# SHIPMENT PORTAL
PROCEDURE MANUAL

EXECUTIVE SUMMARY

All Inbound freight (Sea and Air) are reported using the Shipment Portal. The Shipment Portal consists of all data required to manage and monitor Inbound Shipments.

| Shipments | Changeover | Stock Mods | GRA | WH Damage | Cancel Order | Freights | Transfers | Item Maint. | WH Return | Dashboard | ▸ Logout |

Search Parameters:

Invoice no / Container no / EFT / Vessel name: [_____] | All Departments ▾ | All Countries ▾ | All Warehouses ▾ | Search | Reset

Open - Past Shipments

	Container	Supplier invoice	Dept	Custom	Fumigation	EDO	EFT	Docs	FTA	Commodity	Port	Country	Vessel	Warehouse	Cartons	0 - Shipment date	1 - Melb ETA	2 - Container ETA	3 - Unpack ETA	TEU	
	KKTU7822938	PEF004	MPD	✓	✓	✓	35215	✓	C	Guitars	Jakarta	INA	WANA BHUM		176	03 January 2013	20 January 2013	24 January 2013 - 10:00am	24 January 2013	20	x
	MOTU0497118	AEF001-002	MPD	✗	✓	✗	35296	✓	-	Misc MPD	Shimizu	CHN	MOL EARNEST		269	15 January 2013	05 February 2013	TBA	TBA	HC	x
	DRYU4101985	ATF023	AV	✓	✗	✓	35281	✓	✓	AV Products	Port Klang	MAL	APL BAHRAIN		248	13 January 2013	31 January 2013	TBA	TBA	40	x
	EMCU9688118	DTF001-002-003	AV-MPD	✓	✓	✓	35280	✓	-	AV and MPD Misc	Shanghai	CHN	KOTA LATIF		51	08 January 2013	29 January 2013	TBA	TBA	HC	x
	FCIU3633297	4860361	Other	✓	✗	✓	35260	✓	-	SPEAKER BOX	Hongkong	Hongkong	CAP FRIO		480	13 January 2013	26 January 2013	TBA	TBA	20	x
	KKFU7711272	KEF001	MPD	✓	✓	✓	35267	✓	✓	YAMAHA EQUIPMENT	Jakarta	INA	HANJIN PORT ADELAIDE		92	09 January 2013	26 January 2013	TBA	TBA	40	x
	KKFU7777578	KEF001	MPD	✓	✓	✓	35267	✓	✓	YAMAHA EQUIPMENT	Jakarta	INA	HANJIN PORT ADELAIDE		85	09 January 2013	26 January 2013	TBA	TBA	40	x
	AIRFREIGHT	734911	MPD	-	-	✗		✓	-	Drums Kit	Other	USA			9	06 January 2013	25 January 2013	TBA	TBA	Air Freight	x
	AIR FREIGHT	FEF010-013	Other	✗	AQIS inspect	✗	35301	✓	-	NA	NA	JPN	AIR FREIGHT	EXL	4	23 January 2013	24 January 2013	TBA	TBA	Air Freight	x
	AIR FREIGHT	ATF100 NEW	Other	✗	-	✗	35312	✗	-	NA	Port Klang	MAL	AIR FREIGHT		1	23 January 2013	23 January 2013	TBA	TBA	Air Freight	x
	TGHU0964025	YAI00549	MPD	✓	✓	✓	35239	✓	-	AMPLIFIERS	Yantian	CHN	ASTORIA BRIDGE		115	09 January 2013	22 January 2013	29 January 2013	TBA	20	x
	AIR FREIGHT	FEF007-009	Other	✓	✗	✗	35294	✓	-	YAMAHA MUSICAL INSTRUMENT PARTS	TOKYO	JPN	AIR FREIGHT	EXL	3	19 January 2013	20 January 2013	21 January 2013 - 16:00	TBA	Air Freight	x
	BMOU4012552	904769	MPD	✓	-	✗		✓	-	Keyboards	Hamburg	Germany	JAKARTA EXPRESS		7	10 December 2012	17 January 2013	TBA	TBA	LCL	x
	CRLU1628348	YAI000542-543	MPD	✓	✓	✗	35142	✓	-	VOX	Yokohama	JPN	ITAL MATTINA		50	25 December 2012	15 January 2013	23 January 2013 - 17:00	TBA	LCL	x

The data in the Shipment Portal is updated by administrative stakeholders responsible for the management of the Inbound Sea and air Freight Shipments. The only exception is that Kuehne & Nagel (K&N) do not have access to the Shipment Portal. However, all inbound shipments, managed by K&N are also recorded in the portal. This is the responsibility of the Logistics Team.

