



USER GUIDE

SPLIT SHIPMENT

LogTrade

2019-02-19





1 GENERAL

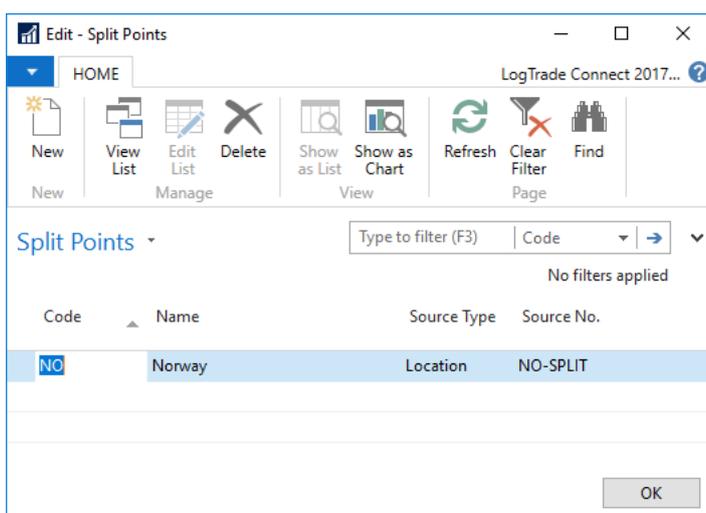
This document describes basic setup and the process of creating split-shipment consignments for example when shipping to Norway (or other non-EU countries) or just anytime you need a split shipment process (sometimes called bulk sending).

One main reason to use split-shipment process is when you want to consolidate customs invoices for several orders/consignments to one invoice. This is normal to keep the customs cost as low as possible. But there are other reasons than customs for creating split-shipment. In that case just skip the steps regarding the invoice below.

Below the terminology split-shipment means the grouped consignment that consists of two or more consignments included. With consignment each individual shipment/package is meant.

2 SPLIT-POINT SETUP

You must setup a split point where the goods will be delivered too as one bigger single split-shipment. At this place the consignment will be split up and from here delivered to each customer. A split-point is normally some kind of terminal or warehouse. For can have different sources for the split-point, a customer, a vendor, a location etc. This is the source that will be used as source for the split-shipment and where the consignments will depart from as individual consignments. The example below shows a setup of a Norwegian location to be the split-point.

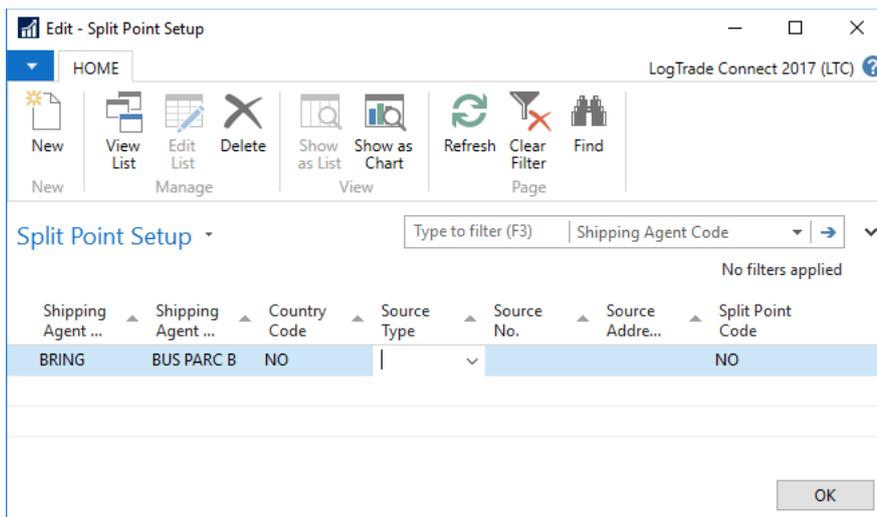




3 SPLIT-SHIPMENT SETUP

The whole process of creating/grouping split-shipments can be done completely manual but it is recommended to do setup, so this workflow goes more or less automatic. If you combine split-shipment and regular consignments on the same carrier products, that is sometimes a package is going on its own in a consignment and sometimes it is grouped in a split-shipment, you will have to manually decide each time.

In the example below we have setup Bring Parcel Bulksplit as carrier product that should be grouped in a split-shipment automatically when shipping to Norway for all customer, vendors etc. By using *Source Type*, *Source No.* and *Source Address Code* it is possible to specify unique flows for different sources.



