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Sea Miscellaneous

As there may be some local services which are not related to export/ import of shipment, miscellaneous job provides user to record the services and issue invoices with a simple and quick way.

Go to Sea Freight -> Miscellaneous -> Miscellaneous Job

➤ Please choose the division -> press [Go]

SM	SEA MISC
CS	CUSTOMS
FE	FAIRS & EXHIBITIONS
RL	RELOCATION SERVICES
WH	WAREHOUSE

Press [+] for new record.

Please fill in the form. Only the fields with [*] is mandatory.

Job number will be auto generated.

Press [Confirm] once finish.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Logistics Job (This is TAT environment) Division: FE

Job# (auto-gen) Shipper Job Date: 9/8/2016

Service Type: LOGISTICS

Project: Manifest No.: Bill of Entry No.: Truck No.: ETA: Place of Receipt: Name: Place of Loading: Name: Place of Discharge: Name: Final Destination: Name: Marks: Goods Descriptions: QTY. Unit: CTN

Controlling Customer: 00019 JANICE TEST 2 LTD D Brand: Salesman Code: JOHN CHAN Temporary Storage: Declaration: Job Description:

Confirm Cancel Hot Key: ESC-Cancel

After creating the job file, users may input charges for sales and purchase. Issue invoice/ credit note to customer/ agent added in Sales, cost/ credit note received from vendors added under purchase.

TESTING NAME: TESTING ADDRESS 1: TESTING ADDRESS 2: TESTING ADDRESS 3: TESTING ADDRESS 4: Notify Party: Controlling Customer: 00013 JANICE TESTING COMPANY Brand: Salesman Code: CORP Temporary Storage: Declaration: Job Description:

Place of Receipt: Name: Place of Loading: Name: Place of Discharge: Name: Final Destination: Name: Marks: Goods Descriptions: N/M: APPLS: QTY. Unit: CTN: 100: 500.00: CBM: Internal Remark:

ADD	CHG	DEL	Profit and Loss	Cover Sheet	Arrival Notice
Invoice #	Type	Terms	Code	Payee	Invoice Currency
Invoice #	Type	Terms	Code	Payee	Invoice Currency

Hot Key: F7-Add Header F8-Change Header F2-Add F2-Add

Invoice Type "I" means invoice, please input the mandatory fields with * -> Press [Confirm]

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Customer Invoice Maintenance (This is TAT environment) Division: SM User: HKG

Invoice Type: I (- Inv C-C/R Note) Job#: Status: Invoice Number: B/L #: Posting: Payee: A0005: Shipper: ARIES GLOBAL LOGISTICS, INC. 701 ASHLAND AVENUE, 2 ASHLAND CENTER, SUITE 4, FOLCROFT, PA 19032, U.S.A. Vessel: Voyage: Sailing Date: Terms: Pay Currency: HKD: Ex.Rate: Payment Terms: Issue Date: 9/08/2016: Amount: Print Type: Footer Remark (Print First Line Only): Approve Status: Appr/Un-Appr User: Date: Confirm Cancel Hot Key: ESC-Cancel

Please choose Invoice Type as "C" in case this is credit note.

Customer Invoice Maintenance (This is UAT environment)

Invoice Type: I (I-Inv C-C/R Note)

Invoice Number: [Blank]

Payee: [Blank]

Shipment Information:

- Bound: [Blank]
- Vessel: [Blank]
- Voyage: [Blank]
- Sailing Date: [Blank]
- Terms: PP
- Pay Currency: HKD
- Formula VS HKD: X
- Ex.Rate: 1

Footer Remark (Print First Line Only): [Blank]

Buttons: Confirm, Cancel

Hot Key: ESC-Cancel

Footer Remark will be printed on the invoice. Press [Confirm] to save.

