

Fender Musical Instruments Corporation

CREATE EXTERNAL DOCUMENT

You can add shipping documents to the cargo in LOG-NET. You can also use that same process to attach any other documentation such as digital photos of damage. Entering documents in LOG-NET is done by selecting the **Documentation** header, then selecting **External Document**, and finally clicking on *Create External Document*.

The screenshot shows the FMIC LOGISTICS web application interface. The address bar displays <http://fmic.log-net.com/dispatcher?service=GetApplication>. The main header features the FMIC LOGISTICS logo and a navigation bar with tabs: Order, Booking, Shipment, Container, Documentation, Freight Audit, Customs, Exception, and Landed Cost. The 'Documentation' tab is active, and a dropdown menu is open, showing options: Freight Receipt, Commercial Invoice, Carrier Booking, Shipping Instruction, Bill of Lading, External Document, Proforma Invoice, Meat and Poultry Export Certificate, Form Letter, Export Declaration, Document Set, and Manual Document Generation. The 'External Document' option is selected, and a sub-menu is open, showing: Create External Document, Find External Document, and Find External Document Line Item. The 'Create External Document' option is highlighted. The background shows the 'Container Maintenance' section for container HJCU98765432, with fields for Container ID, Carrier ID (HJSC), and Location (J BARCELONA).

There are three steps to Create External Documents. They are:

1. Enter the External Document
2. Enter Line Items
3. Image Entry

External Document Entry

[Submit](#) [Search](#)

The screenshot shows the '1. Enter External Document' step of the External Document Entry process. The form has two tabs: '1. Enter External Document' (active) and '2. Enter Line Items'. The '1. Enter External Document' tab contains the following fields: Document Date (2009-07-09), Document Type, Document Reference, and a checkbox for 'Auto-populate Trade Partners from Line Items'. Below these are four rows of fields for Trade Partner 1, 2, 3, and 4, each with a Role and a Partner ID field. The '2. Enter Line Items' tab is currently empty.

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Enter External Document

You need to complete only two fields: Document Type and Document Reference.

For document type, enter “Shipping Documents.”

For Document Reference, enter the BL #.

After you are done, click 2. Enter Line Items.

Enter Line Items

The first thing to do is go to the **Add Line Items From** field and select **Container**. The **Add Line Items From** field determines what your line items will be. In this case, we want the Line Items to be our containers.

Be sure to select **Container**! The **Add Line Items From** field defaults to **Shipment**. If you leave it at Shipment, users will not be able to see the documents at the container level.

External Document Entry

[Submit](#) [Search](#)

| 1. Enter External Document | | | | | 2. Enter Line Items | | | | | | |
|--|-------|-----------|------|------------|---------------------|-------------|-----------|-----------|---------|----------|---------|
| 2. Enter Line Items | | | | | | | | | | | |
| Add Line Items From Container | | | | | | | | | | | |
| ... | Group | Container | Type | Carrier ID | Vehicle ID | Voyage/Trip | Orig Date | Dest Date | Orig ID | Disch ID | Dest ID |

[Submit](#) [Search](#)

Then select the ellipse button so you can select which containers you want to refer to. You will see this Search screen.

Add Containers To Document

Enter partial or complete values.

| Constrain | |
|-------------------------------------|----------------------------------|
| Search | |
| Container ID <input type="text"/> | Carrier ID <input type="text"/> |
| Vehicle ID <input type="text"/> | Voyage/Trip <input type="text"/> |
| Orig ID <input type="text"/> | Dest ID <input type="text"/> |
| Bill of Lading <input type="text"/> | |
| HOT Container ▼ | HAZMAT ▼ |
| FMIC Cont ID <input type="text"/> | |
| Search | |

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Enter any criteria you desire to limit the Search, and then hit the Search button. It will show you all containers available to you. Select all containers that are listed in your shipping documents. You can select more than one.

