

QAD Online Help

QAD Online Help

Published date: 09/30/2025

Table of Contents

Welcome to the QAD Global Trade and Transportation Execution Help.....	40
Base.....	44
Using Base.....	45
Getting Started.....	46
Prerequisites.....	46
Logging In.....	46
Home Page.....	47
Using QAD GTTE For Your Role.....	49
Learning QAD GTTE.....	52
Main Menu.....	52
Menu Search.....	53
Favorites.....	54
Title Area.....	54
Workflow.....	56
Workflow Portal.....	56
View List.....	58
Search Panel.....	58
Transaction Panel.....	62
Tasks Area.....	67
Workflow Tasks.....	70
Address Task.....	71
Close Task.....	72
Container Information Task.....	73
Documents Task (New).....	75
Documents Task (Old).....	77
Documents Text ID Task.....	78
Items Task.....	79

Manifest Task.....	79
Details Tab.....	79
Surcharges Tab.....	81
Parties Tab.....	81
Additional Tab.....	81
Rate Shop Task.....	82
Rates Tab.....	82
Invalid Rates Tab.....	83
Route, References and Containers Task.....	84
References and Partners Tab.....	84
Dates and Locations Tab.....	87
User Defined and Other Tab.....	89
Vessels and Containers Tab.....	92
Run Compliance Task.....	95
Shipment Charges Task.....	95
View Compliance Status Task.....	96
Scan, Pack and Ship: Standard Packing.....	98
Packing Options.....	98
Scan, Pack and Ship.....	99
Scanner Input.....	110
Packing Shipments.....	111
Shortcut Keys.....	112
Other Packing Options.....	113
Scan, Pack and Ship: Consolidation Packing.....	117
Packing Options.....	118
Scan, Pack and Ship.....	118
Scanner Input.....	128
Packing Orders into a Consolidation Shipment.....	130

Shortcut Keys.....	132
Consolidate and Ship.....	134
Use Cases.....	134
Opening Consolidate and Ship.....	135
Consolidate and Ship Interface.....	135
Consolidation Example.....	139
Short Ship Example.....	139
Inquiry.....	141
Search Panel.....	141
Shipments Panel.....	148
Shipment Line Details Panel.....	151
Manual Shipment.....	153
Creating a Manual Shipment.....	153
Creating a Manual Shipment in the Workflow Portal.....	157
General Maintenance.....	162
Maintenance Man.....	162
Multi-Language Support.....	163
Address Verification.....	165
Automatic Address Verification.....	165
Manual Address Verification.....	165
Address Verification Score.....	168
Base Administration.....	170
Web UI Configuration.....	171
Configuring the Welcome Page.....	171
Specifying the Home or Landing Page.....	173
Configuring the Main Menu.....	174
Configuring the Menu Search.....	179
Configuring the User Menu.....	180

Configuring the Title Area.....	182
Index Page.....	182
Configuring Guide Me.....	186
Turning On Guide Me.....	188
Turning Off Guide Me.....	188
Packing Locations.....	189
Associating Clients With a Packing Location.....	189
Configuring the Packing Location Login Field.....	190
Authentication.....	191
Password Policy and Encryption.....	191
Trax Login.....	194
NTLM Login.....	195
Database Login.....	196
LDAP Login.....	196
Single Sign-On.....	202
JAAS Authentication.....	203
Synchronize Users with DSML.....	205
Troubleshoot With log4j.....	217
Punch-Out.....	217
User Role Configuration.....	219
User Groups and Responsibilities.....	219
Configuring Effective User Roles.....	223
Default User Roles and Associated Options.....	233
Permissions.....	249
Configuring Permissions.....	249
Troubleshooting Permissions in the Web UI.....	268
Workflow.....	271
Configuring UI Options.....	272

Adding Dynamic Fields to the Workflow Portal.....	284
Creating a Shipment Workflow.....	285
Creating a Workflow.....	285
Adding Tasks to a Workflow.....	287
Creating a Shipment Type.....	290
Creating a Shipment with the New Shipment Type.....	292
Pre and Postrequisite Standard and Check Tasks.....	293
Breakpoint Tasks.....	297
Check Tasks.....	298
Secure Tasks.....	298
Updating Transactions.....	298
Merging Tasks.....	298
Creating a Load Workflow.....	300
Case Study.....	301
Configuring Workflow Tasks.....	308
Configuring the Rate Shop Task.....	308
Configuring the Shipment Charges Task.....	310
Configuring the Manifest Task.....	311
Configuring the Documents Task (WFTDOC).....	316
Associating External Files with a Shipment.....	317
Configuring Image Classes.....	318
Viewing Stored Images.....	320
Configuring the Address Task.....	320
Rules and Rulebooks.....	323
Rules and Rulebooks Creation and Processing Flow.....	326
Rules and Rulebooks Page.....	326
Configuring the Rules Engine.....	383
Rules and Rulebooks Example.....	390

Scan, Pack and Ship.....	400
Standard Packing.....	401
Scan, Pack and Ship as a Workflow Task.....	406
Consolidation Packing.....	407
Item Packing Units.....	415
Shipment Processing Extension Buttons.....	417
Pack Processing Extension Buttons.....	425
Progress Black Box Workflow Tasks.....	427
Pack Status.....	430
Serial Number Controlled Items.....	430
Scanner Input.....	432
Master Barcodes.....	438
URL Configuration.....	448
Consolidate and Ship.....	453
Building Consolidations.....	453
Consolidations and Short Shipping.....	456
Inquiry.....	459
Configuring the Inquiry Page.....	459
Adding Dynamic Fields to the Inquiry Screen.....	463
Filtering by Dynamic Fields on the Inquiry Screen.....	464
Manual Shipment.....	465
Stand-alone Manual Shipment Page.....	465
Pop-up in Workflow Workbench.....	471
System Values.....	473
System Values Screen.....	473
System Value Granularity.....	476
Translations.....	478
Assigning Translation Administrator Privileges.....	478

Creating Custom Languages.....	481
Translating Web UI Literals.....	483
General Administration.....	494
XML Upload Page.....	494
Log Information Page.....	495
Maintenance Man Functionality.....	498
Currencies.....	498
Creating and Updating Currencies.....	498
Currency Settings.....	499
Configuring Currency Exchange Rates.....	500
Currency Exchange Rate Settings.....	500
Currency and Exchange Rate Example.....	502
Address Verification Configuration.....	503
Activating Address Verification for a Workflow.....	503
Configuring Address Verification for Workflow Tasks.....	511
Configuring Address Verification for Desktop Shipping.....	514
Configuring the Loqate API.....	517
Configuring Shipment Notifications for Address Verification.....	519
Blocking the SPS Manifest & Rate Workflow Task if Address Verification Fails.....	521
Printers.....	524
Creating a Printer.....	524
Printer Settings.....	524
Downloading Forms and Fonts for a Laser Printer.....	528
Printing Documents to a PDF File.....	529
Printer Distribution Lists.....	529
Printer Distribution List Settings.....	530
Creating Printer Distribution Lists.....	530
Locales.....	532

Creating a Locale.....	532
Locale Settings.....	532
Locale Documents.....	532
Attaching Documents to a Locale.....	533
Locale Document Settings.....	533
Associating a Document With Multiple Locales.....	534
Web UI Workflow Tasks.....	535
Inquiry System Values.....	543
List of Dynamic Fields.....	549
Export Management.....	561
ATLAS Overview.....	562
ATLAS Integration.....	563
Zoll Certification for ATLAS.....	563
Supported Electronic Messages.....	563
ATLAS Fallback Documents.....	564
Sample Declaration Process Flow.....	566
ATLAS Workflow.....	568
ATLAS Workflow Configuration.....	568
ATLAS Workflow Tasks.....	572
Web ATLAS Check and Submit Task.....	572
Using the EU Customs - BOX44 Task.....	578
Adding a Box 44 Element to a Shipment Commodity.....	579
Adding Box 44 Elements with Export Control Information.....	580
Updating a Box 44 Element for a Shipment Commodity.....	581
Deleting a Box 44 Element From a Shipment Commodity.....	582
Recreating the Box 44 Information.....	582
Changing the Type of the Box 44 Element.....	582
ATLAS Message Configuration.....	583

Configuring the Shipment Location Inquiry Email.....	583
Configuring the FUP:EMAIL-ALERTS System Value.....	583
Adding a Shipment Status Code.....	584
Adding a Memo For Customs.....	585
Providing Alternative Evidence Documents (Status Code 4 Only).....	586
Configuring the Customs Export Control Message.....	587
ATLAS Exit Inquiry Message.....	587
ATLAS System Values.....	589
AES Overview.....	608
AES Process Overview.....	609
AES Setup.....	610
AES System Values.....	610
AES Workflow Configuration.....	614
AES Master Data.....	615
Creating a Shipment for an AES Transmission.....	620
Creating an AES Shipment Header.....	620
Maintaining Shipment Items.....	622
Creating Shipment Commodities.....	623
Adding Shipment Vessels.....	624
Licensing.....	624
Validating and Submitting an AES Shipment.....	625
Shipment Validation Details.....	625
Validating, Modifying, Refreshing, and Submitting Commodities.....	627
Viewing the Reply from Customs in the AES.....	628
AES Header Status Codes.....	628
Commodity Line Deletion.....	629
Excluding a Partner from Filing.....	630
AES Downtime.....	632

Individual Shipment Control.....	632
AESDOWN ITN Format.....	632
AES Errors and Suggested Solutions.....	633
Import Management.....	667
Resolution and Screen Specifications.....	668
Imports Home Page.....	669
Imports Portal Overview.....	671
Product Master Overview.....	673
Creating Products.....	674
Manually Creating Products.....	674
Maintaining Products.....	675
Classification Worksheet.....	676
Importing Country.....	676
Country Override.....	677
Compliance Hold.....	679
Review/Approval.....	680
Commercial Description.....	680
Customs Description.....	681
Supporting Comments.....	681
Simple View and Advanced View.....	681
Product Details Panel.....	683
Admissibility Flags.....	683
Similar Product Search.....	684
Adding Articles.....	687
Review for SET.....	688
Add Competing Heading.....	690
GRI Wizard.....	693
Additional Digit.....	698

Ruling.....	699
Country of Origin.....	701
Secondary Codes Panel.....	702
Toolkit.....	703
Attachments.....	704
Classification Status.....	706
Save.....	708
Save for Later.....	709
Reset.....	710
Confirm Product Customs Description.....	710
AI-Supported Product Classification.....	710
Mass Classification.....	714
Auditing a Mass Classification.....	722
Product Details Portal.....	723
Compliance Hold (Product Details).....	723
Tabs.....	724
Customs Details.....	725
Admissibility Flags (Customs Details).....	725
Product Admissibility Flags.....	726
Automatically Added Flags.....	728
Manually Added Flags.....	730
PGA Flag Attributes.....	731
PGA Flag Filing Data.....	732
Hazardous Details.....	733
Audit.....	733
AD/CVD.....	734
Suppliers Portal.....	737
Creating Suppliers.....	737

Product Article Supplier Information.....	738
Update Product Article Supplier Information.....	739
Compliance Hold (Suppliers).....	741
FTA Solicitation.....	742
Send New Request.....	743
Adding Products.....	745
Sending FTA Solicitation.....	746
Mark Response Received.....	746
View.....	747
Imports Workflow Overview.....	749
Workflow Assistant.....	752
Transaction Panel.....	754
Transfer Ownership.....	755
Tasklist.....	756
Purchase Order Workflow.....	757
Creating a Purchase Order Header.....	758
Purchase Order Tasks.....	760
Header Details (Purchase Order Task).....	761
Line Details Task.....	763
View Payments.....	767
Supplier Status Tracker.....	769
Admissibility Flags (Purchase Order Task).....	769
Entities (Purchase Order Task).....	772
Run Compliance Task.....	772
View Compliance Status Task.....	773
Email Approval (Purchase Order Task).....	774
Send New Request.....	774
Entity Address Override (Purchase Order Task).....	777

Reconciliation Details Task.....	778
View Import Shipments Task.....	780
References (Purchase Order Task).....	781
Route Details (Purchase Order Task).....	782
Charges (Purchase Order Task).....	783
Container Information Task.....	784
Documents Task (New).....	787
Attachments (Purchase Order Task).....	789
Errors (Purchase Order Task).....	792
XSD Error.....	792
Parameter Error.....	792
Resolving and Deleting Errors.....	793
Audit History (Purchase Order Task).....	793
Close Task.....	794
Import Shipment Workflow.....	796
Create an Import Shipment Entry Header.....	796
Create Import Shipment Panel Buttons.....	797
Creating an Import Shipment.....	798
Selecting Purchase Orders.....	799
Allocating Products.....	800
Optional: Adding Invoice Numbers.....	801
Editing Quantity.....	802
Saving the Import Shipment.....	803
Import Shipment Tasks.....	803
Header Details (Import Shipment Task).....	804
Update Import Shipment Task.....	806
Items (Import Shipment Task).....	806
Admissibility Flags (Import Shipment Task).....	808

Automatically Added Flags.....	811
Manually Added Flags.....	812
Flag Colors.....	813
Entities (Import Shipment Task).....	813
Run Compliance Task.....	815
View Compliance Status Task.....	815
Entity Address Override (Import Shipment Task).....	816
Charges (Import Shipment Task).....	817
References (Import Shipment Task).....	819
Route Details (Import Shipment Task).....	822
Container Information Task.....	823
Pre-Entry Document Confirmation Task.....	826
Attachments (Import Shipment Task).....	826
Email Approval (Import Shipment Task).....	828
Sending New Request.....	828
Tracking Milestones Task.....	831
Errors (Import Shipment Task).....	833
Audit History (Import Shipment Task).....	834
Export Transaction Details Task.....	835
Documents Task (New).....	835
Documents (Auto-Generated) Task.....	838
SRM Document Requests Task.....	838
FTN - Export and Send Shipment File.....	839
Entry Discrepancy Review Task.....	841
Assign Owner (Import Shipment Task).....	843
Export Transaction Details to Broker (Auto) Task.....	844
Export Transaction Details to Broker (Manual) Task.....	844
Close Task.....	846

Broker Feed Documents.....	847
Unmatched Broker Documents.....	847
Broker Discrepancy Handling.....	849
Broker Discrepancy Search.....	852
Importer Security Filing Workflow.....	853
Creating an ISF Header.....	853
Creating an ISF Template.....	855
ISF Tasks.....	855
ISF Validate and Transmit.....	856
Product Labels Overview.....	858
Product Labels View.....	859
Grid Buttons.....	860
Raising Labels.....	861
Deleting Labels.....	863
Product Master Dashboard (Label Dashboard).....	864
Imports Administration.....	865
Imports Admin Maintenance Portal Overview.....	866
Imports Configurator Overview.....	867
Supplier Details.....	868
Assigning Purchase Orders.....	871
API Log.....	875
Workflow Portal Search Fields Configuration.....	877
Configuring Workflow Search Fields for Imports Workflows.....	877
Configuring the Title of a Search Field.....	879
Viewing Changes to the Search Panel.....	879
Adding Exceptions for Classification Date Changes.....	880
Custom Tabs, Dynamic Fields, and Email Replacement Tag Configuration.....	883
Creating a Custom Tab.....	883

Creating Dynamic Fields.....	884
Choosing the Custom Tabs that are Applicable to an Importing Country.....	885
Viewing Custom Tabs.....	886
Emailing Dynamic Field Contents Using Replacement Tags.....	887
Broker Job Configuration.....	891
Creating a New Broker Job.....	891
Starting the Broker Job.....	895
Viewing Broker Job Details.....	896
Broker Feed Configuration.....	897
Updating a Broker Feed Configuration.....	897
Broker Discrepancy Configuration.....	900
QAD SRM Integration Configuration.....	902
SRM Integration Task Overview.....	902
Activating the SRM Integration in GTTE.....	902
Configuring Templates and Requesting Documentation.....	904
Import Management System Values.....	907
Admissibility Flag System Values.....	908
Attachment Tag System Values.....	918
Auto-Generated Document Configuration System Values.....	920
Broker Discrepancy System Values.....	921
Broker Job System Values.....	929
Classification Worksheet System Values.....	931
Custom Tabs System Values.....	934
Declaration System Values.....	935
Email Approval Task System Values.....	936
Entities Task System Values.....	936
FTA Solicitation System Values.....	937
Imports API System Values.....	938

Import Charges System Values.....	939
Import Compliance System Values.....	940
Imports Document (DOCS) System Values.....	941
Imports Style Configuration System Values.....	941
Import Translations System Values.....	942
Product Labels System Values.....	943
Product Master System Values.....	944
Purchase Order System Value.....	944
SRM Integration System Values.....	945
Template System Values.....	946
Workflow Configuration System Values.....	947
Export Transaction Details to Broker (Auto) Task System Values...	955
Export Transaction Details to Broker Default Email System Value.....	959
Glossary.....	960
Trade Compliance.....	962
Using Trade Compliance.....	963
Available Compliance Checks.....	963
Compliance Menu Options.....	967
Ad Hoc Compliance Screening.....	967
Batch DPL Data Scrub.....	968
Upload Data Scrub File.....	970
View Data Scrub Results.....	971
Output File Content.....	973
Compliance History Search.....	974
Trade Compliance Workflow.....	980
Compliance Results.....	982
Denied Party List Check.....	985
Denied Party List – Text Boxes Check.....	997

Embargoed Countries Check.....	997
Import Embargoed Countries Check.....	998
Dual Use Check.....	998
Permit/Guarantee Check.....	1001
Keyword Check.....	1004
Data Integrity Check.....	1004
ITC Data Integrity Check.....	1005
Product to Country of Destination Check.....	1007
Product to Partner Check.....	1008
Commodity to Country of Destination Check.....	1008
Commodity to Partner Check.....	1009
ECCN Code to Country Check.....	1010
Permitted Products to Country Check.....	1011
Questionnaires.....	1012
Toolbar.....	1018
Manual Pass and Fail.....	1019
Productivity Reports.....	1021
Managing Licenses.....	1027
Adding a Dual Use License.....	1027
XL Sub-option (Licenses – Allowed Products).....	1032
Adding a Permit/Guarantee.....	1034
Notifications.....	1036
TC Administration.....	1038
Configuring Compliance Checks.....	1038
Denied Party List Check.....	1040
Setting Up a DPL and KEY Partner Check.....	1053
Creating Custom DPL Entries.....	1054
Uploading a Custom DPL File.....	1056

Denied Party List - Text Boxes Check.....	1059
Embargoed Countries Check.....	1061
Dual Use – ECLI Check.....	1063
Permit/Guarantee (EXLI) Check.....	1073
Keyword Check.....	1079
Data Integrity Check.....	1080
Product to Country of Destination Check.....	1082
Uploading a PRCT Check.....	1084
Product to Partner Check.....	1086
Uploading a PRNR Check.....	1087
Commodity to Country of Destination Check.....	1089
Uploading a C1TC Check.....	1090
Commodity to Partner Check.....	1091
Uploading a C1TP Check.....	1093
ECCN Code to Country Check.....	1094
Uploading an EXCT Check.....	1095
Permitted Products to Country Check.....	1097
Uploading an RPRC Check.....	1099
Questionnaires.....	1101
Compliance History Search.....	1108
Translation.....	1109
Productivity Reports.....	1110
Windows UI Compliance Results.....	1112
Workflow.....	1113
Workflow Portal Compliance Configuration.....	1114
SOA Compliance.....	1125
Security.....	1126
Configuring Compliance Security.....	1127

Notifications and Responses.....	1131
Emails.....	1131
XML Updates.....	1138
SOA.....	1142
Running Compliance Without a Shipping Transaction.....	1142
Running Compliance With a Shipping Transaction.....	1143
Data Scrub.....	1149
Configuration.....	1150
Helpful Tips.....	1154
Web UI Configuration.....	1154
ACU.....	1156
PSL FTP Server.....	1157
Prerequisites.....	1157
Constants.....	1158
Highway Configuration.....	1158
Highway Listener Configuration.....	1165
Testing.....	1165
Important System Values.....	1165
Appendix A: Data Scrub Highway Setup.....	1166
Appendix B: Compliance Email Notification Examples.....	1176
Appendix C: Partner Types.....	1182
Appendix D: DPL Errors.....	1183
Delivery Exception Management (DEM).....	1186
Using DEM.....	1187
Getting Started.....	1188
Menu.....	1188
Message Area.....	1189
Configuring Columns.....	1189

Search Templates.....	1193
Tracking History.....	1194
Overview.....	1194
Searching for Tracking History.....	1194
Tracking History Results.....	1194
Deliveries.....	1202
Overview.....	1202
Searching for Deliveries.....	1202
Deliveries Columns.....	1202
Evaluating Deliveries.....	1208
Closing Deliveries.....	1208
Delivery Sub-Menu.....	1208
Exceptions.....	1224
Overview.....	1224
Exception Severity.....	1224
Working With Exceptions.....	1225
View Incident.....	1226
New Incident.....	1227
Snooze Exception.....	1228
Close Exception.....	1228
Incidents.....	1229
Overview.....	1229
Creating an Incident.....	1229
Viewing an Incident.....	1230
Update Incident.....	1231
View Conversation.....	1231
Close Incident.....	1232
Status Update Entry.....	1233

Dashboard.....	1234
DEM Administration.....	1235
Menu.....	1235
Activity.....	1236
Overview.....	1236
Background Jobs.....	1237
Job Queue.....	1242
Job Queue Criteria.....	1244
Extracts.....	1245
Integration Configuration.....	1247
Overview.....	1247
Code Conversions In.....	1248
Creating New Code Conversions.....	1248
Updating a Code Conversion.....	1249
Deleting Code Conversions.....	1250
Code Mappings.....	1250
Creating Code Mappings.....	1251
Updating Code Mappings.....	1252
Deleting Code Mappings.....	1253
Feed Format Configuration.....	1253
Creating New Feed Formats.....	1253
Updating a Feed Format Configuration.....	1255
Deleting a Feed Format Configuration.....	1255
Define Column Mappings for a Feed Format Configuration.....	1255
Creating Column Mappings.....	1257
Updating Column Mappings.....	1257
Deleting Column Mappings.....	1257
Internal Statuses.....	1257

Movements.....	1258
Exceptions.....	1259
Creating New Internal Status Codes.....	1260
Updating Internal Status Codes.....	1261
Deleting Internal Status Codes.....	1261
Suppliers.....	1261
Create Supplier Wizard.....	1262
Updating Suppliers.....	1268
Regenerating Supplier Resources.....	1272
Deleting Suppliers.....	1272
Supplier Accounts Window.....	1272
Supplier Account Status Activity.....	1274
TE Sources.....	1275
Setting Up TE Sources.....	1276
Updating TE Sources.....	1277
Deleting TE Sources.....	1277
Exporting TE Sources.....	1277
Integrating QAD GTTE TE and DEM.....	1278
Overview.....	1278
Configuring End of Day.....	1278
System Values.....	1280
System Configuration.....	1284
Admin Settings.....	1284
Polling.....	1287
Job Queue Criteria.....	1287
Job Queue.....	1287
Purge Background Job Data.....	1287
Trigger Event.....	1288

Extract.....	1289
Additional References.....	1289
No Activity Configuration.....	1291
Unresolved Deliveries.....	1292
Archive Settings.....	1292
Automatic Closing of Deliveries.....	1292
Processing.....	1293
Importing Files.....	1294
Reason Codes.....	1296
Creating Reason Codes.....	1296
Updating Reason Codes.....	1296
Deleting Reason Codes.....	1297
System Codes.....	1297
Conversion Type.....	1299
Date Format.....	1299
Exception Severity.....	1300
Incident Type.....	1300
Number Format.....	1300
Time Format.....	1300
Creating System Codes.....	1301
Updating System Codes.....	1302
Deleting System Code.....	1302
User Views.....	1302
Account/Supplier Tab.....	1303
User Tab.....	1304
Utilities.....	1304
Purge Delivery Data.....	1304
Changelog.....	1305

Supplier Preset.....	1305
Archive.....	1305
Deliveries.....	1305
Purge Archive.....	1306
Shipment History Updates.....	1307
Highway Configuration.....	1309
DEM Permissions.....	1309
DEM Option Groups.....	1310
DEM User Groups.....	1311
Configuring DEM Permissions.....	1311
Additional Reference TE System Values.....	1311
Freight Bill Audit and Pay (FBAP).....	1315
Using FBAP.....	1316
Introduction to FBAP.....	1316
FBAP Process.....	1316
Steps in the FBAP Process.....	1322
FBAP Portal.....	1323
Menu Panel.....	1324
View Layout.....	1325
Message Area.....	1338
Modifying the FBAP Portal Appearance.....	1339
FBAP Menu Options.....	1341
Adding Shipment History Information.....	1348
Importing Shipments from a File.....	1348
Adding Invoices.....	1349
Importing Invoices in the FBAP Portal.....	1350
Manually Creating Invoices.....	1352
Creating Invoices Through Self-Billing.....	1357

Adding Documents to Invoices.....	1358
Working with Invoices.....	1358
Invoices Page Tabs.....	1359
Invoices Sub-Options.....	1360
Adding Documents to Invoices.....	1370
Find An Invoice.....	1370
Unlock Invoice.....	1372
Matching Invoices with Shipments.....	1373
Matching an Invoice with a Shipment History.....	1373
Matching and Comparing Costs.....	1374
Reviewing and Resolving Invoice Issues.....	1376
Reviewing Issues.....	1376
Resolving Issues.....	1377
Resolution Intelligence.....	1385
Unresolving Issues.....	1386
Invoice Dispute Process.....	1387
Disputing an Invoice.....	1387
Resolving a Dispute.....	1388
Canceling an Invoice.....	1391
Approving and Paying Invoices.....	1391
Approving an Invoice for Payment.....	1391
Holding a Payment.....	1392
Creating Payment Batches.....	1392
Viewing the Freight Payment Report.....	1393
Reporting.....	1395
Viewing a Report.....	1395
Regenerating the Payment Batch Interface File.....	1396
Shipment History Page Fields.....	1397

Invoices Page Fields.....	1399
Draft Invoice Messages.....	1401
Themes.....	1404
FBAP Administration.....	1407
Overview.....	1407
User Interface Configuration.....	1408
Data Configuration.....	1410
Setting Up TMS Sources.....	1410
Setting Up Alerts.....	1411
Setting Up Suppliers.....	1418
Setting Up Code Conversions In.....	1428
Setting Up Code Conversions Out.....	1431
Sharing FBAP Settings.....	1433
Purge.....	1436
Invoice Configuration.....	1439
FBAP Process Configuration.....	1445
Configuring the Matching Step.....	1445
Configuring the Review Step.....	1446
Setting Up the Resolution Step.....	1451
Setting Up the Approval Step.....	1453
Configuring Users and Roles.....	1454
Configuring Process Flows.....	1463
Setting Up Reason Codes.....	1466
Setting Up GL Rules.....	1467
Setting Up Customer Billing Rules.....	1477
Feed Qualifiers.....	1479
FBAP System Values.....	1479
Transportation Execution.....	1489

Using Transportation Execution.....	1490
Transportation Execution Overview.....	1490
TE Terms.....	1490
TE Workflow.....	1494
Typical TE Workflow.....	1494
TE Workflow Tasks.....	1494
TE Shipment Freight Statuses.....	1495
TE Tasks in the Workflow Transaction Toolbar.....	1495
TE Menu Options.....	1496
Rate Shop.....	1496
Enter Shipment Details.....	1496
View Rates.....	1498
EOD Manifest.....	1500
EOD Manifest Panel.....	1500
Batches Panel.....	1501
Shipments Panel.....	1504
Void a Shipment.....	1504
Canceling a Shipment.....	1504
Reprinting a Shipping Label.....	1506
Recall Shipment.....	1507
Simplified Shipping.....	1507
Addresses Section.....	1508
Package Information Section.....	1509
Desktop Shipping.....	1509
Origin/Destination Step.....	1511
Compliance Step.....	1516
Package Details Step.....	1516
Products Step.....	1517

Method/References Step.....	1519
Services Step.....	1521
Accessorials Step.....	1522
Documents Step.....	1525
Summary Step.....	1527
Confirmation Step.....	1528
Mailing Lists.....	1530
Creating a Mailing List.....	1530
Mailing List Settings.....	1530
Adding a Party to a Mailing List.....	1530
Mailing List Party Settings.....	1531
Uploading a Mailing List from a File.....	1532
Creating a Batch Shipment Job.....	1533
Mailing List Shipment Settings.....	1533
Working with Batch Shipment Jobs.....	1535
Batch Shipment Job Detail Settings.....	1536
TE Administration.....	1538
TE Concepts.....	1538
Carrier Types.....	1538
Implementing TE.....	1539
Master Data.....	1540
Carrier Services.....	1541
Charge Tables.....	1553
Routing Guide.....	1553
Shipping.....	1553
Shipment Structure.....	1553
Shipment Workflow.....	1554
Packing Locations Overview.....	1557

Internal ID.....	1557
Packing Location.....	1559
Creating A Packing Location.....	1559
Internal ID Relationship.....	1559
Client Relationship.....	1561
Choosing the Packing Location for Shipping.....	1562
Typical Configuration Scenarios.....	1562
Charges Master Data.....	1564
Charges and Revenues.....	1564
Charge Classes.....	1567
Charge Categories.....	1568
Charge Summary Groups.....	1568
Allocation Methods.....	1569
TE Portal.....	1569
Rate Structure.....	1571
Uploading Rate Files.....	1571
Verify And Review Data After Upload.....	1572
Rate Structures.....	1573
Calculation Method Settings.....	1574
Charge Table Settings.....	1576
Charge Detail Settings.....	1578
Axis Definition Settings.....	1583
Region Zone Settings.....	1586
Zone Classification Settings.....	1587
Assigning the Charge Table Based on the Carrier-Specific Rating Engine.....	1588
Assigning the Charge Table Based on the Characteristics of the Shipment.....	1589
Rate File Formats.....	1592

TABLESECTION.....	1594
CLASSECTION.....	1599
Zones Example.....	1600
RATESSECTION.....	1602
ZONESSECTION.....	1603
Additional Sections for Accessorials.....	1607
FIXEDCHARGE.....	1608
RATEPERCHARGE.....	1609
PERCENTCHARGE.....	1611
MINIMUMCHARGE.....	1612
MAXIMUMCHARGE.....	1613
Flat File Structure - Header Section.....	1614
Flat File Structure - Rate Table Section.....	1618
Transit Times.....	1624
Uploading Transit Times from a File.....	1624
Transit Time Settings.....	1625
Regions.....	1626
Region Area Settings.....	1628
Zones.....	1628
Non-Transit Days.....	1630
Non-Transit Day Settings.....	1630
Uploading Non-Transit Day Files.....	1632
Routing Guide Overview.....	1633
Routing Guide Main Screen.....	1633
Routing Guide Rule Screen.....	1634
Routing Guide Rule Header.....	1635
Routing Criteria Tab.....	1637
Dynamic Criteria Tab.....	1645

Routing Assignment Tab.....	1649
Accessorials Tab.....	1651
Rule Books Tab.....	1652
Branching Logic.....	1652
Branching Example.....	1652
Exclusion Rule Logic.....	1654
Exclusion Rule Example.....	1654
Exception Rule Logic.....	1655
Exception Rule Example.....	1655
Automatic Service Assignment and the Routing Guide.....	1656
Determining the Preferred Service for the Shipment.....	1657
Shipment Fields Updated During Route Assignment.....	1658
Rate Shopping and the Routing Guide.....	1660
Reviewing Rate Shopping Results.....	1662
Service Selection Validation and the Routing Guide.....	1662
Troubleshooting Routing Guide Problems.....	1663
Configuring TE Menu Options.....	1664
Configuring the Rate Shop Screen.....	1664
Configuring the EOD Manifest Screen.....	1667
Configuring the Void a Shipment Screen.....	1675
Configuring the Recall Shipment Screen.....	1675
Simplified Shipping Configuration.....	1676
Creating a Shipment Form.....	1676
Sharing a Shipment Form.....	1681
Desktop Shipping Configuration.....	1682
Setting Up Desktop Shipping Wizard Steps.....	1684
Origin/Destination Step Configuration.....	1689
Compliance Step Configuration.....	1692

Products Step Configuration.....	1694
Method/References Step Configuration.....	1695
Services Step Configuration.....	1698
Accessorials Step Configuration.....	1699
Documents Step Configuration.....	1700
Confirmation Step Configuration.....	1701
Rule Configuration.....	1701
Help Link Configuration.....	1702
Configuring Step Messages.....	1703
Loading Message Configuration.....	1703
Approval Alerts Configuration.....	1704
Validation and Error Message Configuration.....	1704
Mailing Lists Configuration.....	1705
Configuring Mailing List Shipping.....	1705
Mailing List System Values and Properties.....	1705
TE Portal Permissions.....	1708
TE Portal Option Groups.....	1709
TE User Groups.....	1710
Configuring TE Portal Permissions.....	1710
Docs.....	1711
Learning Docs.....	1712
View Layout.....	1713
Search Panel.....	1713
Browse Grid.....	1714
Toolbar.....	1715
Menu Panel.....	1717
Filtering Data.....	1719
Template Menu.....	1722

Moving, Locking, and Hiding Columns.....	1723
Sorting Data.....	1725
Design.....	1726
Documents.....	1727
Creating a Document.....	1727
Document Mapping.....	1733
Layout Field Panel.....	1733
Layout Field Settings Panel.....	1737
Add Data Tag Panel.....	1739
Mapping Details Panel.....	1745
Previewing a Document.....	1758
Example: Mapping a Data Tag with a Label and Rule Applied..	1759
Example: Outputting Charge Summary Information.....	1764
Layouts.....	1767
Creating a Layout.....	1770
Data Configuration.....	1775
Data Tags.....	1776
Tokens.....	1793
Images.....	1796
Document Configuration.....	1797
Nodes.....	1798
Node Structures.....	1800
Levels.....	1802
Sources.....	1806
Docs System Configuration.....	1807
Import File.....	1808
Permissions.....	1810
Option Groups.....	1811

User Groups.....	1813
Configuring Permissions.....	1814
Advanced Docs Tasks.....	1815
Line Breaks in Lists.....	1816
Adding Line Breaks to Lists in Docs.....	1817
Electronic File Management (EFM).....	1819
Processing Configuration.....	1820
EFM System Configuration.....	1822
Storage Providers.....	1823
Allowed File Types.....	1825
Maintain Allowed File Types.....	1827
Supported Storage Providers.....	1828
Google Drive.....	1829
Google Cloud Storage.....	1833
AWS S3.....	1836
File System.....	1837
Operational Analytics.....	1838
Using The Dashboards.....	1840
General Concepts.....	1840
Transportation Execution Dashboard.....	1845
Chart Options.....	1845
Inquiry Drill Down.....	1849
Trade Compliance Dashboard.....	1853
Chart Options.....	1853
Screening Throughput.....	1855
Denied Party Screening.....	1856
Expiring Licenses and Permits.....	1857
Today's Total Summary.....	1858

Failures.....	1860
Under Review.....	1860
Consumed Quantity Licenses and Permits.....	1861
Consumed Value Licenses and Permits.....	1862
Payments.....	1863
Reconciliation.....	1863
Inquiry Drill-Down.....	1864
Delivery Exception Management Dashboard.....	1866
Chart Options.....	1866
Delivery Exceptions Raised for a Period of Time.....	1869
Exceptions and Incidents Summary.....	1870
Exceptions by Type Summary.....	1871
Deliveries Summary.....	1872
Top 10 Countries Shipped To for a Period of Time.....	1874
Expected Deliveries for the Next 7 Days.....	1876
Late Deliveries by Number of Days for a Period of Time.....	1878
Carrier On-Time Performance by Supplier for a Period of Time.....	1880
Carrier On-Time Performance by Supplier Service for a Period of Time.....	1881
Imports Dashboard.....	1882
Tabs.....	1883
Panels.....	1883
Editing the Panel Settings.....	1885
Default Imports Dashboard.....	1886
Drill Down.....	1886
OA Administration.....	1887
Dashboard Configurator.....	1887
Cache.....	1889
General Tab.....	1890

Trade Compliance Dashboard.....	1891
Transportation Execution Dashboard.....	1892
Dashboard Templates.....	1894
Currency Exchange Rates.....	1896
Reports.....	1898
Reports Fundamentals.....	1899
Report Components.....	1900
Business View Elements.....	1901
Report Console.....	1902
Predefined QAD GTTE Reports.....	1903
Report Console User Interface.....	1912
System Toolbar.....	1913
User Directory.....	1915
Report Actions.....	1916
Working with Reports.....	1917
Manually Running Reports.....	1918
Analyzing Report Results in View Mode.....	1920
Applying Filters to a Report.....	1922
Applying a Filter to a Report Using the Filter Panel.....	1922
Applying a Filter to a Report Using the Query Filter.....	1923
Configuring Report Contents in Edit Mode.....	1926
Modifying a Report in Edit Mode.....	1926
Creating Dynamic Resources and Local Parameters in Edit Mode....	1928
Creating and Using Dynamic Formulas.....	1929
Using User-Defined Functions.....	1931
Creating and Using Dynamic Aggregations.....	1933
Creating and Using Local Parameters.....	1934
Creating Reports For Your Own Use.....	1939

Scheduling a Report to Run.....	1939
Running a Scheduled Report Manually.....	1942
Deleting Resources.....	1944
Reports Administration.....	1945
Configuring the Email Server.....	1946
Managing Users, Roles, Privileges, and Permissions.....	1947
Report Console Roles, Privileges, and Permissions.....	1948
Report Console Users.....	1949
Managing Users.....	1950
Creating A User Account.....	1950
Editing the Roles a User Holds.....	1951
Editing the Scheduling Recipients for a User.....	1952
Setting User Preferences.....	1953
Deleting a User.....	1954
Managing Roles.....	1955
Creating a Role.....	1955
Editing a Role.....	1955
Editing the Members of a Role.....	1955
Managing Privileges.....	1957
Managing Permissions.....	1958
Index.....	1962

Welcome to the QAD Global Trade and Transportation Execution Help

The online help provides the guidance you need to navigate and optimize QAD's Global Trade and Transportation Execution solution.

Global Trade

In today's dynamic trade environment, shaped by rapidly evolving regulations, shifting sanctions, and expanding restricted party lists, staying compliant is more complex than ever. As supply chains become increasingly global and cross-border operations grow, businesses face mounting pressure to adapt.

QAD Global Trade Compliance offers a unified, cloud-based platform that simplifies import, export, and transportation processes. Our solution ensures compliance with the latest international trade laws, reduces risk, and enhances operational efficiency through integrated trade compliance and transportation execution.

Stay ahead of global trade disruptions. Ensure compliance. Simplify execution.

Transportation Execution

Efficient transportation management reduces costs, improves delivery reliability, and increases shipment visibility. QAD's transportation solutions transform shipping, whether it is parcel carrier shipments or global freight, into a competitive advantage.

QAD offers global multi-carrier transportation execution and parcel carrier management, integrating with carriers and automating documentation.

With features like Multi-Carrier Shipping, Desktop Shipping, Delivery Exception Management, Freight Bill Audit and Pay, and Transportation Analytics, you get real-time control of shipments. QAD empowers you to choose the best carrier, verify costs, manage exceptions, and optimize parcel and freight logistics.

Key Capabilities

- [Import Management on page 667](#)—Mitigate regulatory risk, reduce costs, and streamline global trade operations. Import Management automates and executes your import processes to ensure efficient, compliant, and seamless entry of goods. With advanced import compliance
- [Transportation Execution on page 1489](#)—Plan, execute, and optimize shipments across all carriers and transport modes to ensure on-time delivery and lower costs. This global, multi-carrier solution allows you to standardize inbound and outbound processes, control

Key Capabilities

- software, your organisation can proactively manage new product requirements, AI-driven classification recommendations, and admissibility rules, minimizing costly delays at the border.
- [Export Management on page 561](#)—Simplify export processes, reduce regulatory exposure, and eliminate hidden costs. Automate export workflows, documentation, and customs reporting with QAD Global Trade Compliance's export compliance software. Our solution helps mitigate risks in dynamic trade environments and cuts unnecessary costs tied to international operations.
- **Restricted Party Screening**—Automate vendor and trading partner screening to ensure compliance. Governments and international bodies issue denied party lists identifying individuals and entities linked to crime, terrorism, or weapons proliferation. With QAD Global Trade Compliance, your organization can automatically screen and validate trading partners to ensure compliance and avoid restricted party violations.
- [Global Trade Compliance Analytics on page 1853](#)—Unlock real-time insights into your global trade compliance operations with on-demand dashboards and actionable analytics. QAD Global Trade Compliance delivers intuitive visualizations and key performance metrics to monitor screening throughput, shipping spend, and automate documentation.
- [Multi-Carrier Shipping on page 1489](#)—Access a global network of certified carriers and seamlessly switch between them to find the best rates, service levels, and transit times for every shipment. With flexible carrier options, you can reduce costs and improve service for your customers.
- [Desktop Shipping on page 1509](#)—Standardize shipping procedures across all locations, ensuring consistent, compliant practices while controlling parcel carrier spend. Empower staff to handle restricted party screening, carrier selection, and documentation with ease.
- [Delivery Exception Management on page 1186](#)—Achieve global shipment visibility through real-time tracking and automated alerts for potential delivery delays. Proactively resolve issues before they impact your customers.
- [Freight Bill Audit & Pay on page 1315](#)—Verify freight costs automatically to prevent overpayments and improve financial accuracy. Leverage intelligent automation to quickly identify discrepancies and control shipping spend.
- [Transportation Analytics on page 1845](#)—Gain real-time insights into your shipping performance with intuitive dashboards and actionable metrics. Drill down into key performance indicators like volume, costs, and carrier

Key Capabilities

transaction reviews, and failures. Combined with robust compliance management capabilities such as pre-shipment checks, automated workflows, dual-use goods, embargoed countries, denied party screening, license management, and audit-ready documentation. Our solution empowers teams to optimize processes, reduce false positives, minimize risk, and maintain full regulatory oversight.

service levels to continuously improve logistics efficiency.

- **Free Trade Agreement Software**—Automate free trade agreements (FTA) origin determination and compliance. Free Trade Agreements (FTA) automates compliance for all FTAs recognized by the World Trade Organization, and covers Rules of Origin across all harmonized system (HS) headings.
- **Electronics Customs Integration**—Accelerate customs clearance with reduced delays and penalties. Streamline the exchange of trade data between internal systems and customs brokers by automating communication and reconciliation. QAD Global Trade Compliance identifies discrepancies between internal records and broker submissions, allowing teams to quickly review and resolve issues. Automatically transmit product details such as classification and origin through scheduled jobs and APIs to ensure accurate, timely data for customs processing. Improve

Key Capabilities

compliance and visibility, reduce manual errors, accelerate clearance, and minimize costly delays and penalties.

Start exploring and make the most of QAD Global Trade and Transportation Execution.

Release Notes:

- [Release Notes for QAD GTTE 20.7 \(September 2025\)](#)
- [Global Trade Release Notes \(2025.07.31\)](#)
- [Transportation Execution Release Notes for S52 \(September 2025\)](#)

Base

QAD GTTE's suite of transportation solutions gives enterprises the ability to plan and execute shipments across all modes of transportation, seamlessly switch between carriers, track all deliveries from a single portal, proactively manage delivery exceptions, standardize production and non-production shipping across all locations, verify freight costs and get real-time insight into transportation operations.

The topics in this section provide information on the Base functionality and configuration options available in QAD GTTE for users and administrators.

Using Base

This section describes the Base functionality that is available to you, the user, in QAD GTTE.

- [Getting Started on page 46](#)
- [Using QAD GTTE For Your Role on page 49](#)
- [Learning QAD GTTE on page 52](#)
- [Workflow on page 56](#)
- [Scan, Pack and Ship: Standard Packing on page 98](#)
- [Scan, Pack and Ship: Consolidation Packing on page 117](#)
- [Consolidate and Ship on page 134](#)
- [Inquiry on page 141](#)
- [Manual Shipment on page 153](#)
- [General Maintenance on page 162](#)
- [Address Verification on page 165](#)

Getting Started

This section describes how to get started using the Web UI.

- [Prerequisites on page 46](#)
- [Logging In on page 46](#)
- [Home Page on page 47](#)

Prerequisites

Before logging in to QAD GTTE:

- Be sure that JavaScript is activated and that your browser can accept cookies.
- Check if your workplace has Internet rules that restrict access. These rules could block access to QAD GTTE.
- Contact your system administrator to check if any firewall or proxy settings prevent access to QAD GTTE.
- Ensure that you have your screen resolution set to 1024 x 768 or higher, so that you can view all of the Web UI screens clearly.

Note The supported browser is Google Chrome running on a desktop or laptop.

To enable you to log in to the Web UI, your administrator provides you with a user ID and password. The [Logging In on page 46](#) section lists the fields that form part of the default login page.

Logging In

If the administrator has assigned a default profile to you, then you may not see all of these fields. You may only see the *User Id* and *Password* fields. The appearance of the login page also varies depending on the design that the administrator applies.

After you complete the necessary fields, click *Login*.

Login Page Fields

Field	Function
User Id	Your user identification (ID).
Password	A unique password. It is case sensitive and can be alphanumeric.
Client	Defaults from the user ID profile. This client is the transaction client in the database where shipping transactions are stored.
Locale	Defaults from the user ID profile. The locale determines where printer/device documents are sent.

Field	Function
Packing Location	Defaults from the user ID profile. A packing location is the logical area from where users ship their shipments.
Language	The default is English. You can select another available language.
Use default values for this user	When this field is selected, only the User Id and Password fields are displayed. The defaults configured for your account by the administrator are applied to the other fields.

Login Page



User Id:
 Password:
 Client: ▼
 Locale: ▼
 Packing Location: ▼
 Language: ▼
☐ Use default values for this user.

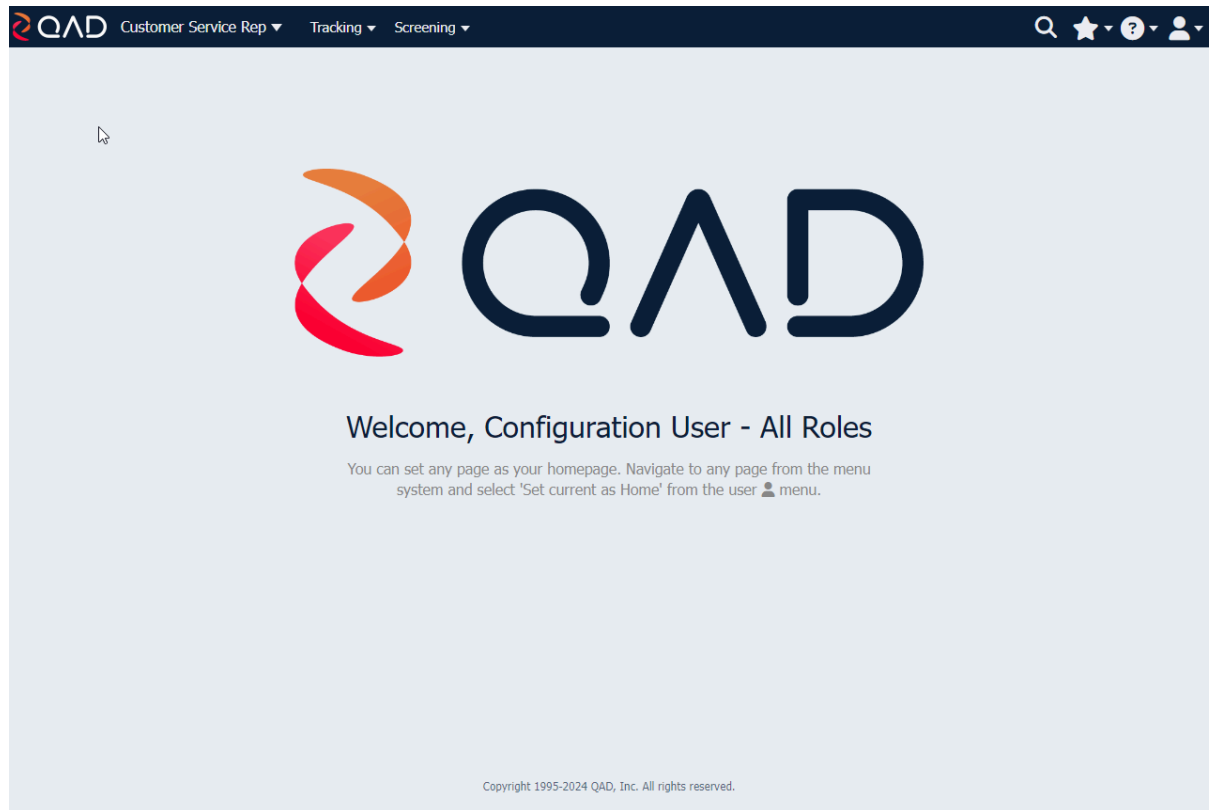
[Login](#)

Important The login page displays a message regarding cookies. Ensure that you read this message before proceeding.

Home Page

After you log in, a welcome page provides you with new or important information. Your administrator may configure the screen to display your company logo and colors, instead of the QAD GTTE logo and colors.

Welcome Page



If you or your administrator has set another page as your home page, then this page displays on login, instead of the welcome page.

Using QAD GTTE For Your Role

QAD GTTE provides efficient access to what you need for your job role. This section describes the default roles available in the QAD GTTE Web UI.

Administrator

An Administrator is responsible for managing and overseeing the technical aspects and security of GTTE. The Administrator's responsibilities include configuring system settings, managing user accounts, implementing authorization, and accessing low-level logging data for technical analysis.

Customer Service Manager

A Customer Service Manager consumes information from the system, such as the status of transactions. A Customer Service Manager may also be known as a Sales Manager, Supply Chain Manager, Logistics Manager, or Traffic Manager.

Export Compliance Manager

An Export Compliance Manager is an expert in export trade regulations, and is responsible for the export compliance program of a company. An Export Compliance Manager may also be known as a Customs Manager, Export/Import Manager, Global Trade Manager, or Trade Compliance Manager.

Supply Chain Manager

A Supply Chain Manager has overall responsibility for the supply chain, and is interested in performance metrics. A Supply Chain Manager may also be known as a Supply Chain Manager, Logistics Manager, or Transportation Manager.

Warehouse Manager

A Warehouse Manager is responsible for overall warehouse operations. A Warehouse Manager may also be known as a Distribution Center Manager, Inventory Manager, or Stock Control Manager.

Super User

The Super User role applies to the business owners of the application. They are trained in application configuration, and are experts in the application.

Warehouse Supervisor

A Warehouse Supervisor supervises the Warehouse Operatives, and handles any exceptions that occur in the pick, pack, and ship process. A Warehouse Supervisor may also be known as a Shift Supervisor, Distribution Centre Supervisor, or Warehouse Leader.

Customer Service Representative

A Customer Service Representative consumes information from the system, such as the status of transactions. The representative may also screen potential customers against Denied Party Lists. A Customer Service Representative may also be known as a Sales Representative, Accounts Receivable Clerk, or Order Entry Clerk.

Desktop Shipper

A Desktop Shipper creates shipments to facilitate their business role, which may be that of marketing assistant, personal assistant, or office administrator. In addition to creating shipments, desktop shippers can track shipments to destinations and maintain a history of created shipments. A Desktop Shipper can also be responsible for handling non-production shipments and intercompany transactions.

Export Compliance Officer

An Export Compliance Officer is an expert in export trade regulations, with comprehensive knowledge of the company export compliance program. The officer makes decisions related to product classifications and export license requirements. The officer can override the results of compliance checks, and change compliance configuration within the system. An Export Compliance Officer may also be known as Export Control Officer, Export Specialist, Trade Compliance Analyst, and Trade Compliance Officer.

Mailroom User

A Mailroom User is responsible for a company's incoming and outgoing mail. Outgoing mail and packages are prepared before they proceed to the carrier. Incoming mail is accepted from carriers and processed, sorted, and delivered to the proper recipients.

Shipping Clerk

A Shipping Clerk prepares orders and paperwork for shipping—typically for international or hazardous shipping. A Shipping Clerk may also be known as a Shipping Officer, Export Clerk, Order Clerk, or Freight Clerk.

Transportation Analyst

A Transportation Analyst is responsible for managing transportation resources. The analyst deals with carriers on a daily basis for bookings and rates, and processes payments for freight. A Transportation Analyst is also known as a Transportation Coordinator, Traffic Manager, Transportation Consultant, Logistics Analyst, Logistics Coordinator, or Freight Analyst.

Warehouse Operative

A Warehouse Operative works in the warehouse or distribution center, picking, packing, and dispatching products. A Warehouse Operative is also known as a Picker, Packer, Dispatcher, Shipper, Warehouse Clerk, or Distribution Clerk.

Import Compliance Supervisor

An Import Compliance Supervisor is an expert in import trade regulations, and is generally responsible for the day-to-day operations of a company's import compliance program and supervision of the department. An Import Compliance Supervisor may also be known as a Customs Manager, Import Manager, Global Trade Manager, or Trade Compliance Manager.

Import Compliance Analyst

An Import Compliance Analyst generally has less experience as an Import Compliance Supervisor, and, as part of a larger group, may either be responsible for all tasks associated with a customs transaction, or act as a specialist for a specific activity or program, such as product classification, free trade agreements, or duty drawback. An Import Compliance Analyst may also be known as a Trade Compliance Analyst or Import Compliance Specialist.

Import System Admin

An Import System Administrator role applies to the business owners of the application. They are responsible for application configuration.

Learning QAD GTTE

This section describes how you can use the QAD GTTE Web UI. The role-based menu bar provides a navigation experience tailored to your needs. QAD GTTE provides a default set of role menus, but each role menu can be configured by an administrator to best align with your company's needs. For quick access to the menu items you use most often, you can also set the menu bar to display your favorites.

Main Menu

The main menu bar starts with the QAD GTTE icon or your company logo, located in the upper right. Clicking on the icon takes you to your home page.

Main Menu



After the company icon, the menu bar includes:

- Role menu — choose your role from the drop-down menu listing the roles available to you.
- Role menu options — the role menu options vary depending on your current role, as selected from the role menu. Your administrator can configure roles and role menu options based on your job description; for example, if your role is Customer Service Representative, the role menu options could include *Tracking* and *Screening*, to enable you to track shipments and run compliance checks. Your administrator can configure the role menu options to include an icon that represents the purpose of the option; for example, a pencil icon to represent maintenance screens that allow you to edit values.

Note If only one role is available to you, your administrator can configure the main menu to hide the role menu.

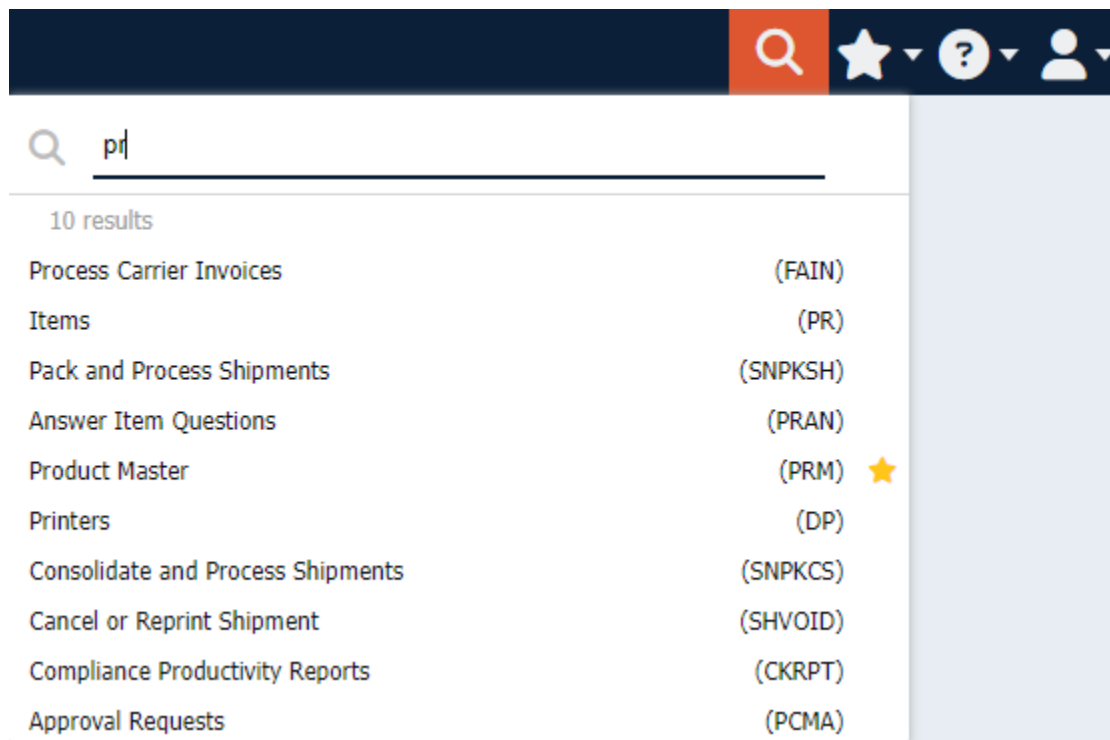
- Menu Search — select the *Menu Search* icon to search for menu items based on the menu description or option code. For more information, see [Menu Search on page 53](#).
- Favorites Menu — you can use this menu to view a list of menu options marked as favorites. For more information, see [Favorites on page 54](#).
- User Menu — this menu allows you to:
 - View your user profile settings and information about the current session, which display in a pop-up window. Your administrator can specify the description that appears in the Environment field in this pop-up window.
 - Set the current page as your home page.
 - Reset the home page to the default home page.

- Sign out of the Web UI.
- Clear the cache, if enabled by your administrator.

Menu Search

The menu search compares search text with all menu options related to your roles, and to other available options, such as the welcome page, specified by your administrator.

Menu Search



Your administrator can configure the menu search to display a specified number of recently accessed options, and to display option codes in addition to option descriptions.

Click the search or magnifying glass icon, or use Ctrl+M to access the search feature. The menu search features typeahead behavior, based on two or more typed characters, so that you can easily find items with similar menu descriptions or option codes.

If there is only one option in the search results list, or if you specify a valid option code in the search field, then you can press Enter to access the related screen. Otherwise, you can click the relevant option from the search results list to access it.

If you search for a menu option for which you do not have access, and press Enter, an exclamation mark icon displays to the right of the search field. If you mouseover the exclamation mark, an *Access Denied* message appears.

If you search for a menu option that does not exist, and press Enter, an exclamation mark icon displays to the right of the search field. If you mouseover the exclamation mark, an *Invalid Option* message appears.

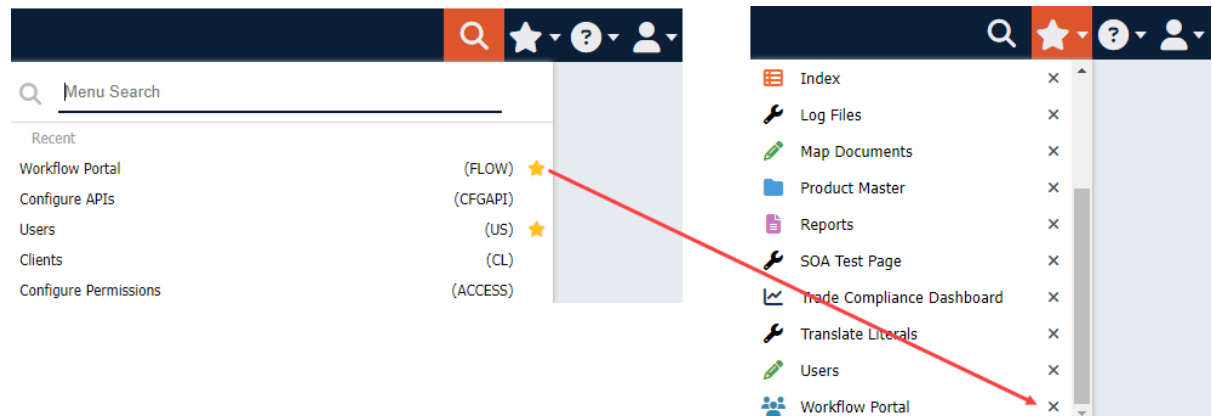
Favorites

The Favorites menu allows you to access a menu option from a list of options marked as favorites.

You can use the Menu Search results list to update the list of Favorites. Menu options that appear in the Menu search results list with a yellow star to the right of the option code are already in the Favorites menu. To add a menu option to the Favorites menu, mouseover the menu option and click the star outline that appears to the right of the option. To remove a menu option from the Favorites menu, click the yellow star that appears to the right of the option code, and confirm the removal when prompted.

You can also remove options from the Favorites menu by clicking the X that appears to the right of the menu option text, and confirm the removal when prompted. You can also add the current option as a favorite using the star icon on the option title area, which is described in [Title Area on page 54](#).

Adding and Removing Favorites



Title Area

When you access a menu option, the menu option displays with a title area below the main menu.

Title Area in the CKADH Option

Ad hoc Compliance

Name & Address Details

Partner:

Name:

Contact Name:

Address:

Country:

☒ Denied / Restricted Party
☒ Embargoed Country
☐ Import Embargoed Country
☐ Keywords
☐ Dual use
☐ Permits & Guarantees

☐ Product to country of destination
☐ Permitted products to country of destination
☐ Product to partner
☐ Commodity to country of destination
☐ Commodity to partner
☐ ECCN to country of destination

Depending on the permissions assigned to you, and the configuration of the Web UI by the administrator, the title area can contain:

- An icon representing the purpose of the option.
- The menu option code if you mouseover the icon.
- The title of the option.
- The *Favorites* icon, which allows you to add or remove an option from the Favorites menu.
- The *Translate* button, which allows you to access the Translate Web UI Literal area described in [Translating Web UI Literals on page 483](#).

Depending on the particular functionality provided by the option, the title area may contain tabs, as in the RULES option. It may also contain a progress bar, as in option DTS, and additional buttons, such as the *Consolidating* button in option SNPKSH.

RULES Option with Rules and Rulebooks Tabs in the Title Area

The screenshot displays the 'Rules & Rulebooks' interface. At the top, there are two tabs: 'Rules' (selected) and 'Rulebooks'. Below the tabs is a search bar with a 'Description' label and a 'Search' button. To the right of the search bar is a 'Configure Engine' button. The main area contains a table with the following columns: Rule, Start Date, Description, End Date, Workflow, Workflo..., and User Id. The table lists several rules, including A_MENU, A_SEARCH, AUTO_DOC, AUTO_RULE, AUTO_SF, AUTO_SUBOP, C88_UPD, CHRG_TB, and CHRG_TBUP. To the right of the table is a configuration panel with fields for Rule, Start Date, Description, End Date, and Workflow. Each field has a corresponding input box or dropdown menu. At the bottom of the configuration panel is an 'Update' button. The bottom of the interface shows a toolbar with icons for New, Copy, Delete, and a 'Documents' section with a dropdown menu and a 'Go' button.

Rule	Start Date	Description	End Date	Workflow	Workflo...	User Id
A_MENU	2018/09/13	Automated Test for Drop d...				LKN
A_SEARCH	2018/09/10	Rule to test search fields				LKN
AUTO_DOC	2018/06/11	Auto Test - Rule with docu...				QATE
AUTO_RULE	2018/06/11	Rule for Automated Testing				QATE
AUTO_SF	2018/06/15	Auto Test - Rule to test su...				QATE
AUTO_SUBOP	2018/06/12	Rule for Automated Testin...				QATE
C88_UPD	2018/09/21	Automated Test Add C88 ...				LKN
CHRG_TB	2018/03/22	Automated Test Add Char...				LKN
CHRG_TBUP	2018/03/22	Automated Test Update C...				LKN

Workflow

Workflow describes a set of tasks performed on a transaction from the time it is created to its delivery to the customer. The set of tasks, or workflow, that you can perform on a transaction depends on the type of transaction and on your user profile.

In addition, some tasks need to be completed at a particular time or in a certain sequence. Therefore, Workflow not only controls the tasks that you are allowed to perform, but also the sequence in which you can perform them.

The types of transactions that you can view and update in Workflow are:

- Shipments
- Consolidations
- Orders
- Loads

Loads allow you to group shipments for transportation purposes. QAD GTTE calculates gross weight and volume totals for the load, regardless of conflicting units of measure on the shipments within the load. After transportation, you can remove shipments from the load for onward delivery. Your administrator uses rules to apply unit of measure settings and other default values to the load header.

You can only add open shipments to a load, and shipments added to a load are automatically closed. If you remove a shipment from a load, then the shipment is automatically reopened.

In Workflow, you can create, update, and close loads. You can also attach load-level documents to loads and then view and print these documents.

For a list of the available Web UI tasks and the transactions that they apply to, see [Web UI Workflow Tasks on page 535](#).

Workflow Portal

To open the Workflow Portal, access option FLOW. On the *Workflow Portal* page, you can search for a transaction and work on it. Consider a transaction to be a type of workflow with tasks associated with it. Examples of transactions are orders, shipments, and invoices.

The Workflow Portal can be divided into three main parts:

- View list
- Search panel
- Transaction panel, including the Tasks area

Workflow Portal

Workflow Portal

Search

Open: Shipment: Carrier: Despatch Date (From/To): Template Search:

Group: QTGLUSER User ID: Status: Invoice No.: Booking Number:

Client: TGL Customer: Consignee: Workflow:

Reference No.:

Shipments

Workflow	Type	Consignor	Reference	Carrier	Route	Pla	Tasks
QDEMOTMS	Q2	A9906	YOD_GB_D04	QSECURICOR	SECU190		
QDEMOTMS	Q2	A9906	YOD_GB_D03	QSECURICOR	SECU060		
QDEMOTMS	Q2	A9906	YOD_GB_D02	QSECURICOR	SECU010		
QDEMOTMS	Q2	A9906	YOD_GB_D01	QSECURICOR	SECU020		
QDEMOTMS	Q2	A9905	WIM_NL_D01	QWIMBOS	WIMEXPRESS		
QDEMOTMS	Q2	A9901	USP_US_I03	QUSPS	USPSEXPRE		
QDEMOTMS	Q2	A9901	USP_US_I02	QUSPS	USPSZPRGP		
QDEMOTMS	Q2	A9901	USP_US_I01	QUSPS	USPSZ1STCL		
QDEMOTMS	Q2	A9901	USP_US_D13	QUSPS	USPSEXPRE		
QDEMOTMS	Q2	A9901	USP_US_D12	QUSPS	USPSLIBMAI		
QDEMOTMS	Q2	A9901	USP_US_D11	QUSPS	USPSMEDMAI		
QDEMOTMS	Q2	A9901	USP_US_D10	QUSPS	USPSPRCPST		
QDEMOTMS	Q2	A9901	USP_US_D09	QUSPS	USPSPRCPST		
QDEMOTMS	Q2	A9901	USP_US_D08	QUSPS	USPSPRCPST		
QDEMOTMS	Q2	A9901	USP_US_D07	QUSPS	USPSPRCPST		

Tasks

Stat...	Note	Description	Completed By	Completed On	Audit
☐		BASIC PACKING			
☐		CHANGE ADDRESS			
☐		AUTO ASSIGN CARRIER...			
☐		RATE SHOP			
☐		AUTO MANIFEST			
☐		MANIFEST			
☐		AUTO PRINT PACKING L...			
☒		PRINT DOCUMENTS & L...	QCONFIG	30-Aug-2019 04:26:50	
☒		SUMMARY INFORMATION	KFT	24-Jan-2020 10:17:08	
☐		CLOSE			

Page 1 of 27 | Select All | Create | Build Shipment (ZS Layout B) | Ready

You can hide the **Search** panel and **Tasks** area by clicking the double arrow on the top right corner of each of these areas. Click the arrows again to display the areas once more.

Workflow Portal with Minimized Search Panel and Tasks Area.

Of Dest...	Gross Weight	Status	Compliance Sta...	Booking Num
	8,000000 KG	00		
	7,000000 KG	00		
	8,000000 KG	00		
	5,000000 KG	00		
	4,000000 KG	00		

The administrator configures the appearance of the Workflow Portal, but you can change the appearance by resizing panels, and adding, deleting, or resizing columns and fields. Changes that you make are automatically saved and apply each time you log in.

View List

The View list is located at the top of the page. It allows you to specify what type of transaction you want to search for. The list available depends on your user settings. By default, the list includes the following transactions:

- Shipment
- Order
- Invoice
- Consolidation

It is important that you select the correct transaction type before you perform a search. The *Transaction* panel heading changes to reflect your choice. In some cases, the administrator configures the system to automatically display a specific transaction type.

Search Panel

The Workflow Portal *Search* panel allows you to search for a transaction or group of transactions. To perform a basic search, you complete the relevant search fields and click the Search button.

Search Panel

There are five columns on the Search panel. The first column contains the following fields that are always displayed:

- **Reference No.** You can type the full transaction number in this field. If you are searching for a series of transactions or you only know a partial number, you can use the * wildcard. For example, if you are searching for all shipments beginning with 004, type 004* and click Search. In some environments, especially those using scanner input, the Reference No field can be set to trigger an autosearch after you input a particular number of characters.
- **Group.** This list displays the user groups that you belong to. You can search for transactions for a particular group. You only see the user groups you belong to.

Note In the Windows UI, it is possible to use a wildcard character in this field. In the Web UI, you can only select from the list.
- **Client.** You are assigned a default client by your administrator. However, you may have access to other clients, depending on your role. Select the client from this list.

The first column also enables you to select whether you want to search for an open or closed shipment.

Note It is important that users close shipments when they are finished with them, so that searching through an ever-increasing number of open shipments does not become unacceptably slow.

The *Search* button performs a search based on the criteria you have selected. The *Clear* button clears the current search.

The *Export* button enables you to display the results of a search in an Excel spreadsheet rather than in the *Transaction* panel. Do not use the *Export* button without first specifying some search criteria. If you fail to narrow the export criteria, you export all transactions in the system to an Excel file. This can take several minutes to complete and consumes a lot of memory. It is possible for the administrator to disable the Export button.

The Clear button allows you to clear the contents of the fields in the Search panel, apart from the Group and Client fields.

The Workflow Assistant button allows you to query why a transaction is not visible in the Workflow Portal. You can check the:

- Workflow assigned to a transaction.
- Groups that own the transaction.
- Current status of the transaction.
- Groups and statuses to which you have access.

The Transfer Ownership button allows you to modify the groups and users associated with a transaction. You can:

- Add a new group to the list of groups that own the transaction.
- Remove an ownership group; this option is only possible when there is already more than one ownership group assigned.
- Change the groups, effectively adding a new group while removing a current group.
- Assign a new user from within an existing group.

The Link Transactions button allows you to view certain types of transactions that are associated with the transaction selected in the Transaction panel. When you click the button, a dropdown menu opens and you can select the type of transaction that you want to view. Your administrator can configure which transactions types you can select from the dropdown menu. For example, when a shipment is selected in the Transaction panel, click the Link Transactions button and select Order from the dropdown menu. The Transaction panel then displays any orders associated with the shipment. You can then select an order and click the Link Transactions button again to select another type of transaction associated with the order, or to unlink the order from the shipment that it is associated with it. Unlinking one transaction from another does not

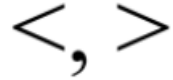
mean that you remove the association between the transactions; it means that you cannot view one transaction from the other transaction using the Link Transactions button.

You can configure the contents of the second, third, and fourth columns in the Search panel. By default, the second column contains the following fields:

- *Carrier*. If you are searching for a shipment sent with a particular carrier, you can enter the carrier name in this field.
- *User ID*. You can search by the ID of the user who created the shipment.
- *Customer*. You can search by customer.
- *Consignee*. You can search by consignee.
- *Workflow*. You can search by workflow.

By default, the third column contains the following fields:

- *Despatch Date (From/To)*. If you are searching for a shipment due for despatch in a particular time frame, you can enter the data range in these fields.
- *Status*. The Status lookup field enables you to specify transactions with a particular status from the pop-up Status list. The second field



enables you to widen your search using the operators. The operators allow you to return transactions that have already achieved the specified status, transactions that have not yet reached that status, or transactions with that status. You can type [blank] to retrieve transactions without a status.

- *Invoice No*. The Invoice Number lookup field allows you to choose a particular transaction from the pop-up Invoice Number list.
- *Booking Number*. If you know a booking number, you can enter it here.

By default, the fourth column is empty. The fifth column enables you to save search criteria as a template so that you do not need to complete the same fields each time you want to conduct the search. To create a template, type an appropriate name for your search criteria in the *Enter a template name* field and click the *Save* button. You can update and save existing templates.

You can retrieve the template at any time from the templates drop-down list. To perform a template-driven search, select the template from the *Select* drop-down list and click the *Search* button. This displays a list of shipments that match your search criteria in the *Transaction* panel. If you want to remove a template that you no longer use, select the template from the list and click the *Delete* button.

Note Your administrator can create templates and make this available to you alone, all users, or to all users with a particular client or listed in a particular group. If you update a shared template, the changes apply only to your version of the template; other users will still have access to the original, shared template.

There are three additional buttons in the fifth column:

- The *More* button allows you to select further fields to search on.
- The *Config* button allows you to configure the contents of columns 2, 3, 4, and the *More* pop-up.
- The *Defaults* button restores the *Search* panel factory settings.

The *More* button enables you to select from a broader list of search criteria. When you click this button, the *Workflow Search – More* pop-up window is displayed. Typically, the fields in this pop-up window are rarely used search criteria.

To configure the fields displayed in the *Workflow Search – More Dialog*, choose *More* from the *Choose Column to Configure* list in the *Workflow Search – Configurator* pop-up window.

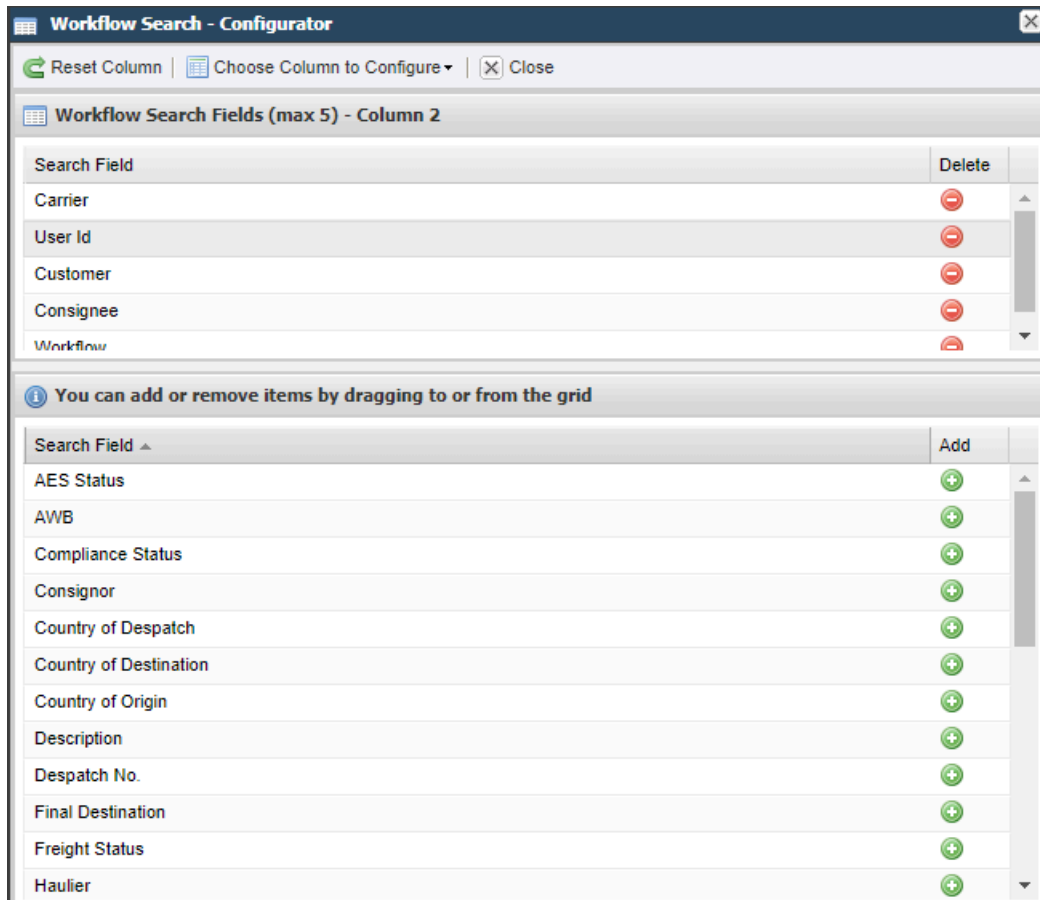
Workflow Search – More Dialog

The screenshot shows a dialog box titled "Workflow Search - More Dialog". It contains the following fields and controls:

- Transaction Date:** A text input field followed by a date picker icon.
- Created By:** A text input field followed by a search icon.
- AWB / BL No.:** A text input field.
- Route:** A text input field followed by a search icon.
- Customs Ref.:** A text input field.
- Shipment Type:** A text input field followed by a search icon.
- Tracking No.:** A text input field.
- Item - Order No.:** A text input field.
- Search:** A button with a magnifying glass icon.
- Close:** A button with an "X" icon.

To add or remove fields from your screen, click the *Config* button. The *Workflow Search – Configurator* pop-up window displays.

Workflow Search – Configurator



In the pop-up window, click the green plus icon to add a field to the *Search* panel. To remove a field, click the red minus icon. Further configuration is possible using the tools at the top of the pop-up window:

- The *Reset Column* button clears any field additions or deletions you have made since you opened the pop-up window.
- The *Choose Column to Configure* list enables you to choose the *Search* panel column you want to configure.
- The *Close* button enables you to exit the pop-up window and automatically saves your configuration.

Transaction Panel

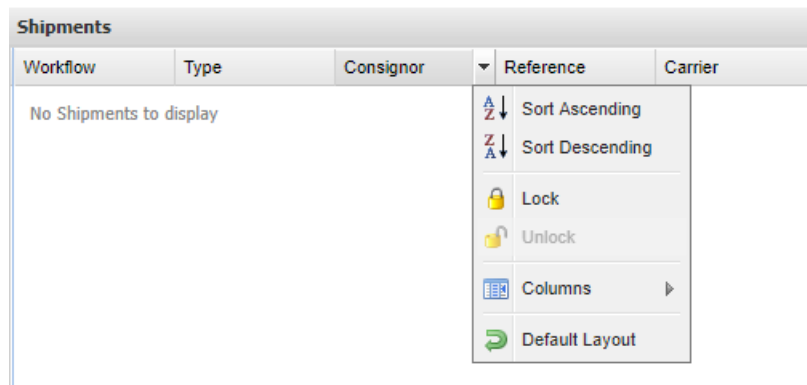
The *Transaction* panel displays all shipments that match the search criteria you specified in the *Search* panel. The actual panel name matches the transaction type you selected in the *View* list.

By default, the results of a search are sorted by descending reference sequence. You can use a number of features to customize the default layout of the *Transaction* panel for displaying results.

Column Options

You can resize the width of a column. You can also move columns into different positions on the *Transaction* panel. To do this, click and drag the column header to your preferred location. Each column on the *Transaction* panel features a drop-down menu of column options. To access the menu, click the arrow that appears when you roll over any column header on the *Transaction* panel.

Column Options



- Sort the contents of the grid based on a single column. To sort the data in descending order, click the column header once. To sort the data in ascending order, click the column header again. A small triangle icon in the column header indicates the column that the sort is based on, and whether the sort is in ascending or descending order.
- *Lock* freezes the selected column so it remains locked when scrolling right. You can lock multiple columns. Dragging the column to another location in the panel automatically unlocks the column.
- *Unlock* unfreezes the selected column.
- The *Columns* option allows you to select the columns to be included in the display. The table below lists the columns available.
- *Default Layout* reverts the columns to the default layout.

Transaction Panel Columns

Column Type	Description
Workflow	The name of the workflow associated with the shipment.
Type	The type of shipment.
Consignor	The person or company shown on the bill of lading as the shipper.
Reference	The QAD GTTE shipment transaction reference.

Column Type	Description
Carrier	The carrier code associated with the service used to ship the shipment.
Route	The route associated with the carrier service.
Place of Delivery	The place to which the shipment is to be delivered.
Country of Destination	The country to which the shipment is to be delivered.
Gross Weight	The gross weight of the shipment.
Status	The status of the shipment, identifying a particular task or step within the shipping process.
AES Status	The Automated Export System (AES) status of the shipment.
ITN No.	The Internal Transaction Number (ITN) for this shipment.
Customs Ref.	The customs reference for this shipment.
Despatch Date	The date on which this transaction is manifested.
Order Number	The number of the order attached to the shipment.
Description	A description of the shipment.
Customer	The identifier for the customer attached to the shipment.
Consignee	The person or company that the shipment is being sent to.
Mode	The mode of transport for the shipment; for example, air or sea.
Volume	The total volume of the shipment.
Place of Loading	The location where the shipment was loaded.
Haulier	The company transporting the shipment. Hauliers typically deal with heavy goods or goods transferred by road.
Payment Terms	The payment terms associated with the shipment.

Column Type	Description
Delivery Terms	The delivery terms associated with the shipment.
Total Value	The total value of the shipment.
Currency	The currency in which the shipment is invoiced.
Language	The language associated with the shipment.
Country of Origin	The country the shipment originates from.
Group	The user group with ownership of this shipment.
Client	The client this shipment is attached to.
Despatch	The date that the shipment was despatched.
AWB / BL No.	Air waybill number (AWB) or bill of lading for the shipment.
MAWB / MBL No.	Master air waybill number (MAWB) or master bill of lading for the shipment. An airline sends a MAWB or receipt to the customer to advise that the airline has received the goods and agreed to send them by air. This number identifies the MAWB attached to the shipment.
Consolidated	Indicates if a shipment is consolidated or not.
Consol. Ref.	The reference number relating to the consolidation.
User Defined Field 10	This field is available for configuration by the administrator. When displayed, this field has a different label.
SHUserDef7	This field is available for configuration by the administrator. When displayed, this field has a different label.
SHPSLDef4	This field is available for configuration by the administrator. When displayed, this field has a different label.

Panel Scroll Bars

Use the scroll bars on the right and bottom of the *Transaction* panel to scroll to the last transactions in the results list and to scroll to the columns displayed on the right of the panel.

Mouse-Over Details

The mouse-over option for column information allows you to read information that might be obscured by the column width. For example, the default column width for the *Description* or *Place of Delivery* columns may not be sufficient to display the complete entry. The mouseover option displays the text in full.

Resizing Panels

Click and drag the dividing area between the two panels to resize the *Transaction* panel. When you resize the *Transaction* panel, the system automatically recalculates the number of pages required to display the results.

Transaction Panel Toolbar

The number of results pages returned in a search is displayed at the bottom of the *Transaction* panel. Use the arrow keys to scroll to a particular results page or to the first or last page. Alternatively, insert the page number you want and press Enter. Updates to transaction information occur frequently. Use the *Refresh* button to update the *Transaction* panel with new information.

The *Copy to clipboard* icon allows you to copy selected rows in the search results. You can then export these rows by pasting the clipboard content to another application such as Excel.

Note The *Select All* button only selects the transactions on the current page.

Note The copy to clipboard behavior is browser-specific; for example, in some browsers, you may see a pop-up message that contains the text that you copied to the clipboard. Copy the highlighted text in the pop-up message again using Ctrl-C to ensure that the rows are copied to the clipboard correctly.

The *Unlock* button allows you to unlock an unintentionally locked shipment. Typically, when a task is run against a shipment the shipment is locked so that other users cannot modify a task when you are making an update. However, if you refresh the screen or exit the browser without saving the task, the shipment remains locked. In such cases, you can unlock the shipment using this button. Typically, this button is designed for use only in these circumstances. When a task is completed under normal circumstances, the shipment is automatically unlocked.

Transaction Panel Toolbar



Depending on your configuration, there may be other buttons on the toolbar. In the following graphic, the system has been configured to contain buttons that allow you to create a shipment, run the end-of-day manifest, load a routing guide, and fire rules.

Transaction Panel Toolbar: Typical Configuration

**Tasks Area**

Each transaction has a workflow associated with it. When you select a transaction in the *Transaction* panel, the tasks that can be performed against it are displayed in the *Tasks* area.

Tasks Area

Tasks						
<div> <div>All</div> <div>Docs</div> <div>SPS</div> <div>Partners</div> <div>Detail</div> <div>Other</div> <div>Requisite</div> </div>						
	Status	Note	Description	Completed By	Completed On	Audit
☐			BASIC PACKING			
☐			CHANGE ADDRESS			
☐			AUTO ASSIGN CARRIER...			
☐			RATE SHOP			
☐			AUTO MANIFEST			
☒			MANIFEST	QCONFIG	11-Sep-2019 09:35:54	
☒			AUTO PRINT PACKING L...	QCONFIG	05-Sep-2019 05:11:00	
☐			PRINT DOCUMENTS & L...			
☒			SUMMARY INFORMATION	MN7	10-Jan-2020 14:31:44	
☐			CLOSE			

The tasks displayed depend on the workflow associated with the transaction you selected. By default, there are three tabs on the *Tasks* panel.

- The web tab displays the tasks that can be completed in the Web UI.
- The all tab displays all tasks related to this transaction.
- The *Requisite* tab displays all tasks that must be completed for this workflow.

However, your display may be different, depending on how the administrator has configured your system. The tabs might be renamed according to other categories and tasks associated with these categories. Tabs are especially useful in cases where there are a lot of tasks in a workflow.

When you double-click a task, a pop-up window is displayed. The window enables you to enter details to update or complete the task. After a task is completed, the *Completed By* and *Completed On* columns are updated with the user information and a time and date stamp.

A drop-down menu available in the top left area of the task window allows you to jump to another task while keeping the existing task open. Your administrator determines which tasks are listed in the drop-down menu. You can select another task from this menu to open the new task over the existing one. You cannot jump to more than one task at a time.

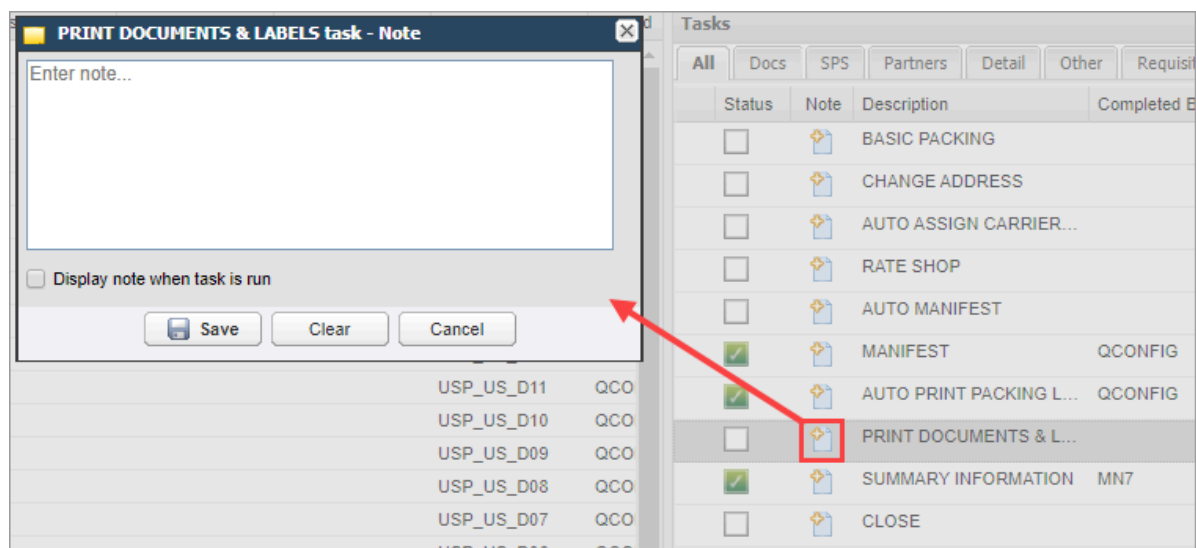
Address Task with Jump to... Menu

Document Task Pops Up with Address Task Remaining Open Behind

Preview	Print	History	Reference	Type	Image	Description	Printer	Copies	Image File Name	Note
				PACK1	01	Packing List - Lines -> How Packed (short)	QDEFAULT	1		
				UPS_DOM2	50	UPS Domestic/International Label (interactive)		1		
				UPS_GCC	50	UPS WorldEase Label (non-interactive)		1		
				UPS_GCC2	50	UPS WorldEase Label (interactive)		1		

If you click the *Note* icon, a *Note* pop-up window is displayed. This allows you to create a note against a task. The window also contains a field that enables you to display the note when the task is run. If a note exists for a task then it can be viewed by clicking the *Note* icon or by running the mouse over it.

Task Note



Each task has three possible statuses.

Task Statuses

Icon	Meaning
	Indicates a task completed successfully, with a status of Complete.
	Indicates an unsuccessful task. This status does not prevent the task from being successfully completed at a later time.
	Indicates a task not yet completed.

Some tasks are configured by your administrator to take place in a certain sequence. You may not be allowed to complete a certain task if you try to complete it before a prerequisite task has been completed. Other tasks are post-requisite tasks, which means that when the task is complete, you can no longer run an earlier task.

Example The close shipment task is a post-requisite task of the packing shipment task, so the packing task cannot run if the close shipment task has run.

If a task appears in gray, this means that you cannot open and complete it in the Web UI. If you double-click the task, it does not open.

Task Not Web-Enabled

Tasks						
All	Docs	SPS	Partners	Detail	Other	Requisite
Status	Note	Description	Completed By	Completed On		
		Compliance - Overall Status	LKN	09-Sep-2019 03:15:21		
		Compliance - Run Compliance	LKN	09-Sep-2019 03:15:21		
		Compliance - View Comp Results				
		Items - Items				

When you run a task, the system locks the shipment so that nobody else can access the shipment and modify it at the same time. Information is provided on who is currently working with the shipment and for how long.

When a workflow task is completed, if it is configured to change the status or user group ownership, the changes are reflected in the information displayed on the screen.

There are a number of shortcut keys that you can use in workflow task pop-up windows:

- Esc – Close the workflow task pop-up window.
- Ctrl + F2 – Set the status of the workflow task to Complete.
- F2 – Perform the primary action available in the workflow task pop-up window, when the task has a primary action. The primary action appears in bold text.

Workflow Tasks

The following sections describe the tasks that comprise a basic shipment workflow.

Note Your administrator can assign a different name to a workflow task. For example, your administrator can rename the Address task as Review Address. The administrator can also configure the pop-up window for each task, and so the appearance of the tasks in your implementation may differ from the examples in the online help.

Each workflow task that you open has an information section at the top of the window, just under the task title.

This section displays information that uniquely identifies the shipment transaction within GTTE. This information includes one or more of the following:

Identifying Information

Icon	Explanation
 STGL	Client. The client the shipment belongs to. This client is the client

Icon	Explanation
	that you selected to work with within the Workflow Portal, with a prefix indicating the type of shipment. Typically the client is the one that you choose at login, or the one associated with your profile. A prefix of S indicates a regular shipment but prefixes such as O for an order or K for a consolidation are also possible.
 17001	Consignor. The consignor associated with the shipment.
 TEST05RQF	Reference. The reference number of the shipment.
 0	Despatch Number. The despatch number associated with the shipment.
 QPSLBB	Print Locale. The current print locale. This icon identifies the printer group that labels and documents print to. A locale defines the printers to use when printing a particular set of documents.

The Client, Consignor, Reference, and Despatch Number values combine to form a unique identifier for the shipment transaction.

Note Typically, only one client and print locale is available to you. Use the GTTE login page to choose a client and print locale if you have a number of options. You can also change the client and print locale using **Change Session Details**, menu option CHGSES.

Address Task

Use this task to view addresses for each partner role associated with a workflow. Depending on your [configuration on page 320](#), you may be able to update address details before you rate a shipment. It is not possible to update addresses after rating a shipment.

A list of partner roles appears on the left side of the screen. Your administrator configures this list of partner roles. Select the partner role and update the address. The address fields are the same, regardless of the partner role you select.

Name

The name of the partner.

Contact

A contact name within the partner organization.

Address Line 1, Address Line 2, Address Line 3, Address Line 4

The partner's address line data.

City, State, Postal Code, Country, Phone Number, Fax Number, Email

The partner's address and contact data.

Consignee Type

The consignee type.

To update an address, complete the address fields and click Save. If there are mandatory fields on the screen, and you leave these fields blank, an error message appears at the top of the screen. Similarly, if an address is read-only, a message appears at the top of the screen advising you that the address is locked. To reset the address to the address saved in the partner record, click Reset Address.

If an address already exists, the address fields show this address when you select the partner in the Name field.

Depending on the GTTE configuration, [address verification on page 165](#) may apply to one or more of the addresses in the Address task.

To close the Address pop-up window, click Close. To mark the task as complete or unsuccessful, click the appropriate icon at the bottom left of the window. The Unsuccessful icon only appears when the administrator configures the relevant setting.

Close Task

The Close task changes a record's status from Open to Closed. Marking a shipment, purchase order, or import shipment as Closed indicates that it is complete and is processed.

If you need to locate a closed purchase order, select the Closed option in the status field on the Workflow screen. Then click Search.

Status Field, Workflow Search Panel

Purchase Order

Search

Open ▼ Purchase Order ▼

Open ▼ QTGLUSER ▼

Closed ▼ TGL ▼

Reference No.:

 Search     More

To reopen a closed purchase order, select a record in the transactions grid and click the Open Transaction button in the toolbar.

Open Transaction Button, Workflow Toolbar



Container Information Task

You can view and add information related to containers and packing through the Container Information task.

Container Information Window

Container Information

Jump to:

Sequence No: Registration number:  Search

Packing - Containers

Seq No	Reg number	Seal number	Asset Id	Nationality	Asset type	User defined 2	User defined 1	User defined 3	Include in Fr
No records found.									

Page 1 of 1

Complete Unsuccessful

Close

To add a new record, click the Create  button in the toolbar.

Packing - Containers [Create] Window

Packing - Containers [Create]

Client: ETGL

Consignor: QCTRY-HL

Reference: 7210

Despatch number: 0

Sequence No: 20

Include in Freight Calculations: ☒

Asset id:

Nationality:

Asset type:

Registration number:

Seal number:

User defined 1:

User defined 2:

User defined 3: ☐

Create Close

Fields highlighted in blue are mandatory. It is not possible to edit the Client, Consignor, Reference, Dispatch Number, or Sequence No field values.

Click Create to save the new record, or Close to discard it.

Click Complete to save all changes and close the window. A green check is then displayed beside the Container Information task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Documents Task (New)

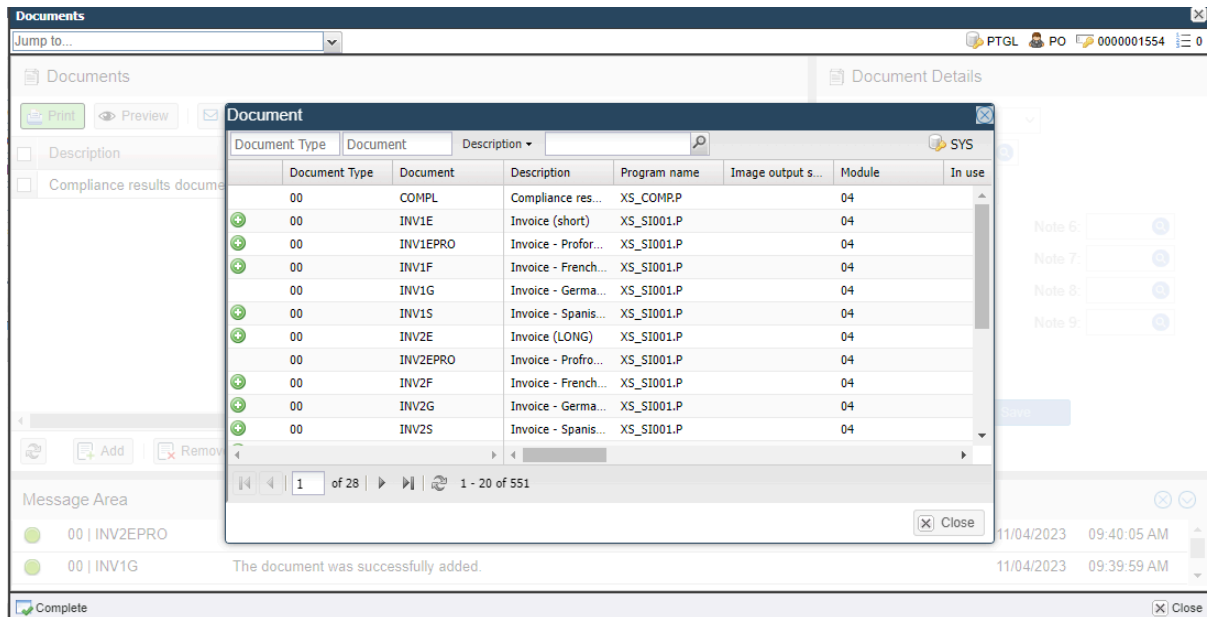
Documents are reports that you can create from predefined layouts. They are populated from the database. They are internally generated documents.

You can view and add shipment documents with the Documents (New) task. This task contains an updated version of the UI in the Documents (Old) task, which is available in some workflows.

Note Documents are different from attachments. Attachments are any documents that are uploaded to the workflow, such as documents from a third party, or the output of the Export Transaction Details workflow task.

The screenshot shows a software window titled "Documents". At the top left is a "Jump to..." dropdown. Below it, the "Documents" section contains a "Print" button, a "Preview" button, an "Email" dropdown, and an "Enter Email Address..." text field. A table with columns "Description", "Reference", "Type", "Printer", and "No. of Copies" is present but empty. Below the table are "Add" and "Remove" buttons. To the right is the "Document Details" section, which includes "Print To:", "Printer:", and "No. of Copies:" fields. Below these are nine "Note" fields (Note 1 to Note 9), each with a small icon. A "Save" button is located at the bottom right of the details section. At the bottom of the window is a "Message Area" with a "Complete" button and a "Close" button.

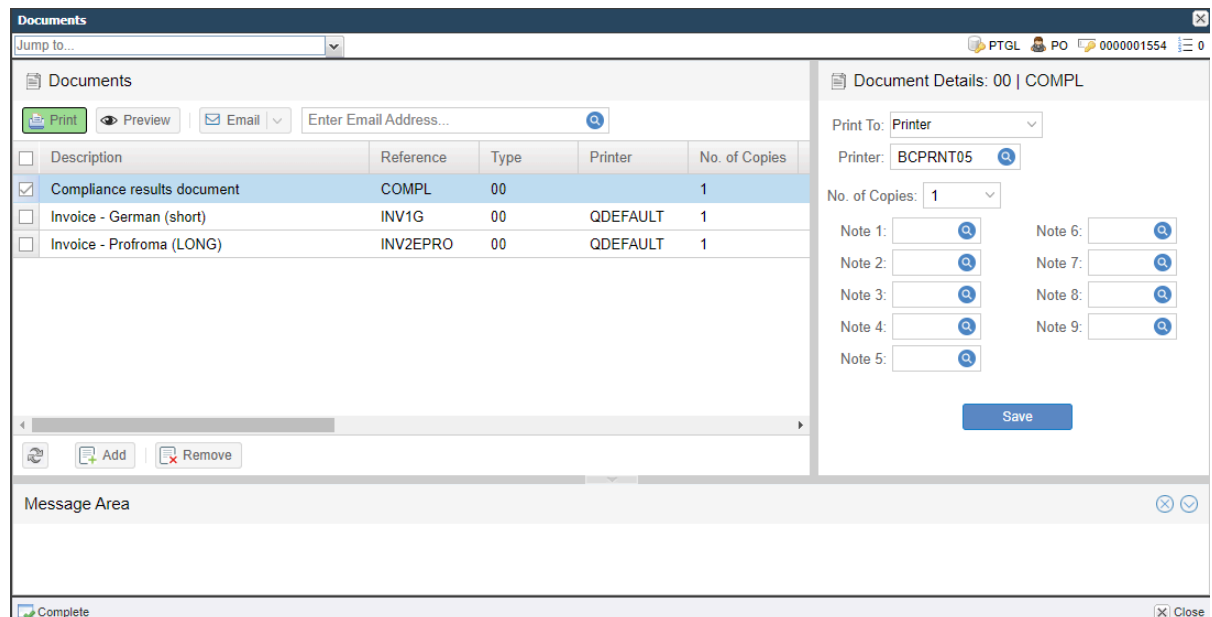
To add a new document to the purchase order, click the Add button. In the Document pop-up window, click the green Add Record icons to add documents to the workflow, then click the Close button to return to the main window. Added documents automatically save to the task.



Click the Remove button to remove a document.

After adding a shipment document, you can preview, print, and email the document. You can also attach an image file to the document.

- To print a document, select the checkboxes of the documents that you want to print, then click the Print button. You can select a printer and add notes in the Document Details section.



- To preview a document, click the Preview button.
- To email a document, select the checkboxes of the documents that you want to send in an email, then enter an email address in the Enter Email Address field and press the Return key on your keyboard.

Alternatively, click the blue lookup icon on the field to choose a partner email address.

After you add the email address, click the dropdown arrow on the Email button. From the dropdown menu, choose whether to combine the selected documents into one PDF, or to send each document as a separate PDF.

Description	Reference	Status	Printer	No. of Copies
☒ Compliance results document	COMPL	00		1
☐ Invoice - German (short)	INV1G	00	QDEFAULT	1

If the email is successfully sent, a success message appears in the Message Area.

- To attach an image to a document, select the checkbox of the documents that you want to print. Click the Upload button  to the right of the Image File Name field in the Document Details section. Navigate to the location where the image is stored and double-click it to select it and populate the Image File Name field. In the Document Details section, click the Save button. If the image is successfully uploaded, a success message appears in the Message Area.

Click Complete to save all changes and close the window. A green check is then displayed beside the Documents task to indicate that it is complete.

Click Close to close the window without saving updates.

Documents Task (Old)

Use the Documents task (Old) to add new documents to a shipment; for example, customs or insurance documents. Although you can access the Documents task at any time, it is typically used to add and print documents after the shipment has been manifested.

The fields on the Documents task (Old) screen are:

Type

The document type enables you to identify document types. To view a list of document types such as customs or hazardous material documents, click the lookup icon. Usually, you can leave this field blank because it automatically populates when you specify a value in the Reference field.

Reference

A code that identifies the document. The combination of the document type and reference uniquely identifies the document.

Image

Use this field to associate a document from an external system with the shipment. These documents are stored in GTTE as scanned images. To upload scanned images of documents, click Choose File. If the file type you upload is not supported, an appropriate message is displayed at the top of the screen. Your administrator controls which file types are supported.

Printer

Leave this field blank unless you want to override the current locale printer.

Copies

Specify the number of copies that you want to print.

To add an uploaded document to the shipment, click Add. Any documents that you add appear in a table at the top of the screen.

Preview a PDF version of the document, print one or more copies of the document, or view the history of the document by clicking the relevant icon in the document row.

Use the Save, Delete, Print, and E-Mail buttons below the table of documents to perform actions on multiple documents in the table. Select one or more documents and click the relevant button.

Before you click the E-Mail button, click the dropdown arrow on the button to choose whether to combine the selected documents into one PDF or to send each document as a separate PDF.

Note Your administrator can remove the E-mail button.

Use the E-Mail Partners button to specify a list of email addresses that you want to email the selected documents to. When you click E-Mail Partners, the Email Recipients pop-up window opens and enables you to specify a list of email addresses. Your administrator can configure a list of email addresses to appear in the the Email Recipients pop-up window by default.

Documents Text ID Task

If a task with option WFTDTI is included in a workflow, you can open the Document Text ID task from the Documents (Old) task and the Documents (New) task using the Document Text Id button.

If the workflow does not include the Document Text ID task, the Document Text Id button either does not appear in the Documents task, or is inactive.

If no document is selected in the Documents task, or you open the Document Text ID task directly from the workflow Tasks area, the text IDs for all documents are listed.

Items Task

The Items task enables you to add products that are associated with your shipment.

The search panel at the top of the window enables you to filter results in the grid below.

Add a new record by clicking the Create a New Record button in the toolbar. The Items [Create] window is displayed.

Fields with a blue background are mandatory.

After you complete the fields, click Create to save the details and add the item to the task.

Note The decimal values in the Item Line Number column indicate the article sequence number for the product. No decimal point indicates that there are no related articles.

Click Complete to save all changes and close the window. A green check is then displayed beside the task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Manifest Task

Details Tab

Use the fields on this screen to manifest the shipment.

Route

The carrier service being used to transport the shipment.

Carrier

The carrier transporting the shipment.

Packing Location

The location from which the carrier is collecting the shipment.

Status

The freight status of the shipment. Possible values include Pending, Interim, and Rated. For details of shipment statuses, see [TE Shipment Freight Statuses on page 1495](#).

Despatch Date

The date on which the shipment is being despatched.

Delivery Terms

The particular delivery terms of the shipment. The terms can detail which party pays the carriage or duty on the shipment.

Freight Payment Method

Details of who pays the freight costs associated with the shipment.

Carrier A/C No

The carrier account number against which the freight costs are applied. This field is only relevant if the freight payment method requires that you specify an additional account; for example, if the freight payment method is Collect or Third Party.

Duty Tax Pay Method

This field is present in the case of international shipments. It identifies who is responsible for paying duties and taxes associated with the shipment.

If you update the Manifest screen but do not want to manifest the shipment immediately, save your updates by clicking Save. To manifest the shipment and print a label for the shipment, click Process. You can also manifest the shipment and choose not to print a label, or choose to print both a label and documents. To access these options, click the arrow on the Process button. When you process the shipment, a tracking number is assigned to the shipment. Tracking numbers allow you to monitor the progress of shipments in transit using the tracking feature on the carrier website, if available.

When you process a shipment, the Save and Process buttons no longer appear on the screen, and you cannot update the package information. The Cancel and Reprint Label buttons are displayed.

- The Reprint Label button enables you to reprint a label for the shipment.
- The Cancel button enables you to cancel a shipment; for example, when there is an error with a shipment or when a shipment is no longer necessary. You can only cancel a shipment after a shipment has been rated and before running EOD Manifest.

Important When you cancel a shipment through the Manifest task, the shipment reverts from a rated state to a pending state. This means that the shipment no longer has a service assigned to it, and the tracking numbers are removed from the shipment packages.

If the despatch date is not already set, it defaults to today's date. If the despatch date is earlier than today's date, today's date is used. You may see print icons or PDF icons on the screen, depending on the current print locale.

The Packages section contains details of each package in the shipment, including the weight, dimensions, and tracking number.

The Charges section displays information on the charges that apply to the shipment. The charges are based on the service selected, the carrier rate structure, and shipment properties, including the origin, the destination, and package dimensions. If any errors exist for this shipment, they are displayed in a table.

Surcharges Tab

The Surcharges tab lists the available accessorials for the selected service. Select the accessorials you want to add. For the insurance accessorial, some services offer insurance on a per pack basis, whereas others offer insurance on the shipment as a whole. If you specify that insurance is required, you may have to specify the value of each package in the shipment.

Parties Tab

The Parties tab allows you to view the addresses of the Ship To, Third Party, Customer, COD Party, Shipper, and Hold for pickup parties. Depending on how the administrator [configures on page 311](#) this tab, it is also possible to update some of these addresses. Select the party from the Party field and view or update the corresponding address. Depending on how the administrator configures this tab, [address verification on page 165](#) may apply to one or more of the addresses.

Additional Tab

Your administrator can [configure on page 311](#) the Additional tab to appear in the Manifest task. This tab contains:

- general fields
- carrier-specific fields
- other fields that the administrator can add when required

The general fields on the Additional tab are:

Trailer Number

A trailer number associated with the shipment. This field does not appear by default. Your administrator must configure the system to display it.

ITN/AES Exemption

Inventory Tracking Number/Automated Export System exemption details.

Explicit Customs Value

The explicit customs value of the shipment.

The right column of the tab contains carrier-specific fields that vary depending on the route assigned to the shipment.

Carrier-Specific Fields

Carrier	Field
FedEx	Ship Alert E-Mail
	Shipper Language
	Recipient Language
	Broker Language Code
	Ship Alert flag
	Ship Pod flag
	Recip Alert flag
	Recip Pod flag
	Broker Alert flag
	Priority Alert flag
	Broker Account
	Broker Id
	Broker Pager
UPS	Paperless Invoice flag
DHL	Neutral Delivery Service flag
	Recipient IATA Code

Note A [QAD Knowledgebase article](#) provides more information about FedEx Ship Alert options on the Additional tab.

Rate Shop Task**Rates Tab**

The Rates tab displays the services that comply with the routing rules for the shipment. Use this screen to compare the available rates for the shipment.

Rates Tab Columns

Column	Explanation
Carrier	The carrier providing the service.
Description	A description of the carrier service.
Service	The carrier service code.

Column	Explanation
Selling Charge	What the shipper charges the buyer for shipping the items. This amount differs from the buying charge if the buying charge includes markup in costs.
Buying Charge	What the shipper pays the carrier for shipping.
Currency	The currency in which the rates are shown.
Transit Time	The number of days that it takes to transport the shipment.
ETA	Estimated date and time of arrival of the shipment at the destination.
Mode	The mode of transport; for example, air or rail.

To sort the table by a particular column, click a column title. An arrow appears next to the column title, indicating that the table is sorted in either ascending or descending order. To reverse the sorting order, click the column title again.

To access the column menu, click the arrow that appears when you hover over any column header in the table.

- To sort the table, use the Sort Ascending and Sort Descending options.
- To lock a column, click the column menu header and choose Lock. To unlock the column, choose Unlock.
- The Columns option allows you to select the columns to be included in the display.
- Default Layout displays the default columns in their default positions, hiding all optional columns.

To change the service applied to a shipment, select a service and click Ok or Save. If the shipment is rated, the option to save the newly selected service is not available.

Invalid Rates Tab

The Invalid Rates tab lists routes that did not meet the criteria in the shipment routing rules. This information is for reference purposes only. You cannot use this tab to correct rating errors.

Invalid Rates Columns

Column	Explanation
Carrier	The carrier associated with the service.

Column	Explanation
Description	A description of the carrier service.
Service	The carrier service code.
Mode	The mode of transport; for example, air or rail.
Error	The error code.
Error	A description of the error.

To sort the table by a particular column, click the column title. An arrow appears next to the column title, indicating that the table is sorted in either ascending or descending order. To reverse the sorting order, click the column title again. To access the column menu, click the arrow that appears when you hover over any column header in the table.

- Use the Sort Ascending and Sort Descending options to sort the table.
- The Columns option allows you to select the columns to be included in the display.
- The Group By This Field option allows you to categorize the rates in the table based on a particular column. Open the column menu by clicking the down arrow in the header of the column that you want to categorize by.
- When the Show in Groups option is enabled, it performs the same function as the Group By This Field option. When the Show in Groups option is not enabled, it removes any grouping that exists, and displays each row in the table separately.

Route, References and Containers Task

References and Partners Tab

Many of the fields on this tab relate to international shipments.

Carrier

The carrier associated with the shipment. To choose from a list of available partners, click the lookup icon to the right of the field.

Haulier

The haulier associated with the shipment. To choose from a list of available partners, click the lookup icon to the right of the Haulier field.

Shipment Type

To choose from a list of available shipment types, click the lookup icon to the right of the Shipment Type field. The type of shipment determines the workflow associated with it.

LC Number

Letter of Credit number. The letter of credit is a financial institution guarantee of the credit worthiness of the buyer.

Invoice Number

The number of the invoice associated with the shipment.

Order Number

The number of a sales order associated with the shipment. There may be multiple sales orders relating to the shipment. This field refers to a single sales order. You can also add sales order numbers at a line item level.

Buyers Reference

A reference number that buyers use to identify the shipment on their system.

Import Permit Number

Some countries require an import permit number for goods entering the country.

In Bond Code

An in bond shipment is an import or export shipment that has not yet cleared customs. The In Bond code is a two-digit code that identifies to US Customs and Border Protection whether the shipment is In Bond or otherwise. If the shipment is In Bond, the two-digit code provides more information identifying the particular type of In Bond shipment.

Additional Reference

Use this field to record additional information.

Export Traders Ref#

Exporters who want to apply for funding or refunds from the EU under the Common Agricultural Policy use this reference.

Cert of Origin Number

The number of the Certificate of Origin, which is a document verifying the country of origin of the goods being shipped.

CAP Number

Common Agricultural Policy number.

Consignor Excise Number

Identifies the consignor for the purposes of paying excise duty.

FOB Value

Free on Board Value. This value is the amount of money that the shipper agrees to contribute to the cost of shipping the goods.

Terms

The shipment delivery terms; for example, delivery duty paid, or freight prepaid. To view a list of available delivery terms, click the lookup icon to the right of the field.

Terms Text

Explanatory text related to the delivery terms. Enter text consistent with the content of the Terms field.

MAWB

Master air waybill number. An airline sends a MAWB or receipt to the customer to advise that the airline received the goods and has agreed to send them by air. This number identifies the MAWB attached to the shipment.

HAWB

House air waybill number. The air freight consolidator sends a waybill or receipt to the customer for goods that they receive and send on for transfer by air. This number identifies the HAWB attached to the shipment. This field also appears on the Reference Fields tab by default.

Intl. Carrier

The name of the partner carrying out the international transfer of the shipment. To view a list of partners, click the lookup icon to the right of the field.

Notify

If you want to notify a particular party about the shipment, identify the party here.

Bill of Lading No.

The number of the bill of lading document attached to the shipment. The bill of lading is a document issued to a shipper by a carrier, and represents a contract for the carriage of goods.

B/L Original/Copies

The bill of lading used to take receipt of the goods when the shipment reaches the destination, or to make a claim for lost or damaged goods. The original bill of lading is the carrier's bill of lading. Copies are given to the carrier and consignee.

B/L Shipper Original/Copies

The bill of lading used to take receipt of the goods when the shipment reaches the destination, or to make a claim for lost or damaged goods. Copies of the shipper's bill of lading are given to the carrier and the consignee.

B/L Bag Original/Copies

The bill of lading used to take receipt of the goods when the shipment reaches the destination, or to make a claim for lost or damaged goods. The bag bill of lading is intended for the consignee. Copies of this document are given to the shipper and the carrier.

Bank Draft Number

The number of the bank draft used to pay for the shipment.

Other Reference

Use this field to add another reference to the shipment, if necessary.

Customs Reference

A reference attached to the shipment so that it can be tracked at customs.

Entry Number

A number associated with the entry of the shipment through customs.

Booking Number

A number identifying the agreement with the carrier to transport the shipment.

Forwarders Ref

A reference number that the freight forwarder uses to identify the shipment on their system.

Cert of Insurance No

A number identifying the certificate of insurance associated with the shipment.

EUR1 Number

A number identifying the EUR 1 movement certificate associated with the shipment. This number applies to importers of goods from the EU, where the importer is based in a country that has a trade agreement with the EU. The certificate ensures that the importer receives favorable duty rates.

Consignee Excise No

The excise number associated with the consignee.

Bill of Exchange

If a bill of exchange exists for this shipment, select this field.

Dates and Locations Tab

The Dates and Locations tab contains important dates relating to the shipment.

Loading Date

The date when loading of the shipment onto the carrier begins.

End Loading Date

The date when loading of the shipment onto the carrier completes.

ETA Date

Estimated Time of Arrival Date. The date that the shipment is expected to arrive at the consignee delivery address.

Actual Arrival Date

The date that the shipment actually arrives at the consignee delivery address.

Despatch

The despatch date of the shipment.

Req Delivery 1

Requested Delivery 1. The earliest date within a range of dates that are acceptable for delivery of the shipment.

Req Delivery 2

Requested Delivery 2. The latest date within a range of dates that are acceptable for delivery of the shipment. If the shipment must be delivered on a specific day, this field matches the value in Req Delivery 1.

Extra Dates

Enter any additional dates that you require.

BL Date

Bill of Lading Date. The date that appears on the bill of lading.

Invoice Date

The date that appears on the invoice, provided the QAD GTTE application produces the invoice.

Order Date

The creation date of the sales order that relates to the shipment. There may be multiple sales orders relating to the shipment. This field refers to a single sales order. You can also add sales order numbers at a line item level.

Bill of Exchange Date

The creation date of the bill of exchange.

Bank Date

Use this field to record additional banking information.

Journey Time/Uom

The length of time it takes to transport the shipment. To specify if the time appears in hours or days, use the lookup icon next to the Uom field.

Early Delivery

If the selected carrier has an early delivery service, enable this field to use that service.

Route

The carrier service for this shipment.

Transport Mode

The means that the carrier uses to transport the shipment; for example, air or road.

Country of Origin, City of Origin, State of Origin

These fields contain the shipment country, city, and state of origin.

Place of Loading

The location where the shipment is loaded.

Country of Despatch

The country from which you despatch the shipment.

Place of Delivery

The location where the carrier delivers the shipment to the consignee.

Country of Destination

The country that the carrier delivers the shipment to.

Final Destination

The shipment's exact delivery location.

Country of Ultimate Destination

The destination country.

Shipment Subtype

A status code that provides more information about the shipment. To see a list of possible subtypes, click the lookup icon to the right of the field. This subtype usually represents an order type in your ERP system; for example, SO, ST, or SE.

User Defined and Other Tab

The User Defined and Other tab allows you to record information about payment methods. It also provides a user-defined section, where you can enter additional information specific to your organization.

Payment Method

Use this field to specify how the freight costs are paid. If the shipment is rated, the ability to change payment terms is restricted. The following table lists common payment methods that you can specify in this field.

Payment Method

Option	Explanation
Prepaid	The shipper pays for the freight.
Prepaid & Frgt	Prepaid and add freight. The shipper pays the carrier for the freight, but the charges are marked as billable. The details of the charges can be sent to the ERP system and appear on the invoice.
Collect	The consignee is billed for the freight. The carrier bills the consignee using the carrier account, if available, and the consignee address. You must enter a carrier account number.
3rd Party	A third party pays the freight costs. Provide a carrier account number for this third party. The carrier account number field is optional. Some carriers also require the third party address. You can enter an address on the rating screen.
COD Amount	Collect on Delivery Amount. The shipper pays for the freight. Before handing the goods to the receiver, the carrier collects a payment from the receiver of the goods. The receiver payment relates to the cost of the goods. The carrier forwards the payment from the receiver to the shipper.
COD Ship Cost	Collect on Delivery Ship Cost. The shipper pays for the freight. Before handing the goods to the receiver, the carrier collects a payment from the receiver of the goods. The receiver payment is for the cost of freight and the cost of the goods. The carrier forwards the receiver payment to the shipper.
Consignee Bill	The consignee pays the cost of carriage using an account that they hold with the carrier. To charge the cost of carriage to the consignee carrier account, select this option.

Note Depending on the carrier and service, other payment methods may be available. For example, Prepaid to Port of Export, Delivery Duty Paid, and Free Domicile are additional payment methods applicable to UPS.

Note If the shipment is rated, the ability to change payment terms is limited.

BoE Refer Questions

Bill of Exchange Refer Questions. Specify the person who answers questions relating to the bill of exchange; for example, the consignor, freight forwarder, or consignee. If you do not require this field, select None.

Prepaid, Collect [other]

This field has the same purpose as the Payment Method field. Usually, the administrator removes either the Payment Method or the Prepaid, Collect [other] field.

Use and/or Dest'n

This information applies to the USE AND/OR DESTINATION section of the T5 transit document used for customs processing within the EU. This field allows you to identify the use, or in some cases the destination, of the goods that you are exporting. The following table lists possible values for this field.

Use and/or Dest'n

Option	Explanation
Exit customs territory	The goods are exiting the customs territory of the European Union.
International organisation	The goods are for supply to an international organization.
Other	The goods are intended for another purpose or destination.
Victualling	The goods are provisions for the shipping journey.
To forces	The goods are intended for use by military forces in an EU member state.

User Defined 1-14

Use the fields User Defined 1 to User Defined 14 to track other data. Contact your administrator to find out if your company or department follows any specific procedures when filling out these fields.

EDI Status

Electronic Data Interchange Status. The EDI status of the shipment. Possible values include P and R, indicating that the EDI status is prepared, and S, indicating the EDI status is sent.

BoE Actions

Select how the bill of exchange is drawn on, or cashed. There are three options, as shown in the following table.

BoE Actions

Options	Explanation
Collection	The bill of exchange is drawn on when the carrier delivers the goods to the consignor.
Payment	The bill of exchange is drawn on when the consignor initially orders and pays for the goods.
Payment, Negotiate under LC	The bill of exchange is drawn on when the consignor initially orders and pays for the goods, and the bill of exchange is related to a letter of credit. The letter of credit is a document that the bank provides, stating the ability of a party to pay a specified amount of money.

Vessels and Containers Tab

The Vessels and Containers window consists of the Vessels panel and the Containers panel.

The Vessels panel enables you to add vessel information to the shipment. It consists of a Vessels table, with a row for each vessel that relates to the shipment. You can create multiple rows to describe multiple legs of a journey.

If the items in the shipment are packed in a container or containers, select the Shipped in Containers field. This information is used to fill in the T5 transition document and the Single Administrative Document (SAD), both of which are customs documents used in the EU and some neighboring countries.

There are a number of columns at the top of the table. You can resize the width of a column. You can also move columns into different positions on the Vessels panel by clicking and dragging the column header to your preferred location. Each column on the Vessels panel features a dropdown menu of column options.

To access the column menu, click the arrow that appears when you roll over any column header in the Vessels table. The Default Layout option displays the default columns in their default position, hiding all optional columns. The Columns option allows you to select the columns to be included in the display. The following table lists the columns that are available.

Vessels Panel Columns

Column	Description
Line	A unique number identifying this row in the Vessels table. The QAD GTTE application automatically assigns this value.
Vessel	The type of vessel.
Carrier	Carrier associated with the vessel.
Depart	The place that the vessel departs from.
Depart Pier	Departure pier of the vessel.
Depart Date	The date on which the vessel departs.
Arrive	Destination of the vessel. To view a list of available locations, click the lookup icon to the right of the field.
Arrive Pier	Arrival pier of the vessel.
Arr. Date	Arrival date of the vessel.
Reference	A reference for the vessel, also known as the voyage number.

To add or remove content from the Vessels table, use the Add Vessel, Update Vessel, and Delete Vessel icons below the table.

The Vessels window contains the following fields:

Vessel

To view a list of available vessel names, click the lookup icon to the right of the field.

Carrier

To view a list of carriers, click the lookup icon to the right of the field.

Depart

To view a list of departure locations, click the lookup icon to the right of the field. When you specify a particular port, a code number representing that port appears in the Depart column of the corresponding row in the Vessels table.

Depart Pier

Select the pier that the vessel departs from.

Depart Date

To select a particular date, click the calendar icon to the right of the field.

Arrive

To view a list of available arrival locations, click the lookup icon to the right of the field. When you specify a particular port, a code number representing that port appears in the Arrive column of the corresponding row in the Vessels table.

Arrival Pier

Select the pier that the vessel is expected to arrive at.

Arrival Date

To select an arrival date, click the calendar icon to the right of the field.

Reference

Specify a reference.

The Containers panel enables you to add container information to the shipment. It consists of a Containers table, with a row for each container that relates to the shipment.

There are a number of columns at the top of the table. You can resize the width of a column. You can also move columns into different positions on the Containers panel by clicking and dragging the column header to your preferred location. Each column on the Containers panel features a dropdown menu of column options. To access the column menu, click the arrow that appears when you hover over any column header on the Containers panel.

The Default Layout option displays the default columns in their default position, hiding all optional columns.

The Columns option allows you to select the columns to be included in the display. The following table lists the columns that are available.

Containers Panel Columns

Column	Description
Sequence	A unique number identifying this row in the Containers table. The GTTE application automatically assigns this value.
Reg. Num	The registration number of the container.
Type	The container type; for example, an open twenty-foot container or a refrigerated forty-foot container.
Seal	The container seal number.
Asset	The asset transporting the container; for example, a truck or a ship.
Nationality	The country of origin of the container.

To add or remove content from the Containers table, use the Add Container, Update Container, and Delete Container icons below the table.

The Containers window contains the following fields:

Reg. Num

The registration number of the container.

Type

To view a list of available container types, click the lookup icon to the right of the field. The container type details the packing attributes of the container.

Seal

The container seal number.

Asset

The asset transporting the container.

Nationality

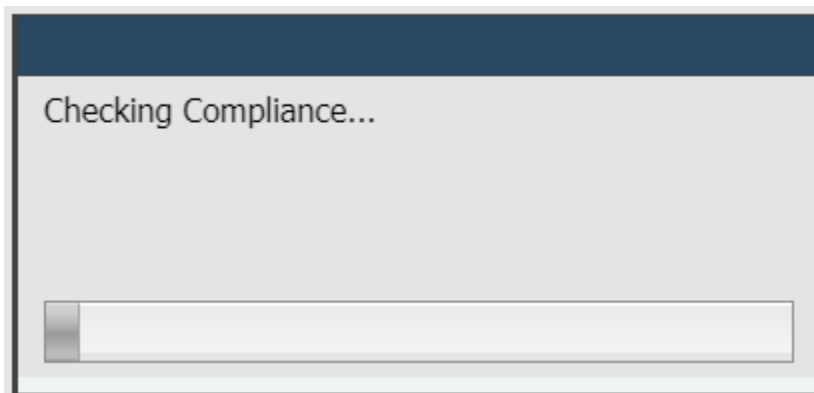
The country in which the ship is registered, if applicable.

Run Compliance Task

You can automatically perform a compliance check using the Run Compliance Workflow task. To begin a check, select a record in the transaction grid and double-click the Run Compliance task.

The Checking Compliance window displays. When the process is complete, a green check  displays beside the Run Compliance task.

Run Compliance



Shipment Charges Task

The Shipment Charges task allows you to enter basic charge information against a shipment.

You can also access the **Shipment Charges** screen directly from menu option QSHSO.

Use the fields in the Buying Charge and Selling Charge sections to add buying charges and selling charges to the shipment.

The buying charge is the amount that you, the shipper, pay the carrier for shipping the item. The selling charge is the amount that you, the shipper, charge the buyer for shipping the item. This amount differs from the buying charge when the buying charge includes a markup in costs.

Code

Specify a charge code. Charge codes are maintained in option CH.

Description

This field updates automatically based on the value of the Code field, and contains the charge code description listed in option CH. You can update this field.

Cost

Specify the value of the charge for this shipment.

Prt on Invoice

If you want this charge to appear on the shipment invoice, then select this field.

To add the charge to the shipment, click Save. The charge appears in the Shipment Charges grid.

To update an existing shipment charge, select the charge in the Shipment Charges grid. Edit the details and click Update.

You can also update additional details about the shipment charge by clicking the Additional Details link in the Buying Charge or Selling Charge sections. The Additional Details link is not available when you are creating a charge. It is only available when you are updating a charge. Use the Additional Details link to access a pop-up window that allows you to update additional shipment charge details.

View Compliance Status Task

After you run a compliance check, you can then review the results using the View Compliance Status task.

Note You must complete the Run Compliance task to access the View Compliance Status task.

View Compliance Status Window

The screenshot shows the 'View Compliance Status' window. At the top, there is a 'Jump to...' dropdown and a toolbar with icons for 'Recheck', 'Recheck All', 'PDF', and 'History'. The main area is divided into two panes. The left pane, titled 'Compliance Checks', lists several checks: (ITC-INTEG) ITC Data Integrity checks (failed), (DPL) Denied Party check (passed), and (IEBC) Embargoed Countries IM (failed). The right pane displays a table of results for these checks.

Check	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
PARTNER_VALID_ITC_SFC	2021/04/28	09:14:22 GMT			
PRODUCT_VALID_CODE_ITC	2021/04/28	09:14:22 GMT			
PRODUCT_VALID_ITC_CLASSIFICATI...	2021/04/28	09:14:22 GMT			
PRODUCT_VALID_PRICE_ITC	2021/04/28	09:14:22 GMT			
SUPPLIER_ACTIVE_ITC	2021/04/28	09:14:22 GMT			

Below the table, there is a section for 'Item Line: 10' showing 'Product 'PROD01' is valid.' and 'Item Line: 20' showing 'Product 'PROD02' does not exist.' A 'Legend' pane on the left lists status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning), Failed (red X), Failed Manually (red X with 'M'), Under Review (red clock), and Disabled (greyed out).

For more information on this window, see [Compliance Results on page 982](#) in the Trade Compliance section of the online help.

Scan, Pack and Ship: Standard Packing

You use Scan, Pack and Ship to record packing information as you pack. The application can capture shipment packing information input from:

- Mouse input
- Electronic weight scales
- Barcode scanners

Packing Approaches

There are two configurable approaches to packing. In Standard Packing mode, you record the packing information for a shipment as the items arrive at the packing station. In Consolidation Packing mode, items from multiple transactions arrive at the packing station and as you pack the items, you build a consolidation shipment and record the packing information against this consolidation shipment.

This chapter deals with packing in Standard Packing mode. If your organization uses standard packing, it means that all the items you pack are associated with a shipment when they arrive for packing.

Example Your organization supplies computer items to large wholesale customers. Your customers send in orders, which are received and organized into shipments. The items for each shipment are then gathered, and scanned and packed for shipping.

The scan, pack, and ship functionality in Standard Packing mode allows you to record packing information for these existing shipments. When you bring up a shipment for packing, the application displays the unpacked items belonging to the shipment as available for packing.

Note Your administrator can also configure Standard Packing mode to reference other transaction types. However, in this document, Standard Packing mode refers to packing existing shipments.

Packing Options

The option you use to open Scan, Pack and Ship in Standard Packing mode depends on the setup of your organization. There are four basic options, which are described and explained in the table below. Depending on your environment, you can also access the scan, pack, and ship functionality using the menu search.

The following table describes the menu options. The description of the interface in this document focuses on the Scan, Pack and Ship option. The other options are similar, but may be better suited for certain packing processes or workflows. [Other Packing Options on page 113](#) describes the particular features of the other options.

Scan, Pack and Ship Shortcuts

Menu Option	Base Menu	Description
SNPKSD and SNPKSH	Scan, Pack and Ship	Standard Packing Demo and Standard Packing Web UI mode are two different flavors of Standard Packing mode. Standard Packing Demo is a configured example of Standard Packing mode, whereas Standard Packing Web UI mode allows the administrator to start configuring from a blank canvas. Whichever of these two options your administrator chooses to use, it enables you to pack shipments and perform any configured tasks.
SNPKPS	Scan and Pack	Standard Packing Station. At a packing station, items for a shipment arrive on a line. The goods are packed, packing information is recorded, each pack is sealed, and content labels are printed. The shipment is then sent to a rating station at another location on the line.
SNPKRS	Scan and Rate	Standard Packing Rating Station. The rating station functionality enables you to record pack weight and rating information for packed and sealed shipments. The functionality is used after packing information has been recorded at a packing station.
SNPKWF	Workflow Portal workflow task	Workflow task packing enables you to run the scan, pack, and ship functionality as a workflow task to allow the user to pack the selected shipment. If this has been configured, you run the task from the Workflow Portal Tasks area.

Scan, Pack and Ship

The Scan, Pack and Ship interface typically contains four main areas:

- Shipment toolbar
- Packing area, including:
 - *Packs* tab and *Shipment Details* panel

- *Pack Items* tab and *Pack Maintenance* panel
- *Items to be Packed* panel
- *Scanner Input* panel

Shipment Toolbar

The Shipment toolbar contains a single reference field that enables you to search for a shipment to pack. If you are using a barcode scanner, this field can be automatically populated and a search initiated when you scan a pack belonging to a particular shipment.

The image below displays the buttons and fields that typically appear on the Shipment toolbar. The default toolbar configuration contains a field enabling you to search for a shipment to pack. The first toolbar button allows you to reset the screen. The second button provides you with a status view of the workflow tasks that are assigned to the transaction. The third button allows you to resequence the pack numbers. Other buttons you may see on the toolbar are configured based on the workflow attached to the shipment. The configuration displayed in the image below contains other buttons that allow you to perform shipment workflow tasks. The buttons you see depend on your configuration, as well as the selected shipment; for example, fewer buttons are available if a rated shipment is selected.

Possible Shipment Toolbar Configuration



Packing Area

The Packing area displays the packs and pack items that you have already packed for a shipment. The display changes depending on the tab you select.

Packs Tab

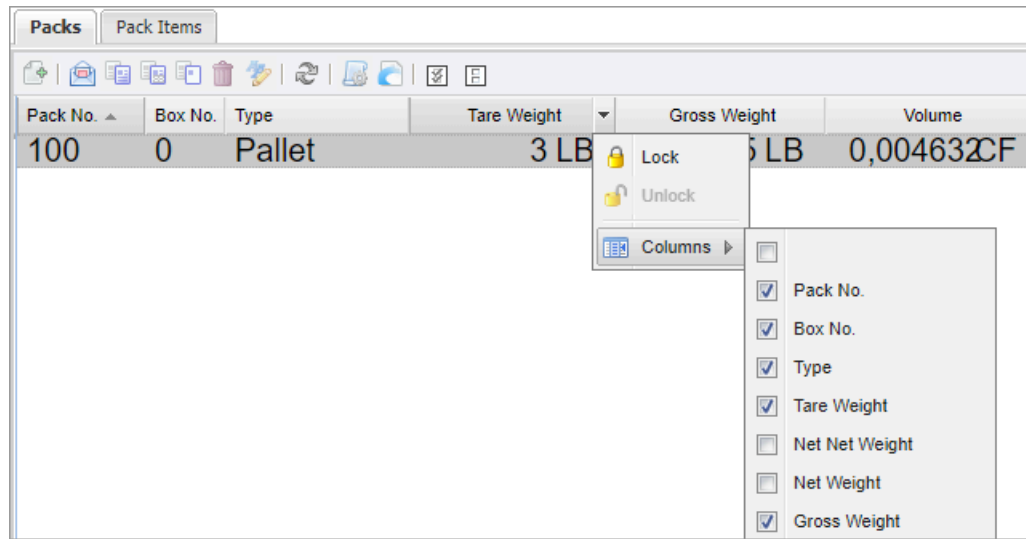
The *Packs* tab enables you to create new packs and add items to them. It displays the packs for the active shipment along with important shipment information. You can configure the display of pack information. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. The columns available are:

Packs Tab Columns

Column	Explanation
Pack No.	The number of the pack.
Box No.	The number of the box.
Type	The type of package used for the items.

Column	Explanation
Tare Weight	The weight of the packing unit into which the goods have been packed.
Net Net Weight	Weight (mass) of the goods themselves without any packing.
Net Weight	Actual, computed, or estimated weight of a good without its container and packaging. Gross weight less tare weight equals net weight.
Gross Weight	Weight of the packing unit, packaging, and goods.
Volume	Volume of the packing unit.
Dimensions	The length, width, and height of the packing unit.
Tracking Number	The number associated with the shipment, used to track it.
Additional Reference	An additional reference, generally configured according to company needs.
Total Pack Quantity	The number of items in a pack.
Related Box No.	The box number of another pack where the contents is related to this pack.
Closed	A pack status.
Pack Status	The status of the pack.
Dry Ice	The packing unit contains dry ice—a solid form of carbon dioxide, used primarily as a coolant. This flag is saved on the pack records; it does not affect the base documents.
Hazardous	The packing unit is considered hazardous to transport. It contains a material that, when transported in a particular amount and form, poses an unreasonable risk to health and safety or property. Hazardous material may include an explosive, radioactive material, etiologic agent, flammable or combustible liquid or solid, poison, oxidizing or corrosive material, and compressed gas. This flag is saved on the pack records; it does not affect the base documents.
Wet ice	The packing unit contains wet ice—frozen water in crushed or cubed form. This flag is saved on the pack records; it does not affect the base documents.

Packs Tab Display



The table below displays the toolbar buttons on the *Packs* tab and describes the function of each one.

Pack Toolbar Buttons

Button	Function
	Create pack. This is the first step you take when you want to pack items. When you click this button, the Pack Items tab is automatically displayed.
	Open selected pack. Open an existing pack you have selected in the pack list. You can also open the pack by double-clicking it.
	Copy selected pack. All pack information is copied. If there are insufficient unpacked items available to copy the selected pack, the pack is not copied and a message is displayed. If you hold down the Ctrl key and click this button, you are prompted for the number of duplicate packs that are to be created.
	Copy selected pack – Infinite. Continue to copy an existing pack until there are insufficient items to copy the pack again.
	Copy selected pack header. Copy the pack header information, including weight, dimensions, and type. However, no items are packed. The copy pack header button creates a duplicate pack with weight and volume overrides. If you hold down the Ctrl key and click this button, you are prompted for the number of duplicate packs that are to be created.
	Delete selected packs.

Button	Function
	Update box number. Update the box number to be in sequence with the other box numbers. This is useful if you have deleted some packs and there are box numbers missing.
	Refresh shipment.
	Seal pack. Seal the pack you have added items to. You can no longer add items to the pack unless you unseal it again. When you seal a pack, a content label can be automatically printed. This is a pack-level extension button.
	Open sealed pack. This is a pack-level extension button.
	Mark pack as rated. The pack is rated and is to be shipped with a particular carrier. This is a pack-level extension button.
	Void pack rating. Remove an assigned rating from a pack. This is a pack-level extension button.
	Mark pack as sealed. This is a pack-level extension button.
	Get Pack Weight. This is a pack-level extension button.
	Select all packs.
	Deselect packs.
	Reprint Content Label. This button is used to print out the contents of a pack, usually when you have made changes to its contents.
	Reprint Carrier Label. This button is used to reprint a carrier label, generally when you have rated a shipment for a second time and assigned a new carrier or if you have changed some of the shipment details that affect the carrier label.

Shipment Details Panel

By default, when you select the *Packs* tab, the *Shipment Details* panel is also displayed. The *Shipment Details* panel contains ship to, ship from, and carrier information. To hide the *Shipment Details* panel, click the arrow on the right of the page.

Shipment Details Panel

Shipment Details

Ship To: Z8801 - Bedford Systems Ltd

City: BEDFORD

City Name: BEDFORD

Zip/Postal: 10507

Country: US

Carrier: QUPS - UPS International

City Name:

Service: UPSUS002 - UPS 2nd Day Air®

Warehouse: A9901:Precision USA, Sales

City Name: CHICAGO

Despatch: 2019/09/09

Client: STGL

Carrier A/C:

Insurance: 0

The set of fields in the *Shipment Details* panel can be filtered by the system administrator. When filtering is activated and you want to view the complete address details for Ship To, Ship From, or Carrier, click in the relevant text field. The complete address is displayed in a pop-up frame for three seconds.

Pack Items Tab

The *Pack Items* tab displays the item lines you have added to a pack. You can configure the information displayed for each pack item. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. The table below displays the *Pack Items* toolbar buttons and describes the function of each.

Pack Items Toolbar Buttons

Button	Function
	Close pack.
	Close pack without saving.
	Edit pack line quantity.
	Delete selected pack items.

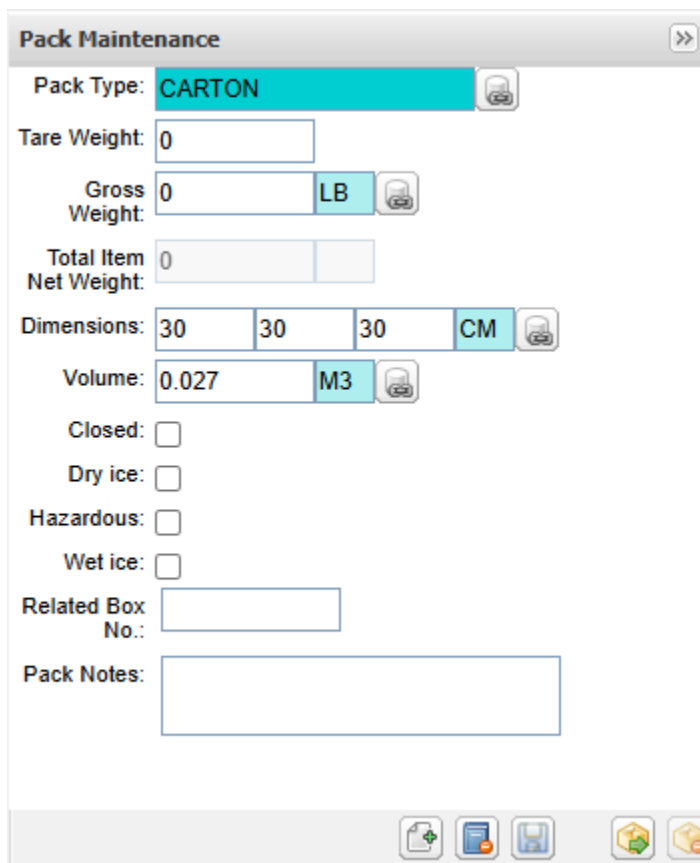
Button	Function
	Select all pack items.
	Deselect pack items.

Note Depending on your configuration, other buttons may be available.

Pack Maintenance

By default, when you select the *Pack Items* tab, the *Pack Maintenance* panel is also displayed. To hide the *Pack Maintenance* panel, click the arrow on the right of the page.

Pack Maintenance



The screenshot shows the 'Pack Maintenance' panel with the following fields and values:

- Pack Type:** CARTON (with a unit icon)
- Tare Weight:** 0
- Gross Weight:** 0 (with a unit dropdown set to LB and a unit icon)
- Total Item Net Weight:** 0
- Dimensions:** 30, 30, 30 (with a unit dropdown set to CM and a unit icon)
- Volume:** 0.027 (with a unit dropdown set to M3 and a unit icon)
- Closed:** ☐
- Dry ice:** ☐
- Hazardous:** ☐
- Wet ice:** ☐
- Related Box No.:** (empty text field)
- Pack Notes:** (empty text area)

At the bottom of the panel, there are several icons for file operations: a plus sign, a document with a checkmark, a document with a red X, a folder, and a box with a plus sign.

The pack header information defaults from the pack master record. The *Pack Maintenance* panel allows you to make changes to a pack header. For example, if you have specified a weight in kilograms, you can change the unit of measure to grams. You can make changes to any field. Before doing this, however, note that every time you add items to a pack, the total gross weight and volume are updated as a running total in the pack header. When you manually add a weight or volume, this is a manual

override and is used instead of the running total based on the items in the pack. The sum of the weight and volume from all the packs on the transaction is displayed in the top right corner of the page.

Important When you override a weight, volume, or dimension, the running total is lost and is no longer updated as additional items are added to the pack.

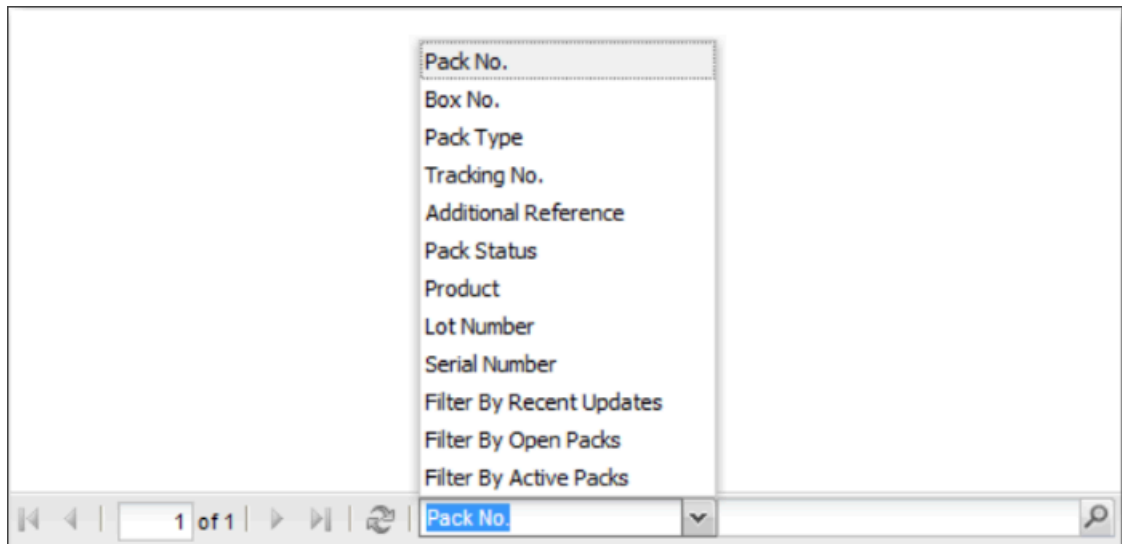
The buttons at the bottom of the *Pack Maintenance* panel allow you to clear the overrides you have entered, create a new pack, or save a pack. Depending on your configuration, other buttons may also be available.

Packs Navigation Toolbar

The navigation toolbar at the bottom of the pack list or the pack items list allows you to navigate the list. If a list runs over multiple pages, the navigation arrows enable you to navigate from page to page.

The *Refresh* button enables you to display any new packs or pack items added to the system. You can also filter the list to display a list of items based on certain criteria, as displayed in the image below. When you apply a filter, a filter button is displayed instead of the *Search* field. You can also enter specific information in the Search field and click the lookup button or press Enter.

Packs Navigation Toolbar



Items to be Packed Panel

The *Items to be Packed* panel displays the items that are available to pack for a shipment. You can select items and add them to the packs in the *Packs* panel.

Items List

When you load a shipment, the items list displays all shipment lines available for packing. By default, the *Packing* field is highlighted. In the *Packing* field, you can type the quantity of items you want to pack. You can configure the information displayed in the items list. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. Your layout is saved automatically. It is recommended that you always display the *Packing* field.

Items to be Packed Panel

Items to be Packed Toolbar Buttons

When you display a shipment for packing, the buttons on the toolbar offer various packing options. The table below displays a typical toolbar setup and describes the function of each button.

Items To Be Packed Toolbar Buttons

Button	Function
	Append to pack. When you specify a quantity of items in the Packing field, this button adds the items to the current open pack.
	Append all available items to pack. Add all available unpacked items to the current open pack. If you have applied a filter to the items list, only items that match the filtering criteria are appended.
	Auto Pack Available Items – Maximum Equal Product Quantity Split. You are prompted for the number of packs to use when splitting the unpacked items. The unpacked quantity of each product is summed and divided equally between the packs. Where the unpacked quantity cannot be split equally between the packs, the system determines the amount of stock that can be equally split between the packs. The remaining stock remains unpacked. It is assumed that a single unit of stock cannot be split during the packing process. If you have applied a filter to the items list, only items matching the filtering criteria are auto-packed.
	Auto Pack Available Items – Maximum Product Quantity Split. You are prompted for the number of packs to use when splitting the unpacked items. The unpacked quantity of each product

Button	Function
	<p>is summed and divided between the packs. For example, an order contains three items:</p> <ul style="list-style-type: none"> • Product A – 10 • Product B – 5 • Product C – 15 <p>If you want to create 5 packs, each pack contains:</p> <ul style="list-style-type: none"> • Product A – 2 • Product B – 1 • Product C – 3 <p>Where the unpacked quantity cannot be split equally between the packs, the system determines the amount of stock that can be equally split between the packs and the remaining stock is split as equally as possibly between the packs. It is assumed that a single unit of stock cannot be split during the packing process. If you have applied a filter to the items list, only items that match the filtering criteria are auto-packed.</p>
	<p>Assign packing quantity to available quantity. Set the quantity in the packing field to the total quantity remaining to be packed for this shipment line.</p>
	<p>Increment packing quantity by one. Increase by one the quantity in the packing field for the selected shipment line. If you hold down the Ctrl key and click this button, you are presented with a pop-up frame; use it to change the quantity by which the packing quantity number is incremented.</p>
	<p>Assign packing quantity to zero. Set the quantity in the packing field to zero.</p>
	<p>Select all items. Select all shipment lines in the Items to be Packed list.</p>
	<p>Deselect items. Deselect all shipment lines in the Items to be Packed list.</p>
	<p>Auto Pack Available Items – Item Inner/Outer Quantity Split. You can specify inner and outer pack quantities and types to use when packing shipment items. This automatic packing facility generates an inner pack for the specified quantity of inners and divides the items between the generated packs. It generates an outer pack for the specified quantity of outers and divides the inner packs between the generated outer packs. For example, you can pack 20 cigars into a box and 20 boxes are loaded onto a palette. You are shipping 400 cigars. In this</p>

Button	Function
	<p>case, the box is the inner quantity and the palette is the outer quantity. When you click this button, 20 boxes of 20 cigars are automatically packed. When you apply filtering to the Items to be Packed panel, only items that match the filtering criteria are considered during the auto packing process. Important The outer packing functionality is not currently implemented.</p>
	<p>Auto Pack Available Items – Master Inner/Outer Quantity Split. When configured, this button enables you to split inner and outer pack quantities/types against a product in a preconfigured way. This button is only used if you always put the same number of units into an inner and the same number of inners into an outer. When you apply filtering to the Items to be Packed panel, only items that match the filtering criteria are considered during the auto packing process. Important The outer packing functionality is not currently implemented.</p>
	<p>Auto Pack Available Items – Maximum Quantity Split. When configured, this button enables you to enter the number of packs to use to pack the remaining unpacked items, ignoring whether the products are the same. The unpacked items are then summed and divided between the packs. For example, an order contains three items:</p> <ul style="list-style-type: none"> • Product A – 10 • Product B – 5 • Product C – 15 <p>If you want to create 5 packs:</p> <ul style="list-style-type: none"> • The first pack contains 6 of Product A. • The second pack contains the remaining 4 of Product A and 2 of Product B. • The third pack contains the remaining 3 of Product B and 3 of Product C. • The other two packs each contain 6 of Product C. <p>If the unpacked quantity cannot be split equally between the packs, the system determines the amount of stock that can be equally split between the packs and the remaining stock is split as equally as possibly between the packs. By default, a single unit of stock cannot be split during the packing process. When you apply filtering to the Items to be Packed panel, only items that match the filtering criteria are considered during the auto packing process.</p>

When you use auto packing functionality, any active filters are applied to packing operations. For example, if a shipment contains multiple orders but you want to pack each order separately, filter by each order reference before executing the auto packing functionality.

Items to be Packed Navigation Toolbar

The navigation toolbar at the bottom of the *Items to be Packed* panel allows you to navigate the list of items. If you are packing a shipment that consists of many items running over multiple pages, the navigation arrows enable you to navigate from page to page. The *Refresh* button enables you to display any new items that have been added to the shipment.

You can also filter the list to display items based on certain criteria, such as the reference, order number, or product. Select the criteria you want to search for, enter the number in the *Search* field, and press Enter or click the lookup button.

Application Time Out

If you leave the application for too long, the session times out and you must log in again to continue. However, you do not lose your work in Scan, Pack and Ship.

Scanner Input

You can use a scanner to enter data and perform actions instead of the keyboard and mouse.

Scanner Input Panel

To receive information from a scanning system, a *Scanner Input* toolbar is displayed.

Scanner Input

The screenshot displays the 'Scanner Input' panel. At the top, a list of items to be packed is shown with columns for Shipment Reference, Pack Type, Tare Weight, Gross Weight, Weight UOM, Dimension 1, Dimension 2, Dimension 3, Dimension UOM, Volume, and Volume UOM. Below this list is a search dropdown menu with the following options: Pack by Product, Pack by Serial No., Pack by Lot No., and Pack by Batch No. The 'Pack by Product' option is currently selected. At the bottom of the panel, there is a 'Barcode' field containing 'A199-A', a 'Context' dropdown menu also set to 'Pack by Product', and a 'Packed Item using PRODUCT: [A2000001]' field.

To scan items, select a context for the barcode, as displayed in the image above, and place the cursor in the *Barcode* field. When the *Barcode* field has focus, you can also modify the barcode context by using the Ctrl+Up or Ctrl+Down keys to scroll through the available barcode contexts. Use Ctrl+Enter to advance the scanner context to the next configured context.

Note When the *Order*, *Shipment*, *Barcode*, or *Pack Type* field has focus, you can also use the Up and Down keys to scroll through the last 20 entries to this field during this session.

Serial Number Controlled Scanning

If you are packing by serial number, you are prompted for a serial number when you scan an item code that is serial controlled. In this case, simply scan the appropriate serial number for the item.

When working with predefined serial numbers, you can change the scanner context to Pack By Serial No. This allows you to scan the serial numbers without scanning the item code. Based on the scanned serial number, the system determines the item on the shipment that has been allocated the scanned serial number.

Note If two item lines on the same shipment have the same predefined serial number, the system is unable to determine the specific item that the serial number relates to.

Packing Shipments

The following steps are a basic guideline to follow when packing a shipment. You can use the functionality described in the previous sections to perform more advanced steps or to change pack items and information.

Packing a Standard Shipment

1. Items arrive for packing at the packing station. Use a scanner to scan the shipment reference, or in the *Shipment Reference* lookup field, type the reference number of the shipment you want to pack and press Enter or click the lookup button to search for the shipment. The shipment is loaded. Any packs that already exist for the shipment are displayed in the *Packs* panel. Unpacked items are displayed in the *Items to be Packed* panel. To receive information from a scanning system, a *Scanner Input* toolbar is displayed.
2. To create a new pack for the items, in the *Packs* panel, click the *New Pack* button. The *Pack Lines* tab is automatically displayed. Alternatively, you can double-click an existing pack in the pack list to add additional packing information.

Note The pack type, weight, dimension, and volume of the new pack are automatically set based on the selected master pack type. You can change these defaults in the *Pack Maintenance* panel.

3. In the *Items to be Packed* panel, click the shipment line you want to pack.

- Double-click in the *Packing* field and specify the quantity of items to pack.

Note In this example, you add shipment lines to the pack manually. You can also use the toolbar packing buttons to pack items in different ways.

- To add the items to the pack, click the *Append to pack* button. Alternatively, double-click the shipment line. The items are added to the open pack.
- To close the current pack, choose the *Packs* tab. Alternatively, in the *Pack Maintenance* panel, you can click the *Create a new pack* button.
- When the pack is complete and closed, seal the pack. You can record that it is sealed by clicking the *Seal Pack* button.

Note At this point, a content label for your pack may be printed automatically. To print a content label at any time, you can click the *Reprint Content Label* button if it is available on the screen.

Deleting Packed Items

- To remove item lines from a pack, select the item lines and click the *Delete selected pack line(s)* button. This removes the pack line and makes the items available for packing.
- To remove a pack, select the pack and click the *Delete selected pack(s)* button. The pack is deleted and the contents of the pack are made available for packing.

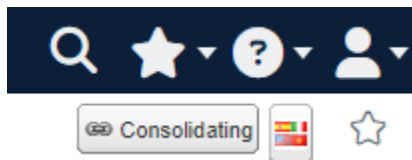
Note You cannot remove items from a sealed pack.

Consolidation Shipments

There may be times when you want to take items from another shipment and add them to your current shipment. Alternatively, you may not be able to pack all the items on your shipment because they are not available. For any scenarios where you want to add or remove items from your shipment, you can use the Consolidate and Ship functionality.

If you have permission to perform this function, a link is displayed in the top-right corner of the screen, as displayed in the image below. For more details, see the [Consolidate and Ship on page 453](#) section.

Consolidating Link



Shortcut Keys

The table below contains a list of keyboard shortcuts you can use with the scan, pack, and ship functionality.

Scan, Pack and Ship Keyboard Shortcuts

Key Combination	Function
CTRL+0	Set the focus to the Barcode field.
CTRL+1	Create new shipment. This shortcut is only used in Consolidation Packing mode.
CTRL+2	Save shipment.
CTRL+3	Available for configuration.
CTRL+4	Available for configuration.
CTRL+5	Refresh screen.
CTRL+6	Refresh shipment and orders.
CTRL+7	Create new pack.
CTRL+8	Close pack.
CTRL+9	Set the barcode context to Pack by Product.

Other Packing Options

If your organization does not run the standard Scan, Pack and Ship area for Standard Packing, it is likely that one of these two options is used:

- Scan and Pack and Scan and Rate—a packing station screen and a separate rating station screen.
- Packing as a workflow task—packing your shipment is a workflow task associated with your shipment in the Workflow Portal.

Packing Station

The Scan and Pack and Scan and Rate options split Scan, Pack and Ship into two areas. The functionality and buttons that you see in *Scan and Pack* depend on the workflow being used by your organization. This section describes a typical configuration from a user perspective.

To open *Scan and Pack*, enter SNPKPS in the menu search and press Enter.

As with Scan, Pack and Ship, the screen contains the following areas.

- Shipment toolbar
- Packing area
- *Items to be Packed* panel
- *Scanner Input* panel

However, in the toolbar and in the Packing area, there are no rating and pack weight buttons because this functionality is typically on the *Scan and Rate* page.

Packing Station Workflow

The basic packing workflow is described in [Packing a Standard Shipment on page 111](#).

Rating Station

The functionality and buttons that you see in *Scan and Rate* depends on the workflow being used by your organization. This section describes a typical Scan and Rate configuration from a user perspective.

To open *Scan and Rate*, enter SNPKRS in the menu search and press Enter.

In *Scan and Rate*, the *Packs* tab displays the packs for the active shipment along with important pack information. The buttons do not allow you to maintain a shipment, because shipment packs arriving at the rating station are already sealed. However, you can print and reprint carrier labels, and you may be able to reprint content labels. You can also rate the pack by getting its weight.

Rating Station Workflow

A typical workflow is described in the following steps:

1. Packs on a shipment arrive at the rating station after they have been sealed.
 2. The rating station user scans the pack number off the box. On the *Scan and Rate* page, the shipment containing that pack is automatically loaded.
- Note** The user scans a content label that has already been printed at the packing station.
3. The user puts the pack on a weighing scale and presses a button on the scale to get the pack weight. This information is relayed to the *Scan and Rate* application.
 4. The pack weight is recorded and added to the shipment weight running total. The pack status is also updated to reflect that the weight has been recorded.
 5. The user prints a carrier label for the pack. Some systems are configured to automatically print a carrier label after the pack weight has been captured.

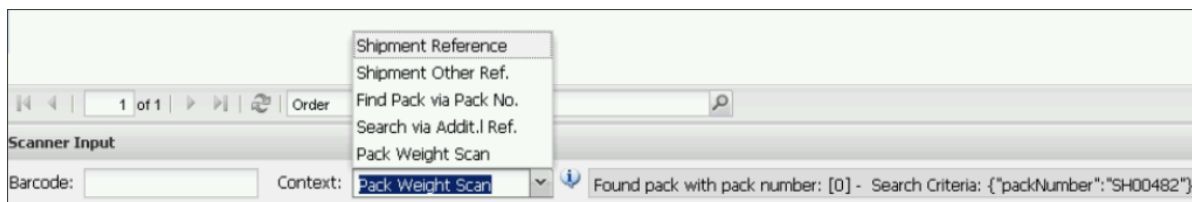
How the Scanner Works at a Rating Station

In the *Scanner Input* panel, the following contexts are typically available in the *Context* list:

- Shipment Reference

- Shipment Other Ref.
- Find Pack via Pack No.
- Search via Addit.I Ref.
- Pack Weight Scan

Rating Station Barcode Contexts



The following steps describe the rating process using a barcode scanner and a weighing scale in Scan and Rate:

1. The scanner context generally defaults to Find Pack via Pack No.
2. When the user scans the pack number, the shipment containing the pack is loaded.
Note By default, it is also possible to manually type the pack number in the *Barcode* field.
3. The scan context automatically changes to Pack Weight Scan.
4. When the user captures the weight, the screen is updated to reflect the captured pack weight and the updated shipment total weight. The pack information on the *Packs* tab changes color, as displayed in both images below. The shipment weight running total on the top right of the screen is also updated.

Pack Display Before Weight Scan

Pack No. ▲	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number
5506	1	CARTON	0,2 KG	7,21 KG	27000 CC	30 * 30 * 30 CM	

Pack Display After Weight Scan

Pack No. ▲	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number
5506	1	CARTON	0,2 KG	23 KG	27000 CC	30 * 30 * 30 CM	

5. The carrier label is printed with the correct pack weight.

The Find Pack via Pack No. scan context is automatically selected and the user can repeat the procedure for the next pack.

Packing as a Workflow Task

In some organizations, packing is run as a workflow task from the Workflow Portal. In this case, the Packing screen is very similar to the *Scan, Pack and Ship* page. However, because you are running Packing as a single task, there is no Shipment toolbar because the shipment is already selected in the Workflow Portal.

There are no shipment extension buttons because these are run as separate tasks in the Workflow Portal. The exact setup of the packing workflow screen depends on how your system is configured.

Workflow Portal Tasks Area

Tasks				
Main AES All Requisite				
Status	Note	Description	Completed By	
☐		Created by		
		Address Change	SANA_ADMIN	
		Documents	QCONFIG	
		Manifest	QCONFIG	
☐		Rate Shop		
		Details	QCONFIG	
		Packing	QCONFIG	

Sample Packing Workflow Task

Scan>Pack>Ship WF Task

Packs Pack Items

New

Pack No. ▲	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number
18657	1	CARTON	0 LB	0.4624 LB	500 CM3	10 * 5 * 10 CM	

1 of 1 | Pack No. | Displaying 1 - 1 of

Items to be Packed

Order	Line	Product	Packing	Available	Packed	Shipping	Ordered	Serial	Lot	Batch	Manufa...	Expiry	Unit Gross Weight
1	10	10086699	0 EA	1 EA	1 EA	2 EA	0 EA						100 KG

1 of 1 | Order |

Scan, Pack and Ship: Consolidation Packing

You can use Scan, Pack and Ship to record packing information as you pack. The application can capture packing information input from:

- Mouse input
- Electronic weight scales
- Barcode scanners

Packing Approaches

There are two configurable approaches to packing. In Standard Packing mode, you record the packing information for a shipment as the items arrive at the packing station. In Consolidation Packing mode, items from multiple transactions arrive at the packing station and as you pack the items, you build a consolidation shipment and record the packing information against this consolidation shipment.

This section deals with packing in Consolidation Packing mode. If your organization uses consolidation packing, it means that the items you pack are part of an order when they arrive for packing. As you pack the items, you add them to a consolidation shipment. When the packed goods leave the packing station, they are now part of this consolidation shipment.

Example Your organization supplies computer items to large wholesale customers. Your customers send in orders, which are received. The items for each orders are then gathered. When the order reference is scanned, you are prompted for a shipment number before the items can be packed. The items are then added to the consolidation shipment, which is either an existing or new shipment.

In Consolidation Packing mode, you generate new consolidation shipments by selecting and recording packing information for order items. Unpacked order items are displayed as available for packing. As you record packing information for an order, the items are packed and new shipments are generated. You can pack multiple orders into a single shipment or multiple orders into multiple shipments. When you consolidate multiple orders into a single shipment, packing restriction criteria may be configured by the administrator to restrict the orders you can mix.

Note Your administrator can also configure Consolidation Packing mode to reference other transaction types. However, in this documentation, Consolidation Packing mode refers to packing order lines and assigning them to new consolidation shipments.

Packing Options

There are two options available to the administrator for configuring Scan, Pack and Ship in Consolidation Packing mode. The options are described and explained in the table below. However, the administrator will only configure one of the options so the user only needs to know how to open Scan, Pack and Ship.

Scan, Pack and Ship Options

Menu Option	Base Menu	Description
SNPKCD	Scan, Pack and Ship	Consolidation Packing Demo configuration is a sample configuration that gives an administrator a starting point when configuring packing.
SNPKCS	Scan, Pack and Ship	Consolidation Packing Web UI mode is the developer configuration for Consolidation Packing, giving a blank canvas with which to work.

Scan, Pack and Ship

The Scan, Pack and Ship interface typically contains four main areas:

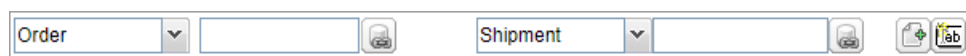
- Shipment toolbar
- Packing area, including:
 - *Packs* tab and *Shipment Details* panel
 - *Pack Items* tab and *Pack Maintenance* panel
- *Items to be Packed* panel
- *Scanner Input* panel

Shipment Toolbar

The Shipment toolbar contains two lookup fields. One field enables you to search for an order to pack. If you are using a barcode scanner, this field can be automatically populated and a search initiated when you scan a particular order reference. The other field enables you to enter an existing or new consolidation shipment to add the order to.

The image below displays the buttons and fields that typically appear in the Shipment toolbar. In addition to the two lookup fields, the first toolbar button allows you to reset the screen. The second button provides you with a status view of the workflow tasks that are assigned to the transaction. The third button allows you to resequence the pack numbers. Other buttons you may see on the toolbar are configured based on the workflow attached to the consolidation shipment.

Default Shipment Toolbar

**Packing Area**

The packing area displays the packs and pack items that you have already packed for a consolidation shipment. The display changes, depending on the tab you select. If you have not loaded a consolidation shipment, this area is empty.

Packs Tab

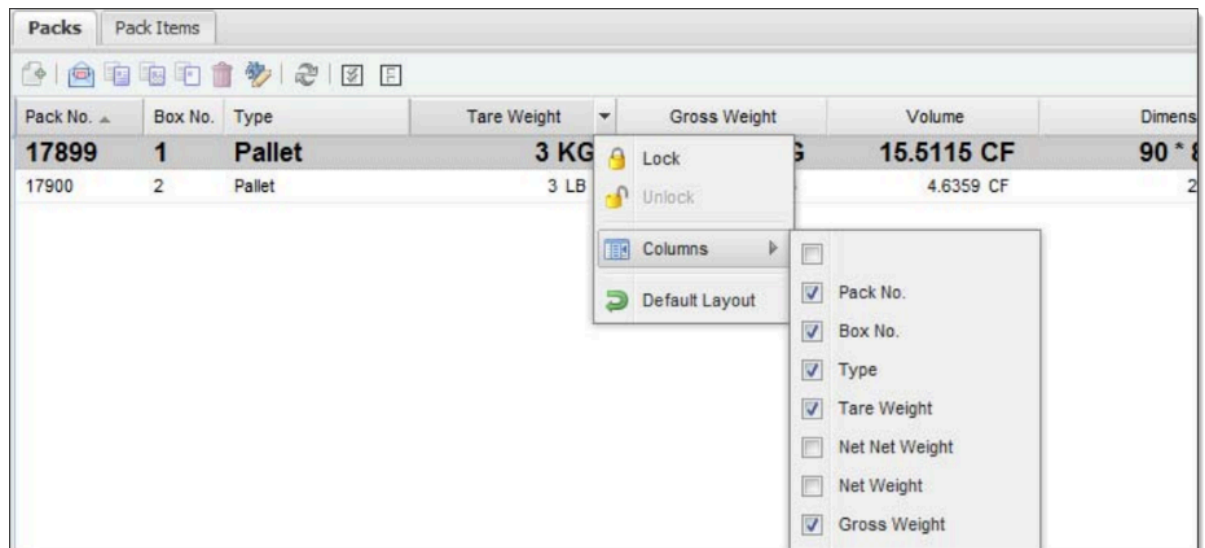
The Packs tab enables you to create new packs and add items to them. It displays the packs for the active consolidation shipment along with important shipment information. You can configure the display of pack information. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. The columns available are:

Packs Tab Columns

Column	Explanation
Pack No.	The number of the pack.
Box No.	The number of the box.
Type	The type of package used for the items.
Tare Weight	The weight of the packing unit into which the goods have been packed.
Net Net Weight	Weight (mass) of the goods themselves without any packing.
Net Weight	Actual, computed, or estimated weight of a good without its container and packaging. Gross weight less tare weight equals net weight.
Gross Weight	Weight of the packing unit, packaging, and goods.
Volume	Volume of the packing unit.
Dimensions	The length, width, and height of the packing unit.
Tracking Number	The number associated with the consolidation shipment, used to track it.
Additional Reference	An additional reference, generally configured according to company needs.
Total Pack Quantity	The number of items in a pack.

Column	Explanation
Closed	A pack status.
Pack Status	The status of the pack.
Dry Ice	The packing unit contains dry ice—a solid form of carbon dioxide, used primarily as a coolant. This flag is saved on the pack records; it does not affect the base documents.
Hazardous	The packing unit is considered hazardous to transport. It contains a material that, when transported in a particular amount and form, poses an unreasonable risk to health and safety or property. Hazardous material may include an explosive, radioactive material, etiologic agent, flammable or combustible liquid or solid, poison, oxidizing or corrosive material, and compressed gas. This flag is saved on the pack records; it does not affect the base documents.
Wet ice	The packing unit contains wet ice—frozen water in crushed or cubed form. This flag is saved on the pack records; it does not affect the base documents.

Packs Tab Display



The table below displays the toolbar buttons in the *Packs* tab and describes the function of each one.

Pack Toolbar Buttons

Button	Function
	Create pack. This is the first step you take when you want to pack items. When you click this button, the Pack Items tab is automatically displayed.
	Open selected pack. Open an existing pack you have selected in the pack list. You can also open the pack by double-clicking it.
	Copy selected pack. All pack information is copied. If there are insufficient unpacked items available to copy the selected pack, the pack is not copied and a message is displayed. If you hold down the Ctrl key and click this button, you are prompted for the number of duplicate packs that are to be created.
	Copy selected pack – Infinite. Continue to copy an existing pack until there are insufficient items to copy the pack again.
	Copy selected pack header. Copy the pack header information, including weight, dimensions, and type. However, no items are packed. The copy pack header button creates a duplicate pack with weight and volume overrides. If you hold down the Ctrl key and click this button, you are prompted for the number of duplicate packs that are to be created.
	Delete selected packs.
	Update box number. Update the box number to be in sequence with the other box numbers. This is useful if you have deleted some packs and there are box numbers missing.
	Refresh consolidation shipment.
	Seal pack. Seal the pack you have added items to. You can no longer add items to the pack unless you unseal it again. When you seal a pack, a content label can be automatically printed. This is a pack-level extension button.
	Open sealed pack. This is a pack-level extension button.
	Mark pack as rated. The pack is rated and is to be shipped with a particular carrier. This is a pack-level extension button.
	Void pack rating. Remove an assigned rating from a pack. This is a pack-level extension button.

Button	Function
	Mark pack as sealed. This is a pack-level extension button.
	Get Pack Weight. This is a pack-level extension button.
	Select all packs.
	Deselect packs.
	Reprint Content Label. This button is used to print out the contents of a pack, usually when you have made changes to its contents.
	Reprint Carrier Label. This button is used to reprint a carrier label, generally when you have rated a consolidation shipment for a second time and assigned a new carrier or if you have changed some of the shipment details that affect the carrier label.

Shipment Details Panel

By default, when you select the *Packs* tab, the *Shipment Details* panel is also displayed. The *Shipment Details* panel contains ship to, ship from, and carrier information. To hide the *Shipment Details* panel, click the arrow on the right of the page.

Shipment Details Panel

Shipment Details

Ship To:

- West Coast Supplies

Address:

55 Cyril Magnin Street

City:

SAN FRANCI

State:

CA

Zip/Postal:

94102

Country:

US

Carrier:

QUPS - UPS International

Address:

City:

State:

Zip/Postal:

The set of fields in the *Shipment Details* panel can be filtered by the system administrator. When filtering is activated and you want to view the complete address details for Ship To, Ship From, or Carrier, click in the relevant text field. The complete address is displayed in a pop-up frame for three seconds.

Pack Items Tab

The *Pack Items* tab displays the item lines you have added to a pack. You can configure the information displayed for each pack item. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. The table below displays the *Pack Items* toolbar buttons and describes the function of each.

Pack Items Toolbar Buttons

Button	Function
	Close pack.

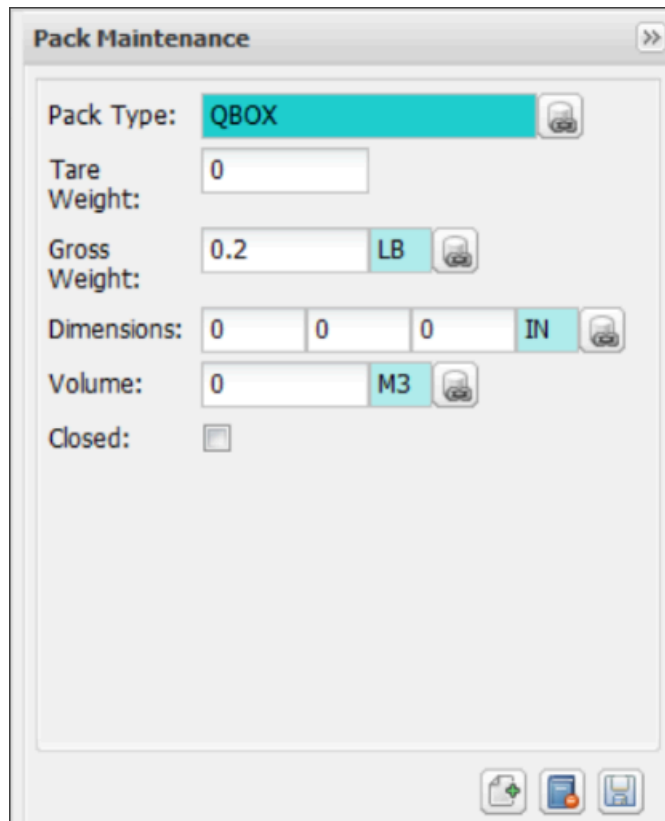
Button	Function
	Close pack without saving.
	Edit pack line quantity.
	Delete selected pack items.
	Select all pack items.
	Deselect pack items.

Note Depending on your configuration, other buttons may be available.

Pack Maintenance

By default, when you select the *Pack Items* tab, the *Pack Maintenance* panel is also displayed. To hide the *Pack Maintenance* panel, click the arrow on the right of the page.

Pack Maintenance



The **Pack Maintenance** dialog box is shown. It contains the following fields and controls:

- Pack Type:** A dropdown menu set to **QBOX** with a selection icon to its right.
- Tare Weight:** A text input field containing the value **0**.
- Gross Weight:** A text input field containing **0.2**, followed by a unit dropdown set to **LB** and a selection icon.
- Dimensions:** Three text input fields, each containing **0**, followed by a unit dropdown set to **IN** and a selection icon.
- Volume:** A text input field containing **0**, followed by a unit dropdown set to **M3** and a selection icon.
- Closed:** A checkbox that is currently unchecked.

At the bottom right of the dialog box, there are three icons: a green plus sign, a blue document with an orange circle, and a blue floppy disk.

The pack header information defaults from the pack master record. The *Pack Maintenance* panel allows you to make changes to a pack header. For example, if you have specified a weight in kilograms, you can change the unit of measure to grams. You can make changes to any field. Before doing this, however, note that every time you add items to a pack, the total gross weight and volume are updated as a running total in the pack header. When you manually add a weight or volume, this is a manual override and is used instead of the running total based on the items in the pack. The sum of the weight and volume from all the packs on the transaction is displayed in the top right corner of the page.

Important When you override a weight, volume, or dimension, the running total is lost and is no longer updated as additional items are added to the pack.

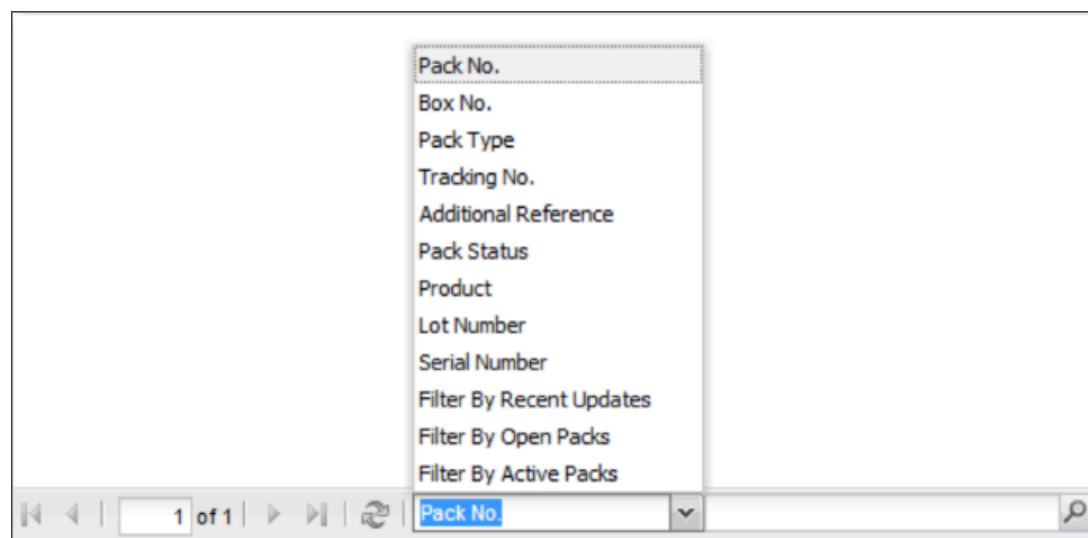
The buttons at the bottom of the *Pack Maintenance* panel allow you to clear the overrides you have entered, create a new pack, or save a pack. Depending on your configuration, other buttons may also be available.

Packs Navigation Toolbar

The navigation toolbar at the bottom of the pack list or the pack items list allows you to navigate the list. If a list runs over multiple pages, the navigation arrows enable you to navigate from page to page.

The Refresh button enables you to display any new packs or pack items added to the system. You can also filter the list to display a list of items based on certain criteria, as displayed in the image below. When you apply a filter, a filter button is displayed instead of the *Search* field. You can also enter specific information in the *Search* field and click the lookup button or press Enter.

Packs Navigation Toolbar



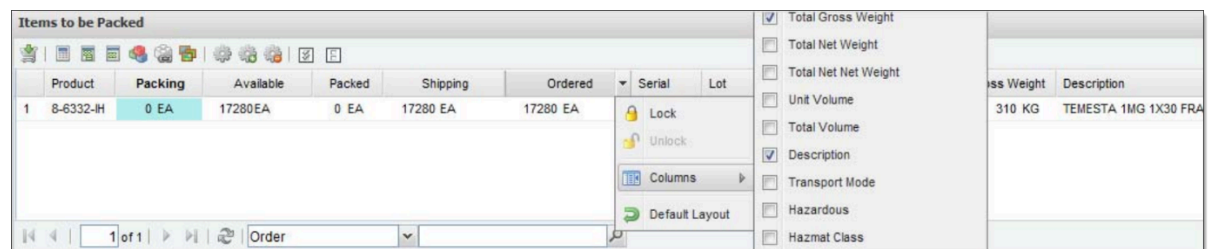
Items to be Packed Panel

The *Items to be Packed* panel displays the items that are available to pack for the loaded orders. If you have loaded a consolidation shipment with open packs, you can select order items to add to it.

Items List

When you load an order, the items list displays all order lines available for packing. By default, the *Packing* field is highlighted. In the *Packing* field, you can type the quantity of items you want to pack. You can configure the information displayed in the items list. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. Your layout is saved automatically. It is recommended that you always display the *Packing* field.

Items to be Packed Panel



Items to be Packed Toolbar Buttons

When you display an order for packing, the buttons on the toolbar offer various packing options. The table below displays a typical toolbar setup and describes the function of each button.

Items To Be Packed Toolbar Buttons

Button	Function
	Append to pack. When you specify a quantity of items in the Packing field, this button adds the items to the current open pack.
	Append all available items to pack. Add all available unpacked items to the current open pack. If you have applied a filter to the items list, only items that match the filtering criteria are appended.
	Auto Pack Available Items – Maximum Equal Product Quantity Split. You are prompted for the number of packs to use when splitting the unpacked items. The unpacked quantity of each product is summed and divided equally between the packs. Where the unpacked quantity cannot be split equally between the packs, the system determines the amount of stock that can be equally split between the packs. The remaining stock remains unpacked. It is assumed that a single unit of stock cannot be split during the packing process. If you have applied a filter to

Button	Function
	the items list, only items matching the filtering criteria are auto-packed.
	Auto Pack Available Items – Maximum Product Quantity Split. You are prompted for the number of packs to use when splitting the unpacked items. The unpacked quantity of each product is summed and divided between the packs. Where the unpacked quantity cannot be split equally between the packs, the system determines the amount of stock that can be equally split between the packs and the remaining stock is split as equally as possible between the packs. It is assumed that a single unit of stock cannot be split during the packing process. If you have applied a filter to the items list, only items that match the filtering criteria are auto-packed.
	Assign packing quantity to available quantity. Set the quantity in the packing field to the total quantity remaining to be packed for this order line.
	Increment packing quantity by one. Increase by one the quantity in the packing field for the selected order line. If you hold down the Ctrl key and click this button, you are presented with a pop-up frame; use it to change the quantity by which the packing quantity number is incremented.
	Assign packing quantity to zero. Set the quantity in the packing field to zero.
	Select all items. Select all order lines in the Items to be Packed list.
	Deselect items. Deselect all order lines in the Items to be Packed list.
	Auto Pack Available Items – Item Inner/Outer Quantity Split. You can specify inner and outer pack quantities and types to use when packing order items. This automatic packing facility generates an inner pack for the specified quantity of inners and divides the items between the generated packs. It generates an outer pack for the specified quantity of outers and divides the inner packs between the generated outer packs. For example, you can pack 20 cigars into a box and 20 boxes are loaded onto a palette. You are shipping 400 cigars. In this case, the box is the inner quantity and the palette is the outer quantity. When you click this button, 20 boxes of 20 cigars are automatically packed.

Button	Function
	<p>When you apply filtering to the Items to be Packed panel, only items that match the filtering criteria are considered during the auto packing process.</p> <p><i>Important</i> The outer packing functionality is not currently implemented.</p>
	<p>Auto Pack Available Items – Master Inner/Outer Quantity Split. When configured, this button enables you to split inner and outer pack quantities/types against a product in a preconfigured way. This button is only used if you always put the same number of units into an inner and the same number of inners into an outer.</p> <p>When you apply filtering to the Items to be Packed panel, only items that match the filtering criteria are considered during the auto packing process.</p> <p><i>Important</i> The outer packing functionality is not currently implemented.</p>

When you use auto packing functionality, any active filters are applied to packing operations. For example, if a consolidation shipment is to contain multiple orders but you want to pack each order separately, filter by each order reference before executing the auto packing functionality.

Items to be Packed Navigation Toolbar

The navigation toolbar at the bottom of the *Items to be Packed* panel allows you to navigate the list of items. If you are packing an order or orders that consist of many items running over multiple pages, the navigation arrows enable you to navigate from page to page. The *Refresh* button enables you to display any new items that have been added to the orders.

You can also filter the list to display items based on certain criteria, such as the reference, ordernumber, or product. Select the criteria you want to search for, enter the number in the *Search* field, and press Enter or click the lookup button.

Application Time Out

If you leave the application for too long, the session times out and you must log in again to continue. However, you do not lose your work in Scan, Pack and Ship.

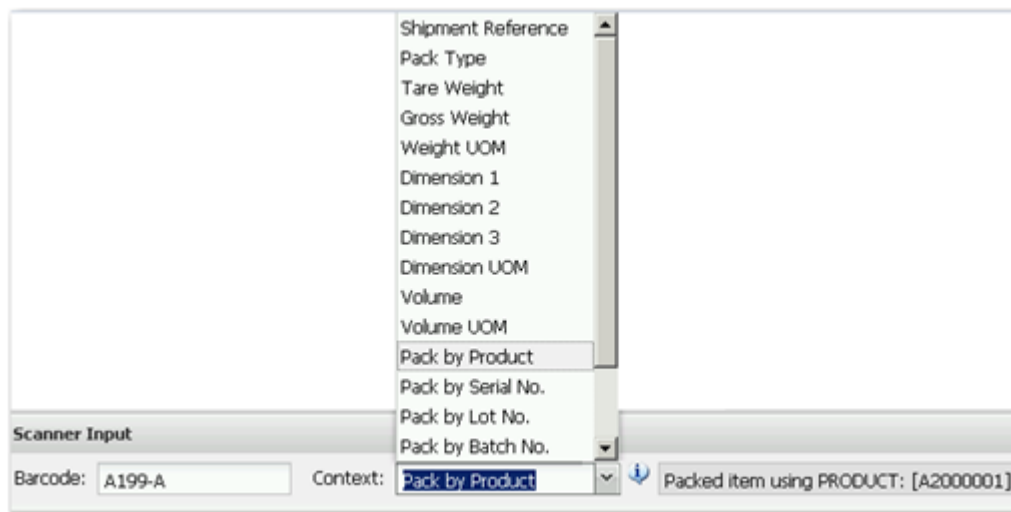
Scanner Input

You can use a scanner to enter data and perform actions instead of the keyboard and mouse.

Scanner Input Panel

To receive information from a scanning system, a *Scanner Input* toolbar is displayed.

Scanner Input



To scan items, select a context for the barcode, as displayed in the image above, and place the cursor in the *Barcode* field. When the *Barcode* field has focus, you can also modify the barcode context by using the Ctrl+Up or Ctrl+Down keys to scroll through the available barcode contexts. Use Ctrl+Enter to advance the scanner context to the next configured context.

Note When the *Order*, *Shipment*, *Barcode*, or *Pack Type* field has focus, you can also use the Up and Down keys to scroll through the last 20 entries to this field during this session.

Serial Number Controlled Scanning

If you are packing by serial number, you are prompted for a serial number when you scan an item code that is serial controlled. In this case, simply scan the appropriate serial number for the item.

When working with predefined serial numbers, you can change the scanner context to Pack By Serial No. This allows you to scan the serial numbers without scanning the item code. Based on the scanned serial number, the system determines the item on the consolidation shipment that has been allocated the scanned serial number.

Note If two item lines on the same consolidation shipment have the same predefined serial number, the system is unable to determine the specific item that the serial number relates to.

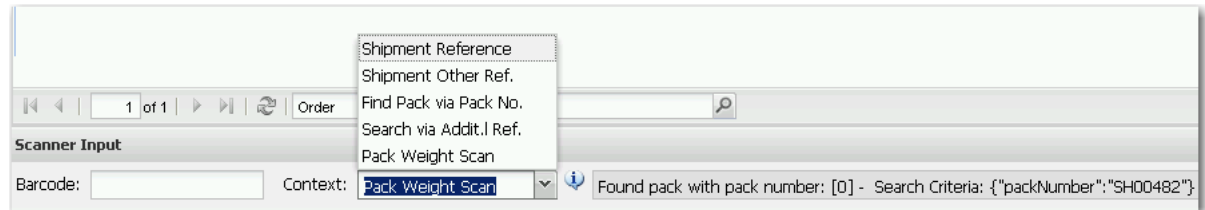
Rating a Pack using a Scanner

When using a barcode scanner and a weighing scale to rate a pack on a consolidation shipment, the following contexts are typically available in the *Context* list of the *Scanner Input* panel:

- Shipment Reference
- Shipment Other Ref.

- Find Pack via Pack No.
- Search via Addit.I Ref.
- Pack Weight Scan

Rating Station Barcode Contexts



The steps in the process are as follows:

1. The scanner context generally defaults to Find Pack via Pack No.
2. When the user scans the pack number, the consolidation shipment containing the pack is loaded.

Note By default, it is also possible to manually type the pack number in the Barcode field.
3. The scan context automatically changes to Pack Weight Scan.
4. When the user captures the weight, the screen is updated to reflect the captured pack weight and the updated consolidation shipment total weight. The pack information on the *Packs* tab changes color, as displayed in both images below. The consolidation shipment weight running total on the top right of the screen is also updated.

Pack Display Before Weight Scan

Pack No. ▲	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number
5506	1	CARTON	0,2 KG	7,21 KG	27000 CC	30 * 30 * 30 CM	

Pack Display After Weight Scan

Pack No. ▲	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number
5506	1	CARTON	0,2 KG	23 KG	27000 CC	30 * 30 * 30 CM	

5. The carrier label is printed with the correct pack weight.

The Find Pack via Pack No. scan context is automatically selected and the user can repeat the procedure for the next pack.

Packing Orders into a Consolidation Shipment

The following steps are a basic guideline to follow when packing an order into a consolidation shipment. You can use the functionality described in the previous sections to perform more advanced steps or change pack items and information.

Packing a Consolidation Shipment

1. Items arrive for packing at the packing station. Use a scanner to scan in the order reference, or in the *Order Reference* lookup field, type the

reference number of the order you want to pack and press Enter or click the lookup button to search for the order. The unpacked items on the order are displayed in the *Items to be Packed* panel.

2. To create a new consolidation shipment for packing the order items, click the *New Shipment* button. Alternatively, to load an existing shipment for adding additional order items, enter the shipment reference in the *Shipment lookup* field and press Enter or click the lookup button. The shipment is loaded. Any packs that already exist for the shipment are displayed in the *Packs* panel.
3. To create a new pack for the items, in the *Packs* panel, click the *New Pack* button. The *Pack Lines* tab is automatically displayed. Alternatively, you can double-click an existing pack in the pack list to add additional packing information.

Note The pack type, weight, dimension, and volume of the new pack are automatically set based on the selected master pack type. You can change these defaults in the *Pack Maintenance* panel.

4. In the *Items to be Packed* panel, click the order line you want to pack.
5. Double-click in the *Packing* field and type the quantity of items to pack.

Note In this example, you add order lines to the pack manually. You can also use the toolbar packing buttons to pack items in different ways.

6. To add the items to the pack, click the *Append to pack* button. Alternatively, double-click the order line. The items are added to the open pack.
7. To close the current pack, choose the *Packs* tab. Alternatively, in the *Pack Maintenance* panel, you can click the *Create a new pack* button.
8. When you are finished sealing the pack, you can record that it is sealed by clicking the *Seal Pack* button.

Note At this point, a content label for your pack may be printed automatically. To print a content label at any time, you can click the *Reprint Content Label* button if it is available on the screen.

9. Next, the user puts the pack on a weighing scale and presses a button on the scale to get the pack weight. This information is relayed to Scan, Pack and Ship.
10. The pack weight is recorded and added to the shipment weight running total. The pack status is also updated to reflect that the weight has been recorded.
11. The user prints a carrier label for the pack. Some systems are configured to automatically print a carrier label after the pack weight has been captured.

Deleting Packed Items

To remove items from a pack, select the items and click the *Delete selected pack line(s)* button. This removes the pack line and makes the items available for packing.

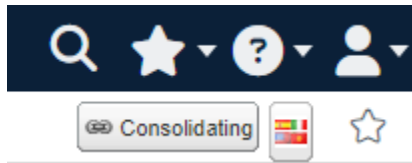
To remove a pack, select the pack and click the *Delete selected pack(s)* button. The pack is deleted and the contents of the pack are made available for packing.

Consolidate and Ship

There may be times when you want to split or consolidate orders because of certain restrictions. For example, if there are restrictions on the amount of hazardous material that can be shipped on a shipment, you can remove some of that material and store it in a staging area. Alternatively, you might want to add particular orders to the existing orders and consolidate them for packing into one consolidation shipment later. For this type of scenario, you can use the Consolidate and Ship functionality.

If you have permission to perform this function, a link is displayed in the top-right corner of the screen, as displayed in the image below. For more details, see the [Consolidate and Ship on page 453](#) section.

Consolidating Link



Shortcut Keys

The table below contains a list of keyboard shortcuts you can use with the scan, pack, and ship functionality.

Scan, Pack and Ship Keyboard Shortcuts

Key Combination	Function
CTRL+0	Set the focus to the <i>Barcode</i> field.
CTRL+1	Create new consolidation shipment. This shortcut is for the <i>New Shipment</i> button.
CTRL+2	Save shipment.
CTRL+3	Available for configuration.
CTRL+4	Available for configuration.
CTRL+5	Refresh screen.
CTRL+6	Refresh shipment and orders.
CTRL+7	Create new pack.

Key Combination	Function
CTRL+8	Close pack.
CTRL+9	Set the barcode context to Pack by Product.

Consolidate and Ship

Consolidate and Ship enables you to build a consolidation shipment from existing orders and to move item lines between shipments. To do this, you will probably use a scanner. For details of the scanner functionality, see the [Scan, Pack and Ship: Standard Packing on page 98](#) and [Scan, Pack and Ship: Consolidation Packing on page 117](#) sections.

Use Cases

Typically, there are two main uses for Consolidate and Ship. You can use Consolidate and Ship in Consolidation Packing mode to:

- Create consolidations of orders for packing at a later time.
- Place several orders or order lines into new or existing consolidation shipments. You may want to do this if all items with a particular lot number must be shipped together, or if you can improve delivery times by reassigning items to a different shipment or shipments.

In Standard Packing mode, you can use Consolidate and Ship to:

- Deconsolidate a currently unavailable item from a shipment to allow the other items to be delivered on time. This is known as short shipping. The item you remove can be added to a new transaction for back ordering or consolidated onto an existing transaction.
- Add items to an existing shipment; for example, you can consolidate items that were on back order or items that can be shipped ahead of time.

Create Consolidations

Consolidation Picking enables you to combine orders—for example, based on shipping quantity or inner quantity or outer quantity, lots, or serial number—into one consolidation shipment. This makes it very similar to Consolidation Packing. The difference is that Consolidation Packing packs the orders into shipments. Consolidation Picking does not pack any orders for shipment. It simply combines them for storage purposes or in preparation for packing later.

There are many reasons why an organization might want to build consolidations. For example, some organizations deal with hazardous goods. Different laws restrict what goods can be shipped together. Therefore, goods might be staged at a consolidation point before packing to help ensure that no more hazardous material can go onto a shipment than is legally allowed.

Alternatively, you might create a consolidation when a customer submits multiple orders. You might do this to save on delivery costs or to ensure compliance with shipping regulations.

Short Shipping

Short Shipping describes the process of shipping a shipment without all its items to ensure on-time delivery of the items that are available. For example, a customer sends in an order. The warehouse receives this order through the ERP system as part of a shipment. However, one item on the shipment is not available until a future date. You can use Consolidate and Ship to remove that item and proceed to pack and ship the items that are available. This ensures on-time delivery of as many of the items as possible. The documentation accompanying the shipment likely contains details of the outstanding item on the order.

Opening Consolidate and Ship

Access Consolidate and Ship by entering SNPKCP in the menu search and pressing Enter. If you are on the *Scan, Pack and Ship* page, you can open Consolidate and Ship by clicking the *Consolidating* link in the top right corner if it is displayed. This displays any order or shipment you already have open on the *Consolidate and Ship* page.

Consolidate and Ship Interface

The Consolidate and Ship interface typically contains four main areas:

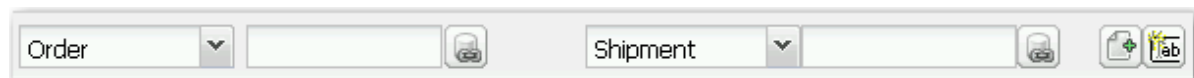
- Shipment toolbar
- *Items* tab, including the *Shipment Details* panel
- *Items to be Picked* panel
- *Scanner Input* panel

Shipment Toolbar

The image below displays the buttons and fields that appear in the Shipment toolbar by default. There are two search fields. The first enables you to search for an order and the second enables you to search for a shipment. These searches perform an exact match to return one transaction, so you cannot enter wildcards in the search fields. Enter a search value in the search field, or select a value using the accompanying lookup field, and then press Enter or click the lookup button.

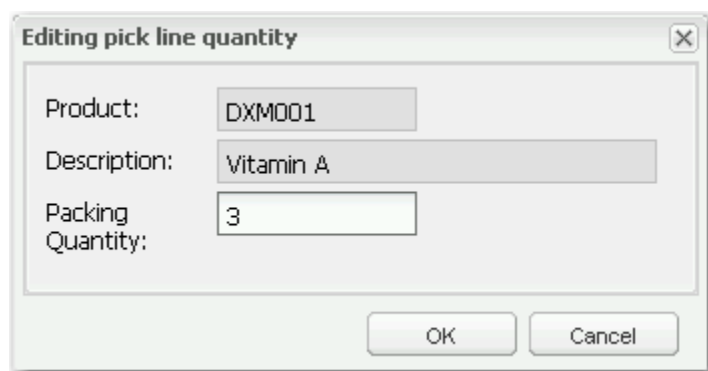
Note This document refers to orders and shipments. However, depending on the configuration, you may be able to search for other transactions besides orders and shipments.

Toolbar



When you open an order or shipment, a number of buttons are displayed in the Shipment toolbar. These buttons are displayed based on the workflow attached to the transaction. One button of particular interest that

Edit Item Shipping Quantity



A dialog box titled "Editing pick line quantity" with a close button (X) in the top right corner. It contains three input fields: "Product:" with the value "DXM001", "Description:" with the value "Vitamin A", and "Packing Quantity:" with the value "3". At the bottom, there are "OK" and "Cancel" buttons.

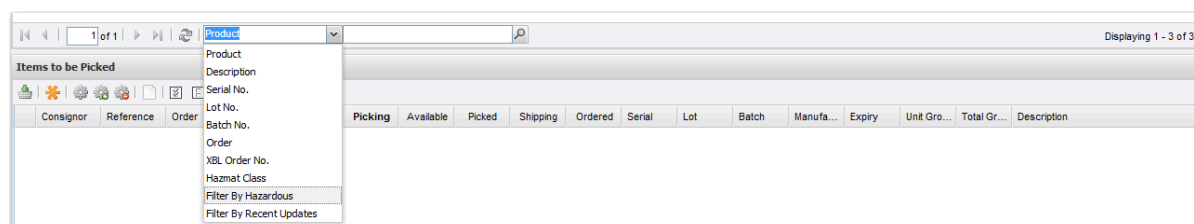
Note As part of the *Items* tab, the *Shipment Details* panel is displayed. This panel is discussed in the [Scan, Pack and Ship: Standard Packing on page 98](#) and [Scan, Pack and Ship: Consolidation Packing on page 117](#) sections.

Items Navigation Toolbar

The navigation toolbar at the bottom of the items list allows you to navigate the list. If a list runs over multiple pages, the navigation arrows enable you to navigate from page to page.

The *Refresh* button enables you to display any new order lines added to the system. You can also filter the list to display list items based on certain criteria, as displayed in the image below. When you apply a filter, a filter button is displayed instead of the search field. For example, you can filter by hazardous goods or by product, which are common filter actions when performing consolidations. You can also enter specific information in the search field and click the lookup button.

Items Navigation Toolbar Filter



A screenshot of the Items Navigation Toolbar. It shows a search field with a dropdown menu open, displaying filter options: "Product", "Description", "Serial No.", "Lot No.", "Batch No.", "Order", "XBL Order No.", "Hazmat Class", "Filter By Hazardous", and "Filter By Recent Updates". The toolbar also includes navigation arrows, a page indicator "1 of 1", and a "Displaying 1 - 3 of 3" status. Below the toolbar is a table with columns: Picking, Available, Picked, Shipping, Ordered, Serial, Lot, Batch, Manufa..., Expiry, Unit Gro..., Total Gr..., and Description.

Items To Be Picked Panel

The *Items to be Picked* panel displays the order lines available to pick for a shipment. You can pick items from the order lines and add them to the items in the Items panel.

Items List

When you load an order or shipment, the items list displays all order lines available for consolidation. By default, the *Picking* field is highlighted. In the *Picking* field, you can type the quantity of items you want to consolidate into the current open shipment. You can configure the

information displayed in the items list. To do this, click the arrow in any field in the header row, click *Columns*, and select the fields you want to display. It is recommended that you always display the *Picking* field. Depending on the picking criteria you are using, other important fields might include *Serial* and *Lot*.

Items To Be Picked Panel

Items to be Picked												
	Consignor	Reference	Order	Line	Product	Picking	Available	Picked	Shipping	Ordered	Serial	Lot
1	DX14-A9...	SR00550	ORD00550	10	DXM001	2 CASE	2 CASE	3...	5...	50 PK		
2	DX14-A9...	SR00550	ORD00550	20	DXM003	1 CASE	1 CASE	2...	3...	40 PK		LOTA
3	DX14-A9...	SR00550	ORD00550	20	DXM003	1 CASE	1 CASE	0...	1...	40 PK		LOTB

Items to be Picked Toolbar Buttons

When you display an order for picking, the buttons on the toolbar offer various picking options. The table below displays a typical toolbar setup and describes the function of each button.

Items To Be Picked Toolbar Buttons

Button	Function
	Append to pick. When you specify a quantity of items in the Picking field, this button adds the items to the current open shipment.
	Append all available items to pick. Adds all available unpacked items to the current open shipment. If you have applied a filter to the list, only items that match the filtering criteria are appended.
	Assign picking quantity to available quantity. Set the quantity in the Picking field to the total quantity remaining to be picked for this order line.
	Increment picking quantity by one. Increase by one the quantity in the Picking field for the selected order line. If you hold down the Ctrl key and click this button, you are presented with a pop-up. This pop-up allows you to change the quantity by which the picking quantity number is incremented.
	Assign picking quantity to zero. Set the quantity in the Picking field to zero.
	Reset items to be picked. Clear the contents of the Items to be Picked list if you no longer need to pick these order items.
	Select all items. Select all order items in the Items to be Picked list.

Button	Function
	Deselect items. Deselect all order items in the Items to be Picked list.

Consolidation Example

You have two orders for shipment to the same wholesale customer. The customer ordered 1000 laptops last Thursday. On Friday, this customer ordered 5000 MP3 players. You want to consolidate these orders onto one shipment to improve delivery time.

1. Open Consolidate and Ship.
2. In the *Order* field, type the reference numbers for the orders you want to consolidate, loading them one at a time. Click the lookup button or press Enter. The 1000 laptops and 5000 MP3 players to be picked are displayed in the *Items to be Picked* panel.

Note If you have already packed items from one of the orders into a shipment, you must unpack them from that shipment before they are displayed here. The *Order* lookup only displays orders with unpacked order items, and only unpacked items are displayed.

3. You want to create a new shipment for the orders. Click the *New Shipment* button. The *Items* tab is now displayed.
4. You can now pick the 1000 laptops and 5000 MP3 players from the *Items to be Picked* panel. There are several ways of doing this.
 - Double-click an order line to move it to the *Items* tab.
 - Drag and drop the items into the *Items* tab.
 - Select an order line containing some or all order items and click the *Append to pick* button.
 - Click the *Append all available items to pick* button.
5. The laptops and MP3 players are now consolidated onto one shipment.

Note These steps use a keyboard and mouse for capturing the picking information. You can also capture the information using a barcode scanner.

Short Ship Example

In this example, it is assumed that you want to pack a shipment in Standard Packing mode. An automotive industry customer has ordered 500 steering springs and 1000 steering arms. A shipment has been created for the items. However, only 800 steering arms are available. To ensure on-time delivery of as many components as possible, you want to remove the 200 steering arms that are currently not available. To do this, perform the following steps:

1. On the *Scan, Pack and Ship* page, load the shipment. The items for packing are displayed in the items to be packed panel.
2. You can pack the items that are available. When you have done this, click the *Consolidating* link.
3. The shipment is not currently configured as a consolidation shipment. You may be prompted if you want to enable the shipment for consolidation picking. Click *Yes*.
4. The items belonging to the shipment are displayed on the *Items* tab. To remove unpacked items from the shipment, you can:
 - Drag and drop the unavailable steering arms into the *Items to be Picked* panel.
 - Select an order line containing some or all the steering arms and click the *Delete* button.

Note You can only remove unpacked items from the consolidation.

5. The *Items to be Picked* panel shows the 200 steering arms awaiting assignment to another shipment. The *Available* column shows the total number of items in the order line. The *Picked* column shows the items that have been assigned to a shipment or shipments.
6. Click the *Packing* link on the top right of the page to return to the *Scan, Pack and Ship* page.
7. You can check that the removed items are now available for consolidation onto a new shipment. In Consolidate and Ship, type the order number of the removed steering arms and press enter. Alternatively, click the lookup button and browse for the order. The 200 steering arms are displayed as available for consolidation.

Note These steps use a keyboard and mouse for capturing the picking information. You can also capture the information using a barcode scanner.

Inquiry

The Inquiry functionality allows you to search for transactions and to copy, recall, and return transactions. Customer service agents often use Inquiry when dealing with shipment queries.

To open the *Inquiry* page, access the REPORT option and press Enter.

Inquiry consists of three panels:

- The Search panel, which allows you to specify transaction search criteria
- The Shipments panel, which displays a list of transactions that match the criteria specified in the search panel
- The Shipment Line Details panel, which allows you to view information about the individual transaction selected in the Shipments panel

Inquiry

The screenshot displays the QAD Inquiry interface. At the top is a navigation bar with links: Administrator, System, Printing, Security, Testing, and Client Resources. Below this is the 'View Shipments' section. The 'Search' panel includes a 'Select Criteria' dropdown, a 'Select a template' dropdown, and a search input field containing 'Reference = YOD_GB_D04'. There are 'Search' and 'Clear' buttons, and a field for 'Enter a template name...'. To the right, there are checkboxes for 'Search All Clients' and 'Search only your groups', a 'Created By' field, and radio buttons for 'Shipment Status' (Open, Closed, All). Below these are checkboxes for 'Type' (All, Shipments, Transaction, Voided). The 'Shipments' table below has columns: Actions, Client, Reference, Despatch Number, Despatch Date, Compliance, Carrier, Order Reference, Description, Status, Quantity, Weight, and Weight UOM. The first row shows: STGL, YOD_GB_D04, 0, 17/10/2024, QSECURICOR, TMS GB - Yodel - Dom - S..., 00, 7, 8.00, KG. Below the table is a 'Tracking Number' search section with a 'Search' button and a table with columns: Pack Number, Pack Type, Tracking Number, RFID Tag, Length, Width, Height, Gross Weight, Gross Weight U..., Dimension UOM, Volume, and Volume UOM. The bottom of the page shows pagination: 1 of 1, Per Page: 25, 1 - 1 of 1.

Search Panel

The search panel at the top of the page contains a list of commonly used search criteria:

- **Search All Clients.** Select this field to search all of the specified transactions belonging to clients to which you have access. Selecting this option can increase the time that it takes the query to complete. If

you use the *Select Criteria* field to search for transactions related to a particular client, then you cannot select the *Search All Clients* field.

- *Search only your groups.* Select this field to search only the specified transactions that belong to a workflow group of which you are a member.
- *Created By.* To search only transactions created by a specific user, enter their user ID in this field.
- *Shipment Status.* Specify whether you want to search open shipments, closed shipments, or all shipments.
- *Transaction types.* Select the types of transactions that you want to search. Your administrator determines the transaction types that are available to choose from.

You can open the Inquiry screen with a particular shipment reference specified in the search criteria by including the reference in the URL for Inquiry. You can then click Search to conduct a search based on this reference number.

The last search that you performed in this screen displays the next time that you visit the screen.

You can add more search criteria using the *Select Criteria* drop-down list. The table below lists the available criteria.

Additional Inquiry Search Fields

Field/Option	Description
Reference	A reference number identifying the shipment.
Description	A description of the shipment.
Client	The client related to the shipment.
Consignor	The person or company shown on the bill of lading as the shipper.
Customer	The customer attached to the shipment.
Consignee	The person or company that the shipment is being sent to.
Carrier	The reference number for the company transporting the shipment. Hauliers typically deal with heavy goods or goods transferred by road.
Haulier	The reference number for the company transporting the shipment. Hauliers typically deal with heavy goods or goods transferred by road.
Shipping Officer	The person who looks after documents related to the shipment.

Field/Option	Description
Deliver From	The address that the shipment is being delivered from.
Deliver To	The address that the shipment is being delivered to.
HAWB No	House air waybill number. The air freight consolidator sends a waybill or receipt to the customer for the goods that have been received and sent on for transfer by air. This number identifies the HAWB attached to the shipment.
MAWB No	Master air waybill number. An airline sends a MAWB or receipt to the customer to advise that the airline has received the goods and agreed to send them by air. This number identifies the MAWB attached to the shipment.
Other Reference	This field holds a reference linked to the shipment. Your administrator may hide this field or configure it to display with different text—text that identifies the exact purpose of the field.
Customs Reference	The customs reference for this shipment.
Forwarders Reference	The reference of the company sending on the shipment.
Additional Reference	This field holds a reference linked to the shipment. Your administrator may hide this field or configure it to display with different text—text that identifies the exact purpose of the field.
User Defined Field5	This field holds a user-defined field related to the shipment. Your administrator may hide this field or configure it to display with different text — text that identifies the exact purpose of the field.
User Defined Field 10	This field holds a user-defined field related to the shipment. Your administrator may hide this field or configure it to display with different text—text that identifies the exact purpose of the field.
Invoice Number	The number of the invoice attached to the shipment.
Booking Number	The reference number for the booking linked to the shipment.
Bill of Lading No	This number identifies the bill of lading attached to the shipment. A bill of lading is a detailed breakdown of a shipment; for example, the products shipped

Field/Option	Description
	and the total weight of the products and containers used for packing. It establishes the terms of a contract between a shipper and a transportation company.
Route	The route code for the shipment.
Mode of Transport	The mode of transport for the shipment; for example, air or sea.
Country From	The code identifying the country the shipment is sent from.
Country To	The destination country of the shipment.
Place of Loading	The location where the shipment is loaded.
Place of Destination	The location that the shipment is being sent to.
Load Reference	The number of the load attached to the shipment.
Shipment Type	The type of shipment; for example, a domestic or import shipment.
Status	The status of the shipment, identifying a particular task or step within the shipping process.
AES Status	The Automated Export System (AES) status of the shipment.
Office	The office responsible for the shipment.
Despatch Date	The date on which the shipment was despatched.
Arrival Date	The date that the shipment arrived.
Packing Location	The packing location of the shipment.
Compliance Status	The compliance status of the shipment.
Order Number	The number of the order attached to the shipment. If you want to search within item lines, then use the Order Number (item) search field.
PO Number	The number of the purchase order attached to the shipment. If you want to search within item lines, then use the PO Number (item) search field.
Order Number (item)	An order number associated with a shipment item line. If you want to search for an order number at the

Field/Option	Description
	shipment level, then use the Order Number search field.
PO Number (item)	A purchase order number associated with a shipment item line. If you want to search for a purchase order number at the shipment level, then use the PO Number search criterion.
Product	The product code for the product being shipped. Product codes are listed in option PR.
Tracking Number	The tracking number associated with the shipment.
RFID Tag	The radio frequency identification tag that identifies the shipment.
Pack Type	The type of pack that is being used to ship the item; for example, a box.
UPI	The user payload identifier for the shipment.
Pack Number	An identifier for the pack.
COD Tracking Number	The reference number for tracking cash on delivery.
Container Number	The number of the container attached to the shipment.
Batch Number	The number identifying a particular batch or group of items.
Lot Number	The number identifying a particular lot or group of items.
Serial Number	The serial number of the shipment.
Sales Organisation 1	The code for a sales organization linked to the shipment.
Sales Organisation 2	The code for a sales organization linked to the shipment.
Sales Organisation 3	The code for a sales organization linked to the shipment.
Sales Organisation 4	The code for a sales organization linked to the shipment.

The criteria that you select using this field appear in the search criteria area above the search field. To specify values for a particular search criterion, hold the cursor over the criterion and complete the fields that appear on the screen.

Search Criteria Area

The screenshot shows the 'Search' panel. At the top, there is a 'Select Criteria:' dropdown menu and a 'Select a template...' button. Below this, the search criteria area displays two selected criteria: 'Mode of Transport = AIR' and 'Customer'. A tooltip is visible for the 'Customer' criterion, showing a search field with the value 'equals' and a magnifying glass icon. At the bottom, there are 'Search' and 'Clear' buttons, and a field to 'Enter a template name...'.

Selected criteria display in bold text in the drop-down list of criteria to indicate that these fields are already listed in the search criteria area.

Search Criteria Area, Selected Criterion

The screenshot shows the 'Search' panel with the 'Select Criteria:' dropdown menu open. The dropdown list contains several options: 'Booking Number', 'Bill of Lading No', 'Route', 'Mode of Transport' (which is bolded), and 'Country From'. The 'Mode of Transport' option is bolded to indicate it is already listed in the search criteria area. The search criteria area above the dropdown shows 'Mode of Transport = AIR' and 'Customer'. At the bottom, there are 'Search' and 'Clear' buttons, and a field to 'Enter a template name...'.

A number of search criteria relate to date ranges, as shown in the image below. If you do not want a lower limit to the date range, then leave the first date selection field blank. If you do not want an upper limit to the date range, then leave the second date selection field blank.

Search Criteria Area, Date Fields

The screenshot shows the 'Search' panel. At the top, there is a 'Select Criteria:' dropdown menu and a 'Select a template...' button. Below this, the search criteria area displays three selected criteria: 'Mode of Transport = AIR', 'Compliance Status = PE', and 'Despatch Date'. A tooltip is visible for the 'Despatch Date' criterion, showing two date selection fields separated by a hyphen. At the bottom, there are 'Search' and 'Clear' buttons, and a field to 'Enter a template name...'.

To perform a search, click **Search**. The search results appear in the **Shipments** panel. For more information on this panel, see the [Shipments Panel on page 148](#) section.

To save the search criteria that you specify in the **Search** panel for future use, you can save the criteria as a template.

To clear the search criteria that you have chosen and set the search fields back to the default values, click *Clear*.

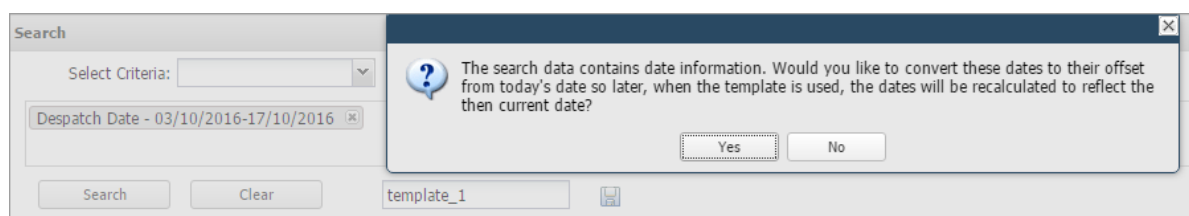
Search Templates

After you specify values for the standard search criteria and add any necessary search criteria, you can save the search criteria as a search template.

Saving a Search Template

To save the search template, specify a template name in the *Enter a template name...* field and click the *Save* icon to the right of this field. If your template contains search criteria based on dates, then the system prompts you to specify whether, when the template is run at a later date, you want the dates to be offset from today's date.

Template Date Offset Prompt



If you click *Yes*, then any dates specified in the search criteria are adjusted when the template is run in the future.

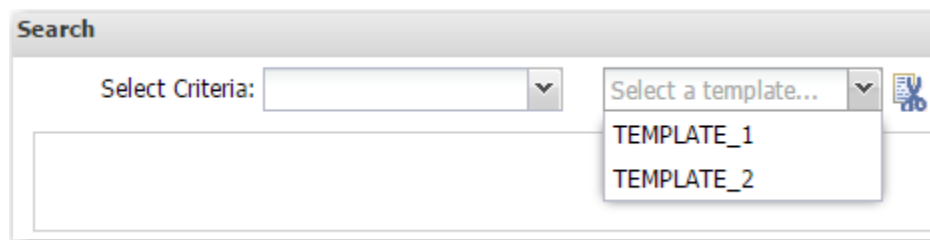
Example You save a search template to search for shipments with a despatch date up to and including today (January 15) and click *Yes* on the prompt about date offsets. When you load the template one week later, the despatch date in the search criteria is set to January 22 instead of January 15.

Example You save a search template to search for shipments with a despatch date up to and including today (January 15) and click *No* on the prompt about date offsets. When you load the template one week later, the despatch date remains set to January 15.

Loading a Search Template

To load an existing template, select a template name from the *Select a template...* drop-down menu.

Loading a Search Template



The search fields and search criteria area update to show the details of the search template.

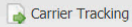
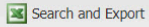
Deleting a Search Template

To delete a search template, select a template name from the *Select a template...* drop-down menu and click the *Delete* icon to the right of the field.

Shipments Panel

The *Shipments* panel displays the results of a search.

Shipments Panel

Shipments									
Actions	Client	Reference	Despatch Numb...	Despatch Date	Carrier	Status	Weight	Consignor	Description
 	STGL	USP_US_D11	0	06/02/2016	QUSPS	00	4.00	A9901	TMS US - USF ▲
 	STGL	USP_US_D10	0	06/02/2016	QUSPS	00	3.00	A9901	TMS US - USF
 	STGL	USP_US_D09	0	06/02/2016	QUSPS	00	17.00	A9901	TMS US - USF
 	STGL	USP_US_D08	0	06/02/2016	QUSPS	00	14.00	A9901	TMS US - USF
 	STGL	USP_US_D07	0	06/02/2016	QUSPS	00	12.00	A9901	TMS US - USF
 	STGL	USP_US_D06	0	06/02/2016	QUSPS	00	19.00	A9901	TMS US - USF ▼
<div>   1 of 50    Per Page: 25 1 - 25 of 1231   </div>									

Each row in the grid contains commonly used transaction information. You can view additional information about a transaction by double-clicking the relevant row.

Shipments Panel, Shipment Details

Header Details

Select fields to hide  

Bill To: <input type="text"/> Lamaal Industries(J. Morgan) 13 Burnett avenue	Ship From: <input type="text"/> Precision USA, Sales(James Young) 651 W Washington Blvd Chicago,IL 60661 USA
Ship To: <input type="text"/> Lamaal Industries(J. Morgan) 13 Burnett avenue	Gross Weight: <input type="text"/> 45 LB
Despatch Date: <input type="text"/> 01/07/2007	Volume: <input type="text"/> 0,01 M3
Carrier: <input type="text"/> QUPS 	Quantity: <input type="text"/> 20 PCS
Forwarder: <input type="text"/>	Value: <input type="text"/> 207 USD 
Origin: <input type="text"/> CHICAGO 	Insurance Value: <input type="text"/> 100 USD 
Destination: <input type="text"/> LOS ANGELOS 	Payment Method: <input type="text"/>
Country To: <input type="text"/> US 	Credit Card: <input type="text"/>
Haulier: <input type="text"/>	Country From: <input type="text"/> US 
Packing Location: <input type="text"/> A9901	Reference: <input type="text"/> SPS0000
Shipment Type: <input type="text"/> EX 	Route: <input type="text"/> UPSUS001 
Shipping Officer: <input type="text"/>	Mode of Transport: <input type="text"/> Air
Deliver To: <input type="text"/>	Office: <input type="text"/>
Sales Organisation 2: <input type="text"/>	Deliver From: <input type="text"/>
Sales Organisation 4: <input type="text"/>	Sales Organisation 1: <input type="text"/>
Bill of Lading No: <input type="text"/>	Sales Organisation 3: <input type="text"/>
Customs Reference: <input type="text"/> NEW230001	Order No: <input type="text"/>
Invoice No: <input type="text"/> UPD00000018	MAWB No: <input type="text"/>
Forwarder Reference: <input type="text"/> CHG233445566	PO Number: <input type="text"/>
User Defined Field4: <input type="text"/>	Other Reference: <input type="text"/> UPD003123
Carrier A/C Number: <input type="text"/>	Additional Reference: <input type="text"/> SET233445566
Date Created: <input type="text"/> 16/03/2017	Charge Status: <input type="text"/> Rated
ETD Date: <input type="text"/> 02/07/2007	Type of Movement: <input type="text"/> LCL
Extra Date: <input type="text"/>	Date Available: <input type="text"/>
Distance: <input type="text"/> 0	ETA Date: <input type="text"/> 02/07/2007
Closed: ☐	Transit Time: <input type="text"/> 1 DAY
User Defined Field5: <input type="text"/>	Delivery Terms: <input type="text"/> EXW 
	Status: <input type="text"/> 00 
	User Defined Field10: <input type="text"/>

 Close

Hold the cursor over the blue information icons to view additional information about particular fields.

If you do not want to see all of the fields shown in the image above, then use the *Select Fields To Hide* drop-down list to select fields to remove from this *Shipment Details* pop-up window, and click the *Save* icon to the right of the drop-down list. The pop-up window refreshes, hiding the selected fields. Your selection applies to subsequent viewings of the *Shipment Details* pop-up window. To restore the screen to its initial state displaying all fields, click the *abc* icon.

Exporting Search Results

To run the current search query and save the results to an Excel file, click *Search and Export*. The Excel file lists the search results and search criteria in separate worksheets. You can limit the number of rows that you can export from the search results using the REPORT: MAX EXPORT SIZE system value.

Viewing SQL Queries

Your administrator can configure the *Inquiry* page to include a *View Last SQL Query* icon below the results grid. This information is useful when you want to review search criteria that produce unexpected results.

Last SQL Query

Last SQL Query

```
SELECT DISTINCT XMSHDR0.CLIENT as s1, XMSHDR0.CLIENT, SHCONO as s2, SHCONO, SHSHIP as s3, SHSHIP, SHDESP, SHDDTE, SHCKKS, SHSHPC, SHORDN as s4, SHORDN, SHCNAM as s5, SHCNAM, SHSTSF, SHCURR, SHCQTY, SHGWT, SHWTUM, SHCUBE, SHCUUM, SHBLNO as s6, SHBLNO, SHMAWB as s7, SHMAWB, SHCUST as s8, SHCUST, SHBREF, SHNTFY, SHHAUL, SHPDTE, SHEDTE, SHSDTE, SHSCT2, SHDTE, SHXDE, SHPLD, SHPDES, SHTYPE as s9, SHTYPE, SHMODE, SHINVN, SHDSTR, SHVALU, SHROUT as s10, SHROUT, SHWHOUSE, SHPCOL, SHOFIC, SHCORG, SHCDT1, SHOFIC as s11, SHOFIC, SHDLVR, SHDLVRT, SHSREP, SHCNSE, SHSSTS as s12, SHSSTS, XMS2DR0.S2TPACC FROM XMSHDR0 INNER JOIN XMS2DR0 ON XMS2DR0.CLIENT = XMSHDR0.CLIENT and XMS2DR0.S2CONO = XMSHDR0.SHCONO and XMS2DR0.S2SHIP = XMSHDR0.SHSHIP and XMS2DR0.S2DESP = XMSHDR0.SHDESP AND XMSHDR0.CLIENT = 'STGL' WHERE XMSHDR0.SHSSTS = '' ORDER BY XMSHDR0.SHSHIP DESC, XMSHDR0.CLIENT ASC, XMSHDR0.SHCONO ASC, XMSHDR0.SHDESP ASC
```

OK

Search

Select Criteria: Select a template...

Search Clear

Client	Reference	Despatch	Status
STGL	SPS0001	0	
STGL	SPS0000	0	
STGL	500125999	0	
STGL	500125880	0	
STGL	PRH211522	0	
STGL	8160285	0	
STGL	8000814	0	

Page 1 of 4 Per Page: 25 1 - 25 of 78

Packages Items Documents Parties Charges Errors Texts

Tracking Number Search

Pack Number	Pack Type	Tracking Number	RFID Tag	Length	Width	Height	Gross Weight
856098	1			0.00	0.00	0.00	0.00

The Actions column in the Shipments Panel grid contains buttons that you can click to perform the following actions:

- **Copy:** Copy the details of a shipment into Desktop Shipping to create a new shipment.
- **Recall:** Load the details of a shipment into Desktop Shipping so the shipment can be completed and processed.
- **Return:** Copy the shipment details into Desktop Shipping but reverse the direction so the new shipment represents a return shipment.

Shipment Line Details Panel

When you select a transaction in the Shipments panel, detailed information about the transaction displays in the *Shipment Line Details* panel.

Shipment Line Details Panel, Packages Tab

Packages														
Tracking Number		Search												
Pack Number	Pack Type	Tracking Number	RFID..	Length	Width	Height	Gross Weight	Gross Weight UOM	Dimension UOM	Volume	Volume UOM	Additional Reference	COD Tracking Number	
 111147	QBOX			15.00	5.00	6.00	20.00	LB	IN	M3		0000010		

Packages Tab

The *Packages* tab displays information about each package in the shipment transaction. You can use tracking numbers to search for a particular package.

Your administrator can configure the *Tracking Number* column to contain a link to the tracking facility of the carrier associated with the shipment transaction.

To view the products added to a package, click the icon in the first column of the grid.

Shipment Line Details Panel, Packages Tab with Product Information

Packages														
Tracking Number		Search												
Pack Number	Pack Type	Tracking Number	RFID Tag	Length	Width	Height	Gross Weight	Gross Weight U...						
 1571	QBOX	4723176360		31.00	26.00	12.00	1.35	KG						

Products for pack number 1571					
Product	Description	Quantity	Pack Line No	Item Line No	Aloc Line No
778836-01	Information Technology Products	1	10	1	0
185095-02	Information Technology Products	1	20	2	0

Page 1 of 1 | Per Page: 25 | 1 - 2 of 2

Close

Items Tab

This tab displays all of the items in the transaction. You can use product codes to search for a particular package.

Documents Tab

This tab lists transaction documents. Your administrator can configure this tab to contain all documents related to the transaction, or a subset of these documents. You can use document codes to search for a particular document.

All documents, apart from labels, have a PDF icon and a print icon that allow you to preview the document as a PDF file or to print the document, respectively. When you preview or print a document, any mandatory [procedure notes on page 334](#) are also displayed.

The *Preview Carrier Label* and *Print Carrier Label* icons below the grid allow you to preview and print labels, which have a document type in the range 50–59. These icons are only available for rated transactions.

Shipment Line Details Panel, Documents Tab

Packages Items Documents Parties Charges Errors Texts										
Document		Search								
		Document Type	Document	Image	Description	Printer	Number of Copies	Times Printed	Note 1	Note 2
		50	UPS_DOM				1	0		
		50	UPS_DOM2			QPDF	1	0		
		CT	COC				1	0		
		CT	COCE				1	0		
		CT	PACKLIST				1	0		
<div> <div> <div>1</div> <div>of 1</div> </div> <div> <div>1 - 5 of 5</div> </div> </div> <div> Preview Carrier Label Print Carrier Label </div>										

Parties Tab

This tab includes information about parties involved in the transaction, including the consignor, consignee, carrier, customer, sales representative, shipping officer, and the deliver to and deliver from parties.

Charges Tab

This tab displays charges associated with the transaction, and includes information about the associated line item.

Errors Tab

This tab displays error messages associated with the transaction, and includes information about error overrides.

Texts Tab

This tab displays all shipment texts related to the transaction.

Child Transactions

This tab includes information about the transactions that are consolidated in the selected transaction.

Consolidations

This tab includes information about the consolidations that the selected transaction is part of.

Manual Shipment

The Manual Shipment option allows you to create a shipment using QAD GTTE rather than your ERP system. You may want to do this if you are shipping samples or documents to customers.

To access the *Manual Shipment* page, in the menu search, enter MANSH and press Enter.

In addition, it is possible to access the option from Desktop Shipping or, if configured, in the task options at the bottom of the *Workflow* page. Manual Shipment consists of two pages.

- Create Manual Shipment
- Confirmation

The Create Manual Shipment and Confirmation pages correspond to the steps involved in creating a manual shipment. The numbers at the top right of the page indicate which page you are on.

Creating a Manual Shipment

When you open Manual Shipment, the *Create Manual Shipment* page is displayed.

Create Manual Shipment

Manual Shipment

Details

12

☆

Consignor: A9901

Ship To:

☒ Overwrite Address

Consignee:

Contact:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Consignee Country:

Order Number:

Buyers Ref No:

Service/Route:

Despatch Date: 14 3 2024

Shipment Type: EX

Sold To:

☒ Overwrite Address

Name:

Contact Name:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Customer Country:

Delivery Terms:

Carrier:

Transport Mode:

Currency:

+ -

Remove

Item

☐

Code:

Description:

Quantity: 0.0 PCS

Price: 0.0

Weight: 0.0

Volume: 0.0

Size: 0.0 x 0.0 x 0.0

Show Product Details

Clear

Next

The table below describes the fields on the *Create Manual Shipment* page.

Create Manual Shipment Fields

Field	Explanation
Consignor	The person or company shown on the bill of lading as the shipper.
Ship To	The address that the shipment is being sent to. To display the address, click Show Address Details. Select the Overwrite Address field if you want to amend the address.
Overwrite Address	Select this field if you want to update the address that the shipment is being sent to.
Consignee	The consignee's company name. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Contact	A contact name within the Consignee company. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Address 1	The first line of the customer address. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Address 2	The second line of the customer address. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Address 3	The third line of the customer address. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Address 4	The fourth line of the customer address. This field only appears if you have selected the Overwrite Address field below the Ship To field.
City	The city in which the consignee is based. This field only appears if you have selected the Overwrite Address field below the Ship To field.
State/ Province	The state or province in which the consignee is based. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Phone	The consignee telephone number. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Postal/Zip Code	The consignee postal or ZIP code. This field only appears if you have selected the Overwrite Address field below the Ship To field.

Field	Explanation
Consignee Country	The country in which the consignee is based. This field only appears if you have selected the Overwrite Address field below the Ship To field.
Order Number	The order number attached to the shipment.
Buyers Ref No	The reference number of the buyer.
Service/ Route	The service or route by which the shipment is to be sent.
Despatch Date	The date when the shipment is to be despatched.
Shipment Type	The type of shipment; for example, an export shipment.
Sold To	The company code for the customer who bought the shipment. To display the address, click Show Address Details. Select the Overwrite Address field if you want to amend the address.
Overwrite Address	Select this field if you want to update the address of the company that bought the shipment.
Name	The name of the customer's company. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Contact Name	A contact name within the customer company. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Address 1	The first line of the customer address. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Address 2	The second line of the customer address. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Address 3	The third line of the customer address. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Address 4	The fourth line of the customer address. This field only appears if you have selected the Overwrite Address field below the Sold To field.

Field	Explanation
City	The city in which the customer is based. This field only appears if you have selected the Overwrite Address field below the Sold To field.
State/ Province	The state or province in which the customer is based. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Phone	The customer phone number. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Postal/Zip Code	The customer postal or ZIP code. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Customer Country	The country in which the customer is based. This field only appears if you have selected the Overwrite Address field below the Sold To field.
Delivery Terms	Terms attached to the shipment's delivery; for example, Delivery Duty Paid.
Carrier	The company transporting the shipment.
Transport Mode	The mode of transport; for example, by air or sea.
Currency	The currency in which the shipping transaction is being conducted.

The lower part of the *Create Manual Shipment* page allows you to enter line item details. The table below describes the fields in the line item details section.

Line Item Fields

Field	Explanation
Code	The product code for the items.
Description	A description of the product being shipped. Click Show Product Details to display details of the product.
Quantity	The number of units in the line item. Use the lookup field next to the Quantity field to specify the unit of measure (UOM).
Price	The cost of the items.
Weight	The weight of the line item. Use the lookup field next to the Weight field to specify the UOM.

Field	Explanation
Volume	The volume of the line item. Use the lookup field next to the Volume field to specify the UOM.
Size	Specify the size of the line item in terms of length, width, and height. Use the lookup field next to the Size field to specify the UOM.

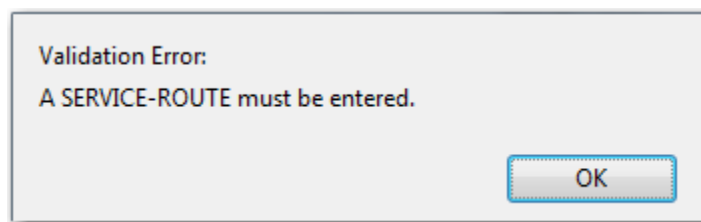
To add more line items, click the *Add Item* icon. To delete a line item, select the *Remove* field to the left of it and click the *Delete Items* icon.



Click the *Clear Form* icon to clear all fields.

Mandatory fields appear in blue, with the exception of the *Code* field in the line items section, which appears in white. After you complete the mandatory fields, click *Next* to create the manual shipment. You receive a validation error if you have not completed the mandatory fields correctly.

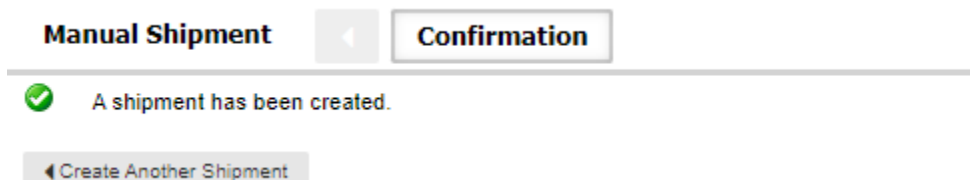
Create Manual Shipment Validation Error



Confirmation

After you click *Next*, the *Confirmation* page is displayed, including the reference number for the manual shipment you have created. To create another shipment, click *Create Another Shipment*.

Confirmation



Creating a Manual Shipment in the Workflow Portal

If your system is configured to display the *Create Shipment* toolbar button, you can create a manual shipment from the Workflow Portal. On the *Workflow Portal* page, click the *Create Shipment* button in the toolbar. The *Create Shipment* pop-up window is displayed.

Create Shipment Pop-up Window

The *Create Shipment* pop-up window in the Workflow Portal provides more functionality than the stand-alone *Create Manual Shipment* page. It allows you to create a manual shipment and save the shipment as a template, so you can create similar manual shipments in the future. It also allows you to update line items after you have created them.

The table below describes the fields in the *Create Shipment* pop-up window.

Create Shipment Fields

Field	Explanation
Consignor	The person or company shown on the bill of lading as the shipper.
Ship To	This is the partner that the shipment is being sent to. Select the partner using the lookup button, or click

Field	Explanation
	Once Off Shipment if this is a once-off shipment to a company that is not a partner. You might use the Once Off Shipment option if you are sending a sample to a prospective partner. Select the Overwrite Address field if you want to amend the address.
Overwrite Address	Select this field if you would like to update the ship to address and telephone number. The address and telephone fields will appear on the screen so that you can update them.
Order Number	The order number associated with the shipment.
Buyer's Ref No	The reference number associated with the buyer.
Service/Route	The service or route by which the shipment is to be sent.
Despatch Date	The date when the shipment is to be despatched.
Shipment Type	The type of shipment; for example, an export shipment.
Customer	The customer the shipment is being sent to.
Overwrite Address	Select this field if you would like to update the customer address and telephone number. The address and telephone fields will appear on the screen so that you can update them.
Delivery Terms	Terms attached to the shipment's delivery; for example, Delivery Duty Paid
Carrier	The company transporting the shipment.
Transport Mode	The mode of transport; for example, air or sea.
Currency	The currency in which the shipping transaction is being conducted.

The *Add New Item* section allows you to provide information on a shipment item line.

You must add at least one item line to the shipment before you can create the shipment.

Add New Item Fields

Field	Explanation
Product Code	The product code for the items being shipped. Use the lookup field to specify the product code.

Field	Explanation
Product Description	A description of the product being shipped.
Quantity	The number of items in the line item. Use the lookup field next to the Quantity field to specify the unit of measure (UOM).
Weight	The weight of the line item. Use the lookup field next to the Weight field to specify the UOM.
Net Weight	The net weight of the line item. Use the lookup field next to the Weight field to specify the UOM.
Volume	The volume of the line item. Use the lookup field next to the Volume field to specify the UOM.
Customs Value	The customs value of the line item. Use the lookup field next to the Volume field to specify the currency.
Freight Class	The freight class associated with the shipment.
Country of Origin	The country where the line item originated.
Customs Classification Group	The customs classification group associated with the line item.
Customs Classification Code	The customs classification code associated with the line item.
Customs Classification Description	A description of the customs classification that applies to the line item.
NAFTA Preference Criterion	North American Free Trade Agreement (NAFTA) criterion.
NAFTA Producer	North American Free Trade Agreement (NAFTA) producer.
NAFTA Net Cost	North American Free Trade Agreement (NAFTA) net cost.
NAFTA Country of Origin	North American Free Trade Agreement (NAFTA) country of origin.
Domestic/Foreign	Specify whether the shipment associated with the line item is domestic or foreign.
Type of Export	Specify whether this is a permanent export, a temporary export, or another type of export.
UN Class	Specify the UN class associated with the item.

Most mandatory fields appear in blue, with the exception of the *Code* field in the line items section. You will see a validation error if you do not fill in all mandatory fields.

When you have filled in the details for a line item, you can add it to the shipment by clicking the *Add Item* icon, or by using the shortcut Ctrl+F2. The line item will appear in the list to the right of the line item fields.

To update a line item, select it in the product list and click the *Update* button. Update the contents of the line item fields and click *Update* to save your changes. To discard your changes, click *Cancel*.

To remove a line item from the list, select the item and click the *Delete* button, or press the *Delete* button on your keyboard. A message is displayed, asking if you are sure you want to delete the item. Click *OK*.

When you complete the details of the manual shipment, click the *Create* button at the bottom of the screen or use the shortcut key F2 to create the shipment. A confirmation message is displayed at the top of the *Create Shipment* pop-up window.

Create Shipment Confirmation Message

 A shipment with reference **0104908** has been created. [Close this window and show in the workflow portal.](#)

To close the *Create Shipment* pop-up window and display the shipment in the Workflow Portal, click the message or click the *Close* button at the bottom of the screen.

Manual Shipment Templates

If you regularly create manual shipments with particular field values, you may want to create a template. To do this, enter a template name in the *Save Template* field and click the *Save* button when you have filled in the desired fields. To use an existing template, select the template name from the *Load Template* drop-down list. To remove a template, select it from the list and click the *Delete* button.

General Maintenance

Depending on how your administrator has configured the application, you may have access to maintenance features, including Maintenance Man and Multi Language Support (MLS).

Maintenance Man

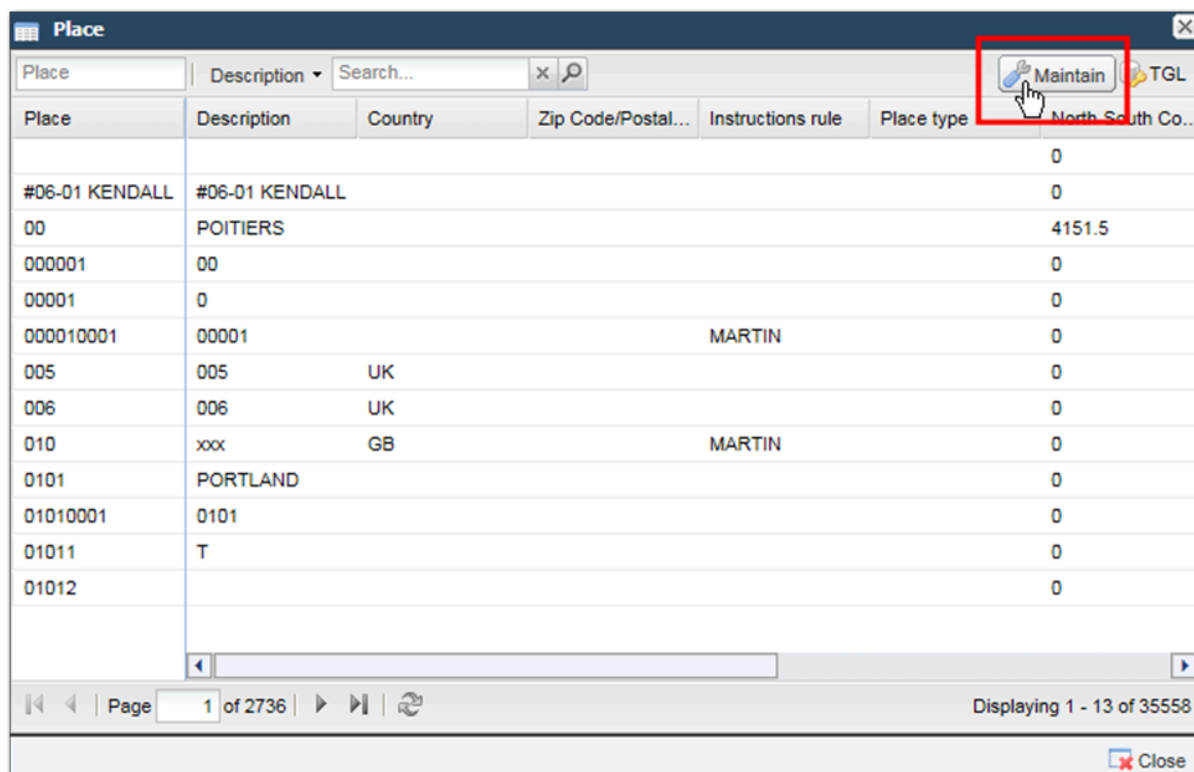
A number of options and sub-options include Maintenance Man functionality.

Options with Maintenance Man Functionality

Option	Description
ZS	Shipment Types
PT	Payment Terms
PY	Pack Types
CH	Charge/revenues
PL	Places
NO	Notes
CL	Client
LN	Packing Location

If the administrator has given you the requisite permission, a *Maintain* link displays in the selection list pop-up window for these options. Click *Maintain* to access a page that allows you to maintain the master data associated with these options.

Maintenance Man Link



Place	Description	Country	Zip Code/Postal...	Instructions rule	Place type
#06-01 KENDALL	#06-01 KENDALL				0
00	POITIERS				4151.5
000001	00				0
00001	0				0
000010001	00001			MARTIN	0
005	005	UK			0
006	006	UK			0
010	xxx	GB		MARTIN	0
0101	PORTLAND				0
01010001	0101				0
01011	T				0
01012					0

Multi-Language Support

General maintenance pages now support the ability to enter multi-language support (MLS) data. When a field has data entered, select F8 to view the *Multi Language Support* pop-up window.

Multi-Language Support

Product [Update]

Product code: 100102

Description: Bike Rack - Trunk Mount

2nd Description:

Product code 2:

Sort sequence:

ProductType:

Set Breakdown: ☐

Freight class:

Selling[ship] price: 0

List price: 0

Statistical price: 0

Ex Works Price: 0

Tax type:

Commission group:

Apply weight/volume against: ☒ Qty ☐ Inners ☐ Outers ☐ Total

Gross weight: 1 OZ

Net weight: 1 0

E Weighted: ☐

Volume: 0 FC

Ok Save

Multi Language Support

Descriptions

Language	Description
KOR	자전거 랙 - 트렁크 마운트

Page 1 of 1 | Displaying Records 1 - 1 of 1

Description Maintenance

Language:

Description:

Description:

Add Update Reset Delete

Close

Address Verification

The address verification tool, powered by Loqate, can be configured to automatically verify addresses when shipments are created. You can also manually verify addresses in the Partners - Address Changes and the SPS Manifest & Rate workflow tasks.

To perform address verification, configure the Maintain Workflows screen (menu option WF) and the Configure Address Verification screen (menu option CFGAV). For more information, see [Address Verification Configuration on page 503](#) in the Administration section.

Automatic Address Verification

After configuration, address verification runs in the background when a shipment is created. A read-only workflow task called *Address Verification Overall Status* shows whether the shipment address passed or failed verification.

A passing address is represented by a green tick icon in the *Status* column of the task. No action is necessary if the address passes verification.

Passing Address

Tasks

All Docs SPS Partners Detail UK Customs Other R

Sta... Note Description Completed B

  Address Verification Overall Status

A failing address is represented by a red X icon in the *Status* column. If configured, *SPS Manifest & Rate* task processing is not allowed until the address passes verification. See [Blocking the SPS Manifest & Rate Workflow Task if Address Verification Fails on page 521](#).

Failing Address

Tasks

All

Docs

SPS

Partners

Detail

UK Customs

Other

Re...

Sta...	Note	Description	Completed By
		Address Verification Overall Status	

Manual Address Verification

You can manually run address verification when you save a partner address in the Workflow Portal.

Partners - Address Changes Address Verification

To perform address verification on the *Partners - Address Changes* workflow task, select the *Verify Address* checkbox and click the *Save* button.

Verify Address Checkbox on the Partners - Address Changes Workflow Task

Partners - Address Changes

Jump to...

Partner Roles

- Customer
- Ship To
- Shipper
- Third Party

Name:

Contact: John Doe

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

City: SAN MATEO

State: CA

County:

Postal Code:

Country: US

Phone Number:

Fax Number:

Email:

Consignee Type:

☒ Verify Address

If an address passes verification, a green shield icon appears beside the relevant partner role.

If the address fails to meet the validity threshold, a red icon appears beside the relevant partner role.

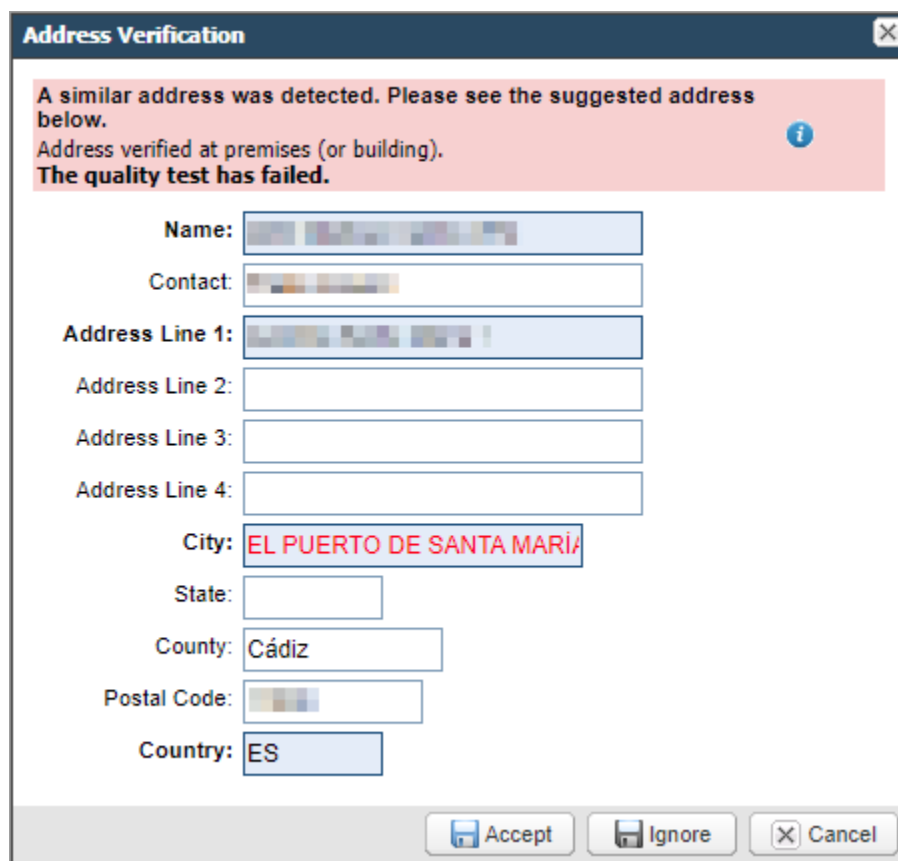
In some cases, an orange icon displays. This indicates that the current status is unknown because address verification did not run, or the address changed and the *Verify Address* checkbox was cleared.

You can override address verification. Click the *Pass Manually* button to submit the address, even if it fails address verification.

When an address fails verification, Loqate autofills a suggested address in the *Address Verification* window. Click the *Accept* button to accept the suggestion, or the *Ignore* button to disregard the suggestion and keep the original address that you submitted.

Note The Loqate API that is used is configured to suggest only one address. If the suggestion is ignored, it does not suggest another address.

Address Verification Window



Address Verification

A similar address was detected. Please see the suggested address below.
 Address verified at premises (or building).
The quality test has failed.

Name:

Contact:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State:

County:

Postal Code:

Country:

SPS - Manifest & Rate Address Verification

Address verification in the *SPS - Manifest & Rate* task is similar to *Partners - Address Changes*. You can configure [Automatic Address Verification on page 165](#) so that, if an address fails verification, the task displays the error message *Processing is not allowed due to Address Verification Overall Status task failure* on the *Details* tab. If the error appears, you can manually verify the addresses for the partner roles that are enabled for address verification on the *Parties* tab. Additionally, on the *Parties* tab, you can configure the addresses that you can verify for these partner roles.

Failed Address Verification in SPS - Manifest & Rate

The screenshot displays the 'SPS - Manifest & Rate' application window. The 'Parties' tab is selected, showing a form for address verification. The form includes fields for Name, Contact, Address Line 1 through 4, City, State, County, Postal Code, Country, Phone Number, Fax Number, Email, and Consignee Type. The 'Ship To' role is highlighted with a red 'X' icon. At the bottom, there is a checkbox for 'Verify Address' which is checked, and three buttons: 'Save', 'Pass Manually', and 'Reset Address'.

SPS - Manifest & Rate

Details Surcharges **Parties** Additional

Partner Roles

COD Party

Customer

Hold for pickup

Ship To ❌

Shipper

Third Party

Name: Test Address

Contact: Jane Doe

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City: CHARLOTTE

State: NC

County:

Postal Code:

Country: US

Phone Number:

Fax Number:

Email:

Consignee Type:

☒ Verify Address

Save Pass Manually Reset Address

Similar to the *Partners - Address Changes* task, you can click *Pass Manually* to override address verification.

Address Verification Score

Each address gets a score to indicate its proximity to the pass threshold, which is set during configuration—see [Address Verification Configuration on page 503](#). To view the score and a tooltip that explains how the scores are calculated, click the information icon on the *Address Verification* window.

The score is a combination of Verification Status and Verification Match scores. Examples of scores include V4 and P0. Verification Status—the letter in the score—assesses the match between the submitted address and a single record from Loqate. Verification Match—the number in the score—measures the level to which the address matches the Loqate record.

Verification Status

Score	Meaning	Description
V	Verified	The submitted address is a complete match to the Loqate record.
P	Partially	The submitted address is a partial match to the Loqate record.
U	Unverified	Loqate is unable to verify the record, but there are no suggested changes.
A	Ambiguous	There is more than one close match for the address in Loqate's records. The address may require more specific information.
R	Reverted	The address is not verified to the configured level, so there are no suggested changes.

Verification Match Scores

Score	Description
5	The address matches a record of a delivery point in Loqate's records.
4	The address matches a record of a premises.
3	The address matches a record of a thoroughfare.
2	The address matches a record of a locality.
1	The address matches a record of an administrative area.
0	There is no Loqate record that matches the submitted address.

The score is measured as greater than or equal to the pass threshold. For example, if the threshold on the *Configure Address Verification* page is set to V4, passing scores include V4 and V5. Failing scores include V3, V2, V1, V0, P5, P4, P3, P2, P1, or P0.

Base Administration

This section describes how to configure various elements of the Web UI based on your users' and organization's needs.

- [Web UI Configuration on page 171](#)
- [Packing Locations on page 189](#)
- [Authentication on page 191](#)
- [User Role Configuration on page 219](#)
- [Permissions on page 249](#)
- [Workflow on page 271](#)
- [Rules and Rulebooks on page 323](#)
- [Scan, Pack and Ship on page 400](#)
- [Consolidate and Ship on page 453](#)
- [Inquiry on page 459](#)
- [Manual Shipment on page 465](#)
- [System Values on page 473](#)
- [Translations on page 478](#)
- [General Administration on page 494](#)
- [Address Verification Configuration on page 503](#)
- [Printers on page 524](#)
- [Locales on page 532](#)
- [Web UI Workflow Tasks on page 535](#)
- [Inquiry System Values on page 543](#)
- [List of Dynamic Fields on page 549](#)

Web UI Configuration

This section describes how to configure the appearance of the Web UI using the Configure Main Menu screen, menu option CFGMM, which provides fields through which you can update system values. The system values are identifiable from the help tooltip for each field. Configuration of the system values through these fields applies at the global level for all users. If you want to configure the button at a more granular level, click the Maintain System Value icon to the right of the relevant field. You can then configure the corresponding system value at the user, client, or group level.

The Configure Main Menu screen primarily allows you to configure settings at a global level. However, it is possible to configure settings at

a client and user level using the Maintain System Value icon . User level is the most granular level at which you can configure settings. User-level values override client-level values, which in turn override global-level values.

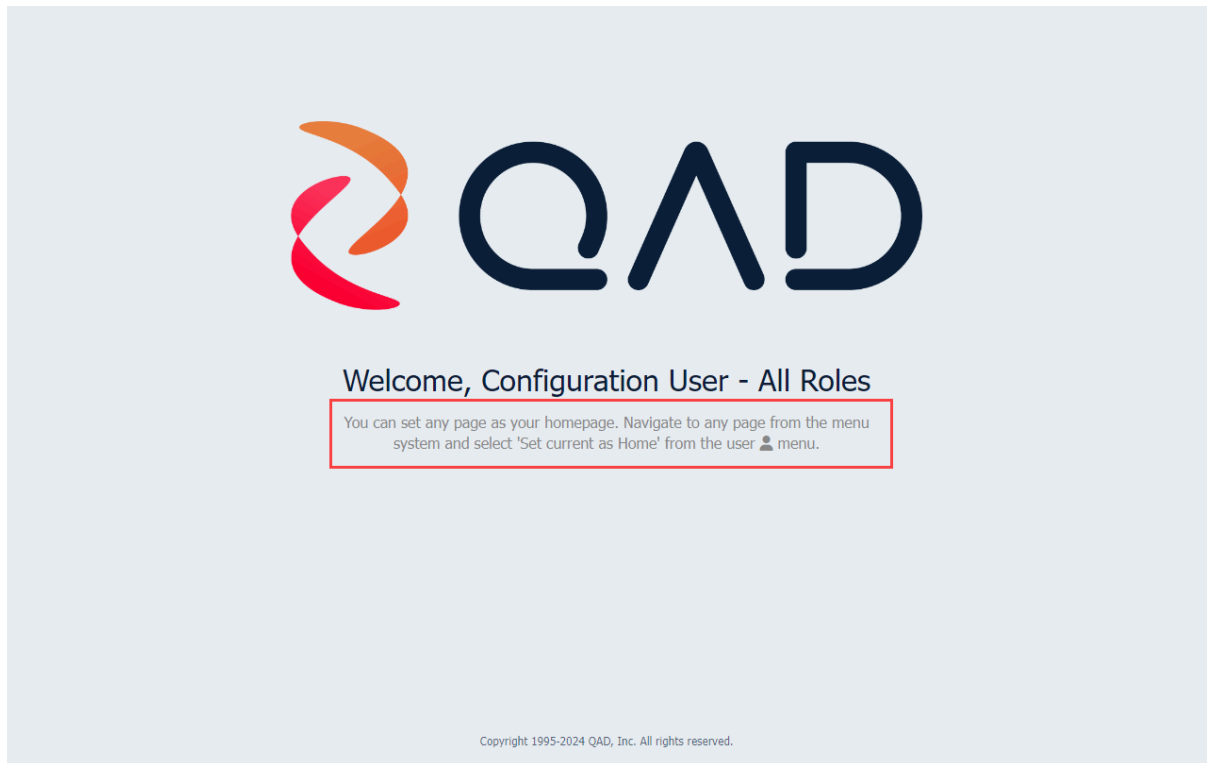
For more details on setting up users, see [User Role Configuration on page 219](#).

For information on how to create a new role menu, see [Configuring Effective User Roles on page 223](#).

Configuring the Welcome Page

The *Welcome* page, accessible through the WELCOM option, is the default home page. The page always contains the text Welcome, <USER_DESCRIPTION> , where <USER_DESCRIPTION> is the value of the *Description* field in the relevant user record in option US.

Welcome Page with Modifiable Text



You can use the WELCOME TEXT system value to configure additional text that displays on the page.

WELCOME TEXT System Value

Category	Key	Description
MAIN MENU	WELCOME TEXT	Specify the welcome text that you want to appear on the <i>Welcome</i> page. Default value: You can set any page as your homepage. Navigate to any page from the menu system and select 'Set current as Home' from the user {0} menu.

You can also set this value in the *Welcome* page tab of option CFGMM, where the help tooltip identifies the related system value.

Option CFGMM, Welcome Page



Specifying the Home or Landing Page

When a user clicks on the logo on the top left of the main menu, the home page opens. The home page is determined based on the default home page value in the user record. This value is set when the user selects Set Current as Home from the user menu on the main menu. If the user has not set this value, then the home page is determined based on the HOME URL system value. If this value is not set, then the home page is set to the Welcome page.

When a user logs in to the Web UI, the landing page is determined based on a number of settings:

- If the user is being redirected from an external system, the landing page is based on the URL specified by the external system.
- If the user is logging in to the Web UI directly, the landing page is determined by the value in the ONLOGIN URL system value. If this value is not set, then the landing page is set to the default home on user record, which is set when the user selects Set Current as Home from the user menu on the main menu. If this value is not set, then the landing page is based on the HOME URL system value. If the HOME URL system value is not set, then the landing page is determined by the url.home property in the precision.properties file. Otherwise, the landing page is set to the Welcome page.

To set the default home page and landing page for the system, use the Landing Pages tab of option CFGMM, or update the HOME URL and ONLOGIN URL system values directly.

Option CFGMM, Landing Page

Configure Main Menu

Menu Landing Pages Welcome Page Index Page WalkMe

Default URLs

On Sign In URL: ⓘ ⌵

Home URL: ⓘ ⌵

System Values for the Home Page

Category	Key	Description
ITRAX	HOME URL	Specify the default home page URL when there is no home page option set on the user profile. Example: /htm/welcome.htm Default value: blank. When this system value is blank, the Welcome page displays on the page.

Category	Key	Description
ITRAX	ONLOGIN URL	When a user logs in, if there is no home page option set on the user profile, then the application accesses this URL. Example: /htm/workflow.htm Default value: This system value is blank by default.

Configuring the Main Menu

Hiding the Role Menu

You can specify that the role menu does not appear in the main menu. This is useful when a user has only one role, and this user does not need to switch between roles.

To hide the role menu, set the Display Role Menu If There Is Only One field in option CFGMM to No. This field corresponds to the SHOW ROLE IF SINGLE system value. Ensure that you log out and log back in so that the setting is updated.

Option CFGMM, Hiding the Role Menu

Configure Main Menu

Menu Landing Pages Welcome Page Index Page WalkMe

Menu Search

Recents

Miscellaneous

Set Description For System Environment:

Display Role Menu If There Is Only One: ☐ Yes ☒ No

Show Menu Images In Title Area: ☐ Yes ☒ No

Add Clear Cache Menu Item: ☐ Yes ☒ No

Disable Automatic Menu Dropdown: ☐ Yes ☒ No

Display Role Menu If There Is Only One:
In cases where the user is only a member of one role then the application can hide the role menu as it's purpose is limited.

Note, users will need to log out and back in before any change will take effect.

Category: MAIN MENU
Key: SHOW ROLE IF SINGLE

SHOW ROLE IF SINGLE SYSTEM VALUE

Category	Key	Description
MAIN MENU	SHOW ROLE IF SINGLE	Possible values: true—the role menu appears in the main menu false—the role menu does not appear in the main menu Default value: true

Configuring the Role Menu Option Icons

You can configure the icons that appear in the role menu options. The Web UI ships with the Font Awesome library, which you can use to define the icons on the menu and pages.

Menu icons are stored in option UY, in the OPTIONPURPOSE lookup domain.

Option UY, OPTIONPURPOSE Lookup Domain

Lookup domain: Description

User Defined Lookup Domain

Lookup domain	Description
OPTIONPURPOSE	Option Purpose
* User defined lookup codes by domain	

User defined lookup codes by domain

Lookup code: Language:

[User Defined Lookup Domain](#) - User Defined Lookup Codes By Domain

Lookup Code	Language	Description
ANALYTICS		Analytics/Dashboards
DEFAULT		Maintenance
EXTERNAL		External
FOLDER		Folder
HOME		Home / Welcome / Index
MAINTAIN		Maintenance
REPORT		Reports/Inquiries
TOOL		Tools
WORK		Work with transactions (Processing)

Each entry consists of:

- Lookup Code
- Extended description:
 - image: the icon name used in the Font Awesome toolkit, with fa- (the first three characters) removed.
 - image-color: the icon color

Option UY, Home Icon Entry

User Defined Lookup Codes By Domain [Update]

Client: TGL

Lookup domain: OPTIONPURPOSE

Lookup code: HOME

Language:

Description: Home / Welcome / Index

Extended description: image=th-list .imagecolor=#F26924

User defined 1:

User defined 2:

User defined 3:

User defined 4:

Ok Save Close

You can configure menu icons at the option level or menu item level.

To configure menu icons at the menu item level:

1. Access option GN.
2. Select the menu entry for which you want to add or update the menu icon, and click the *Update Record* button in the toolbar; the *Menu Structure [Update]* pop-up window displays.
3. In the *Image File Name* field, specify the Font Awesome title for the icon, or specify the lookup code from the relevant OPTIONPURPOSE entry in option UY.

Menu Structure [Update] Pop-Up Window

Menu: ECO01

Option number: 10

Option type: ☒ SubMenu/Option
☐ Help
☐ Heading
☐ Ruler
☐ Skip

Module:

Option: CKHIST

Program type: 50

URL (Server:Port/Context):

URL (/Path):

☐ Skip after
☐ Rule after
☐ Rule before
☐ Skip before

Image file name:

Description: Review Results

☒ In use

Ok Save Close

4. Click OK.

To configure menu icons at the option level:

1. Access option GO.
2. Select the option for which you want to add or update the menu icon, and click the Update record in the toolbar; the Options [Update] pop-up window displays.
3. In the Purpose field, specify the lookup code from the relevant OPTIONPURPOSE entry in option UY.

Options [Update] Pop-Up Window

Options [Update]

Option: CKHIST

Program type: 50

Description: Compliance History Search

Program: -

Program parameters:

Web UI URL: /htm/compliance-history-search.htm

Web UI Dependencies: /htm/compliance-history-search.ajax

Purpose: REPORT

Mandatory fields:

Protected fields:

Menu bar menu: LEVEL0

Sub type: ☐ SubMenu
☒ Option
☐ Help

VRC code: *STANDARD

Option security code: plpHapcdhqkeBdDc

Image file name:

SHDR transaction type: S

GRUP transaction type: L

Option Level: ☐ Shipment
☐ Load
☐ Shipment OR Load
☒ Other

Next option:

☒ In use

Message Id:

Help label, Help folder, Help document:

Ok Save Close

4. Click OK.

The image and image color apply to all menu entries for this GO option.

Configuring the Menu Search

Option CFGMM allows you to configure the Menu Search. The fields in the *Menu Search* and *Recents* sections of the *Menu* tab relate to system values in the table below. Mouseover the help icon for each field to identify the specific system value.

Option CFGMM, Main Menu

Configure Main Menu

Menu | Landing Pages | Welcome Page | Index Page | WalkMe

Menu Search

Display Fastpath Codes: ☒ Yes ☐ No ⓘ 📅 ☐ Create Value

Search Menu Shortcut: ⓘ 📅 ☐ Create Value

Additional Options Available In Menu Search: **Select Records** ⓘ 📅

HOME	×
INDEX	×
LOGOUT	×
WELCOM	×
CHGSES	×
NETCHG	×

Additional Options Available In Menu Search:
A list of options that will also list when searched for in the menu search.
Note: users will need to log out and back in before any change will take effect.
Category: MAIN MENU

Recents

Display Recently Used Options: ☐ Yes ☒ No ⓘ 📅 ☐ Create Value

Maximum Recent History Length: ⓘ 📅 ☐ Create Value

URLs Blacklisted From Recent History: ⓘ 📅 ☐ Create Value

Miscellaneous

Set Description For System Environment: ⓘ 📅 ☐ Create Value

Save Reset

Menu System Values

Category	Key	Description
MAIN MENU	SHOW MENU FASTPATH	Possible values: <ul style="list-style-type: none"> true—option code displays in menu search results false—option code does not display in menu search results Default value: true
MAIN MENU	USER MENU SHORTCUT	Specify the shortcut keys that open the menu search. Default value: Ctrl +M
MAIN MENU	ADDITIONAL AVAILABLE OPTIONS	The Menu Search searches the role menu options for text specified in the Menu Search text field. If you want the Menu Search to search other options apart from the user's role menu options, then specify these options in the comma-separated list. Possible values, which can be

Category	Key	Description
		<p>combined in a comma-separated list:</p> <ul style="list-style-type: none"> HOME INDEX LOGOUT WELCOM <p>Example: HOME,LOGOUT</p> <p>Default value: HOME,INDEX,LOGOUT,WELCOM</p>
MAIN MENU	SHOW RECENTLY USED	<p>Possible values:</p> <ul style="list-style-type: none"> true—recently used options are shown in the Menu Search and in the Index option false—recently used options are not shown in the Menu Search and in the Index option <p>Default value: true</p>
MAIN MENU	NUM RECENTLY USED	<p>Specify the number of recently used options that are shown in the Menu Search and in the Index option.</p> <p>Default value: 5</p>
MAIN MENU	RECENTLY USED BLACKLIST	<p>Specify a comma-separated list of URLs that the application does not include in the recently used options in the Menu Search and Index option.</p> <p>Default value: blank—an empty list</p>

Configuring the User Menu

Use the *Show Menu Images In Title Area* field of the CFGMM option to specify whether you want to provide the *Clear All Server-Side Caches* option appear in the User Menu. This field corresponds with the ALLOW CLEAR CACHE system value.

CFGMM Option, Main Menu Tab, Miscellaneous Settings

Configure Main Menu

Menu Landing Pages Welcome Page Index Page WalkMe

Menu Search

Recents

Miscellaneous

Set Description For System Environment:   ☐ Create Value

Display Role Menu If There Is Only One: ☐ Yes ☐ No   ☐ Create Value

Show Menu Images In Title Area: ☐ Yes ☐ No   ☐ Create Value

Add Clear Cache Menu Item: ☐ Yes ☐ No

Disable Automatic Menu Dropdown: ☐ Yes ☒ No 

Show Menu Images In Title Area:
Controls if the menu image is shown to the left of the page title.

Category: MAIN MENU
Key: SHOW TITLE IMAGES

User Menu System Values

Category	Key	Description
MAIN MENU	ALLOW CLEAR CACHE	<p>Possible values:</p> <ul style="list-style-type: none"> true—the Clear All Server-Side Caches option is available in the User Menu. If this system value is set to true, the CSFR protection must be disabled so that the menu entry displays in the User Menu. If CSRF protection is enabled, then this menu option does not appear, even when ALLOW CLEAR CACHE is set to true. To disable CSRF protection, set the precision.security.csrf.token.validation property to no; this is the default setting. false—the Clear All Server-Side Caches option is not available in the User Menu <p>Default value: false</p> <p>Note If this property is set to true, it should not be changed to false without giving proper consideration to the web security requirements of the organisation.</p>
SYSTEM	ENVIRONMENT TAG	Specify a system environment description that the user sees in the Profile pop-up window that appears when a user clicks the Profile option in the User Menu.

Configuring the Title Area

The title for the option shown in the Title Area is determined by the Description value for the related menu record in option GN. For more details on setting up menu records in GN, see the [Creating a Menu for a Role](#) section in [Configuring Effective User Roles on page 223](#).

Use the Show Menu Images In Title Area field of the CFGMM option to specify whether you want to make the icon from the role menu appear in the Title Area of the current option. This field corresponds with the SHOW TITLE IMAGES system value.

CFGMM Option, Main Menu Tab, Miscellaneous Settings

The screenshot shows the 'Configure Main Menu' window with the 'Miscellaneous' tab selected. The 'Show Menu Images In Title Area' field is set to 'No'. A tooltip is displayed over this field, providing details about the system value it controls.

SHOW TITLE IMAGES System Value

Category	Key	Description
MAIN MENU	SHOW TITLE IMAGES	<p>Possible values:</p> <ul style="list-style-type: none"> true—icon displays in the Title Area false—icon does not display in the Title Area <p>Default value: false</p>

Index Page

The *Index* page, accessible from the INDEX option, allows you to display useful links by category. Each tile or section contains a title and a set of links, and each link may have explanatory text. You can configure the links on each tile, apart from the *Recent* tile. The *Recent* tile displays recently accessed options; you can choose to hide the Recent tile so that it does not display on the page.

While it is recommended that you configure access to pages for users using the Effective User role-based menu, the INDEX page is useful if you want to organize links into a number of categories for users—for example to reflect the functionality available in a particular QAD GTTE module. The image below shows a tile with Base functionality.

Index Page Tile for Base Functionality

Index

The screenshot displays the Index Page with the following tiles:

- Recent**
 - [Index](#)
 - [Manual Shipment](#)
 - [Scan and Pack](#)
 - [Ad hoc Compliance](#)
 - [Workflow Portal](#)
 - [Clear](#)
- Base** (highlighted with a red border)
 - [Workflow Portal](#)
Perform a range of tasks on a shipment.
 - [Inquiry](#)
Specify shipment details and pull up shipment information.
 - [Manual Shipment](#)
Manually create a new shipment.
 - [Scan, Pack and Ship](#)
Scan, pack and ship.
 - [Scan and Pack](#)
Scan, pack and ship.
 - [Scan and Rate](#)
Scan, rate and ship.
 - [Consolidate and Ship](#)
Consolidate and Ship.
 - [Shipment Consolidation](#)
Build consolidations (X) from shipments (S).
 - [Order Consolidation](#)
Build shipments (S) from orders (O).
 - [Zone Skip](#)
Build zone skip consolidations.
- Trade Compliance**
 - [Audit](#)
Examine previous compliance requests and view their results.
 - [Adhoc Screening](#)
Check an address against denied party, embargoed country lists and more.
 - [Batch DPL Data Scrub](#)
Screen addresses by uploading a CSV file with your address data.
- Transportation Management**
 - [Routing Guide](#)
Maintain routing guide setup.
 - [Desktop Shipping](#)
Let desktop shipping walk you through creating a parcel shipment.
 - [Mailing List Ship](#)
Ship to a mailing list.
 - [Cancel / Reprint Label](#)
Specify a shipment to be cancelled or reprint a shipment or package label.
 - [EOD Manifest](#)
Perform carrier end of day batch processing.
 - [Rate Shop](#)
Enter a ship from and ship to and view possible rates from various carriers.
- Freight Bill Audit & Payment**
 - [Invoices](#)
Work with invoices.
 - [Shipments](#)
Work with shipments.
 - [Payment Batches](#)
View payments and produce reports.
- Delivery Exception Management**
 - [Deliveries](#)
Work with deliveries and manage exceptions.
- Admin** (with search bar)
 - [Clear Caches](#)
Clear server side cached data.
 - [System Values Maintenance](#)
Maintain system values.
 - [Configure Rules and Rulebooks](#)
Maintain rules and rulebooks.
 - [Configure Workflow](#)
Maintain workflows and tasks.
 - [Mailing Lists Maintenance](#)
Create or edit mailing list addresses.
 - [Configure Shipment Consolidation](#)
View and edit all configurations for this option.
 - [Configure Order Consolidation](#)
View and edit all configurations for this option.
 - [Configure Zone Skip Consolidation](#)
View and edit all configurations for this option.
 - [Configure Compliance](#)
Maintain checks, security and notifications.
 - [Compliance Questionnaires](#)
Maintain compliance questions.
 - [Configure Package Exception Management](#)
Maintain data partitions.
 - [PEM Master Shipping Plans](#)
Master Shipping Plans.
 - [XML Upload](#)
Upload XML data files.
 - [Log Files](#)
View server log files.
 - [Configure Mailing Lists](#)
View and edit all configurations for this option.
- Session Details** (with expand/collapse icon)

Configuring the Index Page

The six configurable tiles are positioned on the page according to the labels in the image below. The six tiles or sections are arranged in three columns and two rows; for example, the Trade Compliance tile in the image below is positioned in section two, which is in column one and row two.

Index Page Sections or Tiles

Index

<p> Recent</p> <ul style="list-style-type: none"> • Index • Manual Shipment • Scan and Pack • Ad hoc Compliance • Workflow Portal <p>Clear</p>	<p> Base</p> <ul style="list-style-type: none"> • Workflow Portal Perform a range of tasks on a shipment. • Inquiry Specify shipment details and pull up shipment information. • Manual Shipment Manually create a new shipment. • Scan, Pack and Ship Scan, pack and ship. • Scan and Pack Scan, pack and ship. • Scan and Rate Scan, rate and ship. • Consolidate and Ship Consolidate and Ship. • Shipment Consolidation Build consolidations (X) from shipments (S). • Order Consolidation Build shipments (S) from orders (O). • Zone Skip Build zone skip consolidations. <p> Trade Compliance</p> <ul style="list-style-type: none"> • Audit Examine previous compliance requests and view their results. • Adhoc Screening Check an address against denied party, embargoed country lists and more. • Batch DPL Data Scrub Screen addresses by uploading a CSV file with your address data. 	<p> Transportation Management</p> <ul style="list-style-type: none"> • Routing Guide Maintain routing guide setup. • Desktop Shipping Let desktop shipping walk you through creating a parcel shipment. • Mailing List Ship Ship to a mailing list. • Cancel / Reprint Label Specify a shipment to be cancelled or reprint a shipment or package label. • EOD Manifest Perform carrier end of day batch processing. • Rate Shop Enter a ship from and ship to and view possible rates from various carriers. <p> Freight Bill Audit & Payment</p> <ul style="list-style-type: none"> • Invoices Work with invoices. • Shipments Work with shipments. • Payment Batches View payments and produce reports. 	<p> Delivery Exception Management</p> <ul style="list-style-type: none"> • Deliveries Work with deliveries and manage exceptions. <p> Admin <input type="text"/></p> <ul style="list-style-type: none"> • Clear Caches Clear server side cached data. • System Values Maintenance Maintain system values. • Configure Rules and Rulebooks Maintain rules and rulebooks. • Configure Workflow Maintain workflows and tasks. • Mailing Lists Maintenance Create or edit mailing list addresses. • Configure Shipment Consolidation View and edit all configurations for this option. • Configure Order Consolidation View and edit all configurations for this option. • Configure Zone Skip Consolidation View and edit all configurations for this option. • Configure Compliance Maintain checks, security and notifications. • Compliance Questionnaires Maintain compliance questions. • Configure Package Exception Management Maintain data partitions. • PEM Master Shipping Plans Master Shipping Plans. • XML Upload Upload XML data files. • Log Files View server log files. • Configure Mailing Lists View and edit all configurations for this option.
---	--	--	--

[Session Details](#)

You can use the Index tab of the CFGMM option to configure the Index page for a particular user. Each field on this page relates to a system value, listed in the tooltip next to each field. To update the Index page configuration for more than one user, use the Y3 option to copy the related system value settings from one user to the group of users.

CFGMM Option, Index Tab

Configure Main Menu

Menu Landing Pages Welcome Page **Index Page** WalkMe

Links

Links For Section 1 [Column 1, Row 1]:	title=Base image=fa-tasks link1=Workflow Portal:Perform a range of tasks on a shipment./htm/optionrun.htm? optionCode=FLOW link2=Inquiry:Specify shipment details and pull up shipment information./htm/optionrun.htm?optionCode=REPORT link3=Manual Shipment:Manually create a new shipment./htm/optionrun.htm?	
Links For Section 2 [Column 1, Row 2]:	title=Trade Compliance image=fa-check-square-o link1=Audit:Examine previous compliance requests and view their results./htm/optionrun.htm?optionCode=OKHIST link2=Adhoc Screening:Check an address against denied party embargoed country lists and more./htm/optionrun.htm?optionCode=CKADH link3=Batch DPI, Data Scrub:Screen addresses by uploading a CSV file with your	
Links For Section 3 [Column 2, Row 1]:	title=Transportation Management image=fa-truck link1=Routing Guide:Maintain routing guide setup./htm/optionrun.htm? optionCode=FRSROUT link2=Desktop Shipping:Let desktop shipping walk you through creating a parcel shipment./htm/optionrun.htm?optionCode=SHDTS link3=Mailing List Ship:Ship to a mailing list./htm/optionrun.htm?	
Links For Section 4 [Column 2, Row 2]:	title=Freight Bill Audit & Payment image=fa-money link1=Invoices:Work with invoices./fbap/portal/FAIN link2=Shipments:Work with shipments./fbap/portal/FASH link3=Payment Batches:View payments and produce reports./fbap/portal/FAPB	
Links For Section 5 [Column 3, Row 1]:	title=Delivery Exception Management image=fa-map-marker link1=Deliveries:Work with deliveries and manage exceptions./dem/portal/DEM	

Save Reset

Removing a Tile

To remove a tile from the *Index* page:

1. Using the *Index Page Sections or Tiles* image as a guide, take note of the tile or section number of the tile on the *Index* page.
2. In the CFGMM option, on the *Index* tab, locate the text area related to the tile section that you want to configure.
3. Delete the contents of the text area and click **Save**.
4. Access the INDEX option; verify that the Index page displays without the deleted tile content.

Modifying a Tile

To update the contents of a tile on the *Index* page:

1. Using the *Index Page Sections or Tiles* image as a guide, take note of the tile or section number of the tile on the Index page.
2. In the CFGMM option, on the *Index* tab, locate the text area related to the tile that you want to configure.
3. In the relevant Links for Section field, to set the contents of the menu, use the syntax:

title=[category title]

image=[icon name]

link1=[link name]:[link description]:[link url]

link2=[link name]:[link description]:[link url]

...

linkN=[link name]:[link description]:[link url]

In this syntax, title is the name of the tile or section. You can choose any name. The image is the icon name used in the Font Awesome toolkit, with fa– (the first three characters) removed. The link is made up of the link name, the description, and the URL.

To find the URL of any page you want to include, click the page link. The URL is displayed in the Address field of your browser.

Alternatively, right-click the link and choose Properties.

As an alternative to using the full URL, you can use a standard URL format followed by an option code. For example, to set a link to Manual Shipment, use this URL and option code:

link1=Manual Shipment>Create a shipment:/htm/optionrun.htm?

optionCode=MANS

4. When you have completed the updates, click *Save*.
5. Access the INDEX option; verify that the *Index* page displays the correct tile content.

Showing and Hiding the Recent Tile

The *Recent* tile displays options that you have recently visited. You can decide if this tile is displayed and how many items are on it. To show or hide the *Recent* tile, use the SHOW RECENTLY USED system value.

SHOW RECENTLY USED System Value

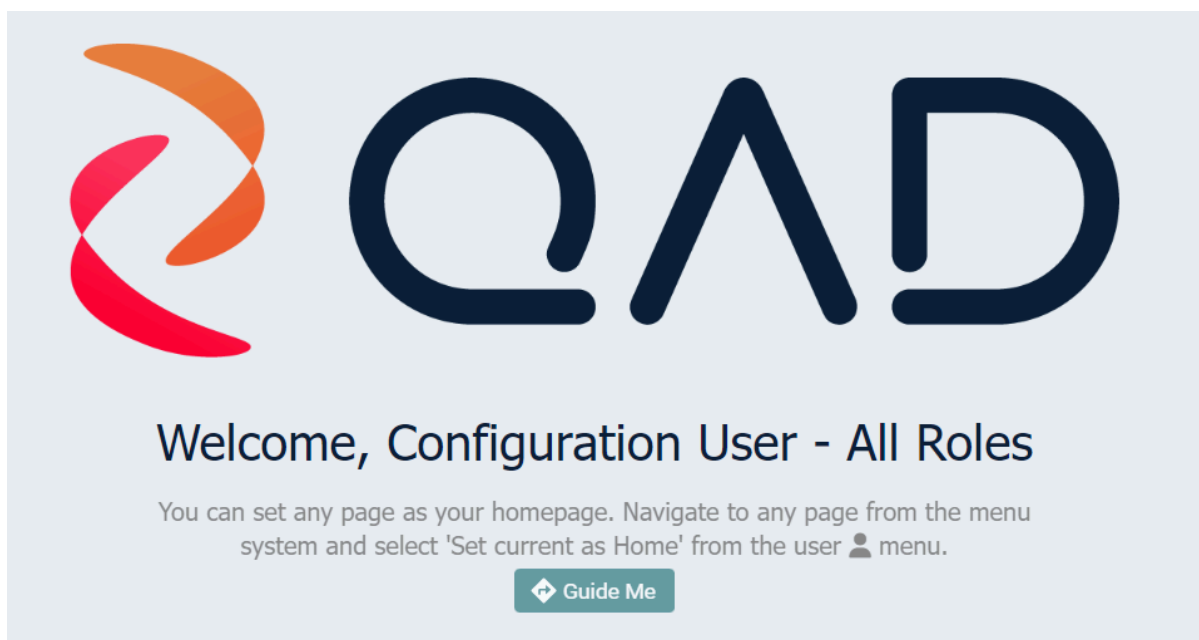
Category	Key	Description
Main Menu	SHOW RECENTLY USED	Specify whether you want the Recent tile, with links to recently accessed options, to display on the Index page. Possible values: <ul style="list-style-type: none"> • Yes – the Recent tile appears on the Index page. • No – the Recent tile does not appear on the Index page.

Note If you do not see the effect of any changes to your settings, it may be necessary to clear the caches. To do this, run the ADMIN option and click *Clear All Caches*.

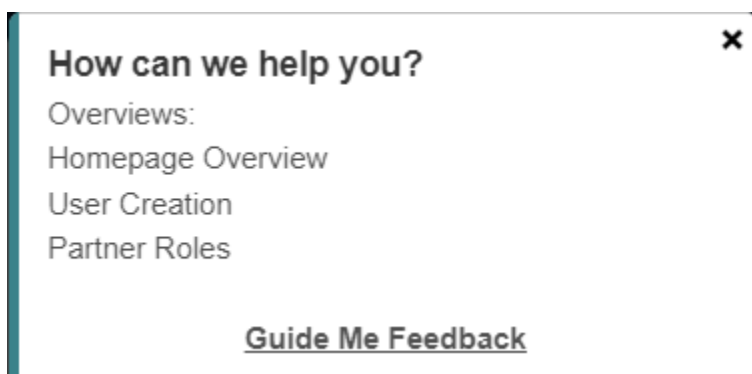
Configuring Guide Me

If your organization permits access to Guide Me, QAD GTTE includes on-screen guided assistance powered by the WalkMe digital adoption platform (DAP). The Guide Me menu includes workflows for certain tasks in QAD GTTE.

To access Guide Me, click the Guide Me button on the home page.



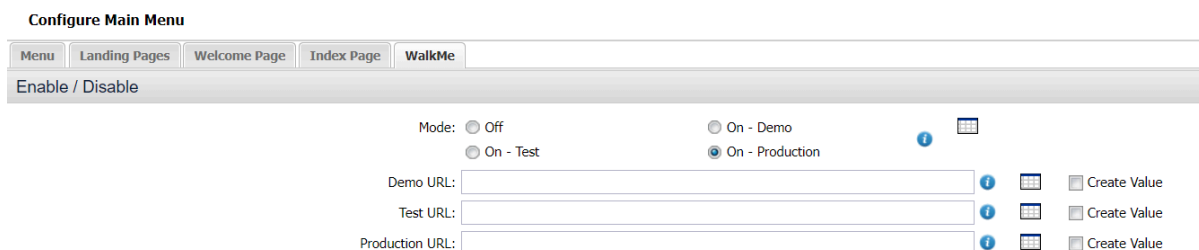
The Guide Me menu includes links to some workflows to help you to get started with QAD GTTE.



To request new tutorials and improve existing in-application training, click the Guide Me Feedback link.

The experience of using Guide Me can depend on what data you have in your system and on your role permissions.

To turn Guide Me on or off, in menu option CFGMM, use the WalkMe tab.



To configure Guide Me, complete the following tasks:

- [Turning On Guide Me on page 188](#)
- [Turning Off Guide Me on page 188](#)

Turning On Guide Me

To turn on Guide Me for all users of the QAD GTTE environment, complete the following steps:

Note To turn on Guide Me, your organization must permit access to the tool.

1. In menu option CFGMM, click the WalkMe tab.
2. In the Mode form, choose the On - Production option. The other options are for non customer-facing environments and are not for end users.

Note The Production URL field should be predefined with the following snippet: `<script type="text/javascript">(function() {var walkme = document.createElement('script'); walkme.type = 'text/javascript'; walkme.async = true; walkme.src = 'https://cdn.walkme.com/users/c01bb04255fc42ee948d84b4ff27e4b4/walkme_c01bb04255fc42ee948d84b4ff27e4b4_https.js'; var s = document.getElementsByTagName('script')[0]; s.parentNode.insertBefore(walkme, s); window._walkmeConfig = {smartLoad:true}; })();</script>`

3. Click Save.

Turning Off Guide Me

Note Turning off Guide Me may improve page load performance.

If you prefer not to use Guide Me, complete the following steps:

1. In menu option CFGMM, click the WalkMe tab.
2. In the Mode form, choose the Off option.
3. Click Save.

Packing Locations

To allow users to log in to the QAD GTTE application, you must associate the client with a packing location. In addition, users cannot access or use a packing location if it is not assigned to the client.

These associations can be configured using the Packing Location Clients sub-option on the Packing Locations page, accessible through the LN option.

A client's associated packing location impacts the lookups and validation on the following pages:

- Login
- End of Day
- Index
- Manifest Workflow Task
- Change Session Details
- Scan, Pack and Ship

Associating Clients With a Packing Location

1. Access option LN.
2. Select a record from the list of packing locations and click the *Packing Location Clients* sub-option.

Packing Locations Page, Packing Location Clients Sup-Option

Packing Locations

Location:

Location Description
▼

Packing Location

	Location	Location Description	
	A3500	Newark	
↓	A9901	Chicago	
	<div style="display: flex; align-items: center;"> • Packing Location Clients </div>		
	A9903	Mexico	

3. Click the *Create* icon in the toolbar on the *Packing Location Clients* page.

Packing Location Clients [Create]

The screenshot shows a 'Packing Location Clients [Create]' dialog box. It has a title bar with the text 'Packing Location Clients' and a close button. Below the title bar, there are two input fields: 'Users client:' and 'Description:'. Below these, there is a breadcrumb trail: 'Packing Location - Packing Location Clients'. Below the breadcrumb, there is a table with three columns: 'Users client', 'Description', and 'In use'. Below the table, there is a 'Packing Location Clients [Create]' dialog box. This dialog box has a title bar with the text 'Packing Location Clients [Create]' and a close button. It contains the following fields: 'Client:' with a text box containing 'SYS', 'Packing location:' with a text box containing 'A9901', 'Users client:' with a lookup button (magnifying glass icon), and 'Description:' with a text box. There is a checkbox labeled 'In use' which is checked. At the bottom, there is a 'Create' button with a plus icon and a 'Close' button with an X icon.

4. Use the *Users Client* lookup to specify the client that you want to associate with the packing location.
5. Enter a description.
6. Click *Create* to save.

Configuring the Packing Location Login Field

You can choose to present the Packing Location field on the QAD GTTE login page as a free text input field or a drop-down list using the `login.packinglocation.list` property. The following displays the field as a list:

```
login.packinglocation.list=list
```

Alternatively, set the property as follows to enable a free text field for Packing Location:

```
login.packinglocation.list=text
```

Note The options displayed in this drop-down list correspond to the packing locations associated with the selected client.

Authentication

This section describes the setup of user authentication. User authentication identifies the user to the system and enables access. To ensure that a user must be authenticated before they can access the system, enable login authentication in the precision.properties file.

You can then specify a login method. Choose from one of these methods:

- TRAX
- NTLM
- Database
- LDAP
- Single sign-on
- JAAS

Important When you decide which login method to use, do not change the properties or comment out any of the settings for the other login methods.

Password Policy and Encryption

System values let you implement your organization's password policy.

System Values to Implement Password Policy

Category	Key	Description
SECURITY	PASSWORD_DATABASE_ENCODING	Password encoding method. Possible values: MD5, SHA-1 Default value: MD5
SECURITY	MAX_ATTEMPTS_BEFORE_LOCK	Number of times a user can enter an incorrect password before their QAD GTTE user account locks. By default, this system value is disabled. Default value: -1
SECURITY	MIN_PASSWORD_LENGTH	Format: min=<NUMBER>,upper=<NUMBER>,lower=<NUMBER>,numbers=<NUMBER> min: minimum acceptable password length upper: minimum acceptable number of upper case letters in password lower: minimum acceptable number of lower case letters in password numbers: minimum acceptable number of numeric characters in password

Category	Key	Description
SECURITY	VALID DAYS BEFORE EXPIRY	<p>This system value applies when creating a user in option US in the Web UI. The value appears as the default value in the Password Expiry Cycle - Days field of option US, which is used to calculate the password expiry date.</p> <p>For example, if the value is set to 30, then the password expiry date defaults to 30 days from the creation date.</p>

Password History

When a user changes their password using the CHGPWD option, the password history is checked, and the user is prevented from using their two most recent passwords.

Password Encryption

For security, you can store encrypted passwords in the configuration files listed in Table 2.2. This approach is more secure than storing passwords as plain text.

Configuration Files that Support Encryption

File	Location	Encryption
precisionconnect.properties	Subfolder highway\connectors\Service in the Web UI home folder. By default, the Web UI home folder is C:\PRECISION\WebUI	<ul style="list-style-type: none"> Any string in the GeneralConnect1 parameter that is encapsulated with "[x[...]x]" <p>Example: GeneralConnect1=-c 500 -U "p2009dev@precision_lin508" -P "[x[QHUNA3h7A21wFn6bZPU6vQ==]x]"</p> <ul style="list-style-type: none"> The password needed for the listener to automatically log in to the application. <p>Example: [Auto] User=4gllistener Password=obhc/nW770V0feZwMrKB4g==</p>
precision.properties	Web UI home folder, which by default is C:\PRECISION\WebUI	jdbc passwords, for example, precision.db1.pass

File	Location	Encryption
highway.properties	WebUI home folder, which by default is C:\PRECISION\WebUI	jdbc passwords, for example,precision.db1.pass
schedule-service.xml	C:\PRECISION\WebUI\conf If the system is using JBoss 4, then schedule-service.xml is in the \${jboss_home}\server\default\deploy folder	autologin calls in this file, which send the user password as part of the url

Encrypting a Password

1. Open the encryptor.bat file and ensure that the value of ITRAX_HOME is set to your Web UI location.
2. Open a command prompt window and navigate to the folder containing encryptor.bat. The encryptor.bat file is in the subfolder named bin in the Web UI home folder; the default Web UI home folder is C:\PRECISION\WebUI.
3. Run encryptor.bat using the password that you want to encrypt as a parameter. The .bat file returns the encrypted password.

encryptor.bat

```

c:\PRECISION\WebUI\bin>encryptor.bat yourpassword
-----
This utility will encrypt a given password into a value that can
be used in PRECISION configuration files.

Usage:
    encryptor [plain password]
e.g.
    encryptor Precision

will return generate the value:
    z1bbHp31$bsaaZ0s9BZrbQ==
-----
C:\PRECISION\WebUI
"java classpath is: "C:\PRECISION\WebUI\wildfly\modules/apps/precision/lib/main/
*;C:\PRECISION\WebUI\wildfly\modules/apps/precision/libpsl/main/*;C:\PRECISION\W
ebUI\wildfly\modules/system/layers/base/javax/servlet/api/main/*;C:\PRECISION\W
ebUI\wildfly\modules/system/layers/base/org/jboss/log4j/logmanager/main/*"
"java home is: C:\PRECISION\WebUI\jre"
Attempting to load ESAPI.properties via file I/O.
Attempting to load ESAPI.properties as resource file via file I/O.
Found in 'org.owasp.esapi.resources' directory: C:\PRECISION\WebUI\ESAPI.propert
ies
Loaded 'ESAPI.properties' properties file
Attempting to load ESAPI.properties via file I/O.
Attempting to load ESAPI.properties as resource file via file I/O.
Found in 'org.owasp.esapi.resources' directory: C:\PRECISION\WebUI\ESAPI.propert
ies
Loaded 'ESAPI.properties' properties file
SecurityConfiguration for ESAPI.printProperties not found in ESAPI.properties. U
sing default: false
SecurityConfiguration for Encryptor.CipherTransformation not found in ESAPI.prop
erties. Using default: AES/CBC/PKCS5Padding
SecurityConfiguration for Logger.LogApplicationName not found in ESAPI.propertie
s. Using default: true
SecurityConfiguration for Logger.LogServerIP not found in ESAPI.properties. Usin
g default: true
o76PFmS4AxYXrex0WpZAPw==
Press any key to continue . . .
c:\PRECISION\WebUI\bin>_
  
```

Trax Login

TRAX login is the most widely used authentication method. It is also the most straightforward to set up. To use the trax login method, set it in the precision.properties file.

```
precision.login.method=trax
```

Using this method, the user ID and password are authenticated against the user details stored in the xtusr0 table in the QAD GTTE database. All user details are stored in this table automatically when you create a user profile. When a user supplies a user ID and a password on the Login screen, the system confirms that the user ID and password match a record in the table.

The QAD GTTE user profile setup contains a field that allows you to specify an alternative ID for a user. Some organizations use this field when users want to use the same ID as they already use to log in to other systems. The field is useful where a user ID is longer than 20 characters, because this number is the limit for a QAD GTTE user ID.

Note User passwords are encoded for Java using the md5 algorithm.

NTLM Login

NT LAN Manager (NTLM) is an authentication protocol used in an Active Directory single sign-on scheme. It enables you to set up your system to authenticate a user against a user ID and password held in Active Directory. To use this login method, ensure that you are familiar with NTLM and Active Directory.

When you use NTLM to authenticate, the QAD GTTE application must be able to identify the users to associate them with roles and permissions. The QAD GTTE user profile setup contains a field that allows you to specify an alternative ID for that user. The alternative ID must match the user ID in Active Directory. The user can then sign on using the Active Directory user ID, which matches the alternative ID in the QAD GTTE user profile record.

The alternative ID can also be used for punch-out requests and when the Web UI is configured to run in a multi-tenanted hosted mode. In the `precision.properties` file, enable NTLM authentication and specify an Active Directory server and a domain. The following example enables NTLM authentication with one server and one domain.

#NTLM authentication properties. Only used when login.method is set to "ntlm".

```
precision.login.method=NTLM
```

```
precision.login.nt.server=192.168.11.49
```

```
precision.login.domain=DOMAIN1
```

In a large organization, you might have several servers for a domain to allow for failover. You might also run multiple domains and enable user access to any number of domains. The following example enables NTLM authentication with two domains and two servers for each domain.

#NTLM authentication properties. Only used when login.method is set to "ntlm".

```
precision.login.method=NTLM
```

```
precision.login.nt.server.europe=cont85.europe.com: cont86.europe.com
```

```
precision.login.nt.server.US=cont87.us.com:cont88.us.com
```

When there are multiple domains, you can also specify a default domain:

```
precision.login.defaultdomain=europe
```

Problems arise if Active Directory is not set up properly or the identity of the organization domain server is unclear. In such cases, further research of NTLM and Active Directory settings is required. In addition, verify that the user ID and password authenticated by Active Directory match the alternative ID in the user profile. Use log4j to log authentication as it takes place.

Database Login

Using the database login method, the database is the repository for user names. You can specify this method in the `precision.properties` file.

```
precision.login.method=db
```

When a user supplies a user ID and password, the authentication compares the user ID and password with a database account in the QAD GTTE database, which is specified in the `precision.properties` file. If there is a match, a connection is created. This example specifies an Oracle database.

```
precision.db1.driver=oracle.jdbc.driver.OracleDriver
```

```
precision.db1.url=jdbc:oracle:thin:@CONT85:1521:precision
```

The database login method is not commonly used.

LDAP Login

Lightweight Directory Access Protocol (LDAP) is an Internet directory protocol standard. This protocol defines a directory service and access to that service. By enabling LDAP authentication, initial authentication is done using an LDAP Server, such as Novell or eDirectory. The user must also exist in the QAD GTTE Web UI database for authentication to complete successfully. To enable LDAP Authentication in the Web UI, set the login method to `ldap`.

```
precision.login.method=ldap
```

After LDAP is enabled, configure the LDAP server location and search settings properties in the `precision.properties` file. Possible properties and their values are displayed in the table below.

LDAP Setup

Property	Value
LDAP IP Address	<code>precision.login.IdapIP=ldap:// LDAPServerIPAddress:389/</code>
LDAP Manager DN	<code>precision.login.managerDn=[e.g. CN=Admin,O=Novell]</code> <code>precision.login.managerPassword=[manager's password]</code>

Property	Value
LDAP Search Patterns	precision.login.userDnPattern1=[CN={0},OU=users,O=domain,O=com] precision.login.userDnPattern2=[OU=users, O=domain, O=com] precision.login.userDnPattern3= precision.login.userDnPattern10=
LDAP User Filter	precision.login.userSearchBase=[e.g. o=Group] precision.login.userSearchFilter=[e.g. uid={0}]
LDAP Search Subtree	precision.login.searchSubtree=true

LDAP IP Address

The correct IP address of the LDAP Server is specified in this setting. LDAP uses TCP/IP port number 389 for basic authentication. If basic authentication is set to a different port on your server, the port number must correspond to the port number allocated. For failover purposes, you can specify multiple LDAP servers, as in the following example.

```
precision.login.ldapIP= ldap://LDAPServerIPAddress1:389/
```

```
ldap://LDAPServerIPAddress2:389/
```

Note The LDAP Server property value must start with ldap:// in lowercase because parts of the code are case-sensitive.

LDAP Manager DN

LDAP is a tree of directory entries. Each entry has a unique identifier, known as a distinguished name (DN). The authentication service needs to initially bind as the administrator DN to have permissions to search for a user DN that matches the user login ID. The manager DN specifies the administrator DN that is initially used to bind to the LDAP Server.

All LDAP operations require some form of authentication with the LDAP server. If a manager DN and password are given, these values are used to authenticate with the LDAP server. Otherwise, the system typically uses the current user DN and password. The DN is written left to right. For example, bill.people.domain.com is written as:

```
uid=bill, ou=people, dc=domain, dc=com
```

In this example uid=bill is the Relative Distinguished Name (RDN) and ou=people, dc=domain, dc=com is the parent entry DN where dc denotes Domain Component.

LDAP Search Patterns

Each user DN pattern relates to the subbranch of your LDAP database that contains user records. Therefore, these fields specify the DN of the branches where the search for a user is to start. For performance reasons, make the DN as specific as possible. You can specify up to ten different patterns. Each pattern is tried until the user is found.

The user DN pattern function involves basic pattern matching. The login name supplied is substituted for the pattern argument {0}. By default, the Access Manager assumes that user entries are identifiable by the uid attribute "uid={0}". For example, the following two entries are the same:

```
uid={0},OU=users,O=domain,O=com
```

```
OU=users,O=domain,O=com
```

However, if your directory server uses a different attribute to specify a user DN, such as givenname/uniqueID/CN, you also must specify the attribute name in this field.

```
CN={0},OU=users,O=domain,O=com
```

The following dump is from LDAPSearch. You can use the italicized code for userDnPattern1 to 10:

LDAP Search is started ...

Host = 10.200.2.10

Port = 389

Connection Type = Non SSL

Timeout = 10 seconds

STEP 1 => Performing LDAP initialization

LDAP initialization completed

STEP 2 => Connecting to LDAP server using the given credentials...

LDAP bind completed successfully.

STEP 3 => Searching on the server ...

Enumerating attributes for DN :

cn=10_200_12_38,cn=12dot0,ou=Servers,o=Group

Enumerating attributes for DN : cn=SHR_RMA_ReadOnly,ou=CORP,o=Group

Enumerating attributes for DN : cn=ZCRED01L,ou=Printers,o=Group

Enumerating attributes for DN :

cn=10_200_18_71,cn=18dot0,ou=Servers,o=AM2Group

Enumerating attributes for DN :

cn=10_200_200_17,cn=200dot0,ou=Servers,o=AM2Group

Enumerating attributes for DN :

cn=USERNAME,ou=ACCT,ou=CORP,o=Group ou=Corp - Accounting

Enumerating attributes for DN : cn= USERNAME,ou=OPS,ou=CORP,o=Group
ou = Operations

This dump means that you specify the following for uid={0} to be searched in the Servers.Group subtree and CORP.Group subtree:

precision.login.userDnPattern1=ou=Servers,o=Group

precision.login.userDnPattern2=ou=CORP,o=Group

precision.login.userDnPattern3=ou=ACCT,ou=CORP,o=Group,ou=Corp-Accounting

precision.login.userDnPattern4=ou=OPS,ou=CORP,o=Group,ou=Operations

If you want to search in cn for the user login:

precision.login.userDnPattern1=cn={0},ou=Servers,o=Group

precision.login.userDnPattern2=cn={0},ou= CORP,o=Group

precision.login.userDnPattern3=cn={0},ou=ACCT,ou=CORP,o=Group,ou=Corp-Accounting

precision.login.userDnPattern4=cn={0},ou=OPS,ou=CORP,o=Group,ou=Operations

LDAP User Filter

If there are too many subtrees to specify, you can configure an LDAP search filter to locate the user. Instead of specifying userDnPatterns, you specify the userSearchBase and userSearchFilter attributes. A search is then performed under the userSearchBase node, which is usually close to the root node, using the value of the userSearchFilter attribute as a filter. Again, the user login name is substituted for the parameter in the filter name. If the userSearchBase is not supplied, the search is performed from the root. However, this method negatively impacts performance. Therefore, use userDnPatterns if they are known and limited to less than ten subtrees.

Note If userDnPattern and userSearchFilter are specified, the user search begins with the userDnPattern list. If no matching DN is found, the userSearchFilter is used.

LDAP Search Subtree

The search subtree option indicates the number of levels in the LDAP Server searched for a matching user profile from the base subtrees or roots specified in userDNPatterns or userSearchFilter. The search begins from the node specified in the attribute userDnPattern or userSearchFilter. The default value is SUBTREE=true. The search encompasses all entries at and below the specified node.

Note Each LDAP server property name is case-sensitive.

Troubleshooting LDAP Problems

After you have configured LDAP authentication, log in to the Web UI with your LDAP server user name and password. Table 2.4 describes some errors that can occur and how to troubleshoot them.

LDAP Error Troubleshooting

Error	Action
Check LDAP Server is up and connection settings are correct	This error is displayed if the Web UI cannot connect to the LDAP Server. First, check if the LDAP Server is available. LDAPSearch.exe is a useful freeware utility tool that allows you to connect to your LDAP Server and returns the necessary settings required for the Web UI. It is available from the Novell Web site. If the LDAP Server is available, the configuration settings in precision.properties are incorrect.
Bad Credentials	After you ensure that Caps Lock is not on, confirm that your user name and password are correct.
User does not exist in the QAD GTTE Web UI Database	When the user is authenticated with the LDAP server, it does not authorize access to the Web UI automatically. The user must also exist in the xtusr0 table in the QAD GTTE database. Make sure that the user exists and that the id or alternative id and password match.

Configuring Secure LDAP Authentication in the Web UI

1. Change the LDAP IP address to use SSL authentication.
2. Obtain a digital certificate.
3. Generate a Java keystore.
4. Configure the properties file to use the keystore.

Change the LDAP IP address to use SSL authentication

For SSL authentication, in the precision.properties file, change the LDAP IP address to use TCP/IP port number 636. If SSL authentication is set to a different port of your server, the port number must correspond to the correct port number allocated.

Obtain a Digital Certificate

After LDAP Authentication is configured for SSL authentication in the Web UI, you must provide a certificate store containing a valid certificate as a parameter to authenticate to the LDAP Server. To do this, the client must generate a certificate from the LDAP Server and store it in a database on their machine. After the digital certificate is added to the client Trusted Store, the client can trust

any service with signed certificates.

You can use the LDAP Server Certificate utility to generate a certificate. This certificate can be exported to the client machine using iManager. The certificate is in .der or .b64 format. To complete this task using Novell eDirectory, perform the following steps:

1. On the client machine, log in to eDirectory through iManager.
2. Go to Novell Certificate Access and click Server Certificates.
3. In the Server Certificates window, select SSL-CertificateDNS and click Validate.
4. Export the certificate.
5. Save the exported certificate and save the cert.der file in any folder.
6. Open the certificate and select the Details tab.
7. Click Copy to File.
8. After you click Next, select Base-64 encoded X.609 (.CER) and click Next again.
9. Save the .cer file to any location and complete the procedure.

You now have two certificate files—one in .der and another in .b64 format.

How to Generate a Java Keystore

Before you generate a keystore, you must have a JDK installed with the / bin directory included in the path. You can verify this setup by typing keytool at the command prompt.

For the client to trust the LDAP server, the generated digital certificate must be present in the Client Trusted Store. You add the trusted digital certificate from the LDAP server to a Java keystore on the client machine. A keystore is a certificates database. To generate a keystore, run the command:

```
keytool -genkey -dname "cn=Joe Blogs, ou=JavaSoft, o=Sun, c=US" -alias
business -keypass
```

```
kpi135 -keystore C:\working\mykeystore -storepass ab987c -validity 180
```

The command syntax is explained in the table below.

Generate a Keystore

Property	Value
cn	Common name, which matches the host name of the server.
ou=	Organization unit.
o	Organization.
c	Country code, which is the two lettered Country Code.
alias	Keystore alias.
keypass	Password for the private key generated.
keystore	Location and name of generated keystore.
storepass	Keystore password.
validity	Number of days the keystore is valid for.

To connect to LDAP Server using SSL, provide the keystore to the Web UI startup server by adding properties to the precision.properties file.

```
Djavax.net.ssl.trustStorePassword=keypass
```

```
Djavax.net.ssl.trustStore="C:\Documents and Settings\user\keystore"
```

Single Sign-On

If you are using a solution, such as CA SiteMinder to provide SSO capabilities, then you can configure the precision.properties file to delegate the capture of the user name and password to another page. The default is to point to the login.htm page:

```
precision.login.authfail-url=/htm/login.htm?login_error=1
```

```
precision.login.logout-url=/htm/login.htm
```

```
precision.login.logout-link=/html/login.html
```

You can also point to a third-party login page that captures the login credentials, verifies them, and redirects back to the Web UI using the autologin URL.

```
precision.login.authfail-url=/htm/alt-logout.htm
```

```
precision.login.logout-url=https://abc.access.com/login.html
```

```
precision.login.logout-link=https://abc.access.com/login.html
```


JAAS Authentication

Java Authentication and Authorization Service (JAAS) is the Java implementation of the standard Pluggable Authentication Module (PAM) for authentication.

When a user tries to access the Web UI:

1. A prompt requests credentials to validate the user using JAAS. The security policy defined in JBoss determines which users JAAS accepts.
2. If the user is authorized, the login implementation sends the JAAS credentials to the appropriate authentication provider.
3. The authentication provider checks if the user is a valid Web UI user and validates the credentials that the user provided.

Enabling JAAS Authentication

1. Define the login method and the authorization fail URL.
 - a. Locate the precision.properties file. The path is usually: C:\PRECISION\WebUI
 - b. In the precision.properties file, set:


```
precision.login.method=jaas
precision.login.authfail-url=/htm/alt-logout.xj
```
2. Add a JBoss application policy to define which users JAAS accepts.
 - a. Locate the file \${jboss_home}\server\default\conf\login-conf.xml
 - b. Add an application policy. Ensure that the name of this policy matches the DjaasSecurityDomain parameter set up in step 5. Define the login module based on user needs:

```
<application-policy name="JAAS">
<authentication>
<login-module
code="org.jboss.security.auth.spi.UsersRolesLoginModule"
flag="required">
<module-option name=
"usersProperties">props/user.properties</module-option>
<module-option name=
"rolesProperties">props/roles.properties</module-option>
</login-module>
</authentication>
</application-policy>
```

Example An example in user.properties using the UsersRolesLoginModule:

```
#user=password
QCONFIG=Precision
```

Example An example in roles.properties using the UsersRolesLoginModule:

```
#user=role
QCONFIG=webUI
```

Note The role webUI is defined in step 3 but also in the web.xml file within the application EAR file; these definitions must be consistent. If you assign incorrect roles to users, then the user passes JAAS authentication but an access denied screen displays.

Note UsersRolesLoginModule is just one of the login modules that JBoss provides. You can configure this application policy using a different login module that meets your needs.

3. Add the authentication method to JBoss.
 - a. Locate the file `${jboss_home}\server\default\deploy\jboss-web.deployer\conf\web.xml`
 - b. Add the following code to the file:


```
<login-config>

<auth-method>BASIC</auth-method>

<realm-name>BASIC Auth</realm-name>

</login-config>
```
4. If you are using autologin when JBoss starts up, then complete these JBoss scheduler changes:
 - a. Locate the file `${jboss_home}\server\default\deploy\scheduler-service.xml` and make the following changes:
 - Replace `htm/autologin.htm` with `htm/autologin.xj`
 - Replace `option=CNTRLR` with `option=CNTRLJ`
 - Replace `servlet/controller` with `servlet/jaas/controller`
 - Replace `htm/command-controller.htm` with `htm/command-controller.xj`
5. Include two groups of JBoss server arguments:
 - a. Running the Web UI as a local JBoss application from a developer environment, add the following properties to JBoss Server arguments:


```
-DjaasHttpMethod1=GET -DjaasHttpMethod2=POST

-DjaasHttpMethod3=PUT -DjaasHttpMethod4=DELETE

-DjaasHttpMethod5=HEAD -DjaasHttpMethod6=OPTIONS

-DjaasHttpMethod7=TRACE -DjaasRoleName=webUI

-DjaasSecurityDomain=JAAS
```

Note To access the JBoss Server arguments, go to Launch Configurations|Arguments tab|VM arguments.

- b. Running the Web UI as a service, locate the `${webUI_home}\service\WrapperJBossService.conf` file and, below the last `wrapper.app.parameter` line, add these new parameters:
 - `wrapper.app.parameter.=-DjaasHttpMethod1=GET`
 - `wrapper.app.parameter.=-DjaasHttpMethod2=POST`
 - `wrapper.app.parameter.=-DjaasHttpMethod3=PUT`
 - `wrapper.app.parameter.=-DjaasHttpMethod4=DELETE`
 - `wrapper.app.parameter.=-DjaasHttpMethod5=HEAD`
 - `wrapper.app.parameter.=-DjaasHttpMethod6=OPTIONS`
 - `wrapper.app.parameter.=-DjaasHttpMethod7=TRACE`
 - `wrapper.app.parameter.=-DjaasRoleName=webUI`
 - `wrapper.app.parameter.=-DjaasSecurityDomain=JAAS`

where is the last sequence number incremented by 1.
6. Optionally, you can configure your log4j to print DEBUG information in the following packages:
 - `com.precisionsoftware.providers.AbstractAuthenticationProvider`
 - `com.precisionsoftware.trax.app.controller.login.JaasLoginController`

The resulting DEBUG information may help you to investigate configuration problems.

Synchronize Users with DSML

If your company uses a number of QAD products, you can use SAML authentication to validate user credentials for all of these products by checking a single credentials repository. Regardless of this single credentials repository, QAD GTTE requires that user information exists in the QAD GTTE user table.

You can use Directory Services Markup Language (DSML) to populate the QAD GTTE user table. DSML is an open standard for automatically extracting information from an LDAP repository. Using DSML, you can submit an XML request using a SOAP API and then build the table of QAD GTTE users based on the XML response. You can submit the XML request manually from the Web UI, as described in *Running DSML User Synchronization Manually*, or schedule XML requests to be sent at regular intervals, as described in *Running DSML User Synchronization as a Batch Job*.

Before running the DSML synchronization, see *Setting Up DSML in QAD GTTE* for information on how to set up DSML mapping of content in XML messages to the QAD GTTE user table.

Setting Up DSML in QAD GTTE

Before testing DSML functionality in QAD GTTE, ensure that:

- A directory service exists.
- A DSML gateway is set up.
- A gateway is a network service that translates DSML SOAP requests to LDAP Data Interchange Format (LDIF) requests and forwards them to a directory service for processing. The LDIF responses are then transformed back into DSML responses and returned to the client.
- A DsmlController exists that can connect to and query a directory service through a configured DSML gateway. This facility is available from Web UI 4.7.5-OPEN onwards.
- The DSML system values listed in Table 3.6 have the correct values.

You can use log4j to log information as authentication takes place. For more information on log4j and DSML, see *Troubleshoot with log4j*.

SML System Values

The table below lists the system values that you require to configure DSML synchronization in QAD GTTE.

DSML System Values

Category	Key	Description	Property in the precision.properties file
DSML	DN	<p>The root folder in which to start the DSML search.</p> <p>Example: OU=Users, OU=Accounts, DC=qad, DC=com</p> <p>A directory server is a tree of directory entries, and each entry has a unique identifier or distinguished name (DN). The DN is written left to right, for example bill.people.domain.com is written as: uid=bill, ou=people, dc=domain, dc=com.</p> <ul style="list-style-type: none"> • uid=bill is the entry's Relative Distinguished Name (RDN) 	dsml.dn

Category	Key	Description	Property in the precision.properties file
		<ul style="list-style-type: none"> ou=people is the organizational unit ou=people , dc=domain, dc=com is the DN of the parent entry, where DC denotes domain component, and OU denotes organizational unit. 	
DSML	EMAIL NOTIFICATION	A comma-separated list of e-mail addresses to receive notifications of the DSML search results. Default value: The e-mail address of the user who is logged in.	
DSML	ENABLE DSML	This value determines if the Admin page displays a link to manually invoke the DSML search. Possible values: yes, no Default value: no	dsml.emailnotification
DSML	FILTER	The filter used in the DSML search, which is based on the filter query syntax for DSML V2.	dsml.filter
DSML	PASSWORD	The user password for the DSML Gateway. This password must be Base64 encoded.	dsml.password
DSML	RESULT-FILE-LOCATION	The location of the DSML search results file. Default value: C:/PRECISION/WebUI/data/dsml/results	dsml.resultFilelocation
DSML	URL	The URL of the active DSML gateway. Example: http://localhost:8080/dsml/DSMLServlet	dsml.url
DSML	USER	The user ID of the user who has access to the DSML gateway.	dsml.user
DSML	USER-MAP-LOCATION	The location of user-map.xml. This file determines the field mapping that applies when creating new users. Default value: C:/PRECISION/WebUI/data/dsml/user-map.xml	dsml.usermaplocation

DSML XML Messages

The format of DSML XML messages is standardized and available from OASIS.

Example DSML Search Request

```
<?xml version="1.0" encoding="UTF-8" ?>

<soap-env:Envelope

  xmlns:xsd="http://www.w3.org/2001/XMLSchema"

  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

  xmlns:soap-env="http://schemas.xmlsoap.org/soap/envelope/">

  <soap-env:Body>

    <batchRequest xmlns="urn:oasis:names:tc:DSML:2:0:core"
requestID="Batch of search requests">

      <searchRequest dn="" requestID="search on Root DSE"
scope="baseObject" derefAliases="neverDerefAliases" typesOnly="false" >

        <filter>

          <and>

            <equalityMatch name="objectCategory">

              <value>Person</value>

            </equalityMatch>

            <equalityMatch name="memberOf">

              <value>CN=QAD_APP_EA,OU=Groups,OU=Applications,DC=qad,DC=com</
value>

            </equalityMatch>

          </and>

        </filter>

        <attributes>

          <attribute name="uid" />
```

```

        <attribute name="mail" />

        <attribute name="displayName" />

        <attribute name="memberOf" />

        <attribute name="c" />

        <attribute name="givenName" />

        <attribute name="sn" />

    </attributes>

</searchRequest>

</batchRequest>

</soap-env:Body>

</soap-env:Envelope>

```

Example DSML Search Response

```

<soap-env:Envelope xmlns:SOAP-ENV="http://schemas.xmlsoap.org/soap/
envelope/">

```

```

    <soap-env:Body>

        <batchResponse xmlns="urn:oasis:names:tc:DSML:2:0:core"
requestID="Batch of search requests">

            <searchResponse>

                <searchResultEntry
dn="CN=kws,OU=Users,OU=Accounts,DC=qad,DC=com">

                    <attr name="c">

                        <value>US</value>

                    </attr>

                    <attr name="description">

                        <value>Software Engineer, Architect - Research &
Development</value>

                    </attr>

```

```

    <attr name="displayName">

        <value>Kevin Schantz</value>

    </attr>

    <attr name="memberOf">

        <value>CN=QDN_Editors,OU=Groups,OU=Accounts,DC=qad,DC=com</
value>

        <value>CN=QAD_Employees_Group,OU=Groups,OU=Accounts,DC=qad,DC=com</
value>

        <value>CN=Project
X,OU=NotInUse,OU=Groups,OU=Accounts,DC=qad,DC=com</value>

    </attr>

    <attr name="department">

        <value>R & amp; D Software Foundation, Director</value>

    </attr>

    <attr name="name">

        <value>kws</value>

    </attr>

    <attr name="uid">

        <value>kws</value>

    </attr>

    <attr name="mail">

        <value>kws@qad.com</value>

    </attr>

</searchResultEntry>

<searchResultDone>

```



```

        <resultCode code="0"/>

    </searchResultDone>

</searchResponse>

</batchResponse>

</soap-env:Body>

</soap-env:Envelope>

```

Mapping Attributes of DSML XML Messages to QAD GTTE

The user-map.xml file maps the attributes and corresponding values returned in the DSML response to the correct field names in the QAD GTTE user table.

Example user-map.xml File

```

<user>
  <attributes>
    <attribute tableName="User" fieldName="usr_active_reason" defaultValue="SYNC" overwrite="false" />

    <attribute name="c" tableName="User" fieldName="defaultLocale" defaultValue="QPSL" overwrite="true" filter="true">
      <map key="US" value="UPSL" />
      <map key="IE" value="QPSL" />
    </attribute>
    <attribute name="c" tableName="User" fieldName="DateFormat" defaultValue="1">
      <map key="US" value="2" />
    </attribute>
    <attribute name="c" tableName="User" fieldName="defaultLanguage" defaultValue="US" overwrite="true" filter="true">
      <map key="US" value="US" />
      <map key="IE" value="ENG" />
    </attribute>
    <attribute name="c" tableName="User" fieldName="defaultClient" defaultValue="TGL" overwrite="true" filter="true">
      <map key="US" value="TGL" />
      <map key="IE" value="TGL" />
    </attribute>
    <attribute name="mail" tableName="Partner" fieldName="emailAddress" overwrite="false" defaultValue="" />
    <attribute name="uid" tableName="User" fieldName="userId" overwrite="false" defaultValue="" />
    <attribute name="uid" tableName="User" fieldName="employee" overwrite="false" defaultValue="" />
    <attribute name="displayName" tableName="User" fieldName="description" overwrite="false" defaultValue="" />
    <attribute name="memberOf" tableName="GroupUser" fieldName="usergroup" overwrite="true" filter="true">
      <map key="CN=QDN_Editors,OU=Groups,OU=Accounts,DC=qad,DC=com" value="QTGLMGR" />
      <map key="CN=QAD_Employees_Group,OU=Global Groups,OU=Groups,OU=Accounts,DC=webext,DC=qad,DC=com" value="QTGLUSER" />
    </attribute>
  </attributes>
</user>

```

The format of user-map.xml file is standardized and available from OASIS.

Example user-map.xml File

```

<user>

  <attributes>

    <attribute tableName="User" fieldName="usr_active_reason"
defaultValue="SYNC" overwrite="false" />

```

```
<attribute name="c" tableName="User" fieldName="defaultLocale"
defaultValue="QPSL" overwrite="true" filter="true">
```

```
<map key="US" value="UPSL" />
```

```
<map key="IE" value="QPSL" />
```

```
</attribute>
```

```
<attribute name="c" tableName="User" fieldName="DateFormat"
defaultValue="1">
```

```
<map key="US" value="2" />
```

```
</attribute>
```

```
<attribute name="c" tableName="User" fieldName="defaultLanguage"
defaultValue="US" overwrite="true" filter="true">
```

```
<map key="US" value="US" />
```

```
<map key="IE" value="ENG" />
```

```
</attribute>
```

```
<attribute name="c" tableName="User" fieldName="defaultClient"
defaultValue="TGL" overwrite="true" filter="true">
```

```
<map key="US" value="TGL" />
```

```
<map key="IE" value="TGL" />
```

```
</attribute>
```

```
<attribute name="mail" tableName="Partner" fieldName="emailAddress"
overwrite="false" defaultValue="" />
```

```
<attribute name="uid" tableName="User" fieldName="userId"
overwrite="false" defaultValue="" />
```

```
<attribute name="uid" tableName="User" fieldName="employee"
overwrite="false" defaultValue="" />
```

```
<attribute name="displayName" tableName="User" fieldName="description"
overwrite="false" defaultValue="" />
```

```
<attribute name="memberOf" tableName="GroupUser"
fieldName="usergroup" overwrite="true" filter="true" >
```

```
<map
key="CN=QDN_Editors,OU=Groups,OU=Accounts,DC=qad,DC=com"
value="QTGLMGR" />
```

```
<map
key="CN=QAD_Employees_Group,OU=GlobalGroups,OU=Groups,OU=Accounts,DC=webext,DC=qad,DC=com"
value="QTGLUSER" />
```

```
</attribute>
```

```
</attributes>
```

```
</user>
```

Ensure that:

- The user-map.xml file correctly maps the list of possible countries to their corresponding:
 - Locale
 - Default language
 - Default client
- The user-map.xml file correctly maps the list of possible memberOf groups to their corresponding QAD GTTE group role; this group role must exist in QAD GTTE.

Attribute Element in user-map.xml

Attribute Name	Default Value	Description	Required Attribute
defaultValue		The default value to use when no value is provided in the DSML response.	no
fieldName		The field name mapping.	yes
filter	false	Use this attribute to remove attributes that do not match a mapping key. It is useful for filtering multiple values such as the memberOf attribute.	no
name		The Active Directory attribute name returned in the DSML response.	yes
overwrite	true	When true, the value is overwritten during an update of the user record. When false,	no

Attribute Name	Default Value	Description	Required Attribute
		the value is written during the creation of the user record only.	
tableName		The table name mapping.	yes

Map Element within the Attribute Element in user-map.xml

Attribute Name	Default Value	Description	Required Attribute
key		The mapping key for matching an attribute value. This value is not case sensitive.	
value		The mapping value to replace the original value.	

Running DSML User Synchronization Manually

1. In the menu search, enter ADMIN and press Enter.
2. On the Administration page, click Synch Users using DSML to send a SOAP message containing a query based on the DSML - FILTER system value. Depending on the query result, the DSML Synch page displays a success message, a failure message, or a waiting message. A waiting message appears when the SOAP Request/Response is delayed due to a high number of users being added to the table.

Administration Page with Synch Users using DSML Option

Clear Caches

Caches

Java Listeners

4GL Listeners

 Clear All Caches System Values Clear System Value Cache Clear User Cache Reset Cached Permission Information Clear Routing Guide Dynamic Cache Clear Translation Literals File Clear Cached Maintenance Information Clear Cached Translation Information Clear Tracking Response Cache Clear 4GL Listener Cache Clear Microservice Cache

DSML Synch Page, Success Message

DSML Results: 3 Users added out of 6		
Status 	User Id	User Name
 Status: Already Added (3 Users)		
Already Added	emb	Evan Bishop
Already Added	ejt	Evan Todd
Already Added	kun	Karen Nolan
 Status: Successfully Added (3 Users)		
Successfully Added	kzc	Karen Cader
Successfully Added	k2d	Karen Deng
Successfully Added	kih	Karen Hirzel

DSML Synch Page, Failure Message

DSML Errors:		
Error Code	Error Type	Error Message
1	couldNotConnect	org.opens.server.tools.LDAPConnectionException: The simple bind attempt failed

3. You can view the result in an email address or a file. The EMAIL NOTIFICATION and RESULT_FILE_LOCATION system values determine the file location. The email subject matches one of the following lines:
 - Precision - DSML Status Email - COMPLETED SUCCESSFULLY

- Precision - DSML Status Email - FAILURE

Running DSML User Synchronization as a Batch Job

When you have tested DSML User Synchronization by running it manually, you can set up a batch job to synchronize user login information on a daily basis.

1. Open the file `/JBOSS_HOME/server/default/deploy/scheduler-service.xml`.
2. Ensure that the following code is in the file `scheduler-service.xml`, and is not commented out.

```
<mbean code="org.jboss.varia.scheduler.Scheduler"
name=":service=Scheduler5">
```

```
    <attribute name="StartAtStartup">true</attribute>
```

```
    <attribute name="SchedulableClass">org.jboss.varia.scheduler.Initialize</
attribute>
```

```
    <attribute name="SchedulableArguments">ALWAYSSTART,http://
localhost:8080/precision/htm/autologin.htm,targetUrl=/precision/htm/
dsml.htm?
```

```
    action=getUserList&amp;useridkey=userid&amp;userid=xxxxxxx&amp;userpassword=xxxxxxx&amp;cli
attribute>
```

```
    <attribute
name="SchedulableArgumentTypes">java.lang.String,java.lang.String,java.lang.String,java.lang.String</
attribute>
```

```
    <attribute name="InitialStartDate">NOW</attribute>
```

```
    <attribute name="SchedulePeriod">86400000</attribute>
```

```
    <attribute name="InitialRepetitions">-1</attribute>
```

```
</mbean>
```

3. Replace `http://localhost:8080/precision/htm/autologin.htm,targetUrl=/precision/htm/dsml.htm` with your URL.
4. Amend the `userid` and `userpassword` entries, which are defaulted to `xxxxxxx`, as these values are required for the auto-login.

This job is set to run once every 24 hours (86400000 milliseconds).

Troubleshoot With log4j

You can use a tool named jboss-log4j.xml to help troubleshoot issues with authentication. This utility is a Java-based logging utility that logs activity in the Web UI engine. It is located in C:\PRECISION\WebUI\jboss\server\default\conf. To log additional information in the server.log file, update the jboss-log4j.xml file with the following properties:

```
<logger name="com.precisionsoftware.providers" additivity="false">

    <level value="DEBUG"/>

    <appender-ref ref="CONSOLE"/>

    <appender-ref ref="FILE"/>

</logger>
```

This enables you to log what happens when you execute the authentication component. The output log is located in ...\\PRECISION\\WebUI\\jboss\\server\\default\\log.

Logging DSML Synchronization Information

To log information about DSML synchronization, add the following lines to /JBOSS_HOME/server/default/conf/jboss-log4j.xml:

```
<category name="com.precisionsoftware.trax.app.controller.dsml">

    <priority value="INFO"/>

</category>
```

Punch-Out

Punch-out is a feature that allows the user to jump from some other Web page into the Web UI. When this action occurs, the user is logged on automatically and lands directly on the configured page. The ability to navigate from the page is restricted. In certain cases, fields on the page are populated automatically. To use the punch-out feature, set the following properties in the precision.properties file:

```
precision.singlelogin.key=*XMLPUNCHOUT
```

```
precision.login.method=trax
```

To reach the Web UI, send an http post request to the URL, with the XML posted as a request parameter.

```
"/<Precision Web UI-location/<contextPath>/htm/punchout-autologin.htm
```

By default, the name of the request parameter is XMLDATA. To change the name of the request parameter, change the trax property

```
trax.login.punchout.xmlparametername=parametername
```

As part of punching out, the other system sends an XML message to the Web UI. The XML contains details of sign-on information, the page to load, and default data to use. The Web UI processes the XML message and opens the specified page. If there is a problem with the XML, an error page is loaded. A test punch-out page is available at </precision/jsp/ship/punchout-test.jsp>.

User Role Configuration

The Web UI includes a number of predefined roles, which are described in [Using QAD GTTE For Your Role on page 49](#). You can assign one or more roles to a user. The user then has access to the functionality associated with the role, as listed in [Default User Roles and Associated Options on page 233](#).

In an organization, one group of users performs manual shipments. These users are identified as desktop shipping users, and therefore have a Desktop Shipper role. This role grants them access to desktop shipping and inquiry functionality in the system. A second set of users work in the warehouse. They use scan, pack, and ship functionality to prepare shipments, and they use consolidate and ship functionality to consolidate shipments. The Warehouse Operative role best describes their role. Finally, there is a small group of admin users who modify the system setup. The Administrator role defines the actions that they perform.

If the predefined roles in the Web UI do not reflect the user roles and operations carried out in your organization, you can create other roles or modify the existing roles. Before configuring roles, make sure that you have clearly defined real-world roles for system users. Next, map your real-world roles and their associated options to the functionality available in the Web UI. This approach will help when it comes to the actual configuration setup in QAD GTTE.

User Groups and Responsibilities

In menu option GU, in addition to user roles, you can configure groups of users that have particular responsibilities for QAD GTTE modules.

When you create or update a group in menu option GU, optionally enter a responsibility in the User Group Responsibility field.

Groups [Update]

Group code:

Description:

Business Unit: 

Cost Centers: 

Office: 

User Group Responsibility:

Data Partition Type:

Partition Reference A:

Partition Reference B:

Partition Reference C:

The following table describes the user group responsibilities that you can enter in this field:

User Group Responsibility	Module	Description
Blank	-	If you do not enter a value in the User Group Responsibility field, the group does not have any clearly defined responsibilities in the system.
CONSOLIDATION	Base	<p>Use this group to associate the ownership of a consolidation when configuring Build A or B in menu options CFGBA or CFGBB.</p> <p>Note In menu options CFGBA and CFGBB, the CONSOLIDATION responsibility allows</p>

User Group Responsibility	Module	Description
		you to more easily filter groups for the Assign Group (Owner) for Input Transaction setting.
DATA_MAINTENANCE	-	Not used.
DATA_SEGREGATION	PEM	PEM is deprecated in QAD GTTE v20 and later. Therefore, this group type is no longer used.
EFFECTIVE_USER_ROLE	Base	<p>An EFFECTIVE_USER_ROLE group is a collection of menus and users. Use this group to link available menus with users, determining which menus are visible when a user signs in.</p> <p>For more information, see Configuring Effective User Roles on page 223.</p>
FAVORITES	-	Not used.
FBAP_OWNERSHIP	FBAP	FBAP administrators can use this group when configuring invoice ownership as part of the process flow setup, which determines the users who have access to invoices in the system.
ITC_USER	Import Management	An ITC_USER group is a collection of users that is used in the configuration of the Import Management module. This group works in conjunction

User Group Responsibility	Module	Description
		with the system value ITC_SUPERUSER_GROUP_LIST. The system value lists one or more groups, and the users in these groups are then considered Import Management super users.
NOTIFY_GROUP	PEM	PEM is deprecated in QAD GTTE v20 and later. Therefore, this group type is no longer used.
PERMISSIONS	Base	A PERMISSIONS group is a collection of one or more users that you can reference when configuring permissions in menu option ZP. As part of the access control setup, this group enables an administrator to grant the group access to specific options in menu options GO or FN.
SYSTEM_VALUE_GROUP	Base	Use this group to associate a system value with a group of users, rather than associating the system value at the client, user, or global level. This is important in cases where you need to assign the same value to many users, but it is not appropriate to set the value at a global or client level.

Configuring Effective User Roles

The typical workflow for configuring effective user roles is:

1. Create a user in menu option US. See [Creating a User](#).
2. Create a role in menu option GU. See [Creating an Effective User Role](#).
3. Create menus in menu option GN to associate with the role. See [Creating a Menu for a Role](#).
4. Use menu option GU to associate the menus with the role. See [Associating Menus with a Role](#).
5. Use menu option US to associate users with the role. See [Associating Users with a Role](#).
6. Optionally, you can configure a user group with permissions that are based on the options that are available within the effective user role. For more information on configuring permissions, see [Permissions on page 249](#).

Creating a User

Before you begin the process of configuring user roles, you may want to create a user first. You can do this, and maintain existing users, using option US. This option also enables you to associate users with roles, clients, and groups. To create a new user:

1. Access option US.
2. Click the Create button in the toolbar.

User Maintenance Window, US Option

User Maintenance

General

User Id: AD8

Description: AD8

Employee:

Data Consolidation Group: DCT_DEMOALL

Alternative Id:

Defaults

Default Home Page: WELCOM

Default Client: TGL

Default Locale: QPSL

Default Language: ENG

Date Format: ☐ DD/MM/YYYY ☐ MM/DD/YYYY ☒ YYYY/MM/DD

Decimal Format: ☒ Comma ☐ Period

Default Owner Group:

Default Consignor:

Deliver From:

Place of Loading:

Default Business Unit:

Default Cost Center:

Security

Password:

Verify Password:

Password Expiry Cycle - Days:

Password Expiry Date:

Locked: ☐

Leave Date:

Other

Level: 9

Default Environment:

Default Option:

Option Mandatory: ☐

User Defined Field 1:

User Defined Field 2:

Clients

- CHI (Chicago Logistics Division)
- COV (Coventry Logistics Division TOWER)
- JP2 (I18 - Japan)
- JPN (I18 - Japan)
- LBL (TMS - Label Testing)
- QA1 (QA1)
- RDM (Rotterdam Logistics Division)
- TGL (PRECISION - Global Shipping)
- TST (PRECISION - Global Shipping)

Groups

- QTGLMGR (Global Shipping Manager Group)
- QTGLUSER (Global Shipping User Group)
- WEB-ADMIN (Admin web user permission ...)
- WEB-ALL (All web user permission group)
- WEB-CORE (Core web user permission gro...)
- WEB-FBAP-ADMIN (Freight Audit Config U...)
- WEB-GV (Global visibility web users)
- WEB-GVBK (Global visibility back/gr user)
- WEB-MAILINGLISTS (Mailing lists permissi...)
- WEB-PEM (PEM portal web users (CA+CC))
- WEB-SHIP (Ship web user permission grou...)
- WEBNO (Web Inquiry Group)

Roles

- ADMINISTRATOR (Administrator)
- CSR (Customer Service Rep)
- CSRMGR (Customer Service Manager)
- DTS (Desktop Shipper)
- ECO (Export Compliance Officer)
- ECOMGR (Export Compliance Manager)
- ICA (Import Compliance Analyst)
- ICS (Import Compliance Supervisor)
- ISA (Import System Admin)
- LEGACY (Legacy)
- MAILROOMUSER (Mailroom User)
- SHIPPINGCLERK (Shipping Clerk)

Ok Save Close

- In the User Maintenance window, enter a unique user ID, description, and password, and complete the other fields as necessary.
 - Employee. Select a partner record using the lookup. This employee partner record is used for various purposes; for example, retrieving a user's time zone information, and for notification purposes related to compliance.

- Data Consolidation Group. This field is obsolete.
- Alternative Id. Specify an alternative user ID. Some organizations use this field when users want to use the same ID as they already use to log in to other systems.
- Default Home Page. Set a default home page for this user.
- Default Client. Assign a default client for this user. When the Use default values for this user field is selected on the login page, this value is applied to the Client field.
- Default Locale. Assign a default locale for this user. When the Use default values for this user field is selected on the login page, this value is applied to the Locale field.
- Default Language. Assign a default language for this user. When the Use default values for this user field is selected on the login page, this value is applied to the Language field.
- Date Format. Specify the format to apply to dates in the Web UI.
- Decimal Format. Specify the format to apply to decimals in the Web UI.
- Default Owner Group. Assign a default user group to this user.
- Default Consignor. This field is used for Desktop Shipping purposes. See TMS documentation for more details.
- Deliver From. This field is used for Desktop Shipping and authentication purposes, and assigns a default value to the Shipper field in option MLSHIP.
- Place of Loading. This field is used to retrieve the user's time zone information.
- Default Business Unit. Specify a default value for the Business Unit field in option MLSHIP.
- Default Cost Center. This field is used for Desktop Shipping purposes, and assigns a default value to the Cost Center field in option MLSHIP.
- Password Expiry Cycle - Days. Specify the number of days for which the password is valid.
- Password Expiry Date. Enter a date if you want the password to expire on a specific day.
- Locked. Select this field if you want to prevent this user from logging in to the Web UI.
- Leave Date. Specify the date on which the user will leave the organization.
- Level. This field is not currently in use.

- Default Environment. This field is primarily used for Windows UI purposes and determines the default environment when the user logs in to the QAD GTTE application.
- Default Option. This field is not currently in use.
- Option Mandatory. This field is not currently in use.

4. Click Save.

Creating an Effective User Role

Use the GU option to create an effective user role in the Web UI. An effective user role is a user group with the User Group Responsibility field set to EFFECTIVE_USER_ROLE.

1. Access option GU.
2. To create a role, click the Create button on the toolbar.
3. In the pop-up window, supply a meaningful role name and description. Set the User Group Responsibility field to EFFECTIVE_USER_ROLE.

Create Role

Groups [Create]

Group code: ⓘ

Description:

Business Unit: ⓘ

Cost Centers: ⓘ

Office: ⓘ

User Group Responsibility:

Data Partition Type:

Partition Reference A:

Partition Reference B:

Partition Reference C:

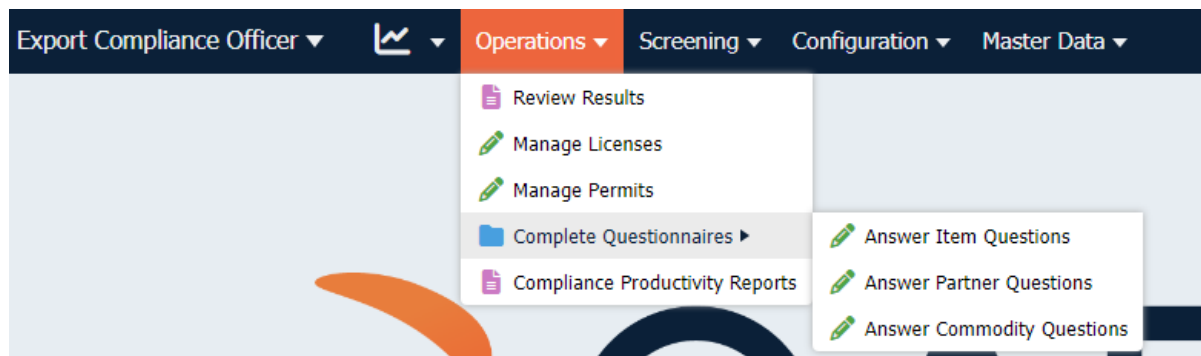
Create Close

- Group Code. Specify the role name.
- Description. Specify the menu description.
- User Group Responsibility. Set this field to EFFECTIVE_USER_ROLE to identify this GU record as a role in the effective user menu.

Creating a Menu for a Role

The next step is to create a menu for the role that you have created, and to populate that menu with options and sub-options. You can create a menu with up to two levels of sub-options, as shown in the image below.

Export Compliance Menu in the Web UI



The images below show the setup for this menu in option GN. Top-level menus have an Option Number value of zero; sub-menus have an Option value that corresponds with a Menu value from another row in the grid.

Export Compliance Menus, Sub-Menus, and Menu Options in GN

Menus									
Menu:	eco*	Option number:		Description					Search
Menu Structure									
Menu	Option number	Description	Option type	Option	Program type	In use	Color	Skip before	Skip after
ECO01	0	Operations	7			✓			
ECO01	10	Review Results	1	CKHIST	50	✓			
ECO01	20	Manage Licenses	1	XL	00	✓			
ECO01	30	Manage Permits	1	XG	00	✓			
ECO01	40	Complete Questionnaires	1	ECO901	95	✓			
ECO01	50	Compliance Productivity Reports	1	CKRPT	50	✓			
ECO02	0	Screening	7			✓			
ECO02	10	Ad hoc	1	CKADH	50	✓			
ECO02	20	Data Scrub	1	DSCRUB	50	✓			
ECO03	0	Configuration	7			✓			
ECO03	10	Compliance Configuration	1	CK	00	✓			
ECO03	20	Setup Questionnaires	1	QE	50	✓			
ECO03	30	License Requirements	1	ECO902	95	✓			
ECO03	40	Export Control	1	ECO903	95	✓			
ECO04	0	Master Data	7			✓			
ECO04	10	Items	1	PR	00	✓			
ECO04	20	Partners	1	NR	00	✓			
ECO04	30	Countries	1	CT	00	✓			
ECO04	40								

Menus

Menu: Option number: Description:

Menu Structure

Menu	Option number	Description	Option type	Option	Program type	In use	Color	Skip before	Skip after
ECO901	30	Answer Commodity Questions	1	CMAN	00	✓			
ECO902	0	License Requirements	7			✓			
ECO902	10	Commodities	1	CM	00	✓			
ECO902	20	Items	1	PR	00	✓			
ECO903	0	Export Control	7			✓			
ECO903	10	Dual Use Classifications	1	ECCN	00	✓			
ECO903	20	Country Groups	1	CTG	00	✓			
ECO903	30	Compliance Groups	1	CKG	00	✓			
ECO903	40	Compliance Codes	1	CKGC	00	✓			
ECO903	50	License Codes	1	XC	00	✓			

Page 2 of 2

To create a top-level menu, a sub-menu, or a menu option:

1. Access the GN option.
2. Click the Create button in the toolbar.
3. In the Menu Structure [Create] pop-up window, complete the fields to create a top-level menu, a sub-menu, or a menu option.

Menu Structure [Create]

Menu:

Option number:

Option type: ☒ SubMenu/Option
☐ Help
☐ Heading
☐ Ruler
☐ Skip

Module:

Option:

Program type:

URL (Server:Port/Context):

URL (/Path):

☐ Skip after
☐ Rule after
☐ Rule before
☐ Skip before

Image file name:

Description:

☒ In use

Create Close

- **Menu.** Use the Menu field to create a new menu or to reference an existing menu. After you have specified the menu code, you can add details for a menu option or sub-option.
- **Option Number.** Specify a number that indicates the position of this menu option within the menu; the menu option with the lowest number appears at the top of the list of menu options. For a top-level menu, set this field to 0.
- **Option Type.** If you are creating a new top-level menu, then set this field to Heading. If you are creating a menu option or a sub-menu, then set this field to SubMenu/Option.
- **Option.** Specify the option that you want to make available through this menu option. If you want to make a sub-menu available through this menu option, then set this field to the Menu value that you specified for that menu. If this is a top-level menu, then leave this field blank.
- **Program Type.** Set this field to:

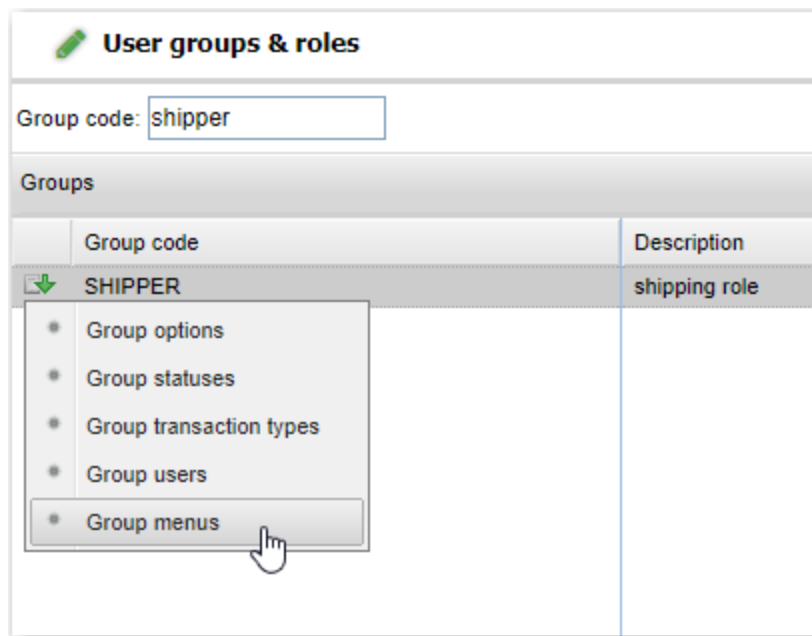
- 50 if the menu option is a Web UI option
 - 00 if the menu option is a maintenance option
 - 95 if the menu option represents a sub-menu
 - Description. Specify the text that appears in the Web UI for the menu option.
4. Click Save to save the menu option.
 5. Continue to add the other menu options for this role by clicking Create, specifying the menu code, and then completing the remaining relevant fields.

Associating Menu with a Role

To associate a menu with a role:

1. Access option GU.
2. Select the role with which you want to associate a menu.
3. Click the green arrow and choose the Group Menus sub-option. Then click the Create button in the toolbar on the next page.

Option GU, Group Menus



Group Menus [Create]

Client: TGL

Group code: SHIPPER

Menu:

Sequence: 0

☒ In use

Create Close

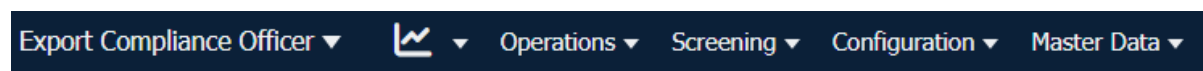
Complete the fields:

- Menu. Select the menu that you want to add a top-level menu for this role.
- Sequence. Specify the position of this menu in the order of appearance of top-level menus.
- In Use. To make this menu appear in the role menu for this role, select this field.

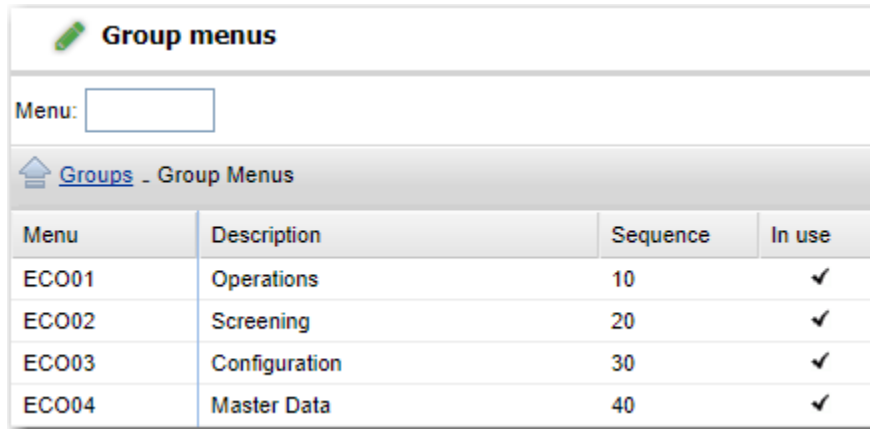
4. Click Create.

The image below shows an example menu for an export compliance officer role, and Figure 4.8 shows how these menus are set up in the Group Menus sub-option of option GN.

ECO Menu in the Web UI



ECO Menu Setup in Option GN



Menu	Description	Sequence	In use
ECO01	Operations	10	✓
ECO02	Screening	20	✓
ECO03	Configuration	30	✓
ECO04	Master Data	40	✓

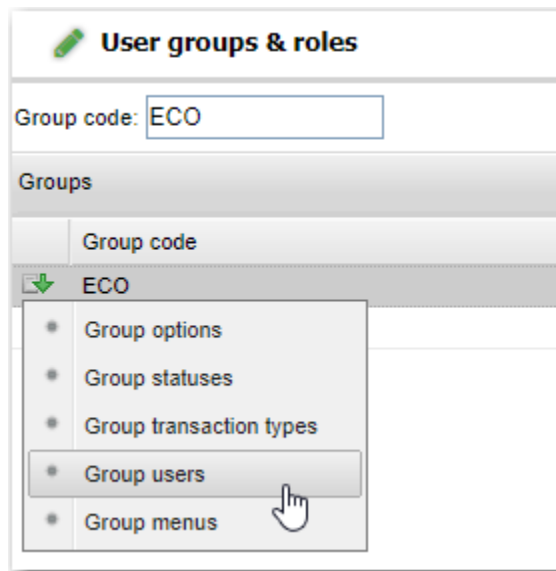
Associating Users with a Role

To make a role—and its associated role menus—available to a particular user, you must associate the user with the role.

You can do this through the GU option:

1. Access option GU.
2. Select the role that you want to make available to the user, and click the green arrow.
3. Click the Group Users sub-option.

Option GU, Group Users



4. In the Group Users grid that appears on the page, click the Create button in the toolbar.

Group Users [Create]

5. Complete the fields:

- User Group. This field automatically contains the role name that you chose in Creating an Effective User Role.
- User ID. Specify the user ID to which you want to assign this role.
- In Use. To make this user a member of the group of users, select this field.

6. Click Create

Default User Roles and Associated Options

The tables below list the default user roles available in the [menu bar on page 52](#). These roles have role menus associated with them at the top level. These top-level menus include level 2 menu options, and—in some cases—level 2 menus that offer options at a third level of granularity.

Default Roles and Associated Options

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
Administrator	System	Clear Caches	ADMIN	None	None
		Environment	EN	None	None
		Languages	DL	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		QZ Tray Configuration	CFGQZ	None	None
		Log Files	LI	None	None
		System Values	FND CY3	None	None
		Translate Literals	TRANSL	None	None
		XML Upload	XML	None	None
		Foundation	FOUND	None	None
		Electronic File Management	EFM	None	None
	Printing	Printers	DP	None	None
		Locales	FND CLO	None	None
		Documents	DO	None	None
		Macros	MA	None	None
	Security	Users	US	None	None
		User Import	USIMP2	None	None
		User Groups & Roles	GU	None	None
		Configure Permissions	ACCESS	None	None
		Permissions	ZP	None	None
		Menus	GN	None	None
		Configure Main Menu	CFGMM	None	None
		Options	GO	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		Function Groups	FN	None	None
		Configure APIs	CFGAPI	None	None
	Testing	SOA Test Page	BBTEST	None	None
		SOA Test Page (Load)	BBLOAD	None	None
	Client Resources	API Swagger Page	None	Delivery Exception Management	None
			None	Docs	None
			None	Transportation Execution	None
			None	Imports	None
		API Client Libraries	None	DEM Jar File	None
			None	Doc Jar File	None
			None	EFM Jar File	None
		Apps	None	QAD ePage	None
			None	QZ Tray	None
Customer Service Representative	Tracking	Track Deliveries	DEM	None	None
		View Shipments	REPORT	None	None
	Screening	Ad Hoc Compliance	CKADH	None	None
Customer Service Manager	Dashboard dropdown menu	Transportation Execution Dashboard	ANTE	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		Reports	LRC	None	None
Desktop Shipper	Shipping	Make a Shipment	SHDTS	None	None
		Recall a Shipment	SHRCLL	None	None
		Void a Shipment	SHVOID	None	None
		Mailing List Shipping	MLSHIP	None	None
		Mailing Lists	MLEDIT	None	None
		Partner Import	NRIMP2	None	None
	Tracking	Track Deliveries	DEM	None	None
		View Shipments	REPORT	None	None
Export Compliance Officer	Dashboard dropdown menu	Trade Compliance Dashboard	ANTC	None	None
	Operations	Review results	CKHIST	None	None
		Manage Licenses	XL	None	None
		Manage Permits	XG	None	None
		Complete Questionnaires	None	Answer Item Questions	PRAN
				Answer Partner Questions	Nran

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
				Answer Partner Questions	CMAN
		Compliance Productivity Reports	CKRTP	None	None
	Screening	Adhoc Compliance Screening	CKADH	None	None
		Data Scrub	DSCRUB	None	None
	Configuration	Configuration	CK	None	None
		Set Up Questionnaires	QE	None	None
		License Requirements	None	Commodities	CM
				Items	PR
		Export Control	None	Dual Use Classifications	ECCN
				Country Groups	CTG
				Compliance Groups	CKG
				Compliance Codes	CKGC
				License Codes	XC
	Master Data	Items	PR	None	None
		Partners	NR	None	None
		Countries	CT	None	None
		Denied Parties	XPXF	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
Export Compliance Manager	Dashboard dropdown menu	Trade Compliance Dashboard	ANTC	None	None
Import Compliance Analyst	Dashboard dropdown menu	Trade Compliance Dashboard	ANTC	None	None
		Imports Dashboard	IMPDH	None	None
	Pre-Entry	Product Master	IMPPR	None	None
		Mass Classification	IMPMC	None	None
		Product Labels	None	Approval Requests	PCMA
			None	Review Requests	PCMR
			None	New Classification	PCMB
			None	ERP Classification Review	PCME
	Entry	Import Shipment	FLOWE	None	None
		Purchase Order	FLOWP	None	None
	Screening	Compliance History Search	CKHIST	None	None
		Ad Hoc	CKADH	None	None
		Data Scrub	DSCRUB	None	None
		Unmatched Broker Documents	IMPUB	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
Import Compliance Supervisor	System	Imports Admin Maintenance Portal	ITCC	None	None
Import System Admin	System	Imports Admin Maintenance Portal	ITCC	None	None
		Imports Configurator	CFGITC	None	None
		Broker Docs	None	Unmatched Broker Documents	IMPUB
			None	Background Jobs	IMPJM
			None	Broker Document Feeds	IMPBD
		Electronic File Management	EFM	None	None
		SRM Document Templates	IMPADT	None	None
		Tracking Milestones	CFGIMP	None	None
Mailroom User	None	None	None	None	None
Shipping Clerk	Operations	Work with Transactions	FLOW	None	None
		Desktop Shipping	SHDTS	None	None
		Make a Shipment	MANSH	None	None
		Mailroom Shipping	MLSHIP	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
	Consolidating Orders	Simplified Shipping	TE_SS	None	None
		Consolidate Orders	BUILDB	None	None
		Consolidate Partial Orders	SNPKCS	None	None
		Consolidate Shipments	BUILDA	None	None
		Create a Zone Skip Shipment	BUILDZ	None	None
	Tracking	Track Shipments	DEM	None	None
		View Shipments	REPORT	None	None
Super User	Configuration	Compliance	None	Configure Compliance	CFGCK
		Core	None	System Values	FND CY3
				Configure Workflow	CFGWF
				Maintain Workflows	WF
				Configure Rules	RULES
				Configure Shipment Consolidation	CFGBA
				Configure Order Consolidation	CFGBB
				Configure Zone Skip Consolidation	CFG BZ

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		Dashboards	None	Configure Dashboard	CFGDB
			None	Configure Address Verification	CFGAV
		Documents	None	Map Documents	DOCS
			None	Configure Documents	CFGDO
		Languages	None	Languages	DL
			None	Translate Literals	TRANSL
		Shipping	None	Configure End of Day	CFGEOB
			None	Configure Error Refine	CFGERR
		Simplified Shipping	None	Configure Shipment Forms	TE_SC
		Tracking	None	Configure DEM Admin	DEMADS
				Configure DEM User Views	DEMUV
		Other	None	Configure Mailing Lists	CFGML
	System	Change Session Details	CHGSES	None	None
		Clear Caches	ADMIN	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		Log Information	LI	None	None
		Net Change Document	NETCHG	None	None
		User Count Assessment	UCA	None	None
		XML Upload	XML	None	None
	Master Data	Clients	CL	None	None
		Countries	CT	None	None
		Currencies	CU	None	None
		Delivery Terms	DE	None	None
		Items	PR	None	None
		Pack Types	PY	None	None
		Packing Locations	LN	None	None
		Partners	NR	None	None
		Partners Import	NRIMP2	None	None
		Shipment Types	ZS	None	None
		Text IDs	ZBTX	None	None
		Transaction Types	Z9	None	None
		Transport Modes	TR	None	None
		Units of Measure	UO	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		User Defined Lookups	UY	None	None
Supply Chain Manager	Dashboard dropdown menu	Transportation Execution Dashboard	ANTE	None	None
		Reports	LRC	None	None
Transportation Analyst	Dashboard dropdown menu	Transportation Execution Dashboard	ANTE	None	None
		Reports	LRC	None	None
	Operations	Routing Guide	FRROUT	None	None
		Rate Shopping	SHRATE	None	None
		Quick Cost Entry	QSHSO	None	None
	Freight Bill Audit	Process Carrier Invoices	FAIN	None	None
		Manage Carrier Payments	FAPB	None	None
		Manage Shipment History	FASH	None	None
	Master Data	Packing Locations	LN	None	None
		Maintain Carriers	CRTCAR	None	None
		Carriers	NR	None	None
		Services	RT	None	None
		Charges	None	Charge Tables	TE_TH

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
			None	Charge Class	GC
			None	Charge Codes	CH
			None	Charge Category	CG
			None	Calculation Method	TZ
		Zones	None	Zones	TE_RG
			None	Zone Classifications	TE_ZC
			None	Postal Codes	PB
			None	Places	PL
		Transit Times	None	NonNoneTransit Days	TE_TR
			None	Transit Times	TE_RN
		Assets	TA	None	None
		Freight Class	FC	None	None
		National Motor Freight Class	NM	None	None
		National Motor Freight Class	TR	None	None
		Transport Mode	TR	None	None
		UN Numbers (Hazardous)	UN	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
Warehouse Manager	Dashboards dropdown menu	Transportation Execution Dashboard	ANTE	None	None
		Reports	LRC	None	None
Warehouse Operator	Shipping	Pack and Process Shipments	SNPKSH	None	None
		Pack Shipments	SNPKPS	None	None
		Rate Shipments	SNPKRS	None	None
	Consolidating	Consolidate Shipments	BUILDA	None	None
		Create a Zone Skip	BUILDZ	None	None
		Consolidate and Process Shipments	SNPKCS	None	None
Warehouse Supervisor	Shipping	Close Out Carrier Accounts	SPSEOD	None	None
		Void a Shipment	SHVOID	None	None
		Work with Shipments	FLOW	None	None
		Make a Shipment	MANSH	None	None
	Tracking	Track Deliveries	DEM	None	None
		View Shipments	REPORT	None	None

Legacy Roles

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
Legacy Note This role provides access to the menus and the majority of options that were available on the side menu in earlier QAD GTTE releases. This may be useful if you plan to upgrade.	Base	Workflow Portal	FLOW	None	None
		Inquiry	REPORT	None	None
		Legacy Inquiry	NQ	None	None
		Scan, Pack and Ship	SNPKSH	None	None
		Scan and Pack	SNPKPS	None	None
		Scan and Rate	SNPKRS	None	None
		Consolidate and Rate	SNPKRS	None	None
		Manual Shipment	MANSH	None	None
	Transportation Execution	Desktop Shipping	SHDTS	None	None
		Rate Shopping	SHRATE	None	None
		EOD Manifest	SPSEOD	None	None
		Cancel or Reprint a Shipment	SHVOID	None	None
		Recall Shipment	SHRCLL	None	None
	Trade Compliance	Compliance History Search	CKHIST	None	None
		Ad Hoc Compliance Screening	CKADH	None	None

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
		Batch DPL Data Scrub	DSCRUB	None	None
	Delivery Exception Management	DEM Portal	DEM	None	None
	System Settings	Base	None	Rules & Rulebooks	RULES
			None	System Values	Y3
			None	Workflow	WF
			None	Administration	ADMIN
			None	XML Upload	XML
			None	Log Files	LI
		Transportation Execution	None	Routing Guide	FRROUT
			None	Assets	TA
			None	Calculation Method	TZ
			None	Charge Category	CG
			None	Charge Class	GC
			None	Charge / Revenues	CH
			None	Charge Tables	TH
			None	Freight Class	FC
			None	Postal Codes	PB
			None	Route	RT

Role	Level 1 Menu	Level 2 Menu Description	Level 2 Menu Option	Level 3 Menu Description	Level 3 Menu Option
			None	Services (RM)	SE
			None	Zone Classifications	ZC
			None	Zones	RG
		Trade Compliance	None	Compliance Checks	CKCFG
			None	Questions	QE
			None	License Maintenance	XL
			None	Compliance Groups	CKG
			None	Compliance Codes	CKGC
			None	License Codes	XC
			None	ECCN Details	ECCN
		Testing	None	SOA Test Page	BBTEST
			None	SOA Load Test Page	BBLOAD

Permissions

This section describes how to assign permissions to users. Typically, you assign permissions to a group of users rather than a single user. You may decide to assign permissions to user groups that reflect the effective user roles discussed in [Configuring Effective User Roles on page 223](#). Or you may decide to assign permissions to a user group created specifically to support a particular permission set or system role.

The system roles discussed in this section are not the same as the effective user roles discussed in other parts of the QAD GTTE online help.

Configuring Permissions

The typical workflow for configuring permissions is:

1. Enable permissions in the Web UI; see *Enabling Permissions*.
2. Create an option group for a permission set. An option group is a collection of options and generally maps directly to a system role. For more information, see *Creating an Option Group*.
3. Associate the options you need with the option group; see *Associating Options With an Option Group*.
4. Create a user group for the specific permission set. A user group is a collection of users and generally maps directly to a system role. For more information, see *Creating a User Group for a Permission Set*.
5. Associate users with the user group; see *Associating Users With a User Group*.
6. Tie the option group and the user group together using a Permissions record; see *Creating the Permission*.
7. Make any changes for particular users or options at a user or option level.
8. Test the permissions that you have configured.
9. Troubleshoot any problems or errors; see *Troubleshooting Permissions in the Web UI*.

Enabling Permissions

In most organizations, many users share a single role, needing access to the same system functions. Therefore, when you set up permissions in the Web UI, the most efficient and risk-free method is to set up permissions at user group and option group level first. After permissions are working at group level, you can begin to set more granular permissions at user and option level.

By default, permissions are not enabled in the Web UI. This means that every user has access to all parts of the system. Unlike the Windows UI, however, the Web UI is designed as a grant-access application. When you enable permissions for the system, the administrator must explicitly grant permissions to users and user groups.

To enable permissions, open the System Values page. In the More list, choose Administration, and click the Enable Permission system value. You can enable permissions at three levels:

- Global
- Client
- User

Permission Levels

The screenshot shows the 'System Values' page with the 'Database' tab selected. The 'Category' field is set to 'ITRAX' and the 'Key' field is set to 'ENABLE PERMISSIONS'. The 'Value' field is currently 'NO'. A modal window titled 'ITRAX' is open, showing the 'ENABLE PERMISSIONS' key and a text area for the value, which is currently 'NO'. The 'Save' button is visible at the bottom of the modal. The background table lists several records for the 'ITRAX' category, all with the key 'ENABLE PERMISSIONS' and various values (NO, yes, no, yes, yes, yes).

Category	Key	Value
ITRAX	ENABLE PERMISSIONS	NO
ITRAX	ENABLE PERMISSIONS	yes
ITRAX	ENABLE PERMISSIONS	no
ITRAX	ENABLE PERMISSIONS	yes
ITRAX	ENABLE PERMISSIONS	yes
ITRAX	ENABLE PERMISSIONS	yes

Enable permissions for the chosen level and set the value to Yes. It is good practice to have at least one admin user for whom permissions are not enabled. To do this, add a user-level system value for this user and set the value to No.

Note Although you can enable permissions at client level, you cannot set different permissions for different clients. You can only maintain one set of permissions.

You can also enable permissions in the Windows UI. Use the menu option Y3 to access the system values page. In the Category field, type ITRAX. The key is ENABLE PERMISSIONS.

Core Role

If you enable permissions, all system users need to be able to log in and log out and run the options they have permissions for. A core role, WEB-CORE, is defined in the solution. This role allows users to perform these basic tasks.

WEB-CORE

User groups & roles

Group code: Description:

Groups

Group code	Description	Business Unit	Cost Centers	Office	User Group Responsibility
QTGLUSER	Global Shipping User Group				
SHIPPINGCLERK	Shipping Clerk				EFFECTIVE_USER_ROLE
SUPERUSER	Super User				EFFECTIVE_USER_ROLE
SUPPLYCHAINMGR	Supply Chain Manager				EFFECTIVE_USER_ROLE
TEST01	Administrator				EFFECTIVE_USER_ROLE
TOWER_UG	Tower User Group				
TRANSPORTANALYST	Transportation Analyst				EFFECTIVE_USER_ROLE
WAREHOUSEMANAGER	Warehouse Manager				EFFECTIVE_USER_ROLE
WAREHOUSEOPERATOR	Warehouse Operator				EFFECTIVE_USER_ROLE
WAREHOUSESUPERVISOR	Warehouse Supervisor				EFFECTIVE_USER_ROLE
WEB-ADMIN	Admin web user permission group				PERMISSIONS
WEB-ALL	All web user permission group				PERMISSIONS
WEB-CORE	Core web user permission group				PERMISSIONS
WEB-FBAP	Freight Audit Standard Users				PERMISSIONS
WEB-FBAP-ADMIN	Freight Audit Config User				PERMISSIONS
WEB-FBAP-VIEW	Freight Audit View Transaction				PERMISSIONS
WEB-GV	Global visibility web users				PERMISSIONS
WEB-GV-ADM	Global Visibility Web UI Admin				PERMISSIONS
WEB-GV-CUS	Global Visibility Web UI Customer				PERMISSIONS

Page 3 of 3

Displaying record 21 - 40 of 44

Creating an Option Group

An option is a program that runs in the Web UI. In most cases, an option is displayed as a URL. An option group—also known as a function group—is a container for a group of options necessary for a role. You can assign any number of options to one option group. To create an option group, complete the following steps.

1. In the menu search, type FN and press Enter.
2. To create an option group, click the Create button on the toolbar.
3. In the pop-up window, supply a meaningful option group name and description.

Create Option Group

Function Groups [Create]

Option group:

Description:

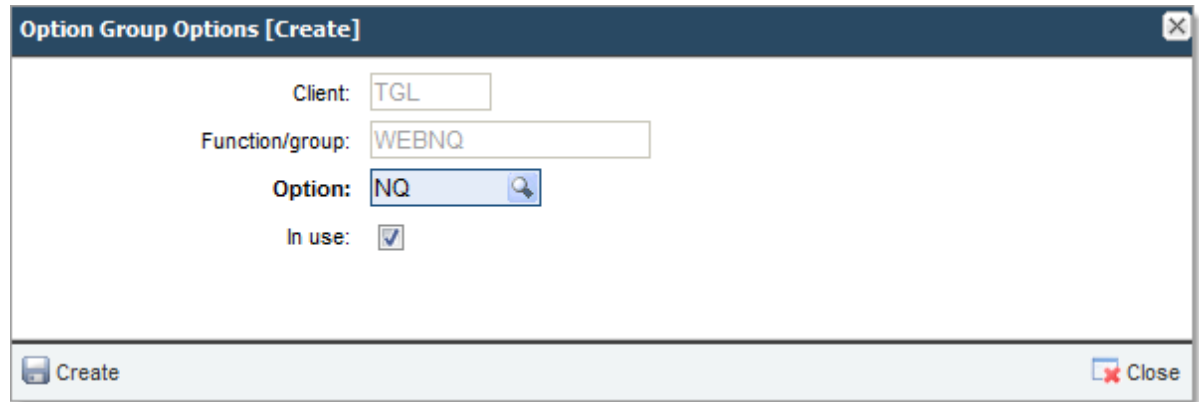
Associating Options With an Option Group

The next step is to associate options with the option group you have created.

1. Select a record from the list and click the sub-options icon that appears.

2. Click Option group options to open the Option group options for the WEBNQ option group.
3. To add an option to the group, click the Create button.
4. Add the NQ option to the option group

Add an Option



The image shows a software dialog box titled "Option Group Options [Create]". It contains the following fields and controls:

- Client:** A text box containing the value "TGL".
- Function/group:** A text box containing the value "WEBNQ".
- Option:** A dropdown menu with "NQ" selected. A magnifying glass icon is to the right of the dropdown.
- In use:** A checkbox that is checked.

At the bottom of the dialog, there is a "Create" button on the left and a "Close" button on the right.

5. Click Create.

Creating a User Group for a Permission Set

After adding options to the option group, create a user group to tie users with the same role together. Ensure that you give the user group a name that clearly links it to the option group.

Note A user can have more than one set of permissions or system role, and can therefore be a member of multiple user groups.

To create a user group for permission purposes:

1. Access option GU.
2. To create a group, click the Create button on the toolbar.
3. In the pop-up, enter a Group Code, ideally one that matches the name of the option group, and complete the other fields as necessary. Because groups are also used for data segregation and effective user roles, it is good practice to set the User Group Responsibility field to PERMISSIONS. In Figure 5.5, a user group is created for Shipment Inquiry.

Create User Group Example

The screenshot shows a 'Groups [Create]' dialog box with the following fields and values:

- Group code: WEBNQ
- Description: Web Inquiry Group
- Business Unit: (empty)
- Cost Centers: (empty)
- Office: (empty)
- User Group Responsibility: PERMISSIONS
- Data Partition Type: (empty)
- Partition Reference A: (empty)
- Partition Reference B: (empty)
- Partition Reference C: (empty)

At the bottom of the dialog, there is a 'Create' button on the left and a 'Close' button on the right.

Note You may see some user groups that are not relevant for permissions purposes. User groups are also used to create effective user roles and, in workflow, to determine the set of records you can view.

Associating Users With a User Group

After you have created a user group, you can add users to the group you created. You do this by associating users with a group or groups with a user. To associate users with a group, open the Group page using the option GU, select the group, click the green arrow, and choose Group Users. To associate groups with a user, open the Users page, which is on the same menu as Options. Alternatively, use the menu option US. Add the users to the group, as displayed in the image below.

Add Users to a User Group

The screenshot shows the 'User Maintenance' window with the 'General' tab selected. The 'User Id' is 'AD8' and the 'Description' is 'Avril Dunne'. The 'Employee' is 'ECO' and the 'Data Consolidation Group' is 'DCT_DEMOALL'. The 'Defaults' tab is also visible, showing settings for 'Default Home Page' (FLOW), 'Default Client' (TGL), 'Default Locale' (QPSL), 'Default Language' (ENG), 'Date Format' (DD/MM/YYYY), 'Decimal Format' (Comma), and various default groups and units.

The 'Groups' list on the right side of the window contains the following entries:

Group Name	Description
WEB-ADMIN	(Admin web user permission group)
WEB-ALL	(All web user permission group)
WEB-CORE	(Core web user permission group)
WEB-FBAP-ADMIN	(Freight Audit Config User)
WEB-GV	(Global visibility web users)
WEB-GVBK	(Global visibility back/gr user)
WEB-MAILINGLISTS	(Mailing lists permission group)
WEB-PEM	(PEM portal web users (CA+CC))
WEB-SHIP	(Ship web user permission group)
FBAPOWERSHIPDEFAULT	(Default invoice group)
ALL-RQF	(All web user permission group)
WEBNQ	(Web Inquiry Group)

A red arrow points to the 'WEBNQ (Web Inquiry Group)' entry in the list.

Setting Permissions at a Granular Level

Although all users typically belong to at least one user group, a particular user might need access to another option in the Web UI.

A user might belong to a group that has permission to create a shipment. However, this user also needs a specific permission to do an end of day manifest. You can grant this permission at a user level. Permissions set at a more granular level take precedence. Therefore, a permission configured at user level overrides a permission configured for a user group.

Configuring Permissions

The Configure Permissions page, option ACCESS, enables you to create and maintain security permissions. It provides a detailed overview of the permission records that are currently in the system, and the users, groups, roles, options, and option groups associated with them.

ACCESS Option

Configure Permissions

USER OPTION ☐ User ☐ Group ☐ Role ☒ All

Type: ☐ User ☒ Group ☐ Role

User:

Option Level: ☐ Option ☒ Option Group

Option:

Permissions:

☒ Allow Access ☒ In Use ☒ Custom Action 1

☒ Add ☐ Confirm ☒ Custom Action 2

☐ Change ☐ Close ☒ Custom Action 3

☒ Delete ☐ Print Records ☒ Custom Action 4

☐ Custom Action 5

User	Option	Allow A...	Add	Change	Delete	In Use
FBAP-OWNPAID	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRATED	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRVVD	WEB-FBAP	☒	☒	☒	☒	☒
QTGLMGR	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-B	☒	☒	☒	☒	☒
QTGLUSER	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-D	☒	☒	☒	☒	☒
QTGLUSER	FLOW-I	☒	☒	☒	☒	☒
QTGLUSER	FLOW-L	☒	☒	☒	☒	☒

1 of 3 Per Page: 25 1 - 25 of 54

USER SEARCH

Options in Group QTGLUSER

User	Description
AD8	Background AES task user
AESIN	Background AES task user
AESOUT	Background AES task user
AGLEE	Precision Configuration User
AMAGEE	Precision Configuration User
ASTRO	Adrian Stroie
AUQ	Precision Configuration User
B5H	Brian Heaphy
BMU	Precision Configuration User
DBU	Precision Configuration User

1 of 4 Per Page: 25 1 - 25 of 84

OPTION SEARCH

Options in Group FLOW-C

Option	Description
--------	-------------

0 of 0 Per Page: 25 No data

Using the fields in the search panel below the title area, you can filter the records displayed in the permissions grid by:

- User
- Group
- Role
- All

You can also use the free text input fields to find a specific user or option permission record.

The icon displayed in the User column of each record indicates the level that the permission is set for; user, user group, or role. In the Option column, an icon indicates whether the record applies to a single option or an option group.

Icons in User and Option columns

Configure Permissions

USER OPTION ☐ User ☐ Group ☐ Role ☒ All

User	Option	Allow Ac...	Add	Change	Delete	In Use
WEB-GVBK	WEB-GVBK	☒	☒	☒	☒	☒

Type and Option Column Icons

Icon	Description
	User
	User Group
	Role
	Single option
	Option Group

The data displayed in two panels in the lower half of the window depends on the permission record that is selected in the top grid. Select a user record to view the groups associated with a user in the Groups for User panel on the bottom left.

Groups for Selected User and Option

Configure Permissions

USER: OPTION: ☐ User ☐ Group ☐ Role ☒ All

Type: ☒ User ☐ Group ☐ Role

User: Option Level: ☒ Option ☐ Option Group

Option:

Permissions:

- ☒ Allow Access ☒ In Use ☒ Custom Action 1
- ☒ Add ☒ Confirm ☒ Custom Action 2
- ☒ Change ☒ Close ☒ Custom Action 3
- ☐ Delete ☒ Print Records ☒ Custom Action 4
- ☒ Custom Action 5

Select / Deselect All Update

USER: Search OPTION: Search

Groups for User DQ03

User Group	Description
ADMINISTRATOR	Administrator
CSR	Customer Service Rep
CSRMGR	Customer Service Manager
DTS	Desktop Shipper
ECO	Export Compliance Officer
ECOMGR	Export Compliance Manager
MAILROOMUSER	Mailroom User
QTGLMGR	Global Shipping Manager Group
QTGLUSER	Global Shipping User Group
SHIPPINGCLERK	Shipping Clerk
SUPERUSER	Super User

Groups for Option PL

Option Group	Description
QALL	Precision Software - All options in the system
QMASTER	Precision Software - Master Lookup Tables

1 of 3 Per Page: 25 1 - 25 of 55 Wizard

1 of 1 Per Page: 25 1 - 2 of 2

When you select a user group, the panel on the bottom left displays the users within the group.

Users in Selected Group

Configure Permissions

USER: [] OPTION: [] Type: ☐ User ☒ Group ☐ Role Search

User	Option	Allow A...	Add	Change	Delete	In Use
FBAP-OWNPAID	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRATED	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRVWD	WEB-FBAP	☒	☒	☒	☒	☒
QTGLMGR	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-B	☒	☒	☒	☒	☒
QTGLUSER	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-D	☒	☒	☒	☒	☒
QTGLUSER	FLOW-I	☒	☒	☒	☒	☒
QTGLUSER	FLOW-L	☒	☒	☒	☒	☒

1 of 3 Per Page: 25 1 - 25 of 54 Wizard

Type: ☐ User ☒ Group ☐ Role

User: QTGLMGR

Option Level: ☐ Option ☒ Option Group

Option: FLOW-C

Permissions:

- ☒ Allow Access
- ☒ Add
- ☒ Change
- ☒ Delete
- ☒ In Use
- ☒ Confirm
- ☒ Close
- ☒ Print Records
- ☒ Custom Action 1
- ☒ Custom Action 2
- ☒ Custom Action 3
- ☒ Custom Action 4
- ☒ Custom Action 5

Select / Deselect All Update

Users in Group QTGLMGR

User	Description
BMU	Precision Configuration User
DBU	Precision Configuration User
DQO	DQO description
DQO1	DQO1 description
DQO2	DQO2 description
DQO3	DQO3 desc.
DQO_ICA	DQO Import Comp Analyst
DQO_ICA11	DQO_ICA11
DQO_ICA2	Import Comp Analyst2
DQO_ICA2	Import Compliance Analyst2

1 of 4 Per Page: 25 1 - 25 of 84

Options in Group FLOW-C

Option	Description
--------	-------------

0 of 0 Per Page: 25 No data

If there is a single option associated with a user, you can view the option groups that contain the option in the Groups for Option panel on the bottom right.

Groups for Selected Option

Configure Permissions

USER: [] OPTION: [] Type: ☐ User ☒ Group ☐ Role Search

User	Option	Allow A...	Add	Change	Delete	In Use
DQO3	CFGDB	☒	☒	☒	☒	☒
DQO3	PL	☒	☒	☒	☒	☒
DQO_ICA	FLOWE	☒	☒	☒	☒	☒
RSA	SHSDW	☒	☒	☒	☒	☒
FBAP-ALERT	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-ALERT	WEB-FBAP-A...	☒	☒	☒	☒	☒
FBAP-APPROVE	WEB-FBAP-A...	☒	☒	☒	☒	☒
FBAP-OWNAPPR	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNCANCEL	WEB-FBAP	☒	☒	☒	☒	☒

1 of 3 Per Page: 25 1 - 25 of 54 Wizard

Type: ☐ User ☒ Group ☐ Role

User: DQO_ICA

Option Level: ☐ Option ☒ Option Group

Option: FLOWE

Permissions:

- ☒ Allow Access
- ☒ Add
- ☒ Change
- ☒ Delete
- ☒ In Use
- ☒ Confirm
- ☒ Close
- ☒ Print Records
- ☒ Custom Action 1
- ☒ Custom Action 2
- ☒ Custom Action 3
- ☒ Custom Action 4
- ☒ Custom Action 5

Select / Deselect All Update

Groups for User DQO_ICA

User Group	Description
ADMINISTRATOR	Administrator
CSRMGR	Customer Service Manager
ICA	Import Compliance Analyst
ICS	Import Compliance Supervisor
ISA	Import System Admin
ITC_USER_US	ITC Users - United States
QA-TEST	All web user permission group
QTGLMGR	Global Shipping Manager Group
QTGLUSER	Global Shipping User Group
WEB-ADMIN	Admin web user permission grup

1 of 1 Per Page: 25 1 - 17 of 17

Groups for Option FLOWE

Option Group	Description
ICA	Import Compliance Analyst
ICS	Import Compliance Supervisor

1 of 1 Per Page: 25 1 - 2 of 2

When a Role is selected, the options available to users in that role are displayed in the panel in the bottom right.

Options for Selected Role

The screenshot shows the 'Configure Permissions' window with the 'Role' tab selected. The 'Users in Role DTS' panel on the left lists roles, and the 'Options in Role DTS' panel on the right lists options available to users in that role. The 'Options in Role DTS' panel is highlighted with a red box.

Role	Description
AD8	AD8
ALLEU	All Roles
B5H	DQO3 desc
DQO	DQO description
DQO1	DQO1 description
DQO2	DQO2 description
DQO3	DQO3 desc
DQO_ICA4	DQO ICA 4 description
EUR_DEC	Euro Comma
FHA	FHA

Option	Description
MLEDT	Mailing Lists
MLSHIP	Mailing List Shipping
NRIMP2	Partner Import
PEM	Track Shipments
REPORT	View Shipments
SHDTS	Make a Shipment
SHRCLL	Recall a Shipment
SHVOID	Void a Shipment

To view the configuration of a permission record, select a row in the grid. The form to the right of the grid populates with the record data, showing the various levels of access for the selected user, group, or role.

Form Displays Permission Configuration

The screenshot shows the 'Configure Permissions' window with the 'Role' tab selected. The 'Permission Configuration' form on the right is populated with data for the selected user, group, or role. The form is highlighted with a red box.

User	Option	Allow ...	Add	Change	Delete	In Use
FBAP-OWNPAYD	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRATED	WEB-FBAP	☒	☒	☒	☒	☒
FBAP-OWNRVWD	WEB-FBAP	☒	☒	☒	☒	☒
QTGLMGR	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-B	☒	☒	☒	☒	☒
QTGLUSER	FLOW-C	☒	☒	☒	☒	☒
QTGLUSER	FLOW-D	☒	☒	☒	☒	☒
QTGLUSER	FLOW-I	☒	☒	☒	☒	☒

User: QTGLUSER
Option Level: Option Group
Option: FLOW-C

Permissions:

☒ Allow Access	☒ In Use	☒ Custom Action 1
☒ Add	☒ Confirm	☒ Custom Action 2
☒ Change	☒ Close	☒ Custom Action 3
☒ Delete	☒ Print Records	☒ Custom Action 4
		☒ Custom Action 5

Creating the Permission

The next step in the permission configuration workflow is to tie the option group and the user group together using a Permissions record.

1. Click the Create Record icon in the toolbar. This action resets the form displayed in the panel on the top right.

Permissions Form

Type: ☒ User ☐ Group ☐ Role

User:

Option Level: ☒ Option ☐ Option Group

Option:

Permissions :

☐ Allow Access	☐ In Use	☐ Custom Action 1
☐ Add	☐ Confirm	☐ Custom Action 2
☐ Change	☐ Close	☐ Custom Action 3
☐ Delete	☐ Print Records	☐ Custom Action 4
		☐ Custom Action 5

Select / Deselect All Create

2. Select the permission type that you want to create; user, group, or role. To associate the WEBNQ option group with the WEBNQ user group, select Group.
3. In the User field, select a user, user group, or role using the lookup. In this example, the WEBNQ user group is selected.
4. Assign an option level to the selected user or group using the Option Level and Option lookup fields. Option Group and the WEBNQ option group are selected in the example below

Note The option fields do not display if the selected type is Role. This is because specific options are already mapped to each Web UI role in order to match the associated users' real-world roles. However, you can configure the level of access that a user has within a particular role. For example, you can enable or disable the ability to delete records for the Desktop Shipper role.