Customer Invoice Maintenance (This is UAT environment) Division: SM

Invoice Type: I (I-Inv C-C/R Note)

Invoice Number: HKGDS0000524

Payee: J0013

Shipment Information:

- Bound: T
- Vessel: [Blank]
- Voyage: [Blank]
- Sailing Date: 9/8/2016
- Terms: PP
- Pay Currency: HKD
- Formula VS HKD: X
- Ex.Rate: 1

Footer Remark (Print First Line Only): COURIER PICK FROM YUEN LONG WAREHOUSE
ACCOUNT NUMBER 01-1234567
AUTH BY MR CHAN

Buttons: Confirm, Cancel

Please input charges by click [+]

Customer Invoice Maintenance (This is UAT environment) Division: SM

Invoice Type: I (I-Inv C-C/R Note)

Invoice Number: HKGDS0000524

Payee: J0013

Shipment Information:

- Bound: T
- Vessel: [Blank]
- Voyage: [Blank]
- Sailing Date: 09/08/2016
- Terms: PP
- Pay Currency: HKD
- Formula VS HKD: X
- Ex.Rate: 1.000000

Footer Remark (Print First Line Only): COURIER PICK FROM YUEN LONG WAREHOUSE
ACCOUNT NUMBER 01-1234567
AUTH BY MR CHAN

CHG	Prt Invoice	Void	Copy Charge	Load From Accrual	Release to Accrual	Approve					
Job	Charge *	Desc	Base *	Cur *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark

Hot Key: F8-Change Header F2-Add

Each charge details are allowed to add remarks:

Job	Charge *	Desc	Base *	Cur *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt
HKGSM160800001										
	Charge*	Desc	Base*	Cur*	Rate	Qty	Day			
	COU	COURIER CHARGE	POUCH	HKD	500	1	1			
	Amt		Ex.Rate	Inv.Amt	Remark					
	500	X		500						
FROM YUEN LONG WAREHOUSE										

User may press [Print Invoice] to have a look for the invoice draft. After press the [approval] button, the word (Draft) will be omitted.

Please tick "Blank Form" to have the invoice print on pre-print form.

Customer Invoice Maintenance (This is UAT environment) User: HKG|LEO

Invoice Type: I (I-Inv C-C/R Note) Job#: HKGSM160800001 Status: []

Invoice Number: HKGDS0000524 B/L#: [] Posting: []

Payee*: J0013 Shipment Information

JANICE TESTING COMPANY A Bound: T Division: SM

2/F, 138 NATHAN ROAD, HONG KONG Vessel: []

COMPANY Voyage: []

Sailing Date: 09/08/2016

Terms: PP

Payment Terms: [] Issue Date*: 09/08/2016 Pay Currency*: HKD

Formula VS HKD: X Ex.Rate: 1.0000

Print Type: [] Due Date: [] Amount: 1,000.00

Footer Remark (Print First Line Only): COURIER PICK FROM YUEN LONG WAREHOUSE
ACCOUNT NUMBER 01-1234567
AUTH BY MR CHAN

Approve status: [] Appr/Un-Appr User: [] Date: []

CHG	Prt Invoice	Void	Copy Charge	Load From Accrual	Release to Accrual	Approve	Job	Charge	Desc	Base *	Cur *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HKGSM160800001	COU	COURIER CHARGE	POUCH	HKD	500.00	1.000	1.00	500.00	X	1.000000	500.00	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HKGSM160800001	TRU	TRUCKING FEE	W/M	HKD	500.00	1.000	1.00	500.00	X	1.000000	500.00					

Hot Key: F8 Change Header F2 Add

INVOICE (DRAFT)

To : 測試名字
 測試地址1
 測試地址2
 測試地址3
 測試地址4
 測試地址5

Invoice No. : HKGDS0000524
 Job No.: HKGSM160800001
 Date : 09/08/2016
 Customer No.: J0013

Tel :
 Attn. : Fax :

