

Retek[®] Trade Management[™] 11.0

User Guide

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- Detailed step-by-step instructions to recreate.
- Exact error message received.
- Screen shots of each step you take.

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Chapter 1 – Introduction

This user guide provides you with the information to effectively use the Retek Trade Management application. The Retek Trade Management user guide is part of the four-volume Retek Merchandising Solution Set, consisting of the following user guides:

- Retek Merchandising System
- Retek Sales Audit
- Retek Trade Management

The topics covered in this chapter are:

- What is Retek Trade Management?
- Purpose of this guide
- Prerequisites
- Retek Merchandising Solution Set overview
- Related documentation

What is Retek Trade Management?

Retek Trade Management (RTM) works with Retek Merchandising System (RMS), which is Retek's core transaction system. RMS includes key retailing functions such as item maintenance, pricing and promotion management, supplier and location maintenance, and purchasing and receiving.

RTM automates the international procurement process by linking partners in the supply chain so that information moves with the product through the sourcing, buying, and delivery process. RTM provides the infrastructure for effectively managing the import process. A highly scalable solution, RTM is designed to meet the needs of both large and small retailers with growing import businesses. By managing file exchanges with trading partners and providing a central database of critical import order information, RTM ensures a single version of the truth, which retailers can rely on when making decisions to buy, track, and move international merchandise.

Purpose of this guide

This user guide concentrates on how to use the components of Retek Trade Management. It provides you with:

- Overviews of each functional area within the application, including the business processes, reports, and system administration functions pertaining to the module.
- Step-by-step procedures for completing the specific tasks.

Prerequisites

You do not have to have experience using RTM software to use this guide. You should be familiar with operating a personal computer (PC), keyboard, and mouse.

Also, verify that all components of RTM software have been successfully installed.

Retek Merchandising Solution Set Overview

The Retek Merchandising Solution Set is divided into the following volumes. You may refer to one of the following volumes for specific product information:

Volume 1	Retek Merchandising System Chapter 1: Introduction Chapter 2: Navigate RMS Chapter 3: Foundation data Chapter 4: Item maintenance Chapter 5: Purchasing Chapter 6: Cost management Chapter 7: Inventory control Chapter 8: Replenishment Chapter 9: Financial management Chapter 10: User tools Chapter 11: System administration
Volume 2	Retek Sales Audit Chapter 1: Introduction Chapter 2: Getting started Chapter 3: System variable Chapter 4: Sales Audit maintenance Chapter 5: ACH maintenance Chapter 6: Transaction maintenance Chapter 7: Store/day close audit Chapter 8: Audit trail Chapter 9: Rules wizards
Volume 3	Retek Trade Management Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Harmonized tariff schedules Chapter 4: Letter of credit Chapter 5: Transportation Chapter 6: Maintain customs entry Chapter 7: Maintain obligations Chapter 8: Maintain actual landed costs
Volume 4	Retek Merchandising Report Chapter 1: Retek Merchandising System Chapter 2: Retek Sales Audit Chapter 3: Retek Trade Management

Related documentation

Additional documentation is available for the core merchandising system. Those documents are as follows:

Name of Manual	Description
Installation Guide	<ul style="list-style-type: none">• Hardware/software/browser requirements• Installation instructions
Operations Guide	<ul style="list-style-type: none">• Functional overviews• RIB Publication designs• RIB Subscription designs• Batch designs-• Batch program overview
Data Model	<ul style="list-style-type: none">• Relational integrity diagrams• Table names and descriptions• Column summaries• Primary and foreign keys• Check constraints
Online Help	<ul style="list-style-type: none">• Online help available with the software

Chapter 2 – Navigate RTM

Overview

This section describes how to navigate within RTM. The following topics are included:

- Instructions to log on to and exit RTM
- Instructions to navigate within a window
- Instructions to sort and filter columns

Procedures

Log on to and exit RTM



Note: The way that you access RTM depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started RTM, you are prompted to log on to the system.

Log on to RTM


1. On the Login window, enter your user name in the Username field.
2. In the Password field, enter your password.
3. In the Connect String field, enter the connect string for the application.
4. Click **Logon**. The Retek Enterprise Start window is displayed.


Exit RTM

1. From the Action menu, select Close.
2. Select Close until the application closes.


Navigate within a window

Use a drop-down list

Some fields can accept values only from a predefined list of options. Such fields have a down arrow  button on the right side of the field.


1. Click the down arrow  button. A drop-down list of options displays.
2. Select a value from the drop-down list. The selected option is entered in the appropriate field.

Use a List of Values button

The List of Values  button is found to the right of a field. The button displays all defined values or options available for the field. The List of Values button is often referred to as a LOV button.

Security in lists of value

Lists of values for items and locations are limited by the security levels assigned to your user group. Other types of lists of values, such as supplier LOVs, are not limited by security levels.

1. Click the LOV  button. A list of options is displayed.



Note: The list of values is empty if no values are defined for the list.

2. Select an option from the list.
3. Click **OK**. The selected option is entered in the appropriate field.



Note: You may also double click on an option in the list to populate a field.

Sort information

Many windows use column headings that are also buttons. Column heading button are used to sort table data.

1. To sort the list, click any column heading button. You can only sort by one column at a time.
2. To reverse the current sort order, click the same column heading button again

Chapter 3 – Harmonized tariff schedules

Maintain harmonized tariff schedule

Overview

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.


You can associate the HTS classifications and assessments with items or items on purchase orders.

Procedures

Add a quota category

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > Quota Category > Edit. The Quota Categories window is displayed.

[illegible]

1. In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country.
2. Click **Add**. The next available line becomes enabled.
3. In the Quota Category field, enter the ID of the quota category.
4. In the Description field, enter the description of the quota category.
5. Click **OK** to save your changes and close the window.

Add a tariff treatment at the item level

⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the Eligible Tariff Treatments option. The current tariff treatments are displayed in the Item Eligible Tariff Treatment window.


Item Eligible Tariff Treatment (itelitar)

Item: 100006008 Adidas Jogging Suit:Blue

Item Level: Variant Transaction Level: Variant

Tariff Treatment	Description

OK Add Delete Cancel

1. Click **Add**. The next available line is enabled.
2. In the Tariff Treatment field, click the LOV  button and select the appropriate tariff treatment.
3. Click **OK** to save your changes and close the window.

Edit a restraint for an HTS heading

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window is displayed.

Select an HTS heading. From the Options menu, select HTS Heading Restraints. The HTS Heading Restraints window is displayed.

HTS Heading Restraints (htsres)

HTS Heading: 0101 HORSES, ASSES, MULES AND HINNIES, LIVE

Importing Country:

Origin Country	Restraint Description	Type	Quantity	UOM	Closing Date	Quota Cat.	Suffix

Origin Country: Type: Apply

Restraint Description: Quantity: Delete

Closing Date: Quota Category: Suffix: OK OK+Repeat Add Cancel

1. In the Importing Country field, enter the code for the import country, or click the LOV button and select the import country. The current restraints for the selected country are displayed.
2. Select a restraint.
3. In the Apply area, edit the enabled fields as necessary.
4. Click **Apply** to complete the edit.
5. To add a restraint:
 - a. Click **Add**. The fields in the Apply area are cleared.
 - b. Enter the details in the Apply area.
 - c. Click **Apply**. The restraint is added to the table.




6. To delete a restraint:
 - a. Select a restraint and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
7. Click **OK** to save your changes and close the window.

Edit a tariff treatment at the country level

⇒ **Navigate:** From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window is displayed. Select a country.

From the Options menu, select Tariff Treatments. The Country Tariff Treatment window is displayed.

[illegible]

1. Edit the Effective To Date field as necessary.
2. To add a tariff treatment:
 - a. Click **Add**. The next available line is enabled.
 - b. In the Tariff Treatment field, enter the code the tariff treatment, or click the LOV  button and select the tariff.
 - c. In the Effective From Date field, enter the date on which the tariff treatment becomes effective, or click the calendar  button and select the date.
 - d. In the Effective To Date field, enter the date on which the tariff treatment is no longer effective, or click the calendar  button and select the date.
3. To delete a tariff treatment:
 - a. Select a tariff treatment and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an assessment for an item


⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the HTS option. The Item HTS Maintenance window is displayed.

Select an HTS classification and click **Assessments**. The Item HTS Assessment Maintenance window is displayed..

[illegible]

1. Edit the assessment details as necessary.
2. To add an assessment:
 - a. Click **Add**. The next available line is enabled.
 - b. In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
 - c. Enter additional information in the enabled fields.
 - d. From the View menu, select Nomination Flags. The Nomination Flags are displayed in the table.

- e. In the Nomination Flag fields, select the status of the assessment in relation to the other components:
 - Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
 - Select + (plus sign) to add the assessment to the total.
 - Select - (minus sign) to subtract the assessment from the total.
 - f. Click **Recalculate** to update the estimated values.
3. To delete an assessment:
 - a. Select an assessment and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
 4. Click **OK** to save your changes and close the window.

Edit an assessment for an item on a purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window is displayed.

Click **Items**. The PO Header Maintenance window is displayed. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window is displayed.

Select an HTS classification in the HTS Information table. The Assessment Details table is displayed.

Order Item HTS Maintenance (ordhts)

Order No. 69890 Item 101237470 TJVV Item 1

Import Country US United States Origin Country CA Canada Currency USD

HTS Information

HTS	HTS Description	Quota Category	Effective From Date	Effective To Date	Status
1212.00.0000	HTS desc		01-MAR-2001	31-MAR-2001	Approved

HTS Details Add HTS

Apply HTS

Quota Category HTS 1212.00.0000 HTS desc


Effective From Date 01-MAR-2001 Effective To Date 31-MAR-2001 Status Approved

Apply HTS Delete HTS

Assessment Details

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Est. Value UOP	Unit of Purchase

OK Add Comp Details Recalculate Previous Item Next Item Delete Comp Details Cancel

1. Edit the assessments as necessary.
2. To add an assessment:
 - a. Select an HTS classification. The current assessments are displayed in the Assessment Details table.
 - b. Click **Add Comp Details**. The next available line is enabled.
 - c. In the Component field, enter the code for the cost component, or click the LOV  button and select the cost component.
 - d. Enter additional information in the enabled fields.
 - e. From the View menu, select Nomination Flag. The Nomination Flag fields are displayed in the Assessment Details table.

- f. In the Nomination Flag fields, select the status of the expense in relation to the other components.
 - Select N/A if the assessment is not included in the calculation of total assessments and estimated landed costs.
 - Select + (plus sign) to add the assessment to the total.
 - Select - (minus sign) to subtract the assessment from the total.
 - g. Click **Recalculate** in order to update the values.
 3. To delete an assessment:
 - a. Select an HTS classification. The current assessments are displayed in the Assessment Details table.
 - b. Select an assessment and click **Delete Comp Details**.
 - c. When prompted to delete the record, click **Yes**.
 4. Click **OK** to save your changes and close the window.

Create harmonized tariff schedule classifications

Overview

The harmonized tariff schedule for an import country can be stored and accessed online. It provides the tariff rates and statistical categories for imported merchandise. By means of an HTS batch program, the data can be updated as new tapes are released by the customs agencies. The data can also be maintained manually.

You can maintain the following information in the HTS module:

- HTS headings
- Heading restraints
- Quota categories
- HTS classifications

Generally, HTS classifications are updated from tapes received from the customs agency. These classifications can be updated manually.


Procedures

Create an HTS classification

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

The screenshot shows the 'HTS Selection' window with the following fields and controls:

- Action:** A dropdown menu.
- Importing Country:** A text field with a list-of-values (LOV) icon.
- HTS:** A text field.
- HTS Description:** A large text area.
- HTS Heading:** A text field with a LOV icon.
- Effect From:** A date field with a LOV icon.
- Effect To:** A date field with a LOV icon.
- Quota Category:** A text field with a LOV icon.
- More HTS:** A dropdown menu.
- Anti-Dumping Duty:** A dropdown menu.
- Countervailing Duty:** A dropdown menu.
- Buttons:** OK, Search, Back, Refresh, and Close.

1. In the Action field, select New.
2. In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country.

- Click **OK**. The Harmonized Tariff Schedule window is displayed.

Harmonized Tariff Schedule (hts)

Importing Country: US United States

HTS: HTS Description:

Effect From: Effect To:

HTS Heading: Quota Category: Duty Comp. Code:

☐ AD Ind. ☐ CVD Ind. ☐ More HTS Ind. ☐ Quota Ind.


Units: Unit 1 UOM: Unit 2 UOM: Unit 3 UOM:

OK OK + Repeat Delete Cancel

- In the HTS field, enter the number of the classification.
- In the HTS Description field, enter the description of the HTS classification. For extensive descriptions, click the comments button and enter the description.
- In the Effect From and Effect To fields, enter the effective dates, or click the calendar buttons and select the dates.
- In the Duty Comp Code field, enter the code for the duty calculation, or click the LOV button and select the duty calculation.
- In the Units field, enter the number of units of measure that you want to define for the HTS classification.
- In the Unit 1 UOM, Unit 2 UOM, and Unit 3 UOM fields, enter the codes for the applicable units of measure, or click the LOV buttons and select the units of measure.
- Enter any additional information as necessary.
- Click **OK** to save your changes and close the window.

Search for an HTS classification

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

1. In the Action field, select either View or Edit.
2. In the Importing Country field, enter the code for the import country, or click the LOV  button and select the import country.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The HTS Selection window displays the HTS classifications that match the search criteria.
5. Select a task:
 - To perform another search, click **Refresh**.
 - To display the details of an HTS classification, select a record and click **OK**. The Harmonized Tariff Schedule window is displayed.

6. Click **Close** to close the window.

Edit an HTS classification

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window is displayed.

The screenshot shows the 'Harmonized Tariff Schedule' window with the title '(hts)'. The 'Importing Country' is set to 'US' and 'United States'. The 'HTS' field is empty, and the 'HTS Description' field is also empty. The 'Effect From' and 'Effect To' fields are empty. The 'HTS Heading' field is empty. The 'Quota Category' field is empty. The 'Duty Comp. Code' field is empty. There are four checkboxes: 'AD Ind.', 'CVD Ind.', 'More HTS Ind.', and 'Quota Ind.', all of which are unchecked. The 'Units' field is empty. The 'Unit 1 UOM' field is empty. The 'Unit 2 UOM' field is empty. The 'Unit 3 UOM' field is empty. At the bottom, there are four buttons: 'OK', 'OK + Repeat', 'Delete', and 'Cancel'.

1. Edit the enabled fields as necessary.
2. To edit additional information for a classification, select the appropriate option from the Options menu.
3. Edit the enabled fields as necessary.
4. Click **OK** to save your changes and close the window.





Edit an HTS classification for an item

⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the HTS option. The Item HTS Maintenance window is displayed.

The screenshot shows the 'Item HTS Maintenance' window. At the top, there's a title bar with the text 'Item HTS Maintenance (itemhts)'. Below the title bar is a toolbar with several icons. The main area contains a table with the following columns: Import Country, HTS, HTS Description, Origin Country, Quota Category, Effective From Date, Effective To Date, and Status. The table has a blue header row and several empty rows below. Below the table is a form with fields for Import Country (US), Quota Category, HTS, Effective From Date, Effective To Date, Origin Country, and Status (Worksheet). There are buttons for Apply, Delete, OK, Add, HTS Details, Assessments, and Cancel.

