



CEDAS **Gateway**

Total e-Freight Management Systems

User Guide

Version 3.1

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About This Manual



Welcome to **CEDAS Gateway** – the integrated software solution for freight forwarders.

This user manual is specially designed to provide you with the basic information required to use the **Gateway** system. It includes instructions on navigation within the system, creating, editing, and printing forms, documents and reports, and system management functions.

This manual assumes that you have knowledge of the regulations and administrative procedures associated with completion of shipping documents. Therefore this manual does not attempt to provide instruction on the information content or operational procedures for using the document being generated.

Since each Gateway system is uniquely tailored to meet our client's particular needs – including corporate branding with logos on the documents -- this manual only addresses the generic features and functionality. Any specific features will be addressed through training or through supplemental addendums that may be provided.

Product Overview

CEDAS Gateway is an integrated software suite used to automate and integrate all Freight Forwarder documentation activities, data interchanges, operations and accounting/invoicing functions.

Features

The main features of Gateway include:

- Intuitive Windows-based multi-user interface.
- Complete documentation preparation for all transportation modes.
- Export documentation compliance verification.
- Document completeness verification.
- Automatic generation of part-specific forms.
- Complete parts list file with corresponding HS codes.
- Electronic export declarations.
- Full Consolidation and Deconsolidation.
- Print, E-Mail and Fax outputs
- Full search capabilities
- Operational and management reports.
- Tracking and task management.

Each CEDAS Gateway is tailored to your corporate look & feel, with the necessary forms, modules and corporate branding to meet your organization's needs.

Modules and Documents

Gateway is organized into four types of Modules. The specific modules that are available to you will depend on your particular configuration.

Shipping Modules contain documents for handling physical freight movements. There are individual modules for each mode of shipment i.e. Air, Ocean or Ground.

Documentation Modules contain the regulatory documents associated with export shipments such as Free Trade Certificates and Export Declarations.

Financial Modules contain documents that capture billing, cost and quotation information for shipments.

Import Deconsolidation Modules contain documents related to inbound movement and processing of goods.

Each module contains the selection of documents and forms related to that module. That is -- only documents related to Air mode of transport will be accessible from the Air module.

You select the module you want to work in at sign-on, or you can change to another module while working in Gateway.

Shipment

Each shipment is given a unique shipment ID that is automatically assigned by the system. A shipment may be accessed from multiple modules. You may create the shipment in the appropriate shipping module and then go to a financial module for entering billing or costing information.

Document Entry

Every document entry screen displays the shipment identification information – common information that is displayed at the top of every document entry screen so that you know the basic information of the shipment you are working on.

When you first access a shipment it is always in VIEW-only mode – so you can only view it. You must access EDIT mode to be able to make changes to a document – however, while someone else is editing the document you will not be able to get into EDIT Mode for that shipment.

You never need to worry about saving any information you enter into documents, since Gateway saves it for you – automatically – during normal operation.

Each document in a module (identified by tabs across the top of the document entry screen) is associated with a physical document output. If you have not used a document for a specific shipment it will not be produced for the shipment.

For ease of data entry for larger documents you may need to enter document information in multiple parts (document entry parts are accessed with the tabs down the right side of the entry screen)

The documents, when printed, will include the appropriate corporate branding (logos) and will be in the required format for regulatory purposes. You can use the Print Preview function within Gateway to view the document even before you print it.

Key Document

Each module has a KEY document – the first document of any module (e.g. Commercial Invoice or Source/Booking Form). It contains much information that is common to many other documents in the module. Data in common such as *Port of Discharge* and *Country of Destination* only need to be entered once on the KEY document and then the information is used for all other documents.

Shipment Tracking and Tasks

All modules come with a Tracking/Task form to allow you to effectively manage the activities associated with a shipment. As well as tracking key milestones for a shipment to keep track of its status, you can also define other user-specific tasks with reminders so that you are always on top of the individual tasks that may need to be completed for a shipment.

Master Bill of Lading

A master bill is provided for all shipping modes to support shipment consolidation. When you first access the Master Bill for a shipment you will

be prompted to either create a new consolidation or to add this shipment to a consolidation that already exists. The Master Bill is the key to managing consolidations (and Import deconsolidations) in the Gateway system.

Lookup Lists

Gateway comes with many of the standard tables pre-loaded – e.g. Countries. In some cases you can maintain lookup lists in the system.

You can use the Lookup functionality for simple and accurate data entry on many fields in the system.

Print, E-Mail or Fax

Gateway's printing features allow you to print or fax your documents to a designated output device.

The Print Preview feature allows you to view your documents before you print them. You can direct a print preview display to send a document via e-mail in a graphic format.

Standard Reports

A set of standard management and operational reports is provided with every system.

Getting Started



Access the Gateway login screen from either an icon on your desktop or by using the START button and selecting the Gateway program. Once accessed you need to enter your UserID and password. (See your Administrator if you have not received your UserID and password)

Depending on your particular configuration there are different system modules available. Select the module that you want access to.

Access GATEWAY



1. Double click on the Gateway icon  on your desktop
OR

Click on the **START** button and select **PROGRAMS** and select **Gateway**. The Login screen displays.



Log In

1. Type your User ID in the 'User ID' field.

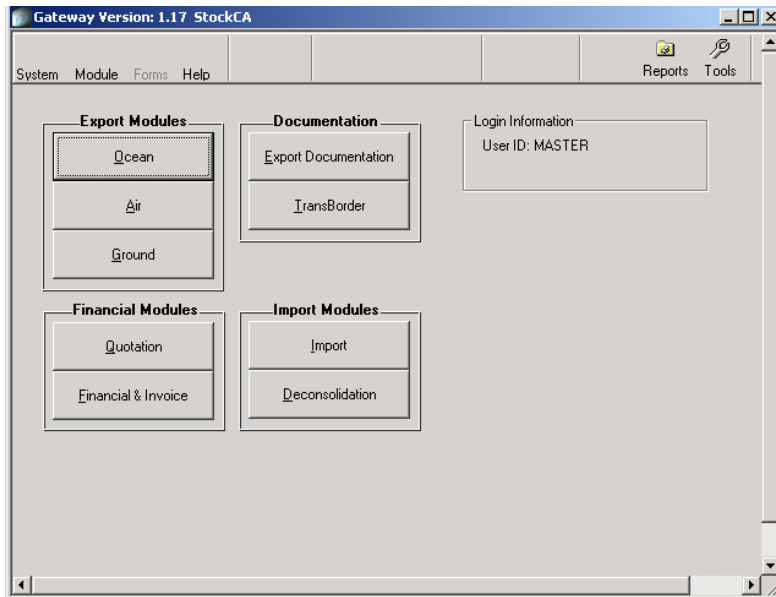
Type your 'Password'. (Only asterisks (*) display as the password is being typed.)

The module selection window displays

CHANGING YOUR PASSWORD

Use the TOOL button to access file maintenance and select USERS. You can maintain your password and e-mail address.

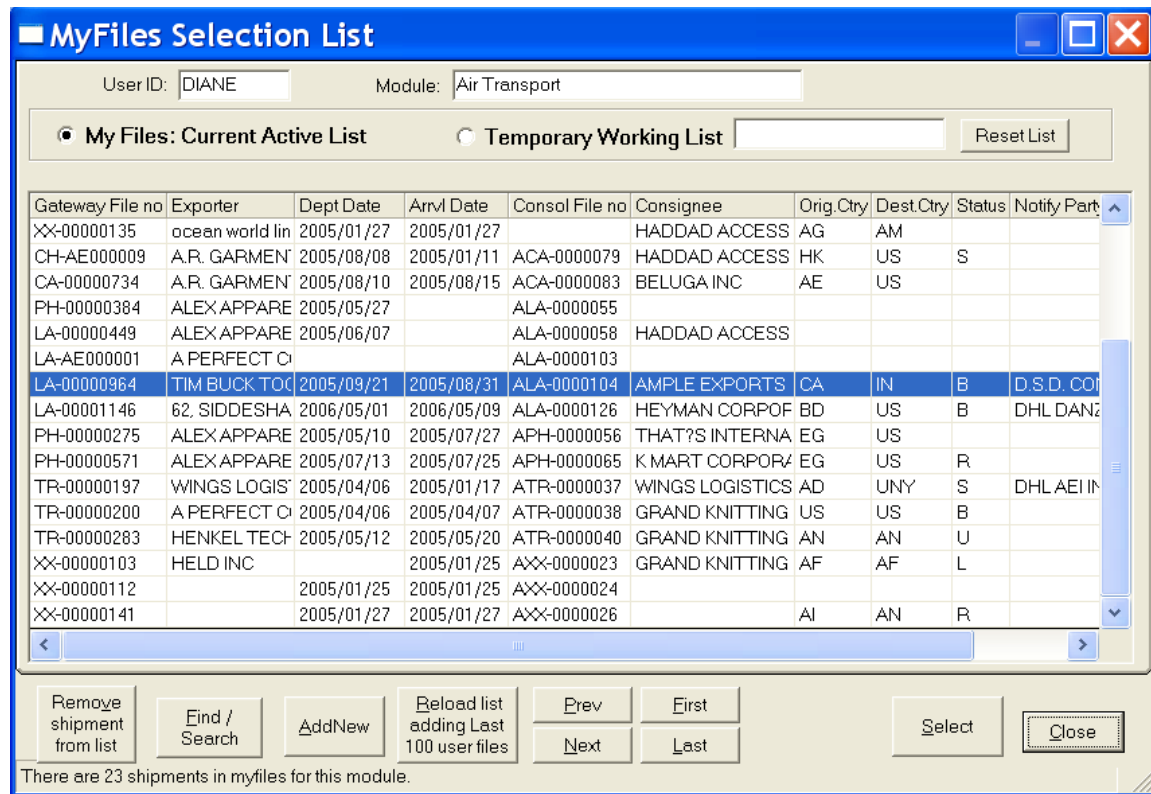
2. Click on the **Module** button required.



MODULE QUICK SELECT
Press [ALT] + the underlined
letter of the module

MyFiles

When entering any module in Gateway, the user is now presented with a selection list of shipments for the user. Simply select the desired shipment by double clicking on the shipment or highlighting the shipment and clicking [Select].



Gateway File no	Exporter	Dept Date	Arrvl Date	Consol File no	Consignee	Orig.Ctry	Dest.Ctry	Status	Notify Part
XX-00000135	ocean world lin	2005/01/27	2005/01/27		HADDAD ACCESS	AG	AM		
CH-AE000009	A.R. GARMEN	2005/08/08	2005/01/11	ACA-0000079	HADDAD ACCESS	HK	US	S	
CA-00000734	A.R. GARMEN	2005/08/10	2005/08/15	ACA-0000083	BELUGA INC	AE	US		
PH-00000384	ALEX APPARE	2005/05/27		ALA-0000055					
LA-00000449	ALEX APPARE	2005/06/07		ALA-0000058	HADDAD ACCESS				
LA-AE0000001	A PERFECT C			ALA-0000103					
LA-00000964	TIM BUCK TOC	2005/09/21	2005/08/31	ALA-0000104	AMPLE EXPORTS	CA	IN	B	D.S.D. CO
LA-00001146	62. SIDDESHA	2006/05/01	2006/05/09	ALA-0000126	HEYMAN CORPOF	BD	US	B	DHL DAN
PH-00000275	ALEX APPARE	2005/05/10	2005/07/27	APH-0000056	THAT'S INTERNA	EG	US		
PH-00000571	ALEX APPARE	2005/07/13	2005/07/25	APH-0000065	K MART CORPOR	EG	US	R	
TR-00000197	WINGS LOGIS	2005/04/06	2005/01/17	ATR-0000037	WINGS LOGISTICS	AD	UNY	S	DHLAEI IN
TR-00000200	A PERFECT C	2005/04/06	2005/04/07	ATR-0000038	GRAND KNITTING	US	US	B	
TR-00000283	HENKEL TECH	2005/05/12	2005/05/20	ATR-0000040	GRAND KNITTING	AN	AN	U	
XX-00000103	HELD INC		2005/01/25	AXX-0000023	GRAND KNITTING	AF	AF	L	
XX-00000112		2005/01/25	2005/01/25	AXX-0000024					
XX-00000141		2005/01/27	2005/01/27	AXX-0000026		AI	AN	R	

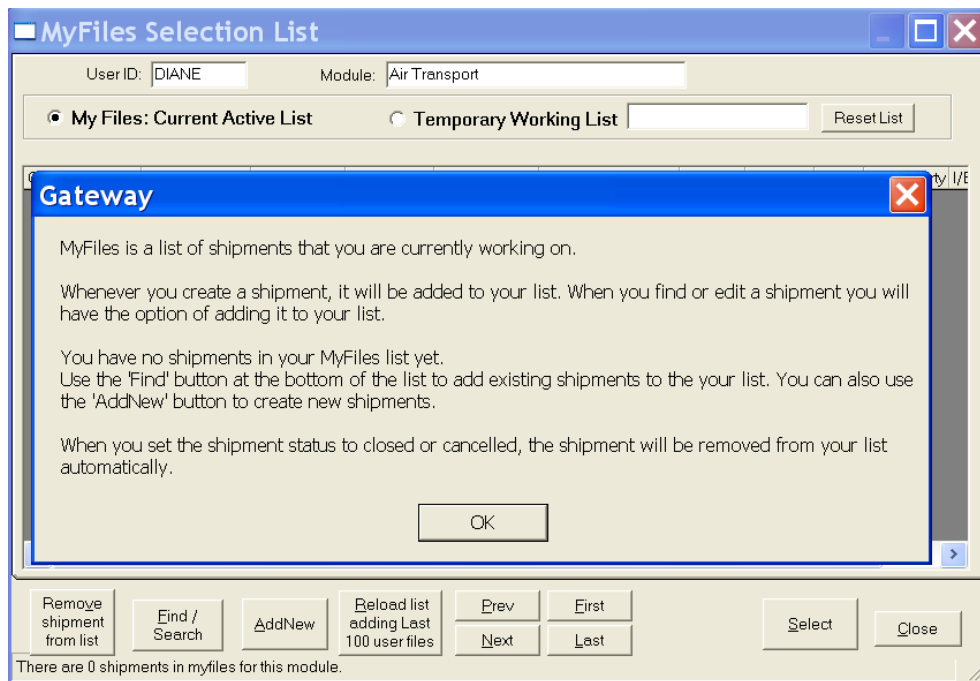
This list can be sorted by any column by clicking on the heading of the column. The width of any column can be changed by dragging the side of the column.

The intent of the MyFiles is that they are a list of shipments worked on by the user. Whenever a shipment is created, it will be automatically added to the user's MyFiles. When ever a shipment is found via a search, the user is given the option of adding it to their MyFiles list. When a shipment is set to complete in the tracking, it is automatically removed from the MyFiles list. At any time shipments can be added or removed from the user's MyFiles list.

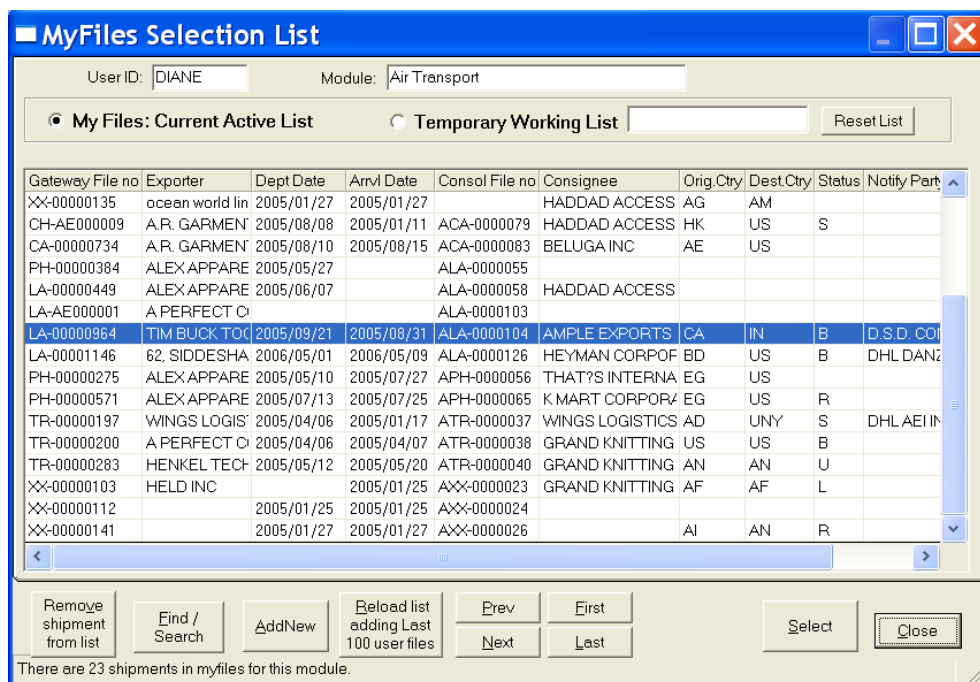
When in the module, the [Prev] and [Next] buttons on the command bar will move the selected shipment through the list in the order displayed on the MyFiles screen.

In addition to the user's MyFiles list, there is a temporary working list that can be created using selection criteria. In this way the user can quickly and easily get to the files they are working on.

When going into a module for the first time or there are no shipments in your MyFiles list, you will see this message.

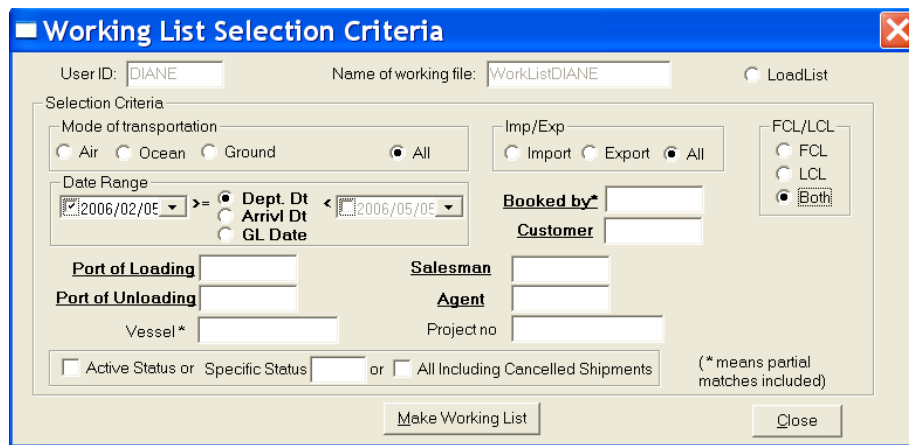


You can use the Reload list button to add the last 100 user files. This will provide the user with a starting list. Shipments can still be added by selecting them with the [Find/Search] button, or removed using the [Remove shipment from list] button to tailor the list to exactly the files being worked on.



Alternatively or in addition, one can create a Temporary Working list by clicking on the Reset List button.

You can use this for the files that you want to work on for the day or create a new list weekly. Just choose the criteria you want for the list.



