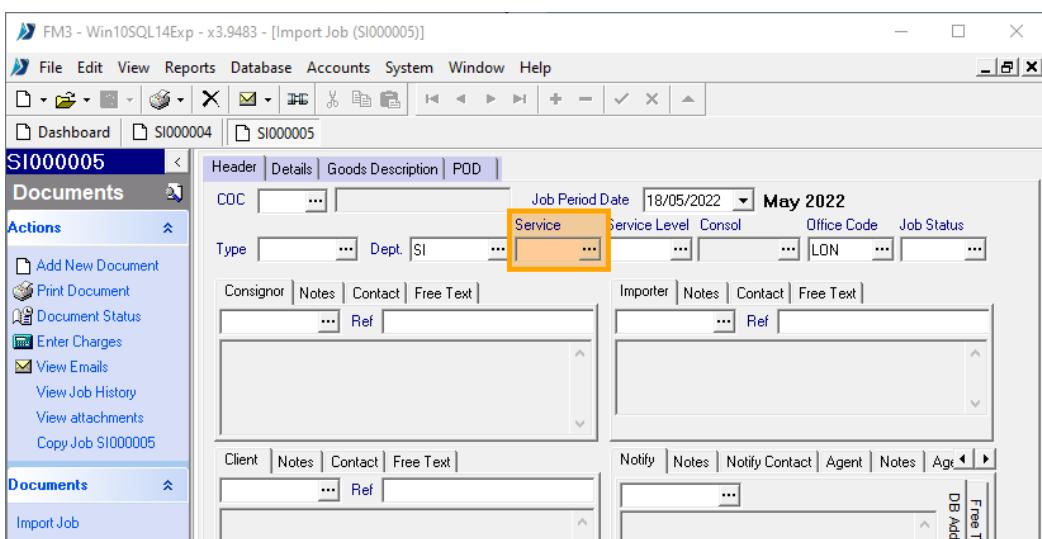
1. Delivery Note = Document that accompanies a shipment of goods.
2. OI - Ocean Imports
3. CDS Declaration = (Customs Declaration Service) the UK government's new electronic system for handling customs declaration processes.

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.

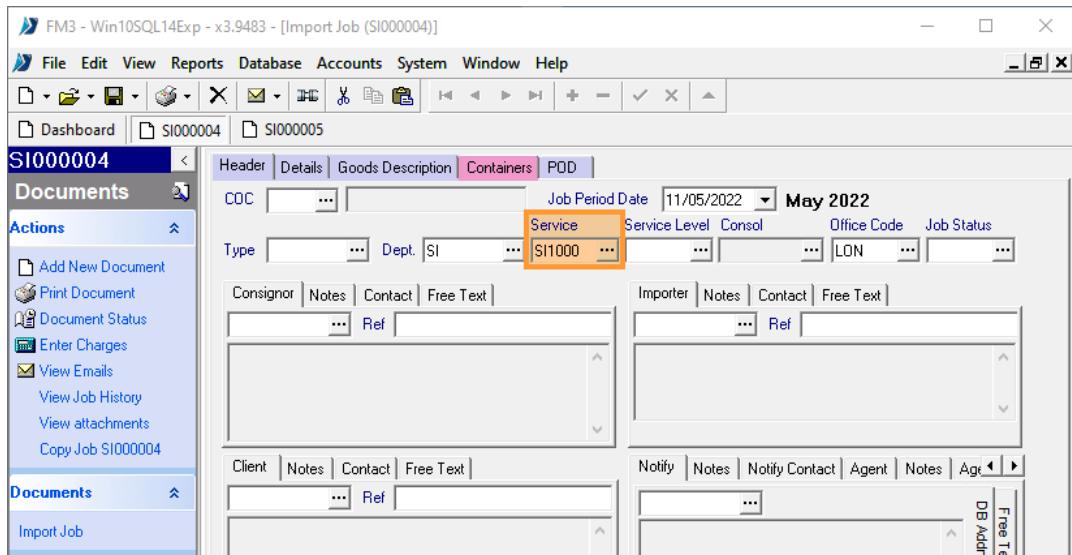
CONTAINERS

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.