1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:
 - a. Click **Add**.
 - b. In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
 - c. In the Quota Category field, enter the ID of a quota category or click the LOV  button and select the category. The quota category is optional.
 - d. In the HTS field, enter the HTS classification, or click the LOV  button and select the HTS classification.
 - e. In the Origin Country field, enter the code for the origin country, or click the LOV  button and select the origin country.
 - f. In the Status field, select Approved, if applicable.
 - g. Click **Apply**. The HTS classification is added to the HTS table.

3. To delete an HTS classification:
 - a. Select an HTS classification and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an HTS classification for an item on a purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window is displayed.

Click **Items**. The PO Header Maintenance window is displayed. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window is displayed.

Order Item HTS Maintenance (ordhts)

Order No. 69890 Item 101237470 TJW Item 1

Import Country US United States Origin Country CA Canada Currency USD

HTS Information

HTS	HTS Description	Quota Category	Effective From Date	Effective To Date	Status
1212.00.0000	HTS desc		01-MAR-2001	31-MAR-2001	Approved

Buttons: HTS Details, Add HTS

Apply HTS

Quota Category HTS 1212.00.0000 HTS desc



Effective From Date 01-MAR-2001 Effective To Date 31-MAR-2001 Status Approved

Buttons: Apply HTS, Delete HTS

Assesment Details

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Est. Value UOP	Unit of Purchase

Buttons: OK, Add Comp Details, Recalculate, Previous Item, Next Item, Delete Comp Details, Cancel


1. Select an HTS classification and edit the status as necessary.
2. To add an HTS classification:
 - a. Click **Add HTS**. The fields in the Apply HTS area are cleared.
 - b. In the Quota Category field, enter the ID of a quota category or click the LOV  button and select the quota category. The quota category is optional.
 - c. In the HTS field, enter the number of the HTS classification, or click the LOV  button and select the HTS classification.
 - d. In the Status field, select Approved if applicable.
 - e. Click **Apply HTS**. The HTS classification is added to the HTS Information table.
3. To delete an HTS classification:
 - a. Select an HTS classification and click **Delete HTS**.
 - b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit an HTS heading

⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The HTS Heading Maintenance window is displayed.

HTS Heading	Description
0101	HORSES, ASSES, MULES AND HINNIES, LIVE
0102	BOVINE ANIMALS, LIVE
0103	SWINE, LIVE
0104	SHEEP AND GOATS, LIVE
0105	POULTRY, LIVE CHICKENS, DUCKS, GEESE, TURKEYS AND
0106	ANIMALS, LIVE, NESOI
0201	MEAT OF BOVINE ANIMALS, FRESH OR CHILLED
0202	MEAT OF BOVINE ANIMALS, FROZEN
0203	MEAT OF PORK, FRESH, CHILLED OR FROZEN
0204	MEAT OF SHEEP OR GOATS, FRESH, CHILLED OR FROZEN
0205	MEAT OF HORSES, ASSES, MULES OR HINNIES, FRESH, CHILLED
0206	EDIBLE OFFAL OF BOVINE ANIMALS, SWINE, SHEEP, GOATS
0207	MEAT AND EDIBLE OFFAL OF CHICKENS, DUCKS, GEESE
0208	MEAT AND EDIBLE MEAT OFFAL NESOI, FRESH, CHILLED
0209	PIG FAT FREE OF LEAN MEAT AND POULTRY FAT -NOT IN
0210	MEAT AND EDIBLE MEAT OFFAL, SALTED, IN BRINE, DRIED
0301	FISH, LIVE
0302	FISH, FRESH OR CHILLED, EXCLUDING FISH FILLETS AND

Buttons: OK, Add, Delete, HTS, Cancel

1. Edit the description as necessary.
2. To add an HTS heading:
 - a. Click **Add**. The next available line is enabled.
 - b. In the HTS Heading field, enter the number of the HTS heading.
 - c. In the Description field, enter the description of the HTS heading.
 - d. To enter additional comments, click the comments  button

3. To delete an HTS heading:
 - a. Select an HTS heading and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Edit details for an HTS classification

- ⇒ **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS. The HTS Selection window is displayed.

Search for and retrieve an HTS classification in Edit mode. The Harmonized Tariff Schedule window is displayed.

Edit countervailing duty details

1. From the Options menu, select Countervailing Duties. The current countervailing duties are displayed in the HTS Countervailing Duties window.

The screenshot shows the 'HTS Countervailing Duties' window. At the top, there are fields for 'HTS' (0106.00.5080), 'Importing Country' (US), 'Effect From' (01-JAN-1993), and 'Effect To' (31-DEC-2039). Below these is a table with the following columns: Origin Country, Case No., Mfg. ID, Shipper ID, Supplier, Rate, Related Case No., and Effective Export Date. The table is currently empty. At the bottom of the window are buttons for 'OK', 'Add', 'Delete', and 'Cancel'.

2. Edit the enabled fields as necessary.
3. To add a countervailing duty:
 - a. Click **Add**.
 - b. Enter the details on the next available line.
4. To delete a countervailing duty:
 - a. Select a countervailing duty and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Countervailing Duties window.

Edit the current fee details

1. From the Options menu, select Fees. The current fees are displayed in the HTS Fee window.

[illegible]

2. Edit the enabled fields as necessary.
3. To add a fee:
 - a. Click **Add**.
 - b. Enter the details on the next available line.
4. To delete a fee:
 - a. Select a fee and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Fee window.

Edit the reference details

1. From the Options menu, select References. The current references are displayed in the HTS Reference window.

The screenshot shows the 'HTS Reference' window with the following details:

- HTS Code:** 0106.00.5080
- Reference:** OTHER LIVE ANIMALS,OTHER,OTHER
- Importing Country:** US (United States)
- Effect From:** 01-JAN-1993
- Effect To:** 31-DEC-2039

Reference ID	Reference

Buttons at the bottom: OK, Add, Delete, Cancel.

2. Edit the Reference field as necessary.
3. To add a reference:
 - a. Click **Add**.
 - b. Enter the information on the next available line.
4. To delete a reference:
 - a. Select a reference and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
5. Click **OK** to exit the HTS Reference window.

Edit the tariff treatment details

1. From the Options menu, select Tariff Treatments. The current tariff treatments are displayed in the HTS Tariff Treatment window.

The screenshot shows the 'HTS Tariff Treatment' window. At the top, the HTS code is '0106.00.5080' and the description is 'OTHER LIVE ANIMALS,OTHER,OTHER'. The importing country is 'US' (United States). The effect dates are '01-JAN-1993' to '31-DEC-2039'.


Tariff Treatment	Description	Specific Rate	Ad Valorem Rate	Other Rate
C1	Column 1 C1	0.0	0.0	0.0
C2	Column 2 C2	0.0	15.0	0.0

Buttons: Add Treatment, Delete Treatment

Excluded Country Description

Buttons: Add Exclusion, Delete Exclusion

Buttons: OK, Cancel

2. Edit the enabled fields as necessary.
3. To add a tariff treatment:
 - a. Click **Add Treatment**.
 - b. Enter the details on the next available line.
4. To exclude an origin country from the tariff treatment:
 - a. Select a tariff treatment.
 - b. Click **Add Exclusion**.
5. In the Excluded Country field, enter the code for the country, or click the LOV  button and select the country.

6. To delete an excluded country from the tariff treatment:
 - a. Select a tariff treatment.
 - b. Select an excluded country and click **Delete Exclusion**.
 - c. When prompted to delete the record, click **Yes**.
7. To delete a tariff treatment:
 - a. Select a tariff treatment and click **Delete Treatment**.
 - b. When prompted to delete the record, click **Yes**.
8. Click **OK** to save your changes and close the window.

Edit the anti-dumping duty details

1. From the Options menu, select Anti-Dumping Duties. The current anti-dumping duties are displayed in the HTS Anti-Dumping Duties window.

HTS Anti-Dumping Duties (htsad)

HTS: 0106.00.5080 OTHER LIVE ANIMALS,OTHER,OTHER

Importing Country: US United States

Effect From: 01-JAN-1993 Effect To: 31-DEC-2039

Origin Country	Mfg. ID	Case No.	Shipper ID	Supplier	Rate	Related Case No.	Effective Export Date

OK Add Delete Cancel

2. Edit the enabled fields as necessary.
3. To add an anti-dumping duty:
 - a. Click **Add**.
 - b. Enter the details on the next available line.
4. To delete an anti-dumping duty:
 - a. Select an anti-dumping duty and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

Edit the taxes details

1. From the Options menu, select Taxes. The current taxes are displayed in the HTS Tax window.

[illegible]

2. Edit the enabled fields as necessary.
3. To add a tax:
 - a. Click **Add**.
 - b. Enter the details on the next available line.
4. To delete a tax:
 - a. Select a tax and click **Delete**.
 - b. When prompted to delete the record, click **Yes**.
5. Click **OK** to save your changes and close the window.

[illegible]

1. Select an HTS classification.
2. In the Status field of the Apply area, select Approved.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Approve an HTS classification for an item on a purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window is displayed.

Click **Items**. The PO Item Maintenance window is displayed. Select an item.

From the Options menu, select HTS. The Order Item HTS Maintenance window is displayed.

Select an HTS classification in the HTS Information table. The Assessment Details table is displayed.

Order Item HTS Maintenance (ordhts)

Order No. 69890 Item 101237470 TJVV Item 1

Import Country US United States Origin Country CA Canada Currency USD

HTS Information

HTS	HTS Description	Quota Category	Effective From Date	Effective To Date	Status
1212.00.0000	HTS desc		01-MAR-2001	31-MAR-2001	Approved

HTS Details Add HTS

Apply HTS

Quota Category HTS 1212.00.0000 HTS desc

Effective From Date 01-MAR-2001 Effective To Date 31-MAR-2001 Status Approved

Apply HTS Delete HTS

Assessment Details

Component	Computation Value Base	Calculation Basis	Component Rate	Per Count	Per Count UOM	Est. Value UOP	Unit of Purchase

OK Add Comp Details Recalculate Previous Item Next Item Delete Comp Details Cancel

1. Select an HTS classification. The details are displayed in the Apply HTS area.
2. In the Status field, select Approved.
3. Click **Apply HTS**.
4. Click **OK** to save your changes and close the window.

Chapter 4 – Letter of credit

Create letters of credit

Overview

Letters of credit are a widely used form of payment when dealing with imported goods. They provide importers with a secure method to pay for merchandise and vendors with a secure method to receive payment for merchandise. Letters of credit can be created and applied to purchase orders. Activity against the letter of credit can also be tracked.

The following types of letters of credit can be created:

- **Normal:** The letter of credit is applied to one purchase order.
- **Master:** The letter of credit is applied to multiple purchase orders.
- **Revolving:** Multiple purchase orders may be added to the letter of credit until the letter of credit is closed.
- **Open:** A letter of credit is created with no purchase orders. The purchase orders can be added at a later date.

You can choose from two letter of credit formats. The long form includes details at the purchase order and item level. The short form includes details at the purchase order level.

Completed applications and amendments can be transmitted to bank partners. Confirmations, drawdowns, and charges can also be received from bank partners.

Procedures

Add a fixed-format amendment to a letter of credit


- ⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.

Click **Add Amendment**. The Letter of Credit Amendments Fixed Format Application window is displayed.

	Original Value	New Value
Earliest Ship Date	22-MAR-2001	
Latest Ship Date	08-APR-2001	
Expiration Date	08-MAY-2001	
Place of Expiry	Miami	
Net Amount	1,000.00	
Negotiation Days		
Presentation Terms	By Acceptance	
Transshipment Indicator	No	
Transferable Indicator	No	
Partial Shipment Indicator	No	
Add Required Doc		
Remove Required Doc		
New Comments		

1. In the New Value fields, enter the changes as necessary.
2. To remove a required document, enter the ID of the document in the Remove Required Doc field, or click the LOV  button and select the document.



Note: Unlike the other changes, the required document information is entered in the Original Value column instead of the New Value column.




3. In the New Comments field, enter information regarding the reason for the amendment.
4. Click **OK** to save your changes and close the window.

Add an activity to a letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.




Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Activity. The Letter of Credit Activity window is displayed.

1. Click **Add**.
2. In the Order Number field, enter the number of the purchase order, or click the LOV  button and select the purchase order as necessary.
3. In the Invoice Number field, enter an invoice number as necessary.
4. In the Transaction Number field, enter a transaction number as necessary.
5. In the Transaction Code field, select either Bank Charge or Drawdown.
6. In the Transaction Amount field, enter the monetary amount of the activity.
7. In the Currency field, enter the code for the currency in which the activity is denominated. The exchange rate is filled in automatically.
8. In the Activity Date field, enter the date of the activity, or click the calendar  button and select the date.
9. In the Comments field, enter any comments about the activity, or click the comments  button and enter the comments as necessary.
10. To adjust the letter of credit amounts, click **Recalculate**.
11. Click **OK** to save your changes and close the window.

Assign a purchase order to a letter of credit by letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit Selection. The Letter of Credit Order Apply window is displayed.


1. In the Applicant field, enter the ID of the applicant, or click the LOV  button and select the applicant.
2. In the Issuing Bank field, enter the ID of the bank, or click the LOV  button and select the bank.
3. Click **Query Orders**. All approved purchase orders that match the criteria are displayed.
4. To assign a purchase order to an existing letter of credit:
 - a. Select the purchase order.
 - b. In the LC Ref ID field, enter the reference number of the letter of credit, or click the LOV  button and select the letter of credit.
5. To assign a purchase order to a new letter of credit:
 - a. From the View menu, select LC Information. Fields specific to letters of credit are displayed in the table.
 - b. Select the purchase order and click **Create New LC**. The reference number of the letter of credit is filled in automatically.
 - c. In the Form Type field, select the type of form.
 - d. in the Letter of Credit Type field, select the type of letter of credit.
 - e. Click **Apply Orders**. The purchase orders are attached to the letters of credit.
6. Click **Close** to save your changes and close the window.

Assign a purchase order to a letter of credit by purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to import orders in Worksheet status. The PO Header Maintenance window is displayed.

From the Options menu, select Letter of Credit. The Order Letter of Credit window is displayed.

1. Edit the applicant and beneficiary as necessary.
2. In the Letter of Credit Reference ID field, enter the reference number of the letter of credit, or click the LOV  button and select the letter of credit.



Note: A purchase order is not considered to be attached to a letter of credit until the letter of credit is approved.

3. In the Merchandise Description field, enter a description of the goods being purchased.
4. Enter or edit the remaining fields as necessary.
5. Click **OK** to save your changes and close the window.

Create an open letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.



Note: An open letter of credit does not require the existence of a purchase order. It can be opened to a beneficiary for a monetary amount. You can amend the open letter of credit when it is applied to a purchase order.