Working List Selection Criteria

User ID: Name of working file: ☐ LoadList

Selection Criteria

Mode of transportation
☐ Air ☐ Ocean ☐ Ground ☒ All

Imp/Exp
☐ Import ☐ Export ☒ All

FCL/LCL
☐ FCL ☐ LCL ☒ Both

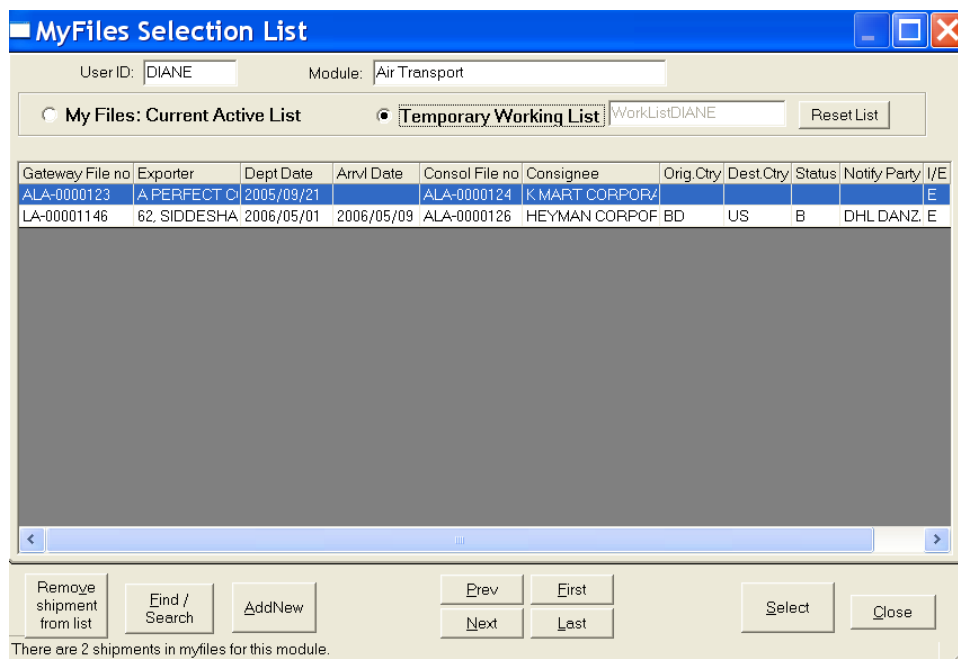
Date Range
☒ 2006/02/05 >= ☒ Dept. Dt < ☐ Arrvl Dt ☐ GL Date

Booked by*
 Customer

Port of Loading Salesman
 Port of Unloading Agent
 Vessel* Project no

☐ Active Status or Specific Status or ☐ All Including Cancelled Shipments (* means partial matches included)

Once the criteria is chosen click on Make Working list. It will take you back to MyFiles and you can select the Temporary Working List option to display the list. The temporary list works just like MyFiles for sorting, selection, and moving through the list using [Prev] and [Next].



MyFiles Selection List

User ID: Module:

☐ My Files: Current Active List ☒ Temporary Working List

Gateway File no	Exporter	Dept Date	Arrvl Date	Consol File no	Consignee	Orig.Ctry	Dest.Ctry	Status	Notify Party	I/E
ALA-0000123	A PERFECT O	2005/09/21		ALA-0000124	K MART CORPORA					E
LA-00001146	62, SIDDESHA	2006/05/01	2006/05/09	ALA-0000126	HEYMAN CORPOF	BD	US	B	DHL DANZ	E

There are 2 shipments in myfiles for this module.

To move between the Temporary working list and the MyFiles list, just click the appropriate radio button.

When creating a new shipment, the user is asked if they want to add the shipment to MyFiles, which it will, but it does not add the shipment to the Temporary Working List. If the shipment meets the current selection criteria of the working list, simply use the [Reset List] button on the MyFiles screen to reload the list again with the same criteria.

H:\Installation & Training Manuals\MyFiles Manual .doc

Document/Form Entry Screen

Upon successful logon and module selection the **Active Shipment Listing** window displays a list of all active shipments for the selected mode of transportation.

Gateway Version: 1.17 StockCA

Active Shipment Listing

Base Criteria for all searches

Mode of transportation: ☐ Air ☒ Ocean ☐ Ground ☐ All

Imp/Exp: ☐ Import ☒ Export ☐ All

Booked by: Customer:

2005/04/29 >=Depart dt < 2005/04/29

2005/04/29 >=Arrival dt < 2005/04/29 ☐ Active Status or Specific ->

House B/L no.	Exporter	Depart date	MHBL No.	Deconsol	Consignee	Orig. City
TB-00000021		2003.04.02	STB-0000020			
TB-00000022		2003.04.07				
TB-00000031	Atlas Copco Compressc	2003.05.13	STB-0000043		ATLAS COPCO ENERGIA	UNY
TB-00000032	Albany International	2003.05.13	DIRECT		Shri Dinesh Mills Ltd	XD
TB-00000034	ONE TIME SHIPPER/X	2003.05.13	DIRECT		ONE TIME SHIPPER/CC	
TB-00000035	Burrows Paper	2003.05.13	DIRECT		ADLER ATELIER MODE	UNY
TB-00000046	Atlas Copco Compressc	2005.04.19	DIRECT		ATLAS COPCO ENERGIA	UNY
TB-00000052	AEP COLLOIDS	2003.06.12	DIRECT			
TB-00000053	Atlas Copco Compressc	2003.06.12	STB-0000044		ATLAS COPCO ENERGIA	UNY

Clear All AddNew Search Select Close

Update Delete

2343 Entries Found 10:47 AM

From this window you can:

- Search for specific shipments (either from the Basic or Shipment tab). E.g. you may want to select only shipments you have booked.
 - Select an existing shipment to update by highlighting the desired shipment and clicking on the Select button
 - Add a new shipment by clicking on the **Add New** button.
- Once you have selected an existing shipment or asked for a new shipment to be created, the Key form for the module displays. (Either the Commercial Invoice or Source/Booking Form)

Gateway StockCA Ocean Transport Module

Go HBL Go Edit Prev Next Last Find New Print Reports Tools

System Module Forms Help

Source/Booking Tracking/Tasks House Ocean Bill Master Ocean Bill Distribution Cert of Orig Pickup/LCBL Co

Exporter: ACTION INTERNATIONAL House B/L: TB-OE000002 Status: R Consignee: ABC CLIENT INC

882 LAFFERTY LANE Dept.Dt: 2005.04.29 Booking no. Ship.Dt: 2005.05.04 123 MAIN STREET

ACTION VALE QC J0H 1H0 Carrier B/L no. MHBL no. AMSTERDAM

HOLLAND

Pre-Carriage: Place Of Receipt: MO Shipment description/Commodity: PAPER

MONTREAL PAPER IN ROLLS

Vessel & Voyage: Port Of Loading: 42881 Close Dt: Load Dt: Load time:

HAMBURG, GERMANY

Port Of Discharge: Place Of Delivery: 47094 Est.Arrival: 2005.05.03 E.T.A.Dest: Req'd By:

VALENCIA, SPAIN

Equipment description: ☐ Containerized/FCL Special Instructions: *

Rate ID: View:

Booked By: GEOFF Book Dt: 2005.04.29 From Quotation no.

geoff

Part 1 Part 2 Part 3 Part 4

Document header contains common information for all shipment forms

Use this area to enter document content

DOCUMENT TABS

PART TABS

Navigation

Navigation Toolbar

The Navigation Toolbar, located at the top of the data entry screen, provides the basic navigation functionality for the system.



Go HBL Allows quick display of a specific shipment. Enter the HBL or File Number you wish to view and click on the Go button..

VIEW/EDIT To toggle from VIEW to EDIT mode. Default mode is always VIEW mode. While in VIEW mode you cannot modify any information. The button will appear depressed when in EDIT mode. You will not be allowed to access EDIT mode while someone else is editing the shipment. However, you can always VIEW a shipment.

PREV To go to the previous shipment (based on the Active Shipment Listing).

NEXT To go to the next shipment (based on the Active Shipment Listing)

LAST To go to the last shipment (in the Active Shipment Listing)

FIND To find and display a specific shipment using search selection criteria.

NEW To create a new shipment (or template). New shipments can be created based on a template or be copied from an existing shipment.

CUSTOM menu – reserved to client custom or specialized Gateway features.

PRINT To print the current document forms or label.

REPORT To access the Reports menu to produce pre-defined reports available in the current module

TOOLS To access a variety of file maintenance functions such as maintenance on the Lookup fields.

Document Tabs

Located across the top of the document entry window, use these tabs to access the various documents within the current module.

Parts Tabs

Located down the right-hand side of the document entry window, use these tabs to access other parts of the currently selected document.

Moving Field to Field

The **[TAB]** key will move you from field to field within the current document. (In a predefined TAB order)

Menus

Menus provide access to various options:

Menu	Description
SYSTEM	Access to system administration functions such as Recreate Indexes, Backup, Restore, return to the Main Screen or Exit.
MODULE	Access a list of available modules to allow you to switch to another module within the Gateway system.
FORMS	Access a list of available documents within the current module to allow you to switch to another document (same as using Document Tabs)
HELP	The HELP menu allows you to access general help information and the About feature and version information.

Field Types

Date Field

Date fields are used to enter dates in standard format. While you can enter any text in these fields the system validates to ensure the information is entered in the correct format. If the format is not correct it will not be saved.

Valid Format:

yyyy.mm.dd

(complies with ISO International standards.)

CALENDAR LOOKUP

All Gateway date fields are accompanied by a calendar lookup to facilitate entry of dates. Click on the field label

Text Field

Text fields accept any alpha-numeric input. Any information can be entered but some may be limited in length. The 'Shipment Description' field is an example of a text field.

Monetary Field

Monetary fields are used for entering monetary amounts. The input accepts only numeric characters – input will be reformatted to 2-decimal points (independent of the currency). A "Declared Value" field is a monetary field.

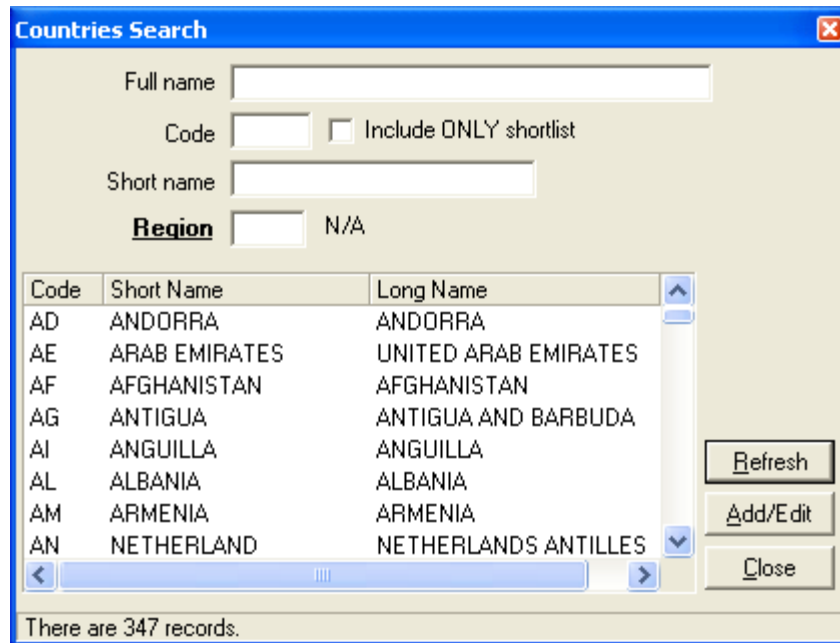
Value Fields

Value fields are used for entering value such as quantity and weight. These fields will also accept alpha characters. The data in these fields is not reformatted for display.

Code Field and Lookup Field

Clicking on any boldfaced and underlined **field label** to display a list of valid entries to choose from.

All Lookup fields are accompanied by an associated Code Field to allow optional entry of an appropriate code – e.g. Country Code. Once entered the appropriate description displays.



Code	Short Name	Long Name
AD	ANDORRA	ANDORRA
AE	ARAB EMIRATES	UNITED ARAB EMIRATES
AF	AFGHANISTAN	AFGHANISTAN
AG	ANTIGUA	ANTIGUA AND BARBUDA
AI	ANGUILLA	ANGUILLA
AL	ALBANIA	ALBANIA
AM	ARMENIA	ARMENIA
AN	NETHERLAND	NETHERLANDS ANTILLES

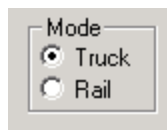
Check Box Field

A check box field indicates that a feature is activated when checked.



Option Button Field (radio buttons)

An option button (also known as radio buttons) allows selection of one option from a range of options to be selected.



Grid Field

A grid field is a large field marked into rows and columns like a spreadsheet.

This key field is used to link all documents in a shipment. It is system assigned in sequential order and cannot be modified.

Keyboard Shortcuts

Keyboard shortcuts are available to support navigation in the system without using the mouse.

Function keys

F1	Help
F2	System Menu
F3	Module Menu
F4	Forms Menu
F5	View/Edit toggle
F6	Find (Shipment Search)
F7	New
F8	Gateway Options Menu (Special Features)
F9	Print
F10	Report Menu
F12	Grid Lookup

When a function key displays a menu, use the ↑ or ↓ to select the menu items and press Enter.

Or

Type the first letter of the menu item.

Press **[ESC]** to exit a menu

Alt Keys

Alt + # - to access the part tab (the number will be underlined)

Alt + letter to access modules or buttons (use the underlined letter)

Creating, Editing and Modifying Documents/Forms



When you create a new shipment you can base it on a predefined template or you can copy information from an existing shipment. Use the **ADD NEW** button from the **Active Shipment Listing** to open the **Create New Shipment** window. (If you already have a shipment displayed select **NEW** from the toolbar to open the **Create New Shipment** window.)

How to create new shipments using templates

Follow these steps to create a new shipment using templates.

1. Click the **ADD NEW** button from the Active Shipment Listing (or **NEW** from the Toolbar if a shipment is already displayed). The **Create New Shipment** window opens. Always make sure the correct Mode is selected.
2. In the Create Shipment box ensure the option button **Create New Shipment** is selected.
3. In the Based On box ensure the option button **Create from Template** is selected. The “*default” template is used or you can use the  button to find another template.

Note: You can choose to include line items or to copy packages as well.

4. If you want to create the shipment for a specific customer use the **for Customer** lookup to select a customer from your customer list.

CREATING NEW TEMPLATES

To create a new user-defined template click on the **Create New Template** option button. Enter the information that you want to include in the template. You can then use this template when creating a new shipment. Information from the template will be included in all new shipments created using this template.

5. Click on the **AUTO SELECT** button to select all forms from the template.
(If you don't click on AUTO SELECT only basic information from the Key document will be copied i.e. Source Booking Form)
6. Click on the **PROCEED** button. A new shipment is created based on the template with a unique shipment ID.

How to create a new shipment based on an existing shipment

To create a new shipment that contains information from a previous shipment - Gateway has an option to copy the shipment information from an existing shipment into a new shipment that can then be edited. As well, you can specify whether to copy Items information.

1. Click the **ADD NEW** button from the Active Shipment Listing (or **NEW** from the Toolbar if a shipment is already displayed). The Create New Shipment window opens. Always make sure the appropriate mode is selected.
2. In the Create Shipment box ensure the option button **Create New Shipment** is selected.
3. In the Based On box ensure the option button **Create from Previous** is selected. Enter the shipment ID to copy from or use the  on to find a specific shipment to copy from.
4. If you want to create the shipment for a specific customer use the **for Customer** lookup to select a customer.

Note: You can choose to include line items or to copy packages as well.

5. Select the forms that you wish to copy or use the **Auto Select** button to automatically select all completed forms for the source shipment.
6. Click on the **PROCEED** button. A new shipment is created based on the content of the shipment selected to copy. A unique shipment ID is assigned by the system.

How to Enter/Modify Shipment Information

Once a new shipment is created you must change to EDIT mode before you can add or modify (edit, add or remove) information in the forms.

Each Gateway module has its own unique set of forms that are accessed by the tabs across the top. Simply select the form to be entered or modified.

There is no risk of losing any information -- Gateway automatically saves information during normal operations. Shipments can be edited to add, change or remove information.

REMEMBER

EDIT mode cannot be accessed while the shipment is being modified by another user.

AUTOMATIC SAVE

Information is saved automatically whenever you:

- exit Gateway
- switch between modules, records or forms
- print
- access Tools button
- toggle to VIEW mode

How to Cancel a Shipment

Once created a shipment is active in the Gateway System with the appropriate status. You can cancel a shipment so that the status changes to

X. Once cancelled the shipment remains in the database, but is not included in any of the reports.

To cancel a shipment:

1. Access the shipment to be cancelled.
2. Go to the **Tracking/Tasks** document.
3. Click on the **Cancel This Order** button.

The screenshot displays the 'Ocean Transport Module' window. The 'Tracking/Tasks' tab is active, showing a form with fields for 'Exporter' (173), 'House B/L' (LA-00001304), 'Status', 'Shpr Exp. Ref. No.', 'Consignee', 'Dept. Dt.' (2008/09/15), 'Booking no.', 'Ship. Dt.' (2008/09/15), 'Carrier B/L no.', and 'MHLB no.' (SLA-0000109). Below the form is a 'Forwarder Event Log' table with columns: Web, Task ID, Type, Description, Complete Dt, Time, Comp. By, Due/Est Dt, Assign To, and Remind. A button labeled 'Cancel This Shipment' is located at the bottom left of the form area, with an arrow pointing to it. Other buttons include 'Add Event Note' and 'View Desc'. A 'Current Comments*' text area is on the right.

The **Status** changes to X. The button displays **Shipment Cancelled**.

Gateway Demo3-CA Ocean Transport Module

Go to File Go View Prev Next List Find New Print Reports Tools Quit

System Module Forms Help Source/Booking Tracking/Tasks House Ocean Bill Master Ocean Bill Distribution Pre-Alert Pickup/LCBL Cont. Handling Consol Pre

Exporter 173 House B/L Status Shpr Exp.Ref.No. **Consignee**

62, SIDDESHAWARI CIRCULAR RD LA-00001304 XLD

THIS IS A TEST ADDRESS CHAGNE **Dept.Dt.** Booking no. **Ship.Dt.**

2008/09/15 2008/09/15

DHAKA-1217, Bangladesh Carrier B/L no. MHL no.

SLA-0000109

Forwarder Event Log: (Completed Tasks and Events) ☐ Show only WebTrack Log

Web	Task ID	Type	Description	Complete Dt/ Time	Comp. By	Due/Est Dt	Assign To	Remind
☒	XLD	Event	Shipment has been cancelled	2009/06/10 16:34	MASTERF			

Tracking 1 Tasks 2 ACI 3

Current Comments*

Shipment Cancelled Add Event Note View Desc

Searching for Shipments/Files



Gateway provides a full context sensitive search capability to help you find the exact shipments you are looking for.

1. Simply click on the **FIND** button on the toolbar to access the **Shipment Search** window.
2. Enter or modify the search criteria.

ALWAYS NARROW YOUR SEARCH

You can narrow searches by entering more criteria – try indicating a mode of transport or whether the shipment is an import or export. This will speed your search and reduce the amount of

The screenshot shows the 'Shipment search' window in the 'Gateway StockCA Ocean Transport Module'. The window has a toolbar with buttons like 'Go HBL', 'View', 'Prev', 'Next', 'Last', 'Find', 'New', 'Print', 'Reports', and 'Tools'. Below the toolbar are tabs for 'Source/Booking', 'Tracking/Tasks', 'House Ocean Bill', 'Master Ocean Bill', 'Distribution', 'Cert of Orig', 'Pickup/LCBL', and 'Co'. The 'Shipment search' window has three tabs: 'Basic', 'Shipment', and 'Related'. The 'Basic' tab is active, showing search criteria like 'Single Selection Only - and base criteria below', 'Base Criteria for all searches', 'Mode of transportation', 'Imp/Exp', 'FCL/LCL', 'Booked by', 'Customer', 'Active Status or Specific Status', and 'Templates Only'. There are also input fields for 'House B/L no.', 'Exporter', 'Depart date', 'MHBL No.', 'Deconsol', and 'Consignee'.

There are three separate search criteria tabs. This is the BASIC search.

Shipment tab (ALL criteria)

The screenshot shows the 'Shipment search' window with the 'Shipment' tab active. The window contains various search criteria fields arranged in a grid. The fields include: 'Destin. ctry', 'Origin ctry', 'Port of Loading', 'Port of Unloading', 'Commodity', 'Carrier', 'Contact', 'Airline', 'Salesman', 'LCL Container ID', 'Agent HBL no.', 'Shipper Ref No.', 'Exp. Carrier B/L - Booking no.', 'Quote no.', 'Cne Reference no.', and 'CCCD no.'. The window also has a 'Basic' tab and a 'Related' tab.

Related tab (ANY criteria)

The screenshot shows the 'Shipment search' window with the 'Related' tab active. The window contains search criteria fields arranged in a grid. The fields include: 'MHBL/Decon', 'Invoice no.', 'Supplier Inv. no.', 'Local Carrier B/L no.', 'Additional Airline in MAWB', 'Container ID', 'Part Code', 'Other Reference nos.', and 'Previous CCCD no.'. The window also has a 'Basic' tab and a 'Shipment' tab.

3. Click on **REFRESH** to execute the search

Gateway displays a list of shipments that match the search criteria.

