

User Guide - Customs

Date: 29-May-18



Document Control:

The authorised version of this document is an electronic master stored in the Document repository. Be aware that if you are reading a hard copy of this document, it is to be considered uncontrolled. It is advised to match the version of the hardcopy with the version of the document in the repository before using it.

The information contained in this document is proprietary and confidential to Infyz Solutions Pvt Ltd. © All rights to the information contained in this document are reserved. Disclosure without authorisation is prohibited.

About the Document

Revision History

| Version | Date | Description of Change(s) | Author(s) |
|---------|-------------|--------------------------|-----------|
| 1.0 | 29-May-2018 | Initial version | Ravi |
| | | | |
| | | | |
| | | | |

Table of Contents

| | | |
|-------|---|---|
| 1 | Scope and Overview | 4 |
| 2 | Objectives | 4 |
| 3 | Customs | 4 |
| 3.1 | Pre-requisite Setups / Data | 4 |
| 3.2 | Record Customs / Commercial Release for Import | 4 |
| 3.2.1 | Record Release Status at BL level | 6 |
| 3.2.2 | Record Release Status at Cargo level | 6 |
| 3.3 | Record Customs / Commercial Release Status for Export | 7 |
| 3.3.1 | Record Release Status at Booking level | 8 |
| 3.3.2 | Record Release Status at Cargo level | 9 |

1 SCOPE AND OVERVIEW

The document covers functions related to Customs module in iTOMS

2 OBJECTIVES

The objective of the document is to aid business users in familiarizing Customs module features and functionalities available in iTOMS in carrying out day to day terminal operations.

3 CUSTOMS

Navigation: iTOMS -> Customs

This function is used to record /view customs and commercial release status for cargo units(s)

3.1 Pre-requisite Setups / Data

The Customs function is dependent on the below setups / data

1. VCN / Voyage Setup – Mandatory. The Voyage data comes through vessel schedule EDI message and should be processed. Alternatively, the Voyage can be defined using Marine -> Voyage function.
2. Manifest Data – Mandatory if we are doing customs / commercial release for Import activity. The manifest information comes through EDI Manifest message. Alternatively, the data can be added using Commercial -> Manifest function
3. Booking Data – Mandatory if we are doing customs release for Export activity. The Booking information comes through EDI message. Alternatively, the data can be added using Commercial -> Booking function

3.2 Record Customs / Commercial Release for Import

Click on “Customs” function in iTOMS. This will display the below screen.

Home > Customs

Save Search Clear Close

Search Parameters

| | | | | | |
|-------------------------------------|-------------------------------------|-------------|--------------------|-----------------------|---------------------------|
| Activity: Import | VCN/Voyage : Enter One Character | Vessel: | Ext. Voyage #: | Custom Release: No | Commercial Release: No |
| Reference #: Enter One Character | BL #: | VIN #: | | | |

Search Results

No search results found

Select search parameters as below

1. Activity: Select "Import" from the list to retrieve import cargo units.
2. VCN / Voyage #: Enter min. 1 or more characters (of VCN# / Vessel / Ext. Voyage #) in the field, for the list to display matching voyages in the list. Select a voyage from the list.
3. Vessel: Display only. Populated when voyage # is selected
4. Ext. Voyage #: Display only. Populated when voyage # is selected
5. Customs Release:
 - Select "No" to retrieve BL# for which customs release is pending (for at least one cargo unit).
 - Select "Yes" to retrieve BL# for which customs release is completed (for at least one cargo unit).
6. Commercial Release:
 - Select "No" to retrieve BL# for which commercial release is pending (for at least one cargo unit).
 - Select "Yes" to retrieve BL# for which commercial release is completed (for at least one cargo unit).
7. Reference #: Enter min. 1 or more characters for the list to display available reference #. Select a value from the list to search cargo based on reference #
8. BL #: Enter one or more BL# in separate lines to search cargo based on Bill of lading number(s)
9. VIN #: Enter one or more VIN# in separate lines to search based on cargo ID(s)

After entering search parameters, click on "Search". This will retrieve BL# based on the status values entered in Customs / Commercial fields

| Search Results | | | | | | | |
|---|---------------------------|--------------------------|----------------------|------------------|----------------------|--------------------------|----------------------|
| Search All Fields: <input type="text"/> | | Total Count: 5 | | | | | |
| Edit | BL # <input type="text"/> | Custom Release | Reference # | Date Time | Remarks | Commercial Release | Commercial Date Time |
| | MTBIL001 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | MTBIL002 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | ANM002 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | ANM003 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | 1234TEST | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |

User can record / view release status and other details, at bill of lading level or at individual cargo level.

3.2.1 Record Release Status at BL level

To record release status, in search results window (displayed above), specify the below details for each BL

1. BL#: Displays bill of lading #
2. Custom Release: Check the box to confirm custom release
3. Reference #: Free text field. Enter reference #.
4. Date Time: Select custom release date from calendar
5. Remarks: Free text field. Enter remarks if any
6. Commercial Release: Check the box to confirm commercial release
7. Commercial Date Time: Select commercial release date from calendar

Click on “Save” to save the changes. This will record customs / commercial release status on all cargo unit(s) for the BL#. Along with the status, the reference #, remarks and release date are also populated on the corresponding cargo units(s)

3.2.2 Record Release Status at Cargo level

To record release status at cargo level, click on “Edit” button for the corresponding BL

| Search Results | | | | | | | |
|---|---------------------------|--------------------------|----------------------|------------------|----------------------|--------------------------|----------------------|
| Search All Fields: <input type="text"/> | | Total Count: 4 | | | | | |
| Edit | BL # <input type="text"/> | Custom Release | Reference # | Date Time | Remarks | Commercial Release | Commercial Date Time |
| | MTBIL002 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | ANM002 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | ANM003 | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |
| | 1234TEST | <input type="checkbox"/> | <input type="text"/> | YYYY-MM-DD HH:MM | <input type="text"/> | <input type="checkbox"/> | YYYY-MM-DD HH:MM |