1. In the Action field, select New.

2. Click **OK**. The Letter of Credit Application Header window is displayed. The LC Ref ID is filled in automatically.

Letter of Credit Application Header (lcapphdr)

LC Ref. ID: 10001840 LC Type: Master Currency: USD Origin Country: Bank LC ID: Form Type: Long Exchange Rate: 1 Status: Worksheet

Partners

Applicant: APPLICANT Applicant desc: tjw
Beneficiary: 88 X supplier

Banks

Issuing Bank: BANK ONE Bank One
Advising Bank: US BANK US Bank
Confirming Bank: BANK ONE Bank One
Transferring Bank:
Negotiating Bank:
Drawee: BANK ONE Bank One

Conditions

☐ With Recourse ☐ Transshipment
☐ Transferable ☐ Partial Shipment

Dates

Application Date: 09-MAR-2001
Confirmation Date:
Earliest Ship Date: 09-MAR-2001
Latest Ship Date: 09-MAR-2001
Expiration Date: 08-APR-2001

LC Amounts

Amount Type: Approximately
Variance Pct: 0.05%
Specification:
Amount: 0.00
Amount Word: 0/100 USD

OK Comments Details Print Cancel



3. In the LC Type field, select Open.
4. In the Form Type field, select the type of form.
5. In the Currency field, enter the code for the currency of the letter of credit, or click the LOV button and select the currency.
6. In the Origin Country field, enter the code for the origin country, or click the LOV button and select the origin country.
7. In the Partners area, select the applicant and beneficiary.
8. In the Banks area, select the banks that are involved with the letter of credit transaction.
9. In the Conditions area, select the conditions that apply to the letter of credit.
10. In the Dates area, enter the various dates if known.
11. In the Amount Type field, select the type of amount.
12. Enter any additional information as necessary.

13. To enter the terms of the letter of credit:

- a. From the Options menu, select Terms. The Letter of Credit Terms window is displayed.

The screenshot shows the 'Letter of Credit Terms' window. The title bar reads 'Letter of Credit Terms (lcapphdr)'. The window contains the following fields and controls:

- Title Pass Location:** Text box with 'FA', followed by a button with a list icon.
- Factory:** Text box with 'Door'.
- Transport To:** Text box, followed by a button with a list icon.
- Place of Expiry:** Text box with '02', followed by a button with a list icon.
- Advising Bank:** Text box with 'Bank One'.
- Credit Available With:** Text box with 'BANK ONE', followed by a button with a list icon.
- Purchase Type:** Text box with 'FOB', followed by a button with a list icon.
- Free on Board:** Text box.
- Issuance:** Dropdown menu.
- Advice Method:** Dropdown menu.
- Drafts At:** Dropdown menu with 'At Sight' selected.
- Presentation Terms:** Dropdown menu with 'By Acceptance' selected.
- Negotiation Days:** Text box.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

- b. In the Title Pass Location field, enter the abbreviation for the type of location, or click the LOV  button and select the type. Enter the description of the location in the next field.
- c. In the Purchase Type field, enter the code for the terms of sale, or click the LOV  button and select the terms.
- d. Enter any additional information as necessary.
- e. Click **OK** to save your changes and close the window.

14. Click **OK** to save your changes and close the window.

Generate an amendment to a letter of credit

- ⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.

Status	Amend Nn	Order Nn	Item	Amended Field	Original Value	New Value	Effect	Amend Text
Download	1			New Comments		1 Text Comment		New comment add
Download	1			New Comments		2 - Second Comm		New comment add
Download	2			New Comments		THIS IS A VERY LC		New comment add
Download	3			New Comments		CJT Long Comment		New comment add
Download	4			Earliest Ship Date	09-MAR-01	22-MAR-01		Earliest Ship Date-
Download	4			New Comments		Another new comm		New comment add
Download	4			Place of Expiry	Issuing Bank	Miami		Place of expiry-frc
Download	5			New Comments		cjt long test long tes		New comment add

1. Click **Add Amend**. The Letter of Credit Amendments - Fixed Format Application window is displayed.
2. Add a fixed-format amendment to a letter of credit.
3. Click **OK** to save any changes and close the window.

Change the status of a letter of credit

1. Select the amendment that you want to approve.
2. In the Status field, select the appropriate status.
3. Click **Generate**. An amendment number is filled in automatically in the Amend No field for each newly-accepted amendment.
4. Click **OK** to save your changes and close the window.

Print a letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Approved, Confirmed, or Closed status. The Letter of Credit Application Header window is displayed.

The screenshot shows the 'Letter of Credit Application Header' window with the following fields and values:

- LC Ref. ID:** 10001840
- LC Type:** Master
- Currency:** USD
- Origin Country:** (empty)
- Bank LC ID:** (empty)
- Form Type:** Long
- Exchange Rate:** 1
- Status:** Worksheet

Partners:

- Applicant:** APPLICANT
- Beneficiary:** 88

Banks:

- Issuing Bank:** BANK ONE
- Advising Bank:** US BANK
- Confirming Bank:** BANK ONE
- Transferring Bank:** (empty)
- Negotiating Bank:** (empty)
- Drawee:** BANK ONE

Dates:

- Application Date:** 09-MAR-2001
- Confirmation Date:** (empty)
- Earliest Ship Date:** 09-MAR-2001
- Latest Ship Date:** 09-MAR-2001
- Expiration Date:** 08-APR-2001

LC Amounts:

- Amount Type:** Approximately
- Variance Pct:** 0.05%
- Specification:** (empty)
- Amount:** 0.00
- Amount Word:** 0/100 USD

Conditions:

- ☐ With Recourse
- ☐ Transshipment
- ☐ Transferable
- ☐ Partial Shipment

Buttons at the bottom: OK, Comments, Details, Print, Cancel.

1. Click **Print**.
2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Print amendments to a letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Confirmed or Closed status. The Letter of Credit Application Header window is displayed.

From the Options menu, select Amendments. The Letter of Credit Amendments window is displayed.

Status	Amend No	Order No	Item	Amended Field	Original Value	New Value	Effect	Amend Text
Download	1			New Comments		1 Text Comment		New comment add
Download	1			New Comments		2 - Second Comm		New comment add
Download	2			New Comments		THIS IS A VERY LC		New comment add
Download	3			New Comments		CJT Long Comment		New comment add
Download	4			Earliest Ship Date	09-MAR-01	22-MAR-01		Earliest Ship Date
Download	4			New Comments		Another new comm		New comment add
Download	4			Place of Expiry	Issuing Bank	Miami		Place of expiry-frc
Download	5			New Comments		cjt long test long tes		New comment add

1. Click **Print**. The Runtime Parameter Form is displayed.

Submit Query

Reset

Report Parameters

Enter values for the following parameters

Destype

Cache

Destination Printer

LC Ref. ID

10001400

2. In the Destination field, select where you want the finished report to be sent. Select Preview to view the report online.
3. From the File menu, select Run Report. The report is generated and sent to the destination that you selected.

Send letter of credit amendments

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Letter of Credit Find (Lcfind)

Action: Edit

LC Ref. Number: LC Type: Origin Country:

Bank LC ID: Form Type: Currency:

Status:

Applicant:

Beneficiary:

Issuing Bank:

Advising Bank:

Application Date: After	<input type="text"/>	Before	<input type="text"/>
Confirmation Date: After	<input type="text"/>	Before	<input type="text"/>
Earliest Ship Date: After	<input type="text"/>	Before	<input type="text"/>
Latest Ship Date: After	<input type="text"/>	Before	<input type="text"/>
Expiration Date: After	<input type="text"/>	Before	<input type="text"/>

OK Search Send Back Refresh Close

1. In the Action field, select Download Amendment.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The confirmed letters of credit that match the search criteria are displayed.
4. Click **Send**.
5. When prompted to transmit the letter of credit amendments, click **Yes**. The amendments will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Send letter of credit applications

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

1. In the Action field, select Download Application.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The approved letters of credit that match the search criteria are displayed.
4. Click **Send**.
5. When prompted to transmit the letter of credit applications, click **Yes**. The applications will be converted to the SWIFT format and transmitted by a regularly scheduled batch program.

Letters of credit approval process

Overview

When a letter of credit is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the letter of credit to the next status. A letter of credit may be in any of the following statuses:

Status	Definition
Worksheet	The letter of credit has been started, but not completed.
Submitted	The letter of credit has been completed and is pending review.
Approved	The letter of credit has been reviewed and has been approved.
Extracted	The details of the letter of credit were sent to the external entity affected by the letter of credit.
Confirmed	The letter of credit has been confirmed by the bank and a reference number has been assigned to the letter of credit.
Closed	The letter of credit is complete.

Procedures

Submit a letter of credit for approval

- ⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Worksheet status. The Letter of Credit Application Header window is displayed.

The screenshot shows the 'Letter of Credit Application Header' window with the following fields and values:

- LC Ref. ID:** 10001840
- LC Type:** Master
- Currency:** USD
- Origin Country:** (empty)
- Bank LC ID:** (empty)
- Form Type:** Long
- Exchange Rate:** 1
- Status:** Worksheet

Partners:

- Applicant:** APPLICANT
- Beneficiary:** 88

Banks:

- Issuing Bank:** BANK ONE
- Advising Bank:** US BANK
- Confirming Bank:** BANK ONE
- Transferring Bank:** (empty)
- Negotiating Bank:** (empty)
- Drawee:** BANK ONE

Dates:

- Application Date:** 09-MAR-2001
- Confirmation Date:** (empty)
- Earliest Ship Date:** 09-MAR-2001
- Latest Ship Date:** 09-MAR-2001
- Expiration Date:** 08-APR-2001

LC Amounts:

- Amount Type:** Approximately
- Variance Pct:** 0.05%
- Specification:** (empty)
- Amount:** 0.00
- Amount Word:** 0/100 USD

Conditions:

- ☐ With Recourse
- ☐ Transshipment
- ☐ Transferable
- ☐ Partial Shipment

Buttons at the bottom: OK, Comments, Details, Print, Cancel.

1. From the Options menu, select Submit.
2. When prompted to submit the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve a letter of credit

⇒ **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in Edit mode. Restrict the search to letters of credit in Submitted status. The Letter of Credit Application Header window is displayed.

The screenshot shows the 'Letter of Credit Application Header' window with the following fields and values:

- LC Ref. ID:** 10001840
- LC Type:** Master
- Currency:** USD
- Origin Country:** (empty)
- Bank LC ID:** (empty)
- Form Type:** Long
- Exchange Rate:** 1
- Status:** Worksheet

Partners:

- Applicant:** APPLICANT
- Beneficiary:** 88

Banks:

- Issuing Bank:** BANK ONE
- Advising Bank:** US BANK
- Confirming Bank:** BANK ONE
- Transferring Bank:** (empty)
- Negotiating Bank:** (empty)
- Drawee:** BANK ONE

Dates:

- Application Date:** 09-MAR-2001
- Confirmation Date:** (empty)
- Earliest Ship Date:** 09-MAR-2001
- Latest Ship Date:** 09-MAR-2001
- Expiration Date:** 08-APR-2001

LC Amounts:

- Amount Type:** Approximately
- Variance Pct:** 0.05%
- Specification:** (empty)
- Amount:** 0.00
- Amount Word:** 0/100 USD

Conditions:

- ☐ With Recourse
- ☐ Transshipment
- ☐ Transferable
- ☐ Partial Shipment

Buttons at the bottom: OK, Comments, Details, Print, Cancel.

1. From the Options menu, select Approve.
2. When prompted to approve the letter of credit, click **Yes**.
3. Click **OK** to save your changes and close the window.

Chapter 5 – Transportation

Set up transportation

Overview

The movement of goods from origin country to final destination can be tracked through the transportation module.

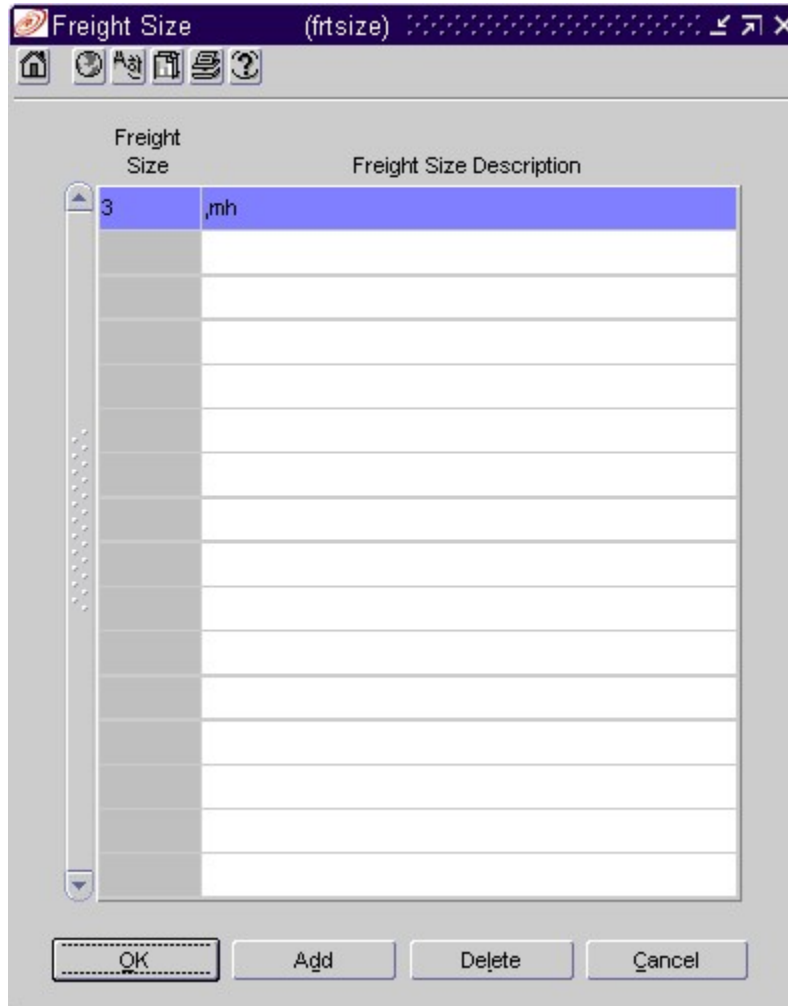
The following information must be set up for the transportation module:

- Freight types
- Freight sizes
- Standard carrier alpha codes

Procedures

Add a freight size

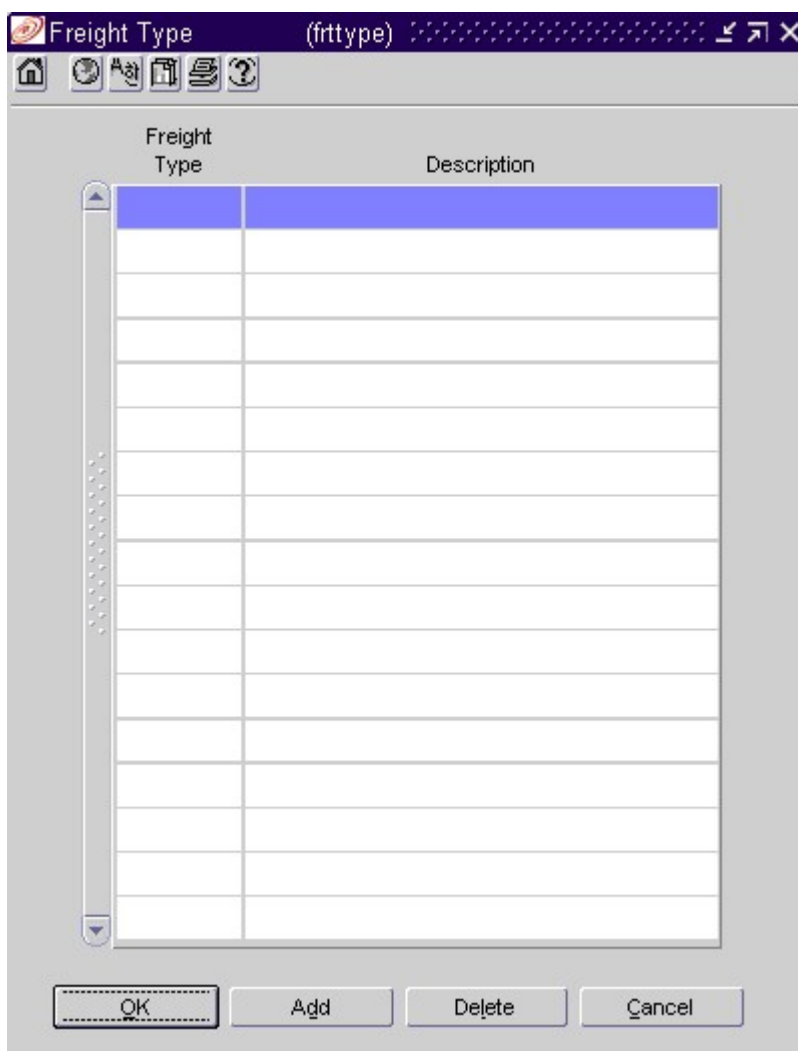
⇒ **Navigate:** From the main menu, select Control > Setup > Freight Size Maintenance > Edit. The Freight Size window is displayed.