Add Containers To Document

Enter partial or complete values.

| Constrain | |
|---|---|
| Container ID | <input style="width: 150px;" type="text"/> |
| Vehicle ID | <input style="width: 150px;" type="text"/> |
| Orig ID | <input style="width: 80px;" type="text"/> |
| Bill of Lading | <input style="width: 200px;" type="text"/> |
| HOT Container | <input style="width: 50px;" type="button" value="v"/> |
| FMIC Cont ID | <input style="width: 100px;" type="text"/> |
| Carrier ID | <input style="width: 100px;" type="text"/> |
| Voyage/Trip | <input style="width: 150px;" type="text"/> |
| Dest ID | <input style="width: 80px;" type="text"/> |
| HAZMAT | <input style="width: 50px;" type="button" value="v"/> |
| Search <input style="border: 1px solid black; padding: 2px 10px;" type="button" value="Search"/> | |

| Containers Available To Add To Document | | | | | | | | | | |
|---|--------------|------|------------|--------------|-------------|------------|------------|---------|----------|---------|
| | Container | Type | Carrier ID | Vehicle ID | Voyage/Trip | Orig Date | Dest Date | Orig ID | Disch ID | Dest ID |
| Select | HJCU1000011 | VSL | HJSC | HJ BREMEN | 001E | 2009-06-28 | 2009-07-16 | SHA | LGB | ONT |
| Select | HJCU98765432 | VSL | HJSC | HJ BARCELONA | 001E | 2009-07-02 | 2009-07-16 | SHA | | ONT |
| Select | IFGJRIHWG | VSL | MOLU | SUNNY STATE | 401-E | 2009-07-01 | 2009-08-15 | GMP | RTM | MOE |
| Select | MOLU1234567 | VSL | MOLU | SUNNY STATE | 411-E | 2009-06-17 | 2009-07-07 | SHA | LAX | ONT |
| Select | MOLU13579 | VSL | MOLU | SUNNY STATE | 401-E | 2009-05-29 | 2009-06-21 | MAA | LAX | ONT |
| Select | MOTU0127094 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0551902 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0622380 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0643320 | VSL | HJSC | HJ BARCELONA | 001E | 2009-07-02 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0731988 | VSL | MOLU | AG RELIANCE | 001E | 2009-07-08 | 2009-07-18 | SHA | | AMS |
| ⏪ ⏩ Showing records 1 to 10 of 12 ⏪ ⏩ | | | | | | | | | | |

If you have selected a container by mistake, you can select **Delete** at the right end of the line item and remove that container.

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| Containers Available To Add To Document | | | | | | | | | | |
|---|-------------|------|------------|--------------|-------------|------------|------------|---------|----------|---------|
| | Container | Type | Carrier ID | Vehicle ID | Voyage/Trip | Orig Date | Dest Date | Orig ID | Disch ID | Dest ID |
| Select | HJCU1000011 | VSL | HJSC | HJ BREMEN | 001E | 2009-06-28 | 2009-07-16 | SHA | LGB | ONT |
| Select | IFGJRIHWG | VSL | MOLU | SUNNY STATE | 401-E | 2009-07-01 | 2009-08-15 | GMP | RTM | MOE |
| Select | MOLU1234567 | VSL | MOLU | SUNNY STATE | 411-E | 2009-06-17 | 2009-07-07 | SHA | LAX | ONT |
| Select | MOLU13579 | VSL | MOLU | SUNNY STATE | 401-E | 2009-05-29 | 2009-06-21 | MAA | LAX | ONT |
| Select | MOTU0127094 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0551902 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0622380 | VSL | MOLU | A SINGAPORE | 001E | 2009-06-28 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0643320 | VSL | HJSC | HJ BARCELONA | 001E | 2009-07-02 | 2009-07-16 | SHA | | ONT |
| Select | MOTU0731988 | VSL | MOLU | AG RELIANCE | 001E | 2009-07-08 | 2009-07-18 | SHA | | AMS |
| Select | TEST123456 | VSL | MOLU | SUNNY STATE | 401-E | 2009-07-09 | 2009-08-15 | GMP | RTM | MOE |
| Showing records 1 to 10 of 11 | | | | | | | | | | |

Select All

| Containers currently assigned to document | | | | | | | | | | |
|---|--------------|------|------------|--------------|-------------|------------|------------|---------|----------|---------|
| Group | Container | Type | Carrier ID | Vehicle ID | Voyage/Trip | Orig Date | Dest Date | Orig ID | Disch ID | Dest ID |
| 1 | HJCU98765432 | VSL | HJSC | HJ BARCELONA | 001E | 2009-07-02 | 2009-07-16 | SHA | | ONT |
| Show Filter | | | | | | | | | | |

Delete All

OK

After you have selected all the containers, hit the **OK** Button.