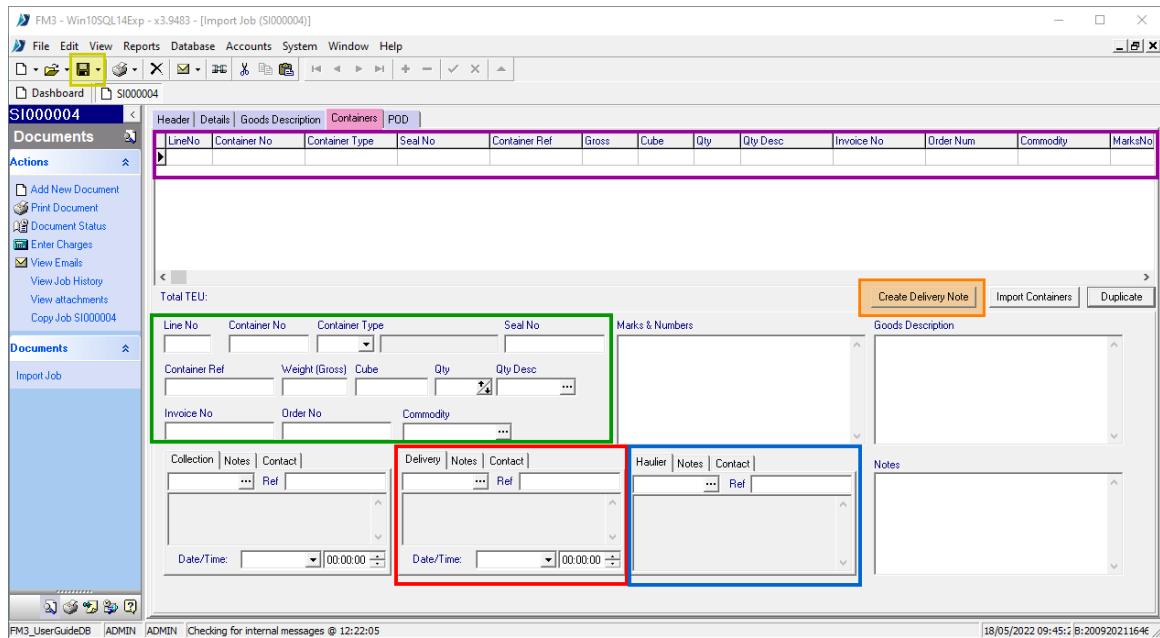
The screenshot shows the FM3 software interface for an Ocean Import job (SI000005). The 'Containers' tab is selected. The 'Header' section is visible, showing fields for COC, Job Period Date (18/05/2022, May 2022), Service (highlighted with an orange box), Service Level, Consol, Office Code (LON), and Job Status. Below the header, there are sections for Consignor, Importer, Client, and Notify, each with Notes, Contact, and Free Text fields. On the left, a sidebar shows 'Documents' with options like 'Add New Document', 'Print Document', and 'View Emails'. The status bar at the bottom shows 'Import Job'.





[Service Codes are explored below](#)