1. Click **Add**. The next available line is enabled.
2. In the Freight Size field, enter the ID of the freight size.
3. In the Freight Size Description field, enter a description of the freight size.
4. Click **OK** to save your changes and close the window.

Add a freight type

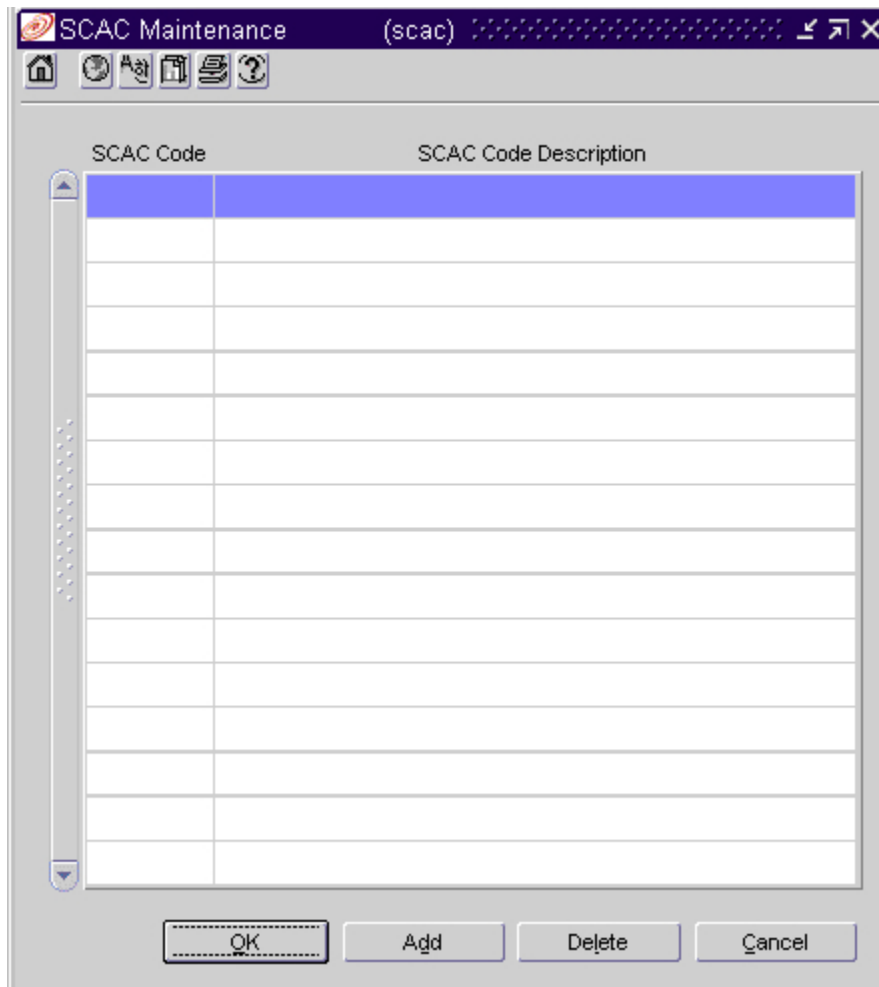
⇒ **Navigate:** From the main menu, select Control > Setup > Freight Type Maintenance > Edit. The Freight Type window is displayed.



1. Click **Add**. The next available line is enabled.
2. In the Freight Type field, enter the ID of the freight type.
3. In the Description field, enter a description of the freight type.
4. Click **OK** to save your changes and close the window.

Add a standard carrier alpha code (SCAC)

⇒ **Navigate:** From the main menu, select Control > Setup > SCAC Maintenance > Edit.
The SCAC Maintenance window is displayed.



1. Click **Add**. The next available line is enabled.
2. In the SCAC Code field, enter the standard carrier alpha code.
3. In the SCAC Code Description field, enter a description of the SCAC code.
4. Click **OK** to save your changes and close the window.

Maintain transportation

Overview

The movement of goods from origin country to final destination can be tracked through the transportation module.

You can track the following information in the transportation module:

- Shipments
- Countries and ports
- Departure, arrival, and delivery dates
- Commercial invoices
- Freight sizes, SCAC codes, and freight types
- Measurements, weights, and quantities
- Deliveries to final destinations
- Packing methods
- Licenses and visas
- Claims against trading partners
- Missing documents
- Timelines
- Members of an item family

A transportation upload batch program converts data received from trading partners into a standard Retek file format. As additional information is acquired, it can be entered manually. When a transportation record is complete, you can finalize the record. Finalized transportation records are used to automatically create customs entries. The goods can then be tracked as they move through customs.

Procedures

Add a child or diff to a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Child/Diffs. The Transportation Item window is displayed.



Note: The Child/Diffs option is available when the item on a transportation record is an item parent.

1. Click **Add**.
2. In the Item field, enter the number of the item, or click the LOV and select the item.
3. In the Quantity field, enter the number of units.
4. In the UOM field, enter the code for the unit of measure, or click the LOV button and select the unit of measure.
5. Click **OK** to save your changes and close the window.





Add a claim to a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Claims. The Transportation Claims window is displayed.

Claim ID	From Carton	To Carton	Claim Date	Item Qty.	Qty. UOM	Claim Against Type	Claim Against ID	Claim Amount

1. Click **Add**.
2. In the Claim ID field, enter the number of the claim.
3. In the From Carton and To Carton fields, enter the ID of the first and last carton in the series of cartons.
4. In the Claim Date field, enter the date of the claim, or click the calendar  button and select the date.
5. In the Item Qty field, enter the number of units included on the claim.
6. In the Qty UOM field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
7. In the Claim Against Type field, select the type of partner against whom the claim is made.
8. In the Claim Against ID field, enter the ID of the partner, or click the LOV  button and select the partner.
9. In the Claim Amount field, enter the monetary amount of the claim.
10. To enter the type of discrepancy or damage and any comments:
 - a. Select Custom from the View menu. The Customize toolbar is displayed.
 - b. Click the add  button.
 - c. Clear the check box next to a couple of fields and select the check boxes for the Discrepancy Type, Damage Code, and Comments fields.
 - d. Click **OK**. The selected fields are displayed.
 - e. Enter the information in the Discrepancy Type, Damage Code, and Comments fields as necessary.
11. Click **OK** to save your changes and close the window.



Add a delivery to a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Delivery. The Transportation Delivery window is displayed.

Delivery Location Type	Location	Location Description	Estimated Delivery Date	Carton Qty.	UOM	Item Qty.	UOM	Vendor Order No.




1. Click **Add**.
2. In the Delivery Location Type field, select the type of location.
3. In the Location field, enter the ID of the location, or click the LOV  button and select the location.
4. In the Estimated Delivery Date field, enter the date, or click the calendar  button and select the date.
5. Enter as much additional information as you have available.
6. Click **OK** to save your changes and close the window.

Add a license or visa to a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select License/Visa. The Transportation License/Visa window is displayed.

1. Click **Add**.
2. In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
3. In the Lic/Visa Type field, select the type of document.
4. In the License/Visa field, enter the description of the license or visa.
5. In the Lic/Visa Qty field, enter the number of units affected by the license or visa.
6. In the Lic/Visa Qty UOM field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
7. Enter as much additional information as you have available.
8. To enter the ID of the license or visa holder and any comments:
 - a. Select Custom from the View menu. The Customize toolbar is displayed.
 - b. Click the add  button.
 - c. In order to make room for the Holder ID and Comments fields, clear the check boxes next to fields that you don't need to display. Then select the check boxes next to the Holder ID and Comments fields.
 - d. Click **OK**. The selected fields are displayed.
 - e. Enter the information in the Holder ID and Comments fields as necessary.

- Click **OK** to save your changes and close the window.




Add a missing document to a transportation record

- ⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Missing Documents. The Missing Documents window is displayed.

Document ID	Document Description	Document Text	Received Date	Comments

- Click **Add**.
- In the Document ID field, enter the ID of the document, or click the LOV  button and select the document.
- In the Received Date field, enter the date received if applicable, or click the calendar  button and select the date.
- In the Comments field, enter a comment as necessary, or click the comments  button and enter the comment.
- Click **OK** to save your changes and close the window.

Add packing information to a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

From the Options menu, select Packing. The Transportation Packing window is displayed.

The screenshot shows the 'Transportation Packing' window with the following fields and values:

- Trans. ID: 7361
- Vessel ID: SS RETEK
- Voyage ID: VESS21
- Est. Depart. Date: 09-MAR-0001
- Order No.: 72191
- Item: 101264890 sir 37934
- BL/AWB ID: 7361
- Container ID: 7361
- Invoice ID: 7361

Below these fields is a table with the following columns: From Carton, To Carton, Load Position, Sample Carton, Sample Position, and Comments. The table has 7 rows, with the first row highlighted in blue. The Load Position and Sample Position columns have dropdown menus. To the right of the table is a vertical toolbar with icons for adding, deleting, and other actions. At the bottom of the window are buttons for OK, Add, Apply Defaults, Delete, and Cancel.

1. Click **Add**.
2. In the From Carton and To Carton fields, enter the ID of the first and last carton in a series of cartons.
3. In the Load Position field, select the position of the load in the series of containers.
4. Enter as much additional information as you have available, including the location of a sample carton.
5. To enter shipped quantities:
 - a. Select Quantity from the View menu. Several quantity and UOM fields are displayed.
 - b. Enter the information that you have available.
6. To enter received quantities:
 - a. Select Received Quantity from the View menu. Several received quantity and UOM fields are displayed.
 - b. Enter the information that you have available.
7. Click **OK** to save your changes and close the window.

Create a transportation record

⇒ **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

In the Action field, select New. Click **OK**. The Transportation window is displayed.

1. Provide as much information in the enabled fields as you have available.



Note: The Candidate Ind check box can only be selected for Items that have an approved HTS code.

2. Click **OK** to save your changes and close the window.

Chapter 6 – Maintain customs entry

Overview

The movement of goods through customs in the import country can be tracked through the customs entry module.

You can track the following information in the customs entry module:

- Forms
- Protests
- Timelines
- Shipments, orders, and items
- Departure, arrival, export, and import dates
- Missing documents
- Bills of lading and containers
- Charges and assessments
- Licenses and visas

A customs entry batch program transmits data to brokers so they can prepare the necessary documentation. When you finalize transportation records in the transportation module, the customs entries are created automatically. As additional information is acquired, it can be entered manually.

When the charges and assessments are complete, you can choose to allocate the costs to the actual landed cost module. When the customs entry is complete, you can confirm the record. If you have access to the Retek Invoice Matching product, non-merchandise invoices are created automatically from confirmed customs entries.

Procedures

Create a customs entry

- ⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

In the Action field, select New. Click **OK**. The Customs Entry Header window is displayed.

The screenshot shows the 'Customs Entry Header' window with the following fields and values:

- CE Ref. ID: 8273
- Entry No.: 8237
- Entry Date: (empty)
- CE Ref. Status: Worksheet
- Import Country: US
- United States
- Currency: USD
- Exchange Rate: 1.0
- Entry Status: (empty)
- Summary Date: (empty)
- ALC Status: Allocated
- Entry Port: (empty)
- Release Date: (empty)
- Entry Type: (empty)
- Importer: (empty)
- Consignee: (empty)
- Broker: (empty)
- Broker Ref. No.: (empty)
- File No.: (empty)
- Bond Type: (empty)
- Bond No.: (empty)
- Liquidation Amt.: (empty)
- Liquidation Date: (empty)
- Surety Code: (empty)
- Reliquidation Amt.: (empty)
- Reliquidation Date: (empty)
- Entry Team: (empty)
- Live Ind.: ☐
- Merchandise Location: (empty)
- Location Code: (empty)
- Payee Type: (empty)
- Payee: (empty)
- Total Duty: 0.00
- Total Taxes: 10,000.00
- Total Other: 25.00
- Total VFD: 0.00
- Total Est. Assess.: 0.00
- Total Act. Assess.: 10,025.00
- Comments: (empty)

Buttons at the bottom: OK, OK+Repeat, Allocate ALC, Recalculate, Shipment, Delete, Cancel.



Note: When transportation records are finalized in the transportation module, the customs entries are created automatically. However, an entry can also be created manually.

1. Provide any available information in the enabled fields.
2. Click **OK** to save your changes and close the window.




Add a form to a customs entry

⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

From the Options menu, select Forms. The Customs Entry Forms window is displayed.

Form Type	OGA Code	OGA Code Description	Form Issue	Notice Date	Due Date	Responded Date

1. Click **Add**. The next available line is enabled.
2. In the Form Type field, select the type of form.
3. In the OGA field, enter the ID of the other government agency, or click the LOV  button and select the other government agency.
4. In the Form Issue field, enter the issue raised by the government agency, or click the comment  button and enter the issue in the Form Issue window.
5. In the Notice Date, Due Date, and Responded Date fields, enter the appropriate dates, or click the calendar  buttons and select the dates.
6. Click **OK** to save your changes and close the window.

Add a license or visa to a customs entry



⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.



Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination and click **License/Visa**. The Customs Entry License/Visa window is displayed.

1. Click **Add**. The next available line is enabled.
2. In the License/Visa Type field, select the type of document.
3. In the License/Visa field, enter the ID of the license or visa.
4. In the Holder ID field, enter the ID of the person or organization that holds the license or visa.
5. In the Quota Category field, enter the ID of the quota category, or click the LOV  button and select the quota category.
6. In the License/Visa Qty field, enter the number of units included on the license or visa.
7. In the next field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
8. In the Net Wt field, enter the net weight.