Shipment predominately originate from the following ports:

- Yamaha Corporation Japan (YCJ)

- o Shimizu – Japan
- o Shanghai – China
- o Port Klang – Malaysia
- o Surabaya – Indonesia
- o Semarang – Indonesia
- o Jakarta - Indonesia
- Non Yamaha shipments
  - o Korg/Vox – Vietnam & Japan
  - o Paiste – Germany
  - o Steinberg - Switzerland
  - o Yamaha Corporation America – Savana, Gerogia
  - o Belcat

For YCJ shipments YMA Logistics receives notification of shipments, generally, 2 weeks before arrival. The Shipment Portal enables all parties to have shared responsibility in the management of the Containers. This reduces/eliminates any time lags in data management due to the need to exchange and update data.

The Shipment Portal is a single platform that reports "real time" progress of all inbound shipments. The shipment portal offer a single platform to consolidate details of all inbound shipments from various sources. All the stakeholders then are able to access in inbound shipments from this single source, enabling more accurate decision making.

Access to Shipment Portal
Stakeholders with administrative access:

Yamaha Music Australia

- Logistics Manager
- Asst Logistics Manager – Kurt Tietze
- Warehouse Supervisor – Johanna Scholes
- Logistics & Spare Parts Support – Matthew Madden

MOL Logistics

- Yvonne
- Customs (Common access)

TT Logistics

- Sam Senkurt
- Jon Campbell
- Maria Chiong (Leila)
- Yovi Sulastrie

All Yamaha stakeholders have access to the Shipment portal "**Inbound Container Movement**" Report via the Yamaha Intranet Web http://172.29.64.7/divisions/logistics/.

Initial Data Entry

The Initial Data Entry of new shipments is completed by either MOL Logistics or at Yamaha

MOL

MOL will generally input the majority of the Air Freight. As all Air Freight clearances are routed via MOL, they will receive the Arrival Notice and action the clearance documents. MOL has been provided access to Schopin. Schopin is the platform that YCJ utilises to make available all relevant shipment documentation. Again this removes MOL's reliance on documents being supplied by the Logistics Team and expedites the Customs and AQIS clearance.

Yamaha

YMA Logistics team is predominately responsible for update new Inbound Sea freight shipments into the web portal. YMA Logistics receives daily notification of sea freight via the Freight Transit Report in BASE (Yamaha ERP System). The designated logistics personnel generate a daily "Transit Report" to identify inbound (air & sea) shipments. This Report will be used to update the Shipment Portal with the details of the inbound shipments. Once the details of the Inbound Shipment has been recorded in the Portal, the relevant shipping documents are sourced from Schopin and placed in the relevant folders.

In conclusion, the shipment portal is intended to capture information of all inbound shipments from various sources. This information is then consolidated into the Shipment Portal. All the stakeholders then are able to access in inbound shipments from a single source.

Data entry into Shipment Portal

New shipments are created using the [Add Shipment] tab located in the top left hand corner of the Portal. This will open a new window titled "Add Shipment".

The Add Shipment Portal has a number of mandatory fields. The Mandatory fields are:

- Container No. This can be sourced from the Bill of Lading
- Department
- Supplier Invoice No. All YCJ Invoices are AAA111, Korg/Vox Invoices are prefixed with YAI etc
- TEU
- Number of cartons
- Invoice No. This Invoice information is critical to maintain the data integrity between Shipment Portal and BASE (See xxxx below)

Refer to Figure 3, where the Mandatory fields are highlighted in yellow.

Key Data

1.   Dates

The other Key Data Field is the maintenance of Shipment Dates and their relationship with BASE.

The key date fields are:

•   0 - Shipment Date - Date of shipment from Port of Origin. Date available on Bill of Lading