4. Highlight the desired shipment and click the Select button to display the shipment in VIEW mode.

Partial Searches (Right and Left)

You can search on partial names using the left partial name feature. For example APPLE EXPORTER will be found if you search on APPLE, APP.

You can do a right partial search on Shipment ID by entering ID (or partial ID) followed by >

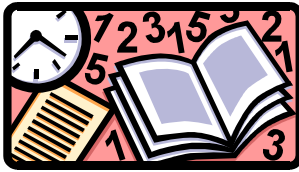
145> locates all shipments with an ID ending in 145.

Date Searching

Date range criteria is turned "off" by default and is not active unless a check is placed into a box to the left of the date.

The criteria for 'Depart Dates >=' is the exception to this rule, and is always active and defaults to sixty days previous to the current date.

Using Tracking/Tasks



The Tracking/Tasks document is available in all Gateway modules and contains tracking and task information for a given shipment to help you monitor and keep track of activities and tasks.

Tracking

Tracking allows you to keep track of the milestone dates for a given shipment. Estimated dates are populated from various document date entries or can be entered directly on this form. (Note: If dates are entered directly on the Tracking Form they DO NOT populate back to the other shipment forms.)

Actual dates are only entered once the milestone has actually been achieved. The actual dates determine the current status of the shipment that is printed on management reports (or optional WebTracking).

Exporter		House B/L	Status	Shpr Exp.Ref.No.	Consignee	
Albany International	TB-00000032	X	92779		Shri Dinesh Mills Ltd	
156 South Main Street	Dept.Dt.	Booking no.	Ship.Dt.		Padra Road PB No 2501	
	2003.05.13	NYCMUMD03455	2003.05.16		Vadodara 390005 India	
	Carrier B/L no.	MHBL no.				
	321	DIRECT				

Export Carrier		Actual Date	& Time	Est. Date
Kamakura v. 90	1. Booked	Dt	2003.05.13	Dt
Port of Loading	2. Shipped (left point of origin)	Dt		Dt
New York	3. Received by Consolidator (Freight Forwarder)	Dt		Dt
Port of Entry	4. Loaded on Board (Export Carrier)	Dt		Dt
Mumbai	5. Arrived at Destination Port of Entry.	Dt		Dt
Last Stage Completed	6. Cleared Customs.	Dt		Dt
10	7. Delivered to Final Destination.	Dt		Dt
Shipment Cancelled	8. POD Received.	Dt		Dt
Comments :	9. Completed & Closed.	Dt		Dt

POD signed by: _____

WEB TRACKING

Why not provide tracking information to your customers – 24 hours a day – 7 days a week – using the optional Web Tracking. Current status of the shipment and comments are transmitted to the Web at an interval you specify so your clients always know the status of their shipments. .

Tasks

The Forwarder Task Manager allows you to identify any required tasks for a shipment including:

- a description of the task;
- priority;
- who is responsible for completing the task;
- when it's due ; and
- a reminder date.

You can set up reminders to trigger alarms on tasks as they are approaching. Once completed you can mark the task as complete.

Reports provides standard reports on shipment tasks including tasks by shipments and tasks assigned specifically to you.

To enter a new task:

1. Access the **TRACKING/TASKS** document.
2. Select the **TASKS 2** tab to access the Tasks form
3. Click on **EDIT** (you must be in Edit Mode).

In the Forwarder Task Manager you can enter new tasks in the Grid field provided.

(Refer to Grid Field on page 13 for details on entering data into grid fields.)

Webtracking Manual

The steps involved with creating/processing and accessing the C-Team webtracking feature are relatively straight forward, but require that a few things are set up first. The following instructions will ensure that you have a consistent and successful webtrack occurring.

The first step is to ensure that gatewayautoprocess.exe is running on your network. This is a small application that resides in the gateway folder and takes

relevant information from your Gateway database and sends it to the webtracking server on regular 30 minute intervals.

Contacts Maintenance

ID Code: ☒ EIN ☐ Duns ☐ SNN ☐ SBN

Short name (for carriers)

City **Country**

Postal code / ZIP Province / State **Related Port**

Related Contact

☒ Unknown Shipper ☐ No Auto E-mails ☐ No HTML E-mails ☐ File Attachments

Contact Notes

☐ Notes

Show in selection lists

☐ Exporter ☐ Consignee ☐ Broker ☐ Agent ☐ Other ☐ Customer

☐ Terminal ☐ Warehouse/Stuffing facility ☐ CFS ☐ Carrier ☐ Vendor

Address block as displayed on forms

Name

Address

Format from above

Contact name

Telephone Fax

E mail

Web tracking password

Comment

Modified by: Modified on: Created on: 2006/06/29

The next step is creating a web tracking password for your customer (which in this example is WEBTRACK). This customer now will be able to log into your web tracking using the User ID and password, as indicated by the red arrows.

Gateway Demo-US Ocean Transport Module

Go to File Go Edit Prev Next List Find New Print Reports Tools Quit

System Module Forms Help

Source/Booking Tracking/Tasks House Ocean Bill Master Ocean Bill Distribution Cert of Orig SED-AES Pickup/LCBL Cont. Handling Ins. LBL Cont. Handling Insurance Pre-Alert

Exporter JOE House B/L KY-00126979 Status BKD Ship. Exp. Ref. No. Consignee

123 FIRST ST Dept. Dt. 2006/06/29 Booking no. Ship. Dt. 2006/06/29

ANYWHERE 12345 Carrier B/L no. MHLB no.

USA

Forwarder Task and Event Manager (not completed):

Task ID*	Type	Description	Assigned To*	Reminder Dt*	Due/Est Dt*	Completed	Completed By*	Comp.	Chrono Seq	WebTrack
SHP	Event	Goods have been picked up from the shipper				☐			0 2.000	☒
FFR	Event	Goods have been received by the forwarder				☐			0 3.000	☒
DEP	Event	Shipment has been loaded on board				☐			0 4.000	☒
ARV	Event	Shipment has arrived at destination port of entry				☐			0 5.000	☒
DLV	Event	Goods have been delivered to the consignee				☐			0 7.000	☒
POD	Event	Proof of Delivery has been received by forwarder				☐			0 8.000	☒
CMP	Event	Shipment is completed and closed				☐			0 9.000	☒

Set as Financially Complete ☐ File Attachments ☐ Shipment Notes

Tracking 1 Tasks 2 AMS 3

Next, you will need to create a shipment for your customer and complete the first task (or milestone) on the Tracking/Tasks form called 'Booked' (CODE: BKD). This is located on the second tab called 'Tasks 2' on the right hand side.

This has already been done in the example above as can be seen by arrow 01. The status indicates BKD. This milestone is completed by checking the 'completed' box (as per arrow 02).

If you scroll to the right you will see the last 2 columns in the Task and Event Manager window, as per arrows 03 and 04. These are of note as they indicate the natural chronological sequence of milestones for a shipment. Custom milestones can be created and fit into the chronological sequence by having a sequence number in between a whole number such as 2.5 for example. As well, these milestones can be controlled with the webtrack checkmark (arrow 04) as to whether they display when the customer logs into the webtrack to see the status of their shipment.

Gateway Demo-US Ocean Transport Module

Go to File Go

System Module Forms Help

Source/Booking Tracking/Tasks House Ocean Bill Master Ocean Bill Distribution Cert of Orig SED-AES Pickup/LCBL Cont. Handling Insurance Pre-Alert

Exporter JOE **House B/L** KY-00126979 **Status** BKD **Shpr Exp.Ref.No.** **Consignee**

JOE CONTACT **Dept.Dt.** 2006/06/29 **Booking no.** **Ship.Dt.** 2006/06/29

123 FIRST ST ANYWHERE 12345 **Carrier B/L no.** **MHBL no.**

USA

Forwarder Event Log: (Completed Tasks and Events)

WebTrack	Task ID*	Type	Description	Completed Dt*	Comp. Time	Completed By*	Due/Est Dt*	Assigned To*
☒	BKD	Event	The shipment has been booked with the carrier	2006/06/29	13:46	MASTERF8		

☐ Show only WebTrack Log

Now switching to tab 1 called 'Tracking 1', you can see that the booked (BKD) status is listed since the completed checkmark was placed in the previous screenshot. As milestones are completed they end up shifting here from 'Tasks 2'. Once here, they will then display on the webtrack webpage.

Keep in mind that the webpage is updated at the rate that gatewayautoprocess.exe uploads the relevant data which, as mentioned, is approximately a 30 minute cycle.

DETAILED SHIPMENT INFORMATION

For Reference Number XXXXXXXXXXX

HL:	3612575	Pos: 1 Weight: 10 KG Vol.: 16 KG
Shipper:	JOE CONTACT	
Consignee:	RALPH MALPH	
Cons. Ref. No.:		

Vessel/Voyage no.:	IBERIA LINEAS AEREAS DE ESPAÑA	Port of Loading:	MADRID, SPAIN	Est. departure date:	28Jun06
Loading Date & Time:	--	Port of Discharge:	NEW YORK-KENNEDY,	Est. Arr. Date:	28Jun06
Booking Number:	123-4567890	Final Destination:	US	Final Dest. Date:	28Jun06
Carrier B/L/no:	123-4567890	PO & Other Ref. Numbers:			

Tracking Status Updates					
Status	Date	Time	Explanation	By User	
SHP	26Jun06 16	16:00	GOODS PICKED UP FROM SHIPPER	MASTERF8	
ARV	28Jun06 14	14:12	SHIPMENT ARRIVED AT DESTINATION PORT	MASTERF8	
FFR	28Jun06 14	14:12	GOODS RECEIVED BY THE FORWARDER	MASTERF8	
DPP	29Jun06 14	14:12	DOCUMENTS PICKED UP	MASTERF8	

Above is a screenshot from the webtracking page. This is what the customer will see when they login using their User ID and password, then select one of their shipments. As can be seen above, all relevant information surrounding that particular shipment is listed, as well as the completed milestones.

The milestones will be listed on the web tracking
Webpage according to the durations listed in the table below:

WebTracking displays current shipments only based on the current status and when the current status was achieved on the Gateway Tracking form.

Event Sequence

0	No status		not tracked
0	NEW	Shipment newly created/received in Gateway	not tracked
1.0	BKD	The shipment has been booked with the carrier	365 days
2.0	SHP	Goods have been picked up from the shipper	365 days
3.0	FFR	Goods have been received by the forwarder	365 days
4.0	DEP	Shipment has been loaded on board	365 days
5.0	ARV	Shipment has arrived at destination port of entry	180 days
6.0	CCD	Goods have cleared customs	60 days
7.0	DLV	Goods have been delivered to the consignee	45 days
8.0	POD	Proof of Delivery has been received by forwarder	45 days
9.0	CMP	Shipment is completed and closed	30 days
-1	XLD	Shipment has been cancelled	not tracked

These durations also apply to any custom status created between the standards shown based on the first digit of the EventSequence in the Task manager.

WebTracking Manual

The steps involved with creating/processing and accessing the C-Team WebTracking feature are relatively straight forward, but require that a few things are set up first. The following instructions will ensure that you have a consistent and successful webtrack occurring.

The first step is to ensure that GatewayAutoProcess.exe is running on your network. This is a small application that resides in the gateway folder and takes relevant information from your Gateway database and sends it to the WebTracking server on regular 30 minute intervals.

Contacts Maintenance

ID Code: ☒ EIN ☐ Duns ☐ SNN ☐ SBN

Short name (for carriers)

City **Country**

Postal code / ZIP Province / State **Related Port**

Related Contact

☒ Unknown Shipper ☐ No Auto E-mails ☐ No HTML E-mails ☐ File Attachments

Contact Notes ☐ Notes

Show in selection lists

☐ Exporter	☐ Consignee	☐ Broker	☐ Agent	☐ Other	☐ Customer
☐ Terminal	☐ Warehouse/Stuffing facility	☐ CFS	☐ Carrier	☐ Vendor	

Address block as displayed on forms

Name	JOE CONTACT
Address	123 FIRST ST
Format from above	ANYWHERE 12345
	USA

Contact name

Telephone Fax

E mail

Web tracking password

Comment

Modified by: Modified on: Created on: 2006/06/29

The first step is creating a web tracking password for your customer (which in this example is WEBTRACK). This customer now will be able to log into your web tracking using the User ID and password, as indicated by the red arrows.

DETAILED SHIPMENT INFORMATION

For Reference Number XXXXXXXXXXX

HL:	3612575	Pos: 1 Weight: 10 KG Vol.: 16 KG
Shipper:	JOE CONTACT	
Consignee:	RALPH MALPH	
Cons. Ref. No.:		

Vessel/Voyage no.:	IBERIA LINEAS AEREAS DE ESPAÑA	Port of Loading:	MADRID, SPAIN	Est. departure date:	28Jun06
Loading Date & Time:	--	Port of Discharge:	NEW YORK-KENNEDY,	Est. Arr. Date:	28Jun06
Booking Number:	123-4567890	Final Destination:	US	Final Dest. Date:	28Jun06
Carrier B/L/no:	123-4567890	PO & Other Ref. Numbers:			

Tracking Status Updates					
Status	Date	Time	Explanation	By User	
SHP	26Jun06 16	16:00	GOODS PICKED UP FROM SHIPPER	MASTERF8	
ARV	28Jun06 14	14:12	SHIPMENT ARRIVED AT DESTINATION PORT	MASTERF8	
FFR	28Jun06 14	14:12	GOODS RECEIVED BY THE FORWARDER	MASTERF8	
DPP	29Jun06 14	14:12	DOCUMENTS PICKED UP	MASTERF8	

Above is a screenshot from the webtracking page. This is what the customer will see when they login using their User ID and password, then select one of their shipments. As can be seen above, all relevant information surrounding that particular shipment is listed, as well as the completed milestones.

The milestones will be listed on the web tracking Webpage according to the durations listed in the table below:

WebTracking displays current shipments only based on the current status and when the current status was achieved on the Gateway Tracking form.

Status Code

No status		not tracked
NEW	Shipment newly created/received in Gateway	not tracked
BKD	The shipment has been booked with the carrier	365 days
SHP	Goods have been picked up from the shipper	365 days
FFR	Goods have been received by the forwarder	365 days
DEP	Shipment has been loaded on board	365 days
ARV	Shipment has arrived at destination port of entry	180 days
CCD	Goods have cleared customs	60 days
DLV	Goods have been delivered to the consignee	45 days
POD	Proof of Delivery has been received by forwarder	45 days
CMP	Shipment is completed and closed	30 days
XLD	Shipment has been cancelled	not tracked



This annex to the Gateway User Guide provides general details on the online features provided for your website by WebTracking. Your version may be tailored to meet specific requirements and may not match this general overview in all details.

WebTracking feature is actually a series of online utilities to provide access to system information and submission through your website..

The Agent Settlement feature:

- Allows you to maintain an Agent profile information through the Contact Maintenance function
- Allows you to track income and expenses by agent in order to determine agent commissions and profit sharing
- Optionally transfers data to the accounting system (dependent on system configuration)
- Produces reports for agent reconciliation by HBL, Consolidation or reporting ranges
- Supports different commission structures for different agents
- Simplifies and automates the agent settlement process

Maintain Agent Profile



Agent profiles are maintained through Contacts Maintenance. Using this function you can define any of your existing contacts as AGENTS, or you can create a new contact and define them as an agent.

To create a new contact as an Agent (or make a current contact and Agent):

1. Click on the **TOOLS** button to access the File Maintenance window.
2. Select Contacts to enter the Contacts Maintenance screen. Select NEW to create a new contact. In the **Show in selections list** check the Agent checkbox

Make an existing contact an agent
You can make an existing contact an Agent by displaying them on the Contacts Maintenance screen and ticking the Agent checkbox.

When the Agent is ticked the **Agent Profile** button is now enabled.

3. Enter/revise the contact information.
4. Click the **Agent Profile** button to access **Agent Profile Maintenance** window.

Agent Profile Maintenance

Agent Code:

OVERSEAS FORWARDING INTL PLC
28-2, RUE JACQUES KABLE
75018 PARIS
FRANCE

Ports serviced

Ports*	Airports*
LEHAFR	CDG
ANTWBE	LHR
BREMDE2	AMS
LIVEGB	BRU

(F12 to lookup/select)

Rate Based On

Air Import % Profit

Air Export \$/KG chg

Ocean Import LCL \$/CBM

FCL ☐ % Profit

or ☒ 40.0 /20' 55.00 /40' 60.00 /40HC 60.00 /45'

Ocean Export LCL % Profit

FCL ☐ % Profit

or ☒ 35.0 /20' 45.00 /40' 52.00 /40HC /45'

Comments

PREFERRED AGENT FOR ALL WESTERN EUROPE BOUND SHIPMENTS
ALL CONTACTS DONE WITH CENTRAL OFFICE IN PARIS
ALL BILLING DONE WITH CENTRAL OFFICE IN PARIS
NOT USED FOR SHIPMENTS DESTINED TO SPAIN AND PORTUGAL

Delete
Close

Ready

5. Enter the commission / profit share information for the agent for each mode of transit. This information will be used in the calculation of commissions and profits that will be reported on.

Tracking Income and Expenses by Agent



Agent Settlement allows you to track invoices and expenses by agent for the purposes of determining commissions and profit sharing.

Link Agent for Shipment

When a shipment is first created on the Gateway Booking screen, an Agent can be selected for that shipment. This will allow income and expenses for that shipment to be attributed to the agent.

Forwarders Invoice Screen

The Forwarders Invoice screen has been modified to allow you to select any invoice charges that you do not wish attributed to the agent by ticking the **No OAS** checkbox.

IAS Ag

Gateway Wings Finance Module

Go HBL [] Go Edit Prev Next Last Find New Print Reports Tools

System Module Forms Help

Shipment Tracking/Tasks Forwarder's Inv. Profit/Loss Consol.Inv.s Brokerage Inv. Consol.P/L's Agent Collected Agent Settlement

Exporter ZAC House B/L Status Shpr Exp.Ref.No. Consignee GRAM

ZAC TRADERS INC XXX-00000045 \$ GRAM PRODUCTIONS

2356 DEBBY ROAD Dept.Dt. Booking no. Ship.Dt. 564 WEST KARLDER ROAD

TORONTO 2005.01.10 2005.01.10 MILAN

CANADA M2D 5D6 Carrier B/L no. MHL no. ITALY 5445454

XXX-0000004

Copy charges from Quote Page 1 of 1

To obtain a listing, press F12 while the cursor is in an * column.

Code*	Service charge	GLAcct	Quantity	Unit Price	\$ Amount	No	DAS	Ag t
12	OCEAN FREIGHT FCL	1000	1	2400	2400			
14	DOCUMENTATION FEE	10	1	75	75			
10	INLAND FREIGHT	1000	1	600	600			
21	CUSTOMS CLEARANCE AND DUTIES	22	1	8500	8500			

New

Part 1

Part 2

Expenses (Profit and Loss)

The Profit and Loss screen in the Financial Module has been modified to manage expense line items by agent.

You can select any expense line item that you do not want attributed to the agent by ticking the **No OAS** checkbox.

Gateway Wings Finance Module

Go HBL [] Go Edit Prev Next Last Find New Print Reports Tools

System Module Forms Help

Shipment Tracking/Tasks Forwarder's Inv. Profit/Loss Consol.Inv.s Brokerage Inv. Consol.P/L's Agent Collected Agent Settlement

Exporter ZAC House B/L Status Shpr Exp.Ref.No. Consignee GRAM

ZAC TRADERS INC XXX-00000045 S GRAM PRODUCTIONS

2356 DEBBY ROAD Dept.Dt. Booking no. Ship.Dt. 564 WEST KARLDER ROAD

TORONTO 2005.01.10 2005.01.10 MILAN

CANADA M2D 5D6 Carrier B/L no. MHL no. ITALY 5445454

XXX-0000004

*Wherever a listing is available - press the F12 key from within that field. Copy charges from quote

Close	Code*	Charge	Acct	Supplier*	Invoice Nos	Inv. Date*	Inv.Tot.Amt.	Curr*
☐	10	INLAND FREIGHT	1000	1650				0 USD
☐	21	CUSTOMS CLEARANCE AND	23	1650				0 USD
☐	20	CONTAINER HANDLING CHA	16	1706			510	EUR

Tracking Revenues Collected by Agent

Revenues that will be collected by the Agent are tracked in the **Agent Collected** screen so that they can be accounted for as part of the Agent Settlement.