9. In the next field, enter the code for the unit of measure, or click the LOV  button and select the unit of measure.
10. In the Comments field, enter a comment as necessary, or click the comments  button and enter the comment in the Comments window.
11. Click **Apply**. The license or visa is added to the customs entry details.
12. Click **OK** to save your changes and close the window.

Add a missing document to a customs entry

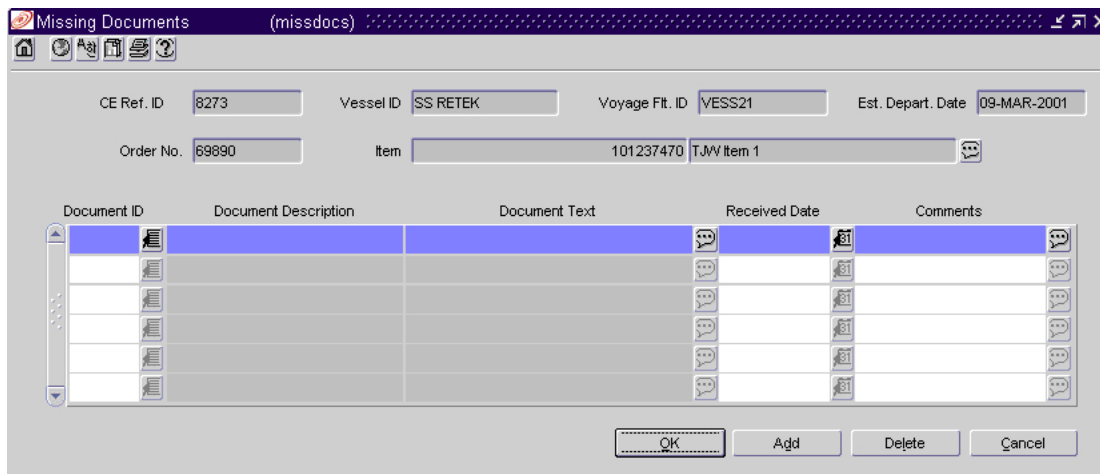
- ⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.




Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination, then select Missing Documents from the Options menu. The Missing Documents window is displayed.



Document ID	Document Description	Document Text	Received Date	Comments

1. Click **Add**. The next available line is enabled.
2. In the Document ID field, enter the ID of the missing document, or click the LOV  button and select the document.
3. In the Received Date field, enter the date received if applicable, or click the LOV  button and select the date.
4. In the Comments field, enter a comment as necessary, or click the comments  button and enter the comment.
5. Click **OK** to save your changes and close the window.




Add a protest to a customs entry

⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

From the Options menu, select Protests. The Customs Entry Protest window is displayed.

Protest No.	Protest Code	Description	Protest Date	Comments




1. Click **Add**. The next available line is enabled.
2. In the Protest No field, enter the number of the protest.
3. In the Protest Code field, enter the code for the protest, or click the LOV  button and select the protest.
4. In the Protest Date field, enter the date of the protest, or click the calendar  button and select the date.
5. In the Comments field, enter a comment as necessary. For an extended comment, click the comments  button and enter the comment in the Comments window.
6. Click **OK** to save your changes and close the window.

Add a shipment to a customs entry

⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

1. Click **Add**. The next available line is enabled.
2. In the Vessel field, enter the ID of the vessel, or click the LOV  button and select the vessel.
3. In the Voyage/Flt field, enter the voyage or flight number, or click the LOV  button and select the voyage or flight.
4. In the Est Depart Date field, enter the estimated departure date of the shipment, or click the LOV  button and select the estimated departure date.
5. Enter any additional information that is available.
6. Click **Apply**. The shipment details are added to the table.
7. Click **OK** to save your changes and close the window.

Add an item to a customs entry





⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

The screenshot shows the 'Customs Entry - Items' window. At the top, there are fields for CE Ref. ID (8273), Entry No. (8237), Import Country (US), Vessel (SS RETEK), Voyage/Flt. (VESS21), and Est. Depart. Date (09-MAR-2001). Below this is a table with columns: Order No., Item, Item Description, Invoice ID, Invoice Amt., Currency Code, Manifest Qty., Manifest Qty. UOM, Cleared Qty., and Cleared Qty. UOM. The first row is highlighted with Order No. 69890, Item 101237470, Item Description TJW Item 1, Invoice ID 7461, Invoice Amt. 20,000.00, Currency Code USD, Manifest Qty. 100.00, Manifest Qty. UOM EA, and Cleared Qty. UOM. Below the table is the 'Apply Order/Item Details' section, which contains various fields for Order No., Item, Invoice ID, Invoice Date, Invoice Amt., Currency, Exch. Rt., Manifest Qty., Cleared Qty., Carton Qty., Net Wt., Gross Wt., Cubic, In Transit No., In Transit Date, DO. No., DO. Date, Tariff Treatment, Ruling No., Comments, BL/AVB, and Multiple BL/AVBs. At the bottom are buttons for Add, OK, BL/Container, Charges, License/Visa, and Cancel.

1. Click **Add**. The next available line is enabled.
2. In the Order No field, enter the number of the purchase order, or click the LOV  button and select the purchase order.
3. In the Item field, enter the item number of the item, or enter a partial description and click the LOV  button to select an item.
4. In the Invoice ID field, enter the number of the invoice, or click the LOV  button and select the invoice.
5. In the Tariff Treatment field, enter the code for the tariff treatment, or click the LOV  button and select the tariff treatment.
6. Provide any available information in the enabled fields.
7. Click **Apply**. The purchase order and item information is added to the details.
8. Click **OK** to save your changes and close the window.

Add charges to a customs entry

⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

Click **Shipment**. The Customs Entry Shipment window is displayed.

Select a shipment and click **Order/Item**. The Customs Entry Items window is displayed.

Select an order/item combination and click **Charges**. The Customs Entry Charges window is displayed.

The screenshot shows the 'Customs Entry Charges' window with the following fields and data:

CE Ref. ID: 8273, Entry No.: 8237, Currency: USD, Vessel: SS RETEK, Voyage/Flight: VESS21, Est. Depart. Date: 09-MAR-2001, Order No.: 69890, Item: 101237470 TJW Item 1

HTS	Description	Effective From Date	Effective To Date	Component	Rate	Per Count UOM	CVB	Value
6812.90.0025	ASBESTOS,BUILDING M	01-JAN-1990	31-DEC-2039	0161AUS	100.00	EA		100.00
6812.90.0025	ASBESTOS,BUILDING M	01-JAN-1990	31-DEC-2039	MPFUS	100.00		VFDUS	0.25

Apply Entry Details

Apply Method: [Dropdown], Component: 0161AUS, Effect From: 01-JAN-1990, Effect To: 31-DEC-2039

HTS: 6812.90.0025, ASBESTOS,BUILDING MATERIALS, Rate: 100.00, Per Count UOM: EA, Value: 100.00

Buttons: Apply, Delete HTS, Delete Comp, OK, Add, Previous Item, Next Item, Cancel

1. Click **Add**. The next available line is enabled.
2. In the Apply Method field, select:
 - **Single Assessment:** To add one cost component, enter the code for the cost component in the Component field, or click the LOV button and select the cost component.
 - **All HTS Components:** To add all cost components that are associated with an HTS classification, enter the number of the HTS classification, or click the LOV button and select the HTS classification.
3. Enter the rate, unit of measure, value, and computation value basis as necessary.
4. Click **Apply**. The assessments are added to the customs entry details.
5. Click **OK** to save your changes and close the window.

Allocate assessments to ALC

⇒ **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

The screenshot shows the 'Customs Entry Header' window with the following fields and values:

- CE Ref. ID: 8273, Entry No.: 8237, Entry Date: (empty), CE Ref. Status: Worksheet
- Import Country: US, United States, Currency: USD, Exchange Rate: 1.0
- Entry Status: (empty), Summary Date: (empty), ALC Status: Allocated
- Entry Port: (empty), Release Date: (empty)
- Entry Type: (empty)
- Importer: (empty), Consignee: (empty)
- Broker: (empty), Broker Ref. No.: (empty), File No.: (empty)
- Bond Type: (empty), Bond No.: (empty), Liquidation Amt.: (empty), Liquidation Date: (empty)
- Surety Code: (empty), Reliquidation Amt.: (empty), Reliquidation Date: (empty)
- Entry Team: (empty), Live Ind.: (unchecked), Merchandise Location: (empty), Location Code: (empty)
- Payee Type: (empty), Payee: (empty)
- Total Duty: 0.00, Total Taxes: 10,000.00, Total Other: 25.00
- Total VFD: 0.00, Total Est. Assess.: 0.00, Total Act. Assess.: 10,025.00
- Comments: (empty)

Buttons at the bottom: OK, OK+Repeat, Allocate ALC, Recalculate, Shipment, Delete, Cancel.

1. Click **Allocate ALC**. The costs are allocated to the actual landed costs module.
2. Click **OK** to save your changes and close the window.

Chapter 7 – Maintain obligations

Overview

As commercial invoices are received from trading partners and suppliers, they can be recorded in the obligations module. The expenses can be recorded at a variety of levels. The levels are:

- **Trans Container:** Applies to a unique shipment and container combination.
- **Trans Container PO/Item:** Applies to a unique shipment, container, purchase order, and item combination.
- **Trans BL/AWB:** Applies to a unique shipment and bill of lading or air waybill combination.
- **Trans BL/AWB PO/Item:** Applies to a unique shipment, bill of lading or air waybill, purchase order, and item combination.
- **Trans Vessel/Voyage/ETD:** Applies to a unique shipment.
- **Trans Vessel/Voyage/ETD PO/Item:** Applies to a unique shipment, purchase order, and item combination.
- **Purchase Order Header:** Applies to a unique purchase order.
- **Purchase Order/Item:** Applies to a unique purchase order and item combination.
- **Customs Entry Header:** Applies to a unique customs entry.

Each shipment is designated by a unique combination of vessel, voyage, and estimated departure date. For obligations at the purchase order header and purchase order/item level, you can allocate costs to one or more locations.

When the obligation is complete, you can approve the costs. The costs are transmitted to the actual landed cost module. If you have access to the Retek Invoice Matching product, non-merchandise invoices are created automatically from approved obligations.

Procedures


Create an obligation

- ⇒ **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.

1. In the Action field, select New.
2. In the Obligation Level field, select the appropriate level.
3. Click **OK**. The Obligation Maintenance window is displayed.

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
TEXPC	Amount		<input checked="" type="checkbox"/>				100.00	EA	500.00


Total Amount 500.00

4. In the variable fields, enter the appropriate ID, or click the LOV  button and select the variable.




Note: Depending on the obligation level, the following fields are enabled: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

Enter vendor information

1. Select either the Partner or Supplier option.
2. If you select Partner, select the type of partner in the Partner Type field.
3. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV  button and select the vendor.
4. To enter basic invoice information, enter the invoice number, invoice date, method of payment, amount paid, payment date, check authorization number, currency code, exchange rate, and comments in the appropriate fields.

Enter the cost components

1. Click **Add Details**.
2. In the Component field, enter the code for the component, or click the LOV  button and select the component.
3. In the Allocation Type field, select the appropriate option.
4. If you select Amount in the Allocation Type field, enter the quantity, unit of measure, and amount in the appropriate fields.

If you select Unit of Measure in the Allocation Type field, enter the allocation basis, rate, per count, unit of measure, quantity, and amount in the appropriate fields.

5. Select the In ALC check box next to each cost component that you want to include in actual landed cost calculations.

Allocate a cost component to a location



Note: Costs can be allocated to locations if the obligation is entered at the purchase order header or purchase order/item level.

1. Select a cost component and click **Locations**. The Locations Maintenance window is displayed.

The screenshot shows the 'Obligation Maintenance' window with the following fields and values:

- Obligation: 7162
- Obligation Level: Trans. BL/AWB
- Obligation Status: Approved
- BL/AWB: BL/AWB CODE
- Vessel: 37782
- Voyage/Flight: 37782
- Est. Depart Date: 09-MAR-2001
- Partner: AGENT
- Partner Type: Agent
- Invoice No.: INVC ID 2
- Invoice Date: 09-MAR-2001
- Payment Method: Letter of Credit
- Amount Paid: 135,000.00
- Paid Date: 09-MAR-2001
- Check Auth. No.:
- Currency: USD
- Exchange Rate: 1.0
- Comments:

The 'Obligation Detail' table is shown below:

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
TEXPC	Amount		<input checked="" type="checkbox"/>				100.00	EA	500.00
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						

Buttons at the bottom: Add Details, Delete Details, Total Amount: 500.00, OK, OK + Repeat, Reallocate, Locations, Delete, Cancel.

2. In the Location Type field, select the type of location.
3. In the Location field, enter the ID of the location, or click the LOV button and select the location.
4. In the Quantity field, enter the number of units that were received at the location.
5. In the Amount field, enter the cost allocated to the location.
6. Click **OK** to save your changes and close the window.

Review and complete the obligation

- Click **OK** to save your changes and close the window.

Search for an obligation

⇒ **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.

1. In the Action field, select either Edit or View.
2. In the Obligation Level field, select the appropriate level.



Note: Depending on the obligation level, the following fields are available: BL/AWB, Container, Entry No, Order No, Item, Vessel, Voyage/Flight, Est Depart Date.

3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Obligation Search window displays the obligations that match the search criteria.

5. Select a task:
 - a. To perform another search, click Refresh.
 - b. To display the details of an obligation, select a record and click **OK**. The Obligation Maintenance window is displayed.

Obligation Maintenance (oblmain)

Obligation: 7162 Obligation Level: Trans. BL/AVB Obligation Status: Approved

BL/AVB: BL/AVB CODE Vessel: 37782 Voyage/Flight: 37782 Est. Depart Date: 09-MAR-2001

Partner: ☐ Partner ☐ Supplier Partner Type: Agent Partner: AGENT Agent desc.:

Invoice No.: INVC ID 2 Invoice Date: 09-MAR-2001 Payment Method: Letter of Credit

Amount Paid: 135,000.00 Paid Date: 09-MAR-2001 Check Auth. No.:

Currency: USD Exchange Rate: 1.0 Comments:

Obligation Detail

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
TEXPC	Amount		<input checked="" type="checkbox"/>				100.00	EA	500.00
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						

Add Details Delete Details Total Amount: 500.00

OK OK + Repeat Reallocate Locations Delete Cancel

6. Click **Close** to close the window.

Approve an obligation

⇒ **Navigate:** From the main menu, select Finance > Obligation Maintenance. The Obligation Search window is displayed.

Search for and retrieve an obligation in Edit mode. The details are displayed in the Obligation Maintenance window.

The screenshot shows the 'Obligation Maintenance' window with the following fields and values:

- Obligation: 7162
- Obligation Level: Trans. BL/AWB
- Obligation Status: Approved
- BL/AWB: BL/AWB CODE
- Vessel: 37782
- Voyage/Flight: 37782
- Est. Depart Date: 09-MAR-2001
- Partner: AGENT (Agent desc.)
- Invoice No.: INVC ID 2
- Invoice Date: 09-MAR-2001
- Payment Method: Letter of Credit
- Amount Paid: 135,000.00
- Paid Date: 09-MAR-2001
- Check Auth. No.:
- Currency: USD
- Exchange Rate: 1.0
- Comments:

The 'Obligation Detail' section contains a table with the following data:

Component	Allocation Type	Allocation Basis	In ALC	Rate	Per Count	Per Count UOM	Quantity	Quantity UOM	Amount
TEXPC	Amount		<input checked="" type="checkbox"/>				100.00	EA	500.00
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						

Buttons at the bottom: Add Details, Delete Details, Total Amount: 500.00, OK, OK + Repeat, Reallocate, Locations, Delete, Cancel.