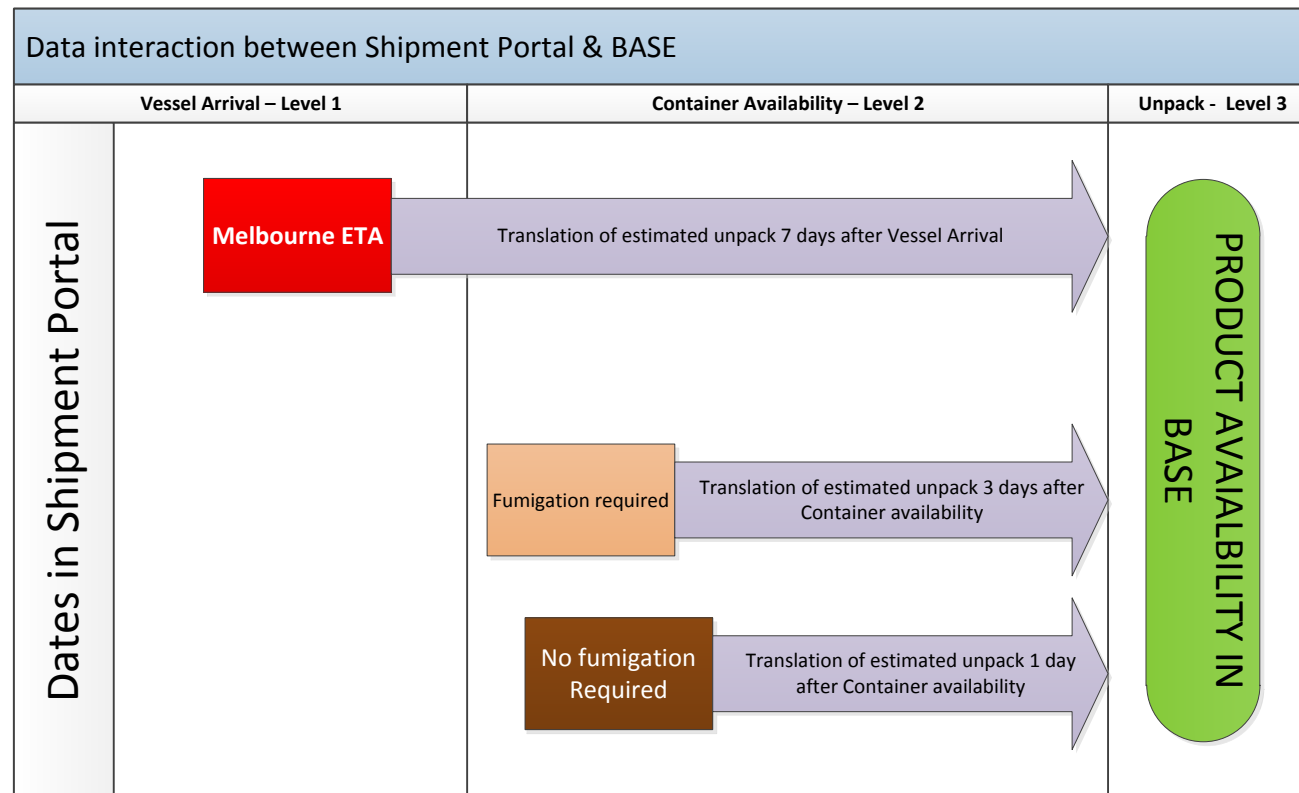•   1 - Melb ETA - The ETA of the Ship arrival. This data is available from Port of Melb authority and YCJ invoices. When validating the ship arrival ETA, though has to be given if the consignment is being transhipped.

•   2 - Container ETA - This is the date of container availability at the wharf (Updated by TTL Container supervisor)

•   2 - Container (Time) - The time that the Container will be available for unpack at the warehouse door (Updated by TTL Container supervisor)

•   3 – Unpack ETA – The date that the Container will be unpacked at TT Logistics (Updated by TTL)

In order ensure that this information is maintained in BASE, the primary information portal of the Sales Team, the ETA data from the Shipment Portal udpates BASE at 12noon and 8pm each day. This increased the accuracy of "Promise to Deliver" proposition of the Sales Team, which can obtain this information from BASE when looking at the product in BASE.

The Product Availability in BASE is calculated on the following formulas:

- 7 days from the arrival of shipment
- 3 days from Container arrival – if subject to fumigation
- 1 day from Container arrival – if NOT subject to fumigation

Refer Figure below.

Data interaction between Shipment Portal & BASE		
Vessel Arrival – Level 1	**Container Availability – Level 2**	**Unpack - Level 3**

Dates in Shipment Portal

Melbourne ETA → Translation of estimated unpack 7 days after Vessel Arrival →

Fumigation required → Translation of estimated unpack 3 days after Container availability →

No fumigation Required → Translation of estimated unpack 1 day after Container availability →

PRODUCT AVAIALBILITY IN BASE

Throughout BASE, the Arrival Date together with the Level Status is indicated. See Figure below

```
NI010D   YMA00JJ ****      PURCHASE  ORDER  ENQUIRY     **** 25/01/13 13:44:21

ITEM CODE: CLP470PE        CLP470PE     CLP CLAVINOVA W/BENC
SHIP MONTH:     0 -- 9999     WAREHOUSE   3T
IMPORTER :                          C/O OR P/O       BLANK:ALL,0:C/O,1:P/O
--------------------------------------------------------------------------
   SHIP VENDOR    ORDER    ORDER S     ORDER  <<   INVOICE   >> B/L   ARRIV L UNSHP
   DATE CODE      NUMBER   DATE  W/H   Q'TY  Q'TY  NUMBER   LN DATE  DATE      Q'TY
_  1012 YAMJAP    4430814  0208 S 3T     2     2  KEE046  027 0811  2911*
_  1112 YAMJAP    4437653  3008 S 3T     4     4  KEE049  009 2911  2012*
_  1212 YAMJAP    4446927  2709 S 3T     3     3  KEF001  020 0901  0302   2
_  0113 YAMJAP    4457256  3110 S 3T     2     1  KEF001  031 0901  0302   2    1
_  0213 YAMJAP    4464806  2711 S 3T     1        CONFIRMED
_  0313 YAMJAP    4472839  2512 S 3T     3        CONFIRMED
```

This indicates and Unpack Date of 2nd February and that the Container is at Level 2-Container Availability at Port confirmed.