Gateway Wings Finance Module

Go HBL Go View Prev Next Last Find New Print Reports Tools

Shipment Tracking/Tasks Forwarder's Inv. Profit/Loss Consol.Inv.s Brokerage Inv. Consol.P/L's Agent Collected Agent Settlement

Exporter ZAC House B/L Status Shpr Exp.Ref.No. **Consignee** GRAM

ZAC TRADERS INC XXX-00000045 S GRAM PRODUCTIONS

2356 DEBBY ROAD **Dept.Dt.** Booking no. **Ship.Dt.** 564 WEST KARLDER ROAD

TORONTO 2005.01.10 2005.01.10 MILAN

CANADA M2D 5D6 Carrier B/L no. MHL no. ITALY 5445454

XXX-0000004

To obtain a listing, press F12 while the cursor is in an * column. *Page 1 of 1*

Code*	Service charge	Quantity	Unit Price	\$ Amount
20	CONTAINER HANDLING CHARGE	1	600	600

Part 1
Part 2

New

Tracking Expenses Paid by Agent

Expenses paid by the agent can be entered on the **Agent Settlement** screen.

Gateway Wings Finance Module

Go HBL [] Go [] Edit [] Prev [] Next [] Last [] Find [] New [] Print [] Reports [] Tools []

System [] Module [] Forms [] Help []

Shipment [] Tracking/Tasks [] Forwarder's Inv. [] Profit/Loss [] Consol.Inv.s [] Brokerage Inv. [] Consol.P/L's [] Agent Collected [] Agent Settlement []

Exporter ZAC House B/L Status Shpr Exp.Ref.No. **Consignee** GRAM

ZAC TRADERS INC XXX-00000045 S GRAM PRODUCTIONS

2356 DEBBY ROAD Dept.Dt. Booking no. Ship.Dt. 564 WEST KARLDER ROAD

TORONTO 2005.01.10 2005.01.10 MILAN

CANADA M2D 5D6 Carrier B/L no. MHLB no. ITALY 5445454

XXX-0000004

Agent Collected Revenues Total: 600.00 Agent Paid Expenses Total: 0.00

Service charge Agt Amt Code* Service charge Supplier* Agt Amt Cur* Exchg

CONTAINER HANDLING CHARGE 600.00 1.0

Gateway Wings Finance Module

Go HBL [] Go [] Edit [] Prev [] Next [] Last [] Find [] New [] Print [] Reports [] Tools []

System [] Module [] Forms [] Help []

Shipment [] Tracking/Tasks [] Forwarder's Inv. [] Profit/Loss [] Consol.Inv.s [] Brokerage Inv. [] Consol.P/L's [] Agent Collected [] Agent Settlement []

Exporter ZAC House B/L Status Shpr Exp.Ref.No. **Consignee** GRAM

ZAC TRADERS INC XXX-00000045 S GRAM PRODUCTIONS

2356 DEBBY ROAD Dept.Dt. Booking no. Ship.Dt. 564 WEST KARLDER ROAD

TORONTO 2005.01.10 2005.01.10 MILAN

CANADA M2D 5D6 Carrier B/L no. MHLB no. ITALY 5445454

XXX-0000004

Shipment Revenues Total: 11175.00 Shipment Expenses Total: 571.20

Service charge \$ Amount No rpt Agt Amt

OCEAN FREIGHT FCL 2400.00 2300.00

DOCUMENTATION FEE 75.00 75.00

INLAND FREIGHT 600.00 500.00

CUSTOMS CLEARANCE 8500.00 8300.00

Consol Revenues at 0.714 % => Net: 0.00 Consol Expenses at 0.714 % => Net: 2684.34

Service charge \$ Amount No rpt Agt Amt

OCEAN FREIGHT FCL 3500.00 3758.00

Agent Settlement
can only be

USED.

view of all

Agent Settlement Documents and Reports



Agent Settlement Reports and Documents can be printed from Gateway to support the Agent Settlement function.

Agent Settlement Document

Printed from the Agent Settlement screen in the Financial Module. It contains the information from the Agent Settlement screen. Ensure that the settlement is flagged as 'Closed' and click the **PRINT** button and select the Agent Settlement document from the print queue. (Note: -- If the report is printed before the settlement is "Closed" it will still be printed, but will be marked "*Invalid for Use*")

Consolidated Agent Summary Report

This report contains a summary of all agent settlements for a specified agents or consolidations. This report will only report for settlements that have been flagged as "Closed". This report is available for the Gateway Reports menu.

Agent Summary Report

This is a summary report of a specified agent's settlement for a selected time range. This report will only report for settlements that have been flagged as "Closed". This report is available for the Gateway Reports menu.

Summary of Collect Charges Document

Printed from the Agent Collected screen in the Financial Module. This document contains the detail of the Agent Collectable amounts for a specified shipment or consolidation. Click the **PRINT** button and select the Collect Charges document from the print queue.

Consolidations



Multiple individual shipments (often with different shippers) can be consolidated or grouped together – usually to get better rates for the freight forwarder. With Gateway you can include one or multiple shipments in a consolidation and add or remove shipments from a consolidation.

When a consolidation is created a unique Consolidation Number is assigned automatically by the system. The format is similar to that of the Shipment ID number.

Format:

CXX#####

Where:

C= type of consolidation

Valid values are:

A = Air

S = Ocean

C = Ground

D = Import Deconsols

XX = Location

unique number

WARNING!!!

When creating a new consolidation the master document contains shipment information, such as the Vessel and Port of Discharge that can be edited. If changed this information will update the information in the individual shipments that are contained in the consolidation.

Typically the information in the consolidation and the individual shipment are the same. However, the individual shipment can also be edited to include data that is different from the Master consolidation form. Be careful when editing individual shipments that are part of a consolidation.

How to Create a New Consolidation

A new consolidation can only be created from within a shipment that is not presently consolidated.

1. Find the shipment to be consolidated.
2. Select the appropriate consolidation form for the shipment:
Ocean = Master Ocean Bill
Air = Master Air Bill
Ground = Carrier Booking

How to Add Shipments to an Existing Consolidation

To add another shipment to the current consolidation:

1. Select the consolidation. (Find a shipment in the consolidation you want to add to.)
2. Select the consolidation form:
Ocean Module = Master Ocean Bill
Air Module = Master Air Bill
Ground Module = Carrier Booking
3. Click on the white **Consolidation Tools** box in the upper left corner above the menu bar. The **Consolidation Maintenance** window opens.

The screenshot shows the 'Consolidation Maintenance' window within the 'Ocean Transport Module'. The window has a menu bar with 'Consolidation Tools', 'Edit', 'Prev', 'Next', 'Last', 'Find', 'New', 'Print', 'Reports', and 'Tools'. Below the menu bar is a tabbed interface with tabs for 'Source/Booking', 'Tracking/Tasks', 'House Ocean Bill', 'Master Ocean Bill', 'Distribution', 'Cert of Orig', 'Pickup/LCBL', and 'Co'. The 'Master Ocean Bill' tab is active. The main area is divided into sections. On the left, there's a 'Shipments included in the consolidation' table with columns: 'House B/L No.', 'Pieces', 'Gross Wt', 'Cubage', 'Port of Unlading', and 'Port of Lading'. The table contains one row with 'TB-00000022'. Below this table is a 'Not' section with a 'KG & m3' radio button selected and 'LB & c.f.' unselected. There are input fields for '0', '0.0', and '0.00', followed by 'Add', 'Remove', and 'Exit' buttons. At the bottom, there are sections for 'Closing Dt', 'Est Arrival', 'Pre-Carriage', 'Place Of Receipt', 'Vessel & Voyage', 'Port Of Loading', 'Port Of Discharge', 'Place Of Delivery', 'Loading Pier/Terminal', and 'Onward inland routing'. The window is titled 'Gateway StockCA' and 'Ocean Transport Module'.

4. Click the **Add** button a list of shipments available to add to this consolidation displays.
5. Select the Shipment to be added from the list.

OR

1. Find a shipment you want to add to a consolidation. (Note – The shipment cannot already be part of a consolidation)
2. Select the consolidation form:
Ocean Module = Master Ocean Bill
Air Module = Master Air Bill
Ground Module = Carrier Booking

3. Enter the consolidation number that you want to add this shipment to or click on the  button to get a list of available consolidations.

4. Click on **Add to Consolidation.**

How to Remove a Shipment from a Consolidation

1. Search for the shipment to be removed from a Consolidation.

2. Select the appropriate consolidation form:

Ocean Module =	Master Ocean Bill
Air Module	= Master Air Bill
Ground Module	= Carrier Booking

3. Click on **Consolidation Tools**. A list of shipments included in the consolidation displays.

Gateway StockCA Ocean Transport Module

Consolidation Tools Edit Prev Next Last Find New Print Reports Tools

System Module Forms Help Source/Booking Tracking/Tasks House Ocean Bill Master Ocean Bill Distribution Cert of Orig Pickup/LCBL Co

E Consolidation Maintenance

Shipments included in the consolidation

House B/L No.	Pieces	Gross Wt	Cubage	Port of Unloading	Port of Lading
TB-00000022					

Not

☒ KG & m3
☐ LB & c.f.

0 0.0 0.00 Add Remove Exit

Closing Dt Est Arrival

Pre-Carriage Place Of Receipt

Vessel & Voyage Port Of Loading Loading Pier/Terminal

Port Of Discharge Place Of Delivery Onward inland routing

Part 2 Part 3 Part 4

4. Highlight the shipment to be removed.
5. Click the **REMOVE** button. Click **YES** to confirm.

Gateway returns you to the first shipment in the consolidation in VIEW mode.

Import and Deconsolidations



The Import module allows you to manage individual imports that are related to a single house bill. Activities such as financials, billing and administration, pre-alerts/arrival notice, and delivery instructions are all handled within the Import module.

Often imports are consolidated by the overseas agent and must first be broken down (deconsolidated) into individual house bills. The process of deconsolidation, as well as all of the financials and full container cartage associated with the entire consolidation, are managed in the Deconsolidation module. Once broken down through deconsolidation, the individual imports can then be managed in the Import Module.

If the entire import -- regardless of its size -- is handled by a single House Bill of Lading, then it can be entered and managed completely within the Import Module. The Deconsolidation module is only used when multiple House Bills are contained on the same manifest for an import and must be broken down for individual consignees.

WARNING!!!

When editing a deconsolidation, changes will be reflected in the individual imports if they are associated with the deconsolidation. However, changes made at the individual import level will NOT change the information at the deconsolidation level. Be careful when editing consolidation details that will impact individual imports.

How to Deconsolidate Shipments

1. When an import is a consolidation of individual imports you must first create the Deconsolidation file. Access the Deconsolidation module and click on the **ADDNEW** button.
2. Enter the required information relating to the entire deconsolidation using the forms provided.
3. To manifest the deconsolidation into individual house bills, access the **DECON CARGO MAN** document. Select **Create New Import**.

The screenshot shows the 'Gateway StockCA Import Deconsolidation Module' window. It features a menu bar with 'Go HBL', 'Go', 'Edit', 'Prev', 'Next', 'Last', 'Find', 'New', 'Print', 'Reports', and 'Tools'. Below the menu is a tabbed interface with 'Inbound Booking', 'Tracking/Tasks', 'Decon Cargo Man.', 'Container Cartage', 'Consol.Inv.s', 'Consol.Exp.s', and 'Delivery Slip'. The 'Decon Cargo Man.' tab is active, showing fields for 'Exporter', 'Deconsol File No.' (DTB-0000014), 'Status', 'Agent MBL Ref', 'Consignee', 'Dept.Dt.' (2005.04.29), 'Booking no.', and 'Carrier B/L no.'. A 'Deconsolidation dialog' is open in the foreground, containing the text 'Enter # if known or', 'Add existing import ->', 'Create New Import', and 'Cancel'.

Each new manifested import is automatically assigned a unique house bill number.

The screenshot shows the main form of the 'Gateway StockCA Import Deconsolidation Module'. It has the same menu bar and tabbed interface as the previous screenshot. The 'Decon Cargo Man.' tab is active. The form is divided into several sections: 'Original Shipper' and 'Ultimate Consignee' (both with multiple input lines), 'Notify Party' (with multiple input lines), 'Customer' (with 'Bill to:' field), 'Container no.' (dropdown), 'File No.' (TB-A1000001), 'House B/Lno (Agent)', 'Both the Original Shipper and Ultimate Consignee must be completed.' (checkbox), 'Shipment Customs Cargo Control No.' (checkbox), 'Place Of Delivery', and 'E.T.A.Dest.'. A vertical sidebar on the left contains 'New' and 'Del' buttons. A vertical sidebar on the right contains 'Part 1' and 'Part 2' tabs, with 'Part 1' selected. The top right corner indicates 'Page 1 of 3'.

4. Enter the required house bill information on Part 1. Click on the **Part II** tab to access the second page of information. Enter the import content

information. The system automatically keeps track of the pieces, weight, measures and volumes for this import as well as all imports collectively in the manifest.

The screenshot shows the 'Gateway StockCA Import Deconsolidation Module' interface. It includes a menu bar with options like 'Go HBL', 'Go', 'Edit', 'Prev', 'Next', 'Last', 'Find', 'New', 'Print', 'Reports', and 'Tools'. Below the menu is a tab bar with 'Inbound Booking', 'Tracking/Tasks', 'Decon Cargo Man.', 'Container Carriage', 'Consol.Inv.s', 'Consol.Exp.s', and 'Delivery Slip'. The main content area is divided into sections for 'Exporter' and 'Consignee' information, including fields for 'Deconsol File No', 'Status', 'Agent MBL Ref', 'Booking no.', and 'Carrier B/L no.'. Below this is a 'Ship Qty' section with a table for 'Description and Marks & Numbers', 'Gross Wgt', and 'Cubage'. The bottom section includes 'Advice Date', 'Storage Date', and a summary table for 'Total: Pieces', 'Weight', and 'Measures'.

5. To add another new import click on the **NEW** tab on the left tab bar. A new manifested import is created for the deconsolidation file.

NAVIGATION

Use the > and < tabs to move (forward and back) through the individual imports associated with the deconsolidation.

6. Repeat step 5 until all required new shipments for Deconsolidation are created.

Printing Forms and Documents



Clicking on the **PRINT** button in the toolbar will present the user with a print selection screen relevant to the current module. You simply select which documents you want to print and the quantity.

Only documents from the current module are available for printing. Documents that have not been completed are “grayed-out” and are not available to print.

Qty	Form	Last Printed
0	Source/Booking	1 : 2003.06.12
0	Tracking/Task	
n/a	House Air Bill	
0	Master Air Bill	
n/a	Air Labels	
n/a	Pickup/LCBL	
n/a	Insurance	
n/a	Pre-Alert	
n/a	B/L Abstract	

SELECT A PRINTER

Always verify that the correct printer is selected in the Select Printer field.

If available from Windows™ on your workstation you can direct to other devices such as FAX, postscript drivers and Adobe Acrobat Distiller™.

COMPLIANCE

Use the COMPLIANCE button to verify the list of forms required for the destination country.

The counter boxes show the quantity printed for a previous operation. Click on **Set All to 0** to quickly reset all the counters to zero.

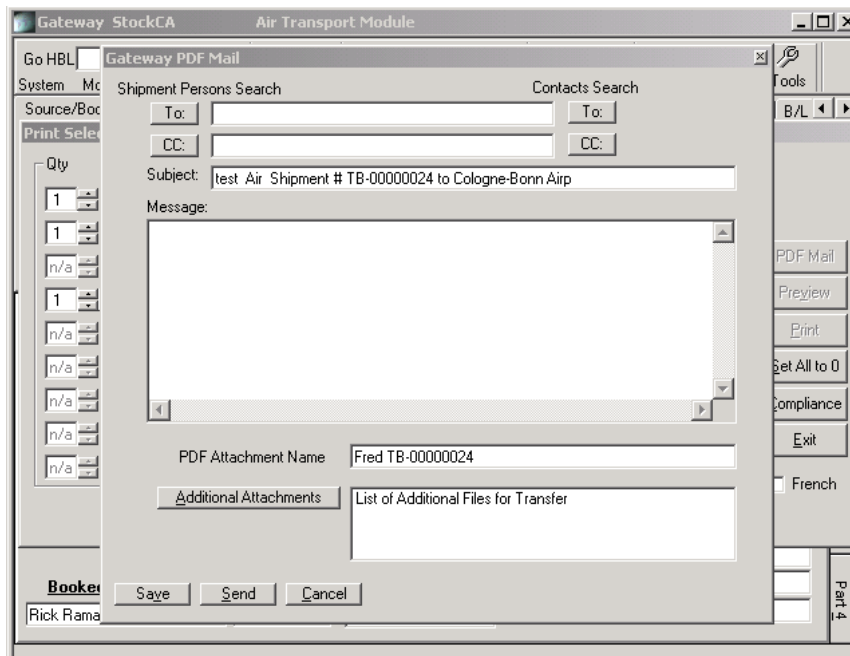
Some documents come with pop-up windows (indicated with a **small-P-in-a-box**). Pop-up windows are provided for some forms:

- To allow a particular document to go to a different printer.
- To allow you to choose one or all documents in the case of multi-form documents such as the Forwarder Invoices.

PDF Mail

Send forms/documents as PDF files by clicking on the **PDF MAIL** button. The Gateway PDF Mail window opens.

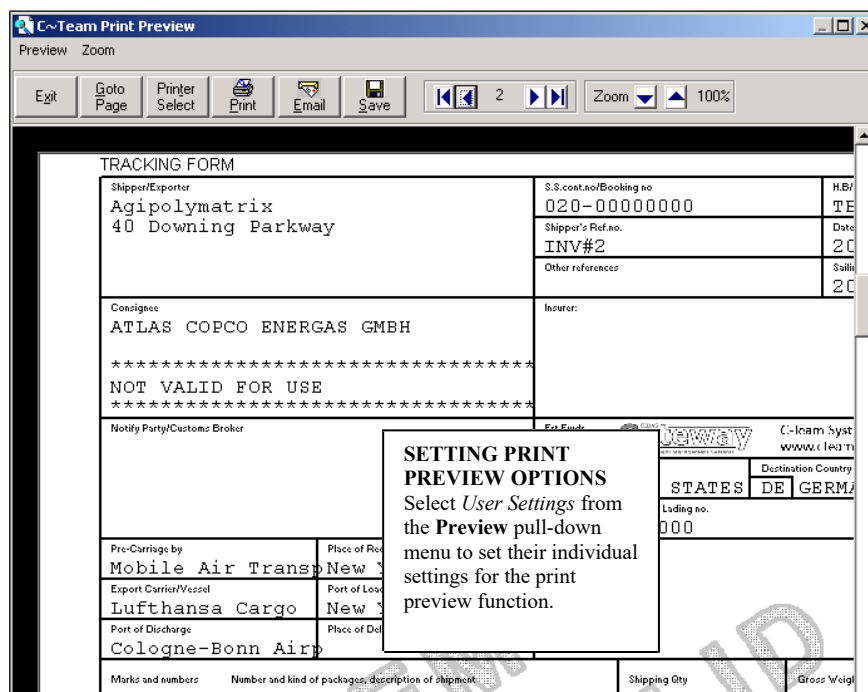
Enter the required mailing information and click on Send.



Using the Print Preview

Print preview system opens with the first page of the selected print job and displays it for you in the format that it will be printed. Use the navigation buttons to move through the entire print job in preview mode.

Click on the **PREVIEW** button on the print window to view your print job in preview mode.

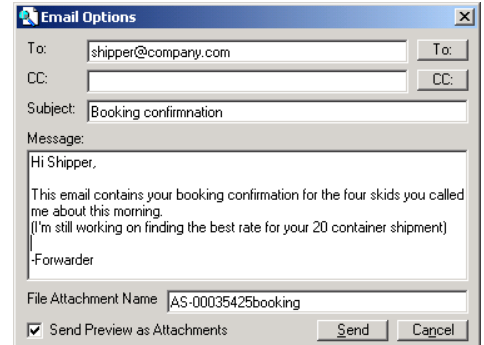


The Print Preview opens in a separate window. Close Print Preview to return to Gateway.