1. In the Obligation Status field, select Approved. The costs are allocated to the actual landed cost module.



Note: If you have access to Retek Invoice Matching, an invoice is written in approved status after you approve an obligation. Subsequently, the approved costs are posted to financials.

2. Click **OK** to close the window.

Chapter 8 – Maintain actual landed cost

Overview

The actual landed cost module provides a view of the expenses and assessments that are accumulated as goods move from origin country, through customs, to their final destination. Estimated and actual landed costs are summarized for analysis.

The amounts can be viewed at the entry, shipment, purchase order level or at the purchase order/item level. After analysis, you can finalize the actual landed costs. As a result the stock ledger and open to buy are updated. You also have the option to update weighted average costs.

Procedures

Finalize actual landed costs by purchase order

- ⇒ **Navigate:** From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window is displayed.

Search for and retrieve an actual landed cost record in Edit mode. The ALC Order Finalize window is displayed.


The screenshot shows the 'ALC Order Finalize' window. It contains a table with the following data:

Order No.	Order Status	Extended ELC	Extended ALC	Percent Variance	ALC Status	Comments
69890	Approved	600	600	0.00%	Pending	
70792	Approved	4800	4809.9984	0.21%	Pending	
71890	Approved	0	0	0.00%	Pending	
80390	Approved	82768.5	45000	83.93%	Pending	
94690	Approved	226	160	41.25%	Pending	
101590	Approved	11375.53	9950	14.33%	Pending	
101690	Approved	6243	3750	66.48%	Pending	
106390	Approved	1761.613	1394.995	26.28%	Pending	
111890	Approved	2500	2500	0.00%	Pending	
112290	Worksheet	7794	8400	7.21%	Pending	

Below the table is a form with the following fields:

- Order No.: 69890
- Order Status: Approved
- Method of Finalization: (dropdown menu)
- Extended ELC: 600
- Extended ALC: 600
- Percent Variance: 0.00%
- ALC Status: Pending
- Comments: (text field with a speech bubble icon)

At the bottom right are buttons for OK, ALC Detail, and Cancel.

1. Select the record that you want to finalize.
2. In the Method of Finalization field, select how you want to record the actual landed costs.
3. In the Comments field, enter a comment as necessary, or click the comments  button and enter a comment.
4. Click **OK** to save your changes and close the window.

Search for actual landed costs at the purchase order/item level

⇒ **Navigate:** From the main menu, select Finance > ALC Maintenance. The ALC Selection window is displayed.

1. Enter criteria as desired to make the search more restrictive.
2. Click **Search**. The ALC Selection window displays the actual landed cost records that match the search criteria.
3. Select a task:
 - To perform another search, click **Refresh**.
 - To display the ALC details, select a record and click **OK**. The Actual Landed Cost Header window is displayed.

4. Click **Close** to close the window.

Search for actual landed costs by purchase order

⇒ **Navigate:** From the main menu, select Finance > ALC Order Finalize. The ALC Order Find window is displayed.

ALC Order Find (alcofind)

Action:

Order No. Vessel

Obligation Voyage/Flight

Entry No. Est. Depart. Date

Order Status ELC/ALC Variance Percentage Range to

ALC Status

Item

Pack

OK Search Refresh Close

1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**. The actual landed cost records that match the search criteria are displayed in the ALC Order Finalize window.

ALC Order Finalize (alcordfn)

Order No.	Order Status	Extended ELC	Extended ALC	Percent Variance	ALC Status	Comments
69890	Approved	600	600	0.00%	Pending	
70792	Approved	4800	4809.9984	0.21%	Pending	
71890	Approved	0	0	0.00%	Pending	
80390	Approved	82768.5	45000	83.93%	Pending	
94690	Approved	226	160	41.25%	Pending	
101590	Approved	11375.53	9950	14.33%	Pending	
101690	Approved	6243	3750	66.48%	Pending	
106390	Approved	1761.613	1394.995	26.28%	Pending	
111890	Approved	2500	2500	0.00%	Pending	
112290	Worksheet	7794	8400	7.21%	Pending	

Order No. Order Status Method of Finalization Apply

Extended ELC Extended ALC Percent Variance

ALC Status Comments

OK ALC Detail Cancel

Glossary

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Account Number	The number that identifies your holdings at a bank.		
Accounts Payable	The amount due to a creditor on an account.		
Action	The type of task that will be accomplished for the module.		
Activate Date	The date that a function is effective in the system.		Effective Date
Activity Schedule Retention	The retention period, in months, for activity schedules. When the schedules have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Actual Order Quantity	The final number ordered for an item. The AOQ defaults to the system's recommended order quantity and can be changed by the user.		Recommended Order Quantity
Ad Case Number	Anti Dumping		
Ad Valorem Tax	Tax imposed at a rate based on the percentage of the value of the merchandise.		
Address	The place where an entity is located.		
Adjust	The method of changing the price of an item to meet the method selected.		Ends In, Price Point, Rounding
Adjustment Amount	The monetary change between the original value and the new value.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Adjustment Qty	The change in number between the original value and the new value.		
Advanced Shipment Notice	An electronic data interface (EDI) transaction from vendor to retailer which identifies the vendor number, order number, carton contents and store destination for a particular delivery.		
Advice Method	The way in which the advising bank notifies the beneficiary that a letter of credit has been opened in their favor.		
Advising Bank	The bank that informs the beneficiary that a letter of credit has been opened in their favor.		
Allocation	A buying, planning and distribution process in which store need is determined based on metrics that fit the product, store characteristics, and product life cycle.		
Amendment	Additional information or changes appended to a letter of credit. The amendment may affect the total value of the credit.		Effect
Amount	The monetary number or quantity.		
Appointment	The arrangement made between the supplier and the warehouse for delivery to the warehouse.		
Approval Date	The date on which an element is available for use in the system, and may be released to external systems.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Area	The third level of the organizational hierarchy, a subgroup of a chain.		
Arrival Date	The date on which the goods arrived at the discharge port.		
Attribute	An identifying quality.		
Audit	A formal examination of an organization's or individual's accounts or financial situation.		
Authorization Number	The number approving a transaction, especially credit cards.		Authorization source
Authorization Source	The origin of the approval of a transaction, especially for credit cards.		Authorization number
Authorize Min Amt	The lowest monetary amount requiring authorization for various tender types.		
Automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in approved status.		Order control
Average Cost	The total cost of all units of all items, divided by the total number of units. The UOM is determined by the Average Cost Selling UOM.		Average Cost Selling Unit of Measure
Average Cost Selling Unit of Measure	The selling unit of measure by which average cost is tracked.		Average Cost
Back Order	An unfilled customer order or commitment. It is an immediate or past due demand against an item whose inventory is insufficient to satisfy the demand.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Backhaul	The practice of stopping at a supplier's location to pickup product and receive a discount.		
Balancing Level	The level at which your system is set to balance the declared totals against the system summarized totals. The balancing levels are Store, Register, or Cashier.		
Bank	An establishment for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds.		
Banner	Groupings that can be used to distinguish one area of your business from another. Typically used to group channels.	Store specializing in Children's merchandise, Store specializing in Adult merchandise	Channel
Base Cost	The cost that item/locations with in the same cost zone group base their costs on.		
Base Date	The first date of a timeline		
Base Default	The price that item/locations with in the same price zone groups base their prices on		
Base Price	The original price of the promotional item before any discount is applied.		
Base Retail	Identifies the base price for item/locations based on the price zone that contains the base retail for the item.		
Beneficiary	Identifies the agency for whom the letter of credit is issued, typically the supplier.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Bill Back	For deals, indicates that the deal component is not reflected in the unit cost of the item on the purchase order. The deal component is calculated at a later date.		
Bill of Lading	A list of items, contained in cartons, that are part of a shipment		
Bill to Location	The location to which suppliers are instructed to send invoices		
Block	The area in a flyer where an advertisement appears.		Page, Segment
Book Transfer	A transfer between two virtual warehouses within the same physical warehouse to transfer ownership of merchandise.		
Bracket	A quantity range that corresponds to a price, as set by the supplier.		
Bracket Costing	Bracket costing occurs when your organization receives a certain price on an order depending on the size of the order. Different types of brackets can be established, based on mass, volume, pallet, case, each, or stat case.		
Break Pack Warehouse	A distribution center that receives merchandise from a vendor, divides the merchandise per individual store order, and ships the smaller quantities to the store.		
Bus Day	The date a location was open and transactions occurred at the location.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Buyer	The person responsible for the purchase of merchandise, products, materials, or services.		
Calculation Basis	The base on which to calculate the cost component. Value: The expense, assessment, or upcharge is a percentage of the value of the goods. If you select Value, you can either select the computation value base against which you want to calculate the component or indicate in the Component Nomination area the calculations in which the component should be included. Specific: The expense, assessment, or upcharge is calculated per unit.		
Cancel	To call off without the expectation of proceeding at a future time.		
Candidate	A transportation record that has been marked for finalization.		Finalization
Carrier/Routing Type	The freight company that delivers a shipment.		
Carton	A container that is part of a Bill of Lading (BOL).		Bill of Lading
Case	The primary unit of an item. A case is composed of inners. Inners may be composed of multiple eaches. Quantities are ordered and shipped based on case size.		
Case Size	see Case Qty		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Cash Discount	The monetary value of discounts credited by the vendor during the time period at the selected location. Cash discounts increase the gross profit margin.		
Cashier	The individual who receives payment for items sold at the point of sale.		
Catch Weight	The weight of an item when it arrives at a location.		
Chain	The second level of the organization hierarchy.		
Channel	A method of grouping like selling methods.	Brick and mortar, kiosk, web-store,	Banner
Charge	The amount that has been deducted from a letter of credit.		
Charge Refund Fee	A fee that is charged to a customer if a money order is returned.		
Check Digit	The digit verified when determining if the routing number is correct.		
Child Item	An item that has one or two item levels above it		
City	An inhabited place of greater size population or importance than a town or village.		
Claim	A request to a partner for reimbursement for damaged merchandise and inadequate quantities.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Class	The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department.		
Clearance	The process of moving merchandise out of the store by strategically reducing the price.		
Clearance Markdown %	The percentage difference between the original retail and the clearance price.	Clearance markdown = original retail - clearance p	
Clearance Retention	The retention period, in months, for clearance events. When the clearance events have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Cleared	The process of passing merchandise through the customs agency.		
Close Stock	The monetary value of stock on hand at the end of the time period for the selected location.		
Closing Inventory	The retail value of the stock on hand at the end of the month.	Closing inventory at retail = opening inventory at	
Closing Inventory Cost	The cost value of the stock on hand at the end of the month.	Closing inventory at cost = opening inventory at c	
COLT Days Added to Forecast	See COLT		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Commit Max Counter	The number of records that must be processed before the data is committed.		
Commodity	A mass-produced unspecialized product.		
Company	The highest level in the organizational and merchandise hierarchies. Only one company is allowed in RMS.		
Competitor	One selling or buying goods or services in the same market as another		
Competitor	A store that sells similar products, which may lead to rivalry. Stores may compete against store in other companies or against stores in the same company.		
Concession item	A concession item is similar to a consignment item in that the retailer does not own the inventory being sold. Concession items differ from consignment in that the ownership is not transferred when the items are sold. A retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method.		
Confirming Bank	The bank that guarantees the funds that are necessary to pay claims against a letter of credit.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Consignment	A marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (in our case the vendor) to another, the consignee, (in our case the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee via an invoice.		
Constant	A stock-oriented replenishment method used without a forecasting application. As soon as the stock level drops below the maximum stock, a request is generated for the difference.		Replenishment
Container	A method of shipping items.		
Contract	A legally binding agreement with a supplier to supply items at a negotiated price.		
Cost	The amount of money that must be paid to take ownership of something; expense or purchase price.		
Cost Basis	In securities, is the purchase price after commissions or other expenses. It is used to calculate capital gains or losses when the security is eventually sold.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Cost UOM	A method used to define the unit of measure for the cost of an item. The cost UOM allows you to enter the cost in the unit of measure defined by the supplier. The cost entered in the cost UOM is converted to the standard UOM for all RMS purposes.		
Cost Zone	A group of locations that have similar cost structures.		
Country	A political state or nation or its territory.		
County	The largest local administrative unit of a state.		
Coupon	A part of a printed advertisement to be cut off to use as an order blank or inquiry form or to obtain a discount on merchandise.		
Courier	A person or service responsible for the transportation of good from one party or location to another.		
Cross Dock	A purchase order is created that directs the goods from the supplier to a warehouse where it is immediately allocated to the proper store or warehouse.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Cumulative Markon %	The total of markon on the beginning inventory in any accounting period plus the aggregate purchase markon during the period, including additional markups, before any markdowns. It is the difference between the total cost and the total original retail value of all goods handled to date, commonly expressed as a percentage of cumulative original retail.	Cumulative markon % = (GAFS EOM at retail - GAFS E	
Currency	Coins, treasury notes, and banknotes in circulation, used as the medium of exchange.		
Current order lead time	The minimum amount of time required for the current purchase order to reach a location.		
Customer	A person who purchases a commodity or a service.		
Cycle	The frequency of a stock count.		
Daily Waste %	see Waste Percentage.		
Data Source	The origin of the data for the total calculation. May be based on raw data or existing totals.		
Date	The day, month and year an event occurs.		
Deal	The agreement between a retailer and a vendor for rebates or discounts applied to an item when ordered in certain quantities.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Deal Class	The method used to determine how the rebates or discounts are calculated for a purchase order. Cumulative: The values of the deal components are added together and then applied to the total purchase amount to determine the discount or rebate. Cascade: Each value of the deal components is applied to the total purchase amount minus the value of the previous deal component. Exclusive: Exclusive deal components supercede any other deal components, and only one exclusive deal component can be applied to an item at any time. Exclusive deals at the highest level in the item hierarchy are applied instead of exclusive deals at lower levels.		
Deal Component	The discounts or rebates included in a deal. Multiple components may comprise a deal.		
Deal Description	See Deal		
Debit Account	The account from which money should be removed to pay an expense.		
Debit CCID	Debit Code Combination ID.		
Debit Memo Send Days	The number of days following the receipt of an invoice before a debit memo can be sent out.		
Default	Selection automatically used by the system in the absence of a choice made by the user.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Delivery	The act of delivering a shipment to a location.		
Delivery Order	Authorizes the ocean carrier to release the cargo to the inland carrier. The delivery order is issued by the broker to the ocean carrier.		
Delivery Policy	The agreement between a retailer and a supplier for the terms of delivery.		
Delivery Postal Code	A unique number or number letter combination that identifies the postal delivery area of a country.		
Demo	The number of unites of the item required for demonstration purposes at a store.		
Department	Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy.		
Deposit container item	The item for which the deposit is taken. The deposit container item holds the deposit contents item.		
Deposit contents item	The item that is sold to the customer.		
Deposit crate item	The item which holds the container and contents items.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Deposit item	A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is tracked separately in RMS.		
Deposit returned item	The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.		
Destination Address	The street address of the supplier to which the goods are shipped.		
Diff	A characteristic of an item that distinguishes it from another item. An item may have up to four diffs.	Color, size, flavor, scent	
Diff Group	A tool used to logically group diff ID's by type.	Women's Pants	Diff Type, Diff Range
Diff Range	A tool used to logically group diff ID within a group.	Diff Group: Women's Pants Diff Range: Women's Average pant sizes	Diff Type, Diff Group
Diff Ratio	A method of grouping diffs to designate the quantity of each diff that should be fulfilled as a percentage of the total diff quantity.	Diff 1: 20% Diff 2: 40% Diff 3: 20% Diff 4: 20%	
Diff Type	The category that a diff belongs.	Size, Color, Flavor, Scent	Diff Group, Diff Range
Direct Ship	The process of delivering an item from a supplier directly to the customer.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Discharge Port	The location where items are unloaded from the shipment vessel.		
Discount	The reduction in price that a buyer receives when purchasing an item as a result of a deal.		Deal
Discrepancy Display	The difference between the reported total and the actual total at the point of sale.		
Discrepancy Type	The difference between the invoice and the receipt.		
Distribute By	The method that accomplishes distribution.		Distribution Rule
Distribution	The process of spreading quantities. Distributions can occur as a percent or amount of the total quantity.		
Distribution Quantity	see Distribution		
Distribution Rule	The default method of distributing to virtual warehouses from the physical warehouse.		Distribution
Distributor	The company that collect the merchandise from the supplier and delivers it to the retailer.		District (tax codes)
District	Belongs to a region in the organizational hierarchy and provides a way to define the areas of a region. A district is the fifth division in the merchandise hierarchy.		District
District (tax codes)	A geographic division of a city.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Division	Belongs to a company in the merchandise hierarchy and provides a way to define the major categories of merchandise at a company. A division is the second division in the merchandise hierarchy.		
Document	Paperwork that provides additional information about an activity.		
Drafts At	Indicates when a beneficiary is paid, after the conditions set forth in the letter of credit are met. Terms of a draft can be At Sight, 30 Days, or 60 Days.		
Drawee	The bank that is responsible for paying claims against a letter of credit.		
Dscrpncty Type	See Discrepancy Type		
Due (invoice)	The date on which payment is expected for an invoice.		
Due (purchase order)	The date on which delivery is expected for a purchase order.		
Due Order Processing	Creating orders and submit for approval in the most efficient manner to meet service levels.		
DUNS Location	A DUNS location number is a 4-digit code that identifies your location. DUNS location numbers are used in addition to the company DUNS number to identify each location in a company.		DUNS Number