Permissions Fields for WEBNQ Configuration

The dialog box is titled "Permissions Fields for WEBNQ Configuration". It contains the following fields and controls:

- Type:** Three radio buttons: ☐ User, ☒ Group, and ☐ Role.
- User:** A text input field containing "WEBNQ" with a search icon to its right.
- Option Level:** Two radio buttons: ☐ Option and ☒ Option Group.
- Option:** A text input field containing "WEBNQ" with a search icon to its right.
- Permissions :** A list of checkboxes arranged in three columns:
 - Column 1: ☐ Allow Access, ☐ Add, ☐ Change, ☐ Delete.
 - Column 2: ☒ In Use, ☐ Confirm, ☐ Close, ☐ Print Records.
 - Column 3: ☐ Custom Action 1, ☐ Custom Action 2, ☐ Custom Action 3, ☐ Custom Action 4, ☐ Custom Action 5.
- Buttons:** At the bottom, there are two buttons: "Select / Deselect All" and "Create".

- By default, no permissions are enabled on a new record. For user or user group access to an option or option group, ensure that Allowed Access is selected in the Permissions list.

Note The other permissions fields control what a user can do on a page at a more granular level. For the shipment inquiry URL, the fields do not have an effect on user access. However, for other options, these fields are important. See *URL Dependencies*.

Permissions Wizard

You can also create a permissions record using the Permissions Wizard. This tool is particularly useful if a user is unable to access or interact with a particular option, and you want to ascertain why. To open the Permissions Wizard window, click the Wizard button in the ACCESS option. The window is divided into three panels.

Permissions Wizard

Permissions Wizard

User: Option: 

Groups for User		Groups for Option	
User	Description	Option	Description
No records available.		No records available.	



0 of 0


Per Page: 25 No data

Permissions - Enter a User and Option above.

User	Option	In Use	Allow Access	Add	Change	Delete
No records available.						



0 of 0



Add Permission

Delete Permissions
Per Page: 25 No data

 Save
 Close

To view a user's current permissions related to a specific option:

1. In the User field at the top of the window, select a user using the lookup.
2. Select an option code using the Option field lookup.
3. Press Enter or click the Search button.

Permissions Wizard Search

Permissions Wizard

User: Option:

Groups for User LKN

User	Description
LKN	
ADMINISTRATOR	Administrator
CSR	Customer Service Rep
CSRMGR	Customer Service Manager
DTS	Desktop Shipper
ECO	Export Compliance Officer
ECOMGR	Export Compliance Manager
FBAPOWERSHIPDEFAULT	Default invoice ownership grou
FBAPOWERSHIPDEFAULT	Default invoice ownership grou
FBAPOWERSHIPDEFAULT	Default invoice ownership grou
FBAPOWERSHIPDEFAULT	Default invoice ownership grou

Option Groups for PR

Option	Description
PR	Product
QALL	Precision Software - All options in the system
QMASTER	Precision Software - Master Lookup Tables
QRULES	Precision Software - Rules & Rulebooks
ECO	Export Compliance Officer
SUPERUSER	Super User

1 of 2 | Per Page: 25 | 1 - 25 of 34

1 of 1 | Per Page: 25 | 1 - 5 of 5

Permissions for User LKN / Option PR

User	Option	In Use	Allow Access	Add	Change	Delete	Confirm	Close	Pri
* QTGLUSER	QALL	☒	☒	☒	☒	☒	☒	☒	
QTGLMGR	FLOW-C	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-B	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-C	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-D	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-I	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-L	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-O	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-P	☒	☒	☒	☐	☒	☐	☐	
QTGLUSER	FLOW-Q	☒	☒	☒	☐	☒	☐	☐	

1 of 1 | Add Permission | Delete Permissions | Per Page: 25 | 1 - 23 of 23

The panel on the top left displays the user groups and roles that the user belongs to, and the panel to the right shows the option groups that contain the specified option. The grid in the bottom panel lists the permissions records in the system that apply at user or option level in some way. They can be related to the user, or the role or group that they belong to. The configuration of these records is displayed in the columns to the right.

Note The records displayed can be exact or partial matches.

The records in the bottom panel may be highlighted or displayed in bold text. The table below describes what this can indicate.

Highlighted Permissions Records

Text	Description
Bold User / User Group / Role	Users, user groups, and roles displayed in bold indicate that the specified user code is a match or the user is a member of the user group.
Bold Option / Option Group Options	Options and option groups displayed in bold indicate that the specified option code is a match or the option is in the option group.

Text	Description
Green Highlight	The match that takes precedence and overrides all other matches is highlighted in green, with an asterisk to the left of the user column. This permission configuration is used in deciding access for the user/option combination.
Yellow Highlight	Records highlighted in yellow match the specified user/option combination, but are overridden by permissions that take precedence.

Exact Match at the Most Granular Level Takes Precedence

Permissions for User LKN / Option PR			
	User		Option
*	 LKN	 QALL	
	 QTGLUSER	 QALL	
	 QTGLMGR	 FLOW-C	
	 QTGLUSER	 FLOW-B	
	 QTGLUSER	 FLOW-C	

You can also create a permissions record for a user or user group directly in the wizard:

1. Select a user or user group in the User panel.
2. Select the option or option group that you want to give them access to in the Option panel.
3. Click the Add Permission button in the toolbar.

Note It is not possible to configure access to options or option groups at role level here. Therefore, you cannot select a role from the User panel and an option or option group in the Option panel; for example, the ECO role and the PR option.

To update a permissions record in the wizard:

1. Select or deselect the permissions that you want to enable or disable for the corresponding record in the permissions grid at the bottom of the window.
2. Click Save.

Note Updated items are indicated by a red triangle.

Updated Permissions Record

Permissions for User LKN / Option PR						
User	Option	In Use	Allow Access	Add	Change	
 QTGLUSER	 FLOW-D	☒	☒	☒	☐	
 QTGLUSER	 FLOW-I	☒	☐	☒	☐	
 QTGLUSER	 FLOW-L	☒	☒	☒	☐	
 QTGLUSER	 FLOW-O	☒	☒	☒	☐	
 QTGLUSER	 FLOW-P	☒	☒	☒	☐	
 QTGLUSER	 FLOW-Q	☒	☒	☒	☐	
 QTGLUSER	 FLOW-S	☒	☒	☒	☐	
 WEB-ADMIN	 WEB-ADMIN	☒	☒	☒	☒	
 WEB-ALL	 WEB-ALL	☒	☒	☒	☒	
 WEB-CORE	 WEB-CORE	☒	☒	☒	☒	



1 of 1



 Add Permission
 Delete Permissions
Per Page: 25
1 - 24 of 24

 Save

Note Although an alternative permissions page—option ZP—exists, it does not provide the same overview of existing permission records and their associated users, user groups, roles, options and option groups

ZP Option

Permissions [Create]

User level: ☐ User
☒ Group
☐ Role

User / Group:

Opt level: ☐ Option
☒ Group

Option / Group:

☐ Allowed access
☐ Add records
☐ Change records
☐ Delete records
☐ Copy records
☐ Display records
☐ Confirm
☐ Close
☐ Print records
☐ Custom Action 1
☐ Custom Action 2
☐ Custom Action 3
☐ Custom Action 4
☐ Custom Action 5
☒ In use flag

Create Close

URL Dependencies

An option points to a primary URL that is used to launch the page. In addition to the primary URL, there may be a number of other URLs that are used to allow the user to complete tasks on the page. These URLs must be invoked directly by the user on the primary URL page. The user requires permission to invoke these URLs. Typically, these URLs are associated with the page option as a URL dependency. Therefore, when a user is given permission to the options, the user also has access to the necessary URLs.

Many of these URL dependencies are AJAX (Asynchronous JavaScript and XML) calls. If an option record does not also specify the dependent URLs, nothing happens when a user triggers the URL request from the main URL page. To avoid this scenario, dependent URLs are included in the option record.

For example, the CU option enables you to run the currency maintenance page. On this page, there are sub-options enabling you to perform operations on the currencies. You can list the dependencies for an option in a comma-separated list. You can also use the wildcard * character to associate many dependent URLs with an option. It is recommended that dependencies point uniquely to one option.

URL Dependencies

Options [Update]

Web UI URL: /htm/permissions.htm

Web UI Dependencies: /htm/permissions*.*

Purpose: TOOL

Mandatory fields:

Protected fields:

Menu bar menu: LEVEL0

Sub type:

☐ SubMenu

☒ Option

☐ Help

VRC code: *STANDARD

Option security code:

Image file name:

SHDR transaction type: S

GRUP transaction type: L

Option Level:

☐ Shipment

☐ Load

☐ Shipment OR Load

☒ Other

Next option:

☒ In use

Message Id:

Help label, Help folder, Help document:

Ok Save

When you run the CU option, the toolbar on the page enables the user to add, delete, copy, and edit records. If an option contains this type of sub-option, the fields in the *Permissions Fields for WEBNQ Configuration* image become important. These fields specify the sub-options that the user can access and run. For example, you may want a user to be able to add currencies, but not to delete, copy, or update them. You can set these permissions by selecting only the appropriate fields in the permissions record.

Troubleshooting Permissions in the Web UI

Typically, there are three reasons why permissions may not work as you expect them to.

- The cache has not been cleared.
- Permissions have not been set up correctly.
- There is URL information missing in the option content.

Cache Not Cleared

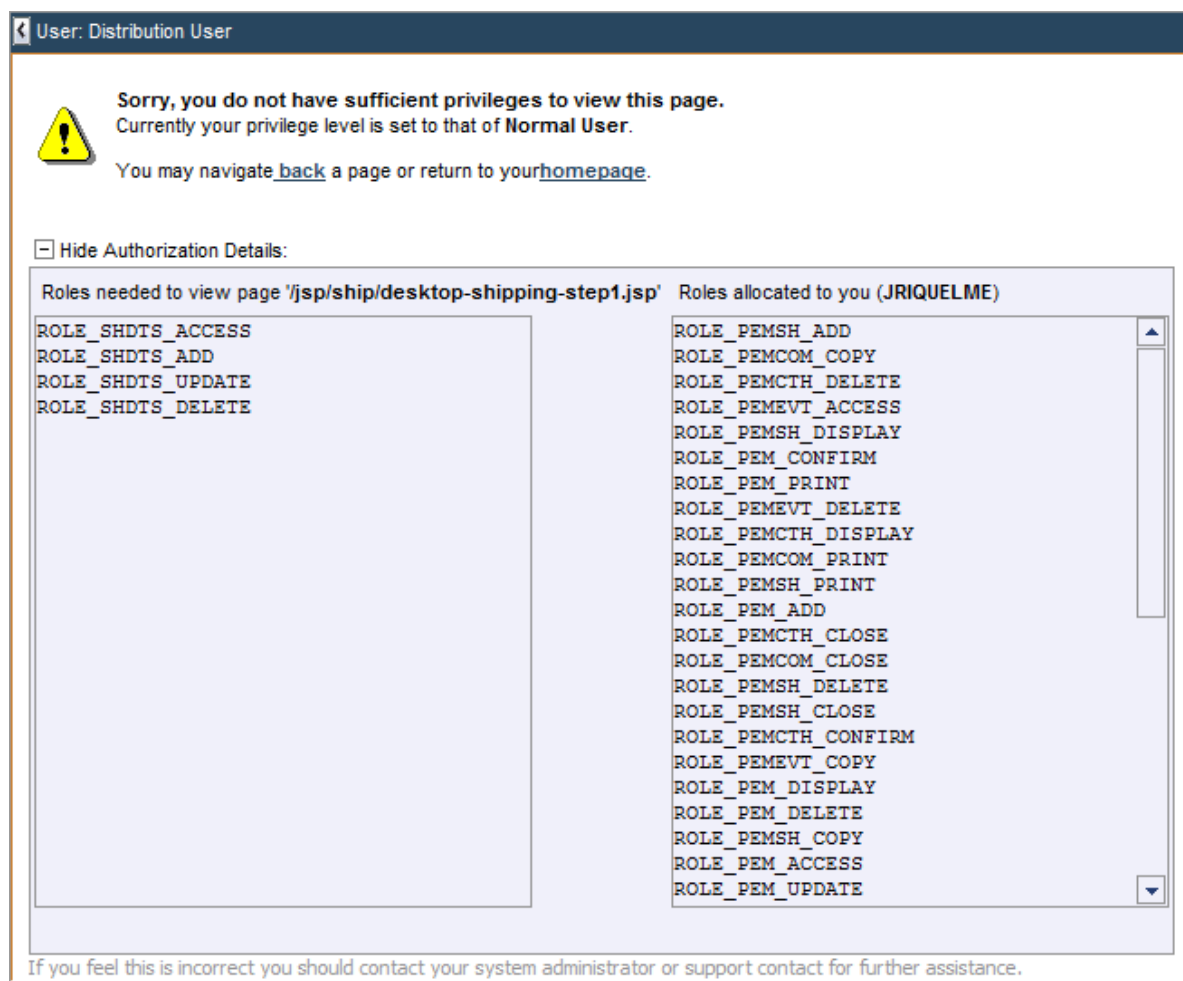
Permission information is cached. If you change any permission records, you must clear the permissions cache on the admin page by clicking **Reset Cached Permission Information**.

In addition, roles are assigned to a user when the user logs in. Therefore, if you change the role of any user, this user needs to log out and log back in for the new role to take effect.

Permissions Not Set Up Correctly

Sometimes, you may get a message that you do not have sufficient privileges to view a page when accessing a URL you believe you have permissions for. This might happen when an option has not been added to the permission record for an option group. By expanding the authorization details for the page, you can check which options are required for accessing the URL. You can also review the roles that are allocated to you. You can then add the required option to gain access. The image below indicates that the option SHDTS is not in a role that this user has permission to.

Insufficient Privileges



Note As an administrator, you may not want users to see details of the privileges they have. You can turn off the authorization details information for the error page in system values. From the More list, select Administration and set ERROR PAGE SHOW STACK DETAILS to no.

Missing Content

If the role is configured with permission to access a page and you still cannot reach it, it is possible that the GO option content for the URL is not up-to-date. Contact QAD GTTE Support if you believe this is the case.

It is also important to note that an error only appears when you run an option URL. It does not appear when you run a dependent URL on a page using an AJAX call.

In this case, confirm in Options in the Web UI Dependencies field that all dependent URLs are listed as sub-options for the option URL.

In Options, open WFTCST. In the field Web UI Dependencies, you see that the address is /htm/consolidate-shipments.*

The * indicates a wildcard that allows an AJAX call to perform some consolidation task on the workflow page. If you remove the wildcard, the call does not work. You can try to run the task but nothing happens because the option data is not correct.

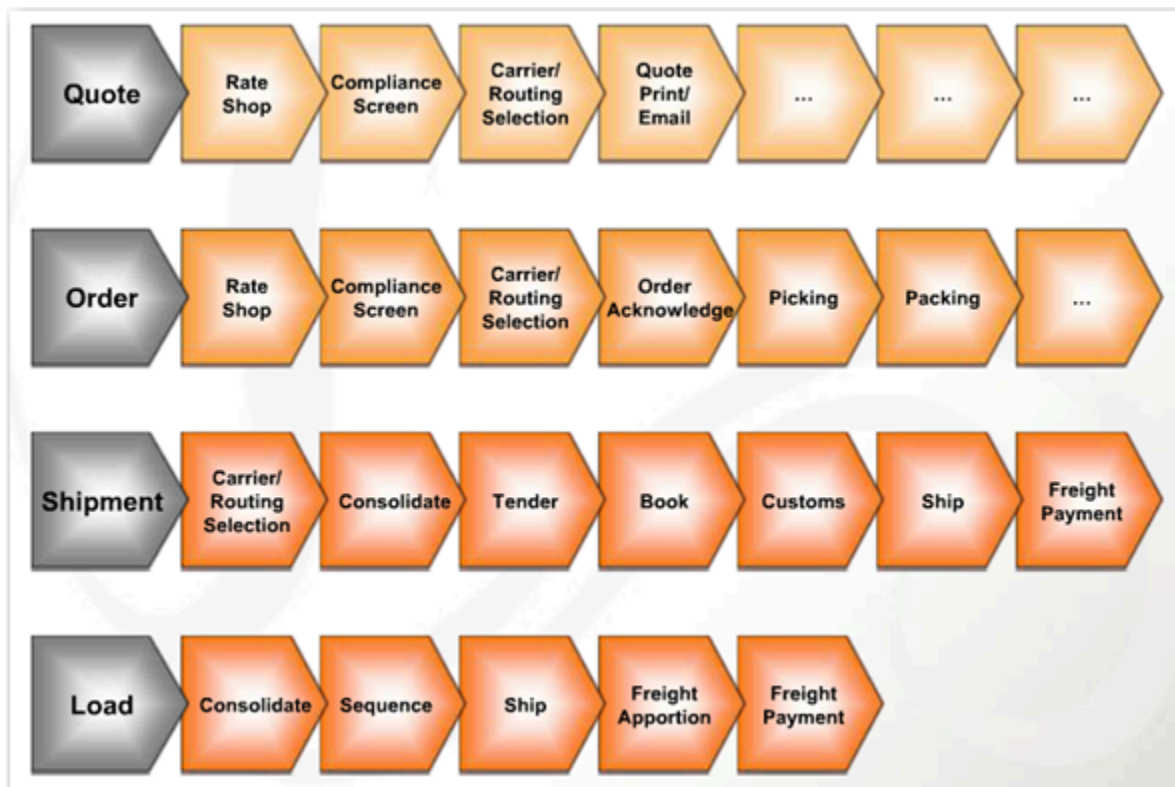
Troubleshooting Tool

You can use a tool named Fiddler to check what your system is doing when you attempt to access an option or sub-option. When your system loads an option or sub-option correctly, the Fiddler log displays a 200-message, indicating that the information is loaded as expected. If you see a type-403 error, this suggests the option setup is not correct and that content is incorrect or incomplete.

Workflow

A workflow is a set of tasks that is associated with a transaction. Workflows mirror business processes within a company. The diagram below illustrates some typical business processes involving quote, order, shipment, and load transactions.

Workflows Mirror Business Processes



As an administrator, you can create workflows to match your company business processes, and associate them with relevant transaction types. You can then ensure that users adhere to these workflows by limiting user access to tasks, adding checks and breakpoints, and making certain tasks pre- and postrequisites of other tasks. This section describes how to:

- Configure Workflow in the Web UI
- Create a workflow and workflow tasks

It outlines how rulebooks and shipment types can determine the workflow associated with a particular transaction. It also explains how to create pre- and postrequisite tasks and checks, and how to link tasks in a workflow.

Note Before configuring Workflow, it is recommended that you read the [Workflow on page 56](#) section for a detailed description of how the Workflow functionality works from a user perspective.

Configuring UI Options

The Workflow page is split into a number of different areas. The areas in the Workflow page are:

- Search panel
- Transaction panel
- Tasks area

Workflow Portal

The screenshot displays the Workflow Portal interface. At the top, the 'Search Panel' is highlighted with a red arrow, containing search filters like 'Open', 'Shipment', 'Group', 'Client', 'Reference No.', 'Carrier', 'User ID', 'Customer', 'Consignee', 'Workflow', 'Despatch Date', 'Status', 'Invoice No.', and 'Booking Number'. Below this is the 'Transaction Panel', which contains a table of shipments. To the right is the 'Tasks Area', which lists various tasks such as 'BASIC PACKING', 'CHANGE ADDRESS', 'AUTO ASSIGN CARRIER SERVICE', 'RATE SHOP', 'AUTO MANIFEST', 'MANIFEST', 'AUTO PRINT PACKING LIST', 'PRINT DOCUMENTS & LABELS', 'SUMMARY INFORMATION', and 'CLOSE'. The bottom of the interface shows a status bar with navigation controls and a 'Ready' indicator.

The table below lists the system values that you can use to configure the Workflow page. See [System Values on page 473](#) for information on how to access and update system values.

Workflow Portal

Category	Key	Page Area	Details
WORKFLOWTAB ORDER		View list	See Configuring Search Fields on page 274 below.
ITRAXSTOREAVAILABLEWORKFLOWSEARCHFIELDS		Search panel	See Configuring Search Fields on page 274 below.
ITRAXSTORECOLUMNONEGRIDDISPLAY		Search panel	See Configuring Search Fields on page 274 below.
ITRAXSTORECOLUMNTWOGRIDDISPLAY		Search panel	See Configuring Search Fields on page 274 below.

Category	Key	Page Area	Details
ITRAXSTORE	COLUMNTHREEGRIDFIELDLAYOUT	Search panel	See Configuring Search Fields on page 274 below.
WORKLOAD	SEARCH - ALLOW ALL CLIENTS	Search Panel	See Facilitating Searches Based on Particular Groups and Clients on page 276 below.
ITRAXSTORE	AUTO SEARCH ON FULL REFERENCE	Search panel	See Enabling Barcode Scanner Searches on page 276 below.
WORKLOAD	CLEAR FIELDS ON SEARCH	Search panel	See Enabling Barcode Scanner Searches on page 276 below.
WORKLOAD	REPORTS ENABLED	Search panel	See Enabling the Export of Search Results to a File on page 276 below.
WORKLOAD	REPORT – CSV THRESHOLD	Search panel	See Enabling the Export of Search Results to a File on page 276 below.
WORKFLOW	VALID LINK TO TYPES - L	Search Panel	See Configuring the Link Transactions button on page 277 below.
WORKFLOW	VALID LINK TO TYPES - S	Search Panel	See Configuring the Link Transactions button on page 277 below.
WORKFLOW	VALID LINK TO TYPES - K	Search Panel	See Configuring the Link Transactions button on page 277 below.
WORKFLOW	VALID LINK TO TYPES - O	Search Panel	See Configuring the Link Transactions button on page 277 below.
WORKFLOW	VALID LINK TO TYPES - Q	Search Panel	See Configuring the Link Transactions

Category	Key	Page Area	Details
			button on page 277 below.
WORKFLOW	VALID LINK TO TYPES - T	Search Panel	See Configuring the Link Transactions button on page 277 below.
WORKLOAD	TOOLBAR – <TRANSACTION_TYPE_LETTER>	Transaction Panel	See Configuring the Transaction Panel Toolbar on page 280 below.
WORKLOAD	TASK CATEGORIES – <TRANSACTION_TYPE_LETTER>	Tasks area	See Assigning Tasks to Tabs in the Tasks Area on page 283 below.

Search Panel

The Search panel allows users to search for transactions by entering data in a number of search fields. Users can add and remove fields from the Search panel, and export search results to a file. As an administrator, you can configure the appearance of the Search panel and the functionality it provides. For example, you can:

- Configure search fields
- Facilitate searches based on particular groups and clients
- Enable barcode scanner searches
- Enable the export of search results to a file
- Configure the Link Transactions button

Configuring Search Fields

The View drop-down list allows users to determine the type of transaction they want to view in the workflow by selecting the transaction type from a drop-down menu. Users can also choose to view open or closed transactions using the drop-down list to the left.

The TAB ORDER system value determines the contents of the View drop-down list. Enter a comma-separated list of letters in TAB ORDER. Each letter represents a type of transaction; for example, S is for shipments, and O is for orders. The order of the letters determines the order of the items in the list.

You can configure the TAB ORDER system value so that users can view shipments, orders, invoices, loads, consolidations, or any other transaction type. Because system values can be set at user, group, client or global levels you can control what transactions types a user can work with. For a full list of transaction types, go to the Z9 option.

Note Transaction types are created during initial system setup.

You can configure other fields and the More pop-up in the Search panel using the Config button on the right of the panel. For more information on how to use the Config function, see [Search Panel on page 58](#). All users have access to this functionality.

You can create a configuration that all users see when they open the Workflow page. The easiest way to do this configuration is to first create your own user settings, and then apply these settings as global settings.

1. Edit the contents of the Search panel to suit your needs using the Config button. This sets up a user-level configuration for you.
2. Search for the following system values:
 - AVAILABLEWORKFLOWSEARCHFIELDS
 - COLUMNONEGRIDFIELDLAYOUT
 - COLUMNTWOGRIDFIELDLAYOUT
 - COLUMNTHREEGRIDFIELDLAYOUT

These four system values contain the setup you have configured.

3. Copy the four system values and make them global. The configuration now applies to all users.

Configuring Search Templates

You can create search templates and make these available to a single user, all users, all users with a particular client, or all users listed in a particular group. If users update a shared template, the changes apply to that user's version of the template, only; other users will still have access to the original, shared template. To do this, create a template in the Web UI as described in the Search Templates section in [Search Panel on page 141](#).

QAD GTTE creates a system value that relates to this template. The template relates to your user account. You can copy this system value to make it available for other users, user and client combinations, or user groups. For information on system value granularity, see [System Value Granularity on page 476](#).

Note Do not edit the content of the system value's Value field.

Template System Value

Category	Key	Description
ITRAXSTORE	WF- <TEMPLATE_NAME>:001	The name of the template, where <TEMPLATE_NAME> is the name of the template that you saved in the Web

Category	Key	Description
		UI. Example: The system value WF-TEMPLATE_A:001 relates to the template called TEMPLATE_A.

Facilitating Searches Based on Particular Groups and Clients

The contents of the Group and Client lists depend on the groups and clients that the user is associated with. All groups associated with the user appear in the Group list. All clients associated with the user appear in the Client list. For more information on how to assign users to groups and clients, see [Configuring Effective User Roles on page 223](#).

When you select the *All option in the Client field, the system searches across all clients associated with your user. To make *All an option to select from the Client list, set the SEARCH - ALLOW ALL CLIENTS system value in the WORKLOAD category to Yes. You can also set this system value using the Enable The Ability To Search All Clients In Workflow field on the Workflow tab of the Configure Workflow screen (CFGWF).

Enabling Barcode Scanner Searches

It is possible to set up the Search panel so that a search is run automatically when a user enters data in the Reference No. field. To automatically trigger a search when the Reference No. field contains a reference of 10 characters, set the system value AUTO SEARCH ON FULL REFERENCE to yes. To clear all fields after the search has run, set the system value CLEAR FIELDS ON SEARCH to yes. This feature makes it easier to use a barcode scanner to enter search data. When a user scans a barcode, the search runs automatically. All free text input fields are then cleared so that the next barcode can be scanned

Enabling the Export of Search Results to a File

You can save the result of a search to an Excel file with the name format WORKFLOW_REPORT_<USERNAME>_<DATE>.xls. Set the REPORTS ENABLED system value to yes, which enables the Export button on the Search panel.

Note In the Web UI, there is also a REPORTS ENABLED system value for PEM. If you disable the Export button in Workflow, it does not affect the PEM setting. PEM is deprecated in QAD GTTE v20 and later.

To save the file, click Export. The saved file contains the search results and the search criteria. Exporting a large list of results can hinder performance. REPORT – CSV THRESHOLD sets a threshold above which the search results are exported to Notepad rather than Excel. The default value is 65536.

Note When you click Export, a fresh search is run that exports the results to file. When you run a search, change the search criteria, and then click Export, the contents of the exported file do not match the contents of the Transaction panel. If CLEAR FIELDS ON SEARCH is set to yes, then you must enter search criteria again before clicking Export.

Configuring the Link Transactions button

Use the Transaction Linking tab of the Configure Workflow screen, menu option CFGWF, to configure which transaction types you can view when you click the [Link Transactions button on page 59](#) when a particular transaction type is selected in the Transaction panel.

Note Configuration of the Link Transactions button through these fields applies at the global level for all users. If you want to configure the button at a more granular level for a particular transaction type, click the Maintain System Value icon to the right of the relevant field. You can then configure the corresponding system value at the user, client, or group level.

List of Valid Transactions For Linking From Type L

Enter a comma-separated list of transaction types that you can view when you select a load in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button. The list of transaction types appear as a dropdown menu that you can select from.

If you specify O for orders in this comma-separated list, you must include :<LINKING_METHOD> after the O. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders
- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

An example value for this field is S,K

This field corresponds to the VALID LINK TO TYPES - L system value in the WORKFLOW category.

List of Valid Transactions For Linking From Type S

Enter a comma-separated list of transaction types that you can view when you select a shipment in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button.

The list of transaction types appear as a dropdown menu that you can select from.

If you specify O for orders in this comma-separated list, you must include :<LINKING_METHOD> after the O. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders
- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

An example value for this field is O:findTransactionFromOrder,L

This field corresponds to the VALID LINK TO TYPES - S system value in the WORKFLOW category.

List of Valid Transactions For Linking From Type K

Enter a comma-separated list of transaction types that you can view when you select a consignee consolidation in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button. The list of transaction types appear as a dropdown menu that you can select from.

If you specify O for orders in this comma-separated list, you must include :<LINKING_METHOD> after the O. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders
- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

An example value for this field is O:findTransactionFromOrder,L

This field corresponds to the VALID LINK TO TYPES - K system value in the WORKFLOW category.

List of Valid Transactions For Linking From Type O

Enter a comma-separated list of transaction types that you can view when you select an order in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button. The list of transaction types appear as a dropdown menu that you can select from.

For every transaction type that you include in this comma-separated list, you must include :<LINKING_METHOD> after

the letter representing the transaction type. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders
- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

And example value for this field is

S:findOrderFromTransaction,K:findOrderFromTransaction

This field corresponds to the VALID LINK TO TYPES - O system value in the WORKFLOW category.

List of Valid Transactions For Linking From Type Q

Enter a comma-separated list of transaction types that you can view when you select a quote in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button. The list of transaction types appear as a dropdown menu that you can select from.

If you specify O for orders in this comma-separated list, you must include :<LINKING_METHOD> after the O. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders
- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

This field corresponds to the VALID LINK TO TYPES - Q system value in the WORKFLOW category.

List of Valid Transactions For Linking From Type T

Enter a comma-separated list of transaction types that you can view when you select a return shipment in the Transaction panel of the Workflow screen, menu option FLOW, and click the Link Transactions button. The list of transaction types appear as a dropdown menu that you can select from.

If you specify O for orders in this comma-separated list, you must include :<LINKING_METHOD> after the O. Possible values for <LINKING_METHOD> are:

- findOrderFromTransaction - for a given transaction, retrieve the orders

- findTransactionFromOrder - for a given order, retrieve the transaction
- findOrderFromShipment - for a given shipment, retrieve the orders
- findShipmentFromOrder - for a given order, retrieve the shipment

This field corresponds to the VALID LINK TO TYPES - T system value in the WORKFLOW category.

Transaction Panel

The Transaction panel displays the results of searches. As an administrator you have control over:

- The column layout
- The contents of the Transaction panel toolbar

Configuring Column Layout

To configure the column layout, you can drag and drop columns into the positions you want. You can also use the shortcut menu to display or hide columns. The settings are saved automatically.

Configuring the Transaction Panel Toolbar

You can add or remove buttons in the Transaction panel toolbar. You can set the contents of the toolbar at a user, client, or global level. A number of buttons appear here for every user. These buttons include the navigation arrows to scroll through search results, along with the page number and the refresh button. The unlock button is used to unlock a transaction, which might be necessary if a user refreshes a task page or closes the browser during task execution.

Transaction Panel Toolbar Default Contents



Use the TOOLBAR – <TRANSACTION_TYPE_LETTER> system value to add buttons to the Transaction panel toolbar. For example, TOOLBAR – S determines the buttons that appear when Shipments is selected from the View list, while TOOLBAR – O determines what appears when orders are selected and TOOLBAR – L determines what appears when loads are selected. To create system values for other transaction types, copy the TOOLBAR – S system value, rename it, and edit the contents of the value.

The syntax for these system values is:

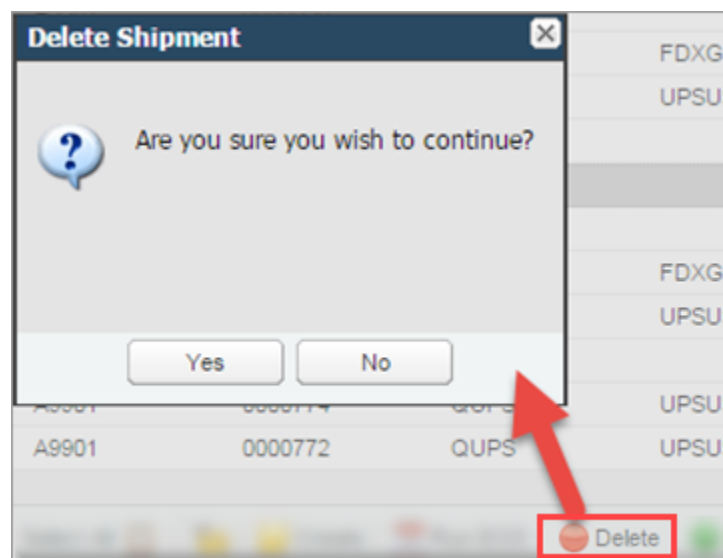
label:<LABEL_TEXT>;tooltip:<TOOLTIP_TEXT>;option:<OPTION_CODE>;icon:<ICON_FILENAME>;

EL_NUMBER>;height:<PIXEL_NUMBER>;transaction:Yes/No;confirm:Yes/No

For the width and height attributes of the TOOLBAR – <TRANSACTION_TYPE_LETTER> system value, you can use the term “max” instead of <PIXEL_NUMBER>. This opens the workflow task pop-up window to the maximum size based on the user’s browser window size.

The confirm parameter allows you to prompt users when they select a particular task; for example, if you add a delete shipment action to the toolbar with the confirm parameter set to Yes, then the user sees a prompt asking for confirmation of the deletion.

Delete Shipment Confirmation



The table below displays popular options that you can add to this toolbar.

Toolbar Options

Option	Description
WFONWS	Create manual shipment
WFOEOD	Run EOD task
WFODOC	Run document task
BBSRUL	Run rules as a task
OPENSH	Reopen a closed shipment or load
RRULES	Run rules as an option
WFOCPY	Workflow - Copy Shipment
WFONWL	Create load
WFODEL	Delete load

Option	Description
WFTCST	Create consolidation
BBSDEL	Delete shipment

Setting Transaction to yes means that information about the currently selected shipment is passed to the option. This is necessary for options that run on a specific shipment such as the documents or delete shipment options. For the WFONWL, WFTCST, and WFONWS option, an additional parameter—next—is available that allows you to specify the next task to run automatically after the user creates the load, consolidation, or shipment; specify the Key ID of the task that you want to run.

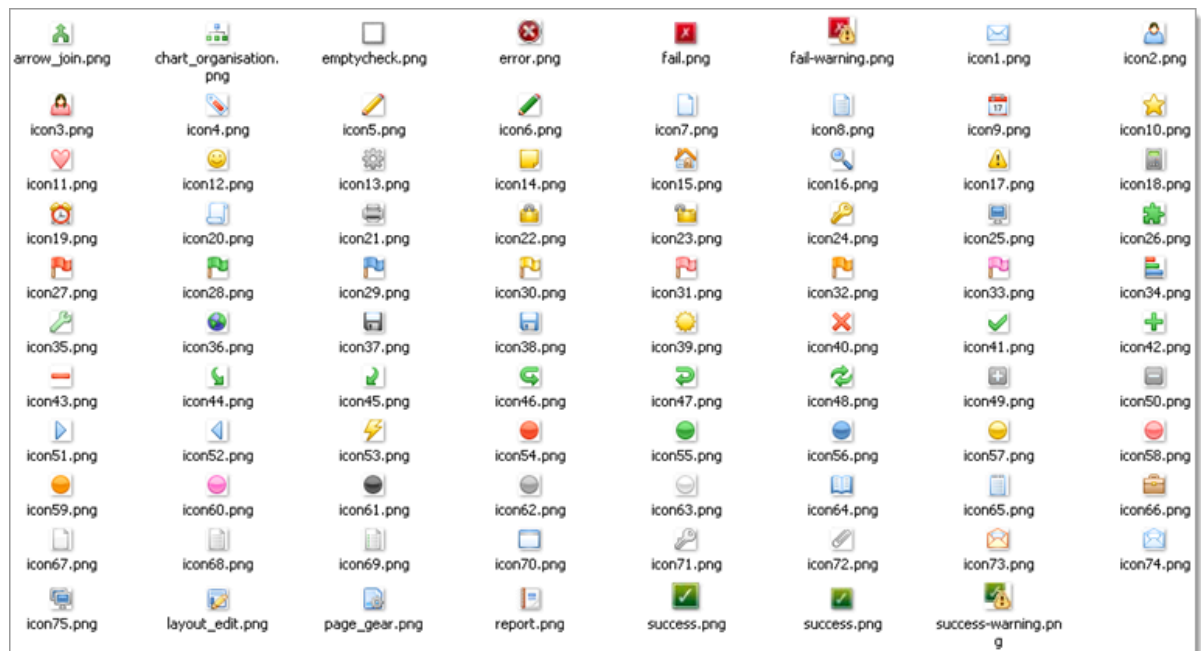
Example

label:Create;tooltip:Create a new
load;option:WFONWL;icon:icon14;width:340;height:250;next:GR50

Choose an icon to represent the toolbar option. You can locate these icons in your QAD GTTE folder at ...\\WebUI\\jboss\\server\\default\\deploy\\precision-webui-<version number>-OPEN.ear\\web-client-<version number>-OPEN.war\\images\\workflow\\ where <version number> > is the Web UI version number, for example, 7.1.

Note It is recommended that you use 7-Zip to extract the .EAR file.

Icon Selection



Note Use this toolbar facility to add tasks that are commonly used. More specific tasks are listed in the Tasks area, which displays all the tasks in the currently selected workflow.

For example, the view in the image below is the result of setting
TOOLBAR – S to:

tooltip:Create

Shipment;option:WFONWS;icon:icon14;width:max;height:max,label:Run

EOD;tooltip:End of Day

Manifest;option:WFOEOD;icon:icon9;width:950;height:600,label:Delete;tooltip>Delete

Shipment;option:BBSDEL;transaction:Yes;icon:icon54,label:Open

Shipment;tooltip:Re-Open Selected

Shipment;option:OPENSH;transaction:Yes;icon:icon55,tooltip:Rules;option:RRULES;transaction:Yes

;icon:report;

TOOLBAR – S Sample Configuration



Tasks Area

The Tasks area displays a list of tasks, which are part of the workflow associated with the transaction selected in the Transaction panel. You can add tabs to the Tasks area and assign different tasks to each tab. You can give different users access to different tabs to prevent unauthorized or untrained users from carrying out certain tasks.

Assigning Tasks to Tabs in the Tasks Area

Tasks can be divided into categories based on different criteria, with these categories appearing as tabs in the Tasks area.

Tasks Area Tabs

Tasks		
All	Docs	SPS
Partners	Detail	Other
Requisite		
Sta...	Note	Description
☒		BASIC PACKING
☐		CHANGE ADDRESS
☐		AUTO ASSIGN CARRIER SERVICE

All tasks appear in the All tab, while required tasks appear in the Requisite tab. Looking at the All tab gives you an overview of the entire workflow and the business process behind it. Tasks shown in gray are not accessible from the Web UI. To configure the tabs that appear in the Tasks area, edit the TASK CATEGORIES – <TRANSACTION_TYPE_LETTER> system value, where

<TRANSACTION_TYPE_LETTER> is replaced by the letter that represents a particular transaction type. For a full list of transaction types, use the Z9 option. You can create a system value for other transaction types by copying one of the existing system values.

Enter a comma-separated list of category names in the system value. The order of the list determines the order of the tabs in the Tasks area. You can choose any category names you want. To associate a task with a particular category, enter the category name or names in the Categories field of the workflow task. Creating workflow tasks is described later in this section.

You can configure this system value on a user level, client level, or client/user level if necessary. It is possible to remove the All tab, but it is not possible to remove the Requisite tab.

Tasks include an option to jump to another workflow task, while keeping the existing task open. A drop-down Jump To... menu is available in the top left area of the task window. Users can select another task from this menu to open the new task over the existing one. You cannot jump to more than one task at a time. To make a task available in the Jump To... menu, select the Show on Jump menu field in the Workflow Task - Update screen of option WF, Workflow Task Configurations.

Adding Dynamic Fields to the Workflow Portal

Use dynamic fields to add extra predefined fields to the **Workflow Portal transaction panel on page 62**. You can add dynamic fields using the system value FLOW DYNAMIC GRID FIELDS. For the list of dynamic fields, see [List of Dynamic Fields on page 549](#).

1. Open the **System Values** screen (menu option FNDCY3).
2. Click the Database tab.
3. In the Category field, enter the category ITRAX.
4. In the Key field, enter the key FLOW DYNAMIC GRID FIELDS.
5. Click Search.
6. Navigate to the FLOW DYNAMIC GRID FIELDS system value, then double-click the Value field.
7. In the Value field, enter the names of the dynamic fields from [List of Dynamic Fields on page 549](#) that you want to add to the **Workflow Portal**; for example, taxCode,bankDate. Separate the fields by commas. Do not add spaces between the values.
8. Click Update.
9. Ensure the In Use field is set to true.
10. Open the **Workflow Portal** (menu option FLOW).
11. Scroll to the right of the grid in the transaction panel. You and other users should be able to see the new dynamic fields at the end of the grid.

Shipments										
Defined Fl...	ASN Number	PSL Defined1	PSL Defined2	PSL Defined3	PSL Defined4	PSL Defined5	Packing Location	Air Way Bill	taxCode	bankDate

Note With the Workflow Search – Configurator window, you can add dynamic fields as search fields on the Search panel. For more information, see [Search Panel on page 58](#).

Creating a Shipment Workflow

When a shipment is created, rulebooks are checked and a list of rules is run on the shipment. This defaults information into the shipment, including which workflow to associate with it. If more than one rule specifies a workflow, the workflow specified by the latest rule run overrides the others. If no rule specifies a workflow, the shipment type determines the workflow. It is often appropriate to associate different workflows with different shipment types. For example, a different workflow or process may be required for export and domestic shipments, or for hazardous material.

For more information on rules, see the [Rules and Rulebooks on page 323](#) section..

To specify a workflow based on the shipment type, you must:

1. Create a workflow, including any necessary tasks and pre- and postrequisites.
2. Create a shipment type in option ZS.
3. Associate the shipment type with the workflow.

Creating a Workflow

1. Access the WF option to view the Workflow Task Configurations page shown in the image below.

Workflow Task Configurations

Workflow

Workflow Code: Type: Description: Search

Work Flow	Type	Description	Initial Owner	Initial Status
WEB-ALL	S	Workflow (ALL Web UI Tasks)	QTGLUSER	00
WEB-ALL-K	K	Consolidation/Pouch Workflow	QTGLUSER	00
WEB-ALL-L	L	Workflow (ALL Web UI Tasks)	QTGLUSER	00
WEB-ALL-S	S	Workflow (Status Update)	QTGLUSER	00
WFR-ALL-T	S	Test WF	QTGL USER	00

Add Update Copy Delete Update Transactions

Tasks for Workflow WEB-ALL

Task Sequence: Description: Key ID: Search

Sequence	Description	Key ID	Option	Task Program	Categories	Required Status	Success Status	Succ...	Success User	Unsuccess Sta...	Unsuccess User	Unsuccess Ow...	Break Point
10	Partners - Address Changes	WFTADD50	WFTADD	50	Partners.All		10						
20	Partners - Trading Internal	SHSH0200	SHSH02	02									true
30	Partners - Transport Customs	SHSH0500	SHSH05	02	Partners.All								true
40	Detail - Shipment Header	SH50	SH	50	Detail All								true

Add Update Copy Delete Update Transactions

Pre & Post Requisite for Workflow Tasks 10 [WFTADD50]

Sequence: Requisite ID: Search

Sequence	Requisite ID	Description	In Use	Pre	Post	Type
----------	--------------	-------------	--------	-----	------	------

Add Delete Update

Sequence:
Requisite ID:
☐ In Use ☐ Pre ☐ Post
 Check/Fail Action: ☐ Warn ☐ Error
☐ Allow Cancel ☐ Always Run
 Update

- In the WorkFlow grid, click Add to create a new workflow.

Add Workflow

WorkFlow: !

Type: !

Description:

Initial Owner:

Initial Status:

Create

- WorkFlow.** Choose a meaningful workflow code.
- Type.** Specify the transaction type to associate the workflow with. Typically, the type is S—for shipments.
- Description.** Add a meaningful description for the workflow.
- Initial Owner.** Specify a user group as the initial owner of the workflow.
- Initial Status.** Assign an initial status to the workflow; for example, set the status to 00 for a new shipment. To see a full list of statuses, access the SR option.

Note You can modify the list of statuses, but this change can only be done once—on system setup

Adding Tasks to a Workflow

1. Ensure that the new workflow is selected in the Workflow grid. Then, in the Tasks for WorkFlow grid, click Add to create a new workflow task.

Workflow Task – Create

Workflow Task - Create

Client: TGL

Workflow code:

Workflow type: S

Task sequence number:

Key ID:

Task option:

Task program type:

Task description:

Availability:

☒ Windows
☐ Web
☐ Both

Program Parameters:

Task type:

☒ Standard Task
☐ Secure Task - Before
☐ Secure Task - After
☐ Secure Task - Before && After
☐ Check
☐ Sub-Flow
☐ Compliance Status Task

Categories:

☒ Repeatable task
☐ Warn of repeat

Required status:

Required status condition:

☒ =
☐ >
☐ <
☐ >=
☐ <=

☐ User confirms success

New status if successful:

New owner if successful:

New User if successful:

☒ Complete if unsuccessful

New status if unsuccessful:

New owner if unsuccessful:

New User if unsuccessful:

☒ Change status only on 1st run
☒ Break point task
☒ In forward loop when New
☒ In forward loop when Update
☐ In back loop when New
☐ In back loop when Update
☐ Is create new task
☐ Can display in read-only mode
☐ Can update in read-only mode
☐ Is a background task
☒ Show on Goto menu
☒ Show on Jump menu

Menu accelerator CTRL+ / ALT+:

☒ Show in Task List area
☒ Lock transaction

VRC code: STANDARD

Create

Close

Not all of the fields in this page are relevant when creating tasks in the Web UI. The relevant fields are:

- *Client, Workflow code, Workflow type.* These fields populate automatically.
- *Task sequence number.* Enter a task sequence number. Sequence numbers determine the order in which tasks appear in the workflow.
- *Key ID.* Choose a unique and meaningful character code for the task. This code is used to identify the task and to link it to pre- and postrequisite tasks and checks. The key ID ensures that, even if a task's sequence number changes, the links remain unbroken. Also, the key ID is used by other programs within Workflow to identify and update the task.
- *Task option.* The shortcut code for the option that you want to run for this task. For a full list of options you can configure as workflow tasks, see [Web UI Workflow Tasks on page 535](#). When you choose a Task option, a number of other fields populate automatically.
- *Task program type.* Typically, this value is 50, but it can also be 00.
- *Task description.* A brief description of the task. When you run the task, this text is displayed in the task pop-up titlebar.
- *Availability.* This field indicates if the task is available from the Windows UI, the Web UI, or both.
- *Program Parameters.* You can use this field for document printing, pop-up notes, compliance checking, the customs task, and the manifest task. For more information on the parameters available for a particular workflow task, see [Web UI Workflow Tasks on page 535](#).
- *Task type.* Indicates the type of task you are creating. For example, it may be a standard task, a secure task, or a check. A sub-flow task is a workflow within the main workflow, with a number of tasks that run consecutively. A compliance status task updates with compliance information when compliance runs either outside or within a workflow task, or in the background.
- *Categories.* List the categories that the workflow task falls under. The categories determine the tabs in which the tasks appear in the Tasks area of the Workflow Portal.
- *User confirms success.* If you want the Unsuccessful button to appear at the bottom of the workflow task in the Web UI, then select this field. If you do not select this field, then the system determines if a task completed successfully or not based on a user's actions while running the task.

- *New status if successful.* If you want the status of the workflow to change on successful completion of the task, then specify the new status here.
 - *New owner if successful.* If you want the owner of the workflow to change on successful completion of the task, then specify the new owner here.
 - *New User if successful.* If you want the user assigned to the workflow to change on successful completion of the task, then specify the new user here.
 - *Complete if unsuccessful.* Select this option if you want the task to show as complete, regardless of whether the task was successful.
 - *New status if unsuccessful.* If you want the status of the workflow to change when the task is unsuccessful, then specify the new status here.
 - *New owner if unsuccessful.* If you want the owner of the workflow to change when the task is unsuccessful, then specify the new owner here.
 - *New User if unsuccessful.* If you want the user assigned to the workflow to change when the task is unsuccessful, then specify the new user here.
 - *Break point task.* Select this option if the task is a breakpoint task. Breakpoint tasks result in a pause in the workflow before the next task is run. If the task is not a break point task, then the Tasks area shows an arrow linking this task with the previous task. When configuring a workflow task, consider the categories associated with the task and ensure that, if it is not a break point task, then the previous task is shown in the same category.
 - *Lock transaction.* To lock the related transaction when this task is running, select this field. This lock prevents other tasks from accessing the transaction when the task is running. However, if this task does not modify the shipment in any way, and you want to allow other users to run other tasks on the shipment when this task is running, then do not select this field. In some cases, if a task is called from another task—and the shipment is already locked—ensure that this flag is cleared; for example, when the Document Text ID task, WFTDTI, runs from the Documents task, WFTDOC.
2. When you finish entering details for the task, click Create. The message The record has been successfully created appears at the top of the page.

Creating a Shipment Type

Shipment types are subcategories of transaction types. To create a shipment type:

1. Access the Shipment Types page using the ZS option.
2. Click the Add icon at the bottom of the grid.

Shipment Types [Create]

Shipment Types [Create]

Type:

Description:

☐ Domestic inbound

☐ Domestic outbound

☐ Export

☐ Import

Workflow code:

Workflow type:

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

Transaction type:

Create Close

- *Client*. This field is read only.
- *Type*. Enter a two-character code for the new shipment type
- *Description*. Enter a short description of the shipment type.
- *Domestic inbound, Domestic outbound, Export, Import*. Select the appropriate fields to describe the shipment type. These fields affect how a shipment type can be used in QAD GTTE. If Domestic inbound or Import are selected, then a TE shipment is interpreted as an inbound/return shipment, and the carrier integration functionality applies all rules for returns functionality to the shipment. Otherwise, the TE shipment is treated as an outbound shipment.

Note For TE implementations, mark a ZS record as an inbound (domestic or import) shipment or as an outbound (domestic or

export) shipment; do not mark the record as both an inbound and an outbound shipment.

- *Workflow code*. Specify the workflow code linked to this shipment type. The workflow type and the transaction type fields automatically populate based on the workflow code that you choose.
- *Workflow type*. This field populates automatically based on the content of the Workflow code field.
- *User defined*. Typically, these user-defined fields are renamed by Services to implement the business process of your company.
- *Transaction type*. The transaction type associated with the shipment type. This field populates automatically based on the content of the Workflow code field.

Creating a Shipment with the New Shipment Type

You can now use the manual shipment option in Workflow to create a shipment using the new shipment type. This action associates your newly created workflow with the shipment. The image below shows the Create Manual Shipment pop-up window with the newly created shipment type ZY.

Create Manual Shipment

Create Shipment

Load Template: Select a template...
 Save Template:

Consignor:
 Ship To: [Once Off Shipment](#)
☐ Overwrite Address

Order Number:
 Buyer's Ref No:
 Service/Route:
 Despatch Date:

Shipment Type: ZY
 Customer:
☐ Overwrite Address
 Delivery Terms:
 Carrier:
 Transport Mode:
 Currency: USD

Add New Item:

Product Code:
 Product Description:
 Quantity: 1.0 EA
 Weight: 0.0 KG
 Net Weight: 0.0 KG
 Volume: 0.0 M3
 Total Value: 0.0 USD
 Freight Class:
 Country Of Origin:
 Customs Classification Group:
 Customs Classification Code:
 Customs Classification Description:
 NAFTA Preference Criterion:
 NAFTA Producer:
 NAFTA Net Cost: 0.0 USD
 NAFTA Country Of Origin:
 Domestic/Foreign: ☒ Domestic ☐ Foreign
 Dangerous Goods: ☐
 Type Of Export: Permanent

Product Code	Product Description	Quantity	Quantity UOM
--------------	---------------------	----------	--------------

[+ Add Item](#)

Create Close

After you create a shipment, you can view it in the Transaction panel of the Workflow Portal. Selecting the shipment displays the associated workflow tasks in the Tasks area. Double-click a task to run it.

Pre and Postrequisite Standard and Check Tasks

You can stipulate that a particular standard task—task B—can only be run after another task—task A—completes successfully. In this case, you add task A as a prerequisite to task B.

Example You set compliance task A as a prerequisite to packing. In this case, you add the compliance task as a prerequisite of the packing task.

Similarly, you can set standard task C as a postrequisite to task B, so that task B cannot be run if task C has already run. Task B must precede task C; it cannot follow task C.

Example Packing—task B—can only run if close shipment—task C—has not completed successfully.

You can also set check tasks as pre and postrequisites. These tasks run in the background before or after the task for which they are a requisite task.

Note You can create a single check task and set it as both a pre and postrequisite; for example, you can create a check to update a data field before and after running a task.

If a prerequisite check fails, then you can configure the workflow to behave in one of three ways:

- Display a warning and then continue on to the task
- Display a warning and give the user the option to cancel or to continue on to the task
- Display an error and prevent the user from running the next task

If a prerequisite check fails, then the task is marked as completed unsuccessfully. To create a pre or postrequisite standard or check task for a task within the workflow:

1. Go to the WF option and select the relevant workflow in the WorkFlow grid.

Note Ensure that the workflow contains all of the necessary tasks, including the standard and check tasks that you want to add as requisites to other tasks.

Note It is common practice to assign high sequence numbers to check tasks so that checks are easy to locate in the workflow task list; this practice also ensures that lower sequence numbers are available for any standard tasks that you want to add to the workflow in the future.

2. In the Tasks for Workflow grid, select the task that you want to add a requisite to.
3. Click the Add button at the bottom of the Pre & Post Requisite grid. A list of the other tasks in the workflow appears in a new window.

Add a Task Requisite

The 'Workflow Task' window displays a table with the following data:

Task sequence...	Task description	Key ID	Task option	Task program t...
1	Compliance Ch...	CK	WFTCKV	50
2	Packing Task	Pack	SNPKWF	50

The window includes a search bar at the top, a 'Task description' dropdown, and a 'Close' button at the bottom right. The status bar at the bottom indicates 'Page 1 of 1' and 'Displaying 1 - 2 of 2'.

- Click the Add button at the bottom of the Pre & Post Requisite grid. A list of the other tasks in the workflow appears in a new window.

Update Option in Pre and Post Requisite Grid

The 'Pre & Post Requisite for Workflow Tasks 2 [Pack]' window shows a grid of requisites and configuration options on the right.

Sequence	Requisite ID	Description	In Use	Pre	Post	Type
10	CK	Compliance Checking	true	true	false	T

Configuration options on the right:

- Sequence: 10
- Requisite ID: CK
- ☒ In Use
- ☒ Pre
- ☐ Post
- CheckFail Action: ☐ Warn ☒ Error
- ☐ Allow Cancel
- ☐ Always Run
- Update button

The Update section to the left of the Pre & Post Requisite grid allows you to configure the requisite task that is selected in the grid.

- Sequence, Requisite ID.* The sequence number and ID number of the requisite; these fields are read only.

- *In Use* . Select this field to make the requisite active.
- *Pre*. Select this field to make the task a prerequisite of the task selected in the Tasks for Workflow grid.
- *Post*. Select this field to make the task a postrequisite of the task selected in the Tasks for Workflow grid.
- *CheckFail Action*. This field is only relevant for prerequisite check tasks. Specify the action that occurs when a user tries to run the task selected in the Tasks for Workflow grid when the prerequisite check task has failed. If you set this field to Error, then when the prerequisite check task fails and the user tries to run the next task in the workflow, a pop-up window informs the user that the task cannot run due to failure of the prerequisite check task.

Example The compliance check task is a prerequisite task of the packing task. When a user runs the packing task, the compliance task runs in the background and fails. The user then sees a message stating that the packing task cannot run because the compliance check failed.

If you set this field to Warn, then when the prerequisite check task fails and the user tries to run the next task in the workflow, a pop-up window informs the user that the task did not complete due to failure of the prerequisite check task. Depending on how you configure the Allow Cancel field for the requisite task, the user may have to run the next task.

For postrequisite tasks that are set to Warn, the pop-up message that the user sees when the task fails is very similar to the message shown when tasks are set to Error. The only difference is the icon included in the message, which is a warning icon instead of an error icon.

- *Allow Cancel*. This field is only relevant for prerequisite tasks with the CheckFail Action field set to Warn. If CheckFail is set to Warn and Allow Cancel is selected, then when the check fails the user has the option to cancel execution of the task or to ignore the warning and continue. If CheckFail is set to Warn and Allow Cancel is not selected, then when the check fails the user sees a warning message about the check failure and the user must then click ok to acknowledge the warning and continue running the task; the user does not have the option to cancel the task.
- *Always Run*. If you select this field, then the check is always run, even when the task has completed successfully.

A Task with Pre- and Postrequisites

User: Precision Configuration User Home About Precision Contact Logout

You are here: [Home](#) - Workflow Task Configurations Translate Literals

Workflow
wf_1 Type Description Search

Work Flow	Type	Description
WF_1	S	Type 1 Workflow

Workflow: WF_1
Type: S
Description: Type 1 Workflow
Initial Owner: QTGLUSER
Initial Status: 00
Update

Tasks for Workflow WF_1
Task Sequence Description Key ID Search

Sequence	Description	Key ID	Option	Task Progra...	Categories	Required Status	Success
1	Compliance Checking	CK	WFTCKV	50			
2	Packing Task	Pack	SNPKWF	50			
3	Close Shipment	CLOSE	BBSCLS	50			

Pre & Post Requisite for Workflow Tasks 2 [Pack]
Sequence Requisite ID Search

Sequence	Requisite ID	Description	In Use	Pre	Post	Type
10	CK	Compliance Checking	true	true	false	T
20	CLOSE	Close Shipment	true	false	true	T

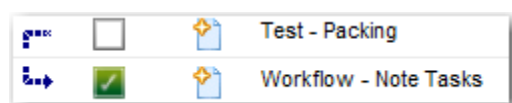
Sequence: 20
Requisite ID: CLOSE
☒ In Use ☐ Pre ☒ Post
CheckFail Action: ☐ Warn ☒ Error
☐ Allow Cancel ☐ Always Run
Update

Breakpoint Tasks

When you create a task, the breakpoint option is selected by default. Breakpoint tasks return control to the user after a task has completed. For example, a user may click the manifest task in the Tasks area to run the task. After the task is complete, control returns to the user, who can then choose what to do next.

You can also set up tasks so that they are not breakpoint tasks. In this case, when a non-breakpoint task is complete, the following task is run without returning control to the user. Non-breakpoint tasks have a blue line next to them in the Tasks area, with a blue arrow next to the following task; this indicates that the task is run immediately after the non-breakpoint task.

Non-Breakpoint Task



Check Tasks

Check tasks are tasks that run in the background and check or update some data in the database before or after a task is run. Because they run in the background, users may never be aware of them. There are two types of checks: PROGRESS code checks and Java code checks.

Check tasks are an advanced feature of Workflow, and are typically used to plug in custom logic requiring consultation with QAD GTTE Services. You can then add these check tasks to your workflow, setting the Task type field to Check when filling in the task details in the *Workflow Task – Create* window. Choose high task sequence numbers for check tasks to distinguish them from other tasks in the workflow. Specify whether the check task is a pre- and/or prerequisite to another task.

Secure Tasks

Secure tasks show in the Workflow Portal with a lock icon.

You must enter your credentials before running a secure task or marking it as complete.

Note The secure task feature is not available when SSO is in use.

Updating Transactions

Task status information is held for each shipment that has an associated workflow. If a task is deleted from a workflow, you can use the Update Transactions button on the bottom right of the workflow grid to remove the information about the deleted task from existing shipments with that workflow. If a new task is added to a workflow, you can use the Update Transactions button to add the task to existing shipments with this workflow. Ensure that you select the relevant workflow before you click Update Transactions.

Note If there are a lot of shipments associated with a workflow, then updating transactions can take a long time. For this reason, when you click Update Transactions, QAD GTTE displays a pop-up window asking you to confirm that you want to update all transactions associated with the workflow.

Merging Tasks

There are often two versions of the same task: one that runs in the Windows UI and one that runs in the Web UI. Usually, Windows UI tasks have a program type of 02 and Web UI tasks have a program type of 50. Sometimes it is important to be able to view the result of a Windows UI task in the Web UI.

For example, if the manifest task fails, it is important that users of both the Windows and Web UI are aware of this. There are two manifest tasks:

- SHSH06 Charges – Ship/Manifest, which is the Windows UI task
- WFTMAN Workflow – Manifest Task, which is the Web UI task

You can view details of each of these tasks using the GO option in the Windows UI. Search for *manifest* to see a list of manifest tasks.

Manifest Tasks

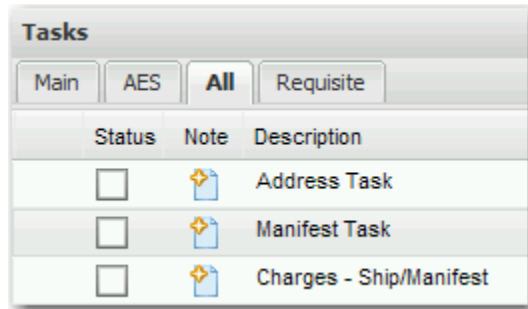
Option	Program type	Description	Menu bar	Image	VRC code	Module list	Program
LDMF01	00	Load/Shipping Manifest		strpt	*STANDARD	01	XTRPTRUN
SHSH06	02	Charges - Ship/Manifest	LEVEL0		*STANDARD	01	XTRSPDET
SPESOD	50	End of Day Manifest	LEVEL0		*STANDARD	01	-
WFOBOD	50	Workflow - End of Day Manifest Option	LEVEL0		*STANDARD	01	-
WFTMAN	50	Workflow - Manifest Task	LEVEL0		*STANDARD	01	-

To merge the Windows UI and Web UI tasks:

1. Select the Web UI task, WFTMAN.
2. Click F7 or click the Update an entry button in the top right menu. The task option details appear.
3. The program field contains a dash only. Scroll down to the Web UI URL field, which contains /htm/manifest.task. Copy the text in this field.
4. Click the red back arrow to return to the list of manifest tasks.
5. Select the Windows UI task, SHSH06.
6. Click F7 or click the Update an entry button in the top right menu. The task details appear. Note that the Program field contains the name of the 4GL program related to this task.
7. Scroll down to the Web UI URL field, and paste the URL that you copied from the Web UI task. Click the green check mark button to process this change and return to the list of manifest tasks.
8. Click the red check mark button to go to the main menu.
9. Go to the WF option.
10. Search for the workflow in which you wish to merge the Windows and Web UI tasks. When you have found the workflow, double-click it to see the list of tasks.
11. Select the Windows UI task from the task list.
12. Click F7 or click the Update an entry button in the top right menu. The task details appear.
13. Set the Availability field to Both.

The tasks are now merged, and the Windows task, Charges – Ship/Manifest now shows as enabled in the Web UI.

Windows Task Enabled in the Web UI



Clicking this task in the Windows UI runs the 4GL program XTSPSDET, while clicking on the task in the Web UI opens /htm/manifest.task.

Creating a Load Workflow

Creating a workflow for loads is very similar to creating a workflow for a shipment.

[Web UI Workflow Tasks on page 535](#) identifies tasks that are relevant for loads.

A number of system values are relevant for creating loads and load workflows, as shown in the table below.

System Values for Loads and Load Workflows

Category	Key	Description
LOADBUILD	LOAD NUMBER FORMAT	<p>Controls the format of the load reference number produced when a user creates a load.</p> <p>Format: <NUMBER_FORMAT>,<PREFIX_LENGTH>, where <NUMBER_FORMAT> is the number format prescribed for load reference numbers, and <PREFIX_LENGTH> is the number of characters in the number format (counting from the left) that cannot be overwritten.</p> <p>The load reference number produced is the next sequential number superimposed over the number format, taking the prefix length into account. Example: When LOAD NUMBER FORMAT is set to 0000000000,0 and the next sequential number is 123, the load reference number is set to 0000000123</p>

Category	Key	Description
		Example: When LOAD NUMBER FORMAT is set to XXX0000000,3 and the next sequential number is 123, the load reference number is set to XXX0000123 Example: When LOAD NUMBER FORMAT is set to XXX0000000,3 and the next sequential number is 123123123, the load reference number is not generated due to an error Example: When LOAD NUMBER FORMAT is set to XXX0000000,1 and the next sequential number is 123123123, the load reference number is set to X123123123
LOADBUILD	NEXT LOAD NUMBER	Details the next number to use as a load reference.
LOADBUILD	DEFAULT L TYPE	Defines the Group Type (XMGRUP0.GRTYPE) value to be assigned to a new load created by Web UI. GRTYPE is validated over the ZS records.
WORKFLOW	DEFAULT L WORKFLOW	Controls the workflow to be assigned to a new load. This system value must match the workflow code of the workflow that you create for loads. This system value is only used when no workflow is determined from the rules that fire.

Case Study

The following case study illustrates how to create a workflow for domestic outbound shipments. It covers the creation of a workflow to match a business process, the creation of a new shipment type to associate with the workflow, and the creation of a manual shipment associated with the workflow. The table below describes the business process for the case study, and the tasks you create to do this.

Business Process and Tasks

Business Process Steps	Corresponding Tasks
Receive order from an ERP system	Outside of workflow
Create a manual shipment within workflow to fulfill this order	Outside of workflow
Verify ship to address	WFTADD

Business Process Steps	Corresponding Tasks
Add items to the shipment, or check items in the shipment	WFTITEM
Pack items (adding and checking items is a prerequisite of this task)	WFTSPK
Rate the shipment	WFTRAT
Complete the shipment manifest	WFTMAN
Print documents related to the shipment	WFTDOC
Verify all details related to the shipment by viewing the shipment details	WFTSDE

The tasks form a workflow similar to that in the image below.

Completed Tasks for Workflow Grid

Tasks for Workflow DOM_OB_S							
<input type="text" value="Task Sequence"/>	<input type="text" value="Description"/>	<input type="text" value="Key ID"/>	<input type="button" value="Search"/>				
Sequence	Description	Key ID	Option	Task Program Type	Categories	Required Status	Success Status
10	Check Address	D_OB_ADD	WFTADD	50			
20	Check or Add Items	D_OB_ITE	WFTITEM	50			
30	Pack Items	D_OB_PAC	WFTSPK	50			
40	Rate Shop - Pick a Carrier	D_OB_RAT	WFTRAT	50			
50	Manifest	D_OB_MAN	WFTMAN	50			
60	Print Documents	D_OB_PRINT	WFTDOC	50			
70	Verify Details	D_OB_VERIF	WFTSDE	50			

Creating a Sample Workflow and Adding Tasks

1. Access the Workflow Task Configurations page using option WF.
2. Use the Create Workflow section at the top right of the page to create the workflow for domestic outbound shipments.

Workflow Grid

Workflow:

Type:

Description:

Initial Owner:

Initial Status:

- a. Choose a workflow code and transaction type that the workflow is based on. This sample workflow relates to shipment transactions.

- b. Click the Create button. The new workflow appears in the Workflow grid.
3. In the Tasks for Workflow grid, click Add to view the Workflow Task – Create window.

Workflow Task – Create Window 1

The screenshot shows the 'Workflow Task - Create' window with the following fields and options:

- Client:** TGL
- Workflow code:** DOM_OB_S
- Workflow type:** S
- Task sequence number:** (empty, with a red exclamation mark icon)
- Key ID:** (empty, with a red exclamation mark icon)
- Task option:** (empty, with a magnifying glass icon and a red exclamation mark icon)
- Task program type:** (empty, with a red exclamation mark icon)
- Task description:** (empty, with a red exclamation mark icon)
- Availability:**
 - ☐ Windows
 - ☐ Web
 - ☐ Both
- Program Parameters:** (empty text area)
- Task type:**
 - ☒ Standard Task
 - ☐ Secure Task - Before
 - ☐ Secure Task - After
 - ☐ Secure Task - Before && After
 - ☐ Check
 - ☐ Sub-Flow
 - ☐ Compliance Status Task
- Categories:** (empty text area)
- ☒ Repeatable task
- ☐ Warn of repeat
- Required status:** (empty, with a magnifying glass icon)
- Required status condition:**
 - ☒ =
 - ☐ >

At the bottom right, there are 'Create' and 'Close' buttons.

The Workflow code and Workflow type fields are already completed.

- a. Enter a Task sequence number; choose a low number for the first task, and higher numbers for later tasks. Leave a gap between each sequence number so that, if your business process changes in the future, you can slot in other tasks.
- b. Choose a meaningful Key ID, which is a unique identifier for the task.
- c. Enter the desired option code in the Task option field.
- d. Enter a meaningful task description.
- e. Specify that you want the tasks to be available in the Web UI.
- f. Leave all other fields unchanged. g. Click Create. The message: "The record has been successfully created." appears at the top of the window.

g. Click Close

The new task appears in the Tasks for Workflow grid.

Tasks for Workflow Grid

Tasks for Workflow DOM_OB_5

Task Sequence

Description

Key ID

Search

Sequence	Description	Key ID	Option	Task Program Type	Categories	Required Status	Success Status	Success Owner	Success User	Unsuccess St...	Unsuccess User
10	Check Address	D_OB_ADD	WFTADD	50							

Add

Update

Copy

Delete

- Repeat step 3 for each workflow task listed in the *Completed Tasks for Workflow Grid* image.

Specifying a Prerequisite Task

To add the Check or Add Items task as a prerequisite of the Pack Items task:

- Select the Pack Items task in the Tasks for Workflow grid and, in the Pre & Post Requisite for Workflow Tasks grid, click Add.

Pre & Post Requisite for Workflow Tasks Grid

Tasks for Workflow DOM_OB_5

Task Sequence

Description

Key ID

Sequence

Description

Key ID

10

Check Address

D_OB_ADD

20

Check or Add Items

D_OB_ADD

30

Pack Items

D_OB_PAC

40

Rate Shop - Pick a Carrier

D_OB_RAT

50

Manifest

D_OB_MAN

Add

Update

Copy

Delete

Refresh

Pre & Post Requisite for Workflow Tasks 3

Sequence

Requisite ID

Sequence

Requisite ID

Add

Delete

Refresh

Workflow Task

Task description

Search...

X

🔍

TGL

🔍

Task sequence...

Task description

Key ID

Task option

Task program t...

Categories

Require

+

10

Check Address

D_OB_ADD

WFTADD

50

+

20

Check or Add It...

D_OB_ITE

WFTITEM

50

+

30

Pack Items

D_OB_PAC

WFTSPK

50

+

40

Rate Shop - Pic...

D_OB_RAT

WFTTRAT

50

+

50

Manifest

D_OB_MAN

WFTMAN

50

+

60

Print Documents

D_OB_PRINT

WFTDOC

50

+

70

Verify Details

D_OB_VERIF

WFTSDE

50

⏪

⏩

Page

1

of 1

⏪

⏩

🔄

Displaying 1 - 7 of 7

X

Close

- Click Close. In the image below, the Check or Add Items task appears in the Pre & Post Requisite grid as a prerequisite of the Pack Items task. In this case, failure to complete the task will result in an error, as specified in the CheckFail Action field.

CheckFail Action Field

Tasks for Workflow DOM_OB_5

Task Sequence Description Key ID

Search

Sequence	Description	Key ID	Option	Task Program Type	Categories	Required Status	Success
10	Check Address	D_OB_ADD	WFTADD	50			
20	Check or Add Items	D_OB_ITE	WFITEM	50			
30	Pack Items	D_OB_PAC	WFTSPK	50			
40	Rate Shop - Pick a Carrier	D_OB_RAT	WFTRAT	50			
50	Manifest	D_OB_MAN	WFTMAN	50			

Pre & Post Requisite for Workflow Tasks 30 [D_OB_PAC]

Sequence Requisite ID Search

Sequence	Requisite ID	Description	In Use	Pre	Post
10	D_OB_ITE	Check or Add Items	true	true	false

Sequence: 10
Requisite ID: D_OB_ITE

☒ In Use ☒ Pre ☐ Post

CheckFail Action: ☐ Warn ☒ Error

☐ Always Cancel ☐ Always Run

Update

Add Delete Refresh

Creating a New Shipment Type

You can create a new shipment type to associate with the workflow.

1. Access the Shipment Types page using the ZS option.
2. Click the Add icon at the bottom of the page.

Domestic Outbound Shipment Type

Shipment Types [Create]

Type:

Description:

☐ Domestic inbound

☐ Domestic outbound

☐ Export

☐ Import

Workflow code:

Workflow type:

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

User defined: ☐

Transaction type:

Create Close

3. In the Type field, enter a short code to identify the new shipment type. Give the shipment type a meaningful description. Fill in the fields as in the image above to specify that the shipment is related to the newly created workflow, and is related to the shipment transaction type.

Creating a Manual Shipment

You can now create a manual shipment in the Workflow Portal page using your new shipment type.

1. Click the Create Shipment button in the Workflow Transaction Panel toolbar.
2. In the Create Shipment window that appears, enter the shipment details, including the code for the new shipment type.

Create Shipment Window

Create Shipment

Load Template: Select a template...
 Save Template:

Consignor:
 Ship To: [Once Off Shipment](#)
☐ Overwrite Address

Order Number:
 Buyer's Ref No:
 Service/Route:
 Despatch Date:

Shipment Type: ZY
 Customer:
☐ Overwrite Address
 Delivery Terms:
 Carrier:
 Transport Mode:
 Currency: USD

Add New Item:

Product Code:
 Product Description:
 Quantity: 1.0 EA
 Weight: 0.0 KG
 Net Weight: 0.0 KG
 Volume: 0.0 M3
 Total Value: 0.0 USD
 Freight Class:
 Country Of Origin:
 Customs Classification Group:
 Customs Classification Code:
 Customs Classification Description:
 NAFTA Preference Criterion:
 NAFTA Producer:
 NAFTA Net Cost: 0.0 USD
 NAFTA Country Of Origin:
 Domestic/Foreign: ☒ Domestic ☐ Foreign
 Dangerous Goods: ☐
 Type Of Export: Permanent

Product Code	Product Description	Quantity	Quantity UOM

Create Close

- Click Create. Note the reference number of the new shipment, and close the Create Shipment window to view the shipment in the Workflow Portal.

Note If the Create icon does not appear in the Transaction Panel toolbar, see the Configuring the Transaction Panel Toolbar section in [Configuring UI Options on page 272](#).

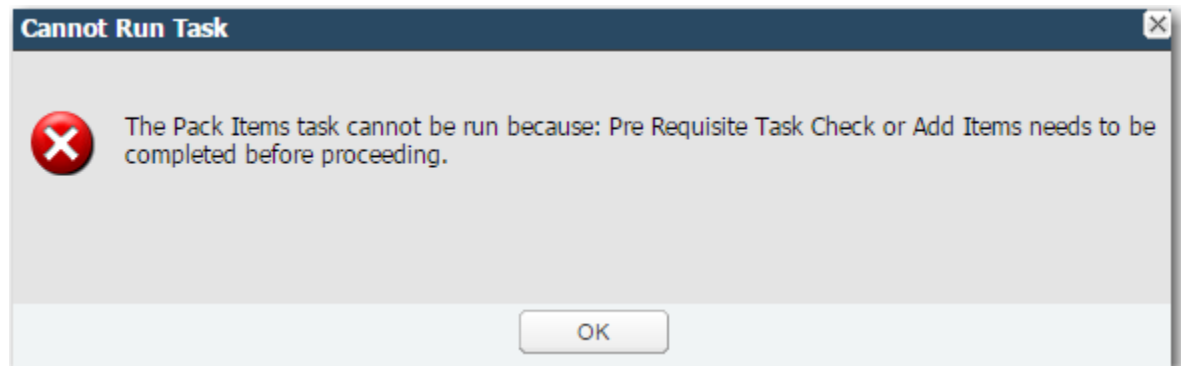
You can now search for and view the shipment in Workflow. Enter the reference number of the newly created shipment in the Reference No. field of the Search panel and click Search. The shipment appears in the Transaction panel, and the associated workflow appears in the Tasks area.

Domestic Outbound Workflow

Tasks					
All	Docs	SPS	Partners	Detail	Other
				Requisite	
Status	Note	Description	Completed By	Completed On	
☐		Check Address			
☐		Check or Add Items			
☐		Pack Items			
☐		Rate Shop - Pick a Carrier			
☐		Manifest			
☐		Print Documents			
☐		Verify Details			

Before you complete any of the tasks, double-click the Pack Items task. An error displays stating that you cannot complete the task before completing the prerequisite task.

Error Due to Incomplete Prerequisite Task



Configuring Workflow Tasks

As an administrator, you can configure certain aspects of the workflow tasks listed in [Web UI Workflow Tasks on page 535](#). Some of these workflow tasks are described in [Workflow Tasks on page 70](#).

Configuring the Rate Shop Task

The [Rate Shop task on page 82](#) contains nine columns, displaying the results of your rate shop. You can configure these columns.

Rate Shop Task System Values

Category	Key	Description
ITRAX	RATE SHOP SHOW BASE COSTS	<p>Determines the charge columns that appear on the screen. Assigning a value of CUSTOMER causes the Buying Charge column to appear. The Buying Charge is the amount that the shipper pays the carrier for shipping the item. Assigning a value of COMPANY causes the Selling Charge column to appear. The Selling Charge is the amount that the shipper charges the buyer for shipping the item. Assigning a value of BOTH causes the Buying column and the Selling column to appear.</p> <p>Possible values: COMPANY, CUSTOMER, BOTH</p> <p>Default value: COMPANY</p>
ITRAX	RATE SHOP TASK – DEFAULT SORT	<p>This system value controls how the results are sorted.</p> <p>Possible values: COST, MODE, LEADTIME, SERVICE, BUYING_COST, CARRIER_AND_COST.</p> <p>By default, results are sorted based on buying cost. If buying costs are not displayed, then the results are sorted based on selling cost.</p>

Configuring the Shipment Charges Task

The [Shipment Charges](#) task on [page 95](#) allows you to enter basic charge information against a shipment.

Shipment Charges Task System Value

Category	Key	Description
ITRAX	QUICK CHARGE ENTRY: PERMISSIONS	<p>Specifies the charge maintenance permissions available to users at each stage of the shipment.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • RATED – Users can create, update, and delete charges before the shipment is rated. • RATED_ADD – Users can create, update, and delete charges before the shipment is rated. Users can create charges after the shipment is rated. • RATED_ADD_EDIT – Users can create, update, and delete charges before the shipment is rated. Users can create, update, and delete manual charges after the shipment is rated. • CLOSED – Users can create, update, and delete charges when the shipment is open. • CLOSED_ADD – Users can create, update, and delete charges when the shipment is open. Users can create charges when the shipment is closed. • CLOSED_ADD_EDIT – Users can create, update, and delete charges when the shipment is open. Users can create, update, and delete manual charges when the shipment is closed. • NONE – Users can create, update, and delete charges at all times. <p>Default value: NONE</p>

Configuring the Manifest Task

The [Manifest task on page 79](#) enables you to confirm a shipment as rated, assign a tracking number to the shipment, print a carrier label, and make the shipment available for EOD manifest.

There are four possible tabs on this screen:

- Details
- Surcharges
- Parties
- Additional

You can use the Additional tab to add extra fields to the Manifest task. This tab consists of two sections. The left side of the screen contains custom fields that are not commonly used. Your company may want to add more information to the shipment when rating it. You can request that the GTTE Services team customize this section of the Additional tab to capture this additional information. The right side of the screen contains fields that relate to the shipment carrier. The additional tab is not relevant for all carriers.

A number of system values are available that you can use to change the appearance of the Manifest task.

System Values: Manifest Task

Category	Key	Description
ITRAX	MANIFEST TASK SHOW DESP DATE	To remove the Despatch Date field from the Manifest task screen, set this system value to no. The default value is yes.
ITRAX	DTS STATE CODE VALIDATION	This system value determines whether the state code on the Parties tab is required. Possible values: Optional, Mandatory. By default, this value is set to Optional.
WORKFLOW	MANIFEST_PROCESS_ACTION	When a shipment is rated, a Process button appears on the Details tab. You can click this Process button to rate the shipment, or click the down arrow to see a menu of options. This system value determines the actions that are available when the user clicks the Process button or the menu options linked to the button. There are three possible actions that can appear in the Process menu button:

Category	Key	Description
		<ul style="list-style-type: none"> Process (Print Label) Process (Don't Print Label) Process (Print Label and Documents) <p>For each menu option, there is a section within this system value that can be set to true or false:</p> <ul style="list-style-type: none"> Process (Print Label) – do_print Process (Don't Print Label) – no_print Process (Print Label and Documents) – print_label_and_documents <p>There is also a default section, which specifies which of the above three options appears on the Process menu button.</p> <p>Example:default:no_print,do_print:true,no_print:true,do_print_label_and_documents:true</p> <p>In this example, the Process (Print Label) and Process (Don't Print Label) options appear in the Process menu. The Process (Print Label & Documents) option does not appear. Clicking the Process button activates the Process (Don't Print Label) option.</p>
ITRAX	SHOW CUSTOM MANIFEST TASK TAB	If this system value is set to Yes, then the Additional tab is shown. This tab displays additional fields that are carrier specific. If your company requires additional information to be recorded about the shipment when it is being rated, then contact the GTTE Services team. This team can add fields to the Additional tab to record this information.
ITRAX	MANIFEST TASK SHOW TRAILERID	If this system value is set to Yes, then the Trailer Number field is shown on the Additional tab. By default, this field is not shown.
ITRAX	CONSOL:PACK PRORATE METHOD	This value applies to consolidated shipments. When a consolidated shipment is processed, the system can copy the package and tracking information onto the child shipments. This system value

Category	Key	Description
		<p>determines the type of information that the system copies to child shipments.</p> <p>Possible values: Pack, Tracking, None.</p> <p>If set to Pack, then the system copies the package information from the consolidation to the child shipments.</p> <p>If set to Tracking, then the system pushes the tracking number from the consolidated shipment to the child shipments. If the consolidation has more than one package and tracking number, the child shipment is assigned the tracking number related to the particular package that the child shipment is in.</p> <p>If set to None, then no information is transferred to child shipments.</p> <p>By default, this system value is set to None.</p>
ITRAX	DTS SHOW BASE COSTS	<p>This value determines the charge columns that appear on the screen. Assigning a value of CUSTOMER causes the Customer Charge column to display. Assigning a value of COMPANY causes the Company Charge column to display. Assigning a value of BOTH causes the Customer Charge and Company Charge columns to display.</p> <p>Possible values: COMPANY, CUSTOMER, BOTH.</p>
ITRAX	MANIFEST TASK SHOW INSURANCE	<p>If this value is set to Yes and the service chosen offers insurance, then the user can use the Surcharges tab to enter insurance amounts for the packages in the shipment. The type of insurance offered depends on the carrier service. This option allows the user to select insurance, but it does not guarantee that the carrier provides it.</p> <p>Possible values: Yes, No.</p> <p>Default value: No</p>
ITRAX	AUTO- OPEN-PDF	<p>If this value is set to Yes, then any PDF documents produced when the user rates the shipment open automatically in the browser. The user may have to set the</p>

Category	Key	Description
		security settings of their browser to ensure that the PDF has the permission to open.
ITRAX	MANIFEST TASK – DEFAULT PARTY	<p>Use this value to set the default value of the Party field on the Parties tab.</p> <p>Possible values: A partner type from the table in the PI option.</p>
SPS	DELIVERY TERMS TO PAY METHODS	<p>This system value is used to configure default delivery terms and payment methods in the Details tab. The system assigns these default values based on the contents of the Route and Delivery Terms fields in the Details tab. The user can leave these default values as they are, or enter other values in these fields.</p> <p>Format: <COMMAND1> <COMMAND2> ... <COMMANDN></p> <p>If you do not include at least one symbol in the command, an error occurs.</p> <p>Each command has the format:</p> <p><SERVICE>=<SERVICE_VALUE>,<TERM>=<TERM_VALUE>,<FRT></p> <p>The parts of a shipment that can be checked are:</p> <p>SERVICE – The service related to the shipment, which displays in the Route field of the Details tab. The complete list of services is stored in the RT menu option.</p> <p>TERM – The delivery term related to the shipment, which displays in the Delivery Terms field of the Details tab. The complete list of services is stored in the DE menu option.</p> <p>The SERVICE is checked first, and then the TERM. If there is no service, then the TERM is checked.</p> <p>The fields that can be assigned a value are:</p> <p>FRT – The Freight Payment Method field of the Details tab.</p> <p>DUTY – The Duty/Tax Payment Method field of the Details tab.</p> <p>COD – The COD Payment Method field of the Details tab.</p>

Category	Key	Description
		<p>For a list of possible values for these fields, see the Message_Field_Lookups tab of Appendix A on the QAD Document Library.</p> <p>Example: TERM=EXW,FRT=COLLECT,DUTY=CONSIGNEEPAYSDUTY TERM=DDP,FRT=DELIVERYDUTYPAYD,DUTY=CONSIGNEEPAYSDU SERVICE=FDXGND,TERM=DDP,FRT=PREPAIDADD,DUTY=THIRDP SERVICE=UPSUS001,TERM=CPT,FRT=CODSHIPCOST,COD=CASH</p> <p>In this example, SERVICE is checked first, and then TERM. These values are compared with the contents of the Route and Delivery Terms fields on the Details tab of the Manifest task. If the Route field is not filled in, or if it does not correspond to any of the values in the commands, then TERM is checked. The first section of the example checks if the Delivery Terms field (TERM) is set to ex works (EXW). If it is, then the system sets the Freight Payment Method to Collect and the Duty field to Consignee. If none of the conditions are true, the fields in the Details tab are not changed. Regardless of the effect of this system value, the user can manually change the values of the fields in the Details tab.</p>
WORKLOAD	ADDRESS TASK – READONLY ROLES	<p>To make a particular partner role address read-only in the Parties tab, enter the number that corresponds to the partner role.</p> <p>Enter a comma-separated list of roles, for example 14,TP. The partner codes are accessible from the PI menu option, which is accessible from the INDEX menu option.</p> <p>When this system value is not set, some addresses are still read-only, as it is not always appropriate to edit them.</p> <p>This system value controls edits to addresses in the Address task of the Manifest task also.</p>
ITRAX	FLOW ADDRESS VERIFY ALLOWED	<p>This system value determines whether address verification on page 165 applies to the Address task and Parties tab of the Manifest task in the Workflow Portal. It has the same effect as setting the Enable</p>

Category	Key	Description
		Workflow Address Verification field in Configure Address Verification , menu option CFGAV. For more information, see Configuring Address Verification for Workflow Tasks on page 511 .

Configuring the Documents Task (WFTDOC)

The Documents task ([Old on page 77](#)) enables you to view any documents associated with the shipment and to add new documents. You can select documents from the list and email them.

There are a number of system values that affect the Documents task.

System Values Related to the Documents Task (Old)

Category	Key	Description
WORKLOAD	DOCUMENT EMAIL SUBJECT	Enter the text that you want to appear in the subject line of the email.
WORKLOAD	DOCUMENTS EMAIL BODY	Enter the text that you want to appear in the body of the email.
ITRAX	COLLATE PDF LOCALES	This system value lists the locale or locales that are used to generate PDF versions of the document. When the user is using a locale in the list, the system combines all the documents into one PDF document that can then be previewed or emailed.
ITRAX	DOCUMENT TASK – HIDE BUTTONS	This system value allows you to hide buttons from the Documents task. Specify a comma-separated list of values. Each entry in the list represents a button that you want to remove. Possible values: PRINT, DELETE, SAVE, EMAIL, GRID_PRINT, GRID_PREVIEW, GRID_HISTORY, ADD.

Category	Key	Description
ITRAX	AUTO-OPEN-PDF	If this value is set to Yes, then any PDF documents produced open automatically in the browser. The user may have to set the security settings of their browser to ensure that the PDF opens.
DOCUMENTS	EMAIL RECIPIENTS	This system value contains a comma-separated list of partner codes that populates the Email Recipients pop-up window on page 78 .
DOCUMENTS	EMAIL RECIPIENTS: USE CONTACTS	If this value is set to YES, the system compares the contents of the EMAIL RECIPIENTS system value on page 317 with the contents of the Contacts suboption of the relevant NR partner records to ensure that the EMAIL RECIPIENTS value contains valid email addresses.

Associating External Files with a Shipment

Configuring Image Classes

To configure the system to store these documents, use the **Image Class** screen. The D2 menu option, accessible from the **INDEX** screen, opens the **Image Class** screen. In this context, an image class is a file type that can be stored in GTTE. Each entry in the Image Class table contains information about a particular file type.

GTTE already has the most common file types listed in this table. You can add any other file types that you need. Click the Add icon at the bottom of the table to display the Image Class Create window.

There are a number of important fields to complete on this screen:

Image Class

A code to identify the class. In the date fields next to this field, specify the date from which the image class can be used in the system.

Description

A description of the file type.

Document Type

In the first field, enter the number 97. Use the lookup icon in the second field to select IMAGE. This document type identifies the file as being different from other GTTE shipping documents.

File extension subtype

A code to associate the image class with a windows file type; for example, DOCX.

Rename imported files?

Set to yes or no. If you set it to yes, specify the File Naming Syntax in the relevant field.

File Naming Syntax

If you set the Rename imported files? field to yes, then you can specify how to rename the files using this field. There are a number of tokens that you can use to specify the format of the name. The tokens are given a run time value. For example, <month> is 1 in January, and 12 in December.

Filename Tokens

Token	Run Time Value
<month>	Month number Example: 12
<year>	Year number Example: 2000

Token	Run Time Value
<day>	Day number Example: 31
<date>	Date Example: 311201 The date format is set on the user profile. Use the menu option US to set the date format preference for a user
<today>	Session date Example: 311201
<time>	Session time Example: 121559
<client>	Current transaction client
<user>	Current user
<drive>	Drive location where the file originated Example: C:\
<drive-letter>	Drive letter where the file originated Example: C
<path>	The path where the file originated, without the <drive>
<full-path>	<drive><path>
<file>	File name of the original file without the full path

Move or Copy imported files?

Set this field to Copy.

Folder Location

The folder location for the copied files. This folder location must be visible to the JBoss application server.

Viewing Stored Images

When users add documents to a shipment using the Documents task, an entry is added to the Image Register. This table is accessible through the D1 menu option, which in turn is accessible from the INDEX option.

Each entry in the Image Register has a unique image identifier. The format of the identifier is controlled by the NEXT SEQUENCE NUMBER system values.

Image Identifier Format

Category	Key	Description
IMAGE	NEXT SEQUENCE NO:	Specifies the format of the image identifier stored in the Image Register. Enter a value of the format [prefix,number,length] where prefix is a three-letter code, number is the sequence number, and length is the number of digits in the identifier. The sequence number fills from the right of the identifier. Example: IMG,207,9 results in the identifier IMG000000207.
IMAGE	NEXT SEQUENCE NO: <FILE_EXTENSION>	If the file that you are uploading has the extension <FILE_EXTENSION>, then this system value is used. It works in the same way as NEXT SEQUENCE NO:

Configuring the Address Task

Use the [Address task on page 71](#) to enable users to view and update addresses for each partner associated with the shipment.

You can configure the list of displayed partners based on the partner types in your system. You can allow the user to edit the address details for the partner, or you can display the address details as read-only. To set these properties, open the **System Values** screen in the Web UI and configure the system values listed in the following table.

Address Task System Values

Category	Key	Description
WORKLOAD	ADDRESS TASK – READONLY ROLES	To make a particular partner role address read-only in the Address task pop-up window, enter the number that

Category	Key	Description
		<p>corresponds to that partner role. You can enter more than one partner role using a comma-separated list. The full list of partner role codes is accessible from the PI menu option, which in turn is accessible from the INDEX screen.</p> <p>When this system value is not set, some addresses are still read-only, as it is not always appropriate to edit them.</p> <p>This system value also controls edits to addresses in the Parties tab of the Manifest task.</p>
WORKLOAD	ADDRESS TASK – ROLES	<p>Enter a comma-separated list of partner roles. Each role appears in the Address task pop-up window. The addresses are blank or complete, depending on the data saved in the system for that partner. The full list of partner role codes is accessible from the PI menu option, which in turn is accessible from the INDEX screen.</p> <p>Example: Delivered from;17,Delivered To;18,Ship To;01,Shipper;14,Third Party;TP.</p>
ITRAX	DTS STATE CODE VALIDATION	<p>Possible values: optional, mandatory. If this system value is set to mandatory, then the state code must match a state code in the STATE CODES lookup domain table available through the UY menu option.</p>
WORKLOAD	ADDRESS TASK – ALLOW EDIT ROLE	<p>Possible values: yes, no. If this system value is set to no, then the user can only use this task to view roles the administrator specifies. They cannot add or delete roles.</p>
ITRAX	SET SHIP TO CONTACT IN SHUS10	<p>Possible values: yes, no. If this system value is set to yes, then the Ship To contact name is also stored in the user-defined field XMSHDR0.SHUS10.</p>

Category	Key	Description
ITRAX	FLOW ADDRESS VERIFY ALLOWED	Determines whether address verification on page 165 applies to the Address task and Parties tab of the Manifest task in the Workflow Portal. It has the same effect as setting the Enable Workflow Address Verification field in Configure Address Verification , menu option CFGAV. For more information, see Configuring Address Verification for Workflow Tasks on page 511 .

Rules and Rulebooks

Rules and rulebooks allow you to specify attributes that apply to shipments under certain conditions. Rules processing runs during the shipment life cycle, and applies the relevant rules to shipments. Rules enable you to specify shipment information. Typically, the information in rules relates to:

- Legal requirements
- Customer requests
- Business procedures

Rulebooks enable you to specify:

- Rules that may apply to a shipment
- Other rulebooks that may apply to a shipment
- The conditions, known in QAD GTTE as rule determinations, under which each of these rules and rulebooks apply to shipments
- Exceptions to each rule determination

There is no limit on the number of rulebooks that can apply to a single shipment, and you can nest a rulebook within another rulebook. This section describes rules and rulebooks, and how they apply to shipments.

Note Rules can be applied to load building. The rule functionality for loads is the same as that for shipments. However, you can only associate rulebooks with a load through the consignor.

A rule consists of information that you want to apply to a shipment. This information is split into categories of fields that correspond to fields on the shipment master table—XMSHDR0—and the shipment item table.

Multiple rules can exist within a rulebook, and you can nest rulebooks. A rulebook contains a collection of rules and rulebooks, along with a number of conditions that specify when a particular rule or rulebook in the top-level rulebook applies to a shipment. These conditions are known as rule determinations in QAD GTTE. For each shipment that is created in QAD GTTE, the rule logic runs and compares the characteristics of the shipment with the rule determinations in any rulebooks attached to the shipment. When a rule determination in a rulebook matches a shipment, the rule or rulebook assigned to that rule determination fires. When a rule fires, it updates the fields in the shipment based on the information that you specify in the rule fields.

Importance of Rulebooks

You can generate a large amount of the data on a shipment through the use of rulebooks and—when interfacing from an ERP system to QAD GTTE—from information on the sales order. You or your colleagues can enter the remaining information such as container numbers and despatch dates manually.

Rulebooks allow you to set up details regarding the movement of goods in advance of shipping. You can set up rulebooks by country, consignor, customer, consignee, and product.

Example A rulebook contains one rule for shipments when the Transport mode field is set to Sea and another rule for shipments when the Transport mode field is set to Air. When shipping using multiple transport modes, the appropriate rule fires based on the transport mode that exists on the shipment.

Preloaded Rules and Rulebooks

To simplify and speed up the setup of rulebooks, QAD GTTE contains the following preloaded rules and rulebooks:

- A preloaded rule and rulebook for each country. The format of the rule and rulebook name is QCTRY-<COUNTRY_CODE>, where <COUNTRY_CODE> is the two-digit ISO country code for that country, for example, QCTRY-IN is the country rule for India. Preloaded rules and rulebooks speed up the creation of rule determinations.

Attaching Rulebooks to Shipments

You can attach rulebooks to a shipment in a number of ways: Using the DEFAULT RULE BOOKS system value. For more information on this system value, see the *System Values for Rules and Rulebooks* table in the [Configuring the Rules Engine on page 383](#) section.

- By country, using the Country Rule Books sub-option in the CT option or the Country tab in the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid of the RULES page.
- By consignor, using the Partner tab in the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid of the RULES page.
- By product, using the Associated Rule Books sub-option in the PR option or the Product tab in the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid of the RULES page.
- By customer, using the Partner tab in the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid of the RULES page.
- By consignee, using the Partner tab in the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid of the RULES page.

Rule Hierarchy

The rule hierarchy determines the order in which rules apply to shipments. Therefore, rules lower in the hierarchy can override higher rules. The lower the level in the hierarchy, the more specific the rule.

Rule Hierarchy

Position	Method
1	System values
2	Consignee inherited partner country
3	Consignee inherited partner country + shipment type
4	Consignee country
5	Consignee country + shipment type
6	Consignor
7	Consignor + shipment type
8	Product
9	Product + shipment type
10	Customer
11	Customer + shipment type
12	Consignee inherited partner
13	Consignee inherited partner + shipment type
14	Consignee
15	Consignee + shipment type

Example A rule at country level populates the carrier and a rule at customer level populates the carrier; the shipment contains the carrier applied in the customer rule.

Important If a document is added to a shipment in more than one rule, then the document only contains details from the document set up on the last rule to fire; it does not merge the notes from each occurrence of the document in the rule hierarchy. A document is only attached to a shipment when the document criteria parameters of transport mode, print stage, declaration, currency, delivery term, and value are met.

When processing rulebooks within rulebooks, QAD GTTE fires the rule at the bottom first and works back up through the nested rules.

You can use the Assigned Rules Web UI Workflow task, SHSU, to see a list of the rulebooks and rules fired against a shipment. If a rule fires against a shipment more than once, the rule appears in the list more than once.

Rules Processing in the Shipment Life Cycle

Typically, rules processing begins when a shipment is created, either manually or through an interface with an ERP system.

However, it is possible to fire rules at different stages of the shipment life cycle, by grouping rules in rule sets representing life cycle stages, and using the rule set as the basis for rule determination.

This document describes rules processing that begins at the start of the shipment life cycle.

Shipment Creation and Rules Processing

Performance Rules processing can increase the time that it takes to create a shipment transaction in QAD GTTE. There are a number of configuration options available to mitigate this issue.

The rule logic is transaction driven, which means that it first looks at the shipment items or shipment partners, then finds the product or partner master records, and then checks the rule information. If you are certain that there are no rules assigned based on a particular characteristic of the shipment such as the products in the item lines or the consignee, then turning these checks off can reduce rules processing time and speed shipment creation up.

Example You know that there are no rules configured at a product level, so you set the APPLY PRODUCT RULES system value to No. When rules processing runs, it skips the step that finds all products on the shipment line items and checks for associated rules.

System values that can reduce rules processing time include APPLY CONSIGNEE RULES, APPLY CONSIGNOR RULES, APPLY CUSTOMER RULES, APPLY PRODUCT RULES, and APPLY EXPORT REFUND RULES.

Rules and Rulebooks Creation and Processing Flow

The steps for creating a rule and applying that rule to a shipment are:

1. Create a rule or update one of the preloaded rules.
2. Create a rulebook for the rule and attach the rule to this rulebook, or add the rule to an existing rulebook such as the default rulebook or a client-specific rulebook.
3. Add rule determinations to the rulebook.
4. Optionally, add rule determination exceptions to the rule.
5. Associate the rulebook with a shipment using one or more of the methods listed in the Attaching Rulebooks to Shipments section in [Rules and Rulebooks on page 323](#).
6. Create a shipment manually or through an interface with an ERP system. Rules processing then begins, and the appropriate rules fire.

Rules and Rulebooks Page

To create and view rules and rulebooks, use the RULES menu option.

Rules and Rulebooks Page

Rules & Rulebooks | **Rules** | **Rulebooks**

Rule: Description:

Rule	Start Date	Description	End Date	Workflow	Workflow...	User Id	Last Modified
QCTRY-AO	01/01/2001	Angola - User maintained					
QCTRY-AQ	01/01/2001	Antarctica - User maintained					
QCTRY-AR	01/01/2001	Argentina - User maintained					
QCTRY-AS	01/01/2001	American Samoa - User ...					
QCTRY-AT	01/01/2001	Austria - User maintained					
QCTRY-AU	01/01/2001	Australia - User maintained					
QCTRY-AW	01/01/2001	Aruba - User maintained					
QCTRY-AZ	01/01/2001	Azerbaijan - User maintai...					
QCTRY-BA	01/01/2001	Bosnia And Herzegovina ...					
QCTRY-BB	01/01/2001	Barbados - User maintained					

Rulebooks for Rule QCTRY-AT

Rulebook: Description:

Rulebook	Start Date	Description	User Id	Last Modified
QCTRY-AT	01/01/2001	Austria - User maintained	QCONFIG	

Countries for Rulebook QCTRY-AT

Countries | **Partners** | **Products** | **Default Types**

Rulebooks	Country	Description	Shipment Type	Comment	User Id	Last Modified
AT	AUSTRIA	Austria Rulebook				

Configuration for Rule QCTRY-AT

Rule:
 Start Date:
 Description:
 End Date:
 Workflow:

The Rules and Rulebooks page is divided into upper and lower sections.

Upper Section

The Rules tab displays all rules. You can create, view, update, and delete rules in the rules grid. You can add documents and sub-options to a rule. You can also view the rulebooks that a rule is associated with in the Rulebooks for Rule <RULE_NAME> grid.

The Rulebooks tab displays all rulebooks. You can create, view, update, and delete rulebooks in the rulebooks grid. You can also view the rules that a rulebook is associated with in the Rules Determinations for Rulebook <RULEBOOK_NAME> grid.

Both of these tabs contain a Configure Engine button, which enables you to access the System Values Setup page, option Y3, with the Rules Engine tag selected in the Tag Search tab.

Lower Section

The lower section, <ASSOCIATION> for Rulebook <RULEBOOK_NAME>, displays the Countries, Partners, Products, and Default Types tabs. When you select a rulebook in the upper section of the page, these tabs display the countries, partners, products, and default shipment types associated with that rulebook. You can use the Create/Update section to the right of the grid to update these associations.

These associations are important, as they are the methods by which rulebooks are associated with shipments, as listed in *Attaching Rulebooks to Shipments*.

Creating and Modifying Rules

In the RULES option, on the Rules tab, the rules grid displays all rules, and enables you to search for a particular rule. When you select a rule, you can update the rule description, end date, and associated workflow by updating the fields to the right of the grid and clicking Update.

To create a new rule, click the New button below the grid, complete the fields to the right of the grid, and click Create.

Rules Grid, Creating a Rule

Rule	Start Date	Description	End Date	Workflow	Workflow...	User Id	Last
QCTRY-AN	01/01/2001	Netherlands Antilles - User...					
QCTRY-AO	01/01/2001	Angola - User maintained					
QCTRY-AQ	01/01/2001	Antarctica - User maintained					
QCTRY-AR	01/01/2001	Argentina - User maintained					
QCTRY-AS	01/01/2001	American Samoa - User ...					
QCTRY-AT	01/01/2001	Austria - User maintained					
QCTRY-AU	01/01/2001	Australia - User maintained					
QCTRY-AW	01/01/2001	Aruba - User maintained					

Rule: QCTRY-AT
 Start Date: 01/01/2001
 Description: Austria - User maintained
 End Date: dd/MM/yyyy
 Workflow:
 Update

- **Rule.** Use up to ten alphanumeric characters to specify the rule name; choose a name that is easily understood and makes the purpose of the rule clear. This field is mandatory.
- **Start Date.** Specify the date when the rule comes into effect. This field is mandatory, and the value is checked against the shipment despatch date. The start date allows you to create multiple rules in one sitting, even if they are applicable to different time frames.

Note When you select the current date as the start date, the rule does not come into effect until the following day. This behavior protects current transactions in the event that a rule is created in error.

- **Description.** Add a description of the rule. This field is mandatory.
- **End Date.** Specify the last effective date of the rule. If you do not specify an end date, then the rule applies indefinitely.
- **Workflow code.** If you want to associate a particular workflow with the rule, then specify the workflow code in this field. When the rule is applied to a shipment, it attaches the workflow to the shipment.
- **Workflow type.** If you want to associate a particular workflow type with the rule, then specify the workflow type in this field. When the rule is applied to a shipment, it attaches the workflow type to the shipment.
- **Rulebook.** Select an existing rulebook to which you want to attach this rule.

- **Auto Create Rulebook.** Select this field to automatically create a rulebook with the same name as the rule, and to attach the rule to that rulebook.

Viewing Rulebooks for a Rule

On the Rules tab, the Rulebooks for Rule <RULE_NAME> grid shows the rulebooks that contain the rule selected in the Rules grid. You can select a rulebook in the Rulebooks for Rule <RULE_NAME> grid and click the Rulebook Details button to open the Rulebooks tab with the selected rulebook displayed in the Rulebooks grid.

Rulebook Details Button on Rules Tab

Rulebook	Start Date	Description	User Id	Last Modified
QCTRY-US	01/01/2001	United States - User maintained	QCONFIG	

Rulebook Details >

Adding Documents to a Rule

To view the documents associated with a rule, select the rule in the grid, and click the Documents button below the grid.

Rules Grid, Viewing Documents

Doc type	Document	Image	Number of copies	Output type	Description	Print
00	INV1E		1		Invoice (short)	

Page 1 of 1 | Displaying record 1 - 1 of 1 | Close

To add a document to a rule, in the Documents pop-up window, click the Create a New Record icon or choose F9.

Documents [Create]

Documents [Create]

Client: TGL

Rule: DAM01

Start date: 06/02/2018

Document type:  

Document: 

Image: 

Printer: 

Printer for continuation page: 

Number of copies: 1

Note 1: 

Note 2: 

Note 3: 

Note 4: 

Note 5: 

Note 6: 

Note 7: 

Note 8: 

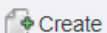
Note 9: 

Image class output stage:

☐ Print
☐ RePrt unconfirm
☐ RePrt confirm
☐ Close
☐ Purge
☐ Original
☒ Never

Output type:

☐ Original
☐ Certification Required
☐ Legalisation Required

 Create
 Close

- *Client, Rule, Start date.* These values are read only, and depend on the rule.

- *Document type*. Use the lookup to choose the document type. Document types, based on format and function, are maintained in the DT option.
- *Document*. Use the lookup to choose the document. A list of documents is maintained in the DO option.
- *Image*. Use the lookup to attach an image file to the document, where applicable.
- *Printer*. Choose the printer to which the document is sent from within the shipment. QAD GTTE currently supports four types of printing:
 - Print to a single printer.
 - Print to a group of printers within a printer group.
 - Send as a fax; a fax server must be available.
 - Send as an e-mail; an e-mail server must be available.

Printers are maintained in option DP.

- *Printer for continuation page*. Specify the printer to which QAD GTTE output continuation sheets are sent.
- *Number of copies*. Specify the number of copies of the document required.
- *Note 1–9*. Attach up to nine notes to the document. Note 1 appears before the shipment lines. Notes 2–5 appear after the shipment lines. Notes 6–9 appear in the footer.
- *Image class output stage*. Select one of the available options to indicate when the document is imaged:
 - Print. The document is imaged when the document is first printed.
 - RePrt unconfirm. Each time the document is printed, a new image is created. A history of images for the document is maintained on the system within the image registry.
 - RePrt confirm. Each time the document is printed, a new image is created. Before the image is created, you will be requested to confirm this action.
 - Close. The document image is created at the transaction close stage.
 - Purge. The document image is created when the transaction is purged from the system.
 - Original. Use this option to specify that this image is an original image imported into QAD GTTE, and not produced by the QAD GTTE print engine.
 - Never
- *Output type*. Specify the output type.

- *Original*. If an original document is required, select this field.
- *Certification Required*. If the document requires certification, select this field.
- *Legislation Required*. If the document requires legislation, select this field.

Click Create to add the document to the rule.

Adding Multiple Documents to a Rule

To add more than one document to the rule at a time, in the Documents pop-up window, click the Add multiple rule documents icon.

Adding Multiple Documents

Document							
Document		Description		Search...			
	Document Type	Document	Description	Program name	Image output st...	Module	VRC co
+	00	COMPL	Compliance res...	XS_COMP.P		04	*STAND
+	00	INV1EPRO	Invoice - Profor...	XS_SI001.P		04	*STAND
+	00	INV1F	Invoice - French...	XS_SI001.P		04	*STAND
+	00	INV1G	Invoice - Germa...	XS_SI001.P		04	*STAND
+	00	INV1S	Invoice - Spanis...	XS_SI001.P		04	*STAND
+	00	INV2E	Invoice (LONG)	XS_SI001.P		04	*STAND
+	00	INV2E-CP	Invoice (LONG)...	XS_SI001.P	03	04	*STAND
+	00	INV2EPRO	Invoice - Profro...	XS_SI001.P		04	*STAND
+	00	INV2F	Invoice - French...	XS_SI001.P		04	*STAND
+	00	INV2G	Invoice - Germa...	XS_SI001.P		04	*STAND
+	00	INV2S	Invoice - Spanis...	XS_SI001.P		04	*STAND
+	00	QUOTE	Quotation (short)	XS_SI001.P		04	*STAND
+	01	BOL_M	US Straight Bill ...	XS_SM001.P		04	*STAND

Page 1 of 43 | Displaying 1 - 13 of 548

Close

To select a document from the documents list, click the green plus button in the related row. After you have selected the documents that you require, click Close. If the documents do not appear in the documents grid, then click the Refresh button to update the grid.

Updating Rule Sub-Options

Rule sub-options allow you to specify information for shipments that have this rule attached to them.

To update the sub-options of a rule, select the rule in the grid and select the sub-option from the Select a Sub Option drop-down menu to open the window for that sub-option automatically. If the sub-option does not open automatically when you select the sub-option from the menu, then click Go...

Rule Sub-Option

Sub-Option	Purpose
C88 Details on page 334	Maintain C88 details for the shipment.
Charge table on page 337	Link a group of charges or a charge table to a rule.
Commodity Descriptions on page 339	Maintain commodity details for the shipment.
Documents on page 340	Specify documents that are associated with the shipment.
ECSI details on page 340	Specify Export Cargo Shipping Instructions (ECSI) details related to the shipment. The ECSI contains details of your consignment, including customs information and an allocation of costs.
Foreign bill details on page 344	Set up, in advance of shipment, default information to print on the Foreign Bill or Bill of Exchange.
General information on page 347	Maintain various default values to apply to a shipment when the information is not available on the sales order or other master tables in QAD GTTE.
Other information on page 349	Maintain information about the shipment that appears on the Export Cargo Shipping Instruction (ECSI). Update user-defined fields.
Partner Address Changes on page 351	Set up alternative addresses to override addresses related to the shipment.
Partners – trading internal on page 353	Set up, in advance of shipment creation, default values for parties to add to a shipment; for example, the sales agent, contact or shipping officer, and so on. Any party that you specify must exist in option NR.
Partners – transport customs	Set up the various parties in advance of shipment creation such as haulier, carrier, and declarant.

Sub-Option	Purpose
financial on page 354	
Procedure notes on page 357	Set up procedure notes or reminders to complete tasks in advance of creating a shipment.
Product descriptions on page 359	Set up an alternative product description, which can be used when a shipment is created. This option is used mainly in conjunction with a sales order system interfacing to QAD GTTE, and the alternative description overrides the product description from the sales order.
Product prices on page 362	Set up an alternative product price, which can be used when a shipment is created. This option is used mainly in conjunction with a sales order system interfacing to QAD GTTE, and the alternative price overrides the product price from the sales order.
Route on page 367	Define and maintain details relating to the route taken by a shipment.
Rule/Shipment Plan on page 374	Assign a shipping plan to a shipment. Note PEM is deprecated in QAD GTTE v20 and later. Therefore, this sub-option is no longer used.
Texts on page 368	Associate texts with documents; documents are associated with box IDs, which are associated with text IDs.
Vessels/legs on page 369	Set up information about the shipment route.
Virtual Fields Overrides on page 371	Associate particular virtual fields with the rule, and assign a value to the virtual field when the rule fires.

C88 Details

This sub-option allows you to link C88 details—also known as Single Administrative Document (SAD) details—with this rule.

C88 Details Sub-Option

C88 Details ✕

Client: TGL

Rule: 00053TEST

Start date: 09/01/2015

Air waybill copies: 0

Air waybill originals: 0

Country of despatch 2:

Country of destination 2:

Country of 1st Destination:

Trading Country:

Location Of Goods:

☐ Shipped in containers

Transport mode - inland:

Customs office: BM

Intended office of transit 1:

Intended office of transit 2:

Intended office of transit 3:

Intended office of transit 4:

Intended office of transit 5:

Intended office of transit 6:

Guarantee Text:

Warehouse Id:

Guarantee Ref:

Deferred Payment:

Account details:

Save | ✕ Close

C88 Details Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Air waybill copies	The number of air waybill copies to include with the SAD.
Air waybill originals	The number of original air waybill documents to include with the SAD.
Country of despatch 2	The second country of despatch associated with the rule being maintained. This field corresponds to box 15b on the SAD. Complete this field only when it is required by customs.
Country of destination 2	The second country of destination associated with the rule being maintained. This field corresponds to box 17b on the SAD. Complete this field only when it is required by customs.
Country of 1st Destination	The last country (known at time of export) to which the goods are specifically directed on their outward movement from the state. This field corresponds to box 10 of the SAD.
Trading Country	The trading country associated with the rule being maintained. This field corresponds to box 11 on the SAD. Complete this field only when it is required by customs.
Location of Goods	The name of the control station; this field only applies in the case of an export from an approved consignor's premises or to an approved consignee's premises. This field corresponds to box 30 of the SAD.
Shipped in Containers	If the shipment is being transported in containers, then select this field. If you select this field, then box 19 of the SAD contains 1; otherwise, box 19 contains 0.
Transport mode – inland	The inland transport mode associated with the rule being maintained. This field corresponds to box 26 on the SAD. Complete this field only when it is required by customs.
Customs office	The customs office from where the goods will be exported, for the rule being maintained. This value can be overridden at the time of shipment. This field corresponds to box 29 on the SAD.

Field	Description
Intended office of transit 1, 2, 3, 4, 5, and 6	These fields apply only when community transit is involved. Enter the intended offices of each country through which the shipment crosses during the course of its transport. These fields correspond to box 51 of the SAD. These fields are not applicable at the import stage.
Guarantee Text	This field is not applicable at the import stage. This field applies only when community transit is involved. When a comprehensive guarantee is used, enter the name of the guarantee office. When guarantee vouchers are used, enter the voucher numbers. If neither of these guarantees is valid for the countries in the community transit system, enter the country codes entered in the intended offices of transit 1–6 fields. This field relates to box 52 of the SAD.
Warehouse Id	The warehouse ID associated with the rule being maintained. This field relates to box 49 of the SAD.
Guarantee Ref	This field is not applicable at the import stage and needs to be completed only where community transit is involved. Enter a one-digit numeric code to identify the type of guarantee. This information relates to box 52 of the SAD.
Deferred Payment	Where deferment is claimed, enter the Deferred Payment Approval Number of the person responsible for paying the duty. This information corresponds with box 48 on the SAD.
Account details	Enter the account details associated with the rule being maintained. This information corresponds with section B on the SAD.

Charge Table

This sub-option allows you to link a group of charges or a charge table to a rule. When the rule fires for a shipment, the charges are automatically added to the shipment for calculation using the calculator button on the Charges page. You can create charge tables in the CH option, and then use the Charge table sub-option to associate a charge table with a rule.

Charge Table Sub-Option

Charges

Charge table: Search

Charge Tables PSL PSL-USA 01-Jan-2001

	In use
TGI-AIR1	✓

Page 1 of 1 | ◀ ▶ ↺ + ✎ 📄 🗑️ SQL | Displaying record 1 - 1 of 1

Close

Use the buttons below the grid to update the charge tables associated with the rule. You can also modify the charge table discount percentage and minimum charge.

Charge Tables [Create]

Charge Tables [Create]

Client:

Rule:

Start date:

Charge table: 🔍 !

☐ In use

Discount Percentage:

Minimum Charge:

📄 Create Close

Charge Tables [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Charge table	Use the lookup to choose a charge table. Charge tables are maintained in the CH option.
In use	To make this charge table applicable to the rule, select this field.
Discount Percentage	This field allows you to apply a discount to this charge table.
Minimum Charge	This field allows you to specify a minimum charge that overrides any calculation for the value elsewhere.

Commodity Descriptions

This sub-option allows you to maintain commodity details for the shipment.

Commodity Descriptions Sub-Option

The screenshot shows a software window titled "Commodity Descriptions". At the top, there is a search bar with three input fields: "Classification Group:", "Commodity Code:", and "Description". To the right of these fields is a "Search" button. Below the search bar, there is a table with the following columns: "Classification Group", "Commodity Code", "Description", and "Description". The table is currently empty, and the text "No records found." is displayed at the bottom of the table area. At the bottom of the window, there is a status bar that shows "Page 1 of 1" and "No records to display". There are also some icons and a "Close" button in the bottom right corner.

Commodity Descriptions [Create]

Commodity Descriptions [Create]

Client: TGL

Rule: 00053TEST

Start date: 09/01/2015

Classification Group:

Commodity Code:

Description:

Description:

Create Close

Commodity Descriptions [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Classification Group	Use the lookup to specify a compliance code.
Commodity Code	Specify the commodity code that the user requires to set up the export license, in order to control quantities and values. Harmonised System (HS) numbers are classification numbers assigned to identify a specific type of product.
Description	Specify an alternative commodity description, if required. This description overrides the commodity description on the shipment.
Description	Specify an extended commodity description, if required.

Documents

See [Adding Documents to a Rule](#) on page 329.

ECSI Details

This sub-option allows you to specify Export Cargo Shipping Instructions (ECSI) related to the shipment. The ECSI contains details of your consignment, including customs information and an allocation of costs.

ECSI Details

ECSI details

Client: TGL

Rule: TEST_HKR

Start date: 01/12/2014

Warehouse Id:

Certification of shipment:

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

☒ Blank

Air,sea or other:

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

☒ Blank

Bill of lading:

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

☒ Blank

Consular formalities/Cor:

☐ A

☐ B

☐ C

Create

Close

Note A number of fields on this page allow you to specify the party responsible for a particular task. Different parties are represented by

different letters; A represents the exporter, B represents the consignee, C represents the forwarder, D represents the customer, E represents other, and F represents a user-defined party. If you select Blank, then no party is designated as responsible for that particular task, document, or charge.

ECSI Details Fields

Field	Description
Warehouse ID	The identification code for the warehouse where the goods are stored or dispatched from.
Certification of Shipment	Select the party responsible for preparing the Certificate of Shipment document.
Air, sea or other waybill	Select the party responsible for preparing the air, sea, or other waybill.
Bill of lading	Select the party responsible for preparing the bill of lading document.
Consular formalities/Cor	Select the party responsible for preparing the Consular Formalities document.
Other FOB service charge	Select the party responsible for other free on board service charges.
Customs formalities Export	Select the party responsible for the customs documentation formalities for export shipments.
Customs formalities Transit	Select the party responsible for the customs documentation formalities for goods in transit shipments.
Customs formalities Import	Select the party responsible for the customs documentation formalities for import shipments.
Freight GD/ICD	Select the party responsible for paying the Inland Carriage to Groupage Depot/ICD charge.
Freight UK Port	Select the party responsible for paying the Inland Carriage to UK Port/Airport charge.
Depot/ICD in UK	Select the party responsible for paying the Depot or Port Charges in UK charge.
Freight Payable To	Specify the port name to which the freight is payable.
Freight To	Select the party responsible for paying the Freight To freight charge.

Field	Description
Oncarr. Place delivery	Select the party responsible for paying the On-Carriage at Destination to Place of Delivery freight charge.
Depot/ICD at Destination	Select the party responsible for paying the Depot or Port Charges at Destination freight charge.
Oncarr. Depot/ICD	Select the party responsible for paying the On-Carriage at Destination to Depot freight charge.
Exporter	Select a party to indicate the exporter.
To Order Blank Endorsed	Specify 1 or 0.
To order of	Indicate which party is responsible for FOB service charges.
Notify 1–3	For each of these fields, select the party to be notified.
Ocean Frg payable at	Specify the port name at which ocean freight is payable
Status T1/T2/MIX/T2L	Indicate the transit status of the shipment. There are number of possible values: <ul style="list-style-type: none"> • T1 indicates that the goods are moved under the external Community Transit (CT) procedure. • T2 indicates that the goods are moved under the internal CT procedure. • MIX represents a combination of both T1 and T2. • T2L indicates that the status of the community goods is not certified
Indicate who posts SCP	Specify the name of the party who posts the Simplified Customs Procedures.
User Defined 1–3	These fields are not currently in use.

Foreign Bill Details

This option allows you to set up, in advance of shipment, default information to print on the Foreign Bill or Bill of Exchange.

Foreign Bill Details

Foreign bill details [X]

Client: TGL

Rule: 00053

Start date: 01/01/2001

Tenor description: 

Bill of exchange originals: ☐ Release docs on A/P

Commerical invoices originals: ☐ Not taken Up. W/h

Consular invoices originals: ☐ Insure against fire

Cert of origin originals: ☐ Collect ALL Charges

Insurance cert originals: ☐ Corr. charges only

B/L originals: ☐ Return bill by air

Parcel post originals: ☐ Unaccepted protest

Air waybill originals: ☐ Advise reason telex

Combined trans doc originals: ☐ Remit proceeds telx ☐ Advise Due date tlx

Other Documents:

Refer to: 

☐ For guidance

[Save] [X] Close

Foreign Bill Details Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule
Tenor description	Enter a relevant description for the clause being maintained within the rule; for example, 30 days from date of invoice.
Bill of exchange originals Commercial invoices originals Consular invoices originals	Specify the number of original documents to forward to the consignee and the bank. In each case, use the second text box to specify the number of document copies for the same purpose.

Field	Description
Cert of origin originals Insurance cert originals B/L originals Parcel post originals Air waybill originals Combined trans doc originals	
Other Documents	If other documents for the rule will be sent with the shipment, then specify the documents in this field.
Refer to	Enter the name of the party to contact in the case of an issue. This party must be a valid Notify Party.
For Guidance	If guidance is to be sought from the Notify Party, then select this field.
Release docs on acceptance	If you want the documents to be released on acceptance, then select this field.
Not taken up at Warehouse	If the documents are not to be taken at the warehouse, then select this field.
Insure against fire	If the goods must be insured against fire, then select this field
Select ALL Charges	If the charges on the shipment are collect, then select this field
Corr. charges only	If only correspondence charges are to be collected, then select this field.
Return bill by air	If the bill is to be returned by airmail, then select this field.
Unaccepted protest	Use this field to select the unaccepted protest option.
Advise reason telex	If you are advising the reason for unpaid protest by telex, then select this field.
Remit proceeds telex	If you are sending remittance details by telex, then select this field.
Advise due date telex	If you are advising the due date by telex, then select this field.

General Information

This sub-option allows you to maintain various default values to apply to a shipment when the information is not available on the sales order or other master tables in QAD GTTE.

General Information Sub-Option

General information

Client: TGL

Rule: 00053

Start date: 01/01/2001

Nature of transaction:

Currency:

Shipment status:

Payment terms:

Delivery terms:

Delivery terms text:

Language:

Contact:

Document set:

Priority 1-999: 0

Calculate duty: ☐ Yes
☒ No

Save Close

General Information Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Nature of transaction	Use this field to: <ul style="list-style-type: none"> Define and maintain codes to control the type and form of shipment data in the INTRASTAT and EC Sales List reports. The term transaction refers to any

Field	Description
	<p>operation—commercial or otherwise—that results in a movement of goods between EU member states.</p> <ul style="list-style-type: none"> Default the nature of transaction for US export shipments for AES filing.
Currency	The currency code for the client or country rules. If your QAD GTTE implementation interfaces with an ERP system, then this field maps directly to the shipment.
Shipment status	This field allows you to assign a status to a shipment. A shipment may go through a number of statuses during normal processing, from order date to actual delivery date. These statuses are then used to maintain the tracking schedule for a particular shipment. You can filter shipments in the Inquiry and Workflow pages based on status, and the shipment status also determines which tasks you can run within Workflow. These statuses do not appear on any standard document.
Payment terms	The payment terms for the rule; the customer and consignor agree payment terms detailing when payment should be received for goods. If your QAD GTTE implementation interfaces with an ERP system, then this field maps directly to the shipment.
Delivery terms	Delivery terms, Incoterms, or International Commercial Terms are a list of internationally recognized codes that indicate which shipment partner—customer or consignor—pays for the delivery of the goods to a particular location.
Delivery terms text	<p>Use this field to add text to the delivery terms of a shipment.</p> <p>Example DDP – Rotterdam; the seller pays all costs involved in bringing the goods to the destination, Rotterdam.</p>
Language	The language used for the shipment.
Contact	The person in your organization responsible for shipping tasks. Typically, shipping officers or contacts are directly associated with specific QAD GTTE users. QAD GTTE users are maintained in option US. The identification of this person is important for workflows.
Document set	A list of documents that are set up through option PS.
Priority 1–999	This field is for reference purposes only.

Field	Description
Calculate duty	Specify whether duty is calculated for the shipment. If duty is calculated, then trade agreements and duty rates are used as the basis for calculating duty for each shipment item.

Other Information

This sub-option allows you to maintain information about the shipment that appears on the ECSI (Export Cargo Shipping Instructions) and in user-defined fields.

Other Information Sub-Option

Other information

Client: TGL

Rule: AM01

Start date: 01/01/2010

B/L Original:

Declaration: 

Import Permit Number:

Export Traders Ref#:

User defined field 1:

User defined field 2:

User defined field 3:

User defined field 4:

User defined field 5:

User defined 6:

User defined 7:

User defined 8:

User defined 9:

Use and/or dest'n::

User defined 11:

User defined 12:

User defined 13:

User defined 14:

 Save |  Close

Other Information Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
B/L Original	<p>Specify the number of bill of lading documents. A bill of lading is a document issued to a shipper by a carrier, and represents a contract for the carriage of goods. There are three bill of lading documents: the carrier bill of lading, the shipper bill of lading, and the bag or consignee bill of lading. There are a number of signed original versions and copies of each of these three bills of lading. Use the six fields to specify the number of:</p> <ul style="list-style-type: none"> • Original carrier bills of lading • Copies of the carrier bill of lading • Original shipper bills of lading • Copies of the shipper bill of lading • Original bag or consignee bills of lading • Copies of the bag or consignee bill of lading
Declaration	Add a customs declaration; some customs documents require a custom declaration, for example the C88 SAD (Single Administrative Document). Customs declarations are maintained in option DA.
Import Permit Number	Specify the import permit number associated with the rule. Typically, this number is a customs number that is issued to an importer granting permission to import an item, and is required on some customs documents.
Export Traders Ref#	Specify the export traders reference associated with the rule. Typically, this number is a customs number that is issued to an exporter granting permission to export an item, and is required on some customs documents
User defined field 1–5, User defined 7–9, User defined 11–14	Use these fields to specify other information that is important to your company's shipping process. You can use the Translations facility to change the label on each of these fields. For more information on the Translation facility, see <i>Translating Web UI Literals</i> .

Field	Description
Use and/or dest'n	Specify the use and/or destination, which prints in Box 104 on the T5 Customs Document. This document is used for Export Refund shipments.

Partner Address Changes

You can use this option to set up alternative addresses to override addresses related to the shipment. For example, a consignee address is taken from a sales order in an ERP system but, in export shipping documents, it is overridden by the alternative address.

Partner Address Changes

Partner type: Sequence no: Search

Partner Address Changes PSL PSL-USA 01-Jan-2001

Ptr type	Sequence no	Name	Address Line 1	Address Line 2	Address Line 3	Address Line
01	0					
02	0	Group International	Buffalo	New York		
08	0					

Page 1 of 1 Displaying record 1 - 3 of 3 Close

Partner Address Changes [Create]

Client: PSL
 Rule: PSL-USA
 Rule Start Date: 01/01/2001
 Partner type:
 Sequence no: 0
 Name:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Address Line 4:
 Address Line 5:
 City:
 Postal:
 State:
 Country:
 Contact:
 Phone Number:
 Fax Number:
 E-Mail Address:

Create Close

Partner Address Changes [Create] Fields

Field	Description
Client, Rule, Rule Start date	These values are read only, and depend on the rule.
Partner Type	Use the lookup to specify the partner type.
Sequence no	Specify the sequence number.
Name	Specify the alternative partner name.

Field	Description
Address Line 1–5, City, Postal, State, Country	Specify the alternative partner address.
Contact, Phone Number, Fax Number, E-Mail Address	Specify alternative contact details for the partner.

Partners – Trading Internal

Set up, in advance of shipment creation, default values for parties to add to a shipment; for example, the sales agent or shipping officer. Any party that you specify must exist in option NR.

Partners - Trading Internal Sub-Option

The screenshot shows a window titled "Partners - trading internal" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Client: TGL
- Rule: 00053TEST
- Start date: 09/01/2015
- Customer: [Empty text box with a magnifying glass icon]
- Notify: [Empty text box with a magnifying glass icon]
- Corporate customer: [Empty text box with a magnifying glass icon]
- Profit center: [Empty text box]
- Deliver from: [Empty text box with a magnifying glass icon]
- Office: [Empty text box with a magnifying glass icon]
- Sales Organisation: [Empty text box with a magnifying glass icon]
- Deliver to: [Empty text box with a magnifying glass icon]
- Sales agent 1: [Empty text box with a magnifying glass icon]
- Contact: [Empty text box with a magnifying glass icon]

At the bottom right of the window, there are two buttons: "Save" (with a floppy disk icon) and "Close" (with an X icon).

Partners - Trading Internal Fields

Field	Description
Client, Rule, Rule Start date	These values are read only, and depend on the rule.
Customer	The Invoice To party of shipments created based on this rule.
Notify	The Notify party, if applicable; for example, the import agent or customs clearance agent.
Corporate customer	The party to which the invoice will be paid. If this field is specified, it overrides the value of the Customer field.
Profit center	This field is not in use.
Deliver from	The place from which the shipment is sent.
Office	An office is used within QAD GTTE to identify a particular business unit. Depending on how QAD GTTE is configured, an office may consist of one or more consignors, or one consignor may be split into one or more offices, or there may be a direct 1:1 relationship between office and consignor.
Sales Organisation	You can use this field to specify the name of the sales person associated with the shipment for commission processing or analysis reporting.
Deliver to	The place to which goods will be delivered.
Sales agent 1	The sales representative associated with the rule being maintained.
Contact	The contact name—usually the shipping officer—associated with the rule being maintained. This contact name is usually the name that prints on export documents such as SAD. It is used by Workflow

Partner – Transport Customs Financial

This sub-option allows you to set up the various parties in advance of shipment creation such as haulier, carrier, and declarant.

Partner - Transport Customs Financial Sub-Option

Partners - transport customs financial [X]

Client: TGL

Rule: 00053TEST

Start date: 09/01/2015

Carrier: 

Haulier: 

International carrier: 

Broker: 

Customs: 

Principal: 

Declarant: 

Responsible: 

Financial: 

Shipment bank: 

Consignors bank: 

Insurance Agent: 

Credit insurance agent: 

Office: 

Sales agent 1: 

Sales agent 2: 

Sales agent 3: 

Sales agent 4: 

 Save |  Close

Partner - Transport Customs Financial Fields

Field	Description
Client, Rule, Rule Start date	These values are read only, and depend on the rule.
Carrier	Specify the carrier associated with the shipment.

Field	Description
Haulier	Specify the haulier associated with the shipment.
International carrier	Specify the international carrier associated with the shipment. This field corresponds to Box 7 —Successive Carriers—on the SITPRO CMR document. It also refers to the International Carrier field on SITPRO Standard Shipping Note and it refers to the field International Carrier on SITPRO Dangerous Goods Note.
Broker	Most letters of credit include inspection of goods before exporting; use this field to store information on the inspection agency and name of the inspector. Also, when goods are exported to the United States, for example from Ireland or England, the importer will use a customs broker to check the goods.
Customs	The name of the customs office. This field corresponds to box 29—Office of Exit—on the SAD.
Principal	This field corresponds to box 50 on the SAD. This field is only required for EU companies that are shipping goods outside of the EU.
Declarant	This field corresponds to box 14—Declarant/ Representative—on the SAD. This field is only required for EU companies that are shipping goods outside of the EU.
Responsible	This field corresponds to box 9—Person Responsible for Financial Settlement—on the SAD. This field is only required for EU companies that are shipping goods outside of the EU.
Financial	This field corresponds to box 28—Financial and Banking Data—on the SAD. This field is only required for EU companies that are shipping goods outside of the EU.
Shipment bank	The bank associated with the shipment; typically, this represents the customer's bank, which may be used for Letter of Credit transactions.
Consignors bank	This field corresponds to the To (Bank) field in the SITPRO Foreign Bill Document, which relates to letter of credit transactions.
Insurance Agent	The name of the Insurance Agent that the goods are insured with. This is a requirement for the insurance certificate.

Field	Description
Credit insurance agent	Enter the name of the credit insurance agent associated with this shipment.
Office	An office is used with QAD GTTE to identify a particular business unit. Depending on how QAD GTTE is configured, an office may consist of one or more consignors, or one consignor may be split into one or more offices, or there may be a direct 1:1 relationship between office and consignor.
Sales agent 1–4	Specify sales agent information for analysis purposes.

Procedure Notes

You can use this sub-option to set up procedure notes or reminders to complete tasks in advance of creating a shipment; for example, sending a fax to customs prior to customs clearance.

Procedure Notes Sub-Option

The screenshot shows a software window titled "Procedure notes". At the top, there is a "Section:" label followed by a text input field and a "Search" button with a magnifying glass icon. Below this is a "Procedure Notes" header area containing three buttons: "PSL", "PSL-USA", and "01-Jan-2001". The main area is a table with the following data:

Section	Description	Mand revw	Note
10	Fax to Customs	✓	Fax Customs with clearance details before the goods are despatched.

Below the table is a horizontal scrollbar. At the bottom of the window, there is a toolbar with icons for navigation and actions, and a status bar that reads "Page 1 of 1" and "Displaying record 1 - 1 of 1". A "Close" button is located in the bottom right corner.

Use the buttons below the grid to add, edit, copy, or delete procedure notes.

Procedure Notes [Create]

Procedure Notes [Create]

Client: PSL

Rule: QCTRY-AF

Start date: 01/01/2001

Section: 10

Description: !

☐ Mandatory review

Group:

Note:

Create Close

Procedure Notes [Create] Fields

Field	Description
Client, Rule, Start date, Section	These values are read only, and depend on the rule.
Description	A short description of the procedure note.
Mandatory Review	<p>If you want the procedure note to display before documents print, then select this field.</p> <p>The Documents workflow task displays mandatory procedure notes every time that you select the preview document or print document option.</p> <p>The Inquiry screen, accessible through menu option REPORT, displays mandatory procedure notes every time that you select the preview document or print document option.</p>

Field	Description
Group	If you want the procedure note to be visible to a particular user group only, then specify the group in this field. If you want all users to see the procedure notes, then leave this field blank.
Note	The message or reminder that you want to display to users.

Product Descriptions

This option allows you to set up an alternative product description, which may be used when a shipment is created. This option is used mainly in conjunction with a sales order system interfacing to QAD GTTE, and the alternative description overrides the product description from the sales order.

Product Descriptions Sub-Option

The screenshot shows a software window titled "Product descriptions". At the top, there are input fields for "Product code:", "Order number:", "Order line no.:", and a "Description" dropdown menu, followed by a "Search" button. Below these fields is a sub-header "Product Descriptions" with a status bar showing "TGL 00093TEST 09-Jan-2015". The main area contains a table with the following columns: Product code, Order number, Order line no., Description, Description, Units Inner, Inner, Inner Outer, Outer, External material, and Dsc prt. The table has two rows of data:

Product code	Order number	Order line no.	Description	Description	Units Inner	Inner	Inner Outer	Outer	External material	Dsc prt
001.009.00		0	Test		0		0			0
011140		0	tewst		0		0			0

At the bottom of the window, there is a navigation bar with "Page 1 of 1" and a "Close" button. The status bar at the very bottom indicates "Displaying record 1 - 2 of 2".

Use the buttons below the grid to add, edit, copy, or delete product descriptions.

Product Descriptions [Create]

Product Descriptions [Create]

Client: TGL

Rule: 00053TEST

Start date: 09/01/2015

Product code:

Order number:

Order line no.:

External description:

External description:

Extended description:

Extended description:

Description to print: ☒ Code+Desc
☐ ExternalCode+ExternalDesc
☐ Code+ExternalCode+Desc+ExternalDesc
☐ Code+ExternalDesc
☐ ExternalCode+Desc
☐ Code+ExternalCode+Desc
☐ Code+ExternalCode+ExternalDesc

External product code:

Packing information control: ☐ Use packing
☐ Use description
☒ Use both

Units/Inner, Inner:

Inners/Outer, Outer:

Create

Close

Product Descriptions [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Product Code	Select the product code that you want to use as an alternative product description. This field identifies an item, product, or material code for use in a transaction.
Order Number	Specify an order number.
Order Line No	If applicable, specify the order line number related to the order number.
External Description	Specify the alternative external product description. Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.
External Description	Use this field to specify any additional lines of the alternative external product description. Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.
Extended Description	Specify an extended product description. This field is for reference purposes only and does not print on documents.
Extended Description	Specify any additional content for the extended product description. This field is for reference purposes only and does not print on documents.
Description to Print	Select the information that you want to appear on documents. <ul style="list-style-type: none"> • Code+Desc – Print Product Code and Product Description • ExternalCode+ExternalDesc – Print External Product Code and External Product Description • Code+ExternalCode+Desc+ExternalDesc – Print Product Code, External Code, Product Description and External Product Description

Field	Description
	<ul style="list-style-type: none"> • Code+ExternalDesc – Print Product Code and External Product Description • ExternalCode+Desc – Print External Product Code and Product Description • Code+ExternalCode+Desc – Print Product Code, External Product Code and Product Description • Code+ExternalCode+ExternalDesc – Print Product Code, External Product Code and External Product Description
External Product Code	Specify an external product code associated with the product. This code is required for some export documentation in addition to the product code that your company uses.
Packing Information Control	Select one of the available options; this field is not used in QAD GTTE.
Units/Inner, Inner	Use the Units/Inner field to specify the number of units, such as EA, that will be packed into an inner such as a box. This information overrides the corresponding fields on the shipment item when the rule is applied for that shipment. Use the Inner field to specify the unit type into which the units are packed.
Inner/Outer, Outer	Use the Units/Outer field to specify the number of inners, such as boxes, that will be packed into an outer such as a pallet. This information overrides the corresponding fields on the shipment item when the rule is applied for that shipment. Use the Outer field to specify the unit type into which the inners are packed.

Product Prices

This option allows you to set up an alternative product price, which may be used when a shipment is created. This option is used mainly in conjunction with a sales order system interfacing to QAD GTTE, and the alternative price overrides the product price from the sales order.

A special offer on a product runs for three months only, as an introductory price to a new market. Every time that product is shipped, the rule price overrides the actual price on the sales order or the price on the product master table in QAD GTTE. You can set up the alternative product price within rules based on a specified start date and end date or delivery term.

Example A special offer on a product runs for three months only, as an introductory price to a new market. Every time that product is shipped, the rule price overrides the actual price on the sales order or the price on the product master table in QAD GTTE. You can set up the alternative product price within rules based on a specified start date and end date or delivery term.

Product Prices Sub-Option

Product prices

Product code: Delivery terms: Quantity break point: Currency: Search

Product Prices

Product code	Terms	Qty break	Currency	Prc uom	Selling price	List price	Cost price	Stat price	Charge class	Description	Chg uom
.	0	AOA	KG	2	0	0	0	0			0

Page 1 of 1

Displaying record 1 - 1 of 1

Close

Use the buttons below the grid to add, edit, copy, or delete product prices.

Product Prices [Create]

Product Prices [Create]

Client: TGL

Rule: 00053TEST

Start date: 09/01/2015

Product code:

Delivery terms:

Quantity break point:

Selling[ship] price per unit: 0.0

List price per unit: 0.0

Cost price per unit: 0.0

Statistical price per unit: 0.0

Currency:

☒ Use pricing

Tax type:

Charge class:

Charge per uom: 0.0

Fixed charge: 0.0

Cost currency:

Create Close

Product Prices [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Product Code	Select the product that the alternative price applies to.
Delivery Terms	<p>The delivery term for the product for which an alternative price is being maintained. This is an optional field.</p> <p>Example If a delivery term of EXW is specified here during rule creation, the delivery term on the shipment must also specify EXW.</p>

Field	Description
Quantity Break Point	<p>The break quantity for the product price being maintained; if this field is blank, then the default value—99,999,999.999—applies.</p> <p>Example If a value of 400 is entered, then 400 units can be shipped with the alternative price from the rule setup. After 400 units, the sales order price is used.</p>
Selling [Ship] Price Per Unit	<p>Specify the alternative ship price for the product being maintained. At shipment creation, when this rule is applied with the alternative price for the product on the shipment, it overrides the sales order price. Use the look up to specify the unit of measure.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
List Price Per Unit	<p>Specify the alternative list price for the product being maintained. At shipment creation, when this rule is applied with the alternative price for the product on the shipment, it overrides the list price per unit.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Cost Price Per Unit	<p>Specify the alternative cost price for the product being maintained. At shipment creation, when this rule is applied with the alternative price for the product on the shipment, it overrides the cost price per unit.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Statistical Price Per Unit	<p>Specify the alternative statistical price for the product being maintained. At shipment creation, when this rule is applied with the alternative price for the product on the shipment, it overrides the statistical price per unit.</p>

Field	Description
	<p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Currency	Specify the currency for the alternative product price being maintained.
Use Pricing	To indicate that the alternative pricing should be used, select this field.
Tax Type	<p>If you want a tax amount to be calculated against the product at shipment creation, specify the alternative tax type for the product price being maintained.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Charge Class	<p>Specify the alternative charge class for the product price being maintained.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Charge Per UOM	<p>Specify the charge value per unit of measure associated with the alternative product price being maintained.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Fixed Charge	<p>Specify the charge value per unit of measure associated with the alternative product price override being maintained.</p> <p>Note For this setting to take effect, Services must customize the Base QAD GTTE system. For more information, contact a member of the Services team.</p>
Cost Currency	Specify the currency for the alternative charges being maintained.

Route

This option allows you to define and maintain details relating to the route taken by a shipment.

Route Sub-Option

Route Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Shipment Type	Specify the shipment type for the rule being maintained.
Country of Origin	Specify the country of origin of the goods.
Country of Despatch	Specify the country of despatch of the goods.
Country of Destination	Specify the country of destination of the goods
Place of Loading	Specify the place of loading of the goods; for example, the consignor warehouse.

Field	Description
Place of Destination	Specify the place of destination of the goods
Transport Mode	Specify the transport mode of the shipment
Route	Specify the normal shipping route

Texts

This option allows you to associate texts with documents; documents are associated with box IDs, which are associated with text IDs.

Texts set up here default against the shipment when the rule fires. The Document sub-option and Text sub-option within RULES are linked; all the documents in the master table have box IDs set up against them, and these box IDs have text IDs attached. Therefore, when you add a document to a rule, and the Texts sub-option is selected, you see a list of the text IDs. At this point, you can select the relevant text IDs that you can set up default text against. This means that, when the rule is applied to the shipment, these default texts are automatically set up on the shipment for printing on documents, and you can amend or add to the text when necessary.

Texts Sub-Option

The screenshot shows the 'Texts' window in the QAD system. It features a search bar at the top with a 'Text Id:' input field and a 'Note' dropdown menu. Below the search bar is a table with the following data:

Text Id	Note	Description
004	PO number:12345	Marks & Numbers

At the bottom of the window, there is a navigation bar with buttons for 'Page 1 of 1', 'Search', 'Add', 'Edit', 'Copy', 'Delete', and 'Close'. The status bar indicates 'Displaying record 1 - 1 of 1'.

Use the buttons below the grid to add, edit, copy, or delete text IDs.

Texts [Create]

Client: PSL

Rule: PSL

Start date: 01/01/2002

Text Id:

Note:

Create Close

Texts [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Text Id	Use the lookup to choose the text ID that identifies the type of text; for example, Marks and Numbers.
Note	Add the default text that you want to print on documents at shipment time.

Vessels/Legs

This allows you to set up information about the shipment when it is created and the rule fires. The option is useful if you know that, when shipping to a certain customer, the goods always ship on the same vessel or mode of transport from the same departure port and always arrive at the same port. To see help information about the contents of columns, hold the mouse over the column heading. The image below shows the help information for the Mode column.

Vessels/Legs

Vessels / legs

Line no.: Vessel: Search

Vessels / Legs TGL TEST_RULE_HKR 21-Nov-2014

Line no.	Vessel	Depart from	Arrive at	Lead time	Lead time uom	Mode
No records found.						

Enter the Transport Mode associated with the Vessel/Flight being maintained within the Rule, i.e. Air, Sea, etc. Transport Mode indicates the way that the goods will be shipped, e.g. by sea, by road, by air etc

Page 1 of 1

No records to display

Close

Vessels/Legs [Create]

Vessels / Legs [Create]

Client: TGL

Rule: TEST_RULE

Start date: 21/11/2014

Line no.: 10

Vessel:

Depart from:

Arrive at:

Lead time: 0.0

Transport mode:

Create Close

Vessels/Legs [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.

Field	Description
Line no	This value is read only and is automatically generated in increments of ten. It is a unique identifier within a given context; for example, when combined with an item line number or charge line number.
Vessel	The vessel name associated with the rule being maintained. When the shipment is created and the rule fires, this vessel name is automatically added to the shipment, but you can change the vessel name before printing the export documents. This field displays in box 18 in the SAD.
Depart from	The departure port for the vessel associated with the rule being maintained. When the shipment is created and the rule fires, this Depart From Port is automatically added to the shipment; however, you can update this information before printing the export documents.
Arrive at	The arrival port for the vessel associated with the rule being maintained. When the shipment is created and the rule fires, this arrival port name is automatically added to the shipment; however, you can update this information before printing the export documents.
Lead time	The time that it takes for the vessel or flight to travel from the departure port to the arrival port.
Transport mode	The transport mode associated with the vessel or flight being maintained within the rule.

Virtual Fields Overrides

When the QAD GTTE Services team implemented the QAD GTTE solution for your company, they may have created one or more virtual fields to represent information for which there is no corresponding database field in QAD GTTE.

You can use the Virtual Fields Overrides sub-option to associate particular virtual fields with the rule, and to assign a value to the virtual field when the rule fires.

Virtual Fields Overrides

Virtual Fields Overrides

Translate Literals

Line/sequence number: Field name: Overriden data value: Language:

Virtual Fields Overrides

TGL

TES

Perform a search

Line seq	Field name	Ovr data	Lan	Description
10	SHWHOUSE		D/B	A9903

Page 1 of 1

⏪

⏩

⏴

⏵

🔄

📄

📄

📄

🗑️

📄

Displaying record 1 - 1 of 1

Close

Virtual Fields Overrides [Create]

Client: TGL

Rule: 17001-NR

Start date: 01/01/2008

Line/sequence number: 0

Field name: !

Overridden data value:

Language: D/B !

Description: !

Create Close

Virtual Fields Overrides [Create] Fields

Field	Description
Client, Rule, Start date	These values are read only, and depend on the rule.
Line/sequence number	Specify the line or sequence number.
Field name	Specify the virtual field name.
Overridden Data Value	This field is read only and is not in use.

Field	Description
Language	This field is read only and is always set to D/B.
Description	The actual value for the virtual field.

Rule/Shipment Plan

Important PEM is deprecated in QAD GTTE v20 and later. Therefore, this sub-option is no longer used.

Creating and Modifying Rulebooks

In the RULES option, on the Rulebooks tab, the rulebooks grid displays all rulebooks, and enables you to search for a particular rulebook. When you select a rulebook, you can update the rulebook description and end date by updating the fields to the right of the grid and clicking Update.

To create a new rulebook, click the New button below the grid, complete the fields to the right of the grid, and click Create.

Rulebooks Grid, Creating a Rulebook

- **Rulebook.** Specify the rulebook name. This field is mandatory.
- **Start date.** Specify the date when the rulebook comes into effect. This field is mandatory.
- **Description.** Add a description of the rulebook. This field is mandatory.

Adding Rule Determinations for a Rulebook

On the Rulebooks tab, the Rules Determinations for Rulebook section allows you to specify the:

- Rules that the rulebook contains
- Rulebooks that the rulebook contains
- Conditions under which a rule or rulebook within this rulebook applies

Note You can use the Assigned Rules Web UI Workflow task, SHSU, to see a list of the rulebooks and rules that fired against a shipment.

You can select a row in the Rules Determination for Rulebook grid and click the Rules button below the grid to open the Rules tab with the relevant rule displayed in the Rules grid.

To create a rule determination for a rulebook, select the master rulebook in the grid, and click New in the Rules Determinations for Rulebook <RULEBOOK_NAME> section.

Rules Determinations - Create

Rules Determinations - Create

Client: TGL

Rule book: 000532

Start date: 01/09/2014

Rule set:

Sequence: 0

☐ Active

Rule book:

Rule:

Charge table:

Charge Table Discount: 0.0

Minimum Charge: 0.0

Transaction client:

Transaction Type:

Consignor:

Partner Id:

Country of destination:

Place of destination:

Country of Origin:

Place of loading:

Place of Arrival:

Place of Departure:

Payment Terms:

Currency Code:

Delivery terms:

Transport mode:

Route:

Carrier:

Create Close

- *Client, Rule book, Start date.* These fields are read only, and depend on the master rulebook.
- *Rule set.* Rule sets allow you to specify that a rule or rulebook only applies to a shipment when the rule set of the shipment matches the rule set specified in the Rules Determinations - Create page. The system value USE TRANS TYPE AS RULE SET allows you to specify that the values of the Rule set field must refer to a transaction type listed in option Z9; for example, O for order or S for shipment.
- *Sequence.* This field identifies one rule determination from another within the rulebook, and determines the order in which rules or rulebooks in the master rulebook fire. Lower sequence numbers fire before higher numbers.
- *Active.* Specifies whether the rule determination is active.
- *Rule book.* The rulebook to which this rule determination applies.
- *Rule.* The rule to which this rule determination applies.

Note If you want to add multiple rule at once, see [Adding Multiple Rule Determinations for a Rulebook on page 378](#).

Note The Rule book and Rule fields on this page are mutually exclusive; you can specify a value for one field or the other, but you cannot specify a value for both fields. This is because the rule determination can only apply to one rule or rulebook.

The remainder of the fields on this page allow you to specify characteristics that a shipment must have before this rule determination can apply to it. If all of the characteristics specified in these fields are true of a shipment, then this rule determination applies to the shipment, and thus the rule or rulebook specified in the Rule or Rule book fields fires against the shipment.

Note If a field in the rule determination has a value, but the corresponding field in the shipment is blank, then this field does not affect whether the rule determination applies to a shipment. This is the default behavior. You can change the default behavior by setting the system value APPLY FULL FILTERING to Yes. When APPLY FULL FILTERING is set to Yes and a field in the rule determination has a value, but the corresponding field in the shipment is blank, then this field does affect whether the rule determination applies to a shipment. The particular rule determination will not apply to the shipment because not all of the fields match the corresponding fields on the shipment.

- *Charge table.* A charge table comprises one or many charges that can be calculated using one or many of the pre-defined calculation methods.
- *Charge Table Discount.* The percentage of discount to apply to the charge table associated with this rule book rule. This discount is subtracted from the calculated value of this charge table cost.

- *Minimum Charge*. A minimum charge value that overrides any calculation for the value elsewhere.
- *Transaction client*. Fields referred to by this client domain are associated with master tables. The client is used to logically divide tables within the same physical database into data sets.
- *Transaction Type*. The shipment type.
- *Consignor*. The shipper of the shipment.
- *Partner Id*. The partner ID that the rule applies to. Partner IDs are maintained in option PI.
- *Country of destination*. The country of destination of the shipment.
- *Place of destination*. The place of destination of the shipment. Places are maintained in option PL.
- *Country of Origin*. The country of origin of the shipment. Countries are maintained in option CT.
- *Place of loading*. The place of loading of the shipment; for example, the consignor's warehouse. Places are maintained in option PL.
- *Place of Arrival*. The place of arrival of the shipment. Places are maintained in option PL.
- *Place of Departure*. The place of departure of the shipment. Places are maintained in option PL.
- *Payment Terms*. The payment terms of the shipment, detailing when payment of the shipment should be received.
- *Currency Code*. The currency code for transactions related to the shipment. Currency codes are maintained in option CU.
- *Delivery Terms*. The delivery terms or INCOTERMS detailing which partner pays for delivery of the shipment to each point in the journey from the origin to the destination. Delivery terms are maintained in option DE.
- *Transport mode*. The transport mode of the shipment.
- *Route*. The shipment route code. Routes are maintained in option RT.
- *Carrier*. The company that transports the goods from the consignor to the consignee. Typically, within QAD GTTE, the carrier is the international transporter of the shipment; the haulier is the local transporter of the shipment.
- *Freight class*. Freight classes and charge classes are a means of associating charges with the general ledger accounts. When QAD GTTE is integrated with a GL software package, costs calculated by QAD GTTE get charged to the GL accounts specified. Freight classes are maintained in option FC.
- *Classification Group*. The commodity classification group.

- *Commodity*. The commodity code required for classification. Use this field when the rule determination is based on a particular commodity code.
- *Product*. An item, product, or material code related to the shipment. Product codes are maintained in option PR.
- *HazMat class*. A hazardous material classification code. UN codes for hazardous material classification are maintained in option UN.
- *User Defined Field 1, 4-14*. These are user-defined fields, and can be adapted to your business needs.

Adding Multiple Rule Determinations for a Rulebook

To add more than one rule to the rulebook at a time, click Add Multiple in the Rules Determinations for Rulebook <RULEBOOK_NAME> section. In the Rule pop-up window that opens, to select a rule from the rules list, click the green plus button in the related row. After selecting the rules that you require, click Close. If the rules do not appear in the Rules Determinations for Rulebook <RULEBOOK_NAME> grid, then click the Refresh button to update the grid.

Adding Rule Determination Exceptions for a Rulebook

A rule determination exception allows you to specify a situation when a particular rule determination does not cause the related rule or rulebook to run. The exception is another rule determination. To view exceptions to a rule determination, click the edit icon in the relevant row in the Rule Determinations for Rulebook <RULEBOOK_NAME> grid.

Edit Icon for Exceptions to Rule Determinations

Rules Determinations for Rulebook 000532						
Exceptions	Rule Set	Sequence	Rule	Rulebook	Charge Table	Discount
		0	000532			0
<div>  New  Update  Copy  Delete  </div>						

This action displays the Rule Determinations - Exceptions List pop-up window. To add an exception, click the Create button at the bottom of the window.

Rule Determination Exceptions [Create]

Client: TGL

Rule book: 000532

Start date: 01/09/2014

Rule set:

Sequence: 0

Exception Sequence: 0

Description:

☐ Active

Create Close

Rule Determination Exceptions [Create] Fields

Field	Description
Client, Rule book, Start date, Rule set	These fields are read only, and depend on the rule.
Sequence	The sequence number determines the order in which the exceptions for this rule are checked.
Exception Sequence	The sequence number of the exception. Specify the sequence number of the rule determination that is the exception. Lower sequence numbers fire before higher numbers.
Description	An explanation of the exception.
Active	Select this field to enable the rule determination exception.

Associating Countries, Partners, Products, and Shipment Types with Rulebooks

On the Rulebooks tab, the <ASSOCIATION> for Rulebook <RULEBOOK_NAME> grid displays all rules associated with the rulebook selected in the Rulebooks grid.

Associating Countries with a Rulebook

The Countries for Rulebook <RULEBOOK_NAME> tab shows the countries associated with the rulebook, and allows you to update this list of countries. This information is also available in the CT option, in the Country Rule Books sub-option. To associate countries with the rulebook, click the New button below the grid, complete the fields to the right of the grid, and click Create. Figure 8.39 shows that the country US is associated with the rulebook RULE_TEXAS.

Countries for Rulebook Grid

Rulebooks	Country	Desc...	Shipment Type	Comment	User Id	Last Modified
	US	Unite...			QCONFIG	01-12-2014 16:25:20

Country Code:

Shipment Type:

Comment:

Create

New Delete

- *Country Code*. The country code that is associated with the rulebook. This field is mandatory.
- *Shipment Type*. Specify a shipment type.
- *Comment*. Enter a comment.

To view more information about the rulebooks that a country is associated with, click the information icon in the Rulebooks column of the grid entry. The image below shows how the country US is associated with the rulebook RULE_TEXAS through the rulebooks QCTRY-US and RULE_TEXAS.

Countries for Rulebook <RULE_NAME> Grid with Pop-Up Window

Rulebooks	Country	Desc...	Shipment Type	Comment	User Id	Last Modified
	US	Unite...			QCONFIG	01-12-2014 16:25:20

Country Code:

Shipment Type:

Comment:

Create

New Delete

Rulebooks for Country

Rulebook	Start Date	Description	User Id	Last Modified
QCTRY-US	01/01/2001	United States - ...	QCON...	
RULE_TEXAS	01/12/2014		QCON...	01-12-2014 00:00:00

Updating the Partners Associated with a Rulebook

The Partners for Rulebook <RULEBOOK_NAME> tab shows the partners associated with the rulebook, and allows you to update this list of partners. To update information about a partner associated with the rulebook, select the partner from the grid, update the fields to the right of the grid, and click Update.

Partners for Rulebook <RULEBOOK_NAME> Grid

Rulebooks	Type	Partner	Desc...	Shipme...	In Use	User Id	Last Modified
TEXAS...	TEXAS_INC	Texa...		false	QCONFIG	01-12-2014 00:00:00	

Partner:

Shipment Type:

Comment:

In Use: ☐

- **Partner.** This field is mandatory.
- **Shipment Type.** Specify the shipment type.
- **Comment.** Enter a comment.
- **In Use.** To apply this association, select this field.

Rules and Rulebooks Page with Partners Tab

Rulebooks for Partner

Rulebook	Start Date	Description	User Id	Last Modified
2554423	01/01/2014	2554424	XMG	17-07-2014 08:00:00

Partners for Rulebook 2554423

Rulebooks	Type	Partner	Description	Shipme...	In Use	User Id	Last Modified
01	2554424	M	ELECTRONICS ...	true	XMG	17-07-2014 08:00:00	

Associating Products with a Rulebook

The Products for Rulebook <RULEBOOK_NAME> tab shows the products associated with the rulebook, and allows you to update this list of countries. This information is also available in the PR option, in the Associated Rule Books sub-option. To associate products with the rulebook, click the New button below the grid, complete the fields to the right of the grid, and click Create.

Products for Rulebook <RULEBOOK_NAME> Grid

Rulebooks	Product	Description	Shipme...	In Use	User Id	Last Modified
	1500	Desktop Computer		false	QCONFIG	01-12-2014 16:32:23

Product Code:
 Shipment Type:
 Comment:
 In Use: ☐
 Update

New Delete

- *Product Code*. This field is mandatory.
- *Shipment Type*. Specify the shipment type.
- *Comment*. Enter a comment.
- *In Use*. To apply this association, select this field.

Products for Rulebook <RULEBOOK_NAME> Grid with Pop-Up Window

Rulebooks	Product	Description	Shipme...	In Use	User Id	Last Modified
	1500	Desktop Computer		false	QCONFIG	01-12-2014 16:32:23

Product Code: 1500
 Shipment Type:
 Comment:
 In Use: ☐
 Update

New Delete

Rulebook	Start Date	Description	User Id	Last Modified
RULE_Texas	01/12/2014		QCON...	01-12-2014 00:00:00

Associating Shipment Types with a Rulebook

The Default Types for Rulebook <RULEBOOK_NAME> tab shows all shipment types related to rulebooks. To associate shipment types with rulebooks, click the New button below the grid, complete the fields to the right of the grid, and click Create.

Default Types for Rulebook <RULEBOOK_NAME> Grid

- *Rulebook*. This field is read only, and defaults from the rulebook.
- *Shipment Type*. This field is mandatory.

To associate shipment types with the rulebook using the DEFAULT RULE BOOKS system value in the System Value Setup page, click the Advanced button below the grid. For more information on system values associated with rules and rulebooks, see the *System Values for Rules and Rulebooks* table in the [Configuring the Rules Engine on page 383](#) section.

Deactivating a Rule

To deactivate a rule, clear the Active field in the associated rule determination within the relevant rulebook.

Configuring the Rules Engine

There are a number of system values that you can use to configure how rules processing works.

System Values for Rules and Rulebooks

Category	Key	Description
RULES	ADDITIONAL RULE PROGRAM S	Specify the name of a custom program that you want rules processing to call when rules are fired.
RULES	ALWAYS OVERRIDE ADDR CHANGES	Possible values: Yes, No.
RULES	ALWAYS USE XMSMDS0 FIELDS	When an override field is populated by a rule, this value checks where the value should be put on the shipment (XMSHDR0 or XMSMDS0). This parameter lists fields that may exist in both the shipment header file and the shipment header extension file.

Category	Key	Description
		<p>The fields may also exist on the shipment override file xmsmds0. If a field is listed here and it exists in both files, then the value in xmsmds0 is always used and the one in the shipment header file is ignored.</p> <p>Consult the QAD GTTE Services team before updating this system value. It is used when xmsmds0 fields have been added to the shipment files but these fields are not yet in use by the system.</p>
RULES	APPLY CONSIGNEE RULES	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes - When running rules processing, check for rules associated with consignees. • No - When running rules processing, for improved performance, do not check for rules associated with consignees. <p>Default value: Yes</p>
RULES	APPLY CONSIGNOR RULES	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes - When running rules processing, check for rules associated with consignors. • No - When running rules processing, for improved performance, do not check for rules associated with consignors. <p>Default value: Yes</p>
RULES	APPLY CUSTOMER RULES	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes - When running rules processing, check for rules associated with customers. • No - When running rules processing, for improved performance, do not check for rules associated with customers. <p>Default value: Yes</p>

Category	Key	Description
RULES	APPLY EXPORT REFUND RULES	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes - When running rules processing, check for rules associated with shipments that are flagged for calculation of an export refund. • No - When running rules processing, for improved performance, do not check for rules associated with shipments that are flagged for calculation of an export refund. <p>Default value: Yes</p> <p>Shipments that are flagged for calculation of an export refund have the shipment header field XMSHDR0.SHCALCEXP set to true. This field is set to true when:</p> <ul style="list-style-type: none"> • The shipment country of despatch (identified by the shipment header field XMSHDR0.SHCDS1) is in the EU. Countries within the EU have the country field XMCTRY0.CTEGRP set to 01. • The shipment country of destination (identified by the shipment header field XMSHDR0.SHCDT1) is not in the EU. Countries outside of the EU have the country field XMCTRY0.CTEGRP set to a value other than 01.
RULES	APPLY FULL FILTERING	<p>This field controls how blank fields in a shipment are treated when checking rule determinations against a shipment.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • No - If a field in the rule determination has a value, but the corresponding field in the shipment is blank, then this

Category	Key	Description
		<p>field does not affect whether the rule determination applies to a shipment.</p> <ul style="list-style-type: none"> Yes - When a field in the rule determination has a value, but the corresponding field in the shipment is blank, then this field does affect whether the rule determination applies to a shipment. The particular rule determination will not apply to the shipment because not all of the fields match the corresponding fields on the shipment. <p>Default value: No</p>
RULES	APPLY PARTNER ADDRESS LINKS	Default value: No
RULES	APPLY PRODUCT RULES	<p>Possible values:</p> <ul style="list-style-type: none"> Yes - When running rules processing, check for rules associated with products. No - When running rules processing, for improved performance, do not check for rules associated with products. <p>Default value: Yes</p>
RULES	ASSIGN CONSIGNEE TO CUSTOMER	Possible values: Yes, No.
RULES	AutoCreateRuleBookForPartner	<p>Possible values:</p> <ul style="list-style-type: none"> Yes - a rulebook is created automatically when a new partner is created. This rulebook has the same name as the rule. No - a rulebook is not created automatically when a new partner is created. <p>Default value: No</p>
RULES	DEFAULT-CONTACT-TO-USER	<p>Use this system value to default the shipping officer for documents.</p> <p>Possible values:</p>

Category	Key	Description
		<ul style="list-style-type: none"> Yes - the value of the shipment Contact field is set to the person who is processing the shipment. No
RULES	DEFAULT RULE BOOKS	<p>Use this system value to specify the default rule book to be used by QAD GTTE. Format: A two-pair comma-separated listing, <SHIPMENT_TYPE>, <RULEBOOK_NAME>.</p> <p>Example: EX,QDEFAULT where EX is a shipment type listed in option ZS and QDEFAULT is a rulebook listed in option RB.</p> <p>The value can also be specified as ?,QDEFAULT where ? represents all shipment types, and QDEFAULT is listed in option RB as the default rulebook fired for all shipments that are created.</p> <p>Updating this system value updates the Default Types for Rulebook <RULEBOOK_NAME> tab on the RULES page.</p>
RULES	OVERWRITE-NON-BLANKTEXTS	<p>In the case of a rule that associates texts with a shipment, and those texts already exist on the shipment, this system value determines whether the existing texts are overwritten.</p> <p>Possible values: Yes, No.</p>
RULES	OVERWRITE SHDSTR	<p>Possible values:</p> <ul style="list-style-type: none"> Yes - Update the Delivery Terms field of a transaction based on a rule. No - Do not allow rule information to overwrite the Delivery Terms field of a transaction.
RULES	OVERWRITE-WITH-BLANKRULE-TEXT	<p>Possible values: Yes, No.</p>

Category	Key	Description
RULES	RESET NOTES AND TEXT IDS	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes - When a rule adds a document to a transaction and the document already exists on the transaction, the texts and notes associated with the document are overwritten. • No - When a rule adds a document to a transaction and the document already exists on the transaction, the texts and notes associated with the document are not overwritten. <p>Default value: No</p>
RULES	RESET PRINT COUNTER	<p>The print counter increases by one each time a document is printed.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Yes - Increments the print counter when a rule adds a document to a transaction and the document is already attached to the transaction. • No - Does not increment the print counter when a rule adds a document to a transaction and the document is already attached to the transaction. <p>Default value: No</p>
RULES	RULE DEBUG MODE	<p>Debug mode displays information messages when rules are run in the foreground in the Windows UI.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Yes - Debug mode is switched on. • No - Debug mode is switched off. <p>Default value: No</p>
RULES	RUN CHARGE CALCULATION	<p>Possible values: Yes, No.</p> <p>Default value: No</p>

Category	Key	Description
RULES	SHIP CARRIER MATCH CHARGE TAB	<p>If you want to specify that a particular charge table should only be associated with a rule when the charge table carrier matches the shipment carrier, then set this field to Yes.</p> <p>Possible values: Yes, No</p> <p>Default value: No</p>
RULES	SUB OPTIONS TO USE	<p>A CSV list of sub-options to ignore when running rules processing. This allows you to speed up performance by not checking sub-options specified in the list.</p> <p>Possible values: A comma-separated list of option codes, which can include:</p> <ul style="list-style-type: none"> • RUR0 (virtual fields overrides) • RUR101(general information) • RUR102 (partners - trading internal) • RUR103 (route) • RUR104 • RUR105 (partners - transport customs financial) • RUR2 • RUR201 (ECSI details) • RUR202 • RUR203 • RUR3 (documents) • RUR4 (texts) • RUR5 (tracking details) • RUR6 (procedure notes) • RUR7 (product descriptions) • RUR8 (product prices) • RUR9 (charge tables) • RURM (EDI messages)

Category	Key	Description
		<ul style="list-style-type: none"> RURN (partner address changes) RURV (vessels/legs) <p>Example: RUR7, RUR8</p> <p>Default value: blank</p>
RULES	USE TRANS TYPE AS RULE SET	<p>Rule sets allow you to specify that a rule or rulebook only applies to a shipment when the rule set of the shipment matches the rule set specified in the Rules Determinations - Create page.</p> <p>Use this system value to specify that rule sets are based on transaction types such as shipments or orders. Option Z9 lists transaction types.</p> <p>Possible values:</p> <ul style="list-style-type: none"> Yes - rule sets are based on transaction types such as shipments or orders. No - rule sets do not play a role in rules processing. <p>Default value: No - rule sets do not play a role in rules processing.</p> <p>For more information on the Rule Determinations - Create page, see the Adding Rules Determinations for a Rulebook section in Rules and Rulebooks Page on page 326.</p>

Rules and Rulebooks Example

This rules and rulebooks example contains a country-specific rule, a customer-specific rule, and an exception rule. The purpose of the country-specific rule is to attach an invoice and packing list to all shipments to India. The purpose of the customer-specific rule is to attach a certificate of origin to all shipments to a specific customer in India. The rule exception specifies that all shipments to India except shipments to one particular customer will have an invoice and packing list attached to them.

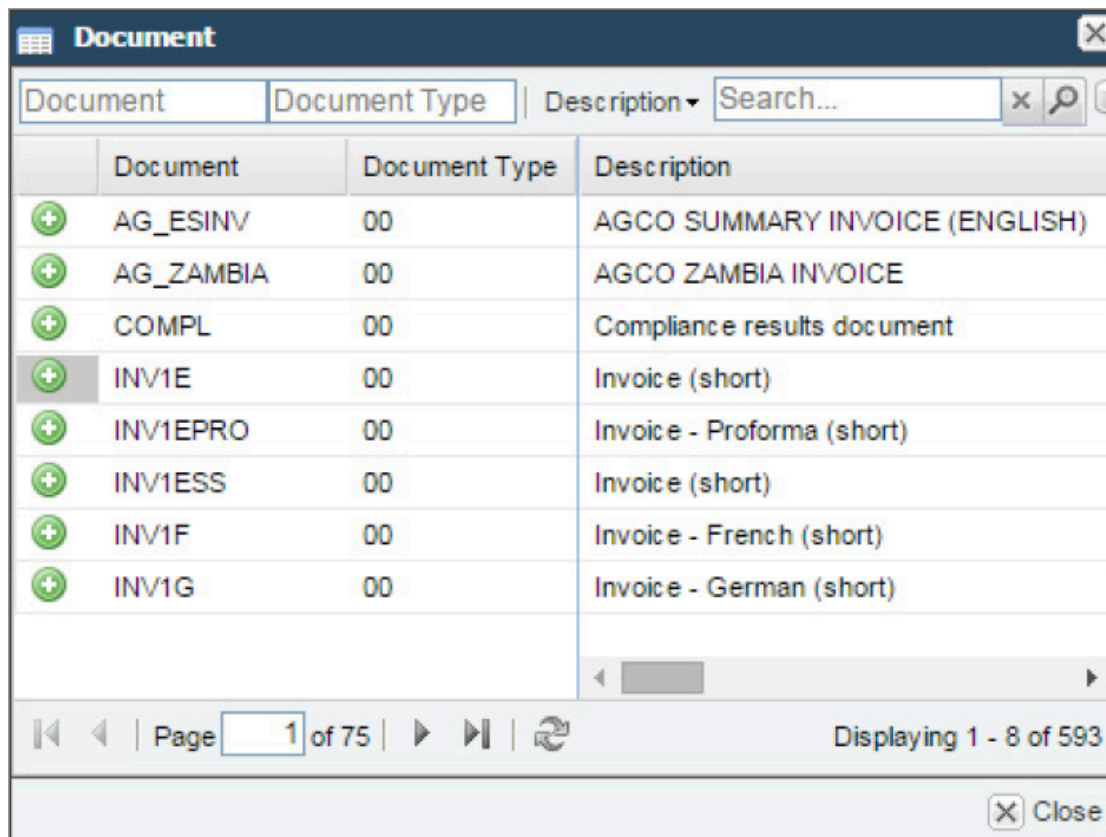
For a detailed description of each page mentioned in this example, see [Rules and Rulebooks Page on page 326](#).

Creating a Country-Specific Rule

To set up a country-specific rule attaching an invoice and packing list to every shipment to Bulgaria:

1. On the RULES page, on the Rules tab, select the preloaded country-specific rule for India, QCTRY-IN, in the Rules grid.
2. Click the Documents link at the bottom of the Rules grid; the Documents pop-up window appears.

Adding Multiple Documents to a Rule



Document	Document Type	Description
AG_ESINV	00	AGCO SUMMARY INVOICE (ENGLISH)
AG_ZAMBIA	00	AGCO ZAMBIA INVOICE
COMPL	00	Compliance results document
INV1E	00	Invoice (short)
INV1EPRO	00	Invoice - Proforma (short)
INV1ESS	00	Invoice (short)
INV1F	00	Invoice - French (short)
INV1G	00	Invoice - German (short)

Page 1 of 75 | Displaying 1 - 8 of 593

Close

3. Click the Add multiple rule documents icon and, in the new pop-up window, search for and add the INV1E and PACK1 documents to the rule. Click Close. The added documents now appear in the Documents pop-up window.

Documents

Document type:

Document:

Image:

Output type:

Search

Doc type	Document	Image	Number of copies	Output type	Description	Printer
00	INV1E		1		Compliance results document	
01	PACK1		1		Invoice (short)	QDEFAL

Page 1 of 1

Displaying record 1 - 8 of 8

Close

- As preloaded country rules are already attached to preloaded country rulebooks in QAD GTTE, you do not need to attach this country rule to a rulebook.

Setting up a company-specific rule that attaches a certificate of origin to every shipment to Ramar Chemicals in Bulgaria involves a number of steps. Firstly, create a company-specific rule and rulebook to attach a certificate of origin to shipments to a particular company. Then, link the company-specific rule to the country rulebook for Bulgaria, QCTRY-BG.

1. Ensure that the partner record for the company described has the consignee role.

Partner Record for Ramar Chemicals, Roles Sub-Option

 **Partners** **Partner** **Partner Import**

Address book: Partner:

PERSONAL **GLOBAL**

Partners

	Address book	Partner	Name
 01		RC	Ramar Chemicals

- Additional details
- Associated partners
- Calendar periods
- Commission - Agents
- Commission - Forwarding
- Compliance - Disable partner checks
- Contacts
- Documents
- Preferential - Proof Document Setup
- Preferential - Raw Material Imports
- Products
- Roles**
- Rule books

Partner Record for Ramar Chemicals, with Consignee Role

Roles

Order by: ☐ Partner Role Description ☒ Partner Role Id

[Partners](#) - Roles TGL 01 RC

Roles: ☒ [01] Consignee

☐ [02] Carrier	☐ [26] Inherit from partner	☐ [AF] Additional fiscal reference
☐ [03] Shipment bank	☐ [27] Credit insurance agent	☐ [AH] Authorization Holder id
☐ [04] Customer	☐ [28] Vendor	☐ [BK] Booking Party
☐ [05] Haulier	☐ [29] Agent	☐ [BP] Buying Party
☐ [06] Principal	☐ [30] Carrier's Agent	☐ [CD] COD Remittance (for SPS)
☐ [07] Declarant	☐ [31] Broker	☐ [CG] Consignee
☐ [08] Insurance agent	☐ [32] Forwarding Agent (FF)	☐ [CN] Consolidator
☐ [09] Notify	☐ [33] Trading Party	☐ [EX] Exporter
☐ [10] Customs	☐ [34] Opening Bank	☐ [FI] FIRMS Code
☐ [11] Sales rep	☐ [35] Advising Bank	☐ [GC] Generic Carrier (For SPS)
☐ [12] Responsible	☐ [36] Also Notify	☐ [IR] Import of Record
☐ [13] Financial	☐ [37] Office	☐ [MI] Manu ID
☐ [14] Consignor	☐ [38] Insured Party	☐ [MK] Marks and number
☐ [15] Corporate customer (RE)	☐ [39] Copied from Consignor	☐ [MS] Manufacturer/Supplier
☐ [16] Shipping officer	☐ [40] Co-Loaded With	☐ [N1] Compliance Not. role EU
☐ [17] Delivered from	☐ [41] Driver Assistant	☐ [N2] Compliance Not. role SA
☐ [18] Delivered to	☐ [42] Employee	☐ [N3] Compliance Not. role ASIA
☐ [19] Consignors bank	☐ [43] Chamber of commerce	☐ [SL] Stuffing Location
☐ [20] Inspected by	☐ [44] Settling Agent	☐ [SP] Selling Party
☐ [21] Driver	☐ [45] Carrier Hold At Location	☐ [SR] Seller
☐ [22] International carrier	☐ [46] Supplier	☐ [ST] Ship To Party
☐ [23] Company	☐ [47] Warehouse/Pier location	☐ [TP] Third Party (For SPS)
	☐ [48] Related Partner	☐ [UC] Ultimate Consignee

- On the RULES page, on the Rules tab, create a rule called RAMAR. Set the start date to the day before the current date, and select the Auto Create Rulebook field.

Adding RAMAR Rule

Rules & Rulebooks Rules Rulebooks

Rule	Start Date	Desc...	End Date	Workflow	Workflo...	User
QCTRY-BB	01/01/2001	Barba...				
QCTRY-BD	01/01/2001	Bangl...				
QCTRY-BE	01/01/2001	Belgiu...		WEB-COMP	S	C
QCTRY-BF	01/01/2001	Burki...				
QCTRY-BG	01/01/2001	Bulga...				
QCTRY-BH	01/01/2001	Bahra...				
QCTRY-BI	01/01/2001	Burun...				
QCTRY-BJ	01/01/2001	Benin ...				

Rule:

Start Date:

Description:

End Date:

Workflow:

Rulebook:

☒ Auto Create Rulebook

Note If you set the rule start date to the current date, it is not effective until the following day. This is a safeguard to protect current transactions in the event that a rule is created accidentally. For this example, choose a date prior to the current date.

3. Select the rule and click the Documents link.
4. In the Documents pop-up window, click the Add icon to open the Documents [Create] pop-up window. Select COO from the lookup in the Document field, specify the number of copies, complete any other relevant fields, and click Create.

Adding a Certificate of Origin Document to the RAMAR Rule

5. The message: "The record has been successfully created." appears at the top of the window. To close the Documents [Create] pop-up window, click Close.
6. The added document now appears in the Documents pop-up window; click Close.
7. On the Rulebooks tab, select RAMAR in the rulebooks grid and select the RAMAR row in the Rule Determinations for Rulebook RAMAR grid. Click Update to open the Rule Determinations - Update pop-up window. Select the Active field, and specify the partner code and partner type for Ramar Chemicals in the Partner Id fields.

Updating the Rule Determination for the RAMAR Rule to the RAMAR Rulebook

Rules Determinations - Update

Client: TGL

Rule book: RAMAR

Start date: 02/01/2015

Rule set:

Sequence: 0

☒ Active

Rule book:

Rule: RAMAR

Charge table:

Charge Table Discount: 0.0

Minimum Charge: 0.0

Transaction client:

Transaction Type:

Consignor:

Partner Id: 01 RC

Country of destination:

Place of destination:

Country of Origin:

Place of loading:

Place of Arrival:

Save Close

8. Click Save and click Close.

Linking the Country-Specific Rule to the Company-Specific Rule

The next step is to link the RAMAR rulebook with the QCTRY-BG rulebook:

1. On the Rulebooks tab, select the QCTRY-BG rulebook in the Rulebooks grid. In the Rules Determinations for Rulebook QCTRY-BG grid, click New to open the Rules Determinations - Create pop-up window. Set the Sequence field to 20 so that this rule runs after the QCTRY-BG rule. Specify the RAMAR rulebook in the Rule book field, and specify the partner code and partner type for Ramar Chemicals in the Partner Id fields.

Adding a Rule Determination for the RAMAR Rulebook to the QCTRY-BG Rulebook

Rules Determinations - Create

Client: TGL

Rule book: QCTRY-BG

Start date: 01/01/2001

Rule set:

Sequence: 20

☒ Active

Rule book: RAMAR

Rule:

Charge table:

Charge Table Discount: 0.0

Minimum Charge: 0.0

Transaction client:

Transaction Type:

Consignor:

Partner Id: 01 RAMAR

Country of destination:

Create Close

- Click Create and click Close. The Rule Determinations for Rulebook QCTRY-BG grid now shows determinations for the preloaded QCTRY-BG country rule and the RAMAR rulebook.

QCTRY_BG Rule Determinations

Rules Determinations for Rulebook QCTRY-BG						
Excepci...	Rule Set	Sequence	Rule	Rulebook	Charge Table	Discount
		10	QCTRY-BG			0
		20		RAMAR		0
New Update Copy Delete Add Multiple						

To see the country-specific and company-specific rules implemented, create a manual shipment to Ramar Chemicals in the Manual Shipment option, MANSH.

Creating a Manual Shipment to Ramar Chemicals in Bulgaria

Manual Shipment Details

1 2 ☆

Consignor: A9901

Ship To: RC [Show Address Details](#)

☒ Overwrite Address

Consignee: Ramar Chemicals

Contact: 1 Main Street

Address 1: Sofia

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Consignee Country: BG

Order Number:

Buyers Ref No:

Service/Route: ENDCZPRGP

Despatch Date: 10 / 3 / 2020

Shipment Type: EX

Sold To: [Show Address Details](#)

☒ Overwrite Address

Name:

Contact Name:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Customer Country:

Delivery Terms:

Carrier:

Transport Mode:

Currency:

+ -

Remove Item

☐ Code: 013800 Description: Potassium hydrogen sulfate, fused, ACS, [Show Product Details](#)

Quantity: 0.0 PCS Price: 0.0 Weight: 0.0

Volume: 0.0 Size: 0.0 x 0.0 x 0.0

[Clear](#) [Next](#)

View the shipment documents using the Inquiry option.

Documents Attached to a Shipment to Ramar Chemicals in Bulgaria

Shipment Type: EX Carrier: QENDICIA *United States Postal Service (Endicia)* STGL A9901 0124729 0

◀ ▶ 🔍

		Document Type	Document	Image	Description	Printer	Number of Copies	Times Printed	Note 1	Note 2
		00	INV1E		Invoice (short)	QPDF	1	0	INV	
		01	PACK1		Packing List - Lines -> How Packed (short)	QDEFAULT	1	0		
		27	COO		US Standard Cert of Origin		1	0		

Creating a Rule Exception

The final part of the example involves attaching the invoice and the certificate of origin to all shipments to Bulgaria, except for shipments to Ramar Chemicals.

To do this, add a rule exception to the rule that you do not want to fire when shipping to Ramar Chemicals—the QCTRY-BG rule:

1. On the Rulebooks tab, select the QCTRY-BG rulebook. On the Rules Determinations for Rulebook QCTRY-BG grid, click the edit icon in the Exceptions column of the QCTRY-BG row.
2. In the Rules Determinations - Exceptions List pop-up window, click the Create a new record icon. Specify 20 in the Exception Sequence field to signify that the QCTRY-BG rule is ignored when the rule related to the rule determination with the sequence number 20—RAMAR—fires.

Adding an Exception to the Rule

Rule Determination Exceptions [Create]

Client: TGL

Rule book: QCTRY-BG

Start date: 01/01/2001

Rule set:

Sequence: 10

Exception Sequence: 10

Description:

☒ Active

Create Close

3. Click Create. Click Close. The exception displays in the Rules Determinations - Exception List pop-up window.
4. Click Close.

To see the country-specific rule, the company-specific rule, and the country rule exception implemented, create a manual shipment to Ramar Chemicals in the Manual Shipment option, MANSH. View the shipment documents using the Inquiry option, NQ. The certificate of origin appears in the Documents tab of the shipment inquiry. The invoice and packing list do not appear

Scan, Pack and Ship

Scan, Pack and Ship enables the user to record packing information for a shipment and other Transport Management System (TMS) transactions through a Web browser. The supported browsers are Internet Explorer 11, Firefox, Edge, and Chrome. Packing information can be captured using:

- Keyboard
- Mouse
- Electronic weighing scales
- Barcode scanner

Scan, Pack and Ship is highly configurable. Therefore, whatever way your organization approaches packing, you can configure the system to meet your needs. There are three configurable approaches for recording packing information.

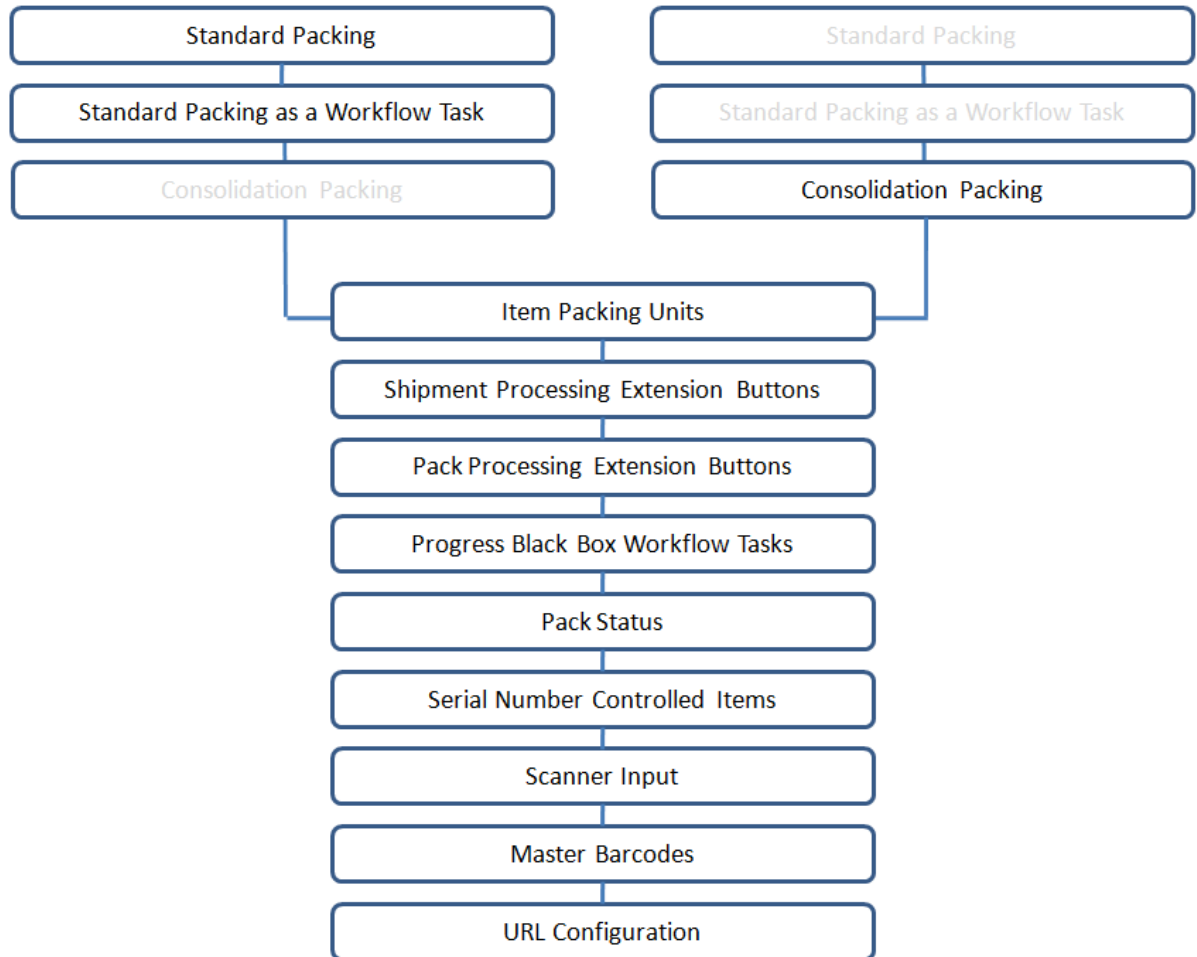
Packing Approaches

Approach	Features
Standard Packing	In Standard Packing mode, you pack orders that are already part of a shipment. You can also add buttons to allow you to perform other operations on the shipment.
Standard Packing Workflow Task	In Standard Packing as a workflow task, you pack orders that are already part of a shipment. In the workflow pop-up, you can perform the packing operation on a single shipment only. No other operations on the shipment are allowed.
Consolidation Packing	In Consolidation Packing mode, you pack orders that are not already part of a shipment. You add the orders to a new or existing shipment as you pack them. You can also add buttons to allow you to perform other operations on the shipment.

Before configuring the Scan, Pack and Ship functionality, it is recommended that you read the packing sections in [Using Base on page 45](#). Those sections describe the packing functionality from a user perspective and provide more information on the differences between the packing approaches. In addition, a full list of the system values to configure your system are available in the Appendix A document, which is available on the QAD Document Library.

The image below displays the relevant sections of this document, depending on the packing approach that your organization wants to implement.

Reading Paths: Standard or Consolidation Packing



Standard Packing

Standard Packing mode is the default method of packing shipments. In Standard Packing mode, you pack orders that are already part of a shipment when they arrive for packing. You record packing information for the shipment as you pack the shipment lines. The unpacked shipment lines belonging to the shipment are displayed as available for packing.

Standard Packing Options

Within Standard Packing, there are different options to help you select a system value category that best matches the way your organization approaches packing in the warehouse. The options available are listed in the table below.

Standard Packing Modes

System Value Category	Option/Mode
SNPKSD	Standard Packing Demo configuration. This configuration provides an example of how an organization typically sets up packing. If this configuration suits your organization, you can use it as a starting point.
SNPKSH	Standard Packing Developer configuration. Typically, this configuration provides the framework for an administrator to set up packing to suit organization needs.
SNPKPS	Standard Packing Station. Some organizations have a separate workstation for packing and for rating. This option enables you to set up a page to reflect the workflow at a packing station. Use this option with SNPKRS.
SNPKRS	Standard Packing Rating Station. This option enables you to set up a separate page to handle the workflow that takes place at a rating station. When packed shipments arrive from the packing station, you can rate and ship the shipments from here. Use this option with SNPKPS.
SNPKWF	Workflow task Packing. If your organization is running the Workflow Portal, this option enables you to run packing as a workflow task.

The program parameters attribute identifies the system value category to use to configure the Scan, Pack and Ship functionality. To specify the system value category, type the program parameter and the value. For example, this example sets the system value category to Standard Packing Demo configuration.

```
systemConfigCategory=SNPKSD
```

You can configure multiple options based on the expressed system value category. Where no system value category is specified for an option, SNPKSH is used. Although the packing modes present the user with different page layouts, they use the same underlying source code. However, the options are configured differently through the assigned system value category. If you want to use one of the other system value categories such as SNPKSD, simply copy the system values under SNPKSH to the system value category SNPKSD.

Standard Packing Transactions

By default, the transaction type being packed in Standard Packing mode is a shipment. However, if your organization packs something other than shipments, you can change the transaction type being packed. Using the system values in the table below, you can configure the system to pack any QAD GTTE transactions stored in the XMSHDR0 database tables.

A transaction being packed in Standard Packing mode is known as an output transaction. In Standard Packing mode, the input transaction from which the unpacked items are determined and the output transaction onto which you record the packing information are the same transaction. Therefore, you do not need to modify input transaction system values. For the purposes of this document, Standard Packing mode refers to the transaction being packed as a shipment.

System Values: Standard Packing Mode

System Value Key	Function
OUTPUT_TRANSACTION_TYPE	Specifies the transaction type prefix for the output transactions. In Standard Packing mode, it defaults to S for shipment. The output transaction is always the same as the input transaction.
OUTPUT_TRANSACTION_CLIENT	Specifies the QAD GTTE client for the output transaction. Where no value is supplied, the transaction client is assumed to be the current session client.

There are a number of ways to improve transaction processing times within the Scan, Pack and Ship page:

- You can define a function to automatically execute on loading a transaction. It is also now possible to configure preconditions to running this action.
- You can define a function to automatically execute when the All items packed state of a shipment changes during the packing process. It is also possible to configure preconditions to this action.

Transaction Search Fields

The shipment reference is the default search field for the output transaction. Configure the output search field using the system value key OUTPUT_SHIPMENT_SEARCH_CONFIG. The following code example is the output search field configured for SNPKSD.

```
[{
```

```
"label" : "Shipment",
```

"field" : "reference",

"fieldContext" : "shipment reference"]}]

Packing a Shipment

Before reading this section, it is recommended that you familiarize yourself with the [Scan, Pack and Ship: Standard Packing on page 98](#) section on packing a shipment in Standard Packing mode. This section describes the packing process from an administrator perspective. The steps assume that you are using a keyboard and mouse to capture packing information. If you are using a barcode and scanner, the same principles apply. See [Scanner Input on page 110](#).

Standard Packing Mode Steps

1. To open Scan, Pack and Ship, in the menu search, enter SNPKSD and press Enter.
2. Enter a shipment reference in the Shipment field and press Enter. The shipment is loaded and any existing packs on the shipment are displayed in the Packs panel. Unpacked items are available for packing in the Items to be Packed panel.
3. When you have loaded the shipment to pack, create a pack. When you create a pack, the pack automatically defaults to a type, based on the configuration of the system value key DEFAULT_PACK_TYPE. The weights, dimensions, and volume information also default based on this master pack type. To maintain master pack types, use the QAD GTTE option PY.
4. You can select an alternative pack type. Where there are no pack lines on the shipment pack, the pack weights, dimensions, and volume information default to the values of the selected pack master.
5. Select the items you want to append to the current pack. In the packing column, you can manually enter the quantity of items to add. Alternatively, you can use one of the pack line buttons provided to update the packing quantity for the selected records.
6. Append the items to the pack.
7. To remove items from a pack, select the items and delete them. This action removes the pack line and makes the items available for packing.
8. As items are added to the pack, the shipment packing totals are incremented in the top right corner of the page. The totals on the pack header are also updated. The totals are updated each time packing changes are saved to the database.
9. You can close the current pack by choosing the Packs tab or by clicking the Create a new pack button.
10. You can process the shipment by clicking a button associated with the configured workflow tasks. These buttons are known as shipment

extension buttons. For example, you can assign a carrier, rate shop, or print labels.

11. The shipment input field is read-only if unsaved changes exist for the current shipment. After you save the changes for the current shipment, you can edit the shipment input field and load the next shipment for packing.

Auto-Save Feature

Packing data entered through the Web browser is automatically saved to the database when you:

- Append a pack
- Append an item to a pack
- Close a pack
- Use any auto pack button
- Copy a pack
- Delete a pack line
- Delete a pack

Packing data is not saved automatically when you modify the pack header information such as the pack type, weight, volume, or dimensions. To save modified pack header information, complete one of the following actions:

- Close the pack
- Create a pack
- Click the Save pack button
- Modify a pack line
- Initiate a workflow task at a pack or shipment level

Short Shipping

Short Shipping describes the process of shipping a shipment without all its items to ensure on-time delivery of the items that are available. This functionality is available through the Consolidate and Ship page that can be used along with Standard Packing mode to reorganize shipments. You can also use this functionality to move items from one shipment to another. To create a link to the Consolidate and Ship page, set up the system value EXTRA_EXIT_LINKS_CONFIG as follows:

```
{
  "width" : "160",
  "links" : [{
    "label" : "Consolidating",
```

```
"url" : "scan-pack-ship.htm?systemConfigCategory=SNPKCP",
```

```
"exitFn" : "controlledWebPageExitWithShipmentKeyParam"
```

```
}}
```

```
}
```

If you do not want all users to be able to consolidate, only enable this link for the users or user groups that need access. You can use the Consolidate and Ship functionality from any Standard Packing option. For more information, see *Consolidate and Ship*.

Scan, Pack and Ship as a Workflow Task

Instead of running Scan, Pack and Ship as a stand-alone page, you can choose to run it from within the Workflow Portal. The system value that controls this setting is BATCH_MODE_PACKING. By default, it is set to yes, which means you run the page as a QAD GTTE module that can process multiple transactions.

However, if you set this value to no, it means that you access Scan, Pack and Ship as a workflow task. In this case, the shipment key must pass through parameters.

Scan, Pack and Ship Workflow Task

STGL 0104695

0.4624 LB 500 CM3

Packs | Pack Items

Pack No.	Box No.	Type	Tare Weight	Gross Weight	Volume	Dimensions	Tracking Number To
18657	1	CARTON	0 LB	0.4624 LB	500 CM3	10 * 5 * 10 CM	1

Shipment Details

Ship To: A9901-1 - Precision USA, Sales
City: CHICAGO
Zip/Postal: 60661
Country: US
Carrier: QUPS - UPS International
Service: UPSUS003 - UPS Ground®
Warehouse: A9901:BandH Photo
Despatch: 08/08/2012
Carrier A/C:
Insurance: 0

Items to be Packed

Order	Line	Product	Packing	Available	Packed	Shipping	Ordered	Serial	Lot	Batch	Manufa...	Total Gross Weight	Description
1	10	10006699	0 EA	1 EA	1 EA	2 EA	0 EA					200 KG	Cream for Dry Skin 50ml

Displaying 1 - 1 of 1

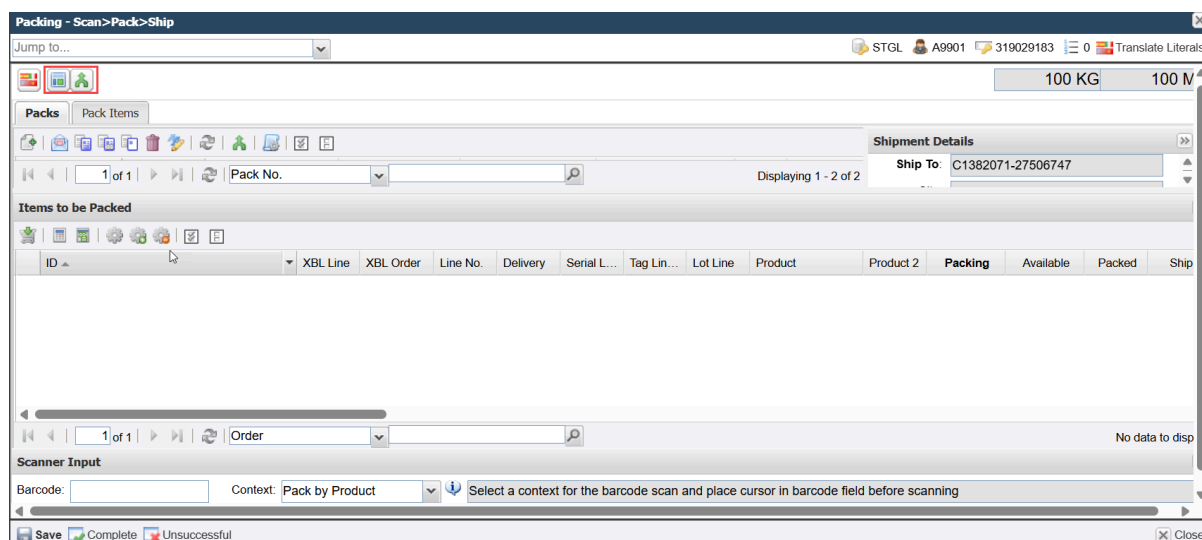
You can configure the workflow task under the system value category SNPKWF. In this mode, you can perform packing operations only on the current shipment.

The ADVANCED_PACKING_MODE system value, when set to yes, allows you to enable extended packing options. The extended packing

options include an Extended Packing button  that you can click to open the Standard Packing Workflow task. Then, within the Standard Packing task, you can pack inner packs within outer packs. By default, this system value is set to No. The other extended packing option is the

Serial Number and TAG links button  that you can click to link a serial number to TAG or unlink a serial number from TAG.

Scan, Pack and Ship Workflow Task with Extended Packing Buttons



The BARCODE_ONLY_PACKING system value, when set to yes, allows you to disable the Copy Selected Pack, Copy Selected pack - Infinite, and Copy Selected Pack Header buttons on the [Packs tab on page 102](#) and all buttons on the [Items To Be Packed toolbar on page 107](#). This configuration ensures that users can only enter pack information using a barcode scanner. By default, this system value is set to No.

Consolidation Packing

You use Consolidation Packing mode when your organization creates consolidation shipments as orders are packed. In this scenario, the orders arriving for packing are not already part of a shipment, but as you pack the orders, you add them to a new or existing shipment.

On the Scan, Pack and Ship page, unpacked order lines are displayed as available for packing. As you record packing information for an order, the items are packed and new consolidation shipments are generated. You can pack multiple orders into a single shipment or multiple orders into multiple shipments. When you consolidate multiple orders into a single consolidation shipment, you can configure packing restriction criteria to restrict the orders that can be mixed.

Consolidation Packing Options

There are two different system value categories for Consolidation Packing. The system value categories are listed in the table below.

Consolidation Packing Mode

System Value Category	Option/Mode
SNPKCD	Consolidation Packing Demo configuration. This option is designed as a demonstration configuration, giving a flavor of Consolidation Packing mode capabilities.
SNPKCS	Consolidation Packing Developer configuration. This option is intended for development to suit the needs of your organization.

The program parameters attribute identifies the system value category to use to configure the scan, pack, and ship functionality. To specify the system value category, type the program parameter and the value. For instance, this example sets the system value category to Consolidation Packing Demo configuration.

```
systemConfigCategory=SNPKCD
```

You configure multiple options based on the expressed system value category. Where no system value category is specified for an option, SNPKSH is used. Although the packing modes present the user with different page layouts, they use the same underlying source code. However, the options are configured differently through the assigned system value category.

Consolidation Packing Transactions

In the default behavior, orders are packed and shipments are created but you can override this behavior using system value configuration. Using the system values in Table 9.5, you can configure the system to pack items of another transaction type by configuring the items as lines from any QAD GTTE transaction stored in the XMSHDR0 database tables. You can also configure the generated transaction to be any QAD GTTE transaction stored in the XMSHDR0 database tables.

In the system values setup, the term input transaction refers to the type of transaction containing the unpacked items, such as order lines. The term output transaction refers to the type of packed transaction, such as a shipment. In this document, Consolidation Packing refers to the process of packing order lines to generate new consolidation shipments.

System Values: Consolidation Packing Mode

System Value Category	Function
INPUT_TRANSACTION_TYPE	Specifies the transaction type prefix for input transactions. In Consolidation Packing mode, it defaults to O for order item lines.
INPUT_TRANSACTION_CLIENT	Specifies the client for the input transaction. Where no value is supplied, the transaction client is assumed to be the current session client.
OUTPUT_TRANSACTION_TYPE	Specifies the QAD GTTE transaction type prefix for the output transactions. In Consolidation Packing mode, it defaults to Y for consolidation shipments. The output transaction type must be a different transaction type to the items being packed.
OUTPUT_TRANSACTION_CLIENT	Specifies the QAD GTTE client for the output transaction. Where no value is supplied, the transaction client is assumed to be the current session client.

Transaction Search Fields

The shipment reference is the default search field for the input and the output transaction. Using system value key INPUT_SHIPMENT_SEARCH_CONFIG, you can configure one or more input search fields. Where multiple search fields are expressed, you select the search field before entering the search value. Using system value key OUTPUT_SHIPMENT_SEARCH_CONFIG, you can configure one or more output search fields. Where multiple search fields are expressed, you select the search field before entering the search value. The following code example is taken from the SNPKCD configuration of the system value INPUT_SHIPMENT_SEARCH_CONFIG, where the input search field is an order number

```
[{
  "label" : "Order No",
  "field" : "orderNumber",
  "fieldContext" : "order number"
}]
```

For SNPKCD, the output value of OUTPUT_SHIPMENT_SEARCH_CONFIG is a shipment reference.

```
[{
  "label" : "Shipment",
  "field" : "reference",
  "fieldContext" : "shipment reference"
}]
```

Consolidation Shipment

In Consolidation Packing mode, the consolidation shipments are automatically generated when you save the packing information. To save a new consolidation, the shipment must contain at least one pack with a packed order line item. In generating the new consolidation shipment, the order associated with the first pack line is used as a template for the consolidation shipment.

The shipment type assigned to the new consolidation shipment defaults from the template order. You can override the default shipment type assigned to the consolidation shipment with the system value key NEW_CONSOL_SHIPMENT_TYPE. This system value holds the default override shipment type value. You can also override the shipment type assigned to the consolidation shipment based on the shipment type associated with the order. Use the system value key NEW_CONSOL_SHIPMENT_TYPE_{Order shipment type}.

Packing a Shipment

Before reading this section, it is recommended that you familiarize yourself with the section on packing a shipment in Consolidation Packing mode in the [Using Base on page 45](#) section. This section describes the packing process from an administrator perspective. The steps assume that you are using a keyboard and mouse to capture packing information. If you are using a barcode and scanner, the same principles apply. See *Scanner Input*.

Consolidation Packing Mode Steps

1. To open Scan, Pack and Ship, type SNPKSD in the menu search and press Enter.
2. Enter the order reference in the Order field and press Enter. You can enter multiple order references. All order items are displayed as available for packing in the Items to be Packed panel.

Note You can configure the system so that the Barcode field in the Scanner Input panel has context. You can then scan the required order number, which is automatically loaded on the page.

3. Click the New Shipment button to create a consolidation shipment. To load an existing shipment, enter the shipment reference in the Shipment field and press Enter.
4. When you have loaded the order and shipment, create a pack. When you create a pack, the pack automatically defaults to a type, based on the configuration of the system value key DEFAULT_PACK_TYPE. The weights, dimensions, and volume information also default based on this master pack type. To maintain master pack types, use the QAD GTTE option PY.
5. You can select an alternative pack type. Where there are no pack lines on the shipment pack; the pack weights, dimensions, and volume information default to the values of the selected pack master.
6. Select the items you want to append to the current pack. In the packing column, you can manually enter the quantity of items to add. Alternatively, you can use one of the pack line buttons provided to update the packing quantity for the selected records.
7. Append the items to the pack.
8. To remove items from a pack, select the items and delete them. This action removes the pack line and makes the items available for packing.
9. As items are added to the pack, the shipment packing totals are incremented in the top right corner of the page. The totals on the pack header are also updated. The totals are updated each time packing changes are saved to the database.
10. You can close the current pack by choosing the Packs tab or by clicking the Create a new pack button.
11. You can process the consolidation shipment by clicking a button associated with the configured workflow tasks. These buttons are known as shipment extension buttons. For example, you can assign a carrier, rate shop, or print labels.
12. The shipment input field is read-only while unsaved changes exist for the current shipment. After you save the changes for the current shipment, you can edit the shipment input field and load the next shipment for packing.

Auto-Save Feature

Packing data entered through the web browser is automatically saved to the database when you:

- Append a pack
- Append an item to a pack
- Close a pack
- Use any auto pack button
- Copy a pack

- Delete a pack line
- Delete a pack

Packing data is not saved automatically when you modify the pack header information such as the pack type, weight, volume, or dimensions. To save modified pack header information, complete one of the following actions:

- Close the pack
- Create a pack
- Click the Save pack button
- Modify a pack line
- Initiate a workflow task at a pack or shipment level

Restricted Packing Criteria

You can enforce restrictions when packing items from multiple orders into a consolidation shipment. These restrictions refer to attributes on the order header that must match attributes on the consolidation shipment header before items from the order can be added to the consolidation shipment.

Options and Configuration

Use the system value key `PACKING_RESTRICTION_CRITERIA` to configure packing restrictions. This system value displays a list, in CSV format, of the orders and consolidation shipment attributes that must be equal before you can load order lines and append them to the consolidation shipment. By default, no restriction criteria are applied. The attributes you can specify using `PACKING_RESTRICTION_CRITERIA` are listed in the table below.

PACKING_RESTRICTION_CRITERIA Attributes

Transaction Attribute	Description
CLIENT	Transaction client attribute without the transaction type prefix (xmshdr0.client)
PACKING_LOCATION	Transaction locale attribute (xmshdr0.shwhouse)
CONSIGNOR	Transaction consignor attribute (xmshdr0.shcono)
DELIVER_FROM	Transaction delivered from attribute (xmshdr0.shdlvr)
DELIVER_TO	Transaction delivered to attribute (xmshdr0.shdlvrt)
CARRIER	Transaction carrier attribute (xmshdr0.shshpc)

Transaction Attribute	Description
CUSTOMER	Transaction customer attribute (xmshdr0.shcust)
CONSIGNEE	Transaction consignee attribute (xmshdr0.shcnse)
ULTIMATE_CONSIGNEE	Transaction ultimate consignee attribute (xmshdr0.shucnse)
ORDER_NUMBER	Transaction order number attribute (xmshdr0.shordn)
OTHER_REFERENCE	Transaction other reference attribute (xmshdr0.SHOREF)

Implementation

The Web browser maintains stateless session information for the configured packing restriction attributes. The session information for the configured restricted packing criteria is set when you load the first order or consolidation shipment. Any additional order or consolidation shipment you load must match the restricted packing criteria of the session.

When no order lines are available in the Items to be Packed list and you choose to load a fresh consolidation shipment or create a new one, you can reset session restricted packing criteria. When you load a fresh consolidation shipment, the session restriction criteria are set based on the consolidation shipment attributes. When you create a shipment, the session restriction criteria are cleared and reset based on the first order that is loaded.

Consolidated Transactions Stored Link

When you create shipments in Consolidation Packing mode, a link is maintained between the shipment lines and the order lines within the data flow tables. This link allows you to derive the association between:

- The shipment header and the first order header used to generate the shipment.
- The shipment item lines and the order item lines.
- The shipment item lot lines and the order item lot lines.
- The shipment item serial numbers and the order item serial numbers.

The link between the shipment header and the order header used as a template to generate the shipment is maintained through the Interface-Control Shipment Header (XMINHD0) table. The link is maintained as a child of the generated consolidation shipment. If order lines from multiple orders are used in generating the consolidation shipment, you can identify these orders by looking at the link in the database between the

consolidation shipment items and the order lines. This information allows you to identify the order line from which the shipment was generated and determine the order from the order line.

The link is maintained between each shipment item line and the corresponding order item line through the Interface-Control Shipment Items (XMINDT0) table. These records are maintained as children of the Interface-Control Shipment Header record associated with the consolidated shipment.

The link between the shipment item lot lines and the order item lot lines is not maintained through data records. The link is based on the lot allocation line number. The system assumes that the same allocation line number is used on the shipment item lot line and the order item lot line. When the system appends a new lot to a consolidation shipment, it uses the value of the allocation line number from the associated order item lot record.

Note The allocation line numbers used can result in a discontinuous sequence.

The link between shipment item serial numbers and order item serial numbers is maintained using the serial line number. When the system appends a new serial number to a consolidation shipment, it uses the value of the serial line number from the associated order item serial number record.

Note The line serial numbers used can result in a discontinuous sequence.

Consolidation Picking

There is another QAD GTTE page that enables you to build consolidations without packing them. This approach is useful when you are picking orders and moving the goods to a staging area for packing and shipment later, for example. You also have the choice of adding the picked items to shipments as you consolidate or later at the packing stage. This functionality is available through the Consolidate and Ship page. To create a link to this page, set up the system value EXTRA_EXIT_LINKS_CONFIG as follows:

```
{
  "width" : "160",
  "links" : [{
    "label" : "Picking",
    "url" : "scan-pack-ship.htm?systemConfigCategory=SNPKCP",
    "exitFn" : "controlledWebPageExitWithShipmentKeyParam"
```

```
}}
```

```
}
```

If you do not want all users to be able to consolidate, only enable this link for the users or user groups that need access. You use this functionality in SNPKCD and SNPKCS configuration mode. For more information, see *Consolidate and Ship*.

Item Packing Units

In Scan, Pack and Ship, the packing approach affects the quantity unit used to express the quantity of an item available for packing.

Packing Quantity Units

The packing quantity unit is expressed as one of the following:

- Item ship quantity
- Item inner quantity
- Item outer quantity
- Lot ship quantity
- Lot inner quantity
- Lot outer quantity
- Serial number

The packing quantity is determined at an item line level. Therefore, you can pack items on the same transaction in different quantity units

Selecting the Packing Quantity for an Item Line

To determine the quantity to use when packing an item, the system first checks if serial numbers are to be used. If not, the system checks for lots. If lots are not used, the system uses item ship quantities by default.

Serial Numbers

Use the system value key PACK_BY_SERIAL_NUMBER to specify if serial numbers are to be used when packing an item line. This system value key has two possible values.

- NEVER: Never pack items using serial numbers. If item serial numbers exist, they are ignored during the packing process. This approach is the default approach.
- CONFIG_PER_ITEM: The decision to pack using serial numbers is based on the item setup value in the serial number control field (XMSITM0.SIPSL04 | XMPROD0.PRPSL04). The table lists the possible item setup values in this field.

CONFIG_PER_ITEM Values

Item Setup Value	Action
PREDEFINED	Always pack using serial numbers. The serial number you provide is validated against the preconfigured list of available serial numbers on the shipment item. If serial numbers are not available for the item line, it cannot be packed.
AT_SHIPPING_CAPTURE	<p>Serial numbers are captured during the packing process. If a user enters the same serial number more than once for the same product on different shipments, the system response depends on how you have configured this value:</p> <ul style="list-style-type: none"> • Does this user have permission to duplicate serial numbers? You can configure access at user or system level. • Are duplicate serial numbers allowed for this transaction type? You can configure the transaction types that allow duplicates. <p>If a user has permission to enter duplicate serial numbers on different shipments, the default is to display a field that the user must select before resubmitting the packing request. Alternatively, you can choose to display the field as already selected or automatically allow duplicate serial numbers for this user.</p>
NO_CONTROL or no value	Never pack the items using serial numbers. If item serial numbers exist, they are ignored during the packing process. This approach is the default approach.

Lots

Use the system value key PACK_BY_LOT to specify if lots are used when packing an item line. The possible values for PACK_BY_LOT are:

- ALWAYS: Always pack items using lots. If lots are not available for the item line, you cannot pack the items.
- NEVER: Never pack items using lots. If item lots exist, they are ignored during the packing process. This value is the default value.
- IF_AVAILABLE: If lots are available, the item is packed using lots. Otherwise, lots are not used. If lots are specified but the sum of the lot quantities is not equal to the item ship quantity, you cannot pack the item line.

- **CONFIG_PER_ITEM:** The decision to pack using lots is based on the item setup in the lot control field (XMSITM0.SIPSL03 | XMPROD0.PRPSL03).
 - If the item line is set up as lot controlled, always pack using lots. If lots are not available for the item line, you cannot pack the item line.
 - If the item line is not set up as lot controlled, lots are not used during the packing process. If item lots exist, they are ignored. This behavior is the default.

Lots and Items

When you pack an item line using lots or items, define the packing quantity unit. Use the system values key **PACKING_QUANTITY_TO_USE**. There are three possible values.

PACKING_QUANTITY_TO_USE

Value	Action
ITEM	Use the shipping quantity
INNER	Use the inner quantity if it is greater than zero. Otherwise, use the shipping quantity.
OUTER	Use the outer quantity if it is greater than zero. If not, use the inner quantity. If the inner quantity is not greater than zero, use the shipping quantity.

Shipment Processing Extension Buttons

You can add workflow buttons to the Scan, Pack and Ship page using the system value key **SHIPMENT_EXTN_BUTTON_CONFIG**. This system value enables you to initiate workflow tasks from Scan, Pack and Ship. It is expressed through a Java Script Object Notation (JSON) representation of a JavaScript literal object. The administrator takes the following steps:

- Configures the workflow tasks that initiate from the Scan, Pack and Ship page.
- Specifies the buttons to display for a shipment using the system value key **SHIPMENT_WORKFLOW_{WorkflowCode}**, depending on the workflow assigned to the shipment.

A sample configuration of workflow buttons is available for use as a template under **SHIPMENT_EXTN_BUTTON_CONFIG**. In the sample configuration, ten buttons are added. Each button executes a workflow task using the configured workflow task ID.

```
[{
```

```
"id" : "shExtnBtn1Id",
```

```

"iconCls" : "serviceAssignShipmentBtn",

"tooltip" : "Auto Service assignment",

"readOnlyDisable" : "true",

"enableOnShipmentStatus" : ["CREATED"],

"enableStatusList" : ["SEALED", "WEIGHTED"],

"disableOnZeroPackCount" : "true",

"allItemsPacked" : "true",

"taskKeyId" : "BBSRAS50",

"handler" : "function(){performWfTaskButton.call(this);}"

},{

"id" : "shExtnBtn2Id",

"iconCls" : "rateShipmentBtn",

"tooltip" : "Auto Manifest",

"readOnlyDisable" : "true",

"enableOnShipmentStatus" : ["CREATED"],

"enableStatusList" : ["SEALED", "WEIGHTED"],

"disableOnZeroPackCount" : "true",

"allItemsPacked" : "true",

"taskKeyId" : "BBSSHP50",

"handler" : "function(){performWfTaskButton.call(this);}"

},{

"id" : "shExtnBtn3Id",

"iconCls" : "defaultPrinterBtn",

"tooltip" : "Print packing list",

```



```

"enableStatusList" : ["SEALED", "WEIGHTED"],

"disableOnZeroPackCount" : "true",

"allItemsPacked" : "true",

"taskKeyId" : "BBSPTPL50",

"handler" : "function(){performWfTaskButton.call(this);}"

},{

"id" : "shExtnBtn4Id",

"iconCls" : "shipConfirmShipmentBtn",

"tooltip" : "Ship-confirm",

"enableOnShipmentStatus" : ["RATED"],

"taskKeyId" : "DEMOSCCL",

"progress" : "true",

"confirmRun" : "true",

"responseStatus" : {"WARN-364" : {

"id" : "shExtnBtn3Id",

"packStatusList" : ["", "SEALED", "WEIGHTED"],

"prompt" : "true",

"packCountCheck" : "true"},

"WARN-4347" : {

"id" : "shExtnBtn3Id",

"packStatusList" : ["", "SEALED", "WEIGHTED"],

"prompt" : "true",

"packCountCheck" : "true"}

},

"handler" : "function(){performWfTaskButton.call(this);}"

```

```

    }, {
      "id" : "shExtnBtn5Id",
      "iconCls" : "closeShipmentBtn",
      "tooltip" : "Close shipment",
      "enableOnShipmentStatus" : ["SHIPPED"],
      "taskKeyId" : "BBSCLS50",
      "handler" : "function(){performWfTaskButton.call(this);}"
    }, {
      id : 'wfTaskBtnAutoSpacer',
      xtype : 'pslspacer',
      width : 20
    }, {
      "id" : "shExtnBtnX1Id",
      "iconCls" : "shipmentSummaryBtn",
      "tooltip" : "Summary",
      "taskKeyId" : "WFTSDE50",
      "handler" : "function(){performWfTaskButton.call(this);}"
    }, {
      "id" : "shExtnBtnX2Id",
      "iconCls" : "shipmentAddressesBtn",
      "tooltip" : "Addresses",
      "taskKeyId" : "WFTADD50",
      "enableReadWriteList" : [""],
      "handler" : "function(){performWfTaskButton.call(this);}"
    }
  ]
}

```

```

},{
  "id" : "shExtnBtnX3Id",
  "iconCls" : "rateShopShipmentBtn",
  "tooltip" : "Rate Shop",
  "readOnlyDisable" : "true",
  "enableStatusList" : ["SEALED", "WEIGHTED"],
  "disableOnZeroPackCount" : "true",
  "allItemsPacked" : "true",
  "taskKeyId" : "WFTRAT50",
  "handler" : "function(){performWfTaskButton.call(this);}"
},{
  "id" : "shExtnBtnX4Id",
  "iconCls" : "manifestShipmentBtn",
  "tooltip" : "Manifest",
  "readOnlyAllowReadWrite" : ["shipmentRated"],
  "enableStatusList" : ["SEALED", "WEIGHTED"],
  "disableOnZeroPackCount" : "true",
  "allItemsPacked" : "true",
  "taskKeyId" : "WFTMAN50",
  "handler" : "function(){performWfTaskButton.call(this);}"
},{
  "id" : "shExtnBtnX5Id",
  "iconCls" : "defaultPrintBtn",
  "tooltip" : "Re-print Shipment Labels",
  "enableStatusList" : ["SEALED", "WEIGHTED"],

```

```

"disableOnZeroPackCount" : "true",

"allItemsPacked" : "true",

"taskKeyId" : "BBSPRT50",

"handler" : "function(){performWfTaskButton.call(this);}"

}]

```

Note To validate JSON content, go to www.jsonlint.com.

The following table lists the parent object members in the JavaScript literal object and describes how to use each object member when defining an extension button.

Parent Object Members

Member	Function
id	Holds the unique ID for the ExtJs component.
iconCls	Specifies the CSS class for the button, which in turn determines the icon used on the button.
tooltip	Provides the button tooltip.
taskKeyId	Holds the ID of the workflow task set for execution
readOnlyDisable	Specifies if a button is visible when you open a transaction in read-only mode. The possible values are true or false.
enableStatusList	Lists the pack statuses that enable this button. The button is only enabled when every pack on a shipment has a status on this list.
disableOnZeroPackCount	Specifies whether the shipment extension button is disabled when no packs exist on the selected shipment. By default, the shipment extension button is enabled. The possible values are true or false. In the sample configuration, this value is set to true for the Rate Shop button, because you cannot rate shop for an empty shipment.
allItemsPacked	Activates a precondition check to determine whether all items on the shipment have been packed before the configured workflow task is executed.
confirmRun	Specifies if a pop-up message is displayed, prompting you to confirm that you want to execute the workflow task.

Member	Function
handler	Provides the function that is executed when you click the button.
readOnlyAllowReadWrite	<p>Reads or writes to execute a shipment-level workflow task in read-write mode when the shipment has been loaded in read-only mode. A shipment can be in read-only mode for different reasons:</p> <ul style="list-style-type: none"> shipmentLockIssue - Another user has locked the shipment. shipmentClosed - The shipment is flagged as closed. shipmentProtectedAsPerClosed - The shipment is flagged as protected. shipmentRated - The shipment has been rated. <p>Where you load a shipment in read-only mode, the workflow task is executed in read-only mode. To allow the task to execute in read-write mode, you add the member readOnlyAllowReadWrite to the workflow task configuration object. The member readOnlyAllowReadWrite is expressed as an array of values. It must include all reasons why the shipment was loaded in read-only mode before the workflow task can be executed in read-write mode. In the sample configuration, you can execute the Manifest button when a rated shipment is loaded in read-only mode.</p>
progress	<p>When set to true, indicates that the shipment header workflow task must be executed through a black-box message to the Progress logic. By default, this member is set to false and the task is executed as a Web UI workflow task.</p> <p>You can configure a Web UI workflow task to initiate a Progress-based workflow task. However, this approach involves additional setup that you avoid by using the Progress member. It also enables handling of error, information, and warning status codes on the browser client by initiating response actions using the member responseStatus.</p>
responseStatus	<p>Lists handler actions for the response codes that can be returned by a black box call to execute a Progress-based workflow task. The handler action is implemented to initiate a button on the Scan, Pack and Ship page. You configure the handler action using a JavaScript object with the following members:</p>

Member	Function
	<ul style="list-style-type: none"> • id determines the ID of the pack- or shipment-level button to be executed. • packStatusList outlines a list of pack statuses. All packs on the transaction must have a status on this list before the transaction level button can be executed. • prompt specifies if a popup message is displayed, asking the user to confirm they want to execute the pack- or shipment-level button. • packCountCheck activates a pre-execution check. This check verifies that the pack count override is equal to the number of packs on the transaction before the pack- or shipment-level task is executed.
enableReadWriteList	<p>Lists the pack statuses for which the button can be executed in read-write mode. Use this condition to further restrict read-write access when:</p> <ul style="list-style-type: none"> • A shipment is opened in read-write mode. • The member readOnlyAllowReadWrite is configured to allow read-write on a read-only shipment. <p>When you set enableReadWriteList, the button is executed in read-write mode only when all packs on the shipment have a status on the list. Use enableReadWriteList to force readOnly access to a workflow task. This member appears in the sample configuration under the Addresses button.</p>
enableOnShipmentStatus	<p>Lists the shipment statuses for which a button is enabled. If enableOnShipmentStatus is not included in the button configuration, shipment status is not considered when determining if the button is enabled.</p> <ul style="list-style-type: none"> • CREATED - Shipment created • RATED - Shipment rated • SHIPPED - Shipment ship-confirmed • CLOSED - Shipment closed

Pack Processing Extension Buttons

You can add pack-level buttons to the Scan, Pack and Ship page using the system value key `PACK_EXTN_BUTTON_CONFIG`. This system value enables you to initiate pack-level tasks from Scan, Pack and Ship. It is expressed through a JSON representation of a JavaScript literal object. The administrator takes the following steps:

- Configures the pack-level tasks that initiate from the Scan, Pack and Ship page.
- Specifies the buttons to display for a shipment using the system value key `PACK_WORKFLOW_{WorkflowCode}`, depending on the workflow code assigned to the shipment

To simplify the setup process, a sample configuration is provided under the system value key `PACK_EXTN_BUTTON_CONFIG`. In this sample configuration, each button executes a pack-level task using the configured workflow task ID.

```
[{
  "id" : "packExtnBtn1Id",
  "iconCls" : "packSealBtn",
  "tooltip" : "Mark pack as sealed",
  "readOnlyDisable" : "true",
  "enableStatusList" : [""],
  "packMaintenanceShow" : "true",
  "autoOnWeightScan" : "true",
  "closePack" : "true",
  "handler" : "function(){performPackStatusUpdate.call(this,\"SEALED\",
    \"Sealed\");}"
},{
  "id" : "packExtnBtn2Id",
  "iconCls" : "defaultPrint3Btn",
  "tooltip" : "Reprint content label",
  "readOnlyDisable" : "false",
```

```

"enableStatusList" : ["SEALED"],

"packMaintenanceShow" : "true",

"taskKeyId" : "W-SNPKCL",

"responseStatus" : {"WARN-003" : {

"id" : "shExtnBtnX4Id"}

},

"handler" : "function(){performWfTaskPackButton.call(this);}"

},{

"id" : "packExtnBtn3Id",

"iconCls" : "defaultPrint14Btn",

"tooltip" : "Reprint carrier label",

"readOnlyDisable" : "false",

"enableOnShipmentStatus" : ["RATED", "SHIPPED", "CLOSED"],

"packMaintenanceShow" : "true",

"handler" : "function(){performPackPdfPrint.call(this);}"

},{

"id" : "packExtnBtn4Id",

"iconCls" : "packVoidBtn",

"tooltip" : "Open sealed pack",

"readOnlyDisable" : "true",

"enableStatusList" : ["SEALED"],

"enableOnShipmentStatus" : ["CREATED"],

"packMaintenanceShow" : "true",

"confirmRun" : "true",

```



```
"handler" : "function(){performPackStatusUpdate.call(this,\"\",
\"Open\");}"

}]
```

Note To validate JSON content, go to www.jsonlint.com.

Aside from the three members in the table below, the parent object members in the JavaScript literal object are described in the [Black Box Workflow Task Members](#) table in the [Progress Black Box Workflow Tasks on page 427](#) section.

Parent Object Members - Pack-Level Extension Buttons

Member	Function
packMaintenanceShow	Determines if the pack-level button is visible on the Pack Maintenance panel as well as the Packs panel.
autoOnWeightScan	Executes this workflow task if a weight is successfully scanned for a selected pack. To activate execution of this task, set its value to true. You can configure multiple buttons to execute simultaneously using this configuration member.
closePack	Determines if the pack closes when this action runs. If no pack is open, this member is not applicable. If a pack is open, by default it remains open when the action is complete. By adding this member with a value of true, the pack is closed when the action is complete.

Progress Black Box Workflow Tasks

When you implement a shipment- or pack-level button through a black box call to Progress logic, the Progress logic responds with a status code. The following sample code is an example of a pack-level extension button that makes a black box call to Progress logic and returns an information message.

```
{

  "id" : "packExtnBtn1Id",

  "iconCls" : "packSealTickBtn",

  "tooltip" : "Seal Pack",

  "readOnlyDisable" : "true",

  "enableStatusList" : [""],

  "packMaintenanceShow" : "true",
```

```

"responseStatus" : {"INFO001" : {

"id" : "shExtnBtn3Id",

"packStatusList" : [ "", "SEALED", "RATED"],

"prompt" : "true",

"packCountCheck" : "true"}

},

"shipmentTask" : {

"id" : "shExtnBtn3Id",

"packStatusList" : [ "", "SEALED", "RATED"],

"prompt" : "true",

"packCountCheck" : "true"

},

"handler" : "function(){performWfTaskPackButtonAction.call(this,\"Seal

Pack\\\", \"W-SNPKCL\\");}"

}

```

Aside from the members in the table below, the object members in the sample code are described in [Parent Object Members - Pack-Level Extension Buttons](#) from the [Pack Processing Extension Buttons on page 425](#) section.

Black Box Workflow Task Members

Member	Function
responseStatus	<p>The member responseStatus has a member for each response code you want to link with a handler action. In the sample code, the status code key is INFO. There are three different status code keys:</p> <ul style="list-style-type: none"> • INFO means an information message. • WARN means a warning message. • ERROR means an error message.

Member	Function
shipmentTask	<p>This member allows you to configure a shipment-level button to run automatically when the pack-level button action completes successfully. You can also express conditions before the shipment-level action is run. Configure the handler action using a JavaScript object with the following members:</p> <ul style="list-style-type: none"> • id - determines the ID of the pack- or shipment-level button to execute. • packStatusList - outlines a list of pack statuses. All packs on the transaction must have a status on this list before the transaction-level button can be executed. • prompt - specifies if a popup message is displayed, asking the user to confirm they want to execute the pack- or shipment-level button. • packCountCheck - activates a pre-execution check. This check verifies that the pack count override is equal to the number of packs on the transaction before the pack- or shipment-level task is executed.

Progress logic through a black box call can return many status messages. The client browser joins all information and warning response messages and displays them in a single user message. The client browser displays a separate user message for each error message. If a response code is returned without any text message, the response is not displayed. However, the response code can be used to trigger a response action on the client. On the extension button, you can configure event handling for the response status codes that the black box message request returns. The event is the status code. You can configure the handler using the extension button member responseStatus. This member is a JavaScript object that has a member for each response code you want to link with a handler action. The handler action identifies the button to execute. Configure the handler action using a JavaScript object with the members:

- id
- packStatusList
- prompt

When a black box message returns multiple status codes, the response handler is only executed for the first returned status code for which a handler has been configured. When a response handler is executed, the member shipmentTask for that configured button is not processed. The member shipmentTask is executed only if no response status matches an entry in the member responseStatus.

Pack Status

You set up pack statuses using the domain lookup PACK_STATUS. By default, there are three pack statuses:

- PACKED
- SEALED
- RATED

These pack statuses have no hard-coded meaning. You can delete, modify, or add them during configuration. After you configure the pack statuses, define the statuses for which a pack is considered unlocked. Use the system value UNLOCKED_PACK_STATUS_LIST. You can only update a pack if it is not assigned a locked status. You can configure a pack status as locked for one user and unlocked for another.

The system value ACTIVE_PACK_STATUS_LIST allows you to create a list of pack statuses for which a pack is considered active or requiring processing. On the Items to be Packed panel, use Filter By Active Packs to identify packs on a shipment requiring user action.

You can configure the shipment-level workflow task buttons to run only when all packs on the shipment have specific pack statuses. Configure this behavior separately for each button.

You can also configure the pack-level workflow task buttons as available, depending on the status of the selected pack. Configure this behavior separately for each button.

Serial Number Controlled Items

To learn how serial number packing works, see [Item Packing Units on page 415](#). This section covers the control of items that use serial numbers.

Determining Duplicate Serial Numbers

The list of serial numbers used for each product is stored in the QAD GTTE master audit table. If possible, you also log the shipment item line where the serial number is used. This storage method allows you to:

- Do a quick search based on the client, product code, and serial number to find if the serial number has already been used.
- Load pre go-live serial numbers into the list.

When you delete a serial number from a shipment item line, the system checks whether the serial number can also be deleted from the master serial number list.

- If the serial number is currently being used on a different shipment, it cannot be deleted.

- If it is not being used, the serial number can be deleted, provided it is not a pre go-live serial number or has been used on an archived transaction.

When a serial number is rejected on a transaction due to duplication, the user is notified and a sample shipment that contains the serial number is displayed.

Implementation of Master Serial Number List

The table below displays the table field values you set to implement a master serial number list.

Master Serial Number List

Field Value	Further Information
XTAUDT0.CLIENT = {MasterProductClient}	
XTAUDT0.AUTABL = "VIRTUAL"	
XTAUDT0.AUKFL1 = "SERIAL"	
XTAUDT0.AUKFL2 = {Product code}	
XTAUDT0.AUKFL3 = {Serial number}	
XTAUDT0.AUKFL4 = {TransactionClient}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL5 = {Consignor}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL6 = {ShipmentReference}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL7 = {Despatch Number}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL8 = {ItemLineNumber}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL9 = {SerialLineNumber}	Left blank on serial numbers loaded as part of a batch load.
XTAUDT0.AUKFL10 = ""	Left blank.
XTAUDT0.AUPSL01 = {"BATCH_LOAD"	BATCH_LOAD: Indicates that the serial number was loaded as part of a pre go-live batch.

Field Value	Further Information
"TRANSACTION" "SERIAL_VOID"]}	TRANSACTION: Indicates that the serial number was assigned to a transaction within QAD GTTE. SERIAL_VOID: Voids the use of an existing serial number when you set the field XTAUDT0.AUKFL1 to this value. Any subsequent search for uniqueness ignores this serial number.

Note For a description of packing by serial number with a scanner, see [Scanner Input on page 110](#).

Scanner Input

Instead of using a keyboard and mouse, you can use a barcode scanner as an input device during the packing process. Configure the barcode scanner as a keyboard rather than a serial port input device.

Barcode Scanner Input Frame

Scanner input is activated by setting the system values key SHOW_SCANNER_INPUT to TRUE. When activated, the scanner input panel is displayed at the bottom of the page. The scanner input frame consists of three fields, as displayed in the image below.

Scanner Input Panel

Barcode Input Field

The barcode input field is used to receive the scanned barcode data. This field must have input focus before a barcode is scanned. There must be a carriage return after each barcode is entered to indicate the end of a barcode scan. You can manually enter data in this field and press the Enter key to simulate barcode input during the testing phase.

Barcode Context Field

You use the barcode context field to control how the data from a barcode input scan is interpreted. The following table lists the barcode scan contexts provided by default. You can alter the list using the system value key SCANNER_CONFIG, which is used to configure scanner input.

SCANNER_CONFIG System Value

Scan Context	Interpretation
Order Reference	An order reference code. The system loads the items to pack for this order.

Scan Context	Interpretation
Shipment Reference	A shipment reference code. The system loads the shipment or consolidation shipment for packing.
Pack Type	A pack type. The pack type for the current open pack is updated.
Tare Weight	The tare weight override for the current open pack.
Gross Weight	The gross weight override for the current open pack.
Weight UOM (Unit of measure)	The weight unit of measure for the current open pack.
Dimension 1, Dimension 2, Dimension 3	The dimension [1 2 3] for the current open pack.
Dimension UOM	The dimension unit of measure for the current open pack.
Volume	The volume for the current open pack.
Volume UOM	The volume unit of measure for the current open pack.
Pack by Product	An item code. One of these items is added to the current open pack.
Pack by Product by Qty	An item code. One or more of these items is added to the current open pack. You can specify the quantity.
Pack by Serial No. (Number)	A serial number. The unpacked item line with this serial number is added to the current open pack.
Pack by Lot No. (Number)	A lot number. One of the items from this lot is added to the current open pack.
Pack by Batch No. (Number)	A lot batch number. One of the items from this lot batch is added to the current open pack.
Find Pack via Pack No. (Number)	Search for the shipment containing the scanned pack number and filter on the pack number.
Search via Tracking Number	Search for the shipment containing the scanned tracking number and filter on the tracking number.
Pack Weight Scan	A weight scan assigned to the selected pack. Select a single pack before performing the scan. The scan can be an input from a weighing scale.

Barcode Message Field

The barcode message field is used to provide the user with information about the last barcode scan. It provides a description of the last barcode scan, with the barcode enclosed in [] brackets.

Barcode Interpretation

There are three methods of interpreting a barcode scan, which the system performs in the following order:

1. Test the barcode input against a list of predefined text values. If a match is found, a corresponding action is performed.
2. Test the barcode input against a list of predefined regular expression patterns. If a match is found, the barcode is interpreted based on the configured action of the regular expression.
3. Interpret the barcode scan based on the selected value in the barcode context field.

Predefined Text Values

The first way of interpreting the barcode input is to compare it against a list of predefined text values that represent actions. These predefined text values begin and end with a \$ character to distinguish them from other barcode inputs. For example, \$NEW_PACK\$ creates a pack.

For a full list of predefined text values, see [Master Barcodes on page 438](#). You can add more predefined text values using the system value key SCANNER_CONFIG. For more details, see [Master Barcodes on page 438](#). You can add further predefined text values using the system value key SCANNER_CONFIG.

Pattern Matching

The second way of interpreting barcode input is to compare it against a list of predefined regular expressions. This approach is possible when barcode inputs that match a regular expression are always treated in the same manner. For example, you can specify that all barcode input beginning with ORD and ten characters in length is treated as order reference numbers. This approach avoids the need to set the barcode input context to Order Reference before scanning an order reference. You can set up a list of regular expressions using the system value key SCANNER_CONFIG.

Barcode Scan Context

The third way of interpreting the barcode input is to use the method selected in the barcode scan context input field. For example, if the selected barcode context value is set to Pack by Product, the scanned barcode is treated as the product code of an item you want to append to the current open pack. The list of barcode scan contexts is predefined. You can alter the list using the system value key SCANNER_CONFIG.

Barcode Input Validation

You can restrict the data that can be entered for a given barcode context. Add a regular expression to validate the input data before it is processed. The validation can check the type of data that is added or verify that entered codes meet standard guidelines. For example, you want to ensure that a shipment reference is always ten characters long or verify that a numeric value is scanned for the tare weight.

Changing Barcode Scan Context Automatically

You can configure the system to change the barcode scan context value automatically when it receives an input value that is successfully interpreted using barcode input validation logic. The new scan context depends on how the last barcode scan was interpreted and processed. The table outlines the hard-coded automatic context changes. Override these settings using the system value key `SCANNER_CONFIG`.

Hard-Coded Automatic Context Changes

Scanned Input	Barcode Context
New pack master barcode	Pack Type
Pack type	Tare Weight
Tare Weight	Gross Weight
Gross weight	Weight UOM
Weight unit of measure	Dimension 1
Dimension 1	Dimension 2
Dimension 2	Dimension 3
Dimension 3	Dimension UOM
Dimension unit for measure	Volume
Volume	Volume UOM
Volume unit of measure	Pack by Product

Configuring Scanner Input

The system value key `SCANNER_CONFIG` is expressed via a JSON representation of a JavaScript literal object. This system value enables you to:

- Configure the default barcode context.
- Set up predefined text values and their corresponding actions.
- Add scanner pattern matching for scanner contexts.
- Drop default scanner contexts.

- Add new scanner contexts.
- Add validation patterns for data received under scanner contexts.
- Modify the automatic switching of barcode contexts.

To simplify the setup process, a sample configuration is provided under the system value key `SCANNER_CONFIG *SAMPLE*`. The following table lists the parent object members in the JavaScript literal object and describes the function of each object member in configuring the Scan, Pack and Ship page.

Parent Object Members

Object Member	Function
defaultBarcodeContext	Holds the default scanner context.
barcodeActionObject	Used to add new barcode action objects or override existing barcode action objects.
scanRegExpList	Used to match regular expression patterns with barcode scan contexts. The entered barcode value is compared against these regular expressions. If it matches one of them, you use the configured context for interpreting the barcode scan. In system values, the character sequence BACKSLASH can be used to represent a \ when expressing a validation regular expression.
droppedScanContext	Can be used to drop default contexts.
scanContextList	Allows you to update existing barcode scanner contexts or add new barcode scan contexts. As the member droppedScanContext is evaluated first, you can replace a barcode context by including it in the droppedScanContext and scanContextList members.

Scanner Context

Before you configure scanner input, review the defined scanner contexts. The following table lists the scanner contexts that are defined by default.

Scanner Contexts

Scanned Context	Meaning
InputReference	Order Reference
OutputReference	Shipment Reference
PackType	Pack Type
TareWeight	Tare Weight

Scanned Context	Meaning
GrossWeight	Gross Weight
WeightUom	Weight UOM
Dimension1	Dimension 1
Dimension2	Dimension 2
Dimension3	Dimension 3
DimensionUom	Dimension UOM
Volume	Volume
VolumeUom	Volume UOM
UnpackedProduct	Pack by Product
UnpackedSerialNo	Pack by Serial No.
UnpackedLotNo	Pack by Lot No.
UnpackedBatchNo	Pack by Batch No.
FindPackViaPackId	Find Pack via Pack No.
FindPackViaTrackingNo	Search via Tracking Number
FindPackViaAddRef	Search via Additional Reference
PackWeightScan	Pack Weight Scan

Scanner Context Configuration Object Members

You can update existing barcode scanner contexts or add new scanner contexts. The following table lists the members of a scanner context configuration object.

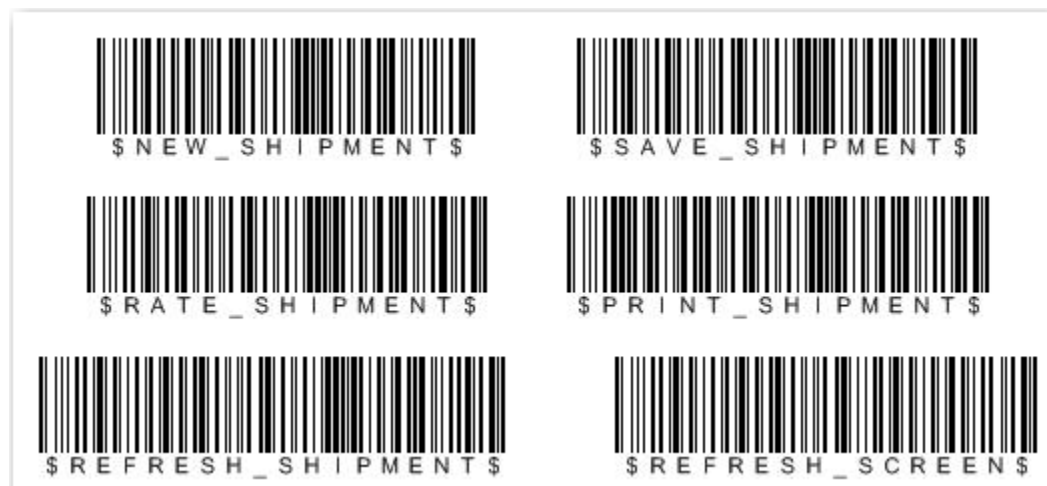
Scanner Context Configuration Object Members

Member	Function
scanContextId	The ID of the scanner context.
elementId (optional)	The underlying JavaScript element that this scanner context places data into.
displayText	The label displayed for the scanner context in the context selection list.
Msg	The message displayed in the barcode message field on processing a barcode input using this scanner context. Any reference to {0} is replaced with the actual barcode input value.

Member	Function
nextScanContextId (optional)	The ID of a scanner context. On processing a barcode value using this context, the barcode context field is set to this scanner context, which is then used for interpreting the next barcode input.
packRequired (optional)	A true/false flag that indicates if a pack must be selected or opened before a barcode value can be processed using this context; for example, Pack type.
dataType (optional)	The data type used to interpret the barcode input value. The default is string.
handlerParam (optional)	The parameters for the handler function, in addition to the default callback function and barcode value.

Master Barcodes

Shipment-level Scan



Pack-level Scan



Pattern Match Types



Barcode Scan Context Switch



Note To create additional barcode entries, you can find free barcode generators online.

Shipment-Level Buttons

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
New Shipment	createShipmentBtnId	CTRL+1	\$NEW_SHIPMENT\$	DefaultCreateBtn
Screen Reset	screenResetBtnId	CTRL+5	\$RESET_SCREEN\$	DefaultResetBtn
Shipment Tasks	showShipmentObjectTasksBtnId		...	showShipmentObjectTasksBtn
Re-sequence Box Numbers	reSequenceBoxNumbersPackBtnId		...	resequenceBoxNumbersPackBtn
{Configurable}{shExtnBtn1Id}...			...	shipmentExtn1Btn*
{Configurable}{shExtnBtn2Id}...			...	shipmentExtn2Btn*
{Configurable}{shExtnBtn3Id}...			...	shipmentExtn3Btn*
{Configurable}{shExtnBtn4Id}...			...	shipmentExtn4Btn*

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
{Configurable} {shExtnBtn5Id}...			...	shipmentExtn5Btn*

*Dynamically applied or set up in default configuration.

Packs Panel Buttons

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Create pack	createPackBtnId	CTRL+7	\$NEW_PACK\$	defaultCreateBtn
[Toolbar Separator]	packEditBtnSeparator			
Open selected pack	openPackBtnId		\$OPEN_PACK\$	defaultOpenBtn
Copy selected pack	copyPackBtnId		\$COPY_PACK\$	defaultCopyBtn
Copy selected pack - Infinite	copyPackInfiniteBtnId		\$COPY_PACK\$	defaultCopyInfiniteBtn
Copy selected pack header	copyPackHeaderBtnId		\$COPY_PACK\$	defaultCopyHeaderBtn
Delete selected pack(s)	deletePackBtnId			defaultDeleteBtn
Update box number	updatePackBoxNumberBtnId			updatePackBoxNumberBtn
[Toolbar Separator]	packExtnBtnSeparator			
{Configurable} {packExtnBtn1Id}				packExtn1Btn
{Configurable} {packExtnBtn2Id}				packExtn2Btn
{Configurable} {packExtnBtn3Id}				packExtn3Btn
{Configurable} {packExtnBtn4Id}				packExtn4Btn

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
{Configurable}	{packExtnBtn5Id}			packExtn5Btn
[Toolbar Separator]	packRefreshBtn Separator			
Refresh shipment	refreshPackBtnId	CTRL+6	\$REFRESH_SHIPMENT \$	shipment loading
[Toolbar Separator]	packSelectAllBtn Separator			
Select all packs	selectAllPackBtnId		\$PACK_SELECT_ALL \$	DefaultSelectAllBtn
Deselect packs	deselectAllPackBtnId		\$PACK_DESELECT_ALL \$	DefaultDeselectAllBtn

Pack Maintenance Buttons

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Create a new pack	createPack2BtnId			defaultCreateBtn
Clear weight/ volume overrides	clearWeightVolume OverridesBtnId			clearWeightVolume OverridesBtn
Save Pack	saveShipment PackBtnId	CTRL+2	\$SAVE_PACK \$	defaultSaveBtn

Pack Line Maintenance Buttons

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Close pack	closePackBtnId	CTRL+8	\$CLOSE_PACK \$	defaultCloseBtn
Close pack without saving	closePackWithoutSavingBtnId		\$CLOSE_PACK WITHOUT_SAVE \$	defaultCloseWithoutSaveBtn

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Delete selected pack line(s)	deletePackLineBtnId			defaultDeleteBtn
[Toolbar Separator]	packLineSelectAllBtnSeparator			
Select all pack lines	selectAllPackLineBtnId		\$PACK_LINE_SELECT_ALL\$	defaultSelectAllBtn
Deselect pack lines	deselectAllPackLineBtnId		\$PACK_LINE_DESELECT_ALL\$	defaultDeselectAllBtn

Items to be Packed Panel Buttons

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Append to pack	appendToPackUnpackedBtnId	*CTRL+ALT+1	\$APPEND_TO_PACK\$	defaultAppendToBtn
[Toolbar Separator]	unpackedAutoBtnSeparator			
Append all available items to pack	appendAllItemsToPackBtnId	*CTRL+ALT+2	\$APPEND_ALL_ITEMS\$	defaultAutoPackBtn
Auto Pack Available Items - Maximum Equal Product Quantity Split	autoPackItemsMaxEqualProductBtnId	*CTRL+ALT+3	\$AUTO_PACK_MAX_EQUAL_PROD\$	autoPackItemsMaxEqualProductBtn
Auto Pack Available Items - Maximum Product Quantity Split	autoPackItemsMaxProductBtnId	*CTRL+ALT+4	\$AUTO_PACK_MAX_PROD\$	autoPackItemsMaxProductBtn

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Auto Pack Available Items - Item Inner/Outer Quantity Split	autoPackItemsItemInnerOuter		\$AUTO_PACK_ITEM_INNER_OUTER\$	autoPackItemsItemInnerOuterBtn
Auto Pack Available Items - Master Inner/Outer Quantity Split	autoPackItemsMasterInnerOuter		\$AUTO_PACK_MST_INNER_OUTER\$	autoPackItemsMasterInnOuterBtn
Auto Pack Available Items - Maximum Quantity Split	autoPackItemMaxQuantityBtn		\$AUTO_PACK_MAX_QTY\$	autoPackItemMaxQuantityBtn
[Toolbar Separator]	unpackedPackingQtyBtnSeparator			
Assign packing quantity to available quantity	assignPackingQtyToAvailQtyBtnId	CTRL+ALT+5	\$MAX_PACKING_QTY\$	assignPackingQtyToAvailQtyBtnId
Increment packing quantity by: X	incrementPackingQtyByOneBtnId	CTRL+ALT+6	\$INCREMENT_PACKING_QTY\$	assignPackingQtyToZeroBtnId
Assign packing quantity to zero	assignPackingQtyToZeroBtnId	CTRL+ALT+7	\$ZERO_PACKING_QTY\$	IncrementPackingQtyByOneBtnId
[Toolbar Separator]	unpackedResetBtnSeparator			
Reset items to be packed	unpackedGridResetBtnId	CTRL+ALT+8	\$RESET_UNPACKED_ITEMS\$	defaultGridResetBtn
[Toolbar Separator]	unpackedSelectAllBtnSeparator			

Tooltip	Button ID	Shortcut	Master Barcode Scan	Icon Class
Select all items	selectAllUnpackedBtnId	CTRL+ALT+9	\$UNPACKED_SELECT_ALL\$	defaultSelectAllBtn
Deselect items	deselectAllUnpackedBtnId	CTRL+ALT+0	\$UNPACKED_DESELECT_ALL\$	defaultDeselectAllBtn

Barcode Context Switching Scan

Move to Context	Context ID	Shortcut	Master Barcode Scan
Next barcode context	-		\$CONTEXT_NEXT\$
Previous barcode context	-	CTRL+9	\$CONTEXT_PREVIOUS\$
Pack by Product	UnpackedProduct		\$CONTEXT_UNPACKED_PRODUCT\$
Pack by Serial No.	UnpackedSerialNo		\$CONTEXT_UNPACKED_SERIAL_NO\$
Pack by Lot No.	UnpackedLotNo		\$CONTEXT_UNPACKED_LOT_NO\$
Pack by Batch No.	UnpackedBatchNo		\$CONTEXT_UNPACKED_BATCH_NO\$
Find Pack via Pack No.	FindPackViaPackId		\$CONTEXT_FIND_VIA_PACK_ID\$
Search via Tracking No.	FindPackViaTrackingNo		\$CONTEXT_FIND_VIA_TRACKING_NO\$
Search via Addit.I Ref.	FindPackViaAddRef		\$CONTEXT_FIND_VIA_ADD_REF\$
Pack Weight Scan	PackWeightScan		\$CONTEXT_PACK_WEIGHT_SCAN\$
Order Reference	InputReference		\$CONTEXT_INPUT\$ or \$CONTEXT_ORDER\$
Order - Order Number	InputOrderNumber		\$CONTEXT_OUTPUT_ORD_NO\$

Move to Context	Context ID	Shortcut	Master Barcode Scan
Order - Other Reference	InputOtherReference		\$CONTEXT_INPUT_OTH_REF \$
Order - Invoice Number	InputInvoiceNumber		\$CONTEXT_INPUT_INV_NO \$
Order - Invoice 2 Number	InputInvoice2Number		\$CONTEXT_INPUT_INV2_NO \$
Order - Buyer Reference	InputBuyerReference		\$CONTEXT_INPUT_BUY_REF \$
Order - Customs Reference	InputCustomsRef		\$CONTEXT_INPUT_CUS_REF \$
Order - Master Air Waybill	InputMasterAirWaybill		\$CONTEXT_INPUT_MAWB \$
Order - House Air Waybill	InputHouseAirWaybill		\$CONTEXT_INPUT_HAWB_NO \$
Order - Booking Number	InputBookingNumber		\$CONTEXT_INPUT_BK_NO \$
Order - Forwarders Reference	InputForwardersRef		\$CONTEXT_INPUT_FRD_REF \$
Order - Additional Reference	InputAdditionalRef		\$CONTEXT_INPUT_ADD_REF \$
Shipment Reference	OutputReference		\$CONTEXT_OUTPUT \$ or \$CONTEXT_SHIPMENT \$
Shipment - Order Number	OutputOrderNumber		\$CONTEXT_OUTPUT_ORD_NO \$
Shipment - Other Reference	OutputOtherReference		\$CONTEXT_OUTPUT_OTH_REF \$
Shipment - Invoice Number	OutputInvoiceNumber		\$CONTEXT_OUTPUT_INV_NO \$
Shipment - Invoice 2 Number	OutputInvoice2Number		\$CONTEXT_OUTPUT_INV2_NO \$

Move to Context	Context ID	Shortcut	Master Barcode Scan
Shipment -Buyer Reference	OutputBuyerReference		\$CONTEXT_OUTPUT_BUY_REF \$
Shipment - Customs Reference	OutputCustomsRef		\$CONTEXT_OUTPUT_CUS_REF \$
Shipment - Master Air Waybill	OutputMasterAirWaybill		\$CONTEXT_OUTPUT_MAWB \$
Shipment - House Air Waybill	OutputHouseAirWaybill		\$CONTEXT_OUTPUT_HAWB_NO \$
Shipment - Booking Number	OutputBookingNumber		\$CONTEXT_OUTPUT_BK_NO \$
Shipment - Forwarders Reference	OutputForwardersRef		\$CONTEXT_OUTPUT_FRD_REF \$
Shipment - Additional Reference	OutputAdditionalRef		\$CONTEXT_OUTPUT_ADD_REF \$
-	-	CTRL+0	\$SET_FOCUS_TO_BARCODE_INPUT \$

Barcode Scan Contexts

Context Label	Context ID	On Scan Move to Context
Order Reference	InputReference	
Order: Order No	InputOrderNumber	
Order Other Ref.	InputOtherReference	
Order Invoice No.	InputInvoiceNumber	
Order Invoice2 No.	InputInvoice2Number	
Order Buyer Ref.	InputBuyerReference	
Order Customs Ref.	InputCustomsRef	
Order MAWB	InputMasterAirWaybill	
Order HAWB	InputHouseAirWaybill	

Context Label	Context ID	On Scan Move to Context
Order Booking No	InputBookingNumber	
Order Forwarder No.	InputForwardersRef	
Order Add Ref.	InputAdditionalRef	
Shipment Reference	OutputReference	
Shipment: Order No.	OutputOrderNumber	
Shipment Other Ref.	OutputOtherReference	
Shipment Invoice No.	OutputInvoiceNumber	
Shipment Invoice2 No.	OutputInvoice2Number	
Shipment Buyer Ref.	OutputBuyerReference	
Shipment Customs Ref.	OutputCustomsRef	
Shipment MAWB	OutputMasterAirWaybill	
Shipment HAWB	OutputHouseAirWaybill	
Shipment Booking No.	OutputBookingNumber	
Shipment Forwarder No.	OutputForwardersRef	
Shipment Add Ref.	OutputAdditionalRef	
Pack Type	PackType	TareWeight
Tare Weight	TareWeight	GrossWeight
Gross Weight	GrossWeight	WeightUom
Weight UOM	WeightUom	Dimension1
Dimension	Dimension1	Dimension2
Dimension 2	Dimension2	Dimension3
Dimension 3	Dimension3	DimensionUom
Dimension UOM	DimensionUom	Volume
Volume	Volume	VolumeUom
Volume UOM	VolumeUom	UnpackedProduct
Pack by Product	UnpackedProduct	
Pack by Serial No.	UnpackedSerialNo	

Context Label	Context ID	On Scan Move to Context
Pack by Lot No.	UnpackedLotNo	
Pack by Batch No.	UnpackedBatchNo	
Find Pack via Pack No.	FindPackViaPackId	
Search via Tracking No.	FindPackViaTrackingNo	
Search via Addit.I Ref.	FindPackViaAddRef	
Pack Weight Scan	PackWeightScan	

URL Configuration

Automatically Load a Shipment

To set an output transaction such as a shipment to automatically load when you open Scan, Pack and Ship, add the attribute autoLoadOutput to the URL with a value of autoLoadOutput=true. Next, specify the criteria for the loaded output transaction using one or more of the following parameters:

Criteria for Loaded Output Transaction

Criteria	URL Attribute
Client	outputClient
Consignor	outputConsignor
Reference	outputReference
Despatch Number	outputDespatchNumber
Order Number	outputOrderNumber
Other Reference	outputOtherReference
Invoice Number	outputInvoiceNumber
Invoice 2 Number	outputInvoiceNumber2
Buyer Reference	outputBuyersReference
Customs Reference	outputCustomsRef
Master Air Waybill	outputMasterAirWaybill
House Air Waybill	outputHouseAirWaybill
Booking Number	outputBookingNumber
Forwarders Number	outputForwardersRef

Criteria	URL Attribute
Additional Reference	outputAdditionalReference

Automatically Load an Order

To set an input transaction such as an order to automatically load when you open Scan, Pack and Ship, add the attribute `autoLoadInput` to the URL with `autoLoadInput=true`. Next, specify the criteria for the loaded input transaction using one or more of the following parameters:

Criteria for Loaded Input Transaction

Criteria	URL Attribute
Client	inputClient
Consignor	inputConsignor
Reference	inputReference
Despatch Number	inputDespatchNumber
Order Number	inputOrderNumber
Other Reference	inputOtherReference
Invoice Number	inputInvoiceNumber
Invoice 2 Number	inputInvoiceNumber2
Buyer Reference	inputBuyersReference
Customs Reference	inputCustomsRef
Master Air Waybill	inputMasterAirWaybill
House Air Waybill	inputHouseAirWaybill
Booking Number	inputBookingNumber
Forwarders Number	inputForwardersRef
Additional Reference	inputAdditionalReference

Extra Exit Links

To exit the Scan, Pack and Ship page, use the function `controlledWebPageExit` as the default exit function. This function handles page state on exiting the page using a configured URL. You can also configure the function `controlledWebPageExitWithShipmentKeyParam`, which appends the shipment search parameter within the URL.

The parameters are:

- `outputConsignor`

- outputReference
- outputDespatchNumber

Screen Rendering

Using the system value UI_CALLBACK_AFTER_RENDER, you can configure an optional JavaScript function declaration to alter the page layout and to perform additional processing or additional configuration. The function is called after the page has been rendered.

Default Focus

You can set the default focus when you open the page. In the example, the default focus is set to the barcode scan field.

```
var barcodeScan = Ext.getCmp(\"barcodeScan\");

if (barcodeScan ){

barcodeScan.focus(true, true);

}
```

Auto Action on Loading a Transaction

Using the pageInfo object member loadOutputTranCallback, you can configure a function to automatically execute on loading a transaction. You can also configure preconditions to this action. In this example, the auto pack button is configured to be executed on loading a transaction and the logic is not to run when the pack count is greater than one.

```
pageInfo.loadOutputTranCallback = {

fn : initiateBtnActionOnShipmentLoad,

disableOnPositivePackCount : true,

id : \"autoPackItemsMaxProductBtnId\"

};
```

Note The members used to configure the loadOutputTranCallback object are displayed in the "*Object Members*" table.

Auto Action on Changing All Items Packed State

Using the pageInfo object member itemPackingCallback, you can configure a function to automatically execute when the "All items packed" state of a shipment changes during the packing process. You can also configure preconditions to action. In this example, the shipment tasks button is executed when the "All items packed" state changes. A precondition is configured so that the logic is only executed when all items have been packed.


```

pageInfo.itemPackingCallback = {

fn : initiateBtnActionOnItemPacking,

allItemsPacked : true,

id : \"shExtnBtn1Id\"

};

```

Note The members used to configure the itemPackingCallback object are displayed in the "*Object Members*" table.

Full Auto Action Example

The following is an example of the system value configuration using the code snippets in the previous sections.

```

function (){

var barcodeScan = Ext.getCmp(\"barcodeScan\");

if (barcodeScan ){

barcodeScan.focus(true, true);

}

pageInfo.loadOutputTranCallback = {

fn : initiateBtnActionOnShipmentLoad,

disableOnPositivePackCount : true,

id : \"autoPackItemsMaxProductBtnId\"

};

pageInfo.itemPackingCallback = {

fn : initiateBtnActionOnItemPacking,

allItemsPacked : true,

id : \"shExtnBtn1Id\"

};

}

```

Configure the objects `loadOutputTranCallback` and `itemPackingCallback` using the members in the table below.

Object Members

Member	Purpose
<code>fn</code>	Holds a reference to the function. This member is mandatory.
<code>id</code>	Holds a reference to the button. This member is mandatory.
<code>disableOnPositivePacks</code>	Activates a precondition check that determines whether the shipment contains no packs before the configured button handler is executed.
<code>disableOnZeroPacks</code>	Activates a precondition check that determines whether the shipment contains one or more packs before the configured button handler is executed.
<code>readOnlyDisable</code>	Activates a precondition check that determines whether the shipment is loaded in read-write mode before the configured button handler is executed.
<code>enableOnShipmentStatus</code>	Lists the shipment statuses for which the button handler is executed. The button is only executed when the shipment is equal to one of these statuses. If this member is not included in the configuration, the shipment status is not considered when determining whether to execute the button.
<code>enableStatusList</code>	Lists the pack statuses for which the button handler is executed. The button handler is only executed when all packs on the shipment have one of these statuses.
<code>allItemsPacked</code>	Activates a precondition check that determines whether all items on the shipment have been packed before the configured button handler is executed.
<code>hasUnpackedItems</code>	Activates a precondition check that determines whether all items on the shipment have not been packed before the configured button handler is executed.

Consolidate and Ship

Before reading this section, please read [Scan, Pack and Ship on page 400](#). Nearly all the details on configuring Consolidate and Ship are covered in that section because the system values used to configure the functionality and barcode setup are similar. In addition, read [Consolidate and Ship on page 134](#) for details on user steps to build consolidations and perform short shipping.

This section describes possible scenarios where an organization would use Consolidate and Ship. It also covers the system values that are different from the Scan, Pack and Ship values.

There are several ways of using Consolidate and Ship functionality. For example, you can use it to:

- Build and ship consolidations transactions, such as building a consolidation shipment from multiple orders for packing later. This function is used along with Consolidation Packing.
- Short ship a shipment. You can remove a currently unavailable item from a shipment to allow the other items to be delivered on time. The removed item is then added to a new transaction for backordering or it is consolidated onto an existing transaction. Short shipping is used along with Standard Packing mode

The system value category used to configure Consolidate and Ship is SNPKCP. To create this category, set the following program parameter and category:

```
systemConfigCategory=SNPKCP
```

You can copy the full set of system values you use for SNPKSH or any other category to SNPKCP. Next, configure the system values you have copied to suit your needs. Finally, configure the few system values that are unique to the Consolidate and Ship page.

Building Consolidations

One way you can use Consolidate and Ship is to build consolidations by doing Consolidation Picking. Consolidation Picking enables you to combine orders or some other type of transaction for packing and shipment later.

Its administration functions similar to Consolidation Packing. The difference is that Consolidation Packing packs the orders into shipments. Consolidation Picking does not pack any orders for shipment. It simply combines them for storage purposes or in preparation for packing later.

For example, some organizations deal with hazardous goods. Different laws restrict what goods can be shipped together. Therefore, the organization can decide to stage goods at a consolidation point before packing to help ensure that no more hazardous material can go onto a shipment than is legally allowed.

As with Consolidation Packing, you can restrict the orders that a user can consolidate by choosing transaction attributes that must be the same. Criteria can include:

- The orders are requested through the same customer account.
- The ship-to address is the same.
- The orders are requested at around the same time.
- The carrier is the same

Consolidate and Ship allows you to choose if you want to create shipments from orders at picking stage or later during packing. You have the same freedom of choice to decide when to capture barcode information or serial numbers. You can jump from the Consolidate and Ship page to the Scan, Pack and Ship page by setting up the system value EXTRA_EXIT_LINKS_CONFIG as follows:

```
{
  "width" : "160",
  "links" : [{
    "label" : "Packing",
    "url" : "scan-pack-ship.htm?systemConfigCategory=SNPKCS",
    "exitFn" : "controlledWebPageExitWithShipmentKeyParam"
  }]
}
```

You can set this system value to link to any Consolidation Packing option. For more information, see the Consolidation Picking section in [Consolidation Packing on page 407](#).

Consolidation Picking System Values

There are nine system values unique to Consolidate and Ship that you use for performing consolidations. The system values and their use are described in the table below.

Consolidation Picking System Values

System Value	Details
CONSOLIDATION PICKING MODE	In consolidation mode, this system value determines if you are packing as you add items to the consolidation. If set to NO, items are added to the consolidation and automatically packed. If set to YES, items are

System Value	Details
	added to the consolidation and not packed. By default, the value is NO.
NEW_CONSOL_SHIPMENT_TYPE	This system value holds the shipment type assigned to the new consolidation shipment that is created. Where no value is specified, the new consolidation shipment is assigned the shipment type of the first order associated with the shipment.
NEW_CONSOL_SHIPMENT_TYPE {Order shipment type}	This system value holds the shipment type assigned to the new consolidation shipments that are created. This system value allows you to assign a shipment type to the consolidation based on the shipment type of the first order associated with the shipment. Where no matching system value is found, the default value under NEW_CONSOL_SHIPMENT_TYPE is applied. If this value is also blank, the new consolidation shipment is assigned the shipment type of the first order associated with the shipment.
SHOW_INPUT_LINK_ON_PICKSLIP	This system value enables you to build in a link to the transaction that each item on the consolidation came from. It is useful for information and tracking purposes. However, this functionality does affect performance due to the cost of identifying and displaying this information.
PICK_BY_LOT	PICK_BY_LOT is used to determine whether lots are used during the consolidation picking process. This value behaves in the same way as PACK_BY_LOT.
PICK_BY_SERIAL_NUMBER	PICK_BY_SERIAL_NUMBER is used to determine if serial numbers are to be used during the consolidation picking process. This value behaves in the same way as PACK_BY_SERIAL_NUMBER.
PICKING_RECORD_SERIAL_NUMBER	This system value determines if serial numbers for item lines that are marked AT_SHIPPING_CAPTURE are captured during the picking process or later at packing time. If you want to capture them during picking, set this value to YES. Where the value is set

System Value	Details
	to YES, the user is prompted for the serial numbers during the picking process. The default value is NO, delaying the capturing of the serial numbers until packing.
NEW_INPUT_SHIPMENT_TYPE	This system value specifies the transaction type to apply to the new consolidation. To enable the user to move order lines from one shipment to another, the current shipment must be enabled as a consolidation shipment. The system must create a replica picking shipment from which the current consolidation shipment is composed. This system value holds the shipment type to assign to the new replica picking shipments that are created. Where no value is specified, the new replica picking shipment is assigned the shipment type of the associated consolidation shipment.
NEW_INPUT_SHIPMENT_TYPE { shipment type}	This system value is similar to the NEW_INPUT_SHIPMENT_TYPE system value but allows you to configure the replica picking shipment transaction type based on the shipment type currently assigned to the consolidation shipment.

Consolidations and Short Shipping

When you remove an item from a shipment, the outstanding item is displayed in QAD GTTE as an unassigned consolidation. You can add it to a new transaction for backordering. When the item becomes available, it can be consolidated onto another shipment.

Depending on your workflow, you may remove items as you pack. In this case, create a link to the Scan, Pack and Ship page from Consolidate and Ship. Set up the system value EXTRA_EXIT _LINKS_CONFIG as follows:

```
{
  "width" : "160",
  "links" : [{
    "label" : "Packing",
    "url" : "scan-pack-ship.htm?systemConfigCategory=SNPKSH",
    "exitFn" : "controlledWebPageExitWithShipmentKeyParam"
```

```
}}
```

```
}
```

You can set this system value to link to any Standard Packing option. For more information, see the Short Shipping section in [Standard Packing on page 401](#).

Short Shipping System Values

There are five system values unique to Consolidate and Ship that you use when Short Shipping. The system values and their use are described in the table below.

Short Shipping System Values

System Value	Details
CONSOLIDATION PICKING MODE	In consolidation mode, this system value determines if you are packing as you add items to the consolidation. If set to NO, items are added to the consolidation and automatically packed. If set to YES, items are added to the consolidation and not packed. By default, the value is NO.
SHOW_INPUT_LINK_ON_PACK_LINE	This system value enables you to view the item line (Item Line Number) that is linked to the pack line. It is useful for information and tracking purposes. However, identifying and displaying this information affects performance.
PICK_BY_LOT	PICK_BY_LOT is used to determine whether lots are used during the consolidation picking process. This value behaves in the same way as PACK_BY_LOT.
PICK_BY_SERIAL_NUMBER	PICK_BY_SERIAL_NUMBER is used to determine if serial numbers are to be used during the consolidation picking process. This value behaves in the same way as PACK_BY_SERIAL_NUMBER.
PICKING_RECORD_SERIAL_NUMBER	This value determines if serial numbers for item lines that are marked AT_SHIPPING_CAPTURE are captured during the picking process or later at packing time. If you want to capture them during picking, set this value to YES. Where the value is set to YES, the user is prompted for the serial numbers during the picking process. The default

System Value	Details
	value is NO, delaying the capturing of the serial numbers until packing.

Inquiry

Note The Using Base section contains a description of the Inquiry functionality from a user perspective. For more information, see [Inquiry on page 141](#).

As an administrator, you can configure the appearance of the Inquiry page to suit the needs of your organization. This section lists the most commonly used Inquiry system values. For a full list of the Inquiry system values, refer to [Inquiry System Values on page 543](#). For general information on viewing and updating system values, see [System Values on page 473](#).

Configuring the Inquiry Page

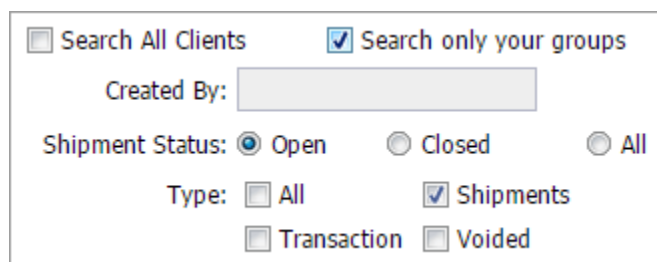
Configuring the Search Panel

Search All Clients/Search only your groups Fields

INQ:YOUR GROUPS ONLY MANDATORY

If you want to restrict users to searches within their own group, then set this system value to yes. In this case, the search option appears as in the image below. Search All Clients is not selected and Only Your Groups is selected. By default, this system value is set to no.

Your Groups Only Mandatory



The screenshot shows a configuration window for the Inquiry Search Panel. It contains the following elements:

- Two checkboxes at the top: ☐ Search All Clients and ☒ Search only your groups.
- A text field labeled "Created By:" with a gray border, indicating it is disabled.
- Three radio buttons for "Shipment Status": ☒ Open, ☐ Closed, and ☐ All.
- Four checkboxes for "Type": ☐ All, ☒ Shipments, ☐ Transaction, and ☐ Voided.

Created By Field

INQ CREATED BY FIELD DISABLED This system value is used in conjunction with INQ DEFAULT CREATED BY VALUE, and determines if you can enter a value in the Created By field. The image below shows the Created By field with a default user ID. The gray border around the field indicates that it is disabled.

Created By Field Disabled

By default, this value is set to no, which means that you can edit the Created By field. If you want this field to always contain a particular user ID, then set INQ CREATED BY FIELD DISABLED to yes and set the default user ID using INQ DEFAULT CREATED BY VALUE.

INQ DEFAULT CREATED BY VALUE

Use this system value to specify the default user ID in the Created By field. To specify the current user ID, set this value to *CURRENT. You can make the Created By field a read-only field by setting INQ DEFAULT CREATED BY FIELD DISABLED to yes.

Type Field

INQUIRY SEARCH TYPES

Use this system value to determine the types of transactions that the Inquiry search includes. The Type field in the Search panel reflects this system value. The format of the system value is a comma-separated list of entries in the format <TYPE>, <NAME>, where <TYPE> is a character representing a transaction type from option Z9, and <NAME> is a description of this transaction type, which appears as an option in the Type field. The All option is always available for the Type field.

The image below shows the Type field when the INQUIRY SEARCH TYPES system value is set to T,Transaction,S,Shipments,V,Voided.

If this system value contains an entry for transaction type S, then this option is selected, as in the image below.

Type Field

Select Criteria Field

INQ SEARCH FIELDS

This system value allows you to specify the search criteria available in the Select Criteria drop-down list.

Select Criteria Field

Shipments Panel**Shipments Grid Fields**

The INQ DYNAMIC GRID FIELDS system value allows you to dynamically show additional transaction columns in the Shipments grid.

The Inquiry screen also allows filtering over the dynamic columns that are added to the grid.

INQ DYNAMIC GRID FIELDS System Value

Category	Key	Description
ITRAX	INQ DYNAMIC GRID FIELDS	A comma-separated list of additional columns that display in the Inquiry results grid. Example: userDefinedField3,userDefinedField4,taxCode,...,flag4,bankDate

View last SQL query

The GENERIC - ALL SQL DEBUG system value allows you to display the view Last SQL query icon below the grid in the Shipments panel.

View Last SQL Query Icon

Shipments				
Client ^	Reference	Despatch Number	Despatch Date	Compliance Status
STGL	S00125999	0	11/09/2015	U
STGL	S00125880	0	11/09/2015	U
STGL	M223554	0	07/12/2016	
STGL	8160285	0	06/21/2016	FA
STGL	8000814	0	06/07/2016	
STGL	62982099	0	06/13/2016	U
STGL	1000229	0	04/28/2016	PA
STGL	0333081	0	06/29/2016	


 Page of 2   Per Page: 1 - 25 of 32

Maximum Export Size

The REPORT: MAX EXPORT SIZE system value allows you to limit the number of rows that you can export from the search results generated by clicking the Search and Export button.

REPORT: MAX EXPORT SIZE System Value

Category	Key	Description
ITRAX	REPORT: MAX EXPORT SIZE	Specify the maximum number of rows that it is possible to export to Excel from the Inquiry search results grid. Example: 100000

Shipment Line Details Panel

Documents Tab

The INQ DOCUMENTS PRINTED ONLY and INQ DOCUMENTS HIDDEN DOCS system values allow you to determine the documents that appear in the Documents tab.

Documents Tab with Documents

Packages Items Documents Parties Charges Errors Texts					
Document		Search			
		Document Type	Document	Image	Description
		00	INV1E		
		01	PACK1		
		50	UPS_DOM		

Packages Tab

The [CARRIER_CODE]: TRACKING SITE system value allows you to add links to Tracking Web pages provided by carriers.

Package Tab with Tracking Link

Packages Items Documents Parties Charges Errors Texts					
Tracking Number		Search			
	Pack Number	Pack Type	Tracking Number	RFID Tag	
	1000003124	LETTER	1Z1234510400457731		

Adding Dynamic Fields to the Inquiry Screen

Use dynamic fields to add extra predefined fields to the **Inquiry** screen. You can add dynamic fields using the system value INQ DYNAMIC GRID FIELDS. For the list of dynamic fields, see [List of Dynamic Fields on page 549](#).

1. Open the **System Values** screen (menu option FNDCY3).
2. Click the Database tab.
3. In the Category field, enter the category ITRAX.
4. In the Key field, enter the key INQ DYNAMIC GRID FIELDS.
5. Click Search.
6. Navigate to the INQ DYNAMIC GRID FIELDS system value, then double-click the Value field.
7. In the Value field, enter the names of the dynamic fields from [List of Dynamic Fields on page 549](#) that you want to add to the **Inquiry** screen; for example, taxCode,bankDate. Separate the fields by commas. Do not add spaces between the values.
8. Click Update.
9. Ensure the In Use field is set to true.
10. Open the **Inquiry** screen (menu option REPORT).

11. Scroll to the right of the grid in the Transactions panel. You and other users should be able to see the new dynamic fields at the end of the grid.

Filtering by Dynamic Fields on the Inquiry Screen

You can use dynamic fields as filters on the **Inquiry** screen.

1. Open the **Inquiry** screen (menu option REPORT).
2. In the Search panel, from the Select Criteria dropdown menu, select a dynamic field that is defined in the [INQ DYNAMIC GRID FIELDS system value on page 463](#).
3. Optionally, to add another dynamic field as a filter, repeat Step 2.
4. Hover over the gray dynamic field bubble or bubbles that were added to the Search panel when you selected the criteria; for example, Tax Code. A new dropdown menu is displayed.
5. From the dropdown menu, select equals, contains, starts with, or ends with.
6. In the field on the right of the dropdown menu, enter a value to filter the transactions by.
7. Optionally, to remove the filter, click the x on the bubble you want to remove.
8. To filter the results in the Transactions panel by the dynamic field values, click Search.

Manual Shipment

Before configuring Manual Shipment, it is recommended that you read [Manual Shipment on page 153](#) for a description of how the manual shipment functionality works from a user perspective. There are three ways of implementing manual shipment functionality in the Web UI, as shown in the table below.

Manual Shipment Functionality

Implementation Option	Features
Stand-alone Manual Shipment Screen (MANSH)	A stand-alone page that enables you to create a shipment in QAD GTTE.
Workflow Task	A pop-up in Workflow that allows you to create a manual shipment.
Desktop Shipping	Desktop Shipping is outside the scope of this document. See TMS documentation for more details.

Stand-alone Manual Shipment Page

The stand-alone manual shipment functionality, option MANSH, captures partner and product information and enables you to create a shipment. For the functionality to work, it requires a listener. An XML message containing the shipment details is created, and the Progress4GL listener creates the manual shipment. This listener should already be set up for you. The manual shipment page allows users to create a shipment by completing the fields displayed in the image below.

Default Create Manual Shipment Page

Manual Shipment **Details**

Consignor: A9901 [Show Address Details](#)

Ship To: [Show Address Details](#)

☒ Overwrite Address

Consignee:

Contact:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Consignee Country:

Order Number:

Buyers Ref No:

Service/Route:

Despatch Date: 15/3/2024

Shipment Type: EX [Show Address Details](#)

Sold To: [Show Address Details](#)

☒ Overwrite Address

Name:

Contact Name:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State/Province:

Phone:

Postal/Zip Code:

Customer Country:

Delivery Terms:

Carrier:

Transport Mode:

Currency:

+ -

Remove ☐ Item

Code: Description: [Show Product Details](#)

Quantity: 0.0 PCS Price: 0.0 Weight: 0.0

Volume: 0.0 Size: 0.0 x 0.0 x 0.0

[Clear](#) [Next](#)

Stand-alone Manual Shipment Page System Values

The image above shows the default layout of this page. Although some of the fields on this page are mandatory, you can add or remove a number of fields from the Create Manual Shipment page. You can tailor the page to suit the needs of specific users or clients, and you can specify default values for a field. For example, if a user always creates EX type shipments, the Shipment Type field could default to EX for convenience.

You can change the appearance of a field by accessing the associated system value in the Windows UI or Web UI. The table below lists the system values that you can edit to change the appearance of the stand-alone manual shipment page.

System Values for Stand-alone Manual Shipment Page

Key	Category	UI Availability
DEFAULT SHIPMENT TYPE	SHIPMENT	Windows
DEFAULT CURRENCY	SHIPMENT	Windows
DEFAULT CONSIGNOR	SHIPMENT	Windows
SHOW MANU SHIP SPS TAB	ITRAX	Windows

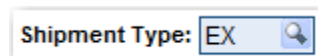
Key	Category	UI Availability
MANUAL SHIPMENT HEADER 1	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT HEADER 2	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT DETAILS 1	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT DETAILS 2	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT FOOTER 1	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT FOOTER 2	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT SHOW DETAILS 1	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL SHIPMENT SHOW DETAILS 2	Manual Shipment Settings or ITRAX	Web or Windows
MANUAL URL	ITRAX	Windows

See [System Values on page 473](#) for more information on how to edit system values.

DEFAULT SHIPMENT TYPE

This value determines the contents of the Shipment Type field in the second column of the Create Manual Shipment page. By default, this field is left blank. If you want it to default to a particular shipment type, enable the In Use option and enter a shipment type in the text box.

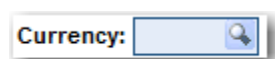
Shipment Type Field



DEFAULT CURRENCY

This value determines the contents of the Currency field in the second column of the Create Manual Shipment page. You can set this value to any valid currency.

Currency Field



DEFAULT CONSIGNOR

This value determines the contents of the Consignor field in the first column of the Create Manual Shipment page. By default, this field is left blank. If you want it to default to a particular consignor, enable the In Use option and enter the code for the consignor in the text box.

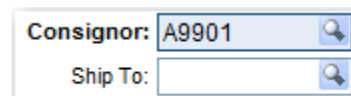
Consignor



MANUAL SHIPMENT HEADER 1

This value determines if the Consignor and Ship To fields appear in the first column of the Create Manual Shipment page. By default, both fields are displayed and the Value field contains the values CONSIGNOR,SHIPTO. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove both fields from the page, set the value to *NONE.

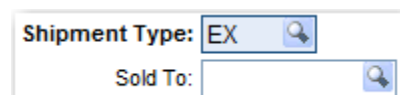
Manual Shipment Header 1 Fields



MANUAL SHIPMENT HEADER 2

This value determines if the Shipment Type and Sold To fields appear in the first column of the Create Manual Shipment page. By default, both fields are displayed and the Value field contains the values SHIPMENT_TYPE,SOLDTO. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove both fields from the page, set the value to *NONE.

Manual Shipment Header 2 Fields



MANUAL SHIPMENT DETAILS 1

This value determines the ship to address fields that appear in the first column of the Create Manual Shipment page. By default, all fields are displayed and the Value field contains the values CONSIGNEE,CONTACT,ADDRESS_1,ADDRESS_2,ADDRESS_3,ADDRESS_4,CITY,STATE-PR OVINCE,PHONE,POSTAL-ZIP-CODE,CONSIGNEE_COUNTRY. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove all fields from the page, set the value to *NONE.

Manual Shipment Details 1 Fields

Consignee:	<input type="text"/>
Contact:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Phone:	<input type="text"/>
Postal/Zip Code:	<input type="text"/>
Consignee Country:	<input type="text"/>

MANUAL SHIPMENT DETAILS 2

This value determines the sold to address fields that appear in the second column of the Create Manual Shipment page. By default, all fields are displayed and the Value field contains the values NAME,CONTACT_NAME,CUST_,ADDRESS_1,CUST_ADDRESS_2,CUST_ADDRESS_3,CUST_ADDRESS_4,CUST_CITY,CUST_STATE-PROVINCE,CUST_PHONE,CUST_POSTAL-ZIP-CODE,CUSTOMER_COUNTRY. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove all fields from the page, set the value to *NONE.

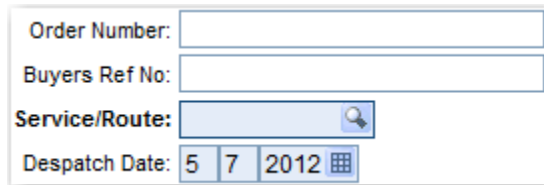
Manual Shipment Details 2 Fields

Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Phone:	<input type="text"/>
Postal/Zip Code:	<input type="text"/>
Customer Country:	<input type="text"/>

MANUAL SHIPMENT FOOTER 1

This value determines the fields that appear below the ship to address in the second column of the Create Manual Shipment page. By default, all fields are displayed and the Value field contains the values ORDER_NUMBER,BUYERS_REFNO,SERVICE-ROUTE,DESPATCH_DATE. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove all fields from the page, set the value to *NONE.

Manual Shipment Footer 1 Fields

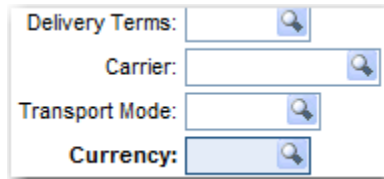


A screenshot of a web form titled 'Manual Shipment Footer 1 Fields'. It contains four input fields: 'Order Number:' (text), 'Buyers Ref No:' (text), 'Service/Route:' (text with a search icon), and 'Despatch Date:' (date picker showing 5/7/2012).

MANUAL SHIPMENT FOOTER 2

This value determines the fields that appear below the sold to address in the second column of the Create Manual Shipment page. By default, all fields are displayed and the Value field contains the values DELIVERY_TERMS,CARRIER,TRANSPORT_MODE,CURRENCY. To remove a field from the Create Manual Shipment page, remove the value from this list. To remove all fields from the page, set the value to *NONE.

Manual Shipment Footer 2 Fields



A screenshot of a web form titled 'Manual Shipment Footer 2 Fields'. It contains four input fields, each with a search icon: 'Delivery Terms:', 'Carrier:', 'Transport Mode:', and 'Currency:'.

MANUAL SHIPMENT SHOW DETAILS 1

This value determines if the Overwrite Address field in the first column of the Manual Shipment page is selected. By default, this field is selected. To clear the field, select no from the Value list on the System Value Setup page in the Web UI.

MANUAL SHIPMENT SHOW DETAILS 2

This value determines if the Overwrite Address field in the second column of the Manual Shipment page is selected. By default, this field is selected. To clear the field, select no from the Value list on the System Value Setup page in the Web UI.

MANUAL URL

When a shipment is created, the results page shows the generated shipment reference number. This number is associated with a hyperlink. The hyperlink can be configured using this system value. The value allows a number of substitution tokens that are replaced with the shipment details.

<client> (e.g. "TGL")

<transactionclient> (e.g. "STGL")

<reference>

<consignor>

To link to the Inquiry page, the hyperlink value needed is:

/precision/servlet/controller?update=Update&method=get&style=inquiry-header
&uid=tx-;;;0&request=Shipment

Pop-up in Workflow Workbench

To add a button to the workflow toolbar that allows you to invoke the Manual Shipment page from Workflow, add the following to the TOOLBAR - S system value:

label:Manual Shipment;tooltip:Create Manual
Shipment;option:WFONWS;icon:icon14;width:900;height:600

Workflow System Values

The Manual Shipment page in Workflow can also be adjusted by using system values. The possible changes are documented here. Other changes to this page are not possible at this time. For an explanation of this page from a user perspective, see [Creating a Manual Shipment in the Workflow Portal on page 157](#).

System Values for Standalone Manual Shipment Page

Key	Category	UI Availability
CREATESHIPMENT- [TEMPLATENAME]	ITRAXSTORE	Windows
CREATE - ONCE OFF CODE	Workflow Portal or WORKLOAD	Web or Windows
CREATE - WEIGHT FORMAT	Workflow Portal or WORKLOAD	Web or Windows
UOM - DEFAULT PROD	SYSTEM	Windows
UOM - DEFAULT MASS	SYSTEM	Windows

Key	Category	UI Availability
UOM - DEFAULT VOLUME	SYSTEM	Windows
DEFAULT CURRENCY	SYSTEM	Windows

CREATESHIPMENT-[TEMPLATE NAME]

Details of a saved template are stored in this system value. The system value key corresponds to the template name. Templates are saved at a user level and are only available to that user by default. To make a template global, copy the user level system value.

CREATE - ONCE OFF CODE

This system value defines the partner code to be used as the ship-to when the shipment is a once-off shipment and the ship-to details are not set up as a record in the partner table. The default value is ONETIME.

CREATE - WEIGHT FORMAT

This system value can be set to LB or LB/OZ. If set to LB/OZ, the weight field is split in two so the user can enter a specific pounds value and ounces value. Otherwise, there is only one weight input field. The default value is LB.

UOM - DEFAULT PROD

This system value allows you to specify a default quantity unit of measure. The default value is LTR.

UOM - DEFAULT MASS

This system value sets the default for the weight unit of measure. The default value is LB.

UOM - DEFAULT VOLUME

This system value sets the default for the volume unit of measure. The default value is CF.

DEFAULT CURRENCY

This system value sets the default currency. The default value is USD.

System Values

System values allow you to configure the appearance and behavior of the Web UI. For example, you can add and remove tabs and fields, make fields read-only, or make fields default to certain values. System values also allow you to make changes to the system, such as enabling permissions. You can configure system values at group level, client level, client/user level, and user level. This online help section describes how to access and edit system values using the **System Values** screen.

System Values Screen

The **System Values** screen, menu option FNDCY3, allows you to view and update system values. It is part of the Foundation Portal.

The Foundation Portal, menu option FOUND, consists of a number of screens that you can access by clicking the corresponding link in the Foundation Menu Panel.

Most screens in the Foundation Portal, including the **System Values** screen, contain:

- A Home link to the QAD GTTE home screen.
- The Foundation Menu Panel on the left of the screen, which provides links to the Foundation screens. It is divided into a number of sections, including System Configuration, Screen Metadata, Utilities, Store, and Database. Search for Foundation screens using the Menu Search text box at the top of the panel. Collapse the Foundation Menu Panel by clicking the left arrow at the top right of the panel. Similarly, expand the Foundation Menu Panel by clicking the right arrow at the top right of the collapsed panel.
- An Information Panel, which includes:
 - A template menu, which allows you to save a combination of search, sort, and filter queries configured in the browse grid and search panel. These queries determine the results that display in the browse grid. To save a template, click the check icon. To select an existing template, click the arrow in the Select a Search Template field and then click the template that you want.
 - A search panel, which allows you to search the records in the browse grid based on key attributes. To search records, complete one or more of the search fields and click the Search button, or press Enter in a search field. Search results display in the browse grid. Search fields accept wildcard searches (*). To clear the search field, click the Clear button.
 - A browse grid, which contains records relevant to the particular Foundation screen that you are on; for example, system values. The records in the grid depend on the search criteria specified in the search panel. In some Foundation screens, the grid includes a column with a button to access sub-options relevant to the type

of record; for example, each record in the Locales grid includes a Locale Documents sub-option. There are no sub-options available for system value records. Grid columns provide filter and sort options, which allow you to narrow down search results. You can also move columns around or hide columns in the grid. For more information, see the detailed explanations of this functionality in the [FBAP Portal on page 1325](#) section of the help.

- A toolbar, which relates to the browse grid content. It displays the number of results pages returned in a search, and allows you to perform actions on one or more records.

Use the search panel to search for system values by category, key, user, client, environment, group, value, and the last user who modified them. Search results appear in the browse grid.

The columns that you can make visible in the grid of system values are listed in the following table.

System Values Grid Columns

Field	Description
Category	The category associated with the system value.
Key	The key associated with the system value
Value	The value assigned to the system value. When the system value exists in the database, the In Use field is set to true, and the value field is blank, the default value for the system value applies.
User	The user associated with the system value. For more information, see System Value Granularity on page 476 .
Client	The client associated with the system value. For more information, see System Value Granularity on page 476 .
Group	The group that the system value is associated with, if applicable. For more information, see System Value Granularity on page 476 .
In Use	This field must be selected for the system value to take effect. To disable the system value, clear this field.
Environment	The environment that the system value relates to.
Last Modified User	The user who most recently modified the system value.
Last Modified ID	The ID of the user who most recently modified the system value.

Field	Description
Last Modified Time	The time when the system value was most recently modified.
Last Modified Date	The date when the system value was most recently modified.

To copy or delete a system value, select the system value in the grid and click the appropriate button in the toolbar below the grid.

To update a system value, double-click the relevant row in the grid or select the row and click the appropriate button in the toolbar below the grid. In the Update System Values dialog, edit the appropriate fields and click Save. A message appears at the top of the screen to advise you that the system value and the cache were updated successfully

Important After you update a system value, in a multi-instance environment, ensure that you clear the system value cache so that your update takes effect. To clear the system value cache, go to **Clear Caches**, menu option ADMIN, and click the Clear System Value Cache button. In a single-instance environment, you don't have to clear the cache manually. If you are unsure if your environment is a single-instance or multi-instance environment, check with your administrator.

To create or update the system value rule, select the system value in the grid and click the Edit Rule button in the toolbar below the grid. When you click Edit Rule and the rule does not already exist, the Create System Value Rule pop-up dialog opens. When you click Edit Rule and the rule already exists, the Update System Value Rule pop-up dialog opens. Complete and save the field values:

Category

This field is read only and displays the system value category.

Key

This field is read only and displays the system value key.

Description

The system value description.

Note

A note related to the system value.

Value Type

The acceptable value type for the system value.

Maximum Length

The maximum length, in characters, of the system value.

Maximum Decimals

The maximum decimal

User Level

If this system value is at the user level, this field is selected.

Mandatory

If this system value is mandatory, this field is selected.

Important GTTE supports only one system value rule for each system value, even if that system value has multiple values at different levels of granularity. You can create or update the system value rule by selecting any of the related system values. After you create the system value rule, it is not possible to delete it.

The Edit Template button in the toolbar below the grid allows you to update the system values that control the Desktop Shipping templates. For more information, see [Setting Up Desktop Shipping Wizard Steps on page 1684](#).

System Value Granularity

You can set system values at different levels of granularity. System values applied at lower levels of granularity override system values at higher levels of granularity

System Value Granularity

Granularity	Level	Scope
Lowest	Client and user	A client/user level system value allows you to assign different values to a system value for a user depending on the client the user chooses when logging in. System values created at this granularity apply only to the specific user who has logged in for the specific client, and as such are very specific in their application.
	User	A user-level system value applies to a particular user regardless of the client that they specified on login. You can specify the user associated with the system value using the User field in the Category Values table.
	Group and client	A group/client level system value allows you to assign different values to a system value for a user group depending on the client that member of the user group chooses when logging in.
	Client	A client system value applies to all users logged in using a particular client. You can

Granularity	Level	Scope
		specify the client associated with the system value using the Client field in the Category Values table.
	Group	<p>A client system value applies to all users logged in using a particular client. You can specify the client associated with the system value using the Client field in the Category Values table.</p> <p>Group-level system values are very useful when there are a few distinct groups of users for which a system value applies, and there are a large number of users in the organization; for example, the popular links that appear on the home page for regular users may differ from the links for users with higher privileges. Rather than setting up the link system values for each user, you can use two user groups along with a single system value for each of these groups.</p>
Highest	Global	If there is no client, group, or user associated with a system value, then it applies to all users.

System Value Groups

To create a system value at the group level, create the user group in option GU and set the User Group Responsibility Field to `SYSTEM_VALUE_GROUP`. For more information on creating user groups, see the [Creating a User Group for a Permission Set](#) section in [Configuring Permissions on page 249](#).

Translations

The translations facility allows translation administrators to change the text strings—also known as literals—that appear in the UI. There are a number of different ways to use the translations facility:

- Replace English terms in the UI with other English terms; for example, your organization uses the word *delivery* instead of *shipment*.
- Create new non-English languages. You can create a language based on one of the non-English core language packs.
- Include translations for UI customizations. For example, you add a button and tooltip for a task within the Workflow page; the translations facility allows you to add a translation for the button label and tooltip. This capability is an advanced feature.

You can add a translation on one of three levels:

- **System level:** Changes apply throughout the UI. All pages support this feature.
- **Page level:** Changes apply to the current page only. Use this option if the translation is context-specific and the general translation is insufficient to convey understanding. Not all pages support this feature.
- **Widget attribute level:** Changes apply to the current widget or page element only. For example, you want to increase the size of a button to better display the action text for a given language. This capability is an advanced feature and beyond the scope of this document.

Language Pack and Deployment

Translation literals are loaded into the database using XML content files. When the Web UI is installed, a language pack exploded WAR file is deployed in the JBoss deploy folder. The LANG_PACK_DIR system value should point to this exploded WAR file at ...\\PRECISION\\WebUI\\jboss\\server\\default\\deploy\\precision-webui-translation. war

Assigning Translation Administrator Privileges

To create and edit translations, a user must have translation administrator privileges. To give users translation permissions, set the TRANSLATION_ADMIN system value to true. You can give a translator system or page-level privileges by setting the system value TRANSLATION_ADMIN_ROLE, as displayed in the table below.

System Values Related to Translations

Category	Key	Description
TRANSLATE	TRANSLATION_ADMIN	Controls whether a user has access to the translations facility. Possible values:

Category	Key	Description
		<p>true - user has access to the translations facility.</p> <p>false - user does not have access to the translations facility.</p>
TRANSLATE	TRANSLATION_ADMIN_ROLE	<p>This system value controls the level at which the user can apply translations by making certain tabs in the Translate Web UI Literals window visible. Before applying this system value to a user, set the TRANSLATION_ADMIN system value to true for that user.</p> <p>Possible values:</p> <p>GLOBAL_TRANSLATE_USER - the user has access to the System literals tab in the Translate Web UI Literals window, and translation updates apply to all of the Web UI.</p> <p>PAGE_TRANSLATE_USER - the user has access to the System literals and Page literals tabs in the Translate Web UI Literals window, and so can apply translation updates to all Web UI pages or to the current Web UI page.</p> <p>any other value (including blank, which is the default value) - the user has access to all five tabs in the Translate Web UI Literals window, and can apply translations at system and page level and modify widget attributes.</p> <p>For information on the Translate Web UI Literals window, see Translating Web UI Literals on page 483.</p>
TRANSLATE	LANG_PACK_DIR	<p>The path to the exploded language pack installed with QAD GTTE.</p> <p>Default value: ...\\PRECISION\\WebUI\\jboss\\server\\default\\deploy\\precision-webui-translation.war</p>
TRANSLATE	TRANSLATION_ADMIN_WIDGETS	<p>Controls the visibility of the INCSIDE_WIDGETS on the Translate Web UI Literals window</p>

Category	Key	Description
		<p>that you want to hide from the user. The default system value contains the full list of widgets that it is possible to hide.</p> <p>The system value is disabled by default. To enable it, set the value of the In Use field to true. You can then include the values for the widgets that you want to hide from the Translate Web UI Literals window.</p> <p>Possible values:</p> <p>createPageLiteralBtnId,editPageLiteralBtnId,deletePageLiteralBtnId,pageLiteralSeparator, ,editPageLiteralTranslateBtnId, delPageLiteralTranslateBtnId,pageLiteralTranSeparator,editPageGlobalLiteralBtnId,delGlobalLiteralTranslateBtnId,globalLiteralTranSeparator,gener ateTranFileSeparator,uploadJsLiteralTranSeparator, ,globalLiteralTranSeparator,uploadJsPageLiteralBtnId,uploadJaPageLiteralBtnId,uploadGlobalTranslationLiteralBtnId,uploadLit ortUntranslatedLiteralBtnId,exportLiteralSeparator,generateJsTrnslationFileBtnId,generateJsDynamicFileBtnId,generateTranFile eparator,generat eAllJsTranFilesBtnId,generateAllTranFilesSeparator, ,createGlobalLiteralBtnId,editGlobalLiteralBtnId,deleteGlobalLit eralBtnId,globalLiteralSeparator,editGlobalLiteralTranBtnId,delG lobalLiteralTranBtnd,globalTranLiteralSeparator, ,uploadHardcodedPageLiteralBtnId, ,translateValidateIdLengthBtnId,createWidgetOverrideBtnId,dro ColumnBtnId, editWidgetOverrideBtnId,deleteWidgetOverrideBtnId,applyAsDef faultSeparator,applyUserConfigAsDefautBtnId,psltbseparator, ,translationGlobalLiteralsPanelId,translationPageLiteralsPanelId ranslateHardcodedPanelId,translateHardcodedWidgetPanelId, uploadAllJsPageLiteralBtnId,uploadAllJsFilesSeparator</p>
TRANSLATE LANGUAGE_<LANG_	CODE-BASED	<p>Code-Based applies to languages that you create within QAD GTTE using the DL menu option. It identifies the existing</p>

Category	Key	Description
		<p>language that the new language is based on.</p> <p>Possible values: A language code representing a language stored in QAD GTTE. Languages codes are listed in the DL option.</p> <p>Example: If you create a new language based on English and assign it the language code ENX, then the associated system value is LANGUAGE_ENX_BASED_ON, and its value is ENG.</p> <p>The convention for customized languages is to end the language code with the letter X. This approach avoids conflicts with base languages during an upgrade; none of the base released languages end with X.</p>

Note To see the effect of changing the TRANSLATION_ADMIN and TRANSLATION_ADMIN_ROLE system values described in the table above, the user must refresh the Web UI page in the browser.

Note It is important to test translation changes with a user that is not configured as a translation administrator. This is because the literal data used on Web UI pages is sourced from different locations depending on whether the TRANSLATION_ADMIN system value is set to true or false.

Note When translation administration privilege is activated for a user, it puts a greater load on the database and network as each page is loaded. When there are only a few translation administration users, this additional load has a negligible effect. When there are a lot of translation administration users, this additional load can cause a significant decline in database and network performance. Therefore, consider the number of users with translation administration privilege carefully.

Creating Custom Languages

You can create a language based on one of the primary languages. Copy an existing language in the database.

Creating a Language Based on English

1. Access the DL menu option.
2. The Language page displays, with the list of languages available in QAD GTTE. Select English as the language that you want to copy.
3. Click the copy button on the menu below the table. The Language [Copy] pop-up window displays, as shown in the image below.

Language [Copy]

The screenshot shows the 'Language [Copy]' window in the QAD Online Help application. The window has a title bar with a star icon. Below the title bar, there is a search bar with 'Language' and 'Description' dropdowns, and a 'Search' button. A table lists various languages with columns for 'Language', 'Description', 'Primary language', and 'In Use'. A pop-up window titled 'Language [Copy]' is open, showing fields for 'Language' (ENG), 'Description' (English), 'Primary language' (checked), 'In Use' (checked), 'UTF-8 Language' (unchecked), 'UTF-8 Font' (empty), and 'Web Language' (en). The pop-up window has 'Copy' and 'Close' buttons at the bottom.

Language	Description	Primary language	In Use
CHI	中文 (简体) / Chinese (S)		✓
D/B	virtual field indicator		✓
DUT	Nederlands / Dutch		✓
EN2	English 2 Uppercase		✓
ENG	English		
ENX	Customer English		
ESL	Español de América Lat/S		
FRE	Français / French		
GER	Deutsch / German		
ITL	Italiano / Italian		
JPN	日本語 / Japanese		
KO	Korean		
KOR	한국인 / Korean		
LKN	Release Test Language		
PAM	Pattys Test Language		
PMU	Paul English		
PTB	Português do Brasil/Portug		
RON	Român		
RUS	Русский / Russian		
SPA	Español / Spanish		
TST	Test English		
ZHO	正體字/繁體字 / Chinese (T)		✓

Language [Copy] Pop-up Window Fields:

- Language:** ENG
- Description:** English
- ☒ Primary language
- ☒ In Use
- ☐ UTF-8 Language
- UTF-8 Font:**
- Web Language:** en

4. Complete the fields in the Language [Copy] pop-up window:

- **Client:** This field is read only.
- **Language:** Specify a language code for the new language.

Note The convention for customized languages is to end the language code with the letter X. This approach avoids conflicts with base languages during an upgrade; none of the base released languages end with X.

- **Description field:** Enter a description of the new language.

Web Language: Specify a web language code. The naming convention is to add _xx to the language abbreviation. For example, en_xx is a language built on English. This code is used as the name of the resource file containing the translations for this new language.

Primary Language: This option allows you to set your new language as the primary language. Before you select this option

for your new language, clear the Primary Language field on the original language.

In Use: If you want this language to be available in the UI, then select this option.

Now that the language has been created, you can select it from the Language drop-down menu on the QAD GTTE login page. When you log in using the new language, you can click the translation icon to edit the translations in the new language.

Note The Web UI caches languages. If you use the Windows UI to create the language record, then clear the Web UI cache before viewing the language in the Web UI. To clear the Web UI cache, in the ADMIN option, click Clear Translation Literals File.

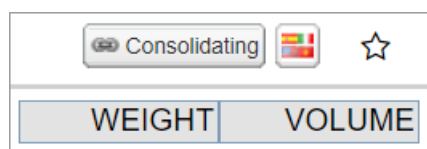
Creating a Language Based on a Non-English Language

If a language is based on English, it is based on the hard-coded page literals. However, if you are creating a language based on a primary language other than English, it is based on a language pack delivered with QAD GTTE. Therefore, in addition to the steps in *Creating a Language Based on English*, specify the relevant primary language using the LANGUAGE_<LANG_CODE>_BASED_ON system value.

Translating Web UI Literals

When you have created a language, you can log in to the Web UI using this language and update the translations of literals. When a translation administrator logs in, a translate button displays on pages that offer the translation functionality, as shown in the images below.

Translate Button on Scan, Pack and Ship Page



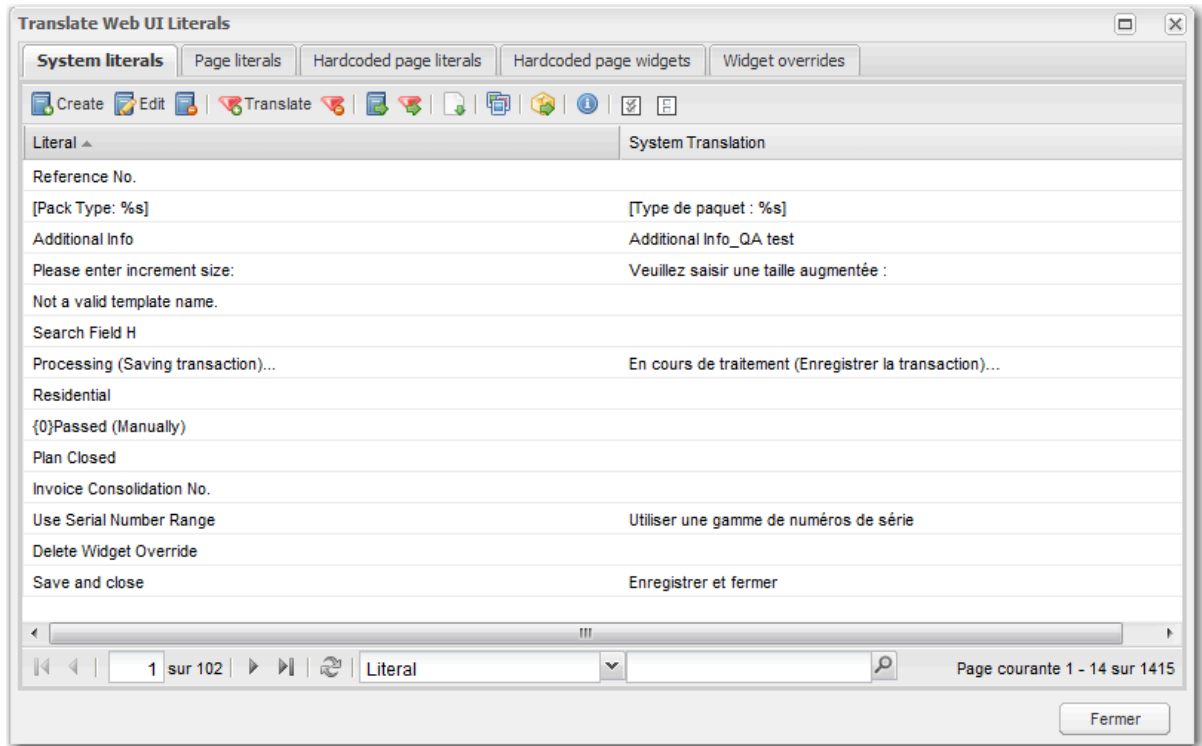
Translate Button on Workflow Portal Page



Note The translation functionality is being introduced gradually. Currently, the Login, Home, Inquiry, Desktop Shipping, and Cancel or Reprint Label pages do not support page-level translation. If a page does not display the translate button, then that page supports system-level translation only.

Click the Translate button to open the Translate Web UI Literals window.

Translate Web UI Literals



Depending on the contents of the TRANSLATION_ADMIN_ROLE system value, up to five tabs can be displayed in this window.

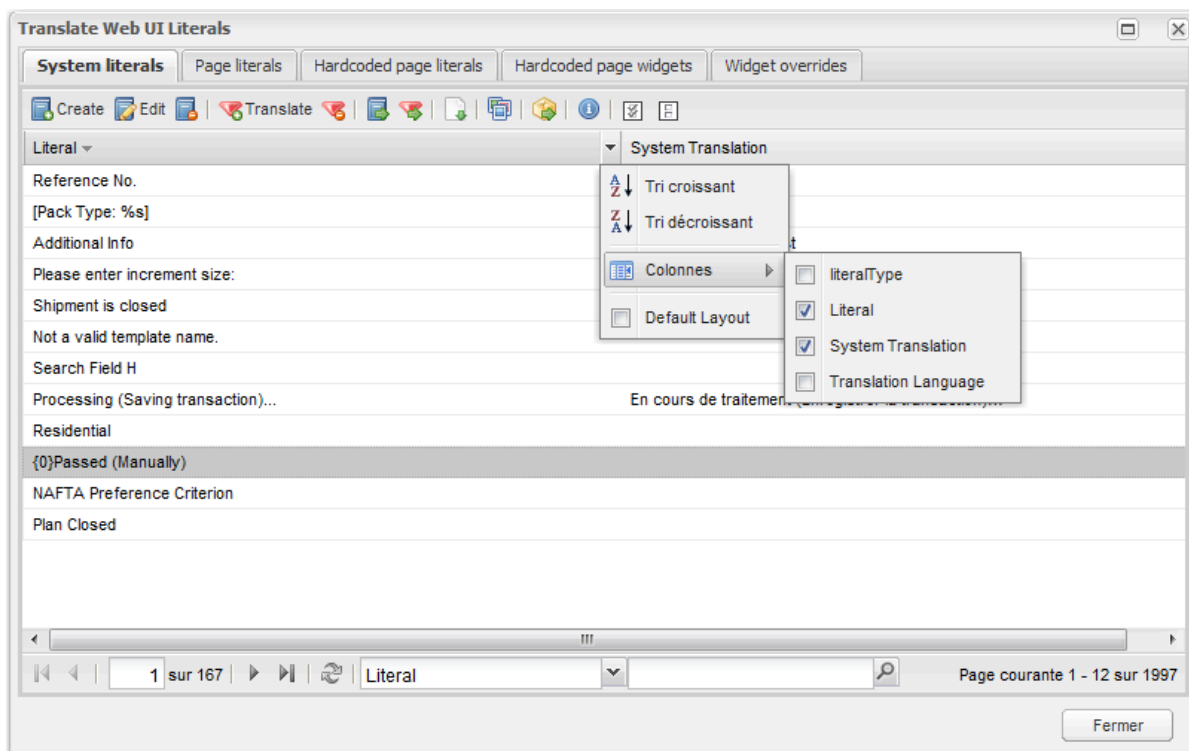
- If TRANSLATION_ADMIN_ROLE is set to GLOBAL_TRANSLATE_USER, only the System literals tab appears.
- If TRANSLATION_ADMIN_ROLE is set to PAGE_TRANSLATE_USER, the System literals and Page literals tabs appear.
- If TRANSLATION_ADMIN_ROLE is left blank, all five tabs appear, as in the image below.

Implementing a Translation Throughout the Web UI

The System literals tab lets you implement translation changes across all pages of the Web UI. This tab displays a list of system literals, along with corresponding system translations.

By default, the Literal and System Translation columns appear in the header row at the top of the list. You can configure the columns that appear. Click the arrow in any field in the header row, click Columns, and select the fields you want to display.

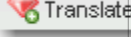
System Literals Tab Columns



If the list of system literals extends beyond one page, you can scroll through the list by clicking the left and right arrows at the bottom of the window. It is possible to search on different criteria using the drop-down search menu. This capability allows you to search through all literals or system translations. You can view a list of the literals that have no system translations by choosing No System Translation from the drop-down search menu.

There are a number of buttons above the list of system literals, which allow you to carry out different functions.

System Literal Buttons

Button	Function
	Create system literal. If you see some text on the page that does not have a corresponding system literal, you can add it to the list of system literals by clicking this button.
	Edit system literal. This option allows you to update an existing literal.
	Delete system literal. You can delete system literals that are no longer needed.
	Create/Edit system literal translation. Select a literal from the system literals table and click this button to enter a

Button	Function
	new translation in the System Translation field. The new translation appears on the page immediately, with no need to explicitly update the page.
	Delete system literal translation. You can delete system translations that are no longer necessary
	<p>Upload Java system literals from file. You can upload system literals from a file rather than creating them one by one using the Translations Web UI interface. The format of this file is as follows:</p> <ul style="list-style-type: none"> • Each literal has its own line. • There can be no leading or trailing spaces. • The # character is used for commenting. • The substitution token format {0} is used.
	Upload system translation literals from CSV file. (During the upload ',' is replaced with ','). You can upload system translations from a CSV file rather than adding them one by one using the Translations Web UI interface. Each line in this CSV file has the following format: SYSTEM LITERAL, translated literal.
	Export untranslated literals to file. This option allows you to export all untranslated literals to an Excel file. You can then add translations to the Excel file and upload them to the system.
	Generate All JavaScript Translation Files. This updates the JavaScript files for the UI, so that all users can see the latest translations.
	Upload JavaScript page literals from all files. QAD GTTE tracks the literals for translation for a specific web page. This button uploads this information into the system and displays the data as page literals. Where a corresponding system literal does not exist for a page literal, it is created as part of the upload. The system values in the category TRANSLATION that have a key that starts with JSFILE_ identify the file that is to be uploaded for the various Web UI pages or options.
	Show translation system information. This option identifies the primary language that the user language is based on. It also provides useful information for debugging purposes.
	Select system literals. This option allows you to select all the literals in the list. You may want to select the literals before

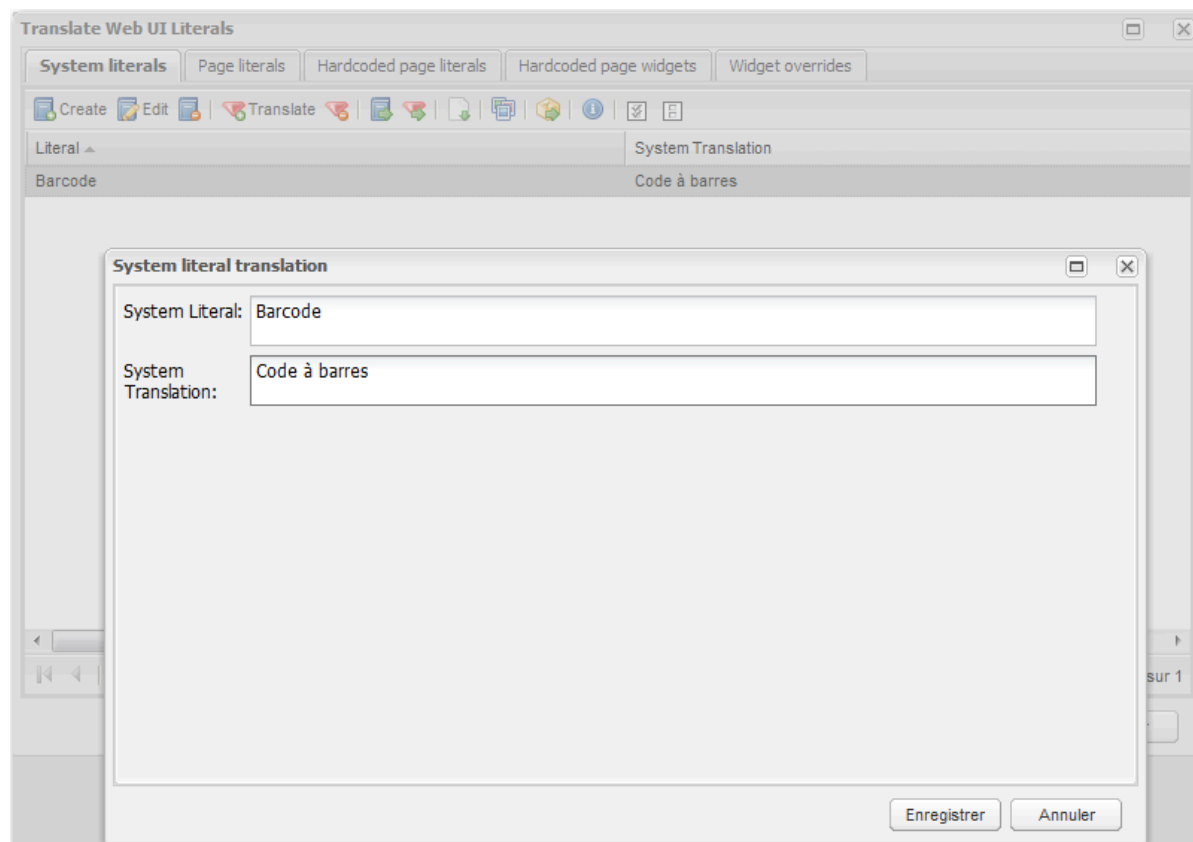
Button	Function
	performing some action, such as saving a list of literals to a file for future translation. You can select a group of literals using the Shift or Control keys.
	Deselect system literals. This option allows you to clear any selections that you have made in the list.

Translating a Literal Throughout the Web UI

To translate a literal for display throughout the Web UI:

1. In the System literals tab, select the literal that you want to translate; for example, barcode.
2. Click the Translate button and enter the new translation in the System Translate field, as displayed in the image below.
3. Click Save

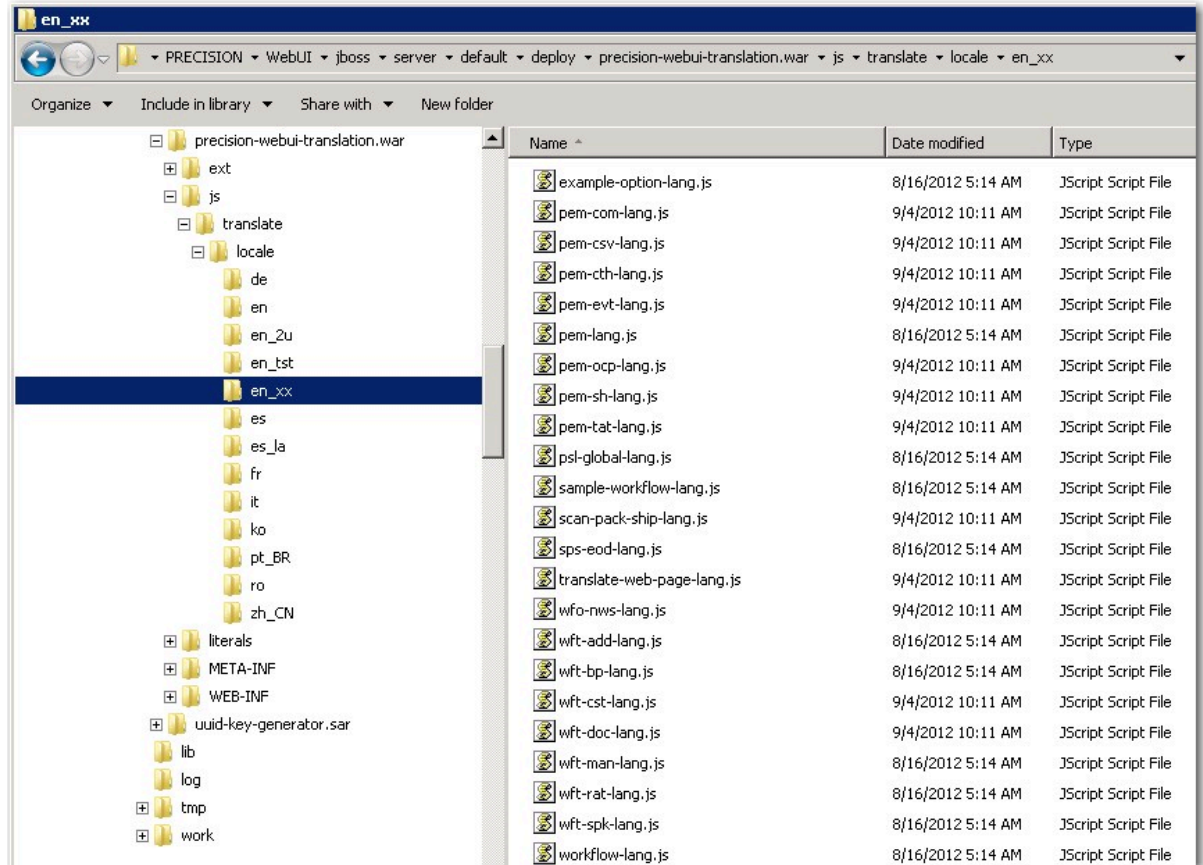
Translating a Literal Using the System Literals Tab



4. To preview the changes, use F5 to refresh the page. This option allows you to review your changes without having to restart the server, thus speeding up the translation validation process.

- As a translation administrator, the literal translations that you see on the screen are taken from the database. For all other users, literal translations are taken from resource files.

Location of Resource Files



To update the translations in the resource files to match the updated database, click the Generate All JavaScript Translation Files icon.

- The JavaScript resource files are cached by the browser. To clear this cache and make the most up-to-date translations visible in the Web UI, access the web browser history and clear the browser cache. In addition, access the ADMIN option and click Clear Translation Literals File.

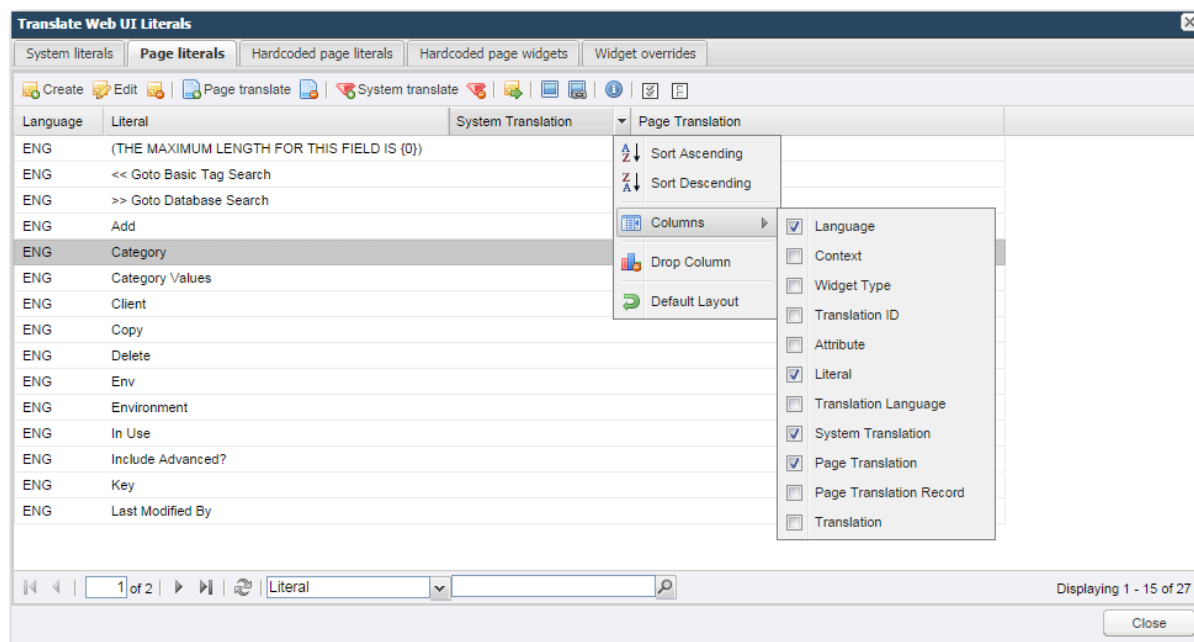
Alternatively, modify the context path within the exploded WAR folder and update the precision.properties file attribute precision.translation.url.context to point to this new context. In addition, access the ADMIN option and click Clear Translation Literals File.

Implementing a Translation on the Current Page Only

Page-level translations can be made using the Page literals tab. This tab displays a list of the system literals that appear in the current page, along with corresponding system translations and page translations.

By default, the Language, Literal, System Translation, and Page Translation columns appear in the header row at the top of the list. You can configure the columns that appear. To do this, click the arrow in any field in the header row, click Columns, and select the fields you want to display. The Context column specifies the scope of the translation. The Widget Type column specifies the level of literal.

Page Literals



You can scroll through the list by clicking the left and right arrows at the bottom of the window. You can search on different criteria using the drop-down menu below the list. This capability allows you to search through all literals, system translations, or page translations. You can also view a list of the literals that have no system translations by choosing No System Translation from the search drop-down menu. There are a number of buttons above the list of page literals, which allow you to carry out different functions.

Page Literals Buttons

Button	Function
 Create	Create page literal. This option allows you to create a page literal for hardcoded text that appears on the page.
 Edit	Edit page literal. Select the relevant literal from the list before choosing this option. This option allows you to update the English version of the literal and leave the translation unchanged. If a page literal for the current system literal does not exist, a new one is created.

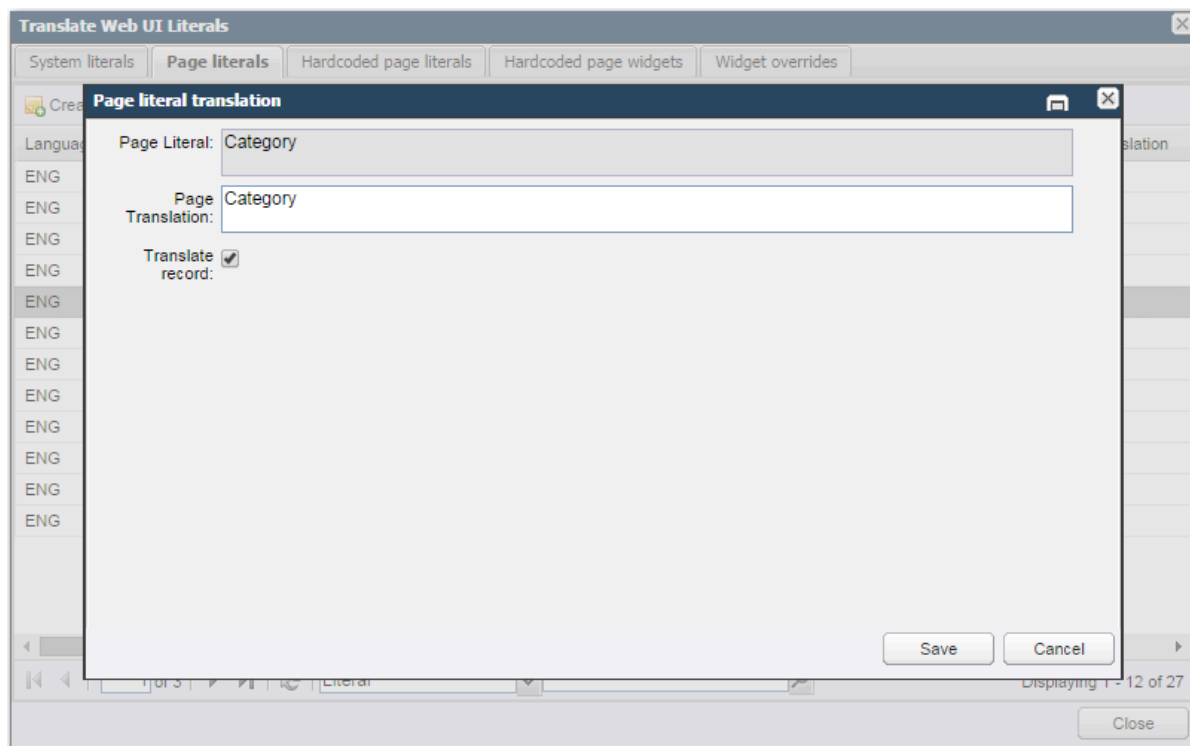
Button	Function
	Delete page literal. Select the relevant literal from the list before choosing this option.
	Create/Edit page literal translation. Select the relevant literal from the list before choosing this option. When users view this page, they see the page translation of the literal rather than the system translation.
	Delete page literal translation. Select the relevant literal from the list before choosing this option.
	Create/Edit system literal translation. This option allows you to create a system-level translation for the selected literal. In the case of editing a literal, select the relevant literal from the list before choosing this option. This translation will appear on all pages in the UI that do not have specific page-level translations.
	Delete system literal translation. Select the relevant literal from the list before choosing this option.
	Upload JavaScript page literals from file. This option allows you to upload a list of page literals for the current web page from a file rather than adding them one by one using the Create page literal button.
	Generate JavaScript Translation File. This option allows you to generate the translation JavaScript file for the current web page, so that non-translation administrator users see the most up-to-date translations for the current Web page.
	Generate JavaScript Dynamic config file.
	Show translation page information. This identifies the primary language that the user language is based on. It also provides useful information for debugging purposes.
	Select page literals. This option allows you to select all the literals in the list. To select the literals before performing some action, such as deleting a list of page literals.
	Deselect page literals. This option allows you to clear any selections that you have made in the list. You may have selected all literals, or selected a group of literals using the Shift or Control keys.

Applying a Literal Translation to the Current Web UI Page Only

To create a translation for display in the current page only:

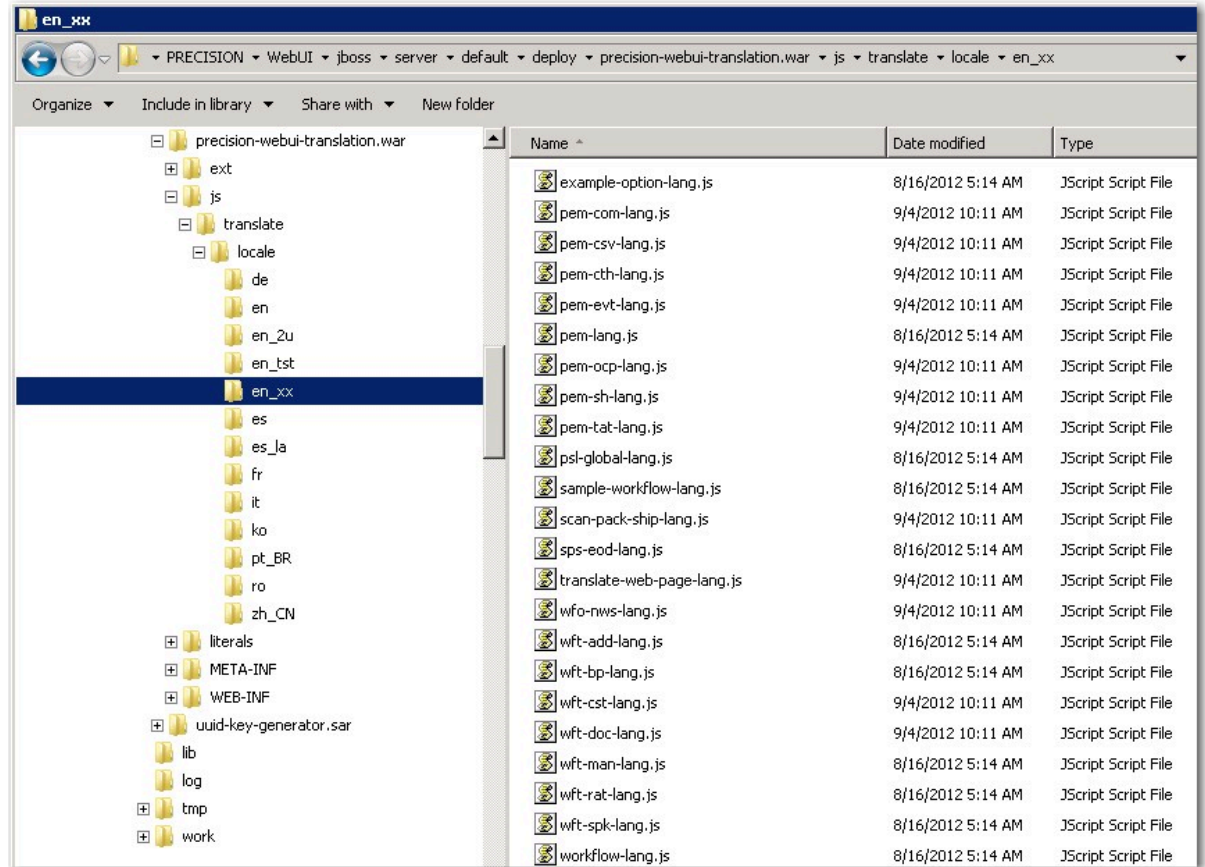
1. In the Page literals tab, select the literal that you want to translate; for example, barcode.
2. Click the Translate button, enter the new translation in the Page Translate field, and select Translate Record.
3. Click Save.

Translating a Page Literal



4. To view the changes, use F5 to refresh the page. This option allows you to review your changes without having to restart the server, thus speeding up the translation validation process.
5. As a translation administrator, the literal translations that you see on the page are taken from the database. For all other users, literal translations are taken from resource files.

Location of Resource Files



To update the translations in the resource files to match the updated database, click the Generate JavaScript Translation File icon.

- The JavaScript resource files are cached by the browser. To clear this cache and make the most up-to-date translations visible in the Web UI, access the web browser history and clear the browser cache. In addition, access the ADMIN option and click Clear Translation Literals File.

Alternatively, modify the context path within the exploded WAR folder and update the precision.properties file attribute precision.translation.url.context to point to this new context. In addition, access the ADMIN option and click Clear Translation Literals File.

Hardcoded Page Literals Tab

This tab contains a list of literals that appear on the current page. These literals are known as hardcoded page literals. You can use the upload hardcoded page literals option to make these literals available for translation in the page literals tab. This tab is a technical tool that helps developers to generate the literals.

Hardcoded Page Literals Tab

Button	Function
	Upload hardcoded page literals. This option brings literals into the page literals tab, where you can create translations or edit each literal as needed.

Hardcoded Page Widgets Tab and Widget Overrides Tabs

The Hardcoded Page Widgets tab and the Widget Overrides tab contain advanced features that allow you to change the rendering attributes of widgets such as fields and components. These tabs are only to be used with guidance from QAD GTTE, and are beyond the scope of this document.

General Administration

This section contains information on the XML Upload page and the Log Information page. The XML Upload page enables you to import XML content to QAD GTTE. The Log Information page allows you to view or download log files for analysis. This section also describes how to configure some screens for the Maintenance Man functionality.

XML Upload Page

You can use the XML upload page to upload an XML file to the server and import the XML content into the QAD GTTE database, including system value information. This XML must be of the format exported through QAD GTTE. To access the XML upload page, type XML in the menu search. The associated URL is `.../htm/xmlupload.htm`.

Uploading a File

1. On the XML Upload page, to find the file or files you want to upload, click Browse.
2. Select the file you want to upload and click Open.

Note You can also select files by dragging and dropping them into the list. The drag-and-drop functionality is currently available only for browsers Firefox 3.6+ and Chrome.

3. The files you select are displayed in the XML Upload list. To delete files from the list, click Remove or Remove All.
4. To upload the files, click Start Upload.
5. To abort an upload, click Abort or Abort All.

If the upload is successful, the status is changed to Uploaded, as displayed in the image below. However, depending on the size of the file, it may still take some time for the uploaded file content to be imported into the database.

XML Upload Page Successful Upload

XML Upload

Import XML exported from PRECISION.

- To choose the XML file to upload, click the "Browse" button.
- To upload file and import it to database, click "Start Upload".

Start Upload
Abort
Abort All
Remove
Remove All

File Name		Status	Progress
new_values.xml		Uploaded	100 %

Note: An uploaded status indicates the file has been uploaded to the server.
Importing of the data to database will take additional time which will vary depending on the size of the file.

Log Information Page

The Log Information page provides you with easy access to log files generated by the QAD GTTE solution. The page supports the following use cases:

- A problem is reported to QAD GTTE Support. As part of the troubleshooting process, Support reproduces the problem. To access the resulting log file for review, the support analyst can run the Log Information page.
- A user at a customer site wants to add the log files to a zip file and send them to QAD GTTE Support for analysis. The user runs the Log Information page and downloads all log files

To access the Log Information page, in the menu search, enter the option LI and press Enter. Alternatively, you can access the page through the URL .../precision/htm/loginfo.htm.

The page enables you to view or download log files for analysis. To do this:

1. From the Select a Category list, choose the category of log file you want to view or download. The choices are:
 - 4GL LISTENER
 - JBOSS
 - MEMORY
 - SERVICE WRAPPERS
 - ALL

The files are loaded into the View / Download Logs list.

2. To download a zip file of the log files you want, select the files in the list and click Download. You can select all the files by selecting the top check box. You can also download a file by double-clicking it in the list.
3. Open the ZIP archive and review the file

In the example in the image below, the user has selected the logins log for download.

Downloading a Log File

This page allows you to view and download log files generated by the PRECISION solution. The files are categorized by component, but all log files can be listed by selecting the "All" category.

Select a Category:

View / Download logs					
☐ Log File	Path	Last Modified	File Size	Downloadable	
☐ server.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 07:24:07	218 KB	true	
☒ logins.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 07:24:07	135 KB	true	
☐ pem.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 06:19:38	1 KB	true	
☐ compliance.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 06:17:18	0 KB	true	
☐ sql.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 06:17:18	0 KB	true	
☐ myGlobalVisibility.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 07:23:54	1,554 KB	true	
☐ highway.log	C:\PRECISIONWebUI\jboss\server\...	13-09-2012 06:19:00	1 KB	true	

Setting the System Value

By default, the solution tries to locate the jboss-log4j.xml file at ...\\jboss\\server\\default\\conf and the 4GLListenerService.cf file at ...\\highway\\connectors\\Service. For the system to be able to identify these relative paths, it assumes that properties.dir identifies the Web UI root directory and the standard directory structure is used for JBoss and the listener under the Web UI root folder.

A system value can be used to specify which log files and categories to display on the Log Information page and where to find them. This is useful if there is a complex installation with log files from multiple JBoss servers or there is a problem determining the location of the log files from the configuration settings. The system value category is ITRAX and the key is LOG ADMIN: FILES. The format of the system value is:

[CATEGORY]=[Log File (wildcards can be used)],[CATEGORY]=[Log File

(wildcards can be used)]

For example:

JBOSS=c:\\precision\\webui\\logs\\server.log,4GL Listener=

c:\\precision\\webui\\highway\\logs\\listener*-business-output.log,

Other=c:\precision\logs\aes.log

Note Ensure that the system value with the category ITRAX and the key FILE PATH ALLOW LIST includes the directory E:\apps\PRECISION.

Maintenance Man Functionality

You can configure user permissions so that the user has access to Maintenance Man functionality from a number of pages in the Web UI.

Options with Maintenance Man Functionality

Option	Description
ZS	Shipment Types
PT	Payment Terms
PY	Pack Types
CH	Charge/revenues
PL	Places
NO	Notes
CL	Client
LN	Packing Location

For more information on Maintenance Man functionality, see the [General Maintenance on page 162](#) section of Using Base.

To enable this feature for a particular user and option, ensure that the Allowed access and Add records fields are checked for the option in the relevant permissions record. For information on Permissions, see [Configuring Effective User Roles on page 223](#).

Currencies

The **Currencies** page, menu option CU, provides options that allow you to set up and maintain currencies in the system, as well as configure exchange rates with other currencies.

Note The default currency is defined in the DEFAULT CURRENCY system value in the SYSTEM category. Each shipment is associated with a currency. If the logic that determines the currency to use fails to identify a currency, then it will default to the DEFAULT CURRENCY value.

Creating and Updating Currencies

Before establishing currency exchange rates, the relevant currencies must exist in the system. The Currencies grid contains a list of preconfigured currencies. To add a new currency:

1. On the Currencies page, in the toolbar at the bottom of the grid, click the Create a New Record button.

The Currency [Create] dialog displays.

2. In the dialog, complete the necessary fields, which are described in [Currency Settings on page 499](#).
3. To save the currency, click Create.

The dialog closes and the currency is now accessible in the grid.

Note You can also update existing currencies by selecting one in the grid and clicking the Update this record button.

Currency Settings

The Currencies page stores currencies and allows you to create currencies.

Currency

If not mapped from an ERP system, QAD GTTE includes a list of default currency codes that typically follow the ISO 4217 standard. This standard consists of the ISO 3166 two-character country code, followed by a one-character currency unit; for example, the American dollar is USD. However, it is possible to define any currency code you want.

Description

A description of the currency; for example, US Dollars.

Short description

A short description of the currency.

Exchange rate

The exchange rate associated with the currency. This is the rate used to convert this currency to the local currency.

Note This value can go up to a maximum of 7 decimal places.

Customs exchange rate

The Customs exchange rate of the currency. Some Customs documents require amounts in local currencies to be printed following calculation using a Customs exchange rate.

Note This value can go up to a maximum of 7 decimal places.

EURO conversion rate

The euro exchange rate for the currency. This is no longer used by QAD GTTE.

Note This value can go up to a maximum of 7 decimal places.

Associated country

The country that is associated with the currency.

Note The country must exist in the associated master table.

Abbreviation

The abbreviated name of the currency; for example, USD.

Units

The smaller units that the currency is broken into. For example, the corresponding units for USD is CENTS. CENTS can also apply as units for other currencies. This functionality supports the printing of both dollar and cent amounts on documents.

Edit code for price/cost

This field is not currently in use.

Edit code for total

This field is not currently in use.

Configuring Currency Exchange Rates

After a currency has been added to the system, you can then configure the exchange rates. To set up the exchange rate for a particular currency:

1. On the **Currencies** page, select a currency in the grid.
The suboption icon displays in the first column of the record in the grid.
2. Click the suboption icon and then select Currency Exchange Rates.
The Currency Exchange Rates screen opens. Any existing exchange rate records are listed in this grid.
3. In the toolbar at the bottom of the grid, click the Create a New Record button.
The Currency [Create] dialog displays.
4. In the dialog, complete the necessary fields, which are described in [Currency Exchange Rate Settings on page 500](#).
5. To save the exchange rate settings, click Create.

The dialog closes and the exchange rate is now accessible in the grid.

Note The Default Currency Rate Type is defined in the DEFAULT CURRENCY RATE TYPE system value in the SYSTEM category.

Currency Exchange Rate Settings

A currency exchange rate, which is accessible from the Currency Exchange Rates suboption in the Currencies screen, consists of a number of fields.

Client

This read-only field defaults to the TGL client.

From currency

This read-only field defaults to the currency that you selected on the **Currencies** page.

Exchange rate type

The currency exchange rate type. Exchange rates between currencies are stored using exchange rate types that are defined in option ZR. Rate types are used to allow multiple rates to be stored against any currency pair.

- DASH: Applies to the Operational Analytics Dashboards. Exchange rates with a DASH type are generated daily by a cron job that calls a Java service. These DASH rates are then applied to the charts by Operational Analytics.
- Fixed: Fixed rate. The exchange rate is always calculated according to a fixed rate that is determined by you.
- FWD: Forward rate.
- MEAN: Mean rate.
- SPOT: Spot rate.
- UK-CDS: UK Customs rate.

To currency

The code of the currency that the selected currency is being exchanged to; for example, CAD.

Start date

The date when the exchange rate becomes valid.

Exchange rate

The rate of exchange from base (for example, USD) to currency (for example, CAD).

Customs exchange rate

The Customs rate of exchange from base (for example, USD) to currency (for example, CAD).

EURO conversion rate

The euro exchange rate for the currency. This field is no longer used by QAD GTTE.

Multiply=X Div=

Select this checkbox to multiply the base by the rate to get the currency if the rate is greater than or equal to 1.00. If this box is left blank and the rate is less than 1.00, the system divides the base by the rate to get the currency.

Currency and Exchange Rate Example

The following example presents a shipment with a default currency of USD. The shipment currency is GBP, and charges on the shipment are in EUR.

In option CU, Currencies, the exchange rates are configured as follows:

- USD = 1.00 (The default currency)
- GBP = 1.23 (The rate to convert GBP to the default currency of USD)
- EUR = 1.06 (The rate to convert EUR to the default currency of USD)

Therefore, if a charge of 200 EUR is added to the shipment and is to be printed on a document, QAD GTTE converts EUR to the default currency of USD. This amounts to 106 USD ($100 * 1.06$). USD is then converted to GBP to become 86.17 GBP for the invoice ($106 / 1.23$).

Address Verification Configuration

This section explains how to configure address verification for shipments and partner address changes.

The address verification tool verifies addresses in the Address Verification Overall Status, Partners - Address Changes , and SPS Manifest & Rate workflow tasks, as well as for desktop shipping (DTS). For more information, see the [Address Verification on page 165](#) section in [Using Base on page 45](#).

To automatically verify addresses when creating shipments, or manually perform verification for the named workflow tasks, activate the feature for your workflow or workflows on the Maintain Workflows page (option WF) and configure it on the Configure Address Verification page (option CFGAV). Additionally, the pass threshold for addresses must be configured. See [Activating Address Verification for a Workflow on page 503](#), [Configuring Address Verification for Workflow Tasks on page 511](#), , and [Configuring the Loqate API on page 517](#).

It is recommended to block the SPS Manifest & Rate workflow task if address verification fails. For more information, see [Blocking the SPS Manifest & Rate Workflow Task if Address Verification Fails on page 521](#).

You can also use address verification in DTS using the Loqate API or other plugins. See [Configuring Address Verification for Desktop Shipping on page 514](#).

Activating Address Verification for a Workflow

To perform address verification in the Workflow Portal (option FLOW), you must first activate address verification for the workflow or workflow sets that you are using on the Maintain Workflows (WF) page.

Maintain Workflows Page

Workflow

Workflow: AV-TEST
 Type: S
 Description: Web ALL - test AV steps
 Initial Owner: QTGLUSER
 Initial Status: 00
 Update

Work Flow	Type	Description	Initial Owner
AV-TEST	S	Web ALL - test AV steps	QTGLUSER
DX-PSTD-PW	S	Web Demo-ScanPackShip Webinar	QTGLUSER
MT_SH	S	MITek Export Shipment W-Flow	QTGLUSER
PO-DRAFT	P	Draft Purchase Order	QTGLUSER

Add Copy Delete Update Transactions

Tasks for Workflow AV-TEST

Task Sequence Description Key ID Search

Sequence	Description	Key ID	Option	Task Program...	Categories	Required Status	Success Status	Succ...	Success User	Unsuccess Sta...
5	Address Verification Overall Status	AV_STAT	FLOW	90	Partners, All	NV				
10	Partners - Address Changes	WFTADD50	WFTADD	50	Partners, All					10
20	Partners - Trading Internal	SHSH0200	SHSH02	02	Partners, All					
30	Partners - Transport Customs	SHSH0500	SHSH05	02	Partners, All					
40	Detail - Shipment Header	SH50	SH	50	Detail, All					

Add Update Copy Delete

Pre & Post Requisite for Workflow Tasks 5 [AV_STAT]

Sequence Requisite ID Search

Sequence	Requisite ID	Description	In Use	Pre	Post
----------	--------------	-------------	--------	-----	------

Add Delete

Sequence:
 Requisite ID:
☐ In Use ☐ Pre ☐ Post
 Check/Fail Action: ☐ Warn ☐ Error
☐ Allow Cancel ☐ Always Run
 Update

1. In the GTTE search bar, enter the option WF to open the Maintain Workflows page.
2. From the table at the top of the page, select the workflow for which you want to activate address verification. You can use the Workflow Code search field to locate the correct workflow.
3. Navigate to the Tasks for Workflow <x> grid, where x represents the selected workflow.
4. In the Tasks for Workflow <x> grid, check that the tasks in the Address Verification Status and Check Tasks table below are included in the grid. These tasks are essential for the execution of address verification in the selected workflow.

Address Verification Status and Check Tasks

Task	Description
Address Verification Overall Status	Status task. Shows the overall address verification status and icons for the current shipment and all partners that are enabled for address verification.
Inspect Address Verification Results	Check task. Checks the address verification status for all partners that are enabled for address verification and updates the status

Task	Description
	for the Address Verification Overall Status task.
Background Address Verification	Check task. Automatically performs address verification in the background for all partners that are enabled for address verification and updates the address verification status for each partner.

If the tasks are not in the grid, click the Add button to add the tasks to the workflow. Complete the form fields. Refer to the Address Verification Task Fields table below for the recommended values of the fields in the Workflow Task - Update window. In the table, the fields marked with an asterisk (*) are mandatory.

Workflow Task - Update Window for Address Verification Overall Status

WorkFlow Task - Update	
Task sequence number:	5
Key ID:	AV_STAT
Task option:	FLOW
Task program type:	90
Task description:	Address Verification Overall Status
Availability:	☐ Windows ☒ Web ☐ Both
Program Parameters:	
Task type:	☒ Standard Task ☐ Secure Task - Before ☐ Secure Task - After ☐ Secure Task - Before && After ☐ Check ☐ Sub-Flow ☐ Compliance Status Task
Categories:	Partners,All
	☒ Repeatable task ☐ Warn of repeat
Required status:	NV
Required status condition:	☒ = ☐ > ☐ < ☐ >= ☐ <=
	☐ User confirms success
New status if successful:	
New owner if successful:	
New User if successful:	
	☒ Complete if unsuccessful
New status if unsuccessful:	
New owner if unsuccessful:	
New User if unsuccessful:	
	☒ Change status only on 1st run
	☒ Break point task
	☒ In forward loop when New

Address Verification Task Fields

Task Field	Value for Address Verification Overall Status	Value for Inspect Address Verification Results	Value for Background Address Verification
Task sequence number* Note Read only	5	560	570
Key ID*	AV_STAT	CK_ADRV	CK_AUTO_ADRV
Task option*	FLOW	WFTCKA	WFTCKB
Task program type*	90	50	50
Task description	Address Verification Overall Status	Inspect Address Verification Results	Background Address Verification
Availability	Web	Web	Web
Program Parameters		SET_TASK=AV_STAT	SET_CHECK=ALL
Task type	Standard Task	Check	Check
Categories	Partners,All Note Do not add a space after the comma.	Partners,All	All
Repeatable task	Yes	Yes	Yes
Required status	NV		NV
Required status condition	=	=	=
Complete if unsuccessful	Yes	No	No
Change status only on first run	Yes	No	Yes
Break point task	Yes	No	Yes
In forward loop when New	Yes	No	Yes

Task Field	Value for Address Verification Overall Status	Value for Inspect Address Verification Results	Value for Background Address Verification
In forward loop when Update	Yes	No	Yes
Show on Goto menu	Yes	No	Yes
Show on Jump menu	Yes	No	Yes
Menu accelerator CTRL+/ALT+	-	-	-
Show in Task List area	Yes	No	Yes
Lock transaction	Yes	Yes	Yes
VRC Code*	*STANDARD	*STANDARD	*STANDARD

Click Save to save the tasks to the workflow and close the Workflow Task - Update window.

Configuring Pre- and Post-Requisite Tasks

To enable users to see the address verification status in the Workflow portal, configure workflow tasks as follows:

5. In the Tasks for Workflow <x> grid, select the Partners Address Changes task with a single click.

The Pre & Post Requisite for Workflow Tasks <x> panel should open, where x represents the selected task. If it does not open, click the expand icon  located on the bottom-right of the page.

6. In the Pre & Post Requisite for Workflow Tasks <x> panel, click the Add button to open the Workflow Task window.

Workflow Task

Workflow Task							
Task sequence nu		Key ID					
	Task sequence ...	Task description	Key ID	Task option	Task program ty...	Categories	Require
+	5	Address Verific...	AV_ZZZZSTAT	FLOW	90	Partners,All	NV
	10	Partners - Addr...	WFTADD50	WFTADD	50	Partners,All	
+	20	Partners - Tradi...	SHSH0200	SHSH02	02	Partners,All	
+	30	Partners - Trans...	SHSH0500	SHSH05	02	Partners,All	
+	40	Detail - Shipme...	SH50	SH	50	Detail,All	
+	50	Detail - Vessels/...	SHSV50	SHSV	50	Detail,All	
+	60	Detail - Route/R...	WFTTRC50	WFTTRC	50	Detail,All	
+	70	Detail - Summa...	WFTSDE50	WFTSDE	50	Detail,All	
+	75	Detail - Assigne...	SHSU50	SHSU	50	Detail,All	
+	80	Docs - Docume...	WFTDOC50	WFTDOC	50	Docs,All	
+	90	Docs - Shipmen...	SHST00	SHST	00	Docs,All	
+	100	Docs - Docume...	WFTDTI50	WFTDTI	50	Docs,All	
+	110	Packing - Basic ...	WFTBP50	WFTBP	50	Packing,Other,All	

Page 1 of 5 | Displaying 1 - 13 of 59

Close

7. From the drop-down list on the left of the Search... field, select Task description.
8. In the Search... field, enter the description Inspect Address Verification Results and click the search icon.
9. Click the green plus icon to add the Inspect Address Verification Results check task to the Partners - Address Changes task.
10. Click Close.
11. In the Pre & Post Requisite for Workflow Tasks <x> panel, select the Inspect Address Verification Results task and select the In Use and Post checkboxes. This activates the task and designates it as a post-requisite task.
12. Clear the Pre checkbox.
13. Click the Update button.

The address verification status will now be recalculated when the Partners - Address Changes task is closed in the Workflow Portal because Inspect Address Verification Results is set as a post-requisite task.

Setting Inspect Address Verification Results as a Post-Requisite Task for Partners - Address Changes

Workflow

web-all Type Description Search

Work Flow	Type	Description	Initial Owner
WEB-ALL	S	Workflow (ALL Web UI Tasks)	QTGLUSER
WEB-ALL-K	K	Workflow - Consolidations - K	QTGLUSER
WEB-ALL-L	L	Workflow (ALL Web UI Tasks)	QTGLUSER
WEB-ALL-O	O	Workflow (ALL Web UI Tasks)	QTGLUSER

Add Copy Delete Update Transactions

Workflow: WEB-ALL
Type: S
Description: Workflow (ALL Web UI Tasks)
Initial Owner: QTGLUSER
Initial Status: 00
Update

Tasks for Workflow WEB-ALL

Task Sequence Description Key ID Search

Sequence	Description	Key ID	Option	Task Program...	Categories	Required Status	Success Status	Succ...	Success User	Unsuccess Sta...
5	Address Verification Overall Status	AV_STAT	FLOW	90	Partners, All	NV				
10	Partners - Address Changes	WFTADD50	WFTADD	50	Partners, All					10
20	Partners - Trading Internal	SHSH0200	SHSH02	02	Partners, All					
30	Partners - Transport Customs	SHSH0500	SHSH05	02	Partners, All					
40	Detail - Shipment Header	SH50	SH	50	Detail, All					

Add Update Copy Delete

Pre & Post Requisite for Workflow Tasks 10 [WFTADD50]

Sequence Requisite ID Search

Sequence	Requisite ID	Description	In Use	Pre	Post
10	CK_ADRV	Inspect Address Verification Results	true	false	true

Add Delete

Sequence: 10
Requisite ID: CK_ADRV
In Use ☒ Pre ☐ Post ☒
CheckFail Action: ☒ Warn ☐ Error
Allow Cancel ☒ Always Run ☒
Update

14. In the Tasks for Workflow <x> grid, select the SPS - Manifest & Rate task with a single click.
15. Repeat Steps 6 to 14, but add the Inspect Address Verification Results check task to SPS - Manifest & Rate instead.

Setting Inspect Address Verification Results as a Post-Requisite Task for SPS- Manifest & Rate

Workflow

Workflow: WEB-ALL
 Type: S
 Description: Workflow (ALL Web UI Tasks)
 Initial Owner: QTGLUSER
 Initial Status: 00
 Update

Work Flow	Type	Description	Initial Owner
WEB-ALL	S	Workflow (ALL Web UI Tasks)	QTGLUSER
WEB-ALL-K	K	Workflow - Consolidations - K	QTGLUSER
WEB-ALL-L	L	Workflow (ALL Web UI Tasks)	QTGLUSER
WEB-ALL-O	O	Workflow (ALL Web UI Tasks)	QTGLUSER

Add Copy Delete Update Transactions

Tasks for Workflow WEB-ALL

Task Sequence Description Key ID Search

Sequence	Description	Key ID	Option	Task Program...	Categories	Required Status	Success Status	Succ...	Success User	Unsucc Sta...
112	Comp Results	VW_COMP_J	WFTCKV	50						
120	Packing - Standard Packing	WFTSPK50	WFTSPK	50	Packing Ot...					
130	Packing - Scan>Pack>Ship	SNPKWF50	SNPKWF	50	Packing Ot...					
140	SPS - Manifest & Rate	WFTMAN50	WFTMAN	50	SPS,All	30				45
150	SPS - Rate Shop	WFTRAT50	WFTRAT	50	SPS,All					

Add Update Copy Delete Update Transactions

Pre & Post Requisite for Workflow Tasks 140 [WFTMAN50]

Sequence Requisite ID Search

Sequence	Requisite ID	Description	In Use	Pre	Post
10	CK_ADRV	Inspect Address Verification Results	true	false	true

Add Delete Update

Sequence: 10
 Requisite ID: CK_ADRV
☒ In Use ☐ Pre ☒ Post
 CheckFail Action: ☒ Warn ☐ Error
☒ Allow Cancel ☒ Always Run
 Update

When the pre- and post-requisite tasks are configured, configure address verification for Workflow or desktop shipping. See [Configuring Address Verification for Workflow Tasks on page 511](#) and [Configuring Address Verification for Desktop Shipping on page 514](#).

Configuring Address Verification for Workflow Tasks

This section describes the mandatory and optional settings on the General tab of the Configure Address Verification page. Use this page to configure address verification in the Workflow Portal after the required tasks and checks have been enabled in the Maintain Workflows settings page.

Configure Address Verification Page

Configure Address Verification

General | Loqate | USPS | FedEx | SOA

Enabling

Enable Workflow Address Verification: No  

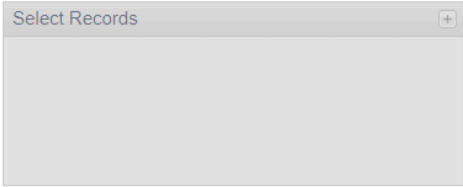
Enable Workflow Address Reverification: ☐ Yes ☐ No   ☐ Create Value

Enable Desktop Shipping Address Verification: No  

Enable Desktop Shipping Address Reverification: ☐ Yes ☐ No   ☐ Create Value

Constraints: from=All;to=All;role=All;type=both  

Countries Using Only State Codes: AU,CA,US,IT  

Country List:    ☐ Create Value

Show Suggestions: ☐ Yes ☐ No   ☐ Create Value

Address Verification Plugin:   

Address Verification Plugin for Canada:    ☐ Create Value

Address Verification Plugin for United States:    ☐ Create Value

Save Reset

1. In the GTTE search bar, search for the option CFGAV to open the Configure Address Verification page.
2. On the General tab, from the Enable Workflow Address Verification drop-down list, choose Optional to turn on address verification in the Workflow Portal. This means that address verification can be switched on or off for the workflow tasks by selecting or clearing the Verify Address checkbox during manual address verification.

Note To disable address verification, choose No.

3. Optionally, enable address re-verification for the Partners - Address Changes and SPS Manifest & Rate Workflow tasks. If this option is enabled, the address is verified again if you click Accept in the pop-up window that suggests an updated address.

If there is no system value saved in the database for address re-verification, a Create Value checkbox displays next to the Yes and No buttons. If you see this checkbox, in the Enable Workflow Address Reverification field, select the Create Value checkbox to create the FLOW ADDRESS ALLOW REVERIFY system value for address re-verification.

If the Create Value checkbox is not visible, there is already a system value in the database and you do not need to take further action. Optionally, click the Maintain this system value icon



to change the value of the system value for all users or a particular user.

Select the Yes checkbox to turn on re-verification, or select the No checkbox to turn off re-verification.

4. In the Countries Using Only State Code field, enter the countries that use two-character state codes for address verification. Although most countries use three or more characters for their region descriptions, two-character state codes are used for a small number of countries, including Australia, Italy, Canada, and the United States, and these codes are stored separately in the GTTE system. The default value for this field is AU,CA,US,IT.
5. Optionally, in the Country List field, restrict address verification to certain countries.
 1. If the Create Value checkbox is available, select it.
 2. In the Select Records table, click the plus icon and select the checkboxes to add country codes to the list.
 3. To remove a country from the list, click the x icon next to the country code.
6. From the Address Verification Plugin drop-down list, choose Loqate to use Loqate's address verification services.

Note Loqate is the default selection because the address verification tool is optimized for Loqate. Workflow address verification only uses the Loqate API.

1. Optionally, use the Address Verification Plugin for Canada field to set a different address verification plugin specifically for Canada. Select the Create Value checkbox, if it is available, then select a plugin from the drop-down list.
2. Optionally, use the Address Verification Plugin for United States field to set a different address verification plugin specifically for the United States. Select the Create Value checkbox, if it is available, then select a plugin from the drop-down list.

To specify different address verification plugins for countries other than the United States or Canada, you can add more country-specific system values to the form on the System Values page.

Manually add the system values with the following details:

Category: ITRAX

Key: AV: PLUGIN - XX

Value: loqate / fedex_v4 / usps

where XX represents the country code.

7. Optionally, in the Roles Requiring a Verified Address field, choose the party roles for which you want to flag shipment addresses that need verification. For these addresses, the system keeps a record of the verification result, which can be used to control the ability to execute other shipment actions such as rating a shipment.
 1. If the Create Value checkbox is available, select it.
 2. In the Select Records table, click the plus icon and select the checkboxes to add roles to the list.
 3. To remove a role from the list, click the x icon next to the role.
8. In the AV Inspection Check Workflow Task Key ID field, enter the ID of the workflow check task that is used to inspect address verification results and update the address verification result. See the [Check Tasks on page 298](#) section for more information on check tasks. In most cases, you can set this to CK_ADRV.
9. In the AV Inspection Check Workflow Task Key ID, enter the workflow background tasks IDs that are required for address verification. For more information, see [Activating Address Verification for a Workflow on page 503](#). Enter the IDs in the following order:
 - The first entry is the task ID for the Background Address Verification task, which is typically CK_AUTO_ADRV.
 - The second entry is the task ID for the Inspect Address Verification Results task, which is typically CK_ADRV.
 - The third entry is the task ID for the Address Verification Overall Status task, which is typically AV_STAT.

Enter the IDs with commas to separate them—for example, CK_AUTO_ADRV,CK_ADRV,AV_STAT.

10. Click the Save button to save the configuration.

Configuring Address Verification for Desktop Shipping

This section describes the mandatory and optional settings on the General tab of the Configure Address Verification page for desktop shipping (DTS).

Configure Address Verification Page

Configure Address Verification

General | Loqate | USPS | FedEx | SOA

Enabling

Enable Workflow Address Verification: No  

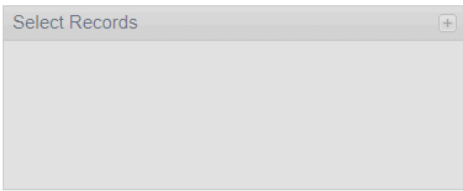
Enable Workflow Address Reverification: ☐ Yes ☐ No   ☐ Create Value

Enable Desktop Shipping Address Verification: No  

Enable Desktop Shipping Address Reverification: ☐ Yes ☐ No   ☐ Create Value

Constraints: from=All;to=All;role=All;type=both  

Countries Using Only State Codes: AU,CA,US,IT  

Country List:    ☐ Create Value

Show Suggestions: ☐ Yes ☐ No   ☐ Create Value

Address Verification Plugin:   

Address Verification Plugin for Canada:   ☐ Create Value

Address Verification Plugin for United States:   ☐ Create Value

Save Reset

1. From the Enable Desktop Shipping Address Verification drop-down list, choose Optional to turn on address verification for DTS, No to turn it off, or Conditional to enable address verification under constraints. To set constraints, see Step 3.
2. Optionally, enable address re-verification for DTS addresses. If this option is enabled, the address is verified again if you click Accept in the pop-up window that suggests an updated address.

If there is no system value saved in the database for address re-verification, a Create Value checkbox displays next to the Yes and No buttons. If you see this checkbox, in the Enable Desktop Shipping Address Reverification field, select the Create Value checkbox to create the DTS ADDRESS ALLOW REVERIFY system value for address re-verification.

If the Create Value checkbox is not visible, there is already a system value in the database and you do not need to take further action. Optionally, click the Maintain this system value icon



to change the value of the system value for all users or a particular user.

Select the Yes checkbox to turn on re-verification, or select the No checkbox to turn off re-verification.

3. Optionally, use the Constraints field to define constraints if you selected conditional address verification in Step 1. Valid constraints include type=domestic, type=international, from=[**Countries**], to=[**Countries**], and role=[**Roles**]. Replace the bold values with an array of values, separated by a comma.

If you are adding multiple constraints, separate the constraints with a semicolon. The default constraints are from=All;to=All;role=All;type=both.

4. In the Countries Using Only State Code field, enter the countries that use two-character state codes for address verification. Although most countries use three or more characters for their region descriptions, two-character state codes are used for a small number of countries, including Australia, Italy, Canada, and the United States, and these codes are stored separately in the GTTE system. The default value for this field is AU,CA,US,IT.
5. Optionally, in the Country List field, restrict address verification to certain countries.
 1. If the Create Value checkbox is available, select it.
 2. In the Select Records table, click the plus icon and select the checkboxes to add country codes to the list.
 3. To remove a country from the list, click the x icon next to the country code.
6. From the Address Verification Plugin drop-down list, choose the Loqate, FedEx or USPS address verification plugin.
 1. Optionally, use the Address Verification Plugin for Canada field to set a different address verification plugin specifically for Canada. Select the Create Value checkbox, if it is available, then select a plugin from the drop-down list.
 2. Optionally, use the Address Verification Plugin for United States field to set a different address verification plugin specifically for the United States. Select the Create Value checkbox, if it is available, then select a plugin from the drop-down list.

To specify different address verification plugins for countries other than the United States or Canada, you can add more country-specific system values to the form on the System Values page.

Manually add the system values with the following details:

Category: ITRAX

Key: AV: PLUGIN - XX

Value: loqate / fedex_v4 / usps

where XX represents the country code.

7. Optionally, in the Roles Requiring a Verified Address field, choose any party roles for which you want to flag shipment addresses that need verification. For these addresses, the system keeps a record of the verification result, which can be used to control the ability to execute other shipment actions such as rating a shipment.
 1. If the Create Value checkbox is available, select it.
 2. In the Select Records table, click the plus icon and select the checkboxes to add roles to the list.
 3. To remove a role from the list, click the x icon next to the role.
8. Click the Save button to save the configuration.

Configuring the Loqate API

On the **Configure Address Verification** screen (menu option CFGAV), for both workflow tasks and DTS, you can adjust the Loqate API and system value configuration on the Loqate tab.

Loqate Tab

Configure Address Verification

General | **Loqate** | SOA

UI Config

API Type: Cloud

Address Line Delimiters: ALL=<sp>|JP=<e>|CN=<e>|

Address Line Maximum Size: 35

HTTP Config: ConnectTimeout=60000|ReadTimeout=60000

Key: [Redacted]

AV Pass Threshold: V4 - Verified, Premises

Cloud - URL: https://api.addressy.com/Cleansing/International/Batch/v1.00/json4.ws

Cloud - HTTPS Secure: ClientKeyStoreType=|ClientKeyStoreFilePath=|ClientKeyStoreFilePwd=|CAKeyStoreTy

Cloud - Process: process=verify|certify=off|enhance=off|version=off

Legacy Cloud - URL: https://api.loqate.com

Legacy Cloud - HTTPS Secure: ClientKeyStoreType=|ClientKeyStoreFilePath=|ClientKeyStoreFilePwd=|CAKeyStoreTy

Legacy Cloud - Process: verify=on|certify=off|suggest=off

Save Reset

Note QAD GTTE Technical Services typically configures the Loqate tab. Although it is recommended to adjust the address verification pass threshold and address line maximum size yourself—in the AV Pass Threshold and Address Line Maximum Size fields, respectively—it is recommended to allow QAD GTTE Services to configure the other, more

technical API fields. If the Loqate tab is not configured on your GTTE system yet, contact QAD GTTE Technical Services.

To configure the Loqate API, complete the following steps:

1. In menu option CFGAV, click the Loqate tab.
2. From the API Type dropdown list, select the API type that you want to use for the Loqate plugin. The two options are as follows:
 - Cloud: Use Loqate's RESTful cloud API. This is the recommended option.
 - Legacy Cloud: Use Loqate's simple object access protocol (SOAP) API.
3. In the Address Line Delimiters field, enter the Loqate address line delimiters in the format Country code=delimiter|. For example, to use a space for all countries except Japan and China, and to use a line break character as the delimiter for Japan and China, enter ALL=<sp>|JP=<e>|CN=<e>|
4. In the Address Line Maximum Size field, enter the maximum length of each address line as a positive integer; for example, 40.
5. In the HTTP Config field, enter the connect and read timeout, in seconds, for HTTP and HTTPS connections; for example, ConnectTimeout=60000|ReadTimeout=60000
6. In the Key field, enter the secure key for the Loqate API in the format XX11-XX11-XX11-XX11, where X is a letter and 1 is a number. Obtain your unique key from the Loqate website.
7. From the AV Pass Threshold drop-down list, select the minimum score for an address to pass address verification. The scores are explained in the [Address Verification Score on page 168](#) section in [Using Base on page 45](#).
8. In the Cloud - URL field, enter the following URL for the Loqate cloud API:
https://api.addresssy.com/Cleansing/International/Batch/v1.00/json4.ws
9. Optionally, if the cloud API server requires client certificate authentication, or if you are connecting to an untrusted server, in the Cloud - HTTPS Secure field, enter client key and CAKey store parameters in the format ClientKeyStoreType=|ClientKeyStoreFilePath=|ClientKeyStoreFilePwd=|CAKeyStoreType=|CAKeyStoreFilePath=|CAKeyStoreFilePwd=|

The following tables explain each parameter.

Cloud API HTTPS Client Key Parameters

Parameter	Description
ClientKeyStoreType	The certificate store type; for example, pkcs12.

Parameter	Description
ClientKeyStoreFilePath	The path to the certificate store type; for example, C:/path/to/clientStore.p12
ClientKeyStoreFilePwd	The certificate store password.

Cloud API HTTPS CAKey Parameters

Parameter	Description
CAKeyStoreType	The certificate store type; for example, JKS.
CAKeyStoreFilePath	The path to the certificate store type; for example, C:/path/to/myCAStore.jks
CAKeyStoreFilePwd	The certificate store password.

10. In the Cloud - Process field, configure the Loqate cloud API process in the format process=verify|certify=off|enhance=off|version=off.
11. In the Legacy Cloud - URL field, enter the following URL for the Loqate legacy cloud API: <https://api.loqate.com>.
12. Optionally, if the legacy API server requires client certificate authentication, or if you are connecting to an untrusted server, in the Legacy Cloud - HTTPS Secure field, enter client key and CAKey store parameters in the format ClientKeyStoreType=|ClientKeyStoreFilePath=|ClientKeyStoreFilePwd=|CAKeyStoreType=|CAKeyStoreFilePath=|CAKeyStoreFilePwd=|

For more information on the parameters, see Step 9.

13. In the Legacy Cloud - Process field, configure the Loqate legacy cloud API process in the format verify=on|certify=off|suggest=off.
14. To save the Loqate API configuration, click Save.

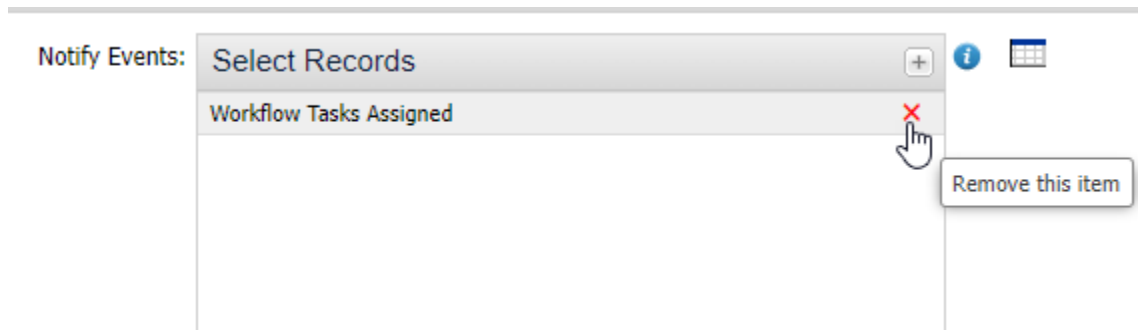
Configuring Shipment Notifications for Address Verification

It is possible to create a shipment using a SOAP request (a CreateShipment or ShipShipment message). In this case, the background check for address verification automatically runs only if an SOA shipment notification triggers when a workflow is assigned to the shipment. To configure shipment notifications for address verification, first ensure that a Java listener is configured in the precision.properties file and running for the SHIPNOTIFYEVENT endpoint. You can check if the listener is running by reviewing it in the Java Listeners tab of the Clear Caches screen, menu option ADMIN. Then, on the **Configure Address Verification** page (menu option CFGAV), use the SOA tab.

1. In option CFGAV, click the SOA tab.

2. In the Notify Events panel, select the shipment events that cause notifications. To add an event, click the plus (+) icon, then, in the pop-up dialog, click an event.
 - If you set the value to Workflow Tasks Assigned, a shipment notification occurs when a workflow is assigned to a shipment.
 - If the Notify Events panel is empty, shipment notifications are turned off. To turn off shipment notifications, remove all events from the Notify Events panel with the Remove this item icon.

Remove This Item Icon



3. In the Notify Target field, specify the target endpoint to which the notification is published. In most cases, set the field to SHIPNOTIFYEVENT.
4. In the Notify Transaction Types panel, choose the type of shipments for which notifications apply. The default setting is Shipment (S). To add additional shipment types, click the plus (+) icon. Then, in the pop-up menu, select one or more shipment types.

To remove shipment types, in the pop-up menu, click a shipment that you already selected. Alternatively, close the pop-up menu, then hover over a shipment type in the panel and click the Remove this item icon.

5. In the Event Notification Parameters field, enter the following cURL publication method for notifications:
SEND_METHOD=HTTP-CURL,URL=http://localhost:8080/highway/http/SubmitMessage,ENDPOINT=SHIPNOTIFYEVENT,WAIT_INTERVAL=1000,SYNCHRONOUS=No,D

Note Optionally, to adjust the wait interval in seconds, change the value of the WAIT_INTERVAL variable.

6. In the cURL Parameters field, ensure the value is set to PROG=XTTRANSF,AUTH-TYPE=1,FOLLOW-LOCATION=NO,DEBUG-TRACE=NO. Do not change the value of this field, because this is an advanced configuration parameter,
7. To turn additional logging for cURL on or off, from the Enable Debug Mode for cURL field, select either No or Yes. The recommended value is No.
8. To save the shipment notification configuration, click Save.

Blocking the SPS Manifest & Rate Workflow Task if Address Verification Fails

You can prevent the SPS Manifest & Rate workflow task from being processed if address verification fails. The system flags the address and displays an error message in the task. This configuration prevents incorrect addresses passing through the system and helps to avoid delayed or returned shipments.

Blocked SPS Manifest & Rate Task

The screenshot shows the 'SPS - Manifest & Rate' task window. The 'Details' tab is active. The 'Route' is set to 'BEST', 'Carrier' is empty, 'Packing Location' is 'A9901' (Chicago), and 'Status' is 'Pending'. 'Delivery Terms' are 'EXW' and 'EX-WORKS'. 'Freight Payment Method' is 'Invalid Route'. 'Despatch Date' is '27/01/2023'. A red box highlights the 'Save' button and the error message: 'Processing is not allowed due to Address Verification Overall Status task failure.' Below the error message is a table of packages.

Pack No.	Type	Gross Weight	Dimensional Weight	Tracking Number	Length	Width	Height	Freight Cl
28583	Box	24.000000	LB 0	LB	24.0000	24.0000	12.0000	IN

Total Packed Weight: 24.000000 LB Total Dimensional Weight: 0 LB Total Volume: 2 CF

1. In the GTTE menu search, enter the menu option WF to open the Maintain Workflows page.
2. Select a workflow from the table at the top of the page. You can use the Workflow Code search field to locate the correct workflow.
3. Navigate to the Tasks for Workflow <x> grid, where x is the selected workflow.
4. Double click the SPS - Manifest & Rate task.
5. In the Workflow Task - Update window, navigate to the Program Parameters field. Enter the following text:
PROCESS_DEPENDS_ON=AV_STAT.

Updating SPS - Manifest & Rate Task

Workflow Task - Update

Workflow code: WEB-ALL

Workflow type: S

Task sequence number: 140

Key ID: WFTMAN50

Task option: WFTMAN

Task program type: 50

Task description: SPS - Manifest & Rate

Availability: ☐ Windows
☒ Web
☐ Both

Program Parameters: PROCESS_DEPENDS_ON=AV_STAT

Task type: ☒ Standard Task
☐ Secure Task - Before
☐ Secure Task - After
☐ Secure Task - Before && After
☐ Check
☐ Sub-Flow
☐ Compliance Status Task

Categories: SPS,All

☒ Repeatable task
☐ Warn of repeat

Required status:

Required status condition: ☒ =
☐ >
☐ <
☐ >=
☐ <=
☐ User confirms success

New status if successful: 30

New owner if successful:

New User if successful:

☒ Complete if unsuccessful

New status if unsuccessful: 45

6. Click Save on the bottom-right of the window.

Printers

Printer names and details are listed in the **Printers** page, accessible through menu option DP. You can associate a physical printer with a [locale document on page 532](#) so that, when you sign in to a particular locale and print a particular document, the document prints to that printer.

Creating a Printer

Your label printer's internal network card or external print server must be configured correctly with an IP number, connected to the network, and switched on.

Note Printers must only be maintained under the supervision of GTTE Technical Services.

To add a printer to GTTE, complete the following steps:

1. On the **Printers** page, in the toolbar at the bottom of the page, click the Create a new record button.
2. In the Printer [Create] dialog, complete the fields listed in [Printer Settings on page 524](#).
3. In the *Device file or OS-Command* field, specify a printer by either port or device name:
 - To select a printer by port, enter text in the format `device=<PortName>`.
 - To select a printer by name, enter text in the format `device=<DeviceName>`. Device name is the optimal method of identifying a printer.

To get the port name of the printer to use in the GTTE configuration, set the printer to the default settings in Windows and enter the following text in the LPR command field: `device=,default device info`.

4. Click Create.

Printer Settings

Printer names and details are listed in the **Printers** page, accessible through menu option DP.

Printer name

The name of the printer; for example, QFAX, QDEFAULT, QNOTEPAD, and QI:PCL:PDF.

Description

The description of the printer.

Destination type

The type of destination for the printer name, such as printer or email.

Printer distribution list

The distribution list that is associated with the printer. A printer that is associated with a distribution list has other printers associated with it. GTTE automatically outputs to those printers. See [Creating Printer Distribution Lists on page 530](#).

Device type

The device type or printer for output. When this field is set to a device, GTTE formats the output specific to the type of device such as a PCL printer or MATRIX printer. When the field is set to a printer, GTTE sends output to that printer as defined within the printer master table definition. GTTE currently supports the following three different types of printer output:

- Print to a single printer through network print queues or the Line Printer Daemon protocol (LPR).
- Print to a group of printers within a printer group.
- Send as email, if an email server is available.

Background Printing

If this field is selected, background printing occurs.

Download macros

See [Downloading Forms and Fonts for a Laser Printer on page 528](#).

Background Queue

If a queue name is selected, all the processing associated with printing a document is carried out on the server machine.

Note The LPR command field must be configured to allow the server to send the data to the printer rather than the client machine.

Tray

The tray from which paper is to be selected for printing. Tray descriptions and related PCL codes are:

- Current: 0
- Dflt: 1
- ManInpPaper: 2
- ManInpEnv: 3
- Lwr: 4
- OptSource: 5
- OptEnv: 6
- V7: 7
- V8: 8

- V9: 9
- V10: 10
- V11: 11
- V12: 12
- V13: 13

Symbol Set

The set of printable characters and controls that a printer supports. Different printers have different symbol sets. These sets are supplied with GTTE and are found under Shipment Status type SS.

PCL to Text ratio [Column/X]

A value to convert PCL X co-ordinates into plain text column positions used with fixed position font matrix printers. The value that is specified here is divided into the PCL co-ordinates during conversion. Column conversion calculation is as follows:

Value = ((pcl.co-ordinate + 'PCL Offset [X]') / 'PCL To Text Ratio [Column/X]') + 'Plain Text Offset [X]'.

PCL to Text ratio [Row/Y]

Used to convert PCL Y co-ordinates into plain text row positions used with fixed position font matrix printers. The value that is specified here is divided into the PCL co-ordinate during conversion. Row conversion calculation is as follows:

Value = ((pcl.co-ordinate + 'PCL Offset [Y]') / 'PCL To Text Ratio [Row/Y]') + 'Plain Text Offset [Y]'.

PCL offset [X]

A number to adjust the PCL x-axis offset from the origin.

PCL offset [Y]

A number to adjust the PCL y-axis offset from the origin.

Plain text offset [X]

A number to adjust the plain text x-axis offset from the origin.