This will display cargo units for the BL which are pending for customs / commercial release (this depends on the value selected in search parameters for Customs Release / Commercial Release fields)

| Search All Fields: <input type="text"/> Total Count: 2 | | | | | | | |
|--|--------------|--------------|---------|--------------------------|-------------|-------------------|----------------|
| BL # | Consignee | VIN # | Barcode | Customs Release | Reference # | Customs Date Time | Customs Status |
| MTBIL002 | AUDI PVT LTD | MTIMPVIN0004 | | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One |
| MTBIL002 | AUDI PVT LTD | MTIMPVIN0005 | | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One |

Enter values as below at cargo level

1. Custom Release: Check the box to confirm custom release for the cargo
2. Reference #: Free text field. Enter reference # if any
3. Date Time: Select custom release date from calendar
4. Customs Status: Select a value from the list is status needs to be tracked
5. Remarks: Free text field. Enter remarks if any
6. Commercial Release: Check the box to confirm commercial release
7. Commercial Date Time: Select commercial release date from calendar

Click on “Save” to save the changes. This will save release status and other details entered for the cargo units(s).

3.3 Record Customs / Commercial Release Status for Export

In Customs main screen, select search parameters as below

Home > Customs

Save Search Clear Close

Search Parameters

Activity: Export

VCN/Voyage #: Enter One Character

Vessel:

Ext. Voyage #:

Custom Release: No

Reference #: Enter One Character

Liner Booking #:

VIN #:

Search Results

No search results found

Search Parameters

1. Activity: Select “Export” from the list to retrieve export cargo units.
2. VCN / Voyage #: Enter min. 1 or more characters (of VCN# / Vessel / Ext. Voyage #) in the field, for the list to display matching voyages in the list. Select a voyage from the list.
3. Vessel: Display only. Populated when voyage # is selected
4. Ext. Voyage #: Display only. Populated when voyage # is selected

5. Customs Release:
 - Select “No” to retrieve Liner Booking# for which customs release is pending (for at least one cargo unit).
 - Select “Yes” to retrieve Liner Booking# for which customs release is completed (for at least one cargo unit)
6. Reference #: Enter min. 1 or more characters for the list to display available reference #. Select a value from the list to search cargo based on reference #
7. Liner Booking #: Enter one or more Booking# in separate lines to search cargo based on Liner Booking#(s)
8. VIN #: Enter one or more VIN# in separate lines to search based on cargo ID(s)

After entering search parameters, click on “Search”. This will retrieve Booking#(s) based on the status values entered in Customs field

| Search Results | | | | | |
|---|-----------------|--------------------------|-------------|------------------|---------|
| Search All Fields: <input type="text"/> | | Total Count: 6 | | | |
| Edit | Liner Booking # | Custom Release | Reference # | Date Time | Remarks |
| | LB21 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB04 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB2018 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB1204 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | AUJ-005 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | AVK01 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |

User can record release status and other details, at booking level or at individual cargo level.

3.3.1 Record Release Status at Booking level

To record customs status at Booking level, in search results window (displayed above), specify the below details for the corresponding Booking#

1. Liner Booking#: Displays Booking #
2. Custom Release: Check the box to confirm custom release
3. Reference #: Free text field. Enter reference #.
4. Date Time: Select custom release date from calendar
5. Remarks: Free text field. Enter remarks if any

Click on “Save” to save the changes. This will record customs release status on all cargo unit(s) for the Booking. Along with the status, the reference #, remarks and release date are also populated on the corresponding cargo units(s).

3.3.2 Record Release Status at Cargo level

To record release status at cargo level, click on “Edit” button for the corresponding Booking

| Search Results | | | | | |
|--|-----------------|--------------------------|-------------|------------------|---------|
| Search All Fields: <input type="text"/> Total Count: 6 | | | | | |
| Edit | Liner Booking # | Custom Release | Reference # | Date Time | Remarks |
| | LB21 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB04 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB2018 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | LB1204 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | AU-005 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |
| | AVK01 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | |

This will display cargo units for the Booking which are pending for customs release (this depends on the value selected in search parameters for Customs Release field)

| Search All Fields: <input type="text"/> Total Count: 10 | | | | | | | | | |
|---|-------------------------|----------------------------------|-----------|--------------------------|-------------|-------------------|----------------|---------|---------|
| Liner Booking # | Shipper | VIN # | Barcode | Customs Release | Reference # | Customs Date Time | Customs Status | Remarks | History |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO01 | EXPAUTO01 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO02 | EXPAUTO02 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO03 | EXPAUTO03 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO04 | EXPAUTO04 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO05 | EXPAUTO05 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO06 | EXPAUTO06 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO07 | EXPAUTO07 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | EXPAUTO08 | EXPAUTO08 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |
| LB21 | AMERICAN PRESIDENT LINE | VINAUTO001 VINAUTO002 VINAUTO003 | EXPAUTO09 | <input type="checkbox"/> | | YYYY-MM-DD HH:MM | Select One | | |

Enter values as below in the cargo section

1. Custom Release: Check the box to confirm custom release for the cargo
2. Reference #: Free text field. Enter reference # if any
3. Date Time: Select custom release date from calendar
4. Customs Status: Select a value from the list is status needs to be tracked
5. Remarks: Free text field. Enter remarks if any

Click on “Save” to save the changes. This will save release status and other details entered for the cargo units(s).