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
DUNS Number	Dun & Bradstreet Data Universal Numbering System (DUNS) is a nine digit code that identifies your company. It is a commonly used company identifier, often used in EDI transactions.		Electronic Data Interchange, DUNS Location
Duty	A tax, typically on imports.		
Duty Comp Code	A duty that is based on a combination of values and dimensions.		Duty
Dynamic	A service-oriented replenishment method used with a forecasting application. The goal is to have only enough stock on hand in a given location to capture all sales between replenishment cycles. The time frame used to determine stock levels depend on the review time and lead time before stock levels in the location can be affected by an incoming shipment. The service level percentage is used to calculate the necessary amount of safety stock.		Replenishment
Dynamic - issues	A service-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just they do for stores, except that the warehouses issues forecasts are used. All other calculations are consistent with store dynamic replenishment		Replenishment

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Dynamic - seasonal	A service-oriented replenishment method used with a forecasting application, exclusively for stores. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal.		Replenishment
Each	An individual quantity of an item.		
Effect	The impact an amendment has on a letter of credit.		Amendment
Effective Date	The date on which a function becomes available or active in the system.		
Electronic Data Interchange	The exchange of information via computer, between a retailer and a supplier regarding inventory levels, delivery times, unit sales, accounts payable and receivable, etc.		
Email	The electronic mail address of the contact. a means or system for transmitting messages electronically (as between computers on a network).		
End Date	The last day an element is effective in the system.		
Ends In	An adjust type that allows you to determine the last two digit of a price.		Adjust type

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Ends In	A method of adjusting a retail price so it ends in a specified amount.		
Escheat	The return or forfeiture of a voucher. A voucher may begin to escheat after a set time period, and is turned over to a government entity.		
Event	The top level of a promotion, used to group several promotions together.		
Exchange Rate	The factor used to convert a currency from one factor to another.		
Expiration Date	The date on which an element is no longer valid.		
Export	The process of moving information to external systems.		
Export Country	The country from which the goods departed the lading port.		
Fashion Line Number	The fashion stock staging location of the store in the stores primary warehouse.		
Fill Priority	The priority given to items when fulfilling need, for replenishment.		
Finalization	The process of preparing the transportation records for customs entry.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Finisher	A finisher does work on items, such as adding buttons, ironing, hanging, tagging etc. There are 2 types of finishers: internal and external. Internal Finishers are considered part of the company, and typically is an area of a warehouse that does the work. Internal Finishers are set up similarly to Virtual Warehouses in RMS, but have an additional indicator selected to identify them as finishers rather than virtual warehouses. External finishers are not considered to be a part of the company, and are set up as Partners in RMS.		
Floating point	A stock-oriented replenishment method used without a forecasting application. The system compares the sales trend of the upcoming 12 weeks to the same period one (1) year ago, and then calculates a maximum stock amount. Once stock levels fall below the calculated maximum stock amount, a request is generated to raise the stock level to the maximum stock. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs.		Replenishment
Forecast	The process of predicting future results based on history.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Free On Board	A trade term requiring the seller to deliver goods on board a vessel designated by the buyer. The seller fulfills his obligations to deliver when the goods have passed over the ship's rail.		
Freight	The compensation paid for the transportation of goods.		
Frequency	The regularity of the occurrence of an event.		
General Ledger	A company's accounting records. It contains all of the financial accounts and statements.		
Generated By	Indicates how diff ratios are determined. System generated diff ratios are generated based on the sales history for the department, class, and subclass that you selected. Manually generated diff ratios are generated based on the same department, class, subclass, sales types, and time period as an another diff ratio.		
Geocode	The code that identifies a combination of the country, state, county, and city in which locations operate.		
Get Amount	The discount that a customer will receive by purchasing the appropriate items on the list of buy items. The amount in the Get Amount field may be either a percentage or a monetary amount, depending on what is selected in the Get Type field.		Get Type

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Term	Definition	Example	See also
Get Diff ID	The diff associated with the item parent when the Get Item Type field is set to item parent/diff ID.		
Get Item	The item you receive free or at cost when a certain quantity of the Buy Item is purchased from the deal partner.		
Get Qty	The number of items to which the discount applies.		
Get Type	The type of discount you receive on the item. The discount can be one of the following: Free: This indicates that you receive the item at no cost. Percent: This indicates that you receive a percentage off of the cost of the item. Amt: This indicates that you receive a monetary amount off of the cost of the item. Fixed Amt: This indicates that you receive the item at a specified reduced cost.		
Gift Wrap Ind	Indicates that gift wrapping is available for this item.		
GM %	Displays the percentage of the gross profit margin against sales for the time period at the selected location.		
Graduated Order Cost	The graduated cost of the item as each deal component is applied. The projected cost of the item is the supplier unit cost minus all of the deal components.		
Grand Total	The sum of all totals.		
Gross Margin	The difference between net sales and the total cost of goods sold.	Maybe calculated for some fields as Gross margin a	

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Term	Definition	Example	See also
Gross Margin %	The difference between net sales and the total cost of goods sold divided by sales.	Gross margin % = (sale - cost of goods sold) / sales	
Gross Unit Weight	The total weight of a unit of the item plus any packaging.		
Group	The sixth level of the merchandise hierarchy.		
Growth Rebate	A rebate in which the supplier determines the amount of the rebate, based on increased orders over a specified period of time.		
Growth Rebate History	The first and last dates of the historical period against which growth will be measured for this growth rebate.		
Half	Either of two equal parts of which the year has been divided for budgeting and accounting purposes.		
Half Number	The ID for the half. Enter the ID in the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2). For example: 20021 and 20022.		
Handling Cost	The amount charged by the supplier for handling the return.		
Handling Percentage	The percent that is applied to the value of returned goods as a handling charge.		
Handling Sensitivity	The sensitivity information that is associated with the item. Some examples include Combustible, Fragile, and Toxic.		

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Term	Definition	Example	See also
Handling Temp	The temperature information that is associated with the item. Some examples include Keep Refrigerated and Keep at Room Temperature.		
Harmonized Tariff Schedules	The applicable tariff rates and statistical categories for all merchandise imported into the a country; it is based on the international Harmonized System, the global classification system that is used to describe most world trade in goods.		
Height	The distance from the bottom to the top of something standing upright.		
HI	The number of tiers that are stacked on a pallet.		
Hierarchy Level	The classification of merchandise or organization. At the top of both hierarchies is the company. As the hierarchy progress downward, each level of the hierarchy is a sub section of the level before it.		
Highest Value	The high-end value for a price point range. All retail prices less than or equal to this value, and greater than or equal to the Lowest Value, will included in the price point range.		
Historical Period	The period used in the past.		

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Term	Definition	Example	See also
History Level	The amount of inventory history that should be captured in the weekly inventory history programs. The options are: No History: History of inventory is not captured. Items Sold Only: History of items that had sales during the week is captured. All Items: History of all items in inventory is captured. Changing the value of this indicator may have significant impact on the size of the database.		
Home Store	The store that the employee is primarily associated with.		
HTD GAFS	Half To Date Goods Available For Sale. The monetary value of goods available for sale during the half up to the current time period at the selected location.		
HTS Assessments	The amount of tariff that has been added to an item.		
Import	The process of bring data from an external system into the main system.		
Increment Percent	The percentage by which you want to temporarily inflate or deflate the maximum stock when the replenishment method is Min/Max or Constant. When the replenishment method is Floating Point, the percentage by which you want to temporarily inflate or deflate the minimum and maximum stock.		

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Term	Definition	Example	See also
Industry Code	A unique number that represents all possible combinations of sizes according to the National Retail Federation.	Men's pants size combination 32x32 has a NRF code	
Inner	A subset of a case containing a portion of the individual quantities in an item.		
Inventory	Can be either raw materials, finished items already available for sale, or goods in the process of being manufactured. Inventory is recorded as an asset on a company's balance sheet.		
Inventory Management Level	The level at which inventory received from each supplier is reviewed for replenishment purposes. Reviews can be done at the Supplier, Supplier/Location level, Supplier/Department level, or the Supplier/Department/Location Level.		
Investment Buy	The process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal, or to leverage inventory against a cost increase.		
Issuing Bank	The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods.		
Item	The merchandise received from a supplier. In the system, the item field or column will display the item number, the item description, or both.		

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Term	Definition	Example	See also
Item Grandparent	An item that is two levels above another item in an item group.		Item Level 1
Item Level	The level of an item in an item group.		
Item Level 1	An item without differentiating factors that does not require a second level. All items must have a level one item in the item group. A level 1 item may have level 2 and level 3 items below it.		
Item Level 2	An item that may or may not have differentiating factors. A 2 level item group must have a level 1 item and one or more level 2 items. All level 2 items are related to the level 1 item. A level 2 item may have level 3 items below it.		
Item Level 3	An item that has distinguishing characteristics beyond the differentiating factors of a level 2 item. A level 3 item must have a level 1 item and a level 2 item above it. All level 3 items are related to one level 2 item. A level 3 item cannot have any items below it.		
Item List	A grouping of items based on characteristics defined by the user.		
Item Parent	An item that is one level above another item in an item group.		Item Level 2
Jurisdiction	The limits or territory within which authority may be exercised.		

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Term	Definition	Example	See also
Lading Port	The port where goods are loaded onto the vessel.		
Landed Cost	The sum of the cost, duty, and expenses for a shipment. Landed cost may be actual or estimated, depending on where, in the process, a shipment is.		
Layaway	Allows customers to give a retailer deposits to hold products. When customers complete payments, they take the items.		
Lead Time	The time between the beginning of a process and the appearance of results.		
Letter of Credit	A letter addressed by a banker to an entirety to whom credit is given authorizing drafts on the issuing bank or on a bank in the person's country up to a certain sum and guaranteeing to accept the drafts, if duly made.		
Line of Credit	The maximum amount of credit allowed to a buyer or borrower.		
Linear Distance	The amount of shelving space available at a location.		
Location	The store or warehouse involved in an event.		
Location list	A grouping of locations based on characteristics defined by the user.		
Location Trait	A characteristic of a certain location.		

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Term	Definition	Example	See also
Look Ahead Days	The number of days before a cost event that the cost event is factored into an investment buy calculation. A cost event can be the end date of a deal or the effective date of a cost change		
Manual	A type of order control that determines that purchase orders for the recommended order quantities are not created. The recommended order quantity (ROQ) is written to the Replenishment Results table. You must create and run a custom report to view the ROQs.		
Manufacture	To make from raw materials by hand or by machinery.		
Markdown	A reduction to the original retail price established at the beginning of the half for an item during a clearance event.		
Markup	An amount added to the cost price to determine the selling price.		
Mass return transfer	A transfer from multiple stores to a warehouse. Generally return transfers are undertaken to redistribute merchandise from one store to other locations or to return merchandise to the vendor.		
Max Average Counter	The maximum number of days with acceptable data to include in an average for items within the department.		

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Term	Definition	Example	See also
Min/Max	A stock-oriented replenishment method used without a forecasting application. Maximum and minimum stock levels are determined. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock.		Replenishment
Mix and Match	A promotion method which gives the customer a discount on an item, based on previously purchased items.		
Money Order	An order issued by a post office, bank, or telegraph office for payment of a specified sum of money usually at any branch of the organization.		
Multi Unit	A type of promotion. A discount given to a customer for purchasing a pre-determined amount at a store. The discount can be an amount off, a percent off, or a fixed amount, and is for selected departments, classes, or subclasses.		
Multi-Channel	The RMS concept that divides the system into different selling mediums by which inventory can be tracked and reporting can be completed.		Stockholding, Non-stockholding
Name	The person who is identified as having the responsible role.		

