#### SHIPMENTS IN LOG-NET

A "shipment" in LOG-NET represents a lot from one line item in one PO. Therefore, five POs each with three line items will eventually create a minimum of fifteen shipments in total.

Creating shipments is the first step in the LOG-NET process. Shipments are usually created when the product is ready to depart from the vendor factory. Users create shipments from order items.

#### **Creating Shipments**

LOG-NET has two methods to create shipments. Under the **Shipment** header, there are two selections – "Create Shipment," and "Create Multiple Shipment." Because "shipment" in LOG-NET means one line item of one PO, it is recommended to always select *Create Multiple Shipments* when creating shipments (there are no problems if only one line item is selected when creating multiple shipments).



LOG-NET has three steps in creating multiple shipments.

- 1. Enter Shipment Header
- 2. Create Shipments
- 3. Enter Multiple Packing List

#### **Enter Shipment Header**

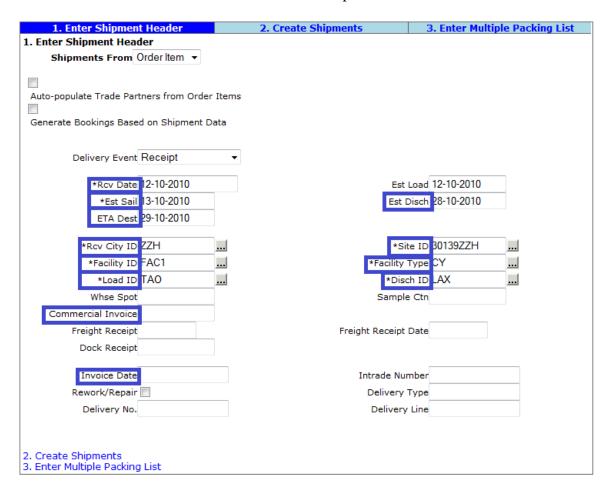
The "Shipments From" field will default to Order Item. If not, please select "Order Item."

The "Delivery Event" field will default to Receipt. If not, please select "Receipt."

Fields beginning with an asterisk (\*) are required fields and must be entered for you to proceed to the next steps. In addition to these fields are other fields. FMIC requires some of these other fields to be completed even though LOG-NET does not require them.

Fields that are not required by LOG-NET or FMIC do not need to be completed. However, there will be no problems if data is entered into them. At some point, FMIC

may require new or additional fields to be completed. If so, vendors will be notified first and these LOG-NET Process instructions will be updated.



FIELD	DESCRIPTION	FMIC REQUIRED
*Rcv Date	Receipt date is the date the product is ready to ship at the vendor factory.	YES
Est Load	Estimated Load date is the date the product is loaded on the carrier vessel.	NO
*Est Sail	Estimated Sailing date is the Estimated Time of Departure (ETD) of the ocean vessel or airline on the BL or AWB.	YES
Est Disch	Estimated Discharge date is the date when the ship arrives at the port of destination. This is the ETA into port and should be on the BL	YES
ETA Dest	Estimated Time of Arrival at Destination is the ETA data at the final destination (the FMIC consignee address.) This should be +3 days after the Est Disch.	YES

Last Changed On: 01-NOV-2010 Last Changed By: cdurnell Page 2 of 9

*Rcv City ID	3 letter city code of vendor location provided by	YES
	Fender. See below.	
*Site ID	Vendor # provided by FMIC. See below.	YES
*Facility ID	Facility code provided by Fender. See below.	YES
*Facility Type	Facility type provided by Fender. See below.	YES
*Load ID	The three letter code of the Port of Lading on the BL.	YES
*Disch ID	The three letter code of the Port of Discharge on the	YES
	BL.	
Commercial	The commercial invoice number.	YES
Invoice		
Invoice Date	The date of the commercial invoice	YES

Dates in LOG-NET can be entered several ways. The first is a YYYY/MM/DD combination (the specific date format can be changed by editing your User Settings under System Admin). The other way is to simply enter "t" and then hit tab for *today*'s date. You can also enter t+1 for the day after today, t+2 for 2 days after today, and so on. (You can also enter "y" for *yesterday*'s date, and "m" for *tomorrow*'s date.)

The middle data is specific geographic data established for each vendor location. Each vendor location has a unique combination of City, Site, and Facility information already established in LOG-NET. This data will be created for each vendor prior to User Setup and will be provided to each vendor. Some vendors have only one location, and this data will always be the same. Other vendors have multiple locations, and each location will have its own combination of data. If you do not have this data, please contact <a href="mailto:lognetadmin@fender.com">lognetadmin@fender.com</a>.