Vessel/Voyage :	Place of Receipt: HONG KONG
ETD Date : 01/08/2016	Loading Port : HONG KONG
ETA Date : 05/08/2016	Discharge Port : MACAU
MB/L No. :	Destination : MACAU
HB/L No. :	QTY : 100 CTNS
Container No. :	Gross Weight : 500.00 KGS
	CBM : 20.550 CBM

Descriptions	Rate	Amount
COURIER CHARGE FROM YUEN LONG WAREHOUSE	HKD 500.000/POUCH X 1.000	HKD 500.00
TRUCKING FEE	HKD 500.000/W/M X 1.000	HKD 500.00

Remarks : COURIER PICK FROM YUEN LONG WAREHOUSE
 ACCOUNT NUMBER 01-1234567
 AUTH BY MR CHAN

SAY : HONG KONG DOLLARS ONE THOUSAND ONLY

Prepared By : Leo C Invoice Issue Date : 10/08/2016 TOTAL : HKD 1,000.00

Please pay to the following bank accounts:
 Beneficiary: Air Sea Worldwide Logistics Ltd.
 Banker : The Hong Kong & Shanghai Banking Corp. Ltd.
 Bank Address: 1 Queen's Road Central, Hong Kong

In case users need to input accrual charges for vendor invoices received in pouch, please proceed to [Charge] tag. Accrual charges for invoice/ credit note received from vendors input in Purchase column.

**Please note when we received credit note from vendors, user may input "-" with the rate:

Once received vendor's invoice, user may proceed to Invoice-> Vendor Invoice Processing

202.66.117.65/uatfm3k/fms810.asp?TB=TAB2&action=addh

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Util

Vendor Invoice Maintenance (This is UAT environment) Customer Invoice Processing

Browse Invoice Details

Invoice Type (I-Inv C-C/R Note)

Invoice Number*

Vendor Invoice Processing

Profit Share

Choose the correct division -> press [go] -> press [+]

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Vendor Invoice Maintenance (This is UAT environment) User HKGILEO

Invoice No. Job No. Payee Code

To B/L

Status

Cur

User

Go

Division SM

SE

MM

SI

SO

SM

CS

FE

RL

WH

After input the mandatory fields, please press [Confirm] to save the invoice.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Vendor Invoice Maintenance (This is UAT environment) Division: SM

Invoice Type (I-Inv C-C/R Note) Job# Status

Invoice Number* B/L # Posting

Vendor T0128 Shipment Information

TESTING NAME Bound Division SM

TESTING ADDRESS 1 Vessel

TESTING ADDRESS 2 Voyage

TESTING ADDRESS 3 Sailing Date

TESTING ADDRESS 4 Terms PP

TESTING ADDRESS 5 Pay Currency HKD

Payment Terms Issue Date 1/08/2016 Formula VS HKD Ex.Rate

Print Type Due Date Amount

Remark

Approve status Appr/Un-Appr User Date

Confirm Cancel

Hot Key: ESC-Cancel

User may press [Load from Accrual] to load the accrual charges which already input in jobs created for this vendor.

Sea Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Utility

Vendor Invoice Maintenance (This is UAT environment) Division: SM

Invoice Type (I-Inv C-C/R Note) Job# Status

Invoice Number* 00101110001 B/L # Posting

Vendor T0128 Shipment Information

TESTING NAME Bound Division SM

TESTING ADDRESS 1 Vessel

TESTING ADDRESS 2 Voyage

TESTING ADDRESS 3 Sailing Date

TESTING ADDRESS 4 Terms PP

TESTING ADDRESS 5 Pay Currency* HKD

Payment Terms Issue Date 01/08/2016 Formula VS HKD Ex.Rate 1.000000

Print Type Due Date Amount

Remark COURIER FEE PICK UP FROM YUEN LONG WAREHOUSE

Approve status Appr/Un-Appr User Date

ADD CHG DEL Update Tax Invoice Payment Request Void Load From Accrual Release to Accrual Approve