How to send documents by e-mail (as an attachment)

Note: This e-mail feature requires MAPI compliant e-mail software to be installed on the user's workstation. MS Outlook and Groupwise are both examples of MAPI compliant email. Check with your system administrator if you are unsure whether or not your e-mail is MAPI compliant.

1. Display the document to be e-mailed in print preview.
2. Click of **EMAIL** button to the Print Preview toolbar. The e-mail window opens. The document is attached in JPEG format.
3. Enter the appropriate e-mail address(es), subject and note.
4. Click **SEND** to e-mail the file. E-mail sent from preview is copied to the *sent items* folder in your regular e-mail mailbox.



Saving a Document Preview to File

You can save the image of any document previewed to a file.

1. Display the required document in Preview Mode.
2. Select *save to file* from the **Preview** pull down menu. The document will be saved as a .JPG file. image

THE JPEG ADVANTAGE
Once print files have been saved to a JPEG format from Print Preview, they can easily be opened with any browser software

OVERVIEW – Multi-Shipment Expense



This annex to the Gateway User Guide provides general details on the multi-shipment expense option used when an expense invoice from a vendor needs to be applied to multiple shipments (i.e. unrelated as not in a consolidation or related as in a consolidation). The invoiced expense can be applied to multiple shipments in Gateway to be applied to the shipment profit and loss. With an accounting interface, the expense is then transferred to Accounting as a single line item.

How to Apply Invoiced Expenses

To perform multi-shipment expense, access the financial module and select any shipment. Select the tab marked Multi-Shipment Exp.

Unlike other forms, the current shipment information does not display in the header area of the form. The Multi-Shipment Expense form has been enlarged to use the header area.

There are two parts to the Multi-Shipment Exp. Form

1 Select Allows you to search for open or closed vendor invoices that were previously recorded through this function.

Enter search criteria and click SEARCH

When checked displays only open invoices (available for editing that have not been closed and transferred)

Select a shipment to view/edit

Click ADD NEW INVOICE to enter an new invoice

Sel Code	Charge	Acct	Invoice No	Inv. Date	Inv. Tot. Amt	Curr	Exchange
109	AMS Security Surcharges - AI	501201		2006/02/02	0	1.0	
105	Airline Import Service Charge	502001	123456	2006/02/02	0	1.0	
113	Breakbulk Fee - AI	500501	123456	2006/03/20	100	USD	1.0
104	Air Freight - Import	500001	V1234	2006/03/23	200	USD	1.0
104	Air Freight - Import	500001	v1234	2006/03/23	200	USD	1.0
104	Air Freight - Import	500001	xxxxxx	2006/03/23	100	USD	1.0
105	Airline Import Service Charge	502001	xxxxxx	2006/03/23	200	USD	1.0
105	Airline Import Service Charge	502001	xxxx	2006/03/23	200	USD	1.0
105	Airline Import Service Charge	502001	kkkkk	2006/03/23	2000	USD	1.0
104	Air Freight - Import	500001	cccc	2006/03/23	200	USD	1.0
105	Airline Import Service Charge	502001	123456	2006/03/24	5	USD	1.0
105	Airline Import Service Charge	502001	232222	2006/03/24	9.99	USD	1.0
105	Airline Import Service Charge	502001	happy	2006/03/24	4.15	USD	1.0
109	AMS Security Surcharges - AI	501201	dkdkd	2006/03/24	2.5	USD	1.0
104	Air Freight - Import	500001	kkkk	2006/03/24	2.5	USD	1.0

Select a supplier and date range then press Search to get a list of invoices. Select an invoice or click the New Invoice button.

Add New Invoice

Edit/View vendor expense invoice on Details Tab 2

Previously closed Multi-Shipment Expense Invoices can be viewed but not edited.

Select the invoice you wish to view or edit, or select Add New Invoice. Proceed to the DETAILS tab. One must be in Editmode to add or edit multi-shipment expenses. You will still have to be the editor of record from the shipment you are on to go into editmode, even if you are not editing any expenses for that shipment.

To view a closed multi-shipment expense, click on the expense line, and then move to the Details 2 tab,

2. Details Use this tab to distribute the invoiced expense across multiple shipments.

The screenshot shows a software interface with a menu bar at the top (Go to, Go, View, Prev, Next, List, Find, New, Print, Reports, Tools, Quit) and a tab bar below it (Shipment, Tasks/Tracking, Forwarder's Inv., Profit/Loss, Consol. Inv.s, Brokerage Inv., Consol. P/L's, Multi-Shipment Exp., Ins. Claim). The 'Multi-Shipment Exp.' tab is active.

Fields at the top include: Supplier (ABAUTO), Invoice No (happy), Inv. Date (2006/03/28), Code (105), Charge (Airline Import Service Charge), Exp GLacct (502001), Curr (USD), and Exchange (1.0). There is a checkbox for 'Turn on expense distribution' and a 'Distribute Expense' button.

Below these fields is a table with the following data:

Shipment*	Code*	Charge	Exp GLacct	Dist Rate	Est. Cost	Act. Costs
AC-00000074	129	CSM Trucking - AI			30.85	30.85
AC-00000082	129	CSM Trucking - AI			82.80	82.80
AC-00000043	129	CSM Trucking - AI			133.40	133.40
AC-00001896	151	Field Transfer - AI			0.00	33.58
DAC-0000941	122	Claim Settlement - AI			0.00	0.00

At the bottom, there is a checkbox for 'When this supplier's invoice is complete, flag it as "Closed" to transfer as single expense to accounting. No more charges will be allowed'. There is also an 'Add/Select Existing Shipment expenses' button, a 'Tot Dist Rate' field, a 'Trans. to Acc.' field (2006/03/28), and a 'Closed by:' field (MASTERF4).

When creating a new Multi-Shipment Expense invoice, the fields at the top of the screen deal with the total invoice. If the expense is transferred as single item with no details, only the charge code and GL account selected at the top will apply. If the invoice line details are transferred to accounting, each line item can be posted to different expense account as selected on the line items. If the line item charge code and GL account are left blank, the charge and GL account from the header are used for that line item.

Expense items can be entered directly, creating new expenses, or they can be selected from existing (but not closed) expenses already assigned to this supplier.

When creating new expenses, enter or select the shipment it is assigned to, and then enter the amount of the line item. The shipment must be a valid shipment. This information will be used for determining the Profit and Loss for the shipment.

Note: The "Est. Cost" column cannot be entered directly. It is generated when the forwarder's invoice to your customer has been entered with an estimated cost. When the customer invoice is closed, an expense is generated with the estimated cost. This is then used for comparison to the actual expense when the supplier invoice is entered.

To use these "existing" expenses, press the [Add/Select Existing Shipment expenses] button. Do a search for open expenses for this supplier, and then select the expenses you wish to include in this multi-shipment expense invoice. You will not be allowed to select any expenses from shipments where the expenses are currently being edited by another user (you will be told who the other user is)

Steps :

1. Select the "Mult-Exp. Inv." tab in the financial module (from any shipment)
2. Enter "Edit" mode.
3. Select the supplier identified on the invoice.
4. Click the Add New Invoice button. The Details 2 screen displays.
5. Enter charge code for the entire invoice as well as currency and due date.
6. Create a line (HBL/File no, charge code and amount) for each expense that will be used for the shipment's P&L. (Note: as each line item is entered and invoice total is incremented).
7. Click the closed button at the bottom left corner of the screen, all blank fields will fill automatically with the correct information.
8. When all line items have been entered and no further edits are required, check the CLOSED tick box.

F12 on the shipment will bring up the regular shipment selection screen. Select the shipment and continue entering the new expense. Similarly the charge code and be looked up or typed in and the description and the GL account will be displayed.

Single Selection Only - and base criteria below

Gateway File no/HBLno (partial matches from the left included) OR Agent HBLno/MHBLno (For this field, put > at end of data to match from the right) Only One (1) (exact match only - for partial use part 2)

Base Criteria for all searches

Mode of transportation: ☐ Air ☐ Ocean ☐ Ground ☒ All

Imp/Exp: ☐ Import ☐ Export ☒ All

FCL/LCL: ☐ FCL ☐ LCL ☒ Both

2005/12/28 >= Depart dt <= 2006/03/28 Booked by: Customer Office

2006/02/28 >= Arrival dt <= 2006/05/28

☐ Active Status or Specific Status or ☐ All Including Cancelled Shipments ☐ Templates Only

Gateway File no	Agt HBLno	Exporter	Depart date	Agt MHBL No.	Consol Fi
AC-00002327		A MARINELLI SHOES & ACCESS	2006/02/08		DIRECT
AC-00002335			2006/02/15		
AC-00002336		AIR-CITY (CHINA) CO LTD-FUZH	2006/02/20		DAC-000
AC-00002337	FDFDFD	AIR-CITY (CHINA) CO LTD-DALIA	2006/02/20		DAC-000
AC-00002340		76TH STREET PARKING LLC	2006/02/24		
AC-00002338		TEST TEST	2006/02/22		DIRECT
AC-00002339	house b/l	TEST TEST	2006/02/23	MASTER BL	DAC-000
AC-00002342			2006/02/20		DAC-000
AC-00002406			2006/03/20		DAC-000

There are 212 records matching the current criteria.

If the shipment is being edited for expenses by another user, the selection will be blocked.

Supplier: ABAUTO Invoice No: 2006/02/02 Code: 109 Charge: AMS Security Surcharges - AI Exp GLacct: 501201 Curr: 1.0 Exchange: 1.0

Turn on expense distribution: ☐ Invoice Amount to be distributed: ☐ By CBM/ChgWt ☐ By portions Distribute Expense

Date Due: Invoice Total: 0

Shipment*	Code*	Charge	Exp GLacct	Dist Rate	Est. Cost	Act. Costs
GatewayUS						

ZZ-00002493 is currently being edited by MASTER USER. LogonID: 1

OK

When selecting expenses that have already been entered into Gateway, there are several search criteria that can be used as shown below. The options are between shipments at large, and those included in a consol or deconsol.

Existing Open Expense Search

Expense Vendor
☐ Vendor
☐ No vendor specified
☒ Both

Charge code
☒ Chg code
☐ All chg codes

Currency
☐ Currency
☒ Any currency

Office
☐ Office ID
☒ All offices

From Shipments
☒ All active shipments
 >=Depart dt <
 >=Arrival dt <
 Booked By: Agent:
 Imp/Exp
☐ Import ☐ Export ☒ All

Mode Trans
☐ Air
☐ Ocean
☐ Ground
☒ All

☐ Just those Shipments in the selected consol or deconsol
 consol/decon file: or agent MHLno
 (* ☐ Add expense line for any shipments without an existing expense)

Select	Shipment	New Exp	ChgCode	Charge	Est Cost	Actual Amt	Curr.	Exchg
☐	AC-00002234	☐	100	dtg	25.00	25.00	USD	1.0
☐	AC-00002434	☐	100	Warehouse Storage - AI	15.00	15.00	USD	1.0
☐	AC-00002461	☐	100	Warehouse Storage - AI	0.00	-400.00	USD	1.0
☐	AC-00002461	☐	100	Warehouse Storage - AI	0.00	-100.00	USD	1.0

Est.Total selected in P&L currency
 There are 4 records.

Check the select column for all shipments to be selected. They must be selected one at a time to permit checking to see if another user is editing the expenses for this shipment – thus making it unavailable for selection at this time.

If selecting expenses for a consol, there is an option to select all shipments in the consol. This will create empty expenses for any shipments that do not have any pre-existing expenses to be selected. In this way the user has every shipment represented for the distribution option below. Any such “new” expenses will be marked in the New Expense column.

GatewayUS AirCitySql Finance Module

Go to Go

System Module Forms Help

Shipment Tasks/Tracking Forwarder's Inv. Profit/Loss Consol.Inv.s Brokerage Inv. Consol.P/L's Multi-Shipment Exp. Ins. Claim

Supplier Invoice No. Inv. Date Code Charge Exp GLacct Curr. Exchange

ABAUTO 2006/03/28 1.0

☒ Turn on expense distribution
 Invoice Amount to be distributed 2345 ☐ By CBM/ChgWt ☐ By portions

Date Due Invoice Total: 2345.00

Shipment*	Code*	Charge	Exp GLacct	Dist Rate	Est. Cost	Act. Costs
AC-00002434	104	Air Freight - Import	500001	67	15	1227.46
AC-00002478	104	Air Freight - Import	500001	34	0	622.89
AAC-0000151	104	Air Freight - Import	500001	27	0	494.65

When this supplier's invoice is complete, flag it as "Closed" to transfer as single expense to accounting. No more charges will be allowed ☐

Tot Dist Rate 128 Trans. to Acc. Closed by:

Select 1 Details 2

After the expenses have been selected and added to the multi-shipment expense invoice there are two ways to distribute the amount due among the shipments.

- You can simply enter the amounts manually – presumably as presented on the supplier's invoice. Or
- You can apportion the amount using the distribution function. Check the “Turn on expense distribution”. This will populate the Dist Rate column with the cubage or volume weight (air) for each shipment and total them at the bottom of the screen. Enter the invoice total and then click the [Distribute Expense] button, to calculate the cost distribution for each shipment. The portions can be edited and redistributed as often as required until the expense is closed.

Financial Module – A/P Cheque Writer

Writing a check to one or more outstanding expenses

This tool is used when an invoice from a supplier/vendor needs to be paid immediately by a user and may apply to several otherwise unrelated shipments (ie: not in the same consolidation). The payable item will instead be transferred to accounting as a payment issued along with the check number.

This tool is found in the Financial Module and is labeled “A/P Check Writer”. Just like any other tab in the financial module, it displays shipment information across the top.

The Check Writer Screen

The Select tab allows the user to search for open and closed vendor invoices for a single supplier that have already been entered using this tool.

Go
Edit
Prev
Next
List
Find
New
Print
Reports
Tools
Quit

Module Forms Help
Consol. Inv. s Brokerage Inv. Consol. P/L's Multi-Shipment Exp. Ins. Claim Sp. Service Inv. A/P Check Writer

Payable Check Writer

Select a supplier, then check invoices to be paid and then print check.

Selection criteria
Supplier: A1PROFES A-1 PROFESSIONAL CLEANING S Office AC

Select	\$ Amount	Invoice #	Invoice Dt	Code	Charge	Acct	Curr	Exchange	Due Dt	Shipment
☐	1234	1212	2005/12/16	103	Air City Trucking (Greg)		USD	1.0		AC-00002...
☐	788	jjj	2005/12/20	106	apple sause		USD	1.0		AAC-0000...
☒	200	12324	2006/01/26	104	Air Freight - Import	500001	USD	1.0		AC-00002...
☒	67	1234	2006/03/22	129	CSM Trucking - AI	504101		1.0		AC-00002...

267.00
Total in P&L currency

Action
☒ Write Check
☐ Mark as Paid

Refresh List

The criteria at the top of the screen (Supplier and the listing of invoices that will be displayed to the user.

The following screen appears after having selected some expenses to be paid:

Print A/P Check

Forwarders Name and Address shows here

Bank Bank Check #: 102

Dated: 2006/03/22

Amount: \$ 267.00

Two Hundred Sixty Seven XX/100 USD

Pay to the order of:

A-1 PROFESSIONAL CLEANING SERVICES

AND MAINTENANCE

80 WHITEHALL STREET

LYNBROOK NY 11563

USA

Memo

Invoice #	Inv. Date	\$ Amount (P&L\$)	Charge	\$ Chk Curr Amt
12324	2006/01/26	200	Air Freight - Import	200
1234	2006/03/22	67	CSM Trucking - AI	67

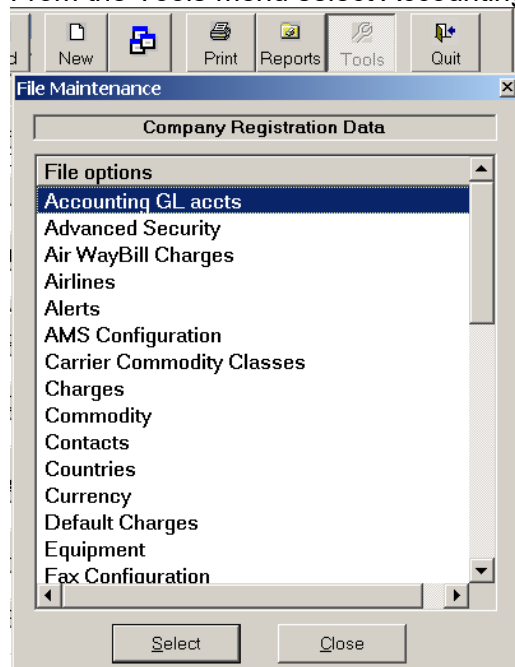
Select Printer \\PRINT-SERVER\Back-HP Print Check Exit

Steps to printing a check for which open expense entries have been complete:

1. Click on the "A/P Check Writer" tab in the financial module and enter "Edit" mode.
2. Ensure the correct office is displayed.
3. Select the supplier/vendor for whom the check is to be printed.
4. Select which expenses are to be paid on the current check from the list of available, open and completed expenses for this supplier and office.
5. Click on "Write Check".
6. Select the correct bank account from the drop down list of bank accounts.
7. Verify that the resulting check number is indeed the next check to be printed, if not adjust the check number.
8. Add memo field text as appropriate.
9. Click on Print Check.
10. System will ask to verify correct printing before continuing to save information and send to accounting.

Maintaining Bank Accounts

From the Tools menu select Accounting GL accts



A/R and A/P GL Accounts

If the accounting transfer requires specific G/L accounts for accounts receivable and accounts payable, they must be entered here.
These will be used in the accounting transfer. (* = press F12 to lookup codes)

If the transfer is in multiple currencies, an account must be entered for each currency. If only one bank account, leave currency blank or 'ALL'.

A/R and A/P GL Accounts

Currency*	A/R GL account	A/P GL account
USD	110000	200000

Bank GL accounts for Check writer

Bank	Office	Bank GL account	Currency*
1	NY	BANK ONE	USD
2	ML	CIBC	CAD

Steamship Line
Brokerage
Commission* (Revenue account)

Enter the names as many bank accounts as are used to write checks. The office code if entered will restrict the use of the bank account to persons logged on to that specific office. The currency is required only if the accounts have different currencies, and there is an AP GL account for that currency (in the list on the left).

This will be the list of banks that is displayed on the check writer bank account drop down list. If currencies are specified, they will also be displayed on the check writer (but cannot be changed).

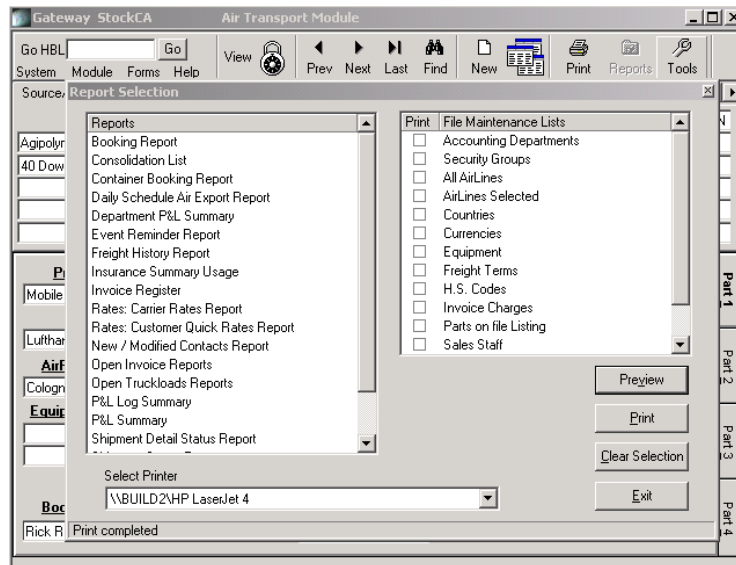
H:\Installation & Training Manuals\Current Manual\NEW Gateway Manual (SQL).doc

Producing Reports



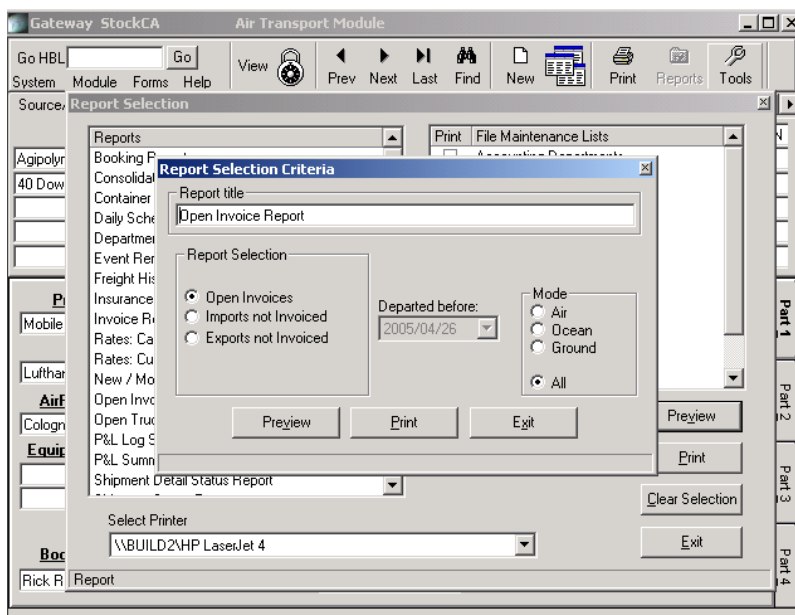
Gateway comes with a series of pre-defined reports to support management and operations. As well any of the lookup lists can also be printed for quick reference.