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Term	Definition	Example	See also
National Brand Comparison Item	The item produced and controlled by manufacturers. They are usually well known, supported by manufacturer ads, somewhat pre-sold to consumers, require limited retailer investment, and often represent maximum product quality to consumers.		
Neg Days	The number of days that are agreed upon for negotiating documents pertaining to the letter of credit.		
Negotiating Bank	The bank that is responsible for negotiating the letter of credit between the seller and the advising bank.		
Negotiation Days	See Neg Days		
Net	The amount or quantity remaining after the deduction of all charges, outlays, or losses.		
Net Amount	The total amount after the deduction of all charges, outlay, or loss.		
Net Inventory	The net inventory is on hand quantities, on order quantities, and incoming quantities minus outgoing quantities, layaway quantities, and non-sellable quantities.		
Net Markup	The total amount of markups after markup cancellations during a time period at a location.	Markups at Retail - Markup Cancellations at Retail	

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Term	Definition	Example	See also
Net Sales	The revenues received by a retailer during a given time period after deducting customer returns, markdowns, and employee discounts.		
Next order lead time	The minimum amount of time required for the next purchase order to reach a location.		
No Elapsed Days to Determine Comp Status	The number of days of data that Sales Audit should gather before it begins to make comparisons between the current time period and a previous time period.		
NOLT	See Next Order Lead Time.		
Non Sellable	The quantity of the item that cannot be sold. This includes items that have failed quality control and demonstration stock.		
Non-Merchandise	Relating to costs that are not related to items and merchandise in the system.		
Non-Scaling	Indicates that quantities of an item are not adjusted during the scaling process.		
Non-stockholding	A store that does not have stock on the premise where the sale is taking place.		Stockholding
Normal Calendar	The Julian calendar consists of cycles of three 365-day years followed by a 366-day leap year. Each year is divided into 12 month periods.		
Not After	The last day you can expect to receive items on a purchase order at a location.	system date + longest item/supplier/origin country	

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Term	Definition	Example	See also
Not Before	The first day you can expect to receive items on a purchase order at a location.		
Objective	The long-run and short-run performance targets that a retailer hopes to attain. Goals can involve sales, profit, satisfaction of publics, and image.		
Obligation	Bills related to transportation of goods that a retailer must pay beyond the cost of a purchase order.		
On Hand	The total units on hand at a location, including inventory on RTV orders, unavailable inventory, stock in transit and reserved inventory. The On Hand inventory provides an accurate picture of the inventory owned by the location.		
On Order	The number of units on approved purchase orders that have not yet been received.		
Open Amount	The current balance on a letter of credit.		
Open Balance	The number of units yet to be received over which the tooling costs are amortized.		
Open Line of Credit	The amount of credit remaining on a line of credit.		
Open to Buy	The amount of money available for purchases at the subclass level for a week.		

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Term	Definition	Example	See also
Open to Buy	The difference between planned purchases and the purchase commitments already made by a buyer for a given time period, often a month. It represents the amount the buyer has left to spend for that month and is reduced each time a purchase is made.		
Open to Buy End of Week Date	The last day of the open to buy week to which the purchase order amount is credited.		
Opening Inventory	The retail or cost value of the stock on hand at the beginning of the month.		
Opening Stock	The monetary amount budgeted for stock on hand at the beginning of a monthly period.		
Order Control	The method that determines how purchase orders are created, when they are created outside of the purchase order module.		Automatic, Semi- Automatic, Manual
Order Number	The identifying number on a purchase order.		
Order Point	the minimum number of units you want on hand for the item. When the net available inventory falls below the order point, the item is replenished.		
Order Quantity	The number of units on a purchase order.		
Order Retail	Total retail value of all items on the purchase order.		

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Term	Definition	Example	See also
Order Type	The origin of the purchase order. Purchase orders may be created through Automatic Replenishment of Basic items (ARB), Buyer Replenishment of Basic items (BRB), or order for items which are Non-Basic (N/B).		
Orderable item	An item that is marked to hold inventory, but is not sellable at the point of sale system, and no information is sent to the point of sale system for these items. Retail prices are not held for orderable only items.		
Origin Country	The country from which the supplier ships items.		
Out of Stock Date	The date when the store is expected to be out of stock.		
Pack	An item that allows you to buy, sell, and track multiple items under one item number. A pack can be complex or simple. A complex pack contains multiple component items. A simple pack contains multiples of one component item.		
Page	The page number where the ad for the item, group of items, or department will be placed.		
Parent	The item level that is one level above another item.		

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Term	Definition	Example	See also
Partner	A person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. A partner does not provide items to a retailer.		
Phase	A sub section of a season.		
Pick Priority	The order the substitute items are used to fill the demand for the main item.		
Pickup to Location	The number of days required for the item to be shipped from the supplier and received at a location for direct to store and cross-docked items.		
Pool Supplier	A supplier that is grouped with other suppliers to ensure that order quantities can be met.		
Postal Code	A number that identifies a postal delivery area of a country.		
Pre Mark	The supplier has agreed to break orders into separately marked boxes that can be shipped directly to stores.		
Presentation Method	The way and item is displayed in the store.		
Presentation Stock	The number of units of the item required for a full facing at a store or the minimum number of units required at a warehouse.		
Price	The amount some one pays to another party for a good or service.		

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Term	Definition	Example	See also
Price point	Adjusts the price to a specific price based on the range into which the price falls.	All items in the price range of \$10 - \$20 should be set to \$14.99.	
Promotion	A method of temporarily reducing prices on certain items at specific locations.		
Purchase order	An agreement between a retailer and a supplier for the purchase of goods. The retailer records the quantity, cost, and delivery location of items from the supplier. On a single purchase order, the same item going to different locations can have different costs.		
Qty Ordered	The number of units ordered.		
Quantity	The total number of a unit.		
Quota Cat	Quota categories allow you to place restrictions on categories of items rather than individual items. Customs agencies group items with related characteristics into quota categories.		
Ready Date	The date on which the item becomes available from the supplier or the item is delivered. Ready dates are specific to contracts		
Rebate	An agreement that money or credit will be received from the supplier if a certain threshold is met during a given time period.		Growth Rebate, Volume Rebate
Reclassification	The process of moving items from one section of the merchandise hierarchy to another section of hierarchy.	Cotton T-shirts in the women's department is moved to the basic's department.	

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Term	Definition	Example	See also
Recommended Order Quantity	Recommended Order Quantity. The number that the system suggests should be ordered, based on replenishment calculations.		Actual Order Quantity
Reference Item	An item below the transaction level.		
Region	The third level of the organizational hierarchy, used to group districts.		
Replenishment	The process of ordering items to ensure inventory levels are maintained at locations.		Constant, Min/Max, Floating Point, Time Supply, Time Supply - Issues, Time Supply - Seasonal, Dynamic, Dynamic - Issues, Dynamic - Seasonal
Reserved Stock	Units that have been approved for outgoing transfers/allocations, that have not yet left a location.		
Rounding	A method of adjusting the price based on rounding rules. The rounding rules are established by a database administrator.		
SCAC Code	A unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC identification codes in the late 1960's to facilitate computerization in the transportation industry.		

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Term	Definition	Example	See also
Scaling	The process of adjusting a purchase order to obtain a certain objective, as defined in the system. POs can be scaled up or down in order to achieve the minimum and maximum levels defined for the supplier or bracket. Rounding thresholds, defined in the system, determine whether a PO is scaled up or down.		
Season	A season is a specific selling period during the year.		
Segment	The section of a block where the ad for the item, group of items, or department will be placed.		
Sellable item	An item that does not hold any inventory in the system. Consequently, inventory records cannot be viewed from the item maintenance screens. Sellable only items are not linked to any supplier and therefore no cost information is associated with this item type.		
Semi-automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in worksheet status.		Order control
Shrinkage	The difference between actual stock on hand and the amount recorded in the stock ledger at the end of the time period.		

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Term	Definition	Example	See also
Soft Contract	A contract that can be made above the transaction level. This allows you to write a contract for a category of products and define the details of the order later.		
Static	For an item or location list, indicates that the list cannot be rebuilt.		
Stock holding	A location that has stock at the location where the sales are taking place.		Non-stock holding
Stock Ledger	The records of a company's inventory position.		
Stock On Hand	The total number of units on hand at a location, including inventory in RTV, unavailable inventory, stock in transit inventory, and reserved inventory.		
Store Day Sequence Number	The unique number assigned by Sales Audit that corresponds to the Store and Business Date for the transaction.		
Store Grade	A way of assigning a ranking to stores. Grades are defined by each buyer.		
Store Grade Group	Stores with like grades that are used as a location list.		Location List
Store orders	A store driven replenishment method which allows stores to place orders based on need. Orders are incorporated into RMS via an overnight batch. Recommended order quantities are based on the store request and the ability to deliver the product with in lead time.		Replenishment

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Term	Definition	Example	See also
Substitute Item	The item identified to replace the main item with the intention of replacing or phasing out the main item.		
Supplier	The person or entity that provides items to a retailer.		
Supplier Trait	An attribute assigned to a supplier.		
Tare	A deduction from the gross weight of a substance and its container made in allowance for the weight of the container.		
Threshold	A level point or value above which something is true or will take place and below which it is not or will not.		
TI	The number of cases that make up one tier on a pallet.		

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Term	Definition	Example	See also
Time supply	<p>A stock-oriented replenishment method used with a forecasting application. You control stock levels through days of supply in the store rather than specifying an exact stock quantity. The minimum time supply number of days is used to determine the minimum stock level, while the maximum time supply number of days determines the maximum stock level. These min/max levels change based on the current forecasted sales data. The time supply horizon number of days is an optional field used to calculate an average daily sales rate that is multiplied against the minimum time supply days and maximum time supply days to determine a min/max. This field is useful if the time supply days extends past the number of days with forecasted data. A replenishment order is made when the net available inventory reaches the minimum days of supply and the order quantity placed is based on the rate of sale from forecasted sales over the specified period (time supply horizon) and the maximum days of supply value.</p>		Replenishment

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Term	Definition	Example	See also
Time supply - issues	A stock-oriented replenishment method used with a forecasting application, exclusively for warehouses. Replenishment calculations function just as they do for stores except that the warehouse issues forecasts are used. All other calculations are consistent with store Time Supply replenishment.		Replenishment
Time supply - seasonal	A stock-oriented replenishment method used with a forecasting application, exclusively for stores. Time Supply - Seasonal combines the basic Time Supply algorithm with the end of season terminal stock goal. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal.		Replenishment
Timeline	A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision.		
Title Pass	The process of changing ownership of goods from the buyer to the seller.		
Transaction Level	The level of the item group at which transactions involving the item is tracked.		

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Term	Definition	Example	See also
Transfer	An internal movement of stock from one location to another.		
Transformable item	A transformable item is an item that can be ordered as one item and the broken into smaller items. The smaller items can then be resold in the store. There are two types of transformable items, transformed orderable and transformed sellable.		Transformed orderable, transformed sellable
Transformed orderable	An item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.		
Transformed sellable	An item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.		transformed orderable, transformable item
Truck Split	The process of splitting orders into multiple truckloads.		
TSF/PO link	the reference number for a link from an item on a transfer to one or more existing purchase orders.		
UDA	See User Defined Attribute.		
Unavailable Stock	The number of units that are not available for sale at all locations because they are damaged or for other reasons.		
Unit Amount	The monetary amount for each unit.		
Unit Cost	The cost per unit of the item.		
Unit of Measure	Indicates how each unit is measured.		

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Term	Definition	Example	See also
Up Charge	Cost incurred when transferring an item.		
User Defined Attribute	An identifying quality that has been set up by the user.		
Username	An ID that is assigned to each user.		
Value Added Tax	An incremental excise tax that is levied on the value added at each stage of the processing of a raw material or the production and distribution of a commodity, and that typically has the impact of a sales tax on the ultimate consumer.		
VAT Rate	The percentage that is applied to any value added to an item to calculation VAT.		
VAT Region	An area that is subject to the same VAT.		
Vendor	A generic, inclusive term used to mean either partner or supplier.		
Vendor Type	See Vendor.		
Vessel	Mode of transportation used to transport goods between a supplier and a retailer. Could be a train, ship, jet, etc.		
Virtual Warehouse	A stock-holding warehouse which is available in multi-channel environments. You can establish a virtual warehouse to keep track of inventory by channel.		Channel

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Term	Definition	Example	See also
VMI Channel	The process by which suppliers have visibility to inventory levels, create purchase orders based on inventory levels, and ship orders without retailer intervention.		
Volume	The amount of space occupied by a three-dimensional object.	volume = length x width x height	
Volume Rebate	A rebate in which the supplier determines the amount of the rebate, based on the total orders over a specified period of time.		
Voucher	A form or check indicating a credit against future purchases or expenditures.		
Voyage Flight ID	The reference number for a flight, voyage, or other method of transportation.		
VPN	The number assigned to an item by a vendor.		
Warehouse	A storage and/or distribution facility where inventory may be received, held and transferred to other locations.		
Warehouse Issues	The total number of units that had ownership transferred from the warehouse to the store.		
Warehouse Lead Time	The number days required for the item to be shipped from the warehouse and received at a location for cross-docked and warehouse stocked items.		

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Term	Definition	Example	See also
Warehouse Link	Indicates which replenishment warehouse to which the current virtual warehouse is linked. This field is enabled if the current virtual warehouse is not a replenishment warehouse. This option is available only in multi-channel environments.		
Warehouse Storage Cost Measure	The default type of measurement used to calculate the cost of storage, per week at company-owned storage locations. Users can override the type of measurement at the warehouse or warehouse/department level.		
Warehouse Store Assignment History Days	The retention period, in days, for historical information about warehouse/store assignments. When the historical information has exceeded the retention period, it is automatically purged by a regularly scheduled batch program.		
Warehouse Store Assignment Type	Indicates, based on the replenishment stock category, which stores are assigned to a source warehouse when the warehouse store assignment batch program (whstrasg) is run.		
Warehouse to Locn	See WH Lead Time		
Wastage Percentage	The average percentage of wastage that the item is subject to over its shelf life. The wastage percentage can be applied to either spoilage wastage or sales wastage.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Wastage Type	The type of wastage that the item is subject to, such as sales or spoilage wastage. There are two types of wastage, Sales wastage occurs during processes that make an item saleable. Spoilage wastage occurs during the shelf life of the item.		
Weekly Cost of Outside Storage	The cost of storage per week at third-party storage locations on a weekly basis.		
Weekly Cost of Warehouse Storage	The cost of storage per week at company-owned storage locations on a weekly basis.		
Weight Unit of Measure	The unit of measure (UOM) in which the gross, tare, and net weights of the package are stated.		
Wh	See Warehouse		
Wh Description	See Warehouse		
WH Lead Time	The number of days required for the item to shipped from the warehouse and received at a location.		
Wholesaler	A merchant middleman who sells chiefly to retailers, other merchants, or industrial, institutional, and commercial users mainly for resale or business use.		
WIC Ind	Indicates the item qualifies for the Women, Infants, and Children (WIC) program.		
Width	The horizontal measurement of an object.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
WIP Code	Displays the code for the work in progress (WIP) tasks that have been assigned to the selected item and location. WIP codes are assigned to work orders that are assigned to purchase orders.		
Wksht Qty	The number of units that have been suggested as the quantity to be ordered.		
Work Order	The request for certain activities to be done to an item in a warehouse before delivery of an item to the final locations.		
Work Phone	The customer's work phone number.		
Workroom Amount	The monetary value of value added services during the time period at the selected location. Workroom costs, such as alterations, reduce the gross profit margin. The amount is denominated in the currency that is displayed in the Currency field. Depending on the view, the amount is at cost for this year or last year.		
Written Date	The date on which the purchase order was written.		
Year	A time period of 365 days.		
Year to Date Drawdown	The amount paid out on the company's behalf since the beginning of the year by the bank.		
Year to Date, Line of Credit	The amount of credit that the company has used since the beginning of the year from the bank.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	Definition	Example	See also
Year To Date, Credit	The credit used since the beginning of the year from the bank.		

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