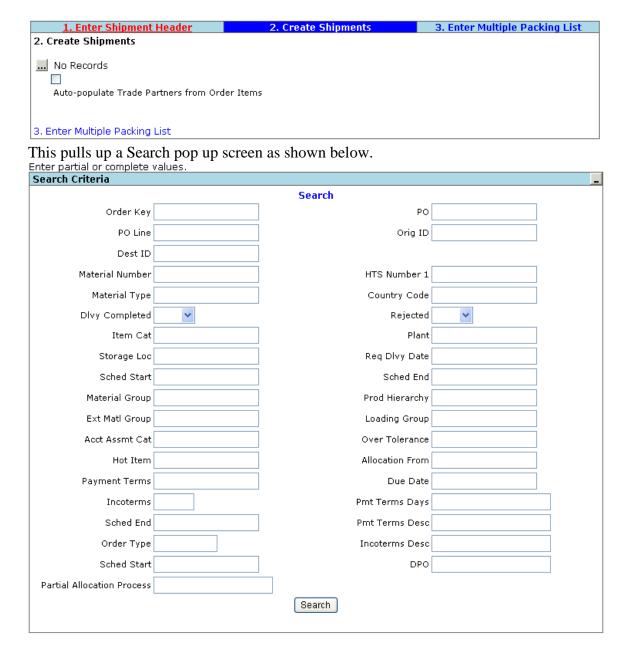
The Commercial Invoice and Invoice Date are required fields. Enter the appropriate invoice # and invoice date for the items you have selected. If you have multiple invoices, you should use *Create Multiple Shipments* separately for every invoice numbers.

This Header Data will always default to the information entered into the last shipment created by the UserID. So be sure to change/update any fields that will change.

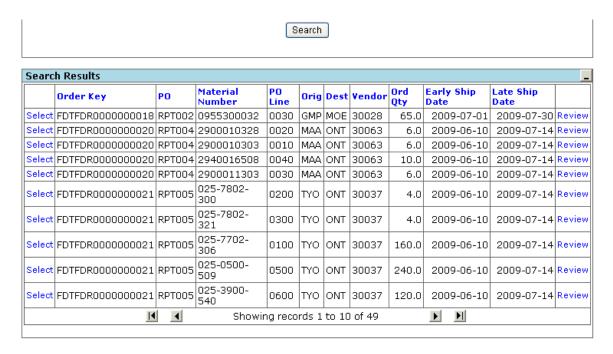
#### **Create Shipments**

After entering the Shipment Header, the next step is to create the shipments. Remember that "shipment" means one line item of one PO. You will create one shipment for every PO line item to be shipped on a BL to FMIC.

To create a shipment, click on the button that shows an ellipses (three dots).



Click Search to bring up a list of all open PO line items available to you. You can narrow the Search by entering in data in the search fields. Good search criteria will be PO and Material Number. You should see something like this.

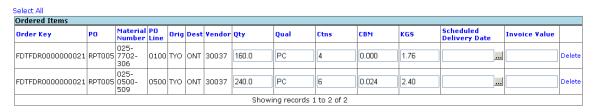


The Order Key is a unique identification # created by LOG-NET. PO will be the FMIC Purchase Order #. Material Number will be the Fender material #. Ord Qty is the remaining quantity that is open on the PO (if the PO was for 100 units, and 20 have already shipped, then this will show 80 units).

You may need to scroll through records before you find the PO line item you are looking for.

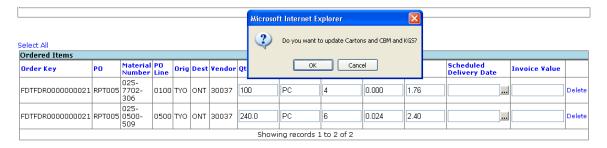
Once you find the PO line item you need, click on "Select" to add that line to "Ordered Items." These are the items that you will be shipping. You are able to select multiple items (this is possible because we choose to *Create Multiple Shipments*. If we had selected *Create Shipment* instead, LOG-NET would not let us select more than one item.)



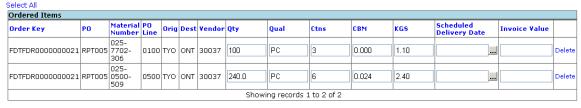


At the Ordered Items, you will see that some fields are open and can be manipulated. These fields default to the entire remaining quantity of that PO line item and related data in FMIC's SAP system. This quantity can be manually adjusted if you are not shipping the entire PO line.