Click on the **Report** button on the tool bar to access a list of available reports. Most reports will require you to add criteria and date ranges to tailor the report to your needs.



How to Generate a Report

1. Click the **REPORTS** button
2. Highlight the desired report or list and enter the report selection criteria as required.



3. Click the **PRINT** button to send the report/list to the printer

OR

Click preview to see the report on screen (may also print from preview)

TIP:

Always ensure that the proper printer is selected. Printing will be directed to the printer shown in the printer window

Standard Operational and Management Reports

The following is a list of some of the standard operational and management reports. Additional reports may be provided with your configuration.

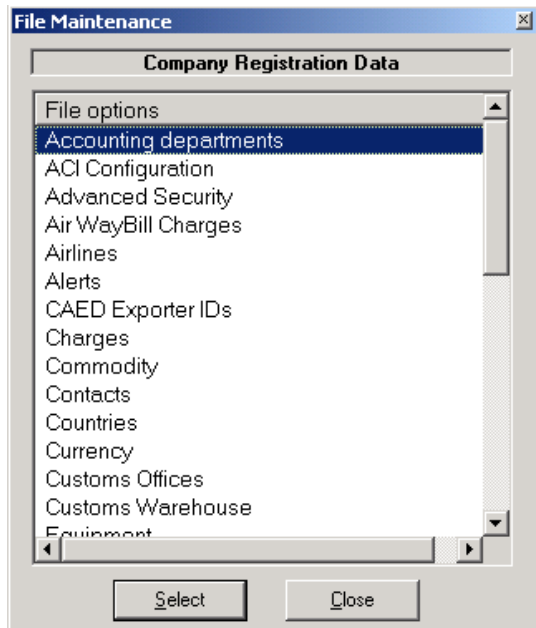
Report Title	Description
Assignments	Task Management Report for shipments reporting on the various tasks assigned.
Reminder List	Task Management Report listing tasks assigned to you.
Booking Report	Booked shipments (current) report
Shipment Status	Report containing current shipments by their status.
Detail Status	Same as Shipment Status but with more detail.
Freight History Report	A report of shipment history including weights and measures
Invoice Register	A report of invoices by date.
P&L Summary	A profit and loss summary for shipments
Ton Log Report	Historical shipment weight reports.

File Maintenance



File Maintenance allows users or administrators to maintain the system lookup files. These files may have restricted access.

6. Clicking on the **TOOLS** button. The File Maintenance window opens.



7. Select the file to be maintained.
8. The search and selection screen for that lookup is displayed. Scroll to the item to be maintained OR enter search information to locate it. Click the **ADD/EDIT** button to access the corresponding maintenance screen.

9. Make the required changes and click on the **APPLY** button or click the **NEW** button to create a new entry.

Contacts

The Contacts file is the source (address book) used for naming all other parties and their associated addresses such as exporters, customs brokers, consignees, etc.

Airlines

Gateway comes with a complete list of airlines as provided by IATA for cargo carriers. Use the maintenance function to assign abbreviations or to select airlines to be included on a short list.

AWB Blocks

When maintaining or adding airlines, users have the option to add a block of Air Waybill Numbers. This block will be drawn from to automatically assign an Air Waybill Number each time the airline is selected for use on a Master. The range of AWBs should be entered on this screen without the check digit – the check digit will be calculated and added by Gateway. When the first block of numbers has expired or run out, Gateway will switch over to drawing from the second block of numbers.

Alerts

Establish various alerts for the system with the appropriate triggers defined.

Charges

The Charges list maintains line items for invoices and expense sheets. Each charge must have a unique ID code.

The text associated with the ID will appear on an invoice or expense line to explain the charge. This information can be edited on a case-by-case basis once the charge has been added to a file. Unit charge is the charge amount for invoices.

Regular or fixed prices can be maintained here for ease of entry

General ledger codes may be used to identify charges and revenues for accounting purposes. This information is mandatory if your Gateway configuration includes an optional accounting interface.

Contact

Contains a listing of all contacts such as Customers, Exporters, Consignees, Agent, Broker, Carrier, Terminal etc.

Commodity

Contains a listing by code and name to describe a shipment in one line. Used in the Shipment Commodity/Description field.

Countries

Gateway provides the UN (United Nations) list of countries and the approved two digit country code. Extended country codes have been adopted for the United States and Canada. While the country code list can be maintained just as any other lookup list, it uses an international standard table and should not require any maintenance.

Extended country codes are required for shipments with export declarations.

Canada can be indicated either by using the traditional "CA", or by using a UN extended country code to identify the province. Extended country codes for Canada begin with X and then a letter for the provinces. For example: Ontario (XO) and Quebec (XQ).

The United States uses three digit extended codes by using the letter "U" followed by the standard two digit state abbreviation. For example: Illinois (UIL), New York (UNY) and Washington D.C. (UDC).

Currencies

The currency tables contain a list of all currencies and associated three digit codes that have been approved as UN and ISO standards.

The maintenance screen allows for the association of an exchange rate. This rate is applied to invoices and expenses that are entered in a foreign currency for conversion into the P&L (accounting or local) currency. When a new exchange rate is applied – the modification date is automatically recorded.

The list of currency codes can be maintained just as any other lookup list, but since it uses an international standard table, it should not require any maintenance.

Equipment

The equipment file maintains codes and descriptions for equipment that is associated with containing cargo. This area is often used to describe cargo handling instead of container types where appropriate. The information here is used primarily to print on booking confirmations and manifests.

At the time of installation, the file contains sample data that may be used or deleted and new listings added. The codes (two digits) do not match any type of international standard and may be defined by the user to match their equipment reporting requirements.

FCC and FDA (RAD) Templates

These templates are included to speed data entry when completing FCC (Federal Communications Commission) and FDA (Food and Drug Administration) forms in the transborder module. The data can also be associated with an entry in the parts file.

Each profile is stored under the associated FCC or FDA Id and can be retrieved when filling out the appropriate document. This is especially useful when shipping similar parts which require the same information on a recurring basis.

HS Codes

HS codes are used to populate HS code information for export declarations, transborder documents, trade agreements and anywhere else that a harmonized (schedule B) number is requested.

Parts

The Parts File stores information for parts that are being shipped on a regular basis. The parts file lookup is used when adding line items to the Commercial Invoice in either the Export or Transborder modules. Line items may be typed in manually, however you may wish to store parts in this file for ease of entry.

The parts list can be searched by any portion of a part description or by an exact match on any of the other above search criteria.

Part information is stored under a unique part code (user assigned).

Information to auto fill on NAFTA and other (Chile, Israel) trade certificates

Link part to an FCC template.

Link part to an FDA (Rad) template.

Description copies into commercial invoice body.

Places

Places is a list of any places that need to be used for the purposes of lookups or reporting. It is used to populate the *Port of Loading* and *Port of discharge* for Ocean and Ground shipments. It can also be used to populate the *Place of Receipt*, *Place of Delivery* and *Airports*.

FORGETFUL?

Use codes that are easy to remember. A suggested variation is the two letter country code followed by the first two letters of the port.

Sales Staff

A listing of the sales staff allows users booking a shipment to associate the file with a member of the sales staff. This is useful for the purpose of printing reports, tracking sales performance, allowing a sales person to enter the system and find shipments to which they are assigned or log onto the web tracking and see the status on all their active files. The members of the sales staff are created in this area.

The sales person code can be any eight character alphanumeric combination and must be unique to each entry. Usually a user's initials will be sufficient and easy to remember.

Tasks

A list of task milestones to use with the Task / Tracking form are maintained here.

Users

Use this file maintenance item to maintain your password or your e-mail address.

Vessels

The Vessels file contains a listing of vessels that can be used once or over and over again. A vessel must exist in this file to be used in the vessel/voyage tracking system.

VESSEL ID CODES TO REMEMBER

For a vessel ID code why not use the first two characters of the steamship company name followed by the first two letters or initials of the vessel itself.

Short names are used when document space is limited. A short name must be entered, even if the full name of the vessel is 12 characters or less.

Although the vessel file associates a steamship company to the ship, this can be changed at the shipment or voyage level for instances when cargo is booked with a different line.

Voyage

Often it will be desirable to group several files under a voyage designation. This is especially useful when booking multiple FCL shipments on the same sailing. The voyage then becomes a convenient way to ensure that all files have been billed for commission to the appropriate steamship line, company or agent.

The screenshot shows a window titled "Voyage search". It contains several input fields: "Voyage designation", "Voyage", "Short name", "Full name", "Port of loading", and "Port of destination". There is also a "Sail date" field with a dropdown menu showing "2001/01/02". Below these fields is a table with columns "Voyage", "Short name", and "Sail date". The table currently displays "No matches found". At the bottom right of the window are three buttons: "Refresh", "Maintain", and "Close".

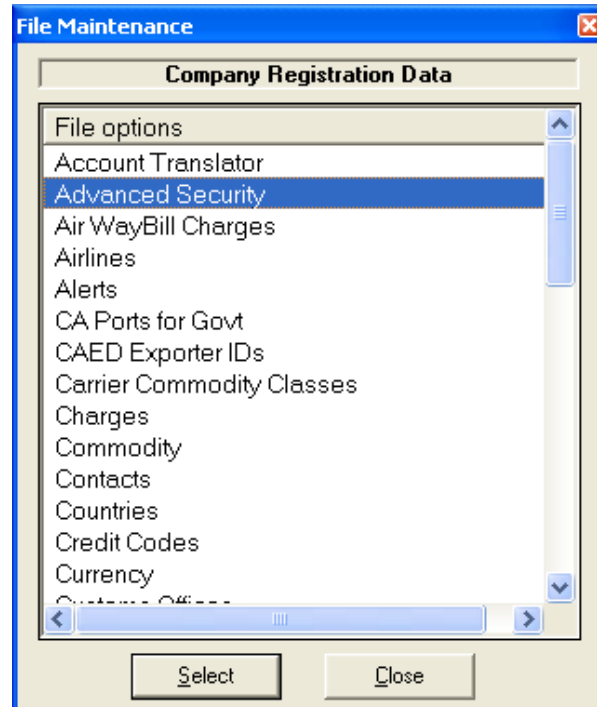
Entering complete voyage information in the maintenance area allows users to cut down on data entry when multiple booking are being made on the same vessel/voyage, but are being treated as direct shipments or individual consolidations.

The screenshot shows a window titled "Voyage file maintenance". It contains a large number of input fields and dropdown menus. Fields include "Voyage designation", "Vessel code", "Sail date" (dropdown), "Voyage", "Closing date" (dropdown), "Short name", "Loading date" (dropdown), "Full name", "Invoice no.", "Port of loading", "Destination port 1", "Arrival date 1" (dropdown), "Destination port 2", "Arrival date 2" (dropdown), "Destination port 3", "Arrival date 3" (dropdown), "Carrier", and "Agent". There are also checkboxes for "Closed" and "New". At the bottom right are buttons for "Refresh", "New", "Delete", "Apply", "Close", and "Close". At the bottom left, it says "New record - apply pending".

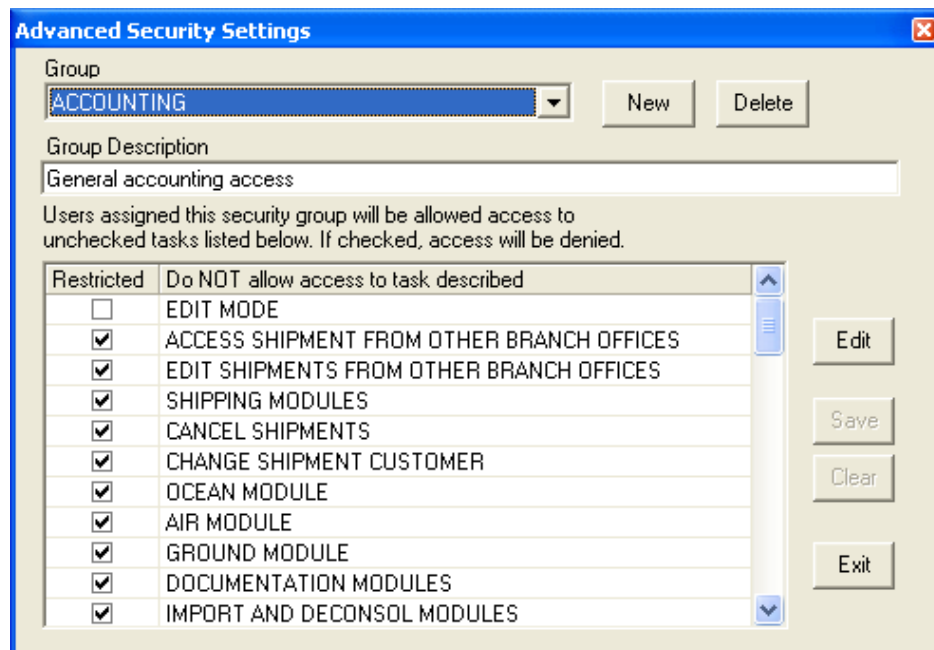
Setting User Security

Create Security Group

- From the main menu, select **Tools**
- Select **Advanced Security**



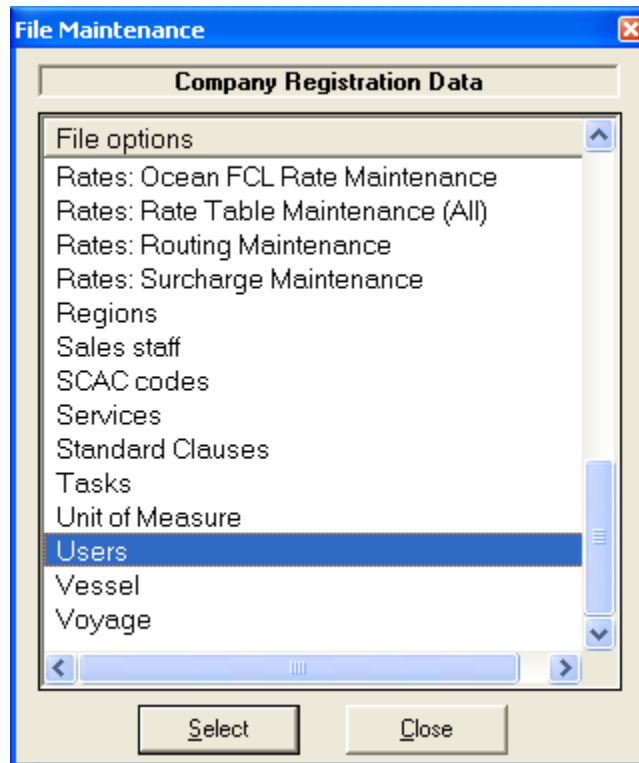
- Select the Group from the dropdown list or click on New to add a new group



- Check off any items that you **do not** want the group to have access to

Adding Users to Security Group

- From the **Tools** menu, select **Users**



- Select the User from the list and click on the Add/Edit button

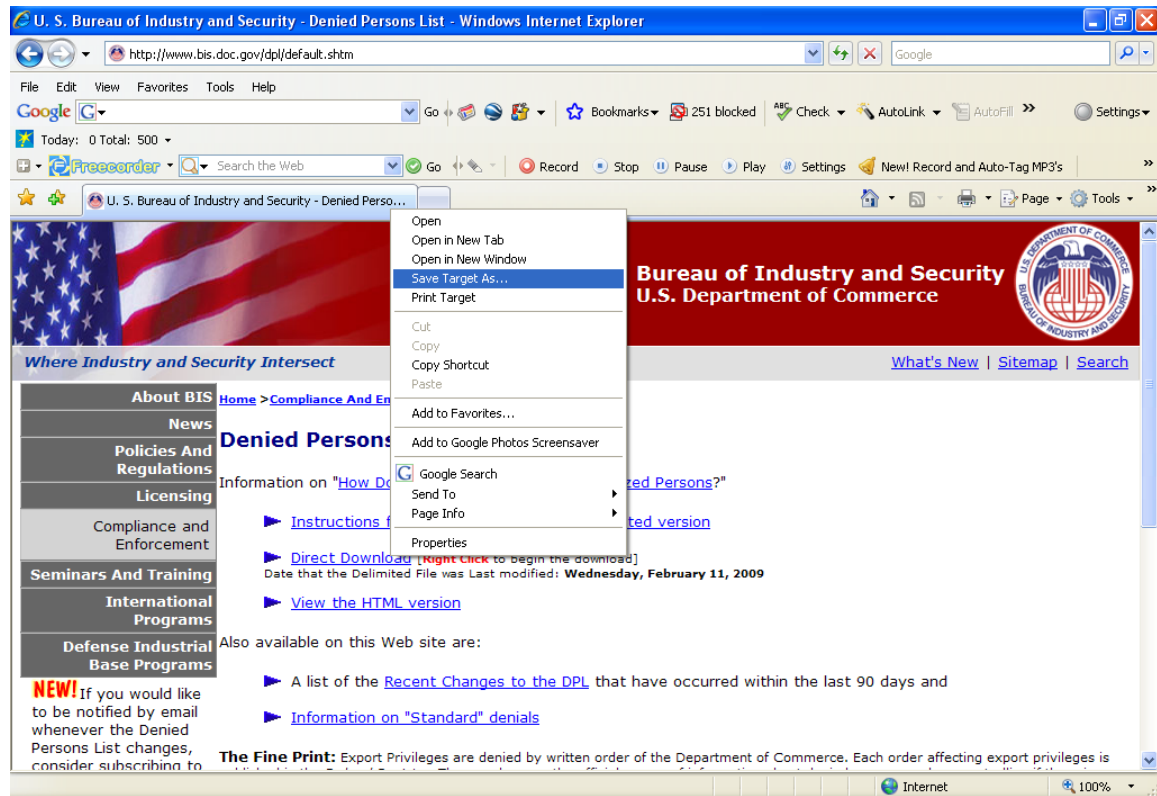
- Select the **Security Group** from the Access Group drop-down list click **Close**

Updating the US Denied Persons list

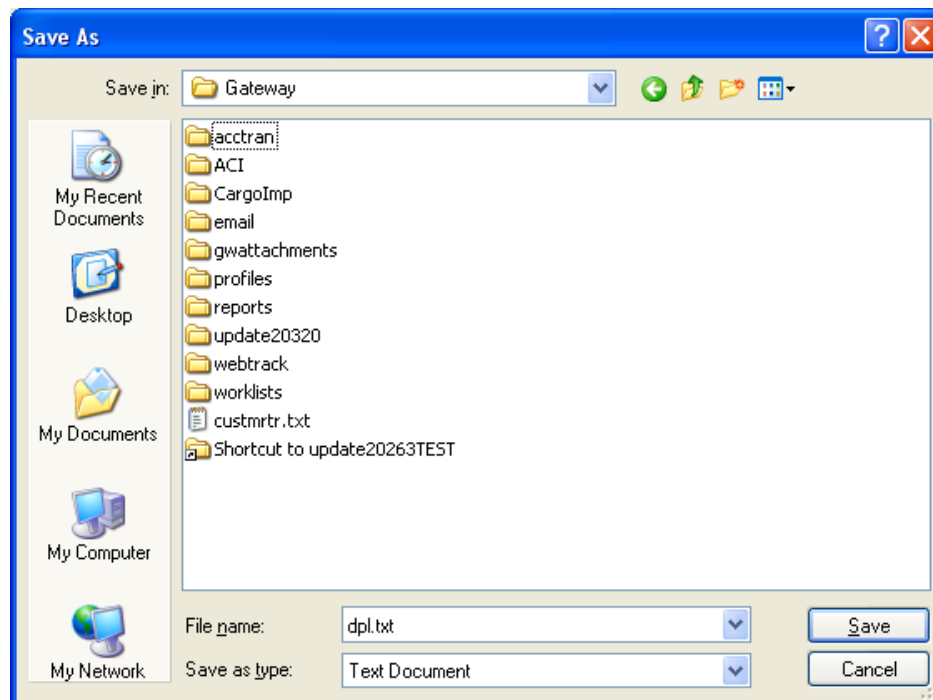
The denied persons list can be downloaded from:

<http://www.bis.doc.gov/dpl/default.shtm>

Right Click on the Direct Download link and select Save Target As



Save the file in your Gateway folder on the server.