4 CARRIER PRODUCT SETUP

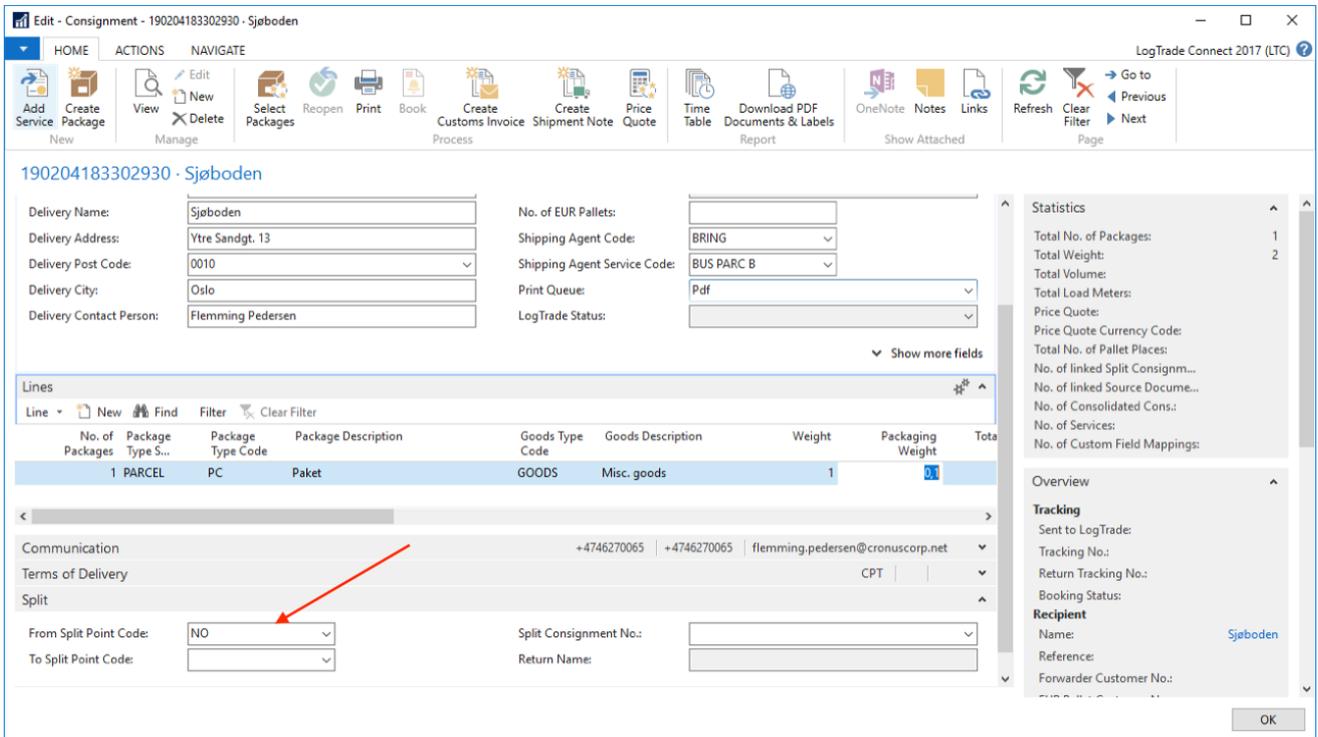
On each carrier product that will be used for the split-shipments it is possible to define if the individual consignment package numbers should be added as *Free Text*. You do this by adding a checkmark to the field *Split Package Nos. as Free Text*.





5 CREATING THE INDIVIDUAL CONSIGNMENTS

On the consignment there are two very important fields for controlling the split-shipment flow. For the individual consignments the field that is use is *From Split Point Code*. This field indicates that this consignment will be delivered as an individual consignment one it has reached the split-point. In this field you point out which split-point that shall be used for this consignment. It is possible to use more than one split-point, but only one at the time. In the example below the split-point code NO has been automatically registered based on the setup done in *Split-Shipment Setup* above. If you are missing this setup or want to decide for each consignment on your own, you have to register a *split-point code* manually in this field to be able to have this consignment in the split-shipment. Remember that the consignment must have status *Prepared* to be considered in the next step when creating the split-shipment.



6 CREATING THE SPLIT-SHIPMENT

One important thing is that the carrier used for the split-shipment does not have to be the same as for the individual consignments even if that is the most common way.