You will now see what containers you have selected. If you need to add or remove any containers, hit the ellipse button again and use the Search screen to add or delete containers. After you confirm you have all the containers you want, you can now hit Submit.

External Document Entry

Submit Search

| 1. Enter External Document | | | | | 2. Enter Line Items | | | | | |
|---|--------------|-----------|------|--------------|---------------------|-------------|------------|-----------|---------|---------|
| 2. Enter Line Items | | | | | | | | | | |
| Add Line Items From Container | | | | | | | | | | |
| ... | Group | Container | Type | Carrier ID | Vehicle ID | Voyage/Trip | Orig Date | Dest Date | Orig ID | Dest ID |
| 1 | HJCU98765432 | VSL | HJSC | HJ BARCELONA | 001E | 2009-07-02 | 2009-07-16 | SHA | | ONT |

Submit Search

Image Entry

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Hitting Submit will take you to Image Entry. You can now add files to LOG-NET. You may add up to 20 documents. If you need to add more than 20 documents, you must check Add More Images.

External Document Image Entry

[Submit](#)

External Document FDRFDR0000000008

[\[Files to Upload\]](#)

Properties

Document Date 2009-07-09

Document Type

Document Reference MOLUTEST123456789

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Files to Upload

| | | |
|--------------|----------------------|--|
| File Name 1 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 2 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 3 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 4 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 5 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 6 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 7 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 8 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 9 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 10 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 11 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 12 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 13 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 14 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 15 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 16 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 17 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 18 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 19 | <input type="text"/> | <input type="button" value="Browse..."/> |
| File Name 20 | <input type="text"/> | <input type="button" value="Browse..."/> |

☐ Add More Images

To add files, hit the **Browse** button and select the file you want. If all your shipping documents are in one file (a PDF file for example), then you can add that single document. However, if you have additional files (a packing list in MS Excel format for example), you can add that as a second document.

After you have loaded all your documents, hit the Submit button. You should see a pop-up telling you that you have successfully loaded your documents.

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External Document FDRFDR0000000008

[\[Document Images\]](#) [\[Line Items\]](#) [\[Comments\]](#) [\[Changes\]](#)

| Properties | |
|----------------------------|--|
| Document Date | <input type="text" value="2009-07-09"/> |
| Document Type | <input type="text"/> |
| Document Reference | <input type="text" value="MOLUTEST123456789"/> |
| Trade Partner 1 Role | <input type="text"/> ... |
| Trade Partner 2 Role | <input type="text"/> ... |
| Trade Partner 3 Role | <input type="text"/> ... |
| Trade Partner 4 Role | <input type="text"/> ... |
| Trade Partner 1 Partner ID | <input type="text"/> ... |
| Trade Partner 2 Partner ID | <input type="text"/> ... |
| Trade Partner 3 Partner ID | <input type="text"/> ... |
| Trade Partner 4 Partner ID | <input type="text"/> ... |

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| Document Images | | | |
|-------------------------|--------------------------------|----------------------------------|------------------------|
| Num | File Name | | |
| 1 | LOG-NET Shipping Documents.PDF | Display Document | Delete |
| Add New | | Show Filter | |

[\[Top\]](#)

| Line Items | | | | | | |
|-------------------------|--------------|-----------------------------|------|------|------|------------------------|
| | Object Level | Qty | Qual | CBM | KGS | |
| Open | CONTAINER | 100.00 | PC | 0.00 | 1.10 | Delete |
| Add New | | Show Filter | | | | |

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| Comments | | | | | | |
|-------------------------|-----|-----------------------------------|------|----------|------------|------------------------|
| | Num | Comment | Type | Mod By | Mod Date | |
| Edit | 1 | CREATED BY CDURNELL ON 2009-07-09 | SY | CDURNELL | 2009-07-09 | Delete |
| Add New | | Show Filter | | | | |

[Edit All](#)

[\[Top\]](#)

| Changes | |
|------------|--|
| No Records | |

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You will now see the External Document you have created. In the section labeled Document Images, you will see all the documents you have uploaded. By selecting Display Document, you will see that document.

In addition, any documents will now be available to anyone looking at the containers we selected in step 2 (Enter Line Items).

With shipments having been created, the shipments loaded into the container, and shipping documentation uploaded, the shipper is now done with LOG-NET.