To view the list click on the Denied List button located next to the Consignee field in any of the export modules.

The screenshot shows the top toolbar of the export module with buttons like 'Go to File', 'Go', 'Edit', 'Prev', 'Next', 'List', 'Find', 'New', 'Print', 'Reports', 'Tools', and 'Quit'. Below the toolbar is a menu bar with options: 'Source/Booking', 'Tracking/Tasks', 'House Ocean Bill', 'Pickup/LCBL', 'Master Ocean Bill', 'Distribution', 'Cert of Orig', 'Cont. Handling', and 'Insura'. The main form area contains fields for 'Exporter' (FULFL001), 'House B/L', 'Status', 'Shpr Exp. Ref. No.', 'Denied List' (circled in red), and 'Consignee'.

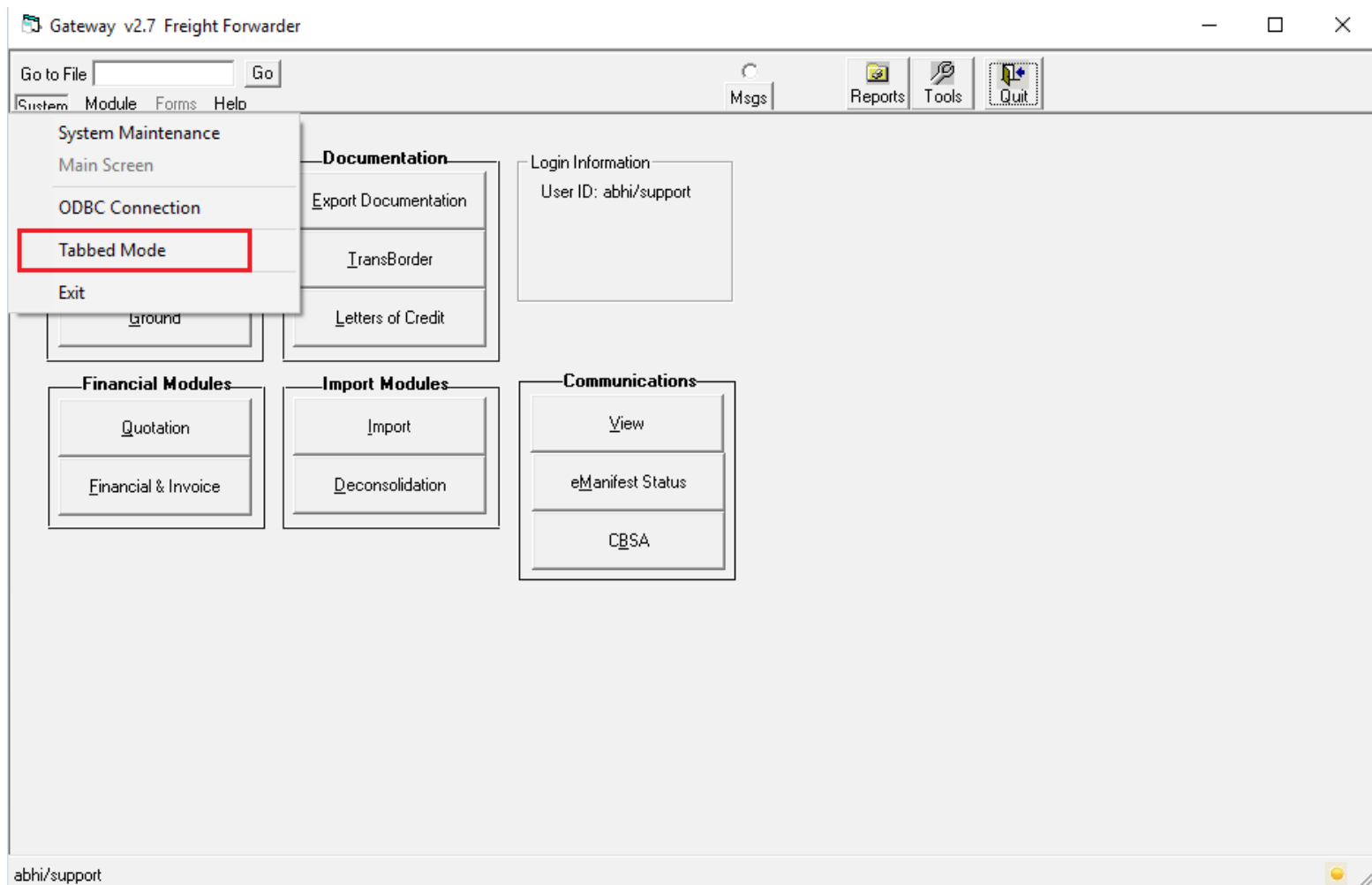
The 'Denied Persons List' window has a search section with fields for Name, State, Street Address, Country, City, and Postal Code, along with a 'Refresh' button. Below the search section is a table with the following data:

Name	Street Address	City	State	Country
A. ROSENTHAL (PTY) LTD.	P.O. BOX 44198, 65 7TH STREET, DENMYR	LINDEN		ZA
A. ROSENTHAL (PTY) LTD.	P.O. BOX 97 292 INDEPENDENCE AVENUE	WINDHOEK		NA
ACE, IAN	4 MIMOSA WAY	PINELANDS		ZA
ADT ANALOG AND DIGITAL TECHNIK	8019 NIEDERSEEON, HOUSE 21			DE
AGNESE, ANDREE	22 RUE DU 11 NOVEMBER 1918	PANTIN		FR
AGNESE, HELENE	37 RUE DE LA QUINTINIE	PARIS		FR
AGNESE, SABA	37 RUE DE LA QUINTINIE	PARIS		FR
AHMED, YASMIN	612 BUSINESS CENTRE, MUMTAZ HASAN F	KARACHI		PK
AHUJA, AJAY	POST BAG #17652, A/2/10 TAPOVAN, DON	MUMBAI		IN
AL KAYALI CORPORATION	605 TRAIL LAKE DRIVE	RICHARDSON	TX	US
AL KAYALI, MAYSOON	605 TRAIL LAKE DRIVE	RICHARDSON	TX	US
AL KAYALI, MAYSOON	908 AUDELIA ROAD, SUITE 200, PMB #245	RICHARDSON	TX	US
AL NASSER, ABDULAH	605 TRAIL LAKE DRIVE	RICHARDSON	TX	US
AL NASSER, ABDULAH	908 AUDELIA ROAD, SUITE 200, PMB #245	RICHARDSON	TX	US
AL NASSER, ABDULLAH	UPON THE DATE OF THE ORDER INCARCE	SEAGOVILLE	TX	US
ALACUBAND, HASSAM	ESTANQUE GATE	LONDON		GB

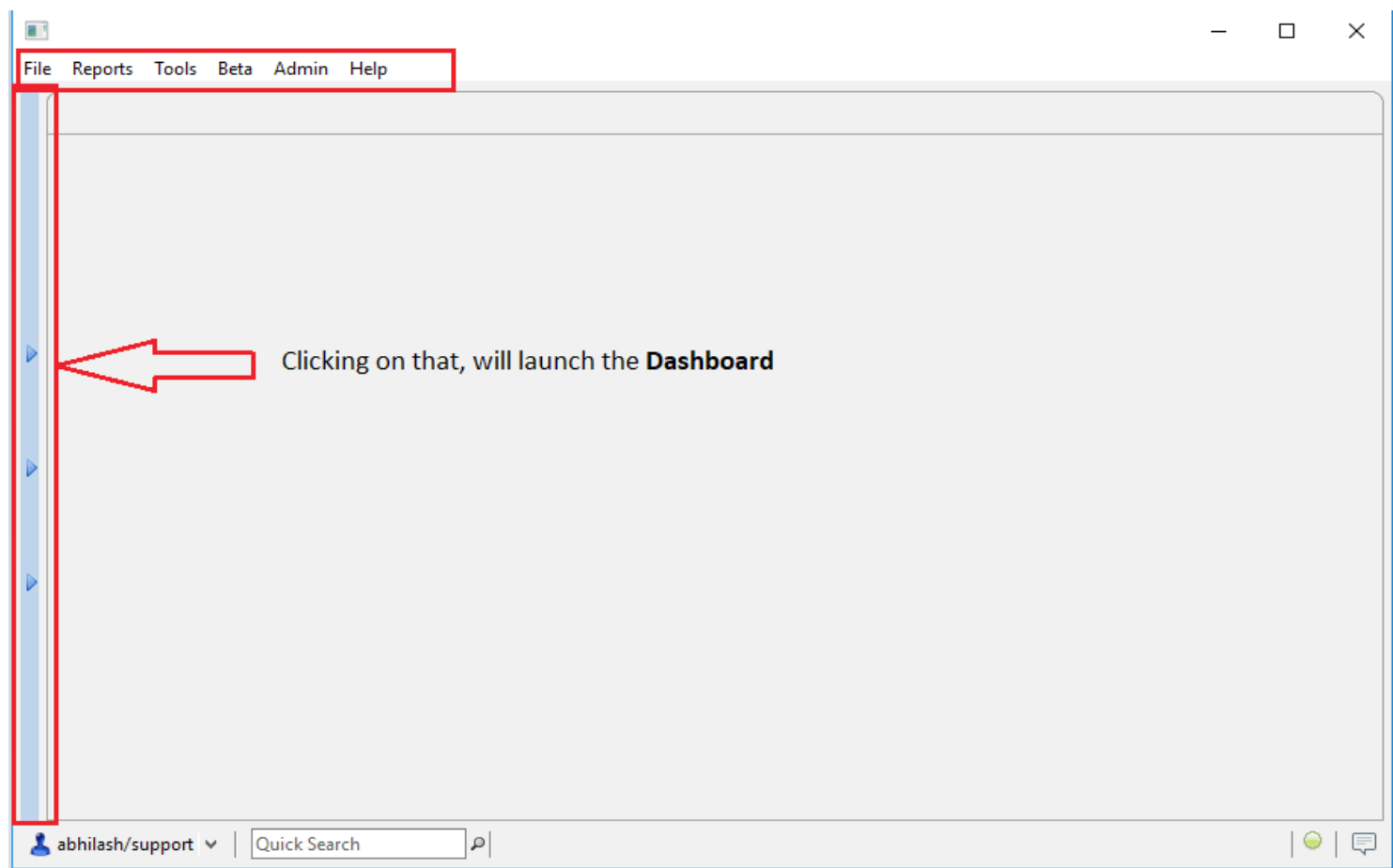
The window also includes a 'Close' button at the bottom right.

New 'TABBED Mode' in Gateway

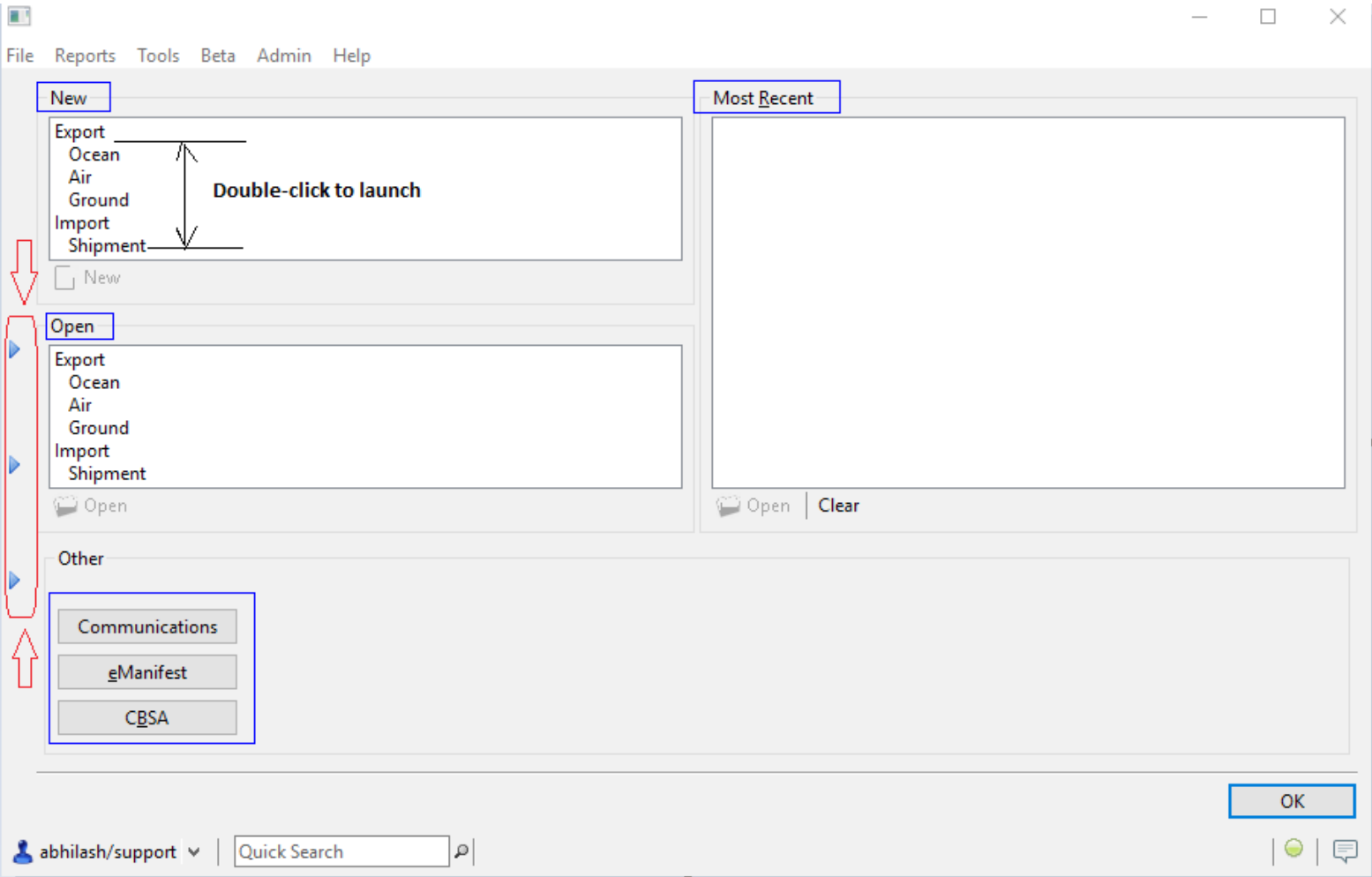
- 'Tabbed Mode' was created to simplify the look of the Gateway application
- It removes all the on screen clutter which was in the 'Standard mode'