Plain text offset [Y]

A number to adjust the plain text y-axis offset from the origin.

Output queue

A filepath for a data definition file (DDF), in the format E:\apps \PRECISION__output\<unique>.ddf. The DDF is used as an analysis

tool to examine the output of the print program. If the field is blank, a DDF is not created.

DDF outputs are used for debugging purposes only. They provide a trace between data output from a program and data mapped to a macro marker field.

The following special substitution variables can be used within this field. These are replaced with the current transaction values when printing:

- <Shipment> : current shipment number (SHSHIP)
- <Document> : current document reference (DOREF)
- <User> : Current user id (GV-USER).

Output file

A filepath for a PRN file in the format E:\apps\PRECISION__output\<unique>.prn. This field is used when the Merge Engine is used to process the document. The output of the Merge Engine is a file containing PCL commands. The Output file field determines the name of this file. PRN file outputs are final form PCL command files that are interpreted by PCL-compatible laser printers. The PRN file also acts as the basis for email document support through attachments.

The following special substitution variables can be used within this field. These variables are replaced with the current transaction values when printing:

- <Shipment>: current shipment number (SHSHIP)
- <Document>: current document reference (DOREF)
- <User>: Current user id (GV-USER)

Specify <MACROS> at the end of the line following the file name so that the final output file contains the macros and output data. This is useful if you want to archive documents.

Note Macros do not output to the printer unless you also specify DPDOWNLOAD by selecting the Download macros checkbox. After data has been sent to the printer, macros are appended to this output file.

Image output printer

This is the document imaging redirect printer device. It is used if you send the output to an image file.

Output file type

If the output is an image file, this field identifies the file type and can be one of the following:

- Printer control language (PCL).
- PDF; see [Printing Documents to a PDF File on page 529](#).

Device file or OS-Command

The printer port or device name for the printer.

Email

The email address.

Dial-Out Code

The code to dial out from this device to get an external line.

Phone Number

The phone number associated with this device. This value is used to determine whether a dial-out is made to a country or area outside of the device's country or area.

Printer control string

When the printer is used with MATRIX printers, you can enter MATRIX printer escape sequences in this field. These sequences are output at the top of each page of data sent to the MATRIX printer. The ASCII character ESC can be represented by the token <ESC> (5 characters). Refer to the specific MATRIX (Impact) printer manual for more details regarding the escape sequences that a specific printer supports.

For example:

<ESC>C03

on some MATRIX printers will set the page size to 3 inches for address labels.

Printer language

The printer language.

Printer DPI (dots per inch)

The printer resolution in dots per inch.

Print/Preview file type

The printer and preview file type.

Parameters

Additional printer parameters.

Downloading Forms and Fonts for a Laser Printer

If you are printing to a laser printer that does not have a SIMM card—a memory chip with MAC files stored on it—you can download forms and fonts to the printer. The forms are stored in the printer's memory until the printer is turned off.

Important Use of this option results in reduced printer throughput because the printer must interpret the macros each time a document is printed. Only use it when there are problems with the printer losing overlays. For example, if the overlay is missing from a document, then the

macro may have been corrupted during transfer to the machine where the print is being performed. If you use FTP to transfer files, ensure that it is in binary mode.

To automatically download the required macros—forms and logos—each time a document is printed to a particular printer:

1. On the **Printers** page, locate the printer in the grid and double-click it.
2. In the Printer [Update] dialog, select the Download macros checkbox.
3. Click OK.

Printing Documents to a PDF File

To output your documents to a PDF rather than sending them to a printer:

1. On the **Printers** page, locate the printer in the grid and double-click it.
2. In the Printer [Update] dialog, in the Output file type field, select PDF.
3. In the Output file field, add a <.PDF> tag; for example, E:\apps \PRECISION__output\<shipment><document>.prn<.PDF>.
4. Click OK.

If the output file type is PDF, a PRN file is created at the same time as the PDF file. The PDF file is compatible with Adobe Acrobat Reader 4.0 or later.

Printer Distribution Lists

Distribution lists are designed to facilitate documents that are intended for multiple destinations. Documents of shipments can be sent to several printers, fax numbers, or email addresses. The number of copies is dependent on the destination.

A distribution list can be set up against a device, so that any occurrence of that device in a distribution list can represent further entries in the distribution. The device must be marked as a distribution list; relevant targets for the distribution are then associated with it.

Any distributions to printer devices that are marked as printer distribution lists are broken down into their relevant distributions. Therefore, a distribution entry may represent a further number of entries that are created at this point.

The phone number on a printer device that is part of a printer distribution list is a destination phone number, not a source phone number. The source phone number is deemed to be that of the printer distribution header record—the device marked as the printer distribution list.

The device-related information is filled in last. The information is taken directly from the printer records in the database. This information includes the following:

- whether or not the device is a fax, printer, or email.
- whether or not the device is a background device.

- the source phone number, or destination phone number if it is a target distribution rather than a fax device.
- destination email address. This address is always used if this is a target distribution entry.

Note The device destination type determines the data that is filled in relating to destination, such as target fax number or target email address. This differs from the destination type on the other distribution screens, which refers to the field of the partner or contact records from which the fax or email information is taken.

Printer Distribution List Settings

Printer distribution list details are listed in the **Printer Distribution Lists** page, which is a suboption of menu option DP.

Client

Read-only field containing the client associated with the printer distribution list.

Printer group

Read-only field containing the printer group associated with the printer distribution list.

Printer

The printer associated with the printer distribution list.

In Use

This field indicates if the printer distribution list is in use.

Creating Printer Distribution Lists

Ensure that the [Printer distribution list field on page 525](#) is selected for the device in **Printers** to identify the device as a distribution list.

You can set up a distribution list against a device so that any occurrence of that device in a distribution list can represent further entries in the distribution. The device must be marked as a distribution list; relevant targets for the distribution are then associated with it.

To create a distribution list:

1. On the **Printers** page, select the printer in the grid.
In the selected grid row, the suboptions button becomes visible to the left of the Printer name column.
2. Click the suboptions button and click Printer distribution lists.
The Printer distribution lists page opens.
3. On the **Printer distribution lists** page, in the toolbar at the bottom of the page, click the Create a new record button.

4. In the Printer Distribution Lists [Create] dialog, complete the fields listed in [Printer Distribution List Settings on page 530](#).
5. Click Create.

Locales

The locale determines the physical printer that documents are printed to. When you sign in to GTTE, you can select your locale using the Locale field. There can be multiple locales for a client. If you do not select a locale when you sign in, then your locale is based on the Default Locale field assigned to you in the **Users** page (menu option US). With this approach, you can send documents that are sent to the same printer in GTTE to different physical printers.

You can access the locales on the **Locales** page (menu option FNDCLLO), which is available from the **Foundation** page (menu option FOUNDD). Use this page to set up locales and associate documents and printers with it. When using locales for this purpose, each printer needs to be defined both in GTTE in option DP—for more information, see [Printers on page 524](#)—and in Windows.

Creating a Locale

To add a locale to GTTE, complete the following steps:

1. On the **Locales** page, in the toolbar at the bottom of the page, click the Create Record button.
2. In the Create Locales dialog, complete the fields listed in [Locale Settings on page 532](#).
3. Click Save.

The dialog closes and the locale is now accessible in the grid.

Locale Settings

The **Locales** page stores locales and allows you to create locales and attach documents to a locale. The **Locales** page is available from the **Foundation** page (menu option FOUNDD). The grid on the page displays details about each of the locales in the system.

Locale

A unique name for the locale.

Description

A description of the locale.

Language

The language used by the printers in the locale. This field is only applicable when the application includes multiple-language support.

Locale Documents

The **Locale Documents** window, which is accessible from the Locale Documents suboption in the **Locales** page, allows you to view the documents and printers associated with a locale.

Attaching Documents to a Locale

To add a document to a locale, complete the following steps:

1. On the **Locales** page, in the grid, click the Locale Documents  icon for the locale that you want to add a document to.
2. In the **Locale Documents** window that opens, click the Create Record button.
3. In the Create Locale Documents dialog, complete the fields listed in [Locale Document Settings on page 533](#).
4. Click Save.

The dialog closes and the document is now attached to the locale.

Locale Document Settings

The **Locale Documents** suboption in the **Locales** page lists the documents attached to a locale and allows you to attach documents to a locale. The grid on the page displays details about each of the locale documents.

Locale

A unique name for the locale.

Document Type

The document type. The combination of the document type and document ID uniquely identify the document.

Document

The document ID. The combination of the document type and document ID uniquely identify the document.

Image ID

If the document to be printed is associated with a scanned image from an external system, this field contains the image ID.

Printer

The ID of the printer to print the document to.

Continuation Page Printer

The printer to print pages after the first page of the document to, if it differs from the value in the Printer field.

Number of Copies

The number of copies to be printed. To print more than one copy, the USE LOCALE COPIES system value must be set to YES.

Associating a Document With Multiple Locales

The Locales page (menu option FNDCLO) allows you to associate a document with multiple locales.

1. On the **Locales** page, on the lower right of the page, click the blue suboption icon  .
2. In the Associate a Document With Multiple Locales window, from the first Document Type lookup, select the document type of the document you want to associate with the locales.
3. From the first Document lookup, select a document to associate with the locales.
4. From the second Document Type lookup, select a document type to serve as the blueprint for the document's locales configuration.
5. From the second Document lookup, select a document to serve as the blueprint for the document's locales configuration.
6. To associate the document in the first Document lookup with the locales from the blueprint, click Associate.

Note Blueprint documents serve as a template for the new locale document. For example, if the new document is a label, then the blueprint document should also be a label. This is because the printer that is set for the new locale document is copied from the blueprint locale document. Furthermore, the new locale document is only created in the locales where the blueprint document exists. This is useful where a letter size document is only to be added to locales based in the US, and a different A4 document is required in other region locales.

Web UI Workflow Tasks

Note More information will be added to this table in future publications of this online help.

Web UI Workflow Tasks

Task Option	Name	Description/Parameters	Applicable Transaction Level
BBSCLS	Close Shipment – Process Action – Black Box Service	Use this task to close a shipment in the GTTE database.	S
BBSDEL	Delete Shipment – Process Action – Black Box Service	Use this task to delete a shipment in the GTTE database.	S
BBSVRT	Print Shipment – Process Action – Black Box Service	<p>To print the specific documents, the action segment of the message must pass in action parameters.</p> <p>The Name node is set to DOCUMENT. This setting specifies that the parameter represents the document to be printed.</p> <p>The Value node contains the identifier of the document as a comma-separated list containing the following items:</p> <ol style="list-style-type: none"> 1. The document type. The possible values are listed in option DO. 2. The document reference. The possible values are listed in option DO. 3. The number of copies that you want to print. 4. The printer that you are printing the document to. The 	S, L

Task Option	Name	Description/Parameters	Applicable Transaction Level
		<p>possible values are listed in option DP.</p> <ol style="list-style-type: none"> The specific pack number that you are printing the document for. This parameter applies if you print the document for a specific pack, only. The document image. The action. The possible values are PRT (print), which is the default value, and PRV (preview). <p>Example:</p> <pre><Parameter> <Name>DOCUMENT</Name> <Value>01,INV2E,1</Value> </Parameter></pre> <p>This example specifies that the document to be printed is the INV2E document, of type 01, and the number of copies to be printed is 1.</p>	
BBSRAS	Route Assign Shipment – Process Action – Black Box Service	This task enables the routing assignment to be run against the shipment in order to set the carrier and service.	S
BBSRRS	ReRate Store for Shipment – Process Action – Black Box Service	To enable you to rate or re-rate a shipment, this task returns the charges for that shipment and stores the charges. You might use this task in a case where weights are changed on a shipment after shipping.	S
BBSRRT	ReRate Shipment – Process Action –	To enable you to rate or re-rate a shipment, this task returns the charges for that shipment, but does not store the charges. You	S

Task Option	Name	Description/Parameters	Applicable Transaction Level
	Black Box Service	might use this task in a case where weights are changed on a shipment after shipping.	
BBSRTN	Return Shipment – Process Action – Black Box Service	Use this task to enable an existing shipment to have its inbound shipment created as a mirror of the outbound leg. The inbound shipment is created in a different shipment transaction type, but with the same shipment reference.	S
BBSRTV	Rate/ Validate Shipment – Process Action – Black Box Service	Use this task to validate that the shipment can be rated according to the current characteristics of the shipment.	S
BBSRUL	Rules Workflow Task – Process Action – Black Box Service	Use this task to enable the standard GTTE rulebook to be run against the shipment.	S
BBSSCS	Shop Current Service – Process Action – Black Box Service	Use this task to return the shopping result for the service that is currently set on the shipment. You might use this task in a case where weights are changed on a shipment after shipping.	S
BBSSHP	Ship – Process Action – Black Box Service	Use this task to generate packing numbers and print labels.	S
BBSSOP	Shop – Process Action – Black Box Service	Use this task to return shopping results for a shipment.	S

Task Option	Name	Description/Parameters	Applicable Transaction Level
BBSWFT	Workflow Task – Process Action – Black Box Service	<p>This task enables you to call a Windows UI task from the Web UI.</p> <p>To run a workflow task, the action segment of the message must also pass in action parameters. The possible parameters for the workflow task are as follows:</p> <p>TASK-ID=<WinUITaskId>, where <WinUITaskId> is the workflow task key ID of the Windows UI task that you want to run.</p>	S
CLOSGR	Close Load - Process Action		L
CSTSH	Customs Transmissions – by shipment		S
FLOW	Compliance – Overall Status	<p>For this task, set Task Key ID to CK_STAT.</p> <p>This task is a special case that displays the overall compliance status and is read-only.</p> <p>Ensure that you set the required status for this task to NV. This tells the Web UI to mark this task as read-only.</p>	S
GR	Loads		L
OPENSH	Re-open Shipment		S, L
RRULES	Rules - Workflow Process Action - Black Box Action		S, L
SH	Detail - Shipment Header		S

Task Option	Name	Description/Parameters	Applicable Transaction Level
SHNOTE	Notes – Procedure		S
SHSH02	Partners – Trading Internal		S
SHSH04	References and other details		S
SHSH05	Partners – Transport Customs		S
SHSH07	Route, Booking and Container		S
SHSI	Items	The Items task enables you to add products that are associated with your shipment.	S
SHSO	Charges – Costs and revenues		S
SHST	Texts		S
SHSU	Assigned Rules		S
SHSV	Vessels / legs		S
SHVRF	Virtual fields		
SNPKWF	Scan>Pack>Ship Workflow Task		S
WFDIR	Workflow – External link		S
WFITEM	Workflow – [Maintenance] Items List Task		S

Task Option	Name	Description/Parameters	Applicable Transaction Level
WFODEL	Workflow - Delete Load Option		L
WFONWL	Workflow - Create Load Option		L
WFTADD	Workflow – Address Task	The Address task enables you to review or set the address for the current shipment.	S
WFTBP	Workflow – Basic Packing Task		S
WFTCKR	Workflow – Compliance Checking (Web)	The checks to run and the task to update with the compliance result. Example: CHECKS=EBC,MN_P R-Q;SET_TASK=CK_STAT	S
WFTCKV	Workflow – Compliance Results (Web)		S
WFTCST	Workflow – Consolidate Shipments Task	This task applies to consolidation workflows only.	S
WFTDOC	Workflow – Documents Task (old)	The Documents task enables you to print and email shipment documents and to associate new documents with the shipment. This version of the task uses the old UI.	S, L
WFTSDC	Workflow – Documents Task (new)	The Documents task enables you to print and email shipment documents and to associate new documents with the shipment. This version of the task uses the new UI.	

Task Option	Name	Description/Parameters	Applicable Transaction Level
WFTDTI	Workflow – Document Text IDs		S
WFTIIU	Workflow – Items Task		S
WFTLOA	Workflow - Update Load Shipments		L
WFTMAN	Workflow – Manifest Task	The Manifest task enables you to review and edit key details of the shipment, and to add the shipment to the EOD Manifest. For more information, refer to the Transportation Execution Shipment Workflow on page 1554 .	S
WFTRAT	Workflow – Rate Shop Task	The Rate Shop task is a results screen, displaying the available carrier services for the shipment. The services available for the shipment depend on how the Routing Guide is set up. You can select the service you want to use and apply it to the shipment. To view carrier services that failed to rate for the shipment, click the Invalid Rates tab.	S
WFTRGP	Debug Routing Guide		
WFTNO2	Workflow – Note Task		S
WFTNO3	Workflow – Note Task	The note to display on the screen.	S
WFTNO4	Workflow – Note Task	See WFTNO2	S
WFTNOT	Workflow – Note Task	See WFTNO2	S

Task Option	Name	Description/Parameters	Applicable Transaction Level
WFTRRC	Route, References and Container	The Routes, References and Containers task enables you to review and add shipping details for the current shipment. These details include dates, locations, references, and information on any vessels or containers linked to the shipment.	S
WFTSDE	Workflow – Shipment Details (Summary) Task		S
WFTSPK	Workflow – Standard Packing Task		S
WFTSSO	Charges - Costs and revenues		S
WFURL	Workflow – External link		S

Inquiry System Values

Inquiry System Values

Category	Key	Description
ITRAX	INQ CREATED BY FIELD DISABLED	<p>This system value controls the Created By field on the Shipment Inquiry search page.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • yes, true, or on – The Created By field on the Shipment Inquiry search page is disabled and the user cannot edit the field content. • no, false, or off – The Created By field on the Shipment Inquiry search page is enabled and the user can edit the field content. <p>Default value: no</p>
ITRAX	INQ DEFAULT CREATED BY VALUE	<p>This system value controls the default value of the Created By field on the Shipment Inquiry page.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • *CURRENT – Displays the current user • <USERNAME> – The username that you want to appear in the Created By field <p>Default value: blank</p>
ITRAX	INQUIRY SEARCH TYPES	<p>This system value specifies what type of transactions you can search.</p> <p>Possible values: A comma-separated list of transaction types. Each entry consists of two values in the <TRANSACTION_TYPE_LETTER>,<TRANSACTION_TYPE_NUMBER> format.</p>

Category	Key	Description
		<p>Default value: S,Regular Shipments</p> <p>Example: S,Shipments,V,Voided,X,Consolidated Shipments</p>
ITRAX	INQ:YOUR GROUPS ONLY MANDATORY	<p>This system value specifies if a user is only allowed to perform an inquiry on the groups they belong to - Your Groups Only.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • yes, true, or on – The Search Only Your Groups field is selected, indicating that the search is based on transactions that are associated with user groups that the user belongs to. • no, false, or off – The Search Only Your Groups field is not selected <p>Default value: no</p>
ITRAX	INQ SEARCH FIELDS	<p>This system value allows you to specify the search criteria available in the Select Criteria drop-down list. Specify a comma-separated list of values, each representing an item in the drop-down list for this field.</p> <p>Possible values:</p> <p>reference,description,client,consignor,customer,consignee, haulier,shippingOfficer,deliverFrom,deliverTo,hawbNumber,wbNumber,otherReference, customsReference,forwardersReference,additionalReference,DefinedField5,userDefinedField10,invoiceNumber,bookingNumber,billOfLading,route,transportMode,countryFrom,countryTo,placeOfLoading,placeOfDestination,loadReference,shipment status,aesStatus,office,despatchDate,arrivalDate,packingList,mPoNumber,product,trackingNumber,rfidTag,packType,upiNumber,codTrackingNumber,containerNumber,batchNumber,serialNumber,salesOrg1,salesOrg2,salesOrg3,salesOrg4</p> <p>Default value: The complete list of possible values listed above.</p>

Category	Key	Description
		<p>Corresponding values in the Select a criteria field:</p> <p>Reference, Description, Client, Consignor, Customer, Consignee, Carrier, Haulier, Shipping Officer, Deliver From, Deliver To, HAWB No, MAWB No, Other Reference, Customs Reference, Forwarders Reference, Additional Reference, User Defined Field5, User Defined Field 10, Invoice Number, Booking Number, Bill of Lading No, Route, Mode of Transport, Country From, Country To, Place of Loading, Place of Destination, Load Reference, Shipment Type, Status, AES Status, Office, Despatch Date, Arrival Date, Packing Location, Compliance Status, Order Number, PO Number, Order Number (item), PO Number (item), Product, Tracking Number, RFID Tag, Pack Type, UPI, Pack Number, COD Tracking Number, Container Number, Batch Number, Lot Number, Serial Number, Sales Organisation 1, Sales Organisation 2, Sales Organisation 3, Sales Organisation 4</p>
ITRAX	GENERIC - ALLOW SQL DEBUG	<p>This system value determines whether a view last SQL query icon displays below the grid in the Shipments panel.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • true – The view last SQL query icon displays below the grid in the Shipments panel.

Category	Key	Description
		<ul style="list-style-type: none"> false – The view last SQL query icon does not display below the grid in the Shipments panel. <p>Default value: false</p>
ITRAX	[CARRIER_CODE]: TRACKING SITE	<p>Configure this system value on a carrier basis to specify the link in the Tracking Number column of the grid in the Packages tab of the Shipment Line Details panel.</p> <p>Possible values: URL of the carrier's shipment tracking Web page.</p> <p>Default value: blank</p>
ITRAX	INQ DOCUMENTS PRINTED ONLY	<p>The Documents tab of the Shipment Line Details panel displays documents related to the transaction. Depending on the configuration of this system value and INQ DOCUMENTS HIDDEN DOCS, all documents related to the transaction or a subset of these documents display in the Documents tab.</p> <p>Possible values:</p> <ul style="list-style-type: none"> true – The Documents tab of the Shipment Line Details panel excludes printed documents. false – The Documents tab of the Shipment Line Details panel does not exclude printed documents. <p>Default value: false</p>
ITRAX	INQ DOCUMENTS HIDDEN DOCS	<p>The Documents tab of the Shipment Line Details panel displays documents related to the transaction. Depending on the configuration of this system value and INQ DOCUMENTS HIDDEN DOCS, all documents</p>

Category	Key	Description
		<p>related to the transaction or a subset of these documents display in the Documents tab.</p> <p>Possible values: A comma-separated list of document names that you want to exclude from the Documents tab. These document names must correspond with document names listed in the Document field of entries in the DO option.</p> <p>Default value: blank</p> <p>Example: INV1E,INV1S</p>
ITRAXSTOR	NQTMP-xxxxx:001	<p>When a user names and saves a search template, the system creates a system value; it uses the NQTMP- prefix to identify Inquiry templates followed by the template name, a colon, and a sequential number.</p> <p>If you want to make a template available to other users or client, then you can copy the system value and update the user and client fields of the new system value.</p> <p>Example: NQTMP-REF:001 is the system value related to a template with the name REF.</p>
ITRAX	INQ DYNAMIC GRID FIELDS	<p>A comma-separated list of additional columns that display in the Inquiry results grid.</p> <p>Example: userDefinedField3,userDefinedField4,taxCode,...,flag4,ban</p>
ITRAX	REPORT: MAX EXPORT SIZE	<p>Specify the maximum number of rows that it is possible to export to Excel from the Inquiry search results grid.</p> <p>Example: 100000</p>
ITRAX	INQ RECALL AND TRACK ENABLED	<p>This system value controls the presence of the Recall button on page 150 in the Actions column</p>

Category	Key	Description
		of the Shipments Panel grid on the Inquiry on page 141 screen.

List of Dynamic Fields

This section describes the predefined dynamic fields that are available to add to the **Workflow Portal** and the **Inquiry** screen. For more information, see [Adding Dynamic Fields to the Workflow Portal on page 284](#) and [Adding Dynamic Fields to the Inquiry Screen on page 463](#).

actualArrivalDate

actualArrivalTime

actualCostsComplete

actualLetterOfCreditNumber

activity

aesOption

aesStatus

aesValidationResult

alsoNotify

bankDate

billOfExchange

billOfExchangeDate

billOfLadingNumber

billOfLadingType

blBagCopie

blBagOriginal

blCopie

blDate

blOriginal

blShipperCopie

blShipperOriginal

bookingNumber
boeReferQuestion
calculateDuty
calculateRefund
calculateUsingCert
capNumber
carrier
certOfInsuranceNumber
certOfOriginNumber
certifiedOnBoardDate
checkNo
claimsPayableParty
client
closeDate
closeTime
codPaymentMethod
coLoadedWith
commissionGroup
companyNumber
complianceStatus
consolidateForFreight
consolidation
consignee
consigneeExciseNumber
consignor

consignorExciseNumber
consignorsBank
contact
containerised
countOfClosedDespatche
countOfCommoditie
countOfContainer
countOfDespatche
countOfItem
countryOfDestination
countryOfDespatch
countryOfOrigin
copiedFromConsignor
copiedFromDespatchNumber
corporateCustomer
costValue
creditInsuranceAgent
creditReleaseDate
creditReleaseTime
creditReleaseUser
creditStatus
createdByUser
crowflyDistance
currency

custom
customer
customsEntryPort
customsExchangeRate
customsRef
declarant
deliverFrom
deliverTo
deliveryTerm
deliveryTermsText
departmentCode
departDate
departTime
despatchDate
despatchNumber
despatchTime
description
distance
distanceBand
distanceUom
documentContact
documentSet
dropNumber
dutyPaymentMethod
earlyDeliveryAllowed

ecuExchangeRate
ediStatus
endLoadingDate
endLoadingTime
entryNumberPrefix
eslPeriod
eslPrinted
eslYear
etaDate
etaTime
eur1Number
exchangeRate
exchangeRateType
expectedReceiptQuantity
expiryDate
exportRefundClaimReference
exportTradersRef
extraDate
extraDate2
extraDetailText
extraField4
flag
flag4
flag5

flag6
financial
finalDestination
fobValue
foreignAgent
foreignTradeZone
forwardersRef
forwardingAgent
freightStatus
goodsDepartureDate
grossWeight
group3
group4
haulier
houseAirWaybill
importPermitNumber
inUseFlagYOrBlank
inUseInConsolidation
inspectionBy
inspectionType
insuranceAgent
insuranceValue
insuredParty
insuredPartyType
insuredUnderCondition

internationalCarrier
intrastatPeriod
intrastatPrinted
intrastatYear
invoiceConsolidationNo
invoiceDate
invoiceDate2
invoiceNumber
invoiceNumber2
invoicePrefix
invoiceYear
journeyTime
journeyTimeUom
language
lastModifiedDate
lastModifiedTime
lastModifiedUser
lastModifiedWorkstation
lateDeliveryAllowed
letterOfCreditNo
load
loadConsignor
loadNoDropSequence
loadSpace

loadSpaceUom
loadingDate/
loadingTime
lockCalculation
masterAirWaybill
mostRecentlyUsedBy
multiplyExchangeRate
natureOfTransaction
netNetWeight
netWeight
notify
numberOfCollection
numberOfDeliverie
office
operatingCurrency
orderDate
orderNumber
origin
otherReference
ownerGroup
packingLocation
partiesRelated
paymentMethod
paymentTerm
placeBLDated

placeOfDelivery
placeOfLoading
policyNumber
ppIm
precisionDefinedField1
precisionDefinedField2
precisionDefinedField3
precisionDefinedField4
precisionDefinedField5
prepaidCollectOther
priceIncludesTax
principal
priority1999
protectedField
protectAsPerClosed
receivingInbondCarrier
receivingItClass
receivingItDate
receivingItNumber
receivingItPort
reference
reference2
reference3
referQuestionsToFrgtfwd

remitOffice
reqDeliveryEndDate
reqDeliveryEndTime
reqDeliveryStartDate
reqDeliveryStartTime
responsible
returnType
removeFromAesProcessing
route
routingEcWc
salesAgent1
salesAgent2
salesAgent3
salesAgent4
serviceContractNumber
settlingAgent
shipQuantity
shipmentBank
shipmentCategory
shipmentCategory2
shipmentSource
shipmentType
shippedAsDespatches
status
status2

statusCharge
stateOfOrigin
taxCode
totalLineValue
totalNoOfInner
totalNoOfOuter
totalNoOfPack
totalValue
transactionDate
transactionType
transportMode
typeOfMovement
ultimateConsignee
uniqueConsignmentReference
uniqueReference
upId
useAndOrDestination
userConsolidatingShipment
userDefined11
userDefined12
userDefined13
userDefined14
userDefined7
userDefined8

userDefined9

userDefinedField1

userDefinedField3

userDefinedField4

userDefinedField5

userDefinedField6

volume

volumeUom

weightUom

workflowCode

workflowIsInUse

workGroup

Export Management

Export Management automates and executes processes associated with clearing exports through customs authorities. The Export Management solution offers an array of specialized tools to help enterprises to comply with complex trade laws and automate critical export activities. As a result, enterprises can create a competitive advantage by reducing compliance risk, avoiding unnecessary costs, and reducing process cycle-times.

The following Export Management systems are available in GTTE:

- ATLAS - German customs
- AES - US customs

The following user roles are available for Export Management:

- Export Compliance Manager
- Export Compliance Officer

For more information on user roles, see [Using QAD GTTE For Your Role on page 49](#) in the *Base* section of the online help.

ATLAS Overview

This section explains the features of the Automatisiertes Tarif- und Lokales Zoll-Abwicklungs-System (ATLAS) 3.0 export module for German customs.

Note The English translation of the ATLAS acronym is Automated Tariff and Local Customs Handling System.

ATLAS replaces paper declarations and administrative acts with electronic XML messages (transmissions)—automating, simplifying, and accelerating the customs clearance process for exports between Germany and territories that are not included in the European Union.

ATLAS 3.0 is the latest version of ATLAS and is certified by Zoll.

This help content only describes ATLAS 3.0 features in the GTTE Web UI for release 14 (R14) of the ATLAS module and later.

ATLAS Integration

This section explains how ATLAS is integrated into the GTTE system.

- [Zoll Certification for ATLAS on page 563](#)
- [Supported Electronic Messages on page 563](#)
- [ATLAS Fallback Documents on page 564](#)
- [Sample Declaration Process Flow on page 566](#)

Zoll Certification for ATLAS

QAD GTTE AES 3.0 was certified by Zoll on May 17, 2023 for ATLAS Exports AES 3.0.

- Transmission: FTAM - LOG-FTAM 8.6.1
- Export group: Export transfer settlement/Ausfuhr - Überführung, Erledigung (EXP) and export status information/Ausfuhr - Statusauskunft (EXQ)

You can view the details of the certification at the [Zoll Online website](#) in the QAD Inc. row.

Supported Electronic Messages

ATLAS supports several electronic message types. These messages are developed according to the ATLAS customs specifications and the Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT) specifications for AES in EDIFACT release 2.4 and 8.8.

Outbound Messages From Trader to Customs

Message Type	Description
DEXPDF	Export declaration
DEXPCD	Cancel export declaration
DEXPEF	Supplementary or replacement export declaration
DEXPXC	Customs inquiry response
DEXPAE	Declaration amendment
DEXQQB	Shipment status inquiry

Inbound Messages From Customs to Trader

Message Type	Description
DEEENF	Technical error message
DEERRG	Export declaration error message
DEXPNF	Notification of export

Message Type	Description
DEXPRF	Release of export
DEXPSE	Export status
DEXPFE	Customs inquiry
DEXPUC	Reminder/request supplementary/replacement export declaration
DEXPLD	Export control notification
DEXQSB	Export status response

ATLAS Fallback Documents

If you do not have access to ATLAS, the fallback documents need to be printed to proceed with the shipment.

The document type for all of the ATLAS fallback documents is AT. Starting from R03 onwards, the ATLAS standard includes the following ATLAS fallback document codes in the *Documents* page (option DO):

- AT033025_1
- AT033025_2
- AT033025_3

The standard documents contain a first page, followed by continuation pages. The following parameters are shared across all documents.

Shared Document Parameters

Parameter	Default Value	Notes
DETAIL-LINES-1	1	Do not change the default value.
DETAIL-LINES-2	402	The default value is set to include as many lines as possible on the continuation page. Change the value if you want to decrease or increase the number of lines that display on the continuation page of the fallback document.
DOCUMENT-COPY	1 2 3	Displays the copy number in the printed document.

Parameter	Default Value	Notes
		<p>For AT033025_1, the default value is 1.</p> <p>For AT033025_2, the default value is 2.</p> <p>For AT033025_3—marker COPY-NO from the fallback document—the default value is 3.</p>
DOCUMENT-TITLE	Text	<p>Displays the document title marker, which by default is as follows:</p> <ul style="list-style-type: none"> <i>Exemplar für das Versendungs-/Ausfuhrland</i> AT033025_1 <i>Exemplar für das Versendungs-/Ausfuhrland:</i> AT033025_2 <i>Exemplar für die Statistik-Versendungs-/Ausfuhrland:</i> AT033025_3
FALLBACK-DATE-TEXT-ID	ATFD	The text ID in which you can enter the fallback date in Free Text format. This is printed in the FALLBACK-DATE field.
FALLBACK-TICKET-TEXT-ID	ATTK	The text ID in which you can enter the fallback Zoll ticket number in Free Text format. This is printed in the FALLBACK-TICKET field.
LENGTH-DETAIL-AREA	[1-1],1,11,[2-1],1,11,[2-2],12,22,[2-3],23,33	The document printing program uses this value to format the boxes in

Parameter	Default Value	Notes
		which information is displayed on the continuation page.
NEW-LINE	YES NO	For Box 44 information. If this document parameter is set to YES, there is a new line after each code or value. If this document parameter is set to NO, Box 44 codes and values are separated by a space.
WIDTH-DETAIL-AREA	310	This document parameter defines the size, in millimeters (mm), of the detail area on the continuation page.

Sample Declaration Process Flow

ATLAS uses two types of declarations: one-step declarations and two-step declarations. In the one-step declaration, the content of the declaration is final. In the two-step declaration, the initial DEXPDF declaration must be followed by a DEXPEF supplementary or replacement export declaration.

For one-step declaration, the shipment process flow is as follows. See [Supported Electronic Messages on page 563](#) for information on the message types used in this process.

1. The customer submits a DEXPDF declaration.
2. The customs office destination—Box A—receives the message.
3. If any error is found in the transmission message, DEERRG is transmitted back to the customer.
4. The customer fixes the errors and submits DEXPDF again.
5. If the declaration contains no errors, DEXPSE with status 110 (Anmeldung entgegengenommen / Registration accepted) is received by customs. The first DEXPSE message does not contain the movement reference number (MRN).
6. If the declaration advances to the next stage, the second DEXPSE with status 132 (Anmeldung angenommen, ergänzende oder vollständige Anmeldung liegt vor / Registration accepted, supplementary or complete registration is available) is received.

7. The second DEXPSE message is received by the customer, and the DEXPRF release message with the associated Ausfuhrbegleitedokument/Export Accompanying Document (ABD) PDF document is received shortly afterward.
8. When the shipment is leaving the European Union, the customs officer scans the MRN at the office of exit—Box 29.
9. The customs system of the EU country of exit sends a message to the original Box A customs office, which is Germany for ATLAS.
10. The German customs office relays the message as a DEXPNF exit notification to the recipient who made the original declaration. Along with the DEXPNF message, a PDF document is attached as a document imaging to the shipment documents. The PDF that is associated with DEXPNF can be used as proof of export.

ATLAS Workflow

This section describes the configuration of workflows for ATLAS and describes the workflow tasks for ATLAS on the QAD GTTE Web UI.

Note For more information on workflows, see the [Base on page 44](#) section of the online help.

- [ATLAS Workflow Configuration on page 568](#)
- [ATLAS Workflow Tasks on page 572](#)
 - [Web ATLAS Check and Submit Task on page 572](#)
 - [Using the EU Customs - BOX44 Task on page 578](#)

ATLAS Workflow Configuration

On the *Maintain Workflows* page (option WF), the workflow QATSFLOW3 must be configured. QATSFLOW3 is the base workflow for ATLAS 3.0.

The configuration is usually performed by an application consultant.

The following tasks are mandatory for the QATSFLOW3 workflow. They are listed by their descriptions and key ID values.

Shipment Commodity Calculation (ATSBBINIT)

This task runs the shipment commodity calculations and resets Box 44 to its initial default values for the current shipment. This is a pre-requisite task for the *EU Customs - Header Info*, *EU Customs - C88 Commodities*, *EU Customs - BOX44*, and *Web ATLAS check and submit* workflow tasks.

EU Customs - Header Info (WFTCSH50)

This task is used to verify and update data related to the ATLAS customs declaration header. ATSBBINIT is a pre-requisite for WFTCSH50.

EU Customs - C88 Commodities (SHSD50)

This task allows you to verify and update shipment commodities. ATSBBINIT is a pre-requisite for SHSD50.

EU Customs - BOX44 (WFTB4450)

This task allows you to verify and update Box 44 codes that are associated with the shipment commodities. ATSBBINIT is a pre-requisite for WFTB4450.

Web ATLAS check and submit (WCSTSH)

This task allows you to send ATLAS transmissions. The task contains buttons that lead to other screens where customs-related data is stored. ATSBBINIT is a pre-requisite for WCSTSH.

ATLAS WEBUI integration (ATSWBUI)

This task is used for Web UI integration with the ATLAS customs module.

ATLAS WEBUI CM_INIT (ATS_INIT)

This task is used to call the initial ATLAS shipment commodity calculation and set the Box 44 details to the initial values.

Check if the QATSFLOW3 workflow contains the tasks listed above. If not, add the tasks using the field values provided in the tables below.

Shipment Commodity Calculation Task Fields

Field	Value
<i>Key ID</i>	ATSBBINIT
<i>Task option</i>	BBSWFT
<i>Task program type</i>	50
<i>Task description</i>	Shipment commodity calculation
<i>Availability</i>	Web
<i>Program Parameters</i>	TASK-ID=ATS_INIT
<i>Task type</i>	Standard Task
<i>Is a background task checkbox</i>	Select the checkbox
<i>Lock transaction checkbox</i>	Clear the checkbox

EU Customs - Header Info Task Fields

Field	Value
<i>Key ID</i>	WFTCSH50
<i>Task option</i>	WFTCSH
<i>Task program type</i>	50
<i>Task description</i>	EU Customs - Header Info
<i>Availability</i>	Web
<i>Program Parameters</i>	CUSTOMS=ATS
<i>Task type</i>	Standard Task
<i>Is a background task checkbox</i>	Clear the checkbox

Field	Value
<i>Lock transaction checkbox</i>	Select the checkbox

EU Customs - C88 Commodities Task Fields

Field	Value
<i>Key ID</i>	SHSD50
<i>Task option</i>	SHSDW
<i>Task program type</i>	50
<i>Task description</i>	EU Customs - C88 Commodities
<i>Availability</i>	Web
<i>Task type</i>	Standard Task
<i>Is a background task checkbox</i>	Clear the checkbox
<i>Lock transaction checkbox</i>	Select the checkbox

EU Customs - BOX44 Task Fields

Field	Value
<i>Key ID</i>	WFTB4450
<i>Task option</i>	WFTB44
<i>Task program type</i>	50
<i>Task description</i>	EU Customs - BOX44
<i>Availability</i>	Web
<i>Program Parameters</i>	CUSTOMS=ATS,MSG-TYPE=XPDF
<i>Task type</i>	Standard Task
<i>Is a background task checkbox</i>	Clear the checkbox
<i>Lock transaction checkbox</i>	Select the checkbox

Web ATLAS check and submit Task Fields

Field	Value
<i>Key ID</i>	WCSTSH
<i>Task option</i>	CSTSH
<i>Task program type</i>	50
<i>Task description</i>	Web ATLAS check and submit
<i>Availability</i>	Web
<i>Program Parameters</i>	CUSTOMS=ATS,MSG-TYPE=XPDF
<i>Task type</i>	Standard Task
<i>Is a background task checkbox</i>	Clear the checkbox
<i>Lock transaction checkbox</i>	Select the checkbox

ATLAS WEBUI integration Task Fields

Field	Value
<i>Key ID</i>	ATSWBUI
<i>Task option</i>	CSTMSG
<i>Task program type</i>	02
<i>Task description</i>	ATLAS WEBUI integration
<i>Availability</i>	Both
<i>Task type</i>	Check
<i>Is a background task checkbox</i>	Select the checkbox
<i>Lock transaction checkbox</i>	Clear the checkbox

ATLAS WEBUI CM_INIT Task Fields

Field	Value
<i>Key ID</i>	ATS_INIT
<i>Task option</i>	CSTINI
<i>Task program type</i>	02

Field	Value
<i>Task description</i>	ATLAS WEBUI CM_INIT
<i>Availability</i>	Windows
<i>Task type</i>	Check
<i>Is a background task checkbox</i>	Select the checkbox
<i>Lock transaction checkbox</i>	Clear the checkbox

ATLAS Workflow Tasks

If the QATSFLOW3 workflow is configured according to the specifications described in [ATLAS Workflow Configuration on page 568](#), all the mandatory ATLAS tasks and checks are available in the Workflow Portal.

In the search panel, enter the wildcard (*) in the *Reference No* field, select **QATSFLOW3** from the *Workflow* drop-down list, and click **Search** to open the shipment lines that are in the ATLAS workflow.

Select a shipment line to open the workflow tasks for the shipment.

QATSFLOW3 Workflow Tasks on Workflow Portal

The screenshot displays the QAD Workflow Portal interface. At the top, there is a search panel with various filters: Open, Shipment, Group (QTGLUSER), Client (TGL), Reference No., Carrier, User ID, Customer, Consignee, Workflow (QATSFLOW3), Despatch Date (From/To), Status, Invoice No., Booking Number, eCustoms Status, and Consignor. A Template Search section is also present on the right.

Below the search panel, a table lists shipment lines. The columns include Compliance Status, Type, Consignor, Workflow, Reference No., User Id, Carrier, Route, and Place Of Delivery. The table shows multiple rows of shipment data.

On the right side, a 'Tasks' panel is visible, showing a list of tasks for the selected shipment. The tasks include: ATLAS declaration submitted, ATLAS Release Notification, ATLAS Export Notification, ATLAS Customs Enquiry received, Products to be shipped, Packing, View Country procedures, Route & delivery date details, and Containers/Seals. Each task has a checkbox and a status indicator.

Web ATLAS Check and Submit Task

Use the *Web ATLAS check and submit* task on the Workflow Portal to control the transmission of information from ATLAS to customs authorities.

Note You must complete the *Shipment Commodity Calculation* task before you run *Web ATLAS check and submit*.

This task allows you to perform each workflow task that is required for a valid ATLAS transmission through the buttons in the task's toolbar. The buttons are linked to separate workflow tasks.

In the *Message Type* drop-down list on the bottom of the window, you can change the message type. The following message types are available:

- XPDF
- XPCD
- XPEE
- XPXC
- XQQB
- XPAE

Additionally, the task detects any errors in the transmission before it is sent. You can fix errors using the task buttons.

The toolbar contains the buttons described below by default, but you can configure the toolbar using system values, as the [Configure Buttons Linked to Workflow Tasks on page 578](#) section describes.

Web ATLAS check and submit Task

Transmission Type	Transmission Date	Transmission Number	Direction	Transmission ID	Description	User	Date - Time
ATS	28/03/2023	8	I	0	XPRF empfangen	4GLLISTENER-...	27/03/2023 - 10:05 PM IST
ATS	28/03/2023	7	I	3	XPSE empfangen	4GLLISTENER-...	27/03/2023 - 10:04 PM IST
ATS	23/03/2023	6	I	3	XPSE empfangen	4GLLISTENER-...	23/03/2023 - 2:37 AM GMT
ATS	23/03/2023	5	I	3	XPDF empfangen OK	4GLLISTENER-...	23/03/2023 - 2:37 AM GMT
ATS	23/03/2023	4	I	3	XPDF FTAM Versand Erfolg	4GLLISTENER-...	23/03/2023 - 2:37 AM GMT
ATS	23/03/2023	3	o	SATS.3.232	XPDF erstellt	ASTROIE	23/03/2023 - 2:36 AM GMT

Status: 7220 XPRF erhalten

Message Type: Atlas Custom declaration

Complete Close

The task's toolbar contains the following buttons:

Buttons Not Linked to Workflow Tasks

These buttons do not affect any other workflow task.

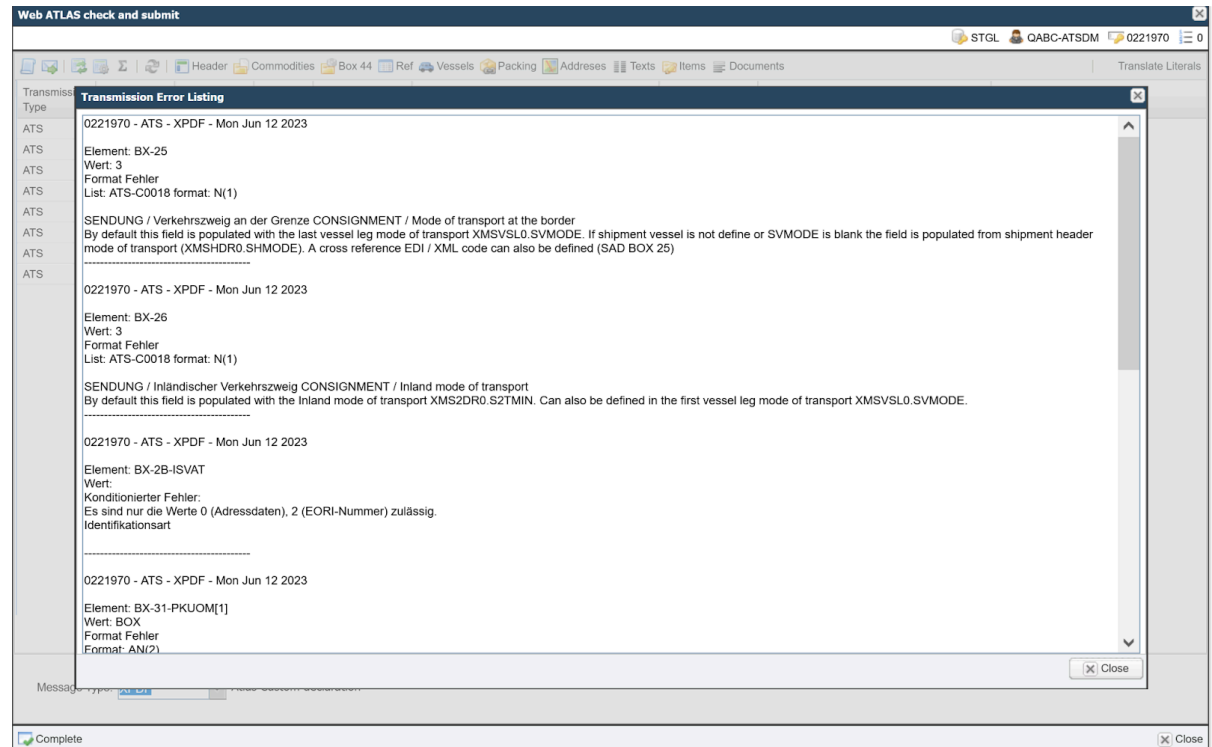
Preview message

Opens the preview window for the transmission message.

Note The *Preview message* button can be activated or deactivated with the system value *ATS / SUBMIT:BUTTON-SECURITY*. For more information, see [ATLAS System Values on page 589](#).

If there are any validation errors in the message, the *Transmission Error Listing* window displays the errors. The window also displays shipment commodity validation warnings.

Transmission Error Listing



After you resolve the errors in the XML file using the buttons in the *Web ATLAS check and submit* toolbar, the *Preview* window displays the XML that will be sent in the transmission.

Preview Window

```

Preview
(<?xml version="1.0" ?>
<DEXPDF>
  <preparationDateAndTime>2023-06-13T00:30:39</preparationDateAndTime>
  <messageIdentification>DE8999503.ATS.STGL.3.4</messageIdentification>
  <messageGroup>3P</messageGroup>
  <messageType>DEXPDF</messageType>
  <messageVersion>1.6</messageVersion>
  <MessageSender>
    <identificationNumber>DE8999503</identificationNumber>
    <subsidiaryNumber>0000</subsidiaryNumber>
    <authenticationNumber>909203165874650098514403</authenticationNumber>
  </MessageSender>
  <MessageRecipient>
    <referenceNumber>DE005865</referenceNumber>
  </MessageRecipient>
  <ExportOperation>
    <LRN>0221970.4</LRN>
    <partyConstellation>1000</partyConstellation>
    <declarationSubmissionDateAndTime>2023-06-13T00:30:39</declarationSubmissionDateAndTime>
    <security2</security>
    <totalAmountInvoiced>372.44</totalAmountInvoiced>
    <invoiceCurrency>EUR</invoiceCurrency>
  </ExportOperation>
  <CustomsOfficeOfExport>
    <referenceNumber>DE005865</referenceNumber>
  </CustomsOfficeOfExport>
  <Declarant>
    <identificationNumber>DE8999503</identificationNumber>
    <subsidiaryNumber>0000</subsidiaryNumber>
    <ContactPerson>
      <name>Anton Annelider</name>
      <phoneNumber>0234/234-100</phoneNumber>
    </ContactPerson>
  </Declarant>
  <GoodsShipment>
    <countryOfExport>DE</countryOfExport>
    <countryOfDestination>TR</countryOfDestination>
    <DeliveryTerms>
      <incotermCode>CFR</incotermCode>
    </DeliveryTerms>
    <Consignment>
      <containerIndicator>1</containerIndicator>
      <inlandModeOfTransport>3</inlandModeOfTransport>
      <modeOfTransportAtTheBorder>3</modeOfTransportAtTheBorder>
      <grossMass>70000</grossMass>
    </Consignment>
  </GoodsShipment>
</DEXPDF>

```

Note The message preview does not generate an entry in the transmission page.

Send message

Click *Send message* to send a validated transmission message. The message is sent as the message type that is selected in *Message Type*. If there are validation errors, they are shown in the *Transmission Error Listing* window, and the message does not send.

Note You can turn this button on or off with the *ATS / SUBMIT:BUTTON-SECURITY* system value.

Note For shipment commodity warnings, the warnings are displayed in the *Transmission Error Listing*, but it is possible to send the transmission message to customs without addressing the issues in the warnings. To avoid issues with customs, click the *Commodities verification* button in the toolbar to verify that the shipment commodities match the shipment items.

Transmission reset

Resets the transmission message for debugging. Use this button with caution because duplicate transmissions may be sent to customs authorities if you use it. Transmission reset requires a password, which is available in the *ATS / OVERRIDE_PASSWORD* system value.

Commodities verification

Verifies if the commodities are synchronized with the products. Commodities are the items on the customs declaration.

Commodities recalculation

Recalculates the commodities if they are not synchronized with the products. For example, if you update the shipment items, the update is

not automatically reflected in the shipment commodities, and they must be recalculated with this button.

Important: If you recalculate commodities, all manual changes made to the shipment commodities and any additional Box 44 details are lost.

Refresh screen

Refreshes the task window. You can use this button to view incoming transmissions from ATLAS.

Buttons Linked to Workflow Tasks

These buttons are linked to other workflow tasks, which gives quick access to the fields that are used in ATLAS transmission messages. The workflow task windows open within the *Web ATLAS check and submit* task window.

Header

The Header button opens the *EU Customs - Header Info* task. Use this task to update data for the EU customs declaration header.

The task contains four tabs:

- *Shipment Header*: In this form, enter information on the declaration, delivery, and timeline of the shipment header.
- *Partners*: In this form, enter the parties that are required for an EU customs declaration.
- *C88 Details*: In this form, enter information that is required for the C88 form for export declaration.

Note The *UK Customs Details* tab is not in use.

To complete the task, you must click the *Complete* button.

Commodities

Opens the *EU Customs - C88 Commodities* task. Use this task to view or update information on the shipment commodities.

To complete the task, you must click the *Complete* button.

Box 44

Opens the *EU Customs - BOX44* task. For more information, see [Using the EU Customs - BOX44 Task on page 578](#).

Ref

Opens the *Route, References, Container* task. This task contains four tabs:

- *References and Partners*: Enter reference information and partner information for the shipment. The form contains one mandatory field—*Shipment Type*.

- *Dates and Locations*: Enter information on the date, origin country, and destination of the shipment.
- *User Defined and Other*: This tab contains information on payment methods and destinations. It also allows you to add your own user-defined reference fields to the ATLAS transmission.
- *Vessels and Containers*: Enter information on the vessels and containers used in the shipment.

Click *Complete* to update and close the task window, or click *Save* to capture the changes you have made to the shipment and leave the task window open for further updates.

Vessels

Opens the *Vessels* task. Use this task to view, add, update, and delete vessel records in the transmission message.

To complete the task, you must click the *Complete* button.

Packing

Opens the *Standard Packing* task. Use this task to:

- See packed and unpacked items
- See a summary of shipment weight and volume totals
- See a summary of pack weight and volume totals
- Create new packed items
- Copy packed items
- Update pack details
- Delete packs
- Scan packs into outer packs
- Add unpacked items to packs

To complete the task, you must click the *Complete* button.

Addresses

Opens the *Partner address changes* task. Use this task to update addresses for shipment partners.

If address verification is turned on, the addresses are checked for errors by a Loqate plugin. For more information on address verification, see the *Address Verification* section in the *Base > Using Base* chapter of the help.

To complete the task, you must click the *Complete* button.

Texts

Opens the *Shipment Texts* task. Use this task to add, update, copy, and delete text files associated with the shipment lines, such as customs memos or summaries.

To complete the task, you must click the *Complete* button.

Items

Opens the *Shipment Items* task. Use this task to add, update, copy, or delete shipment items.

To complete the task, you must click the *Complete* button.

Documents

Opens the *Documents* task. Use this task to preview, print, email, delete, and add image documents to the transmission message.

To complete the task, you must click the *Complete* button.

Completing the Web ATLAS Check and Submit Task

When the transmission error is previewed and sent to customs without any flagged errors, click the *Complete* button to mark the *Web ATLAS check and submit* task as complete in the *Tasks* area. The task updates to show a green tick icon if it competes successfully.

Configure Buttons Linked to Workflow Tasks

The task-based buttons are configured with the following system values. For more information, see [ATLAS System Values on page 589](#).

System Values for Configuring Web ATLAS Check and Submit Task Buttons

System Value	Description
ATS / SHIPMENT_WORKFLOW[_workflow_code]	Defines the ID of the task that you want to include as a button in the <i>Web ATLAS check and submit</i> task.
ATS / SHIPMENT_EXTN_BUTTON_CONFIG	Defines the location of the images used for the buttons using a JavaScript definition in the format \$BUILD_TOKEN\$.

Using the EU Customs - BOX44 Task

Use the EU Customs - BOX44 task to review and update the Box 44 details for the shipment commodities in an ATLAS transmission. You can access the EU Customs - BOX44 task through the *Tasks* panel or by clicking Box 44 on the Web ATLAS check and submit task.

In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid to view any Box 44 elements that are associated with it.

You can perform various tasks with Box 44 elements in this window:

- [Adding a Box 44 Element to a Shipment Commodity on page 579](#)
- [Adding Box 44 Elements with Export Control Information on page 580](#)
- [Updating a Box 44 Element for a Shipment Commodity on page 581](#)
- [Deleting a Box 44 Element From a Shipment Commodity on page 582](#)
- [Recreating the Box 44 Information on page 582](#)
- [Changing the Type of the Box 44 Element on page 582](#)

To complete the EU Customs - BOX44 task, click the Complete button.

Note The ZDMY dummy code for Box 44 is used to avoid automatic Box 44 initialization if all Box 44 details are removed from the shipment commodity. The ZDMY for Box 44 is not shown in the preview window and is not sent to customs.

Adding a Box 44 Element to a Shipment Commodity

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid.
2. In the Box 44 grid, click the Add button.
3. In the Create / Update Box 44 element, complete the blue mandatory fields.

After you select values for the List and Code fields, the fields which must be blank are automatically deactivated. The rest of the mandatory and optional fields remain active—mandatory fields are marked with an exclamation mark symbol.

Deactivated and Mandatory Fields

Create / Update Box 44 element

List: I0932-Previous Document Items

Status:

Code: N722

Type: VALUE

Validate: *NONE

Reference:

Position:

Addition:

Detail:

Authority:

Start Date:

End Date:

Qty UOM:

Supp UOM:

Qty Value:

Currency:

Amount:

- Complete the mandatory fields, and complete the optional fields of your choice.

Note The Reference field is limited to a maximum of 35 characters.

- To save the Box 44 element, click Save.

Note If the Save button does not appear, change the screen resolution to 1920 x 1080.

- In the New Box44 Element window, click All Lines to add the Box 44 element to all of the shipment commodity lines, or Current Line to only add the element to the selected line.

Adding Box 44 Elements with Export Control Information

QAD GTTE provides export control content to companies which have a contract with Bundesanzeiger Verlagsges, also known as Reguvis. These companies can use export control information to manually create Box 44

elements. The export control information is automatically updated on a monthly basis.

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid.
2. To open the Export Control Information window, in the Box 44 grid, click the Export Control button.

Export Control Information

Export Control Information					
Add					
Line Number	Comodity	List	Box44	Ctry	Export Control Type
10	87089120	I0922	E012	TR	Ausfuhrkontrolle bei Kulturgütern .
10	87089120	I0922	E013	TR	Ausfuhrkontrolle für ozonabbauende Stoffe .
10	87089120	I0912	Y903	TR	Ausfuhrkontrolle bei Kulturgütern .
10	87089120	I0912	Y935	TR	Ausfuhrgenehmigung .
20	87089120	I0922	E012	TR	Ausfuhrkontrolle bei Kulturgütern .
20	87089120	I0922	E013	TR	Ausfuhrkontrolle für ozonabbauende Stoffe .
20	87089120	I0912	Y903	TR	Ausfuhrkontrolle bei Kulturgütern .
20	87089120	I0912	Y935	TR	Ausfuhrgenehmigung .
30	87089310	I0922	E012	TR	Ausfuhrkontrolle bei Kulturgütern .
30	87089310	I0922	E013	TR	Ausfuhrkontrolle für ozonabbauende Stoffe .
30	87089310	I0912	Y903	TR	Ausfuhrkontrolle bei Kulturgütern .
30	87089310	I0912	Y935	TR	Ausfuhrgenehmigung .

3. In the Export Control Information window, to add a line or lines as export control information to the shipment commodity, select the line or lines of export control information. To add multiple lines, hold the Ctrl key while you select lines.
4. To add the selected lines, click Add.
5. To return to the EU Customs BOX44 window, click Close.

Updating a Box 44 Element for a Shipment Commodity

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid. If the shipment commodity already has Box 44 elements, they display in the Box 44 grid.
2. In the Box 44 grid, select the Box 44 element that you want to update.
3. Click the Update button.
4. In the Create / Update Box 44 element, complete the blue mandatory fields.

After you select values for the List and Code fields, the fields which must be blank are automatically deactivated. The rest of the mandatory and optional fields remain active—mandatory fields are marked with an exclamation mark symbol.

5. Complete the mandatory fields, then complete the optional fields of your choice.
6. To save the updated Box 44 element, click Save.

Deleting a Box 44 Element From a Shipment Commodity

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid. If the shipment commodity already has Box 44 elements, they are displayed in the *Box 44* grid.
2. In the Box 44 grid, select the Box 44 element that you want to delete.
3. In the Box 44 grid, click the Delete button.
4. In the Delete Box 44 Element pop-up window, click Yes to complete the deletion.

Recreating the Box 44 Information

The Recreate button resets Box 44 to the default configuration.

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid.
2. In the Box 44 grid, select a Box 44 element.
3. In the Box 44 grid, click the Recreate button.
4. In the Recreate Box 44 Information window, click Yes to recreate the Box 44 for the entire shipment, or Current Line to only add the element to the selected line.

Changing the Type of the Box 44 Element

1. In the EU Customs - BOX44 window, select a shipment commodity in the Shipment Commodity grid.
2. In the Box 44 grid, select a Box 44 element.
3. Select a new Box 44 type from the drop-down list on the left of the Box 44 grid. The available Box 44 types are:
 - XPDE
 - XPDF
 - XPCD
 - XP EE
 - XPXC
 - XQQB
 - XPAE

ATLAS Message Configuration

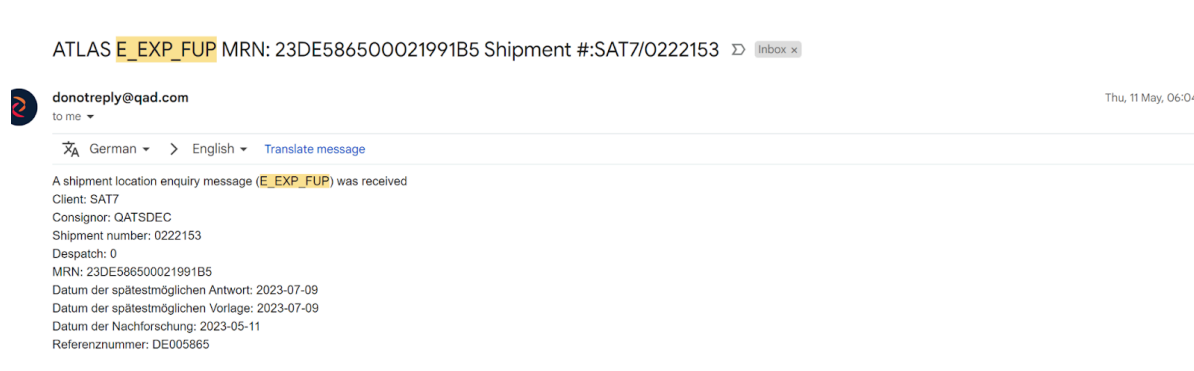
The following sections describe email notifications that are linked to the ATLAS transmission messages:

- [Configuring the Shipment Location Inquiry Email on page 583](#)
- [Configuring the Customs Export Control Message on page 587](#)
- [ATLAS Exit Inquiry Message on page 587](#)

Configuring the Shipment Location Inquiry Email

If a shipment does not have exit or export information, it cannot be closed in ATLAS. In this case, ATLAS can send a DEXPFB message to the trader. The DEXPFB triggers an email notification for the trader with the MRN and shipment number in the subject line. The trader must reply to the message through a DEXPXC message in a specific time frame to inform ATLAS of the exit status information for the shipment.

E_EXP_FUP Customs Inquiry Email



To configure the trader email notification, complete the following tasks:

1. [Configuring the FUP:EMAIL-ALERTS System Value on page 583](#)
2. [Adding a Shipment Status Code on page 584](#)
3. [Adding a Memo For Customs on page 585](#)
4. [Providing Alternative Evidence Documents \(Status Code 4 Only\) on page 586](#)

Configuring the FUP:EMAIL-ALERTS System Value

1. Open the *System Values* (Y3) page.
2. Click the *Database* button.
3. In the *Key* field, enter the key FUP:EMAIL-ALERTS.
4. Click *Search*.
5. In the table, double-click the *Value* field for the FUP:EMAIL-ALERTS system variable.
6. In the *Value* field, enter the email address of a trader. This is the email address that will receive ATLAS shipment inquiry emails.

7. To save the email address, click *Update*.
8. Ensure the *In Use* field for the system variable is set to true. If it is set to false, double-click the *In Use* field and select the checkbox.

Adding a Shipment Status Code

1. Exit the *System Values* page and open the Workflow Portal (FLOW).
2. Search for an open shipment in the QATSFLOW3 workflow. If you know the reference number for the shipment, enter it in the *Reference No* field. Otherwise, enter a wildcard (*) to view all results.

Workflow Search

Workflow Portal

Search

Open Shipment

Group: QTGLUSER

Client: TGL

Reference No.: *

Carrier:

User ID:

Customer:

Workflow: QATSFLOW3

Consignor:

3. Select a shipment from the search results.
4. From the *Tasks* panel, double-click the *Web ATLAS check and submit* task.
5. In the *Web ATLAS check and submit* window, click *Header* to open the *EU Customs - Header Info* task.
6. In the *EU Customs - Header Info* window, click the *C88 Details* tab.
7. Enter the required information for the notification email:
 - a. In the *Status Code* field, enter the integer 1, 2, 3 or 4 to represent one of the following status codes:

Shipment Status Codes

Code	Description
1	Exports delayed (presentation at the customs office has yet to be made) / Ausfuhr verzögert (Gestellung an der Ausgangszollstelle ist noch nicht erfolgt)
2	Exit delay (presentation at the customs office has already been done) / Ausgang verzögert (Gestellung an der Ausgangszollstelle ist bereits erfolgt)

Code	Description
3	Exit was done, alternative proof is not available / Ausgang erfolgt, Alternativnachweis liegt nicht vor
4	Exit was done, alternative proof is available / Ausgang erfolgt, Alternativnachweis liegt vor

- b. Enter values in the fields required by each shipment status code. These vary depending on the number entered in the *Status Code* field.

Required Information on C88 Details Tab

Field	Required By Status Code	Description
Planned Date	1 and 2	The date that is planned for the shipment.
Current Office of Exit	2, 3, and 4	The code for the current office of exit.

The email notification also requires the INFO-DATE variable for shipment codes 3 and 4, but this is populated by the system and does not require any input. INFO-DATE is the date on which the shipment information is available.

8. To save and close the *EU Customs - Header Info* task, click *Save*.

After this step, if you selected shipment code 1 or 3, you can either mark the *Web ATLAS check and submit* task as complete with the *Complete* button or add a memo, as the [Adding a Memo For Customs on page 585](#) task describes.

If you selected shipment code 2, you must add a memo.

If you selected shipment code 4, you must provide alternative evidence documents, as the [Providing Alternative Evidence Documents \(Status Code 4 Only\) on page 586](#) task describes.

Adding a Memo For Customs

If you entered shipment status code 2 in the *Status Code* field, you must add a MEMO text ID to send extra comments to the customs office.

Note Adding the memo is optional if you added any other shipment code.

To add a memo, complete the following steps:

1. In the *Web ATLAS check and submit* window, click the *Texts* button to open the *Shipment Texts* window.
2. In the *Shipment Texts* window, click the *Create a new record* icon in the icon bar at the bottom of the window.

Note If there is already a memo attached to the shipment, the creation will fail. In the *Shipment Texts* window, remove old MEMO text IDs with the *Delete this shipment* icon before create a new memo.

3. In the *Texts [Create]* window, click the lookup icon to the right of the *Text Id* field to open the *Text Id* window.
4. In the *Text Id* window, search for the text ID called MEMO.
5. Click the MEMO text ID to close the *Text Id* window and add it to the *Text Id* field in *Texts [Create]*.
6. In the *Text* field, enter a memo for customs.

Customs Memo

The screenshot shows the 'Texts [Create]' window with the following fields and values:

- Client: STGL
- Consignor: QABC-ATSDM (with a 'Test Box 2' label to the right)
- Reference: 0221970
- Despatch number: 0
- Text Id: MEMO (with a lookup icon to the right and the text '* EU CUSTOMS MEMO *' displayed)
- Shipment line: (empty field)
- Text: This is a memo for customs

7. To save the memo, click *Create*.
8. To close the *Texts [Create]* window, click *Close*.
9. To complete the *Shipment Texts* task, click *Complete*.

Providing Alternative Evidence Documents (Status Code 4 Only)

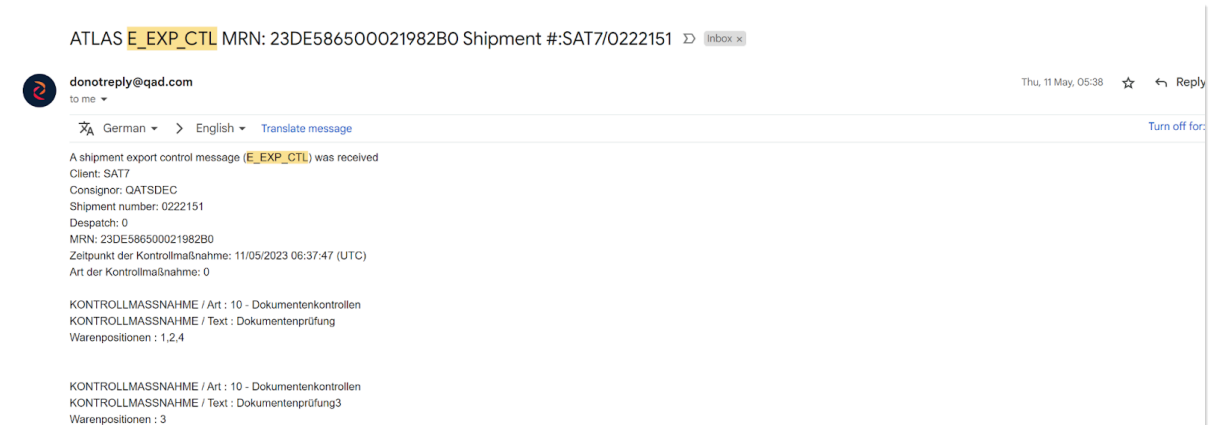
- If you entered shipment status code 4 in the *Status Code* field, you must provide alternative evidence documents. Enter the text ID of alternative evidence documents using the ATS system value *ALTERNATIVE EVIDENCE:TEXTID*. For more information, see the *ALTERNATIVE EVIDENCE:TEXTID* entry in [ATLAS System Values on page 589](#).

Configuring the Customs Export Control Message

When the customs export control message is configured, an inbound email message of type E_EXP_CTL/DEXPLD notifies you that a shipment is received and is under customs control or inspection, with the MRN and shipment number in the subject line. Using the CTL:EMAIL-ALERTS system value, this email notification can be sent to one user or, optimally, to a number of people in an email distribution list.

You do not need to respond to this email.

E_EXP_CTL Customs Export Control Notification Email



To set up the customs control email notification, complete the following steps:

1. Open the *System Values* (Y3) page.
2. Click the *Database* button.
3. In the *Key* field, enter the key CTL:EMAIL-ALERTS.
4. Click *Search*.
5. In the table, double-click the *Value* field for the CTL:EMAIL-ALERTS system variable.
6. In the *Value* field, enter the email address of a user or distribution list. This is the email address that will receive customs notification emails.
7. To save the email address, click *Update*.
8. Ensure the *In Use* field for the system variable is set to true. If it is set to false, double-click the *In Use* field and select the check box.

When the system value is in use, ATLAS starts to send export control email notifications.

ATLAS Exit Inquiry Message

With the ATLAS outbound exit inquiry message—code DEXQQB—the trader can submit an exit inquiry message. Then, all the available EXIT information is sent to the trader.

To submit an EXIT inquiry, in the *Web ATLAS check and submit* task, the trader must select XQQB as the message type from the drop-down list and submit the transmission message.

If there is an email address assigned to the system value STA:EMAIL-ALERTS, and the system value is in use, the trader receives an XQSB message, which generates the EXIT inquiry email.

The recipient of the message is defined during system setup by a QAD consultant.

E_EXQ_STAT Email Notification

ATLAS E_EXQ_STAT MRN: 23DE586500022000E8 Shipment #:SAT7/0222156 [Inbox x](#)

 **donotreply@qad.com** to me Thu, 11 May, 12:43

 German >  English [Translate message](#)

A shipment status for export / exit (E_EXQ_STA) was received
 Client: SAT7
 Consignor: QATSDCE6
 Shipment number: 0222156
 Despatch: 0
 MRN: 23DE586500022000E8
 Kopf / Status der Überführung/Erledigung: 502 (Vorgang überlassen, ergänzende oder vollständige Anmeldung liegt vor)
 Kopf / Status der Überwachung: 000 (unbekannt)
 Kopf / Zeitpunkt der Entgegennahme der Anmeldung (UTC): 11/05/2023 09:33:33
 Kopf / Zeitpunkt der Annahme der Anmeldung (UTC): 11/05/2023 10:15:09
 Kopf / Zeitpunkt der Überlassung (UTC): 11/05/2023 10:42:37
 Ausfuhrzollstelle Referenznummer: DE005865

ATLAS System Values

On the *System Values* page (Y3), the system values that affect the ATLAS module are defined in the CUSTOMS-CODE category. For ATLAS system values, the category is ATS.

The following tables describe the system values and provides examples of the system value formats:

- [Table 147 on page 589](#): System Values in the ATS Category
- [Table 148 on page 606](#): System Values in the ATS:DEXPRF Category
- [Table 149 on page 606](#): System Values in the ATS:DEXPNF Category

Note The following tables use the logical or operator (|) to indicate that you must choose one value.

System Values in the ATS Category

Key	Sample Value	Description
ADDITIONAL INFORMATION:TEXTID	ATAI	Defines the text ID that is used to map additional information in the BX-40-4-CODE and BX-40-4-TXT elements.
ALTERNATIVE EVIDENCE:SEPARATOR	£	Defines the separator used between elements in ATAE text IDs.
ALTERNATIVE EVIDENCE:TEXTID	ATAE	Defines the text ID used to map alternative evidence in the DEXPXC message type in the AE-TYPE, AE-DOCTYPES, and AE-DOCREFS elements. AE-TYPE is defined in the ATS-S0170 user-defined value (UY) and AE-DOCTYPES is defined in the ATS-I0941 UY.
BACKGROUND MODE	YES NO	Calls the ATLAS engine in the background—for example, for a workflow task—and captures validation errors.
BLACK BOX: DEBUG MODE	YES NO,level <ul style="list-style-type: none"> • NO for no debug information. 	Produces log information for ATLAS background tasks.

Key	Sample Value	Description
	<ul style="list-style-type: none"> • YES,1 for low-level debug information. • YES,2 for detailed debug information. 	
BX-14:CONTACT:YES/NO	YES/NO	<p>If this system value is set to YES, the ATS contact information for the SHOFCR partner is used for the Box 14 contact.</p> <p>If the SHOFCR information is not available, or the system value is set to NO, the consignor or declarant information is used for Box 14.</p>
BX-25_BX-21-1_CROSSREF	2,20, 3,30, 4,40, 5,50, 8,80	<p>Using this system value, the default mapping for Box 21-1 is taken from the value of Box 25.</p> <p>Note For Box 21-1, the mode of transport at the border and the inland mode of transport only allow a single-digit code.</p>
CERTIFICATION MODE	NO	Internal GTTE system value. It must be set to NO.
CT:ISO:EDI_CROSSREF	<p>Comma-separated list: [country ISO], [ATLAS code]</p> <p>Example: RS,XS</p>	This system value is used to report ATLAS country codes instead of ISO country codes.
CTL:EMAIL-ALERTS	Valid email address	<p>By default, the Zoll and customs control notification message E_EXP_CTL sends an email alert to the address specified in this system value. Optimally, enter a distribution email address. For more information, see Configuring the Customs Export Control Message on page 587.</p>

Key	Sample Value	Description
DECLARE PACKING FIRST ITEM	YES NO	<p>Set this system value to YES to declare all packing details at the first declaration item. Set it to NO to declare packing items for each commodity.</p> <p>If packing is not done for each commodity, the appropriate packing details cannot be declared as one commodity. The commodity can be packed in several packs, or one pack can share multiple commodities.</p> <p>According to ATLAS guidelines, all packing details can be declared at the first declaration item. The other packing details are declared as 0 pack numbers with the appropriate packing unit of measurement (UOM).</p>
DECIMAL SEPARATOR	.	This system value defines the XML decimal separator. For ATLAS, the XML decimal separator must be a period. You cannot change the value of this system value.
DEFAULT LAND OF ORIGIN:DE	Land code	<p>In the shipment commodity calculation procedure, this system value populates the default land code for products that originate from DE (Germany).</p> <p>This system value needs to be set up at installation time by the QAD application consultant, using values from the UY ATS-A1270.</p>
DEFAULT LAND OF ORIGIN:NON DE	Land code Example: 99	In the shipment commodity calculation procedure, this system value populates the default land code for products that do not originate from DE (Germany).
DEL_TERMS_PL	<p>Place field], [delivery term]</p> <p>Examples: CFR,SHPDES,</p>	<p>Determines the Incoterm place field used for a specific delivery term.</p> <p>Note Depending on the Incoterm, the value uses a different database field for the place. For example,</p>

Key	Sample Value	Description
	CIF,SHPDES, CIP,SHPDES, CPT,SHPDES, DAF,SHPDES, DDP,SHPDES, DDU,SHPDES, DEQ,SHPDES, DES,SHPDES, EXW,SHPLD, FAS,SHPDES, FCA,SHPDES	SHPDES is the destination place and SHPLOD is the place of loading.
EORI_NOT_VALID	DE441959236204	<p>block outbound messages using EORI numbers or branch codes that are only valid for AES 2.1.</p> <p>If all branch codes associated with the EORI will become invalid, enter a comma-separated list of EORI codes.</p> <p>If a specific branch of an EORI will become invalid, enter a comma-separated list of EORI-BRANCH codes.</p>
ERRORS:TEXTIDATS		<p>If there are validation errors in a transmission message, the errors are saved to the predefined text IDs of the selected shipment.</p> <p>When errors in a transmission are resolved, the shipment text IDs are cleared.</p>
EU TRANSITION ECS TO AES	YES NO	<p>Due to the UK-EU transition period, some fields in GTTE have size and repetition limitations. During the transition period, you can set this system value to YES.</p> <p>After the transition period is officially over, which is planned for November 2023, you must set the system value to NO.</p>

Key	Sample Value	Description
EXPLICIT_ADDR_VALID	YES	If this system value is set to YES, an external procedure called xtATScIadr.p removes sensitive address information— including the postal code, city, and country name—from the reported address lines.
FILE TYPE	XML	The transmission file type. For ATLAS 3.0, the file type is always set to XML.
FTAM:REPLACE-CHARACTERS	<p> Characters separated list in the format [FTAM-invalid-char], [REPLACE-string] </p> <p>Examples:</p> <p> !=33, ",=22, #,=23, \$,=24, %,=25, &,=26, ',=27, (,=28,),=29, *,=2A, +,=2B, -,=2D, .,=2E, /,=2F, :,=3A, ;,=3B, <,=3C, =,=3D, >,=3E, ?,=3F, @,=40, </p>	ATLAS allows declarations to be sent from any EU Economic Operators Registration and Identification (EORI) number. This system value supports invalid characters found in EORI numbers and complies with FTAM file convention.

Key	Sample Value	Description
	[,=5B, \\,=5C, ,=5D, ,=5E, ,=5F, ,=60, ,=7B, ,=7C, ,=7D, ,=7E	
FUP:EMAIL-ALERTS	example@example.com	If a shipment is not closed in ATLAS, an email notification (E_EXP_FUP) is sent to the address set in this system value. For more information, see Configuring the Shipment Location Inquiry Email on page 583 .
GROUP SIMILAR PACKS	YES NO	If this system value is set to YES, packs that have the same pack UOM, mark, and numbers are grouped and reported as similar. If this system value is set to YES, similar packs are not grouped.
INTERCHANGE CONTROL REFERENCE	0000007105	A unique sequence number that is generated by the system for the XML transmissions.
LINK:CLIENT	ZATS	Used as the client field in the XMJDVL0 table. This table maintains the links between the unique electronic data interchange (EDI) files used in ATLAS file transmission and shipments. The table also maintains the links between MRNs and shipments.
LOG-BOOK:FTAM:SUCCEEDED	A comma-separated list of file transfer access and management	In the LOG BOOK creation program, this system value identifies the successful transmission of an ATLAS message through FTAM protocol.

Key	Sample Value	Description
	(FTAM) success statuses Example: Versand Erfolg,FTAM erfolgreicher Versan,FTAM transmission success	
LOG-FT EXECUTABLE	d: \\progra~1\LOG- FT\sendclient.bat	The filepath of the Send Client batch file that calls the LOG-FT executable. This system value is specific to ATLAS.
MARKS:TEXT ID	MARK	If shipping marks are not defined, the marks are given a default value by the system. , This system value defines the default value for the marks.
MESSAGE FILE LOCATION	E:\apps \\PRECISION \\ATLAS\temp-out \\	The filepath of the ATLAS XML message files. This system value is specific to ATLAS.
MESSAGE: [MESSAGE_CODE]	CUSTOMS- [CODE=ATS] Message-Sysval- category=ATS:DEEENB] Message- Group=EXP Message- type-1=E_EDI_NCK Message- type-2=DEEENB Message- type-3=CUSRES Message- description=Atlas Custom response - Technical error message	A system value is automatically defined for each ATLAS message that enters and leaves the GTTE system. The Message-description and Language values automatically change when a new ATLAS version receives certification. Note For information on the certification for ATLAS 3.0, see Zoll Certification for ATLAS on page 563 . The [MESSAGE_CODE] is a system value generated by the development framework. For example: • MESSAGE:EENB

Key	Sample Value	Description
	Message-direction=i Version=1.1 Date=07/05/2023 Language=GER	<ul style="list-style-type: none"> MESSAGE:ERRB MESSAGE:ERRG <p>The message values are also generated by the system and use the following syntax:</p> <p>Message-Sysval-category=[generated] Message-Group=[generated] Message-type-1=[generated] Message-type-2=[generated] Message-type-3=[generated] Message-description=[generated] Message-direction=o i Version=[generated] Date=[generated] Language=[generated] </p>
MESSAGE:PREFIX	Comma-separated list - message type,number,message type,number Example: XPDF,1,XPCD,2,XPEE,3,XPEC,4,XQGB,5,XPAE,6	<p>The message type for outbound Box 44 messages.</p> <p>These values and their order —indicated by the number— correspond to the message type options and list order in the drop-down list in the <i>EU Customs BOX44</i> workflow task.</p>
OUTMSG:CONVERSION-CODEPAGE	EDT3 SOURCE	<p>Specifies the source of an outbound message.</p> <p>This system value is specific to ATLAS.</p>
OUTMSG:CONVERSION-TARGET-CODEPAGE	EDT3 TARGET	In ATLAS 3.0 , this system value is always set to UTF-8.
OUTPUT DIR	E:\apps PRECISION ATLAS\temp\	Exports an XML ATLAS file into a text file.
OVERRIDE_PASSWORD	PASSWORD	<p>If you need to send a transmission message, but the submit button is disabled, the password is used to reset the EDI transmission status. After the status is reset, in the <i>Web ATLAS check and submit</i> workflow</p>

Key	Sample Value	Description
		task, the default status is set to 0000.
PACK NUMBER OF DECIMALS	3	The number of decimal places permitted for the packing quantity. For ATLAS, this should always be set to 3.
PDF IMAGING LOCATION	A local or network filepath. Example: E:\apps \PRECISION \ATLAS\pdf	This directory is required to store the PDF files that you receive from customs transmissions. This system value is specific to ATLAS.
PDF:DOCUMENTS_LOCATION	X:\apps\main directory name]\ATLAS \pdf	This system value is configured during installation and must not be changed.
PDF:POST_PROCESSING	File path that points to the post-processing batch file for PDFs Example: E:\apps \PRECISION \ATLAS \LOG-FTAM \postproc_pdf.bat	This system value is used for engine configuration for the Web UI. The listener file can call a post-processing batch file to distribute the PDF files across the Terminal server or CITRIX farm and prefix the PDF file name. The batch file is located in the LOG-FT installation directory.
PDF:PREFIX	<MSG>_<SHIP>_<MRN>	<p>Prefix to the PDF files generated by ATLAS.</p> <p>You can use the following tokens in the prefix:</p> <ul style="list-style-type: none"> • <SHIP>: Shipment number • <CONO>: Consignor code • <CLIENT>: Client code • <MSG>: Message type • <MRN>: MRN <p>The tokens automatically retrieve values from the system, so you do</p>

Key	Sample Value	Description
		not need to substitute any values into the tokens.
PERMITS:ZBTX	ATPT	You can define permits with this system value. The default value is ATPT..
PL:PREFIX BOX 30 QUAL:U	U_	When the location of goods (Box 30) is defined with the prefix in this system value, the location of goods is declared using the UN Location code field (CIUNLOC).
PL:PREFIX BOX 30 QUAL:V	V_	When the location of goods (Box 30) is defined with the prefix in this system value, the location of goods is declared as V type (Dienststelle - Customs office).
PL:PREFIX BOX 30 QUAL:W	W_	When the location of goods (Box 30) is defined with the prefix in this system value, the location of goods is declared using the Government Statistical Service (GSS) coordinates from fields CIPSL02 for latitude and CIPSL03 for longitude.
PL:PREFIX BOX 30 QUAL:Y	Y_	When the location of goods (Box 30) is defined with this prefix, the location of goods is using the following fields: <ul style="list-style-type: none"> • Authorization code: CENAME field. If there is no authorization code, use NA. • Location code: CISNAM field.
PL:PREFIX BOX 30 QUAL:Z	Z_	When the location of goods (Box 30) is defined with this prefix, the location of goods is using the following fields from PL > Place Location in the XMPLOC0 table: <ul style="list-style-type: none"> • Complement of Information: PLNAME field • Postcode: PLADR1 field • City: PLADR3 field

Key	Sample Value	Description
		<ul style="list-style-type: none"> Country: PLADR4 field Contact name: PLPSL01 field Contact email: PLPSL02 field Contact telephone: PLPHNO field
PV1:SPLIT	2	<p>Passive Veredelung/outward processing (PV) data is stored in hidden text IDs which are automatically maintained by the ATLAS - PV data page in the Windows UI.</p> <p>The system values that start with PV define the number of text IDs and are also used to store the data and prefixes of these text IDs.</p>
PV1:ZBTX:PREFIX	X	See the description of PV1:SPLIT.
PV2:SPLIT	4	See the description of PV1:SPLIT.
PV2:ZBTX:PREFIX	Y	See the description of PV1:SPLIT.
PV:CM:SEPARATOR	R	See the description of PV1:SPLIT.
PV:ZBTX:SEPARATOR	R	See the description of PV1:SPLIT.
RECREATE COMMODITY LINES	YES NO	<p>If you need to manually set up data in shipment commodities before a transmission, you must set this system value to NO.</p> <p>If this system value is set to YES, then shipment commodities are recalculated before a transmission.</p>
REJ:EMAIL-ALERTS	Valid email address	Enter an email address to receive notifications on transmissions that customs reject.
REL:EMAIL-ALERTS	Valid email address	If a customs officer changes a declaration after the goods are inspected, email notifications are sent to the address that is set in this system value.
REPORT VESSEL MODE	CODE DESCRIPTION DESCRIPTION2	Determines the reported vessel details using the vessel code,

Key	Sample Value	Description
		description, or extended description (DESCRIPTION2).
REPORTING TIME OFFSET	-1	<p>ATLAS 3.0 uses the UTC time zone. In ATLAS, daylight savings time does not start automatically, so you must adjust this system value when the time changes in your local time zone so that the time is displayed correctly in UTC.</p> <p>For example, in Germany, in winter time, this system value should be set to +1, which is equivalent to UTC +01:00 and CET. In summer, it should be set to +2 to represent UTC +02:00 and CEST.</p> <p>This system value is specific to ATLAS.</p>
ROUTE:TEXT-ID	ATSR	<p>To override intermediately countries in a reported shipment route, use a text ID. The text ID must be an ISO list of countries.</p> <p>Note The dispatch country and final destination country are added by default to the reported route.</p>
SHIPMENT COMMODITY GR PRUSR6	YES NO	<p>If this system value is set to Yes, the PRUSR6 field on the <i>Product Master</i> can be used for a UY cross-reference to the code that specifies the customs description for a product. Products with different PRUSR6 fields are split into different XMSDET0 records, and the customs description is populated from the UY description.</p> <p>If this system value is set to No, products are not grouped by the PRUSR6 field.</p>
SHIPMENT COMMODITY GR PRUSR9	YES NO	<p>If this system value is set to Yes, the PRUSR9 field on the <i>Product Master</i> can be used to hold a unique binding rule code. Products are split into separate XMSDET0 records and the binding rule value</p>

Key	Sample Value	Description
		is mapped into SDPSL02. The binding rule is displayed in the <i>Shipment Commodity Calculation</i> and <i>EU Customs - BOX44</i> tasks.
SHIPMENT COMMODITY GROUP BY	NONE LINE PRODUCT	<ul style="list-style-type: none"> If this system value is set to NONE or is blank, shipment commodities are grouped in the default order. If this system value is set to LINE, item lines are added to the grouping conditions for the shipment commodities. If this system value is set to PRODUCT, product lines are added to the grouping conditions for the shipment commodities.
STA:EMAIL- ALERTS	Valid email address	Enter an email address for shipment status updates from customs.
SUBMIT:BUTTON SECURITY	[CODE],YES NO Where CODE is: [MSG-CODE/ STATUS/LAST outbound message code] <ul style="list-style-type: none"> MSG-CODE is XPDF or another message type STATUS is one of the statuses from the TRANSMISSION STATUS system value. You can also use the *ANY value for 	Turns the <i>Submit</i> button on or off on the <i>Preview message</i> window in the <i>Web ATLAS check and submit</i> task. To turn off the Submit button for one of the comma-separated value combinations, set the last item in the combination to NO. If no combination is found, the Submit button is turned off.

Key	Sample Value	Description
	<p>the STATUS field.</p> <ul style="list-style-type: none"> LAST is the outbound message code, which could be XPDF or another message type, *ANY, or an empty value. <p>Example: XPDF//,Yes, XPDF// XPDF,Yes, XPDF/4038/ XPCD,Yes, XPCD/2705/ XPCD,Yes, XPCD/4110/ XPDF,Yes, XPCD/7230/ XPXC,Yes, XP EE/2705/ XP EE,Yes, XPDF/0000/ *ANY,Yes, *ANY/*ANY/ *ANY,No</p>	
TERMS_CROSSREF	<p>1/4,B, 1/5,A, 1/6,A, 1/*ANY,D, 8/4,B, 8/5,A, 8/6,A, 8/*ANY,D, 2/*ANY,D,</p>	Reports the carrier payment method as a cross-reference from SHTERM or SHTERM2 and values that are allowed in ATLAS 3.0.

Key	Sample Value	Description
	3/4,B, 3/5,A, 3/6,A, 4/*ANY,B, 5/*ANY,A, 6/*ANY,A, 7,*ANY,Z	
TRANSMISSION STATUS	<p>[Action code], [status code], [status code description]</p> <p>In the [action code] variable, for inbound messages, the following format is used: [MSG- CODE]/RCV/OK</p> <p>In the [action code] variable, when a message is received from ATLAS, the following format is used: [MSG-CODE]/ [VARIABLE]/ [VARIABLE- VALUE]</p> <p>Example: HW/*NONE/ OK,2701,NO,Nachricht empfangen von ATLAS, HW/*NONE/ ERR,2702,YES,ATLAS wies Ihr Getriebe zurück; überprüfen Sie bitte die Antwort, XPSE/ Status/000,4000,NO,nur</p>	<p>The status codes for transmission messages.</p> <p>For an inbound message code, any combination of variable and system value can be used to set the status of the EDI system.</p> <p>If there are no applicable system values, then the [MSG-CODE]/ RCV/OK format applies.</p> <p>There are other scenarios in which the EDI status can change:</p> <ul style="list-style-type: none"> • [MSG-CODE]/SND/OK ERR: The outbound message code that the trader sent is received by ATLAS successfully, but there is an error with the transmission message. • [MSG-CODE]/RCV/OK: ATLAS successfully received an inbound message. • [MSG-CODE]/VAL/ERR: There is a validation error in GTTE for an outbound message.

Key	Sample Value	Description
	Statusauskunft unbekannt, XPSE/ Status/590,4590,NO,Bearbeitung in ATLAS eingestellt	
TRANSMISSION STATUS:2	<p>[Action code], [status code], [status code description]</p> <p>In the [action code] variable, for inbound messages, the following format is used: [MSG- CODE]/RCV/OK</p> <p>In the [action code] variable, when a message is received from ATLAS, the following format is used: [MSG-CODE]/ [VARIABLE]/ [VARIABLE- VALUE]</p> <p>Example:</p> <p>XPDF/VAL/ ERR,2001,YES,Validierungsfehler DEXPDF,</p> <p>XPCD/SND/ OK,2800,YES,Nachrichten- übermittlung zu "Highway" Erfolg,</p> <p>XPDF/SND/ ERR,2805,YES,Highway Störung,</p> <p>ERRG/RCV/ OK,2900,YES,ERRG erhalten,</p>	<p>Transmission statuses for refund messages.</p> <p>Extends the functionality of the TRANSMISSION STATUS system value.</p>

Key	Sample Value	Description
	XPIB/VAL/ ERR,2301,YES,Validierungsfehler DEXPIB	
UNDG:TEXTID	ATDG	<p>By default, GTTE only allows one dangerous good code. However, you can use this system value to define multiple dangerous goods codes for each shipment commodity.</p> <p>ATDG is a text ID code. In this text ID, you can define one or more United Nations dangerous goods (UNDG) codes. separated by commas.</p>
USE CONTAINER PACK LEVEL	YES NO	<p>You must set this system value to YES if you use the SXCONT field to hold container data.</p> <p>Set the system value to NO only if you use another field to hold container data. This improves system performance when large shipments are processed.</p>
USE TOTAL PACK GROSS WEIGHT	YES NO	<p>If this system value is set to YES, the pack gross weight is calculated from the packing gross weight.</p> <p>If you set this system value to NO, the calculation is based on the standard GTTE calculation.</p>
USE TOTAL SHIP GROSS WEIGHT	YES NO	<p>If this system value is set to YES, Box 35—total gross shipment weight—is reported according to the standard GTTE calculation.</p> <p>If this system value is set to NO, the calculation is based on the USE TOTAL PACK GROSS WEIGHT system value.</p>
VERIFY COMMODITY LINES	YES NO	<p>If the RECREATE COMMODITY LINES system value is set to NO, and the VERIFY COMMODITY LINES system value is set to YES, then GTTE verifies the</p>

Key	Sample Value	Description
		shipment commodity calculation and highlights any irregularities.
WEIGHT-GR NUMBER OF DECIMALS	3	The number of decimal places used in gross weights. Replaces the WEIGHT NUMBER OF DECIMALS system value. Note Gross weights and net weights can have different numbers of decimal places.
WEIGHT-NR NUMBER OF DECIMALS	6	The number of decimal places used in net weights. Replaces the WEIGHT NUMBER OF DECIMALS system value. Note Gross weights and net weights can have different numbers of decimal places.

System Values in the ATS:DEXPRF Category

Key	Value	Description
IMAGE:DOCREF-A	ATSREL-A	The document reference image for an ATLAS PDF attachment.
IMAGE:DOCREF-B	ATSREL-B	The document reference image for an ATLAS PDF attachment.

System Values in the ATS:DEXPNF Category

Key	Value	Description
IMAGE:DOCREF-A	ATSNOT-A	The document reference image for an ATLAS PDF attachment.
IMAGE:DOCREF-B	ATSNOT-B	The document reference image for an ATLAS PDF attachment.
IMAGE:DOCREF-C	ATSNOT-C	The document reference image

Key	Value	Description
		for an ATLAS PDF attachment.
IMAGE:DOCREF-D	ATSNOT-D	The document reference image for an ATLAS PDF attachment.
IMAGE:DOCREF-E	ATSNOT-E	The document reference image for an ATLAS PDF attachment.
IMAGE:DOCREF-F	ATSNOT-F	The document reference image for an ATLAS PDF attachment.

AES Overview

This section describes how to use the Automated Export System (AES) in QAD GTTE.

The AES by QAD GTTE is the electronic method used to file the shipper's export declaration (SED) directly to customs. AES provides an alternative to filing paper SEDs. Export information is collected electronically and edited immediately, and errors are detected and corrected at the time of filing.

It is designed to:

- Ensure compliance with exporting law enforcement.
- Improve trade statistics.
- Reduce duplicate reporting to multiple agencies.
- Improve customer service.

The export process begins when the exporter decides to export merchandise. The exporter or their authorized forwarding agent makes shipping arrangements with the carrier. The exporter or their authorized forwarding agent transmits the shipper's export information using the AES. This information can come directly from the exporter or their authorized agent or through a service center or port authority. The AES validates the data against GTTE master data and US government agency requirement files, and generates a confirmation message or error messages for the filer. The carrier or an authorized forwarding agent transmits the export manifest data using the AES. The AES validates the transportation data, and then generates either a confirmation message or an error message. Any error messages generated by AES must be corrected and the corrections transmitted to AES.

The following workflow tasks in the Web UI relate to the AES:

- AES - Screen
- AES - Transmissions
- AES - Commodities
- AES - Check & Submit

AES Process Overview

The AES process consists of the following steps:

1. Shipment creation: A shipment is created manually or through a Service-Oriented Architecture (SOA) method.
2. Shipment workflow: A particular set of workflow tasks are run for the shipment.
3. AES data entry: The initial tasks allow the entering of required data for an AES submission.
4. Commodity record creation: A post-requisite task for one of these tasks then creates the commodity records for the shipment. These commodity records are the basis for the AES message.
5. AES message submission: A task is then called to send the AES submission message to customs.
6. AES message validation: The relevant data for the submission is validated.
7. AES message error handling: Errors are returned if the mandatory data is missing or invalid.
8. AES message submission success: When the shipment is validated successfully, the message is sent.
9. AES reply receipt: A reply is received from customs. This reply is either a rejection with errors or, if successful, contains an internal transaction number (ITN). The ITN is stamped on the shipment.
10. ITN return: After validation and submission, if the data is correct, the ITN is returned as proof of filing.

AES Setup

To set up AES, complete the following tasks:

1. Configure the AES system values, as described in [AES System Values on page 610](#).
2. Configure the AES workflow, as described in [AES Workflow Configuration on page 614](#).
3. Configure the AES master data, as described in [AES Master Data on page 615](#).

AES System Values

The following are the various system values from menu option Y3 that relate to AES, and some examples of their key values.

The following system values are listed by category in four tables:

- [Table 150 on page 610](#): System Values in the AES Category
- [Table 151 on page 614](#): System Value in the System Category
- [Table 152 on page 614](#): System Value in the Shipment Category

System Values in the AES Category

Key	Value	Description
ADMIN_USER_GROUP	RESADMIN	Users in this group can reset shipments to be sent again in the Commodities area.
AES STATUS TASK	AES_STAT	Used by SOA to update the correct workflow task.
ALWAYS-CREATE-CMOD-LINES	YES	Creates commodity lines, even if the shipment does not require an AES submission. It creates them with a status of XX so that they are validated or sent.
AUTO CREATE SHIPMENT COMMODITY	NO	To ensure the shipment items area does not affect the commodity lines, set this system value to NO.
AUTO SUBMISSION AFTER VALIDATE	YES	Set this system value to YES. The system value flags the shipment for submission after the shipment is validated.
BATCH CONTROL NUMBER	00001	Used for the internal sequence number. The system creates the number if it does not exist.

Key	Value	Description
BB:CREATE:XL-LICENSE	<ul style="list-style-type: none"> • YES • NO 	If this value is set to YES, a new master license can be created from the SOA.
BB:UPDATE:XL-LICENSE	<ul style="list-style-type: none"> • YES • NO 	If this value is set to YES, a master license can be updated from the SOA.
CHECK-PARTNER-EXCLUDES	YES	Allow the system to exclude certain partners.
CHECK-POA-AGAINST-TODAY	YES	If this parameter is set to YES, the POWER OF ATTORNEY date is validated against today's date, instead of the shipment despatch date.
COMMODITY GROSS WEIGHT OVERRIDE	xtaeswgt.r	If you want to perform the gross weight calculation with a different program, enter the program name in this system value; for example, you may want to calculate gross weight by value instead of number of items.
CREATE-DUPLICATE-A-LINE	YES	If this system value is set to YES, when generating xmsdet0 lines, a duplicate set with a transaction type of A is created.
CTRY OF DEST-SED NOT REQUIRED	CA	A comma-separated list of country codes. Countries in this list are excluded from filing with AES.
CUST SPECIFIC PARTN TYPE EXCL	01,02,04,05,14	A list of excluded partner types.
DATE BATCH NO ALLOC	20230829	A date in the format YYYYMMDD used for the internal sequence number. If a value is undefined, the system creates the date.
DEC-PRIVILEGES	N	Not used. Set to N.

Key	Value	Description
DEFAULT CONSIGNOR AS FILER	Y	If this value is set to Y, the consignor is set as the filer, rather than the company.
DEFAULT GROSS WEIGHT UOM	KG	The default unit of measurement (UOM) used for the gross weight calculation.
DEFAULT SINGLE VESSEL AS EXP	YES	To always use the first vessel as the export leg, set this value to YES.
DFT LICENSE CODE	C33	Stores the default license code, which is set by customs.
DOMESTIC COUNTRIES	US,PR	A comma-separated list of countries that are classed as domestic.
ERROR DIR	c:\PRECISION \p2009\client\dev\intf \aes\outbox\aeserr\	The error directory used by the Highway listener.
EXTRA-VAL- ON-CMOD- SCREEN	YES	If this parameter is set to YES, extra validation is carried out in the AES commodities area.
HW-MESSAGE- ID	AES_OUT_M3	An ID used to match the standard Highway configuration provided for the secure file transfer protocol (SFTP) connection.
IGNORE COMPLIANCE RESULTS	<ul style="list-style-type: none"> • YES • NO 	If the compliance task is not part of the AES workflow, set this value to YES.
ITN REC STATUS TASK	WF-AES02	The SOA uses this value to update the correct workflow task.
PRESCRIBED- COUNTRIES- OPT-4	AL,BG,KH,CN,CU, CZ,SK,EE,HU,IR,IQ,LA,LY, LT,MN,KP,PL,RO,YE, AM,AZ,BY,GE,KG,KZ,MD, RU,TJ,TM,UA,UZ,VN	A comma-separated list of countries for which Option 4 AES filing is not allowed. Instead, Option 2 filing is used for these countries.

Key	Value	Description
PRICE TO USE FOR CMOD VALUE	SHIP	The item line price field to use as the commodity value for customs.
REMOVE CR FROM OUTBOUND FILE	YES	When messages are sent to U.S. Customs and Border Protection (CBP) directly, the carriage return (CR) is not accepted in the outbound file.
REPORT NON US	YES	To report shipments that do not have a US starting point to AES, set this value to YES.
SET-D-F-FLAG-ON-CMOD-CREATE	YES	Set the domestic/foreign (d/f) flag. During AES processing, if you want the d/f flag to be set on the item lines when determined, set this parameter to YES.
STATE REQ COUNTRIES	VI,US,PR,MX	When messages are sent directly to CBP, the state is sent as a blank value unless the destination ISO country code is specified in this system value.
TRANSMISSION FILE EXTENSION	txt	The extension for messages to be sent to CBP through SFTP. Set this value to txt.
TRANSMISSION METHOD	AES DIRECT	For the transmission to use the correct method, set this value to AES DIRECT.
USE VESSEL INFO FOR AES	<ul style="list-style-type: none"> • YES • NO 	If this value is set to YES, AES export information is taken from vessel details. If this value is set to NO, header details are used.
USE-EXTERNAL-UOM	YES	If this parameter is set to YES, when calculating the xmsdet0 quantities, the UOM to be used is taken from the external UOM on the UOM master record.

System Value in the SYSTEM Category

Key	Value	Description
DEFAULT CURRENCY	USD	<p>The default currency code for transactions if a user does not specify a currency code.</p> <p>Note You can have multiple DEFAULT CURRENCY system values set to different currency values because this system value is defined at the client level.</p>

System Value in the SHIPMENT Category

Key	Value	Description
EXPORT DECLARATION LEVEL	2500	Only shipments with a value over this amount are filed. Licensing also affects this rule.

AES Workflow Configuration

To use the AES functionality, a specific workflow must be set up in the **Maintain Workflows** page (WF). This approach is necessary because commodity records must be created in a specific way after items are added to a shipment. The procedure that creates the commodity records must be added as a post-requisite check in the Items task. The workflow type is S because the workflow is a shipment workflow.

For information on configuring a workflow, see [Creating a Shipment Workflow on page 285](#).

The table below details an example workflow and lists the minimum tasks that are required:

Sample AES Workflow

Task Sequence	Description	Key ID	Option	Task Type	Post-requisite
10	Created by	CREATED	FLOW	90	-
20	AES status	AES_STAT	FLOW	90	-

Task Sequence	Description	Key ID	Option	Task Type	Post-requisite
30	Items	ITEMS	SHSI	CL	COMMODITIES (CRT_CM0D)
40	Shipment Header	SH02	SH02	CL	-
50	AES Screen	SHAE0	SHAE	50	-
60	Check AES & Submit	WF-AES02	WF-AES	02	-
9100	Create shipment commodity	CRT_CM0D	DAESCOM	02	-

The following table lists the workflow programs available for AES on the **Options** page (menu option GO).

GO Options in Workflow

Option	Program
WF-AES	Xtwfaeck.p
AESCOM	Xtaescm.p
SHAE	Xtshaemt.w

AES Master Data

You must configure four master data values for the AES in menu options NR, CM, PL, and TR.

Partner (NR)

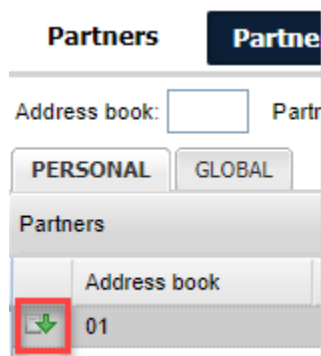
The AES exporter (consignor) must be properly configured in GTTE using the **Partners** page (NR).

To open the Partners [Create] window, click the Create a new record icon in the icon bar at the bottom of the page. In the Partners [Create] window, as well as having a valid address, zip code, state code, and country, the consignor must also have a valid AES Option. Set the AES Option field to the value of 2 - AES Post Departure Filing.

Use the IATA Alpha Code field for carriers and freight forwarders that are used for the AES. In this field, enter either a valid standard carrier alpha code (SCAC), an International Air Transport Association (IATA) code, or both.

If the transport mode on the shipment is set to SEA, RAIL, or ROAD, you must set up valid SCAC codes in the TMS-SCAC codes sub-option of the partner. Access the partner sub-options by clicking the icon on the left of the record.

Partner Sub-options Icon



If the mode of transport is AIR, a valid IATA code must be present on the carrier.

Furthermore, on the **User-Defined Lookups** page (option UY), you must enter either AES IATA CODES - 2 CHAR or AES IATA CODES - 3 CHAR. This is used during validation to ensure they are accepted by customs.

Note GTTE does not provide SCAC and IATA codes.

SCAC and IATA Codes, User Defined Lookup Page

User Defined Lookups

Lookup domain:	<input type="text"/>	Description
User Defined Lookup Domain		
	Lookup domain	Description
	AERP LICENSE ID	TFF: AERP license id.
	AES CMOD EV1 ALLOWED	AES CMOD CODES EV1 ALLOWED
	AES CONSIGNEE TYPE	AES ULTIMATE CONSIGNEE TYPE
	AES IATA CODE - 2 CHAR	AES IATA CODES - 2 CHARACTERS
	AES IATA CODE - 3 CHAR	AES IATA CODES - 3 CHARACTERS
	AES IN BOND CODE	AES IN BOND CODE
	AES LICENSE CODE	AES LICENSE CODE
	AES MEXICAN STATE CODE	AES MEXICAN STATE CODES
	AES MOT CODE	AES MODE OF TRANSPORTATION
	AES ODTC EXEM CODES	AES LICENCE CODES
	AES ODTC UOM	AES UNIT OF MEASURE
	AES ODTC USML CAT CODE	AES ODTC CAT CODES
	AES SCAC CODE	AES SCAC CODE

Commodities (CM)

In the Commodity [Create] window, the Schedule B Quantity UOM fields for commodity codes that are used for the AES shipments are preconfigured with the Schedule B data provided by the GTTE Content team. You do not need to configure the Schedule B Quantity UOM fields.

Places (PL)

Places and ports—for example, of export, of loading, of arrival, or of destination—are validated by the AES.

The values defined on the **Places** page (option PL) must have:

- Valid state codes for places in the US, CA, or MX.
- Valid country codes.
- Valid port code Schedule D and Schedule K codes, as found in menu option UY.

State, Country, and Port Code Fields in the Places [Create] Window

The screenshot shows the 'Places [Create]' window with the following fields and options:

- State:** (Text field, highlighted with a red box)
- Country:** (Text field with a search icon, highlighted with a red box)
- Instructions rule:** (Text field with a search icon)
- Place type:** (Text field with a search icon)
- North-South Co-ordinate:** (Text field with value 0)
- East-West Co-ordinate:** (Text field with value 0)
- ☐ **Border crossing**
- Customs office:** (Text field with a search icon)
- Customs region code:** (Text field)
- ☐ **Transfer point**
- ☐ **Airport**
- ☐ **Harbor**
- ☐ **Inland port**
- ☐ **Train station**
- ☐ **Loading train station**
- ☐ **Cargo train station**
- ☐ **Express station**
- ☐ **Freight train station**
- Business zone:** (Text field with a search icon)
- Port code [Schedule D]:** (Text field with value 0, highlighted with a red box)
- Port code [Schedule K]:** (Text field with value 0, highlighted with a red box)
- Time Zone:** (Text field with a search icon)

Transportation Modes (TR)

In option TR, identify all the transportation modes that you are planning to use and check whether they match the codes in the AES MODE OF TRANSPORTATION section in option UY.

If the GTTE transport mode codes do not match the codes expected by AES, in the Transport Modes [Update] window, you can specify the AES code in the second Description field. In the example in the following image, Air is the code that is used internally by the user, but AES expects 40.

Transport Modes [Update]

QAD AdministratorSystemPrintingSecurityTestingAPI Documentation

Transportation Modes

Transport mode:DescriptionSearch

Transport Modes

Transport mode

1

2

3

4

40

5

7

8

9

AIR

BARG

FB

LTL

MSP

MSW

OCN

POST

RAIL

ROAD

SDV

SEA

SF

VN

Rail

Road

SDV / MER

Ocean

Sea Freight

Van

02

03

01

01

01

03

Transport Modes [Update]

Transport mode: AIR

Description: Air

40

Method:

Sea

Rail

Road

Air

Mail

Pipeline

MorT

Inland waters

Own

Ok

Save

Close

Creating a Shipment for an AES Transmission

In the Workflow Portal—option FLOW—create a shipment for AES, following the steps described in [Creating a Shipment Workflow on page 285](#). Associate the shipment with the appropriate workflow. This section describes the steps involved in this AES workflow.

The tasks listed in the [AES Workflow Configuration on page 614](#) section are the minimum tasks required for AES processing. However, you can add additional tasks based on your requirements—for example, Containers and Shipment Vehicles.

Creating an AES Shipment Header

Additional shipment information is required for AES shipments. Enter this information in the AES - Screen workflow task in the Workflow Portal.

The bulk of the fields default from the details already interfaced into the shipment header, if data is coming from an ERP system. Otherwise, if AES - Screen is the first workflow task, you can use it to enter or amend data.

1. From the menu search, open option FLOW.
2. In the Search panel, from the transaction type drop-down menu, select Shipment.
3. Click Search.
4. From the Shipments grid, select a shipment.
5. In the Tasks panel, double-click the AES - Screen task.
6. In the AES - Screen window, on the Header tab, complete the header fields. In the following table, bold fields are mandatory.

AES - Screen Header Fields

Field	Description
Nature of Transaction	From the drop-down menu, select the transaction nature.
Est Date of Export	Using the calendar, select the estimated departure date from the US port of exportation.
Currency	From the lookup, select the shipment currency.
Est Date of Arrival	Using the calendar, select the estimated arrival date.
Mode of Transport	From the drop-down menu, select the transport mode of the shipment.
Booking Number	Enter the booking number of the shipment. The booking number is required for shipments made by sea.

Field	Description
Country	From the lookup, select the country of destination of the shipment.
Routed	<p>From the drop-down menu, identify if the shipment is routed or non-routed.</p> <p>A routed export transaction is where the Foreign Principal Party in Interest (FPPI) authorizes a US forwarding agent, or another agent, to facilitate the export of the items from the US.</p>
Vessel	This field is read only. The vessel field is populated by the AES system value USE VESSEL INFO FOR AES.
AES Send Option	<p>From the drop-down down menu, select the following option:</p> <ul style="list-style-type: none"> 2 - Basic full pre-departure filing. <p>Note Automated Export System Trade Interface Requirements (AESTIR) Part II defines the options and types of shipments that can be reported using each of the three options.</p>
Port of Unloading	From the lookup, select the final place of delivery of the goods.
Submission Allowed	<p>From the drop-down menu, identify if you want to check partner submissions.</p> <ul style="list-style-type: none"> To exclude partner submissions from AES, select Excluded from AES. To check partner submissions, select Yes-CheckPartner. To allow partner submissions, but not check them, select Yes-Dont-CheckPartner.
Port of Exportation	From the lookup, select the place of loading of the goods.
ITN Number	Enter the internal transaction number (ITN) of the shipment.
Related Parties	If there are related parties, select the checkbox.
Aes Status	The AES status code. This field is read only.

Field	Description
Carrier	From the lookup, select the carrier of the shipment.
ForeignTradeZone	Enter the foreign-trade zone of the shipment.
Service	From the lookup, select the service provider of the shipment.
StateCode	This field is read only. It is populated based on the State code of the consignor.

7. To save the header fields, click Save Details.
8. On the Freight tab, from the Freight Forwarder field, select the freight forwarder—forwarding agent—of the shipment.
9. To save the freight forwarder, click Save Details.
10. Optionally, change the consignee for a specific shipment. On the Consignee tab, in the Consignee Type field, select a consignee type from the lookup.

Note If you do not select a consignee type, the consignee defaults to the value that is set in the system value DEFAULT CONSIGNEE TYPE.

11. To save the consignee, click Save Details.
12. To complete the task, in the AES - Screen window, click Complete.

Maintaining Shipment Items

After completing the AES - Screen workflow task, as described in [Creating an AES Shipment Header on page 620](#), use the Items task to maintain items for the AES shipment.

Items are added to the shipment through the Items task, but the transaction nature is also required for a valid AES shipment.

1. On the Workflow Portal, select a shipment from the Shipments grid.
2. From the Tasks panel, double-click the Items task.
3. In the Items window, select an item from the Items grid to load the sub-options icon for that item.
4. Click the sub-options icon.
5. From the list of sub-options, select Export/import information.
6. In the Export/import information [Update] window, in the Nature of transaction field, click the lookup icon.
7. From the Nature of Transaction window, select the appropriate export information code; for example, select OS for general exports. After you select a code, the window closes.
8. To update the item record, in the Export/import information [Update] window, click Save.

9. Optionally, repeat Steps 3 to 8 for any other items in the Items window.
10. To complete the task, in the Items window, click Complete.

Creating Shipment Commodities

In the Items [Create]/[Update] window, entering a code in the Product field automatically populates the Commodity Code fields.

The post-workflow task that creates the shipment commodity records runs after you click the OK button in the Items window.

Note This behavior only applies if the AUTO CREATE SHIPMENT COMMODITY system value is set to NO. For more information, see [AES System Values on page 610](#).

In certain scenarios, this creates shipment commodity records for each product that is assigned to the shipment using the automatically populated commodity code values. For commodities to be created, the following conditions must apply:

- A license is available for the product in question.
- The total shipment value is greater than or equal to the Export Declaration Level value, as specified in the EXPORT DECLARATION LEVEL system value.

When a commodity record is created and a license is required, the commodity license information is copied from the item's license information.

AES requires each commodity to be reported in one or two specified Schedule B units of measurements (UOMs), which are stored in the commodity records. This involves conversion from the shipment item UOM to two specified Schedule B UOMs, as follows:

- On the **Commodities** page (option CM), check the Schedule B dimension scope.
 - If it is MASS, the total net weight of the shipment item should be used for conversion—for example, from KG to G—within the same dimension scope by searching the **Units of Measure** page (option UO).
 - If it is VOLUME, the total volume of the shipment item should be used for conversion—for example, from CM³ to M³—within the same dimension scope by searching the **Units of Measure** page.
 - If it is not MASS or VOLUME, it must be PROD. The conversion should be done by firstly looking in the Product Unit Conversions Table in option PR. If no conversion is found, search the **Units of Measure** page.

Note

Schedule B UOMs must only be set up under one of these three dimension scopes—MASS, VOLUME, or PROD—on the **Units of Measure** page.

Adding Shipment Vessels

A valid AES shipment with a mode of transport of 10 (Sea, non-containerized) or 11 (Sea, containerized) must contain details of the shipment's vessels. To enter vessel details, use the Vessels tab in the AES - Screen workflow task.

1. In the Workflow Portal, in the Shipments grid, select a shipment with a mode of transport that is set to 10 or 11. You can see the mode of transport code in the Mode column of the Shipments grid.

Note The mode of transport is set in the AES - Screen task, as described in [Creating an AES Shipment Header on page 620](#).

2. From the Tasks panel, double click the AES - Screen task.
3. In the AES - Screen window, click the Create a new record icon.
4. From the Vessel lookup, select a vessel.
5. Click Create Vessel.
6. To complete the task, in the AES - Screen window, click Complete.

Licensing

License information is entered manually at line level. To access license information, on the Items tab of the AES - Screen workflow task, select an item line and then click License.

Only licenses that exist at a master level can be entered. The license code on the license master record is used to send the license information to customs. This record is found during the AES processing and is not stored on the shipment.

When the file is being created to be sent to customs, this license code is found on the master record and used to look up a system value with the category AES_LIC. The key is the license code. The DESC item in the value field is then included in the file.

If there is no license information at the shipment line level, or the license code on the master record is blank, the system defaults to a value of C32 or C33, depending on the ECCN code. A C32 code indicates that no license is required, so ensure that the master license code is not blank.

Note License determination is not a function of the AES engine. AES only reports the licensing information already present on the transaction - the Trade Compliance functionality can be used to help with the licensing requirements.

Validating and Submitting an AES Shipment

Before you can submit a shipment for AES transmission, it must be validated to ensure that all relevant files conform to the standards for AES transmission. If any discrepancies are found in the files during the validation routine, an error message is displayed.

The following details are validated for an AES shipment:

- Shipment
- UY user domain
- Export date
- Vessel and assets information
- Modes of transport
- Country codes
- Partners
- SCAC
- Schedule D and Schedule K codes

To validate and submit an AES shipment to customs, use the AES - Check & Submit task.

1. On the Workflow Portal, select a shipment from the Shipments grid.
2. From the Tasks panel, double-click the AES - Check & Submit task.
3. If errors are displayed, use the table in [AES Errors and Suggested Solutions on page 633](#) to identify the cause of the error, then run the AES - Check & Submit task again until the shipment is submitted to customs.

Shipment Validation Details

The following table describes the shipment details that are validated during the AES - Check & Submit workflow task, and provides troubleshooting advice for errors that may occur.

Shipment Details Validation and Troubleshooting

Shipment Detail	Validation
Shipment	<p>In the AES - Screen workflow task, ensure that the shipment adheres to the following criteria:</p> <ul style="list-style-type: none"> • On the Header tab, the AES Send Option field has a value that is greater than 2 - Pre-departure filing. • On the Header tab, the Submission Allowed field has a value that begins with yes.

Shipment Detail	Validation
	<ul style="list-style-type: none"> On the Commodities tab, there is at least one commodity line for the shipment that does not have the status of XX.
UY user domain	The AES lookup domains on the User Defined Lookups page (option UY) are essential to the validation process and must be set up during installation. If the user domains are not set up, contact QAD GTTE Technical Services.
Export date	The shipment export date cannot be more than 120 days in the future. To adjust the export date, open the AES - Screen task and, on the Header tab, adjust the Est Date of Export field.
Vessels and assets information	Vessel information is required if the system value AES: USE VESSEL INFO FOR AES is set to YES and the mode of transport is by sea. See Adding Shipment Vessels on page 624 .
Modes of transport	On the Transportation Modes page (option TR), ensure there are values at master level for all values in menu option UY – AES MOT CODE.
Country codes	Country codes on the shipment, such as country of destination from the AES - Screen task, are validated against the master country records. In the AES -Screen task, ensure these records have a valid ISO country code.
Partners	In option NR, partners must have a valid state code, which is validated against the AES USPS CODE – STATE lookup domain on option UY.
SCAC	In option NR, partners who are carriers must have valid SCACs. In option UY, these codes are validated against the lookup domains AES IATA CODE - 2 CHAR or AES IATA CODE - 3 CHAR and AES SCAC CODE.
Schedule D and Schedule K codes	If the mode of transport is by sea, or the shipment is between the US and Puerto Rico, the Schedule D and Schedule K codes in option PL are checked. The master city or place records must contain the Schedule D and Schedule K codes. The records are validated against the UY lookup domains AES SCHEDULE K CODE or AES SCHEDULE D CODE. These records are used for the port of unloading and the port of export.

Shipment Detail	Validation
	The port of export is always checked for a valid Schedule D code.

Validating, Modifying, Refreshing, and Submitting Commodities

As an alternative to the validation method described in [Validating and Submitting an AES Shipment on page 625](#), you can validate and send an AES shipment using the AES - Screen workflow task.

In the AES - Screen task, on the Commodities tab, you can view the details of the commodity records and validate, submit, and reset AES transmissions. The commodity fields are automatically completed by the post-requisite COMMODITIES (CRT_CM0D) task. For more information on setting up this task, see [AES Workflow Configuration on page 614](#).

1. On the Workflow Portal, select a shipment from the Shipments grid.
2. From the Tasks panel, double-click the AES - Screen task.
3. Click the Commodities tab.
4. To edit a commodity, select a line in the grid. Update the fields at the bottom of the window, then click Save Commodity.
5. To validate and submit the AES shipment to customs, click Validate And Transmit. This action runs the AES - Check & Submit task. See [Validating and Submitting an AES Shipment on page 625](#), [Shipment Validation Details on page 625](#), and [AES Errors and Suggested Solutions on page 633](#).
6. If a shipment's AES status is set to indicate that it will be submitted to customs by the AES, this status can be reset so that the AES background process does not pick it up. To reset the status, click Reset AES Transmission.
7. When a shipment successfully transmits to—and is accepted by—customs, the Modify AES Transmissions button is enabled. If incorrect data is sent, you can resend the shipment data. If you resend the shipment, the shipment's AES Status field is reset to 20—which stands for Modified. To resend the shipment, click Modify AES Transmissions. See [AES Header Status Codes on page 628](#) for a list of header status codes.
8. To refresh the commodities, click Refresh Commodities.

Note You can manually add a commodity line in the **Commodities** page (option CM). However, if a commodity line is added manually, the process that creates the commodity lines—which runs as a post-requisite workflow task or when you click the Refresh Commodities button—does not run. In this case, the following message displays: The shipment commodities were manually updated. Automatic update is no longer allowed.

9. To perform a downtime citation for the shipment, click Downtime Citation. For more information, see [Individual Shipment Control on page 632](#).
10. To control downtime, click Control Downtime. For more information, see [AES Downtime on page 632](#).
11. To complete the AES - Status task, click Complete.

Viewing the Reply from Customs in the AES

In the AES, the reply from customs is asynchronous. There is an initial reply to indicate that the shipment file was successfully transmitted. If the file is not successfully transmitted, customs sends a list of errors. If the file is successfully transmitted, customs sends an internal transaction number (ITN).

Note The ITN is not retrieved immediately. You may have to wait 5 to 15 minutes before receiving a reply.

View replies in the Workflow Task Notes of the AES Status task.

AES Header Status Codes

The following table describes the status codes for AES shipment headers. The codes are displayed in the AES - Commodities workflow task and the AES Status field on the Commodities tab of the AES - Screen workflow task.

AES Header Status Codes

Status	Description	Notes
-	Not yet transmitted or validated	If the status code field is blank, the AES shipment has not been submitted or validated. This is the default status when an AES shipment is created. If validation fails, the shipment remains at this status.
05	Transmitted to AES	If transmission fails, the shipment remains at this status.
10	New submission sent	The submission is transmitted and is awaiting a reply from customs.
20	Modified	Allows a successful shipment to be sent

Status	Description	Notes
		again. If this results in an error from customs, the status returns to 20.
25	Modified submitted	The submission was modified and resent after an initial send.
30	Modified sent	The shipment is successfully transmitted to customs.
95	Accepted with warning	Customs provided an ITN with a warning.
96	Accepted with error	Customs provided an ITN, but flagged an error.
97	Accepted with Compliance issue	Customs provided an ITN, but flagged a compliance issue.
99	AES Accepted	The shipment will receive an ITN.
00	Customs returned Error	If the previous value was 10 (new submission), an error from customs results in a status of 00.

Commodity Line Deletion

If you want to delete a commodity line record related to a shipment that has been submitted to AES, the line is flagged as deleted, but is not deleted from the database. Deletion occurs if you complete it manually, or your actions cause GTTE to delete it automatically.

To track the progress of a commodity line in its life cycle, use the AES - Commodities task. The table below shows possible actions that can be taken for each AES status code.

Note A commodity cannot be deleted if a license is associated with it.

AES Commodity Deletion Statuses

Status	Description	Notes
00	Not yet transmitted to AES	The initial status upon creation of a commodity line. If the status is

Status	Description	Notes
		00, the deletion process prompts the deletion of the record and its associated vehicle from the GTTE database.
01	Transmitted to AES	The user and system can modify the line. Deletion is permitted and updates the line to status 04.
02	Modified after transmission	The user and system can modify the line. Deletion is permitted and updates the line to status 04.
03	AES notified of modification	This status can return to status 02. Deletion is permitted and updates the line to status 04.
04	Deleted in TRAXI3	The commodity line can be amended by the user because AES has not yet been notified. If modified, the status reverts to 02 and the line is submitted to AES as a modification.
05	AES notified of deletion	At this stage, you cannot modify or delete the line and the line is not visible.

Excluding a Partner from Filing

To exclude a particular partner when filing a customs submission, ensure the partner type for the partner is entered in the system value CUST SPECIFIC PARTN TYPE EXCL and that the partner is excluded from the submission in option NR.

1. Open the **System Values** page (option Y3).
2. Click Database.
3. In the search fields, enter the following criteria:
 - Category: AES
 - Key: CUST SPECIFIC PARTN TYPE EXCL
4. Click Search.
5. In the Value column, append the partner role code to the comma-separated list of values; for example, if the partner is the consignor, append the number 14.

Note To locate the correct partner role code, on the **Partners** page (option NR), check the Roles sub-option for the partner.

6. Click Update.
7. Open the **Partners** page (option NR).
8. In the table, select the excluded partner.
9. In the toolbar at the bottom of the page, click the Update this record icon.
10. In the User defined 3 field, enter the text don't use.

Newly created commodity records will now have a status of XX.

Note The commodity records will only have a status of XX if the AES system value ALWAYS-CREATE-CMOD-LINES is set to Yes.

AES Downtime

Occasionally, the AES issues a broadcast indicating that AES downtime is in effect due to a system outage. This enables exporters to stamp their shipments with a temporary or dummy ITN. When the AES is back online, the exporter receives the actual ITN, which is then stamped on the shipment.

To control the AES downtime functionality, you must belong to the AES Admin group, which is defined in the following system value:

AES Admin Group System Value

Category	Key	Value
AES	AESDOWN_ADMIN_GROUP	AESADMIN

AES downtime is controlled using the following system value:

AES Downtime System Value

Category	Key	Values
AES	USE AES DOWNTIME CITATION	<ul style="list-style-type: none"> • YES • NO

Alternatively, in the AES - Screen workflow task, click the Control Downtime button.

If AES downtime is enabled, and the shipment is submitted to AES, the shipment is stamped with a dummy ITN. When the AES is back online, an ITN is received and written to the shipment as normal.

Individual Shipment Control

Use the downtime citation feature to write an AESDOWN ITN directly to the shipment without the use of the control downtime feature and without sending a submission. The current shipment is stamped with the AES DOWN ITN and must be submitted for a real ITN at a later date.

To write an AESDOWN ITN to an individual shipment without sending a submission, click the Downtime Citation button in the AES - Screen task.

AESDOWN ITN Format

The ITN downtime format is: AESDOWN + the consignor employee identification number (EIN) + the current date; for example, AESDOWN 523283478324 10/02/2024.

AES Errors and Suggested Solutions

Each AES validation error message that is displayed in GTTE has a corresponding error number in parentheses. Possible solutions to these errors are detailed in the following tables:

- [Table 161 on page 633](#): AES Numeric Error Codes and Suggested Solutions
- [Table 162 on page 664](#): AES Alphabetic Error Codes and Solutions

AES Numeric Error Codes and Suggested Solutions

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
1	Invalid exemption flag	The exemption field (ntflg3) on the nature of the transaction header assigned to this shipment is set to non-reportable.	Complete the following steps: 1. On the Nature of Transaction page (option NT), set the AES information required field to the correct value. 2. Specify an alternative nature of transaction for this shipment.
2	No filer details found or Filer details could not be found	A partner record cannot be found for the filer.	The filer is either the freight forwarder or the consignor, in that order. Ensure the relevant records are configured on the Partners page (option NR).
3	No [partner] details found or [partner] details could not be found	A partner record cannot be found for one of the parties on this shipment.	On the Partners page (option NR), ensure that all relevant

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			partner records are set up.
4	Invalid filing option indicator:	The AES filing option must be 2, 3, or 4.	Select the correct AES filing option for this shipment.
6	Country of export not found or Country of destination not found	The master record for the shipment place has an invalid country assigned to it.	On the Places page (option PL), assign a valid country in the Country field.
7	Invalid current date:	System parameter issue.	On the System Values page (option Y3), ensure the date format is YYYYMMDD in the following system value: Category: AES Key: DATE BATCH NO ALLOC
8	Non numeric batch control number:	System parameter issue.	On the System Values page (option Y3), ensure the value is numeric in the following system value: Category: AES Key: BATCH CONTROL NUMBER
9	Missing USPPI IRS Number - USPPI:	The VAT/IRS number field is blank on the partner record for the USPPI/consignor.	On the Partners page (option NR), enter a valid value in the VAT/IRS Number field

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			in the partner record.
10	Missing USPPI Name - USPPI:	The name field is blank on the partner record for the USPPI/consignor.	On the Partners page (option NR), enter a valid value in the Name field in the partner record.
11	Missing mode of transportation	The AES cannot find a transport mode for this shipment.	Ensure there is a valid mode of transport entered for the relevant shipment.
12	Invalid mode of transportation code:	The AES cannot find the mode of transport on the user-defined lookup.	On the User Defined Lookups page (option UY), view the list of all valid modes of transport in the category AES MOT CODE.
13	Missing country of ultimate destination	The AES cannot find a country master record that is equivalent to the country of destination.	Choose one of the following options: <ul style="list-style-type: none"> • Select a valid country. • Create a relevant record on the Countries page (option CT).
14	Invalid country of ultimate destination:	An invalid ISO code is assigned to the country master record.	On the Countries page (option CT), assign a valid value in the ISO field.
15	Missing state/province code	The AES cannot find a state	On the Partners page (option

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
		code at either address override or partner level for the consignor.	NR), specify a valid value in the State field in the relevant partner record.
16	Invalid state/province code:	The state code for consignor is not in the user-defined lookup.	On the Partners page (option NR), specify a valid value in the State field in the partner record. All valid state codes are listed on the User Defined Lookups page (option UY) in the category AES USPS CODE – STATE.
17	No SCAC/IATA code found for carrier: or No SCAC/IATA code found for unknown carrier	The IATA (air carrier) or SCAC (other) code is missing from the partner code that relates to shipment carrier.	Choose one of the following options: <ul style="list-style-type: none"> On the Partners page (option NR), specify a valid value in the IATA Alpha Code field in the partner record. On the Partners page (option NR), sub-option TMS - SCAC Codes, create the relevant SCAC.

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
18	Invalid IATA code:	The AES cannot find the carrier's IATA code on the user-defined lookup.	On the Partners page (option NR), specify a valid value in the IATA Alpha Code field All valid IATA codes are listed on the User Defined Lookups page (option UY) in one of the following categories: AES IATA CODE - 3 CHAR or AES IATA CODE - 2 CHAR.
19	Invalid SCAC code:	The AES cannot find the carrier's SCAC on the user-defined lookup.	On the Partners page (option NR), in sub-option TMS - SCAC Codes, create a relevant SCAC. All valid SCACs are listed on the User Defined Lookups page (option UY) in the category AES SCAC CODE.
20	No vessel found (1)	The AES cannot find a vessel attached to this	Specify a valid vessel, as described in Adding Shipment Vessels on page 624 .
21	No asset record found for vessel.	The AES cannot find an asset or vessel master	On the Assets page (option TA), create the

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
		record for the vessel attached to this shipment.	relevant asset record.
22	Missing Vessel Flag for vessel:	The AES cannot find a country master record relating to the nationality or flag of the asset or vessel master record for the shipment vessel.	On the Assets page (option TA), ensure the Nationality field is a valid country value.
23	No conveyance name found	For sea shipments, the AES cannot find the description field on the asset or vessel master record for the shipment vessel. For other shipment types, the carrier name field causes the error.	Complete the following steps: 1. On the Assets page (option TA), complete the Description field in the asset record. 2. On the Partners page (option NR), complete the Name field in the partner record.
24	Port of unloading not found for port: or Port of export not found for port:	The AES cannot find a place record corresponding to the shipment's port.	Complete the following steps: 1. On the Places page (option PL), create the relevant record. 2. Assign a valid port to the shipment.
25	No Sched D code found for port of unloading:	Either there is no schedule D	On the Places page (option

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	<p>or</p> <p>Invalid Schedule D code for port of unlading:</p> <p>or</p> <p>Non numeric characters found in port of unlading:</p>	<p>attached to the place record corresponding to the shipment's port of unlading, or the schedule D is invalid.</p> <p>This error only applies to USA - Puerto Rico (PR).</p>	<p>PL), specify a valid value in the Schedule D field.</p> <p>All valid Schedule D codes are listed on the User Defined Lookups page (option UY) in the category AES SCHEDULE D CODE.</p>
26	<p>Invalid Schedule D code for port of unlading(vessel):</p> <p>or</p> <p>Invalid Schedule D code for port of unlading(air): &1</p>	<p>The port of unlading for the shipment is the incorrect type. For an air shipment, it is not an airport. For a sea shipment, it is not a port.</p> <p>This error only applies to USA - PR.</p>	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. On the Places page (option PL), ensure the place is configured as the correct type. 2. Assign the correct place type to the shipment.
27	<p>No Sched K code found for port of unlading:</p> <p>or</p> <p>Invalid Schedule K code for port of unlading:</p> <p>or</p> <p>Non numeric characters found in port of unlading:</p>	<p>Either an invalid schedule K is attached to the place record corresponding to the shipment's port of unlading, or no schedule K is attached.</p>	<p>On the Places page (option PL), specify a valid value in the Schedule K field.</p> <p>All valid schedule K codes are listed on the User Defined Lookups page (option UY) in the category AES</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			SCHEDULE K CODE.
28	No Sched D code found for port of export: or Invalid Schedule D code for port of export: or Non numeric characters found in port of export:	Either an invalid schedule D is attached to the place record corresponding to the shipment's port of export, or no schedule D is attached.	On the Places page (option PL), specify a valid value in the Schedule D field. All valid schedule D codes are listed on the User Defined Lookups page (option UY) in the category AES SCHEDULE D CODE.
29	Invalid Schedule D code for port of export(vessel): &1 or Invalid Schedule D code for port of export(rail): &1 or Invalid Schedule D code for port of export(truck): &1 or Invalid Schedule D code for port of export(air): &1	The port of export for the shipment is the incorrect type. For an air shipment, it is not identified as the airport type. For a sea shipment, it is not identified as the port type.	Complete the following steps: 1. On the Places page (option PL), ensure the place is set up as the correct type. 2. Assign the correct place type to the shipment.
30	Invalid estimated arrival date:	The estimated arrival date is invalid.	Assign a valid estimated arrival date to the shipment.
31	Invalid estimated departure date:	The estimated departure date is invalid.	Assign a valid estimated departure date to the shipment.

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
32	Invalid in bond code:	The AES cannot find the shipment's in-bond code on the user-defined lookup.	Assign a valid in-bond code to the shipment. All valid in-bond codes are listed in option UY in the category AES IN BOND CODE.
33	Incomplete 'In Bond' details supplied	If the shipments in the bond number are not set to 70 or Blank, then the in-transit number is required to avoid this error.	Assign a valid in-transit number to the shipment.
34	Routed Export Transaction indicator not set.	The shipment must be flagged as routed or non-routed.	Set the relevant value in the AES - Screen workflow task.
35	Missing container number for MoT	If a containerized mode of transport is used, a container number is required.	Assign the relevant shipment container number for containerized modes of transport.
36	Booking number is unknown	A booking number is required for ocean shipments.	Enter the shipment's booking number in the AES - Screen workflow task.
37	USPPI contact name not found - USPPI: or USPPI contact name not found - (USPPI not found) or	The name field is blank or contains numeric elements on the consignor partner record.	In option NR, assign a value to the Name field of the partner record. Or if relevant, in the Contacts

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	Invalid USPPI contact name:	or A contact exists for the consignor, but the surname field is blank or contains numeric elements.	sub-option for the partner, add a valid surname to the Surname field.
38	Invalid USPPI contact first name:	If a contact exists as a sub- option of the partner record for the consignor, then the first name field contains a numeric element.	In option NR, in the Contacts sub-option for the partner, add a valid first name to the Name field.
39	Forwarder contact name not found - Forwarder: or Forwarder contact name not found - (Forwarder not found) or Invalid forwarder contact name:	The name field is blank or contains a numeric element in the forwarder partner record. or A contact exists for the forwarder, but the surname field is blank or contains a numeric element.	In option NR, assign a value to the Name field of the partner record. Or if relevant, in the Contacts sub-option for the partner, add a valid surname to the Surname field.
40	Invalid forwarder contact first name: &1	If a contact exists as a sub-option of the partner record for the forwarder, then the first name field contains a numeric element.	In option NR, in the Contacts sub-option for the partner, add a valid first name to the Name field.
41	Consignee name not found - Consignee: or	The name field is blank on the consignee partner record.	In option NR, assign a value to the Name field

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	Consignee name not found - (Consignee not found)		of the partner record.
42	Could not establish partner IRS# or Could not establish partner IRS# type or Could not establish partner name or Could not establish partner contact first name or Could not establish partner contact surname	An error was returned when reading one of the partners' details.	In option NR, check that the partner records for all the parties to this shipment are set up correctly.
43	USPPI address line 1 not found - USPPI: or USPPI contact phone not found - USPPI: or Forwarder address line 1 not found - Forwarder: or Forwarder contact phone not found - Forwarder: or Consignee address line 1 not found - Consignee: or Intermediate consignee address line 1 not found - Int Consignee: or Invalid USPPI contact phone number - USPPI: phone:	Contact details of the partner in question were either not present or invalid.	In option NR, assign the correct contact details to the partner in question.

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	<p>or</p> <p>Invalid forwarder contact phone number - Forwarder: phone:</p> <p>or</p> <p>Could not establish partner address line 1</p> <p>or</p> <p>Could not establish partner address line 2</p> <p>or</p> <p>Could not establish contact phone</p> <p>or</p> <p>post code was not found</p>		
44	city was not found	The AES cannot find the place master record that matches the partner city code (nrplac).	<p>Choose one of the following options:</p> <ul style="list-style-type: none"> • In option NR, in the City field of the partner record, assign the correct city code to the partner. • In option PL, create the relevant record.
45	country was not found	The AES cannot find the country master record that matches the partner country code (nrccde).	<p>Choose one of the following options:</p> <ul style="list-style-type: none"> • In option NR, in the Country field of the partner record, assign the

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>correct country code to the partner.</p> <ul style="list-style-type: none"> In option CT, create the relevant record.
46	state was not found or Invalid state code -	The AES cannot find the state code (nrscde) on the partner header record (consignor or forwarder), or the state code is invalid.	<p>In option NR, in the State Code field of the partner record, assign the correct state code to the partner.</p> <p>All valid state codes are listed in option UY in the category AES USPS CODE – STATE. State codes must be alphabetic.</p>
47	Invalid Mexican state code	The consignee's country is Mexico and the consignee's state code was not found in user-defined lookup.	<p>In option NR, in the State Code field of the partner record, assign the correct Mexican state code.</p> <p>All valid Mexican state codes are listed here in option UY in the category AES MEXICAN STATE CODE. State codes must be alphabetic.</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
48	Invalid USPPI country - USPPI: country:	The country assigned to the USPPI (Consignor) partner record must be US.	In option NR, in the Country field in the partner record, select the country code US.
49	Missing export information code.	The export information or nature of transaction code must be at either item line level or shipment header level.	<p>To add the nature of transaction code at the line level, complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Items workflow task, select the item line. 2. Choose the sub-option Export/import information. 3. In the Nature of Transaction field, select a valid transaction nature. 4. Click Save and then click Complete to complete the Items task. <p>Alternatively, to add the nature of transaction code at header level, complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Header Details workflow

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>task, in the Nature of Transaction field, enter a valid nature of transaction.</p> <p>2. Click Complete.</p>
50	Invalid export information code:	The AES cannot find the nature of transaction or export information code header record.	<p>To add the nature of transaction code at item level, complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Items workflow task, select the item line. 2. Choose the sub-option Export/import information. 3. In the Nature of Transaction field, select a valid transaction nature. 4. Click Save and then click Complete to complete the Items task. <p>Alternatively, in option NT, create a nature of transaction—export information code—header record.</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
51	Missing commodity description for line:	The commodity master record has a blank description field.	In option CM, in the Description field of the commodity record, enter a description.
52	Commodity has expired for line: expiry date:	The expiry date on commodity master file has passed.	In option CM, in the Expiry Date field of the commodity record, enter an expiry date in the future.
53	Commodity code is not numeric.	The item line commodity code is not numeric.	In option PR, in the Classification-Customs sub-option, assign a valid commodity code to the product.
54	Invalid HS or Schedule B code - for commodity line	If the shipment mode of transport is set to 70—Fixed transport installations or pipeline and powerhouse—then the first two digits of the HS or Schedule B (commodity code) must be 22, 25, 27, 28, 29, 44, or 47	In option PR, in the Classification-Customs sub-option, assign a valid commodity code to the product.
55	Missing unit of measure 1 for commodity line or Invalid unit of measure 1 - for commodity line or	Commodity lines must be reported to the AES in specific predetermined units of measure (UOMs). If	In option CM, in the commodity record, assign valid relevant values to the Schedule B Quantity

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	Unknown unit of measure 2 for commodity line or Invalid unit of measure 2 - for commodity line	the UOMs are missing or invalid for a commodity line, one of these validation errors is generated.	Dimension, Schedule B Quantity UOM, Schedule B Quantity DIM2, and Schedule B Quantity 2 UOM fields All valid AES UOMs are listed in option UY in the category AES UNIT OF MEASURE.
56	Missing quantity 1 for commodity line or Non numeric quantity 1 for commodity line or Unknown quantity 1 for commodity line	The commodity line primary quantity is zero, blank, or contains a non-numeric element.	Complete the following steps: 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. Ensure that all relevant UOM conversions are set up correctly. 3. In option CM, ensure that the relevant commodity master file has a valid primary dimension and UOM.
57	Quantity 1 - &1 cannot be greater than 100,000,000 for commodity line or	When complete shipment information is required due to the nature of the transaction	Complete the following steps: 1. Ensure the correct Nature of

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	Quantity 2 - &1 cannot be greater than 100,000,000 for commodity line &2	or export information code, then the primary commodity line quantity cannot be greater than 100,000,000.	<p>Transaction / Export Information code is assigned to the shipment.</p> <p>2. In option NT, ensure the correct AES information required option is selected.</p> <p>3. Ensure the correct shipment quantities are assigned to the relevant item lines.</p>
58	<p>Quantity 2 cannot be zero for commodity:</p> <p>or</p> <p>Non numeric quantity 2 for commodity line</p> <p>or</p> <p>Unknown quantity 2 for commodity line</p>	The commodity line secondary quantity is zero, blank, or contains a non-numeric element.	<p>Complete the following steps:</p> <p>1. Ensure the shipping quantity is correct and valid on the relevant item lines.</p> <p>2. In option UO, ensure that all relevant UOM conversions are set up correctly.</p> <p>3. In option CM, ensure that the relevant commodity master file has valid Schedule B Quantity</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			Dim. 2 and Schedule B Quantity 2 UOM fields.
59	Quantity 2 - cannot be greater than Quantity 1 - for commodity line or Quantity 1 - cannot be greater than Quantity 2 - for commodity line	If the quantity UOMs are net and content weight—gm and cgm, or kg and ckg, or tn and ctn—then the content weight cannot be greater than the net weight.	Complete the following steps: 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option UO, ensure that all relevant UOM conversions are set up correctly. 3. In option CM, ensure that the relevant commodity master file has valid Schedule B Quantity Dim. 2 and Schedule B Quantity 2 UOM fields.
60	Non numeric goods value for commodity line or Zero goods value for commodity line or Unknown goods value for commodity line	The commodity line total value is zero or has a non-numeric element. This value is the sum of the total values of all the relevant item lines on this shipment.	Complete the following steps: 1. In option PR, in the Selling[ship] price field in the product records, ensure the correct selling price and currency

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>is set up for the products associated with the item lines in question.</p> <p>2. In option CU, ensure the correct currency conversion rates are set up.</p>
61	Value of goods - cannot be greater than USD \$250,000,000 for commodity line	The commodity line total value, which is the sum of the total values of all the relevant item lines on this shipment, cannot be greater than USD \$250,000,000.	<p>Complete the following steps:</p> <p>1. Ensure the shipping quantity is correct and valid on the relevant item lines.</p> <p>2. In option PR, in the Selling[ship] price field in the product records, ensure the correct selling price and currency is set up for the products associated with the item lines in question.</p> <p>3. In option CU, ensure the correct currency conversion</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			rates are set up.
62	Zero shipping weight for commodity line	The commodity line gross weight, which is the sum of the weights of the relevant item lines, expressed in the system default UOM.	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option PR, in the Gross weight field, ensure the correct unit gross weight and UOM is set up for the products associated with the item lines in question. 3. In option UO, ensure that the correct UOM conversion rates are set up.
63	Shipping weight - cannot be greater than 200,000,000 kgs for commodity line	For ocean shipments, the commodity line gross weight cannot be greater than 200,000,000 kg. This value is the sum of the weights of the relevant item lines, expressed	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option PR, in the Gross weight field, ensure the

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
		in the system default UOM.	<p>correct unit gross weight and UOM is set up for the products associated with the item lines in question.</p> <p>3. In option UO, ensure that the correct UOM conversion rates are set up.</p>
64	Shipping weight - cannot be greater than 105,000 kgs for commodity line	For air shipments, the commodity line gross weight cannot be greater than 105,000,000 kg. This value is the sum of the weights of the relevant item lines, expressed in the system default UOM.	<p>Complete the following steps:</p> <p>1. Ensure the shipping quantity is correct and valid on the relevant item lines.</p> <p>2. In option PR, in the Gross weight field, ensure the correct unit gross weight and UOM is set up for the products associated with the item lines in question.</p> <p>3. In option UO, ensure that the correct UOM conversion</p>

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			rates are set up.
65	Shipping weight - cannot be greater than 300,000,000 kgs for commodity line	For rail or truck shipments, the commodity line gross weight cannot be greater than 300,000,000 kg. This value is the sum of the weights of the relevant item lines, expressed in the system default UOM.	Complete the following steps: 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option PR, in the Gross weight field, ensure the correct unit gross weight and UOM is set up for the products associated with the item lines in question. 3. In option UO, ensure that the correct UOM conversion rates are set up.
66	Non numeric shipping weight for commodity line or Unknown shipping weight for commodity line	The commodity line gross weight contains non-numeric elements or is blank. This value is the sum of the weights of the relevant item lines, expressed in the system default UOM.	Complete the following steps: 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option PR, in the Gross weight field, ensure the

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>correct unit gross weight and UOM is set up for the products associated with the item lines in question.</p> <p>3. In option UO, ensure that the correct UOM conversion rates are set up.</p>
67	<p>Quantity 1 - cannot be greater than shipping weight - for commodity line</p> <p>or</p> <p>Quantity 2 - cannot be greater than shipping weight - for commodity line</p>	<p>If the commodity code primary or secondary quantity UOM is kg, then the primary or secondary quantity cannot be greater than the shipping weight.</p>	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. Ensure the shipping quantity is correct and valid on the relevant item lines. 2. In option PR, in the Gross weight field, ensure the correct unit gross weight and UOM is set up for the products associated with the item lines in question. 3. In option UO, ensure that the correct UOM conversion

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>rates are set up.</p> <p>4. In option CM, ensure that the relevant commodity master file has a valid primary and secondary dimension and UOM.</p>
68	Invalid foreign/domestic code for commodity line	Commodity lines must be grouped by domestic or foreign origin.	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Items workflow task, update the item. 2. Set the correct value for the Domestic / Foreign field and ensure that the correct country of origin is assigned. 3. In option PR, ensure that the correct country of origin is assigned to the relevant product code. 4. In option Y3, check the following system value:

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			<p>Category = AES, Key = DOMESTIC COUNTRIES</p> <p>Ensure the value is a comma-separated list of all the country codes for countries that are considered domestic with respect to AES filing.</p>
69	Invalid license code – for commodity line	<p>Where applicable, a valid license must be assigned to commodity lines for reporting to the AES.</p> <p>If this error occurs, the AES cannot find the commodity line license code (xmsdet0.sdlicc) or default license, if applicable, in the user-defined lookup (UY) in the category AES LICENSE CODE.</p>	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Items workflow task, assign the correct license code to the item line. 2. In option PR, ensure the correct license code is assigned to the relevant product. 3. In option Y3, check the following system value: Category = AES Key = DFT LICENSE CODE

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			Ensure the value is the valid default license code, which is usually c33.
70	Missing ECCN for commodity line which has a license code	The ECCN Number Required checkbox is selected. An ECCN must be supplied to the license code assigned to the commodity line, but the AES cannot find an ECCN.	<p>Complete the following steps:</p> <ol style="list-style-type: none"> 1. In the Items workflow task, assign the correct license code to the item line. If applicable, assign the correct ECCN code to the item line. 2. In option PR, ensure the correct license code is assigned to the relevant product. If applicable, assign the correct ECCN code to the product. 3. In option XC, ensure the license code is set correctly. 4. In option CM, in the Export Classification sub-option, ensure

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			the correct ECCN code is assigned to the relevant commodity.
71	Missing export license number/CFR citation for commodity line which has a license code	The license code assigned to the commodity line is expecting either a license number or a Code of Federal Regulations (CFR) citation to be supplied. Either the License Required or the CFR Citation Required field is selected, but the AES cannot find either detail.	Complete the following steps: <ol style="list-style-type: none"> 1. In the Items workflow task, assign the correct license code to the item line. 2. In option PR, ensure the correct license code is assigned to the relevant product. 3. In option XC, ensure the license code is set correctly.
72	Unable to extract communications password or Communications password not found	This is a system parameter issue.	In option Y3, Category = AES, Key = COMMUNICATION PASSWORD Ensure that the value is the correct communication password, as supplied by the AES or a third party.

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
73	Missing [partner] ID Number or Missing [partner] ID Type or Invalid [partner] ID	For the partner in question, one of the following fields must have a valid value: <ul style="list-style-type: none"> • SSN Number • EIN Number • DUNS Number The value must not be longer than 11 characters and the first 9 characters must be numeric.	In option NR, ensure that the correct SSN, EIN, or data universal numbering system (DUNS) number is assigned to the appropriate partner.
87	Acknowledgement not received yet for shipment:	The shipment is still awaiting response to the previous declaration according to the shipment AES status field.	Use the AES to trace the response.
88	Invalid shipment status:	The shipment AES status field is invalid.	Contact QAD GTTE Technical Services.
89	Invalid DEC privilege: Value must be Y or N	The Data Entry Center privilege flag must be Y or N.	In option Y3, check the setup of the following system value: Category = AES Key = DEC-PRIVILEGES
90	System Value for Prescribed Countries is not set up correctly. Review system parameter PRESCRIBED-	The PRESCRIBED-COUNTRIES-OPT-4 system value stores a list of countries for which Option	In option Y3, check the setup of the following system value: Category = AES

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
	COUNTRIES-OPT-4 in category AES	4 filing is not allowed.	Key = PRESCRIBED-COUNTRIES-OPT-4
91	Unable to determine shipment export vessel leg	The system is set up to take AES place and date details from the export vessel leg. The AES cannot determine an export leg.	On the relevant shipment vessel maintenance panel, ensure the Export Leg checkbox is selected.
92	Unable to determine shipment export vessel leg	The system is set up to take AES place and date details from the first shipment vessel. The AES cannot determine a vessel.	Ensure the setup of the shipment vessels and relevant system values is correct.
93	Country of Ultimate Destination: not allowed for Filing Opt 4	The country of destination xmshdr0.shcdt1 is on the list of prescribed countries for Option 4 filing.	Check the setup of the system value, as described in error number 90, and check the correct country of destination is selected.
94	Shipment Export Date cannot be more than 120 days in the future.	You cannot make declarations for shipments whose departure date is more than 120 days in the future.	Check that the shipment departure date is correct. Depending on the system value setup, the departure date is either taken from the relevant vessel record (xmsvsl0.svdte)

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
			or the shipment departure date (xmshdr0.shpdte).
95	No vessel found with mode of transport: X	When determining the conveyance name, the AES cannot find a vessel with the correct mode of transport.	Ensure the shipment vessels are set up correctly.
96	Incomplete Foreign Trade Zone details supplied.	When the in-bond code is either 67 or 68, the foreign trade zone must be supplied.	Ensure the in-bond code and foreign trade zone (xmshdr0.shftzc) are set up correctly.
97	Missing IRS Number Type - USPPI:	The IRS type is missing.	In option NR, assign a valid value to the SSN Number or EIN Number field of the partner record.
98	Invalid city:	The city code must be alphabetic.	See error number 44 for setup details.
99	Invalid country code:	The country code must be alphabetic.	Choose one of the following options: <ul style="list-style-type: none"> • In option NR in the Country field, select the correct country code. • In option CT, create the correct record.

Error Number	Validation Error Message	Cause of Validation Error	Possible Solutions
100	Invalid setting in 'EICODE' system value for license code Or Invalid setting in 'MOT' system value for license code Or Invalid setting in 'DESC' system value for license code	Review the system values in the category AES-LIC.	Contact QAD GTTE Technical Services,
101	Invalid mode of transport &1 for license code	The license code or MOT setup is inconsistent with the system value setup. Review the system values in the category AES-LIC.	Contact QAD GTTE Technical Services,

AES Alphabetic Error Codes and Solutions

Error Code	Validation Error Message	Cause of Validation Error	Possible Solutions
OD1	Export Information Code must be – X for license code Y on commodity line Z	For certain licenses, a particular export information code is required. The export information code required is stored in xtuzlu0.uzusr2 for the user-defined lookup record, where the domain is the AES license code, and the lookup code is	Ensure the export information code and license code setup is correct. See error code 49 for export information code setup.

Error Code	Validation Error Message	Cause of Validation Error	Possible Solutions
		the license in question.	
OD5	Missing ODTc SME Indicator for line X.	An ODTc SME indicator is required on ODTc lines.	For the relevant license master record, the ODTc SME indicator is stored in xmlcn0.xllctc.
OD6	Invalid ODTc SME Indicator of – X for line Y.	When an ODTc line is required, the SME indicator (xmsdet0.sdxno1) must be either Y or N.	For the relevant license master record, the ODTc SME indicator is stored in xmlcn0.xllctc.
OD7	Invalid ODTc Eligible Party Indicator of – X for line Y.	When an ODTc line is required, the eligible party indicator (xmsdet0.sdfg2) must be either Y or N.	For the relevant license master record, the ODTc eligible party indicator is stored in xmlcn0.xllagc.
OD8	Missing ODTc USML Category Code for Line X.	An ODTc United States Munition List (USML) category code is required for ODTc lines.	For the relevant license master record, the ODTc USML category code is stored in xmlcn0.xllsync.
OD9	Invalid ODTc USML Category Code - X for line Y.	When an ODTc line is required, the ODTc USML category code (xmsdet0.sdxno2) must be a valid entry on the user-defined lookup in the domain AES ODTc USML CAT CODE.	For the relevant license master record, the ODTc USML category code is stored in xmlcn0.xllsync.

Error Code	Validation Error Message	Cause of Validation Error	Possible Solutions
OD10	Missing unit of measure for Licence X.	The ODTc lines require UOMs for the license.	For the relevant license master record, the ODTc license UOM is stored in xmlicn0.xlquom.
OD11	Invalid ODTc unit of measure – X for odtc licence Y.	When an ODTc line is required, the AES ODTc UOM (virtual field odt-uom-code, created in xtaescm.p) must be a valid entry on the user-defined lookup in the domain AES ODTc UOM.	For the relevant license master record, the ODTc license UOM is stored in xmlicn0.xlquom.
OD12	Missing or blank ODTc Quantity for line X.	When an ODTc line is required, the ODTc quantity (virtual field odt-line-qty, created in xtaescm.p) must not be blank.	Contact QAD GTTE Technical Services.
OD13	ODTc Quantity for line X ; Value – Y ; must not be greater than 9,999,999	When an ODTc line is required, the ODTc Quantity (virtual field odt-line-qty, created in xtaescm.p) must not be greater than 9,999,999.	See program xtaescm.p for details.

Import Management

Import Management automates and executes processes associated with clearing imports through customs authorities. The Import Management solution offers an array of specialized tools to help enterprises to comply with complex trade laws and automate critical import activities. As a result, enterprises can create a competitive advantage by reducing compliance risk, avoiding unnecessary costs, and reducing process cycle-times.

Key Features of Import Management

- Global product item master
- Vendor screening
- Document generation
- Integrations with customs brokers
- Sourcing comparisons and free trade agreement (FTA) solicitation
- Import declaration preparation
- Entry self-filing
- Metrics, KPIs, and self-governance
- Classification

Resolution and Screen Specifications

The Import Management solution is optimized for the following screen specifications:

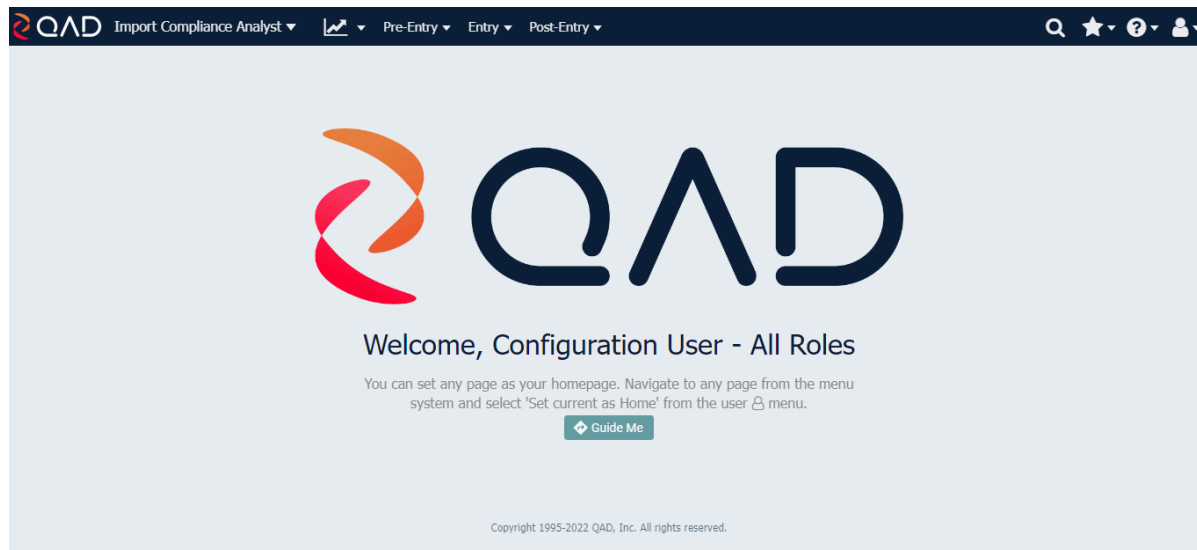
- Resolution: 1366 x 768 px
- Scale: 100%

If you experience display issues with the Import Management pages, adjust your display settings to the optimal resolution and scale.

Imports Home Page

After you log in, a welcome page provides you with new or important information. Your administrator may configure this page to display a company logo and specific colors, instead of the QAD GTTE logo and colors.

Welcome Page



If configured by your administrator, a different page may display as your home page after logging in.

The role-based menu bar at the top of the home screen provides a navigation experience tailored to each role.

Three roles are associated with the Import Management solution:

- Import Compliance Analyst
- Import Compliance Supervisor
- Import System Admin (the only option that is enabled to modify configuration settings)

For more information on these roles, see [Using QAD GTTE For Your Role on page 49](#) in the *Base* section of the online help.

For information on user creation, see [Configuring Effective User Roles on page 223](#) in the *Base* section of the online help.

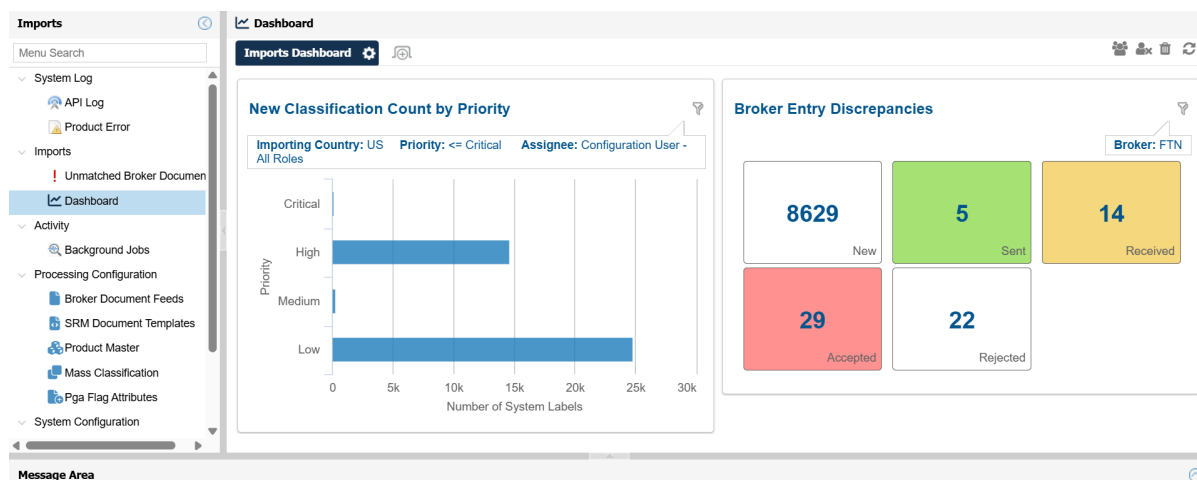
The role-based menu bar at the top of the screen provides a navigation experience tailored to each role. The default configuration contains four tabs:

- **Dashboard:** Opens the Product Master Dashboard. For more information, see [Imports Dashboard on page 1882](#) in the *Operational Analytics* section of the help.

- Pre-Entry: Contains links to tasks for product classification and valuation, such as Product Master and Product Label configuration. For more information, see the [Product Master Overview on page 673](#) and [Product Labels Overview on page 858](#) sections.
- Entry: Contains links to tasks for preparing and filing customs declarations, such as the Import Shipment and Purchase Order workflows. For more information, see the [Imports Workflow Overview on page 749](#) section.
- Post-Entry: Contains links to self-governance, record-keeping, metric tracking, and report tasks.

Imports Portal Overview

The Imports portal (menu option IMP) provides quick access to frequently-used Import Management features.



When you access menu option IMP from the QAD GTTE menu search, the Imports Dashboard opens automatically. To switch to other pages, click the options in the left sidebar.

Some options in the sidebar have a corresponding menu option code, allowing you to quickly access the option on the Imports portal from the menu search.

The following options are available in the sidebar of the Imports portal:

Imports > Unmatched Broker Documents (Menu Option IMPUB)

Use this option to maintain unmatched broker documents. For more information, see [Unmatched Broker Documents on page 847](#).

Imports > Dashboard (Menu Option IMPDH)

Use this option to view and maintain the Imports Dashboard—formerly known as the Product Master Dashboard. For more information, see [Imports Dashboard on page 1882](#) in the Operational Analytics section of the online help.

Activity > Background Jobs (Menu Option IMPJM)

Use this option to view the background jobs in the application that are related to the Import Management solution.

Background jobs are details of the processing activity performed for a particular part of the application. The jobs indicate the success or failure of a unit of work. They also allow you to track the timing of jobs, and to identify causes of problems for units of processing work.

Processing Configuration > Broker Document Feeds (Menu Option IMPBD)

Administrators can use this option to view and update broker document feeds. For more information, see [Broker Feed Configuration on page 897](#).

Processing Configuration > SRM Document Templates (Menu Option IMPADT)

Administrators can use this option to configure templates for SRM document requests. For more information, see [QAD SRM Integration Configuration on page 902](#) and [Configuring Templates and Requesting Documentation on page 904](#).

Processing Configuration > Product Master (Menu Option IMPPR)

Use this option to create and manage products on the Product Master page. For more information, see [Product Master Overview on page 673](#).

Processing Configuration > Mass Classification (Menu Option IMPMC)

Use this option to classify products in bulk. For more information, see [Mass Classification on page 714](#).

Processing Configuration > PGA Flag Attributes

Use the screen to define which custom tabs (additional PGA flags), and which of their associated attributes, can be populated for each partner government agency (PGA) flag and its decision. For more information, see [PGA Flag Attributes on page 731](#).

System Configuration > Import File

For the QAD GTTE Docs document module, use this option to import documents in JSON format from another environment. For more information, see [Import File on page 1808](#) in the Docs section of the online help.

Database > Changelog

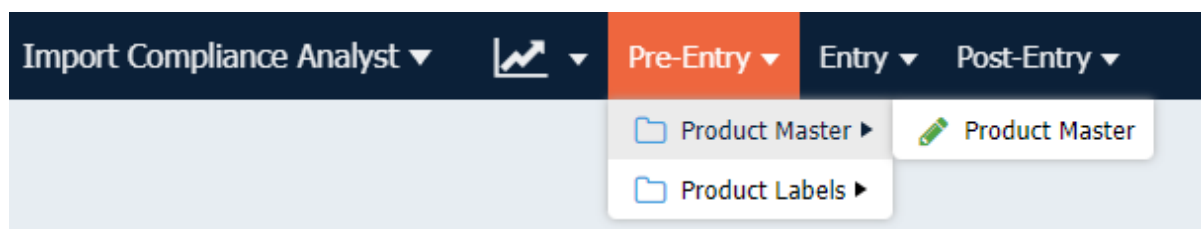
Use this option to view an audit list of changes made to the Import Management database table schema resulting from software updates. This information is read-only data for internal QAD GTTE administration.

Product Master Overview

The *Product Master* is used to create and manage products.

To access the *Product Master* page, click the *Pre-Entry* dropdown in the top horizontal menu. Then select *Product Master*. Alternatively, access the IMPPR option.

Product Master in Main Menu



Product Master Page

Product Master ☆

Product Code: Search By:

Product Code	Commercial Description	Commercial Extended Description	Commodity Code	Additional Digit	Classification Status	Supplier Part Number	Display Import Country
1234	gd	gd	0101300000	3	TCCHK	50X0202, SKUSUP002	US
1809	EXF71"		0101210010	2		50X0202, 50X0203, 50X0...	GB
72	EXF72"		0101210010	2			US
920-002716	920-002716						MX
920-009792	920-009792					920-009792	MX
981-000060	981-000060					981-000060	MX
981-000863	981-000863					981-000863	MX
981-000906	981-000906					981-000906	MX
981-001280	981-001280					981-001280	MX
981-001285	981-001285					981-001285	MX
A1000000	BOOTS - SIZE 7 - BLACK		0101300000		TCCHK		US
A1000001	BOOTS - SIZE 8 - BLACK		0101300000		TCCHK		US
A1000002	BOOTS - SIZE 9 - BLACK		0101290010		TCCHK		US
A1000004	BOOTS - SIZE 7 - GOLD						
A1000005	BOOTS - SIZE 8 - GOLD		0101903000		TCCHK		US
A1000006	BOOTS - SIZE 9 - GOLD						
A1000008	BOOTS - SIZE 7 - RED						
A1000009	BOOTS - SIZE 8 - RED						
A1000010	BOOTS - SIZE 9 - RED						
A199-A	Injection Mold						
A2000001	Buttery Cheese	Our buttery cheese is the finest of th...	0102210020		TCCHK		US
A2000002	Chicken Powder						
A2000003	Chocolate Crosana						
A2000004	Moqueca	One of the finest ingredients from th...					

Per Page: 25

Note Products in the Product Master can be added and fully classified through the Imports application programming interface (API).

Creating Products

You can create products manually or by importing them through the Imports API.

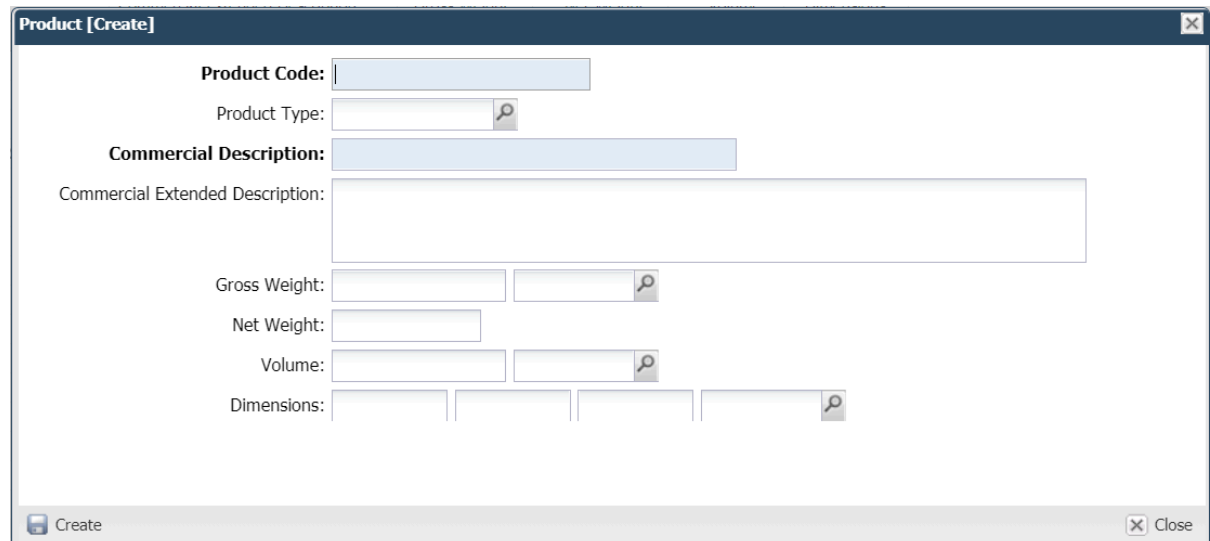
Note The scope of this guide only covers the manual creation of products. Import System Admins can access the Imports API documentation in the GTTE menu bar from *API Documentation > Imports*.

Manually Creating Products

To manually create a new product:

1. Click the **Create**  button on the toolbar at the bottom of the page. The *Product [Create]* displays.

Product [Create]



2. Complete the mandatory fields that are indicated by a blue background. Include any other relevant details in the remaining fields.

Note The *Product Code* must be unique and must not match an existing product.

3. Click **Create** to close the window and create the product.

Maintaining Products

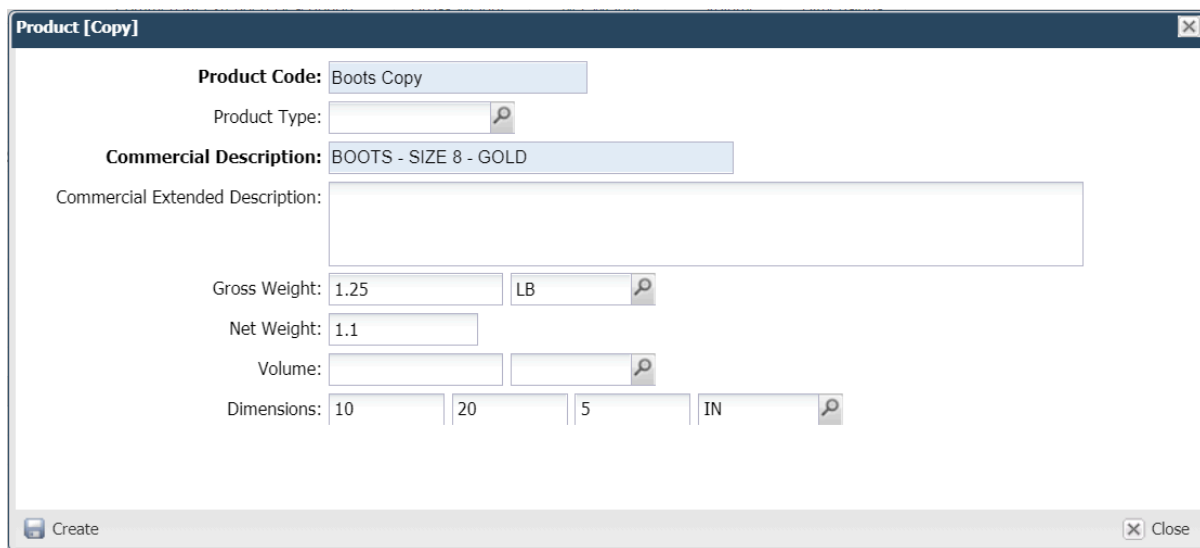
You can update, copy, and delete records, regardless of whether they were added manually or by API import.

To update a record, double-click it in the *Product Master* grid.

Alternatively, select a record and click the *Update*  button on the toolbar. The *Product [Update]* window appears.

To duplicate a product, select a record in the grid and click the *Copy*  button on the toolbar. The *Product [Copy]* window displays, allowing you to make any necessary changes.

Product [Copy] Window



Product [Copy]

Product Code: Boots Copy

Product Type: 

Commercial Description: BOOTS - SIZE 8 - GOLD

Commercial Extended Description:

Gross Weight: 1.25 LB 

Net Weight: 1.1

Volume: 

Dimensions: 10 20 5 IN 

Create Close

Note The *Display Import Country* field contains countries that are saved in the Classification Worksheet. If a country is selected in this field, it is also displayed in the Product Master. In the example above, the United States is selected. This means that the product details for the United States are shown. If the selected country is changed to Switzerland, then Switzerland's product details are shown.

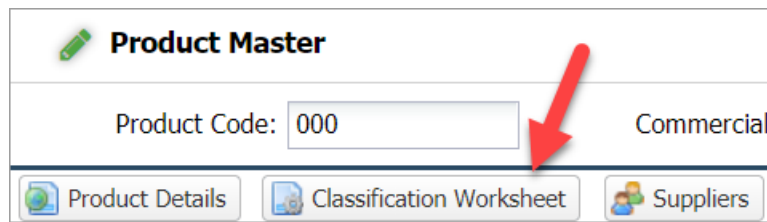
To delete a product, select a record and click the *Delete*  button on the toolbar. Then click *Yes* in the *Confirm Delete* window.

Classification Worksheet

The Classification Worksheet is a tool that captures and records competing Heading/Subheadings, Section/Chapter Notes, General Rules of Interpretation (GRIs), applicable Customs Rulings, and other relevant data that is required to support a classification determination.

To open the *Classification Worksheet* window, select a product record in the *Product Master* grid. Then click the *Classification Worksheet* button below the search panel.

Product Master Button



Classification Worksheet Window

 A screenshot of the 'Classification Worksheet - Product: 910-002901' window. The window has a title bar and several tabs: 'Importing Country: US - UNITED STATES', 'Country Override', 'Compliance Hold', and 'Review/Approval'. The main area is divided into sections: 'Commercial Description' (Wireless Mouse M317-STEEL BLUE-2.4GHZ-N/), 'Customs Description' (abcde), 'Product Details' (with 'Admissibility Flags' and 'Similar Product Search' buttons), and 'Secondary Codes' (with an 'Add Secondary Code' button). There are also fields for 'Commodity Code' (8471.60.2000), 'Country of Origin' (AU), 'Additional Digit', 'GRI Basis', 'Ruling', and 'Legal Opinion'. A 'Supporting Comments' text area is on the right. A 'Toolkit' sidebar on the far right contains links to 'HTSUS Search', 'CROSS', 'Google', 'ScheduleB search', 'CBP AD/CVD', 'FDA Code Builder', and 'FDA Device & Establishment'. At the bottom, there are 'Save', 'Save for Later', and 'Reset' buttons, and a 'Close' button in the bottom right corner.

The various fields and buttons in this window are described in the sections below.

Importing Country

The classification details for the product are country-specific. You can maintain different classification data for different countries.

Importing Country Drop-Down

 A screenshot of the 'Importing Country' drop-down menu. The text 'Importing Country:' is followed by a button labeled 'US - UNITED STATES' with a small downward arrow on the right side.

Country Override

The *Country Override* feature—accessible by clicking the *Country Override* button—is used to distinguish a country from a group of countries that have the same classification.

Country Override Button



For example, you may want all products imported into the European Union (EU) countries to be classified the same way. However, if you want a specific country in the EU to be classified differently, you can use the *Country Override* feature to create an exception.

Note The countries that are associated with a particular group are configured by a system administrator.

To distinguish a country from a group, click the *Country Override* button. This is only accessible if the selected country in the *Importing Country* field is part of a group. The *Countries* window displays.

Countries Window

Code	Description
AT	Austria
BE	Belgium
BG	Bulgaria
HR	Croatia
CY	Cyprus
CZ	Czech Republic
DK	Denmark
EE	Estonia
FI	Finland
FR	France
DE	Europe/Germany
GR	Greece
HU	Hungary
IE	Ireland, Republic of (EIRE)
IT	Italy
LV	Latvia
LT	Lithuania

Select the country for which you want to make a separate classification. The *Classification Worksheet* window refreshes and the specified country is now the value in the *Importing Country* field. All fields are pulled from the original group.

In the example below, Austria is selected for a separate classification. Austria now appears in the *Importing Country* field and is distinguished from the rest of the EU. Austria also now appears on the *Product Details* and *Suppliers* page.

Austria Selected as Override Country, Importing Country Field

Classification Worksheet - Product: ROBERTS-BEACHBALL

Importing Country: AT - AUSTRIA

Commercial Description: Beach Ball

Customs Description: Roberts-BeachBall

☒ Simple View ☐ Advanced View

If you attempt to select a country that is already classified separately from its group, a pop-up window indicates that records already exist for this country.

Country Classification Already Exists

Confirm Change

Classification already exists for country: CY - Cyprus

OK

Compliance Hold

A compliance hold can be assigned to any product in the Classification Worksheet. A compliance hold is a country-specific automated hold on a pending shipment if the required Trade Compliance criteria are not met.

Note Import System Admins can configure compliance hold options on the *Imports Admin Maintenance Portal* in *Compliance > Compliance Hold*.

Click the *Compliance Hold* button at the top of the window to access the Compliance Hold feature.

Compliance Hold Button

Classification Worksheet - Product: ROBERTS-BEACHBALL

Importing Country: US - UNITED STATES

Country Override → Compliance Hold

Compliance Hold Window

Compliance Hold Applied

Removing Compliance Hold

To remove a compliance hold, click the *Compliance Hold* button and click the *Delete*  button beside the *Compliance Hold* field. Enter a reason for the deletion in the mandatory *Hold Notes* field. Then click *Ok* to save the changes and close the window.

Review/Approval

The Review/Approval feature is used to indicate that a product needs to be reviewed or approved. See the [Raising Labels on page 861](#) section for more information on the *Review/Approval Request* window.

Review/Approval Button



Commercial Description

The *Commercial Description* field is used to describe the commercial characteristics of a product based on its purpose, or how it is sold.

Commercial Description Field

Customs Description

Using the *Customs Description* field, you can insert a description of the goods, including any attribute or details that customs require in order to confirm that it is properly classified.

Customs Description Field

Customs Description:

Repellants for insects such as flies, mosquito. For adults with

Supporting Comments

The *Supporting Comments* field is used to log internal notes about the product and alert other users to a specific topic or issue.

Supporting Comments Field

Supporting Comments:

Simple View and Advanced View

The information displayed in the *Classification Worksheet* window varies depending on the selected view. You can choose between two different view options:

- Simple View
- Advanced View

View Selection

☒ Simple View
 ☐ Advanced View

Note By default, Simple View is enabled.

Simple View

Simple View is intended for products that do not require a lot of inputs. In Simple View, a product has one article associated with it; the product itself. For more information on articles, see the [Adding Articles on page 687](#) section.

The available features and fields in the *Product Details* panel are:

- Admissibility Flags
- Similar Product Search
- Commodity Code

- Additional Digit
- GRI Basis
- Ruling
- Legal Opinion
- Country of Origin
- Classification Status

Features such as the GRI Wizard and Competing Headings are not available in Simple View.

Simple View, Classification Worksheet

The screenshot shows the 'Simple View' tab selected. The 'Product Details' panel is active, displaying the 'Admissibility Flags' section. It includes input fields for 'Commodity Code', 'Additional Digit', 'GRI Basis', 'Country of Origin', 'Ruling', and 'Classification Status'. There is also a 'Legal Opinion' checkbox and a 'Similar Product Search' button.

Advanced View

In addition to the features provided in Simple View, Advanced View enables you to associate multiple articles with a product, add Competing Headings, and use the GRI Wizard. These are accessible in the *Product Details/Articles* panel.

Advanced View, Classification Worksheet

The screenshot shows the 'Advanced View' tab selected. The 'Customs Description' panel is active, displaying a large text area for the description. The 'Product Details/Articles' panel is also visible, showing a table with columns for 'Article Number', 'Commodity Code', 'GRI Basis', 'Ruling', and 'Item Description'. The table currently contains one row with an ellipsis icon. The 'Product Details/Articles' panel also includes buttons for 'Add Article', 'Review for SET', 'Admissibility Flags', 'Add Competing Heading', and 'GRI Wizard', along with a 'Similar Product Search' button.

Important: Switching from Advanced View to Simple View can result in the loss of information. All article records and their respective details are removed, except for the first article. Additionally, the first article loses

details that are not available in Simple View, such as Competing Heading information. You are asked to confirm these changes when you select the *Simple View* radio button.

Confirm Change to Simple View Pop-up



Product Details Panel

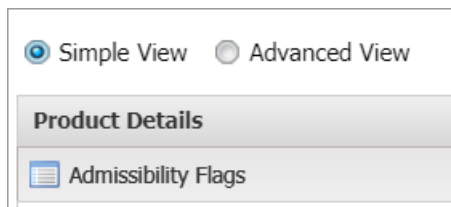
Depending on the selected view, the fields and features described in this section can be found in the *Product Details* panel of the Classification Worksheet.

- [Admissibility Flags on page 683](#)
- [Similar Product Search on page 684](#)
- [Adding Articles on page 687](#)
- [Review for SET on page 688](#)
- [Add Competing Heading on page 690](#)
- [GRI Wizard on page 693](#)
- [Additional Digit on page 698](#)
- [Ruling on page 699](#)
- [Country of Origin on page 701](#)

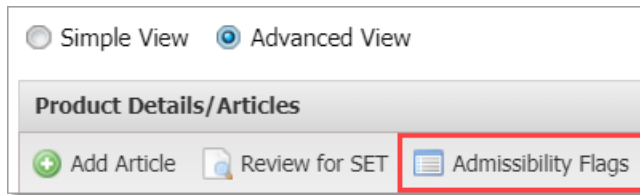
Admissibility Flags

The Admissibility Flags feature is available in the *Product Details/Articles* panel in both Simple and Advanced View.

Admissibility Flags, Simple View



Admissibility Flags, Advanced View



When a commodity code is added to your product or article, you can view the Admissibility Flags here. Click the *Admissibility Flags* button to access the *Admissibility Flags* window.

Note The *Admissibility Flags* window does not display if no flags are found.

Admissibility Flags

Classification Worksheet - Product: RFQTEST

Product / Article	Admissibility Flag	Commodity Description	Flag	Flag Description	Adv
ARTICLE1 HTSUS - 0102210010	AM2 - AMS Flag 2 - Data related to shell eggs is re	MALE DAIRY PUREBRED BREEDING	AM2	AMS Flag 2 - Data related to shell eggs is requi...	/
ARTICLE1 HTSUS - 0102210010	AM7 - AMS Flag 7 - AMS Data related to marketing	MALE DAIRY PUREBRED BREEDING	AM7	AMS Flag 7 - AMS Data related to marketing or...	/
ARTICLE1 HTSUS - 0102210010	FD3 - FD Flag 3 - FDA Prior Notice Data may be re	MALE DAIRY PUREBRED BREEDING	FD3	FD Flag 3 - FDA Prior Notice Data may be requ...	/
ARTICLE1 HTSUS - 0102210010	AQ99038501AR - Section 232 Aluminum Import AI	MALE DAIRY PUREBRED BREEDING	AQ99038501AR		/
ARTICLE1 HTSUS - 0102210010	Country: Argentina 0% - 99038501 - Always Required Start Date: 2018/06/01				/
ARTICLE1 HTSUS - 0102210010	TT99038815CN - Section 301 HTSUS China Import	MALE DAIRY PUREBRED BREEDING	TT99038815CN		/
ARTICLE1 HTSUS - 0102210010	Country: China 15% - 99038815 - Always Required Start Date: 2019/09/01				/
ARTICLE2 HTSUS - 2904993500	TT99038803CN - Section 301 HTSUS China Import	4,4'-DINITROSTILBENE-2,2'DISUL	TT99038803CN		/
ARTICLE2 HTSUS - 2904993500	Country: China 10% - 99038803 - Always Required Start Date: 2018/09/24				/
ARTICLE3 HTSUS - 6702903500	AM4 - AMS Flag 4 - AMS Data related to marketing	ARTIFICIAL FLOWERS,MAN-MD FIB	AM4	AMS Flag 4 - AMS Data related to marketing or...	/
ARTICLE3 HTSUS - 6702903500	AQ99038501AR - Section 232 Aluminum Import AI	ARTIFICIAL FLOWERS,MAN-MD FIB	AQ99038501AR		/
ARTICLE3 HTSUS - 6702903500	Country: Argentina 0% - 99038501 - Always Required Start Date: 2018/06/01				/
ARTICLE4 HTSUS - 9506993500	TT99038815CN - Section 301 HTSUS China Import	SKEET TARGETS	TT99038815CN		/
ARTICLE4 HTSUS - 9506993500	Country: China 15% - 99038815 - Always Required Start Date: 2019/09/01				/

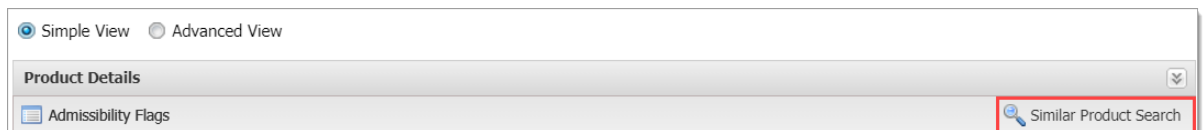
Save Save for Later Reset Close

Although you cannot interact with the flags in the Classification Worksheet, it is possible in the Product Details portal. See the [Product Details Portal on page 723](#) section for more information.

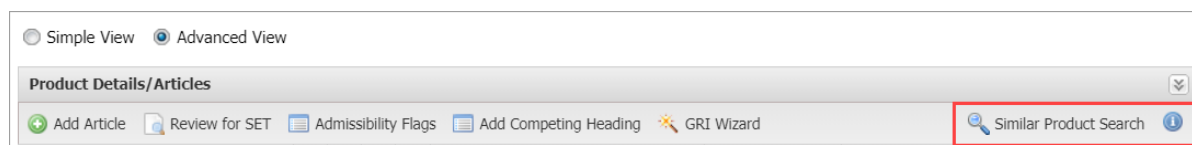
Similar Product Search

The Similar Product Search feature is available in the *Product Details* panel in both Simple and Advanced View. It enables you to speed up the product details data entry process by locating a similar product in the database and copying its details to the new product.

Similar Product Search, Simple View



Similar Product Search, Advanced View



To search for a similar product:

1. Click the *Similar Product Search* button. The *Similar Product Search* window displays.

Similar Product Search Window

The 'Similar Product Search' window contains the following elements:

- Search Panel:**
 - Product: [Text Field]
 - Importing Country: **US - UNITED STATES** (Dropdown)
 - Product Type: [Text Field]
 - Customs Description: [Text Field]
 - Product Description: [Text Field]
 - Description Extended: [Text Field]
 - Classified By: [Text Field]
 - Classified Within: **All** (Dropdown)
 - Search** button and a green checkmark icon.
- Results Grid:**

Product	Product Description	Product Description - Extended	Importing Country	Commodity Code	Customs Description
No Data					
- Footer:**
 - Navigation icons (back, forward, etc.)
 - Per Page: 25
 - No Data
 - Close** button

2. Use the fields in the search panel to find specific products. After you complete one or all of the fields, click *Search*. The grid below the search panel displays the results.

Note Only fully classified products appear in the results grid.

3. To view the details of a product in the grid, select it and click the *Show Product Details* button. An overview of the product details displays in the *Product Details Summary* pop-up window.

Product Classification Summary Window

Product Code: ITC-NEEDLE-SET
 Importing Country: US
 Commercial Description: Needle Set test
 Customs Description: Needle set for the collection of bovine blood consisting of: One (1) stainless steel tubular needle, One (1) length of polyethylene tubing, and One (1) , one liter PVC collection bag.
 Supporting Comments:

ITC-0002: Plastic (polyethylene) tubing
 HTSUS: 3917.21.0000
 GRI Basis: 1
 Supporting Ruling:

ITC-0001: Stainless steel tubular needle
 HTSUS: 9018.32.0000
 GRI Basis:
 Supporting Ruling: N283068

ITC-0003: One liter, PVC collection bag.
 HTSUS: 3923.21.0095
 GRI Basis: 1
 Supporting Ruling:

Copy to Classification Worksheet Close

Click the *Copy to Classification Worksheet*  button at the bottom of this window to copy the similar product's details to the new product. The copied details include the values for the following fields:

- Secondary Codes
- Description fields
- Commodity Code
- GRI basis
- Ruling
- Legal Opinion
- COO

Alternatively, select a record in the results grid and click the *Apply Product Classification Information* button to copy the details of an existing product. The *Similar Product Search* window closes and the values in the *Customs Description*, *Commodity Code*, *Additional Digit*, *GRI Basis*, *Ruling*, *Descriptions*, *Legal Opinion*, *Country of Origin*, and *Secondary Codes* fields are now populated in the copied product. All related articles are also copied. However, the *Commercial Description* field is not populated in the copied product to prevent inaccurate commercial descriptions being presented to customs.

Note You can configure a system value so that the *Customs Description* field is not automatically updated after you copy a product. For more information, see [Classification Worksheet System Values on page 931](#).

Note If you added any articles before copying the details of a similar product, they are removed and replaced with the copied information.

Note In cases where the selected product is from a different importing country, you must update the commodity codes if they are part of a separate commodity group.

Adding Articles

In Advanced View, The *Add Article* feature allows you to add items or components that comprise a product; for example, a gift set typically contains multiple items. These articles can receive individual classification.

Note This feature is only available if Advanced View is enabled. In Simple View, you must complete the inputs to add an article.

Multiple Articles, Product Details/Articles Panel

Product Details/Articles						
<div> + Add Article Review for SET Admissibility Flags Add Competing Heading GRI Wizard Similar Product Search </div>						
Article Number			Commodity Code	GRI Basis	Ruling	Item Description
008	☆	📄	0102.21.0030	2A		Item 1
010	☆	📄	0102.29.2012	2A		Item 2

Adding an Article

To add an article:

1. Click the *Add Article* button at the top of the *Product Details/Articles* panel. The *Article [Create]* window displays.

Article [Create] Window

2. Complete the mandatory *Article Number* and *Description* fields. Enter any other relevant article information in the remaining fields.

Note The selected Importing Country determines the commodity codes available in the *Commodity Code* lookup field. Some commodity codes are part of a group and are shared across several countries—for example, countries in the EU.

3. Click *Save*.

You can update an article by clicking the *Update*  button on an article record.

Note The *Article Number* field in the *Article [Update]* window is read-only and cannot be updated.

To delete an article, click the *Delete*  button on an article record.

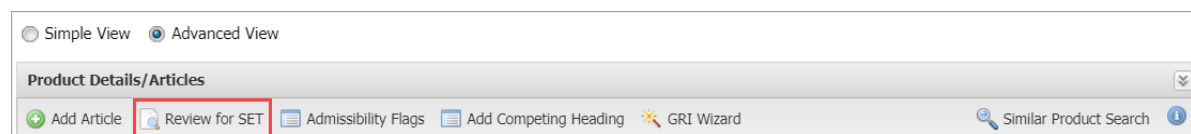
Review for SET

The *Review for SET* feature is available in Advanced View. It is a guide that determines whether your product can qualify as a set. A set contains at least two different articles that are classifiable in different headings

and are packaged together in a manner that is suitable for retail. These articles are also put together to fulfill a particular need or to satisfy a specific activity.

Note The result provided by the guide is advisory and not definitive.

Review for SET, Advanced View



To begin the review process:

1. Click the *Review for SET* button. The *Review for SET* window displays.

Review for SET

 A screenshot of a dialog box titled 'Review for SET'. The dialog has a dark blue header bar with the title and a close button (X). The main content area is white and contains the following text: 'To qualify as a Set, the product should meet all 3 criteria.' followed by three numbered questions, each with 'Yes' and 'No' radio button options. The questions are:

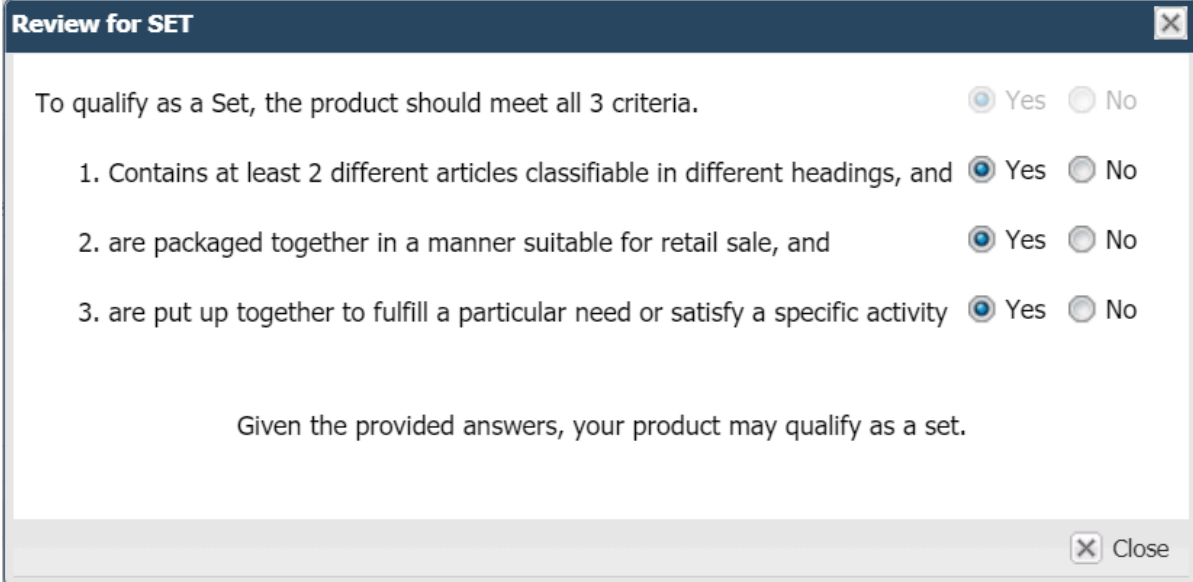
- 1. Contains at least 2 different articles classifiable in different headings, and
- 2. are packaged together in a manner suitable for retail sale, and
- 3. are put up together to fulfill a particular need or satisfy a specific activity

 At the bottom right of the dialog is a 'Close' button with an 'X' icon.

2. Answer questions 1 to 3 using the radio buttons.

A result is displayed below the questions, based on the answers that you provide.

Review for SET Result



Review for SET

To qualify as a Set, the product should meet all 3 criteria. ☒ Yes ☐ No

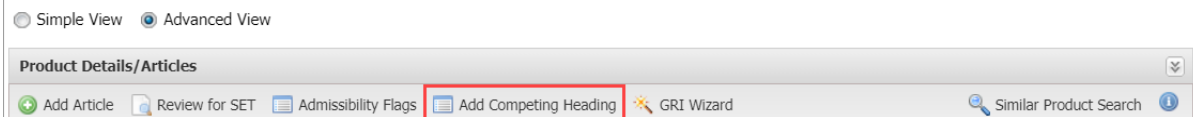
1. Contains at least 2 different articles classifiable in different headings, and ☒ Yes ☐ No
2. are packaged together in a manner suitable for retail sale, and ☒ Yes ☐ No
3. are put up together to fulfill a particular need or satisfy a specific activity ☒ Yes ☐ No

Given the provided answers, your product may qualify as a set.

Add Competing Heading

The *Add Competing Heading* feature is available in Advanced View. You can use it if you are unsure of the commodity code or classification of an article, or want to add notes.

Add Competing Heading, Advanced View



Simple View ☒ Advanced View

Product Details/Articles

Competing headings act as sub-records to articles. If an article that contains a competing heading is deleted, the competing heading is also removed.

To add a competing heading:

1. Select an article and click the *Add Competing Heading* button. The *Competing Heading [Create]* window displays.

Competing Heading [Create]

Competing Heading [Create]

Competing Heading:

Description:

Commodity Code: 

Ruling:

Legal Opinion: ☐

Note:

 **Submit**  **Close**

2. After completing the fields, click *Submit*.

You can add multiple competing headings for the same product by repeating this process.

To update a competing heading, select it in the *Product Details* panel and click the *Update*  button.

To delete it, click the *Delete*  button on the selected record.

To delete all competing heading records associated with an article, click the *Delete All*  button.

Applicable Competing Heading/Commodity Code

You can specify that a competing heading is applicable through the use of a green check mark, as shown in the image below.

Applicable Competing Heading

Article Number ▲					Commod
010	☆	📄	📄	✖	01.90.4
42342	☆	📄	📄	✖	
Competing headings			🗑		
ExampleCompHeading1	?	📄	📄	✔	
ExampleCompHeading2	?	📄	📄	✖	

Click inside the column to the right of the *Delete* button column on the relevant record. In the example above, the 'ExampleCompHeading1' competing heading record is selected.

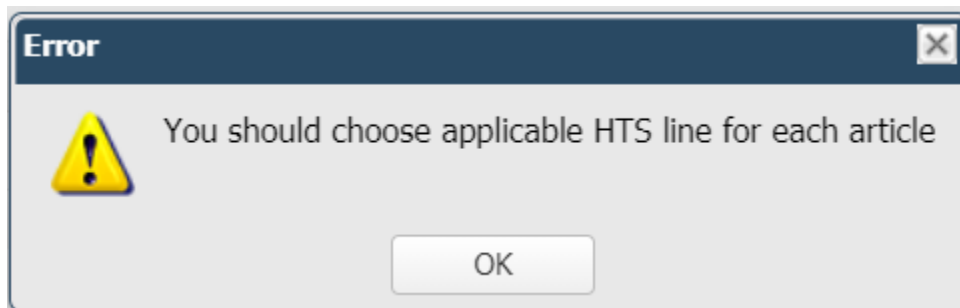
Note It is not possible to remove the green checkmark after it has been added. You can only move it to another competing heading record.

When an applicable competing heading has been identified by you, the Commodity Code, GRI Basis, Ruling and Item Description values for the article automatically change to match it.

Note When you save the Classification Worksheet, the competing heading records without the green checkmark are automatically deleted.

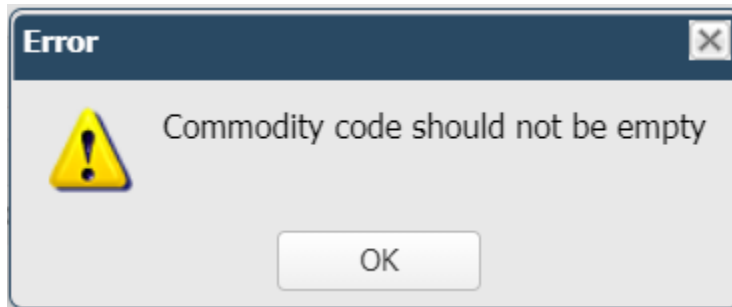
The green checkmark is mandatory if any competing heading is added. If no record is marked as applicable, an error displays

Applicable Competing Heading Not Specified Error



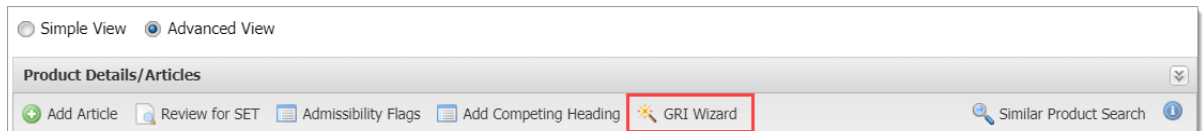
Similarly, if you do not add a commodity code to the articles, an error displays.

No Commodity Code Error

**GRI Wizard**

The *GRI Wizard* feature is available in Advanced View.

GRI Wizard, Advanced View



The purpose of the GRI Wizard is to facilitate product classification by presenting a set of questions in a worksheet. It is intended to serve as a basic job aide but does not provide a definitive determination.

The product classification process in the GRI Wizard can differ depending on the scenario. These are discussed below.

To begin the product classification process using the GRI Wizard:

1. Click the *GRI Wizard* button. The *GRI Wizard* window displays.

GRI Wizard Questions

GRI Wizard	
<p>Is the imported product comprised of ☒ Single ☐ Multiple single or multiple articles?</p> <p>The article is referenced in a Heading specifically by name (i.e., "eo nomine"), and is a completely finished good, even if unassembled. ☐ Yes ☒ No</p> <p>The article is referenced in a Heading specifically by name (i.e., "eo nomine"), is incomplete or unfinished, but has the "essential character" of the complete or finished article. ☐ Yes ☐ No</p>	
<div>  Apply GRI   Close Wizard </div>	

- Answer the questions that are presented until a result is provided in the *GRI Determination and Rule* panel to the right of the window.

GRI Determination

GRI Wizard	
<p>Is the imported product comprised of ☒ Single ☐ Multiple single or multiple articles?</p> <p>The article is referenced in a Heading specifically by name (i.e., "eo nomine"), and is a completely finished good, even if unassembled. ☐ Yes ☒ No</p> <p>The article is referenced in a Heading specifically by name (i.e., "eo nomine"), is incomplete or unfinished, but has the "essential character" of the complete or finished article. ☒ Yes ☐ No</p>	<p style="text-align: center;">GRI Determination and Rule</p> <p>GRI 1, GRI 2(A)</p> <p>"Any reference in a heading to an article shall be taken to include a reference to that article incomplete or unfinished, provided that, as entered, the incomplete or unfinished article has the essential character of the complete or finished article. It shall also include a reference to that article complete or finished (or failing to be classified as complete or finished by virtue of this rule), entered unassembled or disassembled.</p>
<div>  Apply GRI   Close Wizard </div>	

3. To accept the suggested GRI basis, click the *Apply GRI* button. The *Apply GRI* window displays.

Apply GRI Window



4. To apply the GRI basis to the product, select the *Product* option. To apply it to a specific article, select the *Article* option. If you choose the *Article* option, you are then prompted to specify the article in the dropdown field that appears. You can repeat this process to apply the GRI basis to multiple articles.

Specify Article, Apply GRI Window



5. Click *Save*. The *GRI Basis* column of the *Product Details* panel now displays the applied classification.

Article GRI Basis

Product Details/Articles				
<div> Add Article Review for SET Admissibility Flags Add Competing Heading GRI Wizard Similar Product </div>				
Article Number ▲		Commodity Code	GRI Basis	Ruling
0294847			2A	

Note It is not possible to save if the determination reached is N/A.

Essential Character Within a Set

If an article of a product or set is the primary component, you can indicate this using the Essential Character feature.

This is only applicable when the GRI Wizard is for a product containing multiple articles with a 3B basis assigned on a product level, rather than an article basis. Doing so indicates what article is the most important for customs purposes.

This is completed through the use of a green star icon. It functions similar to the green checkmark discussed in the *Applicable Competing Heading/Commodity Code* section.

The below image shows a legend.

Legend

Legend

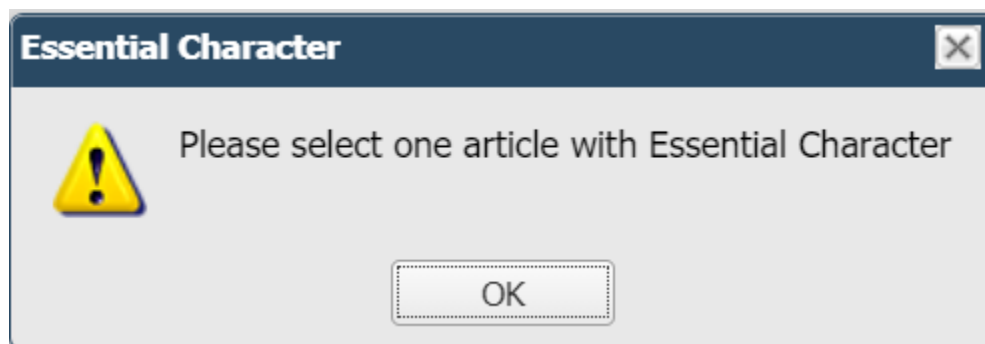
- | | | | |
|--|----------------------------|--|------------------|
| | Essential Character | | Legal Opinion |
| | May be Essential Character | | No Legal Opinion |
| | Not Essential Character | | |

This legend also shows the icon to indicate that the *Legal Opinion* field is selected.

Click the star icon to indicate that an article makes up the Essential Character.

If you indicate that an article makes up an Essential Character, but do not apply a green star, an error is presented.

Essential Character Error



This error also displays if you give more than one element a green star.

If another article has the green star, articles marked May be Essential Character automatically default to Not an Essential Character after you click Save.

GRI Wizard for a Simple View Product

You can also apply a GRI basis to a product in Simple View. This is possible using the *GRI Basis* field in the *Product Details* panel.

GRI Basis Field, Simple View

 A screenshot of the "Product Details" panel in a software application. The panel has a title bar with "Product Details" and a close button. Below the title bar is a tab labeled "Admissibility Flags" and a "Similar Product Search" link with a magnifying glass icon. The main area contains several input fields: "Commodity Code:" with a text box and a magnifying glass icon; "Additional Digit:" with a text box; "GRI Basis:" with a text box and a magnifying glass icon, which is highlighted with a red rectangle; "Ruling:" with a text box; "Legal Opinion:" with a checkbox; and "Country of Origin:" with a text box and a magnifying glass icon. At the bottom, there is a "Classification Status:" dropdown menu.

Click the *GRI Basis* field to open the *GRI Basis* lookup window. Select a code in this window to populate the field.

GRI Basis Lookup Window

GRI Basis	
CODE	Description
Code	Description
1	The table of contents, alph...
2A	(a) Any reference in a headi...
2B	(b) Any reference in a head...
3A	When, by application of rul...
3B	When, by application of rul...
3C	When, by application of rul...
4	Goods which cannot be clas...
5A	In addition to the foregoing...
5B	In addition to the foregoing...
6	For legal purposes, the clas...

Close

Additional Digit

The Additional Digit feature is available in both Simple and Advanced View. It enables you to add a single additional digit to an existing commodity code.

Note In Advanced View, the value is applied on a product level.

Additional Digit Field, Simple View

Product Details	
<div> <div>Admissibility Flags</div> <div>Similar Product Search</div> </div>	
Commodity Code:	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Info"/>
Ruling:	<input type="text"/>
Classification Status:	<input type="text"/>
Additional Digit:	<input type="text"/>
Legal Opinion:	☐
GRI Basis:	<input type="text"/> <input type="button" value="Search"/>
Country of Origin:	<input type="text"/> <input type="button" value="Search"/>

Additional Digit Field, Advanced View

Classification Worksheet - Product: 0294847

Importing Country: US - UNITED STATES Country Override Compliance Hold

Commercial Description:

Supporting Comments:

Customs Description:

Commodity Code:

GRI Basis:

Ruling:

Additional Digit:

Country of Origin:

Classification Status:

☐ Simple View ☒ Advanced View

Note You can turn the *Additional Digit* field on and off on the *Imports Configurator* page. To turn on *Additional Digit*, open the *Master Data* tab on the *Imports Configurator* page. In the *Commodity Code Additional Digit* field, choose Yes. Then, click *Save*.

Ruling

The Ruling feature is available in both Simple View and Advanced View. It enables you to input reference codes from an applicable body; for example, the Customs Rulings Online Search System (CROSS). A ruling can be applied to an article or on product level. These codes validate and confirm a commodity code for a product.

Ruling Field, Simple View

☒ Simple View ☐ Advanced View

Product Details 

 Admissibility Flags  Similar Product Search

Commodity Code:   Additional Digit: GRI Basis: 

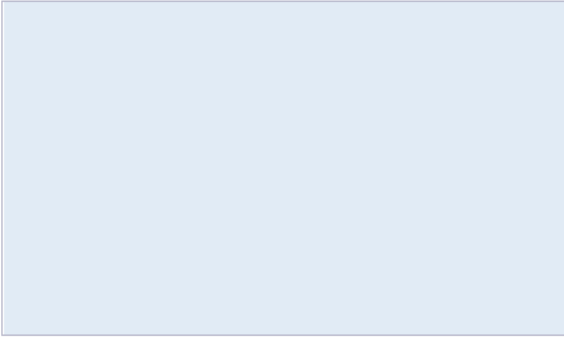
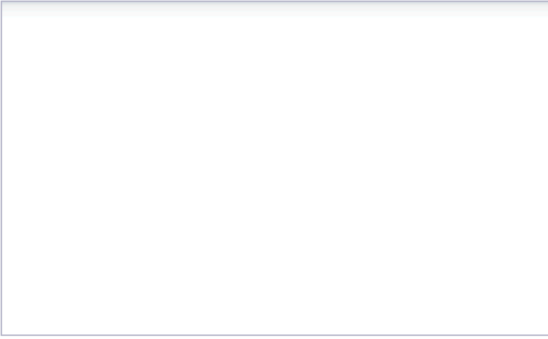
Ruling: Legal Opinion: ☐ Country of Origin: 

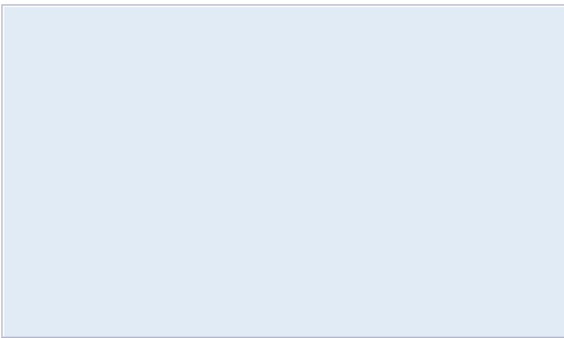
Classification Status: **TCCHK** 

Ruling Field, Advanced View

Classification Worksheet - Product: 0294847

Importing Country: **US - UNITED STATES** 

Commercial Description:  **Supporting Comments:** 

Customs Description: 

Commodity Code:

GRI Basis: 

Ruling: 

Additional Digit:

Country of Origin: 

Classification Status: **TCCHK** 

☐ Simple View ☒ Advanced View

The *Ruling* column in Advanced View is indicated in the image below. In this example, the ruling applies at article level.

Ruling Column, Advanced View

Product Details/Articles						
Add Article Review for SET Admissibility Flags Add Competing Heading GRI Wizard						
Article Number				Commodity Code	GRI Basis	Ruling
ARTICLE1	★	📄	✖	1602.50.6000		NY F87825
ARTICLE2	★	📄	✖	2904.99.3500		
ARTICLE3	★	📄	✖	6702.90.3500		
ARTICLE4	★	📄	✖	9506.99.3500		
						Item Description
						Article1
						Article2
						Article3
						Article4

Note To view the justification for the commodity code, you can read more on the CROSS website by inputting the ruling code.

If the article with the ruling is of Essential Character, it is displayed as shown in the image below. This is also the case for Commodity Code and GRI Basis. Otherwise, the article with the largest first digit in the Commodity Code appears alongside the applicable GRI Basis.

Product Details

Commodity Code: 1602.50.6000	GRI Basis: 3B
Country of Origin: <input type="text"/>	Ruling: NY F87825

Country of Origin

The Country of Origin feature is available in both Simple View and Advanced View. A country of origin can be applied on a product level.

Country of Origin, Simple View

☒ Simple View
 ☐ Advanced View

Product Details

[Admissibility Flags](#)
[Similar Product Search](#)

Commodity Code: ⓘ
 Additional Digit:
 GRI Basis: ⓘ

Ruling:
 Legal Opinion: ☐
 Country of Origin: ⓘ

Classification Status: ▼

Country of Origin, Advanced View

Classification Worksheet - Product: 0294847

Importing Country: US - UNITED STATES Country Override Compliance Hold

Commercial Description:

Supporting Comments:

Customs Description:

Commodity Code:

GRI Basis:

Ruling:

Additional Digit:

Country of Origin:

Classification Status: TCCHK

☐ Simple View ☒ Advanced View

The *Country of Origin* field is automatically populated on the Suppliers portal for articles.

Note If you change the Country of Origin in the Suppliers portal, the change is not reflected in the Classification Worksheet.

Secondary Codes Panel

The *Secondary Codes* panel allows you to maintain additional commodity codes for a product; for example, temporary tariff codes.

Secondary Codes Panel

Secondary Codes

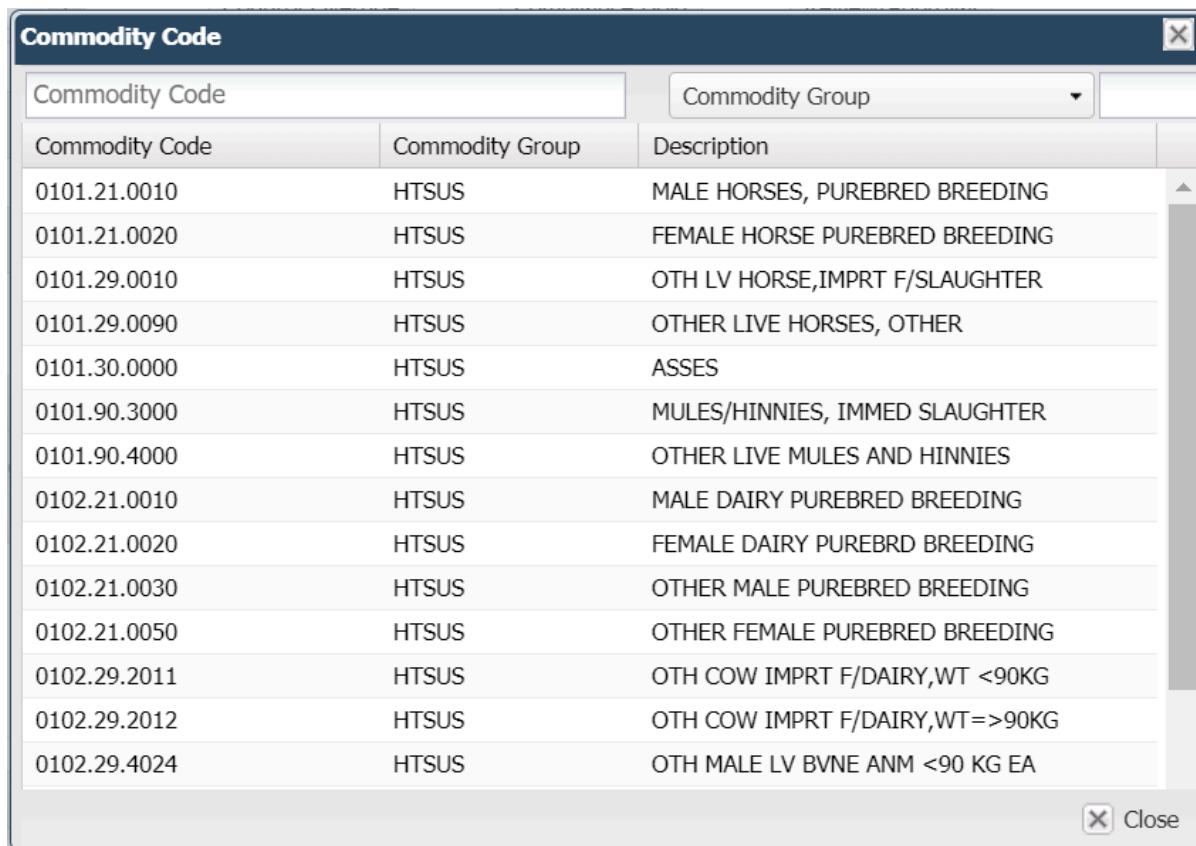
+ Add Secondary Code

Commodity Code	Description

To add an additional secondary code:

1. Click the *Add Secondary Code* button. The *Commodity Code* lookup window displays.

Commodity Code Lookup Window



Commodity Code	Commodity Group	Description
0101.21.0010	HTSUS	MALE HORSES, PUREBRED BREEDING
0101.21.0020	HTSUS	FEMALE HORSE PUREBRED BREEDING
0101.29.0010	HTSUS	OTH LV HORSE, IMPRT F/SLAUGHTER
0101.29.0090	HTSUS	OTHER LIVE HORSES, OTHER
0101.30.0000	HTSUS	ASSES
0101.90.3000	HTSUS	MULES/HINNIES, IMMEDIATE SLAUGHTER
0101.90.4000	HTSUS	OTHER LIVE MULES AND HINNIES
0102.21.0010	HTSUS	MALE DAIRY PUREBRED BREEDING
0102.21.0020	HTSUS	FEMALE DAIRY PUREBRED BREEDING
0102.21.0030	HTSUS	OTHER MALE PUREBRED BREEDING
0102.21.0050	HTSUS	OTHER FEMALE PUREBRED BREEDING
0102.29.2011	HTSUS	OTH COW IMPRT F/DAIRY, WT <90KG
0102.29.2012	HTSUS	OTH COW IMPRT F/DAIRY, WT =>90KG
0102.29.4024	HTSUS	OTH MALE LV BVNE ANM <90 KG EA

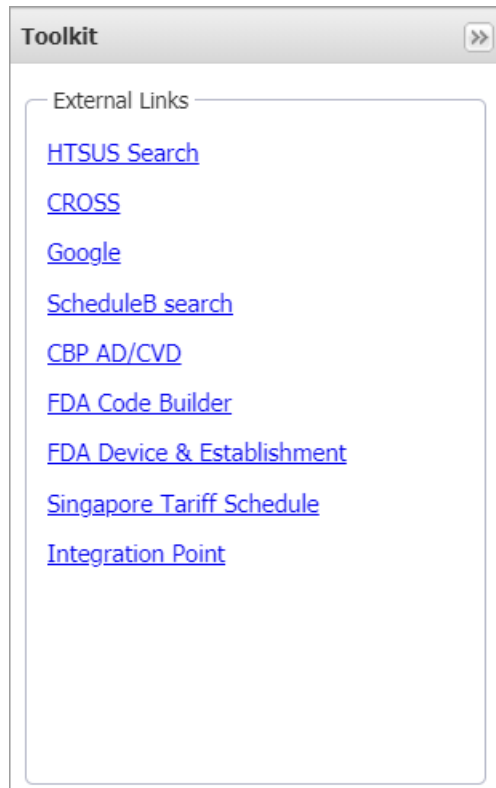
2. Select a commodity code record to close the window. Your selection now displays in the *Secondary Codes* panel. Repeat this process to add multiple secondary codes.

Note It is not possible to add the same secondary code more than once.

Toolkit

The *Toolkit* panel contains useful external links that support the classification process and are relevant to the importing country. Click an item in the list to visit the external website.

Toolkit

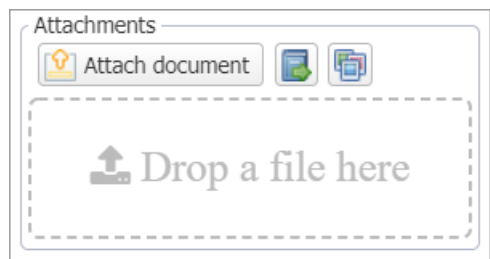


Note The Toolkit is configurable through the *Country Link Website* menu item on the *Imports Admin Maintenance Portal* (ITCC). It is recommended that Import System Admins perform the configuration instead of end users.

Attachments

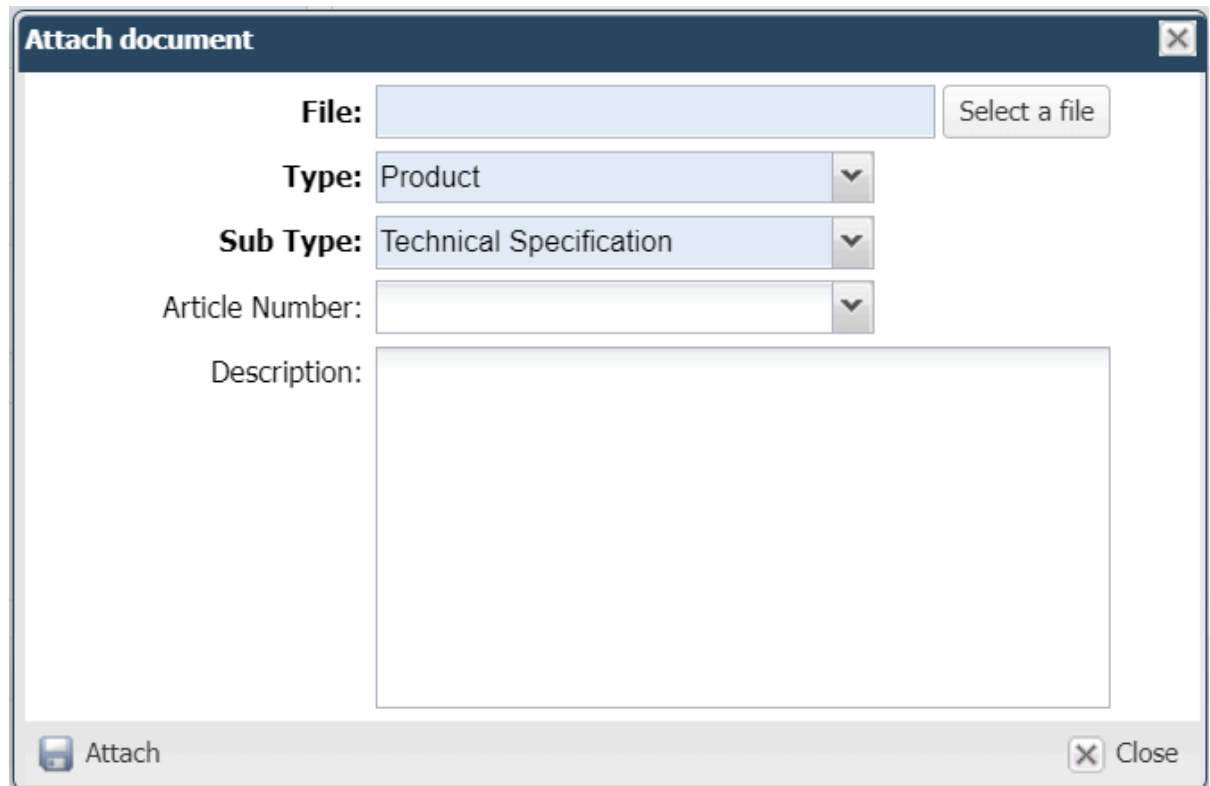
You can add supporting documentation and files to a product in the *Attachments* panel of the *Classification Worksheet* window—for example, product pictures, Free Trade Agreement Certificates, technical drawings, or customs rulings.

Attachments Panel



To upload a file, drag and drop it into the area indicated, or click the *Attach Document* button. The *Attach Document* window displays.

Attach Document Window



The 'Attach document' window is a modal dialog box with a dark blue title bar containing the text 'Attach document' and a close button (X). The main area is white and contains the following fields:

- File:** A text input field followed by a 'Select a file' button.
- Type:** A dropdown menu with 'Product' selected.
- Sub Type:** A dropdown menu with 'Technical Specification' selected.
- Article Number:** A dropdown menu.
- Description:** A large, empty text area.

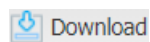
At the bottom of the window, there is a grey bar containing an 'Attach' button (with a document icon) on the left and a 'Close' button (with an X icon) on the right.

Complete the mandatory fields and click *Attach* to upload and attach the file to the product or article.

To view all documents that are attached to the product and articles, click

the *See all documents*  button. You can delete an attached document by selecting it and clicking the *Delete* button. You also have the option of downloading a document by selecting it and clicking the *Download* button.

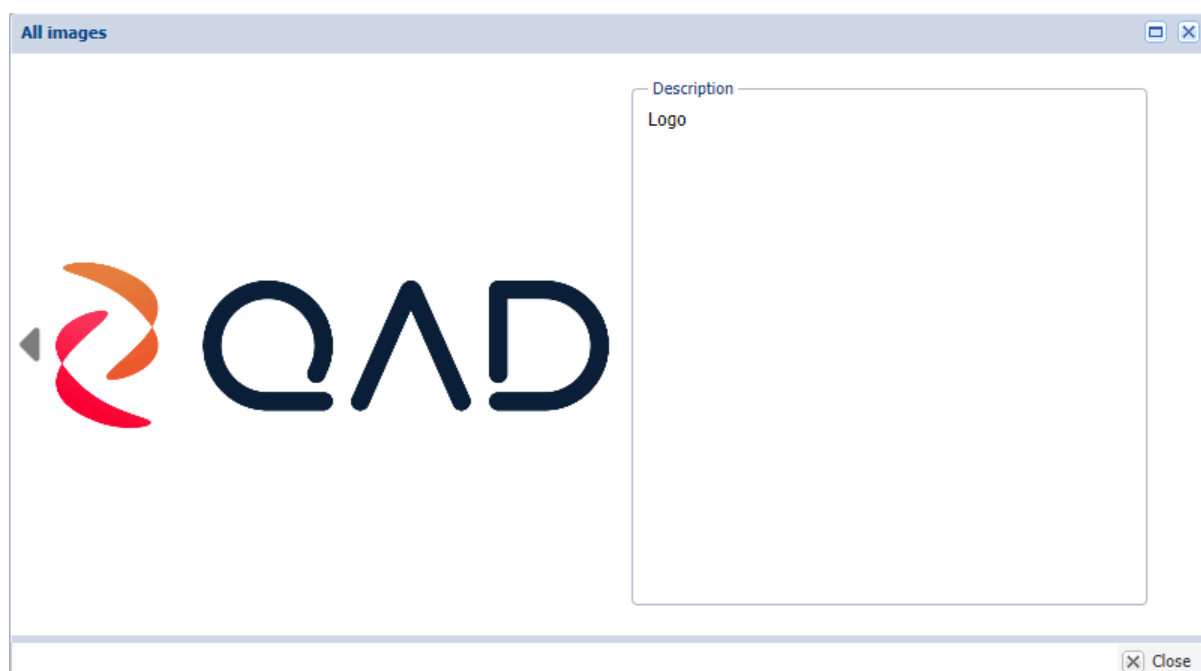
Download Document Button



To view all images, click the *See all images*  button. The *All Images* window displays, where you can modify image descriptions.

Use the left and right arrows to view the previous or next attached image.

All Images Window

**Classification Status**

The *Classification Status* field in both Simple and Advanced View is used to validate that a product is being classified appropriately.

Classification Status Field, Simple View

The screenshot shows the "Simple View" of a product details form. At the top, there are two radio buttons: "Simple View" (which is selected) and "Advanced View". Below this is a section titled "Product Details" with a dropdown arrow. Under "Product Details", there is a sub-section titled "Admissibility Flags" with a list icon on the left and a "Similar Product Search" button with a magnifying glass icon on the right. The form contains several input fields: "Commodity Code:" with a text box and a magnifying glass icon; "Additional Digit:" with a text box; "GRI Basis:" with a text box and a magnifying glass icon; "Ruling:" with a text box; "Legal Opinion:" with a checkbox; and "Country of Origin:" with a text box and a magnifying glass icon. The "Classification Status:" field is highlighted with a red rectangle; it consists of a text box and a dropdown arrow.

Classification Status Field, Advanced View

Classification Worksheet - Product: 0294847

Importing Country: US - UNITED STATES Country Override Compliance Hold

Commercial Description:
guide test

Supporting Comments:

Customs Description:

Commodity Code:

GRI Basis:

Ruling:

Additional Digit:

Country of Origin:

Classification Status:

☐ Simple View ☒ Advanced View

The three available options in the *Classification Status* dropdown list are described in the table below.

Classification Status Options

Status	Description
Supplier	Product classified by the supplier. When this status is applied, users can select the <i>Save for Later</i> option on the Classification Worksheet. The <i>Save</i> option is unavailable.
Draft	Product received initial classification from Trade Compliance team, requires approval or review. When this status is applied, users select the <i>Save for Later</i> option on the Classification Worksheet. The <i>Save</i> option is unavailable.
Classified	Product classified by the Trade Compliance team and ready for use. When this status is applied, users

Status	Description
	can select either the <i>Save</i> or <i>Save For Later</i> option on the Classification Worksheet.

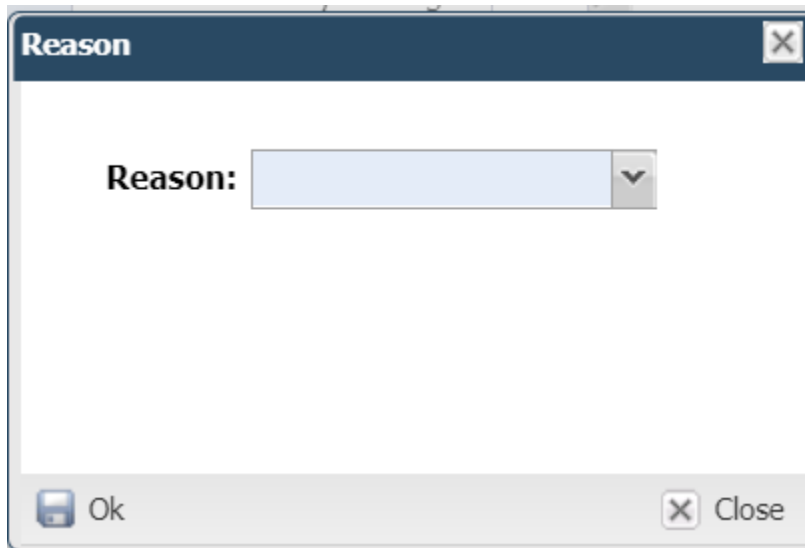
Note The Classification Status can be removed by a system administrator.

After the Classification Status is configured, it is displayed in the *Product Master* grid, in the *Compliance Results* window, the *Items* grid in *Import Shipments*, and *Purchase Orders*.

Reason

If you apply changes to the Classification Worksheet, or there is a new classification, you must supply an explanation in the *Reason* pop-up window when you save it. Select the relevant reason in the dropdown list provided and then click *Ok*.

Reason



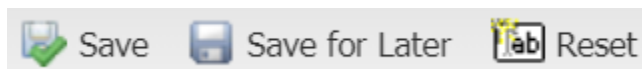
The image shows a 'Reason' pop-up window. It has a title bar with the word 'Reason' and a close button (X). The main area contains the label 'Reason:' followed by a text input field and a dropdown arrow. At the bottom, there are two buttons: 'Ok' with a floppy disk icon and 'Close' with an X icon.

Save

An article must have the following minimum requirements to save:

- Commercial Description
- Customs Description Commodity Code
- Classification Status

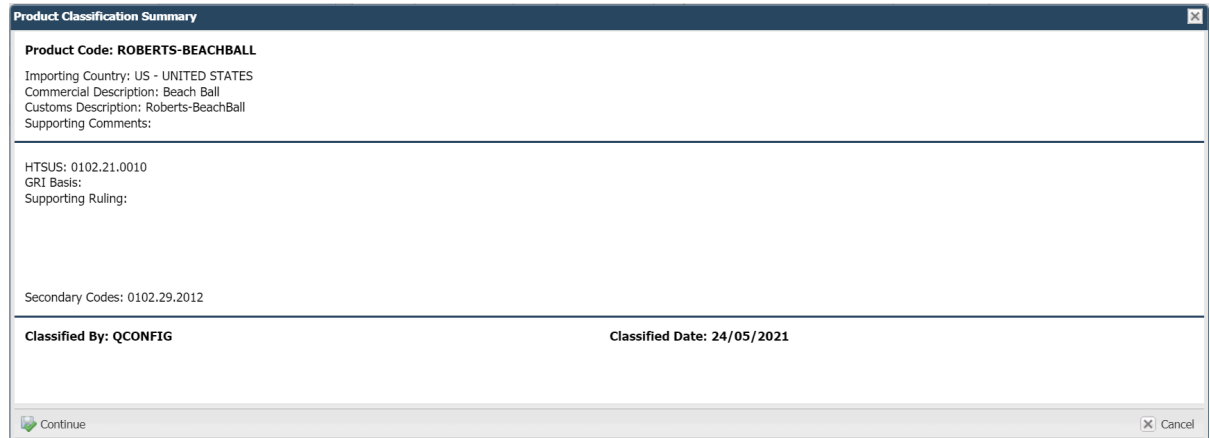
Save for Later



The image shows a row of three buttons: 'Save' with a green checkmark icon, 'Save for Later' with a floppy disk icon, and 'Reset' with a yellow eraser icon.

When you click *Save*, the *Product Classification Summary* window displays. This outlines all of the inputted information on the Classification Worksheet. Click *Continue* to confirm that all inputs are correct and return to the Product Master.

Product Classification Summary Window



Product Classification Summary

Product Code: ROBERTS-BEACHBALL

Importing Country: US - UNITED STATES
 Commercial Description: Beach Ball
 Customs Description: Roberts-BeachBall
 Supporting Comments:

HTSUS: 0102.21.0010
 GRI Basis:
 Supporting Ruling:

Secondary Codes: 0102.29.2012

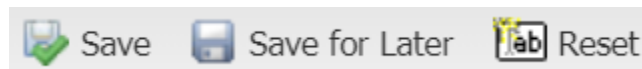
Classified By: QCONFIG **Classified Date:** 24/05/2021

 Continue 

Save for Later

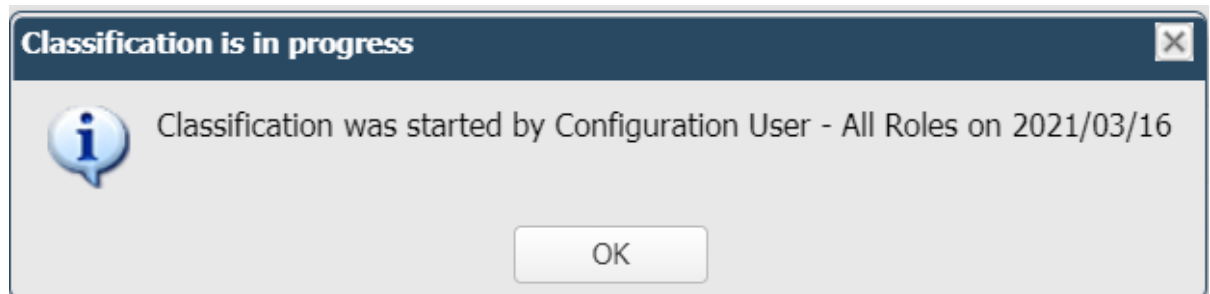
The *Save for Later* button at the bottom of the *Classification Worksheet* window allows you to save incomplete work. It keeps existing details but does not add the data to the Item Master product database. The feature is useful if you want to close the Classification Worksheet without completing the mandatory fields.

Save for Later



When you resume editing on a record that is saved for later, a pop-up window displays the user that last modified it and the date on which they saved the details.

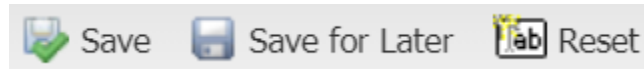
Classification is in Progress Window



Reset

The *Reset* button at the bottom of the *Classification Worksheet* window restores the product details that were present at the most recent save. If it was not previously saved, the Classification Worksheet details reset to the default settings.

Save for Later



Confirm Product Customs Description

When you save the Classification Worksheet, you may be presented with the *Confirm Product Customs Description* window. This occurs if there is a single article associated with the product and the value in its *Description* field does not match the value in the product's *Customs Description* field.

Confirm Product Customs Description Window

A screenshot of a software window titled 'Confirm Product Customs Description'. The window has a dark blue header bar with a close button (X) on the right. The main area is white and contains two side-by-side text input fields. The left field is labeled 'Product Customs Description:' and contains the text 'Product Description Example'. Below this field is a button labeled 'Use Product Data'. The right field is labeled 'Article Customs Description:' and contains the text 'Article Description Example'. Below this field is a button labeled 'Use Article Data'. At the bottom right of the window is a 'Close' button with an 'X' icon.

To match the descriptions, select either the *Use Product Data* button or the *Use Article Data* button to populate the relevant field and save the Classification Worksheet.

AI-Supported Product Classification

CAUTION The QAD Champion artificial intelligence (AI) tool is an assistant to human oversight. You must verify all AI classification recommendations before you save them to the **Classification Worksheet** screen. Failure to do so may result in incorrect classification data.

In the **Classification Worksheet** screen, to expedite and simplify the classification of new products, use the QAD Champion AI solution to generate recommendations. QAD Champion analyzes existing products and provides pragmatic recommendations for the classification of the new

product. If you accept a recommendation, the recommended classification is automatically applied to the new product record. This approach saves time and helps to ensure classification accuracy and consistency.

QAD Champion is powered by the QAD Process Intelligence AI engine. The solution is based on prescriptive machine learning. The AI model learns from your feedback—whether you accept or reject recommendations—and adjusts future recommendations based on your feedback. Each QAD GTTE client has its own specific model, which is not shared with other GTTE users. The model is trained on your GTTE data and the data from your model is not used to train any third-party models.

To use AI-supported product classification, on the lower right of the **Classification Worksheet** screen, click the QAD Champion sparkle.



While the AI fetches product matches, QAD Champion displays a loading animation.

If the AI tool identifies product matches, QAD Champion displays a list of recommendation cards ranked by their similarity to the new product. If the AI tool cannot identify any product matches, the chat log states that it cannot find any recommendations that meet the defined thresholds.

Note When you access QAD Champion through the **Imports Dashboard** (menu option IMPDH), if the product is not classified, then the QAD Champion window should automatically open. If the product is already classified, then the window does not open until you click the sparkle. QAD Champion does not open automatically if you access the **Classification Worksheet** screen through menu option IMPPR.


Champion AI
✕

Recommendations for: B0C7C86THE





Product Code: B0C7C86THD
96.482% ^

Country: US
 Commodity Description: MACHINES FOR RECEPTION, OTHER
 Commodity Code: 8517620090
 Commercial Description: Smart Watch Fitness Tracker (Black)

[View Tariff](#)
[Apply Classification](#)





Product Code: B0CR69BS3S
62.5% ^

Country: US
 Commodity Code: 91021145
 Commodity Description: Other
 Commercial Description: Wrist Watch

[View Tariff](#)
[Apply Classification](#)

[Not Useful](#)


 Commodity Code matches generated by the system are suggestions only. The user remains responsible for the final selection of the correct Commodity Code.

The cards are color-coded based on the percentage accuracy match for each recommendation. The most accurate recommendations are displayed at the top of the card list, while less accurate recommendations are at the bottom. Green indicates a high accuracy recommendation. Yellow indicates a moderate accuracy recommendation. Orange indicates a low accuracy recommendation.

Note

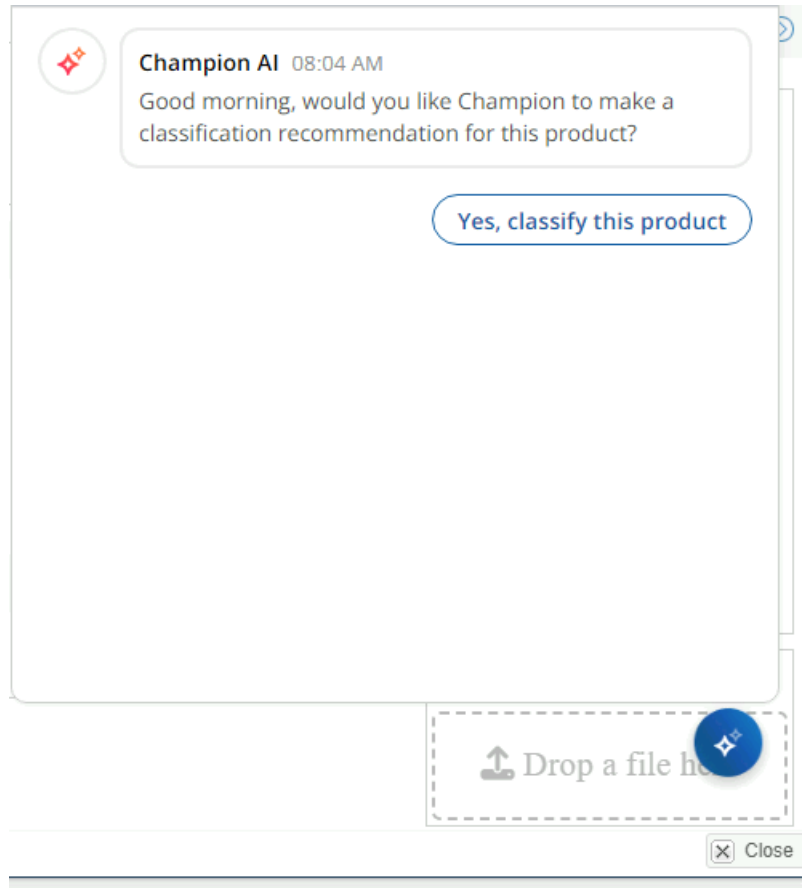
When QAD Champion AI returns a product with multiple classifications for different importing countries, it sorts recommendations by:

712

1. The matching importing country.
2. Accuracy rating for the matching importing country.
3. Accuracy rating for non-matching importing countries.

To open the associated country's tariff website in your web browser, click View Tariff.

If the product is already classified, QAD Champion asks you if you want to generate new recommendations. To generate new recommendations, click Yes, Classify this Product.



To view the recommendations in detail, click the dropdown arrow to expand the card.

To apply a classification recommendation, expand the card and click Apply Classification. The recommendations, including the commodity code and any other available classification details, are automatically applied to the Product Details panel of the **Classification Worksheet** screen. You can try another recommendation by opening the QAD Champion window again and applying another card.

To save the classification, at the bottom of the **Classification Worksheet** screen, click Save.

Note If the recommendations are not suitable for the selected product, click the Not Useful button to help to train the QAD Champion AI tool and improve the recommendations in future.

Mass Classification

On the Imports portal, use the **Mass Classification** page (menu option IMPMC) to copy the classification of a source product to multiple target products. You can copy either the entire source product classification or certain attributes of the classification to the target products.

On the **Imports Portal** (menu option IMP), access the **Mass Classification** page from the sidebar menu in Processing Configuration > Mass Classification.

Mass Classification Page

The screenshot shows the 'Mass Classification' page. On the left is a sidebar menu with the following items: Imports, Activity, Processing Configuration, System Configuration, and Database. The 'Imports' section is expanded, showing 'Unmatched Broker Documents', 'Dashboard', 'Background Jobs', 'Broker Document Feeds', 'SRM Document Templates', 'Product Master', and 'Mass Classification' (which is selected). The main content area has a header 'Mass Classification' and a search bar. Below the search bar are two sections: 'Source Classification' and 'Target Products'. The 'Source Classification' section has a 'Product' dropdown and a table with columns 'Classification Attribute' and 'Current Value'. The 'Target Products' section has a table with columns 'Product Code', 'Commercial Description', 'Classification Status', 'Country Overrides', 'WIP', and 'Update Status'. There are also search bars for 'Template' and 'Description', and an 'Importing Country' dropdown.

When you initially open the page, the Source Classification and Target Products sections are not available. To start mass classification, select a predefined template or create a new template, as described below.

Mass Classification with Template

Imports

Menu Search

- Imports
 - Unmatched Broker Documents
 - Dashboard
- Activity
 - Background Jobs
- Processing Configuration
 - Broker Document Feeds
 - SRM Document Templates
 - Product Master
 - Mass Classification**
- System Configuration
 - Import File
- Database
 - Changelog

Mass Classification

Template : FOOTBALL Description : Football Mass Classification X1

Source Classification

Product : JW_MASS_BALL_SOURCE Importing Country : US - United States

Classification Attribute	Current Value
Commodity Group	HTSUS
Commodity Code	0101290090
Commodity Additional Digit	
Customs Description	Ball, Leather, Cotton stitching, Plastic Balloon
Classification Status	CLASSIFIED
Customs Ruling	RULA
GRI Basis	

Items per page: 50 1 - 20 of 20

Target Products

Importing Country: US - United States

Product Code	Commercial Description	Classification Status	Country Overrides	WIP	Update Status
JW_MASS_BALL_BLUE_01	JW Mass - Football White Size XX	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_BLUE_02	JW Mass - Football BLUE Size 02	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_BLUE_03	JW Mass - Football BLUE Size 03	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_BLUE_04	JW Mass - Football BLUE Size 04	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_BLUE_05	JW Mass - Football BLUE Size 05	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_RED_01	JW Mass - Football RED Size 01	CLASSIFIED		false	NO_CHANGE
JW_MASS_BALL_RED_02	JW Mass - Football RED Size 02	CLASSIFIED		false	NO_CHANGE

Items per page: 25 1 - 16 of 16

Apply Classification

The **Mass Classification** page contains the following options:

Template

You can either select an existing template or create a new template.

- Search for an existing template with the Template Code or Description fields. Then, either double-click the template in the grid, or select the template and click the Update this record icon.

Note When you select an existing template, the Source Classification and Target Products sections are automatically populated.

- To create a new template, click the Create new record icon. Enter a template code and description, then click Create. Search for the newly-created template with the Template Code or Description fields. Then, either double-click the template in the grid, or select the template and click the Update this record icon.

Note When you create a new template, the Source Classification and Target Products sections are initially blank.

After you select a new or existing template, you can edit the Source Classification and Target Products sections.

To refresh, create, update, copy, or delete templates, use the icons in the toolbar, which are described in the following table:

Template Window Tools

Icon	Label	Description
	Refresh the records	Refreshes the template records. If you entered search parameters, they are still applied after the refresh.
	Clear the search filter	Removes any search filters that are applied to the grid of templates.
	Create a new record	Opens the Create Template window. To create a template, you must enter a template code and description. To add the template to the Templates window, click Create.
	Update this record	Select a template record, then click this icon to apply the template to the Mass Classification page.
	Copy this record	Opens the Copy Template window. To copy a template, you must enter a unique template code. The description is also mandatory but it does not have to be unique. To add the copied template to the Templates window, click Copy.
	Delete this record	Deletes the selected template.

Description

After you select a template, in the Description field, you can change the description that is populated by the template.

Description Field

Template : D1001MCCOPY 

Description : Demo Template Description Copy

Source Classification

The Source Classification section provides an overview of the classification attributes that are used in the source classification.

Source Classification > Product

From the Product lookup, select the code of the product that you want to use as the source for the classification. The classification attributes that will be copied to the target product or products are displayed in the grid. To add or remove attributes, use the icons, as described in [Table 165 on page 717](#).

Source Classification > Importing Country

The Importing Country dropdown menu contains all the countries that have classifications for the selected source product. From the menu, select the importing country you want to use for the source classification.

Note The dropdown menu is only active if the selected source product is classified for at least one importing country .

When you select an importing country, the Current Value column in the grid is populated with the classification values for the country.

Source Classification > Classification Worksheet

You do not need to leave the **Mass Classification** page to update the source product's classification. To open the **Classification Worksheet**, select a source product and importing country, then click the Classification Worksheet icon . For more information, see the [Classification Worksheet on page 676](#) section.

Source Classification Grid

The source classification grid displays the classification attributes and current values for the selected product.

To refresh, create, update, copy, or delete source classification attributes, use the icons in the toolbar, as described in the following table:

Source Classification Attribute Tools

Icon	Label	Description
	Add Attribute(s)	To add a classification attribute, click the Add Attribute(s) icon. In the Add Source

Icon	Label	Description
		<p>Classification Attributes window, select the checkboxes of the attributes you want to include in the source classification, then click Add to add them to the grid.</p> <p>Important When you add source classification attributes, many of the source product's attributes allow you to either merge with or replace the target product attributes. The Replace option takes the attributes from the source classification and replaces them in the target product. For the Merge option, if there are common classification attributes in both the source and target products, any new attributes that are available in the source classification are updated in the target product. If you select both the merge and replace options for an attribute, the system only performs the replace action.</p> <p>Note If the Importing Country field is empty, no Current Values are displayed.</p>
	Add all Attributes	To add all available product classification attributes to the source

Icon	Label	Description
		classification, click the Add all Attributes icon.
	Delete Attribute	To remove an attribute from the source classification, click the Delete Attribute icon. Removed attributes are not applied to the target product or products.

Target Products

The Target Products grid contains the products that will be classified during the mass classification. You can add, edit, or delete target products from the grid.

To refresh, create, update, copy, or delete target products, use the icons in the toolbar, as described in the following table:

Target Product Tools

Icon	Label	Description
	Refresh	Refreshes the target product records.
	Add Products	Opens the Add Products to Classify window. To locate a product, populate one or more search fields, then click Search. Using the checkboxes, select one or more products to classify. To add the products to the Target Products grid, click Add in the top right of the window.
	Delete Product	Removes the selected product from the target products.
	Upload a .txt or .csv Product file	Opens the Upload Target Products window. In this window, you can upload product files in .csv or .txt

Icon	Label	Description
		format to classify. The file must have a list of product codes separated by commas or new lines. To upload a product file, click Select File To Upload or drag and drop a product file in the window. When the file uploads, click Attach.
	Reset status	Resets the selected product record.
	Classification Worksheet	To open the Classification Worksheet , select an Importing Country in the Source Classification section, then select a target product. Finally, click the Classification Worksheet icon. For more information, see the Classification Worksheet on page 676 section.
	Target Product Messages	Displays any messages about the selected target products for the current session. If there are any errors in the target products, such as invalid product codes, they are displayed here.

Target Products > Classification Status

In the Target Products grid, the read only Classification Status column displays the classification status of the target products. There are two classification statuses:

- Blank: If the field is blank, the product does not have a classification yet.

- **CLASSIFIED:** The product has a classification in the **Classification Worksheet**.

Drop Classification Override

To remove classification overrides from the target products, click the Drop Classification Override button. You do not need to select any products in the Target Products grid. Drop Classification Override is only available if you select a base importing country that has override countries configured for it, as described in [Country Override on page 677](#). If a product has override counties, they are displayed in the Country Overrides column of the Target Products grid.

To remove a classification override, click Drop Classification Override. Then, in the Drop Classification window, from the Country Override and Reason dropdown menus, select the importing country for which classification is to be removed, and a reason for the removal. Finally, click Drop.

Note The classification override for the importing country is dropped from all target products. You cannot undo this action.

In the Target Products grid, in the Update Status column, you can view the override status for products. If there is no country override, the status is NO_OVERRIDE. If the classification override is removed, the status is DROPPED.

Apply Classification

To apply a mass classification to the target products, click the Apply Classification button at the bottom of the **Mass Classification** page.

In the Apply Classification window, the options that are available in the Target Action dropdown menu depend on whether the importing country is a base country or override country.

For base countries, the target actions are as follows:

- **Update/Create Classifications:** Checks if each target product has a classification for the selected importing country. If a classification is available for the importing country, the classification is updated. If a classification is not available for the importing country, the system creates a classification.
- **Update Classifications:** Checks if each target product has a classification for the selected importing country. If a classification is available for the importing country, the classification is updated. If a classification is not available for the importing country, the system does not update or create the classification.

For override counties, the target actions are as follows:

- **On Difference Update/Create Override Classification:** Only updates override classifications that you changed in the target product classification.

- Always Update/Create Override Classification: Updates and creates the override classifications.
- Update Override Classifications: Only updates override classifications.

To finish the classification, after you select a target action and reason, click Apply.

In the Target Products grid, for each classified product, the Update Status column updates to APPLIED and the Note column is updated with the following note: Classification change applied.

If a product does not have any classification, the Update Status column updates to NOT_FOUND and the Note column is updated with the following note: No Classification found.

If a classification update is not necessary, the Update Status column changes to NO_CHANGE and the Note column is updated with the following note: No classification change identified.

Auditing a Mass Classification

After you apply a mass classification to products, on the **Product Master** page, you can check the audit status of the classification.

To audit a mass classification, complete the following steps:

1. Open the **Product Master** page (menu option IMPPR).
2. In the Product Code search field, enter the product code of a product that you classified on the **Mass Classification** page.
3. With a single click, select the product in the grid. Then, click the Product Details button.
4. In the Product Details window, from the Importing Country dropdown menu, select the importing country that you used in the mass classification.
5. Click the Audit tab.

In the audit log, mass classification audits are listed in the Mass Classification Update category and include information on the classification header attributes that changed during the mass classification.

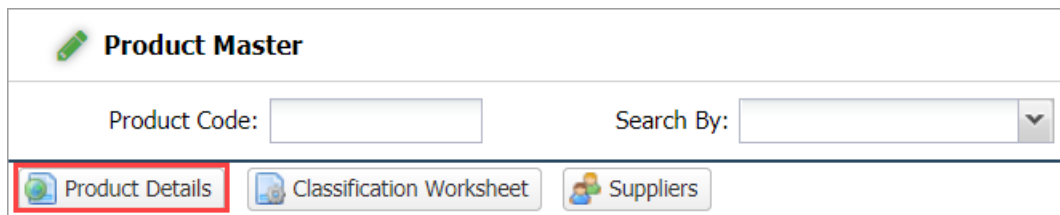
6. To close the audit log, click OK, Save, or Close.

Product Details Portal

The Product Details portal is used to capture product details regarding customs admissibility requirements. It also provides an audit log for the product.

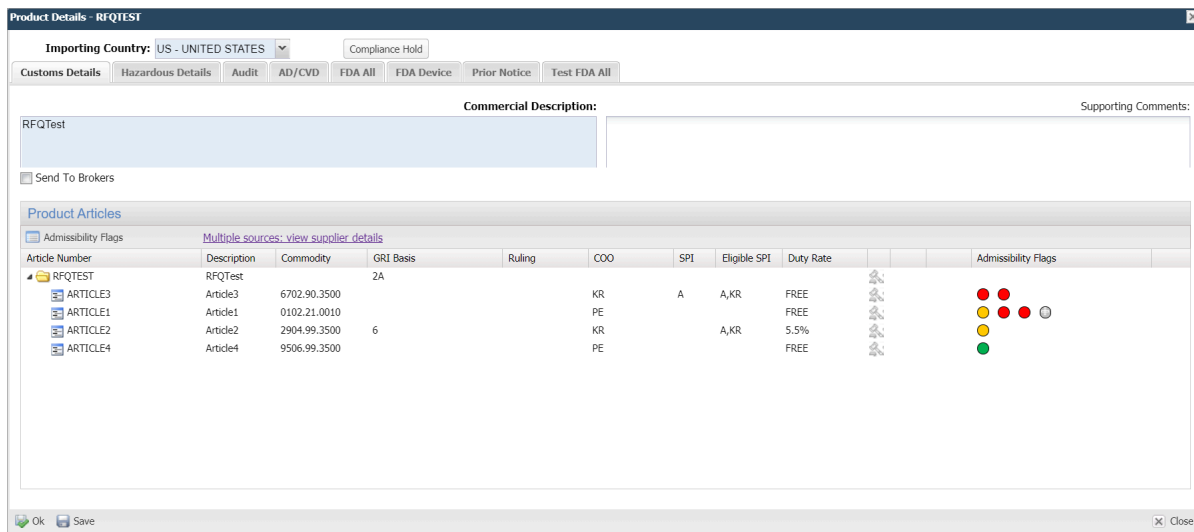
To access the Product Details portal, select a product in the Product Master grid and click the Product Details button.

Product Details Button, Product Master Screen



The Product Master screen features a header with a green pencil icon and the text "Product Master". Below this is a search bar with "Product Code:" and a text input field, followed by "Search By:" and a dropdown menu. At the bottom, there are three buttons: "Product Details" (highlighted with a red box), "Classification Worksheet", and "Suppliers".

Product Details Window



The Product Details - RFQTEST window displays the following information:

- Importing Country:** US - UNITED STATES (dropdown menu)
- Compliance Hold:** (button)
- Customs Details:** (tab selected)
- Commercial Description:** RFQTest
- Supporting Comments:** (text area)
- Send To Brokers:** (checkbox)
- Product Articles:**
 - Admissibility Flags:** (button)
 - Multiple sources: view supplier details** (link)

Article Number	Description	Commodity	GRI Basis	Ruling	COO	SPI	Eligible SPI	Duty Rate	Admissibility Flags
RFQTEST	RFQTest		2A						
ARTICLE3	Article3	6702.90.3500			KR	A	A,KR	FREE	
ARTICLE1	Article1	0102.21.0010			PE			FREE	
ARTICLE2	Article2	2904.99.3500	6		KR		A,KR	5.5%	
ARTICLE4	Article4	9506.99.3500			PE			FREE	

The details for the product are country-specific, enabling you to maintain different classification data for various countries.

Importing Country Field



The Product Details - 011140 window shows the "Importing Country:" field with a dropdown menu set to "US - UNITED STATES". A "Compliance Hold" button is also visible.

Compliance Hold (Product Details)

You can assign a Compliance Hold on any tab in the Product Details portal.

Compliance Hold Button



Product Details - 011140

Importing Country: US - UNITED STATES

Compliance Hold

Click the *Compliance Hold* button to access the *Compliance Hold* window.

Compliance Hold Window



Compliance Hold

Compliance Hold:

Admissibility requirement unfulfilled

Hold Notes:

Ok Close

This feature functions in the same way as the Compliance Hold feature in the Classification Worksheet. For more information, see the [Compliance Hold on page 679](#) section.

Tabs

There are several tabs in the *Product Details* window that enable you to log details against a product. The following tabs are described in this section:

- Customs Details
- Hazardous Details
- Audit
- AD/CVD

Note Some tabs contain both an *Ok* and a *Save* button. You can click either the *Ok* button or the *Save* button to capture any changes you make on the tab. The *Ok* button captures changes, but the tab stays open. The *Save* button captures changes and closes the tab. These behaviors apply throughout the Import Management system.

Customs Details

The primary feature within the *Customs Details* tab is Admissibility Flags. Admissibility Flags add visualization and highlight requirements for applicable Partner Government Agencies (PGAs) and Additional Duties (Duty Add) for the product or articles in question. The Importing Country can only be changed to products saved on the Classification Worksheet. Admissibility Flags are country or country group-specific.

The Custom Details tab contains the following fields and checkboxes:

- **Commercial Description:** Enter a basic description of the product that is commercially recognizable for people who are unfamiliar with enterprise resource planning (ERP) terminology. Avoid abbreviations or terminology that would make the product unidentifiable to customs or other agency personnel. An example of a commercial description is **BOOTS - SIZE 8 - BLACK**.
- **Supporting Comments:** Enter any comments about the product that you think are beneficial for customs personnel to know in order to expedite the import.
- **Send to Brokers:** Select the checkbox to send product information to integrated brokers. The broker receives information whenever the *Country of Origin*, *Commodity Code*, *Secondary Code*, or *Admissibility Flags* columns change.

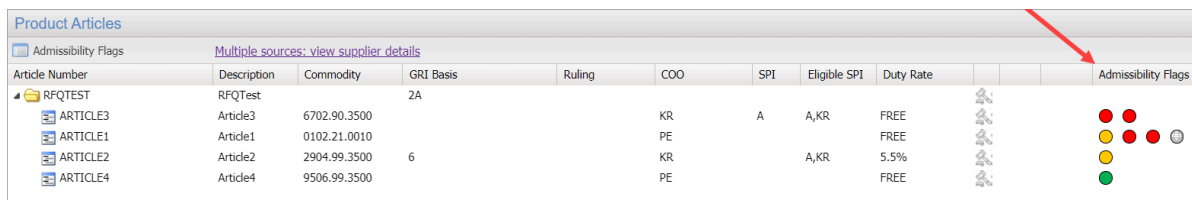
Administrators can configure the broker integration, as described in [Broker Job Configuration on page 891](#).

Admissibility Flags (Customs Details)

Both PGA and Duty Add flag types appear in the *Admissibility Flags* column in the *Product Articles* panel.

Note Adding commodity codes ensure that the relevant flags appear. Commodity Codes are added on the Classification Worksheet.

Admissibility Flags Column



Product Articles										Admissibility Flags
Multiple sources: view supplier details										
Article Number	Description	Commodity	GRI Basis	Ruling	COO	SPI	Eligible SPI	Duty Rate		
RFQTEST	RFQTest		2A							
ARTICLE3	Article3	6702.90.3500			KR	A	A,KR	FREE		● ● ● ● ●
ARTICLE1	Article1	0102.21.0010			PE			FREE		● ● ● ● ●
ARTICLE2	Article2	2904.99.3500	6		KR		A,KR	5.5%		● ● ● ● ●
ARTICLE4	Article4	9506.99.3500			PE			FREE		● ● ● ● ●

The flags are color-coded as follows:

Admissibility Flag Colors

Flag Color	Description
Orange	A decision has not been made on the flag.

Flag Color	Description
Red	Flag marked as either applicable or flag is manually added.
Green	Flag marked as not applicable.

Note If more than four flags exist for a single article, a + icon is used to indicate this after the third flag.

You can hover over a flag to view the current status and any other applicable details.

If a product has multiple suppliers, the *Multiple sources: view supplier details* option appears at the top of the *Product Articles* grid. Clicking this opens a window to the Suppliers portal. For more information, see the [Suppliers Portal on page 737](#) section.

Product Admissibility Flags

Within the Customs Details tab, a dedicated Admissibility Flags portal enables you to maintain records. To access this feature, click the Admissibility Flags button at the top of the Product Articles panel.

Admissibility Flags Button, Product Articles Panel

Product Articles

Admissibility Flags

[Multiple sources: view supplier details](#)

Article Number	Description	Commodity	GRI Basis	Ruli...	COO
RFQTEST	RFQTest		2A		
ARTICLE3	Article3	6702.90.3500			KR
ARTICLE1	Article1	0102.21.0010			PE

On the Product Admissibility Flags screen you can view and manage all of the admissibility flags for your product.

Product Admissibility Flags

Product Admissibility Flags - RFQTEST

Importing Country: US - UNITED STATES

Description: RFQTest

Back

Applicable

Not Applicable

Product/Article	Admissibility Flag	Commodity Description	Flag	Measure Type	Sta
ARTICLE1 HTSUS - 0102210010	AM2 - AMS Flag 2 - Data related to shell eggs is required Article1	MALE DAIRY PUREBRED BREEDING	AM2	AFAM2	●
ARTICLE1 HTSUS - 0102210010	AM7 - AMS Flag 7 - AMS Data related to marketing orders is required Article1	MALE DAIRY PUREBRED BREEDING	AM7	AFAM7	●
ARTICLE1 HTSUS - 0102210010	FD3 - FD Flag 3 - FDA Prior Notice Data may be required 801(m) Article1	MALE DAIRY PUREBRED BREEDING	FD3	AFFD3	●
ARTICLE3 HTSUS - 6702903500	AM4 - AMS Flag 4 - AMS Data related to marketing orders is required Article3	ARTIFICIAL FLOWERS,MAN-MD FIB	AM4	AFAM4	●

The table below describes the buttons on this page.

Product Admissibility Flags Page Buttons

Button	Description
Applicable	Only for automatically added flags.
Not Applicable	Only for automatically added flags.
	Cancel Applicable Decision. Only for automatically added flags (after designating Applicable or Not Applicable).
	Add Admissibility Flag. Only for manually added flags.
	Delete Admissibility Flag. Only for manually added flags after you use Add Admissibility Flag.
	Show Commodity Flag Determination Data. For both automatically and manually added flags.
	Show Additional Information. For both automatically and manually added flags.

By selecting a record and clicking the Show Commodity Flag Determination Data option, you can see why a particular flag was assigned. This applies to flags that appear automatically.

Trade Measure Flag Determination Data

Trade Measure Flag Determination Data - PGA Flag: AM7										
Na...	Measure Ty...	Content Ty...	Commodity ...	Start Date	End Da...	Origin country group ▼	Destination country group	Descripti...	Reason	Not
AM7	AFAM7	BASE	0102210010			OMNES	US		BASE	

In the Trade Measure Flag Determination Data window, double-click a record to view further flag information.

Trade Measure Flag Determination Data - Subsection

Na...	Measure Ty...	Content Ty...	Reason
AM7	AFAM7	BASE	BASE

AM7

Measure Type: AFAM7

Commodity ID: 0102210010

Origin country group: OMNES

Destination country group: US

Legal Bases:

Content Type: BASE

Description:

Reason: BASE

Note:

Start Date:

End Date:

Close

Automatically Added Flags

Flags often appear automatically due to configuration settings and the applicable commodity code. These flags are highlighted in orange until they are marked Applicable or Not Applicable. The flag color then changes to red or green respectively.

When these flags appear automatically, you can mark the flag Applicable or Not Applicable using the corresponding buttons on the *Product Admissibility Flags* page.

When you select a record in the *Product Admissibility Flags* grid and click the *Applicable* button, the *Applicable* pop-up window displays:

Applicable Window

Similarly, clicking the *Not Applicable* button prompts the *Not Applicable* pop-up window. However, the *Reason* field is now mandatory.

Not Applicable Window with Mandatory Reason Field

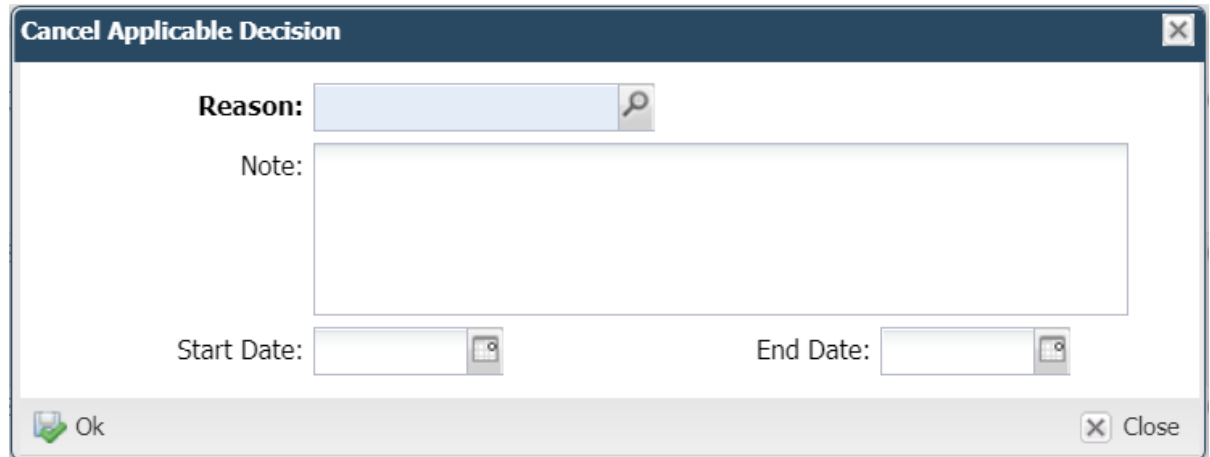
Note If you specify *Other* as the explanation in the *Reason* field, the *Note* field then becomes mandatory.

When you complete the fields in this window, the *Cancel Applicable*

Decision  button becomes available for the record. Using this button, you can undo your previous action and mark the flag as either Applicable or Not Applicable again.

The *Cancel Applicable Decision* pop-up window displays if you click the *Cancel Applicable Decision* button.

Cancel Applicable Decision Window



The **Cancel Applicable Decision** window has a dark blue title bar with a close button. It contains the following fields:

- Reason:** A text input field with a magnifying glass icon.
- Note:** A large text area.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.

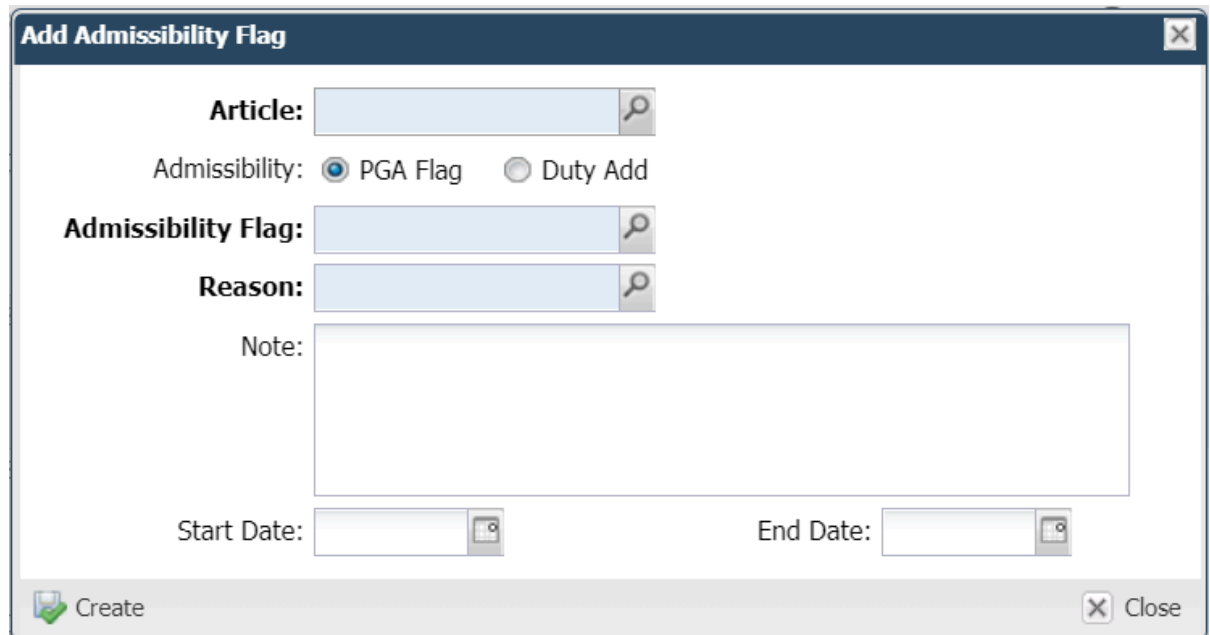
The bottom of the window features a light gray bar with an **Ok** button (with a green checkmark icon) on the left and a **Close** button (with an 'X' icon) on the right.

Manually Added Flags

You have the option of manually adding flags to a product or article. If applied, the manually added flag appears in red and only for that specific product or article. Unlike an automatic flag, this update is not universal.

To manually add a flag, click the *Add Admissibility Flag*  button on the *Product Admissibility Flags* page. The *Add Admissibility Flag* window displays.

Add Admissibility Flag Window



The **Add Admissibility Flag** window has a dark blue title bar with a close button. It contains the following fields:

- Article:** A text input field with a magnifying glass icon.
- Admissibility:** Two radio buttons: **PGA Flag** (selected) and **Duty Add**.
- Admissibility Flag:** A text input field with a magnifying glass icon.
- Reason:** A text input field with a magnifying glass icon.
- Note:** A large text area.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.

The bottom of the window features a light gray bar with a **Create** button (with a green checkmark icon) on the left and a **Close** button (with an 'X' icon) on the right.

The *Article* field appears if more than one article exists.

The lookup field options change depending on whether you select the *PGA Flag* or *Duty Add* options on the *Admissibility* field.

After you complete the mandatory fields, click *Create* to close the window and add the flag to the article.

PGA Flag Attributes

When a product classification has a PGA flag, you must decide whether or not it applies to the classification. This decision dictates which custom data fields are required for customs filing. These data fields, which vary by flag, can be set as either mandatory or optional. The GTTE compliance algorithm ensures that all mandatory custom attributes for each PGA flag decision are completed.

To streamline the PGA flag filing process, a configuration screen called **PGA Flag Attributes** is available on the **Imports Portal on page 671** (menu option IMP) in the Processing Configuration section. Use the screen to define which custom tabs (additional PGA flags), and which of their associated attributes, can be populated for each PGA flag when the flag is applicable, and when it is not applicable. The admissibility flags are populated from the Product Details window.

Note Import system administrators can configure custom tabs and their associated attributes on the **Imports Admin Maintenance Portal** (menu option ITCC). For more information, see [Custom Tabs](#), [Dynamic Fields](#), and [Email Replacement Tag Configuration on page 883](#).

To update a PGA flag attribute, double-click a row in the grid.

To create a PGA flag attribute, click the Create Record icon in the toolbar.

Both the Update PGA Flag Attributes and the Create PGA Flag Attributes windows contain the following fields.

Commodity Group

The commodity group to which the PGA flag belongs.

PGA Flag

The PGA flag value.

Filing Status

The PGA flag filing decision, which is either APPLICABLE or NOT_APPLICABLE.

Import Country

The importing country for which the custom attribute is applicable.

Custom Tab

The custom tab to which the custom attribute belongs.

Data ID

The custom attribute's ID.

Mandatory Data

A checkbox to indicate if the attribute is mandatory based on the PGA flag decision. If you select the Mandatory Data checkbox, the configuration that is defined for the custom tab in Product Details is overwritten.

PGA Flag Filing Data

Using the commodity group, importing country, PGA flag, and filing status decision, the system determines the customs attributes that are associated with the product's classification and if any of the attributes are mandatory. The system reviews the customs data that is captured on the product for the attributes associated with the PGA flag and the filing status decision. The decision is displayed in the Filing Data column in the Product Admissibility Flags window.

The filing data statuses are described in the following table.

Filing Data Status	Icon	Tooltip	Explanation
CAPTURED		Mandatory Data Captured	The mandatory data is captured.
IGNORE		Exempt Mandatory Data	The mandatory data is configured for the PGA flag decision, but not all mandatory data is required for this specific product.
MISSING		Mandatory Data Missing	The mandatory data is outstanding.
OPTIONAL		No Mandatory Data	Data is configured for capture, but none of the data is mandatory.
N/A	No icon	No Data to Capture	No customs attributes are configured for the PGA flag decision.
""	No icon	Pending Status	The status decision of the PGA flag filing is outstanding, so the system is unable to determine which custom attributes might be required.

To enter the custom attribute's information, click the icon in the Filing Data column. The sections in the PGA Flag Attributes window map to custom tabs, and the fields map to custom attributes. The sections and fields that are displayed depend on the PGA flag attribute's configuration on the **PGA Flag Attributes** screen.

If mandatory data is required based on the PGA flag filing status decision, and you consider the product to be exempt from such a requirement, you can manually override the mandatory data requirement and provide a subset or none of the mandatory data. To manually override the mandatory data requirement, select the Exempt Mandatory Data checkbox and, in the Reason field, enter a reason.

Note The Mandatory Data checkbox is unavailable if the Filing Data status is OPTIONAL.

Hazardous Details

Using the *Hazardous Details* tab, you can manage hazardous and dangerous materials that are associated with your goods.

Hazardous Details Tab

Product Details - 011140

Importing Country: US - UNITED STATES Compliance Hold

Customs Details Hazardous Details Audit AD/CVD FDA All FDA Device Prior Notice Test FDA All TF OGA TF Prior Notice

Hazardous Product: ☐

Hazmat class by ...

... Sea: ... Post:

... Rail: ... Fixed Transport:

... Road: ... Inland Waterway:

... Air: ... Own Propulsion:

EPA Hazardous Waste Code: Hazardous Material Description:

Packaging Group Code: ☐ 1 (Great Danger) ☐ 2 (Medium Danger) ☐ 3 (Minor Danger)

Comments:

Ok Save Close

Audit

In the *Audit* tab, you can view audit log details for the product in question.

Audit Tab

Product Details - RFQTEST

Importing Country: **US - UNITED STATES** Compliance Hold

Customs Details Hazardous Details **Audit** AD/CVD FDA All FDA Device Prior Notice Test FDA All

Audit Category: Audit Subcategory: Summary View: ☐ Search

- Product: RFQTEST
 Import Country: US - UNITED STATES, Commodity Group: HTSUS
 Requested commodity classification review of: QA ITC Admin User) Status: NEW [Low]
 NEW
 New product that requires a commodity code for importing
 RFQ (Robert Moloney), 15/07/2020 16:36:02 UTC+0

New Classification Request Deleted - Product: RFQTEST
 Import Country: US - UNITED STATES, Commodity Group: HTSUS
 Product classification changes saved to item master
 RFQ (Robert Moloney), 19/08/2020 13:54:52 UTC+0

New Classification Request - Product: RFQTEST
 Import Country: US - UNITED STATES, Commodity Group: HTSUS
 Requested commodity classification review of: M8F (Manogna Kamineni) Status: NEW [Medium]
 New product that requires a commodity code for importing
 RFQ (Robert Moloney), 25/08/2020 11:37:30 UTC+0

New Classification Request Deleted - Product: RFQTEST
 Import Country: US - UNITED STATES, Commodity Group: HTSUS
 Product classification changes saved to item master
 RFQ (Robert Moloney), 25/08/2020 11:54:17 UTC+0

DCA Flag - Product: RFQTEST

1 of 1 Per Page: 25 1 - 18 of 18

Ok Save Close

The *Audit* tab contains the following fields and buttons:

- **Audit Category:** Click the lookup icon to open the *Audit Category* window and select an audit category code.

Note Category codes are defined in the Imports Admin Maintenance Portal page (ITCC) in *System Configuration > Flex Domain* with the PR_AUDIT domain. The three category codes that are available are Admissibility Flag, Commodity Code, and Product Supplier.

- **Audit Subcategory:** This field becomes active after you select the audit category. Click the lookup item to select an audit subcategory code based on the code you selected for audit category.
- **Summary View:** Select the *Summary View* checkbox to hide the details of each item in the log and view only the title.
- **Search:** After you add an audit category and subcategory, click the *Search* button to search for products that are in these categories.
- **Clear:** Click the *Clear* button to clear all fields on the *Audit* tab.

AD/CVD

You can view and maintain AD/CVD (Anti-Dumping and Countervailing Duties) records in the *AD/CVD* tab.

AD/CVD tab

Product Details - RFQTEST

Importing Country: US - UNITED STATES Compliance Hold

Customs Details Hazardous Details Audit **AD/CVD** FDA All FDA Device Prior Notice Test FDA All

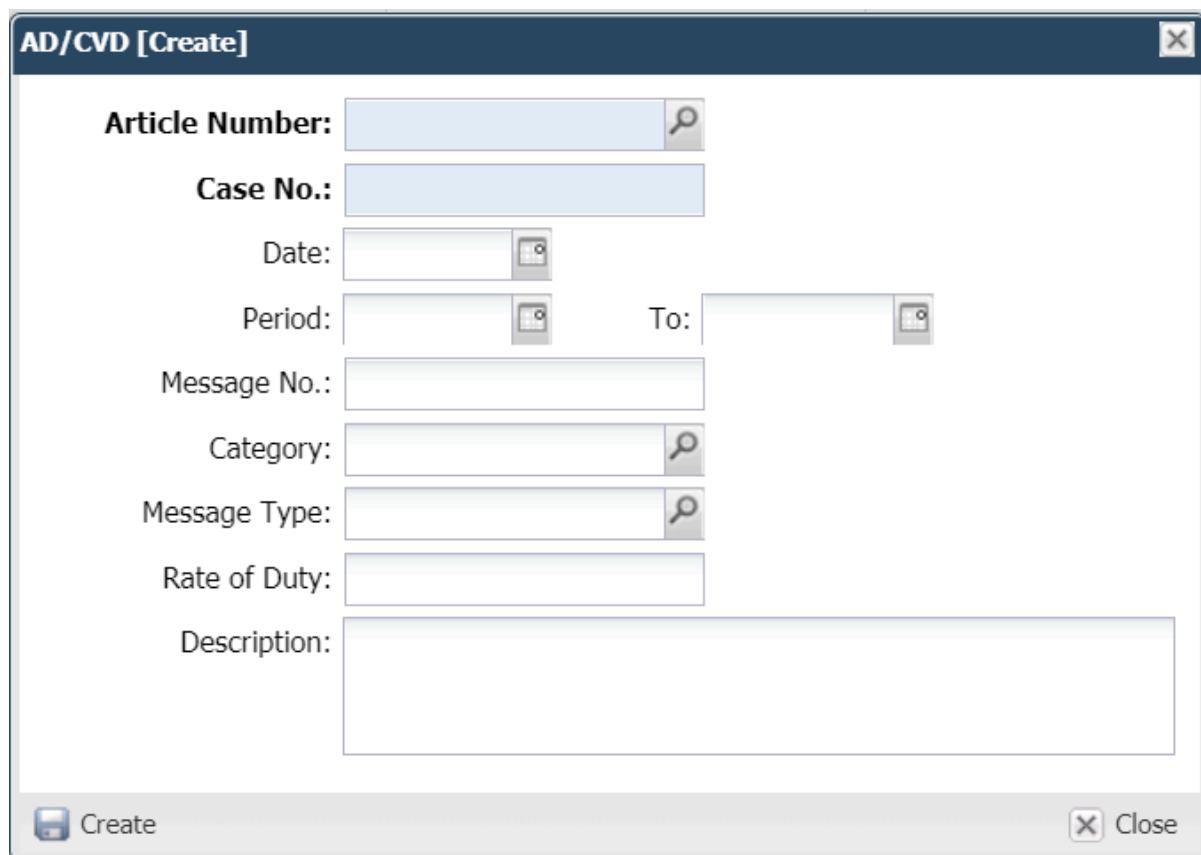
Sequence Number	Article	Case No.	Date	Period
10	ARTICLE2	53	2021/03/17	2021/03/25

Per Page: 25

Ok Save Close

To create a new AD/CVD record click the *Create* button in the toolbar. The *AD/CVD [Create]* window displays.

AD/CVD [Create]



The image shows a software window titled "AD/CVD [Create]" with a close button in the top right corner. The form contains several input fields with labels to their left: "Article Number:" (with a search icon), "Case No.:" (with a search icon), "Date:" (with a calendar icon), "Period:" (with a calendar icon), "To:" (with a calendar icon), "Message No.:" (with a search icon), "Category:" (with a search icon), "Message Type:" (with a search icon), "Rate of Duty:" (with a search icon), and "Description:" (a large text area). At the bottom of the window, there is a "Create" button with a floppy disk icon and a "Close" button with an "X" icon.

Article Number: 

Case No.:

Date: 

Period:  **To:** 

Message No.:

Category: 

Message Type: 

Rate of Duty:

Description:

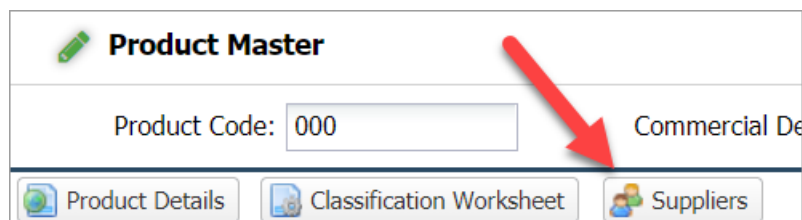
 Create  Close

Note The *Article Number* field only displays if multiple articles for the product exist.

Suppliers Portal

The Suppliers portal enables you to maintain supplier details and records for a product. To access it, select a product in the *Product Master* grid, and click the *Suppliers* button.

Suppliers Button, Product Master Page



The *Product Suppliers* window displays.

Product Suppliers Window

Product Suppliers - REQUEST											
Sequence	Supplier	Importing Country	Supplier Name	Preferred Supplier	Compliance Hold Name	Active Suppl...	Manufacturer	Manufacturer Name	Manufacturer Product Reference	FTA Solicitation	Sender
10	4250	US	Central Gas Stations	☐		☐				No request sent	
20	QA8802	US	Cypress Hills Community Centre	☐		☐				No request sent	
30	3111972	FR	Supplier ABC	☐		☐				No request sent	
40	001	IE	Example Address	☐		☐				No request sent	

Article Number	Commodity Code	Description	Country of Origin	SPI	Selling UOM	Selling Price
ARTICLE1	0102.21.0010	Article1	KR			0
ARTICLE2	2904.99.3500	Article2	AD			0
ARTICLE3	6702.90.3500	Article3	KR	A		0
ARTICLE4	9506.99.3500	Article4	CN			0

This window contains two panels:

- The grid in the upper panel lists the suppliers of the product.
- The grid in the lower panel lists the articles associated with the selected supplier.

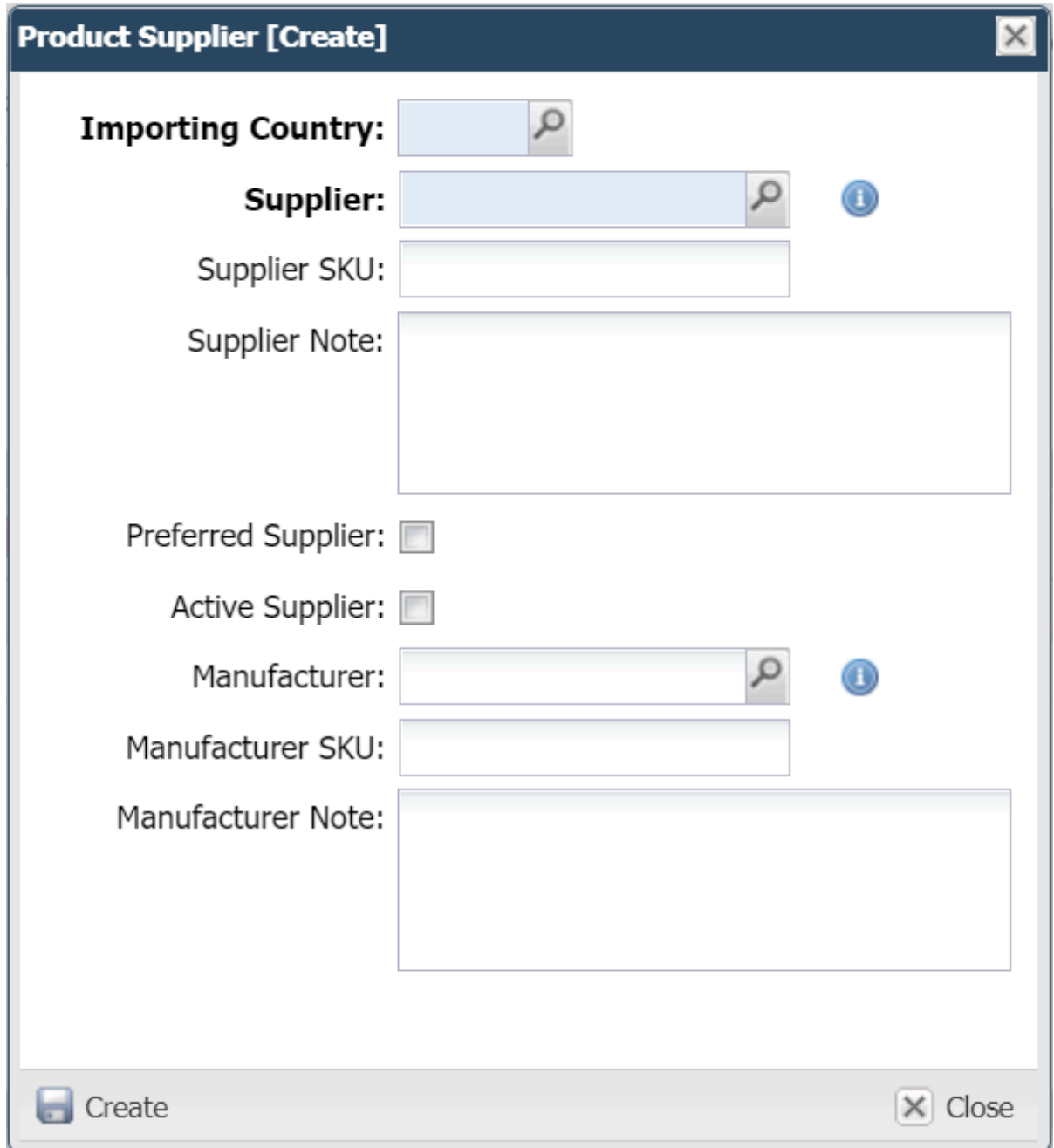
Creating Suppliers

To add a supplier, click the *Create Product Supplier*



button in the *Product Suppliers* grid toolbar. The *Product Supplier [Create]* window displays. Complete the mandatory fields and include any other relevant information. Then click *Create*.

Product Supplier [Create] Window



The image shows a software window titled "Product Supplier [Create]". It contains several input fields and checkboxes. At the top, there is a search icon in a small box. Below that, a "Supplier:" field with a search icon and an information icon. Then, "Supplier SKU:" and "Supplier Note:" (a large text area). Further down, "Preferred Supplier:" and "Active Supplier:" checkboxes. Then, a "Manufacturer:" field with a search icon and an information icon. Below that, "Manufacturer SKU:" and "Manufacturer Note:" (a large text area). At the bottom, there are "Create" and "Close" buttons.

Product Supplier [Create]

Importing Country: 

Supplier:  

Supplier SKU:

Supplier Note:

Preferred Supplier: ☐

Active Supplier: ☐

Manufacturer:  

Manufacturer SKU:

Manufacturer Note:

 Create  Close

You can also update and delete suppliers from the product using the

Update  and *Delete*  buttons in the same toolbar.

Product Article Supplier Information

When you select a supplier record in the upper grid, the lower grid is populated with its associated articles.

Note It is not possible to add new articles to a product in this area. This is only possible through the Classification Worksheet. However, you can update certain article details.

Update Product Article Supplier Information

To update product article supplier information, select an article in the lower grid and click the *Update*  button in the toolbar.

Note If the lower grid remains empty after selecting a supplier, this indicates that no articles are associated with the product, or the importing country set for the supplier has not been classified.

The fields in the *Product Article Supplier [Update]* window vary depending on the values added in the Classification Worksheet.

Full Product Article Supplier [Update] Window



Product Article Supplier [Update]

Article Number:

Supplier Article Ref:

Country of Origin: 

Eligible SPI:

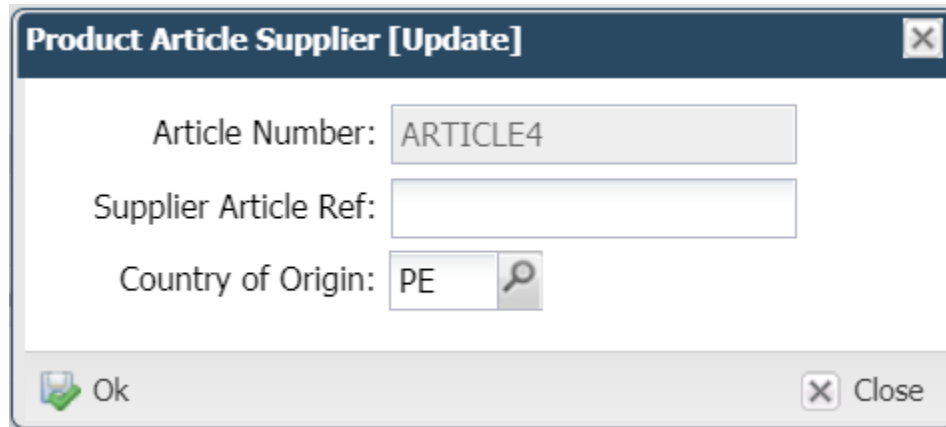
SPI: 

Selling UOM: 

Selling Price: 

 Ok  Close

Simple Product Article Supplier [Update] Window



Product Article Supplier [Update]

Article Number:

Supplier Article Ref:

Country of Origin: 

 Ok  Close

If the *Country of Origin* field is completed on the Classification Worksheet, the same field is automatically populated in the *Product Article Supplier* window. If you change the country of origin value in the *Product Article Supplier* window, this change is not reflected in the Classification Worksheet.

If the GRI Basis for the product is set to 3C, only one of the articles utilizes the full *Product Article Supplier [Update]* window. All other articles are presented in the simple *Product Article Supplier [Update]* window.

If a particular article is an essential component of a product, this article is presented in the full *Product Article Supplier [Update]* window. If no essential character exists, the full update form is displayed for the product with the highest commodity code in the sorted list; this is the item that contributes details to the classification procedure.

In the full *Product Article Supplier [Update]* window, the *Eligible SPI* field displays a list of special program indicator (SPI) codes that may apply, depending on the country of origin. The *Eligible SPI* field cannot be modified and is dependent on the country of origin.

If a qualifying country is selected, predetermined letters acting as codes populate the *Eligible SPI* field. The user may then select an SPI to be associated with the article in the *SPI* field dropdown list. Only one SPI code can be applied.

Note If an eligible SPI is presented, it is not required to specify one.

Full Product Article Supplier [Update] Window, SPI Selected



Product Article Supplier [Update]

Article Number: ARTICLE3

Supplier Article Ref:

Country of Origin: KR

Eligible SPI: A, KR

SPI: A

Selling UOM:

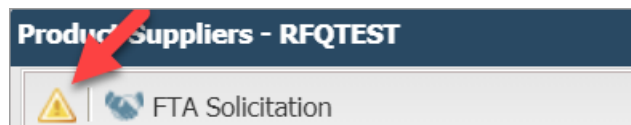
Selling Price: 0

Ok Close

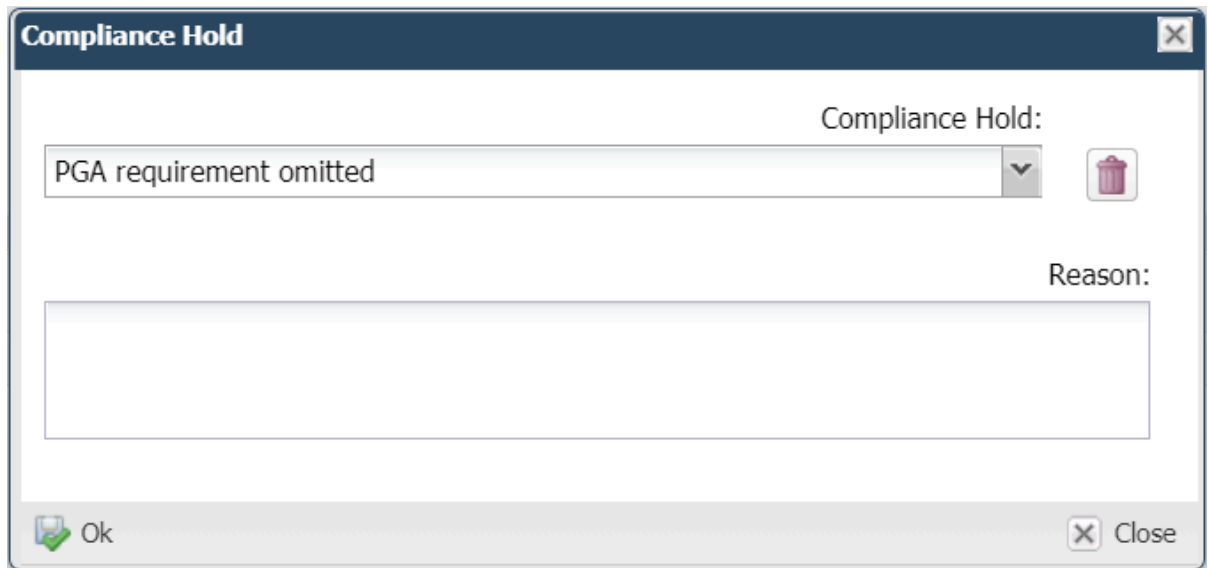
Compliance Hold (Suppliers)

The Compliance Hold feature—accessible through the *Product Suppliers* window—enables you to apply compliance holds to individual suppliers. See the [Compliance Hold on page 679](#) section for more information.

Compliance Hold Button, Product Suppliers Window



Compliance Hold Window



Compliance Hold

Compliance Hold:

PGA requirement omitted

Reason:

Ok Close

FTA Solicitation

The FTA Solicitation feature sends an email to procure Free Trade Agreements (FTA) from suppliers.

To access the FTA Solicitation portal, select a supplier record in the *Product Suppliers* window and click the *FTA Solicitation* button.

FTA Solicitation Button, Product Suppliers Window



The grid in the *FTA Solicitation* window lists any emails that have been sent so far.

FTA Solicitation Window

The screenshot shows the 'FTA Solicitation' window. At the top, there are three buttons: 'Send New Request' (with an envelope icon), 'Mark Response Received' (with a green checkmark icon), and 'View' (with a magnifying glass icon). Below these is a table with the following columns: 'Date Sent', 'Contact Name', 'To Address(es)', 'Follow-up Date', and 'Sender'. The table contains one row of data: 'Aug 23 202...', '...', '...', '22-09-2021', and 'QCON...'. Below the table is a large empty area. At the bottom, there are navigation controls including arrows, a page number '1', a 'Per Page' dropdown set to '25', and a 'Close' button.

Date Sent	Contact Name	To Address(es)	Follow-up Date	Sender
Aug 23 202...	...	...	22-09-2021	QCON...

Send New Request

To create a new email request for the supplier, click *Click the Send New Request* button. This displays the *Create Email Request* window.

Send New Request Button

This is a close-up of the top part of the 'FTA Solicitation' window. A red arrow points to the 'Send New Request' button, which has an envelope icon. To its right are the 'Mark Response Received' button (with a green checkmark icon) and the 'View' button (with a magnifying glass icon).

Create Email Request Window

Create Email Request: AES Forwarder

Compose | **Preview**

Supplier Name: AES Forwarder

Contact: Test frw contact

To Address(es): [multiple email addresses]

Reply Address(es): [multiple email addresses]

Follow-up Date: 15/04/2021

Template: FTA_INITIAL

Subject: Request for Certificate of Origin

Message:

Tahoma [B] [I] [U] [A] [ab] [bulleted list] [numbered list] [indent] [link] [unlink]

[Send] [Cancel]

Create Email Request Fields

Field	Description
Supplier Name	This field is read-only.
Contact	This field may autofill, depending on the partner configuration.
To Address(es)	This field may autofill, depending on the partner configuration. You can add multiple email addresses by using a semicolon to separate them.
Reply Address(es)	You can add multiple Reply To email addresses by using a semicolon to separate them.
Follow-up Date	The default is 30 days from the current date. Note This field is for reference purposes only.
Template	Your administrator may have created and configured email templates. Click the lookup icon to select one. Note Email templates are configurable on the ITCC portal in <i>System Configuration > Email Template</i> .
Subject	Insert an email subject line.
Message	Compose an email and style it using the formatting options in the toolbar.

Adding Products

To add a product to the request, click the *Add Product* button.

Add Product Button, Create Email Request Window

Message:

Tahoma **B** *I* U ^A _A A ab |

Code	Description	Supplier SKU	SPI

The *Supplier Products* lookup window displays. This grid contains all of the products that are associated with the selected supplier.

Supplier Products Window

Supplier Products			
Code		SPI	
	Code	Sequence	Supplier SKU
	QA16192248460	10	
	QA16192248681	10	1826
	QA16192249172	10	5529
	QA16192249493	10	KZAQGXZFJT
	QA16192249634	10	
	QA16192254840	10	
	QA16192255071	10	2724
	QA16192255582	10	7639
	QA16192255913	10	IEYLAESKLS
	QA16192256054	10	
	QA16192259550	10	
	QA16192260780	10	
	QA16192261001	10	3684
	QA16192261010	10	Q88Q

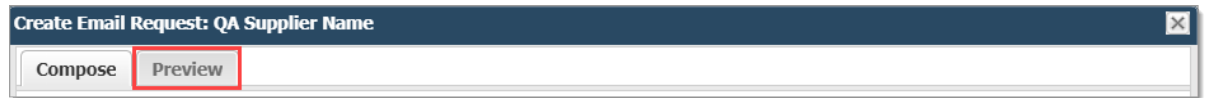
To add a product in the list to the FTA solicitation email, click the green plus button on any record. Then click *Close* to save your selection.

You can remove a product from an email in the same window by clicking the red minus button on the previously added record.

Sending FTA Solicitation

The *Preview* tab in the *Create Email Request* window allows you to review the inputted details before sending.

Preview Tab, Create Email Request Window



If all details are correct, click the *Send* button.

Send Button, Create Email Request Window



Mark Response Received

After you receive a reply from the supplier to the FTA solicitation email, you can then indicate that a response was received.

To do this:

1. Click the *Mark Response Received* button. The *Mark Response Received* pop-up window displays.

Mark Response Received Button, FTA Solicitation Window



Mark Response Received Window

FTA Solicitation

Send New Request | **Mark Response Received** | View

Date Sent: Aug 23 2021 04:25:06 ... Contact Name: ... To Address(es): ... Follow-up Date: 22-09-2021 Sender: QCONFIG

Mark Response Received

Response received	Product Code	Description	Supplier SKU	SPI
☐	..	...		
☐	QA16192254840	...		
☐	QA16192255071	...	2724	
☐	QA16192255582	...	7639	
☐	QA16192256054	...		
☐	QA161957806287	...		

Update Close

1 Per Page: 25

Close

2. Select the checkboxes in the *Response Received* column to indicate whether a response is received for a particular product.
3. Click *Update* to close the window and save the changes.

Note When marking responses as received, you must select the most recent FTA solicitation for the selected supplier.

Mark Response Received

Mark Response Received

i You may only mark responses received in relation to the last FTA solicitation request that was sent. Please select the last sent request.

OK

View

The *View* option in the *FTA Solicitation* window enables you to view the details of a previously sent email. Select a record in the grid and then click *View*.

View Button, FTA Solicitation Window

FTA Solicitation

Send New Request | Mark Response Received | **View**

The *Email Request* window displays.

View Sent Email

Email Request: AES Forwarder

Date Sent: Mar 16 2021 06:13:11 PM

To: Test User <test@qad.com>

Reply Address(es): test@qad.com

Subject: Request for Certificate of Origin

Dear Supplier,

I hope this email finds you well.

We are emailing you regarding ...

Code	Description	Supplier SKU	SPI
ITC-BEACH-BALL	Beach Ball		

Close

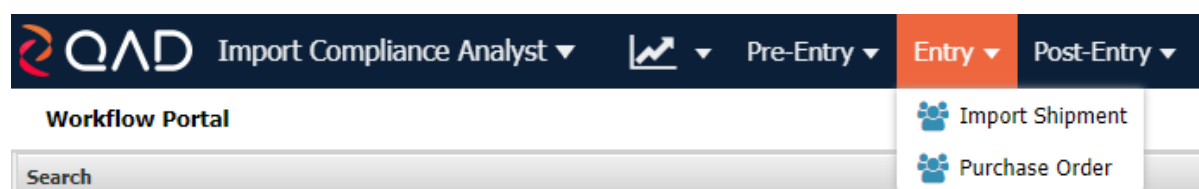
Imports Workflow Overview

A workflow is a set of tasks that is associated with a transaction. Workflows mirror business processes within a company.

QAD GTTE's Workflow Portal processes and captures information relating to imports. The main focus of this section are the Purchase Order and Import Shipment workflows.

To access the Workflow Portal, click the *Entry* dropdown in the top horizontal menu, and—depending on the workflow type that you want to work with—select *Import Shipment* or *Purchase Order*. Alternatively, using the menu search, open the FLOW option.

Work with Import Entries in Main Menu



Workflow Portal

Search

Open Order Number: Supplier: Company:

Group: User ID: Ship From: Ult. Consignee:

Client: Compliance Status: Ship To: Item - Product Code:

Reference No.: PO Type: Consignee: Commodity Code:

Search More Exporting Country: Importing Country: Supplier Order Reference:

Purchase Orders

Workflow	PO Type	Reference	User Id	Order Number	Order Date	Supplier Division	Importing Country	Exporting Country	Compa
PO-US	DR	0000001328		ASH0303001	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001325		ASH020106	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001324		ASH020107	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001315		ASH020108	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001313		JENA001	23-Feb-2023		US	GB	AES-C
PO-US	DR	0000001309		ASH020109	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001307		ASH010109	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001303		HIW_PO_13105	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001301		HIW_PO_13104	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001299		HIW_PO_13103	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001297		HIW_PO_13102	06-Jan-2023		US	CN	23_FR

Page 1 of 7 | Select All | Create | Open Transaction | Displaying 1 - 11 of 67

The *Workflow* page is split into several different areas:

- Search panel
- Transaction panel
- Tasklist

For more information on the Workflow Portal, see the *Base* help content.

Workflow Panels

Purchase Order

Search 1

Open Purchase Order

Group: QTGLUSER

Client: TGL

Reference No.:

Order Number:

User ID:

Supplier:

Company:

Shipment Status:

Compliance Status:

Ship From:

Ship To:

Item - Product Code:

PO Type:

Consignee:

Commodity Code:

Exporting Country:

Importing Country:

Supplier Order Reference:

Purchase Orders 2

Workflow	PO Type	Reference	User Id	Order Number	Order Date	Supplier Division	Importing Country	Exporting Country	Compliance
PO-US	DR	0000001328	QCONFIG	ASH0303001	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001325	QCONFIG	ASH020106	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001324	QCONFIG	ASH020107	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001315	QCONFIG	ASH020108	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001313	QCONFIG	JENA001	23-Feb-2023		US	GB	AES-C
PO-US	DR	0000001309	QCONFIG	ASH020109	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001307	QCONFIG	ASH010109	19-Jun-2022	US	US	CN	23_FR
PO-US	DR	0000001303	QCONFIG	HIW_PO_13105	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001301	QCONFIG	HIW_PO_13104	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001299	QCONFIG	HIW_PO_13103	06-Jan-2023		US	CN	23_FR
PO-US	DR	0000001297	QCONFIG	HIW_PO_13102	06-Jan-2023		US	CN	23_FR

Tasks 3

web	all	Requisite
Sta...	Note	Description
Created by	Completed By	Completion Date
Compliance status	Header Details	Line Details
Admissibility Flags	Entities	Run Compliance

Page 1 of 7

Displaying 1 - 11 of 67

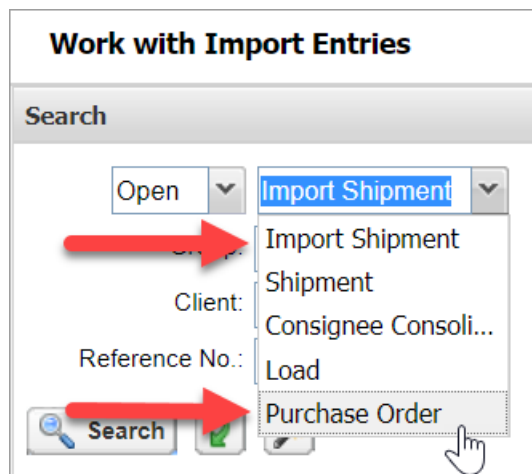
Ready

Label	Panel	Description
1	Search	<p>Use the search panel to search for a workflow transaction. For Imports transactions, select either <i>Purchase Order</i> or <i>Import Shipment</i> from the dropdown list in the top left corner.</p> <p>There are a variety of different search fields that correspond to the columns in the transaction panel below the <i>Search</i> panel.</p> <p>Click the <i>More</i> button to view additional search fields, which can vary depending on the selected transaction type.</p> <p>Note Administrators can configure certain search fields. For more information, see Configuring Workflow Search Fields for Imports Workflows on page 877.</p> <p>Click the <i>Workflow Assistant</i> icon to view additional details about a record if you have the reference number for the record. For more information, see Workflow Assistant on page 752.</p> <p>You can choose between open and closed transactions by selecting <i>Open</i> or <i>Closed</i> from the dropdown list in the top left corner.</p> <p>For more information on the search panel, see Search Panel on page 58 in the <i>Base</i> section of the help.</p>

Label	Panel	Description
2	Transaction Panel	Use this panel to view the search results and create or edit records. There are no results in the panel until you complete a search. For more information, see Transaction Panel on page 62 in the <i>Base</i> section of the help.
3	Tasks	This panel contains tasks that are complete and incomplete for the import shipment or purchase order that is selected in the transaction panel. For more information, see Tasklist on page 756 , Purchase Order Tasks on page 760 , and Import Shipment Tasks on page 803 .

You can also switch between workflows using the transaction type field in the search panel.

Transaction Type Field, Workflow Search Panel

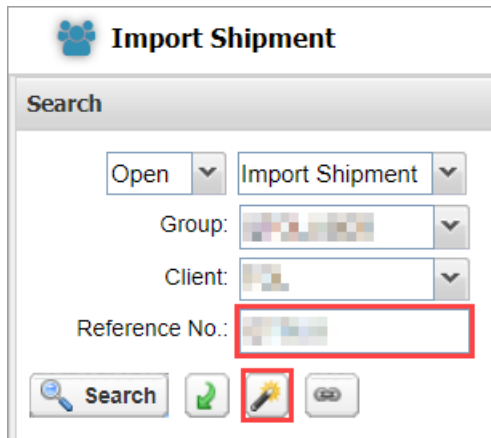


Note Different clients represent different datasets. Therefore, it is important to ensure that the correct client is selected in the *Client* field to locate specific purchase orders or import shipment records.

Workflow Assistant

You can use the Workflow Assistant feature to view details of a record. To access it, enter the record's reference number in the *Reference No.* field and click the *Workflow Assistant* button.

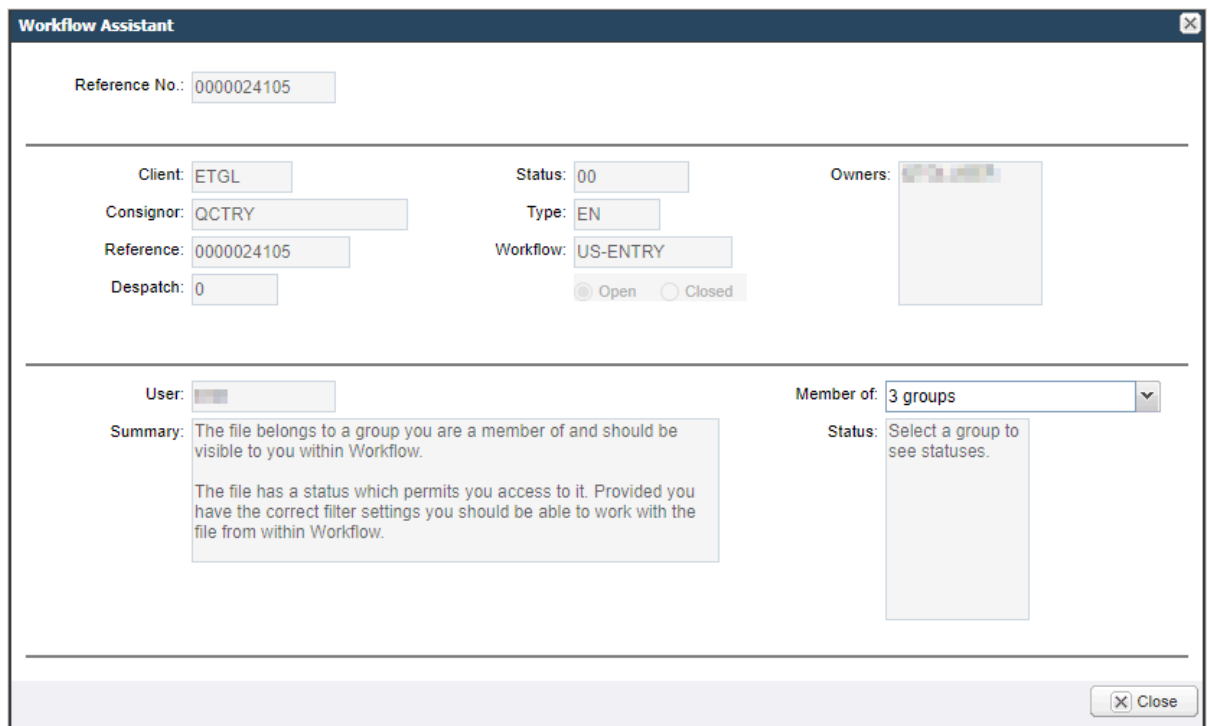
Workflow Assistant Button



The screenshot shows a window titled "Import Shipment". It has a "Search" section with several fields: "Open" (a dropdown menu), "Import Shipment" (a dropdown menu), "Group:" (a dropdown menu), "Client:" (a dropdown menu), and "Reference No.:" (a text input field). The "Reference No.:" field is highlighted with a red rectangular box. Below these fields are four buttons: a magnifying glass icon labeled "Search", a green arrow icon, a yellow lightning bolt icon (the Workflow Assistant button), and a grey icon with a speech bubble.

If the reference number matches an existing record, the *Workflow Assistant* window displays.

Workflow Assistant Window



The screenshot shows the "Workflow Assistant" window. At the top, the title bar says "Workflow Assistant". Below it, the "Reference No.:" field contains the value "0000024105". The main area is divided into two sections. The top section contains fields for "Client:" (ETGL), "Consignor:" (QCTRY), "Reference:" (0000024105), "Despatch:" (0), "Status:" (00), "Type:" (EN), "Workflow:" (US-ENTRY), and "Owners:" (a dropdown menu). The bottom section contains a "User:" field, a "Summary:" field with a text box containing the message: "The file belongs to a group you are a member of and should be visible to you within Workflow. The file has a status which permits you access to it. Provided you have the correct filter settings you should be able to work with the file from within Workflow.", and a "Member of:" dropdown menu showing "3 groups". A "Status:" field with the text "Select a group to see statuses." is also present. At the bottom right, there is a "Close" button.

If the reference number does not match a record, the Summary field indicates that no transactions matching the reference number were found.

No Transaction Found, Workflow Assistant Window

Workflow Assistant

Reference No.: 0000024106

Client:

Status:

Owners:

Consignor:

Type:

Reference:

Workflow:

Despatch: 0

☐ Open
 ☐ Closed

User:

Member of:

0 groups

Summary:

No transaction records were found that match the reference number entered for the current client selected.

A matching transaction simply does not exist for client 'TGL' in the PRECISION database and as such cannot be displayed in the Workflow screen.

Check that you have typed the reference number correctly and that you are in the correct client.

Status:

Select a group to see statuses.

Close

Transaction Panel

The transaction panel displays the results of searches.

The *Workflow* and *PO Type/Type* columns for a workflow indicate the country of import and the type of purchase order or import shipment. In the example below, the *Workflow* column for the first record indicated that it is an EU Purchase Order, with a *PO Type* of Direct Shipment Purchase Order.

Purchase Order Columns

Purchase Orders							
Workflow	PO Type...	Order Number	Order Date	User Id	Compliance Status	Supplier Division	Importing Country
PO-EU	DR	92_TST01-1	17-Nov-2020	QCONFIG	U	ROW	FR
PO-EU	DR	92_TST01-2	17-Nov-2020	QCONFIG	U	ROW	FR
PO-EU	DR	9200000120	18-Nov-2020	QCONFIG	U	US	US
PO-EU	PD	111111	18-Nov-2020	QCONFIG	FA	ROW	FR
PO-EU	DR	111111	18-Nov-2020	QCONFIG	FA	ROW	FR
PO-EU	DR	111111	18-Nov-2020	QCONFIG	FAIL	ROW	FR
PO-EU	DR	111111	18-Nov-2020	QCONFIG	FA	ROW	FR
PO-EU	DR	111111	18-Nov-2020	QCONFIG	FA	ROW	FR
PO-EU	DR	9200000146	09-Feb-2021	QCONFIG	FA	US	US
PO-EU	DR	7000001107	02-Feb-2021	QAD1	FA	ROW	FR
PO-EU	DR	12345	28-Mar-2021	R9A	U	US	US
PO-EU	DR	123456	28-Mar-2021	R9A	U	US	US
PO-EU	DR	1234567	28-Mar-2021	R9A	U	US	US
PO-EU	DR	ASD	16-Mar-2021	R9A	U	US	US

Transfer Ownership

The Transfer Ownership feature is used to assign a Workflow record to a particular user or group.

To do this, select a record in the grid and click the *Transfer Ownership*



button. The *Transfer Ownership* window displays.

Transfer Ownership Window

Transfer Ownership

If the Shipment is currently not assigned to any particular owner within the group, you may assign any user in the group as the owner. The drop down lists below show all the valid users/groups you are allowed to choose from. Simply fill in the gaps and select the Ok button.

Action:

From Group: To Group:

From User: To User:

In this window, you can:

- Change the group and user to which the workflow is assigned.
- Assign the workflow to a another user in the same group.
- Add a workflow to a new group and user. You can add a workflow to more than one user and group.
- Delete the workflow from a group.

To change the assigned group and user:

1. In this *Action* field, select the *Change* option from the dropdown list.
2. The currently assigned group and user are displayed in the *From Group* and *From User* fields on the left. Select the new user and group using the *To Group* and *To User* fields on the right.
3. Click *Ok* to save the changes.

Tasklist

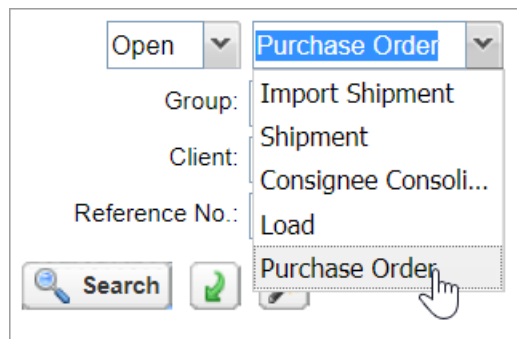
The *Tasks* panel displays a list of tasks. These form part of the workflow that is associated with the selected transaction. The tasks vary depending on whether the selected transaction in the grid is a purchase order or import shipment transaction. See the [Purchase Order Workflow on page 757](#) and [Import Shipment Workflow on page 796](#) sections for more information.

Purchase Order Workflow

Purchase orders are created manually or using an ERP system. When received from an ERP system, a Create message creates a purchase order and an Update message updates an existing record.

The following sections describe the tasklist associated with a purchase order. This tasklist contains various windows in which you can populate details related to a purchase order.

Transaction Type Field, Purchase Order Selected



Select *Purchase Order* from the transaction type dropdown list to display purchase orders in the transaction panel. Alternatively, select *Purchase Order* in the *Entry* dropdown list in the top horizontal menu.

When you select a record, the associated tasklist displays in the *Tasks* panel.

Purchase Order Tasklist, Tasks Panel

Tasks			
<div> <div>web</div> <div>all</div> <div>Requisite</div> </div>			
	Sta...	Note	Description
	☒		Created by
	☐		Compliance status
	☐		Header Details
	☐		Line Details
	☐		Admissibility Flags
	☐		Entities
	☐		Run Compliance
	☐		View Compliance Status

Note If a Purchase Order Payment message is received and no corresponding purchase order is found, a limited tasklist appears. If a purchase order Create message is received, this reverts to the tasklist displayed above. A Purchase Order Payment message with no corresponding purchase order is referred to as a draft until a matching purchase order is found.

Creating a Purchase Order Header

When created using an ERP system, the purchase order appears without further action.

To manually create a purchase order:

1. Click the *Create* button in the transaction panel toolbar.

Create Button, Workflow Page



This displays the *Create Purchase Order* window.

Create Purchase Order Window

 A screenshot of the 'Create Purchase Order' window. The window has a title bar and a main content area. At the top, there are fields for 'Load Template' (a dropdown menu) and 'Save Template' (a text input). Below these are fields for 'Order Number', 'Order Date', 'Order Type', 'Language', 'Importing Country' (set to 'US'), and 'Exporting Country'. There is also an 'External Reference' field. The main content area is divided into six sections, each with a 'Partner' field and a 'Partner Details' field: 'Company', 'Supplier', 'Ship To', 'Ship From', 'Consignee', and 'Ult. Consignee'. At the bottom of the window, there are buttons for 'Create' and 'Clear Form', and a 'Close' button in the bottom right corner.

2. Complete the mandatory header fields, described in the table below. Mandatory fields are blue.

Create Purchase Order Fields

Field	Description
Order Number	The order number.

Field	Description
	Note The <i>Order Number</i> and <i>Order Date</i> combination cannot match an existing record.
Order Date	The order date. Note The <i>Order Number</i> and <i>Order Date</i> combination cannot match an existing record.
Order Type	Click the lookup icon to select an order type. Note The order type must be applicable to purchase orders
Language	Click the lookup icon to select the applicable language for the purchase order.
Importing Country	The country code for the importing country. It is not possible to modify the <i>Importing Country</i> field. This value is automatically set depending on the client. Your administrator can associate a client with an importing country.
Exporting Country	The country code for the exporting country. You can modify this field using the lookup icon.
(Company) Partner	Select a company partner from the database. Click the lookup icon, then select a partner on either the <i>Personal</i> or <i>Global</i> tab of the <i>Partner</i> window. The <i>Partner Details</i> field auto-fills when a partner is selected.
(Supplier) Partner	Select a supplier partner from the database. Click the lookup icon, then select a partner on either the <i>Personal</i> or <i>Global</i> tab of the <i>Partner</i> window. The <i>Partner Details</i> field auto-fills when a partner is selected.
(Ship To) Partner	Select a shipping partner from the database. Click the lookup icon, then select a partner on either the <i>Personal</i> or <i>Global</i> tab of the <i>Partner</i> window. The <i>Partner Details</i> field auto-fills when a partner is selected.

3. **Optional:** Create a new purchase order template. To speed up the process of creating a purchase order, reuse these templates.

Template Fields, Create Purchase Order Window

Create Purchase Order	
Load Template:	<input type="text" value="Select a template..."/> 
Save Template:	<input type="text" value="Enter a template name"/> 

To create a new template, populate one or more fields, then save the template.

- a. In the *Save Template* field, provide a name for the template.
 - b. Enter values for one or more header fields that you want to add to the template. The *Order Number*, *Order Date*, and *External Reference* fields cannot be saved in a template.
 - c. Click the *Save* button to the right of the *Save Template* field.
 - d. To access a saved template, select the name of the template from the *Load Template* field dropdown list.
 - e. To delete a template, click the *Delete template* icon to the right of the dropdown list.
4. To save the new header and close the window, click *Create* .

Purchase Order Tasks

The following sections describe the tasks that comprise a purchase order workflow.

- [Header Details on page 761](#)
- [Line Details on page 763](#)
- [Admissibility Flags on page 769](#)
- [Entities on page 772](#)
- [Run Compliance on page 95](#)
- [View Compliance Status on page 96](#)
- [Email Approval on page 774](#)
- [Entity Override Address on page 777](#)
- [Reconciliation Details on page 778](#)
- [View Import Shipments on page 780](#)
- [Charges on page 783](#)
- [Attachments \(Purchase Order Task\) on page 789](#)
- [References on page 781](#)
- [Route Details on page 782](#)
- [Container Information on page 73](#)
- [Documents on page 75](#)
- [Errors on page 792](#)
- [Audit History on page 793](#)
- [Close on page 72](#)

In the Tasks panel, double-click a task to open it.

Header Details (Purchase Order Task)

The *Header Details* task allows users to update details related to a purchase order.

Header Details Task

Tasks			
<div>web <input type="button" value="all"/> <input type="button" value="Requisite"/></div>			
	Status	Note	Description
	☐		Header Details
	☐		Line Details
	☐		Admissibility Flags
	☐		Entities
	☐		Run Compliance
	☐		View Compliance Status
	☐		Email approval
	☐		Entity Address Override
	☐		Reconciliation Details
	☐		Charges
	☐		Attachments

Ready

Header Details Window, Manually Created

The screenshot shows the 'Header Details' window for a manually created purchase order. The window has a title bar with 'Header Details' and a close button. Below the title bar is a 'Jump to...' dropdown. The main area contains several fields for order details: 'Order Number', 'Order Date' (06/14/2021), 'Order Type' (DR), 'Language' (ENG), 'Importing Country' (US), and 'Exporting Country' (CN). Below these are six panels for partner details: 'Company' (Partner: 17_FRANCE), 'Supplier' (Partner: QA_SUPPLIER1), 'Ship To' (Partner: SHT001), 'Ship From' (Partner: QA_SUPPLIER1), 'Consignee' (Partner: CN001), and 'Ult. Consignee' (Partner: UC002). Each panel has a 'Partner Details' section with a list of details. At the bottom, there is a status bar with buttons for 'Complete', 'Unsuccessful', 'Update', and 'Reset', and a 'Close' button.

Header Details Window, ERP System

The screenshot shows the 'Header Details' window for a purchase order created through an ERP system. The window has a title bar with 'Header Details' and a close button. Below the title bar is a 'Jump to...' dropdown. The main area contains several fields for order details: 'Order Number', 'Order Date' (06/02/2021), 'Order Type' (PR), 'Language' (ENG), and 'Importing Country' (FR). Below these are six panels for partner details: 'Company' (Partner: 17_FRANCE), 'Supplier' (Partner: 3111972), 'Ship To' (Partner: DEL001), 'Ship From' (Partner: A_CHINA), 'Consignee' (Partner: CN001), and 'Ult. Consignee' (Partner: UC002). Each panel has a 'Partner Details' section with a list of details. At the bottom, there is a status bar with buttons for 'Complete', 'Unsuccessful', 'Update', and 'Reset', and a 'Close' button.

Note The functionality available in this window depends on whether the purchase order was created manually or through an ERP system. It is possible to update details on this task for manually created purchase orders. Otherwise, fields cannot be modified and are read-only.

After updating the necessary details, click the *Complete* button to save the changes and close the window. A green check is now displayed in the *Status Column* beside the completed task.

Completed Header Details Task

Tasks				
<div> <div>web</div> <div>all</div> <div>Requisite</div> </div>				
	Status	Note	Description	Completed By
			Header Details	QCONFIG
	☐		Line Details	
	☐		Admissibility Flags	
	☐		Entities	
	☐		Run Compliance	
	☐		View Compliance Status	
	☐		Email approval	
	☐		Entity Address Override	
	☐		Reconciliation Details	
	☐		Charges	
	☐		Attachments	
Ready				

Line Details Task

You can view line details and add new lines with the Line Details task.

Line Details Window

Line Details

Product Code: Supplier Part Number:
 Product Description: Commodity Code:
 Payment Status:

Search

Supplier Details

Supplier: Supplier Type:
 Supplier Name: SOP Received Date:
 Supplier No: SOP Status:
 Supplier Country:

Edit

Line Number	Product Code	Product Description	Quantity Order...	Purchase Unit Value	Purchase Line Value	Order Line Status	Estimated Arriv...	Estimated Departure Date	Delivery Terms
No Data									

Complete Unsuccessful Close

Products are listed in the Line Details grid if a purchase order was generated using an ERP system. However, if a purchase order was manually created, products must also be manually added.

Note It is only possible to add products to manually-created purchase orders.

To add a new product:

1. Click the Add Line  button in the toolbar. The Items [Create] window displays.

Items [Create]

Items[Create]	
Line Number: <input type="text"/>	
Supplier: <input type="text"/>	
Product Code: <input type="text"/>	Supplier Part Number: <input type="text"/>
Product Description: <input type="text"/>	Customs Description: <input type="text"/>
Manufacturer: <input type="text"/>	Manufacturer Part Number: <input type="text"/>
Quantity: <input type="text"/>	Gross Weight: <input type="text"/>
Purchase Unit Value: <input type="text"/>	Net Weight: <input type="text"/>
Line Value: <input type="text"/>	
Commodity: <input type="text"/>	Classification Status: <input type="text"/>
Ruling Number: <input type="text"/>	Classified By: <input type="text"/>
Country of Origin: <input type="text"/>	
Gri: <input type="text"/>	Classified Date: <input type="text"/>
Order Handler: <input type="text"/>	Order Line Status: <input type="text"/>
Product Manager: <input type="text"/>	Estimated Departure Date: <input type="text"/>
Active Status: <input type="text"/>	Due on Dock Date: <input type="text"/>
Buying Sector: <input type="text"/>	Delivery Terms: <input type="text"/>

Create Close

The information for the Supplier field is automatically generated from the Header Details task, or from when you created the workflow. The value in this field cannot be changed. The value in the Supplier field determines the options available in the Product Code field, which presents a list of products that are associated with the specified supplier only.

Note You can associate a product with a supplier in the Suppliers window, accessible from the Product Master page.

Items [Create] with Product Details Added

Items[Create]

Line Number:

Supplier: DEMOSUPPLIER

Product Code: MOS-SPR

Product Description: Mosquito Spray

Supplier Part Number: 532A

Customs Description: Repellants for i
flies, mosquito.
sensitive skin.

Manufacturer:

Manufacturer Part Number:

Quantity:

Purchase Unit Value:

Line Value:

Gross Weight:

Net Weight:

Commodity: HTSUS 3808912501

Commodity Add Digit:

Ruling Number:

Classification Status:

Country of Origin:

Classified By: TFPO

To update an existing item record on the Product Master screen,
select the record in the Line Details window and click Update
Classification.

The Classification Worksheet window displays.

Classification Worksheet

Classification Worksheet - Product: MOS-SPR

Importing Country: US - UNITED STATES

Commercial Description: Mosquito Spray

Customs Description: Repellants for insects such as flies, mosquito. For adults with

Supporting Comments:

☒ Simple View ☐ Advanced View

Product Details

Admissibility Flags

Commodity Code: 3808.91.2501

Legal Opinion: ☐ Country of Origin:

Secondary Codes

Commodity Code	Description

Toolkit

External Links

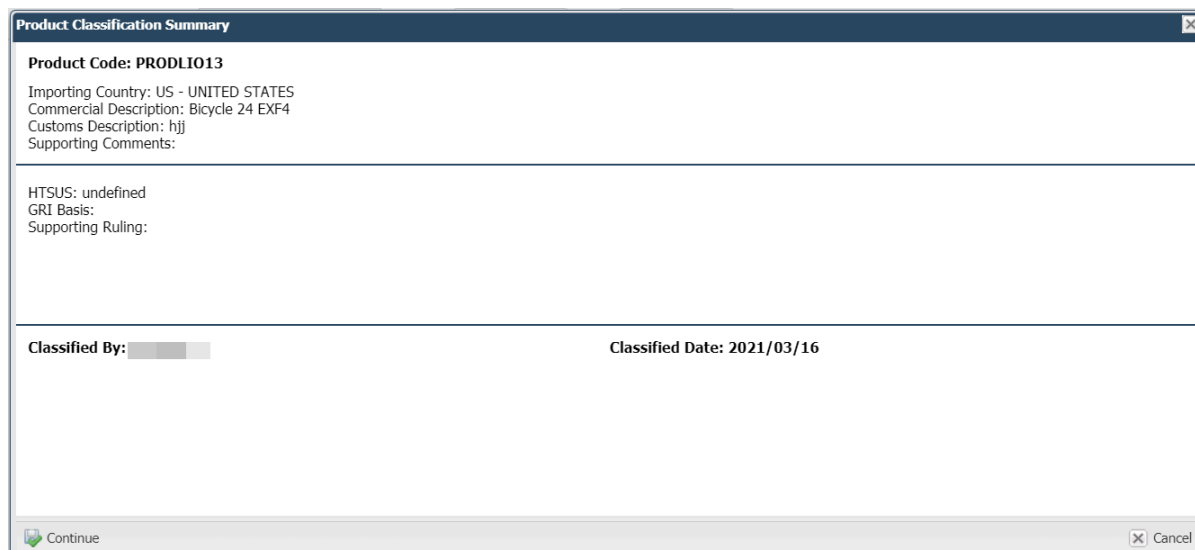
- [HTSUS Search](#)
- [CROSS](#)
- [Google](#)
- [ScheduleB search](#)
- [CBP AD/CVD](#)
- [FDA Code Builder](#)
- [FDA Device & Establishment](#)
- [Singapore Tariff Schedule](#)
- [Integration Point](#)

Attachments

Note Any edits made in this window are applied universally to the relevant products.

After you make the necessary edits, click Save. This prompts the Product Classification Summary window, in which you can review and confirm the inputted information. Click Continue to proceed with the changes.

Product Classification Summary Window



The screenshot shows a window titled "Product Classification Summary". It contains the following information:

- Product Code:** PRODLIO13
- Importing Country: US - UNITED STATES
- Commercial Description: Bicycle 24 EXF4
- Customs Description: hjj
- Supporting Comments:

HTSUS: undefined
GRI Basis:
Supporting Ruling:

Classified By: [redacted] **Classified Date:** 2021/03/16

At the bottom, there is a "Continue" button with a green checkmark icon and a "Cancel" button with a red X icon.

View Payments

Payment messages can be sent to indicate that the payment is received for a particular line. This information is accessible in the Line Details task window.

Note Payment messages cannot be manually added.

Payment Symbols

Purchase Unit Value	Purchase Line Value		Order Line
0.01 EUR	100.7 EUR	✓	10
51.7 EUR	103.4 EUR	✓	10
0.5 EUR	0.5 EUR	✓	10
0.9 EUR	90 EUR	—	10
0.9 EUR	90 EUR	+	10
0.5 EUR	0.5 EUR	—	10

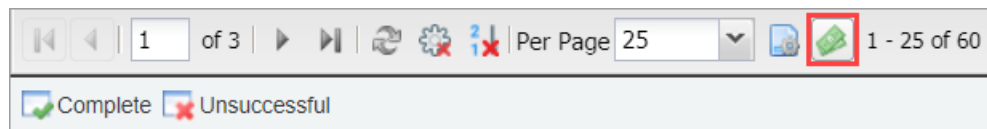
The table below describes the payment symbols that can be found in the Line Details grid.

Payment Symbols

Payment Symbol	Description
	Underpaid. The payment received is less than the purchase line value.
	Overpaid. The payment received is more than the purchase line value.
	Paid. The payment received equals the purchase line value.

To view line payment details, select a record in the grid and click the View Payments button in the toolbar.

View Payments Button, Line Details Toolbar



The Payments for ITEM window displays.

View Payments Window

Payments for ITEM: 50 / PROD_HIW_05				
Payment Reference	Invoice Number	Invoice Line Number	Payment Quantity	Payment Value
PAYREF000002	INV002	40	3 EA	100 EUR

In the example above, a payment message with a Payment Value of 100 EUR was received. The specified line has a Purchase Line Value of 90 EUR. Therefore, the Overpaid symbol displays to indicate that an overpayment occurred.

Overpaid Symbol in Purchase Line Value Column

Purchase Unit Value	Purchase Line Value		Order Line
0.01 EUR	100.7 EUR		10
51.7 EUR	103.4 EUR		10
0.5 EUR	0.5 EUR		10
0.9 EUR	90 EUR		10
0.9 EUR	90 EUR		10
0.5 EUR	0.5 EUR		10

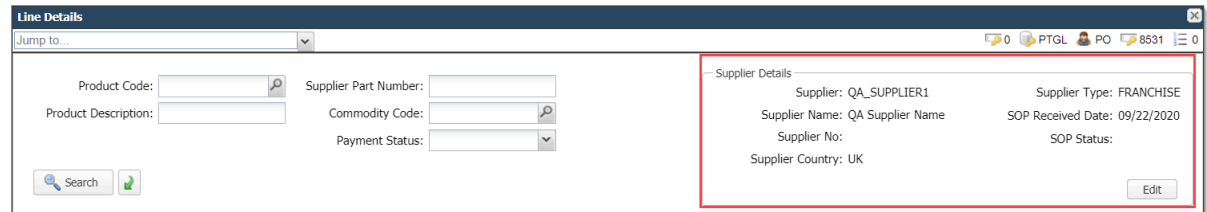
Note If multiple payment messages are received, the total sum of these messages is used.

Supplier Status Tracker

Supplier details can also be updated on the Line Details task.

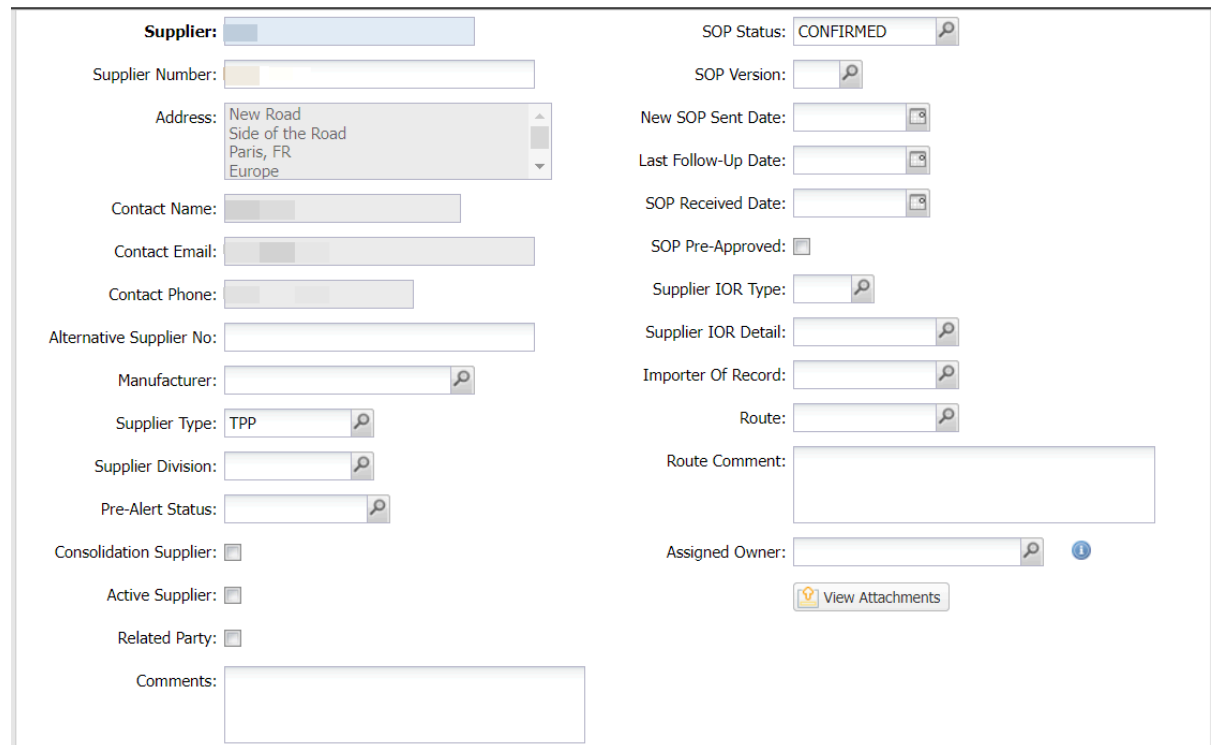
Click the Edit button in the Supplier Details panel to access the Supplier Status Tracker window. Apply the necessary edits and click Save.

Supplier Details Panel, Line Details Window



The screenshot shows the 'Line Details' window. On the left, there are input fields for 'Product Code', 'Product Description', 'Supplier Part Number', 'Commodity Code', and 'Payment Status'. A 'Search' button is at the bottom left. On the right, the 'Supplier Details' panel is highlighted with a red box. It contains the following information: Supplier: QA_SUPPLIER1, Supplier Type: FRANCHISE, Supplier Name: QA Supplier Name, SOP Received Date: 09/22/2020, Supplier No., and Supplier Country: UK. An 'Edit' button is at the bottom right of this panel.

Supplier Status Tracker Window



The screenshot shows the 'Supplier Status Tracker' window. It is divided into two main sections. The left section contains various input fields for supplier information: Supplier (dropdown), Supplier Number, Address (text area with 'New Road', 'Side of the Road', 'Paris, FR', 'Europe'), Contact Name, Contact Email, Contact Phone, Alternative Supplier No, Manufacturer, Supplier Type (dropdown with 'TPP'), Supplier Division, Pre-Alert Status, Consolidation Supplier (checkbox), Active Supplier (checkbox), Related Party (checkbox), and Comments (text area). The right section contains: SOP Status (dropdown with 'CONFIRMED'), SOP Version, New SOP Sent Date, Last Follow-Up Date, SOP Received Date, SOP Pre-Approved (checkbox), Supplier IOR Type, Supplier IOR Detail, Importer Of Record, Route, Route Comment (text area), Assigned Owner, and a 'View Attachments' button.

Admissibility Flags (Purchase Order Task)

Admissibility Flags add visualization and highlight requirements for applicable Partner Government Agencies (PGAs) and Additional Duties (Duty Add) for the product or articles in question.

As well as maintaining them in the Product Master, you can also add admissibility flags to your purchase order through the Admissibility Flags workflow task.

The search panel at the top of the window enables you to filter results in the grid below. Click the Decision not made checkbox to apply a filter that only displays flags on which a decision has not yet been made.

The buttons above the grid are described in the table below.

Admissibility Flags Grid Buttons

Button	Description
Applicable	Only for automatically added flags.
Not Applicable	Only for automatically added flags.
	Cancel Applicable Decision. Only for automatically added flags (after designating Applicable or Not Applicable).
	Add Admissibility Flag. Only for manually added flags.
	Delete Admissibility Flag. Only for manually added flags (after using Add Admissibility Flag).
	Show Commodity Flag Determination Data. For both automatically and manually added flags.
	Show Additional Information. For both automatically and manually added flags.
	<p>Review Admissibility Flags.</p> <p>To review the potentially applicable PGA flags and additional duty flags, based on the product classification and the importing country's customs content for each line, click the Review Admissibility Flag icon. The system updates the shipment admissibility flags where changes are identified. There are some exceptions to this behavior:</p> <ul style="list-style-type: none"> • If an admissibility flag is manually added to the shipment, it is not automatically dropped upon review of the admissibility flags. • If an admissibility flag decision is manually made for a flag on this shipment, it is not dropped or updated based on any differences identified with the product master list of admissibility flag decisions.
	Review Admissibility Flag Filing Data Status. To review the filing data status for all PGA flags on a shipment, click the Review Admissibility Flag Filing Data Status icon.

Note Values with decimal points in the Line No column indicate the article sequence number for the product. No decimal point indicates that there are no related articles.

Decimal Points in Line No Column

Line No ▲
1.1
1.1
1.2
1.2

Select a record in the grid and click the Show Commodity Flag

Determination Data  button to learn why a particular flag was applied automatically. The Trade Measure Flag Determination Data window displays. Double-click a record in this window to view more flag information.

Trade Measure Flag Determination Data Window

Trade Measure Flag Determination Data - PGA Flag: AM7										
Na...	Measure Ty...	Content Ty...	Commodity ...	Start Date	End Da...	Origin country group ▼	Destination country group	Descripti...	Reason	Not
AM7	AFAM7	BASE	0102210010			OMNES	US		BASE	

Trade Measure Flag Determination Data, More Information

Trade Measure Flag Determination Data - PGA Flag: AM7										
Na...	Measure Ty...	Content Ty...								
AM7	AFAM7	BASE								

AM7	
Measure Type:	AFAM7
Commodity ID:	0102210010
Origin country group:	OMNES
Destination country group:	US
Legal Bases:	
Content Type:	BASE
Description:	
Reason:	BASE
Note:	
Start Date:	
End Date:	

Close

For more information on flag colors and working with manually and automatically added flags, see the [Customs Details on page 725](#) section.

Entities (Purchase Order Task)

Entities can be added to the workflow using the *Entities* task.

Entities Window

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

Entity Field	Value
Importer Of Record	17_FRANCE
Ultimate Consignee	UC002
Importing Carrier	
Freight Forwarder	
Broker	
Booking Party	
Consolidator	
Stuffing Location	
FTZ Operator	
Shipper	
Seller	QA_SUPPLIER1
Manufacturer	
Consignee	CN001
Buyer	
Shipping Officer	

At the bottom of the window, there are buttons for 'Save', 'Complete', 'Unsuccessful', and 'Configuration Information'.

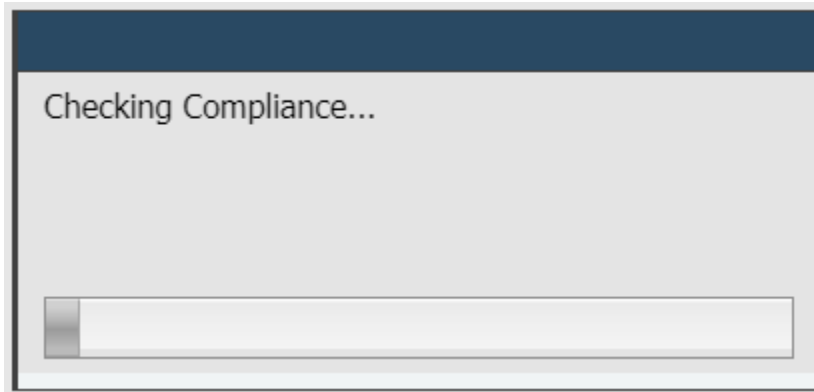
In this window, you can add entities to the workflow. Some fields are already populated with values, depending on the information in the purchase order header.

Run Compliance Task

You can automatically perform a compliance check using the Run Compliance Workflow task. To begin a check, select a record in the transaction grid and double-click the Run Compliance task.

The Checking Compliance window displays. When the process is complete, a green check  displays beside the Run Compliance task.

Run Compliance

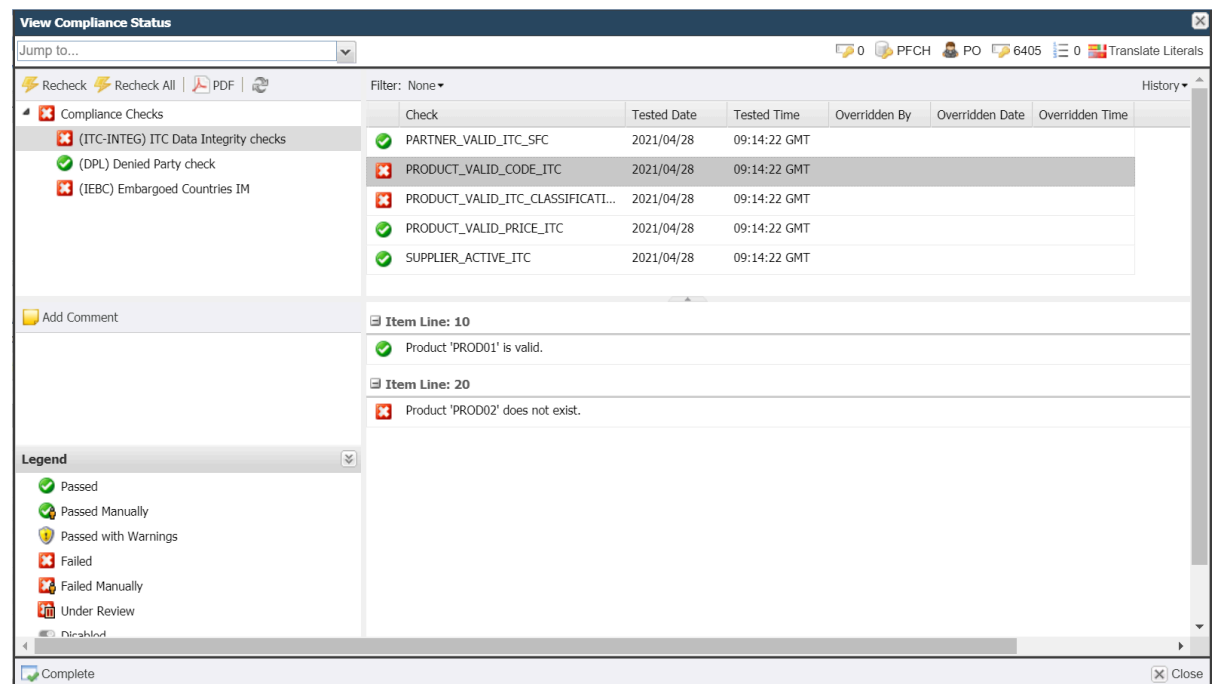


View Compliance Status Task

After you run a compliance check, you can then review the results using the View Compliance Status task.

Note You must complete the Run Compliance task to access the View Compliance Status task.

View Compliance Status Window



For more information on this window, see [Compliance Results](#) on page 982 in the Trade Compliance section of the online help.

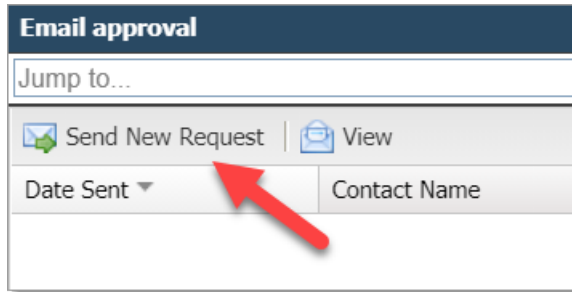
Email Approval (Purchase Order Task)

The *Email Approval* task is used to send approval emails to a supplier or broker.

Send New Request

To create a new email request for the supplier, click the *Send New Request* button. This displays the *Create Email Request* window.

Send New Request Button



Create Email Request Window

 A screenshot of the "Create Email Request" window. It has a "Compose" tab and a "Preview" tab. The "Compose" tab is active. Fields include:

- Partner: [text field with search icon]
- Contact: [dropdown menu]
- To Address(es): Demo@Address.com
- Reply Address(es): Reply@Address.com
- Follow-up Date: 19/08/2021 [calendar icon]
- Template: [text field with search icon]
- Subject: Please View This Example Document

 Below these is a "Message:" section with a rich text editor. The text in the editor is:

Tahoma [font dropdown] **B** *I* U **A** **A** [color dropdown] [background color dropdown] [bulleted list] [numbered list] [link icon] [undo icon] [redo icon]

Dear X,

I hope this email finds you well.

Please find attached X.

{Instructions}.

Best,

[dropdown arrow]

 At the bottom of the message section is a table with 3 columns: Registry Id, File Name, and Description.

Registry Id	File Name	Description
c4687e5a-7f13-48...	SampleDocument.pdf	This is a sample d...

 At the very bottom are "Send" and "Close" buttons.

The fields in the window are described in the table below.

Create Email Request Fields

Field	Description
Partner	Specify a partner using the lookup.
Contact	This field may autofill, depending on the partner configuration.
To Address(es)	This field may autofill, depending on the partner configuration. You can add multiple email addresses by using a semicolon to separate them.
Reply Address(es)	You can add multiple Reply To email addresses by using a semicolon to separate them.
Follow-up Date	The default is 30 days from the current date. <i>Note</i> This field is for reference purposes only.
Template	Your administrator may have created and configured email templates. Click the lookup icon to select one.
Subject	Insert an email subject line.
Message	Compose an email and style it using the formatting options in the toolbar.

Note Emails are sent in standard format. There is no BCC feature.

When the *Add attachment(s)* option is selected, the *Select Attachment(s)* window displays.

Supplier Attachment(s)

Select attachment(s)				
	File Name	Created Date	Last Modified Date	Description
	SampleDocument.pdf	03/06/2021 11:13:43	03/06/2021 11:13:43	This is a sample document.

Documents on the *Attachments* task are displayed in this window.

Click the green plus  button beside a document record to attach it to the email.

You can remove an attachment in the same window by clicking the red delete  button.

The *Preview* tab in the *Create Email Request* window allows you to review the inputted details before sending.

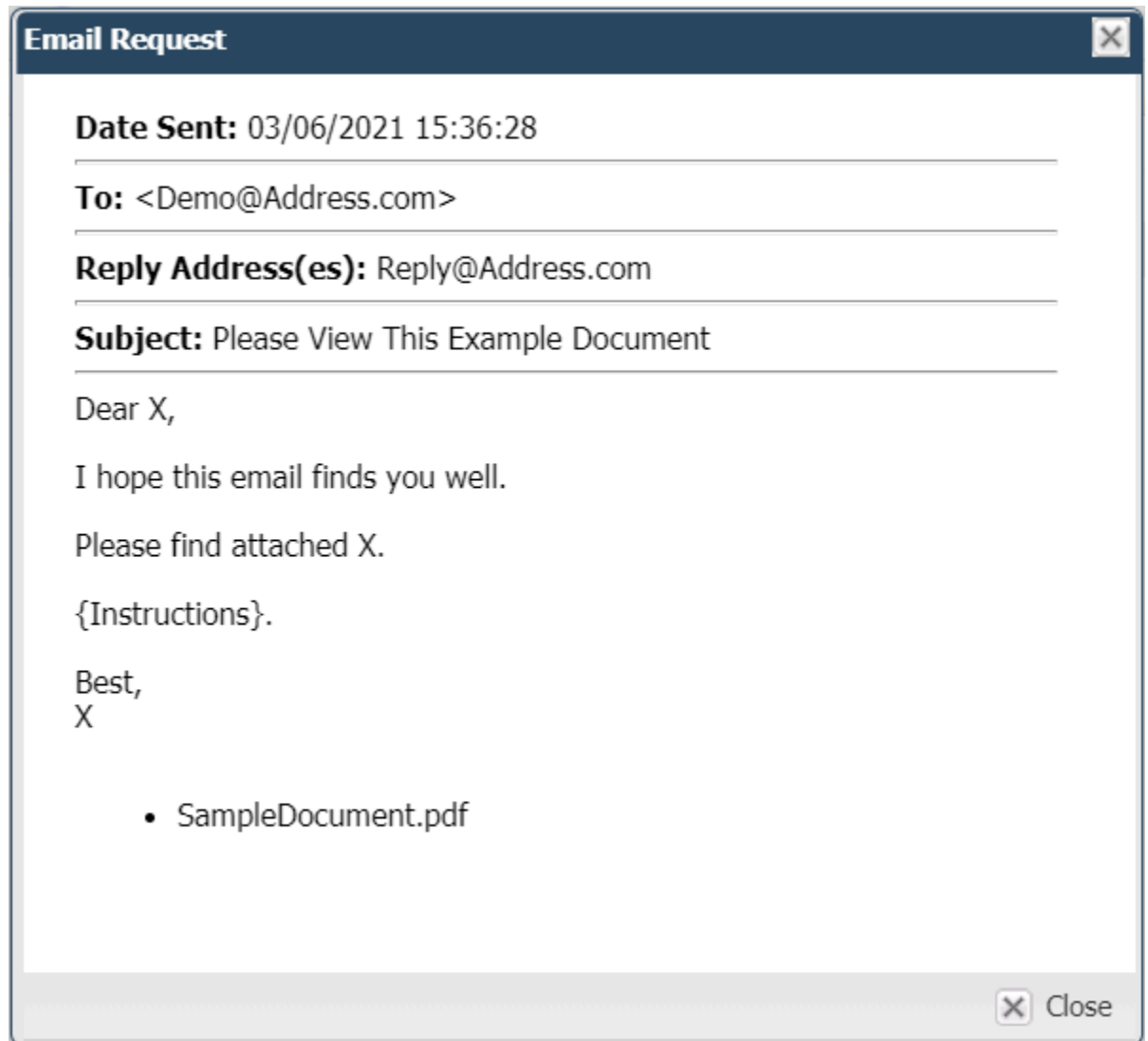
Preview Tab, Create Email Request Window



If all details are correct, click the *Send* button to send the email to the specified addresses.

The *View* option in the *Email Approval* window enables you to view the details of a previously sent email. Select a record in the grid and then click *View*. The *Email Request* window displays.

Email Request Window



Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it was successfully completed.

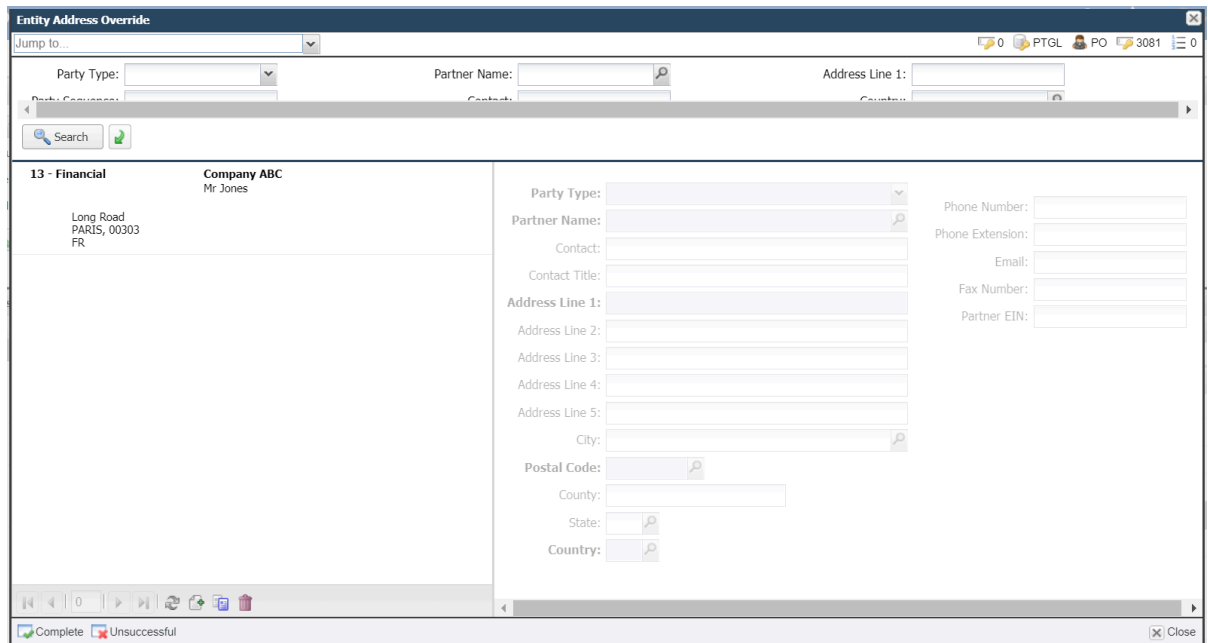
Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it was not completed successfully.

Click *Close* to close the window without saving updates.

Entity Address Override (Purchase Order Task)

Using the *Entity Address Override* task, you can add entities associated with your purchase order and modify their details.

Entity Address Override Window



The panel on the left displays entities that are already overridden.

To add an entity, click the *Add Entity*  button in the toolbar. You can then input the details of the entity in the panel on the right. Then click *Save*.

Add Entity Fields, Entity Address Override Window

Party Type:	<input type="text"/>	
Partner Name:	<input type="text"/>	
Contact:	<input type="text"/>	
Contact Title:	<input type="text"/>	
Address Line 1:	<input type="text"/>	
Address Line 2:	<input type="text"/>	
Address Line 3:	<input type="text"/>	
Address Line 4:	<input type="text"/>	
Address Line 5:	<input type="text"/>	
City:	<input type="text"/>	
Postal Code:	<input type="text"/>	
County:	<input type="text"/>	
State:	<input type="text"/>	
Country:	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Clear Form"/>		
	Phone Number: <input type="text"/> Phone Extension: <input type="text"/> Email: <input type="text"/> Fax Number: <input type="text"/> Partner EIN: <input type="text"/>	

Click *Complete* to save all changes and close the window. A green check is then displayed beside the *Entity Address Override* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Reconciliation Details Task

The *Reconciliation Details* task enables you to reconcile products, based on the total amount ordered versus the amount received.

Reconciliation Details Window

Reconciliation Details

Jump to... 0 PINL PO 6750 0

Search only Discrepancies: Product Code: Product Description: Search

Line Number	Product Code	Product Description	Quantity Orde...	Total Quantity Received
10	PRODR9A05	Bicycle 24 EXF4	14 EA	14 EA ✓
20	PROD_HIW_02	Bicycle 26 EXF4"	6 EA	6 EA ✓
30	PROD_HIW_03	Bicycle 28 EXF4"	8 EA	8 EA ✓
40	PROD_HIW_04	Bicycle 30 EXF4"	8 EA	7 EA ✓

1 of 1 Per Page 25 1 - 3 of 3

Complete Unsuccessful Close

The symbols found in the *Total Quantity Received* column are described in the table below.

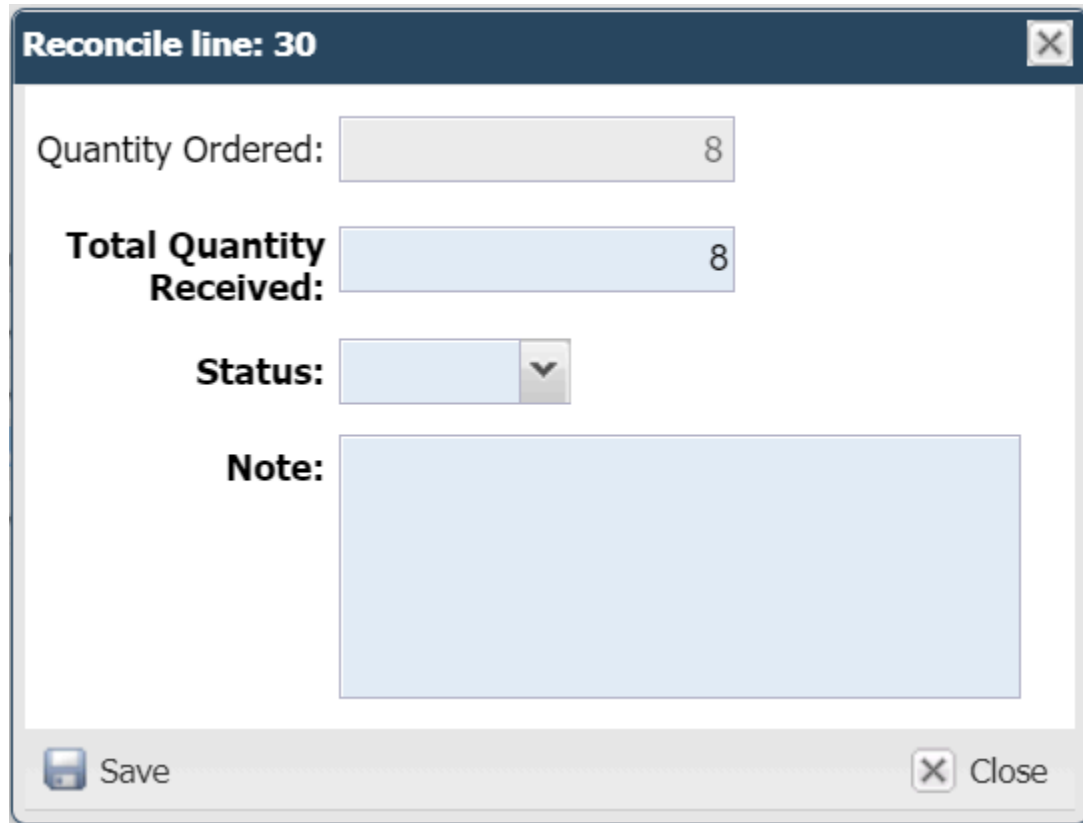
Reconciliation Details Symbols

Symbol	Description
—	Under. Status is set to Under.
+	Over. Status is set to Over.
✓	Reconciled. Status is set to Reconciled.

Note A reconciliation message can update details on this task.

To manually reconcile lines, select a record and click the *Update Line*  button.

Reconciliation Line Window



The image shows a software window titled "Reconcile line: 30". It contains several input fields: "Quantity Ordered:" with a value of 8, "Total Quantity Received:" with a value of 8, and a "Status:" dropdown menu. Below these is a large "Note:" text area. At the bottom of the window are two buttons: "Save" and "Close".

Input the quantity received in the *Total Quantity Received* field. You can insert a value that is over the *Quantity Ordered* value and set the *Status* value to *Under*.

The symbol displayed in the *Line Details* window depends on the value in the *Status* dropdown field..

Click *Save* to reconcile the line and close the window. The symbol displayed in the *Total Quantity Received* column for this line may change as a result of the update.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Reconciliation Details* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

View Import Shipments Task

The View Import Shipments task allows you to see any import shipments that are associated with the purchase order.

View Import Shipments Window

Shipment	Entry Number	Entry Date	BOL Number	Loading Place	Exporting Country	Importing Date	Manufacturer ID	Country of Origin	Carrier	IOR
1302			4234	0102	CN					

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *View Import Shipments* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

References (Purchase Order Task)

The *References* task is used to add additional ad hoc elements to your purchase order.

References Window

The screenshot shows the 'References' window with the following details:

- Title Bar:** References
- Jump to:** A dropdown menu.
- Order Number:** QA-PO_230509-003128
- Order Date:** 09/05/2023
- Supplier Order Reference:** An empty text field.
- Grouping Id:** An empty text field.
- Buttons:** 'Update References', 'Complete', 'Unsuccessful', and 'Close'.

All fields in this window are optional and are not linked to items. Some may populate automatically, depending on the header details.

Click *Update References* to save all changes and keep the *References* window open.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *References* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Route Details (Purchase Order Task)

To add the route details to your entry, use the Route Details task.

Route Details Window

The screenshot shows a window titled "Route Details" with a "Jump to:" dropdown at the top left. The main area contains several input fields: "Foreign Place of Lading:", "Importing Carrier:" (with "TOMMAT" entered), "Place of Unloading:", "Destination:", "Estimated Departure Date:", "Export Date:", "Estimated Arrival Date:", and "Import Date:" (with "2020/05/20" entered). Each field has a magnifying glass icon for search. The top right corner shows user information: "ETGL", "QCTRY-AO", and "1015". The bottom of the window has a status bar with buttons for "Save", "Complete", and "Unsuccessful", each with a corresponding icon (a green checkmark, a green checkmark, and a red X respectively). A "Close" button is also present on the far right of the status bar.

Some details may populate automatically, depending on the header.

Click **Save** to save all details.

Click **Complete** to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click **Unsuccessful** to save and close the window. A red X  appears beside the task to indicate that it did not complete.

Click **Close** to close the window without saving updates.

Charges (Purchase Order Task)

You can view charges and payments that apply to a purchase order through the *Charges* task.

Charges Window

Charges

Jump to...

0 PTGL PO 6940

Charge Sequence: Description: Currency:

Charge Type: Charge Code: Bucket:

Search Go

Charge Sequence	Charge ...	Charge Code	Bucket	Description	Total	Line Item
No Data						

Per Page 25 No Data

Complete Unsuccessful Close

The records displayed in the *Charges* grid are retrieved from the payment messages in the *Line Details* task. To view charges associated with a line, click the *View Payments*  button.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Charges* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Container Information Task

You can view and add information related to containers and packing through the Container Information task.

Container Information Window

The screenshot shows the 'Container Information' window. At the top, there is a 'Jump to...' dropdown. Below it, there are two input fields: 'Sequence No.' and 'Registration number', followed by a 'Search' button. The main area is titled 'Packing - Containers' and contains a table. The table has the following columns: 'Seq No', 'Reg number', 'Seal number', 'Asset id', 'Nationality', 'Asset type', 'User defined 2', 'User defined 1', 'User defined 3', and 'Include in Fr'. The table is currently empty, and the text 'No records found.' is displayed below the column headers. At the bottom of the window, there is a status bar with 'Complete' and 'Unsuccessful' indicators, and a 'Close' button.

To add a new record, click the Create  button in the toolbar.

Packing - Containers [Create] Window

Packing - Containers [Create]

Client: ETGL

Consignor: QCTRY-HL

Reference: 7210

Despatch number: 0

Sequence No: 20

Include in Freight Calculations: ☒

Asset id:

Nationality:

Asset type:

Registration number:

Seal number:

User defined 1:

User defined 2:

User defined 3: ☐

Create Close

Fields highlighted in blue are mandatory. It is not possible to edit the Client, Consignor, Reference, Dispatch Number, or Sequence No field values.

Click Create to save the new record, or Close to discard it.

Click Complete to save all changes and close the window. A green check is then displayed beside the Container Information task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Documents Task (New)

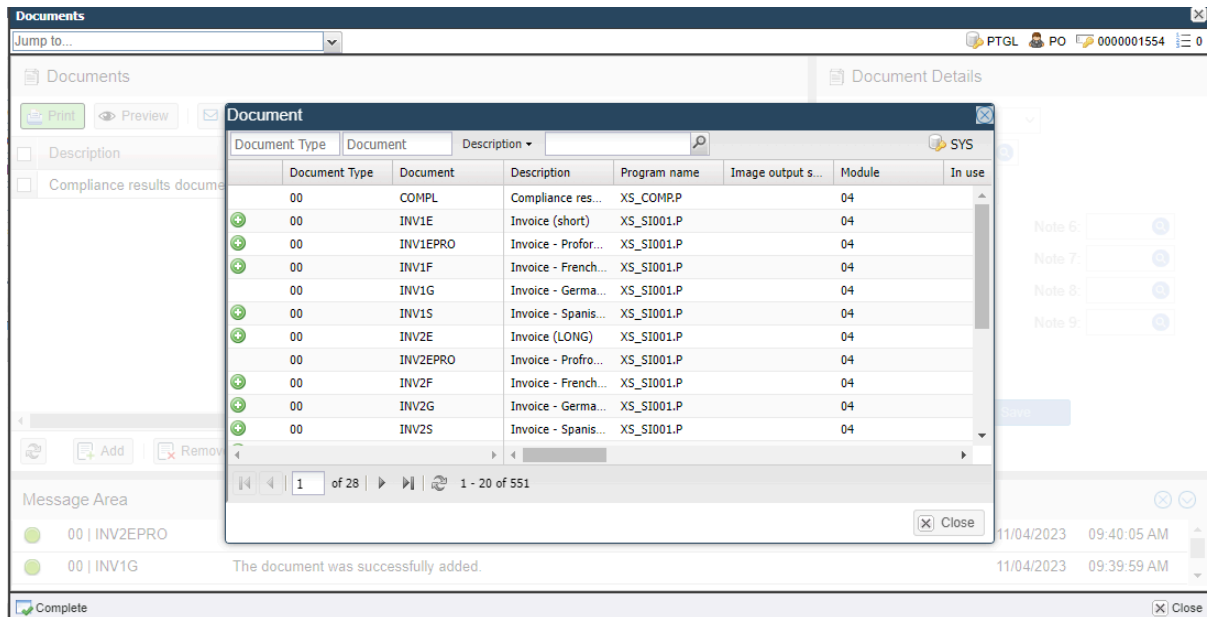
Documents are reports that you can create from predefined layouts. They are populated from the database. They are internally generated documents.

You can view and add shipment documents with the Documents (New) task. This task contains an updated version of the UI in the Documents (Old) task, which is available in some workflows.

Note Documents are different from attachments. Attachments are any documents that are uploaded to the workflow, such as documents from a third party, or the output of the Export Transaction Details workflow task.

The screenshot shows the 'Documents' task window. The main area contains a table with the following columns: Description, Reference, Type, Printer, and No. of Copies. Below the table are 'Add' and 'Remove' buttons. To the right, the 'Document Details' panel includes fields for 'Print To:', 'Printer:', 'No. of Copies:', and nine 'Note' fields (Note 1 to Note 9). A 'Save' button is at the bottom of this panel. The bottom of the window has a 'Message Area' and a 'Complete' button.

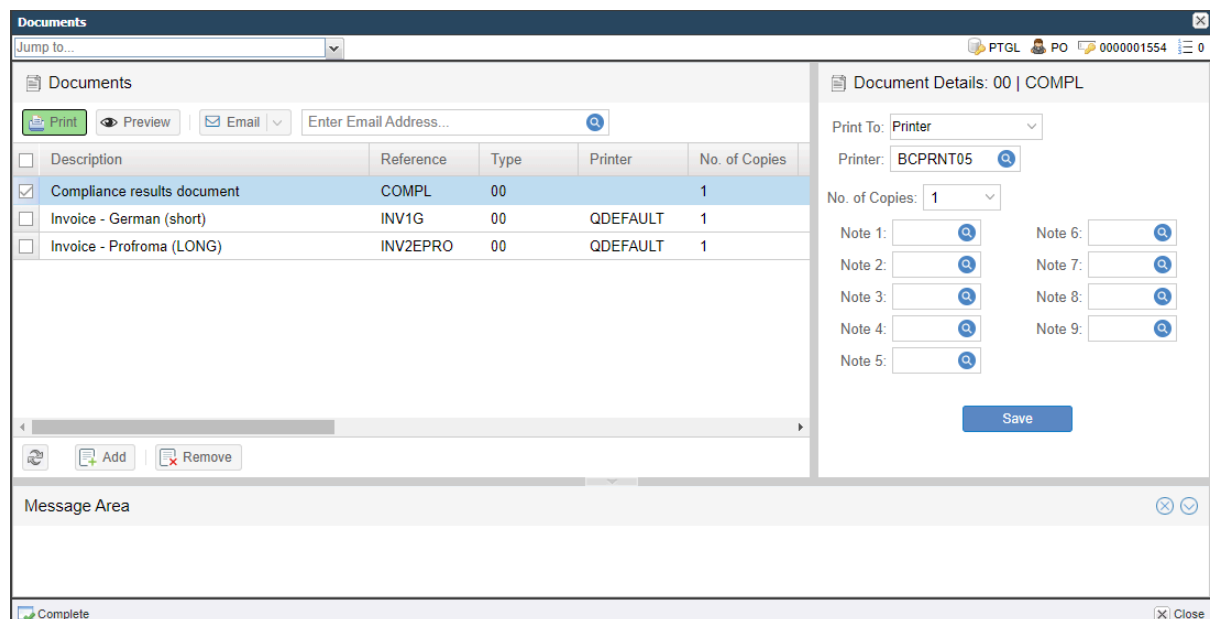
To add a new document to the purchase order, click the Add button. In the Document pop-up window, click the green Add Record icons to add documents to the workflow, then click the Close button to return to the main window. Added documents automatically save to the task.



Click the Remove button to remove a document.

After adding a shipment document, you can preview, print, and email the document. You can also attach an image file to the document.

- To print a document, select the checkboxes of the documents that you want to print, then click the Print button. You can select a printer and add notes in the Document Details section.



- To preview a document, click the Preview button.
- To email a document, select the checkboxes of the documents that you want to send in an email, then enter an email address in the Enter Email Address field and press the Return key on your keyboard.

Alternatively, click the blue lookup icon on the field to choose a partner email address.

After you add the email address, click the dropdown arrow on the Email button. From the dropdown menu, choose whether to combine the selected documents into one PDF, or to send each document as a separate PDF.

The screenshot shows a window titled 'Documents' with a 'Jump to...' search bar. Below the search bar are buttons for 'Print', 'Preview', and 'Email'. The 'Email' button has a dropdown menu open, showing two options: 'Combined into a single PDF Attachment' and 'Individual PDF Attachments'. To the right of the dropdown is an email address field containing '@qad.com' and a search icon. Below these elements is a table with columns: 'Description', 'Printer', and 'No. of Copies'.

Description	Printer	No. of Copies
☒ Compliance results document	COMPL	00
☐ Invoice - German (short)	INV1G	00

If the email is successfully sent, a success message appears in the Message Area.

- To attach an image to a document, select the checkbox of the documents that you want to print. Click the Upload button  to the right of the Image File Name field in the Document Details section. Navigate to the location where the image is stored and double-click it to select it and populate the Image File Name field. In the Document Details section, click the Save button. If the image is successfully uploaded, a success message appears in the Message Area.

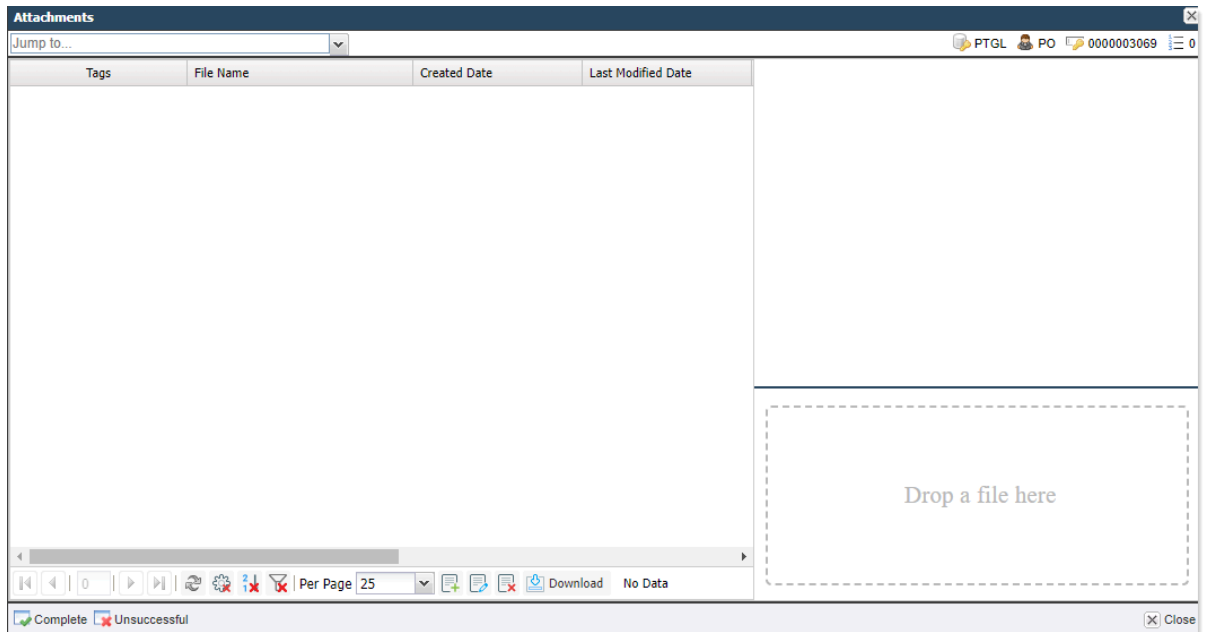
Click Complete to save all changes and close the window. A green check is then displayed beside the Documents task to indicate that it is complete.

Click Close to close the window without saving updates.

Attachments (Purchase Order Task)

You can manually add documents to your purchase order workflow using the *Attachments* task.

Attachments Window



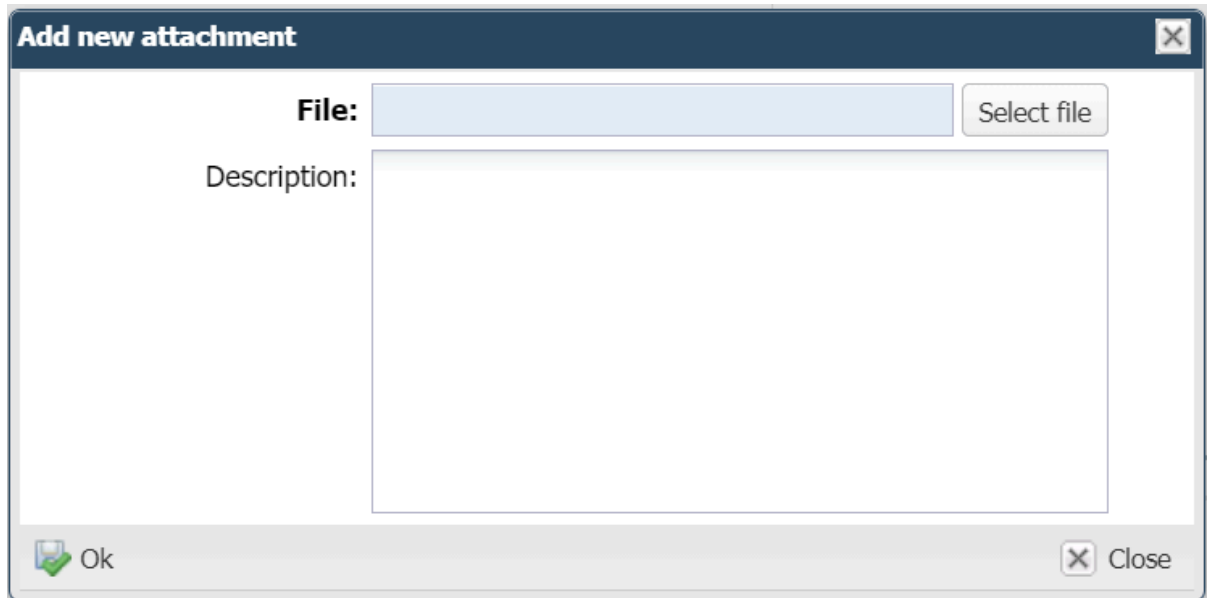
Adding Attachments

There are two ways to add attachments:

- Click the *Add new attachment*  button in the toolbar.
- Drag and drop a file into the *Drop a file here* area.

Both methods prompt the *Add New Attachment* pop-up window.

Add New Attachment Pop-up Window



If you did not use the drag and drop method, click *Select file* to choose a file on your computer. Add a description for the attachment in the *Description* field. Then click *Ok*. A new record is now present in the *Attachments* grid.

Editing Attachments

To edit an attachment, select an attachment in the grid and update the details in the panel to the right. Click *Update* to save the changes.

Edit Attachment in the Attachments Window

The screenshot shows the 'Attachments' window. At the top, there's a 'Jump to...' dropdown and user information (PFCH, PO, 2603). Below is a table with columns: File Name, Created Date, Last Modified Date, and Description. The table contains one record: 'SampleDocume...' with dates '03/06/2021 11:13:43' and description 'This is a sample document.' To the right of the table is an edit panel with 'File Name' (SampleDocument.pdf) and 'Description' (This is a sample document.) fields. Below these are 'Update' and 'Cancel' buttons. At the bottom right is a dashed box with 'Drop a file here' and an upload icon. The bottom toolbar includes navigation buttons, a 'Per Page' dropdown set to 25, and a 'Download' button. The status bar at the bottom shows 'Complete' (green check) and 'Unsuccessful' (red X) indicators, and a 'Close' button.

File Name	Created Date	Last Modified Date	Description
SampleDocume...	03/06/2021 11:13:43	03/06/2021 11:13:43	This is a sample document.

File Name: SampleDocument.pdf
Description: This is a sample document.