An example of the interrelationship between the Shipment Portal and BASE is illustrated below:

2 Containers on this invoice

Subject to Fumigation

Container Availability on 31 January

One of the products on the shipment is CLP470PE. Given the above details, the ETA on the Container unpacks is:

Container Arrival (31 January, 2013) + Fumigation (Add 3 days) = Stock availability in BASE (3 February, 2013)

The Figure XXX indicates that the item will be available to be shipped on the 3 February, 2012 and that given that given the Container is at availability Status, Base indicates that it as at Level 2. ("L 2").

Progress of Container Clearance

The progress of the Container Processing can be monitored via the Portal. The completion of:

- Customs Clearance;
- Fumigation
- Availability of EDO
- Availability of all Shipment Documents (Invoice, Pack Dec, BOL, Man Dec etc)
- FTA docs

is available in the Shipment Portal.

Custom	Fumigation	EDO	EFT	Docs	FTA
✖	✔	✖	35296	✔	-
✔	✔	✔	35280	✔	-
✔	✔	✔	35267	✔	✔
✔	✔	✔	35267	✔	✔
✖	-	✖		✔	-
✔	✔	✔	35239	✔	-

The FTA documentation follows 4 steps:

- Certificate of Origin is available
- Refund Application lodged
- Import Declaration lodged
- Refund received

The sequence below will be displayed on the portal.

In the Example below, the shipment AEF001-002 indicates:

- It is yet to receive Customs Clearance;
- It is subject to fumigation
- EDO's have not issued
- Shipment documents are complete and available
- There is no FTA documentation.

Open - Past Shipments

	Container	Supplier invoice	Dept	Custom	Fumigation	EDO	EFT	Docs	FTA	Commodity	Port	Country	Vessel	Warehouse	Cartons	0 - Shipment date	1 - Melb ETA	2 - Container ETA	3 - Unpack ETA	TEU	
	MOTU0497118	AEF001-002	MPD	✖	✔	✖	35296	✔	-	Misc MPD	Shimizu	CHN	MOL EARNEST		269	15 January 2013	05 February 2013	TBA	TBA	HC	x
	EMCU9688118	DTF001-002-003	AV-MPD	✔	✔	✔	35280	✔	-	AV and MPD Misc	Shanghai	CHN	KOTA LATIF		51	08 January 2013	29 January 2013	TBA	TBA	HC	x

‹ Back to List

Update Shipment

| Created: | customs | Tuesday, 08 January 2013 at 10:33:25 |
| Last modified: | nomer | Tuesday, 22 January 2013 at 08:54:22 |

Copy this shipment **NEW**

Container Info

Container no*:
KKTU7822938 (TBA if blank)

Supplier invoice no*:
PEF004

Department*:
MPD

Supplier contact:
...

☐ Air freight ⚑   ☐ Priority ⚠

Custom cleared:
Yes

Fumigation:
Yes

Freight fwd:
M

EFT:
35215

All documents:
Yes

Commodity:
Guitars

TEU*:
20

Port of origin:
Jakarta

Country of origin:
Indonesia

Vessel:
WANA BHUM

Voyage:
856

Warehouse:
TT

No of cartons*:
176

☑ EDO

Additional Info:
"

Status: Open

Update Shipment

Dates

0 - Shipment:
03/01/2013 *DD/MM/YYYY*

1 - Melb ETA:
20/01/2013 *DD/MM/YYYY*

2 - Container ETA:
24/01/2013 *DD/MM/YYYY*

2 - Container (Time):
10:00am

3 - Unpack ETA:
24/01/2013 *DD/MM/YYYY*

Invoices

 # 1*:
PEF004

 # 2:

 # 3:

 # 4:

 # 5:

Documentation

☐ Bill of Lading   ☐ Commercial Invoice

☐ Packing List   ☐ Packing Declaration

☐ Manufacturer Declaration   ☐ Certificate of Origin

FTA - 1 **NEW**

☑ Ⓒ Certificate of Origin - Wednesday, 16 January 2013 at 10:12:26

Update Certificate Origin

☐ Ⓡ Refund Application - N/A

Update Refund Application