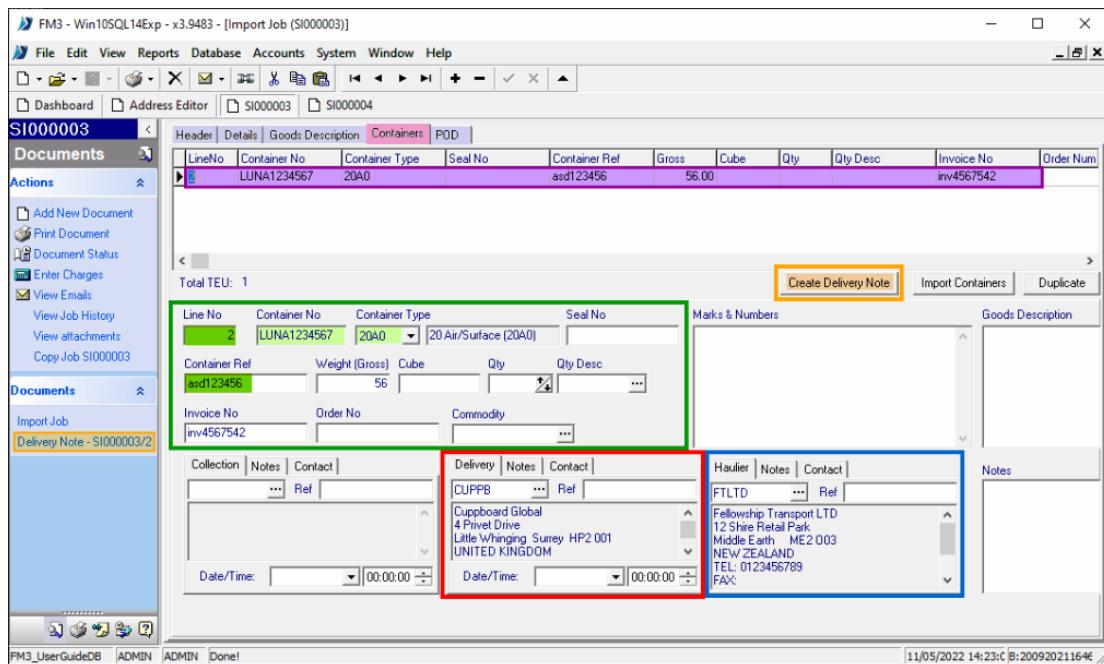
Switching to the **Containers** tab will change the screen to show the below screen, with a grid and boxes. The grid will show any containers connected to this job and the boxes are for adding the information.



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:

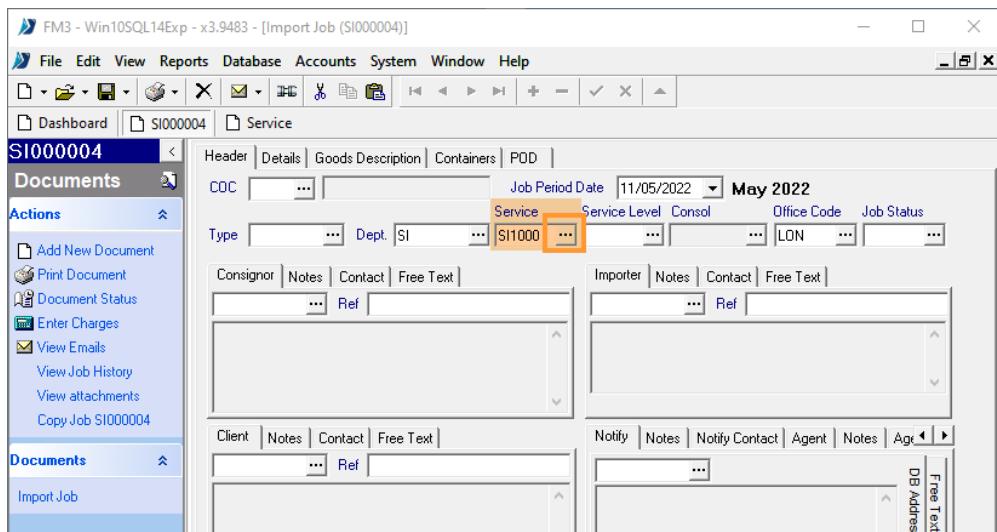




With the container line **highlighted**, click the '**Create Delivery Note**' button to generate a new Delivery Note document for this job, as seen in the left taskbar.

SERVICE CODES

Service Codes represent a specific service assigned to a job, for example, *S/1000*, 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 *S/1000*, 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](#).