Drop a file here

Per Page: 25

☒ Complete ☐ Unsuccessful

Attachment Tags

Tagging is an advanced feature that requires system value configuration. For more information, see [Attachment Tag System Values on page 918](#).

Deleting Attachments

To delete attachments, click the *Delete*  button in the toolbar.

Downloading Attachments

To download attachments, select a record and click the *Download* button.

Completing the Attachments Task

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Attachments* task to indicate that it is complete.

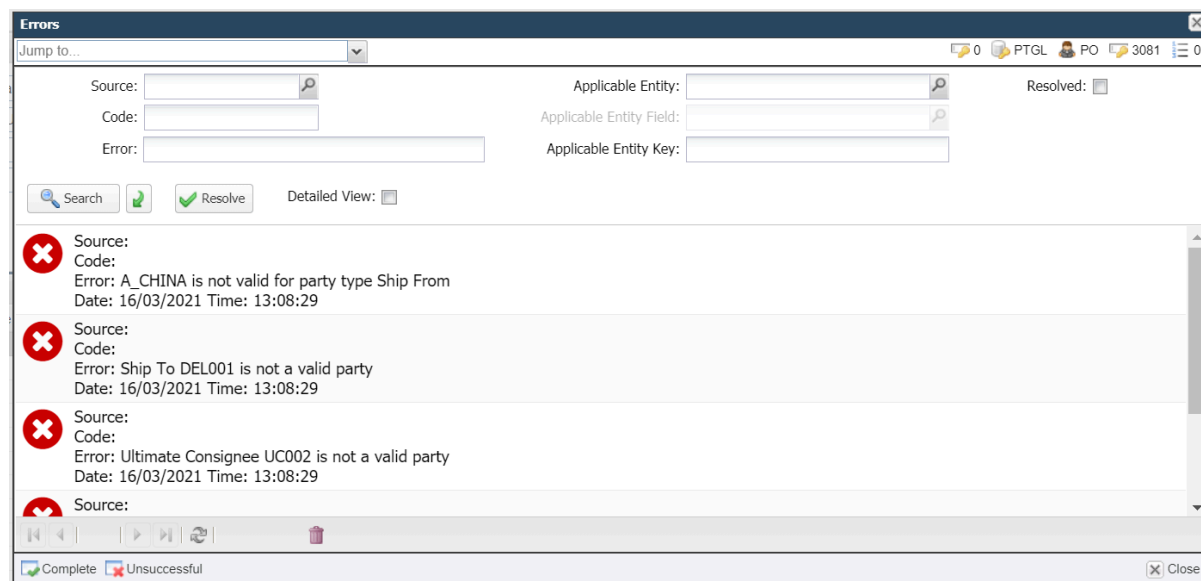
Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Errors (Purchase Order Task)

Using the *Errors* task, you can review any errors related to the purchase order that were detected. These errors are added automatically as a result of interaction with other tasks.

Errors Window



The screenshot shows the 'Errors' window with the following details:

- Title Bar:** Errors
- Search Bar:** Jump to...
- Input Fields:**
 - Source: []
 - Code: []
 - Error: []
 - Applicable Entity: []
 - Applicable Entity Field: []
 - Applicable Entity Key: []
- Buttons:** Search, Resolve, Detailed View: []
- Error List:**
 -  Source: []
Code: []
Error: A_CHINA is not valid for party type Ship From
Date: 16/03/2021 Time: 13:08:29
 -  Source: []
Code: []
Error: Ship To DEL001 is not a valid party
Date: 16/03/2021 Time: 13:08:29
 -  Source: []
Code: []
Error: Ultimate Consignee UC002 is not a valid party
Date: 16/03/2021 Time: 13:08:29
 -  Source: []
- Status Bar:** Complete [x] Unsuccessful [x] Close

There are two types of errors:

- XSD Error
- Parameter Error

XSD Error

An XSD error is visible in the first row of the example above. This can occur due to an unpopulated mandatory field or the use of invalid characters. When an XSD Error occurs on a purchase order Create message, the purchase order is assigned to the ERROR user. When an XSD Error occurs on a purchase order Update message, the purchase order stays assigned to the original user.

Parameter Error

A parameter error occurs when a record is listed but does not match existing data in the system. The remaining two items in the example above are parameter errors. An example of a parameter error is an invalid consignee.

If a purchase order only has parameter errors, it is not assigned to the ERROR user. Instead, it is assigned to a specific user based on rule configuration.

Resolving and Deleting Errors

To resolve an error and remove it from the list, select a record and click the *Resolve* button. This also marks an error as resolved in the database. You can locate a resolved error again by enabling the *Resolved* field in the search panel

Note Enable the *Detailed View* field in the search panel to view more information related to errors.

To delete an error, select a record in the *Errors* grid and click the *Delete* button in the toolbar.

Note Deleting an error removes it from the database. However, this is not the same as resolving the error.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Errors* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Audit History (Purchase Order Task)

The Audit History task records any changes that are made to the workflow.

Audit History Window

Audit History

Jump to... 0 PTGL PO 3081 0

Entities

Shipment status: UPDATED

New address line 1 was created: 13 / Company ABC.

QCONFIG (Configuration User - All Roles) 2021/03/17 11:47:47 UTC+0

Admissibility Flag

Shipment status: UPDATED

10 - PROD_LBE_01
AM1 - PGA Flag Added
HTSUS: 9018320000

AMS Flag 1 - USDA/Agricultural Marketing Service Data related to egg products may be required

QCONFIG (Configuration User - All Roles) 2021/03/17 11:32:39 UTC+0

Partners

Shipment status: UPDATED

QA_SUPPLIER1 Supplier SOP was updated.
Sop Received Date changed from null to 2019-11-18.
Supplier Type changed from EMPTY to TPP.
Sop Status changed from EMPTY to CONFIRMED.

1 of 1 Per page 25 1 - 7 of 7

Close

Note This task is read-only and cannot be marked as Complete or Unsuccessful.

Close Task

The Close task changes a record's status from Open to Closed. Marking a shipment, purchase order, or import shipment as Closed indicates that it is complete and is processed.

If you need to locate a closed purchase order, select the Closed option in the status field on the Workflow screen. Then click Search.

Status Field, Workflow Search Panel

Purchase Order

Search

Open ▼ Purchase Order ▼

Open ▼ QTGLUSER ▼

Closed ▼ TGL ▼

Reference No.:

 Search     More

To reopen a closed purchase order, select a record in the transactions grid and click the Open Transaction button in the toolbar.

Open Transaction Button, Workflow Toolbar

Page 1 of 5 |  Select All    Create  Open Transaction

Import Shipment Workflow

In the Workflow Portal, you can create, edit, and update import shipments.

Select *Import Shipment* from the transaction type dropdown list on the *Workflow* page. Alternatively, select *Import Shipment* in the *Entry* dropdown list in the top horizontal menu.

Transaction Type Field, Import Shipment Selected

Import Shipment

Search

Open ▼ Import Shipment ▼

Group: Import Shipment

Client: Shipment

Reference No.: Consignee Consoli...

Load

Purchase Order

Search

Create an Import Shipment Entry Header

To create a new import shipment, click the *Create* button in the transaction panel toolbar.

Create Button, Workflow Page

Page 1 of 5 | Select All | Create | Open Transaction

The *Create Import Shipment* window displays.

Create Import Shipment Window

This window is divided into two panels—*Items to be Allocated* and *Shipment Items*.

The columns in the *Items to be Allocated* panel match the columns in the *Line Details* task related to the Purchase Order Workflow. These can then be selected and brought over to the *Shipment Items* panel.

Note The shipment lines in the *Shipment Items* panel can be associated with multiple purchase order lines. The same shipment line may appear twice, but each line is linked to a different purchase order line.

Create Import Shipment Panel Buttons

The tables below describe the purpose of each button in the *Create Import Shipment* window.

Items to be Allocated Panel Buttons

Button	Description
	Allocate to shipment. Moves the picked lines to the <i>Shipment Items</i> panel when the number is greater than zero. If the quantity is zero, a pop-up message asks you to confirm whether you want to move the total <i>Available</i> quantity to <i>Shipment Items</i> .
	Append all available items to shipment. Moves all lines to the <i>Shipment Items</i> panel.
	Assign allocating quantity to available quantity. The selected lines picking total is set to equal the available equivalent.

Button	Description
	Assign allocating quantity to zero. The selected lines picking total is set to zero.
	Increment allocating quantity by one. The selected lines picking total increases in increments of one each time this is selected.
	Reset items to be picked. Removes all lines from <i>Items to be Allocated</i> .
	Select all items. Selects all lines in <i>Items to be Allocated</i> .
	Deselect items. Deselects all lines in <i>Items to be Allocated</i> .

Shipment Items Panel Buttons

Button	Description
	Edit line quantity. Used to modify the selected quantity.
	Delete selected items lines. Deletes selected lines from the <i>Shipment Items</i> panel and restores the <i>Available</i> quantity.
	Mark as lead PO line. Marks a line at the top level. The selected line is highlighted in blue text.
	Select all items. Selects all lines in <i>Shipment Items</i> .
	Deselect items. Deselects all lines in <i>Shipment Items</i> .
	Add documents, certificates, authorizations, and references.

Creating an Import Shipment

Complete the following tasks to create an import shipment.

1. [Selecting Purchase Orders on page 799](#)
2. [Allocating Products on page 800](#)
3. [Optional: Adding Invoice Numbers on page 801](#)
4. [Editing Quantity on page 802](#)
5. [Saving the Import Shipment on page 803](#)

Selecting Purchase Orders

1. Click the lookup icon on the *Purchase Order No* field at the top left of the window to select purchase orders from the purchase order workflow.

Purchase Order No Field

Purchase Order No:   Search

The *Purchase Order No* window displays. This displays all purchase orders that were created from your group and client.

Purchase Order No Window

Purchase Order No				
PURCHASE ORDER NO		External Reference		
Purchase Order No	External Reference	Reference	Exporting Coun...	Order Date
100159	100159_20210414	2388	US	2021-04-19
100160	100160_20210414	2389	US	2021-04-19
100161	100161_20210414	2391	US	2021-04-19
100162	100162_20210414	2392	US	2021-04-19









 Per Page

 Close

2. Select a record and then click the *Search* button beside the *Purchase Order No* field. The *Items to be Allocated* panel now displays all purchase order lines from the selected purchase order.

Items to be Allocated Panel Populated with Purchase Order Lines

The screenshot shows the 'Create Import Shipment' window. At the top, there is a 'Purchase Order No' field with the value 'HIW_PO_13051' and a 'Search' button. To the right is an 'Invoice Number' field with a dropdown arrow, and buttons for 'Add', 'Apply', and 'Clear'. Further right is a 'Total Value' field. Below these fields are two main panels: 'Items to be Allocated' on the left and 'Shipment Items' on the right. The 'Items to be Allocated' panel contains a table with columns: PO Line No, Product Code, Supplier Part Nu..., Product Description, Allocating, Available, Total Allocated, and Ordered Quan. The table has six rows of data. The 'Allocating' column is highlighted in blue for all rows. The 'Shipment Items' panel is currently empty. At the bottom of the window, there is a 'Create' button on the left and a 'Close' button on the right.

PO Line No	Product Code	Supplier Part Nu...	Product Description	Allocating	Available	Total Allocated	Ordered Quan
10	PROD_HIW...	S0X0202		0 EA	10 EA	0 EA	10 EA
20	PROD_HIW...	S0X0203		0 EA	7 EA	3 EA	10 EA
30	PROD_01	S0X0202	Bicycle 30 EXF4"	0 EA	6 EA	2 EA	8 EA
40	PROD_02	S0X0202		0 EA	8 EA	0 EA	8 EA
50	PROD_03	S0X0202		0 EA	15 EA	0 EA	15 EA
60	PROD_HIW...	S0X0202		0 EA	10 EA	0 EA	10 EA

Now you can select entire purchase orders, entire lines, and partial lines to create a shipment.

Allocating Products

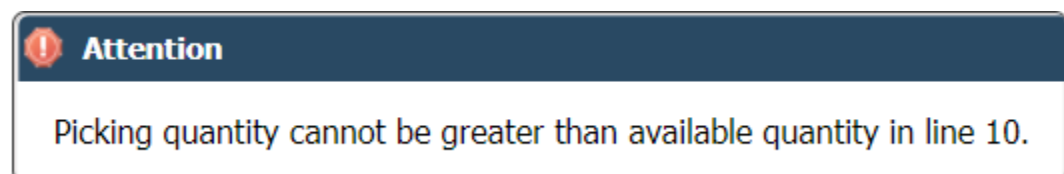
The *Allocating* column, highlighted in blue, is used to indicate the amount of a product to be selected and brought forward for the shipment. This means moving it to the *Shipment Items* panel.

Note You can modify the quantity picked to, at most, equal the total in the *Available* column. The value in the *Available* column is the maximum quantity.

1. Enter the amount of each product to allocate in the *Allocating* field. Lines can be transferred to the *Shipment Items* panel when the quantity picked exceeds zero.

Note The quantity picked cannot exceed the *Available* amount.

Pop-Up Message



2. After you set the values for the *Allocating* column, select the items to allocate and click the *Allocate to Shipment* panel button to allocate the items to *Shipment Items*.

When lines are picked and transferred to the *Shipment Items* panel, the *Available* amount for each line in the *Items to the Allocated* panel reduces to reflect this. If saved, this reduced amount is carried over to subsequent *Import Shipment* interactions.

Optional: Adding Invoice Numbers

You can add an invoice number to allocated shipment items. If you select an invoice number from the *Invoice Number* dropdown list, any line items that you allocate to the shipment from a purchase order are assigned to the selected invoice number.

To add invoice numbers, perform the following steps:

1. Click the *Add* button beside the *Invoice Number* dropdown list on the top right of the window.
2. In the *Add new invoice number window*, enter an invoice number.
3. Click the *Create* button to add the invoice number as an option in the list.
4. **Optional:** Repeat Steps 1 to 3 to add more invoice number options to the list.
5. While the invoice number that you want to allocate is selected in the dropdown list, allocate items to *Shipment Items*, which is described in the [Allocating Products on page 800](#) section. The items transfer with the selected value in the *Invoice Number* column.

Allocated Shipment Items

Invoice Number: 12345 Add Apply Clear Total Value: 60.40

Option: 10 EA 8 EA 15 EA

Allocated	Ordered Quantity	Code	Allocated Quantity	Supplier Name	Unit Price	Line Value	Docs, Certs, Authorisation...	Invoice Number
10 EA	1 EA			Heather	60.4 EUR	60.40 EUR		12345

Close

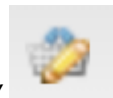
6. **Optional:** Edit the invoice number or numbers for some or all of the line items.
 - a. To assign an invoice number to all items in the *Shipment Items* panel, click the *Select All Items* panel button, then select an invoice number from the *Invoice Number* dropdown menu and click the *Apply* button.
 - b. To assign an invoice number to specific items, select one or more items, then select an invoice number from the *Invoice Number* dropdown menu and click the *Apply* button.

Note To allocate items without an invoice number, select the blank option in the *Invoice Number* dropdown menu and click the *Apply* button.

Editing Quantity

1. To modify picked numbers in the *Shipment Items* panel, select a line

and click the *Edit Line Quantity*



button. The *Editing Quantity*

window displays.

Editing Quantity Window

The screenshot shows a dialog box titled "Editing quantity". It contains three input fields: "Product Code" with the value "FOOD7", "Product Description" with the value "Lemon Soft Drink", and "Quantity" with the value "32". The "Quantity" field is highlighted with a blue border. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

You can only edit the *Quantity* field in this window. The maximum allowed value is the available quantity of the product.

Note If you set the *Quantity* value to zero, the product is removed. This behaves in the same way as the *Delete Selected Items Line* button.

2. To save and close the window, click *OK* .

Note Although you can only work with one purchase order in the *Items to be Allocated* panel, lines from multiple different purchase orders can appear in the *Shipment Items* panel.

Saving the Import Shipment

- After you add or modify all the items you need for the import shipment, click the *Create* button at the bottom left of the window to create the new import shipment.

Import Shipment Tasks

The following sections describe the tasks that comprise an import shipment workflow:

- [Header Details on page 804](#)
- [Update Import Shipment on page 806](#)
- [Items on page 806](#)
- [Admissibility Flags on page 808](#)
- [Entities on page 813](#)
- [Run Compliance Task on page 95](#)
- [View Compliance Status Task on page 96](#)
- [Entity Override Address on page 816](#)
- [Charges on page 817](#)
- [References on page 819](#)

- [Route Details on page 822](#)
- [Container Information Task on page 73](#)
- [Pre-Entry Document Confirmation on page 826](#)
- [Email Approval on page 828](#)
- [Tracking Milestones on page 831](#)
- [Attachments on page 826](#)
- [Errors on page 833](#)
- [Audit History on page 834](#)
- [Export Transaction Details on page 835](#)
- [Documents Task \(New\) on page 75](#)
- [Documents \(Auto-Generated\) Task on page 838](#)
- [SRM Document Requests Task on page 838](#)
- [FTN - Export and Send Shipment File on page 839](#)
- [Entry Discrepancy Review Task on page 841](#)
- [Assign Owner \(Import Shipment Task\) on page 843](#)
- [Export Transaction Details to Broker \(Auto\) Task on page 844](#)
- [Export Transaction Details to Broker \(Manual\) Task on page 844](#)
- [Close Task on page 72](#)

In the Tasks panel, double-click a task to open it.

Header Details (Import Shipment Task)

After you create or select a header record, you can then use the *Tasks* panel to maintain it. The *Header Details* task enables you to update record details.

Header Details Task

The 'Tasks' window displays a list of tasks under the 'Main' tab. The 'Header Details' task is highlighted with a red rectangle.

Status	Note	Description	Completed By
		Created by	QCONFIG
☐		Compliance status	
☐		Header Details	
☐		Update Import Shipment	
		Items	
		Admissibility Flags	
		Entities	
		Run Compliance	
☐		View Compliance Status	
☐		Email Approval	
☐		Entity Address Override	

Ready

Header Details Window

The 'Header Details' window displays various input fields for an import shipment. The 'Filer Code / Entry No.' field is highlighted with a red box and contains the value 'TEST1234'.

Fields include:

- Filer Code / Entry No.: TEST1234
- Entry Type: [Dropdown]
- Shipment Type: EN
- Summary Date: [Date]
- Importer of Record: IOR_009
- Ultimate Consignee: [Dropdown]
- Surety No.: [Dropdown]
- Bond Type: [Dropdown]
- Port Code: [Dropdown]
- Entry Date: [Date]
- Importing Carrier: [Dropdown]
- Transport mode: [Dropdown]
- Country Of Origin: [Dropdown]
- Import Date: [Date]
- B/L No.: [Text]
- Manufacturer ID: [Text]
- Exporting Country: CN
- Export Date: [Date]
- I.T. No.: [Text]
- I.T. Date: [Date]
- Missing Docs: [Dropdown]
- Foreign Port of Lading: [Dropdown]
- U.S. Port of Unlading: [Dropdown]
- Exchange Rate: [Text]
- Location of Goods/G.O. No.: [Text]
- Consignee No.: [Text]
- Importer No.: [Text]
- Reference No.: [Text]
- AWB No.: [Text]
- Declarant name: [Text]
- Title: [Text]
- Date: [Date]

Buttons: Complete, Unsuccessful, Update, Clear Form

You can update a variety of inputs for an *Import Shipment* in the *Header Details* window.

Click *Complete* to save all changes and close the window. A green checkmark is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete.

Click *Update* to save, but not close, the window.

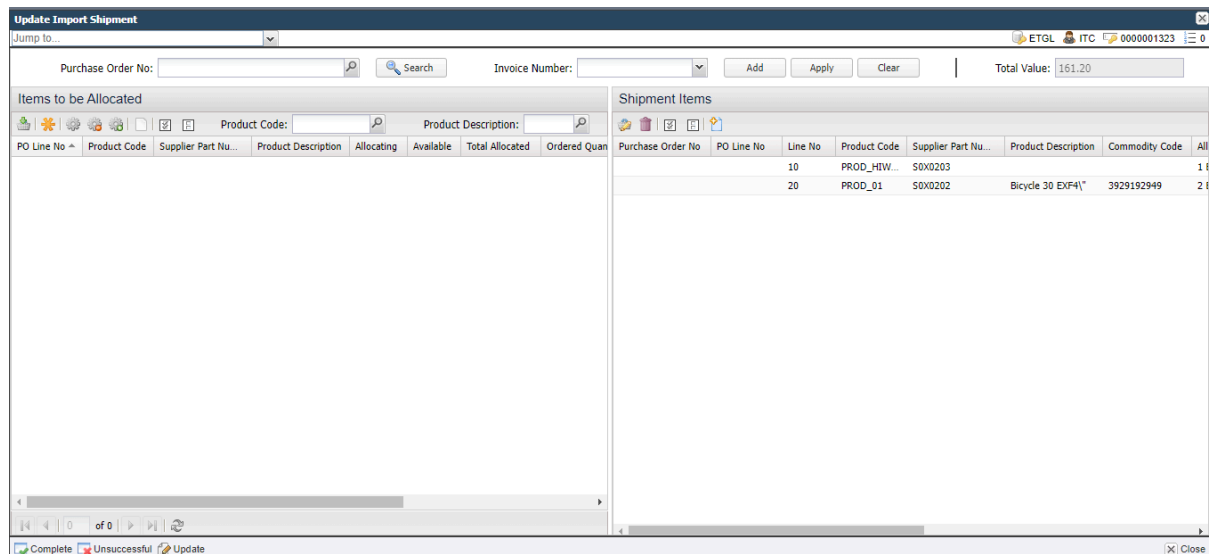
Click *Clear Form* to clear all fields in this window.

Click *Close* to close the window without saving updates.

Update Import Shipment Task

The *Update Import Shipment* task is used to update the line items that you picked when you previously created an import shipment.

Update Import Shipment Window



This window behaves the same as the *Create Import Shipment* window that is described in the [Create an Import Shipment Entry Header on page 796](#) section. It is possible to remove all picked line items.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete.

Click *Update* to save, but not close the window.

Click *Close* to close the window without saving updates.

Items (Import Shipment Task)

The Items task enables you to add products that are associated with your import shipment. Only associated items from the Update Import Shipment task are listed in this window.

Items

ETGL PO 000006853

Item Line Number: Product Code: Item Description:
 Manufacturer: Item Commodity Code: Broker File Number:
 Manufacturer Id:

Search

Total Value: 222.00

Item Line Number	Purchase Order No	Product Code	Article Number	Supplier	Supplier Part Number	Item Description	Item Quantity
10	QA-PO_241114-060047	QA_S_P_101		QA_SUPPLIER1	S00202	Superman Toy	1 EA

Per Page: 25

Complete Unsuccessful

Close

The search panel at the top of the window enables you to filter results in the grid below.

Add a new record by clicking the Create button in the toolbar. The Entry Item [Create] window is displayed.

Entry Item [Update]

Item Line Number: 20

Product Code: PROD_02

Supplier: SUP00101

Item Description: Test1234001

Supplier SKU: S0X0203

Customs Description: Bicycle Electric US

Manufacturer: MA001

Manufacturer Id:

Related Parties: ☐

Manufacturer SKU: MAX39394

Quantity: 10 EA

Unit Price: 60.4 EUR

Line Value: 604

Entry Quantity: 0 EA

Gross Weight: 1 KG

Net Weight: 1

Commodity: HTSUS 0106.49.0010

Ruling Number: AB92929

Duty: 0

Duty 2: 0

Ok Save Close

Fields with a blue background are mandatory.

Note

- Import system administrators can control which fields are mandatory on the **Imports Configurator** screen (menu option CFGITC) on the Imports Shipment tab. In the Required Fields section, in the Entry - Items Required Fields and Entry - Declaration Required Fields, select the checkboxes of field records to make them mandatory or clear the checkboxes to make them optional. The Product Code field is always mandatory, so you cannot make it optional.

- Import system administrators can control whether you can manually enter values in the Purchase Order No and Purchase Order Date fields in menu option CFGITC. On the Workflow Tasks tab, in the Import Shipment Items > Allow Purchase Order Manual Entry section, the administrator can set the value to True to enable manual entry, or False to disable manual entry and only enable entry through a lookup.

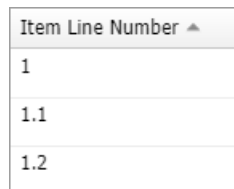
If you supply a valid product code value that is associated with a product on the **Product Master** screen, the Item Description, Customs Description, Supplier, Supplier SKU, Manufacturer ID, Gross Weight, and Commodity Code fields populate automatically.

The Supplier field becomes available when the Product Code value is valid. Similarly, the Supplier SKU field becomes available when the Supplier value is valid.

For the Supplier field, a product must be linked to a supplier in the Suppliers tab of the **Product Master** screen.

After you complete the fields, click Create to save the details and add the item to the task.

Note The decimal values in the Item Line Number column indicate the article sequence number for the product. No decimal point indicates that there are no related articles.



Click Complete to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Admissibility Flags (Import Shipment Task)

Admissibility flags add visualization and highlight requirements for applicable Partner Government Agencies (PGAs) and Additional Duties (Duty Add) for the product or articles in question. You can add admissibility flags to your import shipment using this task. You can also maintain flags on the **Product Master** screen.

The search panel at the top of the window enables you to filter results in the grid below.

You can choose to only view flags upon which a decision has not yet been made. To do this, click the Decision Not Made checkbox.

The buttons in the toolbar above the records are described below.

Admissibility Flags Buttons

Button	Description
Applicable	Only for automatically added flags.
No Applicable	Only for automatically added flags.
	Cancel Applicable Decision. Only for automatically added flags (after designating Applicable or Not Applicable).
	Add Admissibility Flag. Only for manually added flags.
	Delete Admissibility Flag. Only for manually added flags (after using Add Admissibility Flag).
	Show Commodity Flag Determination Data. For both automatically and manually added flags.
	Show Additional Information. For both automatically and manually added flags.
	<p>Review Admissibility Flags.</p> <p>To review the potentially applicable PGA flags and additional duty flags, based on the product classification and the importing country's customs content for each line, click the Review Admissibility Flag icon. The system updates the shipment admissibility flags where changes are identified. There are some exceptions to this behavior:</p> <ul style="list-style-type: none"> • If an admissibility flag is manually added to the shipment, it is not automatically dropped upon review of the admissibility flags. • If an admissibility flag decision is manually made for a flag on this shipment, it is not dropped or updated based on any differences identified with the product master list of admissibility flag decisions.
	Review Admissibility Flag Filing Data Status. To review the filing data status for all PGA flags on a shipment, click the Review Admissibility Flag Filing Data Status icon.

The decimal values in the Line No column indicate the article sequence number for the product. No decimal point indicates that there are no related articles.

Line No Column

Line No
1.1
1.1
1.2
1.2

The Show Commodity Flag Determination Data  button shows the user why a particular flag was applied automatically. Select a record, followed by the Show Commodity Flag Determination Data button. All relevant information appears in the Trade Measure Flag Determination Data window. Double-click a record to display flag information.

Trade Measure Flag Determination Data Window

Trade Measure Flag Determination Data - PGA Flag: AM7										
Na...	Measure Ty...	Content Ty...	Commodity ...	Start Date	End Da...	Origin country group	Destination country group	Descripti...	Reason	Not
AM7	AFAM7	BASE	0102210010			OMNES	US		BASE	

Subsection of Trade Measure Flag Determination Data Window

Trade Measure Flag Determination Data - PGA Flag: AM7										
Na...	Measure Ty...	Content Ty...								
AM7	AFAM7	BASE								

AM7

Measure Type: AFAM7

Commodity ID: 0102210010

Origin country group: OMNES

Destination country group: US

Legal Bases:

Content Type: BASE

Description:

Reason: BASE

Note:

Start Date:

End Date:

Close

Close

Automatically Added Flags

Flags are often applied automatically due to configuration settings and the assigned commodity code. You can mark them as Applicable or Not Applicable by selecting a record in the grid and clicking the relevant button in the toolbar.

Mark Flag as Applicable

Applicable

Reason:

Note:

☒ Apply to future imports

Start Date:

End Date:

Ok Close

Mark Flag as Not Applicable

Not Applicable

Reason:

Note:

☒ Apply to future imports

Start Date:

End Date:

Ok Close

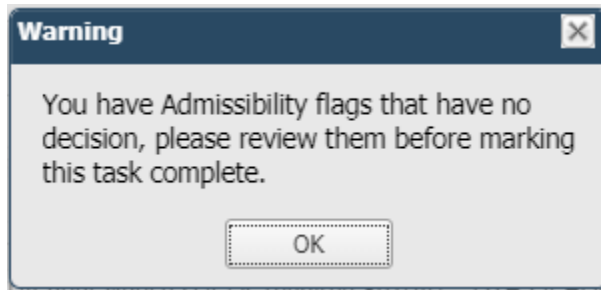
The *Notes* field in the *Applicable* and *Not Applicable* windows becomes mandatory if the specified value in the *Reason* field is *Other*.

The *Apply to future imports* field enables you to apply the relevant settings to all future imports with the same product. If the same product is used for a separate purchase order task, the same settings are applied until the *Apply to future imports* field is disabled. Your administrator can

configure how this applies to future imports, as well as the flags that appear; for example, start and end dates can be applied to determine a date range for these settings.

Note You cannot mark the task as *Complete* without making a decision on the automatic flags.

Pop-up Prompting User to Review Automatic Flags



Manually Added Flags

You can manually add flags in the *Admissibility Flags* task.

Click the *Add Admissibility Flag*  button in the *Admissibility Flags* window.

Add Admissibility Flag

Add Admissibility Flag

Article: 

Admissibility: ☒ PGA Flag ☐ Duty Add

Admissibility Flag: 

Reason: 

Note:

Start Date:  End Date: 

 Create  Close

The options presented in the lookup fields vary depending on whether the *PGA Flag* or *Duty Add* field is selected.

After completing the mandatory fields, click *Create* to close the window and add the item to the task.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it was successfully completed.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it was not completed successfully.

Flag Colors

The flags are color-coded as follows:

Admissibility Flag Colors

Flag Color	Description
Orange	A decision has not been made on the flag.
Red	Flag marked as applicable or flag was manually added.
Green	Flag marked as not applicable.

Entities (Import Shipment Task)

Entities can be added to the workflow using the *Entities* task.

Entities Window

Entities

Jump to...

0 PTGL PO 3081 0

Importer Of Record: 17_FRANCE

Ultimate Consignee: UC002

Importing Carrier:

Freight Forwarder:

Broker:

Booking Party:

Consolidator:

Stuffing Location:

FTZ Operator:

Shipper:

Seller: QA_SUPPLIER1

Manufacturer:

Consignee: CN001

Buyer:

Shipping Officer:

Save Complete Unsuccessful Configuration Information

Some fields fill automatically, depending on the details entered during the header creation or in the *Header Details* task.

Default entities that appear are configurable by a system administrator.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

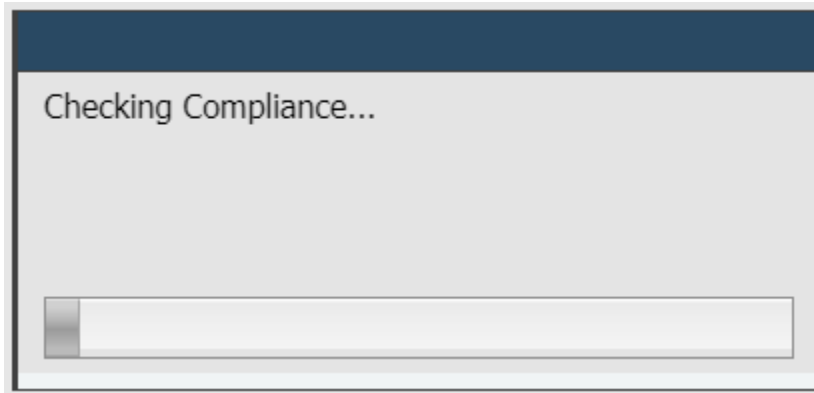
Click *Close* to close the window without saving updates.

Run Compliance Task

You can automatically perform a compliance check using the Run Compliance Workflow task. To begin a check, select a record in the transaction grid and double-click the Run Compliance task.

The Checking Compliance window displays. When the process is complete, a green check  displays beside the Run Compliance task.

Run Compliance



View Compliance Status Task

After you run a compliance check, you can then review the results using the View Compliance Status task.

Note You must complete the Run Compliance task to access the View Compliance Status task.

View Compliance Status Window

View Compliance Status

Jump to... PFCH PO 6405 0 Translate Literals

Recheck Recheck All PDF Filter: None History

Check	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
✓ (ITC-INTEG) ITC Data Integrity checks	2021/04/28	09:14:22 GMT			
✓ (DPL) Denied Party check	2021/04/28	09:14:22 GMT			
✗ (IEBC) Embargoed Countries IM	2021/04/28	09:14:22 GMT			
✓ PARTNER_VALID_ITC_SFC	2021/04/28	09:14:22 GMT			
✗ PRODUCT_VALID_CODE_ITC	2021/04/28	09:14:22 GMT			
✗ PRODUCT_VALID_ITC_CLASSIFICATI...	2021/04/28	09:14:22 GMT			
✓ PRODUCT_VALID_PRICE_ITC	2021/04/28	09:14:22 GMT			
✓ SUPPLIER_ACTIVE_ITC	2021/04/28	09:14:22 GMT			

Add Comment

Legend

- ✓ Passed
- ✓ Passed Manually
- ⚠ Passed with Warnings
- ✗ Failed
- ✗ Failed Manually
- 🔍 Under Review
- 🚫 Disabled

Item Line: 10
✓ Product 'PROD01' is valid.

Item Line: 20
✗ Product 'PROD02' does not exist.

Complete Close

For more information on this window, see [Compliance Results](#) on page 982 in the Trade Compliance section of the online help.

Entity Address Override (Import Shipment Task)

Using the *Entity Address Override* task, you can add entities associated with your import and modify their details.

Entity Address Override Window

Entity Address Override

Jump to... ETGL ITC 0000002209 0

Party Type: Partner Name: Address Line 1:
 Party Sequence: Contact: Country:

46 - Supplier **Company ABC**
Mr Jones

New Road
PARIS, FR00202
FR

Party Type:
 Partner Name:
 Contact:
 Contact Title:
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Address Line 4:
 Address Line 5:
 City:
 Postal Code:
 County:
 State:
 Country:

Phone Number:
 Phone Extension:
 Email:
 Fax Number:
 Partner EIN:

To filter results in the grid below, use the search panel at the top of the window.

The panel on the left displays entities that are already overridden. Entities are added in the panel on the right.

Note Some records may appear due to previous inputs on the header.

Entities can be added, copied, and deleted using the *Add Record*, *Copy Record*, and *Delete Record* buttons in the bottom toolbar.

Add Entity Fields, Entity Address Override Window

Select *Clear Form* to remove all details from the form.

Select *Save* to save the details.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

Charges (Import Shipment Task)

You can add applicable charges to your import through the *Charges* task.

Charges Window

Charges

Jump to...

0 PTGL PO 6940 0

Charge Sequence: Description: Currency:

Charge Type: Charge Code: Bucket:

Search

Charge Sequence	Charge ...	Charge Code	Bucket	Description	Total	Line Item
-----------------	------------	-------------	--------	-------------	-------	-----------

Per Page 25 No Data

Complete Unsuccessful Close

The search panel at the top of the window enables you to filter results in the grid below.

Add a charge by selecting the *Create*  button in the toolbar.

Charge [Create] Window

Fields highlighted in blue indicate a mandatory field.

Depending on configuration settings, the value in the *Exchange Rate* field may default to 1 when you enter the native currency of the country of import.

Your administrator can set a default value for the *Method of Payment* field.

After completing the mandatory fields, click *Create* to save and add the charge to the task.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

References (Import Shipment Task)

You can use the *References* task to add additional ad hoc elements to your import shipment.

References Window

The References window is a form for entering various reference numbers and dates. It includes the following fields:

- Invoice Number:** Text input field.
- Invoice Date:** Date input field.
- PO Number:** Text input field.
- Container Number(s):** Text input field with an information icon.
- BOL Number:** Text input field.
- House Airwaybill Number:** Text input field.
- Entry Number:** Text input field.
- Entry Date:** Date input field.
- Resend Date:** Date input field.
- Export Date:** Date input field.
- Summary Date:** Date input field.
- Import Date:** Date input field.
- Estimated Departure Date:** Date input field.
- Clearance Delay Date:** Date input field.
- Estimated Arrival Date:** Date input field.
- Customs Release Date:** Date input field.
- Delivery Date:** Date input field.
- Consignee No.:** Text input field.
- Importer No.:** Text input field.
- Reference No.:** Text input field with an information icon.
- I.T. No.:** Text input field.
- I.T. Date:** Date input field.
- Grouping Id:** Text input field.
- Issue/Delay:** Text input field with a magnifying glass icon.
- ISF Filed on Time:** Dropdown menu.
- ISF Acceptance Date:** Date input field.
- Section 321 Import?:** Check box.

At the bottom left is an **Update References** button. The status bar at the bottom shows **Complete** and **Unsuccessful** indicators, and a **Close** button on the right.

Some details may populate automatically, depending on the header.

References Fields

Field	Description
Invoice Number	A unique reference number that is assigned to your invoice. Typically, you do not know the invoice number when the purchase order is created. When documents are received from the supplier or vendor, you can add the invoice number here or on the <i>Create Import Shipment</i> screen, as the Optional: Adding Invoice Numbers on page 801 section describes.
Invoice Date	The date on which the invoice documents were received.
PO Number	The purchase order number.
Container Number(s)	A unique reference number assigned to freight containers, which consists of four letters and seven numbers. You can enter multiple container numbers in this field, separated by a comma.
BOL Number	The bill of lading number. This is a unique reference number that a shipper creates to identify a shipment.

Field	Description
House Airwaybill Number	The reference number for a house airwaybill (HAWB), which is issued by an air carrier as evidence of shipment of goods.
Entry Number	A unique reference number that is assigned to an import declaration, which is used by customs as the primary tracking number within the customs body's system.
Entry Date	The date on which goods were released for entry.
Resend Date	The most recent date on which a Broker sent an update to the entry to customs authorities.
Export Date	The date on which customs completed the export customs clearance procedures.
Summary Date	The date on which an entry summary declaration was submitted.
Import Date	The date on which the imported goods arrived within the customs territory of the receiving country.
Estimated Departure Date	The estimated departure date of the shipment.
Clearance Delay Date	If a shipment is delayed and held at customs, you can enter the date on which the delay occurred in this field.
Estimated Arrival Date	The estimated arrival date of the shipment.
Customs Release Date	The date on which a shipment was released by customs.
Delivery Date	The date on which a shipment was delivered to its intended recipient.
Consignee No.	A unique reference number assigned to the consignee (receiver).
Importer No.	The Internal Revenue Service (IRS) tax number assigned to businesses, which is required for import into the United States. If you do not have an IRS business tax number, you can use your social security number (SSN).
Reference No.	For imports into the United States. The reference number is the IRS employer identification number (EIN), your SSN, or the reference number assigned by US Customs and Border Protection (CBP).

Field	Description
I.T. No.	The immediate transportation (I.T.) number.
I.T. Date	The date associated with the I.T. number.
Grouping Id	The ID of the country or country code group that you assigned the import shipment to. For more information, see the Country Override on page 677 section.
Issue/Delay	To assign an issue or delay code to the import shipment, click the lookup icon.
ISF Filed on Time	The importer security filing (ISF), also known as a 10+2, is a CBP requirement for all ocean cargo imports to the United States. If applicable, select Yes to confirm that the ISF was filed on time, or No if it was not filed on time.
ISF Acceptance Date	The date on which CPB accepted the ISF.

To save all details, click *Update References*.

Click *Complete* to save all changes and close the window. A green checkmark  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

Route Details (Import Shipment Task)

You can use the *Route Details* task to add route details to your entry.

Route Details Window

Some details may populate automatically, depending on the header.

Click **Save** to save all details.

Click **Complete** to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click **Unsuccessful** to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click **Close** to close the window without saving updates.

Container Information Task

You can view and add information related to containers and packing through the Container Information task.

Container Information Window

Container Information

Jump to: [v]

Sequence No: [] Registration number: [] Search

Packing - Containers [ETGL] [QCTRY-AO] [1916] [v]

Seq No	Reg number	Seal number	Asset id	Nationality	Asset type	User defined 2	User defined 1	User defined 3	Include in Fr
No records found.									

Page 1 of 1 | No records to display

Complete Unsuccessful Close

To add a new record, click the Create  button in the toolbar.

Packing - Containers [Create] Window

Packing - Containers [Create]

Client: ETGL

Consignor: QCTRY-HL

Reference: 7210

Despatch number: 0

Sequence No: 20

Include in Freight Calculations: ☒

Asset id:

Nationality:

Asset type:

Registration number:

Seal number:

User defined 1:

User defined 2:

User defined 3: ☐

Create Close

Fields highlighted in blue are mandatory. It is not possible to edit the Client, Consignor, Reference, Dispatch Number, or Sequence No field values.

Click Create to save the new record, or Close to discard it.

Click Complete to save all changes and close the window. A green check is then displayed beside the Container Information task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Pre-Entry Document Confirmation Task

To confirm that all required import documents are received, use the Pre-Entry Document Confirmation task.

If all documents are received, select the *All Documents Received* checkbox and choose the date of receipt in the *All Documents Received Date* field.

If there are missing documents, clear the checkbox, then search for the missing documents with the *Missing Docs* lookup. Select the checkboxes of the missing documents in the *Missing Docs* window, then click the *OK* button.

Click the *Save* button to save the task without closing the task window.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

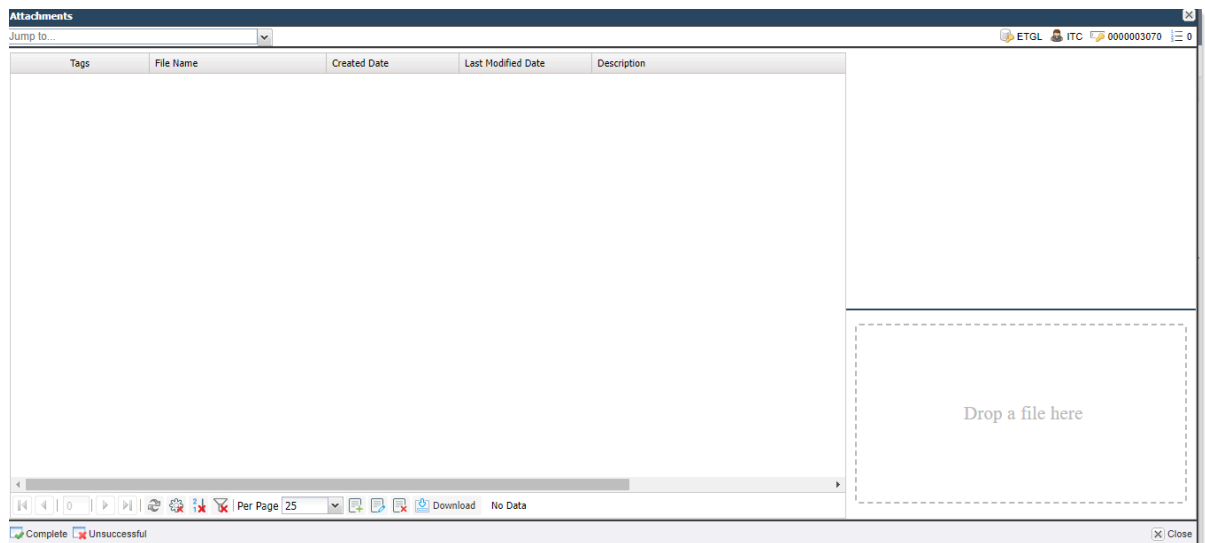
Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click *Close* to close the window without saving updates.

Attachments (Import Shipment Task)

The *Attachments* task is used to view broker feed documents and manually add documents to your import shipment workflow. See the [Broker Feed Documents on page 847](#) section for more information.

Attachments Window



Adding Attachments

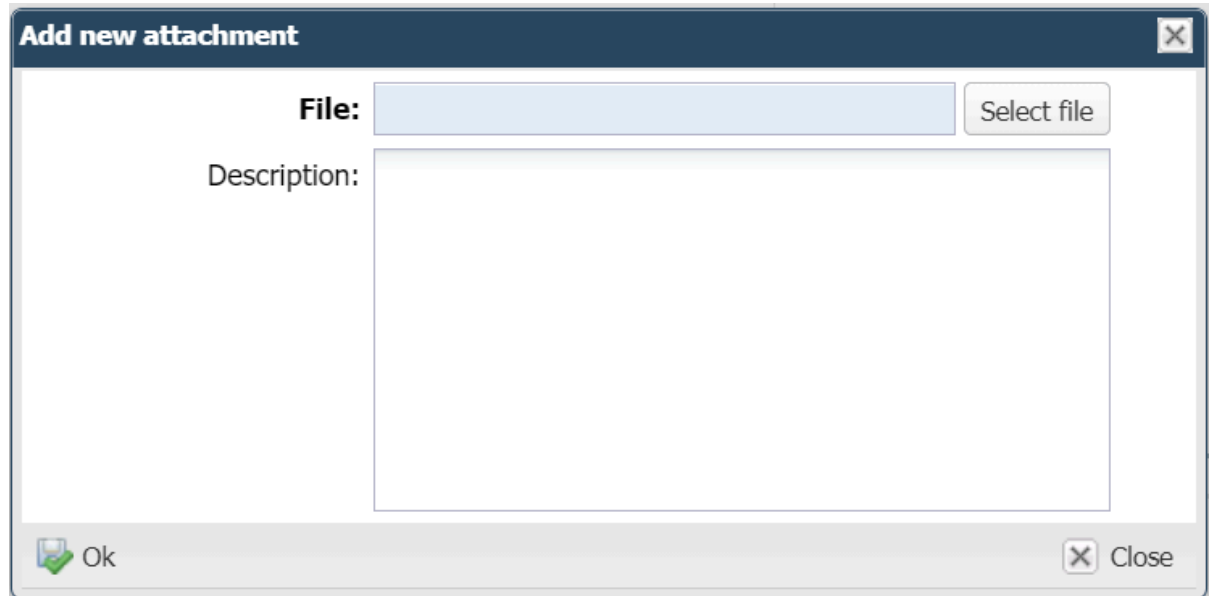
There are two ways to add attachments:

- Click the *Add new attachment*  button in the toolbar.

- Drag and drop a file into the *Drop a file here* area.

Both methods prompt the *Add New Attachment* pop-up window.

Add New Attachment Window



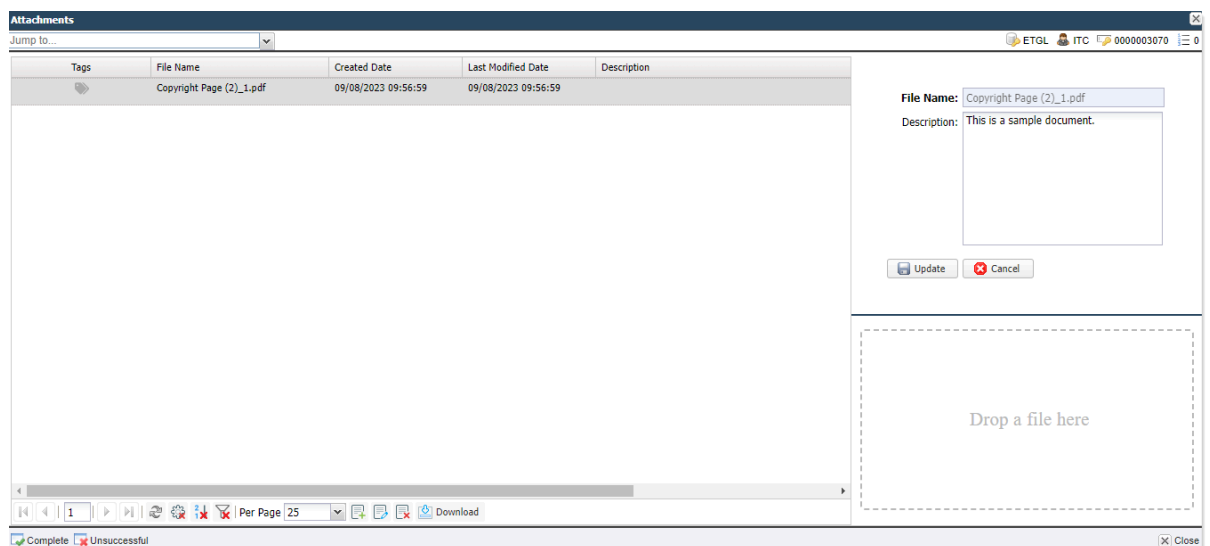
The "Add new attachment" window is a modal dialog with a dark blue header bar containing the title and a close button. The main area contains a "File:" label next to a text input field, with a "Select file" button to its right. Below this is a "Description:" label next to a larger text area. At the bottom, there are two buttons: "Ok" with a green checkmark icon and "Close" with a red X icon.

If you did not use the drag and drop method, click *Select file* to choose a file on your computer. Add a description for the attachment in the *Description* field. Then click *Ok*. A new record is now present in the *Attachments* grid.

Editing Attachments

To edit an attachment, select an attachment in the grid and update the details in the panel to the right. Click *Update* to save the changes.

Edit Attachment in the Attachments Window



The "Attachments" window is a complex interface. It features a top navigation bar with a "Jump to..." dropdown and user information. Below this is a table with columns: Tags, File Name, Created Date, Last Modified Date, and Description. The table contains one row for "Copyright Page (2)_1.pdf". To the right of the table is a form for editing the selected attachment, with fields for "File Name" and "Description". Below the form are "Update" and "Cancel" buttons. At the bottom right, there is a large dashed box labeled "Drop a file here". The bottom of the window has a status bar with "Complete" and "Unsuccessful" indicators, and a "Close" button.

Tags	File Name	Created Date	Last Modified Date	Description
	Copyright Page (2)_1.pdf	09/08/2023 09:56:59	09/08/2023 09:56:59	

Attachment Tags

Tagging is an advanced feature that requires system value configuration. For more information, see [Attachment Tag System Values on page 918](#).

Deleting Attachments



To delete attachments, click the *Delete* button in the toolbar.

Downloading Attachments

To download attachments, select a record and click the *Download* button.

Completing the Attachments Task

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Attachments* task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

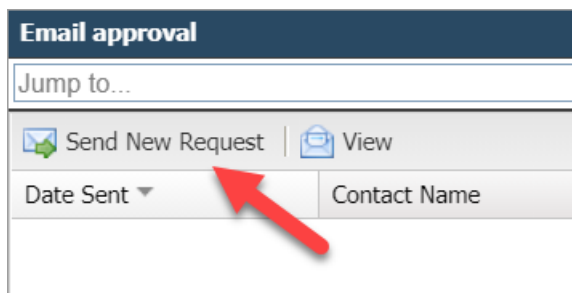
Email Approval (Import Shipment Task)

The *Email Approval* task is used to send approval emails to a supplier or broker.

Sending New Request

To create a new email request for the supplier, click the *Send New Request* button. This displays the *Create Email Request* window.

Send New Request Button



Create Email Request Window

Create Email Request

Compose

Preview

Partner:

Contact:

To Address(es):

Demo@Address.com

Reply Address(es):

Reply@Address.com

Follow-up Date:

19/08/2021

Template:

Subject:

Please View This Example Document

Message:

Tahoma

B

I

U

A⁺

A⁻

A

ab

Dear X,

I hope this email finds you well.

Please find attached X.

{Instructions}.

Best,

Registry Id	File Name	Description
c4687e5a-7f13-48...	SampleDocument.pdf	This is a sample d...

Send

Close

The fields in the window are described in the table below.

Create Email Request Fields

Field	Description
Partner	Specify a partner using the lookup.
Contact	This field may autofill, depending on the partner configuration.
To Address(es)	This field may autofill, depending on the partner configuration. You can add multiple email addresses by using a semicolon to separate them.
Reply Address(es)	You can add multiple Reply To email addresses by using a semicolon to separate them.
Follow-up Date	The default is 30 days from the current date. Note This field is for reference purposes only.
Template	Your administrator may have created and configured email templates. Click the lookup icon to select one.
Subject	Insert an email subject line.

Field	Description
Message	Compose an email and style it using the formatting options in the toolbar.

Note Emails are sent in standard format. There is no BCC feature.

Adding Attachments

When the *Add attachment(s)* option is selected, the *Select Attachment(s)* window displays.

Select Attachment(s)

Select attachment(s)				
	File Name	Created Date	Last Modified Date	Description
	SampleDocument.pdf	03/06/2021 11:13:43	03/06/2021 11:13:43	This is a sample document.

Documents on the *Attachments* task are displayed in this window.

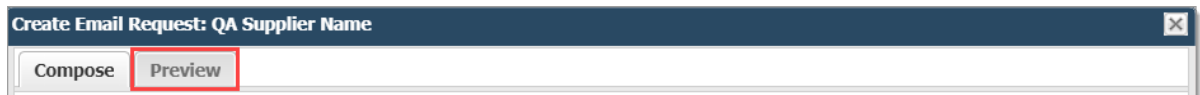
Click the green plus  button beside a document record to attach it to the email.

You can remove an attachment in the same window by clicking the red delete  button.

Previewing Entered Details

The *Preview* tab in the *Create Email Request* window allows you to review the details you entered before sending.

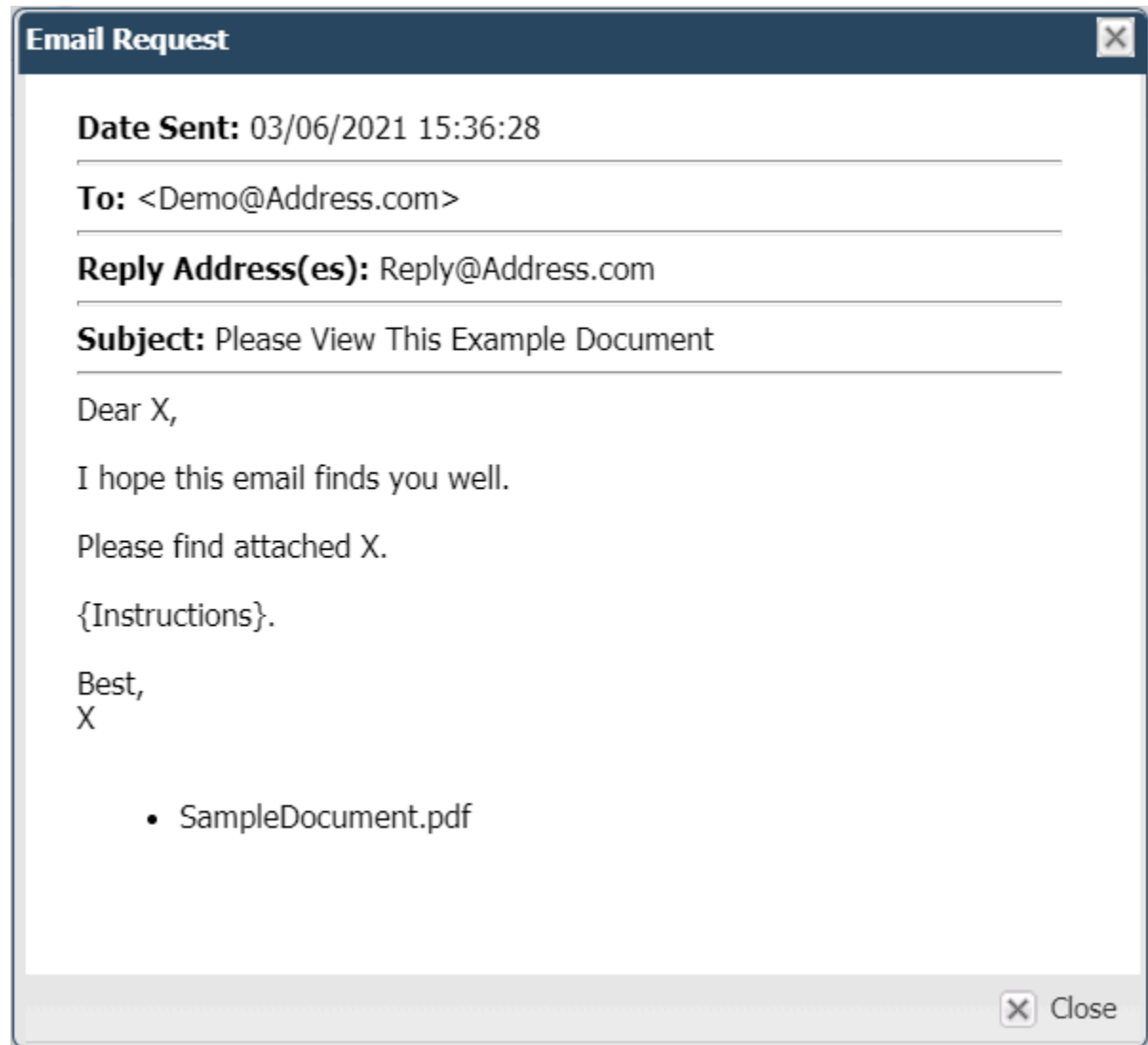
Preview Tab, Create Email Request Window



If all details are correct, click the *Send* button to send the email to the specified addresses.

The *View* option in the *Email Approval* window enables you to view the details of a previously sent email. Select a record in the grid and then click *View*. The *Email Request* window displays.

Email Request Window

A screenshot of a software window titled "Email Request" with a close button (X) in the top right corner. The window contains the following text: "Date Sent: 03/06/2021 15:36:28", "To: <Demo@Address.com>", "Reply Address(es): Reply@Address.com", and "Subject: Please View This Example Document". Below these fields is the email body text: "Dear X,", "I hope this email finds you well.", "Please find attached X.", "{Instructions}.", "Best,", "X". At the bottom of the email body is a bulleted list item: "• SampleDocument.pdf". In the bottom right corner of the window is a "Close" button with a small X icon.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

Tracking Milestones Task

The *Tracking Milestones* task is used to provide tracking information for your shipment.

Tracking Milestones Window

Tracking Milestones

Jump to...

0 EFCH PO 2583

Sequence: Name Search

Tracking EFCH PO 2583 0

Name	Carrier	Account	Description	Status Code	Event Type	Date	Time	Proof of Delivery
No records found.								

Page 1 of 1

Complete Close

The system retrieves a CSV file from an integrated server and creates a record. This file can also update existing records. When the file is received, the bill of lading is then used to link to an existing import shipment.

If a matching bill of lading cannot be found, or there are multiple import shipments with the same bill of lading, a match is not created. A notification email is sent to alert users if this occurs.

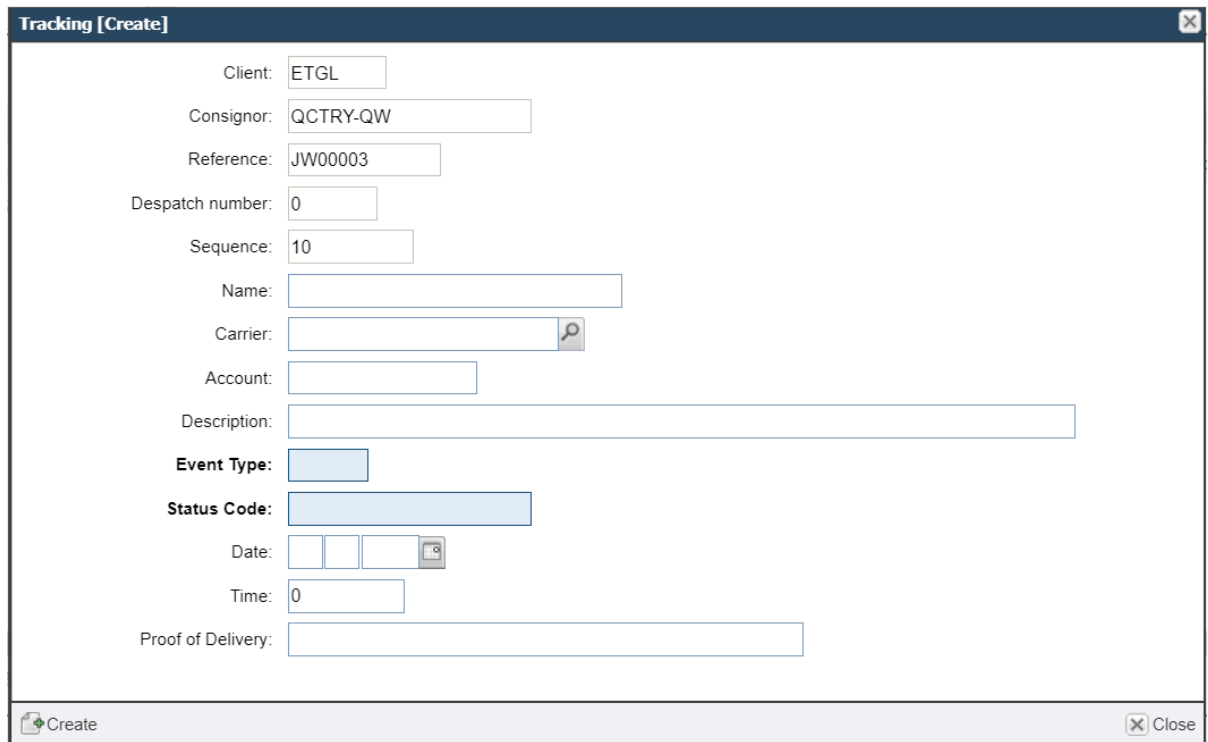
Five pre-configured messages can be received:

- Ship Date: The carrier departed the pickup location with the shipment.
- Arrival Date: The shipment was received at the destination depot.
- Clearance Delay: Additional clearing agency information or documentation is required for clearance.
- Customs Cleared: The shipment was released from customs or another agency.
- Final Delivery: Completed unloading at the delivery location.

The search panel at the top of the window enables you to filter results in the grid below.

To manually create a tracking record, click the *Create*  button in the bottom toolbar.

Tracking [Create]



The screenshot shows a 'Tracking [Create]' window with the following fields and values:

- Client: ETGL
- Consignor: QCTRY-QW
- Reference: JW00003
- Despatch number: 0
- Sequence: 10
- Name: (empty)
- Carrier: (empty)
- Account: (empty)
- Description: (empty)
- Event Type: (empty)
- Status Code: (empty)
- Date: (empty)
- Time: 0
- Proof of Delivery: (empty)

At the bottom left is a 'Create' button with a green plus icon, and at the bottom right is a 'Close' button with a red X icon.

The fields in this window reflect the information in the retrieved CSV file. The *Client*, *Consignor*, *Reference*, *Despatch Number*, and *Sequence* fields may populate automatically.

Note The value in the Sequence field must be unique for each record.

Click *Create* to save and add the record.

Click *Complete* to save all changes and close the window. A green checkmark  is then displayed beside the *Attachments* task to indicate that it is complete.

Errors (Import Shipment Task)

Using the *Errors* task, you can review any errors related to the import shipment that were detected. These errors are added automatically as a result of interaction with other tasks and cannot be added manually.

Errors Window

The screenshot shows the 'Errors' window with the following components:

- Title Bar:** Errors
- Search Panel:**
 - Jump to: [dropdown]
 - Source: [text field]
 - Code: [text field]
 - Error: [text field]
 - Applicable Entity: [text field]
 - Applicable Entity Field: [text field]
 - Applicable Entity Key: [text field]
 - Resolved: ☐
 - Buttons: Search, Resolve, Detailed View: ☐
- Error List:**
 - Source: [red X icon]
 - Code:
 - Error: A_CHINA is not valid for party type Ship From
 - Date: 16/03/2021 Time: 13:08:29
 - Source: [red X icon]
 - Code:
 - Error: Ship To DEL001 is not a valid party
 - Date: 16/03/2021 Time: 13:08:29
 - Source: [red X icon]
 - Code:
 - Error: Ultimate Consignee UC002 is not a valid party
 - Date: 16/03/2021 Time: 13:08:29
 - Source: [red X icon]
- Footer:**
 - Buttons: Complete, Unsuccessful, Close

The search panel at the top of the window enables you to filter results in the grid below.

Note The *Applicable Entity* field becomes available when a valid value is entered in the *Applicable Entity* lookup field.

To mark a task as resolved in the database, select an error in the list and click *Resolve*.

To include resolved tasks in the list of errors, enable the *Resolved* field in the search panel.

The *Detailed View* field shows more information regarding the error.

You can also delete a record by selecting it and clicking the *Delete* button.

Click *Complete* to save all changes and close the window. A green check  is then displayed beside the *Errors* task to indicate that it is complete.

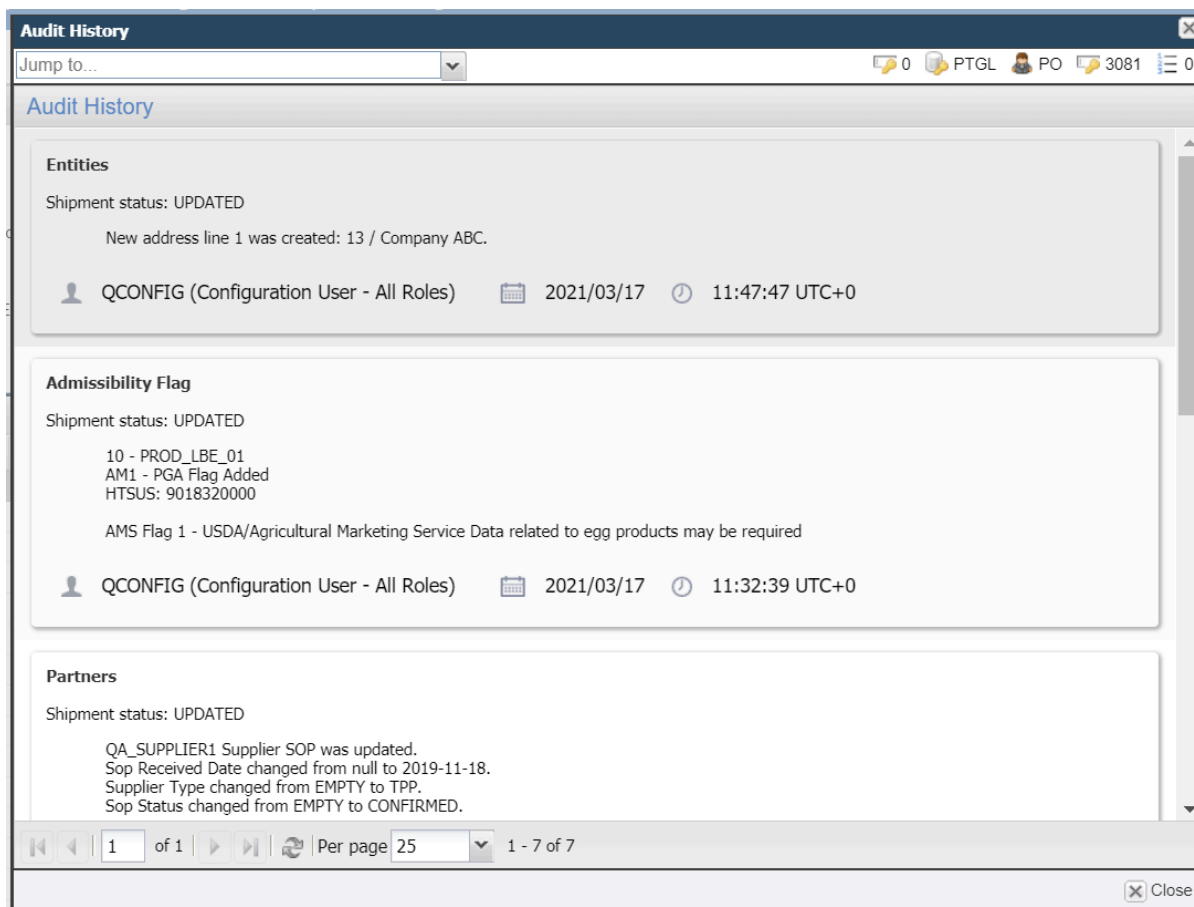
Click *Unsuccessful* to save and close the window. A red X  appears beside the task to indicate that it did not successfully complete.

Click *Close* to close the window without saving updates.

Audit History (Import Shipment Task)

The Audit History feature records any changes that are made to the workflow. This is a read-only task.

Audit History Window



Export Transaction Details Task

The *Export Transaction Details* task generates a JSON file or Excel spreadsheet—depending on configuration—from the details of the selected import shipment in the *Import Shipments* panel.

Double-click the *Export Transaction Details* task to generate the file.

Documents Task (New)

Documents are reports that you can create from predefined layouts. They are populated from the database. They are internally generated documents.

You can view and add shipment documents with the Documents (New) task. This task contains an updated version of the UI in the Documents (Old) task, which is available in some workflows.

Note Documents are different from attachments. Attachments are any documents that are uploaded to the workflow, such as documents from a third party, or the output of the Export Transaction Details workflow task.

The screenshot shows the 'Documents' window with a 'Jump to...' dropdown at the top. Below it is a 'Documents' section with buttons for 'Print', 'Preview', and 'Email' (with a dropdown), and an 'Enter Email Address...' field. A table with columns 'Description', 'Reference', 'Type', 'Printer', and 'No. of Copies' is visible. To the right is the 'Document Details' section with fields for 'Print To:', 'Printer:', 'No. of Copies:', and nine 'Note' fields (Note 1 through Note 9). A 'Save' button is at the bottom of this section. At the bottom of the window is a 'Message Area' and a 'Complete' status bar with a 'Close' button.

To add a new document to the purchase order, click the Add button. In the Document pop-up window, click the green Add Record icons to add documents to the workflow, then click the Close button to return to the main window. Added documents automatically save to the task.

The screenshot shows the 'Documents' window with the 'Document' pop-up window open. The pop-up window has a table with columns: 'Document Type', 'Document', 'Description', 'Program name', 'Image output s...', 'Module', and 'In use'. The table lists various document types (00) and their descriptions (e.g., COMPL, INV1E, INV1PRO, INV1F, INV1G, INV1S, INV2E, INV2PRO, INV2F, INV2G, INV2S). A 'Close' button is at the bottom right of the pop-up. The background window shows the 'Document Details' section and a 'Message Area' with a status message: 'The document was successfully added.' The status bar at the bottom shows 'Complete' and a 'Close' button.

Click the Remove button to remove a document.

After adding a shipment document, you can preview, print, and email the document. You can also attach an image file to the document.

- To print a document, select the checkboxes of the documents that you want to print, then click the Print button. You can select a printer and add notes in the Document Details section.

The screenshot shows the 'Documents' window with a 'Jump to...' dropdown at the top. Below it are buttons for 'Print', 'Preview', and 'Email', followed by an 'Enter Email Address...' field with a blue lookup icon. A table lists documents with columns: Description, Reference, Type, Printer, and No. of Copies. The 'Compliance results document' is selected. To the right, the 'Document Details: 00 | COMPL' section shows 'Print To: Printer', 'Printer: BCPRT05', 'No. of Copies: 1', and nine 'Note' fields. At the bottom is a 'Message Area' and a 'Complete' status bar.

Description	Reference	Type	Printer	No. of Copies
☒ Compliance results document	COMPL	00		1
☐ Invoice - German (short)	INV1G	00	QDEFAULT	1
☐ Invoice - Proforma (LONG)	INV2EPRO	00	QDEFAULT	1

- To preview a document, click the Preview button.
- To email a document, select the checkboxes of the documents that you want to send in an email, then enter an email address in the Enter Email Address field and press the Return key on your keyboard. Alternatively, click the blue lookup icon on the field to choose a partner email address.

After you add the email address, click the dropdown arrow on the Email button. From the dropdown menu, choose whether to combine the selected documents into one PDF, or to send each document as a separate PDF.

This screenshot shows the 'Email' button's dropdown menu open, displaying two options: 'Combined into a single PDF Attachment' and 'Individual PDF Attachments'. The email address '@qad.com' is entered in the field next to the button. The document list below remains the same as in the previous screenshot.

If the email is successfully sent, a success message appears in the Message Area.

- To attach an image to a document, select the checkbox of the documents that you want to print. Click the Upload button  to the right of the Image File Name field in the Document Details section. Navigate to the location where the image is stored and double-click it to select it and populate the Image File Name field. In the Document

Details section, click the Save button. If the image is successfully uploaded, a success message appears in the Message Area.

Click **Complete** to save all changes and close the window. A green check is then displayed beside the Documents task to indicate that it is complete.

Click **Close** to close the window without saving updates.

Documents (Auto-Generated) Task

Use the *Documents (Auto-Generated)* task to automatically generate a tagged document—such as a customs invoice (IMP_CINV)—from the *Documents* (DOCS) page when an Import Shipment transaction is created through the Imports API. The document is then automatically uploaded to [Electronic File Management \(EFM\) on page 1819](#). For the document to generate, the Import Shipment must pass all compliance checks.

To generate the document, in the *Tasks* panel, double-click the *Documents (Auto-Generated)* task. A blank window briefly appears while the document is generating.

If the document generates successfully, it is added to the *Documents* task in the Workflow Portal. For more information, see [Documents Task \(New\) on page 75](#). The document is also added to the *Registry* page in EFM, where you can view the document and the document's tags.

You can configure the documents that you want to generate, and the tags that you want to associate with the document, on the *System Values* page (option Y3) using system values. For more information, see [Auto-Generated Document Configuration System Values on page 920](#).

SRM Document Requests Task

Use the *SRM Document Requests* task to see which documents are requested from the QAD Supplier Management (SRM) solution, the due date of the documents, and the date of receipt, if applicable.

For this task to update, the SRM integration with GTTE must be implemented. For more information on implementing the SRM and GTTE integration, contact QAD Support.

With this task, if you send a document request to SRM as part of an import shipment, you can check if the receiving party of a document request, such as a supplier, uploaded the documents. The *Attachments* task, which is described in [Attachments \(Import Shipment Task\) on page 826](#), automatically updates with the documents when the documents are uploaded in SRM.

Click **Complete** to save all changes and close the window. A green check is then displayed beside the task to indicate that it was successfully completed.

Click *Unsuccessful* to save and close the window. A red X appears beside the task to indicate that it was not completed successfully.

Click *Close* to close the window without saving updates.

FTN - Export and Send Shipment File

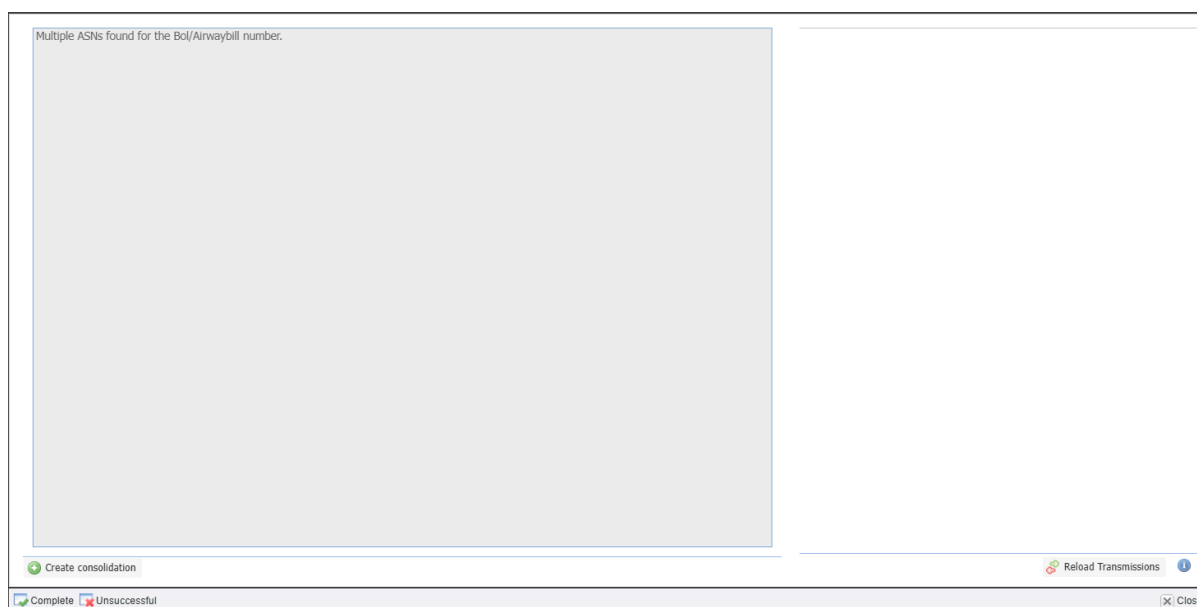
To configure buyer consolidation in QAD GTTE, use the FTN - Export and Send Shipment File task.

If multiple advanced shipping notifications (ASNs) are shipped to a local freight forwarder, the packages are usually consolidated under one bill of lading number or air waybill number, and they must be cleared together under one import entry. This process is necessary only when the ASNs are received individually, meaning they must be consolidated into one import shipment in QAD GTTE. All processing must be done against the consolidated import shipment rather than the individual transactions. If the source system already consolidates the transactions, they are processed as one transaction.

The ASN and buyer consolidation is not automatically created, because it is not possible for the system to determine how many ASNs were put together. The alternative approach is to pass each ASN to a broker individually, so that the consolidation happens in the broker's system. For this reason, the consolidation feature and the FTN - Export and Send Shipment File task are disabled by default. The FTN integration can be enabled at broker level as needed. For further details, contact your account manager for QAD Global Trade.

The task contains the following buttons, depending on the consolidation and ASN status:

- If multiple ASNs are found, the Transmit button is hidden and the Create Consolidation button is shown instead.



To consolidate the transactions, click Create Consolidation. The consolidation is automatically created, and a reference number is assigned to it.

- After you create a consolidation, the child transaction displays the Remove from Consolidation and Show Consolidation in Workflow buttons.



To show the new consolidated shipment in the grid on the **Workflow Portal**, click Show Consolidation in Workflow.

To remove the child transaction that was consolidated into the shipment, click Remove from Consolidation.

- To refresh the shipment consolidation when a new child transaction is added or removed, click the Refresh Consolidation button. This button is only displayed on the parent transaction.

To refresh the transmissions, click Reload Transmissions. If there are updates for the transmissions, they are displayed with symbols to signify one of the statuses in the following table.

Consolidation Transmission Statuses

Icon	Status	Meaning
Right-facing green arrow	Sent	The consolidation transmission is sent to the target system.
Right-facing red arrow	Failed to transmit	The transmission failed to transmit.
Left-facing blue arrow	Acknowledged	The transmission is acknowledged by the target system.

Icon	Status	Meaning
Left-facing green arrow	Response	There is a response to the transmission from the target system.
Left-facing yellow arrow	Response has warnings	The response to the transmission has warnings.
Left-facing red arrow	Response has errors	The response to the transmission has errors.
Red no symbol 	Canceled	The transmission is canceled.

Note To view the legend for the transmission symbols, hover over the blue information icon on the bottom right of the window.

For the Send to Broker option, the Customs Invoice permission for the broker is performed at the consolidation level, and any 7501 or entry data coming back is also compared against the consolidation.

Click Complete to save all changes and close the window. A green check is then displayed beside the task to indicate that it is complete.

Click Close to close the window without saving updates.

Entry Discrepancy Review Task

The Entry Discrepancy Review workflow task lists the discrepancies that are identified by the EDI Broker Summary API. For more information, see [Broker Discrepancy Handling on page 849](#).

The task contains the following buttons:

Button	Description
Show Accepted	To help you to focus on outstanding changes, all previously accepted discrepancies are hidden by default. To view these accepted changes, click Show Accepted.
Hide Accepted	Only shows discrepancies that are outstanding or marked as rejected.
Accept All	Accepts all outstanding discrepancy changes, such as changes with a blank status. In instances where a discrepancy cannot be applied due to a validation issue or another conflict, the discrepancy remains outstanding.

Button	Description
Reject All	Rejects all outstanding discrepancy changes.
Refresh	Refreshes the list of discrepancies within the grid.

The grid on the Entry Discrepancy Review task contains the following columns:

Column	Description
Data Context	Shows context information related to the discrepancy.
Data Element	Shows the specific data element where the discrepancy was found.
Shipment Value	Shows the current value of the data element on the transaction.
Broker Value	Shows the broker value received within the broker summary message.
Action	<p>The Action column contains the following buttons for processing the discrepancy:</p> <ul style="list-style-type: none"> • Accept: Apply the discrepancy change to the transaction. • Reject: Reject the discrepancy change. • Manual Accept: Manually apply the suggested broker to the transaction.
Status	<p>Shows the status of the discrepancy.</p> <ul style="list-style-type: none"> • A blank status indicates that the discrepancy decision is pending. • Accepted: The discrepancy is accepted. • Rejected: The discrepancy is rejected. • Manual-Fix: The suggested discrepancy change was

Column	Description
	manually applied outside of the workflow task.

When a GTTE transaction attribute is updated to reflect the value communicated within the entry broker summary message, a transaction audit log is created to track the changes. To review the list of audit logs, open the [Audit History on page 834](#) workflow task.

Click Complete to save all changes and close the window. A green check is then displayed beside the task to indicate that it is complete.

Click Close to close the window without saving updates.

Assign Owner (Import Shipment Task)

The Assign Owner task allows you to assign an owner to the import shipment transaction, set its priority, and include a processing note for the shipment. This functionality is particularly useful when addressing issues or discrepancies during the import process.

Assign Owner Window

The Assign Owner task window contains the following fields:

Assigned Owner

Click the search icon  and select a user responsible for addressing or resolving any shipment issues or discrepancies.

Priority

Set the shipment's priority from the following options: Low, Medium, High, Critical, or Standard. The default priority is set to Standard.

Processing Notes

Enter a note to assist the assigned user in resolving shipment issues or discrepancies.

Notify User

Select the checkbox to notify the assigned user.

Click Complete to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Export Transaction Details to Broker (Auto) Task

The system uses the Export Transaction Details to Broker (Auto) task to automatically generate the import shipment data in the form of a JSON file or Excel spreadsheet, and then sends it from the GTTE system to external parties, such as brokers.

This task simplifies the export transaction details process by eliminating the manual steps of downloading, uploading, and emailing import shipment data attachments.

Note The system can create two different JSON files when exporting import shipment data. One file contains only limited transaction details, while the other file (JSON_ALL format) includes the complete set of transaction details. These files are sent to external parties such as brokers.

Important The Export Transaction Details to Broker (Auto) task is triggered only after successful completion of compliance checks.

For information on configuring the system values, see [Export Transaction Details to Broker \(Auto\) Task System Values on page 955](#).

Export Transaction Details to Broker (Manual) Task

The Export Transaction Details to Broker (Manual) task generates the import shipment data in the form of a JSON file or Excel spreadsheet, and enables you to send it manually from the GTTE system to external parties, such as brokers.

This task simplifies the export transaction details process by eliminating the steps of downloading, uploading, and emailing import shipment data attachments.

Note The system can create two different JSON files when exporting import shipment data. One file contains only limited transaction details, while the other file (JSON_ALL format) includes the complete set of transaction details. These files are sent to external parties, such as brokers.

Double-click the task to open the task window.

Manual Email Task Window



Click the Preview Request button to view the email content prior to sending it.

Click the Submit Transaction button to resubmit a transaction.

The Reload Transmission button reloads and displays the transmission history, including the transmission ID, notes, sender, and date.

Reloaded Transmission

Jump to...

ETGL ITC 0000011278

Email Subject Template

Email Body Template

```
{
  "header": {
    "client": "TGL",
    "transactionType": "E",
    "shipmentNumber": "LIO_2025_98B",
    "externalReference": "LIO_2025_11C",
    "supplierOrderReference": "SUPORDREF123",
    "shipmentDate": "2022-06-15",
    "shipmentType": "EN",
    "shipmentLanguage": "ENG",
    "importingCountry": "US",
    "exportingCountry": "CN",
    "company": "Z3 FRANCE",
    "supplier": "A CHINA",
    "shipFrom": "A CHINA",
    "consignee": "42012",
    "ultimateConsignee": "42012",
    "shipTo": "A9951",
    "importerOfRecord": "4646ASHZ",
    "buyer": "MA001",
    "broker": "1616LIO",
    "portOfLoading": "0102",
    "portOfUnloading": "0106",
    "foreignPortOfLoading": "0102",
    "relatedParties": false,
    "bolNumber": "BOL2025_80B",
    "invoiceNumber": "INV321",
    "poNumber": "POLIO2025_24A",
    "entryNumber": "ENTRYLIO2025_58B",
    "totalWeight": {
      "grossWeight": 10.0000000,
      "netWeight": 15.0000000,
      "weightUom": "KG"
    },
    "psiDefinedField1": "JES1",
    "psiDefinedField2": "JES2",
    "psiDefinedField3": "JES3",
    "psiDefinedField4": "JES4",
    "psiDefinedField5": "JES5"
  },
  "parties": [ {
    "action": {
      "masterData": true,
      "overrideAddress": false
    }
  } ]
}
```

ASN

Transmission ID: 2339

Reference: LIO@QAD.COM

Note: Email successfully sent to lio@qad.com

User: QAITCADM

Date: 24/06/2025 12:42:53

Preview Request

Submit Transaction

Reload Transmissions

Complete

Unsuccessful

Close

Click Complete to save all changes and close the window. A green check  is then displayed beside the task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X  appears beside the task to indicate that it did not complete successfully.

Click Close to close the window without saving updates.

Close Task

The Close task changes a record's status from Open to Closed. Marking a shipment, purchase order, or import shipment as Closed indicates that it is complete and is processed.

If you need to locate a closed purchase order, select the Closed option in the status field on the Workflow screen. Then click Search.

Status Field, Workflow Search Panel

Purchase Order

Search

Open ▼

Purchase Order ▼

Open

QTGLUSER ▼

Closed

TGL ▼

Reference No.:

Search

More

To reopen a closed purchase order, select a record in the transactions grid and click the Open Transaction button in the toolbar.

Open Transaction Button, Workflow Toolbar



Broker Feed Documents

The *Attachments* task on an import shipment workflow accepts documents that are received through integrated brokers. When a document is received and accepted, it functions the same as a manually added document. When a broker document is received, it searches for an import shipment workflow with a matching bill of lading or entry number.

When a match is found, the broker document is present in the *Attachments* task. See the [Attachments \(Import Shipment Task\) on page 826](#) section for more information. However, if an import shipment workflow match is not found, it is displayed in the *Unmatched Broker Documents* area of the Imports Portal.

To configure broker document feeds in GTTE, see [Broker Feed Configuration on page 897](#).

Unmatched Broker Documents

To maintain unmatched broker document records, access option IMP, the Imports Portal.

Unmatched Broker Documents, Imports Portal

Imports		! Unmatched Broker Documents		
Menu Search		File Name	Created Date ↓	Broker Feed ID
Imports				Broker Reference
! Unmatched Broker Documents				
Dashboard				
Activity				
Background Jobs				
Processing Configuration				
Broker Document Feeds				
SRM Document Templates				
Product Master				
Mass Classification				
System Configuration				
Import File				
Database				
Changelog				

File Name	Created Date ↓	Broker Feed ID	Broker Reference
	09/04/2024 18:31:41	FTN	
	19/03/2024 14:24:12	TEST	
	19/03/2024 14:23:36	TEST	
	19/03/2024 13:30:25	TEST	
	11/10/2023 14:56:34	TEST	
	11/10/2023 13:40:44	TEST	
	05/10/2023 06:08:49	TEST	
	04/09/2023 17:09:23	TEST	
	15/08/2023 09:04:59	TEST	
	11/08/2023 19:13:34	TEST	
	11/08/2023 17:16:25	FTN	
	07/08/2023 09:25:49	TEST	
	03/08/2023 11:22:36	TEST	

1 of 3 Per Page: 25 1 - 25 of 62 Download Document Retry

To view the document, select a record in the grid and click the *Download Document* button in the toolbar. The PDF document downloads to your device.

If necessary, you can update an import shipment bill of lading or entry number by accessing the *References* workflow task.

Both the *BOL Number* and *Entry Number* fields are used to add a bill of lading and entry number respectively.

BOL Number and Entry Number Fields, References Task

References

Jump to...

Invoice Number:

PO Number:

BOL Number:

Entry Number:

Entry Date: 02/06/2021

Export Date:

Summary Date: 02/06/2021

You can also add an entry number on the *Header Details* task with the *Filer Code / Entry No.* field.

Filer Code / Entry No. Field, Header Details Task

After updating these details, return to the *Unmatched Broker Documents* page in the Imports Portal and select the record that you want to match. Then click the *Retry* button.

The system then attempts to attach the broker document to a purchase order. If successful, the record disappears from the *Unmatched Broker Documents* grid and appears in the *Attachments* task. Otherwise, a message displays to inform you that a match could not be found.

Note If multiple workflows have the same bill of lading or entry number, no match occurs.

Unsuccessful Match Message

File Name	Created Date ↓
docstest.txt	09/04/2024 18:31:4

The other menu options—*Background Jobs*, *Broker Document Feeds*, and *Import File*—apply to a system configurator.

- *Background Jobs* relates to how the system stores and receives documents.
- *Broker Document Feeds* shows integrated brokers.
- *Import File* is used to upload a configuration file that was exported from another environment.

Broker Discrepancy Handling

When a transaction is sent from QAD GTTE to a broker, the broker might decide to change some items in the transaction, which might lead to discrepancies in the data. The broker discrepancy logic in QAD GTTE identifies differences by comparing the QAD GTTE transaction against the broker summary electronic data interchange (EDI) message. The logic automatically applies the broker value for some attributes and creates broker discrepancies for others when differences are found.

The EDI message is automatically validated when it is received in GTTE. If validation is successful, the following transaction attributes are updated in the EDI Broker Summary API:

- EntryDate
- PortCode
- PortOfUnlading
- ImportingCarrier
- EntryNumber
- DeclarantName
- DeclarationDate
- ImportDate
- ForeignPortOfLading
- SummaryDate
- ConsigneeNumber
- ImporterNumber
- ReferenceNumber
- ReleaseDate
- CustomsBondType
- BondReferenceNumber
- MissingDocuments

If validation fails, a broker discrepancy is created to review the broker value.

The system compares the following data elements on the transaction against the EDI data and raises a discrepancy where a difference exists:

Transaction Header

- Country of origin
- Number of packages
- Total charge invoiced
- Country of export
- Shipment description
- Import type
- Total entered value
- Manufacturer ID
- Surety Number

Transaction Parties

- Party name
- Party address
- Party (new or dropped)

Transaction Charges

- Charge description
- Charge value
- Charge (new or dropped)

Transaction Items

- Product code
- Product description
- Unit price
- Quantity
- Quantity unit of measure (UOM)
- Country of origin
- Exchange rate
- Manufacturer ID
- Export Country
- Foreign port of lading
- Export date
- Commodity code
- Merchandise processing fee
- Harbor maintenance fee
- Duty
- Anti-Dumping Agreement (ADA) rate
- Countervailing duty (CVD)
- CVD rate
- Item (new, dropped, or canceled)

If the broker value for one of these attributes fails a data validation check, a broker discrepancy is created.

To review broker discrepancies for a transaction, use the [Entry Discrepancy Review Task on page 841](#) workflow task or the Broker Entry Discrepancies panel on the [Imports Dashboard on page 1882](#).

Import System Administrators can configure which data elements are checked for broker discrepancies. For more information, see [Broker Discrepancy Configuration on page 900](#) and [Broker Discrepancy System Values on page 921](#).

Broker Discrepancy Search

To track the current status of the broker transaction in relation to sending, receiving, and consuming the EDI message, you can filter workflow transactions with the Broker Status dropdown menu on the workflow [search panel on page 58](#).

The potential statuses for the broker transaction are as follows:

- **New:** Represents a new transaction where no broker messages are sent or received.
- **Sent:** Indicates that a message is transmitted to the broker.
- **Received:** Indicates that a broker summary message is received, containing one or more discrepancies. A determination regarding acceptance or rejection is pending.
- **Accepted:** Indicates that no discrepancies are identified or that all previously identified discrepancies are resolved.
- **Rejected:** Indicates that one or more discrepancies are designated as rejected.

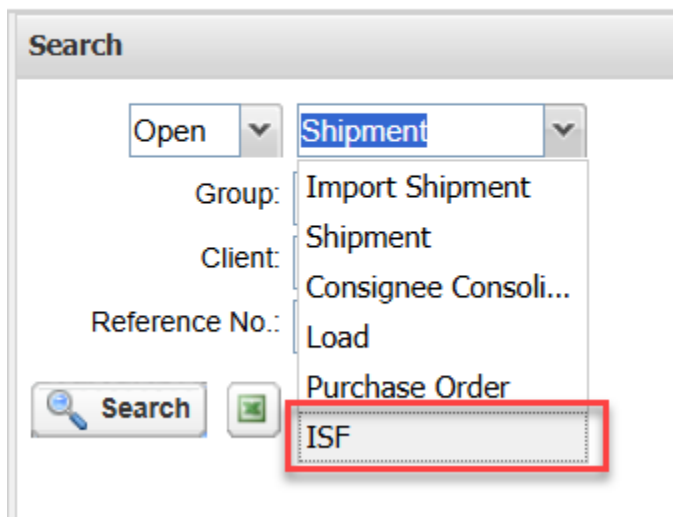
Importer Security Filing Workflow

In the **Workflow Portal**, you can create, edit, and update importer security filings (ISFs). An ISF is an advanced shipping notification for ocean shipments. The ISF includes detailed information about the shipment, such as its contents and origin, to ensure compliance with customs regulations and enhance security. For ocean shipments, you must submit an ISF to U.S. Customs and Border Protection at least 24 hours before cargo arrives in the U.S.

There are two different types of ISF: ISF-5, which has 5 requirements, and ISF-10+2, which has 12 requirements. You can use the ISF workflow in GTTE to change between the two types of ISF.

To access the ISF workflow, from the transaction type dropdown list on the **Workflow Portal** search panel, select ISF.

Workflow Portal



The screenshot shows the 'Workflow Portal' Search panel. It features a search bar at the top. Below it, there are several fields: 'Open' (a dropdown menu), 'Group:' (a dropdown menu), 'Client:' (a dropdown menu), and 'Reference No.:' (a text input field). To the right of these fields is a large dropdown menu for transaction types. The 'Open' dropdown is currently set to 'Shipment'. The transaction type dropdown menu is open, showing a list of options: 'Import Shipment', 'Shipment', 'Consignee Consoli...', 'Load', 'Purchase Order', and 'ISF'. The 'ISF' option is highlighted with a red rectangular box. At the bottom of the search panel, there are two buttons: a 'Search' button with a magnifying glass icon and a 'Create' button with a green plus icon.

Creating an ISF Header

To create an ISF header, complete the following steps:

1. On the **Workflow Portal**, in the Search panel, select the ISF workflow.
2. On the toolbar on the bottom of the screen, click Create (Micro). The Create ISF Header window is opened.
3. Optionally, if templates are configured, from the Load Template dropdown menu, select a template to fill default values for some of the fields. For more information, see [Creating an ISF Template on page 855](#).
4. In the Reference No field, enter the reference number of the bill of lading (BOL).
5. From the Shipment Type lookup, select the QAD GTTE shipment type code.

6. From the Action Reason dropdown menu, select one of the following options for the transaction type:
 - Compliant Transaction. Select this option to create a full ISF with all the data.
 - Flexible Range. Select this option to create a partial ISF with a flexible range.
 - Flexible Timing. Select this option to create a partial ISF with flexible timing.
 - Flexible Range and Timing. Select this option to create a partial ISF that uses a combination of flexible range and flexible timing.

Note

Flexible range and flexible timing are options for the ISF that allow for flexibility in the data and when the data is submitted.

Flexible range:

- Some data is provided, such as the manufacturer, ship-to party, country of origin, or harmonized tariff schedule (HTS).
- The ISF must be updated as soon as better information becomes available, but no later than 24 hours before arrival.

Flexible timing:

- The consolidator or stuffing location is not provided in the original submission.
- The ISF must be updated as soon as this information becomes available, but no later than 24 hours before arrival.

7. From the Submission Type dropdown menu, select the reason for the ISF submission:
 - For new submissions, select either Importer Security Filing 10 (ISF-10) submission or Importer Security Filing 5 (ISF-5) submission, depending on the type of ISF you are submitting.
 - If you are changing the type of an ISF submission, select either ISF-5 submission type is being changed to an ISF-10 or ISF-10 submission type is being changed to an ISF-5.
8. From the ISF Shipment Type dropdown menu, select the shipment filing type for the ISF.
9. From the Partner lookup, select a partner from the QAD GTTE partner table.
10. From the Id Type dropdown menu, select the ID type.
11. In the Id No field, enter the ID number of the partner.
12. From the Bond Holder dropdown menu, select the bond holder category.
13. From the Bond Holder Id Type, select the ID type of the bond holder.

14. From the Bond Type field, select the bond type.
15. In the Bond Holder Id No field, enter the ID number of the bond holder.
16. From the Mode of Transport lookup, select the transport mode.
17. From the Carrier SCAC lookup, select the carrier's standard carrier alpha code (SCAC).
18. To add a BOL, click the Add Bill of Lading icon. You must add all of the BOL types that you want to include in the ISF.

Note The BOL section is not filled in by templates because BOL types are not repeatable between transactions.

- a. In the Add Bill of Lading window, from the BOL Type dropdown menu, select the BOL type.
 - b. In the BOL No field, enter the BOL number.
 - c. From the SCAC lookup, select the SCAC for the BOL.
 - d. Click Create.
 - e. Repeat Step 18 until all of the BOL types are created.
19. To create the ISF, click Create.

If the ISF is created successfully, a success message is displayed in the bottom right corner of the window.

20. Optionally, to view the ISF in the **Workflow Portal**, click the link labeled Close this window and show in the workflow portal.

Creating an ISF Template

You can use templates to save time when you are creating an ISF header.

Note The BOL section is not filled in by the template because BOL types are not repeatable between transactions.

To create an ISF template, complete the following steps:

1. Complete Steps 1 to 17 in [Creating an ISF Header on page 853](#).
2. In the Save Template field, enter a name for the template.
3. To save the template, click the Save Template icon on the right of the Save Template field.
4. Optionally, to finish creating the ISF header, complete Steps 18 to 20 in [Creating an ISF Header on page 853](#)

ISF Tasks

The following sections describe the tasks that are unique to an ISF workflow. For information on the other tasks in the workflow, see [Purchase Order Tasks on page 760](#) and [Import Shipment Tasks on page 803](#).

To view the ISF tasks, in the ISFs table on the **Workflow Portal**, select an ISF. The relevant tasks for the selected ISF are automatically loaded.

ISF Validate and Transmit

Use the ISF Validate and Transmit task to self-file 10+2 ISFs. You can also use this task to track the statuses of filings.

To query the ISF transaction statuses, click Query Transaction Status. On the right of the ISF Validate and Transmit window, submitted ISF transmissions are displayed with their validation status. The legend to the statuses is as follows:

Icon	Meaning
Green right-facing arrow	The transmission is sent to customs.
Green left-facing arrow	The response to the transmission is received from customs.
Blue arrow	The transmission is acknowledged by customs. This status is used if you send a 10+ 2 transmission in parts, leaving out certain details such as the BOL. You must provide the rest of the details for the transmission before the customs deadline, or else the transmission will fail.
Yellow arrow	The response to the transmission is received from customs with warnings.
Red arrow	The response to the transmission is received from customs with errors that you must fix.
Red no symbol 	The transmission is canceled.

To reload the transmissions, click Reload Transmissions.

To view details about the submitted transmission, select a transmission on the right of the screen. On the left of the screen, the date the transmission was added and any remarks are displayed.

To preview the transmission's JSON request, select a transmission on the right of the screen, then click Preview Request. The JSON is displayed in read-only format.

To file an ISF, select the transaction you want to submit on the right of the screen, then click Submit Transaction.

Click Complete to save all changes and close the window. A green checkmark is then displayed beside the ISF Validate and Transmit task to indicate that it is complete.

Click Unsuccessful to save and close the window. A red X appears beside the task to indicate that it did not successfully complete.

Click Close to close the window without saving updates.

Product Labels Overview

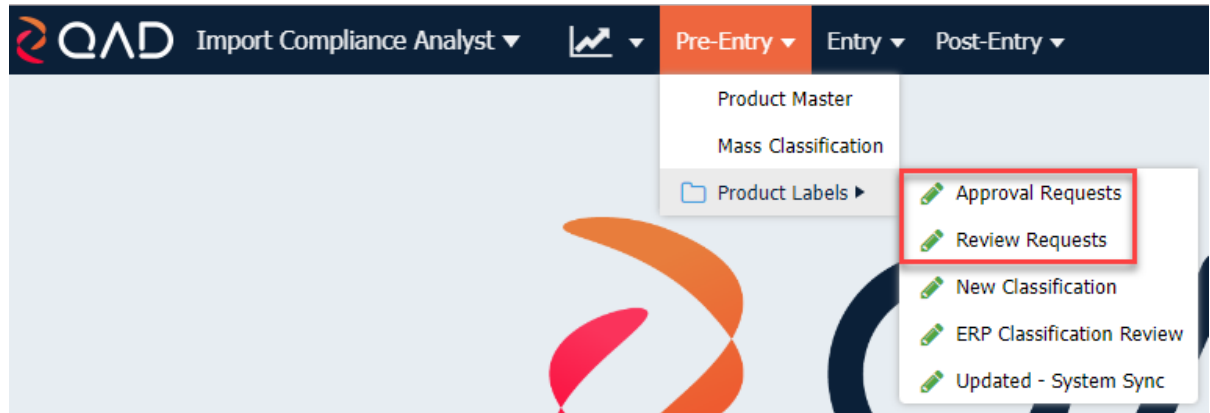
Products may be assigned labels on various portals throughout the system. The term *Labels* is used as a synonym for tags or marks. A product with a label requires attention. This section details how to manage and interact with these labels.

The following label types apply to this product version:

- Classification Review Request (option PCMR)
- Classification Approval Request (option PCMA)

To access the *Product Master* page click the *Pre-Entry* option in the top horizontal menu. Next, hover over *Product Labels* in the dropdown menu and select *Approval Requests* or *Review Requests* in the submenu. Alternatively, access these pages using their menu option codes in the menu search.

Product Labels Options in Menu



Product Labels View

Existing product labels can be reviewed on their corresponding page. Both Classification Review Request and Classification Approval Request behave in the same way.

Approval Requests Page

Approval Requests

Import Country: Product:

Priority: Description:

Assignee: Status:

Product Code	Product Description	Priority	Assignee	Label Status	Note	Reporter
A2000002	Chicken Powder	High	QAITCADM	NEW	mo2	QAITCADM

The search panel at the top of the page enables you to filter results. Using the buttons in the toolbar, you can also update and delete existing labels.

Update / Delete Buttons



To update a label, select a record in the grid and click the *Update* button.

Product Import Commodity Classification Approval Request Window

Product import commodity classification approval request

Import Country: Priority:

Product: Assignee:

Description: Status:

Reporter: Note:

Notify via Email: ☒

The details in the *Import Country*, *Product*, *Description*, and *Reporter* fields reflect the information supplied in the Classification Worksheet. These fields are read-only.

Click *Ok* to close the window and save the changes. Alternatively, click *Save* to save the changes and leave the window open.

Grid Buttons

You can interact with a record by selecting it and using the buttons directly above the grid.

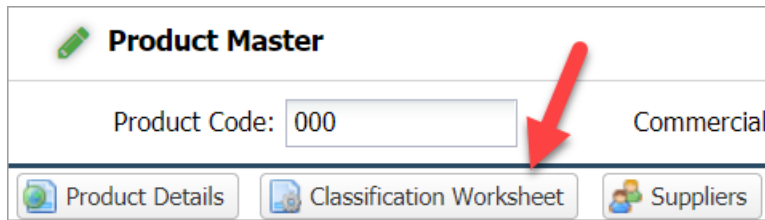
Product Import Buttons

Button	Description
	Open the <i>Customs Details</i> window. Saving does not remove the label.
	Open the <i>Classification Worksheet</i> window. Opening the Classification Worksheet from the grid and saving—regardless of whether changes were made or not—removes the label. You may need to refresh the page. The Classification Worksheet behaves the same as in the Product Master.
	Increase or reduce priority.
	Assign to the current user.

Raising Labels

You can raise a product for review or approval on the Classification Worksheet.

Classification Worksheet Button, Product Master

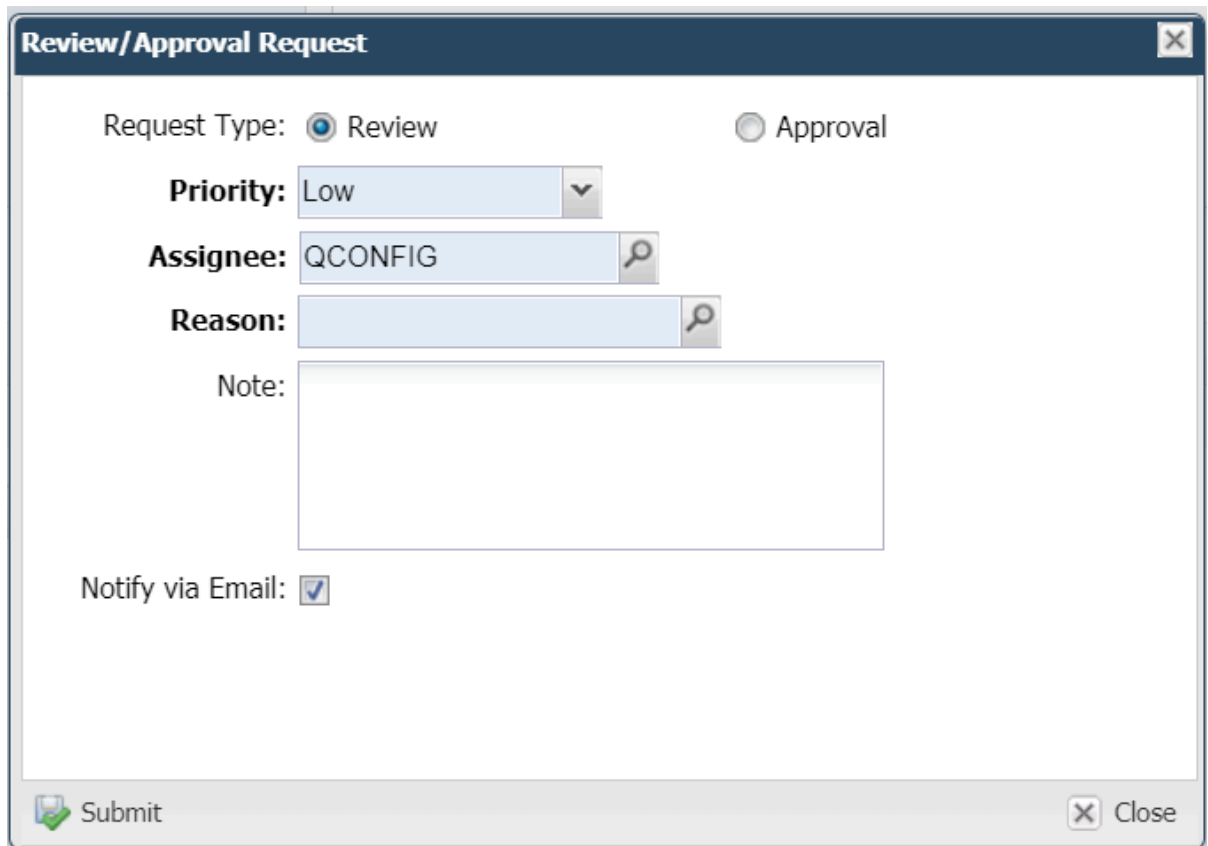


The image shows a 'Product Master' window. At the top, there is a green pencil icon and the text 'Product Master'. Below this, there is a 'Product Code' field with the value '000' and a 'Commercial' field. At the bottom, there are three buttons: 'Product Details', 'Classification Worksheet', and 'Suppliers'. A red arrow points to the 'Classification Worksheet' button.

On the Classification Worksheet, click the *Review/Approval* button.

The *Review/Approval Request* window displays.

Review/Approval Request Window



The image shows a 'Review/Approval Request' window. At the top, there is a title bar with the text 'Review/Approval Request' and a close button. Below the title bar, there are two radio buttons for 'Request Type': 'Review' (selected) and 'Approval'. Below this, there are three fields: 'Priority' (a dropdown menu with 'Low' selected), 'Assignee' (a text field with 'QCONFIG' and a search icon), and 'Reason' (a text field with a search icon). Below these fields is a 'Note' field, which is a large text area. At the bottom, there is a 'Notify via Email' checkbox, which is checked. At the very bottom, there are two buttons: 'Submit' and 'Close'.

Fields highlighted in blue indicate a mandatory field.

For the *Request Type* field:

- If you select *Review*, the PCMR page opens.
- If you select *Approval*, the PCMA page opens.

Click *Submit* to close the window and save the changes. If an existing approval or request has been made for this product, an error pop-up displays to notify you.

Review/Approval Request Window

Review/Approval Request

Importing Country: US

Product: 00010

Description: 00

Reporter: QCONFIG

Request Type: ☒ Review ☐ Approval

Priority: Low

Assignee: QCONFIG

Status:

Note:

Notify via Email: ☐

Ok Save Close

You can update previous inputs for this product in the *Review/Approval Request* window.

Click *Ok* to close the window and save the changes. Alternatively, click *Save* to save the changes and leave the window open.

Deleting Labels

Product Labels can be deleted in three ways, in addition to completing the Classification Process:

- Delete the product that is associated with the label on the Classification Worksheet.
- Delete the label from the relevant label portal using the *Delete*  button on the PCMA or PCMR page.
- Raising a different label type for a product (from Approval to Review). It is important to note that this method changes the format of a label and does not completely delete it.

Product Master Dashboard (Label Dashboard)

See [Imports Dashboard on page 1882](#) in the *Operational Analytics* section.

Imports Administration

This section describes how Import System Admins can configure the default behavior and look of the Import Management tool.

- [Imports Admin Maintenance Portal Overview on page 866](#)
- [Imports Configurator Overview on page 867](#)
- [Supplier Details on page 868](#)
- [Assigning Purchase Orders on page 871](#)
- [API Log on page 875](#)
- [Workflow Portal Search Fields Configuration on page 877](#)
- [Adding Exceptions for Classification Date Changes on page 880](#)
- [Custom Tabs, Dynamic Fields, and Email Replacement Tag Configuration on page 883](#)
- [Broker Job Configuration on page 891](#)
- [Broker Feed Configuration on page 897](#)
- [QAD SRM Integration Configuration on page 902](#)
- [Import Management System Values on page 907](#)

Imports Admin Maintenance Portal Overview

Import System Admins can use the *Imports Admin Maintenance Portal* page (option ITCC) to do many administration tasks, such as maintaining supplier details, configuring search fields, reviewing the API log, maintaining Imports flex domains, and configuring dynamic fields on the Product Master.

Imports Admin Maintenance Portal (ITCC)

The screenshot displays the 'Commodity Group' maintenance screen in the Imports Admin Maintenance Portal. The interface includes a left-hand menu with options like HTS, Commodity Group, Country Link Website, Additional Duties, PGA Flag, Government Department, Government Agency, PGA Flag, Trade Measure, HS Measure Type, HS Trade Measure, HS Flex Domain, HS Country Group, HS SPI Program, HS Certificate, HS Footnote - Translation, and HS Measurement Unit. The main area shows a table of commodity groups with columns for Commodity Group, Commodity Catalog, Reporting Format, Max Length, and Description. The table lists various commodity groups such as EUTC, HTSBR, HTSCH, HTSCH-2023-08, HTSCH-2023-08, HTSGB, HTSGB-2023-08, HTSHK, HTSHK-2023-08, HTSJP, HTSJP-2023-08, HTSMX, HTSMX-2023-08, HTSNO, HTSNO-2023-08, HTSSG, HTSSG-2023-08, HTSUS, HTSUS-2023-08, and HTSUY, HTSUY-2023-08. The table also includes a 'C...' column and a 'Commodit...' column. The bottom of the screen shows a pagination bar indicating '1 of 1' and 'Per Page: 25'.

C...	Commodit...	Commodity Group	Commodity Catalog	Reporting Format	Max Length	Description
		EUTC	EUTC-2023-08	XXXX XX XX XX	10	EUTC - EU TARIC classifications
		HTSBR	HTSBR-2023-08	RAW_FORMAT	8	HTSBR - Brazil Commodity import classifications
		HTSCH	HTSCH-2023-08	RAW_FORMAT	8	HTSCH - Swiss classifications
		HTSCH	HTSCH-2023-08	RAW_FORMAT	10	HTSCH - China Commodity import classifications
		HTSGB	HTSGB-2023-08	XXXX XX XX XX	10	HTSGB - GB TARIC classifications
		HTSHK	HTSHK-2023-08	XXXX XXXX	8	HTSHK - Hong Kong Commodity import classifications
		HTSJP	HTSJP-2023-08	XXXXXX XXXX	9	HTSJP - Japan Commodity import classifications
		HTSMX	HTSMX-2023-08	RAW_FORMAT	8	HTSMX - Mexico Commodity import classifications
		HTSNO	HTSNO-2023-08	RAW_FORMAT	8	HTSNO - Norway Commodity import classifications
		HTSSG	HTSSG-2023-08	XXXXXX XXXX	8	HTSSG - Singapore Commodity import classifications
		HTSUS	HTSUS-2023-08	XXXXXX XXXX	10	HTSUS - US CBP Product import classifications
		HTSUY	HTSUY-2023-08	RAW_FORMAT	10	HTSUY - Uruguay Commodity import classifications

Imports Configurator Overview

Import System Admins can use the *Imports Configurator* page (option CFGITC) to configure system values that are specific to the Import Management solution. The page provides a streamlined way to configure Import Management system values that are also available on the *System Values* page (Y3).

Imports Configurator (CFGITC)

To view a description of the purpose, category, key, and configuration

values of each system value, hover over the tooltips .

To maintain the system values and check if the system values are in use,

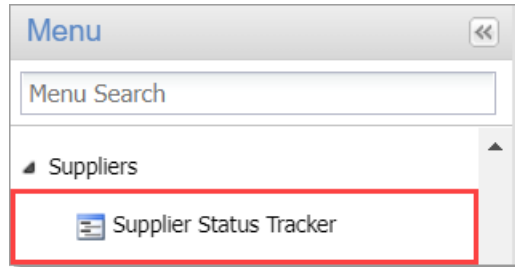
click the grid icons .

Supplier Details

The *Line Details* task contains a *Supplier Details* area. To maintain supplier details, access the Imports Admin Maintenance Portal (option ITCC), or use the dashboard as an Import System Admin to open the Imports Admin Maintenance Portal.

Under the *Suppliers* area in the menu on the left, click *Supplier Status Tracker*. The grid refreshes to display supplier records.

Dashboard Filters



All records on this page have a corresponding partner record, which can be found on the *Partners* page, option NR.

These records can be created manually or by ERP. Regarding ERP:

- If a partner record matches that on an incoming ERP, the partner record is then updated and a role is added to that corresponding with the ERP.
- If a partner record does not match that on an incoming ERP, a new record is created and a role is added to that corresponding with the ERP.

Next, the system checks the Supplier Status Tracker to see if a record matches that of the ERP. If not, a record is created. Otherwise, the existing record is used.

Note Depending on the system configuration, ERP data may overwrite existing system data regarding partners.

Double-click a record in the *Supplier Status Tracker* grid, or select one

and click the *Update Record*  button to update the details. As shown in the image below, certain fields are highlighted in gray. This indicates that the information is retrieved from the supplier record and is read-only in the ITCC portal. However, the details in the remaining fields can be updated.

Update Supplier Status Tracker Record Window

Supplier Status Tracker

* Supplier:

Supplier Number:

Address:

Contact Name:

Contact Email:

Contact Phone:

Alternative Supplier No:

Manufacturer:

Supplier Type:

Supplier Division:

Pre-Alert Status:

Consolidation Supplier: ☒

Active Supplier: ☒

Related Party: ☒

Comments:

SOP Status:

SOP Version:

New SOP Sent Date:

Last Follow-Up Date:

SOP Received Date:

SOP Pre-Approved: ☒

Supplier IOR Type:

Supplier IOR Detail:

Importer Of Record:

Route:

Route Comment:

Assigned Owner:

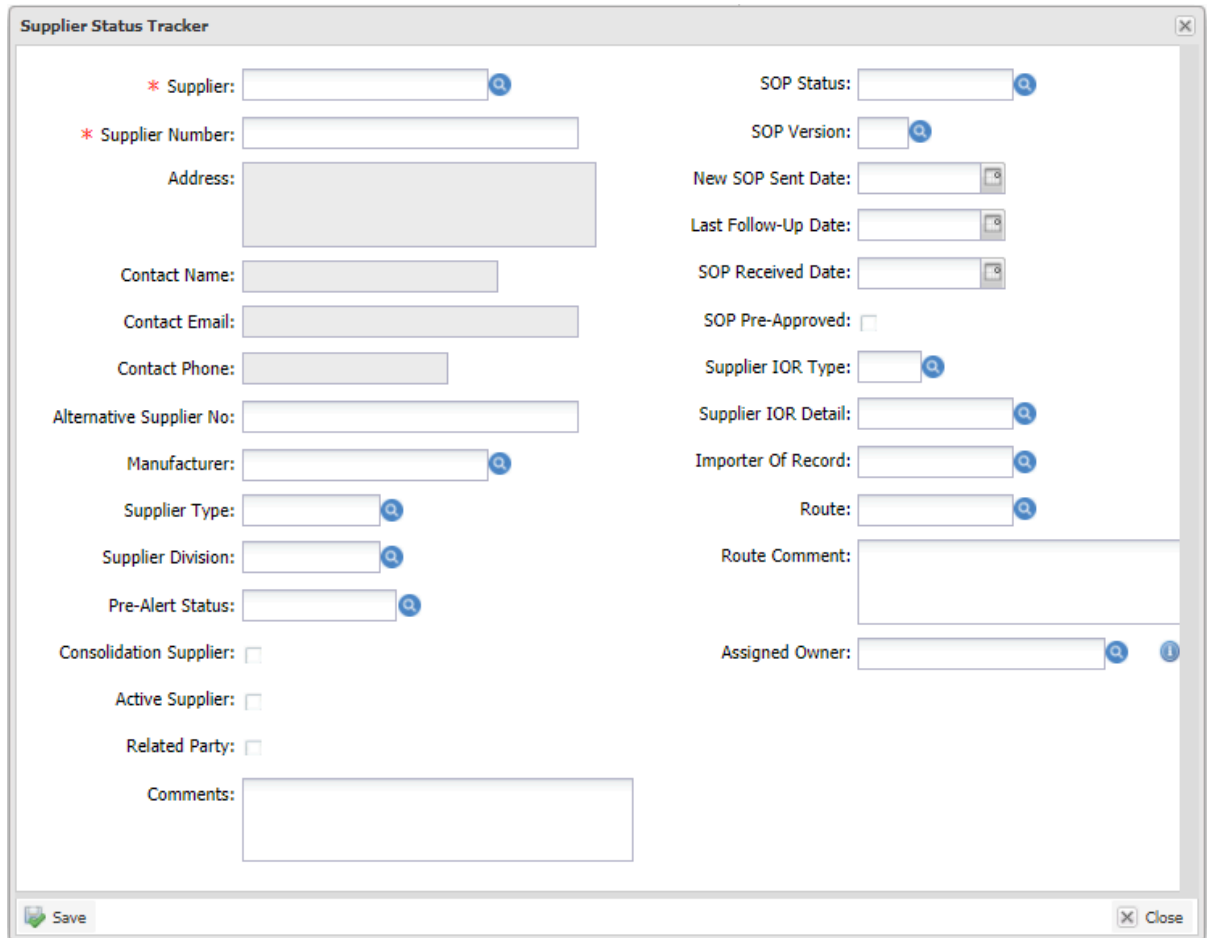
 View Attachments

 Save  Close

After updating the necessary details, click **Save**.

To create a new record, click the **Create**  button in the toolbar of the Supplier Status Tracker grid.

Create New Supplier Status Tracker Record



The image shows a software window titled "Supplier Status Tracker". It contains two columns of input fields. The left column includes fields for Supplier (with a red asterisk), Supplier Number (with a red asterisk), Address, Contact Name, Contact Email, Contact Phone, Alternative Supplier No., Manufacturer, Supplier Type, Supplier Division, Pre-Alert Status, Consolidation Supplier, Active Supplier, Related Party, and a large Comments text area. The right column includes fields for SOP Status, SOP Version, New SOP Sent Date, Last Follow-Up Date, SOP Received Date, SOP Pre-Approved (checkbox), Supplier IOR Type, Supplier IOR Detail, Importer Of Record, Route, Route Comment, and Assigned Owner. Most text fields have a magnifying glass icon for lookup. The bottom of the window has a "Save" button with a green checkmark icon and a "Close" button with a red X icon.

* Supplier:	<input type="text"/>	SOP Status:	<input type="text"/>
* Supplier Number:	<input type="text"/>	SOP Version:	<input type="text"/>
Address:	<input type="text"/>	New SOP Sent Date:	<input type="text"/>
Contact Name:	<input type="text"/>	Last Follow-Up Date:	<input type="text"/>
Contact Email:	<input type="text"/>	SOP Received Date:	<input type="text"/>
Contact Phone:	<input type="text"/>	SOP Pre-Approved:	☐
Alternative Supplier No:	<input type="text"/>	Supplier IOR Type:	<input type="text"/>
Manufacturer:	<input type="text"/>	Supplier IOR Detail:	<input type="text"/>
Supplier Type:	<input type="text"/>	Importer Of Record:	<input type="text"/>
Supplier Division:	<input type="text"/>	Route:	<input type="text"/>
Pre-Alert Status:	<input type="text"/>	Route Comment:	<input type="text"/>
Consolidation Supplier:	☐	Assigned Owner:	<input type="text"/>
Active Supplier:	☐		
Related Party:	☐		
Comments:	<input type="text"/>		

Save Close

The *Supplier* field lookup displays existing partner records. After you select a supplier, the *Supplier Number*, *Address*, *Contact Name*, *Contact Email*, and the *Contact Phone* fields may populate automatically.

After completing the fields, click *Save* to create the supplier.

Assigning Purchase Orders

When a purchase order is received and appears in Workflow, it is automatically assigned to a user depending on how your system is configured. Certain user assignment processes take precedence over others. This hierarchy is detailed below in descending order:

1. Assigned user set on Supplier Status Tracker
2. Assigned user set on Supplier Assignee Grouping
3. Assigned Importer of Record (IOR) and Buyer Assignee
4. Assigned user set on Supplier Alphabetical Assignee
5. Default user set on Imports Configurator

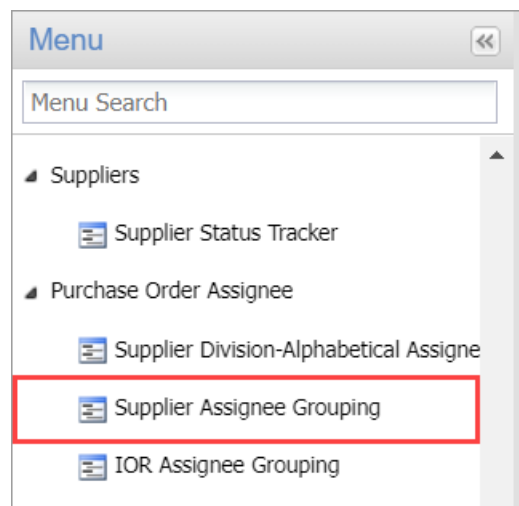
Assigned User Set on Supplier Status Tracker

In the *Supplier Status Tracker* window, the *Assigned Owner* field is used to specify a user. This is the default assigned user for the supplier.

Assigned User Set on Supplier Assignee Grouping

Under the *Purchase Order Assignee* area in the ITCC portal menu, the *Supplier Assignee Grouping* option enables you to assign multiple suppliers to a single user.

Supplier Assignee Grouping Menu Option



Specify a supplier group in the *Group Code* field. All suppliers in this group will be assigned to the selected user in the *Assigned To* field.

Click **Save** to save the supplier assignee grouping.

Create Supplier Assignee Grouping Window



The 'Create Supplier Assignee Grouping' window contains the following fields:

- * Group Code:** A text input field.
- * Description:** A large text area for input.
- Assigned To:** A text input field with a search icon (magnifying glass) to its right.

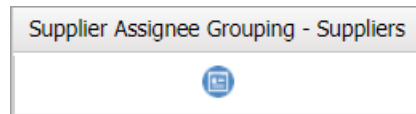
At the bottom of the window are two buttons: **Save** (with a green checkmark icon) and **Close** (with a red X icon).

Updating Supplier Groups

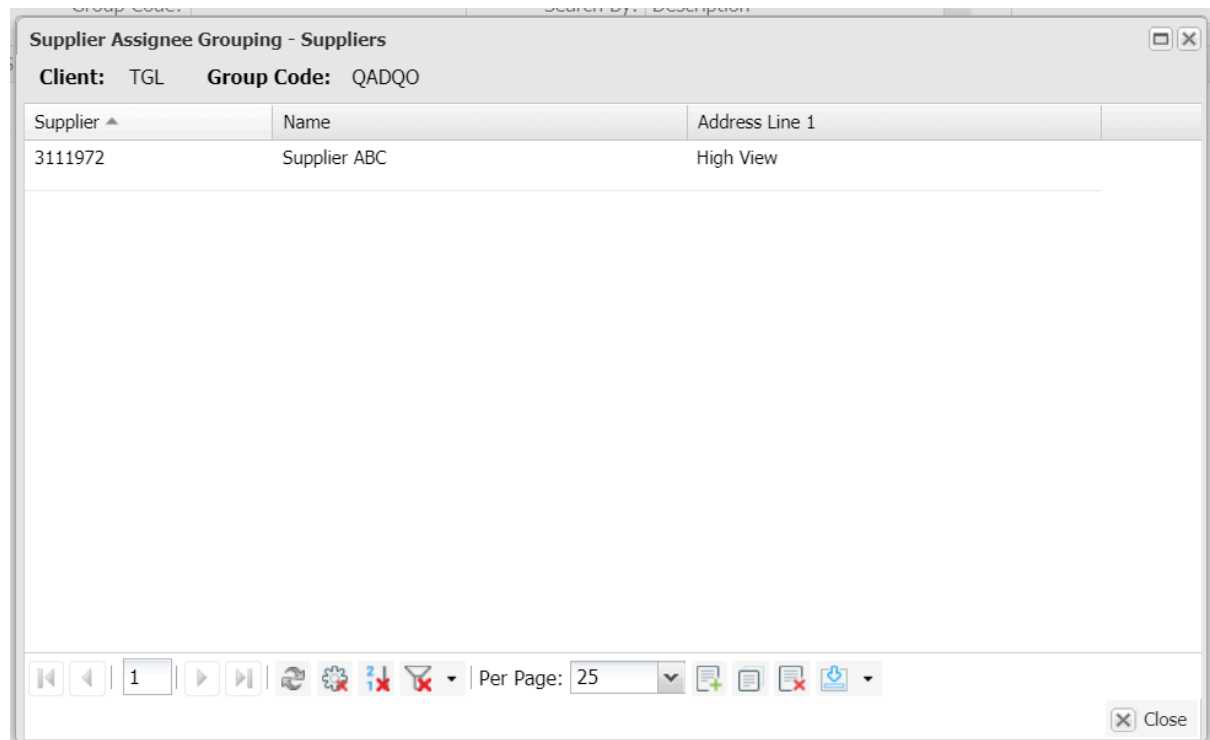
To add a supplier to a supplier group:

1. Click the configuration button in the *Supplier Assignee Grouping - Suppliers* column of the relevant record. The *Supplier Assignee Grouping - Suppliers* window displays.

Supplier Assignee Grouping - Suppliers Button



Supplier Assignee Grouping - Suppliers Window



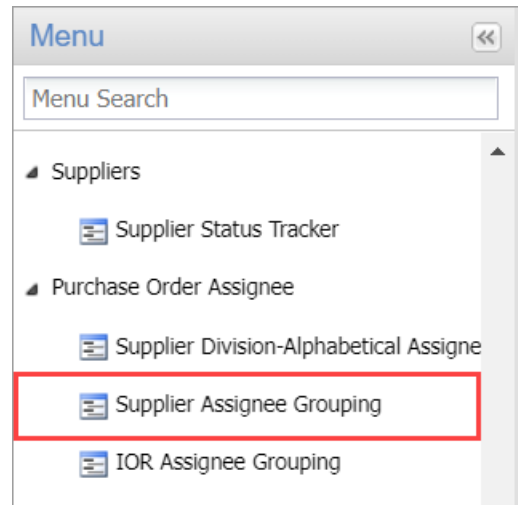
The 'Supplier Assignee Grouping - Suppliers' window displays a table with the following data:

Supplier	Name	Address Line 1
3111972	Supplier ABC	High View

Below the table is a toolbar with various icons for navigation and actions. The 'Per Page' dropdown is set to 25. A **Close** button is located at the bottom right.

2. Click the **Create**  button in the toolbar. The *Create Supplier Assignee Grouping - Suppliers* window displays.

Create Supplier Assignee Grouping - Suppliers Window



3. The *Supplier* field lookup presents all partners in the database. Select the partner that you want to add to the group and click *Save*. It is possible to add multiple records.

Note The record that you select must have an assigned role of Supplier. Otherwise, choosing a partner with a different role prompts an error.

To remove a supplier from a group, access the *Supplier Assignee Grouping - Suppliers* window as described above. Select the supplier in the list and then click the *Delete*  button in the toolbar.

Assigner Importer of Record (IOR) and Buyer Assignee

On the Supplier Status Tracker, the supplier importer of record (IOR) type can determine the user assignee. This is configured in the *IOR Assignee Grouping* menu option.

IOR Assignee Grouping is used to assign an IOR type to a particular user. When creating an IOR Assignee Grouping record, use the *IOR Type* field to indicate the applicable record type. The value in the *Assigned To* field specifies the user to which the purchase order is assigned.

Create IOR Assigning Grouping

 A screenshot of a software window titled "Create IOR Assignee Grouping". It contains four input fields: "IOR Type:" with a red asterisk and a dropdown arrow, "Group Code:" with a text input field, "Description:" with a red asterisk and a large text area, and "Assigned To:" with a dropdown arrow. At the bottom left is a "Save" button with a green checkmark icon, and at the bottom right is a "Close" button with a red X icon.

Assigned User Set on Supplier Division-Alphabetical Assignee

Supplier Division-Alphabetical Assignee is used to link the first letter or number of a supplier to a user.

For example, purchase orders that begin with A-C can be assigned to User 1, and purchase orders that begin with D-F can be assigned to User 2, and so on. This behaves the same way in the case of numbers 0-9.

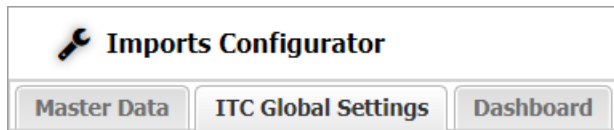
Similarly, if a supplier's name is ExampleSuppliers12345, it is allotted to users who are assigned to supplier names that begin with the letter E.

Default User Set on Imports Configurator

If the above conditions do not apply to a supplier, it is possible to assign a default user.

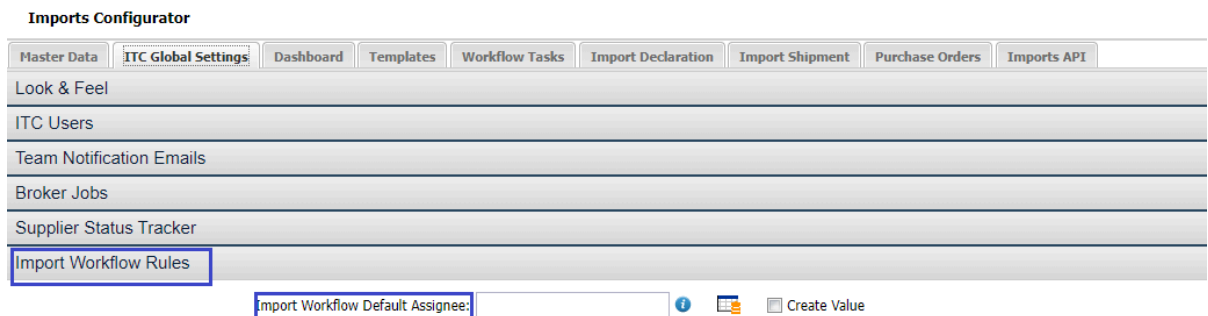
Access the *Imports Configurator* page, option CFGITC. Click the *ITC Global Settings* tab.

Imports Configurator, ITC Global Settings Tab



Scroll down to the *Import Workflow Rules* area. Here, you can assign a default user using the *Import Workflow Default Assignee* lookup field provided. After specifying a user, click the *Save* button at the bottom of the *Imports Configurator* page.

Import Workflow Rules Area

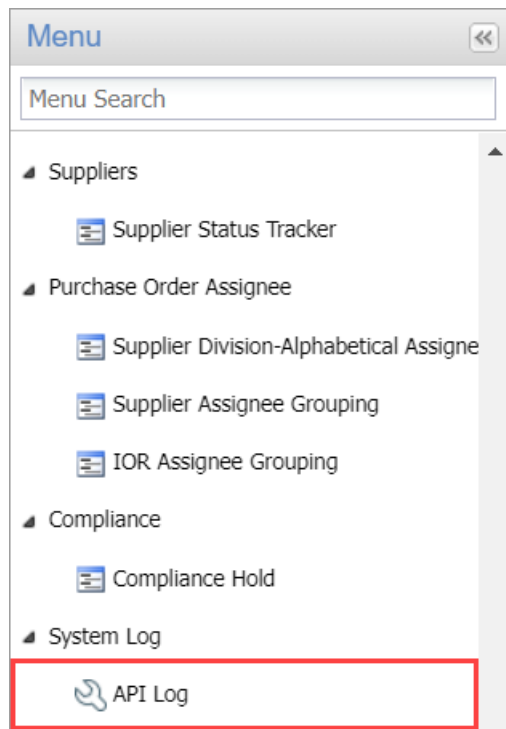


API Log

The API Log in the ITCC portal enables you to review and audit API messages that are received.

Under the *System Log* area in the menu on the left, click *API Log*. from the menu. This is where the message details are reviewed.

API Log in Menu



The records in the *API Log* grid are read-only.

The *Request Type* column indicates the type of message. *Valid Request* indicates whether the parameters on the message are accepted. If accepted, a green check mark is displayed.

To view additional message details, double-click a record. The *Update API Log* window displays.

Update API Log

* API Log Id:

1090

* Request Type:

PO_ACTION

Valid Request:

☐

* Start Date Time:

2021/06/03 21:22:59

End Date Time:

2021/06/03 21:22:59

Execution Time:

1

Request Client:

External Reference:

Shipment ID:

0

Request File:

action_-2021-06-03_03-22-59-829.xml

Details:

javax.xml.bind.UnmarshalException
- with linked exception:
[org.xml.sax.SAXParseException; lineNumber: 6; columnNumber: 109; cvc-maxLength-valid: Value
'JWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSHJWALSH' with length = '78' is not facet-valid with respect
to maxLength '10' for type '#AnonType_ReferenceIdSender'.]

Save

Close

The *Details* field provides more information on why a payment message failed. In the example shown in the image above, the message failed because the maximum character limit on a field was reached.

Workflow Portal Search Fields Configuration

You can configure the search area and the *More* dialog of the Workflow Portal to allow a user to search for records using specific fields. You can configure the following workflows:

- Entry (Import Shipment)
- IMD (Pre-lodged Import Declaration)
- ISF (Importer Security Filing)
- PO (Purchase Order)

To configure the search fields, complete the following tasks:

- [Configuring Workflow Search Fields for Imports Workflows on page 877](#)
- [Configuring the Title of a Search Field on page 879](#)
- [Viewing Changes to the Search Panel on page 879](#)

Configuring Workflow Search Fields for Imports Workflows

To configure the Workflow search fields, perform the following steps:

1. Open the *Imports Configurator* page (CFGITC).
2. Click the *ITC Global Settings* tab.
3. Scroll to the *Import Workflow Transactions* section.

Each workflow has four search columns and one *More* dialog that you can configure to use specific search fields.

Workflow Search Columns on CFGITC

Imports Configurator

Attachments Location:

Supplier FTA Request

Reply to Email:

Import Workflow Transactions

Transaction Nature for Transaction Type E:

Transaction Nature for Transaction Type F:

Transaction Nature for Transaction Type P:

Workflow Entry Search Column1:

Workflow Entry Search Column2:

Workflow Entry Search Column3:

Workflow Entry Search Column4:

Workflow Entry More Search:

Workflow IMD Search Column1:

Workflow IMD Search Column2:

Workflow IMD Search Column3:

Workflow IMD Search Column4:

Workflow IMD More Search:

Workflow ISF Search Column1:

Workflow ISF Search Column2:

Workflow ISF Search Column3:

Workflow ISF Search Column4:

Workflow ISF More Search:

Workflow PO Search Column1:

Workflow PO Search Column2:

Workflow PO Search Column3:

Workflow PO Search Column4:

Workflow PO More Search:

Save Reset

- In each configuration field, enter the codes of the corresponding search fields you want to use, prefixed with a colon, and separated by commas. For example, to use the *Workflow*, *User ID*, *Importer of Record*, *Air Waybill Number*, and *Entry Number* search fields in the first column of the Entry Workflow search area, enter the following in the *Workflow Entry Search Column 1* configuration field:
:WF_CODE,:USER_ID,:IOR,:AWB_NUMBER,:TRANSACTION_NUMBER

To see a full list of search field codes, hover over the information icon next to the configuration field.

- To save your changes, click the **Save** button.

Configuring the Title of a Search Field

To change the title of a search field, enter a text value before the colon prefixing the search field code in a configuration field.

For example, to change the title of the *BOL* search field from *BOL* to *Bill of Lading* in the third column of the Entry Workflow search area, enter the following in the *Workflow Entry Search Column 3* configuration field:

```
:EXPORTING_COUNTRY,Bill of  
Lading:BOL,:GROUPING_ID,:SHIP_STATUS
```

To save your changes, click the *Save* button.

Viewing Changes to the Search Panel

To see any changes made to the search panel, navigate to the Workflow Portal.

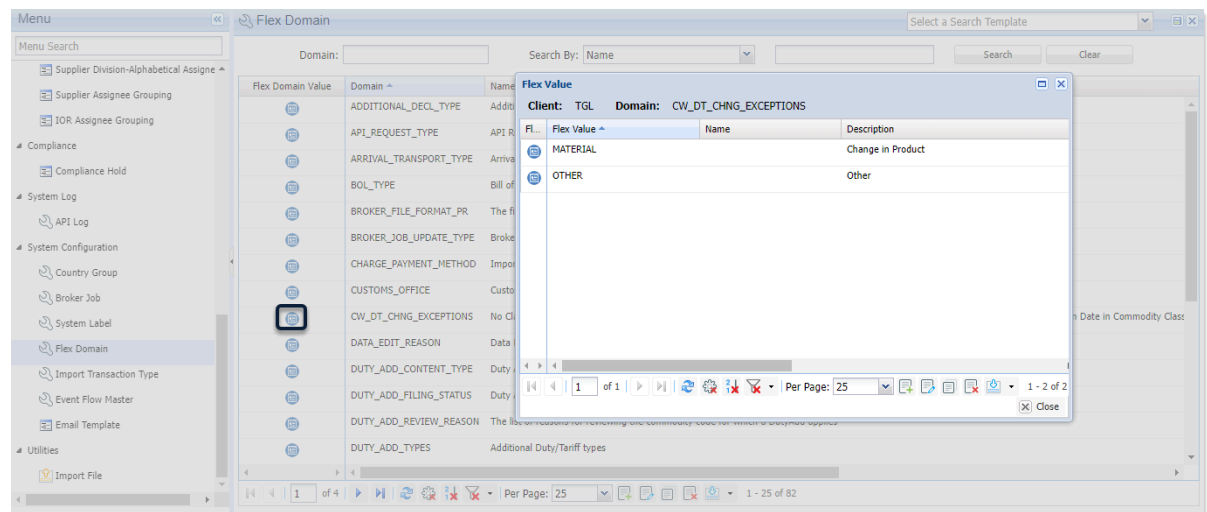
To see any changes made to the *More* dialog, click the *More* button.

Adding Exceptions for Classification Date Changes

If you submit a change to the *Classification Worksheet* in the *Product Master* page, the *Classified Date* value changes. If you make minor changes to the *Classification Worksheet*, and you do not want the classification date to change if a certain reason is selected in the *Reason* window, you can add this reason as an exception to the classification date change. Exceptions are stored in the CW_DT_CHNG_EXCEPTIONS flex domain in *Imports Admin Maintenance Portal* (ITCC).

In the following screenshot, the exceptions are the MATERIAL and OTHER flex values. Their descriptions are Change in Product and Other. Note the value in the Description column, because it identifies the exception in the *Reason* dropdown list in the *Classification Worksheet*.

Flex Value Window



1. Open the *Imports Admin Maintenance Portal* page (option ITCC).
2. In ITCC, from the *Menu* panel, open *System Configuration > Flex Domain*.
3. To create a new reason for the classification date change, perform the following steps:
 - a. Open the DATA_EDIT_REASON flex value using the *Flex Domain Value* icon.
 - b. In the *Flex Value* window for the DATA_EDIT_REASON flex value, open the PR_CM_UPDATE flex subvalue using the *Flex Domain Sub Value* icon.
 - c. In the *Flex Sub Value* window for PR_CM_UPDATE, click the *Create Record* icon in the icon bar at the bottom of the window.
 - d. In the *Create Flex Sub Value* window, in the *Flex Sub Value* field, enter a name for the new flex subvalue.

- e. In the *Description* field, enter the description of the reason that will display in the *Reason* dropdown list in the *Classification Worksheet*.
- f. Click *Save*.
- g. Close the *Flex Sub Value* and *Flex Value* windows.
4. To create the classification date exception for the new reason, perform the following steps:
 - a. Open the *CW_DT_CHNG_EXCEPTIONS* flex domain using the *Flex Domain Value* icon.
 - b. In the *Flex Value* window for *CW_DT_CHNG_EXCEPTIONS*, click the *Create Record* icon in the icon bar at the bottom of the window.
 - c. In the *Flex Value* field, enter the name of the reason that you created in Step 3.
 - d. In the *Description* field, enter the description for the reason that you created in Step 3.
 - e. Click *Save*.
5. Optionally, in the *Flex Value* window for *CW_DT_CHNG_EXCEPTIONS*, remove or edit exceptions.
 - To remove the selected exception, click the *Delete Record* icon.
 - To update the selected exception—for example, to change the description—click the *Update Record* icon.
6. Click the *Close* button.

After configuring the exception, in the *Product Classification Summary* window on the *Classification Worksheet*, the *Classified Date* value does not change after submission of a change to the *Classification Worksheet* if the *Reason* field contains the exception's description. For example, in this screenshot, the MATERIAL exception is called using its description from the *Flex Value* window. If you select this reason, the classification date does not change when you click *Ok*.

Reason Drop-Down List in Classification Worksheet

Classification Worksheet - Product: 1234

Importing Country: US - UNITED STATES

Commercial Description: gd1

Customs Description: gd

Supporting Comments:

☒ Simple View ☐ Advanced View

Product Details

Admissibility Flags

Commodity Code: 0101.30.0000 Additional Digit: 3

Reason: Change in Product

Secondary Codes

Add Secondary Code

	Commodity Code	Description
☒	1 9901.00.50	Ethyl alcohol (provided for in subheadings 2207.10.60 and 2207.20) or any mixture containing such ethyl alcohol (provided for in heading 2710 or 3824)...
☒	2 9902.01.02	Mustard seed oil and its fractions, other than crude, not denatured, not chemically modified (provided for in subheading 1514.99.90).

Unchanged Classified Date in Product Classification Summary

Classification Worksheet - Product: 1234

Product Classification Summary

Product Code: 1234

Importing Country: US - UNITED STATES

Commercial Description: gd1

Customs Description: gd

Supporting Comments:

HTSUS: 0101.30.0000

GRI Basis:

Supporting Ruling: RUL01

Secondary Codes: 9901.00.50, 9902.01.02, 9902.01.13

Classified By:

Classified Date: 5/4/2023

A1000010 BOOTS - SIZE 9 - RED

Custom Tabs, Dynamic Fields, and Email Replacement Tag Configuration

You can use dynamic fields to capture details about a product for which there are no dedicated fields in the Product Master page (option IMPPR).

By using custom tabs, dynamic fields are displayed on the Product Details page in IMPPR.

Note For more information on the Product Details portal, see [Product Details Portal on page 723](#).

Using dynamic email replacement tags, you can email the contents of dynamic fields through the *Email Approval* task in the Import Shipment workflow.

The following sample configuration describes how to configure four dynamic fields to capture links to documents for the Norma Oficial Mexicana (NOM) certification for a product. To use the dynamic fields, you must first create custom tabs to display them in IMPPR. Then, after creating the dynamic fields for NOM and specifying which custom tabs apply to an importing country, you can use them in the *Email Approval* task using email replacement tags.

- [Creating a Custom Tab on page 883](#)
- [Creating Dynamic Fields on page 884](#)
- [Choosing the Custom Tabs that are Applicable to an Importing Country on page 885](#)
- [Viewing Custom Tabs on page 886](#)
- [Emailing Dynamic Field Contents Using Replacement Tags on page 887](#)

Creating a Custom Tab

On the *Imports Admin Maintenance Portal*, you can create a custom tab to display dynamic fields. This example involves creating custom tabs for the NOM Certification for a product, but you can enter your own custom tab values to create unique custom tabs.

To create a custom tab, complete the following steps:

1. Open the *Imports Admin Maintenance Portal* (option ITCC).
2. From the *Menu* sidebar, select *Products > Custom Tab*.
3. To create a record, click the *Create Record* icon at the bottom of the page.
4. In the *Create Custom Tab* window, enter the following values for the specified fields:

Create Custom Tab Field Values

Field	Value
System Area	PR-CUSTOMS
Custom Tab	A unique identifier for the custom tab. The maximum number of characters is 15, and you must use alpha-numeric characters. Example: NOM
Tab Name	The name that displays on the custom tab. Example: NOM Certificates
Tab Sequence	The position at which the custom tab appears. You must use an integer. Example: 1 2 3

5. To save the custom tab, click **Save**.

Creating Dynamic Fields

After you create a custom tab, create one or more dynamic fields to add to the tab. This example involves creating dynamic fields for the NOM certification for a product, but you can enter your own values to create unique dynamic fields.

To create a dynamic field for a custom tab, complete the following steps:

1. On the ITCC page, from the *Menu* sidebar, select *Products > Custom Tab*.
2. In the *Custom Tab* panel, navigate to the custom tab that you want to add dynamic fields to—for example, the NOM custom tab you may have created in [Creating a Custom Tab on page 883](#).
3. In the *Custom Tab Attribute* column, click the blue lookup icon.
4. In the *Custom Tab Attribute* window, click the *Create Record* icon at the bottom of the window.
5. In the *Create Custom Tab Attribute* window, enter the following values for the specified fields:

Create Custom Tab Attribute Field Values

Field	Value
Data ID	A unique identifier for the dynamic field. The maximum number of characters is 15, and you must use alpha-numeric characters. Example: NOM_1
Display Sequence	The position at which the dynamic field appears. You must use an integer. Example: 1 2 3
Label	The label that appears for the dynamic field. Example: NOM Certificate 1
Data Type	The data type for the dynamic field. To choose a data type, click the blue lookup icon and choose a code from the <i>Data Type</i> window. Example: STRING
Ext JS Component	The type of UI control that is used to edit a value in the dynamic field. To choose a UI control, click the blue lookup icon and choose a code from the <i>Ext JS Component</i> window. Example: PSL_TEXT_BASIC

6. To save the dynamic field, click **Save**.
7. The new dynamic field appears in the *Custom Tab Attribute* window.
To add more dynamic fields to the custom tab, repeat Steps 4 to 6.

Choosing the Custom Tabs that are Applicable to an Importing Country

On the *Product Details* page, custom tabs are specific to an importing country. On the *System Values* page, you must configure which custom tabs apply to which importing countries.

To specify the custom tab or tabs that apply to an importing country, complete the following steps:

1. Open the *System Values* page (option Y3).
2. Click *Database*.
3. Click *Add*.
4. In the record fields, enter the following values:

Creating a Record of Custom Tabs for Importing Countries

Column Field	Value
Category	ITC_MASTER
Key	PROD_CUSTOM_TAB_LIST_XX where XX is the two-letter country code of the importing country. Example: PROD_CUSTOM_TAB_LIST_MX
Value	A comma-separated list of custom tab identifiers. You can also enter a single value. The identifiers are the values in the <i>Custom Tab</i> column on ITCC. Examples: NOM NOM,CUSTOM

5. Select the *In Use* checkbox.
6. To save the record, click *Update*.

Viewing Custom Tabs

To view your newly-created custom tab or tabs on the *Product Master* page, complete the following steps:

1. Open the *Product Master* page (option IMPPR).
2. In IMPPR, select a record in the grid.
3. Click *Product Details*.
4. From the *Importing Country* dropdown menu, select an importing country—for example, *MX-MEXICO*.
5. Select your custom tab.
6. Optionally, on the custom tab, edit the contents of the dynamic fields. Click *Save* to capture any changes.

Custom Tab for NOM Certificates on Product Master

Emailing Dynamic Field Contents Using Replacement Tags

In the *Email Approval* workflow task for import shipments, you can email the contents of dynamic fields for multiple import shipments quickly by using email replacement tags.

For the email replacement tags, CUSTOM_TAB is the name of a custom tab, and DYNAMIC_FIELD is the name of a dynamic field contained on CUSTOM_TAB. For example:

[DYNAMIC_FIELD_TABLE

```
{
  CUSTOM_TAB:DYNAMIC_FIELD,
  CUSTOM_TAB:DYNAMIC_FIELD
}
```

]

When you preview or send the email, the tags are replaced by a table, with each dynamic field appearing as a column. The table contains one line for each item in the import shipment.

To send an email with dynamic fields for approval, complete the following steps:

1. Open the import shipment *Workflow* page (option FLOWE).
2. In the *Reference No.* field, enter the reference number for the import shipment or, to search for all import shipments, a wildcard (*).
3. Click *Search*.

4. In the *Import Shipments* grid, select an import shipment.
5. In the *Tasks* panel, double-click the *Email Approval* task.
6. In the *Email Approval* window, click *Send New Request*.
7. In the *Create Email Request* window, in the *To Address(es)* field, enter the email of the person or mailing group to receive the email.
8. In the *Reply Address(es)* field, enter a reply address.
9. In the *Subject* field, enter an email subject.
10. In the *Message* field, enter an message followed by email replacement tags.

For example, to include a table listing the product code, product description, and the contents of the dynamic fields NOM_1 and NOM_2 for each item in the import shipment, the body of the email would contain the following:

```
[DYNAMIC_FIELD_TABLE  
  
  {  
  
    PRODUCT_CODE,  
  
    PRODUCT_DESCRIPTION,  
  
    NOM:NOM_1,  
  
    NOM:NOM_2  
  
  }  
  
]
```

Email Replacement Tags in Message Field

Create Email Request

Compose Preview

Partner: ACME

Contact: Doe Jane

To Address(es): jdo@acme.com

Reply Address(es): info@qad.com

Follow-up Date:

Template:

Subject: NOM Certification

Message:

Tahoma B I U A A A ab

Dear Jane,

Please find links to the NOM certificates for the following products:

```
[DYNAMIC_FIELD_TABLE
{
  PRODUCT_CODE,
  PRODUCT_DESCRIPTION,
  NOM:NOM_1,
  NOM:NOM_2
}
]
```

Registry Id	File Name	Description

Send Close

11. To preview the message and table, click the *Preview* tab.

Email Replacement Tags Preview

Create Email Request

Compose

Preview

To: Doe Jane <jdo@acme.com>

Subject: NOM Certification

Dear Jane,

Please find links to the NOM certificates for the following products:

Product Code	Product Description	NOM Certificate 1	NOM Certificate 2
00001	Widget	https://www.server.com/compliance/NOM-001-SCFI-1993.pdf	https://www.server.com/compliance/NOM-019-SCFI-2000.pdf
00002	Dongle	https://www.server.com/compliance/NOM-003-SCFI-2000.pdf	https://www.server.com/compliance/NOM-016-SCFI-1993.pdf

Send

Close

12. To send the email for approval, click *Send*.

Broker Job Configuration

On the *Product Details* page, use the *Send to Broker* checkbox to start the broker job feature. The broker job sends information about products to integrated customs brokers.

By default, the information is sent in one of the following file formats:

- DEFAULT_CSV
- JSON
- JSON_V2

Additionally, depending on your configuration, an email may be sent to the broker.

Any new or updated product classification details are picked up by the broker job.

When any of the following fields are changed on the Classification Worksheet, the broker job is started:

- *Country of Origin*
- *Admissibility Flag*
- *Commodity Code*
- *Secondary Code*

To configure the broker job, complete the following tasks:

- [Creating a New Broker Job on page 891](#)
- [Starting the Broker Job on page 895](#)
- [Viewing Broker Job Details on page 896](#)

Creating a New Broker Job

Before using the *Send to Brokers* checkbox to start a broker job, you must create the broker job and add details about the customs broker.

To create a broker job, complete the following steps:

1. To open the *Imports Admin Maintenance Portal*, in the menu search, enter option ITCC.
2. From the sidebar on the left of the page, open *System Configuration > Broker Job*.
3. To create a new broker job, in the toolbar at the bottom of the page, click the *Create Record* item.
4. In the *Create Broker Job* window, enter details in the following fields:

Create Broker Job Fields

Field	Description	Example
<i>Transaction Client</i>	Select a transaction client that has data for the broker. If multiple transaction clients apply to the targeted Product Master subset, any one of the clients is sufficient.	TG
<i>Broker Code</i>	Select or enter a unique ID for the broker.	TEST_SUP_LBE
<i>Broker Job Code</i>	A unique ID for the broker job in the format Client, BrokerCode, BrokerJobCode	LBE_BJC
<i>Description</i>	A description of the broker.	-
<i>Active Broker</i>	To turn on the broker job and generate messages, select the <i>Active Broker</i> checkbox. To turn off the broker job, clear the checkbox.	-
<i>Update Type</i>	The dataset of classifications that will be sent the next time the broker job is run. To select an update type, click the blue lookup icon and, in the <i>Update Type</i> window, click one of the update type codes.	Choose one of the following update type codes: <ul style="list-style-type: none"> • ALL: Sends all classified products. • LAST: Sends all products that were classified after the previous broker job was completed. • 24HR: Sends all products that were classified in the previous 24 hours.

Field	Description	Example
<i>File Format</i>	The format of the file that is sent to the broker. To select an update type, click the blue lookup icon and, in the <i>File Format</i> window, click one of the file format codes.	Choose one of the following file format codes: <ul style="list-style-type: none"> • DEFAULT_CSV • JSON • JSON_V2
<i>Max Rows</i>	Optionally, specify the maximum number of rows to include within a file. If the max rows limit is exceeded, the data is split into multiple files. To allow an unlimited number of rows within a file, enter 0.	<ul style="list-style-type: none"> • 1000 • 0
<i>Highway End Point ID</i>	Optionally, enter the Highway input endpoint to which the generated files will be posted.	SYNC_IN
<i>Highway Message ID</i>	Optionally, enter a unique message ID to use when posting files to Highway. This ensures that the generated message is sent to the appropriate Highway message ID for transmission.	ITC_BR_MSG_ID_MA
<i>Output Folder</i>	A filepath for the output folder. This folder is used to store the generated files on your server.	E:\apps\PRECISION\WebUI\messages\broker_job\output
<i>Cron Job Expression</i>	To set up a periodic schedule for broker jobs, enter a cron job expression. The expression identifies the next date and time	<p>To run the broker job at 12pm every day, enter the expression 0 0 12 ** ?.</p> <p>Note For more examples of cron expressions, refer to</p>

Field	Description	Example
	on which the broker job will run.	online cron expression builder tools such as CronMaker.
<i>Last Run Date & Time</i>	The date and time on which the batch broker job last ran.	This field is not relevant for new broker jobs. You do not need to enter a value.
<i>Next Run Date & Time</i>	<p>The date and time on which the next broker job will start, in the format MM/DD/YYYY HH:MM:SS . If this field is blank, the broker job message is not sent.</p> <p>If you configure the broker job to run repeatedly through the cron job expression, after the first completed broker job, the cron job expression automatically calculates and updates the next run date and time.</p> <p>If you do not configure a cron job expression in the <i>Cron Job Expression</i> field, the next run date and time are set to NULL after the message is processed.</p>	03/26/2024 00:00:40
<i>Processing Job Flag</i>	Do not select this checkbox manually. During a broker job, the system automatically selects the checkbox to indicate that the job is currently being processed. When the next run date and	-

Field	Description	Example
	time are updated, the checkbox is cleared.	

For a broker job to process, the minimum requirements are as follows:

- Select the *Active Broker* checkbox.
- Clear the *Processing Job Flag* checkbox.
- The *Next Run Date & Time* is less than or equal to the current time.

5. To save the broker job, click **Save**.

Starting the Broker Job

To start the broker job, use the *Send to Brokers* checkbox on the *Product Master* (option IMPPR).

1. In the menu search, open option IMPPR.
2. In the *Product Master* grid, select a product.
3. Click *Product Details*.
4. Select the *Send to Brokers* checkbox.

Note If the system value SEND_TO_BROKER_DEFAULT is set to true, the checkbox is automatically selected. For more information, see [Broker Job System Values on page 929](#).

5. Complete any remaining mandatory fields in the *Product Details* window. For more information, see [Product Details Portal on page 723](#).
6. To save the product details, choose one of the following options:
 - To save the product details and close the *Product Details* window, click **Ok**.
 - To save the product details and keep the window open, click **Save**.

Note If a broker job hangs, an email is sent to the email address specified in the ITC_ADMIN_NOTIFY system value. Furthermore, the job will restart after a period of time. The time period for the restart depends on how the *Next Run Date & Time* field is configured in option ITCC, as described in [Creating a New Broker Job on page 891](#).

- If the *Next Run Date & Time* field has a value, and this value is a future time, the broker job is restarted at that future time.
- If the *Next Run Date & Time* field does not have a value, but a cron expression is provided, the broker job is restarted at the date and time that is specified in the cron expression.

- If the *Next Run Date & Time* field does not have a value, and a cron expression is not provided, the broker job is restarted after 24 hours.

Viewing Broker Job Details

View the broker job details on the *Background Jobs* page (option IMPJM). Broker jobs are listed under the *Send Products to Broker* job name.

To view step execution details for each broker job, click the *Step*

Executions icon .

To view the parameters of each broker job, click the *Job Parameters* icon



Broker Feed Configuration

Broker documents are documents sent by brokers that have been integrated into the GTTE system. When a broker document is received, the system searches for an import shipment workflow with a matching bill of lading or entry number. For more information, see [Broker Feed Documents on page 847](#).

To configure the various broker document feeds in GTTE, your environment must have both the Imports and [Electronic File Management \(EFM\) on page 1819](#) microservices.

The following overview describes how to configure a new document feed from a broker:

1. The QAD GTTE Technical Services team creates a new broker feed and completes any other back-end configuration.
2. Talk to the broker and agree on a file name or email subject format to use to extract the references that are specific to a transaction.
3. Update the broker feed in the Import Management module, using the agreed format. For more information on this task, see [Updating a Broker Feed Configuration on page 897](#).

Note

- If the broker sends documents by email, the broker can send multiple attachments in one email.
- If the broker sends documents by email, the broker must add a subject to the email.

Updating a Broker Feed Configuration

GTTE Services handles the creation of a new broker feed. However, you must update the new broker feed record with your own references and regular expressions (regexes).

To update an existing broker document feed, complete the following steps:

1. From the menu search, open option IMPBD.
2. In *Processing Configuration > Broker Document Feeds*, select the new broker document feed.
3. In the toolbar, click the *Update Record* icon.
4. In the *Update Broker Document Feeds* window, complete the following fields:

Note Contact the GTTE Services team to fill out the *Broker ID* and *Description* fields, if they have not already done so. These fields require access to internal QAD resources.

Update Broker Document Feed Fields

Field	Description	Examples
<i>Reference(s) source</i>	<p>The request property that is used to identify broker resources. This field is case-sensitive.</p> <p>In the field, enter either the filename or Subject keyword. The filename keyword retrieves the actual file name that is provided by the broker. The Subject keyword retrieves the subject of the email with attachments that is received from the broker.</p>	<ul style="list-style-type: none"> filename Subject
<i>Search Reference > Reference RegEx</i>	<p>A Java regex that identifies the transaction.</p> <p>Note GTTE uses a Java regex parser. If you use an online regex parser, select a Java flavor of regex.</p>	<code>^[^_]+(?:=_)</code>
<i>Search Reference > Reference Type</i>	From the dropdown menu, select the reference type that you want to extract alongside the regex.	Bill of Lading Number
<i>Additional References > Action</i>	You can create up to four additional references. If you add additional references in addition to a regex and a reference type, select an action from the <i>Action</i> dropdown menu.	<ul style="list-style-type: none"> To use the reference to search for a transaction, choose the <i>Search by Reference</i> action. To stamp the reference on the transaction, choose the <i>Assign Reference</i> action

Field	Description	Examples
<i>RegEx Validation > Sample Input</i>	The actual file name or subject, which validates your regex.	sample.pdf
<i>RegEx Validation > Regex Result 1 to Regex Result 5</i>	For each regex you entered, enter the expected output. This approach ensures that, before you start processing the broker files, the regexes are working as expected.	6193602345

5. To save the broker feed, click **Save**.

Broker Discrepancy Configuration

On the **Imports Configurator** screen (menu option CFGITC), on the Entry Discrepancy tab, you can configure the broker discrepancy logic. For more information on broker discrepancy, see [Broker Discrepancy Handling on page 849](#).

The tab contains the following fields, which are linked to system values:

Discrepancy Attributes to Check

This field enables you to configure which broker discrepancy attributes are checked. Enter a comma-separated list of discrepancy attributes, or the term ALL to include all discrepancy attributes. The default value is ALL.

This field maps to the EDI_DCK_ATTRIBUTES system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

Overrides Discrepancy Labels

This field enables the overriding of column names for individual broker discrepancy attributes. When renaming of an element is required, this system value provides the discrepancy attribute code, along with the new nomenclature; for example, COUNTRY_OF_ORIGIN:Origin Country,NUMBER_OF_PACKAGES:Pack Count.

This field maps to the EDI_DCK_ATTRIBUTE_NAME system value.

Partner Roles to Sync

This field enables the validation of partner roles within EDI broker messages by cross-referencing them with the partner roles that are configured on the shipment. It accepts a comma-separated value (CSV) list of partner roles. To encompass all partner roles listed on the shipment, enter the value ALL.

This field maps to the EDI_DCK_SYNC_NR_ROLES system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

Required Partner Roles

This field enables you to specify which, if any, partner roles are mandatory. A discrepancy is identified when a party role, designated as mandatory, is absent from the shipment broker message or the shipment. This value is configured through a CSV list of partner roles.

This field maps to the EDI_DCK_REQ_NR_ROLES system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

Charges to Sync

This field enables you to specify charge codes that are mandated within broker messages, corresponding to those configured on the

shipment. The parameter accepts a CSV list of charge codes. To encompass all charge codes that are configured on the shipment, enter ALL.

This field maps to the EDI_DCK_SYNC_CHARGES system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

User Review Attributes (All Brokers)

This field enables you to refine the list of EDI Discrepancies attributes that are considered for user review for each broker. This list applies to all brokers, unless a broker-specific system value is configured. This approach enables you to reduce the set of attributes listed within the system value EDI_DCK_ATTRIBUTES. By default, the field is set to ALL so that all attributes are considered. Alternatively, you can enter a CSV list of discrepancy attributes.

This field maps to the EDI_DCK_ATT_REVIEW_ALL system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

User Review Attributes (FTN)

This field enables you to refine the list of EDI Discrepancies attributes that are considered for user review for each broker. This list applies to FTN brokers. This approach enables you to reduce the set of attributes listed within the system value EDI_DCK_ATTRIBUTES. By default, the field is set to ALL so that all attributes are considered. Alternatively, you can enter a CSV list of discrepancy attributes.

This field maps to the EDI_DCK_ATT_REVIEW_FTN system value. For a list of possible values, see [Broker Discrepancy System Values on page 921](#).

QAD SRM Integration Configuration

The QAD Supplier Management (SRM) solution facilitates real-time communication between manufacturers and suppliers to improve procurement processes and reduce inbound supply risks.

With the integration between the QAD GTTE Import Management solution and SRM, you can request documents from partners such as suppliers, brokers, and freight forwarders. You can then automatically receive the documents back into the Imports Management solution as soon as they are uploaded in SRM. You can view document requests in GTTE with the *SRM Document Requests* Workflow task. For more information, see [SRM Document Requests Task on page 838](#).

The integration is off by default.

Note For conciseness, the following steps mention suppliers only. However, the steps apply to any SRM partner that you want to request documents from.

SRM Integration Task Overview

The following section provides an overview of the tasks that the Import System Admin must complete to integrate SRM and GTTE.

Note To turn on the integration, the GTTE Services team configures YAML files on the server. No configuration is required from the Imports System Admin for this step.

1. Activate the integration in GTTE, as described in [Activating the SRM Integration in GTTE on page 902](#).
2. Configure document request templates, define one or more partners, and request documents from SRM as described in [Configuring Templates and Requesting Documentation on page 904](#). To create a supplier in SRM, the partner information must be valid and contain the following fields at minimum:
 - Name
 - Email
 - Account number

Activating the SRM Integration in GTTE

To activate the integration for different transaction types, you must configure system values.

1. In the GTTE menu search, enter option Y3 to open the *System Values* page.
2. Click *Database*.
3. In the *Category* field, enter ITC* to open system values in the ITC category. The star indicates a wildcard search.
4. In the *Key* field, enter SRM*.

5. Click *Search*.
6. Locate the ITC / SRM_INTEG_ENABLED - P system value and check that it is set to true. This value activates the integration for purchase orders. If the system value is set to false, double click the row and enter true in the *Value* field, then click *Update*.

If the ITC / SRM_INTEG_ENABLED - P system value is not available, add it to the Y3 page:

1. Click the *Add* button.
2. In the *Category* field, enter ITC.
3. In the *Key* field, enter ITC / SRM_INTEG_ENABLED - P.
4. In the *Value* field, enter true.
5. Select the *In Use* checkbox.
6. In the *Environment* field, enter *STANDARD.
7. Click *Update*.
7. Locate the ITC / SRM_INTEG_ENABLED - E system value and check that it is set to true. This value controls the integration for import shipments. If the value is set to false, double click the row and enter true in the *Value* field, then click *Update*.

If the ITC / SRM_INTEG_ENABLED - E system value is not available, add it to the Y3 page:

1. Click the *Add* button.
2. In the *Category* field, enter ITC.
3. In the *Key* field, enter ITC / SRM_INTEG_ENABLED - E.
4. In the *Value* field, enter true.
5. Select the *In Use* checkbox.
6. In the *Environment* field, enter *STANDARD.
7. Click *Update*.
8. When you request documents, provide as much reference information as possible about the transaction that needs documents. To specify the references that you want to send to SRM in the document request, double click the SRM_TR_REF system value. The document request does not send if there are no values defined for this key, so enter at least one reference from the list below in the *Value* field for SRM_TR_REF.

Enter the references in the *Value* field as a comma-separated list; for example, BOL_NUMBER,ENTRY_NUMBER,PO_NUMBER,INVOICE_NUMBER,BOOKING_NUMBER

The list of valid references is as follows:

- AIRWAYBILL_NUMBER
- BOOKING_NUMBER

- BOL_NUMBER
- BROKER_FILE_NO
- ENTRY_NUMBER
- EXTERNAL_REFERENCE_NUMBER
- HOUSE_AIR_AIRWAYBILL
- IMPORTER_NUMBER
- INVOICE_NUMBER
- IT_NUMBER
- ORDER_NUMBER
- PO_NUMBER
- REFERENCE_NUMBER
- STRAIGHT_BILL_OF_NUMBER
- SUPPLIER_ORDER

SRM References System Value

System Values **Tags** **Database**

Category: ITC* Key: SRM* Value: User: Client: Group:

Category Values

+ Add Copy Delete Export

Category	Key	Value	User
ITC	SRM_INTEG_ENABLED - E	true	
ITC	SRM_INTEG_ENABLED - P	true	
true ITC	SRM_TR_REF	BOL_NUMBER,ENTRY_NUMBER,PO_NUMBER,INVOICE_NUMBER,BOOKING_NUMBER	

Update Cancel

9. Click *Update*.

Configuring Templates and Requesting Documentation

Each request to the SRM portal must include data to identify which type of documents the supplier needs to upload, the due date for those documents, and supplier information. The supplier information is used to find the supplier in the SRM portal if it exists, or create a new supplier if it does not exist.

To configure the template data and send document requests, use the *SRM Document Templates* option.

1. In the GTTE menu search, enter the IMPUB option and click the *Unmatched Broker Documents* result.

- From the sidebar, in the *Processing Configuration* section, click *SRM Document Templates*.

SRM Document Templates

Transaction Nature	Party Type	Template Code	SLA	Activity Name	Last Updated
DECLARATION	46	DOCUMENTS	10	test	20/12/2022 10:51:31
DECLARATION	UC	DOCUMENTS	12	Test Request	20/12/2022 10:51:31
ENTRY	01	DOCUMENTS	10	test	20/12/2022 10:51:31
ENTRY	46	DOCUMENTS	12	Request for documentation	20/12/2022 10:51:31
ISF	46	CORRECTED_DOCUMENTS	10	test	20/12/2022 10:51:31
PO	46	DOCUMENTS	10	ssss	20/12/2022 10:51:31
PO	MI	CORRECTED_INVOICE	10	Test1234	20/12/2022 10:51:31
ENTRY	46	DOCUMENTS	10	Test supplier	08/03/2023 14:25:38
ENTRY	MI	CORRECTED_INVOICE	10	Activity for manufacturer	08/03/2023 14:26:10
DECLARATION	MI	DOCUMENTS	12	Test Request	10/03/2023 12:12:29

- To update a template for a new document request, double click one of the templates in the grid to open the *Update SRM Document Templates* window.

Note There are two read-only fields for each template in the *Update SRM Document Templates* window.

- The *Transaction Nature* field is predefined in the IMPORT_TRANS_NATURE flex domain. When an import transaction is created, the system identifies the configuration that applies only to that transaction nature; for example, declaration, entry, importer security filing (ISF), or purchase order (PO).
 - The *Party Type* field is predefined in the SRM_PARTY_TYPE flex domain. The party type is the party role that is needed from the transaction to create the supplier in the SRM portal.
- In the *Update SRM Document Templates* window, from the *Template Code* dropdown list, select a template for the document request. The template code is the documentation that is required from the supplier. The template code must match an existing template in SRM. If the template does not exist in SRM, the supplier must configure it in the SRM portal.
 - In the *SLA* field, enter the service level agreement (SLA), which is the maximum number of days—in numerals—that you will wait for a response from the receiving party of the document request.
 - In the *Activity Name* field, enter a description of the document request.

Note In SRM, transactions are called activities.

- To send the request, click *Save*.

Note If the *Transaction Nature* is *US - Import Entries*, you must also create another document request for the manufacturer.

8. The details of the receiving party are received in Imports through a JSON message to the Import Transaction API. Enter the details of the receiving party in the Imports Transaction API and save the updates. For example, a supplier can be defined as a string in "supplier": "string".

Note The Import Shipment API documentation is available in GTTE from *API Documentation > Imports*.

The requests are sent to SRM and the receiving party is sent a system email to notify them of the request. In SRM, the supplier can view the requests by clicking the *Collaboration* tab, and then clicking *Activities*. If the request was successful, in the *Activities* list, there is an activity or activities with the information sent from the GTTE request. The activities are identifiable by the references sent in the request and in the *Invoices & Numbers* section. When the supplier opens the activity, the documents can be uploaded from *Form > Document Upload*.

In the Imports portal, you can check the status of the request in the [SRM Document Requests Task on page 838](#) Workflow task. Or, you can check if the request completed or failed on the [Unmatched Broker Documents on page 847](#) page by opening *Activity > Background Jobs* from the sidebar. Identify document requests by the *SRM Document Requests* job name.

When the receiving party uploads the requested documents, the documents upload automatically to the *Attachments* task on the Workflow Portal, which is described in [Attachments \(Import Shipment Task\) on page 826](#).

Note You can search for SRM document requests by due date or by date of receipt on the Workflow Portal. Click the *More* button, then select the due date in the *SRM Due Date (From/To)* field or the date of receipt in the *SRM Rcv. Date (From/To)* field.

Import Management System Values

This section contains an overview of the system values—Y3 values—for advanced configuration of the Import Management module. For a definition of system values, see the [System Values on page 473](#) section.

This section lists system values by function.

- [Admissibility Flag System Values on page 908](#)
- [Attachment Tag System Values on page 918](#)
- [Auto-Generated Document Configuration System Values on page 920](#)
- [Broker Discrepancy System Values on page 921](#)
- [Broker Job System Values on page 929](#)
- [Classification Worksheet System Values on page 931](#)
- [Custom Tabs System Values on page 934](#)
- [Declaration System Values on page 935](#)
- [Email Approval Task System Values on page 936](#)
- [Entities Task System Values on page 936](#)
- [FTA Solicitation System Values on page 937](#)
- [Imports API System Values on page 938](#)
- [Import Charges System Values on page 939](#)
- [Import Compliance System Values on page 940](#)
- [Imports Document \(DOCS\) System Values on page 941](#)
- [Imports Style Configuration System Values on page 941](#)
- [Import Translations System Values on page 942](#)
- [Product Labels System Values on page 943](#)
- [Product Master System Values on page 944](#)
- [Purchase Order System Value on page 944](#)
- [SRM Integration System Values on page 945](#)
- [Template System Values on page 946](#)
- [Workflow Configuration System Values on page 947](#)
- [Export Transaction Details to Broker \(Auto\) Task System Values on page 955](#)
- [Export Transaction Details to Broker Default Email System Value on page 959](#)

Admissibility Flag System Values

Use the following system values to control how PGA flag and duty add flag decisions made through the Imports API affect decisions in the QAD GTTE system.

The action to be taken depends on the status of the commodity code within QAD GTTE and the API:

- The commodity code is currently blank in QAD GTTE.
- The commodity code in QAD GTTE is the same value as the API value.
- The commodity code in QAD GTTE is being updated to a new value.

Admissibility Flag System Values

Category	Key	Description	Configuration Options	Example Values
ITC_MASTER	PR_PGA_FLAG_DROP	<p>If a PGA flag decision is expressed in QAD GTTE, but the flag is not referenced in the Imports API, you must decide if the PGA flag decision will be dropped from QAD GTTE.</p> <p>The default action is to keep the existing QAD GTTE decision, but you can override the default action with this system value.</p>	<ul style="list-style-type: none"> • CLASS_NEW: If a commodity code is not set in QAD GTTE, remove the PGA flag admissibility decision from QAD GTTE. • CLASS_NO_UPDATE: If the commodity code value in QAD GTTE is the same as the API value, remove the PGA flag admissibility 	CLASS_NEW, CLASS_NO_UPDATE, CLASS_NO_UPDATE, CLASS_NO_UPDATE

Category	Key	Description	Configuration Options	Example Values
			<p>decision from QAD GTTE.</p> <ul style="list-style-type: none"> CLASS_UPDATE: If the commodity code in QAD GTTE will be updated to a new value, remove the PGA flag admissibility decision from QAD GTTE. 	
ITC_MASTER	PR_PGA_FLAG_UPDATE	<p>If a PGA flag decision is expressed in QAD GTTE, and the flag is referenced in the Imports API, you must decide if the PGA flag decision in QAD GTTE will be updated to the same decision as in the API. The default action is to ignore the API decision,</p>	<ul style="list-style-type: none"> CLASS_NEW: If a commodity code is not set in QAD GTTE, update PGA flag admissibility decisions in QAD GTTE to the decisions from the API. CLASS_NO_UPDATE: If the commodity code value 	CLASS_NEW, CLASS_NO_UPDATE, CLASS_NO_UPDATE, CLASS_NO_UPDATE

Category	Key	Description	Configuration Options	Example Values
		but you can override the default action with this system value.	<p>in QAD GTTE is the same as the API value, update PGA flag admissibility decisions in QAD GTTE to the decisions from the API.</p> <ul style="list-style-type: none"> • CLASS_UPDATE: If the commodity code in QAD GTTE will be updated to a new value, update PGA flag decisions in QAD GTTE to the decisions from the Imports API. 	
ITC_MASTER	PR_PGA_FLAG_NEW	If a PGA flag is referenced in the Imports API, but not QAD GTTE, you must decide if the PGA flag	<ul style="list-style-type: none"> • CLASS_NEW: If a commodity code is not set in QAD GTTE, set PGA flag 	CLASS_NEW, CLASS_NO_UPDATE, CLASS_NO_NEW

Category	Key	Description	Configuration Options	Example Values
		<p>decision in QAD GTTE will be set to the same decision as in the API.</p> <p>The default action is to ignore the API decision, but you can override the default action with this system value.</p>	<p>admissibility decisions in QAD GTTE to the decisions from the API.</p> <ul style="list-style-type: none"> • CLASS_NO_UPDATE: If the commodity code value in QAD GTTE is the same as the API value, set PGA flag admissibility decisions in QAD GTTE to the decisions from the API. • CLASS_UPDATE: If the commodity code in QAD GTTE will be updated to a new value, set PGA flag decisions in QAD GTTE to the decisions 	

Category	Key	Description	Configuration Options	Example Values
			from the API.	
ITC_MASTER	PR_DUTY_ADD	<p>DROP add flag decision is expressed in the QAD GTTE system, but the flag is not referenced in the Imports API, you must decide if the duty add decision will be dropped from QAD GTTE.</p> <p>The default action is to ignore the API decision, but you can override the default action with this system value.</p>	<ul style="list-style-type: none"> CLASS_NEW: If a commodity code is not set in QAD GTTE, remove the duty add flag admissibility decision from QAD GTTE. CLASS_NO_UPDATE: If the commodity code value in QAD GTTE is the same as the API value, remove the duty add flag admissibility decision from QAD GTTE. CLASS_UPDATE: If the commodity code in QAD GTTE will be updated 	CLASS_NEW, CLASS_NO_UPDATE, CLASS_UPDATE

Category	Key	Description	Configuration Options	Example Values
			to a new value, remove the duty add flag admissibility decision from QAD GTTE.	
ITC_MASTER	PR_DUTY_ADD_UPDATE	<p>If a flag decision is expressed in the QAD GTTE system, and the flag is referenced in the Imports API, you must decide if the duty add decision in the QAD GTTE system will be set to the same decision as in the Imports API. The default action is to ignore the API decision, but you can override the default action with this system value.</p>	<ul style="list-style-type: none"> • CLASS_NEW: If a commodity code is not set in QAD GTTE, update duty add flag admissibility decisions in QAD GTTE to the decisions from the API. • CLASS_NO_UPDATE: If the commodity code value in QAD GTTE is the same as the API value, update duty add flag admissibility decisions in QAD 	CLASS_NEW, CLASS_NO_UPDATE, CLASS_NO_UPDATE, CLASS_NO_UPDATE

Category	Key	Description	Configuration Options	Example Values
			GTTE to the decisions from the API. • CLASS_UPDATE: If the commodity code in QAD GTTE will be updated to a new value, update duty add flag decisions in QAD GTTE to the decisions from the API.	
ITC_MASTER	PR_DUTY_ADD_NEW	If a new add flag decision is referenced only in the API and not the QAD GTTE system, you must decide if the duty add decision in the QAD GTTE system will be set to the same decision as in the Imports API.	• CLASS_NEW: If a commodity code is not set in QAD GTTE, set duty add flag admissibility decisions in QAD GTTE to the decisions from the API. • CLASS_NO_UPDATE: If the	CLASS_NEW, CLASS_NO_UPDATE, CL

Category	Key	Description	Configuration Options	Example Values
		The default action is to ignore the API decision, but you can override the default action with this system value.	<p>commodity code value in QAD GTTE is the same as the API value, set duty add flag admissibility decisions in QAD GTTE to the decisions from the API.</p> <ul style="list-style-type: none"> • CLASS_UPDATE: If the commodity code in QAD GTTE will be updated to a new value, set duty add flag decisions in QAD GTTE to the decisions from the API. 	
ITC_MASTER	PR_DFT_PGAD	NOT APPL API call with a PGA flag that has a Not Applicable decision,	-	NOT_APPLICABLE

Category	Key	Description	Configuration Options	Example Values
		<p>if the data edit reason (DataEditReason) is not provided or is invalid, use this system value to define a default value for the data edit reason.</p> <p>The default setting is NOT_APPLICABLE.</p>		
ITC_MASTER	PR_DFT_PGA	<p>APPLICABLE - API call with a PGA flag that has an Applicable decision, if the data edit reason is not provided or is invalid, use this system value to define a default value for the data edit reason.</p> <p>The default setting is CONFIRMED_FLAG.</p>		CONFIRMED_FLAG
ITC_MASTER	PR_DFT_PGA	<p>ADDED - API call with a PGA flag that has an Applicable decision—but the flag is not suggested by the GTTE</p>	-	CUSTOMS_FEEDBACK

Category	Key	Description	Configuration Options	Example Values
		application —if the data edit reason is not provided or is invalid, use this system value to define a default value for the data edit reason. The default setting is CUSTOMS_FEEDBACK.		
ITC_MASTER	PR_DFT_DUTY_ADD_FLAG	NOT_APPLICABLE - API call with a duty add flag that has a Not Applicable decision, if the data edit reason is not provided or is invalid, use this system value to define a default value for the data edit reason. The default setting is NOT_APPLICABLE.		NOT_APPLICABLE
ITC_MASTER	PR_DFT_DUTY_ADD_FLAG	APPLICABLE API call with a duty add flag that has an Applicable decision, if the data edit reason is not provided or is invalid,		CONFIRMED_FLAG

Category	Key	Description	Configuration Options	Example Values
		use this system value to define a default value for the data edit reason. The default setting is CONFIRMED_FLAG.		
ITC_MASTER	PR_DFT_DUTY_ADDED	<p>When an API call with a duty add flag that has an Applicable decision—but the flag is not suggested by the GTTE application—if the data edit reason is not provided or is invalid, use this system value to define a default value for the data edit reason.</p> <p>The default setting is CUSTOMS_FEEDBACK.</p>	-	CUSTOMS_FEEDBACK

Attachment Tag System Values

In the Attachments workflow task, which is described in [Attachments \(Purchase Order Task\) on page 789](#) and [Attachments \(Import Shipment Task\) on page 826](#), you can use system values to define tags for an attachment.

To view the attachment's tags, click the Tags icon.

Tags Icon

Attachments			
Jump to...			
Tags	File Name	Created Date	Last Modified Date
	Copyright Page (2).pdf	09/08/2023 08:52:49	09/08/2023 08:52:49

By default, the attachment has three tags: CATEGORY, MODULE, and SHIPMENT_ID. You cannot edit or delete these tags.

Default Tags

Attachments			
Jump to...			
Tags	File Name	Tags	
	Copyright P		
Tag Name	Tag Value	Tag Id	Created Date
CATEGORY	TRANSACTION	4664	08/09/2023 09:56:59
MODULE	IMPORTS	4663	08/09/2023 09:56:59
SHIPMENT_ID	3070	4662	08/09/2023 09:56:59

To configure the list of tags that can be added or edited, use the following system value:

System Value for Attachment Tags

Category	Key	Description	Example Values
ITC	ATTACHMENT_TAGS_IMPORT_ALLOWED	separated list of updatable tags	SEND_TO_BROKER,TAG_1,TAG2

To add a tag in the Attachments task, click the Add new tag icon in the toolbar.

To update a tag, click the Update selected tag icon in the toolbar.

To delete a tag, click the Delete selected tag icon in the toolbar.

Auto-Generated Document Configuration System Values

Use these system values to configure the documents you want to generate for the Documents (Auto-Generated) workflow task. You can also configure the tags that you want to associate with the document. For more information on the task, see [Documents \(Auto-Generated\) Task](#) on page 838.

System Values for Auto-Generated Document Configuration

Category	Key	Description	Example Values
ITC	AUTO_GEN_DOCS	<p>ITC DOCS document or documents that are automatically generated and uploaded to Electronic File Management (EFM) when an import shipment is created.</p> <p>The format is a pipe-separated list of:</p> <p>TYPE=<External Type>;REF=<External Name></p> <p>Where:</p> <p><External Type> = External Type in DOCS</p> <p><External Name> = External Name in DOCS</p>	<p>TYPE=DC;REF=IMP_CINV </p> <p>TYPE=DC;REF=IMP_DOC2</p>
ITC	EFM_TAGS_<External Type>_<External Name>	<p>The tags associated with any DOCS document or documents that are automatically generated and uploaded to EFM when an</p> <p>Where:</p> <p><External Type> = External Type in DOCS</p> <p><External Name> =</p>	<p>DOC_TYPE=CUSTOMS INVOICE,SEND_TO_BROKER=true</p>

Category	Key	Description	Example Values
	External Name in DOCS	import shipment is created. The format is a comma-separated list of <code><key>=<value></code> pairs	

Broker Discrepancy System Values

To configure the data elements that are checked for broker discrepancies in electronic data interchange (EDI) data, use the following system value.

Note You can also configure the data elements to check for broker discrepancies on the Entry Discrepancy tab of the **Imports Configurator** screen (menu option CFGITC).

System Value for Broker Discrepancies

Category	Key	Description	Example Values
ITC	EDI_DCK_ATTRIBUTES	Use this system value to configure the data elements that are checked for broker discrepancies. For more information, see Broker Discrepancy Handling on page 849 .	<ul style="list-style-type: none"> To include all data elements that are listed in Broker Discrepancy Handling on page 849, set the value to ALL. To exclude a data element, enter one or more of the following elements. Use a comma to separate multiple elements: <ul style="list-style-type: none"> COUNTRY_OF_ORIGIN NUMBER_OF_PACKAGES TOTAL_CHARGES_INVOICED

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ COUNTRY_OF_EXPORT ◦ SHIPMENT_DESCRIPTION ◦ PORT_OF_ENTRY ◦ PORT_OF_UNLADING ◦ IMPORTING_CARRIER ◦ IMPORT_TYPE ◦ TOTAL_ENTERED_VALUE ◦ MANUFACTURER_ID ◦ CUSTOMS_BOND_TYPE ◦ CONSIGNEE_NUMBER ◦ FOREIGN_PORT_OF_LADING ◦ ENTRY_NUMBER ◦ DECLARANT_NAME ◦ IMPORTER_NUMBER ◦ REFERENCE_NUMBER ◦ SURETY_NUMBER ◦ PARTY_NAME ◦ PARTY_ADDRESS ◦ PARTY_NEW ◦ PARTY_DROPPED ◦ PARTY_REQUIRED ◦ CHARGE_DESC ◦ CHARGE_VALUE ◦ CHARGE_DROPPED ◦ ITEM_PRODUCT_CODE ◦ ITEM_DESCRIPTION ◦ ITEM_UNIT_PRICE ◦ ITEM_QUANTITY ◦ ITEM_QUANTITY_UOM ◦ ITEM_COUNTRY_OF_ORIGIN ◦ ITEM_EXCHANGE_RATE ◦ ITEM_MANUFACTURE_ID

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ ITEM_EXPORT_COUNTRY ◦ ITEM_FOREIGN_PORT_LADING ◦ ITEM_EXPORT_DATE ◦ ITEM_COMMODITY_CODE ◦ ITEM_MERCHANDISE_PROCESS ◦ ITEM_HARBOUR_MAINTENANCE ◦ ITEM_DUTY ◦ ITEM_ADA_RATE ◦ ITEM_CVD_DUTY ◦ ITEM_CVD_RATE ◦ ITEM_DROPPED ◦ ITEM_CANCELLED (Line Status Uncancelled) ◦ ITEM_DELETE_SOFT (Line Status Undeleted)
	EDI_DCK_ATTRIBUTES	ATTRIBUTE NAME value enables the overriding of column names for individual broker discrepancy attributes. When renaming of an element is required, this system value provides the discrepancy attribute code, along with the new nomenclature.	COUNTRY_OF_ORIGIN:Origin Country, NUMBER_OF_PACKAGES:Pack Count
	EDI_DCK_SYNC	IR,46 value enables the validation	<ul style="list-style-type: none"> • ALL • 01,IR,46

Category	Key	Description	Example Values
		of partner roles within EDI broker messages by cross-referencing them with the partner roles that are configured on the shipment. It accepts a comma-separated value (CSV) list of partner roles. To encompass all partner roles listed on the shipment, enter the value ALL.	
	EDI_DCK_REQ_NR	REQ_NR This system value enables you to specify which, if any, partner roles are mandatory. A discrepancy is identified when a party role, designated as mandatory, is absent from the shipment broker message or the shipment. This value is configured through a CSV list of partner roles.	<ul style="list-style-type: none"> 01,IR,46
	EDI_DCK_SYNC_CHRG	CHRG This system value enables you to specify charge codes that are mandated within broker	<ul style="list-style-type: none"> ALL DUTY, AIRF-C

Category	Key	Description	Example Values
		messages, corresponding to those configured on the shipment. The system value accepts a CSV list of charge codes. To encompass all charge codes that are configured on the shipment, enter ALL.	
	EDI_DCK_ATT_REVIEW	<p>When the system value enables you to refine the list of EDI Discrepancies attributes that are considered for user review for each broker. This list applies to all brokers, unless a broker-specific system value is configured. This approach enables you to reduce the set of attributes listed within the system value EDI_DCK_ATTRIBUTES. By default, the field is set to ALL so that all attributes are considered. Alternatively, you can enter a CSV list of discrepancy attributes.</p>	<ul style="list-style-type: none"> • ALL • To exclude an attribute, enter one or more of the following attributes. Use a comma to separate multiple attributes: <ul style="list-style-type: none"> ◦ COUNTRY_OF_ORIGIN ◦ NUMBER_OF_PACKAGES ◦ TOTAL_CHARGES_INVOICED ◦ COUNTRY_OF_EXPORT ◦ SHIPMENT_DESCRIPTION ◦ PORT_OF_ENTRY ◦ PORT_OF_UNLADING ◦ IMPORTING_CARRIER ◦ IMPORT_TYPE ◦ TOTAL_ENTERED_VALUE ◦ MANUFACTURER_ID ◦ CUSTOMS_BOND_TYPE ◦ CONSIGNEE_NUMBER

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ FOREIGN_PORT_OF_LADING ◦ ENTRY_NUMBER ◦ DECLARANT_NAME ◦ IMPORTER_NUMBER ◦ REFERENCE_NUMBER ◦ SURETY_NUMBER ◦ PARTY_NAME ◦ PARTY_ADDRESS ◦ PARTY_NEW ◦ PARTY_DROPPED ◦ PARTY_REQUIRED ◦ CHARGE_DESC ◦ CHARGE_VALUE ◦ CHARGE_DROPPED ◦ ITEM_PRODUCT_CODE ◦ ITEM_DESCRIPTION ◦ ITEM_UNIT_PRICE ◦ ITEM_QUANTITY ◦ ITEM_QUANTITY_UOM ◦ ITEM_COUNTRY_OF_ORIGIN ◦ ITEM_EXCHANGE_RATE ◦ ITEM_MANUFACTURE_ID ◦ ITEM_EXPORT_COUNTRY ◦ ITEM_FOREIGN_PORT_LADING ◦ ITEM_EXPORT_DATE ◦ ITEM_COMMODITY_CODE ◦ ITEM_MERCHANDISE_PROCESS ◦ ITEM_HARBOUR_MAINTENANCE ◦ ITEM_DUTY ◦ ITEM_ADA_RATE ◦ ITEM_CVD_DUTY ◦ ITEM_CVD_RATE

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ ITEM_DROPPED ◦ ITEM_CANCELLED (Line Status Uncancelled) ◦ ITEM_DELETE_SOFT (Line Status Undeleted)
	EDI_DCK_ATT_REVIEW_FTN	<p>By FTN value enables you to refine the list of EDI Discrepancies attributes that are considered for user review for each broker. This list applies to FTN brokers. This approach enables you to reduce the set of attributes listed within the system value EDI_DCK_ATTRIBUTES.</p> <p>By default, the field is set to ALL so that all attributes are considered. Alternatively, you can enter a CSV list of discrepancy attributes.</p>	<ul style="list-style-type: none"> • ALL • To exclude an attribute, enter one or more of the following attributes. Use a comma to separate multiple attributes: <ul style="list-style-type: none"> ◦ COUNTRY_OF_ORIGIN ◦ NUMBER_OF_PACKAGES ◦ TOTAL_CHARGES_INVOICED ◦ COUNTRY_OF_EXPORT ◦ SHIPMENT_DESCRIPTION ◦ PORT_OF_ENTRY ◦ PORT_OF_UNLADING ◦ IMPORTING_CARRIER ◦ IMPORT_TYPE ◦ TOTAL_ENTERED_VALUE ◦ MANUFACTURER_ID ◦ CUSTOMS_BOND_TYPE ◦ CONSIGNEE_NUMBER ◦ FOREIGN_PORT_OF_LADING ◦ ENTRY_NUMBER

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ DECLARANT_NAME ◦ IMPORTER_NUMBER ◦ REFERENCE_NUMBER ◦ SURETY_NUMBER ◦ PARTY_NAME ◦ PARTY_ADDRESS ◦ PARTY_NEW ◦ PARTY_DROPPED ◦ PARTY_REQUIRED ◦ CHARGE_DESC ◦ CHARGE_VALUE ◦ CHARGE_DROPPED ◦ ITEM_PRODUCT_CODE ◦ ITEM_DESCRIPTION ◦ ITEM_UNIT_PRICE ◦ ITEM_QUANTITY ◦ ITEM_QUANTITY_UOM ◦ ITEM_COUNTRY_OF_ORIGIN ◦ ITEM_EXCHANGE_RATE ◦ ITEM_MANUFACTURE_ID ◦ ITEM_EXPORT_COUNTRY ◦ ITEM_FOREIGN_PORT_LADING ◦ ITEM_EXPORT_DATE ◦ ITEM_COMMODITY_CODE ◦ ITEM_MERCHANDISE_PROCESS ◦ ITEM_HARBOUR_MAINTENANCE ◦ ITEM_DUTY ◦ ITEM_ADA_RATE ◦ ITEM_CVD_DUTY ◦ ITEM_CVD_RATE ◦ ITEM_DROPPED

Category	Key	Description	Example Values
			<ul style="list-style-type: none"> ◦ ITEM_CANCELLED (Line Status Uncancelled) ◦ ITEM_DELETE_SOFT (Line Status Undeleted)

Broker Job System Values

Use system values to activate broker jobs by default and configure broker job email formatting. The broker job configuration is described in [Broker Job Configuration](#) on page 891.

System Values for Broker Jobs

Category	Key	Description	Example Values
ITC_MASTER	SEND_TO_BROKER_DEFAULT	<p>If this system value is set to YES, when you open the Product Details portal, the Send to Broker checkbox is selected by default and the broker job runs automatically. If it is set to NO, you must manually select the checkbox to start the broker job.</p> <p>Note You can also turn on this system value on the Imports Configurator page (option CFGITC). On the Master Data tab, for the Send to Broker Default</p>	<ul style="list-style-type: none"> • YES • NO

Category	Key	Description	Example Values
		field, choose Yes.	
ITC	BROKER_JOB_FAILURE_BODY	<p>Use this system value to change the body of the email that is sent if a broker job fails.</p> <p>Note You can also change the email body on the Imports Configurator page (option CFGITC). On the ITC Global Settings tab, in the On Failure Email Body field, enter the email body.</p>	<p>The GTTE broker job failed to complete execution.\n</p> <p>Broker: "<BROKER_CODE>", \n</p> <p>Broker Job: "<BROKER_JOB_CODE>", \n</p> <p>Reason: <FAILURE_REASON></p>
ITC	BROKER_JOB_FAILURE_TITLE	<p>Use this system value to change the subject of the email that is sent if a broker job fails.</p> <p>Note You can also change the email subject on the Imports Configurator page (option CFGITC). On the ITC Global Settings tab, in the On Failure Email Title field, enter the email title.</p>	<p>GTTE broker job failed to complete execution: Broker: <BROKER_CODE></p>
ITC	BROKER_JOB_FAILURE_DETAILS	Use this system value to configure the attachment that	Broker: <BROKER_CODE>,

Category	Key	Description	Example Values
		is sent with the failure email if a broker job fails.	Broker Job: <BROKER_JOB_CODE>,
ITC	ITC_ADMIN_NOTIFY	The email address to which broker job failure emails are sent.	user@server.com

Classification Worksheet System Values

Use the following system values to configure the Classification Worksheet and the behavior for copied products:

Classification Worksheet System Values

Category	Key	Description	Configuration Options	Example Values
ITC_MASTER	ADD_DIGIT	Determines whether the Additional Digit field appears in the Classification Worksheet.	<ul style="list-style-type: none"> • YES (Default) - Additional Digit field is shown. • NO - Additional Digit field is hidden. 	YES
	CLASSIFICATION_STATUS	Determines whether the Classification Status field appears in the Classification Worksheet.	<ul style="list-style-type: none"> • YES (Default) - Classification Status field is shown. • NO - Classification Status field is hidden. 	YES
	CW_SIMILAR_PRODUCT	ITC_IGNORE_CUSTOM_DESCRIPTIONS Similar Product	ITC_IGNORE_CUSTOM_DESCRIPTIONS	Description

Category	Key	Description	Configuration Options	Example Values
		<p>Search option on the Classification Worksheet, you can configure a system value so that the Customs Description field or other fields that you configure are not automatically updated after you copy a product. For more information, see Similar Product Search on page 684.</p> <p>If this system value is set to a field name variable, such as <code>customsDescription</code>, the field is not updated when you copy similar products.</p> <p>Note Currently,</p>		

Category	Key	Description	Configurati Options	Example Values
		<p>you can only apply this system value to the Customs Description field.</p> <p>If this value is empty, all fields except Commercial Description are updated when you copy similar products.</p>		
	ITC_IMPORT_DEFAULT_COUNTRY	<p>A two-letter ISO country code. The country code determines the default importing country that is displayed on the Classification Worksheet (PRCLWS).</p> <p>Note Data Lookup: Default country (XMCTRY0)</p>		US
	NEW_PROD_CLASS_LABEL	<p>A list of separated list of two-letter ISO country</p>		US,GB,DE

Category	Key	Description	Configuration Options	Example Values
		<p>codes. When a new product is created, new classification product labels are created for the listed countries. Product labels are used by various dashboards—for more information, see Imports Dashboard on page 1882.</p> <p>Note Data lookup: Country (CT) (XMCTRY0)</p>		

Custom Tabs System Values

If you are creating custom tabs or dynamic fields, as described in [Custom Tabs, Dynamic Fields, and Email Replacement Tag Configuration](#) on page 883, use the following system value to create a record of custom tabs for importing countries:

System Value for Custom Tabs

Category	Key	Description	Example Values
ITC_MASTER	PROD_CUSTOM_TAB_IMPORT_XX where XX is the two-letter ISO country code of the importing country.	TAB1,TAB2, where XX is a separated list of custom tab identifiers, in the format TAB1,TAB2,TAB3 and so on. You	<ul style="list-style-type: none"> NOM NOM,CUSTOM

Category	Key	Description	Example Values
		can also enter a single value. The identifiers are the values in the Custom Tab column in menu option ITCC.	

Declaration System Values

Use the following system values to configure declarations:

Declarations System Values

Category	Key	Description	Configuration Options	Example Values
ITC	DECLARATION_MandatoryEntities	A comma-separated list of codes corresponding to the Partner fields that appear on the Entities workflow task for declaration workflows. For required fields, add ':mandatory' next to the code; for example, ImportingCarrier:mandatory	BookingParty <ul style="list-style-type: none"> Broker Buyer Consignee FTZOperator ForwardingAgent ImporterOfRecord ImportingCarrier Manufacturer Seller Shipper ShippingOfficer StuffingLocation 	ImporterOfRecord,UltimateConsignee,In
ITC	DEFAULT_CHARGE_PAYMENT_METHOD	Default payment method used when adding a new charge to an entry or import declaration.	Values are available in the flex domain CHARGE_PAYMENT_METHOD.	

Email Approval Task System Values

Use the following system values to configure the Email Approval workflow task:

Email Approval System Values

Category	Key	Description	Example Values
ITC	TRANSACTION_REPLY_TO	A comma-separated list of email addresses used as the default reply address or addresses in the Email Approval task.	user1@server.com, user2@server.com

Entities Task System Values

Use the following system values to configure the Entities workflow task:

Entities System Values

Category	Key	Description	Configuration Options	Example Values
ITC	ENTITY TASK - LIST	A comma-separated list of codes corresponding to the Partner fields that appear on the Entities workflow task when no task-specific configuration is defined. For required fields, add ':mandatory' next to the code; for example, ImportingCarrier:mandatory	<ul style="list-style-type: none"> BookingParty Broker Buyer Consignee FTZOperator ForwardingAgent ImporterOfRecord ImportingCarrier Manufacturer Seller Shipper ShippingOfficer StuffingLocation UltimateConsignee 	ImporterOfRecord,UltimateConsignee,ImportingCarrier
ITC	ENTRY_ALL_ENTRIES	A comma-separated list of codes corresponding to the Partner fields that appear on the Entities workflow task when no task-specific configuration is defined. For required fields, add ':mandatory' next to the code; for example, ImportingCarrier:mandatory	<ul style="list-style-type: none"> BookingParty Broker Buyer Consignee FTZOperator ForwardingAgent ImporterOfRecord ImportingCarrier Manufacturer Seller Shipper ShippingOfficer StuffingLocation UltimateConsignee 	ImporterOfRecord,UltimateConsignee,ImportingCarrier

Category	Key	Description	Configuration Options	Example Values
		list of codes corresponding to the Partner fields that appear on the Entities workflow task for entry workflows. For required fields, add ':mandatory' next to the code; for example, ImportingCarrier:mandatory	<ul style="list-style-type: none"> • Broker • Buyer • Consignee • FTZOperator • ForwardingAgent • ImporterOfRecord • ImportingCarrier • Manufacturer • Seller • Shipper • ShippingOfficer • StuffingLocation • UltimateConsignee 	
ITC	ISF_ALL_ENTITIES	A comma-separated list of codes corresponding to the Partner fields that appear on the Entities workflow task for ISF workflows. For required fields, add ':mandatory' next to the code; for example, ImportingCarrier:mandatory	<ul style="list-style-type: none"> • BookingParty • Broker • Buyer • Consignee • FTZOperator • ForwardingAgent • ImporterOfRecord • ImportingCarrier • Manufacturer • Seller • Shipper • ShippingOfficer • StuffingLocation • UltimateConsignee 	ImporterOfRecord, Consignee, ImportingCarrier

FTA Solicitation System Values

Use the following system values to configure the FTA Solicitation [feature on page 742](#).

FTA Solicitation System Values

Category	Key	Description	Example Values
ITC	SUPPLIER_FTA_REPLY_TO	REQUIRED - A separated list of email addresses used as the default reply address or addresses in the FTA Solicitation window.	user1@server.com, user2@server.com

Imports API System Values

Use the following system values for Imports API configuration:

Imports API System Values

Category	Key	Description	Configuration Options	Example Values
ITC	API LOG PURGE: JOB AGE	API Log entries older than the number of days that you specify in this system value are automatically deleted.		90
ITC	API: ALLOW UPD PARTY FIELDS	A comma-separated list of Partner fields that are updatable through the Import Shipment and Product APIs.	<ul style="list-style-type: none"> • accountNumber • contact • emailAddress • faxDetails • name • partyAddress • partyType • phoneDetails • psIDefinedField1 • psIDefinedField2 • psIDefinedField3 	partyType,name,contact,accountNumber,psIDefinedField1,psIDefinedField2,psID

Category	Key	Description	Configuration Options	Example Values
			<ul style="list-style-type: none"> pslDefinedField4 pslDefinedField5 	
ITC	API: ALLOW UPD PRODUCT FIELDS	A comma-separated list of Product fields that are updatable through the Import Shipment and Product APIs.	<ul style="list-style-type: none"> dynamicFields productCommodity productControl productDescription productDimension productEccn productRestriction productType productVolume productWeight 	productWeight,productVolume,productD
ITC	APILOG REPORT: LAST ID	The API log ID of the last entry on the latest API log report. The next report will contain entries starting after this API log ID. The value automatically updates each time the API log report is sent.	-	00001
ITC	APILOG REPORT: MAIL TO	A comma-separated list of email addresses that receive API log reports.	-	user1@server.com, user2@server.com

Import Charges System Values

Use the following system value to configure the import charge calculation:

Import Charge System Value

Category	Key	Description	Example Values
ITC_MASTER	ITC_IMPORT_DEFAULT_CURRENCY	Default currency for the import charge calculation.	USD

Import Compliance System Values

Use the following system values to configure notifications for the Import Compliance Analyst and Import Compliance Specialist roles:

Import Compliance System Values

Category	Key	Description	Example Values
ITC	ICA_TEAM_NOTIFICATIONS	A comma-separated list of email addresses that receive Import Compliance Analyst team notifications.	user1@server.com, user2@server.com
ITC	ICS_TEAM_NOTIFICATIONS	A comma-separated list of email addresses that receive Import Compliance Supervisor team notifications.	user1@server.com, user2@server.com
ITC	ITC_ADMIN_NOTIFICATIONS	A comma-separated list of email addresses that receive Import Trade Compliance Administrator notifications.	user1@server.com, user2@server.com
ITC	ITC_TEAM_NOTIFICATIONS	A comma-separated list of email addresses that receive Import Trade Compliance	user1@server.com, user2@server.com

Category	Key	Description	Example Values
		team notifications.	

Imports Document (DOCS) System Values

Use the following system values to configure import documents in the DOCS menu option:

Import DOCS System Values

Category	Key	Description	Example Values
ITC	IMPTRANS_DEF_DOC_LIST	A pipe-separated list of: <DOC_TYPE>,<DOC_REF> Where: <DOC_TYPE> = External Type in DOCS <DOC_REF> = <i>External Name</i> in DOCS	DC,DEFDOC1 DC,DEFDOC2
ITC	IMPTRANS_DEF_TRANSACTIONNATURE	Note: If the IMPTRANS_DEF_TRANSACTIONNATURE system value is found for the transaction, the IMPTRANS_DEF_DOC_LIST system value is used by default. A pipe-separated list of: <DOC_TYPE>,<DOC_REF> Where: <DOC_TYPE> = External Type in DOCS <DOC_REF> = <i>External Name</i> in DOCS	DC,ENTRY1 DC,ENTRY2<TRANSACTIONNATURE>

Imports Style Configuration System Values

Use the following system values to configure the look of the Import Management pages:

Style System Values

Category	Key	Description	Configuration Options	Example Values
ITC	THEME	The display theme.	<ul style="list-style-type: none"> CLASSIC CRISP GRAY NEPTUNE 	CLASSIC

Import Translations System Values

To enable the translation of certain Import Management screens, use the following system value:

Imports Translation System Value

Category	Key	Description	Configuration Options	Example Values
ITRAX	TRASL_CFG	<p>By default, configurator screens—menu options that start with CFG—are not translatable. To enable the translation of the Imports Configurator screen (menu option CFGITC), set this system value to true.</p> <p>Note To use certain translations, such as French, Chinese (Simplified), and Portuguese (Brazilian), ensure</p>	-	<ul style="list-style-type: none"> true false

Category	Key	Description	Configuration Options	Example Values
		that the translation packs for these languages from your GTTE installation folder have been uploaded in menu option XML.		

Product Labels System Values

Use these system values to configure the following product label pages:

- **Approval Requests** (option PCMA)
- **New Classification** (option PCMB)
- **ERP Classification Review** (option PCME)
- **Classification Review Request** (option PCMR)

Product Labels System Values

Category	Key	Description	Configuration Options	Example Values
ITC_MASTER	SYS_LABEL_SHORT CODE> Where: <LABEL_SHORT CODE> is either PCMA, PCMB, PCME, PCMR, or PCSY.	ACTION=<LABEL> separated list of additional action buttons to display within the grid toolbar of the product label pages.	DEMO_1 • DEMO_2	DEMO_1,DEMO_2
ITC_MASTER	SYS_LABEL_SHORT CODE> Where: <LABEL_SHORT CODE> is	ALTER=<LABEL> separated list of additional search fields to display	COMMODITY_CODE • CREATED_BY • CREATED_DATE • EXPIRY_DATE	COMMODITY_CODE,CREATED_BY,C

Category	Key	Description	Configuration Options	Example Values
	either PCMA, PCMB, PCME, PCMR, or PCSY.	on a product label page.	<ul style="list-style-type: none"> GROUP_BY_BUCKET_1 GROUP_BY_BUCKET_2 INSTANCE_CODE NOTE PRODUCT_LABEL_SYS_ID SUPPLIER 	

Product Master System Values

Use the following system values to configure tabs and fields on the **Product Master** page (option IMPPR):

Product Master System Values

Category	Key	Description	Configuration Options	Example Values
ITC_MASTER	PROD_AUDIT	Default setting for the Summary View option. On the Product Master page, the Summary View option is located in the Product Details window.	DETAIL - Detailed View <ul style="list-style-type: none"> SUMMARY (Default) - Summary View 	DETAILED

Purchase Order System Value

Use the following system values to configure manual purchase orders:

Purchase Order System Values

Category	Key	Description	Configuration Options	Example Values
ITC	IMPORTING_COUNTRY	Country ISO country code that determines the default importing	-	US

Category	Key	Description	Configuration Options	Example Values
		country when you create a manual purchase order.		
ITC	PO_UPDATE_READ_ONLY_FIELDS	countryCode, orderNumber, orderDate separated list of fields that are read-only on the Header Details workflow task when a purchase order transaction is updated. Only purchase orders that are manually created are affected.	<ul style="list-style-type: none"> consigneeCode exportingCountry importingCountry language orderDate orderNumber orderType shipFromCode supplierCode ultimateConsigneeCode 	

SRM Integration System Values

Use the following system values to configure the SRM integration for supplier documents in GTTE:

SRM Integration System Values

Category	Key	Description	Configuration Options	Example Values
ITC	SRM_INTEGRATION_ENABLED - <TRANSACTION TYPE> Where: <TRANSACTION TYPE> is either E for import shipment workflows or P for purchase	ENABLED value that determines if the SRM integration is enabled for the <TRANSACTION TYPE>.	-	true

Category	Key	Description	Configuration Options	Example Values
	order workflows.			
ITC	SRM_TR_REF	A comma-separated list of transaction references used to identify a request sent to SRM.	<ul style="list-style-type: none"> AIRWAYBILL_NUMBER BOL_NUMBER BOOKING_NUMBER BROKER_FILE_NO ENTRY_NUMBER EXTERNAL_REFERENCE_NUMBER HOUSE_AIR_AIRWAYBILL IMPORTER_NUMBER INVOICE_NUMBER IT_NUMBER ORDER_NUMBER PO_NUMBER REFERENCE_NUMBER STRAIGHT_BILL_OF_NUMBER SUPPLIER_ORDER 	BOL_NUMBER, ENTRY_NUMBER, PO_

Template System Values

Use the following system values to configure templates:

Template System Values

Category	Key	Description	Example Values
ITC	CREATE <TRANSACTION NATURE> HIDE CREATE LAST Where: <TRANSACTION NATURE> is either ENTRY, IMD, ISF, or PO.	Determines whether users can access their most recent template settings by selecting LAST_USED in the Load Template dropdown menu.	<ul style="list-style-type: none"> YES NO
ITC	CREATE <TRANSACTION NATURE>: USR TPL ONLY	Determines whether a user can access global templates,	<ul style="list-style-type: none"> YES NO

Category	Key	Description	Example Values
	Where: <TRANSACTION NATURE> is either ENTRY, IMD, ISF, or PO.	which are available to all users, or only the templates related to their own account.	

Workflow Configuration System Values

Use the following system values to configure the search area and buttons on the **Workflow** screen (menu option WF) and its associated tasks and transaction types.

Workflow Search System Values

Category	Key	Description	Configuration Options	Example Values
ITC	ENTRY_ITEMS_ALLOWED_FELDS	A pop-up separated list of the fields that you want to make mandatory in the Items workflow task. Note The Product Code field is mandatory by default. You cannot make it optional.		supplier,itemDescription,customsDescription
	FLAG_ALLOW_TO_EDIT_MANUAL_ENTRY	allows users to manually edit the purchase order number and date when the user creates or updates an entry item, set this	• FALSE	FALSE

Category	Key	Description	Configuration Options	Example Values
		<p>system value to TRUE.</p> <p>If you set this system value to FALSE, the user must select the purchase order number and date from a lookup.</p>		
	<p>FLOW_C<N>_ <TRANSACTION NATURE></p> <p>Where:<N> is the column number (1 to 4)</p> <p><TRANSACTION NATURE> is either ENTRY, IMD, ISF, or PO.</p>	<p>SEARCH- Separated list of up to five fields that are displayed in column <N> of the <NATURE> workflow search area. The format is description[optional field code]</p>	<p>ASN Number: ASN_NUMBER</p> <p>Air Waybill Number: AWB_NUMBER</p> <p>Bill of Lading: BOL</p> <p>Carrier: CARRIER</p> <p>Commodity Code: COMMODITY_CODE</p> <p>Company: COMPANY</p> <p>Compliance Status: COMPLIANCE_STATUS</p> <p>Consignee: CONSIGNEE</p> <p>Container Number: CONTAINER_NO</p> <p>Country of Origin: COUNTRY_OF_ORIGIN</p> <p>Declarant: DECLARANT</p>	<p>AWB Number:AWB_NUMBER,;BOL,PO Number:PO_NUMBER,;PRODUCT_CO</p>

Category	Key	Description	Configuration Options	Example Values
			Delivery Date: DELIVERY_DATE Entry Number: TRANSACTION_NUMBER Exporting Country: EXPORTING_COUNTRY External Reference: EXTERNAL_REFERENCE Grouping Id: GROUPING_ID Importer of Record: IOR Importing Country: IMPORTING_COUNTRY Item : ITEM_PO_NUMBER- Purchase Order Number Item Delivery Number: ITEM_DELIVERY_NUMBER Item Invoice Number: ITEM_INVOICE_NO Master Bill of Lading: MBL Order Number: ORDER_NUMBER Payment Status: PAYMENT_STATUS Place of Loading: PLACE_OF_LOADING	

Category	Key	Description	Configuration Options	Example Values
			Product Code: PRODUCT_CODE	
			Purchase Order Number: PO_NUMBER	
			Reconciliation Status: RECONCILIATION_STATUS	
			Representative: REPRESENTATIVE	
			SRM Due Date (From/To): SRM_DUE_DATE	
			SRM Rcv. Date (From/To): SRM_REC_DATE	
			Ship From: SHIP_FROM	
			Ship To: SHIP_TO	
			Shipment Status: SHIP_STATUS	
			Shipment Type: SHIP_TYPE	
			Standard Carrier Alpha Code: CARRIER_SCAC	
			Supplier Division: SUPPLIER_DIVISION	
			Supplier Order Reference: SUP_ORDER_REF	

Category	Key	Description	Configuration Options	Example Values
			Supplier: SUPPLIER Transport Mode: TRANSPORT_MODE Ultimate Consignee: UC User Id: USER_ID Workflow Code: WF_CODE	
ITC	FLOW_MORE_SEARCH- <TRANSACTION NATURE> Where: <TRANSACTION NATURE> is either ENTRY, IMD, ISF, or PO.	A Search- Separated list of fields that are displayed in the More dialog of the workflow search area. The format is <i>description[optional fieldCode]</i>	ASN Number: ASN_NUMBER Air Waybill Number: AWB_NUMBER Bill of Lading: BOL Carrier: CARRIER Commodity Code: COMMODITY_CODE Company: COMPANY Compliance Status: COMPLIANCE_STATUS Consignee: CONSIGNEE Container Number: CONTAINER_NO Country of Origin: COUNTRY_OF_ORIGIN	:ASN_NUMBER,:CARRIER_SCAC,:CO

Category	Key	Description	Configuration Options	Example Values
			Declarant: DECLARANT Delivery Date: DELIVERY_DATE Entry Number: TRANSACTION_NUMBER Exporting Country: EXPORTING_COUNTRY External Reference: EXTERNAL_REFERENCE Grouping Id: GROUPING_ID Importer of Record: IOR Importing Country: IMPORTING_COUNTRY Item : ITEM_PO_NUMBER- Purchase Order Number Item Delivery Number: ITEM_DELIVERY_NUMBER Item Invoice Number: ITEM_INVOICE_NO Master Bill of Lading: MBL Order Number: ORDER_NUMBER Payment Status: PAYMENT_STATUS	

Category	Key	Description	Configuration Options	Example Values
			Place of Loading: PLACE_OF_LOADING Product Code: PRODUCT_CODE Purchase Order Number: PO_NUMBER Reconciliation Status: RECONCILIATION_STATUS Representative: REPRESENTATIVE SRM Due Date (From/To): SRM_DUE_DATE SRM Rcv. Date (From/To): SRM_REC_DATE Ship From: SHIP_FROM Ship To: SHIP_TO Shipment Status: SHIP_STATUS Shipment Type: SHIP_TYPE Standard Carrier Alpha Code: CARRIER_SCAC Supplier Division: SUPPLIER_DIVISION Supplier Order	

Category	Key	Description	Configuration Options	Example Values
			Reference: SUP_ORDER_REF Supplier: SUPPLIER Transport Mode: TRANSPORT_MODE Ultimate Consignee: UC User Id: USER_ID Workflow Code: WF_CODE	
ITC	PO: ALLOW CHARGE CHANGES	A Boolean value that controls whether or not the Create/ Update/ Copy/Delete Record buttons are available on the Workflow - Entry Charges (WFTECH) menu option.	<ul style="list-style-type: none"> • true • false 	false
ITC	PO_DEFAULT_ASSIGNEE	The assignee to be assigned to an import workflow. The assignee is a QAD GTTE user. The system tries several steps to	-	QAMO2

Category	Key	Description	Configuration Options	Example Values
		<p>identify the import workflow assignee. This system value is only used if the system fails to identify an assignee.</p> <p>Note Data lookup: User (US) (XTUSER0)</p>		
WORKFLOW	IMPORT_NATURE <i><TRANSACTION TYPE></i> Where: <i><TRANSACTION TYPE></i> is either E, F, or P.	Determines the transaction nature of a transaction type.	<ul style="list-style-type: none"> DECLARATION ISF PO 	ENTRY

Export Transaction Details to Broker (Auto) Task System Values

Use the following system values to configure the automatic export of import shipment transaction details to external parties such as, brokers.

You can also configure these data elements on the Imports API tab of the **Imports Configurator** screen (menu option CFGITC), within the Auto Export to Broker panel.

Auto-Export Transaction Details to Broker System Values

Category	Key	Description	Configuration Options	Example Values
ITC	EXPORT_AND_SEND_BATCHES	<p>Enables or disables the automatic <i>Export Send To Broker</i> workflow task.</p>	<p>ENABLED true:</p> <p>Enables automatic export of transaction data to the broker.</p> <ul style="list-style-type: none"> false: Disables 	true, false

Category	Key	Description	Configuration Options	Example Values
		When set to true, import shipment transaction data is automatically exported to the broker.	automatic export of transaction data to the broker.	
ITC	EXPORT_AND_SEND_BATCH_DEF_STAT	Defines all of the tasks that must be completed before initiating the export to broker process.	USE Compliance Status	Compliance Status
ITC	EXPORT_AND_SEND_BATCH_DEF_STAT	Specifies the key ID of the automatic <i>Export Send To Broker</i> workflow task, which is marked as successful or unsuccessful after the execution of its steps. If the steps do	WFTEMBR	WFTEMBR

Category	Key	Description	Configuration Options	Example Values
		not run, either because they are disabled or a prior step's status verification fails, then the task status remains unchanged.		
ITC	AUTO_CLOSE_BATCH_ENABLED	Enables or disables the automatic closure of transaction workflow task. When set to true, the import shipment transaction is closed after the data is exported to the broker.	<ul style="list-style-type: none">• true: Enables the automatic closure of the transaction after the data is exported to the broker.• false: Disables the automatic closure of the transaction after the data is exported to the broker.	true, false
ITC	AUTO_CLOSE_BATCH_STATUS	Defines all tasks that must be	<ul style="list-style-type: none">• complianceStatus• exportAndSendStatus	complianceStatus, exportAndSendStatus

Category	Key	Description	Configuration Options	Example Values
		completed before running the close transaction process.		
ITC	AUTO_CLOSE_BATCH_TASK	Specifies the key ID of the <i>Close</i> transaction workflow task, which is marked as successful or unsuccessful after the execution of its steps. If the steps do not run, either because they are disabled or a prior step's status verification fails, then the task status remains unchanged.	BBSCCL50	BBSCCL50

[Export Transaction Details to Broker \(Auto\) Task on page 844](#)

Export Transaction Details to Broker Default Email System Value

Use the following system value to configure a default email address to use when sending shipment transaction details to external parties.

You can also configure this email address on the Workflow tasks tab of the **Imports Configurator** screen (menu option CFGITC), within the Export to Broker panel.

Category	Key	Description	Configuration Options	Example Values
ITC	TRANSACTION_BROKER_EMAIL_REPLY_TO	Specifies the default email address to use when sending shipment transaction details to the brokers.		user1@server.com

Glossary

The following glossary defines terms relating to the GTTE software used throughout the Import Management help content, and industry-recognized acronyms and terms associated with international trade and import activities.

Attachments

Any documents that are uploaded to a workflow—for example, documents from a third party, or the output of the *Export Transaction Details* workflow task.

Bill of Lading (B/L)

Document issued by a carrier for goods to be delivered that describes the conditions under which the goods are accepted by the carrier and details the type of goods, the quantity of goods, the name of the vessel (if appropriate), identifying marks and numbers, destination, and so on.

Compliance Hold

A country-specific automated hold on a pending shipment if the required Trade Compliance criteria are not met. They are typically associated with an incomplete or failed task within the Workflow Portal, but compliance holds can be defined to include any number of trade compliance tasks or requirements specific to a particular product, such as failure to receive a license required for export. Import System Admins can configure the compliance hold options in *ITTC > Compliance > Compliance Hold*.

Documents

Reports that can be created from predefined layouts. They are internally-generated documents because they are populated from the GTTE database.

Export Administration Regulations (EAR) (U.S.) (15 CFR § 774)

Code of Federal Regulations (CFR) promulgated and implemented by the Department of Commerce that regulate the export of goods and related technology identified on the Commodity Control List (CCL), Title 15 CFR 774, Supp. 1. Goods and technology on the CCL are not inherently military in nature; they are primarily and inherently commercial or potentially commercial in nature.

Flex Domain

A Flex Domain is an GTTE system entity, stored within a Flex Domain table, which outlines a list of domains. It also outlines potential values for the domains, such as name, data type, and description.

Flex Domain Table

Flex Domain tables hold key-value pairs and descriptions related to import trade.

Flex Subvalue

An entity that stores subvalues for a Flex Value.

Flex Value

The list of potential values for a Flex Domain.

General Rules of Interpretation (GRI)

The rules that govern the classification of goods under the Harmonized Commodity Description and Coding System (HS).

Good

Any article, natural or man-made substance, material, supply, or manufactured product, including inspection and test equipment, and excluding technology.

Import

Goods, products, or services that are brought into a country from abroad for domestic consumption or commercial use. They involve the purchase and transportation of goods from one country to another. The import process typically involves customs clearance, payment of duties or tariffs, and compliance with applicable regulations and trade agreements.

International Traffic in Arms Regulations (ITAR)

A US government regulation that controls the export and import of defense articles, services, and technical data. ITAR is administered by the Department of State's Directorate of Defense Trade Controls (DDTC). ITAR regulates the transfer of military-related technologies and information. It requires compliance, licensing, and restricts exports to certain entities. Non-compliance can result in severe penalties.

License: (U.S.)

Authority issued by the Bureau of Industry and Security authorizing an export, re-export, or other regulated activity. The term license does not include authority represented by a license exception, as defined below.

License Exception (U.S.)

An authorization described in part 740 of the EAR that allows you to export or re-export, under stated conditions, items subject to the EAR that otherwise would require a license. Unless otherwise indicated, these License Exceptions are not applicable to exports under the licensing jurisdiction of agencies other than the Department of Commerce.

Trade Compliance

The QAD GTTE Global Trade Compliance solution starts at the very beginning of the export sales process. With QAD GTTE automated Global Trade Compliance software you can perform due diligence, streamline compliance and mitigate the risks associated with dynamic trading environments as well as control costs and create audit-ready electronic reports.

Using Trade Compliance

The Using Trade Compliance section describes the compliance functionality available to you, the user, in QAD GTTE. This functionality helps your company to comply with national and international trade regulations. Failure to comply with these regulations can result in penalties.

There are a number of different ways of running compliance checks:

- As a workflow task within the [Workflow Portal on page 56](#) (menu option FLOW).
- On an ad hoc basis, accessed through menu option CKADH.
- As a [Desktop Shipping on page 1509](#) step (menu option SHDTS).

Note For details of the compliance step in Desktop Shipping, see [Compliance Step on page 1516](#). The compliance process varies from company to company. The compliance manager configures QAD GTTE to implement the compliance process. To learn more about the compliance process within your company, consult your administrator.

Available Compliance Checks

It is possible to run a number of different compliance checks using QAD GTTE. You can run all of these checks as part of a workflow task or in Desktop Shipping. The table below identifies the checks that are available to run on a one-off or ad hoc basis..

Compliance Checks in QAD GTTE

Check	Purpose	Available as Ad Hoc Check
(DPL) Denied Party List	The Denied Party List (DPL) check compares the names and addresses against the list of denied and restricted parties in the system. The list of denied and restricted parties in the system can be a combination of lists that QAD GTTE has sourced and provided as content, and entries that your company may have maintained.	Yes
(DPL-TEXTS) Denied Party List – Text Boxes	The Denied Party List – Text Boxes (DPL-TEXTS) check compares the lines in shipment text boxes to the same list of denied and restricted parties used in the Denied Party List check.	No

Check	Purpose	Available as Ad Hoc Check
(EBC) Embargoed Countries	The Embargoed Countries (EBC) check compares the countries on a transaction against the list of embargoed or sanctioned countries in the system. The list of countries can be a combination of lists that QAD GTTE has sourced and provided as content, and entries that your company may have maintained.	Yes
(IEBC) Import Embargoed Countries	The Import Embargoes Countries (IEBC) check compares the country of origin against the IEBC list on an import transaction.	Yes
(ECLI) Dual Use	This check determines whether an item requires an export license to be shipped to a specific country. The check is based on the item-assigned dual-use code, known as an Export Control Classification Number (ECCN) in the US. QAD GTTE provides a content subscription service for the regulations; for example, United States and European Union. The compliance engine supports dual-use license requirements regarding exporting and re-exporting from the US to Hong Kong. This functionality is not restricted to Hong Kong, and can be configured for any country if required. For further information, see Dual Use – ECLI Check on page 1063 .	Yes
(EXLI) Permit/ Guarantee	This check determines whether an item requires a permit or guarantee to allow shipping. The check is based on rules maintained by your company.	Yes
(KEY) Keyword	This check determines whether names and addresses contain particular words; for example,	Yes

Check	Purpose	Available as Ad Hoc Check
	Nuclear. The list of words to check is maintained by your company.	
(DATA-INTEG) Data Integrity	This check ensures that key pieces of data on a transaction are included and are valid.	No
Questionnaire	The questionnaire checks allow you to investigate whether certain requirements are fulfilled by the shipment through a list of mandatory questions to answer. You can create multiple questionnaires at master, transaction type, partner role, partner, product, and commodity level.	No
(PRCT) Product to Country of Destination	This check fails when it identifies particular products being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee's country. Your administrator maintains the list of product and country combinations that are not permitted	Yes
(PRNR) Product to Partner	This check fails when it identifies particular products being shipped to specified partners. By default, it checks the consignee, customer, and consignor. You can configure the check to screen additional partners on the shipment using the ZS sub-option, Compliance – Partner Types. Your administrator maintains the list of product and partner combinations that are not permitted.	Yes
(C1TC) Commodity to Country of Destination	This check fails when it identifies particular commodities being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee's	Yes

Check	Purpose	Available as Ad Hoc Check
	country. Your administrator maintains the list of commodity and country combinations that are not permitted.	
(C1TP) Commodity to Partner	This check fails when it identifies certain commodities being shipped to specified partners. By default, it checks the consignee, customer, and consignor. You can configure the check to screen additional partners on the shipment using the ZS sub-option, Compliance – Partner Types. Your administrator maintains the list of commodity and partner types that are not permitted.	Yes
(EXCT) ECCN Code to Country	This check fails when it identifies items with particular ECCN codes being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee's country. Your administrator maintains the list of ECCN code and country combinations that are not permitted.	Yes
(RPRC) Permitted Products to Country	This check fails when it identifies shipments of products to countries that do not appear in a list of permitted countries for that product. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee's country. Your administrator maintains the list of product and country combinations that are permitted.	Yes
(ITC-INTEG) ITC Data Integrity	This check ensures that key pieces of data on an Imports transaction are included and are valid. Note This check is specific to the Import Management module.	No

Use the *Product Information* grid to specify the product, ECCN, and commodity details that are necessary for a number of checks. If you are not sure which fields are required for a check, click *Check* to highlight any required information that is not complete.

Use the *References* fields to add unique reference numbers that you can use in the future to search for the results. You must specify at least one reference.

To run the chosen compliance checks and view the compliance results, click *Check*.

For details on the Compliance Results window, see the [Compliance Results on page 982](#) section.

Batch DPL Data Scrub

Batch Denied Party Scrub is a utility that allows you to screen multiple names and addresses. The names and addresses are uploaded into the system from a file. A file is generated with the results, which can then be sent to specified email addresses.

The system keeps a record of each batch data scrub run by linking it with the names and addresses screened.

CSV File Input Format

The file that you upload must be in a certain format. In addition to the names and addresses that you want to check against the DPL, the file contains some configuration settings. A sample file is displayed in the image below.

Data Scrub File in CSV Format

```
BatchReference,ValidClient,,,,,,,,,
ReplyTo,,,,,,,,,
Client,TGL,,,,,,,,,
Keep History in TRAXi3,Yes,,,,,,,,,
Warning % name,70,,,,,,,,,
Warning % address,60,,,,,,,,,
Fail % name,95,,,,,,,,,
Fail % address,85,,,,,,,,,
Result Type,Brief,,,,,,,,,
,,,,,,,,,
Reference,Name,Street,City,State/Province,Zip/Postal Code,Country,Additional Reference 1a,Additional Reference ,
a1dxx,John Doe,"TEST SYSTEMS, 412 Drachman Suite SA, Tucson AZ 832354",,,,YU,111,222,333
1ace,revolutionary organization of socialist muslims,"TEST SYSTEMS, 412 Drachman Suite SA",Tucson ,AZ,832354,US,111,222,333
4da,John Doe,"TEST SYSTEMS, 1989 Kensington Church Street, Kensington, London W8 4DP ",,,,UK,111,222,333
5seda,John Doe,"TEST SYSTEMS, 1989 Kensington Church Street, Kensington",London ,,W8 4DP ,UK,111,222,333
2s,Additional Reference 3,,,,,,,,,
```

The table below describes the contents of the CSV file.

CSV Input File Contents

Line	Purpose
BatchReference	A unique identifier for the data scrub. Change this number each time that you run a DPL data scrub. The reference number is not

Line	Purpose
	checked when the data scrub is run; it is your responsibility to change this number for each upload. <i>Example:</i> BatchReference,ref11114
ReplyTo	Send the results of the data scrub to the e-mail address specified. You can enter multiple e-mail addresses in a comma-separated list. <i>Example:</i> ReplyTo,test_user@qad.com,test_user2@qad.com
Client	The QAD GTTE client in which to run the data scrub and store the data scrub results; specify a valid client to which you have access. To view the list of valid clients, access the CL option. If you do not specify a client in this file, then the data scrub runs in a client determined by your administrator's configuration.
Keep History in TRAXi3	This value informs the system whether a partner master record is created for each name and address checked. The partner is required when you want to use whitelisting. The possible values are Yes or No
Warning % name	The percentage match threshold above which you want the name check to pass with a warning. This value is used in conjunction with the Fail % name setting. <i>Example:</i> Warning % name,60
Warning % address	The percentage match threshold above which you want the address check to pass with a warning. This value is used in conjunction with the Fail % address setting. <i>Example:</i> Warning % address,50
Fail % name	The percentage match threshold above which you want the name check to fail. This value should always be higher than the Warning % name. <i>Example:</i> Fail % name,85
Fail % address	The percentage match threshold above which you want the address check to fail. This value should always be higher than the Warning % address.

Line	Purpose
	<i>Example:</i> Fail % address,75
Result Type	<p>The results of the data scrub are saved in an output file that you can download. To specify whether you want the data scrub results to be in a summarized or more detailed format, choose either Brief or Complete as the value of this field.</p> <p>Complete means that the result file contains more information on the matches, apart from the name and the result. The Brief setting only returns the name and the result of the check.</p> <p>For more information on the contents of the brief and complete versions of the output file, see the Output File Content on page 973 section.</p>
Run EBC Check	<p>Use this parameter to indicate whether to run the embargoed countries check on the file contents.</p> <p>The possible values are Yes or No.</p> <p>Default value: NO</p>
Address Headings	<p>This line includes the address headings that appear in columns in the results output file. This line is always:</p> <p>Reference,Name,Street,City,State/Province,Zip/Postal Code,Country,Additional Reference 1,Additional Reference 2,Additional Reference 3</p>
Address details	<p>There can be multiple address details lines in the CSV file. Each of these address lines is checked against the DPL when the batch DPL data scrub is run.</p> <p><i>Example:</i> 1,John Doe,"QAD GTTE, 412 Drachman Suite SA, Tucson AZ 832354",,,,US,,</p>

Upload Data Scrub File

To upload the CSV file containing names and addresses, access the DSCRUB option; the Upload Data Scrub File page displays.

Batch DPL Data Scrub: Upload Data Scrub File

Data Scrub **Upload File** **View Results**

File: **Choose File** No file chosen

Email Addresses:

Upload & Process

To perform a data scrub, complete the following steps:

1. Click *Choose File* and select the CSV file containing the names and addresses that you want to check against the DPL list.
2. In the *Email Addresses* field, enter an address to send the data scrub results to. Enter multiple email addresses in a comma-separated list.
3. To upload the CSV file and run the data scrub, click *Upload*.

Batch DPL Data Scrub: File Submitted Screen

Data Scrub **Upload File** **View Results**

The file has been submitted to the DPL data scrub for processing.
 The results will be emailed to the selected email addresses.
 You can view the status of the batch job on the [View data scrub results](#) tab.

◀ Back

View Data Scrub Results

To view the results of the data scrub, select the *View Data Scrub Results* tab.

Batch DPL Data Scrub: View Data Scrub Results

Date	Client	Job Id	User	Input File	Output File	Status	Reference
25/02/2019	TGL	486	RQF	[icon]	[icon]	Complete	dscrub-demo
24/02/2019	TGL	485	RQF	[icon]	[icon]	Complete	dscrub-demo
23/02/2019	TGL	484	RQF	[icon]	[icon]	Complete	dscrub-demo
22/02/2019	TGL	483	RQF	[icon]	[icon]	Complete	dscrub-demo
21/02/2019	TGL	482	RQF	[icon]	[icon]	Complete	dscrub-demo
20/02/2019	TGL	481	RQF	[icon]	[icon]	Complete	dscrub-demo
19/02/2019	TGL	480	RQF	[icon]	[icon]	Complete	dscrub-demo
15/02/2019	TGL	479	RQF	[icon]	[icon]	Complete	dscrub-demo
14/02/2019	TGL	478	RQF	[icon]	[icon]	Complete	dscrub-demo
13/02/2019	TGL	477	RQF	[icon]	[icon]	Complete	dscrub-demo

Depending on the size of the file to process, the results may not be available to view immediately. When the file finishes processing, the status is displayed as complete, as shown in the image above. When the displayed status is Processing, the file is still being processed.

When there are many data scrub requests in the system, you can use the filter fields to narrow your search.

Reference. To search by reference number, specify a reference number in this field. The reference number corresponds to the BatchReference line in the data scrub CSV file, as described in the *CSV Input File Contents* table in the [Batch DPL Data Scrub on page 968](#) section. This field accepts wild cards.

Client. Specify the client in which the data scrub was run. This field corresponds with the Client line in the data scrub CSV file described in the *CSV Input File Contents* table in the [Batch DPL Data Scrub on page 968](#) section. If this line of the uploaded CSV file is blank, then the data scrub is determined by the configuration set up by the administrator.

From Date, To Date. To search by date, specify a date or date range using these fields.

To run a search, click **Search**. To clear the contents of the search fields, click **Clear**. The table below displays the results of searches, and contains a number of columns.

Audit Search Results Table Columns

Column	Explanation
Date	The date that the data scrub was run.
Client	The client in which the data scrub was run. This value is determined by the Client field of the input file. If this field

Column	Explanation
	of the input file is blank, then the client is determined by the configuration set up by the administrator.
Job Id	A unique identifier that is automatically assigned when the data scrub is run.
User	The ID of the user who ran the data scrub.
Input File	A copy of the file that was input to the data scrub. Click to download this file, which has the title format IN---.csv; for example, IN-TGL-QCONFIG-21328.csv.
Output File	The data scrub results. Click to download this file, which has the title format OUT-- -.csv; for example, OUT-TGL-QCONFIG-21328.csv
Status	The status of the data scrub, which is either Processing or Complete
Reference	The reference number corresponds to the BatchReference line in the data scrub CSV file. This field accepts wild cards.

Output File Content

Depending on the value of the *Result Type* field in the CSV input file, the content of the data scrub output file is in either a brief or complete format. Both versions of the output file include the contents of the input file, but the complete version contains extra columns. The table below lists the columns that appear in the complete version of the output file. When your system is configured to display the brief version of the output file, you do not see the last five columns.

Batch Data Scrub Output File Contents: Complete Version

Column	Explanation
Reference	This field matches the Reference field in the corresponding row in the input file.
Name	This field matches the Name field in the corresponding row in the input file.
Street	This field matches the Street field in the corresponding row in the input file.
City	This field matches the City field in the corresponding row in the input file.
State/Province	This field matches the State/Province field in the corresponding row in the input file.

Column	Explanation
Zip/Postal Code	This field matches the Zip/Postal Code field in the corresponding row in the input file.
Country	This field matches the Country field in the corresponding row in the input file.
Compliance Status	The result of the compliance check. Possible values: <ul style="list-style-type: none"> • WARNING • FAIL • PASS
Results URL	The URL for the page that contains the compliance check results.
Match Category	The category in which the party details match a DPL entry; for example, name or address.
% Match	The percentage match between the party details and the DPL entry that it matches. For example, if this column is 75, and the Match Category column is NAME, there is a 75% match between the party name and a name entry in the DPL.
Source List	The organization that supplied the matching entry in the DPL list.
Name as it appears on the DPL	The name in the matching entry in the DPL list.
Address as it appears on the DPL	The address in the matching entry in the DPL list.

Note If a field in the input file is blank, then the corresponding row is omitted from the output file. For example, if there is no address in the ReplyTo line of the input file, there is no ReplyTo row in the output file.

Compliance History Search

The *Compliance History Search* panel is a collapsible area that allows you to view the results of past compliance checks run through Desktop Shipping, Workflow, the DPL and Embargoed Country Checking, or from an external system. You can use the Compliance History Search for managing compliance results and for audit purposes.

Compliance History Check Search Panel

The search fields are all AND fields. Therefore, each field that you complete further filters the results.

Run Number. A unique number assigned to the check when it was run, and displayed on the *Run Details* page.

Note For a batch DPL Data Scrub check, each row in the CSV file has a corresponding run number.

Run Status. To restrict your search to checks with a particular result, specify the result in the drop-down menu. All results are returned when the field is blank. The options are:

- Failed
- Failed Manually
- Passed
- Passed Manually
- Passed with Warnings
- Under Review

Run User. To search for compliance checks run by a specific user, enter the user name in this field.

Override User. To search for compliance checks with results that were manually overridden by a specific person, enter the appropriate user name in this field.

Run Date. Enter the run date or a run date range in these fields.

Run Type. Select the type of compliance check to search for. The options are:

- Transaction – A shipment that exists in the QAD GTTE database. When you select this option; the *Consignor*, *Transaction Reference*, *Despatch Number*, *Transaction Client*, and *Only Show Last Run* fields are displayed to the right of the search panel.
- Ad Hoc – Stand-alone compliance checks run using the DPL and Embargoed Country Checking window. When you select this option, the *Reference* and *Only Show Last Run* fields are displayed to the right of the search panel.

- Other – Compliance checks submitted from an external system; for example, processing an order in an ERP system or from a data scrub. When you select this option; the *Reference 1*, *Reference 2*, *Reference 3*, *Reference 4*, and *Only Show Last Run* fields are displayed to the right of the search panel
- All – All compliance checks. When you select this option; the *Reference 1*, *Reference 2*, *Reference 3*, *Reference 4*, and *Only Show Last Run* fields are displayed to the right of the Search panel.

Compliance History Check Search Panel with Transaction Selected

Search

Run Type: Transaction

Run Date: [] []

Run Status: []

Run Client: TGL

Detailed Search: ☒ Details

Run User: []

Run Number: []

Override User: []

Only Show Last Run: ☐

Search [] Reset []

Consignor: []

Transaction Reference: []

Despatch Number: []

Transaction Client: []

Compliance History Check Search Panel with Ad Hoc Selected

Search

Run Type: Ad hoc

Run Date: [] []

Run Status: []

Run Client: TGL

Detailed Search: ☒ Details

Run User: []

Run Number: []

Override User: []

Only Show Last Run: ☐

Search [] Reset []

Reference: []

Compliance History Check Search Panel with Other or All Selected

Search

Run Type: All

Run Date: [] []

Run Status: []

Run Client: TGL

Detailed Search: ☒ Details

Run User: []

Run Number: []

Override User: []

Only Show Last Run: ☐

Search [] Reset []

Reference 1: []

Reference 2: []

Reference 3: []

Reference 4: []

Run Client. To view the transactions for a specific client, select the client from this drop-down menu. To view transactions from all clients, select the blank option from this drop-down menu.

The remaining fields on the search panel depend on the value that you select for the *Run Type* field.

Consignor. This field is only available when the *Run Type* field is set to Transaction. To search for compliance checks run on transactions with a particular consignor, specify the consignor in this field.

Transaction Reference. This field is only available when the *Run Type* field is set to Transaction. To search for compliance checks run on transactions with a particular reference, specify the transaction reference in this field.

Despatch Number. This field is only available when the *Run Type* field is set to Transaction. To search for compliance checks run on transactions with a particular despatch number, specify the despatch number in this field.

Transaction Client. This field is only available when the *Run Type* field is set to Transaction. To search for compliance checks run on transactions with a particular client, specify the client in this field.

Note You must prefix the client with the transaction type in this filter field; for example, specify STGL, not TGL.

Reference. This field is only available when the *Run Type* field is set to AdHoc. It corresponds to the *Reference* field in the DPL and Embargoed Country Checking windows.

Only Show Last Run. To restrict the history search to the last time that compliance was run on a transaction or SOA message, select this field.

Reference1. This field is only available when the *Run Type* field is set to Other or All. To search for compliance checks with a particular reference, specify the reference in this field. In the case of SOA messages, this field refers to the first reference field in an SOA message, SourceReferenceKey1. In the case of Batch DPL Data Scrub checks, this field refers to the Additional Reference 1 field in the data scrub input file.

Reference2. This field is only available when the *Run Type* field is set to Other or All. To search for compliance checks with a particular reference, specify the reference in this field. In the case of SOA messages, this field refers to the second reference field in an SOA message, SourceReferenceKey2. In the case of Batch DPL Data Scrub checks, this field refers to the Additional Reference 2 field in the data scrub input file.

Reference3. This field is only available when the *Run Type* field is set to Other or All. To search for compliance checks with a particular reference, specify the reference in this field. In the case of SOA messages, this field refers to the third reference field in an SOA message, SourceReferenceKey3. In the case of Batch DPL Data Scrub checks, this field refers to the Additional Reference 3 field in the data scrub input file.

Reference4. This field is only available when the *Run Type* field is set to Other or All. To search for compliance checks with a particular reference, specify the reference in this field. In the case of SOA messages, this field refers to the fourth reference field in an SOA message, SourceReferenceKey4.

You can also search based on the results of individual checks using the *Detailed Search* field; for example, you can search for manually passed DPL checks or failed ECLI checks.

Click *Details* to open the *Detailed Search* fields. In the pop-up, select the checks and the statuses that you would like to view for the specified checks. Click *Close* and ensure that the *Detailed Search* check box is selected to enable it.

Detailed Search

Search

Run Type: All Run Date: Run Client: TGL Run User: Reference 1: Reference 2: Reference 3:

Detailed Search: ☒ Details

Detailed Search Fields

Filter Enabled	Check	Description	Fail	Manual Fail	Manual Pass
☐	DPL	Denied Party check	☒	☒	☐
☐	DPL-SING	Singapore DPL List	☐	☐	☐
☐	DPL-TEXTS	Denied Party List - Text Boxes	☐	☐	☐
☐	DPLOR	Denied Party List EX,IM	☐	☐	☐
☐	EBC	Embargoed Country check	☒	☒	☐
☐	ECHS	mandatory eccn groups	☐	☐	☐
☒	ECLI	Export Control(dual use items)	☒	☒	☐
☐	EICT	ECCN's / Countries IM	☐	☐	☐
☐	END-USE	End-Use Questions	☐	☐	☐
☐	EXCT	ECCN's / Countries EX	☐	☐	☐
☐	EXLI	Permits & Licenses check	☐	☐	☐
☐	FLG3	prfig3 check	☐	☐	☐
☐	HDRVALID	Header values validation (IM)	☐	☐	☐
☐	IEBC	Embargoed Countries IM	☐	☐	☐
☐	IMLI	Import Licenses IM	☐	☐	☐
☐	IPRC	Product / Countries IM	☐	☐	☐
☐	IRPR	Permitted prod/Countries IM	☐	☐	☐
☐	KEY	Keywords check	☐	☐	☐

Close

Complete the relevant fields and click *Search*. The results of your search are displayed in the *Results* panel.

Note If you want to clear the search fields, click *Reset*. This action does not remove the contents of the *Results* panel when you have already run a search.

Compliance History Search and Results Panels

Search

Run Type: All

Run Date: 01/01/2018 30/11/2018

Reference 1:

Run Status:

Run Client: TGL

Reference 2:

Detailed Search: ☒ Details

Run User:

Reference 3:

Run Number:

Override User:

Reference 4:

Only Show Last Run: ☐

Search Reset

Results

	Run Number	Reference 1	Reference 2	Reference 3	Reference 4	Run Status	Run Date	Run Time	Run User	
1	21655	A9901	0028915	0	STGL		27/11/2018	02:31:20	RQF	

The *Results* panel displays the transactions that match the search criteria. When you double-click the transaction in the *Results* panel, the *Compliance Results* window opens. You can view the results in this screen, which is described in detail in the [Compliance Results on page 982](#) section.

For transaction type compliance checks, when you have permissions, you can run rechecks on compliance. However, for non-transaction type compliance checks, the recheck functionality is not available. Similarly, when you have the appropriate permissions, you can manually override transaction type compliance checks.

Alternatively, you can view the results in PDF format by clicking the PDF icon for the transaction in the Results panel.

Note The *Results* panel displays every compliance check run that matches the search criteria. Therefore, the same transaction can appear several times, once for each time compliance was run against it. However, you can only perform operations on the latest version of the transaction. Any previous version is a read-only history record.

The number of results pages returned in a search is displayed in the bottom right corner of the *Results* panel. Use the arrow keys to scroll to a particular results page or to the first or last page. Alternatively, insert the page number you want and press *Enter*. Updates to transaction information occur frequently. To update the *Transaction* panel with new information, use the *Refresh* button. The entries per page field enables you to specify the number of entries that appear on each page. You can select a value from the list or enter any numeric value in this field.

You can export the results that match the search criteria to an Excel spreadsheet using the Export to Excel link to the right of the results pages.

Export Results to Excel

20	20832	JDEDespatch	123456	
21	20831	DATASCRUB	dscrub-demo	ADDREF2-S16
22	20830	DATASCRUB	dscrub-demo	ADDREF2-S15

Page 1 of 330
 23 entries per page
 Export to Excel

Accessing the Compliance History from an Email

When you receive an email notification from the system that a check has failed, the email contains a link to the compliance check results. When you click this link, the *Compliance History* page opens, displaying only the check you received in the email in the *Results* panel. To open the *Compliance Results* window, double-click the compliance check in the *Results* panel. If you are not already logged in to the application, the login page is displayed.

Trade Compliance Workflow

Workflow Portal (Compliance)

For detailed user information on the Workflow Portal, see [Workflow on page 56](#).

The search panel may include a *Compliance Status* field, which you can use to filter transactions by their compliance status.

The compliance workflow tasks associated with the transaction selected in the *Transaction* panel are displayed in the *Tasks* area.

Search Panel

The search fields may include the *Compliance Status* field. This field enables you to search for transactions based on their compliance status. The statuses are:

- Passed
- Passed (Manually)
- Passed (Warning)
- Failed
- Failed (Manually)
- Under Review

Tasks Area

When you select a transaction in the *Transaction* or *Shipments* panel, any compliance tasks associated with the workflow are displayed in the *Tasks* area. The table below contains the compliance checking tasks that can be run in the Web UI. Depending on how your system is set up, these tasks may be named differently.

Web UI Compliance Tasks

Name	Description
Compliance Results	This task opens the <i>Compliance Results</i> window for the transaction.
Compliance Status	The status of this task is the current compliance status of the transaction.
Run Compliance	Enables you to run compliance on the current transaction.

Workflow Transaction with Compliance Tasks

The screenshot displays the 'Workflow Portal' interface. At the top, there's a search section with various filters like 'Open', 'Shipment', 'Group', 'Client', 'Reference No.', 'Carrier', 'User ID', 'Customer', 'Consignee', 'Workflow', 'Despatch Date', 'Status', 'Invoice No.', and 'Booking Number'. Below this is a table of 'Shipments' with columns: Workflow, Type, Consignor, Reference, Carrier, Route, Place Of Delivery, Country Of Dest..., and Gross Weight. The first row shows 'WEB-ALL', 'E1', 'A9901', '0028911', 'HK', and '7.500000 LB'. To the right of the shipment table is a 'Tasks' panel with a list of tasks. The tasks are: 'SPS - Charge Entry', 'SPS - Debug Routing Guide', 'Compliance - Overall Status' (highlighted with a red box), 'Compliance - Run Compliance' (highlighted with a red box), 'Compliance - View Comp Results' (highlighted with a red box), 'Items - Items', 'Items - Basic Item View', and 'Notes - Alert Note 1'. The 'Compliance' tasks are marked with a green checkmark icon.

Run Compliance

When you click the Run Compliance task, compliance runs on the current transaction. There is no window associated with this task.

Compliance Status

The Compliance Status task is displayed for information purposes and does not allow user interaction. The task status is updated automatically when the overall compliance status of a transaction changes. The task icon displays a red X when compliance fails, and a green check mark when it passes. Your administrator may configure other workflow tasks not to run until compliance has passed by setting the Compliance Status as a prerequisite task.

Compliance Results

This task provides access to the compliance results screen for the transaction. For more information, see the [Compliance Results on page 982](#) section.

Compliance Results

The *Compliance Results* window enables you—based on authority—to view and manage compliance results. If compliance has run multiple times for the same transaction, you can also the previous results. It displays the results of each individual check performed; for example, Denied Party List and Embargoed Country screening.

You can access the window from:

- Compliance History Search
- Workflow Portal
- A URL link embedded in notification emails
- A URL link included in the Data Scrub results file
- DPL and Embargoed Country Checking menu option

The image below displays compliance checks for a shipment of cameras from the US to France

Compliance Results Screen

The screenshot displays the 'Compliance Run 20720 - A9901 0028405 0 STGL' window. On the left, a 'Compliance Checks' panel lists several checks with their status: (CITC) Commodities / CODs EX (Failed), (DPL) Denied Party check (Failed), (EBC) Embargoed Country check (Passed), (ECL) Export Control(dual use items) (Failed), (REDF) Red Flag EX/IM (Passed), (KEY) Keywords check (Passed), and (CITP) Commodities / Partners EX (Failed). Below this is an 'Add Comment' section with fields for Type, Partner, Name, and Address. A 'Legend' section at the bottom left defines status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow check), Failed (red X), Failed Manually (red X with 'M'), Under Review (red circle), and Disabled (grey square). The main table on the right shows results for 'Type', 'Code', 'Tested Date', 'Tested Time', 'Overridden By', 'Overridden Date', and 'Overridden Time'. It lists four checks: BillTo (60COMP-DPL3), BillTo (60COMP-DPL3), Consignee (60COMP-DPL3), and Consignee (60COMP-DPL3), all tested on 25/09/2018 at 01:18:29 GMT. Below the table, a message states 'None of the keywords were found for the partner:' followed by partner details: Name: Connolly Pearse Ltd, Address: ROOM 05 13/F NANYANG PLAZA, NO. 57 HUNG TO ROAD, KWUM TONG, KOWLOON.

Type	Code	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
BillTo	60COMP-DPL3	25/09/2018	01:18:29 GMT			
BillTo	60COMP-DPL3	25/09/2018	01:18:29 GMT			
Consignee	60COMP-DPL3	25/09/2018	01:18:29 GMT			
Consignee	60COMP-DPL3	25/09/2018	01:18:29 GMT			

None of the keywords were found for the partner:

Name: Connolly Pearse Ltd
Address: ROOM 05 13/F NANYANG PLAZA
NO. 57 HUNG TO ROAD
KWUM TONG, KOWLOON

The overall compliance status and the status of each individual check are displayed.

The overall compliance status is only set to pass when all individual checks pass. If any check fails, the overall status is failure. The following table shows a list of possible compliance statuses:

Possible Check Statuses

Icon	Check Status	Explanation
	Passed	The compliance check passed.
	Passed Manually	The compliance check failed and a user with relevant permissions has manually passed the check.
	Passed with Warnings	The compliance check passed but was flagged with a warning
	Failed	The compliance check failed.
	Failed Manually	The compliance check status was set to Failed by a user with the relevant permissions.
	Under Review	The compliance check failed and a user with relevant permissions has manually set the check to Under Review.

You can apply the Under Review status to compliance checks that received a Failed status. The Under Review status indicates that a compliance officer or manager is in the process of reviewing a failed check, and will later change the status to Passed Manually or Failed Manually, depending on the results of their investigation.

Note If a user sets any failed check to Under Review, this overrides the overall status to Under Review. The only status that overrides an overall status of Under Review is Failed Manually.

Depending on your user privileges, you may be able to access compliance check results in:

- Read-only mode
- Edit mode, which allows you to manually override compliance check results

Important If you have permission to view compliance results in edit mode and another user is already viewing the results of that check in edit mode, then changes that you make will overwrite earlier changes that the other user made. Similarly, another user with the edit privilege can access the results screen; any changes that the user makes will overwrite any earlier changes that you and other users made.

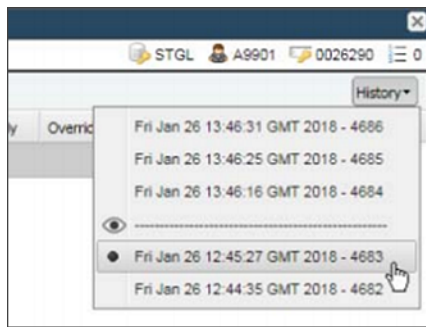
Your administrator can configure QAD GTTE so that when you access compliance results in edit mode and another user is already viewing the results of that check in edit mode, a message displays on the screen advising you that the compliance result is already in use. You can choose to unlock the result or view a read-only version of the result.

Your administrator can configure the Compliance Run window to display compliance results created by the older Windows UI. For further information, see the [Administration on page 1038](#) section.

Click the *History* button at the top right of the screen to open a drop-down list of past results. These compliance results are read-only and cannot be overridden.

Note This feature is only available when you run the compliance results Workflow task.

View Legacy Windows UI Results



Comments

In addition to the mandatory status update comment, you can use the *Add Comment* button to add multiple comments to a line of an under review check. This comments feature allows users to log and view the progress of a check that is Under Review. You do not need to change the status to do this, and adding a comment does not change the status.

You can view comments, the user, the time, and the date on which they were left in the *Comment* panel.

Add and View Comments

Compliance Run 5364 - A9905 0026422 0 STGL

Jump to...

Recheck Recheck All PDF

Filter: None History

Compliance Checks

(DPL) Denied Party check

(IEBC) Embargoed Countries IM

Pass Fail Under Review Add Comment

Type: Consignee

Partner:

Name: John Smith

Address: Somewhere in USA Line 2

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review

Type	Partner	Tested Date	Tested Time	Run Date	Run Time	Overridden By
BillTo		20/02/2018	17:34:14 GMT	20/02/2018	17:34:14 GMT	P3K
BillTo	500	19/02/2018	17:09:53 GMT	20/02/2018	17:34:13 GMT	
Consignee		20/02/2018	17:34:14 GMT	20/02/2018	17:34:14 GMT	P3K
Consignee	500	19/02/2018	17:09:53 GMT	20/02/2018	17:34:14 GMT	

Comment

User Date Time

General comment about this result ... P3K 20/02/2018 17:38:16

Name Address Parameters

Name & Address	Score	Source
1 PRODMORE-SMITH, JOHN B. - MALABAR FIELDS, DAVENTRY, DAVENTRY - UNITED KINGDOM (GB)	100.0 %	BIS
2 KEVIN LOY SMITH - UT 84405, OGDEN - United States (US)	80.0 %	GSA

Complete Close

Denied Party List Check

The Denied Party List (DPL) check compares the names and addresses on the transaction against the lists of denied and restricted parties in the system. When a name or address has a configured percentage of similarity to a denied party, a warning is produced. When the similarity reaches a certain configured threshold, a failure results. The list of denied and restricted parties in the system can be a combination of lists that QAD GTTE has sourced and provided as content, and entries that your company maintains.

You can configure the list of parties checked and the check parameters. For more information, see the [TC Administration on page 1038](#) section. In the image below, the check runs on the bill-to, the consignee, and the consignor.

Denied Party Check

The screening results for each party are displayed and a failure of any party causes the overall DPL check to be a failure.

Each time you select a party from the list, the associated address of that party is displayed in the left pane. Below the party list, the details of the checks are displayed. There are four tabs. Each tab displays a status icon. A green check mark indicates success and a red x indicates a failure to be reviewed.

If a new content pack has been uploaded since the last time a DPL check was run on a partner, the system always reruns compliance on the partner.

- The *Name* tab displays details of the check against the party name. The name check fails when the percentage returned from any of the matches in the DPL algorithm exceeds the name failure threshold parameter level. For example, when a name is an 85% match or more with a denied party name and the threshold for a match is 80%, the check fails.
- The *Name Subset* tab displays details of the check against the party name. This check means that when the name you are checking is a subset of any denied party, the check fails. This always returns a 100% match. This check may be disabled in your company.
- The *Address* tab displays details of the check against the party address. The Address check fails when the percentage returned from any of the matches in the DPL algorithm exceeds the address failure threshold parameter level.
- The *Parameters* tab displays the system configuration related to Denied Party screening.

Translation

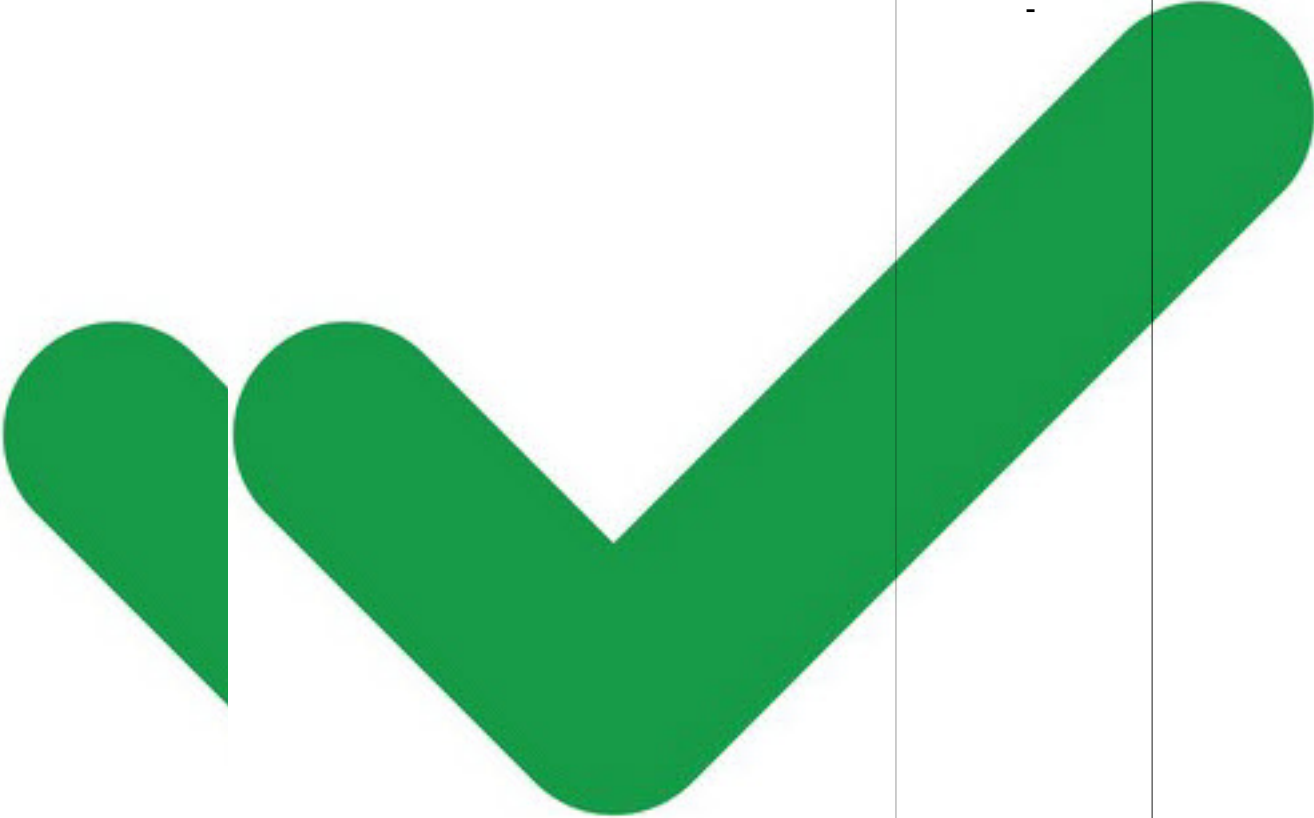
The compliance engine utilizes Google Translate functionality to translate names and addresses prior to party screenings. The source language is automatically detected and translated into English, before the translated value is then run against the DPL list.

Note Translation is not required if the source language uses Cyrillic or Latin characters, or if it is already English.

The table below lists the types of checks that offer translate functionality:

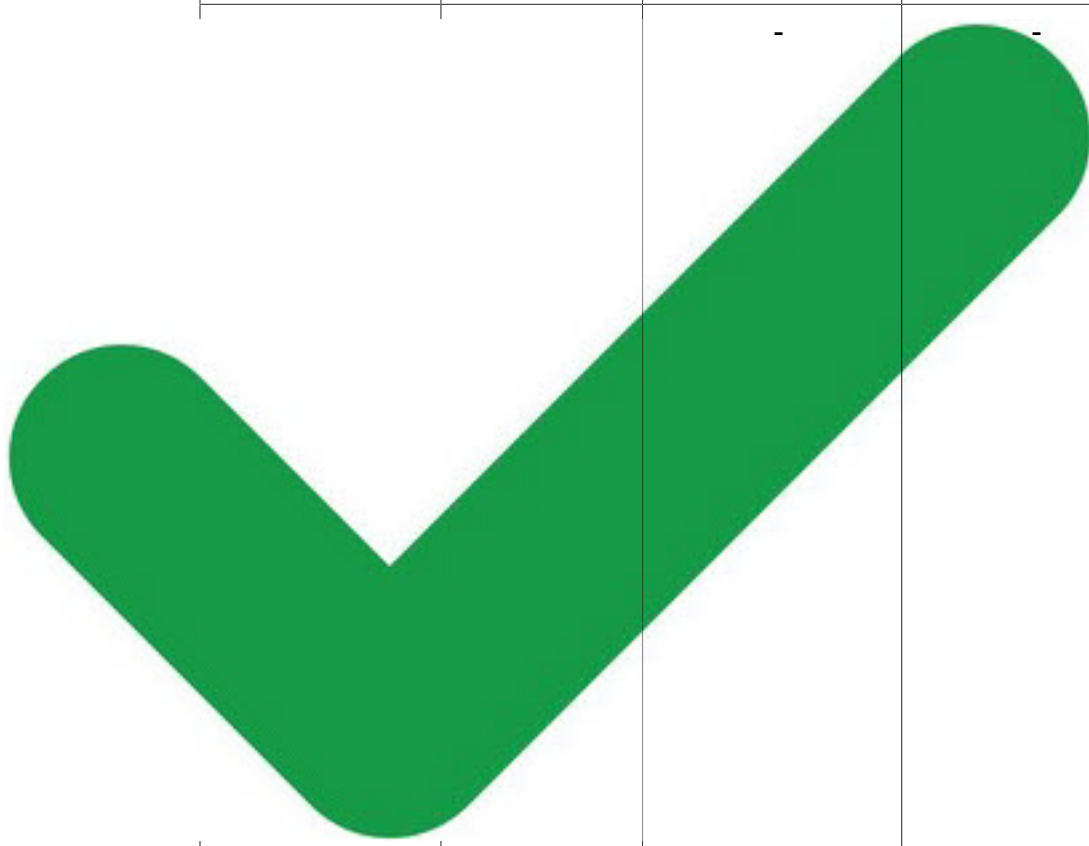
Compliance Check Types with Google Translate Functionality

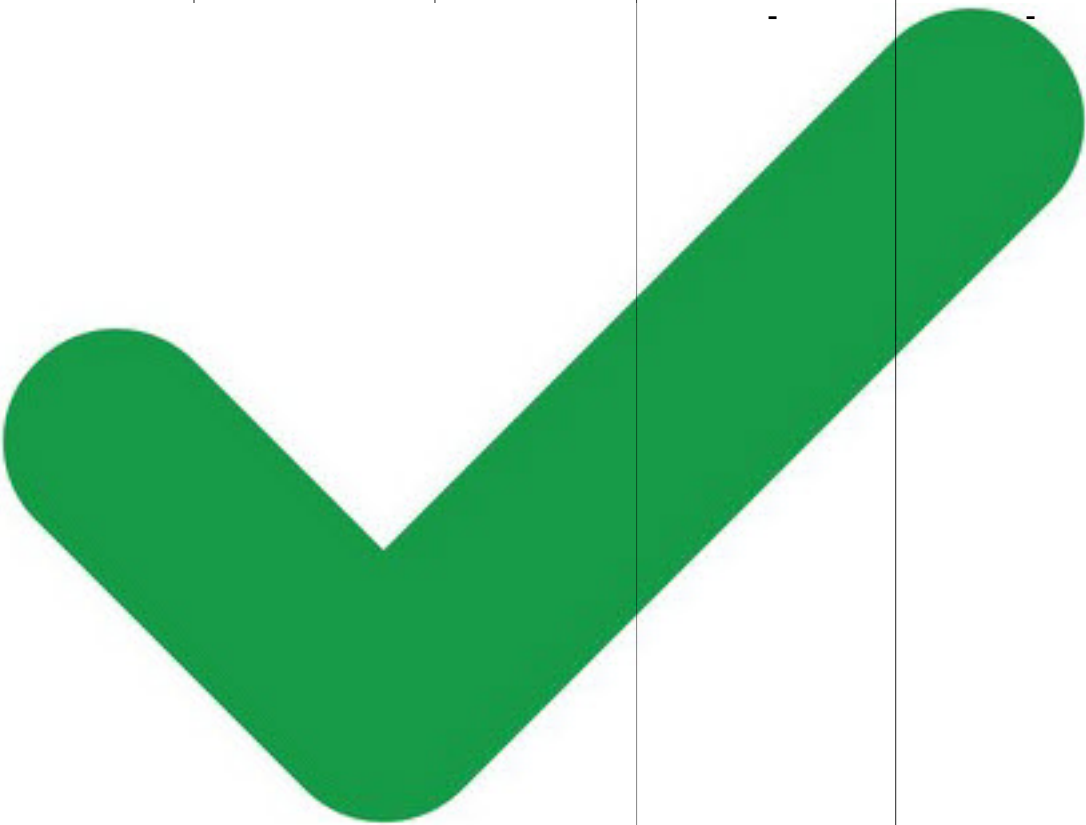
	DPL (Name and Address)	Keyword	Texts (DPL)
			-

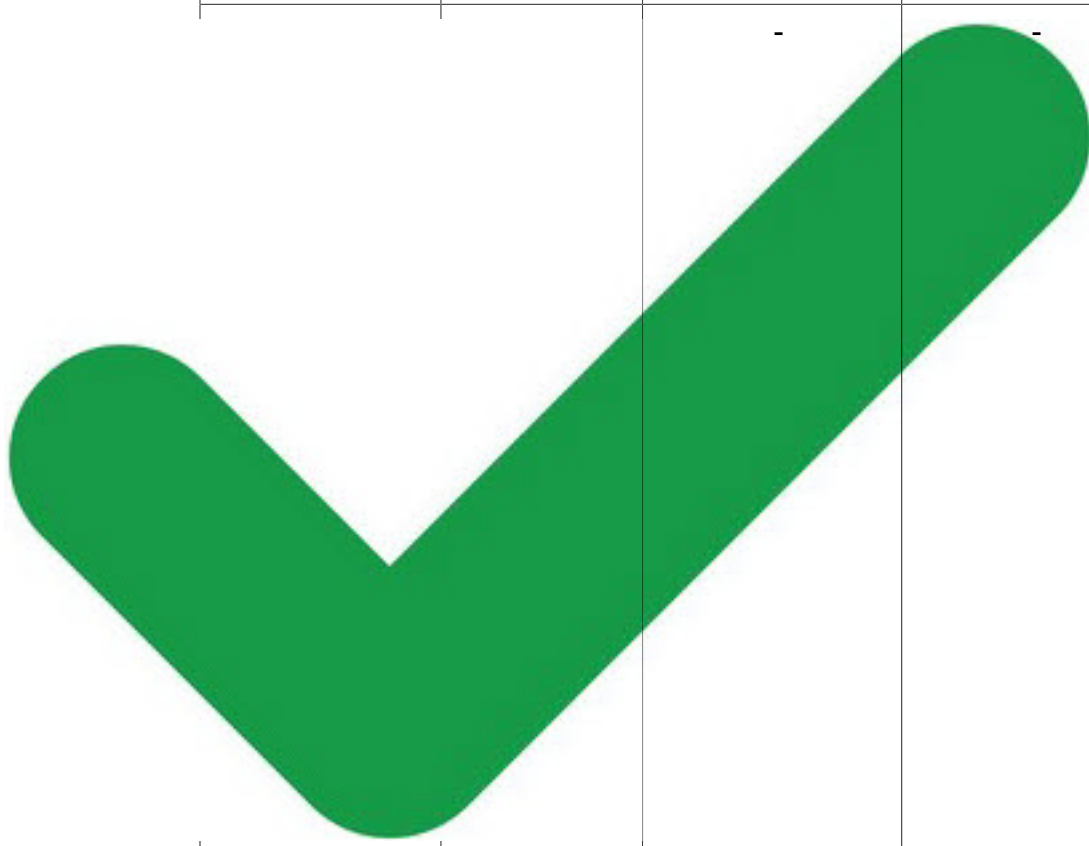


	DPL (Name and Address)	Keyword	Texts (DPL)



	DPL (Name and Address)	Keyword	Texts (DPL)
			

	DPL (Name and Address)	Keyword	Texts (DPL)
			

	DPL (Name and Address)	Keyword	Texts (DPL)
			

To view the English translation that the system used during a check,



click the *Translation* button beside the name and address in the *Compliance Run* window.

Note This button only displays if a translation is available.

Translation Button in Compliance Results Window

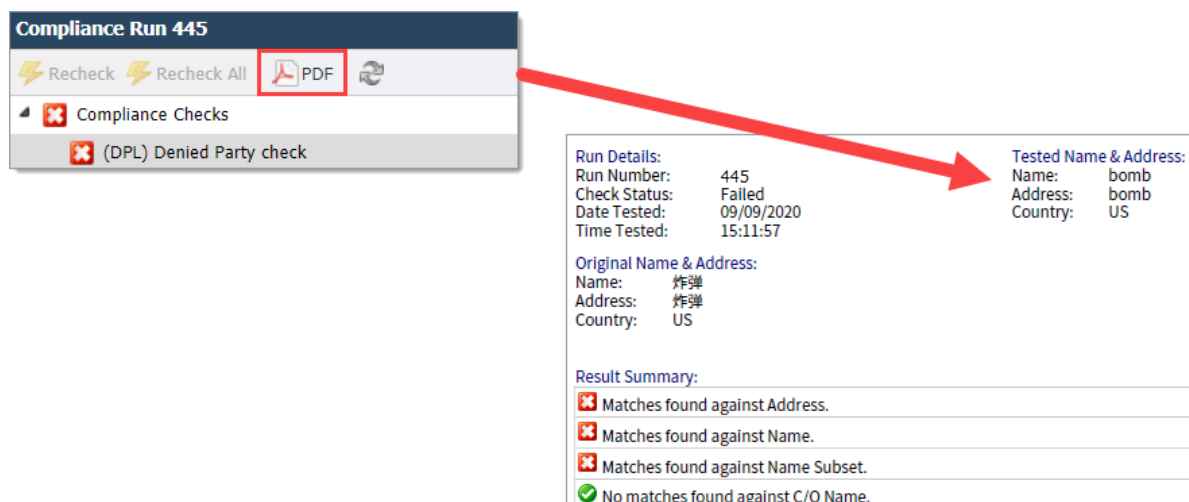
The screenshot shows a web interface for 'Compliance Run 445'. At the top, there are buttons for 'Recheck' and 'Recheck All', and a 'PDF' button. Below this is a section titled 'Compliance Checks' with a red 'X' icon. It lists '(DPL) Denied Party check' with a red 'X' and '(KEY) Keywords check' with a green checkmark. A red arrow points to a small icon in the top right corner of the form area, which is a square containing a stylized 'A' and a magnifying glass. Below the icon, there are input fields for 'Type:', 'Partner:', 'Name:' (containing '乌萨马·本·拉登'), 'Address:' (containing '美国某处'), and 'Country:' (containing 'IE'). At the bottom right, it says 'translated by Google'.

The English translation then populates the *Name* and *Address* fields. This is the same value that is stored in the database for this party.

Note The Google Translate algorithm is updated regularly and some translations may be revised as a result. When you run a check, QAD GTTE checks for changes in names and addresses since the last check. If a change is detected, the compliance engine generates a new translation and checks this value against the DPL and keyword list.

This functionality is also reflected in the PDF output of the results, which displays both the translated value that the engine tested, and the source value before translation.

Translation Displayed in Results PDF



Compliance Run 445

⚡ Recheck ⚡ Recheck All PDF 🔄

❌ Compliance Checks

❌ (DPL) Denied Party check

Run Details:
 Run Number: 445
 Check Status: Failed
 Date Tested: 09/09/2020
 Time Tested: 15:11:57

Tested Name & Address:
 Name: bomb
 Address: bomb
 Country: US

Original Name & Address:
 Name: 炸弹
 Address: 炸弹
 Country: US

Result Summary:

- ❌ Matches found against Address.
- ❌ Matches found against Name.
- ❌ Matches found against Name Subset.
- ✅ No matches found against C/O Name.

Approved List

If a party fails the Denied Party List check and it is determined that it is safe to ship to that party, you can add the party to an approved list of parties. This means that the partner will not fail against the same denied party entries again. However, if new entries are added to the denied party list through content updates, the party may fail against these new entries.

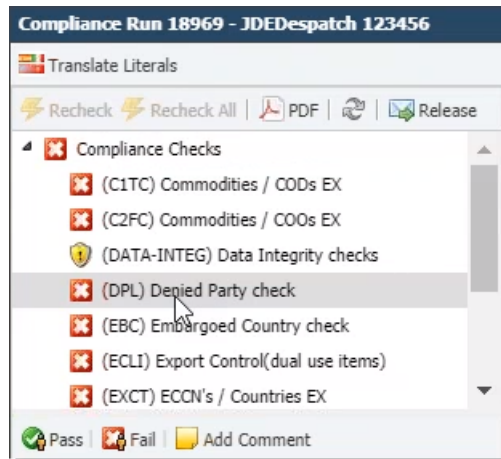
Approving a Partner

If a partner that already exists in the database has failed a DPL check, you can add them to your list of approved partners so that the party is not flagged as a failure in the future.

Select the failed compliance run from the Results panel on the Compliance History Search (CKHIST) page.

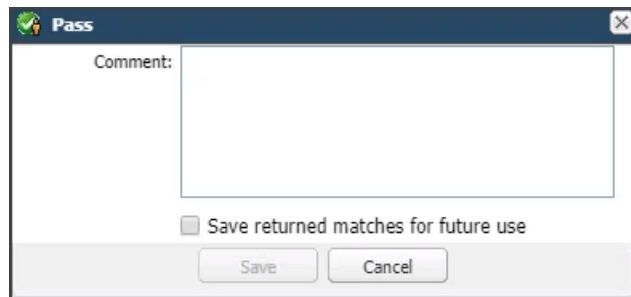
Select the DPL result of the check in the *Compliance Checks* panel on the top left.

Compliance Run Window, Compliance Checks Pane



Select the failed party from the list to the right of the *Compliance Checks* panel and click the *Pass* button. Enter a comment in the mandatory *Comment* field, and select the *Save returned matches for future use* field. Then click the *Save* button.

Save Returned Matches for Future Use Check Box

**Approving a Non-Partner**

If a partner does not exist in the database, it is possible to create this partner so that it can be approved for future checks.

To do this directly in the *Compliance Run* window, select the failed party from the list to the right of the *Compliance Checks* panel and click the *Pass* button. Enter a comment in the mandatory *Comment* field, and select the *Save returned matches for future use* field. Then click the *Save* button.

This generates a unique identifier for the party and stores it as an allowed partner record for future use. The partner's name and address are combined to create a unique CRC hashcode for the allowed party.

The words, characters, and prefix that are used to generate this hashcode are determined by the configuration set up by your administrator. For further information on configuring the hashcode, see [Translation on page 1109](#) in the Administration section.

View Whitelist Records

To view the list of approved partners, navigate to the *Compliance Checks* (CK) configuration page and select the *Whitelist* tab.

Compliance Checks Page, Whitelist Tab

Compliance Checks

Checks
Security
Notifications
Whitelist

Partners

Address Book
Partner
Partner Name

Address Book	Partner	Partner Name	Address Line 1	Address Line 2	Address Line 3	Address Line
01	1235	prad				
01	12368F56233C7A729DB	John Smith	Someewhere in Liverpool	Line 2		
01	3RYCPPXRHX	IFO bfdbgbdbfge	Someewhere in USA	Line 2		
01	AITOR	John Smith	Someewhere in Spain	Line 2		
01	DOIFJPR8OW	EaE bfddadfgjaaa	Someewhere in USA	Line 2		
01	G6SHWYDB6YO	SLC bftfghhjcfe	Someewhere in USA	Line 2		
01	GDBS4LSP1R	FCB bftfghhiga	Someewhere in USA	Line 2		
01	GT37LCTMT2	KAD bfgbajagaf	Someewhere in USA	Line 2		
01	HHCTWAGEIU	QOp bfddadeafehf	Someewhere in USA	Line 2		
01	JOBYO1QYIR	QOT bftfghdghhj	Someewhere in USA	Line 2		
01	NVWXDGHW7S	WIH bftfdgiabdj	Someewhere in USA	Line 2		

Page 1 of 1

Whitelist

DPL List
Name
Address

DPL List	Denied Party Name	Denied Party Address	Whitelisted By	Whitelisted On
GSA	KEVIN LOY SMITH	UT 84405	P3K	11-07-2018 17:23:43
BIS	PRIDMORE-SMITH, JOHN B.	MALABAR FIELDS, DAVENTRY	P3K	11-07-2018 17:23:43

This page consists of two panels:

- Partners
- Whitelist

Partners

This panel contains all partners that have a whitelist record that match the transaction client of the whitelist table.

You can apply filters to the list of partners based on certain criteria, as displayed in the image below.

Whitelisted Partners Filters

Compliance Checks

Checks Security Notifications **Whitelist**

Partners

Address Book Partner Partner Name

Address Book	Partner	Partner Name	Address Line 1
01	16230	Cloud	
01	70006886	AFG	
01	AES-CAR	AES	Main st
01	AES-FRW	AES	Main st
01	QNIPPON	Nipp	
01	TOWER-CUST-DP	Fondation Secours Mondial	

Dropdown menu for Partner Name:

- Partner Name
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- Country

To clear the filters and display the full list of whitelisted partners, click the *Clear Search Results* icon to the right of the criteria fields.

You can use the buttons at the bottom of the panel to navigate the list pages.

Select a partner from the list in the *Partners* panel to view its whitelist records. The details of these records are displayed in the *Whitelist* panel.

Whitelist

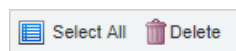
This panel contains all whitelist records for the selected partner in the *Partners* panel.

The columns in this panel display matching denied party data. You can sort these columns, and drag and drop them to change their location.

You can also filter the list to display items based on DPL List, Name, or Address. Select the criteria you want to search for, and press Enter or click the lookup button.

If the administrator has given you the requisite permission, you can delete one, many, or all whitelist records in this panel.

Delete Button in Whitelist Panel



Whitelist records are deleted in a transaction. However, if a record cannot be deleted, then the transaction is restored and the user is informed of the issue. The list automatically refreshes when records are successfully removed.

Denied Party List – Text Boxes Check

The Denied Party List – Text Boxes (DPL–TEXTS) check compares the lines in shipment text boxes to the same list of denied and restricted parties used in the Denied Party List check.

This check assumes that the first line in the text box is the name, and that subsequent lines are the address lines. It compares the first line of text in a text box to names in the denied and restricted parties list. The check also compares subsequent lines of text in a text box to address lines in the denied and restricted parties list.

Denied Party List – Text Boxes Check

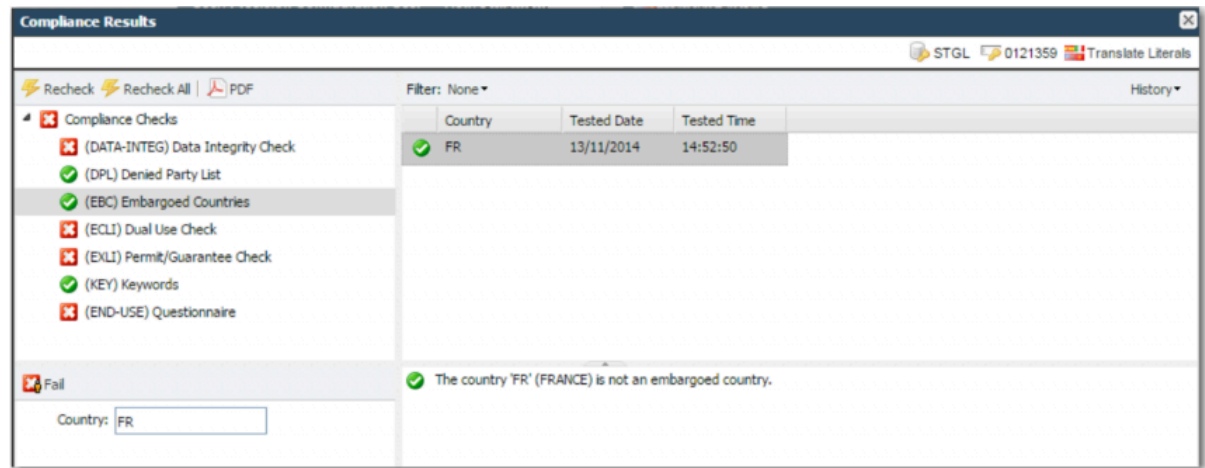
The screenshot displays the 'Compliance Run 21509 - A9901 0028838 0 STGL' window. The left sidebar lists various compliance checks, with '(DPL-TEXTS) Denied Party List - Text Boxes' selected and marked with a green checkmark. Below the sidebar, the 'Text Id' is 002, and the 'Name' field contains 'This is being shipped from >client'. The 'Address' field is empty. A legend at the bottom left defines the status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning), Failed (red X), Failed Manually (red X with 'M'), Under Review (red 'U'), and Disabled (greyed out). The main results area shows a table with one entry: '1' with a green checkmark and the text 'No matches found against Name.' The table has columns for Name, Tested Date, Tested Time, Overridden By, Overridden Date, and Overridden Time. The top of the results area shows a summary row: 'This is being ship...' with a green checkmark, tested on 14/11/2018 at 02:14:04 GMT.

Text boxes are maintained in option ZBTX, and you can add text to a shipment text box using the Texts workflow task.

Embargoed Countries Check

The Embargoed Countries check compares the countries on a transaction against the list of embargoed or sanctioned countries in the system. The list of countries can be a combination of lists that QAD GTTE has sourced and provided as content, and entries that your company maintains. When a country on the transaction is found on this list, the check fails.

Embargoed Countries Check



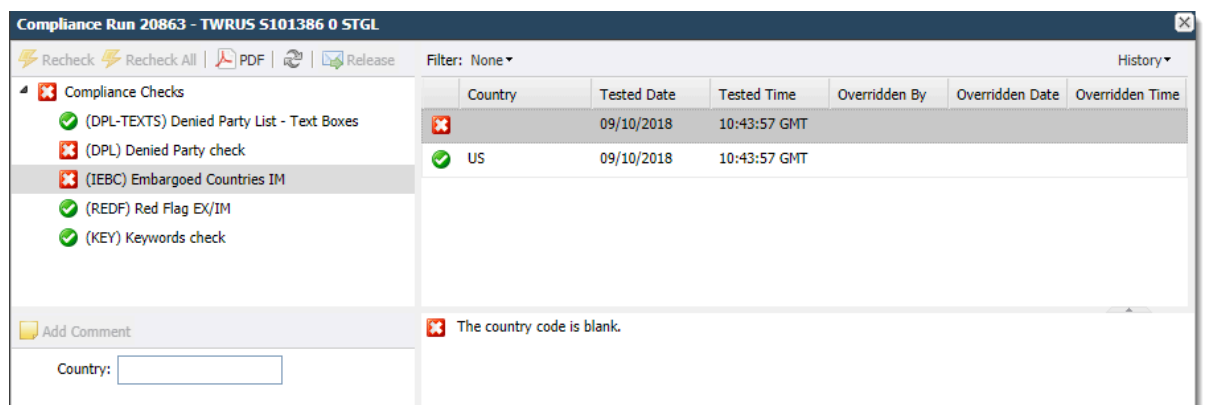
Import Embargoed Countries Check

The Import Embargoed Countries check compares the countries on an import transaction against the IEBC list in the system. When a country on the transaction is found on this list, the check fails. The following countries are checked:

- The country of origin on the transaction.
- The country associated with the shipment consignor.
- The country associated with the shipment consignor override address, if applicable.

If any of the countries listed above are blank or invalid, an error message is returned and the check fails.

Import Embargoed Countries Check



Dual Use Check

The Dual Use (ECLI) check determines whether an item can be shipped to or requires an export license to be shipped to a specific country. The determination is based on the classification of a product; the Export

Control Classification Number (ECCN) in the US or dual-use code in the EU. This supports the Export Administration Regulations (EAR) in the US and the dual use regulation 428/2009 in the European Union.

The Dual Use check ensures that valid ECCN or dual-use codes are present when required. When a product is associated with an ECCN or dual-use code and this code is required when shipping to a particular country, the check fails when a valid code is not present or when it is controlled for the country of destination on the transaction. In the example below, the check fails because an ECCN code is required for this item line but the code is not present.

Where there are multiple item lines on a transaction, click each line for more information. The lower right pane contains details of the results of the compliance check. The left pane contains item line details.

Note This check is based on the content provided by QAD GTTE. Currently, EU dual-use and US ECCN content are supported.

The screenshot displays the 'Compliance Checks' window. On the left, a list of checks includes '(ECL) Export Control(dual use items)' which is marked as failed. The main table shows details for item line 10, indicating a failed check due to a missing ECCN number. The lower-left pane shows item details for line 10, including ECCN: EU /, Product Code: A6000007, and Country of Destination: US. The lower-right pane shows the error message: 'The ECCN Number is blank.'

Item Line	ECCN Group	ECCN Number	Country	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
10	EU		US	27/11/2024	12:00:37 GMT			
10	US		US	27/11/2024	12:00:37 GMT			
20	EU		US	27/11/2024	12:00:37 GMT			
20	US		US	27/11/2024	12:00:37 GMT			
30	EU		US	27/11/2024	12:00:37 GMT			
30	US		US	27/11/2024	12:00:37 GMT			

Item Line: 10
 ECCN: EU /
 Product Code: A6000007
 Commodity:
 Country of Destination: US
 Quantity: 40.000000 EA
 Price: 59.000000 USD
 Value: 2360.00 USD

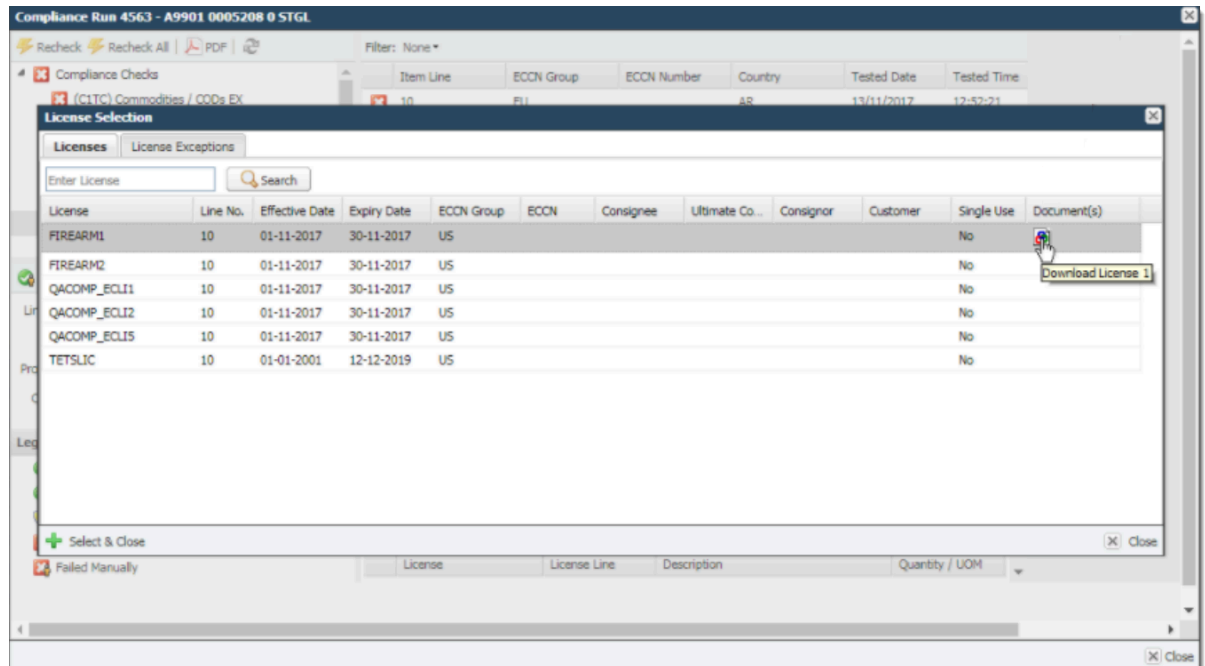
The ECCN Number is blank.

When the check fails and you have the necessary permissions, you can add a license to the transaction. To display the License window, click Add.

The 'License' window is shown with the following fields: License: LEIS4215, License Line: 10, Description: (empty), and Item Quantity: 25. There are 'Save' and 'Cancel' buttons at the bottom.

License. Enter a license or select one using the lookup. You can only select from the licenses that are already set up in the system by the

administrator. This field is mandatory. The lookup displays a list of licenses, as displayed in the image below.



Note You can download a license document in the License Selection window to review it by clicking the PDF icon in the Document(s) column.

License Line. When you choose a valid license, the system chooses the first license line applicable to the transaction. This field is mandatory.

Description. The description defaults from the license description in option XL. You can override this description.

Item Quantity. Enter the quantity of the item that the license is required for. When the quantity on the item line exceeds the quantity left on the license, an error message is returned. For each line to pass compliance, the quantity on the transaction line must be covered by the assigned licenses. This field defaults to the quantity on the transaction line not already covered by a license. The system validates that the quantity and value available on the license line are not exceeded.

You can use the License Exceptions tab to check if license exceptions are available for your shipment. A license exception is an authorization to export, under stated conditions, items that would otherwise require a license. Examples of license exceptions include LVS (limited value shipments), which allow exports of twelve times the stated maximum value for a particular ECCN code to a specific consignee in any one year, and CIV (civil end users). Any license exceptions available for a license are loaded along with ECCN and dual use codes by the QAD GTTE Content Team

Note To ensure that you have access to the material provided by the Content Team, you must subscribe to the appropriate compliance check content.

Prerequisites for Successfully Attaching a License

- The transaction must occur within the date range covered by the master license in option XL.

Note If the despatch date of the shipment occurs between the effective date and the expiry date on the master license, then the check passes based on that license. The license can be used from the effective date up to and including the day before the expiry date on the license. If the despatch date falls on the same day as the expiry date, then you cannot use the license.

- You cannot use a license to ship an item line when the product value or amount on the license does not cover the amount or value on the item line.
- If you have a license set up for a particular commodity code or product, you cannot use it for any other commodity code or product.

If you have a license set up for a particular intermediate or ultimate consignee, you cannot assign the license to a different consignee.

Note For details on how to create licenses, see [Adding a Dual Use License on page 1027](#).

Permit/Guarantee Check

There can be a requirement when shipping certain goods to have a permit or guarantee in place to export or import. The check can specify that a permit or guarantee is required based on the following criteria:

- Product
- Commodity
- Country of Destination
- Country of Origin
- Customer
- Consignor

The check reviews each line on the transaction and when—based on the criteria—it determines that a permit or guarantee is required, compliance fails for that line. All lines must pass this check for the overall compliance status of this check to pass.

EXLI Check

Compliance Run 488988 - TC_PCR_273 r9a_fa_273 2018-06-21 STGL

Recheck Recheck All PDF

Filter: None History

Compliance Checks

- (DATA-INTEG) Data Integrity Check
- (DPL) Denied Party List
- (EBC) Embargoed Countries EX
- (ECLI) ECCN Export Licenses EX
- (EXLI) Export Licenses EX**

Item Line: 10
 Product: TC_PR_1
 Commodity Group:
 Commodity Code:
 Country of Origin: PK
 Quantity: 0
 Value: 0.00

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

Item Line	Product	Commodity Group	Commodity Code	Country of Origin	Tested Date	Tested Time
10	TC_PR_1			PK	06/25/2018	09:18:11 GM
10	TC_PR_1			PK	06/25/2018	09:18:11 GM
10	TC_PR_1			PK	06/25/2018	09:18:11 GM

Product TC_PR_1 (Product #1 description) requires a license to export to CA (CANADA).

Type	Product Code	License Required	License Code
Product	TC_PR_1	Yes	TC_RQ

Add Delete

Permit	Permit Line	Description	Quantity / UOM
--------	-------------	-------------	----------------

Close

If the check fails, you need to add a permit/guarantee to the item line. When you have the relevant permissions, you can add a permit to the transaction by clicking **Add**.

Add Permit Window

Permit

Permit:

License Line:

Description:

Item Quantity: 100

Save Cancel

Permit. Enter a permit or select one using the lookup. You can only select from the permits already set up in the system by the administrator. This field is mandatory. The lookup displays a list of licenses, as in the image below.

Compliance Results – Add License

One license found.

License	License Type	Line Number	Expiry Date
TC RQ	EX	10	2019-01-01

Close

License Line. When you choose a valid permit, the system chooses the first permit line applicable to the transaction. When the details on the license conflict with the current item line, you cannot complete a save operation. This field is mandatory.

Description. The description defaults from the description in option XG. You can override this description.

Item Quantity. Enter the quantity of the item that the permit is required for. When the quantity on the item line exceeds the quantity left on the permit, an error message is returned. For each line to pass compliance, the quantity on the transaction line must be covered by the assigned permits. This field defaults to the quantity on the transaction line not already covered by a permit. The system validates that the quantity and value available on the permit line are not exceeded.

When you have completed the fields, click **Save** and rerun compliance.

Prerequisites for Successfully Attaching a Permit

- The transaction must occur within the date range covered by the master permit in option XG.

Note If the despatch date of the shipment occurs between the effective date and the expiry date on the master permit, then the check passes based on that license. The license can be used from the effective date up to and including the day before the expiry date on the license—if the despatch date falls on the same day as the expiry date, then you cannot use the license.

- You cannot use a permit to ship an item line when the product value or amount on the permit does not cover the amount or value on the item line.
- If you have a permit set up for a particular commodity code or product, you cannot use it for any other commodity code or product.

If you have a permit set up for a particular intermediate or ultimate consignee, you cannot assign the permit to a different consignee.

Note For details on how to create permits, see [Adding a Permit/Guarantee on page 1034](#).

Keyword Check

The Keyword search checks names, addresses, products, and texts—or a subset of these elements—on the transaction for a set of keywords that are maintained in the system such as Nuclear, Military, or Bomb. One of these words may indicate an issue with the transaction. If any of the keywords are found, the Keyword check fails. For instructions on how to specify which elements of the transaction are searched for the keywords, see the [Administration on page 1038](#) section.

Keyword Check

The screenshot shows the 'Compliance Results' window. On the left, a list of compliance checks is shown with status icons: (DATA-INTEG) Data Integrity Check (red X), (DPL) Denied Party List (green check), (EBC) Embargoed Countries (green check), (ECLI) Dual Use Check (red X), (EXLI) Permit/Guarantee Check (red X), (KEY) Keywords (green check), and (END-USE) Questionnaire (red X). The 'Fail' section shows the transaction details: Type: BillTo, Partner: 0000000005, Name: ALOIS SCHMIDT & ASSOCIATES, and Address: 245 RUE DE SLAVONIQUE, Poitiers. On the right, a table shows the results of the keyword check for the partner.

Type	Partner	Tested Date	Tested Time
BillTo	0000000005	13/11/2014	14:52:50
Consignee	0000000005	13/11/2014	14:52:50
Consignor	A9901	13/11/2014	14:52:50

Below the table, a message states: 'None of the keywords were found for the partner: ALOIS SCHMIDT & ASSOCIATES, 245 RUE DE SLAVONIQUE, Poitiers'.

Data Integrity Check

The Data Integrity check validates the data on the transaction. For example, are the ISO country codes, commodity codes and commodity groups valid?

The image below displays the following data integrity checks:

- Partner ISO code. This check is run at header level.
- Export commodity code. This check is run at item line level.
- Import commodity code. This check is run at item line level.
- Valid US ECCN Code. This check is run at item line level
- Valid Export ECCN Code. This check is run at item line level.
- Valid Commodity Groups: This check is run at item level.
- Valid Commodity Codes: This check is run at item level

The data integrity check passes only when all individual integrity checks pass. If any one data integrity check fails, then the Data Integrity check fails

When you click one of these checks, the details associated with it display in the pane below it. For example, in the image below, the pane displays the details of each ISO code partner check. However, the other checks have failed and so the whole check fails

Data Integrity Check

Check	Tested Date	Tested Time
✓ PARTNER_VALID_ISO	13/11/2014	14:27:36
✗ PRODUCT_VALID_CMOD1	13/11/2014	14:27:36
✗ PRODUCT_VALID_CMOD_GROUP1	13/11/2014	14:27:36
✗ PRODUCT_VALID_CMOD_GROUP2	13/11/2014	14:27:36
✗ PRODUCT_VALID_COO	13/11/2014	14:27:36
✗ PRODUCT_VALID_ECON_EXP	13/11/2014	14:27:36

✗ Fail

- ✓ Consignor 'Precision USA, Sales' has a valid ISO country code (US) associated with it.
- ✓ BillTo 'ALOIS SCHMIDT & ASSOCIATES' has a valid ISO country code (FR) associated with it.
- ✓ Consignee 'ALOIS SCHMIDT & ASSOCIATES' has a valid ISO country code (FR) associated with it.

ITC Data Integrity Check

The Import Trade Compliance (ITC) Data Integrity check validates the data on imports transactions.

The following checks are included in the ITC Data Integrity check:

- **ITC_Bol_Number_Check:** This check runs at header level. This check verifies that, if the header contains both a bill of lading (BOL) number and an importing carrier, the first four characters of the BOL number match the standard carrier alpha codes (SCACs) for the importing carrier. If no SCAC is found, the check passes with a warning. If no BOL number is provided, the check does not run.
- **ITC_Valid_Product_COO:** This check runs at item line level. This check verifies that the country of origin (COO) code matches either the product supplier COO or the product commodity COO.
 - Optional parameter: **EMPTY_COO_VALID.** If this parameter is set and the COO is empty at line level, the check passes. If this parameter is not set and the COO is empty at line level, the check fails.
- **Partner_Valid_ITC_SFC:** This check runs at header level. This check verifies that the ship from partner country (SFC) code matches the exporting country.
- **Product_Valid_Code_ITC:** This check runs at line level. This check verifies that the product exists and is not on hold.

- **Product_Valid_ITC_Classification:** This check runs at line level. This check verifies that the Classification Status of a product is equal to CLASSIFIED.
 - Optional parameter: CLASSIFIED.
- **Product_Valid_ITC_HTS:** This check runs at item level. This check verifies that the commodity codes for each item are valid.
 - Optional parameter: CHECK_PRODUCT_CLASSIFICATION. Set CHECK_PRODUCT_CLASSIFICATION as the parameter to also check that the commodity code matches the product classification commodity code.

CHECK_PRODUCT_CLASSIFICATION Parameter

Compliance Checks

Checks Security Notifications Whitelist

ITC* Search Configure Engine Questionnaires

Check	Description	In Use	Non ECO Check
ITC-INTEG	ITC Data Integrity checks	Yes	No

Check: ITC-INTEG
Description: ITC Data Integrity checks

In Use: ☒
Non ECO Check: ☐
Update

Add Delete

Details

Element Search

Method	Element	Remarks	Warning ...	Program
PROGRAM	ITC_VALID_PRODUCT_COO		No	
PROGRAM	PARTNER_VALID_ISO		No	
PROGRAM	PARTNER_VALID_ITC_SFC		No	
PROGRAM	PRODUCT_VALID_CODE_ITC		No	
PROGRAM	PRODUCT_VALID_COO		No	
PROGRAM	PRODUCT_VALID_ECCN_EXP		Yes	*STANDARD
PROGRAM	PRODUCT_VALID_ITC_CLASSIFICATION		No	
PROGRAM	PRODUCT_VALID_ITC_HTS		No	
PROGRAM	PRODUCT_VALID_PRICE_ITC		No	
PROGRAM	SUPPLIER_ACTIVE_ITC		No	

Add Copy Delete

Method: PROGRAM
Element: Product_Valid_ITC_HTS
Program:
Base program: ☐
Optional params: CHECK_PRODUCT_CLASSIFICATI
Remarks:
Warning Only: ☐
Update

- **PRODUCT_VALID_PRICE_ITC:** This check runs at item level. This check verifies that items have a valid price—no zero or one penny prices—for customs valuations.
- **SUPPLIER_ACTIVE_ITC:** This check runs at header level. This check verifies that the supplier is active.
- **ITC_ADMISSIBILITY_FLAG_CHECK:** This check verifies that decisions are made on all suggested PGA Flags and that all mandatory custom attribute data related to these decisions has been collected.
- **PARTNER_VALID_ITC_IOR:** This check verifies that an Importer of Record is present in the transaction.

- **PRODUCT_VALID_SUPPLIER_SKU:** This check runs at line level. This check verifies that the Supplier SKU, also known as the Supplier Part Number, is populated and not left blank on any item lines.
- **PRODUCT_VALID_MANUFACTURER_SKU:** This check runs at line level. This check verifies that the Manufacturer SKU, also known as the Manufacturer Part Number, is populated and not left blank on any item lines.

The data integrity check passes only when all individual integrity checks pass or pass with warnings. If any data integrity check fails, then the ITC Data Integrity check fails.

Product to Country of Destination Check

The Product to Country of Destination (PRCT) check screens shipments for product and country of destination combinations. If any of these combinations are found, the check fails.

Product to Country of Destination Check

The screenshot displays the 'Compliance Run 5286 - 500 0026399 0 STGL' window. On the left, a list of checks is shown, with '(PRCT) Product / Countries EX' selected. Below this, the 'Add Comment' section shows 'Product Code: 60COMP-PR2' and 'Country of Destination: AF'. A legend at the bottom left defines the status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning), Failed (red X), Failed Manually (red X with 'M'), Under Review (red 'U'), and Disabled (grey circle). The main area shows a table with one row: Item Line 10, Product Code 60COMP-PR2, Country of destination AF, Tested Date 15/02/2018, Tested Time 16:57:41 GMT, and Overridden By RQF. Below the table, a comment from user 'vsvfvg' at 16:59:08 on 15/02/2018 states: 'The product '60COMP-PR2' can be shipped to the country 'AF'.' The status is indicated by a green checkmark.

Item Line	Product Code	Country of destination	Tested Date	Tested Time	Overridden By
10	60COMP-PR2	AF	15/02/2018	16:57:41 GMT	RQF

Comment	User	Date	Time
vsvfvg	RQF	15/02/2018	16:59:08

✓ The product '60COMP-PR2' can be shipped to the country 'AF'.

The check screens shipment item lines and the shipment consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee to identify any unacceptable combinations.

Product to Partner Check

This check fails when it identifies particular products being shipped to specified partners. It checks the consignee, customer, and consignor listed on a shipment. Your administrator can configure the check to screen additional partners on the shipment.

Product to Partner Check

Compliance Run 5285 - 500 0026399 0 STGL

Recheck Recheck All PDF Release Filter: None History

(EXLI) Permits & Licenses check
 (KEY) Keywords check
 (PRCT) Product / Countries EX
 (PNR) Product / Partners EX,IM
 (C1TP) Commodities / Partners EX
 (RPRC) Permitted prod/Countries EX
 (PK_TEST_17)
 (PMU-T1) My transaction questionnaire 1

Add Comment

Product Code: 60COMP-PR2
 Partner Code: 501

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

Item Line	Product Code	Partner role	Partner	Tested Date	Tested Time
10	60COMP-PR2	BillTo	501	15/02/2018	16:12:54 GMT
10	60COMP-PR2	Consignee	501	15/02/2018	16:12:54 GMT
10	60COMP-PR2	Consignor	500	15/02/2018	16:12:54 GMT

Comment	User	Date	Time
iuykuliu	RQF	15/02/2018	16:14:40

✓ The product '60COMP-PR2' can be shipped to the partner '501'

Close

Commodity to Country of Destination Check

This check fails when it identifies particular commodities being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee.

Commodity to Country of Destination Check

Compliance Run 22790 - A9901 0029420 0 STGL

Recheck Recheck All PDF Release Filter: None History

Commodity Group	Commodity Code	Country	Tested Date	Tested Time	Overridden By	Ove
HTS		UA	26/02/2019	02:26:18 GMT		

☒ Compliance Checks
☒ (C1TC) Commodities / CODs EX
☒ (DPL) Denied Party check
☒ (EBC) Embargoed Country check
☒ (ECLI) Export Control(dual use items)
☒ (REDF) Red Flag EX/IM
☒ (KEY) Keywords check
☒ (C1TP) Commodities / Partners EX

Add Comment

Commodity Group: HTS

Commodity Code:

Country: UA

Legend

- ☒ Passed
- ☒ Passed Manually
- ☒ Passed with Warnings
- ☒ Failed
- ☒ Failed Manually
- ☒ Under Review
- ☒ Disabled

The commodity ('HTS', '') is an invalid commodity classification.

Close

The check screens shipment item lines and the shipment consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee to identify any unacceptable combinations.

Commodity to Partner Check

This check fails when it identifies certain commodities being shipped to specified partners. It checks the consignee, customer, and consignor listed on a shipment. You can configure the check to screen additional partners on the shipment using the ZS sub-option, Compliance – Partner Types.

Commodity to Partner Check

Compliance Run 22787 - A9901 0029419 0 STGL

Recheck Recheck All PDF Release Filter: None History

Compliance Checks

- (C1TC) Commodities / CODs EX
- (DPL) Denied Party check
- (EBC) Embargoed Country check
- (ECLI) Export Control(dual use items)
- (REDF) Red Flag EX/IM
- (KEY) Keywords check
- (C1TP) Commodities / Partners EX

Add Comment

Commodity Group: HTS

Commodity Code:

Party Type: BillTo

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

Commodity Group	Commodity Code	Partner role	Partner	Tested Date	Tested Time	Over
HTS		BillTo	60COMP-DPL3	26/02/2019	02:18:13 GMT	
HTS		Consignee	60COMP-DPL3	26/02/2019	02:18:13 GMT	
HTS		Consignor	A9901	26/02/2019	02:18:13 GMT	
HTS		UltimateConsignee	60COMP-DPL3	26/02/2019	02:18:13 GMT	

A commodity code for required group 'HTS' could not be found in the request.

Close

ECCN Code to Country Check

This check fails when it identifies items with particular ECCN codes being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee.

ECCN Code to Country Check

Compliance Run 22730 - JDEDespatch 123456

Recheck Recheck All PDF Release Filter: None History

Compliance Checks

- (C1TC) Commodities / CODs EX
- (C2FC) Commodities / COOs EX
- (DATA-INTEG) Data Integrity checks
- (DPL) Denied Party check
- (EBC) Embargoed Country check
- (ECLI) Export Control(dual use items)
- (EXCT) ECCN's / Countries EX
- (EXLI) Permits & Licenses check
- (REDF) Red Flag EX/IM

Add Comment

ECCN Group: EU
ECCN Number: 0A001
Country: CN

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

ECCN Group	ECCN Number	Country	Tested Date	Tested Time	Overridden By	Overridden Time
EU	0A001	CN	23/02/2019	02:07:25 GMT		
EU	0A001	IE	23/02/2019	02:07:25 GMT		
EU	0A001	US	23/02/2019	02:07:25 GMT		
EU	1C111.a.1	CN	23/02/2019	02:07:26 GMT		
EU	1C111.a.1	IE	23/02/2019	02:07:26 GMT		
EU	1C111.a.1	US	23/02/2019	02:07:26 GMT		
US	0A001	CN	23/02/2019	02:07:25 GMT		

The ECCN classification ('EU', '0A001') can be shipped to the country 'CN' (CHINA).

Close

Permitted Products to Country Check

This check fails when it identifies shipments of products to countries that do not appear in a list of permitted countries for that product. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee.

The image below shows a Fail status for shipments of a particular product to Ireland.

Permitted Products to Country Check with Fail Status

Compliance Run 5390 - 500 0026443 0 STGL

Recheck Recheck All PDF Release Filter: None History

Item Line	Product	Country of Destin...	Tested Date	Tested Time	Overridden By	Overri...
10	60COMP-PR2	AF	21/02/2018	17:14:02 GMT		

☒ (EBC) Embargoed Country check
☒ (ECLI) Export Control(dual use items)
☒ (EXLI) Permits & Licenses check
☒ (KEY) Keywords check
☒ (PRCT) Product / Countries EX
☒ (PRNR) Product / Partners EX,IM
☒ (C1TP) Commodities / Partners EX
☒ (RPRC) Permitted prod/Countries EX
☒ (PMU-T1) My transaction questionnaire 1

Add Comment

Product: 60COMP-PR2

Country of: AF

Legend

- ☒ Passed
- ☒ Passed Manually
- ☒ Passed with Warnings
- ☒ Failed
- ☒ Failed Manually
- ☒ Under Review
- ☒ Disabled

The product '60COMP-PR2' cannot be shipped to the country 'AF'.
This has caused this compliance check to fail.

Close

Questionnaires

The Questionnaire check consists of a number of questions related to a transaction. These questions serve as a checklist that must be completed before the transaction passes that particular questionnaire check.

Questionnaire Check in Compliance Results Task

The screenshot displays a software interface for managing compliance runs. The title bar reads "Compliance Run 4312 - A9901 0006095 0 STGL". Below the title bar, there are tabs for "Recheck", "Recheck All", "PDF", and "Release". A "Filter: None" dropdown is visible. On the left, a list of questionnaires is shown, each preceded by a red X icon, indicating they have failed or are not yet answered. The questionnaires are: (R+KC) Permitted prod/Countries Ex, (AMCG) End-Use Questions, (PARQ), (PK_TEST_17), (PMU-T1) My transaction questionnaire 1, (PMU-T2) My transaction questionnaire 2, (PMU-XYZ) Product questions, (PRODQ), and (TRANQ). Below this list is a "Legend" section with icons and labels: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning triangle), Failed (red X), Failed Manually (red X with 'M'), Under Review (red 'U'), and Disabled (greyed out). On the right, a table shows the "Tested Date" (08/01/2018) and "Tested Time" (15:04:16 GMT). Below the table, three questions are listed, each with a red X icon and a text input field for the answer:

- 1 - The question hasn't been answered yet. Question: Is this question incorrectly answered by Qconfig? Answer: [text input]
- 2 - The question hasn't been answered yet. Question: Decimal enter 0.4 Answer: [text input]
- 3 - The question hasn't been answered yet. Question: date Answer: [text input]

 A "Save" button is located below the questions. At the bottom right, there is a "Close" button.

If a question in a questionnaire is answered incorrectly or unanswered, then that questionnaire check fails. The compliance status of each individual question is indicated by a green check mark or red X. When all questions are completed correctly, the questionnaire check status changes to passed. Only users with the appropriate permissions have access to the questionnaire.

Depending on security settings, you may have the option to answer the question. When you save your answer, the related questionnaire compliance check runs automatically. The system validates the answers provided against those set up for the question. If the answer is correct, then the compliance check passes.

Multiple questionnaire checks can apply to one transaction, and each of these questionnaires can contain different questions.

Example Two questionnaires apply to a shipment of product X to customer Y in country Z. Questionnaire A contains questions about the completion of customs documentation. Questionnaire B contains questions about the results of a customer credit check.

For more details on questionnaires, refer to the [Administration on page 1038](#) section.

Question and Questionnaire Levels

There are two main types of questions:

- **Transaction questions**

These questions relate to transactions, and the answers apply to an individual transaction.

Example Is the value of this shipment less than 5000 euro?

Users answer these questions in the Compliance Results workflow task for the transaction.

Transaction Level Question

The screenshot displays the 'Compliance Run 7955 - A9901 0005736 0 STGL' window. The interface includes a 'Jump to...' search bar, a toolbar with 'Recheck', 'Recheck All', 'PDF', and 'Print' icons, and a 'Filter: None' dropdown. A table lists various compliance checks with their status (passed, failed, or under review). Below the table is a 'Legend' section explaining the status icons. On the right, a 'History' table shows a single entry for '06/03/2019' at '12:59:44 GMT'. At the bottom, a questionnaire for the transaction is shown, with a question about the value of goods and an 'Answer' field.

Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
06/03/2019	12:59:44 GMT			

1 - The question hasn't been answered yet
 Question: What is the value of the goods on the transaction?
 Answer:
 Save

Complete Close

- **Master questions**

These questions relate to transaction elements:

- Partner
- Product
- Commodity

The answers to these questions apply to every instance of the transaction element, and so you can answer them at a master level, rather than answering them for each individual shipment that contains that transaction element.

Example Does product A1000000 have an ECCN code assigned to it in QAD GTTE?

Example Does product A6000005 contain hazardous material?

Example Has partner ABC passed the required credit check?

Master Level Question in Compliance Results Task

Compliance Run 7959 - A9901 0005736 0 STGL

Jump to... STGL A9901 0005736 0

Recheck Recheck All PDF Filter: None History

Product	Tested Date	Tested Time	Overridden By	Overridden Date
60COMP-PR2	06/03/2019	12:59:44 GMT		

Compliance Checks

- (C1TC) Commodities / CODs EX
- (C2FC) Commodities / COOs EX
- (DATA-INTEG) Data Integrity checks
- (DPL) DPL CHECK
- (EBC) Embargoed Country check
- (ECLI) Export Control(dual use items)
- (EXCT) ECCN's / Countries EX
- (EXLI) Permits & Licenses check
- (REDF) Red Flag EX/IM
- (KEY) Keywords check
- (PRCT) Product / Countries EX
- (PRNR) Product / Partners EX,IM
- (C1TP) Commodities / Partners EX
- (RPRC) Permitted prod/Countries EX
- (PARQ)
- (PRODQ)
- (PRQ)

Legend

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

1 - The question hasn't been answered yet
 Question: Is the product hazardous?
 Answer: ☐ Yes ☐ No

Complete Close

If you have the appropriate permissions, you can answer these questions by clicking the question mark icon in the *Compliance Run* window.

You can also answer these questions in the master table for the particular transaction element:

- Partner – Option NRAN
- Product – In option PR, choose the *Compliance – Questions – Product Level* sub-option, or access option PRAN directly.
- Commodity – In option CM, choose the *Answer* commodity questions sub-option, or access option CMAN directly.

Partner Questions Screen, Option NRAN

Partners

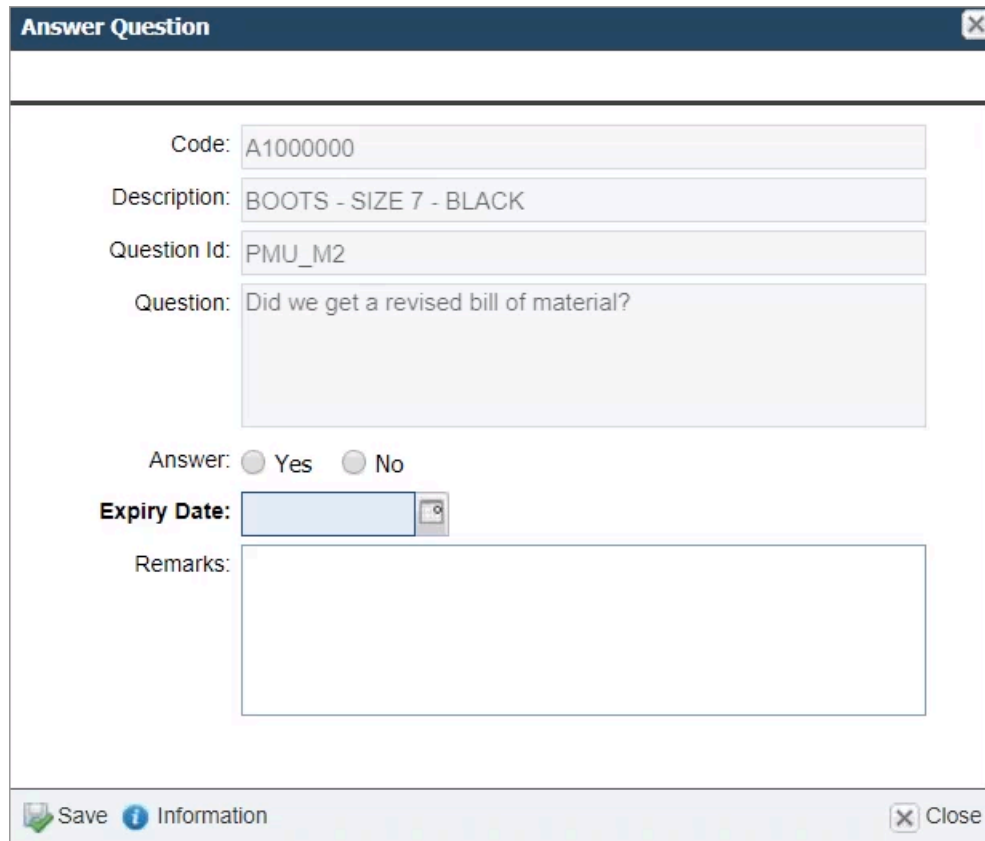
Address Book:
 Partner Code:

Compliance - Questions, Partner Level
 TGL 01 12386

Role	Question Id	Question	Answer	Type	Remarks	Expiry Date	User Id	Last M...
M_INT		how many people are entitled to collect packages?		INT				

Update
 Update Questions

Answering a Master Level Question



Answer Question

Code: A1000000

Description: BOOTS - SIZE 7 - BLACK

Question Id: PMU_M2

Question: Did we get a revised bill of material?

Answer: ☐ Yes ☐ No

Expiry Date: 

Remarks:

 Save  Information  Close

Question Formats

Questions can have different types of answers:

- Yes or No
- Drop-down list of possible answers
- Free text
- Numeric
- Date

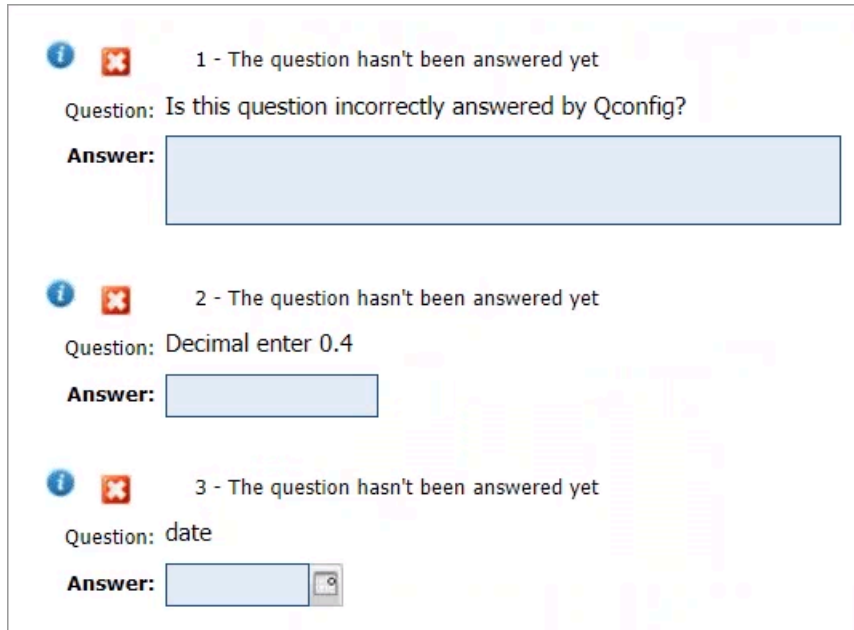
Information Button

A blue information icon is displayed in various locations related to questionnaires:

- Compliance Results
- Answer Commodity Questions
- Answer Product Questions
- Answer Partner Questions

To view details that are unique to a particular question, click the information icon. A pop-up displays information that is associated with the question.

Questionnaire Information Icons



1 - The question hasn't been answered yet
Question: Is this question incorrectly answered by Qconfig?
Answer:

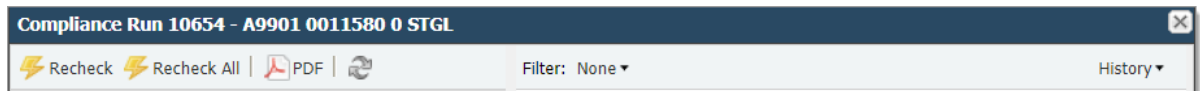
2 - The question hasn't been answered yet
Question: Decimal enter 0.4
Answer:

3 - The question hasn't been answered yet
Question: date
Answer:

Toolbar

The toolbar at the top of the *Compliance Run* window enables you to perform further functions on the transaction.

Compliance Results Toolbar



Recheck

You can perform compliance screening on an existing transaction at any time. To rerun compliance on the transaction, click *Recheck*. Each time you perform a recheck, a run number is generated for auditing purposes. This recheck retains any manual overrides you have made. You can only use this button on the most recent transaction run number.

Recheck All

Like Recheck, Recheck All runs compliance again on the transaction. However, this check ignores any previous manual overrides unless you selected the *Save returned matches for future use* field when you manually passed the DPL check. You can only use this option on the most recent transaction run number.

Note If you are working with transactions in the Workflow Portal, then the *Recheck* and *Recheck All* buttons are available. However, when you access the *Compliance Results* window from outside the Workflow Portal, these buttons are not available for non-transaction or ad hoc checks.

PDF

The PDF button enables you to produce a PDF document containing a summary of all information on the *Compliance Run* window.

Release

The system can be configured to send an electronic update to another system—such as an ERP system—when the status of an individual check changes. You can use the Release button to send the electronic update at any time. This button is only available when the system has been configured to send updates to other systems.

Filter

The *Filter* list enables you to display checks based on their status. You can display all checks, failed checks, or warning checks.

History

The History option provides access to all previous compliance runs for the current transaction. Open the *History* list and choose the run you want to view. This view is useful for audit purposes.

Note The results for previous runs are read only.

Manual Pass and Fail

The *Manual Pass* and *Fail* buttons allow a user—with relevant authority—to override the results of a compliance check. For example, you may want to manually pass a DPL failure after deciding that it is a false positive. Or you may decide that the keyword failure is not a concern. You may also want to manually fail a transaction. For example, you determine that a DPL failure is correct or a license was refused for an item to be shipped. You must override each individual failure within a check separately. For example, if you have five item lines and two items that fail, you need to pass both failures.

Manual Pass Symbol

Filter: None ▼

	Item Line	ECCN Group
✓	10	EU
✓	20	EU
✓👤	30	EU
✓	30	US

Select the result of a check to override in the top right-hand pane. Depending on the function you require, click *Pass* or *Fail*. A pop-up with a mandatory comment field displays. Update the field with the reason for the override. When you click *Save*, this information is saved along with your user credentials and the date and time. The icon changes to indicate a manual pass or fail.

Manual Pass or Fail

⚡ Recheck ⚡ Recheck All 📄 PDF

✖ Compliance Checks

- ✖ (DATA-INTEG) Data Integrity Check
- ✓ (DPL) Denied Party List
- ✓ (EBC) Embargoed Countries
- ✖ (ECL) Dual Use Check
- ✖ (EXL) Permit/Guarantee Check
- ✓ (KEY) Keywords
- ✖ (END-USE) Questionnaire

☒ Pass
 ☐ Fail

Line Number: 10

ECCN: USML / I;X

Product Code: 1001

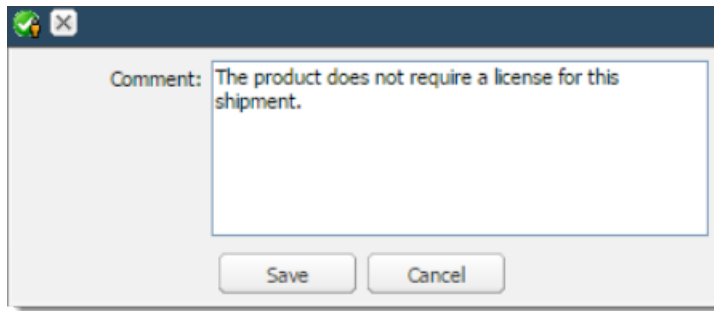
Commodity: SCHB / 0101100000

Country of Destination: FR

Quantity: 25 EA

Value: 2500.00 USD

Manual Pass Pop-up



When you manually pass a DPL check, a field labeled “*Save returned matches for future use*” in the pop-up enables you to specify that the matches returned are false positives and should be added to the list of approved partners in the *Whitelist* tab of option CK. The party is not flagged as a failure in the future. For more information, see the [Approved List on page 993](#) section.

If the party is later added to a Denied Party List, then the party is flagged as a failure during future screening.

Note You cannot manually override the results of a questionnaire.

Productivity Reports

The Productivity Reports provide a detailed breakdown of compliance analyst productivity. This tool offers compliance managers full visibility of users who review compliance results. The performance metrics enable your company to assess each user’s productivity by date, by batch, and by number of transactions they close.

Note Closed transactions are transactions that have a run status of Failed, and are then either updated to Failed Manually or Passed Manually by a user following a review.

You can access this feature using the CKRPT option. Alternatively, depending on how the administrator has configured your system, you may see a *Productivity Reporting* drop-down menu within the main Web UI menu. Mouseover *Productivity Reporting* and select *Productivity Reports*.

Productivity Reporting in Menu



Productivity Reports Page

 **Compliance Productivity Reports**

Report Type: CK4 - Denied Party Screening ▼

From Date: 17/04/2019

To Date: 17/04/2020

Email:

Report Format: ☒ Excel ☐ PDF Portrait ☐ PDF Landscape

Generate Report

Use the *Report Type* drop-down list to select the type of report.

Report Type

Report Type: CK3 - Batch Screening ▼

There are four types of productivity reports:

- Productivity (CK1)
- User Productivity (CK2)
- Batch Screening (CK3)
- Denied Party Screening (CK4)

Report Formats

The report results are available in Excel, PDF Portrait, and PDF Landscape format. To generate and download a report, select the desired format and click the *Generate Report* button.

Reports Formats

Report Format: ☒ Excel ☐ PDF Portrait ☐ PDF Landscape

Generate Report

Reports generated in Excel format contain two spreadsheets:

Information This is a cover sheet that summarises the contents of the data sheet. This includes the report run date, and report parameters such as date range and user ID.

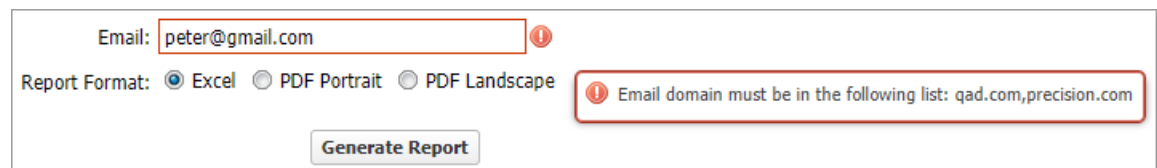
Data Depending on the report type, this sheet provides a detailed breakdown of productivity based on multiple users, a particular user, a date range, or a specific batch.

Reports generated in PDF format contain a cover sheet on the first page, followed by a table of performance metrics.

When you generate a report, you can also choose to send the report by email. Enter one email address in the *Email* field, select the desired report format, and click *Generate Report*.

Note The accepted domains for the *Email* field are defined by your administrator. If an email address does not match the accepted domain(s), the system displays a validation error.

E-mail Field Error



The screenshot shows a web form for generating a report. The 'Email' field contains 'peter@gmail.com' and has a red error icon to its right. Below the email field, the 'Report Format' section has three radio buttons: 'Excel' (selected), 'PDF Portrait', and 'PDF Landscape'. A red-bordered error message box on the right states: 'Email domain must be in the following list: qad.com,precision.com'. At the bottom is a 'Generate Report' button.

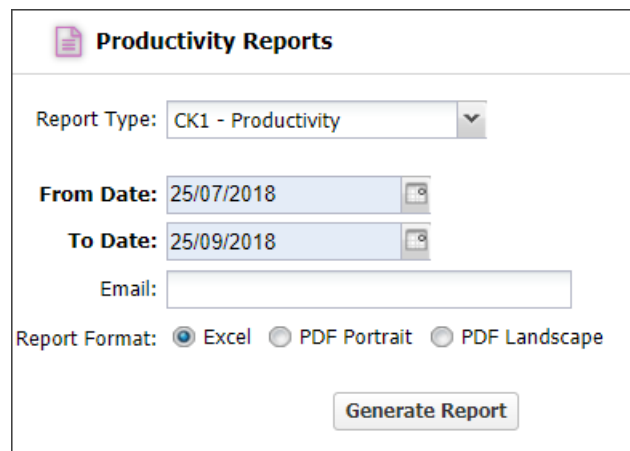
Note If you navigate away from the *Productivity Reports* page and return to it later, the most recently entered criteria are displayed by default.

Productivity Report (CK1)

The Productivity report provides a list of users and the number of transactions that they closed. This refers to results that required review and were either passed or failed by the analyst.

You can select a date range for this report using the *From Date* and *To Date* fields. By default, the *From Date* field is set to a year in the past, and the *To Date* field is the current date. The upper date range limit is one year. You receive a validation error if the *From Date* field is after the *To Date* field.

Productivity Reports Page, Productivity Report Selected



The screenshot shows the 'Productivity Reports' page. At the top is a document icon and the title 'Productivity Reports'. Below is a 'Report Type' dropdown menu set to 'CK1 - Productivity'. Underneath are 'From Date' and 'To Date' fields with date pickers, showing '25/07/2018' and '25/09/2018' respectively. An 'Email' field is empty. The 'Report Format' section has three radio buttons: 'Excel' (selected), 'PDF Portrait', and 'PDF Landscape'. At the bottom is a 'Generate Report' button.

The following table describes the column headers in the generated PDF and Excel files:

Productivity Report Columns

Column	Explanation
User ID	The user identification code.
User	The user description.
Failures Reviewed	The number of check failures that were reviewed by the user. To be included in this total, a failure must be updated to Failed Manually or Passed Manually by the user.
%	The percentage of the total failures reviewed.

User Productivity (CK2)

The User Productivity report provides a detailed breakdown of the daily number of requests that a specific user has manually passed or failed during a date range

The user ID entered must exist in the system. A validation error is returned if the user ID is not found.

Productivity Reports Page, User Productivity Report Selected


Productivity Reports

Report Type: CK2 - User Productivity ▼

From Date: 25/04/2017 

To Date: 25/04/2018 

User Id: 

Email:

Report Format: ☒ Excel ☐ PDF

The following table describes the column headers in the generated PDF and Excel files:

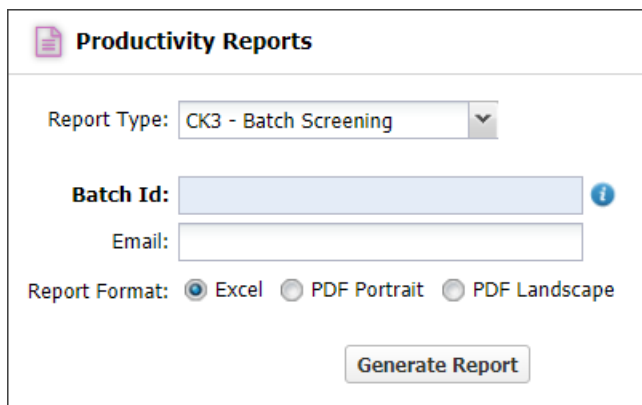
User Productivity Report Columns

Column	Explanation
Review Date	The date on which a failure was updated to either Failed Manually or Passed Manually. If no checks were reviewed on a particular date, then it is not included in the Review Date column.
Failures Reviewed	The number of check failures that were reviewed on the corresponding date. To be included in this total, a failure must be updated to Failed Manually or Passed Manually by the user.

Batch Screening (CK3)

The Batch Screening report provides a summary of screenings in a data scrub batch that require review, and their progress. In addition, the report allows you to view the users that have performed reviews, and each user's overall contribution.

Batch Screening Reports Page



The screenshot shows a web form titled "Productivity Reports". It includes a "Report Type" dropdown menu set to "CK3 - Batch Screening". Below this is a "Batch Id" text input field with an information icon to its right. An "Email" text input field is positioned below the "Batch Id" field. The "Report Format" section has three radio buttons: "Excel" (selected), "PDF Portrait", and "PDF Landscape". A "Generate Report" button is located at the bottom right of the form.

Note The *Batch ID* field is mapped to the *Reference 2* field of a compliance result.

The following table describes the column headers in the generated PDF and Excel files:

Batch Screening Report Columns

Column	Explanation
User ID	The user identification code.
User	The user description.
Failures Reviewed	The number of check failures that were reviewed by the user. To be included in this total, a failure must be updated to Failed Manually or Passed Manually by the user.
%	The percentage of the total failures reviewed.

Denied Party Screening (CK4)

The Denied Party Screening report provides a summary of DPL screenings for a date range. This report is particularly useful for companies that have a high volume of DPL screenings each day.

You can select a date range for this report using the *From Date* and *To Date* fields. By default, the *From Date* field is set to a year in the past, and the *To Date* field is the current date. The upper date range limit is one year. You receive a validation error if the *From Date* field is after the *To Date* field.

Productivity Reports Page, Denied Party Screening Report Selected


Productivity Reports

Report Type: CK4 - Denied Party Screening

From Date: 25/02/2018

To Date: 25/02/2019

Email:

Report Format: ☒ Excel ☐ PDF Portrait ☐ PDF Landscape

Denied Party Screening Report Columns

Column	Explanation
Client	The client that the screenings apply to.
Number of Screens	Each time a run number is generated.
Number Pass	Automatic Passes
% Passed	The percentage of passed screens out of the total number of screens.
Number Failed	The number of automatically failed screens.
% Failed	The percentage of automatically failed screens out of the total number of screens.
Number Manually Passed	The number of screens that were manually passed by users.
% Manually Passed	The percentage of manually passed screens out of the total number of screens.

Managing Licenses

Overview

This section describes how to set up licenses or permits/guarantees that are required based on Dual Use or Permit/Guarantee checks performed. When one of the checks fails, customers apply—if they have not already done so—to the relevant agency for the license or permit/guarantee. The license or permit/guarantee you receive typically contains the following information:

- Start and finish dates
- Items/Commodities covered
- Maximum quantity to be shipped
- Maximum value to be shipped

This information can be captured in the system and associated with transactions. This section covers the setup of the license or permit/guarantee.

Adding a Dual Use License

Using the menu option XL, you can set up licenses for use with the Dual Use license check.

License Maintenance Panel

Manage Licenses					
Licence:	<input type="text"/>	Licence Type:	<input type="text"/>	Name Location License <input type="text"/>	<input type="button" value="Search"/>
Licence Maintenance					
Licence	Licence Type	Name Location License Lodged	Licence Code	Expiry Date	US Gov License Type
LICENCE JAN 18TH	EX			18-January-2018	
LICENCE JAN 29TH	EX			21-February-2018	
LICENCE JAN 30TH	EX			14-February-2018	
LICENCE MARCH 14TH	EX			12-April-2018	
LICENCE NOV23RD	EX			30-November-2018	
LICENCE T2	EX			18-February-2018	
LICENCE TEST1	EX			18-February-2018	
LICENCE TOL AUG 2ND	EX			31-August-2017	
LICENCE TW1	EX			28-September-2017	
LICENCE_TEST	EX			31-March-2016	
LICENSE AB3	EX			25-April-2018	
LICENSE AUG 28TH	EX			30-August-2017	
LICENSE JPN	EX			26-October-2017	
LICENSE JULY 24TH JPN USER	EX			25-July-2017	
LICENSE SEPT. 22ND	EX			25-October-2017	
LICENSE TEST 123	EX			31-July-2017	
LICENSETEST	EX			01-July-2017	
LIO	EX			30-November-2018	
LIO_R9A	EX			30-June-2019	
LIOJPN	EX			19-November-2018	

To create a new license, click the *New* button in the toolbar. The more fields you complete on the *License Maintenance Create* form, the narrower the application for this particular license.

License Maintenance Create Window

Licence Maintenance [Create]

Licence: 

License Code: 

Issuing Country: 

Export Classification Group: 

ECCN Number: 

Applicant Office: 

Applicant Ref. No.:

Purchaser: 

Intermediate consignee: 

Ultimate consignee: 

Consignor: 

Effective Date: 

Expiry Date: 

Text ID 1: 

Text ID 2: 

Text ID 3: 

**Name Location License
Lodged:**

Location Address Line 1:

Location Address Line 2:

Location Address Line 3:

License Agency Code:

License Control Code:

US Gov License Type:

ODTC Registration No:

ODTC Eligible Party Indicator: ☒ Yes
☐ No
☐ Not required

☐ **ODTC SME Indicator**

ODTC USML Category Code:

Image Client 1:

Image Id 1:

Image Client 2:

Image Id 2:

Image Client 3:

Image Id 3:

☐ **Licence Assigned**

☐ **Single Use Only**

☐ **Single Use Only">Single Use Only**

Documents

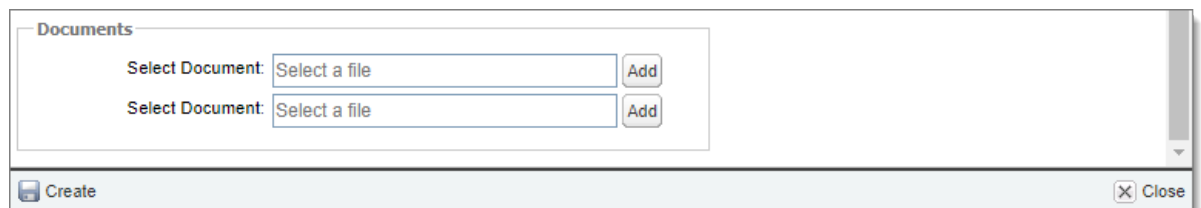
Select Document:

Select Document:

 **Create**  **Close**

- *License*. Enter the license code supplied by licensing agency. This field is mandatory.
- *License Type*. Select Export; the Import option is not currently supported.
- *License Code*. Enter the license code.
- *Issuing Country*. Enter the country that issued the license. This field is mandatory.
- *Export Classification Group*. This value defaults from the export classification group assigned to the Issuing Country. This field is read only.
- *ECCN Number*. If the license is issued for a specific ECCN number, enter the ECCN code in this field.
- *Applicant Office*. Enter the name of the office that you applied to for this license.
- *Applicant Ref. No.* Enter the application reference number.
- *Purchaser*. If the license is issued against a particular purchaser, enter their details in this field.
- *Intermediate consignee*. If the license is issued against a particular intermediate consignee, enter the details in this field.
- *Ultimate consignee*. If the license is issued against a particular consignee, enter the details in this field.
- *Effective Date*. This is the effective date of the license. This field is mandatory.
- *Expiry Date*. This is the expiry date of the license. This field is mandatory.
- *Documents*. This section allows you to attach up to two images to a license record.

License Maintenance, Fields for File Upload



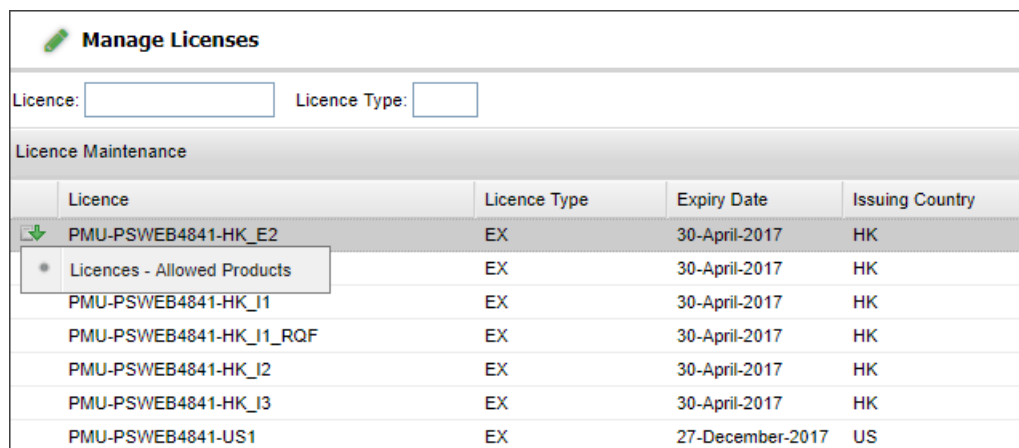
The screenshot displays a web form titled "Documents". Inside the form, there are two identical rows for adding documents. Each row consists of a label "Select Document:", a text input field with the placeholder text "Select a file", and a button labeled "Add". Below the document rows, at the bottom of the form, there is a "Create" button on the left and a "Close" button on the right.

Other fields on the form enable you to enter further reference information for the license for documentation purposes.

XL Sub-option (Licenses – Allowed Products)

This option allows you to specify the products or ECCNs and the maximum values and quantities that can be used with the license. Select the license you created, and from the sub-options, select *Licenses – Allowed Products*.

License Sub-options



Manage Licenses

Licence: Licence Type:

Licence Maintenance

	Licence	Licence Type	Expiry Date	Issuing Country
	PMU-PSWEB4841-HK_E2	EX	30-April-2017	HK
	Licences - Allowed Products	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I1	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I1_RQF	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I2	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I3	EX	30-April-2017	HK
	PMU-PSWEB4841-US1	EX	27-December-2017	US

To specify allowed products, click *Create*.

The *Licenses – Allowed Products Create* form contains the following fields, many of which are read only and default from the main option:

- *Client*. This field is read only and defaults from the license.
- *License*. This field is read only and defaults from the license.
- *License Type*. This field is read only and defaults from the license.
- *Product Code*. If the license is issued for a particular product, enter the product code in this field.
- *Export Classification Group*. This field is read only and defaults from the license.
- *ECCN Number*. If the license is issued for a particular ECCN number, enter the ECCN number in this field.
- *Intermediate Consignee/Ultimate Consignee*. These fields are read only and default from the license.
- *Tolerance ratio*. This field is for future use.
- *Consumed Value*. This field displays the total value of all transactions made against this license line. This field is read only.
- *Licensed Value*. If the license is issued for a particular value, enter the value in this field.
- *Currency*. This field contains the currency of the license value

- *Consumed Quantity*. This field is the total quantity of items from all transactions made against this license line. This field is read only.
- *Licensed Quantity*. If the license is issued for a particular quantity, enter the quantity in this field.
- *Quantity UOM Type*. This field contains the unit of measure type; for example, MASS, VOLUME, PROD.
- *Quantity UOM*. This field contains the unit of measure associated with the license quantity; for example, Each, KG.

Licenses – Allowed Products

Licences - Allowed Products [Create]

Client: TGL

Licence: PMU-PSWEB4841-HK_E2

Licence Type: ☒ Export ☐ Import

Line Number: 30

Product Code:

Export Classification Group: HK_E

ECCN Number:

Intermediate Consignee: 16230

Ultimate Consignee:

Tolerance ratio: 1

Consumed Value: 0

Licensed Value: 0

Currency:

Consumed Quantity: 0

Licensed Quantity: 0

Quantity UOM Type:

Quantity UOM:

Create Close

If the license covers multiple products or ECCNs, create multiple records.

Single License Consignee ECLI Check

A license can now be set up so that only a single consignee needs to be specified. When the license is attached to a transaction, the engine will check the license consignee against the consignee and ultimate consignee, and if either matches it will be possible to use it.

If enabled, the *License Maintenance* window will only show the *Consignee* field for licenses and license allowed products. The Ultimate Consignee will not be shown.

License Maintenance Window, Consignee field

Licence Maintenance [Create]

Licence:

License Code:

☐ Licence Assigned

Issuing Country:

Export Classification Group:

ECCN Number:

Applicant Office:

Applicant Ref. No.:

Purchaser:

Consignee:

Effective Date:

Expiry Date:

Text ID 1:

Text ID 2:

Text ID 3:

Name Location License Lodged:

Location Address Line 1:

XL Sub-option (Licenses – Allowed Products)

This option allows you to specify the products or ECCNs and the maximum values and quantities that can be used with the license. Select the license you created, and from the sub-options, select Licenses – Allowed Products. To specify allowed products, click Create.

The Licenses – Allowed Products Create form contains the following fields, many of which are read only and default from the main option:

- *Client*. This field is read only and defaults from the license.
- *License*. This field is read only and defaults from the license
- *License Type*. This field is read only and defaults from the license.
- *Product Code*. If the license is issued for a particular product, enter the product code in this field.
- *Export Classification Group*. This field is read only and defaults from the license.
- *ECCN Number*. If the license is issued for a particular ECCN number, enter the ECCN number in this field.
- *Intermediate Consignee/Ultimate Consignee*. These fields are read only and default from the license.

- *Tolerance ratio.* This field is for future use.
- *Consumed Value.* This field displays the total value of all transactions made against this license line. This field is read only.
- *Licensed Value.* If the license is issued for a particular value, enter the value in this field.
- *Currency.* This field contains the currency of the license value.
- *Consumed Quantity.* This field is the total quantity of items from all transactions made against this license line. This field is read only.
- *Licensed Quantity.* If the license is issued for a particular quantity, enter the quantity in this field.
- *Quantity UOM Type.* This field contains the unit of measure type; for example, MASS, VOLUME, PROD.
- *Quantity UOM.* This field contains the unit of measure associated with the license quantity; for example, Each, KG

Licenses – Allowed Products

The screenshot shows a software window titled "Licences - Allowed Products [Create]". It contains the following fields and values:

- Client: TGL
- Licence: PMU-PSWEB4841-HK_E2
- Licence Type: ☒ Export, ☐ Import
- Line Number: 30
- Product Code: (empty field with a search icon)
- Export Classification Group: HK_E
- ECCN Number: (empty field with a search icon)
- Intermediate Consignee: 16230
- Ultimate Consignee: (empty field)
- Tolerance ratio: 1
- Consumed Value: 0
- Licensed Value: 0
- Currency: (empty field with a search icon)
- Consumed Quantity: 0
- Licensed Quantity: 0
- Quantity UOM Type: (empty field with a search icon)
- Quantity UOM: (empty field with a search icon)

At the bottom of the window, there are two buttons: "Create" and "Close".

If the license covers multiple products or ECCNs, create multiple records.

Adding a Permit/Guarantee

Using the menu option XG, you can set up permits for use with the Permit/Guarantee check, as displayed in the image below. To create a new permit or guarantee, click *Create*.

Permits and Guarantees

Manage Permits ☆

Licence: Licence Type: Precision Defined Field:

Permits And Guarantees TGL

Licence	Licence Type	Expiry Date	Effective Date	Single Use	No Commodity/Product Restrict
JULY19TH PERMIT A	EX	26-July-2017	19-July-2017	false	false
LIO PERMIT	EX	30-November-2018	16-November-2018	false	false
NOVEMBER 1ST	EX	30-November-2017	01-November-2017	true	true
NOVEMBER PERMIT A12	EX	29-November-2017	01-November-2017	true	true
PERM NEW SEPT 21 EXP 22	EX	22-September-2017	21-September-2017	false	false
PERMIT A1	EX	30-November-2018	14-November-2018	false	false
PERMIT A12	EX	17-August-2018	20-July-2018	false	false
PERMIT A234234	EX	30-November-2018	02-November-2018	false	false
PERMIT ABC213	EX	29-September-2017	23-August-2017	false	false
PERMIT AUG 23RD	EX	24-August-2017	23-August-2017	false	false
PERMIT AUG 2ND A1	EX	28-September-2017	09-August-2017	false	false
PERMIT AUGUST 28TH	EX	29-September-2017	28-August-2017	false	false
PERMIT AUGUST 28TH JPN	EX	27-September-2017	28-August-2017	false	false
PERMIT CREATED SEPT. 22ND	EX	19-October-2017	22-September-2017	false	false
PERMIT DEF2	EX	22-February-2018	19-January-2018	false	false
PERMIT JAN 18TH	EX	30-March-2018	18-January-2018	false	false
PERMIT JULY 24TH JPN USER	EX	25-July-2017	24-July-2017	false	false
PERMIT MARCH TEST A1	EX	09-April-2018	14-March-2018	false	false
PERMIT MARCH TEST ABC1	EX	11-April-2018	15-March-2018	false	false
PERMIT TEST5	EX	18-February-2018	19-January-2018	false	false
PERMIT TGL AUG 2ND	EX	31-August-2017	02-August-2017	false	false
PERMIT XZ1	EX	14-February-2018	19-January-2018	false	false
PERMIT_2018	EX	31-December-2018	01-January-2018	false	false

Page 1 of 3

Displaying record 1 - 27 of 56

The more fields you complete on the Permits and Guarantees Maintenance *Create* form, the narrower the application of this particular permit or guarantee.

Permits and Guarantees Create

Permits And Guarantees [Create]

Permit:

Permit Type: ☒ Export ☐ Import

Effective Date:

Expiry Date:

Single Use Only: ☐

No commodity/product restrictions: ☐

Intermediate consignee:

Ultimate consignee:

Create Close

- *Permit.* Enter the permit or guarantee number associated with the permit or guarantee. This field is mandatory
- *Permit Type.* Select Export or Import.
- *Effective Date.* This field contains the effective date of the permit or guarantee. The field is mandatory.
- *Expiry Date.* This field contains the expiry date of the permit or guarantee. The field is mandatory.
- *Single Use Only.* When selected, you can use this permit or guarantee for one shipment only, regardless of whether the shipment uses the full permit or guarantee quantity or value.
- *No commodity/product restrictions.* When you select this field, quantities and values are ignored and only the date range is considered. In addition, no XG sub-option is available.
- *Intermediate Consignee.* Enter an intermediate consignee to whom this license applies. The name must match the details on the permit.
- *Ultimate Consignee.* Enter an ultimate consignee. The ultimate consignee receives the goods at their final destination. The name must match the details on the permit.

XG Sub-Option – Allowed Commodities/Products

This option allows you to specify products or commodities and the maximum values and quantities of these that can be used with the permit or guarantee. To open the XG sub-option, select the relevant license and click *Allowed Commodities/Products*.

To add a new product or commodity, click *Add*.

- *Client*. This field is read only and defaults from the license.
- *License*. This field is read only and defaults from the license..
- *License Type*. his field is read only and defaults from the license.
- *Line Number*. Enter a line number.
- *Product Code*. If the permit or guarantee is issued for a particular product, enter the product code in this field.
- *Commodity Group*. Enter the commodity group to which the product belongs.
- *Commodity Code*. If the permit or guarantee is issued for a particular commodity, enter the product code in this field.
- *Intermediate Consignee/Ultimate Consignee*. These fields are read only and default from the license.
- *License Value*. If the permit or guarantee is issued for a particular value, enter the value in this field.
- *Consumed Value*. This field is the total value of all transactions made against this permit/guarantee line. This field is read only.
- *Currency*. This field contains the currency of the license value.
- *Consumed Quantity*. If the permit or guarantee is issued for a particular quantity, enter the quantity in this field.
- *Licensed Quantity*. If the permit or guarantee is issued for a particular quantity, enter the quantity in this field.
- *Quantity UOM Type*. This field contains the unit of measure type; for example, MASS, VOLUME, PROD.
- *Quantity UOM*. This field contains the unit of measure associated with the license quantity; for example, Each, KG.

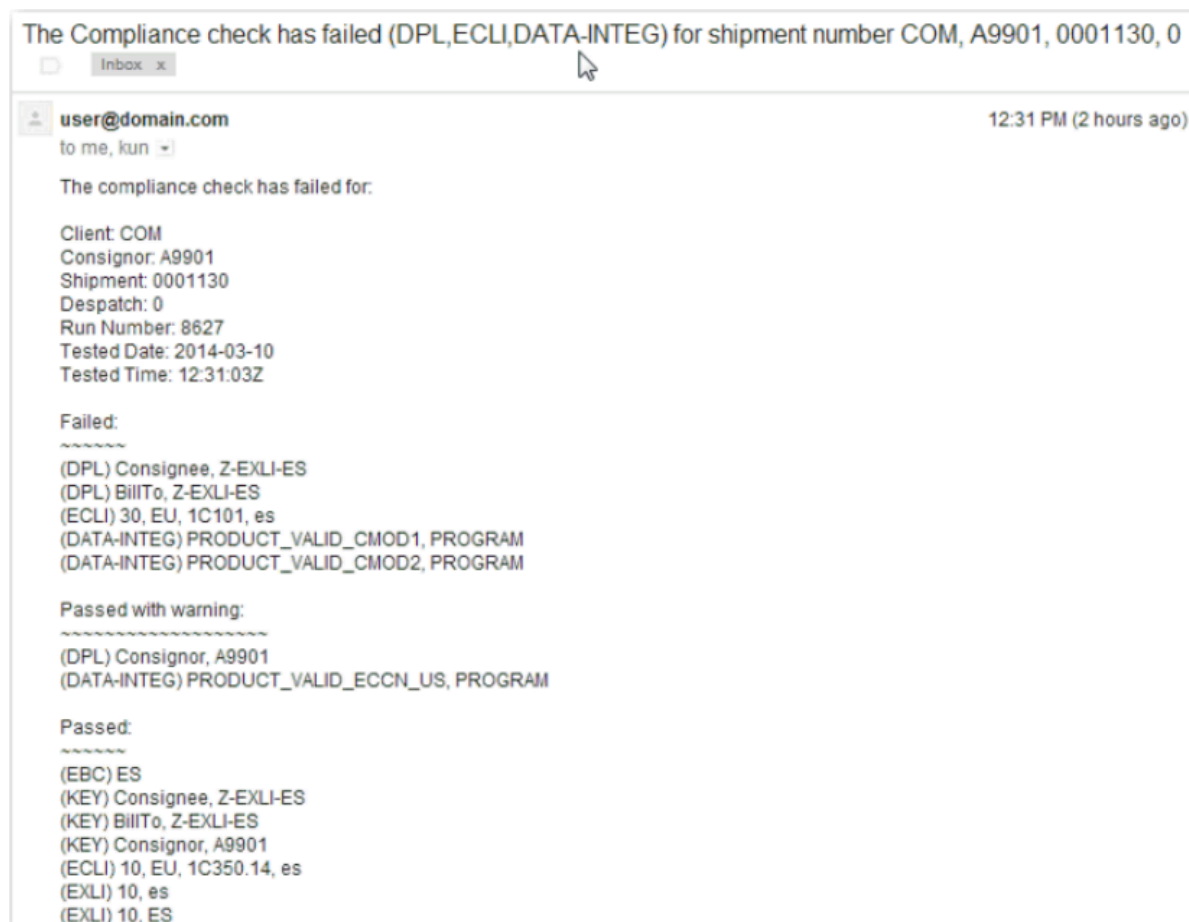
If the permit or guarantee covers multiple products or ECCNs, create multiple records.

Notifications

The system can be configured to send emails when Compliance screening is run. It can generate e-mails based on the status of individual checks. For example, DPL failure can be sent to one address and Dual Use License failure to a different address. The emails can be sent to multiple addresses.

The system can also send emails when a user manually passes or fails a check, assigns the required licenses or permits, or completes a questionnaire. The email includes a URL that provides access to the *Results* screen.

E-mail Notification



The system may also send XML messages to other systems based on the status of individual checks or the overall result.

When the overall compliance status of a transaction changes, the system can be configured to send an XML message to an external system.

TC Administration

Overview

This section describes how to configure the Compliance functionality available in QAD GTTE. This functionality helps your company to comply with national and international trade regulations. Failure to comply with these regulations can result in penalties.

Configuring Compliance Checks

There are a number of different ways to run compliance checks in the Web UI:

- As a workflow task within the **Workflow** portal.
- As a Desktop Shipping step, accessed through the Transportation Management module.

Note For details of the compliance step in Desktop Shipping, see [Compliance Step on page 1516](#).

You can configure a number of different compliance checks in the Web UI. For a list of the checks available in QAD GTTE, see [Available Compliance Checks on page 963](#).

The **Compliance Checks** screen (menu option CK) displays the available compliance checks and enables you to configure how the checks work. System values enable you to modify the behavior of these checks further. You can access these system values through menu option Y3 or by clicking the Configure Engine button in menu option CK. For more general information on system value behavior, see the [Base Administration on page 170](#) section.

Menu option CK also allows you to access the QE option for creating questions and questionnaires related to questionnaire checks

Note Some of the checks rely on content provided by the QAD GTTE Content Group; for example, the Denied Party List (DPL) check and Embargoed Country (EBC) check. Menu option HU enables you to view uploaded content packs.

Compliance Checks Screen

Compliance Checks

Checks | Security | Notifications | Whitelist

Check: Search

Check	Description	In Use	Non ECO Check
C-TPAT	C-TPAT Validation Questions	Yes	No
C1FC	Commodities / COOs IM	Yes	No
C1FP	Commodities / Partners IM	Yes	No
C1TC	Commodities / COOs EX	Yes	No
C1TP	Commodities / Partners EX	Yes	No
C2FC	Commodities / COOs EX	Yes	No
C2TC	Commodities / COOs IM	Yes	No
DATA-INTEG	Data Integrity Check	Yes	No
DPL	Denied Party List	Yes	No

Details

Commodity code Country/Country G

Commodity group	Commodity code	Country/Country Group	Country Type	Remarks	Warning Only
No records to display					

Check:
 Description:
 In Use: ☒
 Non ECO Check: ☐

Commodity group:
 Commodity code:
 Country Type: ☐ Country Group ☒ Country
 Country:
 Remarks:
 Warning Only: ☐

The **Compliance Checks** screen has a Checks panel and Details panel.

The Checks panel has three tabs that enable you to add checks and configure security and notification settings for each check:

- The Checks tab lists the existing compliance checks.
- The Security tab allows you to configure security privileges for compliance functionality. For more information on compliance security privileges, see [Configuring Compliance Security on page 1127](#).
- The Notifications tab allows you to view a list of people who are notified by email when the status of a compliance check changes. For more details on this sub-option, see [Emails on page 1131](#).

The Details panel enables you to view and update additional information associated with the check that is currently selected in the Check grid:

- The Details tab allows you to view the criteria that the shipment content is compared with during the compliance check, including the following examples:
 - The list of embargoed countries that the shipment is screened against during the embargoed countries (EBC) check.
 - The list of permitted product and country combinations that the shipment is screened against during the permitted products to country (RPRC) check.

- The list of words that the shipment is screened against during the keyword check.

If it is possible to add or update check criteria, then the necessary fields and Update or Create button are available next to the Details grid. You can add explanatory remarks to the criteria and also specify if compliance check matches on this criteria cause a compliance failure or a warning.

- For some checks, including the DPL check and the EBC check, you can configure the check differently for different shipment types—for example, import shipments—using the Shipment Type tab.

Note

- All checks can be configured to run as a Workflow task or in the Blackbox Service-Oriented Architecture (BB SOA) message.
- The Non ECO Check checkbox is not currently used.

Denied Party List Check

The Denied Party List (DPL) check enables you to compare the names and addresses of various parties on the shipment with the list of denied and restricted parties in the system.

System Values Related to the DPL Check

The table below lists the system values in menu option Y3 that control denied party behavior and how a name or address is matched to an item in the denied party list.

Denied Party List System Values

Category	Key	Value
COMPLIANCE	ACTION ON DPL SUBSET	<p>Enables you to set the check to fail when the name being screened is a subset of the denied party name. This always returns a 100% match. There are four possible values:</p> <ul style="list-style-type: none"> • FAIL - If there is a name subset match, the name subset check fails and will always fail at 100%. • YES - This is the same as FAIL. • WARN - If there is a name subset

Category	Key	Value
		<p>match, the name subset check always passes with a warning. The system checks the warning threshold level, and adds one to give a pass with warning result.</p> <ul style="list-style-type: none"> • NO - This turns off the name subset check completely. <p>The default value is No.</p>
COMPLIANCE	DPL ALGORITHM	The only valid value is Soundex.
COMPLIANCE	DPL ALLOW REVERSE SCORING	<p>Set this value to Yes or No.</p> <p>The first step in the DPL engine is to return a subset of names from the DPL content, where at least one word in the name being checked exactly matches one word in the name from the content. If this parameter is turned on, it reverses the scoring in addition to the normal checking. It checks each of the names in the content returned from the first step against the name being screened.</p>
COMPLIANCE	DPL MAX MATCHES PER TYPE	<p>This value is a number.</p> <p>This parameter determines the maximum number of matches displayed on the screen and the number of matches to be added to the white</p>

Category	Key	Value
		<p>list when the partner is manually passed.</p> <p>For example, there are 200 matches and the parameter is set to 100. Only 100 are displayed on screen and 100 added to the white list.</p>
COMPLIANCE	DPL MINIMALWORD LENGTH	<p>This value is an integer. The default value is 1.</p> <p>This value indicates the minimum length a word in the name must be to trigger a match for the DPL scoring process to continue.</p> <p>For example, the parameter is set to 6 and the name being checked is John Desmond Arthur Smith. There must be a match on the words Desmond or Arthur with words in at least one name. Alternatively, there must be a Soundex match on one of the words being checked against one of the words in the content for the DPL process to continue.</p> <p>You can reduce the number of false positives by increasing the default value. However, it is recommended to keep the value to (≤ 3).</p> <p>If this parameter is increased, it can have an adverse effect and ignore names with potential matches in the DPL content.</p>

Category	Key	Value
		This parameter applies to the name and the address check.
COMPLIANCE	DPL_RUN_C/O_CHECK	<p>Set this value to Yes or No.</p> <p>If this parameter is set to Yes and the first address line of the address begins with C/O, then the name on the first address line is also screened.</p>
COMPLIANCE	DPL_RUN_CONTACT_CHECK	<p>Set this value to Yes or No.</p> <p>When set to Yes, the contact name associated with the partner is checked.</p>
COMPLIANCE	DPL_RUN_ISMATCH	<p>This value applies to the address screening and is a percentage. When the percentage match exceeds the specified value, the check fails. It is recommended to set the warning threshold to between 75% and 80%.</p>
COMPLIANCE	DPL_RUN_ISMATCH_WARN	<p>This value applies to the address screening and is a percentage. When the percentage match exceeds the specified value and the value is less than the failure percentage level, a warning is returned. It is recommended to set the warning threshold to between 65% and 70%.</p> <p>A warning does not trigger a Compliance failure.</p>

Category	Key	Value
COMPLIANCE	DPL_RUN_LISTS	The default value of this parameter is *ALL. This value runs the DPL check against all DPLs. To run the DPL check against only a certain number of DPLs, set this parameter to this set of lists; for example, OFAC,ENTITY,UKF,OFAC,BIS,CBW.
COMPLIANCE	DPL_RUN_NAME_CHECK	Set this value to Yes or No. The Denied Party Check consists of the Name check and the Address check. By default, this parameter is set to Yes and the Name check is run as part of the DPL screening. In the unlikely scenario that you have addresses without any names, the name check can be turned off by setting this parameter to No.
COMPLIANCE	DPL_RUN_NAME_ISMATCH	This value applies to the name screening and is a percentage. When the percentage match exceeds the specified value, the check fails. It is recommended to set the threshold to between 80% and 85%.
COMPLIANCE	DPL_RUN_NAME_ISMATCH_WARN	This value applies to the name screening and is a percentage. When the percentage match exceeds the specified value and the value is less than the

Category	Key	Value
		failure percentage level, a warning is returned. It is recommended to set the warning threshold to between 75% and 80%. A warning does not trigger a Compliance failure.
COMPLIANCE	DPL SAME COUNTRY	<p>Specify whether you want name screening to take into account the country associated with the partner being checked. Possible values:</p> <ul style="list-style-type: none"> • Yes - Name screening results in a match only when the related partner address country and denied party country match. • No - Name screening does not take into account the country associated with the denied party. It checks denied party entries from all countries—it checks against all of the DPL content. <p>Default value: No</p>
COMPLIANCE	DPL_UPDATE_COMMON	A comma-separated list of common words. The words in this list are ignored during the check; for example, Corporation, Inc, Ltd, Limited. QAD GTTE provides a list as a starting point.

Category	Key	Value
COMPLIANCE	COUNTRY MANDATORY	<p>Set this value to Yes or No.</p> <p>The default value is No, which means that the country code associated with the party being checked is not mandatory. The address check does not fail when the country code is blank. To make the country code mandatory, set this parameter to Yes. In this case, the check fails when the country code is blank.</p>
COMPLIANCE	SECURITY – DPL	<p>This value is in the format action,client,user group</p> <p>The three values specify a user group that can override the results of a DPL check; for example, Override,TGL,ALL-ECO</p> <p>For more details on this system value, see the Security on page 1126 section.</p>
COMPLIANCE	USE CACHED DPL RESULTS	<p>The value of this parameter is a comma-separated list of Compliance statuses. Values are PA (Pass), PW (Pass Warning), FA (Fail), PM (Passed Manually), FM (Fail Manually).</p> <p>When there has been no content update and you rerun a DPL check, the cached results for the partner are used</p>

Category	Key	Value
		<p>instead of running the check again to obtain the same result.</p> <p>This parameter defines the status for which the cached result is used.</p> <p>Example: PA,PW. In this case, if a partner passed or passed with warning previously, the system reuses this status the next time a DPL check is run on this partner. Otherwise, the system does not reuse the cache and reruns the DPL algorithm on the partner.</p> <p>It is recommended to use this parameter because it improves the overall response times of the DPL check.</p> <p>Note</p> <ul style="list-style-type: none"> • This parameter should be set to blank during the implementation phase until you have decided the threshold levels. • If using data scrub and processing compliance transactions and the percentage threshold levels for each may be different, this parameter must be set to blank permanently.

Category	Key	Value
COMPLIANCE	DPL INCLUDE PC IN CHECK	<p>Set this value to Yes or No.</p> <p>If this parameter is set to No, it excludes the postal code from the DPL compliance check.</p> <p>Default value: Yes</p>
COMPLIANCE	DPL CHECK - USE CITY CODE	<p>This parameter allows you to specify that the content of the Description field in menu option PL displays in the Address section of the Compliance Results screen for the DPL checks. Possible values:</p> <ul style="list-style-type: none"> • Yes - Content of the Place field in menu option PL displays in the Address section of the Compliance Results screen for DPL checks. • No - Content of the Description field in menu option PL displays in the Address section of the Compliance Results screen for DPL checks. <p>Default value: Yes</p>
COMPLIANCE	SW: REPLACE WITH BLANK	<p>Specify the special characters that you want to remove from names and addresses during the DPL check.</p> <p>Possible values: A list of special characters</p>

Category	Key	Value
		For example: Setting this system value to ':' means that if a name or address contains : or ', these characters are removed for the purposes of the DPL check.

Shipment Types for the DPL and KEY Checks

By default, the DPL and KEY checks screen the customer, consignee, and ultimate consignee on the transaction.

For more information on configuring the Keyword check, see [Keyword Check on page 1079](#).

DPL and SOA Messages

The ProcessCompliance request uses party types such as consignee, customer, and carrier, to specify partner details in the XML. However, the application uses partner types such as 01, 02, and 03. For those partners that you want to screen, map the party types to the partner types using the system value PARTY TYPE : PARTNER TYPE. For more details, see the table below.

For a ProcessCompliance SOA request, the DPL check screens the partners configured behind the transaction type specified in the request. If the transaction type is blank by default, the DPL check screens the consignee, customer, and the ultimate consignee (provided that these partners are included in the XML).

Party Types

Category	Key	Value
COMPLIANCE	PARTY TYPE : PARTNER TYPE	The Compliance Black Box engine requires that the partner roles (such as 01,02,03,04) are mapped to the corresponding roles description (such as Consignee, Carrier, Shipment Bank, BillTo) used by the underlying Compliance Black Box engine. For any partner roles that you want to screen, the mapping for this role must exist in this system value.

Category	Key	Value
		See Appendix C: Partner Types on page 1182 for a full list of these mappings.

Whitelist

Depending on permissions, users have the ability to delete one, many, or all records in the Whitelist panel of the Whitelist tab in menu option CK.

Permission to delete these records in the Web UI is controlled by user group permissions. This section describes how to enable and configure these permissions.

Permissions

The table below describes the system value that enables these permissions.

Whitelisting Permissions System Value

Category	Key	Value
ITRAX	ENABLE PERMISSIONS	<p>Set this value to Yes or No.</p> <p>If the system value is enabled, then only access to options granted using menu option ZP is allowed.</p> <p>If the user does not have the necessary permissions, then the Delete button is disabled and a tooltip informs the user.</p>

Menu Option ZP

You can maintain permissions to delete using menu option ZP.

To set up delete permissions for a user, they must be in an option group that contains the NRCK option with the Delete action. Alternatively, a user level permission needs to be created for the user containing the NRCK option with the Delete action.

ZP User Level Permissions

Permissions [Update]

User level: ☒ User
☐ Group
☐ Role

User / Group: P3K

Opt level: ☒ Option
☐ Group

Option / Group: NRCK

- ☒ Allowed access
- ☐ Add records
- ☐ Change records
- ☒ Delete records
- ☐ Copy records
- ☒ Display records
- ☐ Confirm
- ☐ Close
- ☐ Print records
- ☐ Custom Action 1
- ☐ Custom Action 2
- ☐ Custom Action 3
- ☐ Custom Action 4
- ☐ Custom Action 5
- ☐ In use flag

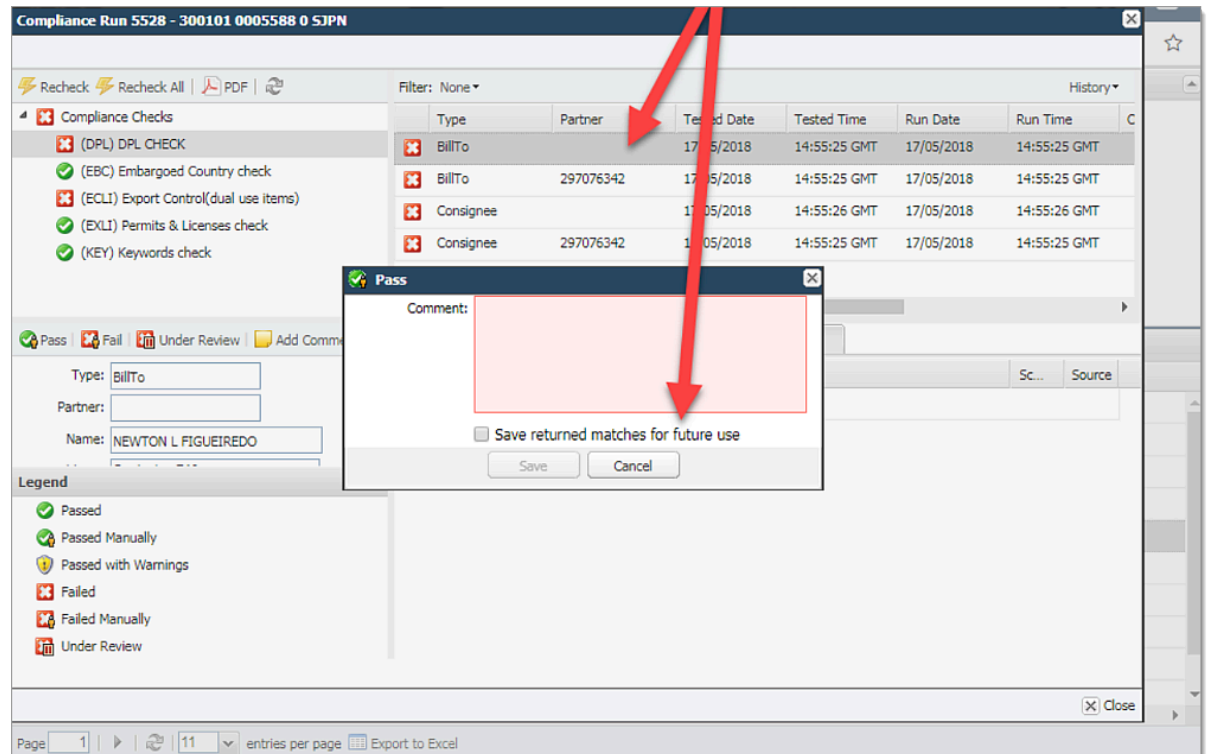
Ok Save Close

The user must also be assigned a role that has access to the **Compliance Checks** screen, which contains the Whitelist maintenance tab.

Configuring Non-Partner Whitelisting

When users choose to manually pass a check, the pop-up window includes a Save returned matches for future use option, as shown in the image below. This allows users to store approved records against the partner for future reference.

Whitelist Name and Address, Pop-up Check Box



This functionality is enabled using the system value below.

Non-Partner Whitelisting System Value

Category	Key	Value
COMPLIANCE	NON PARTNER WHITELISTING	TRUE

For partners that do not already exist in the database, a CRC hashcode is generated when users approve a party using this option in the Compliance Run window. The party's name and address are combined to create this unique ID and it is then stored as an approved partner record in the Whitelist tab of menu option CK.

Note Similarly, shipment partner override addresses can also be whitelisted.

Certain words and characters can be stripped out from the generation of this unique CRC, if required, using the system values specified in the table below.

Unique CRC System Values

Category	Key	Value
COMPLIANCE	WORDS TO STRIP NR CRC	AND,OF,A,THE

Category	Key	Value
COMPLIANCE	ECHARS TO STRIP NR CRC	,.:;~!-'\,/;<>{}[]()
COMPLIANCE	EPREFIX NR CRC	WL_

These system values can be maintained in the Whitelisting tab of the Configuring Compliance screen, menu option CFGCK. Select Create Value on any of the fields to begin configuring. Multiple values must be comma-separated.

When you have completed the fields, click Save.

Whitelisting Tab, Menu Option CFGCK

Configure Compliance

Compliance Results | Technical | Checks | **Whitelisting** | Reporting | Translation

General

Words to be stripped from the partner: ⓘ ⌵ ☐ Create Value

Characters to be stripped from the partner: ⓘ ⌵ ☐ Create Value

Prefix for the partner identifier: ⓘ ⌵ ☐ Create Value

Non Partner Whitelisting

Create partners for whitelisting if none: ☐ Yes ☐ No ⓘ ⌵ ☐ Create Value

Setting Up a DPL and KEY Partner Check

You can change the default behavior so that other partners on the transaction are screened during the DPL and KEY checks. This change is done at the shipment type level. To set up a DPL and KEY partner check for a particular shipment type, complete the following steps:

1. Access menu option CK.
2. In the Check grid, select the DPL check.
3. In the Details panel, select the Shipment Type tab.
4. Click Add.
5. Complete the following fields to the right of the Shipment Type grid:
 - Shipment Type: Click the lookup icon, then select the transaction type of the shipment.
 - Party Type: Click the lookup icon, then select the partner ID of the shipment party.
 - Comment: Optionally, add a comment about the shipment type.
6. Select the In Use checkbox.
7. Click Create.

Create a record for each partner type and shipment type combination for which you want the DPL and KEY check to apply.

Configuring the Partner Types Screened in the DPL and KEY Checks on a Shipment Type Basis

The screenshot displays the 'Compliance Checks' interface. The top navigation bar includes 'Checks', 'Security', 'Notifications', and 'Whitelist'. The 'Checks' tab is active, showing a list of checks with columns for 'Check', 'Description', 'In Use', and 'Non ECO Check'. The 'DPL' check is selected, and its details are shown on the right. The 'DPL' check is described as 'Denied Party List' and is currently 'In Use'. The 'Non ECO Check' is set to 'No'. Below the check list, the 'Details' panel is visible, showing a table of DPL entries. The table has columns for 'DPL List', 'Party Id', 'Address Id', 'Name', 'Title', and 'Party Type'. The table contains 11 entries, including 'BIS +1' through 'BIS +5' and 'BIS 1' through 'BIS 103'. The 'DPL List' field is set to 'CUSTOM'. The 'Party Id' and 'Address Id' fields are empty. The 'Create' button is visible at the bottom right of the details panel.

Check	Description	In Use	Non ECO Check
C2FC	Commodities / COOs EX	Yes	No
C2TC	Commodities / COOs IM	Yes	No
DATA-INTEG	Data Integrity Check	Yes	No
DPL	Denied Party List	Yes	No
DPL-TEXTS	Denied Party List - Text Boxes	Yes	No
EBC	Embargoed Countries EX	Yes	No
ECLI	ECCN Export Licenses EX	Yes	No
EICT	ECCN's / Countries IM	Yes	No
END-USE	End-Use Questions	Yes	No

DPL List	Party Id	Address Id	Name	Title	Party Type
BIS	+1	47	DELTA LOGISTICS, B.V.		
BIS	+2	48	DELTA LOGISTICS, B.V.		
BIS	+3	276	NEI-CHIEN CHU		
BIS	+4	373	FERNANDO SERO		
BIS	+5	374	FERNANDO SERO		
BIS	1	1	A. ROSENTHAL (PTY) LTD.		
BIS	10	10	AHMED, YASMIN		
BIS	100	100	CHUN, KUE SANG		
BIS	101	101	CISNEROS, FIDEL IGNA...		
BIS	102	102	COHEN, ERIC		
BIS	103	103	CORDING, KARL		

Note You can also use the Compliance – Partner Types sub-option in menu option ZS to configure the DPL and KEY checks on a shipment type basis.