Job	B/L	Container	Charge *	Desc	Base	Cur *	Rate	Qty/Day	Amt	Ex.Rate	Inv.Amt
-----	-----	-----------	----------	------	------	-------	------	---------	-----	---------	---------

Select the accrual charges by tick the box ->Press [Load]

Load From Accrual (This is UAT environment) Division: SM User: HKG|LEO

Invoice: 00101110001 Vendor: T0128 Name: TESTING NAME
 Curr: HKD Ex.Rate: 1.0000 Division: SM

Load

PURCHASE

B/L	Terms	Chrg	Description	F	Curr	Rate	Qty	Base	Amount	Ex.Rate	Inv.Amount	Ctrl
Job: HKGSM160800001												
1	PP	TRU	TRUCKING FEE		HKD	10.000	1.00	W/M	10.00 X	1.0000	10.00 M	<input checked="" type="checkbox"/>
											10.00	
											10.00	

Then the accrual charges will be added in the invoice.

Remark could be printed on Payment request, user may further edit by press [CHG]

Vendor Invoice Maintenance (This is UAT environment) Division: SM User: HKG|LEO

Invoice Type: I (1-Inv C-C/R Note) Job#: Status: Posting
 Invoice Number: 00101110001 B/L#: Division: SM
 Vendor: T0128 Shipment Information

TESTING NAME
 TESTING ADDRESS 1
 TESTING ADDRESS 2
 TESTING ADDRESS 3
 TESTING ADDRESS 4
 TESTING ADDRESS 5

Payment Terms: Issue Date: 01/08/2016
 Due Date: Amount: 10.00

Print Type: Remark: COURIER FEE
 PICK UP FROM YUEN LONG WAREHOUSE

Approve status: Appr/Util-Appr User Date

ADD CHG DEL Update Tax Invoice Payment Request Void Load From Accrual Release to Accrual Approve

Job	B/L	Container	Charge	Desc	Base	Cur	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt
1	HKGSM160800001		TRU	TRUCKING FEE	W/M	HKD	10.00	1.000	1.00	10.00 X	1.000000	10.00

If there is extra document need to be recorded in the job for filing, user may proceed to [File] tag, then press [Upload] to upload file (excel, word, PDF, jpg, png) to the job.

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

Misc. Job (This is UAT environment) Division: AM User: HKG|LEO

MAWB: CLP-0001 Job: HKGAM151200002 Job Date: 18/12/2015

Shipper
 Consignee

Qty: 10 Gross Wgt: 120.00 Volume Wgt: 0.00 Chargeable Wgt: 120.00
 Freight Term: PP Oth. Term: PP Port of Loading: HKG Final Destination: HKG

Upload

File Name	Remark	Create Date
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After confirming the job is finished by supervisor, lock job could be done.

Air Freight Inbound Outbound Miscellaneous Report Invoice Tariff Master Sea-Air Utility

Misc. Job (This is UAT environment) Division: AM User: HKG|LEO

MAWB: Job#: HKGAM151200002 Terms: Shipper:
 Date: POL: POD: Consignee:
 Division: AM Status: User: Agent: **Go**

Freight Other

MAWB	Shipper Name	Consignee	Locked	Gross Weight	CBM	Terms	Terms	POL	POD	Date	Job	
1	CLP-0001		Locked	10	120.00	0.000	PP	PP	HKG	HKG	18/12/2015	HKGAM151200002

Air Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Sea-Air	Utility			
Misc. Job (This is UAT environment)								Division: AM		User: HKG LEO		
MAWB	Job#		HKGAM151200002		Terms		Shipper					
Date / +Days	POL				POD		Consignee					
Division	AM		Status: Able to Lock		User		Agent					
Lock								Return				
				Freight		Other						
L	MAWB	Shipper Name	Consignee Name	Qty	Gross Weight	CBM	Terms	Terms	POL	POD	Date	Job
<input checked="" type="checkbox"/>	1 CLP-0001			10	120.00	0.000	PP	PP	HKG	HKG	18/12/2015	HKGAM151200002