Therefore, in the example above, we can change the quantity shipped for Material # 025-7702-306 from 160 to 100. By changing the quantity, LOG-NET will ask you whether you want to update the carton count, CBM, and KGS. Click "Yes."



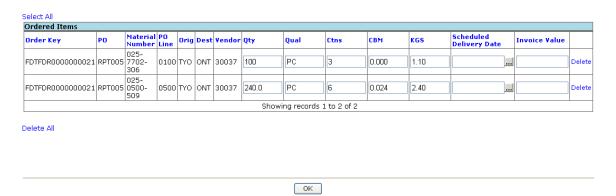
Below is how the Ordered Items will now look with the updated quantity and other information.



If you have accidentally selected a wrong PO line item, you can hit Delete at the far right of the line item. This will remove the line item entirely.

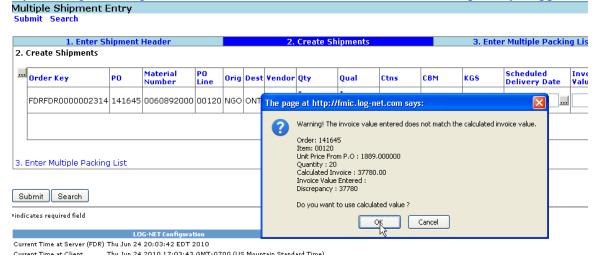
Last Changed On: 01-NOV-2010 Last Changed By: cdurnell Page 6 of 9

After you have selected all the PO line items and updated their quantity, you must click the "OK" button on the far bottom. If you do not click "OK," then LOG-NET will not save your work.

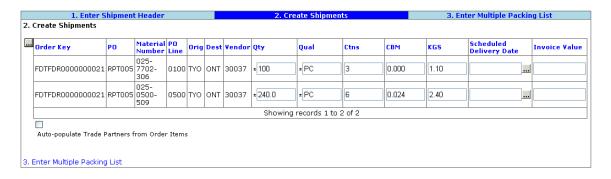


If the quantity being shipped is different from the PO quantity, you will get a pop up window for each PO line item telling you that the invoice value does not match, and asking if you want to use the Calculated Value. Click the  $\mathbf{OK}$  button.

By clicking OK, Log-Net will determine the actual value based on the quantity shipped.



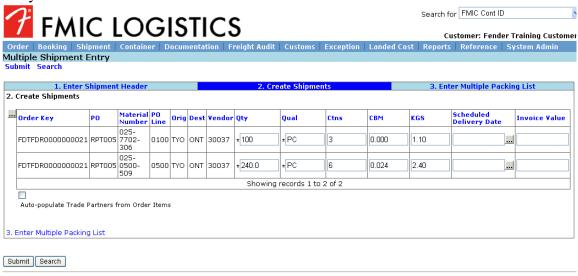
After you click "OK," LOG-NET will close the Search window and take you back to the main screen. Your Create Shipments screen will now show the PO lines ("shipments" in LOG-NET) you selected.



### **Enter Multiple Packing List**

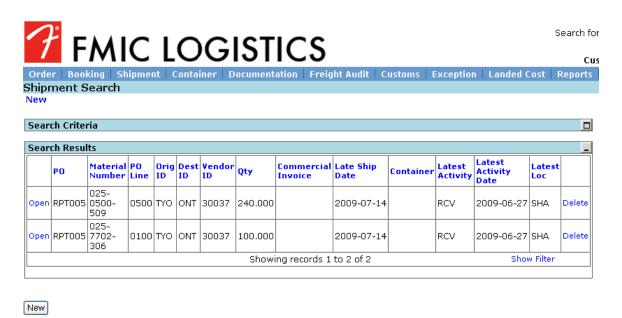
FMIC does not use this function. You do not need to do anything.

Instead, simply click "Submit." There is a "Submit" button at both the top and bottom of the screen. You may hit either one. If you do not hit Submit, then the Multiple Shipment Entry will not be saved.



After you have hit Submit, LOG-NET will take you to a Shipment Search screen. There you will see all the shipments (the PO line items) you have just created. Once you have created all the shipments you need, you are ready for the next step in LOG-NET: loading the container(s).

Last Changed On: 01-NOV-2010 Last Changed By: cdurnell Page 8 of 9



\*indicates required field

Last Changed On: 01-NOV-2010 Last Changed By: cdurnell Page 9 of 9