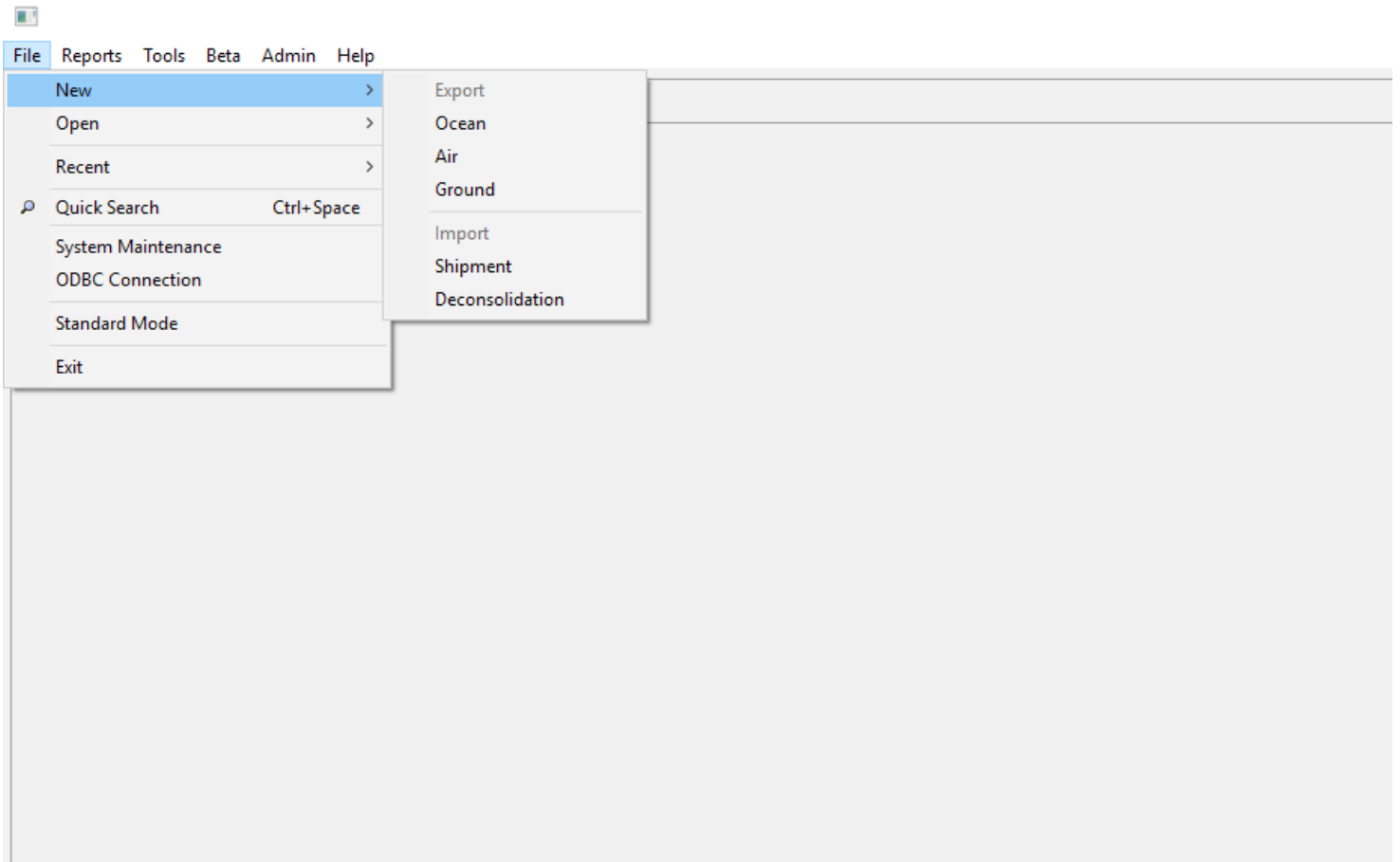


When the **TABBED Mode** is launched **it looks like the following:**

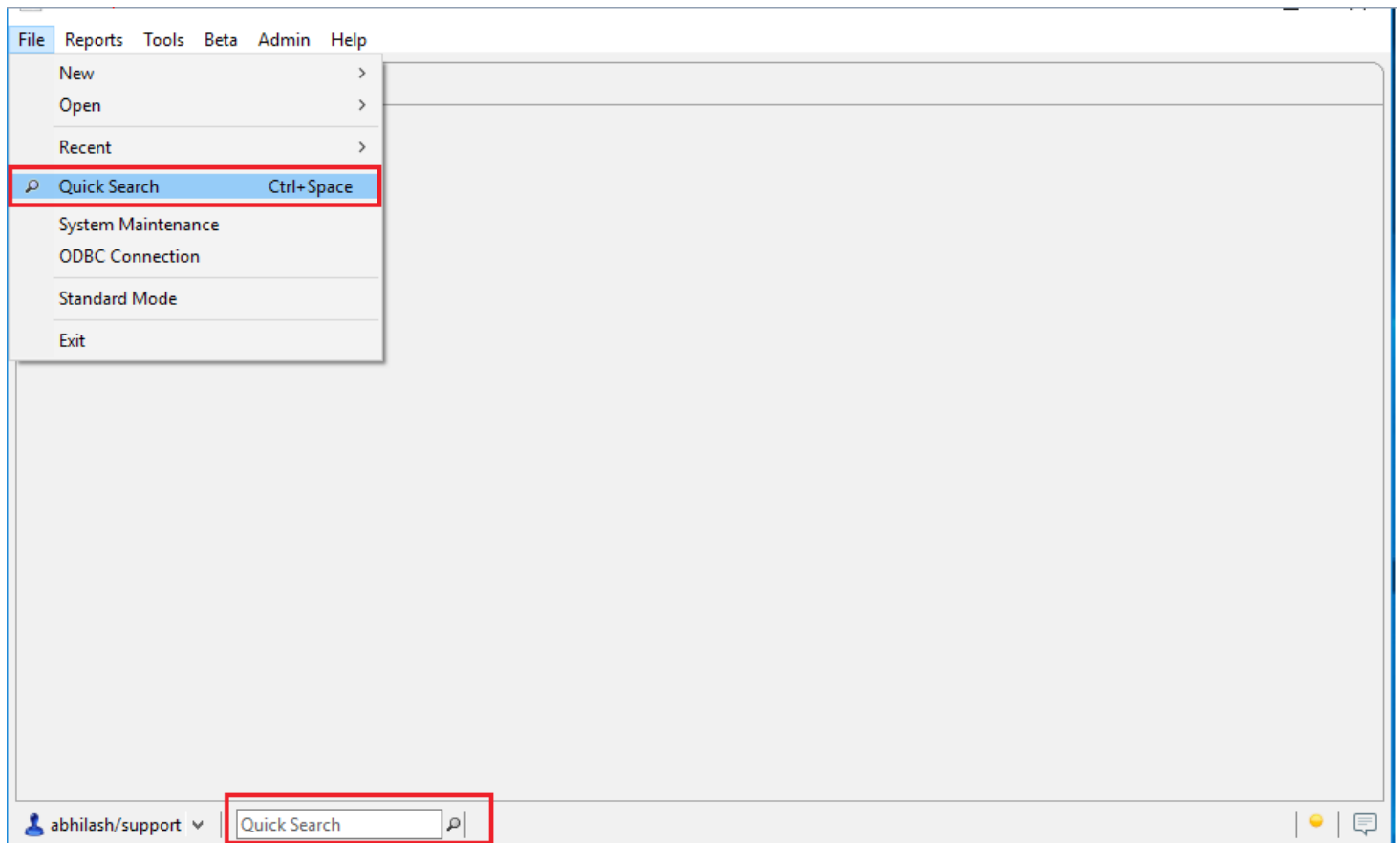


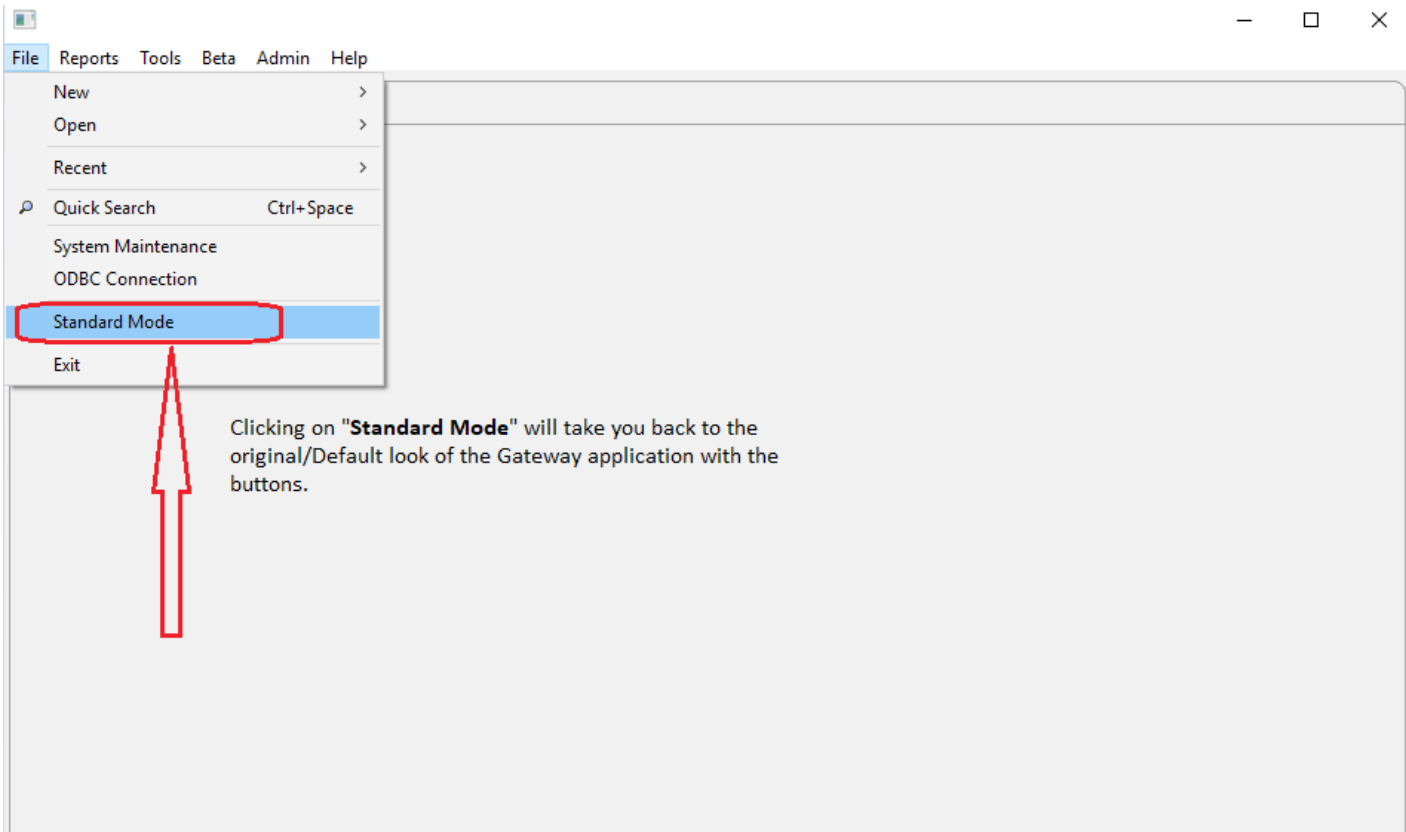
When the arrows on the 'left' are clicked, the following **Dashboard** loads as per below:





Files can be searched easily using the '**Quick Search**' option:





File Reports Tools Beta Admin Help

HQ-00158434 - Ocean

Locked Print Close

Ocean - HQ-00158434

Exporter	File No.	Status	Shpr exp. ref. no.	Consignee
KANWAL	HQ-00158434	CTS		INTEVA PRODUCTS SLOVAKIA SPOI
1426 BOUL. INDUSTRIEL	Dept. dt	Booking No.	Ship. dt	AUTOMOBILOVY PRIEMYSELNY PAI
	2016/05/04	MTRBTS-98615	2016/05/01	LOZDRNO 1006
MAGOG QUEBEC	Carrier B/L No.	MHBL No.	SLOVAK REPUBLIC SK90055	
CANADA J1X 4V9	11486-1-E-98615	SHQ-0007975	TEL: 421 902 935423	

Source/Booking

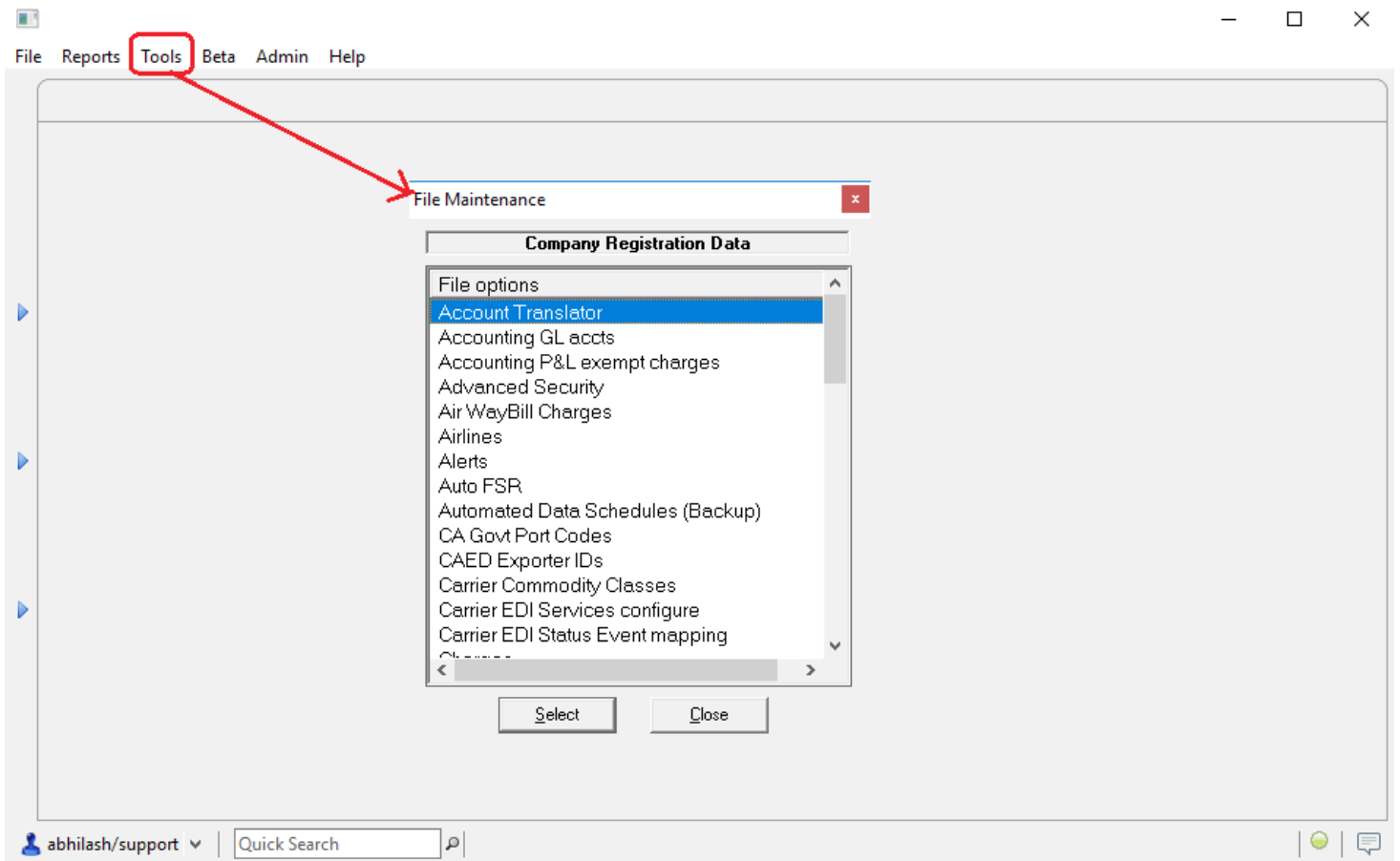
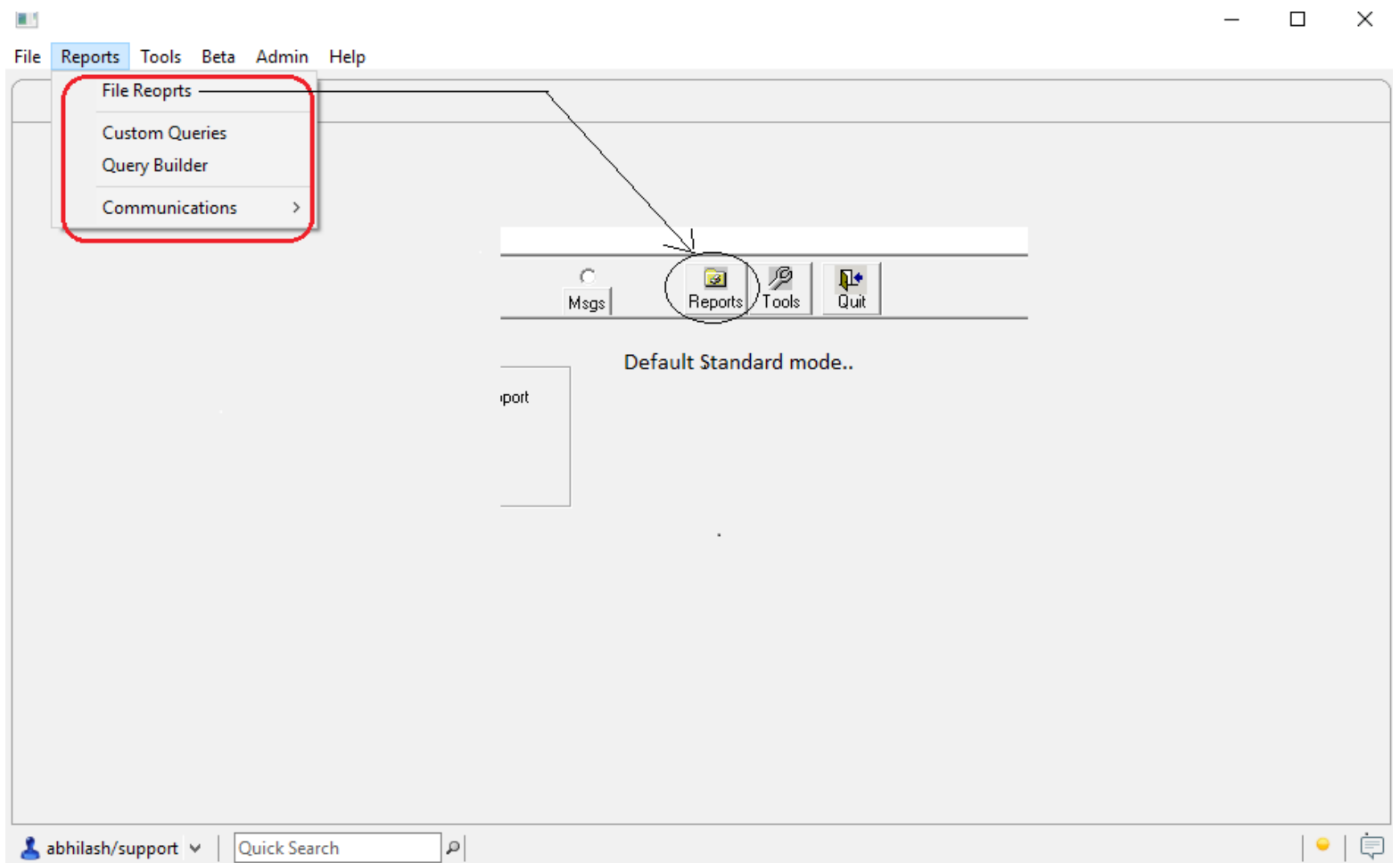
Part 1 | Part 2 | Part 3 | Part 4

Pre-Carriage	Place Of Receipt	Shipment Desc./Commodity	Doc Cutoff Dt
H	CAMTR	AUTO PARTS	2016/04/01
Montreal, QC CA			
Vessel & Voyage	Port Of Loading	Cargo Cutoff Dt	Load Dt
DOCL MONTREAL	CAMTR	2016/04/01	2016/04/07
Montreal, QC CA			
Port Of Discharge	Place Of Delivery	Est Arrival	E.T.A.Dest.
DEHAM		2016/04/22	2016/05/02
Hamburg, DE	T/BRATISLAVA		
Equipment Description	Reqd By Dt	Special Instructions *	
LCL			
LESS THAN CONTAINER LOAD			

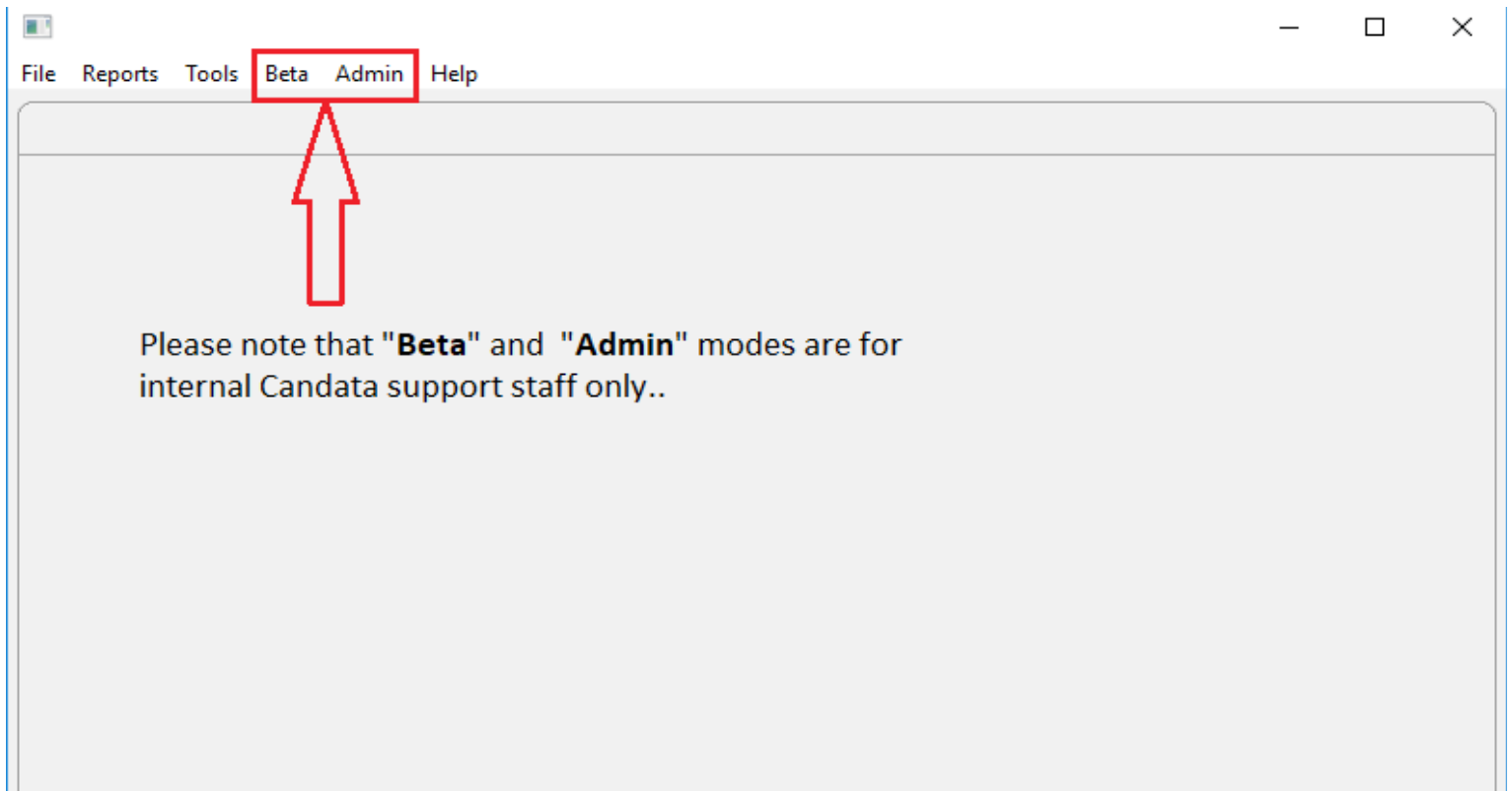
Booked By: CHARRON Book Dt: CHANTAL CHARRON

Cust Rate View

From Quote View



When you create a NEW file or load an existing one, the application loads the various options/tabs on



the left side instead of on the top like in the Standard mode:

