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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 UAT environment) Division: FE

Job# (auto-gen) Shipper Consignee Notify Party Controlling Customer 00019 JANICE TEST & LTD G Brand Salesman Code JOHN CHAN Temporary Storage Declaration Job Description

Job Date 5/8/2016 Service Type LOGISTICS Project Manifest No. Bill of Entry No. Truck No. ETD ETA Place of Receipt Place of Loading Place of Discharge Final Destination Marks

QTY. KGS Internal Remark

QTY. Unit CTN CBM

Goods Descriptions

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 Place of Loading Place of Discharge Final Destination Marks N/M QTY. 100 QTY. Unit CTN KGS 500.00 CBM Internal Remark

ADD CHG DEL Profit and Loss Cover Sheet Arrival Notice

Invoice # Type Terms Code Payee Curr Invoice Currency

PURCHASE INVOICE

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 UAT environment) Division: SM User: HKG

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

Invoice Number 40005 Payee ARIES GLOBAL LOGISTICS, INC. 701 ASHLAND AVENUE, 2 ASHLAND CENTER SUITE 4, FOLCROFT, PA 19032, U.S.A. Shipment Information Vessel Voyage Sailing Date Terms

Payment Terms Issue Date 5/08/2016 Pay Currency HKD Ex.Rate

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) User: HKG|LEO

Invoice Type: I (I-Inv C-C/R Note) Job#: B/L#: Status: Posting:

Invoice Number: Payee: Shipment Information

Bound: Vessel: Voyage: Sailing Date: Terms: PP Pay Currency: HKD Ex.Rate: 1

Payment Terms: Issue Date: Formula VS HKD: X Amount: Ex.Rate: 1

Print Type: Due Date: Footer Remark (Print First Line Only):

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

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 User: HKG|LEO

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

Invoice Number: HKGDS0000524 B/L#: Shipment Information

Payee: J0013 Bound: T Division: SM

JANICE TESTING COMPANY A Vessel: Voyage: Sailing Date: 9/8/2016 Terms: PP Pay Currency: HKD Ex.Rate: 1

2/F, 138 NATHAN ROAD, HONG KONG COMPANY

Payment Terms: Issue Date: 9/8/2016 Formula VS HKD: X Amount: Ex.Rate: 1

Print Type: Due Date: 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:

Confirm Cancel

Please input charges by click [+]

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

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

Invoice Number: HKGDS0000524 B/L#: Shipment Information

Payee: J0013 Bound: T Division: SM

JANICE TESTING COMPANY A Vessel: Voyage: Sailing Date: 09/08/2016 Terms: PP Pay Currency: HKD Ex.Rate: 1.000000

2/F, 138 NATHAN ROAD, HONG KONG COMPANY

Payment Terms: Issue Date: 09/08/2016 Formula VS HKD: X Amount: Ex.Rate: 1.000000

Print Type: Due Date: 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 Pmt 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

Job	Charge *	Desc	Base *	Cur *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt
<div> <div>HKGS160800001 ▼</div> </div>										
Charge*	Desc	Base*	Cur*	Rate	Qty	Day				
COU	COURIER CHARGE	POUCH	HKD ▼	500	1	1				
Amt	Ex.Rate		Inv.Amt	Remark						
500	X	1	500							
<div>FROM YUEN LONG WAREHOUSE  </div>										

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

<b>Customer Invoice Maintenance</b>													User <b>HKG LEO</b>
Browse		Invoice Details		CAS Details									
Invoice Type		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 COMPANY		Vessel											
		Voyage											
		Sailing Date		09/08/2016									
		Terms		PP									
		Pay Currency*		HKD									
Payment Terms		Issue Date*		09/08/2016		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	* Desc	Base *	Curr *	Rate	Qty	Day	Amt	Ex.Rate	Inv.Amt	Remark			
1 HKGS FRO	INVOICE COURIER CHARGE	POUCH	HKD	500.00	1.000	1.00	500.00 X	1.000000	500.00				
2 HKGS	[X] Blank Form TRUCKING FEE	W/M	HKD	500.00	1.000	1.00	500.00 X	1.000000	500.00				
	[ ] Direct Print												

## 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 :  
ETD Date : 01/08/2016  
ETA Date : 05/08/2016  
MB/L No. :  
HB/L No. :  
Container No. :

Place of Receipt: HONG KONG  
Loading Port : HONG KONG  
Discharge Port : MACAU  
Destination : MACAU  
QTY : 100 CTNS  
Gross Weight : 500.00 KGS  
CBM : 20.550 CBM

Descriptions	Rate	Amount
COURIER CHARGE	HKD 500.000/POUCH X 1.000	HKD 500.00
FROM YUEN LONG WAREHOUSE		
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:**

Logistics Job (This is UAT environment) Division: SM User: HKG|LEO

Browse Detail Charge File Booking

Job# : HKGSM160800001

Job Date : 09/08/2016

Remark :

SALES				Original Charge Item				Invoice Currency					
Bill	I/C	By	Chrg	Description	Unit	F	Curr	Rate(R)	Qty(Q)	Amount(A)	Inv.Curr	Ex.Rate/Ctrl	Remark
PURCHASE				Original Charge Item				Invoice Currency					
Bill	I/C	Chrg	Description	Unit	F	Curr	Rate(R)	Qty(Q)	Amount(A)	Inv.Curr	Ex.Rate/Ctrl	Remark	
Term	PP	Code	T0128	Invoice From				TESTING NA					
Term	PP	Code	T0128	Invoice From				TESTING NA					
TRU			TRUCKING FEE	W/M		HKD	10	1	10	HKD	X	1 M	

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	<b>Invoice</b>	Tariff	Master	Util
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**Vendor Invoice Maintenance** (This is UAT environment)

Browse Invoice Details

Invoice Type: 1 (I-Inv C-C/R Note)

Invoice Number:

Customer Invoice Processing

**Vendor Invoice Processing**

Profit Share

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

Sea Freight	Inbound	Outbound	Miscellaneous	Report	<b>Invoice</b>	Tariff	Master	Utility
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**Vendor Invoice Maintenance** (This is UAT environment)

Invoice No. Job No.

Issue Date To B/L

Division: SM

Status

Payee Code

Curr

User

**Go**

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

Sea Freight	Inbound	Outbound	Miscellaneous	Report	<b>Invoice</b>	Tariff	Master	Utility
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**Vendor Invoice Maintenance** (This is UAT environment)

Division: SM

Invoice Type: 1 (I-Inv C-C/R Note)

Invoice Number:

Vendor: T0128

TESTING NAME

TESTING ADDRESS 1

TESTING ADDRESS 2

TESTING ADDRESS 3

TESTING ADDRESS 4

TESTING ADDRESS 5

Payment Terms

Issue Date: 1/08/2016

Due Date

Amount

Pay Currency: HKD

Ex.Rate

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	<b>Invoice</b>	Tariff	Master	Utility
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**Vendor Invoice Maintenance** (This is UAT environment)

Division: SM

Invoice Type: 1 (I-Inv C-C/R Note)

Invoice Number: 00101110001

Vendor: T0128

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

Pay Currency: HKD

Ex.Rate: 1.000000

Approve status

Appr/Un-Appr User

Date

**Load From Accrual**

ADD CHG DEL Update Tax Invoice Payment Request Void

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 (I-Invoice C-C/R Note) Job#: Status: Posting  
 Invoice Number: 00101110001 B/L#: Division: SM  
 Vendor: T0128 Shipment Information: Round: Vessel: Voyage: Sailing Date: Terms: PP  
 TESTING NAME: TESTING ADDRESS 1: TESTING ADDRESS 2: TESTING ADDRESS 3: TESTING ADDRESS 4: TESTING ADDRESS 5: Pay Currency: HKD  
 Payment Terms: Issue Date: 01/08/2016 Formula VS HKD: X Ex.Rate: 1.000000  
 Print Type: Due Date: Amount: 10.00

Remark: COURIER FEE  
 PICK UP FROM YUEN LONG WAREHOUSE

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

**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: /+Days: Status: User: Agent: Go

Division: AM Able to Lock: Locked

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