Creating Custom DPL Entries

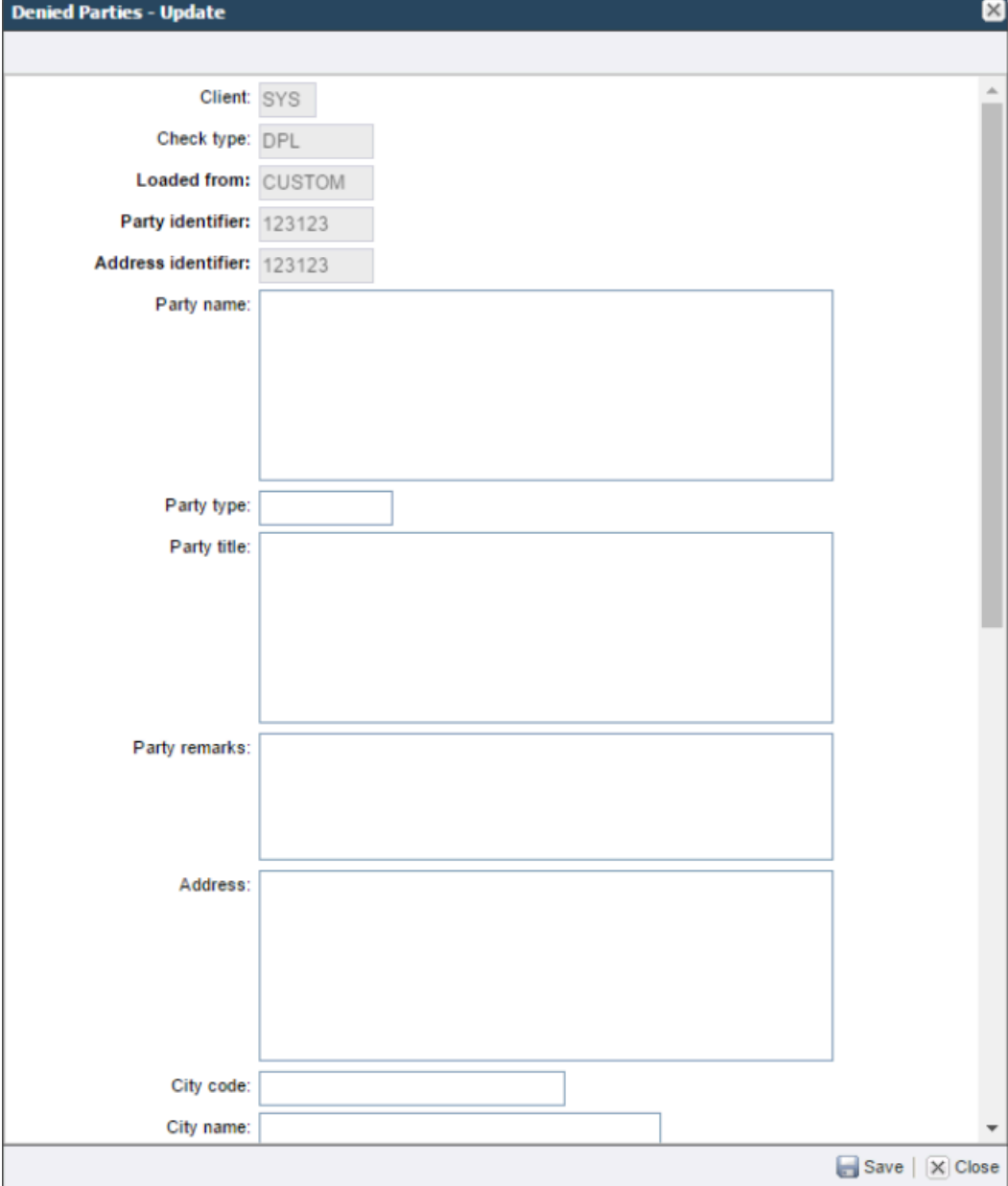
To create custom DPL entries using the Details panel of menu option CK, complete the following steps:

1. Access menu option CK.
2. In the Check grid, select the DPL check.
3. In the Details panel, select the Details tab.
4. In the toolbar, click the Add New Denied icon.
5. Use the following fields to the right of the Details grid to create a DPL entry for a custom denied party list. You can create multiple custom lists:
 - **DPL List:** When the content team adds DPL content to QAD GTTE, the content of the DPL List field for each DPL entry is generated automatically. When you create a DPL entry manually, the default value of the DPL List field is CUSTOM, indicating that this is an entry in a custom DPL. You can change the content of this field to distinguish between different custom lists.
 - **Party Id and Address Id.** The party identifier must be a unique identifier based on the name in the denied party entry. The

address identifier must be a unique identifier based on the address in the denied party entry. If two different denied party entries have the same name, then they must have the same party identifier. Similarly, if two different denied party entries have the same address, then they must have the same address identifier. For example, DPL entries Jane Doe, Buffalo, New York, and Jane Doe, Pittsburgh, Pennsylvania, have the same party identifier and different address identifiers.

6. Click Create.
7. In the Denied Parties - Update window, specify the following name and address details for the party that you want to add to the DPL:
 - Party Name: Specify the name of the party that you want to add to the DPL.
 - Address: Specify the address of the party that you want to add to the DPL.
 - Country Code: From the lookup, select the country code of the party that you want to add to the DPL.

DPL Details



The image shows a software window titled "Denied Parties - Update". It contains several input fields for updating a denied party record. The fields are arranged vertically on the left side of the window. The first five fields are pre-filled with values: "Client" is "SYS", "Check type" is "DPL", "Loaded from" is "CUSTOM", "Party identifier" is "123123", and "Address identifier" is "123123". The remaining fields are empty: "Party name", "Party type", "Party title", "Party remarks", "Address", "City code", and "City name". At the bottom right of the window, there are two buttons: "Save" and "Close".

Client: SYS

Check type: DPL

Loaded from: CUSTOM

Party identifier: 123123

Address identifier: 123123

Party name:

Party type:

Party title:

Party remarks:

Address:

City code:

City name:

Save Close

8. Optionally, complete the remaining fields in the Denied Parties - Update window.
9. Click Save. If the denied party creation is successful, the message Record Updated Successfully is displayed.

Uploading a Custom DPL File

In menu option CK, you can upload a custom DPL in CSV format using the Upload File button in the Details panel.

DPL List	Party Id	Address Id	Name	Title	Party Type
12938	100001	100001	China Precision Machiner...		
13382	+100001	100001	Fulmen Company		
13382	+100002	100002	Fulmen Company		
13382	+100003	100003	Fulmen Company		
13382	+100004	100004	Fulmen Company		
13382	+100005	100005	Fulmen Company		

Before you begin, create a DPL CSV file. You can either import DPL CSV files from another QAD GTTE system or manually create a CSV file with DPLs.

If you are exporting DPLs from another GTTE system, complete the following steps:

1. In menu option CK, in the Checks grid, select the DPL check.
2. On the Details tab, select one or more DPL records in the grid. To select multiple records, press the Ctrl key and click the records.
3. To export the DPLs in CSV format, in the bottom toolbar, click the download icon.



4. In the Filename window, enter a file name for the CSV.
5. Click OK.
6. Open the CSV file in a spreadsheet editor.
7. Above line 1, add a new blank row.
8. Change the column headers to the following field names. Some fields may not have been populated in the original records. The column headers must be in the exact order and format that is shown here:
 - a. DPLList
 - b. PartyId
 - c. AddressId
 - d. PartyName
 - e. PartyType
 - f. PartyTitle
 - g. PartyRemarks
 - h. Address
 - i. CityCode
 - j. CityName
 - k. CountryCode
 - l. CountryName

- m. AddressRemarks
- n. Program/reason
- o. EffectiveFrom
- p. EffectiveUntil
- q. DPLVersion
- r. LoadedDate
- s. PrimaryDPLinkId
- t. SubType
- u. VesselCallSign
- v. VesselType
- w. VesselTonnage
- x. VesselFlag
- y. VesselOwner

	A	B	C	D	E	F	G	H	I	J	K
1	DPLList	PartyId	AddressId	PartyName	PartyType	PartyTitle	PartyRemarks	Address	CityCode	CityName	CountryCode
2		13382 +100002	100002	Fulmen Company			https://www.gov.ir	No. 167 Darya Blvd., Sharak Ghods		Tehran	IR
3		13382 +100005	100005	Fulmen Company			https://www.gov.ir	No. 57, Lida St, After Vanak Sq, Vall-e Asr Ave, 19697		Tehran	IR
4		13382 +100007	100007	NAGCO		Lifted	https://www.gov.ir	4th Floor, Bloc 1, Building 133, Mirdamad Avenue		Tehran	IR
5											

9. Optionally, update the field values.

10. Save the CSV file.

To manually create a DPL CSV file, complete the following steps:

1. Create a CSV file in a spreadsheet editor. Ensure the file has the .csv file extension.
2. Change the column headers to the following field names. They must be in the exact order and format that is shown here:
 - a. DPLList
 - b. PartyId
 - c. AddressId
 - d. PartyName
 - e. PartyType
 - f. PartyTitle
 - g. PartyRemarks
 - h. Address
 - i. CityCode
 - j. CityName
 - k. CountryCode
 - l. CountryName
 - m. AddressRemarks
 - n. Program/reason
 - o. EffectiveFrom
 - p. EffectiveUntil

- q. DPLVersion
 - r. LoadedDate
 - s. PrimaryDPLinkId
 - t. SubType
 - u. VesselCallSign
 - v. VesselType
 - w. VesselTonnage
 - x. VesselFlag
 - y. VesselOwner
3. Add values in some or all of the field columns and save the CSV file.

To upload a custom DPL file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the DPL check.
3. On the Details tab, click Upload File.
4. In the Denied Party Check File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV.
5. In the Select File field, click Browse.
6. Choose the CSV file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the CSV file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the CSV file, fix them in a spreadsheet editor, save the CSV file, then repeat Steps 1 to 7. For a list of possible errors, see [Appendix D: DPL Errors on page 1183](#).
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.
11. If the file uploaded successfully, click Close to return to menu option CK.

Denied Party List - Text Boxes Check

The Denied Party List – Text Boxes (DPL–TEXTS) check compares the lines in shipment text boxes to the same list of denied and restricted parties used in the Denied Party List check.

This check assumes that the first line in the text box is the name and that subsequent lines are the address lines. The check compares:

- The first line of text in a text box to names in the denied and restricted parties list.
- Subsequent lines of text in a text box to address lines in the denied and restricted parties list.

Denied Party List – Text Boxes Check

The screenshot displays the 'Compliance Run 78874 - A9901 60005592 0 STGL' window. The left sidebar shows a list of compliance checks, with '(DPL-TEXTS) Denied Party List - Text Boxes' selected. The main area shows a table with one row: 'This is being shi...' tested on 11/01/2017 at 14:08:09 GMT. Below the table, there are tabs for 'Name', 'Name Subset', 'Address', and 'Parameters'. The 'Name' tab is active, showing a table with one row: '1' with the message 'No matches found against Name.' To the left of the main area, there are input fields for 'Text Id: 002', 'Name: This is being shipped from >client', and 'Address:'. At the bottom left, a 'Legend' section lists various status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning), Failed (red X), Failed Manually (red X with 'M'), Under Review (red flag), and Disabled (grey circle).

To specify the text boxes that the DPL–TEXTS check screens:

1. Open menu option CK.
2. Select the DPL–TEXTS check to view existing keywords in the Details panel.
3. To add a text box, complete the following fields to the right of the Details grid:
 - Text: From the Text lookup, select the text ID for the text box.
Note Text boxes and related IDs are listed in menu option ZBTX. You can also use the Texts workflow task to add text to a shipment text box.
 - Remarks: Optionally, enter explanatory remarks about the text box.
 - Warning Only: If you select the Warning Only checkbox, the keyword does not cause a compliance failure. Instead, a warning is displayed.
4. To add the text box to the Details grid, click Create.

Embargoed Countries Check

Embargoed Countries (EBC) check content is provided by the QAD GTTE Content Group and listed in menu option CK.

Although you can add entries in the embargoed countries list, this is not recommended. Instead, it is recommended to contact the QAD GTTE Content Group.

To view the embargoed countries list in the system:

1. Open menu option CK.
2. Select the EBC check and select the Details tab in the Details panel to display a list of embargoed countries.

By default, the EBC compliance check compares the contents of the embargoed country list to the shipment:

- Ultimate country of destination
- Country of destination
- Ultimate consignee address override country
- Ultimate consignee country
- Consignee address override country
- Consignee country

You can change the default behavior so that other partners on the transaction are screened during the EBC check. This change is done at the shipment type level.

Important If you choose to specify partners to be screened for embargoed countries at the shipment type level, the EBC check automatically screens the country of destination and the ultimate country of destination in addition to the countries associated with the partners specified for a shipment type.

To set up an EBC partner check for a particular shipment type, complete the following steps:

1. Go to menu option CK.
2. In the Check grid, select the EBC check.
3. In the Details panel, select the Shipment Type tab.
4. In the toolbar, click Add. Use the fields to the right of the Shipment Type grid to complete the following fields:
 - Shipment Type: From the lookup, select a shipment type.
 - Party Type: From the lookup, select a party type.
 - Comment: Optionally, enter an explanatory comment about the check.
 - In Use: Select the checkbox to activate the check.

5. To add the EBC check to the Details grid, click Create.

Create a record for each partner type and shipment type combination for which you want the EBC check to apply.

If you choose this option, then the EBC check screens the country of destination and the ultimate country of destination in addition to the countries associated with the partners specified for a shipment type.

It is possible to define embargoed regions within a country by specifying postal codes. This functionality can be configured for Ukraine and Russia in the Checks tab of menu option CFGCK, Configure Compliance. Click Create Value on either of the fields to begin configuring.

Checks Tab, Menu Option CFGCK

The screenshot shows the 'Configure Compliance' window with the 'Checks' tab selected. Under the 'Embargoed Countries' section, there are two input fields: 'Blacklisted Postal Code Range (Russia):' and 'Blacklisted Postal Code Range (Ukraine):'. Each field has an information icon, a calendar icon, and a 'Create Value' button.

The system values in the table below control this behavior and are specific to Ukraine and Russia. However, it is possible to apply the same functionality to other countries. To do this, copy this same system value and create a new one using menu option Y3. The key should include the ISO country code of another country; for example: EBC - POSTAL CODE BLACKLIST HK.

System Values for EBC Region

Category	Key	Value
COMPLIANCE	EBC - POSTAL CODE BLACKLIST UA	This value can contain individual postal codes, a range or ranges of postal codes. For example: 295000-299999295000;295600-299999295000;295300-295
COMPLIANCE	EBC - POSTAL CODE BLACKLIST RU	This value can contain individual postal codes, a range or ranges of postal codes. For example: 295000-299999295000;295600-299999295000;295300-295

Dual Use – ECLI Check

This check determines whether an item—based on its assigned dual-use code known as an Export Control Classification Number (ECCN) in the US—can be shipped to, or requires an export license to be shipped to, a specific country. Menu option XL is used to set up licenses for the ECLI check.

QAD GTTE provides a content subscription service for the regulations governing the United States and European Union. This content includes a list of ECCN codes. Ensure that you classify your company products with the appropriate ECCN codes.

To classify a product with an ECCN code:

1. Open menu option PR.
2. From the product code list, select the product you want to classify.
3. In the sub-options, select Classification – ECCN.

Product Classification

The screenshot shows the 'Items' window in QAD GTTE. The left sidebar contains a list of menu options, with 'Classification - ECCN' highlighted by a red rectangle. The main area displays a table of product codes and descriptions. The table has columns for Product code, Description, Freight class, Inner, and Outer. The first row shows product code 1-213-02-712 and description 8TSC-14.3 4" SEAL RING F/1/8" PL TEFLON. Other rows include various seal rings, shafts, and o-rings.

Product code	Description	Freight class	Inner	Outer
1-213-02-712	8TSC-14.3 4" SEAL RING F/1/8" PL TEFLON			
	8TSC-14.3 6" SEAL RING F/1/8" PL TEFLON			
	8TSC-14.3 8" SEAL RING F/1/4" PL TEFLON			
	14.3 8SNC 3" SNAP SEAL RING ZPMS W/ 90 D			
	14.3 8SNC 4" SNAP SEAL RING ZPMS W/ 90 D			
	14.3 8SNC 6" SNAP SEAL RING ZPMS W/ 90 D			
	14.3 8SNC 8" SNAP SEAL RING ZPMS W/ 90 D			
	STRIP 8 125-1500 AASG/NACE 410 NTRD 1/4			
	*DE SHAFT 6 150-1500 SR AASG/ NACE 316 1			
	KIT, USM FOR HOIST RING 3/4" C-10UNC			
	DASH No. 2-281 .139 X 14.984 X 15.262 VI			
	-120 O-RING SIZE BACKUP RING MTL-EOR-007			
	-222 O-RING SIZE BACKUP RING MTL-EOR-007			
	-120 O-RING NBR MTL-EOR-005			
	-222 O-RING NBR MTL-EOR-005			
	VALVE SPRINGS ALL SRS A TRIM 316SS			
	GREASE GUN ASSEMBLY STD 2-48 YELLOW ZPMS			
	S-BOX BODY SR/JR 2 IN-24 IN (A) (K)			
	3/4-16 UNF X 2-7/8 DBL END STUD A193-B7Q			
	30RW-5167 3 IN 300/600 LB ANSI 3.068 ID			
	30RW-5167 3 IN 300/600 LB ANSI 3.068 ID			

4. Create a new record.
5. In the Classification - Eccn [Create] window, from the Export Group lookup, select an export group.
6. In the ECCN field, enter a valid ECCN.
7. Optionally, from the Exception lookup, select a compliance code that you want to be exempt from the check.
8. Optionally, in the Maximum Value field, enter a maximum value. The maximum value is used in the validation of the ECCN export license

exception (LVS). The LVS exception can only be used if the shipment value is less than this maximum value field.

9. Optionally, from the Currency lookup, select the currency used for the ECCN.
10. Select the In Use checkbox.
11. To add the record, click Create.

Classification – ECCN Create

Classification - Eccn [Create]

CLIENT: PSL

Product: A1000004

Export Group: EU

ECCN: 0007

Exception:

Minimum Value: 0

Maximum Value: 0

Currency:

In use: ☐

Create Close

Export Control License System Values

The table below lists relevant system values that you can configure for the ECLI check in menu option Y3.

Export Control License System Values

Category	Key	Value
COMPLIANCE	ECLI – TRANSACTION TYPE UPDATE	<p>This value is a comma-separated list of transaction types from the Z9 option; for example, O for Order, S for Shipment, Q for Quote.</p> <p>For the transaction types listed here, the number used on the license is not incremented. Generally, this list contains transaction types where a Compliance request for a</p>

Category	Key	Value
		customer order is sent from third-party software. Therefore, the third-party software likely increments the number used for the license.
COMPLIANCE	ECCN MANDATORY GROUPS	This value is a comma-separated list of ECCN groups. The system value checks that the product is classified for each ECCN group specified in the system value. If not, then the check fails. For example, when the value is set to EU,US, any item not classified with an EU and a US ECCN code causes the check to fail.

Single License Consignee ECLI Check

The Single License Consignee ECLI Check functionality allows users to have one single consignee for an Export Control License that is compared to a configurable amount of parties on a transaction or ProcessComplianceRequest.

This functionality is enabled using a system value.

Single License Consignee ECLI Check System Values

COMPLIANCE	USE SINGLE CONSIGNEE FIELD	Set this value to YES or NO. This system value enables the single license consignee functionality. If this value is set to yes or true, then the XL screen only displays the Consignee field for licenses and license allowed products. The Ultimate Consignee is not displayed. License selection filtering and validation is performed against a defined list of parties on the transaction and the consignee on the license.
COMPLIANCE	ECLI LICENSE CONSIGNEE PARTIES	This value is a comma-separated list: Consignee,UltimateConsignee,DeliverTo,IntermediateCons

		This system value holds a comma separated list of Parties that can be compared against the license consignee field on the license. The contents of this list must be within the agreed list of supported parties.

US to Hong Kong Regulation

The compliance engine supports dual-use license requirements regarding exporting and re-exporting controlled items from the US to Hong Kong. This functionality is not restricted to Hong Kong, and can be configured for any country, if required. The following processes describe how to configure the engine for the new ECLI checks:

- Create System Values
- Add Country Group to ECCN Group
- Add ECCN Group to a Product
- Create Licenses
- Add Partner Types to Shipment Type

Create System Values

The table below is for shipments from the US in accordance with the new regulation.

US-HK ECLI System Values

Category	Key	Value
COMPLIANCE	ECLI IMP LIC COUNTRIES - US	This value is used to identify those countries that are subject to the regulation change and require an import license to be in place when shipping from the US. ISO Country Codes should be used to identify countries. For example: HK.
COMPLIANCE	ECLI RE-EX LIC COUNTRIES - US	This value is used to identify those countries that are subject to the regulation change and require an export license to be in place when shipping from the US. ISO Country Codes should be

Category	Key	Value
		used to identify countries. For example: HK.
COMPLIANCE	ECLI REGULATED CTRY GRPS - US	This value is used to identify the regulation reasons for control when shipping from the US. The values should be obtained from the Bureau of Industry & Security Commerce Control List Chart. For example: NS1,NS2,MT1,NP1,CB1,CB2,CB3

If the regulation is extended to include additional ECCN groups, these system values must be replicated for each additional ECCN group and post pended with that ECCN group instead of the US.

Add Country Group to ECCN Group

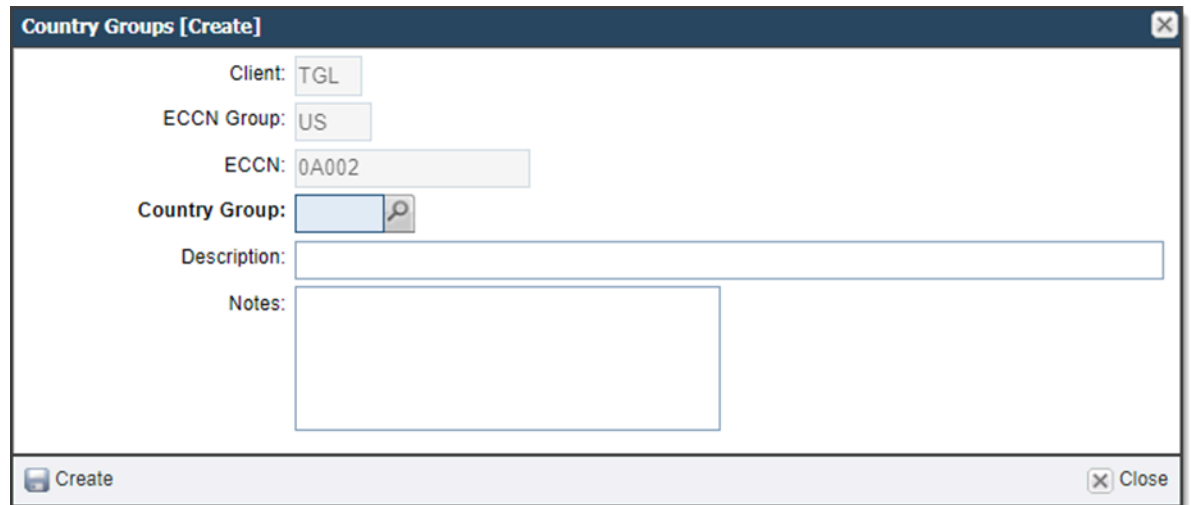
1. Navigate to the **Dual Use Classifications** screen (menu option ECCN).
2. Select a US ECCN Group; for example, 5A001.A.5.
3. Select Country Groups from the ECCN group's sub-options.

ECCN Group Sub-options, Country Groups Highlighted

The screenshot shows the 'Dual Use Classifications' screen. At the top, there is a green pencil icon and the title 'Dual Use Classifications'. Below this, there are two input fields: 'ECCN Group:' with the value 'US' and 'ECCN Number:' which is empty. Underneath these fields is a section titled 'Eccn Details' containing a table with three columns: 'ECCN Group', 'ECCN Number', and 'ECCN Desc.'. The first row of the table is highlighted in grey and contains the values 'US', '0A002', and 'Power genera'. A dropdown menu is open over the 'US' value in the first row, showing a list of sub-options: 'Country Groups' (highlighted), 'ECCN Export Licence details', 'ECCN Import Licence details', 'Licence exceptions', and 'Reasons for control'. The table continues with several more rows, some of which are partially visible, including 'Items on the V', '[RESERVED]', '"Specially des', 'Muzzle loadin', '[RESERVED]', and 'Any commodit'.

4. Create a Country Group using one of the values from the ECLI REGULATED CTRY GRPS - US system value; for example, NS1.

Country Groups [Create] Window, Country Group Field



Country Groups [Create]

Client: TGL

ECCN Group: US

ECCN: 0A002

Country Group: 

Description:

Notes:

Create Close

Add ECCN Group to a Product

1. Navigate to the **Items** screen (menu option PR).
2. Select a product, and click the sub-option Classification - ECCN.

Items Sub-options

 **Items**

Product code:

Product

	Product code	Description
	1-213-02-712	8TSC-14.3 4
•	Associated Images	8TSC-14.3 6
•	Associated Rule books	8TSC-14.3 8
•	BOM components	14.3 8SNC 3
•	Classification - Customs	14.3 8SNC 4
•	Classification - ECCN	14.3 8SNC 6
•	Compliance - Country/CE Mark	14.3 8SNC 8
•	Compliance - Disable product checks	STRIP 8 125
•	Compliance - Questions - Product Level	*DE SHAFT
•	Export - Licence	KIT, USM FC
•	Export - Refund Recipes	DASH No. 2-
•	Hazmat - NAFTA - Transportation	-120 O-RING
•	Import - Attributes	-222 O-RING
•	Import - Licence	-120 O-RING
•	Preferential - Classification	-222 O-RING
•	Preferential - Internal Processing	VALVE SPRI
•	Preferential - Lot setup	GREASE GU
•	UOM conversions	S-BOX BOD
		3/4-16 UNF 3
		30RW-5167

3. Create a new ECCN classification based on the group used in the previous steps.

Classification - ECCN Update Window

The screenshot shows a software window titled "Classification - Eccn [Update]". It contains the following fields and controls:

- CLIENT: TGL
- Product: 1-301-18-026
- Export Group: EU
- ECCN: 0007 (with a search icon)
- Exception: (empty field with a search icon)
- Minimum Value: 0.00
- Maximum Value: 0.00
- Currency: (empty field with a search icon)
- In use: ☐

At the bottom of the window are three buttons: "Ok" (with a green checkmark icon), "Save" (with a floppy disk icon), and "Close" (with an 'X' icon).

Create Licenses

1. Navigate to the **Manage Licenses** screen (menu option XL).
2. Create a HK_I and a HK_E license.

License Maintenance Update Window

Manage Licenses

Licence: Licence Type:

Licence Maintenance

- Licence
- HK_E TEST
- HK_E TEST2
- HK_E TEST3
- HK_E TEST4
- HK_I TEST

Licence Maintenance [Update]

Licence:

Issuing Country:

Export Classification Group:

ECCN Number:

Intermediate consignee:

Ultimate consignee:

Effective Date:

Expiry Date:

Consignor:

☐ Single Use Only

Documents

Select Document:

Select Document:

- On each license, add an Allowed Product on the sub-option.
- Add the product used when adding an ECCN group to a product.

License Sub-options, Allowed Products Highlighted

 **Manage Licenses**

Licence: Licence Type:

Licence Maintenance

	Licence	Licence Type	Expiry Date	Issuing Country
	PMU-PSWEB4841-HK_E2	EX	30-April-2017	HK
	Licences - Allowed Products	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I1	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I1_RQF	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I2	EX	30-April-2017	HK
	PMU-PSWEB4841-HK_I3	EX	30-April-2017	HK
	PMU-PSWEB4841-US1	EX	27-December-2017	US

Licences - Allowed Products Update Window

Licences - Allowed Products [Update] 

Licence:

Licence Type: ☒ Export ☐ Import

Line Number:

Product Code: 

Export Classification Group:

ECCN Number: 

Intermediate Consignee:

Ultimate Consignee:

Tolerance ratio:

Consumed Value:

Licensed Value:

Currency: 

Consumed Quantity:

Licensed Quantity:

Quantity UOM Type: 

Quantity UOM: 

 Ok  Save  Close

Add Partner Types to Shipment Type

1. Navigate to the **Shipment Types** screen (menu option ZS).
2. Click the Compliance - Partner Types sub-option of the shipment type to use when creating shipments.

Shipment Types Sub-Options, Compliance - Partner Types Highlighted

Type	Description	Transaction type
CN	Compliance	S
	Charge/revenue template	Z
	Compliance - Checks	S
	Compliance - Partner types	S
	Sequence numbers	S
	Shipment rules	S
	EXC_A	S
	EXC_B	S
	PCHC_A	S

3. Add the following partner types:

- Consignee
- Customer
- Consignor
- Ultimate Consignee

Partner Types

Compliance check	Partner Type	In Use	Description	Comment	User Def 1
DPL	01	✓	Consignee		
DPL	02	✓	Carrier	CN carrier:02	
DPL	04	✓	Customer		

Permit/Guarantee (EXLI) Check

The EXLI check is used to determine whether a permit or a guarantee is required to ship a product based on certain restrictions such as country of destination, customer, country of origin, or consignor. You can configure these determination rules at product or commodity level. A rule set at product level takes precedence over a rule at commodity level. Configure these rules based on the company requirements; QAD GTTE does not provide any content in this area.

Example An organization ships 10 different products of the same commodity to France. Of these products, nine require a license. Instead of setting up individual rules for each product, you can set up one rule at commodity level for the 10 products and then one product-level rule for the exception.

Product-Level License Rules

To set up a license rule at product level:

1. Open the **Items** screen (menu option PR).
2. From the product code list, select the product you want to classify.
3. In the sub-options, select Export – License.

Items

Product code:

Product	
Product code	Description
.	.
1234567	test
8123456	Special "NUCLEAR" Adhesive Glue (Haz)
8987456	BOOTS - SIZE 7 - BLACK
A1000000	BOOTS - SIZE 7 - BLACK
	xxzz BOOTS - SIZE 8 - BLACK
	BOOTS - SIZE 9 - BLACK
	BOOTS - SIZE 7 - GOLD
	test
	BOOTS - SIZE 9 - GOLD
	BOOTS - SIZE 7 - RED
	BOOTS - SIZE 8 - RED
	BOOTS - SIZE 9 - RED
	Injection Mold
	Buttery Cheese
	Chicken Powder
	Chocolate Crosana
	Moqueca
	Mega-Milk Super Size(nft)
	VIS LAITON M6x1x18mm
	Gauze(nft)
	Sherians' Cream Liqueur(nft)
	Sherians' Low Fat Cream Liqueur

- Associated Images
- Associated Rule books
- BOM components
- Classification - Customs
- Classification - ECCN
- Compliance - Country/CE Mark
- Compliance - Disable product checks
- Compliance - Questions - Product Level
- **Export - Licence**
- Export - Refund Recipes
- Hazmat - NAFTA - Transportation
- User Defined Fields
- Import - Licence
- Preferential - Classification
- Preferential - Internal Processing
- Preferential - Lot setup

- On the **Export - Licence** page, in the toolbar, click the Create a New Record icon.
- In the Export - Licence [Create] window, complete the following fields as appropriate:

Note The Client and Product Code fields are automatically populated according to the product record.

- To Country: From the lookup, select a country to ship to. The license is required when shipping to the country in this field.
- Consignor: Optionally, from the lookup, select a consignor. The license is required when the consignor is the one specified in this field.
- Export Licence: Optionally, from the lookup, select a valid export license that enables the transaction to automatically pass the check. You must set up the license in option XG before you can use it here.
- From Country: Optionally, from the lookup, select a country to ship from. A license is required when shipping from the country in this field.
- Customer: Optionally, from the lookup, select a customer. A license is required for shipping to the customer in this field.
- License Required (y/n): Select this checkbox to require a license. It is selected by default. Clear this field when this rule is an exception that specifies that a license is not required to ship this product.
- Comment: Optionally, add a comment about the export license.

The screenshot shows a software window titled "Export - Licence [Create]". Inside, there are several input fields with labels to their left: "Client:" with the value "TGL"; "Product Code:" with the value "A3000001"; "To Country:" with the value "FR" and a magnifying glass icon; "Consignor:" with an empty field and a magnifying glass icon; "Export Licence:" with the value "EU001" and a magnifying glass icon; "From Country:" with an empty field and a magnifying glass icon; "Customer:" with an empty field and a magnifying glass icon; "License Required (y/n):" with a checked checkbox; and "Comment:" with an empty text box. At the bottom left is a "Create" button with a document icon, and at the bottom right is a "Close" button with a red X icon.

6. To add the record, click Create.

Commodity-Level License Rules

To set up a license rule at commodity level, complete the following steps:

1. Open the **Commodities** screen (menu option CM).

2. From the commodity classification group list, select the commodity that you want to classify.
3. In the sub-options, select Commodity Export License Details.
4. On the **Commodity Export Licence Details** screen, in the toolbar, click the Create a New Record icon.
5. In the Commodity Export Licence Details [Create] window, complete the following fields as appropriate:

Note The Client, Classification Group, and Commodity fields are automatically populated according to the commodity record.

- To Country: From the lookup, select a country to ship to. The license is required when shipping to the country in this field.
 - Consignor: Optionally, from the lookup, select a consignor. The license is required when the consignor in the transaction is the one specified in this field.
 - Export Licence: Optionally, from the lookup, select a valid export license that enables the transaction to automatically pass the check. You must set up the license in menu option XG before you can use it here.
 - From Country: Optionally, from the lookup, select a country to ship from. A license is required when shipping from the country in this field.
 - Customer: Optionally, from the lookup, select a customer. A license is required for shipping to the customer in this field.
 - License Required (y/n): Select this checkbox to require a license. It is selected by default. Clear this field when this rule is an exception that specifies that a license is not required to ship this product.
 - Comment: Optionally, add a comment about the export license.
6. To add the record, click Create.

For the EXLI check, it is possible to set up different combinations of product and commodity rules. For each combination, the precedence is displayed in the following table:

Precedence in EXLI Check Combinations

Combination and Order of Precedence
Customer, Consignor, To Country, From Country
Customer, Consignor, To Country
Customer, Consignor, From Country
Customer, Consignor

Combination and Order of Precedence
Customer, To Country, From Country
Customer, To Country
Customer, From Country
Customer
Consignor, To Country, From Country
Consignor, To Country
Consignor, From Country
Consignor
To Country, From Country
To Country
From Country
All blank

When more than one entry is found for a matching combination, the following hierarchy applies:

- Use the entry that has an export license assigned.
- When more than one entry has an export license assigned, use the first one in alphabetical sequence.

Permit/Guarantee Check System Values

The table below lists relevant system values that you can configure in menu option Y3 for the EXLI check.

Export Control License System Value

Category	Key	Value
COMPLIANCE	EXLI – TRANSACTION TYPE UPDATE	<p>This value is a comma-separated list of transaction types from the Z9 option; for example, O for order, S for shipment, Q for quote.</p> <p>For the transaction types listed here, the number used on the license is not incremented. Generally, this list contains transaction types where a compliance request for a customer order is sent from third-party software. Therefore, the third-</p>

Category	Key	Value
		party software likely increments the number used for the license.

Keyword Check

The purpose of this Keyword (KEY) check is to check names, addresses, text boxes, and product descriptions for certain keywords; for example, bomb, nuclear, and military. If any of these keywords are found in the name and address of the partner, or in text IDs or product descriptions, then the check fails. The partner names and addresses checked for keywords are the same set of partner types that the DPL check is configured to screen. You can update the default list of partner types; for more information, see [Shipment Types for the DPL and KEY Checks on page 1049](#).

To set up and maintain keyword check:

1. Open menu option CK.
2. In the Checks panel, select the KEY check.
3. To add a keyword, in the toolbar, click the Add button.
4. Complete the following fields to the right of the Details grid:
 - Keyword: Enter the keyword to check.
 - Remarks: Optionally, enter explanatory remarks about the reason for the keyword check.
 - Warning Only: If you select the Warning Only checkbox, the keyword does not cause a compliance failure. Instead, a warning is displayed.
5. Click Create.

Uploading a Keyword File

To add a list of keywords from a text file, use the Upload keyword file button in the Details panel.

The keywords in the text file must be separated by a delimiter. Choose one of the following delimiters—carriage return, tab, comma, semicolon, or backslash.

The file must have at least three elements, and the final element must be the warning flag, followed by a comma. You can set the warning flag to a blank space, which is equivalent to setting it to FALSE. For example, the following file content is valid:

```
FIREARM,EXPLOSIVE,,
FIREARM,EXPLOSIVE,TRUE,
```

Keyword Check System Value

The table below lists the system value that you can configure in menu option Y3 for the KEY check.

Keyword Check System Value

Category	Key	Description
COMPLIANCE	KEYWORD SEARCH LOCATIONS	<p>Possible values:</p> <ul style="list-style-type: none"> • ADDRESS – Checks shipment names and addresses for words specified in the keyword check • TEXT – Checks text IDs for words specified in the keyword check • PRODUCT – Checks line item product descriptions for words specified in the keyword check <p>Default value: ADDRESS</p>

Data Integrity Check

The Data Integrity (DATA-INTEG) check consists of a list of compliance checks that are delivered as standard compliance checks in the QAD GTTE system. The purpose of the data integrity checks is to validate certain data elements on a transaction. There are a number of individual checks delivered:

- PARTNER_VALID_ISO checks that the country code associated with each partner on a transaction is a valid code.
- PRODUCT_VALID_CMOD1 checks that the export commodity codes on each of the item lines is valid.
- PRODUCT_VALID_CMOD2 checks that the import commodity codes on each of the item lines is valid.
- PRODUCT_VALID_COO checks that the country of origin code on each of the item lines is valid.
- PRODUCT_VALID_ECCN_EXP checks that the ECCN export code (associated with the country of origin on the transaction) on each item line is non-blank and valid. The system value ECCN MANDATORY GROUPS determines which lists of ECCN codes are checked. For more information on this system value, see, [Table 229 on page 1064](#).
- PRODUCT_VALID_ECCN_US checks that the US ECCN code on each item line is non-blank and valid.
- PRODUCT_VALID-HTS checks that the import and export group commodity codes on each item line are valid.
- PRODUCT_VALID-HTS_GROUP checks that the import and export group commodity groups on each item line are valid.

It is possible to have more than one data integrity check, allowing you to set up and run different lists of checks. For example, you may have different checks, depending on whether the transaction is export or domestic.

To view the data integrity checks in the system:

1. Open menu option CK.
2. Select the DATA-INTEG check in the Checks panel to view the available data integrity checks in the Details panel.

To add a data integrity check:

1. In the toolbar, click the Add button.
2. Complete the following fields to the right of the Details grid:
 - Method: Set this field to PROGRAM.
 - Element: Enter the general name of the check. For example, enter PARTNER_VALID_ISO to validate the ISO codes associated with the partners, or PRODUCT_VALID_ITC-HTS to validate item commodity codes against the master product classification.
 - Program: In standard systems, set this field to *STANDARD.
Note For data integrity checks customized by QAD GTTE, this field points to the customized Java class.
 - Base Program: If you are using a standard data integrity check provided with the QAD GTTE system, select this checkbox. If you are using customized data integrity checks, clear the checkbox.
 - Optional params: Optionally, enter parameters to control the behavior of the compliance check. For example, if the element is set to PRODUCT_VALID_ITC-HTS, and you want to raise a warning if an item's commodity code is valid but does not match the master product classification, enter the optional parameter CHECK_PRODUCT_CLASSIFICATION.
 - Remarks: Optionally, enter explanatory remarks about the data integrity check.
 - Warning Only: If you select the Warning Only checkbox, if the data integrity checks fail, the overall compliance check does not fail. Instead, a warning is displayed.

Creating a Data Integrity Check

Method: PROGRAM

Element:

Program:

Base program: ☐

Optional params:

Remarks:

Warning Only: ☐

Create

3. Click Create.

For the data integrity check to run, the data integrity check code must exist in the DATA INTEGRITY CHECKS system value in menu option Y3, as displayed in the table below.

Data Integrity System Value

Category	Key	Possible Values
COMPLIANCE	DATA-INTEGRITY CHECKS	A comma-separated list of data integrity codes that exist in menu option CK, such as DATA-INTEG,DOMDI.

Product to Country of Destination Check

The Product to Country of Destination (PRCT) check screens shipments for product and country of destination combinations. If any of these combinations are found, then the check fails.

Product to Country of Destination Check

The screenshot shows the 'Compliance Results' window. At the top, there are buttons for 'Recheck', 'Recheck All', and 'PDF'. Below these is a 'Filter: None' dropdown and a 'History' dropdown. The main area is divided into two panes. The left pane, titled 'Compliance Checks', shows a tree view with '(PRCT) Product / Countries EX' selected. The right pane displays a table with the following data:

Item Line	Product Code	Country of desti...	Tested Date	Tested Time
10	A1000004	CA	30/10/2015	18:07:58

Below the table, there is a 'Pass | Fail' section with input fields for 'Product Code: A1000004' and 'Country of Destination: CA'. A red 'X' icon indicates a failure. The message states: 'The product 'A1000004' cannot be shipped to the country 'CA'. This has caused the compliance check to fail.'

A 'Legend' section at the bottom left shows the following status icons:

- Passed (Green checkmark)
- Passed Manually (Green checkmark with 'M')
- Passed with Warnings (Yellow warning icon)
- Failed (Red X)
- Failed Manually (Red X with 'M')

The window has a 'Complete' button at the bottom left and a 'Close' button at the bottom right.

To specify the product and country combinations that are not permitted, complete the following steps:

1. Open menu option CK.
2. In the Checks panel, select the PRCT check.
3. To add a PRCT check, in the toolbar, click the Add button.
4. Complete the following fields to the right of the Details grid:
 - Product Type: Choose either Product Group or Product.
 - Product Group/Product: Enter or select the product group or product to add to the check.
 - Country Type: Select either Country Group or Country.
 - Country Group/Country: From the lookup, select the country group or country to add to the check.
 - Remarks: Optionally, enter explanatory remarks about the reason for the check.
 - Warning Only: If you select the Warning Only checkbox, if the PRCT check fails, the overall compliance check does not fail. Instead, a warning is displayed.
5. Click Create.

This check screens shipment item lines and the shipment consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee to identify any unacceptable combinations.

PRCT Country and Product Group Restrictions

Product Type: ☐ Product Group ☒ Product
 Product: 60COMP-PR1
 Country Type: ☐ Country Group ☒ Country
 Country: CH
 Remarks:
 Warning Only: ☒
 Update

Uploading a PRCT Check

In menu option CK, you can upload a custom PRCT check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create a PRCT CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. Product Code or Product Group. You must include either a product code or product group. The product code is validated against the product database. Product Group is a free-text field and must be between 1 and 6 characters long.
2. Product Type. This field is mandatory. If you entered a product group for key field 1, then this field must contain the word GROUP. If you entered a product code, this field must be blank.
3. Country Code or Country Group. You must include either a country code or country group. The country code is validated against the country table. The country group is validated against the country group table. The country code or country group is located in the 3rd element of the delimited row
4. Country Type. This field is mandatory. If you entered a country group for key field 3, then this field must contain the word GROUP.

Note

- For country groups, if the word GROUP is not included, a check is performed against the country table first, then the country group table.
- If the value of the fourth element is GROUP, then the third element must contain a valid Country Group ID (XMGCTR0 record). If the value of the fourth element is blank, then the third element can

either be a valid country code (xmctry0 record) or a country group (XMGCTR0 record).

If you entered a country code, this field must be blank.

5. Remarks. This is an optional free-text field. Enter remarks about the PRCT check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the PRCT check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the PRCT check fails.

The combination of Product Code/Product Group and Country Code/Country Group must be unique.

The following codeblock contains sample content for a text file:

PRODUCTX,,US,,,NO

PRODUCTGROUPX,GROUP,US,,,NO

PRODUCTZ,,COUNTRYGROUPX,GROUP,,NO

PRODUCTGROUPY,GROUP,COUNTRYGROUPY,GROUP,,NO

PRODUCTZ,IE,not allowed to Ireland,NO

To upload a custom PRCT file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the PRCT check.
3. On the Details tab, click Upload File.
4. In the Product / Countries EX File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.
11. If the file uploaded successfully, click Close to return to menu option CK.

Product to Partner Check

The Product to Partner (PRNR) check fails if it identifies particular products being shipped to specified partners. By default, it checks the consignee, customer, and consignor listed on a shipment. You can configure the check to screen additional partners on the shipment using the ZS sub-option, Compliance – Partner Types.

Product to Partner Check

Compliance Run 109 - A9901 0001327 0 STGL

Recheck Recheck All PDF Release Filter: None History

Compliance Checks

- (C1TC) Commodities / CODs EX
- (C2FC) Commodities / COOs EX
- (DATA-INTEG) Data Integrity checks
- (DPL) Denied Party check
- (EBC) Embargoed Country check
- (ECLI) Export Control(dual use items)
- (EXCT) ECCN's / Countries EX
- (EXLI) Permits & Licenses check
- (REDF) Red Flag EX/IM
- (KEY) Keywords check
- (PRCT) Product / Countries EX
- (PRNR) Product / Partners EX,IM**
- (C1TP) Commodities / Partners EX

Add Comment

Product Code: 60comp-pr1

Partner Code: 60COMP_DPL1

Item Line	Product Code	Partner role	Partner	Tested Date
10	60comp-pr1	BillTo	60COMP_DPL1	13/03/2017
10	60comp-pr1	Consignee	60COMP_DPL1	13/03/2017
10	60comp-pr1	Consignor	A9901	13/03/2017
10	60comp-pr1	UltimateConsignee	60COMP-NR1	13/03/2017

The product '60comp-pr1' cannot be shipped to the partner '60COMP_DPL1' (Daniel Geiges).

Close

To specify the product and partner role combinations that are not permitted, complete the following steps:

1. Open the **Compliance Checks** screen (menu option CK).
2. In the Checks grid, select the PRNR check.
3. In the toolbar, click Add.
4. Complete the following fields to the right of the Details grid:
 - Product Type: Choose either Product Group or Product.
 - Product Group/Product: Enter or select the product group or product to include in the PRNR check.

- Partner Role: From the lookup, select the partner role to include in the check.
- Partner: From the lookup, select the partner to include in the check.
- Remarks: Optionally, enter explanatory remarks about the reason for the PRNR check.
- Warning Only: If you select the Warning Only checkbox, if the PRNR check fails, the overall compliance check does not fail. Instead, a warning is displayed.

5. Click Create.

Combinations are displayed in the Details grid.

Adding Product to Partner Compliance Check Details

Product Type: ☐ Product Group ☒ Product

Product:

Partner Role:

Partner:

Remarks:

Warning Only: ☐

Create

Uploading a PRNR Check

In menu option CK, you can upload a custom PRNR check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create a PRNR CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. Product Code or Product Group. You must include either a product code or product group. The product code is validated against the product database. Product Group is a free-text field and must be between 1 and 6 characters long.
2. Product Type. This field is mandatory. If you entered a product group for key field 1, then this field must contain the word GROUP. If you entered a product code, this field must be blank. The maximum length for this field is 35 characters.

Note The second element in the row of delimited values—the product type—can be either GROUP or blank. When the second element in the row of delimited values is GROUP, then the product group is mandatory and must be a valid record in XMMGRP0. When the second element in the row of delimited values is blank, then the first

element must contain a valid product code—namely, a valid record in the XMPROD0 record.

3. Partner Type. This field is mandatory. You must select a valid partner role.
4. Partner Code. This key is validated against the partner database.
5. Remarks. This is an optional free-text field. Enter remarks about the PRNR check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the PRNR check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the PRNR check fails.

The combination of product code, partner type, and partner code must be unique.

The following codeblock contains sample content for a text file:

```
PRODUCTX,,01,PARTNERA,,NO
```

```
PRODUCTGROUPX,GROUP,01,PARTNERA,,NO
```

```
PRODUCTX,,01,PARTNERB,,NO
```

```
PRODUCTGROUPY,GROUP,01,PARTNERB,NO
```

```
PRODUCTZ,,01,PARTNERZ,NO
```

Note Each delimited row must contain six entries.

To upload a custom PRNR file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the PRNR check.
3. On the Details tab, click Upload File.
4. In the Product / Partners EX,IM File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.

11. If the file uploaded successfully, click Close to return to menu option CK.

Commodity to Country of Destination Check

The Commodity to Country of Destination (C1TC) check fails if it identifies particular commodities being shipped to specified countries.

Commodity to Country of Destination Check

The screenshot displays the 'Compliance Run 115 - A9901 0001327 0 STGL' window. The left sidebar shows a list of compliance checks, with 'C1TC) Commodities / COOs EX' selected. The main area features a table with columns: Commodity Group, Commodity Code, Country, Tested Date, Tested Time, Overridden By, Overridden Date, and Overridden Time. The table contains two rows: one for HTS (2604000080) to CH (SWITZERLAND) which failed, and another for HTS (2604000080) to DE which passed. Below the table, a message states: 'The commodity ('HTS', '2604000080') cannot be shipped to the country 'CH' (SWITZERLAND). This has caused the compliance check to fail.' On the left, there are input fields for 'Commodity Group' (HTS), 'Commodity Code' (2604000080), and 'Country' (CH). A legend at the bottom left defines the status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow check), Failed (red X), Failed Manually (red X with 'M'), Under Review (red flag), and Disabled (grey circle).

Commodity Group	Commodity Code	Country	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
HTS	2604000080	CH	13/03/2017	17:17:52 GMT			
HTS	2604000080	DE	13/03/2017	17:17:52 GMT			

Commodity Group: HTS
Commodity Code: 2604000080
Country: CH

Legend:

- Passed
- Passed Manually
- Passed with Warnings
- Failed
- Failed Manually
- Under Review
- Disabled

To specify the commodity and country combinations that are not permitted, complete the following steps:

1. Open the **Compliance Checks** screen (menu option CK).
2. In the Checks grid, select the C1TC check.
3. In the toolbar, click Add.
4. Complete the following fields to the right of the Details grid:
 - Commodity Group: From the lookup, select the commodity group to include in the check.
 - Commodity Code: From the lookup, select the commodity code to include in the check.
 - Country Type: Select either Country Group or Country.
 - Country Group/Country: From the lookup, select the country group or country to add to the check.

- Remarks: Optionally, enter explanatory remarks about the reason for the C1TC check.
- Warning Only: If you select the Warning Only checkbox, if the C1TC check fails, the overall compliance check does not fail. Instead, a warning is displayed.

5. Click Create.

The check screens shipment item lines and the shipment consignee country, consignee override country, country of destination (COD), ultimate country of destination, and ultimate consignee to identify any unacceptable combinations.

Note To see the commodity codes linked to a particular product, in menu option PR, select the Classification – Customs sub-option for the product.

Uploading a C1TC Check

In menu option CK, you can upload a custom C1TC check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create a C1TC CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. Commodity Group. This key is validated against the commodity group table.
2. Commodity Code. This key is validated against the commodity table.
3. Country Code or Country Group. You must include either a country code or country group. The country code is validated against the country table. The country group is validated against the country group table.
4. Country Type. This field is mandatory. If you entered a country group for key field 3, then this field must contain the word GROUP.

Note For country groups, if the word GROUP is not included, a check is performed against the country table first, then the country group table. If there is a match on the country group table, this field is then updated to contain the word GROUP.

If you entered a country code, this field must be blank.

5. Remarks. This is an optional free-text field. Enter remarks about the C1TC check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the C1TC check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the C1TC check fails.

The combination of commodity group, commodity code, and country code must be unique.

The following codeblock contains sample content for a text file:

```
SCHB,8501104080,US,,,NO
```


SCHB,8501104060,COUNTRYGROUPX,GROUP,,NO

SCHB,8501104040,US,,,NO

ICN,85042290,COUNTRYGROUPLY,GROUP,comment,NO

ICN,85042210,IE,,not allowed to Ireland,NO

To upload a custom C1TC file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the C1TC check.
3. On the Details tab, click Upload File.
4. In the Commodities / CODs EX File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.
11. If the file uploaded successfully, click Close to return to menu option CK.

Commodity to Partner Check

The Commodity to Partner (C1TP) check fails when it identifies certain commodities being shipped to specified partners. It checks the consignee, customer, and consignor listed on a shipment. You can configure the check to screen additional partners on the shipment using the ZS sub-option, Compliance – Partner Types.

Commodity to Partner Check

Compliance Run 109 - A9901 0001327 0 STGL

Recheck
 Recheck All
 PDF
 Release
 Filter: None
 History

	Commodity Group	Commodity Code	Partner role	Partner	Tested Date	Tested Time	Overridden By	Overridden Dat
	HTS	2604000080	BillTo	60COMP_DPL1	13/03/2017	17:15:30 GMT		
	HTS	2604000080	Consignee	60COMP_DPL1	13/03/2017	17:15:30 GMT		
	HTS	2604000080	Consignor	A9901	13/03/2017	17:15:30 GMT		
	HTS	2604000080	UltimateConsignee	60COMP-NR1	13/03/2017	17:15:30 GMT		

Add Comment

Commodity Group: HTS
 Commodity Code: 2604000080
 Party Type: BillTo
 Partner Id: 60COMP_DPL1
 Partner Name: Daniel Geiges

Legend
 Passed
 Passed Manually
 Passed with Warnings
 Failed
 Failed Manually
 Under Review
 Disabled

The commodity ('HTS', '2604000080') can be shipped to the partner '60COMP_DPL1' (Daniel Geiges).

Close

To specify the commodity and partner combinations that are not permitted, complete the following steps:

1. Open the **Compliance Checks** screen (menu option CK).
2. In the Checks grid, select the C1TP check.
3. In the toolbar, click Add.
4. Complete the following fields to the right of the Details grid:
 - Commodity Group: From the lookup, select the commodity group to include in the check.
 - Commodity Code: From the lookup, select the commodity code to include in the check.
 - Partner Role: From the lookup, select the partner role to include in the check.
 - Partner: From the lookup, select the partner to include in the check.
 - Remarks: Optionally, enter explanatory remarks about the reason for the C1TP check.
 - Warning Only: If you select the Warning Only checkbox, if the C1TP check fails, the overall compliance check does not fail. Instead, a warning is displayed.
5. Click Create.

Combinations are displayed in the Details grid.

Uploading a C1TP Check

In menu option CK, you can upload a custom C1TP check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create a C1TP CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. Commodity Group. This key is validated against the commodity group table.
2. Commodity Code. This key is validated against the commodity table.
3. Partner Type. This key is validated against the partner role table.
4. Partner Code. This key is validated against the partner table.
5. Remarks. This is an optional free-text field. Enter remarks about the C1TP check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the C1TP check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the C1TP check fails.

The combination of commodity group, commodity code, partner type, and partner code must be unique.

The following codeblock contains sample content for a text file:

```
SCHB,8501104080,01,PARTNERA,,NO
```

```
SCHB,8501104060,01,PARTNERB,,NO
```

```
SCHB,8501104040,01,PARTNERC,NO
```

```
ICN,85042290,01,PARTNERA,,NO
```

```
ICN,85042210,01,PARTNERB,,NO
```

To upload a custom C1TP file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the C1TP check.
3. On the Details tab, click Upload File.
4. In the Commodities / Partners EX File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.

8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.
11. If the file uploaded successfully, click Close to return to menu option CK.

ECCN Code to Country Check

The ECCN Code to Country (EXCT) check fails when it identifies items with particular ECCN codes being shipped to specified countries. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee.

ECCN Code to Country Check

The screenshot displays the 'Compliance Run 109 - A9901 0001327 0 STGL' window. The left sidebar shows a list of compliance checks, with '(EXCT) ECCN's / Countries EX' selected. The main area shows a table of results for this check.

ECCN Group	ECCN Number	Country	Tested Date	Tested Time	Overridden By	Overridden Date	Overridden Time
US	0A984	CH	13/03/2017	17:15:31 GMT			
US	0A984	DE	13/03/2017	17:15:31 GMT			

Below the table, a message states: 'The ECCN classification ('US', '0A984') can be shipped to the country 'CH' (SWITZERLAND).' The 'Add Comment' section shows fields for ECCN Group (US), ECCN Number (0A984), and Country (CH). A legend at the bottom left defines the status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow check with 'W'), Failed (red X), Failed Manually (red X with 'M'), Under Review (red 'U'), and Disabled (grey circle).

To specify the ECCN code and country combinations that are not permitted, complete the following steps:

1. Open the **Compliance Checks** screen (menu option CK).
2. In the Checks grid, select the EXCT check.
3. In the toolbar, click Add.
4. Complete the following fields to the right of the Details grid:

- ECCN Group: From the lookup, select the ECCN group to include in the check.
- ECCN Code: From the lookup, select the ECCN code to include in the check.
- Country Type: Select either Country Group or Country.
- Country Group/Country: From the lookup, select the country group or country to add to the check.
- Remarks: Optionally, enter explanatory remarks about the reason for the EXCT check.
- Warning Only: If you select the Warning Only checkbox, if the EXCT check fails, the overall compliance check does not fail. Instead, a warning is displayed.

5. Click Create.

This check enables you to set up restrictions for a group of countries, for all countries, or for one particular country.

EXCT Country Group Restrictions

Uploading an EXCT Check

In menu option CK, you can upload a custom EXCT check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create an EXCT CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. ECCN Group. This key is validated against the ECCN group table.
2. ECCN Code. This key is validated against the ECCN table.
3. Country Code or Country Group. You must include either a country code or country group. The country code is validated against the country table. The country group is validated against the country group table.
4. Country Type. This field is mandatory. If you entered a country group for key field 3, then this field must contain the word GROUP.

Note For country groups, if the word GROUP is not included, a check is performed against the country table first, then the country group

table. If there is a match on the country group table, this field is then updated to contain the word GROUP.

If you entered a country code, this field must be blank.

5. Remarks. This is an optional free-text field. Enter remarks about the EXCT check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the EXCT check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the EXCT check fails.

The combination of ECCN group, ECCN code, and country code must be unique.

The following codeblock contains sample content for a text file:

```
US,5A001.b.1.a,IN,,,NO
```

```
US,5A001.b.1.b,COUNTRYGROUPX,GROUP,,NO
```

```
US,5A001.b.1.c,IN,,,NO
```

```
EU,3A001.a.11.a,COUNTRYGROUPY,GROUP,comment,NO
```

```
EU,3A001.a.11.b,IE,,not allowed to Ireland,NO
```

To upload a custom EXCT file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the EXCT check.
3. On the Details tab, click Upload File.
4. In the ECCN's / Countries EX File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.
11. If the file uploaded successfully, click Close to return to menu option CK.

Permitted Products to Country Check

The Permitted Products to Country (RPRC) check fails if it identifies shipments of products to countries that do not appear in a list of permitted countries for that product. It checks the consignee country, consignee override country, country of destination, ultimate country of destination, and ultimate consignee.

The image below shows a Fail status for shipments of a particular product to Ireland.

Permitted Products to Country Check with Fail Status

The screenshot displays the 'Compliance Run 5321 - 500 0026402 0 STGL' window. The interface includes a toolbar with 'Recheck', 'Recheck All', 'PDF', and 'Release' buttons, along with a 'Filter: None' dropdown and a 'History' link. A left-hand menu lists various compliance checks, with '(RPRC) Permitted prod/Countries EX' selected and highlighted. Below the menu is an 'Add Comment' section with input fields for 'Product: 60COMP-PR2' and 'Country of Destination: AF'. A 'Legend' section at the bottom left defines the status icons: Passed (green check), Passed Manually (green check with 'M'), Passed with Warnings (yellow warning), Failed (red X), Failed Manually (red X with 'M'), Under Review (red 'U'), and Disabled (greyed out). The main grid shows a single row for Item Line 10, Product 60COMP-PR2, Country of Destination AF, Tested Date 16/02/2018, and Tested Time 16:45:00 GMT. A red X icon is visible in the first column of this row. A message box at the bottom right states: 'The product '60COMP-PR2' cannot be shipped to the country 'AF'. This has caused this compliance check to fail.'

Item Line	Product	Country of Destin...	Tested Date	Tested Time
10	60COMP-PR2	AF	16/02/2018	16:45:00 GMT

To specify the product code and country code combinations that are permitted, go to the CK menu option and complete the following steps:

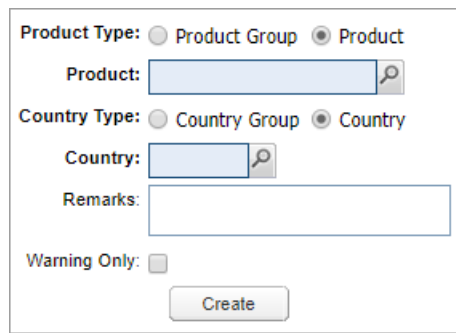
1. Open the **Compliance Checks** screen (menu option CK).
2. In the Checks grid, select the RPRC check.
3. In the toolbar, click Add.
4. Complete the following fields to the right of the Details grid:

- Product Type: Choose either Product Group or Product.
- Product Group/Product: Enter or select the product group or product to add to the check.
- Country Type: Select either Country Group or Country.
- Country Group/Country: From the lookup, select the country group or country to add to the check.
- Remarks: Optionally, enter explanatory remarks about the reason for the check.
- Warning Only: If you select the Warning Only checkbox, if the RPRC check fails, the overall compliance check does not fail. Instead, a warning is displayed.

5. Click Create.

Combinations are displayed in the Details grid.

RPRC Country and Product Group Restrictions



The screenshot shows a web form titled "RPRC Country and Product Group Restrictions". It contains the following fields and controls:

- Product Type:** Two radio buttons, "Product Group" (unselected) and "Product" (selected).
- Product:** A text input field with a magnifying glass icon on the right.
- Country Type:** Two radio buttons, "Country Group" (unselected) and "Country" (selected).
- Country:** A text input field with a magnifying glass icon on the right.
- Remarks:** A large text area.
- Warning Only:** A checkbox that is currently unchecked.
- Create:** A button at the bottom right of the form.

The image below shows that it is possible to send shipments with the product code A1000006 to Ireland, resulting in a Pass status for subsequent compliance checks.

Permitted Products to Country Check with Pass Status

The screenshot shows the 'Compliance Results' window. At the top, there are tabs for 'Recheck', 'Recheck All', and 'PDF'. A 'Filter: None' dropdown and a 'History' button are also present. The main area is divided into two panes. The left pane, titled 'Compliance Checks', shows a list of checks: '(DPL-TEXTS) Denied Party List - Text Boxes' and '(RPRC) Permitted prod/Countries EX', both marked with green checkmarks. The right pane displays a table with the following data:

Item Line	Product	Country of Desti...	Tested Date	Tested Time
10	A1000006	IE	03/11/2015	17:14:34

Below the table, a message states: 'The product 'A1000006' can be shipped to the country 'IE'.' To the left of this message, there is a 'Fail' section with input fields for 'Product: A1000006' and 'Country of Destination: IE'. At the bottom left, a 'Legend' section defines the status icons: Passed (green check), Passed Manually (green check with hand), Passed with Warnings (yellow warning triangle), Failed (red X), and Failed Manually (red X with hand). The bottom status bar shows 'Complete' and a 'Close' button.

Uploading an RPRC Check

In menu option CK, you can upload a custom RPRC check in CSV or text format using the Upload File button in the Details panel.

Before you begin, create an RPRC CSV or text file in .csv or .txt format. In the file, include the following six key fields:

1. Product Code or Product Group. You must include either a product code or product group. The product code is validated against the product database. Product Group is a free-text field and must be between 1 and 6 characters long.
2. Product Type. This field is mandatory. If you entered a product group for key field 1, then this field must contain the word GROUP. If you entered a product code, this field must be blank.
3. Country Code or Country Group. You must include either a country code or country group. The country code is validated against the country database. The country group is validated against the country group database.
4. Country Type. This field is mandatory. If you entered a country group for key field 3, then this field must contain the word GROUP.

Note For country groups, if the word GROUP is not included, a check is performed against the country table first, then the country group table. If there is a match on the country group table, this field is then updated to contain the word GROUP.

If you entered a country code, this field must be blank.

5. Remarks. This is an optional free-text field. Enter remarks about the RPRC check.
6. Warning. You must set this value to either YES or NO. If the field is set to YES, if the RPRC check fails, the overall compliance check does not fail. Instead, a warning is displayed. If the field is set to NO, the compliance check fails if the RPRC check fails.

The combination of product code/product group and country code/country group must be unique.

The following codeblock contains sample content for a text file:

```
PRODUCTX,,US,,,NO
```

```
PRODUCTGROUPX,GROUP,US,,,NO
```

```
PRODUCTZ,,COUNTRYGROUPX,GROUP,,NO
```

```
PRODUCTGROUPY,GROUP,COUNTRYGROUPY,GROUP,,NO
```

```
PRODUCTZ,IE, allowed to Ireland,NO
```

To upload a custom RPRC file, complete the following steps:

1. Access menu option CK.
2. In the Checks grid, select the RPRC check.
3. On the Details tab, click Upload File.
4. In the Permitted prod/Countries EX File Upload window, in the Delimiter section, select the relevant delimiter. You must choose the same delimiter that is used in the CSV file.
5. In the Select File field, click Browse.
6. Choose the CSV or text file to upload.
7. To view a summary of the upload results, click Upload.
8. To view a description of upload errors and their location in the file, click the Errors tab. If there are no errors, the Errors tab is not displayed.
9. If there are errors in the file, fix them in an editor, save the file, then repeat Steps 1 to 7.
10. Optionally, to download a CSV file of the upload report, on the Summary tab, click Export Summary.

11. If the file uploaded successfully, click Close to return to menu option CK.

Questionnaires

A questionnaire is a set of questions related to a transaction; for example, Is the carrier C-TPAT certified? Each question must be answered correctly before the questionnaire check can pass.

For a detailed description of questionnaire compliance checks, including the difference between transaction and master compliance checks, see the [Using Trade Compliance on page 963](#) section.

You can create questionnaire checks in menu option QE, which is accessible from menu option CK by clicking on the Questionnaires button above the Checks grid. This questionnaire screen contains a Questions grid and a Questionnaires grid. Use the Questions grid to create questions, and the Questionnaires area to add these questions to questionnaires.

Questionnaire

Question Id	Question	Level	Type	Operator	Answer	Comment
PTEST3	Have you checked the credit rating of the parties on the transaction ?	M	LOG	=	Yes	
PTEST4	What ECCN code has been assigned to the product ?	M	CHAR	LIST	3E001,3E001,A,3...	
PTEST5	What is the value of the goods on the transaction ?	T	INT	<=	5000	
PTEST6	is this product hazardous ?	M	LOG	=	No	
V16CC_Q1	log/t	T	LOG	=	Yes	
V16CC_Q2	char/t	T	CHAR	=	test	
V16CC_Q3	int <=10	T	INT	<=	10	

Page 1 of 2
 Add
 Update
 Copy
 Delete
 Add to Questionnaire

Questionnaire	Description	In Use	Sequence
PROD_Q		true	120
TR_Q		true	140

Page 2 of 2
 Add
 Update
 Copy
 Delete
 Update Question
 Delete Question

When you attach a transaction level question to a questionnaire, you can configure whether the question should apply to all transactions or only transactions of a particular shipment type.

When you attach a master level question to a questionnaire, you can configure whether the question should apply to:

- All roles, a specific role, or a specific partner

- All products or a specific product
- A specific commodity code

Important You cannot add both master level and transaction level questions to a questionnaire. Similarly, you cannot create a master level questionnaire with a combination of product, commodity, and partner questions. You can combine questions for different products in a single questionnaire. Similarly, you can combine questions for different commodities or for different partners in a single questionnaire. Before you create a questionnaire and add questions to it, consider the purpose of the questionnaire, and your overall strategy for the questionnaires check.

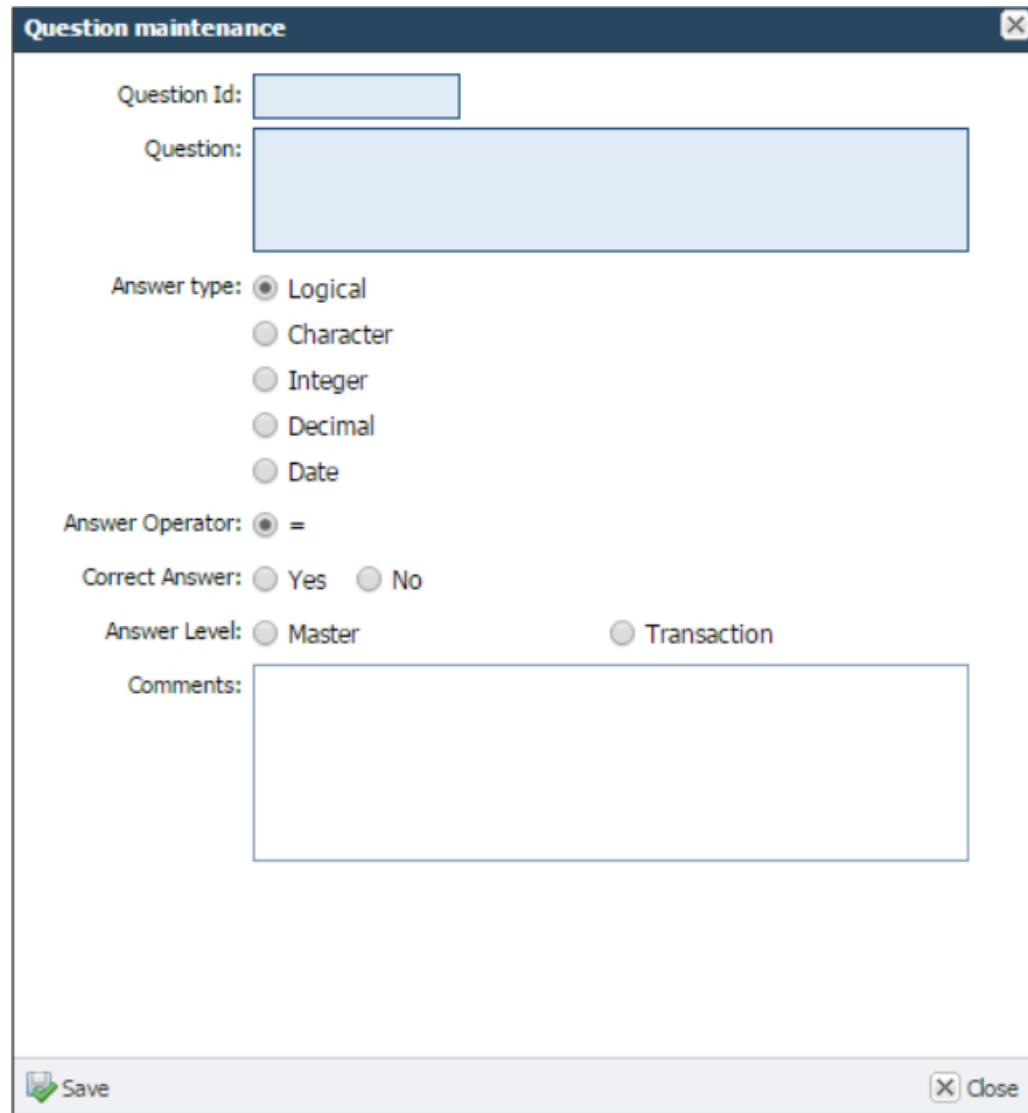
Questions Area

In the Questions area of menu option QE, you can set up questions to add to questionnaires.

For example, you can add a question such as "Have the purchase order, Letter of Credit, and all related purchase order documents been reviewed for boycott requests?" The user can choose to answer Yes or No.

To add a question, click Add.

Question Maintenance Screen for Adding a Question



The image shows a software window titled "Question maintenance" with a close button (X) in the top right corner. The window contains several input fields and radio button options. The "Question Id:" field is a small text box. The "Question:" field is a larger text box. The "Answer type:" section has five radio button options: Logical (selected), Character, Integer, Decimal, and Date. The "Answer Operator:" section has one radio button option: = (selected). The "Correct Answer:" section has two radio button options: Yes and No. The "Answer Level:" section has two radio button options: Master and Transaction. The "Comments:" field is a large text box. At the bottom left, there is a "Save" button with a green checkmark icon. At the bottom right, there is a "Close" button with a red X icon.

Question maintenance

Question Id:

Question:

Answer type: ☒ Logical
☐ Character
☐ Integer
☐ Decimal
☐ Date

Answer Operator: ☒ =

Correct Answer: ☐ Yes ☐ No

Answer Level: ☐ Master ☐ Transaction

Comments:

 Save  Close

Complete the following fields:

- Question ID: Enter an ID to identify the question. This field is mandatory.
- Question: This field contains the text presented to the user when completing a questionnaire; for example, Is the carrier ISO certified?
- Answer Type: Choose an answer type from the list:
 - Logical: The user can only answer yes or no to the question.
 - Character: The user answers the question by typing free text or by selecting an entry from a list.
 - Integer: The user answers the question by typing an integer.

- Decimal: The user answers the question by typing a decimal.
- Date: The user answers the question by typing a valid date.
- Answer operator: The following table contains the answer operators and their descriptions. The operators vary depending on the answer type.

Answer Operators

Answer Operator	Answer Type	Description
=	Logical, character, integer, decimal, date	The answer must be equal to the answer in the Correct Answer field.
Listed	Character	The answer must be equal to one of the values in a comma-separated list in the Correct Answer field. The questionnaire displays a free-text field.
Not Listed	Character	The answer must not be equal to any of the values in a comma-separated list in the Correct Answer field. The questionnaire displays a free-text field.
Selection	Character	The answer must be equal to one of the values in a comma-separated list in the Correct Answer field. The questionnaire displays a list for the user to choose from.
>	Integer, decimal, date	The answer must be greater than the answer in the Correct Answer field.
<	Integer, decimal, date	The answer must be less than the answer in the Correct Answer field.
>=	Integer, decimal, date	The answer must be greater than or equal to the answer in the Correct Answer field.
<=	Integer, decimal, date	The answer must be less than or equal to the answer in the Correct Answer field.

Answer Operator	Answer Type	Description
<>	Character, integer, decimal, date	The answer must not be equal to the answer in the Correct Answer field.

- **Correct Answer:** This field contains the answer to the question or a list of possible answers to the question.
- **Answer Level:** Specify whether this is a master-level question or a transaction-level question.
- **Comments:** Currently, comments you enter are not displayed in questionnaires.

When you have completed the fields, save the record. You can also update, copy, or delete a question. However, you cannot delete or update a question when it is associated with a questionnaire.

Questionnaires Area

The Questionnaires area of menu option QE is where you create questionnaires. In menu option Y3, the system value QUESTION CHECKS identifies compliance checks from menu option CK that are questionnaires. When you create a questionnaire in QE, the system automatically adds the questionnaire to this system value, as described in the table below. You can create a QUESTION CHECKS system value for a specific client or user and assign this value a subset of the general QUESTION CHECKS system value.

Questionnaire Setup System Values

Category	Key	Possible Values
COMPLIANCE	QUESTION CHECKS	A comma-separated list of questionnaire checks.
COMPLIANCE	SECURITY - <>	See the first table in Chapter 3.

Question Maintenance Screen for Adding a Questionnaire

To create a questionnaire, click Add, and, in the Questionnaire Maintenance window, complete the following fields:

- **Questionnaire:** Enter an ID to identify the questionnaire. This field is mandatory.
- **Description:** Enter a description for this questionnaire. The user sees this description on the Compliance Results page.
- **In Use:** This checkbox is selected by default. Only clear this field when you do not want to use the questionnaire at this time.
- **Sequence:** The sequence field is mandatory. However, it does not impact the questionnaire check, so you can specify any integer.
- **Non ECO check:** This checkbox is no longer used.

When you have completed the fields, save your record.

Adding Questions to Questionnaires

To add a question to a questionnaire in menu option QE:

1. In the Questionnaire area, select the relevant questionnaire to highlight it.
2. In the Questions area, select a question and click the Add to Questionnaire button.
3. In the Add Question to Questionnaire window, from the Level dropdown list, select the level at which you want the question to apply:

- **All transactions**

In this instance, the word transactions refers to the list of shipment types in menu option ZS. If you set up a questionnaire at this level, then the questionnaire applies to all shipments regardless of shipment type.

- **Transactions**

In this instance, the word transactions refers to the list of shipment types in menu option ZS. To add the question only for a specific transaction type, select Transaction from the Level dropdown menu. The Transaction Type field is displayed, and you can choose an entry in ZS that the questionnaire applies to.

- **All roles**

Select this option when you want the question to apply to all partners on the transaction.

- **Role**

To add the question only for a specific partner role or type, select Role from the Level dropdown menu. The Role field is displayed and you can choose the partner role that this question applies to. The full list of partner types is available in menu option PI.

- **Partner**

To add the question only for a specific partner, select Partner from the Level dropdown menu. The Role and Partner fields are displayed, and you can choose the partner role and partner that this question applies to. The question only applies for the specified role and partner combination; it does not apply if the partner has a different role for the shipment.

- **All products**

Select this option if you want the question to apply to all products on the transaction.

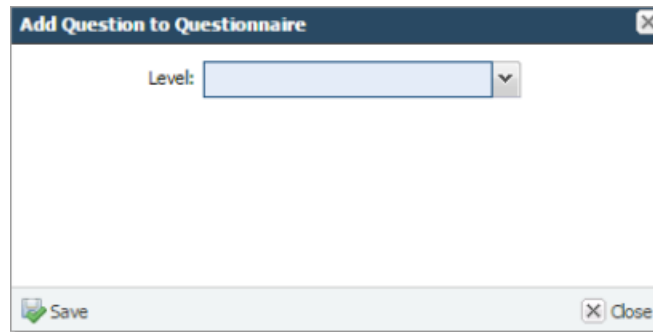
- **Product**

To apply the question only for a specific product, select Product from the Level dropdown menu. The Product field is displayed and you can choose the product that this question applies to.

- **Commodity**

To apply the question to a specific commodity, select Commodity from the Level dropdown menu. The Commodity Group and Commodity Code fields are displayed and you can choose the commodity, within a particular commodity group, that this question applies to.

Add Question to Questionnaire



The dialog box titled "Add Question to Questionnaire" has a "Level:" label followed by a dropdown menu. At the bottom, there are "Save" and "Close" buttons.

- When you complete the fields, click Save. The question is then added to the questionnaire.

Compliance History Search

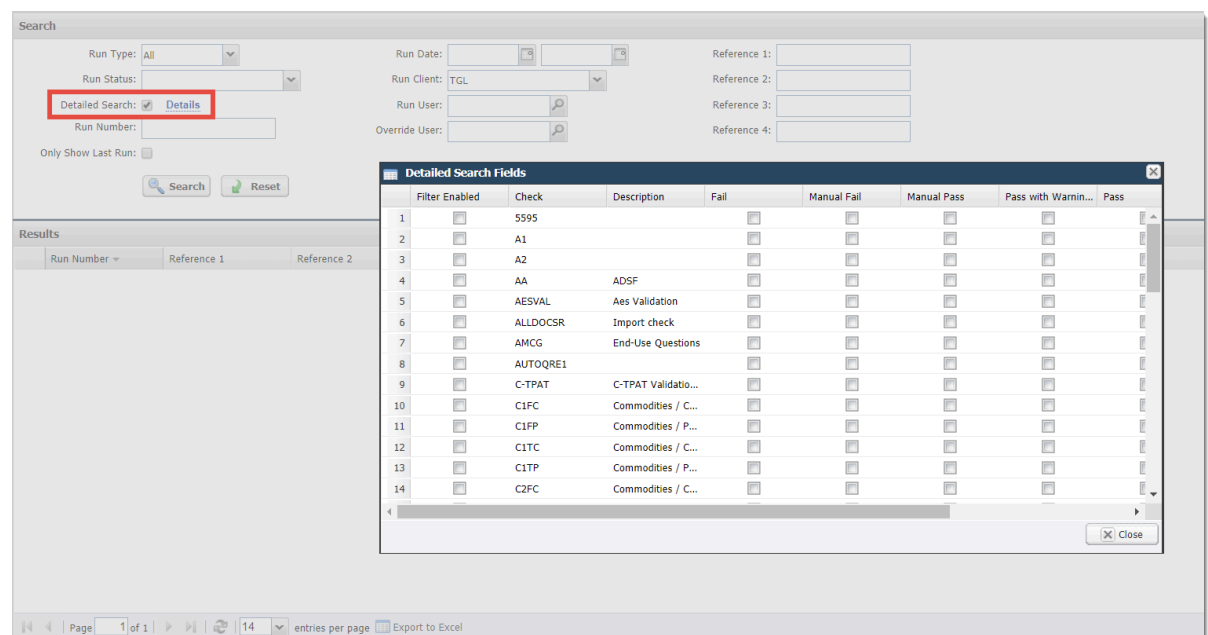
Configuring Detailed Search

The search panel of option CKHIST enables you to view the results of past compliance checks run through Desktop Shipping, Workflow, the DPL and Embargoed Country Checking, or from an external system.

Detailed Search System Values

You can specify the checks that are available for the Detailed Search criteria using the system value SEARCH CHECKS. For example, you can search for manually passed DPL checks or failed ECLI checks. For more details, see the table below.

Compliance History, Detailed Search



The interface shows a search panel on the left and a results table on the right. The search panel includes fields for Run Type, Run Status, Run Date, Run Client, Run User, and Run Number. The "Detailed Search" checkbox is checked, and the "Details" link is highlighted. The results table, titled "Detailed Search Fields", lists various checks with columns for Filter Enabled, Check, Description, Fail, Manual Fail, Manual Pass, Pass with Warning, and Pass.

	Filter Enabled	Check	Description	Fail	Manual Fail	Manual Pass	Pass with Warning	Pass
1	☐	S595		☐	☐	☐	☐	☐
2	☐	A1		☐	☐	☐	☐	☐
3	☐	A2		☐	☐	☐	☐	☐
4	☐	AA	ADSF	☐	☐	☐	☐	☐
5	☐	AESVAL	Aes Validation	☐	☐	☐	☐	☐
6	☐	ALLDOCSR	Import check	☐	☐	☐	☐	☐
7	☐	AMCG	End-Use Questions	☐	☐	☐	☐	☐
8	☐	AUTOQRE1		☐	☐	☐	☐	☐
9	☐	C-TPAT	C-TPAT Validatio...	☐	☐	☐	☐	☐
10	☐	C1FC	Commodities / C...	☐	☐	☐	☐	☐
11	☐	C1FP	Commodities / P...	☐	☐	☐	☐	☐
12	☐	C1TC	Commodities / C...	☐	☐	☐	☐	☐
13	☐	C1TP	Commodities / P...	☐	☐	☐	☐	☐
14	☐	C2FC	Commodities / C...	☐	☐	☐	☐	☐

Detailed Search System Values

Category	Key	Description
COMPLIANCE	SEARCH CHECKS	Specify the list of compliance checks that you want to make available for detailed searching in the Compliance History screen. Example: DPL,EBC,ECLI

Translation

The translation functionality for DPL and Keyword checks can be enabled and configured in the Translation tab of menu option CFGCK.

Translation Tab, Menu Option CFGCK

Configure Compliance

Compliance Results Technical Checks Whitelisting Reporting **Translation**

General

Fail if Translation Unavailable: ☒ Yes ☐ No ⓘ 📅

Google

Enable Translation: ☒ Yes ☐ No ⓘ 📅

Authentication JSON: E:\apps\PRECISION\WebUI\data\qad-precision-dev-9edce38956ed.json ⓘ 📅

Fail if Translation Unavailable. By default, this is set to **Yes** if translation is enabled. This means that a compliance check automatically fails if the engine is unable to translate the party's name or address.

Enable Translation. Select **Yes** to enable Google Translate on compliance checks.

Authentication JSON. Specify the path to the Google Translate API key. This JSON file is required to enable the integration and make requests to the API. For more information on generating Google API keys, see [Using API Keys](#).

The table below lists the corresponding system values that control the translation functionality.

Translation System Values

Category	Key	Value
COMPLIANCE	TRANSLATE: FAIL IF TRANSLATION UNAVAILABLE	Set this value to True if the compliance check should automatically fail for untranslatable names or addresses.

Category	Key	Value
COMPLIANCE	TRANSLATE: ENABLE GOOGLE TRANSLATE	Set this value is set to YES or TRUE to enable Google Translate on compliance checks.
COMPLIANCE	TRANSLATE: GOOGLE API KEY	Specify the path to the Google Translate API key JSON file.

Translated data is persisted in the database. The data is saved so that it can be reused in any rechecks without the need to call the Google Translate API again.

Translation details are also included in the ShowComplianceResult response message, as shown in the sample below.

Translated Element in ShowComplianceResult Response XML

```

<PartyResult>
  <PartyCheck>
    <Party>
      <PartyType>Consignee</PartyType>
      <PartyId>
        <Id>JS12345678</Id>
        <Source>JDE</Source>
      </PartyId>
      <Contact/>
      <Name>شرکت دماکت ارفا</Name>
      <PartyAddress>
        <AddressLine1>غرب لافتساي ، طهران ، ايران</AddressLine1>
        <AddressLine2/>
        <Country>IR</Country>
      </PartyAddress>
      <Translated Language="English" Method="GoogleTranslateAPI">
        <Name>Arfa Paints Company</Name>
        <AddressLine1>Lavansay West, Tehran, Iran,</AddressLine1>
        <AddressLine2/>
      </Translated>
    </Party>
  </PartyCheck>
</PartyResult>

```

Productivity Reports

The Productivity Reports provide a detailed breakdown of compliance analyst productivity. This tool, accessed using option CKRPT, offers compliance managers full visibility of users who review compliance results.

This functionality can be configured in the Reporting tab of option CFGCK, Configuring Compliance.

Reporting Tab, Option CFGCK

Configure Compliance

Compliance Results Technical Checks Whitelisting **Reporting** Translation

Compliance Reports

Compliance report options: **Select Records** + ⓘ

- CK1 - Productivity X
- CK2 - User productivity X
- CK3 - Batch screening X
- CK4 - Denied party screening X

Enable and disable report types on the Compliance Productivity Reports

page by clicking the Add  and Remove  buttons in the Select Records box.

Add Report Type

Compliance report options: **Select Records** +

- CK1 - Productivity X
- CK2 - User productivity X
- CK3 - Batch screening X

Search...

- ☒ CK1 - Productivity
- ☒ CK2 - User productivity
- ☒ CK3 - Batch screening
- ☐ CK4 - Denied party screening

When you have completed your selection, click Save.

Note If no report types are selected in option CFGCK, then all report types are available by default on the **Productivity Reports** page, option CKRPT.

The system value in the table below controls this behavior:

Productivity Reports System Value

Category	Key	Value
COMPLIANCE	COMPLIANCE REPORTING OPTIONS	Determines what report types are available on the Compliance Productivity Reports page. Each value is

Category	Key	Value
		comma-separated and consists of one or more of the following: <ul style="list-style-type: none"> CK1: Productivity CK2: User productivity CK3: Batch screening CK4: Denied party screening

Windows UI Compliance Results

It is possible to view the compliance results created by the older Windows UI engine in the Web UI. For more information, see [Compliance Results on page 982](#) in the [Using Trade Compliance on page 963](#) section. These compliance results are read-only and cannot be overridden. The table below shows the related system value.

Note This feature is only available when running the compliance results Workflow task.

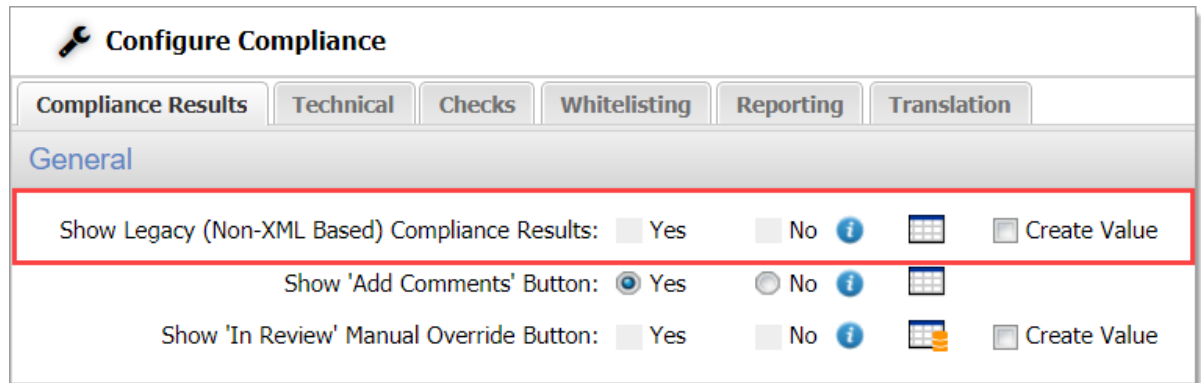
View Windows Legacy Results System Values

Category	Key	Description
COMPLIANCE	VIEW P2009 COMPLIANCE DATA	Set this value to Yes or No. When set to Yes, users will be able to view legacy Windows UI compliance results in the Compliance Run window.

You can enable this functionality using the Compliance Results tab on the **Configuring Compliance** page, menu option CFGCK. Here, you can maintain the system value described in the table above at a global level.

Select Create Value to begin configuring this feature. You can now select Yes to enable it. Users can now view the legacy Windows UI compliance results in the Web UI.

Show Legacy Compliance Results, Option CFGCK



Configure Compliance

Compliance Results Technical Checks Whitelisting Reporting Translation

General

Show Legacy (Non-XML Based) Compliance Results: ☐ Yes ☐ No ⓘ 📅 ☐ Create Value

Show 'Add Comments' Button: ☒ Yes ☐ No ⓘ 📅

Show 'In Review' Manual Override Button: ☐ Yes ☐ No ⓘ 📅 ☐ Create Value

The Maintain System Value  button opens a window in which you can further configure the system values associated with this functionality for a specific user, client, or group.

Workflow

Overview

You can configure your system to run Compliance as part of Workflow. If you are not familiar with Workflow functionality, first read the [Workflow on page 271](#) section in the *Administration* section of the Base documentation.

This section concentrates on the Compliance-related Workflow tasks that you can set up in the system. You can configure the Workflow tasks to run in two different ways:

- With user interaction through the Workflow Portal. There are three types of Compliance tasks that you can configure.
 - Run Compliance
 - Compliance Results
 - Compliance Status
- With a request from an external system; such as a QAD GTTE Web service call or an XML SOA request.
 - As part of a ship shipment or create shipment SOA XML request, you can configure the XML request to contain a section that runs a Workflow task.

You can use the prerequisite functionality in Workflow to control the tasks that can be run on a transaction based on the Compliance status of that transaction.

Example When the Compliance Status task is a prerequisite task to the Packing task, it prevents packing until Compliance has passed.

Note Each time you run Compliance, a unique ID number—a run number—is generated. The run number and the Compliance results associated with the run number are stored in the TMS database. It may be necessary to run Compliance at different times on the Workflow. However, it is recommended that you keep Compliance runs to a minimum to prevent the TMS Compliance tables growing excessively.

You can use a database sequence - TC_RUNNUMBER_SEQ - to generate the next run number to use when generating a new compliance result. The sequence can provide a performance improvement in certain high volume environments.

The USE RUN-NUMBER SEQUENCE system value specifies whether a sequence or system value is used to track run numbers.

USE RUN-NUMBER SEQUENCE

Category	Key	System Value
COMPLIANCE	USE RUN-NUMBER SEQUENCE	<p>Possible values:</p> <ul style="list-style-type: none"> • Yes – The TC_RUNNUMBER_SEQ database sequence is used to generate the next compliance run number. • No – The TC_RUNNUMBER_SEQ database sequence is used to generate the next compliance run number. Instead, based on the current default behavior, the RUN-NUMBER system value is incremented to generate the next compliance run number.

Workflow Portal Compliance Configuration

This section covers the Compliance tasks that you can configure to run in the Workflow Portal.

For information on configuring workflows, see the Administration section of the Base documentation.

Run Compliance Task

The Run Compliance task is displayed in the tasks area of the Workflow Portal. You can run this task by double-clicking it. When a green check mark is subsequently displayed, it indicates that Compliance has run successfully.

To enable a user to run Compliance in Workflow, make a Run Compliance task available. You can configure this task from the WFWT sub-option of Workflow Maintenance (WF), as shown in the image below.

Run Compliance Task Settings

Workflow Task - Update

Workflow code: WEB-ALL-S

Workflow type: S

Task sequence number: 180

Key ID: WFTCKR50

Task option: WFTCKR

Task program type: 50

Task description: Compliance - Run Compliance

Availability:

☐ Windows

☒ Web

☐ Both

Program Parameters: CHECKS=DPL;EBC;EXLI;SET_TASK=CK_STAT

Task type:

☒ Standard Task

☐ Secure Task - Before

☐ Secure Task - After

☐ Secure Task - Before && After

☐ Check

☐ Sub-Flow

☐ Compliance Status Task

Categories: Compliance,Other,All

☒ Repeatable task

☐ Warn of repeat

Required status:

Required status condition:

☒ =

☐ >

☐ <

☐ >=

☐ <=

☐ User confirms success

New status if successful:

New owner if successful:

New User if successful:

☐ Complete if unsuccessful

New status if unsuccessful:

New owner if unsuccessful:

New User if unsuccessful:

☒ Change status only on 1st run
☒ Break point task
☒ In forward loop when New
☒ In forward loop when Update
☐ In back loop when New
☐ In back loop when Update
☐ Is create new task
☐ Can display in read-only mode
☐ Can update in read-only mode
☐ Is a background task
☒ Show on Goto menu
☒ Show on Jump menu

Menu accelerator CTRL+ / ALT+: -

☒ Show in Task List area
☒ Lock transaction

VRC code: *STANDARD

Save Close

Key ID. Enter a unique code for the task; for example, RUN_COMP. This field is mandatory.

Task Option. Set to WFTCKR. This field is mandatory.

Task Program Type. Set to 50. This field is mandatory.

Task Description. Enter a meaningful description for this task. This text is the description the user sees for this task on the Workflow Portal.

Availability. Set to Web. This field is mandatory.

Program Parameters. There are two parameters for this task:

- **CHECKS=<CHECK_LIST>**

A semi-colon separated list of Compliance checks that you want to run. The possible checks are C1TC, C1TP, DATA-INTEG, DPL, DPL-TEXTS, EBC, ECLI, EXCT, EXLI, KEY, PRCT, PRNR, RPRC. For example, to set the Run Compliance task to run the Denied Party List and Embargoed Countries checks, set this parameter to DPL;EBC. This parameter is mandatory.

- **SET_TASK=<TASK_ID>**

This parameter is used to update the Compliance Status task in the workflow with the results of the Compliance checks. Set to the Key ID of the task that you want to update. For example, when the Key ID of the Compliance Status Workflow task is CK_STAT, specify SET_TASK=CK_STAT.

Task Type. Set to Standard Task.

Note The status of this task reflects whether the system was able to run this Workflow task successfully; it is not related to the result of the Compliance check.

Compliance Results

The Compliance Results task enables you to open the *Compliance Run* window and view the compliance results. You cannot access the results until a compliance check has run on a transaction at least once.

The task can be configured as follows from the WFWT sub-option of Workflow Maintenance (WF).

Compliance Results Task Settings

The screenshot shows the 'Workflow Task - Update' dialog box with the following fields and values:

- Workflow code: WEB-ALL-S
- Workflow type: S
- Task sequence number: 190
- Key ID: WFTCKVCL
- Task option: WFTCKV
- Task program type: 50
- Task description: Compliance - View Comp Results
- Availability: Web (selected)
- Program Parameters: (empty)
- Task type: Standard Task (selected)

Key ID. This is a unique code for the task; for example, VIEW_COMP. This field is mandatory.

Task Option. Set to WFTCKV. This field is mandatory.

Task Program Type. Set to 50. This field is mandatory.

Task Description. Enter a description for this task; for example, View Compliance Results. The user sees this description of the task in the Workflow Portal.

Availability. Select Web. This field is mandatory.

Program Parameters. There is one parameter that can be used for this task:

- SET_TASK=<TASK_ID>

This parameter is used to update a Compliance status task on the Workflow with the results of the Compliance checks when Recheck or Recheck All options are used on the results screen. Set TASK_ID = "Key ID" for the status task to be updated. This parameter is optional. However, when not configured, the Compliance status task is not updated when Compliance results change.

Task type. Set to Standard Task.

Note The status of this task reflects whether the system was able to run this Workflow task successfully; it is not related to the result of the Compliance check.

Compliance XML Compression

The compliance detail results are saved in the database as XML, which can be compressed using a binary XML format, EXI. The key benefit of compression is that it reduces the database growth, particularly in high volume environments.

Compression can be enabled and maintained in the *Technical* tab of the *Configuring Compliance* page, option CFGCK. If enabled, new results are compressed when they are written to the database.

Note Old results are not compressed.

Compression System Value

Category	Key	Value
COMPLIANCE	COMPRESS_COMPLIANCE_RESULTS	<p>NO. Determines if compression of new compliance results is enabled.</p> <p>Possible values: yes, no</p> <p>Default value: yes</p>

Compress Compliance Results, Option CFGCK

Configure Compliance

Compliance Results | **Technical** | Checks | Whitelisting | Reporting | Translation

Advanced

Compress Compliance Results: ☒ Yes ☐ No

Disable Count Query: ☒ Yes ☐ No

Ensure No Duplicates: ☐ Yes ☐ No Create Value

Disable Source Search: ☐ Yes ☐ No Create Value

Number Of References:

Compression System Values

System Values | Tags | **Database**

Category: Key: Value: User: Client: Group: Env:

Category Values

Add Copy Delete Export

Category	Key	Value	User	Client	Group	In Use	Template	Environment	Last Modified By	Last Modified Time
COMPLIANCE	COMPRESS_COMPLIANCE_RESUL	true				true		*STANDARD	RQF	16-02-2018 12:35:08
COMPLIANCE	COMPRESS_COMPLIANCE_RESUL	false							PJK	16-02-2018 09:21:53

Configuring the Under Review Status

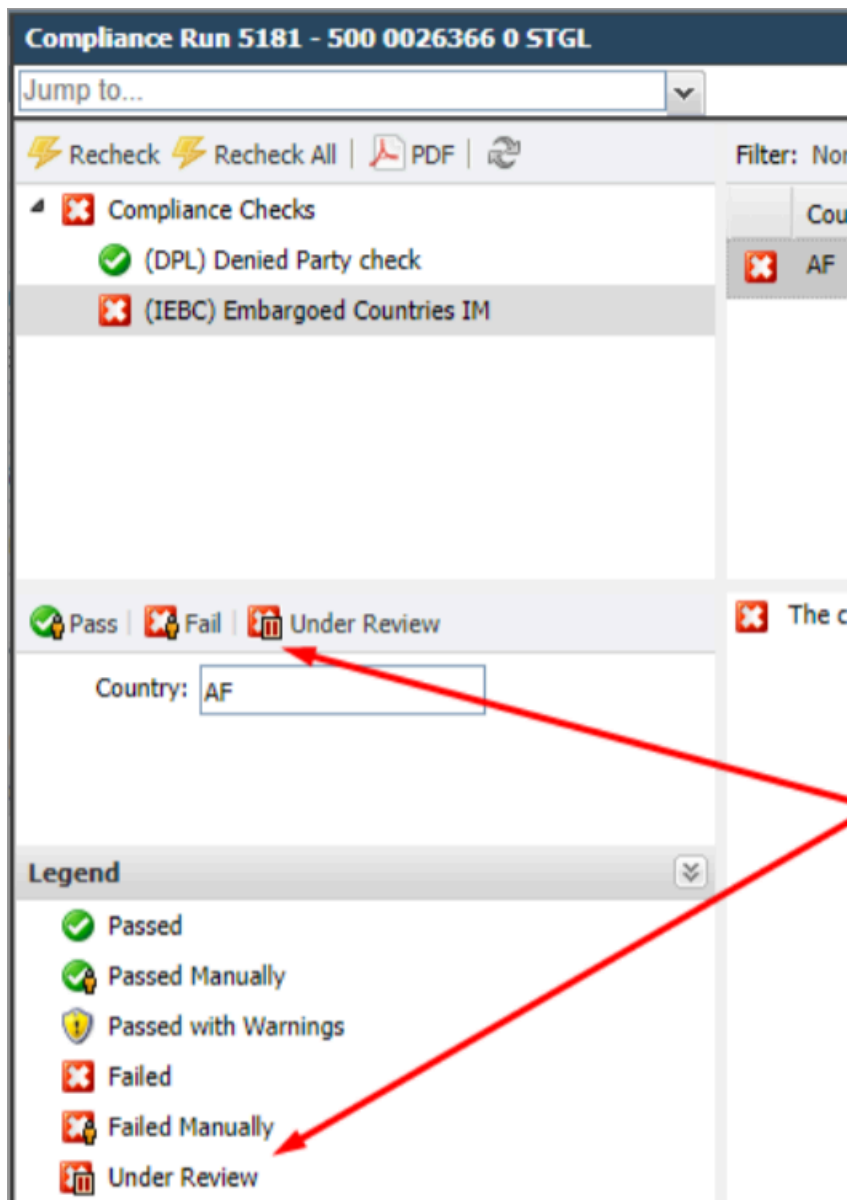
Under Review (FR) is a manual override status that is available for all check types. Users with the appropriate permissions can apply the Under Review status to compliance checks that have failed. Under Review

status is not available as a manual override option for checks that have passed. The purpose of this feature is to indicate to other users that the reason for the failure is currently being investigated.

Note A check can only move out of Under Review status if it is updated to either Passed Manually or Failed Manually. Users can also select the *Recheck* or *Recheck All* buttons. Clicking *Recheck All* removes all manual override statuses, including Under Review.

When configured, the *Under Review* button is available in the compliance results window beside the existing manual override buttons, *Pass* and *Fail*.

Under Review Button Available on Failed Compliance Check



If Under Review status is applied to a check detail line, the same status of Under Review is then applied to the overall compliance result. The only status that takes precedence over the Under Review status is the Failed Manually status. The overall result becomes Failed Manually when this is applied to a check result, even if the Under Review status has been applied to a check detail line.

Under Review Status Becomes Overall Compliance Result

Compliance Run 5181 - 500 0026366 0 STGL

Jump to...

⚡ Recheck ⚡ Recheck All | 📄 PDF | 🔄 Filter: None ▼

📁 Compliance Checks

- ✅ (DPL) Denied Party check
- 📁 (IEBC) Embargoed Countries IM

Country	Tested Date	Tested Time
📁 AF	12/02/2018	17:05:43 GMT

✅ Pass | ❌ Fail | Comment

Enabling the Under Review Status

Similar to the *Pass* and *Fail* manual override options, users must have the required permissions for each check type in order to have access to the *Under Review* status button. The system value below must also be set.

Enable Under Review System Value

Category	Key	Value
COMPLIANCE	ENABLE UNDER REVIEW STATUS	YES

Note The Under Review status behaves the same way when compliance is run as part of Desktop Shipping. The user cannot proceed to the next step when a check is set to Under Review.

The system value can be configured in the *Compliance Results* tab of the *Configure Compliance*, option CFGCK, page. Select *Create Value* for the *Show 'In Review' Manual Override Button* field, and then *Yes* to enable it.

Enable Under Review Button, CFGCK Page

Configure Compliance

Compliance Results | Technical | Checks | Whitelisting | Reporting | Translation

General

Show Legacy (Non-XML Based) Compliance Results: ☐ Yes ☐ No   ☐ Create Value

Show 'Add Comments' Button: ☒ Yes ☐ No  

Show 'In Review' Manual Override Button: ☐ Yes ☐ No   ☐ Create Value

Show 'In Review' Manual Override Button:
Allows user use the 'In Review' override status button. User also requires the standard manual override security permissions. This button can only be viewed when the check detail result is FAIL.

Configuring Comments

When enabled, the *Add Comment* button appears in the compliance results window beside the manual override options. This functionality is useful when users want to log and view the progress of an Under Review check. Multiple comments of up to 1000 characters can be added to a check detail line with any status. The comment does not impact the status of the detail line, or the overall check status.

Note Users can access the Add Comment functionality if the manual override buttons are unavailable in the compliance results window.

Add Comment Button

Compliance Run 10441 - IMD 1962 0 EGB

 Translate Literals

 Recheck  Recheck All |  PDF | 

  Compliance Checks

 (DPL) Denied Party check

 (IEBC) Embargoed Countries IM

 Pass |  Fail |  Add Comment

Note User comments are stored as manual overrides. Therefore, comments are only carried forward when the user runs a recheck, but not when Recheck All is run.

Enabling the Add Comment Button

To enable the *Add Comment* button in the compliance results window, the system values below must be set.

Add Comment System Value

Category	Key	Value
COMPLIANCE	ENABLE ADD COMMENTS	YES

The system value can be configured in the *Compliance Results* tab of the *Configure Compliance* (CFGCK) page. Select the *Yes* option on the *Show 'Add Comments' Button* field.

Enable Add Comments Button, CFGCK page

The screenshot shows the 'Configure Compliance' (CFGCK) page with the 'General' tab selected. The 'Show 'Add Comments' Button' field is highlighted with a red box and is set to 'Yes'. A tooltip is visible for this field, stating: 'Show 'Add Comments' Button: Allows user use the 'Add Comment' button. Category: COMPLIANCE Key: ENABLE ADD COMMENTS'.

Configure Compliance

Compliance Results Technical Checks Whitelisting Reporting Translation

General

Show Legacy (Non-XML Based) Compliance Results: ☐ Yes ☐ No

Show 'Add Comments' Button: ☒ Yes ☐ No

Show 'In Review' Manual Override Button: ☐ Yes ☐ No

Show 'Add Comments' Button:
Allows user use the 'Add Comment' button.
Category: COMPLIANCE
Key: ENABLE ADD COMMENTS

Compliance Status Task

The Compliance Status task is usually displayed in the Tasks area, although it is not interactive. It simply displays the current Compliance status of the transaction.

The status of this task is updated when Compliance checking is run from a run Compliance Workflow task or from the *Compliance Results* window. The task can be configured from the WFWT sub-option of Workflow Maintenance (WF), as shown in the image below.

FLOW Settings

WorkFlow Task - Update

Workflow code: WEB-ALL-T

Workflow type: S

Task sequence number: 170

Key ID: CK_STAT

Task option: FLOW

Task program type: 90

Task description: Compliance - Overall Status

Availability: ☒ Windows
☐ Web
☐ Both

Program Parameters:

Task type: ☒ Standard Task
☐ Secure Task - Before
☐ Secure Task - After
☐ Secure Task - Before && After
☐ Check
☐ Sub-Flow
☐ Compliance Status Task

Key ID. Enter a unique code for the task; for example, CK_STAT. This field is mandatory

Task Option. Set to FLOW. This field is mandatory.

Task Program Type. Set to 90. This field is mandatory.

Task Description. Enter a description for this task; for example, Compliance Status. Enter a description that the user sees for this task on the Workflow Portal.

Availability. Set to Web. This field is mandatory.

Program Parameters. Leave this field blank.

Task Type. Set to Standard Task.

Note The option Compliance Status Task is for future use.

System Value Related to Compliance Status Task

Category	Key	Value
COMPLIANCE	WORKFLOW STATUS	<p>The task ID of the Compliance Workflow status used on Transactions.</p> <p>This system value is used when the Compliance status changes due to the Compliance Results screen being accessed outside of Workflow. It ensures that the Compliance Status Workflow task displays the current Compliance status.</p>

Compliance Prerequisite Checks

You can configure Workflow to prevent tasks from running based on the Compliance results. There are two methods:

- Add the Compliance Status task as a prerequisite of another Workflow task so that, when Compliance fails, it is not possible for the other Workflow task to run.
- Configure the Run Compliance task as a check task and as a prerequisite task of another Workflow task. Compliance then runs before the task and prevents the task from running when Compliance has failed. To configure the Run Compliance task as a check task, set up the task as shown in the *Run Compliance Task Settings* image, but set the *Task Type* field to Check.

SOA Compliance

As part of Service-Oriented Architecture (SOA), Compliance can be integrated into ship shipment and create shipment messages. There is a Compliance section at the bottom of these messages that triggers the Workflow task Run Compliance (SOA), which contains details of the checks to run. Set up this task using the WF option in the Windows UI. The details are contained in the table below. This task generally runs at the end of the process, so assign it a high sequence number.

Note The user does not see this task.

SOA Compliance Task Fields

Field	Run Compliance (SOA)
Task option	WFTCKR
Task program type	02
Program Parameters	<p>Enter a semi-colon separated list of checks to run on the transaction. Each program parameter is then separated by a comma.</p> <p>For example: CHECKS=DPL;DATAINTEG;EBC;ECLI;EXLI;KEY;CMKQ1,RESULT-TYPE=Complete,SET_TASK=CK_STAT,HIGHWAY_TARGET=SYNCH_IN,HIGHWAY_MESSAGE_ID=COMPLY_SYNCH,RESULT-TYPE=INTERMEDIATE</p> <p>To run all checks, enter: CHECKS=*ALL</p> <p>SET_TASK = Task Key ID identifies the task to set to indicate whether Compliance passed or failed.</p> <p>HIGHWAY_TARGET=SYNCH_IN indicates which Highway endpoint to send the Compliance XML request message to.</p>

Field	Run Compliance (SOA)
	<p>HIGHWAY_TARGET=SYNCH_IN points to a system value which stores the Highway Reader URL, Endpoint ID, and whether debugging is on or off. For example:</p> <p>SEND_METHOD=HTTP,URL=http://qqcoqadwin555:8080/HighwayConsole/HttpReader,ENDPOINT=COMPLYBB_SYNCH_OR2,DEBUG=YES</p> <p>HIGHWAY_MESSAGE_ID=COMPLY_SYNCH indicates the Highway message ID endpoint, which states that it is a synchronous message.</p> <p>RESULT-TYPE=INTERMEDIATE indicates the format of the response message containing Compliance results. There are three possible formats for the Compliance result message:</p> <ul style="list-style-type: none"> • Short – Basic results of each check. • Intermediate – More detailed information on each check. • Complete – The intermediate check information plus a more detailed breakdown on the DPL check, including more information on percentages.
Task Type	Check
Repeatable task	Yes
Lock transaction	Yes

SOA Communication

For the Run Compliance (SOA) task to work, the 4GL listeners must be running. The Java listener also needs to be running for communication with the Web UI.

The Program Parameters field entry must specify endpoints where messages can be sent and picked up. For more details on SOA communication involving Compliance, see the [SOA on page 1142](#) section.

Security

Compliance security permissions in the Web UI are controlled by user group permissions. Set up your user groups once and then add and remove users as necessary. For details on security in the Web UI, see the [Permissions on page 249](#) page in the Administration section of the Base documentation.

You can set up the user group to which you want to give certain permissions in option GU. Using system values, you can specify which permissions to give the user group; you can enable groups to perform a manual override, attach a license, or complete a questionnaire.

Configuring Compliance Security

For each client, at a Compliance check level, you can specify the user group that can perform:

- A manual override
- Data entry tasks such as assigning a license or answering a question

You can restrict these user group privileges so that users in a group can only exercise a privilege on compliance results run in a particular client (or all clients).

Example You assign override privileges for the DPL check to user group A. All users in user group A can manually override results of DPL checks that are run in any client to which they have access.

Example You assign override privileges for the DPL check to users in user group A in client NY only. All users in user group A with access to client NY can manually override results of DPL checks that are run in client NY.

You can configure Compliance security using the *Security* tab in the CK option, or by updating the compliance system values directly in option Y3.

To configure Compliance security in the CK option, select the *Security* tab and use the fields to the right of the grid to specify the user group with manual override privileges. Similarly, you can specify the user group with data entry privileges.

Compliance Check Security Settings

Compliance Checks

Checks | **Security** | Notifications | Whitelist

Check Type: Client: Search

Check	Type	Client	User Group
C1TC	Override		QTGLUSER
C1TP	Override		QTGLUSER
C2FC	Override	QA1	QTGLUSER
C2FC	Override	TGL	QTGLUSER
COMQ	Override		QTGLUSER
COMQ	DataEntry		QTGLUSER
DATA-INTEG	Override		QTGLUSER
DATA-INTEG	Override	JPN	QTGLUSER
DATA-INTEG	Override	QA1	QTGLUSER
DEC_T1	DataEntry		QTGLUSER
DPL	Override	QAU	QTGLUSER
DPL	Override	QA1	QTGLUSER
DPL	Override	TGL	QTGLUSER
DPL	Override	JPN	QTGLUSER
DPL	Override	QA2	QTGLUSER
DPL	Override	QA3	QTGLUSER
EBC	Override	TGL	QTGLUSER
EBC	Override	QAU	QTGLUSER
EBC	Override	QA1	QTGLUSER
EBC	Override	JPN	QTGLUSER

Check: Type: ☒ Override ☐ DataEntry
 Client: User Group:

Add | Delete | Update | Copy |

Check. Specify the compliance check for which you want to assign security privileges at user group level.

Type. Specify the permissions that you want to assign to the selected user group.

Client. If you want to restrict this security privilege to compliance checks run in a particular client, then specify the client in this field. For the security privilege to apply to a member of the user group, you must give the user access to the client in option US.

User Group. Specify the user group to which you want to assign the security privilege.

Compliance Security System Values

Compliance Security Setup System Values

Category	Key	Possible Values
COMPLIANCE	SECURITY – <CHECKNAME> The checks are: SECURITY – DATA-INTEG SECURITY – DPL SECURITY – EBC SECURITY – ECLI	Each value is comma separated and consists of Type, Client, User Group <ul style="list-style-type: none"> Type: Override or DataEntry Client: Blank or a specific client

Category	Key	Possible Values
	<p>SECURITY – EXLI SECURITY – TFSQ1 (TFSQ1 is an example of a questionnaire. Security can only be set up at questionnaire level, not question level.)</p>	<ul style="list-style-type: none"> User Group: A particular user group <p>Each value must begin on a new line.</p> <p>Examples:</p> <p>Setting SECURITY – ECLI to Override,US1,ECLI-US</p> <p>Means that for users where the client US1 and user group ECLI-US applies, these users can override a failed ECLI Compliance check in the Compliance Results screen.</p> <p>Setting SECURITY – ECLI to DataEntry,,QTGLUSER Override,,EU1</p> <p>Allows members of the QTGL user group to add licenses in the (ECLI) Dual Use section of the Compliance Results screen. It does not give members of this users group permission to override failed ECLI checks. Members of the EU1 user group can add licenses in the (ECLI) Dual Use section of the Compliance Results screen and can also override ECLI check fails.</p>

Category	Key	Possible Values
COMPLIANCE	LOCK WEBUI COMPLIANCE HISTORY	<p>Determines whether compliance results automatically open in edit mode for users with that privilege, and whether users are informed that other users are viewing the results in edit mode.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Yes—Users are notified when they try to access compliance results in edit mode and another user is already viewing the results in edit mode. The user can choose to unlock the results or to view the results in read-only mode. • No—Users are not notified when they try to access compliance results in edit mode and another user is already viewing the results in edit mode. The results automatically open in edit mode. <p>Default value: No</p>

Note When a user does not have access to license buttons on the *Compliance Run* window, the *Add License* button is not active.

Notifications and Responses

Overview

Notifications and responses to external systems can be sent when running Compliance or when performing a manual override, license, or questionnaire action.

You can choose to send e-mail notifications when the overall compliance status for a transaction changes, or when the compliance status for individual compliance checks on a transaction changes.

Notifications are sent by email. Responses to external systems are sent using QAD GTTE SOA XML messages.

Emails

Email Triggers

You can configure the system to send an email when you run compliance or manually update a compliance check result. The possibilities are:

- Run compliance through:
 - Compliance Workflow task
 - Recheck or Recheck All buttons in the Compliance Results window
- Manually update a check on the Compliance Results window by
 - Manually overriding a compliance check result
 - Adding or deleting a license
 - Answering a question
- Receive a ProcessCompliance request from an external system

You can also configure the system to send an email based on the Compliance status.

Email Recipients

The system sends these notification emails to:

- Users listed for notification for that particular check in menu option CK. For information on how to add these users, see [Configuring Compliance Checks on page 1038](#).
- Check-level ECOs. Specify these Export Compliance Officers (ECOs) through the ECO system value in the Compliance Notification System Values for all Compliance Notifications table.
- Shipment-level ECOs. Specify these ECOs through the ECO system value in the Compliance Notification System Values for all Compliance Notifications table.

- Shipping officer parties—listed on the shipment as the Shipping Officer.
- Shipment notify parties—listed on the shipment as the Notify Party.

Configuring Email Notifications

In menu option Y3, the system values that control behavior for notifications resulting from running compliance checks are described in the Compliance Notification System Values for Run Compliance Notifications table.

The system values that control behavior for notifications resulting from manually updating compliance checks are described in the Compliance Notification System Values for Manual Update Notifications table.

General compliance notification system values are listed in the Compliance Notification System Values for all Compliance Notifications table.

Compliance Notification System Values for Run Compliance Notifications

Category	Key	Description
COMPLIANCE	NOTIFICATIONS ENABLED	This value allows you to enable or disable notifications sent as a result of running compliance. Possible values: <ul style="list-style-type: none"> • Yes – enables notifications • No – disables notifications Default value: Yes
COMPLIANCE	NOTIFY SAME STATUS	If the value is set to NO, then the overall status on the transaction must change in order to send an email notification. If the value is set to YES, then the overall status on the transaction does not need to change in order to send a notification email.
COMPLIANCE	NOTIFY CHECK LEVEL STATUSES	Possible values are PA (passed), FA (failed), FM (failed manual), PW (passed with warnings), PM (passed manually).

Category	Key	Description
		E-mail notifications are sent for transactions with an overall compliance status that matches one of the values listed in this system value. Default value: FA,PM,PW
COMPLIANCE	RESULTS URL	This value allows you to configure the compliance check URL that is displayed in the results email notification. Default value: blank

Compliance Notification System Values for Manual Update Notifications

Category	Key	Description
COMPLIANCE	OVERRIDE NOTIFICATIONS ENABLED	This value allows you to enable or disable notifications sent as a result of manually updating a compliance check. Possible values: <ul style="list-style-type: none"> • Yes – enables notifications • No – disables notifications Default value: Yes
COMPLIANCE	NOTIFY_ON_MANUAL_OVERRIDE	Possible values: CRT_USR,NOTIFY_PARTIES. This value defaults to NOTIFY_PARTIES. The NOTIFY_PARTIES value includes the groups listed in Email Recipients. When CRT_USR is specified, the user who created the transaction receives an email.
COMPLIANCE	NOTIFY OVERRIDE SAME STATUS	Determines whether a notification is sent when the status of a compliance check changes but the overall compliance status of the transaction has not changed. Possible values:

Category	Key	Description
		<ul style="list-style-type: none"> • Yes – when a compliance check status changes but the overall compliance status of that transaction does not change, a notification is sent. • No – when a compliance check status changes but the overall compliance status of that transaction does not change, a notification is not sent <p>Default value: Yes</p>
COMPLIANCE	NOTIFY CHECK OVERRIDE STATUSES	<p>This system value applies at the shipment level.</p> <p>Possible values are PA (passed), FA (failed), FM (failed manual), PW (passed with warnings), PM (passed manually).</p> <p>Email notifications are only sent when the overall compliance check status changes.</p> <p>For example, a DPL check with an overall status of FAIL that has three failed partners:</p> <ul style="list-style-type: none"> • Two of the failed partners are passed manually (PM). The check status is still FA, so no email notification is sent. • When the final failed partner is passed manually, the overall check status then changes to PM. Therefore, a notification email is sent. <p>Default value: FA,PM,PW</p>
COMPLIANCE	NOTIFY LINE OVERRIDE STATUSES	<p>This system value applies at the line-item level.</p> <p>Possible values are PA (passed), FA (failed), FM (failed manual), PW (passed</p>

Category	Key	Description
		<p>with warnings), PM (passed manually).</p> <p>Email notifications are sent for transactions with any compliance check status that matches one of the values listed in this system value. This system value does not apply to questionnaire checks.</p> <p>Default value: blank</p>

Compliance Notification System Values for all Compliance Notifications

Category	Key	Description
SHIPMENT	ECO	<p>The value is a comma-separated list of user IDs.</p> <p>Compliance notification emails are sent to email addresses associated with ECO users on this list.</p>
SHIPMENT	ECO – <CHECKTYPE>	<p>The value is a comma-separated list of user IDs.</p> <p>For the specified check, compliance notification emails are sent to email addresses associated with ECO users on this list.</p>

To configure an email notification for a particular check:

1. Open menu option CK.
2. Select the Notifications tab.
3. Click the Add button at the bottom of the grid.
4. Use the fields to the right of the grid to specify notification details. If you want to notify multiple parties about a compliance check, then you can set up multiple notifications details.

Important Regardless of the settings in the Notifications tab of the **Compliance Admin** screen, the system sends emails to shipment-level ECOs, check-level ECOs, and the shipping officer. If there is no shipping officer specified on the shipment, then the system sends an email to the notify party on the shipment when that party is specified on the shipment.

Creating a Compliance Notification

Compliance Checks

Checks | Security | **Notifications** | Whitelist

Check: Client: Search:

Check	Client	Role	Partner Code	Partner	Contact	Contact Id	In Use
DPL							Yes
DPL							No
EXLI							No
KEY	TGL						No

Check: Client:
 Partner Type: Partner:
 Contact: Email:
 In Use: ☒

Add | Copy | Delete | Refresh

Check. Specify the compliance check for which you want to create a notification.

Client. If you want to limit this notification to a specific user client, then specify the client. If you want this notification to apply to all user clients, then leave this field blank.

To specify that the notifications are sent to a particular partner, complete the Partner Type and Partner fields and leave the Email field blank. The Contact field is optional. To specify that notifications are sent to a particular email address, complete the Email field and leave the Partner Type, Partner, and Contact fields blank.

Partner Type. Specify the partner type (role) that you want to send the notification to.

Partner. Specify the partner that you want to send the notification to. If the partner has the role specified in the Partner Type field, then notifications will be sent to the partner using the email address specified for that partner in menu option NR.

Contact. Select a contact related to the partner. When the contact email address is blank or when the contact cannot be found, the system uses the email address associated with the partner. When the Partner field is blank, the system looks for the partner associated with the role on the transaction and checks whether there is a contact email address configured for that partner. Otherwise, the system sends an email to the partner for the role type you have selected.

Note Contact email addresses are listed in the Contact sub-option of menu option NR.

Email. Specify the email address that you want to send the notification to. You can only enter one email address.

In Use. Ensure that this field is selected to activate the notification settings.

Note You can configure the same user to receive an email for multiple checks. When multiple checks fail, the user only receives one email.

Email Notification URL

The notification email contains a URL to access the Compliance results for the transaction referenced in the email.

To construct this URL, configure the system values described in the table below.

Email URL Configuration System

Category	Key	Description
ITRAX	URL LOGIN PROTOCOL	The protocol to access your QAD GTTE instance from your browser. Possible values: http https
ITRAX	URL HOSTNAME	The hostname of the server running the QAD GTTE Web UI application.
ITRAX	URL LOGIN PORT	The port that the Web UI application is configured to run on. This is usually set to 8080.
ITRAX	URL CONTEXT	The Web UI Context. This is usually set to Precision.
ITRAX	COMPLIANCE RUN RESULTS URL	This value set to /htm/compliance-historysearch-xx.htm?runNumber=

Email Content

Depending on whether the notification is related to Compliance for a transaction or a non-transaction, the content of the email varies slightly.

For more information on the content of email notifications, see [Appendix B: Compliance Email Notification Examples on page 1176](#).

For more details on the content of the XML messages, see [SOA](#).

XML Updates

QAD GTTE can integrate with other systems to perform Compliance checking.

Example An ERP system sends a message to QAD GTTE to run Compliance at order creation. If the check fails, then a message is sent to the ERP system to put the order on hold. If the Compliance check is manually passed, then another message is sent to the ERP system to release the order.

You can configure the system to generate a response message with Compliance results when the following actions are taken:

- Run Compliance by clicking *Recheck*, *Recheck All*, or the Run Compliance Workflow task
- Override a check result manually
- Attach a license or permit
- Answer a question
- Release an update to another ERP system

Note The ComplianceResponse message is sent as the response to the createShipment message and the ProcessCompliance message. The only exception is on initial creation of a shipment. In this case, the SPSResponse message is sent as a response to the createShipment message.

When an initial request is submitted to create a transaction and run Compliance, a response message is always sent. Further response messages are only generated when the overall Compliance status on a transaction changes to one of the statuses specified in the GENERATE RESPONSE STATUSES system value described in the table below.

GENERATE RESPONSE STATUSES System Value

Category	Key	Description
COMPLIANCE	GENERATE RESPONSE STATUSES	<p>A comma-separated list of values that represent transaction statuses. When the overall transaction status changes to one of the statuses in this list, then an XML message is sent. Possible values:</p> <ul style="list-style-type: none"> • PM – Pass Manual • FM – Fail Manual • PA – Pass • FA – Fail • PW – Pass with Warning

Category	Key	Description
		Default value: PM,FM,PA,FA,PW

The *Release* button in the Compliance Results window allows the user to manually generate an XML response.

GENERATE RESPONSE STATUSES System Value

Category	Key	Description
COMPLIANCE	RELEASE BUTTON	<p>The <i>Release</i> button in the Compliance Results window allows the user to manually generate an XML response. Possible values:</p> <ul style="list-style-type: none"> • Yes – The <i>Release</i> button is enabled. • No – The <i>Release</i> button is not available. <p>Default value: No</p>

Configuring Endpoints for XML Response Messages

The system can be configured to generate an XML message (Compliance Response message) into a Highway endpoint when any of the following actions are taken:

- Running Compliance by clicking Recheck, Recheck All, or the Run – Compliance Workflow task
- Manually overriding a check result
- Attaching a license or permit
- Answering a questionnaire
- Clicking the Release button

This section describes how these return endpoints in Highway are configured.

ProcessComplianceRequest

Asynchronous Requests

The return endpoint is defined on the Return message endpoint field on the Compliance SOA queue that the request from the external system is processed on.

Note This value is stored in the field CKHUSR3 on the table XMCKRH0 when Compliance is run initially on the transaction

Endpoint for Asynchronous ProcessComplianceRequest

HIGHWAY Configuration Console

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id: **COMPLYBB_SYNCH_ORC_A**

Description: **Compliance Black Box (Synchronous Messaging)**

Type: ☐ Input (Reader) ☒ Output (Writer) ☐ Reference (Writer) ☐ System

Storage: ☒ JMS Queue ☐ WebSphere MQ ☐ AS/400 DataQueue ☐ Folder ☐ FTP ☐ E-Mail ☐ SOAP ☐ HTTP

Target name: **queue/OUT5**

Sub target name:

Server: **JBOSST-JMS-JNDI**

Reference endpoint id:

Default message id:

Overwrite message id:

Payload spy plugin:

Number of readers: **0**

Monitor listeners on this endpoint:

Monitor pattern:

Program: **a2a.ComplianceHandler**

Program parameter hint:

Sign:

Signature template:

Key store:

Acknowledge step:

Acknowledge method: ▼

Acknowledge id:

Acknowledge driver:

Acknowledge listener program:

Acknowledge listener target:

Return message endpoint: **COMPLY_XML_OUT**

Property key 1: ▼

Property key value 1:

Property key 2: ▼

Property key value 2:

Property key 3: ▼

Synchronous Requests

The return endpoint is defined in the ComplianceOverrideReturnEndpoint property field on the Compliance SOA queue that the request from the external system is processed on. This value needs to be set to a valid Highway endpoint that defines where the XML will be generated.

Note This value is stored in the field CKHUSR3 on the table XMCKRH0 when Compliance is run initially on the transaction.

Endpoint for Synchronous ProcessComplianceRequest

Configuration Console

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id: **COMPLYBB_SYNCH_ORC**

Description: **Compliance Black Box (Synchronous Messaging)**

Type: ☐ Input (Reader) ☒ Output (Writer) ☐ Reference (Writer) ☐ System

Storage: ☒ JMS Queue ☐ WebSphere MQ ☐ AS/400 DataQueue ☐ Folder ☐ FTP ☐ E-Mail ☐ SOAP ☐ HTTP

Target name: **queue/OUT5**

Sub target name:

Server: **JBoss7-JMS-JNDI**

Reference endpoint id:

Default message id:

Overwrite message id:

Payload spy plugin:

Number of readers: **0**

Monitor listeners on this endpoint:

Monitor pattern:

Program: **a2a.ComplianceHandler**

Program parameter hint:

Sign:

Signature template:

Key store:

Acknowledge step:

Acknowledge method:

Acknowledge id:

Acknowledge driver:

Acknowledge listener program:

Acknowledge listener target:

Return message endpoint: **REPLY**

Property key 1: **ComplianceOverrideReturnEndpoint**

Property key value 1: **COMPLY_XML_OUT**

Property key 2:

Property key value 2:

Property key 3:

CreateShipment, ShipShipment

These requests generate a ProcessComplianceRequest and post it to Highway to run Compliance. The (return) endpoint is defined in the ComplianceOverrideReturnEndpoint property field on the Compliance SOA queue that the ProcessComplianceRequest is processed on. This value needs to be set to a valid Highway endpoint that defines where the XML will be generated.

Note This value is stored in the field CKHUSR3 on the table XMCKRH0 when Compliance is run initially on the transaction.

SOA

Overview

SOA enables you to send messages to the QAD GTTE application from external systems. You can send requests to run Compliance and to receive Compliance results.

This chapter provides details on how other systems connect to QAD GTTE to perform Compliance screening. There are two approaches:

- Run Compliance without a shipping transaction
- Run Compliance with a shipping transaction

Running Compliance Without a Shipping Transaction

This scenario is typically used when users are logging in to an ERP system other than QAD GTTE and require QAD GTTE to run Compliance.

The WebService/XML request message to support this action is ProcessComplianceRequest. The ProcessComplianceRequest message can contain the:

- Transaction details including parties, countries of destination, products, and commodities
- Checks to run
- List of email addresses to receive results
- Type of Response message required:
 - Short
 - Intermediate
 - Complete

The response message is ShowComplianceResult or ShowShortComplianceResult. The results are also stored in the QAD GTTE database, where authorized compliance personnel can access and review the information.

Highway is the QAD GTTE messaging system and receives the request from external systems. There must be at least one endpoint set up in Highway to process the ProcessComplianceRequest message. As shown in the image below, set the Program field to *a2a.ComplianceHandler*

COMPLYBB_SYNCH Endpoint

Endpoint id:	COMPLYBB_SYNCH
Description:	Compliance Black Box (Synchronous Messaging)
Type:	☐ Input (Reader) ☒ Output (Writer) ☐ Reference (Writer) ☐ System
Storage:	☒ JMS Queue ☐ WebSphere MQ ☐ AS/400 DataQueue ☐ Folder ☐ FTP ☐ E-Mail ☐ SOAP ☐ HTTP
Target name:	queue/OUT3
Sub target name:	
Server:	JBOSST-JMS-JNDI
Reference endpoint id:	
Default message id:	
Overwrite message id:	☐
Payload spy plugin:	
Number of readers:	0
Monitor listeners on this endpoint:	☐
Monitor pattern:	
Program:	a2a.ComplianceHandler
Program parameter hint:	
Sign:	☐
Signature template:	

Running Compliance With a Shipping Transaction

This scenario is used for QAD GTTE shipping transactions where Compliance screening is required.

The WebService/XML request messages to support this scenario are CreateShipment and ShipShipment. The CreateShipment and ShipShipment requests create a shipment transaction and run Compliance. The Compliance results are returned as part of the SPSResponse message. QAD GTTE also stores the results in the QAD GTTE database so that authorized Compliance personnel can access and review them.

There are two ways to configure the CreateShipment and ShipShipment messages to run Compliance:

- Run Compliance as a Workflow task
- Specify the Compliance checks in the XML message

You can configure the CreateShipment and ShipShipment messages to run Compliance. When these messages are submitted to Highway, QAD GTTE creates a ProcessComplianceRequest message from the transaction details. The ProcessComplianceRequest message is then submitted to a Highway endpoint configured to run Compliance. The Compliance results are passed back and embedded in the SPSResponse message.

Running Compliance as a Workflow Task

The ProcessComplianceRequest message can be generated from CreateShipment and ShipShipment by running an SOA Compliance Workflow task. There is a specific option, WFCTKR/02, in the system to generate the ProcessComplianceRequest message from the CreateShipment or ShipShipment message.

In the workflows that are assigned to these transactions, add a Workflow task to run Compliance using option WFCTKR/02.

Workflow Task for Option WFCTKR/02

WorkFlow Task - Update

Workflow code: WEB-COMP

Workflow type: S

Task sequence number: 90

Key ID: SOA_COMP

Task option: WFCTKR

Task program type: 02

Task description: Compliance Checking (SOA)

Availability: ☒ Windows
☐ Web
☐ Both

Program Parameters: CHECKS=DPL;EXLI;EBC;SET_TASK=CK_STAT;HIGHWAY_TARGET=SYNCH_IN;HIGHWAY_MESSAGE

Task type: ☐ Standard Task
☐ Secure Task - Before
☐ Secure Task - After
☐ Secure Task - Before & After
☒ Check
☐ Sub-Flow
☐ Compliance Status Task

Categories:

☒ Repeatable task
☐ Warn of repeat

Required status:

Required status condition: ☒ =
☐ >

Save | Close

Key Id. A unique code for the task; for example SOA_COMP. This field is mandatory.

Task Option. This field is mandatory; set this field to WFCTRK.

Task Program Type. This field is mandatory; set the field to 02.

Task Description. Enter a description for this task; for example, Run SOA Compliance. This field is mandatory. This task is not visible on the Workflow task list.

Availability. This field is mandatory; set this field to Windows.

Program Parameters. Specify the list of checks that you want to run, the Highway-related parameters, and the result type.

Each program parameter is separated by a comma. The parameters are:

- CHECKS: a semi-colon separated list of checks to run.

Example CHECKS=DPL;DATA-INTEG;EBC;ECLI;EXLI;KEY;CMKQ1

This parameter is mandatory.

- HIGHWAY_TARGET=<Highway Endpoint> This endpoint is the Highway endpoint that the ProcessCompliance request is posted to.

Example HIGHWAY_TARGET=SYNCH_IN

This parameter is mandatory

- HIGHWAY_MESSAGE_ID=<Highway MessageId>

The Highway message ID associated with the message.

Example HIGHWAY_MESSAGE_ID=COMPLY_SYNCH

This parameter is mandatory.

- RESULT-TYPE =<Result Type>

There are three possible values:

- Short – Overall Compliance Result on the transaction.
- Intermediate – Result of each individual check.
- Complete – The intermediate check information plus a more detailed breakdown on the DPL check, including more information on percentages.

Example RESULT-TYPE = Short

This parameter is mandatory.

- SET_TASK = Task Key ID identifies the task to set to indicate whether Compliance passed or failed. This parameter is optional.

Example CHECKS=DPL;DATA-INTEG;EBC;ECLI;EXLI;KEY;CMKQ1,RESULT-TYPE=Complete,SET_TASK=CK_STAT,HIGHWAY_TARGET=SYNCH_IN,HIGHWAY_MESSAGE_ID=COMPLY_SYNCH,RESULT-TYPE= INTERMEDIATE.

Task Type. Set this field to Check. This field is mandatory.

VRC Code. Set this field to *STANDARD. This field is mandatory.

The external application generating the CreateShipment or ShipShipment request must include the following action segments for the Compliance Workflow task and the Compliance results.

Actions for CreateShipment and ShipShipment

```

</Shipment>
- <Actions>
  - <Action>
    <Sequence>10</Sequence>
    <Type>WORKFLOW-TASK</Type>
    - <Parameters>
      - <Parameter>
        <Name>TASK-ID</Name>
        <Value>SOA_COMP</Value>
      </Parameter>
    </Parameters>
  </Action>
  - <Action>
    <Sequence>20</Sequence>
    <Type>COMPLIANCE-RESULTS</Type>
    - <Parameters>
      - <Parameter>
        <Name>RESULT-FORMAT</Name>
        <Value>SHORT</Value>
      </Parameter>
    </Parameters>
  </Action>
</Actions>
</DataArea>
</CreateShipment>

```

Include an action segment to run Compliance.

Type. WORKFLOW-TASK

Name. TASK-ID

Value. KEY-ID associated with the Workflow task; for example SOA_COMP.

Include an action segment to return the Compliance results.

Type. COMPLIANCE_RESULTS

Name. RESULT-FORMAT

Value. The type of response required, which must match the RESULT-FORMAT configured on the Workflow task. There are three possible values for the response:

- SHORT
- INTERMEDIATE
- COMPLETE

For more information on configuring Compliance Workflow tasks, see [Workflow Portal Compliance Configuration on page 1114](#).

Running Compliance using Parameter Values

The ProcessComplianceRequest message can be generated from CreateShipment and ShipShipment by specifying the checks that are required to run within the action segment of the XML message.

Compliance Check in an XML Message

```

</Shipment>
- <Actions>
  - <Action>
    <Sequence>10</Sequence>
    <Type>COMPLIANCE-CHECK</Type>
    - <Parameters>
      - <Parameter>
        <Name>CHECKS</Name>
        <Value>DPL;EBC</Value>
      </Parameter>
      - <Parameter>
        <Name>HIGHWAY_TARGET</Name>
        <Value>SYNCH_IN</Value>
      </Parameter>
      - <Parameter>
        <Name>HIGHWAY_MESSAGE_ID</Name>
        <Value>COMPLY_SYNCH</Value>
      </Parameter>
      - <Parameter>
        <Name>RESULT-TYPE</Name>
        <Value>Complete</Value>
      </Parameter>
    </Parameters>
  </Action>
  - <Action>
    <Sequence>20</Sequence>
    <Type>COMPLIANCE-RESULTS</Type>
    - <Parameters>
      - <Parameter>
        <Name>RESULT-FORMAT</Name>
        <Value>Complete</Value>
      </Parameter>
    </Parameters>
  </Action>
</Actions>
</DataArea>
</CreateShipment>

```

Include an action segment to run Compliance.

Type. COMPLIANCE-CHECK

Name. CHECKS

Value. A semi-colon separated list of Compliance checks that you require to run; for example, DPL;EBC;KEY;DATA-INTEG

Name. HIGHWAY_TARGET

Value. The Highway endpoint that the ProcessCompliance request is posted to.

Example SYNCH_IN

Name. HIGHWAY_MESSAGE_ID

Value. The Highway message ID associated with the message.

Example COMPLY_SYNC

Name. RESULT_TYPE

Value. There are three possible values:

- Short
- Intermediate
- Complete

Example RESULT-TYPE = Short

Include an action segment to return the Compliance results.

Type. COMPLIANCE_RESULTS

Name. RESULT-FORMAT

Value. The type of response required. This parameter must match the RESULT-TYPE parameter specified in the COMPLIANCE_CHECK segment. There are three possible values:

- SHORT
- INTERMEDIATE
- COMPLETE

Note If you run a Blackbox Transportation Execution request with the COMPLIANCE-CHECK, COMPLIANCE-STATUS, or COMPLIANCE-RESULTS action, use the BLACK BOX: CHECK COMPL PARAM system value to retrieve parameters that are normally found in the Compliance - Run Compliance workflow task.

For example:

SHTYPE=EX,CHECKS=DPL;EBC;ECLI;DATA-INTEG,HIGHWAY_TARGET=SYNCH_IN_HTTP_PSLCHI02,HIGHWAY_MESSAGE_ID=COMPLY_SY

Data Scrub

Overview

The Denied Party List (DPL) data scrub allows a one-off screening of an address book. This enables you to see whether any of your partners have failed the DPL Compliance check. For details of how the data scrub works, see [Batch DPL Data Scrub on page 968](#).

To screen your address book, generate an Excel file with details of all your partners in the QAD GTTE-defined format. Submit the file in CSV format to the data scrub tool. The data scrub generates a second Excel file with the results of the check.

The input Excel file contains information such as partner name and address. The output file contains the check result—pass, fail, or warning—and a hyperlink to view the results in the Web UI.

Configuration

QAD GTTE provides regular DPL content lists to customers who subscribe to DPL content. Updated lists are issued when the content changes. You can receive these lists by email or by automatic content update (ACU).

Input File

The partner data to be screened needs to be submitted to the engine through a CSV file. The file contains the partner details and other parameter-related information.

QAD GTTE does not provide a tool to extract the partner database so you must produce the input file yourself. The table below displays the general system configuration to set up within the input file

Input File Parameter Data

Field	Description
BatchReference	A unique reference to identify this particular batch run. It uniquely identifies the complete input file.
Reply To	The email address where the results email is sent after the scrub has run
Client	The QAD GTTE client in which to run the data scrub and to store the data scrub results; specify a valid client to which you have access. If you do not specify a client in this file, then the data scrub runs in a client determined by your administrator's configuration.
Keep History in TRAXi3	To review the results of the scrub after the check has run, you need to retain the Compliance run details within the database. To store the history, set this value to YES. However, a large Compliance history takes up database space.
Warning % name	Specify the percentage threshold above which you want the name check to pass with warning. However, if the DPL percentage returned is above the Fail % name, the

Field	Description
	check still fails. This setting overrides the COMPLIANCE category system value DPL_RUN_NAME_ISMATCH_WARN.
Warning % address	Specify the percentage threshold above which you want the address check to pass with warning. When the DPL percentage returned is above the Fail % address, the check still fails. This setting overrides the COMPLIANCE category system value DPL_RUN_ISMATCH_WARN
Fail % name	Specify the percentage threshold above which you want the name check to fail. This setting overrides the COMPLIANCE category system value DPL_RUN_NAME_ISMATCH.
Fail % address	Specify the percentage threshold above which you want the address check to fail. This setting overrides the COMPLIANCE category system value DPL_RUN_ISMATCH.
Result Type	Set this value to Complete or Brief. The complete result contains more detailed information.
Run EBC Check	Use this parameter to specify whether to run the embargoed countries check on the file contents. Possible values: YES or NO. Default value: NO

The table below contains the partner information that you can supply within the input file. [Data Scrub Highway Setup on page 1166](#) contains a sample layout of this file.

Input File

Field	Description
Reference	A unique reference, which is stamped on the results of the DPL run. This reference can be used to link the result back to the partner the check was run on.
Name	The full name of the partner.
Street	The street the partner resides on. You can set up multiple address lines in this field. Each separate address line must be separated with a linefeed character in the input file.
City	The city code where the partner resides.

Field	Description
State/Province	The state code where the partner resides.
Zip/Postal Code	The zip code associated with the partner address.
Country	The country ISO code where the partner resides.
Additional Reference 1	Use this field to enter an additional piece of information.
Additional Reference 2	Use this field to enter an additional piece of information.
Additional Reference 3	Use this field to enter an additional piece of information.

Note None of the fields in the table above are mandatory. However, it is important to specify either an address or a name. Specify as much information related to the partner as possible.

Technical Details

1. The input file is placed on a Highway input endpoint.
2. A rule moves the file to the processing endpoint.
3. A listener picks up the input file and calls the appropriate ComplianceCsvHandler class.
4. The handler class reads the input file and runs the DPL check on each entry, creating a history run number for each entry.
5. When all entries have been processed, a result file is sent to the specified e-mail address.

Data Scrub Results

When the data scrub has finished running, a CSV file is generated containing the results of the check. You can generate a file with complete or brief results. An email containing the results file as an attachment is sent to the email address indicated by the Reply To parameter.

The output file contains the following parameters from the input file.

BatchReference

Reply To

Keep History in TRAXi3

Warning % name

Warning % address

Fail % name

Fail % address

Result Type

Client

Brief

The Brief response contains basic DPL Compliance check results. It includes the information displayed in the table below for each partner specified in the input file. The Data Scrub Highway Setup section contains a sample layout of the response file.

Brief Response

Field	Description
Reference	A unique reference from the input file.
Name	The full name of the partner.
Street	The street where the partner resides.
City	The city code where the partner resides.
State/Province	The state code where the partner resides.
Zip/Postal Code	The zip code associated with the partner's address.
Country	The ISO code of the country where the partner resides.
Compliance Status	The result of the check, which is PASS, WARNING, or FAIL.
Results URL	The URL, which you use to view partner Compliance results in more detail.

Complete

The Complete response contains more detailed DPL Compliance check results. It includes the information displayed in the table below for each partner specified in the input file. The Data Scrub Highway Setup section contains a sample layout of the response file.

Complete Response

Field	Description
Reference	A unique reference from the input file.
Name	The full name of the partner.
Street	The street where the partner resides.
City	The city code where the partner resides.
State/Province	The state code where the partner resides.
Zip/Postal Code	The zip code associated with the partner's address.

Field	Description
Country	The ISO code of the country where the partner resides.
Compliance Status	The result of the check, which is PASS, WARNING, or FAIL.
Results URL	The URL, which you use to view partner Compliance results in more detail.
Match Category	Indicates whether the match was found against the name or address.
%Match	The percentage match returned from the DPL check.
Source List	The DPL list, such as BIS.OFAC, from which the match was found.
Name as it appears on the DPL	The name from the DPL list that resulted in a match.
Address as it appears on the DPL	The address from the DPL list that resulted in a match.

Note As it may be possible to find matches in more than one list for a particular partner, there may be multiple entries for each partner in the Excel file.

Helpful Tips

When starting the configuration process, consider the following:

- It is recommended that files with a large number of partners to screen be split into smaller batches.
- It is recommended that you do an initial test with a small number of partners. This enables you to configure Compliance parameters to reduce the number of false positives. For example, you may need to switch off the name subset check.
- There is no facility to provide for delta content updates. Each time the DPL engine runs, it scans the full DPL database for matches.

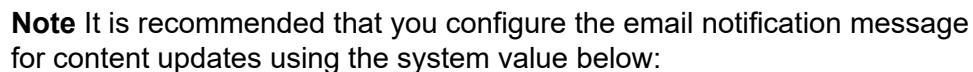
Web UI Configuration

Using the audit trail functionality, a user can search for a data scrub based on a reference number or on a date range, as displayed in the image below. This page enables the user to view the input CSV file, the output CSV file, or to view the status of the data scrub.

You can configure your system to enable Highway to load compliance updates automatically. This process is known as ACU. To perform this operation:

- The file containing the compliance update is then uploaded into QAD GTTE. An overview of the full process is displayed in the diagram below.

ACU Automatic Content Update



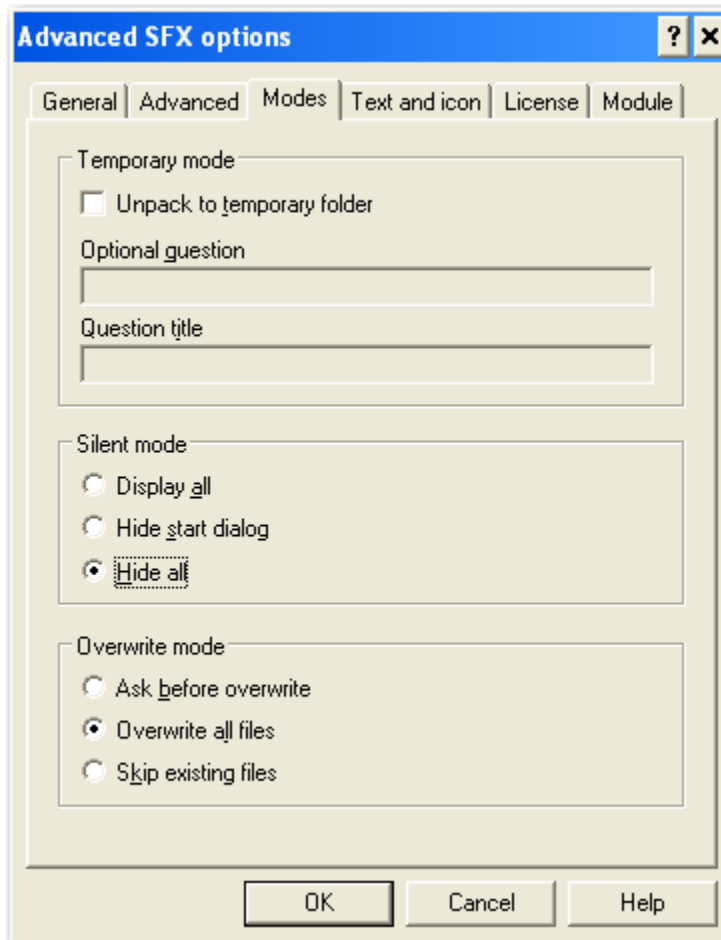
Category	Key	Value
ONLINE	NOTIFY ON COMP UPDATE	You can notify an external system of a compliance update (start and end message). The value can be Yes or No.

PSL FTP Server

QAD GTTE provides compliance update data to a customer-specific directory on an FTP server at ftp.precisionsoftware.com/download/customer_name.

- XML files out of QAD GTTE must be created with NO-ASK options. Other available options can be configured according to requirements such as CREATE only, DELETE only, or CREATE-UPDATE.
- The self-extracting Winrar file must be set up as displayed in the image below:
 - In the *Silent mode* section, select *Hide all*.
 - In the *Overwrite mode* section, select *Overwrite all files*.

Advanced SFX Options



Prerequisites

Before starting configuration, verify that you have an account to access the FTP server to retrieve content updates. The information you need includes:

- FTP server name
- Port
- User name
- Password

Note When you connect to the server, you may need to add ftp.precisionsoftware.com to your list of trusted sites. You may also need to resolve other security settings.

When you verify that you can download content files, create a folder to store current and archived messages.

Constants

The following values are hard-coded into the progress upload routine:

- The file extension is xml. This setting is controlled by the message types. For more information, see [Highway Configuration on page 1166](#).
- The required folders:
 - <Message-Home>\In
 - <Message-Home>\Process

The upload routine starts in <Message-Home>\In and works out where the Process folder is. If you change either name, the program will not run.

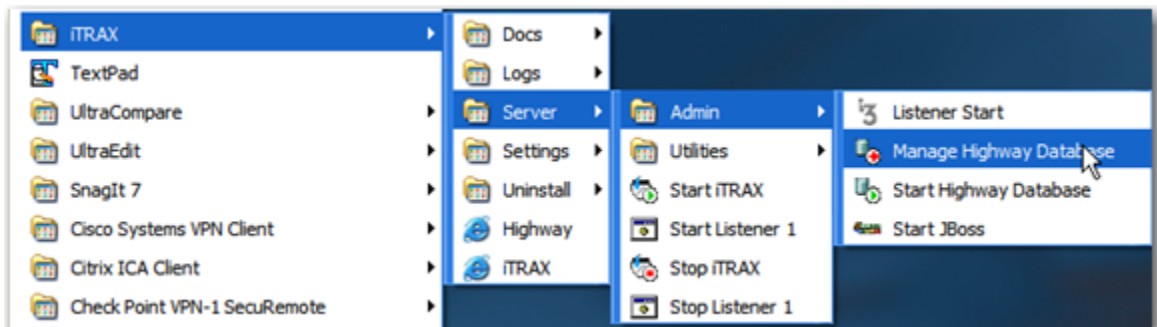
Highway Configuration

The initial configuration is already loaded into the system. To configure the system for ACU, open the Highway Console.

Loading the Initial Configuration

When the initial configuration is not in the system, you may need to load it by running the following ASQL statements in the Highway database:

Highway Manager Tools



```
INSERT INTO SERVER VALUES('ACU_FTP_READ','Retrieve compliance updates
```

```

from FTP

server','<ftp_server>',21,'<ftp_user>', '<ftp_password>', 'monitor.disable

','no','file.size.changed.pause','500','polling.pause','1000','transfer.

type','binary','connect.mode','pasv','file.delete','yes',' ',' ',' '

',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ',' ')

INSERT INTO MESSAGE VALUES('ACU_CACHE_REFRESH','CACHE
REFRESH

NOTIFY','XML',' ')

INSERT INTO MESSAGE VALUES('ACU_FTP_FILE','Compliance
File','TEXT',' ')

INSERT INTO "MESSEAGERULE"
VALUES('ACU_CACHE_REFRESH',10,'Notify external

system of cache refresh','ACU_NOTIFY',' ',' ',0)

INSERT INTO "MESSEAGERULE" VALUES('ACU_FTP_FILE',10,'Route
File','ACU_DATAUPDATE',' ',' ',0)

INSERT INTO ENDPOINT VALUES('ACU_FTP_IN','Check for complince
updates','I','FTP','<ftp_content_dir>','ACU_FTP_READ','

','ACU_FTP_FILE',' ','0,0',' ',' ','0,'preserve.filename','yes',' '

',' ','0',' ',' ',' ','0',' ',' ')

INSERT INTO ENDPOINT VALUES('ACU_PROCESS_FOLDER','Process
Folder','R','DIR','<local_content_dir>','ACU_FTP_READ',' ',' ','0,0,'

',' ','0',' ',' ',' ','0',' ',' ','0',' ',' ')

INSERT INTO ENDPOINT VALUES('ACU_DATAUPDATE','Call update
program','O','JMS','OUT2','JBOSSMQ','ACU_PROCESS_FOLDER',' '

','0,1','LISTENERS','xtinstlt.r','ID:M:UID',0,' ',' ',' ','0',' '

',' ','0',' ',' ')

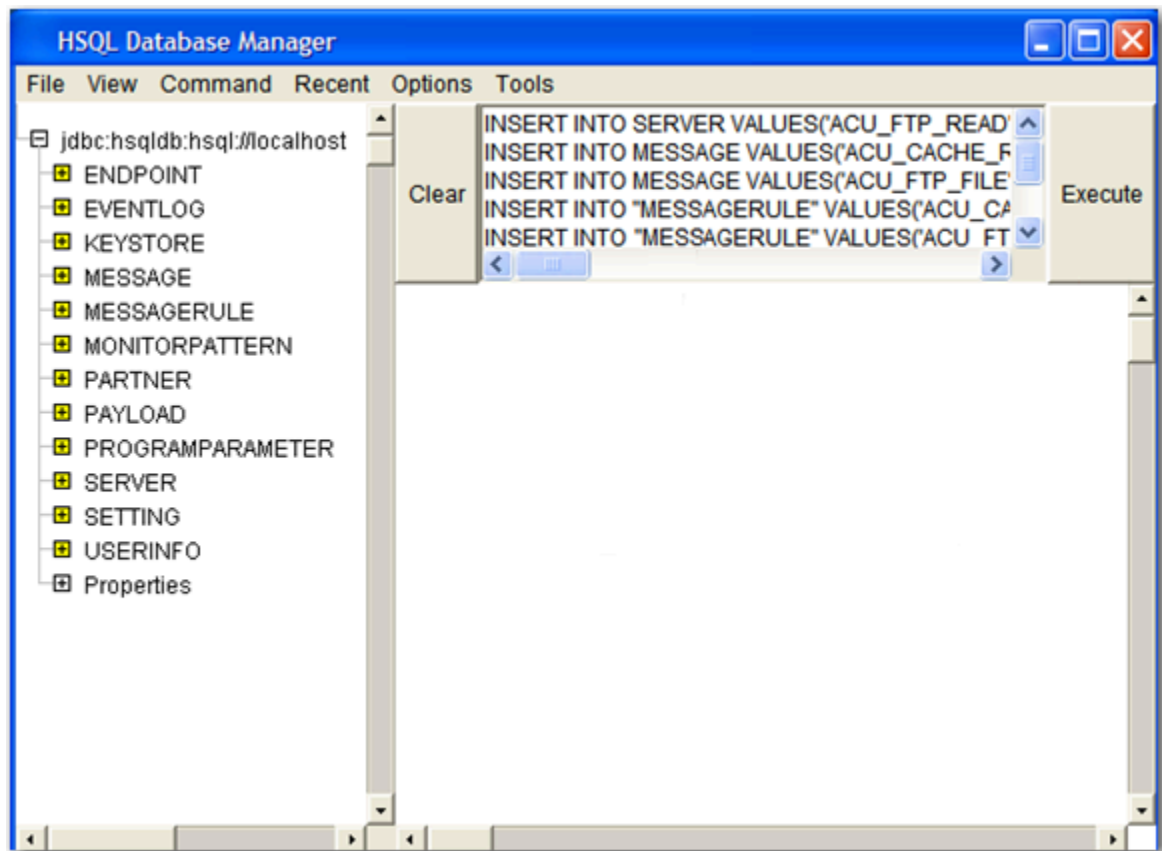
```

```

INSERT INTO ENDPOINT VALUES('ACU_NOTIFY','Auto content upload
notification messages','O','DIR','<update_notify_folder>','FILE','',
'',0,0,'','','N/A',0,'','','',0,'','','',0,'',
')

```

Input Statements from Installation Instructions



ACU_FTP_READ – FTP Server Configuration

In the Highway Console, choose System Definition | Servers and open the ACU_FTP_READ server. Complete the fields to reflect customer access to the QAD GTTE FTP server, making sure to supply the correct server name, user name, password, and port number, as displayed in the image below.

Note During testing, set the value file.delete to no. After successful tests, change it to yes.

ACU FTP Server Configuration

The screenshot shows the Precision Highway Configuration Console. The top navigation bar includes links for Home, Monitor, Message Centre, System Definition, Data, Documentation, and Links. Below this, the 'Configuration Console' section has tabs for Servers, Endpoints, Monitor Patterns, Users, Partners, Payload Types, Message Ids, Program Params, and Key Stores. The 'Endpoints' tab is selected, and the 'ACU_FTP_READ' endpoint is configured.

Server id: ACU_FTP_READ

Description: Retrieve compliance updates from FTP server

Hostname: ftp.precisionsoftware.com

Port: 21

Username: pelftp

Password: *****

Property key 1: monitor.disable

Property key value 1: no

Property key 2: file.size.changed.pause

Property key value 2: 500

Property key 3: polling.pause

Property key value 3: 1000

Property key 4: transfer.type

Property key value 4: binary

Property key 5: connect.mode

Property key value 5: pasv

Property key 6: file.delete

Property key value 6: no

Property key 7:

Property key value 7:

Property key 8:

Property key value 8:

Property key 9:

Property key value 9:

At the bottom, there are three buttons: Update (with a green checkmark icon), Delete (with a scissors icon), and Cancel (with a red X icon).

ACU_FTP_IN

In the Highway Console, choose System Definition | Endpoints and open the ACU_FTP_IN endpoint. This endpoint enables you to specify where QAD GTTE uploads compliance content for customers. Complete the fields, making sure that the Target name field contains a valid upload location.

ACU FTP In Endpoint Configuration

The screenshot shows the 'Configuration Console' for 'PRECISION HIGHWAY'. The 'Endpoints' tab is selected. The configuration for the 'ACU_FTP_IN' endpoint is displayed. The 'Description' is 'Check for Compliance Updates'. The 'Type' is 'Input (Reader)'. The 'Storage' is 'FTP'. The 'Target name' is '/download/customer'. The 'Sub target name' is empty. The 'Server' is 'ACU_FTP_READ'. The 'Reference endpoint id' is empty. The 'Default message id' is 'ACU_FTP_FILE'. The 'Overwrite message id' is unchecked. The 'Payload spy plugin' is empty. The 'Number of readers' is 0. The 'Monitor listeners on this endpoint' is unchecked. The 'Monitor pattern' is empty. At the bottom, there are three buttons: 'Update' (green checkmark), 'Delete' (blue scissors), and 'Cancel' (red X).

PRECISION
HIGHWAY
A DIVISION OF QAD

Configuration Console

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id: ACU_FTP_IN

Description: Check for Compliance Updates

Type: ☒ Input (Reader)
☐ Output (Writer)
☐ Reference (Writer)
☐ System

Storage: ☐ JMS Queue
☐ WebSphere MQ
☐ AS/400 DataQueue
☐ Folder
☒ FTP
☐ E-Mail
☐ SOAP
☐ HTTP

Target name: /download/customer

Sub target name:

Server: ACU_FTP_READ

Reference endpoint id:

Default message id: ACU_FTP_FILE

Overwrite message id: ☐

Payload spy plugin:

Number of readers: 0

Monitor listeners on this endpoint: ☐

Monitor pattern:

Update Delete Cancel

ACU_PROCESS_FOLDER

Next, open the ACU_PROCESS_FOLDER endpoint. This endpoint specifies the location of updates on the server. Complete the fields, making sure that the Target name field contains a valid folder. Make sure the end of this entry specifies the In folder.

ACU Process Folder

PRECISION HIGHWAY Configuration Console

Home Monitor Message Centre System Definition Data Documentation Links

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id:

Description:

Type: ☐ Input (Reader)
☐ Output (Writer)
☒ Reference (Writer)
☐ System

Storage: ☐ JMS Queue
☐ WebSphere MQ
☐ AS/400 DataQueue
☒ Folder
☐ FTP
☐ E-Mail
☐ SOAP
☐ HTTP

Target name:

Sub target name:

Server:

Reference endpoint id:

Default message id:

Overwrite message id: ☐

Payload spy plugin:

Number of readers:

Monitor listeners on this endpoint: ☐

Monitor pattern:

Update Delete Cancel

ACU_DATAUPDATE

Next, open the ACU_DATAUPDATE endpoint. This endpoint specifies how the message gets moved to a place where it can be picked up by the system. Complete the fields, making sure that the Target name field is set as default to OUT2 queue. Verify that there is no conflict with any other JMS out endpoint that uses the same queue.

ACU Data Update Endpoint Configuration

PRECISION HIGHWAY A DIVISION OF QAD

Configuration Console

Home Monitor Message Centre System Definition Data Documentation Links

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id: ACU_DATAUPDATE

Description: Call update program

Type: ☐ Input (Reader) ☒ Output (Writer) ☐ Reference (Writer) ☐ System

Storage: ☒ JMS Queue ☐ WebSphere MQ ☐ AS/400 DataQueue ☐ Folder ☐ FTP ☐ E-Mail ☐ SOAP ☐ HTTP

Target name: OUT2

Sub target name:

Server: JBOSSMQ

Reference endpoint id: ACU_PROCESS_FOLDER

Default message id:

Overwrite message id: ☐

Payload spy plugin:

Number of readers: 0

Monitor listeners on this endpoint: ☐

Monitor pattern: LISTENERS

Create Cancel

ACU_NOTIFY

Next, open the ACU_NOTIFY endpoint. This endpoint specifies the notification folder where the message is placed to be picked up. Complete the fields, making sure that the Target name field contains a valid folder.

ACU Notification Folder

The screenshot shows the Precision Highway Configuration Console. The top navigation bar includes links for Home, Monitor, Message Centre, System Definition, Data, Documentation, and Links. Below this is a secondary navigation bar with tabs for Servers, Endpoints, Monitor Patterns, Users, Partners, Payload Types, Message Ids, Program Params, and Key Stores. The 'Endpoints' tab is selected, displaying the configuration for an endpoint named 'ACU_NOTIFICATION'. The description is 'Auto content upload notification manager'. The 'Type' is set to 'Output (Writer)'. The 'Storage' is set to 'Folder'. The 'Target name' is 'C:\precision\messages\ComplianceContentUpdate\notification'. The 'Server' is set to 'FILE'. The 'Reference endpoint id', 'Default message id', and 'Overwrite message id' fields are empty. The 'Payload spy plugin' field is empty. The 'Number of readers' is set to 0. The 'Monitor listeners on this endpoint' checkbox is unchecked. The 'Monitor pattern' field is empty. At the bottom, there are three buttons: 'Update' (green checkmark), 'Delete' (blue scissors), and 'Cancel' (red X).

PRECISION
HIGHWAY
A DIVISION OF GARD

Configuration Console

Servers Endpoints Monitor Patterns Users Partners Payload Types Message Ids Program Params Key Stores

Endpoint id: ACU_NOTIFICATION

Description: Auto content upload notification manager

Type: ☐ Input (Reader) ☒ Output (Writer) ☐ Reference (Writer) ☐ System

Storage: ☐ JMS Queue ☐ WebSphere MQ ☐ AS/400 DataQueue ☒ Folder ☐ FTP ☐ E-Mail ☐ SOAP ☐ HTTP

Target name: C:\precision\messages\ComplianceContentUpdate\notification

Sub target name:

Server: FILE

Reference endpoint id:

Default message id:

Overwrite message id: ☐

Payload spy plugin:

Number of readers: 0

Monitor listeners on this endpoint: ☐

Monitor pattern:

Update Delete Cancel

Highway Listener Configuration

Before configuring the Highway listener, ensure that xtinstlt.p is installed. This is a wrapper program for the menu option INST.

It is important to schedule compliance updates for a time when nobody is running compliance in the system. Therefore, schedule the listener to start and stop at a time when it does not affect operations.

Testing

Use the PSL99999.txt package for testing. This package creates a non-intrusive Z9 new transaction type.

Important System Values

Compliance Notification System Values

Category	Key	Possible Values
ONLINE	NOTIFY ON ERROR	When the system cannot run the package successfully, this value sends an e-mail notification. The value is a comma-separated or semi-colon separated list of e-mail addresses, depending on the format used by the mail server. It is recommended to send the emails to an e-mail group that can be managed outside QAD GTTE.
ONLINE	L3-CLIENTS	This value specifies a comma-separated list of clients that are updated by ACU. The list is validated against the list in option CL.
ONLINE	NOTIFY ON COMP UPDATE	You can notify an external system of a compliance update (start and end message). The value can be Yes or No.
HIGHWAY	SYNCH_IN	<p>When NOTIFY ON COMP UPDATE is set to Yes, the message is sent initially to Highway. The value is:</p> <p>SEND_METHOD=HTTP, URL= http://localhost:8080/ highway/http/SubmitMessage, ENDPOINT=SYNCH_IN,DEBUG=NO</p> <p>Modify the URL to reflect the machine name. From Highway, the message can be routed to another system. The default configuration writes messages to the target folder defined for the ACU_NOTIFY endpoint. In a Black Box environment, this message can be used to signal another system when the update begins. No checks are performed and when the update is finished, it is safe to send the message again.</p>

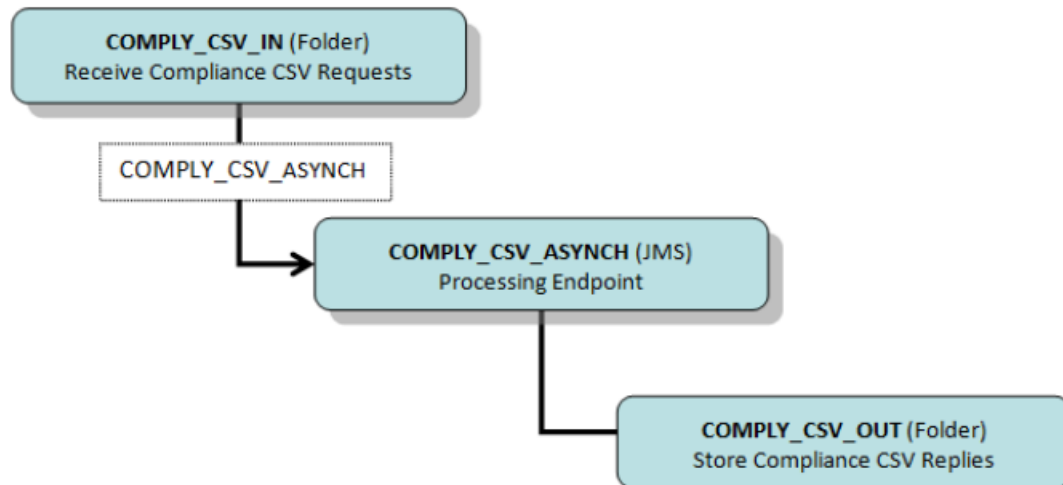
Appendix A: Data Scrub Highway Setup

Highway is used to take the input CSV file for a data scrub and route it to an endpoint. The Java listener picks up the message and calls the appropriate handler to parse the partner data and run the DPL engine on each partner.

Asynchronous Model

The asynchronous model allows you to place a number of request files into an input folder for background processing. This section contains the setup necessary for the asynchronous model.

Asynchronous Model



Payload Type

In Highway, select *System Definition | Payload Types* and add a new entry.

Payload Fields

Field	Value
Payload ID	CSV
Description	CSV text message
Format	TEXT
Extension	cvs

Payload Entry

[Servers](#)
[Endpoints](#)
[Monitor Patterns](#)
[Users](#)
[Partners](#)
[Payload Types](#)
[Message Ids](#)
[Program Params](#)
[Key Stores](#)

Payload id:

Description:

Format:

Extension:

Message IDs

In Highway, select System Definition | Message IDs and add two new entries.

Payload Fields

Field	Value
Message Id	COMPLY_CSV_ASYNC
Description	Compliance CSV request (Asynchronous)
Payload	CSV

Message ID Compliance Request Entry

Servers	Endpoints	Monitor Patterns	Users	Partners	Payload Types	Message Ids	Program Params	Key Stores
-------------------------	---------------------------	----------------------------------	-----------------------	--------------------------	-------------------------------	-----------------------------	--------------------------------	----------------------------

Message id:
 Description:
 Payload: ...
 Partner: ...

 [Create](#)
 [Cancel](#)

Message ID Compliance Reply Fields

Field	Value
Message Id	COMPLY_CSV_ASYNC_REPLY
Description	Compliance CSV Result (Asynchronous)
Payload	CSV

Message ID Compliance Reply Entry

Servers	Endpoints	Monitor Patterns	Users	Partners	Payload Types	Message Ids	Program Params	Key Stores
-------------------------	---------------------------	----------------------------------	-----------------------	--------------------------	-------------------------------	-----------------------------	--------------------------------	----------------------------

Message id:
 Description:
 Payload: ...
 Partner: ...

 [Create](#)
 [Cancel](#)

Endpoint

In Highway, select System Definition | Endpoints and add three new entries.

Endpoint Fields

Field	Value
Endpoint ID	COMPLY_CSV_IN
Description	Receive Compliance CSV Requests (input folder)
Type	Input (Reader)
Storage	Folder
Target name	C:\PRECISION\WebUI\highway\messages \COMPLY_CSV_IN
Server	FILE
Default Message Id	COMPLY_CSV_ASYNCCH
Number of readers	1

Endpoint Fields

Field	Value
Endpoint ID	COMPLY_CSV_OUT
Description	Store Compliance CSV Replies (input folder)
Type	Output (Writer)
Storage	Folder
Target name	C:\PRECISION\WebUI\highway\messages \COMPLY_CSV_OUT
Server	FILE

Endpoint Fields

Field	Value
Endpoint ID	COMPLY_CSV_ASYNCCH
Description	Process Compliance CSV messages (Asynchronous)
Type	Output (Writer)
Storage	JMS Queue
Target name	OUT3
Server	JBOSMQ
Program	a2a.ComplianceCsvHandler

Field	Value
Return message endpoint	COMPLY_CSV_OUT

In Highway, select Message Center | Rules and add a new entry.

Rule Entry Fields

Field	Value
Message ID	COMPLY_CSV_ASYNC
Sequence	10
Description	Move Compliance CSV requests for processing
Write Endpoint	COMPLY_CSV_ASYNC

Rule Entry

The screenshot shows the 'Message Ids' tab selected in the Highway interface. The form contains the following fields:

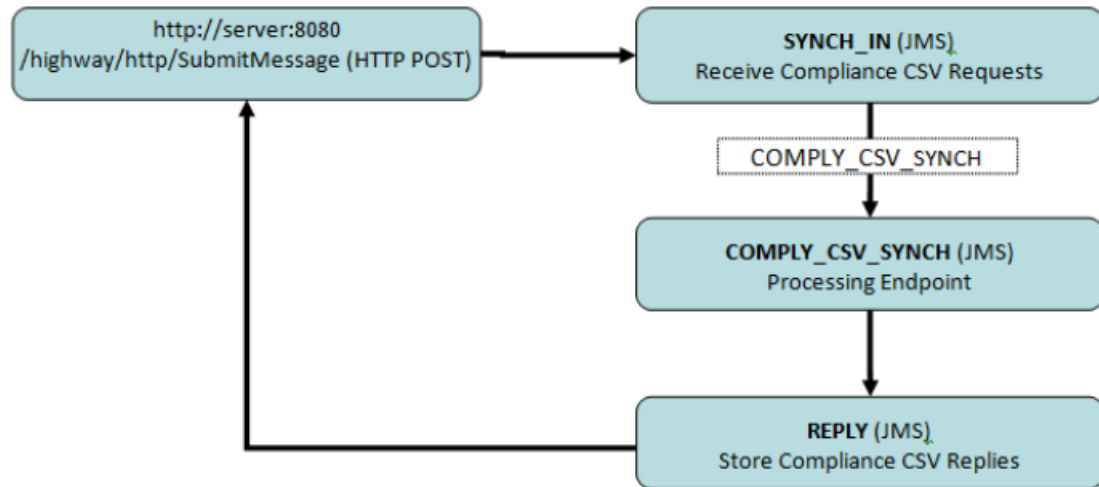
- Message id:** COMPLY_CSV_ASYNC_REPLY
- Description:** Compliance CSV Result (Asynchronous)
- Payload:** CSV
- Partner:** (empty field)

At the bottom, there are three action buttons: [Update](#), [Delete](#), and [Cancel](#).

Synchronous Model

The synchronous model enables remote HTTP posting of a request file for immediate processing. This section describes the setup in Highway for the synchronous model.

Synchronous Model



Payload Type

In Highway, select System Definition | Payload Types and add a new entry.

Payload Fields

Field	Value
Payload ID	CSV
Description	CSV text message
Format	TEXT
Extension	csv

Payload Entry

Servers	Endpoints	Monitor Patterns	Users	Partners	Payload Types	Message Ids	Program Params	Key Stores
-------------------------	---------------------------	----------------------------------	-----------------------	--------------------------	-------------------------------	-----------------------------	--------------------------------	----------------------------

Payload id:

Description:

Format:

Extension:

Message ID

In Highway, select System Definition | Message IDs and add a new entry.

Message ID Fields

Field	Value
Message Id	COMPLY_CSV_ASYNCH

Field	Value
Description	Compliance CSV request (Synchronous)
Payload	CSV

Message ID Entry

Servers	Endpoints	Monitor Patterns	Users	Partners	Payload Types	Message Ids	Program Params	Key Stores
-------------------------	---------------------------	----------------------------------	-----------------------	--------------------------	-------------------------------	-----------------------------	--------------------------------	----------------------------

Message id:
 Description:
 Payload: ...
 Partner: ...

 [Create](#)
 [Cancel](#)

Endpoint

In Highway, select System Definition | Endpoints and add a new entry.

Endpoint Fields

Field	Value
Endpoint ID	COMPLY_CSV_SYNCH
Description	Process Compliance CSV messages (Synchronous)
Type	Output (Writer)
Storage	JMS Queue
Target name	OUT3
Server	JBOSSMQ
Program	a2a.ComplianceCsvHandler
Return message endpoint	REPLY

Message ID Entry

Servers	Endpoints	Monitor Patterns	Users	Partners	Payload Types	Message Ids	Program Params	Key Stores
-------------------------	---------------------------	----------------------------------	-----------------------	--------------------------	-------------------------------	-----------------------------	--------------------------------	----------------------------

Endpoint id:

Description:

Type:
☐ Input (Reader)

☒ Output (Writer)

☐ Reference (Writer)

☐ System

Storage:
☒ JMS Queue

☐ WebSphere MQ

☐ AS/400 DataQueue

☐ Folder

☐ FTP

☐ E-Mail

☐ SOAP

☐ HTTP

Target name:

Sub target name:

Server: ...

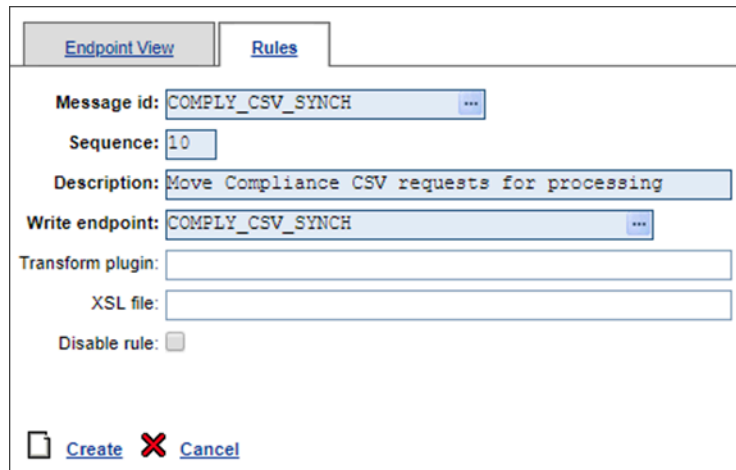
Rule

In Highway, select Message Center | Rules and add a new entry.

Rule Entry Fields

Field	Value
Message ID	COMPLY_CSV_SYNC
Sequence	10
Description	Move Compliance CSV requests for processing
Write Endpoint	COMPLY_CSV_SYNC

Rule Entry



The Rule Entry dialog box has two tabs: 'Endpoint View' and 'Rules'. The 'Rules' tab is active. It contains the following fields:

- Message id:** A text box containing 'COMPLY_CSV_SYNC' with a dropdown arrow on the right.
- Sequence:** A text box containing '10'.
- Description:** A text box containing 'Move Compliance CSV requests for processing'.
- Write endpoint:** A text box containing 'COMPLY_CSV_SYNC' with a dropdown arrow on the right.
- Transform plugin:** An empty text box.
- XSL file:** An empty text box.
- Disable rule:** A checkbox that is currently unchecked.

At the bottom left, there are two buttons: 'Create' (with a document icon) and 'Cancel' (with a red X icon).

Email Configuration

This section contains e-mail setup for synchronous and asynchronous models.

MAIL Server

In Highway, select System Definition | Servers. Find the MAIL server and update it.

Rule Entry Fields

Field	Value
Server ID	MAIL
Description	SMTP Server
Hostname	Server name or IP (customer)
Port	25 (default)

Mail Server



The Mail Server configuration dialog box has a tabbed interface with tabs: 'Servers', 'Endpoints', 'Monitor Patterns', 'Users', 'Partners', 'Payload Types', 'Message Ids', and 'Program Params'. The 'Servers' tab is active. It contains the following fields:

- Server id:** A text box containing 'MAIL'.
- Description:** A text box containing 'SMTP Server'.
- Hostname:** A text box containing 'smtp.qad.com'.
- Port:** A text box containing '25'.

Highway MAIL Property

The Highway MAIL property defines the Highway endpoint used to send e-mails from the Web UI, including the e-mail notification when the CSV batch file is processed along with the From email address. The From e-mail address must have a valid domain for the SMTP server

to send e-mails. The mailbox part does not need to be a real address but you can use it to differentiate between environments; for example, precision-webui-prod@customer.com. Set the following properties in the precision.properties file:

Set in precision.properties

Property	Value
precision.highway.mail.server	http://localhost:8080 (default)
precision.highway.mail.port	8080 (default)
precision.highway.mail.queue	MAIL (default)
precision.highway.mail.from	precision-webui-do-not-reply@customer.com

You can create an input file in Excel and then save it as a CSV file before submitting for processing.

Sample Input File

	A	B	C	D	E	F	G	H	I
1	BatchReference	<Batch Reference Info>							
2	ReplyTo	<Reply Email Address>							
3	Keep History in TRAXI3	<yes/no>							
4	Warning % name	60							
5	Warning % address	50							
6	Fail % name	85							
7	Fail % address	75							
8	Result Type	<Complete / Brief>							
9									
10	Reference	Name	Street	City	State/Province	Zip/Postal Code	Country	Additional Reference 1	Additional Refer
11		1 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite SA, Tucson AZ 832354	Tucson	Arizona	832354	US		
12		2 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite SA						
13		4 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington, London W8 4DP	London		W8 4DP	UK		
14		5 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington						
15									
16									
17									
18									
19									
20									

The response file contains the results of the data scrub. The brief version is displayed in the image below.

Brief Response Results File

	A	B	C	D	E	F	G	H	I
1	BatchReference	Batch #1							
2	Keep History in TRAXI3	yes							
3	Warning % name	60							
4	Warning % address	50							
5	Fail % name	85							
6	Fail % address	75							
7	Result Type	Brief							
8									
9	Reference	Name	Street	City	State/Province	Zip/Postal Code	Country	Compliance Status	Results URL
10		1 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite SA, Tucson AZ 832354	Tucson	Arizona	832354	US	WARNING	http://hostname:8080/trax/serv
11		2 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite SA						
12		4 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington, London W8 4DP	London		W8 4DP	UK	PASS	http://hostname:8080/trax/serv
13		5 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington						
14									
15									
16									
17									

The complete version is displayed in the image below.

Complete Response Results File

	A	B	C	D	E	F	G	H
1	BatchReference	Batch #1						
2	Keep History in TRAXi3	yes						
3	Warning % name	60						
4	Warning % address	50						
5	Fail % name	85						
6	Fail % address	75						
7	Result Type	Complete						
8								
9	Reference	Name	Street	City	State/Province	Zip/Postal Code	Country	Compliance Status
10		1 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A, Tucson AZ 832354				US	WARNING
11		1 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A, Tucson AZ 832354				US	WARNING
12		1 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A, Tucson AZ 832354				US	WARNING
13		2 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A	Tucson	Arizona	832354	US	WARNING
14		2 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A	Tucson	Arizona	832354	US	WARNING
15		2 John Doe	BITBOOST SYSTEMS, 412 Drachman Suite 5A	Tucson	Arizona	832354	US	WARNING
16		4 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington, London W8 4DP				UK	PASS
17		5 John Doe	BITBOOST SYSTEMS, 1989 Kensington Church Street, Kensington	London		W8 4DP	UK	PASS
18								

Appendix B: Compliance Email Notification Examples

Content of Compliance Notification Emails

Manual Override on Shipment Compliance

Subject Matter

The <CHECK> check has been manually overridden on shipment

number <CLIENT>,<CONSIGNOR>,<SHIPMENT NUMBER>,<DESPATCH NO>.

Body of Email

The following transaction's compliance details have now been manually overridden.

Client : <TRANSACTION CLIENT>

Consignor : <SHIPMENT CONSIGNOR>

Shipment : <SHIPMENT NUMBER>

Despatch : <DESPATCH NUMBER>

Run Number : <RUN NUMBER>

Manual Override Comment(s):

~~~~~

<CHECK>:<MANUAL PASS COMMENT>

The overall Compliance Status on the transaction is

<Compliance

Status>.

Click on the link below to see the compliance check results:

http://<HOST

NAME>:<PORT>/precision/htm/compliance-history-searchxx.htm?run

Number=<RUN NUMBER>

### **Manual Override on Shipment Example**

#### **Subject Matter**

The KEY check has been manually overridden on shipment

TGL,A9906,0000534,0

#### **Body of Email**

The following transaction's compliance details have now been manually overridden.

Client : TGL

Consignor : A9906

Shipment : 0000534

Despatch : 0

Run Number : 2177

Manual Override Comment(s):

~~~~~

(KEY) Principal:

The overall Compliance Status on the transaction is FAIL.

Click on the link below to see the compliance results:

http://CONT613:8080/precision/htm/compliance-history-searchxx.

htm?runNumber=2180

Manual Override on Non-Transaction Compliance

Subject Matter

The <CHECK> check has been manually overridden on transaction

<CLIENT>,<REF1<,<REF2,<REF3>,<REF4>

Body of Email

The following transaction's compliance details have now been manually overridden.

Client : <CLIENT>

Reference1 : <Reference1 on run no>

Reference2 : <Reference2 on run no>

Reference3 : <Reference3 on run no>

Reference4 : <Reference4 on run no>

Manual Override Comment(s):

~~~~~

<CHECK> : <MANUAL PASS COMMENT>

The overall Compliance Status on the transaction is

<COMPLIANCESTATUS>.

Click on the link below to see the compliance results:

http://<HOST

NAME>:<PORT>/precision/htm/compliance-history-searchxx.htm?run

Number=<RUN NUMBER>

### **Manual Override on Non-Transaction Compliance Example**

#### **Subject Matter**

The check has been manually overridden on transaction

TGL,TSREF1, TSREF2, TSREF3, TSREF4

### **Body of Email**

The following transaction's compliance details have now been manually overridden.

Client : TGL



Reference1 : TFSREF1

Reference2 : TFSREF2

Reference3 : TFSREF3

Reference4 : TFSREF4

Manual Override Comment(s):

~~~~~

(KEY) Principal : .

The overall Compliance Status on the transaction is FAIL.

Click on the link below to recall your transaction:

[http://CONT613:8080/precision/htm/compliance-history-searchxx.](http://CONT613:8080/precision/htm/compliance-history-searchxx.htm?runNumber=2180)

htm?runNumber=2180

Rerunning Compliance on a Shipment

Subject Matter

The Compliance check has <COMPLIANCE STATUS> for shipment

number <CLIENT>,<CONSIGNOR>,<SHIPMENT NUMBER>,<DESPATCH
NO>

Body of Email

The compliance check has <COMPLIANCE STATUS> for:

Client : <TRANSACTION CLIENT>

Consignor : <SHIPMENT CONSIGNOR>

Shipment : <SHIPMENT NUMBER>

Despatch : <DESPATCH NUMBER>

Run Number : <RUN NUMBER>

Failed:

<LIST OF CHECKS THAT FAILED>

Passed:

<LIST OF CHECKS THAT PASSED>

Passed with warnings:

<LIST OF CHECKS THAT PASSED WITH WARNING>

Click on the link below to see the compliance results:

<http://<HOST NAME>:<PORT>/precision/htm/compliance-history-searchxx.htm?run>

Number=<RUN NUMBER>

Rerunning Compliance on a Shipment Example

Subject Matter

The Compliance check has failed for shipment number

TGL,A9906,0000534,0

Body of Email

The compliance check has failed for:

Client : TGL

Consignor : A9906

Compliance Email Notification Examples 81

Comments? Go to goo.gl/MfwKHm

Shipment : 0000534

Despatch : 0

Run Number : 2177

Failed:

~~~~~

(DPL) Consignee, Z-DPL-FAILURE

(ECLI) 10, EU, 1C001, FR

Click on the link below to see the compliance results:

<http://CONT613:8080/precision/htm/compliance-history-searchxx>.

htm?runNumber=2180

## **Rerunning Compliance When No Shipment Exists**

### **Subject Matter**

The Compliance check has <COMPLIANCE STATUS> for transaction

<CLIENT>,<REF1<,<REF2,<REF3>,<REF4>

### **Body of Email**

The compliance check has <COMPLIANCE STATUS> for:

Client : <CLIENT>

Reference1 : <Reference1 on run no>

Reference2 : <Reference2 on run no>

Reference3 : <Reference3 on run no>

Reference4 : <Reference4 on run no>

Failed:

<LIST OF CHECKS THAT FAILED>

Passed:

<LIST OF CHECKS THAT PASSED>

Passed with warnings:

<LIST OF CHECKS THAT PASSED WITH WARNING>

Click on the link below to see the compliance check results:

http://<HOST

NAME>:<PORT>/precision/htm/compliance-history-searchxx.htm?run

Number=<RUN NUMBER>

## **Rerunning Compliance When No Shipment Exists Example**

### **Subject Matter**

The Compliance check has failed for transaction

TGL,TFSREF1,TFSREF2,TFSREF3,TFSREF4

**Body of Email**

The compliance check has failed for:

Client : TGL

Reference1 : TFSREF1

Reference2 : TFSREF2

Reference3 : TFSREF3

Reference4 : TFSREF4

Failed:

(DPL) Consignee, Z-DPL-FAILURE

(ECLI) 10, EU, 1C001, FR

Click on the link below to see the compliance check results:

[http://CONT613:8080/precision/htm/compliance-history-searchxx.](http://CONT613:8080/precision/htm/compliance-history-searchxx.htm?runNumber=2180)

htm?runNumber=2180

**Appendix C: Partner Types****Partner Types**

| Party Role     | Party ID |
|----------------|----------|
| Consignee      | 01       |
| Carrier        | 02       |
| ShipmentBank   | 03       |
| BillTo         | 04       |
| Haulier        | 05       |
| Principal      | 06       |
| Declarant      | 07       |
| InsuranceAgent | 08       |
| AlsoNotify     | 09       |
| Customs        | 10       |
| SalesRep       | 11       |

| Party Role           | Party ID |
|----------------------|----------|
| Responsible          | 12       |
| Financial            | 13       |
| Consignor            | 14       |
| CorporateCustomer    | 15       |
| ShippingOfficer      | 16       |
| DeliverFrom          | 17       |
| DeliverTo            | 18       |
| ConsignorsBank       | 19       |
| InspectedBy          | 20       |
| InternationalCarrier | 22       |
| CreditInsuranceAgent | 27       |
| ForwardingAgent      | 32       |
| InsuredParty         | 38       |
| CopyFromConsignor    | 39       |
| SettlingAgent        | 44       |
| Supplier             | 46       |
| UltimateConsignee    | UC       |
| Vendor               | 28       |
| Agent                | 29       |
| Broker               | 31       |
| AlsoNotify           | 36       |
| CoLoadedWith         | 40       |

## Appendix D: DPL Errors

If you upload a custom DPL as a CSV file—as described in [Uploading a Custom DPL File on page 1056](#)—use the following table to help you troubleshoot possible upload errors.

| Error           | Error Messages                                                                       | Solutions                                                                           |
|-----------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| validateDPLList | <ul style="list-style-type: none"> <li>"DPLList", "DPL list is mandatory"</li> </ul> | <ul style="list-style-type: none"> <li>If there are no DPLList fields in</li> </ul> |

| Error                 | Error Messages                                                                                                                                                                                                                                     | Solutions                                                                                                                                                                                                                                                                 |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <ul style="list-style-type: none"> <li>"DPLList_format", "You can only create entries in CUSTOM Lists, e.g. CUSTOM1, CUSTOM2, CUSTOMxxx, etc."); It must start with CUSTOM keyword</li> <li>"DPLList_size", "DPL list name is too long"</li> </ul> | <p>the file, add these fields.</p> <ul style="list-style-type: none"> <li>For custom lists, ensure that the value starts with the keyword CUSTOM.</li> <li>The maximum value of the DPLList field is 10 characters. If there are more characters, remove them.</li> </ul> |
| validatePartyId       | <ul style="list-style-type: none"> <li>"party_id", "Party id is mandatory"</li> <li>"Party_id_size", "Party id is too long"</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>If there are no PartyId fields in the file, add these fields.</li> <li>The maximum value of the PartyId field is 10 characters. If there are more characters, remove them.</li> </ul>                                              |
| validateAddressId     | <ul style="list-style-type: none"> <li>"Address_id", "Address id is mandatory"</li> <li>"Address_id_size", "Address id is too long"</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>If there are no AddressId fields in the file, add these fields.</li> <li>The maximum value of the AddressId field is 10 characters. If there are more characters, remove them.</li> </ul>                                          |
| validateContentFormat | <ul style="list-style-type: none"> <li>"EffectiveFrom_format", "Effective from date format is not matching (dd/MM/yyyy)"</li> </ul>                                                                                                                | <p>There is a problem with the date format for at least one of the following fields:</p> <ul style="list-style-type: none"> <li>Check that the Effective From date</li> </ul>                                                                                             |

| Error | Error Messages                                                                                                                                                                                                            | Solutions                                                                                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"> <li>• "EffectiveUntil_format", "Effective until date format is not matching (dd/MM/yyyy)"</li> <li>• "LoadedDate_format", "Loaded date format is not matching (dd/MM/yyyy)"</li> </ul> | <ul style="list-style-type: none"> <li>• is formatted as DD/MM/YYYY.</li> <li>• Check that the Effective Until date is formatted as DD/MM/YYYY.</li> <li>• Check that the Loaded Date date is formatted as DD/MM/YYYY.</li> </ul> |

## **Delivery Exception Management (DEM)**

Problems with customs, damaged packages and unforeseen carrier complications can cause delays that result in late shipments. QAD GTTE Delivery Exception Management (DEM) is an international package tracking solution designed to provide exception management for the hundreds or thousands of shipments that flow through your business on a daily basis. Our global tracking system allows you to free up business resources to concentrate on real delivery issues instead of having to spend time tracking shipments that are on target for on-time delivery.

QAD GTTE DEM provides a central portal to manage all shipments, capturing multi-carrier status information, exception alerts and proof of delivery.

### **QAD GTTE DEM Overview Video**



## Using DEM

Delivery Exception Management (DEM) is a web-based user portal for multi-carrier delivery exception tracking. Delivery information from different carriers is processed by the application, the data is standardized and then stored as deliveries. DEM allows you to track the status of a package that has been shipped for any carrier using a standard set of events and issues.

The DEM module enables the shipper to:

- Integrate information from carriers into a standardized presentation of tracking statuses.
- Have a single portal for the management of tracking statuses and exceptions of shipments, both outbound and inbound, for all carriers.
- Track the movement of shipments from origin to destination.
- Monitor a carrier's adherence to its Service Level Agreement (SLA).
- Proactively identify potentially late or missed deliveries so that issues can be corrected or minimized.
- Provide an enhanced level of customer service regarding the tracking of shipments from departure to their end delivery.
- Identify and codify issues that may require investigation with the carrier; for example, to assist with subsequent claims processing for lost or damaged goods.

Information can be sourced from multiple carriers in different formats such as Electronic Data Interchange (EDI), Extensible Markup Language (XML), or Comma-Separated Values (CSV). This is converted to generic XML for processing, and the information is subsequently presented to the user in a clear, easy-to-read user interface.

## Getting Started

This section describes how to get started using QAD GTTE Delivery Exception Management (DEM).

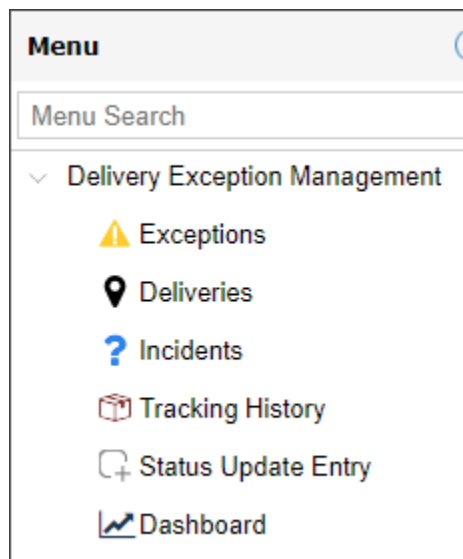
- [Menu on page 1188](#)
- [Message Area on page 1189](#)
- [Configuring Columns on page 1189](#)
- [Search Templates on page 1193](#)

### Menu

The DEM navigation menu is located on the left of the page. The DEM screens typically available to DEM users are all part of the Delivery Exception Management menu item in the navigation menu. It contains:

- [Exceptions on page 1224](#)
- [Deliveries on page 1202](#)
- [Incidents on page 1229](#)
- [Tracking History on page 1194](#)
- [Status Update Entry on page 1233](#)
- [Dashboard on page 1234](#)

Delivery Exception Management Menu



Before you can access the screens, your administrator must configure an appropriate role in the system and assign it to you. For more information, see [DEM Permissions on page 1309](#).

### Explanation of DEM Concepts

| Concept                | Explanation                                                                                                                                                                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery               | A delivery is a shipment movement from one location to another.                                                                                                                                                                                                              |
| Exception              | An exception is raised for a delivery when a supplier communicates that a problem has occurred within the shipment movement, or the application determines that particular characteristics of the delivery warrant further investigation.                                    |
| Incident               | An incident is a user-activated update to an exception. An incident can be created to initiate communication with the supplier regarding the exception.                                                                                                                      |
| Supplier               | Supplier refers to the carrier company responsible for delivering the package.                                                                                                                                                                                               |
| Tracking Status Update | A tracking status update is an update regarding an event relating to a delivery. It can relate to a movement of the delivery, or an issue impacting the movement of the delivery. The update can be provided electronically by the supplier or applied manually by the user. |
| Status Update Entry    | A status update entry is a manual update for a delivery.                                                                                                                                                                                                                     |

## Message Area

The Message Area displays a list of your DEM actions, or work history, which affect the DEM database. Your administrator can configure DEM to include information, warning, and error messages related to jobs. The most recent message appears at the top of the list.

To clear messages from the list, click the *Clear*  button at the top right of the panel.

To minimize the Message Area, click the *Collapse*  button at the top right of the area.

Message Area



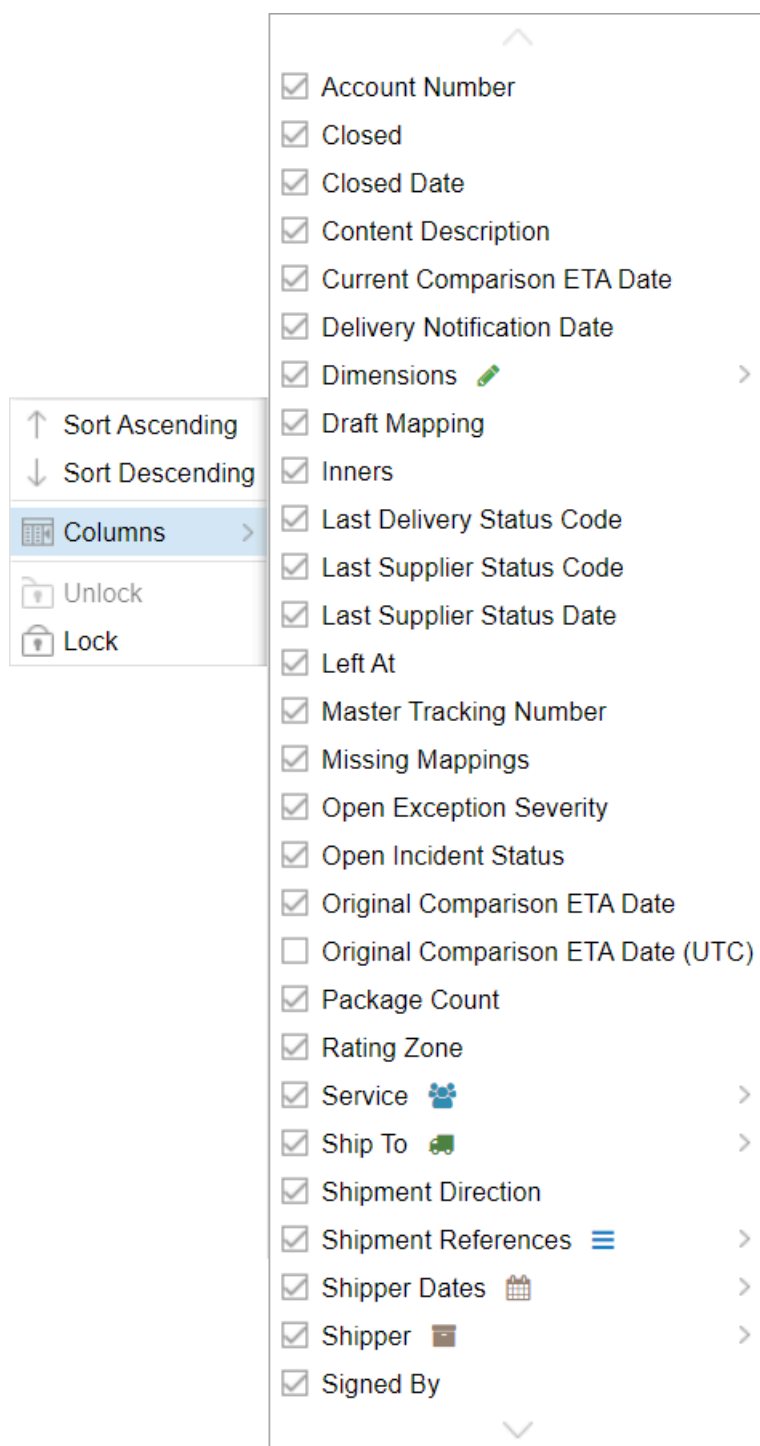
## Configuring Columns

You can configure the columns that are visible in the grids on various pages, move them, and lock them in place so that they are always visible.

## Showing and Hiding Columns

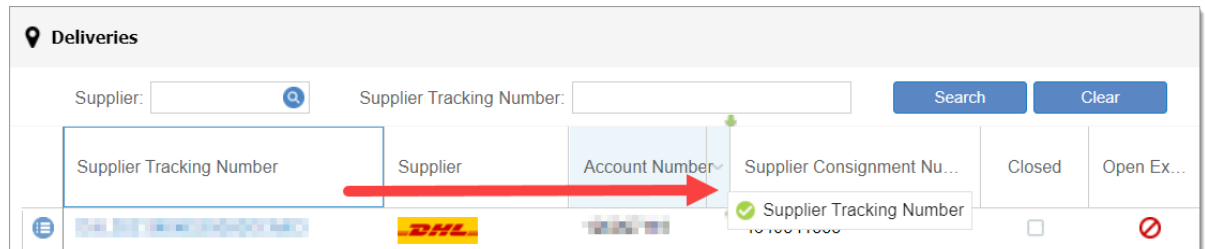
To show or hide a particular column, click the drop-down arrow on any column. Roll over *Columns* to view the complete list of available columns. Select or deselect the box beside any column name to show or hide it in the grid.

## Selecting and Deselecting Columns, Deliveries Page

**Moving Columns**

To move a grid column, click and drag the column to the new location, which is indicated by green arrows. Release the cursor to complete the column move.

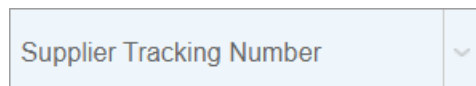
## Moving a Column



## Locking Columns

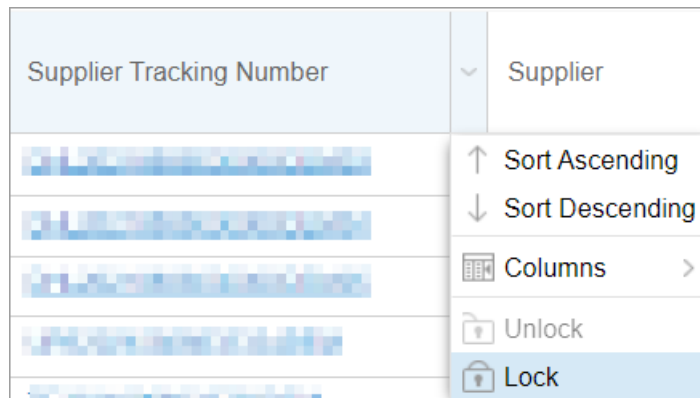
You can use the *Lock* option to fix one or more columns in position on the left of the grid, in an area that does not offer the horizontal scrolling capability. This facility is useful when you want certain columns to remain visible while you scroll horizontally through the grid. To include a column in this locked area, hold the cursor over the column heading to display a chevron.

Click Chevron to Open Column Menu



Click the chevron and then click *Lock*.

Lock Option



You can lock multiple columns; each newly locked column is appended to the locked area.

To remove a column from the locked area, hold the cursor over the column heading to display a chevron. Click the chevron, and then click *Unlock*; the column moves to the first column position to the right of the locked area.

## Grid with Locked Supplier Tracking Number Column

**Deliveries** Select a Search Template ✓ ✕

Supplier:  Supplier Tracking Number:  Search Clear

| Supplier Tracking Number                                                          | Supplier          | Account Number                                                                    | Supplier Consignment Nu...                                                        | Closed                              | Open Ex...                                                                          | Ope...                                                                              | Closed Date         | Last Supplier Status Dat |
|-----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|--------------------------|
|  | ↑ Sort Ascending  |  |  | <input type="checkbox"/>            |  |  | 09/08/2021 03:17:0  |                          |
|  | ↓ Sort Descending |  |  | <input type="checkbox"/>            |  |  | 09/08/2021 03:17:0  |                          |
|  | Columns >         |  |  | <input type="checkbox"/>            |  |  | 09/08/2021 03:17:0  |                          |
|  | Unlock            |  |  | <input type="checkbox"/>            |  |  | 06/08/2021 03:23:0  |                          |
|  | Lock              |  |  | <input checked="" type="checkbox"/> |                                                                                     |                                                                                     | 29/03/2022 18:30:21 | 06/08/2021 03:27:0       |

## Search Templates

On several pages, a *Select Search Template* field is visible in the search panel above the grid. This allows you to select a search template that you previously saved. Search templates store grid filter criteria, as well as search criteria.

### Select Search Template Field

✓ ✕

To apply a saved search template, click the drop-down arrow beside the *Select a Search Template* field and select an option from the list.

To save your current search criteria and grid configuration, click the *Save* ✓ button beside the *Select a Search Template* field.

To delete a saved search template, click the drop-down arrow beside the *Select a Search Template* field, select an option from the list, and click the *Delete* ✕ button.

**Note** Saved templates are user-specific. It is not currently possible to define global templates that are available to all users in the system.

## Tracking History

This section describes how to use the tracking history functionality.

- [Overview on page 1194](#)
- [Searching for Tracking History on page 1194](#)
- [Tracking History Results on page 1194](#)

### Overview

You can track the progress of a delivery by selecting the *Tracking History* page from the menu. The same information is also accessible on various pages throughout the UI by clicking the hyperlink in the *Supplier Tracking Number* column; for example, on the *Deliveries* page.

### Searching for Tracking History

Using the *Search By* fields in the search panel, you can locate the tracking history for a specific delivery by tracking number or reference. If *Reference* is selected, the *Type* field becomes available, enabling you to filter by:

- All
- Customer Reference
- Customs Reference
- Order Number
- Other Reference
- PO Reference

**Note** The available filters can vary depending on how your administrator has configured QAD GTTE.

To search for a consignment of packages, select the *Reference* field in the search panel, enter the supplier consignment number in the search box, and click *Search*.

Search Panel, Tracking History Page

### Tracking History Results

After you complete the relevant search panel fields and click Search, the **Tracking History** screen is populated with up-to-date information about the delivery's progress so far.



## Tracking History Results for a Single Delivery

**Tracking History**

Select a Search Template

Search By: ☒ Tracking Numl  Type:

Expected Delivery Date **Mon, 10 May** ☐ Hide ETA Updates

Delivered **Mon, 10 May, 09:45** MONTGOMERY, AL, US **Out for delivery** Loaded on truck. On FedEx vehicle for delivery.

**Mon, 10 May, 09:37** MONTGOMERY, AL, US **En route** Arrived at delivery location. At FedEx destination.

In Transit **Mon, 10 May** \* All times displayed are local to the event location.

Picked Up **Fri, 7 May**

Electronically Manifested

Label Printed

**Ship To**

**Delivery By FEDEX**

Tracking Number:

Service: FDXD2, FedEx 2Day

**More Info**

References:

In the case of multiple search results, you can select a single record in the upper panel to view the corresponding tracking information in the lower panel.

## Tracking History with Multiple Search Results

**Tracking History**

Select a Search Template

Search By: ☐ Tracking Number ☒ Reference  Type:

| Supplier | Supplier Tracking Number | Last Supplier ... | Supplier Pickup D... | Name | Address Line 1 | City | State Or Province | Postal ... | Country |
|----------|--------------------------|-------------------|----------------------|------|----------------|------|-------------------|------------|---------|
| INTERKEP | 31000000000000000000     | EN ROUTE          |                      |      |                |      |                   |            |         |
| INTERKEP | 31000000000000000000     | EN ROUTE          |                      |      |                |      |                   |            |         |
| INTERKEP | 31000000000000000000     | EN ROUTE          |                      |      |                |      |                   |            |         |
| INTERKEP | 31000000000000000000     | EN ROUTE          |                      |      |                |      |                   |            |         |

1 of 1      Per Page: 25 1 - 4 of 4

Delivered **Thu, 23 Jan, 10:27 (CET)** BOLOGNA, IT **En route** Delivery scheduled

In Transit **Thu, 23 Jan** \* All times displayed are local to the event location.

Picked Up

Electronically Manifested

**Ship To**

**Delivery By INTERKEP**

Tracking Number:

**More Info**

Signed By:

References:

Carrier:

Service:

The Show All Statuses checkbox allows you to view status updates that are otherwise hidden from view. These statuses have the Hide checkbox selected in the related [code mapping on page 1250](#). The Show All Statuses checkbox is only available when the [Hide Excessive Status Updates checkbox on page 1270](#) is selected for the supplier.

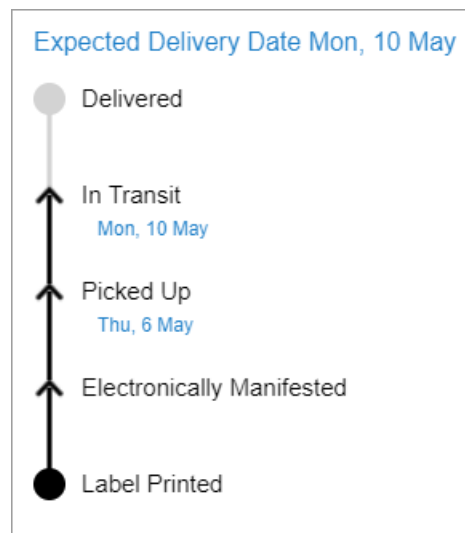
The Hide ETA Updates checkbox allows you to hide ETA updates.

## Tracking Bar

The tracking bar on the left illustrates the progress of the delivery, from origin to destination. The status arrows are displayed in colors that indicate a particular status:

- Green: Delivered and closed.
- Blue: Undelivered and open. Expecting additional status updates from the carrier.
- Gray: Incomplete.
- Black: Closed and assumed to be delivered.

Tracking Bar, Tracking History Page



The tracking bar allows you to track the current status of a delivery through the following stages:

### Tracking Bar Stages

| Delivery Stage            | Explanation                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------|
| Label Printed             | The shipping label of the delivery has been created and the delivery is awaiting pick-up by the supplier. |
| Electronically Manifested | The delivery information has been electronically communicated to the supplier.                            |
| Picked Up                 | The delivery has been picked up by the supplier.                                                          |
| In Transit                | The delivery is on the way from the shipper to the recipient.                                             |
| Delivered                 | The delivery has been delivered to its final destination by the supplier.                                 |

## Tracking Timeline

The area on the right of the page provides a tracking history timeline. It contains status information for each location that it is provided, as well as a longer description of the status when available.

**Note** The most up-to-date information about the delivery appears at the top of the page.

Tracking History Timeline

|                             |             |          |                    |
|-----------------------------|-------------|----------|--------------------|
| Thu, 23 Jan, 10:27<br>(CET) | BOLOGNA, IT | En route | Delivery scheduled |
|-----------------------------|-------------|----------|--------------------|

The status codes that appear in the tracking history timeline are described in the table below.

### Timeline Status Codes

| Status Code          | Explanation                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Address Problem      | There is a problem with the address provided for the delivery, and the supplier might not be able to complete the delivery. |
| Awaiting Collection  | The delivery is waiting to be collected.                                                                                    |
| Cancelled            | The delivery is cancelled.                                                                                                  |
| Change in Delivery   | The details of delivery have changed; for example, the address of the delivery or the ETA date.                             |
| Collection Attempted | An attempt has been made to collect the delivery.                                                                           |
| Collection Failed    | The pick-up of the delivery was not successful by the supplier.                                                             |
| Customs Issue        | There is an issue with processing the delivery through international customs processing.                                    |
| Delay Expected       | It is anticipated that the delivery will be late.                                                                           |
| Delivered            | The delivery was delivered successfully.                                                                                    |
| Delivery Attempted   | An unsuccessful attempt was made to deliver the package to the recipient.                                                   |
| Delivery Failed      | The delivery was not delivered successfully.                                                                                |

| Status Code          | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery On Hold     | The delivery is stopped pending some action.                                                                                                                                                                                                                                                                                                                                                                                                     |
| Delivery Refused     | The delivery was refused by the recipient.                                                                                                                                                                                                                                                                                                                                                                                                       |
| En Route             | The delivery is in transit between the shipper and the recipient.                                                                                                                                                                                                                                                                                                                                                                                |
| ETA Update           | A change to the ETA date and/or time for the delivery has occurred.                                                                                                                                                                                                                                                                                                                                                                              |
| Exception            | Miscellaneous problem with the delivery.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Info                 | This catch-all code is used when a matching status code for a third-party vendor/supplier update is not found. For example, a supplier completes the first mile of a delivery before transferring it to another vendor/supplier. Tracking updates from the vendor/supplier are received by the first supplier and uploaded to DEM. However, a matching code for the update is not found. In this case, the <i>Info</i> status is applied in DEM. |
| Late Delivery        | The delivery was delivered late.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Lost Damaged         | The delivery was lost or damaged in transit.                                                                                                                                                                                                                                                                                                                                                                                                     |
| Manifest Complete    | The electronic manifesting of the delivery information has been successfully completed.                                                                                                                                                                                                                                                                                                                                                          |
| Missed Delivery Date | The delivery was not completed by the expected date.                                                                                                                                                                                                                                                                                                                                                                                             |
| No Activity          | There have been no updates from the supplier within the specified time period.                                                                                                                                                                                                                                                                                                                                                                   |
| Out For Delivery     | The delivery is on the way to its final destination.                                                                                                                                                                                                                                                                                                                                                                                             |
| Pickup Failed        | The delivery was not picked up.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Shipment Returned    | The delivery was returned.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Shipper Approval     | This status refers to a delivery that has stopped pending some action from the shipper.                                                                                                                                                                                                                                                                                                                                                          |
| Unresolved           | The delivery is currently assigned a Missed Delivery Date exception but there have been no updates for an extended time. The default unresolved duration threshold is 21 days.                                                                                                                                                                                                                                                                   |

| Status Code   | Explanation                                                                                                                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <b>Note</b> The unresolved threshold is configurable by your administrator. See <a href="#">Unresolved Deliveries on page 1292</a> .                                                                                                                              |
| Zero Activity | The delivery is set to No Activity but has not moved (is not yet in transit). This identifies problems that may be related to the supplier not taking custody of the goods, or a process issue regarding how canceled shipments are communicated to the carriers. |

## Delivery Overview Panels

The bottom of the page contains three panels that provide an overview of the delivery details:

*Ship To* This panel contains the full name and address of the recipient.

*Delivery by [Supplier]* This panel contains a link to the tracking page on the supplier's own website. This panel also contains the carrier service being used. If a proof of delivery (POD) document is uploaded to the system manually or through a supplier endpoint, then this panel contains a link to the document.

*More Info* This panel contains miscellaneous information about the delivery.

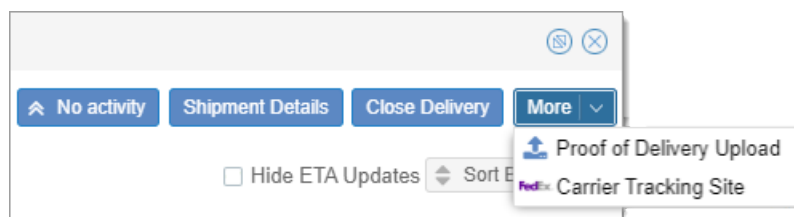
Delivery Detail Panels, Tracking History Page

|                                  |                                                                                                                              |                                                   |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Ship To</b><br>TIRANA - RINAS | <b>Delivery By DHL</b><br>Tracking Number: <a href="#">DHL20210806030000DEM05</a><br>Supplier Consignment Number: 4640541555 | <b>More Info</b><br>References:<br>CU: 0004762343 |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|

## Action Buttons

At the top of the *Tracking History* area on the right is a series of buttons that enable you to view extra information about the delivery and perform various actions.

Action Buttons, Tracking History Window



## Exception

If an exception is raised against the delivery, a button indicating its severity is the first in the line of action buttons; for example, in the image above, the exception is *No Activity*. Clicking this button directs you to the relevant *Exceptions* record for this delivery. For more information about exceptions, see the [Exceptions on page 1224](#) section.

### Awaiting Feedback

The *Awaiting Feedback* button indicates that an incident has been raised against this delivery. Click the button to view the incident on the *Incidents* page. For more information, see the *Incidents* section.

### Shipment Details

The *Shipment Details* button is displayed for all deliveries that have shipment transaction information available. Click this button to navigate to the relevant *View Shipment Transaction* page.

### Close Delivery

Click the *Close Delivery* button to mark the selected delivery as Closed.

### Comments

For deliveries with comments, a *Comments* button is displayed that, when clicked, displays the *Comments* window. For more information, see the *Comments* section.

### Proof of Delivery Upload

Click the *Proof of Delivery Upload* button to upload a proof of delivery file for the selected delivery. In the Document History suboption that opens, click the Proof of Delivery Upload button on the bottom right of the window to select a file and upload it by clicking Upload. Accepted file types include GIF, JPEG, PNG, and PDF. Proof of delivery files appear in the grid. You can view a previously uploaded Proof of

Delivery file by clicking the Download button  to the left of the file name in the grid row. You can delete previously uploaded Proof of Delivery files by selecting the relevant row in the grid, clicking the

Delete Record button , and clicking Yes in the Confirm Delete pop-up dialog. From GTTE v19, the document is stored using the [EFM module on page 1819](#) and the naming convention for the file name is <SUPPLIER\_NUMBER>\_<ACCOUNT\_NUMBER>\_<TRACKINGNUMBER>.

### Note

Before the system can store proof of delivery files in EFM, you must set up a provider rule. The following settings are an example of how to configure this rule using a file system as the EFM storage provider:

- Module: DEM
- File Category: PROOF\_OF\_DELIVERY

- Storage Provider: FILESYSTEM
- Description: DEM Proof of Delivery
- Allowed Types: pdf,gif,jpeg,png
- Destination Path: [WEBUI\_HOME]\dem\PROOFOFDELIVERY

For more information on other storage provider options, see the [Supported Storage Providers on page 1828](#) section of the online help.

For more information on how to complete the EFM setup, see the [Processing Configuration on page 1820](#) section of the online help.

### **Carrier Tracking Site**

The *Carrier Tracking Site* button is an external link that directs you to the carrier's tracking page with the inputted supplier tracking number.

### **Perform Evaluation**

If the evaluation for a delivery is pending, the *Perform Evaluation* button is displayed on the *Tracking History* page. Click this button to manually perform the evaluation for this delivery.

This section describes the functionality available from the Deliveries page.

- ## Overview

## Deliveries

## Searching for Deliveries

## Search Panel

To search, complete one or more of the search fields and click the *Search* button or press *Enter*.

The available columns and their descriptions are detailed in the table below.



**Deliveries Page Column Headers**

| <b>Column Header</b>        | <b>Explanation</b>                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Number              | The supplier account number associated with the delivery.                                                                                                                                                                                                                                                                           |
| Actual Weight               | The actual weight of the delivery.                                                                                                                                                                                                                                                                                                  |
| Billable Weight             | The billable weight of the delivery.                                                                                                                                                                                                                                                                                                |
| Client                      | If populated, you can link to the shipment inquiry from the <i>Tracking History</i> page.                                                                                                                                                                                                                                           |
| Closed                      | If the box in this column is checked, the delivery is closed and will no longer be updated.                                                                                                                                                                                                                                         |
| Consignor                   | If populated, this can link to the shipment inquiry from the <i>Tracking History</i> page.                                                                                                                                                                                                                                          |
| Content Description         | The description of the contents in a delivery. This is not currently populated, but may be populated in the future by TE.                                                                                                                                                                                                           |
| Created Date                | The date the delivery transaction was created.                                                                                                                                                                                                                                                                                      |
| Created User                | The user who created the delivery.                                                                                                                                                                                                                                                                                                  |
| Current Comparison ETA Date | The system-calculated ETA date that is used by DEM when checking for an expected and possibly updated ETA date. This is taken from the <i>Supplier Current ETA Date</i> field, if available. If the <i>Supplier Current ETA Date</i> field is not completed, the value is taken from the <i>Original Comparison ETA Date</i> value. |
| Delivery Id                 | The unique identifier for a delivery transaction.                                                                                                                                                                                                                                                                                   |
| Despatch                    | The despatch number received from the TMS application.                                                                                                                                                                                                                                                                              |
| Despatch Date               | The date that the delivery was despatched by the shipper.                                                                                                                                                                                                                                                                           |
| Dimensional Height          | The height dimension of the delivery.                                                                                                                                                                                                                                                                                               |
| Dimensional Length          | The length dimension of the delivery.                                                                                                                                                                                                                                                                                               |
| Dimensional UOM             | The unit of measurement applicable to the dimension fields on the delivery. This might have been converted from a supplier UOM code [Original Dimensional UOM].                                                                                                                                                                     |
| Dimensional Width           | The width dimension of the delivery.                                                                                                                                                                                                                                                                                                |

| Column Header             | Explanation                                                                                                                                                                                                                                                                                                      |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Draft Mapping             | This indicates whether there are incomplete code conversions for the delivery. It is set to <i>true</i> when the code conversion process fails during the creation of a delivery history record. For more information on code conversions, see the <i>Code Conversions In</i> section of <i>Administration</i> . |
| Enabled                   | If enabled, this means that the delivery is enabled for processing. This can be configured by your administrator. For more information, see the <i>Supplier Accounts</i> section of <i>Administration</i> .                                                                                                      |
| Evaluation Pending        | If enabled, this column indicates that more delivery information may be available, but the background job that completes some fields has not yet processed. For more information on backgrounds jobs, see the <i>Administration</i> section.                                                                     |
| Hold at Location Date     | If the delivery is to a supplier's hub, this is the latest date that the package can be collected from the supplier hub by the recipient.                                                                                                                                                                        |
| Inners                    | The number of inner packages inside the main delivery package.                                                                                                                                                                                                                                                   |
| Job Queue ID              | This field contains a link to the <i>Job Queue</i> window. Administrators can view information about the job queue related to this delivery.                                                                                                                                                                     |
| Job Queue Process         | The type of job that is processing this delivery.                                                                                                                                                                                                                                                                |
| Last Delivery Status Code | A brief description of the last status update for the delivery. This is a standardized code and may have been converted from a supplier status code. This information can be derived from either the supplier or the system.                                                                                     |
| Last Modified Date        | The date of the latest update to the delivery.                                                                                                                                                                                                                                                                   |
| Last Modified User        | The user that last updated information about the delivery.                                                                                                                                                                                                                                                       |
| Last Status ID            | A database sequence that is the unique identifier for a Delivery History record. For more information, see <i>Delivery History</i> . This is set every time the system receives an update from a supplier.                                                                                                       |

| Column Header                | Explanation                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Supplier Status Code    | The last status update code received from the supplier. This is a standardized code, converted from a supplier status code.                                                                                                                                                                                                                                             |
| Last Supplier Status Date    | The date on which the last supplier code was received from the supplier.                                                                                                                                                                                                                                                                                                |
| Left At                      | The location where the supplier left the delivery.                                                                                                                                                                                                                                                                                                                      |
| Master Tracking Number       | The lead tracking number for a shipment. In the case of a multi-piece shipment, this is considered the primary tracking number for the shipment as a whole.                                                                                                                                                                                                             |
| Missing Mappings             | By clicking the hyperlink in the <i>Missing Mappings</i> column, users can view conversion issues that are recorded against a delivery. Conversion issues are raised if the evaluation cannot convert any external codes—such as countries and status codes—to the internal code. The issue is resolved by adding the missing conversion and re-running the evaluation. |
| Open Exception Severity      | Indicates whether an exception is raised against the delivery. Roll over the icon to see the severity level for the exception.                                                                                                                                                                                                                                          |
| Open Incident Status         | Indicates whether an incident is raised against the exception. Roll over the icon to see the status of the incident.                                                                                                                                                                                                                                                    |
| Original Comparison ETA Date | The system-calculated ETA date that is used by DEM when checking for an original expected ETA date. This is taken from the <i>Supplier Original ETA Date</i> value, if this field is completed. If the <i>Supplier Original ETA Date</i> field is blank, the value is taken from the <i>Shipper ETA Date</i> .                                                          |
| Original Dimensional UOM     | The original dimension unit of measurement provided by the supplier.                                                                                                                                                                                                                                                                                                    |
| Original Service             | The product or service code provided by the supplier.                                                                                                                                                                                                                                                                                                                   |
| Original Transport Mode      | The original transport mode code provided by the supplier.                                                                                                                                                                                                                                                                                                              |
| Original Weight UOM          | The original weight unit of measurement provided by the supplier.                                                                                                                                                                                                                                                                                                       |
| Package Count                | The number of packages in a delivery.                                                                                                                                                                                                                                                                                                                                   |

| Column Header       | Explanation                                                                                                                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POD Date            | Date that proof of delivery was logged by the supplier.                                                                                                                                                                                                                      |
| Polling Required    | The box in this column is checked if polling is required for deliveries from this carrier.                                                                                                                                                                                   |
| Rating Zone         | The supplier rating zone for this delivery.                                                                                                                                                                                                                                  |
| Reference 1         | Administrators can configure the required information for this field on the <i>Admin Settings</i> page. Possible values include; Shipment Order number, End of Day Batch number, and Customer Reference number. For more information, see the <i>Administration</i> section. |
| Reference 2         | Administrators can configure the required information for this field on the <i>Admin Settings</i> page. Possible values include; Shipment Order number, End of Day Batch number, and Customer Reference number. For more information, see the <i>Administration</i> section. |
| Reference 3         | Administrators can configure the required information for this field on the <i>Admin Settings</i> page. Possible values include; Shipment Order number, End of Day Batch number, and Customer Reference number. For more information, see the <i>Administration</i> section. |
| Service             | The standardized code for the supplier product or service of the delivery. This may have been converted from a carrier service code.                                                                                                                                         |
| Service Description | The description of the product or service applied by the supplier to the delivery.                                                                                                                                                                                           |
| Ship To             | The name and full address of the recipient of the delivery.                                                                                                                                                                                                                  |
| Shipment Direction  | States whether this is an inbound or outbound delivery.                                                                                                                                                                                                                      |
| Shipment Reference  | The reference number associated with the shipment that the delivery is part of.                                                                                                                                                                                              |
| Shipper             | The name and full address of the shipper of the delivery.                                                                                                                                                                                                                    |
| Shipper ETA Date    | The estimated time of arrival for the delivery, as determined by the shipper.                                                                                                                                                                                                |

| Column Header               | Explanation                                                                                                                                                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shipper Promise Date From   | The earliest date of delivery guaranteed by the shipper to the recipient.                                                                                                                                                                                                                               |
| Shipper Promise Date To     | The latest date of delivery guaranteed by the shipper to the recipient.                                                                                                                                                                                                                                 |
| Signed By                   | The name of the person who signed for the delivery.                                                                                                                                                                                                                                                     |
| Source System               | Identifies the source system from which the delivery was created. It is usually the identifier of a TMS application.                                                                                                                                                                                    |
| Supplier                    | The logo of the carrier company that is carrying out the delivery.                                                                                                                                                                                                                                      |
| Supplier Consignment Number | A number that identifies the consignment that a delivery is a part of.                                                                                                                                                                                                                                  |
| Supplier Current ETA Date   | The current estimated delivery date according to the supplier.                                                                                                                                                                                                                                          |
| Supplier Delivery Date      | The date on which the supplier delivered the package to the end destination of the delivery.                                                                                                                                                                                                            |
| Supplier Manifested Date    | The date on which the delivery was manifested to the supplier by the shipper. This is when the shipment information was communicated electronically to the supplier by the shipper.                                                                                                                     |
| Supplier Original ETA Date  | The original estimated delivery date provided by the supplier.                                                                                                                                                                                                                                          |
| Supplier Pickup Date        | The date on which the supplier picked up the delivery from the shipper.                                                                                                                                                                                                                                 |
| Supplier Tracking Barcode   | The barcode of the delivery that the supplier uses to maintain tracking information.                                                                                                                                                                                                                    |
| Supplier Tracking Number    | <p>The tracking number of the delivery that the supplier uses to maintain tracking information. This is a hyperlink that, when clicked, displays the <i>Tracking History</i> window.</p> <p><b>Note</b> The same information in this window is also accessible on the <i>Tracking History</i> page.</p> |
| Transport Mode              | The transport mode of the delivery.                                                                                                                                                                                                                                                                     |

| Column Header | Explanation                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|
| Weight UOM    | The unit of measurement applicable to the weight fields on the delivery. This may have been converted from a supplier UOM code. |

## Evaluating Deliveries

Typically, evaluation of deliveries happens in the background according to a system schedule and there is no requirement to explicitly start this process from the user interface.

However, if you want to evaluate a delivery immediately, you can select the delivery record—or multiple records—in the grid and click the *Run Delivery Evaluation* button. This action instructs DEM to examine the latest status information it has available for the delivery and manage the overall status of the delivery as well as potentially raising or closing an exception.

## Closing Deliveries

A closed delivery is a delivery that is no longer updated after it is marked as Closed.

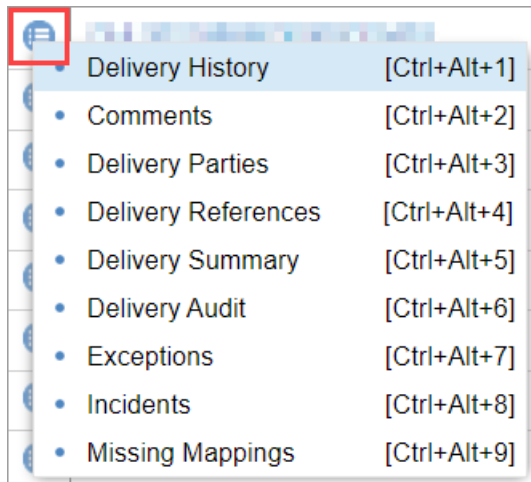
To close a delivery, select a delivery record—or multiple records—in the grid and click the *Close Deliveries* button.

Closed deliveries remain in the grid on the *Deliveries* page until they are archived and are indicated with a checkmark in the *Closed* column.

## Delivery Sub-Menu

To the left of each delivery is a sub-menu button.

Delivery Sub-menu



Click the sub-menu button to add or view details about a delivery under the following options:

The *Delivery History* window displays a list of status updates that are received from an external source, such as the supplier or TMS application. The data shows the status update codes received from the external source, as well as the internal status codes that were determined by DEM's code conversion process.

| Delivery History  |                  |                                        |               |                                                                                                                                                                                         |
|-------------------|------------------|----------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier: FEDEX   |                  | Supplier Tracking Number: 463014740000 |               |                                                                                                                                                                                         |
| Supplier Status 1 | Scan Status 1    | Scan Status 2                          | Scan Status 3 | Status Country                                                                                                                                                                          |
|                   |                  |                                        |               | Status Date   |
| AM-OD             | OUT FOR DELIVERY |                                        | US            | 2021/05/10 07:26:00                                                                                                                                                                     |
| X5-FD             | EN ROUTE         |                                        | US            | 2021/05/10 07:22:00                                                                                                                                                                     |
|                   |                  |                                        |               |                                                                                                                                                                                         |

The statuses are listed in descending order, with the most recent events or problems appearing at the top of the grid. Each grid column is described in the table below.

**Deliveries History Columns**

| <b>Column</b>                     | <b>Description</b>                                                                                                                                                                                                      |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address Line 1,2                  | The address of the status location.                                                                                                                                                                                     |
| Created Date                      | The date on which the delivery history record was created.                                                                                                                                                              |
| Created User                      | The user that created the delivery history record. Records created by interfaces display SYSTEM in this column. For records that are created by manual tracking status entry, the specified user is the logged-in user. |
| Evaluation Applied                | A checked box in this column indicates that evaluation was carried out.                                                                                                                                                 |
| Evaluation Pending                | A checked box in this column indicates that evaluation is still pending.                                                                                                                                                |
| Event Details   Status Date       | The date—supplied by the supplier—on which the activity occurred.                                                                                                                                                       |
| Event Details   Notification Date | The date on which the user was notified of the activity.                                                                                                                                                                |
| Event Details   Time Zone ID      | Specifies the time zone that is used in the <i>Event Details</i> fields.                                                                                                                                                |
| Extract                           | An ID number that references the corresponding extract. You can use this ID number to view extract information on the <i>Extracts</i> page.                                                                             |
| File Name                         | The name of the file from which the delivery history record was created, if the source of the data was an interface file.                                                                                               |
| Name                              | The status location name.                                                                                                                                                                                               |
| Notification Date                 | This field is not currently in use by DEM.                                                                                                                                                                              |
| Original Status City              | The city from where delivery was despatched.                                                                                                                                                                            |
| Original Status Country           | The country from where the delivery was despatched.                                                                                                                                                                     |
| Original Status State             | The state from where the delivery was despatched.                                                                                                                                                                       |
| Revised ETA Date                  | The updated anticipated delivery date and time for the delivery, as communicated by the supplier in a status update.                                                                                                    |



| Column                            | Description                                                                                                                                              |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scan Status 1                     | Provides an exception code or a movement code, depending on the information that is available from the supplier when providing a tracking status update. |
| Scan Status 2                     | This is populated if there is a second <i>Scan Status</i> value.                                                                                         |
| Scan Status 3                     | This is populated if there is a third <i>Scan Status</i> value.                                                                                          |
| Status City                       | The city in which the activity for this delivery history occurred.                                                                                       |
| Status Country                    | The country in which the activity for this delivery history occurred.                                                                                    |
| Status Date                       | The date—supplied by the supplier—on which the activity has occurred.                                                                                    |
| Status ID                         | The unique ID for the delivery history record.                                                                                                           |
| Status Postcode                   | The postcode where the activity for this delivery history occurred.                                                                                      |
| Status State                      | The state or province in which the activity for this delivery history occurred.                                                                          |
| Status User                       | This field is not currently in use by DEM.                                                                                                               |
| Supplier Status (1-3)             | The status codes received from the supplier for a delivery history.                                                                                      |
| Supplier Status Description (1-3) | The status code descriptions received from the supplier for a delivery history.                                                                          |
| Update Event Date                 | This field is not currently in use by DEM.                                                                                                               |

**Note** It is also possible to download all of the carrier update files for the selected delivery using the *Download Archived Files* button. This feature is intended for support purposes. Please note that files are deleted after a certain period of time. When a file is removed, it cannot be downloaded using this feature.

### Comments

The *Comments* window allows you to view all comments that have been added against a delivery and add new ones. When an incident is created, the email that is sent to the carrier is stored as a comment.

## Comments Window

Comments

Supplier: FEDEX Supplier Tracking Number: 01713622544357

| Comment               | Reason Code | Email       | Source   | Created User | Created Date        |
|-----------------------|-------------|-------------|----------|--------------|---------------------|
| Order to be resent    |             | abc@123.ie  | SUPPLIER |              | 09/10/2018 16:35:19 |
| Damaged goods         |             | abc@qad.com | INCIDENT | KFT          | 09/10/2018 16:33:58 |
| Incident has occurred |             | abc@123.ie  | INCIDENT | QCONFIG      | 02/10/2018 02:48:15 |

<< < 1 > >>

Per Page: 25

Add Comment

Close

The columns in this window are described in the table below.

## Comments Window Column Headers

| Column       | Description                                                                                    |
|--------------|------------------------------------------------------------------------------------------------|
| Comment      | The comment text. You can view the full text by rolling over the comment.                      |
| Created User | The user who created the comment, or the incident that resulted in this comment being created. |
| Created Date | The date on which the comment was created.                                                     |
| Reason Code  | Shorthand codes for frequently used comments.                                                  |
| Source       | The source of the comment. Possible values are Incident or User.                               |
| E-mail       | The email address or addresses that the comment was sent to.                                   |

To add a comment:

1. Click the *Add Comment*  button.

## Add Comment Window

- In the *Add Comment* window, manually write a comment in the *Comment* field, or select a shorthand code using the *Reason Code* lookup field. The available reason codes are described in the table below.

| Reason Code       | Description                                                                                                                     |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------|
| CUSTOMS_DOCS      | The customs documentation was prepared incorrectly. The following information is missing: [insert info here]                    |
| DELAY_AT_SHIPPING | The calculated ETA date was incorrect. The shipment was not picked up on the original ship date.                                |
| INCORRECT_ADDRESS | The address in the party address book was incorrect for this recipient. The address needs to be corrected for future shipments. |

**Note** To create your own reason codes for use with DEM, see [Reason Codes on page 1296](#).

- Add an optional recipient email address for the comment notification in the *Email* field.
- Click *Save Comment*.

## Delivery Parties

In the *Delivery Parties* window, you can view all of the parties related to the delivery. This typically includes the shipper and recipient, but may also include other parties, such as the billing party.

## Delivery Parties Window

**Delivery Parties**

Supplier: UPS    Supplier Tracking Number: 1Z2101181457101599

| Source System | Party Type | Account Number | Party Id | Party Name | Contact Name | City | County | State Or Pr... | Country |
|---------------|------------|----------------|----------|------------|--------------|------|--------|----------------|---------|
| UPS           | SHIPTO     |                |          |            |              |      |        | MS             | NZ      |
| UPS           | SHIPPER    |                |          |            |              |      |        |                | IE      |

<< < 1 > >> 
 


 Per Page: 25

Close

The columns in this window are described in the table below.

| Column                 | Description                                                       |
|------------------------|-------------------------------------------------------------------|
| Account Number         | The supplier account number associated with the delivery party.   |
| Address Line 1,2,3,4,5 | The full address line details of the delivery party.              |
| City                   | The city in which the delivery party is located.                  |
| Contact Name           | The name of the person to be contacted about this delivery party. |
| Country                | The country in which the delivery party is located.               |
| Created Date           | The date on which the delivery party was created.                 |
| Created User           | The user who created the delivery party.                          |
| Email                  | The contact email address of the delivery party.                  |
| Party Name             | The name of the delivery party.                                   |
| Party Type             | The type of delivery party; for example, Shipper.                 |
| Phone                  | The phone number of the delivery party.                           |
| Postal Code            | The postal code where the delivery party is located.              |

| Column            | Description                                                   |
|-------------------|---------------------------------------------------------------|
| State or Province | The state or province in which the delivery party is located. |

## Delivery References

The *Delivery References* window contains information about delivery references, including the source system and file, where applicable.

### Delivery References Window

| Delivery References                                                                                                                                                                                              |                |                |               |                     |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|---------------|---------------------|--------------|
| Supplier: FEDEX Supplier Tracking Number: 017136225444357                                                                                                                                                        |                |                |               |                     |              |
| Reference Value                                                                                                                                                                                                  | Reference Type | File Name      | Source System | Created Date        | Created User |
| D12474789                                                                                                                                                                                                        | CR             | 71821541039677 | FEDEX         | 02/10/2018 02:38:46 | SYSTEM       |
| K59145                                                                                                                                                                                                           | PO             | 71821541039677 | FEDEX         | 02/10/2018 02:38:46 | SYSTEM       |
| <div> <span>&lt;&lt;</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>&gt;&gt;</span> <span>⌂</span> <span>⚙</span> <span>🔍</span> <span>🗑</span> <span>📄</span> <span>Per Page: 25</span> </div> |                |                |               |                     |              |
| Close                                                                                                                                                                                                            |                |                |               |                     |              |

The columns in this window are described in the table below.

| Column         | Description                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Created Date   | The date on which the delivery reference was created.                                                                                                                               |
| Created User   | The user who created the delivery reference. This is always set to a value of SYSTEM.                                                                                               |
| File Name      | If applicable, this is the name of the interface file that was the data source for the delivery reference record.                                                                   |
| Source System  | The source system from which the delivery reference record originated. This can be the supplier code or TMS. An example of a supplier code is UPS. An example of a TMS is QAD GTTE. |
| Reference Type | The type of reference that is stored in the delivery reference record. These can be                                                                                                 |

| Column          | Description                                                         |
|-----------------|---------------------------------------------------------------------|
|                 | qualifier values from a supplier's tracking status file.            |
| Reference Value | The value of the reference stored in the delivery reference record. |

## Delivery Summary

The *Delivery Summary* window provides a summary of delivery details. It includes the most useful information from all of the delivery sub-menu options.

### Delivery Summary Window

The screenshot shows the 'Delivery Summary' window. At the top is a blue header bar with 'FEDEX' on the left and 'AF' on the right. Below this bar, the following dates are listed: 'Shipper Despatched On: Wed, 18 Jul, 00:00', 'FEDEX Picked Up On: Wed, 18 Jul, 21:29', 'FEDEX Original ETA: Fri, 20 Jul, 00:00', 'FEDEX Current ETA: Fri, 20 Jul, 00:00', and 'Comparison ETA: Fri, 20 Jul, 00:00'. A 'More Info' section follows, containing 'References: D12474789, K59145', 'Billable Weight: 2 L', and 'Actual Weight: 2 L'. To the right of the main text area are three stacked boxes: 'Ship From' (DEM Warehouse, 742 Main Street, JONESTOWN, PA, U, 12347833S), 'Ship To' (TEAM OF US, 123 High Street, JACKSONVILLE, FL, US, 123460000), and 'Service' (019). A 'Close' button is in the bottom right corner.

The blue bar at the top of the window contains the supplier, tracking number, and delivery status.

The dates listed below the blue bar may include the *Shipper Despatched On* date, the supplier *Picked Up On* date, the supplier *Original ETA* date, the supplier *Current ETA* date, and the *Comparison ETA* date. The dates displayed here depend on the data available from the supplier.

In the *More Info* area, this miscellaneous information can include the master tracking number, references, dimensions, and weight.

The panels to the right of the window contain *Ship From*, *Ship To*, and *Service* information. The *Ship From* and *Ship To* boxes contain the name and address of the delivery origin and destination. The *Service* box contains a standardized code for the supplier product or service of the delivery.

## Delivery Audit

In the *Delivery Audit* window you can view the status of the background jobs that have been performed for the delivery. For more information on background jobs, see the *Administration* section.

### Delivery Audit Window

| Delivery Audit                                                  |                     |                     |              |          |             |
|-----------------------------------------------------------------|---------------------|---------------------|--------------|----------|-------------|
| Supplier: UPS    Supplier Tracking Number: UPS20190610143215DEM |                     |                     |              |          |             |
| Job Name                                                        | Start               | End ↓               | Elapsed Time | Job Code | Description |
| Delivery Evaluation (Manual)                                    | 10/06/2019 14:36:01 | 10/06/2019 14:36:01 | 00:00:00.014 |          |             |
| Delivery Evaluation (Manual)                                    | 10/06/2019 14:35:04 | 10/06/2019 14:35:04 | 00:00:00.012 |          |             |
| Delivery Evaluation (Manual)                                    | 10/06/2019 14:34:07 | 10/06/2019 14:34:07 | 00:00:00.013 |          |             |
| Delivery Evaluation (Manual)                                    | 10/06/2019 14:33:06 | 10/06/2019 14:33:06 | 00:00:00.019 |          |             |
| <div> <span>1</span> <span>Per Page: 25</span> </div>           |                     |                     |              |          |             |

The columns in this window are described in the table below.

### Delivery Audit Columns

| Column       | Description                                                    |
|--------------|----------------------------------------------------------------|
| Description  | A description of the function of the background job performed. |
| Elapsed Time | The duration of the background job.                            |
| End          | The time at which the background job was completed.            |
| Job Code     | The code associated with the background job.                   |
| Job Name     | The name of the background job.                                |
| Start        | The time at which the background job began.                    |
| User         | The user who initiated the job.                                |

## Exceptions

The *Exceptions* window displays summary information about all exceptions associated with the delivery. For more information on exceptions, see the [Exceptions on page 1224](#) section.

## Exceptions Window

| Exceptions    |          |                                                                                                             |                      |                          |           |             |                |               |
|---------------|----------|-------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|-----------|-------------|----------------|---------------|
| Supplier: DHL |          | Supplier Tracking Number:  |                      |                          |           |             |                |               |
| Code          | Severity | Comment                                                                                                     | Date                 | Closed                   | Closed By | Closed Date | Description 1  | Description 2 |
| CUSTOMS ISSUE | 1        |                                                                                                             | 09/08/2021 03:17:... | <input type="checkbox"/> |           |             | CONTROLLABL... |               |


 Per Page: 25 1 - 1 of 1

Close

The columns in this window are described in the table below.

## Exceptions Columns

| Column         | Description                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------------------|
| Account        | The supplier account number associated with the delivery.                                                           |
| Closed         | If checked, this indicates that an exception is resolved or closed. If the exception is open, the box is unchecked. |
| Closed By      | The user who closed the exception.                                                                                  |
| Closed Date    | The date on which the exception was closed.                                                                         |
| Code           | The internal code associated with the exception.                                                                    |
| Comment        | The comment added by the user when the exception was closed. If the exception is open, this field is blank.         |
| Created Date   | The date that the exception was created.                                                                            |
| Created User   | The user who created the exception.                                                                                 |
| Exception Date | The date that an exception occurred, according to information communicated by the supplier.                         |
| Description 1  | The description of the exception code                                                                               |



| Column          | Description                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description 2   | This is generated from the delivery history status description 2, when filled. This is currently only in use for the UPS supplier.                                       |
| Description 3   | This is generated from the delivery history status description 3, when filled. This is currently only in use for the UPS supplier.                                       |
| Severity        | The severity level of the exception: <ul style="list-style-type: none"> <li>• 1 is high severity</li> <li>• 2 is medium severity</li> <li>• 3 is low severity</li> </ul> |
| Snoozed Until   | If it is currently snoozed, this is the date/time on which the exception will be re-displayed on the <i>Exception</i> page. This date/time is in UTC format.             |
| Supplier        | The carrier company responsible for the movement of the delivery.                                                                                                        |
| Tracking Number | The supplier tracking number associated with the delivery.                                                                                                               |

## Incidents

The *Incidents* window displays summary information about all incidents associated with the delivery. For more information on incidents, see the main [Incidents on page 1229](#) section.

## Incidents Window

Incidents

Supplier: DHL Supplier Tracking Number: 1Z20180827140357DEM02

| Incident        | Type | Status   | Comment                      | Exception       | Exception Code |
|-----------------|------|----------|------------------------------|-----------------|----------------|
| 200203687571255 | LOST | 3-CLOSED | sdfgsadfg                    | 126198893460900 | CUSTOMS ISSUE  |
| 396264866736065 | LATE | 1-REVIEW | Response back which shoul... | 126198893460900 | CUSTOMS ISSUE  |

<< < 1 > >>
 


 Per Page: 25

Close

The columns in this window are described in the table below.

## Incidents Columns

| Column         | Description                                                                                     |
|----------------|-------------------------------------------------------------------------------------------------|
| Account        | The supplier account number associated with the delivery.                                       |
| Closed         | This box is checked if an incident is resolved. If the incident is open, this box is unchecked. |
| Closed By      | The user who closed the incident.                                                               |
| Closed Date    | The date on which the incident was closed.                                                      |
| Comment        | The comment added to the incident by the user.                                                  |
| Created Date   | The date on which the incident was created.                                                     |
| Created User   | The user who created the incident.                                                              |
| Exception      | The unique ID of the exception that this incident was raised against.                           |
| Exception Code | The code of the exception that this incident was raised against.                                |
| Incident       | The unique ID of the incident.                                                                  |
| Raised By      | The user who raised the incident.                                                               |
| Raised Date    | The date on which the incident was raised.                                                      |

| Column          | Description                                                                                                                                                                                                                                                                                            |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status          | <p>The status of the incident:</p> <ul style="list-style-type: none"> <li>Review: The incident has been updated by the supplier and is currently awaiting a response from the user.</li> <li>Awaiting Feedback: The supplier has not yet responded to the most recent update from the user.</li> </ul> |
| Supplier        | The carrier company responsible for the movement of the delivery.                                                                                                                                                                                                                                      |
| Tracking Number | The tracking number associated with the delivery that the incident is raised against.                                                                                                                                                                                                                  |
| Type            | <p>This is the category type for the incident. The three default types are:</p> <ul style="list-style-type: none"> <li>Late</li> <li>Lost</li> <li>Damaged</li> </ul> <p>Any additional types are added by QAD GTTE, if applicable, in the future.</p>                                                 |

### Missing Mappings

In the *Missing Mappings* window, users can view conversion issues that are recorded against a delivery. Conversion issues are raised if the evaluation cannot convert any external codes—such as countries and status codes—to the internal code. The issue is resolved by adding the missing conversion and re-running the evaluation.

## Missing Mappings Window

| Missing Mappings                                                                                                                                                                                                                  |                                                         |                                      |                 |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------|-----------------|---------------|
| Supplier: AGYC                                                                                                                                                                                                                    |                                                         | Supplier Tracking Number: BHX0534161 |                 |               |
| Error Level                                                                                                                                                                                                                       | Error Message                                           | Conversion Header Id                 | Conversion Type | External Code |
| WARNING                                                                                                                                                                                                                           | No conversion mapping exists for code K. Please review. | GENERIC_X12_4010                     | MASS            | K             |
| <div> <span>&lt;&lt;</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>&gt;&gt;</span> <span>⌂</span> <span>⚙️</span> <span>🚫</span> <span>🗑️</span> <span>⌵</span> <span>Per Page: 25</span> <span>🔍</span> </div> |                                                         |                                      |                 |               |
| <div>Close</div>                                                                                                                                                                                                                  |                                                         |                                      |                 |               |

The columns in this window are described in the table below.

### Missing Mappings Columns

| Column               | Description                                                                               |
|----------------------|-------------------------------------------------------------------------------------------|
| Conversion Header Id | The conversion code.                                                                      |
| Conversion Type      | The type of code mappings.                                                                |
| Created Date         | The date on which the incident was created.                                               |
| Created User         | The user who created the incident.                                                        |
| Delivery Id          | The delivery code.                                                                        |
| Error Level          | This value can be ERROR or WARNING. Only ERROR entries are included in the mappings page. |
| Error Message        | The type of issue that occurred.                                                          |
| External Code        | The code that the system could not map to an internal code.                               |

### Document History

The columns in this window are described in the table below.

### Document History Columns

| Column      | Description                                                                                                         |
|-------------|---------------------------------------------------------------------------------------------------------------------|
| No title    | This column contains a download button that you can click to download the document.                                 |
| Category    | The document category.                                                                                              |
| File Name   | The name of the file.                                                                                               |
| Registry ID | The EFM registry ID associated with the file.                                                                       |
| Notified    | This column has a green check mark when a POD Notification has been generated for this document.                    |
| Unavailable | This column has a green check mark when the file is unavailable; for example, if the file was deleted from storage. |

## Exceptions

This section describes the functionality available from the Exceptions page.

- Overview
- Exception Severity
- Working With Exceptions

### Overview

DEM examines the status information it receives from suppliers. If a delivery is likely to encounter a delay, an exception is raised against the delivery.

**Note** There can only be one open exception against a delivery at any given time.

Exceptions are automatically closed if:

- A new exception arises against a delivery, replacing and closing the previously existing one.
- The carrier indicates that the delivery has been delivered.

Exceptions can also be closed manually by the user.

### Exceptions Page

The screenshot shows the 'Exceptions' page with a list of six exceptions. Each entry includes a red circle with a white 'X' icon, a title, a description, the carrier, and the date. The exceptions are:

- Delivery failed**: The receiver states the product was not ordered and has refused the delivery. The package will be returned to the sender. UPS | 602836 | 1Z20180927105023DEM | 27/09/2018 | 02:15:00
- Lost damaged**: Your package was damaged. We will notify the sender. Damage to the packaging - notification issued. Exception. UPS | 5658W2 | 1Z20181001174539DEM | 01/10/2018 | 17:45:39
- Customs issue**: Controllable clearance delay. DHL | 190097118 | 1Z20181001181618DEM02 | 04/10/2018 | 18:16:00
- Lost damaged**: Your package was damaged. We will notify the sender. Damage to the packaging - notification issued. UPS | 5658W2 | 1Z20181002152042DEM | 02/10/2018 | 15:20:42
- Customs issue**: Controllable clearance delay. DHL | 190097118 | 1Z20181001181350DEM | 04/10/2018 | 18:13:00
- Lost damaged**: Your package was damaged. We will notify the sender. Damage to the packaging - notification issued. UPS | 5658W2 | 1Z20181003162815DEM | 03/10/2018 | 10:28:15

At the bottom of the list, there is a 'Lost damaged' entry with a red circle and a white 'X' icon. The page also features a 'Filters' section and a 'Per Page' dropdown menu.

### Exception Severity

The severity of the exception is driven by the configuration of the internal status codes. For more information on internal status codes, see the *Administration* section.

There are three severity levels. In the grid on the *Exceptions* page, the severity is indicated by an icon to the left of each record. Each one is described in the table below.

### Exception Severity Levels

| Icon                                                                              | Severity Description |
|-----------------------------------------------------------------------------------|----------------------|
|  | 1 - High             |
|  | 2 - Medium           |
|  | 3 - Low              |

### Working With Exceptions

Each exception record contains:

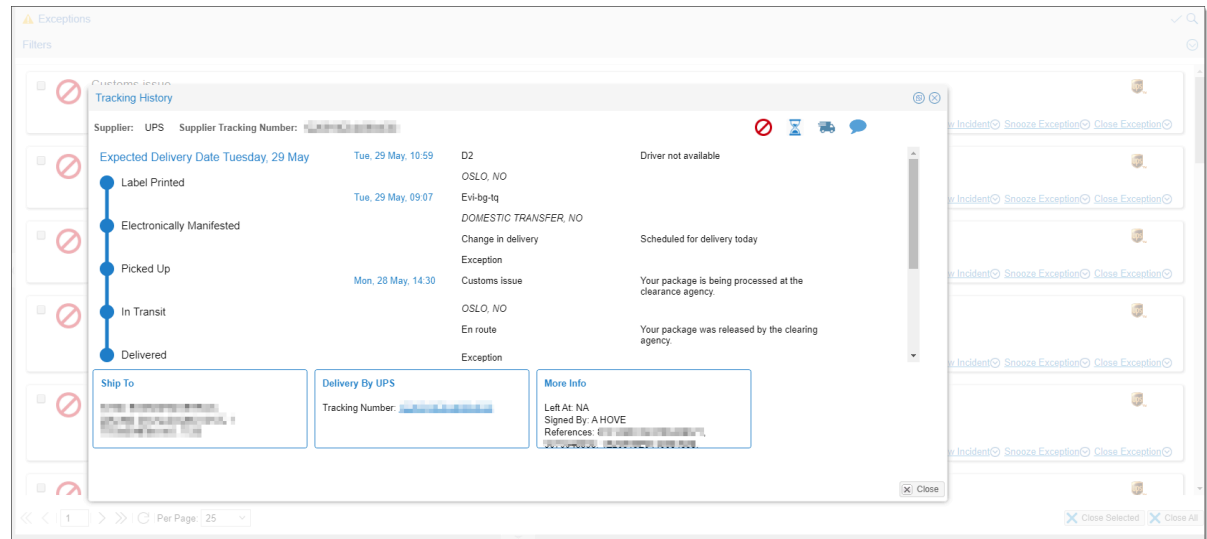
- An icon to indicate its severity
- A brief description of the delay
- The supplier
- The account number
- The tracking number
- The date and time of the exception update

#### Exception Record

|                                                                                                                                                                                                                                                                                                          |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  <b>Delivery failed</b><br>The receiver states the product was not ordered and has refused the delivery.<br>The package will be returned to the sender.<br>UPS   602836   1J26180927105023DEM   27/09/2018   02:15:00 |  |
| <a href="#">New Incident</a> <a href="#">Snooze Exception</a> <a href="#">Close Exception</a>                                                                                                                                                                                                            |                                                                                       |

The tracking number contains a hyperlink that, when clicked, opens the *Tracking History* window. For more information, see the *Tracking History* section.

## Tracking History Window



Each record also contains buttons that allow you to perform actions on the exception:

### Exception Action Buttons

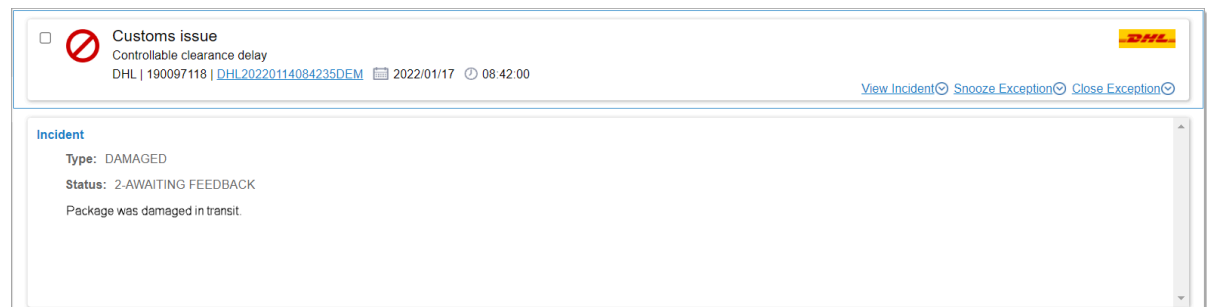


- View Incident
- New Incident
- Snooze Exception
- Close Exception

### View Incident

If an incident exists for an exception, you have the option of seeing more details—such as the type, status, and incident comment—using the *View Incident* button.

### View Incident





## New Incident

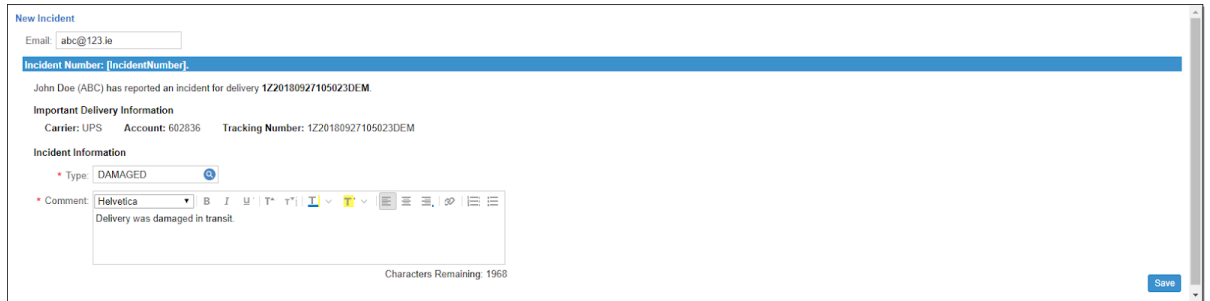
Incidents enable you to communicate directly with the supplier in order to resolve issues. When you create an incident, an email is sent to the supplier containing the incident description, and an incident record is created on the *Incidents* page.

You can create a new incident for an exception by clicking the *New Incident*  button on an exception record.

There are two mandatory fields; *Type* and *Comment*. There is also an optional *Email* field that allows you to send the details of the incident to an email address. For more information on creating incident types, see the *Administration* section.

**Note** If an incident already exists, the *View Incident* button replaces the *New Incident* button on an exception record.

### New Incident Window

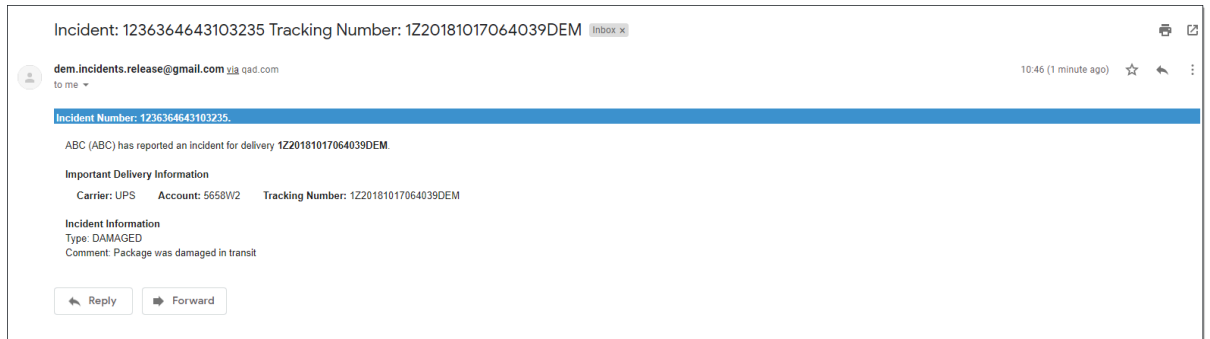


The screenshot shows the 'New Incident' form. At the top, there is an 'Email' field with 'abc@123.ie' and an 'Incident Number' field with a placeholder '[IncidentNumber]'. Below this, a message states: 'John Doe (ABC) has reported an incident for delivery 1Z20180927105023DEM'. The 'Important Delivery Information' section includes 'Carrier: UPS', 'Account: 602836', and 'Tracking Number: 1Z20180927105023DEM'. The 'Incident Information' section has a 'Type' dropdown set to 'DAMAGED' and a 'Comment' text area containing 'Delivery was damaged in transit.' A 'Save' button is at the bottom right. A character count 'Characters Remaining: 1968' is at the bottom center.

The structure of the email is as follows:

- The subject of the New Incident email contains both the incident number and tracking number.
- The first line of the email indicates who created the incident.
- The body of the email contains the carrier, account number, and tracking number of the delivery. It also includes the type and comment associated with the incident.

### New Incident Email



The screenshot shows an email interface. The subject line is 'Incident: 1236364643103235 Tracking Number: 1Z20181017064039DEM'. The sender is 'dem.incidents.release@gmail.com' and the recipient is 'me'. The email body contains the same information as the form: 'ABC (ABC) has reported an incident for delivery 1Z20181017064039DEM', 'Important Delivery Information' (Carrier: UPS, Account: 5658W2, Tracking Number: 1Z20181017064039DEM), and 'Incident Information' (Type: DAMAGED, Comment: Package was damaged in transit). At the bottom are 'Reply' and 'Forward' buttons.

## Snooze Exception

The *Snooze Exception* button allows you to snooze an exception for up to 72 hours. You have the option of choosing *4 hours*, *8 hours*, *16 hours*, *24 hours*, or *Other*. If you select *Other*, you can specify any number of hours between 1 and 72.

When you snooze an exception, it is hidden from the *Exceptions* page for the selected number of hours for all users. If the exception is not closed in the intervening time period, it becomes visible again on the *Exceptions* page.

### Snooze Exceptions Options



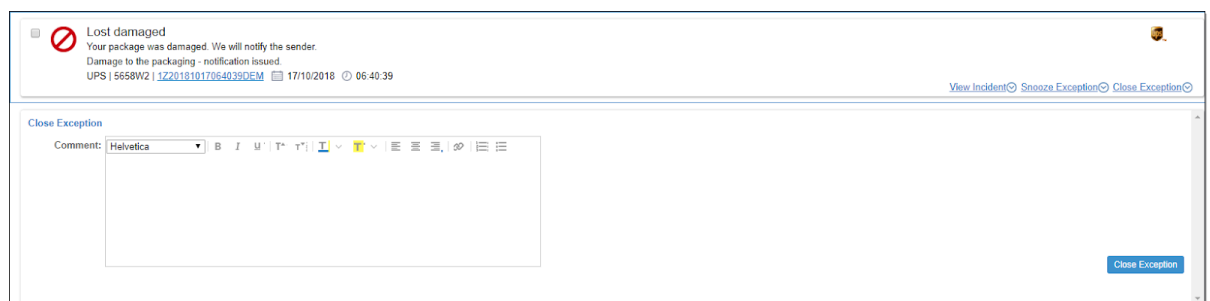
The screenshot shows a window titled "Lost damaged" with a red circle and slash icon. The text inside reads: "Your package was damaged. We will notify the sender. Damage to the packaging - notification issued. UPS | 5658W2 | 1Z201810170640390DEM | 17/10/2018 | 06:40:39". At the top right, there are three links: "View Incident", "Snooze Exception", and "Close Exception". Below this, the "Snooze Exception" section is active, showing "Duration (hours):" with radio button options for 4, 8, 16, 24, and Other. A "Snooze" button is located at the bottom right.

**Note** All exceptions—including snoozed exceptions that are hidden from the *Exceptions* page—can be viewed in the *Exceptions* window that is accessible from the delivery sub-menu. Check the *Snooze Until* column in this window to determine whether an exception has been snoozed.

## Close Exception

Clicking the *Close Exception* button opens the *Close Exception* window. Here, you can add a mandatory comment and then click the *Close Exception* button.

### Close Exception Window



The screenshot shows a window titled "Lost damaged" with the same header information as the previous window. The "Close Exception" section is active, showing a "Comment:" label, a text area, and a rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, and Outdent. A "Close Exception" button is located at the bottom right.

## Incidents

This section describes the functionality available from the Incidents page.

- Overview
- Creating an Incident
- Viewing an Incident

### Overview

Incidents enable you to communicate directly with the supplier in order to resolve issues. When you create an incident, an email is sent to the supplier containing the text of the incident, and an incident record is created on the *Incidents* page.

You can create an incident related to an exception on the *Exceptions* page. For more information, see the *Exceptions - New Incident* section.

You can also raise an incident that is unrelated to an exception on the *Incidents* page. All incidents can be viewed on the *Incidents* page.

#### Incidents Page

The screenshot shows the 'Incidents' page interface. At the top, there's a header with a question mark icon and the title 'Incidents'. To the right is a search template dropdown and a confirmation icon. Below the header is a 'Filters' section. On the right side of the incident list, there's a 'New Incident' button. The main area displays a list of incidents, each with a bell icon, a status (LOST, LATE, LATE, DAMAGED), an exception code, a description, a tracking number, a user icon, a date, and a time. Each incident entry has three action links: 'Update Incident', 'View Conversation', and 'Close Incident'. At the bottom, there's a pagination bar showing '1 of 12' items, 'Per Page: 25', and '1 - 25 of 289'.

| Status  | Exception Code                  | Description     | Tracking Number | User       | Date     | Time                                               | Actions |
|---------|---------------------------------|-----------------|-----------------|------------|----------|----------------------------------------------------|---------|
| LOST    | Exception Code: Customs issue   | DHL   190097118 | PUE             | 19/08/2021 | 02:17:21 | Update Incident, View Conversation, Close Incident |         |
| LATE    | Exception Code: Customs issue   | DHL   190097118 | PUE             | 19/08/2021 | 02:22:01 | Update Incident, View Conversation, Close Incident |         |
| LATE    | Exception Code: Customs issue   | DHL   CO123456  | LBK             | 23/08/2021 | 18:06:02 | Update Incident, View Conversation, Close Incident |         |
| DAMAGED | Exception Code: Address problem | UPS   3Y2606    | QAUTO           | 26/11/2021 | 17:07:06 | Update Incident, View Conversation, Close Incident |         |

### Creating an Incident

To create a new incident that is unrelated to an existing exception:

1. Click the *New Incident*  button at the top of the *Incidents* page.
2. Enter the tracking number related to the delivery in the *Tracking Number* field and click *Search*.

## New Incident Tracking Number Field

Incidents

Filters

New Incident

Tracking Number:

Search

- There are two mandatory fields; *Type* and *Comment*. There is also an optional *Email* field that allows you to send the details of the incident to an email address.

## New Incident

The screenshot displays the 'New Incident' form in the Incident Management System (IMS). The form includes a 'Tracking Number' field with the value '13200020100000000000' and a 'Search' button. Below this is an 'Email' field. The 'Configuration User - All Rules (SCCMFG)' has reported an incident for delivery 'DHL32000201000000000000'. The 'Important Delivery Information' section shows 'Carrier: DHL' and 'Account: 15002710'. The 'Tracking Number' is 'DHL32000201000000000000'. The 'Incident Information' section has a 'Type' dropdown set to 'Incident' and a 'Comment' field containing 'Incident'. The interface is in German, with labels like 'Neues Ereignis', 'Filtern', 'Suchen', 'E-Mail', 'Konfiguration Benutzer - Alle Regeln (SCCMFG)', 'Wichtige Zustellungs-Information', 'Träger: DHL', 'Konto: 15002710', 'Tracking-Nummer: DHL32000201000000000000', 'Ereignis-Informationen', 'Typ', and 'Kommentar'.

4. Finally, click *Save*.

## Incident Record

**DAMAGED**  
Exception Code: Address problem  
UPS | 3Y2606 | [REDACTED] | QAUTO | 26/11/2021 | 17:07:06  
[Update Incident](#) [View Conversation](#) [Close Incident](#)

## Viewing an Incident

Each incident record contains:

- The incident type; for example, *LATE*.
- The exception code for the delivery; for example, *Customs Issue*.
- The supplier.
- The account number.
- The delivery tracking number.
- The user who created the incident.
- The date and time that the incident was created.

An icon on each record also indicates whether it is pending review by the user, or awaiting review from the supplier.

## Incident Icons

| Icon                                                                              | Status            | Explanation                                                                                                           |
|-----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------|
|  | Review            | Indicates that an update about this incident was received from the supplier and is pending review/action by the user. |
|  | Awaiting Feedback | Indicates that the supplier has not yet responded to the user's most recent message on the incident.                  |

Each record also contains buttons that allow you to perform actions on the incident:

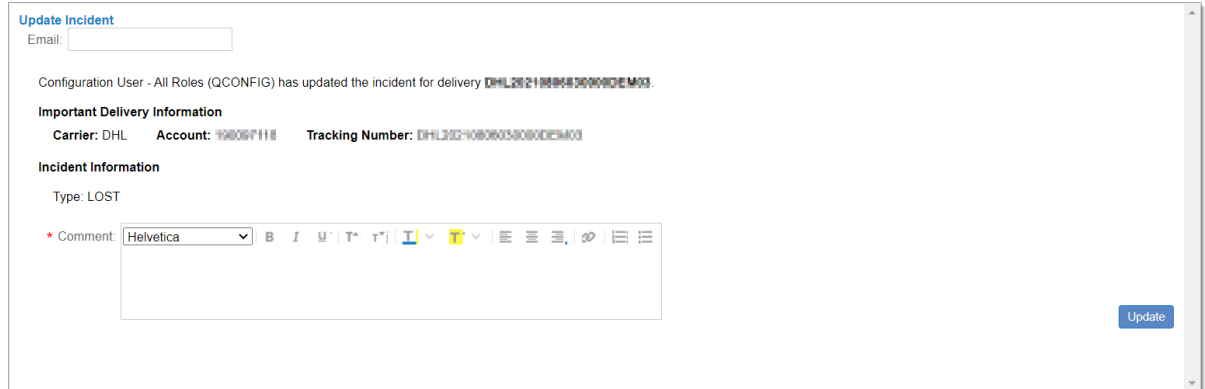
- Update Incident
- View Conversation
- Close Incident

## Update Incident

To update an incident:

1. Click the *Update Incident* [Update Incident](#) button. The *Update Incident* window displays.

Update Incident Window



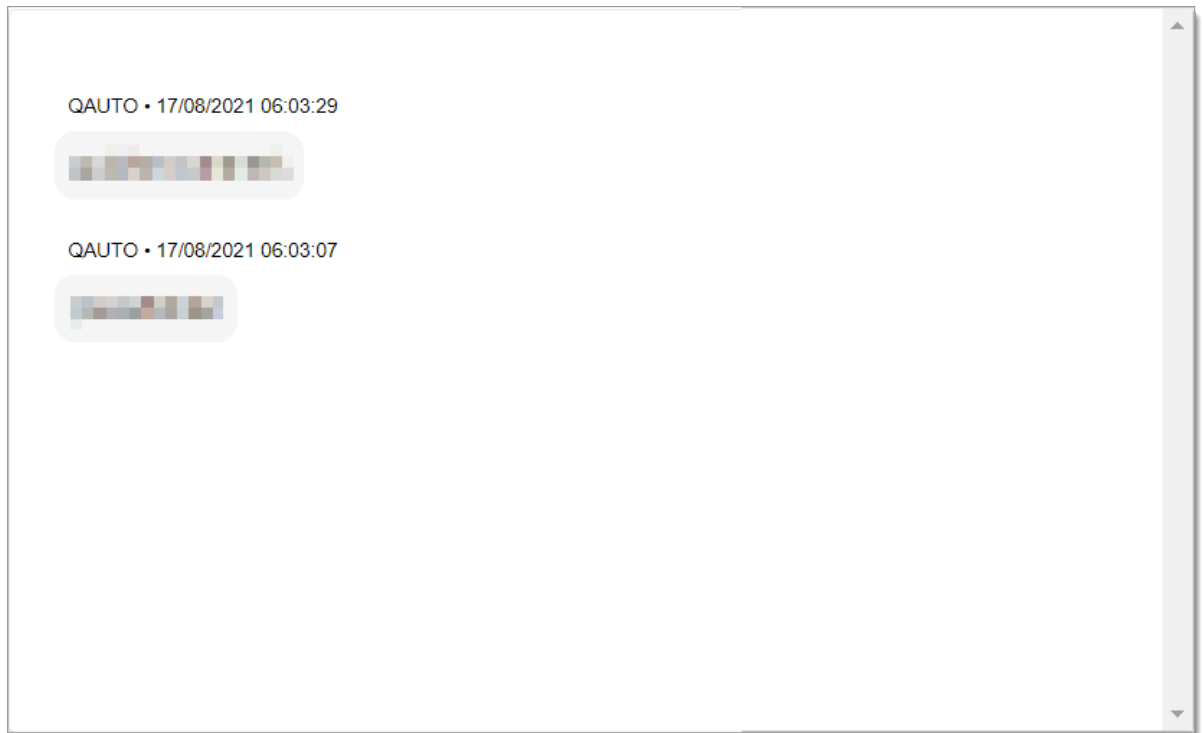
2. Add a mandatory comment to the incident in the *Comment* field. You can also add one or more email addresses to receive incident updates in the *Email* field.
3. When all changes are complete, click the *Update* button to save.

## View Conversation

To view all comments related to the incident, click the *View Conversation*

[View Conversation](#) button. The *View Conversation* window displays.

## View Conversation Window

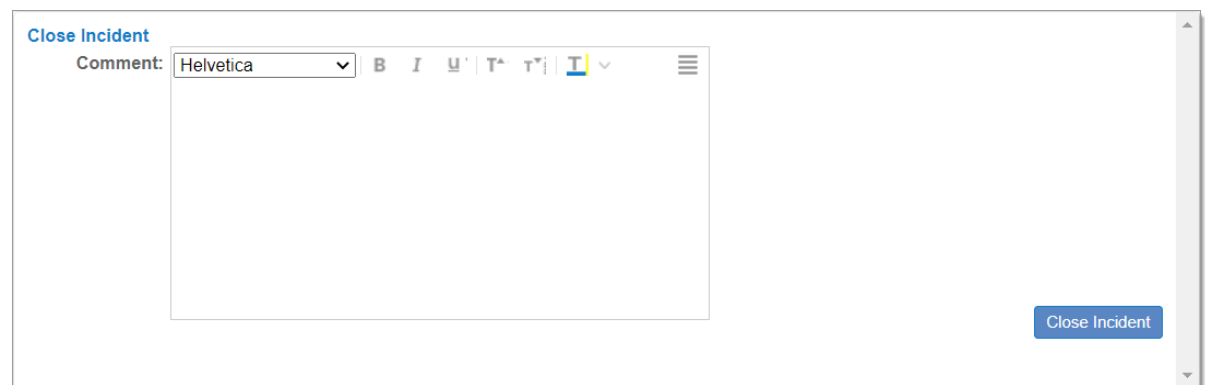
**Close Incident**

When an incident is resolved, you can close it to remove it from the grid.

To close an incident:

1. Click the *Close Incident* [Close Incident](#) button. The *Close Incident* window displays.

## Close Incident Window



2. Add a mandatory comment in the *Comment* field.
3. Click the *Close Incident* button.

**Note** All comments related to incidents remain visible in the *Comments* window. To view an incident's full history, access the *Incidents* option in the delivery sub-menu on the *Deliveries* page.

## Status Update Entry

You can manually update the status of a delivery using the form on the *Status Update Entry* page.

Status Update Entry

The screenshot shows the 'Status Update Entry' form. It has a title bar with a plus icon and the text 'Status Update Entry'. The form contains the following fields and controls:

- \* Supplier:** A text input field with a magnifying glass icon.
- \* Tracking Number(s):** A text input field with a placeholder text: 'Enter tracking numbers separated by a comma (,) or return (enter)'.
- \* Status Date:** A date input field showing '04/08/2019' and a time input field showing '10:09' with a dropdown arrow.
- \* Status:** A text input field with a magnifying glass icon.
- Description:** A large text input field.
- Country:** A text input field with a magnifying glass icon.
- State Or Province:** A dropdown menu.
- City:** A text input field.
- Postal Code:** A text input field.
- Create Another:** A checkbox.
- Buttons:** 'Save' and 'Clear' buttons at the bottom left.

You must complete the Supplier, Tracking Number(s), Status Date, and Status fields to continue. There are optional Description, Country, State or Province, City, and Postal Code fields if you want to provide more information about the Status. You should check the Create Another box if you want to enter more than one update.

An error message will appear if:

- An invalid supplier is entered.
- The delivery status entered does not exist.
- The country entered does not exist.
- One or more of the tracking numbers entered is invalid.
- One or more of the deliveries entered are locked by another process.

**Note** Manually entered *Status Update Entries* appear as updates on the tracking history for the delivery.

The *Supplier*, *Tracking Number(s)*, *Status Date*, and *Status* fields are mandatory. The *Description*, *Country*, *State or Province*, *City*, and *Postal Code* fields are optional, depending on how much detail you want to provide about the status.

Check the *Create Another* box if you want to enter more than one update.

An error message appears if:

- An invalid supplier is entered.
- The delivery entered does not exist.
- The country entered does not exist.
- One or more of the tracking numbers entered is invalid.
- One or more of the deliveries entered are locked by another process.

## Dashboard

The Operational Analytics dashboards provide a snapshot view of current compliance activity and shipping analytics. This customizable view consists of a series of bar charts, line charts, and grids that can easily be added, rearranged, or removed according to company needs. Visual items, such as grids and charts, offer a quick, simple format for you to check performance in one location. In addition, these charts can have drill-down capability, enabling you to view a more detailed breakdown of the information by clicking chart data.

The DEM Dashboard is available for Operational Analytics customers. For more information, see *Operational Analytics*.



## DEM Administration

This section describes how to configure the *Delivery Exception Management* page for user access and details the carrier integration setup process. By configuring DEM, you can ensure:

- User visibility of specific deliveries for tracking purposes
- Efficient management of exceptions
- User authorization to run tasks or actions to help resolve problems with deliveries

During the transit of parcel shipments from origin to destination, deliveries can be delayed, damaged, or lost in a carrier network. To manage the exceptions that occur when parcels do not arrive at their destination within prescribed carrier service levels, you need visibility of all shipments. The *Delivery Exception Management* page enables you to manage these logistics exceptions and monitor carrier network performance.

The key functions of DEM include:

- Allowing you to proactively manage the exceptions for shipments and resolve issues relating to delivery.
- Facilitating the management of carrier network and lane performance; for example, using DEM to determine whether a carrier's actual service level meets service level agreements (SLAs).
- Supporting multiple carriers, regions, and time zones.
- Mapping carrier-prescribed delivery tracking statuses to a generic set of user-defined statuses.
- Downloading and interpreting electronic messages and loading this data through the status-mapping engine.
- Identifying deliveries that appear to be falling outside the defined SLAs.

## Menu

The DEM navigation menu can be found on the left and contains expandable menu items. Administrators can view and access all menu items, which are:

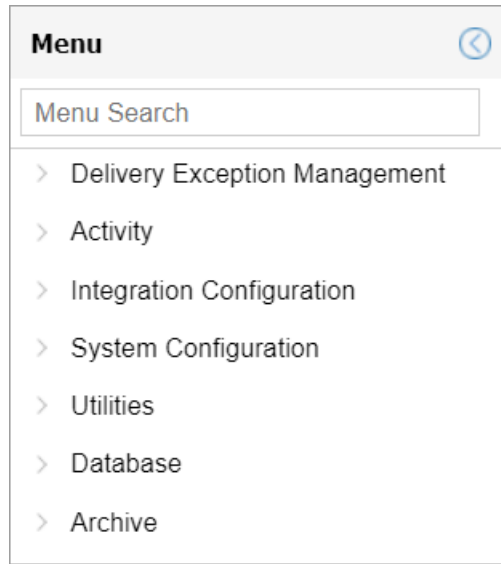
- Delivery Exception Management
- Activity
- Integration Configuration
- System Configuration
- Utilities
- Database

- Archive

Regular users typically only have access to the Delivery Exception Management menu and its sub-options. For more information on the Delivery Exception Management menu, see [Using DEM on page 1187](#).

**Note** For information on configuring the menu, see [DEM Permissions on page 1309](#).

Administrator View of Menu



## Activity

This section describes the functionality available in the Activity menu.

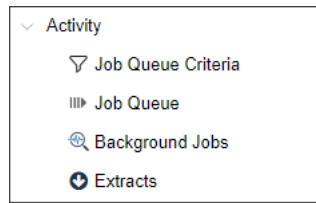
- Overview
- Background Jobs
- Job Queue
- Job Queue Criteria
- Extracts

## Overview

The Activity section of the menu contains four items:

- Job Queue
- Job Queue Criteria
- Background Jobs
- Extracts

## Expanded Activity Menu



## Background Jobs

This page allows you to view the background jobs related to DEM in the application. Background jobs are details of the processing activity performed for a particular part of the application. The jobs indicate the success or failure of a unit of work. They also allow you to track the timing of jobs, and to identify causes of problems for units of processing work.

## Background Jobs Page

 A screenshot of the 'Background Jobs' page. At the top, there is a search bar with 'Id' and 'Job Name' dropdowns, and 'Search' and 'Clear' buttons. Below is a table with columns: Id, Job Name, Start Time, End Time, Status, Exit Code, and Exit Message. The table contains 20 rows of data, all with a status of 'COMPLETED'. Each row has a small icon to its left. At the bottom, there is a pagination bar showing 'Page: 25' and navigation controls.
 

| Id    | Job Name          | Start Time          | End Time            | Status    | Exit Code | Exit Message                                                                                                            |
|-------|-------------------|---------------------|---------------------|-----------|-----------|-------------------------------------------------------------------------------------------------------------------------|
| 22956 | MISSEDELIVERYDATE | 26/11/2018 15:40:00 | 26/11/2018 15:40:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543245800038, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22955 | NOACTIVITY        | 26/11/2018 15:40:00 | 26/11/2018 15:40:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543239600022, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22954 | NOACTIVITY        | 26/11/2018 15:30:00 | 26/11/2018 15:30:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543239000036, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22953 | MISSEDELIVERYDATE | 26/11/2018 15:30:00 | 26/11/2018 15:30:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543246200021, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22952 | MISSEDELIVERYDATE | 26/11/2018 15:20:00 | 26/11/2018 15:20:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543245600045, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22951 | NOACTIVITY        | 26/11/2018 15:20:00 | 26/11/2018 15:20:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543238400029, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22950 | NOACTIVITY        | 26/11/2018 15:10:00 | 26/11/2018 15:10:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543237800032, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22949 | MISSEDELIVERYDATE | 26/11/2018 15:10:00 | 26/11/2018 15:10:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543245000016, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22948 | NOACTIVITY        | 26/11/2018 15:00:00 | 26/11/2018 15:00:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543237200040, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22947 | MISSEDELIVERYDATE | 26/11/2018 15:00:00 | 26/11/2018 15:00:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543244400025, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22946 | MISSEDELIVERYDATE | 26/11/2018 14:50:00 | 26/11/2018 14:50:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543243800043, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22945 | NOACTIVITY        | 26/11/2018 14:50:00 | 26/11/2018 14:50:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543236600027, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22944 | NOACTIVITY        | 26/11/2018 14:40:00 | 26/11/2018 14:40:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543236000036, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22943 | MISSEDELIVERYDATE | 26/11/2018 14:40:00 | 26/11/2018 14:40:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543243200020, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22942 | MISSEDELIVERYDATE | 26/11/2018 14:30:00 | 26/11/2018 14:30:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543242600040, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22941 | NOACTIVITY        | 26/11/2018 14:30:00 | 26/11/2018 14:30:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543235400024, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22940 | NOACTIVITY        | 26/11/2018 14:20:00 | 26/11/2018 14:20:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543234800042, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22939 | MISSEDELIVERYDATE | 26/11/2018 14:20:00 | 26/11/2018 14:20:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543242000026, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22938 | MISSEDELIVERYDATE | 26/11/2018 14:10:00 | 26/11/2018 14:10:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543241400025, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22937 | NOACTIVITY        | 26/11/2018 14:10:00 | 26/11/2018 14:10:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543234200009, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22936 | NOACTIVITY        | 26/11/2018 14:00:00 | 26/11/2018 14:00:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543233600052, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |
| 22935 | MISSEDELIVERYDATE | 26/11/2018 14:00:00 | 26/11/2018 14:00:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543240800021, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22934 | MISSEDELIVERYDATE | 26/11/2018 13:50:00 | 26/11/2018 13:50:00 | COMPLETED | COMPLETED | Input Parameters: {currentDate=1543240200043, missedDeliveryDateSeverity=2, missedDeliveryDateCode=MISSED DELIVER...    |
| 22933 | NOACTIVITY        | 26/11/2018 13:50:00 | 26/11/2018 13:50:00 | COMPLETED | COMPLETED | Input Parameters: {cutoffDate=1543233000028, noActivitySeverity=3, noActivityCode=NO ACTIVITY, noActivityDescription... |

The table below describes the columns on the *Background Jobs* page.

## Background Jobs Page Columns

| Column          | Explanation                                                                      |
|-----------------|----------------------------------------------------------------------------------|
| Step Executions | Click the icon to access the <i>Step Executions</i> window for the specific job. |
| Job Parameters  | Click the icon to access the <i>Job Parameters</i> window for the specific job.  |

| Column       | Explanation                                                                                                                                                             |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Id           | The identification number for this job.                                                                                                                                 |
| Job Name     | The name of the job, which can be any of the values listed in the next table.                                                                                           |
| Start Time   | The exact time and date a job started to the nearest second.                                                                                                            |
| End Time     | The exact time and date a job ended to the nearest second.                                                                                                              |
| Status       | The job status.                                                                                                                                                         |
| Exit Code    | The job exit code.                                                                                                                                                      |
| Exit Message | The job exit message.                                                                                                                                                   |
| Last Updated | The time when the job was last updated, to the nearest second.                                                                                                          |
| Supplier     | This setting is not currently populated. However, you can use the Search By field to search for suppliers; the system returns results based on the Exit Message column. |
| File Name    | This column is not currently populated. However, you can use the Search By field to search for file names; the system returns results based on the Exit Message column. |
| Version      | This setting is used for technical purposes and it is beyond the scope of the online help.                                                                              |

There are a number of possible background jobs, as listed in the table below.

### Background Jobs

| Background Job    | Description                                                                                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Archive Purge     | This job runs every ten minutes if there is a value set in the <a href="#">Purge Archived Deliveries After (Days)</a> field on <a href="#">page 1292</a> in Admin Settings. |
| Batch Cleanup Job | This job deletes background jobs from the system. This job runs when a user manually                                                                                        |

| Background Job                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | purges deliveries using the <a href="#">Purge utility on page 1304</a> .                                                                                                                                                                                                                                                                                                                                                    |
| Carrier Status                        | This job covers the processing of the supplier tracking status message. The supplier's message is translated from the supplier's proprietary message structure format to the generic XML structure format used by DEM. The generic XML structure is updated to create and update Deliveries.                                                                                                                                |
| Carrier Status Generic                | This job writes the generic XML tracking status message structure in DEM. This message structure creates or updates a delivery. If required, it writes additional Delivery history information for the Delivery.                                                                                                                                                                                                            |
| Delivered Notification Management     | This job determines what deliveries need to run the Delivered Notification background job, and locks them so that the job can be carried out.                                                                                                                                                                                                                                                                               |
| Delivered Notification                | This job sends a delivery notification JSON file to the highway endpoint DEM_NOTIFICATION_DELIVERED. Highway can then be configured to store this file on a server directory or send it to a third-party application.                                                                                                                                                                                                       |
| Delivered POD Notification            | This job sends a proof of delivery notification JSON file to the highway endpoint DEM_NOTIFICATION_DELIVERED. Highway can then be configured to store this file on a server directory or send it to a third-party application. If the images are very large then the base 64-encoded information is split into a number of files for performance reasons. The file names have the format delivery-pod-<BGJOBNUMBER>-N.json. |
| Delivered POD Notification Management | This job determines what deliveries need to run the Delivered POD Notification background job, and locks them so that the job can be carried out.                                                                                                                                                                                                                                                                           |
| Delivery Evaluation Management        | The job determines which deliveries need to run the Delivery Evaluation background job, and locks them so that the job can be carried out.                                                                                                                                                                                                                                                                                  |
| Delivery Evaluation                   | This job evaluates a number of deliveries that have the Pending Evaluation field set to Yes in the                                                                                                                                                                                                                                                                                                                          |

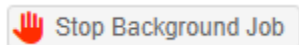
| Background Job                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <p>Deliveries screen. It updates these deliveries if required.</p> <p><b>Note</b> This job does not run for closed deliveries even if the Pending Evaluation field is set to Yes. You can click the Run Delivery Evaluation button on the Deliveries screen to run the evaluation for closed deliveries that have the Pending Evaluation field set to Yes.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| Polling Tracking Updates USPS   | This job polls USPS for status updates for deliveries that are in DEM but have not yet been delivered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Missed Delivery Date Management | This job determines the deliveries with a Missed Delivery Date exception, and locks them so the background job can be carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Missed Delivery Date            | <p>This job determines whether a delivery has missed its targeted delivered date. This is a system-driven process. An exception is raised against a delivery that is not yet delivered, and where the Comparison ETA date has passed.</p> <p><i>Note</i>The Missed Delivery Date exception is only raised if an exception of a higher severity is not already open against the delivery.</p>                                                                                                                                                                                                                                                                                                                                                  |
| No Activity Management          | This job determines the deliveries that have No Activity, and locks them so the background job is carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No Activity                     | <p>This job is activated when a Delivery does not have a tracking status update for a specified period of time. This is a system-driven process. An Exception is raised when an undelivered Delivery has not received an update in a set number of hours, and there is not already an Exception of a higher severity open against the Delivery.</p> <p>The default number of hours of No Activity required to initiate an Exception is two hours. QAD GTTE Technical Services can configure the prescribed time period for what is deemed as a No Activity delivery by configuring it in the dem.yml file.</p> <p>For more information on configuring this property, see the <i>QAD GTTE Implementation Guide</i> (internal access only).</p> |

| Background Job      | Description                                                                                                                                                                                                   |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Polling POD Updates | This job locks deliveries for which proof of delivery polling is applicable, requests POD updates through the supplier endpoint, stores any received POD files in EFM, and then unlocks the deliveries.       |
| Purge               | This job deletes old background job data and job queue records to reduce the memory required to run DEM. To configure how often this job is run, see <a href="#">Purge Background Job Data on page 1287</a> . |
| Unassign Delivery   | On the Job Queue page, the Unassign Delivery button allows administrators to manually unlock deliveries—locked to perform a background job—if a problem occurred and the background job failed to complete.   |
| Validate Deliveries | Delivery background jobs can fail because of incomplete code conversions. Administrators can complete these conversions, and manually validate those deliveries.                                              |

## Stopping Background Jobs

A *Stop Background Job* button is available on the *Background Jobs* page.

Stop Background Job Icon

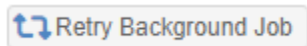


If you click the *Stop Background Job* button, the system stops all jobs in STARTED or STARTING status. The End Time value for the job is set as the current date and time and the Status value for the job is updated to STOPPED.

## Retrying Background Jobs

A *Retry Background Job* button is available on the *Background Jobs* page.

Retry Background Job Icon



If you click the *Retry Background Job* button, the system attempts to restart all jobs in FAILED or STOPPED status.

**Note** This process does not run in the background.

You can only retry CARRIER STATUS and CARRIER STATUS GENERIC background jobs with a status of FAILED or STOPPED.

## Job Queue

DEM automatically processes some background jobs using the Job Queue feature.

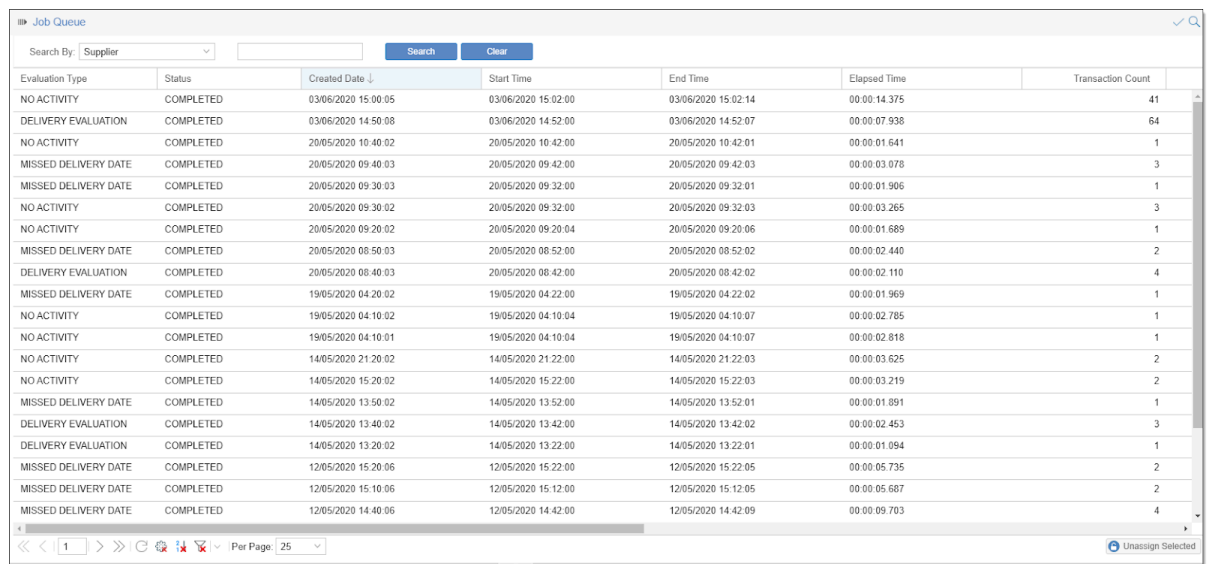
The order in which background jobs are processed can be configured on the *Job Queue Criteria* page. DEM primarily processes jobs in the queue based on the time and date the deliveries are uploaded and, secondly, on the priority number.

Background jobs are always added to the job queue list in the following order:

1. Delivery Evaluation
2. No Activity Management
3. Missed Delivery Date Management

Existing background jobs in the job queue are run before newly added ones, regardless of job type.

### Job Queue Page



| Evaluation Type      | Status    | Created Date ↓      | Start Time          | End Time            | Elapsed Time | Transaction Count |
|----------------------|-----------|---------------------|---------------------|---------------------|--------------|-------------------|
| NO ACTIVITY          | COMPLETED | 03/06/2020 15:00:05 | 03/06/2020 15:02:00 | 03/06/2020 15:02:14 | 00:00:14.375 | 41                |
| DELIVERY EVALUATION  | COMPLETED | 03/06/2020 14:50:08 | 03/06/2020 14:52:00 | 03/06/2020 14:52:07 | 00:00:07.938 | 64                |
| NO ACTIVITY          | COMPLETED | 20/05/2020 10:40:02 | 20/05/2020 10:42:00 | 20/05/2020 10:42:01 | 00:00:01.641 | 1                 |
| MISSED DELIVERY DATE | COMPLETED | 20/05/2020 09:40:03 | 20/05/2020 09:42:00 | 20/05/2020 09:42:03 | 00:00:03.078 | 3                 |
| MISSED DELIVERY DATE | COMPLETED | 20/05/2020 09:30:03 | 20/05/2020 09:32:00 | 20/05/2020 09:32:01 | 00:00:01.906 | 1                 |
| NO ACTIVITY          | COMPLETED | 20/05/2020 09:30:02 | 20/05/2020 09:32:00 | 20/05/2020 09:32:03 | 00:00:03.265 | 3                 |
| NO ACTIVITY          | COMPLETED | 20/05/2020 09:20:02 | 20/05/2020 09:20:04 | 20/05/2020 09:20:06 | 00:00:01.689 | 1                 |
| MISSED DELIVERY DATE | COMPLETED | 20/05/2020 08:50:03 | 20/05/2020 08:52:00 | 20/05/2020 08:52:02 | 00:00:02.440 | 2                 |
| DELIVERY EVALUATION  | COMPLETED | 20/05/2020 08:40:03 | 20/05/2020 08:42:00 | 20/05/2020 08:42:02 | 00:00:02.110 | 4                 |
| MISSED DELIVERY DATE | COMPLETED | 19/05/2020 04:20:02 | 19/05/2020 04:22:00 | 19/05/2020 04:22:02 | 00:00:01.969 | 1                 |
| NO ACTIVITY          | COMPLETED | 19/05/2020 04:10:02 | 19/05/2020 04:10:04 | 19/05/2020 04:10:07 | 00:00:02.785 | 1                 |
| NO ACTIVITY          | COMPLETED | 19/05/2020 04:10:01 | 19/05/2020 04:10:04 | 19/05/2020 04:10:07 | 00:00:02.818 | 1                 |
| NO ACTIVITY          | COMPLETED | 14/05/2020 21:20:02 | 14/05/2020 21:22:00 | 14/05/2020 21:22:03 | 00:00:03.625 | 2                 |
| NO ACTIVITY          | COMPLETED | 14/05/2020 15:20:02 | 14/05/2020 15:22:00 | 14/05/2020 15:22:03 | 00:00:03.219 | 2                 |
| MISSED DELIVERY DATE | COMPLETED | 14/05/2020 13:50:02 | 14/05/2020 13:52:00 | 14/05/2020 13:52:01 | 00:00:01.891 | 1                 |
| DELIVERY EVALUATION  | COMPLETED | 14/05/2020 13:40:02 | 14/05/2020 13:42:00 | 14/05/2020 13:42:02 | 00:00:02.453 | 3                 |
| DELIVERY EVALUATION  | COMPLETED | 14/05/2020 13:20:02 | 14/05/2020 13:22:00 | 14/05/2020 13:22:01 | 00:00:01.094 | 1                 |
| MISSED DELIVERY DATE | COMPLETED | 12/05/2020 15:20:06 | 12/05/2020 15:22:00 | 12/05/2020 15:22:05 | 00:00:05.735 | 2                 |
| MISSED DELIVERY DATE | COMPLETED | 12/05/2020 15:10:06 | 12/05/2020 15:12:00 | 12/05/2020 15:12:05 | 00:00:05.687 | 2                 |
| MISSED DELIVERY DATE | COMPLETED | 12/05/2020 14:40:06 | 12/05/2020 14:42:00 | 12/05/2020 14:42:09 | 00:00:09.703 | 4                 |

The table below describes the columns on the *Job Queue* page.

### Job Queue Columns

| Column Header   | Explanation                                                                                                                                                                                     |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluation Type | <p>The value displayed in this column is one of three evaluation types:</p> <ul style="list-style-type: none"> <li>• Delivery</li> <li>• Missed Delivery Date</li> <li>• No Activity</li> </ul> |



| Column Header      | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status             | <p>Indicates the stage in the process that the job has reached. The possible values are:</p> <ul style="list-style-type: none"> <li>Created: The job queue record is being created but is not yet ready to be picked up by the queue.</li> <li>Ready: The job has completed the first step and is ready to be processed.</li> <li>Waiting: The job is waiting in the queue to be processed but has not started yet.</li> <li>Processing: The job is currently being carried out.</li> <li>Failed: There was a problem with the job and it has failed.</li> <li>Completed: The job is complete.</li> </ul> |
| Created Date       | The date and time the job was created.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Start Time         | The exact time and date a job started, to the nearest second.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| End Time           | The exact time and date a job ended, to the nearest second.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Transaction Count  | The number of deliveries included in a single job.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Background Job     | A link to the Step Executions window in the Background Jobs page for the specific job.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Priority           | A number between 1 and 100 that indicates the order jobs are processed in. This is specified in the Job Queue Criteria page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Supplier           | The supplier of the delivery being processed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Supplier Account   | The supplier account of the delivery being processed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Last Modified Date | The date the job was last modified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Last Modified User | The user that last modified the date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Id                 | This is the identification number for this job.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Job Queue Criteria

You can configure DEM to perform background jobs in a particular order by setting up priorities on the *Job Queue Criteria* page. A job queue is created for each job criteria. A job is also created for all deliveries that do not fit any of the job queue criteria. This job has the lowest priority in the queue and is performed last. This ensures that all deliveries are processed.

### Job Queue Criteria Page

 Job Queue Criteria

Priority: 
 Search By:

| Evaluation Type      | Supplier | Supplier Ac... | Priority | Max Deliveries | Description |
|----------------------|----------|----------------|----------|----------------|-------------|
| MISSED DELIVERY DATE | -        | -              | 50       |                |             |

<< < 1 > >> |         Per Page: 25

To set up a new Job Queue Criteria entry, click the *Create Record*  icon. The *Create Job Queue Criteria* window displays.

## Create Job Queue Criteria Window

**Evaluation Type.** This is a mandatory field. You must select one of the Evaluation Types from the look-up menu. The three possible evaluation types are Delivery Evaluation, Missed Delivery Date, and No Activity.

**Supplier.** An optional field to specify what supplier you want this Criteria to apply to. If you leave this field blank, the criteria applies to all suppliers.

**Supplier Account.** An optional field to specify what supplier account you want this Criteria to apply to. If you leave this field blank, the criteria applies to all supplier accounts for the supplier you entered in the Supplier field.

**Priority.** This is a mandatory field. You must select a number between 1 and 100 to specify the place jobs with this criteria will take in the job queue. 1 is the highest possible priority, and 100 is the lowest possible priority.

**Max Deliveries.** This is an optional field. You can specify the maximum number of deliveries to be processed in a single background job here. If you do not fill in this field the number will be set as the default number of deliveries, as specified in the Admin Settings page.

**Description.** This is an optional description field. You can use this to add more information to the job criteria.

Fill in the fields, and click **Save**.

## Extracts

A RESTful API is available that requests all changes to tracking updates, comments, exceptions, and incidents. Administrators can request RESTful API extracts from the [Extracts on page 1245](#) page. QAD GTTE Technical Services can specify default values for DEM extracts in the dem.yml file. For more information, see [Extract on page 1289](#) and the *QAD GTTE Implementation Guide (internal access only)*.

## Extracts Page

| Extracts                 |                 |                                       |                                      |                     |
|--------------------------|-----------------|---------------------------------------|--------------------------------------|---------------------|
| Id: <input type="text"/> |                 | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |                     |
| Id ↓                     | Total Extracted | Last Requested                        | Background Job                       | Created Date        |
| 413                      | 10              | 2021/08/07 07:59:56                   | <a href="#">916982</a>               | 2021/08/07 07:58:23 |
| 412                      | 1000            |                                       | <a href="#">916980</a>               | 2021/08/07 07:57:16 |
| 411                      | 10              | 2021/08/05 07:49:20                   | <a href="#">912453</a>               | 2021/08/05 07:47:45 |
| 410                      | 1000            |                                       | <a href="#">912451</a>               | 2021/08/05 07:46:40 |
| 409                      | 10              | 2021/08/04 07:40:31                   | <a href="#">909767</a>               | 2021/08/04 07:38:56 |
| 408                      | 1000            |                                       | <a href="#">909764</a>               | 2021/08/04 07:37:50 |
| 407                      | 10              | 2021/08/03 07:36:42                   | <a href="#">907102</a>               | 2021/08/03 07:35:07 |
| 406                      | 1000            |                                       | <a href="#">907101</a>               | 2021/08/03 07:34:00 |
| 405                      | 10              | 2021/08/01 07:40:18                   | <a href="#">902979</a>               | 2021/08/01 07:38:44 |
| 404                      | 1000            |                                       | <a href="#">902977</a>               | 2021/08/01 07:37:37 |
| 403                      | 10              | 2021/07/31 07:55:16                   | <a href="#">900738</a>               | 2021/07/31 07:53:42 |
| 402                      | 1000            |                                       | <a href="#">900737</a>               | 2021/07/31 07:52:35 |
| 401                      | 10              | 2021/07/30 07:40:18                   | <a href="#">898155</a>               | 2021/07/30 07:38:43 |
| 400                      | 1000            |                                       | <a href="#">898153</a>               | 2021/07/30 07:37:37 |
| 399                      | 10              | 2021/07/29 07:46:30                   | <a href="#">895617</a>               | 2021/07/29 07:44:57 |
| 398                      | 1000            |                                       | <a href="#">895615</a>               | 2021/07/29 07:43:51 |
| 397                      | 10              | 2021/07/28 07:36:20                   | <a href="#">892219</a>               | 2021/07/28 07:34:45 |
| 396                      | 1000            |                                       | <a href="#">892216</a>               | 2021/07/28 07:33:38 |
| 395                      | 10              | 2021/07/27 07:36:39                   | <a href="#">889491</a>               | 2021/07/27 07:35:05 |
| 394                      | 1000            |                                       | <a href="#">889490</a>               | 2021/07/27 07:33:59 |
| 393                      | 10              | 2021/07/25 07:40:03                   | <a href="#">885417</a>               | 2021/07/25 07:38:27 |
| 392                      | 1000            |                                       | <a href="#">885416</a>               | 2021/07/25 07:37:22 |
| 391                      | 10              | 2021/07/24 07:46:27                   | <a href="#">883209</a>               | 2021/07/24 07:44:53 |

The columns on the *Extracts* page are described in the table below.

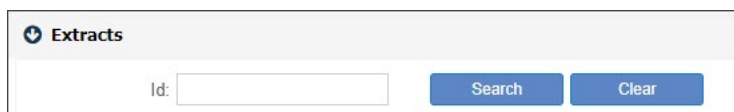
**Extracts Column Headers**

| Column          | Explanation                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------|
| Id              | A number that identifies the extract. Administrators can use this ID number to search for previously requested extracts. |
| Total Extracted | The total number of extracts requested.                                                                                  |
| Last Requested  | The date on which the specified extract was last requested.                                                              |

| Column         | Explanation                                                        |
|----------------|--------------------------------------------------------------------|
| Background Job | The background job ID that is associated with the extract request. |
| Created Date   | The date on which the current extract request was made.            |

Previously requested extracts can be requested again by the client by specifying an extract ID in the search panel.

Extracts Page Search Panel



## Integration Configuration

This section describes the functionality available in the Integration Configuration menu.

- Overview
- Code Conversions In
- Internal Statuses
- Suppliers
- TE Sources

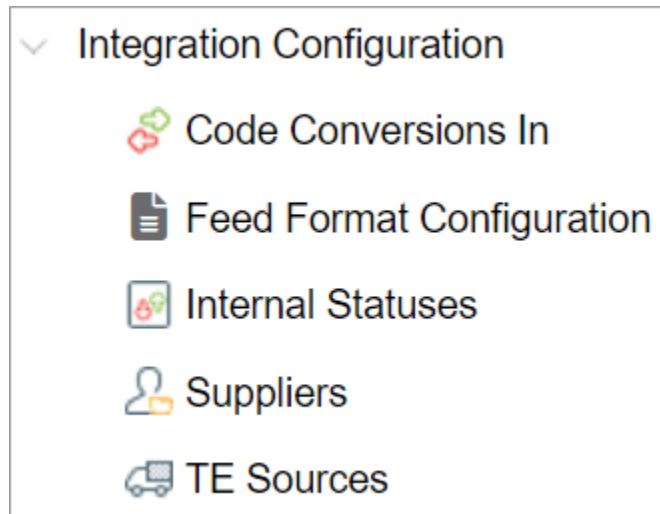
### Overview

In the *Integration Configuration* menu contains four sub-options:

- Code Conversions In
- Feed Format Configuration
- Internal Statuses
- Suppliers
- TE Sources

These options specify the configuration settings that convert external codes to a consistent set of values that are easily interpreted by users.

## Expanded Integration Configuration Menu

**Code Conversions In**

Each TE source system and supplier uses their own codes for tracking status information, and the issues that they track within their systems. Code conversions are used to translate these external codes, specific to the different suppliers and source systems, into a uniform set of codes. These uniform codes are referred to as internal codes.

Code conversions for different suppliers and TE sources can be created, updated, viewed, and deleted from here.

**Code Conversions In**

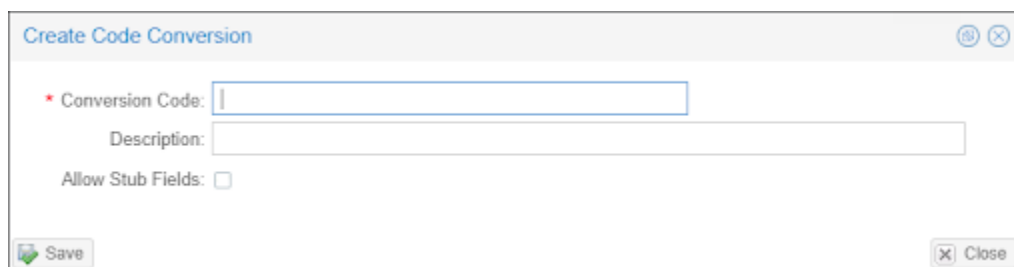
| Code Conversions In                   |                                                    |                                                     |                      |                                       |                                      |
|---------------------------------------|----------------------------------------------------|-----------------------------------------------------|----------------------|---------------------------------------|--------------------------------------|
| Conversion Code: <input type="text"/> |                                                    | Search By: <input type="text" value="Description"/> | <input type="text"/> | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |
| Conversion Code                       | Description                                        | Allow Stub Fields                                   | Last Modified User   | Last Modified Date                    |                                      |
| DHL_DEM                               | DEM Code conversions for DHL status updates        | <input checked="" type="checkbox"/>                 | J6F                  | 18/09/2018 10:46:57                   |                                      |
| EXDO_DEM                              | DEM Code conversions for Expeditors status updates | <input checked="" type="checkbox"/>                 | J6F                  | 18/09/2018 10:47:01                   |                                      |
| FEDEX_DEM                             | DEM Code conversions for FedEx status updates      | <input checked="" type="checkbox"/>                 | J6F                  | 18/09/2018 10:47:01                   |                                      |
| UPS_DEM                               |                                                    | <input type="checkbox"/>                            | KFT                  | 26/10/2018 08:57:22                   |                                      |
| UPS_DEM                               | DEM code conversions for UPS status updates        | <input checked="" type="checkbox"/>                 | M3P                  | 01/10/2018 15:33:46                   |                                      |

**Creating New Code Conversions**

To create a new code conversion:

1. Click the *Create Record* button in the toolbar. The *Create Code Conversion* window displays.

## Create Code Conversions



The 'Create Code Conversion' window is a dialog box with a title bar containing a question mark icon and a close icon. It contains three input fields: 'Conversion Code' (marked with a red asterisk), 'Description', and 'Allow Stub Fields' (a checkbox). At the bottom left is a 'Save' button with a green disk icon, and at the bottom right is a 'Close' button with a red X icon.

2. Complete the necessary fields in the *Create Code Conversion* window. These fields are described in the table below.

**Create Code Conversions Fields**

| Field             | Description                                                                                                                                                                                       |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Code   | A mandatory field for the title of the code conversion record.                                                                                                                                    |
| Description       | An optional field to insert a description of the purpose of the new code conversion.                                                                                                              |
| Allow Stub Fields | If selected, any missing external codes are automatically created for this code conversion, which you can then review and update. Otherwise, any missing external codes must be created manually. |

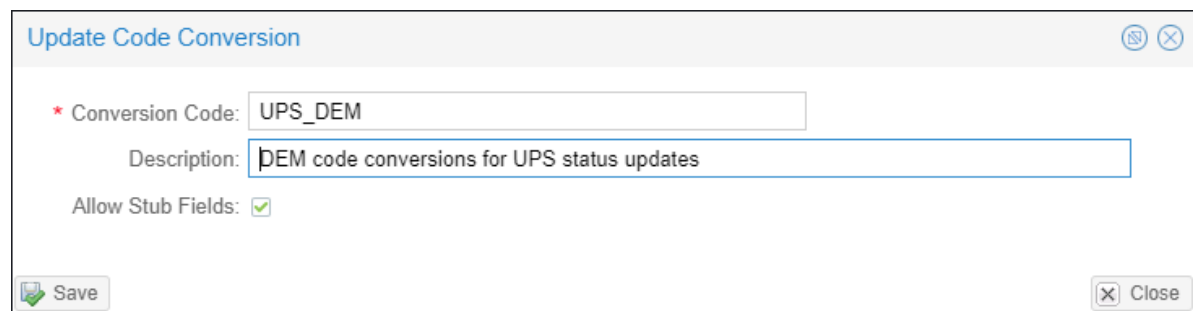
3. Finally, click **Save**.

**Updating a Code Conversion**

Select the code conversion you want to update, and click the *Update*

*Record*  icon at the bottom of the page. Alternatively, double-click the code conversion that you want to update. The *Update Code Conversion* window displays. Apply the necessary edits and then click **Save**.

## Update Code Conversion Window



The 'Update Code Conversion' window is a dialog box with a title bar containing a question mark icon and a close icon. It contains three input fields: 'Conversion Code' (marked with a red asterisk), 'Description', and 'Allow Stub Fields' (a checkbox). The 'Conversion Code' field contains the text 'UPS\_DEM'. The 'Description' field contains the text 'DEM code conversions for UPS status updates'. The 'Allow Stub Fields' checkbox is checked. At the bottom left is a 'Save' button with a green disk icon, and at the bottom right is a 'Close' button with a red X icon.

## Deleting Code Conversions

To delete a Code Conversion, select the Delete Record  icon at the bottom of the page. This prompts a pop-up window asking you to confirm that you want to delete the record.

## Code Mappings

The *Code Mappings*  button to the left of each code conversion record enables you to access the *Code Mappings* window and review the details.

### Code Conversions In

| Code Conversions In                                                               |                 |                                                     |                                     |                                       |                                      |
|-----------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| Conversion Code: <input type="text"/>                                             |                 | Search By: <input type="text" value="Description"/> |                                     | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |
|                                                                                   | Conversion Code | Description                                         | Allow Stub Fields                   | Last Modified User                    | Last Modified Date                   |
|  | DHL_DEM         | DEM Code conversions for DHL status updates         | <input checked="" type="checkbox"/> | J6F                                   | 18/09/2018 10:46:57                  |
|  | EXDO_DEM        | DEM Code conversions for Expeditors status updates  | <input checked="" type="checkbox"/> | J6F                                   | 18/09/2018 10:47:01                  |
|  | FEDEX_DEM       | DEM Code conversions for FedEx status updates       | <input checked="" type="checkbox"/> | J6F                                   | 18/09/2018 10:47:01                  |
|  | UPS_DEM         | DEM code conversions for UPS status updates         | <input type="checkbox"/>            | KFT                                   | 26/10/2018 08:57:22                  |
|  | UPS_DEM         | DEM code conversions for UPS status updates         | <input checked="" type="checkbox"/> | M3P                                   | 01/10/2018 15:33:46                  |

The *Code Mappings* window shows the set of code mappings for the external codes to the internal codes.

### Code Mappings Window

| Code Mappings            |               |                 |                                 |                          |                    |                     |
|--------------------------|---------------|-----------------|---------------------------------|--------------------------|--------------------|---------------------|
| Conversion Code: UPS_DEM |               |                 |                                 |                          |                    |                     |
| Conversion Type          | External Code | Internal Code ↑ | Description                     | In Use                   | Last Modified User | Last Modified Date  |
| COUNTRY                  | CTY           | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | ADV-AP-YT     | -               | THE PACKAGE IS BEING HELD FO... | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | ADV-XB-SE     | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | ADV-XB-KO     | -               | WE'VE CONTACTED THE RECEIVER.   | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | ADV-XB-LW     | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | ADV-XB-FO     | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | EVI-AJ-HL     | -               | YOUR PACKAGE WAS PROCESSE...    | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | EVI-BG-DM     | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | EVI-BG-DV     | -               |                                 | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | EVI-BG-ZO     | -               | THE UPS ACCESS POINT LOCATIO... | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | EVI-T1-G3     | -               | THE RECEIVING BUSINESS WAS C... | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | RSS-A3-24     | -               | MERCHANDISE MISSING BALANC...   | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | RSS-G1-TH     | -               | YOUR DELIVERY HAS BEEN RESC...  | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |
| INTERNAL STATUS          | RSS-X3-3D     | -               | WE'RE WORKING TO DELIVER YO...  | <input type="checkbox"/> | M3P                | 01/10/2018 15:33:46 |

### Code Mappings Columns

| Column          | Description                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Type | Describes the type of information to be converted from an external code to an internal code. For Conversion Types applicable to DEM, see Conversion Type. |



| Column             | Description                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| External Code      | The value of the code used by the external application. For example, supplier tracking status values.                                                                                                                                                                                                                                                                                                                      |
| Internal Code      | The value of the standardized code used by DEM.                                                                                                                                                                                                                                                                                                                                                                            |
| Description        | The description of the external code supplied by the carrier.                                                                                                                                                                                                                                                                                                                                                              |
| In Use             | This column has a tick mark if the code mapping is in use. If the code mapping is not in use, the column does not have a tick mark. This field allows a code mapping to be disabled without deleting the entry.                                                                                                                                                                                                            |
| Hide               | This column is only applicable when the Conversion Type is set to INTERNAL STATUS. When this column has a tick mark, the status is only visible on the <b>Tracking History</b> screen when the Show All Statuses checkbox is selected. This functionality allows you to ignore tracking history updates that you consider unimportant and that you do not want to appear on the <b>Tracking History</b> screen by default. |
| Last Modified User | The last user to modify the code mapping.                                                                                                                                                                                                                                                                                                                                                                                  |
| Last Modified Date | The date and time the code mapping was last modified.                                                                                                                                                                                                                                                                                                                                                                      |

**Note** If the *In Use* field is disabled on a conversion code mapping record, or if a conversion code does not exist, then the delivery history will be in draft status at the time of processing. As a result, it will need to be reviewed.

To update a code mapping record, double-click it and edit the relevant fields. Then click *Save*.

## Creating Code Mappings

To create a code mapping:

1. Click the *Create Record*  button at the bottom of the *Code Mapping* window.

## Create Code Mapping Window

**Create Code Mapping**

\* Conversion Type: INTERNAL STATUS ⓘ

\* External Code: ⓘ

\* Internal Code: ⓘ ⓘ

Description: ⓘ

In Use: ☒ ⓘ

Hide: ☐ ⓘ

Save Close

- Complete all of the relevant fields in the *Create Code Mapping* window. The *Conversion Type*, *External Code*, and *Internal Code* fields are mandatory. The *Description* field allows you to add extra information about the purpose of the code mapping; this is optional. For an explanation of the fields, see [Table 297 on page 1250](#).
- Click Save.

### Updating Code Mappings

In the *Code Mappings* window, select the code mapping record that you want to update and click the *Update* button at the bottom of the window. Alternatively, double-click the code mapping you want to update.

## Update Code Mapping Window

## Deleting Code Mappings

To delete a code mapping, select one in the grid and click the *Delete*  button at the bottom of the window. In the pop-up window that displays, click *Yes* to confirm the deletion, or *No* to cancel.

## Feed Format Configuration

The *Feed Format Configuration* page allows you to define the structure of simple fixed-length and delimited carrier status update files. This “configuration over code” approach allows faster support for the more straightforward flat file formats, which can be made available through data updates rather than software updates.

## Creating New Feed Formats

To create a new feed format:

1. Click the *Create Record*  button in the toolbar. The *Create Feed Configuration* window displays.

## Create Feed Configuration

2. Complete the necessary fields in the *Create Feed Configuration* window. These fields are described in the table below.

### Create Feed Configuration Fields

| Field              | Description                                                                                                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Feed Id            | A mandatory field for the title of the feed record. Ensure that this field matches the Feed Format Identifier value in the corresponding supplier record in the Suppliers page. |
| Type               | The type of feed; for example, DELIMITED or FLAT_POSITIONAL                                                                                                                     |
| Description        | An optional field to describe the purpose of the new feed.                                                                                                                      |
| Delimiters         | An optional field to define the character that separates the file data into distinct fields. If this field is blank, the system attempts to detect the delimiter.               |
| Row To Start       | An optional field to specify the file's first row to be processed. Typically this is either set to 0 or 1 if there is a column title header row in the file.                    |
| Header Row Content | An optional field to detail the columns defined in the header row.                                                                                                              |

3. Finally, click **Save**.

## Updating a Feed Format Configuration

Select the feed record that you want to update, and click the *Update Record*  button in the toolbar. Alternatively, double-click the feed that you want to update. The *Update Feed Configuration* window displays. Apply the necessary edits and then click *Save*.

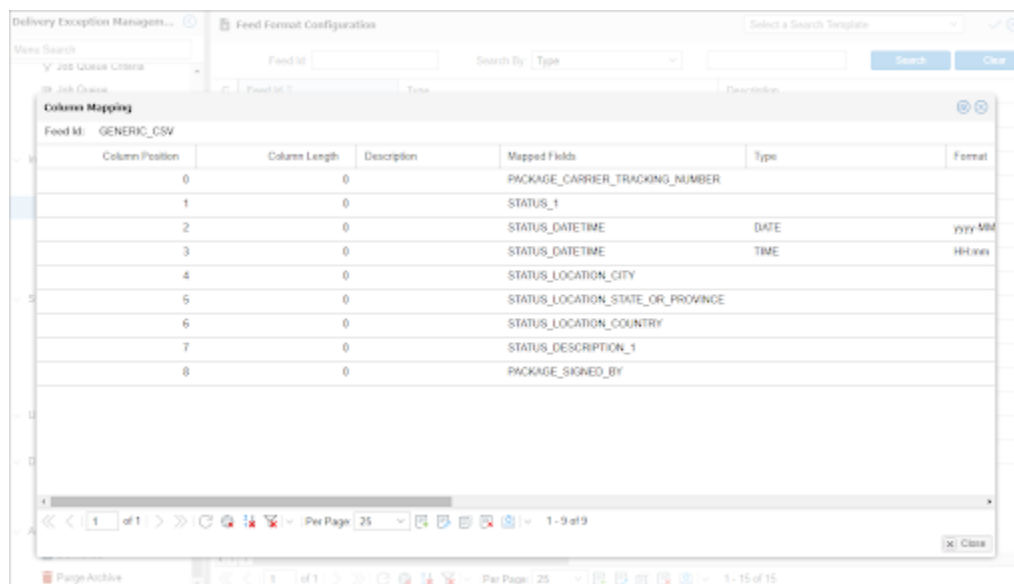
## Deleting a Feed Format Configuration

To delete a feed record, select it and click the *Delete Record*  button in the toolbar. This prompts a pop-up window asking you to confirm that you want to delete the record. Click *Yes* to confirm the deletion, or *No* to cancel.

## Define Column Mappings for a Feed Format Configuration

The *Column Mapping*  button to the left of each feed format record enables you to access the *Column Mapping* window and review the details.

### Column Mapping



| Column Position | Column Length | Description | Mapped Fields                     | Type | Format  |
|-----------------|---------------|-------------|-----------------------------------|------|---------|
| 0               | 0             |             | PACKAGE_CARRIER_TRACKING_NUMBER   |      |         |
| 1               | 0             |             | STATUS_1                          |      |         |
| 2               | 0             |             | STATUS_DATETIME                   | DATE | yyyy MM |
| 3               | 0             |             | STATUS_DATETIME                   | TIME | HH:mm   |
| 4               | 0             |             | STATUS_LOCATION_CITY              |      |         |
| 5               | 0             |             | STATUS_LOCATION_STATE_OR_PROVINCE |      |         |
| 6               | 0             |             | STATUS_LOCATION_COUNTRY           |      |         |
| 7               | 0             |             | STATUS_DESCRIPTION_1              |      |         |
| 8               | 0             |             | PACKAGE_SIGNED_BY                 |      |         |

The *Column Mapping* window shows the structure of a supplier's status message. It lists the sequence of the data elements and what they represent. In the case of fixed length messages the length of each data element is also shown. In the case of a delimited message the length is shown as zero.

### Column Mapping Column Headers

| Column          | Description                                                                                                                                                                                                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Column Position | A mandatory field for the position of the column in the file.                                                                                                                                                                                                                           |
| Column Length   | An optional field to detail the length of the data in the column. Required for fixed-length file formats.                                                                                                                                                                               |
| Description     | An optional field to describe the purpose of the column.                                                                                                                                                                                                                                |
| Mapped Fields   | <p>An optional field to define the fields to which the data in the column is mapped. You can select multiple values. If this field is blank, the column is skipped.</p> <p>Example:</p> <p>PACKAGE_CARRIER_TRACKING_NUMBER<br/>– The data is used for the delivery tracking number.</p> |
| Type            | <p>An optional field used as a qualifier to the mapped field.</p> <p>Example:</p> <p>If the mapped field is REFERENCE_VALUE, then you can use this field to define the reference type.</p>                                                                                              |
| Format          | An optional field to define the expected format of the column data; for example, yyyyMMdd.                                                                                                                                                                                              |
| Prefix          | An optional field to append the specified text before the column data in the file.                                                                                                                                                                                                      |
| Suffix          | An optional field to append the specified text after the column data in the file.                                                                                                                                                                                                       |
| Default Value   | An optional field to define a default value that is used if the column data in the file is blank.                                                                                                                                                                                       |

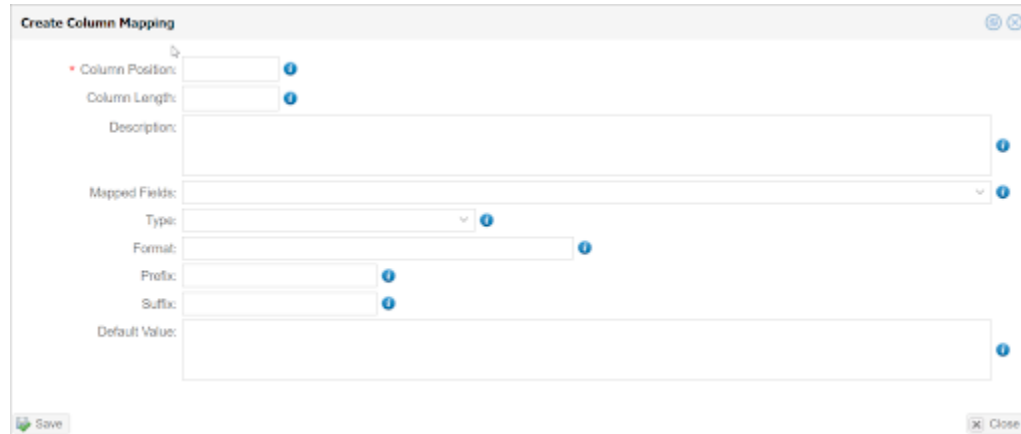
To update a column mapping record, double-click it and edit the relevant fields. Then click **Save**.

## Creating Column Mappings

To create a column mapping:

1. Click the *Create Record*  button at the bottom of the *Column Mapping* window.

Create Column Mapping Window



2. Complete all of the relevant fields in the *Create Column Mapping* window. The *Column Position* field is mandatory.
3. Click *Save*.

## Updating Column Mappings

In the *Column Mapping* window, select the column mapping record that you want to update and click the *Update*  button at the bottom of the window. Alternatively, double-click the column mapping you want to update.

In the *Update Column Mapping* window, edit the fields and click *Save* to save your changes.

## Deleting Column Mappings

To delete a column mapping, select one in the grid and click the *Delete*  button at the bottom of the window. In the pop-up window that displays, click *Yes* to confirm the deletion, or *No* to cancel.

## Internal Statuses

The *Internal Statuses* page lists each of the status codes possible for a delivery. These codes are a brief description of the status of the delivery at a point in time. The status codes can represent a movement or an exception. Movement statuses update the user on the status of the delivery and require no action. However, exception statuses may require action by the user to allow the delivery to proceed.

Supplier tracking status codes are mapped to these internal status codes through the code conversion mappings and simplify the user experience. There are also internal statuses for the handling of the system-driven exceptions.

### Internal Statuses

| Internal Statuses    |                                                          |                 |               |                      |                                                                            |
|----------------------|----------------------------------------------------------|-----------------|---------------|----------------------|----------------------------------------------------------------------------|
| Status Code:         | <input type="text"/>                                     | Search By:      | Description   | <input type="text"/> | <input type="button" value="Search"/> <input type="button" value="Clear"/> |
| Status Code ↑        | Description                                              | Status Severity | Source System | Last Modified User   | Last Modified Date                                                         |
| ADDRESS PROBLEM      |                                                          | 2               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| AWAITING COLLECTION  |                                                          | 3               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| CANCELLED            |                                                          | 2               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| CHANGE IN DELIVERY   |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| COLLECTION ATTEMPTED |                                                          | 3               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| COLLECTION FAILED    |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| CUSTOMS ISSUE        |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELAY EXPECTED       |                                                          | 3               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELIVERED            |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELIVERY ATTEMPTED   |                                                          | 2               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELIVERY FAILED      |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELIVERY ON HOLD     |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| DELIVERY REFUSED     |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| EN ROUTE             |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| ETA UPDATE           |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/13 10:44:06                                                        |
| EXCEPTION            |                                                          | 2               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| INFO                 |                                                          |                 | SUPPLIER      |                      |                                                                            |
| LATE DELIVERY        |                                                          | 2               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| LOST DAMAGED         |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| MANIFEST COMPLETE    |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| MISSED DELIVERY DATE | Delivery was not completed by the expected date of [ETA] | 2               | DEM           | J6F                  | 2022/01/12 15:48:33                                                        |
| NO ACTIVITY          | No updates received from the supplier for [LAST UPDATE]  | 3               | DEM           | J6F                  | 2022/01/12 15:48:33                                                        |
| OUT FOR DELIVERY     |                                                          |                 | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| PICKUP FAILED        |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |
| SHIPMENT RETURNED    |                                                          | 1               | SUPPLIER      | J6F                  | 2022/01/12 15:48:33                                                        |

### Movements

The internal status codes that indicate movement track the history of the package as it moves from its origin to its destination. These statuses are for reference purposes only and no action is required by the user.

Each supplier can have its own specific codes to communicate this information, and those external codes are translated into the uniform internal status codes.

### Movement Internal Statuses



| Status Code        | Source System |
|--------------------|---------------|
| Change in Delivery | Supplier      |
| Delivered          | Supplier      |
| En Route           | Supplier      |
| ETA Update         | Supplier      |
| Info               | Supplier      |
| Manifest Complete  | Supplier      |
| Out For Delivery   | Supplier      |

## Exceptions

The internal status codes that indicate an exception are used to track issues during the movement of the delivery from its origin to its destination. The occurrence of an exception status might require action to be taken by the user to correct the exception.

A supplier can communicate details of exceptions to the user through their tracking status update messages. Each supplier has its own specific codes to communicate. In DEM, this information and those external codes are translated into uniform internal status codes.

The severity of the internal status code determines whether the status is an exception. The severity also determines how this exception is presented to the user in the UI.

## Exception Internal Statuses

| Status Code         | Status Severity | Source System |
|---------------------|-----------------|---------------|
| Address Problem     | 2 - Medium      | Supplier      |
| Awaiting Collection | 3 - Low         | Supplier      |
| Cancelled           | 2 - Medium      | Supplier      |
| Collection Failed   | 1 - High        | Supplier      |
| Customs Issue       | 1 - High        | Supplier      |
| Delay Expected      | 3 - Low         | Supplier      |
| Delivery Attempted  | 2 - Medium      | Supplier      |
| Delivery Failed     | 1 - High        | Supplier      |
| Delivery On Hold    | 1 - High        | Supplier      |

| Status Code          | Status Severity | Source System |
|----------------------|-----------------|---------------|
| Delivery Refused     | 1 - High        | Supplier      |
| Exception            | 2 - Medium      | Supplier      |
| Late Delivery        | 2 - Medium      | Supplier      |
| Lost Damaged         | 1 - High        | Supplier      |
| Missed Delivery Date | 2 - Medium      | DEM           |
| No Activity          | 3 - Low         | DEM           |
| Pickup Failed        | 1 - High        | Supplier      |
| Shipment Returned    | 1 - High        | Supplier      |
| Shipper Approval     | 1 - High        | Supplier      |
| Zero Activity        | 2 - Medium      | DEM           |
| Unresolved           | 2 - Medium      | DEM           |

### Creating New Internal Status Codes

To create a new internal status code:

1. Select the *Internal Statuses* sub-option in the *Integration Configuration* menu.
2. Click the *Create Record*  button at the bottom of the page to access the *Create Internal Status* window.

Create Internal Status

Create Internal Status

\* Status Code:

Description:

Status Severity:

\* Source System:

 Save

 Close

### Create Internal Status Fields

| Field           | Description                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status Code     | This field is mandatory. You must indicate the name of the internal status code here. This should be a short description of the status applicable to the delivery.                                                                             |
| Description     | This field is optional. You can provide a longer description of the function of the internal status code here.                                                                                                                                 |
| Status Severity | If the new internal status code is to be treated as an Exception, you should indicate the severity of the exception here. If the new internal status code represents a delivery movement, you should leave this field blank.                   |
| Source System   | In this field, you should indicate whether the source of the information for the new internal status code is from the supplier or DEM itself. If DEM is indicated as the source system, the internal status cannot be deleted from the system. |

**Note** Internal statuses with the source system set to DEM are managed by QAD GTTE. It is not envisaged that administrators will need to create such entries as DEM needs to have specific logic in place to identify when such exceptions occur. Administrators have access to such entries in case the status severity needs to be changed.

- When all fields are complete, click **Save**. Newly created internal status codes appear on the *Internal Statuses* page.

## Updating Internal Status Codes

On the *Internal Statuses* page, select an internal status record, and click the **Update**  button at the bottom of the page. Alternatively, double-click the internal status that you want to update. In the *Update Internal Status* window, edit the fields that require an update. Finally, click **Save**.

## Deleting Internal Status Codes

To delete an internal status, select an internal status record and click the **Delete**  button at the bottom of the page. In the pop-up window that displays, click **Yes** to confirm the deletion, or **No** to cancel.

**Note** If the source system of an internal status is listed as DEM, then the internal status cannot be deleted.

## Suppliers

The *Suppliers* page lists every supplier that is currently available in DEM. You can add, update, or delete supplier records on this page.

## Suppliers Page

| Suppliers                |                                   |                                               |                                         |                                       |                                      |                     |            |
|--------------------------|-----------------------------------|-----------------------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------|---------------------|------------|
| Id: <input type="text"/> |                                   | Search By: <input type="text"/> Supplier Name |                                         | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |                     |            |
| Supplier Code            | Supplier Name                     | Tracking Code Conversions                     | Tracking URL                            | Billable Volume UOM                   | Volume UOM                           | Billable Weight UOM | Weight UOM |
| ⊕ CACHE_TEST             | CACHE_TEST test supplier          |                                               |                                         |                                       |                                      |                     |            |
| ⊕ CARRIER_A              | Carrier A                         |                                               |                                         |                                       |                                      |                     |            |
| ⊕ CIBLEX                 | Ciblex                            |                                               |                                         |                                       |                                      |                     |            |
| ⊕ DEM_TST                |                                   |                                               |                                         |                                       |                                      |                     |            |
| ⊕ DHL                    | DHL Express                       | DHL_DEM                                       | http://www.dhl.com/en/express/tracki... |                                       |                                      |                     |            |
| ⊕ DHL_4010               | DHL US                            |                                               |                                         |                                       |                                      |                     |            |
| ⊕ DHL_FREIGHT            | DHL Freight                       |                                               |                                         |                                       |                                      |                     |            |
| ⊕ DHL_TD                 | DHL Time Definite                 |                                               |                                         |                                       |                                      | KG                  | KG         |
| ⊕ DHL_US                 | DHL US                            |                                               |                                         |                                       |                                      |                     |            |
| ⊕ DPD                    |                                   |                                               |                                         |                                       |                                      | KG                  | KG         |
| ⊕ DPD_XML                | DPD                               |                                               |                                         |                                       |                                      |                     |            |
| ⊕ EWA                    | EWALS                             |                                               |                                         |                                       |                                      |                     |            |
| ⊕ EXDO                   | Expeditors International          | EXDO_DEM                                      | http://expo.expeditors.com/expo/SGG...  |                                       |                                      |                     |            |
| ⊕ FEDEX                  | FedEx Express                     | FEDEX_DEM                                     | https://www.fedex.com/apps/fedextra...  |                                       |                                      |                     |            |
| ⊕ GENERATE_DELIMITED     | GENERATE_DELIMITED test supplier  |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_DHLTD         | GENERATE_DHLTD test supplier      |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_ED1104010     | GENERATE_ED1104010 test supplier  |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_ED12104010    | GENERATE_ED12104010 test supplier |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_ED12104030    | GENERATE_ED12104030 test supplier |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_ED12104060    | GENERATE_ED12104060 test supplier |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_ED12105010    | GENERATE_ED12105010 test supplier |                                               |                                         |                                       |                                      |                     |            |
| ⊕ GENERATE_EDIFACT       | GENERATE_EDIFACT test supplier    |                                               |                                         |                                       |                                      |                     |            |
| ⊕ JTS_PEM                |                                   |                                               |                                         | CM3                                   | M3                                   | LB                  | KG         |
| ⊕ JUNIT_BLANK_TRACKING   | JUNIT_BLANK_TRACKING test sup...  |                                               |                                         |                                       |                                      |                     |            |

## Create Supplier Wizard

The Create Supplier Wizard tool facilitates the quick setup of a new supplier in a single window, without the need to manually configure Highway. It provides a list of pre-configured suppliers with metadata that assists in setting up the correct connection and data feed details.

The QAD GTTE Services Team handles the importing of data into Highway.

Using the supplied details, the Wizard creates records in DEM, makes folders on the server, and generates XML data that can be loaded into Highway to create the necessary endpoints. Highway then has the ability to transfer messages from a carrier location to DEM.

To create a new supplier using the Wizard:

1. Navigate to the *Suppliers* page.
2. Click the *Create Supplier Wizard* button in the toolbar. The *Create Supplier Wizard* window displays.

Create Supplier Wizard Button, Suppliers Toolbar



## Create Supplier Wizard Window

**Create Supplier Wizard** 

1. Select a supplier for this DEM integration. \_\_\_\_\_

\* Supplier Preset:   

2. Enter the supplier's identifier details. \_\_\_\_\_

\* Supplier Code:  

\* Supplier Name:  

\* Short Code:  

Initial User View:  

3. Enter message delivery method and connection details. \_\_\_\_\_

Type:  

Create Test Folder: ☐ 

4. Specify the message file format to be used. \_\_\_\_\_

\* Feed Format:  

5. Get shipment details as part of an EOD feed. \_\_\_\_\_

Enable EOD Feed: ☒ 

Shipping Carrier Code:  

 Preview

 Close

## UPS Supplier Selected, Create Supplier Wizard Window

**Create Supplier Wizard**

1. Select a supplier for this DEM integration.

\* Supplier Preset: UPS\_GROUND

2. Enter the supplier's identifier details.

\* Supplier Code: UPS\_GROUND

\* Supplier Name: UPS Ground Freight

\* Short Code: UPGF

Initial User View:

3. Enter message delivery method and connection details.

Type: SFTP - SSH File Transfer Protocol

Create Test Folder: ☐

\* User:

\* Password:

\* Host:

\* Port:

Folder:

4. Specify the message file format to be used.

\* Feed Format: EDI (X12 214 4010)

5. Get shipment details as part of an EOD feed.

Enable EOD Feed: ☒

Shipping Carrier Code: UPGF

Preview Close

- Complete the necessary fields in the *Create Supplier Wizard* window. These fields are described in the table below.

**Note** The fields displayed in this window can vary depending on the selected supplier in the *Supplier Preset* field.

### Create Supplier Wizard Window

| Column          | Description                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier Preset | Click the lookup icon to open the Select a Supplier window. In this window, you can search the supplier list by name, SCAC code, or country. By default, previously selected suppliers are excluded from the list. Select a specific supplier, or choose a generic option at the bottom of the list. An icon to the right of each supplier name identifies the type of integration—API, |

| Column             | Description                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | EDI, and other types including CSV, flat-file, and XML integrations.                                                                                                                                                                                                                                                                                                                                                                      |
| Supplier Code      | Specify a code to identify the supplier. This is typically an SCAC code.<br><br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                          |
| Supplier Name      | Specify a description for the supplier.<br><br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                                                           |
| Short Code         | Specify the code to be used in Highway. This field has a 4 character limit.<br><br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                       |
| Initial User View  | Specify the default user view to assign to this supplier.                                                                                                                                                                                                                                                                                                                                                                                 |
| Type               | Specify the method that DEM must use to fetch tracking updates for this supplier. Depending on the selected supplier, the options in this drop-down list include: <ul style="list-style-type: none"> <li>• API</li> <li>• FOLDER</li> <li>• FTP</li> <li>• FTPS</li> <li>• SFTP</li> <li>• SMC3</li> </ul> <b>Note</b> This field may be automatically populated depending on the supplier specified in the <i>Supplier Preset</i> field. |
| Create Test Folder | Check this box to create folders for testing purposes.                                                                                                                                                                                                                                                                                                                                                                                    |
| User               | Specify the user name.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Password           | Specify the password. This field can hold up to 64 characters.                                                                                                                                                                                                                                                                                                                                                                            |
| Host               | Specify the host to connect to.                                                                                                                                                                                                                                                                                                                                                                                                           |

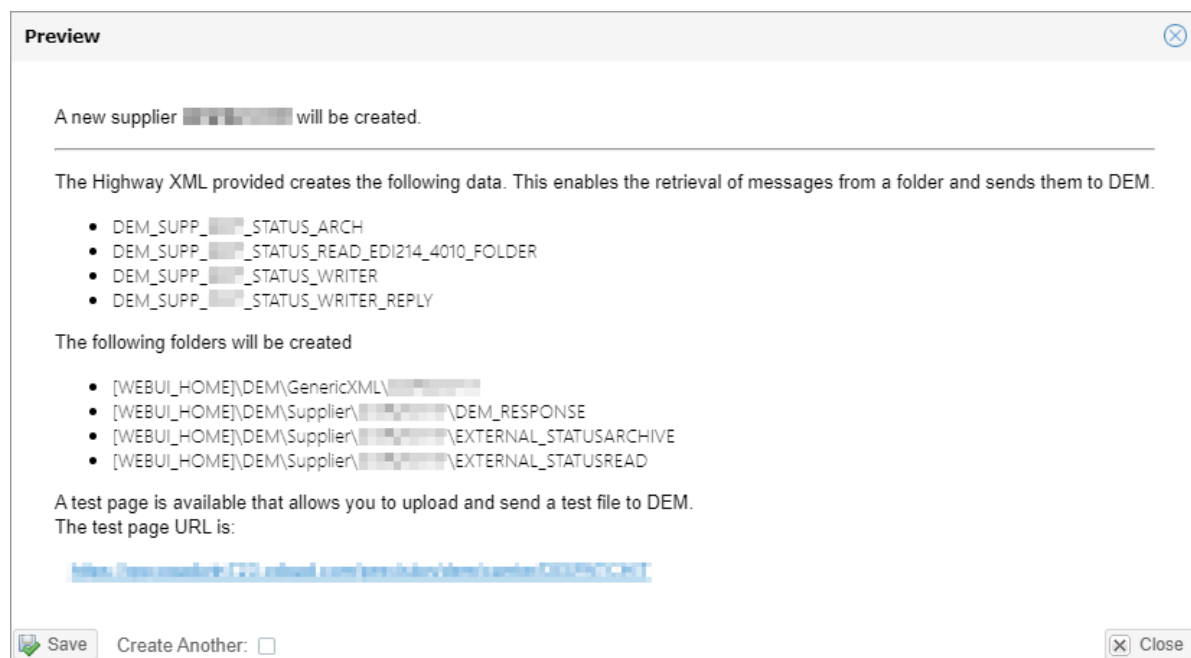
| Column                | Description                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                                                                              |
| Port                  | Specify the port number.<br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                                                  |
| Folder                | Specify the folder path.                                                                                                                                                                                                                                                                                                                                                                                      |
| Feed Format           | Specify the feed format that applies to files from this supplier.<br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                         |
| Enable EOD Feed       | If this field is selected, the system value (Category: SHIP-HIST, Key = DEM: CARRIER IN USE) that controls what carrier shipments are fed to DEM at EOD will be updated. If the system value already exists, then each carrier code is separated by a pipe ( ) character.<br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field. |
| Shipping Carrier Code | Specify the TE carrier code.<br><b>Note</b> This field may be automatically populated if a particular supplier is specified in the <i>Supplier Preset</i> field.                                                                                                                                                                                                                                              |
| Type                  | Select the communication method by which the system receives proof of delivery notifications.                                                                                                                                                                                                                                                                                                                 |
| Create Test Folder    | This field only applies if you are using the SFTP method to receive POD information. If you want to create a test folder, select this checkbox.                                                                                                                                                                                                                                                               |
| User                  | This field only applies if you are using the SFTP method to receive POD information. Specify the user credentials for the connection.                                                                                                                                                                                                                                                                         |
| Password              | This field only applies if you are using the SFTP method to receive POD information. Specify the password for the connection.                                                                                                                                                                                                                                                                                 |



| Column                  | Description                                                                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Host                    | This field only applies if you are using the SFTP method to receive POD information. Specify the host for the connection.                                        |
| Port                    | This field only applies if you are using the SFTP method to receive POD information. Specify the port for the connection.                                        |
| Folder                  | This field only applies if you are using the SFTP method to receive POD information. Specify the folder where you want to store the X.                           |
| Endpoint                | This field only applies if you are using the API method to receive POD information. Specify the internal API endpoint that you are using to receive POD updates. |
| Polling Endpoint Tokens | This field only applies if you are using the API method to receive POD information. Specify the tokens for the internal API endpoint.                            |

4. After completing the fields in the *Create Supplier Wizard* window, click *Preview* to proceed to the next step. The *Preview* window displays, outlining the data and folders that Highway will create when you click *Save*. You are also provided with a test page hyperlink. The page at this URL allows you to upload and send a test file to DEM to confirm that it is working as expected.

#### Create Supplier Wizard Preview Window



5. Click *Save* to create the supplier.

## Updating Suppliers

On the *Suppliers* page, select a supplier and click the *Update*  button at the bottom of the page. Alternatively, double-click the supplier that you want to update. In the *Update Supplier* window, edit the relevant fields and click *Save*. The Update Supplier window contains additional fields that are not available in the [Create Supplier Wizard on page 1262](#) window.

### Additional Fields in the Update Supplier Window

| Field                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Name              | Click Select File... to upload a saved image file that contains the supplier logo.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Tracking URL           | A link to the supplier's tracking webpage. The URL contains a token that is replaced by a tracking number when used within the application. The token that is required for the tracking URL field is [tracking-no]. When the URL is displayed on the Tracking History page, the token is replaced with the delivery tracking number. This tracking number contains a hyperlink that takes the user to the tracking page on the supplier's website.                                                                                                                                                                                        |
| Feed Format Identifier | <p>When the Feed Format field in <a href="#">Create Supplier Wizard on page 1262</a> is set to FLAT FILE (POSITIONAL) or CSV, this identifier provides a technical link to the underlying parser component through the corresponding Feed Id in the <a href="#">feed format configuration on page 1253</a>. If the value is blank, a generic parser based on the feed format is used. If a value is set, this—as well as the feed format—is used to identify the necessary message parser.</p> <p>When the Feed Format field in <a href="#">Create Supplier Wizard on page 1262</a> is not set to FLAT FILE (POSITIONAL) or CSV, this</p> |

| Field                       | Description                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>identifier provides a technical link to the java code for a proprietary integration.</p> <p><b>Note</b> If this value is incorrectly set, DEM is unable to parse messages from the supplier.</p>                                                                                                                                                                                                                   |
| Combine Status Codes        | <p>Indicate whether the status codes should be combined or split into separate status fields. This setting applies to EDI integrations, only.</p> <p>Example when this value is true:<br/>11-21</p> <p>Example with this value is false:<br/>Status 1: 11, Status 2: 21.</p>                                                                                                                                          |
| Default Direction           | The default direction to be used for deliveries when no account information is provided by the supplier.                                                                                                                                                                                                                                                                                                              |
| Unresolved Threshold (days) | When a delivery has had no update for a long period of time and has an open "Missed Delivery Date" exception, the exception will be changed to "Unresolved" after the number of days configured in this field.                                                                                                                                                                                                        |
| Tracking Code Conversions   | The <a href="#">code conversions on page 1248</a> that convert the supplier tracking status codes to the internal status codes.                                                                                                                                                                                                                                                                                       |
| Override Code Conversions   | <p>This field allows you to override the code conversions and code mappings associated with the supplier.</p> <p>When you select this field, the system creates an additional code conversion for the supplier with the naming convention <code>&lt;SUPPLIER_CODE&gt;_CONV_OVERRIDE</code>.</p> <p>In the <b>Code Conversions In</b> page, you can add code mappings for the override code conversion to identify</p> |

| Field                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <p>any deviations from the standard code mappings for the supplier.</p> <p>When a delivery update is processed for the supplier, the system first checks the override mappings before reverting to the standard code mappings for the supplier.</p> <p><b>Note</b> Ensure that you use this option to manage any instances of code mappings that differ from the standard mappings. GTTE updates the standard mappings automatically and overwrites any mapping changes that you make in the standard code mappings.</p> |
| Consignment Level Tracking    | <p>If you want to use the consignment number at the shipment level as the tracking number, select this field. Otherwise, the package number is the tracking number.</p>                                                                                                                                                                                                                                                                                                                                                  |
| Delivery Lifespan (days)      | <p>Lifespan period that is used to determine if a delivery is active. The default value is 180 days.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Hide Excessive Status Updates | <p>When this checkbox is selected, the Show All Statuses checkbox is visible on the <b>Tracking History</b> screen.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |
| Polling Endpoint              | <p>For suppliers that require polling, DEM requests updates from the address input here.</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Polling Endpoint Tokens       | <p>This field contains the tokens that are replaced when DEM is implemented.</p> <p>It allows you to set a comma-separated list of key-value pairs that detail credentials and other information needed by DEM to make a call to the API endpoint. The information specified is customer specific and should be set as part of implementing</p>                                                                                                                                                                          |

| Field                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <p>any suppliers that have an API integration or are using the SMC3 platform.</p> <p>Any value with a [SECRET] placeholder will be encoded and encrypted before being stored on the supplier record.</p>                                                                                                                                                                                                                      |
| Polling Max Age (days)              | The maximum age, in days, of deliveries that are polled. Older deliveries are not polled.                                                                                                                                                                                                                                                                                                                                     |
| POD Filename Regular Expression     | <p>The POD file name usually contains the tracking number. The system identifies the delivery and related POD files based on the tracking number. This field contains a regular expression that the system uses to parse the POD file name and extract the tracking number of the delivery from it. If this field is blank, the system treats the POD file name format as &lt;TRACKING_NUMBER&gt;.&lt;FILE_EXTENSION&gt;.</p> |
| Tracking Enabled                    | To enable polling for this supplier, select this field. This field is only relevant for suppliers who provide API tracking integrations. This field is disabled by default for non-API suppliers.                                                                                                                                                                                                                             |
| Tracking Polling Type               | The type of polling used to retrieve carrier updates. Possible values are DATE RANGE and TRACKING NUMBER.                                                                                                                                                                                                                                                                                                                     |
| Last Tracking Polling Date          | This field displays the last date and time that a polling job ran for this supplier.                                                                                                                                                                                                                                                                                                                                          |
| Tracking Polling Interval (minutes) | <p>Specify the polling interval for this supplier in minutes.</p> <p>The minimum interval is 10 minutes. For Poll by Tracking Number suppliers, the default value is 60 minutes. For date-time range</p>                                                                                                                                                                                                                      |

| Field                | Description                                                                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | API suppliers, the default value is 20 minutes.                                                                                                                                                                                                                                                     |
| POD Enabled          | To enable POD polling for this supplier through an API endpoint, select this field. This field is only applicable when POD integration is available for a supplier.                                                                                                                                 |
| Polling POD Attempts | The number of attempts the system makes to poll the endpoint for a proof of delivery file.                                                                                                                                                                                                          |
| Enabled              | Enable or disable the No Activity exception creation for this supplier. For more information on the No Activity setting, see <a href="#">No Activity Configuration on page 1291</a> .                                                                                                               |
| Time                 | Specify the number of hours of inactivity required to trigger a No Activity exception for this supplier. If you do not enter a value in this field, the system default value applies. For more information on the No Activity setting, see <a href="#">No Activity Configuration on page 1291</a> . |

## Regenerating Supplier Resources

To regenerate the data for an existing supplier in DEM:

1. Access the Suppliers page of the DEM Portal,
2. In the Suppliers toolbar before the grid, click the arrow to the right of

the Create Supplier Wizard button  .

3. Click Regenerate Supplier Resources.

## Deleting Suppliers

To delete a supplier, select the *Delete*  button at the bottom of the page. In the pop-up window that displays, click *Yes* to confirm the deletion, or *No* to cancel.

## Supplier Accounts Window

To view the supplier accounts associated with a supplier, click the corresponding *Supplier Accounts* icon . The *Supplier Accounts* window displays.

## Supplier Accounts Window

| Supplier Accounts  |                          |             |                    |                    |
|--------------------|--------------------------|-------------|--------------------|--------------------|
| Supplier Code: DHL |                          |             |                    |                    |
| Supplier Account   | Delivery Processing Type | Description | Last Modified User | Last Modified Date |
| 190097118          | CREATE & EVALUATE        |             | SYSTEM             | 11/20/2019 13:00   |
| 402313             | CREATE & EVALUATE        |             | SYSTEM             | 11/20/2019 17:00   |
| AC123457           | CREATE & EVALUATE        |             | SYSTEM             | 11/20/2019 17:00   |
| CO123456           | CREATE ONLY              |             | QAUTO              | 11/20/2019 17:00   |
| GEN469673          | CREATE & EVALUATE        |             | SYSTEM             | 01/14/2020 06:00   |
| GEN93341           | CREATE & EVALUATE        |             | SYSTEM             | 01/16/2020 06:00   |
| LGEFLE             | CREATE & EVALUATE        |             | SYSTEM             | 11/20/2019 16:00   |
| NP123456           | NO PROCESSING            |             | QAUTO              | 11/20/2019 17:00   |
| SW123456           | CREATE & EVALUATE        | Description | R9H                | 02/19/2020 12:00   |

You can add, update, or delete supplier account records in this window.

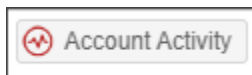
| Column                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier Account         | This is the account number associated with the Supplier Account. This is a mandatory field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Delivery Processing Type | <p>This is a mandatory field that indicates the level of processing you want DEM to perform on delivery updates. To avoid unnecessary creation and processing of deliveries of no relevance, you can set supplier status updates at the following levels for supplier accounts:</p> <ul style="list-style-type: none"> <li>Create Only results in the delivery being created in the system. The system does not map status codes.</li> <li>Create and <a href="#">Evaluate on page 1208</a> results in the delivery being created in the system. The system maps status codes and identifies the latest status. This setting is the default setting.</li> <li>No Processing. If you select this level, the system does not create deliveries.</li> </ul> |
| Description              | This field is optional, you can enter more information about a Supplier Account here.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Polling Endpoint Tokens  | See <a href="#">Polling Endpoint Tokens on page 1270</a> . You can set this field at the supplier level and at the supplier account level. If you set it at the supplier account level then, in addition to the supplier-level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Column             | Description                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | background job, there is a separate background job based on the supplier account level credentials.<br><br><b>Important</b> Before you complete this field at the supplier account level or in the Update Supplier pop-up dialog, use the Encryption utility in the Foundation Portal to encrypt the token. When you set this field using the Create Supplier wizard, encryption occurs automatically. |
| Last Modified User | This is the user created or most recently updated the Supplier Account.                                                                                                                                                                                                                                                                                                                                |
| Last Modified Date | This is the date and time the Supplier Account was created or most recently updated.                                                                                                                                                                                                                                                                                                                   |
| Version            | This is a sequence number that is incremented each time the record is updated. This is an internal system value needed to safeguard from data loss when using optimistic locking.                                                                                                                                                                                                                      |

### Supplier Account Status Activity

An *Account Activity* button can be found on the *Suppliers* page and in the *Supplier Accounts* window.

Account Activity Icon



If you click the *Account Activity* button on the *Suppliers* page, you can view the status activity information for all supplier accounts associated with the selected supplier.

If you click the *Account Activity* button in the *Supplier Accounts* window, it displays supplier account information for the selected supplier account only.



## Supplier Account Status Activity

| Supplier Account Status Activity |                     |
|----------------------------------|---------------------|
| Supplier: FEDEX                  |                     |
| Supplier Account                 | Last Status Date    |
| 010044430                        | 07/18/2018 17:19:00 |
| 032200338                        | 07/18/2018 16:55:00 |
| 040203672                        | 07/16/2018 17:15:00 |
| 040207845                        | 07/15/2018 12:47:00 |
| 054600003                        | 06/29/2018 20:56:00 |
| 090421352                        | 07/18/2018 21:22:00 |
| 096300000                        | 07/17/2018 13:38:00 |
| 100608308                        | 07/18/2018 10:15:00 |
| 101186059                        | 07/16/2018 11:25:00 |

<< < | 1 | > >> | ↺ ⚙ 2 ↓ ⚠ ⚠ ⚠ |

Close

In the *Supplier Account Status Activity* window, you can view the date and time that DEM last received an update for the selected supplier accounts.

## TE Sources

The TE Sources feature allows you to specify the source systems from which DEM receives shipment history information. You can then assign an appropriate code conversion to the source. A code conversion details the mapping of codes in the external TE source system to internal DEM codes.

You can create, update, delete, and export TE sources using the buttons in the toolbar.

**Note** TE sources can also be imported using the *Import File* page.

## TE Sources page

| TE Sources                          |                                         |                                                          |                      |                                                                            |
|-------------------------------------|-----------------------------------------|----------------------------------------------------------|----------------------|----------------------------------------------------------------------------|
| Source System: <input type="text"/> |                                         | Search By: <span>Source Name</span> <input type="text"/> | <input type="text"/> | <input type="button" value="Search"/> <input type="button" value="Clear"/> |
| Source System                       | Source Name                             | Conversion Code                                          | Last Modified User   | Last Modified Date                                                         |
| PRECISION                           | TMS Source for QAD Precision            | PRECISION_TMS                                            | QCONFIG              | 26/09/2020 15:13:15                                                        |
| TE_Source                           | External Transportation Execution So... | TE_Source                                                | ABC                  | 29/09/2020 11:14:20                                                        |

## Setting Up TE Sources

To create a record to represent an external system:

1. Click the *Create*  button in the toolbar. The *Create TE Source* window displays.

Create TE Sources window

Create TE Source

★ Source System:

Source Name:

Conversion Code:

The fields in this window are described below:

**Source System.** Specify a code to represent the TE source system. This code must be the same as the code specified in the

generic XML file. This is a mandatory field. This field cannot be updated once it is saved.

**Source Name.** Specify the name of the source system.

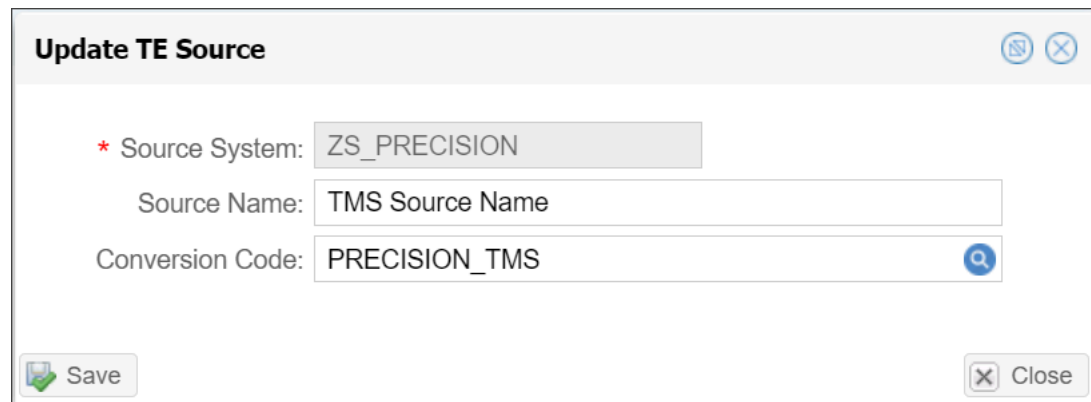
**Conversion Code.** Associate this TE source system with the code conversion for the system. For more information on creating a code conversion for a source system, see *Code Conversions In*.

2. Click **Save**.

## Updating TE Sources

To update an existing TE source: click the **Update**  button in the toolbar. After updating the relevant fields, click **Save**.

Update TE Source Window



The 'Update TE Source' dialog box contains the following fields and controls:

- Title Bar:** 'Update TE Source' with standard window controls (minimize, maximize, close).
- Source System:** A text field with a red asterisk (\*) indicating it is mandatory. The value 'ZS\_PRECISION' is entered.
- Source Name:** A text field with the value 'TMS Source Name'.
- Conversion Code:** A text field with the value 'PRECISION\_TMS' and a search icon (magnifying glass) on the right.
- Buttons:** 'Save' (with a green checkmark icon) and 'Close' (with an 'X' icon) are located at the bottom.

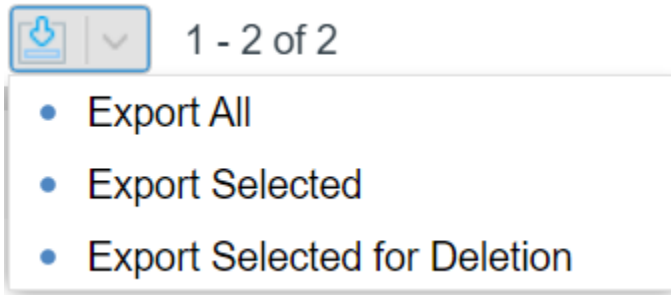
## Deleting TE Sources

To delete a TE source, select a record and click the **Delete**  button in the toolbar. In the pop-up window that displays, click **Yes** to confirm the deletion, or **No** to cancel.

## Exporting TE Sources

You can download TE source records as JSON files. To export a TE source, click the **Export** button in the toolbar. Select the **Export All** option to export all TE source records that are currently visible on this page. To export only the highlighted TE source records, click **Export Selected**. If you select the **Export Selected for Deletion** option, the JSON file is exported with the action attribute set to DELETE. If you import the file again and there are existing records in the system that match the data in the JSON file, the records in the system are deleted during the import. A message about the deletion appears in the Message Area of the screen. The cascading delete that is performed ensures that child records are also deleted.

## Export Records



For example, you need to remove 20 status codes from three different environments. Instead of manually selecting the 20 codes and deleting them in each environment, you can select the 20 codes in one environment and generate the JSON file with the delete action. When you import this JSON file into the 3 environments, all 60 records are removed.

## Integrating QAD GTTE TE and DEM

This section describes how to configure the QAD GTTE Transportation Execution (TE) module so is extracted and sent to DEM as an XML message.

- Overview
- Configuring End of Day
- System Values

### Overview

QAD GTTE Transportation Execution (TE) shipment data can be extracted automatically and sent to DEM as an XML message. This data is used to create or update delivery transactions in DEM, which then allow users to manage the tracking of packages to their destination. This automatic extraction process must be configured from the QAD GTTE TE system and sent to the DEM system.

TE can send data to DEM in two ways.

- At the time of shipping for a single shipment.
- At End of Day after the data is communicated to the carrier for a batch of shipments.

### Configuring End of Day

To extract End of Day data from QAD GTTE TE as a Shipment History XML file, follow the following steps:

1. Access the *Configure End of Day* (CFGEOD) page.

## Configure End of Day page

2. Complete the following fields:

### Configure End of Day Fields

| Field                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Carriers/<br>Packing<br>Locations<br>To Use | <p>Carriers/Packing Locations To Use:</p> <p>For all carriers and all locations use:<br/>ALL=ALL</p> <p>For one carrier, for all locations, use:<br/>[Carrier]=ALL</p> <p>Value:</p> <p>[Carrier1]=[Location1],[Location2],...,[LocationM]<br/>[Carrier2]=[Location1],[Location2],...,[LocationM]<br/>...<br/>[CarrierN]=[Location1],[Location2],...,[LocationM]</p> <p><i>Example:</i> TRANS=A9905 SDV=A9902 UPS=A9901 <br/>UKM=A9906 DHLTD=A9905 DAC=A9902</p> |
| Next Pickup<br>Number                       | Used in the Shipment History XML file generation process for the unique identification of the batch or file created for the next DEM processing for any carrier and location pair.                                                                                                                                                                                                                                                                               |
| Work Folder                                 | <p>The main directory for DEM file creation. This is the directory in which the generated Shipment History XML file is saved.</p> <p><i>Example:</i></p> <p>E:\apps\PRECISION\WebUI\DEM\EOD\Active\</p>                                                                                                                                                                                                                                                          |
| Archive<br>Folder                           | <p>The archive directory for DEM file creation. This is the directory in which the Shipment History XML file is archived after successful transmission to the target work folder.</p> <p><i>Example:</i></p> <p>E:\apps\PRECISION\WebUI\DEM\EOD\Archive\</p>                                                                                                                                                                                                     |

| Field              | Description                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEM Polling Folder | <p>The directory into which the Shipment History XML file is copied after archiving (this folder can be used as a destination directory instead of using FTP).</p> <p><i>Important</i> This is a key setting that is required for exchanging data between shipping and DEM.</p> <p><i>Example:</i></p> <p>E:\apps\PRECISION\WebUI\DEM\Supplier\GenericXML\EXTERNAL_STATUSREAD</p> |

The remaining *Configure End of Day* fields relate to FTP details.

### Configure End of Day FTP Fields

| Field                  | Description                                                                                                                                                                                                                                                                                                                        |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FTP Connection Details | <p>[FTP site],[User],[Password],[Mode]</p> <p>Target FTP site, user, password, and transmission mode for destination of the Shipment History XML file.</p> <p><b>Note</b> [Mode] can be either 'PASSIVE' or 'ACTIVE'.</p>                                                                                                          |
| FTP Folder             | Destination directory within the FTP site into which the Shipment History XML file will be stored.                                                                                                                                                                                                                                 |
| Stop FTP Upload        | Indicates whether or not a transmission of the Shipment History XML file should be attempted. If set to 'Yes', the file is created in the work folder, transmitted to an FTP location, and archived. If set to 'No', the file is created in the work folder, moved to the polling folder, and archived. The default value is 'No'. |

**Note** These are advanced settings and are not typically required.

## System Values

### DEM System Keys for TE Integration

| Category  | Key                         | Value                                                                                                                                                                                    | Description                                                                                                                                                                                                                                                      |
|-----------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIP-HIST | DEM: CARRIER CODE TRANSLATE | <p>[From carrier1]=[To carrier1],[From carrier2]=[To carrier2]....</p> <p>Example:</p> <p>Value:</p> <p><b>FXFE=FEDEX,FXFW=FEDEX</b></p> <p>This example translates FXFE and FXFW to</p> | Specify a global carrier code in TE and the carrier code that it is converted to in the Shipment History extract file. With this approach, carriers set up as generic carriers, such as FXFE and FXFW, can still provide their shipment history data for carrier |

| Category  | Key                       | Value                                                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                           | FEDEX in the Shipment History Extract file.                                                                                                                              | <p>feeds supported by DEM, such as FEDEX.</p> <p>If you have multiple carrier codes in TE for the same carrier, which sometimes happens because the carrier has different integration requirements based on different regions, you can map all of these to the same code for DEM or FBAP extracts.</p> <p>The underlying carrier code in TE remains the same, as do any system values referenced by TE; for example, [Carrier]: Axxxx ACCOUNT NUMBER. The shipment history extract file name still contains the TE carrier code. It is only the carrier code in the shipment history extract file contents that is impacted.</p> |
| SHIP-HIST | DEM: CARRIER IN USE       | <Carrier1>=<Location1>,<Location2>,...,<LocationM><br> <br><Carrier2>=<Location1>,<Location2>,...,<LocationM><br> <br><CarrierN>=<Location1>,<Location2>,...,<LocationM> | <p><b>Carriers and Packing Locations To Use</b></p> <p>For all carriers and all locations, use: ALL=ALL</p> <p>For one carrier, for all locations, use: &lt;Carrier&gt;=ALL</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SHIP-HIST | DEM: PICKUP NUMBER        | <Unique Number:<br>For next DEM processing for any carrier and location pair>                                                                                            | <p><b>Next Pickup Number</b></p> <p>This number is used by the Shipment History XML file generation for the unique identification of the batch file created.</p> <p>By default, it is set to 0.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SHIP-HIST | DEM: PLD ACTIVE DIRECTORY | <Main directory for DEM file creation>                                                                                                                                   | <b>Work Folder</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Category  | Key                                          | Value                                                                                          | Description                                                                                                                                                                           |
|-----------|----------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                              |                                                                                                | This is the directory that the Shipment History XML file is generated into.                                                                                                           |
| SHIP-HIST | DEM: PLD ALT TRACK REF:[global carrier code] | <Name of the field to use as an alternative tracking reference; for example, SHSHIP or SHORDN> | See <a href="#">FBAP: PLD ALT TRACK REF:[global carrier code]</a> on page 1484 for similar configuration.                                                                             |
| SHIP-HIST | DEM: PLD ARCHIVE DIRECTORY                   | <Archive directory for DEM file creation>                                                      | <b>Archive Folder</b><br>This is the directory that the Shipment History XML file is archived in after it is successfully transmitted to target.                                      |
| SHIP-HIST | DEM: PLD CONNECTION                          | <FTP Site>,<User>,<>Password>,<FTP Method>,<Host Keys>                                         | See <a href="#">FBAP: PLD CONNECTION</a> on page 1485 for similar configuration.                                                                                                      |
| SHIP-HIST | DEM: PLD DEST DIR                            | <Destination directory (FTP,SFTP,..etc)>                                                       | <b>FTP Folder</b><br>This is the destination directory within the FTP site that the Shipment History XML file is sent to.                                                             |
| SHIP-HIST | DEM: PLD POLL DIRECTORY                      | <Poll directory for DEM file creation>                                                         | <b>DEM Polling Folder</b><br>This is the directory that the Shipment History XML file is copied into after archiving. It can be used as a destination directory instead of using FTP. |
| SHIP-HIST | DEM: PLD STOP UPLOAD                         | YES or NO. Set to NO as default.                                                               | <b>Stop FTP Upload</b><br>Indicates if a transmission of the Shipment History XML file is to be attempted or not.<br><br>If you want to submit the file, set to NO.                   |



| Category  | Key                    | Value                                                                                                                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                        |                                                                                                                                                                 | If you do not want to transmit the file, set to YES.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| SHIP-HIST | DEM: REFERENCE TYPES   | <p>&lt;RefType1&gt;,&lt;RefType2&gt;,&lt;RefType3&gt;,&lt;RefType4&gt;</p> <p>&lt;Possible values: INVOICE_NO,ORDER_NO,BUYERS_REF,OTHER_REF,CUSTOMS_REF&gt;</p> | <p>list to set up one or more references</p> <p>INVOICE_NO = Shipment item invoice number (XMSITM0.SIINVN), if present, for the item within the package; otherwise, the shipment invoice number (XMSHDR0.SHINVN)</p> <p>ORDER_NO = Shipment item order number (XMSITM0.SIORDN), if present, for the item within the package; otherwise, the shipment order number (XMSHDR0.SHORDN)</p> <p>BUYERS_REF = Shipment item buyer's reference (XMSITM0.SIBREF), if present, for the item within the package; otherwise, the shipment buyer's reference (XMSHDR0.SHBREF)</p> <p>OTHER_REF = Shipment Other Reference (XMSHDR0.SHOREF)</p> <p>CUSTOMS_REF = Shipment Other Reference (XMSHDR0.SHCREF)</p> |
| SHIP-HIST | PLD WRAPPER DEBUG MODE |                                                                                                                                                                 | <p>This system value applies to both the DEM and FBAP shipment history extract processes. See <a href="#">PLD WRAPPER DEBUG MODE</a> on page 1487.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Category  | Key                  | Value | Description                                                                                                                                    |
|-----------|----------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIP-HIST | PLD WRAPPER MAX DAYS |       | This system value applies to both the DEM and FBAP shipment history extract processes. See <a href="#">PLD WRAPPER MAX DAYS on page 1487</a> . |

The following example shows the possible *Configure End of Day* settings to send the shipment history information for two carriers, including all locations, to DEM.

Example Values of a Configure End of Day for DEM

## System Configuration

This section covers the various settings that enable administrators to configure the functionality of the DEM UI and the features that users have access to.

- Admin Settings
- Import File
- Reason Codes
- System Codes
- User Views

### Admin Settings

The following settings can be configured on the *Admin Settings* page:

- Polling
- Job Queue Criteria

- Job Queue
- Purge
- Trigger Event
- Extract
- Additional References
- No Activity Configuration
- Unresolved Deliveries
- Archive Settings
- Automatic Closing of Deliveries
- Processing

**Note** The POD Destination field is obsolete.

## Admin Settings

 **Admin Settings**

Job Queue Criteria

\* Default Max. Deliveries Per Job Queue:

300

Job Queue

\* Unassign Limit (Hours):

2

\* Cleanup Timeout (Hours):

16

Purge

\* Purge: Job Age (days):

10

Trigger Event

Trigger on Delivered: ☒ On ☐ Off

Extract

Enable Extract: ☒ On ☐ Off

POD Destination

POD Destination: E:\APPS\PRECISION\WEBUI\DEM\PROOFOFDELIVERY

Additional References

Reference 1

Reference Type: EODBATCH

Reference 2

Reference Type: ORDERNO

Reference 3

Reference Type: CUSTOMERREF

No Activity Configuration

\* No Activity Time (Hours):

3



\* Time Zone:

UTC



No Activity Schedule

| Day                                           | All Day                             | From     | To       |                                                                                      |
|-----------------------------------------------|-------------------------------------|----------|----------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Monday               | <input checked="" type="checkbox"/> |          |          |  |
| <input checked="" type="checkbox"/> Tuesday   | <input checked="" type="checkbox"/> |          |          |  |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> |          |          |  |
| <input checked="" type="checkbox"/> Thursday  | <input checked="" type="checkbox"/> |          |          |  |
| <input checked="" type="checkbox"/> Friday    | <input checked="" type="checkbox"/> |          |          |  |
| <input checked="" type="checkbox"/> Saturday  | <input type="checkbox"/>            | 03:00 PM | 05:00 PM |  |
| <input checked="" type="checkbox"/> Sunday    | <input checked="" type="checkbox"/> |          |          |  |

Unresolved Deliveries

\* Unresolved Threshold (days):

21

Archive Settings

\* Last Updated older than (days):

80

Only include Closed records ☒

Automatic Closing of Deliveries

\* Days Since Created:

60

Close Deliveries with Open Incident ☐

Deliveries with Exceptions: ☒ ZERO ACTIVITY ☒ UNRESOLVED ☐

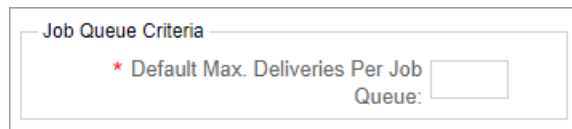
## Polling

In the Notification Email field, you can specify the email address that the system sends notifications to when the polling job for the supplier's API endpoint fails 10 times. In this scenario, the corresponding row in the Suppliers grid appears in gray text and the Enabled checkbox and column are clear for the supplier, indicating that API polling is disabled for the supplier.

## Job Queue Criteria

Set the default number of deliveries to be processed in a single job in the job queue here. You can set a custom maximum number of deliveries per job queue on the *Job Queue Criteria* page when you create or update a job queue criteria entry.

Job Queue Criteria



Job Queue Criteria

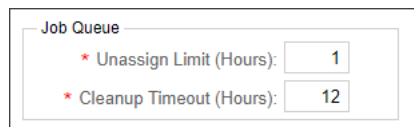
\* Default Max. Deliveries Per Job Queue:

## Job Queue

You can set the number of hours of inactivity before a user can unassign a delivery from the job queue by completing the *Unassign Limit (Hours)* field.

Complete the *Cleanup Timeout (Hours)* field to specify the number of hours before jobs in the queue that have failed are released and can be run again.

Job Queue



Job Queue

\* Unassign Limit (Hours):

\* Cleanup Timeout (Hours):

## Purge Background Job Data

DEM stores background job data. You can select how often this data is automatically purged on the *Admin Settings* page. In the Purge: Job Age (days) field, enter the number of days you want background job data to be stored before it is purged, and click Save. To purge Deliveries and Exceptions or Incidents, see [Purge Delivery Data on page 1304](#).

Purge Settings



Purge

\* Purge: Job Age (days):

## Trigger Event

For tracking purposes, external applications can monitor the DEM\_NOTIFICATION\_DELIVERED highway endpoint to collect details of delivered packages in JSON format. Similarly, external applications can monitor the DEM\_NOTIFICATION\_DELIVERED highway endpoint to collect details of proof of delivery files in JSON format.

To send a JSON file to the DEM\_NOTIFICATION\_DELIVERED highway endpoint when a delivery is complete, set the *Trigger on Delivered* field to *On* . Set *Trigger on Delivered* field to *Off* if you do not want to send a JSON file.

To send a JSON file to the DEM\_NOTIFICATION\_DELIVERED highway endpoint when a proof of delivery file is received, set the Trigger on POD field to On.

Trigger Event

Trigger Event

Trigger on Delivered:

☒ On
 ☐ Off
 

Trigger on POD:

☒ On
 ☐ Off
 

The following is an example of a JSON file that is sent to the DEM\_NOTIFICATION\_DELIVERED highway endpoint:

```
[
  {
    "version":"2.0.0",
    "client":"TGL",
    "messageCreateDate":"Jun 26, 2020, 11:10:00 AM",
    "supplier":"-",
    "supplierAccount":"-",
    "deliveryCount":0,
    "deliveries":[
      {
        "client":"TGL",
```