FM3 - Win10SQL14Exp - x3.9483 - [Import Job (SI00004)]

File Edit View Reports Database Accounts System Window Help

Dashboard SI00004 Service

Service

Listing **Details** **Notes** **Charges**

Search For Search In Country

Code	Name	Mode	Ratio (M3)	Ratio	Type	Origin	Dest	Country	Agent
AE6000	Air Freight Export 6000cc's	A	166.67	000.00	E				
AI6000	Air Freight Import 6000cc's	A	166.67	000.00	I				
RE3000	Road Freight Export 3:1	R	333.33	000.00	E				
RE5000	Road Export 5000	A	200.00	000.00	E				
RI3000	Road Freight Imports 3000cc's	R	333.33	000.00	I				
SE1000	Ocean Freight Export 1000cc's	S	1000.00	000.00	E				
SI1000	Ocean Freight Import 1000cc's	S	1000.00	000.00	I				

D

OK Cancel

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

FM3_UserGuideDB ADMIN ADMIN Checking for internal messages @ 11:12:28 18/05/2022 09:45:18:200920211646

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.

Service

Listing **Details** **Notes** **Charges**

Code	Name	Type	Mode
SI1000	Ocean Freight Import 1000cc's	Import	Sea
Foreign Country	...		
Origin	...		
Destination	...		
Kgs/M3	cc's/Kgs	Agent	
Ratio	1000	...	
	0		
Round charge (Wt to Kg)	0.5		

OK Cancel

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.

Service

Listing | Details | Notes | Charges

Accruals				
SeqNo	ChgCode	VatCode	RateAddressFieldSea	CurrencyCode
*				USD

Sales				
Seq No	ChgCode	VatCode	RateAddressFieldSea	CurrencyCode
*	100	Z		USD

OK | Cancel

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'.

New

Your User Group: ADMIN | Department: Ocean Export

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

Air
Consolidation
Customs
Documents
Job
LOC Documents
Sales

New Document ID: CDS2200007test | Add to existing job | Inherit data from "main"

Create | Cancel

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...	Category	Declaration Type	Badge		
Dispatch [5/14] VN	IM	A Standard customs declaration			
Destination [5/8] GB	[1/1]	[1/2] Goods arrived			
<input checked="" type="checkbox"/> Test Declaration (TDR)					
Trader Reference CDS0000422 [2/4]	Local Reference	Declaration UCR GB978614664000-CDS0000422 [2/5]			
Parties					
Representative Status [3/21] 2 Direct Representation					
Exporter [3/1, 3/2] ...	Importer [3/15, 3/16] PRINCES PRINCES LTD	Declarant [3/17, 3/18] DRA001 DRAC LOGISTICS LTD			
Representative [3/19, 3/20] ...	Seller [3/24, 3/25] ...	Buyer [3/26, 3/27] ...			
Deferment Numbers [2/6] 1st 6129879 2nd					
Lists					
Lists Guarantees Warehouse Supervising Office					
Authorisation Holders [3/39] DPO	Containers [7/10] GB31960195800	Additional Info [2/2] Code	Supply Chain Actors [3/37] Identifier	Fiscal Refs [3/40] Identifier	Previous Documents [2/1] Category
Identifier	ContainerNo	Description	Role	Role	Type

Body Tab

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

Main | Values

Total Packages 1	Total Gross Mass	Nature of Transaction 11	Outright purchase/sale	Delivery Terms [4/1] ∞	Code FOB	Location GB	Airport of Loading
∞ [6/18]	∞ [8/5]	∞ [8/5]	∞ [8/5]	∞ [8/1]	∞ [8/1]	∞ [8/1]	∞ [5/21]
Goods Location [5/23] ∞				Identification ∞			
Country GB	Type A	Designated Location	Qualifier U	UN/LOCODE			
Inland Transport Mode				Border Transport		Arrival Transport	
Mode				Country GB	Type		Identity
∞ [7/5]				∞ [7/4]	∞ [7/5]	∞ [7/9]	

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 | Add Item | Add Item

Item Number	Commodity Code	Preference	Item Price Amount	Statistical Value	Nature of Transaction	[8/5] ∞
[1/6]	[6/14, 6/15] ∞	[4/17] ∞	[4/14] ∞	[8/6] ∞		
Goods Description	[6/8] ∞	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>				
Gross Mass	Net Mass	Supplementary Units	CusCode	Procedure Code	Dispatch Country	Destination Country
[6/5] ∞	[6/1] ∞	[6/2] ∞	[6/13] ∞	[1/10] ∞	[5/14] ∞	[5/8] ∞

Commodity Codes

Code

Procedure Codes

Code

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