When all individual consignments have been done it is time to manually create the grouped split-shipment (bulk shipment). Create the consignment without referring to any source document and instead refer to the *Source Type* and *Source No.* that you have specified for the split-point that shall be used in this particular case. If you have setup that automatically register *Shipping Agent Code* and *Shipping Agent Service Code*, you do not have to do that manually. Now register the *Split-Point Code* where this split-shipment should be unpacked and split up to the individual consignments. When you do this you will get a message saying how many consignments that can be grouped in this split-shipment and if you want to select all of the, Normally that is what you want to do and you just answer *Yes* to the question, unless you want to exclude one or more consignments for later handling, maybe you want to create more than one split-



2,6
8 1/2

shipment. If you answer *Yes* you will get a window showing all consignments available, just unmark the field *Apply* for any consignment that should not be considered this time.

The screenshot shows the Microsoft Dynamics NAV interface for editing a consignment. The main window is titled 'Edit - Consignment - 190204183638415 - The Norwegian Split Point'. The interface includes a ribbon with various actions like 'Add Service', 'Create Package', 'View', 'Edit', 'Delete', 'Select Packages', 'Reopen', 'Print', 'Book', 'Create Customs Invoice', 'Create Shipment Note', 'Price Quote', 'Time Table', 'Download PDF Documents & Labels', 'OneNote', 'Notes', 'Links', 'Refresh', 'Clear Filter', 'Go to', 'Previous', and 'Next'. The main area displays the consignment details for 'The Norwegian Split Point', including delivery name, address, post code, city, and contact person. A dialog box is open in the center, asking 'There are 2 Consignments to apply to this Split Consignment. Do you want to open a list Consignments to apply?' with 'Yes' and 'No' buttons. A red arrow points to the 'To Split Point Code' dropdown menu in the 'Split' section, which currently shows 'NO'. The 'Split' section also includes fields for 'From Split Point Code', 'Split Consignment No.', and 'Return Name'. The right sidebar shows statistics and overview information.

The window below the available consignments to group in this split-shipment. They are normally pre-chosen so you can just press *OK*.



Split Consignment Selection List

LogTrade Connect 2017 (LTC)

HOME ACTIONS NAVIGATE

View List Edit List Toggle Yes/No on all Card Show as List Show as Chart Refresh Clear Filter Find

Split Consignment Selection List

Type to filter (F3) Apply No filters applied

Apply	No.	Source Type	Source No.	Name	City
<input checked="" type="checkbox"/>	19020418330...	Customer	NO1	Sjøboden	Oslo
<input checked="" type="checkbox"/>	19020418360...	Customer	NO2	Klubben	Haslum

OK Cancel

On the split-shipment you can see the number of individual consignments grouped in this split-shipment.

Statistics

Total No. of Packages: 1

Total Weight: 2,6

Total Volume:

Total Load Meters:

Price Quote:

Price Quote Currency Code:

Total No. of Pallet Places:

No. of linked Split Consignm... 2

No. of linked Source Docume...

No. of Consolidated Cons.:

No. of Services:

No. of Custom Field Mappings:

7 CUSTOMS INVOICE

Now all the consignments have been grouped to the split-shipment. Click the menu item *Create Customs Invoice*. This will create a customs invoice for all item lines for the grouped consignments. Therefore, it is important that the source documents have been updated with





delivered quantity to make sure the correct values are calculated. The creation of the invoice follows the standard procedure for creating customs invoices which means that item lines will be grouped based on your setup, for example grouped by *Tariff No.* and *Country/Region of Origin Code*.

When the invoice is created just push *Print* as on any normal consignment. When you later on need to *release* the shipments the split-shipment and individual consignments will be released at the same time.

The image below shows a customs invoice created for two consignments grouped in one split-shipment.

190204184932847

No.: 190204184932847
Consignment No.: 190204183638415
Type: Commercial
Currency Code:
Invoice Declaration: 12345566
Document Date: 2019-02-04
Export Type: Permanent
Net Weight: 4
Gross Weight: 4

Consignment Weight: 2,6
Amount: 574,70
Signee: Sven Svensson
Signee Position: CEO
Reason for export: Sales
Terms of Payment:
Shipment Method:
Line Grouping Level: Tariff No.

Line Type	Item No.	Description	Quantity	Unit Price	Amount	Net Weight	Gross Weight	Tariff No.	Country/Region of Origin C...
Item		Toys	2,00	287,35	574,70	4	4	9403 90 30	SE

Details

OK





8 TRACKING

When tracking a consignment in LogTrade Connect NAV do a web service request to LogTrade to get the latest status for that individual consignment. When using split-shipment this process even tracks the split-shipment if there are no tracking statuses yet for the individual consignment going to the customer. This means that if LogTrade has not yet got any tracking statuses from the carrier for the package to the customer a new web service request till automatically be send for the split-shipment and those tracking statuses will be shown instead, telling you how far the split-shipment has come.