```

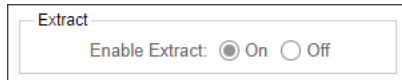
    "supplierId":"DHL",
    "supplierAccount":"190097118",
    "supplierTrackingNumber":"DHL20200626110155DEM",
    "lastStatusCode":"DELIVERED",
    "lastDeliveryStatusCode":"DELIVERED",
    "supplierLastStatusDate":"Jun 25, 2020, 5:01:00 PM",
    "supplierDeliveryDate":"Jun 25, 2020, 5:01:00 PM"
  }
]
}
]

```

## Extract

Set the *Enable Extract* field to *On* to enable extracts from the RESTful API system. Select *Off* to disable extracts.

Extract



## Additional References

There are three additional reference fields on the *Deliveries* page. To specify the data that should populate these fields, fill the *Reference Type* fields in *Admin Settings* with the name of the field from the intended source data.

The following references are possible values as they are included by default in the QAD GTTE Transportation Execution (TE) EOD shipment history extract that sent is to DEM:

## Additional References

**Additional References**

**Reference 1**  
Reference Type:

**Reference 2**  
Reference Type:

**Reference 3**  
Reference Type:

The following values are also potential reference types that can be used if the DEM shipment history extract system values are configured.

**Transportation Execution Extract System Values**

| Value           | Category | Key                        | Description                                                                                                                                              |
|-----------------|----------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORDER_NOSHIP-   | HIST     | DEM:<br>REFERENCE<br>TYPES | Shipment item order number (XMSITM0.SIORDN), if present, for the item within the package—otherwise the shipment order number (XMSHDR0.SHORDN).           |
| BUYERS_RESHIP-  | HIST     | DEM:<br>REFERENCE<br>TYPES | Shipment item buyer's reference (XMSITM0.SIBREF), if present, for the item within the package—otherwise the shipment buyer's reference (XMSHDR0.SHBREF). |
| OTHER_RESHIP-   | HIST     | DEM:<br>REFERENCE<br>TYPES | Shipment Other Reference (XMSHDR0.SHOREF).                                                                                                               |
| CUSTOMS_RESHIP- | HIST     | DEM:<br>REFERENCE<br>TYPES | Shipment Other Reference (XMSHDR0.SHCREF).                                                                                                               |
| INVOICE_NOSHIP- | HIST     | DEM:<br>REFERENCE<br>TYPES | Shipment item invoice number (XMSITM0.SIINVN), if present, for the item within the Package. Otherwise the shipment invoice number (XMSHDR0.SHINVN).      |



QAD GTTE Transportation Execution (TE) also attempts to extract any references that are configured for the shipment carrier, in accordance with the SPS reference Codes and system values listed in the *Additional Reference TE System Values* section.

## No Activity Configuration

Using the *No Activity Time (Hours)* field on the *Admin Settings* page, administrators can configure how often DEM runs the No Activity background job. The value you enter is the number of hours of inactivity required to trigger a No Activity exception.

You can also specify days on which No Activity exceptions can be applied by enabling the relevant fields in the *Day* column. Enable the *All Day* field if you want the No Activity exception settings to apply all day, or specify the hours during which it can apply using the *From* and *To* fields.

In the example shown below, the administrator has allowed the No Activity exception to be applied all day, from Tuesday to Friday. On Saturdays, it can only be applied between 3pm and 5pm. It cannot be applied on Sundays or Mondays.

Use the Time Zone field to specify the time zone that is used when the system checks if the No Activity scheduler should start.

### No Activity Configuration

No Activity Configuration

\* No Activity Time (Hours):

3

i

\* Time Zone:

Africa/Johannesburg

v

i

No Activity Schedule

| Day                                           | All Day                             | From                  | To                    |              |
|-----------------------------------------------|-------------------------------------|-----------------------|-----------------------|--------------|
| <input type="checkbox"/> Monday               | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |
| <input checked="" type="checkbox"/> Tuesday   | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |
| <input checked="" type="checkbox"/> Thursday  | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |
| <input checked="" type="checkbox"/> Friday    | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |
| <input checked="" type="checkbox"/> Saturday  | <input type="checkbox"/>            | 03:00 PM <div>v</div> | 05:00 PM <div>v</div> | <div>i</div> |
| <input type="checkbox"/> Sunday               | <input checked="" type="checkbox"/> | <div></div>           | <div></div>           | <div>i</div> |

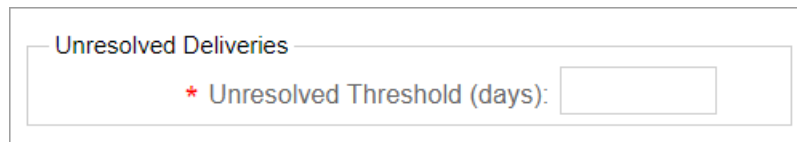
**Note** You can also configure the No Activity time for a particular supplier. For more information, see the *Create Supplier* section.

### Unresolved Deliveries

An Unresolved exception occurs when a delivery is currently assigned a Missed Delivery Date exception but there have been no updates for a long period of time. This identifies items that were probably delivered but lack confirmation from the carrier.

On the Admin Settings page, specify how many days must pass before a Missed Delivery Date exception is converted to an Unresolved exception using the Unresolved Threshold (days) field. This is a global setting that applies by default for all suppliers.

Unresolved Threshold Field, Admin Settings



Unresolved Deliveries

\* Unresolved Threshold (days):

**Note** You can also configure the Unresolved Threshold for a particular supplier. For more information, see the *Create Supplier* section.

### Archive Settings

Deliveries that are no longer receiving updates are archived after a configurable period of time. This improves performance for current deliveries and improves the data presented to users on the Tracking History and Dashboards pages. Administrators can configure the age of deliveries to be archived based on the date they were last updated.

To configure the archive settings, complete the mandatory Last Updated older than (days) field. This allows you to specify how many days must pass since a delivery's last update before it is included for archiving.

Enable the Only include Closed records field if you want to restrict archiving only to closed records.

Use the Purge Archived Deliveries After (Days) field to specify the number of days after which the system automatically deletes archived deliveries. If you do not specify a value for this field, then the system does not automatically delete archived deliveries.

### Automatic Closing of Deliveries

The Delivery Auto Close background job closes deliveries based on settings applied on the *Admin Settings* page.

## Automatic Closing of Deliveries

Automatic Closing of Deliveries

\* Days Since Created:

Close Deliveries with Open Incident ☐

Deliveries with Exceptions:

Email:

The fields in the *Automatic Closing of Deliveries* area are described in the table below.

**Automatic Closing of Deliveries**

| Field                               | Description                                                                                                                                                                                                                                                                               |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Days Since Created                  | Specify the number of days that must pass before a delivery is automatically closed.                                                                                                                                                                                                      |
| Close Deliveries with Open Incident | If enabled, the Delivery Auto Close background job can run on deliveries with open incidents. If not enabled, deliveries with open incidents cannot automatically close.                                                                                                                  |
| Deliveries with Exceptions          | Using the drop-down list, specify the exceptions that must be raised against a delivery in order for the Delivery Auto Close background job to run. For example, if the Zero Activity exception is specified, only deliveries with a Zero Activity exception can be automatically closed. |
| Email                               | Input an email address to receive notifications about automatically closed deliveries. These notifications summarize the number of deliveries that were closed for each supplier.                                                                                                         |

**Processing**

The Carrier Status and Carrier Status Generic [background jobs on page 1238](#) process tracking files from suppliers. These jobs convert the supplier files to files in a generic XML format and import these files into DEM. If there is a problem with the generic XML file, it results in either a warning or an error. In the case of a warning, the job generates the XML file. In the case of an error, the job does not generate the XML file. The Exit Message column in the [Background Jobs grid on page 1237](#) contains information about errors and, if configured, warnings.

The Job Detail Level field allows you to choose the type of information displayed in the [Exit Message on page 1238](#) column. If you select WARNING from the list of options, the Exit Message column displays

information about warnings and errors. If you select ERROR from the list of options, the Exit Message column displays information about errors, only.

## Importing Files

DEM provides an import facility that allows you to import a number of settings in JSON format from another DEM environment. This is useful for replicating and identifying issues in a separate environment.

To import a file:

1. Select the *Import File* sub-option in the *System Configuration* menu.
2. Click the *Upload File*  button in the toolbar and select a JSON file. Alternatively, drag and drop a file into the grid.

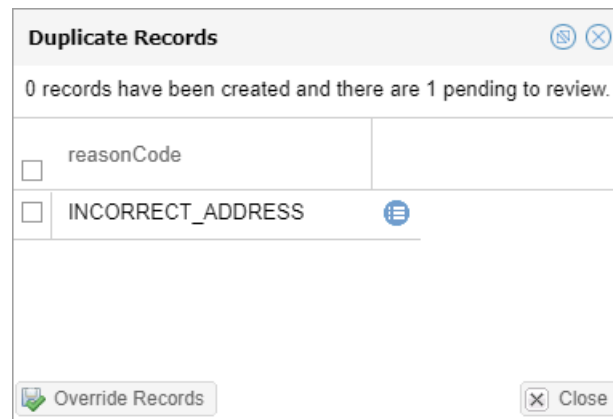
**Note** Dragging the file into the *Import File* area automatically uploads it to DEM.

3. The selected file processes until it reaches Ready status. Click the *Import*  *Import* button in the toolbar to load the data into the environment.

An error appears and the upload fails if duplicate data is found. This is data that already exists in the DEM database. If this happens, it is possible to review the data, and manually select the records that you want the imported file to override.

1. Select the file that is pending review in the grid, and click the corresponding *Review*  button. The *Duplicate Records* window displays.

Duplicate RecordsWindow



2. Click the *View Details*  button on a record in the window to view more details.
3. The *Record Comparison* window is displayed, detailing:
  - The ID of the existing data in the *Description* column.

- The current value in the *Old* column.
- The proposed new value from the uploaded JSON file in the *New* column.

**Note** A warning icon also indicates whether the value in the JSON file is identical or different to the existing value.

## Record Comparison Window

| Record Comparison |                              |                              |  |
|-------------------|------------------------------|------------------------------|--|
| Description       | Old                          | New                          |  |
| ReasonDesc        | The address in our party ... | The address in our party ... |  |
| ReasonCode        | INCORRECT_ADDRESS            | INCORRECT_ADDRESS            |  |

**Note** You can filter the results to show only identical or different values.

## Filter Results With Identical Values

Record Comparison

| Description | Old                          | New                          |
|-------------|------------------------------|------------------------------|
| ReasonDesc  | The address in our party ... | The address in our party ... |
| ReasonCode  | INCORRECT_ADDRESS            | INCORRECT_ADDRESS            |

Sort Ascending

Sort Descending

Columns

Unlock

Lock

Filters

Different

Identical

Close

4. Select a record in the *Record Comparison* window and click the *Override Records* button if you want to override the existing data. The status of the file changes to *Complete* when the override process is complete.

## Reason Codes

When a user adds a comment on the *Deliveries* page, they are given the option of adding a reason code from a lookup browse menu. This facilitates the quick entry of commonly used comments and ensures that standard text is used. You can create, update, and delete reason codes on the *Reason Codes* page.

### Reason Codes Page

The screenshot shows the 'Reason Codes' page with a search bar at the top. Below the search bar is a table with four columns: Reason Code, Description, Last Modified User, and Last Modified Date. The table contains three rows of data.

| Reason Code        | Description                                                                                            | Last Modified User | Last Modified Date  |
|--------------------|--------------------------------------------------------------------------------------------------------|--------------------|---------------------|
| CUSTOMS_DOCS       | The customs documentation was prepared incorrectly. The following information was missing: [ins...     | QAUTO              | 03/08/2018 11:16:37 |
| DELAY_AT_SHIPPI... | The calculated ETA date was incorrect - the shipment did not get picked up on the original ship dat... | QAUTO              | 03/08/2018 11:16:37 |
| INCORRECT_ADD...   | The address in our party address book was incorrect for this recipient. The address needs to be co...  | QAUTO              | 03/08/2018 11:16:37 |

## Creating Reason Codes

To create a new reason code, select the *Reason Codes* sub-option in the *System Configuration* menu. Then click the *Create*  button in the toolbar to access the *Create Reason Code* window.

### Create Reason Code Window

The screenshot shows the 'Create Reason Code' window. It has two input fields: 'Reason Code' (marked with a red asterisk) and 'Description'. At the bottom left is a 'Save' button with a green checkmark icon, and at the bottom right is a 'Close' button with a red X icon.

Complete the mandatory *Reason Code* field, which should be a shorthand indicator of the main purpose of the reason code. You also have the option of providing a longer description of the reason code in the *Description* field. Click *Save* to save the reason code.

## Updating Reason Codes

To update a reason code, select a record in the grid and click the *Update*  button in the toolbar. Alternatively, double-click the reason code you want to update. After making the necessary edits, click *Save*.

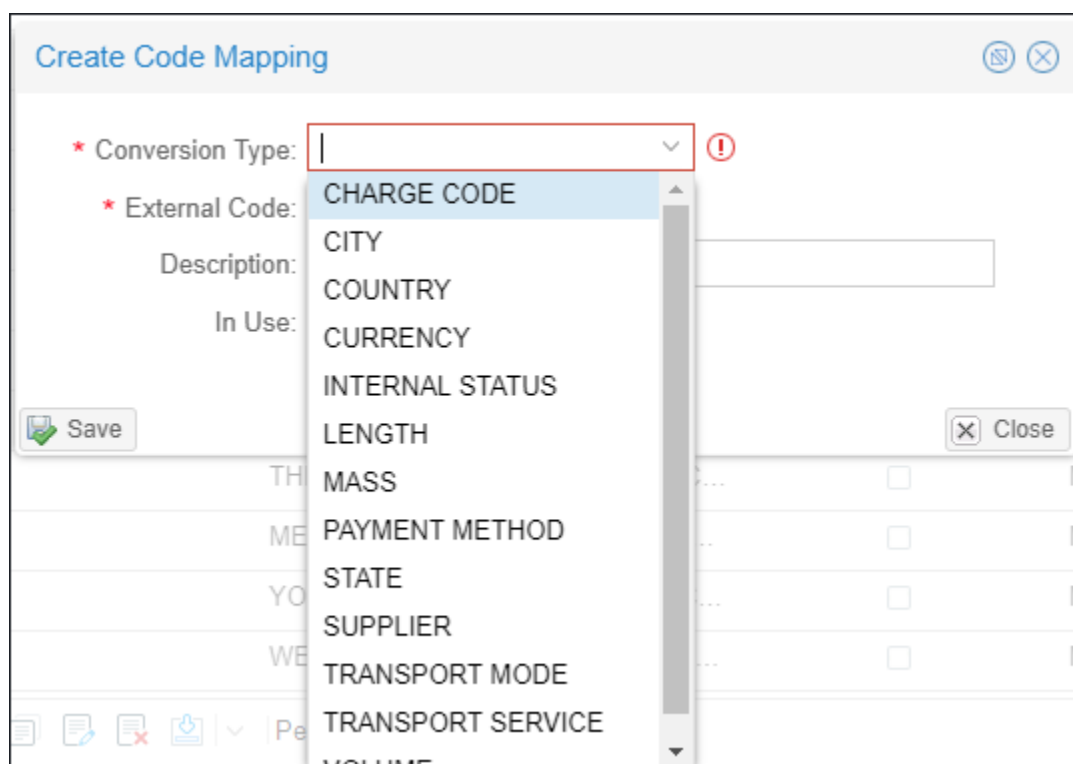
## Deleting Reason Codes

To delete a reason code, select a record in the grid and click the *Delete*  button in the toolbar. In the pop-up window that displays, click *Yes* to confirm the deletion, or *No* to cancel.

## System Codes

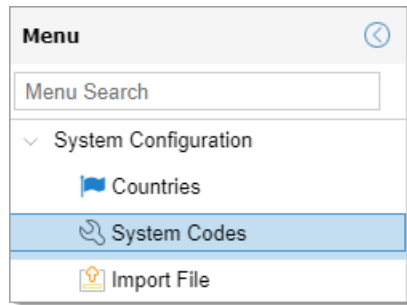
System codes are used in other areas of DEM to create drop-down lists. In all areas of DEM where you select options from a drop-down list, the items on the list are created here. For example, in the *Create Code Mappings* window, the items listed in the *Conversion Type* field are codes from the *System Codes* page.

Example of System Codes in Use in DEM



To access the *System Codes* page, first navigate to the *Foundation* page in the Web UI and select *System Codes* in the *System Configuration* menu.

## System Codes in System Configuration Menu, Foundation Page



## System Codes Page

| System Codes                              |                          |                                                               |          |                                       |                                      |                     |
|-------------------------------------------|--------------------------|---------------------------------------------------------------|----------|---------------------------------------|--------------------------------------|---------------------|
| System Code ID: <input type="text"/>      |                          | Search By: <span>System Code Type</span> <input type="text"/> |          | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |                     |
| System Code ID                            | System Code Type         | Description                                                   | Position | Value                                 | Last Modified User                   | Last Modified Date  |
| 1,000.00                                  | NUMBER FORMAT            | 1,000.00                                                      | 1        | 1,000.00                              | P6B                                  | 27/09/2018 16:22:14 |
| 1,000.00                                  | NUMBER FORMAT            | 1,000.00                                                      | 1        | 1,000.00                              | P6B                                  | 27/09/2018 16:22:14 |
| ACCOUNT_CORR...                           | CHARGE CODE              | ACCOUNT CORRECTION                                            | 0        | ACCOUNT_CORRECTION                    | P6B                                  | 27/09/2018 16:22:14 |
| ACTION                                    | MAINTENANCE COLUMN TYPE  |                                                               |          | ACTION                                | P6B                                  | 27/09/2018 16:22:14 |
| ACTUAL_WEIGHT                             | FEED QUALIFIER TYPE      | Actual Weight Qualifiers                                      |          | ACTUAL_WEIGHT                         | P6B                                  | 27/09/2018 16:22:14 |
| ADDR_CORRECTI...                          | CHARGE CODE              | ADDRESS CORRECTION                                            | 0        | ADDR_CORRECTION                       | P6B                                  | 27/09/2018 16:22:14 |
| ADJUSTMENT                                | CHARGE CODE              | ADJUSTMENT (Non matchable char...                             |          | ADJUSTMENT                            | P6B                                  | 27/09/2018 16:22:14 |
| ADJUSTMENT_BIL...                         | FEED QUALIFIER TYPE      | Adjustment Billed Weight                                      |          | ADJUSTMENT_BILLED_WEIGHT              | P6B                                  | 27/09/2018 16:22:14 |
| ADJUSTMENT_CH...                          | FEED QUALIFIER TYPE      | Adjustment Charge                                             |          | ADJUSTMENT_CHARGE                     | P6B                                  | 27/09/2018 16:22:14 |
| ADMINISTRATION                            | CHARGE CODE              | ADMINISTRATION FEE                                            |          | ADMINISTRATION                        | P6B                                  | 27/09/2018 16:22:14 |
| AIR                                       | TRANSPORT MODE           | AIR                                                           | 0        | AIR                                   | P6B                                  | 27/09/2018 16:22:14 |
| ALL SHIPMENTS                             | RATING REQUIRED TYPE     | All Shipments                                                 |          | ALL SHIPMENTS                         | P6B                                  | 27/09/2018 16:22:14 |
| AUDITED_WEIGHT                            | FEED QUALIFIER TYPE      | Audited Weight Qualifiers                                     |          | AUDITED_WEIGHT                        | P6B                                  | 27/09/2018 16:22:14 |
| AUTOTST_IMP                               | CHARGE CODE              | import test                                                   | 4        | AUTOTST_IMP                           | QAUTO                                | 22/10/2018 11:37:10 |
| AWAITING FEEDB...                         | INCIDENT STATUS TYPE     | Awaiting Feedback                                             | 2        | AWAITING_FEEDBACK                     | P6B                                  | 27/09/2018 16:22:14 |
| BIGDECIMAL                                | MAINTENANCE FILTER TYPE  |                                                               |          | BIGDECIMAL                            | P6B                                  | 27/09/2018 16:22:14 |
| BILL_ACCOUNT                              | FEED QUALIFIER TYPE      | Bill Account Qualifiers                                       |          | BILL_ACCOUNT                          | P6B                                  | 27/09/2018 16:22:14 |
| BILLED_VOLUME                             | FEED QUALIFIER TYPE      | Billed Volume Qualifiers                                      |          | BILLED_VOLUME                         | P6B                                  | 27/09/2018 16:22:14 |
| BILLED_WEIGHT                             | FEED QUALIFIER TYPE      | Billed Weight Qualifiers                                      |          | BILLED_WEIGHT                         | P6B                                  | 27/09/2018 16:22:14 |
| BILLPARTY_REFE...                         | FEED QUALIFIER TYPE      | Billparty Reference                                           |          | BILLPARTY_REFERENCE                   | P6B                                  | 27/09/2018 16:22:14 |
| BOOLEAN                                   | MAINTENANCE COLUMN CLASS | boolean                                                       |          | BOOLEAN                               | P6B                                  | 27/09/2018 16:22:14 |
| BOOLEAN                                   | MAINTENANCE COLUMN TYPE  |                                                               |          | BOOLEAN                               | P6B                                  | 27/09/2018 16:22:14 |
| BOOLEAN                                   | MAINTENANCE FILTER TYPE  |                                                               |          | BOOLEAN                               | P6B                                  | 27/09/2018 16:22:14 |
| BOOLEAN_NULLA...                          | MAINTENANCE COLUMN TYPE  |                                                               |          | BOOLEAN_NULLABLE                      | P6B                                  | 27/09/2018 16:22:14 |
| BROKERAGE                                 | CHARGE CODE              | BROKERAGE                                                     |          | BROKERAGE                             | P6B                                  | 27/09/2018 16:22:14 |
| << <   1   > >>              Per Page: 25 |                          |                                                               |          |                                       |                                      |                     |

System codes with the following types are applicable to DEM:

- Conversion Type
- Date Format
- Exception Severity
- Incident Type
- Number Format
- Time Format



## Conversion Type

Conversion type system codes are used in the maintenance of code conversions.

### Conversion Type System Codes

| System Code ID    | Description                  | Value             |
|-------------------|------------------------------|-------------------|
| Charge Code       | Charge Code Conversion Type  | Charge Code       |
| City              | City Conversion Type         | City              |
| Country           | Country Conversion Type      | Country           |
| Currency          | Currency Conversion Type     | Currency          |
| Length            | Length Conversion Type       | Length            |
| Mass              | Mass Conversion Type         | Mass              |
| Payment Method    | Payment Method Conversion    | Payment Method    |
| State             | State Code Conversion Type   | State             |
| Supplier          | Supplier Conversion Type     | Supplier          |
| Transport Mode    | Transport Mode Conversion    | Transport Mode    |
| Transport Service | Transport Service Conversion | Transport Service |
| Volume            | Volume Conversion Type       | Volume            |

## Date Format

Date format system codes are used in the maintenance of supplier and supplier accounts fields.

### Date Format System Codes

| System Code ID | Description             | Value      |
|----------------|-------------------------|------------|
| DD/MM/YYYY     | Date format: dd/MM/yyyy | dd/MM/yyyy |

| System Code ID | Description             | Value      |
|----------------|-------------------------|------------|
| MM/DD/YYYY     | Date format: MM/dd/yyyy | MM/dd/yyyy |
| YYYY/MM/DD     | Date format: yyyy/MM/dd | yyyy/MM/dd |

### Exception Severity

Exception severity system codes are used in the internal status page to determine the level of severity of an exception.

#### Exception Severity System Codes

| System Code ID | Description | Value |
|----------------|-------------|-------|
| High           | 1 High      | 1     |
| Medium         | 2 Medium    | 2     |
| Low            | 3 Low       | 3     |

### Incident Type

Incident type system codes are used when creating a new incident on the *Exceptions* page.

#### Incident Type System Codes

| System Code ID | Description     | Value   |
|----------------|-----------------|---------|
| Damaged        | Damaged Package | Damaged |
| Late           | Late Package    | Late    |
| Lost           | Lost Package    | Lost    |

### Number Format

Number format system codes are used in the maintenance of supplier and supplier account fields.

#### Number Format System Codes

| System Code ID | Description | Value    |
|----------------|-------------|----------|
| 1,000.00       | 1,000.00    | 1,000.00 |
| 1.000,00       | 1.000,00    | 1.000,00 |

### Time Format

Time format system codes are used in the maintenance of supplier and supplier account fields.

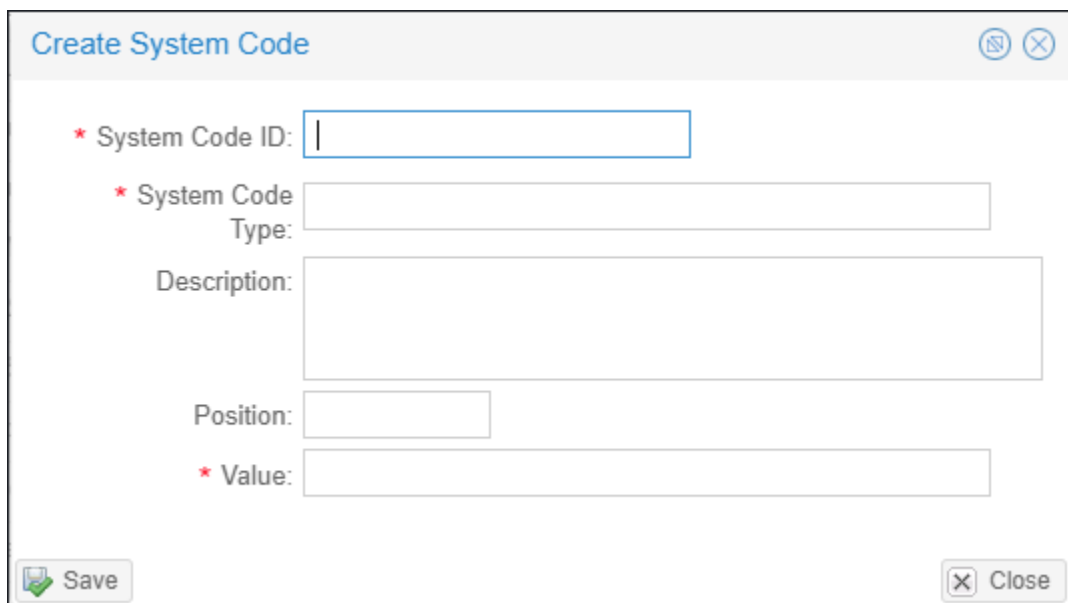
#### Time Format Type System Codes

| System Code ID | Description              | Value    |
|----------------|--------------------------|----------|
| HH:MM          | Time format: hh:mm       | hh:mm    |
| HH:MM 2        | Time format: HH:mm       | HH:mm    |
| HH:MM:SS       | Time format:<br>HH:mm:ss | HH:mm:ss |

## Creating System Codes

To create a new system code, click the *Create Record*  button in the toolbar of the *System Codes* page. The *Create System Code* window displays.

Create System Code Window



The fields in this window are described in the table below.

### Create System Code Window Fields

| Field            | Description                                                                              |
|------------------|------------------------------------------------------------------------------------------|
| System Code ID   | A short description of the system code.                                                  |
| System Code Type | The type information the system code displays.                                           |
| Description      | This is a longer description of the function of the system code than the System Code ID. |
| Position         | This is a number which indicates the order of priority of the system code.               |

| Field | Description                                                                                    |
|-------|------------------------------------------------------------------------------------------------|
| Value | This indicates what the system code means. This is often the same as the System Code ID field. |

After completing the relevant fields, click the **Save** button.

## Updating System Codes

On the *System Codes* page, select a system code in the grid, and click the *Update Record*  button in the toolbar. Alternatively, double-click the reason code you want to update. Edit the relevant fields in the *Update System Code* window and click **Save**.

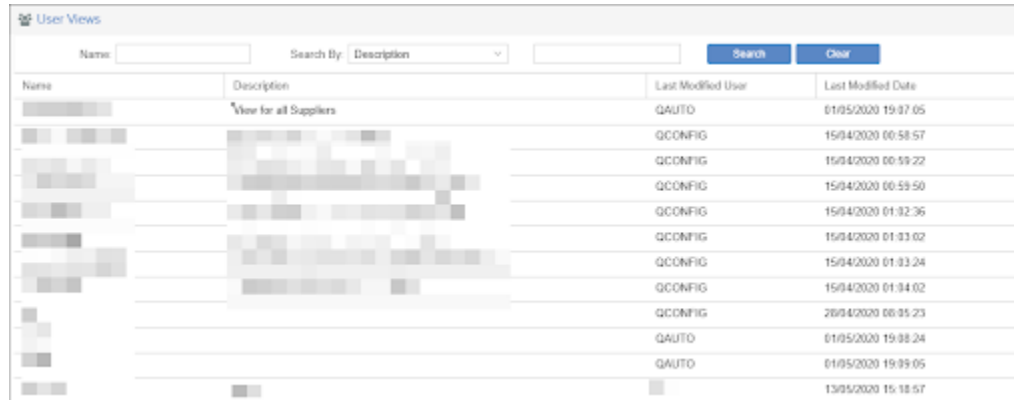
## Deleting System Code

To delete a system code, select a record in the grid and click the *Delete Record*  button in the toolbar. In the pop-up window that displays, click **Yes** to confirm the deletion, or **No** to cancel.

## User Views

The User Views feature allows administrators to configure the information that a user has access to. Administrators can limit a user's views to specific suppliers or supplier accounts. To view, update, create, and delete user view records, access the *User Views* sub-option in the *System Configuration* menu.

### User Views Page



| Name | Description            | Last Modified User | Last Modified Date  |
|------|------------------------|--------------------|---------------------|
|      | View for all Suppliers | QAUTO              | 6/19/2020 19:07:05  |
|      |                        | QCONFIG            | 15/04/2020 00:58:57 |
|      |                        | QCONFIG            | 15/04/2020 00:59:22 |
|      |                        | QCONFIG            | 15/04/2020 00:59:50 |
|      |                        | QCONFIG            | 15/04/2020 01:02:36 |
|      |                        | QCONFIG            | 15/04/2020 01:03:02 |
|      |                        | QCONFIG            | 15/04/2020 01:03:24 |
|      |                        | QCONFIG            | 15/04/2020 01:04:02 |
|      |                        | QCONFIG            | 26/04/2020 00:05:23 |
|      |                        | QAUTO              | 6/19/2020 19:08:24  |
|      |                        | QAUTO              | 6/19/2020 19:09:05  |
|      |                        |                    | 13/05/2020 15:18:57 |

To view the details of an existing user view, double-click a record in the grid. The *Update User View* window displays.

## Update User View Window

Update User View

\* Name:

ALL FEDEX

Description:

All FedEx accounts

Account/Supplier

User

Account

| Supplier ↑ | Account Number ↑ | Description |
|------------|------------------|-------------|
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |
| DACHSER    |                  |             |

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

FEDEX

>

>

<

<<

<<

<

1

>

>>

Refresh

Filter

Sort

Per Page: 25

Save

## Account/Supplier Tab

To maintain the suppliers and supplier accounts associated with a user view, select the *Account/Supplier* tab.

## Account/Supplier Tab, Update User View Window

| Account/Supplier | User |
|------------------|------|
|------------------|------|

To view either account or supplier information, use drop-down field located above the grid.

## Account/Supplier Drop-down Field

Account/Supplier User

Account

Account

Supplier

**Note** If all accounts are configured at a supplier lever, the account view appears in read-only mode.

The panel on the left contains all suppliers or supplier accounts. In the panel on the right, you can view all of the suppliers and supplier accounts associated only with the selected user view.

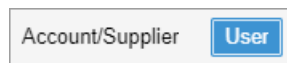
The purpose of each button between both panels is described in the table below.

| Button                                                                            | Description                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------|
|  | Add all suppliers or supplier accounts to the user view.             |
|  | Add the selected supplier or supplier account to the user view.      |
|  | Remove the selected supplier or supplier account from the user view. |
|  | Remove all supplier or supplier accounts from the user view.         |

## User Tab

To maintain the users associated with a user view, select the *User* tab.

User Tab, Update User View Window



The panel on the left contains all available users. In the panel on the right, you can view all of the users associated only with the selected user view.

The purpose of each button between both panels is described in the table below.

## User Buttons, Update User View Window

| Button                                                                              | Description                                  |
|-------------------------------------------------------------------------------------|----------------------------------------------|
|  | Add all users to the user view.              |
|  | Add the selected user to the user view.      |
|  | Remove the selected user from the user view. |
|  | Remove all users from the user view.         |

## Utilities

The Purge facility enables you to purge data related to deliveries. This section details the configuration process.

## Purge Delivery Data

To purge data related to deliveries, navigate to the Purge sub-option in the Utilities menu.

1. Select the type of data that you want to purge; All, Deliveries and Exceptions, Incidents, Background Jobs.

2. Configure the Purge Criteria fields:

**Days.** Select this option if you want to input how many days must have passed since a delivery, exception, or incident was last updated. You can then specify the number of days in the Last Updated Older Than (days) field. For example, if 90 days is specified, any deliveries, exceptions, or incidents that were last updated more than 90 days ago are purged.

**Date.** Select this option if you want to choose a particular date that a delivery, exception, or incident must have been last updated. You can then specify the date in the Last Updated Older Than field. For example, if the specified date is 2022/01/13, any deliveries, exceptions, or incidents that were last updated before this date are purged.

3. If you want to restrict purging to closed records only, select the Only Include Closed Records checkbox. If you want to purge all records, regardless of their closed status, clear the checkbox.
4. To save the settings, click Purge Records.

## Changelog

The *Changelog* page displays an audit list of changes made to the DEM database table schema resulting from software updates. This information is read-only data for internal QAD GTTE administration.

## Supplier Preset

The *Supplier Preset* page displays a full list of suppliers that are "DEM ready". This information is used by the Supplier Wizard to populate default configuration when setting up a new supplier in DEM. The preset information is read-only and cannot be modified within the application.

## Archive

This section describes the features available in the Archive menu option.

- Deliveries
- Purge Archive

## Deliveries

To view information about an archived delivery, access the *Deliveries* option in the *Archive* menu.

## Archived Deliveries Page

Deliveries

Filters

|  | Supplier | Supplier Tracking Number | Ope... | Ope... | Evaluat... | Enabled | Closed | Closed Date | Draft M... | Mis... | Job Queue Process | Job Queue... | Account Number | Last Supplier ... | Last Delivery ... | Last Status |
|--|----------|--------------------------|--------|--------|------------|---------|--------|-------------|------------|--------|-------------------|--------------|----------------|-------------------|-------------------|-------------|
|  |          | 129R06A70354926376       |        |        |            |         |        |             |            |        |                   |              | 9R86A7         | EN ROUTE          | NO ACTIVITY       | 126254      |
|  |          | 123786W0335855574        |        |        |            |         |        |             |            |        |                   |              | 3786W8         | EN ROUTE          | NO ACTIVITY       | 126411      |
|  |          | 129R06A70354972996       |        |        |            |         |        |             |            |        |                   |              | 9R86A7         | EN ROUTE          | NO ACTIVITY       | 126469      |
|  |          | 12K307180336206769       |        |        |            |         |        |             |            |        |                   |              | X30718         | EN ROUTE          | NO ACTIVITY       | 126563      |
|  |          | 12K307180336340211       |        |        |            |         |        |             |            |        |                   |              | X30718         | EN ROUTE          | NO ACTIVITY       | 125981      |
|  |          | 12K307180336227522       |        |        |            |         |        |             |            |        |                   |              | X30718         | EN ROUTE          | NO ACTIVITY       | 126019      |
|  |          | 1245X8740379290652       |        |        |            |         |        |             |            |        |                   |              | 45X874         | EN ROUTE          | NO ACTIVITY       | 126162      |
|  |          | 123786W0335831876        |        |        |            |         |        |             |            |        |                   |              | 3786W8         | EN ROUTE          | NO ACTIVITY       | 126163      |
|  |          | 123786W0335832026        |        |        |            |         |        |             |            |        |                   |              | 3786W8         | EN ROUTE          | NO ACTIVITY       | 126020      |
|  |          | 129R06A70354905808       |        |        |            |         |        |             |            |        |                   |              | 9R86A7         | EN ROUTE          | NO ACTIVITY       | 126412      |
|  |          | 12V3300R032663328        |        |        |            |         |        |             |            |        |                   |              | V3300R         | EN ROUTE          | NO ACTIVITY       | 126470      |
|  |          | 12K307180336230456       |        |        |            |         |        |             |            |        |                   |              | X30718         | EN ROUTE          | NO ACTIVITY       | 126565      |
|  |          | 12V3300R032855380        |        |        |            |         |        |             |            |        |                   |              | V3300R         | EN ROUTE          | NO ACTIVITY       | 125980      |
|  |          | 12W211X039095256         |        |        |            |         |        |             |            |        |                   |              | W2111X         | EN ROUTE          | NO ACTIVITY       | 126165      |
|  |          | 1289371W0380787460       |        |        |            |         |        |             |            |        |                   |              | 89371W         | EN ROUTE          | NO ACTIVITY       | 126255      |
|  |          | 12W211X0390709507        |        |        |            |         |        |             |            |        |                   |              | W2111X         | EN ROUTE          | NO ACTIVITY       | 126021      |
|  |          | 124668140302971018       |        |        |            |         |        |             |            |        |                   |              | 466814         | EN ROUTE          | NO ACTIVITY       | 126413      |
|  |          | 12W211X0390695101        |        |        |            |         |        |             |            |        |                   |              | W2111X         | EN ROUTE          | NO ACTIVITY       | 126566      |
|  |          | 129R06A70354905179       |        |        |            |         |        |             |            |        |                   |              | 9R86A7         | EN ROUTE          | NO ACTIVITY       | 126471      |
|  |          | 123786W03358313641       |        |        |            |         |        |             |            |        |                   |              | 3786W8         | EN ROUTE          | NO ACTIVITY       | 126021      |

<< < 1 > >>

Per Page 25

Here you can view read-only information about a delivery that was stored on the main *Deliveries* page.

**Note** Using the delivery sub-options menu , it is possible to view information about each archived delivery's tracking history, exceptions, and incidents. However, users cannot link to the relevant pages as they can for unarchived deliveries.

## Purge Archive

It is possible to purge archived deliveries from the system. To access this feature, navigate to the *Purge Archive* sub-option of the *Archive* menu.

Configure the *Purge Criteria* fields:

**Days.** Select this option if you want to input how many days must have passed since a delivery was archived. You can then specify the number of days in the *Archived Date Older Than (days)* field. For example, if 90 days is specified, any archived deliveries that were archived over 90 days ago are purged.

**Date.** Select this option if you want to choose a particular date that a delivery must have been archived before. You can then specify the date in the *Archived Date Older Than (Date)* field. For example, if the specified date is 2022/01/13, any deliveries that were archived before this date are purged.

Finally, click *Purge Archived Records*.



## Purge Archive Page

 **Purge Archive**

Purge Criteria: ☒ Days ☐ Date

\* Archived Date Older Than (Days):

## Shipment History Updates

If DEM receives a message to create a new delivery from both the TE application and the carrier, the first message that DEM consumes takes precedence. If the message from the carrier is consumed first, the carrier message creates the delivery. If the message from the TE application is consumed first, the TE message creates the delivery.

The table below outlines whether a field takes its information from the carrier, TE, or both.

### Shipment History Updates

| Data Field Element | Carrier                                                                                             | Transportation Execution                                |
|--------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Actual Weight      | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available. |
| Billable Weight    | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available. |
| Client             | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                  |
| Despatch           | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                  |
| Despatch Date      | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available. |
| Dimensional Height | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available. |
| Dimensional Length | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available. |

| <b>Data Field Element</b>      | <b>Carrier</b>                                                                                      | <b>Transportation Execution</b>                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Dimensional Width              | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available.                                         |
| Hold At Location Date          | Information is always updated from the Carrier.                                                     | Information is never taken from TE. If no Carrier information is available, the field is blank. |
| Rating Zone                    | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available.                                         |
| Service                        | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available.                                         |
| Shipment Direction             | Carrier updates this field if no TE value is available.                                             | Information is taken from TE if available.                                                      |
| Shipment Reference             | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                                                          |
| Ship To Address                | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available.                                         |
| Shipper Address                | Information is taken from the Carrier if available.                                                 | TE updates this field if no Carrier value is available.                                         |
| Shipper ETA Date               | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                                                          |
| Shipper Promise Date From / To | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                                                          |
| Source System                  | Information is never taken from the Carrier. If no TE information is available, the field is blank. | Information is always updated from TE.                                                          |
| Supplier Current ETA Date      | Information is always updated from the Carrier.                                                     | Information is never taken from TE. If no Carrier information is available, the field is blank. |

| <b>Data Field Element</b>  | <b>Carrier</b>                                  | <b>Transportation Execution</b>                                                                 |
|----------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Supplier Manifested Date   | Information is always updated from the Carrier. | Information is never taken from TE. If no Carrier information is available, the field is blank. |
| Supplier Original ETA Date | Information is always updated from the Carrier. | Information is never taken from TE. If no Carrier information is available, the field is blank. |
| Supplier Pickup Date       | Information is always updated from the Carrier. | Information is never taken from TE. If no Carrier information is available, the field is blank. |

## Highway Configuration

Highway is a system that DEM uses to communicate information to and from external sources, allowing the user access to information from all carriers and deliveries with the DEM interface. There are three uses for Highway within DEM. They are:

- To read carrier status updates and transfer this information to DEM. DEM can then present this information in a single interface for the user.
- To connect to the mail server that allows DEM users to send e-mails when using the comments function.
- To read and send e-mails from the carrier to DEM.

Highway is accessible from the System menu, which is accessible to users with the Administrator role.

**Note** Access to Highway is restricted in public cloud environments—AWS. It can only be accessed locally on the application server.

## DEM Permissions

To set up users in QAD GTTE DEM, follow the standard approach of creating users and associating them with a group using menu option US. For more information on creating users, see [User Role Configuration on page 219](#). For more information on permissions, see [Permissions on page 249](#).

Each user must then be assigned to a user group with access to the appropriate options for their role.

The following sections describe the configuration of the user groups, option groups, and permissions in QAD GTTE DEM.

## DEM Option Groups

An option is a program that runs in the Web UI; for example, the Deliveries option. An option group—also known as a function group—is a container for a group of options necessary for a role.

In option FN, two option groups are preconfigured that categorize the options available in QAD GTTE DEM.

- **WEB-DEM:** Contains options that enable the standard QAD GTTE DEM user to carry out day-to-day tasks; for example, searching for deliveries. The full list of options is:
  - Exceptions (menu option DEMEX)
  - Deliveries (menu option DEM)
  - Incidents (menu option DEMIN)
  - Tracking History (menu option DEMPH)
  - Status Update Entry (menu option DEMSE)
  - Dashboard (menu option DEMDH)
- **WEB-DEM-ADMIN:** Includes all the options contained in the DEM group, as well as additional configuration options for an administrator. The full list of options is:
  - Job Queue Criteria (menu option DEMJQC)
  - Job Queue (menu option DEMJQ)
  - Background Jobs (menu option DEMJM)
  - Extracts (menu option DEMET)
  - Code Conversions In (menu option DEMCC)
  - Feed Format Configuration (menu option DEMDFC)
  - Internal Statuses (menu option DEMIS)
  - Suppliers (menu option DEMSU)
  - TE Sources (menu option DEMTS)
  - Admin Settings (menu option DEMADS)
  - Import File (menu option DEMIF)
  - Reason Codes (menu option DEMRC)
  - User Views (menu option DEMUV)
  - Purge (menu option DEMPU)
  - Changelog (menu option DEMLB)
  - Supplier Preset (menu option DEMSP)
  - Deliveries (menu option DEMDA)

- Purge Archive (menu option DEMPA)

## DEM User Groups

Users must be assigned to a user group before they can perform any functions in QAD GTTE DEM. It is recommended that permissions be set at group level, rather than configuring them for each individual user.

Two default user groups are configured in menu option GU, User Groups & Roles:

- WEB-DEM: The standard QAD GTTE DEM user who carries out day-to-day tasks; for example, searching for deliveries.
- WEB-DEM-ADMIN: The administrator is responsible for maintaining and configuring the system.

## Configuring DEM Permissions

In menu option ZP, the option groups are paired with their corresponding user groups, so that the necessary permissions can be applied to the users.

- The WEB-DEM user group is associated with the WEB-DEM option group.
- The WEB-DEM-ADMIN user group is associated with the WEB-DEM-ADMIN option group.

## Additional Reference TE System Values

QAD GTTE Transportation Execution (TE) attempts to extract any references that are configured for the shipment carrier, in accordance with the SPS reference codes and system values listed in this section.

**Note** This information is subject to change as more reference codes are implemented. For the latest codes, see QAD GTTE Knowledge Base article [AA-57296](#).

For all carriers except UPS, this configuration is made through the system value with the category SPS and the key [CARRIER]: SHIP REFERENCES - [PACKING LOCATION] or [CARRIER]: SHIP REFERENCES. The value for the system value is a comma-separated list from the values in the following table. The system uses up to two of the available references. You can specify more than two references, but if the first two references are found then the system ignores any additional references.

For UPS, this configuration is made through the system value with the category SPS and the key [CARRIER]: CUST REFERENCES - [PACKING LOCATION] or [CARRIER]: CUST REFERENCES. The value for the system value is a comma-separated list from the values in the following table.

## Transportation Execution Extract SPS System Values

| Value | Description                                                               | Level | Note                            |
|-------|---------------------------------------------------------------------------|-------|---------------------------------|
| TN    | Transaction Reference — XMSHDR0.SHSHIP                                    |       |                                 |
| RQ    | Purchase Requisition — XMSITM0.SIBREF                                     |       |                                 |
| PO    | Purchase Order number — XMSITM0.SIORDN                                    |       |                                 |
| EI    | Employers Id Number — XMNREF0.NREIN                                       |       | Taken from the Shipper partner. |
| IK    | Invoice Number — XMSHDR0.SHINVN                                           |       |                                 |
| 3Q    | FDA Product Code — Value is mapped from the commodity code of the product |       |                                 |
| AE    | AES filing reference — XMS2DR0.S2AESITN                                   |       |                                 |
| AJ    | Accounts receivable Customer account — XMSHDR0.SHFNCL                     |       |                                 |
| AT    | Appropriation number — XMSITM0.SIBREF                                     |       |                                 |
| BM    | Bill of lading number — XMSHDR0.SHBLNO                                    |       |                                 |
| DP    | Department number — XMSHDR0.SHOREF                                        |       |                                 |
| MJ    | Model Number — XMSITM0.SIPROD                                             |       |                                 |
| MK    | Manifest Key number — XMSHDR0.SHHAWB                                      |       |                                 |
| ON    | Dealer Order number — XMSITM0.SIBREF                                      |       |                                 |
| PC    | Production code — XMSITM0.SIPROD                                          |       |                                 |
| PM    | Part Number — XMSITM0.SIPROD                                              |       |                                 |
| SA    | Sales Rep — XMSHDR0.SHSREP                                                |       |                                 |
| SE    | Serial number — XMSSRL0.SSR SRLN                                          |       | Taken from the first XMSSRL0    |

| Value | Description                                        | Level | Note                            |
|-------|----------------------------------------------------|-------|---------------------------------|
|       |                                                    |       | of the item line.               |
| ST    | Store number — Packing location per shipment rated |       |                                 |
| SY    | Social Security number — XMNREF0.NRSSN             |       | Taken from the Shipper partner. |
| TJ    | Federal Tax Payers ID code — XMNREF0.NRVATN        |       | Taken from the Shipper partner. |
| OREF  | Other Reference — XMSHDR0.SHOREF                   |       |                                 |
| CREF  | Customs Reference — XMSHDR0.SHCREF                 |       |                                 |
| FREF  | ForwardersReference — XMSHDR0.SHFREF               |       |                                 |
| BREF  | BuyersReference — XMSHDR0.SHBREF                   |       |                                 |
| XNO1  | AdditionalReference — XMSHDR0.SHXNO1               |       |                                 |
| CORN  | CertOfOriginNumber — XMSHDR0.SHCORN                |       |                                 |
| ORDN  | Shipment Order Number — XMSHDR0.SHORDN             |       |                                 |
| USR1  | User defined 1 — XMSHDR0.SHUSR1                    |       |                                 |
| USR2  | User defined 2 — XMSHDR0.SHUSR2                    |       |                                 |
| USR3  | User defined 3 — XMSHDR0.SHUSR3                    |       |                                 |
| USR4  | User defined 4 — XMSHDR0.SHUSR4                    |       |                                 |
| USR5  | User defined 5 — XMSHDR0.SHUSR5                    |       |                                 |
| USR6  | User defined 6 — XMSHDR0.SHUSR6                    |       |                                 |
| USR7  | User defined 7 — XMSHDR0.SHUSR7                    |       |                                 |
| USR8  | User defined 8 — XMSHDR0.SHUSR8                    |       |                                 |

| Value     | Description                                  | Level | Note |
|-----------|----------------------------------------------|-------|------|
| USR9      | User defined 9 — XMSHDR0.SHUSR9              |       |      |
| PLS1      | QAD GTTE Defined Field 1 — XMSHDR0.SHPSL01   |       |      |
| PLS2      | QAD GTTE Defined Field 2 — XMSHDR0.SHPSL02   |       |      |
| PLS3      | QAD GTTE Defined Field 3 — XMSHDR0.SHPSL03   |       |      |
| PLS4      | QAD GTTE Defined Field 4 — XMSHDR0.SHPSL04   |       |      |
| PLS5      | QAD GTTE Defined Field 5 — XMSHDR0.SHPSL05   |       |      |
| TRK-MSTR  | Master Tracking Number — XMS2PK0.PKMASTERTRK | Pack  |      |
| TRK       | Tracking Number — XMSXPK0.SXTRKNO            | Pack  |      |
| SXMRK1    | Marks 1 — XMSXPK0.SXMRK1                     | Pack  |      |
| SXMRK2    | Marks 2 — XMSXPK0.SXMRK2                     | Pack  |      |
| SXMRK3    | Marks 3 — XMSXPK0.SXMRK3                     | Pack  |      |
| SXMRK4    | Marks 4 — XMSXPK0.SXMRK4                     | Pack  |      |
| SXMRK5    | Marks 5 — XMSXPK0.SXMRK5                     | Pack  |      |
| SXADDRESS | Additional Reference — XMSXPK0.SXADDREF      | Pack  |      |
| SXASID    | Asset id — XMSXPK0.SXASID                    | Pack  |      |
| SXPSL1    | QAD GTTE Defined Field 1 — XMSXPK0.SXPSL01   | Pack  |      |
| SXPSL2    | QAD GTTE Defined Field 2 — XMSXPK0.SXPSL02   | Pack  |      |
| SXPSL3    | QAD GTTE Defined Field 3 — XMSXPK0.SXPSL03   | Pack  |      |
| SXPSL4    | QAD GTTE Defined Field 4 — XMSXPK0.SXPSL04   | Pack  |      |
| SXPSL5    | QAD GTTE Defined Field 5 — XMSXPK0.SXPSL05   | Pack  |      |



## **Freight Bill Audit and Pay (FBAP)**

QAD GTTE Freight Bill Audit and Pay (FBAP) makes reconciling your shipping operations easy and efficient. Through smart automation, you are directed to shipments that exceed your predetermined threshold to evaluate the parameters or conditions that drove the alert; for example, package weight variance or unexpected accessorial fees.

### **QAD GTTE FBAP Process Flow Video**

## Using FBAP

Freight Bill Audit & Pay (FBAP) allows you to manage supply chain costs by identifying discrepancies between estimated shipment charges and actual invoice charges, and by automating payment approval and allocation of these charges.

This section describes how to get started using FBAP, and the features that are available to you, the user.

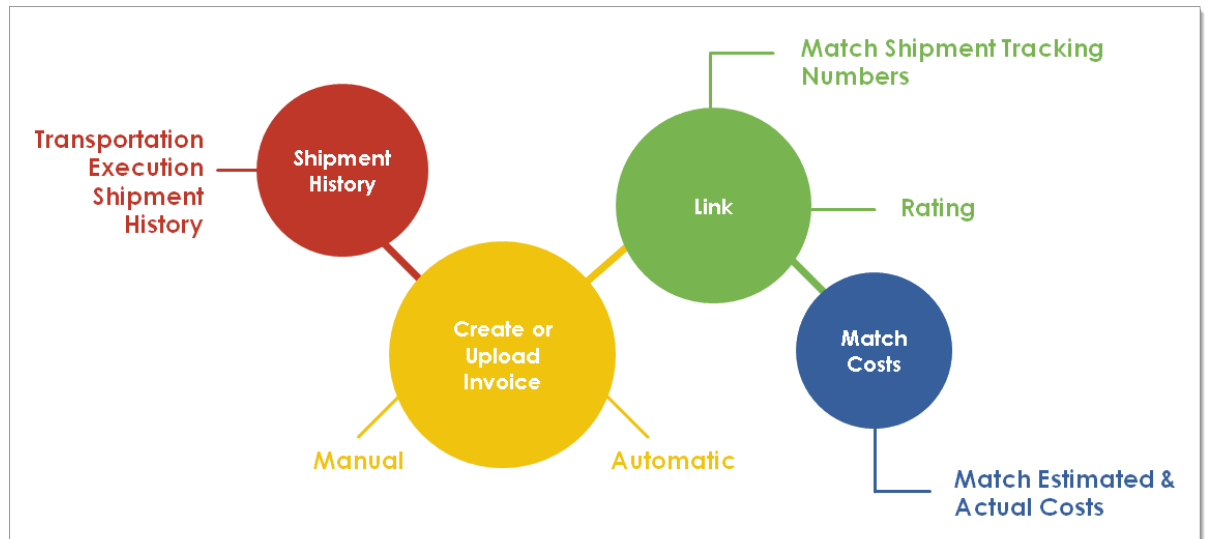
### Introduction to FBAP

Freight Bill Audit and Payment (FBAP) allows you to manage supply chain costs by comparing anticipated shipment charges from a shipping application, such as QAD GTTE Transportation Execution (TE), with invoices received from suppliers—carriers or forwarders.

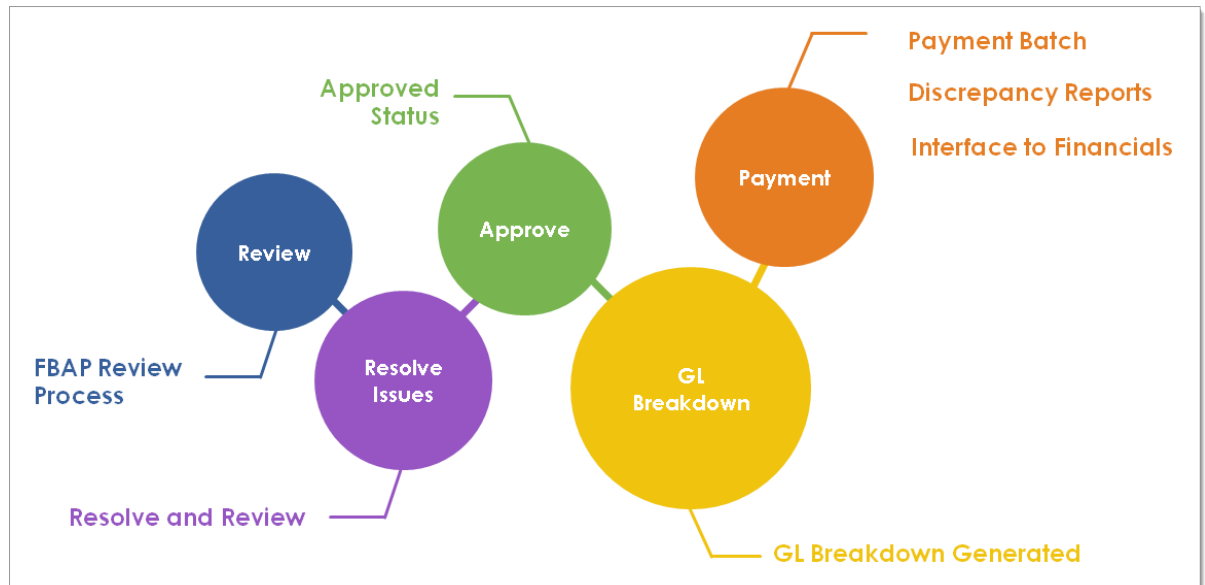
### FBAP Process

The diagrams below illustrate the FBAP Process. It consists of a number of sub-processes or steps, which occur automatically or through your actions in FBAP. These actions move an invoice through a number of statuses until it reaches the final Paid status.

FBAP Process



## FBAP Process Continued



Typically, your administrator configures FBAP to automatically populate FBAP with invoices and shipment information.

You can also upload shipment information—referred to in FBAP as the shipment history—and invoices in electronic format, or manually create invoices, through the user interface.

If your company engages in self-billing of invoices, FBAP can automatically generate invoices based on shipment history information.

The FBAP matching process links the shipments of an invoice to the corresponding shipment history based on shipment tracking numbers. It then compares the invoice and the shipment history on a cost by cost basis. It identifies any variances between the anticipated costs listed on the shipment history and the actual costs listed on the invoice to reach a percentage match between the invoice and shipment history.

**Note** If you receive invoices from a supplier and have no corresponding shipment in your shipping application, then your administrator can configure FBAP to automatically generate corresponding shipment history information so that the matching process is still possible.

The FBAP review process flags any cost variances that exceed specified limits, or tolerances, as invoice issues.

Provided you have the necessary permission, you can:

1. Review an invoice and resolve issues by dividing the cost variance between your company and the supplier, stating a reason for the apportionment.
2. Dispute a reviewed invoice with a supplier.

When you dispute an invoice, FBAP creates a Dispute Report detailing invoice variances. You can use the report to query the

invoice with the supplier and request a corrected invoice or credit note. Depending on the supplier's response, you can choose to cancel the dispute and proceed with the original invoice, or cancel the invoice.

3. Approve the invoice for payment.

For the costs billed to your company from the supplier invoice, the payment request process identifies the GL accounts to which the costs are allocated, based on GL Account allocation rules stored in FBAP.

4. Initiate a batch payment request for all approved invoices.

The payment request process produces a batch payment file that lists invoice payment amounts, including details of the allocation of cost values across GL accounts.

You can use this file to integrate with your accounts payable software.

FBAP includes a reporting feature. The reports currently available are the:

- Freight Payment Report, which details the information in the batch payment file.
- Self-Billing Report, which contains information similar to the batch payment file for invoices that are automatically created from a shipment history record.

### Invoice Statuses and Actions

The FBAP process diagrams show the possible ways in which an invoice can move from the Created status to the Paid status. For each invoice status, you can carry out an action on the invoice.

### Invoice Statuses and Permissible Actions

| Information Grid Icon | Status | Permissible Action   | Description                                                                                                                                                                                                                                                           | New Status                                                                                                   |
|-----------------------|--------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| -                     | -      | Create manually      | Create an invoice manually in the FBAP Portal. You can save a manually created invoice with the status of Draft before confirming it. A confirmed invoice has the status Created. For more information, see <a href="#">Manually Creating Invoices on page 1352</a> . | Possible Statuses: <ul style="list-style-type: none"> <li>• Draft (manual)</li> <li>• Created</li> </ul>     |
|                       |        | Upload manually      | Upload an invoice manually through the FBAP Portal. For more information, see <a href="#">Importing Invoices in the FBAP Portal on page 1350</a> .                                                                                                                    | Possible Statuses: <ul style="list-style-type: none"> <li>• Draft (electronic)</li> <li>• Created</li> </ul> |
|                       |        | Upload automatically | Your administrator can configure FBAP to automatically import invoices from a shipping                                                                                                                                                                                | Possible Statuses:                                                                                           |

| Information Grid Icon                                                               | Status                                                        | Permissions Action | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | New Status                                                                                       |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                                                     |                                                               |                    | application. Automatically imported invoices display in the Invoices page of the FBAP Portal with a status of Created.                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Draft (electronic)</li> <li>• Created</li> </ul>        |
|    | Draft (manually created invoice)                              | Confirm            | To make a manually created invoice available for matching with a shipment history record in the FBAP Portal, you must confirm that the invoice contains the minimum level of information for the matching algorithm to work. You can save drafts of the invoice before confirming the invoice.                                                                                                                                                                                                                      | Created                                                                                          |
|                                                                                     | Draft (manually or automatically uploaded electronic invoice) | Validate           | When you upload an invoice manually, the system performs a lookup for the codes provided by the invoice supplier against the code mappings between supplier codes and FBAP codes stored for that supplier in FBAP. If the code conversion mappings do not exist, the uploaded invoice is stored as a draft. You can then add the requisite mappings to FBAP and validate the invoice at a later stage, applying the new mappings to the invoice. If the invoice is marked as valid, it moves to the Created status. | Created                                                                                          |
|  | Created                                                       | Match              | Created invoices contain sufficient information for the matching algorithm to work. When the matching process is successful, the invoice moves to the Matched status, and is now linked with the appropriate shipment history records.<br><br>Any differences between the estimated costs on the shipment history and the actual costs on the matched invoice are noted as cost variances or discrepancies.                                                                                                         | Possible Statuses: <ul style="list-style-type: none"> <li>• Matched</li> <li>• Linked</li> </ul> |
|  | Linked                                                        | Rate               | When an invoice is linked, it means that the shipments of the invoice have been linked to the corresponding shipment history, through the matching of tracking numbers. If a shipment cannot be found for an invoice, due to a lack of available shipment history, the system can create a shipment history if configured to do so. This is referred to as light shipment history.                                                                                                                                  | Rated                                                                                            |

| Information Grid Icon                                                               | Status    | Permissions Action | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | New Status                                                                                       |
|-------------------------------------------------------------------------------------|-----------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|    | Rated     | Match              | In some implementations, it may be determined that a rating is required for the linked shipment history data. If configured to do so, FBAP requests the calculation of the estimated costs for the shipment history from the shipping application. This results in a rated invoice.                                                                                                                                                                                                                                                            | Matched                                                                                          |
|    | Matched   | Review             | When an invoice is in the matched status, it has a percentage matched value, which displays in the Matched (%) column of the Invoices page. You can run the Review step to compare the cost variances calculated in the Match step with tolerances specified by your administrator. Any variance that exceeds a specified tolerance displays as an issue in the Issues column of the Invoices page; the invoice status changes to In Review. If there are no issues on the invoice, then the invoice moves directly to the status of Reviewed. | Possible Statuses: <ul style="list-style-type: none"> <li>In Review</li> <li>Reviewed</li> </ul> |
|  | In Review | Resolve            | Invoices that are set to In Review contain issues. Issues are discrepancies (between invoice costs and shipment history costs) that exceed prescribed tolerances. You can resolve each of these issues, by allocating the variance as either a discrepancy to your company or a discrepancy to the supplier, or a combination of both. When all issues on the invoice are resolved, the invoice status changes to Reviewed.                                                                                                                    | Reviewed                                                                                         |
|  | Reviewed  |                    | When an invoice is reviewed, it means that any issues on the invoice have been allocated to the appropriate party. At this point, you have a number of options: unresolve (for an invoice with resolved issues), dispute (for an invoice with resolved issues), and approve.                                                                                                                                                                                                                                                                   |                                                                                                  |
|                                                                                     |           | Unresolve          | Unresolve—This option allows you to unresolve one or more issues on the invoice. You may do this because you want to change how the variance, or discrepancy, is divided between your company and the supplier. You can then resolve the issues again with the                                                                                                                                                                                                                                                                                 | In Review                                                                                        |

| Information Grid Icon                                                               | Status       | Permissions Action | Description                                                                                                                                                                                                                                                                                                                       | New Status                                                                                       |
|-------------------------------------------------------------------------------------|--------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                                                     |              |                    | new allocation details. This option is only available for an invoice with resolved issues.                                                                                                                                                                                                                                        |                                                                                                  |
|                                                                                     |              | Dispute            | If an invoice has resolved issues, you can use this option to dispute the contents of the invoice with the supplier. FBAP produces a Dispute Report that you can send to your supplier.                                                                                                                                           | In Dispute                                                                                       |
|                                                                                     |              | Review             | Before you approve an invoice, you must run the review process again. This ensures that any administrator changes to discrepancy tolerances since you reviewed the invoice do not result in new issues on the invoices.                                                                                                           | Possible Statuses: <ul style="list-style-type: none"> <li>In Review</li> <li>Reviewed</li> </ul> |
|                                                                                     |              | Approve            | You can approve reviewed invoices for payment. Any invoices marked as Pay Approved are included in the next payment batch generated through the Pay action. Each user can only approve payments up to a certain amount, based on a user role. This limit is configured by your administrator.                                     | Pay Approved                                                                                     |
|  | In Dispute   | Cancel Dispute     | If, after correspondence with your supplier related to the Dispute Report, you choose to accept the invoice from the supplier, then you can cancel the dispute. The invoice moves back to the Reviewed status.                                                                                                                    | Reviewed                                                                                         |
|                                                                                     |              | Cancel Invoice     | If, after correspondence with your supplier related to the Dispute Report, you choose not to accept the invoice from the supplier, then you can cancel the invoice. The invoice moves to the Canceled status; it is now a read-only invoice, and the link between the invoice and the matched shipment history record is removed. | Canceled                                                                                         |
|  | Pay Approved | Pay On Hold        | To exclude an approved invoice from the next payment batch created through the Pay action, apply the Pay On Hold action to the invoice.                                                                                                                                                                                           | Pay On Hold                                                                                      |
|                                                                                     |              | Pay                | When you choose the Pay action, FBAP generates a payment batch, listing all approved invoices for which you plan to make                                                                                                                                                                                                          | Possible Statuses:                                                                               |

| Information Grid Icon                                                               | Status          | Permissions Action | Description                                                                                                                                                                                                                                                                       | New Status                                                                                         |
|-------------------------------------------------------------------------------------|-----------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                                                                     |                 |                    | payment. You can use this payment batch file in your AP application.                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Paid</li> <li>• Payment Pending</li> </ul>                |
|    | Payment Pending |                    | An invoice moves to Payment Pending status when a response file is required from your AP application. Otherwise, the invoice bypasses Payment Pending and moves to Paid status.                                                                                                   | Possible Statuses: <ul style="list-style-type: none"> <li>• Paid</li> <li>• Pay On Hold</li> </ul> |
|    | Pay On Hold     | Approve            | When an invoice has the status Pay On Hold, and you want to include it in the next payment batch created through the Pay action, approve the invoice using the Approve action.                                                                                                    | Pay Approved                                                                                       |
|    | Paid            | -                  | Paid invoices are included in payment batches that you can send to your AP application. The Batch Run column on the Invoices page corresponds with the Batch Run column on the Payment Batches page. It identifies the particular payment batch in which the invoice is included. | -                                                                                                  |
|  | Canceled        |                    | You can view canceled invoices on the Invoices page. These invoices are read only, and are not linked to a shipment history record.                                                                                                                                               | -                                                                                                  |

## Steps in the FBAP Process

The Using FBAP section of the QAD GTTE online help consists of three main areas, based on the FBAP process:

- Preparing data
  - Adding shipment history information
  - Adding invoices
- The audit and payment process
  - Matching an invoice and shipment history
  - Reviewing issues
  - Resolving issues
  - Unresolving issues



- Disputing an invoice
- Canceling a dispute
- Canceling an invoice
- Approving an invoice payment
- Holding a payment
- Creating payment batches
- Viewing work history details
- Reporting
  - Accessing a payment report
  - Generating a self-billing report

## **FBAP Portal**

The FBAP Portal consists of:

- Shipment History page, accessible through option FASH.
- Invoices page, accessible through option FAIN.
- Payment Batches page, accessible through option FAPB.
- Work History page, accessible through option FAJH.
- User Settings page, accessible through option FAY3.
- Background Jobs page.

Each of these pages contains:

- A Home link to the QAD GTTE home page.
- The FBAP Menu Panel on the left of the page, which provides links to the FBAP pages.
- An Information Panel, which includes a template menu, information grid, search area, and toolbar. The actual records in the grid depend on the search criteria specified in the Search Area.
- A Message Area panel, which displays information about recent actions.

## Invoices Page with Collapsed Menu Panel

Menu

Invoices

Supplier:

Invoice Number:

Invoice Type:

Mode: UPDATE

Supplier Account:

Tracking Number:

Search

Clear

All

In Review

Awaiting Payment

|  | Matched (%) | Status | Source of Invoice | Supplier ↑ | Supplier Account ↑ | Invoice Number ↑      |
|--|-------------|--------|-------------------|------------|--------------------|-----------------------|
|  | 98%         |        |                   |            |                    | RES_20180509055612D01 |
|  | 98%         |        |                   |            |                    | RES_20180510065949D01 |
|  | 98%         |        |                   |            |                    | RES_20180511065534D01 |
|  | 98%         |        |                   |            |                    | RES_20180511191552D01 |
|  | 98%         |        |                   |            |                    | RES_20180512182735D01 |
|  | 98%         |        |                   |            |                    | RES_20180513184920D01 |
|  | 98%         |        |                   |            |                    | RES_20180517184706D01 |
|  | 98%         |        |                   |            |                    | RES_20180518183213D01 |
|  | 98%         |        |                   |            |                    | RES_20180519182920D01 |
|  | 98%         |        |                   |            |                    | RES_20180520183254D01 |
|  | 98%         |        |                   |            |                    | RES_20180521124313D01 |
|  | 98%         |        |                   |            |                    | RES_20180521183247D01 |

<<

<

1

>

>>

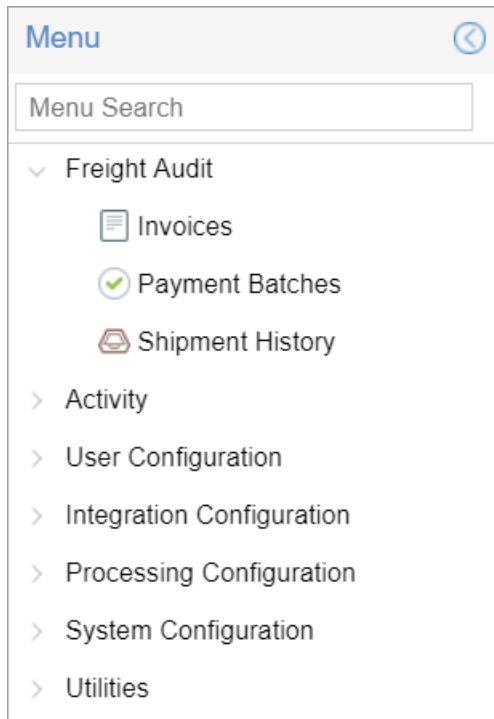
Per Page: 25

Message Area

## Menu Panel

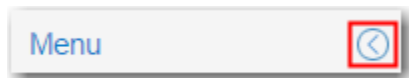
The panel on the left of the screen contains the FBAP menu. It is divided into Freight Audit, Activity, and System Configuration sections.

### FBAP Menu Panel With Some Menu Options Collapsed



You can collapse the FBAP Menu Panel by clicking the left arrow at the top right of the panel.

FBAP Menu Panel, Collapse Icon



Similarly, you can expand the FBAP Menu Panel by clicking the right arrow at the top right of the collapsed panel.

FBAP Menu Panel, Expand Icon



## View Layout

The view refers to the main area of the screen that the user interacts with. It typically provides you with data records and all the elements you need to interact with them. It can usually be separated into the following areas:

- Search panel
- Browse grid

- **Toolbar**

## View Layout

The screenshot shows the 'Invoices' page interface. At the top, there is a 'Search Panel' with fields for 'Supplier', 'Invoice Number', 'Supplier Account', 'Tracking Number', 'Invoice Type', and 'Mode' (set to 'UPDATE'). Below the search panel is a 'Browse Grid' table. The table has columns for 'New', 'Awaiting review', 'To reconcile', 'To process for payment', 'Awaiting Payment', 'Paid', 'All', 'Background...', 'Matched (%)', 'Status', 'Disputed', 'Issues', 'Run Number', 'Source ...', 'Supplier ↑', 'Supplier Account ↑', 'Invoice Total', 'Currency', and 'Invoice Number ↑'. The grid contains multiple rows of invoice data, including invoice numbers like MANINV2020041, MANINV2020042, and MANINV2020050. At the bottom of the grid is a 'Toolbar' with various icons for actions like refresh, delete, and print. The 'Per Page' is set to 25.

**Search Panel**

The search panel allows you to search the records in the browse grid based on key attributes; for example, you can search for invoices based on the invoice number.

**Search Panel**

This is a close-up of the 'Search Panel' from the Invoices page. It includes input fields for 'Supplier', 'Invoice Number', 'Supplier Account', and 'Tracking Number'. There are also fields for 'Invoice Type' and 'Mode' (currently set to 'UPDATE'). 'Search' and 'Clear' buttons are located at the bottom right of the panel.

To search records, complete one or more of the search fields and click the Search button, or press Enter in a search field. Search results display in the browse grid.

Search fields accept wildcards.

To clear the search field, click the Clear button.

**Search and Clear Buttons**

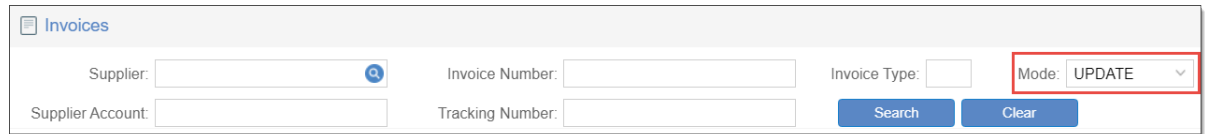
Two blue buttons are shown side-by-side: 'Search' and 'Clear'.

**Mode**

The search panel of the Invoices page contains a Mode field. This field filters the results in the grid based on invoice ownership. For more information on configuring invoice ownership and visibility, see [Configuring Process Flows on page 1463](#).

Select Inquiry to view records that you have read-only access to. To view invoices that you can perform actions on, select the Update option.

Invoices Page, Mode Field



The screenshot shows the 'Invoices' page header. It includes input fields for 'Supplier', 'Supplier Account', 'Invoice Number', and 'Tracking Number'. There is also an 'Invoice Type' dropdown and a 'Mode' dropdown menu. The 'Mode' dropdown is highlighted with a red box and shows 'UPDATE' as the selected option. 'Search' and 'Clear' buttons are located at the bottom right of the header area.

## Template Menu

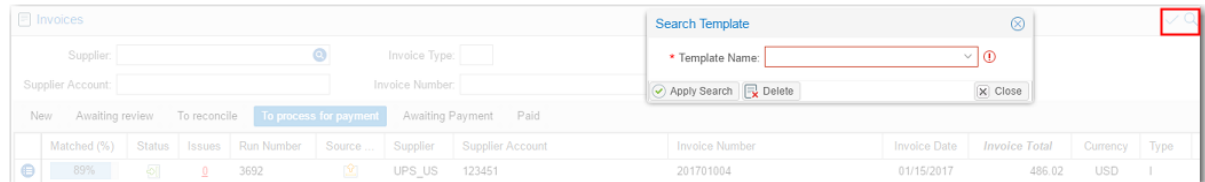
The Template Menu allows you to save a combination of search, sort, and filter queries configured in the browse grid and search panel. These queries determine the results that display in the browse grid.

Template Menu



To save a template, click the check icon. To search for an existing template, click the magnifying glass icon.

Invoice Page with Template Menu and Search Template Option



This screenshot shows the 'Invoices' page with the 'Search Template' dialog box open. The dialog box has a 'Template Name' dropdown menu, 'Apply Search' and 'Delete' buttons, and a 'Close' button. The background shows the 'Invoices' header with search filters and a table with columns: Matched (%), Status, Issues, Run Number, Source, Supplier, Supplier Account, Invoice Number, Invoice Date, Invoice Total, Currency, and Type. A red box highlights the 'Search Template' button in the top right corner of the page header.

## Browse Grid

Depending on the selected FBAP menu option, the browse grid contains either shipment history, invoice, payment batch, or work history records.

The records in the grid depend on the search criteria specified in the search panel. Within the grid, each record includes a link to relevant sub-options; for example, each record in the Invoices grid includes an Invoice Charges sub-option. Grid columns provide filter and sort options, which allow you to narrow down search results. You can also move columns around or hide columns in the grid.

On the Invoices page, tabs at the top of the grid allow you or an administrator to group records based on their status; for example, you can create a New tab to display all invoices with an invoice status of New using the User Settings page. For more information, see [Modifying the FBAP Portal Appearance on page 1339](#).

## Invoice Page with Template Menu and Search Template Option

**Invoices**

Supplier:  Invoice Number:  Invoice Type:  Mode: UPDATE

Supplier Account:  Tracking Number:

**All** In Review Awaiting Payment

|  | Invoice Date | Invoice Total | Currency | Type | Matchable V... | Non-Matcha... | Value Matched | Customer Cha... | Variance  | Shipper Vari... | Supplier Var |
|--|--------------|---------------|----------|------|----------------|---------------|---------------|-----------------|-----------|-----------------|--------------|
|  | 12/11/2019   | 2,000.00      |          |      |                |               | 0.00          |                 | 2,000.00  |                 | 2,000.00     |
|  | 12/11/2019   | 5,030.68      |          |      | 5,030.68       | 0.00          | 0.00          | 5,030.68        | 5,030.68  |                 | 5,030.68     |
|  | 15/11/2019   | 5,030.68      |          |      | 5,030.68       | 0.00          | 0.00          | 5,030.68        | 5,030.68  |                 | 5,030.68     |
|  | 11/11/2019   | 9,889.80      |          |      | 9,889.80       | 0.00          | 9,829.80      | 11,224.92       | 60.00     |                 | 12.00        |
|  | 07/11/2019   | 20,631.88     |          |      | 20,631.88      | 0.00          | 0.00          | 20,631.88       | 20,631.88 |                 | 20,631.88    |
|  | 07/11/2019   | 20,631.88     |          |      | 20,631.88      | 0.00          | 19,636.03     | 20,631.88       | 995.85    |                 | 995.85       |
|  | 07/11/2019   | 20,531.88     | CAD      | I    | 20,531.88      | 0.00          | 19,636.03     | 20,531.88       | 895.85    |                 | 895.85       |
|  | 07/11/2019   | 20,331.88     | CAD      | I    | 20,331.88      | 0.00          | 19,636.03     | 20,331.88       | 695.85    |                 | 695.85       |
|  | 21/07/2019   | 9,829.80      | CAD      | I    | 9,829.80       | 0.00          | 9,829.80      | 11,156.80       | 0.00      |                 | 0.00         |
|  | 21/07/2019   | 9,829.80      | CAD      | I    | 9,829.80       | 0.00          | 9,829.80      | 11,156.80       | 0.00      |                 | 0.00         |
|  | 21/07/2019   | 9,829.80      | CAD      | I    | 9,829.80       | 0.00          | 9,829.80      | 11,156.80       | 0.00      |                 | 0.00         |
|  | 21/07/2019   | 9,889.80      | CAD      | I    | 9,889.80       | 0.00          | 9,829.80      | 11,224.92       | 60.00     |                 | 12.00        |
|  | 21/07/2019   | 513.90        | CAD      | I    | 513.90         | 0.00          | 0.00          | 583.27          | 513.90    |                 | 513.90       |
|  | 21/07/2019   | 513.90        | CAD      | I    | 513.90         | 0.00          | 0.00          | 583.27          | 513.90    |                 | 513.90       |
|  | 21/07/2019   | 513.90        | CAD      | I    | 513.90         | 0.00          | 0.00          | 583.27          | 513.90    |                 | 513.90       |
|  | 21/07/2019   | 9,829.80      | CAD      | I    | 9,829.80       | 0.00          | 9,829.80      | 11,156.80       | 0.00      |                 | 0.00         |
|  | 22/07/2019   | 9,889.80      | CAD      | I    | 9,889.80       | 0.00          | 9,829.80      | 11,224.92       | 60.00     |                 | 12.00        |

Per Page: 25

## Moving, Locking, and Hiding Columns

To move a grid column, click and drag the column to the new location, which is indicated by green arrows; release the cursor to complete the column move.

### Moving the Supplier Account Column

**Shipment History**

Supplier:  Shipment ID:

Tracking Number:  Self-Billing: ☐

|  | Matched (%) | Shipment ID | Supplier Account | Supplier | Transport | Mode | Return ...               | Rating ...               | Rating ...               | Pic |
|--|-------------|-------------|------------------|----------|-----------|------|--------------------------|--------------------------|--------------------------|-----|
|  | 0%          | 0006008     | Supplier         |          |           | ROAD | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 023 |

You can use the Lock option to fix one or more columns in position on the left of the grid, in an area that does not offer the horizontal scrolling capability. This facility is useful when you want certain columns to remain visible while scrolling horizontally through the other grid contents. To include a column in this locked area, hold the cursor over the column heading to display a chevron.

Hold Cursor Over Column Heading to Display Chevron

| Invoice Date | Invoice Total | Currency |
|--------------|---------------|----------|
| 14/05/2019   | 16,250.92     | USD      |

Click the chevron, and then click Lock.

Lock Option

| Invoice Date | Invoice Total | Currency | Type |
|--------------|---------------|----------|------|
| 14/05/2019   | 16,250.9      |          |      |
| 03/12/2018   | 16,250.9      |          |      |
| 29/04/2019   | 16,250.9      |          |      |
| 11/10/2019   | 16,250.9      |          |      |
| 11/10/2019   | 16,250.9      |          |      |
| 11/10/2019   | 16,250.92     | USD      |      |

You can Lock multiple columns; each newly locked column is appended to the locked area.

To remove a column from the locked area, hold the cursor over the column heading to display a chevron. Click the chevron, and then click Unlock; the column moves to the first column position to the right of the locked area.

Browse grid with Locked Supplier and Transport Columns

Shipment History

Supplier:

Shipment ID:

Self-Billing

Search

Clear

|  | Supplier | Transport | Matched (%)       | Supplier... | Mode | Return ...               | Pickup Date | Delivery Date | Currency | Total  | Dest. Country |
|--|----------|-----------|-------------------|-------------|------|--------------------------|-------------|---------------|----------|--------|---------------|
|  | UPS_US   | UPSUS003  | ↑ Sort Ascending  | 23451       | ROAD | <input type="checkbox"/> | 01/01/2017  |               | USD      | 8.49   | US            |
|  | UPS_US   | UPSWW066  | ↓ Sort Descending | 23451       | AIR  | <input type="checkbox"/> | 01/01/2017  |               | USD      | 249.37 | AT            |
|  | UPS_US   | UPSWW067  | Columns >         | 23451       |      | <input type="checkbox"/> | 01/01/2017  |               | USD      | 372.33 | AU            |
|  | UPS_US   | UPSWW065  | Unlock            | 23451       | AIR  | <input type="checkbox"/> | 01/01/2017  |               | USD      | 127.78 | CA            |
|  | UPS_US   | UPSWW068  | Lock              | 23451       |      | <input type="checkbox"/> | 01/01/2017  |               | USD      | 32.24  | CA            |
|  | UPS_US   | UPSWW054  | Filters >         | 123451      |      | <input type="checkbox"/> | 01/01/2017  |               | USD      | 87.02  | CA            |
|  | UPS_US   | UPSWW065  | 100%              | 123451      | AIR  | <input type="checkbox"/> | 01/01/2017  |               | USD      | 208.73 | DE            |
|  | UPS_US   | UPSWW067  | 100%              | 123451      | AIR  | <input type="checkbox"/> | 01/01/2017  |               | USD      | 225.16 | AT            |
|  | UPS_US   | UPSWW066  | 100%              | 123451      | AIR  | <input type="checkbox"/> | 01/01/2017  |               | USD      | 133.76 | CA            |

1 of 2

Per Page: 25

1 - 25 of 48

To hide a column, hold the cursor over any column heading to display a chevron. Click the chevron, and then hold the cursor over the Column option; the list of grid columns appears. To hide a column, clear the associated list entry.

## Hiding the Shipment ID Column

The screenshot shows the 'Shipment History' grid in QAD. The grid has columns for 'Matched (%)', 'Supplier', and 'Supp'. A context menu is open over the 'Matched (%)' column, showing options: 'Sort Ascending', 'Sort Descending', 'Columns', 'Unlock', 'Lock', and 'Filters'. The 'Columns' option is selected, and a secondary menu is open on the right, listing various columns with checkboxes. The 'Shipment ID' checkbox is checked, and a mouse cursor is pointing at it.

| Matched (%) | Supplier  | Supp |
|-------------|-----------|------|
| 100%        | UPS_US    | 1234 |
| 100%        | UPS_US    | 1234 |
| 100%        | UPS_US    | 1234 |
| 100%        | UPS_US    | 1234 |
| 100%        | UPS_US    | 1234 |
| 100%        | UPS_US    | 1234 |
| 71%         | UPS_US    | 1234 |
| 0%          | TEST_H    | 333  |
| 0%          | TEST_H    | 333  |
| 0%          | TEST_H    | 1234 |
| 0%          | TEST_H... | 4564 |

Grid controls: 1 of 2

Column list (checked items):

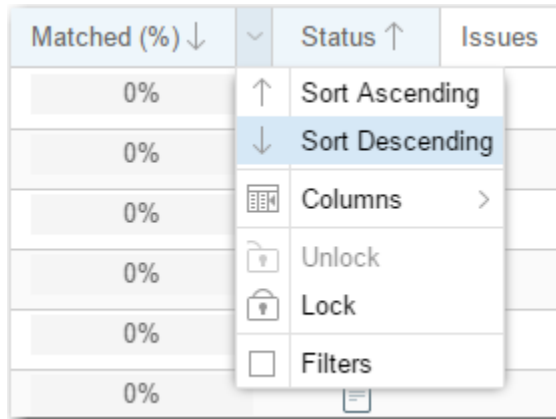
- Matched (%)
- Shipment ID
- Supplier
- Supplier Account
- Transport
- Mode
- Return Shipment
- Pickup Date
- Delivery Date
- Currency
- Total
- Dest. Country
- Dest. State
- Dest. City
- Dest. P.C.
- Rating Zone
- Charges
- Tax
- Freight
- Fuel
- Accessorial
- Pay Method Freight
- Pay Method Duty
- Orig. Country
- Orig. State
- Orig. City
- Orig. P.C.
- TMS Source

## Sorting Grid Columns



You can sort the data in the browse grid by clicking the column heading and selecting Sort Ascending or Sort Descending. You can also click a column heading to toggle between an ascending and descending sort based on that column. The column heading then shows an ascending or descending arrow as an indicator of the sort query.

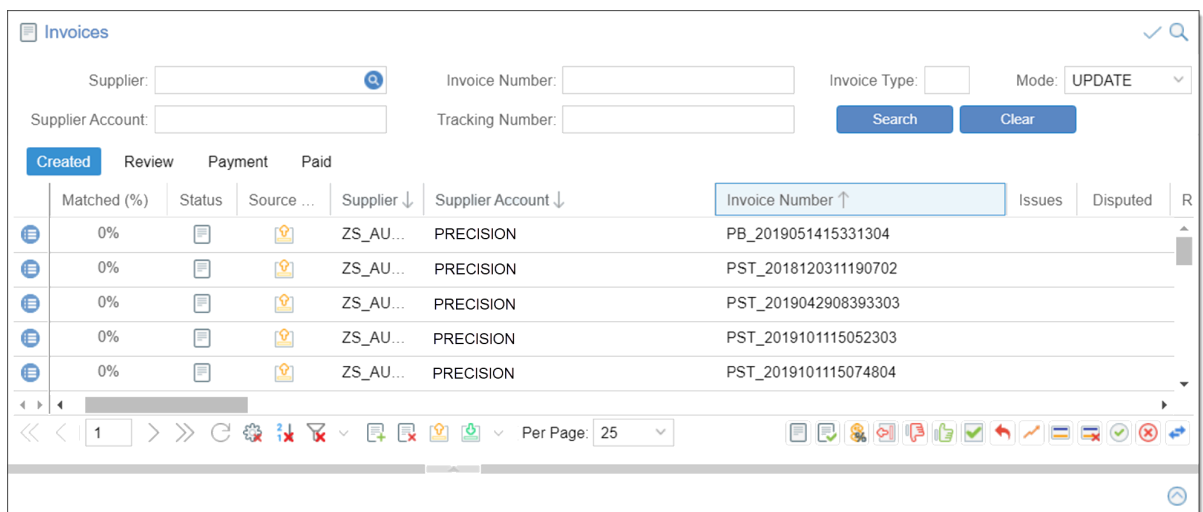
#### Sort Descending



You can sort the data within the context of an existing sorted result. The sort query is based on the last three columns used for sorting—earlier sort selections are discarded.

**Example** First, sort the Invoice Data in descending order, based on the Supplier column. Then, sort the same data in descending order based on the Account Number column. Finally, sort the same data in ascending order, based on the Invoice Number column. These selections result in data that is sorted by invoice number in ascending order (within the account number and supplier sorts).

#### Example Invoice Data Sorting



To view the applied sorting criteria, hold the cursor over the Clear Sort icon.

To apply the default sort criteria for a grid, click the Clear Sort icon. The default sort criteria is the primary key of the grid. The primary key is the unique identifier of the element in the grid; for example, the Work Code column is the primary key of each row in the Work History grid. The primary key for the Invoices page consists of the Supplier, Supplier Account, Invoice Number, and Invoice Type columns. The primary key for the Shipment History page consists of the Shipment ID and Supplier columns.

Clear Sort Icon in browse grid

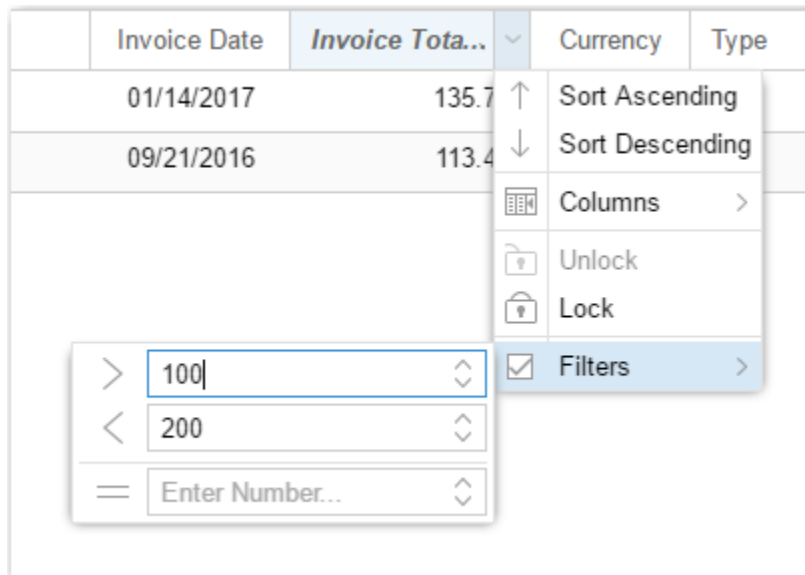


### Filtering Grid Records

Many of the grid columns that are not included as criteria in the search panel include a Filter option. To apply a column filter, hold the cursor over the column heading to display a chevron. Click the chevron, and then hold the cursor over the Filter option to set the filter criteria. If a column has a filter applied to it, the column title appears in bold, italicized text.

The filter criteria depend on the type of content in the column; for example, to filter numeric content you can specify a single value or a range of values.

Filtering Numeric Values



## Filtering Text Values

| <i>Currency</i> | ▼ | Type            | Matchable Value                               |
|-----------------|---|-----------------|-----------------------------------------------|
| USD             | ↑ | Sort Ascending  | 217.15                                        |
| USD             | ↓ | Sort Descending | 135.73                                        |
| USD             | 📊 | Columns >       | 113.46                                        |
|                 | 🔓 | Unlock          |                                               |
|                 | 🔒 | Lock            |                                               |
|                 | ☑ | Filters >       | <div> <input type="text" value="USD"/> </div> |

## Filtering Pre-Defined Values

| <i>Status</i>                                                                     | ▼ | Issues          | Run Number                                                                                                  | Source ...                                                                          |
|-----------------------------------------------------------------------------------|---|-----------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | ↑ | Sort Ascending  | 90                                                                                                          |  |
|  | ↓ | Sort Descending | 67                                                                                                          |                                                                                     |
|                                                                                   | 📊 | Columns >       |                                                                                                             |                                                                                     |
|                                                                                   | 🔓 | Unlock          |                                                                                                             |                                                                                     |
|                                                                                   | 🔒 | Lock            |                                                                                                             |                                                                                     |
|                                                                                   | ☑ | Filters >       | <div> <input checked="" type="checkbox"/> In Review<br/> <input type="checkbox"/> In Dispute         </div> |                                                                                     |

## Filtering Date Values

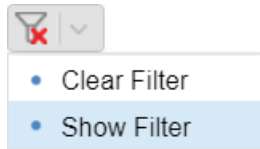
| Invoice Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Invoice Total.↓   | Currency | Type |    |    |    |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------|----|----|----|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|
| 01/16/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ↑ Sort Ascending  | USD      | I    |    |    |    |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 09/21/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ↓ Sort Descending | USD      | I    |    |    |    |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| <div> <div>Columns &gt;</div> <div>Unlock</div> <div>Lock</div> <div>Filters &gt;</div> </div> <div> <div>From &gt;</div> <div>To &gt;</div> <div>On &gt;</div> </div> <div> <div>February 2017</div> <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> </table> <div>Today</div> </div> |                   | S        | M    | T  | W  | T  | F | S | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | M                 | T        | W    | T  | F  | S  |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30                | 31       | 1    | 2  | 3  | 4  |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6                 | 7        | 8    | 9  | 10 | 11 |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 13                | 14       | 15   | 16 | 17 | 18 |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 20                | 21       | 22   | 23 | 24 | 25 |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 27                | 28       | 1    | 2  | 3  | 4  |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6                 | 7        | 8    | 9  | 10 | 11 |   |   |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |

## Filtering Logical Values

| Disputed          | Invoice Total | Currency | Type |
|-------------------|---------------|----------|------|
| ↑ Sort Ascending  | USD           | B        |      |
| ↓ Sort Descending | USD           | B        |      |
| Columns >         | USD           | B        |      |
| Unlock            | USD           | B        |      |
| Lock              | USD           | B        |      |
| Filters           | Yes           |          |      |
|                   | 7,303,90      | ✓ No     |      |

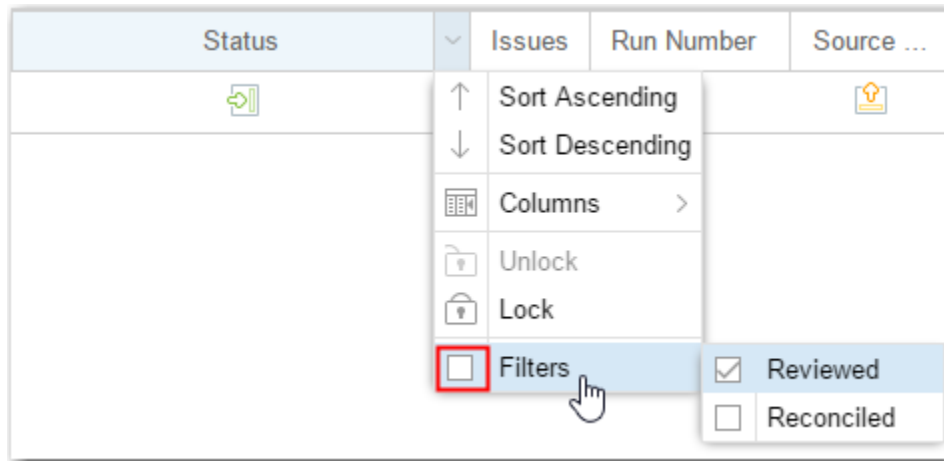
You can filter on multiple columns. To view all of the current filters in a pop-up window, select the Show Filter option in the Filter menu below the grid.

## Filter Menu



You can switch off a filter by clearing the Filters option for the relevant column.

## Clearing a Column Filter



To reset all of the filter criteria, select the Clear Filter option in the Filter menu below the grid.

## Show Filter Pop-Up Window

The 'Show Filter' pop-up window displays the following filter criteria:

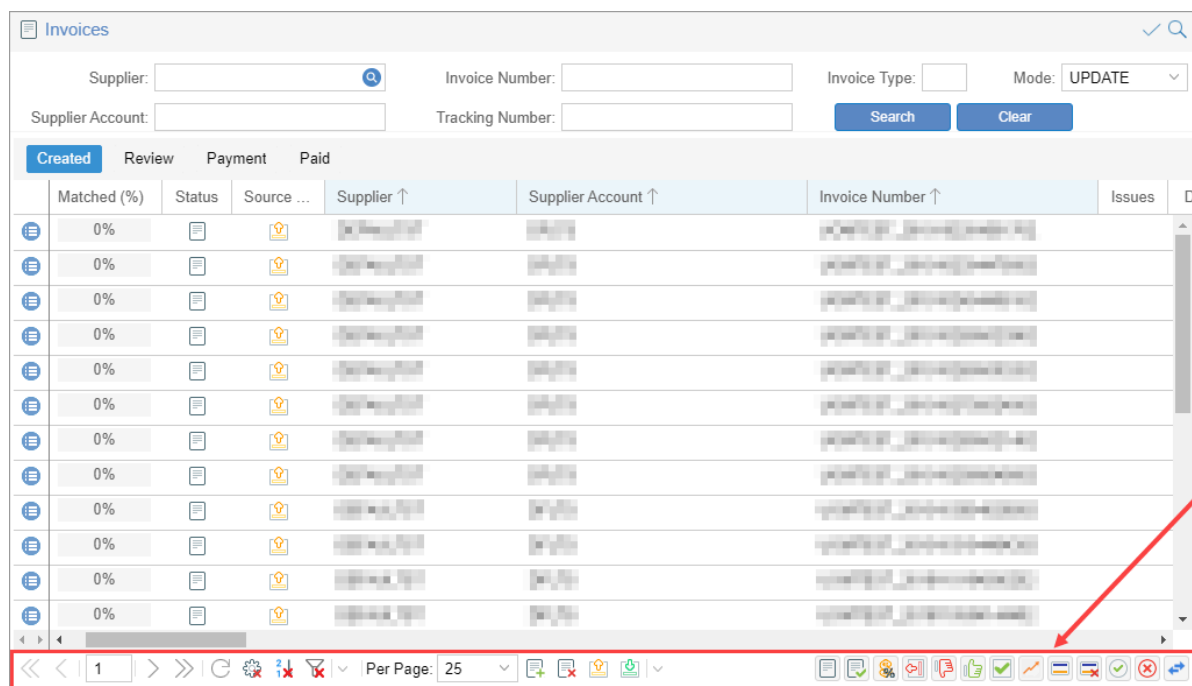
- Matched (%): [ ] > [ ] < [ ] =
- Status: IN\_REVIEW
- Source of Invoice: [ ]
- File: [ ]
- Issues: [ ] > [ ] < [ ] =
- Invoice Date: From [ ] To [ ] On [ ]
- Background Job: [ ] > [ ] < [ ] =
- Disputed: ☐
- Invoice Total: [ ] > [ ] < [ ] =
- Currency: [ ]
- Matchable Value: [ ] > [ ] < [ ] =
- Non-Matchable Value: [ ] > [ ] < [ ] =
- Value Matched: [ ] > [ ] < [ ] =
- Customer Charges: [ ] > [ ] < [ ] =
- Variance: [ ] > [ ] < [ ] =
- Shipper Variance: [ ] > [ ] < [ ] =

The toolbar at the bottom of the window includes a red box around the filter icon, a 'Per Page: 25' dropdown, and a 'Close' button.

## Toolbar

The toolbar relates to the browse grid content. It displays the number of results pages returned in a search, and allows you to perform actions on one or more records.

## Toolbar



The table below explains the purpose of the typical toolbar buttons. The toolbar can include other options to perform tasks relevant to the type of records in the grid; for example, an Approve button to approve invoices for payment.

### Toolbar Buttons

| Option       | Description                                                                                                                                             |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Per Page: 25 | The Per Page field allows you to select the number of records that you want to appear on each page.                                                     |
|              | Use the arrow keys to scroll to a particular results page or to the first or last page. Alternatively, insert the page number you want and press Enter. |
|              | Use the Refresh icon to update the browse grid with any new information.                                                                                |
|              | The Restore Grid Settings icon clears any filtering in the grid, and applies the default sort query to the grid.                                        |
|              | The Clear Sorting icon applies the default sort query to the grid. To view the applied sorting criteria, hold the cursor over the Clear Sort icon.      |

| Option                                                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <ul style="list-style-type: none"> <li>• Clear Filter</li> <li>• Show Filter</li> </ul>     | The Filter menu allows you to show the applied filters with the Show Filter option, and to clear any filtering in the grid with the Clear Filter option.                                                                                                                                                                         |
|                                                                                              | When available, the Create Record icon allows you to manually create records. Click the Create Record icon to open a pop-up window that allows you to specify field values for the new record; mandatory fields display with an asterisk.                                                                                        |
|                                                                                              | When available, the Copy Record icon allows you to manually copy records.                                                                                                                                                                                                                                                        |
|                                                                                              | When available, the Update Record icon allows you to edit existing records.                                                                                                                                                                                                                                                      |
|                                                                                              | When available, the Delete Record icon allows you to delete records.                                                                                                                                                                                                                                                             |
|                                                                                              | When available, the Upload File icon allows you to add records from a file. This option is available on the Invoices and Shipment History pages. For details of how this icon is used, see <a href="#">Importing Shipments from a File on page 1348</a> and <a href="#">Importing Invoices in the FBAP Portal on page 1350</a> . |
|  <ul style="list-style-type: none"> <li>• Export All</li> <li>• Export Selected</li> </ul> | The Export menu allows you to export all visible search results, or a subset of search results in the browse grid, to a file. For more details on importing and exporting information to and from FBAP environments, see <a href="#">Sharing FBAP Settings on page 1433</a> .                                                    |

## Message Area

The Message Area displays a list of your FBAP actions, or work history, which affect the FBAP database. Your administrator can configure FBAP to include information, warning, and error messages related to jobs. Messages may include a link to the Work History Details pop-up window, which contains detailed information about the job. The most recent message appears at the top of the list.

To clear messages from the list, click the close icon at the top left of the area.

To minimize the Message Area, click the minimize icon at the top left of the area.



## Message Area with Close and Minimize Icons

| Message Area                                                                                                                                                            |                   |                                                |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------|----------------------------|
|   |                   |                                                |                            |
|                                                                                        | Settings Update   | The settings have been updated.                | 28/01/2020 12:08:03        |
|                                                                                        | Matching          | Matching process has been sent to background.  | 227477 28/01/2020 12:07:35 |
|                                                                                        | Matching          | Matching process has been sent to background.  | 227472 28/01/2020 12:07:20 |
|                                                                                        | Matching          | Matching process has been sent to background.  | 227469 28/01/2020 12:07:11 |
|                                                                                        | Electronic Upload | Your file has not been uploaded due to errors. | 2061 28/01/2020 12:04:23   |

## Modifying the FBAP Portal Appearance

The *User Settings* area allows you to configure your preferences for a number of FBAP settings including the user interface appearance, the contents of the *Invoices* page, and the level of detail contained in the *Work History Details* page for each job listed in the *Work History* page.

Your administrator can configure these settings, also. Any settings that you configure on this screen override the administrator's settings.

### User Settings

 User Settings

Processing

Job Detail Level: ERROR

Frequency of Logging (seconds): 60

Invoices Auto-Refresh interval (seconds): 30

Screen

Theme: CRISP

Alerts

User Notification e-mail:

Expiration Days: 7

Tab Configuration

| Name    | Draft                    | Created                             | Linked                   | Rated                    | Canceled                 | In Review                           | Matched                             | Pay On Hold                         | Reviewed                            | Pay Approved                        | Paid                                | Payment Pe...            | Default                             |
|---------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Created | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Payment | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Paid    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**Job Detail Level.** Specifies the types of messages that display in the work history details for each job on the *Work History* page, and in the *Message Area* of the FBAP portal. Possible values are INFO, WARNING, and ERROR. INFO is the lowest level of granularity, and selecting this option causes the other types of messages to display, also. ERROR is the highest level of granularity.

**Note** When you set this field to ERROR, jobs complete in less time than when you set this field to WARNING, because less details are logged in work history details. For more information, see *Work History* in [FBAP Menu Options on page 1341](#). Similarly, fewer details are logged when you set this field to WARNING than when it is set to INFO.

**Frequency of Logging (seconds).** This is used in all invoice processes. This setting determines how often FBAP logs an informational record during the process. For example, during the invoice upload process, FBAP logs the status of the job every 60 seconds. These logging messages are visible in the work history details for each job.

**Invoices Auto-Refresh interval (seconds).** Specify how frequently the data on the invoice grid refreshes on the Invoices page.

**Theme.** Choose from a number of themes available in FBAP. Each of these themes offers a different screen appearance using different colors and text.

**Note** For this setting to take effect, you must log out and log back in.

**User Notification e-mail.** This field specifies the e-mail address that alert notifications for your user account are sent to.

**Expiration Days.** Alerts older than the number of days specified here will not be included in alert notification e-mails.

For more information about alerts, see *Alert Dashboard* in [FBAP Menu Options on page 1341](#).

## Tab Configuration

This section allows you to specify the information that displays on the *Invoices* page. Each row in this grid represents a tab on the *Invoices* page. Each column represents an invoice status. For each row or invoice tab, you can select the statuses that you want to display in the tab. You can add or remove tabs, rename tabs, and set one tab as the default tab that displays in the Invoices page.

**Name.** The name of the tab that appears on the Invoices page. To change the name of an existing tab, double click the name of tab; the text becomes editable. Update the text and press *Enter*; the text updates.

**Draft, Created, Linked....** Each of these fields represents an invoice status. If you want invoices of a particular status to appear in the tab represented by a particular grid row, then select the related field. Invoice statuses are described in [Invoice Statuses and Actions on page 1318](#).

**Default.** If you want a particular tab to open by default on the Invoices page, then select this field for the particular row that represents the invoice tab. The image below shows the *Invoices* page with multiple tabs; the *Paid* tab is set as the default tab.

Invoices Page with Default Paid Tab

The screenshot shows the 'Invoices' page interface. At the top, there's a search bar with four input fields: 'Supplier:', 'Invoice Number:', 'Supplier Account:', and 'Tracking Number:'. To the right of these fields are 'Search' and 'Clear' buttons. Above the 'Search' button is an 'Invoice Type:' dropdown menu. To the right of the search bar is a 'Mode:' dropdown menu set to 'UPDATE'. Below the search bar, there are four tabs: 'Created', 'Review', 'Payment', and 'Paid'. The 'Paid' tab is highlighted in blue, indicating it is the active/default tab.

## FBAP Menu Options

The available menu options for users are described below.

### Freight Audit

#### Invoices

Invoice information is created manually, imported from a file, or automatically created based on shipment information (in the case of self-billing).

#### Payment Batches

When the FBAP process is complete and invoices are approved for payment, you can use the Pay option to create a list of all invoices that are ready for payment. You can then send this information to your AP application and to your suppliers.

#### Shipment History

Shipment information—referred to in FBAP as shipment history information—is imported from shipping applications, or automatically created based on an invoice.

### Activity

#### Alert Dashboard

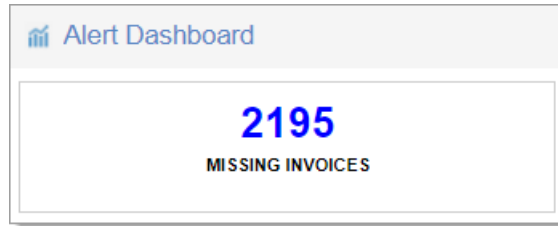
If the information FBAP receives, or expects to receive, is incomplete or missing, an alert is created. This allows you to investigate the reason for the alert. A notification e-mail is sent to the user notification e-mail specified in *User Settings*, and you can view more information about the alerts in the *Alert Dashboard*.

The following alert types are visible in the *Alert Dashboard* for all users. For more information about different alert types, see [Setting Up Alerts on page 1411](#).

#### Alert Types

| Alert Type             | Description                                                                                                                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invoice_Calendar_Event | This is an alert that notifies the user if an anticipated invoice has not been uploaded within the expected time frame.                                                                                                  |
| Invoice_Draft          | This is an alert that notifies the user that an invoice upload has been created in Draft status. This alerts the user that the invoice that has been uploaded is missing information, or contains incorrect information. |

## Missing Invoices



The *Missing Invoices* box displays the number of alerts created by the *Calendar Event* alert. If you click this number, the *Missing Invoices* window displays.

## Missing Invoices Window

| Missing Invoices             |                  |                            |                          |               |
|------------------------------|------------------|----------------------------|--------------------------|---------------|
| Type: INVOICE_CALENDAR_EVENT |                  |                            |                          |               |
| Supplier ↑                   | Supplier Account | Alert Applicable Date From | Alert Applicable Date To | Calendar Code |
| PRECISION                    | ACC2             | 01/04/2018 00:00:00        | 04/04/2018 00:00:00      | _3D           |
| PRECISION                    | ACC2             | 04/04/2018 00:00:00        | 07/04/2018 00:00:00      | _3D           |
| PRECISION                    |                  | 05/04/2018 00:00:00        | 06/04/2018 00:00:00      | DEFAULT_CC    |
| PRECISION                    |                  | 04/04/2018 00:00:00        | 05/04/2018 00:00:00      | DEFAULT_CC    |
| PRECISION                    |                  | 03/04/2018 00:00:00        | 04/04/2018 00:00:00      | DEFAULT_CC    |
| PRECISION                    |                  | 02/04/2018 00:00:00        | 03/04/2018 00:00:00      | DEFAULT_CC    |
| PRECISION                    |                  | 01/04/2018 00:00:00        | 02/04/2018 00:00:00      | DEFAULT_CC    |
| PRECISION                    | ACC3             | 26/03/2018 00:00:00        | 02/04/2018 00:00:00      | WEEKLY        |
| PRECISION                    | ACC5             | 26/03/2018 00:00:00        | 02/04/2018 00:00:00      | WEEKLY        |
| PRECISION                    |                  | 31/03/2018 00:00:00        | 01/04/2018 00:00:00      | DEFAULT_CC    |

<< < 48 > >> | Refresh | Filter | Sort | Per Page: 25

Suppress Alerts

Close

The fields in the *Missing Invoices* window are:

**Supplier.** The supplier associated with the missing invoice.

**Supplier Account.** The supplier account associated with the missing invoice.

**Alert Applicable Date From/To.** The dates between which FBAP checks for an invoice, and creates an alert if one is not found.

**Calendar Code.** The code associated with the calendar event.

You can click the *Suppress Alerts* button to remove an invoice from this list, and to stop receiving alerts about this invoice.

## Drafts Created



The bar chart displayed above shows information about invoices which have been created in draft status. The time and date these draft invoices were created is displayed below each bar. You can click on a bar in the bar chart. This opens the *Drafts Created* window. Here you can view more information about the creation of the bar chart.

## Drafts Created Window

| Drafts Created                                |          |                  |                |              |
|-----------------------------------------------|----------|------------------|----------------|--------------|
| Date: 30/01/2020 12:00:00 Type: INVOICE_DRAFT |          |                  |                |              |
| Work Code                                     | Supplier | Supplier Account | Invoice Number | Invoice Type |
|                                               | DHL_US   | 00848733238      | DHL_2558555    | I            |
| <a href="#">227633</a>                        | DHL_TD   | 192611534        | AMSIR00051876  | I            |

<< < 1 > >> | Refresh | Filter | Per Page: 25 | Close

**Work Code.** The code associated with the background job which created the draft invoice. You can click this code for more information about the background job.

**Supplier.** The supplier associated with the draft invoice.

**Supplier Account.** The supplier account associated with the draft invoice.

**Invoice Number.** The invoice number associated with the draft invoice.

**Invoice Type.** The type of Invoice uploaded. I refers to a regular invoice, and B refers to a self-billed invoice.

## Background Jobs

The records on this page represent current, complete, and failed pieces of work that are processed against an invoice. The jobs indicate the success or failure of a unit of work, and can be useful when you want to identify the cause of a problem. They also allow you to track the duration of jobs.

**Note** The data on this page is read-only.

### Background Jobs

| Background Jobs                        |       |                                                  |                     |                      |                                       |                                      |              |
|----------------------------------------|-------|--------------------------------------------------|---------------------|----------------------|---------------------------------------|--------------------------------------|--------------|
| Id: <input type="text" value="35614"/> |       | Search By: <input type="text" value="Job Name"/> |                     | <input type="text"/> | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |              |
|                                        | Id ↓  | Job Name                                         | Start Time          | End Time             | Status                                | Exit Code                            | Exit Message |
| ...                                    | 35614 | INVOICEMATCHINGJOB                               | 21/01/2020 11:37:21 | 21/01/2020 11:37:29  | COMPLETED                             | COMPLETED                            |              |

Typically, when a large invoice is processing, a buffering icon appears in the *Background Job* column on the *Invoices* page. Hold the cursor over the icon to view a summary of the background job that is currently running against the invoice. Click the buffering icon to navigate to the corresponding record on the *Background Jobs* page.

**Note** The buffering icon displays briefly while the invoice is being processed. The option to view the *Background Job* summary pop-up is only available during this time.

## Background Job Summary Pop-Up

**Invoices**

Supplier:   Invoice Number:

Supplier Account:  Tracking Number:

**All**

|                                                                                     | Background Job                                                                    | Matched (%)         | Status                                                                                | Disputed | Issues | Run Nu |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------|----------|--------|--------|
|    |  | 0%                  |    |          |        |        |
|    |                                                                                   | 0%                  |    |          |        |        |
|    | Current Job                                                                       | 35614               |                                                                                       |          |        |        |
|    | Transaction Status                                                                | COMPLETED           |                                                                                       |          |        |        |
|    | Work History                                                                      | 227370              |                                                                                       |          |        |        |
|   | Invoice Process Run                                                               | INVOICE_LINK        |                                                                                       |          |        |        |
|  | Transaction Status                                                                | PROBLEM             |                                                                                       |          |        |        |
|  | Invoice Locked By                                                                 | AD8                 |                                                                                       |          |        |        |
|  | Invoice lock Date                                                                 | 01/21/2020 11:37:27 |                                                                                       |          |        |        |
|  | Invoice Lock Duration                                                             | 0d 0h 0m 6s         |                                                                                       |          |        |        |
|  |                                                                                   | 0%                  |  |          |        |        |

To view the steps associated with a specific background job, click the *Step Executions* icon on a Background Job record.

## Step Executions Icon

**Background Jobs**

Id:

|                                                                                     | Id ↓  | Job Name           |
|-------------------------------------------------------------------------------------|-------|--------------------|
|  | 35614 | INVOICEMATCHINGJOB |

The *Step Executions* window displays, listing the related units of work. The image above displays the units of work associated with INVOICEMATCHINGJOB, the time each job started and ended, and their status.

## Step Executions

| Step Executions |                             |                     |                     |           |
|-----------------|-----------------------------|---------------------|---------------------|-----------|
| Id: 35614       |                             |                     |                     |           |
| Id ↓            | Step Name                   | Start Time          | End Time            | Status    |
| 164151          | INVOICEAPPROVESTEP.DETAILS  | 21/01/2020 11:37:28 | 21/01/2020 11:37:29 | COMPLETED |
| 164150          | INVOICEAPPROVE.MASTER       | 21/01/2020 11:37:28 | 21/01/2020 11:37:29 | COMPLETED |
| 164149          | INVICEREVIEWSTEP.DETAILS    | 21/01/2020 11:37:28 | 21/01/2020 11:37:28 | COMPLETED |
| 164148          | INVICEREVIEW.MASTER         | 21/01/2020 11:37:28 | 21/01/2020 11:37:28 | COMPLETED |
| 164147          | INVOICEMATCHINGSTEP.DETAILS | 21/01/2020 11:37:27 | 21/01/2020 11:37:28 | COMPLETED |
| 164146          | INVOICEMATCHING.MASTER      | 21/01/2020 11:37:27 | 21/01/2020 11:37:28 | COMPLETED |
| 164145          | INVOICERATING.MASTER        | 21/01/2020 11:37:27 | 21/01/2020 11:37:27 | COMPLETED |
| 164144          | INVOICELINKSTEP.DETAILS     | 21/01/2020 11:37:22 | 21/01/2020 11:37:27 | COMPLETED |
| 164143          | INVOICELINK.MASTER          | 21/01/2020 11:37:22 | 21/01/2020 11:37:27 | COMPLETED |

Each background job has seven possible statuses.

- ABANDONED
- FAILED
- STARTED
- STARTING
- STOPPED
- STOPPING
- UNKNOWN

## Work History

This page contains a record of each attempt to manually or automatically import shipment history and invoice records to FBAP. It also logs all actions performed on an invoice.

To view the details of a Work History record, click the *Work History Details* icon.



## Work History Details Icon

| Work History                                                                      |                |                      |                   |   |
|-----------------------------------------------------------------------------------|----------------|----------------------|-------------------|---|
| Work Code:                                                                        |                | Search By: Reference |                   |   |
|                                                                                   | Background Job | Work Code ↓          | Type              | R |
|  |                | 227372               | INVOICE_TAX_RULES |   |

A pop-up displays the various actions performed for that piece of work, the time they occurred, and, where applicable, the details of any errors. This window is particularly useful if the processing of an invoice seems to have stalled for a long time and you want to investigate the cause of the delay.

## Work History Details Pop-Up Containing Error

Work History Details

Work Code: 227385

Status: PROBLEM

| W.. | Last Modified Date ↓ | Message                                                                                                           | Type  |
|-----|----------------------|-------------------------------------------------------------------------------------------------------------------|-------|
|     | 22/01/2020 02:00:12  | The purge process with background job 35220 is already running. Only one purge process will run at the same time. | ERROR |

<<<

<

1

>

>>>

⌂

⚙

🔍

✖

⌵

Per Page: 25

Close

When a background job starts processing, it triggers the creation of one or multiple work history records by the FBAP application. If the corresponding background job record is available to view, you can access it by clicking the magnifying glass icon in the *Background Job* column.

## Background Job Link

| Work History                                                                        |                                                                                     |                      |                           |   |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------|---------------------------|---|
| Work Code:                                                                          |                                                                                     | Search By: Reference |                           |   |
|                                                                                     | Background Job                                                                      | Work Code            | Type                      | R |
|  |  | 178209               | BACKGROUND_INVOICE_DELETE |   |

Each Work History record has six possible statuses.

- NOT\_STARTED

- PROCESSING
- PROBLEM
- COMPLETE
- COMPLETE\_WARNING
- STOPPED

## System Configuration

### User Settings

You can use this page to configure your preferences for a number of FBAP settings including the user interface appearance, the contents of the *Invoices* page, and the level of detail contained in the *Work History Details* page for each job listed in the *Work History* page.

### Utilities

#### Find an Invoice

This facility enables you to locate an invoice if the invoice cannot be found in the Invoices grid. An invoice may be lost due to an invoice ownership or visibility issue. *Find An Invoice* can also be used to assign a process flow so that users can perform actions on it. For more information, see the [Find An Invoice on page 1370](#) section.

## Adding Shipment History Information

Before you can avail of the audit and reporting features of FBAP, populate the application with shipment history information from a shipping application.

FBAP accepts shipment information from shipping applications in a predefined XML format. Your administrator can configure FBAP to upload shipment information automatically each time that End of Day (EOD) runs in your shipping application.

Alternatively, you can import shipment XML files from a shipping application through the FBAP Portal. For more information, see the [Importing Shipments From a File on page 1348](#) section.

**Note** If your company receives invoices for shipments that do not have a corresponding shipment in your shipping application, then your administrator can configure FBAP to automatically create shipment history information, referred to in FBAP as light shipments.

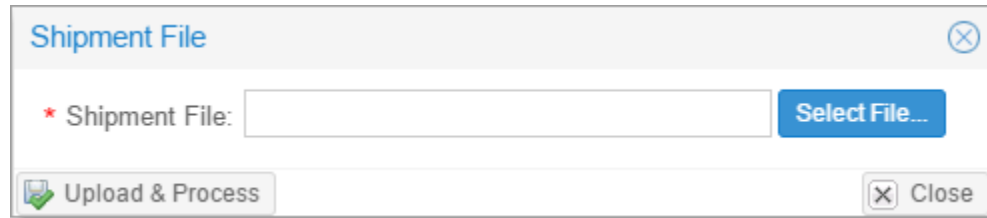
### Importing Shipments from a File

For details of the defined XML format for shipment history information, contact your administrator.

To import shipment history information through the FBAP Portal in XML format:

1. Access option FASH or click the *Shipment History* option in the FBAP menu. The *Shipment History* page displays.
2. Click the *Upload File* button in the information panel toolbar. The *Shipment File* pop-up window displays.

Shipment File Pop-Up Window



3. Click *Select File* and browse to the folder location containing the file that you want to upload to FBAP. Click *Upload & Process*. An *Uploading file* message displays while the file is uploading.

**Note** If there is a problem with the file upload, then a *Shipment History Upload Error* message displays. Close the message and, in the *Message Area*, click the Work History code link in the related message. The *Work History Details* pop-up window displays more information about the upload errors. Use this information to make the necessary adjustments to the file and FBAP settings. Upload the file again

The shipment history details appear in the grid.

The following scenarios may prevent shipment history data from loading:

- There is a blank currency, shipment ID, tracking number, supplier, TMS source, or shipment date.
- There is an invalid supplier, TMS source, or unit of measure (UOM).
- The shipment date is set to a future date.
- The shipment date cannot be a date more than X days earlier than the current date, where X is the number of days configured for the age of the oldest allowed invoices. For more information on specifying the oldest invoice, see [FBAP System Values on page 1479](#).
- The file structure is incorrect.
- An attempt is made to load the same shipment twice and a particular flag is not set to Replace Existing.
- Shipments that are already partially matched cannot be replaced.

## Adding Invoices

Before you can avail of the audit and reporting features of FBAP, populate the application with invoice information from suppliers. FBAP also allows you to create invoices from shipment history information for self-billing purposes. You can also attach documents to invoices in FBAP.

Typically, your administrator configures FBAP to automatically import delimited or EDI invoice files to FBAP from a folder location; these invoices display in the FAIN option. You can also import invoice files manually or create invoices in the FBAP portal.

Your administrator configures FBAP to accept invoice information in delimited or EDI format, based on the format that each supplier provides content in.

If your company engages in self-billing of invoices, your administrator can configure the system to automatically create these invoices based on shipment history information in the FASH option.

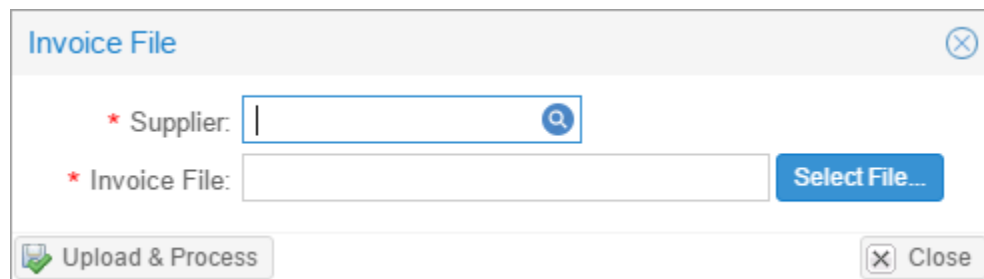
## Importing Invoices in the FBAP Portal

**Note** Your administrator can specify that invoices with an invoice date earlier than a certain date—relative to the current date—are not accepted for upload to FBAP.

To import invoices through the FBAP Portal in delimited or EDI format:

1. Access option FAIN or click the Invoices option in the FBAP menu. The *Invoices* page displays. Select a tab for which the Created status is one of the available statuses in the tab; for example, the New tab.
2. Click the *Upload File* button in the information panel toolbar below the grid. The *Invoice File* pop-up window appears.

Invoice File



3. Use the *Supplier* field to specify the supplier that you want to associate the invoices with. Click *Select File* and browse to the folder location containing the file that you want to upload to FBAP. Click *Upload & Process*.

**Note** Your administrator configures how information about invoice structures are stored using the *Feed Formats* option. Suppliers must be configured to point to specific feed formats. For more information on associating suppliers with feed formats, see [Setting Up Suppliers on page 1418](#).

An *Uploading file* message displays while the file is uploading.

**Note** If there is a problem with the file upload, then an error message displays. In the Message Area, click the Work History code link in the related message. The *Work History Details* pop-up window displays

more information about the upload errors. Use this information to make the necessary adjustments to the file and FBAP settings. Upload the file again.

When the file uploads, a message appears in the *Message Area* listing the uploaded invoice numbers.

**Note** If any of the invoices appear as Draft, this means that there is an issue with mapping the supplier field values in the invoice file with internal FBAP codes representing volume, mass, transport modes, and other attributes of the invoice.

**Note** Upload issues may be related to code conversions. If this is the case, you must have permission to update code mappings through the FACC menu option to move the invoice to the Created status. If you do not have permission to access this option, contact your administrator to complete the mapping information. After this mapping information is complete, you can use the Validate action to check the code information on the invoice again. If the mapping information is now correct, the invoice moves to the Created status.

See [Draft Invoice Messages on page 1401](#) for a list of the possible Draft invoice errors and warnings that may appear in the *Invoice Errors* grid.

The import of an invoice file may fail if certain data is incorrect or not present. Some scenarios are as follows:

- The supplier is incorrect.
- There is a blank billable account, invoice reference, invoice date, or tracking number.
- For invoices provided in EDI format, there is no feed qualifier header associated with the specified supplier.
- The file structure or - for invoices in EDI format - the version is incorrect.
- For files in delimited format, there is no data present in the file.
- If there is no currency in the invoice file, and if the currency is blank at both supplier and supplier account levels.

The invoices appear in the grid with the status set to Created and the matched percentage value set to 0%.

#### New Manually Uploaded Invoice

|                                                                                     | Matched (%) | Status                                                                              | Issues | Run Number | Source ...                                                                          | Supplier                                                                            | Supplier Account                                                                    | Invoice Number                                                                        | Invoice Date | Invoice Total |
|-------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------|--------|------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------|---------------|
|  | 0%          |  |        |            |  |  |  |  | 03/06/2017   | 9829.80       |

You can search the grid for an invoice using the invoice number, supplier code, or other search criteria.

To filter the list to display imported invoices only, use the Filters option search field.

## Display Imported Invoices Only

| <i>Source of Invoice</i> | Supplier          | Supplier Account |
|--------------------------|-------------------|------------------|
|                          | ↑ Sort Ascending  | TESTING          |
|                          | ↓ Sort Descending | TESTING          |
|                          | Columns >         | TESTING          |
|                          | Unlock            | TESTING          |
|                          | Lock              | TESTING          |
|                          | Filters           | TESTING          |
|                          | UPS_5010          | FILE             |

The File column displays the name of the file that was uploaded to create a particular invoice. You can search for an imported invoice using a file name in the Filters option.

## File Name Filter

| <i>File</i> ↓                               | Issues            | Run Number | Invoice Date | B... | Dis |
|---------------------------------------------|-------------------|------------|--------------|------|-----|
| precision_20191119180415397_210_split_2.txt | ↑ Sort Ascending  |            | 19/11/2019   |      |     |
|                                             | ↓ Sort Descending |            |              |      |     |
|                                             | Columns >         |            |              |      |     |
|                                             | Unlock            |            |              |      |     |
|                                             | Lock              |            |              |      |     |
|                                             | Filters           |            |              |      |     |
|                                             |                   |            |              |      |     |

## Manually Creating Invoices

You can manually create invoices in FBAP. You can then associate shipments and their related charges with the invoice through shipment IDs. Typically, a shipment ID is the master tracking number of the shipment.

## Draft and Manual Icons in the Information Grid

**Invoices**

Supplier:   Invoice Type:

Supplier Account:  Invoice Number:

New   Awaiting review   To reconcile   To process for payment   Awaiting Payment

|                                                                                   | Matched (%) | Status                                                                            | Issues | Run Number | Source of Invoice                                                                   |
|-----------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------|--------|------------|-------------------------------------------------------------------------------------|
|  | 0%          |  |        |            |  |
|  | 0%          |  |        |            |  |

To manually create an invoice:

1. Access option FAIN or click the Invoices option in the FBAP menu. The *Invoices* page displays.
2. In the information panel toolbar, click the *Create Record* icon. The *Create Invoice* pop-up window displays.

Create Invoice

**Create Invoice** 

\* Supplier Code:  

\* Type:

\* Account Number:  

\* Invoice Number:

\* Invoice Date:  

\* Invoice Total:

\* Currency:  

 Add Charges  Close

3. Complete the mandatory fields. Click *Add Charges*. The *Create Invoice Charge* pop-up window displays.

## Create Invoice Charge

Create Invoice Charge

Supplier: MIKES\_BIKES

Supplier Account: MB47932

Invoice Number: 123123123

Type: I

Currency: USD

\* Shipment ID:

+

\* Charge Code:

▼

\* Value:

Tax:

| Package | Charge Code | Value | Tax | Line |  |
|---------|-------------|-------|-----|------|--|
|         |             |       |     |      |  |

<<

<

0

of 0

>

>>

↺

⚙

21

✖

✖

▼

📄

📄

📄

📄

✖

Per Page:

25

No data.

Add Charge

Close

4. Complete the *Shipment ID* field or, to include additional information about a shipment:
  - a. Click the **+** icon in the *Shipment ID* field to open the *Create Invoice Shipment* pop-up window.

## Create Invoice Shipment

The screenshot shows the 'Create Invoice Charge' window. At the top, there is a header bar with the title 'Create Invoice Charge' and a close button. Below the header, there is a form with fields for 'Supplier: MIKES\_BIKES', 'Supplier Account: MB47932', 'Invoice Number: 1231231232', 'Type: I', and 'Currency: USD'. There are also buttons for 'Search' and 'Clear'. The main area of the window contains a list of charges. The first charge is highlighted, and a red box with an arrow points to the 'Add Shipment' icon (a blue square with a white plus sign) located next to the 'Shipment ID' field. Below the list, there is a 'Package' column and a 'Charge' column. At the bottom, there is a 'Save' button and a 'Close' button.



- b. In the *Create Invoice Shipment* window, specify the shipment ID and any other necessary values for the shipment. Typically, the shipment ID is the tracking number of the first package in the invoice. Click **Save**.

**Note** If the shipment ID exists as a tracking number in the shipment history for this supplier, then click the *Search* icon next to the *Shipment ID* field to automatically populate the fields with shipment information.

5. Complete the remaining fields in the *Create Invoice Charge* window, and click **Add Charges**. The charge appears in the second grid in this window. If necessary, create other charges and add them to the invoice. Each charge will appear in the second grid.

Invoice Charges for an Invoice Shipment

Supplier: MIKES\_BIKES Supplier Account: MB47932 Invoice Number: 1231231232 Type: I Currency: USD

\* Shipment ID: 456456456

\* Charge Code:

\* Value:

Tax:

| Package  | Charge Code | Value | Tax  | Line |
|----------|-------------|-------|------|------|
| SHIPMENT | CUSTOMS     | 50.00 | 0.00 | 10   |
| SHIPMENT | FREIGHT     | 70.00 | 0.00 | 20   |

1 of 1 Per Page: 25 1 - 2 of 2

Add Charge Close

When you have added all necessary charges, click *Close*. The *Invoice Summary* displays, with invoice shipments and associated charge information. Select an invoice shipment in the upper grid to see the associated shipment charges in the lower grid. The *Running Total* field displays the sum of all charges on the invoice.

## Invoice Summary with Invoice Shipment and Associated Charges

**Invoice Summary**

Supplier: **WHEEL RINGS** Supplier Account: **WHEELS** Invoice Number: 1231231232 Type: I Currency: USD

Invoice Total: 100 Running Total: 120 **Update Invoice**

| Invoice Shipment ID | Origin Country | Destination Country | Billable Weight | Weight UOM | Billable Volume | Volume UOM |
|---------------------|----------------|---------------------|-----------------|------------|-----------------|------------|
| 456456456           | CA             | USD                 | 100.00          | LB         | 50.00           | CM3        |

1 of 1 Per Page: 25 1 - 1 of 1

| Package  | Charge Code | Value | Tax  | Line |
|----------|-------------|-------|------|------|
| SHIPMENT | CUSTOMS     | 50.00 | 0.00 | 10   |
| SHIPMENT | FREIGHT     | 70.00 | 0.00 | 20   |

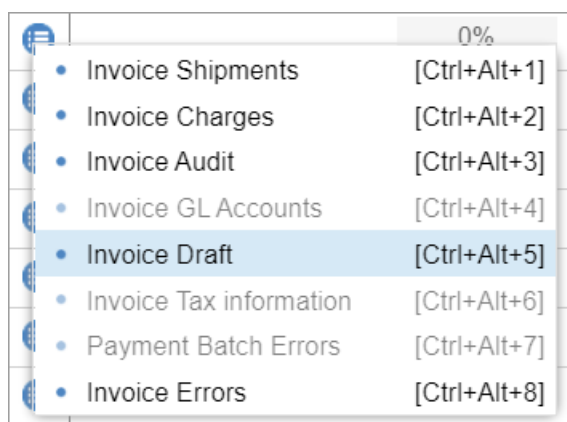
1 of 1 Per Page: 25 1 - 2 of 2

**Confirm** **Close**

6. If necessary, use the *Invoice Summary* window to add more invoices shipments and charges to the invoice summary. You can add a scanned document to the invoice; for more information, see the [Adding Documents to Invoices on page 1358](#) section.

To save a draft of the invoice to work on later, click *Close*. The draft appears in the grid. You can reopen the draft by selecting the *Invoice Draft* sub-option.

## Invoice Draft Sub-Option



When you have added all of the information to the invoice, click *Confirm*.

**Note** You will only be able to confirm the invoice and have it move to Created status when the *Invoice Total* and *Running Total* fields match. If these totals do not match, the invoice remains in Draft status. To update the *Invoice Total* field, click *Update Invoice* and make any necessary changes. To update the *Running Total* field, update the related charges in the lower grid.

#### Invoice Total and Running Total Fields

**Invoice Summary**  
Supplier: **DEFAULTST** Supplier Account: **DFLTS** Invoice Number: **MANNY/2019/1112145145\_03** Type: **I** Currency: **EUR**  

Invoice Total: 
Running Total:

| Invoice Shipment ID | Origin Country | Destination Country | Billable Weight | Weight UOM | Billable |
|---------------------|----------------|---------------------|-----------------|------------|----------|
|                     |                |                     |                 |            |          |
|                     |                |                     |                 |            |          |
|                     |                |                     |                 |            |          |
|                     |                |                     |                 |            |          |
|                     |                |                     |                 |            |          |
|                     |                |                     |                 |            |          |

To filter the list to display manually-created invoices only, use the *Filters* option search field.

#### Display Manually-Created Invoices Only

| Source of Invoice | Supplier        | Supplier Account |
|-------------------|-----------------|------------------|
|                   | Sort Ascending  | DFLTS            |
|                   | Sort Descending | TESTING          |
|                   | Columns         | ALL              |
|                   | Unlock          | ALL              |
|                   | Lock            | ALL              |
|                   | Filters         | ALL              |
|                   | MANUAL          | LIGHTSHP         |

## Creating Invoices Through Self-Billing

Your administrator can specify that a particular supplier supports self-billing. The self-billing facility in FBAP creates an invoice or invoices for shipments based on the information in the shipment. It runs the matching process, which returns a 100% match between the invoice and the shipment.

When you import shipment history information for a supplier that has self-billing enabled, the FASH page offers a self-billing option.

The *Self-Billing* search field on the *Shipment History* page identifies shipment history records that are eligible for self-billing—those records with a check mark in the *Self-Billable* column, and no check mark in the *Self-Billed* column.

## Shipment History Page with Self-Billing Option

Shipment History

Supplier:  Shipment ID:  Self-Billing ☒

|      | Matched | Shipment | Supplier | Supplie... | Transport | Mode | Return ...               | Pickup Date | Delivery Date | Currency |
|------|---------|----------|----------|------------|-----------|------|--------------------------|-------------|---------------|----------|
| \$ ✓ | 0%      |          |          | 12345      | 30D INTL  | ROAD | <input type="checkbox"/> | 11/15/2016  | 11/15/2016    | USD      |

1 of 1 Per Page: Per Page: 25 1 - 1 of 1

Use the *Self-Bill Selected* and *Self-Bill All* buttons to self-bill the selected invoice or all invoices that match the search criteria.

Depending on how your administrator has configured this feature, the self-bill action creates one invoice for multiple shipments in the shipment history, or an individual invoice for each shipment in the shipment history.

If a supplier has multiple accounts, and you select multiple shipment history records across these accounts for this supplier, then multiple invoices are created for this supplier.

In the case of an invoice for multiple shipments, the shipments are grouped by supplier, supplier account, and currency.

When you click the *Self-Bill* button, you are prompted to confirm that you want to self-bill the selected shipments. When you confirm this action, a message displays to inform you of the number of the invoice or invoices that were created.

Invoices created through self-billing have the invoice type B, as shown in the *Type* column in the *Invoices* grid.

## Adding Documents to Invoices

This *Invoice Summary* sub-option allows you to associate a scanned version of a document with the invoice. For more information, see [Adding Documents to Invoices on page 1370](#) in the [Working With Invoices on page 1358](#) section.

## Working with Invoices

The *Invoices* page is accessible from option FAIN and allows you to upload invoices and search for and perform actions on these invoices. A number of sub-options allow you to view invoice details.

The *Invoices* page conforms to the common UI behavior described in [FBAP Portal on page 1323](#) and [View Layout on page 1325](#). This section includes additional information.

## Invoices Page Tabs

You or your administrator can configure the Invoices page to divide the information grid into a number of tabs based on invoice statuses. For more information on invoice statuses, see [Invoice Statuses and Actions on page 1318](#) and [Modifying the FBAP Portal Appearance on page 1339](#).

Invoices Page, All Tab

| New                                                                               |              |  |             |  |                                                                                   |  |          |  | Awaiting review |  | To reconcile |  | To process for payment                                                              |  | Awaiting Payment |  | Paid |  | All |
|-----------------------------------------------------------------------------------|--------------|--|-------------|--|-----------------------------------------------------------------------------------|--|----------|--|-----------------|--|--------------|--|-------------------------------------------------------------------------------------|--|------------------|--|------|--|-----|
|                                                                                   | Backgroun... |  | Matched (%) |  | Status                                                                            |  | Disputed |  | Issues          |  | Run Number   |  | Source ...                                                                          |  | Supplier ↑       |  |      |  |     |
|  |              |  | 100%        |  |  |  |          |  | 0               |  | 141943       |  |  |  | CACHE...         |  |      |  |     |

As you switch between the different tabs, the columns visible in the grid change to reflect the statuses of the invoices within that tab; for example, in the *Review* tab, which contains invoices that have gone through the matching process, there are columns for matched amounts and variances. In the *Payment* tab, which contains invoices that have been approved for payment, there are columns with approval information.

The columns or key fields that make an invoice unique are:

- Supplier
- Type—a letter representing the invoice type; for example, I for regular invoices and B for self-billed invoices.
- Account Number—the carrier account under which a shipment is billed.
- Invoice Number

Other important columns in the grid include *Invoice Date*, *Invoice Total*, *Currency*, and *Issues*. The *Issues* column identifies the number of unresolved cost discrepancies on the invoice that require resolution before payment. For more information about resolving issues, see [Resolving Issues on page 1377](#).

The status column appears in all tabs, and contains an icon to represent the current status of the invoice. To view the status that the icon represents, mouseover the icon. The toolbar allows you to perform actions relevant to invoices such as matching, reviewing, and approving invoices.

### Invoice Action Icons

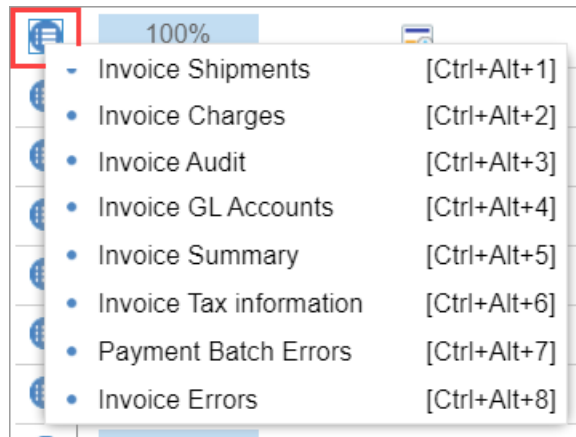
| Icon                                                                                | Description                                             |
|-------------------------------------------------------------------------------------|---------------------------------------------------------|
|  | Re-apply code conversions and validate invoice content. |

| Icon                                                                                | Description                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|    | Match selected invoices with available shipment history information.                                                                        |
|    | Calculate tax on invoice based on tax rules.                                                                                                |
|    | Perform the discrepancies review for the selected invoices.                                                                                 |
|    | Dispute the selected invoices and/or generate a dispute report.                                                                             |
|    | Resolve disputes.                                                                                                                           |
|    | Generate the GL account allocation.                                                                                                         |
|    | Unmatch the selected invoices from the associated shipment history records.                                                                 |
|    | Calculate the charges to the customer based on customer billing rules. See <a href="#">Setting Up Customer Billing Rules on page 1477</a> . |
|  | Approve invoice.                                                                                                                            |
|  | Pay on hold.                                                                                                                                |
|  | Pay invoice.                                                                                                                                |
|  | Cancel invoice.                                                                                                                             |
|  | Transfer invoice ownership.                                                                                                                 |

## Invoices Sub-Options

In the default layout of the grid, the first column displays an icon representing invoice sub-options; mouseover the icon to see the sub-option names.

## Invoice Sub-Options Menu

**Invoice Shipments**

The *Invoice Shipments* sub-option displays the shipments that the supplier has included in the invoice. It shows how the invoice amount is broken down between the shipments. It is important to note that this shipment information derives from the supplier's records; it may not correspond exactly with shipment history records in FBAP, which derive from your company's shipping application. Any differences between these shipments and the shipment history records are identified in the review process.

## Invoice Shipments

| Invoice Shipments                                                                       |                          |             |          |            |             |               |               |         |
|-----------------------------------------------------------------------------------------|--------------------------|-------------|----------|------------|-------------|---------------|---------------|---------|
| Supplier: UPS Account: 123555 Invoice Ref.: UP20160950 Type: I                          |                          |             |          |            |             |               |               |         |
|                                                                                         | Non Matchable            | Matched (%) | Shipment | Transport  | Pickup Date | Delivery Date | Dest. Country | Dest. S |
|                                                                                         | <input type="checkbox"/> | 65%         | 330585   | UP20160950 | 03/09/2016  |               | CA            | ON      |
|                                                                                         | <input type="checkbox"/> | 94%         | 330586   | UP20160950 | 03/09/2016  |               | PR            |         |
|                                                                                         | <input type="checkbox"/> | 94%         | 330587   | UP20160950 | 03/09/2016  |               | CA            | SK      |
|                                                                                         | <input type="checkbox"/> | 97%         | 330588   | UP20160950 | 03/09/2016  |               | IE            |         |
|                                                                                         | <input type="checkbox"/> | 97%         | 330589   | UP20160950 | 03/09/2016  |               | IE            |         |
| <div>   1 of 1     </div> <div>Per Page: Per Page: 25 1 - 5 of 5</div> <div>Close</div> |                          |             |          |            |             |               |               |         |

For suppliers that are configured to allow manual matching of invoices with shipment history records, this sub-option provides further sub-options that allow you to manually link and unlink shipment history records and invoice shipments. This functionality is beyond the scope of this document.

**Invoice Charges**

This sub-option is similar to the *Invoice Shipments* sub-option, and allows you to view the invoice at a lower level to see the charges that are part of the invoice. It provides a breakdown of the invoice charges across all of the shipments and related packages. You can identify unmatched charges. You can also filter the data to see specific shipments, tracking numbers, costs, or variances.

### Invoice Charges

| Invoice Charges                                                |                          |         |            |            |          |                     |        |      |      |         |          |                 |
|----------------------------------------------------------------|--------------------------|---------|------------|------------|----------|---------------------|--------|------|------|---------|----------|-----------------|
| Supplier: UPS Account: 123555 Invoice Ref.: UP20160950 Type: I |                          |         |            |            |          |                     |        |      |      |         |          |                 |
|                                                                | N...                     | Matched | Shipment ↑ | Package ↑  | Code ↑   | Invoice Costs (USD) |        |      |      |         |          |                 |
|                                                                |                          |         |            |            |          | Charge              | Pub... | D... | Tax  | Matched | Variance | Shipper Vari... |
| \$ ✓                                                           | <input type="checkbox"/> | 92%     | 330585     | 1Z001VJ... | FREIGHT  | 112.12              |        |      | 0.00 | 102.59  | 9.53     | 9.53            |
| \$ ✓                                                           | <input type="checkbox"/> | 99%     | 330585     | 1Z001VJ... | FUEL     | 2.34                |        |      | 0.00 | 2.31    | 0.03     | 0.03            |
| \$ ✓                                                           | <input type="checkbox"/> | 0%      | 330585     | 1Z001VJ... | SAT_D... | 46.75               |        |      | 0.00 | 0.00    | 46.75    | 46.75           |
| \$ ✓                                                           | <input type="checkbox"/> | 94%     | 330586     | 1Z001VJ... | FREIGHT  | 90.60               |        |      | 0.00 | 85.59   | 5.01     | 5.01            |
| \$ ✓                                                           | <input type="checkbox"/> | 95%     | 330586     | 1Z001VJ... | FUEL     | 2.04                |        |      | 0.00 | 1.93    | 0.11     | 0.11            |
| \$ ✓                                                           | <input type="checkbox"/> | 94%     | 330587     | 1Z001VJ... | FREIGHT  | 19.40               |        |      | 0.00 | 18.26   | 1.14     | 1.14            |
| \$ ✓                                                           | <input type="checkbox"/> | 100%    | 330587     | 1Z001VJ... | FUEL     | 0.80                |        |      | 0.00 | 0.82    | -0.02    | -0.02           |
| \$ ✓                                                           | <input type="checkbox"/> | 98%     | 330588     | 1Z001VJ... | FREIGHT  | 4078.00             |        |      | 0.00 | 3978.72 | 99.28    | 99.28           |
| \$ ✓                                                           | <input type="checkbox"/> | 93%     | 330588     | 1Z001VJ... | FUEL     | 96.44               |        |      | 0.00 | 89.52   | 6.92     | 6.92            |
| \$ ✓                                                           | <input type="checkbox"/> | 97%     | 330589     | 1Z001VJ... | FREIGHT  | 547.23              |        |      | 0.00 | 532.81  | 14.42    | 14.42           |
| \$ ✓                                                           | <input type="checkbox"/> | 96%     | 330589     | 1Z001VJ... | FUEL     | 12.55               |        |      | 0.00 | 11.99   | 0.56     | 0.56            |

The *Invoice Charges* sub-option provides further sub-options:

- Match-Pay Results
- View Invoice Cost GL Account Details

### Match-Pay Results

The *Match-Pay Results* window details the cost variances between the invoice charges and the corresponding shipment history charges.





## Identifying Different Values for Invoice and Shipment History Attributes

| Match-Pay Results              |                     |                     |       |                                  |
|--------------------------------|---------------------|---------------------|-------|----------------------------------|
| Supplier:                      | Supplier Account:   | Invoice Number:     | Type: | Invoice Shipment ID: Package ID: |
| Description                    | Invoice             | Shipment            |       |                                  |
| Shipment Pickup Date           | 01/31/2017 00:00:00 | 01/01/2017 00:00:00 | ⚠     |                                  |
| Package Dimensional Weight UOM | KG                  |                     | ⚠     |                                  |

Sort Ascending  
Sort Descending  
Columns >  
Unlock  
Lock  
Filters >

Different  
Identical

- The invoice charges and the shipment history charges, with matching charges presented next to each other for analysis.

The Get TMS Rates button allows you to request the up-to-date shipment rates from the Transportation Execution module. When the rates are returned, the invoice returns to the Matching status and it's not possible to resolve the issues until you perform the discrepancies review again.

The Update Shipment button allows you to copy data from the invoice to the shipment history. This button is only available for shipments with a single package; it is not available for shipments with multiple packages.

### View Invoice Cost GL Account Details

This sub-option is similar to *Invoice GL Accounts*, but shows the allocation of the selected cost to a GL account only; not the allocation of all invoice costs to a GL account.

### Invoice Audit

This sub-option allows you to:

- View the progression of the invoice through different stages of its life cycle.
- View the actions run against the invoice.
- View the status of the invoice when a particular action occurred, the user that performed the action, and when.

## Invoice Audit

| Invoice Audit                  |                     |                                        |      |                                                                   |       |           |
|--------------------------------|---------------------|----------------------------------------|------|-------------------------------------------------------------------|-------|-----------|
| Supplier: <input type="text"/> |                     | Supplier Account: <input type="text"/> |      | Invoice Number: <input type="text"/>                              |       | Type: I   |
| Status                         | Start               | End ↓                                  | Code | Description                                                       | User  | Work Code |
|                                | 06/08/2017 17:41:04 | 06/08/2017 17:41:05                    |      | The invoice has been reviewed. 24 issues found.                   | QAUTO | 8455      |
|                                | 06/08/2017 17:41:03 | 06/08/2017 17:41:03                    |      | The invoice is matched 95.64%.                                    | QAUTO | 8454      |
|                                | 06/08/2017 17:41:02 | 06/08/2017 17:41:03                    |      | The invoice with reference BRES_201706081739448 has been created. | QAUTO | 8453      |

<< < 1 of 1 > >>

⚙️ 🔍 🗑️ 🔄

Per Page: 25 1 - 3 of 3

Close

## Invoice GL Accounts

This option is only available for invoices with a status of Pay Approved, Pay On Hold, Paid, or Payment Pending. It displays information about the allocation of invoice costs to GL accounts. This allocation takes place during the Approve stage of the FBAP process. For more information on the creation of payment batches, see the [Creating Payment Batches on page 1392](#) section.

### Invoice GL Accounts Window

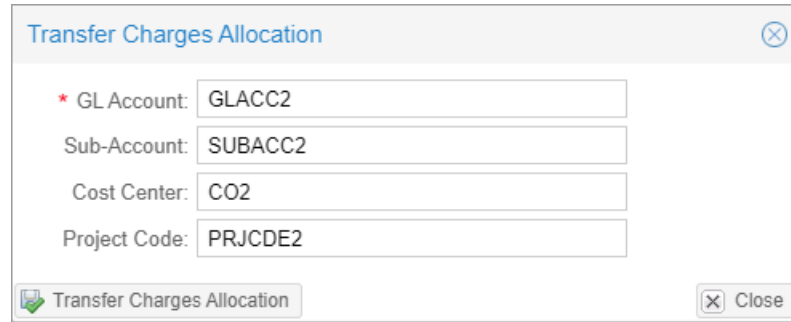
| Invoice GL Accounts |                      |                   |                      |                 |                      |
|---------------------|----------------------|-------------------|----------------------|-----------------|----------------------|
| Supplier:           | <input type="text"/> | Supplier Account: | <input type="text"/> | Invoice Number: | <input type="text"/> |
|                     |                      |                   |                      | Type:           | I                    |
|                     |                      |                   |                      | Currency:       |                      |
|                     | GL Account ↑         | Sub-Account       | Cost Center          | Project Code    | Value                |
| ...                 | GLACC1               | SUBACC1           | CO1                  | PRJCDE1         | 5,406.40             |
| ...                 | GLACC2               | SUBACC2           | CO2                  | PRJCDE2         | 1,277.88             |
| ...                 | GLACC3               | SUBACC3           | CO3                  | PRJCDE3         | 442.32               |
| ...                 | GLACC4               | SUBACC4           | CO4                  | PRJCDE4         | 2,703.20             |

This window allows you to view and reallocate the charges assigned to a GL account. It contains:

- Shipment reference information specific to the selected GL account, including the *Shipment ID*, *Tracking Number*, and *Package ID* fields.
- A breakdown of the different charge types and values.

Select either the *Transfer All* or *Transfer Selected* button at the bottom of the window to transfer all or some of the values to a different GL account. The *Transfer Charges Allocation* window displays.

#### Transfer Charges Allocation



Fill in the account fields with the relevant information to transfer to a new account.

**Note** Tokens cannot be entered in this window. You must enter the account that you want to transfer to explicitly.

Click the *Transfer Charges Allocation* button. When asked to confirm, click **Yes**.

#### GL Allocated Manually

| GL Allocated Manually               |  |
|-------------------------------------|--|
| <input type="checkbox"/>            |  |
| <input checked="" type="checkbox"/> |  |
| <input checked="" type="checkbox"/> |  |
| <input type="checkbox"/>            |  |

There is a *GL Allocated Manually* field in both the *Invoice Charges* window and the *GL Allocation Details* window. When an invoice charge is transferred manually, the *GL Allocated Manually* field is selected by default. If the GL rules are run again, any manually allocated charges will not be automatically re-allocated. You can manually re-allocate them to different accounts again in the *Invoice GL Allocation Details* window.

#### Invoice Summary

This sub-option provides a summary view of the invoice. It allows you to quickly view invoice shipments and their associated charges in a single screen. This sub-option is particularly useful for viewing manual invoices.

It displays the *Invoice Total* and *Running Total* fields at the top of the page.

The upper grid contains the applicable shipments for this invoice. If you select one of these invoice shipments, the lower grid populates with associated charges for the shipment.

You can add supplementary information to an invoice using the *Invoice Summary* sub-option. Click the *Update Invoice* icon to access the *Update Invoice* window.

#### Invoice Summary with Update Invoice Pop-Up Window

The screenshot shows the 'Invoice Summary' window. At the top, it displays 'Supplier: [blank]', 'Supplier Account: [blank]', 'Invoice Number: [blank]', 'Type: I', and 'Currency: CAD'. Below this, 'Invoice Total: 10940.8' and 'Running Total: 0' are shown. A table with columns 'Invoice Shipment ID', 'Origin Country', 'Destination Country', 'Billable Weight', 'Weight UOM', 'Billable Volume', and 'Volume UOM' is visible. A red arrow points to a small icon in the top right corner of the main window, which is the 'Update Invoice' icon. A pop-up window titled 'Update Invoice' is open, showing 'Invoice Currency: CAD', 'Tax Reporting Date: [blank]', and a 'Description:' text area. The pop-up window has 'Save' and 'Close' buttons at the bottom.

This facility is useful for reporting purposes in the payment system. The details entered in these fields are added to the XML file for use by your accounts payable (AP) system, and will be visible on the invoice header. For more information on this file, see [Creating Payment Batches on page 1392](#).

The invoice currency appears at the top of the window. You may also see the payment currency, depending on the supplier account configuration.

**Exchange Rate.** Specify the value of the invoice currency against the payment currency. This value is used for conversion.

**Note** The *Exchange Rate* field is only visible if your administrator has configured the supplier account to have a specific payment currency. For more information on supplier accounts, see [Creating a Supplier Record](#).

**Tax Reporting Date.** Specify a tax reporting date. This field may be mandatory, depending on the configuration of the supplier account.

**Description.** Specify a description for the invoice. The value entered for the *Description* field is visible in the *Invoices* grid, and can be used for keeping notes at an invoice header level for visibility in the grid.

**Note** The fields in this pop-up window do not affect the matching process. Any data entered is for reference purposes only.

This *Invoice Summary* sub-option also allows you to associate a scanned version of a document with the invoice. For more information, see [Adding Documents to Invoices on page 1370](#).

## Invoice Summary

**Invoice Summary**

Supplier: TEST Supplier Account: NEWTEST Invoice Number: 167557\_2017000042101\_0000 Type: I Currency: USD

Invoice Total: 4914.9 Running Total: 4914.9

| Invoice Shipment ID           | Origin Country | Destination Country | Billable Weight | Weight UOM | Billable Volume | Volume UOM |
|-------------------------------|----------------|---------------------|-----------------|------------|-----------------|------------|
| 167557_2017000042101_0000 ... |                |                     | 0.00            |            | 0.00            |            |

1 of 1
Per Page: 25 1 - 1 of 1

| Package | Charge Code | Value | Tax | Line |
|---------|-------------|-------|-----|------|
|---------|-------------|-------|-----|------|

0 of 0
Per Page: 25 No data.

Close

### View Invoice Draft

This sub-option is only visible when invoices are in Draft status. This sub-option allows you to add details to a draft invoice.

### Invoice Errors

Errors can prevent an invoice from progressing past Draft status. Users can investigate the errors that are blocking it using the *Invoice Errors* sub-option.

This facility is also useful for reviewing warnings. Warnings do not typically block the creation of an invoice, but they can indicate inconsistencies. For example, the city or country name may not exist in the QAD GTTE system, however, this particular information is not required to pay an invoice.

**Note** See [Draft Invoice Messages on page 1401](#) for a list of the errors and warnings that may appear in this window.

When an invoice from a carrier enters FBAP, it typically begins processing in the background. If a problem occurs during processing, you can review the errors and warnings by selecting an invoice and clicking *Invoice Errors* in the sub-options list. The *Invoice Errors* pop-up window appears.

## Invoice Errors Pop-Up Window

Invoice Error

Supplier: DEFAULTTEST

Supplier Account: TESTACC

Invoice Number: INVOICE00194020190401\_01

Type: I

| Last Modified Date ↓ | Level | Message                       | Entity Type |
|----------------------|-------|-------------------------------|-------------|
| 08/10/2019 12:04:24  | ERROR | The invoice has a zero value. | INVOICE     |

< 1 > >> | ↺ ⚙ 2/1 ✖ | Per Page: 25

Close

Some of the key columns in the *Invoice Errors* window are described below.

**Level.** The level indicates the severity of the problem on the invoice, with a value of either Error or Warning.

*Message.* A description of the issue.

**Entity Type.** The level at which the issue occurred; Invoice, shipment, charge, or package.

**Error Code.** Each issue type has a unique error code.

**Error Type.** The possible values are CONVERSION MAP, NEGATIVE COST, SUPPLIER INVALID, and OWNERSHIP.

**Error Count.** Large invoices may have several errors and warnings of the same type . This column groups issues of the same type into one record, rather than creating an individual record for each issue.

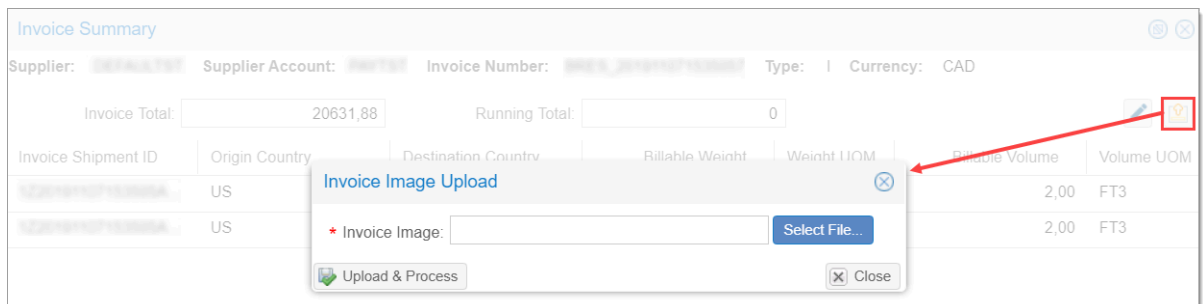


Click the  icon in the toolbar of the *Invoices* page to reapply code conversions and validate the converted codes. If all the issues have been resolved, the invoice progresses to Created status. However, if there are any remaining errors or warnings, these appear again in the *Invoice Errors* window where the most recent errors are displayed.

## Adding Documents to Invoices

The *Invoice Summary* sub-option on the *Invoices* page allows you to associate a scanned document with an invoice. When you upload the file, it is renamed with the unique key fields of the invoice, and another icon appears on the page to allow you to view the document. The supported file types are PDF, BMP, GIF, JPEG, PNG, and TIF.

### Invoice Summary with Document Upload Pop-Up Window



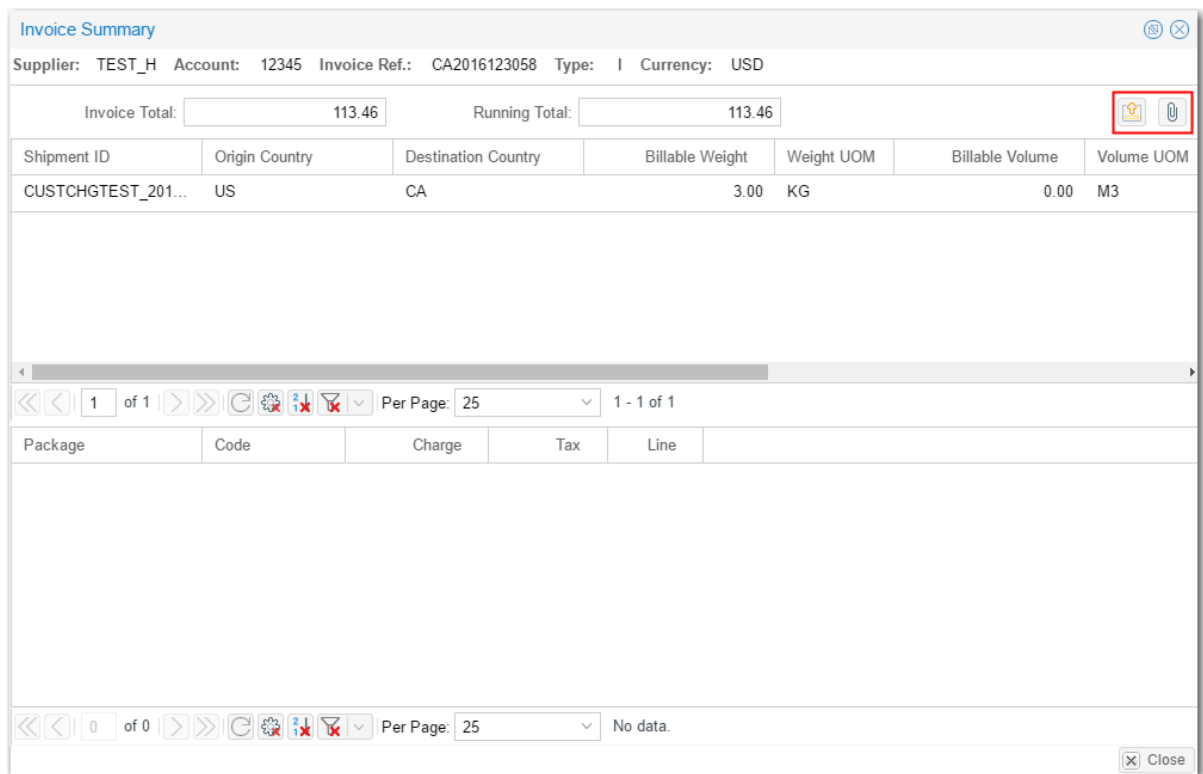
The screenshot shows the 'Invoice Summary' window with a pop-up window titled 'Invoice Image Upload'. The pop-up contains a text field for 'Invoice Image:', a 'Select File...' button, and an 'Upload & Process' button. A red arrow points from the 'Invoice Image Upload' pop-up to the 'Invoice Image Upload' button in the main window.

| Supplier: | Supplier Account: | Invoice Number: | Type: | Currency: |
|-----------|-------------------|-----------------|-------|-----------|
| DEFAULT   | 12345             | INVS_2016123058 | I     | CAD       |

| Invoice Total: | Running Total: |
|----------------|----------------|
| 20631.88       | 0              |

| Invoice Shipment ID | Origin Country | Destination Country | Billable Weight | Weight UOM | Billable Volume | Volume UOM |
|---------------------|----------------|---------------------|-----------------|------------|-----------------|------------|
| CUSTCHGTEST_201...  | US             |                     |                 |            | 2,00            | FT3        |
| CUSTCHGTEST_201...  | US             |                     |                 |            | 2,00            | FT3        |

### Invoice Summary with Document Upload and View Links



The screenshot shows the 'Invoice Summary' window with a table of invoice data. The table has columns for Shipment ID, Origin Country, Destination Country, Billable Weight, Weight UOM, Billable Volume, and Volume UOM. The 'Invoice Total' and 'Running Total' are displayed at the top. A red box highlights the 'Invoice Image Upload' and 'View Links' icons in the top right corner.

| Supplier: | Account: | Invoice Ref.: | Type: | Currency: |
|-----------|----------|---------------|-------|-----------|
| TEST_H    | 12345    | CA2016123058  | I     | USD       |

| Invoice Total: | Running Total: |
|----------------|----------------|
| 113.46         | 113.46         |

| Shipment ID        | Origin Country | Destination Country | Billable Weight | Weight UOM | Billable Volume | Volume UOM |
|--------------------|----------------|---------------------|-----------------|------------|-----------------|------------|
| CUSTCHGTEST_201... | US             | CA                  | 3.00            | KG         | 0.00            | M3         |

Navigation: 1 of 1, Per Page: 25, 1 - 1 of 1

| Package | Code | Charge | Tax | Line |
|---------|------|--------|-----|------|
|         |      |        |     |      |

Navigation: 0 of 0, Per Page: 25, No data.

## Find An Invoice

An invoice may be lost, or orphaned, if it was associated with a process flow that has since been removed from the FBAP system. A process flow assigns an owner group to an invoice at each stage of its life cycle. Therefore, because orphaned invoices are not assigned to any



owner groups, users are unable to perform actions on them. For more information on process flows, see [Configuring Process Flows on page 1463](#).

To find and enable actions on an orphaned invoice:

1. Click the *Find An Invoice* option under *Utilities* in the FBAP menu.

Find An Invoice Page with Blank Process Code and Owner Group Columns

Find An Invoice

Supplier:  Invoice Number:  Invoice Type:

Supplier Account:  Tracking Number:

**All**

|  | ce Total | Currency | Type | Matchable V... | Non-Matcha... | Value Matched | Variance | Shipper Vari... | Supplier Vari... | Process Code | Owner Group |
|--|----------|----------|------|----------------|---------------|---------------|----------|-----------------|------------------|--------------|-------------|
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 4,914.90 | USD      | I    | 4,914.90       | 0.00          | 0.00          | 4,914.90 | 4,914.90        | 0.00             |              |             |
|  | 5,908.52 | USD      | I    | 4,919.60       | 0.00          | 0.00          | 4,919.60 | 4,919.60        | 0.00             |              |             |

Per Page: 25

2. Select an invoice and click the *Assign Process Flow* button below the grid. The *Assign Process Flow* pop-up window displays.

Assign Process Flow Pop-Up Window

Assign Process Flow

Process Flow:

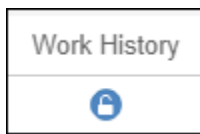
3. The *Process Flow* lookup field enables you to view the available process flow options in FBAP. Select one from the list.
4. Click the *Assign Process Flow* button to save.

The invoice is no longer orphaned and is now visible on the *Invoices* page. The *Process Code* and *Owner Group* columns on this page will also be populated, and the users within the assigned owner group can now perform actions on it.

## Unlock Invoice

A [buffering icon on page 1344](#) displays in the *Background Job* column on the *Invoices* page while an invoice is processing. Similarly, in the *Work History* column, a lock icon appears while an action is being processed against an invoice. This icon indicates that no other action can be performed against this invoice because it is currently in use.

Work History Icon



This icon may continue to display for a long time if the database or application has shut down unexpectedly, causing the processing of an invoice to fail. In this case, it is not possible to perform an action on the locked invoice, and an error message displays in the Message Area if an action is attempted.

To unlock a locked invoice, click the lock icon. The *Unlock Invoice* pop-up window displays.

Unlock Invoice Window

A pop-up window titled "Unlock Invoice" with a close button in the top right corner. The window contains the following information:

Supplier: UPS    Supplier Account: 280784    Invoice Number: 447398    Type: I    Currency: GBP

Current Job: 35615

Transaction Status: COMPLETED

Invoice Locked By: AD8

Current Job: [227378](#)

Invoice Process Run: INVOICE\_LINK

Transaction Status: PROBLEM

Invoice lock Date: 01/21/2020 15:21:39

Invoice Lock Duration: 0d 0h 0m 8s

At the bottom left is a green checkmark icon followed by the text "Unlock Invoice". At the bottom right is a close button with an "X" icon and the text "Close".

The pop-up contains an overview of the invoice that is currently being processed, including the date and time it was locked, and the duration of the lock.

Click the *Unlock Invoice* button at the bottom of the window. The invoice is now available for further processing.

## Matching Invoices with Shipments

This section details the matching step of the FBAP process outlined in [Introduction to FBAP on page 1316](#).

Before you can complete the matching process for an invoice, invoice and shipment history information must be present in the FBAP portal; for more information, see [Adding Shipment History Information on page 1348](#) and [Adding Invoices on page 1349](#).

## Matching an Invoice with a Shipment History

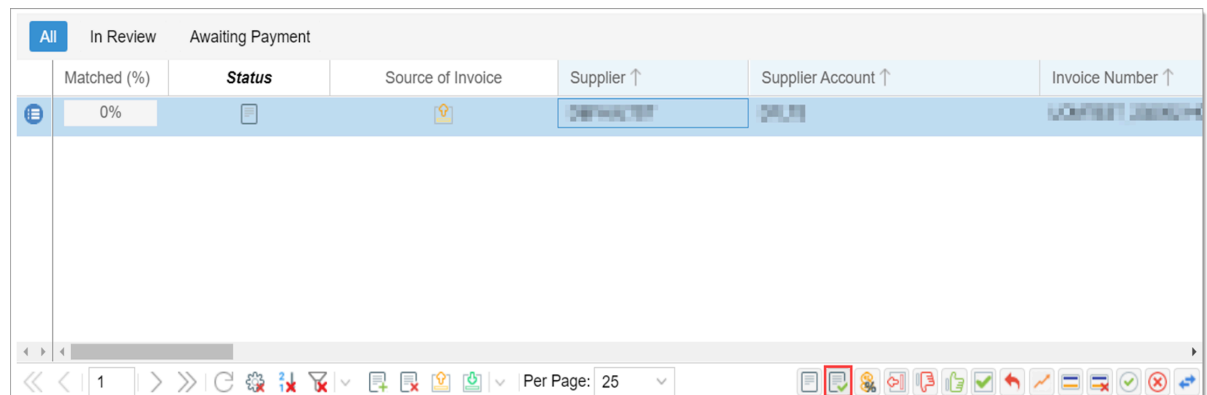
New invoices in FBAP have a status of Created and appear on the *Invoices* page with a matched value of 0%.

Each invoice can contain multiple invoice shipments, each of which can contain multiple packages.

To match the invoice with a shipment history:

1. Select the invoice in the grid and click *Match* in the toolbar.

Created Invoice with Match Button



2. Click *Yes* on the message that appears to confirm that you want to run the matching algorithm, which is described in detail in the [Matching Algorithm on page 1374](#) section below.

If the matching algorithm locates a matching shipment history record, a message appears to advise of the successful match.

Matched invoices appear with a status of Matched in the grid. The *Matched (%)* column displays the percentage match between the invoice and the shipment history.

## Matched Invoice

|     |             |  |        |        |            |            |          |  |                  |                 |                 |  |                        |  |                  |  |      |  |
|-----|-------------|--|--------|--------|------------|------------|----------|--|------------------|-----------------|-----------------|--|------------------------|--|------------------|--|------|--|
| New |             |  |        |        |            |            |          |  |                  | Awaiting review | To reconcile    |  | To process for payment |  | Awaiting Payment |  | Paid |  |
|     | Matched (%) |  | Status | Issues | Run Number | Source ... | Supplier |  | Supplier Account |                 | Invoice Number  |  |                        |  |                  |  |      |  |
|     | 99%         |  |        |        |            |            |          |  |                  |                 | INV201703061522 |  |                        |  |                  |  |      |  |

### Matching Algorithm

FBAP searches for the associated shipment history record using the supplier name—BILLPARTY field—and the tracking number—TRACKINGNUMBER field—from the invoice shipment cost.

If more than one shipment history matches the supplier name and tracking number criteria from the invoice, then the despatch date of each shipment history is compared with the invoice date. If the length of time between the despatch date and invoice date complies with the threshold configured by your administrator, then the shipment history is linked to the invoice. This date check helps to resolve issues with the reuse of tracking numbers by suppliers.

The matching process then compares each invoice cost against the appropriate shipment history cost. It first attempts to match the cost at the package level—if the costs are held at a package level on the shipment history. To find a match, the cost code on the invoice cost must match the cost code on the shipment history—Freight is matched to Freight, Fuel is matched to Fuel, and Saturday Delivery is matched to Saturday Delivery. If a supplier uses cost codes that differ from the codes that your company uses internally, then your administrator can specify code mappings so that FBAP can compare costs.

If FBAP fails to match costs at the package level, then it attempts to match costs at the shipment level.

If a match is successful, then FBAP creates a link between the invoice cost and the shipment history cost. The matched amount is updated on the shipment history, reflecting how much of the anticipated cost has now been matched to an actual invoice. If only a portion of the cost on the invoice cost record could be matched to the shipment history cost, then the invoice cost is updated with a variance amount.

The status of the invoice changes to Matched, and the *Matched* column in the *Invoices* page grid shows the percentage of costs on the invoice that are matched with shipment history costs in FBAP.

### Matching and Comparing Costs

You can use the *Invoice Charges* sub-option to view the matched costs, and any variances between the invoice costs and shipment history costs.

## Invoice Charges

Invoice Charges

Supplier: Supplier Account: Invoice Number: INV2017030615223 Type: I

| Code            | Invoice Costs (USD) |                 |          |      |         |          |                  |                   |
|-----------------|---------------------|-----------------|----------|------|---------|----------|------------------|-------------------|
|                 | Charge              | Published Ch... | Discount | Tax  | Matched | Variance | Shipper Varia... | Supplier Variance |
| \$ FREIGHT      | 4234.54             | 4234.54         | 0.00     | 0.00 | 4232.54 | 2.00     | 2.00             | 0.00              |
| \$ FUEL         | 655.36              | 655.36          | 0.00     | 0.00 | 655.36  | 0.00     | 0.00             | 0.00              |
| \$ SAT_DELIVERY | 4.55                | 4.55            | 0.00     | 0.00 | 4.55    | 0.00     | 0.00             | 0.00              |
| \$ HANDLING     | 20.45               | 20.45           | 0.00     | 0.00 | 20.45   | 0.00     | 0.00             | 0.00              |
| \$ FREIGHT      | 4234.54             | 4234.54         | 0.00     | 0.00 | 4234.54 | 0.00     | 0.00             | 0.00              |
| \$ FUEL         | 655.36              | 655.36          | 0.00     | 0.00 | 600.00  | 55.36    | 55.36            | 0.00              |
| \$ SAT_DELIVERY | 4.55                | 4.55            | 0.00     | 0.00 | 4.55    | 0.00     | 0.00             | 0.00              |
| \$ HANDLING     | 20.45               | 20.45           | 0.00     | 0.00 | 18.45   | 2.00     | 2.00             | 0.00              |

1 of 1

Per Page: 25 1 - 8 of 8

Close

## Match-Pay Results

**Match-Pay Results**

Supplier: **TEST** Supplier Account: **TEST** Invoice Number: **INV001700001000000000** Type: **I** Invoice Shipment ID: **SHIP001700001000000000** Package ID: **T**

| Description           | Invoice | Shipment |  |
|-----------------------|---------|----------|--|
| Origin Country        |         | US       |  |
| Origin State          |         | IL       |  |
| Origin City           |         | CHICAGO  |  |
| Origin Post Code      |         | 60606    |  |
| Destination Country   |         | US       |  |
| Destination State     |         |          |  |
| Destination City      |         | CHICAGO  |  |
| Destination Post Code |         | 60606    |  |

| Invoice Costs(USD) |          |          |          |         |      |      |       | Shipment Costs (USD) |         |      |          |
|--------------------|----------|----------|----------|---------|------|------|-------|----------------------|---------|------|----------|
| Matched (%) ↑      | Variance | Code ↑   | Charge ↑ | Matched | Tax  | Line | Issue | Code                 | Charge  | Tax  | Shipment |
| 100%               | 2.00     | FREIG... | 4234.54  | 4232.54 | 0.00 | 10   |       | FREIG...             | 4232.54 | 0.00 | MATCHTI  |
| 100%               | 0.00     | FUEL     | 655.36   | 655.36  | 0.00 | 20   |       | FUEL                 | 660.36  | 0.00 | MATCHTI  |
| 100%               | 0.00     | HAND...  | 20.45    | 20.45   | 0.00 | 40   |       | HAND...              | 22.15   | 0.00 | MATCHTI  |
| 100%               | 0.00     | SAT_D... | 4.55     | 4.55    | 0.00 | 30   |       | SAT_D...             | 4.55    | 0.00 | MATCHTI  |

1 of 1
Per Page: 25
1 - 4 of 4

Close

## Reviewing and Resolving Invoice Issues

### Overview

This section details the review, resolve, and unresolve steps of the FBAP audit process outlined in the [Introduction to FBAP on page 1316](#) section.

### Reviewing Issues

You can review invoices that have a status of Matched or Reviewed.

Reviewing matched invoices identifies any issues—cost discrepancies—on the invoice that must be resolved before invoice payment.

Reviewing reviewed invoices allows you to check if any new issues have arisen on an invoice. New issues may arise if your administrator has updated the acceptable cost discrepancy variances—the invoice tolerance range—since you last reviewed the invoice.

## Matched Invoice with Review Button

The screenshot shows the 'Invoices' page with a search bar at the top. The 'Supplier' field is empty, 'Invoice Number' is 'CONVTEST\_201907111155460', 'Invoice Type' is empty, and 'Mode' is 'UPDATE'. The 'Supplier Account' and 'Tracking Number' fields are also empty. Below the search bar, there are tabs for 'All', 'In Review', and 'Awaiting Payment'. The 'In Review' tab is selected. The table below shows one invoice with a 'Matched (%)' of 73%, 'Status' of 'In Review', 'Source of Invoice' of 'PRECISION', 'Supplier' of 'LIGHTSHP', and 'Invoice Number' of 'CONV\_2019071111554601'. At the bottom right, a red box highlights a button with the text 'Perform the discrepancies review for the selected invoices.'

The FBAP review process marks any cost variances that exceed specified limits, or tolerances, as issues.

It compares the discrepancies on the invoice—at the invoice header, invoice shipment, invoice package, and invoice cost levels—with the prescribed tolerances and determines if there are issues.

If there are no issues, then the invoice status changes to Reviewed. If there are issues, then the invoice status changes to In Review.

## Resolving Issues

When the status of an invoice is In Review, the number of issues for resolution displays in the *Issues* column on the *Invoices* page; for example, the number 3 displays in the *Issues* column when there are three issues for resolution.

Your administrator can grant you permission to approve all issues or a subset of issues, based on the amount of the discrepancy and the cost level—header, shipment, package, or charge—at which the discrepancy occurs.

### In Review Invoice with Issues

| All | In Review   | Awaiting Payment |          |        |            |            |            |                    |                  |
|-----|-------------|------------------|----------|--------|------------|------------|------------|--------------------|------------------|
|     | Matched (%) | Status           | Disputed | Issues | Run Number | Source ... | Supplier ↑ | Supplier Account ↑ | Invoice Number ↑ |
|     | 31%         |                  |          | 5      | 12754      |            |            |                    |                  |

To view and resolve these issues:

1. Click the number that appears in the *Issues* column of the grid. The *Invoice Tolerance Issue Resolution* pop-up window displays.

## Invoice Tolerance Issue Resolution

| Invoice Tolerance Issue Resolution                                                                         |  |          |          |                     |                                     |        |              |          |      |
|------------------------------------------------------------------------------------------------------------|--|----------|----------|---------------------|-------------------------------------|--------|--------------|----------|------|
| Supplier: <span></span> Account: <span></span> Invoice Ref.: <span></span> Type:   Currency: CAD Issues: 7 |  |          |          |                     |                                     |        |              |          |      |
|                                                                                                            |  | Resolved | Level    | Shipment            | Package                             | Charge | Charge Code  | Comme... | Sequ |
|                                                                                                            |  |          | CHARGE   | 1Z20200206184535... | <a href="#">1Z20200206184535...</a> | 10     | FREIGHT      |          |      |
|                                                                                                            |  |          | CHARGE   | 1Z20200206184535... | <a href="#">1Z20200206184535...</a> | 20     | FUEL         |          |      |
|                                                                                                            |  |          | CHARGE   | 1Z20200206184535... | <a href="#">1Z20200206184535...</a> | 30     | SAT_DELIVERY |          |      |
|                                                                                                            |  |          | CHARGE   | 1Z20200206184535... | <a href="#">1Z20200206184535...</a> | 40     | HANDLING     |          |      |
|                                                                                                            |  |          | PACKAGE  | 1Z20200206184535... | <a href="#">1Z20200206184535...</a> |        |              |          |      |
|                                                                                                            |  |          | SHIPMENT | 1Z20200206184535... |                                     |        |              |          |      |
|                                                                                                            |  |          | HEADER   |                     |                                     |        |              |          |      |
| Per Page: 25                                                                                               |  |          |          |                     |                                     |        |              |          |      |
| Resolve Selected                                                                                           |  |          |          |                     |                                     |        |              |          |      |
| Resolve All                                                                                                |  |          |          |                     |                                     |        |              |          |      |
| Close                                                                                                      |  |          |          |                     |                                     |        |              |          |      |

This window shows:

- The tolerance rule that caused the issue to be raised.
- A description of the issue.
- The level at which the issue was raised, based on the discrepancy tolerances—whether it was at the header, shipment, package, or charge level.
- The actual variance value and percentage for the level.
- The discrepancy approval boundaries set up for your user account, which are accessible from the *View Discrepancy Boundaries* icon at the top left of the window. These boundaries are configured by your administrator.
- User comments on an issue, as indicated by the *Comment* icon in the relevant issue row.

Issues that you do not have sufficient permission to resolve appear grayed out, and the resolve icon is not available in the second column.

Issues that are already resolved display a green flag in the *Resolved* column. If you mouseover this icon, information about the issue resolution appears—the resolution date, the user who resolved the issue, and a description of the resolution.





## Click To Add a Comment

Invoice Tolerance Issue Resolution

Supplier: [Add Comment](#)

Res Shipment ID: 1Z20191107164717ATB Package ID: 1Z20191107164717ATBR Charge: 30 Charge Code: SAT\_DELIVERY

This discrepancy looks like it's caused by the carrier calculating a billable weight based on more accurate dimensions.

Save Comment Close

To view a summary of the total number of issues that are still pending resolution, click the Issues number hyperlink that is displayed above the grid. The *Invoice Tolerance Issue Summary* pop-up window displays.

Link to Invoice Tolerance Issue Summary

|        |                  |           |        |         |                    |
|--------|------------------|-----------|--------|---------|--------------------|
| Type:  |                  | Currency: | CAD    | Issues: | <a href="#">20</a> |
|        | Package          |           | Charge |         | Charge             |
| \$1255 | 1720101018061255 |           | 20     |         | SAT                |

## Invoice Tolerance Issue Summary

| Invoice Tolerance Issue Summary                                                                                              |              |                   |                      |
|------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|----------------------|
| Level                                                                                                                        | Charge Code  | Issues            | Total Variance       |
| CHARGE                                                                                                                       | FREIGHT      | <a href="#">4</a> | 517.60               |
| CHARGE                                                                                                                       | HANDLING     | <a href="#">4</a> | 44.16                |
| CHARGE                                                                                                                       | FUEL         | <a href="#">3</a> | 113.89               |
| CHARGE                                                                                                                       | SAT_DELIVERY | <a href="#">2</a> | 13.98                |
| HEADER                                                                                                                       |              | <a href="#">1</a> | 695.85               |
| PACKAGE                                                                                                                      |              | <a href="#">4</a> | 695.85               |
| SHIPMENT                                                                                                                     |              | <a href="#">2</a> | 695.85               |
| <div> <span>«</span> <span>&lt;</span> <span>1</span> <span>&gt;</span> <span>»</span> <span>↺</span> <span>⚙️</span> </div> |              |                   |                      |
|                                                                                                                              |              |                   | <span>✕</span> Close |

The purpose of this window is to provide a brief summary of the information displayed in the *Invoice Tolerance Issue Resolution* window by grouping similar issues together. This is particularly useful for large invoices that may have a lot of issues, enabling users to see a brief overview and quickly identify the unresolved issues for each level. It is also especially useful for identifying the summary of CHARGE level issues for each different charge code. By clicking a value in the *Issues* column of this window, the data in the *Invoice Tolerance Issue Resolution* window is automatically filtered by the selected *Level* and *Charge Code* value.

- If you have the required permission, you can click *Resolve All* or *Resolve Selected* to resolve all issues on the invoice or selected issues in the grid. You can also resolve individual issues by clicking the *Resolve* icon in the grid row. In each case, only unresolved issues with amounts that fall within your discrepancy approval limit are available for resolution.

A pop-up window—*Invoice Tolerance Resolve Issue* or *Invoice Tolerance Resolve Issues*—allows you to specify a reason code and detailed description of the resolution. You can divide the variance into a shipper variance and a supplier variance.

When you are resolving a single issue, the *Invoice Tolerance Resolve Issue* pop-up window allows you to specify the exact amount that you want to allocate as a shipper and a supplier variance.

#### Invoice Tolerance Resolve Issue

**Invoice Tolerance Resolve Issue**

Level: PACKAGE Run Number: 3851 Sequence: 5

Reason Code: ACCOUNT\_COLLECT

\* Description: Collect account specified for the shipment did not exist, so our shipper account was billed instead.

Total Variance: 57.36

\* Shipper Variance: 57.36

\* Supplier Variance: 0

Save Close

The fields in the *Invoice Tolerance Resolve Issue* window are:

**Adjustment Code.** This field is available, and may be mandatory, if configured by your administrator. Use the lookup to specify a relevant adjustment code if a supplier variance exists. This code will be included in the dispute file to the supplier to explain why you are disputing a charge. For more information about adjustment codes, see [Adjustment Codes](#).

**Reason Code.** Specify a code to represent the resolution reason. This field is optional. Reason codes are useful for reporting purposes.

*Total Variance.* This read-only field displays the total discrepancy raised for the selected issue. The sum of the *Shipper Variance* and *Supplier Variance* fields must match the value in the *Total Variance* field.

*Shipper Variance.* Specify the amount of the discrepancy variance that you want to assign to the shipper for payment.

*Supplier Variance.* Specify the amount of the discrepancy variance that you want to assign to the supplier for payment. This amount appears on a discrepancy report that you can send to the supplier.

When you are resolving multiple issues at one time, the *Invoice Tolerance Resolve Issues* pop-up window allows you to specify the shipper and supplier variance as percentages. These percentages are applied to each issue that you are resolving.

**Note** If the *Supplier Variance* is set to 80%, then the *Shipper Variance* will automatically be set as the remaining 20%. Percentages are rounded to two decimal places.

## Invoice Tolerance Resolve Issues

**Invoice Tolerance Resolve Issues**

Reason Code:

\* Description: Collect account specified for the shipment did not exist, so our shipper account was billed instead.

\* Shipper Variance (%):

\* Supplier Variance (%):

Save Close

3. Click **Save** to resolve the issues.

A message displays, asking you to confirm that you are happy to resolve all available issues that meet the selection criteria.

## Resolve All Confirmation Question

**Confirm**

Do you want to proceed with applying this resolution to all available issues per the current selection criteria?

4. Click **Yes** to confirm that you want to resolve the issues.
5. When all of the issues are resolved, click **Review** to review the invoice again. If no new issues have arisen due to changes in the tolerance limits, then the invoice status changes to Reviewed.

**Note** If a value is entered in the *Supplier Variance* field of the *Invoice Tolerance Resolve Issue* pop-up window, then the *Disputed* flag is updated on the invoice grid. The *Disputed* flag is also set if there is at least one issue on the invoice that was resolved as a Supplier Variance.

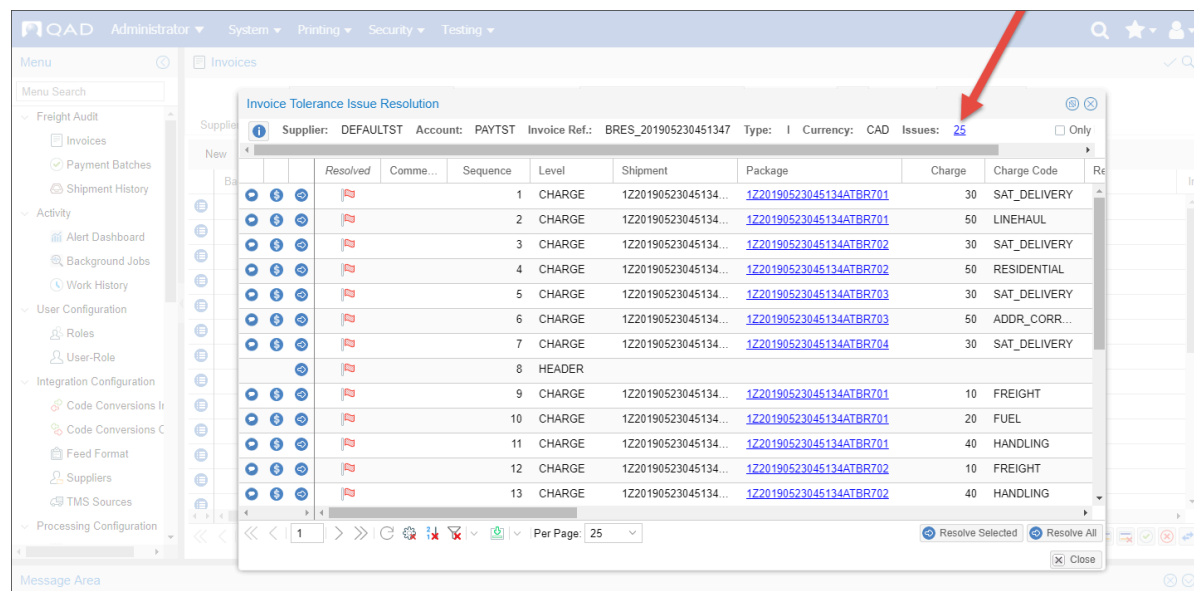
## Resolution Intelligence

Your administrator can also configure FBAP intelligence to make issue resolution more efficient. For more information on configuring resolution intelligence, see [Setting Up the Resolution Step on page 1451](#).

The purpose of Resolution Intelligence is to propose a possible reason for an issue based on the information that is available in the system. This speeds up the resolution process.

If configured to do so, the *Invoice Tolerance Issue Resolution* window displays additional *Proposed Reason Code* and *Proposed Reason Description* columns for each issue.

Proposed Reason Code, Invoice Tolerance Issue Resolution



During the review process, FBAP attempts to do the following for any issues that are raised:

- Match the *Charge Code* field related to the invoice charge with the condition field value of a Resolution Intelligence condition configured for Charge Code. For example, the system may be configured for Resolution Intelligence for Charge Codes that cannot be anticipated at the time of shipping, such as address correction charges.
- Match the *Freight Payment Method* field on the Shipment History with the condition field value of a Resolution Intelligence condition configured for Payment Method. For example, the system value may

be configured for Resolution Intelligence for unexpected costs for shipments that are processed as Collect or Third Party.

If a match is found for a Resolution Intelligence condition, FBAP assigns a proposed reason code and description. This appears in the *Invoice Tolerance Resolve Issue* window.

**Note** Within the Resolution Intelligence engine, the Payment Method conditions are considered a higher priority condition than Charge Code conditions.

Proposed Reason Fields, Invoice Tolerance Resolve Issues

Instead of manually specifying a reason code and description, you can accept the suggestion by clicking the arrow icon. This populates the proposed reason code and description into the corresponding fields on the left.

**Note** It is not possible to accept proposed reasons if you click *Resolve All* on the *Invoice Tolerance Issue Resolution* page. You can only view and accept proposed reasons if you choose to resolve issues on an individual basis.

## Unresolving Issues

You may want to unresolve an issue; for example, you may need to change the reason for the resolution or the apportionment of the variance.

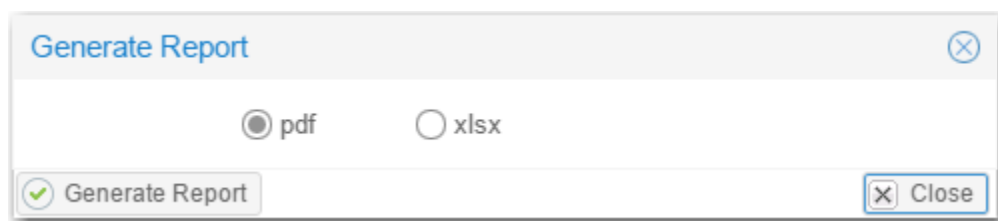
To unresolve an issue, locate the relevant invoice on the *Invoices* page and click the number in the *Issues* column, which may be zero.

**Note** If the *Issues* field for an invoice is blank, it indicates that the Review step did not identify any issues for that invoice, and that no issues have previously been resolved for this invoice.





## Generate Report



The dialog box titled "Generate Report" has a close button (X) in the top right corner. It contains two radio buttons: "pdf" (selected) and "xlsx". At the bottom, there is a "Generate Report" button with a green checkmark icon and a "Close" button with an X icon.

- Choose to generate the report in PDF or Excel format, and click **Generate Report**.

The report opens in a separate browser tab.

## Report in PDF Format

|                                                                                                                                                                                                              |                                                                                                           |                  |                      |                       |                 |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------|----------------------|-----------------------|-----------------|-------------------|
| <b>Title: Supplier Invoice Discrepancy Report</b><br><b>Supplier:</b> PRECISION<br><b>Supplier Account:</b> PRECISIONACC<br><b>Invoice Reference:</b> INV2017030615223501<br><b>Invoice Date:</b> 03/06/2017 |                                                                                                           |                  |                      |                       |                 |                   |
| <b>Shipment</b>                                                                                                                                                                                              | <b>Package</b>                                                                                            | <b>Cost Type</b> | <b>Invoice Value</b> | <b>Expected Value</b> | <b>Variance</b> | <b>Variance %</b> |
|                                                                                                                                                                                                              |                                                                                                           |                  | 9,829.80             | 9,770.44              | 59.36           | 1                 |
| <b>Reason Code</b>                                                                                                                                                                                           | <b>Description</b>                                                                                        |                  |                      |                       |                 |                   |
| ACCOUNT_3RD_PARTY                                                                                                                                                                                            | Third Party account specified for the shipment did not exist, so our shipper account was billed inst-ead. |                  |                      |                       |                 |                   |
| <b>Shipment</b>                                                                                                                                                                                              | <b>Package</b>                                                                                            | <b>Cost Type</b> | <b>Invoice Value</b> | <b>Expected Value</b> | <b>Variance</b> | <b>Variance %</b> |
| SHP2017030615223500                                                                                                                                                                                          |                                                                                                           |                  | 9,829.80             | 9,770.44              | 59.36           | 1                 |
| <b>Reason Code</b>                                                                                                                                                                                           | <b>Description</b>                                                                                        |                  |                      |                       |                 |                   |
| BILL_WGT_OVER_CARR                                                                                                                                                                                           | Billable weight was overestimated by the car-rier                                                         |                  |                      |                       |                 |                   |
| <b>Shipment</b>                                                                                                                                                                                              | <b>Package</b>                                                                                            | <b>Cost Type</b> | <b>Invoice Value</b> | <b>Expected Value</b> | <b>Variance</b> | <b>Variance %</b> |
| SHP2017030615223500                                                                                                                                                                                          | TRK201703061522350001                                                                                     |                  | 4,914.90             | 4,912.90              | 2.00            | 0                 |
| <b>Reason Code</b>                                                                                                                                                                                           | <b>Description</b>                                                                                        |                  |                      |                       |                 |                   |
| ACCOUNT_COLLECT                                                                                                                                                                                              | Collect account specified for the shipment did not exist, so our shipper account was billed inst-ead.     |                  |                      |                       |                 |                   |
| <b>Shipment</b>                                                                                                                                                                                              | <b>Package</b>                                                                                            | <b>Cost Type</b> | <b>Invoice Value</b> | <b>Expected Value</b> | <b>Variance</b> | <b>Variance %</b> |
| SHP2017030615223500                                                                                                                                                                                          | TRK201703061522350001                                                                                     | FREIGHT          | 4,234.54             | 4,232.54              | 2.00            | 0                 |
| <b>Reason Code</b>                                                                                                                                                                                           | <b>Description</b>                                                                                        |                  |                      |                       |                 |                   |
| ACCOUNT_COLLECT                                                                                                                                                                                              | Collect account specified for the shipment did not exist, so our shipper account was billed inst-ead.     |                  |                      |                       |                 |                   |
| Produced by PRECISION on Mar 10, 2017, 11:32 AM                                                                                                                                                              |                                                                                                           |                  |                      |                       |                 |                   |
| Page 1 of 2                                                                                                                                                                                                  |                                                                                                           |                  |                      |                       |                 |                   |

You can use this report to communicate with your supplier outside of FBAP.

## Resolving a Dispute

If, after correspondence with your supplier, you choose to accept the invoice from the supplier, then you can resolve the dispute. The invoice moves back to the Reviewed status.

To resolve a dispute with a supplier:

- Select the invoice in the *Invoices* grid and click the *Resolve Disputes* button.

## Information Grid with Resolve Disputes Button



The *Disputed Charges* pop-up window displays. It lists the disputed charge issues associated with the selected invoice.

## Disputed Charges Window

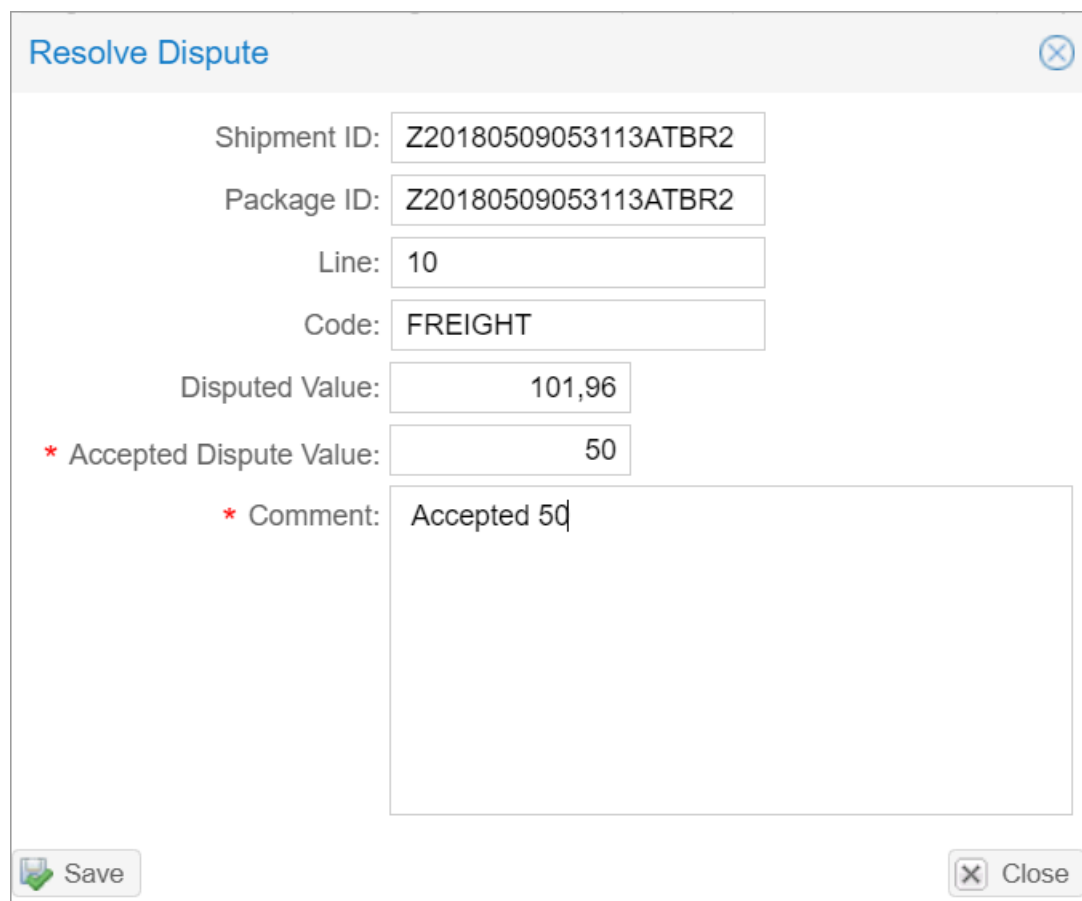
| Supplier:           | Account:            | Invoice Number:     | Type: |              |             |               |                  |      |   |   |   |
|---------------------|---------------------|---------------------|-------|--------------|-------------|---------------|------------------|------|---|---|---|
| Shipment ID         | Package ID          | Tracking Number     | L...  | Code         | Disputed... | Total Vari... | Adjustment Co... | Reas |   |   |   |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 10    | FREIGHT      | 0,00        | 52,90         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 20    | FUEL         | 17,85       | 44,63         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 40    | HANDLING     | 3,82        | 9,54          |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 10    | FREIGHT      | 21,96       | 54,90         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 40    | HANDLING     | 3,82        | 9,54          |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 10    | FREIGHT      | 61,96       | 154,90        |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 20    | FUEL         | 13,85       | 34,63         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 30    | SAT_DELIVERY | 0,98        | 2,44          |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 40    | HANDLING     | 5,02        | 12,54         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 10    | FREIGHT      | 101,96      | 254,90        |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 20    | FUEL         | 13,85       | 34,63         |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 30    | SAT_DELIVERY | 0,98        | 2,44          |                  |      | ✓ | ⌂ | ✕ |
| 1Z20180509053113... | 1Z20180509053113... | 1Z20180509053113... | 40    | HANDLING     | 5,02        | 12,54         |                  |      | ✓ | ⌂ | ✕ |

The buttons in the toolbar at the bottom of this window enable you to accept or reject selected charges, or accept or reject all charges. The icons to the left of each charge are described in the table below.

## Disputed Charges Icons

| Button | Description                                                                                                                                                                                             |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Accept the charge. If this is selected, the disputed charge no longer appears in the <i>Disputed Charges</i> grid. In the <i>Invoice Charges</i> window, the charge's Disputed Status will be Accepted. |
|        | Accept partial. Click this icon to open the <i>Resolve Dispute</i> window and specify the amount that you want to pay, as shown in the image below.                                                     |
|        | Reject the charge. If this is selected, the disputed charge no longer appears in the <i>Disputed Charges</i> grid. In the <i>Invoice Charges</i> window, the charge's Disputed Status will be Rejected. |

## Resolve Dispute, Accept Partial



The screenshot shows a 'Resolve Dispute' window with the following fields and values:

| Field                     | Value                |
|---------------------------|----------------------|
| Shipment ID:              | Z20180509053113ATBR2 |
| Package ID:               | Z20180509053113ATBR2 |
| Line:                     | 10                   |
| Code:                     | FREIGHT              |
| Disputed Value:           | 101,96               |
| * Accepted Dispute Value: | 50                   |
| * Comment:                | Accepted 50          |

At the bottom left is a 'Save' button with a green checkmark icon. At the bottom right is a 'Close' button with a red X icon.

If you choose to partially accept a charge, you can use the *Accepted Dispute Value* field in the *Resolve Dispute* window to specify the amount that you want to pay. All other fields, with the exception of the mandatory *Comment* field, are optional.

The comment entered in the mandatory *Comment* field is included in the Payment Batch.

Partially accepted charges no longer appear in the *Disputed Charges* window, and can be found with a Disputed Status of Accepted in the *Invoice Charges* window. The Accepted Dispute Value is added to the Supplier Variance, and the remaining amount from the Disputed Value is assigned to the Shipper Variance. For more information on variances, see [Resolving Issues on page 1377](#).

## Invoice Charges, Shipper and Supplier Variance

| Invoice Charges      |            |                              |                  |                            |
|----------------------|------------|------------------------------|------------------|----------------------------|
| Supplier: [REDACTED] |            | Supplier Account: [REDACTED] |                  | Invoice Number: [REDACTED] |
|                      |            | Variance                     | Shipper Variance | Supplier Variance          |
| \$                   | [REDACTED] | [REDACTED]                   | [REDACTED]       | [REDACTED]                 |

2. Accept or reject all charges to return the invoice to the Reviewed status.

## Canceling an Invoice

If, after correspondence with your supplier, you choose not to accept the invoice from the supplier, then you can cancel the In Dispute invoice. The invoice moves to the Canceled status; it is now a read-only invoice, and the link between the invoice and the matched shipment history records is removed. If the supplier chooses to send you another invoice, the shipment history record is available to match with the replacement invoice.

To cancel an invoice that is in dispute with a supplier, select the In Dispute invoice in the Information Grid and click the Cancel Invoice button.

Information Grid with Cancel Invoice Button



The invoice status changes to Canceled, and the link with the matched shipment history record is removed.

## Approving and Paying Invoices

### Overview

This section covers the approval and payment stages of the FBAP process. You can approve reviewed invoices for payment, put these payments on hold, and generate payment requests for approved invoices to send to an AP application.

### Approving an Invoice for Payment

Any invoice with a status of Reviewed is eligible for approval for payment. Your ability to approve payments depends on the payment approval level that your administrator assigns to you; for example, you may have permission to approve payments of less than 100 euro.

If you have the required payment approval level, then you can approve an invoice that is in the Reviewed status.

The approval process determines the GL account to which the payment will be allocated during the Pay step—based on GL rules that your administrator configures in FBAP.

To approve a reviewed invoice for which you have the required approval level:

1. Select the reviewed invoice and click the *Approve* button in the toolbar.

Approving an Invoice



2. On the confirmation message, click *Yes* to confirm that you want to approve the invoice.

The invoice successfully moves to a status of Pay Approved. The grid on the *Invoices* page displays the appropriate details in the *Approved By* and *Approved Date* columns.

## Holding a Payment

Invoices in the Pay Approved status are eligible for inclusion in the next batch of invoices for payment. If you do not want the invoice to be picked up for payment in the next payment batch, then you can put the invoice payment on hold.

To hold an invoice payment:

1. Select the invoice and click the *Pay on Hold* button in the toolbar.

Holding an Invoice Payment



2. On the confirmation message, click *Yes* to confirm that you want to hold the invoice payment.

The invoice status changes to Pay on Hold. Later, when you want to release the invoice for payment, approve the invoice again to return it to the Pay Approved status.

## Creating Payment Batches

To pay all invoices with the Pay Approved status based on the GL account allocation determined in the Approval process:

1. Click *Pay*.

Paying an Invoice



A message displays on the screen, asking you to confirm that you want to pay all invoices that are pending for payment.

2. Click **Yes** to initiate the payment request process, which is described in [Payment Process](#).

**Note** It is possible to split payment batches based on various criteria. For more information, see [FBAP Process Configuration on page 1445](#).

### **Payment Process**

The payment request process:

1. Generates an XML file for use by your accounts payable (AP) system that contains details about the invoices for payment, the breakdown of invoices into shipments, packages, and charges, and the variances assigned as shipper and supplier variances.  
The file saves to the destination folder specified by your administrator. If your AP system is integrated with FBAP, then you can update the appropriate records in the AP system based on this XML file.
2. The invoice status is set to Paid.
3. The invoices are stamped with the batch run number for this payment.

### **Viewing the Freight Payment Report**

You can view the payment batches through the *Payment Batches* page.

This page allows you to work with a batch to run particular reports, and to regenerate the batch payment AP interface file—the Freight Payment Report.

To access the Freight Payment Report:

1. In option FAPB, select the payment batch in the information grid and click the *View Payment Report* button.

## Payment Batches, View Payment Report

The screenshot shows the 'Payment Batches' window with a table of batches. A red box highlights the first batch (Batch run: 688) and a red arrow points to the 'Payment Report' pop-up window. The pop-up window has a 'Report' dropdown set to 'PAYMENT', radio buttons for 'pdf' (selected) and 'xlsx', and a 'Generate Report' button.

| Batch run ↓ | Invoice... | User  | Date ↑              | Sent to A/P |
|-------------|------------|-------|---------------------|-------------|
| 688         | 1          | QC... | 03/10/2017 13:47:56 | ✓           |
| 687         | 1          | QC... | 03/07/2017 17:28:35 | ✓           |
| 686         | 30         | M4P   | 03/06/2017 14:52:26 | ✓           |
| 683         | 1          | QA... | 02/22/2017 21:08:57 | ✓           |

**Payment Report**

\* Report: PAYMENT

☒ pdf ☐ xlsx

- In the *Payment Report* pop-up window, in the *Report* field, select **PAYMENT**.
- Choose to view the report in PDF or Excel format.
- Click *Generate Report*.

The report displays in a separate browser tab, from which you can download it.

## Freight Payment Report

Title: Freight Payment Report

Batch:

Date:

Carrier: TEST - AUTO tests

| Account Number              | Invoice Number    | Invoice Date | Number of Shipments | Invoiced Weight | Weight UOM | Currency | Invoice Value | Matched Value | Variance Value | Shipper Variance | Carrier Variance |
|-----------------------------|-------------------|--------------|---------------------|-----------------|------------|----------|---------------|---------------|----------------|------------------|------------------|
| PRECISION                   | INV20170306152235 | 06/03/2017   | 1                   | 0               |            | USD      | 9,829.80      | 9,770.44      | 59.36          | 57.36            | 2.00             |
| Total for carrier (FEDEX) : |                   |              | 1                   |                 |            | USD      | 9,829.80      | 9,770.44      | 59.36          | 57.36            | 2.00             |
| Summary Total:              |                   |              |                     |                 |            |          |               |               |                |                  |                  |
|                             |                   |              | 1                   |                 |            | USD      | 9,829.80      | 9,770.44      | 59.36          | 57.36            | 2.00             |



## Reporting

### Overview

FBAP includes a reporting feature, which allows you to analyze the results of the FBAP process. For more information on the FBAP process, see [FBAP Process on page 1316](#).

The available reports are:

- Freight Payment Report, which details the information in the batch payment file.
- Self-Billing Report, which contains information similar to the batch payment file for invoices that are automatically created from a shipment history record.

For more information about self-billing in FBAP, see [Creating Invoices Through Self-Billing on page 1357](#).

These reports are based on payment batches created through the FBAP process. For more information on creating payment batches, see [Creating Payment Batches on page 1392](#).

### Viewing a Report

1. In option FAPB, select the payment batch for which you want to view the Freight Payment Report. Click the *View Payment Report* sub-option.

View Payment Report Sub-Option

| ✓ Payment Batches               |                     |          |      |                     |                     |   |
|---------------------------------|---------------------|----------|------|---------------------|---------------------|---|
| Batch run: <input type="text"/> |                     | Search   |      | Clear               |                     |   |
|                                 | Batch run ↓         | Invoices | User | Date                | Sent to A/P         |   |
|                                 | 139                 | 1        | VJM  | 11/23/2016 10:49:17 | ✓                   |   |
|                                 | View Payment Report | 137      | 1    | VJM                 | 11/17/2016 12:58:36 | ✓ |

2. Specify the type of report that you want to view and choose one of the available file formats.

## Create Report

The screenshot shows the 'Payment Batches' interface. At the top, there is a 'Batch run:' input field, a 'Search' button, and a 'Clear' button. Below this is a table with columns: 'Batch run ↓', 'Invoices', 'User', 'Date', and 'Sent to A/P'. The table contains two rows of data:

|  | Batch run ↓ | Invoices | User | Date                | Sent to A/P |
|--|-------------|----------|------|---------------------|-------------|
|  | 139         | 1        | VJM  | 11/23/2016 10:49:17 |             |
|  | 137         | 1        | VJM  | 11/17/2016 12:58:36 |             |

Overlaid on the table is a 'Payment Report' dialog box. It has a 'Report:' dropdown menu set to 'PAYMENT'. Below this are two radio buttons: 'pdf' (selected) and 'xlsx'. At the bottom of the dialog are two buttons: 'Generate Report' (with a green checkmark icon) and 'Close' (with a red X icon).

PDF reports display in a new browser tab. Excel reports are automatically downloaded to the default folder for browser downloads.

## Regenerating the Payment Batch Interface File

You can regenerate the payment batch interface file through the *Payment Batches* page.

This page allows you to work with a batch to run particular reports, and to regenerate the batch payment AP interface file.

To regenerate the file:

1. In option FAPB, select the payment batch in the information grid and click the Generate Interface button in the Information Panel Toolbar. The file saves to the destination folder specified by your administrator.

## Payment Batches, Generate Interface

✓ **Payment Batches** ✓ 🔍

Batch Run:  Search Clear

|  | Batch Run ↓ | Invoic... | User | Date                | Sent to A/P |
|--|-------------|-----------|------|---------------------|-------------|
|  | 378         | 49        | Q... | 06/27/2017 10:54:28 | ✓           |
|  | 377         | 3         | Q... | 06/26/2017 17:17:47 | ✓           |
|  | 376         | 2         | Q... | 06/26/2017 17:07:14 | ✓           |
|  | 375         | 1         | Q... | 06/26/2017 15:56:03 | ✓           |
|  | 337         | 2         | Q... | 06/09/2017 15:23:37 | ✓           |
|  | 336         | 1         | Q... | 06/09/2017 12:43:54 | ✓           |
|  | 335         | 3         | Q... | 06/09/2017 12:36:11 | ✓           |
|  | 334         | 3         | Q... | 06/09/2017 12:29:15 | ✓           |
|  | 333         | 4         | Q... | 06/09/2017 12:18:52 | ✓           |
|  | 332         | 3         | Q... | 06/09/2017 10:58:57 | ✓           |
|  | 331         | 1         | Q... | 06/09/2017 10:53:52 | ✓           |
|  | 330         | 44        | Q... | 06/09/2017 10:41:51 | ✓           |

<< < 1 of 1 > >> 
 


 
 Per Page: 25 1 - 19 of 19 
 Generate interface

## Shipment History Page Fields

## Shipment\_History\_Page\_Fields

| Field            | Description                                                                               |
|------------------|-------------------------------------------------------------------------------------------|
| Matched (%)      | The percentage match between the shipment history record and an invoice in FBAP.          |
| Shipment ID      | A number uniquely identifying this shipment history record within the supplier's records. |
| Supplier         | The supplier associated with the shipment history record.                                 |
| Supplier Account | The freight account number for the supplier associated with this shipment history record. |
| Transport        | The service associated with the shipment history record.                                  |
| Mode             | The transport mode associated with the shipment history record.                           |
| Return Shipment  | This field identifies records for return shipments.                                       |

| <b>Field</b>       | <b>Description</b>                                                                                  |
|--------------------|-----------------------------------------------------------------------------------------------------|
| Pickup Date        | The pickup date of the shipment history record.                                                     |
| Delivery Date      | The delivery date of the shipment history record.                                                   |
| Currency           | The currency in which the shipment history record amounts display.                                  |
| Total              | The total cost of the shipment history record. This amount includes taxes.                          |
| Dest. Country      | The destination country of the shipment history record.                                             |
| Dest. State        | The destination state of the shipment history record.                                               |
| Dest. City         | The destination city of the shipment history record.                                                |
| Dest. P.C.         | The destination post code of the shipment history record.                                           |
| Rating Zone        | The rating zone of the shipment history record.                                                     |
| Charges            | The total charges on the shipment history record—the sum of freight, fuel, and accessorial charges. |
| Tax                | The total tax charge on the shipment history record.                                                |
| Freight            | The total freight charge on the shipment history record.                                            |
| Fuel               | The total fuel charge on the shipment history record.                                               |
| Accessorial        | The total accessorial charge on the shipment history record.                                        |
| Pay Method Freight | The payment method for freight charges on the shipment history record.                              |
| Pay Method Duty    | The payment method for duty charges on the shipment history record.                                 |
| Orig. Country      | The origin country of the shipment history record.                                                  |
| Orig. State        | The origin state of the shipment history record.                                                    |
| Orig. City         | The origin city of the shipment history record.                                                     |
| Orig. P.C.         | The origin post code of the shipment history record.                                                |
| TMS Source         | The source application of the shipment history record.                                              |
| Packing Location   | The packing location of the shipment history record.                                                |

| Field         | Description                                                                                              |
|---------------|----------------------------------------------------------------------------------------------------------|
| Self-Billable | This field identifies the shipment history record—and the supplier—as one to which self-billing applies. |
| Self-Billed   | This field identifies a shipment history record for which an invoice has been created in FBAP.           |
| User          | The FBAP user who uploaded the shipment history record—in the case of a manual upload of records.        |
| Date          | The most recent date when the shipment history record was updated.                                       |

## Invoices Page Fields

### Invoices Page Fields

| Field             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Matched (%)       | The percentage match between the shipment history and the invoice in FBAP.                                                                                                                                                                                                                                                                                                                                                                              |
| Status            | The invoice status.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Issues            | The number of cost discrepancies between the invoice and the matched shipment history record, which are identified during the review step. The number is a link, which you can click to open the Invoice Tolerance Issue Resolution pop-up window. If this field is empty, it means that no issues were found. As you resolve issues, the number of issues decreases. If the field contains zero, it means that all issues on the invoice are resolved. |
| Run Number        | A run number is associated with an invoice when the review process runs. Each time the review process runs on an invoice, this field is updated with a new run number.                                                                                                                                                                                                                                                                                  |
| Source of Invoice | The source of the invoice is set to either File or Manual, each of which are represented by an icon. File identifies invoices that were uploaded to FBAP from a carrier-provided electronic file. Manual identifies invoices created manually in FBAP.                                                                                                                                                                                                  |
| Supplier          | The supplier associated with the invoice.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Supplier Account  | The supplier account associated with the invoice                                                                                                                                                                                                                                                                                                                                                                                                        |
| Invoice Number    | The invoice number.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Invoice Date      | The date that the invoice was issued by the supplier.                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Field</b>        | <b>Description</b>                                                                                                                                                                                                     |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Invoice Total       | The sum of all invoice charges and tax.                                                                                                                                                                                |
| Currency            | The currency of all monetary values on the invoice (totals and charges).                                                                                                                                               |
| Type                | The type of invoice. Regular invoices are represented by the letter I; self-billed invoices are represented by the letter B.                                                                                           |
| Matchable Value     | The costs on the invoice that the matching algorithm takes into account.                                                                                                                                               |
| Non-Matchable Value | The charges on the invoice that are not matchable; for example, pickup costs.                                                                                                                                          |
| Value Matched       | The monetary amount from the invoice that is matched with costs on a shipment history record.                                                                                                                          |
| Variance            | The difference between the matchable value and the matched shipment history.                                                                                                                                           |
| Shipper Variance    | The amount of the variance that is allocated to your company for payment.                                                                                                                                              |
| Supplier Variance   | The amount of the variance that is allocated to the supplier for payment.                                                                                                                                              |
| Process Code        | This field is for future use.                                                                                                                                                                                          |
| Owner Group         | This field is for future use.                                                                                                                                                                                          |
| Approved By         | The FBAP user who approved the invoice for payment. This field is only complete when an invoice has been approved for payment.                                                                                         |
| Approved Date       | The date on which the invoice was approved for payment. This field is only complete when an invoice has been approved for payment.                                                                                     |
| Due Date            | The invoice due date.                                                                                                                                                                                                  |
| Batch Run           | The number of the payment batch in which the invoice is included. This field is only complete when the invoice is in the Paid status.                                                                                  |
| Work History        | The number of the job that is currently running.                                                                                                                                                                       |
| Background Job      | A buffering icon in this field indicates that the invoice is processing. Hold the cursor over the icon to view a summary of the background job that is currently running against the invoice. Click the buffering icon |

| Field | Description                                                                 |
|-------|-----------------------------------------------------------------------------|
|       | to navigate to the corresponding record on the <i>Background Jobs</i> page. |

## Draft Invoice Messages

### Draft Invoice Messages

| Entity Type | Error Code | Level | Message                                                                                                                            |
|-------------|------------|-------|------------------------------------------------------------------------------------------------------------------------------------|
| CHARGE      | FAINV0001  | ERROR | Currency {0} is not valid.                                                                                                         |
| INVOICE     | FAINV0002  | ERROR | The account {0} did not exist so invoice has been created as draft. This will need to be corrected before processing transactions. |
| INVOICE     | FAINV0003  | ERROR | The Invoice Date cannot be empty.                                                                                                  |
| INVOICE     | FAINV0004  | ERROR | The Invoice Date cannot be more than {0} days before the current date or after the current date.                                   |
| SHIPMENT    | FAINV0005  | ERROR | State {0} is not valid.                                                                                                            |
| SHIPMENT    | FAINV0006  | ERROR | The Country of Origin {0} is invalid.                                                                                              |
| SHIPMENT    | FAINV0007  | ERROR | The Destination Country {0} is invalid.                                                                                            |
| SHIPMENT    | FAINV0008  | ERROR | Postcode {0} is not valid.                                                                                                         |
| CHARGE      | FAINV0009  | ERROR | Code Conversion not found for Charge Code {0}. Please review conversion set {1}.                                                   |
| CHARGE      | FAINV0010  | ERROR | The invoice Charge line has a negative value: {0}.                                                                                 |
| SHIPMENT    | FAINV0011  | ERROR | Freight Payment Method {0} is not valid.                                                                                           |
| SHIPMENT    | FAINV0012  | ERROR | Duty Payment Method {0} is not valid.                                                                                              |
| PACKAGE     | FAINV0013  | ERROR | Dimensional UOM {0} is not valid.                                                                                                  |

| Entity Type | Error Code | Level   | Message                                                                                                        |
|-------------|------------|---------|----------------------------------------------------------------------------------------------------------------|
| PACKAGE     | FAINV0014  | ERROR   | Dimensional Weight UOM {0} is not valid.                                                                       |
| PACKAGE     | FAINV0015  | ERROR   | Volume Billable UOM {0} is not valid.                                                                          |
| PACKAGE     | FAINV0016  | ERROR   | Volume UOM {0} is not valid.                                                                                   |
| PACKAGE     | FAINV0017  | ERROR   | Weight Billable UOM {0} is not valid.                                                                          |
| PACKAGE     | FAINV0018  | ERROR   | Weight UOM {0} is not valid.                                                                                   |
| CHARGE      | FAINV0019  | ERROR   | Incompatible invoice currencies {0}.                                                                           |
| INVOICE     | FAINV0020  | ERROR   | The invoice {0} has a zero value.                                                                              |
| INVOICE     | FAINV0021  | WARNING | The Billable Weight value of {0} in the invoice file does not match the calculated value of {1}.               |
| INVOICE     | FAINV0022  | WARNING | The Weight value of {0} in the invoice file does not match the calculated value of {1}.                        |
| INVOICE     | FAINV0023  | WARNING | The total Number of Charges of {0} in the invoice file does not match the calculated Number of Charges of {1}. |
| INVOICE     | FAINV0024  | WARNING | The total Package Count of {0} in the invoice file does not match the calculated Package Count of {1}.         |
| SHIPMENT    | FAINV0025  | WARNING | The total Shipment Count of {0} in the invoice file does not match the calculated Shipment Count of {1}.       |
| SHIPMENT    | FAINV0026  | WARNING | The Volume Actual value of {0} in the invoice file does not match the calculated value of {1}.                 |
| SHIPMENT    | FAINV0027  | WARNING | The Volume Billable value of {0} in the invoice file does not                                                  |



| Entity Type | Error Code | Level   | Message                                                                                                              |
|-------------|------------|---------|----------------------------------------------------------------------------------------------------------------------|
|             |            |         | match the calculated value of {1}.                                                                                   |
| SHIPMENT    | FAINV0028  | WARNING | The Billable Weight value of {0} in the invoice file does not match the calculated value of {1}.                     |
| SHIPMENT    | FAINV0029  | WARNING | The Weight value of {0} in the invoice file does not match the calculated value of {1}.                              |
| INVOICE     | FAINV0030  | ERROR   | Could not determine a Process Flow to assign to the invoice. The invoice can be found on the 'Find An Invoice' page. |
| INVOICE     | FAINV0031  | ERROR   | The invoice owner group {0} does not exist. Please review the process flow configuration for this supplier/account.  |
| SHIPMENT    | FAINV0032  | WARNING | The transport service {0} is invalid.                                                                                |
| INVOICE     | FAINV0033  | ERROR   | Invoice currency could not be determined from the invoice file or from the Supplier/Account configuration.           |
| INVOICE     | FAINV0034  | ERROR   | The total invoice taxable value does not match the total charge values.                                              |
| INVOICE     | FAINV0035  | ERROR   | The total invoice tax value does not match the total charges tax value.                                              |
| INVOICE     | FAINV0036  | WARNING | The total invoice value of {0} in the invoice file does not match the calculated invoice value of {1}.               |
| INVOICE     | FAINV0037  | WARNING | The Tax value of {0} in the invoice file does not match the calculated value of {1}.                                 |
| INVOICE     | FAINV0038  | WARNING | The Taxable value of {0} in the invoice file does not                                                                |

| Entity Type | Error Code | Level   | Message                                                                                  |
|-------------|------------|---------|------------------------------------------------------------------------------------------|
|             |            |         | match the calculated value of {1}.                                                       |
| SHIPMENT    | FAINV0039  | WARNING | The Tax value of {0} in the invoice file does not match the calculated value of {1}.     |
| SHIPMENT    | FAINV0040  | WARNING | The Taxable value of {0} in the invoice file does not match the calculated value of {1}. |

## Themes

This section lists the available FBAP UI themes that you can select in the User Settings area.

### Classic

Invoices

Supplier:

Invoice Number:

Invoice Type:

Mode: UPDATE

Supplier Account:

Tracking Number:

Search

Clear

| Created | Review | Payment | Paid |  | Background Job | Matched (%) | Status | Disputed | Issues | Run Number | Source of I... | Supplier  | Supplier Account | Invoice Number           |
|---------|--------|---------|------|--|----------------|-------------|--------|----------|--------|------------|----------------|-----------|------------------|--------------------------|
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019101114263002 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019101619450502 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019101804480802 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019101904572502 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102004584102 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102104524302 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102204561702 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102304470502 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102404405102 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102505023902 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102605003202 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102705024002 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102805021402 |
|         |        | 0%      |      |  |                |             |        |          |        |            |                | DEFAULTST | DFLTS            | UOMTEST_2019102909545602 |

1

Per Page: 25

## Crisp

**Invoices**

Supplier:  Invoice Number:  Invoice Type:  Mode: UPDATE

Supplier Account:  Tracking Number:

**Created** Review Payment Paid

|  | Backgroun... | Matched (%) | Status                   | Disputed | Issues | Run Number | Source ... | Supplier ↑ | Supplier Account ↑ | Invoice Number ↑         |
|--|--------------|-------------|--------------------------|----------|--------|------------|------------|------------|--------------------|--------------------------|
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019101114263002 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019101619450502 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019101804480802 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019101904572502 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102004584102 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102104524302 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102204561702 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102304470502 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102404405102 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102505023902 |
|  |              | 0%          | <input type="checkbox"/> |          |        |            |            | DEFAU...   | DFLTS              | UOMTEST_2019102605003202 |

Per Page: 25

## Gray

**Invoices**

Supplier:  Invoice Number:  Invoice Type:  Mode: UPDATE

Supplier Account:  Tracking Number:

**Created** Review Payment Paid

|  | Background Job | Matched (%) | Status                   | Disputed | Issues | Run Number | Source of I... | Supplier ▲ | Supplier Account ▲ | Invoice Number ▲         |
|--|----------------|-------------|--------------------------|----------|--------|------------|----------------|------------|--------------------|--------------------------|
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019101114263002 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019101619450502 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019101804480802 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019101904572502 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102004584102 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102104524302 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102204561702 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102304470502 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102404405102 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102505023902 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102605003202 |
|  |                | 0%          | <input type="checkbox"/> |          |        |            |                | DEFAULTST  | DFLTS              | UOMTEST_2019102705024002 |

Per Page: 25

## Neptune

Invoices

Supplier:

Invoice Number:

Invoice Type:

Mode: UPDATE

Supplier Account:

Tracking Number:

Search

Clear

| Created | Review      | Payment     | Paid    |          |        |            |           |            |                    |                          |  |
|---------|-------------|-------------|---------|----------|--------|------------|-----------|------------|--------------------|--------------------------|--|
|         | Backgrou... | Matched (%) | Stat... | Disputed | Iss... | Run Number | Source... | Supplier ↑ | Supplier Account ↑ | Invoice Number ↑         |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019101114263002 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019101619450502 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019101804480802 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019101904572502 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102004584102 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102104524302 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102204561702 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102304470502 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102404405102 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102505023902 |  |
|         |             | 0%          |         |          |        |            |           | DEFAU...   | DFLTS              | UOMTEST_2019102605003202 |  |

1

Per Page: 25

## FBAP Administration

This section describes how to administer FBAP, and the features that are configurable.

### Overview

Freight Bill Audit & Pay (FBAP) allows you to manage supply chain costs by identifying discrepancies between estimated shipment charges and actual invoice charges, and by automating payment approval and allocation of these charges.

This guide describes how to configure and administer FBAP.

*Important* Before you read this guide, it is important that you are familiar with FBAP from a user perspective; see [Using FBAP on page 1316](#).

There are a number of elements to configure in FBAP to enable the steps of the FBAP process.

### Configurable Elements of the FBAP Process

| Element      | Description                                                                                                                                                                                                                                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Suppliers    | Each invoice in FBAP is received from a supplier. To process these invoices correctly, FBAP stores supplier information such as the invoice file structure and supplier billable accounts.                                                          |
| Tolerances   | When comparing an invoice and a shipment history record, the FBAP review process marks any cost variances that exceed specified limits, or tolerances, as issues. You must configure these tolerances before reviewing invoices.                    |
| Roles        | Roles allow you to specify different levels of authority to FBAP users. A role controls the: <ul style="list-style-type: none"> <li>Issues that a user can resolve.</li> <li>Maximum invoice amount that a user can approve for payment.</li> </ul> |
| Reason Codes | To resolve an issue, a user must specify a reason code to explain the resolution. These reason codes must be defined and stored in FBAP and may be useful for reporting purposes.                                                                   |
| GL Rules     | For costs allocated to your company, the payment request process in FBAP identifies the GL accounts or cost centers to which the costs are allocated, based on payment allocation rules stored in FBAP.                                             |
| System Codes | System codes are necessary for the FBAP process to run correctly. System code types include Invoice Status and Charge Code. These codes should not be changed in any                                                                                |

| Element         | Description                                                                                                                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | way, as this may affect the running of FBAP. If you want to add Charge Code type system codes to FBAP, please contact QAD GTTE Support to complete this task.                                                                                 |
| Feed Formats    | FBAP contains a set of prescribed invoice structures, or feed formats, that are acceptable for the uploading of invoice files into FBAP.                                                                                                      |
| Code Conversion | FBAP can receive input from TMS applications, and from delimited and EDI files. To harmonize the codes used by different systems to represent countries, charges, and other data, you can specify a code conversion for each external system. |
| TMS Sources     | FBAP contains information about each TMS application that integrates with FBAP. FBAP receives shipment history information from these applications.                                                                                           |

In addition to the elements listed in the previous table, it is possible to modify the UI through the use of system values. For more information, see [User Interface Configuration on page 1408](#).

FBAP provides an export facility that allows you to export a number of settings from FBAP in JSON format. For more information, see [Data Configuration on page 1410](#).

## User Interface Configuration

The user interface of the FBAP Portal is described in detail in [Using FBAP on page 1316](#).

You can modify the user interface to suit the needs of users.

Users can also modify some settings using the *User Settings* menu option. *User Settings* updates override settings in *Admin Settings*.

### Updating the UI Theme

You can choose from a number of themes available in FBAP. Each of these themes offers a different look and feel using different colors and text.

To change the theme, update the THEME system value. For details on FBAP system values, see [FBAP System Values on page 1479](#).

### Updating the Invoices Page Tabs

To configure option FAIN, *Invoices*, to divide the information grid into a number of tabs based on invoice statuses update the INVOICE: TAB CONFIGURATION system value. For details on FBAP system values, see [FBAP System Values on page 1479](#).

## Updating an FBAP Grid Layout for Multiple Users

You can configure the layout of a grid in FBAP for a particular user through the UI. The FRTAUDIT - GRID CONFIG: <GRID\_NAME> system value—where <GRID\_NAME> represents the particular grid—for the particular user stores the grid configuration.

To update the layout of the same grid for another user, copy the FRTAUDIT - GRID CONFIG: <GRID\_NAME> system value from the original user and update it for the user. For details on FBAP system values, see [FBAP System Values on page 1479](#).

## Data Configuration

### Overview

Before you can add content to FBAP, you must configure settings to store the content correctly. FBAP provides options to store information about TMS source systems, code mappings, suppliers, and content upload settings. FBAP also allows you to download FBAP settings in JSON format, so that you can share the settings with other parties and systems. This section describes how to configure FBAP to store this content correctly.

### Setting Up TMS Sources

*TMS Sources* allows you to specify the source systems from which FBAP receives shipment history information. You can then assign an appropriate code conversion to the source. A code conversion details the mapping of codes in the external TMS source system to internal FBAP codes; for example, country codes or charge codes.

#### TMS Sources

| Source System | Source Name          | Conversion Code | User  | Date                |
|---------------|----------------------|-----------------|-------|---------------------|
| PSTMS         | AUTO automated tests |                 | QAUTO | 01/31/2017 16:38:40 |

To create a record to represent an external system:

1. Access option FATS and click the *Create Record* button in the toolbar; the *Create TMS Sources* pop-up window appears.



## Create TMS Sources

The screenshot shows a window titled "Create TMS Sources". Inside, there are three input fields: "Source System:" (with a red asterisk indicating it is required), "Source Name:", and "Conversion Code:" (which has a magnifying glass icon to its right). At the bottom of the window, there are two buttons: "Save" (with a green checkmark icon) and "Close" (with a red X icon).

**Source System.** Specify a code to represent the TMS source system.

**Source Name.** Specify the name of the source system.

**Conversion Code.** Associate this TMS source system with the code conversion for the system. For more information on creating a code conversion for a source system, see [Setting Up Code Conversions](#) on page 1428.

## Setting Up Alerts

### Alert Types

There are eight alert types. You can view and update these from the *Alert Types* page. You cannot add new alert types, or delete existing alert types. You can disable an alert type in the *Update Alerts* window.

### Alert Types

| Alert Types            | Description                                                                                                                                                                                                                                                                                                                       | Alert Dashboard  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Invoice_Calendar_Event | <p>This is an alert that notifies the user if an anticipated invoice has not been uploaded within the expected time frame.</p> <p>A background job checks that the frequency of received invoices matches the expected schedule recorded in calendar events. If the invoices are not received as expected, the alert is sent.</p> | Missing Invoices |
| Invoice_Draft          | This is an alert that notifies the user that an invoice upload has been created in Draft status. This alerts the user that the invoice that has been uploaded is missing                                                                                                                                                          | Drafts Created   |

| Alert Types                   | Description                                                                                                                                 | Alert Dashboard          |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                               | information, or contains incorrect information.                                                                                             |                          |
| Invoice_Upload_Error          | This is an alert that notifies the user that an invoice upload has failed due to a problem with the file structure or content.              | Parse Errors (Invoice)   |
| Invoice_Upload_Speed          | This is an alert that notifies the user that an invoice file upload is taking longer than expected to upload.                               | Slow (Invoice)           |
| Invoice_Upload_Timeout        | This is an alert that notifies the user that an invoice file upload appears to have stopped processing.                                     | Timeout (Invoice)        |
| Shipment_History_Upload_Error | This is an alert that notifies the user that a shipment history file upload has failed due to a problem with the file structure or content. | Parse Errors (Ship Hist) |
| Shipment_History_Upload_Speed | This is an alert that notifies the user that a shipment history file is taking longer than expected to upload.                              | Slow (Ship Hist)         |
| Shipment History Timeout      | This is an alert that notifies the user that a shipment history file appears to have stopped processing.                                    | Timeout (Ship Hist)      |

### Alert Types

| Alert Types <span>✓ 🔍</span> |                                       |            |                                          |                                             |                                                                            |
|------------------------------|---------------------------------------|------------|------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------|
| Alert Type:                  | <input type="text"/>                  | Search By: | <input type="text" value="Description"/> | <input type="text"/>                        | <input type="button" value="Search"/> <input type="button" value="Clear"/> |
| Alert Type                   | Description                           | Expi...    | Max.Gro...                               | Email Subject                               | Email Header                                                               |
| INVOICE_CALENDAR_EVE...      | Alert to notify the user when an I... | 0          | 5                                        | Invoice has not been created by the ...     | The following suppliers or supplier ac...                                  |
| INVOICE_DRAFT                | Alert to notify the user when an I... | 0          | 5                                        | Invoice upload created invoice in 'Dra...   | The following invoice(s) were created...                                   |
| INVOICE_UPLOAD_ERROR         | Alert to notify the user when an I... | 0          | 50                                       | Invoice upload failures due to file stru... | The following file(s) have failed to loa...                                |
| INVOICE_UPLOAD_SLOW          | Alert to notify the user when an I... | 10         | 50                                       | Invoice upload appears to be taking l...    | The following file(s) are loading invo...                                  |
| INVOICE_UPLOAD_TIMEOUT       | Alert to notify the user when an I... | 10         | 50                                       | Invoice upload appears to have stopp...     | The following file(s) have failed to co...                                 |
| SHIPMENT_HISTORY_UPL...      | Alert to notify the user when a S...  | 0          | 50                                       | Shipment History upload failures due ...    | The following file(s) have failed to loa...                                |
| SHIPMENT_HISTORY_UPL...      | Alert to notify the user when a S...  | 10         | 50                                       | Shipment History upload appears to ...      | The following file(s) are loading ship...                                  |
| SHIPMENT_HISTORY_UPL...      | Alert to notify the user when a S...  | 10         | 50                                       | Shipment History upload appears to ...      | The following file(s) have failed to co...                                 |

The following fields are visible on the *Alert Types* page for all alert types:

*Alert Type.* The name of the alert type.

*Description.* The description of the alert type.

*Expiry Time (minutes).* The length of time a background job can be inactive before this alert is activated.

*Max. Grouped Alerts.* The maximum amount of alerts that are sent in one e-mail notification to the user. Alerts are grouped together by alert type to minimize the number of e-mails.

*Email Subject.* The subject that is used in the e-mail notification to the user.

*Email Header.* The header that is used in the e-mail notification to the user.

*Email Body.* The body of the e-mail that is sent to the user.

*In Use.* Indicates if an alert type is in use or not.

*Last Modified User.* The user who most recently modified the alert type.

*Last Modified Date.* The date on which the alert type was most recently edited.

To update an alert type, select a record and click the *Update Record* icon. Alternatively, you can double-click the alert type. This opens the *Update Alert Type* window. You can edit all of the fields in this window. To disable an alert, deselect the *In Use* field. The *Description* field is optional. All other fields in this window are mandatory.

## Update Alert Type

Update Alert Type

\* Alert Type: INVOICE\_CALENDAR\_EVENT

Description: Alert to notify the user when an Invoice has not been uploaded on the date specified in the c:

\* Expiry Time: 0

\* Max.Grouped Alerts: 5

\* Email Subject: Invoice has not been created by the date specified in the calendar event.

\* Email Header: The following suppliers or supplier accounts have not received the invoices expected on the date specified in the calendar event. Please review these suppliers and supplier accounts.

\* Email Body: Supplier: [SUPPLIER], Supplier Account: [SUPPLIER\_ACCOUNT]

In Use: ☒

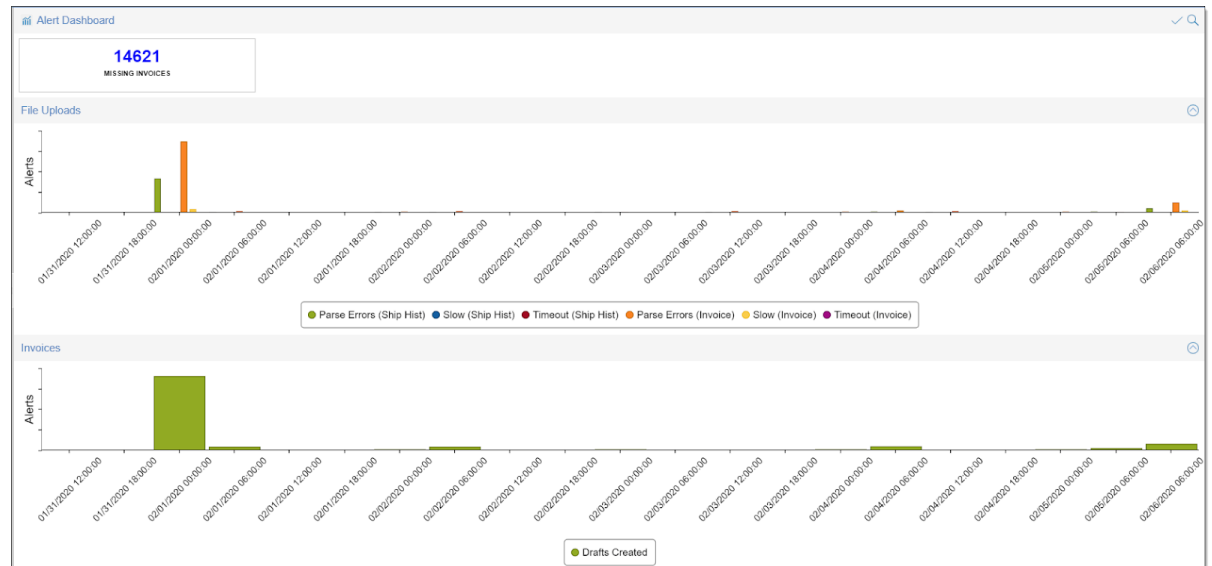
Save

Close

**Alert Dashboard**

The *Alert Dashboard* allows you to view information about the alerts you set up. It is visible to both users and administrators, but the administrator's view contains more information. All users can view the *Missing Invoices* box and *Invoices* bar chart. Only administrators can view the *File Uploads* bar chart. For more information about the user view of the *Alert Dashboard*, see [Using FBAP on page 1316](#).

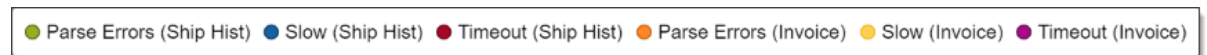
## Alert Dashboard



**Note** If the *Alert Dashboard* does not include the *Files Upload* bar chart, you may not be set up as an administrator. For more information, see [Configuring Users and Roles on page 1454](#).

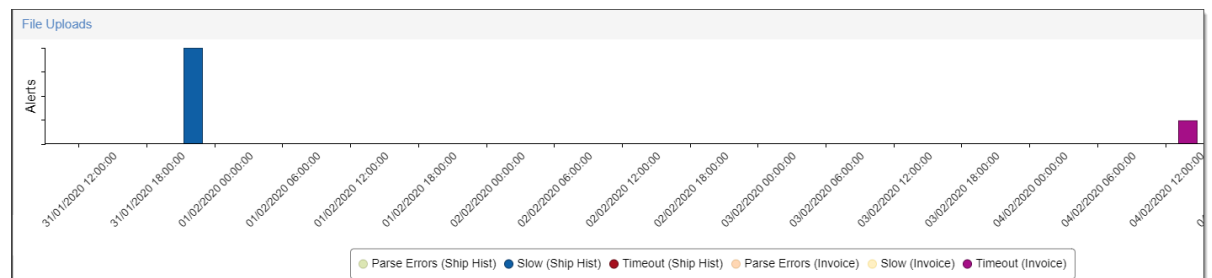
The *File Uploads* bar chart contains information about the six alert types that indicate issues regarding shipment history and invoice file uploads. Each alert type is represented by a different color on the bar chart.

## File Uploads Bar Chart by Color



Disabled alert types are marked as white and do not appear on the bar chart.

## File Uploads Bar Chart with Parse Errors (Ship Hist), Parse Errors (Invoice), and Slow (Invoice) Disabled



To view more information about an alert, click the related bar on the bar chart. A pop-up window opens. It contains the date of the alert, the alert type, work codes, and file names. Each work code is a link to the corresponding record on the *Work History* page.

## File Uploads window

| File Uploads           |                                     |
|------------------------|-------------------------------------|
| Date:                  | 01/02/2020 00:00:00                 |
| Type:                  | INVOICE_UPLOAD_ERROR                |
| Work Code              | File Name                           |
| <a href="#">714948</a> | ZJ_SELFBILL_ERROR.csv               |
| <a href="#">715008</a> | ZJ_BLANK_CHARGE.csv                 |
| <a href="#">715068</a> | Invoice_upload_invoice_exists_2.csv |
| <a href="#">715088</a> | ZJ_BLANK_CHARGE.csv                 |
| <a href="#">715097</a> | Invoice_upload_blanks.csv           |

## Calendar Events

A calendar event records the expected frequency at which invoices from a particular supplier or supplier account are sent to—and received—by FBAP.

Administrators can create, update, and delete calendar events.

A background job checks for invoices based on these events. If invoices are not received by FBAP as expected based on a calendar event, then an [INVOICE\\_CALENDAR\\_EVENT](#) alert on [page 1411](#) is sent to the administrator, identifying the issue.

**Example:** Two different suppliers are scheduled to send an invoice to FBAP each month on the first date of the month. A calendar event records this expected schedule and the background job notifies the administrator with an emailed [INVOICE\\_CALENDAR\\_EVENT](#) alert if an invoice is not received from one of the suppliers as expected.

You can view and create calendar events on the *Calendar Events* page.

## Calendar Events

| Calendar Events          |                                        |                                                     |       |                      |                     |                                                                            |                     |
|--------------------------|----------------------------------------|-----------------------------------------------------|-------|----------------------|---------------------|----------------------------------------------------------------------------|---------------------|
| Id: <input type="text"/> |                                        | Search By: <input type="text" value="Description"/> |       | <input type="text"/> |                     | <input type="button" value="Search"/> <input type="button" value="Clear"/> |                     |
| Code                     | Description                            | Repeat                                              | Every | Date From            | Date To             | Last Modified User                                                         | Last Modified Date  |
| EVERY_WEEK               | Suppliers send invoices in every week. | WEEKLY                                              | 1     | 09/09/2019 00:00:00  | 16/09/2019 00:00:00 | PUE                                                                        | 17/09/2019 12:11:28 |
| GGGG                     |                                        | DAILY                                               | 1     | 14/08/2019 00:00:00  | 15/08/2019 00:00:00 | VSH                                                                        | 15/08/2019 01:00:02 |
| TEST_3D                  | SEL calendar event every 3d            | DAILY                                               | 3     | 05/10/2019 00:00:00  | 08/10/2019 00:00:00 | M4P                                                                        | 08/10/2019 15:40:17 |
| TEST_MONTHLY             | SEL auto tests                         | MONTHLY                                             | 1     | 01/09/2019 00:00:00  | 01/10/2019 00:00:00 | M4P                                                                        | 08/10/2019 15:40:17 |
| TEST_WEEKLY              | SEL auto tests                         | WEEKLY                                              | 1     | 30/09/2019 00:00:00  | 07/10/2019 00:00:00 | M4P                                                                        | 08/10/2019 15:40:17 |
| ZS_DEFAULT_TEST          | SEL default test calendar              | DAILY                                               | 1     | 07/10/2019 00:00:00  | 08/10/2019 00:00:00 | M4P                                                                        | 08/10/2019 15:40:17 |

The fields on the *Calendar Events* page are:

**Code.** The code used to link supplier and supplier accounts to the calendar event. This is a mandatory field.

**Description.** The description of the calendar event. This should explain how often suppliers and supplier accounts set to this calendar event code send invoices.

**Repeat.** This field has four options: Daily, Weekly, Monthly, and Yearly. This is a mandatory field that indicates how frequently invoices are sent from the supplier or supplier accounts associated with this calendar event.

**Every.** This is an optional field. If suppliers or supplier accounts send invoices in multiples of the intervals in the Repeat field, you can specify that here. The number entered here multiplies the Repeat field by that amount. For example, if the Repeat field is set to Monthly, and the Every field is set to two, the calendar event expects an invoice every two months.

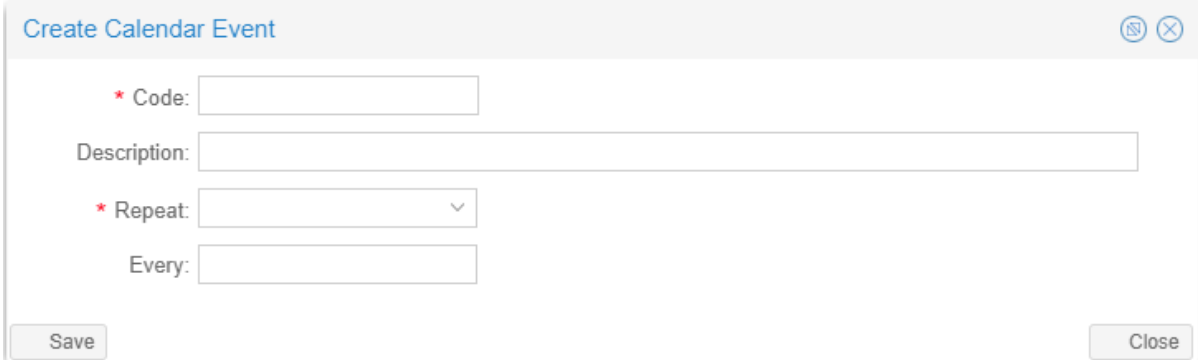
**Date From.** The start date of the time period this calendar event is programmed to look for dates from.

**Date To.** The end date that this calendar event is programmed to look for dates to.

**Last Modified User/Date.** The user who most recently edited the calendar event, and the date on which this edit occurred.

Administrators can create new calendar events. To do this, click the *Create Record* icon on the *Calendar Events* page. This opens the *Create Calendar Event* window.

Create Calendar Event



The screenshot shows a 'Create Calendar Event' dialog box. It contains the following fields and controls:

- Code:** A text input field with a red asterisk indicating it is mandatory.
- Description:** A multi-line text input field.
- Repeat:** A dropdown menu with a red asterisk indicating it is mandatory.
- Every:** A text input field.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

The *Code* field is mandatory. This is the code that is added to all supplier and supplier accounts that use this calendar event. The *Repeat* field is also mandatory. This indicates how frequently the calendar event should happen. The four options are: Daily, Weekly, Monthly, and Yearly. You can enter a digit in the *Every* field to indicate more specific frequencies. You can also enter a description to explain the purpose of the calendar event.

On the *Suppliers* page, open the *Update Suppliers* window and add the code that corresponds with the required calendar event frequency for this supplier in the *Calendar Event* field.

## Update Supplier, Calendar Event Field

The screenshot shows the 'Update Supplier' dialog box with the following fields and values:

- Supplier Code: TRANSINFO
- Supplier Name: (empty)
- Vendor Number: (empty)
- Feed Format: TRANSINFO
- Billable Volume UOM: (empty)
- Dispute File Type: (empty)
- Volume UOM: (empty)
- Remittance File Type: (empty)
- Billable Weight UOM: (empty)
- Process Flow: FBAPOWNERSHIPDEFAULT
- Weight UOM: (empty)
- Code Conversions In: TRANSINFO
- Code Conversions Out: (empty)
- Dimensional Weight UOM: (empty)
- Allow manual match: (checkbox)
- Dimensional UOM: (empty)
- Allow Adjustment Codes: (checkbox)
- Currency: (empty)
- Check Delivered Status: (checkbox)
- Date Format: (dropdown)
- Allow Light Shipment: (checkbox)
- Time Format: (dropdown)
- Self-Billable: (checkbox)
- Number Format: (dropdown)
- Calendar Event: (empty) *(indicated by a red arrow)*
- Payment Currency: (empty)
- Tax Reporting Date Required: (checkbox)
- Feed Qualifier: (empty)
- Rating Required Level: (dropdown)
- Minimum Account Length (leading zeros removed): (empty)

Buttons: Save, Close

Alternatively you can set the calendar event at the supplier accounts level. This is useful for international carriers that may have parent and local companies. If a calendar event is set at both levels, the supplier account level takes precedence. For more information on updating supplier and supplier account records, see [Setting Up Suppliers on page 1418](#).

**Important** It is possible to configure when and how often FBAP checks if a supplier invoice is not received according to the calendar event details. This is typically done once nightly but can be changed or disabled by a QAD GTTE Technical Services. For more information, see the *QAD GTTE Implementation Guide* (internal access only).

## Setting Up Suppliers

Option FASU, *Suppliers*, allows you to specify the suppliers from which FBAP receives invoices, and to specify how FBAP processes invoices from each of these suppliers.

When you add invoices to FBAP manually or automatically, you can associate the invoices with the supplier record. A higher level of granularity, supplier account level, is also available.

### Supplier Records

Create at least one supplier record for each supplier whose invoices you process in FBAP.



If FBAP processes all content from one supplier in exactly the same manner, then one supplier record is sufficient to process all invoices from that supplier correctly. Otherwise, create a new record to represent each group of supplier invoices that requires unique treatment in FBAP.

To assess whether you need to create more than one supplier record for a supplier in FBAP, consider:

- The invoice file structure that the supplier sends to FBAP.
- Date, time, and number formats used by the supplier.
- The code conversion used by the supplier in FBAP.
- The method by which electronic invoices, where applicable, are sent to FBAP.
- Whether invoices from the supplier must be created manually in FBAP.
- Whether manual matching of invoices from this supplier applies in FBAP.
- The payment process required for the supplier; for example, whether FBAP uses self-billing or invoice auditing to calculate the payment.

If any of these attributes vary between subsets of supplier invoices, then create a new supplier record to represent the invoice subset.

Even when there are no differentiating attributes, you may decide that—to facilitate your company business processes—you want to distinguish a particular group of invoices from the supplier from other invoices. Again, you can create a supplier record for this purpose.

### **Supplier Accounts**

Within a supplier record, you can create multiple supplier accounts to specify how different groups of invoices are treated based on the billable account for the invoices.

For each group of invoices associated with the supplier, you can specify:

- The billable account for the invoices.
- The currency listed on the invoices.
- Weight and volume units of measure used in the invoices.
- Whether the invoices can be used to create light shipments in FBAP.

If your company receives invoices for shipments that do not have a corresponding shipment in your TMS application, then you can configure FBAP to automatically create shipment history information, referred to in FBAP as light shipments.

## Suppliers Page with Supplier Account Sub-Option

Supplier Code:  Search By:

| Supplier Code | Supplier Name                | Billable Volume UOM | Volume UOM | Billable Weight UOM | Weight U |
|---------------|------------------------------|---------------------|------------|---------------------|----------|
| MIKES_BIKES   | Mike's Bikes - Local Courier | CM3                 |            | LB                  |          |

Supplier Account

Per Page: 25 1 - 1 of 1

## Creating a Supplier Record

To create a supplier:

1. In option FASU, *Supplier*, click the *Create Record* button in the toolbar; the *Create Supplier* pop-up window appears.

## Create Supplier

Create Supplier

\* Supplier Code:  Supplier Name:

Vendor Number:

Billable Volume UOM:  Feed Format:

Volume UOM:  Dispute File Type:

Billable Weight UOM:  Remittance File Type:

Weight UOM:  Process Flow:

Code Conversions Out:  Code Conversions In:

Allow manual match: ☐ Dimensional Weight UOM:

Allow Adjustment Codes: ☐ Dimensional UOM:

Check Delivered Status: ☐ Currency:

Allow Light Shipment: ☐ Date Format:

Self-Billable: ☐ Time Format:

Self-Billing One Invoice per Shipment: ☐ Number Format:

Payment Currency:  Calendar Event:

Tax Reporting Date Required: ☐ Feed Qualifier:

Minimum Account Length (leading zeros removed):  Rating Required Level:

**Supplier Code.** Specify a code to represent the supplier in FBAP.

**Supplier Name.** Specify the name of the supplier.

*Vendor Number.* This field is used in cases where an external application requires the vendor number in the Accounts Payable interface file to be a value specific for the receiving application.

**Note** This vendor number can also be set up at a supplier account level, if it is only required for specific accounts of that supplier. For example, you may want to map different vendor codes for various regions for a supplier. See [Creating a Supplier Account Record](#) for more information.

*Feed Format.* Specify the invoice feed format that applies to invoices from this supplier.

*Billable Volume UOM, Volume UOM, Billable Weight UOM, Weight UOM, Dimensional Weight UOM, Dimensional UOM.* Specify the unit of measure that appears in supplier invoices for the respective weights and volumes.

*Dispute File Type.* Select the EDI file type that you want to use when communicating with this supplier regarding a disputed invoice. By default, a disputed invoice is flagged as In Dispute and a report in PDF or Excel format can be generated and sent to the carrier. If a value is entered in this field, it means that additional information is electronically sent to the carrier using the selected dispute file type.

**Note** This *Dispute File Type* field should only be used if the carrier supports an EDI file type for disputes, and if the selected EDI file type is supported by the FBAP engine.

*Remittance File Type.* Select a file to send back to the carrier at the point of payment. This outlines what you are paying the carrier through the communication of a remittance file to the carrier. The file contains details of what cost values of the invoice are being paid.

**Note** This *Remittance File Type* field should only be used if the carrier supports an EDI file type for disputes, and if the selected EDI file type is supported by the FBAP engine.

*Process Flow.* Specify the code of a process flow. For more information on process flows, see [Configuring Process Flows on page 1463](#).

*Code Conversions In.* Specify the Code Conversion In record that applies to codes from the source system of the supplier. For more information about code conversions, see [Setting Up Code Conversions In on page 1428](#).

*Code Conversions Out.* Specify the Code Conversion Out record using the lookup. For more information about code conversions, see [Setting Up Code Conversions Out on page 1431](#).

*Allow manual match.* If you want to allow users to manually match an invoice with a shipment history in FBAP, then select this field. Users can then manually link the invoice shipments of this supplier with one of the shipment history shipments that: relate to the same

supplier, or fall within the specified matching period described in [Specifying Matching Period](#). The manual match facility is useful when the shipment history record does not contain a tracking number, as in the case of courier services.

**Allow Adjustment Codes.** Select to enable the Adjustment Code field in the Invoice Tolerance Issue Resolution window for issues related to this supplier. See the [Figure 929 on page 1427](#) section for more information.

**Currency, Date Format, Time Format, Number Format.** Specify the currency, and the date, time, and number format that appears in electronic supplier invoice files.

If you do not complete this field, then the default feed format set in *Admin Settings* applies to the supplier.

For more information about feed formats, see [Setting Up Code Conversions In on page 1428](#).

**Check Delivered Status.** This field is for future use.

**Allow Light Shipment.** If your company receives invoices for shipments that do not have a corresponding shipment in your TMS application, then you can select this field to automatically create shipment history information, referred to in FBAP as a light shipment.

You can select this field at both supplier and supplier account level. [Table 332 on page 1423](#) describes how the value of this field at both levels influences the automatic creation of light shipments.

It is not possible to enable the light shipment option when the self-billing option is selected.

**Self-Billable, Self-Billing One Invoice per Shipment.** If your company uses self-billing to create invoices automatically from shipment history records, then select the *Self-Billable* field.

If you select the *Self-Billable* field, you can choose to create one invoice per shipment in the shipment history record, or one invoice that contains all shipments in the shipment history record. To choose the former, select the *Self-Billing One Invoice per Shipment* field.

It is not possible to allow self-billing when the light shipment option is selected at the supplier or supplier account level.

**Calendar Event.** In this field you can configure how often FBAP expects to receive an invoice from this Supplier. You should enter the code associated with the appropriate Calendar Event here. See the [Calendar Events on page 1416](#) section for more information.

**Payment Currency.** Select the currency in which the invoice for this supplier must be paid. If an invoice is invoiced in a different currency to the Payment Currency, users must specify an exchange rate value in the *Invoice Summary* window for conversion purposes. If no exchange rate value is entered, the invoice cannot proceed to the

Paid status. For more information, see [Working With Invoices on page 1358](#).

**Note** The payment currency and associated exchange rate are included in the payment batch so that they are available to the external application that makes the payment to the carrier.

*Feed Qualifier.* Feed qualifiers are configured and maintained by QAD GTTE. For more information see [Feed Qualifiers on page 1479](#).

*Tax Reporting Date Required.* This is a check box. Select this box if you want the *Tax Reporting Date* field in the *Update Invoice* window to be a mandatory field for all invoices from this supplier. The tax reporting date is output as part of the payment batch interface for use by an external application.

*Rating Required Level.* Enter a level or select one from the drop-down list. The options are Light Shipments and All Shipments. If a Rating Required Level is set, FBAP requests the calculation of the estimated costs for the shipment history from the shipping application for invoices when they reach the Match status.

**Note** *Rating Required Level* should only be set to All Shipments if there is a concern that the rating information FBAP has already received is inaccurate. *Rating Required Level* should only be used if the rating information required exists in the Transportation Execution application. If not, the rating will fail. A rating request applies an additional processing step to the Transportation Execution application, and can affect the overall speed of the process.

*Minimum Account Length (leading zeros removed).* This field enables you to trim leading zeros from supplier account information. If the field is left blank, then no zeros are removed.

**Important** If a value is entered in the same fields at both supplier and supplier account level, the supplier account value takes precedence.

#### Allow Light Shipment Setting

| Supplier Level | Supplier Account Level | Light Shipment Created |
|----------------|------------------------|------------------------|
| No             | No                     | No                     |
| No             | Yes                    | Yes                    |
| Yes            | No                     | Yes                    |
| Yes            | Yes                    | Yes                    |

#### Creating a Supplier Account Record

To create a supplier account for the supplier:

1. In option FASU, *Supplier*, select the *Supplier Account* sub-option for the supplier that you created to view the *Supplier Account* pop-up window.
2. Click the *Create Record* button in the toolbar; the *Create Supplier Account* pop-up window appears.

#### Create Supplier Account

3. Complete the fields:

**Supplier Account.** Specify the supplier account—the billable account for this supplier. This is a mandatory field. The remaining fields in the window are optional. If you do not complete the optional fields, then the settings from the supplier record apply. If there are no settings for these fields in the supplier record, then—apart from the *Allow Light Shipment* field—the settings in the feed format apply to the supplier.

**Billable Volume UOM, Volume UOM, Billable Weight UOM, Weight UOM, Dimensional Weight UOM, Dimensional UOM.** Specify the unit of measure that appears in supplier invoices for the respective weights and volumes.

**Currency.** Specify the currency that appears in supplier invoices. You can configure UOM and currency settings for groups of uploaded invoices in a number of configuration records in FBAP, and in the invoice file. The precedence of these settings is as follows:

- a. If UOM or currency information exists directly in the invoice file, then the value is taken from there.
- b. If UOM or currency information is not specified in the invoice file, then the value is taken from the Supplier Account record.

- c. If UOM or currency information is not specified in the Supplier Account record, then the value is taken from the Supplier record.
- d. If UOM or currency information is not specified in the Supplier record, then the value is taken from the feed format.

*Process Flow.* Use the lookup to specify the code of a process flow. For more information on process flows, see [Configuring Process Flows on page 1463](#).

*Vendor Number.* This field is used in cases where an external application requires the vendor number in the Accounts Payable interface file to be a value specific for the receiving application. You can specify a vendor number at supplier level, as described in [Creating a Supplier Record on page 1424](#), or at supplier account level if it is required for specific accounts of that supplier.

*Packing Location.* This field must be populated if there is a value specified in the *Rating Required Location* field. Specify what packing location is applicable to transactions in the shipment history for the purpose of calculating rates.

*Allow Light Shipment.* If your company receives invoices for shipments that do not have a corresponding shipment in your TMS application, then you can select this field to automatically create shipment history information, referred to in FBAP as a light shipment.

You can select this field at both supplier level and supplier account level. [Table 332 on page 1423](#) describes how the value of this field at both levels influences the automatic creation of light shipments.

It is not possible to enable the light shipment option when the self-billing option is selected at the supplier level.

*Check Delivered Status.* This field is for future use.

*Allow Adjustment Codes.* Select to enable the *Adjustment Code* field in the *Invoice Tolerance Issue Resolution* window for issues related to this supplier. See the [Adjustment Codes](#) section for more information.

*Calendar Event.* In this field you can configure how often FBAP expects to receive an invoice from this supplier account. You should enter the code associated with the appropriate calendar event here. See the [Calendar Events on page 1417](#) section for more information.

*Dispute File Type.* Select the EDI file type that you want to use when communicating with this supplier regarding a disputed invoice. By default, a disputed invoice is flagged as In Dispute and a report in PDF or Excel format can be generated and sent to the carrier. If a value is entered in this field, it means that additional

information is electronically sent to the carrier using the selected dispute file type.

**Note** The *Dispute File Type* field should only be used if the carrier supports an EDI file type for disputes, and if the selected EDI file type is supported by the FBAP engine.

*Remittance File Type.* Select a file to send back to the carrier at the point of payment. This outlines what you are paying the carrier through the communication of a remittance file to the carrier. The file contains details of what cost values of the invoice are being paid.

**Note** The *Remittance File Type* field should only be used if the carrier supports an EDI file type for disputes, and if the selected EDI file type is supported by the FBAP engine.

*Payment Currency.* Select the currency in which the invoice for this supplier must be paid. If an invoice is being paid in a different currency to the Payment Currency, users must specify an exchange rate value in the Invoice Summary window for conversion purposes. If no exchange rate value is entered, the invoice is not paid. For more information, see [Working With Invoices on page 1358](#).

*Tax Reporting Date Required.* This is a check box. Tick this box if you require the *Tax Reporting Date* field in the *Update Invoice* window to be a mandatory field for all invoices from this supplier account. The tax reporting date is output as part of the payment batch interface for use by an external application.

*Bill to Country.* This is a mandatory field. Specify the country that invoices from this supplier account are billed to. This field determines the tax rules that are applied, where appropriate.

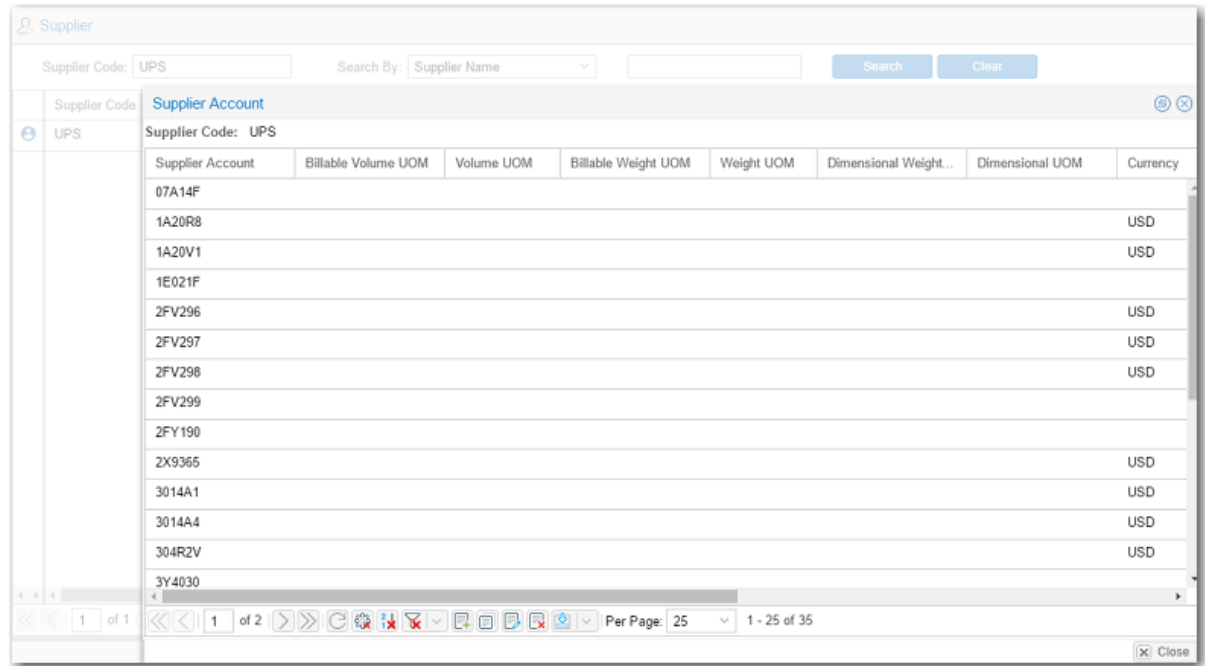
*Rating Required Level.* Enter a level or select one from the drop-down list. The options are Light Shipments and All Shipments. If a Rating Required Level is set, FBAP requests the calculation of the estimated costs for the shipment history from the shipping application for invoices when they reach the Match status stage.

**Note** *Rating Required Level* should only be set to All Shipments if there is a concern that the rating information FBAP has already received is inaccurate. *Rating Required Level* should only be used if the rating information required exists in the Transportation Execution application. If not, rating will fail.

**Important** If a value is entered in the same fields at both supplier and supplier account level, the supplier account field takes precedence.



## Supplier with Multiple Supplier Accounts



The screenshot shows the 'Supplier Account' window for the supplier 'UPS'. The window has a search bar at the top with 'Supplier Code: UPS' and 'Search By: Supplier Name'. Below the search bar is a table listing various supplier accounts. The table has columns for 'Supplier Account', 'Billable Volume UOM', 'Volume UOM', 'Billable Weight UOM', 'Weight UOM', 'Dimensional Weight...', 'Dimensional UOM', and 'Currency'. The accounts listed include 07A14F, 1A20R8, 1A20V1, 1E021F, 2FV296, 2FV297, 2FV298, 2FV299, 2FY190, 2X9365, 3014A1, 3014A4, 304R2V, and 3Y4030. The currency for most accounts is USD. At the bottom of the window, there is a pagination bar showing '1 of 1' and 'Per Page: 25'.

| Supplier Account | Billable Volume UOM | Volume UOM | Billable Weight UOM | Weight UOM | Dimensional Weight... | Dimensional UOM | Currency |
|------------------|---------------------|------------|---------------------|------------|-----------------------|-----------------|----------|
| 07A14F           |                     |            |                     |            |                       |                 |          |
| 1A20R8           |                     |            |                     |            |                       |                 | USD      |
| 1A20V1           |                     |            |                     |            |                       |                 | USD      |
| 1E021F           |                     |            |                     |            |                       |                 |          |
| 2FV296           |                     |            |                     |            |                       |                 | USD      |
| 2FV297           |                     |            |                     |            |                       |                 | USD      |
| 2FV298           |                     |            |                     |            |                       |                 | USD      |
| 2FV299           |                     |            |                     |            |                       |                 |          |
| 2FY190           |                     |            |                     |            |                       |                 |          |
| 2X9365           |                     |            |                     |            |                       |                 | USD      |
| 3014A1           |                     |            |                     |            |                       |                 | USD      |
| 3014A4           |                     |            |                     |            |                       |                 | USD      |
| 304R2V           |                     |            |                     |            |                       |                 | USD      |
| 3Y4030           |                     |            |                     |            |                       |                 |          |

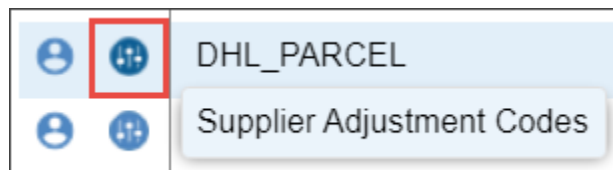
## Adjustment Codes

Adjustment codes, if allowed on supplier level or supplier account level, enable users to attach a code to a dispute file to be sent to the carrier, or a dispute report in cases where a supplier variance exists. For more information on assigning adjustment codes to issues, see [Resolving Issues on page 1377](#).

The adjustment codes stored in FBAP correspond to external supplier-specific codes that describe various reasons for cost variances. Each FBAP implementation has reason codes that in turn correspond to these supplier-specific codes. Reason codes are unique to FBAP, so they are mapped to carrier adjustment codes in order to make them recognizable when communicating with carriers. [Figure 930 on page 1428](#) displays the carrier's adjustment codes and descriptions, as well as the matching FBAP reason codes.

To view the adjustment codes associated with a supplier, click the *Supplier Adjustment Codes* sub-option on the *Suppliers* page. It is located in the first column of the relevant supplier row.

## Adjustment Codes Sub-Option



## Supplier Adjustment Code Window

| Supplier Adjustment Code |                         |                                                                      |
|--------------------------|-------------------------|----------------------------------------------------------------------|
| Adjustment Code          | Reason Code             | Description                                                          |
| 01                       | BILL_CHG_OVER_CARR      | Billed charge was overestimated by the carrier                       |
| 18                       | BILLED_INCORRECTLY      | Billed incorrectly for what was not a company shipment               |
| 19                       | DUPLICATE_BILLING       | Billed more than once for the same shipment                          |
| 21                       | ACCOUNT_INCORRECT       | Incorrect account was billed - bill account [account number] instead |
| 22                       | BILL_WGT_OVER_SHP       | Billable weight was overestimated by the shipper                     |
| 24                       | DISCOUNT_UNDERVALUED    | Discount was not fully applied                                       |
| 30                       | CHG_INCORRECT_SAT       | Saturday Delivery Surcharge Invalid                                  |
| 34                       | INSURED_VALUE_INCORRECT | Incorrect value applied as the declared value for insurance          |
| 37                       | DIMENSIONS_INCORRECT    | Incorrect dimensions applied for charge determination                |
| 38                       | SERVICE_INCORRECT       | Incorrect service was applied for charge determination               |
| 40                       | CHG_INCORRECT_ADDR      | Address Correction Surcharge Invalid                                 |
| 51                       | CHG_INCORRECT_DAS       | Charge applied incorrectly for Delivery Area Surcharge (DAS)         |
| 52                       | CHG_INCORRECT_DAS       | Charge applied incorrectly for Delivery Area Surcharge (DAS)         |
| 53                       | UNEXPECTED_CHG_SH       | This charge was not anticipated for the shipment.                    |

<< < 1 > >> | | Per Page: 25

Close

## Setting Up Code Conversions In

Each source system—TMS source or electronic supplier invoice file—uses its own codes to represent field values; for example, one system may use the country code RO to represent Romania, while another system uses the country code ROM for the same purpose. Use option **FACC, Code Conversions In**, to create a code that includes all of the code mappings from external system codes to FBAP codes.

## Example Code Conversions for an EDI File

| Code Mappings             |               |                 |                          |        |                     |
|---------------------------|---------------|-----------------|--------------------------|--------|---------------------|
| Conversion Code: UPS_5010 |               |                 |                          |        |                     |
| Conversion Type           | External Code | Internal Code ↑ | Description              | In Use | Last Modified Date  |
| CHARGE CODE               | *LTG          | DANGEROUS_GOODS | DGoods Ground Lithi...   | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *LTI          | DANGEROUS_GOODS | DGoods Air Lithium B...  | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *LIT          | DANGEROUS_GOODS | Lithium Batteries        | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *HAZ          | DANGEROUS_GOODS | HazMat Ground Exce...    | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *HZG          | DANGEROUS_GOODS | HazMat Ground Limit...   | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *HZI          | DANGEROUS_GOODS | DGoods Air Excepted...   | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FLA          | DANGEROUS_GOODS | DGoods Air Lithium B...  | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FLI          | DANGEROUS_GOODS | DGoods Air Lithium B...  | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FNA          | DANGEROUS_GOODS | DGoods Air Accessible    | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FNI          | DANGEROUS_GOODS | DGoods Air Inaccessi...  | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FZA          | DANGEROUS_GOODS | Freight IDG Class 9 C... | ✓      | 09/07/2019 11:37:36 |
| CHARGE CODE               | *FZI          | DANGEROUS_GOODS | DGoods Air Excepted...   | ✓      | 09/07/2019 11:37:36 |

To create a code conversion for an external system:

1. Access the *Code Conversions In* menu option and click the *Create Record* button in the toolbar.
2. In the *Create Code Conversions* pop-up window, specify a name and description for the conversion code.

Create Conversion Codes

Create Code Conversions

\* Conversion Code:

Description:

Save

Close

The new conversion code appears in the Information Grid

To list the code mapping from a particular external source system to FBAP:

3. Click the *Code Mappings* sub-option in the first column of the relevant code conversion row.

## Code Mappings Sub-Options

The 'Code Conversions' window displays a search bar with 'Id: PSL\*' and 'Search By: Description'. Below the search bar is a table with two columns: 'Conversion Code' and 'Description'. The first row is highlighted in blue and contains the values 'PSL\_TMS\_CODE\_CONVERSION' and 'Precision TMS Codes'. Below the table is a button labeled 'Code Mappings'.

| Conversion Code         | Description         |
|-------------------------|---------------------|
| PSL_TMS_CODE_CONVERSION | Precision TMS Codes |

4. In the *Code Mappings* sub-option, click the *Create Record* button to view the *Create Code Mappings* pop-up window.

## Create Code Mappings

The 'Create Code Mappings' pop-up window is displayed over the 'Code Mappings' window. The 'Code Mappings' window shows a table with two rows of data. The 'Create Code Mappings' window has fields for 'Conversion Type', 'External Code', 'Internal Code', and 'Description'. The 'Conversion Type' is set to 'COUNTRY'. The 'External Code' is empty. The 'Internal Code' is empty with a search icon. The 'Description' is empty. There are 'Save' and 'Close' buttons at the bottom.

| Conversion Type   | External Code | Internal Code | Description         | User | Date                |
|-------------------|---------------|---------------|---------------------|------|---------------------|
| COUNTRY           | USA           | US            | Translate USA -> US | VJM  | 11/16/2016 13:29:24 |
| TRANSPORT SERVICE | UPSNXTDAY     | UPSUS001      | UPSNXTDAY->UPSUS001 | VJM  | 11/16/2016 13:29:55 |

**Conversion Type.** Select from the list of possible conversion types; for example, the country conversion type relates to *Country Code* fields. The conversion type selection determines the values of the lookup browse for the Internal Code field.

**External Code.** Specify the code that represents the particular field value in the source system.

**Internal Code.** Select the code that represents the particular field value in FBAP.

**Description.** Add a description of the code mapping.

5. Repeat steps 1 and 2 for each field value code from the external system that you want to represent in FBAP.

## Setting Up Code Conversions Out

The *Code Conversions Out* menu option enables you to convert tax code data into values that external applications will understand. For example, if your organization wants to send a remittance file to a carrier, it may be necessary to first configure the relevant field value codes in FBAP so that they are mapped to the carrier's codes.

### Code Conversions Out

| External Conversion Code | Description                 | Last Modified User | Last Modified Date  |
|--------------------------|-----------------------------|--------------------|---------------------|
| ZS_TAXES_TEST            | SEL outgoing tax conversion | RFT                | 29/10/2019 11:06:56 |

## Creating a Code Conversion Record

To create or modify a conversion code:

1. Click the *Code Conversions Out* menu option and click the *Create Record* button in the toolbar.
2. In the *Create Code Conversions* pop-up window, specify a name and description for the conversion code.

**Note** Consider specifying a meaningful External Conversion Code name; for example, include the name of the supplier that you are mapping the code conversions to.

### Create External Code Conversions

The new conversion code appears in the information grid. To list the code mapping from FBAP to a particular external source system:

- Click the *External Code Mappings* sub-option in the first column of the relevant code conversion row.

External Code Mappings Sub-Option

The screenshot shows a window titled "Code Conversions Out". At the top, there is a search bar with the text "External Conversion Code:" followed by an input field and a "Search By:" dropdown. Below this is a table with two columns: "External Conversion Code" and "Description". The first row of the table is highlighted in blue and contains the text "ZS\_TAXES" and "ZS outgoing tax conversion". Below the table, there is a button labeled "External Code Mappings" which is highlighted with a blue callout box.

- In the *External Code Mappings* sub-option, click the *Create Record* button to view the *Create External Code Mappings* pop-up window.

Create Code Mapping

The screenshot shows a pop-up window titled "Create Code Mapping". It contains several input fields: a dropdown menu for "Conversion Type" (marked with a red asterisk), an input field for "Internal Code" (marked with a red asterisk), an input field for "External Code", and a text area for "Description". Below these fields is a checkbox labeled "In Use:" which is checked. At the bottom left, there is a "Save" button with a green checkmark icon. At the bottom right, there is a "Close" button with a red X icon.

**Conversion Type.** FBAP currently supports the Tax Codes conversion type for Code Conversions Out. Select this option from the drop-down menu.

**Internal Code.** Select the code that represents the particular field value in FBAP.

**External Code.** Specify the code that represents the particular field value in the external system.

**Description.** Add a description of the code mapping.

*In Use.* Select this field to make the code mapping active.

5. Repeat steps 1 and 2 for each field value code in FBAP that you want the external system to recognize.

### **Associating Code Conversions Out With a Supplier**

After you have created a Code Conversions Out code, perform the following steps to associate it with a supplier in FBAP so that the code conversions are included in the payment batch:

1. Access the *Suppliers* menu option.
2. Double-click supplier record to open the *Update Supplier* window. Alternatively, select a record in the grid and click the *Update Record* button.
3. In the *Code Conversions Out* field, select a code using the lookup.
4. Click *Save*.

### **Sharing FBAP Settings**

A number of options allow you to download grid content in the JSON file format:

- FAUR, User-Role
- FACC, Code Conversions
- FAFF, Feed Format
- FASU, Suppliers
- FATS, TMS Sources
- FAGL, GL Rules
- FATO, Tolerances
- FARC, Reason Codes
- FASC, System Codes

The toolbar on each of these pages contains an *Export Records* button that allows you to export a selected row or all search result rows in the information grid.

*Export All* exports all rows in the search, including results that are not visible in the grid.

The information grid displays 25 rows of a total of 50 search results that are all visible through the paging facility in the toolbar. *Export All* exports 50 records.

### **Import Settings**

FBAP provides an import facility that allows you to import a number of settings in JSON format from another FBAP environment. This is useful for replicating and identifying issues in a separate environment.

To import a file:

1. Select the *Import File* menu option under *System Configuration*.
2. Click the *Upload File* icon in the toolbar and select a JSON file. Alternatively, drag and drop a file into the grid.
3. The selected file processes until it reaches Ready status. Click the *Import* button in the toolbar to load the data into the environment.

**Note** Dragging the file into the Import File area automatically initiates the upload process into FBAP.

An error appears and the upload fails if duplicate data is found, which is data that already exists in the FBAP database. If this happens, it is possible to review the data, and manually select the records that you want the imported file to override.

1. Select the file that is pending review, and click the *Review* button. The *Duplicate Records* window is displayed.

#### Review File Import

| Import File                                                                       |                                              |      |                |
|-----------------------------------------------------------------------------------|----------------------------------------------|------|----------------|
| Review                                                                            | Name                                         | Size | Status         |
|  | ExternalConversionHeader_20200203155708.json | 2 KB | Pending Review |
| <div>Review</div>                                                                 |                                              |      |                |



## Duplicate Records

### Duplicate Records

0 records have been created and there are 1 pending to review.

|                          |                                                                                   |                      |
|--------------------------|-----------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> |                                                                                   | Conversion Header Id |
| <input type="checkbox"/> |  | DHL_TD               |
|                          |                                                                                   |                      |

 Override Records

 Close

2. Click the *View Details* icon to expand the details of each record.
3. The *Record Comparison* window is displayed. It shows the record ID, the existing value in the FBAP database, and the new value contained in the JSON file. A warning icon also indicates whether the value in the JSON file is identical or different to the existing value.

## Record Comparison

| Record Comparison                    |                                |                             |  |
|--------------------------------------|--------------------------------|-----------------------------|--|
| Conversion Header Id: DHL_TD         |                                |                             |  |
| Description                          | Old                            | New                         |  |
| Id                                   | [object Object]                | [object Object]             |  |
| Description                          | Code mappings for DHL Time ... | Code mappings for DHL Ti... |  |
| AllowStubFields                      | false                          | false                       |  |
| <div> <div></div> <div></div> </div> |                                |                             |  |
| <div>Close</div>                     |                                |                             |  |

**Note** You can filter the results to show only identical or different values.

## Filter Results with Identical Values

| Record Comparison                                                                                                                                                                                             |                                |                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------|--|
| Conversion Header Id: DHL_TD                                                                                                                                                                                  |                                |                             |  |
| Description                                                                                                                                                                                                   | Old                            | New                         |  |
| Id                                                                                                                                                                                                            | [object Object]                | [object Object]             |  |
| Description                                                                                                                                                                                                   | Code mappings for DHL Time ... | Code mappings for DHL Ti... |  |
| AllowStubFields                                                                                                                                                                                               | false                          | false                       |  |
| <div> <div> <div>Sort Ascending</div> <div>Sort Descending</div> <div>Columns</div> <div>Unlock</div> <div>Lock</div> <div>Filters</div> </div> <div> <div>Different</div> <div>Identical</div> </div> </div> |                                |                             |  |
| <div>Close</div>                                                                                                                                                                                              |                                |                             |  |

- If you want this data to override existing data, select the record in the *Duplicate Records* window, and click the *Override Records* button at the bottom of the list. The status of the file will change to Complete when the override process is complete.

## Purge

FBAP stores three kinds of data; invoices, shipment history, and work history. The Purge function allows the user to delete, or purge, old data from the system.

To purge all data, select the *All* option under *Purge Type*. You can also choose to purge each data type individually. To do this, select the relevant data type. You must then specify the earliest date you want to purge the data from. You can select the number of days, or specify the date from a calendar when you select the *Date* option. Then click the *Purge Records* button.

Purge

 **Purge**

**Purge Type**  
☒ All  
☐ Invoices  
☐ Shipment History  
☐ Work History & Background Jobs

Purge Criteria: ☒ Days ☐ Date

\* Invoice Age (Based on earliest Invoice Date):

90

\* Shipment Age (Based on earliest Shipment Despatch Date):

90

\* Work History Age (Based on earliest Work History Creation Date):

30

Purge Records

Clear

## Purge by Date

 **Purge**

**Purge Type**

- ☒ All
- ☐ Invoices
- ☐ Shipment History
- ☐ Work History & Background Jobs

**Purge Criteria:** ☐ Days ☒ Date

\* Invoice Age (Based on earliest Invoice Date): 04/05/2019

\* Shipment Age (Based on earliest Shipment Despatch Date): 02/08/2019

\* Work History Age (Based on earliest Work History Creation Date): 02/08/2019

A warning that you are about to delete data from the environment appears. To confirm that you want to delete this data from the environment, click **Yes**.

## Warning Message

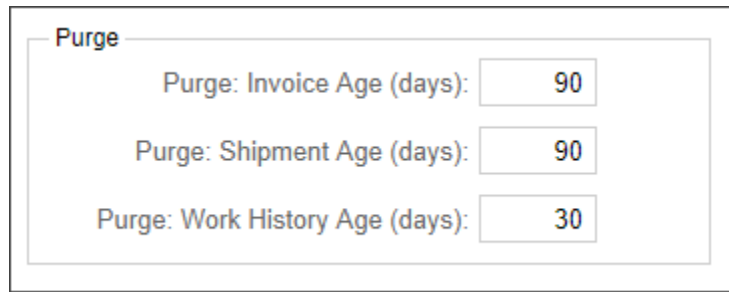


You have selected criteria for the deletion of data from this environment. Please confirm that you want to proceed with this process

**Purge Admin Settings**

You can set the minimum number of days old data must be to be purged on the *Admin Settings* page. You must individually select the number of days for each type of data.

## Admin Settings, Purge



**Purge**

Purge: Invoice Age (days):

Purge: Shipment Age (days):

Purge: Work History Age (days):

**Important** QAD GTTE Technical Services can enable automatic purging. For more information, see the *QAD GTTE Implementation Guide* (internal access only).

## Invoice Configuration

Before you can add content to FBAP, you must configure settings to allow you to process invoices correctly. This section describes how to configure FBAP to store and process this content correctly.

### Setting Up Invoice Feed Formats

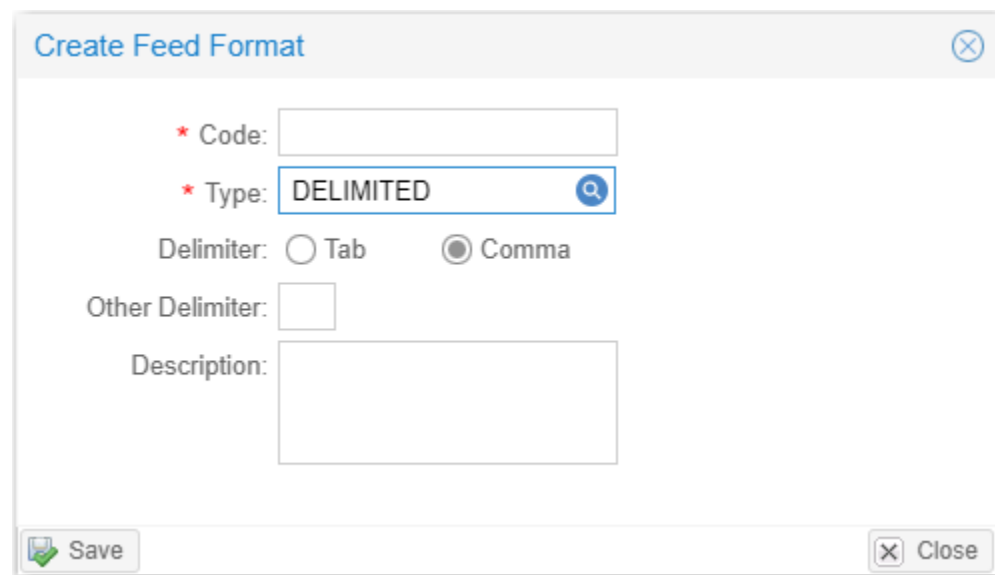
FBAP provides options to allow you to store information about invoice structures—feed formats—and to configure invoice upload settings.

You can assign a specific feed format to a supplier.

To create an invoice feed format:

1. On the *Feed Format* page, option FAFF, click the *Create Record* button in the toolbar; the *Create Feed Format* pop-up window appears.

Create Feed Format



**Create Feed Format**

\* Code:

\* Type:

Delimiter: ☐ Tab ☒ Comma

Other Delimiter:

Description:

 Save  Close

2. Complete the fields:

**Code.** Specify a code to identify the feed format.

**Type.** Based on the format in which the supplier sends invoices to FBAP, specify the type of feed format that you want to create; for example, DELIMITED, EDI 210 v4030, EDI 210 v4060, or Excel.

**Delimiter, Other Delimiter.** If you set the Type field to DELIMITED, then specify the character that you want to use as a delimiter in the feed format—tab, comma, or another character.

**Description.** Add a description of the feed format.

3. Click **Save**. The feed format appears in the information grid.
4. Double-click the feed format row to open the *Feed Format* pop-up window; specify a feed format to represent the supplier invoice structure.

### Feed Format

In the image above, the list of the fields that are currently supported by the invoice upload process for this particular type of feed format—delimited or Excel—displays on the left. All of these fields are eligible for selection for the new feed format specifying the invoice structure. Fields marked with an asterisk are mandatory fields in the feed format structure. Fields that can appear multiple times in the feed format display in bold text.

To add a field to the feed format, double-click it; the field then appears in the grid in the middle of the window. The sequence number in the

first column of the grid row shows the column of the delimited file where the particular data occurs.

By default, each new field that you add to the structure appears at the end of the structure. Use the up and down arrows to move the fields up or down, based on the expected content of the invoice file. You can also drag fields to the required column positions.

Use the X icon to delete any unnecessary fields from the invoice structure. If you delete a field from the structure, then it returns to the list of available fields on the left.

You can specify default values for some fields such as unit of measure and currency fields; for example, if you add the Weight UOM field to the structure, then you can set a default value of KG to this field. If the field read from the invoice file is blank, then FBAP uses the default field.

You can configure UOM and currency settings for groups of uploaded invoices in a number of configuration records in FBAP, and in the invoice file. The precedence of these settings is as follows:

- a. If UOM or currency information exists directly in the invoice file, then the value is taken from there.
- b. If UOM or currency information is not specified in the invoice file, then the value is taken from the supplier account record.
- c. If UOM or currency information is not specified in the supplier account record, then the value is taken from the supplier record.
- d. If UOM or currency information is not specified in the supplier record, then the value is taken from the feed format.

If the supplier invoice structure contains columns that do not have a corresponding field in FBAP, then you can use the *Not In Use* field to add placeholders to represent these invoice columns in the feed format.

The feed format fields allow you to specify charges as:

- Standalone charge fields

This approach is useful when the supplier invoice structure contains a column that always holds a value applicable to a particular cost type; for example, the value for Freight always appears in column N. You can configure this by adding a *Charge Value* field to the feed format and then setting the Type qualifying attribute for this field to the appropriate cost type. The image below shows an example of a feed format to represent the content of the comma-delimited file in the image following it, including information on a freight charge, which is represented by a single value in the eighth position.

### **Feed Format with Charge Value**

|  |   | Name               | Qualifying |          | Default Value |
|--|---|--------------------|------------|----------|---------------|
|  |   |                    | Type       | Position |               |
|  | 1 | Account Number     |            |          |               |
|  | 2 | Invoice Number     |            |          |               |
|  | 3 | Invoice Date       |            |          |               |
|  | 4 | Currency           |            |          | USD           |
|  | 5 | Shipment Reference |            |          |               |
|  | 6 | Package ID         |            |          |               |
|  | 7 | Tracking Number    |            |          |               |
|  | 8 | Charge Value       | FREIGHT    |          |               |
|  | 9 | Charge Value       | FUEL       |          |               |

### Comma-Delimited File with Charge Value

```
ACCOUNT, INVOICE-NUMBER, INVOICE-DATE, INVOICE-CURRENCY, SHIPMENT-ID, PACKAGE-ID, TRACKING-NUMBER, ACC-COST-1-VALUE, ACC-COST-2-VALUE,
12345, CA2016123056, 13/12/2016, USD, CustChgTest_2016111581228489, 100, 12201611151228148AT0899, 14.50, 13.25, 13/12/2016, 00:00:00, , ,
```

- Value-Type pairs of fields

This approach is useful when the supplier invoice structure contains pairs of charge value and charge type columns. Add the Charge Value + Type field to the feed format so that the *Charge Type* field is used as a relative field with the *Charge Value* field. You can use the Position qualifying attribute to indicate the *Charge Type* field that relates to this *Charge Value* field; specify the sequence number of the *Charge Type* field. The image below shows an example of a feed format to represent the content of the comma-delimited file in the image following it, including information on a freight charge, which is represented by a pair of values in the eighth and ninth positions. The value in the ninth position of the file, FRT, is a code representing a charge type. The code conversion information for this supplier maps the charge type code from the supplier file, FRT, to the internal FBAP code representing freight, as in [Figure 953 on page 1443](#).

### Feed Format with Charge Value and Charge Type



| ACCOUNT | INVOICE-NUMBER | INVOICE-DATE | INVOICE-CURRENCY | SHIPMENT-ID | PACKAGE-ID       | TRACKING-NUMBER             | ACC-COST-1-VALUE | ACC-COST-1-TYPE |
|---------|----------------|--------------|------------------|-------------|------------------|-----------------------------|------------------|-----------------|
| 12345   | CA2016123056   | 13/12/2016   | USD              | CustChgTest | 2016111581228489 | 100,12201611151228148AT0899 | 14.50            | FRT             |

| Code Mappings                     |               |               |                     |
|-----------------------------------|---------------|---------------|---------------------|
| Conversion Code: SUPPLIER_A_CODES |               |               |                     |
| Conversion Type                   | External Code | Internal Code | Description         |
| CHARGE CODE                       | FRT           | FREIGHT       | freight charge type |

- The feed format structure is checked to ensure that the format created is consistent with the requirements for a file:

- If the feed format does not pass the validation check, then a message appears showing the validation errors.

If the feed format passes the validation check, then the *Valid* field in the information grid identifies the feed format as valid.

**Note** The **Save** button also validates the feed format.

6. Click **Save** to validate and save the feed format.

#### QAD GTTE Default Feed Format

**Feed Format**

Code: PSL\_DEFAULT    Type: CSV    Description: Precision default feed format

| Name                |  |  | Name | Qualifying |                  | Default Value |
|---------------------|--|--|------|------------|------------------|---------------|
|                     |  |  |      | Type       | Position         |               |
| Charge Value        |  |  | 1    | ✕          | Account Number   |               |
| Charge Type         |  |  | 2    | ✕          | Invoice Number   |               |
| Charge Value + Type |  |  | 3    | ✕          | Invoice Date     |               |
| Not In Use          |  |  | 4    | ✕          | Currency         | USD           |
|                     |  |  | 5    | ✕          | Shipment Refe... |               |
|                     |  |  | 6    | ✕          | Package ID       |               |
|                     |  |  | 7    | ✕          | Tracking Number  |               |
|                     |  |  | 8    | ✕          | Charge Value     | FREIGHT       |
|                     |  |  | 9    | ✕          | Charge Value     | FUEL          |
|                     |  |  | 10   | ✕          | Charge Value     | SAT_DELIVERY  |
|                     |  |  | 11   | ✕          | Charge Value     | RESIDENTIAL   |
|                     |  |  | 12   | ✕          | Due Date         |               |
|                     |  |  | 13   | ✕          | Reference Sup... |               |
|                     |  |  | 14   | ✕          | Reference Origin |               |

Save
 Validate

## FBAP Process Configuration

### Overview

To enable the steps in the FBAP process to complete successfully, you must configure settings for each of these steps.

For a description of the FBAP process from a user perspective, see [Using FBAP on page 1316](#).

### Configuring the Matching Step

There are a number of options that allow you to configure how FBAP matches invoices with shipment history records in FBAP.

#### Specifying Matching Period

During the matching process, if more than one shipment history matches the supplier name and tracking number criteria from the invoice, then the despatch date of each shipment history is compared with the invoice date. The most recent of these shipment history records is matched with the invoice.

To specify the maximum number of days allowed between the despatch date and an invoice date of a matched invoice, set the MATCHPAY: ALLOWED DAYS DIFF system value. For more information about this system value, see [FBAP System Values on page 1479](#).

If the length of time between the despatch date and invoice date complies with the configured threshold, then the shipment history is linked to the invoice. This date check helps to resolve issues with the reuse of tracking numbers by suppliers.

#### Enabling Self-Billing

Your organization can calculate estimates and generate invoices internally using FBAP, instead of receiving this information from carriers.

If you want to automatically create invoices in FBAP based on shipment history records, then you can enable the self-billing option at the supplier level. You can choose to create one invoice for each selected shipment history record, or to create one invoice that contains all of the selected shipment history records.

**Note** If you choose to create one invoice that contains all of the selected shipment history records, and the *Supplier* or *Currency* values differ across the selected shipment history records, then more than one invoice is created; each invoice has a unique combination of *Supplier* and *Currency* values.

The automatically created invoices have a 100% match with the self-billed shipments, because the shipment history costs are copied to the invoices as part of the invoice creation.

The invoices are then subject to the same FBAP process as all other invoices.

For details of how to enable self-billing at the supplier level, see [Creating a Supplier Record](#).

### **Enabling Light Shipments**

When invoices added to FBAP have no corresponding shipment history records, you can specify at the supplier or supplier account level that a light shipment is created in FBAP to represent the shipment.

The invoices have a 100% match with the automatically created shipments, because the invoice costs are copied to the shipment history records as part of the shipment history creation.

The invoices are then subject to the same FBAP process as all other invoices.

For details of how to enable light shipments at the supplier level and supplier account level, see [Creating a Supplier Record](#) and [Creating a Supplier Account Record](#), respectively.

### **Enabling Manual Matching**

You can specify at a supplier level that, in addition to the automatic FBAP process based on the matching algorithm, manual matching of invoices and shipment history records is possible.

Users can then manually link the invoice shipments of this supplier with one of the shipment history shipments that:

- Relate to the same supplier
- Fall within the specified matching period described in [Specifying Matching Period](#).

The manual match facility is useful when the shipment history record does not contain a tracking number, as in the case of courier services.

For details of how to enable manual matching at the supplier level, see [Creating a Supplier Record](#).

### **Configuring the Review Step**

After an invoice is matched to a shipment history, users can run the review process to compare any discrepancies on a matched invoice with the prescribed tolerances and determine if there are issues.

You must specify the invoice tolerances before the review process can run.

### **Setting Up Discrepancy Tolerances**

Before the review process can run, you must set up discrepancy tolerances in option FATO, *Tolerances*. These tolerances are the acceptable variances—the tolerance range—between invoice charges, or costs, and linked shipment history charges; a variance outside of the tolerance range is marked as an issue.

### Tolerances Page

Tolerances ✓ 🔍

Id:  Level:

Description:  Search Clear

| Id  | Level    | Value High | Value Low | Currency | High | Low | Supplier                            | Source                   | Charge                              | Transport                | Description                  |
|-----|----------|------------|-----------|----------|------|-----|-------------------------------------|--------------------------|-------------------------------------|--------------------------|------------------------------|
| 3   | HEADER   | 100        |           | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | UPS - Header: >= \$100       |
| 4   | CHARGE   | 10         |           | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | UPS - Charge >= \$10         |
| 5   | SHIPMENT | 50         |           | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | UPS - Package >= \$50        |
| 144 | CHARGE   |            |           | USD      | 3    |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | UPS - Charge (Fuel) >= 3%    |
| 231 | CHARGE   |            |           | USD      | 1    |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | UPS - Charge (Freight) >= 1% |
| 397 | CHARGE   | 1          | -1        | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 398 | HEADER   | 1          | -1        | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 399 | SHIPMENT | 1          | -1        | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 400 | PACKAGE  | 1          | -1        | USD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 401 | CHARGE   | 1          | -1        | CAD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 402 | PACKAGE  | 1          | -1        | CAD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |
| 403 | SHIPMENT | 1          | -1        | CAD      |      |     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | AUTO: TEST supplier only     |

1 of 1 Per Page: 25 1 - 19 of 19

### Guidelines for Creating Tolerance Ranges

You can set up tolerance ranges at four different invoice cost levels:

- Charge level, where the discrepancy is at the lowest level—the individual cost
- Package level, where the discrepancy is the sum of all charge variances within the package as a whole
- Shipment level, where the overall discrepancy is the sum of all charge variances across a shipment
- Header level, where the overall discrepancy is the sum of all charge variances across the whole invoice

You can specify the tolerance range for the discrepancy in monetary values, as percentages, or in both a value and percentage range. If you specify the range in both monetary values and as a percentage, and the discrepancy amount is outside of either the value range or the percentage range, then the discrepancy is marked as an issue on the invoice.

*Example* A tolerance range of 0–100 euro, and a tolerance percentage range of 0–3% applies to freight costs at the shipment level. Invoice Y has a shipment freight cost of 520 euro, which is a variance of 20 euro or 4% from the 500 euro shipment freight cost on the matched shipment history

record. While the variance is within the value tolerance range of 0–100 euro, it is outside of the percentage tolerance range of 0–3%; it is not an acceptable variance, and is marked as an issue during the invoice review.

When you create a tolerance range at a particular cost level, you can restrict the invoice costs that it applies to based on a number of criteria:

- The supplier of the associated invoice.  
This criterion applies to tolerances at any cost level.
- The source of the shipment history record with which the invoice cost is matched.  
This criterion applies to tolerances at the shipment, package, and charge cost levels.
- The transport mode of the associated invoice shipment.  
This criterion applies to tolerances at the shipment, package, and charge cost levels. If there is no transport mode specified on the invoice shipment, then the review process checks the transport mode of the associated shipment in the shipment history record.
- The charge code of the linked shipment history charge.  
This criterion applies to tolerances at the charge cost level only.

### **Adding a Tolerance Range to FBAP**

Before you add a tolerance range to FBAP, see [Guidelines for Creating Tolerance Ranges](#).

To add a tolerance range:

1. In option FATO, *Tolerances*, click the *Add* button in the toolbar; the *Tolerance Create* pop-up window displays.

## Tolerance Create

## 2. Complete the fields:

**Level.** Specify the cost level at which the tolerance range applies.

**Description.** Specify a description of the discrepancy tolerance.

**Value, Currency.** In the selected currency, specify the upper and lower limits of the tolerance range for variances.

**Percent.** As a percentage, specify the upper and lower limits of the tolerance range for the variances.

**Supplier, Source, Charge Code, Transport.** Specify the subset of invoice costs that this discrepancy tolerance rule applies to using the supplier code, source system, charge code, and transport mode related to the invoice. You can specify each of these criteria on an inclusive or exclusive basis by selecting the related Included or Excluded field.

**In Use.** If you want the tolerance to apply during the review process, then select this field. If you do not select this field, then the tolerance is not taken into account during the review process.

3. Click **Save**; the tolerance rule displays in the information grid.**Example Tolerance Range and Resulting Issue**

The image below shows an example tolerance range for fuel costs at the charge level on invoices from UPS; a cost discrepancy of 3 percent or lower is acceptable. The image following it shows an invoice with a cost discrepancy or variance of greater than 3 percent. The variance is marked as an issue on the invoice. The *Rule* column contains the Tolerance ID, 144, to indicate the tolerance range that caused the variance to display as an issue.

#### Example Tolerance Range 144

**Tolerance Update**

Tolerance ID: 144

\* Level: CHARGE Description: UPS - Charge (Fuel) <= 3%

Value: High Low Currency: USD

Percent: 3 100 Low

**Supplier** (+) UPS (x) UPS\_US (x)

**Source** (+) No sources selected

**Charge Code** (+) FUEL (x)

**Transport** (+) No modes of transport selected

☒ Included ☐ Excluded

☒ Included ☐ Excluded

☒ Included ☐ Excluded

☒ Included ☐ Excluded

☒ In Use

Save Close

#### Example Tolerance

**Invoice Tolerance Issue Resolution**

Supplier: UPS\_US Account: 123451 Invoice Ref.: 201701005 Type: I Currency: USD Run Number: 3690 Issues: 5

| Level  | Shipment | Package | Charge | Charge Code | Vari... | Variance | Rule | Description                                                                                                                |
|--------|----------|---------|--------|-------------|---------|----------|------|----------------------------------------------------------------------------------------------------------------------------|
| CHARGE | 318992   | 3346    | 20     | FUEL        | 2.75    | 34.00 %  | 144  | Relative variance value 34.00% (variance value 2.75 (USD)) vs invoice value 8.20 (USD)) is above the tolerance level 3.00% |
| CHARGE | 318992   | 3346    | 10     | FREIGHT     | 21.99   | 15.00 %  | 4    | Variance value 21.99 is above tolerance level 10.00 (USD).                                                                 |

1 of 1 Per Page: 25 1 - 5 of 5

Resolve Selected Resolve All Close

#### Viewing Applied Tolerances

When the review process is run and an issue is raised against an invoice, you can use the *Invoice Tolerance Issue Resolution* pop-up window to view information about the issue, including the discrepancy rule (tolerance range) from option FATO that the discrepancy (cost variance) violated.



## Invoice Tolerance Issue Resolution, Rule 144

| Invoice Tolerance Issue Resolution                                                                        |          |        |        |          |         |        |              |          |          |      |                                                   |
|-----------------------------------------------------------------------------------------------------------|----------|--------|--------|----------|---------|--------|--------------|----------|----------|------|---------------------------------------------------|
| Supplier: UPS_US Account: 123451 Invoice Ref.: 201701005 Type: I Currency: USD Run Number: 3690 Issues: 5 |          |        |        |          |         |        |              |          |          |      |                                                   |
|                                                                                                           | Resolved | Seq... | Level  | Shipm... | Package | Charge | Charge Code  | Variance | Variance | Rule | Description                                       |
|                                                                                                           |          | 1      | CHARGE | 318992   | 3346    | 20     | FUEL         | 2.75     | 34.00 %  | 144  | Relative variance value 34.00% (variance value 2  |
|                                                                                                           |          | 2      | CHARGE | 318992   | 3346    | 10     | FREIGHT      | 21.99    | 15.00 %  | 4    | Variance value 21.99 is above tolerance level 10. |
|                                                                                                           |          | 3      | CHARGE | 318992   | 3346    | 10     | FREIGHT      | 21.99    | 15.00 %  | 231  | Relative variance value 15.00% (variance value 2  |
|                                                                                                           |          | 4      | CHARGE | 318993   | 90487   | 20     | FUEL         | 1.02     | 23.00 %  | 144  | Relative variance value 23.00% (variance value 1  |
|                                                                                                           |          | 5      | CHARGE | 318993   | 90487   | 30     | SAT_DELIVERY | 4.95     | 100.00 % |      | Relative variance equals 100.00% for this entry.  |

## Setting Up the Resolution Step

Users with the necessary authority can resolve an issue in FBAP by specifying a reason code that explains the resolution, and allocating the discrepancy amount on the invoice to their company or to the supplier company for payment, or dividing the discrepancy amount between the two parties.

### Assigning Discrepancy Boundaries

Before a user can resolve an issue in FBAP, the user must have the necessary authority. You can assign authority for resolution of issues to a user—through a role—in option FARO. For more information, see [Configuring Users and Roles on page 1454](#) and [Creating Discrepancy Resolution Limits for a Role](#).

### Setting Up Reason Codes

When a user resolves an issue in FBAP, the user can specify a reason code for the resolution.

You can create reason codes in FBAP so that users can specify one of these codes when resolving the issue. For more information, see [Setting Up Reason Codes on page 1466](#).

### Resolution Intelligence

The Resolution Intelligence menu option enables you to configure FBAP intelligence so that issues can be resolved in a more efficient way. The purpose of this facility is to suggest a possible reason for an issue based on the available information in the system. This speeds up the resolution of common invoice discrepancies; for example, address corrections that can't be anticipated at the time of shipping.

## Resolution Intelligence

| Resolution Intelligence |                       |                      |                                                                                                                      |
|-------------------------|-----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------|
| Proposal Id:            | <input type="text"/>  | Search By:           | <input type="text"/> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> |
| Condition Field Name    | Condition Field Value | Proposed Reason Code | Description                                                                                                          |
| CHARGE CODE             | ADDR_CORRECTI...      | ADDR_BOOK            | This charge was not anticipated for the shipment, so the address book may need to                                    |
| CHARGE CODE             | LINEHAUL              | UNEXPECTED_CHG_PK    | This charge was not anticipated for the shipment, as Line Haul could not be determ                                   |
| CHARGE CODE             | RESIDENTIAL           | RESIDENTIAL_DEST     | This charge was not anticipated for the shipment, as the destination was not indica                                  |
| PAYMENT METHOD          | COLLECT               | PAY_METHOD_COLLECT   | This charge was not anticipated as the shipment was billed with Freight Payment M                                    |
| PAYMENT METHOD          | THIRDPARTY            | PAY_METHOD_3RD_PTY   | This charge was not anticipated as the shipment was billed with Freight Payment M                                    |

By default, the *Resolution Intelligence* grid is populated with five options that FBAP can suggest as possible reasons for discrepancies. You can only modify a record's proposed reason code or description. They are described in the table below.

## Resolution Intelligence Reasons and Descriptions

| Condition Field Name | Condition Field Value | Proposed Reason Code | Description                                                                                                      |
|----------------------|-----------------------|----------------------|------------------------------------------------------------------------------------------------------------------|
| CHARGE CODE          | ADDR_CORRECTI...      | ADDR_BOOK            | This charge was not anticipated for the shipment, so the address book may need to be corrected for this address. |
| CHARGE CODE          | LINEHAUL              | UNEXPECTED_CHG_PK    | This charge was not anticipated for the shipment, as Line Haul could not be determined in advance.               |
| CHARGE CODE          | RESIDENTIAL           | RESIDENTIAL_DEST     | This charge was not anticipated for the shipment, as the destination was not indicated as Residential.           |
| PAYMENT METHOD       | COLLECT               | PAY_METHOD_COLLECT   | This charge was not anticipated as the shipment was billed with Freight Payment Method of "Collect".             |

| Condition Field Name | Condition Field Value | Proposed Reason Code | Description                                                                                                     |
|----------------------|-----------------------|----------------------|-----------------------------------------------------------------------------------------------------------------|
| PAYMENT METHOD       | THIRDPARTY            | PAY_METHOD_3RD       | Third Party charge was not anticipated as the shipment was billed with Freight Payment Method of "Third Party". |

For a description of Resolution Intelligence from a user perspective, see [Reviewing and Resolving Invoice Issues on page 1376](#).

## Setting Up the Approval Step

To facilitate the approval process, set up payment approval limits. Only users with the necessary payment approval limit can approve an invoice with the Reviewed status for payment.

### Setting Up Payment Approval Limits

Before a user can approve an invoice with the Reviewed status for payment, the user must have a payment approval limit that reaches the invoice amount.

You can assign payment approval limits to a user—through a role—in option FARO; see [Configuring Users and Roles on page 1454](#) and [Creating Payment Approval Limits for a Role](#).

### Setting Up GL Rules for Payment Allocation

When a user selects the Approve option in FBAP, FBAP generates the appropriate records for cost allocations to GL accounts, based on allocation rules implemented at the rules stage. To specify these rules, see [Setting Up GL Rules on page 1467](#).

### Payment Pending

An invoice moves from Pay Approved to Payment Pending status when a response file is required from the accounts payable (AP) system. If no response is required, the invoice bypasses Payment Pending status and moves to Paid.

To enable the response file requirement, select the *A/P Response File is Expected* field in *Admin Settings*.

## A/P Response File is Expected, Admin Settings

|                                                                    |                          |                   |                          |
|--------------------------------------------------------------------|--------------------------|-------------------|--------------------------|
| Payment Process                                                    |                          |                   |                          |
| A/P Response file is expected: <input checked="" type="checkbox"/> |                          |                   |                          |
| A/P File Output Detail:                                            |                          | All               |                          |
| A/P File Name:                                                     |                          |                   |                          |
| Payment Batches Split Criteria                                     |                          |                   |                          |
| Supplier:                                                          | <input type="checkbox"/> | Supplier Account: | <input type="checkbox"/> |
| GL Account:                                                        | <input type="checkbox"/> | GL Sub-Account:   | <input type="checkbox"/> |
|                                                                    |                          | GL Cost Center:   | <input type="checkbox"/> |
|                                                                    |                          | GL Project Code:  | <input type="checkbox"/> |

## Configuring Users and Roles

### Setting up Users

To set up users in FBAP, follow the standard QAD GTTE approach of creating users in QAD GTTE, assigning these to a user group, and associating this user group with a function group.

For detailed information on user groups and function groups, see [Permissions on page 249](#).

Typically there are two types of users in FBAP:

- Standard FBAP users have access to the FBAP options FAIN, FAPB, FASH, and FAJH, and are able to carry out actions on invoices. This function group is WEB-FBAP.

### Function Group WEB\_FBAP with Standard FBAP Options

| Option | Page                | Action(s)                         | Description                                                                    |
|--------|---------------------|-----------------------------------|--------------------------------------------------------------------------------|
| FAIAAP | Invoices            | Approve                           | Approve the selected invoices.                                                 |
| FAIACD | Invoices            | Cancel<br>Dispute                 | Cancel the dispute on the selected invoices.                                   |
| FAIACG | Invoices            | Customer<br>Charge<br>Calculation | Calculate the charges to the customer for an invoice.                          |
| FAIACI | Invoices            | Cancel Invoice                    | Cancel the selected invoices. The invoice will no longer be available for use. |
| FAAD   | Alerts<br>Dashboard | Access                            | Work with alerts.                                                              |
| FAJM   | Background<br>Jobs  | Access                            | Batch job manager.                                                             |

| Option | Page                               | Action(s)              | Description                                                  |
|--------|------------------------------------|------------------------|--------------------------------------------------------------|
| FAPM   | Performance                        | Access                 | Performance measurement.                                     |
| FAIADI | Invoices                           | Dispute                | Dispute the selected invoices.                               |
| FAIAGL | Invoice GL Accounts                | Reallocate GL Accounts | Allocate invoice GL records to a GL account.                 |
| FAIAIC | Invoice Draft                      | Confirm                | Confirm a draft invoice.                                     |
| FAIALI | Invoice Shipments                  | Link Shipment(s)       | Manually link the selected shipments.                        |
| FAIAMM | Invoices                           | Match                  | Match the selected invoices with available shipment history. |
| FAIAPH | Invoices                           | Pay On Hold            | Put the selected invoices on hold for pay.                   |
| FAIAPY | Invoices                           | Pay                    | Pay the selected invoices.                                   |
| FAIARE | Invoice Tolerance Issue Resolution | Resolve Issue(s)       | Resolve the existing issues with an invoice.                 |
| FAIARV | Invoices                           | Review                 | Review the selected invoices.                                |
| FAIATA | Invoices                           | Tax Calculation        | Calculate the tax summary values for an invoice.             |
| FAIATO | Invoices                           | Transfer Ownership     | Transfer the ownership of an invoice to another group.       |
| FAIAUI | Invoices                           | Unlock Invoice         | Unlock the invoice that is currently locked by another user. |
| FAIAUL | Invoice Shipments                  | Unlink Shipment(s)     | Unlink the selected shipments.                               |
| FAIAUP | Invoice Summary / Invoice Draft    | Upload Invoice Image   | Upload an invoice image file; for example, PDF.              |
| FAIAUR | Invoice Tolerance                  | Unresolve Issue(s)     | Unresolve the existing issues with an invoice.               |
| FAIAVA | Invoices                           | Validate               | Reapply conversion codes and validate the selected invoices. |
| FAIN   | Invoices                           | Access                 | Work with invoices.                                          |
| FAINSY | Invoice Summary                    | Access                 | Update a draft invoice.                                      |

| Option | Page             | Action(s)    | Description                                   |
|--------|------------------|--------------|-----------------------------------------------|
| FAJH   | Job History      | Access       | View job details.                             |
| FAPB   | Payment Batches  | Access       | Work with payment batches.                    |
| FASASB | Shipment History | Self Billing | Perform self-billing on the selected invoice. |
| FASH   | Shipment History | Access       | Work with shipments.                          |
| FAY3   | User Settings    | Access       | Configure a user's settings.                  |

- FBAP administrators have access to all FBAP options, and can carry out all available actions. This function group is WEB-FBAP-ADMIN.

#### Function Group WEB-FBAP-ADMIN with All Available FBAP Options

| Option | Page                   | Action(s)       | Description                                       |
|--------|------------------------|-----------------|---------------------------------------------------|
| FAIAUM | Invoices               | Unmatch Invoice | Unmatch an invoice.                               |
| FAAS   | Admin Settings         | Access          | Configure an admins settings.                     |
| FAOI   | Find An Invoice        | Access          | Find an orphaned invoice.                         |
| FAAT   | Alert Types            | Access          | Work with alert types.                            |
| FABU   | Backup                 | Access          | Perform a backup and restore all master metadata. |
| FACA   | Calendar Events        | Access          | Work with calendar events.                        |
| FACC   | Code Conversions In    | Access          | Work with code conversions.                       |
| FACG   | Customer Billing Rules | Access          | Configure customer charge rules.                  |
| FACM   | Code Mappings          | Access          | Work with code mappings.                          |
| FAEC   | Code Conversions Out   | Access          | Work with external code conversions.              |
| FAEM   | External Code Mappings | Access          | Work with external code mappings.                 |
| FAFF   | Feed Format            | Access          | Work with feed formats.                           |
| FAFQ   | Feed Qualifiers        | Access          | Work with Feed Qualifiers.                        |
| FAFQDT | Feed Qualifier Details | Access          | Work with Feed Qualifier Details.                 |

| Option | Page                      | Action(s) | Description                                |
|--------|---------------------------|-----------|--------------------------------------------|
| FAGD   | Generate Sample Data      | Access    | Generate sample invoice and shipment data. |
| FAGL   | GL Rules                  | Access    | Work with GL rules.                        |
| FAGLAC | GL Account Associations   | Access    | Work with GL rule accounts.                |
| FAIF   | Import File               | Access    | Import a file.                             |
| FAMA   | Maintenance               | Access    | Work with maintenance metadata.            |
| FAMAC  | Maintenance Columns       | Access    | Work with maintenance column metadata.     |
| FAPD   | Purge                     | Access    | Purge data from the environment.           |
| FAPF   | Process Flow              | Access    | Work with process flows.                   |
| FAPM   | Performance               | Access    | View performance metrics.                  |
| FARC   | Reason Codes              | Access    | Work with reason codes.                    |
| FARE   | Generate Reports          | Access    | Work with FBAP reports.                    |
| FARO   | Roles                     | Access    | Work with roles.                           |
| FASC   | System Codes              | Access    | Work with system codes.                    |
| FASH   | Shipment History          | Access    | Work with shipment history.                |
| FASU   | Suppliers                 | Access    | Work with suppliers.                       |
| FASUAC | Supplier Accounts         | Access    | Work with supplier accounts.               |
| FASUAD | Supplier Adjustment Codes | Access    | Work with supplier adjustment codes.       |
| FATO   | Tolerances                | Access    | Work with tolerances.                      |
| FATS   | TMS Sources               | Access    | Work with tms sources.                     |
| FATX   | Tax Codes                 | Access    | Work with Tax Codes.                       |
| FATXRT | Tax Rates                 | Access    | Work with tax rates.                       |
| FATXRJ | Tax Rules                 | Access    | Work with tax rules.                       |
| FAUR   | User Roles                | Access    | Work with user roles.                      |

| Option | Page                    | Action(s) | Description                          |
|--------|-------------------------|-----------|--------------------------------------|
| FAVR   | Resolution Intelligence | Access    | Work with proposed variance reasons. |
| FAY3   | User Settings           | Access    | Configure a user's settings.         |

### Setting up Roles

Each user in FBAP must be assigned a role before they can resolve issues or approve invoices for payment. Each role has its own assigned users, to whom a set of discrepancy resolution and payment approval limits apply.

### Creating Roles

To create a role:

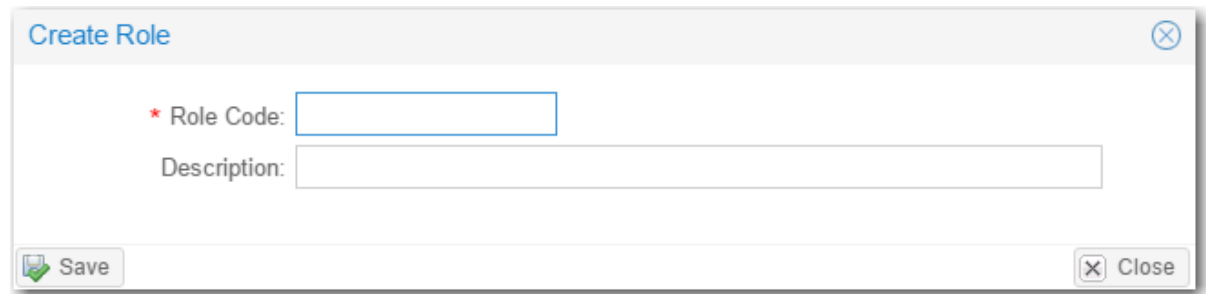
1. Access option FARO, *Roles*.

FARO options, Roles

2. In the *Roles* grid, click *Create Record*.



## Create Role



The 'Create Role' dialog box contains the following fields and controls:

- Role Code:** A text input field with a red asterisk indicating it is required.
- Description:** A text input field.
- Save:** A button with a green checkmark icon.
- Close:** A button with a red 'X' icon.

- Complete the fields:

*Role Code.* Specify a code to represent the role.

*Description.* Add a description of the role.

- Click Save; the role appears in the grid.

### Creating Discrepancy Resolution Limits for a Role

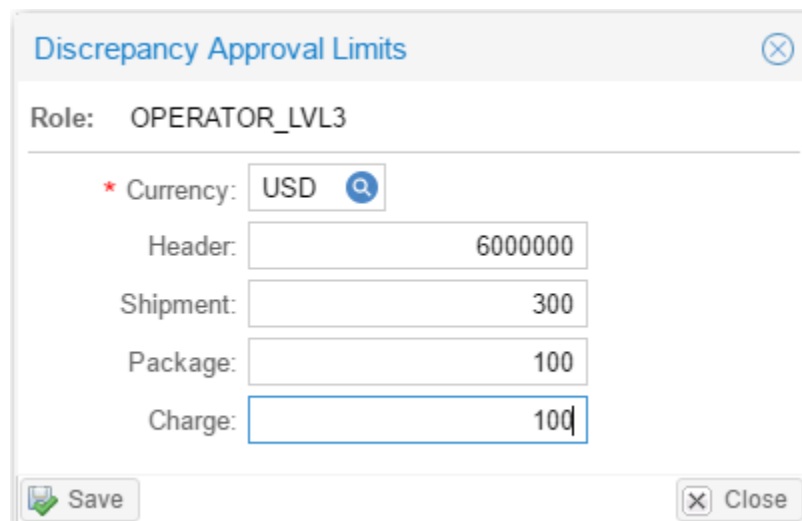
Discrepancy resolution or approval limits control the invoice issues that a user can resolve. Each user can only resolve discrepancies:

- Up to a certain monetary amount
- At specified levels of the invoice

To create discrepancy resolution limits for a role:

- In option FARO, *Role*, select the relevant role in the Roles grid.
- In the *Discrepancy Boundaries* section, click *Create Record*.

#### Discrepancy Boundaries



The 'Discrepancy Approval Limits' dialog box displays the following information and controls:

- Role:** OPERATOR\_LVL3
- Currency:** USD (with a search icon)
- Header:** 6000000
- Shipment:** 300
- Package:** 100
- Charge:** 100
- Save:** A button with a green checkmark icon.
- Close:** A button with a red 'X' icon.

- Complete the fields:

*Currency.* Specify the currency related to the resolution limit.

*Header, Shipment, Package, Charge*. Specify the amount of the resolution limit for at least one cost level related to the resolution limit.

4. Click **Save**; the limit appears in the grid.
5. Users can view the discrepancy resolution limits assigned to their role on the *Invoice Issue Resolution* page, as in the image below. If a user has more than one role, and the discrepancy limits for these roles are different, the higher of the user's discrepancy resolution limits applies.

#### Discrepancy Resolution Limits

The screenshot shows the 'Invoice Tolerance Issue Resolution' page. A table lists resolution limits for different levels. A red arrow points from the 'i' icon in the table header to the 'Discrepancy Boundaries' dialog box.

| Level    | Value        |
|----------|--------------|
| CHARGE   | 100.00       |
| HEADER   | 6,000,000.00 |
| PACKAGE  | 100.00       |
| SHIPMENT | 300.00       |

#### Creating Payment Approval Limits for a Role

Payment approval limits control the invoice payments that users can approve. Each user can only approve payments up to a certain amount, based on a user role.

To create payment approval limits for a role:

1. In option FARO, *Role*, select the relevant role in the *Roles* grid.
2. In the *Payment Boundaries* section, click *Create Record*.

#### Payment Boundaries

The screenshot shows the 'Payment Boundaries' dialog box. It contains fields for 'Role', 'Currency', and 'Value'. The 'Role' field is set to 'OPERATOR\_LVL1'. The 'Currency' field has a search icon. The 'Value' field is empty. There are 'Save' and 'Close' buttons at the bottom.

3. Complete the fields:

*Currency.* Specify the currency related to the approval limit.

*Value.* Specify a value.

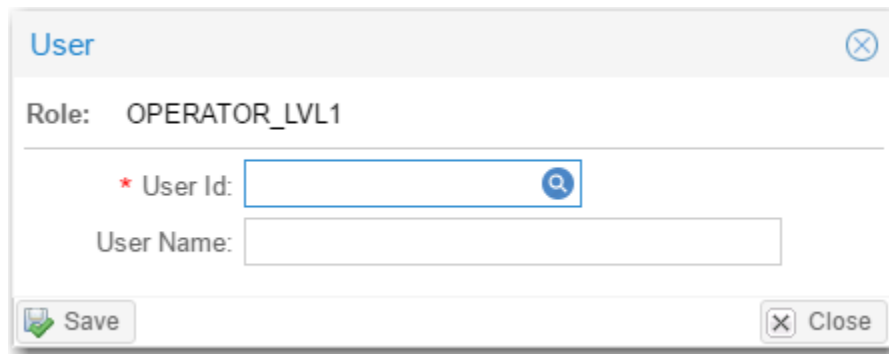
4. Click **Save**; the limit appears in the grid.

### Assigning a Role to a User

To assign a role to a user:

1. In option FARO, *Role*, select the relevant role in the *Roles* grid.
2. In the *Users* section, click *Create Record*.

User



The screenshot shows a 'User' dialog box. The title bar is 'User' with a close button. The main area shows 'Role: OPERATOR\_LVL1'. Below this, there are two input fields: '\* User Id:' with a search icon and 'User Name:'. At the bottom, there are 'Save' and 'Close' buttons.

3. Complete the fields:

*User ID, User Name.* Specify the ID of the user that you want to assign the selected role to. The *User Name* field populates with the associated user name.

4. Click **Save**; the user appears in the grid.

### Viewing User-Role Relationships

To view all of the roles assigned to a user:

1. Access option FARU, *User-Role*.

## User-Role

The screenshot shows the 'User-Role' window. At the top, there is a search bar with 'User Id: FBAP\_USER' and buttons for 'Search' and 'Clear'. Below the search bar, there are two tables. The left table has columns 'User Id' and 'User Name'. The right table has columns 'Role' and 'Description'. The left table shows one row: 'FBAP\_USER' and 'FREIGHT AUDIT STANDAR...'. The right table shows three rows: 'OPERATOR\_LVL1' with description '(Junior) Entry of manual invoices, management of i', 'OPERATOR\_LVL2' with description '(Intermediate) Entry of manual invoices, managem', and 'OPERATOR\_LVL3' with description '(Senior) Entry of manual invoices, management of'. At the bottom, there are navigation controls and a 'Per Page' dropdown set to 25.

| User Id   | User Name                | Role          | Description                                        |
|-----------|--------------------------|---------------|----------------------------------------------------|
| FBAP_USER | FREIGHT AUDIT STANDAR... | OPERATOR_LVL1 | (Junior) Entry of manual invoices, management of i |
|           |                          | OPERATOR_LVL2 | (Intermediate) Entry of manual invoices, managem   |
|           |                          | OPERATOR_LVL3 | (Senior) Entry of manual invoices, management of   |

2. Use the grid on the left to search for and select the user; the roles assigned to the user display in the grid on the right.

### Creating User-Role Relationships

To create a user-role relationship, assign one or more roles to a user:

1. Access option FARU, *User-Role*.
2. Use the grid on the left to search for and select the user.
3. Click the *Create Record* button below the grid; the *Create User-Role* pop-up window displays.

## Create User-Role

The screenshot shows the 'Create User-Role' dialog box. The 'User Id' field is populated with 'FBAP' and the 'User Name' field is 'Freight Audit Standard User'. A 'Role' lookup window is open, displaying a list of roles. The role 'ROLE\_INTERMEDIATE' is selected, indicated by a checkmark in the first column. Other roles listed include 'ROLE\_JUNIOR', 'SEL\_CHAINTST', 'ZS\_APPR\_TEST1', and 'ZS\_APPR\_TEST2'. The dialog box has a 'Save' button and a 'Close' button at the bottom.

## 4. Complete the fields:

*User Id.* Select a user; the User Name field populates automatically.

*Roles.* Use the + icon to view the list of roles in FBAP. Select each role that you want to assign to the user and click the X icon to close the lookup.

5. Click **Save**. When you select the user in the grid on the left, the roles that you added appear in the grid on the right.**Updating User-Role Relationships**

To update a user-role relationship:

1. Access option FARU, *User-Role*.
2. Use the grid on the left to search for and select the user.
3. Click the *Update Record* button below the grid; the *Update User-Role* pop-up window displays.
4. Complete the fields and click **Save**. When you select the user in the grid on the left, the roles that you added appear in the grid on the right.

**Configuring Process Flows**

You can configure FBAP to group actions together using a process flow, and also determine who has visibility and ownership of an invoice as it moves through each stage of validation. Every invoice is expected to be associated with a process flow.

To create one, access the *Process Flow* menu option and click the *Create* button in the toolbar.

#### Create Process Flow

**Create Process Flow**

\* Process Code:

Description:

Chain Processes: ☒

Restrict Delete: ☒

Visibility Group:

\* Draft Owner:

\* Created Owner:

Linked Owner:

Rated Owner:

Matched Owner:

In Review Owner:

Canceled Owner:

Reviewed Owner:

On Hold Owner:

Approved Owner:

Paid Owner:

Save  Close

**Process Code.** Enter a unique name to identify this process flow.

**Description.** Enter a short description of the process flow.

**Chain Processes.** Select this option if you want to enable chaining on invoices from Draft or Created status onwards. A chained process flow helps to automate as many of the FBAP actions as possible. If selected, invoices will progress through each status without stopping, unless the process is blocked by an error.

**Note** Chaining will terminate if an invoice requires a manual action at some stage during its life cycle. For example, if an invoice is at Created status and a user clicks the *Match* button, then chaining will cease and the invoice will not automatically progress to the Reviewed status.

**Restrict Delete.** Select this option to restrict users' ability to delete invoices that have been uploaded from EDI files.

**Visibility Group.** Assign visibility permission to a specific user group. Users in this group will be able to view the invoices as they move

through each status. Although they can view the invoices assigned to this process flow, they do not necessarily have permission to perform actions on them. This can be configured in the fields below.

*Owner.* Assign ownership to a user group depending on the status that an invoice is at. For example, the finance department of an organization might become responsible for an invoice after it reaches Reviewed status and is ready for payment. Therefore, ownership would switch to their user group, and only they can perform actions on it.

**Note** The *Draft Owner* and *Created Owner* fields are mandatory. If you leave the rest of the *Owner* fields blank, then the last entered group in the *Created Owner* field retains ownership until an invoice reaches Paid status.

After you have created a process flow, you can then assign it to invoices based on supplier account or supplier. For more information, see [Setting Up Suppliers on page 1418](#).

The supplier account takes precedence over the supplier when a process flow is to be determined. Therefore, the system first checks if a process flow is specified in the supplier configuration. If no value is found, it refers to the same field at supplier level. If no process flow is entered at either level, then FBAP uses the *Default Process Flow* field found in *Admin Settings*.

## Setting Up Reason Codes

Reason codes allow users to specify a reason for resolving an issue in FBAP. You can configure reason codes for use in the resolve step of the FBAP process. Reason codes are not mandatory when resolving an issue, but they can be useful to group information for reporting purposes.

To set up reason codes:

1. Access option FARC.



## Reason Codes Option, FARC

| Reason Codes      |                                                                                     |                                                     |                                      |
|-------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------|
| Reason Code:      | <input type="text"/>                                                                | Search By: <input type="text" value="Description"/> | <input type="text"/>                 |
|                   |                                                                                     | <input type="button" value="Search"/>               | <input type="button" value="Clear"/> |
| Reason Code       | Description                                                                         | Last Modified User                                  | Last Modified Date                   |
| ACCOUNT_3RD_P...  | Third Party account specified for the shipment did not exist, so our shipper acc... | PRECISION                                           | 09/07/2019 11:37:32                  |
| ACCOUNT_COLLE...  | Collect account specified for the shipment did not exist, so our shipper account... | PRECISION                                           | 09/07/2019 11:37:32                  |
| ACCOUNT_INCOR...  | Incorrect account was billed - bill account [account number] instead                | PRECISION                                           | 09/07/2019 11:37:32                  |
| ADDR_BOOK         | Address in our address book is incorrect and needs to be revised. Correct addr...   | PRECISION                                           | 09/07/2019 11:37:32                  |
| BILL_CHG_OVER...  | Billed charge was overestimated by the carrier                                      | PRECISION                                           | 09/07/2019 11:37:32                  |
| BILL_WGT_OVER...  | Billable weight was overestimated by the carrier                                    | PRECISION                                           | 09/07/2019 11:37:32                  |
| BILL_WGT_OVER...  | Billable weight was overestimated by the shipper                                    | PRECISION                                           | 09/07/2019 11:37:32                  |
| BILLED_INCORRE... | Billed incorrectly for what was not a company shipment                              | PRECISION                                           | 09/07/2019 11:37:32                  |
| CHG_INCORRECT...  | Charge applied incorrectly for Address Correction                                   | PRECISION                                           | 09/07/2019 11:37:32                  |
| CHG_INCORRECT...  | Charge applied incorrectly for Delivery Area Surcharge (DAS)                        | PRECISION                                           | 09/07/2019 11:37:32                  |
| CHG_INCORRECT...  | Charge applied incorrectly for Saturday Delivery                                    | PRECISION                                           | 09/07/2019 11:37:32                  |
| DIMENSIONS_INC... | Incorrect dimensions applied for charge determination                               | PRECISION                                           | 09/07/2019 11:37:32                  |

- Click the **Create** button in the toolbar to access the **Create Reason Codes** pop-up window.

## Create Reason Codes

| Create Reason Code                                                       |                      |
|--------------------------------------------------------------------------|----------------------|
| * Reason Code:                                                           | <input type="text"/> |
| Description:                                                             | <input type="text"/> |
| <input type="button" value="Save"/> <input type="button" value="Close"/> |                      |

- Complete the fields:
  - Reason Codes.** Specify a reason code.
  - Description.** Add a detailed issue resolution explanation.
- Click **Save**. The reason code appears in the information grid.

## Setting Up GL Rules

When a user approves an invoice, FBAP applies GL rules to the charges on the invoice to generate the appropriate GL allocations. The GL rules are applied to each charge record and, based on the characteristics of the charge, the rules determine the allocation of the cost amount to one or more GL accounts and cost centers.

The GL breakdown process involves a number of steps:

1. You, as the administrator, create one or more GL rules based on how your company allocates different types of costs to GL accounts.
2. When a user clicks the *Approve* button on a reviewed invoice, these rules run on every cost in the invoice. The criteria and rule precedence values explained in [GL Rule Criteria and Precedence](#) identify one rule to apply to one cost—the applicable rule with the highest precedence value.
3. This applied rule has one or more GL accounts associated with it. The cost is allocated to the GL accounts associated with this rule. Note that the full cost—not the matched amount or the variance amounts—is divided between the GL accounts.
4. A user can view this cost to GL allocation on the *Invoices* page by selecting the *View Invoice Charges* sub-option, and then selecting the *View Invoice Cost GL Account Details* sub-option for a particular charge.
5. A user can view the allocations to GL accounts across the entire invoice by selecting the *View Invoice GL Account Summary* sub-option on the *Invoices* page. This GL allocation is based on the individual costs on the invoice, and how each of these costs was allocated to GL accounts.
6. When a user chooses to pay all approved invoices, the cost allocations previously determined by the GL Rules are exported through the batch payment AP interface file.
7. Users can regenerate this file using the *Generate Interface* button on the *Payment Batch* page. A user may want to regenerate this file if the original file is lost or contains an error.

It is possible to specify how payment batches files are split using the *Admin Settings* menu options. In the *Payment Process* area, under *Payment Batches Split Criteria*, select the criteria that will determine how the batches are split. You can group batches by:

- Supplier
- Supplier Account
- GL Account
- GL Sub-Account
- GL Cost Center
- GL Project Code

## Payment Batches Split Criteria, Admin Settings

Payment Process

A/P Response file is expected: ☒

A/P File Output Detail: All

A/P File Name:

Payment Batches Split Criteria

Supplier: ☐      Supplier Account: ☐

GL Account: ☐      GL Sub-Account: ☐      GL Cost Center: ☐      GL Project Code: ☐

You should select the *Payment Batches Split Criteria* according to how you want the information to be presented. Your selected criteria will affect the number of files to be generated.

The table below illustrates the files which are created under different criteria for available invoices.

**Payment Batches Split Criteria Results**

| Criteria Selected             | Invoices                                                       | Resulting Files                                                                                                                                                          |
|-------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier                      | <b>UPS - 12345</b><br><b>UPS - 55346</b><br><b>DHL - 74899</b> | 2 files<br><ul style="list-style-type: none"> <li>One for UPS</li> <li>One for DHL</li> </ul>                                                                            |
| Supplier and Supplier Account | <b>UPS - 12345</b><br><b>UPS - 55346</b><br><b>DHL - 74899</b> | 3 files<br><ul style="list-style-type: none"> <li>One for UPS for account 12345</li> <li>One for UPS for account 55346</li> <li>One for DHL for account 74899</li> </ul> |

**Guidelines for Creating a GL Rule**

There are two main steps in GL rule creation:

- Specifying the rule criteria. Rule criteria identify the invoice costs to which the rule applies, based on information on the linked shipment history record. If the specified information is not available on the shipment history record, then the equivalent information on the invoice is used.

For more information on how to create appropriate rules, see [GL Rule Criteria and Precedence](#).

- Specifying the GL accounts to which invoice costs that fall under the rule are allocated. You can split the invoice costs across a number of GL accounts on a percentage basis. You can also allocate the invoice costs to sub-accounts, cost centers, and projects.

**Note** The allocation of invoice costs to GL accounts is only successful if every cost on the invoice can be allocated to an appropriate GL account. If there are costs on the invoice for which there is no applicable GL rule, then the approval process fails. Also, the GL account allocation must total 100%; you cannot leave any percentage of the cost unallocated.

### GL Rule Criteria and Precedence

To create appropriate rules, you must be aware of the rule criteria and how these criteria determine the precedence of a rule.

The table below lists the available GL rule criteria, along with the precedence value of each one, and the level of the shipment history record or invoice to which they apply. The higher the number in the precedence column, the higher precedence a rule criterion has.

### GL Rule Criteria, Applicable Levels, and Precedence

| Criterion             | Description                                                                                                                                                          | Precedence | Level    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| Charge Code           | The charge code related to the charge on the shipment history record. If no charge code is present, then the charge code of the invoice charge is checked.           | 16384      | Cost     |
| Charge Type           | The charge type related to the charge on the shipment history record. If no charge type is present, then the charge type of the invoice charge is checked.           | 8192       |          |
| Cost Center           | The cost center related to the package on the shipment history record. If no cost center is present, then the cost center of the invoice package is checked.         | 4096       | Package  |
| Destination Post Code | The destination post code related to the shipment on the shipment history record. If no post code is present, then the post code of the invoice shipment is checked. | 2048       | Shipment |
| Destination City      | The destination city related to the shipment on the shipment history record. If no city is present, then the city of the invoice shipment is checked.                | 1024       |          |

| Criterion           | Description                                                                                                                                                | Precedence | Level |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
| Destination State   | The destination state related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.   | 512        |       |
| Destination Country | The destination country related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked. | 256        |       |
| Origin Post Code    | The origin post code related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.    | 128        |       |
| Origin City         | The origin city related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.         | 64         |       |
| Origin State        | The origin state related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.        | 32         |       |
| Origin Country      | The origin country related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.      | 16         |       |
| Transport Service   | The transport service related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.   | 8          |       |
| Transport Mode      | The transport mode related to the shipment on the shipment history record. If no value is present, then the value on the invoice shipment is checked.      | 4          |       |
| Return Shipment     | The return shipment indicator related to the shipment on the shipment history record. If no value is present, then                                         | 2          |       |

| Criterion  | Description                                                             | Precedence | Level  |
|------------|-------------------------------------------------------------------------|------------|--------|
|            | the value on the invoice shipment is checked.                           |            |        |
| TMS Source | The source system related to the header on the shipment history record. | 1          | Header |

If a rule contains multiple criteria, then FBAP calculates the precedence of the rule as the sum of the precedence of each criterion in the rule. This calculation allows FBAP to distinguish between multiple rules that are—potentially—all applicable to an invoice shipment.

As an example, consider four rules that may apply to a freight cost for a shipment to Illinois. The table below lists four rules that could apply to this cost. FBAP applies the rule with the highest precedence, which is rule 4. The rule 4 precedence value (17,152) consists of the sum of the precedence values, as listed in the [GL Rule Criteria, Applicable Levels, and Precedence on page 1470](#) table above, for each criterion included in the rule—charge code precedence value (16,384), destination state precedence value (512), and destination country precedence value (256).

#### GL Rule Precedence Example

| Rule No | Charge Code | Charge Type | Destination State | Destination Country | GL Account | Precedence |
|---------|-------------|-------------|-------------------|---------------------|------------|------------|
| 1       |             | Freight     |                   | US                  | 567892     | 8,448      |
| 2       | FREIGHT     |             |                   | US                  | 567894     | 16,640     |
| 3       | FREIGHT     |             | IL                |                     | 567895     | 16,896     |
| 4       | FREIGHT     |             | IL                | US                  | 567896     | 17,152     |

#### Adding a GL Rule to FBAP

To set up a GL rule:

1. Access option FAGL.

## GL Accounts Option, FAGL

**G/L Rules**

Id:  Search By:

|  | Code           | Description                                | Precedence | In Use                              | Is valid                            | User  | Date                |
|--|----------------|--------------------------------------------|------------|-------------------------------------|-------------------------------------|-------|---------------------|
|  | DEFAULT        | Default rule to set a default account      | 0          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | VJM   | 11/17/2016 12:33:35 |
|  | FREIGHT_IE     | where to post the freight for Ireland s... | 16640      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | P6B   | 12/23/2016 09:28:31 |
|  | FREIGHT_IE_2   | More specific IE rule                      | 16641      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | P6B   | 12/23/2016 09:28:35 |
|  | FREIGHT_NON_IE | Freight for non-Ireland destinations       | 16640      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | P6B   | 12/23/2016 09:28:39 |
|  | PSTMS_DEFAULT  | Default for Precision Source System        | 1          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | P6B   | 12/23/2016 09:28:43 |
|  | PSTMS_DFLT     | pstms source only                          | 1          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | QAUTO | 12/13/2016 09:46:16 |
|  | US_ORIGIN      | Default account number for origin = US     | 16         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | VJM   | 01/04/2017 17:45:53 |

1 of 1

Per Page: 25
1 - 7 of 7

- Click the **Create** button in the toolbar to access the **GL Rules** pop-up window.

## GL Rule

**G/L Rule**

\* Code:  Description:  In Use: ☒

|  | Name          | Operator     | Value   |
|--|---------------|--------------|---------|
|  | Charge Code   | EQUAL_TO     | FREIGHT |
|  | Dest. Country | NOT_EQUAL_TO | IE      |

- Complete the fields:  
*Code, Description.* Specify a code and description for the GL rule.

*In Use.* If you want this rule to be used in FBAP, then select this field.

4. Specify the criteria that describe the invoice subset that this GL rule applies to.

The list on the left includes the shipment history attributes that you can use to create GL rule criteria, as described in the [GL Rule Criteria, Applicable Levels, and Precedence on page 1470](#) table. To select an item from this list for your GL rule, double-click the item or select the item and click the right arrow. The grid populates with the selected attributes. Then, use the Operator and Value fields to specify rule criteria based on the attribute.

The possible values for the *Operator* field are:

- Equal To - Use the Value field to specify a single value that the attribute value must match for the rule to be true.
- Not Equal To - Use the Value field to specify a single value that the attribute value must not match for the rule to be true.
- In List - Use the Value field to specify a comma-separated list of values—one of which must match the attribute value for the rule to be true.
- Not In List—Use the Value field to specify a comma-separated list of values that the attribute value must not match for the rule to be true.

The information icon at the top right of the window allows you to view the precedence of the GL rule criteria. The higher the number in the precedence column, the higher precedence a rule criterion has; rule precedence is described in [GL Rule Criteria and Precedence](#).

5. When the rule is complete, click *Save*; the rule appears in the information grid.
6. To specify GL account allocations for the rule, select the *GL Rule Header* sub-option for the rule in the information grid; the *GL Accounts* sub-option appears. To add details of a GL account that you want to allocate part of the invoice payment to, click *Create Record*.



## Create GL Account Association

The screenshot shows the 'GL Account Associations' window. At the top, there is a header bar with the title 'GL Account Associations' and standard window controls. Below the header, there is a table with columns: Code, Sub-Account, Cost Center, Project Code, Description, Percentage, Last Modified User, and Last Modified Date. The first row of the table contains the following data: ACCOUNT\_CTRY, IE, [GLCRITERIACOD..., -, Account for IE with a token, 100.00, QCONFIG, and 25/09/2019 15:00. A pop-up dialog titled 'Create GL Account Association' is open in the center of the window. The dialog has the following fields: Code (required), Sub-Account, Cost Center, Project Code, Description, Percentage (required), and Allocate Value Type (a drop-down menu currently set to 'CHARGE'). There are 'Save' and 'Close' buttons at the bottom of the dialog. The background window also has a 'Validate' button in the bottom right corner.

- Complete the fields in the *Create GL Account Association* pop-up window:

**Code.** Specify the GL account number that you want to allocate the invoice payments to.

**Sub-Account, Cost Center, Project Code.** If applicable, specify the sub-account, cost center, and project code that you want to allocate the invoice payments to.

**Description.** Add a description of the GL account that you specified in the *Code* field.

**Percentage.** Specify the percentage of each invoice payment that you want to allocate to this GL account.

**Allocate Value Type.** Select the value type from the drop-down list. The options are Charge, Shipper Variance, Supplier Variance, and Total Variance. Each GL rule must have a charge value type. If you allocate a total variance, you cannot then allocate a supplier variance or shipper variance.

**Important** A GL rule is only valid if the total percentage of invoice payments allocated to GL accounts in the *GL Accounts* sub-option is 100. The *Is Valid* field in the information grid provides information about the validity of rules.

The default GL allocation value process is for the whole charge value to be split across the appropriate accounts. If the user chooses to allocate the shipper variance and/or supplier variance to a different account to that of the remainder of the charge, the following rules apply:

- The sum of GL account proportions across all breakdowns of type Shipper Variance for the rule must be 0% or 100%.
- The sum of GL account proportions across all breakdowns of type Supplier Variance for the rule must be 0% or 100%.
- The sum of GL account proportions across all breakdowns of type Total Variance for the rule must be 0% or 100%.
- The sum of GL account proportions across all breakdowns of type Charge for the rule must be 100%.
- It is not possible to have a GL breakdown for both Total Variance and Shipper Variance within the same rule.
- It is not possible to have a GL breakdown for both Total Variance and Supplier Variance within the same rule.
- There must be at least one GL breakdown of type Charge.

### Example GL Rule and GL Account Allocation

The example rule in the image below applies to all invoice costs where the related shipment history record is from QAD GTTE, the destination country listed on the shipment of the shipment history record is IE, and the charge code on the shipment history charge is FREIGHT.

#### Example GL Rule

|                                                                                     | Name                | Operator | Value     |
|-------------------------------------------------------------------------------------|---------------------|----------|-----------|
|  | Charge Code         | EQUAL_TO | FREIGHT   |
|  | Destination Country | EQUAL_TO | IE        |
|  | TMS Source          | EQUAL_TO | PRECISION |

## GL Account Association

| Code: PSTMS_DFLT |             |             |              |                |            |                    |                    |
|------------------|-------------|-------------|--------------|----------------|------------|--------------------|--------------------|
| Code ↑           | Sub-Account | Cost Center | Project Code | Description    | Percentage | Last Modified User | Last Modified Date |
| GLACC1           | SUBACC1     | CO1         | PRJCDE1      | first account  | 55,00      | QAUTO              | 11/11/2019 10:2    |
| GLACC2           | SUBACC2     | CO2         | PRJCDE2      | second account | 13,00      | QAUTO              | 11/11/2019 10:2    |
| GLACC3           | SUBACC3     | CO3         | PRJCDE3      | third account  | 4,50       | QAUTO              | 11/11/2019 10:2    |
| GLACC4           | SUBACC4     | CO4         | PRJCDE4      | fourth account | 27,50      | QAUTO              | 11/11/2019 10:2    |

The invoice sub-option *View Invoice GL Account Summary* allows users to view the GL account allocation for an invoice. The *View Invoice Charges* invoice sub-option has a sub-option that allows you to view how individual costs on the invoice are allocated to GL accounts—*View Invoice Cost GL Account Details*. For more information, see [Using FBAP on page 1316](#).

## Setting Up Customer Billing Rules

If required, an uplift value can be added to customer invoices, separate to the carrier's freight bill. FBAP can be configured so that when a user approves an invoice, FBAP applies an uplift value. This is defined in *Customer Billing Rules*. The Customer Billing Rules are applied to all invoices at the Pay approval stage of the matching process. The value allocated to Customer Billing can be viewed in the *Customer Charge* field in the *Invoice Charge* window.

### Adding a Customer Billing Rule to FBAP

To set up a Customer Billing Rule:

1. Click the *Customer Billing Rules* option under *Processing Configuration* in the FBAP menu.

## Customer Billing Rules Page

Customer Billing Rules

Code:  Search By:

| Code            | Description                          | Precedence | Uplift Value | Uplift Percent | In Use                              | Last Modified User | Last Mod |
|-----------------|--------------------------------------|------------|--------------|----------------|-------------------------------------|--------------------|----------|
| AUTO_RECALC     | SEL recalculation                    | 6          | 3,14         |                | <input checked="" type="checkbox"/> | QAUTO              | 06/02/20 |
| CASH_ACC        | SEL Accessorial uplift in cash       | 14         | 0,56         |                | <input checked="" type="checkbox"/> | QAUTO              | 11/11/20 |
| CASH_ALLSUP     | SEL cash uplift for entire supplier  | 2          | 19,00        |                | <input type="checkbox"/>            | QAUTO              | 11/11/20 |
| CASH_FREIGHT    | SEL Freight uplift in cash           | 22         | 12,33        |                | <input checked="" type="checkbox"/> | QAUTO              | 11/11/20 |
| PERCENT         | SEL uplift, supplier only            | 2          |              | 13,50          | <input checked="" type="checkbox"/> | QAUTO              | 11/11/20 |
| PERCENT_ACC     | SEL Accessorial uplift in percentage | 14         |              | 6,17           | <input checked="" type="checkbox"/> | QAUTO              | 11/11/20 |
| PERCENT_FREIGHT | SEL Freight uplift in percentage     | 22         |              | 10,00          | <input checked="" type="checkbox"/> | QAUTO              | 11/11/20 |

Per Page: 25

- Click the **Create** button in the toolbar to access the **Customer Billing Rules** pop-up window.

## Customer Billing Rules pop-up window

Customer Billing Rule

Code: AUTO\_RECALC Description: SEL recalculation In Use: ☒

Uplift Value: 3,14 Uplift Percent:

| Name        | Name             | Operator | Value |
|-------------|------------------|----------|-------|
| Charge Type | Supplier         | EQUAL_TO |       |
| Charge Code | Supplier Account | EQUAL_TO |       |

Save Close

- Complete the fields:
 

**Code, Description.** Specify a code and description for the Customer Billing Rule.

**In Use.** If you want this rule to be used in FBAP, then select this field.

**Update Value, Update Percent.** Enter either the specific numerical value of the uplift you want to charge, or the percentage. You can only fill one of these fields.
- Specify the criteria that describe the invoice subset that this Customer Billing rule applies to.
 

The list on the left includes the invoice attributes that you can use to create Customer Billing rule criteria To select an item from this list for your Customer Billing rule, double-click the item or select the item and

click the right arrow. The grid populates with the selected attributes. Then, use the *Operator* and *Value* fields to specify rule criteria based on the attribute.

The possible values for the *Operator* field are:

- Equal To - Use the Value field to specify a single value that the attribute value must match for the rule to be true.
- Not Equal To - Use the Value field to specify a single value that the attribute value must not match for the rule to be true.
- In List - Use the Value field to specify a comma-separated list of values—one of which must match the attribute value for the rule to be true.
- Not In List—Use the Value field to specify a comma-separated list of values that the attribute value must not match for the rule to be true.

The information icon at the top right of the window allows you to view the precedence of the Customer Billing rule criteria. The higher the number in the precedence column, the higher precedence a rule criterion has.

5. When the rule is complete, click *Save*; the rule appears in the information grid.

## Feed Qualifiers

Feed qualifiers determine how the system parses and loads EDI files and electronic invoices. They are used by QAD GTTE Services when setting up carrier integrations.

*Important* Feed qualifiers are an advanced feature of FBAP that are configured and maintained by QAD GTTE. It is not recommended that you modify them. For assistance, please contact QAD GTTE Services.

## FBAP System Values

The *Admin Settings* option allows you to view and update a limited number of FBAP system values for the user and client that you are logged in with.

## FBAP Admin Settings

 Admin Settings

Save

Undo

File Destination

Interface File Destination:

D:\PRECISION\WEBUI\FBAP\ACCOUNTSPAYABLE

Invoice Image Destination:

D:\PRECISION\WEBUI\FBAP\INVOICEIMAGE

Backup Location:

Integration

Feed Format:

Purge

Purge: Invoice Age (days):

90

Purge: Shipment Age (days):

90

Purge: Work History Age (days):

90

Processing

Default Process Flow:

DEFAULT\_PROCESS

Matchpay: Allowed days diff:

90

Validate Old Dates:

180

Issue Review

Discrepancy Levels To Check:

Payment Process

A/P Response file is expected:

☒

A/P File Output Detail:

All

A/P File Name:

Payment Batches Split Criteria

Supplier:

☐

Supplier Account:

☐

GL Account:

☐

GL Sub-Account:

☐

GL Cost Center:

☐

GL Project Code:

☐

Administrators

Administrator Users:

Save

Undo

## FBAP System Values Related to Admin Settings

| Category                                          | Description                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FRTR0001<br>FBAP INTERFACE<br>FILE<br>DESTINATION | Specifies the folder in which the payment batch XML file is saved.<br><br>Example: D:\PRECISION\WebUI\FBAP\AccountsPayable<br><br>If this system value is not set, then the XML file is saved in the drive root folder where QAD GTTE is installed.                                                                                                                             |
| FRTR0002<br>FBAP DEFAULT FEED<br>FORMAT           | Stores the name of the default feed format to use when there is no feed format associated with the supplier.<br><br>Default value: blank                                                                                                                                                                                                                                        |
| FRTR0003<br>FBAP DEFAULT<br>PROCESS FLOW          | Enter a default process flow code. This will be applied if no process flow is specified at either supplier or supplier account level.                                                                                                                                                                                                                                           |
| FRTR0004<br>FBAP THEME                            | Specify the UI theme that you want to apply to the FBAP portal. Each UI theme gives the UI a different appearance.<br><br>Possible values:<br><ul style="list-style-type: none"> <li>• CLASSIC</li> <li>• CRISP</li> <li>• GRAY</li> <li>• NEPTUNE</li> </ul> Default value: CLASSIC                                                                                            |
| FRTR0005<br>FBAP RUN IT<br>BACKGROUND<br>PROCESS  | This system value is for future use.                                                                                                                                                                                                                                                                                                                                            |
| FRTR0006<br>FBAP JOB DETAIL<br>LEVEL              | Specifies the types of messages that display in the Work History Details for each job in the Work History page and the Message Area of the FBAP portal.<br><br>Possible values:<br><ul style="list-style-type: none"> <li>• INFO</li> <li>• ERROR</li> <li>• WARNING</li> </ul> WARNING is the lowest level of granularity, and selecting this option causes the other types of |

| Category                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | <p>messages to display, also. INFO is the highest level of granularity.</p> <p>Default value: ERROR</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FRTRABREQ<br>FREQUENCY<br>OF LOGGING<br>INFORMATION | This field is for future use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FRTRMADCPAY:<br>ALLOWED DAYS<br>DIFF                | <p>This system value is used by the invoice matching algorithm. There may be more than one matching record in the shipment history for a tracking number, because tracking numbers may be recycled by the carrier. Therefore when trying to find the appropriate Shipment History record there may be more than one record found due to the duplicate tracking numbers. To decide between the Shipment History records, the despatch date is examined and only shipments no more than 90 days older than the invoice date are considered.</p> <p>The default value of 90 days can be changed using this system value</p> |
| FRTRMADDATE<br>OLD DATES                            | Specify, in days, the oldest invoice—based on the invoice date—that can be uploaded to the system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| FRTRMADINVOICE<br>IMAGE<br>DESTINATION              | <p>Specifies the folder in which scanned invoice images are saved.</p> <p>Example: D:\PRECISION\WEBUI\FBAP\INVOICEIMAGE</p> <p>If this system value is not set, then the XML file is saved in the drive root folder where QAD GTTE is installed.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| FRTRMADINVOICE:<br>TAB<br>CONFIGURATION             | <p>Specifies the tabs that appear above the Information Grid in the Invoices screen.</p> <p>Format: A comma-separated list of tab information of the format<br/>           &lt;INVOICE_STATUS1&gt;+&lt;INVOICE_STATUS2&gt;+...&lt;INVOICE_STATUSN&gt;<br/>           +:&lt;TAB_LABEL&gt;:&lt;DEFAULT_TAB&gt;</p> <p>where &lt;INVOICE_STATUS1&gt;–&lt;INVOICE_STATUSN&gt; represent invoice statuses, &lt;TAB_LABEL&gt; represents the text that you want to display on the related tab in the Invoices grid, and :&lt;DEFAULT_TAB&gt;</p>                                                                               |



| Category | Key | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |     | <p>indicates whether this is the tab that you want to display by default in the Invoice grid. The &lt;DEFAULT_TAB&gt; setting is optional, and should appear in the system value once, only.</p> <p>The possible values for &lt;INVOICE_STATUS1&gt;–&lt;INVOICE_STATUSN&gt; are:</p> <ul style="list-style-type: none"> <li>• DRAFT</li> <li>• CREATED</li> <li>• IN_DISPUTE</li> <li>• CANCELED</li> <li>• IN_REVIEW</li> <li>• MATCHED</li> <li>• PAID</li> <li>• PAY_APPROVED</li> <li>• PAY_ON_HOLD</li> <li>• REVIEWED</li> </ul> <p>The example:</p> <p>DRAFT+:Draft,CREATED+:New,DRAFT+CREATED+IN_DISPUTE+CANCELED+IN_REVIEW+MATCHED+PAID+PAY_APPROVED+PAY_ON_HOLD+REVIEWED+:All:true</p> <p>results in three tabs on the Invoices grid—Draft, New, and All. The All tab is selected by default, and this tab displays invoices of any status.</p> |

Option Y3 allows you to update the FBAP system values detailed in [Table 339 on page 1480](#) for any user or client, and on a global level.

Option Y3 also contains a number of other FBAP system values related to FBAP integration with a TMS system, as in the table below.

#### FBAP System Values for TMS Integration

| Category  | Key                          | Value                                                                                  | Description                                                  |
|-----------|------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------|
| SHIP-HIST | FBAP: CARRIER CODE TRANSLATE | <p>[From carrier1]=[To carrier1],[From carrier2]=[To carrier2]....</p> <p>Example:</p> | See <a href="#">DEM: CARRIER CODE TRANSLATE on page 1280</a> |

| Category  | Key                                           | Value                                                                                                                                                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                               | Value:<br><b>FXFE=FEDEX,FXFW=FEDEX</b><br><br>This example translates FXFE and FXFW to FEDEX in the Shipment History Extract file.                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SHIP-HIST | FBAP: CARRIER IN USE                          | <Carrier1>=<Location1> <Carrier2>=<Location2> ... <CarrierN>=<Location1>,<Location2>,...,LocationM><br><br>.<br>.<br>.<br><br><CarrierN>=<Location1>,<Location2>,...,LocationM> | <b>Carrier and Location To Use</b><br><br>For all carriers and all locations, use: ALL=ALL<br><br>For one carrier, for all locations, use: <Carrier>=ALL<br><br>For one carrier and one location, use: <Carrier>=<Location>                                                                                                                                                                                                                                                                  |
| SHIP-HIST | FBAP: PICKUP NUMBER                           | <Unique Number: For next FBAP processing for any carrier and location pair>                                                                                                     | Used by the shipment history XML file generation for the unique identification of the batch or file created.<br><br>Default value: 0                                                                                                                                                                                                                                                                                                                                                         |
| SHIP-HIST | FBAP: PLD ACTIVE DIRECTORY                    | <Main directory for FBAP file creation>                                                                                                                                         | Directory in which the shipment history XML file is saved.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SHIP-HIST | FBAP: PLD ALT TRACK REF:[global carrier code] | <Name of the field to use as an alternative tracking reference; for example, SHSHIP or SHORDN>                                                                                  | You can specify that the system populates the TrackingNumber field with an alternative reference value in the extract. In this scenario, the TrackingNumber field is populated in the shipment history extract file with the alternative reference value at the time of exporting the data from TE. The TrackingNumber field is used for matching purposes within FBAP. This configuration approach allows a carrier to use an alternative value from the shipment for the matching process. |

| Category  | Key                            | Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Description                                                                                                                                                                                                                             |
|-----------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIP-HIST | FBAP: PLD ARCHIVE DIRECTORY    | <Archive directory for FBAP file creation>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Directory in which the shipment history XML file is archived after successful transmission to the target                                                                                                                                |
| SHIP-HIST | FBAP: PLD CONNECTION           | <p>&lt;FTP Site&gt;,&lt;User&gt;,&lt;Password&gt;,&lt;Mode&gt;,&lt;FTP Method&gt;,&lt;Host Keys&gt;</p> <p>Example:<br/>ftpsite1.com,username,password,,PSFTP</p> <p>Example:<br/>ftpsite1.com,username,password,,PSFTP,62:4b:42:97:0c:5e:76:ab:36:c0:b5:4c:89:46:be:41</p> <p>Example of a public/private key configuration:<br/>ftpsite1.com,username,[path]\\..\\Private-key.ppk,,PSFTP_AK,62:4b:42:97:0c:5e:76:ab:36:c0:b5:4c:89:46:be:41</p> <p>Note: The private key file must be accessible to the GTTE application server, so that it can be referenced in the system value.</p> | <p>The target FTP site, user, password, Mode, transmission mode, FTP method, and host keys for the destination of the Shipment History XML file.</p> <p>Possible values for &lt;Mode&gt; are PASSIVE and ACTIVE.</p>                    |
| SHIP-HIST | FBAP: PLD CREATE INVOICE FILES | To generate a CSV invoice file, set this value to Yes. Otherwise, set this value to No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | This value determines if the shipment history extract process generates a generic CSV invoice file. This CSV file is for testing purposes only and is useful for running FBAP matching based on extracted shipment history information. |
| SHIP-HIST | FBAP: PLD DEST DIR             | <Destination directory>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Destination directory within the FTP site into which the Shipment History XML file will be put.                                                                                                                                         |

| Category  | Key                           | Value                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|-------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIP-HIST | FBAP: PLD EXTRACT RE-RATE     | YES or NO. The default value is NO.                                                            | To re-rate the shipment during the shipment history extract process, set this field to Yes. This option is useful if the shipment contained incorrect or incomplete information at the first time of rating, or if the rate structure was incomplete at the first time of rating. If the re-rate fails, then the estimates already on the shipment are used.                                                                    |
| SHIP-HIST | FBAP: PLD GL CRITERIA MAP     | GLCRITERIA1=[database field]<br>GLCRITERIA2=[database field]<br>GLCRITERIA3=[database field]   | Set up configurable fields as the values that map to the GLCriteria1, GLCriteria2, and GLCriteria3 fields in the Shipment History XML file. Possible [database field] values: SHBUNT, SHUSR7, SHXNO1, and SHPSL04<br>Example:<br>GLCRITERIA1=SHBUNT <br>GLCRITERIA2=SHUSR7 <br>GLCRITERIA3=SHPSL04                                                                                                                              |
| SHIP-HIST | FBAP: PLD MAP EXACT COST TYPE | <Comma-separated list of cost types that are to be mapped with their explicit cost code value> | This system value applies when the shipper has multiple cost types configured as Freight in option CH but, from a matching perspective, the cost types are processed as distinct cost types that are not Freight.<br>Example: QRACK,QEXT<br>In this example, any costs of type QRACK and QEXT are mapped with these ChargeCode values in the Shipment History XML file, and are flagged as Accessorial in the ChargeType field. |
| SHIP-HIST | FBAP: PLD POLL DIRECTORY      | <Poll directory for FBAP file creation>                                                        | Directory into which the Shipment History XML file is copied after archiving (can be                                                                                                                                                                                                                                                                                                                                            |

| Category  | Key                     | Value                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|-------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                         |                                                                                                                  | used as a destination directory instead of using FTP)                                                                                                                                                                                                                                                                                                                                      |
| SHIP-HIST | FBAP: PLD STOP UPLOAD   | YES or NO. The default value is NO.                                                                              | Indicates if a transmission of the Shipment History XML file is to be attempted or not.<br>Value: YES or NO                                                                                                                                                                                                                                                                                |
| SHIP-HIST | FBAP: PLD TARGET CLIENT | [TMS client1]=[FBAP Client1][TMS client2]=[FBAP Client1][TMS client3]=[FBAP Client2][TMS clientX]=[FBAP ClientY] | This system value allows the FBAP client to be different to that of the client from which the shipment history transactions are being extracted.<br>Example: ABC=TGL DEF=TGL<br>In this example, TE shipments of client ABC and client DEF are mapped to FBAP client of TGL.                                                                                                               |
| SHIP-HIST | PLD WRAPPER DEBUG MODE  | YES or NO. The default value is NO.                                                                              | If you are using the HSTEXT option in the Windows UI to extract the shipment history from the EOD batches, this system value determines if you are presented with debug messages on the screen. The messages ask you to confirm whether or not a carrier, location, or batch is used to generate a shipment history extract file.<br><br>The HSTEXT option is not available in the Web UI. |
| SHIP-HIST | PLD WRAPPER MAX DAYS    | The number of days you want to create the shipment history extract for.                                          | If you are using the HSTEXT option in the Windows UI to extract the shipment history from the EOD batches, then this system value determines the oldest EOD batches extracted.<br><br>The HSTEXT option is not available in the Web UI.                                                                                                                                                    |
|           |                         |                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                            |

#### Additional FBAP System Values

| Category | Key                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FRTAUDIT | FRTAUDIT - GRID CONFIG:<br><GRID_NAME> | <p>Contains the layout settings of the grid &lt;GRID_NAME&gt;, where &lt;GRID_NAME&gt; is a placeholder for the name of a grid in FBAP.</p> <p>The grids have intuitive names that allow you to identify the appropriate system value in option Y3.</p> <p>Do not update these system values manually. Make the layout updates when logged in as a particular user in FBAP. You can then search for the related system value for that user in option Y3 and then copy the system value for another user.</p> |
| FRTAUDIT | FBAP_OPTION>: AUTOTST                  | <p>Contains the default search for an FBAP option page, where &lt;FBAP_OPTION&gt; represents the option code for the particular FBAP page.</p> <p>It is important that you do not edit these system values manually, because they are generated automatically by FBAP.</p>                                                                                                                                                                                                                                   |

## Transportation Execution

QAD GTTE offers a comprehensive transportation execution system that provides centralized control and visibility throughout the shipment execution process. From one system, users can:

- Compare carrier rates
- Compare carrier routes
- Produce and print labels and the manifest
- Manage levels of service

## Using Transportation Execution

This section describes the Transportation Execution functionality that is available to you, the user, in QAD GTTE.

### Transportation Execution Overview

Transportation Execution (TE) enables you to integrate GTTE with multiple parcel carrier systems. You can use TE to choose a carrier and service to ship your goods, and you can monitor shipments that are in transit using tracking numbers. For accounting purposes, you can categorize shipments based on location or business function.

The TE Web UI uses a number of terms that have a particular meaning in the context of TE. As a TE user, it is important for you to understand the meaning of these terms. This section provides a description of these terms.

### TE Terms

#### Carrier Account

A carrier account is an account that may be applicable for billing and shipping purposes. There are different accounts for different parties to a shipment, depending on the freight payment method. Examples include the shipper account, third-party account, and collect account.

#### Client

Consider a client to be a business unit. A client is used to separate the transactions within the application, mainly from a workflow perspective. Typically, clients are based on physical location, but they may be set up based on business function, such as marketing or production. There is typically a one-to-one relationship between the client and packing location, but this relationship may be one-to-many or many-to-one, depending on the needs of the business. Your administrator decides on this relationship.

#### Collect Account

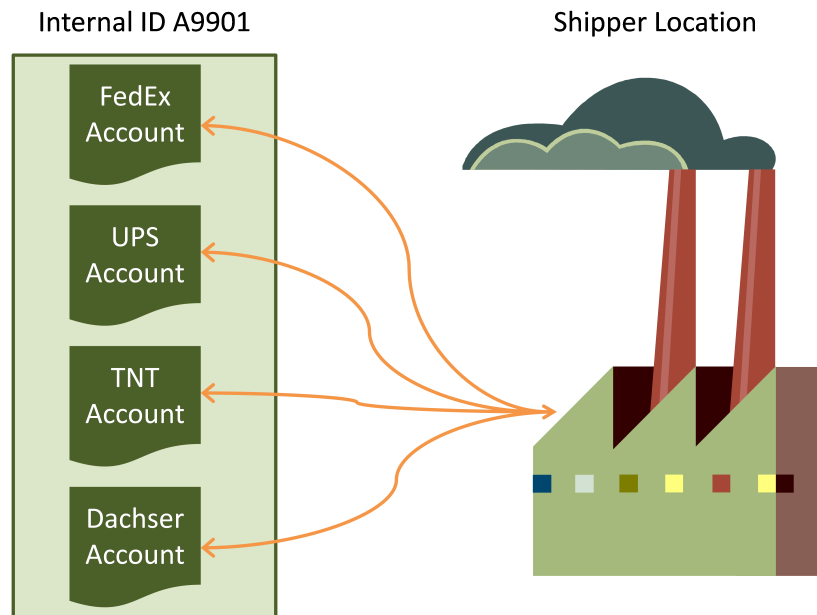
If the freight payment method is Collect, this account is used to make payment for the shipment. In this case, the shipment includes the collect account in addition to the shipper account.

#### Internal ID

An internal ID is a unique identifier assigned to a set of carrier accounts as part of your QAD GTTE carrier content subscription service. It is a five-character value consisting of a letter followed by four digits; for example, A9982. An internal ID is associated with one or more packing locations. A physical shipper location can have more than one internal ID; for example, one physical location can have separate internal IDs for marketing and production business units that operate in that location.



## Internal ID

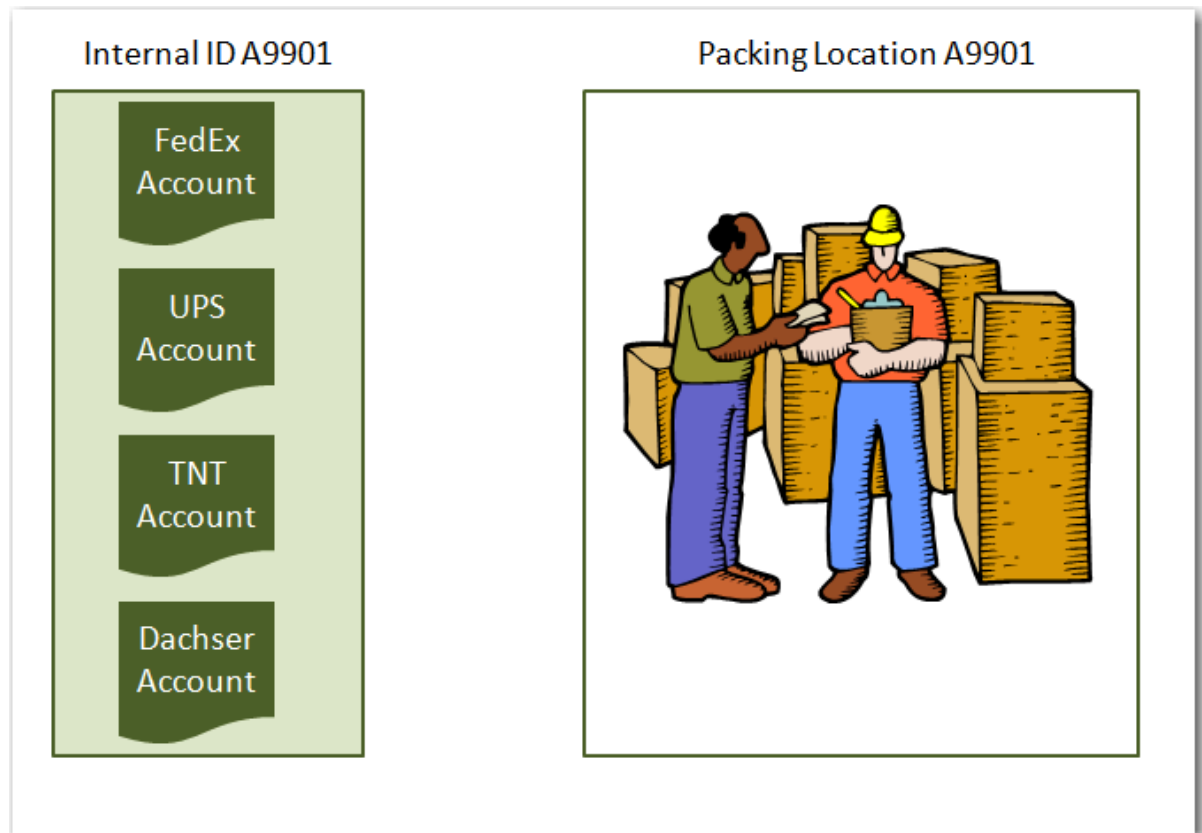
**Packing**

Packing is the process of grouping together full or partial shipment item lines into their required packaging structure, according to how those items travel together within the shipment. There are outer packs and inner packs; the outermost packages are generally the level at which shipments are tracked within a carrier network.

**Packing Location**

The packing location is a logical area from which you ship packages. It is typically a physical location where the carrier picks up outgoing packages; for example, you could have packing locations for sites in London and Dublin. Packing locations can also represent business functions, in which case you have packing locations for areas such as marketing or production. The packing location is associated with the set of carrier accounts making up the internal ID. The packing location is important for End of Day (EOD) processing, because an EOD manifest is generated for each packing location.

## Internal ID Packing Location Relationship

**Printing Locale**

When you log in to QAD GTTE, you must choose a printing locale. This decision determines the printer to which documents are directed at the time of printing. A printing locale is usually associated with a physical area or space where one or more printers are located. The association of documents and printers with the relevant locale ensures that the printed documents are directed to the appropriate printer for that locale.

**Shipment**

A shipment consists of goods or documents that you send to a customer. Shipments arrive in QAD GTTE from an external ERP or WMS system, or as a result of creating a shipment using either the Manual Shipment (MANSH) or Desktop Shipping (SHDTS) option in QAD GTTE. In TE, shipments are associated with workflows. These workflows include mandatory or optional tasks to update the shipment as it moves from your packing location to its destination.

**Shipper Account**

This is the carrier account that the shipper uses when creating a shipment. Every shipment must have a shipper account, regardless of the freight payment method. For UPS, this account appears within the 1Z

tracking number. For FedEx, this account is associated with the FedEx meter. If a shipper chooses Prepaid as the freight payment method, then this is the carrier account that is billable for the freight. If a shipper chooses a freight payment method other than Prepaid, and if the specified carrier account for the other payment method is invalid or unavailable, then the shipper account is billed for the freight.

**Third-Party Account**

If the freight payment method is Third Party, this account is used to make payment for the shipment. In this case, the shipment includes the third-party account in addition to the shipper account.

## TE Workflow

Shipments arrive in GTTE from an external ERP system, or as a result of creating a shipment using the **Manual Shipment on page 153** (MANSH), **Desktop Shipping on page 1509** (SHDTS), or **Simplified Shipping on page 1507** (TE\_SS) screen in GTTE. Regardless of how a shipment appears in the system, it must be processed and shipped using the appropriate carrier service. The shipment workflow can include tasks that allow you to choose a carrier service, print appropriate shipping labels, and make goods available for collection by the carrier.

### Typical TE Workflow

There are a number of steps in a TE workflow:

1. Reviewing and updating addresses. This step is optional.
2. Shopping for carrier rates. This step is optional.
3. Adding charges to the shipment using the Shipment Charges task. This step is optional.
4. Choosing a carrier and printing a label for the shipment.
5. Making the shipment available for collection by running an end of day (EOD) manifest.
6. Printing documents associated with the shipment. This step is optional.

If you discover an error with the shipment, or if the shipment is no longer necessary, it is possible to void, or cancel, the shipment. You can only void a shipment before running [EOD Manifest on page 1500](#).

### TE Workflow Tasks

The Workflow tasks associated with TE include:

- [Address on page 71](#)
- [Route, References and Containers on page 84](#)
- [Rate Shop on page 82](#)
- [Shipment Charges on page 95](#)
- [Manifest on page 79](#)
- [Documents \(Old\) on page 77](#) or [Documents \(New\) on page 75](#)

**Note** This TE workflow assumes that you have an existing shipment with line items that are packed. For information about packing shipments in GTTE, see [Scan, Pack and Ship: Standard Packing on page 98](#), [Scan, Pack and Ship: Consolidation Packing on page 117](#), and [Packing as a Workflow Task on page 115](#).

Your administrator can assign a different name to a workflow task. For example, your administrator can rename the Address task as Review Address. The administrator can also configure the pop-up window for each task, and so the appearance of the tasks in your implementation may differ from the examples in the online help.

### ***TE Shipment Freight Statuses***

The freight status of a shipment changes as it moves through the workflow. A shipment can have one of five possible freight statuses:

- Pending. The shipment has not been rated.
- Rate. The shipment is in the process of being rated.
- Interim. This freight status is a preliminary rated status given to the shipment to facilitate first-mile tracking.
- Rated. The shipment has been rated or shipped.
- Posted. The shipment has been rated or shipped, and the charges have been posted to an external application.

### ***TE Tasks in the Workflow Transaction Toolbar***

Your administrator can configure the [Workflow transaction toolbar on page 66](#) to contain links to the TMS Documents task and the Run EOD Manifest task.

In addition to configuring the tasks that appear in your transaction toolbar, your administrator can also choose the icon, text, and tooltip that appears for each task. If you are unsure what task an icon represents, hold your mouse over the icon to check for a tooltip, or click the icon to open the task window. For more information on the configuration steps, see [Transaction Panel on page 280](#).

Before accessing the Documents task from the transaction toolbar, ensure that the relevant shipment is highlighted in the Transaction panel. The Documents task for that particular shipment then opens.

## TE Menu Options

This section describes a number of TE menu options that allow you to carry out a number of tasks on small parcel shipments.

### Rate Shop

#### ***Enter Shipment Details***

Enter details of the shipment, including the origin and destination address, the expected ship date of the shipment, and a description of the items that you are shipping. A number of different tabs can be displayed in this step.

- Rate Shop
- Rate Shop (Postal Codes)
- Rate Shop (Airport Codes)
- Rate Shop (Postal/State Codes)
- Address

**Note** Your administrator determines which of these tabs appear. See [Configuring the Rate Shop Screen on page 1664](#). The only difference between the tabs is the contents of the Address Details section.

### Rate Shop Tab

There are a number of fields on this tab.

#### ***Ship From***

The partner code of the shipment's origin address. Enter the partner code. To automatically populate the Postal Code field below the Ship From field, click Show Address Details.

#### ***Name***

The name of the shipper company.

#### ***State, Postal Code, Country***

The origin state, postal, and country codes.

#### ***Ship To***

The partner code of the shipment's destination address. Enter the partner code. To automatically populate the Postal Code field below the Ship To field, click Show Address Details.

#### ***Name***

The name of the consignee company.

#### ***City, State, Postal Code, Country***

The destination city, state, postal, and country codes.

***Disable Validation on City and Postal Code***

When this checkbox is selected, there is no validation of the City and Postal Code fields in the Ship To address against the Place field in the Places screen and the Postal Code field in the Postal Codes screen, respectively.

***Ship Date***

The expected shipping date of the items.

***Carrier***

To check the cost of shipping with a specific carrier, enter the carrier code here.

***Transport Mode***

To check the rates for sending the shipment by a particular means of transport—for example, road or rail—enter the mode here.

***Service***

To check the cost of shipping using a specific service, enter the service code here.

The table on the right of the screen allows you to specify physical and other characteristics of each pack in the shipment. This information is used to estimate the cost of shipping the items. The Freight Class field is used to rate truck load (TL) and less than truckload (LTL) shipments. Small parcel shipments are typically rated using the weight, volume, and dimensions fields.

***Freight Class***

A code that determines how the carrier handles the pack and the associated cost structure. The code relates to shipment physical characteristics such as volume, density, and weight, along with other characteristics, including monetary value. Many carriers use the US-based National Motor Freight Traffic Association, Inc. (NMFTA) freight classification codes. Other carriers have their own set of freight classes. The freight class field is used for TL and LTL shipments.

***Weight***

The weight of the pack. Specify the unit of measure using the lookup icon.

***Volume***

The volume of the pack. Specify the unit of measure using the lookup icon.

***Dimensions***

The length, width, and height of the pack. Specify the unit of measure using the lookup icon.

**Total Weight**

The total weight of the shipment.

**Total Volume**

The total volume of the shipment.

To clear all measurements from the Item Details section, click Clear Line Information.

To clear all fields on the screen, click the Clear button.

To populate the fields on the screen with data that you previously entered on the screen, click the Refresh Using Saved Data icon. The screen refreshes with the data that you most recently entered before clicking Get Rates.

Enter the shipment details in the appropriate tab and click Get Rates.

**Rate Shop (Postal Codes) Tab**

This tab is the same as the Rate Shop tab, apart from the address fields. The Ship From and Ship To addresses each contain a field for the location code, company name, and postal code.

**Rate Shop (Airport Codes) Tab**

This tab is the same as the Rate Shop tab, apart from the address fields. The Ship From address contains a field for the location code, company name, and postal code. The Ship To address contains a field for the airport code.

**Rate Shop (Postal/State Codes) Tab**

This tab is the same as the Rate Shop tab, apart from the address fields. The Ship From and Ship To addresses each contain a field for the state, postal code, and country.

**Address Tab**

This tab is the same as the Rate Shop tab, apart from the address fields. The Ship From and Ship To addresses each contain a field for the state, postal code, and country. The Ship From address contains a field for the city.

**View Rates**

When you fill in the Enter Shipment Details screen and click Get Rates, a message is displayed, advising you that rates are being retrieved. When the rates are retrieved, they are displayed in a table.

To view services that were not selected due to errors, select Display Error Messages.

The following table lists the columns that appear in the Rate Shop table.



**Rates Table Columns**

| <b>Column</b>           | <b>Explanation</b>                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Carrier                 | The carrier offering the service.                                                                                                  |
| Description             | A description of the service.                                                                                                      |
| Charge                  | The amount that the shipper charges the customer for shipping.                                                                     |
| Buying Charge           | The amount that the shipper pays the carrier for shipping.                                                                         |
| Currency                | The currency in which the charges appear.                                                                                          |
| Rate Per Hundred        | The amount that the shipper charges the customer for shipping one hundred pounds of weight using this service.                     |
| Buying Rate Per Hundred | The amount that the shipper pays to the carrier for shipping one hundred pounds of weight using this service.                      |
| Transit Time            | An estimate of the number of days it takes for the shipment to reach the destination using this service.                           |
| ETA Date                | The date that the shipment is expected to arrive at the destination. This field can also include an estimate of the delivery time. |
| Mode                    | The mode of transport; for example, air or road.                                                                                   |
| Service                 | A code that identifies the service.                                                                                                |
| Error                   | If the cost of the service cannot be calculated due to an error, the error code appears in this column.                            |
| Error Description       | If the cost of the service cannot be calculated due to an error, a description of the error appears in this column.                |

To see a detailed breakdown of charges for a service, click the information icon in the Currency column. A charge breakdown pop-up window appears and displays the information.

The charges are split into a number of sections, including a section for the base charge, and sections for additional handling or fuel surcharges. A number of fields can appear in the Charge Breakdown pop-up window. The charges that appear depend on the shipment. Possible fields in the Charge Breakdown section include:

***Recipient***

Details of the destination address.

***Zone***

A code identifying the shipping zone. This field is applicable if the carrier service rate structure is based on zones. The zone depends on the origin and destination of the shipment. For each origin address, the carrier has a table that allocates all possible destinations to a particular zone. Nearby destinations are in a different shipping zone than remote destinations. The cost of shipping to each zone varies.

***Rating Break***

If the carrier service rate structure is based on zones, then this field contains the rating break within the carrier service rate structure that is used to calculate the shipping cost.

***Rate per pack number <n>***

The cost of shipping pack <n>.

***Freight Charge***

The cost of freight.

***Additional Handling***

The charge for additional handling related to the shipment.

**EOD Manifest*****EOD Manifest Panel***

Use the EOD Manifest panel to search for batches containing a particular group of shipments.

***Packing Location***

The packing location associated with the shipments.

***Carrier***

The carrier associated with the shipments during the Manifest task.

***Locale***

The print locale associated with the batch for paper manifest printing purposes.

***<Constraint 1>, <Constraint 2>, <Constraint 3>***

Constraints allow you to specify criteria that must be satisfied before a shipment is considered for a batch. These fields allow you to create an EOD batch using a subset of shipments that are going out with a particular carrier and from one packing location. These constraint fields allow you to filter shipments using criteria configured by your

administrator. The constraint fields that are available depend on your system configuration.

Example: The ID numbers of trailers on which shipments have been loaded are available as constraint fields. In this example, you can enter the number of the specific trailer that you want to run EOD Manifest on.

To create a batch for the location and carrier criteria specified in the EOD Manifest panel, click Create. To see options for creating a batch for all carriers at the selected location, or for all carriers and all locations, click the arrow to the right of Create.

### ***Batches Panel***

When you create a batch of shipments to manifest, the batch appears on the Batches panel. A number of columns can appear on the Batches panel.

#### **Batches Panel Columns**

| <b>Column</b>   | <b>Explanation</b>                                                                                                                                          |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch           | A unique, system-generated number assigned to the created batch.                                                                                            |
| Date            | The date that the batch was run.                                                                                                                            |
| Time            | The manifest time, assigned based on the time that the EOD manifest is run.                                                                                 |
| Int             | If the batch contains international shipments, this column contains a check mark.                                                                           |
| Invoice No      | The invoice number associated with the shipment.                                                                                                            |
| Pickup Number   | A unique reference assigned to the batch. The carrier requires this reference number to track the batch or manifest.                                        |
| Book Number     | The book number associated with the shipment.                                                                                                               |
| Page            | This field applies to UPS shipments.                                                                                                                        |
| Sent            | A check mark appears in this column if the batch electronic manifest file, also known as the Package Level Detail (PLD) file, has been sent to the carrier. |
| Code            | An error code associated with the batch, which appears when there is an error in generating or sending the PLD file.                                        |
| PLD Description | Information on the status of the PLD file. It indicates if there were any errors when generating                                                            |

| Column          | Explanation                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------|
|                 | the file, and whether the file was transmitted to the carrier successfully.                                                    |
| World Ease      | World Ease is a UPS service. If the batch is a UPS batch and contains World Ease shipments, this column contains a check mark. |
| User            | The GTTE user who created the batch.                                                                                           |
| Shipment Closed | If the shipments of this batch are closed as part of the end-of-batch process, this column contains a check mark.              |
| Total Shipments | The number of shipments in the batch.                                                                                          |
| Total Packages  | The number of packages in the batch.                                                                                           |
| Hazardous       | If the batch contains shipments containing hazardous material, this column contains a check mark.                              |
| Additional Info | Other information about the shipment.                                                                                          |

The toolbar at the bottom of the Batches panel allows you to carry out certain operations on the batch.

Select the batch row in the Batches panel, select the operation from the dropdown menu to the left of the Run button, and click Run. The operations available depend on the choice of carrier. Some carriers do not offer any batch operations. The following table contains a list of common operations.

#### Possible Batch Operations

| Operation              | Explanation                                                                                                                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create PLD File        | Create the PLD file in a carrier-approved format.                                                                                                                                                      |
| Generate PLD File      | Generate the PLD file in a carrier-approved format.                                                                                                                                                    |
| Send PLD File          | Send the PLD file to the carrier.                                                                                                                                                                      |
| Print Summary Label    | This option applies to UPS batches only. The summary label contains a breakdown of the carrier services included in the batch, and how many of the shipments and packages are listed for each service. |
| Print Summary Manifest | This operation applies to UPS batches only. Prints a paper manifest summarizing the shipments included in the current batch. The                                                                       |

| Operation                         | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | currently defined print locale determines the printer that the manifest prints to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Print Detail Manifest             | Prints a detailed paper manifest with information about the shipments included in the batch. If the Send PLD File operation fails, you can use the paper manifest as a backup.                                                                                                                                                                                                                                                                                                                                                                              |
| Print Worldease Invoice           | This summary is only available for UPS batches that include shipments using the UPS World Ease service.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Print Worldease Doc Box           | This operation is only available for UPS batches that include shipments using the UPS World Ease service. Use this operation to print a UPS World Ease label that applies to the first package of the entire World Ease shipment. This label is referred to as the Doc Box as it contains all documentation necessary to transport the shipment.                                                                                                                                                                                                            |
| Print Hazardous Manifest          | This operation is only available for UPS batches. It allows you to print a specific document relating to any hazardous materials in the batch.                                                                                                                                                                                                                                                                                                                                                                                                              |
| Generate Shipment History Extract | <p>Create an XML file of TE shipment data for use by the DEM or FBAP modules.</p> <p>For more information on integrating TE and DEM, see <a href="#">Integrating QAD GTTE TE and DEM on page 1278</a>. For more information on integrating TE and FBAP, see <a href="#">Table 340 on page 1483</a>. In particular, the <a href="#">DEM: CARRIER IN USE on page 1281</a> and <a href="#">FBAP: CARRIER IN USE on page 1484</a> system values in the SHIP-HIST category must be configured to enable DEM and FBAP integrations for a carrier or location.</p> |
| Send Shipment History Extract     | <p>Send an XML file of TE shipment data for use by the DEM or FBAP modules.</p> <p>For more information on integrating TE and DEM, see <a href="#">Integrating QAD GTTE TE and DEM on page 1278</a>. For more information on integrating TE and FBAP, see <a href="#">Table 340 on page 1483</a>. In particular, the <a href="#">DEM: CARRIER IN USE on page 1281</a> and <a href="#">FBAP: CARRIER IN USE on page 1484</a> system values in the</p>                                                                                                        |

| Operation | Explanation                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------|
|           | SHIP-HIST category must be configured to enable DEM and FBAP integrations for a carrier or location. |

### ***Shipments Panel***

To view the Shipments panel, select a batch from the Batches panel and click the Show Shipments button at the top right of the Batches panel. The Shipments panel appears above the Batches panel, and the Batches panel is minimized.

The Shipments panel contains the shipments related to the batch that you select in the Batches panel. Three columns appear in the Shipments panel.

#### **Shipment Panel Columns**

| Column          | Explanation                                |
|-----------------|--------------------------------------------|
| Consignor       | The shipper.                               |
| Reference       | A reference number for the shipment.       |
| Despatch Number | A despatch number related to the shipment. |

If there are too many shipments to display on one screen, you can scroll through the shipments by clicking the navigation arrows at the bottom of the panel. You can also specify a value in the Page field.

To close the Shipments panel and open the Batches panel, click the plus icon on the right side of the Batches heading.

### **Void a Shipment**

#### ***Canceling a Shipment***

To void a shipment from the **Void a Shipment** screen, access menu option SHVOID.

There are a number of search fields on the screen:

#### ***Reference***

Enter the reference number for the shipment that you want to cancel. This field accepts wildcards.

#### ***Parcel Tracking Ref***

Enter the parcel tracking reference for the shipment that you want to cancel. This field accepts wildcards.

**Max Results Per Page**

Specify the maximum number of results to display on each page of search results.

**Client**

Select the client related to the shipment that you want to cancel.

After you specify the search criteria, click Search. The Results screen is displayed. If you use wildcards in the search, there can be multiple shipments in the Results table.

The following table lists all of the possible column headings and an explanation of each column.

**Cancel/Reprint Label Shipment List**

| Column               | Explanation                                                                                                                                                                                                                             |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client               | The client associated with the shipment.                                                                                                                                                                                                |
| Reference            | The shipment reference number.                                                                                                                                                                                                          |
| Month, Day, and Year | The month, day, and year that the shipment was created.                                                                                                                                                                                 |
| Compliance Status    | This field indicates if the shipment passed or failed compliance checks.                                                                                                                                                                |
| Carrier              | The carrier associated with the shipment.                                                                                                                                                                                               |
| Order Reference No   | The reference number for a sales order associated with the shipment. There may be multiple sales orders relating to the shipment. This field refers to a single sales order. You can also add sales order numbers at a line-item level. |
| Description          | A description of the shipper company.                                                                                                                                                                                                   |
| Status               | The EDI status of the shipment.                                                                                                                                                                                                         |
| Currency             | The currency associated with the shipment.                                                                                                                                                                                              |
| Quantity             | The quantity of items in the shipment.                                                                                                                                                                                                  |
| Quantity UOM         | The unit of measure used to indicate the quantity of items in the shipment.                                                                                                                                                             |
| Weight               | The weight of the shipment.                                                                                                                                                                                                             |

To see the shipment's pack details, click the plus icon in the left column of the table. The following table lists the possible column headings. If there are multiple packages, you can reprint a label for a given package or for all packages.

**Cancel/Reprint Label Pack Details**

| Column               | Explanation                                                        |
|----------------------|--------------------------------------------------------------------|
| Pack Number          | A unique number identifying the pack.                              |
| Gross Weight         | The gross weight of the pack.                                      |
| UOM                  | The unit of measure for the gross weight of the pack.              |
| Volume               | The volume of the pack.                                            |
| UOM                  | The unit of measure for the volume of the pack.                    |
| Tracking Number      | A tracking number that the carrier applies to the pack.            |
| RFID Tag             | Radio Frequency Identification Tag.                                |
| Length               | The length of the pack.                                            |
| Width                | The width of the pack.                                             |
| Height               | The height of the pack.                                            |
| UOM                  | The unit of measure for the length, width, and height of the pack. |
| Pack Type            | The type of pack; for example, a carton.                           |
| Additional Reference | An additional reference relating to the pack.                      |
| Tare Weight          | The tare weight of the pack.                                       |

To cancel a shipment, in the relevant shipment row, select the radio button in the second column. Then, click the Cancel Shipment button above the table. In the pop-up window that opens, click OK to confirm that you want to cancel the shipment.

***Reprinting a Shipping Label***

You can also use the **Void a Shipment** screen to reprint a shipping label for a shipment. This option is only available for rated and manifested shipments. To download the label for printing, click the PDF icon for the shipment on the Results screen of the **Void a Shipment** screen.

To see the shipment's pack details, click the plus icon in the left column of the table. If there are multiple packages, you can reprint a label for a given package or for all packages.

**Note** You can also reprint a label from the Manifest task.



## Recall Shipment

Use the **Recall Shipment** screen, menu option SHRCLL, to search for and edit a shipment.

Enter the reference number of a shipment and click Search. Step one of the Desktop Shipping wizard opens, populated with the shipment details. You can then make the necessary changes to the shipment.

The Recall Shipment option is only available for shipments that are not yet rated. If you enter the reference number of a rated shipment, an error message appears on the screen.

**Note** Recalling the shipment is also possible using the **Inquiry on page 141** screen. This method provides more search options, along with the ability to review the details before recalling the shipment.

## Simplified Shipping

**Create Shipment**, menu option TE\_SS, allows you to create simple shipments using a single screen. It is an alternative to [Desktop Shipping on page 1509](#), which has multiple screens and requires a deeper understanding of the shipping process. The **Create Shipment** screen contains a form with a number of sections that you complete to create a shipment. Your administrator configures the available forms, using **Configure Shipment Forms**, to ensure that you comply with your organization's process to create a shipment. Before populating any of the fields on this screen, choose a form from the Shipment Form dropdown menu at the top of the screen. The selected shipment form determines the fields available in the form sections. It also determines the properties of the shipment that are set up in the background, including how the carrier service is assigned.

To navigate through the form sections, click Next and Back. Mandatory fields appear with a yellow left border. You cannot click Next to move to the next section until you have completed the mandatory fields in the current section.

The Create Shipment form includes two sections:

- [Addresses Section on page 1508](#)
- [Package Information Section on page 1509](#)

When completing the From and To addresses in the Addresses section, you can click the Address Book buttons to select an address. From the Address Details lookup window, select an address and click Use Address Details to populate the address fields.

To create a shipment and generate a carrier shipping label, complete all of the mandatory fields and click the Create Shipment button at the bottom right of the screen. The label is printed according to your user settings. A new screen opens and displays the shipment reference for the new shipment, details about the carrier and tracking number, and

the label. To copy the shipment reference or tracking number, click the Copy icon to the right of the appropriate number. To open the shipment in the **Inquiry** screen, click the reference number. To download the shipment label, click Download Label. To create a new shipment using the **Create Shipment** screen, click Create Next Shipment. The Create Shipment screen opens with the form that you previously selected from the Shipment Form dropdown menu automatically selected.

## Addresses Section

The Addresses section contains a number of fields representing, in the From area, the Ship From address and, in the To area, the Ship To address.

Address Book lookup buttons allow you to select addresses from the address book, including by partner ID. The addresses available for the From address have the Consignor or Ship From role. The addresses available for the To address have the Consignee or Ship To role.

If you already know the ID of an address, enter it in the relevant field—Ship From ID or Ship To ID. When you move away from the field, the address data is automatically populated in the other address fields.

Possible fields include:

### Ship From ID

The ID of the Ship From address.

### Ship To ID

The ID of the Ship To address.

### Name

The name in the address.

### Address Line 1

The first line in the address.

### Address Line 2

The second line in the address.

### City

The city in the address.

### Postal Code

The postal code in the address.

### State

The state in the address.

### Country

The country in the address.

**Email**

The email address in the address.

**Phone**

The phone number in the address.

**Company Cost Center**

The company cost center associated with the address.

**Note** The field names listed above are the original labels configured by QAD. Your administrator can change the names of these fields using the **Configure Shipment Forms** screen.

**Package Information Section**

The Package Information section contains a number of fields representing the package information. Possible fields include:

**Weight**

The package weight.

**Weight UOM**

The package weight unit of measure.

**Package Type**

The package type.

**Note** Your administrator can change the names of these fields using the **Configure Shipment Forms** screen.

**Desktop Shipping**

Desktop Shipping, menu option SHDTS, allows you to create parcel shipments using a wizard. The wizard ensures that you follow your organization's process for creating shipments. Each step in the wizard is a screen with a title, navigation buttons, and one or more sections containing input fields.

Your administrator can configure the wizard templates, as described in [Desktop Shipping Configuration on page 1682](#). You can then select a template from the Shipment Wizard dropdown menu on the Origin/Destination step.

To navigate the steps, click Next and Previous. You can also click the forward and back arrows next to the step title. To clear the contents of all fields on a screen, click the Clear button at the bottom left of the screen. The numbers on the top right of the screen indicate the step that you are on. Completed steps and the current step display in different colors. Incomplete steps are white. Hover over a step number to view the title of the step. When you create a shipment, a reference number for the shipment appears to the left of the wizard numbers. A help icon can also appear next to the wizard steps. Desktop Shipping steps are

highly configurable. Therefore, the experience of using the Desktop Shipping wizard varies from implementation to implementation. Despite this variation, there are a number of points to note about common UI behavior:

- Mandatory fields. Mandatory field names appear in bold font, and with a blue background.
- Field types and default values. Fields can be empty by default or can contain default values. Similarly, certain fields can appear as free text fields or as a dropdown list.
- Some fields have a help icon next to them, which provides useful information about the field.
- The field lookup icon allows you to view a list of possible values for a field.
- A calendar icon appears next to fields that require a date value. To select a date, click the calendar icon, or enter the date manually.
- Currency fields appear with an additional field and lookup icon so that you can specify the currency. Similarly, fields representing weight or size dimensions may allow you to specify the unit of measure in an accompanying field, or they may default to pounds and ounces.
- Messages may appear in a pop-up window when you click Next. These messages can advise you that you have omitted required details or can be for information purposes.
- The input fields are split into sections within each page. Each section has a title, which displays in blue. In some cases, only the section title appears; to view the fields, click the plus icon. To hide the fields, click the minus icon.

**Note** Each field has a default name, but the administrator can change any of the field names that appear in Desktop Shipping. This online help content refers to the default field names.

Desktop Shipping can include up to ten steps:

- [Origin/Destination on page 1511](#)
- [Compliance on page 1516](#)
- [Package Details on page 1516](#)
- [Products on page 1517](#)
- [Method/References on page 1519](#)
- [Services on page 1521](#)
- [Accessories on page 1522](#)
- [Documents on page 1525](#)
- [Summary on page 1527](#)

- [Confirmation on page 1528](#)

## Origin/Destination Step

This step is always the first step and it is mandatory when creating a shipment in Desktop Shipping.

Before populating any of the fields on this screen, choose the Desktop Shipping wizard from the Shipment Wizard dropdown menu at the top of the screen.

The brown parcel icon to the right of the Shipment Wizard dropdown menu enables you to retrieve the details of the last shipment that you created using Desktop Shipping. This feature can save you time when you frequently create similar shipments because the fields on the screen populate automatically.

Depending on how your administrator has configured your system, one or more of the following sections appear on the Origin/Destination screen:

- [Ship To](#)  
**Note** This section allows you to request a [return label on page 1512](#).
- [Notify/Intermediate Consignee](#)
- [Payment](#)
- [Package Details](#)
- [Shipment Details](#)
- [Ship From](#)
- [Shipper](#)

Use the Ship To section to specify who you are shipping the items to. The section contains a number of fields.

### Mailing List

Select this field to ship an item, typically a document, to multiple partners. If you select this field, the appearance of the Ship To section changes. To select a Mailing List, click the lookup icon next to the Deliver To field.

**Note** Mailing Lists related to desktop shipping are managed from the Mailing Lists screen, menu option ML.

### New Address

Select this field to enter a new address. When you select this field, a Save to Address Book field may be displayed at the bottom of the Ship To section. To save the new address to an address book, select the Save to Address Book field, and choose the particular address book from the accompanying dropdown menu.

**Deliver To**

Specify the partner code for the consignee. Depending on the information stored in GTTE, specifying the partner code populates the other Ship To fields with default values.

**Show Address Details**

If you manually enter the partner code in the Deliver To field, to fill in the other Ship To fields with details already stored in the system, click Show Address Details.

**Name/To**

The partner organization name.

**Attention To**

A contact name within the partner organization.

**Address**

The partner address.

**Residential**

If the address is a residential address, select this field.

**City, State, Postal Code, Country, Tel, Email**

Enter the relevant partner organization details in each field.

**Provide a Return Label**

Select this field to create a return label, so that the consignee can return documents or faulty items to you on receipt of the shipment. Use this field with the On Behalf Of field in the Ship From section to create a return label from the partner address specified in the On Behalf Of field. If you leave the On Behalf Of field blank, the address in the Deliver From field appears as the origin address on the return label.

**Verify Address**

Your administrator can configure GTTE to include optional or mandatory address verification for the Ship To address.

When you select the Verify Address field, the system checks if the address is valid. If you enter an invalid address, then a pop-up dialog is displayed suggesting another format. You can choose from the following options:

- Accept: Accept the new address format.
- Accept & Save: Accept the new address format and update the associated partner record maintained in menu option NR.
- Ignore: Skip address verification.

The Notify/Intermediate Consignee section allows you to specify an additional partner to notify about the shipment, or an intermediate consignee who handles the shipment before it reaches its final destination.

**Note** Your administrator can configure this section to display Notify Consignee as the heading, or Notify/Intermediate Consignee as the heading.

### **To**

In the To field, specify the partner code for the intermediate consignee. The other fields in this section are the same as the fields that appear in the [Ship To](#) section.

Use the Payment section to specify the freight payment method.

### **Freight Payment Method**

Choose from the possible freight payment methods. Possible payment methods include Prepaid, Third Party, and Collect. Prepaid means that the shipment is already paid for. Third Party means that a third party pays the freight charges. Collect means that the consignee pays for the freight. If you choose Third Party or Collect, enter a carrier account number in the Third Party or Collect Account Number field that appears. If you select Third Party, the account number is mandatory, and you can also add address and contact details for the third party involved.

Use the Package Details section to enter information about the items that you are shipping. If you are shipping a single package, use the fields in this section to specify the details of that package. Selecting the Multiple Packages field gives you the opportunity to enter details for multiple packages in the Package Details step.

### **Package(s) Contains**

Select Documents or Products/Commodities, depending on the content of the package. If you select Documents, the Products step is skipped.

### **Description**

Enter a brief description of the package.

### **Multiple Packages**

If the shipment contains multiple packages, select this checkbox. When selected, it hides the other fields in this section apart from the Package(s) Contains and Description fields. As you move through the Desktop Shipping wizard, you can add information on these multiple packages using the Package Details and Products steps.

If you do not select this checkbox and you enter package information on this step, then the Packages Details step is skipped.

**Specify Size Using**

Use this field with the Size field. To enter the pack type in the Size field, select Pack Size. To specify the length, width, and height of the pack in the Size fields, select Entered Dimensions.

**Size**

Use this field with the Specify Size Using field. If Specify Size Using is set to Pack Size, enter the pack type in the Size field. If Specify Size Using is set to Entered Dimensions, specify the length, width, and height of the pack, along with the unit of measure, in the Size fields.

**Weight**

Enter the weight of the pack in the first field, and enter the unit of measure in the second field.

**COD Value**

Enter the collect on delivery (COD) value of the pack in the first field. Specify the currency in the second field.

**Customs Value**

Enter the customs value of the pack in the first field. Specify the currency in the second field.

**Insurance**

Select this field to specify the insurance value of the pack. Enter the insurance amount and currency in the Insurance Value fields that appear on the screen.

The Shipment Details section allows you to specify shipment delivery details.

**Promised Date, Promised Time**

The date and time that you agree to deliver the shipment to your customer.

**Business Unit**

The business unit sending the shipment.

**Cost Center**

The cost center related to the shipment.

**Distance**

The distance that the shipment is traveling.

**Project Code**

A project code identifying the shipment that the project relates to.

**Pickup Location**

The place where the carrier collects the shipment.



**Special Instructions**

Any important notes relating to the shipment. This information is stored in a Shipment Texts record associated with a text ID configured by your administrator. For more information, see [Origin/Destination Step Configuration on page 1689](#).

**End Use Explanation**

An explanation of the purpose of the shipped items.

**Heavy Shipment**

Select this field to mark the shipment as a heavy shipment.

**Packaging Required**

Select this field if the shipment requires packaging.

**Need extra Date**

If you require an extra date to record details of the shipment, select this field. If you select this field, then the date, month, and year fields appear on the screen. This field may appear with a different name, depending on how your administrator configures your system.

**DTS Flag 4**

An additional field that your administrator can configure with a different text name, depending on the process that your department uses.

**Additional Reference**

If there are multiple legs associated with the shipment, use this field to record the main shipment reference.

**Incoterms/Delivery Terms**

The International Commercial Terms, or Incoterms, are internationally accepted definitions and rules of interpretation of common commercial terms including ex works and carriage paid to. Choose from the available terms in the dropdown menu.

Use the Ship From section to include details of the origin of the shipment.

**Deliver From**

The partner code of the consignor.

**Overwrite Address**

To overwrite the shipper address, select this field.

**On Behalf Of**

For an explanation of this field, see the description of the [Provide a Return Label field on page 1512](#) in the Ship To section.

**Overwrite Address**

To overwrite the On Behalf Of address, select this field.

Use the Shipper section to add shipper information. This section is useful if the shipper information varies from the Ship From address.

**Same as Ship From**

If the shipper address is the same as the Ship From address, select this field.

**Shipper**

The code of the shipper office.

**Overwrite Address**

To overwrite your default shipper address, select this field.

**Additional Email Notification to (Enter full email address)**

Enter the email address of another contact to advise of the shipment.

**Compliance Step**

If your administrator included the Compliance step in your Desktop Shipping wizard, compliance checks are run when you click Next on the Origin/Destination step. There are many compliance checks available. These checks can be run within Desktop Shipping, within Workflow, or independently through the Trade Compliance menu. The most common compliance checks that run within Desktop Shipping are the Denied Parties Check and the Embargoed Countries Check. Depending on how your administrator has configured the Compliance step, failure of the Compliance step may prevent you from moving on to the next step. Similarly, failure of a check causes the Compliance screen to open or displays a pop-up dialog within the Origin/Destination screen.

**Package Details Step**

You can record the details of a single package using the Package Details section of the Origin/Destination step. Use the Package Details step to enter information about multiple packages. To view the Package Details step, in the Package Details section of the Origin/Destination step, select Multiple Packages before moving to the next screen.

**Package(s) Contains**

Depending on the contents of your shipment, select Documents or Products/Commodities. Enter a description of the package in the text field.

**Insurance**

If you want to insure the shipment, select insurance.

**International Shipment**

If you are creating an international shipment, select this field.

## Number of Packs

Specify the number of packs in the shipment using the dropdown menu. If you set Number of Packs to a value greater than one, multiple packages appear on the screen. To copy the contents of package n to the next package, click the Copy from Package <n> link.

## Specify Size Using

To specify a predefined pack size using the Size field, select Pack Size. If you want to specify exact weight measurements using the Weight fields, select Entered Dimensions.

## Size

Use this field with the Specify Size Using field. Choose from a list of predefined pack types and sizes, including cartons and pallets. Each entry in the lookup list has details of the pack type, dimensions, and maximum weight and volume.

## Weight

Specify the pack weight. The field can be configured to accept values in pounds and ounces or you can select the unit of measure using the lookup icon.

## Insurance Value

The insurance value of the package.

## COD Value

Specify the collect on delivery value—the amount that the carrier is to collect from the consignee when delivering the package.

## Customs Value

Specify the customs value of the package.

## Products Step

To enter details of the products in the shipment, use the Products step. To view the Products step, in the Package Details section of the Origin/Destination step, select Multiple Packages. On the Package Details section, set the Package(s) Contains field to Products/Commodities before moving to the next screen. The Products step is divided into the [Product Details](#) and [Products](#) areas.

The Product Details section allows you to add details about a product.

## Multiple Products

To add multiple products to the shipment and to view the Add link at the bottom of the Product Details section, select this field. To enter information about more than one product, select Multiple Products and click Add. The product then appears in the Products section.

**Product Code**

Specify the product code. Selecting a code using the lookup icon may populate other fields in this step with default values.

**Product Description**

Enter a description of the product.

**Quantity**

Specify the product quantity.

**Weight**

Specify the product's weight. Your administrator can configure this field to accept values in pounds and ounces, or you may be able to select the unit of measure using a lookup icon.

**Net Weight, Volume, Customs Value**

Specify the product net weight, volume, and customs value.

**Freight Class**

A code that determines how the carrier handles the pack, and the associated rate cost structure. The code relates to shipment physical characteristics, such as volume, density, and weight, along with other characteristics including monetary value. Many carriers use the US-based National Motor Freight Traffic Association, Inc. (NMFTA) freight classification codes. Other carriers have their own set of freight classes. The freight class field is used for truck load (TL) and less than truck load (LTL) shipments.

**Country of Origin**

Specify the product country of origin.

**In Package**

Choose the package number from the dropdown menu.

**Customs Classification Group**

Every country has a list of customs classification codes to categorize imported and exported goods, and to assign a customs fee to each item. These codes are compiled into a list, or group; for example, HTS is the Harmonized Tariff Schedule of the US. Use the dropdown menu to specify the classification group applicable to this product.

**Customs Classification Code**

Specify the particular customs classification code that applies to the goods in this shipment.

**Customs Classification Description**

Specify a description of the product. When you select a customs classification code, this field is populated automatically.

**NAFTA Preference Criterion**

If your goods fall under the terms of the North American Free Trade Agreement (NAFTA), use this field. Specify the criteria under which the product qualifies for the agreement.

**NAFTA Producer**

Specify the North American Free Trade Agreement Producer.

**NAFTA Net Cost**

There are several ways to calculate NAFTA Net Cost; use the method approved by your organization.

**NAFTA Country of Origin**

Specify the country of origin of the goods.

**Domestic/Foreign**

Specify whether the shipment is international or domestic.

**Type of Export**

Choose the export type from the dropdown menu. Temporary exports are exempt from customs charges when they meet certain criteria defined by the destination country.

**Manufacturer, Serial Number, Model Number**

Enter the details of the goods.

**FCCID**

Specify the Federal Communications Commission Identification. The FCC issues an FCCID for every communication device and computer that adheres to FCC standards. All communication devices imported to the US must have an FCCID.

**Comments**

Enter additional information in this field, if necessary.

The Products area lists information about the products you add to the shipment, and the quantity of each product. You can edit, copy, or delete a list entry by clicking the link next to it. If you click Edit or Copy, the details for the entry appear in the Product Details area. If you make changes to an entry, click Update or Add. To remove an entry, click Delete.

**Method/References Step**

The Method/References step enable you to select of a carrier service, rate shopping with a specific carrier, or rate shopping from multiple carriers. It also allows you to enter references to identify the shipment and associated documents. It consists of [Delivery Details](#) and [Carrier Details](#) areas.

**Ship Date**

The shipping date. It must be the current date or a date in the future.

**Deliver**

Choose delivery criteria using the dropdown menu. The default list for this field allows you to search for rates based on the cost of delivery, or delivery date. Your administrator configures this list with the criteria used by your organization.

**Promised Date**

If you select By promise date in the Deliver field, the Promised Date field appears. Add the date by which you promise to deliver the goods to the customer.

**Order Reference**

The sales order number that relates to the shipment. There may be multiple sales orders relating to the shipment. This field refers to a single sales order. You can also add sales order numbers at a line-item level.

**Invoice Number, PO Number**

The invoice and PO numbers that relate to the shipment.

**Other Reference**

Enter other information you want to associate with the shipment.

**Customs Reference**

The customs reference that relates to the shipment.

**Forwarders Reference**

The reference number of the freight forwarder dealing with the shipment.

**Additional Reference**

Enter additional information you want to associate with the shipment.

**Bill of Lading**

The number of the bill of lading document attached to the shipment. The bill of lading is a document issued to your company by the carrier, and represents a contract for the carriage of goods.

**Consider**

Use this field to specify the carriers to include in the rates search. To search all carriers for a suitable rate, select All Carriers. Select Specific Carriers to see a list of carriers, from which you can select a subset. To specify a particular service to use, select Specific Service and enter the chosen service in the Service field. When you select Specific Service, you may see a checkbox called Skip rate shop step. Selecting this

checkbox allows you to avoid rate shopping and confirm selection of the service.

### Skip rate shop step

Your administrator can configure a Skip rate shop step for this section. To skip the rate shopping step, select this field.

### Services Step

The Services step shops for rates based on the shipment details and the delivery and carrier criteria that you specify in the Method/References step.

The step displays a table listing the available rates. To choose a carrier rate, select one of the rows in the Rates table.

#### Rates Table

| Column        | Explanation                                                                                                                                                                                                                                                                                                                       |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To            | If you specify a mailing list in the Origin/Destination step, this column is displayed. If ALL appears in this column for a particular service, the service is available for all addresses in the partner list. If this column contains a partner code, the service is the cheapest available to ship to that particular address. |
| Carrier       | The carrier offering the service.                                                                                                                                                                                                                                                                                                 |
| Description   | A description of the service.                                                                                                                                                                                                                                                                                                     |
| Charge        | The amount that the shipper charges the customer for shipping the items using this service.                                                                                                                                                                                                                                       |
| Buying Charge | The amount that the shipper pays the carrier for shipping the items using this service.                                                                                                                                                                                                                                           |
| Currency      | The currency in which the charges appear.                                                                                                                                                                                                                                                                                         |
| Transit Time  | An estimate of the number of days it takes to reach the destination.                                                                                                                                                                                                                                                              |
| ETA           | Estimated Time of Arrival. The date that the shipment is expected to arrive at the destination. This column can also include an estimate of the delivery time.                                                                                                                                                                    |
| Mode          | The mode of transport; for example, air or road.                                                                                                                                                                                                                                                                                  |
| Service       | A code that identifies the service.                                                                                                                                                                                                                                                                                               |

| Column            | Explanation                                                                                                         |
|-------------------|---------------------------------------------------------------------------------------------------------------------|
| Error             | If the cost of the service cannot be calculated due to an error, the error code appears in this column.             |
| Error Description | If the cost of the service cannot be calculated due to an error, a description of the error appears in this column. |

A calendar is displayed on the right side of the screen. The current date appears in bold with a gray border. All ETA dates appear with a gray, three-sided border. If you hover over a row in the rates table, the ETA for that particular service appears with a blue border.

A Drop-off Locations section may be displayed below the calendar. A drop-off location is a building or post box where you can deposit your shipment for collection and transportation by the carrier. Use the links in the Drop-off Locations section to access carrier web sites, where you can search for drop-off locations close to you.

### Display Error Messages

To display the errors and error descriptions associated with each service, select this field.

### Show Summary Next?

In some cases, the Show Summary Next? field is displayed. To display the Summary step when you click Next, select this field.

If you select a service that is not the cheapest service available, you must enter a justification text before you can proceed.

### Accessorials Step

The Accessorials step offers you additional services for your shipment. These services are not part of the carrier service by default; they are known as accessorials. The accessorials that are available depend on the carrier service that you choose in either the Method/References step or the Services step. In some cases, there is a surcharge for the accessorial.

A number of fields appear on the Accessorials step.

### Freight Payment Method

Choose the appropriate freight payment method from the dropdown list. The following table lists possible values for this field. Depending on the carrier and service, other payment methods may be available. For example, Prepaid to Port of Export, Delivery Duty Paid, and Free Domicile are additional payment methods applicable to UPS.

### Freight Payment Method



| Menu Item              | Explanation                                                                                                                                                                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prepaid                | The shipper pays for the freight.                                                                                                                                                                                                                                                                                                                                       |
| Prepaid (+Add Freight) | Prepaid and add freight. The shipper pays the carrier for the freight, but the charges are marked as billable. The details of the charges can be sent to the ERP system and appear on the invoice.                                                                                                                                                                      |
| Collect                | The consignee is billed for the freight. The carrier bills the consignee using the carrier account, if available, and the consignee address. Enter details of the carrier account number. The account number may be optional or mandatory, depending on the carrier.                                                                                                    |
| COD Amount Only        | Collect on Delivery Amount. The shipper pays the freight cost. Before handing the goods to the receiver, the carrier collects a payment from the receiver of the goods. The receiver payment relates to the cost of the goods. The carrier forwards the payment to the shipper. Specify the COD Payment Method in the appropriate field.                                |
| COD Ship Cost          | Collect on Delivery Ship Cost. The shipper pays for the freight. Before handing the goods to the receiver, the carrier collects a payment from the receiver of the goods. The receiver payment relates to both the cost of freight and the cost of the goods. The carrier forwards the payment to the shipper. Specify the COD Payment Method in the appropriate field. |
| COD Collect            | Collect on Delivery Collect. The carrier collects a prescribed amount for the payment of the goods from the receiver, and also collects the cost of the freight. Only the                                                                                                                                                                                               |

| Menu Item       | Explanation                                                                                                                                                                                                                                        |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | payment for the goods is returned to the shipper.                                                                                                                                                                                                  |
| COD Third Party | Collect on Delivery Third Party. The carrier collects a prescribed amount for the payment of the goods from the receiver, and also collects the cost of the freight from a third party. Only the payment for the goods is returned to the shipper. |
| Third Party     | A third party pays the freight costs. Provide a carrier account number for this third party; the carrier account number is mandatory. Some carriers also require the third party's address. You can enter an address on the rating screen.         |
| Consignee Bill  | The consignee has agreed to pay the cost of carriage using an account that they hold with the carrier.                                                                                                                                             |

### **Duty/Tax Payment Method**

Specify if the consignee, shipper, or a third party pays the duty and tax associated with the shipment.

### **COD Payment Method**

Choose the forms of payment that are acceptable when paying for the shipment. This field is only visible when you set Freight Payment Method to COD Amount Only or COD Ship Cost.

### **Carrier A/C Number**

The carrier account number of the party paying for the shipment. This field is only visible when you set Freight Payment Method to Collect or Third Party.

### **Surcharges**

A list of options available for the selected carrier service; for example, delivery confirmation or Saturday pickup. In some cases, the carrier service does not offer any options.

### **Skip Document Step**

This option appears if you select a domestic shipment. Many documents relate to international shipments—for example, customs documents—and so this field allows you to skip the Documents step.

## Documents Step

The Documents step allows you to attach documents to a shipment; for example, customs or hazardous material documents.

You can skip this step when you are creating a domestic shipment. The Skip Document Step field appears on the Accessorials step to allow you to bypass the Documents step. This option is not available when you are creating international shipments. However, even in the case of international shipments, you are not obliged to add documents to the shipment. You can simply click Next to move on to the next step.

The Documents step consists of three areas:

- [Shipment Documents](#)
- [Document Data](#)
- [Document Texts](#)

You can expand the Document Data and Document Texts areas by clicking the plus signs that appear in each area.

The Show Summary Next field appears at the bottom of the screen. If you want to see the Summary page, select this field.

The Shipment Documents area lists the documents associated with the shipment.

The following fields appear in the Document Data Area:

### Terms of Sale

Specify the delivery terms of the shipment using the lookup icon.

### Place

The place of delivery.

### Signatory Name, Signatory Title, Signatory Phone, Signatory Place

Enter document signatory details.

### Customer Purchase Order Number

The purchase order number that the customer associates with this shipment.

### Terms of Payment

The payment terms associated with the shipment; for example, cash on delivery or payment 30 days from invoice date.

### Port of Export

The port that the shipment is exported from.

### Country of Transshipment

An intermediate country that the shipment is sent to before it moves to the final destination. Transshipment can involve consolidation or transferring the shipment to a different form of transport.

### Marks and Numbers

Marks and numbers content appears on the shipping label to identify the shipment so it reaches the correct destination. The actual content varies depending on the items in the shipment, the destination, and other factors.

### Loading Pier (Vessel Only)

The pier where the shipment was loaded onto a vessel.

### Mode of Transport

The shipment mode of transport; for example, air or rail.

### Containerized (Vessel Only)

If the shipment is in a container on a ship, select Yes.

Address fields appear for the following parties:

- Notify Party. When the shipment reaches its destination, an arrival notice is sent to the notify party.
- Forwarding Agent. The freight forwarder arranging the transport of the shipment.
- Sold To/Purchaser.

The address fields are:

**Name, Company, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Email**

Enter the required party organization details in these fields.

Document texts are texts that show on certain documents and are preconfigured at the document design stage. Based on your knowledge of this configuration, use the Document Texts area to specify the document texts relevant to this document.

### Number of Shipment Texts

Choose the number of texts that appear in this document.

### Text

This field contains a text ID and related text. Each text ID represents a category of information to include in the document; for example, ID 013 (Remarks). Use the lookup to select an appropriate text ID, and then enter the text in the field to the right of the text ID field.

## Summary Step

The Summary step only appears if you select the Show Summary Next option on the Documents step. It displays details of the contents that you entered in the previous Desktop Shipping steps.

The Summary step consists of four areas:

- [Dates](#)
- [Parties](#)
- [References](#)
- [Packages](#)

The Dates area contains dates relating to the shipment.

### Despatch Date

The date that the shipment was sent to the buyer.

### Estimated Delivery

The date that the delivery is expected to arrive at the destination.

The Parties area lists the parties related to the shipment

### From

The name and address of your company, as the seller of the items.

### To

The name and address of the consignee company.

### Bill

The shipment delivery terms.

### Carrier

The carrier company's logo.

### Service

The carrier service relating to the shipment.

### Company Cost

The amount that your company pays toward the shipping costs.

### Customer Cost

The amount that the consignee company pays toward the shipping costs.

The References area displays references for tracing the shipment.

### Shipment Reference

A number that uniquely identifies the shipment within your system.

The Packages area contains details about the packages in the shipment.

**Total number of packages**

Identifies the total number of packages in the shipment.

For each pack, there are details that include:

**Description, Size, Quantity, Weight, Total Pack Quantity**

These fields describe various pack attributes.

**Confirmation Step**

This step confirms creation of the shipment or notifies you when there is an error creating the shipment.

If a carrier label is available, you can access the label from this page. This is only possible if the label is generated as a PDF file. Some labels are generated in ZPL format and are sent directly to the printer.

If an error occurs when creating the shipment, the error code and a description of the error appear on this page.

In some circumstances, a shipment is created but intentionally remains unrated. Unrated shipments can be rated at a later date—by staff in the Mail Center, for example.

Similarly, a shipment can be created but not rated due to errors found during the rating process. In this scenario, the confirmation step displays information about the errors.

If your administrator has configured a hyperlink to a work instruction, it appears on the screen above the Create Another Parcel Shipment link.

To create another shipment, click the Create Another Parcel Shipment link.

There are a number of fields on the screen.

**PDF**

To download the shipment label, click this link.

**Reference No**

To view the shipment, click this link.

**Carrier**

This field contains an icon representing the carrier.

**Service**

The service associated with the shipment.

**Carrier/Service Ref**

A reference number associated with the carrier or the carrier service.

**Tracking No**

To view the progress of the shipment, enter this number on the carrier website.

**Total Customer Charge**

The proposed shipping cost that the customer is to pay to the shipper.

**Total Company Charge**

The estimated shipping cost that the shipper is to pay to the carrier.

**Accessorials**

This field displays any accessorial costs that you add to the shipment.

**View Printer Friendly Version**

To access a version of the confirmation page suitable for printing, click this link.

## Mailing Lists

A mailing list is a collection of names and addresses that you ship particular items to. For example, you can maintain a mailing list for a group of customers and then ship a product catalog to the group on an annual basis. The **Mailing Lists** screen, menu option MLEDIT, allows you to set up a mailing list and to add parties to the list. You can then ship to all of the parties in the list as a single batch shipment.

### Creating a Mailing List

To create a [mailing list on page 1530](#) in GTTE for the current client, complete the following steps:

1. On the **Mailing Lists** screen, in the toolbar below the Mailing Lists grid, click the Create Record button.
2. Complete the fields to the right of the grid, which are described in [Mailing List Settings on page 1530](#).
3. Click Create.

The mailing list is now accessible in the grid.

### Mailing List Settings

The **Mailing Lists** screen displays mailing lists and allows you to create and upload mailing lists. The Mailing Lists grid on the screen displays details about each of the mailing lists related to the current client.

#### ***Mail List***

A unique code for the mailing list.

#### ***Description***

A description of the mailing list.

#### ***In Use***

If this field is selected, the mailing list is in use.

### Adding a Party to a Mailing List

Before you add a party to a list, ensure that the relevant mailing list already exists in the system.

To create a party for a mailing list in GTTE, complete the following steps:

1. On the **Mailing Lists** screen, in the Mailing Lists grid, select the mailing list that you want to add a party to.
2. In the toolbar below the Mailing List Parties grid, click the Create Record button.
3. Complete the fields in the Maintain Address Details dialog, which are described in [Mailing List Party Settings on page 1531](#).
4. Click Save.

The mailing list party is now accessible in the Mailing List Parties grid.



## **Mailing List Party Settings**

The **Mailing Lists** screen displays mailing lists and allows you to create and upload mailing lists. The Mailing List Parties grid on the screen displays details about the mailing list parties in the selected mailing list.

### ***List Code***

A unique code for the selected mailing list that you are adding the party to. This field is read-only.

### ***Name***

The name of the party.

### ***Contact Name***

The contact name of the party address.

### ***External Ref***

An external reference for the party address.

### ***Address Line 1***

The first line of the party address.

### ***Address Line 2***

The second line of the party address.

### ***Address Line 3***

The third line of the party address.

### ***Address Line 4***

The fourth line of the party address.

### ***City***

The city of the party address.

### ***Postal Code***

The postal code of the party address.

### ***State Code***

The state code of the party address.

### ***Country***

The country of the party address.

### ***Phone Number***

The phone number of the party.

### ***In Use***

If this field is selected, the mailing list is in use.

## Uploading a Mailing List from a File

Before you begin, ensure that you have a .txt or .csv file listing the parties of a mailing list. The file must contain a header line to identify the fields in each line, with each of the subsequent lines representing a party in the mailing list. The lines must include the mandatory fields for a party and can also contain optional fields. The header line must contain the following fields: Name (mandatory), Contact Name, External Reference, Address Line1 (mandatory), Address Line2, Address Line3, Address Line4, City (mandatory), Postal Code, State Code, Country (mandatory), and Telephone number. For an explanation of these fields, see [Mailing List Party Settings on page 1531](#). The lines must be separated by a newline character, and the fields must be separated or delimited by a tab, comma, or another specified character. If you are omitting any of the optional fields from your party lines, ensure that you still include the expected delimiters between the absent fields.

To download a sample file in the required format, ensure that there is no mailing list selected in the Mailing Lists grid and click the Download button in the toolbar at the bottom of the grid. The MAILINGLIST\_UPLOAD\_TEMPLATE.txt file downloads to your computer. The field separator or delimiter in this file is the tab character.

To download an existing mailing list from the system in the required format, ensure that the mailing list is selected in the Mailing Lists grid and click the Download button in the toolbar at the bottom of the grid. The <MAILING\_LIST\_CODE>.txt file, where <MAILING\_LIST\_CODE> represents the code of the selected mailing list, downloads to your computer. The field separator or delimiter in this file is the tab character.

To add a mailing list including mailing list parties to GTTE from a .txt or .csv file, complete the following steps:

1. On the **Mailing Lists** screen, in the toolbar at the bottom of the Mailing Lists grid, click Upload.  
The Upload Mailing List From File dialog opens.
2. In the Upload Mailing List from File dialog, in the Mailing List Code field, specify a unique code for the mailing list.
3. Optionally, in the Description field, specify a description of the mailing list that you are uploading.
4. In the Delimiter field, specify the character that separates the fields on each line of the file that you are uploading.
5. Click Upload.

The dialog closes and, if the upload is successful, a message appears in a pop-up dialog listing the number of valid lines or records that were successfully uploaded.

- To see the uploaded mailing list in the Mailing Lists grid, enter the code of the mailing list in the MAIL LIST CODE search field and click the Search button. The search field accepts wildcards.

The mailing list appears in the Mailing Lists grid, with the In Use field selected. The parties in the list appear in the Mailing List Parties grid.

## Creating a Batch Shipment Job

Before you begin, ensure that you have set up a mailing list in the system using the **Mailing Lists** screen.

To create a batch shipment job, which creates a shipment for each party in a mailing list:

- On the **Mailing List Shipping** screen, menu option MLSHIP, click the Ship to a Mailing List tab.
- Complete the necessary fields in the tab, which are described in [Mailing List Shipment Settings on page 1533](#).
- Click Submit.

The batch shipment is created in the background based on the criteria that you specified and a number of configured properties and system values. To check the progress of the batch shipment, click the Recent Jobs tab. The Job Details suboption in the grid allows you to view the details of the job including the job status, the number of shipments created, and the number of errors.

## Mailing List Shipment Settings

The **Mailing Lists Shipments** screen allows you to create a batch shipment using a mailing list. It contains the Ship to a Mailing List tab, with fields that you must complete to create a batch shipment. On this tab, you can add multiple packs to the shipment. The screen also contains the Recent Jobs tab, where you can view previously created jobs. Depending on how the administrator configures the system, it may also include an All Jobs tab.

The Ship to a Mailing List tab contains the following fields:

### **Shipping Location**

The packing location of the shipment.

### **Mailing List**

The unique code of the mailing list.

### **Apply TMS Rules**

To enable the use of base rules and rulebooks, similar to creating shipments in other parts of the application, select this checkbox.

### **Shipper**

The shipper for the shipment.

**Reference**

A mailing list reference value that is stamped on all shipments in the Other References field.

**Business Unit**

The business unit related to the shipment.

**Client**

The client related to the shipment.

**Shipment Date**

The shipment date.

**Cost Center**

The cost center related to the shipment.

**Service**

The service to use for rating and sending the shipment.

**Freight**

The freight terms for the shipment.

**Carrier Account**

The carrier account for the shipment. This field is only applicable if the Freight field is set to Third Party. When this field is applicable, it is also possible to include a third party address.

**Accessorials**

The selected accessorials, which are a subset of the accessorials available for the service listed in the Service field.

For each pack, the following fields are available:

**Weight**

The weight of the pack. The default unit of measure for this field is determined by the DEFAULT MASS UOM system value in the MAILLISTS category.

**Pack Type**

The pack type. The default pack type for this field is determined by the DEFAULT SIZE system value in the MAILLISTS category. Either the Pack Type or Dimensions field must be complete.

**Dimensions**

The pack dimensions. Either the Pack Type or Dimensions field must be complete. The default unit of measure for this field is determined by the DEFAULT DIMS UOM system value in the MAILLISTS category.

***Print Label***

When the field is set to Yes Successful, the PDF is generated when all of the shipments are rated successfully. When the field is set to Yes, the PDF is generated at the end of the job even when all of the shipments are not rated. In both cases, the Locale field must be set to PDF.

When the field is set to No, the PDF is not generated.

***Job Queue***

The job queue used for the shipment print job. The possible values of this field are determined by the JOBQUEUES system value in the MAILLISTS category and the properties set up in the system.

***Locale***

The locale of the printer used for the shipment.

The Recent Jobs tab contains the following grid columns:

***Job ID***

The unique job number.

***Description***

The job description.

***Job Reference***

The reference of the batch shipment job.

***Job Subtype***

The subtype of the batch shipment job.

***Job Type Reference***

The job type reference.

***Start Date Time***

The date and time of the job submission.

***End Date Time***

The date and time of the job termination.

***Job User***

The user that created the job.

**Working with Batch Shipment Jobs**

Before you begin, ensure that you have submitted a batch shipment in the system using the **Mailing List Shipping** screen.

In the Recent Jobs tab of the **Mailing List Shipping** screen, you can view jobs and choose to reprint, resubmit, or void a job. To view a batch shipment job, complete the following steps:

1. On the **Mailing List Shipping** screen, menu option MLSHIP, click the Recent Jobs tab.
2. In the grid, select the job that you want to view and click the Job Details suboption, which is available in the first column.

**Note** You can also view job information in the Job Information suboption.

The Job Detail dialog opens.

3. Review the content in the dialog, which is explained in more detail in [Batch Shipment Job Detail Settings on page 1536](#).

In the Job Detail dialog, you can choose to reprint, resubmit or void jobs using the Reprint, Resubmit, and Void menus at the bottom right of the dialog.

### ***Batch Shipment Job Detail Settings***

The Job Details suboption is accessible from the Recent Jobs tab of the **Mailing List Shipping** screen, menu option MLSHIP. It displays details of a batch shipment job. It also provides details of each shipment and the related mailing list party.

The fields in the header section display information about the batch shipment job. The Status field allows you to filter the contents of the grid below the header section.

#### ***Job Status***

The status of the job. Possible values are NOT\_STARTED, PROCESSING, PROBLEM, and COMPLETE.

#### ***Mailing List Parties***

The number of mailing parties for which the job was initiated.

#### ***Status***

This field can be set to ERROR, INFO, or ALL and its value determines the type of shipments that appear in the grid listing the job shipments.

#### ***Shipments Created***

The number of shipments created as part of the job.

#### ***Shipment Rules Run Count***

The number of shipments for which rules were run successfully.

#### ***Shipments Rated Count***

The number of shipments that were rated.

#### ***Number of Errors***

The number of shipments in the batch that have errors. An error can indicate that a rule was not run for the shipment or the shipment rating did not complete successfully.

***Locale***

The locale to which the shipments are printed.

The grid below the header section lists the job shipments included in the batch job, filtered by the value of the Status field in the header section. Each row in the grid lists a shipment and the party that the shipment was sent to.

***Mailing Party Name***

The mailing list party for which the shipment was created.

***Shipment***

The shipment reference created for the mailing list party.

***Message***

The error information.

***Status***

If the shipment is created, the rule is run, and rating is successful, the status for that job detail or shipment is set to INFO. If there was any error during the shipment creation, running of rules, or rating, the status for that job detail is set to ERROR.

***Shipment Rating Status***

The rating status of the shipment.

***Resubmitted***

If the shipment was resubmitted, this checkbox is selected.

***Resubmit Job ID***

If the shipment was resubmitted as another job, this column displays the ID of the new job.

***Stage***

The stage at which the job failed for the shipment; for example, Failed Rating or Complete.

## TE Administration

This section describes how to configure the Transportation Execution (TE) functionality available in QAD GTTE.

### TE Concepts

TE is a set of components that enables you to use GTTE to ship with multiple carriers.

Some of these carriers allow for integration with their systems in accordance with a set of interface requirements they prescribe. With TE, you can use a single system at the shipping dock to:

- Interface to ERP and WMS.
- Generate carrier compliant labels to one printer.

### Carrier Types

There are two types of carrier:

- Fully integrated carriers (usually parcel carriers)
- Non-integrated carriers (usually TL/LTL carriers)

#### Fully Integrated Carriers

Integrated carriers are parcel carriers that have a certification or accreditation agreement with QAD GTTE. Each certification and accreditation requires:

- Carrier-compliant labels in the correct layout and format.
- Carrier-compliant EOD files for communication of shipment transaction data.
- A carrier-reviewed and approved set of test cases proving that the system covers all requirements.

TE ensures that integration with each parcel carrier behaves according to the strict certification/accreditation process by following the prescribed rules set out by each carrier. TE must remain within these rules to retain its certification/accreditation status. Therefore, TE is tested extensively to ensure that the system remains within carrier-specified parameters. You cannot change the label structure or format without the permission and approval of the carrier.

Some carriers, such as Tier 1 carriers (UPS, DHL and FedEx), have prescribed rating structures that are handled through the built-in rating engine within QAD GTTE for those carriers. However, for most carriers, you can upload or create rates in QAD GTTE using the rates provided by the carrier in different structure formats.

Examples of integrated carriers are UPS, FedEx, and DHL.



## Non-Integrated Carriers

Non-integrated carriers—also known as TL/LTL carriers for the purposes of this document—are road haulage, sea freight, and some smaller parcel carriers that are not integrated with QAD GTTE. These carriers may not have rules on label structure formats or EOD files. These carriers may also provide you with rates in different structure formats. Using QAD GTTE, you can upload or create rates and create carriers and services in QAD GTTE.

## Implementing TE

Planning is required before you begin a TE implementation. Important questions to answer include:

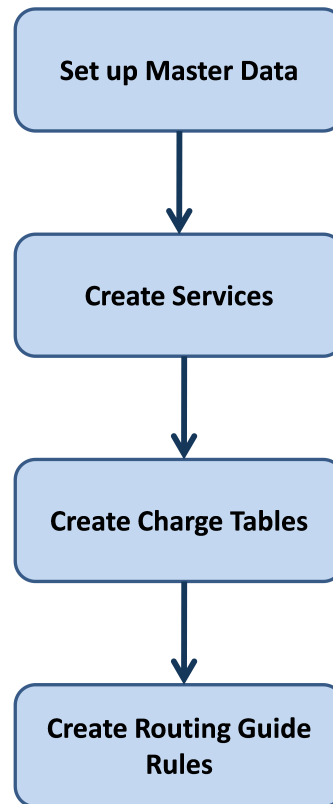
- What locations do you ship from?
- Where do you ship to?
- What carriers and services do you use?
- What payment methods do you use?

When you implement TE, follow four fundamental steps:

1. Set up master data. For example, you need Packing Locations, Internal IDs, carriers, charges, zones, and other system data.
2. Create Carrier Services. Based on the different services offered by the carrier, create the appropriate services. These services can subsequently be associated with rate structures.
3. Create Charge Tables. Charge Tables are rate structures supplied by your carriers. The Charge Tables detail the rates for shipping goods between prescribed carrier zones. The Charge Tables contain details of the rate basis, the charge for each zone combination, and the charges for other services (known as accessorials) that the carrier provides. You can manually create Charge Tables or upload them from .xlsx files.
4. Create Routing Guide rules. To make a Carrier Service available to be assigned to a shipment, set up Routing Guide rules. The Routing Guide specifies rules that enable QAD GTTE to return only those Carrier Services that meet the rule criteria.

**Note** For more details on the Routing Guide, see [Routing Guide Overview on page 1633](#).

## TE Implementation Steps



**Note** The diagram above does not include configuring shipment structure. It is also important to set up your Web UI shipment screens to include the fields you need. Ensure that all of the fields required for consideration during the routing determination or rating process are correctly completed on the shipment transaction.

**Master Data**

For integrated carriers, master data is set up for you and supplied as part of your GTTE carrier content subscription service as an XML/PSL data update. The master data provided includes:

- Packing locations and internal IDs
- Carriers and services
- Rate structures
- Zone structures
- Documents and labels
- Freight payment and duty payment methods

## Carrier Services

Carriers provide a transportation service to shippers. Some carriers provide variations on the transportation that they provide, usually based on the method of transportation or different time-in-transit to the same destination. These variations also mean a variation in freight rates. In QAD GTTE, a service represents the service provided by the carrier. The rates are separate for each service.

**Example:** Carrier A provides a service to transport goods from the shipper to any destination. One set of rates is negotiated for this service. This example is configured as a single service in QAD GTTE.

**Example:** Carrier B provides a service to transport goods from the shipper to any destination. Two sets of rates are provided based on the time-in-transit. One set of rates is for a two-day service, and the second set of rates is for a three-day service. This example is configured as two services in QAD GTTE.

Each service in the QAD GTTE database is separate because:

- When the shipper is determining the type of service—for example, air or ground—that applies to the shipment, only one service is to be associated with the shipment header.
- The configuration of the Routing Guide for routing assignment and rate shopping is based on service. The Routing Guide determines the service assigned to the shipment or the set of services displayed in rate shopping.

The determination of charge calculation methodology is associated with the service, not with the carrier. A carrier usually provides more than one service. Therefore, each service must have its own charge calculation method.

A service is also known as a route. The Routes table contains the services provided to the shipper by the carriers. In the Web UI, create and maintain services using the menu option RT.

For integrated carriers, carrier routing data is provided as part of your QAD GTTE carrier content subscription service as an XML/PSL data update. For TL/LTL carriers, you create Carrier Services manually in the QAD GTTE application.

## Carrier Accessorial Services

In addition to the basic service of getting the package from origin to destination, carriers sometimes provide extra services known as accessorial or surcharges. Such services usually involve an additional charge. Therefore, the additional service must be flagged by the customer as appropriate to the shipment being shipped. The available additional services apply only to some carrier services. Therefore, additional

services are set up against individual services. For example, Delivery Confirmation as an additional service might be provided domestically but not internationally.

### **Carrier Routing Data - Integrated Carriers**

Carrier Routing information must be kept up-to-date for integrated carriers to expedite the movement of the packages through the carrier network. Routing data is used for printing additional information on the carrier label to expedite sorting at the carrier hubs. It may also be used to determine whether the service is available between the origin and destination. This data is provided as part of your QAD GTTE carrier content subscription service as an XML/PSL update.

### **Cost Types**

A service typically generates a freight charge. Apart from the freight charge, accessorials that also generate a charge may be applied. The cost types that form the list of charges and surcharges you can assign to carrier services are held in Charge/Revenue Maintenance.

There must be separate cost types for each carrier service and its additional accessorial services, because these may be used to determine processing particular to that carrier. It also makes it easier to recognize the service type provided in the calculated charge lines. These maintained records contain a description of the Charge/Revenue code and the service type; for example, Delivery Confirmation – Signature Required.

For integrated carriers, this data is provided as part of your QAD GTTE carrier content subscription service as an XML/PSL update. In the Web UI, the cost types are listed in the menu option CH.

### **Creating a Carrier**

To configure a carrier service in the Web UI, use the menu option CRTCAR. Create, configure, and maintain services from this screen.

1. On the Maintain Carriers page (option CRTCAR) click the Create

Carrier button  **Create Carrier** below the carrier grid.

The Carrier Details tab displays in the bottom panel.

2. In the tab, complete the fields described in [Carrier Settings on page 1542](#).
3. When all relevant fields are complete, click the Save button.

A partner record is created, which you can also locate on the Partners page, option NR.

### **Carrier Settings**

Carrier Settings are available on the Maintain Carriers page (option CRTCAR).

**Global Code**

The global carrier code for the carrier.

**Note** If you enter a global carrier code that already exists in the system, the carrier record is created and associated with the existing global code. The other global code attributes, such as Rating Carrier Only and Standard Carrier Only, do not change.

**Carrier Name**

Specify the carrier name.

**Carrier Partner Code**

Specify a unique carrier code.

**Country Code**

Use the lookup to specify the carrier's ISO country code.

**SCAC Code**

The Standard Carrier Alpha Code (SCAC) is a unique code that is used to identify carriers. This is an optional field.

**Note** The value entered in this field is validated against existing User Defined Lookup—option UY—values (Lookup domain AES SCAC CODE).

**IATA Code**

An International Air Transport Association (IATA) airport code is a three-character alphanumeric code that identifies many airports and metropolitan areas around the world. This code is determined by the IATA and is an optional field.

**Note** The value entered in this field is validated against existing User Defined Lookup—option UY—values (Lookup domain AES IATA CODE - 3 CHAR).

**Tracking Range Threshold**

This is the count of the tracking numbers that are remaining in the tracking number range before an email is sent to a designated email address as a warning to source a new range.

For example, if 50 is entered, this means that a warning email should be sent when there are only 50 tracking number remaining in the range.

**Exhausted Range Notification (TO)**

This is the list of email addresses to which the warning email should be sent when the tracking number range is close to expiry. This is related to the Tracking Range Threshold field above.

**Rating Carrier Only**

Indicate whether this carrier is used for rating purposes only. This means that no tracking numbers are generated for this carrier.

Possible values are Yes or No.

**Standard Carrier Only**

Indicate whether this carrier appears as a carrier in the end-of-day screen for a standard manifest. No package level detail (PLD) file is generated for standard carriers.

Possible values are Yes or No.

**Use Consolidation**

Indicate whether end-of-day consolidation is supported for this carrier. End-of-day consolidation indicates that multiple shipment transactions going to the same recipient with similar characteristics (such as the same service and same accessories) are consolidated together in the end-of-day batch and treated as a single shipment movement.

Possible values are Yes or No.

**Print Label**

Indicate whether a label is printed for this carrier during the shipping or manifesting process.

Possible values are Yes or No.

**Creating a Service**

The Services tab in the Maintain Carriers page enables you to maintain the routes that are associated with a selected carrier. You can create a new route and select an associated program from the User Defined Lookup—option UY—list (Lookup domain LTL ENGINES).

To create a new service for a carrier:

1. On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the Services tab below the grid.

The Services grid becomes accessible.

2. Click the Create button below the Services grid.

The fields to the left of the Services grid become accessible.

3. Complete the fields described in [Service Settings on page 1545](#) to create the service.
4. When all relevant fields are complete, click the Save button.

The new service for the carrier is displayed in the Services grid.

## Service Settings

Service Settings are available on the Maintain Carriers page (option CRTCAR).

### Service

The name of the service.

### Start Date

The effective start date for the carrier service.

### Description

The service description.

### Transport Mode

The mode of transport used for this carrier service.

### Program

This is the QAD GTTE rating engine associated with this carrier service.

**Note** This field is automatically populated with the QAD GTTE generic less than truckload (LTL) rating engine program.

### Apply program to all services

Select this checkbox to apply this program to all services for this carrier.

### Carrier PLD Service Code

This is the service code value that is communicated to the carrier in a package level detail (PLD) file if a communication of PLD data is configured for this carrier.

## Configuring Accessorials for a Service

**Note** For integrated carriers, accessorial data is provided as part of your QAD GTTE carrier content subscription service as an XML/PSL data update.

To configure an [accessorial on page 1541](#):

1. In the Route page (option RT), click the route—service—that you want to add an accessorial to.
2. Click the View Sub-Options button  for the route.
3. From the View Sub-Options drop-down menu, click Route Surcharges.
4. In the Route Surcharges page, click the Add button below the grid.
5. In the Route Surcharges pop-up window, complete the fields described in [Accessorial Settings on page 1546](#) to create the accessorial.

- Click the Create button to save the settings and create the accessorial.

### **Accessorial Settings**

#### **Client**

The client associated with the accessorial.

#### **Carrier Service**

The service associated with the accessorial.

#### **Start Date**

The start date associated with the accessorial.

#### **Surcharge Type**

The Charge Revenue code to associate with this service. For each service, you can add any number of charges that can be calculated using one or many of the predefined calculation methods.

#### **Alternative Code**

A user-defined alternative charge code. It is not validated against the charge code table and is for reference purposes only.

#### **In Use**

Indicates if the accessorial is in use.

### **Configuring Tracking Number Ranges**

After you have created a carrier, you can now configure its tracking number range for when the numbers need to be generated within QAD GTTE.

**Note** Each tracking number is stored on each pack record (XMSXPK0) in the XMSXPK0.SXTRKNO field. The lead tracking number is also stored in the House Air Waybill (HAWB) field (XMSHDR0.SHHAWB).

To create a tracking number range:

- On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the Tracking Numbers tab below the grid.

The Tracking Numbers grid becomes accessible.

- Click the Create button below the Tracking Numbers grid.

The fields to the left of the Tracking Numbers grid become accessible.

- Complete the fields described in [Tracking Number Settings on page 1547](#).

- When all relevant fields are complete, click the Save button.

The new tracking number range is displayed in the Tracking Numbers grid.



## Tracking Number Settings

### Packing Location

Specify a packing location.

### Master Pack. Location

Use the lookup to specify a master packing location.

### Generate Trk. No#

Indicate whether the shipping application generates tracking numbers for this carrier's shipments.

### Use Check Digit

Indicate whether a check digit is generated for the tracking numbers for this carrier.

### Track No# - Prefix

This is the fixed-value prefix that is added to the front of generated tracking numbers for this carrier. Some carriers may have a requirement to print a sequential tracking number with a prescribed alpha prefix.

For example, a value of XYZ generates tracking numbers such as XYZ00003245.

### Track No# - Min

This is the minimum sequence number in the configured tracking number range.

**Note** This field is populated automatically and is read-only if a master tracking number value is entered.

### Track No# - Next

This is the next available sequence number in the tracking number range configured.

**Note** This field is populated automatically and is read-only if a master tracking number value is entered.

### Track No# - Max

This is the maximum sequence number in the tracking number range configured.

**Note** This field is populated automatically and is read-only if a master tracking number value is entered.

### Track No# - Format

This is the format of the tracking number configured.

The character 9 represents a digit of the tracking sequence, unless it is part of a prefix character set. The characters '.' (period) and '-' (minus)

are not interpreted as prefix characters; instead, they are used as separators for the digits of the tracking sequence.

Any other character represents itself and is interpreted as a prefix character.

The prefix characters are parts of the tracking number format that do not change from one tracking number to the next. Instead, they are a fixed set of characters that exist at the front of the tracking number.

**Note** This field is populated automatically and read-only if a master tracking number value is entered.

### Associating Carrier Accounts with a Packing Location

You can associate [carrier accounts on page 1490](#) with a specific packing location.

To associate a carrier account with a packing location:

1. On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the Accounts tab below the grid.

The Accounts grid becomes accessible.

2. Click the Create button below the Accounts grid.

The fields to the left of the Accounts grid become accessible.

3. Complete the Packing Location and Account Number fields to associate the carrier account with the packing location.
4. When the fields are complete, click the Save button.

The carrier account and packing location association is displayed in the Accounts grid.

**Note** You can also configure these settings using the [GLOBAL CARRIER CODE]: [PACKING LOCATION] ACCOUNT NUMBER system value.

### Associating an Address with a Packing Location

To associate an address with a [packing location on page 1491](#):

1. On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the Address tab below the grid.

The fields in the Address tab become accessible.

2. In the Address Type field, select the address type that you want to associate with the packing location.
3. In the Packing Location field, click the lookup icon to select the packing location that you want to associate with the address.
4. Complete the fields described in [Packing Location Address Settings on page 1549](#).

5. When the fields are complete, click the Save button.

The address type and packing location association is displayed in the Address grid.

**Note** You can also configure these settings using the SPS/[GLOBAL CARRIER CODE]: [PACKING LOCATION] [ADDRESS TYPE] ADDRESS system value. The following address types are currently supported: CARRIER, RETURN, SHIPPER, INBOUND, INDUCTION.

## **Packing Location Address Settings**

### **Name**

The name related to the address. This field is mandatory.

### **Contact**

The name of the contact related to the address.

### **Address Line 1-4**

Use these fields to enter the address. Address line 1 is mandatory.

### **City**

The city code. This field is mandatory.

### **ISO Country Code**

The ISO country code.

### **State**

The state code.

### **Postal Code**

The postal or zip code.

### **Country**

The country code. This field is mandatory.

### **Phone Number**

The phone number associated with the address.

### **Fax Number**

The fax number associated with the address.

### **SSN**

The Social Security Number (SSN).

**Note** This field applies only to US addresses.

### **EIN**

An export identification number (EIN) is a numerical code that is used by business entities and individuals who are engaged in exporting activities.

## VAT Number

The value added tax (VAT) number associated with the address.

## Configuring a Label

To configure a label for a carrier:

1. On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the Label Configuration tab below the grid.

If configurable, the fields in the Label Configuration tab become accessible.

**Note** This feature is only fully available for customer-defined carriers with the Print Label field selected in the Carrier Details tab of the Maintain Carriers page. If the Print Label field is not selected, a message displays above the Label Configuration panel to indicate that configuration is not required. For carriers that are not customer-defined, you can configure only the Ship References and Service Text fields.

2. Complete the fields described in [Label Configuration Settings on page 1550](#).
3. When the fields are complete, click the Save button.

## Label Configuration Settings

### Label Domestic

Use the lookup to select an existing label for this carrier.

### Ship References

Use the lookups to add references to this carrier's shipments.

**Note** The value entered in this field is validated against existing User Defined Lookup—option UY—values (Lookup domain CARRIER REFERENCES).

### Print Shipper's Contact

Indicate whether the shipper's contact name is printed on the carrier label.

### Print Shipper's Phone

Indicate whether the shipper's phone number is printed on the carrier label.

### Print Phone Separate

Indicate whether the recipient phone number is output to a specific phone number marker on the label. If this field is left blank, the recipient phone number is bundled into the Ship To address line fields on the label.

### Print All Recipient's Lines

Indicate whether the label outputs the country name to the last recipient line marker (recipient-line007). If this checkbox is selected, the country name is output to the next available recipient line. Otherwise, it is output to the last recipient line marker (recipient-line007).

For example, if there are four lines of recipient line address, you can choose to output the country name to recipient-line005 or recipient-line007, which would create a gap on the label.

### Macro Number

**Note** This value must be a valid MA entry with a 7 prefix (300 DPI).

### Print Label Per Pack

Select this checkbox to print a label for each pack on the shipment. Otherwise, only one label is printed for the entire shipment.

### Tracking Number Format

Specify the format of the tracking number or barcode in cases where it is printed in text format above or below the barcode. For example, a format of "999 999 999" prints "123456789" as "123 456 789" in text.

### Service Text R01T

Specify text to be printed on the carrier label in the routing data section of the label.

### Service Text R02T

Specify text to be printed on the carrier label in the routing data section of the label, below the R01T area.

### Service Text R03T

Specify text to be printed on the carrier label in the routing data section of the label, below the R02T area.

### Configuring EOD

To configure End of Day (EOD) for a carrier:

1. On the Maintain Carriers page (option CRTCAR), select the carrier in the carriers grid at the top of the screen and then select the EOD Configuration tab below the grid.
2. Click Edit Carrier Details.

If configurable, the fields in the EOD Configuration tab become accessible.

**Note** This feature is only available for customer-defined less than truckload (LTL) carriers.

3. Complete the fields described in [EOD Configuration Settings on page 1552](#).

4. When the fields are complete, click the Save button.

## **EOD Configuration Settings**

### **CREATEBATCH**

Enable an EOD task to create an EOD batch.

### **CREATEFILE**

Enable an EOD task to create a package level detail (PLD) file for the EOD batch. The Create PLD Option is required when this is enabled.

### **SENDFILE**

Enable an EOD task that sends the PLD file to the carrier. The Send PLD Option is required when this is enabled.

### **DELETEBATCH**

Enable an EOD task that deletes the batch.

### **PRTDETAIL**

Enable an EOD task to create an EOD Manifest. The EOD Manifest document must be specified.

### **EOD Manifest**

Document type and code for an EOD document.

### **Create PLD Option**

Specify the Create PLD menu option.

**Note** This field is available only if the CREATEFILE checkbox is selected.

### **Send PLD Option**

Specify the Send PLD GO option

**Note** This field is available only if the SENDFILE checkbox is selected.

## **Reviewing your Service List**

To review all services in a single page, use the Route page (menu option RT).

**Note** To create or update a service, use the Maintain Carriers page. For more information, see [Creating a Service on page 1544](#).

1. In option RT, use the search filters above the grid to locate a service.
2. Review the service information in the grid.

## Charge Tables

Each carrier has specific rate and zone data. This data is used with specific algorithms to determine freight cost estimates. Some carriers provide this information directly to QAD GTTE on request. Other carriers provide the data only to the shipper.

## Routing Guide

The Routing Guide implements rules to assign a service to a shipment. Alternatively, the Routing Guide can return a set of possible services for you to choose from. For more information, see [Routing Guide Overview on page 1633](#).

## Shipping

After you set up your system, you can use QAD GTTE to manage your shipping process. This section describes the structure of a shipment and the basic workflow from the creation to the shipping of a shipment.

## Shipment Structure

The information required for a shipment depends on the carrier and the service. Generally, the pieces of information in the following table are required, whether the shipment is being shipped using a QAD GTTE network carrier or TL/LTL carrier.

### Basic Parcel Shipment Information

| Information     | Details                                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shipper         | The company name, address, and phone number of the party shipping the goods. To enable shipment processing, the address information must be stored in the individual fields supplied.                                                                                                                         |
| Ship To         | The company name, address, and phone number of the party receiving the goods. The address information must be stored in the individual fields supplied for it to enable shipment processing.                                                                                                                  |
| Shipper Contact | The person the carrier can contact if there is a problem with the shipment. The contact is usually the shipping officer.                                                                                                                                                                                      |
| Packing         | The shipment item lines must be packed to ensure that correct package contents details can be passed to the carrier. For integrated carriers, you must use individual package records. You cannot process a shipment if the number of similars on a package record is greater than one because unique records |

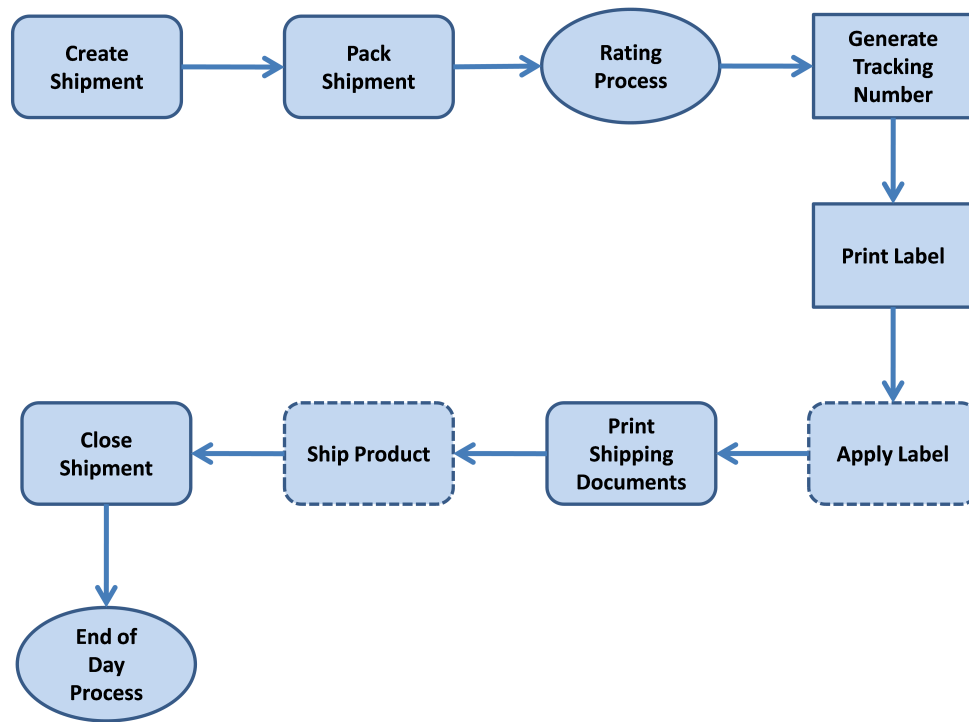
| Information            | Details                                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | are required for the unique tracking number conventions used by the carriers.                                                                                                 |
| Despatch Date          | This information determines the rate structure applicable and the expected delivery date of the packages being shipped.                                                       |
| Carrier                | The party transporting the goods from the Shipper to the Ship To. In QAD GTTE, the carrier can be derived from the service.                                                   |
| Service                | The agreed service method by which the carrier is to deliver the goods, including the transport mode and agreed transit period.                                               |
| Accessorials           | Accessorials are characteristics set against the shipment in additional to the standard items of the selected service; for example, Saturday Delivery and Signature Required. |
| Freight Payment Method | This information determines who is responsible for the payment of freight charges; for example, the shipper or the customer.                                                  |

### Shipment Workflow

The workflows for shipping an integrated parcel shipment and a non-integrated TL/LTL shipment require different configuration. However, the basic workflow is similar. The following diagram displays a typical shipment workflow.



### Typical Shipment Workflow



### Creating a Shipment

A TE shipment can be created in one of the following ways:

- The shipment is interfaced from an ERP system, such as QAD.
- The shipment is created through a QAD GTTE Transportation Execution API message.
- A user creates the shipment through the Web UI.

All shipments have the same database structure.

### Packing a Shipment

Individual shipment item lines are associated with particular packages. This association ensures that the program logic can determine the breakdown of a shipment into individual packages.

For more details on packing, see [Packing Approaches on page 98](#).

### Rating a Shipment

For integrated carriers, each carrier has its own rating engine and its own prescribed rate structure.

For TL/LTL carriers, the rating process calculates the rates using one of two engines available for TL/LTL carriers. When the shipment is rated, the relevant rating engine is called and the estimated costs are generated for association with the shipment. These costs are calculated according to the characteristics of the shipment being processed, and based on the rate structure defined for the carrier service.

If you subsequently need to stop the shipment from being shipped, you can void the shipment. The void action can be triggered from the Manifest workflow task.

### **Generating Tracking Numbers and Labels**

For integrated carriers, tracking numbers and labels are generated automatically in carrier-approved formats. Most carriers track at a package level and tracking numbers are unique for each package. However, some carriers still track at shipment level and the tracking number is the same for each package on the shipment.

For TL/LTL carriers, the process to set up tracking numbers must be configured for each carrier. You can use a generic label supplied with QAD GTTE or create a label for a particular carrier. When configured, tracking numbers and labels are assigned and printed for the shipment in the same way as for integrated carriers. Not all TL/LTL carriers use tracking numbers or labels.

### **Printing Documents**

Integrated carriers have specific documents that you must print in carrier-approved format. For TL/LTL carriers, the documentation requirements vary. You may also decide to print some documents for your own purposes.

### **Closing Shipments**

You can set a shipment to close automatically or you can close it manually.

### **Adding Shipment To EOD Manifest**

At a particular time during a shipping day, a carrier or carriers collect the shipments ready for shipping. To make a shipment ready for shipping, the user adds it to an EOD Manifest, which is created based on carrier, Packing Location, or other criteria. The EOD screen in the Web UI enables you to select the batch of shipments for collection. For most integrated carriers, an electronic manifest file is generated and communicated to the carrier. The system can also generate a paper manifest when required by the carrier.

When the packages or shipments leave your packing location, they enter the carrier network. You can use Delivery Exception Management (DEM) to track your packages and shipments. For more details, see [Delivery Exception Management \(DEM\) on page 1186](#).

## Packing Locations Overview

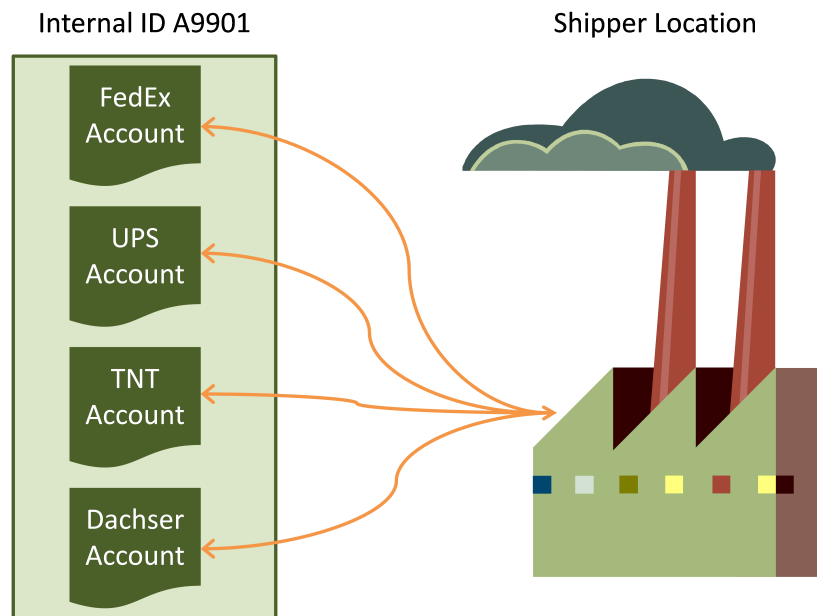
This section describes the relationship between carrier accounts, Packing Locations, and Internal IDs.

As part of the TE implementation, you configure shipper carrier accounts for each business unit or site that does the shipping. A shipper carrier account is an account that the shipper holds with the carrier for billing and shipping purposes. Each carrier account is associated with an Internal ID, and each Internal ID is associated with one or more Packing Locations. This master data setup is generally done by QAD GTTE.

### Internal ID

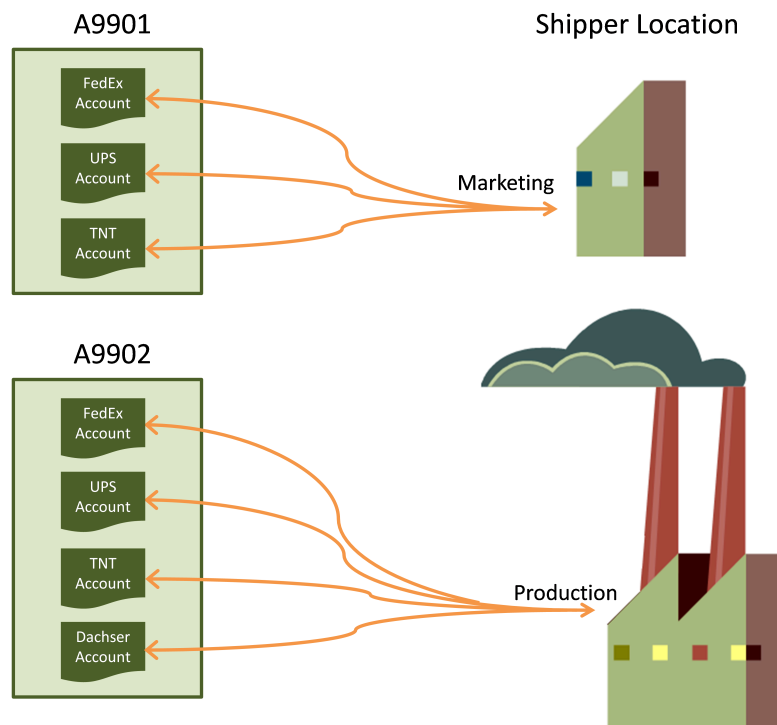
A shipper ships goods from a shipper location. Typically, each shipper location has a set of shipper carrier accounts, grouped together for accounting purposes. The set of carrier accounts has its own Internal ID, which is a five-character value consisting of a letter followed by four digits; for example, A9982. An Internal ID is a unique identifier assigned to a set of carrier accounts as part of your QAD GTTE carrier content subscription service.

Internal ID



In some circumstances, a physical shipper location has more than one Internal ID. For example, in the following diagram, the Marketing group and the Production group are based at the same shipper location. However, the organization treats each group separately for accounting purposes. Therefore, there are two Internal IDs, each with its own set of carrier accounts.

#### Multiple Internal IDs



The QAD GTTE Content Operations Team uses the Internal ID to configure all the required account data for the carriers implemented for the shipper. The Internal ID ensures that each configuration:

- Is unique.
- Can be provided directly from the QAD GTTE Content Operations Team to the project team implementing QAD GTTE.
- Is consistent at the shipping site and in the QAD GTTE Content database. Therefore, any problem that the shipper encounters can be replicated in the QAD GTTE Content and Support databases.

The typical data configured against an Internal ID includes:

- A carrier account—one for each carrier.

- A carrier tracking number range.
- A carrier pickup number for EOD processing.
- Other carrier configuration data for label and EOD file processing.
- Carrier rating configuration factors.

## Packing Location

A Packing Location is a logical area from which you ship packages. It is typically a physical location where the carrier picks up outgoing packages.

### Creating A Packing Location

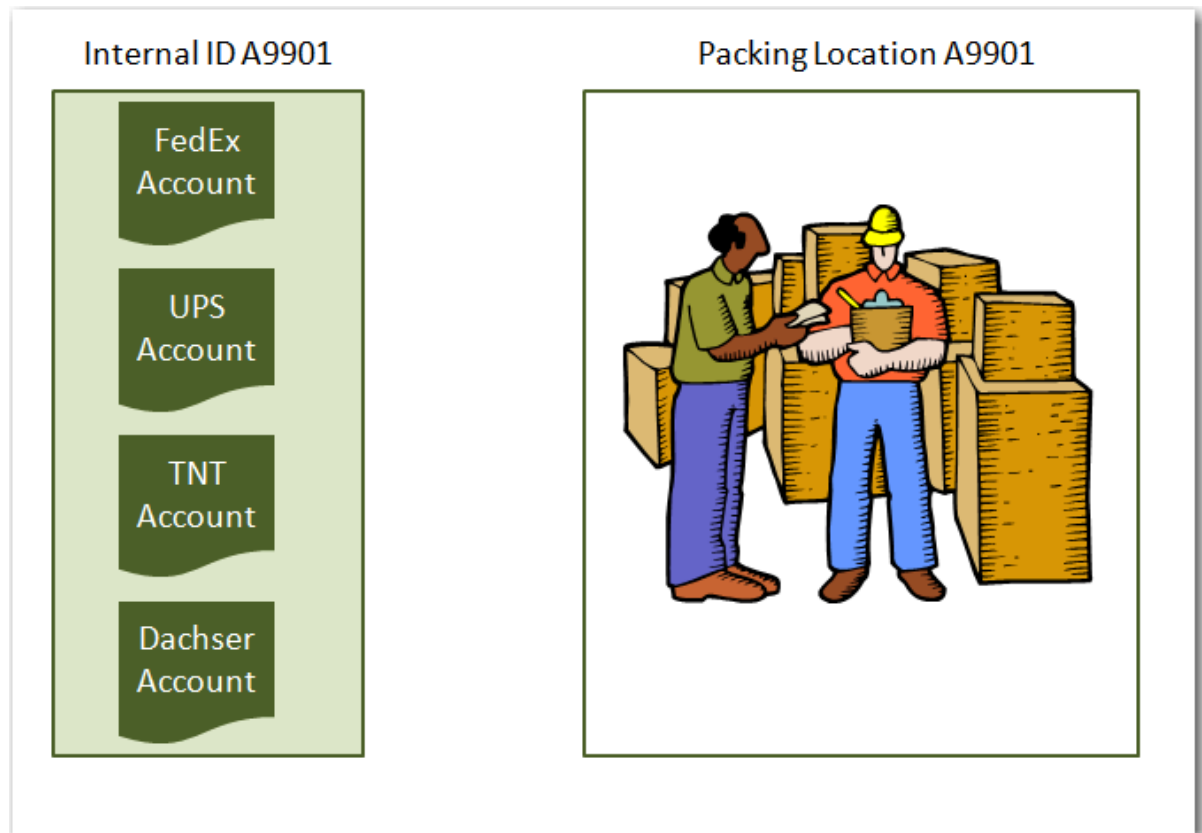
To create a Packing Location in the Web UI:

1. Open the Partners page using the NR menu option.
2. To create a Packing Location, click the Create icon below the grid.
3. Set up a new partner. Ensure that the Packing Location name is related to an Internal ID and contains as few characters as possible.
4. Select the In Use checkbox for the partner.
5. Click Create.
6. Search in the grid for the partner that you created and select the row in the grid.
7. Click the View sub-options for this record icon  in the first column and select the Roles sub-option.
8. In the Roles page, select the Delivered From partner role.
9. Click Update.

### Internal ID Relationship

The Internal ID is related to the Packing Location. The Packing Location is the physical use of the set of carrier accounts making up the Internal ID. The Packing Location is important for EOD processing, because an EOD manifest is generated for each Packing Location.

## Internal ID Packing Location Relationship



Associate the Packing Location with the Internal ID using a system value:

**Packing Location – Internal ID Relationship**

| Category | Key                                                                                                                       | Value                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| SPS      | A TRAX LOCATION ID – [Packing Location]<br>Example 1: A TRAX LOCATION ID - A9901<br>Example 2: A TRAX LOCATION ID - A9982 | [Internal ID]<br>Example 1: A9901<br>Example 2: A9982 |

In the example, Packing Location A9901 is associated with an Internal ID of A9901, and Packing Location A9982 is associated with Internal ID A9982. If possible, configure the Packing Location ID to match the Internal ID, as shown in the previous image. Matching names make the site configuration easier to find in the QAD GTTE Support database.

In some instances, you can have multiple Packing Locations for one Internal ID. For example, part of your warehouse is used to group electronic goods shipments and part of the warehouse is used to group paper product shipments. One set of shipments is collected at 15:00 and

the second set is not closed out until 18:00. The same Internal ID is used for accounting purposes, but there are two separate Packing Locations, each with its own EOD manifest.

### Packing Location – Internal ID Relationship

| Category | Key                                     | Value                  |
|----------|-----------------------------------------|------------------------|
| SPS      | A TRAX LOCATION ID – [Packing Location] | [Internal ID]<br>A4440 |
|          | A TRAX LOCATION ID – A444E              |                        |
|          | A TRAX LOCATION ID – A444P              |                        |

### Client Relationship

Consider a client to be a business unit. A client is used to separate the transactions within the application, mainly from a workflow perspective. Typically, you set up clients according to physical location. For example, if a company has warehouses in Rotterdam, Coventry, and Chicago, the administrator sets up a client for each location. Therefore, there is typically a 1:1 relationship between the client and Packing Location. However, you can choose other possible client-to-Packing Location relationships, as listed in the following table.

### Client Packing Location Relationship

| Relationship                         | Explanation                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| One client to one Packing Location   | The most common configuration. The easiest naming convention is to give the Packing Location the same name as the QAD GTTE client.                                                                                                                                                                                                          |
| One client to many Packing Locations | This configuration typically occurs when there is a single warehouse where all shipments are held in one QAD GTTE client. However, the warehouse is divided into different logical groupings of shipper accounts because the shipper has multiple business units located in a single warehouse or ships some packages through zone-skipping |
| Many clients to one Packing Location | This configuration occurs if the shipments are divided by the QAD GTTE client for different divisions within the warehouse, but the freight is processed as one logical grouping. In this case, the shipper can split their QAD GTTE                                                                                                        |

| Relationship | Explanation                                                                              |
|--------------|------------------------------------------------------------------------------------------|
|              | shipments by division, but use the same set of accounts to handle carrier freight costs. |

To limit the Packing Locations used by a particular client, configure the system value CLIENT LOCATIONS – <CLIENT>. Only the available Packing Locations are then displayed to the user.

The administrator can configure a default Packing Location for a user on the User screen. Select the desired Packing Location from the Deliver From field.

**Note** A full list of relevant system values and their functions are contained in the Packing Domain Lookups tab of Appendix A (

[QAD TMS/PRECISION Appendix A-Base Web UI \(Excel\)](#)

) on the QAD Document Library.

## Choosing the Packing Location for Shipping

To process a shipment, associate it with a Packing Location, which the user chooses at login time. The user can change the Packing Location in the Web UI on the following pages:

- Option CHGSES.
- In the Workflow Portal, at shipment level, by running the Manifest task in the Workflow Portal.

## Typical Configuration Scenarios

The examples in this section cover typical configuration scenarios for QAD GTTE clients, Packing Locations, and Internal IDs.

### Example

To set up one business unit with one set of carrier shipper accounts, configure:

- One QAD GTTE client.
- One Internal ID, which the QAD GTTE Content Operations Team configures.
- One Packing Location pointing to the Internal ID.

### System Value

| Category | Key                      | Value |
|----------|--------------------------|-------|
| SPS      | A TRAX LOCATION ID – FR1 | A9901 |

### Example



To set up one business unit with two sets of carrier shipper accounts for two separate business franchises at the same shipping address, configure:

- One QAD GTTE client.
- Two Internal IDs, which the QAD GTTE Content Operations Team configures.
- Two Packing Locations, each pointing to an Internal ID.

#### System Values

| Category | Key                      | Value |
|----------|--------------------------|-------|
| SPS      | A TRAX LOCATION ID – FR1 | A9901 |
| SPS      | A TRAX LOCATION ID – FR2 | A9902 |

#### Example

To set up two business units that use the same set of carrier accounts, configure:

- Two QAD GTTE clients.
- One Internal ID, which the QAD GTTE Content Operations Team configures.
- One Packing Location pointing to the Internal ID.

#### System Value

| Category | Key                        | Value |
|----------|----------------------------|-------|
| SPS      | A TRAX LOCATION ID – SITE1 | A9901 |

In another scenario, a shipper has two separate carrier pickups at EOD for each business unit, one at 14:00 and one at 16:00. In this case, the shipper can separate the groupings of packages by creating two separate Packing Locations. However, each location uses the same set of carrier accounts, so they also have the same Internal ID.

#### System Values

| Category | Key                      | Value |
|----------|--------------------------|-------|
| SPS      | A TRAX LOCATION ID – BU1 | A9901 |
| SPS      | A TRAX LOCATION ID – BU2 | A9901 |

#### Example

To set up two business units with separate sets of carrier accounts, you configure:

- Two QAD GTTE clients.
- Two Internal IDs, which the QAD GTTE Content Operations Team configures.
- Two Packing Locations, each one pointing to an Internal ID.

### System Values

| Category | Key                      | Value |
|----------|--------------------------|-------|
| SPS      | A TRAX LOCATION ID – FR1 | A9901 |
| SPS      | A TRAX LOCATION ID – FR2 | A9902 |

## Charges Master Data

Charges are incurred by shippers when shipping goods to customers. Possible charges include freight, insurance, duty, and handling. The shipper can choose to pass on these charges to the customer at the same or at a different rate.

You can set up charges in advance of a shipment and assign them as a rule to the relevant party. It is possible to manually add charges at shipment time or to set up a Rate Structure to automatically calculate them. The estimated shipment charges may be printed on customer invoices, when required.

You can calculate charges down to a line level or at shipment level. However, you can change or enter additional costs at shipment maintenance level. Charges can be defined in any currency and converted to shipment currency.

Before you can create rate structures in QAD GTTE, the associated charge types must exist in the database. QAD GTTE is supplied with out-of-the-box charge types and other master data. However, you may need to configure further master data to support the TL/LTL carrier services used by your organization.

To access the different tables that relate to charges in the Web UI, go to the relevant screens:

- Charge / Revenue (CH)
- Charge Class (GC)
- Charge Category (CG)
- Charge Summary Group for Documents (Y5, which is accessible using the Admin search field on the Index page)
- Allocation Methods (AL, which is accessible using the Admin search field on the Index page)

## Charges and Revenues

The CH menu option enables you to create cost types.

The following fields are available when creating a new charge:

**Charge/revenue**

Enter a charge/revenue code of up to six characters. This field is mandatory.

**Description**

Enter a meaningful description of the purpose of the cost type. This field is mandatory.

**Summarise in bucket**

Use the lookup to choose a Summary Bucket to categorize the charge type for printing at the foot of certain invoices. Create Summary Buckets in option Y5.

**Charge Class**

Use this field to group charges together. It can be used when interfacing back from QAD GTTE to a sales order system to update financial accounts. Create Charge Class categories in option GC.

**Charge Type**

Select whether the charge is a cost or revenue.

**Recoverable/Operation Code**

Available for future use.

**Temp charge during calcs**

If the calculation applies a temporary charge until calculation is complete, select this field.

**Reversing resulting polarity/Use FOB shipment value/Include shipment value/Total invoice charges only**

Available for future use.

**Convert to ship currency**

When selected, during the charge calculation, the calculated charge stored in the database is converted to the currency in the shipment header.

**Self Billing/Convert to actual/Allow actuals**

Available for future use.

**Round-up charge**

Available for future use.

**Total only pre-tax value/Customs Clearance/Additional flag 23, 24, 25**

Available for future use.

**Delivery terms 1-9**

Delivery Terms—or INCOTERMS—are internationally recognized codes that indicate who pays for delivery of goods. If the shipment delivery term matches the value in one of these fields, the charge is flagged as invoiceable.

**User defined 01 to 20**

Available for future use.

**Tax Type**

If tax is calculated for the charge, specify a tax type.

**Allocate method**

If the charge cost is calculated over a group of shipments, the charge is split over the shipments. Use this field when load building. Creating a load of more than one shipment enables you to find the cheapest rate per shipment.

**Allow Allocations**

Available for future use.

**P&L Summary Group/B/L Summary Group/Invoice Summary Group**

Available for future use.

**Prt B/L**

Available for future use.

**Prt on Inv**

To print the charge on the invoice, select this field.

**Sum. on B/L/Sum on Inv/Cost bucket**

Available for future use.

**Agent split/EDI code/Supplier Type/Use the maximum ship rate**

Available for future use.

**Charge category**

To categorize the charge, use the lookup to choose a charge/revenue group. A charge/revenue category groups charges by their type. Create charge/revenue categories in option CG.

**User Defined 1-5**

These fields are available for future use.

## Service Type

To indicate the service type for the charge being maintained, select a service type.

A charge or cost can have a specific purpose, which is indicated as a service type. By default, the service type for a charge or cost is Freight. It is possible to categorize the cost or charge as an alternative service type, where the service type is representative of the type of cost incurred. For example, an accessorial cost for Saturday delivery or additional handling. The service type can be used in the rating engine to determine if a particular cost is applied based on the characteristics of the shipment. For example, if a charge or cost has a Saturday Delivery service type, then that charge is not applied unless Saturday Delivery is selected for the shipment.

## Landed cost allocate method

If required, indicate the method to use for landed cost allocation.

## Manual Charge

This field applies to manually added charges, only.

Usually, when you void a shipment in the Rating screen, manually added charges are deleted, also.

If you want to ensure that this manually-created charge is not deleted as a result of voiding the shipment in the Rating screen, then set this field to Yes.

## Buying Charge

If the charge that you are creating is a selling charge (revenue) that has a corresponding buying charge (cost), then specify the code of the buying charge.

## Charge Classes

Use charge classes—option GC—to associate charges with GL accounts. If QAD GTTE is integrated with a financial software package such as QAD Financials, costs calculated by QAD GTTE may get charged to GL accounts that exist in the financial system. The option GC enables you to create matching accounts in QAD GTTE.

To open the Charge Class option, use menu option GC. When you create a charge class, the following fields are available:

### Charge class

The code for this charge class. This field is mandatory.

### Description

Enter the description of the charge class to be associated with a charge code. The charge class can be used to group charges together. It can also be used when QAD GTTE is interfaced with a sales

order processing system to update financial accounts. This field is mandatory.

**G/L normal account**

If QAD GTTE is to interface costs to a normal GL account, enter the account number from the interfacing system.

**G/L accrual account**

If QAD GTTE is to interface costs to a GL accrual account, enter the account number from the interfacing system.

**G/L prepayment account**

If QAD GTTE is to interface costs to a GL prepayment account, enter the account number from the interfacing system.

**G/L intransit account**

If QAD GTTE is to interface costs to a GL intransit account, enter the account number from the interfacing system.

**User Defined Fields 1 to 9**

These fields are for future use.

**Charge Categories**

Charge categories—menu option CG—enable you to create categories for your charges. You can create categories such as Insurance, Freight, or Documentation.

The CG option contains two fields.

**Category Code**

Enter a code for the category being maintained. This field is mandatory.

**Description**

Enter a meaningful description of the category code.

**Charge Summary Groups**

Summary groups—menu option Y5—are used for categories of enumeration at the foot of certain invoices such as those from Canada, Gambia, Zambia, and Nigeria. The summary groups allow you to define the listed category into which costs fall. The parameters are used by certain invoice print programs to decide the category in which the cost is to be displayed.

Typically, these documents require that all costs displayed in the body of the invoice are summarized in a predefined table at the foot of the document. This table requires the value and currency for the cost category to be displayed and whether the cost has been included in the invoice total. Summary groups are for documentation purposes only and do not affect the calculation of charges.

To access this option, access menu option Y5.

### Summary bucket

Enter the code for this summary bucket.

### Description

Enter a meaningful description of the charge summary group.

In the newly created summary bucket, you can maintain any number of Charge Summary Group Charges. Open the sub-option Charge Summary Group Charges and create new entries for the bucket.

### Client, Summary Bucket

These fields are read only. Select the relevant charge code to associate with this charge summary group.

### In use

To include the code in the Summary Bucket, select this field.

## Allocation Methods

To access the Allocation Methods screen, use menu option AL. If the charge cost is calculated over a group of shipments, the allocation method is the basis by which the charge is split over the shipments that share this charge.

### Allocation Method

Select an allocation method.

### Description

Enter a description such as gross weight or volume. This field is mandatory.

## TE Portal

The TE Portal is accessible from the search menu using menu option TE. It consists of a number of screens that you can access by clicking the corresponding link in the TE Menu Panel:

- **Charge Tables** displays the [charges tables on page 1574](#) stored in the system. It includes the Upload Rate File button, which allows you to upload rate files in Excel format.
- **Axis Definitions** displays the [axis definitions on page 1582](#) stored in the system.
- **Region Zones** displays the [region zones on page 1585](#) stored in the system.
- **Zone Classifications** displays the [zone classifications on page 1586](#) stored in the system.

- **Non-Transit Days** displays the [non-transit days on page 1630](#) stored in the system.
- **Transit Time** displays the [transit times on page 1624](#) stored in the system.
- **Create Shipment** allows you to create simple shipments using a single screen.
- **Configure Shipment Forms** allows you to create shipment forms that users can select in **Create Shipment**.
- **Background Jobs** allows you to check on the progress of rate file Excel uploads that you have submitted through the Upload Rate Files button. Any errors with the uploads are listed on this screen.
- **Import File**. This screen is not relevant for the TE Portal.
- **Admin Settings**. This screen allows you to specify the default comma-separated list of email addresses that the rate upload background job results are sent to. It also allows you to specify the number of days you want the background jobs to be stored for before they are purged from the job list.
- **Changelog**. This screen contains an audit list of changes made to the TE database table schema resulting from software updates. This information is read-only data for internal QAD GTTE administration.

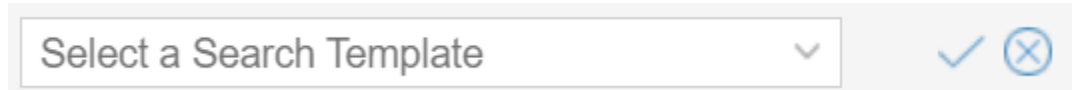
After you [upload rate files on page 1571](#), the data populates the Charge Tables, Axis Definitions, Region Zones, and Zone Classification screens. You can review this data to validate the uploads and ensure that the data is correctly uploaded, and then troubleshoot any issues.

Each of these screens contains:

- A Home link to the QAD GTTE home screen.
- The TE Menu Panel on the left of the screen, which provides links to the TE screens. It is divided into a number of sections, including Configuration, Activity, System Configuration, and Database. Search for TE screens using the Menu Search text box at the top of the panel. Collapse the TE Menu Panel by clicking the left arrow at the top right of the panel. Similarly, expand the TE Menu Panel by clicking the right arrow at the top right of the collapsed panel.
- An Information Panel, which includes:
  - A template menu, which allows you to save a combination of search, sort, and filter queries configured in the browse grid and search panel. These queries determine the results that display in the browse grid. To save a template, click the check icon. To select an existing template, click the arrow in the Select a Search Template field and then click the template that you want.

### TE Portal Template Menu





- A search panel, which allows you to search the records in the browse grid based on key attributes. To search records, complete one or more of the search fields and click the Search button, or press Enter in a search field. Search results display in the browse grid. Search fields accept wildcard searches (\*). To clear the search field, click the Clear button.
- A browse grid, which contains records relevant to the particular TE screen that you are on; for example, charges tables or zone classifications.

The records in the grid depend on the search criteria specified in the search panel. Within the grid, each record includes a button



to access relevant sub-options; for example, each record in the Charge Tables grid includes a Charge Detail sub-option. Grid columns provide filter and sort options, which allow you to narrow down search results. You can also move columns around or hide columns in the grid. For more information, see the detailed explanations of this functionality in the [FBAP Portal on page 1325](#) section of the help.

- A toolbar, which relates to the browse grid content. It displays the number of results pages returned in a search, and allows you to perform actions on one or more records.

## Rate Structure

This section describes how to maintain rate structures.

### Uploading Rate Files

Many carriers supply their rates in .xlsx format. Some of these rate structures contain complicated zone-based or weight/tier-based charge calculations. You can upload these rate structures directly from Excel when they are in a compatible format. The system supports uploading of multiple sheets from the same Excel file, which are loaded as individual rate tables.

1. On the Charge Tables page, menu option TE\_TH, click Upload Rate Files.

The LTL Rate Uploads window opens.

2. Complete the following fields.

#### File Structure

Specify the format of the Excel file. You can upload Excel files in two formats:

- Tier-based
- Flat structure

### Email

The file upload happens in the background and, on completion, an email is sent detailing the upload status and any errors. Specify a comma-separated list of email addresses to which you want the email sent. The default value for this field is determined by the configuration in [Admin Settings on page 1570](#).

### Override Existing Charge Table

If you select this field, and a charge table of the same name already exists in the system for the specified start date, then that charge table is replaced with the contents of the file that you are uploading. The charge table name and start date of the charge table are included in the Excel file.

### Always Create New Axis Definitions

Select this field to create new axis definitions for each successful rate file upload. New axes are created even if the charge table already exists for a different start date. This field only applies to files with a tier-based structure.

3. Drag the files to the Drag rate files here area, or click the Upload File button to select the files using File Explorer.
4. Click Upload.

The window closes and a message flashes at the top of the screen to advise you that the upload is underway.

5. Check the inbox of the specified email address for the expected email with the upload results. Alternatively, you can review the job details on the Background Jobs page. The exit message for each rate upload job includes the name of the file being uploaded so that you can identify the message that relates to your file upload.

### Verify And Review Data After Upload

After uploading rate files, you can use the TE portal to verify the content.

1. Review the newly uploaded Charge Table on the Charge Tables page.
2. To open the Charge Table details, click the suboption button and select Charge Detail to view settings including the X axis and Y axis.

**Note** If applicable, X and Y axis definitions are attached automatically in the Axis Definitions table and are visible in the Axis Definitions page. The X axis has a new record created each time a new or existing Charge Table is loaded. The X axis created is two characters in length and alphanumeric. The first table loaded is assigned the identifier 9Z. The next table loaded is 9Y and so on until it reaches 9A. The next table loaded is then 8Z. The Y axis defaults to NA.

3. Use the Charge Detail Zone Classification suboption to view the zone classifications records created automatically by your Excel upload.
4. Use the Region Zones page to view any postal code information created automatically by your Excel upload. To view the postal code range behind a zone, use the Zone Postal Code suboption.
5. Create the required system values. Open option Y2 and specify the COST + REV category. The upload has already created the ZONE PREFIX HINT value. Create the corresponding ZONE FROM system value with a value that matches the ZONE FROM in the Excel table. For more information about this system value, see [Table 362 on page 1600](#).
6. Return to the Charge Tables page.
7. Access the Charge Detail suboption.
8. Access the Charge Detail Zone Classifications suboption to see the minimum values for each zone classification, uploaded from the Excel file. If values are supplied, each value is used as a shipment charge in its zone when the calculated charge is less than the minimum.
9. To view the values for any weight breaks loaded from Excel, click the Charge Detail Basis Rate suboption.

## **Rate Structures**

A rate structure is also known as a freight table. It contains a charge table with an associated calculation method. It can also include an axis definition, region zones, and zone classifications.

## **Calculation Methods**

Calculation methods are preconfigured in QAD GTTE and listed on the Calculation Method page, menu option TZ. Each calculation method has an associated program. You must specify a calculation method when setting up a charge within a Charge Table. The calculation method is defined in the Excel file.

## Calculation Method Settings

### Calculation method

This field contains the basis for the calculation method. See the following table.

### Description

This field contains the description for the calculation method.

### Maintenance program

This field contains the preconfigured software program to execute for the basis.

### Preconfigured Calculation Methods

| Basis | Charge                    | Description                                                                                                                                                |
|-------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 00    | Minimum charge            | If the calculated charge amount for a particular charge code does not exceed the minimum charge value, the minimum charge for this charge code is applied. |
| 01    | Fixed charge              | A fixed amount is charged.                                                                                                                                 |
| 02    | Rate per                  | Calculate the charge based on a rate per chosen unit such as gross weight, volume, or inners.                                                              |
| 03    | Percentage of value       | Calculate the charge based on a percentage of a value such as shipping value or FOB value.                                                                 |
| 04    | Tiered user defined table | Calculate the charge based on a tiered user-defined axis. For more details, see <a href="#">Axis Definitions on page 1582</a> .                            |
| 99    | Maximum charge            | If the calculated charge amount exceeds the maximum charge value, the maximum charge is applied.                                                           |

### Charge Tables

A Charge Table contains charges such as freight rates, documentation charges, or insurance. These charges are calculated during the shipping process using predefined calculation methods. The Charge Table can be associated with a carrier service. Create rating structures using one of these methods, which are available on the Transportation Execution Portal:

- Upload rate structures into Charge Tables from Excel. This method is the typical scenario. For more information, see [Uploading Rate Files on page 1571](#).

- Create Charge Tables manually. This method is not very common.

## Charge Table Settings

To access the Charge Table records, choose menu option TE and click the Charge Tables link in the TE Menu Panel. Each charge table has the following fields, which display as columns on the Charge Tables page.

### Charge Table

Enter a code of up to 10 characters.

### Start Date

Enter the date when the Charge Table becomes effective.

### End Date

You can optionally add an end date.

### Description

Enter a Charge Table description.

### Zone Determination Type

Possible values for this field are:

- 1: D2D (Deliver to Destination) uses the From City and To City values. If the field is blank, this value is the default.
- 2: D2P (Deliver to Port) uses the From City and To Port.
- 3: P2D (Port to Delivery) uses the From Port and To City.
- 4: P2P (Port to Port) uses the From Port and To Port.

### Calculate Shipment Charges Per

The purpose of this set is to determine the level at which to apply the charge criteria. For example, if the rate structure has charges based on Weight and Freight Classes, and shipment transactions include differing freight classes on different item lines, it may be appropriate to choose to calculate charges per Line to select weight from shipment item lines.

- 1: Shipment
- 2: Sales Order
- 3: Purchase Order
- 4: Line
- 5: Package
- 6: Freight Class

### Summarize Totals By Charge

Select this field to summarize charges by charge/revenue code. If multiple rate structure calculation types exist for the same charge/

revenue code, then these can be summarized to output a single Shipment Charge line.

**Calculate Group Charges Per**

Select the level at which to apply the charge criteria when the rate structure is applied to a Group/Load.

- 1: Group
- 2: Shipment
- 3: Sales Order
- 4: Purchase Order
- 5: Line
- 6: Package
- 7: Freight Class

**Process Level**

Available for future use.

**Allow Freight Shopping/Service Days/Carrier Route/Carrier/  
Transport mode**

These fields are obsolete.

**Charge Detail Settings**

Charge Details are listed in the Charge Detail sub-option available from the Charge Tables page in the TE Portal.

**Process Sequence**

Enter a unique sequence number for the charge detail line; for example, 05, 10, 15. The sequence number determines the order in which the calculation program processes the charges.

**Charge Code**

Select a charge code for this charge.

**Calculation method**

Select one of the predefined calculation methods in [Table 359 on page 1574](#). Complete the subsequent fields based on the calculation method you select here.

**Description**

The default description associated with the charge code in option CH is used. However, you can override the description.

**Currency**

Select the currency in which this charge code is to be calculated.

**Tax type**

If a tax is to be calculated on the charge, select the tax group code.

**Allow zero validations**

If a zero charge is allowed, select this field.

**From process sequence**

This field indicates the process number from which this charge method is to apply.

**To process sequence**

This field indicates the process number to which this charge method is to apply.

**Rate per unit**

If you selected method 02 in the Calculation Method field, enter the rate per unit to be used for the charge calculation.

**Selling Rate per unit**

If you selected method 02 in the Calculation Method field, enter the selling rate per unit to be used for the charge calculation.

**Minimum Charge**

If you selected method 00 in the Calculation Method field, enter the Minimum Charge amount to be used for the charge calculation. If



the calculated charge amount does not exceed this minimum charge value, the minimum charge is taken. This sets a minimum value for a particular charge code of the charge table. Therefore, if the calculation made by the other lines for that charge code does not reach this prescribed value, the value for that charge code is the minimum value.

**Selling Minimum Charge**

If you selected method 00 in the Calculation Method field, enter the Selling Minimum Charge to be used for the charge calculation.

**Maximum Charge**

If you selected method 99 in the Calculation Method field, enter the Maximum Charge amount to be used for the charge calculation. If the calculated charge amount does exceed the maximum charge value, the maximum charge is taken. This sets a maximum value for a particular charge code of the charge table. Therefore, if the calculation made by the other lines for that charge code does not exceed this prescribed value, the value for that charge code will be the maximum value.

**Selling Maximum Charge**

If you selected method 99 in the Calculation Method field, enter the Selling Maximum Charge to be used for the charge calculation.

**Fixed Charge**

If you selected method 01 in the Calculation Method field, enter the Fixed amount to be used for the charge calculation.

**Selling Fixed Charge**

If you selected method 01 in the Calculation Method field, enter the selling fixed amount to be used for the charge calculation.

**Unit of measure**

If you selected method 02 or 04 in the Calculation Method field, specify the unit of measure (UOM) that the charges are based on.

**Unit type**

If you selected method 02 in the Calculation Method field, enter the container or pack type code in this field.

**% rate**

If you selected method 03 in the Calculation Method field, enter the percentage rate to be used for the charge calculation.

**Selling% rate**

If you selected method 03 in the Calculation Method field, enter the selling percentage rate to be used for the charge calculation.

**% basis**

If you selected method 03 in the Calculation Method field, select the appropriate value on which the percentage is to be calculated.

**% Charge Code**

If you selected method 03 in the Calculation Method field and the percentage is to be based on a charge code amount, select a charge code. For example, you can specify insurance as a percentage of the freight amount only, rather than as a percentage of shipment value or shipment value + freight. In this case, select Charge Code as the % basis and specify the freight cost code as the % Charge Code.

**Tiered rate scale [1:n]**

If you selected method 04 in the Calculation Method field, this field indicates that all rates entered by the user in the X/Y axis are in this unit; for example, an entry of 1000 indicates that the rate is per 1000.

**Check next tier**

If you selected method 04 in the Calculation Method field and you select this field, QAD GTTE checks the next tier on the Charge Table. This check can reduce a charge when you are shipping a quantity that is very near to the break. For example, you have a 950 kg shipment, and the rates are as follows:

- 1st tier – rate of \$0.48 up to 1000 kg
- 2nd tier – rate of \$0.43 up to 1500 kg

Using the first tier price, the total cost is  $950 \times \$0.48 = \$456$ . Using the next tier, the total cost is  $1001 \times \$0.43 = \$430.43$ .

**Unit to round towards**

If you selected method 04 in the Calculation Method field, use this field to specify the UOM rounding unit. For example, a road carrier deals in quantities that round to full units and a postal carrier rounds to intervals of 0.5 kg. If a round unit is not specified, QAD GTTE uses the actual weight or volume, rather than the rounded up value. For example, 178.89 kg without rounding uses the value 178.89 as the rate per kg, whereas the same value using a rounding of 1 calculates the figure using 179 as the rate per kg.

**Volume to weight conversion**

If you selected method 04 in the Calculation Method field, use this field to specify the factor for converting the volume to a weight equivalent.

**Weight Volume Divide**

This field determines whether the value entered for the volume and weight conversion is to be used for division or multiplication. If this field

is selected, the volume is divided by the conversion rate to give the weight equivalent.

### **Test volume v weight**

Select this field to test volume against weight on the Charge Table. QAD GTTE selects the highest/largest weight to calculate the freight rate, based on the conversion that has taken place.

### **X axis**

If you selected method 04 in the Calculation Method field, this field contains the user-defined X axis as described in Axis Definitions.

### **Y axis**

If you selected method 04 in the Calculation Method field, this field contains the user-defined Y axis as described in Axis Definitions.

### **Use zone classifications**

If you selected method 04 in the Calculation Method field and you want to create a three-dimensional Charge Table, select this field. The third axis is then based on zones.

### **Use header quantity**

If you selected method 04 in the Calculation Method field and charge calculations are to be based on the shipment header quantity rather than at item-line level, select this field.

### **Load Space to weight conversion**

If you selected method 04 in the Calculation Method field, use this field to specify the factor for converting the Load Space to a weight equivalent.

### **Load Space to weight uom**

This field determines the weight UOM represented by the conversion factor from loadspace to weight.

### **Weight Load Space Divide**

This field determines whether the value entered for the loadspace/weight conversion is to be used for division or multiplication. If this field is selected, the loadspace is divided by the conversion rate to give the weight equivalent.

### **Test Load Space v weight**

Select this field to test loadspace against weight on the Charge Table. QAD GTTE selects the highest/largest weight to calculate the freight rate, based on the conversion that has taken place.

### **Charge Detail Zone Classifications Sub-Option**

Charge Detail Zone Classifications are listed in the Charge Detail Zone Classifications suboption of the Charge Details sub-option available from the Charge Tables page in the TE Portal.

The sub-option enables you to specify a zone class for the Charge Table.

**Zone Class**

Enter the zone class for which the rates apply.

**Minimum Charge**

Enter the minimum charge for this zone classification.

**In Use**

To enable the zone classification, select this field.

**Charge Detail Exceptions Sub-Option**

Charge Detail Exceptions are listed in the Charge Detail Exceptions sub-option of the Charge Details sub-option available from the Charge Tables page in the TE Portal.

This sub-option enables you to control whether other cost types are calculated when another particular cost type is calculated. For example, do not create this type of cost line when the other cost type exists. You can also use this record as a prerequisite. For example, only create this cost line when the other cost type has a value. The editable fields are:

**Reason**

Use this free-text field to describe the purpose of the record created. The prerequisite condition only kicks in when Reason is set to a value of PREREQUISITE.

**In Use**

To enable the detail exception, select this field.

**Axis Definitions**

When creating a tiered user-defined Charge Table, establish an X axis and, where necessary, a Y axis. Set up each axis type with individual breaks for each axis.

## Axis Definition Settings

To access the Axis Definition records, choose menu option TE and click the Axis Definitions link in the TE Menu Panel. Each axis definition has the following fields, which display as columns on the Axis Definitions page.

### Axis

Enter X or Y.

### Axis type

Enter the axis type used to identify the specific axis.

### Description

Enter a description of the axis, usually indicating the basis of the axis such as gross weight or freight class.

### Basis

Select a basis for the axis calculation. For example, an axis such as Weight can be based on the Net Weight on the shipment, or an axis such as Pack Types can be based on the number of inners on the shipment.

Possible basis values are:

- 01 - Gross Weight
- 02 - Net Weight
- 03 - Net Net Weight
- 04 - Volume
- 05 - Ship Quantity
- 06 - Inners
- 07 - Outers
- 08 - Packs
- 09 - Distance (crow-fly)
- 10 - Distance (roundtrip)
- 11 - Zone[s]
- 12 - Freight Class(es)
- 13 - Simple Tier [no Y axis]
- 14 - Number of assets
- 15 - Distance band
- 16 - Loadspace

**Unit of Measure**

Enter the unit of measure for the selected basis.

For example, an X axis of Weight and a Y axis of Freight Class means that the charge calculation is based on these parameters. If using the axis method, the user must always have an X axis, but not necessarily a Y axis.

**Axis Break Sub-Option**

Axis breaks are listed in the Axis Break sub-option available from the Axis Definitions page in the TE Portal.

This sub-option enables you to maintain breaks within an axis. A break is an explicit value, which is used to indicate values that apply up to a particular point.

If the first break on an axis has a value of 1500, this value represents the range 0-1500. If the next break value is 2000, this value represents the range >1500-2000. Set the last break of an axis to a maximum allowable value such as 9999999999.

**Break**

Enter a user-defined code for this break.

**Up to**

Enter an explicit value used to indicate the upper limit of the axis break. Zone, Freight Class, and Distance Band bases do not use the Up to field.

**From zone**

Enter the From zone for basis type 11 only.

**To zone**

Enter the To zone for basis type 11 only.

**From freight class**

Enter the From freight class for basis type 12 only.

**To freight class**

Enter the To freight class for basis type 12 only.

**Unit type**

Enter the Pack Type for basis types 06-08.

**Distance Band**

The Distance Band for basis type 15 only.

## Breaks Example: Weights

| Break | Unit Type | To                 | From Zone | To Zone | From Freight Class | To Freight Class |
|-------|-----------|--------------------|-----------|---------|--------------------|------------------|
| A     |           | 100.000.000        |           |         |                    |                  |
| B     |           | 200.000.000        |           |         |                    |                  |
| C     |           | 300.000.000        |           |         |                    |                  |
| D     |           | 450.000.000        |           |         |                    |                  |
| E     |           | 999,000,000.000000 |           |         |                    |                  |
| Z     |           | 999,999,999.000000 |           |         |                    |                  |

## Breaks Example: Freight Class

| Break | Unit Type | To | From Zone | To Zone | From Freight Class | To Freight Class |
|-------|-----------|----|-----------|---------|--------------------|------------------|
| A     |           | 0  |           |         | 100                | 110              |
| B     |           | 0  |           |         | 125                | 150              |
| C     |           | 0  |           |         | 175                | 250              |
| D     |           | 0  |           |         | 300                | 400              |
| E     |           | 0  |           |         | 500                |                  |

**Region Zones**

Important parts of a rate structure include the ship-from and ship-to Region Zones and Zone Classifications. A Region Zone allows for grouping of individual, or ranges of, postal or zip codes into one Region Zone record. To access the Region Zone records, choose menu option TE and click the Region Zones link in the TE Menu Panel.

## **Region Zone Settings**

To access the Region Zone records, choose menu option TE and click the Region Zones link in the TE Menu Panel. Each record has the following fields, which display as columns on the Region Zones page.

### **Zone**

Enter the code for the zone.

### **Description**

Enter a meaningful description for the zone.

### **State/Country/Market**

Available for future use.

### **Zone Postal Code Sup-Options**

Zone postal codes are listed in the Zone Postal Codes sub-option available from the Region Zones page in the TE Portal.

### **From Postal Code**

Enter the From Postal/Zip code for the Region Zone.

### **Reference 1**

Reserved for use by integrated carriers.

### **Reference 2**

Reserved for use by QAD GTTE network carriers.

### **To Postal Code**

Enter the To Postal/Zip code for the Region Zone.

### **In Use**

Select this field to activate this Postal/Zip code range and make it available for rate structure calculations.

### **Zone Classifications**

A zone classification is a combination of from and to zones associated with a rating structure, to differentiate between different rates applying to different zone pairs.

The Zone Classifications page allows you to set up from/to zone relationships, where each relationship may then be associated with rates within a rating structure.



## **Zone Classification Settings**

To access the Zone Classification records, choose menu option TE and click the Zone Classifications link in the TE Menu Panel. Each record has the following fields, which display as columns on the Zone Classifications page.

### **Zone classification**

Enter the code of the zone class.

### **From zone**

Enter the origin zone for this zone class; for example, CTRY-US.

### **To zone**

Enter the destination zone for this zone class; for example, CTRY-US-STATE:IL.

### **Description**

Enter a meaningful zone classification description.

### **In Use**

Select this field to activate this Zone Classification.

### **Rate Codes**

Reserved for use by integrated network carriers.

## **Linking Charge Tables to a Service**

You can assign charge tables to a shipment based on either the carrier-specific rating engine or the characteristics of the shipment.

### **Assigning the Charge Table Based on the Carrier-Specific Rating Engine**

For some of the carrier-specific rating engines, such as UPS and DHL, there are predefined rating structures in place that align with the requirements defined by those carriers. These rating structures may have some complexity that cannot be handled by the generic rating engine or by the generic rate upload tools. For these carrier integrations, the management of the loading of the rate structures is handled by QAD through specific tools or utilities.

When a carrier-specific rate structure is not defined within the carrier integration engine, then you can still manage the rate structures by loading rate structures using the rate upload tools and applying these rate structures dynamically through the characteristics of the shipment, as discussed in the next section.

## Assigning the Charge Table Based on the Characteristics of the Shipment

The dynamic association of a charge table with the shipment is based on the CHARGE TABLE CRIT system value.

You can configure the conditions in the CHARGE TABLE CRIT system value.

### CHARGE TABLE CRIT System Value

| Category | Key                                                                                                                                                                                                                       | Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | <p>[Global Carrier Code]: [internal ID] CHARGE TABLE CRIT, where [Global Carrier Code] represents the global carrier code and [internal ID] represents the internal ID</p> <p>Example: KUEHN: A6601 CHARGE TABLE CRIT</p> | <p>CONDITION_1=[CONDITION],<br/>VALUE=[VALUE];...;CONDITION_N=[VALUE];CHARGE-TABLE=[CHARGE_TABLE_CODE]</p> <p>If all of the specified conditions are met, the charge table is applied to the shipment. Values can be a single value or a range specified using VALUE-FROM and VALUE-TO values</p> <p>For all conditions, it is also possible to specify negative conditions using CONDITION-NEGATIVE values. For example, CONDITION-NEGATIVE=PACK-TYPES,VALUE=PALLET is true if the pack type of the shipment is not pallet.</p> <p>You can define the charge table name explicitly, or you can use tokens that are replaced with values from the shipment.</p> <p>Example with an explicit charge table name:</p> <p>CHARGE-TABLE=ABCDEF (explicit charge table name)</p> <p>Example using the packing location code from the shipment:</p> <p>CHARGE-TABLE=AB[LOCN]12, where [LOCN] is a token that represents the packing location code from the shipment</p> <p>Example using the internal ID associated with the packing location code from the shipment:</p> <p>CHARGE-TABLE=AB[INTERNAL-ID]12, where [INTERNAL-ID] is a token that represents the internal ID</p> |

The possible conditions are as follows:

- Number of packages. To configure this condition, set `CONDITION=PACKS`, and specify a `VALUE-FROM` and a `VALUE-TO` for the number of packages applicable.
- Service type. To configure this condition, set `CONDITION=SERVICE-TYPE`, and specify a `VALUE` for the underlying service code based on the RT record for the Alternative Service Code value.
- Delivery terms. To configure this condition, set `CONDITION=DELIVERY-TERMS`, and specify a `VALUE` for the underlying delivery terms code for this carrier.
- Dangerous goods indicator. To configure this condition, set `CONDITION=DANGEROUS-GOODS`, and specify a `VALUE` for either YES or NO to indicate whether the shipment contains dangerous goods.
- Recipient ISO country. To configure this condition, set `CONDITION=RECIPIENT-ISO-COUNTRY` and specify a two-character `VALUE` for the ISO country code.

As an example, when `CONDITION=RECIPIENT-ISO-COUNTRY,VALUE=AT;CHARGE-TABLE=TFA4022AT`, the system assigns the charge table to be TFA4022AT if the recipient ISO country is AT.

- Weight. To configure this condition, set `CONDITION=WEIGHT`, and specify a `VALUE-FROM` and a `VALUE-TO` for the total weight of the shipment. The `VALUE-UOM` can also be used as a criteria value for this condition.
- Volume. To configure this condition, set `CONDITION=VOLUME`, and specify a `VALUE-FROM` and a `VALUE-TO` for the total volume of the shipment. The `VALUE-UOM` can also be used as a criteria value for this condition.
- Route or service code. To configure this condition, set `CONDITION=ROUTE-SERVICE-CODE`, and specify a `VALUE` for the route or service code based on the RT record for the `XTROUT0.RTROUT` field value.
- International or domestic shipment. To configure this condition, set `CONDITION=DOMESTIC` and specify a `VALUE` of YES or NO. The system determines if the shipment is domestic or international by comparing the shipper ISO country code and the recipient ISO country code.
- Pack type. To configure this condition, set `CONDITION=PACK-TYPES`, and specify a `VALUE` for the pack type.

As an example, when `CONDITION=SERVICE-TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-TABLE=TFA4022NS` the system assigns the charge table to

be TFA4022NS if the service type is N and the accessorial of PharmacyDelivery is selected.

As another example, when `CONDITION=SERVICE-TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION-NEGATIVE=PACK-TYPES,VALUE=PALLET;CHARGE-TABLE=TFA4022NP`, the system assigns the charge table to be TFA4022NP if the service type is N and the accessorial of PharmacyDelivery is selected and the Pack Type is not PALLET.

As a third example, when `CONDITION=SERVICE-TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION=PACK-TYPES,VALUE=PALLET;CHARGE-TABLE=TFA4022NL`, the system assigns the charge table to be TFA4022NL if the service type is N and the accessorial of PharmacyDelivery is selected and the pack type is PALLET.

- **Accessorials.** To configure this condition, set `CONDITION=ACCESSORIALS`, and specify a `VALUE` for the accessorial. For more information, see the examples for the pack type condition.
- **Customised conditions.** To configure these conditions, set `CONDITION=CUSTOMISED-CONDITIONxxxxx`, where `xxxx` is text to indicate a condition type. The GTTE Services team can code their own logic within a program called `XTLTLCH2.P` to return a true or false for each of the relevant conditions.

Within this system value, you can list multiple groups of conditions to assign charge tables to shipments, separating the charge table assignments with the `|` character.

Here is an example with multiple charge tables assigned to shipments based on the service type:

```
CONDITION=SERVICE-TYPE,VALUE=002,CHARGE-
TABLE=AW[INTERNAL-ID]2ND|CONDITION=SERVICE-
TYPE,VALUE=001,CHARGE-TABLE=AW[INTERNAL-ID]NXT|
CONDITION=SERVICE-TYPE,VALUE=004,CHARGE-
TABLE=AW[INTERNAL-ID]GRD|CONDITION=SERVICE-
TYPE,VALUE=002,CHARGE-TABLE=AW[INTERNAL-ID]BYD|
```

In the previous example, the value of the Service Type field in the shipment assigns the charge table to apply to the shipment.

Here is a more complex example with multiple charge tables assigned by a mix of conditions:

```
CONDITION=SERVICE-
TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-
TABLE=TFA4022NS|CONDITION=SERVICE-
TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION-
NEGATIVE=PACK-TYPES,VALUE=PALLET;CHARGE-
TABLE=TFA4022NP|CONDITION=SERVICE-
TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION=PACK-
```

TYPES,VALUE=PALLET;CHARGE-  
 TABLE=TFA4022NL|CONDITION=SERVICE-  
 TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-  
 TABLE=TFA4022NW|CONDITION=SERVICE-  
 TYPE,VALUE=V;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-  
 TABLE=TFA4022NS|CONDITION=SERVICE-  
 TYPE,VALUE=V;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION-  
 NEGATIVE=PACK-TYPES,VALUE=PALLET;CHARGE-  
 TABLE=TFA4022NP|CONDITION=SERVICE-  
 TYPE,VALUE=V;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION=PACK-  
 TYPES,VALUE=PALLET;CHARGE-  
 TABLE=TFA4022NL|CONDITION=SERVICE-  
 TYPE,VALUE=V;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-  
 TABLE=TFA4022NW|CONDITION=SERVICE-  
 TYPE,VALUE=V;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CHARGE-  
 TABLE=TFA4022NX

In the above example, the following two conditions are combined to select a specific charge table:

- CONDITION=SERVICE-TYPE,VALUE=N
- CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery

And a very similar set of conditions overlaps with the first set, but with one extra condition where a second charge table is assigned for some shipments where the shipments are made up of pallets:

CONDITION=SERVICE-  
 TYPE,VALUE=N;CONDITION=ACCESSORIALS,VALUE=PharmacyDelivery;CONDITION=PACK-  
 TYPES,VALUE=PALLET;CHARGE-TABLE=TFA4022NL|

## Rate File Formats

Many carriers supply their rates in Excel format. Some of these rate structures contain complicated zone-based or weight/tier-based charge calculations. You can upload these rate structures directly from Excel when they are in the correct format.

You can upload Excel files in two formats:

- Tier-based
- Flat structure

### Tier-Based File Format

The tier-based file format is shown in the following image. See *Topic 039 – Tier Based – Upload Format.xls* on the QAD Document Library in the Appendices folder for an example of a tier-based Excel file.

## Tier-Based Excel File

| 1  | A             | B               | C             | D             | E                | F                          | G                                                     | H                  | I         |
|----|---------------|-----------------|---------------|---------------|------------------|----------------------------|-------------------------------------------------------|--------------------|-----------|
| 2  | TABLESECTION  | TABLE           | DATE          | CURRENCY      | VOLUMETRIC       | VOLUMETRICDIVIDE           | RATEPERUNIT                                           | ZONEPREFIX         | ZONEFROM  |
| 3  |               | Charge Table    | Start Date    | Currency Code | Volumetric Conve | Volumetric Divide - Y or N | Unit of rate (e.g. 0.5 KG) to which the weight rounds | Prefix letters     | From zone |
| 4  | CLASSESECTION | WEIGHTUOM       |               | ZONE          | ZONE             |                            |                                                       |                    |           |
| 5  |               | Unit of Measure |               | Zone A        | Zone B           |                            |                                                       |                    |           |
| 6  | RATESSECTION  | WEIGHTS         | FREIGHTCLASS  | BUYFIXED      | BUYFIXED         |                            |                                                       |                    |           |
| 7  |               | Weight up to    | Freight Class | BuyFixed      | BuyFixed         |                            |                                                       |                    |           |
| 8  |               | Weight up to    | Freight Class | BuyFixed      | BuyFixed         |                            |                                                       |                    |           |
| 9  |               | Weight up to    | Freight Class | BuyFixed      | BuyFixed         |                            |                                                       |                    |           |
| 10 | RATESSECTION  | WEIGHTS         | FREIGHTCLASS  | BUYRATE       | BUYRATE          |                            |                                                       |                    |           |
| 11 |               | Weight up to    | Freight Class | BuyRate       | BuyRate          |                            |                                                       |                    |           |
| 12 |               | Weight up to    | Freight Class | BuyRate       | BuyRate          |                            |                                                       |                    |           |
| 13 |               | Weight up to    | Freight Class | BuyRate       | BuyRate          |                            |                                                       |                    |           |
| 14 | RATESSECTION  | WEIGHTS         | FREIGHTCLASS  | SELLRATE      | SELLRATE         |                            |                                                       |                    |           |
| 15 |               | Weight up to    | Freight Class | SellRate      | SellRate         |                            |                                                       |                    |           |
| 16 |               | Weight up to    | Freight Class | SellRate      | SellRate         |                            |                                                       |                    |           |
| 17 |               | Weight up to    | Freight Class | SellRate      | SellRate         |                            |                                                       |                    |           |
| 18 | RATESSECTION  | WEIGHTS         | FREIGHTCLASS  | SELLFIXED     | SELLFIXED        |                            |                                                       |                    |           |
| 19 |               | Weight up to    | Freight Class | SellFixed     | SellFixed        |                            |                                                       |                    |           |
| 20 |               | Weight up to    | Freight Class | SellFixed     | SellFixed        |                            |                                                       |                    |           |
| 21 |               | Weight up to    | Freight Class | SellFixed     | SellFixed        |                            |                                                       |                    |           |
| 22 | RATESSECTION  |                 |               | BUYMINIMUM    | BUYMINIMUM       |                            |                                                       |                    |           |
| 23 |               |                 |               | BuyMinimum    | BuyMinimum       |                            |                                                       |                    |           |
| 24 | ZONESECTION   | ZONE            | ISOCOUNTRY    | STATE         | CITYNAME         | FROMPOSTCODE               | TOPOSTCODE                                            | TERMS              |           |
| 25 |               | Zone A          | ISO Code      | State code(s) | City name        | Postal code                | Postal Code                                           | Delivery Terms     |           |
| 26 |               | Zone B          | ISO Code      | State code(s) | City name        | Postal code                | Postal Code                                           | Delivery Terms     |           |
| 27 |               |                 |               |               |                  |                            |                                                       |                    |           |
| 28 |               |                 |               |               |                  |                            |                                                       |                    |           |
| 29 | FIXEDCHARGE   | COSTTYPE=xxxx   | BUYVALUE=xxxx | SELLVALUE=xx  |                  |                            |                                                       |                    |           |
| 30 | RATEPERCHARGE | COSTTYPE=xxxx   | BUYVALUE=xxxx | SELLVALUE=xx  | PERUNIT=xxxxxx   | PERUOM=xxxxxx              | VOLUMETRIC=xxxxxx                                     | VOLUMETRICDIVIDE=x |           |
| 31 | PERCENTCHARGE | COSTTYPE=xxxx   | BUYVALUE=xxxx | SELLVALUE=xx  | PERUNIT=xxxxxx   |                            |                                                       |                    |           |
| 32 |               |                 |               |               |                  |                            |                                                       |                    |           |

In the spreadsheet template, fields containing text in black font represent predefined data that must be present for the data in red font to be interpreted correctly. Data in red font may be replaced with actual content, rates, or codes.

The spreadsheet is divided into discrete sections, each of which has a prescribed purpose for reading the information into the database. The first column is reserved for the section names.

**TABLESECTION**

The TABLESECTION contains the Charge Table header information to be uploaded into QAD GTTE. This has the following components:

**TABLE**

The Charge Table code to be used in QAD GTTE. The code must not be longer than 10 characters.

**DESCRIPTION**

The name or description of the Charge Table. If this field is blank, you receive a warning message during the upload and the table description defaults to New Charge Table.

**DATE**

The date from which the rates in the spreadsheet apply.

**CURRENCY**

The currency of the rates in the spreadsheet.

**BUYSELLDEFAULT**

If there is a buy rate but no sell rate anywhere in the spreadsheet, the sell rate defaults from the buy rate. The same applies if there is a sell rate and no buy rate, and applies to Fixed Amounts also. This field can have a value of YES or NO.

**COSTTYPE**

The cost type for the axis rates in the spreadsheet. If this column heading does not exist, a default cost code of QFRT is assigned during upload. The cost type code in this field must exist in CH or the upload fails.

**SUMMARISE**

This YES or NO value field indicates whether the cost types of the same cost type code are summarized into one freight line after the calculation. For example, there is a calculation for a cost type FRT for one calculation method and a calculation for cost type FRT for another calculation method. If both calculations occur on the same Charge Table, they are summarized on a single Shipment cost line when this field is set to YES.

**USENEXTTIER**

This YES or NO value field indicates whether the next tier of the axis is to be checked for a cheaper rate. If this field is set to YES, the rate of the next tier is multiplied by the maximum weight of the previous tier, because that is the minimum point for the next tier up.

**USEPREVTIER**

This YES or NO value field indicates whether the previous tier of the axis is to be checked for a more expensive rate. If this field is set to



YES, the rate of the previous tier is multiplied by the maximum weight of the previous tier, because that is the maximum rate point for the previous tier.

Example:

- Chargeable weight: 5100 kg

#### Rate Table (Price per 100 kg)

| KG   | Price |
|------|-------|
| 5000 | 10.4  |
| 7500 | 9.7   |

The weight falls into the 7500 band so the calculation is  $5100/100 \times 9.7 = £494.7$ .

However, we also need to calculate the cost at 5000 Kg, which is the maximum of the prior weight band  $5000/100 \times 10.4 = £520$ .

#### USEHEADERQTY

This YES or NO value field determines whether the header quantity is used to determine the rate break on the axis. Sometimes, the overall quantity of the shipment must be taken to determine the rate break. Then you multiply the quantity of the rate-criteria by this rate break rate. For example, when the rating is per weight, use the total shipment weight to determine the weight break. Then multiply the rate by the weight of the individual packages.

#### VOLUMETRIC

If volumetric weight must be checked against actual weight, this field contains the conversion rate; for example, Volume Ratio 1m<sup>3</sup> = 200 kg. The volumetric weight is compared with the actual gross weight and the higher of the two is used to determine the rate break.

#### VOLUMETRICDIVIDE

This Y or N value field determines whether the volumetric weight specified is switched on by selecting the Weight Volume Divide field in Charge Table details. The default action is to multiply, but when the value of this field is Y, the Divide flag is set.

#### Note

The configuration of the VOLUMETRICDIVIDE setting is dynamic because it takes into account:

- Whether the volumetric conversion factor is set to multiply or divide.
- The value of the volumetric conversion factor—it can be whatever value you agree with the carrier.

- The weight UOM, which can be KG or LB. If the charge table is configured for KG weights, then the volumetric conversion factor applies from the volume to KG.
- The system-wide UOM for volume, which is stored in the UOM - DEFAULT VOLUME system value, which is in the SYSTEM category of system values. As an example, if the system-wide volume is M3 and the weight charge table is KG, then the conversion factor is the value applicable for M3 to KG.

## **LOADSPACECONVERSION**

If loadspace weight must be checked against actual weight, this field contains the conversion rate; for example, Loadspace Ratio 1 Load Meter = 200 kg. Loadspace weight is compared with actual gross weight and the higher of the two is used to determine the rate break. If both VOLUMETRIC and LOADSPACECONVERSION are completed, then volumetric weight is compared with loadspace weight and actual gross weight and the highest of the three is used to determine the rate break.

## **LOADSPACEDIVIDE**

This Y or N value field determines whether the specified loadspace weight is switched on by selecting the Weight Loadspace Divide field in Charge Table details. The default action is to multiply, but when the value of this field is Y, the Divide flag is set.

## **PACKMINTYPES**

This allows for the specification of a comma-separated list of packing types that exist in option PY. A minimum weight can be set against these types. The pack types then apply the minimum weight at the time of rating. The minimum weight of a package type is compared against the weight of the package. If the minimum weight is higher than the actual package weight, the minimum weight value is used as the rating weight for the package.

## **PACKMINWEIGHT**

This field contains the minimum rating weight associated with a package for the pack types specified in PACKMINTYPES.

## **RATEPERUNIT**

This field contains the rounded-up-to value for weights when they are being checked for freight costs. For example, if this field contains 0.5, all weights are rounded to the nearest 0.5 value before multiplying them by the rate for that weight break. Therefore, 22.2 lb is rounded to 22.5 lb before being applied to the relevant rate for the weight break.

## **ROUNDWGTTT**

This is another name for RATEPERUNIT.

## ZONETYPE

If City is used to determine the zone, this field specifies the city field to use in the rating per zone. There are four possible values:

- DOOR-TO-DOOR: The origin and destination zone cities are taken from the From/To partners. If no ZONETYPE is specified, DOOR-TO-DOOR is used by default.
- DOOR-TO-PORT: The origin zone city is taken from the From Partner and the destination zone city is taken from the Port of destination (XMSHDR0.SHPDES).
- PORT-TO-DOOR: The origin zone city is taken from the Port of Loading (XMSHDR0.SHPL0D) and the destination zone city is taken from the To Partner.
- PORT-TO-PORT: The origin zone city is taken from the Port of Loading (XMSHDR0.SHPL0D) and the destination zone city is taken from the Port of destination (XMSHDR0.SHPDES).

## ZONEPREFIX

This prefix precedes all Region zones and Zone classifications created for this Charge Table. An upload creates new Region Zones automatically when postal codes are used in the upload. However, country, place, and state zones do not result in new Region Zones being created as these would be common in their meaning in QAD GTTE.

A ZONEPREFIX hint system value is automatically created as a result of the Excel upload. To speed up the search for the region records during the rating process, you can also manually add another hint to the database for the Origin zone. These system values are displayed in [Table 362 on page 1600](#). The zone prefix must be unique for each Charge Table Excel file. Otherwise, you may receive an error message in the rating process due to a zone classification conflict.

## ZONEFROM

This field specifies the origin zone used to determine the zone classifications for this Charge Table. This field is important for working out the From/To combination that gives the zone classification used during rating. The From zone must already exist in QAD GTTE. Use the following naming formats:

- CTRY-[ISO country code]
- CTRY-[ISO country code]-[City name]

If the ZONEFROM includes a place name:

- The place name is to be no longer than 10 characters.

- Ensure the full name—for example, CTRY-BE-ANTWERP—fits in column H of the spreadsheet. If not, increase the width of the column. QAD GTTE does not accept wrapped values.

**CLASSECTION**

This section defines the zone classes to use in the Charge Table. The rates for the Charge Table are then grouped under these zone classes. The definition has the following components:

**WEIGHTUOM**

Specifies the unit of measure to use in the weight breaks that follow.

**VOLUMEUOM**

Specifies the unit of measure to use in the volume breaks that follow. You can specify that an axis is based on weight or volume. The axis names are generated by the system and are limited to two characters. The upload program can handle a number of axes. Weight UOM or Volume UOM is used in the same spreadsheet cell. If rating for pack type breaks, leave the heading WEIGHTUOM in the Excel cell and leave the value field blank.

**LOADSPACEUOM**

Specifies the unit of measure to use in the loadspace breaks that follow.

**ZONE**

Specifies the zone classification according to the carrier definition for the rates breakdown. There can be one zone specification for each zone classification.

## Zones Example

The following Excel file contains rates for two zones in Austria. The ISO country code for Austria is AT.

- Zone AT01 for Vienna
- Zone AT02 for the rest of Austria

### Austria Zone Rates

| TABLERSECTION | TABLE      | DATE       | CURRENCY   | VOLUMETRIC   | RATEPERUNIT | ZONEPREFIX | ZONEFROM |
|---------------|------------|------------|------------|--------------|-------------|------------|----------|
|               | CUUKAUT    | 01-Jul-03  | GBP        | 200          | 1           | ATCUR      | CTRY-GB  |
| CLASSESECTION | WEIGHTUOM  |            | ZONE       | ZONE         |             |            |          |
|               | KG         |            | AT01       | AT02         |             |            |          |
| RATESSECTION  | WEIGHTS    |            | BUYRATE    | BUYRATE      |             |            |          |
|               | 2.500.000  |            | 0.44       | 0.46         |             |            |          |
|               | 5.000.000  |            | 0.41       | 0.43         |             |            |          |
|               | 7.500.000  |            | 0.36       | 0.38         |             |            |          |
|               | 10.000.000 |            | 0.32       | 0.34         |             |            |          |
|               | 20.000.000 |            | 0.27       | 0.98         |             |            |          |
|               | 99.990.000 |            | 0.24       | 0.26         |             |            |          |
|               |            |            |            |              |             |            |          |
| RATESSECTION  |            |            | BUYMINIMUM | BUYMINIMUM   |             |            |          |
|               |            |            | 53.00      | 63.00        |             |            |          |
|               |            |            |            |              |             |            |          |
| ZONESSECTION  | ZONE       | ISOCOUNTRY | CITYNAME   | FROMPOSTCODE | TOPOSTCODE  | TERMS      |          |
|               | AT01       | AT         | Vienna     |              |             |            |          |
|               | AT02       | AT         | 999999999  |              |             |            |          |

To upload this file, open option TH and click the Upload File button, as described in [Uploading Rate Files on page 1571](#). Upload the file as a tier-based file. When the file uploads, ZONE CLASSIFICATIONS are automatically created in option ZC, based on the information coming from the spreadsheet. No zone records (RG) are created because there were no Postal/Zip codes in the ZONESECTION. But the zone class records in option ZC reference these zones—these are like default zones in the system.

When you upload the Excel file, the system value ZONE PREFIX HINT is also automatically created. However, you must create the system value ZONEFROM:[Charge Table]:[consignor partner] manually, including the correct Charge Table and the consignor partner code. The previous image displays the two system values needed for the Austrian uploaded rates.

The following table displays the automatically created ZONE PREFIX HINT system value and the ZONE FROM system value, which you create manually.

### ZONEPREFIX Hint System Value

| Category      | Key                                                                                                      | Value                                                                     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COST +<br>REV | <p>ZONE PREFIX<br/>HINT – [Charge<br/>Table]</p> <p>For example:<br/>ZONE PREFIX<br/>HINT – CTABLE1</p>  | <p>[the value<br/>of the<br/>ZONEPREFIX]</p> <p>For example:<br/>PRFX</p> | <p>This system value hints the prefix of the region name and speeds up the rating process. This value is automatically created as a result of the upload program.</p> <p>In the example, the rating engine is to find destination zones that begin PRFX when processing the Charge Table CTABLE1. The engine does not have to check the defaults for CTRY or other postal code range regions with the same postal code names.</p>                                                                                                                                                                                                    |
| COST +<br>REV | <p>ZONEFROM:<br/>[Charge Table]:<br/>[consignor]</p> <p>For example:<br/>ZONEFROM:<br/>CTABLE1:CONO1</p> | <p>[the origin<br/>region]</p> <p>For example:<br/>CTRY-GB</p>            | <p>This system value enables the engine to bypass identifying the origin region, and begin determining the destination region.</p> <p>It is qualified by the consignor, as the same Charge Table can be used for more than one consignor, with similar zone class setup for multiple origins. If the consignor is not specified, the same Charge Table hint can apply over all consignors without a specific hint for the specified Charge Table.</p> <p>In the example, the system value indicates to the rating engine that when processing the Charge Table CTABLE1 for consignor CONO1, the origin region is always CTRY-GB.</p> |

**RATESSECTION**

This section defines the rates to use for this Charge Table, where the rates are associated with particular zone classes.

You can have several rates sections, depending on how you format rates for upload. For example, your buy rates to customers might be different than your sell rates from carriers. It is sometimes easier to format rates downward in the spreadsheet, which makes them easy to connect to the zone classes. The RATESSECTION is directly related to the CLASSSECTION above it, in terms of determining to which zone class the rates apply. RATESSECTION has the following components:

**WEIGHTS, VOLUMES, LOADSPACE, PACKS**

This column cell title can have one of these values, and this column holds the up-to break limits for the rates section.

**PACKTYPE**

This column holds the pack types for the breaks for the rates section. It is used in conjunction with the PACKS column.

**FREIGHTCLASS**

The rating freight class. If applicable, this column holds the associated freight class for the rates section. The freight class is taken from the item lines. A package on a shipment can contain multiple freight classes for the different items within the package. However, there is only one overall rateable freight class for the package, which is based on a number of settings in the system.

**BUYFIXED**

This column holds fixed fees that the shipper can charge to the customer.

**BUYRATE**

This column holds a rate per weight, volume, loadspace, or pack type that the shipper can charge to the customer.

**SELLFIXED**

This column holds fixed fees that the carrier charges the shipper.

**SELLRATE**

This column holds a rate per weight, volume, loadspace, or pack type that the carrier charges the shipper.

**BUYMINIMUM**

This column stores the minimum rate applicable for this zone class that can be charged to the customer.

**SELLMINIMUM**

This column is not available.



## ZONESSECTION

This section defines the zones as specified in the CLASSESSECTION. The QAD GTTE rating engine uses this information to find the relevant zone class for this Charge Table when the user is rating a shipment.

## ZONE

The zone class in QAD GTTE. The same zone can occur multiple times because it can cover more than one origin and destination combination.

**Example:** UK to Paris and UK to Roissy are zone class 1. UK to Nice and UK to Marseilles are zone class 2.

## ISOCOUNTRY

The ISOCOUNTRY column is mandatory. If you only use the country to identify the destination region, you can enter a comma-separated list of countries. The same zone class applies to all these countries.

## STATE

The state code of the destination region is optional. If you include the State column, you can only enter one country in the ISOCOUNTRY column.

## CITYNAME

If you are specifying a city as the zone, enter the city name here.

## FROMPOSTCODE

The From Post Code contains the starting postal code of a range postal codes. If you have several ranges of postal codes for the same zone class, you can enter a comma-separated list of postal code starting characters. If you use a comma-separated list, you cannot use the TOPOSTCODE for the same zone class definition line.

## TOPOSTCODE

Specifies the end postal code for the postal code range definition.

## TERMS

Specifies the delivery terms for this zone.

### Postal Code Scenarios

#### Postal Code Range Scenarios

| Scenario                                                                                                                                                          | Zone Classification Conflict |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <ul style="list-style-type: none"> <li>Two postal code ranges</li> <li>Same zone prefix</li> <li>Same zone</li> <li>Each in its own Excel Charge Table</li> </ul> | No                           |

| Scenario                                                                                                                                                                     | Zone Classification Conflict |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <ul style="list-style-type: none"> <li>Two postal code ranges</li> <li>Same zone prefix</li> <li>Different zones</li> <li>Each in its own Excel Charge Table</li> </ul>      | Yes                          |
| <ul style="list-style-type: none"> <li>Two postal code ranges</li> <li>Different zone prefix</li> <li>Different zones</li> <li>Each in its own Excel Charge Table</li> </ul> | No                           |
| <ul style="list-style-type: none"> <li>Two postal code ranges</li> <li>Different zone prefix</li> <li>Same zone</li> <li>Each in its own Excel Charge Table</li> </ul>       | No                           |

**Example:** If there is a 90210 postal code in US and a 90210 postal code in Germany, the Postal Code Master Table contains only one postal code record.

However, do not integrate a country prefix into the postal codes such as US90210 and DE90210 to make the codes unique, because:

- The prefix is also printed on any customs documents.
- TMS processing requires postal codes to be in their actual format.

No action is required because QAD GTTE can determine the applicable zones using the RXTYPE field in Region/Postal code association. Only zones in the relevant country are considered and the duplicate code is ignored.

### Reserved Region/Zone Names For Charge Calculations

The following table lists the naming conventions of Region zones that use the charge calculations but do not require the creation of a Region Zone record.

#### Zone Naming Conventions

| Zone Naming Conventions | Example | Explanation                                             |
|-------------------------|---------|---------------------------------------------------------|
| CTRY-[ISO Country Code] | CTRY-IE | The example represents a region of Ireland. The country |

| Zone Naming Conventions                    | Example                                                                                        | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            |                                                                                                | region is always be the same, irrespective of the Charge Table used. Ireland region always represents the whole of Ireland.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| CTRY-[ISO country code]-STATE:[state code] | CTRY-US-STATE:KS                                                                               | The example represents the two-character code for the state of Kansas in the US.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| CTRY-[ISO country code]-[place name]       | CTRY-AU-KINGSTON<br>is Kingston in Australia<br><br>CTRY-JM-KINGSTON<br>is Kingston in Jamaica | In this example, [place name] is Kingston. The place name can contain up to 10 characters and must be in the QAD GTTE city list. Used with the country code, [placename] uniquely identifies a place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| CTRY-[ISO country code]-999999999          | CTRY-FR-999999999                                                                              | <p>The 999999999 represents the remainder of a country, in this case France. This convention is used when a carrier sends rates for different destinations in a country and includes a rest of the country rate for all unspecified destinations. The 999999999 is an exception zone to catch the unspecified destinations. An attempt is made to find a zone classification using this region when no zone class is found using a more qualified region.</p> <p>For example, a carrier specifies one zone class for destination of Paris, and the rest of France uses a different zone class, resulting in two destination regions:</p> <ul style="list-style-type: none"> <li>• CTRY-FR-PARIS</li> <li>• CTRY-FR-999999999</li> </ul> |

| Zone Naming Conventions                     | Example                     | Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CTRY-[ISO country code]-<br>STATE:999999999 | CTRY-US-<br>STATE:999999999 | <p>The 999999999 represents the remaining states of a country, in this case the US. This convention is used when a carrier sends rates for different states in a country and includes a rest of states rate for all unspecified states. The 999999999 is an exception zone to catch the unspecified destinations. An attempt is made to find a zone classification using this region when no zone class is found using a more qualified region.</p> <p>For example, the destination state is KS and the following zone classes are set up:</p> <ul style="list-style-type: none"> <li>• CTRY-US-STATE:MD</li> <li>• CTRY-US-STATE:IL</li> <li>• CTRY-US-STATE:999999999</li> <li>• KS is in the 999999999 zone for all remaining states.</li> </ul> |
| RESTOFTHEWORLD                              |                             | <p>This zone classification works on a similar basis to CTRY-[ISO country code]-999999999. If a carrier specifies destination countries for determining zones, these are used first. RESTOFTHEWORLD represents any countries not listed, and their zone classification is determined by this default region.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**Additional Sections for Accessories**

Use additional sections to configure accessories or charges.

## FIXEDCHARGE

This section can appear multiple times within a spreadsheet. Use it to load a detail line for fixed cost charges. This action creates a charge detail line of calculation type 01.

## COSTTYPE

The option CH cost type to associate with the cost line.

## BUYVALUE

The fixed value to charge to the customer.

## SELLVALUE

The fixed value that the carrier charges to the shipper.

Sample Tier-Based Rate File with Charges

|    | A             | B               | C                                                                 | D                         | E                | F                 | G                   | H          | I          | J            | K          | L       |
|----|---------------|-----------------|-------------------------------------------------------------------|---------------------------|------------------|-------------------|---------------------|------------|------------|--------------|------------|---------|
| 1  | TABLESECTION  | TABLE           | DATE                                                              | CURRENCY                  | VOLUMETRIC       | VOLUMETRIC/DIVIDE | RATEPERUNIT         | ZONEPREFIX | ZONEFROM   | ZONETYPE     | COSTTYPE   | SUMMARY |
| 2  |               | PSLCTAB1        | 1/1/2002                                                          | EUR                       | 333.00           | Y                 | 0.50                | PSLCTAB    | CTRY-GB    | DOOR-TO-DOOR | FRT        | NO      |
| 3  | CLASSSECTION  | WEIGHTUOM       | ZONE                                                              | ZONE                      | ZONE             | ZONE              | ZONE                | ZONE       | ZONE       | ZONE         | ZONE       |         |
| 4  |               | KG              | 1                                                                 | 2                         | 3                | 4                 | 5                   | 6          | 7          | 8            | 9          |         |
| 5  | RATESSECTION  | WEIGHTS         | BUYFIXED                                                          | BUYFIXED                  | BUYFIXED         | BUYFIXED          | BUYFIXED            | BUYFIXED   | BUYFIXED   | BUYFIXED     | BUYFIXED   |         |
| 6  |               | 0.50            | 10.27                                                             | 11.48                     | 13.57            | 24.55             | 30.80               | 40.31      | 40.43      | 53.51        | 58.76      |         |
| 7  |               | 1.00            | 12.97                                                             | 14.19                     | 16.92            | 27.89             | 35.12               | 46.11      | 45.26      | 59.95        | 67.04      |         |
| 8  |               | 1.50            | 15.67                                                             | 16.88                     | 20.25            | 31.23             | 39.44               | 51.91      | 50.09      | 66.39        | 75.32      |         |
| 9  |               | 2.00            | 18.37                                                             | 19.58                     | 23.59            | 34.57             | 43.76               | 57.71      | 54.92      | 72.83        | 83.60      |         |
| 10 |               | 2.50            | 21.07                                                             | 22.28                     | 26.93            | 37.91             | 48.08               | 63.51      | 59.75      | 79.27        | 91.88      |         |
| 46 |               | 20.50           | 69.03                                                             | 93.24                     | 110.03           | 121.01            | 153.27              | 208.95     | 197.94     | 271.12       | 335.61     |         |
| 47 |               | 21.00           | 70.09                                                             | 94.90                     | 111.94           | 122.91            | 155.66              | 212.29     | 201.28     | 275.77       | 341.48     |         |
| 48 |               | 21.50           | 71.15                                                             | 96.56                     | 113.84           | 124.81            | 158.05              | 215.63     | 204.62     | 280.42       | 347.27     |         |
| 49 |               | 22.00           | 72.21                                                             | 98.22                     | 115.73           | 126.71            | 160.44              | 218.97     | 207.96     | 285.07       | 353.10     |         |
| 50 |               | 22.50           | 73.27                                                             | 99.88                     | 117.63           | 128.61            | 162.83              | 222.31     | 211.30     | 289.72       | 358.93     |         |
| 51 |               | 23.00           | 74.33                                                             | 101.53                    | 119.53           | 130.51            | 165.22              | 225.65     | 214.64     | 294.37       | 364.76     |         |
| 52 |               | 23.50           | 75.39                                                             | 103.19                    | 121.43           | 132.41            | 167.61              | 228.99     | 217.98     | 299.02       | 370.59     |         |
| 53 |               | 24.00           | 76.45                                                             | 104.86                    | 123.33           | 134.31            | 170.00              | 232.33     | 221.32     | 303.67       | 376.42     |         |
| 54 |               | 24.50           | 77.51                                                             | 106.52                    | 125.23           | 136.21            | 172.39              | 235.67     | 224.66     | 308.32       | 382.25     |         |
| 55 |               | 25.00           | 78.57                                                             | 108.18                    | 127.13           | 138.11            | 174.78              | 239.01     | 228.00     | 312.97       | 388.08     |         |
| 56 |               |                 |                                                                   |                           |                  |                   |                     |            |            |              |            |         |
| 57 | RATESSECTION  | WEIGHTS         | BUYRATE                                                           | BUYRATE                   | BUYRATE          | BUYRATE           | BUYRATE             | BUYRATE    | BUYRATE    | BUYRATE      | BUYRATE    |         |
| 58 |               | 50.00           | 1.06                                                              | 1.66                      | 1.90             | 1.90              | 2.39                | 3.34       | 3.34       | 4.65         | 5.83       |         |
| 59 |               | 200.00          | 0.95                                                              | 1.79                      | 2.15             | 2.39              | 2.87                | 3.10       | 2.87       | 4.76         | 5.83       |         |
| 60 |               | 9999999.00      | 1.06                                                              | 1.90                      | 2.39             | 2.39              | 2.99                | 3.21       | 3.10       | 5.00         | 6.20       |         |
| 61 |               |                 |                                                                   |                           |                  |                   |                     |            |            |              |            |         |
| 62 | RATESSECTION  |                 | BUYMINIMUM                                                        | BUYMINIMUM                | BUYMINIMUM       | BUYMINIMUM        | BUYMINIMUM          | BUYMINIMUM | BUYMINIMUM | BUYMINIMUM   | BUYMINIMUM |         |
| 63 |               |                 | 10.00                                                             | 10.00                     | 14.00            | 15.00             | 14.00               | 10.00      | 17.00      | 13.50        | 12.00      |         |
| 64 |               |                 |                                                                   |                           |                  |                   |                     |            |            |              |            |         |
| 65 | FIXEDCHARGE   | COSTTYPE=QFRT   | BUYVALUE=5                                                        | SELLVALUE=4               |                  |                   |                     |            |            |              |            |         |
| 66 | RATEPERCHARGE | COSTTYPE=QHNDL  | BUYVALUE=3.6                                                      | SELLVALUE= PERUNIT=GWT    | PERUOM=LB        | VOLUMETRIC=200    | VOLUMETRIC/DIVIDE=N |            |            |              |            |         |
| 67 | RATEPERCHARGE | COSTTYPE=QHNDL  | BUYVALUE=3.9                                                      | SELLVALUE= PERUNIT=NWT    | PERUOM=KG        | VOLUMETRIC=300    | VOLUMETRIC/DIVIDE=Y |            |            |              |            |         |
| 68 | RATEPERCHARGE | COSTTYPE=QFRT   | BUYVALUE=10                                                       | SELLVALUE= PERUNIT=INNER  | PERUOM=BOX       |                   |                     |            |            |              |            |         |
| 69 | PERCENTCHARGE | COSTTYPE=QINSUR | BUYVALUE=25                                                       | SELLVALUE= PERUNIT=INSUR  |                  |                   |                     |            |            |              |            |         |
| 70 | PERCENTCHARGE | COSTTYPE=QFUELS | BUYVALUE=33                                                       | SELLVALUE= PERUNIT=CHARGE | PERCOSTTYPE=QFRT |                   |                     |            |            |              |            |         |
| 71 |               |                 |                                                                   |                           |                  |                   |                     |            |            |              |            |         |
| 72 | ZONESSECTION  | ZONE            | ISOCOUNTRY                                                        |                           |                  |                   |                     |            |            |              |            |         |
| 73 |               | 1               | FR,DE,LU,GB                                                       |                           |                  |                   |                     |            |            |              |            |         |
| 74 |               | 2               | DK,MC,IT                                                          |                           |                  |                   |                     |            |            |              |            |         |
| 75 |               | 3               | AT,FI,GR,IE,PT,ES,SE                                              |                           |                  |                   |                     |            |            |              |            |         |
| 76 |               | 4               | CH,AD,GILL,IS,NO,TR                                               |                           |                  |                   |                     |            |            |              |            |         |
| 77 |               | 5               | US                                                                |                           |                  |                   |                     |            |            |              |            |         |
| 78 |               | 6               | AW,AU,BH,CY,CN,HK,ID,IN,JP,KW,MO,MY,MT,NZ,NG,PH,SG,KR,TW,TH,AE,VN |                           |                  |                   |                     |            |            |              |            |         |
| 79 |               | 7               | AM,AZ,BY,BA,BG,HR,CZ                                              |                           |                  |                   |                     |            |            |              |            |         |
| 80 |               | 8               | MX                                                                |                           |                  |                   |                     |            |            |              |            |         |
| 81 |               | 9               | CA                                                                |                           |                  |                   |                     |            |            |              |            |         |
| 82 |               |                 |                                                                   |                           |                  |                   |                     |            |            |              |            |         |

**RATEPERCHARGE**

This section can appear multiple times within the spreadsheet. Use it to load a detail line for a rate-per charge such as the rate per weight or number of packs. This action creates a charge detail line of calculation type 02.

**COSTTYPE**

The CH cost type to associate with the cost line.

**COSTDESC**

The description associated with the cost line.

**BUYVALUE**

The rate to charge the customer. The rate is applied on a chosen basis.

**SELLVALUE**

The rate the carrier charges to the shipper. The rate is applied on a chosen basis.

**PERUNIT**

The basis for the rate on this charge detail line. The following table lists the possible values.

**Possible Unit Values**

| Unit Code | Unit              |
|-----------|-------------------|
| GWT       | Gross weight      |
| NWT       | Net weight        |
| NNWT      | Net net weight    |
| CHGWT     | Chargeable weight |
| VOL       | Volume            |
| LOADSP    | Loadspace         |
| SHQTY     | Ship Quantity     |
| INNER     | Inners            |
| OUTER     | Outers            |
| PACK      | Pack              |
| CONT      | Container         |
| DELS      | Deliveries        |
| COLLS     | Collections       |
| STOP      | Stops             |

| Unit Code | Unit                     |
|-----------|--------------------------|
| CROW      | Crowfly                  |
| RTOUR     | Round tour               |
| PCKFCT    | Pack-factor/Colli-factor |
| PCKCUT    | Pack cut-off factor      |

### PERUOM

The basis UOM for the rate on this charge detail line. Values are qualified based on the PERUNIT field. For example, a mass unit of measure such as kg or lb is allowed for GWT, NWT, NNWT, and CHGWT.

### VOLUMETRIC

The volumetric conversion rate; for example, 1m3 = 200 KgS.

### VOLUMETRICDIVIDE

Set this field to Y to switch on the volumetric divide flag. The default is to multiply.

#### Note

The configuration of the VOLUMETRICDIVIDE setting is dynamic because it takes into account:

- Whether the volumetric conversion factor is set to multiply or divide.
- The value of the volumetric conversion factor—it can be whatever value you agree with the carrier.
- The weight UOM, which can be KG or LB. If the charge table is configured for KG weights, then the volumetric conversion factor applies from the volume to KG.
- The system-wide UOM for volume, which is stored in the UOM - DEFAULT VOLUME system value, which is in the SYSTEM category of system values. As an example, if the system-wide volume is M3 and the weight charge table is KG, then the conversion factor is the value applicable for M3 to KG.

### SCALE

Set the scale factor to be held for the rate when the applicable rate is for X units rather than for a single unit. For example, the rate may be per 100 Kgs.



**PERCENTCHARGE**

This section can appear multiple times within the spreadsheet. Use it to load a detail line for a percentage charge such as the percentage of the shipment cost. This action creates a charge detail line of calculation type 03.

**COSTTYPE**

The CH cost type to associate with the cost line.

**BUYVALUE**

The percentage to charge the customer. The percentage is applied on a chosen basis.

**SELLVALUE**

The percentage the carrier charges to the shipper. The percentage is applied on a chosen basis.

**PERUNIT**

The basis for the rate on this charge detail line. The following table lists the possible values.

**Possible Unit Values**

| Unit Code | Unit                            |
|-----------|---------------------------------|
| SHIP      | Shipment value                  |
| STAT      | Statistical value               |
| COST      | Shipment cost                   |
| LIST      | Shipment list price             |
| INSUR     | Shipment insured value          |
| CHARGE    | Percentage of another cost type |

**PERCOSTTYPE**

If PERUNIT=CHARGE, this field contains the cost type to which this percentage applies. For example, use this field where insurance is charged as a percentage of freight.

**MINIMUMCHARGE**

This section can appear multiple times within the spreadsheet. Use it to load a detail line for minimum cost charge. This action creates a charge detail line of calculation type 00. The fields are the same as those used for FIXEDCHARGE. A minimum charge is applied against a charge of the same cost type within the same Charge Table.

**MAXIMUMCHARGE**

Use this section to load a detail line for maximum cost charge. This action creates a charge detail line of calculation type 99. The fields are the same as those used for FIXEDCHARGE. A maximum charge is applied against a charge of the same cost type within the same Charge Table.

**Flat Structure File Format**

The flat file structure is an alternative spreadsheet format. It is typically used for lane-based freight and accessorial charges. The flat-file structure allows for multiple origin countries in one Charge Table. You can also allow for multiple currencies in one Charge Table because different shipper countries may have rates in different currencies.

The flat-file structure allows you to effectively define cumulative charges based on different aspects of the shipment. Each charge section can be zone-based, which means there may be different surcharges based on the different origin and destination combinations. Therefore, the Charge Table contains a set of different charges that are driven by zone.

## Flat File Structure - Header Section

The header section defines the cost types, zone identifier, Charge Table name, and start date. You cannot load the data without completing these sections.

Formatted Excel File

|    | A                 | B                                 | C                           |
|----|-------------------|-----------------------------------|-----------------------------|
| 1  | TABLE-DESCRIPTION | Test Charge table for carrier ABC |                             |
| 2  | CHARGE-TABLE      | ABCTABLE                          |                             |
| 3  | COST-1-TYPE       | ORPCKP                            | Origin Pickup Charge        |
| 4  | COST-2-TYPE       | ORTERM                            | Origin Terminal Charge      |
| 5  | COST-3-TYPE       | EXDOCS                            | Export Documentation        |
| 6  | COST-4-TYPE       | EXCUST                            | Export Customs Clearance    |
| 7  | COST-5-TYPE       | AFRT                              | Airfreight                  |
| 8  | COST-6-TYPE       | IMDOCS                            | Import Documentation        |
| 9  | COST-7-TYPE       | IMCUST                            | Import Customs Clearance    |
| 10 | COST-8-TYPE       | DSTERM                            | Destination Terminal Charge |
| 11 | COST-9-TYPE       | DSPCKP                            | Destination Pickup Charge   |
| 12 | ZONE-PREFIX       | ABCZONE                           |                             |
| 13 | ZONE-TYPE         | DOOR-TO-DOOR                      |                             |
| 14 | START-DATE        | 01/01/2013                        |                             |
| 15 | START-TABLE       |                                   |                             |

Use the first column for keywords. The keywords determine the purpose of subsequent columns for that row in the header section. The possible keywords are:

### COST-[number]-TYPE

This keyword identifies a particular cost type for the calculations of charges in the Rate Table section. The [number] uniquely identifies the cost type in the spreadsheet. For more details, see [Flat File Structure - Rate Table Section on page 1618](#). If you use this keyword, the second column is the cost type code defined in option CH. The third column is the description stored on the charge detail line on the Charge Table.

**Example:** COST-1-TYPE has a cost type of ORPCKUP in option CH and a description of Origin Pickup Charge on the charge detail line for charges generated for this cost type.

If a particular charge detail line is allowed to fail during the rating process, because it is configured for criteria that are sometimes successful and sometimes not successful, set the fourth column to ALLOW-FAIL. This setting prevents the rating as a whole from failing for the shipment.

The fifth column can be set to a cost type value to indicate that this particular charge detail line is only calculated if the cost type listed in the fifth column is not already calculated. This functionality is in accordance with the exceptions logic within the standard rating engine.

The following example file indicates that the cost type QFRT1 is only to be calculated if the cost type QFRT has not been calculated.

Example File with COST-[number]-TYPE and a Fifth Column Value

|   |             |       |                                  |            |      |
|---|-------------|-------|----------------------------------|------------|------|
| 3 | COST-1-TYPE | QFRT  | Freight (based on min weight)    | ALLOW-FAIL |      |
| 4 | COST-2-TYPE | QFRT1 | Freight (based on actual weight) |            | QFRT |
| 5 | COST-3-TYPE | QFRTH | Security                         |            |      |

If the cost type that you list in the file does not exist in option CH (table xmchrg0), then the system automatically creates the cost type in option CH as part of the file upload process. It creates the xmchrg0 entry using a combination of data from the Excel file and default values.

#### XMCHRG0 Record Values

| Field     | Value                                                                               |
|-----------|-------------------------------------------------------------------------------------|
| Client    | current login client                                                                |
| CHCSTC    | Cost Type Code in file<br><b>Note</b> This value must be six characters or fewer.   |
| CHDESC    | Cost Type Description in file<br><b>Note</b> If necessary, this value is truncated. |
| CHCTYPE   | Default "1" for Cost                                                                |
| CHSTYPE   | Default "02" for Carrier                                                            |
| CHSRVTYPE | Default "" for None                                                                 |

#### CHARGE-TABLE

The code of the Charge Table to create in the TE Portal. If you use this keyword, the second column is the Charge Table code for the TH record created. The code cannot be longer than 10 characters.

#### START-DATE

The start date for the Charge Table to create in the TE Portal. If you use this keyword, the second column is the start date for the TH record created. The format of this field in the spreadsheet must be DD/MM/YYYY.

#### TABLE-DESCRIPTION

The description of the Charge Table to create in the TE Portal. If there is no description, the description from an existing Charge Table for the same start date is used, when one already exists in the database. Otherwise, the description defaults to Flat Structure Charge Table Upload.

## ZONE-TYPE

Determine the city field to use in the rating per zone, when city is used in the determination of the zone. There are four possible values. See the Zone Type field description in [TABLESECTION on page 1594](#) for details.

## ZONE-PREFIX

Contains the identifier of the zone class records generated in PRECISION option ZC when you load a flat file format spreadsheet. When the file is loaded, the ZC records are created to store the relationship between the origin and destination, as per the Rate Table section. These ZC records are used to find the appropriate set of charges within the Charge Table. When this keyword is used, the second column is the prefix value for the ZC records created.

## ZONE-USE-CITY-AND-POSTAL

A value of YES indicates that the regions/zones (RG records) for the possible Ship To destinations are created with both the city and the postal code in the region/postal code (RG\_RX) records. The region/postal code record is created with the values of the RECIPIENTPOSTALFROM and the RECIPIENTCITY fields from [Flat File Structure - Rate Table Section on page 1618](#).

The rating engine only applies these region/zone records if an entry is found that matches both the postal code and city value.

When you choose this setting, the system stores the ZONE CITY POSTAL - [Charge Table] system value to expedite the processing of the engine when looking for the region/zone and region/postal records.

### ZONE CITY POSTAL - [Charge Table] System Value

| Category   | Key                               | Value |
|------------|-----------------------------------|-------|
| Cost + Rev | ZONE CITY POSTAL - [Charge Table] | Yes   |

## VOLUMETRIC

If volumetric weight must be checked against actual weight, this field contains the conversion rate; for example, Volume Ratio 1m<sup>3</sup> = 200 kg. The volumetric weight is compared with the actual gross weight and the higher of the two values is used to determine the rate break.

### Note

The configuration of the VOLUMETRICDIVIDE setting is dynamic because it takes into account:

- Whether the volumetric conversion factor is set to multiply or divide.

- The value of the volumetric conversion factor—it can be whatever value you agree with the carrier.
- The weight UOM, which can be KG or LB. If the charge table is configured for KG weights, then the volumetric conversion factor applies from the volume to KG.
- The system-wide UOM for volume, which is stored in the UOM - DEFAULT VOLUME system value, which is in the SYSTEM category of system values. As an example, if the system-wide volume is M3 and the weight charge table is KG, then the conversion factor is the value applicable for M3 to KG.

### **VOLUMETRICDIVIDE**

This YES—TRUE—or NO—FALSE—value field determines whether the volumetric weight specified is switched on by selecting the Weight Volume Divide field in Charge Table details. The default action is to multiply but when the value of this field is YES—TRUE—the Divide flag is set.

## Flat File Structure - Rate Table Section

The Rate Table section defines the rates for the different cost types and the origin and destination combinations.

### Rate Table Section

| Zone    | N/A  | Shipper | N/A             | Shipper | Shipper   | N/A   | Recipient | N/A         | Recipient | Recipient | Current | COST-1 | COST-1 | Origin | COST-2 | COST-2 | COST-3 |
|---------|------|---------|-----------------|---------|-----------|-------|-----------|-------------|-----------|-----------|---------|--------|--------|--------|--------|--------|--------|
|         |      |         |                 | AT#     | City      |       | Ctry      |             | IATA      | City      |         | MIN    | RATE-K | Time   | MIN    | RATE   | FIXED  |
| AMSEKK  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | APAC  | TH        | THAILAND    | BKK       | Bangkok   | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSEBN  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | APAC  | BR        | BRUNEI      | BWN       | Brunei    | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSHKS  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | CHINA | HK        | HONG KONG   | HKG       | Hong Kong | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSSSEL | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | APAC  | KR        | SOUTH KOREA | SEL       | Seoul     | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSSHA  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | CHINA | CN        | CHINA       | SHA       | Shanghai  | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSSIN  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | APAC  | SG        | SINGAPORE   | SIN       | Singapore | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| AMSSYD  | EMEA | NL      | THE NETHERLANDS | AMS     | Amsterdam | APAC  | AU        | AUSTRALIA   | SYD       | Sydney    | EUR     | 25.00  | 0.13   | 1.00   | 15.00  | 0.12   | 26.00  |
| ATLAKL  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | NZ        | NEW ZEALAND | AKL       | Auckland  | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLBJS  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | CHINA | CN        | CHINA       | BJS       | Beijing   | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLBLR  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | IN        | INDIA       | BLR       | Bangalore | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLBOM  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | IN        | INDIA       | BOM       | Mumbai    | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLDEL  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | IN        | INDIA       | DEL       | New Delhi | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLMAA  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | IN        | INDIA       | MAA       | Madras    | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLNRT  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | APAC  | JP        | JAPAN       | NRT       | Tokyo     | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLSHA  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | CHINA | CN        | CHINA       | SHA       | Shanghai  | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATLTAO  | NAR  | US      | UNITED STATES   | ATL     | Atlanta   | CHINA | CN        | CHINA       | TAO       | Qingdao   | USD     | 15.00  | 0.15   | 1.00   | 0.00   | 0.06   | 0.00   |
| ATWAKL  | NAR  | US      | UNITED STATES   | ATW     | Appleton  | APAC  | NZ        | NEW ZEALAND | AKL       | Auckland  | USD     | 15.00  | 0.15   | 2.00   | 0.00   | 0.06   | 0.00   |
| ATWMEL  | NAR  | US      | UNITED STATES   | ATW     | Appleton  | APAC  | AU        | AUSTRALIA   | MEL       | Melbourne | USD     | 15.00  | 0.15   | 2.00   | 0.00   | 0.06   | 0.00   |
| ATWSYD  | NAR  | US      | UNITED STATES   | ATW     | Appleton  | APAC  | AU        | AUSTRALIA   | SYD       | Sydney    | USD     | 15.00  | 0.15   | 2.00   | 0.00   | 0.06   | 0.00   |

The start of the rate table section is determined by the START-TABLE in the first column of a row. The START-TABLE entry is the last keyword in the header section. The rate table section begins with a row of keywords that define the purpose of each column. Each keyword determines the purpose of subsequent rows read from the spreadsheet. Ensure the data relevant to each keyword is in the correct column. For example, place the shipper country codes under the ShipperCtry keyword heading. The possible keywords are:

### N/A

Any column marked as keyword N/A is skipped in the upload. You can choose to keep the data from the original carrier spreadsheet for information purposes.

### COST-[number]-DISTANCE

Indicates the rate per distance value for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE defined in the header section. The value in this column is used in conjunction with the DISTANCE column.

### COST-[number]-FIXED

Indicates the fixed value for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE



defined in the header section. You can also make this keyword more specific:

COST-[number]-FIXED-[unit of measure]

**Example:** COST-1-FIXED-KG indicates that the FIXED is per KG for cost type 1.

COST-[number]-FIXED-[unit of measure]-[weight break], where [unit of measure] specifies the UOM that applies for this fixed rate value and [weight break] specifies the upper limit to which this fixed rate applies.

**Example:** COST-2-FIXED-KG-45 indicates that the FIXED value is for up to 45 kgs for cost type 2. A second column, COST-2-FIXED-KG-100, indicates that the FIXED value is for cost type 2 up to 100 kgs. This fixed value applies above 45 kgs.

**Note** Volume can also be handled for the [unit of measure] for the following UOM values: M3, CM3, MM3, FT3, and IN3.

It is possible to set [weight-break] to SETWEIGHT, which means that the cost for the row is configured up to the value of the cell in this column. Looking at the following file example, there are two columns—one for the value of the cost, and one for the maximum weight allowed for this cost.

COST-[number]-FIXED-[unit of measure]-[weight break] Example with [weight-break] set to SETWEIGHT

| COST-1-FIXED-KG | COST-1-FIXED-KG-SETWEIGHT |
|-----------------|---------------------------|
| 15              | 150                       |
| 490             | 2300                      |
| 17              | 150                       |
| 16              | 150                       |
| 18              | 150                       |
| 20              | 150                       |
| 15              | 150                       |
| 40              | 150                       |
| 14              | 150                       |
| 40              | 150                       |
| 23              | 150                       |
| 16              | 150                       |

You can also configure a rate per PACK: COST-[number]-FIXED-PACK-[pack type], where [pack type] specifies that the fixed value only

applies to a particular pack type. To calculate the fixed value per pack, the column heading is COST-[number]-FIXED-PACK.

**Example:** COST-2-FIXED-PACK-BOX indicates that the FIXED value is per PACK for packages of pack type BOX.

### **COST-[number]-RATE**

Indicates the rate value for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE defined in the header section. You can also make this keyword more specific:

COST-[number]-RATE-[unit of measure], where [unit of measure] specifies the UOM that applies for this rate

**Example:** COST-1-RATE-Kg indicates that the RATE is per kg for cost type 1.

COST-[number]-RATE-[unit of measure]-[weight break], where [unit of measure] specifies the UOM that applies for this rate and [weight break] specifies the upper limit to which this rate applies.

**Example:** COST-2-RATE-Kg-45 indicates that the RATE is per kg up to 45 kg for cost type 2. If there is a second column COST-2-RATE-Kg-100, it indicates that the RATE is per kg for cost type 2 up to 100 kg, where the rate kicks in above 45 kg.

**Note** Volume can also be handled for the [unit of measure] for these UOM values: M3, CM3, MM3, FT3, and IN3.

You can also configure a rate per PACK as follows:

COST-[number]-RATE-PACK-[pack type], where [pack type] specifies that the rate only applies to a particular pack type.

To calculate the rate per pack, regardless of pack type, the column heading is COST-[number]-RATE-PACK.

**Example:** COST-2-RATE-PACK-BOX indicates that the RATE is per PACK for packages of pack type BOX.

You can also configure a rate per CONTAINER as follows:

COST-[number]-RATE-CONT-[container type], where [container type] specifies that the rate only applies to a particular container type.

To calculate the rate per container, regardless of container type, the column heading is COST-[number]-RATE-CONT.

**Example:** COST-2-RATE-CONT-20FT indicates that the RATE is per CONTAINER for containers of type 20FT.

### **COST-[number]-MAX**

Indicates the maximum value for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE

defined in the header section. A maximum cost only applies where a RATE is also used for the same cost type.

### **COST-[number]-MIN**

Indicates the minimum value for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE defined in the header section. A minimum cost only applies where a RATE is also used for the same cost type.

### **CURRENCY**

The rates currency for this row of the rate table.

### **COST-[number]-CURR**

Indicates the currency for a particular cost type. The [number] indicates the cost type that applies from the COST-[number]-TYPE defined in the header section. This value takes precedence over the CURRENCY field value.

### **Distance**

The number of units of distance between the origin and destination. It is used in conjunction with the COST-[number]-DISTANCE column for loading rates-per-distance. The upload program calculates the fixed value from origin to destination for storage in the database. Use this keyword when the carrier provides spreadsheets on a rate-per-distance basis.

### **DESTTRANSITTIME-[number]**

This keyword is for future use.

### **SHIPPERCTRY**

The origin country of the lane for which the rates apply. When creating the ZC records, this keyword determines the Zone From. The cell data for this column must always be an ISO country code.

### **SHIPPERSTATE**

The origin state of the lane for which the rates apply. When creating the ZC records, this keyword determines the Zone From and it is combined with the SHIPPERCTRY data value.

### **SHIPPERCITY**

The origin city of the lane for which the rates apply. When creating the ZC records, this keyword determines the Zone From and it is combined with the SHIPPERCTRY data value.

### **SHIPPERIATA**

This keyword is not currently used.

**RECIPIENTCTRY**

The recipient country of the lane for which the rates apply. When creating the ZC records, this keyword determines the Zone To. The cell data for this column must always be an ISO country code.

**RECIPIENTSTATE**

The destination city of the lane for which the rates applies. When creating the ZC records, this keyword determines the Zone To and it is combined with the RECIPIENTCTRY data value.

**RECIPIENTCITY**

The destination city of the lane for which the rates applies. When creating the ZC records, this keyword determines the Zone To and it is combined with the RECIPIENTCTRY data value.

**RECIPIENTIATA**

This keyword is not currently used.

**RECIPIENTPOSTALFROM**

The From Post Code contains the starting postal code of a range of postal codes. If you have several ranges of postal codes for the same zone class, you can enter a comma-separated list of postal code starting characters. If you use a comma-separated list, you cannot use the RECIPIENTPOSTALTO for the same zone class definition line.

**RECIPIENTPOSTALTO**

Specifies the end postal code for the postal code range definition.

**SPECIAL-COMMENTS**

This keyword is not currently used.

**ZONE**

The unique identifier given to a particular lane. If a value is not available, the zone value is generated as a sequential number. The zone value is combined with the ZONE-PREFIX in the header section to create a unique Zone Class in option ZC.

**TRANSIT-DAYS**

This value represents the transit time to be calculated for the origin/destination combination for this row of the spreadsheet.

**DELIVERYTERMS-[cost type]**

The cost type is calculated if the delivery terms on the shipment match the terms of the delivery for the charge. The delivery terms can apply across a whole cost type or across different rows of rates within a cost type.

The following DELIVERYTERMS-[cost type] Example 1 file results in five charge detail records:

- QPICK, associated with EXW delivery terms
- QTHC, associated with FCA delivery terms
- QFRT, associated with FOB delivery terms
- QHAND applies to any delivery terms
- QDEL applies to any delivery terms

DELIVERYTERMS-[cost type] Example 1

| TABLE DESCRIPTION | Bansard DIRECT IMPORT AIR Rates-TN |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
|-------------------|------------------------------------|----------------|---------------|-------------------|--------------|----------|-----------------|----------------|-----------------|----------------|-----------------|----------------|----------------|--|
| CHARGE TABLE      | BNDREXAIR                          |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| COST 1 TYPE       | QPICK                              | Pickup Charge  |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| COST 2 TYPE       | QTHC                               | Origin         |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| COST 3 TYPE       | QFRT                               | Freight Charge |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| COST 4 TYPE       | QHAND                              | Handling       |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| COST 5 TYPE       | QDEL                               | Delivery       |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| ZONE PREFIX       | BN14                               |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| ZONE TYPE         | DOOR-TO-DOOR                       |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| VOLUME TONIC      | 166.67                             |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| VOLUMETRIC DIVIDE | NO                                 |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| START DATE        | 4/1/2017                           |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| START TABLE       |                                    |                |               |                   |              |          |                 |                |                 |                |                 |                |                |  |
| Zone              | ShipperCity                        | ShipperCity    | RecipientCity | RecipientCity     | TRANSIT-DAYS | Currency | DELIVERYTERMS-1 | COST-1-RATE-AG | DELIVERYTERMS-2 | COST-2-RATE-AG | DELIVERYTERMS-3 | COST-3-RATE-AG | COST-4-RATE-AG |  |
| 75                | TN                                 |                | HK            | Hong Kong         | 4 days       | USD      | EXW             | 0.25           | FCA             | 0.35           | FOB             | 4.92           | 0.25           |  |
| 76                | TN                                 |                | CN            | Shenzhen          | 4 days       | USD      | EXW             | 0.40           | FCA             | 0.35           | FOB             | 3.35           | 0.25           |  |
| 77                | TN                                 |                | CN            | Shanghai          | 4 days       | USD      | EXW             | 0.40           | FCA             | 0.35           | FOB             | 3.05           | 0.25           |  |
| 78                | TN                                 |                | CN            | Guangzhou         | 4 days       | USD      | EXW             | 0.35           | FCA             | 0.45           | FOB             | 3.35           | 0.25           |  |
| 79                | TN                                 |                | CN            | Xiamen            | 4 days       | USD      | EXW             | 0.50           | FCA             | 0.65           | FOB             | 6.42           | 0.25           |  |
| 80                | TN                                 |                | CN            | Wenzhou           | 4 days       | USD      | EXW             | 0.25           | FCA             | 0.35           | FOB             | 3.05           | 0.25           |  |
| 81                | TN                                 |                | VN            | Ho Chi Minh-Ville | 4 days       | USD      | EXW             | 0.30           | FCA             | 0.55           | FOB             | 6.85           | 0.25           |  |
| 82                | TN                                 |                | TW            | Taipei            | 4 days       | USD      | EXW             | 0.25           | FCA             | 0.35           | FOB             | 3.92           | 0.25           |  |

The following DELIVERYTERMS-[cost type] Example 2 file results in three charge detail records, all of the same cost type:

- QFRT, associated with EXW delivery terms
- QFRT, associated with FCA delivery terms
- QFRT, associated with FOB delivery terms

## DELIVERYTERMS-[cost type] Example 2

|                   |                      |                |               |               |                 |              |                   |                   |                   |
|-------------------|----------------------|----------------|---------------|---------------|-----------------|--------------|-------------------|-------------------|-------------------|
| TABLE-DESCRIPTION | Bansard SEA LCL - TN |                |               |               |                 |              |                   |                   |                   |
| CHARGE TABLE      | BNSEALCL             |                |               |               |                 |              |                   |                   |                   |
| COST-1-TYPE       | QFRT                 | Freight Charge |               |               |                 |              |                   |                   |                   |
| ZONE-PREFIX       | BN15                 |                |               |               |                 |              |                   |                   |                   |
| ZONE-TYPE         | DOOR-TO-DOOR         |                |               |               |                 |              |                   |                   |                   |
| VOLUMETRIC        | 166.67               |                |               |               |                 |              |                   |                   |                   |
| VOLUMETRIC/DIVIDE | YES                  |                |               |               |                 |              |                   |                   |                   |
| START-DATE        | 4/1/2017             |                |               |               |                 |              |                   |                   |                   |
| START-TABLE       |                      |                |               |               |                 |              |                   |                   |                   |
| Zone              | ShipperCtry          | ShipperCity    | RecipientCtry | RecipientCity | DELIVERYTERMS-1 | TRANSIT-DAYS | COST-1-FIXED-M3-1 | COST-1-FIXED-M3-2 | COST-1-FIXED-M3-3 |
| 900               | TN                   |                | HK            | Hong Kong     | EXW             | 43 days      | 420               | 560               | 670               |
| 900               | TN                   |                | HK            | Hong Kong     | FCA             | 43 days      | 310               | 430               | 520               |
| 900               | TN                   |                | HK            | Hong Kong     | FOB             | 43 days      | 220               | 320.00            | 400.00            |
| 901               | TN                   |                | CN            | Shenzhen      | EXW             | 43 days      | 570               | 710.00            | 820.00            |
| 901               | TN                   |                | CN            | Shenzhen      | FCA             | 43 days      | 460               | 580               | 670               |
| 901               | TN                   |                | CN            | Shenzhen      | FOB             | 43 days      | 370               | 470               | 550               |
| 902               | TN                   |                | CN            | Shanghai      | EXW             | 43 days      | 390               | 520.00            | 660.00            |
| 902               | TN                   |                | CN            | Shanghai      | FCA             | 43 days      | 300               | 410.00            | 510.00            |
| 902               | TN                   |                | CN            | Shanghai      | FOB             | 43 days      | 220               | 320               | 400               |
| 903               | TN                   |                | CN            | Wenzhou       | EXW             | 43 days      | 420               | 560               | 670               |
| 903               | TN                   |                | CN            | Wenzhou       | FCA             | 43 days      | 300               | 410.00            | 510.00            |
| 903               | TN                   |                | CN            | Wenzhou       | FOB             | 43 days      | 220               | 320.00            | 400.00            |
| 904               | TN                   |                | CN            | Taipei        | EXW             | 43 days      | 420               | 560               | 670               |
| 904               | TN                   |                | CN            | Taipei        | FCA             | 43 days      | 310               | 430               | 520               |
| 904               | TN                   |                | CN            | Taipei        | FOB             | 43 days      | 220               | 320               | 400               |

## Transit Times

Transit times are used to calculate an estimated time of arrival (ETA) when processing a shipment. Some integrated carriers use APIs to return the transit time or ETA. For other carriers, QAD GTTE Services upload transit times in GTTE using a particular file format. Transit times are linked to carrier services, and sometimes apply to a particular postal code range.

### Uploading Transit Times from a File

Many carriers supply their transit time information in .xlsx format. You can upload this data directly from Excel when it is in a compatible format.

**Note** You can also delete transit times from the grid using the corresponding button in the toolbar below the grid.

1. On the Transit Time page, which is accessible from menu option TE\_RN, click the Upload Transit Time File button at the bottom right of the screen.

The Upload Transit Times window opens.

2. Complete one of the following fields:

#### Carrier

Select the carrier that the transit time file relates to.

#### Service

Select the carrier service that the transit time file relates to.

#### Explicit Transit ID

Specify the internal ID that the transit time file relates to.

3. Complete the following field:

#### Existing Transit Times

If there are transit times in the system for the selected carrier, service, or transit ID, use this field to specify what the system does with those transit times after the file upload. The options are:

- No Action: The system displays an error and no changes are made to the existing transit times. The transit times in the file are not uploaded to the system.
  - Overwrite: The existing transit times are overwritten with data from the uploaded file.
  - Append: New transit times are added to the existing transit time record without removing the existing transit times.
4. Click Select File... and select the file that you want to upload.
  5. Click Upload.

The window closes and a message flashes at the top of the screen to advise you that the upload is underway. When the upload is complete, the details are available in the grid. To locate the uploaded content, use the sort and filter options in the grid columns.

## Transit Time Settings

To access the Transit Time records, choose menu option TE\_RN and click the Transit Time link in the TE Menu Panel. Each record has the following fields, which display as columns on the Transit Time page. Each transit time record has suboptions to view the related zones and regions. In turn, the Region suboption has a Region Area suboption.

**Note** In addition to transit time records, the Transit Time page also includes rate maintenance (RM) records in the grid.

## Rating ID

A unique identifier for the transit time entry, which is checked by the rating engine when processing a shipment. A rating ID for a transit time follows the naming convention T <CARRIER\_SERVICE>, where <CARRIER\_SERVICE> is the carrier service that the transit time relates to.

## Description

A description of the transit time.

## Rating Type

The rating type for transit time records is always 5.

## Client

The client to which the transit time applies. If this field does not have a value, the transit time applies to all clients.

## Last Modified User

The user that last modified the record.

**Last Modified ID**

A database sequence that is the unique identifier for this record.

**Last Modified Date**

The date when the record was last modified.

**Regions**

A region is a geographic area that you can transport shipments to or from. For example, a set of states that represent the eastern or western region of a country, or a selected set of postal codes within a country.

To access the Region records for a particular transit time, choose menu option TE\_RN and click the Regions suboption for the particular row in the grid. Within the Regions modal, you can access the Region Areas suboption.

**Region Settings**

To access the Region records for a particular transit time, choose menu option TE\_RN and click the Regions suboption for the particular row in the grid. Each record is linked to a client and rating ID, and has the following fields, which display as columns on the Regions modal. Each record also includes a Region Areas suboption.

**Purpose**

A one-character field that flags the scope of the record:

- Rate when the value is 1
- Route when the value is 2
- Transit time when the value is 3
- AMC when the value is 4, where AMC is specific purpose data used by Yellow Freight carriers

**Region ID**

A unique identifier for the transit time entry, which is checked by the rating engine when processing a shipment.

**Region Suffix**

This field is not applicable for transit times.

**Additional Outbound Days**

The additional transit time that must be added to the total transit time when shipping out of this region, regardless of the destination.

**Additional Inbound Days**

The additional transit time that must be added to the total transit time when shipping in to this region, regardless of the destination.



**Direct Indirect Indicator**

This field is not applicable for transit times.

**Last Modified User**

The user that last modified the record.

**Last Modified ID**

A database sequence that is the unique identifier for this record.

**Last Modified Date**

The date when the record was last modified.

**Region Areas**

Region areas are geographic areas that make up a specific region. Such a region may be made up of one or more geographic areas, provided they can all be represented under the specific region; for example, a set of related postal codes or states within a specific country.

To access the Region Area records for a particular transit time, choose menu option TE\_RN and click the Regions suboption for a particular row in the grid. Within the Regions modal, you can access the Region Areas suboption.

## **Region Area Settings**

To access the Region Area records for a particular transit time, choose menu option TE\_RN and click the Regions suboption in the particular row. Within the Regions modal, you can access the Region Areas suboption. Each record is linked to a client, rating ID, purpose, and region ID. Each record has the following fields, which display as columns on the Region Areas modal.

### **To Region**

This field is not applicable for transit times.

### **Country**

The country of the region area.

### **State/Province**

The state or province of the region area.

### **City**

The city of the region area.

### **From ZIP/Postal Code**

The start of the ZIP or postal code range of the region area.

### **To ZIP/Postal Code**

The end of the ZIP or postal code range of the region area.

### **Origin ZIP Zone Suffix**

An additional character that carriers can use as a suffix to a ZIP code.

### **Last Modified User**

The user that last modified the record.

### **Last Modified ID**

A database sequence that is the unique identifier for this record.

### **Last Modified Date**

The date when the record was last modified.

## **Zones**

A zone is the combination of one or many To and From regions. In the context of transit times, a zone defines the transit time between two geographic locations. For example, Zone 1 represents a set of to and from region combinations that are close to each other. Zone 2 represents to and from region combinations that have a larger distance between them. Zone 3 represents to and from region combinations that are even further apart.

To access the Zone records for a particular transit time, choose menu option TE\_RN and click the Zones suboption for the particular row in the grid.

### **Zone Settings**

To access the Zone records for a particular transit time, choose menu option TE\_RN and click the Zones suboption for the particular row in the grid. Each zone is linked to a client and rating ID, and has the following fields, which display as columns on the Regions modal.

### **Purpose**

A one-character field that flags the scope of the record:

- Rate when the value is 1
- Route when the value is 2
- Transit time when the value is 3
- AMC when the value is 4, where AMC is specific purpose data used by Yellow Freight carriers

### **Region From**

The geographic region of the origin.

### **Region To**

The geographic region of the destination.

### **Zone ID**

An identifier to represent the combination of the origin and destination regions.

### **Distance**

The distance between the From and To regions.

### **Distance UOM**

The distance unit of measure associated with the zone.

### **Transit Time**

The transit time between the From and To regions.

### **Transit Time UOM**

The unit of measure for the transit time.

### **From Freight Class**

The start of the freight class range associated with the zone.

### **To Freight Class**

The end of the freight class range associated with the zone.

**Rating Freight Class**

The rating freight class associated with the zone.

**Minimum Weight**

This field is not applicable for transit times.

**Last Modified User**

The user that last modified the record.

**Last Modified ID**

A database sequence that is the unique identifier for this record.

**Last Modified Date**

The date when the record was last modified.

**Non-Transit Days**

Non-transit days are days on which a carrier does not move goods; for example, public holidays.

The Non-Transit Days page allows you to view and update the non-transit days stored in GTTE. You can upload multiple non-transit day records from an .xlsx file. The system takes these days into account when calculating shipment ETAs.

**Note** Where APIs are used to calculate transit times, non-transit days in the system are not taken into account.

**Non-Transit Day Settings**

To access the non-transit days, choose menu option TE\_TR. The following fields display as columns in the grid on the Non-Transit Days page.

**Non-Transit Day**

The date of the non-transit day. If this value does not contain a year, then the non-transit day occurs each year. If the value does contain a year, then it does not recur annually.

**Recur Annually**

If the non-transit day recurs annually, this field is selected.

**Sequence**

A sequential number.

**Description**

The description of the non-transit day.

**Country**

The country in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all countries.

**Ship To Partner**

The Ship To partner in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all Ship To partners.

**Service**

The service to which the non-transit day applies. If this field does not have a value, the non-transit day applies to all services.

**Global Carrier**

The carrier to which the non-transit day applies. If this field does not have a value, the non-transit day applies to all carriers.

**Client**

The client to which the non-transit day applies. If this field does not have a value, the non-transit day applies to all clients.

**City**

The city in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all cities.

**State**

The state in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all states.

**From Postal Code**

The start of the postal-code range in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all postal codes.

**To Postal Code**

The end of the postal-code range in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all postal codes.

**Zone Classification**

The zone classification to which the non-transit day applies. If this field does not have a value, the non-transit day applies to all zone classifications.

**From Zone**

The start of the zone range in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all postal codes.

**To Zone**

The end of the zone range in which the non-transit day applies. If this field does not have a value, the non-transit day applies to all postal codes.

**Non-Transit Days**

If this non-transit day only applies when the date falls on a particular day of the week, the corresponding column field is selected.

**Delivery-Allowed Days**

If this delivery-allowed day only applies when the date falls on a particular day of the week, the corresponding column field is selected. A date can be both a non-transit day and a delivery-allowed day. A delivery allowed day is a day on which the delivery can be delivered to the destination because the destination is open for business.

**Last Modified User**

The user that last modified the record.

**Last Modified ID**

A database sequence that is the unique identifier for this record.

**Last Modified Date**

The date when the record was last modified.

**Uploading Non-Transit Day Files**

Many carriers supply their non-transit day information in .xlsx format. You can upload this directly from Excel when it is in a compatible format.

**Note** You can also add, update, and delete non-transit days from the grid using the corresponding buttons in the toolbar below the grid.

1. On the Non-Transit Days page, which is accessible from the TE Menu Panel in menu option TE, click Upload Non-Transit Days.

The Upload Non-Transit Days window opens.

2. Complete the following field.

**File**

Click Select File... and select the file that you want to upload.

3. Click Upload.

The window closes and a message flashes at the top of the screen to advise you that the upload is underway. When the upload is complete, the details are available in the grid. To locate the content that you have uploaded, use the sort and filter options in the grid columns.

## Routing Guide Overview

In QAD GTTE, the Routing Guide enables you to configure rules that allow the user to assign a particular service to a shipment or to rate shop from a list of available services. Typically, a Routing Guide is configured for a whole business. The Routing Guide determines which carrier service to use for shipping from a particular origin. If a business is segregated by country, region, or product types, you can split the Routing Guide into appropriate sections to handle the different divisions of the business.

You can configure Routing Guide rules for use during rate shopping, service assignment, and service selection validation.

## Routing Guide Main Screen

To open the Routing Guide, use the option FRROUT.

The screen is divided into three areas:

- The Origins area enables you to create, edit, copy, or delete an origin, and to upload a Routing Guide for the origin.
- The Packing Locations area displays the Packing Locations at the selected origin. You can create or delete Packing Locations.
- The Routing Guide Rules area displays the Routing Guide rules associated with the selected origin. You can create, edit, copy or delete a Routing Guide rule for the associated origin. You can also use the Routing Guide Import button in the Origins area to update the Routing Guide rules.

### Origins

An origin is a set of related Packing Locations that share Routing Guide rules. Therefore, regardless of the physical location or the type of product, the shipper chooses the service in the same way. To add a new logical origin to the Routing Guide, click the Edit icon in the Origins section. The Add Origin pop-up window displays, with a number of fields.

### Origin

Enter a meaningful code that reflects the purpose of the origin. The code can refer to a country, region, or other meaningful identifier.

### Description

Enter an origin description. Generally, you include the origin code and the name of the origin. The description is displayed in the Origin Name column in the Origins area. Do not create an origin with a hyphen in the name because it causes an error in the setup.

### Origin Type

This field is not in use; leave it blank.

Specify a unique name for the origin, add a description, and click Create. The new origin appears in the table.

The Routing Guide Import button allows you to upload a .xlsx file containing a Routing Guide for the selected origin. The file must be in a particular format. For more information on this format, consult QAD GTTE Services. When you upload the file successfully and select the Overwrite Existing Routing Guide Rules checkbox, it replaces any Routing Guide that previously existed in GTTE for the selected origin with the Routing Guide from the file. If you do not select the Overwrite Existing Routing Guide Rules checkbox, the rules in the file are appended to the existing Routing Guide for the selected origin.

### **Packing Locations**

A Packing Location is one of the key elements in the TE module. Packing Locations allow you to associate the Routing Guide with a shipment. Each Packing Location must be associated with an Internal ID. For more details on Packing Locations and Internal IDs, see [Packing Locations Overview on page 1557](#).

A shipment is shipped from a particular Packing Location. When referencing the Routing Guide, the shipment is linked with the origins associated with the Packing Location. Optimally, associate a Packing Location with one origin. To associate a Packing Location with the selected origin, click the Create button in the Packing Locations area.

#### **Location**

A Packing Location that already exists in the system. To check the available Packing Locations, use the option LN.

#### **Description**

This field is read-only and displays the description of the selected location.

Specify an existing Packing Location and click Create.

### **Routing Guide Rule Screen**

When you create or update a Routing Guide rule, the Routing Guide Rule screen opens.

The Routing Guide rule header contains fields that determine when a Routing Guide rule can be compared with a shipment. For more information, see [Routing Guide Rule Header on page 1635](#).

There are five tabs on this screen. The first two tabs contain criteria that are checked to see whether the Routing Guide rule applies to a shipment:

- **Routing Criteria:** Criteria that are compared against the shipment's attributes to determine whether the Routing Guide rule applies to the shipment. The content of this tab is not configurable. For more information, see [Routing Criteria Tab on page 1637](#).
- **Dynamic Criteria:** Criteria that are compared against the shipment's attributes to determine whether the Routing Guide rule applies to the shipment. The content of this tab is configurable. You can add fields



based on the routing policy of your organization using the FILTER FIELDS system values. For more information, see [Dynamic Criteria Tab on page 1645](#).

The remaining tabs contain information that is assigned to the shipment when the Routing Guide rule applies to a shipment.

- **Routing Assignment:** A list of services that are acceptable for the shipment. You can also add payment method and third-party information to the shipment. For more information, see [Routing Assignment Tab on page 1649](#).
- **Accessories:** Additional services that you want to apply to the shipment. Assignment of these services is dependent on their compatibility with the carrier service ultimately assigned to the shipment. For more information, see [Accessories Tab on page 1651](#).
- **Rule Books:** A set of rule books run against the shipment during the service assignment. If you use this tab, the Routing Assignment and Accessories tabs must be clear. For more information, see [Rule Books Tab on page 1652](#).

## Routing Guide Rule Header

The header fields determine when a Routing Guide rule can be compared with a shipment. When the Routing Guide runs, the header fields of each rule are checked to see whether the rule is valid at that time. The header fields also allow you to specify other high-level characteristics of a rule such as whether the rule is an exception rule.

### Start Date

The date from which the Routing Guide rule is valid. This date is compared to the shipment despatch date.

### End Date

The date up to which the Routing Guide rule is valid. This date is compared to the shipment despatch date.

The Start Date and the End Date fields combine to form an effective date range.

- If Start Date is blank and End Date is complete, the effective date range is any date up to the end date.
- If Start Date is complete and End Date is blank, the effective date range is any date from the start date.
- If Start Date and End Date are blank, the rule is valid for all dates.
- If Start Date and End Date are complete, the effective date range is valid for all dates in the range, inclusive of Start Date and End Date. For example, if Start Date is specified as July 1 and End Date as July 31, the rule applies for all of July.

**Start Time**

The time from which a Routing Guide rule is valid. This field only applies when it contains a non-zero value. For example, if Start Time contains 18:00, the Routing Guide rule is checked when the Routing Guide is run from 18:00 on. This time is based on the system time.

**End Time**

The time from which a Routing Guide rule is no longer valid. This field only applies when it contains a non-zero value. For example, if End Time contains 23:30, the Routing Guide rule is checked when the Routing Guide is run before 23:30. This time is based on the system time.

If Start Time and End Time are complete, the Routing Guide rule is valid for this time range.

**Description**

Enter a description of the rule for reference purposes.

**Applicable For**

Specify the days of the week when the Routing Guide rule applies.

**Choice Level**

Select the blank option from this drop-down menu. The Rulebook option is for future use.

**Max. Transit Time**

The maximum transit time allowed for any service considered as a result of applying this Routing Guide rule. This condition is applied retrospectively. If a service listed in the Routing Assignment tab cannot deliver the shipment within the specified tolerance level for transit time, the service is discounted. Transit time is expressed in days.

**Exclusion Rule**

Select this field to specify that when the Routing Guide rule applies to the shipment, any services in the Routing Assignment tab are not considered for the shipment. This allows you to specify services that you do not want to consider for particular shipments. For more information, see [Exclusion Rule Logic on page 1654](#).

**Origin Assignment**

Select this field when the Routing Guide rule is used for branching logic. The Routing Guide rule is used to identify other Origin ID records and associated rules that apply to the shipment. This allows you to build up a rule tree with different levels of Routing Guide rules. For more details, see [Branching Logic on page 1652](#).

## Exception Rule

Select this field to specify that the Routing Guide rule applies when all other Routing Guide rules within the Origin ID do not apply. An exception rule has no criteria set against it. The only condition is that all other Routing Guide rules within the origin are not applicable. For more details, see [Exception Rule Logic on page 1655](#).

## Routing Criteria Tab

The routing criteria are divided into sections:

- Address Information
- Shipment Weight/Volume
- Pack Weight/Volume
- General Information
- Hazmat

Each section contains fields that correspond to shipment attributes. If the fields contain a value, the Routing Guide compares the value with the corresponding shipment attribute. If the field is blank, the corresponding shipment attribute is not considered when determining the Routing Guide rule that applies to the shipment. For the rule to apply to a shipment, all of the values specified in the rule must match the corresponding attributes in the shipment.

The shipment attributes are stored in a number of tables:

### Shipment Attribute Tables

| Table Name | Description                |
|------------|----------------------------|
| XMSHDR0    | Shipment header attributes |
| XMSXPK0    | Shipment pack attributes   |
| XMSITM0    | Shipment item attributes   |
| XTZSTP0    | Shipment type attributes   |
| XMPROD0    | Product attributes         |

### Address Information

The fields in the Address Information section are compared with the Customer and Ship To details of the shipment.

- Include Address: Use these fields to specify shipments that the Routing Guide rule applies to. For example, to create a Routing Guide rule that applies when shipping to the US, specify US in the Country field of the Include Address section.
- Exclude Address: Use these fields to specify shipments that the Routing Guide rule does not apply to. For example, to create a

Routing Guide rule that applies when shipping to all countries apart from the US, specify US in the Country field of the Exclude Address section.

You can combine Include Address criteria with Exclude Address criteria in a single rule. For example, to create a Routing Guide rule that applies to all shipments to US states apart from California:

- Specify US in the country field of the Include Address section.
- Specify US in the country field of the Exclude Address section.
- Specify CA in the state field of the Exclude Address section.

The following fields display in both the Include Address and Exclude Address sections:

### **Customer**

The customer of the shipment.

### **Ship To**

The Ship To party of the shipment.

### **Ship To Name**

The Ship To name, or part of the Ship To name, of the shipment. For example, if you enter SMITH in this field, it matches both JOHN SMITH and SMITHS OF KANSAS.

### **Postal Ranges**

A comma-separated list of postal code ranges.

**Example** If this field contains 10300-10399,10800-10899,83110, then the rule refers to shipments with postal codes that are one of the following:

- Between 10300 and 10399
- Between 10800 and 10899
- 83110

### **City**

A comma-separated list of city names that are listed in option PL. The validation of this field is not case-sensitive.

### **State**

A comma-separated list of states. The validation of this field is not case-sensitive. The state codes that you enter here must match the format of state codes that exist in the partner address book.

## Country

A comma-separated list of two-character ISO country codes. The validation of this field is not case-sensitive.

Typically, you configure a combination of address fields, such as:

- Country and Postal Ranges.
- Country and State.
- Country and City.

However, some combinations are not allowed because they do not make sense. These combinations are flagged when you try to include them in the Routing Guide rule. You cannot combine:

- Multiple countries and a postal code or postal code range.
- Multiple countries and state.
- Multiple countries and cities.
- Multiple states and postal codes. In this case, the postal code has precedence, and state does not apply.
- Multiple cities and a postal code or postal code range.

## Shipment Weight/Volume

This criteria is used to determine whether a Routing Guide rule applies to a shipment based on the weight or volume of the shipment. You can specify that a rule applies when a shipment weighs less than 100 kilograms, or when a shipment measures more than 100 cubic centimeters in volume.

### Ship Weight Min

The minimum shipment weight at which the Routing Guide rule applies.

### Ship Weight Max

The maximum shipment weight at which the Routing Guide rule applies.

Shipment weight is determined from the pack weights of the shipment. If there are no packs on the shipment, the weight is taken from the XMSHDR0.SHGWGT field in the shipment header. Dimensional weight is not considered for Ship Weight Min and Ship Weight Max, as the dimensional weight calculation is not consistent across carriers and services.

The lookup field enables you to select the UOM of the values. If the lookup field is empty, the UOM is the default UOM configured in system values. The overall shipment weight is converted to this UOM. Then the comparison is made between the converted shipment weight and the minimum and maximum weight thresholds specified in Ship Weight Min and Ship Weight Max.

**Default System UOM for Mass**

| Category | Key                   | Description                                                                                                                                                                                                            |
|----------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SYSTEM   | UOM – Default<br>MASS | Unit of measure for mass.<br>Possible values:<br>Any unit of measure in the option UO, where the dimension scope is MASS. This is usually set up during the QAD GTTE implementation, and is typically set to lb or Kg. |

**Ship Volume Min**

The minimum shipment volume at which the Routing Guide rule applies.

**Ship Volume Max**

The maximum shipment volume at which the Routing Guide rule applies.

The shipment volume is determined from the pack volumes on the shipment. If there are no packs on the shipment, the volume is taken from the volume on the shipment header XMSHDR0.SHCUBE.

The lookup field enables you to select the UOM of the values used. If the lookup field is empty, the UOM is the default UOM configured in system values. The overall shipment volume is converted to this UOM. Then the comparison is made between the converted shipment volume and the minimum and maximum volume thresholds specified in Shipment Volume Min and Shipment Volume Max.

**Default System UOM for Volume**

| Category | Key                     | Description                                                                                                                                                                                                                 |
|----------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SYSTEM   | UOM – Default<br>VOLUME | Unit of measure for volume.<br>Possible values:<br>Any unit of measure in the option UO, where the dimension scope is VOLUME. This is usually set up during the QAD GTTE implementation, and is typically set to FT3 or M3. |

## Pack Weight/Volume

This criteria is used to determine whether a Routing Guide rule applies based on the weight, volume or dimensions of every package on the shipment. You can specify that a rule applies when each pack in a shipment weighs less than 100 kilograms, or when each pack in a shipment measures more than 100 cubic centimeters in volume.

### Pack Weight Min

The minimum package weight at which the Routing Guide rule applies.

### Pack Weight Max

The maximum package weight at which the Routing Guide rule applies.

Dimensional weight is not considered for Pack Weight Min and Pack Weight Max because the dimensional weight calculation is not consistent across carriers and services.

The lookup button enables you to choose the weight UOM of the values used. If the field is empty, the UOM is the default UOM configured in the UOM – Default MASS system value described in [Shipment Weight/Volume on page 1639](#). The pack weight of the shipment is converted to this UOM. Then the comparison is made between the converted pack weight and the minimum and maximum weight thresholds specified in Pack Weight Min and Pack Weight Max.

### Pack Length Min

The minimum package length at which the Routing Guide rule applies.

### Pack Length Max

The maximum package length at which the Routing Guide rule applies.

The package length is defined as the length of the longest side on the package.

### Pack Length & Girth Min

The minimum value applicable for the combined value of package length plus girth at which the Routing Guide rule applies.

### Pack Length & Girth Max

The maximum value applicable for the combined value of package length plus girth at which the Routing Guide rule applies.

The combination of package length plus package girth is a typical consideration made by carriers to determine whether a package is an oversize package.

Girth is calculated as follows:  $\text{Girth} = 2 * (\text{Width} + \text{Height})$ .

The lookup button enables you to choose the UOM of the values. If the lookup field is empty, the UOM is the default UOM configured in the UOM – Default LENGTH system value shown in the following table. The package dimensions are converted to this UOM. Then the

comparison is made between the converted package dimensions and the minimum and maximum dimension thresholds specified in Pack Length Min, Pack Length Max, Pack Length & Girth Min, and Pack Length & Girth Max.

#### Default System UOM for Length

| Category | Key                  | Description                                                                                                                                                                                                                             |
|----------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SYSTEM   | UOM – Default LENGTH | Unit of measure for length.<br>Possible values:<br>Any unit of measure in the option UO, where the dimension scope is LENGTH. This value is usually set up during the QAD GTTE implementation, and is typically set to IN, FT, CM or M. |

#### Pack Type

The shipment must contain at least one pack of the specified type before the Routing Guide rule applies. The type of each pack in a shipment is identified by the corresponding shipment pack field XMSXPK0.SXTYPE.

#### Min Pack Count

The minimum number of packages that must exist in the shipment for the Routing Guide rule to apply. The pack count is stored in the shipment header field XMSHDR0.SHPACK.

#### Max Pack Count

If the number of packages on the shipment exceeds this value, the Routing Guide does not apply.

The number of packages is based on the number of outermost packages on the shipment. Child packages are not considered.

#### General Information

Use this criteria to determine whether a Routing Guide rule applies to a shipment based on general attributes of the shipment.

#### Payment Method

The currently assigned freight payment method, which is stored in XMSHDR0.SHTERM.

#### Duty Payment Method

The duty/tax payment method, which is stored in XMSHDR0.SHDUTYTERM.

#### Delivery Terms

The delivery terms, which are stored in XMSHDR0.SHDSTR.



## Transport Mode

The transport mode, which is stored in XMSHDR0.SHMODE.

## Min / Max Distance

The minimum and maximum shipment distances at which the Routing Guide rule applies. The shipment distance is stored in XMSHDR0.SHPDST. The lookup field next to the value range enables you to select a UOM for the values. If the lookup field is empty, the UOM is the default UOM configured in system values. The shipment distance is converted to this UOM and then the comparison is made between the converted distance and the minimum and maximum distance specified in Min/Max Distance.

## Default System UOM for Distance

| Category | Key                    | Description                                                                                                                                                                                                                         |
|----------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SYSTEM   | UOM – DEFAULT DISTANCE | Unit of measure for distance.<br>Possible values:<br>Any unit of measure in the option UO, where the dimension scope is LENGTH. This value is usually set up during the PRECISION implementation, and is typically set to KM or ML. |

## Min/Max Value

The minimum and maximum shipment values at which the Routing Guide rule applies. The shipment value is stored in XMSHDR0.SHVALU. The lookup field next to the range enables you to set the currency. If the currency is not specified, the system currency is used. The shipment value is converted to this currency, and then the values are compared.

## Default System Currency

| Category | Key              | Description                                                                    |
|----------|------------------|--------------------------------------------------------------------------------|
| SYSTEM   | DEFAULT CURRENCY | Default system currency.<br>Possible values:<br>Any currency in the option CU. |

## Service

The service assigned to the shipment, which is stored in XMSHDR0.SHROUT.

**Carrier**

The carrier assigned to the shipment, which is stored in XMSHDR0.SHSHPC.

**Freight Class**

The freight class of an item line in the shipment. Specify a comma-separated list of freight classes. If one of the entries in the list matches one of the freight classes on the shipment item lines, the Routing Guide rule applies. Typically, the Freight Class field is used for LTL shipments. The freight class of each product in a shipment is identified by the corresponding shipment item field XMSITM0.SIFCLS.

**Product**

A product code associated with the shipment. There must be at least one occurrence of the product code on one shipment item line. The product code of each item line in a shipment is identified by the corresponding shipment item field XMSITM0.SIPROD.

**Shipment Type**

The shipment type, which is stored in the shipment header field XMSHDR0.SHTYPE.

**Export**

If you want the Routing Guide rule to apply to export shipments only, select Yes. Similarly, if you want the Routing Guide rule to apply to all shipments that are not for export, select No. The value in the shipment header field XMSHDR0.SHTYPE is used to find the master record, XTSZTP0. The field ZSEXP on the master record indicates whether the shipment is an export shipment.

**Import**

If you want the Routing Guide rule to apply to import shipments only, select Yes. Similarly, if you want the Routing Guide rule to apply to all shipments that are not for import, select No. The value in the shipment header field XMSHDR0.SHTYPE is used to find the master record, XTSZTP0. The field ZSIMP on the master record indicates whether the shipment is an import shipment.

**Domestic Outbound**

If you want the Routing Guide rule to apply to domestic outbound shipments only, select Yes. Similarly, if you want the Routing Guide rule to apply to all shipments that are not domestic outbound shipments, select No. The value in the shipment header field XMSHDR0.SHTYPE is used to find the master record, XTSZTP0. The field ZSDOUT on the master record indicates whether the shipment is a domestic outbound shipment.

## Domestic Inbound

If you want the Routing Guide rule to apply to domestic inbound shipments only, select Yes. Similarly, if you want the Routing Guide rule to apply to all shipments that are not domestic inbound shipments, select No. The value in the shipment header field XMSHDR0.SHTYPE is used to find the master record, XTSZTP0. The field ZSDIN on the master record indicates whether the shipment is a domestic inbound shipment.

## Hazmat

Use this criteria to determine whether a Routing Guide rule applies based on hazardous material information.

### Allow Hazmat

If you want the Routing Guide rule to apply shipments that have hazardous material in a line item, select Yes. Similarly, if you want the Routing Guide rule to apply to shipments that do not have hazardous material in a line item, select No. When the field XMSITM0.SIDGI is set to yes, the product that it contains is hazardous material.

### UN Number

The United Nations (UN) Number of a product on the shipment. There must be at least one occurrence of this UN number on the shipment. The UN number of each item line in a shipment is identified by the corresponding shipment item field XMSITM0.SICLAS.

### Class/Division Number

The hazmat class of a product on the shipment. There must be at least one occurrence of this hazmat class on the shipment. The shipment item field XMSITM0.SICLAS is used to identify the UN number table field XMUNNO0.UNCLNO.

### SI Number

The International System of Units (SI) Number of a product on the shipment. There must be at least one occurrence of this SI number on the shipment. The shipment item field XMSITM0.SICLAS is used to identify the UN number table field XMUNNO0.UNSINO.

### Sub Risk Class

The sub-risk class of a product on the shipment. There must be at least one occurrence of this SI number on the shipment. The shipment item field XMSITM0.SICLAS is used to identify the UN number table field XMUNNO0.UNSUBR.

## Dynamic Criteria Tab

Use the Dynamic Criteria tab to specify your own set of criteria to determine when a rule applies to a shipment.

The fields on this tab are configured using the FILTER FIELD system values.

### Dynamic Criteria Setup

| Category | Key                                   | Description                                                                     |
|----------|---------------------------------------|---------------------------------------------------------------------------------|
| SPSROUTE | FILTER FIELD –<br><UNIQUE_IDENTIFIER> | A set of values in the format<br>Instruction 1 Instruction 2 <br>Instruction 3. |

Give the <UNIQUE\_IDENTIFIER> a name and number that determines the sequence in which the fields appear in the tab such as FILTER FIELD – Field1VolumeMin. The following table describes the possible instructions allowed in the configuration of the system value.

### Dynamic Filter – Instruction Values

| Filter | Format             | Possible Values                                                                                                                                                                                                                                                                         |
|--------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Table  | TABLE=<TABLE_NAME> | XMSHDR0 – Shipment header.<br>XMSITM0 – Shipment item.<br>XMSXPK0 – Shipment pack.<br>XMPROD0 – Product, which is related to the shipment item through SIPROD.                                                                                                                          |
| Field  | FIELD=<FIELD_NAME> | The <FIELD_NAME> must occur within the <TABLE_NAME> specified in the table filter. To find the list of tables, open the TB option from the INDEX screen. To find the list of fields for a table, click the table sub-options link to the left of the table name, and then click Fields. |
| Label  | LABEL=<LABEL_NAME> | This instruction determines the text that appears before the field on the Dynamic Criteria tab, and is optional. If you do not specify the label name, the Routing Guide determines the field name to display from the field definition. The field definition is available in the       |

| Filter    | Format                  | Possible Values                                                                                                                                                                                                                                                                     |
|-----------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                         | Fields sub-option of the table definition in option TB, which is accessible from the INDEX screen.                                                                                                                                                                                  |
| Operation | OPER=<OPERATION_NAME>   | <p>MIN – Filter field used as a minimum value.</p> <p>MAX – Filter field used as a maximum value.</p> <p>EQUAL – Filter field used for direct comparisons.</p> <p>LOOKUP – Filter field used for lookup comparisons; a comma-separated list of values that the value can match.</p> |
| Record    | REC=<RECORD_OCCURRENCE> | <p>ONE – When filtering, require only one record to meet the condition of the filter field.</p> <p>ALL – When filtering, require all the specified records to meet the condition of the filter field.</p> <p>If no REC type is specified, ALL is the default.</p>                   |

The following table gives examples of how to set up types of filter fields in the Dynamic Criteria tab.

#### Dynamic Filter – Example Configurations

| Field Type    | Set Up Value                                                                                | Explanation                                                                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum Value | To filter based on the minimum value of a field:<br>TABLE=XMSHDR0 FIELD=SHINSV <br>OPER=MIN | If you enter a value in the Shipment Insurance Min field on the Dynamic Criteria tab, the Routing Guide rule applies when the XMSHDR0.SHINSV field is greater |

| Field Type              | Set Up Value                                                                                                         | Explanation                                                                                                                                                                                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                                                                                                      | than the specified value.                                                                                                                                                                                                                                                                                                      |
| Maximum Value           | To filter based on the maximum value of a field:<br>TABLE=XMSHDR0 FIELD=SHINSV <br>OPER=MAX                          | If you enter a value in the Shipment Insurance Max field on the Dynamic Criteria tab, the Routing Guide rule applies when the XMSHDR0.SHINSV field is less than the specified value.<br><br>You can combine the minimum and maximum fields to specify a particular numerical range. You can do the same for date-based fields. |
| Direct Comparison Value | To filter based on the field contents matching a specific value:<br>TABLE=XMSHDR0 FIELD=SHUSR1 <br>OPER=EQUAL        | If you enter a value in the User Defined 1 field on the Dynamic Criteria tab, the Routing Guide rule applies when the XMSHDR0.SHUSR1 field is equal to the specified value.                                                                                                                                                    |
| Lookup Comparison Value | To filter based on the field contents matching one of a set of values:<br>TABLE=XMSHDR0 FIELD=SHUSR5 <br>OPER=LOOKUP | If you enter a set of values in the User Defined 5 field on the Dynamic Criteria tab, the Routing Guide rule applies when the XMSHDR0.SHUSR5                                                                                                                                                                                   |

| Field Type                               | Set Up Value                                                                                                                                                                                    | Explanation                                                                                                                                                                                                                              |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                                                                                                                                                                                                 | field is equal to one of the specified values.                                                                                                                                                                                           |
| A Check Against a Multi-occurrence Table | To filter based on a shipment attribute that can have multiple instances within a single shipment; for example, item records, packs, products:<br>TABLE=XMPROD0 FIELD=PRLICR OPER=EQUAL REC=ONE | If you enter a value in the Product License field on the Dynamic Criteria tab, the Routing Guide rule applies when the XMPROD0.PRLICR field is equal to the value specified on at least one XMPROD0 record associated with the shipment. |

## Routing Assignment Tab

The Routing Assignment tab is used to specify actions taken when a rule applies to a shipment. Use this tab to specify the services that are considered or selected for the purposes of:

- Route assignment
- Rate shopping
- Route validation

You can also use this tab to update shipment attributes such as the freight payment method.

## Services

The Services section consists of a set of services, each with its own associated preference weighting and freight account. Use this section to add a list of services that are appropriate for shipments to which this rule applies, and to specify a freight account and duty account.

### Service

The service code.

### Description

The full name of the service.

### Preference

The preference weighting that applies to the service. The preference weighting can be any number between 0 and 999. The preference

weighting is taken into account when determining the service assigned to a shipment during Route Assignment. For more information, see [Determining the Preferred Service for the Shipment on page 1657](#).

**Freight Account**

The freight account associated with the service. If the freight payment method is collect, this freight account is billed.

**Duty Account**

Specifies the duty account associated with the service. The duty account is only relevant if the duty payment method is Third Party.

**General Information**

Use this section to assign general information to shipments that this Routing Guide rule applies to.

**Payment Method**

Freight payment method.

**Example** When shipping to a particular customer, shipments are billed as collect. Therefore, Collect is set as the freight payment method.

**Duty Payment Method**

Duty payment method.

**Example** When shipping to a particular customer, shipments are to billed as Shipper Pays Duty + VAT.

**COD Method**

COD Payment Method.

**Example** When the freight payment method is COD, the COD Payment Method is Cashiers Check.

**Instructions**

Instructions for the shipment, which are stored in the Rating Errors Log for the shipment and displayed on the Invalid Rates tab of the Rate Shop task.

**Inducted Location**

You can use the Routing Guide rule to specify the Shipper Account associated with the Shipment when a particular service is chosen. The Packing Location that you specify in this field determines the shipper account. For more about Packing Locations, see [Packing Locations Overview on page 1557](#).

**Example** A shipper requires zone skipping of shipments. The Shipments are labeled with a shipping address that differs from the location where they are processed initially. The shipments are trucked to that shipping address and then handed over to the carrier linked to the service determined by the Routing Assignment.



### Chargeable Service

The chargeable service of the shipment. A shipper can ship with one method and bill with another method. The rates applied to the customer are based on the chargeable service.

### Insured % Pack Value

The percentage of the package value to apply as an insured value for the package. This value is used to notify the carrier how much the package is to be insured for when the service offers insurance as an accessorial.

### Third Party Information

If you want to bill a third party for the freight costs of the shipment, use this tab to store the third-party details. This information is relevant only when the freight payment method is Third Party.

#### Name

The name of the third-party company to whom the freight is billed.

#### Addr1, Addr2, Addr3

If these fields display, then you can use them to enter details of the third-party address.

#### City, Postal, State, Country

The address of the third-party company to whom the freight is billed.

#### Phone

The contact number of the third-party company to whom the freight is billed.

### Dynamic Field Assignment

This section is for future use.

### Accessorials Tab

Use this tab to specify a list of accessorials that you want to add to the shipment. The accessorials you select are applied to a shipment when the Routing Guide rule applies to the shipment.

These accessorials only apply to a shipment when they are available for the selected service. Adding accessorials to a service may incur a charge in addition to the basic cost of the service.

If the services in the Routing Assignment tab are blank, the Routing Guide rule accessorials apply to all valid services in the Routing Guide.

**Example** Only the Saturday Delivery field is selected in the Accessorials tab and the Routing Assignment tab is blank. Therefore, for each possible service found during rate shopping or routing assignment, Saturday Delivery applies to the shipment. The accessorial is only applied to a service when the service offers that accessorial.

## Rule Books Tab

This section is for future use.

## Branching Logic

Branching logic allows you to create multiple levels of Routing Guide rules within the Routing Guide. You can put conditions in place so that a set of Routing Guide rules only applies when it meets a higher-level condition. You can build a rule tree, where branches of the tree are only considered when the higher branches meet the routing criteria.

## Branching Example

This example describes a hierarchy of Routing Guide rules to deal with shipments that occur frequently from Packing Location A9901. The shipments are hazardous and the payment type is Cash on Delivery (COD) Amount.

The origin ID for A9901 exists with the Packing Location A9901.

Origin ID A9901

You are here: [Home](#) - Routing Guide

| Origins  |             |                                  | Packing Locations |                 |
|----------|-------------|----------------------------------|-------------------|-----------------|
| Origin   | Origin Type | Origin Name                      | Location          | Description     |
| A9901    |             | A9901 USA                        | A9901             | US Sales Office |
| A9901END |             | A9901 Endicia Rate Shopping Test |                   |                 |
| A9902    |             | A9902 GERMANY                    |                   |                 |
| A9903    |             | A9903 MEXICO                     |                   |                 |
| A9904    |             | A9904 CHINA                      |                   |                 |

1. The first rule must indicate that the shipment is hazardous. When the shipment is hazardous, the origin ID A9901HZY applies.
  - a. In option LN, create an origin ID A9901HZY.
  - b. To create a Routing Guide rule to point to the origin ID for hazardous shipments, in the Routing Guide, select origin ID A9901.
  - c. Create a Routing Guide rule.
  - d. In the Routing Guide Rule header, select the Origin Assignment field.
  - e. On the Origin Assignment tab, create A9901HZY as the origin ID.
  - f. On the Routing Criteria tab, in the Hazmat section, set Allow Hazmat to Yes.
  - g. Create the rule.

### A9901 Hazardous Rule

You are here: [Home](#) - Routing Guide

| Origins  |             |                                  |  |  |  |  |  |
|----------|-------------|----------------------------------|--|--|--|--|--|
| Origin   | Origin Type | Origin Name                      |  |  |  |  |  |
| A9901    |             | A9901 USA                        |  |  |  |  |  |
| A9901END |             | A9901 Endicia Rate Shopping Test |  |  |  |  |  |
| A9901ERR |             | PAYMENT METHOD                   |  |  |  |  |  |
| A9901HZN |             | NON-HAZARDOUS GOODS              |  |  |  |  |  |
| A9901HZY |             | HAZARDOUS GOODS                  |  |  |  |  |  |
| A9902    |             | A9902 GERMANY                    |  |  |  |  |  |

| Routing Rules |                                      |                     |                |          |         |                |               |
|---------------|--------------------------------------|---------------------|----------------|----------|---------|----------------|---------------|
| Key           | Rule Description                     | Start Date          | Exclusion Rule | Customer | Ship To | Ship To Name   | Postal Ranges |
| 00010         | US: LTL                              | Mon Apr 06 00:00:00 |                | 220710-1 | 16230   | Cloud Nine-DAL |               |
| 00020         | US: TL                               | Fri Jan 01 00:00:00 |                |          |         |                |               |
| 00030         | US: USPS                             |                     |                |          |         |                |               |
| 00035         | US: Endicia                          | Sun Jan 01 00:00:00 |                |          |         |                |               |
| 00040         | US: UPS                              |                     |                |          |         |                |               |
| 00060         | US: BAX Global/Schenker              | Sun Jan 01 00:00:00 |                |          |         |                |               |
| 00070         | INTL: CA - UPS                       | Mon May 01 00:00:00 |                |          |         |                |               |
| 00080         | INTL: CA - Purolator                 | Mon May 01 00:00:00 |                |          |         |                |               |
| 00090         | INTL: CA - FedEx Ground              |                     |                |          |         |                |               |
| 00100         | INTL: UPS - All countries            |                     |                |          |         |                |               |
| 00110         | INTL: DHL - All countries            |                     |                |          |         |                |               |
| 00120         | INTL: FedEx - All countries          |                     |                |          |         |                |               |
| 00130         | INTL: Use BAX/Schenker               |                     |                |          |         |                |               |
| 00140         | Omit UPS Ground if more than 3 packs |                     |                |          |         |                |               |
| 00150         | US: FedEx                            |                     |                |          |         |                |               |
| 00160         | Hazardous Goods Rule                 |                     |                |          |         |                |               |
| 00170         | Non-Hazardous Goods Rule             |                     |                |          |         |                |               |

2. The next rule in the hierarchy must indicate the action to take when the payment type for a hazardous shipment is COD Amount. For this condition, ID A9901COD is to apply.
  - a. In option LN, create an origin ID A9901HZY.
  - b. To create a Routing Guide rule to point to the origin ID for COD Amount payments, in the Routing Guide, select the origin ID A9901HZY.
  - c. Create a Routing Guide rule.
  - d. In the Routing Guide Rule header, select the Origin Assignment field.
  - e. On the Origin Assignment tab, create A9901COD as the origin ID.
  - f. On the Dynamic Criteria tab, in the Payment Method field, type COD Amount.
  - g. Create the rule.

### **A9901HZY Payment Rule**

You are here: [Home](#) - Routing Guide

| Origins  |             |                                  |  |  |  |  |  |
|----------|-------------|----------------------------------|--|--|--|--|--|
| Origin   | Origin Type | Origin Name                      |  |  |  |  |  |
| A9901    |             | A9901 USA                        |  |  |  |  |  |
| A9901END |             | A9901 Endicia Rate Shopping Test |  |  |  |  |  |
| A9901ERR |             | PAYMENT METHOD                   |  |  |  |  |  |
| A9901HZN |             | NON-HAZARDOUS GOODS              |  |  |  |  |  |
| A9901HZY |             | HAZARDOUS GOODS                  |  |  |  |  |  |
| A9902    |             | A9902 GERMANY                    |  |  |  |  |  |

| Routing Rules |                     |            |                |          |         |              |               |
|---------------|---------------------|------------|----------------|----------|---------|--------------|---------------|
| Key           | Rule Description    | Start Date | Exclusion Rule | Customer | Ship To | Ship To Name | Postal Ranges |
| 00010         | Payment Method Rule |            |                |          |         |              |               |

When the Routing Guide fires for a hazardous shipment with the payment type COD Amount, the process works as follows:

1. Routing Guide processing begins.
2. When the A9901 Routing Guide rules are checked, the relevant Routing Guide rule determines that A9901HZY applies.
3. When the A9901HZY Routing Guide rules are checked, the relevant Routing Guide rule determines that the rule with the Payment Method applies. This rule in turn determines that A9901COD is applicable.
4. The Routing Guide rules on A9901COD are checked.

This example shows that you can build rules in hierarchies, branching in a different direction depending on the criteria that are fulfilled.

## Exclusion Rule Logic

You can create a rule to exclude some services when the shipment has particular characteristics. This approach allows the shipper to keep the inclusive rules for services and to block off some services by using more explicit rules for exclusion.

## Exclusion Rule Example

The following image displays a Routing Guide rule that excludes any services in the Routing Assignment tab when the shipment reaches 40 kg in weight.

## Exclusion Field

You are here: [Home](#) - [Routing Guide](#) - Routing Guide Rule      Origin Id: A9941      Rule Id:

Start Date:          End Date:          Choice Level:

Start Time: 0      End Time: 0      Max. Transit Time: 0

Description:

Applicable For: ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN      ☒ Exclusion Rule  
☐ Origin Assignment ☐ Exception Rule

**Routing Criteria**    Dynamic Criteria    Routing Assignment    Accessorials    Rule Books

**Address Information**

**Include Address:**

Customer:

Ship To:

Ship To Name:

Postal Ranges:

City:

State:

Country:

**Shipment Weight/Volume**

Ship Weight Min.: 40

Ship Weight Max.: 0  KG

Ship Volume Min.: 0

Ship Volume Max.: 0

## Exception Rule Logic

An exception rule acts as a default when all other rules within an origin ID fail based on their criteria. Use an exception rule to provide an action to take when no other rules apply. Only one exception rule is allowed within an origin. This exception rule has no criteria set against it and is only used when all other rules within an origin fail to fire. To specify that a rule is an exception rule, select the Exception Rule field in the header of the Routing Guide rule for the associated origin.

### Exception Rule

You are here: [Home](#) - [Routing Guide](#) - Routing Guide Rule      Origin Id: A9901      Rule Id:

Start Date:          End Date:          Choice Level:

Start Time: 0      End Time: 0      Max. Transit Time: 0

Description:

Applicable For: ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN      ☐ Exclusion Rule  
☐ Origin Assignment ☒ Exception Rule

## Exception Rule Example

- Rule 1: The shipment is greater than 50 kg and the contents are hazardous.
- Rule 2: The shipment is greater than 50 kg and the contents are non-hazardous.
- Rule 3: An exception rule.

### Applying Rules

| Shipment                     | Rule Applied |
|------------------------------|--------------|
| 55 kg hazardous shipment     | Rule 1       |
| 55 kg non-hazardous shipment | Rule 2       |
| 7 kg hazardous shipment      | Rule 3       |
| 7 kg non-hazardous shipment  | Rule 3       |

### Automatic Service Assignment and the Routing Guide

You can use the Routing Guide to automatically assign a service, along with any other attributes specified in the Routing Assignment tab, to the shipment. You can configure a Route Assign workflow task to assign a service to the shipment. Attach the option as a task to a workflow:

#### Workflow Task

| Field        | Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KeyID        | BBSRAS50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Task Option  | BBSRAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Task Type    | Standard Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Program Type | Route Assign Shipment – Process Action – Black Box Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Parameters   | <p>If this field is blank, the service is assigned based on the preference weighting allocated to the services in the Routing Assignment tab of the Routing Guide rule. However, it is possible to specify additional parameters:</p> <p>APPLY-REQUIRED-DATE=YES</p> <p>The service assigned must be within the limits of the shipment Required Delivery Date/Time.</p> <p>APPLY-PRIORITY-CHEAPEST=YES</p> <p>The service assignment applies the cheapest service to the shipment.</p> <p>APPLY-PRIORITY-FASTEST=YES</p> <p>The service assignment applies the fastest service to the shipment.</p> <p>APPLY-PRIORITY-CHEAPESTANDFASTEST</p> <p>The service assignment searches for the cheapest service available. If there is more than one service</p> |

| Field | Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <p>with this cheapest rating, then the fastest of these services is chosen.</p> <p>APPLY-PRIORITY-CARRIERPERFORMANCE</p> <p>The service assignment applies the best carrier performance service to the shipment.</p> <p>APPLY-PRIORITY-CHEAPEST-WITHIN-REQ-DATE-ELSE-FASTEST</p> <p>The service assignment searches for services that deliver the shipment within the required delivery date. If there is more than one service in this category, then the cheapest of these services is chosen. If there are no services in this category, then the fastest service is chosen.</p> |

The task determines which service or services are suitable for the shipment, based on the configuration of the Routing Guide. Next, the preferred service is assigned to the service, along with any other attributes specified on the Routing Assignment tab of the applicable Routing Guide rule.

### Determining the Preferred Service for the Shipment

Each Service in the Routing Assignment tab has a particular weighting or preference value associated with it. The lowest value has the highest preference. This logic can be shown clearly by means of an example.

Routing Assignment: Service Preferences

| Services |                                  |            |
|----------|----------------------------------|------------|
| Service  | Description                      | Preference |
| UPSWW065 | UPS Express SaverSM - Intl       | 50         |
| UPSWW066 | UPS Worldwide ExpressSM - Intl   | 20         |
| UPSWW067 | UPS Worldwide ExpeditedSM - Intl | 10         |

In this example:

- Service UPSWW065 has a weighting of 50.
- Service UPSWW066 has a weighting of 20.
- Service UPSWW067 has a weighting of 10.

This means that the order of precedence for these services is as follows:

1. UPSWW067
2. UPSWW066
3. UPSWW065

If you do not assign a preference weighting to the service, the default value of zero applies. This weight is the lowest weight, and the highest preference. To ensure clarity about preference weightings, assign a weight to each service.

If no Routing Guide rules match the characteristics of the shipment, then the Routing Assignment task fails, and the shipment is not updated.

**Note** When multiple applicable rules match the characteristics of the shipment, and each service shares the same highest Preference value, then the system rate shops these services and selects the cheapest service as the preferred service. If you have set parameters for the BBSRAS task, these parameters are taken into account when selecting the service; the system does not automatically select the cheapest service.

### **Shipment Fields Updated During Route Assignment**

When the preferred service is determined, the following shipment fields are updated based on the contents of the Routing Guide tab of the applicable rule:

#### **Service & Carrier**

Shipment Service (XMSHDR0.SHROUT), and Shipment Carrier partner (XMSHDR0.SHSHPC). The carrier is associated with the service through the RT option.

#### **Billable Account**

Billable Carrier Account (XMS2DR0.S2TPACC) to which the freight is billed. This field applies if the Freight Payment Method is Collect or Third Party. If the Billable Account number needs to be updated, then this value is taken from the carrier account associated with the selected preferred service.

#### **Payment Method**

Freight Payment Method (XMSHDR0.SHTERM). This field is updated when freight billing applies to the preferred service.

#### **COD Payment Method**

COD Payment Method (XMSHDR0.SHCODM). If the Freight Payment Method is one of the COD varieties, then it is usually also necessary to update this field.

#### **Instructions**

Instructions are updated onto the Shipment Texts record (XMSTXT0), based on the system value to determine the text id (XMSTXT0.STTYPE):

#### **Special Instructions System Value**



| Category | Key                            | Value                               |
|----------|--------------------------------|-------------------------------------|
| SPS      | TEXT ID – SPECIAL INSTRUCTIONS | [Text ID with special instructions] |

### Inducted Location

The Routing Guide Rule may also determine the Shipper Account under which the shipment is shipped when a particular service is chosen. The Packing Location (virtual field SHWHOUSE) on the shipment is set, which determines the Shipper Account. For more about Packing Locations, see [Packing Locations Overview on page 1557](#). For more information about inducted locations, see [General Information on page 1650](#).

### Chargeable Service

This field is relevant when you use the Routing Guide Rule to determine which service should be used for billing. You can choose to ship using one method, and to bill using another method. This information is stored in the virtual field SHCHRGROUT.

### Third Party Info

The Third Party Address information, which overrides the address data in XMSNAM0 when the SNTYPE is TP. You can specify this information so that it is communicated to the carrier during the EOD process.

Updates are also made to shipment fields that are not determined by fields on the Routing Assignment tab:

### ETA Date

Expected Time of Arrival date (SHEDTE). If a transit time is calculated by the appropriate rating engine, then this field is updated.

### Transit Time

If a Transit Time is calculated by the appropriate rating engine, the Transit Time (SHJTEM) and Time Units (SHJTMEUNT) fields are updated.

### Transport Mode

If the Transport Mode exists in the RTMODE field of the Service record (XTROUT0. RTMODE), then this value is updated onto the SHMODE field on the shipment.

### Estimated Ship Date

This value is not stored in a field. It is determined using a combination of factors, as follows:

- The default Estimated Ship Date is taken from the Ship Date on the shipment.
- A check runs to determine whether there is a cut-off time for this service specified in the system values in the following table. The

system values are listed in the order that they are checked. If a system value does not exist, the field is next checked against the Service (XTROUT0) record in the RTCTME field.

### System Values for Shipment Times

| Category | Key                                                 | Description                                                                                                                                                                                  |
|----------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | SHIPLATESTTIME:<br>[service]: [Packing<br>Location] | Specify the appropriate time<br>in HH:MM format.<br><br>The service must be an entry<br>in the RT option and Packing<br>Location must be is a valid<br>packing location in the LN<br>option. |
|          | SHIPLATESTTIME:<br>[service]                        |                                                                                                                                                                                              |
|          | SHIPLATESTTIME:<br>[carrier]: [Packing<br>Location] |                                                                                                                                                                                              |
|          | SHIPLATESTTIME:<br>[carrier]                        |                                                                                                                                                                                              |

- If a cut-off time has passed during the time that rate shopping runs, then the Estimated Ship Date is moved forward to the next shipping day.

Any accessorials specified in the Accessorials tab of the Routing Guide assignment are added to the shipment, provided that these accessorials are available for the selected service.

### Rate Shopping and the Routing Guide

Use the Routing Guide to determine the services to consider during rate shopping, based on the rules that apply to the shipment. The services listed in the Routing Assignment tab of any applicable rules are considered for rate shopping.

## Example Routing Guide Rule Criteria

| Routing Criteria              | Dynamic Criteria                | Routing Assignment   | Accessorials         | Rule Books |
|-------------------------------|---------------------------------|----------------------|----------------------|------------|
| <b>Address Information</b>    |                                 |                      |                      |            |
| <b>Include Address:</b>       |                                 |                      |                      |            |
| Customer:                     | <input type="text"/>            |                      |                      |            |
| Ship To:                      | <input type="text"/>            |                      |                      |            |
| Ship To Name:                 | <input type="text"/>            |                      |                      |            |
| Postal Ranges:                | <input type="text"/>            |                      |                      |            |
| City:                         | <input type="text"/>            |                      |                      |            |
| State:                        | <input type="text"/>            |                      |                      |            |
| Country:                      | <input type="text" value="US"/> |                      |                      |            |
| <b>Shipment Weight/Volume</b> |                                 |                      |                      |            |
| Ship Weight Min.:             | <input type="text" value="0"/>  |                      |                      |            |
| Ship Weight Max.:             | <input type="text" value="50"/> | KG                   | <input type="text"/> |            |
| Ship Volume Min.:             | <input type="text" value="0"/>  |                      |                      |            |
| Ship Volume Max.:             | <input type="text" value="0"/>  | <input type="text"/> |                      |            |

In this example, the Routing Guide rule criteria is a ship to country of US and a maximum ship weight of 50 kg.

## Web UI Rate Shopping Task

You are here: [Home](#) - [Rate Shop](#) - Rates

Rate Shop

Ship Date: 21-Feb-2013

| Carrier                                                                             | Description                         | Charge | Buying Charge | Currency | Rate Per Hundred | Buying Rate Per Hundred | Transit Time | ETA Date    | Mode | Service  |
|-------------------------------------------------------------------------------------|-------------------------------------|--------|---------------|----------|------------------|-------------------------|--------------|-------------|------|----------|
|  | UPS Worldwide ExpeditedSM - Intl    | 58.07  | 58.07         | USD      | 5807.00          | 5807.00                 | 7            | 28-Feb-2013 | AIR  | UPSWW067 |
|  | UPS Express SaverSM - Intl          | 61.40  | 61.40         | USD      | 6140.00          | 6140.00                 | 7            | 28-Feb-2013 | AIR  | UPSWW065 |
|  | UPS Worldwide ExpressSM - Intl      | 64.37  | 64.37         | USD      | 6437.00          | 6437.00                 | 4            | 25-Feb-2013 | AIR  | UPSWW066 |
|  | UPS Worldwide Express PlusSM - Intl | 105.37 | 105.37        | USD      | 10537.00         | 10537.00                | 1            | 22-Feb-2013 | AIR  | UPSWW054 |

January 2013

|     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

February 2013

|     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  |     |     |

☐ Display Error Messages

  [Enter Shipment Info](#)

The previous image displays rate shopping results based on the following Routing Guide rule.

## Routing Criteria – Shipment Weight/Volume

The screenshot shows a window titled "Shipment Weight/Volume". Inside, there are four rows of input fields. The first row is "Ship Weight Min.:" with a text box containing "0". The second row is "Ship Weight Max.:" with a text box containing "0" and a magnifying glass icon to its right. The third row is "Ship Volume Min.:" with a text box containing "0". The fourth row is "Ship Volume Max.:" with a text box containing "0" and a magnifying glass icon to its right.

You can add further rules to make the routing criteria more or less specific. You can configure many rules for the applicable origin. The routing criteria of each rule is applied against the shipment to check whether the rule is valid for the shipment data. Only valid rules are used to determine the set of services that are shopped for the shipment.

### Reviewing Rate Shopping Results

When you run the Rate Shop task in the Workflow Portal, service rates are displayed. These service rates are based on the characteristics of the shipment at the time of shopping request. For details on the Rate Shopping screen in the Web UI, see [Transportation Management System User Guide](#).

### Service Selection Validation and the Routing Guide

You can configure QAD GTTE to review the service currently assigned to a shipment, which is stored in XMSHDR0.SHROUT, and to determine whether the route is valid for the shipment based on the Routing Guide rules that apply to the shipment.

You can set a system value to specify that service selection validation takes place during rating.

#### Routing Guide

| Category | Key                                | Explanation                                                                                                                                                                                                                                                                                                                                               |
|----------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPSRUTE  | CHARGE<br>CALCULATION<br>VALIDATOR | <p>There are three possible values:</p> <p>blank – There is no validation during manifesting.</p> <p>ERROR – Validation is run during rating. If the service does not pass validation, then the shipment is not rated. A message about the invalid route is stored against the shipment and displayed on the Invalid Rates tab of the Rate Shop task.</p> |

| Category | Key | Explanation                                                                                                                                                   |
|----------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |     | WARNING – Validation is run during manifesting. If the service does not pass validation, then the shipment is manifested. A warning is displayed to the user. |

## Troubleshooting Routing Guide Problems

A Debug Routing Guide Assignment Workflow task, WFTGRP, is available for troubleshooting routing guide assignment issues. Configure the SHOPRT: STORE RESULTS IN DB system value to ensure that this task contains the necessary troubleshooting information.

### SHOPRT: STORE RESULTS IN DB System Value

| Category | Key                                  | Value                 | Description                                                                                                                                                                                                                 |
|----------|--------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPSROUTE | SHOPRT:<br>STORE<br>RESULTS IN<br>DB | YES,SAVE-<br>CRITERIA | Comma-separated values. When the first value is set to YES, the history of the rate shop is saved. When the second value is set to SAVE-CRITERIA, the criteria that determined the selection of the services is also saved. |

## Debug Routing Guide Assignment Workflow Task

Debug Routing Guide Assignment

Jump to...

STGL A9901 0000729 0

AppliedFailed

| Origin ID | Origin Name | Origin Key | Start Date | End Date | Carrier | Services                                              | Pa |
|-----------|-------------|------------|------------|----------|---------|-------------------------------------------------------|----|
| A9901     | A9901 USA   | 30         |            |          |         | DHLGMDPAE,DHLGMDPAS,DHLGMDPPE,DHLGMDPPS               | YE |
| A9901     | A9901 USA   | 40         |            |          |         | FDXD2,FDXDP,FDXDS,FDXDE,FDXGND,FDXDF                  | YE |
| A9901     | A9901 USA   | 50         |            |          |         | ONTRGOLD,ONTRGROUND,ONTRSUNRIS                        | YE |
| A9901     | A9901 USA   | 80         |            |          |         | ENDCPRIORITY,ENDC1STCLS,ENDCPRCPST                    | YE |
| A9901     | A9901 USA   | 90         |            |          |         | UPSUS001,UPSUS002,UPSUS003,UPSUS012,UPSUS013,UPSUS059 | YE |

Services from failed rules.

| Service    | Service Name                                       | Carrier | Origin ID |
|------------|----------------------------------------------------|---------|-----------|
| DHLGMIBUSD | DHL Global Mail - Int - GM Business Standard       | QDHLGM  | A9901     |
| DHLGMIPAPY | DHL Global Mail - Int - GM Intl Standard Expedited | QDHLGM  | A9901     |
| DHLGMIPASD | DHL Global Mail - Int - GM Intl Standard Standard  | QDHLGM  | A9901     |
| DHLGMIPDEX | DHL Global Mail - Int - GM Parcel Direct Express   | QDHLGM  | A9901     |
| DHLGMIPDPY | DHL Global Mail - Int - GM Parcel Direct Expedited | QDHLGM  | A9901     |
| FDXIP      | FedEx International Priority® - Customer Packaging | QFEDEX  | A9901     |
| FDXIE      | FedEx International First® - Customer Packaging    | QFEDEX  | A9901     |

Complete

Close

Page 1 of 1

Select All

Create

Build Shipment (ZS Layout B)

Build Cons

Ready

## Configuring TE Menu Options

This section describes how to configure the [Rate Shop on page 1496](#), [EOD Manifest on page 1500](#), [Cancel or Reprint Label on page 1504](#), and [Recall Shipment on page 1507](#) menu options.

### Configuring the Rate Shop Screen

The **Rate Shop on page 1496** screen allows you to search for carrier rates using criteria including delivery dates, address details, and package dimensions. Use the screen to quickly obtain rate quotes based on basic information, without the need to create a shipment in the system. This screen can have up to four tabs, each with slightly different search criteria.

You can configure the number of tabs that appear on the screen. Carriers base their rates on a range of criteria, and these criteria vary from one carrier to the next. When choosing tabs, consider the carriers configured for this supplier. Consider also the shipper location; for example, some countries do not have post codes.

The following table displays the system values that you can use to configure the **Rate Shop** screen.

#### System Values: Rate Shop Screen

| Category | Key                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | RATESHOP DISABLE VALIDATION  | <p>Possible values:</p> <p>yes – The City and Postal Code fields in the Ship To address are validated against the Place field in the Places screen and the Postal Code field in the Postal Codes screen, respectively. The related Disable Validation on City and Postal Code checkbox on the Rate Shop screen, menu option SHRATE, is not selected.</p> <p>no – Validation is not run against the City and Postal Code fields in the Ship To address. The related Disable Validation on City and Postal Code checkbox on the Rate Shop screen, menu option SHRATE, is selected.</p> <p>Default value: yes.</p> |
| ITRAX    | RATESHOP SHIP FROM MANDATORY | <p>Possible values:</p> <p>yes – The Ship From field is mandatory.</p> <p>no – The Ship From field is optional.</p> <p>Default value: yes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ITRAX    | RATE SHOP SHOW BASE COSTS    | <p>Determines the charges that appear in the View Rates table.</p> <p>Possible values:</p> <p>Customer – Displays the Buying Charge column. The Buying Charge column displays the amount that the shipper pays the carrier for shipping the item.</p> <p>Company – Displays the Charge column. The Charge column contains the amount that the shipper charges the buyer for shipping the item.</p> <p>Both – Displays both the Buying Charge and Charge columns.</p> <p>None – Neither column displays.</p>                                                                                                     |

| Category | Key                                  | Description                                                                                                                                                                                                                                                                                                                                                                 |
|----------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                      | Default value: Company                                                                                                                                                                                                                                                                                                                                                      |
| ITRAX    | RATESHOP<br>SHOW CHARGE<br>BREAKDOWN | <p>To view a breakdown of each charge in the View Rates table, set this system value to yes. An information icon appears beside the charge amount. When the user clicks this icon, a window pops up displaying the charge breakdown information.</p> <p>Possible values: yes, no<br/>Default value: no</p>                                                                  |
| ITRAX    | SHOW BREAKDOWN<br>DETERMINATION      | <p>This system value applies when the RATESHOP SHOW CHARGE BREAKDOWN system value is enabled for either the <b>Rate Shop</b> screen or the Rate Shop step of Desktop Shipping. If SHOW BREAKDOWN DETERMINATION is set to yes, then information on how each charge breakdown is calculated appears on the screen.</p> <p>Possible values: yes, no<br/>Default value: yes</p> |
| ITRAX    | RATESHOP-TABS                        | <p>Determines which tabs to show in <b>Rate Shop</b> and the order in which they appear.</p> <p>Possible values:<br/>ADDRESS – Rate Shop tab<br/>POSTAL – Rate Shop (Postal Codes) tab<br/>IATA – Rate Shop (Airport Codes) tab<br/>POSTALSTATE – Rate Shop (Postal/State Codes) tab<br/>Default value: POSTAL,ADDRESS</p>                                                  |
| ITRAX    | SPS RATESHOP PDF<br>FILENAME         | <p>This system value specifies the file name for the PDF file of rates that the user can save to their computer. Enter the file name without the pdf file extension.</p>                                                                                                                                                                                                    |



| Category | Key                                  | Description                                                                                                      |
|----------|--------------------------------------|------------------------------------------------------------------------------------------------------------------|
|          |                                      | Default Value: RateShopReport                                                                                    |
| ITRAX    | SPS RATESHOP<br>SHOW PLACE<br>OPTION | Determines whether the To Place field appears next to the To Airport field in the Rate Shop (Airport Codes) tab. |

## Configuring the EOD Manifest Screen

**EOD Manifest** allows the user to group or batch shipments so that they are ready for collection from your Packing Location by the carrier. The **EOD Manifest** screen, menu option SPSEOD, groups all shipments with the same Packing Location and carrier that have been rated, but not included in a previous batch, into a new batch. This batch is then used to produce a carrier manifest document for the pickup driver, and as a means of transmitting information to the carrier system. For more information on EOD Manifest, see [EOD Manifest on page 1500](#).

### EOD Manifest

The screenshot shows the 'End of Day Manifest' window. At the top, there are input fields for 'Packing Location' (A9901), 'Carrier' (UPS:UPS), and 'Locale' (QPSLBB). To the right, there are fields for 'Trailer ID' and 'Trailer2 ID'. Below these are buttons for 'Generate PLD File', 'Run', and 'Create'. A 'Batches' section contains a table with columns: Batch, Date, Time, Int, Pickup Number, Book Nu..., Sent, Code, PDL Description, User, Shipment Closed, Total Shipments, and Total Packages. The table lists several batches, with the last one (11554) highlighted. At the bottom, there is a 'Shipments' section and a 'Close' button.

| Batch | Date        | Time  | Int | Pickup Number | Book Nu... | Sent | Code   | PDL Description              | User        | Shipment Closed | Total Shipments | Total Packages |
|-------|-------------|-------|-----|---------------|------------|------|--------|------------------------------|-------------|-----------------|-----------------|----------------|
| 11692 | 13-Nov-2012 | 4.21  | ✓   |               |            |      |        |                              | QCONFIG     |                 | 9               | 9              |
| 11584 | 04-Sep-2012 | 0.12  | ✓   | 0007711911    | 0007711    | ✓    | 000000 | Warning: Faking Transmission | QCONFIG     |                 | 1               | 2              |
| 11582 | 03-Sep-2012 | 23.36 | ✓   | 0007711900    | 0007711    |      |        |                              | QCONFIG     |                 | 1               | 4              |
| 11581 | 03-Sep-2012 | 23.31 | ✓   | 0007711896    | 0007711    |      |        |                              | QCONFIG     |                 | 6               | 9              |
| 11568 | 08-Aug-2012 | 7.12  | ✓   |               |            |      |        |                              | 4GLLISTENER |                 | 3               | 3              |
| 11557 | 30-Jul-2012 | 5.22  | ✓   |               |            |      |        |                              | QCONFIG     |                 | 10              | 11             |
| 11554 | 24-Jul-2012 | 6.26  | ✓   |               |            |      |        |                              | TST         |                 | 28              | 31             |

The following table contains information on system values that you can use to configure EOD Manifest.

### EOD Manifest System Values

| Category | Key                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | EOD – BATCH<br>CONSTRAINT –<br><N> | <p>The TrailerID and Trailer2 ID fields shown in <a href="#">Figure 1012 on page 1667</a> are examples of constraints applied to the creation of an EOD batch. These fields allow the user to create an EOD batch using a subset of shipments that a particular carrier is shipping from one packing location. In this example, the constraints are the ID numbers of trailers on which shipments are loaded. You can enter the number of the specific trailer that you want to run EOD Manifest on. Create the constraint fields using the EOD – BATCH CONSTRAINT – &lt;N&gt; system value, and map to fields in the shipment header table XMSHDR0.</p> <p>Format:</p> <p>LABEL=&lt;FIELD LABEL&gt; <br/>FIELD=&lt;SHIPMENT HEADER<br/>TABLE.SHIPMENT HEADER TABLE<br/>FIELD&gt; &lt;GLOBAL CARRIER CODE&gt; <br/>&lt;OPTIONAL/MANDATORY&gt;</p> <p>&lt;FIELD LABEL&gt; – The text that accompanies the field on the screen.</p> <p>&lt;SHIPMENT HEADER<br/>TABLE.SHIPMENT HEADER TABLE<br/>FIELD&gt; – The name of the shipment header table and the field in the table, separated by a period.</p> <p>&lt;GLOBAL CARRRIER CODE&gt; – Adding a carrier code specifies that this constraint only applies to batches created for that particular carrier.</p> <p>&lt;OPTIONAL/MANDATORY&gt; – Specifies whether the field in the UI is optional or mandatory. The default value is optional.</p> <p>Example: LABEL=Trailer ID <br/>FIELD=XMSHDR0.SHXNO1 UPS</p> |
| SPS      | EOD – CLOSE<br>SHIPMENTS           | <p>Possible values:</p> <p>yes – Shipments close automatically during the EOD process after the PLD file transmits successfully to the carrier.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Category | Key                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                       | <p>If all of the shipments on the batch close successfully, then the batch is flagged with a Y in the GRSTSF field to indicate that the batch is fully closed. If some of the shipments fail to close, then the next time an option is run against the batch, the process attempts to close the remaining open shipments. The batch itself is only flagged as closed when all of the shipments are closed.</p> <p>no – Shipments do not close automatically during the EOD process after the PLD file transmits successfully to the carrier.</p> <p>Default value: no.</p> |
| SPS      | END OF DAY CARRIERS – <LOCATION CODE> | <p>This system value allows you to restrict the carriers that appear on the <b>EOD Manifest</b> screen for a specific location. It consists of a comma-separated list of global carrier codes that are applicable for the selected packing location.</p> <p>Example: END OF DAY CARRIERS – ABC with a value of PURO,UPS</p> <p>This example shows that for packing location ABC, the only available carriers are Purolator (PURO) and UPS.</p>                                                                                                                             |
| ITRAX    | EOD PDF ACTION                        | <p>Specify the EOD action performed when the PDF button is selected. It should be tied to the action dropdown menu. The possible values are PRTSUMMARY, PRTDETAIL, PRTLABEL, and PRTHAZMAT. The default value is PRTSUMMARY.</p>                                                                                                                                                                                                                                                                                                                                           |
| SPS      | EOD – CREATE BUTTON OPTIONS           | <p>Use this system value to allow multiple batches to be created in one step.</p> <p>Possible values: ALL, SELECTED, NONE</p> <p>Default value: NONE</p> <p>This system value is available in the Web UI only.</p>                                                                                                                                                                                                                                                                                                                                                         |

| Category | Key                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | <CARRIER>: END OF DAY UNIT – <LOCN> | <p>Use this system value to run the steps in the EOD process one at a time or in a continuous sequence. Setting this system value to no allows the user to step through the EOD options without having the system automatically run through the remaining options. For example, it is possible to run Create Batch without automatically running Generate PLD File.</p> <p>Possible values: yes, no</p> <p>Default value: yes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| SPS      | <CARRIER>: SHIP REFERENCES          | <p>Use this system value to create references to send to carriers. Carriers use these references for tracking purposes at the carrier side, or for reports from the carrier side that are sent to the receiver. These references are also printed on the carrier labels. You can configure these references for each transaction, or specify a default list of references for the system as a whole.</p> <p>Enter a comma-separated list of values. The number of codes that carriers accept varies. If you specify more than the maximum allowed by the carrier, then the references that exceed the limit set by the carrier are ignored. For a list of possible values for this system value, see the SPS tab of Appendix A on the QAD Document Library.</p> <p>This system value does not apply to the carrier UPS. For UPS, this configuration is made using the system value UPS: CUST REFERENCE.</p> |
| SPS      | UPS: CUST REFERENCE                 | <p>This system value has the same purpose as &lt;CARRIER&gt;: SHIP REFERENCES. It applies to the UPS carrier. The system value &lt;CARRIER&gt;: SHIP REFERENCES does not apply to UPS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Category | Key                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | <CARRIER>: SHIP REFERENCES – <LOCN> | This system value is similar to <CARRIER>: SHIP REFERENCES, but it allows you to create references for carriers that relate to a particular packing location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| SPS      | EOD: <CARRIER> OPTION <NUMBER>      | <p>Use this system value to configure buttons that appear on the <b>EOD Manifest</b> screen for a particular carrier. To create the carrier-specific key, replace &lt;CARRIER&gt; with the carrier code and &lt;NUMBER&gt; with a three-digit number that determines the order of the options that are configured for the button.</p> <p>Example:</p> <p>System Value key: EOD: UPS OPTION 020</p> <p>System Value contents:<br/>CREATEFILE,Generate PLD<br/>File,xtnote_u,xtnote_d,02,UPSPLD,,,NON-CUST,01,</p> <p>There are 11 possible fields:</p> <ul style="list-style-type: none"> <li>• Field 1: A unique code to indicate the purpose of the new option.</li> <li>• Field 2: A description that appears in the tooltip for this button.</li> <li>• Field 3: An image file that displays when the button is enabled.</li> <li>• Field 4: An image file that displays when the button is disabled.</li> <li>• Field 5: The option type for this action, as listed in the corresponding menu option.</li> <li>• Field 6: The option name for this action, as listed in the corresponding menu option.</li> <li>• Field 7: If the requirement is to print a document for the batch, specify the document type.</li> </ul> |

| Category | Key                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                     | <ul style="list-style-type: none"> <li>Field 8: If the requirement is to print a document for the batch, specify the document reference.</li> <li>Field 9: Set to NON-CUST to have the button appear in the set of buttons on the top left of the SPSEOD screen, and to include the action as part of the standard EOD set of options. Set to CUST to configure the button to appear on the top right of the SPSEOD screen, rather than running the action directly as part of the standard EOD set of options.</li> <li>Field 10: The Batch Status before the task is run, which is the status that must be on the batch before it is possible to run this option.</li> <li>Field 11: The Batch Status after the task is successfully run.</li> </ul> <p>This system value replaces the system value SPSEOD: &lt;carrier&gt; OPTION &lt;number&gt;, which is obsolete.</p> <p>Use this system value to configure EOD options when the options are closely linked with the actual carrier options and perform an action in sequence with other carrier options.</p> |
| SPS      | EOD SPLIT CARRIER: [global carrier] | <p>This system value determines whether a particular carrier is split into more than one carrier for the EOD process. This is necessary when a carrier is divided into two particular business units, and when it requires that its EOD process is run separately for each of these business units.</p> <p>Example:</p> <p>FedEx is divided into FedEx Express and FedEx Ground – these have two separate carrier pickups. The configuration of the integration is the same for both businesses of this</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Category | Key                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                           | <p>carrier, but the EOD processes run separately.</p> <p>Key: EOD SPLIT CARRIER: FEDEX</p> <p>Value: FEDEX,FDXGND</p> <p>This example displays the carriers FEDEX and FDXGND on the <b>EOD Manifest</b> screen.</p>                                                                                                                                                                                                                                                                                                                                                                       |
| SPS      | EOD SPLIT SERVICES:<br>[business carrier] | <p>This system value applies whether the carrier is divided into more than one business for EOD processing using the system value EOD SPLIT CARRIER: [global carrier]. It determines what services are applicable to the different splits of the carrier. The system value includes the list of services applicable to this particular business of the carrier.</p> <p>Example:</p> <p>Key: EOD SPLIT SERVICES:<br/>FDXGND</p> <p>Value: GND,HOME</p> <p>In this example, the FDXGND business carrier is applicable for the services GND and HOME only, for the global carrier FEDEX.</p> |
| SPS      | EOD – NOT APPLICABLE FOR BATCH            | <p>System value format:<br/>[Field1=Value1,Value2][Field2=Value3]</p> <p>The   symbol represents the logical OR. If Field1 is equal to either Value1 or Value 2, or Field2 is equal to Value3, then the shipment is not eligible for batch processing.</p> <p>Possible fields:</p> <ul style="list-style-type: none"> <li>• SHPCOL</li> <li>• SHSTSF</li> <li>• SHSSTS</li> <li>• SHGRUP</li> <li>• SHOREF</li> <li>• SHCREF</li> <li>• SHFREF</li> </ul>                                                                                                                                 |

| Category | Key                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                          | <ul style="list-style-type: none"> <li>SHBREF</li> </ul> <p>Reserved keyword values are:<br/> <b>**BLANK**</b> – to indicate that the value condition is blank<br/> Example:<br/> SHSTSF=XX SHSSTS=<b>**BLANK**</b><br/> The shipment is not eligible for EOD processing if the SHSTSF field contains a value of XX, or if the SHSSTS field is blank.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| SPS      | UPLOAD FAILURE FROM USER | <p>You can configure the system to email users when the EOD process does not complete successfully for a particular carrier or packing location. The user then manually intervenes in the EOD process when necessary. It is recommended that email notifications are put in place for environments that use black box messaging, as there is no user interface.</p> <p>Value: Holds the username of the person on whose behalf the system sends the emails.</p> <p>Example: MYUSER</p> <p>In this example, the email address of the From User is determined by finding the MYUSER record in option US. Next, using the Employee partner field on the User record, the system finds the NR record for this Employee partner value. Then, in option NR, the Email field (NREML) is referenced to find the email address applicable for the From User.</p> <p>For more information, see the system values UPLOAD FAILURE MESSAGES and UPLOAD FAILURE METHOD in the SPS tab of Appendix A on the QAD Document Library.</p> <p>Alternatively, from S23 onwards, it is possible to avoid setting up records through options US and NR, and to allow explicit entry of email addresses</p> |



| Category | Key | Description                                                                                                                                                                                                         |
|----------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |     | <p>instead. This is done by prefixing the system value with the word EMAIL.</p> <p>Example: EMAIL:<br/>fromuser@company.com</p> <p>In this example, the email address of the From User is fromuser@company.com.</p> |

**Note** It is good practice to close shipments after they are included in an EOD manifest. This practice allows shipment searches to run more quickly, because users can specify that closed shipments be ignored. To close shipments after inclusion in an EOD manifest, use the system value EOD – CLOSE SHIPMENT.

### Configuring the Void a Shipment Screen

The **Void a Shipment** screen allows the shipper to search for a shipment and void the shipment or reprint the carrier label for the shipment. You can only void a shipment when it has not been included in an EOD manifest. The **Void a Shipment** screen consists of a Search screen and a Results screen, both of which are configurable.

The following table displays the system value used to configure the appearance of the **Void a Shipment** screen.

#### System Values: Void a Shipment

| Category | Key                                    | Function                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | INQUIRY<br>WILDCARD<br>SEARCH DISABLED | <p>By default, if a user enters a numeric value without wildcards in either search field, a wildcard search is performed. To disable the default wildcard search and improve performance on the <b>Inquiry</b> and <b>Void a Shipment</b> screens, set this system value to yes. However, if you explicitly enter a wildcard in the search field, a wildcard search is performed irrespective of this system value.</p> |

### Configuring the Recall Shipment Screen

The **Recall Shipment** screen allows users to search for and edit a shipment.

It is not possible to configure the appearance of the **Recall Shipment** screen.

The **Inquiry on page 141** screen allows users to carry out the same tasks as the Recall Shipment screen, but with the advantage of additional search capabilities. The [INQ RECALL AND TRACK ENABLED system value on page 547](#) controls the availability of the Recall facility on the **Inquiry** screen. For more information, see [Inquiry on page 459](#).

It is not possible to recall closed shipments and rated shipments.

## Simplified Shipping Configuration

**Configure Shipment Forms**, menu option TE\_SC, allows you to create shipment forms that users can select in **Create Shipment on page 1507**, menu option TE\_SS. The fields in the form map to fields in the ShipShipment REST API request described in the Transportation Execution API Swagger page. The Swagger page is accessible from the Client Resources > API Swagger Page > Transportation Execution menu option in the Administrator role menu. Users complete a form to create a shipment. The **Create Shipment** screen is much simpler than [Desktop Shipping on page 1509](#), which has multiple screens and requires the user to have a deeper understanding of the shipping process.

When you first access the **Configure Shipment Forms** screen, a list of shipment forms is displayed on the screen. The list contains four columns—Name, Description, Users, and Actions. You can search for a particular form by name or description by entering text in the search field above the list. Use the paging facility below the form list to page through the full list.

To create a shipment form, click the Add New button above the search field. For more information on how to create a shipment form, see [Creating a Shipment Form on page 1676](#).

To edit a shipment form, click the pencil icon in the Actions column and edit the form to suit your needs. For more information on how to adjust the shipment form, see [Creating a Shipment Form on page 1676](#).

To copy a shipment form, click the copy icon in the Actions column and adjust the copy to suit your needs. For more information on how to adjust the shipment form, see [Creating a Shipment Form on page 1676](#).

To make a shipment form available to a user or group of users, click the Add Users button in the Actions column. For more information, see [Sharing a Shipment Form on page 1681](#).

To delete a shipment form, click the trash can icon in the Actions column. In the Delete Shipment Form dialog, click Delete.

## Creating a Shipment Form

To create a shipment form for the **Create Shipment** screen:

1. On the **Configure Shipment Forms** screen, menu option TE\_SC, click the Add New button.

2. On the Welcome to the Configurator dialog, select an appropriate template based on the template descriptions.
3. Click Get Started Now!

The editable template form opens, with a Sections area to the right of the form. The sections listed in this area depend on the template that you selected at step 2.

**Sections:**

- Addresses
- Package Information

**Available Fields** | Attributes | General

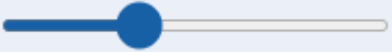
Show: All Fields ▾

|  |                     |      |
|--|---------------------|------|
|  | Company Cost Center | From |
|  | Company or Name     | From |
|  | State               | To   |
|  | To                  |      |

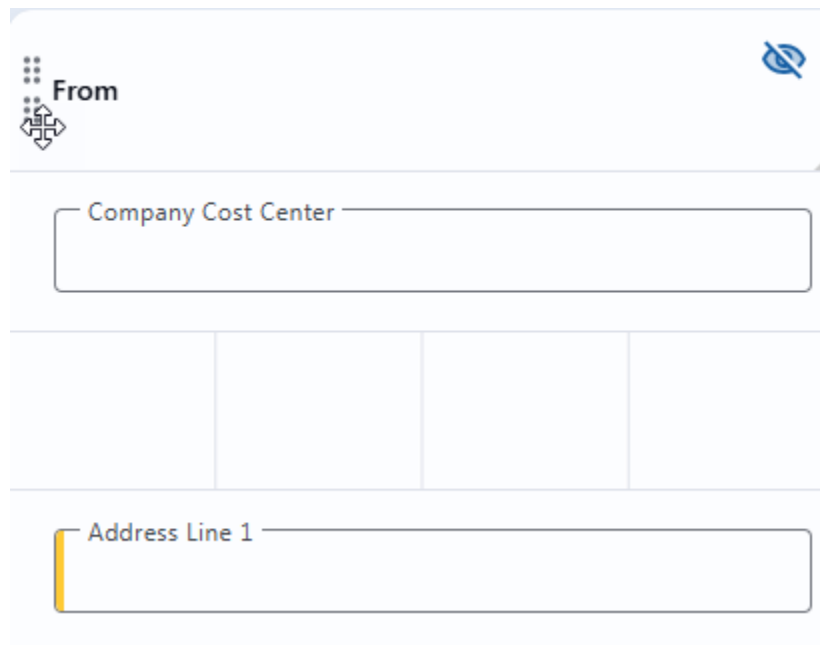
The Available Fields tab of the Sections area contains the input fields and label fields available for display on the form. You can click a section name—Addresses or Package Information—to see the fields available for that section. The fields in the Addresses section are identified as being part of a From address or To address by the presence of a blue chip, to the right of the field name, with the text To or From. The Show dropdown menu allows you to list all fields in a section, all visible fields in a section only, or all hidden fields in a section only. The Attributes tab allows you to modify the attributes of the input field that you select in the form. You cannot modify label field attributes. The General tab allows you to configure general settings about the shipment that is created on completion of the Create Shipment form.

4. In the New Form Name text box, specify a unique name for the shipment form.
5. In the text box for the form description and purpose, enter the appropriate text.

6. If you want to enlarge the form or make it smaller, use the zoom

control  1 to the right of the form description.

7. Review the fields that are visible on the form and compare them with the fields on the Available Fields tab of the Sections area. Click the eye icon to toggle between making the field visible on the form and making it invisible on the form.
8. When you make a field invisible on the form, a white space displays on the form where the field was previously visible. Drag and drop the visible fields to arrange the form so that there are no blank spaces. The image below shows the configurable form with the cursor hovering over the area that enables the drag and drop functionality, and a hidden field between the Company Cost Center field and the Address Line 1 field.



9. To modify the attributes of a field, select the field on the form or on the Available Fields tab of the Sections area. The selected field shows on the form with a thin blue border, and on the Available Fields tab with a blue background, as shown in the following image. Click the Attributes tab to view the attributes of the selected field.

The fields in the Attributes tab that you can update include:

### Field Name

Specify the text label for the field in the form. You cannot change the text for the To and From label fields.

### Placeholder

Specify text that you want to appear in the form field before the user enters text; for example, you can add help or hint text to explain the purpose of the field. If you specify a default value for the field, the placeholder text does not appear in the field.

### Required

To make this field a mandatory field in the form, select this checkbox. Mandatory fields appear in the form with a yellow left border.

### Default Value

For a text box field, specify the value in the field before the user enters text. If the user does not change this value, it is used to create the shipment.

### Options

For dropdown menu fields, specify the selected value from the menu.

### Enabled

To make this field an editable field in the form, select this checkbox. Disabled fields appear in the form with a gray border and a gray text label.

10. To configure the general settings for the shipment created from the form, click the General tab of the Sections area. The settings in this tab are required to create a shipment in the system using the ShipShipment API, and many users are not familiar with them. As an

administrator, you can set these fields. They are always hidden from users so that they do not change them.

The fields in the General tab that you can update include:

### **Shipment Transaction Type**

Specify the transaction type associated with the shipment. Shipment transaction types are defined in **Transaction Types**, menu option Z9. This field is mandatory in the ShipShipment REST API request.

### **Shipment Type**

Specify the shipment type associated with the shipment. It is a field in the shipment header and it triggers the rules that are run when a shipment is created. Shipment types are defined in **Shipment Types**, menu option ZS. This field is mandatory in the ShipShipment REST API request.

### **Payment Type**

Specify the payment type associated with the shipment. It is a parameter used in the rating of the shipment. This field is mandatory in the ShipShipment REST API request.

### **Carrier Service**

Specify the carrier service associated with the shipment. Although a carrier service is necessary to create a shipment, it does not have to be set up using this field. The alternative approach is to leave this field blank, in which case the routing guide runs and assigns a service to the shipment if it is configured to do so. For information on how to configure the routing guide, see [Routing Guide Overview on page 1633](#).

### **Packing Location**

Specify the packing location associated with the shipment. If you do not specify a value for this field, the packing location for the shipment is determined by the packing location selected in the [Packing Location field on page 47](#) on the Login screen and is listed in the Profile option on the [User menu on page 52](#).

11. To preview how the form will look to users, click the Preview button below the Sections area. To return to editing the form, click the Edit button at the top of the screen.
12. To save the form, click the Save & Publish button below the Sections area. Your form is saved and is accessible in the shipment forms list. To discard your changes to the form, click the Discard button below the Sections area.

**Important** If you click the Discard button when you have unsaved changes, you are not prompted to confirm that you want to discard your changes. The Shipment Form List screen opens immediately.

**Note** If you click the Save & Publish button, the screen for making the shipment form available to users and groups opens. For details of how to use this screen, see [Sharing a Shipment Form on page 1681](#). Make any adjustments you want to the list of users and groups who have access to the form and click Save to open the shipment forms list. If you choose not to share the form with any users and groups, click Discard to return to the blank form where you can either create another shipment form or click Discard to return to the list of shipment forms. From this list, you can click the Add Users button in the Actions column to share the form with users or groups in the future.

## Sharing a Shipment Form

To make a shipment form available to users in the **Create Shipment** screen:

1. On the **Configure Shipment Forms** screen, in the table of shipment forms, click the Add Users button for the form that you want to share.

The screen changes to show the available groups on the left, and the users and groups that the form is currently available to on the right.

 **Configure Shipment Forms**

< German domestic - Users

All available View: Groups ▾

|                          | Name          | Description                   |
|--------------------------|---------------|-------------------------------|
| <input type="checkbox"/> | ADMINISTRATOR | Administrator                 |
| <input type="checkbox"/> | CONSOLIDATED  | Consolidated Shipment         |
| <input type="checkbox"/> | CSR           | Customer Service Rep          |
| <input type="checkbox"/> | CSRMGR        | Customer Service Manager      |
| <input type="checkbox"/> | DCAA9901      | A9901/123451 for CA users     |
| <input type="checkbox"/> | DCAA9905      | A9905/123455 for CA users     |
| <input type="checkbox"/> | DCAA9906      | A9906/123456 for CA users     |
| <input type="checkbox"/> | DCAPITD       | Pitt Ohio/878787 for CA users |
| <input type="checkbox"/> | DCCA9901      | A9901 for CC users            |

Page 1 of 4
25 Rows per page

Added View: Users and groups ▾

|                          | Name     | Description                | Category |
|--------------------------|----------|----------------------------|----------|
| <input type="checkbox"/> | QTGLUSER | Global Shipping User Group | Group    |

Page 1 of 1
25 Rows per page

2. In the All available list, select the user groups that you want to make the shipment form available to. When you have completed your selection, click the right arrow  to add the selected groups to the Added list on the right.  
  
You can use the Search option above the list to search for a specific user group by name.
3. In the All available list, use the View: dropdown menu above the list to change the list to display users. Select the users that you want to make the shipment form available to. When you have completed your selection, click the right arrow  to add the selected users to the Added list on the right.
4. If you want to remove any groups or users from the Added list on the right, select the groups and users in the list and click the left arrow.
5. To save your changes, click Save. To discard your changes, click Discard.

## Desktop Shipping Configuration

Before configuring Desktop Shipping, it is recommended that you read [Desktop Shipping on page 1509](#) for a description of how the Desktop Shipping functionality works from a user perspective.

Typically, production shipments are created by making API calls to GTTE. However, your organization can use Desktop Shipping to create a shipment within GTTE by capturing partner and product information. The typical Desktop Shipping user is not a shipping clerk but a desktop user who occasionally ships a parcel to a customer.

You can configure the appearance of Desktop Shipping by creating templates for the Desktop Shipping wizard. The user selects a template from the Shipment Wizard dropdown menu on step one of the Desktop Shipping wizard.

Desktop Shipping wizard templates consist of a number of steps with fields that the user completes to create a shipment. The steps in the template reflect the procedure that your organization follows to create a shipment. You can create multiple templates. For example, an international shipment for a particular customer requires different fields and steps to a domestic shipment. You can create global templates, or templates for specific clients, users, or client and user combinations. Each user sees a list of templates appropriate to their role.

You can define a template with up to ten steps. The following table displays these steps in the order that they appear in a template. The Origin/Destination step is mandatory; all other steps are optional, but typically the Confirmation step is included.

### Desktop Shipping Steps



| Wizard Steps | Step Name          | Contents                                                                                                                                                                                                            |
|--------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORIG         | Origin/Destination | Ship from and ship to addresses, and package and payment details.                                                                                                                                                   |
| COMP         | Compliance         | Compliance checks on the shipment including checks to prevent shipments being sent to denied parties or embargoed countries. You can display the compliance check results in a pop-up window or in a separate step. |
| PACK         | Package Details    | Details of multiple packages within a shipment.                                                                                                                                                                     |
| PROD         | Products           | Details of multiple products within a shipment.                                                                                                                                                                     |
| METH         | Method/References  | References related to the shipment; for example, customs and invoice references. This step also allows you to specify search criteria to use when shopping for rates.                                               |
| SERV         | Services (Rates)   | A list of rates available for the shipment, including details of the charges.                                                                                                                                       |
| ACCL         | Accessorials       | A list of add-on services offered with a particular service.                                                                                                                                                        |
| DOCS         | Documents          | Facility to upload documents to the shipment; for example, customs documents.                                                                                                                                       |
| SUMM         | Summary            | A summary of the details entered in previous steps.                                                                                                                                                                 |
| CONF         | Confirmation       | This page appears when a shipment is created. It lists any errors related to the shipment. If the shipment has been rated, then the page contains a link to the shipment label.                                     |

Configuring each wizard template requires changes to system values. For a full list of Desktop Shipping system values, see the Desktop Shipping tab of *Appendix A* on the QAD Document Library.

## Setting Up Desktop Shipping Wizard Steps

There are 30 available Desktop Shipping wizard [templates on page 1682](#), each with its own system value. The system values are DS-TEMPLATES 01 to DS-TEMPLATES 30. These system values have the category ITRAX and key DS-TEMPLATES <NN>, where <NN> is a number from 01 to 30. Rather than creating a new system value, the best approach is to copy an existing DS-TEMPLATES <NN> system value and edit the copy. To specify the steps to include on a wizard template:

1. Access the **System Values** screen, menu option FNDCY3.
2. Use the search panel to locate a DS-TEMPLATES <NN> system value.
3. Select the system value in the grid and click the Copy button in the toolbar below the grid.
4. In the Create System Values from Existing pop-up dialog, update the Key field. Ensure that you retain the naming convention for DS-TEMPLATES <NN> system values.
5. In the Value field, change the text before the first colon. This text displays as the wizard name in the Shipment Wizard dropdown menu on the Origin/Destination step of Desktop Shipping. Ensure that this wizard name is unique so that it is a unique option in the menu.

### Creating a System Value

**Create System Values from existing**

\* Category: ITRAX

\* Key: DS-TEMPLATES 01

User:

Client:

\* Environment: \*STANDARD

Group:

Value: Compliance:ORIG,COMP,PACK,PROD,METH,SERV,ACCL,DOCS,SUMM,CONF:PROPERTY:always\_navigate\_to\_products=yes;PROPERTY\_COMP:comp\_checks=DPL,EBC&compliance\_results\_view=yes&continue\_on\_fail=yes

In Use: ☒

Save Close

## Shipment Wizard Menu in Desktop Shipping

The screenshot shows the 'Origin/Destination' step of the Shipment Wizard. The 'Shipment Wizard' dropdown menu is open, displaying the following options:

- Compliance (highlighted)
- All Steps
- Cheapest Rate Test
- Packages
- Business - Domestic Documents
- Document Shipment
- Standard Shipment

The background shows the following fields:

- Ship To:
- Deliver To:
- Name/To:
- Attention To:
- Address:

6. Ensure that the In Use attribute is selected and displaying as true. Ensure that the Environment attribute is set to \*STANDARD. Click Save in the pop-up dialog to create the system value.
7. If it is not already visible in the grid on the **System Values** screen, use the search panel to locate the new system value.
8. Select the system value in the grid and click the Edit Template button in the toolbar below the grid. A Desktop Shipping - Template pop-up dialog containing the template opens.
9. Review the text at the top left of the pop-up dialog, under Desktop Shipping - Template. This text corresponds to the text in the first part of the Value field that you updated in step 5. It displays as the name of the template in the Shipment Wizard dropdown menu on the Origin/Destination step of Desktop Shipping. If you want to update the text, click the pencil icon to the left of the text. Edit the text and press Enter to save your change.
10. Select the steps that you want to include in the template. These steps are listed in [Desktop Shipping Steps on page 1682](#).
11. In addition to specifying the steps that appear in a template, you can configure the contents and behavior of each step.

Templates allow you to:

- Hide fields.
- Set default values for fields.
- Configure field validation.
- Set properties for a step; for example, you can add a help icon to a step. You can also configure user messages or approval alerts to appear when users click Next on certain steps.

There are a number of sections in the Desktop Shipping system value template.

### **DS-TEMPLATES <NN> System Value Sections**

| <b>Section</b>    | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Template Name     | Review the name of the wizard template, and select the steps that you want to include in the wizard. If you want to update the name of the wizard template, click the pencil icon to the left of the text. Edit the text and press Enter to save your changes.                                                                                                                                                                                                                                     |
| Default           | Assign default values to certain fields. For information about each field and how to configure it, hover over the help icon to the right of the field.                                                                                                                                                                                                                                                                                                                                             |
| Hide              | Remove certain fields from the screen. For information about each field and how to configure it, hover over the help icon to the right of the field.                                                                                                                                                                                                                                                                                                                                               |
| Messages          | Messages can be displayed when a user clicks Next on a particular wizard step. This section allows you to specify what message appears, and on which step. For more information, see <a href="#">Configuring Step Messages on page 1703</a> .                                                                                                                                                                                                                                                      |
| Hide Accessorials | The accessorials that appear on the Accessorials step vary depending on the current carrier service. This section allows you to hide a particular accessorial at a service level. Examples of accessorials are DryIce and SundayDelivery. For a list of accessorials, see the <a href="#">Message_Field_Lookups</a> tab of <a href="#">Appendix A</a> on the QAD Document Library. The value for this field has following format:<br><SERVICE1>=<ACCESSORIAL_CODE1>,<SERVICE2>=<ACCESSORIAL_CODE2> |

| Section                   | Purpose                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hide Accessorials Interim | If an interim service is specified, then accessorials that apply to this service are displayed, excluding any accessorials listed in this field. Use menu option RT to see which accessorials apply to a particular carrier service. For a list of accessorials, see the <a href="#">Message_Field_Lookups</a> tab of <a href="#">Appendix A</a> on the QAD Document Library. |
| Rules                     | This section contains a number of rules that you can apply to shipments. For example, you can require each shipment to have the same country in the ship from and ship to fields. For more information, see <a href="#">Rule Configuration</a> on page 1701.                                                                                                                  |
| Property                  | This section contains a number of properties that you can switch on; for example, Weight Mandatory. The properties in this section appear on different steps within the wizard. For information about each field and how to configure it, hover over the help icon to the right of the field.                                                                                 |
| Property ORIG             | Set properties on the <a href="#">Origin/Destination step</a> on page 1511. For information about each field and how to configure it, hover over the help icon to the right of the field. For information on additional configuration options for the Origin/Destination step, see <a href="#">Origin/Destination Step Configuration</a> on page 1689.                        |
| Property PACK             | Set properties on the <a href="#">Package Details step</a> on page 1516. For information about each field and how to configure it, hover over the help icon to the right of the field.                                                                                                                                                                                        |
| Property PROD             | Set properties on the <a href="#">Products step</a> on page 1517. For information about each field and how to configure it, hover over the help icon to the right of the field. For information on additional configuration options for the Products step, see <a href="#">Products Step Configuration</a> on page 1694.                                                      |
| Property SERV             | Set properties on the <a href="#">Services step</a> on page 1521. For information about each field and how to configure it, hover over                                                                                                                                                                                                                                        |

| Section       | Purpose                                                                                                                                                                                                                                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | the help icon to the right of the field. For information on additional configuration options for the Services step, see <a href="#">Services Step Configuration on page 1698</a> .                                                                                                                                                                    |
| Property METH | Set properties on the <a href="#">Method/References step on page 1519</a> . For information about each field and how to configure it, hover over the help icon to the right of the field. For information on additional configuration options for the Method/References step, see <a href="#">Method/References Step Configuration on page 1695</a> . |
| Property COMP | Set properties on the <a href="#">Compliance step on page 1516</a> . For information about each field and how to configure it, hover over the help icon to the right of the field. Also, see <a href="#">Compliance Step Configuration on page 1692</a> .                                                                                             |
| Property ACCL | Set properties on the <a href="#">Accessorials step on page 1522</a> . For information about each field and how to configure it, hover over the help icon to the right of the field. For information on additional configuration options for the Accessorials step, see <a href="#">Accessorials Step Configuration on page 1699</a> .                |
| Property DOCS | Set properties on the <a href="#">Documents step on page 1525</a> . For information about each field and how to configure it, hover over the help icon to the right of the field. For information on additional configuration options for the Documents step, see <a href="#">Documents Step Configuration on page 1700</a> .                         |
| Property SUMM | Set properties on the <a href="#">Summary step on page 1527</a> . For information about each field and how to configure it, hover over the help icon to the right of the field.                                                                                                                                                                       |
| Property CONF | Set properties on the <a href="#">Confirmation step on page 1528</a> . For information about each field and how to configure it, hover over the help icon to the right of the field. Also, see <a href="#">Confirmation Step Configuration on page 1701</a> .                                                                                         |

The Desktop Shipping tab of [Appendix A](#) contains details of fields in each section of the DS-TEMPLATES <NN> system values, along with details of other system values that you can use to configure Desktop Shipping.

12. To save your changes to the template, click Save.

A message appears at the top of the screen to advise you that the system value was updated successfully and the cache was update successfully.

**Important** After you update a system value, in a multi-instance environment, ensure that you clear the system value cache so that your update takes effect. To clear the system value cache, go to **Clear Caches**, menu option ADMIN, and click the Clear System Value Cache button. In a single-instance environment, you don't have to clear the cache manually. If you are unsure if your environment is a single-instance or multi-instance environment, check with your administrator.

The updated system value is now accessible in the grid.

## Origin/Destination Step Configuration

As the administrator, you can configure the [Ship To section](#) and the [Package Details section](#) in the [Origin/Destination step on page 1511](#) of Desktop Shipping.

The Ship To section allows users to specify the [shipment consignee on page 1689](#). Users can avail of [mailing lists on page 1689](#) and [address verification on page 1690](#), and they can create [return labels on page 1690](#) for shipments.

If users create inter-office shipments, you can configure the DTS – PROTECTED ADDRESS VIEWS system value to allow them to choose an internal mailing address for the consignee.

### DTS - PROTECTED ADDRESS VIEWS System Value

| Key   | Category                      | Description                                                                                                                                                                                                             |
|-------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX | DTS - PROTECTED ADDRESS VIEWS | Address views are the tabs that you see in a partner lookup. This value allows you to set an address view as protected. When you select a partner that exists in a protected view, it is read-only in Desktop Shipping. |

Users can specify a mailing list in the Ship To address. This facility is useful if the same shipment is being sent to multiple recipients. Mailing lists related to Desktop Shipping are managed from the Mailing Lists screen, menu option ML.

**Note** Any partners added to a mailing list must have the associated In Use flag set to true to be considered by Desktop Shipping. If a partner is not associated with a consignee role, then it is not considered by Desktop Shipping, even when the partner is added to the mailing list.

**Note** A mailing list with a large number of partners can have a performance impact on Desktop Shipping, as it results in a large amount of shipments—one shipment to each partner. The more partners on the mailing list, the longer it takes the Desktop Shipping wizard to move from one step to the next.

To configure address verification for desktop shipping, see [Configuring Address Verification for Desktop Shipping on page 514](#).

To allow a user to create a [return label on page 1512](#) for a shipment using the Provide a Return Label and On Behalf Of fields in the Ship To and Shop From sections, configure the following system values:

#### System Values to Configure the Return Label Facility

| Category | Key                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS      | RETURNS – DEFAULT PACK TYPE  | QBOX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|          | RETURNS – DEFAULT SHIP TYPE  | IM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | RETURNS: SHIPMENT TYPE       | 52                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | RETURNS: TRANSACTION TYPE    | T                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|          | RATING ONLY SHIP TRANS TYPES | <p>Possible values: Comma-separated list of letters from the menu option Z9. If you want to use the return label facility, it is important that you do not include T in this system value.</p> <p>This system value enables you to specify a list of shipment transaction types that you can rate but cannot ship. See Topic 029 – System Values.xls in the QAD GTTE Appendices.zip file available on the Document Library for a more thorough explanation of this system value.</p> |
| ITRAX    | DTS PRINT LABELS             | yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



| Category | Key         | Description                                                                                                                                         |
|----------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| SYSTEM   | SPS VERSION | 33<br>This value indicates that the version of the SPS is 33 or higher. The ability to process a return label is available from version 33 upwards. |

You can configure the Package Details section using system values.

#### Package Details System Values

| Key   | Category                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX | DTS DEFAULT CONTAINS           | By default, the Package Contains field on the Origin/Destination screen allows you to choose between Documents and Products/Commodities.<br><br>To make this field display with a dropdown menu listing possible package contents, set this field to WHAT.<br><br>The DTS - PACKAGE CONTAINS DESCRIP system value determines the contents of the dropdown menu.                                                                                                                                                                        |
|       | DTS - PACKAGE CONTAINS DESCRIP | Specify a comma-separated list of entries to appear in the Package Contains menu. This system value only applies when the DTS DEFAULT CONTAINS system value is set to WHAT.<br><br>Example: Audit Documents, Legal Documents                                                                                                                                                                                                                                                                                                           |
|       | DS-MASS PROMPT-TYPE            | Specify whether you want the Weight unit of measure field to appear as a dropdown menu or as a lookup menu.<br><br>Possible values:<br>SELECTIVE<br>DROPDOWN:<UOM_1>,<UOM_2>,...,<UOM_N><br>– the field appears as a dropdown menu containing the two-character units of measure for weight from option UO listed in the comma-separated list <UOM_1>,<UOM_2>,...,<UOM_N><br>LOOKUP:<UOM_1>,<UOM_2>,...,<UOM_N><br>– the field appears as a lookup menu containing the two-character units of measure for weight from option UO listed |

| Key | Category                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                          | in the <UOM_1>,<UOM_2>,...,<UOM_N> comma-separated list                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|     | DS-LENGTH<br>PROMPT-TYPE | <p>Specify whether you want the Length unit of measure field to appear as a dropdown menu or as a lookup menu.</p> <p>Possible values:</p> <p>SELECTIVE<br/>           DROPDOWN:&lt;UOM_1&gt;,&lt;UOM_2&gt;,...,&lt;UOM_N&gt;<br/>           – the field appears as a dropdown menu containing the two-character units of measure for length from option UO listed in the &lt;UOM_1&gt;,&lt;UOM_2&gt;,...,&lt;UOM_N&gt; comma-separated list</p> <p>LOOKUP:&lt;UOM_1&gt;,&lt;UOM_2&gt;,...,&lt;UOM_N&gt;<br/>           – the field appears as a dropdown menu containing the two-character units of measure for length from option UO listed in the &lt;UOM_1&gt;,&lt;UOM_2&gt;,...,&lt;UOM_N&gt; comma-separated list</p> |

### Shipment Details System Values

| Key | Category                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPS | TEXT ID -<br>SPECIAL<br>INSTRUCTIONS | <p>Specify a text ID to identify the Shipment Texts record in which to save the contents of the Special Instructions field.</p> <p>Instructions are updated onto the Shipment Texts record (XMSTXT0), based on the system value to determine the text id (XMSTXT0.STTYPE).</p> <p>Possible values: A text ID from the Shipment Texts record (XMSTXT0).</p> <p>If there is no value specified for this system value, then the contents of the Special Instructions field is saved in text ID 028.</p> |

### Compliance Step Configuration

You can configure the [Compliance step on page 1516](#) of Desktop Shipping so that failure of a check prevents the user from moving on to the next step. Alternatively, you can choose to display a warning and let the user continue to the next step. This warning can appear as a step in the Desktop Shipping wizard or as a pop-up dialog.

Use the fields in the Property COMP section of the DS-TEMPLATES <NN> system value to configure compliance checks.

### Property COMP Fields

| Field              | Value                                                                                                                                                                                                                                                                                                                                      |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comp Checks        | <p>A comma-separated list of compliance check codes from menu option CK, Compliance Checks, indicating the checks that you want to run on the shipment.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• EBC – Embargoed countries list</li> <li>• DPL – Denied parties list</li> </ul>                                |
| Compliance Results | <p>Possible values:</p> <ul style="list-style-type: none"> <li>• default – The compliance check results display as a Desktop Shipping step.</li> <li>• popup – The compliance check results display in a pop-up window.</li> <li>• none – The checks run in the background and the results are not shown to the user.</li> </ul>           |
| Continue On Fail   | <p>Possible values:</p> <ul style="list-style-type: none"> <li>• yes – If a compliance check fails, the user can continue to the next step in the Desktop Shipping wizard.</li> <li>• no – If a compliance check fails, the user cannot continue to the next step in the Desktop Shipping wizard.</li> </ul>                               |
| Continue On Warn   | <p>Possible values:</p> <ul style="list-style-type: none"> <li>• yes – If a compliance check results in a warning, the user can continue to the next step in the Desktop Shipping wizard.</li> <li>• no – If a compliance check results in a warning, the user cannot continue to the next step in the Desktop Shipping wizard.</li> </ul> |
| Show Results On    | <p>Possible values:</p> <ul style="list-style-type: none"> <li>• yes – Displays the compliance check results on the Origin/Destination step of the Desktop Shipping wizard.</li> </ul>                                                                                                                                                     |

| Field | Value                                                                                                                                                       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"> <li>no – Displays the compliance check results on the Origin/Destination step of the Desktop Shipping wizard.</li> </ul> |

**Note** If you set Compliance Results to none and Continue On Fail to no, then failure of a compliance check prevents the user from moving on to the next step. When the fields have these settings, the user does not see any message explaining the compliance failure. This configuration is not recommended.

## Products Step Configuration

As the administrator, you can configure the [Products step on page 1517](#) of Desktop Shipping.

### Products Step System Value

| Category | Key                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | DTS PR CUSTOMS VALUE REQUIRED | <p>Determines whether the Customs Value field on the Products step is required for the shipment that you are creating. This system value does not affect the Customs Value field on the Origin/Destination step.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>MANDATORY – If the shipment is an international shipment, then the Customs Value field on the Products step is a required field. If the shipment is a domestic shipment, then the Customs Value field on the Products step is optional.</li> <li>OPTIONAL – For both international and domestic shipments, the Customs Value field on the Products step is optional.</li> </ul> <p>Default value: MANDATORY</p> |
|          | DTS SKIP STEP 3               | <p>Use the system value DTS SKIP STEP 3 if you want to skip the Products step. This system value overrides the selection of the Products step in the DS-TEMPLATES &lt;NN&gt; system value. If you set this system value to CHOICE and create a domestic shipment with the</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Category | Key | Description                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |     | <p>Multiple Packages field selected on the Origin/Destination step, then:</p> <ul style="list-style-type: none"> <li>The Skip Product Details Step option appears.</li> <li>The Skip Product Details Step is checked on the Package Details step when you select the Products/Commodities option on the Package Details step.</li> </ul> <p><b>Note</b> The Skip Product Details Step field only appears for domestic shipments.</p> |

### Method/References Step Configuration

As the administrator, you can configure the [Method/References step](#) on page 1519 of Desktop Shipping.

### System Values Related to the Method/References Step

| Category | Key                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | DTS ADDITIONAL REFERENCE | <p>Determines whether the Additional Reference field appears on the Method/References step. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p> |
|          | DTS FORWARDER REFERENCE  | <p>Determines whether the Forwarders Reference field appears on the Method/References step or not. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a</p>                                                                                                                                                                                                                                                                           |

| Category | Key                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                        | <p>domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p>                                                                                                                                                                                                                                                                                           |
|          | DTS CUSTOMER REFERENCE | <p>Determines whether the Customs Reference field appears on the Method/References step. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p> |
|          | DTS OTHER REFERENCE    | <p>Determines whether the Other Reference field appears on the Method/References step. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p>   |
|          | DTS PO NUMBER          | <p>Determines whether the PO Number field appears on the Method/References step. It controls whether the field is mandatory</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Category | Key                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                    | <p>or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p>                                                                                                                               |
|          | DTS INVOICE NUMBER | <p>Determines whether the Invoice Number field appears on the Method/References step. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p> |
|          | DTS ORDER NUMBER   | <p>Determines whether the Order Number field appears on the Method/References step. It controls whether the field is mandatory or optional. You can choose to assign a domain for a lookup list.</p> <p>Format: show=&lt;YES/NO&gt;,req=&lt;YES/NO&gt;,domain=&lt;DOMAIN&gt;. Specify a domain using the appropriate lookup domain code from the User Defined Lookup Domain table accessed through menu option UY.</p> <p>Default value: show=yes,req=no,domain=</p> <p>For this value to work correctly, include the domain section of the value even when it is blank.</p>   |

| Category | Key                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | DTS VALUE TO REQ INVOICE NUM | If the customs value exceeds the amount set in this system value, the user must add an invoice number to the shipment. Enter a numeric value.                                                                                                                                                                                                                                                                                                                                                                |
|          | DTS DELIVER OPTIONS          | <p>Use this field to specify the criteria used when selecting rates. Setting this system value to NONE hides this field.</p> <p>Possible values: A comma-separated list of &lt;Option&gt;:&lt;description&gt;, where the option and description are separated by a “.”.</p> <p>Default value: FASTEST:Fastest Service,CHEAPEST:Best price service,PROMISEDATE:By promise date,WITHIN1:Within 1 day,WITHIN2:Within 2 days,WITHIN5:Within 5 days,WITHIN10:Within 10 days,CHEAPEST2:Show all possibilities.</p> |

### Services Step Configuration

As the administrator, you can configure the [Services step on page 1521](#) of Desktop Shipping.

### Services Step System Values

| Category | Key                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | RATE SHOP SHOW BASE COSTS | <p>Determines the charge columns that appear on the screen. Assigning a value of CUSTOMER causes the Buying Charge column to appear. The Buying Charge is the amount that the shipper pays the carrier for shipping the item. Assigning a value of COMPANY causes the Selling Charge column to appear. The Selling Charge is the amount that the shipper charges the buyer for shipping the item. Assigning a value of BOTH causes the Buying column and the Selling column to appear.</p> <p>Possible values: COMPANY, CUSTOMER, BOTH</p> <p>Default value: COMPANY</p> |



| Category | Key                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | RATE SHOP TASK – DEFAULT SORT | <p>Controls how the results are sorted.</p> <p>Possible values: COST, MODE, LEADTIME, SERVICE, BUYING_COST, CARRIER_AND_COST.</p> <p>By default, results are sorted based on buying cost. If buying costs are not displayed, then the results are sorted based on selling cost.</p>                                                                                                                                                                                                                                                                                   |
|          | DTS SKIP RATES ALLOWED        | <p>To give the user the option to skip the Services step, set this system value to yes. The Skip rate shop step checkbox only appears when the user selects the Specific Service option on the Method/References step, and when no default service is set. A default service is set using the default section of the DS-TEMPLATES &lt;NN&gt; system value.</p> <p>If you do not include the Services step in the Desktop Shipping wizard, you can specify the service using the Service field in the Default section of the DS-TEMPLATES &lt;NN&gt; system value.</p> |

### Accessorials Step Configuration

As the administrator, you can configure the [Accessorials step on page 1522](#) of Desktop Shipping.

### Accessorials Step System Values

| Category | Key                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | DTS DEFAULT SURCHARGES | <p>At the global level, use the DTS DEFAULT SURCHARGES system value to enter a list of the accessorials that you want to select by default.</p> <p><b>Note</b> At the template level, use the accessorialcharges field in the HIDE section of the DS-TEMPLATES &lt;NN&gt; system value to enter a list of the accessorials that you want to select by default. Setting the template-level system value overrides the global-level system value.</p> |

| Category | Key             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                 | <b>Important</b> Do not select accessorials that conflict with one another such as DeliveryConfirmationAdultSignatureRequired and DeliveryConfirmationVerbal. Regardless of the accessorials that you include in the accessorionalcharges field, only the accessorials applicable to the selected service appear. Use menu option RT, or refer to your carrier, to determine the accessorials or surcharges listed for each service. For a list of accessorials, see the Message_field_Lookups tab of Appendix A on the QAD Document Library. |
|          | DTS SKIP STEP 6 | To skip the Accessorials step, set the system value DTS SKIP STEP 6 to yes. This system value overrides the selection of the Accessorials step in the DS-TEMPLATES <NN> system value.                                                                                                                                                                                                                                                                                                                                                         |

You can hide accessorials using the Hide Accessorials section of the DS-TEMPLATES <NN> system value. The format for this system value is <SERVICE1>=<ACCESSORIAL1>, ..., <ACCESSORIALN> & <SERVICE2>=<ACCESSORIAL1>, ..., <SERVICE3>=<ACCESSORIAL1>, ..., <ACCESSORIALN>. It hides the accessorials listed in <ACCESSORIAL> for the service listed in <SERVICE>.

The Hide Accessorials Interim section of the DS-TEMPLATES <NN> system value works in the same way, but it applies to an interim service. If your shipment does not have an interim service associated with it, then this system value is not relevant.

## Documents Step Configuration

As the administrator, you can configure the [Documents step on page 1525](#) of Desktop Shipping.

### Documents Step System Value

| Category | Key                       | Description                                                                                                                                           |
|----------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | DTS NUMBER OF TEXT FIELDS | To specify the maximum number of notes that you can add in the <a href="#">Document Texts area</a> , set this system value to the appropriate number. |

## Confirmation Step Configuration

As the administrator, you can configure the [Confirmation step on page 1528](#) of Desktop Shipping.

Your company can use the Desktop Shipping wizard to rate a shipment and print a carrier label. Alternatively, your company can use the wizard to record information about the shipment without rating it. Another staff member completes the rating at a later stage. The Rate Shipment field in the Property CONF section of DS-TEMPLATES <NN> controls this capability. Set this field to yes or no depending on your company process. The default value is yes.

The Allowed Documents field in the Property CONF section of DS-TEMPLATES <NN> is used with the Rate Shipment field. When Rate Shipment is set to no, a carrier label is not created, and an internal traveler document is created instead. Use Allowed Documents to identify the traveler document to use.

When Rate Shipment is set to no, use Allowed Documents to specify a comma-separated list of documents to create in addition to the carrier label. This scenario is common when making international shipments, which typically require additional customs information.

The format of Allowed Documents is  
 <DOCUMENT\_TYPE1>+[DOCUMENT\_REFERENCE1],...,  
 [DOCUMENT\_TYPEN]+[DOCUMENT\_REPERENCEN]. An example value is 01+INVCANADA,02+INV2E. To be available for printing, the document has to be associated with the shipment. This association of documents with the shipment depends on the rules that apply to the shipment. Through the rules, documents get attached to a shipment. Allowed Documents enables you to list a subset of the documents associated with the shipment that you want to print. The complete list of document types available in GTTE are accessible using menu option DO.

You can use the Work Instructions field in the Property CONF section of DS-TEMPLATES <NN> to add a link to a work instructions page on the Confirmation step.

## Rule Configuration

The RULES section of the [DS-TEMPLATES <NN> system value on page 1682](#) allows you to specify that shipments created using the template must comply with certain rules. The rules are switched off by default. The rules available to switch on, by selecting them, are:

- Same Country – If this rule is switched on, then the Ship From and Ship To addresses for a shipment must be in the same country. The user sees an error message and cannot proceed to the next step in the wizard when the addresses are from different countries.
- Custom FCC ID – When you select this rule, if the ship to country is the USA and the ship from country is not the USA, the FCC ID

field on the Products step of Desktop Shipping is shown. The Federal Communications Commission Identification (FCC ID) field on the Products step is controlled by the DTS - FCCID VIEW system value in the ITRAX category. Possible values are HIDE, which hides the field, MANDATORY, which makes the field visible and mandatory, and OPTIONAL, which makes the field visible and optional.

## Help Link Configuration

For each step in a template wizard, you can add a link to a help page. The link appears on the top of the page, to the left of the wizard navigation steps.

For each wizard step, a system value controls the help icon, as shown in the following table. Each of these system values accepts a URL as a value, with the colon within the URL replaced by a tilde. For example, <http://www.qad.com> becomes <http~//www.qad.com>. You can configure the help URL on a global level and on a template level. The template-level system value overrides the global-level value.

### HELP URL System Values on a Global Level

| Step               | Setting                 |
|--------------------|-------------------------|
| Origin/Destination | DTS HELP URL: ORIG STEP |
| Package Details    | DTS HELP URL: PACK STEP |
| Products           | DTS HELP URL: PROD STEP |
| Method/References  | DTS HELP URL: METH STEP |
| Services           | DTS HELP URL: SERV STEP |
| Accessorials       | DTS HELP URL: ACCL STEP |
| Documents          | DTS HELP URL: DOCS STEP |
| Summary            | DTS HELP URL: SUMM STEP |

**Note** There are no system values to configure the help icon for the Compliance and Confirmation steps on a global level.

### Help URL System Values on a Template Level

| Step               | Setting                                                       |
|--------------------|---------------------------------------------------------------|
| Origin/Destination | Help URL field in Property ORIG section of DS-TEMPLATES <NN>. |
| Package Details    | Help URL field in Property PACK section of DS-TEMPLATES <NN>. |
| Products           | Help URL field in Property PROD section of DS-TEMPLATES <NN>. |

| Step                  | Setting                                                       |
|-----------------------|---------------------------------------------------------------|
| Method/<br>References | Help URL field in Property METH section of DS-TEMPLATES <NN>. |
| Services              | Help URL field in Property SERV section of DS-TEMPLATES <NN>. |
| Accessorials          | Help URL field in Property ACCL section of DS-TEMPLATES <NN>. |
| Documents             | Help URL field in Property DOCS section of DS-TEMPLATES <NN>. |
| Summary               | Help URL field in Property SUMM section of DS-TEMPLATES <NN>. |
| Confirmation          | Help URL field in Property CONF section of DS-TEMPLATES <NN>. |

**Note** There is no system value to configure the help icon on the Compliance step at a template level.

## Configuring Step Messages

You can configure messages to appear when the user clicks Next on a Desktop Shipping step. The message appears in a pop-up window. This behavior can be useful for reminding the user of checks to carry out before continuing to the next step.

To add the message as a note in the Notes screen:

1. Access the Notes screen using the menu option NO.
2. Enter a note ID and the message that you want to appear on the screen.
3. Go to the DS-TEMPLATES <NN> system value. The MESSAGES section of this system value contains a field for each possible step in the wizard.
4. Add the note ID in the appropriate section. For example, if you want the note to appear when the user clicks Next on the Origin/Destination screen, add the note ID to the corresponding field.

## Loading Message Configuration

After the user clicks Next on a Desktop Shipping wizard step, it can take a few moments for the subsequent step to appear on the screen. You can configure messages to appear on the screen while the next page is loading. To configure this message, set the showloading field in the PROPERTY section of the DS-TEMPLATES <NN> system value to yes. This action causes a message to appear while the Services and Confirmation steps are loading.

## Page Loading Messages

| Page Loading | Message                                                         |
|--------------|-----------------------------------------------------------------|
| Services     | Finding the best rates and services available... please wait... |
| Confirmation | Confirming shipments...this may take a while, please wait...    |

## Approval Alerts Configuration

Approval alerts display messages to the user when the user clicks Next on the Origin/Destination step. To enable approval alerts, set the Enable Approval Alert field in the Property section of the DS-TEMPLATES <NN> system value to yes. You can configure the system to display an approval alert depending on the ship to country code of the shipment. You can also set up a default approval alert to appear regardless of the ship to country.

### Approval Alert Setup

| Category | Key                                       | Value                                                                                                                                                                                                 |
|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITRAX    | PERMISSION_MESSAGE                        | Enter a message that you want to appear when the user clicks Next on the Origin/Destination step. This message appears regardless of the Ship To address.                                             |
|          | PERMISSION_MESSAGE_<SHIP_TO_COUNTRY_CODE> | Enter a message that you want to appear when the user clicks Next on the Origin/Destination step. This message appears if the ISO country code of the Ship To address matches <SHIP_TO_COUNTRY_CODE>. |

## Validation and Error Message Configuration

The **Configure Error Refine** screen, menu option CFGERR, allows you to refine the text used for the standard Desktop Shipping validation and error messages.

The screen contains a Desktop Shipping UI tab and a Shipping API tab.

The Desktop Shipping UI tab contains the Step 1 Field Validation Messages section. The fields in this section relate to validation of the [Origin/Destination step on page 1511](#) of Desktop Shipping.

The Shipping API tab contains the BB Errors and DHL XML API Errors sections. The fields in the BB Errors section relate to error messages returned from the GTTE APIs used to generate shipments and print labels. The fields in the DHL XML API Errors section relate to errors returned from the DHL XML API.

Each field on this screen corresponds to a system value maintained in menu option Y3. Hover over the information icon to the right of a field to view information about the corresponding system value. If a field is grayed out and blank, select the Create Value checkbox to the right of the field to create the system value. The field populates with the default value for the system value. To update the system value at a global level for all users, edit the text in the field and click Save. If you want to configure the messages at a more granular level, click the Maintain System Value icon to the right of the relevant field. You can then configure the corresponding system value at the user, client, or group level.

## Mailing Lists Configuration

Before configuring Mailing Lists, it is recommended that you read [Mailing Lists on page 1530](#) for a description of how the Mailing List functionality works from a user perspective.

### Configuring Mailing List Shipping

To configure mailing lists:

1. Access the **Configure Mailing Lists** screen, menu option CFGML.
2. Complete the necessary fields in the General and Admin tabs, which are described in [Mailing List System Values and Properties on page 1705](#).
3. Click Save.

### Mailing List System Values and Properties

On the **System Values** screen, menu option Y3, the system values that affect the Mailing List functionality are defined in the MAILLISTS category. A number of ITRAX sytem values are also relevant. There are also two properties in the precision.properties file that you must configure for the job to complete successfully. The system values are all configurable from the **Configure Mailing Lists** screen, menu option CFGML, with the related UI fields listed in the following table.

#### Mailing List Configuration UI Fields and Related System Values

| UI Field               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | System Value Category | System Value Key       | Default Value                              |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|--------------------------------------------|
| Default UOM Dimension  | The default dimensions unit of measure for each shipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MAILLIST              | DEFAULT DIMS UOM       |                                            |
| Default Mass UOM       | The default weight unit of measure for each shipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MAILLIST              | DEFAULT MASS UOM       | LB                                         |
| Default Volume UOM     | The default volume unit of measure for each shipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MAILLIST              | DEFAULT VOLUME UOM     | CF                                         |
| Default Size           | The default pack size for each shipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MAILLIST              | DEFAULT SIZE           | BOX                                        |
| Generic Consignee Code | The consignee for each shipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MAILLIST              | GENERIC CONSIGNEE CODE |                                            |
| Job Queues             | <p>The possible values for the Job Queue field in the Mailing List Shipping screen.</p> <p>This system value consists of a comma-separated list of values. Each value has three entries separated by a semicolon: &lt;HIGHWAY_ENDPOINT&gt;;&lt;JOB_GROUP_ID&gt;;&lt;DESCRIPTION&gt;, where &lt;DESCRIPTION&gt; is the description that appears in the dropdown list for the Job Queue field. Possible &lt;JOB_GROUP_ID&gt; values must be configured in the precision.springbatch.jobGroups property in the precision.properties file.</p> | MAILLIST              | JOBQUEUES              | Yes;job1;Large Jobs,spsmls;job2;Small Jobs |
| Shipment Type          | The shipment type. The BM shipment type represents batch mailing lists. Shipment types are listed in menu option ZS.                                                                                                                                                                                                                                                                                                                                                                                                                       | MAILLIST              | SHIPMENT TYPE          | BM                                         |



| UI Field                    | Description                                                                                                                                                                                                         | System Value Category | System Value Key              | Default Value                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------|-------------------------------------|
| Job Expiration Time         | The number of hours that the mailing list batch job runs for before expiring.                                                                                                                                       | MAILLIST              | JOB_EXPIRATION_TIME           |                                     |
| PDF Location                | The location where the PDF generated for the packages is stored.                                                                                                                                                    | MAILLIST              | PDF LOCATION                  |                                     |
| Business Unit Configuration | This system value defines how the business unit field is shown in the MLSHIP screen. It can be hidden or read-only, and required when visible. It can be a text field or a lookup field and can include validation. | MAILLIST              | BUSINESS UNIT CONFIG          | hide=no;readonly=no;required=yes;lo |
| Cost Center Configuration   | This system value defines how the Cost Center field is shown in the MLSHIP screen. It can be hidden or read only, and required when visible. It can be a text field or a lookup field and can include validation.   | MAILLIST              | COST CENTER CONFIG            | hide=no;readonly=no;required=no;lo  |
| Default Business Unit       | This system value controls the default value Business Unit field in the MLSHIP screen when the signed-in user does not have a default value for the department code.                                                | ITRAX                 | DEFAULT BUSINESS UNIT         |                                     |
| Default Cost Center         | This system value controls the default value of the Cost Center field in the MLSHIP screen when the signed-in user does not have a default cost center.                                                             | ITRAX                 | DEFAULT COST CENTER           |                                     |
| Generic Business Unit       | The generic business unit from where you can select a cost center in the Cost Center field on the MLSHIP screen.                                                                                                    | ITRAX                 | DTS - COST CENTER BUSINESS UN |                                     |

| UI Field              | Description                                                                                                                                                                                                                                                                                               | System Value Category | System Value Key | Default Value |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|---------------|
| Enable 'All Jobs' Tab | If this system value is set to NO, the user cannot see the All Jobs tab on the Mailing List Shipments screen. If this system value is set to YES, the user can see the All Jobs tab on the Mailing List Shipments screen. This system value is configurable at the user, client, group, and global level. | MAILLIST              | ALLSHIP          | ADMIN         |

In addition to the system values, the following properties in the precision.properties file must be configured for the batch shipment creation to complete successfully:

- precision.springbatch.jobGroups must contain a comma-separated list of job group names that can be used as values for <JOB\_GROUP\_ID> in the JOBQUEUES system value; for example, job1,job2.
- precision.springbatch.threads must contain an integer value that defines how many threads can be used simultaneously for each job group defined in the precision.springbatch.jobGroups property. Setting it to 2 means that job1 can process up to two simultaneous batch processes while job2 can process also up to two simultaneous batch processes. Job1 and Job2 groups can run at the same time.

The Configure Mailing Lists screen also allows you to configure the tabs on the Mailing List screen using the Selectable Views and Maintainable Views fields. Use the Selectable Views field to list tabs in the Mailing List screen that you can view but not edit; for example, you might not want all users to be able to edit the contents of the list in the All tab. Use the Maintainable Views field to list tabs in the Mailing List screen that you can edit. In each case, click the Add button to add a tab to the list of tabs or views. For each tab that you add, specify the name of the tab in the Attribute field. In the Value field, specify which user the tab relates to. Use the value {userid} to represent the current signed-in user. If you leave the Value field blank, the tab displays the mailing lists of all users.

## TE Portal Permissions

To set up users in QAD GTTE TE, follow the standard approach of creating users and associating them with a group using menu option US. For more information on creating users, see [User Role Configuration on page 219](#). For more information on permissions, see [Permissions on page 249](#).

Each user must then be assigned to a user group with access to the appropriate options for their role.

The following sections describe the configuration of the user groups, option groups, and permissions available in QAD GTTE TE. These permissions control access to the [TE Portal on page 1569](#) screens.

## TE Portal Option Groups

An option is a program that runs in the Web UI; for example, the Create Shipment option. An option group—also known as a function group—is a container for a group of options necessary for a role.

In **Function Groups**, menu option FN, three preconfigured option groups categorize the options available in the QAD GTTE TE Portal:

- WEB-TE contains a single option that enables the standard QAD GTTE TE Portal user to use the **Create Shipment** screen, menu option TE\_SS.
- WEB-TE-SU contains options that enable the TE Portal superuser to carry out day-to-day tasks and data administration tasks; for example, uploading transit time data. The full list of options is:
  - Charge Tables (TE\_TH)
  - Axis Definitions (TE\_ZX)
  - Region Zones (TE\_RG)
  - Zone Classifications (TE\_ZC)
  - Non-Transit Days (TE\_TR)
  - Transit Time (TE\_RN)
  - Create Shipment (TE\_SS)
  - Configure Shipment Forms (TE\_SC)
- WEB-TE-ADMIN includes all of the options contained in the WEB-TE-SU group, along with additional configuration options for an administrator. The full list of options is:
  - Charge Tables (TE\_TH)
  - Axis Definitions (TE\_ZX)
  - Region Zones (TE\_RG)
  - Zone Classifications (TE\_ZC)
  - Non-Transit Days (TE\_TR)
  - Transit Time (TE\_RN)
  - Create Shipment (TE\_SS)
  - Configure Shipment Forms (TE\_SC)
  - Background Jobs (TE\_JM)

- Import File (TE\_IF)
- Admin Settings (TE\_ADS)
- Changelog (TE\_LB)

## TE User Groups

Users must be assigned to a user group before they can perform any functions in the QAD GTTE TE Portal. It is recommended that permissions be set at group level, rather than configuring them for each individual user.

Three default user groups are configured in menu option GU, **User Groups & Roles**:

- WEB-TE: The standard QAD GTTE TE Portal user who creates shipments using the **Create Shipment** screen.
- WEB-TE-SU: The TE Portal superuser who carries out day-to-day tasks and data administration tasks; for example, uploading transit time data.
- WEB-TE-ADMIN: The administrator who is responsible for maintaining and configuring the TE Portal settings.

## Configuring TE Portal Permissions

On the **Permissions** screen, menu option ZP, the option groups are paired with their corresponding user groups so that the necessary TE Portal permissions can be applied to the users:

- The WEB-TE user group is associated with the WEB-TE option group.
- The WEB-TE-SU user group is associated with the WEB-TE-SU option group.
- The WEB-TE-ADMIN user group is associated with the WEB-TE-ADMIN option group.

## Docs

This guide describes the QAD GTTE Docs document engine available in QAD GTTE. This module can be launched in the Web UI using the menu option DOCS, and enables you to generate, manage, and output company documents.

### **QAD GTTE Docs Overview Video**

## Learning Docs

This section describes how to use and navigate the QAD GTTE Docs UI.

- [View Layout on page 1713](#)
- [Menu Panel on page 1717](#)
- [Filtering Data on page 1719](#)
- [Template Menu on page 1722](#)
- [Moving, Locking, and Hiding Columns on page 1723](#)
- [Sorting Data on page 1725](#)

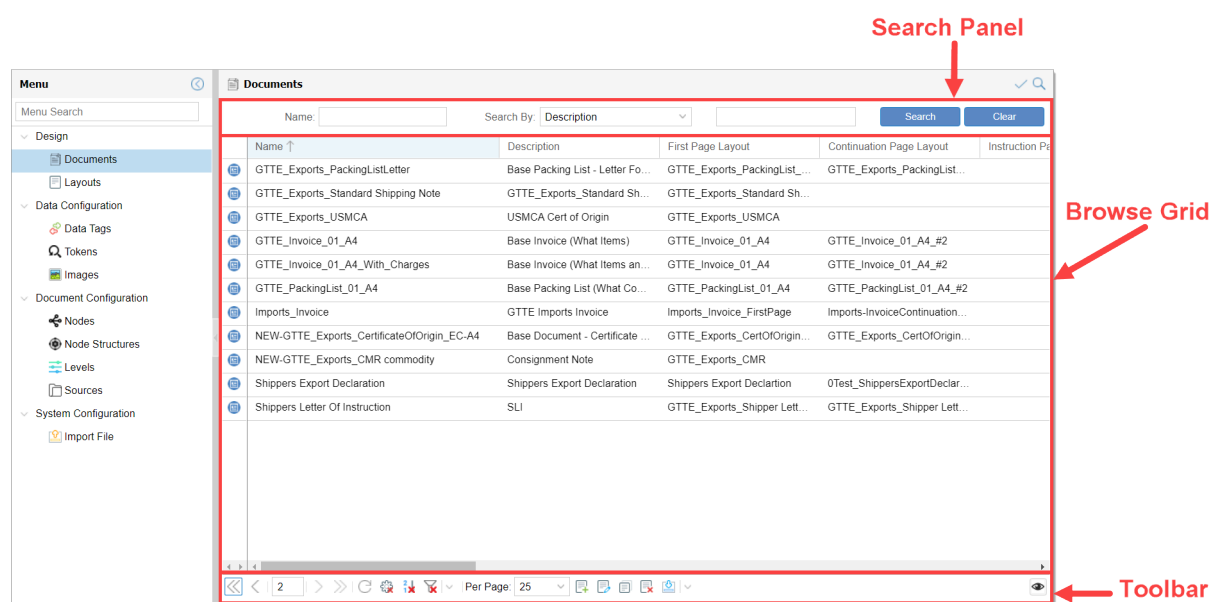
## View Layout

The QAD GTTE Docs menu offers page views in which you can interact with the various components that make up the module.

A view typically provides you with data records and all the elements you need to interact with them. The layout can normally be separated into the following sections:

- Search Panel
- Browse Grid
- Toolbar

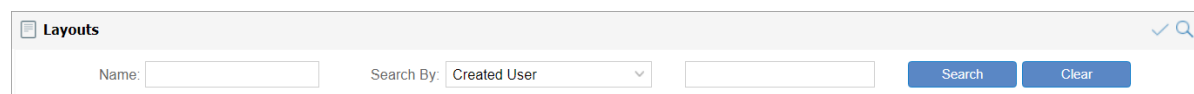
### Typical View Layout



## Search Panel

The search panel allows you to search the records in the browse grid based on key attributes; for example, you can search for images based on the file name.

### Search Panel



To search, complete one or more of the search fields and click the **Search** button or press **Enter**. Search results display in the grid. To clear the search field, click the **Clear** button.

**Note** Search fields accept wildcards.

## Search and Clear Buttons



## Browse Grid

Depending on the Docs menu option that you select in the menu panel, the grid contains either layout, image, document, data tag, level, node, node structure, source, or token records.

## Browse Grid

| Layouts                                  |                     |                                       |                      |
|------------------------------------------|---------------------|---------------------------------------|----------------------|
| Name: <input type="text"/>               |                     | Search By: <span>Created User</span>  | <input type="text"/> |
|                                          |                     | <input type="button" value="Search"/> |                      |
| Name ↑                                   | Created Date        | Created User                          | Last                 |
| Cert of Origin NAFTA CP                  | 2020/11/25 16:36:33 | QCONFIG                               |                      |
| Exports_Invoice_ContinuationPage         | 2020/04/01 12:46:27 | QJSON                                 |                      |
| Exports_Invoice_FirstPage                | 2020/04/01 12:46:14 | QJSON                                 |                      |
| Exports_PackingList_ContinuationPage     | 2020/04/01 12:46:19 | QJSON                                 |                      |
| Exports_PackingList_FirstPage            | 2020/04/01 12:46:25 | QJSON                                 |                      |
| GTTE_Bill of Lading                      | 2020/12/01 15:12:52 | QCONFIG                               |                      |
| GTTE_Exports_A.TR.1 Movement Certificate | 2021/01/18 14:50:01 | DFZ                                   |                      |
| GTTE_Exports_Bill Of Lading              | 2021/02/26 11:02:55 | DBU                                   |                      |
| GTTE_Exports_BillOfLading-LETTER         | 2020/10/20 17:16:01 | QCONFIG                               |                      |
| GTTE_Exports_CertOfOrigin_EC-A4          | 2020/11/12 18:21:20 | QCONFIG                               |                      |
| GTTE_Exports_CertOfOrigin_US-LETTER      | 2020/11/12 19:44:13 | QCONFIG                               |                      |
| GTTE_Exports_CMR                         | 2021/01/13 12:27:18 | DFZ                                   |                      |
| GTTE_Exports_EAD-A4                      | 2020/11/17 11:58:57 | QCONFIG                               |                      |
| GTTE_Exports_EAD-A4-2                    | 2020/10/15 09:11:35 | PUE                                   |                      |
| GTTE_Exports_EUR1                        | 2020/11/13 15:09:25 | QCONFIG                               |                      |

The records in the grid depend on the search criteria specified in the search panel. Within the grid, some records include a link to relevant sub-options; for example, each record in the *Documents* grid includes a *Document Mapping* sub-option.

## Document Mapping Sub-Option

| Documents                  |                  |             |
|----------------------------|------------------|-------------|
| Name: <input type="text"/> |                  |             |
|                            | Name ↑           | Description |
|                            | 0MappingUI       | 0MappingUI  |
|                            | Document Mapping | Summary Dat |

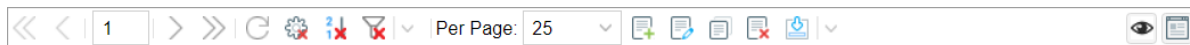


Grid columns provide filter and sort options, which allow you to narrow down search results. You can also move columns around or hide columns in the grid.

## Toolbar

The toolbar relates to the browse grid content. It displays the number of results pages returned in a search, and allows you to perform actions on one or more records.

Typical Toolbar Configuration



The table below explains the purpose of buttons and fields in a typical toolbar.

### Toolbar Buttons

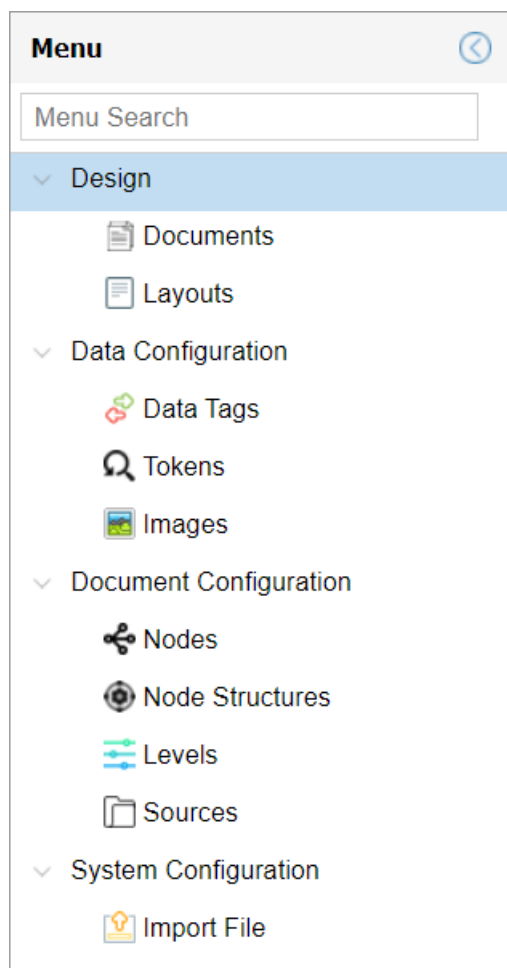
| Button                                  | Description                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Per Page: 25                            | The Per Page field allows you to select the number of records that you want to appear on each page                                                                                                                                            |
| Navigation arrows and page number input | Use the arrows to navigate to the next or previous results page, or to the first or last page. Alternatively, insert a specific page number and press Enter.                                                                                  |
| Refresh icon                            | Use the Refresh button to update the Information Grid with any new information.                                                                                                                                                               |
| Restore Grid Settings icon              | The Restore Grid Settings button clears any filtering in the grid, and applies the default sort query to the grid.                                                                                                                            |
| Clear Sorting icon                      | The Clear Sorting icon applies the default sort query to the grid. To view the applied sorting criteria, hold the cursor over the Clear Sort button.                                                                                          |
| Filter menu                             | The Filter menu allows you to show the applied filters with the Show Filter option, and to clear any filtering in the grid with the Clear Filter option.                                                                                      |
| Create Record icon                      | When available, the Create Record button allows you to manually create records. Click the Create Record button to open a pop-up window that allows you to specify field values for the new record; mandatory fields display with an asterisk. |
| Copy Record icon                        | When available, the Copy Record button allows you to manually copy records.                                                                                                                                                                   |

| Button                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                            | When available, the Update Record button allows you to edit existing records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                            | When available, the Delete Record button allows you to delete records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|  <ul style="list-style-type: none"> <li>• Export All</li> <li>• Export Selected</li> </ul> | <p>The Export menu allows you to export all visible search results, or a subset of search results in the Information Grid, to a file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                            | <p>The function of this button depends on the page.</p> <p>When you click this button at the bottom right of the Layouts page, it downloads a PDF preview of the selected layout with placeholders inserted to represent shipment information—for example, {consignor-name} as a placeholder for the consignor name. Images inserted in ePage will also be visible in this preview.</p> <p>On the Images page, this button downloads an image preview of the selected image record.</p> <p>Clicking this button on the Documents page downloads a PDF preview of the selected document.</p> |
|                                                                                          | <p>Preview layout. Click this button on the Layouts page to view a PDF preview of a layout without placeholders.</p> <p><b>Note</b> Layout images inserted in ePage are also visible in this preview; for example, company logos.</p>                                                                                                                                                                                                                                                                                                                                                       |

## Menu Panel

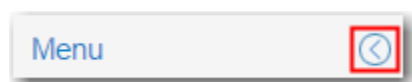
The panel on the left of the screen contains the Docs menu. It is divided into Design, Administration, and System Configuration sections.

Docs Menu Panel



You can hide the menu by clicking the left arrow at the top right of the panel.

Docs Menu Panel, Collapse Icon



Similarly, you can expand the menu panel by clicking the right arrow at the top right of the collapsed panel.

Docs Menu Panel, Expand Icon



## Filtering Data

Many of the grid columns that are not included as criteria in the search panel include a filter option. To apply a column filter, hold the cursor over the column heading to display a chevron. Click the chevron, and then hold the cursor over the Filter option to set the filter criteria. If a column has a filter applied to it, the column title appears in bold, italicized text.

Column With Filter Applied

| <i>Created User</i> | ▼                 | Last Modified Date | Last Modified User |
|---------------------|-------------------|--------------------|--------------------|
| DBU                 | ↑ Sort Ascending  | 07                 | RQF                |
| DBU                 | ↓ Sort Descending | 12                 | RQF                |
| DBU                 | Columns >         | 18                 | RQF                |
| DBU                 | Unlock            | 23                 | RQF                |
| DBU                 | Lock              | 27                 | RQF                |
| DBU                 | Filters >         |                    |                    |

The filter criteria depend on the type of content in the column; for example, to filter numeric content you can specify a single value or a range of values.

Filtering Numeric Values

| Decimal ... | ▼                 | Rounding ...             | Replace Newline | Last Modif |
|-------------|-------------------|--------------------------|-----------------|------------|
|             | ↑ Sort Ascending  | <input type="checkbox"/> |                 | 21/02/2020 |
|             | ↓ Sort Descending | <input type="checkbox"/> |                 | 12/02/2020 |
|             | Columns >         | <input type="checkbox"/> |                 | 17/02/2020 |
|             | Unlock            | <input type="checkbox"/> |                 | 17/02/2020 |
|             | Lock              | <input type="checkbox"/> |                 | 17/02/2020 |
|             | Filters >         |                          |                 |            |

## Filtering Text Values

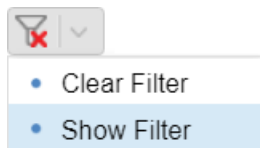
| Name                      | Created User    | Last Modified Date  |
|---------------------------|-----------------|---------------------|
| InvoiceFirstPage          | Sort Ascending  | 09/12/2019 16:33:27 |
| InvoiceContinuationPage   | Sort Descending | 09/12/2019 16:33:31 |
| PackListFirstPage         | Columns         | 09/12/2019 16:34:13 |
| PackListContinuationPage  | Unlock          | 09/12/2019 16:33:12 |
| PackingListFirstPage1     | Lock            | 09/12/2019 16:34:25 |
| PackListContinuationPage1 | Filters         | 8                   |

## Filtering Logical Values

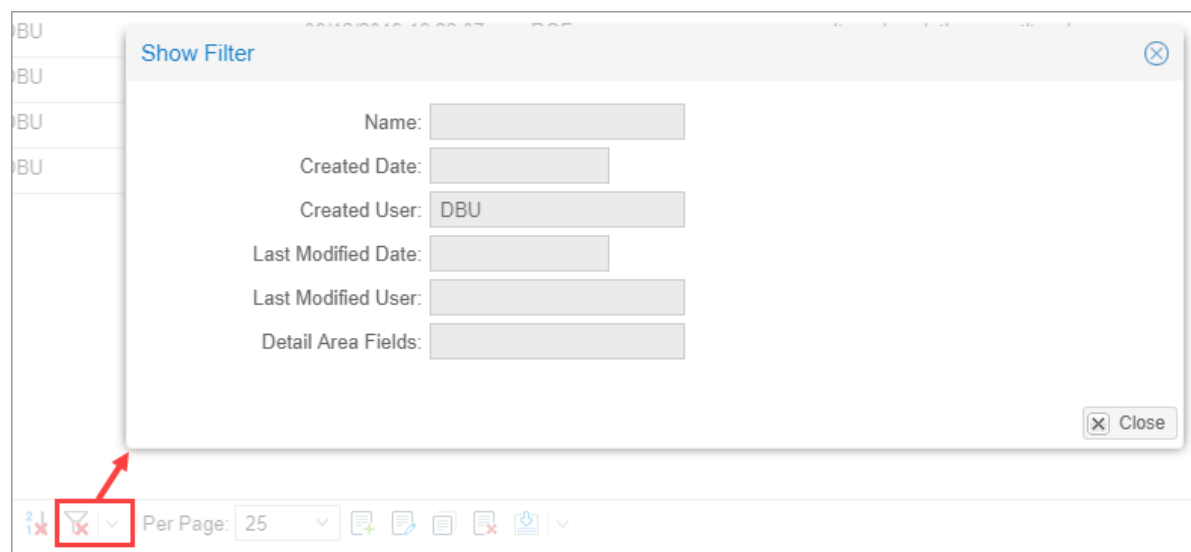
| Source          |
|-----------------|
| Sort Ascending  |
| Sort Descending |
| Columns         |
| Unlock          |
| Lock            |
| Filters         |
| Yes             |
| ✓ No            |

You can filter on multiple columns. To view all of the current filters in a pop-up window, select the Show Filter option in the filter menu below the grid.

## Filter Menu

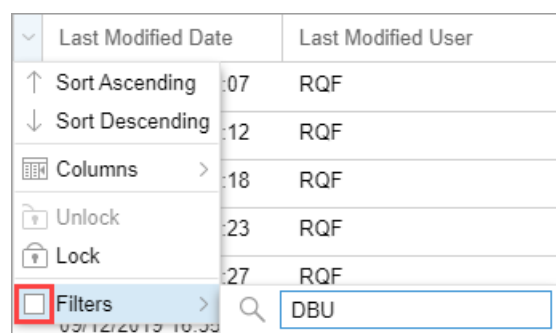


## Show Filter Pop-Up Window



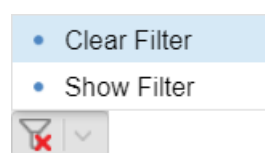
You can switch off a filter by clearing the filters option for the relevant column.

## Clearing a Column Filter



To reset all of the filter criteria, click the Clear Filter option in the filter menu in the toolbar.

## Clear Filter



## Template Menu

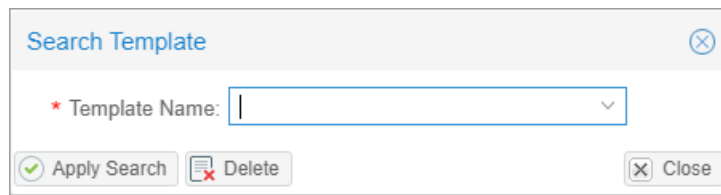
The template menu allows you to save a combination of search, sort, and filter queries configured in the browse grid and search panel. These queries determine the results that display in the browse grid.

Template Menu



To save a template, click the check button. To search for an existing template, click the magnifying glass button. This opens the Search Template pop-up.

Search Template Pop-Up Window

A screenshot of a 'Search Template' pop-up window. The window has a title bar with the text 'Search Template' and a close button (X) on the right. Below the title bar, there is a label '\* Template Name:' followed by a text input field with a dropdown arrow on the right. At the bottom of the window, there are three buttons: 'Apply Search' with a green checkmark icon, 'Delete' with a red X icon, and 'Close' with a grey X icon.



## Moving, Locking, and Hiding Columns

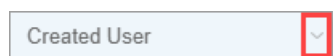
To move a grid column, click and drag the column to the new location, which is indicated by green arrows. Release the cursor to complete the column move.

Moving the Created User Column

| Layouts                    |                     |                                                      |                     |                                                            |  |
|----------------------------|---------------------|------------------------------------------------------|---------------------|------------------------------------------------------------|--|
| Name: <input type="text"/> |                     | Search By: <input type="text" value="Created User"/> |                     | <input type="text"/> <input type="button" value="Search"/> |  |
| Name ↑                     | Created Date        | Created User                                         | Last Modified Date  | Last Modified User                                         |  |
| PackingListFirstPage1      | 10/06/2019 14:02:52 | DBU                                                  | 09/12/2019 16:34:25 | <div> <div>✓</div> <div>Created User</div> </div>          |  |

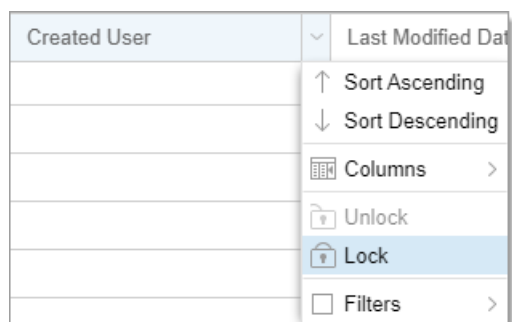
You can use the Lock option to fix one or more columns in position on the left of the grid, in an area that does not offer the horizontal scrolling capability. This facility is useful when you want certain columns to remain visible while scrolling horizontally through the other grid contents. To include a column in this locked area, hold the cursor over the column heading to display a chevron.

Click Chevron to Open Column Menu



Click the chevron, and then click Lock.

Lock Option



You can lock multiple columns; each newly locked column is appended to the locked area.

To remove a column from the locked area, hold the cursor over the column heading to display a chevron. Click the chevron, and then click Unlock; the column moves to the first column position to the right of the locked area.

## Browse Grid with Locked Names and Created Date Columns

Layouts

Name:  Search By: Created User

| Name                           | Created Date        | Created User | Last Modified Date  | Last Modified User |
|--------------------------------|---------------------|--------------|---------------------|--------------------|
| InvoiceFirstPage               | 14/05/2019 11:11:17 | DBU          | 09/12/2019 16:33:27 | RQF                |
| InvoiceContinuationPage        | 14/05/2019 11:11:35 | DBU          | 09/12/2019 16:33:31 | RQF                |
| PackListFirstPage              | 14/05/2019 11:12:00 | DBU          | 09/12/2019 16:34:13 | RQF                |
| PackListContinuationPage       | 14/05/2019 11:12:18 | DBU          | 09/12/2019 16:33:12 | RQF                |
| PackingListFirstPage1          | 10/06/2019 14:02:52 | DBU          | 09/12/2019 16:34:25 | RQF                |
| PackListContinuationPage1      | 10/06/2019 14:03:38 | DBU          | 09/12/2019 16:33:18 | RQF                |
| PackingListFirstPageImg        | 12/07/2019 14:06:00 | DBU          | 09/12/2019 16:34:21 | RQF                |
| PackListContinuationPageImg    | 12/07/2019 14:06:13 | DBU          | 09/12/2019 16:33:23 | RQF                |
| PackingListFirstPageImg1       | 12/07/2019 17:46:11 | DBU          | 09/12/2019 16:34:17 | RQF                |
| Adec Commercial Invoice wit... | 15/07/2019 14:41:34 | RQF          | 09/12/2019 16:34:01 | RQF                |
| Adec Comm Invoice              | 15/07/2019 15:31:58 | RQF          | 09/12/2019 16:34:05 | RQF                |
| Invoice with Image             | 22/07/2019 14:25:10 | RQF          | 09/12/2019 16:33:51 | RQF                |
| Image Upload Example           | 23/07/2019 14:35:00 | RQF          | 09/12/2019 16:33:56 | RQF                |
| InvoiceFirstPageSignature      | 23/09/2019 10:56:21 | DBU          | 09/12/2019 16:35:05 | RQF                |
| InvoiceContinuationPageDocs    | 04/10/2019 13:07:55 | DBU          | 09/12/2019 16:33:36 | RQF                |

Per Page: 25

To hide a column, hold the cursor over any column heading to display a chevron. Click the chevron, and then hold the cursor over the Column option; the list of grid columns appears. To hide a column, clear the associated list entry.

## Hiding the Created Date Column

| Name                      | Created User | Last Modified Date | Last Modified User |
|---------------------------|--------------|--------------------|--------------------|
| InvoiceFirstPage          | DBU          | 19 16:33:27        | RQF                |
| InvoiceContinuationPage   | DBU          | 19 16:33:31        | RQF                |
| PackListFirstPage         | DBU          |                    |                    |
| PackListContinuationPage  | DBU          |                    |                    |
| PackingListFirstPage1     | DBU          |                    |                    |
| PackListContinuationPage1 | DBU          |                    |                    |
| PackingListFirstPageImg   | DBU          | 09/12/20           |                    |

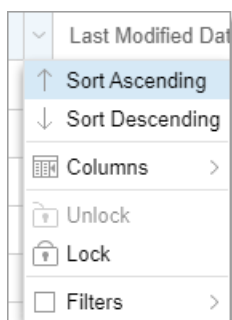
Columns

- ☐ Created Date
- ☒ Created User
- ☒ Detail Area Fields
- ☒ Last Modified Date
- ☒ Last Modified User
- ☒ Name

## Sorting Data

You can sort the data in the browse grid by clicking the column heading and selecting Sort Ascending or Sort Descending. You can also click a column heading to toggle between an ascending and descending sort based on that column. The column heading then shows an ascending or descending arrow as an indicator of the sort query.

Sort Ascending



You can sort the data within the context of an existing sorted result. The sort query is based on the last three columns used for sorting—earlier sort selections are discarded.

To apply the default sort criteria for a grid, click the Clear Sorting button.

Clear Sorting Button in Toolbar

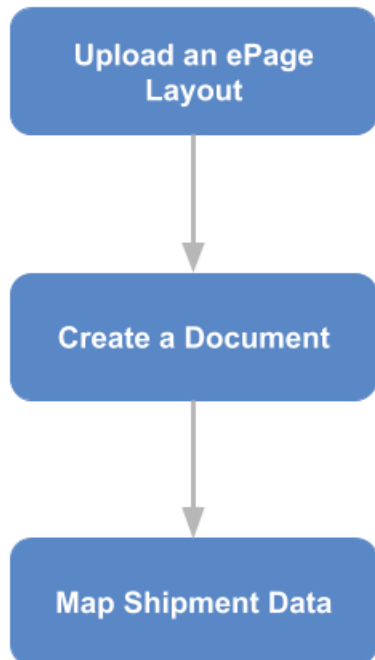


## Design

This section describes the functionality available in the *Design* area of QAD GTTE Docs, and how to get started with your document.

- [Documents on page 1727](#)
- [Layouts on page 1767](#)

The image below illustrates the QAD GTTE Docs process flow for the creation of documents such as invoices and packing lists. Each step consists of sub-processes that are detailed in this help content.



## Documents

On the *Documents* page, you can create, manage, and assign layouts to documents. As mentioned in the [Layouts on page 1767](#) section, a single document can contain up to two layouts; for example, a layout for the first page, and a continuation page layout.

The search panel at the top of the page enables you to filter the results in the grid.

Using the category filters above the grid, you can also filter the document records by a specific category; for example, *Base Export Documents* or *Base Import Documents*.

### Documents Page

Documents

Name:

Search By: 

Description

Search

Clear

Base Export Documents

Base Import Documents

North America

Europe

Workshop

Under Construction

Development

QA

Demo

All

|  | Name ↑                    | Description                     | First Page Layout            | Continuation Page Layout     | Instruction Page Layout |
|--|---------------------------|---------------------------------|------------------------------|------------------------------|-------------------------|
|  | CertificateOfOrigin_EC-A4 | Base Document - Certificate ... | GTTE_Exports_CertOfOrigin... | GTTE_Exports_CertOfOrigin... |                         |
|  | EAD-A4                    | Base Document - Export Acc...   | GTTE_Exports_EAD-A4          |                              |                         |
|  | Invoice_01_A4             | Base Invoice (What Items an...  | GTTE_Invoice_01_A4           | GTTE_Invoice_01_A4_#2        |                         |
|  | Invoice_02_A4             | Base Document - Invoice 2       | GTTE_Invoice_02_A4           |                              |                         |
|  | PackingList_01_A4         | Base Packing List (What Co...   | GTTE_PackingList_01_A4       | GTTE_PackingList_01_A4_#2    |                         |
|  | PackingList_02_A4         | Base Document - Packing Li...   | GTTE_PackingList_02_A4       |                              |                         |

<< < 1 of 1 > >>

Per Page: 25

1 - 7 of 7

## Creating a Document

To create a new document, click the Create button located in the toolbar of the Documents screen, menu option DOCS. A pop-up window displays that contains both optional and mandatory fields. A red asterisk indicates a mandatory field.

## Create Document Window

Create Document

Document Information

\* Name:

\* Description:

Categories:

Date Format:

DD/MM/YYYY (e.g. 14/12/2021)

Decimal Format:

Layouts

\* First Page Layout:

Continuation Page Layout:

Instruction Page Layout:

External Reference

External Type:

External Name:

Document Structure

\* Source:

GTTE Exports

\* Level:

\* Level Structure:

Sort By Hint:

Other

Keep Detail Lines Together:

☒

Preprinted Paper:

☐

Save

Close

In the Name and Description fields, enter a meaningful name and description for the document.

In the Categories dropdown list, choose the appropriate category or categories for the document. This is relevant to the category filters above the grid on the Documents page.

Using the Date Format field, specify the date format in which dates should be displayed on this document.

The Decimal Format field defines the decimal and thousands separator. You can choose a specific format from the dropdown list.

The rest of the fields in the Create Documents window are described below.

### ***First Page Layout***

Specify a layout for the first, or front, page of the document.

The top half of this layout usually specifies shipment information such as weights, dates, and seller, buyer, and manufacturer addresses. This layout only appears once in a document. Enter a layout title in the field provided, or select one from the dropdown list.

### ***Continuation Page Layout***

Specify a layout for the continuation pages of the document. This layout follows the first page, and typically has different layout fields to the First Page Layout, so that it can accommodate documents with multiple pages. This layout can be repeated multiple times, depending on the size of the shipment. Enter a layout title in the field provided, or select one from the dropdown list.

**Note** Only the first page of the document is printed if no continuation page has been specified. The First Page layout can only print once, while the Continuation Page layout can print multiple times.

### ***Instruction Page Layout***

Specify a layout for the instruction page of the document. This is an optional last page layout that typically includes information such as general terms and conditions, or instructions; for example, instructions for the exporter on how to correctly complete a certificate of origin document. An instruction page primarily consists of static text. However, you can add header information such as the shipment, order number, or page number.

**Note** A layout is considered an instruction page if there are no detail area layout fields. It is not possible to add detail area layout fields to a layout that is used as an instruction page layout in a document.

### ***External Type***

The External Reference fields are used when an external system requests Docs for document generation. Specify the document type in the system from which you are retrieving the information; for example, DT for transport documents in QAD GTTE. The External Type field must match the Document Type field in the corresponding record in the Documents screen, menu option DO.

**Note** The acceptable values for this field are restricted to values defined in the system value with the category DOCS and the key DOCUMENT TYPES.

**Note** If you are producing a document from QAD GTTE Workflow, you must specify a value for both the External Type and External Name fields. If the calling system does not have an External Type value for a document, leave this value blank.

### **External Name**

This field helps to map a Docs document name to a document code in the QAD GTTE Transportation Execution (TE) Web UI. Users of the TE Web UI can then generate previews of documents that were created in the Docs module. The External Name field must match the Document field in the corresponding record in the Documents screen, menu option DO.

**Note** The external name must be unique. If the External Name field is left blank, it is assumed that the name in both systems is the same.

### **Source**

Specify where you want to retrieve the data from for this document; GTTE Imports or GTTE Exports. This determines the data tags that are available in the [Document Mapping on page 1733](#) window.

### **Level**

This field enables you to define the document level. Select a level option from the dropdown list to determine the data that is returned from the Web UI to populate the detail area. The options available in this dropdown list can vary depending on the value of the Source field. For more information on the purpose of each level, see the [Levels on page 1802](#) section.

### **Level Structure**

You can specify the order and extent to which packs and pack items are displayed in the detail area. For example, if you select the structure Outer Pack > Inner Pack > Packed Items, the detail area outputs the outer pack information on the top level of the detail area, then an inner pack below it, followed by the items within the inner pack. Click the arrow to open a dropdown list of available level structure options.

### **Sort By Hint**

In this field, you can specify how item line details are sorted using comma-separated hints. Use hints to sort common lists, such as charges, commodities, items, and pack headers.

In a hint, to specify how data in a document is sorted, use the following format:

```
[list-name1]=[field-name11[:DESC]], [field-name12[:DESC]], ...
```





Keep Detail Lines Together Enabled, Page Break Applied and Detail Lines Are Grouped Together

|                                |  |  |  |  |                         |
|--------------------------------|--|--|--|--|-------------------------|
|                                |  |  |  |  |                         |
| Additional packing information |  |  |  |  |                         |
|                                |  |  |  |  | Name of signatory       |
|                                |  |  |  |  | Place and date of issue |
|                                |  |  |  |  | Signature               |

---

|                                                                                                                                                                                                  |                  |                                                                     |          |                    |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------|----------|--------------------|--|
|  Seller (name, address)<br>QAD International, Inc.<br>10000 Highway 100<br>Suite 100<br>Dallas, TX 75243<br>USA |                  | Invoice number<br>5541514                                           |          | Sheet no.          |  |
|                                                                                                                                                                                                  |                  | Invoice date (tax point)<br>06/11/2018                              |          | Seller's reference |  |
|                                                                                                                                                                                                  |                  | Buyer's reference                                                   |          | Other reference    |  |
| Consignee<br>QAD International, Inc.<br>10000 Highway 100<br>Suite 100<br>Dallas, TX 75243<br>USA                                                                                                |                  | Buyer (if not consignee)                                            |          |                    |  |
| Item/ packages                                                                                                                                                                                   | Gross/ net/ cube | Description                                                         | Quantity | Other details      |  |
|                                                                                                                                                                                                  |                  | ORING, PARKER NO 2-259 MATERIAL V0747-75<br>Item Code; 2-4-9163-259 |          |                    |  |

**Note** To prevent the occurrence of a blank detail area, a page break is not applied in cases where the Keep Detail Lines Together feature is enabled and an item line has a large number of detail lines that do not fit in the detail area. For example, if an item has 30 detail lines and the detail area can only accommodate 15, the overflowing lines will be printed on the following page.

### ***Preprinted Paper***

Docs supports the output of data on preprinted paper. Preprinted paper already contains some static design elements such as lines, shading, images, and text. To exclude these elements from the Docs output, and only include the shipment data, you can enable the Preprinted Paper field.

To update an existing document, double-click a document in the list.

Alternatively, select a document record and click the Update  button in the toolbar.

After creating a document, you can then proceed to the [document mapping on page 1733](#) stage.

## Document Mapping

After creating a document, the next step is the document mapping process. You can determine the information that is output on the final document by mapping data tags to layout fields.

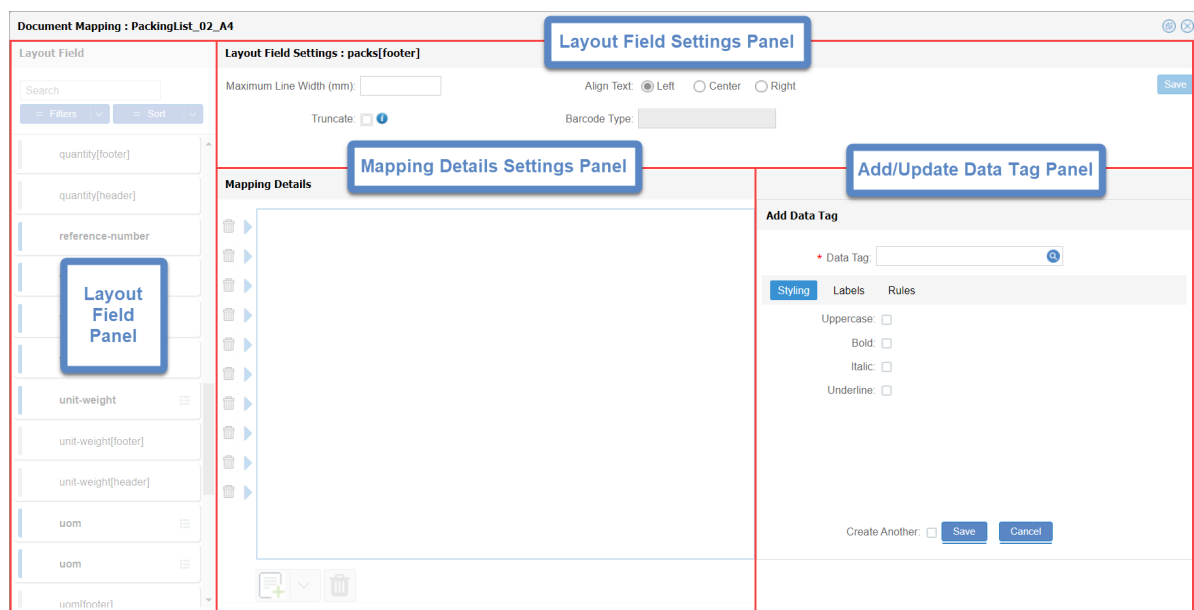
Data tags represent pieces of data on a shipment, such as destination and shipment items. They can also indicate more general information; for example, the current date and time.

To access the *Document Mapping* window, select a document on the

*Documents* page and click the *Document Mapping* sub-option  button on the document record.

The following sections describe the panels that comprise the *Document Mapping* window.

### Document Mapping Window Panels



### Layout Field Panel

The *Layout Field* panel on the left lists the layout fields in the database that are associated with the selected document source; *GTTE Imports* or *GTTE Exports*.

## Document Mapping Window, Layout Field panel

**Layout Field**

= Filters ▾

= Sort ▾

 **buyer-adr**

 **buyer-name**

buyer-vatn

 **buyers-reference**

cmdsc

commodity

 **consignee-adr**

 **consignee-name**

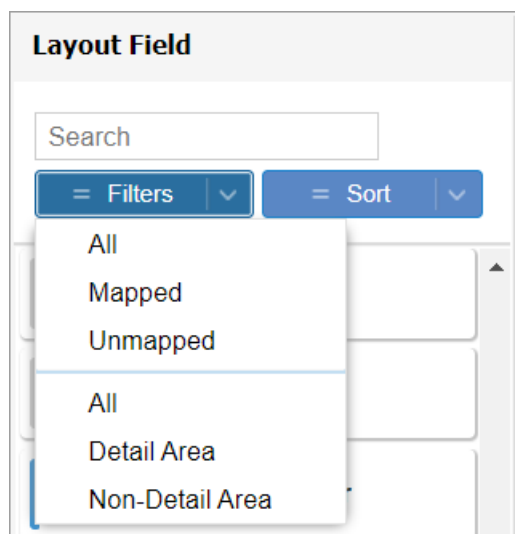
 **consignee-vatn**

 **consignor-adr**

You can search for a specific layout field using the *Search* field provided.

The *Filters* field enables you to view only mapped or unmapped layout fields. You can also choose to display only detail area or non-detail area layout fields.

## Filters Field, Document Mapping Window



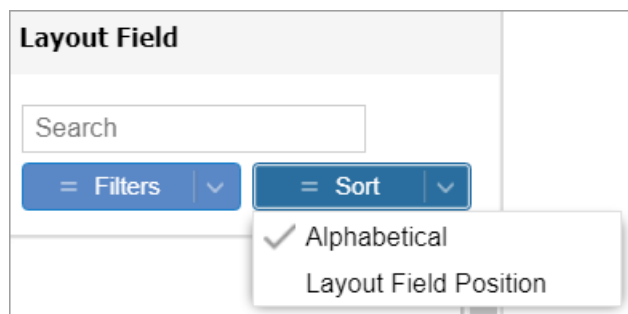
**Note** If a layout field is selected in the *Layout Field* list, it remains visible, regardless of the filtering criteria applied.

It is also possible to sort the layout fields in the list:

*Alphabetical.* Sort the layout field list in alphabetical order.

*Layout Field Position.* Sort the layout fields based on their position in the document. The first layout field in the list is the uppermost layout field on the first page of the document.

## Sort Field, Document Mapping Window



The example below shows how the layout fields in the packing list provided display when sorted by position in the *Document Mapping* window.

## Top of Sample Packing List Layout

|                                                                                                                            |                                                                          |                                            |                                           |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------|
| Seller (name, address)<br>{consignor-name}<br>{consignor-adr1}<br>{consignor-adr2}<br>{consignor-adr3}<br>{consignor-adr4} | {consignor-vatn}<br><br>Phone: {consignor-phone}<br>Fax: {consignor-fax} | Invoice number<br>{invoice-number}         | {page-number}                             |
|                                                                                                                            |                                                                          | Invoice date (tax point)<br>{invoice-date} | Seller's reference<br>{sellers-reference} |
|                                                                                                                            |                                                                          | Buyer's reference<br>{buyers-reference}    | Other reference<br>{other-reference}      |

## Layout Fields Sorted by Layout Field Position

**Layout Field**

= Filters

= Sort

consignor-vatn

page-number

invoice-number

consignor-name

consignor-adr

invoice-date

sellers-reference

consignor-phone

logo

buyers-reference

Layout fields in bold text with a  icon represent layout fields that already have data mapped to them; for example, the *invoice-number* layout field in the image above. Layout fields in regular text do not yet have any data tags mapped to them.

### Layout Field Settings Panel

The Layout Field Settings panel is displayed at the top of the Document Mapping window when you select a layout field from the list. The options in this panel enable you to format and style how the data for a specific layout field is output onto the document.

**Layout Field Settings : box10**

Maximum Line Width (mm):  Align Text: ☒ Left ☐ Center ☐ Right Print On: All Pages 

Truncate: ☐  Barcode Type:

The table below describes the fields that may be available to you, depending on the selected layout field.

### Layout Field Settings Fields

| Field              | Description                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Line Width | Set a maximum width in millimeters for the layout field. If no width is specified, then no maximum width is assumed and overflowing text does not wrap to the next line.                                                                                           |
| Truncate           | If enabled, the data for the selected layout field is cropped when it reaches the maximum line width. If this field is left blank, the data is not cropped and wraps onto the next line.                                                                           |
| Align Text         | Align the text left, center, or right for this particular layout field. By default, this field is set to Left.                                                                                                                                                     |
| Barcode Type       | Output layout field data as a barcode instead of text. The supported barcode types are: <ul style="list-style-type: none"> <li>• Code 39</li> <li>• Code 128</li> <li>• PDF417</li> <li>• QR Code</li> </ul> For more information, see the Barcodes section below. |
| Indent Width       | This option is available for layout fields that are located in the detail area. You can specify in millimeters how much of an indent is added to each level.                                                                                                       |

| Field    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>For example, if you specify an indent of 5mm, and the document has a level structure of Outer Packs &gt; Inner Packs &gt; Packed Items:</p> <ul style="list-style-type: none"> <li>• The top level item is not indented.</li> <li>• The next level is indented by 5mm.</li> <li>• The level beneath it is indented by 10mm.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Print On | <p>This option is available for layout fields that are located in the non-detail area. It enables you to configure which pages mapped data tags are output to. You can set an image, barcode, or mapped data that is assigned to a layout field to display on one of the following options:</p> <ul style="list-style-type: none"> <li>• All Pages prints the data on all pages in the document where the form placeholder exists. This value is the default value.</li> <li>• First Page prints the data only on the first page of the document.</li> <li>• Last Page prints the data only on the last page of the document.</li> <li>• First or Continuous Pages prints the data on the first page of a single-page document, or on the second and continuation pages of a multi-page document.</li> </ul> <p>For example, to include a signature image on the final page of a document form, set Print On to Last Page for the signature image data tag.</p> |

## Barcodes

It is possible to output layout field data as a barcode instead of text using the Barcode Type field.

### Barcode Type Field

Maximum Line Width (mm): 
Align Text: ☒ Left ☐ Center ☐ Right

Truncate: 
Barcode Type:

To do this, follow the steps in this section to map a data tag to a layout field. After you click Save:

1. Click the Barcode Type field to open the dropdown menu.
2. Select a barcode type from the list. Here, you can also specify a barcode type with specific dimensions; for example, 20 millimeters.
3. Click Save.

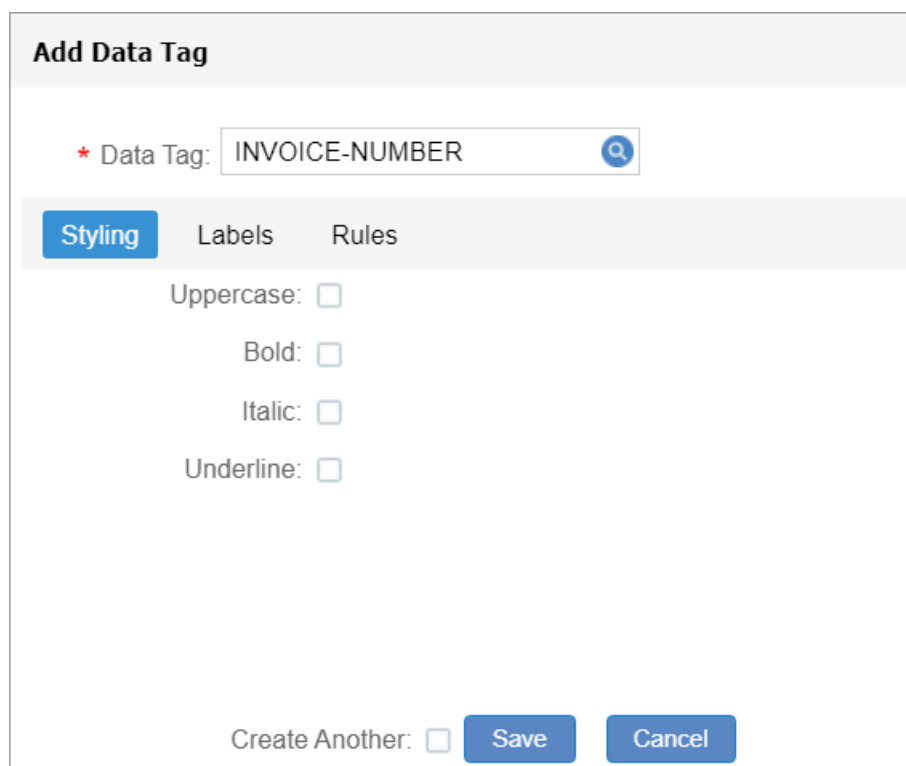


This layout field is now output as a barcode or QR code on the document. When scanned, the code presents the user with shipping data, such as a tracking number.

### ***Add Data Tag Panel***

The Styling, Labels, and Rules tabs in the Add Data Tag panel enable you to format the look and behavior of data on a document.

Add Data Tag Panel

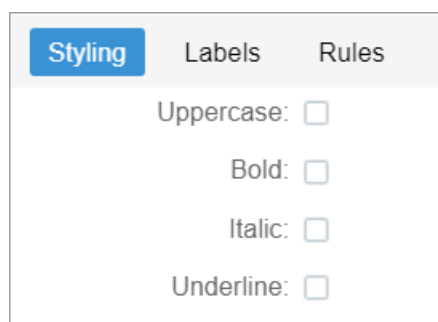


The screenshot shows the 'Add Data Tag' panel. At the top, there's a header 'Add Data Tag'. Below it, a red asterisk is followed by 'Data Tag:' and a text input field containing 'INVOICE-NUMBER' with a search icon to its right. Below this is a tabbed interface with three tabs: 'Styling' (selected and highlighted in blue), 'Labels', and 'Rules'. Under the 'Styling' tab, there are four options, each with a checkbox: 'Uppercase:', 'Bold:', 'Italic:', and 'Underline:'. At the bottom of the panel, there is a 'Create Another:' checkbox, a 'Save' button, and a 'Cancel' button.

### **Styling Tab**

Select the relevant fields in the Styling tab if you want to apply uppercase, bold, italic, or underline styling to the data tag.

Styling Tab



This is a close-up of the 'Styling' tab from the previous screenshot. It shows the four styling options with their respective checkboxes: 'Uppercase:', 'Bold:', 'Italic:', and 'Underline:'. All checkboxes are currently unchecked.

## Labels Tab

Add a label before or after a data tag using the Label tab. A label displays on the same line as the piece of data, with a space separator between the two elements.

Use the Before field to specify text to display before the data tag. You can add a label after the data tag using the After field. The styling options inside both fields allow you to bold, italicize, or underline a label.

**Note** A label does not display if the data tag value is blank at the time of printing.

Labels Tab

The screenshot shows the 'Labels' tab selected in a configuration window. The window has three tabs: 'Styling', 'Labels', and 'Rules'. Below the tabs, a blue header reads 'Formatting, spacing and line breaks will be applied to labels'. There are two main input areas: 'Before:' and 'After:'. Each area contains a text box with styling icons (B for bold, I for italic, U for underline) and an information icon (i) to its right.

## Rules Tab

The Rules tab enables you to specify an alternative value or data tag to output by default based on certain conditions. You can specify multiple values to trigger a rule by adding the values in the If value is field.

Depending on the configuration of the primary data tag, you can set rules for scenarios where the value is blank, true, or false. For more information on configuring possible values for data tags, see [Possible Values on page 1782](#).

Rules Tab

The screenshot shows the 'Rules' tab selected in the configuration window. The window has three tabs: 'Styling', 'Labels', and 'Rules'. The 'Rules' tab is active. The configuration area includes:
 

- 'If value is:' followed by a dropdown menu currently showing 'blank'.
- 'Use:' followed by a dropdown menu and an 'or:' followed by a text input field with a search icon (Q).
- 'Otherwise Use:' followed by a dropdown menu and an 'or:' followed by a text input field with a search icon (Q).

To establish a rule that outputs static text if the data tag value is blank, true, or false:

1. In the If value is: field, select a condition: blank, true, or false. Enter text in the Use free text field; for example, NONE.
2. Click Save.

Output Static Text If Data Tag Value is Blank

The screenshot shows a configuration panel with three tabs: Styling, Labels, and Rules. The Rules tab is active. It contains two fields: 'If value is:' with a dropdown menu set to 'blank', and 'Use:' with a dropdown menu set to 'NONE'. There is an 'or:' field to the right of the 'Use:' field, which is currently empty.

To output the value of an alternate data tag if the value of the primary data tag is blank, true, or false:

1. In the If value is: field, select a condition: blank, true, or false.
2. Select a data tag using the Use lookup; for example, the Reference data tag.
3. Click Save.

Output Alternate Data Tag If Value of Primary Data Tag is Blank

The screenshot shows a configuration panel with three tabs: Styling, Labels, and Rules. The Rules tab is active. It contains two fields: 'If value is:' with a dropdown menu set to 'blank', and 'Use:' with an empty text input field. To the right of the 'Use:' field is an 'or:' field with a dropdown menu set to 'REFERENCE' and a search icon.

You can make layout fields act as check boxes depending on the value of the primary data tag. This is possible using the Otherwise Use fields.

The example below demonstrates how to output an 'X' in the layout field if the shipment is containerized. Otherwise, the value is blank.

1. With the CONTAINERISED data tag selected, choose true in the If value is: field.
2. In the Use: field on the left, type 'X'.
3. In the Otherwise Use: field on the left, select blank from the drop-down list.
4. Click Save.

Output an 'X' if Primary Data Tag Value is True

**Add Data Tag**

\* Data Tag:

Styling   Labels   **Rules**

If value is:

Use:    or:

Otherwise Use:    or:

### Print Only Once

The Print Only Once field in the Add/Update Data Tag panel enables you to output the specified data tag for each child record only once; for example, output pack information for the first packed item only. This feature is available for detail area layout fields only.

**Note** In this case, if there are multiple packs, the data outputs multiple times; once for the first item in each pack.

Print Only Once Field

**Update Data Tag**

\* Data Tag:

Print Only Once: ☒

The sample below shows a packing list with the Print Only Once field enabled on the pack-tracking-number data tag. The pack information is printed for the first packed item only.

## Packing List Sample, Print Only Once Field Enabled

| Item/ packages                 | Description                                                                                                                                                                                                                                                           | Quantity   | Other details                                                                                        |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------|
| Pack# 11746                    | <b>Gross: 5.5 KG , Net: 0.5 KG , Volume 0.0 M3</b><br><b>BOOTS - SIZE 7 - BLACK</b><br>Item#: A1000000<br>Country of origin: UNITED KINGDOM<br>Buyers reference: BR1234567890<br>Hazardous information:<br>CARTRIDGES FOR WEAPONS with bursting charge<br>1 , UN 0006 | 6<br>Pair  | <b>1 x BOX</b><br>Tracking No:<br>XYZ<br>Container:<br>CONTAINER-001<br>UPI:<br>UPC<br>Mark1:<br>123 |
|                                | <b>BOOTS - SIZE 9 - BLACK</b><br>Item#: A1000002<br>Country of origin: CHINA<br>Buyers reference: BR1234567890                                                                                                                                                        | 20<br>Each |                                                                                                      |
| Pack# 11747                    | <b>Gross: 0.5 KG , Net: 0.0 KG , Volume 17,000.0 M3</b><br><b>CARTRIDGE, UNIVERSAL</b>                                                                                                                                                                                | 10         | <b>1 x BOX</b><br>Mark1:                                                                             |
| Additional packing information |                                                                                                                                                                                                                                                                       |            |                                                                                                      |

## Data Tag Lookup

The Data Tag lookup displays when you click the lookup  button in the Data Tag field. This window presents a list of data tags and several filtering options that enable you to locate a specific one.

Data Tag Lookup Button, Add Data Tag Panel

**Add Data Tag**

\* Data Tag:  

## Data Tag Lookup Window

**Data Tag** Clear All

Data Tag  
 Name:   
 Description:

Entities

Business Types

Core Types

Primitive Data Types

| Name ↑                         | Description                                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------|
| account-detail                 | Account details The data provided is taken from the account details table.                               |
| activity                       | Activity The data provided is taken directly from the activity table.                                    |
| actual-arrival-date            | Actual arrival date The data provided is taken from the actual arrival date table.                       |
| actual-arrival-time            | Actual arrival time The data provided is taken from the actual arrival time table.                       |
| actual-costs-complete          | Actual costs complete The data provided is taken from the actual costs complete table.                   |
| actual-departure-date          | Actual departure date The data provided is taken from the actual departure date table.                   |
| actual-departure-time          | Actual departure time The data provided is taken from the actual departure time table.                   |
| actual-letter-of-credit-number | Actual letter of credit number The data provided is taken from the actual letter of credit number table. |
| additional-reference           | Additional reference The data provided is taken from the additional reference table.                     |
| adjustment-mode                | Adjustment Mode The data provided is taken from the adjustment mode table.                               |
| adjustment-round               | Adjustment Round The data provided is taken from the adjustment round table.                             |
| advance-payment-required       | Advance payment required The data provided is taken from the advance payment required table.             |
| advise-due-date-tlx            | Advise Due date tlx The data provided is taken from the advise due date tlx table.                       |
| advise-reason-telex            | Advise reason telex The data provided is taken from the advise reason telex table.                       |
| advise-reason-telex2           | Advise reason telex The data provided is taken from the advise reason telex2 table.                      |
| aes-itn                        | AES ITN The data provided is taken from the aes itn table.                                               |
| aes-message-code               | AES Message Code The data provided is taken from the aes message code table.                             |

<< < 1 > >> Per Page: 25

Use the Name and Description free-text fields if you want to search for a specific data tag by name or description.

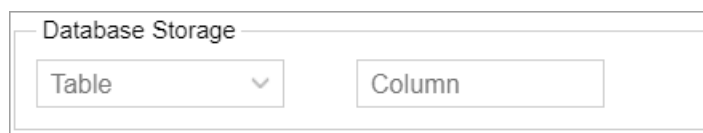
**Note** These fields accept wildcards. For example, to view all data tag names that contain the word Location, enter the \* wildcard character followed by Location in the Name field.

You can filter the list according to various types, including:

- Entity type
- Business type
- Core type
- Primitive data type
- Summary or non-summary data tags

Using the Database Storage filters, you can also search within database tables and columns.

## Database Storage Filters, Data Tag Lookup Window



Database Storage

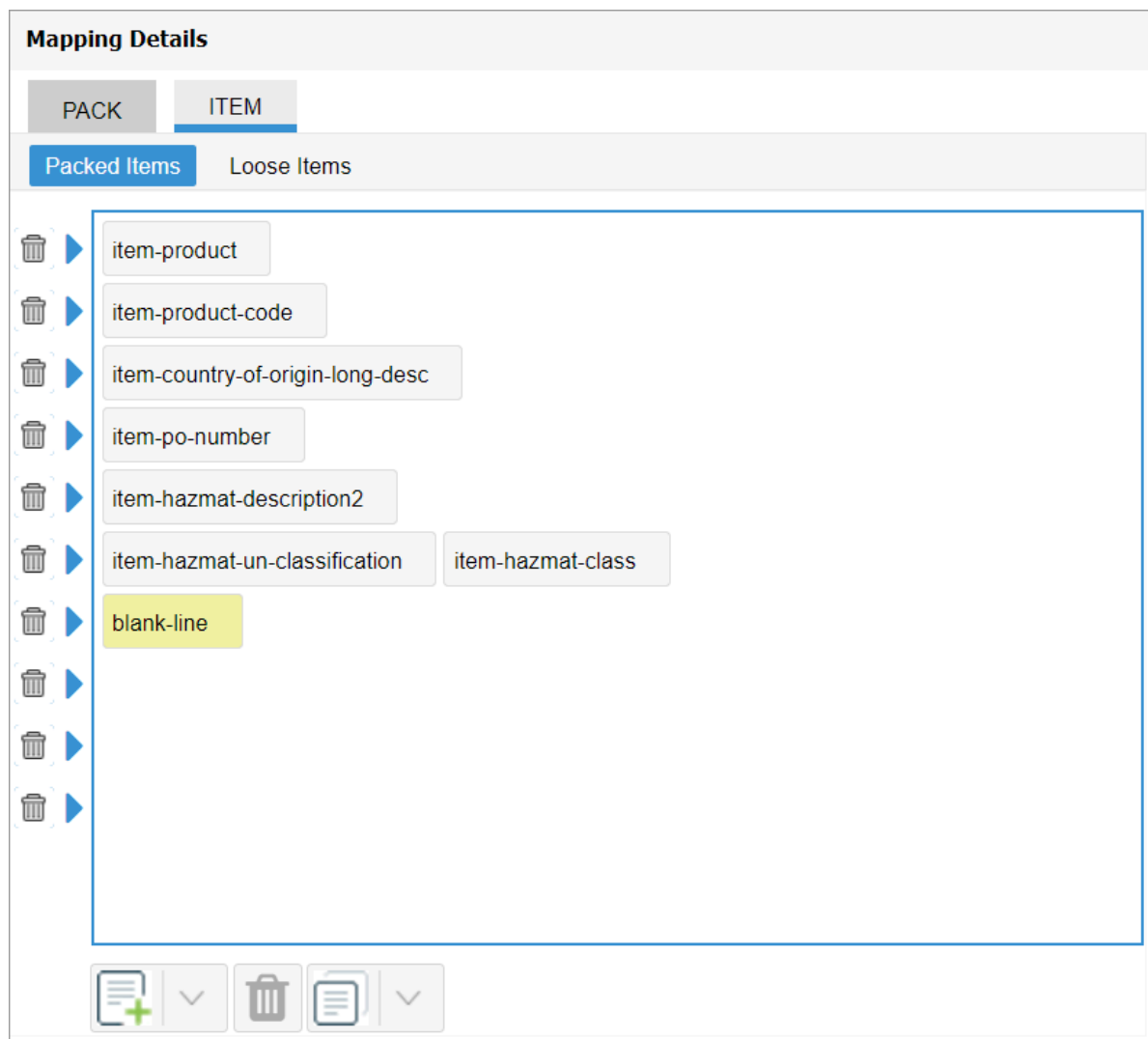
Table  Column

Filtering settings are saved and automatically applied the next time you access the Data Tag lookup window.

**Mapping Details Panel**

The editor in the Mapping Details panel shows the data tags that are currently mapped to a layout field. You can modify, create, and delete new mapping details in this area.

## Mapping Details Editor



**Mapping Details**

PACK ITEM

Packed Items Loose Items

item-product

item-product-code

item-country-of-origin-long-desc

item-po-number

item-hazmat-description2

item-hazmat-un-classification item-hazmat-class

blank-line

+ -

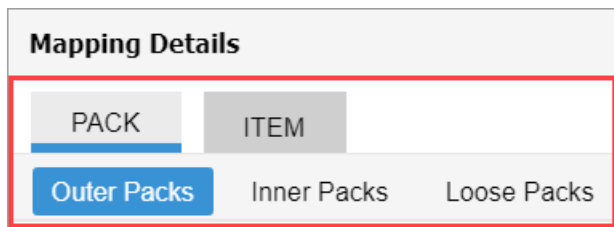
Using the Delete  buttons to the left of the editor, you can delete the mapped data across a single row in the layout field. When you delete a row, the row that was previously below it then moves upward to replace it.

If there are multiple data tags mapped to a layout field, the drag and drop functionality in the Mapping Details editor enables you to determine the order in which the data is output on the document. This is particularly useful for layout fields that are located within the detail area of a document, as you may need to rearrange the order of multiple data tags for various nodes.

If the selected layout field is located in the detail area of the document, tabs above the editor area indicate the node that you are currently editing, and the document's assigned level structure. For example, this area may show PACK and ITEM tabs.

These tabs may also have sub-tabs, such as Outer Packs and Inner Packs under the PACK tab, and Packed Items and Loose Items under the ITEM tab. For more information on levels and level structures, see [Levels on page 1802](#).

#### Mapping Details Tabs



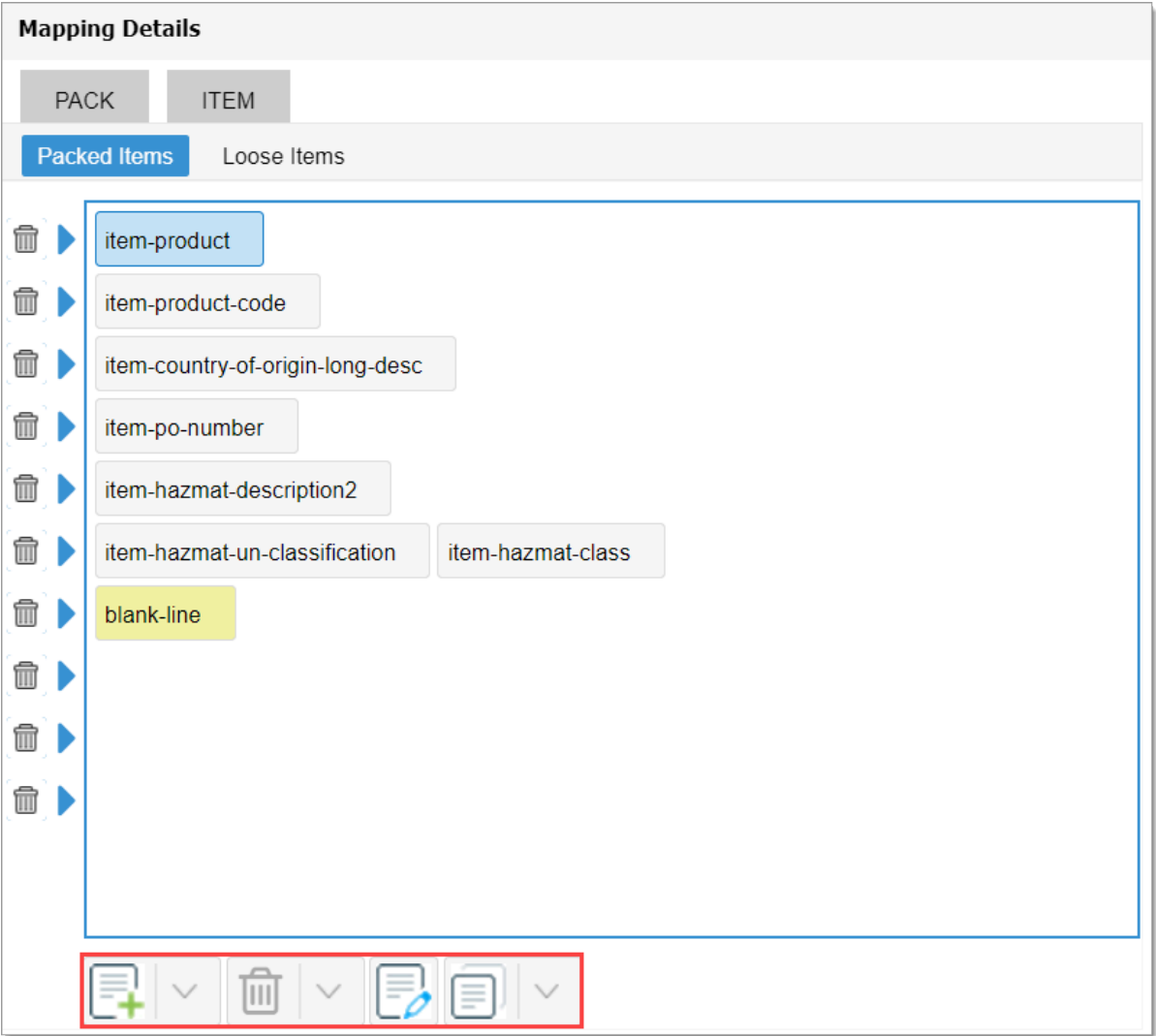
Click the Save  button at the bottom right of the editor to ensure that your changes are saved.

#### Mapping Details Panel Toolbar

The toolbar at the bottom of the Mapping Details panel enables you to add data tags or modify mappings.



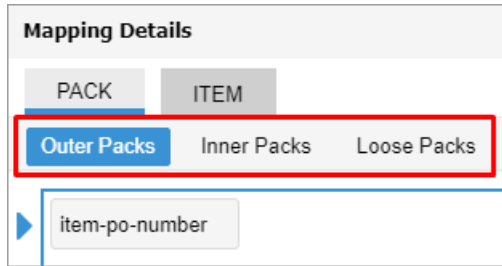
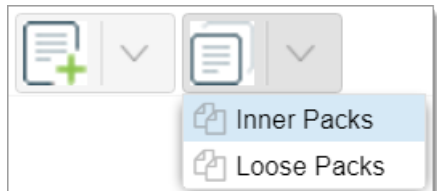
Mapping Details Panel Toolbar



The purpose of each button is described in the table below.

Mapping Details Toolbar Options

| Button                                                                              | Description                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Add data tag. Click the down arrow  beside this button to open the data tag menu and select a specific type of data tag. The data tag menu options are detailed below this table. |
|  | Select an element in the Mapping Details editor and click this button to update the mapping details. You can also double-click an element to update it.                                                                                                               |

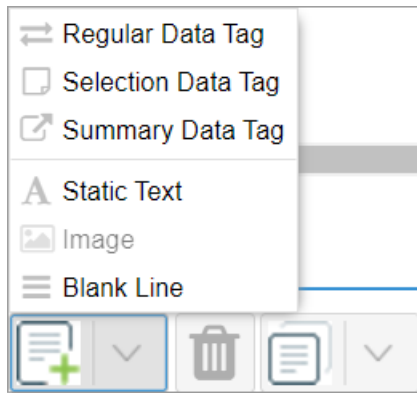
| Button                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Delete. Select a data tag in the Mapping Details editor and click this button to delete it. Alternatively, click the down arrow beside this button to delete all mapping details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | <p>Copy mappings. This toolbar option is only available if:</p> <ul style="list-style-type: none"> <li>The layout field is located in the detail area.</li> <li>The document level is set to <i>Pack</i>.</li> <li>The document's level structure contains at least 2 sub-nodes that you can copy mappings to. For example, the structure below:</li> </ul> <div data-bbox="467 661 966 924" data-label="Image">  </div> <p>This option is useful if there is a lot of repetitive data and you want to copy the mapping details across multiple nodes.</p> <p>To copy mappings from the selected sub-node to another, click the Copy Mappings button. In the drop-down list that appears, select the sub-node that you want to copy to.</p> <div data-bbox="467 1165 901 1354" data-label="Image">  </div> |

### Data Tag Menu

Several types of data tags are available for mapping. Click the down

arrow beside the Add  button to view them and select one from the list.

## Data Tag Menu



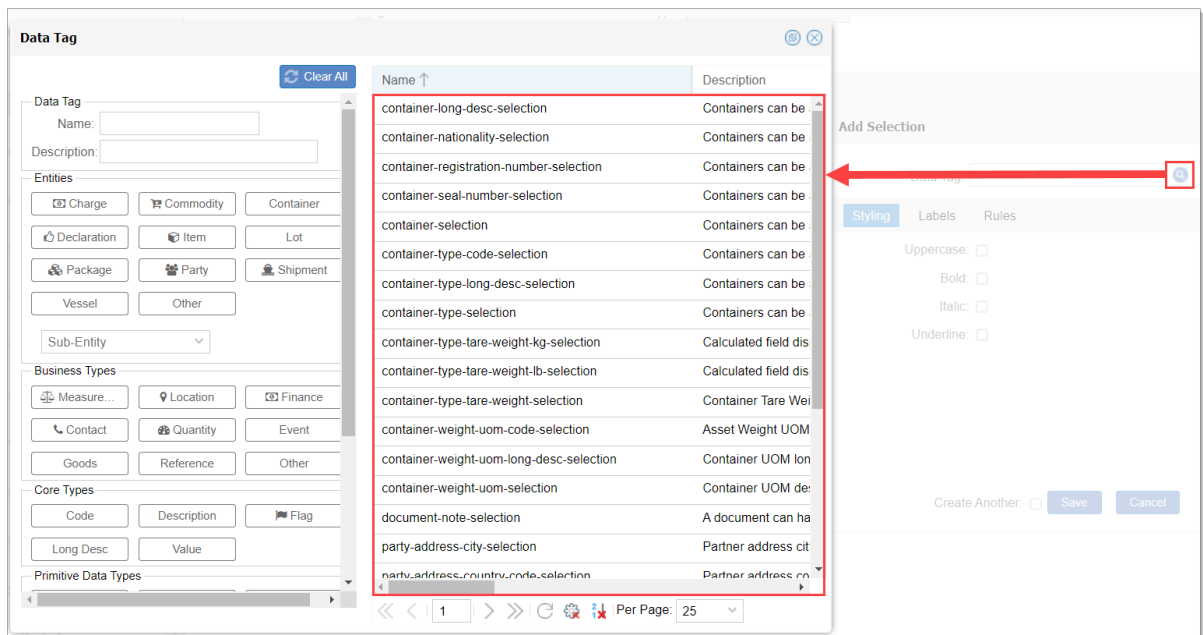
### Regular Data Tag

This is a standard data tag and the most common type in the database.

### Selection Data Tag

This type of data tag type is particularly useful if you need to map numerous transaction texts, notes, container, and/or seal numbers to a document. When you select this data tag and click the Data Tag lookup field in the Add Selection panel, the Data Tag lookup window displays.

### Data Tag Lookup, Selection Data Tag



This window contains a filtered list of items that are declared as selection data tags, and groups together common elements like texts, notes, containers, and seal numbers on a shipment. Depending on the selected data tag, the Add Selection panel displays an additional field for you to further specify the output data:

- Text ID
- Note Index
- Container Index (1-20)
- Vessel Index
- Virtual Field
- Party Type

TEXT-SELECTION Data Tag, Specify Text ID

**Add Selection**

\* Data Tag:  

\* Text ID:  

CONTAINER-SEAL-NUMBER-SELECTION Data Tag, Specify Container Index

**Add Selection**

\* Data Tag:  

\* Container Index:  

## Summary

For data tags that potentially have multiple values; for example, the country-of-origin data tag if an item on the shipment has more than one origin country.

Add Summary Data Tag

**Add Summary**

\* Data Tag:  

Operation:   

Using the Operation field, you can choose an action that you want the system to perform when outputting a summary data tag. The options presented in the Operation drop-down list vary depending on the selected data tag.

For example, if the ITEM-GROSS-WEIGHT summary data tag is selected, you can choose to output the value in kilograms using the Total in Kg operation, or in pounds using the Total in Lb operation.

You can also use the Count operation to output a count of the number of returned records, excluding nulls and empty values.

For other summary data tags, you may have a Synopsis option in the Operation drop-down list. This enables access to the Rules tab functionality so that you can configure the output based on specific scenarios.

#### Summary Data Tag Operation Options

The screenshot shows the 'Add Summary' dialog box. The 'Data Tag' field is set to 'ITEM-GROSS-WEIGHT'. The 'Operation' dropdown menu is open, showing three options: 'Count', 'Total in Kg', and 'Total in Lb'. The 'Count' option is currently selected. Below the dropdown, there are checkboxes for 'Bold', 'Italic', and 'Underline', all of which are unchecked. The 'Number Format' field is set to '0.00'. At the bottom, there is a 'Create Another' checkbox (unchecked) and two buttons: 'Save' and 'Cancel'.

For item lists, such as lists of PO numbers, invoice numbers, and order numbers, you may see list operations. There are two list operations:

- List. Shows the raw details in a list on the document, including blanks, nulls, and duplicates.
- List Distinct Sorted. Distinctly lists the details, excluding blanks, nulls, and duplicates.

## List Distinct Sorted Operation

**Update Summary**

\* Data Tag: ITEM-PO-NUMBER

Operation: List Distinct Sorted

Styling

Count

List

List Distinct Sorted

Synopsis

Italic: ☐

Underline: ☐

To add a summary data tag:

1. Select Summary from the data tag drop-down menu.
2. Use the Data Tag lookup field in the Add Summary panel to specify the data tag that you want to output as an alternate value.
3. Use the Operation field drop-down list to specify the action that you want to be performed when this data tag is used on a document.
4. Apply any necessary styling in the Styling tab.
5. In the Rules tab, you can choose the values that you want to output in specific scenarios:

## Add Summary Data Tag, Rules Tab

**Add Summary**

\* Data Tag:  

Operation:  

**Styling** **Rules**

If values are different

Use:

If values are the same

☒ Use Value

☐ Replace With

If values are blank

Use:  or  

Create Another: ☐ **Save** **Cancel**

- If values are different - Use: Use the free text field to specify what should be printed in this layout field if the values are different; for example, various countries of origin.
- If values are the same - Use Value: For a list containing values that are all the same. Select this option if you want to output this value.
- If values are the same - Replace With: For a list containing values that are all the same. Select this option if you want to replace the value with a piece of text, and specify the text in the free text field.
- If values are blank - Use: You can specify what the Docs system should output in cases where the primary data tag value is blank. Insert a piece of static text in this field. Alternatively, click the down arrow and select blank to output no alternate value.
- If values are blank - or: Output the value of an alternate data tag in cases where the primary data tag value is blank.

**Note** You must set up rules for a summary data tag. Otherwise, the data tag value will be blank when the document is printed.

**Note** For more information on the summary functionality and how a summary—or list—data tag is created, see the [List Data Tag on page 1782](#) section.

### Blank Line

You can add up to ten blank lines above, below, or between data tags. This can be useful if the detail area looks cluttered and you want to create more space around the text.

Click to add a blank line, and specify the desired number of blank lines in the Add Blank Line panel that appears to the right.

Add Blank Line

**Add Blank Line**

Number of Blank Lines:

Sample Document With Blank Lines

| Description                                                  |
|--------------------------------------------------------------|
| <b>Pallet : 2.00 KG / 0.00 M3</b>                            |
| <b>BOX 1.00 LB / 161.49 M3</b>                               |
| BOOTS - SIZE 7 - BLACK<br>Country of origin: TAIWAN, PROVINC |
| BOOTS - SIZE 8 - BLACK<br>Country of origin: CHINA           |
| BOOTS - SIZE 9 - BLACK<br>Country of origin: CHINA           |

### Static Text

Add static text of up to 2000 characters to a layout field. You can apply bold, italic, or underline styling to it.



## Add Static Text

Add Static Text

Static Text:

B I U

Sample Text

## Document Sample With Static Text

|                 |
|-----------------|
| Description     |
| Fireclay Bricks |
| Sample Text ←   |
| UNITED STATES   |

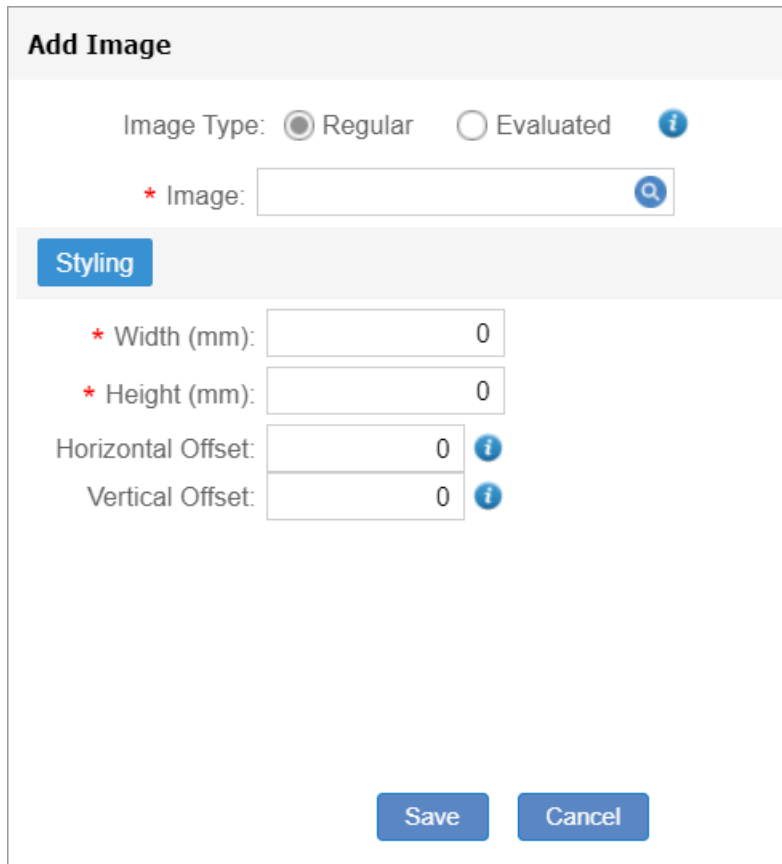
## Image

Select this option to open the Add Image panel on the right, where you can use the lookup to choose an image from the database. For more information on uploading images to the database, see [Images on page 1796](#).

**Note** For alignment purposes, an image must be a standalone data element in a layout field. Therefore, this option is only available if no other mapping data exists for a layout field.

The two image type options—Regular and Evaluated—are described below.

## Add Image Panel



**Add Image**

Image Type: ☒ Regular ☐ Evaluated ?

\* Image:  Q

**Styling**

\* Width (mm):  0

\* Height (mm):  0

Horizontal Offset:  0 ?

Vertical Offset:  0 ?

**Regular**

You can output a specific image in all scenarios using this image type, regardless of any criteria. To do this, select Regular for the Image Type field. Then use the Image lookup to choose an image from the database.

**Evaluated**

Alternatively, you can use the fields provided to output an image based on shipment data.

The example below describes how a user populates the fields to output the signature of the shipping officer for a shipment. This is achieved by specifying an image prefix and the shipping-officer-code data tag value.

**Note** The signature is stored as an image in the QAD GTTE database.

1. Select Evaluated for the Image Type field. Additional fields display below the Image Type field: Prefix and Data Tag.
2. In the Prefix field, specify the prefix of the image name to be output. The example below shows a list of images in the Images grid, each representing a shipping officer's signature. The format of these image names is [prefix-shipping officer code]. Therefore, signature is the prefix entered in the Prefix free text field.

## Shipping Officer Signatures, Image Name Prefixes Highlighted

| Images           |                      |
|------------------|----------------------|
| Name:            | <input type="text"/> |
| Name ↑           |                      |
| signature-420301 |                      |
| signature-371928 |                      |
| signature-224125 |                      |
| signature-288531 |                      |

## Specify Image Prefix

| Add Image   |                                        |                                                                                                            |
|-------------|----------------------------------------|------------------------------------------------------------------------------------------------------------|
| Image Type: | <input type="radio"/> Regular          | <input checked="" type="radio"/> Evaluated <span style="color: blue;">i</span>                             |
| * Image:    | <input type="text" value="signature"/> | <input type="button" value="-"/> <input type="text" value="Data Tag"/> <span style="color: blue;">Q</span> |

- Use the Data Tag lookup field to select the shipping officer code data tag; in this case, it is shipping-officer-code.

## Specify Data Tag

| Add Image   |                                        |                                                                                                                        |
|-------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Image Type: | <input type="radio"/> Regular          | <input checked="" type="radio"/> Evaluated <span style="color: blue;">i</span>                                         |
| * Image:    | <input type="text" value="signature"/> | <input type="button" value="-"/> <input type="text" value="SHIPPING-OFFICER-COD"/> <span style="color: blue;">Q</span> |

The value of this data tag—the shipping officer's code—determines which image with the signature prefix will be selected.

When the document is generated, the system appends the data tag value—for example, 420301—to the signature prefix with a dash between the two elements. This results in signature-420301. Therefore, the system outputs the image named signature-420301—the shipping officer's signature—in the selected layout field.

## Sample Shipping Officer Signature

|                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of signatory<br><b>John Smith</b>                                                                                                                                           |
| Place and date of issue<br><b>CHICAGO / 10/07/2020</b>                                                                                                                           |
| Signature<br>  |

**Styling**

The Width and Height fields in the Styling tab enable you to specify the dimensions of the image in millimeters. Use the Horizontal Offset and Vertical Offset fields to specify, in millimeters, how far up, down, left, or right of its default position that you want to output the image in the layout field.

**Note** An image may appear blurred or stretched in the document preview if the specified width and height are bigger or do not match the aspect ratio of the original image.

**Previewing a Document**

You can use existing shipment data to preview a document. This provides you with a realistic example of what the document looks like when the layout fields are populated with information.

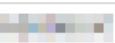
Select a record on the *Documents* page and then click the *Preview*  button in the toolbar. The *Preview Document* window displays. In this window, you are prompted to input the details of a shipment for testing purposes. You can use any shipment that exists in the database.

Preview Document Window

Preview Document

Name: PackingList\_01\_A4

\* Client: STGL

\* Shipper Code: 

\* Reference No.: 

\* Despatch Number: 0

Simulate Print: ☐ 

 View Document
 | 
  Download JSON
 | 
  Download XML FO
 | 
  Close

The *Simulate Print* field enables you to preview the document as though it is being physically printed. It only applies to documents that have the *Preprinted Paper* field enabled, which omits static elements such as lines, shading, images, and text. The *Simulate Print* field, if enabled, overrides the *Preprinted Paper* field. For more information on the *Preprinted Paper* field, see the [Creating a Document on page 1727](#) section.

Using the *Download JSON* button in the *Preview Document* window, you can download the shipment's JSON file.

Similarly, you can download the shipment's XML FO file by clicking the *Download XML FO* button. The information in this document can be useful for troubleshooting.

Click the *View Document* button to preview the document in a new tab.

### **Example: Mapping a Data Tag with a Label and Rule Applied**

The following example illustrates how a user maps the data tag representing the consignor's name to the *consignor-name* layout field on a document. In addition, a label is applied, as well as a rule that specifies an alternate data tag value to use in cases where the primary data tag value is unavailable.

**Note** To assist you during the mapping process, you may find it useful to have a preview of the layout — with placeholders included — open in another browser tab.

*consignor-name* Layout Field in Layout Preview

|                                      |                         |
|--------------------------------------|-------------------------|
| Seller (name, address, VAT reg. no.) | {consignor-vatn}        |
| {consignor-name}                     |                         |
| {consignor-adr1}                     |                         |
| {consignor-adr2}                     |                         |
| {consignor-adr3}                     | Phone: {consignor-phno} |
| {consignor-adr4}                     | Fax: {consignor-fax}    |

1. In the *Documents* grid, click the *Document Mapping* sub-option button



on the record that you want to configure.

2. In the *Document Mapping* window, select the *consignor-name* layout field in the *Layout Field* list panel on the left.

## Select Layout Field

**Layout Field**

Search

= Filters ▾ = Sort ▾

consignor-adr

consignor-fax

consignor-name

3. Click the *Add Data Tag*  button under the *Mapping Details* panel. This opens the *Add Data Tag* panel.

## Add Data Tag Panel

**Document Mapping : 02-Test-Invoice\_01\_A4**

Layout Field

Search

= Filters ▾ = Sort ▾

cmdsc

commodity

consignee-adr

consignee-name

consignee-vatn

consignor-adr

consignor-fax

consignor-name

consignor-phno

consignor-vatn

**Layout Field Settings : consignee-name**

Maximum Line Width (mm):

Align Text: ☒ Left ☐ Center ☐ Right

Truncate: ☐ ⓘ

Barcode Type: ▾

**Mapping Details**

**Add Data Tag**

\* Data Tag:  ⓘ

**Styling** Labels Rules

Uppercase: ☐

Bold: ☐

Italic: ☐

Underline: ☐

Create Another: ☐ Save Cancel

4. Click the lookup  icon in the *Data Tag* field. The *Data Tag* lookup window displays.
5. Select the *consignor-name* data tag from the list.

## Consignor-name in the Data Tag Lookup

The screenshot shows the 'Data Tag' window with a 'Clear All' button. On the left, there are sections for 'Data Tag' (Name and Description fields), 'Entities' (Charge, Commodity, Container, Declaration, Item, Lot, Package, Party, Shipment, Vessel, Other), 'Business Types' (Measure..., Location, Finance, Contact, Quantity, Event, Goods, Reference, Other), 'Core Types' (Code, Description, Flag, Long Desc, Value), and 'Primitive Data Types'. On the right, a table lists various data tags. The 'Consignor-name' tag is highlighted in blue.

| Name ↑                         | Description                           |
|--------------------------------|---------------------------------------|
| commodity-volume-uom-code      | The commodity volume UOM c            |
| commodity-volume-uom-long-desc | The commodity volume UOM lo           |
| commodity-weight-uom           | The commodity weight UOM de           |
| commodity-weight-uom-code      | The commodity weight UOM co           |
| commodity-weight-uom-long-desc | The commodity weight UOM lo           |
| company-number-code            | Company number The data pro           |
| compliance-status              | Compliance status The data pr         |
| consignee-excise-number        | Consignee excise number The           |
| consignee-name                 | Name of the "Consignee" for th        |
| consignor-excise-number        | Consignor excise number The           |
| <b>consignor-name</b>          | <b>Name of the "Consignor" for th</b> |
| consignor-tan                  | TAN number of the "Consignor"         |
| consignors-bank-code           | Consignors bank The data prov         |
| consolidate-for-freight        | Consolidate for Freight The dat       |
| consolidation                  | Consolidation The data provide        |
| consolidator-location-code     | Consolidator Location The date        |

At the bottom right, there is a pagination bar showing 'Per Page: 25'.

6. Enable the relevant fields in the *Styling* tab if you want to apply uppercase, bold, italic, or underline styling.

### Styling Tab

The screenshot shows the 'Styling' tab selected. It contains four checkboxes for styling options: Uppercase, Bold, Italic, and Underline. All checkboxes are currently unchecked.

7. In the *Labels* tab, enter 'Consignor:' in the *Before:* free text field. Then highlight the text and apply bold styling.

## Add Label with Bold Styling

Styling **Labels** Rules

Formatting, spacing and line breaks will be applied to labels

Before: **B** *I* u i

Consignor:

After: **B** *I* u i

8. In the *Rules* tab, you can specify an alternate value to use if the value for the primary data tag - *consignor-name* - is unavailable. In the *If value is:* field, select *blank*.
9. For the purposes of this example, *customer-name* is the alternate data tag to be used if *consignor-name* is blank. In the data tag lookup for the *Use* field, select *customer-name*.

## Specify Alternate Data Tag, Rules Tab

**Add Data Tag**

\* Data Tag: **CONSIGNOR-NAME** Q

Styling Labels **Rules**

If value is: **blank** ▼

Use:  or: **CUSTOMER-NAME** Q

Otherwise Use:  ▼ or:  Q

10. Click **Save**. The saved mapping now appears in the *Mapping Details* editor on the left.



## Mapping Saved, Mapping Details Panel

**Mapping Details**



consignor-name





















When a preview of this example document is generated, the layout field appears as follows:

Preview of Mapped Data

Seller (name, address, VAT reg. no.)

**Consignor: QAD Precision**

Phone:

Fax:

### Example: Outputting Charge Summary Information

Charge summary groups—also known as summary buckets—are used to summarize costs. For more information on configuring charge summary groups and setting them up for documents, see [Charge Summary Groups on page 1568](#) in the Transportation Execution section.

It is possible to output this summary information on a document in QAD GTTE Docs using the typical [Document Mapping on page 1733](#) process. The steps below describe the process with regard to a bill of lading document.

**Note** Charge summary information data tags are indicated by the prefix *summary-charge*; for example, *summary-charge-summary-bucket*.

1. In the *Documents* grid, click the *Document Mapping* sub-option button



on the record that you want to configure.

Access the Document Mapping Window

| Documents                  |                                      |                                                     |
|----------------------------|--------------------------------------|-----------------------------------------------------|
| Name: <input type="text"/> |                                      | Search By: <input type="text" value="Description"/> |
|                            | Name ↑                               | Description                                         |
|                            | GTTE_Exports_Bill Of Lading          | Base Document - Bill Of Ladi...                     |
|                            | Document Mapping GTTE_Exports_EAD-A4 | Base Document - Export Acc...                       |
|                            | GTTE_PackingList_01_A4               | Base Packing List (What Co...                       |
|                            | GTTE_PackingList_01_A4_Index         | Base Packing List (What Co...                       |
|                            | GTTE_PackingList_01_A4_upd           | Base Packing List (What Co...                       |

2. In the *Document Mapping* window, select the layout field that you want to map the charge summary information to from the *Layout Field* list panel on the left. For the purposes of this example, the layout field is *charge-desc*.
3. Click the *Add Data Tag* button under the *Mapping Details* panel. This opens the *Add Data Tag* panel.
4. Click the lookup icon in the *Data Tag* field. The *Data Tag* lookup window displays.
5. Select a charge summary information data tag, indicated by the prefix *summary-charge*. For the purposes of this example, the data tag *summary-charge-summary-bucket* is selected.

## Summary-charge-summary-bucket Data Tag, Data Tag Lookup

| Name ↑                              | Description                         |
|-------------------------------------|-------------------------------------|
| summary-charge-basic-charge         | Summary charge basic charge         |
| summary-charge-basic-selling-charge | Summary charge basic selling charge |
| summary-charge-currency             | Summary charge currency             |
| summary-charge-summary-bucket       | Summary charge summary bucket       |
| summary-charge-summary-bucket-code  | Summary charge summary bucket code  |
| summary-charge-total-charge         | Summary charge total charge         |
| summary-charge-total-selling-charge | Summary charge total selling charge |
| summary-commodity                   | Summary commodity description       |
| summary-commodity-code              | Summary commodity code              |
| summary-commodity-long-desc         | Summary commodity long description  |
| summary-commodity-pack-detail       | Summary commodity pack detail       |

6. Click **Save**.

**Note** You can map only one summary data tag to a layout field. Therefore, in the case that you want to output the amount, currency, and charge description summaries, three layout fields are required.

The table below contains sample layout fields for the summary charge information on a bill of lading document. The column to the right lists the corresponding data tags that are mapped to each one.

**Summary Charge Mappings**

| Layout Field    | Data Tag                      |
|-----------------|-------------------------------|
| charge-value    | SUMMARY-CHARGE-TOTAL-CHARGE   |
| charge-currency | SUMMARY-CHARGE-CURRENCY       |
| charge-desc     | SUMMARY-CHARGE-SUMMARY-BUCKET |

The image below is a preview of the summary charge area on a sample bill of lading, with placeholders included.

## Summary Charge Layout Fields with Placeholders, Sample Bill of Lading

|                 |                    |                |
|-----------------|--------------------|----------------|
| {charge-value1} | {charge-currency1} | {charge-desc1} |
| {charge-value2} | {charge-currency2} | {charge-desc2} |
| {charge-value3} | {charge-currency3} | {charge-desc3} |
| {charge-value4} | {charge-currency4} | {charge-desc4} |
| {charge-value5} | {charge-currency5} | {charge-desc5} |

The resulting output with shipment data is displayed below.

## Sample Bill of Lading Output with Shipment Data

|       |     |                                |
|-------|-----|--------------------------------|
| 977.8 | USD | Overseas freight               |
| 1.0   | EUR | Commission and similar charges |
| 6.9   | USD | Overseas insurance             |

## Layouts

The **Layouts** screen displays all of the layouts in the system. A layout is the arrangement of visual elements — the lines, boxes, and label text — on a single page. Depending on the type of document you want to create, it can contain one or multiple layouts.

| Layouts                                |                         |              |                     |                    |                                                                          | Select a Search Template |
|----------------------------------------|-------------------------|--------------|---------------------|--------------------|--------------------------------------------------------------------------|--------------------------|
| Name                                   | Search By: Created User |              |                     | Search             | Clear                                                                    |                          |
| Name ↑                                 | Created Date            | Created User | Last Modified Date  | Last Modified User | Detail Area Fields                                                       | External Name ↑          |
| GTTE_CustomInvoice_01_A4               | 09/10/2023 13:06:38     | QCONFIG      | 09/10/2023 13:06:38 | QCONFIG            | item,qty,number,description,po,htsus,price,ext-value                     |                          |
| GTTE_CustomInvoice_01_A4_#2            | 09/10/2023 13:06:40     | QCONFIG      | 09/10/2023 13:06:40 | QCONFIG            | item,qty,number,description,po,htsus,price,ext-value                     |                          |
| OMG 021016                             | 12/09/2024 17:00:28     | QCONFIG      | 12/09/2024 17:00:28 | QCONFIG            | L,cpr,pr,detail-area,qtyo,qtys,qtyb,oum,sum,pum,qtyyp,po,so,seq          | 021016                   |
| OMG 021017                             | 12/09/2024 17:01:24     | QCONFIG      | 12/09/2024 17:01:24 | QCONFIG            | L,cpr,pr,detail-area,qtyo,qtys,qtyb,oum,sum,pum,qtyyp,po,so,seq          | 021017                   |
| Sample-CertificateOfOrigin_01#1-A4     | 08/09/2022 18:04:20     | QCONFIG      | 08/09/2022 18:04:20 | QCONFIG            | quantity,description,packs                                               |                          |
| Sample-CertificateOfOrigin_01#1-LETTER | 08/09/2022 18:04:21     | QCONFIG      | 08/09/2022 18:04:21 | QCONFIG            | description,df,gkilt,quantity                                            |                          |
| Sample-Invoice_01#1-A4                 | 08/09/2022 18:04:24     | QCONFIG      | 08/09/2022 18:04:24 | QCONFIG            | item,description,quantity,price,amount                                   |                          |
| Sample-Invoice_01#2-A4                 | 08/09/2022 18:04:26     | QCONFIG      | 08/09/2022 18:04:26 | QCONFIG            | quantity,price,amount,item,description                                   |                          |
| Sample-Invoice_02#1-A4                 | 08/09/2022 18:04:28     | QCONFIG      | 08/09/2022 18:04:28 | QCONFIG            | tariff-code,co-code,product-code,quantity,uom,weight,unit-price,total... |                          |
| Sample-Invoice_03#1-LETTER             | 08/09/2022 18:04:29     | QCONFIG      | 08/09/2022 18:04:29 | QCONFIG            | item,description,quantity,price,amount                                   |                          |
| Sample-Invoice_03#2-LETTER             | 08/09/2022 18:04:30     | QCONFIG      | 08/09/2022 18:04:30 | QCONFIG            | quantity,price,amount,item,description                                   |                          |
| Sample-PackingList_01#1-A4             | 08/09/2022 18:04:31     | QCONFIG      | 08/09/2022 18:04:31 | QCONFIG            | item,other-details,quantity,description                                  |                          |

Document designers who create layouts using ePage can import layouts to QAD GTTE Docs in MPD format, where they then have the ability to update, delete, copy, or search for layout records. This is described in more detail in the [Creating a Layout on page 1770](#) section.

Documents, like invoices and packing lists, typically contains two layouts:

**First page.** The first page of the document. The top half of the layout usually specifies shipment information such as weights, dates, and seller, buyer, and manufacturer addresses. This layout only appears once in a document.

**Continuation page.** This layout follows the first page, and normally lists the packs and items on the shipment. This layout can be repeated multiple times, depending on the size of the shipment, and typically displays a summarized version of the header data; for example, seller and buyer information.

Some documents may have an additional third layout:

**Instruction page.** This is an optional last page layout that typically includes information such as general terms and conditions, or instructions; for example, instructions for the exporter on how to correctly complete a certificate of origin document. An instruction page primarily consists of static text. However, header information such as the shipment, order number, or page number, can be added.

**Note** A layout is considered an instruction page if there are no detail area layout fields. It is not possible to add detail area layout fields to a layout that is used as an instruction page layout in a document.

## Sample of a Packing List's First Page Layout

| INVOICE                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  |                                                                                                                                                                 |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Seller (name, address, VAT reg. no.)<br>{consignor-name}<br>{consignor-adr1}<br>{consignor-adr2}<br>{consignor-adr3}<br>{consignor-adr4}                                                                                                                                                                                                                                                  |                                                                                                                                      | {consignor-vatn}                                                                                                                                               |                                                                                                                                  | Invoice number<br>{invoice-number}                                                                                                                              | {page-number}                                   |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      | Phone: {consignor-phno}<br>Fax: {consignor-fax}                                                                                                                |                                                                                                                                  | Invoice date (tax point)<br>{invoice-date}                                                                                                                      | Seller's reference<br>{sellers-reference}       |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | Buyer's reference<br>{buyers-reference}                                                                                                                         | Other reference<br>{other-reference}            |
| Consignee<br>{consignee-name}<br>{consignee-adr1}<br>{consignee-adr2}<br>{consignee-adr3}<br>{consignee-adr4}                                                                                                                                                                                                                                                                             |                                                                                                                                      | {consignee-vatn}                                                                                                                                               |                                                                                                                                  | Buyer (if not consignee)<br>{buyer-name}<br>{buyer-adr1}<br>{buyer-adr2}<br>{buyer-adr3}<br>{buyer-adr4}                                                        |                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | {buyer-vatn}                                                                                                                                                    |                                                 |
| {box10[1]}<br>{box10[2]}<br>{box10[3]}<br>{box10[4]}<br>{box10[5]}<br>{box10[6]}<br>{box10[7]}                                                                                                                                                                                                                                                                                            |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | {box11[1]}<br>{box11[2]}                                                                                                                                        |                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | Country of origin of goods<br>{country-of-origin}                                                                                                               | Country of destination<br>{country-destination} |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | Terms of delivery and payment<br>{delivery-terms}<br>{pay-description1}<br>{pay-description2}<br>{pay-description3}<br>{pay-description4}<br>{pay-description5} |                                                 |
| Vessel/ flight no.<br>{vessel-name}                                                                                                                                                                                                                                                                                                                                                       | Port/ airport of loading<br>{port-of-loading}                                                                                        |                                                                                                                                                                |                                                                                                                                  |                                                                                                                                                                 |                                                 |
| Port/ airport of discharge<br>{place-of-discharge}                                                                                                                                                                                                                                                                                                                                        | Place of delivery<br>{place-of-delivery}                                                                                             |                                                                                                                                                                | {box14[1]}<br>{box14[2]}                                                                                                         |                                                                                                                                                                 |                                                 |
| Shipping marks; container number<br>{marks[1]}<br>{marks[2]}<br>{marks[3]}<br>{marks[4]}<br>{marks[5]}<br>{marks[6]}<br>{marks[7]}<br>{marks[8]}<br>{marks[9]}                                                                                                                                                                                                                            | No. and kind of packages<br>{packs1}<br>{packs2}<br>{packs3}<br>{packs4}<br>{packs5}<br>{packs6}<br>{packs7}<br>{packs8}<br>{packs9} | Commodity Code<br>{commodity1}<br>{commodity2}<br>{commodity3}<br>{commodity4}<br>{commodity5}<br>{commodity6}<br>{commodity7}<br>{commodity8}<br>{commodity9} | Description of goods<br>{cmdsc1}<br>{cmdsc2}<br>{cmdsc3}<br>{cmdsc4}<br>{cmdsc5}<br>{cmdsc6}<br>{cmdsc7}<br>{cmdsc8}<br>{cmdsc9} | Total gross wt (kg)<br>{total-gwtt,,r}                                                                                                                          | Total cube (m3)<br>{total-cubt,,r}              |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                |                                                                                                                                  | Total net wt (kg)<br>{total-nwtt,,r}                                                                                                                            |                                                 |
| Item / Packages                                                                                                                                                                                                                                                                                                                                                                           | Description                                                                                                                          | Quantity                                                                                                                                                       | Unit price                                                                                                                       | Amount                                                                                                                                                          |                                                 |
| {item001}                                                                                                                                                                                                                                                                                                                                                                                 | {description001}                                                                                                                     | {quantity001,,r}                                                                                                                                               | {price001,,r}                                                                                                                    | {amount001,,r}                                                                                                                                                  |                                                 |
| {item002}                                                                                                                                                                                                                                                                                                                                                                                 | {description002}                                                                                                                     | {quantity002,,r}                                                                                                                                               | {price002,,r}                                                                                                                    | {amount002,,r}                                                                                                                                                  |                                                 |
| {item003}                                                                                                                                                                                                                                                                                                                                                                                 | {description003}                                                                                                                     | {quantity003,,r}                                                                                                                                               | {price003,,r}                                                                                                                    | {amount003,,r}                                                                                                                                                  |                                                 |
| {item004}                                                                                                                                                                                                                                                                                                                                                                                 | {description004}                                                                                                                     | {quantity004,,r}                                                                                                                                               | {price004,,r}                                                                                                                    | {amount004,,r}                                                                                                                                                  |                                                 |
| {item005}                                                                                                                                                                                                                                                                                                                                                                                 | {description005}                                                                                                                     | {quantity005,,r}                                                                                                                                               | {price005,,r}                                                                                                                    | {amount005,,r}                                                                                                                                                  |                                                 |
| {item006}                                                                                                                                                                                                                                                                                                                                                                                 | {description006}                                                                                                                     | {quantity006,,r}                                                                                                                                               | {price006,,r}                                                                                                                    | {amount006,,r}                                                                                                                                                  |                                                 |
| {item007}                                                                                                                                                                                                                                                                                                                                                                                 | {description007}                                                                                                                     | {quantity007,,r}                                                                                                                                               | {price007,,r}                                                                                                                    | {amount007,,r}                                                                                                                                                  |                                                 |
| {item008}                                                                                                                                                                                                                                                                                                                                                                                 | {description008}                                                                                                                     | {quantity008,,r}                                                                                                                                               | {price008,,r}                                                                                                                    | {amount008,,r}                                                                                                                                                  |                                                 |
| {item009}                                                                                                                                                                                                                                                                                                                                                                                 | {description009}                                                                                                                     | {quantity009,,r}                                                                                                                                               | {price009,,r}                                                                                                                    | {amount009,,r}                                                                                                                                                  |                                                 |
| {item010}                                                                                                                                                                                                                                                                                                                                                                                 | {description010}                                                                                                                     | {quantity010,,r}                                                                                                                                               | {price010,,r}                                                                                                                    | {amount010,,r}                                                                                                                                                  |                                                 |
| {item011}                                                                                                                                                                                                                                                                                                                                                                                 | {description011}                                                                                                                     | {quantity011,,r}                                                                                                                                               | {price011,,r}                                                                                                                    | {amount011,,r}                                                                                                                                                  |                                                 |
| {item012}                                                                                                                                                                                                                                                                                                                                                                                 | {description012}                                                                                                                     | {quantity012,,r}                                                                                                                                               | {price012,,r}                                                                                                                    | {amount012,,r}                                                                                                                                                  |                                                 |
| {item013}                                                                                                                                                                                                                                                                                                                                                                                 | {description013}                                                                                                                     | {quantity013,,r}                                                                                                                                               | {price013,,r}                                                                                                                    | {amount013,,r}                                                                                                                                                  |                                                 |
| {item014}                                                                                                                                                                                                                                                                                                                                                                                 | {description014}                                                                                                                     | {quantity014,,r}                                                                                                                                               | {price014,,r}                                                                                                                    | {amount014,,r}                                                                                                                                                  |                                                 |
| {item015}                                                                                                                                                                                                                                                                                                                                                                                 | {description015}                                                                                                                     | {quantity015,,r}                                                                                                                                               | {price015,,r}                                                                                                                    | {amount015,,r}                                                                                                                                                  |                                                 |
| {item016}                                                                                                                                                                                                                                                                                                                                                                                 | {description016}                                                                                                                     | {quantity016,,r}                                                                                                                                               | {price016,,r}                                                                                                                    | {amount016,,r}                                                                                                                                                  |                                                 |
| {item017}                                                                                                                                                                                                                                                                                                                                                                                 | {description017}                                                                                                                     | {quantity017,,r}                                                                                                                                               | {price017,,r}                                                                                                                    | {amount017,,r}                                                                                                                                                  |                                                 |
| {box28[1]}<br>{invoice-total-terms}                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                      |                                                                                                                                                                | Invoice total<br>{currency}                                                                                                      | {invoice-total,,r}                                                                                                                                              |                                                 |
| {declaration[01]}<br>{declaration[02]}<br>{declaration[03]}<br>{declaration[04]}<br>{declaration[05]}<br>{declaration[06]}<br>{declaration[07]}<br>{declaration[08]}<br>{declaration[09]}<br>{declaration[10]}<br>{declaration[11]}<br>{declaration[12]}<br>{declaration[13]}<br>{declaration[14]}<br>{declaration[15]}<br>{box26b[1]}<br>{box26b[2]}<br>{footer-text1}<br>{footer-text2} |                                                                                                                                      |                                                                                                                                                                | Name of signatory<br>{officer-name}                                                                                              |                                                                                                                                                                 |                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                | Place and date of issue<br>{place-of-issue}                                                                                      |                                                                                                                                                                 |                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                      |                                                                                                                                                                | Signature {signature}                                                                                                            |                                                                                                                                                                 |                                                 |

Sample of a Packing List's Continuation Page Layout

| PACKING LIST                                                                                                               |                  |                                                  |                                                                                                          |                                           |
|----------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Seller (name, address)<br>{consignor-name}<br>{consignor-adr1}<br>{consignor-adr2}<br>{consignor-adr3}<br>{consignor-adr4} |                  | {consignor-vatn}                                 | Invoice number<br>{invoice-number}                                                                       | {page-number}                             |
|                                                                                                                            |                  |                                                  | Invoice date (tax point)<br>{invoice-date}                                                               | Seller's reference<br>{sellers-reference} |
|                                                                                                                            |                  | Phone: {consignor-phone}<br>Fax: {consignor-fax} | Buyer's reference<br>{buyers-reference}                                                                  | Other reference<br>{other-reference}      |
| Consignee<br>{consignee-name}<br>{consignee-adr1}<br>{consignee-adr2}<br>{consignee-adr3}<br>{consignee-adr4}              |                  | {consignee-vatn}                                 | Buyer (if not consignee)<br>{buyer-name}<br>{buyer-adr1}<br>{buyer-adr2}<br>{buyer-adr3}<br>{buyer-adr4} |                                           |
|                                                                                                                            |                  |                                                  | {buyer-vatn}                                                                                             |                                           |
| Item/ packages                                                                                                             | Description      | Quantity                                         | Other details                                                                                            |                                           |
| {item001}                                                                                                                  | {description001} | {quantity001,,r}                                 | {other-details001}                                                                                       |                                           |
| {item002}                                                                                                                  | {description002} | {quantity002,,r}                                 | {other-details002}                                                                                       |                                           |
| {item003}                                                                                                                  | {description003} | {quantity003,,r}                                 | {other-details003}                                                                                       |                                           |
| {item004}                                                                                                                  | {description004} | {quantity004,,r}                                 | {other-details004}                                                                                       |                                           |
| {item005}                                                                                                                  | {description005} | {quantity005,,r}                                 | {other-details005}                                                                                       |                                           |
| {item006}                                                                                                                  | {description006} | {quantity006,,r}                                 | {other-details006}                                                                                       |                                           |
| {item007}                                                                                                                  | {description007} | {quantity007,,r}                                 | {other-details007}                                                                                       |                                           |
| {item008}                                                                                                                  | {description008} | {quantity008,,r}                                 | {other-details008}                                                                                       |                                           |
| {item009}                                                                                                                  | {description009} | {quantity009,,r}                                 | {other-details009}                                                                                       |                                           |
| {item010}                                                                                                                  | {description010} | {quantity010,,r}                                 | {other-details010}                                                                                       |                                           |
| {item011}                                                                                                                  | {description011} | {quantity011,,r}                                 | {other-details011}                                                                                       |                                           |
| {item012}                                                                                                                  | {description012} | {quantity012,,r}                                 | {other-details012}                                                                                       |                                           |
| {item013}                                                                                                                  | {description013} | {quantity013,,r}                                 | {other-details013}                                                                                       |                                           |
| {item014}                                                                                                                  | {description014} | {quantity014,,r}                                 | {other-details014}                                                                                       |                                           |
| {item015}                                                                                                                  | {description015} | {quantity015,,r}                                 | {other-details015}                                                                                       |                                           |
| {item016}                                                                                                                  | {description016} | {quantity016,,r}                                 | {other-details016}                                                                                       |                                           |
| {item017}                                                                                                                  | {description017} | {quantity017,,r}                                 | {other-details017}                                                                                       |                                           |
| {item018}                                                                                                                  | {description018} | {quantity018,,r}                                 | {other-details018}                                                                                       |                                           |
| {item019}                                                                                                                  | {description019} | {quantity019,,r}                                 | {other-details019}                                                                                       |                                           |
| {item020}                                                                                                                  | {description020} | {quantity020,,r}                                 | {other-details020}                                                                                       |                                           |
| {item021}                                                                                                                  | {description021} | {quantity021,,r}                                 | {other-details021}                                                                                       |                                           |
| {item022}                                                                                                                  | {description022} | {quantity022,,r}                                 | {other-details022}                                                                                       |                                           |
| {item023}                                                                                                                  | {description023} | {quantity023,,r}                                 | {other-details023}                                                                                       |                                           |
| {item024}                                                                                                                  | {description024} | {quantity024,,r}                                 | {other-details024}                                                                                       |                                           |
| {item025}                                                                                                                  | {description025} | {quantity025,,r}                                 | {other-details025}                                                                                       |                                           |
| {item026}                                                                                                                  | {description026} | {quantity026,,r}                                 | {other-details026}                                                                                       |                                           |
| {item027}                                                                                                                  | {description027} | {quantity027,,r}                                 | {other-details027}                                                                                       |                                           |
| {item028}                                                                                                                  | {description028} | {quantity028,,r}                                 | {other-details028}                                                                                       |                                           |
| {item029}                                                                                                                  | {description029} | {quantity029,,r}                                 | {other-details029}                                                                                       |                                           |
| {item030}                                                                                                                  | {description030} | {quantity030,,r}                                 | {other-details030}                                                                                       |                                           |
| {item031}                                                                                                                  | {description031} | {quantity031,,r}                                 | {other-details031}                                                                                       |                                           |
| {item032}                                                                                                                  | {description032} | {quantity032,,r}                                 | {other-details032}                                                                                       |                                           |
| {item033}                                                                                                                  | {description033} | {quantity033,,r}                                 | {other-details033}                                                                                       |                                           |
| {item034}                                                                                                                  | {description034} | {quantity034,,r}                                 | {other-details034}                                                                                       |                                           |
| {item035}                                                                                                                  | {description035} | {quantity035,,r}                                 | {other-details035}                                                                                       |                                           |
| {item036}                                                                                                                  | {description036} | {quantity036,,r}                                 | {other-details036}                                                                                       |                                           |
| {item037}                                                                                                                  | {description037} | {quantity037,,r}                                 | {other-details037}                                                                                       |                                           |
| {item038}                                                                                                                  | {description038} | {quantity038,,r}                                 | {other-details038}                                                                                       |                                           |
| {item039}                                                                                                                  | {description039} | {quantity039,,r}                                 | {other-details039}                                                                                       |                                           |
| {item040}                                                                                                                  | {description040} | {quantity040,,r}                                 | {other-details040}                                                                                       |                                           |
| {item041}                                                                                                                  | {description041} | {quantity041,,r}                                 | {other-details041}                                                                                       |                                           |
| {item042}                                                                                                                  | {description042} | {quantity042,,r}                                 | {other-details042}                                                                                       |                                           |
| {item043}                                                                                                                  | {description043} | {quantity043,,r}                                 | {other-details043}                                                                                       |                                           |
| {item044}                                                                                                                  | {description044} | {quantity044,,r}                                 | {other-details044}                                                                                       |                                           |
| {item045}                                                                                                                  | {description045} | {quantity045,,r}                                 | {other-details045}                                                                                       |                                           |
| {item046}                                                                                                                  | {description046} | {quantity046,,r}                                 | {other-details046}                                                                                       |                                           |
| {item047}                                                                                                                  | {description047} | {quantity047,,r}                                 | {other-details047}                                                                                       |                                           |
| {item048}                                                                                                                  | {description048} | {quantity048,,r}                                 | {other-details048}                                                                                       |                                           |
| {item049}                                                                                                                  | {description049} | {quantity049,,r}                                 | {other-details049}                                                                                       |                                           |
| {item050}                                                                                                                  | {description050} | {quantity050,,r}                                 | {other-details050}                                                                                       |                                           |
| {item051}                                                                                                                  | {description051} | {quantity051,,r}                                 | {other-details051}                                                                                       |                                           |
| {item052}                                                                                                                  | {description052} | {quantity052,,r}                                 | {other-details052}                                                                                       |                                           |
| {item053}                                                                                                                  | {description053} | {quantity053,,r}                                 | {other-details053}                                                                                       |                                           |
| {item054}                                                                                                                  | {description054} | {quantity054,,r}                                 | {other-details054}                                                                                       |                                           |
| {item055}                                                                                                                  | {description055} | {quantity055,,r}                                 | {other-details055}                                                                                       |                                           |
| {item056}                                                                                                                  | {description056} | {quantity056,,r}                                 | {other-details056}                                                                                       |                                           |
| {item057}                                                                                                                  | {description057} | {quantity057,,r}                                 | {other-details057}                                                                                       |                                           |
| {item058}                                                                                                                  | {description058} | {quantity058,,r}                                 | {other-details058}                                                                                       |                                           |
| {item059}                                                                                                                  | {description059} | {quantity059,,r}                                 | {other-details059}                                                                                       |                                           |



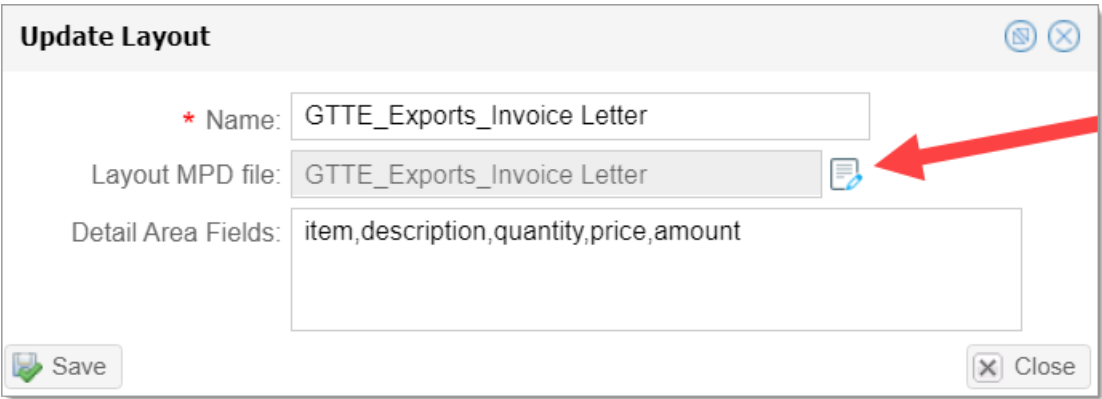




When the file is uploaded, the browse grid refreshes to display the newly added layout.

You can update the layout name in the Update Layout window by double-clicking a record, or by selecting a record and clicking the Update  button in the toolbar. It is also possible to update an existing layout with a new MPD file, as shown in the image below.

Update Existing Layout with New MPD File



The following sections describe a few key concepts related to QAD GTTE Docs and mapping data to a document.

Layout Fields

A layout field is a specific location on the layout to which you can map shipment data. When previewing an uploaded layout, layout fields are indicated by a single-line placeholder, or a group of multiline placeholders. An example of a typical single-line placeholder is an invoice number, while a group of multiline placeholders usually represents an address.

Layout Fields, Multiline and Single-Line Placeholders Indicated

|                                                                                                                                                                                                                     |  |                                                                                                                       |                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Seller (name, address, VAT reg. no.)<br>{consignor-vatn}<br>{consignor-name}<br>{consignor-adr1}<br>{consignor-adr2}<br>{consignor-adr3}<br>{consignor-adr4}<br><br>Phone: {consignor-phno}<br>Fax: {consignor-fax} |  | Invoice number {version}<br>{invoice-number}                                                                          | {page-number}                                   |
|                                                                                                                                                                                                                     |  | Invoice date (tax point)<br>{invoice-date}                                                                            | Seller's reference<br>{sellers-reference}       |
|                                                                                                                                                                                                                     |  | Buyer's reference<br>{buyers-reference}                                                                               | Other reference<br>{other-reference}            |
| Consignee<br>{consignee-vatn}<br>{consignee-name}<br>{consignee-adr1}<br>{consignee-adr2}<br>{consignee-adr3}<br>{consignee-adr4}                                                                                   |  | Buyer (if not consignee)<br>{buyer-name} {buyer-vatn}<br>{buyer-adr1}<br>{buyer-adr2}<br>{buyer-adr3}<br>{buyer-adr4} |                                                 |
| {box10[1]}<br>{box10[2]}<br>{box10[3]}<br>{box10[4]}                                                                                                                                                                |  | {box11[1]}<br>{box11[2]}                                                                                              |                                                 |
|                                                                                                                                                                                                                     |  | Country of origin of goods<br>{country-of-origin}                                                                     | Country of destination<br>{country-destination} |

Preview Layout

You can preview the uploaded layout using two options: preview with placeholders, or preview without placeholders. Placeholders indicate layout fields where the corresponding text will display when the document is printed.

**Note** A layout field can consist of one or more placeholders. For example, the manufacturer address layout field, as shown in the example below, is one layout field that contains a number of placeholders. This is because an address can output across multiple lines.

To preview the layout with placeholders, select a layout in the grid and

click the Preview Layout With Placeholders  button at the bottom right of the page. Placeholders are shown in blue text and enclosed in { } brackets.

Preview Layout With Layout Field Placeholders

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| {page-number}                                                                                                   |  |
| INVOICE NO.<br>{invoice-number}                                                                                 |  |
| MANUFACTURER:                                                                                                   |  |
| {manufacturer-name}<br>{manufacturer-adr1}<br>{manufacturer-adr2}<br>{manufacturer-adr3}<br>{manufacturer-adr4} |  |

**Note** Layout fields are left aligned by default. However, some layout fields may contain a legacy notation of „r, which aligns the field to the right. Layout field alignment is now typically set in the Document Mapping area rather than this method.

Legacy Notation, Right Align Layout Fields

| Quantity      | Unit price | Amount      |
|---------------|------------|-------------|
| {quantity00}r | {price00}r | {amount00}r |

To preview the layout without placeholders, select a layout and click the

Preview Layout  button.

## Preview Layout Without Layout Field Placeholders

|               |
|---------------|
|               |
| INVOICE NO.   |
| MANUFACTURER: |
|               |

**Detail Area**

The detail area on a layout lists line information—for example, items or packages—on a given shipment. It is a collection of layout fields that, individually, provide specific information. When grouped together, this data forms a comprehensive list of line items.

Its purpose is to properly align information across the column, so that the relevant item or pack information is grouped together on the same line.

## Detail Area Sample

| Item / Packages | Description      | Quantity        | Unit price    | Amount         |
|-----------------|------------------|-----------------|---------------|----------------|
| {item001}       | {description001} | quantity001,,r} | {price001,,r} | {amount001,,r} |
| {item002}       | {description002} | quantity002,,r} | {price002,,r} | {amount002,,r} |
| {item003}       | {description003} | quantity003,,r} | {price003,,r} | {amount003,,r} |
| {item004}       | {description004} | quantity004,,r} | {price004,,r} | {amount004,,r} |
| {item005}       | {description005} | quantity005,,r} | {price005,,r} | {amount005,,r} |
| {item006}       | {description006} | quantity006,,r} | {price006,,r} | {amount006,,r} |
| {item007}       | {description007} | quantity007,,r} | {price007,,r} | {amount007,,r} |
| {item008}       | {description008} | quantity008,,r} | {price008,,r} | {amount008,,r} |
| {item009}       | {description009} | quantity009,,r} | {price009,,r} | {amount009,,r} |
| {item010}       | {description010} | quantity010,,r} | {price010,,r} | {amount010,,r} |
| {item011}       | {description011} | quantity011,,r} | {price011,,r} | {amount011,,r} |
| {item012}       | {description012} | quantity012,,r} | {price012,,r} | {amount012,,r} |
| {item013}       | {description013} | quantity013,,r} | {price013,,r} | {amount013,,r} |
| {item014}       | {description014} | quantity014,,r} | {price014,,r} | {amount014,,r} |
| {item015}       | {description015} | quantity015,,r} | {price015,,r} | {amount015,,r} |
| {item016}       | {description016} | quantity016,,r} | {price016,,r} | {amount016,,r} |
| {item017}       | {description017} | quantity017,,r} | {price017,,r} | {amount017,,r} |

When a layout is uploaded to QAD GTTE Docs, the system checks for layout fields that end in 00, followed by a number; for example, item005, quantity001, or description 016, as shown in the sample above. If a layout field with this format is detected, it is automatically recognized as a detail area field and becomes associated with the layout's detail area.

The Detail Area Fields column on the **Layouts** screen is then populated by the detected fields.

## Detail Area Fields Column is Automatically Populated

| Name ↑               | Detail Area Fields ↑                   |
|----------------------|----------------------------------------|
| InvoiceFirstPageDocs | item,description,quantity,price,amount |

You can also manually add fields that you want to associate with the detail area. To do this, double-click a record, or select a record and click the Update  button in the toolbar. Add the field name to the comma-separated list and click Save.

## Update Layout Window

Update Layouts

\*

Name:

InvoiceFirstPageDocs

Detail Area Fields:

item,description,quantity,price,amount

Save

Close

If the MPD file contains an external name in the FormInfo field, the External Name column on the **Layouts** screen is also automatically populated.

## Data Configuration

This section describes the functionality of the menu items under the Data Configuration area.

- [Data Tags on page 1776](#)
- [Tokens on page 1793](#)
- [Images on page 1796](#)

## Data Tags

### Creating a Data Tag

The **Data Tags** screen contains predefined pieces of shipment data available to QAD GTTE Docs. Each data tag represents a single piece of data on a shipment, such as destination and shipment items.

A data tag can also represent general information that does not directly relate to a shipment, but typically appears on a document; for example, the current date and time, and document page number.

#### Data Tags

Data Tags

Name:

Search By:

Description

Search

Clear

|  | Name ↑                         | Description                       | Source       | Source Id | Data Path                                 |
|--|--------------------------------|-----------------------------------|--------------|-----------|-------------------------------------------|
|  | account-detail                 | Account details The data pro...   | GTTE Exports | 1         | \$.transaction.accountDetail              |
|  | activity                       | Activity The data provided is ... | GTTE Exports | 1         | \$.transaction.activity                   |
|  | actual-arrival-date            | Actual arrival date The data ...  | GTTE Exports | 1         | \$.transaction.actualArrivalDate          |
|  | actual-arrival-time            | Actual arrival time The data ...  | GTTE Exports | 1         | \$.transaction.actualArrivalTime          |
|  | actual-costs-complete          | Actual costs complete The d...    | GTTE Exports | 1         | \$.transaction.actualCostsComplete        |
|  | actual-departure-date          | Actual departure date The d...    | GTTE Exports | 1         | \$.transaction.actualDepartureDate        |
|  | actual-departure-time          | Actual departure time The d...    | GTTE Exports | 1         | \$.transaction.actualDepartureTime        |
|  | actual-letter-of-credit-number | Actual letter of credit number... | GTTE Exports | 1         | \$.transaction.actualLetterOfCreditNumber |
|  | additional-reference           | Additional reference The dat...   | GTTE Exports | 1         | \$.transaction.additionalReference        |
|  | adjustment-mode                | Adjustment Mode The data p...     | GTTE Exports | 1         | \$.transaction.adjustmentMode             |
|  | adjustment-round               | Adjustment Round The data ...     | GTTE Exports | 1         | \$.transaction.adjustmentRound            |
|  | advance-payment-required       | Advance payment required T...     | GTTE Exports | 1         | \$.transaction.advancePaymentRequired     |
|  | advise-due-date-tlx            | Advise Due date tlx The data...   | GTTE Exports | 1         | \$.transaction.adviseDueDateTlx           |
|  | advise-reason-telex            | Advise reason telex The dat...    | GTTE Exports | 1         | \$.transaction.adviseReasonTelex          |
|  | advise-reason-telex2           | Advise reason telex The dat...    | GTTE Exports | 1         | \$.transaction.adviseReasonTelex2         |
|  | aes-itn                        | AES ITN The data provided i...    | GTTE Exports | 1         | \$.transaction.aesItn                     |
|  | aes-message-code               | AES Message Code The dat...       | GTTE Exports | 1         | \$.transaction.aesMessageCode             |

1

of 38

The purpose of data tags is to enable you to map specific data held in the QAD GTTE database or the QAD GTTE Docs application to a layout field on a document.

For example, the country-of-origin-code data tag represents the country of origin code stored on the shipment header record, XMSHDR0.SHCORG.

The sample invoice below displays layout fields to which data tags can be mapped.

## Layout Fields in Preview

|  CUSTOMS INVOICE                                     |                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>SELLER:</b><br>{seller-name}<br>{seller-adr1}<br>{seller-adr2}<br>{seller-adr3}<br>{seller-adr4}<br><br>EIN #: {ein-number-seller} | <b>MANUFACTURER:</b><br>{manufacturer-name}<br>{manufacturer-adr1}<br>{manufacturer-adr2}<br>{manufacturer-adr3}<br>{manufacturer-adr4} |
| <b>BUYER:</b><br>{buyer-name}<br>{buyer-adr1}<br>{buyer-adr2}<br>{buyer-adr3}<br>{buyer-adr4}                                         | <b>SHIP TO:</b><br>{ship-to-name}<br>{ship-to-adr1}<br>{ship-to-adr2}<br>{ship-to-adr3}<br>{ship-to-adr4}                               |

In the Document Mapping window for this sample, the imp-selling-party-name data tag is mapped to the seller-name layout field.

imp-selling-party-name Data Tag Mapped to seller-name Layout Field on Document



---

**SELLER:**  
{seller-name}  
{seller-adr1}  
{seller-adr2}  
{seller-adr3}  
{seller-adr4}  
  
EIN #: {ein-number-seller}

**Mapping Details**

- imp-party-name-selection [SUPPLIER]

**Note** Users are provided with a comprehensive list of predefined data tags that are maintained by QAD GTTE. These cover shipment elements

that are typically found on invoices and packing lists. If you want to create a custom data tag that is specific to your organization, or configure an existing one, please consult QAD GTTE Services.

The fields in the Create/Update Data Tag window are explained in the sections below.



## Create Data Tag Window

**Create Data Tag**

**General**

\* Name:

Description:

\* Source:

**Technical Details**

\* Data Path:

\* Data Type:

Possible Values:  ⓘ

Check For Tokens: ☐

List Data Tag: ☐

Replace Newline: ☐

Selection: ☐

\* Data Source:

**Filtering Details**

\* Primitive Data Type:  ⓘ

Database Table:  ⓘ

Database Column:  ⓘ

\* Entity:  ⓘ

Sub-Entity:  ⓘ

\* Business Type:  ⓘ

\* Core Type:  ⓘ

\* Category:  ⓘ

Save Close

**Name**

Each data tag has a unique and meaningful name so that it is easily identified; for example, carrier-address for the carrier address on a given transaction.

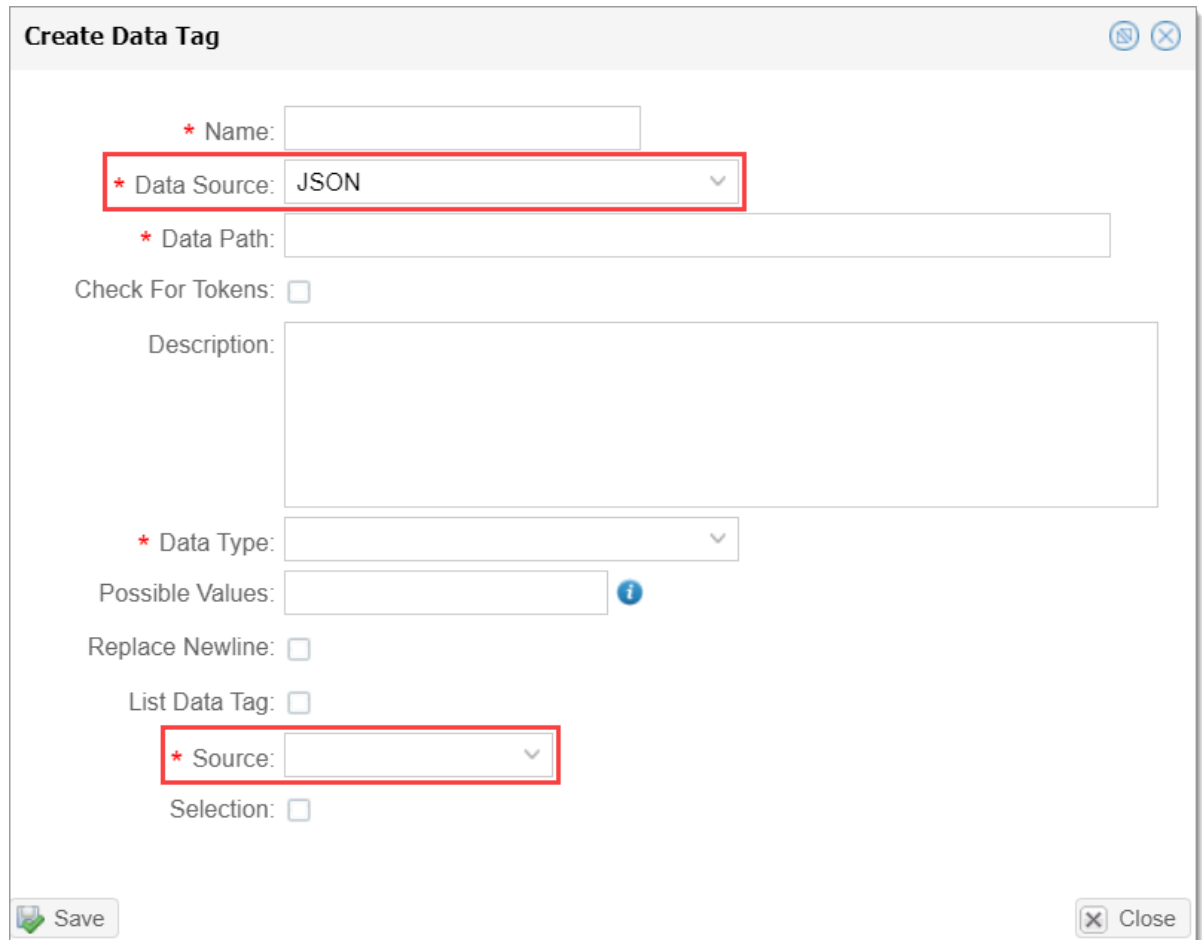
## Description

Describes the purpose of the data tag.

## Source

This field is available if the Data Source field is set to JSON or CALCULATED. It enables you to associate the data tag with a particular QAD GTTE system—GTTE Exports or GTTE Imports—so that the user is provided with relevant data tags during the document mapping process.

Source Field



The image shows a 'Create Data Tag' dialog box with the following fields and controls:

- Name:** A text input field.
- Data Source:** A dropdown menu with 'JSON' selected. This field is highlighted with a red rectangle.
- Data Path:** A text input field.
- Check For Tokens:** A checkbox.
- Description:** A large text area.
- Data Type:** A dropdown menu.
- Possible Values:** A text input field with an information icon (i) to its right.
- Replace Newline:** A checkbox.
- List Data Tag:** A checkbox.
- Source:** A dropdown menu. This field is highlighted with a red rectangle.
- Selection:** A checkbox.
- Buttons:** 'Save' (with a floppy disk icon) and 'Close' (with an 'X' icon) are at the bottom.

## Data Path

This field specifies the location or path of the data tag within the selected data source.

## Data Type

The data type is a classification that specifies the type of value a data tag has. It determines the additional configuration options that may be available to the user in the Document Mapping window; for example, if a user adds a data tag in the Document Mapping window that is classified as a DATE type, they are presented with additional date format settings.

Depending on the value selected from the Data Type dropdown list, you may be provided with additional fields to configure the data tag. For example, if DECIMAL is selected, two new fields are displayed; Decimal Places and Rounding Type.

- **BLANK-LINE.** Enables the user to add a blank line to a layout field.
- **DATE.** Displays date format options when a data tag of this type is selected in the Document Mapping window.

**Note** The date formats in the Document Mapping window can be configured by your administrator using the DOCS DATE FORMAT system code.

- **DECIMAL.** Two additional fields are displayed in the Create/Update Data Tag window if the data type is DECIMAL; Number Format and Rounding Type. Use these fields to specify the position of the decimal point, and whether the value is rounded up, down, or according to standard rounding rules. The default number format is 0.00.

**Note** The options in the Number Format dropdown list can be configured by your administrator using the DOCS NUMBER FORMAT system code.

- **DYNAMIC-IMAGE.** Enables the user to add an image to a document. Users can configure image dimensions and position in the Document Mapping window when they select to add the Image data tag.
- **INTEGER.** Applies to positive and negative numbers. When selected, the Number Format field is displayed below, providing a dropdown list of the available number formatting options in the database. The formatting options are:
  - ###
  - ###.00
  - ###.000
  - #,###,###
  - #,###,###.00
  - #.00
  - 0.00
  - 0.000

- 00.00
- 000.00
- SIMPLE.
- STRING-ADDRESS. Applies to partner addresses. In the Document Mapping window, users can configure STRING-ADDRESS data tags to output an address over a specified number of lines.

**Note** The address format options can be configured by your administrator using the DOCS ADDRESS FORMAT system code.

- STRING-MULTILINE.
- STRING-MULTILINE-SORTED.
- STRING-NAME.
- STRING-SINGLELINE.
- TEXT.
- STATIC-TEXT.
- TIME. Applies to time data. In the Document Mapping window, users can configure TIME data tags to output in hh:mm or h:mm AM/PM format.

**Note** The time format options can be configured by your administrator using the DOCS TIME FORMAT system code.

- DATE-FORMAT. There are currently two data tags of this type; country-of-destination-date-format and country-of-origin-date-format. Depending on the selected data tag, the system outputs the date in the format that is specified on the country's record.

## Possible Values

Specify potential output values for the data tag using a comma-separated list; for example *True, False*. This is connected to the rules functionality in the Document Mapping window, where the values entered here are displayed in the If value is dropdown list.

## Check For Tokens

This feature enables you to replace tokens in the source data with values from other data tags. Select this field if there is a possibility that some data will need to be replaced. Otherwise, this field should be left blank for performance reasons.

## List Data Tag

When a data tag has multiple values, you can choose to summarize the output by enabling this field. This is useful for invoices that have items with multiple countries of origin. In this case, you can display static text

such as Various or Multiple instead of the list of countries. For list data tags, a Rules area is available in the Document Mapping window where you can specify what to print on the document in certain scenarios.

This summary functionality can be accessed through the toolbar of the Mapping Details area. From the Add Data Tag dropdown list, select Summary Data Tag. This displays the Add Summary panel to the right. You can then use the Data Tag lookup to select a list data tag and configure the rules.

Summary Option in Mapping Details Toolbar

**Add Summary**

\* Data Tag:

Operation:

Styling **Rules**

If values are different  
Use:

If values are the same  
☒ Use Value  
☐ Replace With

If values are blank  
Use:  or

Create Another: ☐ **Save** **Cancel**

## Replace Newline

Data from an external source may include a newline character that is indicated by \n. For example:

"The following conditions apply:\n1. The product is not ..."

If this field is enabled, QAD GTTE Docs replaces every instance of \n with a carriage return. As a result, the text that is output on the document is:

"The following conditions apply:

1. The product is not ..."

Scanning for and replacing these characters requires additional processing by the QAD GTTE Docs engine. Therefore, limiting it to only specified data tags that may contain these \n expressions prevents a negative impact on performance.

## **Selection**

This field allows you to declare a data tag as a selection data tag.

This facility is particularly useful if a user needs to map numerous transaction texts, notes, container numbers, and/or seal numbers to a document. Instead of creating a separate data tag for each text on the shipment, it is possible to group similar entities together as selection data tags; for example, texts, notes, or number ranges. During the document mapping process, the user can then filter this data for convenience.

In the example below, a 'text-selection' data tag is created for shipment texts, and declared as a selection data tag using the Selection field. Enabling this field prompts the Selection Label and Selection Name fields to appear.

## Declare Data Tag as a Selection Data Tag

**Update Data Tag**

General

\* Name:

text-selection

Description:

Texts can be assigned to a transaction. Typically texts are added to a shipment as part of the rule processing.  
The text value in the "%FILTER\_VALUE%" text is provided here. This value can be multiple line and would be expected to map to a layout field that

\* Source:

GTTE Exports

Technical Details

\* Data Path:

\$.transaction.texts.[?(@.textCode=="%SELECTION\_VALUE%")].textValue

Natural ID Context:

\* Data Type:

STRING-MULTILINE

Possible Values:

Check For Tokens:

☒

List Data Tag:

☐

Replace Newline:

☒

Selection:

☒

\* Selection Label:

Text ID

\* Selection Type:

TextId

\* Data Source:

JSON

Filtering Details

\* Primitive Data Type:

STRING

Database Table:

XMSTXT0

Database Column:

STTEXT

\* Entity:

OTHER

Sub-Entity:

\* Business Type:

OTHER

\* Core Type:

VALUE

\* Category:

NON\_SUMMARY

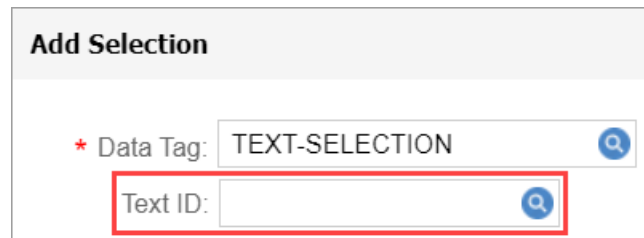
Save

1785

Clos

In the Document Mapping window, the value entered in the Selection Label field is used as the label for the entity lookup.

Selection Tag Label Reflected in Document Mapping Window



**Add Selection**

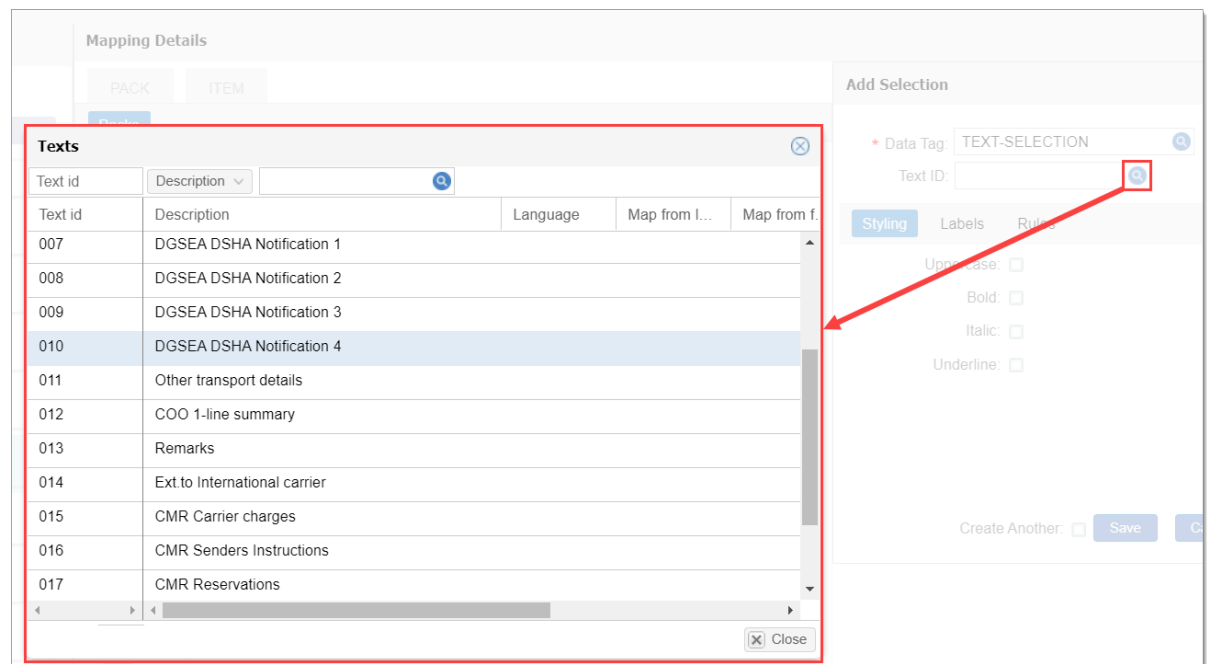
\* Data Tag: TEXT-SELECTION

Text ID:

Use the Selection Name field to specify the entity type: TextID, Note, or Number Range. This determines the contents of the Data Tag lookup window in the Document Mapping window.

The example below shows the contents of the Data Tag lookup when the Selection Name is set to TextId.

*Data Tag lookup for Selection Name of TextId, Document Mapping Window*



Mapping Details

PACK ITEM

**Texts**

| Text id | Description                  | Language | Map from I... | Map from f... |
|---------|------------------------------|----------|---------------|---------------|
| 007     | DGSEA DSHA Notification 1    |          |               |               |
| 008     | DGSEA DSHA Notification 2    |          |               |               |
| 009     | DGSEA DSHA Notification 3    |          |               |               |
| 010     | DGSEA DSHA Notification 4    |          |               |               |
| 011     | Other transport details      |          |               |               |
| 012     | COO 1-line summary           |          |               |               |
| 013     | Remarks                      |          |               |               |
| 014     | Ext to International carrier |          |               |               |
| 015     | CMR Carrier charges          |          |               |               |
| 016     | CMR Senders Instructions     |          |               |               |
| 017     | CMR Reservations             |          |               |               |

Close

**Add Selection**

\* Data Tag: TEXT-SELECTION

Text ID:

Styling Labels Rules

Upper case: ☐ Bold: ☐ Italic: ☐ Underline: ☐

Create Another: ☐ Save

## Data Source

A data tag can generate information from four possible sources.



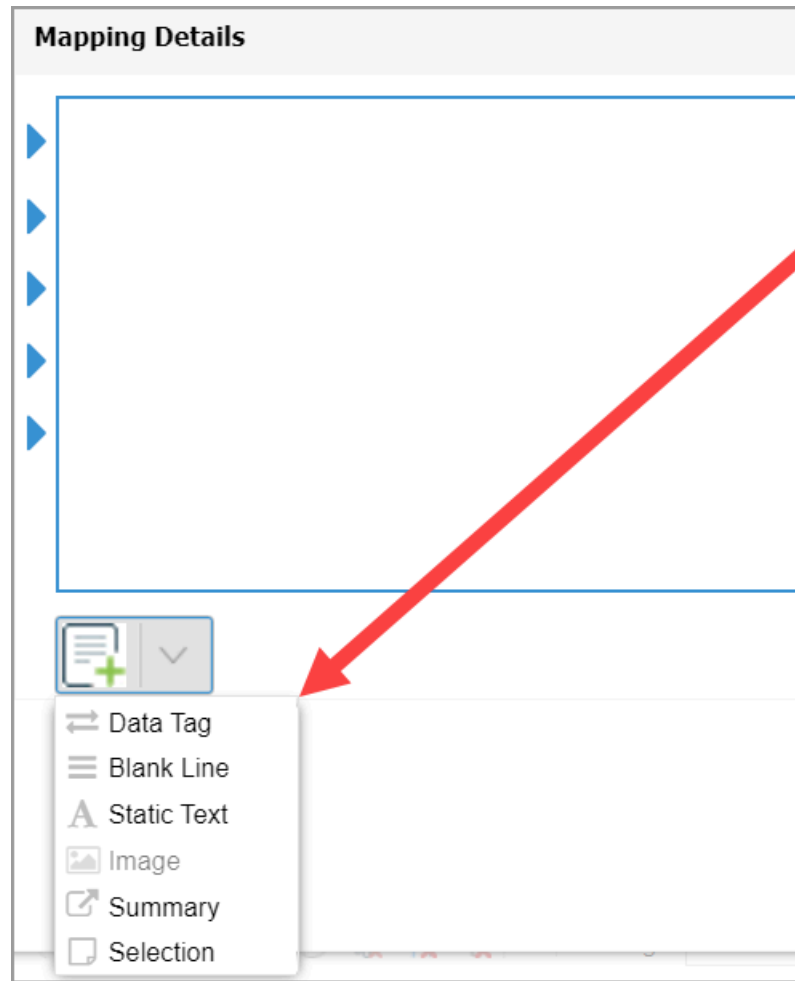
## Data Source Dropdown

The screenshot shows a 'Create Data Tag' form. The 'Data Source' dropdown menu is open, displaying four options: SYSTEM, JSON, CALCULATED, and INTERNAL. The 'SYSTEM' option is currently selected and highlighted in blue. Other visible fields include 'Name:', 'Data Path:', 'Check For Tokens:', and 'Data Type:'.

## Data Sources

| Data Source | Description                                                                                                                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| System      | Typically represents information that is generated on an ad hoc basis; for example, the current date, time, or page number.                                                                                                                                  |
| JSON        | Directs QAD GTTE Docs to extract shipment data from the shipment's JSON file.                                                                                                                                                                                |
| Calculated  | Checks whether data on the shipment needs to be converted, and outputs the conversion on the document if necessary. For example, the total-gross-weight-kg data tag creates a calculated field that converts the total-gross-weight data tag into kilograms. |
| Internal    | For internal use in QAD GTTE Docs. These data tags enable you to output static text, images, or blank lines onto a document using the Mapping window, and are shown in the image below.                                                                      |

## Internal Data Tags Used in Mapping Window

**Filtering Details**

The Filtering Details fields enable you to further classify data tags. By completing these fields, users can locate data tags faster and easier when they apply filters in the Data Tag lookup window. See the [Data Tag Lookup on page 1743](#) section for more information.

## Filtering Details, Create Data Tag Window

Filtering Details

\* Primitive Data Type:  

Database Table:  

Database Column:  

\* Entity:  

Sub-Entity:  

\* Business Type:  

\* Core Type:  

\* Category:  

 Save  Close

## Primitive Data Type

Indicate how the value is viewed at a technical level by selecting the appropriate data type. The values are source-independent.

## Database Table

Specify the source database table from which the data is obtained. The database table represents the general location of the persistence storage for the data. The values are source-independent.

### Database Column

Specify the source database column from which the data is obtained. The database column represents the general location of the persistence storage for the data.

### Entity

Map the data tag to a specific business entity. This entity represents a physical or logical structure within the business. The available values are specific to the source of the data.

### Sub-Entity

In some cases, the entity can be divided into smaller sub-entities that provide a more granular association for the data tag. The available values are specific to the source of the data.

### Business Type

Categorize multiple data tags into groups that represent the business value provided by their information. The available values are specific to the source of the data.

### Core Type

The solution provides data that can typically be mapped to primitive types of data. The values are source-independent.

### Category

Indicate whether the data tag is a summary or non-summary data tag. Typically, data tags with a summary- prefix are summary data tags. The values are source-independent.

### Operations

The Operation  button beside each record in the Data Tags grid enables you to access the Operation window, where you can configure the operations that are available for summary data tags.

Operation Button, Data Tags Page

Data Tags

Name:

Search By:

Description

Search

Clear

|             | Name ↑         | Description                     | Source       | Source Id | Data Path                    |
|-------------|----------------|---------------------------------|--------------|-----------|------------------------------|
| <div></div> | account-detail | Account details The data pro... | GTTE Exports | 1         | \$ transaction.accountDetail |

In the Operation window, it is possible to update, create, and delete data tag operations.

**Note** This feature is maintained by QAD GTTE.

## Operation Window

**Operation**  

**Id:** 2900

| Name        | Parameter 1          | Parameter 2 | Parameter 3 | Last Modified |
|-------------|----------------------|-------------|-------------|---------------|
| COUNT       |                      |             |             | 2021/07/      |
| TOTAL_IN_KG | item-weight-uom-code | KG          | MASS        | 2021/07/      |
| TOTAL_IN_LB | item-weight-uom-code | LB          | MASS        | 2021/07/      |

  1 of 1        Per Page: 25    

 Close

## Tokens

Tokens enable you to insert a data tag value within a piece of static text directly in QAD GTTE Docs, or in a note that is set up in the QAD GTTE Transportation Execution (TE) application.

A token is indicated by a \$, followed by a token name contained in curly brackets; for example, `${Invoice_Number}`.

### Tokens Page

Tokens

Name:

Search By: 

Description

Search

Clear

| Name ↑         | Description    | Data Tag      | Created Date  | Created User | Last Modified |
|----------------|----------------|---------------|---------------|--------------|---------------|
| client         | Client code    | client-code   | 09/19/2019... | DBU          |               |
| cnseaname      | Consignee name | consignee-... | 09/19/2019... | DBU          |               |
| cononame       | Consignor name | consignor-... | 04/20/2020... | DBU          |               |
| Invoice_Number | Invoice Number | invoice-nu... | 04/20/2020... | DBU          |               |

1

Per Page: 25

The *Tokens* page contains commonly used data elements that users typically want to embed in text. These token names can be used during the document mapping process to display data such as invoice numbers and client codes.

The example below illustrates how to embed the *Invoice\_Number* token within static text in the *Document Mapping* window.

## Example of a Token Used in Static Text

**Add Static Text**

**Static Text:**   **B**   *I*   U   '

Invoice number: \${Invoice\_Number}

## Example of Static Text with Token Output

|                                                                                           |                                 |
|-------------------------------------------------------------------------------------------|---------------------------------|
| Consignee<br>Consignee in France<br>137 Rue d'Italie<br>Porte d'Italie<br>PARIS<br>FRANCE | 1<br>2<br>3<br>4<br>5<br>6<br>7 |
| Invoice number: 55415148                                                                  | 8<br>9<br>10<br>11              |

The following example illustrates how a token is embedded through the *Docs - Shipment Texts* Workflow task in the QAD GTTE TE application.

**Note** The > character can be used in the QAD GTTE TE application as part of a legacy format to invoke tokens; for example, >Invoice\_Number instead of the updated \${Invoice\_Number} format. This legacy format is supported and converted by the QAD GTTE Docs engine when generating output that originated from the TE application.



## Example of Token Embedded in the Docs - Shipment Texts Workflow Task, TE Application

The screenshot shows the 'Docs - Shipment Texts' application. On the left, there is a table of texts. On the right, a 'Texts [Update]' dialog box is open, showing fields for Client, Consignor, Reference, Despatch number, Text Id, and Shipment line. The 'Text' field is highlighted with a red box and contains the token '\$(Invoice\_Number)'.

| Text Id | Ship line | Text                        |
|---------|-----------|-----------------------------|
| 001     | 0         |                             |
| 002     | 0         | Lorem ipsum dolor sit amet  |
| 003     | 0         | This is a long summary text |
| 004     | 0         |                             |
| 013     | 0         |                             |
| 030     | 0         |                             |
| 031     | 0         |                             |
| 032     | 0         |                             |
| 033     | 0         |                             |
| 044     | 0         |                             |
| 069     | 0         |                             |
| 086     | 0         |                             |
| 118     | 0         |                             |

Texts [Update]

Client: STGL

Consignor: A9901\_DOCS Precision USA, Sales

Reference: 0029365

Despatch number: 0

Text Id: 002

Shipment line: 0

Text: Lorem ipsum dolor sit amet  
Invoice number: \$(Invoice\_Number)

Page 1 of 1

Save

Close

1 - 13 of 13

Complete Unsuccessful

**Note** For tokens that are embedded in the TE application, you should ensure that the *Check For Tokens* field is selected in the *Data Tags* window. If the token is not displaying in the QAD GTTE Docs document preview, you may need to select the field.

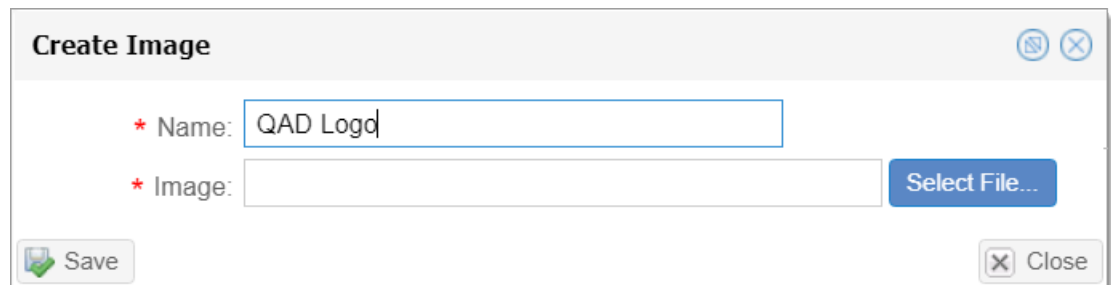
## Images

The *Images* page enables you to upload images, which you can then embed in layouts. This is particularly useful if you want to embed a signature or company logo.

To upload an image to the QAD GTTE Docs database:

1. Click the *Create*  button in the toolbar.
2. In the *Name* field of the *Create Image* pop-up window, supply a meaningful image name.

Create Image Window



**Create Image**

\* Name:

\* Image:

3. Click the *Select File...* button to browse for the image on your device.
- Note** The recommended file formats for images are PNG and JPEG.
4. Click *Save*.

This image is now available for mapping in the *Document Mapping* window.

## Document Configuration

**Note** This section includes information for system administrators to help them coordinate with QAD GTTE Support.

Users with an *Administrator* role have access to all areas and configuration options within the QAD GTTE Docs UI.

This section describes the functionality of the menu items under the *Document Configuration* area.

- [Nodes on page 1798](#)
- [Node Structures on page 1800](#)
- [Levels on page 1802](#)
- [Sources on page 1806](#)

## Nodes

**Important** Nodes are an advanced feature of QAD GTTE Docs that are configured and maintained by QAD GTTE. It is not recommended that you modify them. For assistance, please contact QAD GTTE Services.

A node is an element that enables the QAD GTTE Docs engine to query the JSON data from the source system, and associate it with business entities; for example, loose packs or serial numbers.

### Nodes Page

| Nodes <span>✓ Q</span>     |                                                   |                                   |                                       |                                      |
|----------------------------|---------------------------------------------------|-----------------------------------|---------------------------------------|--------------------------------------|
| Name: <input type="text"/> | Search By: <input type="text" value="Node Type"/> | <input type="text"/>              | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |
| Name ↑                     | Node Type                                         | Json Path                         | Filter Json Path                      | Created Date                         |
| IMP Items                  | ITEM                                              | \$ transaction.items[*].lineNu... |                                       | 02/25/2020 15:00:5                   |
| Inner Packs                | PACK                                              | \$ transaction.packHeaders[?...   |                                       | 07/11/2019 14:26:1                   |
| Items                      | ITEM                                              | \$ transaction.items[*].lineNu... |                                       | 06/28/2019 05:38:0                   |
| Loose Items                | ITEM                                              | \$ transaction.items[?(@ unp...   |                                       | 07/30/2019 08:01:1                   |
| Loose Lots                 | LOT                                               | \$ transaction.items [?(@ line... |                                       | 09/17/2019 10:06:3                   |
| Loose Packs                | PACK                                              | \$ transaction.packHeaders[?...   |                                       | 07/29/2019 05:43:4                   |
| Lots                       | LOT                                               | \$ transaction.items[?(@ line...  |                                       | 09/12/2019 18:49:3                   |
| Outer Packs                | PACK                                              | \$ transaction.packHeaders[?...   |                                       | 07/11/2019 14:26:0                   |
| Packed Items               | ITEM                                              | \$ transaction.packHeaders[...    |                                       | 06/28/2019 05:38:0                   |
| Packed Lots                | LOT                                               | \$ transaction.packHeaders[...    |                                       | 09/12/2019 18:47:2                   |

The predefined records on the *Nodes* page cover most business scenarios. However, nodes can be configured by QAD GTTE, if required.

## Update Node Window

**Update Node**

\* Name:

\* Node Type:

\* Source:

Json Path:

Filter Json Path:

Save Close

The fields in the *Create/Update Node* window are described below.

*Name.* The name of the node.

*Node Type.* Choose between five basic node types; *HEADER*, *ITEM*, *LOT*, *PACK*, or *SERIAL*.

*Source.* Specify the system, or source, from which QAD GTTE Docs obtains data; *GTTE Imports* or *GTTE Exports*.

*Json Path.* Specify the JSON path that the QAD GTTE Docs engine will use to query the data from the source system.

*Filter Json Path.* This field is not currently in use.

## Node Structures

**Important** Node structures are an advanced feature of QAD GTTE Docs that are configured and maintained by QAD GTTE. It is not recommended that you modify them. For assistance, please contact QAD GTTE Services.

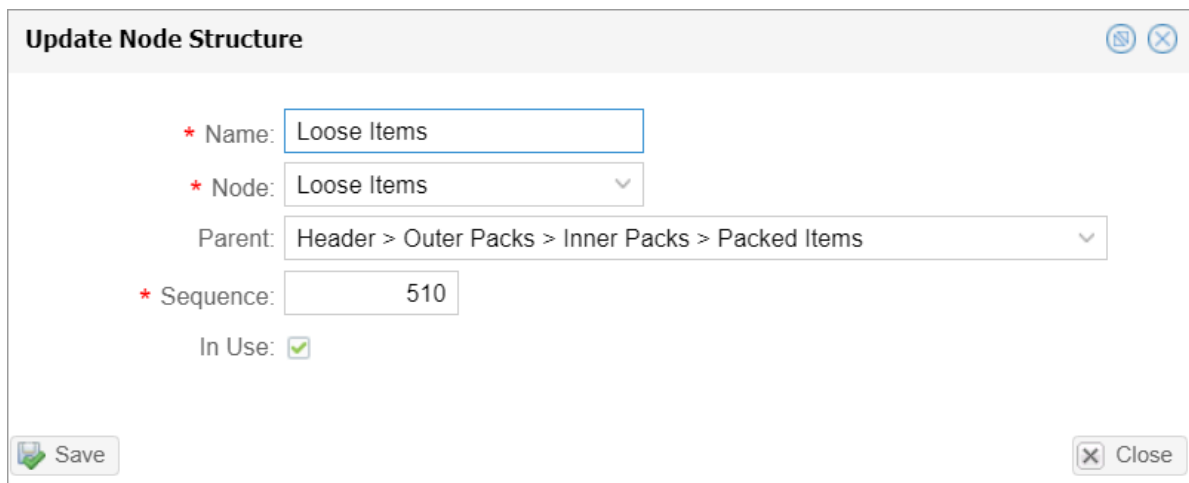
Nodes can be grouped together in a particular order to form a sequence. This is known as a node structure, and determines the order in which information is output on a document.

### Node Structures Page

| Node Structures <span>✓ Q</span>              |                      |                              |                      |                                       |                                      |
|-----------------------------------------------|----------------------|------------------------------|----------------------|---------------------------------------|--------------------------------------|
| Name:                                         | <input type="text"/> | Search By: <span>Node</span> | <input type="text"/> | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |
| Name ↑                                        | Node                 | Parent                       | Sequence             | In Use                                | Last Modified Date                   |
| Header > Items                                | Header               |                              | 100                  | ✓                                     | 01/08/2020 17:28:22                  |
| Header > Outer Packs > Inner Packs > Packe... | Header               |                              | 300                  | ✓                                     | 07/11/2019 14:24:59                  |
| Header > Outer Packs > Inner Packs > Packe... | Header               |                              | 1000                 | ✓                                     | 09/12/2019 18:55:36                  |
| Header > Outer Packs > Inner Packs > Packe... | Header               |                              | 2000                 | ✓                                     | 10/01/2019 18:31:51                  |
| Header > Packs > Packed Items                 | Header               |                              | 200                  | ✓                                     |                                      |
| IMP Header > Items                            | IMP Header           |                              | 5000                 | ✓                                     | 02/27/2020 16:58:57                  |
| IMP Items                                     | IMP Items            | IMP Header > Items           | 5100                 | ✓                                     | 02/27/2020 16:59:08                  |
| Inner Packed Items                            | Packed Items         | Inner Packs                  | 330                  | ✓                                     | 07/31/2019 12:22:51                  |
| Inner Packed Items [Lots]                     | Packed Items         | Inner Packs [Lots]           | 1030                 | ✓                                     | 09/12/2019 19:04:56                  |
| Inner Packed Items [Serials]                  | Packed Items         | Inner Packs [Serials]        | 2030                 | ✓                                     | 10/01/2019 18:50:08                  |
| Inner Packed Lots                             | Packed Lots          | Inner Packed Items [Lots]    | 1040                 | ✓                                     | 09/12/2019 19:05:07                  |
| Inner Packed Serials                          | Serial Numbers       | Inner Packed Items [Serials] | 2040                 | ✓                                     | 10/01/2019 18:50:23                  |
| Inner Packs                                   | Inner Packs          | Outer Packs                  | 320                  | ✓                                     | 07/31/2019 12:22:29                  |
| Inner Packs [Lots]                            | Inner Packs          | Outer Packs [Lots]           | 1020                 | ✓                                     | 09/12/2019 18:59:06                  |
| Inner Packs [Serials]                         | Inner Packs          | Outer Packs [Serials]        | 2020                 | ✓                                     | 10/01/2019 18:49:52                  |
| Items                                         | Items                | Header > Items               | 110                  | ✓                                     |                                      |

Although the predefined records on the *Nodes* and *Node Structures* pages cover most business scenarios, these menu items provide QAD GTTE with a method of configuring level structures if needed.

## Update Node Structure Window



**Update Node Structure**

\* Name: Loose Items

\* Node: Loose Items

Parent: Header > Outer Packs > Inner Packs > Packed Items

\* Sequence: 510

In Use: ☒

Save Close

The fields in the *Create/Update Node Structure* window are described below.

*Name.* Provide a meaningful name for the node structure.

*Node.* Select the node that you want to be last in the sequence.

*Parent.* Assign a parent to the node selected in the *Node* field. This can be a single node, or a node structure that already exists in the database. The example in the image above has the following node order: *Outer Packs > Inner Packs > Packed Items > Loose Items*.

*Sequence.* This value must be greater than the sequence value of the parent node.

After creating a node structure, you can then assign it to a level in the *Level Structure* window.

## Levels

The concept of levels applies to the detail area of a document where product information is output. When QAD GTTE Docs requests shipment data from the transportation execution (TE) application, the assigned level determines the data that is returned to populate the detail area.

Depending on the level specified for a document in the *Create/Update Document* window, the system can output item information, pack information, or both to the detail area.

### Levels Page

| Levels <span>✓ 🔍</span>                                                           |                    |                                                                                   |                     |                                       |                                      |                    |
|-----------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|---------------------|---------------------------------------|--------------------------------------|--------------------|
| Name: <input type="text"/>                                                        |                    | Search By: <span>Created User</span> <input type="text"/>                         |                     | <input type="button" value="Search"/> | <input type="button" value="Clear"/> |                    |
|                                                                                   | Name ↑             | In Use                                                                            | Created Date        | Created User                          | Last Modified Date                   | Last Modified User |
|  | COMMODITY          |  | 2020/10/14 16:15:30 | DBU                                   | 2021/01/25 17:10:01                  | QCONFIG            |
|  | COMMODITY_DECLARED |  | 2021/02/24 15:43:06 | MF4                                   | 2021/02/24 15:43:06                  | MF4                |
|  | HEADER             |  | 2020/10/14 16:15:30 | DBU                                   | 2020/10/14 16:15:30                  | DBU                |
|  | IMP-ITEM           |  | 2020/03/31 17:54:01 | QJSON                                 | 2020/03/31 17:54:01                  | QJSON              |
|  | ITEM               |  | 2020/03/31 17:54:01 | QJSON                                 | 2020/03/31 17:54:01                  | QJSON              |
|  | ITEM_CHARGE        |  | 2021/02/23 12:55:27 | QCONFIG                               | 2021/02/23 12:55:27                  | QCONFIG            |
|  | PACK               |  | 2020/03/31 17:54:02 | QJSON                                 | 2020/03/31 17:54:02                  | QJSON              |

The currently supported levels are listed under their associated source below:

### Exports

**HEADER.** This level can be used for simple documents that only detail top level shipment information such as the invoice number and date, consignor, consignee, and total weight.

**COMMODITY.** If selected, the document's detail area displays commodity information. This information is determined at the time of generating the document from the item information on the shipment.

**COMMODITY\_DECLARED.** If selected, the document's detail area displays commodity information. This information comes from the shipment commodity details that are generated when submitting a shipment eCustoms declaration.

**ITEM.** If selected, the document's detail area displays only the items in the transaction. No pack information is included.



**ITEM\_CHARGE.** If selected, the document's detail area displays all the items in the transaction, followed by details of the charges on the transaction. This is typically used for commercial invoice documents that are required to detail the value of goods, along with other costs; for example VAT and carrier surcharges.

**PACK.** If selected, the document's detail area displays information about each package in the shipment, as well as the items in the package.

## Imports

**IMP-ITEM.** If GTTE Imports is selected in the Source field, the level is automatically set to IMP-ITEM. This is the same as ITEM level, but refers specifically to the GTTE Imports source.

## Document Samples

**ITEM**-level documents typically have a simple detail area, with each item output across one line. The detail area of a document at **PACK** level offers more complexity. Where applicable, it can provide information on pallets and boxes on the shipment, otherwise known as outer packs and inner packs respectively.

The example below shows an **ITEM**-level document, and lists only the items on the shipment.

Item Level Document

| Item / Packages | Description                      | Quantity | Unit price | Amount      |
|-----------------|----------------------------------|----------|------------|-------------|
| 10              | Country of Origin: UNITED STATES | 32 EA    | USD 119.50 | USD 3824.00 |
| 20              | Country of Origin: MEXICO        | 32 EA    | USD 6.50   | USD 208.00  |
| 30              | Country of Origin: UNITED STATES | 150 EA   | USD 5.50   | USD 825.00  |
| 40              | Country of Origin: MEXICO        | 150 EA   | USD 5.50   | USD 825.00  |
| 50              | Country of Origin: MEXICO        | 150 EA   | USD 4.50   | USD 675.00  |

The example below shows a **PACK**-level document. This level populates the detail area with more detailed shipment information, including pallets and boxes.

## Pack Level Document

| Item/ packages | Description                      | Quantity | Other details               |
|----------------|----------------------------------|----------|-----------------------------|
| 1              | Pallet(s)                        |          |                             |
| 8209           | BOX                              |          | Gross: 3.18 KG Net: 3.18 KG |
| 10             | Country of Origin: UNITED STATES | 32 EA    |                             |
| 20             | Country of Origin: MEXICO        | 32 EA    |                             |
| 8210           | BOX                              |          | Gross: 3.18 KG Net: 2.27 KG |
| 10             | Country of Origin: UNITED STATES | 32 EA    |                             |
| 20             | Country of Origin: MEXICO        | 32 EA    |                             |

## Assigning Level Structures to Levels

As described in the [Document Mapping on page 1733](#) section, you can also assign a level structure to a document after specifying a level. A level structure determines the amount of detail that is output to the detail area, and can be as simple as *Packs > Packed Items*, or as complex as *Outer Packs > Inner Packs > Packed Items > Serial Numbers*.

Select a level in the *Levels* grid and click the *Level Structures*  button to the left of the record. The *Level Structure* window displays, showing a list of [node structures on page 1800](#) that are currently associated with this level.

The image below shows the level structure options for the *PACK* level.

Level Structure Window, PACK Level

| Level Structure  |                                     |                     |
|-------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|
| Name: PACK Id: 2                                                                                      |                                     |                     |
| Node Structure                                                                                        | In Use                              | Last Modified Date  |
| Packs > Packed Items                                                                                  | <input checked="" type="checkbox"/> |                     |
| Outer Packs > Inner Packs > Packed Items                                                              | <input checked="" type="checkbox"/> | 07/11/2019 14:29:15 |
| Outer Packs > Inner Packs > Packed Items > Packed Lots                                                | <input checked="" type="checkbox"/> | 09/12/2019 19:07:24 |
| Outer Packs > Inner Packs > Packed Items > Serial Numbers                                             | <input checked="" type="checkbox"/> | 10/01/2019 19:04:17 |


Per Page: 25 





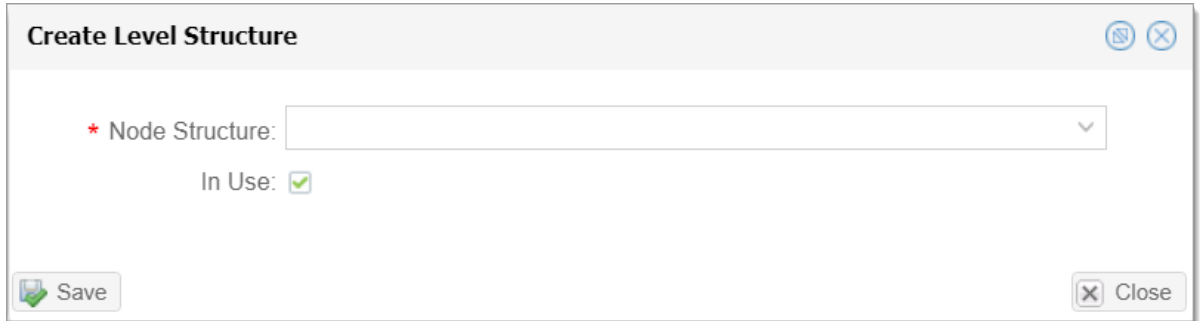
Close

## Creating Level Structures

To create a new level structure record for a particular level:

1. Click the **Create**  button in the toolbar of the *Level Structure* window.
2. Select a node structure from the *Node Structure* drop-down list.
3. Select the *In Use* field if you want this option to be available as a level structure in the *Create/Update Document* window.
4. Click **Save**.

Create Level Structure Window



**Create Level Structure**

\* Node Structure:

In Use: ☒

 Save  Close

## Sources

*Sources* enables administrators to specify the system, or source, from which QAD GTTE Docs obtains data to create a document. The sources that are currently supported are:

- QAD GTTE Global Trade & Transportation Execution Exports (GTTE Exports)
- QAD GTTE Global Trade & Transportation Execution Imports (GTTE Imports)

### Sources Page

| Name ↑       | Description                                                   | Endpoint Url                              | Created Date |
|--------------|---------------------------------------------------------------|-------------------------------------------|--------------|
| GTTE Exports | QAD Precision Global Trade & Transportation Execution Exports | htm/root-api/transportationExecution.ajax | 02/07/2020   |
| GTTE Imports | QAD Precision Global Trade & Transportation Execution Imports | htm/root-api/gtmShipmentDocumentData.ajax | 02/07/2020   |

When creating a data tag, users must associate it with a source. Similarly, a document must be associated with a source. This refines the information available in the *Document Mapping* window, so that the user is only presented with data tags that are relevant to the selected source; GTTE Exports or GTTE Imports.

The *Endpoint Url* for each source is the REST API that QAD GTTE Docs uses to access the required data.

## Docs System Configuration

This section describes the functionality available in the *System Configuration* area of the QAD GTTE Docs application.

- [Import File on page 1808](#)

## Import File

The *Import File* facility is used to import data in JSON format from another QAD GTTE Docs environment. This is particularly useful when transferring data that has been exported from a test environment to a live production environment.

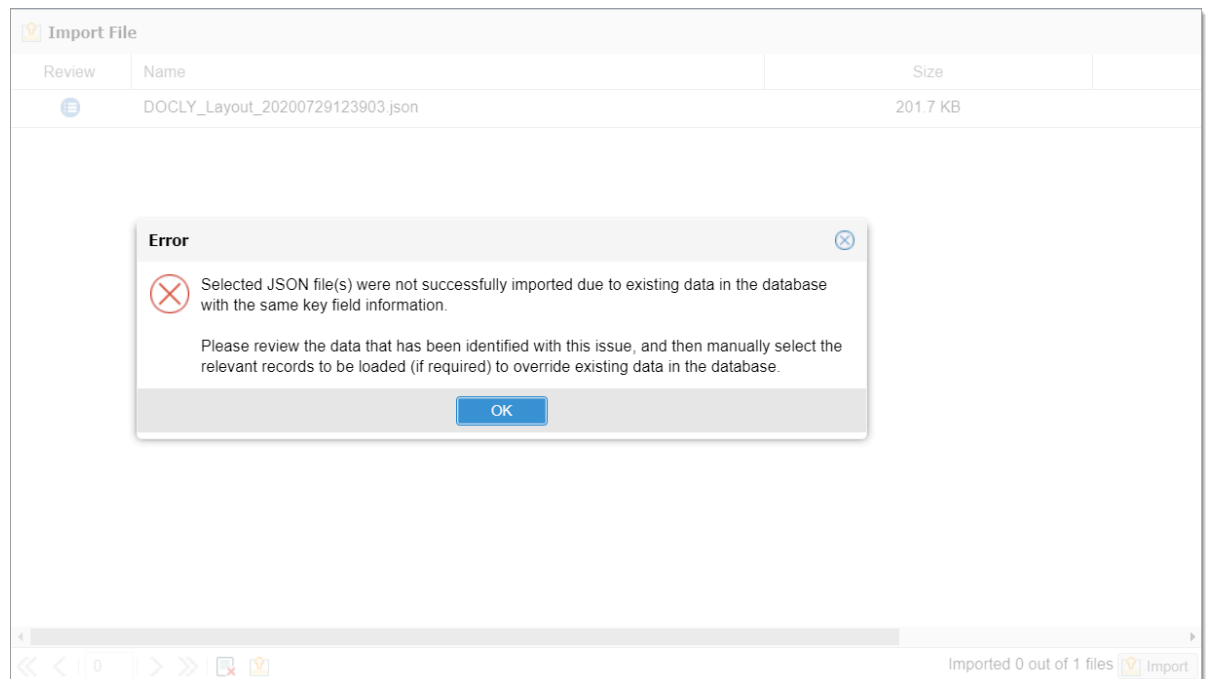
You can export data from a QAD GTTE Docs environment using the

*Export*  button located in the toolbar on each page. This facility enables you to export selected records only, or all records on the current page.

To import a file:

1. Click the *Upload*  button and select a JSON file. Alternatively, drag and drop a file onto the *Import File* page.  
An error pop-up displays if the JSON file contains information that is attempting to override existing data in the database.

### Import Error



2. Click *OK* to close the pop-up.
- 3.

Select the file that is pending review, and click the *Review* button. The *Duplicate Records* window is displayed.



4.



Click the *View Details* button to expand the details of each record.

5. The *Record Comparison* window is displayed. It shows the record ID, the existing value in the QAD GTTE Docs database, and the new value contained in the JSON file. A warning icon also indicates whether the value in the JSON file is identical or different to the existing value.
6. If you want this data to override existing data, select the record in the *Duplicate Records* window, and click the *Override Records* button at the bottom of the window. The status of the file will change to *Complete* when the override process is complete.

**Note** An import error may occur in cases where the file is attempting to import an element, such as a data tag or document, with sources that don't currently exist in the database.

## Permissions

To set up users in QAD GTTE Docs, follow the standard approach of creating users and associating them with a group using option US. For more information on creating users, see [User Role Configuration on page 219](#).

Each user must then be assigned to a user group with access to the appropriate options for their role.

The following sections describe the configuration of the user groups, option groups, and permissions in QAD GTTE Docs.



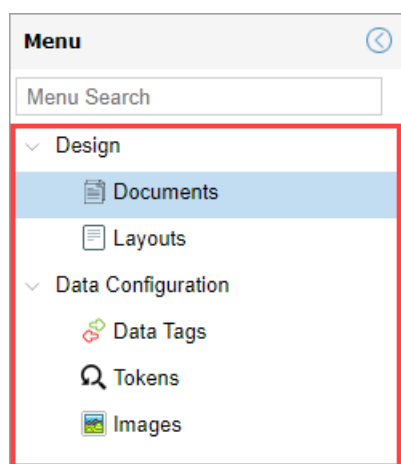
## Option Groups

An option is a program that runs in the Web UI; for example, the *Layouts* option. An option group—also known as a function group—is a container for a group of options necessary for a role.

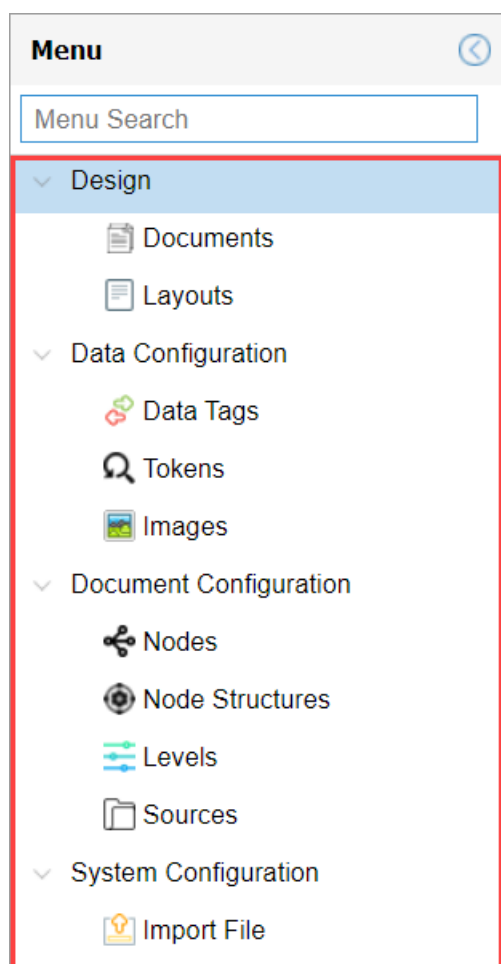
In option FN, two option groups are configured that categorize the options available in QAD GTTE Docs.

- **WEB-DOCS:** Contains options that enable the standard QAD GTTE Docs user to carry out day-to-day tasks; for example, uploading layouts and document mapping. The full list of options is:
  - Documents
  - Layouts
  - Images
  - Data Tags
  - Tokens
- **WEB-DOCS-ADMIN:** Includes all the options contained in the WEB-DOCS group, as well as additional configuration options for an administrator. The full list of options is:
  - Documents
  - Layouts
  - Images
  - Data Tags
  - Tokens
  - Levels
  - Nodes
  - Node Structures
  - Sources
  - Import Files

## Options in the WEB-DOCS Option Group



## Options in the WEB-DOCS-ADMIN Option Group



## User Groups

Users must be assigned to a user group before they can perform any functions in QAD GTTE Docs. It is recommended that permissions be set at group level, rather than configuring them for each individual user.

Two default user groups are configured in option GU, *User Groups & Roles*:

- **WEB-DOCS**: The standard QAD GTTE Docs user who carries out day-to-day tasks; for example, uploading layouts and document mapping.
- **WEB-DOCS-ADMIN**: The administrator is responsible for maintaining and configuring the system.

## Configuring Permissions

In option ZP, the option groups are paired with their corresponding user groups, so that the necessary permissions can be applied to the users.

- The WEB-DOCS user group is associated with the WEB-DOCS option group.
- The WEB-DOCS-ADMIN user group is associated with the WEB-DOCS-ADMIN option group.

## Advanced Docs Tasks

This section describes how to perform advanced tasks in QAD GTTE Docs.

- [Line Breaks in Lists on page 1816](#)
  - [Adding Line Breaks to Lists in Docs on page 1817](#)

## Line Breaks in Lists

If you use the Sort By Hint feature in your documents—as described in [Creating a Document on page 1727](#)—you can also add line breaks to your sorted lists.

Line breaks separate lists in a document into logical blocks, improving readability and maintainability. The following image shows a portion of the document where a break is applied to a list:

Document with Breaks

|       |         |          |
|-------|---------|----------|
| 10    | 4021111 | 5.00Each |
| 30    | 4021111 | 0.00Each |
| <hr/> |         |          |
| 60    | 4022222 | 1.00Each |
| <hr/> |         |          |
| 20    | 4023333 | 2.00Each |
| 40    | 4023333 | 5.00Each |
| 50    | 4023333 | 8.00Each |

To add breaks, use one or more of the following [data tags on page 1776](#) during [document mapping on page 1733](#). You can map the same data tag multiple times.

### ***item-break-1***

Indicates if there is a change in the value of the first field that is sorted from an items list.

### ***item-break-2***

Indicates if there is a change in the value of the second field that is sorted from an items list.

### ***pack-break-1***

Indicates if there is a change in the value of the first field that is sorted from a pack header list.

### ***pack-break-2***

Indicates if there is a change in the value of the second field that is sorted from a pack header list.

Each of the data tags for line breaks has a letter-based set of possible values. You can apply these values at the document mapping stage, as described in [Adding Line Breaks to Lists in Docs on page 1817](#).

### **Break Data Tag Logic**

| Value | Description                                                                                    |
|-------|------------------------------------------------------------------------------------------------|
| F     | Break on the First (F) entry in the list.                                                      |
| FB    | First Break (FB) entry in a new list. The next value is also part of the same group of breaks. |

| Value | Description                                                                                     |
|-------|-------------------------------------------------------------------------------------------------|
| LB    | Last Break (LB) entry in the list. The previous value is also part of the same group of breaks. |
| B     | Break (B) where the entry is both the first and last entry in the list.                         |
| L     | Break on the Last (L) value in the list.                                                        |
|       | Blank indicates the value is the same as the previous and the next values.                      |

For example, if your sort by hint is `items=poNumber,description`, to add a break after `poNumber`, valid break logic includes F or FB. To add a break after `description`, valid break logic includes LB or L. This process is described in more detail in [Adding Line Breaks to Lists in Docs on page 1817](#).

## Adding Line Breaks to Lists in Docs

Before you begin, create a document which contains a list sorted by a Sort By Hint value, as described in [Creating a Document on page 1727](#).

To configure the line break data tags and add breaks to your sorted lists, complete the following steps:

1. On the **Documents** screen (menu option DOCS), in the Design > Documents grid, navigate to the document that you want to add a line break to.
2. Click the Document Mapping sub-option for the document .
3. In the Document Mapping window, from the Layout Field panel, select a layout field.
4. On the Layout Field Settings panel, click the Add Data Tag button .
5. On the Add Data Tag panel, from the Add Data Tag lookup, select one of the following tags:
  - If the document contains a list of items, select either `item-break-1` or `item-break-2`.
  - If the document contains a list of pack headers, select either `pack-break-1` or `pack-break-2`.
6. After you select a tag from the lookup, click the Rules button.
7. From the If value is: dropdown list, select one of the break values described in [Table 409 on page 1816](#).
8. In the Use: field, enter a dashed line using the en dash (-) key on your keyboard. You can enter up to 1000 characters.

## Mapping a Line Break

9. From the Otherwise Use: dropdown list, select blank.
10. To save the break tag to the document mapping, on the Update Data Tag panel, click Save.
11. Optionally, repeat Steps 3 to 10 to add more break data tags.
12. To save the document mapping, on the Layout Field Settings panel, click Save.
13. To preview the line break, on the Documents panel, select the document and click the Preview Document PDF button in the toolbar. Then, in the Preview Document window, click View Document.

Preview Document PDF Button

1 - 18 of 18





## Electronic File Management (EFM)

The QAD GTTE Electronic File Management (EFM) service manages the storing and retrieval of files on either Google Drive, Google Cloud Storage, Amazon Web Services Simple Storage Service (S3), or the file system. This help content details how to configure the Electronic File Management (EFM) service.

## Processing Configuration

### Provider Rules

EFM has a rule-based engine that determines where files are to be written. These rules can be configured through *Provider Rules*.

The *Provider Rules* page lists every provider rule that is currently available in EFM. You can add, update, or delete provider rule records from this page.

### Create New Provider Rule

To create a new provider rule, select the *Provider Rules* option under the *System Configuration* menu. Click the *Create Record* icon in the toolbar at the bottom of the page. This opens a new window where you can create a new provider rule.

#### Create Provider Rules Window

### Create Provider Rule Fields

| Column           | Description                                                                                                                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Module           | The module from which files are sent to EFM.                                                                                                                                                                      |
| File Category    | A text value that represents the type of file to be processed.                                                                                                                                                    |
| Storage Provider | The storage provider associated with the rule.                                                                                                                                                                    |
| Description      | This field is optional. You can enter more information about a provider rule here.                                                                                                                                |
| Allowed Types    | A list of comma-separated MIME type values that are processed by this rule. When EFM is processing a file, it checks whether the file MIME type is in the allowed list. If it is not allowed, an error is raised. |

| Column           | Description                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Destination Path | The path where a file is stored. This is configured differently depending on the storage provider. For more info, see <a href="#">Supported Storage Providers on page 1828</a> . |

The list of allowed file types can be extended if desired. See [Maintain Allowed File Types on page 1827](#).

When all fields are complete, click **Save**.

### **Update Provider Rule**

On the *Provider Rules* page, select the provider rule that you want to update and click the *Update Record* icon in the toolbar at the bottom of the page. Alternatively, you can double-click the provider rule. Both of these actions open the *Update Provider Rule* window. In this window, edit the fields that require an update. Then click **Save**.

### **Delete Provider Rule**

To delete a provider rule, select the *Delete Record* icon in the toolbar. A pop-up window prompts you to confirm that you would like to delete the record. If you click **Yes**, the provider rule is removed from the window. If you click **No**, the window is closed and the provider rule is not removed.

## EFM System Configuration

This section covers the following topics:

- [Storage Providers on page 1823](#)
- [Allowed File Types on page 1825](#)
- [Maintain Allowed File Types on page 1825](#)

## Storage Providers

The *Storage Providers* page lists every storage provider that is currently available in EFM. You can add, update, or delete storage provider records from this page.

### Create New Storage Provider

To create a new storage provider, select the *Storage Providers* option under the *System Configuration* menu. Select the *Create Record* icon in the toolbar at the bottom of the page. This opens a new window where you can create a new storage provider.

#### Create Storage Provider Window

#### Create Storage Provider Fields

| Column             | Description                                                                                                                                                                                                                                                                            |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provider Name      | The name of the storage provider. For example, QAD_GOOGLE_DRIVE.                                                                                                                                                                                                                       |
| Description        | This field is optional. You can enter more information about a storage provider here.                                                                                                                                                                                                  |
| Provider Type      | The type of storage provider. The supported provider types are defined in System Codes. For example, GOOGLE_DRIVE.                                                                                                                                                                     |
| Connection Details | The client connection details used when storing files.<br><i>Note</i> This field is required when the provider type is GOOGLE_DRIVE, GOOGLE_CLOUD_STORAGE, or AWS_S3. In the case of <a href="#">AWS_S3 on page 1836</a> , you only need to specify the security credentials when your |

| Column            | Description                                                                                                                                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | company is using a bucket other than the QAD-provided default bucket.                                                                                                                                                                                    |
| Additional Config | <p>Additional configuration for the storage provider.</p> <p><i>Note</i> Google Cloud Storage requires some additional configuration properties, which should be configured as follows:</p> <pre>{   "projectId" : "xxx",   "bucketName" : "xxx" }</pre> |

When all fields are complete, click the **Save** icon at the bottom of the window.

### Update Storage Provider

On the *Storage Providers* page, select the storage provider you want to update and click the *Update Record* icon at the bottom of the page. Alternatively, you can double-click the storage provider. Both of these options open the *Update Storage Provider* window. In this window, edit the fields that require an update. Then click **Save**.

### Delete Storage Provider

To delete a storage provider, select the *Delete Record* icon at the bottom of the page. A pop-up window prompts you to confirm that you would like to delete the record. If you click **Yes**, the storage provider is removed from the window. If you click **No**, the window is closed and the storage provider is not removed.

**Note** A storage provider can only be deleted if it is not in use. This means that there are no rules configured for that provider and no files currently stored.

## Allowed File Types

A list of the supported file types is included in the installation pack.

To view this list in the UI:

1. Access the *System Codes* page.
2. Click the chevron on the *System Code Type* column and hold the cursor over the *Filters* option to set the filter criteria.
3. Enter *ALLOWED FILE TYPE* in the field provided.

List of Allowed File Types

| Value ↑                                                                   | System Code Type ↑ | Description                           |
|---------------------------------------------------------------------------|--------------------|---------------------------------------|
| application/json                                                          | ALLOWED FILE TYPE  | Sort Ascending                        |
| application/msword                                                        | ALLOWED FILE TYPE  | Sort Descending (doc)                 |
| application/pdf                                                           | ALLOWED FILE TYPE  | Columns                               |
| application/vnd.ms-excel                                                  | ALLOWED FILE TYPE  | Unlock (xls)                          |
| application/vnd.ms-outlook                                                | ALLOWED FILE TYPE  | Lock (file type)                      |
| application/vnd.ms-powerpoint                                             | ALLOWED FILE TYPE  | Filters (Microsoft PowerPoint (.ppt)) |
| application/vnd.openxmlformats-officedocument.presentationml.presentation | ALLOWED FILE TYPE  | Microsoft PowerPoint (.pptx)          |
| application/vnd.openxmlformats-officedocument.spreadsheetml.sheet         | ALLOWED FILE TYPE  | Microsoft Excel (.xlsx)               |
| application/vnd.openxmlformats-officedocument.wordprocessingml.document   | ALLOWED FILE TYPE  | Microsoft Word (.docx)                |
| application/x-7z-compressed                                               | ALLOWED FILE TYPE  | 7-zip archive (.7z)                   |
| application/x-tika-msoffice                                               | ALLOWED FILE TYPE  | Microsoft Outlook (.msg)              |
| application/x-tika-ooxml                                                  | ALLOWED FILE TYPE  | Office file (tika specific)           |
| application/xml                                                           | ALLOWED FILE TYPE  |                                       |
| application/zip                                                           | ALLOWED FILE TYPE  | ZIP archive (.zip)                    |

This data is also used on the *Provider Rules* page to populate the selection list of allowed types.

## Selection List of Allowed File Types

**Create Provider Rules**

\* Module: IMPORTS

\* File Category: PRODUCT

\* Storage Provider: GOOGLE\_BUCKET

Description: Store files attached to product via PRM

Allowed Types: application/pdf application/vnd.ms-excel application/vnd.ms-outlook application/vnd.ms-powerpoint

\* Destination Path:

- application/json
- application/msword
- application/pdf
- application/vnd.ms-excel
- application/vnd.ms-outlook
- application/vnd.ms-powerpoint
- application/vnd.openxmlformats-officedocument.presentationml.presentation
- application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
- application/vnd.openxmlformats-officedocument.wordprocessingml.document
- application/x-7z-compressed
- application/x-tika-msoffice
- application/x-tika-ooxml
- application/xml

Save Close



## Maintain Allowed File Types

The allowed file types can be maintained from the *System Codes* option under the *System Configuration* menu.

**Value:** The mime type; for example, application/msword. For more information, see [Full list of Supported Formats](#).

**System Code Type:** Fix value - 'ALLOWED FILE TYPE'.

**Description:** A description of the file type; for example, 'Microsoft Word (.doc)'.

## Supported Storage Providers

This section describes how to setup the supported storage providers in EFM.

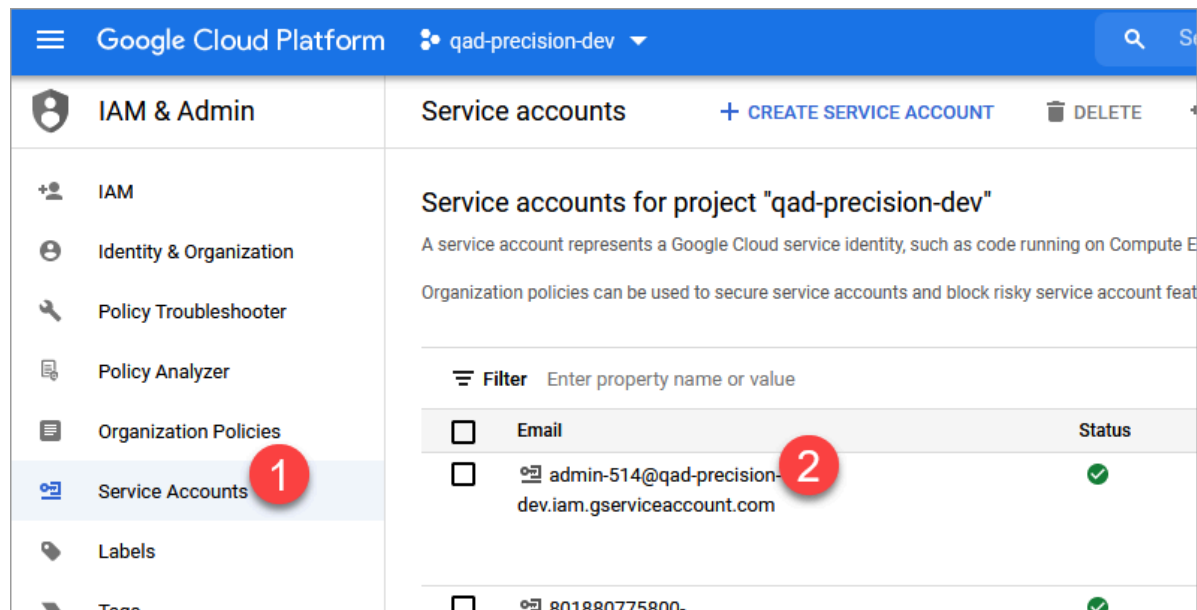
- [Google Drive on page 1829](#)
- [Google Cloud Storage on page 1833](#)
- [File System on page 1837](#)
- [AWS S3 on page 1836](#)

## Google Drive

The following steps detail how to store files in Google Drive using EFM:

1. Create a customer service account in the Google Cloud console.
2. Export the key to JSON.
  - a. Select the service account that you want to export the keys for.

Service Account Creation, Google Drive



- b. Go to the *Keys* tab > *Add Key* > *Create new key*.

## Keys Tab, Google Drive

The screenshot shows the Google Cloud Platform console for the project 'qad-precision-dev'. The left sidebar shows the 'IAM & Admin' section with 'Service Accounts' selected. The main content area shows the 'admin' service account with tabs for 'DETAILS', 'PERMISSIONS', 'KEYS' (highlighted with a red circle 1), 'METRICS', and 'LOGS'. The 'KEYS' tab displays instructions on adding a new key pair or uploading a public key certificate. Below the instructions is an 'ADD KEY' dropdown menu (highlighted with a red circle 2) with options 'Create new key' and 'Upload existing key'. A table of existing keys is visible below the dropdown.

| Key ID                                   | Key Name | Key Type | Created |
|------------------------------------------|----------|----------|---------|
| 9edce38956ed7b9e1701851deb23d91e627b9020 |          | Key      | Oct 2   |
| e7e5d369bd17a41e41c6c99e3d1a5ad58fe47215 |          | Active   | Mar     |
| 27a3d3fa4e36247a707e53a1a4220f18cbe30734 |          | Active   | Mar     |
| a8ae17cdbcd9af68da0241228b0272a38f192c0  |          | Active   | Mar     |
| 4945343c4127d10735307aa67346bbe3382f312a |          | Active   | Apr 3   |

- c. Select JSON format and click *Create*. The key downloads automatically.

## Create Private Key, Google Drive

### Create private key for "admin"

Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost.

**Key type**

☒ JSON  
Recommended

☐ P12  
For backward compatibility with code using the P12 format

CANCEL CREATE

- (Optional) Encode and encrypt the key using encryptor.bat or configserver.

**Note** You can encode the key here: <https://meyerweb.com/eric/tools/dencoder/>.

- Create a new storage provider. The *Connection Details* field is mandatory.

**Note** If you have encrypted the connection details, the text value should start with {cipher}.

## Connection Details Field, Update Storage Provider Window

#### Create Storage Provider

\* Provider Name: GOOGLE DRIVE

Description: Google Drive storage provider.

Provider Type: GOOGLE\_DRIVE

Connection Details: {cipher}eccb03f3de505c0d3a9f7c65539f9454ea1d4a28d09ad0a5ffec285aa67a49262e47e06ad92e285dadd8f1486b51d586b2b2b11fadb922cf170d280adb2d2e0a29fc2ea225123bd01b68a845afe3295061558bb7f120d783e60044aa7efbe7482188e2b2a454ce852481491a1e73da55eaf4dfc95a451266fc3208d684bc4e15296a2262086d9cf2f4d510442ce85f13adeaaf210f1453ed16bac22167265f3aea225807cf62d835158dee2767fedb85cb54685a51213168817939e024f759f7e4bd2799288a10654681006c5b4251658ff0cccae9fca502fe40735fef281870977f88e9feb4dfd14f5edcfe33b0ba5db4ba82d54df46c0ea6e98b4c7b966863b0b7d6be496b62c275da42a37f4e59202425b4a1e866978ca9f9254d2298348a118fb8f0ad203469056dc34f63d919e6f6e853d968765e669732eb88d12e8acac4c58a8eb7e2306dfe1ce7c2674c509065186ea46176b2714eedfa2d9bea1c5c85bca4dd1c8afdf52388a01928a0dd285d1291a99c4ac65f21ef3646a89f9dc9f58a3aaacff8483242c67273139e1d47f00eb224f23350cdd097fc890243f466c71e10c2520d73ebb3a5ce7ddacd32250a26e8a7b10895d5900cc23b8f2f8b5d9d57100927bea89f7310d5884d66e5ccc9fcb951910ae4054d886a60a9a37ef6a06c74689e67afc7f3f39ea2094578e8e63734c521a7a9854de9418fec7611589dd97h788440e8f91hc322592272c62d743f187eea369bha961f54087642e26ahd3a29f8391hch57ca65345f9e78d4c7fd5ed563827

Additional Config:

Save Close

5. Add a new rule for the storage provider. When EFM receives a file for this rule, it is moved to a specific Google Drive folder.

#### Add Rule for Google Drive Provider

**Update Provider Rules**

\* Module: IMPORTS ⓘ

\* File Category: BROKER\_DOCUMENT ⓘ

\* Storage Provider: GOOGLE\_DRIVE ⓘ

Description: Broker Documents - Store documents received from brokers for import shipments on Google Drive.

Allowed Types: application/pdf × application/vnd.ms-excel × application/msword × image/jpeg × image/png × image/gif × ⓘ

\* Destination Path: 1\_PcfvJN5FBUTar5bRrZP39HzG\_XLDZIC

Save Close

**Note** The destination path is a URL generated by Google. It can be taken from the browser URL. For example, if the URL is [https://drive.google.com/drive/folders/1\\_23456\\_789](https://drive.google.com/drive/folders/1_23456_789), the destination path is `1_23456_789`.

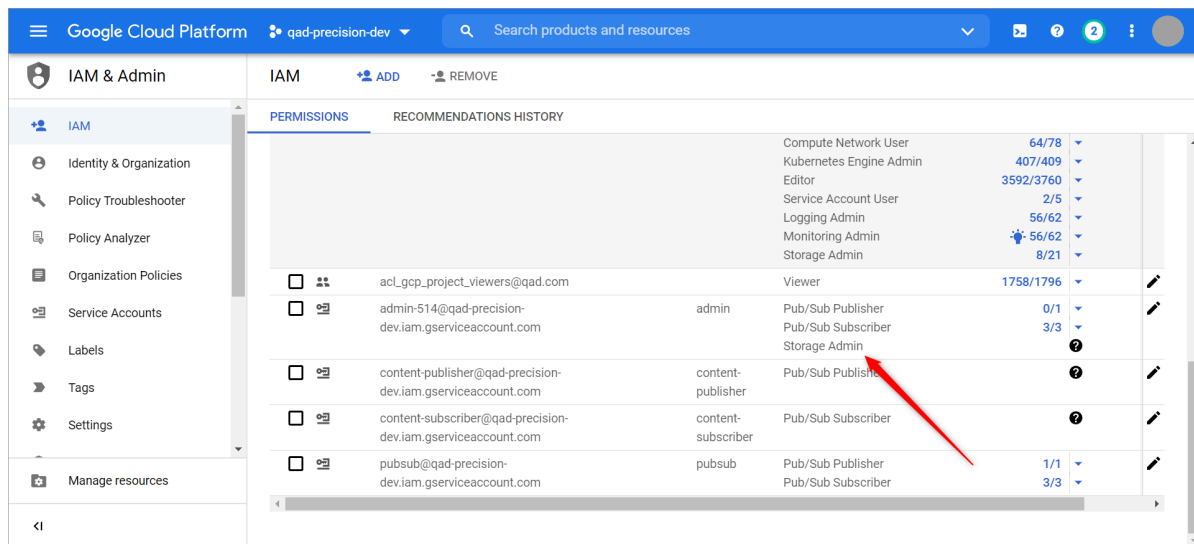
## Google Cloud Storage

The following steps detail how to store files in Google Cloud Storage using EFM:

1. Create a customer service account in the Google Cloud console.

**Note** The service account should have *Storage Admin* permissions when the storage provider is Google Cloud Storage.

Storage Admin Permissions Enabled



The screenshot shows the Google Cloud Platform console for the project 'qad-precision-dev'. The 'IAM & Admin' section is selected, and the 'PERMISSIONS' tab is active. The table below lists the permissions assigned to various service accounts. A red arrow points to the 'Storage Admin' role assigned to the 'content-publisher@qad-precision-dev.iam.gserviceaccount.com' service account.

| Service Account                                              | Role                                                     | Quota      | Actions |
|--------------------------------------------------------------|----------------------------------------------------------|------------|---------|
| acl_gcp_project_viewers@qad.com                              | Viewer                                                   | 1758/1796  | [Edit]  |
| admin-514@qad-precision-dev.iam.gserviceaccount.com          | admin                                                    | 0/1        | [Edit]  |
| content-publisher@qad-precision-dev.iam.gserviceaccount.com  | Pub/Sub Publisher<br>Pub/Sub Subscriber<br>Storage Admin | 3/3        | [Edit]  |
| content-subscriber@qad-precision-dev.iam.gserviceaccount.com | Pub/Sub Subscriber                                       | ?          | [Edit]  |
| pubsub@qad-precision-dev.iam.gserviceaccount.com             | Pub/Sub Publisher<br>Pub/Sub Subscriber                  | 1/1<br>3/3 | [Edit]  |

2. Export the key to JSON. For more information, see *Google Drive on page 1829*.
3. (Optional) Encode and encrypt the key using encryptor.bat or configserver.

**Note** You can encode the key here: <https://meyerweb.com/eric/tools/dencoder/>.

4. Create a new storage provider. Both the *Connection Details* and *Additional Configuration* fields are mandatory.

## Update Storage Provider Window, Google Cloud Storage

**Update Storage Provider**

\* Provider Name:

Description:

Provider Type:

Connection Details:

Additional Config: 

```
{
  "projectId": "qad-precision-dev",
  "bucketName": "qad-precision-test"
}
```

**Note** If you have encrypted the connection details, the text value should start with {cipher}.

**Note** The values for the projectId and bucketName keys can be found in the Google Cloud Storage browser. See <https://console.cloud.google.com/storage/browser>.

The projectId and bucketName

| Name               | Created                  | Location type | Location           | Default storage class | Updated                   | Public access | Access control | Lifecycle rules |
|--------------------|--------------------------|---------------|--------------------|-----------------------|---------------------------|---------------|----------------|-----------------|
| qad-precision-test | Apr 19, 2021, 3:08:58 PM | Multi-region  | eu (multiple re... | Standard              | Apr 27, 2021, 12:51:56 PM | Not public    | Uniform        | None            |
| bobtest4121        | Apr 12, 2021, 5:52:54 PM | Region        | us-west1 (Dre...   | Standard              | Apr 12, 2021, 5:52:54 PM  | Not public    | Uniform        | None            |

5. Add a new rule for the storage provider. When EFM receives a file for this rule, it is moved to a specific folder in a bucket.



## Add Rule for Google Cloud Provider

**Create Provider Rules from existing**

\* Module: IMPORTS

\* File Category: BROKER\_DOCUMENT

\* Storage Provider: GOOGLE\_CLOUD

Description:

Allowed Types:

\* Destination Path: Broker Documents/

Save Close

**Note** The destination path is the path to a specific folder in a bucket.

### Path to Folder in Bucket

Google Cloud Platform qad-precision-dev

Cloud Storage

Browser

Monitoring

Settings

Bucket details

qad-precision-test

OBJECTS CONFIGURATION PERMISSIONS RETENTION LIFECYCLE

Buckets > qad-precision-test

UPLOAD FILES UPLOAD FOLDER CREATE FOLDER MANAGE HOLDS DOWNLOAD DELETE

Filter by name prefix only Filter objects and folders

| Name              | Size | Type   | Created time | Storage class | Last modified | Public access | Encryption | Retention expiration date | Holds |
|-------------------|------|--------|--------------|---------------|---------------|---------------|------------|---------------------------|-------|
| Broker Documents/ |      | Folder |              |               |               |               |            |                           |       |

Release Notes

## AWS S3

From the 20.6 release, QAD GTTE provides a default AWS S3 bucket, unique to your company, that the system can connect to automatically and use to store DEM proof of delivery information.

A storage provider for this default S3 bucket is added to EFM as seeded data from v20.6 onwards.

### Storage Provider for the Default S3 Bucket

The screenshot shows the QAD Administrator interface with the 'Storage Providers' section selected. A modal window titled 'Update Storage Provider' is open, displaying the configuration for the 'AWS\_DEFAULT\_CLOUD\_STORAGE' provider. The fields are as follows:

- Provider Name:** AWS\_DEFAULT\_CLOUD\_STORAGE
- Description:** AWS Default Simple Storage Service
- Provider Type:** AWS\_S3
- Connection Details:**

```
{
  "accessKeyId": "",
  "secretAccessKey": "",
  "sessionToken": "",
  "region": ""
}
```
- Additional Config:**

```
{
  "bucketName": "qadcloudsupportonly-us-east-2-gtte-prod-efm"
}
```

The dialog includes 'Save' and 'Close' buttons at the bottom. The background interface shows a table of storage providers with columns for Provider Name, Description, Provider Type, and Connection D.

Also, from v20.6 onwards, the provider rule PROOF\_OF\_DELIVERY is updated as part of seeded data to use the AWS\_DEFAULT\_CLOUD\_STORAGE storage provider. Previously, it was set to use FILESYSTEM.

You can also set the system up to work with a different bucket—for example, a preexisting S3 bucket that your company already uses for storage. In this scenario, complete the required setup to connect to the bucket, creating a [storage provider on page 1823](#) and [provider rule on page 1820](#) for the bucket. To ensure that GTTE can access the bucket, specify the security credentials in JSON format in the [Connection Details field on page 1823](#) of the related Storage Provider record. For security, the Secret Access Key value should be encrypted using the Encryption option in the Foundation portal.

## File System

The steps below detail how to store files on the file system on a machine using EFM:

1. Create a new storage provider. The *Connection Details* and *Additional Config* fields can remain blank.

Update Storage Provider Window, File System Storage

2. Add a new rule for the storage provider. When EFM receives a file for this rule, it is moved to a specific folder on the file system.

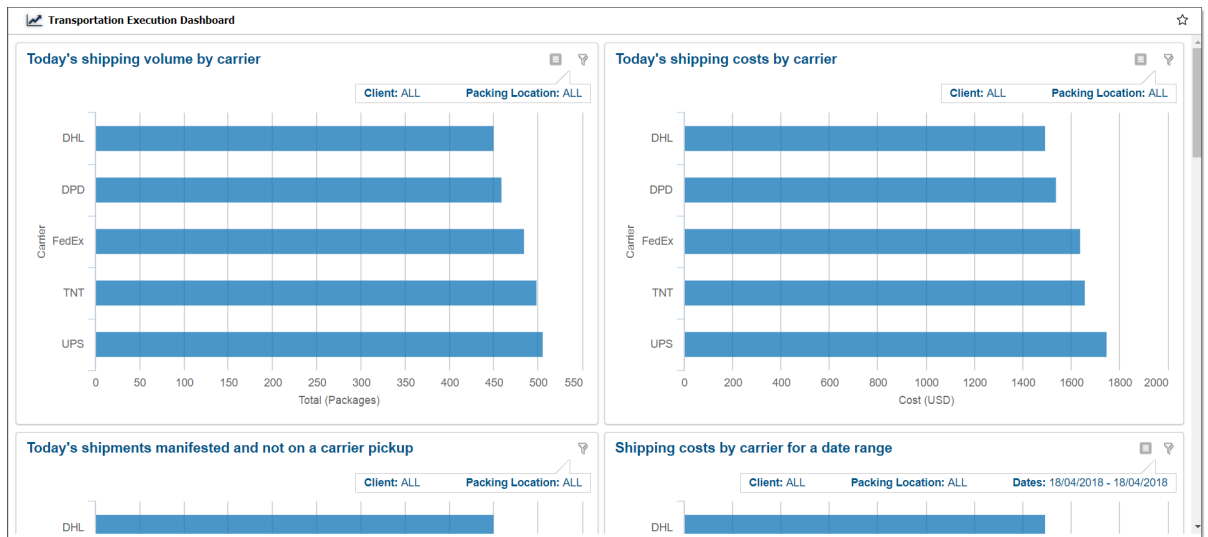
Add Rule for File System Provider

**Note** The *Destination Path* value should be the folder address in the file system. [WEBUI\_HOME] can be used as a token for the Web UI root installation folder. This token is then replaced with the actual path at runtime.

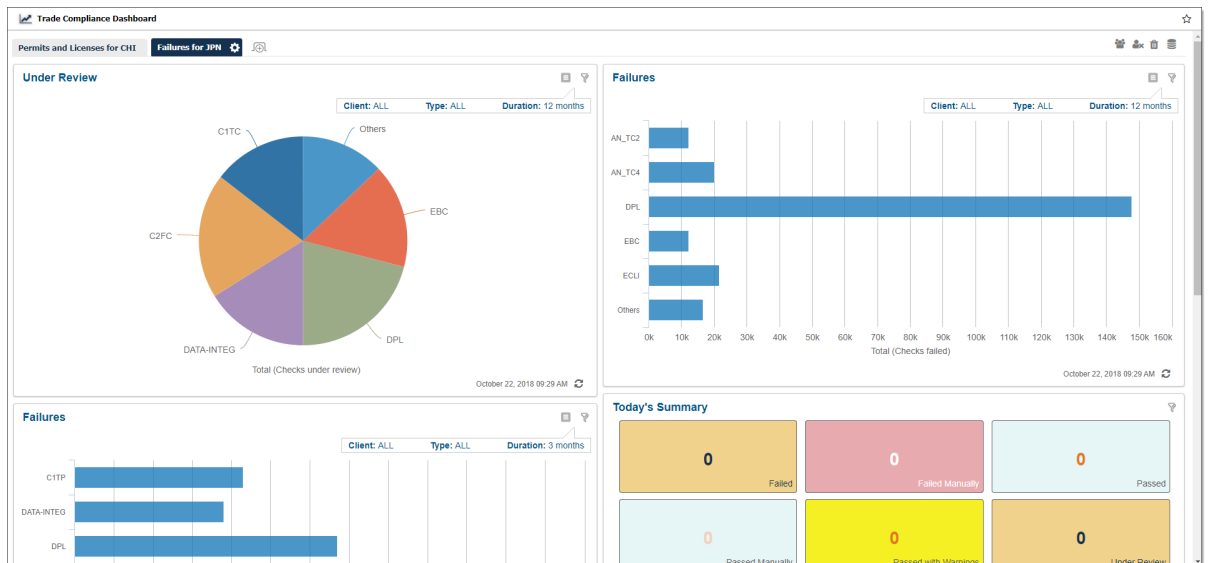
## Operational Analytics

The Operational Analytics Dashboards provide a snapshot view of current compliance activity and shipping analytics. This customizable view consists of a series of bar charts, line charts, and grids that can easily be added, rearranged, or removed according to company needs. Visual items, such as grids and charts, offer a quick, simple format for you to check performance in one location. In addition, these charts can have drill-down capability, enabling you to view a more detailed breakdown of the information by clicking chart data.

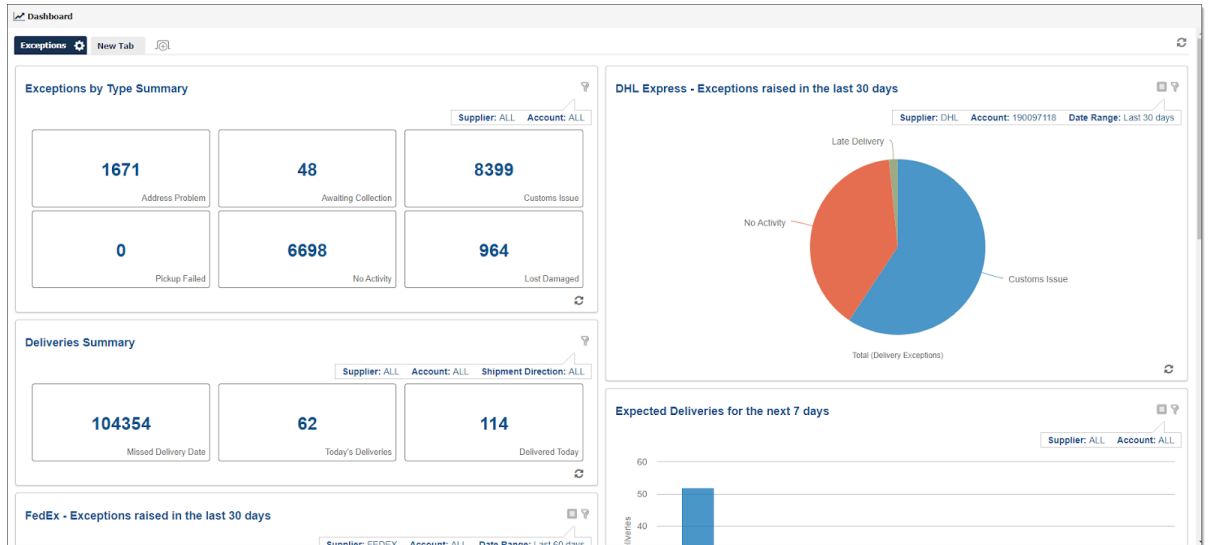
### Transportation Execution Dashboard



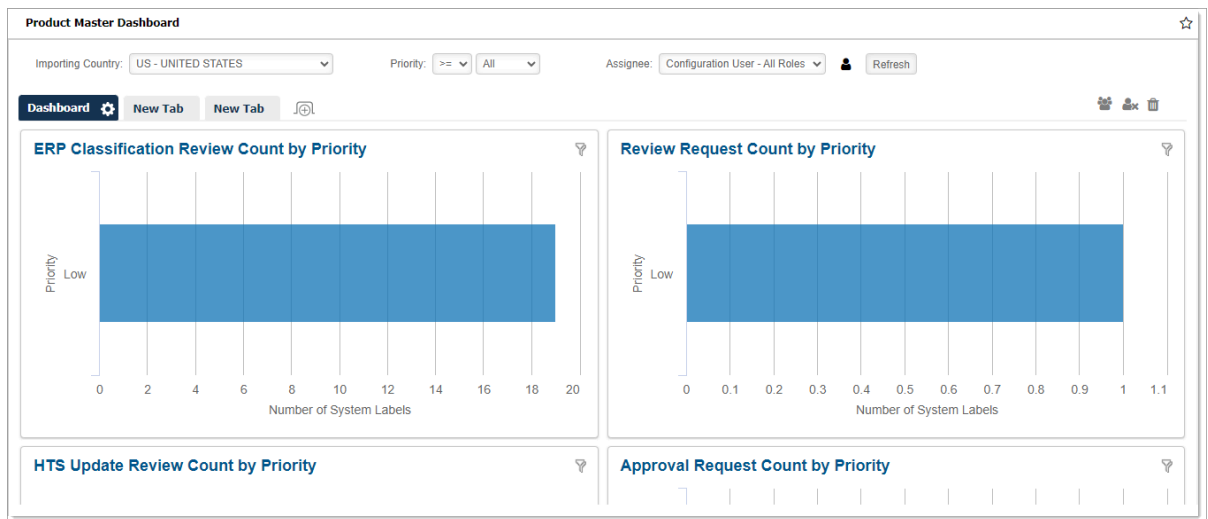
### Trade Compliance Dashboard



## Delivery Exception Management Dashboard



## Product Master Dashboard



## Using The Dashboards

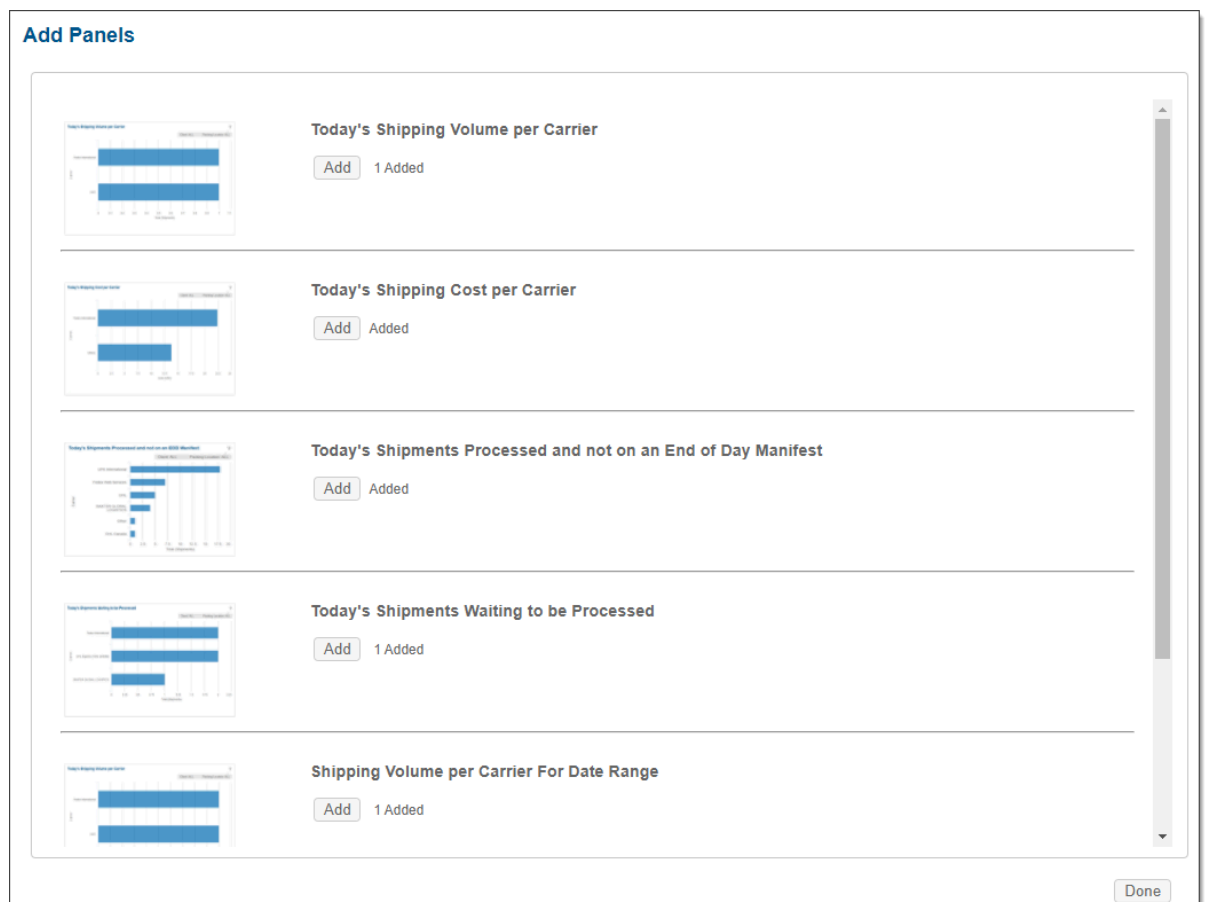
This section describes how to get started using the Operational Analytics Dashboards, and the features that are available to you, the user. It also describes the charts available for each dashboard.

### General Concepts

#### Adding Charts

When you access a dashboard page for the first time, or if the dashboard is empty at any point, you are prompted to add chart panels in an Add Panels pop-up window.

Add Panels Window



If it is not your first time accessing a dashboard and you would like to add a chart, click the gear  icon to the left of the tab title and then click Add Panels.

You can add multiple instances of the same chart to a dashboard. Click the Add button again in the Add Panels pop-up window.

To save your chart panel selection, click Done. When at least two charts are added, you can use the drag and drop functionality to rearrange them on the dashboard.

## Tabs

The dashboards can be divided into tabs using the tab buttons at the top of the page. Tabs are especially useful in cases where there are a lot of panels that you may want to organize; for example, you can establish a tab for each client.

By default, the first tab displays the name of the dashboard that you are currently on.

Tab Buttons, Trade Compliance Dashboard



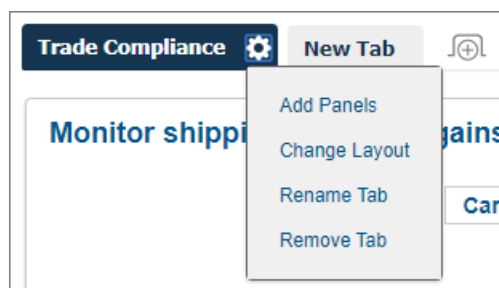
## Adding a Tab

To add a tab to a dashboard, click the add  button. When you click this button, the Add Panels pop-up window is displayed.

## Tab Settings

You can configure the tabs by clicking the gear  icon. This opens a drop-down menu.

Tab Settings, Drop-down Menu



- **Add Panels.** Select this option to add chart panels to the current tab. This opens the Add Panels pop-up window.
- **Change Layout.** By default, the dashboard displays two panels on each row that you can drag and drop to rearrange. To change the number of panels on each row, click Change Layout and enter the desired column number in this field.

**Note** This only changes the layout of the selected tab.

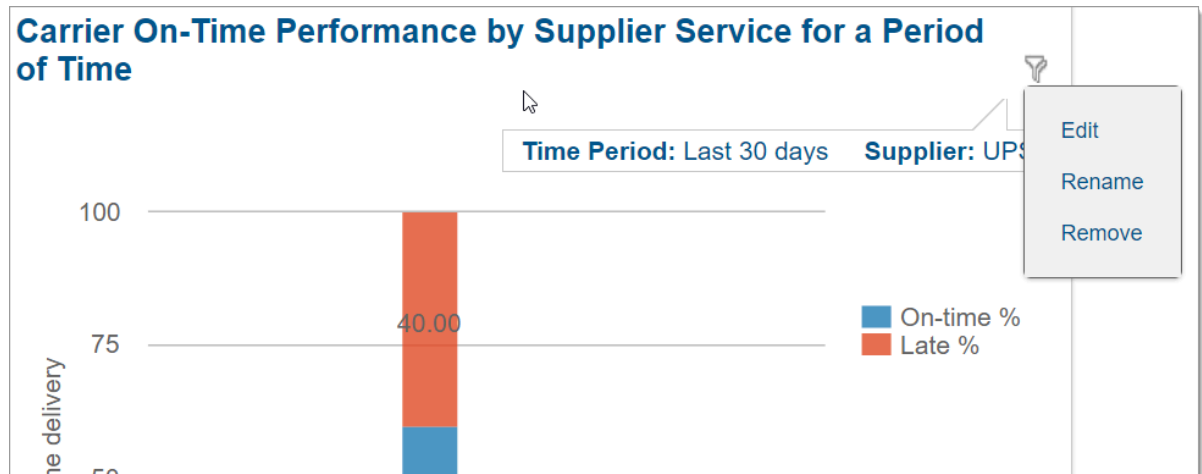
- **Rename Tab.** Select this option to update the name of the current tab. Type the new name in the field provided and press Enter.

- **Remove Tab.** This option is only available when there is more than one tab on the dashboard. If there is only one tab, you cannot remove it.

## Chart Settings and Filters

To view additional settings, click the settings icon. This opens a drop-down menu.

Settings Drop-down Menu



- **Edit.** This option enables you to filter the data to be displayed in a chart.
- **Rename.** Each chart option has a default title that you can modify. This only changes the name of the selected chart. It does not affect the title of the chart options in the Add Panels pop-up window.
- **Remove.** Click this option to remove a chart panel from the dashboard.

## Common Transportation Execution Filters

| Filter Name      | Description                                                                                                                                                                                                                                          |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client           | View data associated with a specific client. If this filter is set to show All, the chart will display all the clients that you have access to.                                                                                                      |
| Packing Location | Filter by the logical area from where users ship their shipments. If this filter is set to ALL, the chart displays all the locations for a specific client. In the case of all clients, all packing locations that the user has access to are shown. |
| Carriers         | Specify the number of carriers to display in the chart.                                                                                                                                                                                              |
| Display          | Choose to display data for either shipments or packages.                                                                                                                                                                                             |



| Filter Name          | Description                                                                                                                                                                                                                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Currency             | Select from this drop-down list to view data for a specific currency. These currencies are configurable by your administrator.                                                                                                                                                                               |
| Date Range           | View data within a specified date range.                                                                                                                                                                                                                                                                     |
| Carrier              | Select from this drop-down list to view data associated with a specific carrier.                                                                                                                                                                                                                             |
| Services             | Specify the number of carrier services displayed in the chart.                                                                                                                                                                                                                                               |
| Min and Max Packages | Select the minimum and maximum package quantities contracted with a carrier.                                                                                                                                                                                                                                 |
| Scheme               | Your administrator can establish a color scheme for bar and pie charts in the Dashboard Configurator. Select a color scheme using this drop-down list.                                                                                                                                                       |
| Duration             | <p>Similar to the Date Range filter, the Duration field allows you to filter the results based on the time at which the activity occurred:</p> <ul style="list-style-type: none"> <li>• Today</li> <li>• 1 month</li> <li>• 3 months</li> <li>• 6 months</li> <li>• 9 months</li> <li>• 12 months</li> </ul> |
| Type                 | Specify the type of data that you would like to view activity for; transactions, requests, or data scrubs.                                                                                                                                                                                                   |
| Chart Type           | <p>You can choose different types of charts in which to display the operational analytics data:</p> <ul style="list-style-type: none"> <li>• Bar</li> <li>• Pie</li> </ul>                                                                                                                                   |

## Inquiry

Some charts have an Inquiry  button that you can click to view the data on which the chart is based.

## Drill-Down

If a chart offers drill-down capabilities, it means that you can access a more detailed level of the information presented. For example, on the Trade Compliance Dashboard, you can view the details of today's data

scrub results beyond the total number of parties that were screened. In this case, drilling down directs you to the Compliance History (CKHIST) page, where you can view a breakdown of each data scrub.

If drill-down capabilities are enabled, click a particular section of the bar or chart to view the data in more detail.

## Cache

The Operational Analytics dashboards may aggregate a high volume of compliance and shipping activity each day. To prevent this from having a negative impact on performance, chart and configuration data is stored for a period of time in the system memory, or cache. When you, the user, access the dashboards, the system can then quickly load the data from the cache.

By default, the cache is automatically refreshed every 30 minutes, but this can be configured by your administrator. For more information, see [Cache on page 1889](#). Alternatively, you can refresh the cache manually using one of the options below.

### Refresh Chart Data

To refresh the data for a specific chart, click the refresh  icon at the bottom right of the chart. The date and time of the most recent manual or automatic cache refresh is displayed to the left of this icon.

### Refresh Configuration Cache

Changes that you make in the Web UI may not be immediately reflected in the chart filters. For example, the Description field on a client record was updated, but the Client filter on a dashboard chart still displays the old description. In this case, you need to refresh the configuration cache.

To ensure that the chart filters display only the most up-to-date information, click the Refresh Configuration Cache  icon at the top right of the page.

### Refresh All Dashboard Data

To refresh all data in either the Transportation Execution Dashboard or Trade Compliance Dashboard, click the link at the bottom of the page.

Refresh Cache Link

Updated chart data will be available every 2 minutes. If you want to refresh the chart data now click [here](#).

This action updates the cache for all tabs in the selected dashboard.

**Note** This link may be temporarily hidden if you have refreshed the cache recently. This feature can be disabled, enabled, and configured by your administrator.

By default, the operational analytics data automatically refreshes every 30 minutes for both dashboards. You can change the default duration between cache refreshes in the Dashboard Configurator (CFGDB).

## Transportation Execution Dashboard

### Overview

The Transportation Execution Dashboard displays real-time transaction and shipping analytics for the current day or a date range. You can filter data based on certain criteria, such as client, date range, or packing location.

To open the Transportation Execution Dashboard, access the ANTE option. Alternatively, on the top menu, choose one of the following from role-based menu bar:

- Customer Service Manager
- Supply Chain Manager
- Transportation Analyst
- Warehouse Manager

In the top menu, a chart icon appears to the right of the user group. Click Transportation Execution Dashboard from the drop-down menu that appears when you hover over the icon.

Menu Link to Dashboard



### Chart Options

The available chart options are listed in the table below:

#### Available Charts and Configuration Options

| Chart Name                         | Description                                                                                                                              | Drill-Down Available | Filters                                                                                                                                         | Possible to Add Multiple Instances |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Today's Shipping Volume By Carrier | The number of packages or shipments made today by carrier. By default, this chart displays shipments. The despatch date is today's date. | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Display</li> <li>• Carriers</li> <li>• Scheme</li> </ul> | Yes                                |
| Today's Shipping                   | The total cost of packages or shipments made                                                                                             | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> </ul>                                                                                      | Yes                                |

| <b>Chart Name</b>                                        | <b>Description</b>                                                                       | <b>Drill-Down Available</b> | <b>Filters</b>                                                                                                                                                                                | <b>Possible to Add Multiple Instances</b> |
|----------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Costs By Carrier                                         | today by carrier. The default currency is defined in the Dashboard Configurator (CFGDB). |                             | <ul style="list-style-type: none"> <li>• Packing Location</li> <li>• Currency</li> <li>• Carriers</li> <li>• Scheme</li> <li>• Chart Type</li> </ul>                                          |                                           |
| Today's Shipments Manifested and Not on a Carrier Pickup | The number of packages or shipments that have not been communicated to the carrier.      | No                          | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Display</li> <li>• Carriers</li> <li>• Scheme</li> <li>• Chart Type</li> </ul>                         | Yes                                       |
| Today's Transactions Not Yet Manifested                  | The number of packages or shipments by carrier that have not been processed.             | Yes                         | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Display</li> <li>• Carriers</li> <li>• Scheme</li> <li>• Chart Type</li> </ul>                         | Yes                                       |
| Shipping Volume By Carrier For a Date Range              | The number of packages or shipments by carrier made in a specified date range.           | Yes                         | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Date From/To</li> <li>• Display</li> <li>• Carriers</li> <li>• Scheme</li> <li>• Chart Type</li> </ul> | Yes                                       |
| Shipping Costs By                                        | The total cost of shipping packages                                                      | Yes                         | <ul style="list-style-type: none"> <li>• Client</li> </ul>                                                                                                                                    | Yes                                       |

| Chart Name                                          | Description                                                                                                                                                                                       | Drill-Down Available | Filters                                                                                                                                                                                   | Possible to Add Multiple Instances |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Carrier For a Date Range                            | or shipments by carrier made for a specified date range.                                                                                                                                          |                      | <ul style="list-style-type: none"> <li>• Packing Location</li> <li>• Date From/To</li> <li>• Currency</li> <li>• Carriers</li> <li>• Scheme</li> </ul>                                    |                                    |
| Today's Shipping Volume By Carrier Service          | The number of packages or shipments made today by each carrier service. The despatch date is today's date.                                                                                        | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Carrier</li> <li>• Display</li> <li>• Services</li> <li>• Scheme</li> <li>• Chart Type</li> </ul>  | Yes                                |
| Today's Shipping Costs By Carrier Service           | The total cost of shipping packages or shipments made today by each carrier service. The despatch date is today's date and the default currency is defined in the Dashboard Configurator (CFGDB). | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Carrier</li> <li>• Currency</li> <li>• Services</li> <li>• Scheme</li> <li>• Chart Type</li> </ul> | Yes                                |
| Shipping Volume By Carrier Service for a Date Range | The number of packages or shipments by carrier service in a specified date range.                                                                                                                 | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Packing Location</li> <li>• Carrier</li> <li>• Date From/To</li> <li>• Display</li> </ul>                                      | Yes                                |

| Chart Name                                         | Description                                                                                                                                                                                                                                                                                                                                        | Drill-Down Available | Filters                                                                                                                                                                                           | Possible to Add Multiple Instances |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|                                                    |                                                                                                                                                                                                                                                                                                                                                    |                      | <ul style="list-style-type: none"> <li>Services</li> <li>Scheme</li> <li>Chart Type</li> </ul>                                                                                                    |                                    |
| Shipping Costs By Carrier Service for a Date Range | The total cost of shipping packages or shipments by each carrier service in a specified date range. The default currency is defined in the Dashboard Configurator (CFGDB).                                                                                                                                                                         | Yes                  | <ul style="list-style-type: none"> <li>Client</li> <li>Packing Location</li> <li>Carrier</li> <li>Date From/To</li> <li>Currency</li> <li>Services</li> <li>Scheme</li> <li>Chart Type</li> </ul> | Yes                                |
| Monitor Shipping Volumes Against Carrier Agreement | The quantity of packages that is shipped inside a specified date range, compared against the minimum and maximum number of packages agreed with the carrier. The gray bar indicates the number of packages. The red segments signify the danger zone for packages that are either less than the contracted minimum or over the contracted maximum. | No                   | <ul style="list-style-type: none"> <li>Client</li> <li>Packing Location</li> <li>Carrier</li> <li>Date From/To</li> <li>Min/Max Packages</li> </ul>                                               | Yes                                |
| Monitor Today's Shipping Volumes                   | The quantity of packages that is shipped today, compared against                                                                                                                                                                                                                                                                                   | No                   | <ul style="list-style-type: none"> <li>Client</li> <li>Packing Location</li> </ul>                                                                                                                | Yes                                |

| Chart Name                | Description                                                                                                                                                                                                                                               | Drill-Down Available | Filters                                                                                                   | Possible to Add Multiple Instances |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------|
| Against Carrier Agreement | the minimum and maximum number of packages agreed with the carrier. The gray bar indicates the number of packages. The red segments signify the danger zone for packages that are either less than the contracted minimum or over the contracted maximum. |                      | <ul style="list-style-type: none"> <li>Carrier</li> <li>Date From/To</li> <li>Min/Max Packages</li> </ul> |                                    |

**Note** The cost charts for a date range provide estimated amounts. This is because the system does not contain historical currency data associated with carrier shipping costs. Therefore, it makes calculations based on the exchange rate closest to today's date.

### Inquiry Drill Down

To view the exact volume or cost total associated with a carrier, hover over any bar or pie segment in a chart. Click a bar or segment to see a detailed breakdown of the data it represents on the Inquiry page. Alternatively, access the REPORT option.

Each panel also has an Inquiry  button. Click this button to open the Inquiry page and see a detailed breakdown of shipments relating to all carriers in that particular panel. The Inquiry page is read only, which means that you cannot perform any operations on a transaction.

## Inquiry Page

**View Shipments**

Search

Transactions

|  | Client | Reference | Despatch Numb... | Despatch Date | Complan... | Carrier | Order Reference | Description | Status | Volume | Volume UOM | Consi |
|--|--------|-----------|------------------|---------------|------------|---------|-----------------|-------------|--------|--------|------------|-------|
|  | SDOC   | 110402400 | 0                | 18/04/2018    | U          | QDPD    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402399 | 0                | 18/04/2018    | U          | QDHL    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402398 | 0                | 18/04/2018    | U          | QFEDEX  |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402397 | 0                | 18/04/2018    | U          | QFEDEX  |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402396 | 0                | 18/04/2018    | U          | QDHL    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402395 | 0                | 18/04/2018    | U          | QDHL    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402394 | 0                | 18/04/2018    | U          | QFEDEX  |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402393 | 0                | 18/04/2018    | U          | QDHL    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402392 | 0                | 18/04/2018    | U          | QDHL    |                 |             |        | 0      |            | PS    |
|  | SDOC   | 110402391 | 0                | 18/04/2018    | U          | QFEDEX  |                 |             |        | 0      |            | PS    |

1 of 96 Per Page: 25 1 - 25 of 2400 Carrier Tracking Search and Export

Packages Items Documents Parties Charges Errors Texts

| Charge | Description | Customer Charge | Company Charge | Currency | Inv                      | Charge Line No | Item Line No. |
|--------|-------------|-----------------|----------------|----------|--------------------------|----------------|---------------|
| FRT    |             | 2.20            | 2.20           | USD      | <input type="checkbox"/> | 0              | 10            |

1 of 1 1 - 1 of 1

## Search Panel

Click the down arrow icon at the top right of the page to expand the search panel.

## Inquiry Search Panel

Search

Select Criteria:  Select a template:

Manifesting Status = Rated (7-9) Despatch Date - 01/01/2019-04/01/2019

Search Clear Enter a template name...

☒ Search All Clients ☐ Search only your groups

Created By:

Shipment Status: ☒ Open ☐ Closed ☐ All

Type: ☒ All ☐ Requisition ☐ Zone Skip Consolidation

☒ Order ☐ Quote ☐ Invoice

☒ Return ☐ Consolidation (Shipment) ☐ Consolidation

☒ Shipment ☐ Delivery ☐ Entry Consolidation

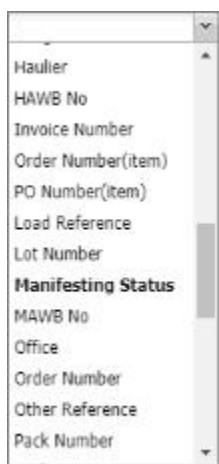
The large box in this section displays the search criteria that is currently in place. This was brought over from the filters that were applied to the bar chart on the Transportation Execution Dashboard.

You can use the Search Criteria drop-down list to refine the results based on commonly used search criteria.

Selected criteria display in bold text in the drop-down list of criteria to indicate that these fields are already listed in the search criteria area.



## Search Criteria Area, Selected Criterion



Inside this criteria box, you will see a Manifesting Status criterion with status codes applied.

## Manifesting Status as Search Criterion

The following table summarizes the meaning of each status code.

**Manifesting Status Code Descriptions**

| Code  | Description                                                                                                                                                      |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blank | Pending                                                                                                                                                          |
| 5     | Beginning of the rating process.                                                                                                                                 |
| 6     | Interim. Rarely used by QAD GTTE customers, but allows for an interim service to be used to get the shipment from desk to mailroom for later service completion. |
| 7     | Rated (shipped)                                                                                                                                                  |
| 9     | Posted (after the close of the shipment)                                                                                                                         |

For more details on the Inquiry page and the Search Panel, see [Inquiry on page 141](#).

To return to the Transportation Execution Dashboard, click the Back  button in the top right corner.

## Trade Compliance Dashboard

### Overview

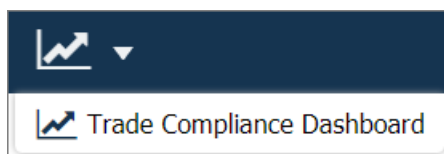
The Trade Compliance Dashboard provides operational information about recent compliance processing activity. This data is illustrated in a series of panels that contain bar charts, pie charts, line charts, and tables.

To open the Trade Compliance Dashboard, choose one of the following user roles from the role-based menu:

- Export Compliance Officer
- Export Compliance Manager

In the top menu, a chart icon appears to the right of the user group. Click Trade Compliance Dashboard from the drop-down menu that appears when you hover over the icon.

Menu Link to Trade Compliance Dashboard



Alternatively, access the ANTC option.

### Chart Options

#### Available Charts and Configuration Options

| Chart Name             | Description                                                                                                                                                                             | Drill-down Available | Filters                                                                    | Possible to add multiple instances |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------|------------------------------------|
| Screening Throughput   | This chart displays the number of compliance checks that were performed in the past seven days. This data is divided into check type, check total, and the date on which they occurred. | No                   | Client                                                                     | No                                 |
| Denied Party Screening | This chart displays Denied Party List (DPL) failure metrics from the last seven days. This chart is useful when you want to review the number of false                                  | No                   | <ul style="list-style-type: none"> <li>• Client</li> <li>• Type</li> </ul> | No                                 |

| Chart Name                             | Description                                                                                                                                                     | Drill-down Available | Filters                                                                                                                                | Possible to add multiple instances |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|                                        | positives that the system identifies.                                                                                                                           |                      |                                                                                                                                        |                                    |
| Expiring Licenses and Permits          | The chart displays the license and permit records that are close to expiring. You can specify a date range. By default, the range is set to thirty days.        | No                   | <ul style="list-style-type: none"> <li>• Expiry Days</li> <li>• Type</li> <li>• Client</li> </ul>                                      | No                                 |
| Today's Total Summary                  | This chart displays totals based on compliance screening activity relating to transactions, requests, and data scrubs performed in the system today.            | Yes                  | <ul style="list-style-type: none"> <li>• Type</li> <li>• Status 1 - 6</li> </ul>                                                       | Yes                                |
| Failures                               | This chart displays compliance runs that have an overall status of System Failed (FA).                                                                          | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Type</li> <li>• Duration</li> <li>• Chart Type</li> <li>• Scheme</li> </ul> | Yes                                |
| Under Review                           | This chart displays compliance runs that have an overall status of Under Review (FR).                                                                           | Yes                  | <ul style="list-style-type: none"> <li>• Client</li> <li>• Type</li> <li>• Duration</li> <li>• Chart Type</li> <li>• Scheme</li> </ul> | Yes                                |
| Consumed Quantity Licenses and Permits | This chart identifies Permits or Licenses where the remaining quantity is low. You can specify the quantity for comparison using the Remaining Quantity filter. | No                   | <ul style="list-style-type: none"> <li>• Remaining Quantity</li> <li>• Type</li> <li>• Client</li> </ul>                               | Yes                                |
| Consumed Value Licenses and Permits    | This identifies Permits or Licenses where the remaining value is low. You can specify the value                                                                 | No                   | <ul style="list-style-type: none"> <li>• Remaining Quantity</li> <li>• Type</li> </ul>                                                 | Yes                                |

| Chart Name     | Description                                                                                                                                                                                                                                  | Drill-down Available | Filters              | Possible to add multiple instances |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|------------------------------------|
|                | for comparison using the Remaining Value filter.                                                                                                                                                                                             |                      | • Client             |                                    |
| Payments       | This bar chart shows the purchase order (PO) payment totals. The chart displays the number of purchase orders with lines that are over or under the received payment.                                                                        | Yes                  | • Client<br>• Scheme | No                                 |
| Reconciliation | This bar chart shows the daily reconciliations, with drill-down functionality that provides a filtered list of the relevant purchase orders (POs). The chart shows the number of POs with lines that are over or under the received payment. | Yes                  | • Client<br>• Scheme | No                                 |

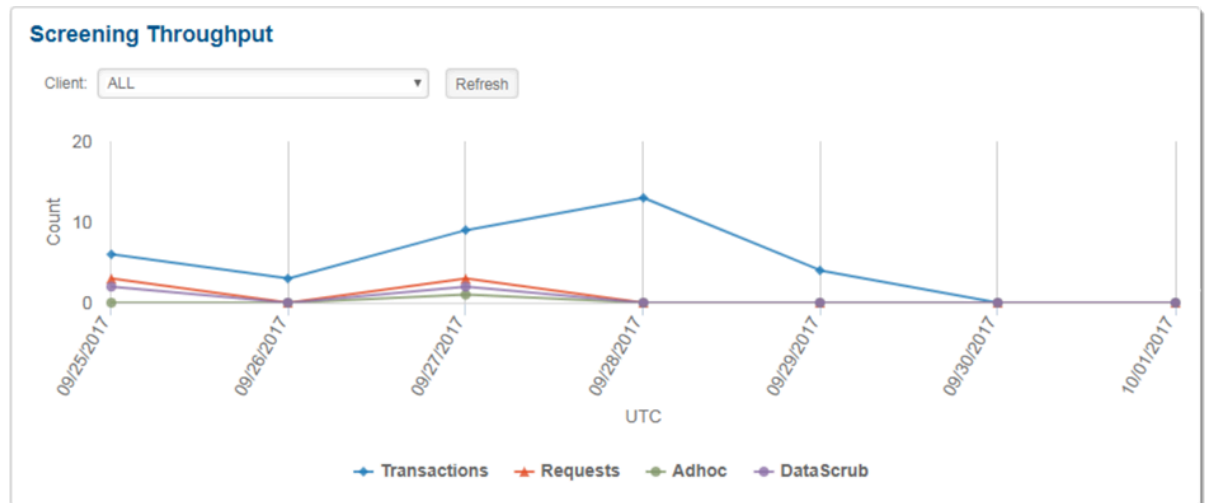
**Note** You may not see results for all compliance types, depending on how the administrator has configured your system.

### Screening Throughput

This chart shows information in a series of data points connected by color-coded lines. Each line represents a screening type:

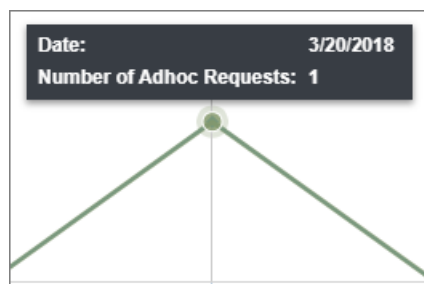
- Transactions
- Requests
- Ad hoc
- Data scrub

## Screening Throughput



To view the total number of compliance screenings for a specific date and screening type, hover over the corresponding data point on the chart.

Hover Over Data Point for More Information



To zoom in on a particular area of the chart, click and drag the cursor across the area. To return to normal view, click the Reset Zoom button. You can select and deselect the check types that are displayed in the line chart by clicking the labels below the table to toggle them on and off.

## Denied Party Screening

The Denied Party Screening table is divided into two sections: a general DPL overview on the left, and a breakdown of false positives on the right.

Denied Party Screening

**Denied Party Screening**

Client: ALL

| Date       | Screened | Failed | False Positives | % False Positives | False Positives Breakdown |          |            |
|------------|----------|--------|-----------------|-------------------|---------------------------|----------|------------|
|            |          |        |                 |                   | Transactions              | Requests | Data Scrub |
| 03/20/2018 | 2        | 0      | 0               | 0.00%             | 0                         | 0        | 0          |
| 03/21/2018 | 3        | 0      | 0               | 0.00%             | 0                         | 0        | 0          |

- **Screened.** The total number of compliance runs performed on the specified date.
- **Failed.** The total number of manual DPL failures.
- **False Positives.** The total number of DPL checks that failed a compliance check and were then manually passed by a user.
- **% Failed.** The total of false positives as a percentage of the total screened.
- **Transactions.** The total number of compliance runs for transactions that have a false positive DPL failure. Multiple runs for the same transaction are only counted once.
- **Requests.** The total number of compliance runs for requests that have a false positive DPL failure. Multiple runs for the same request are only counted once.
- **Data Scrub.** The total number of false positive DPL failures that occurred in a data scrub. If the same denied party was screened in more than one Data Scrub upload, each occurrence of the false positive is counted here.

**Note** AdHoc compliance checks are excluded from the Denied Party Screening chart data.

## Expiring Licenses and Permits

Expiring Licenses and Permits

| Expiring Licenses and Permits |              |             |                 |           |             |
|-------------------------------|--------------|-------------|-----------------|-----------|-------------|
|                               |              |             | Expiry Days: 30 | Type: ALL | Client: ALL |
| Type                          | License Code | Expiry Date | Country         | Consignee | Data Client |
| License                       | EX_DEC       | 20/04/2018  | US              |           | TGL         |
| License                       | LICENSE AB3  | 25/04/2018  | BR              |           | TGL         |
| Permit                        | DECLAN       | 28/04/2018  |                 |           | TGL         |

You can filter this table by:

- **Expiry Days.** The number of days from the current date. Any licenses or permits due to expire within this number of days will be shown in the table.
- **Type.** You can select to view only licenses or permits.
- **Client.** Use this drop-down list to view only the licenses associated with a particular client.

The Expiring Licenses and Permits grid displays the following data:

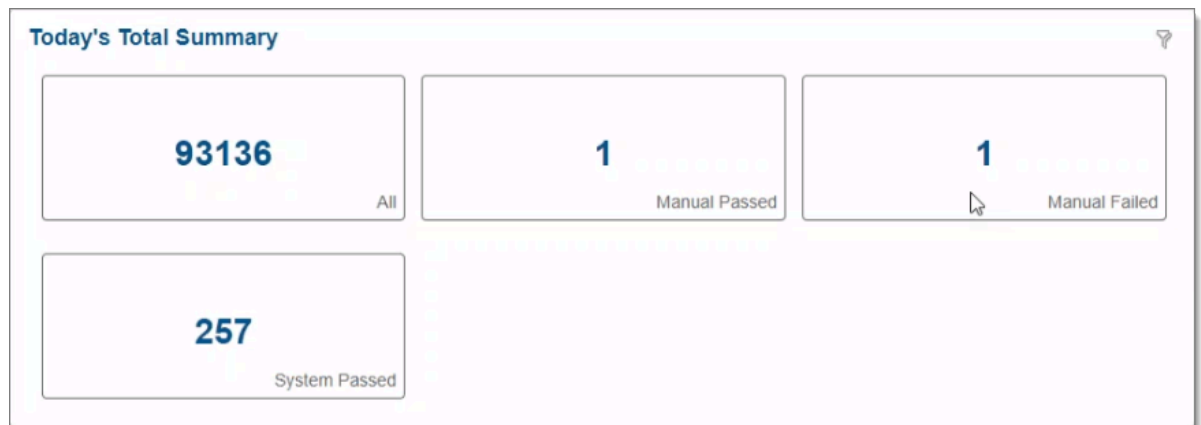
- **Type.** This column indicates whether a permit or a license is due to expire.
- **License Code.** The code that is supplied by the licensing agency.
- **Expiry Date.** This is the expiry date of the license or permit.

- *Country*. The country that issued the license.
- *Consignee*. The consignee that the license is issued against.
- *Data Client*. The client associated with the license or permit.

### Today's Total Summary

The Today's Total Summary chart consists of up to six tiles that display totals based on today's compliance screening activity. You can view totals relating to transactions, requests, and data scrubs performed in the system today.

Today's Total Summary



**Note** When you first add this chart, or if you have not assigned statuses to the tiles yet, the chart will display a prompt asking you to do so. If you do not assign any statuses, this chart will remain empty.

Click the settings icon and then click Edit. In this pop-up window, you can select the data type to display and assign statuses to the tiles. By default, the Type field is set to All. This means the chart will display today's totals for transactions, requests, and data scrubs.



Edit
X

Type: All

Status 1: None

Status 2: None

Status 3: None

Status 4: None

Status 5: None

Status 6: None

Done

### Tile Descriptions in the Today's Total Summary Chart

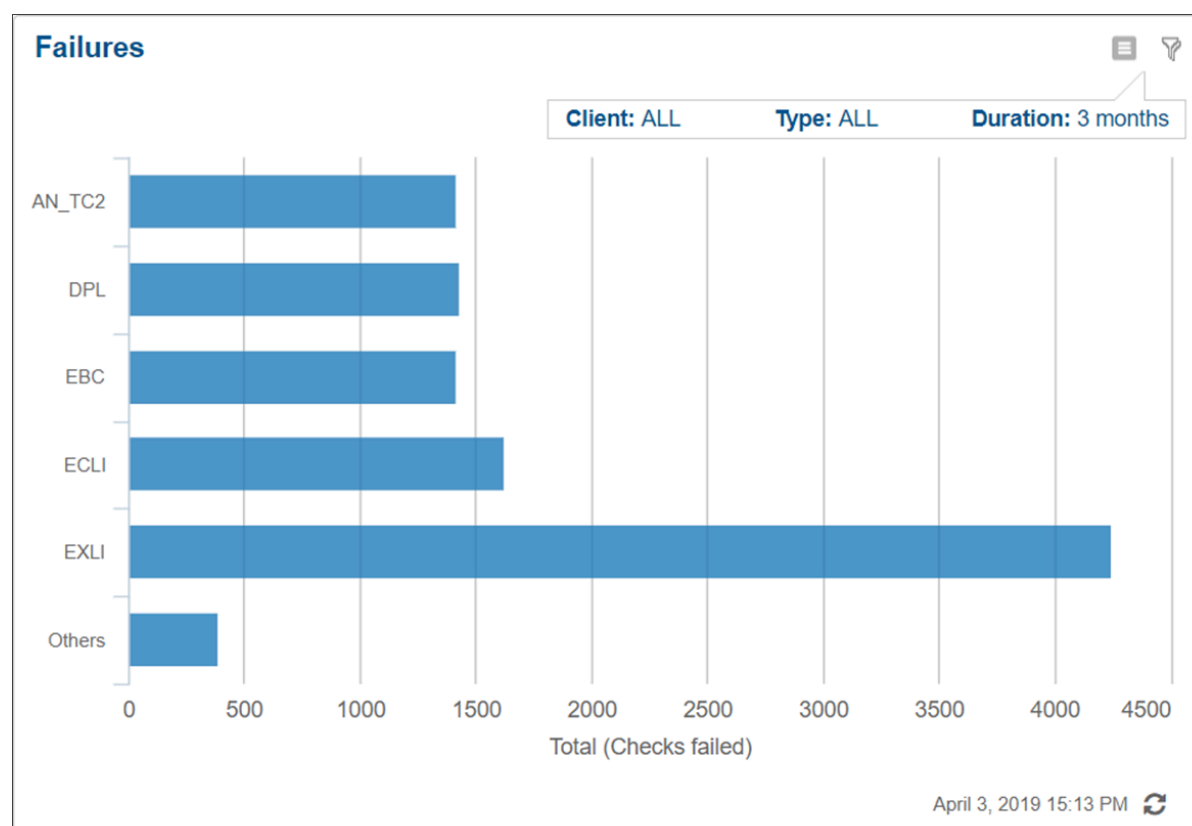
| Tile                | Description                                                                                                                                                                                    |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Confirmed Fail (FM) | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that received a compliance status of Failed by a user with relevant permissions.                              |
| Manual Pass (PM)    | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that failed a compliance check, and were then passed manually by a user with the relevant permissions.        |
| System Fail (FA)    | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that automatically failed a compliance check.                                                                 |
| System Pass (PA)    | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that automatically passed a compliance check.                                                                 |
| Under Review (FR)   | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that were manually set to Under Review by a user with the relevant permissions.                               |
| All                 | The total number of data scrubs, requests, and/or transactions on QAD GTTE today that received a compliance status of Confirmed Fail, Manual Pass, System Fail, System Pass, and Under Review. |

You can change the background color and text color of these tiles through the Trade Compliance Dashboard tab of the Dashboard Configurator (CFGDB).

## Failures

This chart displays compliance runs that have an overall status of System Failed (FA). Using the filters, you can limit the data based on client, duration, and run type. To view the exact number of system failures for a specific client, hover over the corresponding bar on the chart.

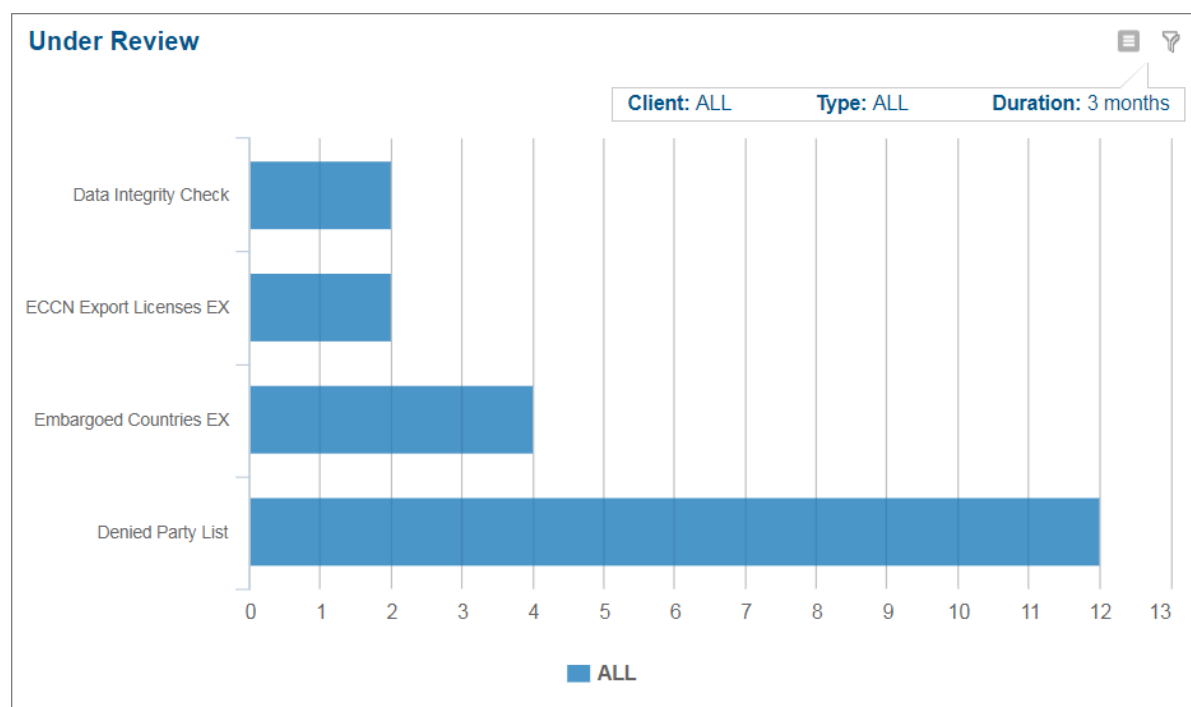
System Failure Panel



## Under Review

This chart displays compliance runs that have an overall status of Under Review (FR). Using the filters, you can limit the data based on client, duration, and run type. To view the exact number of compliance runs with a status of under review for a specific client, hover over the corresponding bar on the chart.

## Under Review



### Consumed Quantity Licenses and Permits

This grid displays the remaining quantities of permits and licenses that are low or below a threshold.

To specify a quantity for comparison, click the settings icon and then click Edit. Enter a quantity in the Remaining Quantity field. In this pop-up window, you can also filter the grid data based on Type - License or Permit - and Client. The grid can be added to the dashboard multiple times with different filter criteria.

## Consumed Quantity Licenses and Permits Chart

| Consumed Quantity Licenses and Permits |              |           |                 |                   |                    |     |                          |        |
|----------------------------------------|--------------|-----------|-----------------|-------------------|--------------------|-----|--------------------------|--------|
|                                        |              |           | Type: ALL       |                   | Client: ALL        |     | Remaining Quantity: 1000 |        |
| Type                                   | License Code | Product   | Classification  | Licensed Quantity | Remaining Quantity | UoM | Expiry Date              | Client |
| License                                | R9A_L2       | A1000000  | EU/             | 50.000000         | 44.00              | EA  | 2019/06/30               | TGL    |
| License                                | LIC_01_US    | A99-87110 | US/             | 150.000000        | 150.00             | EA  | 2019/12/19               | TGL    |
| License                                | LIC_01_US    | B1000002  | US/             | 250.000000        | 250.00             | EA  | 2019/12/19               | TGL    |
| License                                | LIC_01_US    | B2000006  | US/             | 300.000000        | 300.00             | EA  | 2019/12/19               | TGL    |
| License                                | LIO          | LIO       | US/0A001        | 100.000000        | 100.00             | D   | 2018/11/30               | TGL    |
| License                                | LIO          | LIO       | US/0A001        | 10.000000         | 10.00              | CM2 | 2018/11/30               | TGL    |
| License                                | LIO          | LIO       | SG/0A001        | 100.000000        | 100.00             | CM2 | 2018/11/30               | TGL    |
| License                                | LIO          | LIO       | SG/0A001        | 100.000000        | 100.00             | EA  | 2018/11/30               | TGL    |
| License                                | LIO          | LIO       | SG/0A001        | 100.000000        | 95.00              | EA  | 2018/11/30               | TGL    |
| Permit                                 | LIO PERMIT   | A1000000  | HTS/0101901090  | 50.000000         | 50.00              | cm2 | 2018/11/30               | TGL    |
| Permit                                 | LIO PERMIT   | A2000001  | HTS/0101100010  | 50.000000         | 50.00              | cm2 | 2018/11/30               | TGL    |
| License                                | LIO_R9A      | A1000000  | EU/             | 50.000000         | 50.00              | EA  | 2019/06/30               | TGL    |
| License                                | LIC_01_EU    |           | EU/0B001.b.14.a | 250.000000        | 250.00             | EA  | 2019/07/19               | TGL    |
| License                                | LIC_01_EU    | A201004   | EU/             | 500.000000        | 500.00             | KG  | 2019/07/19               | TGL    |
| License                                | LIC_01_EU    | A5000001  | EU/             | 400.000000        | 400.00             | KG  | 2019/07/19               | TGL    |

1 2 > >>

November 26, 2018 14:02 PM

## Consumed Value Licenses and Permits

This grid displays the remaining values of permits and licenses that are low or below a threshold.

To specify a value for comparison, click the settings icon and then click Edit. Enter a quantity in the Remaining Value field. In this pop-up window, you can also filter the grid data based on Type - License or Permit - and Client. The grid can be added to the dashboard multiple times with different filter criteria.

## Consumed Value Licenses and Permits Chart

| Consumed Value Licenses and Permits |                 |          |                |                |                 |          |                       |        |
|-------------------------------------|-----------------|----------|----------------|----------------|-----------------|----------|-----------------------|--------|
|                                     |                 |          | Type: ALL      |                | Client: ALL     |          | Remaining Value: 1000 |        |
| Type                                | License Code    | Product  | Classification | Licensed Value | Remaining Value | Currency | Expiry Date           | Client |
| Permit                              | R9A_PERMIT      | A1000000 |                | 30.00          | 30.00           | EUR      | 2020/07/25            | TGL    |
| License                             | R9A_L2          | A1000000 | EU/            | 100.00         | 80.10           | USD      | 2019/06/30            | TGL    |
| License                             | LIC_01_US       | A1000000 | US/1A004.b     | 1000.00        | 1000.00         | USD      | 2019/12/19            | TGL    |
| License                             | LIC_01_US       | B2000006 | US/            | 1000.00        | 1000.00         | USD      | 2019/12/19            | TGL    |
| License                             | LIO             | LIO      | US/0A001       | 10.00          | 10.00           | USD      | 2018/11/30            | TGL    |
| License                             | LIO             | LIO      | US/0A001       | 10.00          | 10.00           | USD      | 2018/11/30            | TGL    |
| License                             | LIO             | LIO      | SG/0A001       | 100.00         | 99.00           | USD      | 2018/11/30            | TGL    |
| License                             | LIO             | LIO      | SG/0A001       | 100.00         | 99.00           | USD      | 2018/11/30            | TGL    |
| Permit                              | LIO PERMIT      | A1000000 | HTS/0101901090 | 100.00         | 100.00          | EUR      | 2018/11/30            | TGL    |
| Permit                              | LIO PERMIT      | A2000001 | HTS/0101100010 | 50.00          | 50.00           | EUR      | 2018/11/30            | TGL    |
| License                             | LIO_R9A         | A1000000 | EU/            | 100.00         | 100.00          | USD      | 2019/06/30            | TGL    |
| License                             | LICENCE NOV23RD | A4000001 | US/            | 500.00         | 500.00          | USD      | 2018/11/30            | TGL    |
| License                             | LICENCE NOV23RD | A4000003 | US/            | 350.00         | 350.00          | USD      | 2018/11/30            | TGL    |
| Permit                              | SELENIUM_XG1    | A1000000 |                | 1.00           | 1.00            | USD      | 2040/12/31            | TGL    |
| License                             | LIC_01_EU       | A201004  | EU/            | 700.00         | 700.00          | EUR      | 2019/07/19            | TGL    |

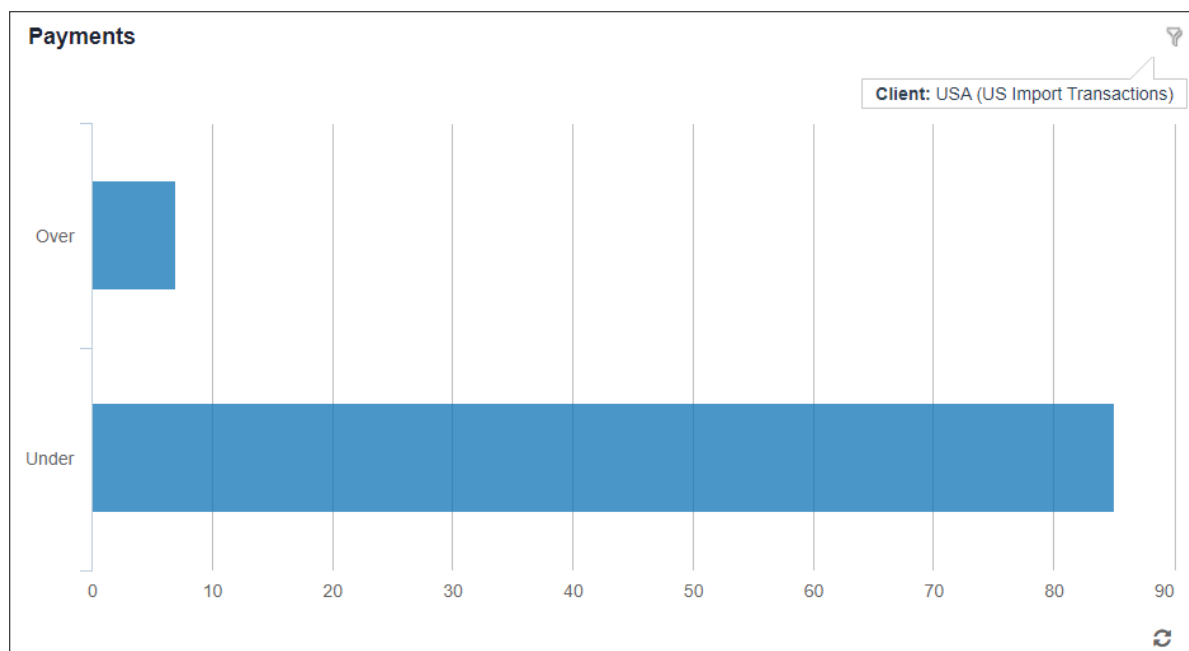
1 2 > >>

November 26, 2018 14:02 PM

## Payments

This bar chart shows the purchase order (PO) payment totals. The chart displays the number of purchase orders with lines that are over or under the received payment.

Payments Chart



Click on the Over or Under bar to drill-down to the Purchase Order page. The Purchase Order page is filtered by Over or Under Payment Status.

Purchase Order page filtered by Payment Status

**Purchase Order**

Search

Open  Order Number:  Supplier:  Importing Country:  Supplier Order Reference:

Group:  User ID:  Supplier Division:  Company:  Grouping Id:

Client:  Compliance Status:  Ship From:  Ult. Consignee:  Shipment Status:

Reference No.:  PO Type:  Ship To:  Product Code:  Reconciliation Status:

Exporting Country:  Consignee:  Commodity Code:  Payment Status:

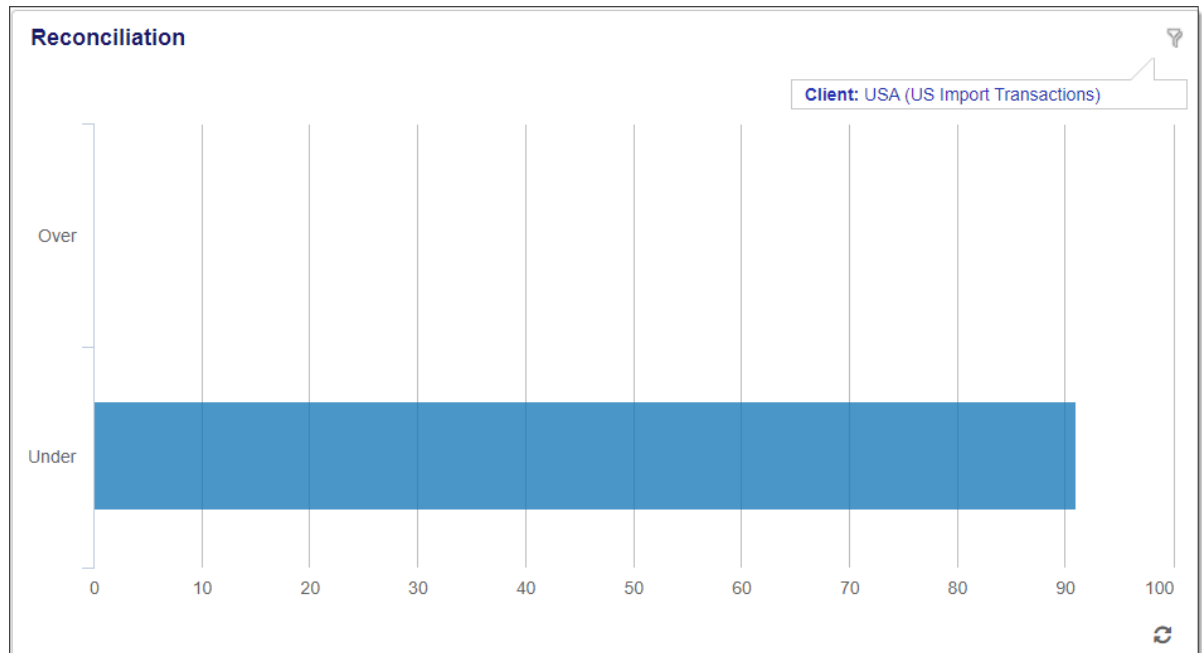
**Purchase Orders**

| Workflow | PO Type | Reference | User Id | Order Number     | Order Date  | Supplier Division | Importing Country | Exporting Country | Company   | Supplier   | Ship From  | Cor |
|----------|---------|-----------|---------|------------------|-------------|-------------------|-------------------|-------------------|-----------|------------|------------|-----|
| PO-DRAFT | SK      | 3658      | QCONFIG | ORDER_DRAFT_USA1 | 09-Sep-2021 |                   | US                | BE                | 35_FRANCE | 2423702_SU |            |     |
| PO-US    | PO      | 3632      | COA     | PSL1681288       | 18-May-2021 |                   | US                | CN                | TMO_IF    | 3167341_SU | 3167341_SF |     |
| PO-US    | PO      | 3631      | COA     | PSL1681287       | 18-May-2021 |                   | US                | CN                | TMO_IF    | 3167341_SU | 3167341_SF |     |

## Reconciliation

This bar chart shows the daily reconciliations, with drill-down functionality that provides a filtered list of the relevant purchase orders (POs). The chart shows the number of POs with lines that are over or under the received payment.

## Reconciliation Chart



Click on the Over or Under bar to drill-down to the Purchase Order page. The Purchase Order page is filtered by Over or Under Reconciliation Status.

### Purchase Order page filtered by Reconciliation Status

**Purchase Order**

Search

Open  Purchase Order  Order Number:  Supplier:  Importing Country:  Supplier Order Reference:   
 Group: QTGLUSER  User ID:  Supplier Division:  Company:  Grouping Id:   
 Client: USA  Compliance Status:  Ship From:  Utl. Consignee:  Shipment Status:   
 Reference No.:  PO Type:  Ship To:  Product Code:  Reconciliation Status:   
 Exporting Country:  Consignee:  Commodity Code:  Payment Status:

| Workflow | PO Type | Reference | User Id | Order Number     | Order Date  | Supplier Division | Importing Country | Exporting Country | Company   | Supplier   | Ship From  |
|----------|---------|-----------|---------|------------------|-------------|-------------------|-------------------|-------------------|-----------|------------|------------|
| PO-DRAFT | SK      | 3658      | QCONFIG | ORDER_DRAFT_USA1 | 09-Sep-2021 |                   | US                | BE                | 35_FRANCE | 2423702_SU |            |
| PO-US    | PO      | 3632      | COA     | PSL1681288       | 18-May-2021 |                   | US                | CN                | TMO_IF    | 3167341_SU | 3167341_SF |
| PO-US    | PO      | 3631      | COA     | PSL1681287       | 18-May-2021 |                   | US                | CN                | TMO_IF    | 3167341_SU | 3167341_SF |

## Inquiry Drill-Down

### Overview

Drill-down functionality is available on the Failures, Today's Total Summary and Under Review charts. To access it, click the count total in a tile, or click a bar or pie segment of interest. This will open the Compliance History search page, with the relevant search criteria populated from the bar, segment, or tile. For example, the drill-down data from a Today's Total Summary tile will have today's date in the Run Date field of the search criteria panel.

Alternatively, access the CKHIST option. This opens a list of all failed transactions and requests.

### Compliance History

| Review Results |            |             |             |             |                |            |            |          |          |
|----------------|------------|-------------|-------------|-------------|----------------|------------|------------|----------|----------|
| Search         |            |             |             |             |                |            |            |          |          |
| Results        |            |             |             |             |                |            |            |          |          |
|                | Run Number | Reference 1 | Reference 2 | Reference 3 | Reference 4    | Run Status | Run Date   | Run Time | Run User |
| 1              | 362650     | QATest1     | EBC_19999   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:22 | QCONFIG  |
| 2              | 362649     | QATest1     | EBC_19998   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:22 | QCONFIG  |
| 3              | 362648     | QATest1     | EBC_19997   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:21 | QCONFIG  |
| 4              | 362647     | QATest1     | EBC_19996   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:21 | QCONFIG  |
| 5              | 362646     | QATest1     | EBC_19995   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:21 | QCONFIG  |
| 6              | 362645     | QATest1     | EBC_19994   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:21 | QCONFIG  |
| 7              | 362644     | QATest1     | EBC_19993   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 8              | 362643     | QATest1     | EBC_19992   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 9              | 362642     | QATest1     | EBC_19991   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 10             | 362641     | QATest1     | EBC_19990   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 11             | 362640     | QATest1     | EBC_19989   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 12             | 362639     | QATest1     | EBC_19988   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:20 | QCONFIG  |
| 13             | 362638     | QATest1     | EBC_19987   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:19 | QCONFIG  |
| 14             | 362637     | QATest1     | EBC_19986   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:19 | QCONFIG  |
| 15             | 362636     | QATest1     | EBC_19985   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:19 | QCONFIG  |
| 16             | 362635     | QATest1     | EBC_19984   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:19 | QCONFIG  |
| 17             | 362634     | QATest1     | EBC_19983   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:19 | QCONFIG  |
| 18             | 362633     | QATest1     | EBC_19982   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:18 | QCONFIG  |
| 19             | 362632     | QATest1     | EBC_19981   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:18 | QCONFIG  |
| 20             | 362631     | QATest1     | EBC_19980   | Jan18th     | Request_create | ✖          | 01/30/2018 | 16:20:18 | QCONFIG  |

### Compliance History Search Panel

The Search panel is collapsed by default. To expand it, click the arrow  icon at the top right of the page.

For more details on compliance, see [Trade Compliance on page 962](#).

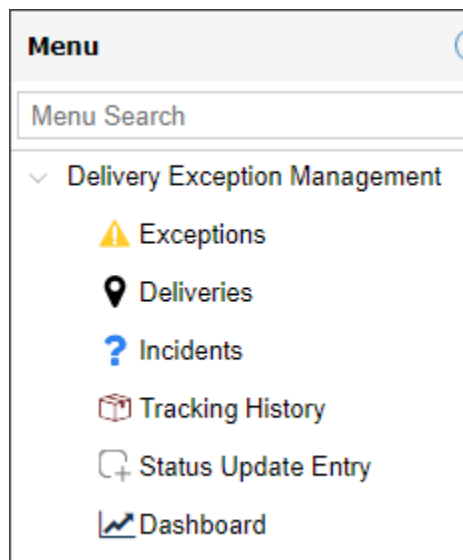
## Delivery Exception Management Dashboard

### Overview

The Delivery Exception Management Dashboard provides information about recent delivery activity. This data is illustrated in a series of panels that contain bar charts, line charts, and tables.

To open the Delivery Exception Management Dashboard, select Dashboards from the Delivery Exception Management menu.

DEM Menu



The charts are divided into two categories, shown as the Operations and Performance tabs on the dashboard.

### Chart Options

The available chart options are listed in the table below:

#### Available Charts and Configuration Options

| Chart Name                                      | Description                                                                                                                                                         | Filters                                                                                                  | Possible to Add Multiple Instances |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------|
| Delivery Exceptions Raised for a Period of Time | Users can view Exceptions for a set number of days. This number is configurable. It can be set to 30, 60, or 90 days. This information is presented on a pie chart. | <ul style="list-style-type: none"> <li>Supplier</li> <li>Supplier Account</li> <li>Date Range</li> </ul> | Yes                                |



| Chart Name                       | Description                                                                                                                                                                                                                                                                                                                         | Filters                                                                                                                | Possible to Add Multiple Instances |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Exceptions and Incidents Summary | This panel shows a summary of current exceptions and incidents. Each tile represents the number of open exceptions, open incidents, and incidents that require review. In the Edit window you can select the exception types to include in the data. Administrators can select what suppliers are available to users in User Views. | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Supplier Account</li> <li>• Exception Type</li> </ul>     | Yes                                |
| Exceptions by Type Summary       | Each tile in this panel represents an exception type and the number of open incidents associated with it. Users can choose to display up to six different exception types.                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Supplier Account</li> </ul>                               | Yes                                |
| Deliveries Summary               | This panel shows a summary of current delivery information. Each tile represents a delivery status: <ul style="list-style-type: none"> <li>• In Flight</li> <li>• Today's Deliveries</li> <li>• Missed Delivery Date</li> <li>• Delivered Today</li> <li>• Pending Delivery</li> <li>• Delay Expected</li> </ul>                    | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Supplier Account</li> <li>• Shipment Direction</li> </ul> | Yes                                |
| Top 10 Countries                 | This chart displays the ten most shipped to                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Supplier</li> </ul>                                                           | Yes                                |

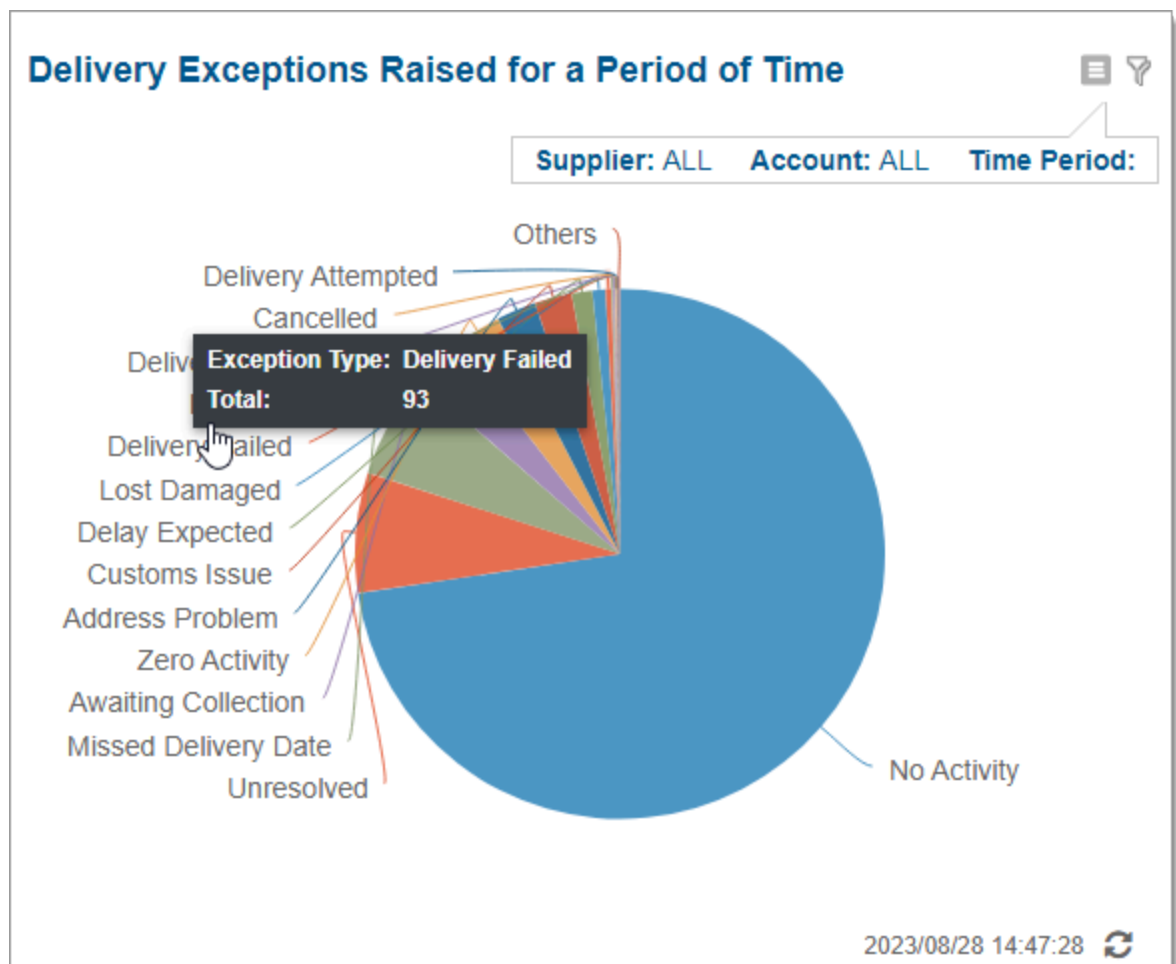
| <b>Chart Name</b>                                            | <b>Description</b>                                                                                                                                                                                                                                                                  | <b>Filters</b>                                                                                                                               | <b>Possible to Add Multiple Instances</b> |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Shipped To for a Period of Time                              | countries for a specified date range. The top ten countries are listed along the vertical bar, while the horizontal bar displays the number of deliveries. You can specify 30, 60, or 90 days as the date range.                                                                    | <ul style="list-style-type: none"> <li>• Supplier Account</li> <li>• Date Range</li> </ul>                                                   |                                           |
| Expected Deliveries for the Next 7 Days                      | This chart shows the number of deliveries that are expected over the next seven days. The dates are displayed along the horizontal axis, and the vertical bar shows the number of deliveries. Hovering over each bar in the chart displays the exact number of expected deliveries. | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Supplier Account</li> </ul>                                                     | Yes                                       |
| Late Deliveries by Number of Days for a Period of Time       | This chart shows the number of late deliveries and how many days they are late. The number of days is shown on the horizontal axis, and the number of deliveries is displayed on the vertical bar.                                                                                  | <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Supplier Account</li> <li>• Date Range</li> </ul>                               | Yes                                       |
| Carrier On-Time Performance by Supplier for a Period of Time | This chart details the percentage of deliveries that a carrier has delivered on time or late over a period of time.                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Time Period</li> <li>• Origin Country</li> <li>• Destination Country</li> <li>• Supplier</li> </ul> | Yes                                       |
| Carrier On-Time                                              | This chart details the percentage of deliveries                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Time Period</li> </ul>                                                                              | Yes                                       |

| Chart Name                                           | Description                                                                                                      | Filters                                                                                                                                  | Possible to Add Multiple Instances |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Performance by Supplier Service for a Period of Time | that a carrier has delivered on time or late for each carrier service during a specified time period by service. | <ul style="list-style-type: none"> <li>• Origin Country</li> <li>• Destination Country</li> <li>• Supplier</li> <li>• Service</li> </ul> |                                    |

### Delivery Exceptions Raised for a Period of Time

You can view Delivery Exceptions for a set number of days. This number is configurable. It can be set to 30, 60, or 90 days. This information is presented on a pie chart.

Delivery Exceptions Raised for a Period of Time



You can view more information about exceptions raised by clicking a pie chart segment. This opens the Exceptions page, filtered by the specified supplier, supplier account, date range and the selected Exception Type.

Exceptions filtered by Dashboard

**Exceptions**

**Filters**

Supplier:  Account Number:  Supplier Tracking Number:

Exception Date (From/To): 22/12/2020

Exception Type: MISSED DELIVERY DATE  Exception Severity:

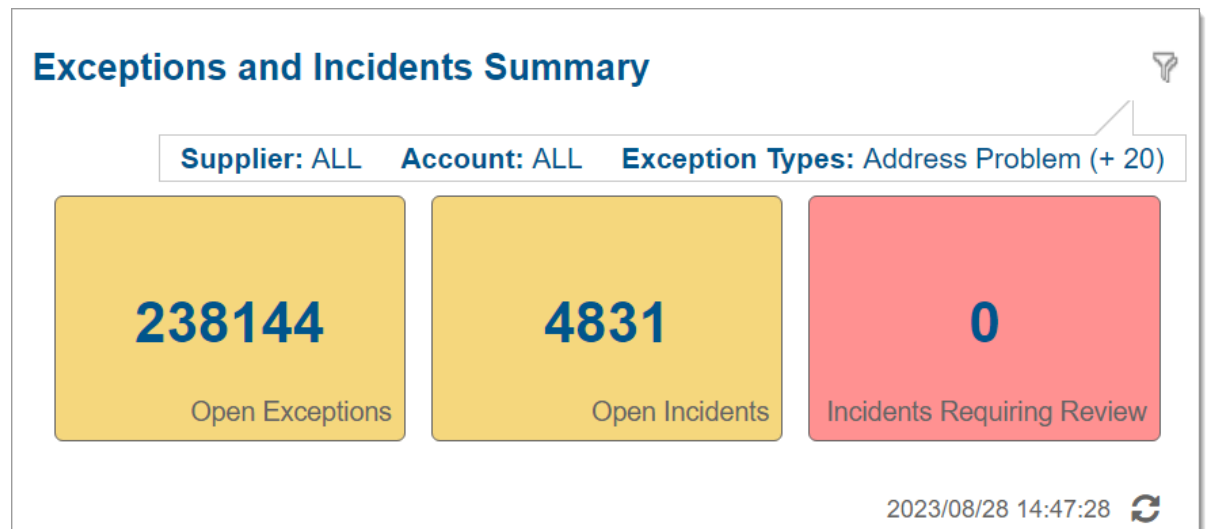
☒ Open Exceptions ☒ Closed Exceptions

|                                                                                               |  |                                                                                                                       |         |
|-----------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------|---------|
| <input type="checkbox"/>                                                                      |  | Missed delivery date<br>Delivery was not completed by the expected date of 22/12/2020<br>LOGITST  22/12/2020 04:22:00 | LOGITST |
| <a href="#">New Incident</a> <a href="#">Snooze Exception</a> <a href="#">Close Exception</a> |  |                                                                                                                       |         |
| <input type="checkbox"/>                                                                      |  | Missed delivery date<br>Delivery was not completed by the expected date of 20/12/2020<br>LOGITST  18/01/2021 06:02:00 | LOGITST |
| <a href="#">New Incident</a> <a href="#">Snooze Exception</a> <a href="#">Close Exception</a> |  |                                                                                                                       |         |
| <input type="checkbox"/>                                                                      |  | Missed delivery date<br>Delivery was not completed by the expected date of 22/12/2020<br>UPS  22/12/2020 05:22:00     |         |
| <a href="#">New Incident</a> <a href="#">Snooze Exception</a> <a href="#">Close Exception</a> |  |                                                                                                                       |         |

## Exceptions and Incidents Summary

This panel shows a summary of current exceptions and incidents. Each tile represents the number of open exceptions, open incidents, and incidents that require review. In the Edit window, you can select the exception types to include in the data. It can be filtered by Supplier, Supplier Account, and Shipment Direction. Administrators can select what suppliers are available to users in User Views. For more information, see *Administration*

Exceptions and Incidents Summary



You can view more information about exceptions or incidents raised by clicking a tile. This opens the relevant page, filtered by the Exception or Incident type selected.

## Incidents page filtered by Incidents Requiring Review

? Incidents

Filters

Supplier:  Account Number:  Supplier Tracking Number:   
Incident Type:  Status: Review Raised By:  Raised Date:   
Exception Type:   

Search
Clear

New Incident

LOST

Exception Code: Address problem

UPS | 3Y2606 | [UPS20201013034945DEM](#) QAUTO 13/10/2020 03:53:52

[Update Incident](#) [View Conversation](#) [Close Incident](#)

LOST

Exception Code: Address problem

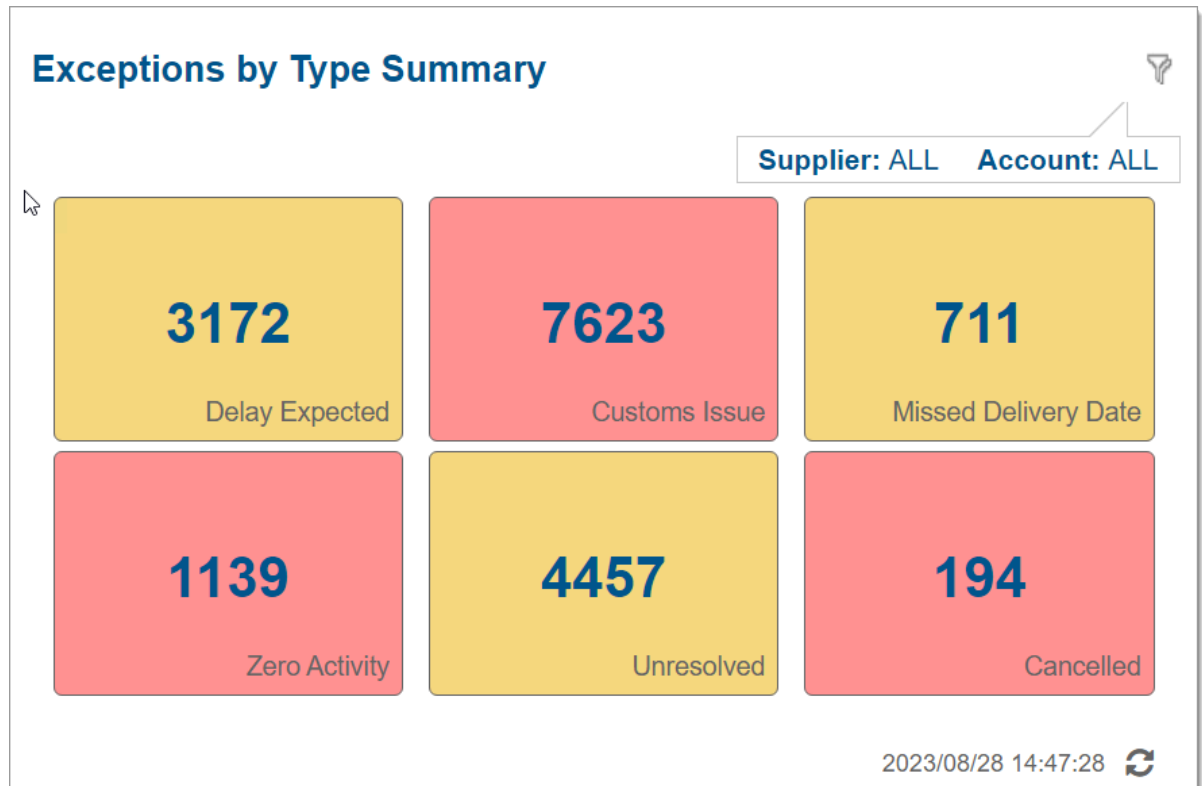
UPS | 3Y2606 | [UPS20201013035226DEM](#) QAUTO 13/10/2020 03:54:36

[Update Incident](#) [View Conversation](#) [Close Incident](#)

## Exceptions by Type Summary

Each tile in this panel represents an exception type and the number of open exceptions associated with it. You can choose to display up to six different exception types, and the data can be filtered by supplier, and supplier account.

## Exceptions by Type Summary



You can view more information about exceptions raised by clicking a tile. This opens the Exceptions page, filtered by the Exception type selected.

Exceptions page filtered by Exception Type

**Exceptions**

**Filters**

Supplier:  Account Number:  Supplier Tracking Number:

Exception Date (From/to):

Exception Type:  Exception Severity:

☒ Open Exceptions ☐ Closed Exceptions

---

☐ **Address problem**  
 The apartment number is either missing or incorrect. Address to be updated.  
 Additional information has been requested  
 LOGITST 29/09/2020 09:31:37

LOGITST

[New Incident](#) [Snooze Exception](#) [Close Exception](#)

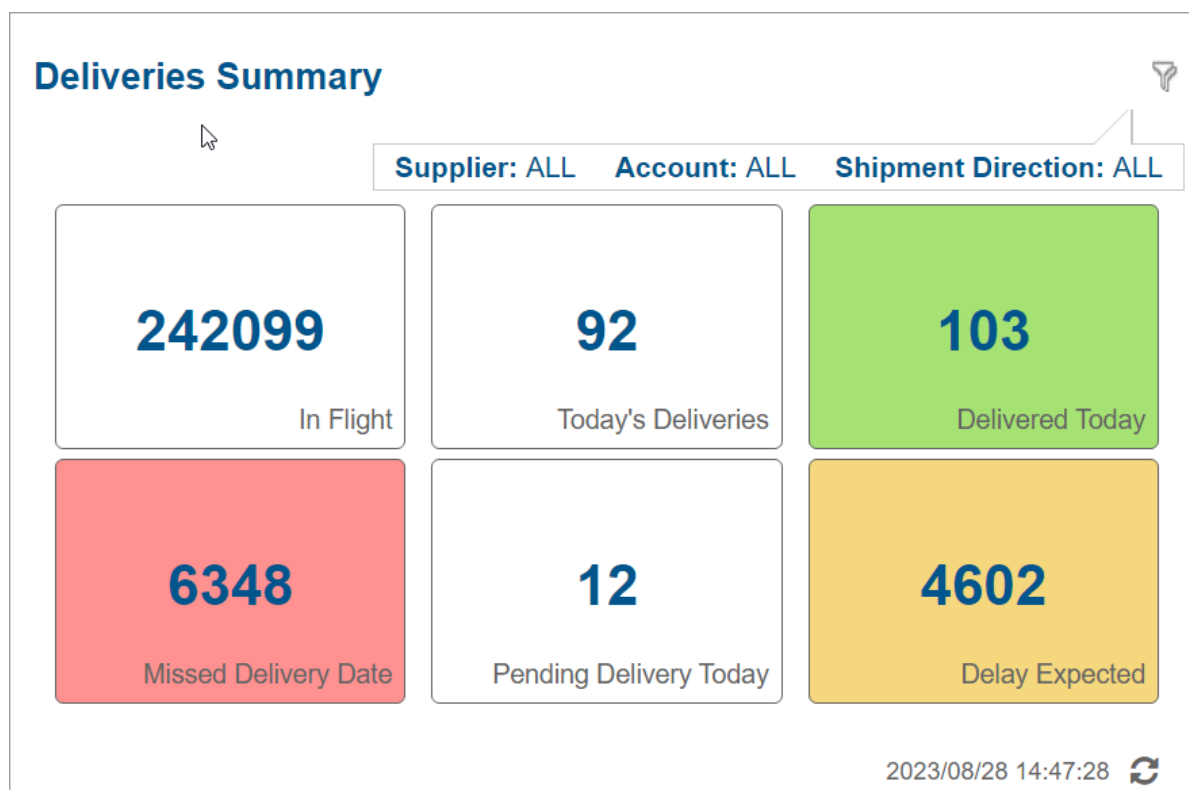
## Deliveries Summary

This panel shows a summary of current delivery information. It can be filtered by supplier, supplier account, and shipment direction. Each tile represents a delivery status:

- In Flight
- Today's Deliveries
- Missed Delivery Date

- Delivered Today
- Pending Delivery Today
- Delay Expected

## Deliveries Summary



## Delivery Status Description

| Delivery Status Name | Description                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| In Flight            | The delivery process has begun and the shipment is on its way.                                                                   |
| Today's Deliveries   | All deliveries with a target delivery date of today. The date used for this information is the Current Comparison ETA date.      |
| Missed Delivery Date | Deliveries that have missed their target delivery date and have not yet been delivered.                                          |
| Delivered Today      | Shipments that were successfully delivered today.                                                                                |
| Pending Delivery     | Deliveries that are expected today but are still pending. The date used for this information is the Current Comparison ETA date. |





## Top 10 Countries Shipped To for a Period of Time



You can view more information about deliveries by clicking a bar. This opens the Deliveries page, filtered by the country of the selected bar.

**Deliveries**

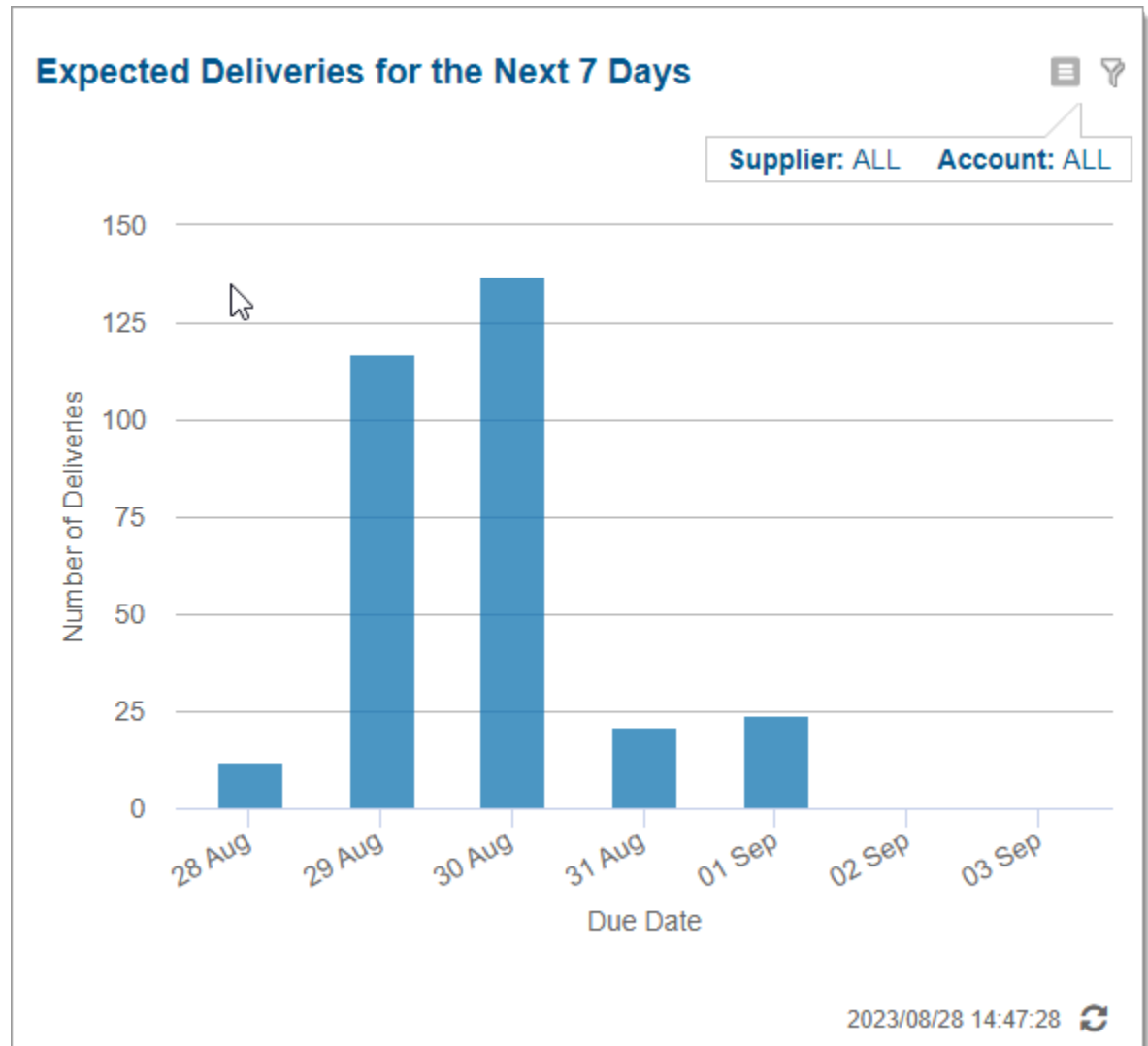
Supplier:  Supplier Tracking Number:  Search Clear

Top 10 countries shipped to for a date range

|  | Supplier | Account Number                   | Supplier Tracking Number          | Supplier Consignment Number          | Open | Open | Evaluation Pending       | Enabled                             | Closed                              | Closed Date      |
|--|----------|----------------------------------|-----------------------------------|--------------------------------------|------|------|--------------------------|-------------------------------------|-------------------------------------|------------------|
|  | FedEx    | -                                | <a href="#">[Tracking Number]</a> |                                      |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 11/12/2020 15... |
|  | FedEx    | -                                | <a href="#">[Tracking Number]</a> |                                      |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 03... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 08... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 08... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 06... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 06... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 08... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 06... |
|  | FedEx    | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 02/12/2020 15... |
|  | LOGITST  | <a href="#">[Account Number]</a> | <a href="#">[Tracking Number]</a> | <a href="#">[Consignment Number]</a> |      |      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 15/12/2020 03... |

This chart shows the number of deliveries that are expected over the next seven days. The date used for this chart is the Current Comparison ETA date. The dates are displayed along the horizontal axis, and the vertical bar shows the number of deliveries. Hovering over each bar in the chart displays the exact number of expected deliveries. This chart can be filtered by supplier, supplier account, and exception type.

## Expected Deliveries for the Next 7 Days



To view expected deliveries for a specific date in more detail, click on the bar related to the date to drill-down to the Deliveries page.

## Deliveries page filtered by Expected Deliveries for the next 7 days

Deliveries

Supplier:

Supplier Tracking Number:

Search

Clear

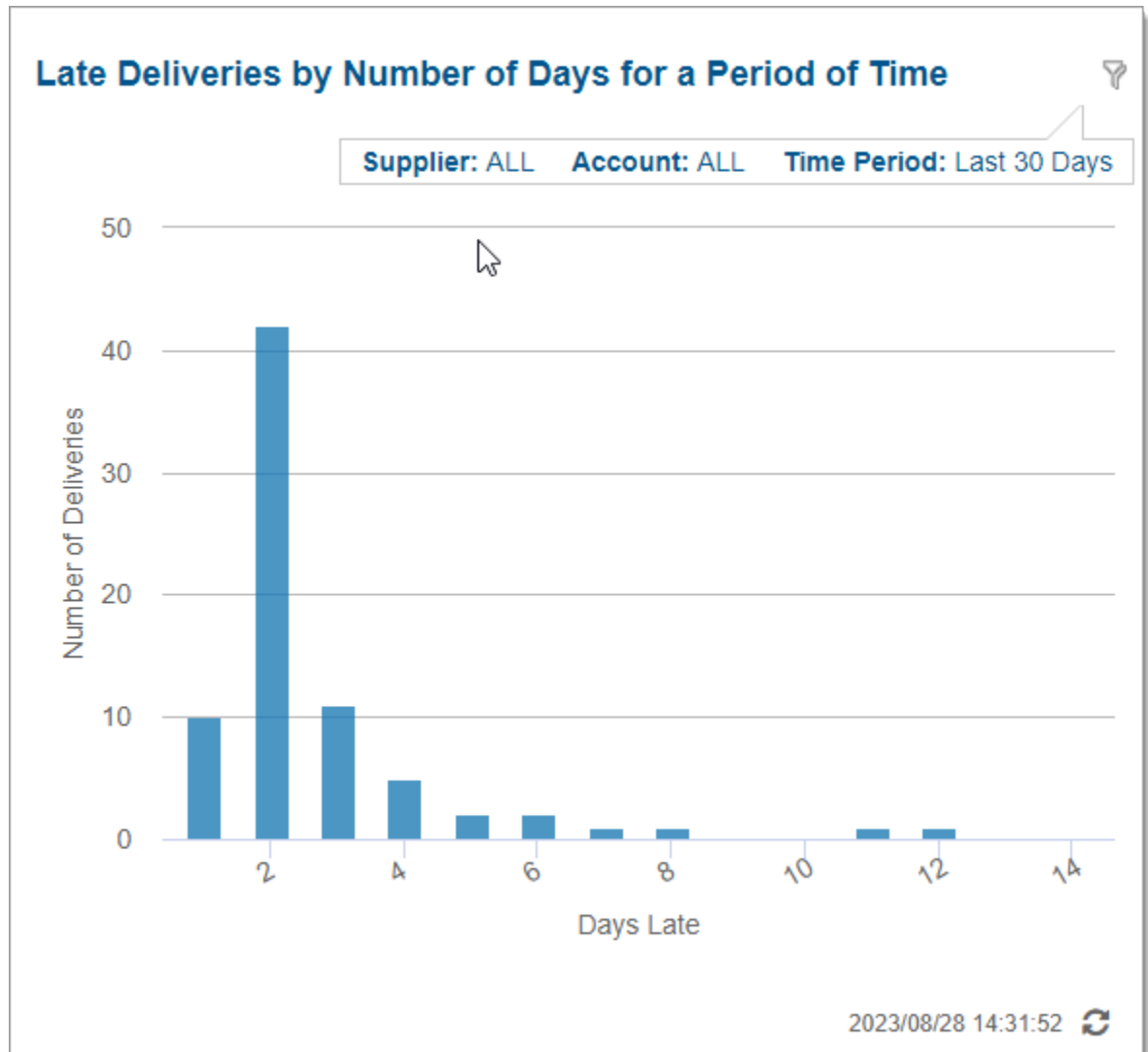
Due Deliveries for the next 7 days

|             | Supplier                                 | Account Number                     | Supplier Tracking Number          | Supplier Consignment Number | Ope...      | Ope... | Evaluat...  |
|-------------|------------------------------------------|------------------------------------|-----------------------------------|-----------------------------|-------------|--------|-------------|
| <div></div> | <div><div></div><div>UPS</div></div>     | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |
| <div></div> | <div><div></div><div>FedEx</div></div>   | <div><div></div><div>-</div></div> | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |
| <div></div> | <div><div></div><div>LOGITST</div></div> | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |
| <div></div> | <div><div></div><div>LOGITST</div></div> | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |
| <div></div> | <div><div></div><div>LOGITST</div></div> | <div><div></div><div></div></div>  | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |
| <div></div> | <div><div></div><div>FedEx</div></div>   | <div><div></div><div>-</div></div> | <div><div></div><div></div></div> |                             |             |        | <div></div> |
| <div></div> | <div><div></div><div>FedEx</div></div>   | <div><div></div><div>-</div></div> | <div><div></div><div></div></div> |                             | <div></div> |        | <div></div> |

**Late Deliveries by Number of Days for a Period of Time**

This chart shows the number of late deliveries and how many days they are late. The number of days is shown on the horizontal axis, and the number of deliveries is displayed on the vertical bar. This chart can be filtered by supplier, supplier account, and by date range.

## Late Deliveries by Number of Days for a Period of Time



To view Late Deliveries in more detail, click on the bar related to the date to drill-down to the Deliveries page.

Deliveries filtered by Late Deliveries by Number of Days

📍 Deliveries

Supplier:

Supplier Tracking Number:

Search

Clear

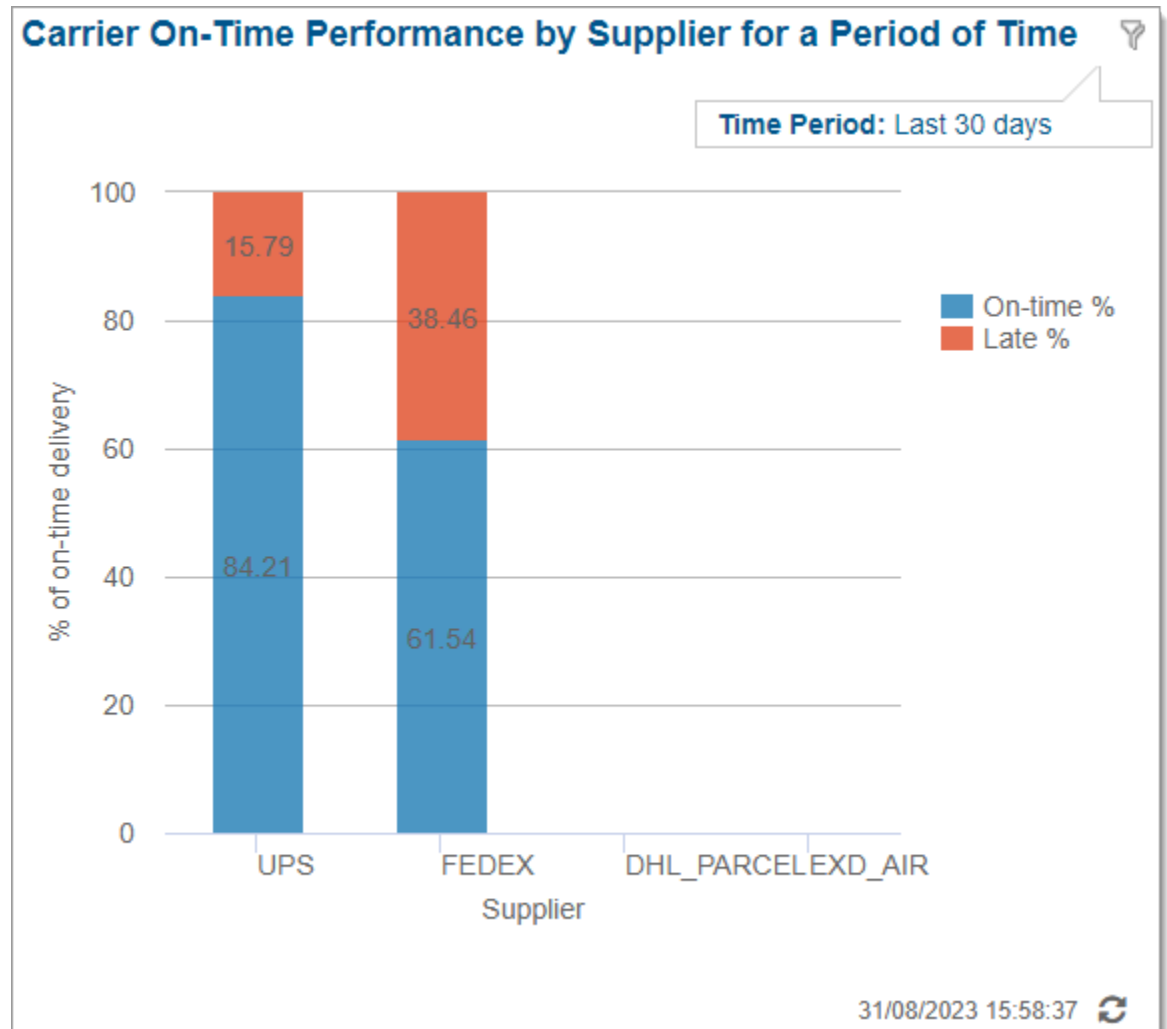
🔍 Late Deliveries by Number of Days

|   | Enabled | Supplier   | Supplier Tracking Num...             | Supplier Consignment Number | Open Exception Severity | Op |
|---|---------|------------|--------------------------------------|-----------------------------|-------------------------|----|
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210801051328...</a> | EXO20210801051328DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210801051613...</a> | EXO20210801051613DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210803051328...</a> | EXO20210803051328DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210803051612...</a> | EXO20210803051612DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210804051441...</a> | EXO20210804051441DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210804051726...</a> | EXO20210804051726DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210805051754...</a> | EXO20210805051754DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210805052039...</a> | EXO20210805052039DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210807051755...</a> | EXO20210807051755DEM        |                         |    |
| ⋮ | ✓       | Expeditors | <a href="#">EXO20210807052040...</a> | EXO20210807052040DEM        |                         |    |

## Carrier On-Time Performance by Supplier for a Period of Time

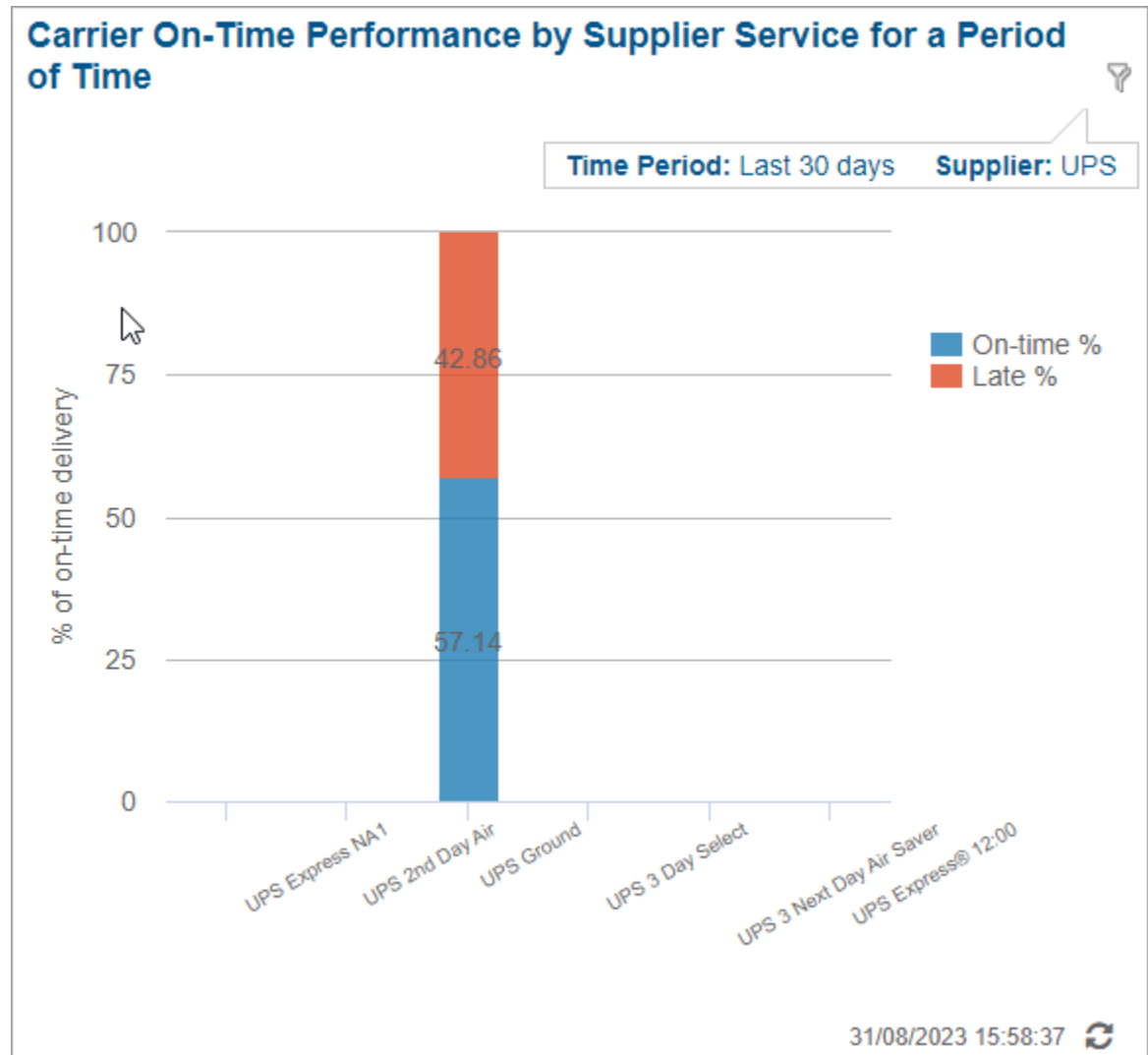
This chart details the percentage of deliveries that a carrier has delivered on time or late over a period of time. Hover over a segment of one of the bars to see more details, and click the segment to view the underlying data in the Deliveries page.

## Carrier On-Time Performance by Supplier for a Period of Time

**Carrier On-Time Performance by Supplier Service for a Period of Time**

This chart details the percentage of deliveries that a carrier has delivered on time or late over a period of time by service. Hover over a segment of one of the bars to see more details, and click the segment to view the underlying data in the Deliveries page.

## Carrier On-Time Performance by Supplier Service for a Period of Time



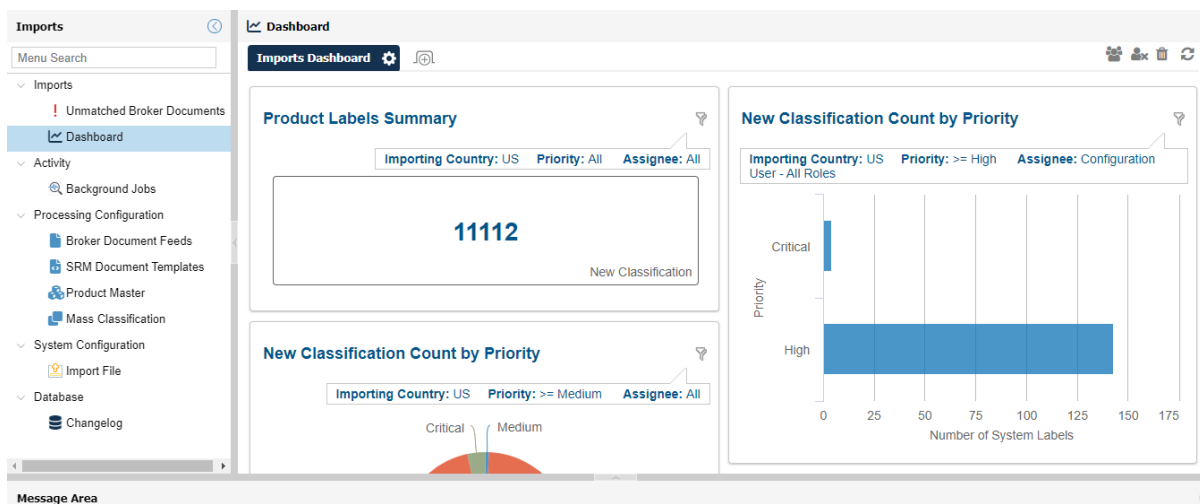
## Imports Dashboard

Use the Imports Dashboard to analyze product classification statuses, classification approval requests, and broker entry discrepancies.

The Imports Dashboard can be accessed in three ways:

- Access menu option IMPDH in the GTTE search bar.
- Select the Jump to Dashboard  icon in the PCMA or PCMR window.
- Open the Imports Portal (menu option IMP) and, from the sidebar, click Dashboard.





## Tabs

You can divide the Imports Dashboard into tabs, which are displayed horizontally along the top of the page. Use tabs to organize panels into logical groups. For example, you can configure one tab to display panels filtered for US data, and another tab for EU data.

For more information on adding and removing tabs, refer to [General Concepts on page 1840](#).

## Panels

When you open the Imports Dashboard for the first time, the Add Panels window is displayed.

Add Panels
X

Find
Sort By
Newest

**Product Labels Summary**  
This tile displays a count for the selected system label.

Add

**Broker Entry Discrepancies**  
Displays Import Shipment Transactions containing Entry Summary data which differs from what was originally sent to a broker.

Add

**Label Count by Priority**  

Add

Done

To add the first panels to the dashboard, click the Add button for one or more of the following panels, then click Done:

### Product Labels Summary

Displays tiles that contain counts of newly classified products and products with pending approval or review requests.

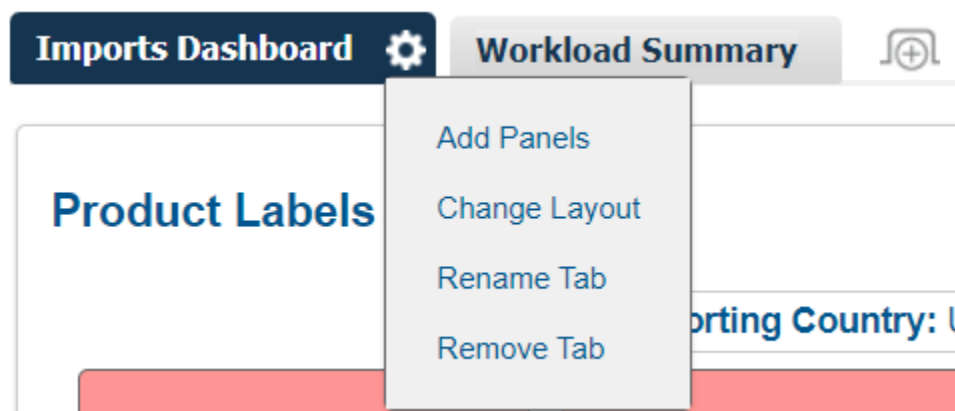
### Label Count by Priority

Displays bar or pie charts that contain counts of newly classified products and products with pending approval or review requests.

### Broker Entry Discrepancies

Displays tiles that contain counts of import shipment transactions where the entry summary data provided by a broker differs from the data in QAD GTTE. The status of broker transactions is also shown.

To add a panel to the selected tab, click the cog icon on the tab and select Add Panels.



To open a grid containing data filtered using the same criteria that was used to create the tile or chart's summary count, click a tile or chart in the panel.

The Add Panels window is also displayed if you add a new tab to the

dashboard by clicking the New Tab  button.

### Editing the Panel Settings

After you add a panel to the Imports Dashboard, to edit the panel settings, complete the following steps:

1. In the top right corner of the panel, click the Settings icon .
2. To edit the content of the panel, from the dropdown menu, click Edit.
3. In the Edit window, in the Label Type fields, select the label types from the dropdown lists.
4. To change the color of the label types, click the Color buttons and select the color from the dropdown list. The Color setting is not available for all panels.
5. From the Importing Country dropdown list, select the importing country.
6. From the Priority dropdown list, select the priority of data that you want to view in the panel for labels that are assigned the following priorities:
  - $\leq$  displays labels prioritized as lower than or equal to low, medium, high, or critical.
  - $=$  displays labels prioritized as either low, medium, high, or critical.
  - $\geq$  displays labels prioritized as higher than or equal to low, medium, high, or critical.
7. From the Assignee dropdown list, select the panel's assigned users. To assign the field to the user that is currently signed in, click the User icon .
8. To apply the settings, click Done.

**Note** For more information on panel settings, see [General Concepts on page 1840](#).

## Default Imports Dashboard

After you configure your Imports Dashboard, you can optionally set it as the default Imports Dashboard for other users.

To set the current Imports Dashboard as the default dashboard, click the Save this dashboard as default for other users icon .

After you set a default Imports Dashboard, when another user opens the dashboard for the first time, the Add Panels window is not displayed, and they see the default dashboard. Other users can still change the default dashboard to suit their needs.

If changes have been made to the dashboard, but you want to restore it to the default settings, click the Reset this dashboard to default icon .

To remove all panels and settings applied to the dashboard, click the Reset this dashboard to blank icon .

## Drill Down

To view a detailed breakdown of the data that is represented on the Imports Dashboard, you can drill down by clicking various elements in the panels.

In the case of the Label Tile panel, clicking the total number opens a page that corresponds to the selected label:

- The Approval Request label type opens the **Approval Requests** page.
- The New Classification label type opens the **New Classification** page.
- The ERP Classification Review label type opens the **ERP Classification Review** page.
- The Review Request label type opens the **Review Requests** page.
- The HTS Update Review label type opens the **Product Labels - Review** page.

To drill down from the Label Count by Priority Panel panel, click the bar or pie segment of interest. This opens the corresponding page, as explained above, with the addition of a Priority filter. For example, if the label type is Review Request and you click the bar or pie segment labeled Critical, the Review Requests page opens with the Priority filter configured to  $\geq$  Critical.

**Note** Your administrator can configure settings for the Imports Dashboard.

## OA Administration

This section describes how to configure the Operational Analytics Dashboards functionality in QAD GTTE.

The dashboards provide your company with a snapshot view of current compliance activity and shipping analytics. As an administrator, you need to integrate with Logi Analytics to enable this functionality.

You can configure the appearance and refine the data to meet your company's needs. It is also possible to configure the cache and currency exchange settings. This ensures that the dashboards show only the most relevant information.

- [Dashboard Configurator on page 1887](#)
- [Dashboard Templates on page 1894](#)
- [Currency Exchange Rates on page 1896](#)

### Dashboard Configurator

#### Overview

You can configure some elements of the dashboards, such as caching, colors, and currencies, in the Dashboard Configurator.

To access the Dashboard Configurator, use the Ctrl+M keys and enter the CFGDB option.

## Dashboard Configurator, General Tab

**Dashboard Configurator**

General Trade Compliance Dashboard Transportation Execution Dashboard

Bar Chart Color Schemes

Set the ID for Scheme 1: Scheme blue 1

Scheme 1 Color for Title:

Scheme 1 Color for SubTitle:

Scheme 1 Color for Bar:

Set the ID for Scheme 2: Scheme red edit 2

Scheme 2 Color for Title:

Scheme 2 Color for SubTitle:

Scheme 2 Color for Bar:

Set the ID for Scheme 3: Scheme blue edit 3

Scheme 3 Color for Title:

Scheme 3 Color for SubTitle:

Scheme 3 Color for Bar:

Save Reset

The Dashboard Configurator is divided into three tabs:

- General
- Trade Compliance Dashboard
- Transportation Execution Dashboard

Dashboard Configurator, General Tab Enabled

General Trade Compliance Dashboard Transportation Execution Dashboard

To save any changes that you make in the Configurator, click the Save button at the bottom of the page. To revert to the settings you had before clicking save, click the Reset button.

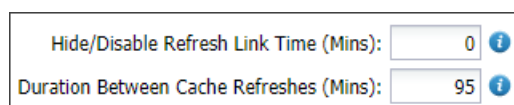
## Cache

For performance reasons, the data in the Trade Compliance Dashboard and the Transportation Execution Dashboard is cached. By default, the cache for both dashboards is set to refresh automatically every 30 minutes. You can change the default duration between cache refreshes in the Dashboard Configurator.

You can also hide the link that enables users to manually refresh the cache for a specified amount of time.

Select the tab for the relevant dashboard and locate the two cache fields.

### Cache Configuration



Hide/Disable Refresh Link Time (Mins):  ⓘ

Duration Between Cache Refreshes (Mins):  ⓘ

### Cache Configuration Fields and Associated System Values

| Field                                   | Category  | Key                                                                                                               | Description                                                                                                                                                                  |
|-----------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hide/Disable Refresh Link Time (Mins)   | DASHBOARD | Trade Compliance Dashboard = TC REFRESH HIDE<br>Transportation Execution Dashboard = TES REFRESH HIDE             | The Refresh Cache link on the dashboard is hidden for this number of minutes after a user clicks it. The default duration is one minute if this system value is not defined. |
| Duration Between Cache Refreshed (Mins) | DASHBOARD | Trade Compliance Dashboard = TC CACHE REFRESH TIME<br>Transportation Execution Dashboard = TES CACHE REFRESH TIME | The cache refreshes automatically at intervals. Define the duration of these intervals using this field. The default is 30 minutes.                                          |

## General Tab

### Bar Chart Color Schemes

The Bar Chart Color Scheme section allows you to create and configure chart color schemes. You can apply these color schemes to charts in both the Transportation Execution Dashboard and the Trade Compliance Dashboard.

#### Bar Chart Color Scheme

Set the ID for Scheme 3:   ☐ Create Value

Scheme 3 Color for Title:   ☐ Create Value

Scheme 3 Color for SubTitle:   ☐ Create Value

Scheme 3 Color for Bar:   ☐ Create Value

Select the Create Value check box beside the Set the ID field to create a system value. You can then enter an ID for the color scheme.

Select the Create Value check box beside the corresponding title, subtitle, and bar color fields. You can then click the down arrow to open the color picker for each field.

Click Save.

In the dashboards, when you open the Edit pop-up window for a panel, you can apply a bar chart color scheme using the Scheme drop-down list.

#### Bar Chart Color Scheme Description and Associated System Values

| Field Name             | Category   | Key                                                                                                                                                                                                                                                                                                                                                                    | Description                                                                                                          |
|------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Bar Chart Color Scheme | DASHBOARDS | <ul style="list-style-type: none"> <li>BAR_SCHEME1:ID</li> <li>BAR_SCHEME1:TITLE</li> <li>BAR_SCHEME1:SUBTITLE</li> <li>BAR_SCHEME1:BAR</li> <li>BAR_SCHEME2:ID</li> <li>BAR_SCHEME2:TITLE</li> <li>BAR_SCHEME2:SUBTITLE</li> <li>BAR_SCHEME2:BAR</li> <li>BAR_SCHEME3:ID</li> <li>BAR_SCHEME3:TITLE</li> <li>BAR_SCHEME3:SUBTITLE</li> <li>BAR_SCHEME3:BAR</li> </ul> | <p>Configure the title, subtitle, and bar color for charts. This system value is only defined at a global level.</p> |



## Edit Pop-up Window, Scheme Drop-down List

By default, the maximum number of configurable color schemes in the Dashboard Configurator is three. To create additional color schemes, access the System Values page, option Y3. In the Category field, type DASHBOARDS. The key is BAR\*.

## Color Schemes, System Values Page

System Values

Tags

Database

Category

Key

Value

User

Client

Group

Env

Search

DASHBOARDS

Category Values

Add

Copy

Delete

Export

| Category                | Key            | Value              | User | Client | Group | In Use | Templ...    | Environment | Last Mo... | Last Mo... |
|-------------------------|----------------|--------------------|------|--------|-------|--------|-------------|-------------|------------|------------|
| <div></div> DASHBOAR... | BAR_SCHEME1:B  | #67da7c            |      |        |       | true   | <div></div> | *STANDARD   | PMU        | 08-23-2... |
| <div></div> DASHBOAR... | BAR_SCHEME1:IC | Scheme green edit3 |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 08-09-2... |
| <div></div> DASHBOAR... | BAR_SCHEME1:SI | #269716            |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 08-09-2... |
| <div></div> DASHBOAR... | BAR_SCHEME1:TI | #205706            |      |        |       | true   | <div></div> | *STANDARD   | DOC        | 08-14-2... |
| <div></div> DASHBOAR... | BAR_SCHEME2:B  | #de584e            |      |        |       | true   | <div></div> | *STANDARD   | PMU        | 08-23-2... |
| <div></div> DASHBOAR... | BAR_SCHEME2:IC | Scheme red edit 2  |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 08-02-2... |
| <div></div> DASHBOAR... | BAR_SCHEME2:SI | #9f1e0e            |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 08-07-2... |
| <div></div> DASHBOAR... | BAR_SCHEME2:TI | #da0c23            |      |        |       | true   | <div></div> | *STANDARD   | PMU        | 08-22-2... |
| <div></div> DASHBOAR... | BAR_SCHEME3:B  | #39bfcf            |      |        |       | true   | <div></div> | *STANDARD   | LIO        | 09-07-2... |
| <div></div> DASHBOAR... | BAR_SCHEME3:IC | lio                |      |        |       | true   | <div></div> | *STANDARD   | AD8        | 03-27-2... |
| <div></div> DASHBOAR... | BAR_SCHEME3:SI | #46cbd8            |      |        |       | true   | <div></div> | *STANDARD   | LIO        | 09-07-2... |
| <div></div> DASHBOAR... | BAR_SCHEME3:TI | #3bb8c4            |      |        |       | true   | <div></div> | *STANDARD   | LIO        | 09-07-2... |
| <div></div> DASHBOAR... | BAR_SCHEME4:B  | #5E5B5A            |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 07-26-2... |
| <div></div> DASHBOAR... | BAR_SCHEME4:IC | dqo                |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 05-02-2... |
| <div></div> DASHBOAR... | BAR_SCHEME4:SI | #5E5B5A            |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 07-26-2... |
| <div></div> DASHBOAR... | BAR_SCHEME4:TI | #A2A0A0            |      |        |       | true   | <div></div> | *STANDARD   | DQO        | 07-26-2... |
| <div></div> DASHBOAR... | BAR_SCHEME5:B  | #20ba47            |      |        |       | true   | <div></div> | *STANDARD   | R9A        | 06-25-2... |
| <div></div> DASHBOAR... | BAR_SCHEME5:IC | lio5               |      |        |       | true   | <div></div> | *STANDARD   | LIO        | 04-27-2... |
| <div></div> DASHBOAR... | BAR_SCHEME5:SI | #20ba47            |      |        |       | true   | <div></div> | *STANDARD   | R9A        | 06-25-2... |

Page

1 of 5

Displaying Records 1 - 19 of 38

**Note** This is advanced functionality that is appropriate for advanced users, only.

**Note** You must enter hex values for the bar color fields on the Y3 page.

## Trade Compliance Dashboard

The Trade Compliance Dashboard tab contains configuration options that are unique to this dashboard.

### Trade Compliance Dashboard Configuration Fields and Associated System Values

| Field Name             | Category   | Key                                                                                                                                                                                                                                                                                                                                                        | Description                                                                                               |
|------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Trade Compliance Types | DASHBOARDS | TRADE COMPLIANCE TYPES                                                                                                                                                                                                                                                                                                                                     | Determine the compliance types that appear on the Trade Compliance Dashboard using this field.            |
| Tile Colors            | DASHBOARDS | TRANSACTION TILE COLOR<br>• TRANSACTION TILE TEXT COLOR<br>• TRANSACTION TILE COUNTER COLOR<br>• REQUEST TILE COLOR<br>• REQUEST TILE TEXT COLOR<br>• REQUEST TILE COUNTER COLOR<br>• DATASCRUB TILE COLOR<br>• DATASCRUB TILE TEXT COLOR<br>• DATASCRUB TILE COUNTER COLOR<br>• ADHOC TILE COLOR<br>• ADHOC TILE TEXT COLOR<br>• ADHOC TILE COUNTER COLOR | Set the background and text colors for the Today's Total Summary tiles on the Trade Compliance Dashboard. |

### Transportation Execution Dashboard

The Transportation Execution Dashboard tab contains configuration options that are unique to this dashboard.

## Dashboard Configurator, Transportation Execution Dashboard Tab

 **Dashboard Configurator**

General Trade Compliance Dashboard Transportation Execution Dashboard

General

Hide/Disable Refresh Link Time (Mins):  ⓘ ⓘ

Duration Between Cache Refreshes (Mins):  ⓘ ⓘ

Transaction Types: 

Select Records ⓘ ⓘ

Shipment (S) ✕  
Order (O) ✕

Cost Chart Currencies: 

Select Records ⓘ ⓘ

GBP ✕  
USD ✕  
EUR ✕  
BBD ✕  
BOB ✕

Maximum Days Allowed to Search Data On:  ⓘ ⓘ

Save Reset

## Cache Configuration Fields and Associated System Values

| Field Name        | Category  | Key               | Description                                                                                                                                                         |
|-------------------|-----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transaction Types | DASHBOARD | TRANSACTION TYPES | Specify the transaction types that are available on the Transportation Execution Dashboard charts using a comma-separated list of values. The default value is 'S'. |

| Field Name                             | Category  | Key                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|-----------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |           |                                                     | Data lookup: Transaction Types (Z9)<br>Table name: XTZ9TP0                                                                                                                                                                                                                                                                                                                                                                                                            |
| Cost Chart Currencies                  | DASHBOARD | COST CURRENCIES                                     | Configure the currencies displayed in the following charts: <ul style="list-style-type: none"> <li>Shipping Costs by Carrier for a Date Range</li> <li>Today's Shipping Cost by Carrier</li> <li>Shipping Volume by Carrier Service for a date range</li> <li>Today's Shipping Costs by Carrier Service</li> </ul> If this system value is blank, then the dashboard uses the default currency set for a user.<br>Data lookup: Currencies (CU)<br>Table name: XMCURR0 |
| Maximum Days Allowed to Search Data On | DASHBOARD | MAX NUMBER OF DAYS ALLOWED                          | Set the number of days of data that can be searched on the charts that have Date Range fields as filter criteria.                                                                                                                                                                                                                                                                                                                                                     |
| Bar Chart Color Scheme                 | DASHBOARD | BAR_SCHEME2<br>• BAR_SCHEME2_ID<br>• BAR_SCHEME2_ID | Configure the title, subtitle, and bar color for charts.<br>This system value is only defined at a global level.                                                                                                                                                                                                                                                                                                                                                      |

**Note** The carriers displayed in the charts are transaction (L3) clients.

## Dashboard Templates

### Overview

You can add, remove, and rearrange the order of the chart panels on each dashboard. This data, along with filters, is stored in XML files, which in turn are used to maintain the layout of the dashboards.

## Customize Dashboard Templates

It is possible to establish a default dashboard template for all users to match your company business processes. Users who land on the dashboards for the first time then have a predefined set of charts and filters, instead of empty dashboards.

The dashboards have a set of icons at the top right of the page that enable you to customize your own or multiple users' dashboard templates.

### Dashboard Template Icons

| Icon                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Save this dashboard as the default for other users. This button can be enabled on the Configure Permissions page, option ACCESS, using the Custom Action 2 checkbox as shown in the image below.                                                                                                                                                                                                                                                                                                   |
|    | Reset this dashboard to default. Click this icon to reset the dashboard back to its default charts, layout, and filter settings.                                                                                                                                                                                                                                                                                                                                                                   |
|    | Reset this dashboard to blank. Click this icon to remove all panels from the dashboard and leave it blank.                                                                                                                                                                                                                                                                                                                                                                                         |
|  | Refresh this dashboard. Click this icon to refresh all charts in the dashboard.                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | Refresh configuration cache.<br>Changes that you make in the Web UI may not be immediately reflected in the chart filters. For example, the Description field on a client record was updated, but the Client filter on a dashboard chart still displays the old description. In this case, you need to refresh the configuration cache.<br>To ensure that the chart filters display only the most up-to-date information, click the Refresh Configuration Cache icon at the top right of the page. |

Enable The Save This Dashboard as Default Icon in Option ACCESS

Permissions :

|                                       |                                        |                                                     |
|---------------------------------------|----------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Allow Access | <input type="checkbox"/> In Use        | <input type="checkbox"/> Custom Action 1            |
| <input type="checkbox"/> Add          | <input type="checkbox"/> Confirm       | <input checked="" type="checkbox"/> Custom Action 2 |
| <input type="checkbox"/> Change       | <input type="checkbox"/> Close         | <input type="checkbox"/> Custom Action 3            |
| <input type="checkbox"/> Delete       | <input type="checkbox"/> Print Records | <input type="checkbox"/> Custom Action 4            |
|                                       |                                        | <input type="checkbox"/> Custom Action 5            |

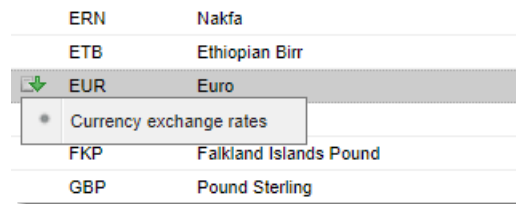
## Currency Exchange Rates

### Overview

The Dashboard Configurator allows you to choose the currencies that are available in the Transport Execution Dashboard charts.

The exchange rates for these currencies can be found in the Currencies screen. Access the CU option, click a currency and then click the sub-options  icon that appears. Choose Currency Exchange Rates.

Access Currency Exchange Rates



To generate a DASH exchange rate for the dashboard, the logic first looks for the HIST exchange rate type. If it does not exist, it will then look for another type of exchange rate type, such as MEAN or SPOT. These types are used only when there is no HIST type defined in a system value. These alternative types can be specified in the system value below:

### Specify HIST Type System Value

| Category | Key              |
|----------|------------------|
| CURRENCY | TRANSACTION RATE |

If there are multiple currencies in the To Currency column of the Currency Exchange Rates table, a DASH rate is created for each currency.

Multiple currencies in the To Currency column



There are two methods of generating DASH entries:

- Cron Job
- Manually

### Cron Job

**Note** This method is only available to QAD Services, and can be configured on request.

The cron job calls a Java service to generate DASH exchange rates daily, or in specified intervals through the `precision.properties` file. The following displays the default value for this cron job, which happens at 3 AM every day; however, you can set this to a custom value:

```
precision.analytics.exchangerate.generation=0 0 3 * * *
```

### Manually

You can click Dashboard Exchange Rates at the bottom of the Currencies screen to generate DASH data.

Currency Toolbar: DASH Generation



**Note** If multiple users try to run the Java service at the same time, the service only runs once. Any other requests are discarded until the first request is complete.

## Reports

The QAD GTTE Reports module, powered by Logi Analytics, enables you to generate and export detailed reports about your shipping activity. It is also possible to schedule reports and send the results to specific email addresses.

This help content details how to configure the Reports module to generate reports.

Each report is built using a catalog and a business view. A catalog describes the tables in the database that are needed to run the report. A business view describes the query used to build the report, and how the entities in the catalog are related. Queries and global formulas can aggregate, calculate, or condition output on the reports.

**Note** Logi Report includes Web Report Studio, Page Report Studio, JDashboard, and Visual Analysis. QAD GTTE uses a subset of the functionality available in the Web Report Studio. It does not include Page Report Studio, JDashboard, or Visual Analysis. This section of the QAD GTTE online help describes the Report Console user interface and the options relevant to QAD GTTE users.



## Reports Fundamentals

This help content describes the fundamental building blocks used to generate reports.

Each report is built using a catalog and a business view. A catalog describes the tables in the database that are needed to run the report. A business view describes the query used to build the report, and how the entities in the catalog are related. Queries and global formulas can aggregate, calculate, or condition output on the reports.

**Note** Logi Report includes Web Report Studio, Page Report Studio, JDashboard, and Visual Analysis. QAD GTTE uses a subset of the functionality available in the Web Report Studio. It does not include Page Report Studio, JDashboard, or Visual Analysis. This section of the QAD GTTE online help describes the Report Console user interface and the options relevant to QAD GTTE users.

## Report Components

Web Report Studio uses a set of components to present and control the report data and presentation. These components include:

- Labels
- Images
- Database fields (DBFields)
- Formulas
- Summary formulas
- Parameters
- Special fields containing system information such as the date or time
- Web controls for parameter, filter, and navigation control
- Lines
- Pages breaks
- Tabular layouts
- Geographic maps
- KPIs, which include values and charts
- Tables
- Crosstabs
- Banded objects, which present grouped data and detailed data in a precise layout
- 2D charts such as bar, line, and pie charts

You can bind tables, crosstabs, charts, banded objects, KPIs, and geographical maps with a data source. Those components are also data components.

**Note** QAD GTTE uses labels, images, database formulas, summary formulas, parameters, and tables to create reports. The other components are outside the scope of the online help, but there are some references to them.

## Business View Elements

A business view contains database connections and relationships between view elements. A business view shields report end users from having to understand the underlying structure of a data source, and enables them to create complex reports containing multiple components and analyze data based on a set of view elements that are easily understood. A business view can contain the following elements, which appear in the Resources panel when viewing report results in Edit Mode:

- **Categories.** Category objects contain a collection of view elements. A business view may contain more than one category. The Category Object  icon indicates that an object is a category. Categories are only for categorizing view elements, and you cannot insert categories into reports. Categories often indicate the names of the underlying Database Management System (DBMS) tables.
- **Group objects.** Group objects are view elements that become the basis for analysis in a report. They characteristically return text or date values. The Group Object  icon indicates that an object is a group object. You can insert a group object as a column or row field in a crosstab, as a group field or detail field in a table or banded object, or as a category/series field in a chart.
- **Detail objects.** Detail objects provide additional information. The Detail Object  icon indicates that an object is a detail object. You can insert a detail object into a table or banded object as a detail field.
- **Aggregation objects (including custom aggregations).** Aggregation objects are numeric view elements that are calculated dynamically at runtime. The Aggregation Object  icon indicates that an object is an aggregation object. You can insert an aggregation object into the group header or footer in a table or banded object, or into a crosstab as an aggregate field. You can also use an aggregation object as a detail field in a table. Web Report Studio calculates the summary values based on the group level that the aggregation object is at. An aggregation object is the only object that can provide the value on a chart.

## Report Console

The Reports page (option LRC) displays the Report Console, where you can generate web reports that provide insights into current operations within a number of QAD GTTE modules.

**Note** In some parts of the user interface, you may see references to the Report Server. The terms Report Console and Report Server are interchangeable. Similarly, there are references to Logi Report, Logi Report Designer, and Logi Report Engine in PDF documents linked to from this section of the online help. Logi Report and Logi Report Engine are other terms for the Report Console. Logi Report Designer is another tool used internally by QAD GTTE development to produce the predefined reports and the catalog.

## Predefined QAD GTTE Reports

QAD GTTE provides a number of predefined reports that you can use as a starting point to create reports that are customized to your organization. It is recommended that you do not change these predefined reports. Instead, if you have the appropriate permissions, you can create new reports using the Save As option available when you edit a report.

The table below lists the reports available in QAD GTTE. QAD GTTE updates these reports on an ongoing basis, adding new reports as needed. The report updates are published and shared with customers by the QAD Services team.

**Note** Publishing an updated collection of predefined reports automatically overwrites any existing reports with the same name in your Report Console. If you wish to preserve old versions of reports, you must back up these reports in a separate folder to prevent them from being overwritten during later publications.

### Predefined Reports Provided by QAD GTTE

| QAD GTTE Module  | Report Name         | Description                                                                                                                                                                                                                                                                                                | Catalog          |
|------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Core Information | Partner Report      | Details parties set up as partners in the solution. You can extract all partners for a given client. Additional report parameters allow you to further categorize the results by address book and partner role.                                                                                            | QAD-GTTE.cat.xml |
|                  | Product Report      | Details goods set up as products in the solution. You can extract all products for a given client. Additional report parameters allow you to categorize the results by the product's country of origin and classification. You can also include product commodity codes for EU, US, and Singapore customs. |                  |
|                  | User Listing Report | The User Listing section of the report provides the last login date, within                                                                                                                                                                                                                                |                  |

| QAD GTTE Module          | Report Name                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Catalog |
|--------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                          |                              | <p>a specified date range, for each user in the system. If a user has not logged in within the specified date range, the last login date for that user is shown as None. The information is listed by user ID.</p> <p>The Users by Date section of the report provides the list of users, within a specified date range, who logged into the system on a particular date. The information is listed by date.</p> <p>This report replaces the legacy User Count Assessment (UCA) report.</p> |         |
|                          | User Report                  | Lists all of the users that are configured from the menu option US in the GTTE application.                                                                                                                                                                                                                                                                                                                                                                                                 |         |
| Transportation Execution | Shipment Cost Report         | Details shipment transaction costs for a specified date range. You can generate the report based on carrier and customer.                                                                                                                                                                                                                                                                                                                                                                   |         |
|                          | Shipment Item Report         | Summarizes shipment item data for a specified date range.                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
|                          | Shipment Pack Summary Report | Details shipment package information for shipments within a given despatch date range.                                                                                                                                                                                                                                                                                                                                                                                                      |         |
|                          | Shipment Summary Report      | Summarizes transaction data for a specified date range. By default,                                                                                                                                                                                                                                                                                                                                                                                                                         |         |

| QAD GTTE Module               | Report Name                                  | Description                                                                                                                                                                                                                                                                                                                                                                                | Catalog |
|-------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                               |                                              | the report gathers information on shipment transactions but you can run the report on multiple transaction types.                                                                                                                                                                                                                                                                          |         |
|                               | Workflow Task Status Report                  | Details the status of workflow tasks for shipments within a given despatch date range.                                                                                                                                                                                                                                                                                                     |         |
|                               | Shipment Summary with Delivery Status Report | Summarizes shipments and includes DEM tracking status information.<br><br><b>Note</b> The tracking information is at the shipment level. For a multi-piece shipment, where the deliveries have different tracking numbers, the report shows information based on one of the undelivered packages. If all packages are delivered then the overall tracking status is reported as delivered. |         |
| Delivery Exception Management | Late Deliveries Report                       | Details the delayed deliveries that occurred within a specified time period. The SupplierId parameter in the selection criteria for the report shows supplier IDs based on your user view configuration.                                                                                                                                                                                   |         |
|                               | Pending Deliveries Report                    | Details pending deliveries for a specified supplier or all suppliers. The SupplierId parameter in the selection criteria for the                                                                                                                                                                                                                                                           |         |

| <b>QAD GTTE Module</b>  | <b>Report Name</b>                         | <b>Description</b>                                                                                                                                                                                                                                                                              | <b>Catalog</b>       |
|-------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                         |                                            | report shows supplier IDs based on your user view configuration.                                                                                                                                                                                                                                |                      |
| Export Management       | Shipment Item Export Classification Report | Details US/EU/SG ECCN information for shipments within a given despatch date range.                                                                                                                                                                                                             |                      |
| Import Trade Compliance | Custom Tab - Hierarchy Data Report         | Details the Custom Tabs and all descendant entities for a specific client.                                                                                                                                                                                                                      | QAD-GTTE-ITC.cat.xml |
|                         | Flex Domain - Hierarchy Data Report        | Details the Flex Domains and all descendant entities for a specific client.                                                                                                                                                                                                                     |                      |
|                         | HS Country Group - Hierarchy Data Report   | Lists the Harmonized System country groups and all descendant entities for a specific client.                                                                                                                                                                                                   |                      |
|                         | Partner Master Report                      | Details each partner in the system. The report includes a CSV list of the partner roles that each partner is a member of.                                                                                                                                                                       |                      |
|                         | Partner Role Report                        | Details the partner or partners that are allocated to each role in the system.<br><br>One row is allocated to each partner role. If a partner has multiple roles, a row is included for each partner role for that partner.<br><br>Partners without assigned roles do not appear in the report. |                      |



| <b>QAD GTTE Module</b> | <b>Report Name</b>                                        | <b>Description</b>                                                                                                                                                                                                                                                | <b>Catalog</b> |
|------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                        | PGA Flag - Hierarchy Data Report                          | Returns the PGA flags and all descendant entities for a specific client.                                                                                                                                                                                          |                |
|                        | PGA Flag Report                                           | Returns the PGA flags for a specific client.<br><br>The report has one row for each PGA flag record. It includes a CSV list of countries, where overrides are configured for each PGA flag.                                                                       |                |
|                        | Product Classification Invalid Commodity Report           | Provides an overview of the product classifications with an invalid commodity code.<br><br>The report has one row for each product classification. It includes Product Master details.                                                                            |                |
|                        | Product Classification Invalid Secondary Commodity Report | Provides an overview of the product classifications with an invalid secondary commodity code.<br><br>The report has one row for each invalid secondary commodity code in a product classification. It includes Product Master and product classification details. |                |
|                        | Product Classification Report                             | Summarizes classifications for each product. The report includes Product Master details and a summary of data from certain child entities.                                                                                                                        |                |

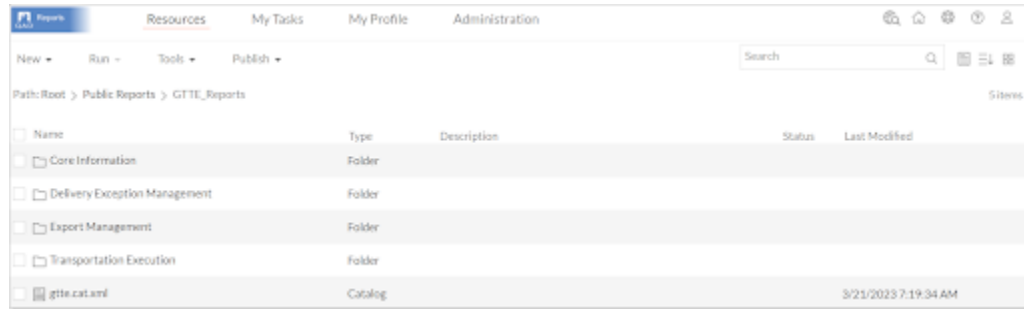
| <b>QAD GTTE Module</b> | <b>Report Name</b>                  | <b>Description</b>                                                                                                                                                                                                                      | <b>Catalog</b> |
|------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                        | Product Commodity Report            | Details the product commodities. The report has one row for each product classification and includes Product Master details.                                                                                                            |                |
|                        | Product Custom Attribute Report     | Details custom attributes that are assigned to a product classification.<br>The report has one row for each product classification custom attribute. The report includes the Product Master details and product classification details. |                |
|                        | Product Export Control Report       | Summarizes Product Export Control details.<br>The report has one row for each Product Export Control record. The report includes the Product Master details.                                                                            |                |
|                        | Product Master Report               | Summarizes the Product Master records.                                                                                                                                                                                                  |                |
|                        | Purchase Order Header Report        | Provides an overview of the header-level attributes for purchase orders.<br>The report has one row for each purchase order.                                                                                                             |                |
|                        | Purchase Order Import Header Report | Provides an overview of the header-level attributes for import purchase orders.<br>The report has one row for each import purchase order. It includes the header-                                                                       |                |

| <b>QAD GTTE Module</b> | <b>Report Name</b>                | <b>Description</b>                                                                                                                                                                                                                                       | <b>Catalog</b> |
|------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                        |                                   | level attributes for the import purchase orders.                                                                                                                                                                                                         |                |
|                        | Purchase Order Import Item Report | Provides an overview of the import item-level attributes in a purchase order.<br><br>The report has one row for each import item in the purchase order. It includes header-level, import header-level, and item-level attributes for the purchase order. |                |
|                        | Shipment Charge Report            | Summarizes the shipment header and charge level attributes. The report includes the shipment header-level attributes.                                                                                                                                    |                |
|                        | Shipment Header Report            | Summarizes the shipment header-level attributes.                                                                                                                                                                                                         |                |
|                        | Shipment Import Header Report     | Summarizes the shipment import header-level attributes. The report includes the shipment header-level attributes.                                                                                                                                        |                |
|                        | Shipment Import Header EU Report  | Summarizes the shipment import header-level attributes for the EU. The report includes the shipment header-level and shipment import header-level attributes.                                                                                            |                |
|                        | Shipment Import Header US Report  | Summarizes the shipment import header-level attributes for the US. The report includes the shipment header-level and shipment                                                                                                                            |                |

| <b>QAD GTTE Module</b> | <b>Report Name</b>             | <b>Description</b>                                                                                                                                                                                      | <b>Catalog</b> |
|------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                        |                                | import header-level attributes.                                                                                                                                                                         |                |
|                        | Shipment Import Item Report    | Summarizes the shipment import item-level attributes. The report includes the shipment header-level, shipment import header-level, and shipment item-level attributes.                                  |                |
|                        | Shipment Item Report           | Summarizes the shipment item-level attributes.                                                                                                                                                          |                |
|                        | Shipment Payment Report        | Summarizes the shipment header-level and payment-level attributes.                                                                                                                                      |                |
|                        | Shipment Party Override Report | Provides an overview of the shipment header and partner override-level attributes. The report has one row for each shipment partner override. The report includes the shipment header-level attributes. |                |
|                        | Supplier Status Tracker Report | Details the supplier status trackers in the system.<br><br>The report includes the associated Partner Master details for each supplier status tracker.                                                  |                |

You can view the available predefined reports by navigating to the Resources page and selecting the Root > Public Reports > GTTE\_Reports folder. This page contains a folder for each module. (Single left) click the module name to open the folder with the related reports.

## Report Module Categories



| Name                          | Type    | Description | Status | Last Modified        |
|-------------------------------|---------|-------------|--------|----------------------|
| Core Information              | Folder  |             |        |                      |
| Delivery Exception Management | Folder  |             |        |                      |
| Export Management             | Folder  |             |        |                      |
| Transportation Execution      | Folder  |             |        |                      |
| gtte.cat.xml                  | Catalog |             |        | 9/21/2023 7:19:34 AM |

All of the predefined reports are based on two catalog files, gtte.cat.xml and QAD-GTTE-ITC.cat.xml. The gtte.cat.xml file is located in the Root > Public Reports > GTTE\_Reports folder. The QAD-GTTE-ITC.cat.xml is located in the Root > Public Reports > GTTE\_Reports > Import Trade Compliance folder. The files are only visible to administrators. Do not make any changes to these files.

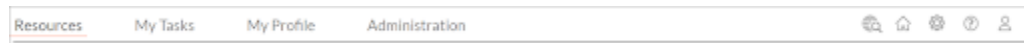
## **Report Console User Interface**

This section describes the Report Console user interface and the options relevant to QAD GTTE users. When you access the Reports page (option LRC), the Report Console opens on the Root folder of the Resources area.

## System Toolbar

The system toolbar appears at the top of the Report Console pages and, depending on your permissions, contains a number of menus and options.

### System Toolbar



- The QAD GTTE Reports icon or your company logo is located at the left of the system toolbar. Clicking the icon takes you to your Web UI home page.
- **Resources:** Provides access to the User Directory, which contains the report folders and catalog. When you click this option, the Resources screen opens, and the Resources menu appears below the system toolbar. Below the Resources menu, you can view the path to your current location in the user directory. The three main folders below the Root folder are Public Reports, My Reports, and My Shared. Public Reports contains the predefined QAD GTTE reports in the GTTE\_Reports folder. You can use My Reports to store reports that you have edited and saved for your own use. My Shared stores any reports shared with you by other QAD GTTE Reports users. Sharing of reports is beyond the scope of this online help.
- **My Tasks:** Shows your tasks—reports you have scheduled to run. When you click this option, the My Tasks screen opens, and the Tasks menu appears below the system toolbar. Below the My Tasks menu, you can view the path to your current location in the My Tasks area.
- **My Profile:** Allows you to modify your profile. When you select one of the options in this menu, the relevant page opens, and the My Profile menu appears below the system toolbar. Below the My Profile menu, you can view the path to your current location in the My Profile area. Do not use the Change Password option in this menu. QAD GTTE manages Report Console passwords and user accounts.
- **Administration:** Allows you to view and modify certain administrative settings. When you select one of the options in this menu, the relevant page opens, and a related menu appears below the system toolbar. Below the menu, you can view the path to your current location in the Administration area.
- **Search:** Offers a Report Console search feature.
- **Home:** Provides access to the Start page, or home page, of the Report Console. The Start page contains links to various menu options. The Create Web Report option allows you to create a web report using the Report Wizard. When creating the report, select the catalog file and then specify the fields from the business views that you want to include in the report. Ignore the Create Page Report

option because it does not apply to the QAD GTTE Reports module. Similarly, ignore the Contact Support link and the logout icon.

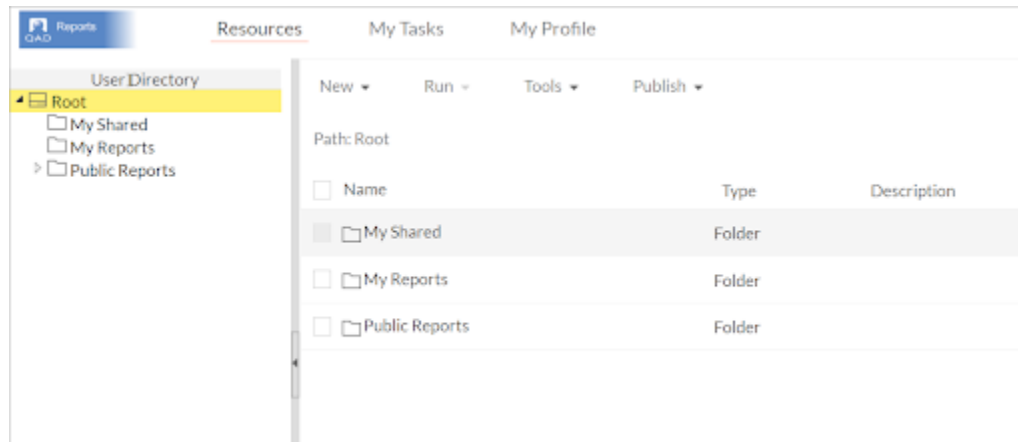
- **Settings:** Do not use the options in this menu. QAD GTTE manages garbage collection and restarting of the server, and these menu options are not in use.
- **Help:** Provides access to learning materials from Logi. You can access Logi's Feature Guide, User's Guide, and the Logi Report Home Page. Demos and tutorials are also available. Not all of this information applies to QAD GTTE Reports. Ignore the Contact Support link and direct any questions to QAD Services.
- **User Profile:** Displays your login information and a link to change your password. Important: Do not use the Change Password option. QAD GTTE manages the password for each Report Console user account to ensure that it corresponds with the password for the related QAD GTTE user account. For more information, see [Managing Users, Roles, Privileges, and Permissions on page 1947](#).



## User Directory

On the left of all pages apart from the Start page, there is an arrow that you can click to open and close the User Directory view. This view allows you to quickly navigate the report folders.

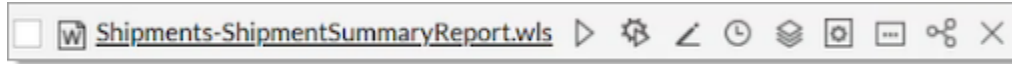
User Directory



## Report Actions

When you mouse over a report in the Resources area, a number of action icons appear to the right of the report name.

Report Action Icons



- **Run.** Run the report and open the results in View Mode. For more information, see [Manually Running Reports on page 1918](#).
- **Advanced Run.** Run the report with additional options to produce the result in a different file format. For more information, see [Manually Running Reports on page 1918](#).
- **Edit.** Run the report and open the results in Edit Mode. For more information, see [Configuring Report Contents in Edit Mode on page 1926](#).
- **Schedule.** Schedule the report to run at a particular time. For more information, see [Scheduling a Report to Run on page 1939](#).
- **Version.** This option is not currently utilized by QAD GTTE Reports.
- **Properties.** View the report properties, including permissions and available business views.

**Note** Do not modify permissions at the report level. In QAD GTTE, permissions are set at the folder level. For more information, see [Managing Permissions on page 1958](#).

- **Parameter Settings.** Customize the default parameter values for a report. Settings include the Re-enable Parameter Screen option. When this option is unselected, the next time the report runs through operation in the Report Console, it will use the default parameter values directly without popping up the Enter Parameter Values dialog box.
- **Share.** Share a report. Sharing of reports is beyond the scope of the online help.
- **Delete.** Delete the report.

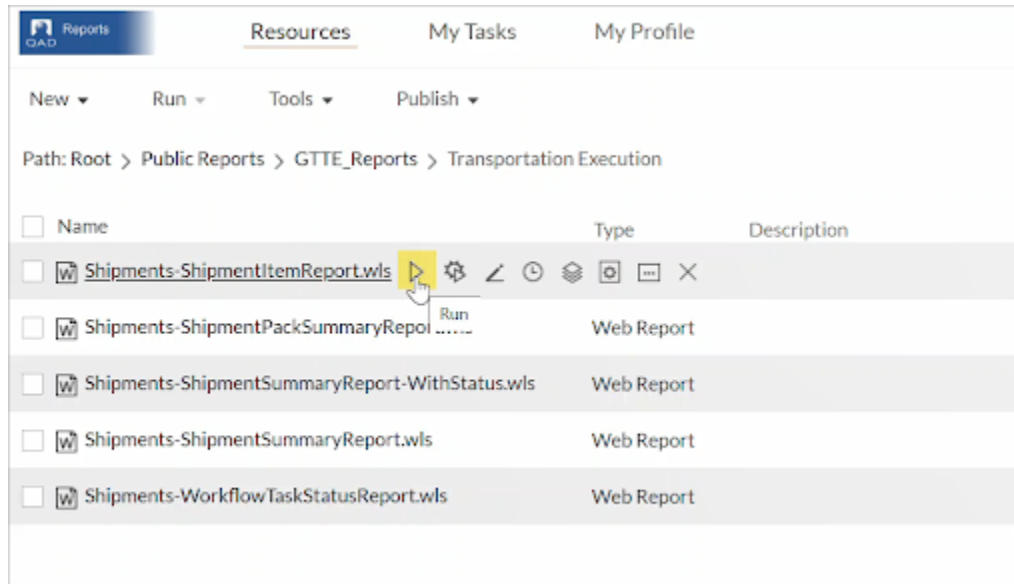
## Working with Reports

This section describes how to run reports manually or automatically, and how to create your own reports from the predefined reports provided by QAD GTTE. Depending on your permissions, you may be able to create and run reports. You may also be able to edit existing reports to show fields that are more suited to your needs.

## Manually Running Reports

1. From the Root folder, navigate to the relevant folder and locate the report that you want to run. Hover over the report name to see a list of icons. Each icon represents an action that you can perform, and a tooltip identifies the action. Click the Run icon for the chosen report.

### Running a Report



**Note** The Report Console also offers an Advanced Run action



. You can use this command to run the report immediately after specifying additional specifications, including what output format to use (HTML, PDF, Text, Excel, Postscript, Rich Text Format (RTF), or XML), which style group to apply, and any encoding options.

2. In the Enter Parameter Values pop-up window, complete the required fields (identified by an asterisk). You can choose to save the parameters that you enter as default parameters for this report.

## Report Parameter Values

## Enter Parameter Values:

Client\*:  
CHI: Chicago Logistics Division ▼

Despatch Date From\*: (yyyy-M-d)  
 

Despatch Date To: (yyyy-M-d)  
2023-1-18 

☐ Save as default  
☐ Do not show this screen again

3. To generate the report, click Submit.

The report result displays in a new browser window in View Mode.

## Report Result

| Shipment Number      | Despatch Date | Product              | Description                 | Item Ship Quantity | Weight | UOM | Item Net Price | Item Net Amount |
|----------------------|---------------|----------------------|-----------------------------|--------------------|--------|-----|----------------|-----------------|
| 00000000000000000000 | 2023-07-01    | 00000000000000000000 | Logistics Department Report | 1                  | 1.81   | KG  | 100            | 181             |
| 00000000000000000000 | 2023-07-01    | 00000000000000000000 | Logistics Department Report | 5                  | 75     | KGS | 80             | 600             |

## Analyzing Report Results in View Mode

After you manually run a report, the report opens in the Web Report Studio in View Mode. The report is shown as a table. You can scroll through the report pages using the arrows below the table. The toolbar above the table can include the following options:

- New (available in Edit Mode only)
- Open (available in Edit Mode only)
- Save
- Save As
- Export
- Page Setup
- Print
- Share (available in Edit Mode only)
- Refresh
- Undo (available in Edit Mode only)
- Redo (available in Edit Mode only)
- Query Filter
- Filter
- Close Responsive Mode
- Quick Schedule (not available in Edit Mode)
- Delete (available in Edit Mode only)

To customize the toolbar, click the Customize Toolbar Items icon  and adjust the selected options as required.

The toolbar also includes a double chevron icon on the left, which allows you to expand or collapse the Parameters and Filter panels.

## Parameter and Filter Panels

The screenshot shows the 'Parameters' panel on the left and the 'Shipment History Report' table on the right. The 'Parameters' panel includes fields for Client\*, Despatch Date From\*, and Despatch Date To\*, along with checkboxes for 'Save as default' and 'Re-enable Parameter Screen', and buttons for 'Apply', 'Reset', and 'Help'. The 'Filter' panel below it shows 'Shipment Status - Open/Closed' with a search icon and a list of 9 items. The 'Shipment History Report' table has columns for Despatch Date, Shipment Number, Weight, and UOM, displaying 10 rows of data.

| Despatch Date | Shipment Number | Weight    | UOM |
|---------------|-----------------|-----------|-----|
| 2022-11-30    | 0002128         | 31.02     | lb  |
| 2022-11-29    | 0002125         | 76.81     | KG  |
| 2022-11-30    | 0002127         | 25,000.00 | lb  |
| 2021-11-03    | QA00030         | 25.00     | LB  |
| 2022-08-18    | 0001467         | 7.50      | LB  |
| 2022-11-28    | 0002119         | 38.52     | lb  |
| 2022-11-28    | 0002118         | 38.52     | lb  |
| 2022-11-28    | 0002117         | 38.52     | lb  |
| 2022-08-30    | 0001871         | 7.50      | LB  |
| 2022-11-30    | 0002126         | 20,320.00 | lb  |

To the right of the toolbar icons, use the drop-down menus to choose between:

- Viewing all of the data in the report, or a subset of the data, using the Full Data or Partial Data options. The Partial Data feature enables you to set the number of records that can be retrieved by all data components in a report. When running a report that contains a large amount of data, it can be helpful to retrieve only a specific number of records for better performance. For example, if you are making a lot of changes to the report, it may be faster to limit the number of records to one page.
- Viewing the report in View Mode or Edit Mode.

Switching to Edit Mode

The screenshot shows the report toolbar with the 'Partial Data' dropdown set to '5000' and the 'View Mode' dropdown open, showing options for 'View Mode', 'Edit Mode', and 'View Mode'.

## Applying Filters to a Report

You can apply filters to business views and data components, such as tables, in a web report to narrow down the data in the web report.

You can apply filters to report results in either View Mode or Edit Mode.

### Applying a Filter to a Report Using the Filter Panel

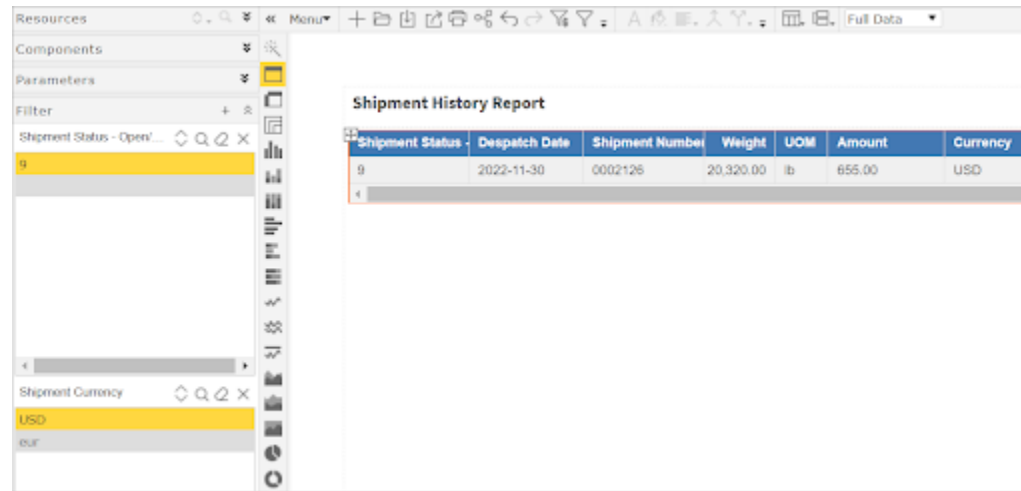
You can apply a filter to each data component in a report individually, or use the Filter panel and filter controls to filter multiple data components at a time.

To filter from the Filter panel:

1. On the title bar of the Filter panel, click the + icon.
2. The Select Fields dialog box lists all the group and detail objects in the business views that the current report uses. Navigate through the fields and select a field to filter the data on.
3. The Apply To drop-down menu allows you to select the data components in the report to apply the filter to. Keep the default Apply To setting.
4. Click OK.
5. The Filter panel should now include a filter box with all values of the selected field.
6. In the Filter panel, click the field value that you want to filter the report on. You can use the Ctrl or Shift key to select multiple values. If the values themselves have a relationship, after you make the selection, the Report Console deals with the rest of the values to put the related ones on the top and gray the ones that have no relationship with the selected values. The grayed values are still selectable.  
**Note** Filtering is case-sensitive; for example, filtering a currency field based on a value of EUR produces different results than filtering on a value of eur.
7. You can add multiple filters in the filter panel; for example, you can use two filters to see all of the closed USD shipments. To add another filter to the filter panel, repeat the previous steps.



## Filter Panel with Multiple Filters



## Applying a Filter to a Report Using the Query Filter

You can use the Query Filter option to apply a filter to the business view that a data component, such as a table, uses:

- Do any of the following to open the Query Filter dialog box:
  - Select Menu > Edit > Query Filter.
  - Select the Query Filter button  on the toolbar above the report results.
  - Right-click a data component (table column) and select Query Filter from the shortcut menu.
  - For a table, chart, crosstab, or banded object, while creating or editing it with the report wizard, select the Filter button next to the Data Source drop-down list.
- If you accessed the dialog box from the menu or toolbar, select a data component from the Apply To drop-down list to filter the business view it uses.
- Specify the filter to apply to the business view.

The Query Filter drop-down list includes all the predefined filters of the business view that the specified data component uses. Choose the one you want to apply to the report. If you want to further edit the filter, select the Edit button and then redefine the filter. The system saves the edited filter as a user-defined filter to the business view.

If you prefer to define a filter on your own, select User Defined from the Query Filter drop-down list, then define the filter according to your requirements.

The dialog box has basic and advanced modes for you to define a filter using either simple expressions or complex expressions.

To define a filter using simple expressions:

- a. Ensure that the dialog box is in the basic mode.
- b. Select the field on which the filter will be based from the field drop-down list.
- c. From the operator drop-down list, select the operator with which to compose the filter expression.
- d. Type the values to filter the field in the value text box, or select one or more values from the drop-down list.

When you see More... at the end of the value list, you can select it to open the Select Values dialog box, which lists more values, and select the values you want.

When you type multiple values manually, you should separate them with ";", and if ";" or "\" is contained in the values, write it as "\", or "\". To specify an empty string as the value for a field of String type, simply leave the text box blank (value length=0).

You can also select the Enter Parameter Values  button and then select a parameter from the list to specify the value dynamically. When the available parameters cannot meet your requirement, you can create a local parameter for the filter.

- e. If you want to add another condition line, from the logic operator drop-down list:
  - To add a condition line of the AND relationship with the current line, select And, then define the expression as required.
  - To add a condition line of the OR relationship with the current line, select Or, then define the expression as required.

You can repeat this to add more condition lines. To delete a condition line, select the Delete button on its left.

To define a filter using complex expressions:

- a. Select Advanced to switch the dialog box to the advanced mode.
- b. Select Add Condition to add a condition line.
- c. From the field drop-down list, select the field on which the filter will be based.
- d. From the operator drop-down list, select the operator with which to compose the filter expression.
- e. Type the values to filter the field in the value text box, or select one or more values from the drop-down list.

When you see More... at the end of the value list, you can select it to open the Select Values dialog box, which lists more values, and select the values you want.

When you type multiple values manually, you should separate them with ",", and if "," or "\" is contained in the values, write it as "\", or "\". To specify an empty string as the value for a field of String type, simply leave the text box blank (value length=0).

You can also select the parameter button  and then select a parameter from the drop-down list to specify the value dynamically. When the available parameters cannot meet your requirement, you can create a local parameter for the filter.

- f. To add another condition line, select Add Condition and define the expression.
- g. Select the logic button until you get the required logic to specify the relationship between the two filter expressions. The logic can be AND, OR, AND NOT, or OR NOT.
- h. You can repeat the preceding steps to add more condition lines.
- i. To group some conditions, select them and then select Group. The system adds the selected conditions in one group and they work as one line of the filter expression. You can further group conditions and groups together.
- j. To take any condition or group in a group out, select it, and then select Ungroup. It is the equivalent of adding parentheses in a logic expression.
- k. To adjust the priority of a condition line or a group, select it and select Up or Down.
- l. To delete a condition line or a group, select it, and then select Delete.

**Note** When the dialog box is in the basic mode and you select a predefined filter from the Query Filter drop-down list which is a complex one, the system switches the dialog box to the advanced mode automatically.

4. Select OK to apply the filter. If you open the Query Filter dialog box from the report wizard, the system applies the specified filter to the business view after you finish the wizard.

If the filter conditions use parameters, the system lists the parameters in the Parameters panel. You can then specify the parameter values in the panel to dynamically define the filter conditions.

## Configuring Report Contents in Edit Mode

After you manually run a report, the report opens in the Web Report Studio in View Mode. You can switch to Edit Mode and configure the report by adding or removing columns (data components). In Edit Mode, there are additional icons and a menu in the toolbar above the report result that are not available in View Mode:

- A new drop-down Menu allows you to open 5 submenus:
  - File. This menu includes options to create a new report and to copy the existing report by saving it under a new name in a new location.
  - Edit. This menu allows you to access the table wizard to modify the report table.
  - View
  - Format
  - Help
- New icon
- Open icon
- Share icon
- Font icon
- Background Color icon
- Align icon
- Merge icon
- Split icon

As with the toolbar in View Mode, you can customize the toolbar to show or hide the icons listed above.

There are additional icons to show or hide details of the table and to add or remove groups of data from the table.

Edit Mode also includes a vertical Visualization toolbar to the left of the report table. The first icon in this toolbar relates to the Table Wizard.

The other toolbar icons allow you to convert the report results from table format to a crosstab, banded object, or one of a number of different chart types including a bar chart and pie chart.

## Modifying a Report in Edit Mode

To modify the report in Edit Mode:

1. On the report result toolbar, use the drop-down menu on the right to switch from View Mode to Edit Mode.

2. In Edit Mode, on the Visualization toolbar, click the Table Wizard  icon.
3. In the Table Wizard window, in the Details tab, review the contents of the Resources box and select a field that you want to add as a column (data component) in the report table. When a field is selected, click the right arrow  to move the field into the box on the right.

**Note** The fields available depend on the catalog and business view used to create the original report.

#### Table Wizard

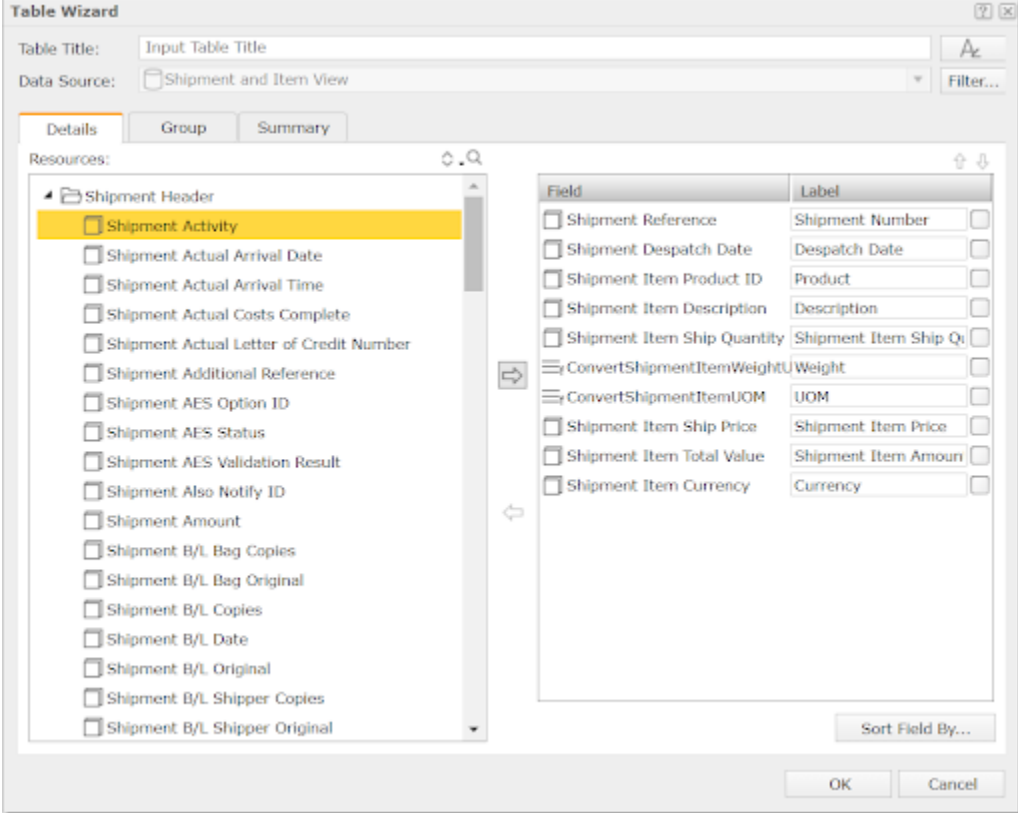


**Table Wizard**

Table Title:  

Data Source:  

Details | Group | Summary

Resources:

- Shipment Header
  - ☒ Shipment Activity
  - ☐ Shipment Actual Arrival Date
  - ☐ Shipment Actual Arrival Time
  - ☐ Shipment Actual Costs Complete
  - ☐ Shipment Actual Letter of Credit Number
  - ☐ Shipment Additional Reference
  - ☐ Shipment AES Option ID
  - ☐ Shipment AES Status
  - ☐ Shipment AES Validation Result
  - ☐ Shipment Also Notify ID
  - ☐ Shipment Amount
  - ☐ Shipment B/L Bag Copies
  - ☐ Shipment B/L Bag Original
  - ☐ Shipment B/L Copies
  - ☐ Shipment B/L Date
  - ☐ Shipment B/L Original
  - ☐ Shipment B/L Shipper Copies
  - ☐ Shipment B/L Shipper Original

Field | Label

|                                                      |                      |                          |
|------------------------------------------------------|----------------------|--------------------------|
| <input type="checkbox"/> Shipment Reference          | Shipment Number      | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Despatch Date      | Despatch Date        | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Product ID    | Product              | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Description   | Description          | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Ship Quantity | Shipment Item Ship Q | <input type="checkbox"/> |
| <input type="checkbox"/> ConvertShipmentItemWeightU  | Weight               | <input type="checkbox"/> |
| <input type="checkbox"/> ConvertShipmentItemUOM      | UOM                  | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Ship Price    | Shipment Item Price  | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Total Value   | Shipment Item Amount | <input type="checkbox"/> |
| <input type="checkbox"/> Shipment Item Currency      | Currency             | <input type="checkbox"/> |

Sort Field By...

OK Cancel

4. When a field is selected, click the right arrow  to move the field into the box on the right.
  5. When the field appears in the right box, use the up and down arrows above the box to move the field up or down in the list. This position determines the location of the new column in the report result table.
- Note** Do not drag fields up and down in the right box—ensure that you use the up and down arrows to change the position of fields.
6. Review the label listed for the field, and update it if necessary.
  7. Click OK to save the changes.

## Creating Dynamic Resources and Local Parameters in Edit Mode

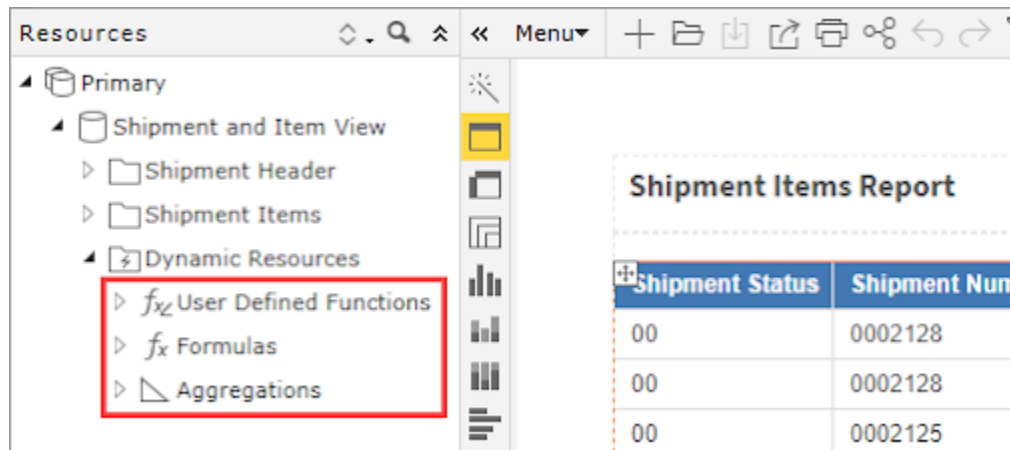
In Edit Mode, you can create dynamic formulas, user defined-functions, dynamic aggregations, and local parameters in your reports.

When you add fields to a report or use parameters to define filter conditions in a report, sometimes you may find that the predefined view elements in the business view or the given parameters in the current catalog cannot meet your requirements. In those cases, you can create dynamic resources (including formulas and aggregations) and local parameters in the report and use them to get the desired data. Then, when you save the report, the Report Console saves the dynamic resources and local parameters along with the report as its resources.

In addition, when there are changes in a business view, users with the administrators role can recompile the dynamic resources in reports that use the business view as the data source so that the dynamic resources can work normally.

Dynamic resources are accessible from the Resources panel.

Dynamic Resources in Resources Panel



To recompile the dynamic resources in reports upon changes in business views:

1. On the system toolbar of the Report Console, select Administration > Other > Batch Refresh Dynamic Resources.
2. In the Batch Refresh Dynamic Resources page, click Browse to choose the catalog where the changed business views reside, from the server resource tree. All business views are currently based on the gtte.cat.xml catalog file located in the Root > Public Reports > GTTE\_Reports folder.

## Batch Refresh Dynamic Resources Page

Path: Administration > Other > Batch Refresh Dynamic Resources

Catalog:  Browse...

Select a Folder:  ... ⓘ

OK Cancel Help

ⓘ The process may take several minutes.

3. Click the ellipsis  button to choose a folder in which there are reports that run with the preceding catalog from the server resource tree. You can recompile dynamic resources based on one catalog and one folder at a time. If your server's workload and performance allow, and you have enough time, you can choose a parent folder that contains all such folders, or simply choose the root directory of the server resource tree if you are not quite clear about where the reports are. Otherwise, start from a folder without a subfolder in it and do the work multiple times.
4. Select OK to start recompiling the dynamic resources in the reports that run with the specified catalog, in the specified folder (including its subfolders). The process might take a long time depending on the quantity of the dynamic resources to recompile and the reports to refresh.

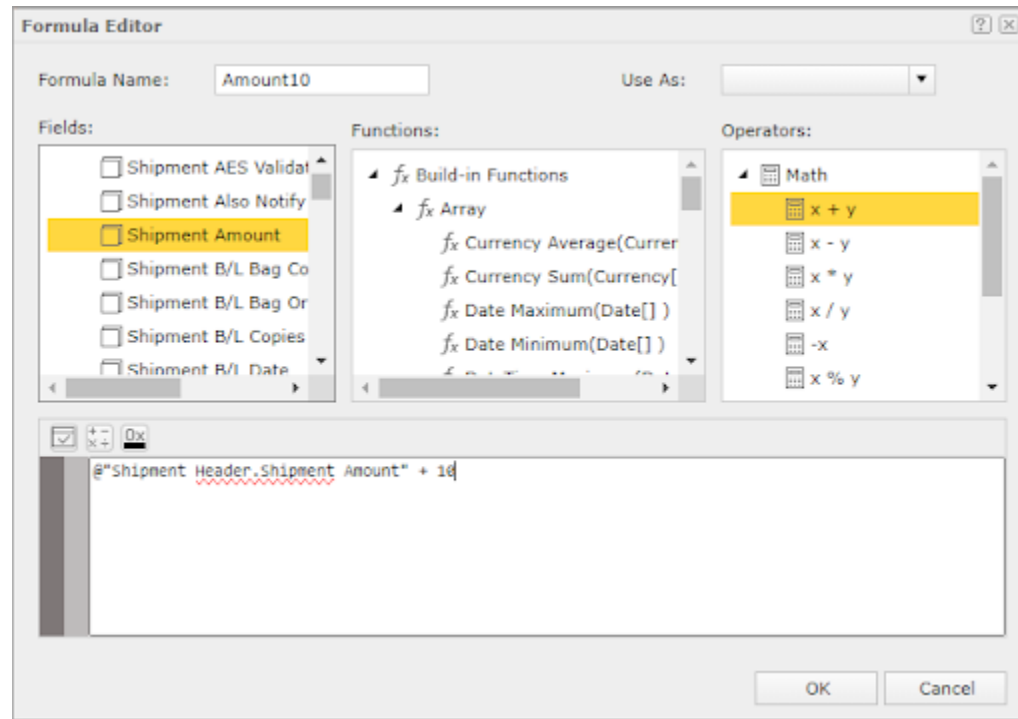
## Creating and Using Dynamic Formulas

**Note** You should have some knowledge of the formula syntax before you can successfully compose a formula without errors. To learn about the syntax, see the Formula Syntax section of the Logi Report Designer v18 documentation, which is accessible from the Help menu in the [system toolbar on page 1913](#).

To create a dynamic formula:

1. In the Resources panel, expand the Dynamic Resources > Formulas node, then select <Add Formula...>. The Report Console displays the Formula Editor.

## Formula Editor



2. Type a name for the formula in the Formula Name text box.
3. By default, the system determines whether it can use the formula as an aggregation object, and if not, uses it as a detail object. You can specify to use the formula as a detail, group, or aggregation object, by selecting the corresponding view element type from the Use As drop-down list on the toolbar.

Whether you can use a dynamic formula as a certain type depends on the following rules:

- You can use any formula as Detail.
  - You can use any formula that references a DBField excluding an aggregation as Group.
  - You can use a formula that refers only to aggregations as Aggregation. For example, there are two aggregations Sum\_Total and Sum\_Quantity, and you can create a formula @Sum\_Total / @Sum\_Quantity and use it as an aggregation.
  - You can use a formula that follows the custom aggregation expression as Aggregation. For more information, see the Custom Aggregation section of the Logi Report Designer v18 documentation, which is accessible from the Help menu in the system toolbar on page 1913.
4. Compose the formula by selecting the required fields, functions including built-in functions and user-defined functions, and operators



from the Fields, Functions, and Operators boxes respectively. You can also enter the formula in the editing box. For more information, see Formula Functions and Formula Operators sections of the Logi Report Designer v18 documentation, which is accessible from the Help menu in the [system toolbar on page 1913](#).

5. Click the Check button to check whether the syntax of your formula is correct.
6. Click OK to create the formula.

After you create a dynamic formula, you can then drag it from the Resources panel to the desired position in the report for data analysis, add it as a report field when working with the report wizard, or use it to create expressions in the Formula Editor.

If you want to further edit an existing dynamic formula, remove a formula that you do not want any longer, or change the formula type to Group, Detail, or Aggregation, right-click the formula in the Resources panel and then select the corresponding command on the shortcut menu. You cannot delete dynamic formulas when you have used them in the report.

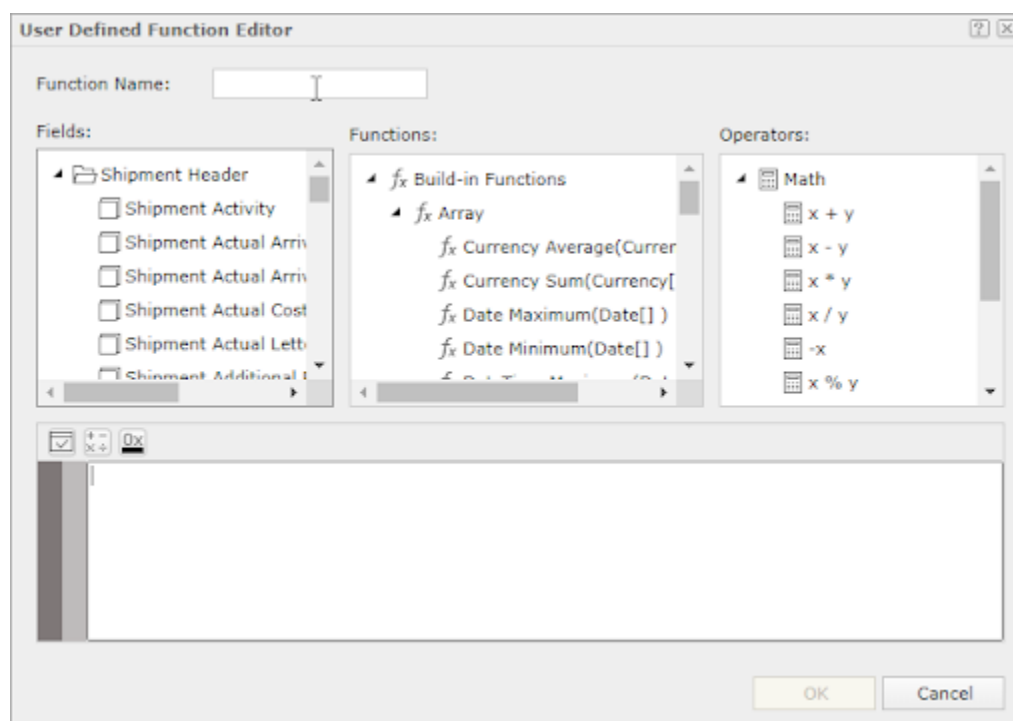
### ***Using User-Defined Functions***

When you create dynamic formulas to use in a report, if the built-in functions do not satisfy your requirements, you can make use of the User Defined Function feature to create any functions that you want. When you save the report, GTTE Reports saves the functions into the report as its resources in the same way that it saves dynamic formulas. User-defined functions can also call other user-defined functions.

To create a user-defined function:

1. In the Resources panel of Web Report Studio or the Resources box in the Web Report Wizard, expand the Dynamic Resources > User Defined Functions node, then select <Add Function...>. The system displays the User Defined Function Editor.

## User Defined Function Editor



2. Enter a name for the function in the Function Name field.
3. Compose the function by double-clicking the required fields, functions including built-in functions and other user-defined functions, and operators from the Fields, Functions, and Operators boxes. You can also enter the function manually in the editing box.

The function syntax is:

arguments: VariableType1 VariableName1, VariableType2  
VariableName2, ...;

For example, arguments: integer age, string name;

An argument works the same as a local variable except that you cannot assign any value to it, like arguments: integer age=10.

4. Select the Check button  to check whether the syntax of your function is correct.
5. Select OK to create the function.

The Report Console displays the function under the User Defined Functions node in the Functions box of the Formula Editor and User Defined Function Editor. You can call it in a dynamic formula or another user-defined function by double-clicking it.

For example, a user-defined function named function1 is: arguments: integer age, string name; and you can call it as follows:

- @function1(25, "John Smith");
- @'function1'(25, "John Smith");
- @"function1"(25, "John Smith");

If you want to further edit an existing user-defined function or remove a function that you no longer want, right-click the function in the Resources panel and then select the corresponding command on the shortcut menu. You cannot delete functions when you have used them in the report.

## Creating and Using Dynamic Aggregations

In the Report Console, you can also create dynamic aggregations by mapping them to the available resources such as group objects, detail objects in the current business view, and the dynamic formulas that you have created in the report.

To create a dynamic aggregation:

1. In the Resources panel of the Report Console, expand the Dynamic Resource > Aggregations node, then select <Add Aggregation...>. The Report Console displays the Add Aggregation dialog box.

Add Aggregation Dialog Box

2. In the Aggregation Name field, enter the display name of the dynamic aggregation. Or you can leave the name blank. Then, when you finish selecting the mapping name and the aggregate function, the system automatically provides a name here.
3. Select the ellipsis button  next to the Mapping Name text box. The system displays the Select Resource dialog box.
4. Select the field on which the dynamic aggregation is based.
5. From the Aggregate Function drop-down list, select the aggregate function. When you select DistinctSum, you should select the ellipsis button  next to the Distinct On text box. The system displays the

Select Fields dialog box. Select one or more group and detail objects according to which unique values to calculate DistinctSum from. For more information, see the Aggregate Functions section of the Logi Report Designer v18 documentation, which is accessible from the Help menu in the [system toolbar on page 1913](#).

- Click OK to create the dynamic aggregation.

The Report Console adds the dynamic aggregation in the Resources panel. You can then drag it to the desired position in the report for data analysis, add it as a report field when working with the report wizard, or use it to create expressions in the Formula Editor. If you want to edit any dynamic aggregation or delete it, right-click the aggregation and select Edit or Delete on the shortcut menu.

## Creating and Using Local Parameters

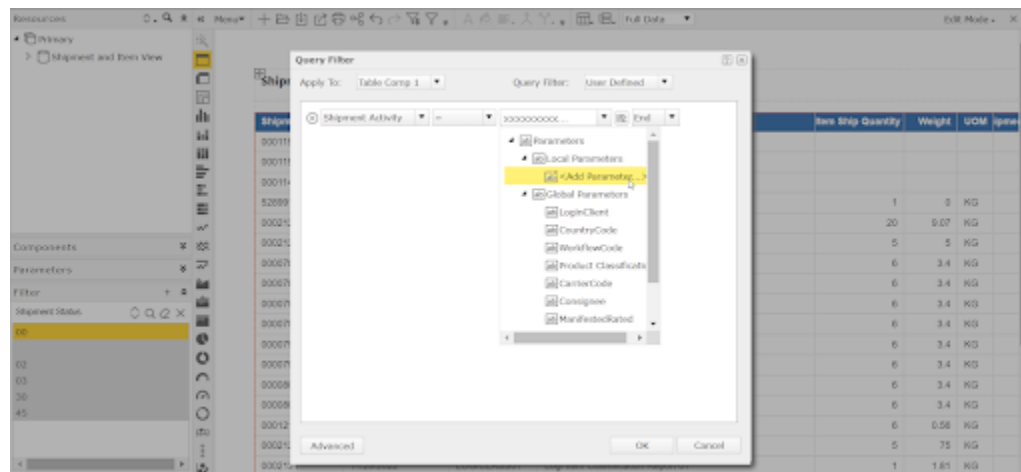
When you use parameters to compose the filter conditions to apply to a report, if the given parameters in the current catalog cannot meet your requirements, you can create local parameters to use in the report.

To create a local parameter and use it in a filter:

- When you filter a business view in the Query Filter dialog box, or a data component using the Filter dialog box, select the Enter

Parameter Values  button and then select <Add Parameter...> from the Local Parameters node of the value drop-down list.

Add Parameter Option



The system displays the Add Parameter dialog box.

## Add Parameter Dialog Box

**Add Parameter**

Name:

Value Setting:

Value Type:

Value List:

Prompt Value...

Options:

| Name                           | Value |
|--------------------------------|-------|
| Prompt Text                    |       |
| Minimum Value                  |       |
| Maximum Value                  |       |
| User Defined Format            |       |
| Required                       | false |
| Allow Multiple Values          | false |
| Enable the "All Values" option | true  |
| Allow Type-in of Value         | true  |

OK Cancel

2. In the Name field, type a name for the parameter.
3. Select a parameter type from the Value Setting drop-down list.
4. In the value section, specify the parameter values as required. The section varies with the type you select from the Value Setting drop-down list.

For Type-in Parameter:

- a. Select the data type of the parameter values from the Value Type drop-down list.
- b. Select the Add button  to add a value line, double-click in it and then type a value of the specified data type.

If the parameter is of Date, DateTime, or Time type, you can also

select the Calendar icon  to set a date and time value using the calendar.

- c. Repeat the preceding step to add more values.

- d. To adjust the order of the values, select the Up button  or the Down button .
- e. To remove any unwanted value, select it in the list and then select the Remove button .
- f. To make a value the default selected value for the parameter, select it from the list.

#### For Bind with Single Column:

The system provides a mechanism that links each value of the display field with the exact value of the bound field for a parameter. When you select a value of the display field, the system actually sends the value of the bound field to the query and filters the query result. This can help you bind the parameter to a data field in order to provide a list of values for report users to select, which probably makes more sense. The system uses the selected value of the bound field as the parameter value. For example, it might be confusing if you provide a list of customer ID numbers for the report users to select at runtime, since the ID numbers would probably mean nothing to them. In cases like this, it is better for you to display values of other fields, which would make more sense. For this case, you might prefer to display customer names instead of ID numbers. When the report user selects a customer name from the list, the system passes its ID number to the query as the parameter value so that the search criteria can be fulfilled.

- a. From the Source drop-down list, select the required business view in the current data source from which to get data for the parameter. All the group and detail objects in the specified business view will be available for retrieving values for the parameter.
- b. Select a field from the Bind Column drop-down list, to filter the query when running a report with the parameter.
- c. If you want the values of another field to display for the report users to choose from, select that field from the Display Column drop-down list.

#### For Bind with Cascading Columns:

- a. From the Data Source drop-down list, select the required business view in the current data source from which to get data for the parameter. All the group and detail objects in the specified business view will be available for retrieving values for the parameter.
- b. Select the Add button  to add a parameter row.

- c. Select the arrow button  in the Bind Column cell and then select a field from the drop-down list.
  - d. If you want the values of another field to display for the report users to choose from, select the arrow button  in the Display Column cell and select that field from the drop-down list.
  - e. Select in the Parameter cell to create the parameter. The system automatically adds a name for the parameter.
  - f. Repeat steps b to e to create more parameters. Make sure that the selected Bind Column fields are of cascading relationship one level by one level down. In this way, you can create a group of cascading parameters.
  - g. To adjust the order of the parameters, select the Move Up button  or the Move Down button .
  - h. To remove any unwanted parameter from the cascading group, select it, and then select the Remove button .
5. In the Options box, set the properties of the parameter.
  6. Select OK to create the parameter. The system adds the parameter to the Local Parameters node in the Parameters list.
  7. To further edit the parameter, right-click it in the list and select Edit from the shortcut menu. Then, in the Edit Parameter dialog box, edit the parameter as you want.
  8. To remove the parameter, right-click it in the list and select Delete on the shortcut menu.
  9. Finish defining the filter condition using the parameter.
  10. Select OK to apply the settings. Server lists the parameter in the Parameters panel. You can specify the parameter value in the panel to dynamically set the filter condition.

### Important

- You can only use JDK (not JRE) to compile formulas and user-defined functions that you created in Web Report Studio and save them with no errors into a web report.
- Currently, you cannot use global variables in dynamic formulas and user-defined functions.
- If you refer to any field in a formula or user-defined function, add a prefix @ before the reference name for that field. If the field name contains spaces, quote the reference name with double quotation marks (""). For example, if the field name is Customer Name, then the reference name will be @"Customer Name".
- When formulas and user-defined functions reference display names or mapping names, the names should not contain any of the following

characters if you do not quote the names by double-quotation marks "".

"~", "`", "!", "@", "#", "\$", "%", "^", "&", "\*", "(", ")", "-", "+", "=", "{", "}",  
 "[", "]", "|", "\\", ":", ";", "\\", " ' ", "<", ">", ".", "?", "/"

Examples:

- Expression @Customer#; will cause a syntax error. But @Customer# is OK.
- If a field has the display name Category.Aggregation, quote it as "Category.Aggregation" or "Category"."Aggregation".



## Creating Reports For Your Own Use

You can use existing predefined QAD GTTE reports to create reports that are customized to your own needs. To do this, run a predefined report in Root > Public Reports > GTTE\_Reports and then view it in Edit Mode to adjust it to your needs. After you have made the adjustments, in Edit Mode, select File > Save As to save the new report with a new name in a folder of your choice; for example, in Root > My Reports. This approach keeps the predefined reports unchanged so that they are available for other users. It also ensures that your adjusted report is not overwritten when the predefined reports in Root > Public Reports > GTTE\_Reports are updated through the publication process.

An important point to note is that the predefined reports and any reports that you create based on these reports are dependent on the catalog and business views related to the original predefined report. If the catalog and business views are updated in a future publication, these updates will apply to the original predefined report but not to any reports that you created from it. The publication process overwrites any existing reports in the target folder that share a name with an updated report for publication.

## Scheduling a Report to Run

You can use the Report Console to schedule reports to automatically run at one or more designated dates and times. Scheduled reports can greatly improve the performance of the reporting service in an organization. For example, you can run reports during low network traffic times. Scheduled reports can also capture a time period exactly; for example, the last day of the quarter.

You can monitor the status of scheduled reports by viewing the My Tasks page, which is accessible from the system toolbar. The Running table lists the reports that are currently running. The Completed table lists the scheduled reports that have completed running. The Scheduled table lists the reports that are scheduled but have not yet run.

In this example, we set up a schedule to output a weekly report to an email address.

1. In the Resources page of the Report Console, navigate to the Public Reports > GTTE\_Reports folder.
2. In the GTTE\_Reports folder, click the folder for the module that you want to run a report on.

**Note** A Search field at the top left of the page allows you to search for a specific report name.

3. In the module folder, mouse over the specific report row and click the Schedule icon that appears to the right of the report name in the floating toolbar.
4. In the <Report Name> [Schedule] page's General tab, in the Schedule Name field, enter ScheduledReportToEmail.

5. Click Next.
6. In the Parameter tab, specify the report parameters and then click Next.
7. In the Publish tab, click the To E-mail tab.
8. Click New and add an email recipient in the To field.

**Note** Ensure the correct report format—for example, Excel—is selected at this stage. If you want to compress the mail attachment as a ZIP archive, select Compress Attachment as Java Archive.

#### Configuring the Email Contents

To: j6f@qad.com;

Cc:

Bcc:

Subject:

Comments:

☒ Use Default SMTP Account

☒ Compress Attachment as Java Archive

late\_delivery\_report\_archive

☐ E-mail Result in HTML E-mail Format

☐ E-mail Result in Plain Text E-mail Format

☐ Attachment in Web Report Result Format

☐ Attachment in HTML Format

☐ Attachment in PDF Format

☒ Attachment in Excel Format

File Name: late\_delivery\_report

Excel Version: Excel Workbook (\*.xlsx)

Format: Auto Format

More Options

☐ Attachment in Text Format

☐ Attachment in RTF Format

☐ Attachment in XML Format

☐ Attachment in PostScript Format

OK Cancel

9. Click OK to confirm the email address and attachment details.
10. Click Next.
11. In the Conditions tab, specify the time at which you want to perform the scheduled report task to run.
12. In the Time tab, choose Run this task periodically from the Time Type drop-down list. Select Weekly from the Date drop-down list and define it to repeat every week on Sunday. Select At from the Time drop-down menu and specify the time as 2:00 AM.

## Configuring the Email Time

QAD Reports Resources My Tasks My Profile

Path: Root > Public Reports > GTTE\_Reports > Transportation Execution > Shipments-ShipmentSummary

General Parameter Publish **Conditions** Notification

Time Trigger

Time Zone: America/Los\_Angeles

Time Type: Run this task periodically

Duration:

☐ Run after

☐ Run until

Date: Weekly

Every 1 weeks

On: ☒ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday

[Show Exception...](#)

Time: At

Time: 2 : 00 ☒ AM ☐ PM

☐ Run missed task upon server restart

Back Next Finish Cancel Help

13. Click Next.

14. It is best practice to configure a notification in the Notification > Failed Task tab so that, if the scheduled report run fails, the nominated person gets a notification by email. You can also configure a notification for the case when the report is successful.

## Configuring Failed Task Notification

The screenshot shows the 'Notification' tab in the 'Failed Task' section of the QAD Reports configuration. The breadcrumb path is: Path: Root > Public Reports > GTTE\_Reports > Transportation Execution > Shipments-ShipmentSu. The 'Notification' tab is selected, and the 'Failed Task' sub-tab is active. The 'Mail To' field is empty, with 'New', 'Edit', and 'Delete' buttons below it. The 'To' field contains 'report-administrator@qad.com'. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field is empty. The 'Comments' field contains 'The scheduled report failed.' Below the comments is a checked checkbox for 'Use Default SMTP Account'. At the bottom are 'OK' and 'Cancel' buttons. A footer bar contains 'Back', 'Next', 'Finish', 'Cancel', and 'Help' buttons.

15. To create this scheduled report, Click Finish.

16. Click OK on the Task Submitted Successfully message that appears on the screen. This message includes a task ID.

The status of a scheduled task can be seen on the My Tasks page.

### ***Running a Scheduled Report Manually***

Sometimes it's not practical to wait until a particular time to view the result of a scheduled report. To run the report and view the result immediately:

1. In the My Tasks page of the Report Console, click the Scheduled tab.
2. In the Scheduled tab, review the listed tasks to locate the scheduled report that you want to run manually. Mouse over the Schedule Name for the report and click the Run icon that appears to the right of the report name in the floating toolbar.

**Note** Before running the task, you can click the Properties icon  to edit any settings, such as the email address. After running the task, ensure that you revert the settings for the scheduled task.

3. In the pop-up message that appears on the screen, click OK.
4. Check your email inbox for the report.

## Deleting Resources

Resources, including folders, that are no longer needed can be removed from the server resource tree in the Resources page of the Report Console. You can delete one or more resources at a time. To delete a resource:

1. Browse to the folder where the resources are located.
2. Select the checkboxes of the required resources. To delete all the resources, select the top checkbox.
3. Right-click in any selected resource row and select Delete from the shortcut menu.

If you just want to delete a single resource, hover over the resource row and select the Delete button  on the floating toolbar to delete it.

**Note** Shared web reports can only be deleted by their owners from the My Shared folder.

**Note** The built-in resource folders cannot be deleted.

**Note** Deleting a resource or folder removes the resource or folder from disk. The deleted resources and folders cannot be retrieved. Any relevant versions belonging to the resource will also be deleted.

## Reports Administration

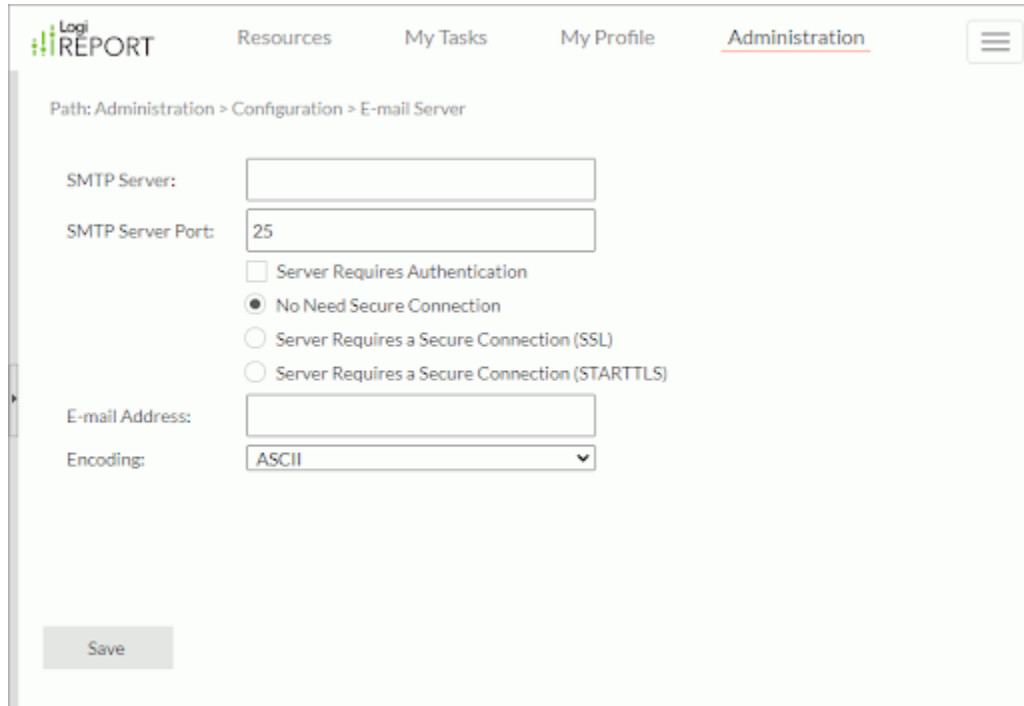
The Administration menu allows you, as the report administrator, to manage the Report Console resources, databases, configuration, and security. If you have the requisite permissions, you can configure the Report Console so that users can run reports and receive email notifications of report results. The Administration menu is accessible from the system toolbar.

## Configuring the Email Server

In order for users to publish reports to email and to notify the task status by email when scheduling tasks to run reports, administrators need to configure an email server in advance. These steps describe how you can configure an email server on the Report Console.

1. On the system toolbar of the Report Console, navigate to Administration > Configuration > E-mail Server.

E-mail Server Configuration



The screenshot shows the 'LogiREPORT' interface with the 'Administration' tab selected. The breadcrumb path is 'Administration > Configuration > E-mail Server'. The configuration fields are as follows:

- SMTP Server:** A text input field.
- SMTP Server Port:** A text input field containing the value '25'.
- Connection Options:** Four radio buttons:
  - ☐ Server Requires Authentication
  - ☒ No Need Secure Connection
  - ☐ Server Requires a Secure Connection (SSL)
  - ☐ Server Requires a Secure Connection (STARTTLS)
- E-mail Address:** A text input field.
- Encoding:** A dropdown menu currently set to 'ASCII'.
- Save:** A button at the bottom left.

2. In the E-Mail Server page, complete the available fields:
  - *SMTP Server, SMTP Server Port, Encoding.* These fields are configured by QAD GTTE and you do not need to make any changes to them.
  - *E-mail Address.* Specify the address of the email sender. Ensure that the format of the specified address is valid; for example, noreply-logireports@qad.com.
3. To apply the settings, click Save.



## Managing Users, Roles, Privileges, and Permissions

To use the Report Console, you must have a user account with a role assigned to that user.

**Note** In QAD v20, 20.1, and v20.2, QAD GTTE users do not automatically have user accounts or roles in the Report Console. Report administrators must add users to the Report Console before users can access it. The roles in the Report Console are separate from the roles in the QAD GTTE Web UI. For more information about Report Console roles, see [Report Console Roles, Privileges, and Permissions on page 1948](#).

**Note** From QAD GTTE v20.3, QAD GTTE users with access to menu option LRC are synchronized to the Report Console and given the "everyone" role in the Report Console by default. A background process performs this synchronization. It is not necessary to manually create the user in the Report Console.

## Report Console Roles, Privileges, and Permissions

The actions you can perform in the Report Console depend on the Report Console role assigned to your user account. There are in-built roles provided with the Report Console:

- **Administrators.** This role allows you to access and perform the administrative tasks listed in the Administration menu of the Report Console. Administrators also have full access—Visible, Read, Write, Delete, Execute, Edit, Schedule, Grant, and Update Status permission—to the report resources. This role cannot be deleted.
- **Everyone.** This role provides restricted access to report resources and, by default, does not allow you to delete, add, or copy reports. This role cannot be deleted.

Administrators can assign a role to a user using the Administration > Security > Role menu option. Administrators can also use this option to create new roles. For each role, you can select the privileges associated with that role. For each role, at the folder level, you can define the permissions that the role has.

## Report Console Users

To run reports and perform other tasks in the Report Console, you need a user account. Each user must have at least one role. At the resource level, you can define what the role can do.

Users of the Reports module fall into one of three categories:

- **Report Administrator.** These users have the administrators role, which provides them with access to all of the functionality in the Report Console, including:
  - Creating and publishing reports for use by other users.
  - Creating users in the Report Console and assigning appropriate permissions to these users through roles.
  - Configuring user settings to enable scheduled reports to be sent to specified email addresses.
- **Report User.** These users have the everyone role, which provides them with access to a subset of the functionality in the Report Console, including:
  - Running existing predefined QAD GTTE reports manually.
  - Scheduling existing predefined reports to run at a specified time or time interval.
  - Editing existing report results.
  - Copying predefined reports to create new reports that are more suited to users' individual needs.
- **Report Consumer.** This role is not defined within the Report Console as these users do not have access to the console. These users receive the results of scheduled report runs by email.

## Managing Users

The system allows you to create a user, edit the roles that a user has, and delete a user.

### Creating A User Account

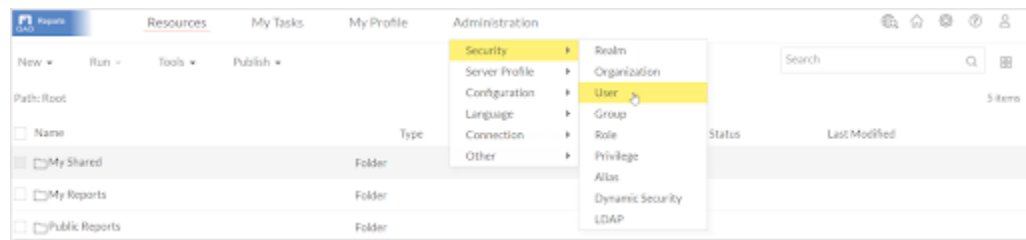
To use the Report Console, you must have a user account. The Report Console has two built-in user accounts, admin and guest. You cannot delete the built-in user accounts. The admin user account cannot be deleted or disabled.

**Note** Report Console users are not automatically created for QAD GTTE user accounts. You must explicitly create a Report Console user account for a QAD GTTE user who needs this access. Ensure that you choose a Report Console user name that matches the QAD GTTE user name but with any letters in uppercase. You do not need to specify a password. The password from your QAD GTTE user account carries over to the Report Console user account, provided you use the same user name.

To create a user account:

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > User.

User Option in the Administration Menu



2. In the User page, select New User from the taskbar.
3. In the New User pop-up window, complete the fields with any user information you would like to use and click OK to create the user.

New User Button

| Path: Administration > Security > User |                           |            |             |                            |                |
|----------------------------------------|---------------------------|------------|-------------|----------------------------|----------------|
| + New User                             |                           |            |             |                            |                |
| User Name                              | Full Name                 | Edit Roles | Edit Groups | Edit Scheduling Recipients | Authentication |
| admin                                  | Logi Report Administrator | 2 roles    | 0 groups    | All recipients             | Local          |

If you want to disable the user for now, select the Account Disabled checkbox.

**Note** The Publish privilege is an important aspect of user definition. You can either grant or deny users the ability to publish resources to

the Report console using this checkbox. QAD Services handle the publishing of updated reports to customer environments; do not grant this permission to any other users. The Advanced Properties privilege allows you to view advanced resource properties information. For more information on privileges, see the Managing Privileges section.

New User Pop-Up Window

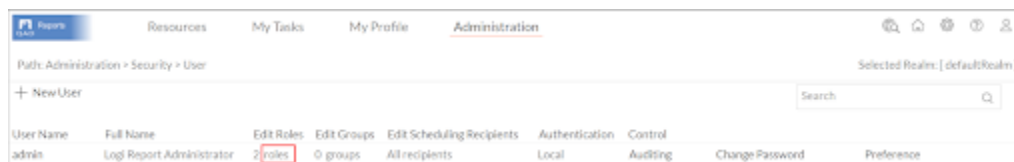
The new user is listed in the user table.

## Editing the Roles a User Holds

You can assign more than one role to a user. A user that holds multiple roles has all the privileges that these roles have.

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > User.
2. In the User page, locate the relevant user in the table and, in the Edit Roles column, click the roles link for that user.

## Editing a Role



3. To add a role to the user, select Add Roles, select the new role, and then select Add. To remove a role from the user, select the role and then select Remove. After you remove a role from a user, the user no longer has the privileges that the role owns.

## Editing the Scheduling Recipients for a User

GTTE Reports adopts permission control on the scheduling recipients that a user can access. This approach means that when a user schedules a report task to publish reports to email, if the user has the required permission, the user can send the reports to email addresses of particular users, groups (QAD GTTE does not use the Groups feature), and roles. These are the basic rules on which users, groups, and roles are available as the scheduling recipients of a user by default:

- An administrator (the user with the administrators role) who does not belong to any organization can see all the users, groups, and roles in the GTTE Reports security settings. The permission is unchangeable.
- A normal user (the user without the administrators role) can see themselves only.
- An administrator in an organization can see all the users, groups, and roles in the organization. The permission is unchangeable.
- A normal user in an organization cannot see users, groups, and roles outside of the organization.
- A user, group, or role inherits the permissions from its parent users, groups, and roles.

An administrator can customize the scheduling recipients that are available to a normal user:

1. In the user table, select the recipients link for the user. The Report Console displays the recipient list for the user.

### Recipients Link in the User Table

| User Name | Full Name                 | Edit Roles | Edit Groups | Edit Scheduling Recipients | Authentication |
|-----------|---------------------------|------------|-------------|----------------------------|----------------|
| admin     | Logi Report Administrator | 2 roles    | 0 groups    | All recipients             | Local          |
|           |                           | 2 roles    | 0 groups    | All recipients             | Local          |
| guest     | guest                     | 1 roles    | 0 groups    | 0 recipients               | Local          |

2. Select Add Recipients. The Report Console displays the recipients that you can choose.
3. Select the recipients that you would like to be accessible to the user.
4. Select Add. The Report Console displays a confirmation message.
5. After you confirm the update, the recipients you selected appear on the recipient list.
6. To remove a recipient from the user, select it in the recipient list and then select Remove.
7. When the user schedules reports to run and be sent by email, the user will be able to select the recipients from the Select Role, Group and User dialog box to use their addresses to send the email.

### Setting User Preferences

An administrator can configure the preferences of a user:

1. In the user table, select the Preference link for the user. The Report Console displays the preference settings for the user in a pop-up window.

### Preferences Link in the User Table

| User Name | Full Name                 | Edit Roles | Edit Groups | Edit Scheduling Recipients | Authentication | Control  | Preference |
|-----------|---------------------------|------------|-------------|----------------------------|----------------|----------|------------|
| admin     | Logi Report Administrator | 2 roles    | 0 groups    | All recipients             | Local          | Auditing | Preference |
|           |                           | 2 roles    | 0 groups    | All recipients             | Local          | Auditing | Preference |
| guest     | guest                     | 1 roles    | 0 groups    | 0 recipients               | Local          | Auditing | Preference |

2. Specify the server preferences for the user, and the Default and Advanced properties you want the user to use in Web Report Studio.
  - **Default Format for Viewing Report.** The default format for viewing reports. By default, Web/Page Studio is selected, which means that web reports open in Web Report Studio (GTTE Reports does not support page reports).

- *Open All Reports in New Window.* By default, the Report Console displays Web Report Studio in a new window. Clear this property if you want to embed them in the current window.
- *Use Wizard for Web Report Studio.* You can create web reports using two methods: the quick start method to create a table report, which is the default method when you clear Yes, and the traditional method using a wizard when you select Yes.
- *Only Display CSS Styles in Style List.* By default, the Report Console displays only the CSS styles in the style list.
- *Keep Completed Tasks for.* The number of days the Report Console keeps the completed tasks in the Completed list. The default value 0 means the Report Console keeps the completed tasks until you delete them from the Completed page.
- *Columns Shown in \_ List.* Select the columns you want to display as default in the following list when you sign in to the Report Console: Report Tabs, Scheduled, Running, Completed, Background Tasks, Report Result Versions, Report Versions, Catalog Versions, and Result Versions.

3. Select OK to accept the changes.

## Deleting a User

You can delete a user account if it is no longer required. However, you cannot delete the built-in user accounts such as admin and guest, users that hold roles other than the everyone role, or users that belong to any group (QAD GTTE does not use the Groups feature). You cannot delete your own user account from the user table.

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > User.
2. In the User page, locate the relevant user in the table and, in the last column, click the Delete link for that user.



## Managing Roles

Managing roles includes many functions and they are available to administrators only. This section describes how you can create roles, add members to roles, customize the scheduling recipients for roles, and perform other role functions.

### Creating a Role

To create a role:

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > Role.
2. In the Role page, select New Role from the taskbar.
3. In the New Role pop-up window, complete the fields with any user information you would like to use and click OK to create the user.
  - *Role Name* Specify the name of the role.
  - *Parent Role Name* Specify the name of the role.
  - *Description* Parent role name.
  - *Privileges*  
 Select Advanced Properties to give the role the privilege of viewing advanced resource properties information. QAD Services handle the publishing of updated reports to customer environments; do not grant this privilege to any other users. For more information on privileges, see [Managing Privileges on page 1957](#).
4. Click OK to create the new role. The role appears in the role table.

### Editing a Role

To edit a role:

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > Role.
2. In the Role page, click the relevant role name in the table and, in the Edit Roles column, click the roles link for that user.
3. In the New User pop-up window, add or remove the Advanced Properties privilege for the role and click OK.

**Note** For more information on privileges, see the Managing Privileges section.

### Editing the Members of a Role

To edit the members of a role:

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > Role.

2. In the Role page, locate the relevant role in the table and, in the Members column, click the members link for that role.
3. In the Edit Members page, review the member list of the role. To add a member to the role, click Add Members, select the new member, and click Add.

**Note** A role can have more than one child group, child role, and parent role. You cannot add a parent role to a role as its child. You cannot remove some members from the role they belong to, such as admin in the administrators role and guest in the everyone role. You cannot remove your own user from the administrators role.

## Managing Privileges

The Privileges page allows you, as an administrator, to grant and revoke privileges for users and roles. QAD GTTE Reports does not allocate privileges on a user or group basis. The available privileges are:

- **Publish.** When you have the Publish privilege and Write permission on a folder in the user directory, you are able to publish resources to the folder.
- **Advanced Properties.** This privilege allows you to view advanced information about version properties such as catalog connections and report-related resources.

**Note** By default, only the administrators role and the admin user account have the Publish and Advanced Properties privileges. QAD Services handle the publishing of updated reports to customer environments; do not grant this privilege to any other users.

To manage privileges:

1. On the system toolbar of the Report Console, click the Administration drop-down menu and select Security > Privilege.
2. Select a role in the Selected box, then select or clear the required privileges.

If a role or user is not listed in the Selected box, select it in the

Available box and select the Add button  to add it to the Selected box first, then grant it the privileges accordingly.

You can make use of the Search box to search for the required roles in the Available or Selected box. After typing text in the Search box, you can select the Search Option arrow  in the box to specify the following search options: Highlight All, Match Case, and Match Whole

Word. To cancel the search operation, clear the text or select .

3. To remove all privileges from a role, user, or group, first select it in the Selected table, then select the Remove button . Server adds the role back to the Available box with no privileges.
4. Click OK to apply the changes.

**Note** You can also grant privileges to users and roles while creating or editing the users and roles.

## Managing Permissions

The Permissions page allows you, as an administrator, to grant and revoke permissions for roles. QAD GTTE Reports does not allocate privileges on a user or group basis.

The permissions a role has are resource-specific. To view or modify the role permissions for a given resource, select the checkbox next to the resource; for example, Public Reports, and then select Properties. From the Permissions page, you can edit the permissions for the role—assuming you have the Grant permission.

**Note** It is possible to grant permissions at a more granular level. For example, you can define permissions at the report level or the data level. However, QAD GTTE defines reports at the Public Reports level, as indicated by the Enable Setting Permissions option.

The available permissions are:

- **Visible.** This permission allows you to view object names in the resource tree or version table, such as folders, resources, and archive versions. QAD GTTE does not use the versions capability of the Report Console.
- **Read.** This permission allows you to view object properties, versions, and, if it is a folder, folder contents.
- **Write.** This permission allows you to change the properties (excluding permission settings) of the objects in the resource tree or version table, such as folders, resources, and archive versions, and modify version table settings.
- **Delete.** This permission allows you to delete objects from the resource tree or version table, such as folders, resources, and archive versions.
- **Execute.** This permission allows you to access View Mode of the Web Report Studio.
- **Edit.** This permission allows you to access Edit Mode of the Web Report Studio.
- **Schedule.** This permission allows you to submit resources to schedules.
- **Grant.** This permission allows you to grant permissions to other users, groups, or roles. You need to be an administrator to assign the Grant permission to other users, groups, or roles. Users, groups, or roles that have obtained the Grant permission are also endowed with the other permissions, and users can then grant these permissions—except the Grant permission itself—to other users in the same group.

**Note** In QAD GTTE, permissions are granted at the role level only.

- **Update Status.** This permission allows you to update a report status and, if it is a folder, the status of reports in the folder.

To run reports in public folders in the resource tree, you must have the Execute and/or Edit permissions on the reports, and the Visible/Read permissions on the catalogs that the reports use.

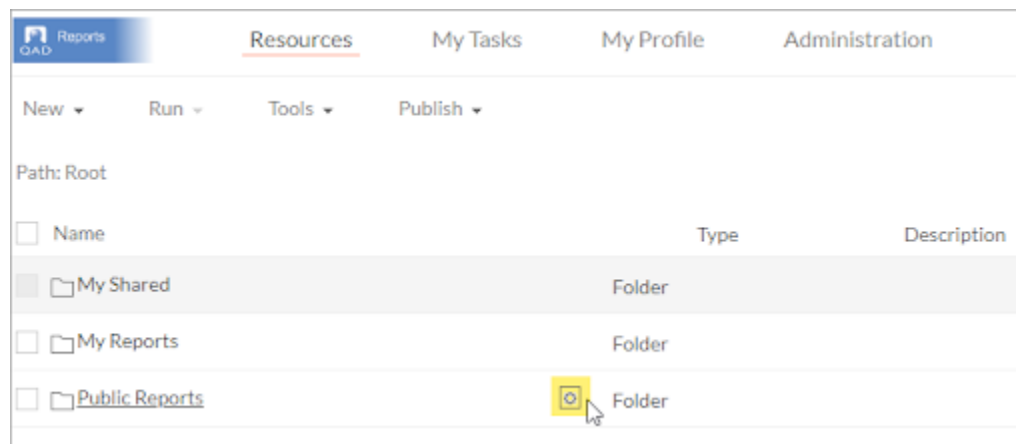
You may need more than one permission to complete a task. For example, you must have both the Visible and Read permissions to view the properties of a report.

Some permissions depend on other permissions, such as Write, Execute, Edit, and Schedule. Allowing any one of these will also allow the Read permission.

To manage permissions:

1. On the Root folder, in the Public Reports row, click the Permissions icon.

Permissions Icon



2. On the Resources page, click the Permissions tab.
3. In the Permissions tab, ensure that the Enable Setting Permissions checkbox is selected.

## Permissions Tab in the Resources Page

Path: Root > Public Reports[Properties - Permission]

General **Permission**

Refer to the inherited permissions below. Only principals who have obtained permissions are listed.

☒ Enable Setting Permissions

Available:

| Role Name | Organization Name |
|-----------|-------------------|
| everyone  | System            |

Selected:

| Principal Name | Organization Name |
|----------------|-------------------|
| guest          | System            |
| everyone       | System            |

⇒

⇐

☒ Role ☐ User ☐ Group

☒ Visible ☒ Read ☐ Write ☐ Delete  
☐ Execute ☐ Edit ☐ Schedule ☐ Grant  
☐ Update Status

OK Cancel Help

4. Select Role.
5. Select a role in the Selected box, then select or clear the required permissions.

If a role is not listed in the Selected box, select it in the Available box

and select the Add button  to add it to the Selected box first, then grant it the privileges accordingly.

You can make use of the Search box to search for the required roles in the Available or Selected box. After typing text in the Search box, you can select the Search Option arrow  in the box to specify the following search options: Highlight All, Match Case, and Match Whole

Word. To cancel the search operation, clear the text or select .

6. To remove all the enabled permissions from a role, first select it in the Selected table, then select the Remove button . The system adds the role back to the Available box with no permissions.

To remove permissions for all roles on the resource, clear Enable Setting Permissions.

7. Click OK to apply the changes.

**Note** After you have set permissions for a parent folder, any new resources and subfolders in that folder will inherit the same

permissions. If you do not want them to inherit these permissions, you can enable their user permissions and set their permissions separately. Resources and folders will inherit permissions from their parent folder if you don't enable their user permissions.

## Index

### C

Chart Options 1853

### D

Dashboards 1316, 1838, 1840

Delivery Exception Management 1186

DEM 1187, 1188, 1194, 1202, 1224, 1229, 1236, 1247, 1278,  
1284, 1304, 1305, 1305, 1305, 1309

### F

FBAP 1407, 1410, 1445

Freight Bill Audit and Pay 1315

### G

GTTE Overview 40

### O

Operational Analytics 1838

### T

TE 1490, 1490, 1507, 1509, 1538, 1538, 1538, 1540, 1541,  
1541, 1542, 1542, 1553, 1553, 1553, 1557, 1557, 1559, 1559,  
1561, 1564, 1571, 1573, 1573, 1574, 1582, 1585, 1586, 1592,  
1613, 1624, 1626, 1627, 1628, 1630, 1633, 1652, 1654, 1655,  
1656, 1660, 1662, 1663, 1676, 1682, 1705

Trade Compliance 962